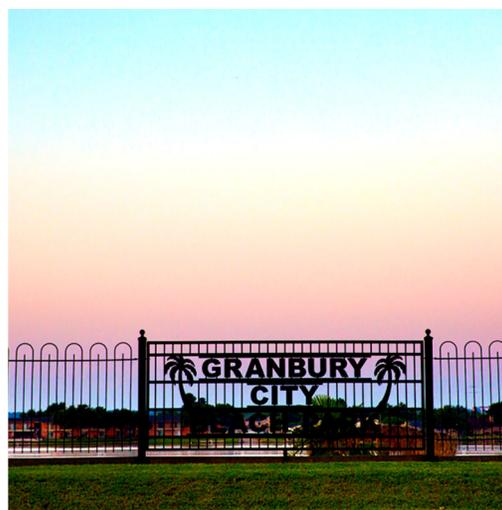




# Adopted Annual Budget

City of Granbury  
Fiscal Year 2020-2021





# Annual Adopted Operating Budget Fiscal Year 2020-2021

*Due to the passage of S.B. No. 656, Section 102.007 of the Texas Local Government Code was amended to require that the following information be included as the cover page for a budget document.*

## CITY COUNCIL RECORD VOTE

The record vote of each member of the governing body by name voting on the adoption of the budget is as follows:

- Nin Hulett - Aye
- Tony Mobly - Aye
- Eddie Rodriquez - Aye
- Bruce Wadley - Aye
- Trish Reiner - Aye
- Greg Corrigan - Aye

“This budget will raise more total property taxes than last year’s budget by an amount of \$207,987.46 (3.25%), and of that amount \$207,098.64 is tax revenue to be raised from new property added to the tax roll this year.”

- Tax Rate -					
Fiscal Year	Property Tax Rate	No-New-Revenue Tax Rate	No-New Revenue M&O Tax Rate	Voter-Approval Tax Rate	Debt Rate
2020-21	0.396117	0.386500	0.407083	0.443620	0.23506
2019-20	0.399385	0.378691	0.402210	0.454670	0.199716

Municipal Debt Obligations - Principal & Interest		
Tax Supported	Revenue Supported	Total
\$54,947,533	\$ 112,173,603	\$ 167,121,136

# GRANBURY *Texas*

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# **Annual Operating Budget**

## **Granbury, Texas**

### **Fiscal Year**

October 1, 2020 through September 30, 2021

#### **- Mayor -**

Nin Hulett

#### **- Council Members -**

Tony Mobly, Mayor Pro-Tem

Eddie Rodriguez, Council Member

Bruce Wadley, Council Member

Trish Reiner, Council Member

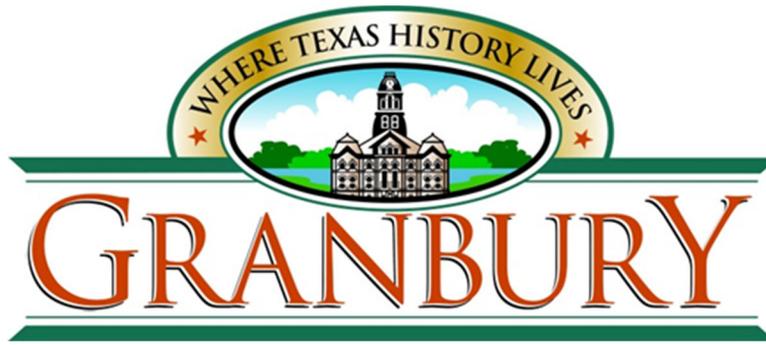
Greg Corrigan, Council Member

#### **- City Manager -**

Chris Coffman

Operating Budget document prepared by the

Finance Department

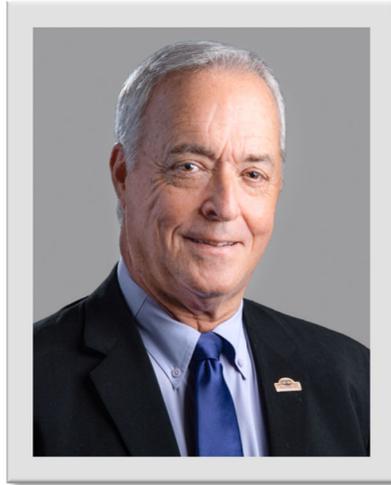


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*The Mayor and five City Council members, as elected representatives of the City of Granbury, formulate public policy to meet community needs and assure orderly development of the City. The City Council is responsible for appointing the City Manager, City Attorney, Municipal Judge and City Secretary, as well as various citizens boards and commissions.*

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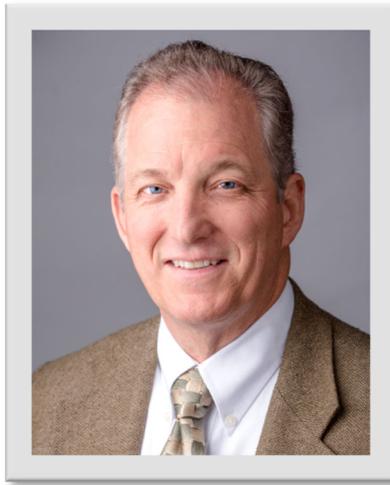
# City of Granbury City Council



**Nin Hulett**  
Mayor



**Eddie Rodriguez**  
Council Member  
Place 2



**Bruce Wadley**  
Council Member  
Place 3



**Trish Reiner**  
Council Member  
Place 4



**Tony Mobly**  
Council Member  
Place 5



**Greg Corrigan**  
Council Member  
Place 6



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Granbury**

**Texas**

For the Fiscal Year Beginning

**October 1, 2019**

*Christopher P. Morill*

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Granbury, Texas for its annual budget for the fiscal year beginning October 1, 2019.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

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# Mission Statement

**“Providing quality of life through exceptional services with a friendly and responsive staff.”**

# Vision Statement

**“Where Community, Heritage, Culture, and Tourism promote and provide our City with an exceptional quality of life.”**

## City Goals

Development of the 2020-2021 Fiscal Year Budget was guided by the core City Goals as outlines below.



# GRANBLURY *Texas*

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# Message from the City Manager



**Chris Coffman**  
City Manager

Honorable Mayor and City Council:

It is my honor and privilege to present to you the Annual Operating Budget for the City of Granbury for the Fiscal Year 2020-2021. This document details the comprehensive strategic plan by which Granbury strives to enhance our quality of life. The Operating Budget is an outline of the programs and services to be provided by the City during the coming year. The City of Granbury is an exciting place to live, work and play. Our City plays an important role in defining our quality of life by developing and maintaining standards which have contributed to a pleasant, attractive, dynamic and healthy community. Managing Granbury’s future growth is another priority as we work together to develop and maintain the City’s economic status, unique character and preserve our rich historic heritage.

This budget continues the objectives and priorities established by our citizens and the City Council to meet challenges and effectively plan for future needs. As you well know, the State of Texas recently acted during the latest Legislative Session to slow the growth of local governments by establishing a new formula for property taxation with mandating smaller limits on increases without voter approval, reduced the amount of franchise fees that can be collected by franchise holders relating to telecommunications, eliminated involuntary annexation and a variety of other restrictions. These new restrictions are considered within this budget and the city staff and I have worked diligently to implement these new changes within this budget. The budget balances the cost of new and expanded programs needed to address City priorities against the City’s financial and human resources limitations and our adherence to the Fiscal and Budgetary Policy.

The City Council and Staff conducted a strategic planning workshop discussing this budget and the City’s five-year strategic plan. In addition, I have met with each of you to further discuss the budget objectives and have included them within this operating budget. The meetings established the priorities needed for the budget process, clarifying and redefining the City’s Goals and Objectives for the next several years to help guide everyone in the planning process. The first year of the five-year strategic plan functions as the base for our operating budget and ensures that concerns are addressed that may impact the city’s future.



# Pillars for Strategic Planning and Key Milestones

*In February 2019, the City Council held a priority Strategic Planning Meeting, where six key pillars of the future were identified for Granbury. These strategic pillars are crucial for the fulfillment of the Council's vision; therefore, they became the focal points in establishing the adopted budget.*



## INFRASTRUCTURE

- Help with the (TXDOT) traffic problem of HWY 377
- Wastewater infrastructure improvements:
  - rehab existing plant
  - build second wastewater treatment plant- “East Plant”
- Complete Phase 2 of the Water Treatment Plant improvements
- Execute the newly developed Water & Wastewater CIP plans
- Develop a master drainage plan and investigate a stormwater utility fund
- Implement the Park Master Plan once completed
- Develop and Coordinate a traffic thoroughfare plan in conjunction with Hood County
- Continue technology infrastructure planning

## ECONOMIC DEVELOPMENT

- Work with the state and local governments, chamber of commerce, local schools and hospitals
- Create a redevelopment zone for Project Madison Park (allow for tax abatements)
- Form a department or corporation that would create a strategic plan
- Establish steady, non-political funding stream for the department or corporation
- Continue to develop medical community relationships and increase medical businesses
- Develop Granbury as a “Business Incubator” (find missing components of businesses)

## TOURISM

- Increase hotel/motel/Bed and Breakfasts occupancy
- Build strong relationship with all local hoteliers and stakeholders
- Remain competitive and strengthen what we have through retention, service, and gratefulness.
- Maximize the tourism potential of Lake Granbury

- Utilize the Lake Granbury Conference Center to attract new events
- Continue the implementation the Lake Granbury’s Conference Center’s strategic plan
- Establish consistency in department staffing
- Educate citizens on the benefits of tourism to their community
- Develop a contingency plan for maintaining tourism during years of low lake levels

## **DEVELOPMENT OF CITY-OWNED PROPERTY**

- Continue using City parks for concerts and other outdoor events
- New property on Loop 567 will be the site of the future police facility
- Additionally, explore possibilities for new property on Loop 567 as a site for a “North” wastewater treatment plant, a second water treatment plant, and/or recreational sites.
- Utilize GISD donated property on Bridge Street
- Complete Lambert Branch Park improvements
- Enhance Hike and Bike Trail

## **UTILIZE LAKE GRANBURY**

- Continued efforts to work through BRA to achieve lake improvements
- Educate the community on lake maintenance, beach usage, and safety
- Encourage more commercial development on lake property
- Increase marketing of Lake Granbury for recreation
- Develop a plan for future possible drought conditions
- Add a boat dock to the Conference Center to increase ways events can utilize Lake Granbury
- Create additional fishing piers in town for public use

## **PUBLIC SAFETY**

- Build a new police facility on Loop 567
- Fiscally plan for fire apparatus needs and facility expansion
- Update multi-party agreement between City of Granbury, Granbury Volunteer Fire Department, Tough Enough to Care and Hood County
- Continually re-evaluate and adjust staffing levels and salaries for the public safety departments to continue to attract and retain top-notch employees

# Budget in a Brief

The City's major revenue sources have maintained strong growth for both the General and the Utility Funds. The largest revenue source for the General Fund, sales and use tax, remains consistent with the City's trending growth even during the economic fallout triggered by the COVID-19 pandemic. While most department budgets have remained constant compared to the previous year, the City continues to fund capital projects and infrastructure needs. In light of the recent legislative changes and the possible long-term impact of the COVID-19 pandemic, the City did not add any new positions to the General Fund operating budget and did not consider personnel merit-base salary increases for the City's workforce for Fiscal Year 2020-2021.

Fiscal Year 2020-2021 Operating Budget totals \$50.6 million for all funds. Of that amount, approximately \$38.8 million is for continued operations, \$8.4 million for debt service, and the funding for capital improvement projects and equipment is \$1.8 million. The operating inter-fund transfers are approximately \$1.86 million. In addition, bond funds that were issued in 2018 and 2019 are being utilized for the construction of the improvements to the existing wastewater treatment plant utilizing Membrane Bioreactor technology, construction of a east waste water treatment plant, road improvements, police facility and park improvements totaling approximately \$68 million.

## PROPERTY VALUES

2020 certified property values increased by 6% or \$93 million in total, compared to the 2019 certified values. The growth represents an increase in certified valuations from \$1.632 billion to \$1.726 billion. Strong residential and commercial development was the major contributor to the increase in the property valuations in 2020. New properties added to the tax roll in 2020 equates to about \$53.6 million.

## PROPERTY TAX RATE

The City's proposed property tax rate for Fiscal Year 2020-2021 is \$.396117/\$100, which is lower than last year's property tax rate (\$.399385) and less than the "No-New-Revenue Tax Rate" as calculated under the Texas Property Tax Reform and Transparency Act of 2019. The proposed debt service portion of the tax rate will be increased from \$.1997 to \$.2351 due to higher debt service obligation in Fiscal Year 2020-2021, and the maintenance and operations portion of the tax rate will be reduced from \$.1997 to \$.1611 to support the total tax rate of \$.396117 per \$100 property valuation. As reflected in the maintenance and operation tax rate, the City's General Fund operations are primarily supported by Sales Tax revenue, as well as other taxes and fees.

## RECAP OF THE PROPERTY TAX RATE CHANGES AND STRATEGY

Senate Bill 2, known as the Texas Property Tax Reform and Transparency Act of 2019, reformed the property taxation system. SB 2 took effect January 1, 2020 and lowered the city's property tax rollback rate from 8% to 3.5%, with an automatic election required to exceed that percentage. The bill guaranteed a \$500,000 levy increase threshold for most cities under 30,000 population without

triggering a rollback election by calculating the “De Minimis Rate”. Special provision during a disaster also applies under SB 2. If the city is in an area declared as a disaster area during the tax year, the city may calculate the voter-approval tax rate using 8% instead of 3.5%. Under the current increase the city has experienced in sales tax, this budget will reduce the property tax levy and rely more on the sales and use tax in an effort to assist the property owners of the City, because of the negative effect of the Pandemic the world is currently experiencing.

## SALES TAX

The main factor that allowed the City to grow has been the state of the economy in the Granbury area. Granbury continues to be the financial hub of the region; and with the continued improvement of the economic climate, sales tax collections remain strong and currently trend higher than the state average. While the duration and effects of COVID-19 remains largely unknown, the City had to make assumptions about the economic impact it will have on our sales tax collections. Therefore, the proposed sales tax revenue for Fiscal Year 2020-2021 is held at \$8.675 million, same as current year budget, even if early estimates indicate that final sales tax number will reach \$9.2 million in the current fiscal year.

The following are some major contributors to our sales tax growth:

- The expansion of residential and commercial developments has provided the largest increase in property valuations and generating sales tax from the added population.
- The City’s primary commercial corridor along Highway 377 continues to expand with new business developments.

This budget is balanced with a conservative projection of no growth in sales tax for the next fiscal year.

## REVIEW AND UPDATE OF FEES AND CHARGES

Each year as a part of the budget process, staff reviews current fees and charges to ensure that amounts are set appropriately for cost recovery and to remain consistent with the market. However, based on the current economic environment that affects all utility customers, the City is proposing no increase for water and sewer rates in Fiscal Year 2020-2021.

## DEBT ISSUANCE AND CAPITAL FUNDING

During the last fiscal year, the City issued \$19 million for new major general infrastructure projects. These projects include \$13M for a stand-alone police station, \$3.6M for parks and recreation facilities, and \$2M for street rehabilitation projects. Due to Granbury’s underlying strong bond rating of “AA”, the City was able to obtain the \$19M in project funding at a premium, and only financed \$16.46M.

The City is still in the process of rehabilitating the current, “south” wastewater plant with new technology and build a new “east” wastewater plant to serve the growing population. Out of the total recent utility debt issuance, all \$48.8 million was funded through the Texas Water Development Board (TWDB) Clean and Drinking Water State Revolving Fund loan program. The TWDB loan program provided low-cost financial assistance for planning, acquisition, design, and construction of the City’s new \$13.8M and \$35M infrastructure. Due to Granbury’s underlying strong bond rating of “AA” the interest rates for these two TWDB projects were reduced by 135 basis points and 165 basis points,

respectively, off the market interest scale, saving the citizens of Granbury \$12.6M over the 30-year notes. To anticipate the increase in water and sewer demands of our growing community, the City is already making plans for a third, “north” wastewater treatment plant and a second, “north” water treatment plant.

## **FLEET FUND**

The Fleet Replacement Fund is funded through transfers from other funds, interest revenue, and sale of City assets. The purpose of the Fleet Replacement Fund is to ensure that adequate funds are available to purchase vehicles and equipment, to stabilize budgeting for major purchases, and to provide a systematic, city-wide approach to procurement and disposition of the fleet. “Fleet”, for the purpose of this fund, includes cars, trucks, police vehicles, heavy equipment and trailers for City’s operations. Along with the Fleet Fund, the City established an advisory Fleet Committee. The Fleet Committee is comprised of representatives from key departments responsible for most of the fleet inventory, along with representatives from finance, the fleet shop, and administration. This mix of members will review the City’s needs for fleet transfers, purchases, disposals and maintenance to accomplish City-wide efficiency in fleet management and procurement. Above all, the Fleet Committee is committed to keeping citizens and City-staff safe in the maintenance and operation of the City’s equipment.

## **MULTI-YEAR FORECAST**

To sustain and plan for Granbury’s long-term needs, the Fiscal Year 2020-2021 budget includes a Five-Year Strategic Capital Plan (Starting on [Page 249](#)). This plan identifies planned projects for the next five years based on funding availability and priority of each project.

## **EMPLOYEE INSURANCE BENEFITS**

Employee insurance benefits include medical, dental, life, accidental death, long-term disability, and COBRA insurance, as well as flexible spending account administration. The City continues to exhibit commitment to our employees by funding employee medical insurance premiums and reimbursing employee for any of their deductibles in excess of \$1,000.

## **TEXAS MUNICIPAL RETIREMENT SYSTEM (TMRS)**

The City is committed to ensuring the retirement benefit offered to employees is affordable, sustainable, and competitive. The City’s current plan design does not change and includes funding for participation in the TMRS program at a contribution rate of 16.37 percent. This rate is slightly higher than the TMRS actuarially required full contribution rate.

## **PRIORITIES AND ISSUES**

The City has always been committed to conservative and sound financial planning. The continuation of the processes that were instituted last year for controlling costs and capital expenditures will be a major factor in ensuring that the City of Granbury remains on a stable financial footing in the upcoming years. The City will initiate some new capital projects in Fiscal Year 2020-2021 but will continue to focus on quality, customer-oriented services and maintaining venues currently available.

## FINANCIAL GOALS

The Operating Budget is completed each year with the following financial goals in mind:

- The undesignated reserve shall be at least 25% of total expenditures for both the General Fund and the Utility Fund. Currently, the General Fund’s unassigned Fund Balance is close to 47% of the total General Fund expenditures, and the Utility Fund’s unassigned Fund Balance is around 65%.
- Bond ratings with Fitch and Standard & Poor’s will be maintained at AA for the General Fund and improved if possible.
- The budget for each fund will be balanced with revenues exceeding expenses by at least 1% for the General Fund and Utility Fund.
- As a non-recurring revenue source, beginning fund balances are only used to fund capital or other one-time expenses.

## CONCLUSION

City staff has made significant impacts to the City of Granbury and the surrounding community for generations to enjoy. Under the policy priorities of the City Council, we have formulated positive changes through projects, quality development with AA Bond ratings for the General Funds and an A+ for Utility Funds, and exceptional customer service. The facility improvements and development projects completed by the City have ensured a path to prosperity for our community.

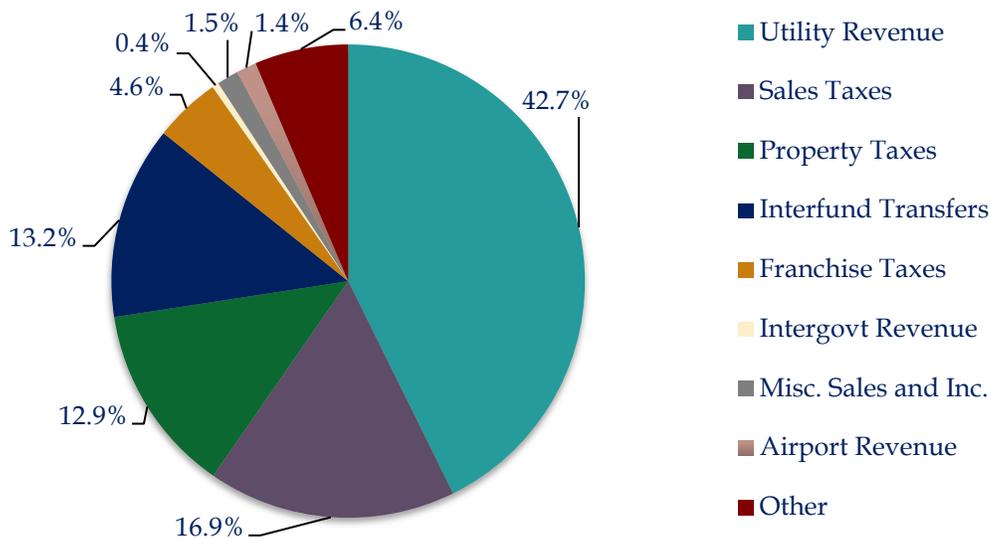
It is my honor and privilege to serve as your City Manager and I look forward to implementing this year’s budget because of the continual positive impacts upon this community for years to come. The comprehensive budget for Fiscal Year 2020-2021 fulfills the policy objectives as directed by the City Council. Our emphasis is on continued improvements and the delivery of services that lead to a high quality of life and pride in our community for future generations to enjoy.

Chris Coffman, CPM  
City  
Manager



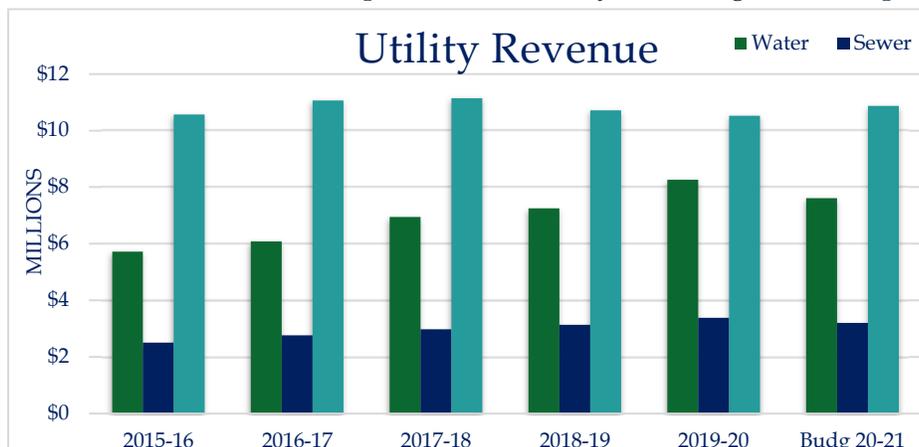
# Overview of Revenue Sources and Assumptions

Revenue is estimated based upon historical data, current economic conditions and other demographic data. The City’s revenue budget estimation takes into consideration many unique elements that respond to a variety of external factors such as population growth, development, inflation, and interest rates. The City of Granbury applies a conservative philosophy that will produce a long-term goal of neither overstating revenues nor understating expenditures. The City of Granbury obtains revenue from several sources outlined below.



## Utility Service Revenue - \$21.86 Million, 43% of total revenues:

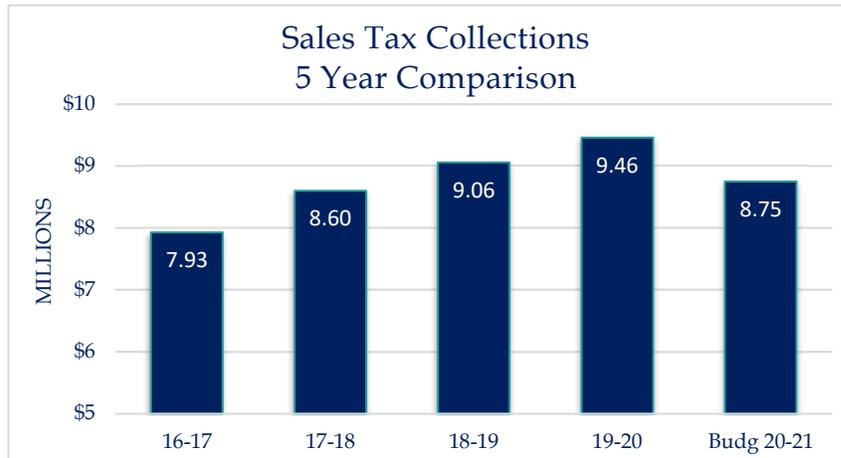
The City of Granbury provides electric, water, and sewer services to the residents of Granbury and in its extra-territorial jurisdictions. The City’s overall customer base for its electric, water, and sewer services have increased over the last few years due to corporate development, additional housing subdivisions, and other acquisitions. The City has budgeted to implement a slight rate increase as a



CPI adjustment for water and sewer utility rates. Additionally, a new 3-year power purchase contract effective January 2018 permitted the City to reduce the electric rate by 9%. This allowed for a lower and more competitive rate for our customers.

**Sales Tax - \$8.68 Million, 17% of Total Revenues:**

The largest single revenue source for the General Fund is Sales Tax. Taxable sales have increased noticeably over the past few years primarily due to a continued development and renewed economic activity. The City is conservatively projecting no growth in sales tax for Fiscal Year 2020-2021.



An important source of sales tax revenue relates to the demographics of new citizens joining our community. Given the quality of life in our City, the City has historically been a popular retirement destination, and the increased wealth factor is having a large impact on spending habits of our population. Recently though, the City has begun to attract younger families as well. Ultimately, the size of population both inside and outside the City limits is vitally important in determining the level of sales tax revenue earned. Granbury is a City of 10,410 people surrounded by over 65,000 of non-city residents.

Currently the existing sales tax rates are as follows:

State	6.25%
City	1.50%
County	0.50%
Total	8.25%

**Property Tax - \$6.5 Million, 13% of Total Revenues:**

The third largest single revenue source for the General Fund is the Ad Valorem taxes, also known as property taxes. The computation of the property taxes is based upon the assessed value of real and personal property. All property tax revenue is first applied to the debt service requirements; therefore we project the property tax revenue before and after the application of revenues toward the debt service. The remaining property tax revenue is used for the maintenance and operations of the General Fund. This fund provides the tax payers with general City services such as public safety, streets, parks and recreations, and other general government support services.

It is important to note that the budget is based on the 2019 property tax rate of 0.396117 per \$100 property valuation. The tax rate is determined based upon completion of the budget process, which entails projecting the expected revenue, determining the most efficient use of resources and expected levels of expenditures, while utilizing the tax rate required to balance the budget.

Based on the assessed valuation of appraised property provided to us by the Hood County Appraisal District, the Fiscal Year 2020-2021 budget reflects estimated property tax collection of \$6,593,544. This third party appraisal analysis is the major factor in projecting our Ad Valorem revenue. Property valuation increased by 6% from \$1.632 billion to \$1.726 billion in Fiscal Year 2020-2021. The City projects that the assessed property valuation will continue to grow due to new residential and commercial developments along Highway 377, Highway 51, and Highway 4.

## Franchise Fees:

The City receives substantial revenue from franchise fees. When utilities and other industries use city property to distribute their services, cities are permitted by law to collect rental fees, also known as “franchise” fees, for the use of public property. Franchise fees are calculated by various methods, depending on industry type. Franchise fees are collected from both public and private utilities and assessed for the continued use of the public right-of-way. Among these fees are: cable TV, telephone, electric, solid waste, gas, and other franchise fees. For Fiscal Year 2020-2021, the City is estimating to receive \$2,225,640 in franchise fees. This estimate is based on the growth of the City and historical trend analysis. The largest part of the Franchise taxes are paid by the Utility Fund to the General Fund for its portion of business conducted on the City’s rights-of-way. The percentage charged to the Utility Fund by the General Fund increased in FY 2019-2020 from 4% to 6%.

## Airport:

The major source of revenue for the airport fund comes from the sale of aviation fuel and hangar rent. The City estimates to collect \$355,000 in fuel sales and \$324,000 for hangar rental in Fiscal Year 2020-2021, 10% lower than the previous year’s budget. The airport continues to partner with TXDOT on the major Airport Expansion Project (See [Page 202](#))

## Licenses, Permits, and Fees:

Cities may collect fees for issuing permits for building construction, environmental regulation, and for other services. Because cities incur costs to regulate in these areas, the permit fees must be tied to the cost of providing the service. With the stable and renewed economic outlook, permit activity is moderately on the rise. The City of Granbury projects to receive \$729,363 in Licenses, Permits and Fee revenue for Fiscal Year 2020-2021.

## Hotel Occupancy Tax:

The City receives Hotel Occupancy Tax (HOT) revenue from the hotels, motels, and bed-and-breakfasts in the City of Granbury. The estimated HOT for Fiscal Year 2020-2021 is \$700,000. Tourism is a critical part of the City’s economic development program, and our expectations are that the HOT revenue will be a challenge thru the current economic and social environment, but will come back stronger given the various types of events, attractions and recreational opportunities offered in the Granbury area.

Hotel Occupancy Tax rates are 7% for the City and 6% for the State totaling 13%.



## **Tourism Revenue:**

The Tourism Fund also accounts for revenues from the Lake Granbury Conference Center and other miscellaneous income. The estimated revenue for the conference center is \$323,000 in Fiscal Year 2020-2021. The City recognizes the current challenge the pandemic poses conference centers and the FY21 budget reflects a conservative approach to navigating the upcoming months.

## **Municipal Court Fees:**

A city that operates a municipal court may impose fines for violations of traffic laws and city ordinances. Maximum fines typically range from \$200 for traffic violations, up to \$2,000 for City ordinance violations relating to health and safety. The City's fine revenue plays a very small role in offsetting the costs of law enforcement and operation of the municipal court system.

The projection for court fines is based on historical trends. The City estimates to collect \$151,100 for fines & forfeitures in Fiscal Year 2020-2021, based on the current year's collections.

## **Park Revenue:**

Park revenue is made up of recreation league fees, concession revenues, city pool admission, and other recreational activities. The projection for Fiscal Year 2020-2021 is \$154,500 in park revenues.

## **Miscellaneous Sales and Income:**

Miscellaneous Sales and Income make up 1% of the total revenue for the City of Granbury. This revenue source combines the total of all Other Revenues from each fund. Examples of Miscellaneous Sales and Income are: donations, lease of city properties, Granbury Media revenue, service fees, reconnect fees, and penalty income.

## **Interest Revenue:**

Interest revenue is a fractional part of the total revenue source for the Fiscal Year 2020-2021 budget and is contingent on the total available cash as well as the market interest rate. The City estimates to receive \$100,000 in interest in the upcoming fiscal year.

## **Intergovernmental Revenue:**

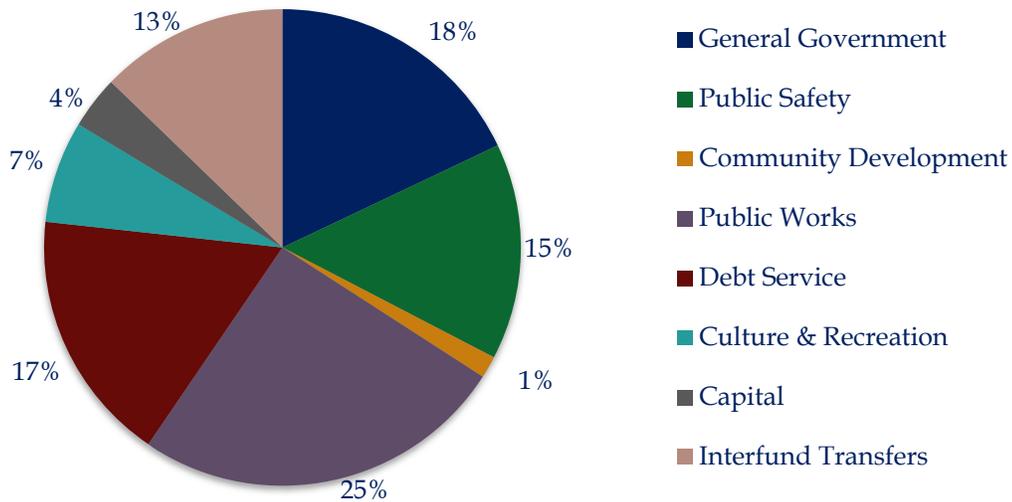
This section of the revenue includes state grants, intergovernmental contributions, and other reimbursements.

## **Other Financing Sources:**

The use of the Fund Balance in the General Fund and Utility Fund also falls in this section. In Fiscal Year 2020-2021, the General Fund budget will utilize \$638,538 from Fund Balance as follows: \$353,788 is for funding General Fund operations without increasing property tax rates, \$70,500 is from Park Reserves for tree trimming and a new toddler playground, \$34,000 is from Bridge Street Museum Reserves, \$25,000 from Cemetery Reserves, \$26,000 is for court security for City Hall surveillance and \$129,250 is for capital projects. The Utility Fund will utilize \$35,034 from Fund Balance for funding Utility Fund operations without increasing rates.

# Overview of Expenditure Assumptions

The City of Granbury projects expenditures based on historical data, economic data, and any other policy changes that might affect the expenditures for the fiscal year. The City’s goal is to appropriate sufficient monies to provide quality services at a reasonable cost and within available financial resources. The City of Granbury applies a conservative philosophy that will produce a long-term goal of neither overstating revenues nor understating expenditures.



## General Government:

**General Fund:** City Council / City Manager / City Secretary / Legal / Finance / Purchasing / Warehouse / Social Services / IT / Human Resources / Communications / Fleet / Building Maintenance / Clean Air Coalition / Non-Departmental

**Utility Fund:** Utility Administration / Meter Reading / Non-Departmental

**Airport Fund:** All

**Granbury Historic Properties:** All

## Public Safety:

**General Fund:** Municipal Court / Police / Fire / Building & Permits

## Community Development:

**General Fund:** Community Development / Economic Development

## Public Works:

**General Fund:** Street Maintenance

**Utility Fund:** Groundwater / Water Treatment / Water Distribution / Wastewater Treatment / Wastewater Collection / Electric / Public Works

## Culture & Recreation:

**General Fund:** Parks & Recreation / Cemetery

**Tourism Fund:** Tourism / Opera House / Langdon Center / Conference Center

## Debt Service:

All Funds Combined

## **General Government:**

The general government portion of expenditures has remained very consistent with the prior fiscal year.

## **Public Safety:**

In 2020, the City of Granbury issued a bond to fund the building of a new stand-alone police station. In 2019, the City issued a small bond to fund the purchase of 2 fire apparatuses. Otherwise, the operating budgets for all public safety departments, including Court and Building & Permit Inspections has remained consistent.

## **Community Development:**

In order to promote growth, the City continues to invest funds in economic development. The City intentionally encourages quality new development and strategic re-development. Granbury will continue to implement and revisit the recently adopted Comprehensive Master Plan.

## **Public Works:**

Total Public Works related operating expenses have remained consistent. However, due to the continued development growth placing increased demand on all City-operated utilities, 3 different Public Works' departments will be hiring 5 additional personnel during FY 2021: 1 Water Treatment Plant Tech, 3 for Wastewater Treatment, and 1 GIS Technician. Also, the City issued a bond in 2020 that will provide \$1,000,000 for year 3 of the 7-year street improvement project. Therefore, operating expenses for FY2021 are \$1M less in the street department, but will be added back into the operating budget for FY2022.

## **Culture & Recreation:**

Overall, the parks and cemetery operating budgets are consistent with the prior fiscal year. Tourism expenditures have been re-evaluated based on the current economic climate and staff will continue to monitor those operational budgets closely to best support the City and it's citizens during this time.

## **Capital:**

The General Fund capital improvements scheduled for Fiscal Year 2020-21 are investments in technology capital projects to help increase efficiency within departments like network segmentation, radio software upgrades, and city hall surveillance. Park improvements are proposed such as a toddler play structure, new rubber mulch, and a zero turn mower.

In the Utility Fund, the City will continue a 5 year replacement of all electric meters to the same advanced metering system as the water meters completed in prior years. Additional equipment is needed in various utility departments such as silent check valves, hydrant exerciser, turbidimeters, voltage frequency drives, and a dewatering box. The City will continue to set aside funds in a reserve account in order to prepare for the replacement of the membranes at the new WTP facility. Infrastructure improvements will be invested in the electric system due to some unfunded mandates, and the water distribution and wastewater collections systems.

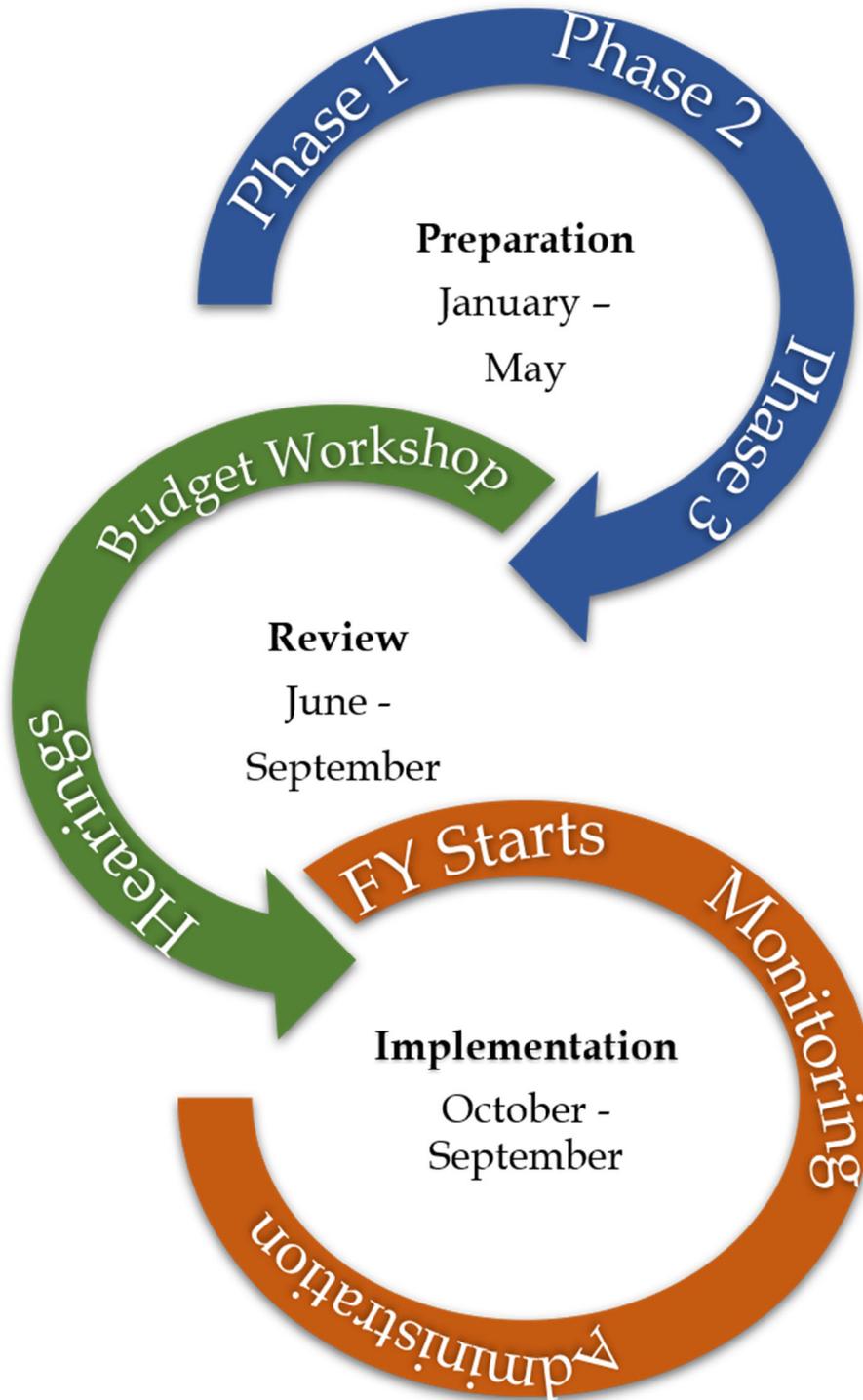
## **Debt Service:**

The City of Granbury is growing rapidly and therefore has issued bonds in recent years for both General and Utility infrastructure projects to serve the growing demands. General Fund's I&S obligation has increased 25% and Utility Fund's debt obligation has increased 13%. (See [Pages 208-210](#))

## **Interfund Transfers:**

Interfund transfers from the General Fund to the Tourism Fund have increased slightly. For the third consecutive year, the Airport Fund is able to balance the operational budget without a transfer from the General Fund and yet the Airport will still transfer to the General Fund it's share of allocated costs for services provided by the General Fund. The Utility Fund also pays a shared allocation to the General Fund for administrative and support services which has remained consistent over several years.

# Fiscal Year 2020-2021 Budget Calendar



### Preparation

Date	Task
Feb 4	Start of FY 2020-2021 Budget Process
Feb 4	Distribute capital project request forms and vehicle replacement worksheets for FY 2020-2021
Feb 25	Distribute FY 2020-2021 projected operational line item budgets for Department Heads' review and revisions
Mar 13	Deadline for Vehicle Replacement Requests
Mar 26	Deadline for FY 2020-2021 Capital Requests
Mar 26	Deadline for Operational Budget line item projections
Apr 1-23	Department Heads meet with City Management to discuss submitted budget requests for the FY 2020-2021 Annual Budget.
Apr 11	Distribute Fee Schedule for Review
May 4	Deadline for suggested revisions to Fee Schedule

### Review & Adoption

Date	Task
Jun 1	Budget Workshop with Council
Jul 31	Proposed FY 2020-2021 Annual Budget to be submitted to City Council and City Secretary.
Aug 4	<u>Regular City Council Meeting</u>
	- Council vote to set date, time and place of public hearing on budget (Sept 1)
	- Vote to place a proposal to adopt the tax rate on the agenda of a future council meeting (Sept 1)
Aug 8	- Publish Notice of a Hearing on the FY 2020-2021 Budget
	- Publish notice of proposed FY 2020-2021 Tax Rate
Aug 18	<u>Regular City Council Meeting</u>
	- Update Council on any changes to Proposed Budget since the Budget Workshop with final appraised values and tax rates from HCAD
Sept 1	<u>Regular Council Meeting</u>
	- Public Hearing on the FY 2020-2021 Budget
	- Adopt FY 2020-2021 Budget
	- Adopt FY 2020-2021 Tax Rate

### Implementation

Date	Task
Oct 1	New fiscal year begins
Oct 1 - Sept 30	Monitor departmental budgets on a continuous basis and process transfers and adjustments as necessary.

# GRANBURY *Texas*

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# Budget Process

The City of Granbury's budget process is the mechanism that changes taxpayer requests and resources into government services and expenditures. Again this year, the City of Granbury has made a great commitment to setting community goals, performance measures, and priorities.

## BUDGET PROCESS

### I. Definition and Authority

The budget is a financial plan for the fiscal year of operations that matches all planned revenues and expenditures with the services provided to the residents of the City, based on established budgetary policies. The City Charter establishes that the City's fiscal year shall begin on the first day of October and end on the last day of September of each calendar year. Such fiscal year shall also constitute the budget and accounting year.

### II. Preparation and Submission of the Budget

The budget preparation process begins in April before the beginning of the fiscal year. Under the City Charter, the City Manager is responsible for preparing and recommending an operating budget for City Council consideration. He along with the Finance Director determines guidelines for the City's department and division heads to use in preparing their budgets. These guidelines are based on Council goals, anticipated revenues, levels of service desired and capital equipment and improvement needs.

The Finance Department prepares the Budget Instructions Manual to be used in budget preparations. It includes the guidelines the City Manager and Finance Director have developed, the budget calendar and specific instructions for completing the forms included in the Manual. These include requests for capital equipment and projects, operating budget request forms, authorized position forms, requests for new positions and requests for new and/or enhanced services.

During May, the Finance staff meets individually with all department/division heads to explain the guidelines to be used in the preparation of their budget, distribute the budget instructions manual, the forms to be completed and deadlines to be met, and give any further directions for budget preparation. Department heads are responsible for the expenditure estimates of their department/divisions. Personnel cost information is provided to them by the Finance staff. In estimating other divisional expenses, department heads base their estimates on historical data adjusted for trends and possible rate increases.

By late June all operating budget and capital requests are due in the Finance office so that staff can begin compiling them and determining financing needs. Factors to be considered in determining items to be capitalized are as follows:

- Item can be permanently identified as an individual unit of property.
- Item has an anticipated useful life of five years or more.
- Item belongs to one of the following categories:
  - \* Land
  - \* Buildings and Structures
  - \* Equipment
- Item constitutes a tangible, permanent addition to the value of City assets.
- Item does not constitute repair or maintenance.
- Item's cost should generally exceed \$5,000.

Note: If the item is less than \$5,000, then the item should be a component unit of an asset meeting the above-stated criteria.

After all the budgets are compiled, the City Manager and the Finance staff meet with the department/division heads individually to discuss their budget submissions.

By July, three-fourths of the current fiscal year is past, and the Finance department works to fine tune the revenue estimates. Revenue projections are generally based on historic receipts adjusted for rate increases and trends. The City's philosophy on revenue projections is making the best estimate possible using historic data and trends, being careful not to overestimate revenue.

In mid-June, the City Manager and Finance staff meets with the City Council to review the City Budget and Strategic Plan. Final budget strategies and actions are developed and assimilated into the Budget process.

The City Manager submits to the City Council, prior to August 1<sup>st</sup> of each year, the proposed budget for the following fiscal year. The budget provides a complete plan for the fiscal year and contains the following:

- A budget message which shall outline the proposed financial policies for the next year with explanations of any change from previous years in expenditures and any major changes of policy and complete statement regarding the financial conditions of the City;
- An estimate of all revenue from taxes and other sources including the present tax structure rates and property valuations for the ensuing year;
- An itemized list of proposed expenses by office, department, agency, project and type of expenditure for the budget year, as compared to actual expenses of the last ended fiscal year, and the present year-to-date;
- A description of all outstanding bond indebtedness, showing amount, purchaser, date of issuance, rate of interest and maturity date as well as any other indebtedness which the City has incurred and which has not been paid, and the amount required to pay principal and interest maturing in the budget year;
- A statement proposing any capital expenditures deemed necessary for the undertaking during the next budget year and recommended provisions for financing;
- Anticipated net surplus or deficit for the ensuing year of each utility owned or operated by the City and the proposed method of disposition.

### **III. Preparation of the Strategic Plan**

The City prepares a Strategic Plan each year which includes three scenarios and longer term economic assumptions, with the current year budget being the first year of a five-year-projection. The Strategic Plan is issued as a separate document given that the budget is utilized as an operational tool, and strategic plan is used as a tactical resource for longer term decisions.

### **IV. Adoption of the Budget**

The budget and all the supporting schedules shall be filed with the City Secretary when submitted to the Council and shall be open for public inspection by anyone interested. At the Council meeting at which time the budget is submitted, the Council will name the time and place of all budget public hearings and will publish the notice of the

# 2020-2021 ADOPTED BUDGET

public hearings at least ten (10) days before the date of the hearing. At these hearings, interested citizens may express their opinions concerning items of expenditure, giving their reasons for wishing the increase or decrease in any items of expense.

After the public hearing, the Council shall analyze the budget, making any additions or deletions which they feel appropriate, and shall, at least twenty (20) days prior to the beginning of the next fiscal year, adopt the budget by a favorable majority vote of all members of the Council. Should the Council take no action on or prior to such day, the budget, as submitted, shall be deemed to have been finally and unanimously adopted by the Council.

Final adoption of the budget by the City Council shall constitute the official appropriations as proposed expenditures for the current year and shall constitute the basis of the official levy of the property tax as the amount of tax to be assessed and collected for the corresponding tax year. Estimated expenditures will in no case exceed proposed revenue plus cash on hand. Unused appropriations may be transferred to any item required for the same general purpose.

## V. Balanced Budget

A Balanced Budget is a budget with total expenditures not exceeding total revenues and monies available in the fund balance within an individual fund. The goal of the City is to balance the operating budget with the current revenues, whereby, current revenues would match and fund on-going expenditures/expenses. Throughout the fiscal year, the City Manager ensures that expenditures do not exceed projected revenues. To insure that the budget remains balanced, if necessary a plan is implemented to either reduce the rate of expenditures or increase revenues.

The City maintains a required fund balance for both the General Fund and Utility Fund. Funds in excess of the minimum reserves may be expended for City purposes at the will of the City Council once it has been determined that the use of the excess will not endanger reserve requirements in future years.

## VI. Amending the Adopted Budget

At any time in any fiscal year, the Council may make amendments to meet a pressing need for public expenditure, for other than regular or recurring requirements, to protect the public health, safety or welfare. Such amendments shall be by ordinance adopted by the favorable votes of not less than three (3) of the Council members qualified and serving, and shall be made only after public notice and upon recommendation of the City Manager.

In cases of grave public necessity, in which an emergency expenditure is needed in unusual and unforeseen conditions which could not, by reasonable diligent thought and attention, have been included in the original budget, an amendment to the original budget may be authorized by the Council, without the need for prior public notice, and with the following additional requirements; that a quorum of the City Council and the Mayor sign a statement that the conditions above stated exist and setting out in brief form the factual basis for their conclusion; publish the affidavit in a paper of city-wide publication once in the week immediately following their decision; and hold a public hearing to brief the public and answer questions, as a primary item of the next regularly scheduled City Council meeting.

## VII. General Budgetary Controls

The City of Granbury maintains budgetary controls to assure compliance with legal provisions embodied in the annual appropriated budget adopted by the City Council. The Department Heads are authorized to make budget transfers of \$5,000 or less with the approval of the Director of Finance. Transfers of greater than \$5,000 must be authorized by the City Manager. All transfers between areas must be approved by the City Council.

# Community Profile

Granbury is located in the heart of north Texas in Hood County and is home to approximately 10,410 people, and serves as the center of commerce and recreation to over 66,000 county residents. The community has successfully promoted tourism, making it a major economic benefit to the community. In 2019, and again in 2020 Granbury was named the #1 Best Historic Small Town by USA Today. Granbury is the first City to achieve this award two years in a row.

Granbury is a Home Rule Charter City and operates under a Council-Manager form of government. A mayor and five council members are elected by majority of the entire city. Elections are held the first Saturday in May.



## HISTORIC GRANBURY

Our city tagline is “Where Texas History Lives,”. While Granbury has embodied that slogan since 1887, we continue to be the place where Texas history is still alive. This is seen all around town, at our lake and city beach, with award-winning arts and culture, inside hidden culinary locations, and walking around Texas’ most historic courthouse square.

Viewed as a model for downtown revitalization, the Granbury Square is proud to have been the first downtown in Texas to be listed on the National Register of Historic Places. Preserving our historic charm and authentic Texas experiences is an important part of what Granbury is about. The majestic Hood County Courthouse was the recipient of the Texas Downtown Association 2013 President’s Award for Best Restoration. Also, with the help of the City of Granbury and other donors, the Granbury Opera House has been completely restored. The Granbury Opera House also won a TDA President’s Award for Best Renovation in 2014.

The city center is surrounded by the picturesque landscape for which Texas is known. This includes: Lake Granbury, wineries, a brewery, and the Acton Nature Center- where a monarch butterfly tagging event is held annually. Whether our visitors are interested in a wine and culinary tour, shopping and entertainment, or simply relaxing by the lake to watch the sunset, Granbury is the perfect North Texas setting.

## ECONOMY AND EMPLOYMENT

Granbury is located 25 miles southwest of Fort Worth. It is the county seat and retail hub of Hood County. In addition to serving as the commercial and retail hub of the county, the city has emerged as a popular tourism and recreation destination.

Proximity to the Dallas/Fort Worth metroplex, land affordability, and lake access support a growing commuter population. Additionally, Granbury serves as a second-home choice and retirement destination due to its location on Lake Granbury. Residents can also benefit from participation in the broad and diverse Dallas-Fort Worth-Arlington metropolitan statistical area. The City’s hometown atmosphere combined with moderate development attitude and low cost of living makes Granbury an attractive place to live.

The City anticipates future growth in the local economy as a result of capital improvements completed these past years and new projects budgeted in the current fiscal year. The City has been successful in attracting several residential developments, single- family and multi-family, with many of these developments being up-scale residential developments offering championship golf courses and lake access.

# 2020-2021 ADOPTED BUDGET

Many new commercial developments have emerged in the City of Granbury during the last several years, such as: Tuesday Morning, Five Below, Home Goods, Ulta and Raising Cane's as well as a Walmart remodel. The City has already been fortunate to have Lowe's, Home Depot, Kroger, Brookshire's Aldi, and HEB that have been a catalyst to the regional economy for several years and are some of the City's major employers.

Lake Granbury Medical Center (LGMC) is one of the area's largest non-retail employers, providing employment for doctors, nurses and other health care personnel. LGMC provides the most current state-of-the-art facilities in the North Texas area.

## CULTURE AND RECREATION

Granbury prides itself on being a cultural, culinary and outdoor mecca, all with a vintage twist. Live theater and musical performances are offered year-round at the recently restored 1886 Granbury Opera House and at the Granbury Live Performance Hall, both on the Historic Granbury Square. The newly renovated Square also serves as a charming backdrop to an eclectic mix of art galleries, shops, wineries and eateries.

The silver screen is also represented, the old fashioned way, at the Brazos Drive-In Theater. Fossil Rim Wildlife Refuge, Dinosaur Valley State Park and Dinosaur World are a short drive away.

Granbury is the perfect destination for tranquility, with several miles of hike and bike trails that meander through the City's park system and through the new Memorial Lane section honoring our heroes. The City Beach is ideal for swimming or sunbathing and the light-colored sand on the beach-mined locally from a Cretaceous Age beach.

The Dana Vollmer municipal swimming pool at the Pearl Street Park offers a unique swimming experience that entire families will enjoy. It is adjacent to the City's new sports complex and playgrounds. The sports complex offers soccer fields, disc golf, baseball and softball.

Lake Granbury provides a scenic 33.5 mile long lake offering boating, fishing, waterskiing, canoeing and swimming. Four parks operated by the Brazos River Authority provide boat ramps, swimming, camping and picnicking. There are even two restaurants you can access by car or boat!

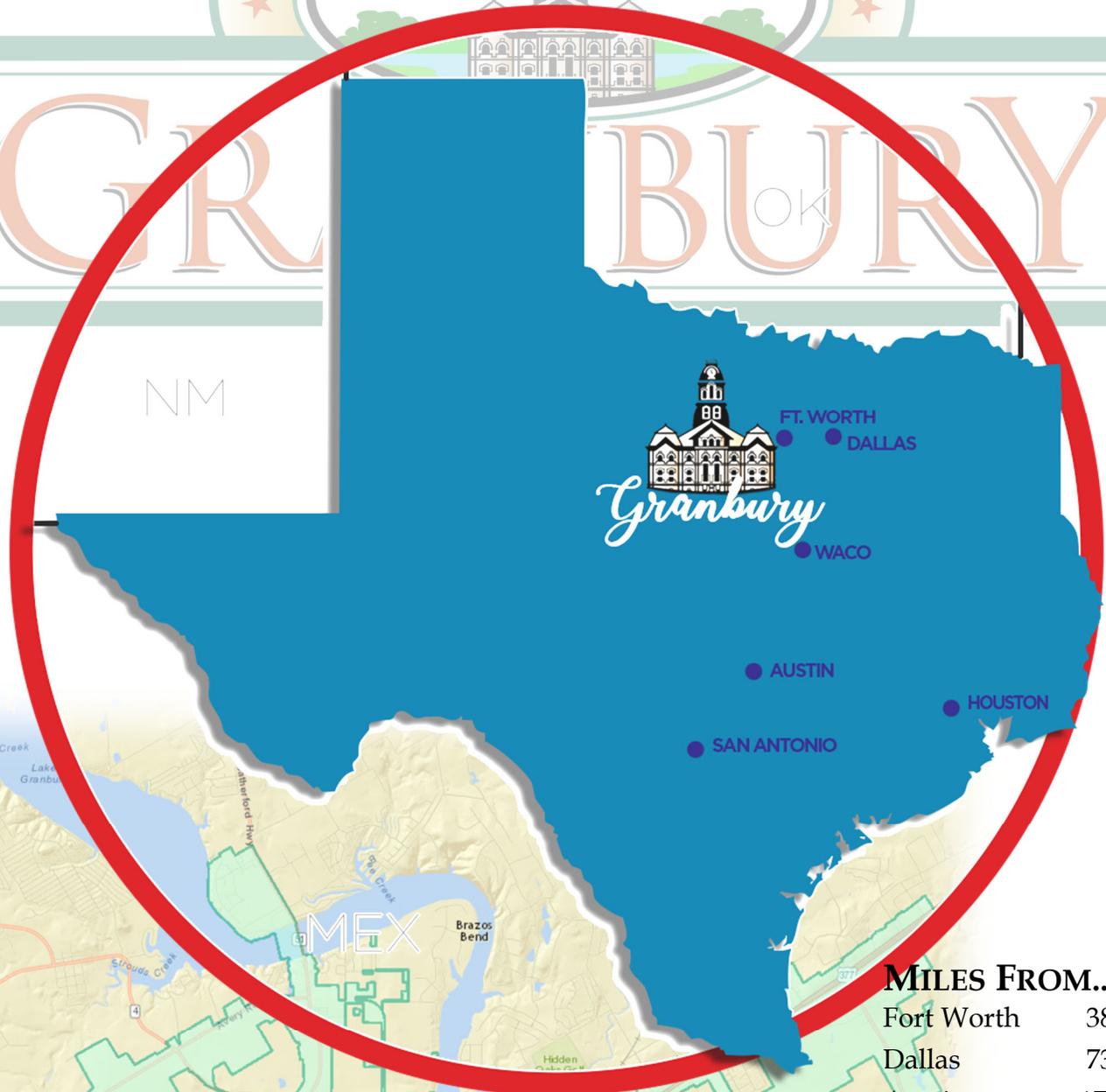
## EDUCATION

Granbury schools provide high-quality education for the district's children. The public school system is large enough to offer progressive and diverse programs, and small enough to allow teachers and administrators to cultivate a personal, active interest in each student. Award winning programs in academics, fine arts, vocational education, athletics, and leadership are available to the district's more than 7,300 students.





# GRANBURY



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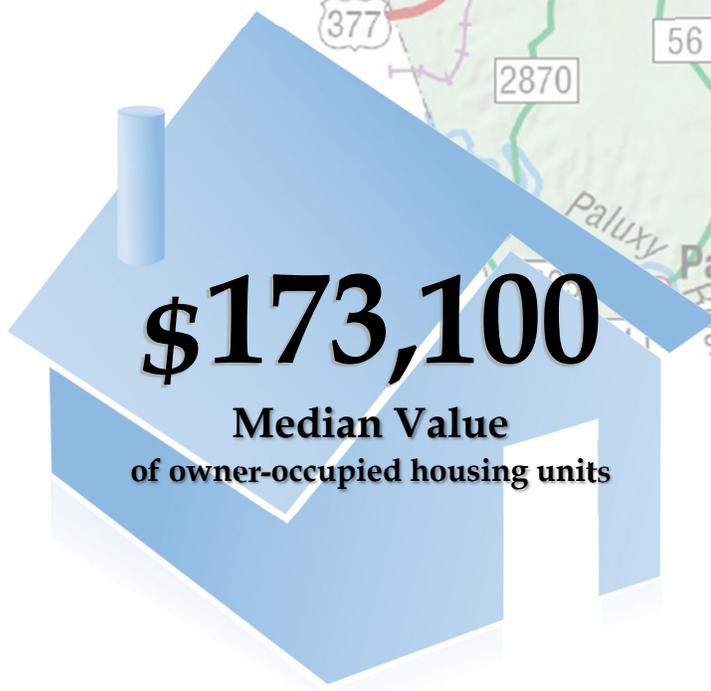
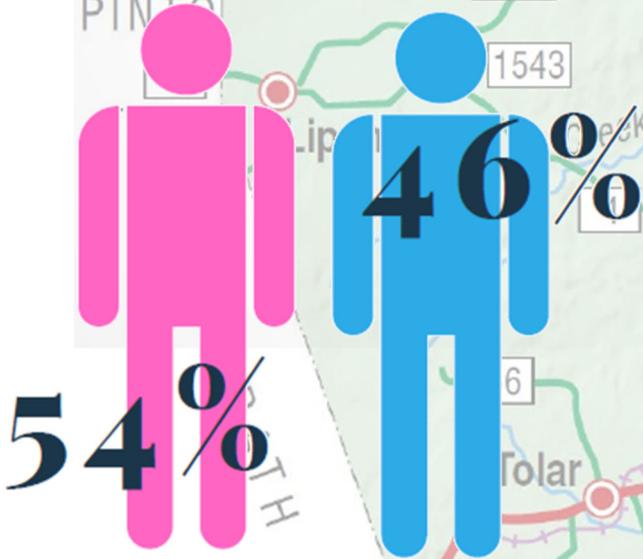
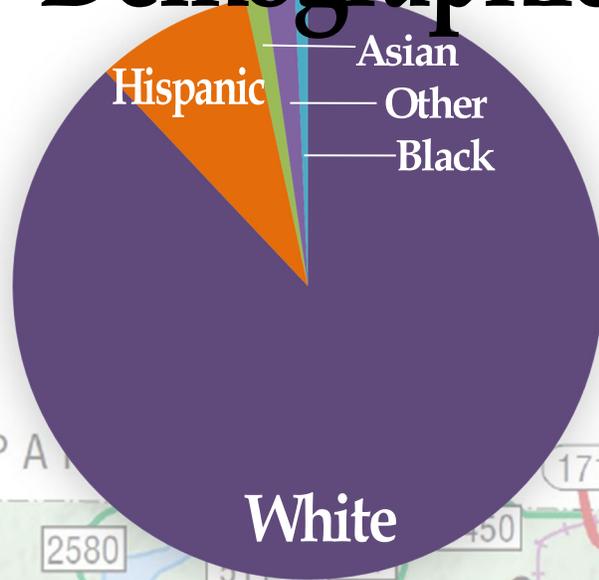
MEX

**16.87**  
square  
miles

### MILES FROM...

Fort Worth	38
Dallas	73
Austin	177
Houston	285
El Paso	579
Atlanta	851
Chicago	1,031
Los Angeles	1,381
New York	1,620

# Demographics

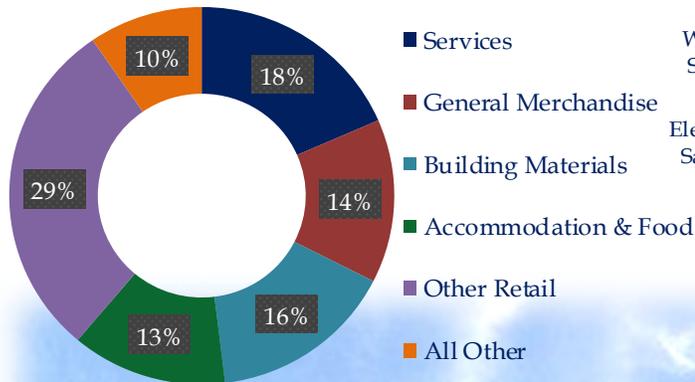


County Seat for  
**HOOD**  
County

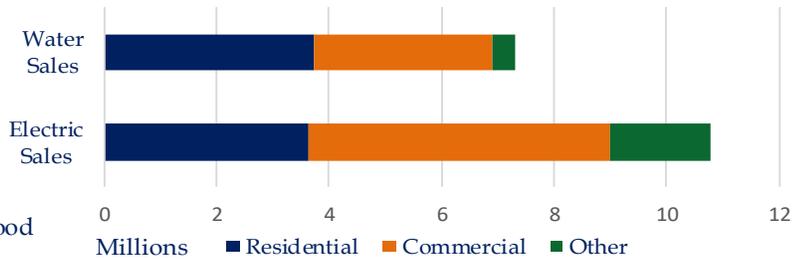


# City Statistics

Sales Tax Revenue by Type  
2019



Electric & Water Sales by Customer Type  
2019



### Recreation & Culture

Playgrounds	4
<i>Athletic Fields</i>	
Soccer	8
Baseball	9
Basketball Court	1.5
Volleyball Pit	2
Swimming Pools	1
Boat Ramps	2
Hike & Bike Trails (miles)	2.93
Skate Parks	1
Acres of Maintained Parks	110

### Education

Attendance Centers	12
Students	7,143

### Utility Customers

Electric Customers	3,400
Water Customers	5,600
Wastewater Customers	4,200
Garbage Customers	2,900

### Utility System

Water Lines (miles)	151
Wells	36
Water Treatment Plant	1
Wastewater Treatment Plant	1
Lift Stations	43
Sewer Lines (miles)	46
Overhead Lines (miles)	92
Underground Lines (miles)	30

### Airport

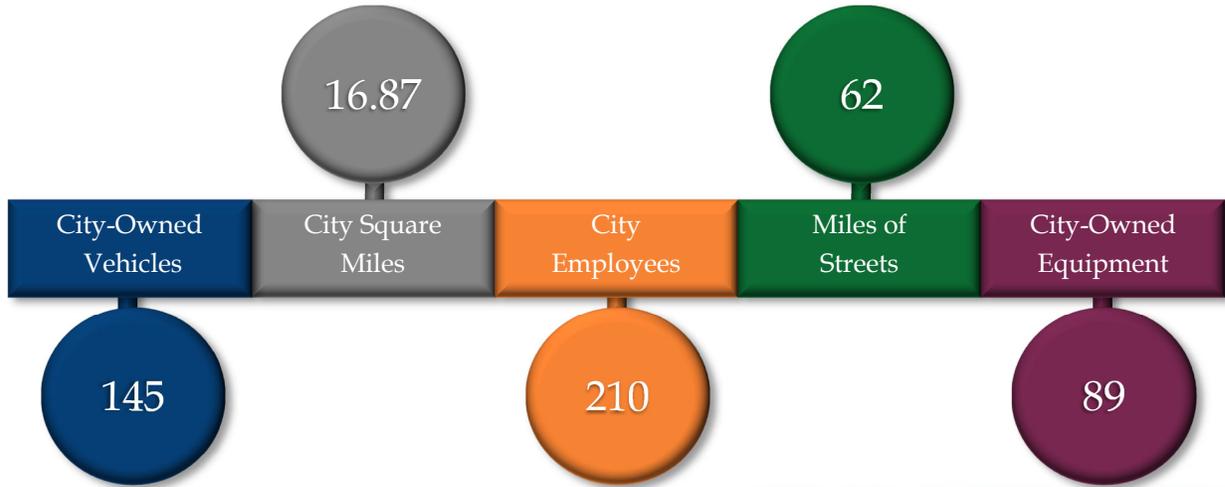
Enclose Hangars	75
Open T-Hangars	9
Commercial Hangars	8
Feet of Runway	3,603

### Public Safety

Fire Stations	2
Volunteer Firefighters	56
Police Stations	1
Police Officers	31



# Granbury Statistics



## Ten Largest Electric Customers 2019

Customers	Consumption
1. City of Granbury	7,053
2. GISD	6,586
3. Lake Granbury Medical Center	5,792
4. Brookshire's Grocery Co.	2,596
5. Waterview Point Retirement	1,894
6. Hood County	1,889
7. Lowe's Home Center	1,677
8. Medproperties Granbury, LLC	1,517
9. Waterview Cove	1,254
10. Hilton Garden Inn	1,054

## Leading Employers 2019

Employer	Employees
1. Granbury ISD	892
2. Lake Granbury Medical	700
3. Walmart Supercenter	450
4. H - E - B	363
5. Hood County	352
6. City of Granbury	203
7. Kroger	162
8. Lowe's	160
9. Home Depot	140
10. Granbury Care Center	139

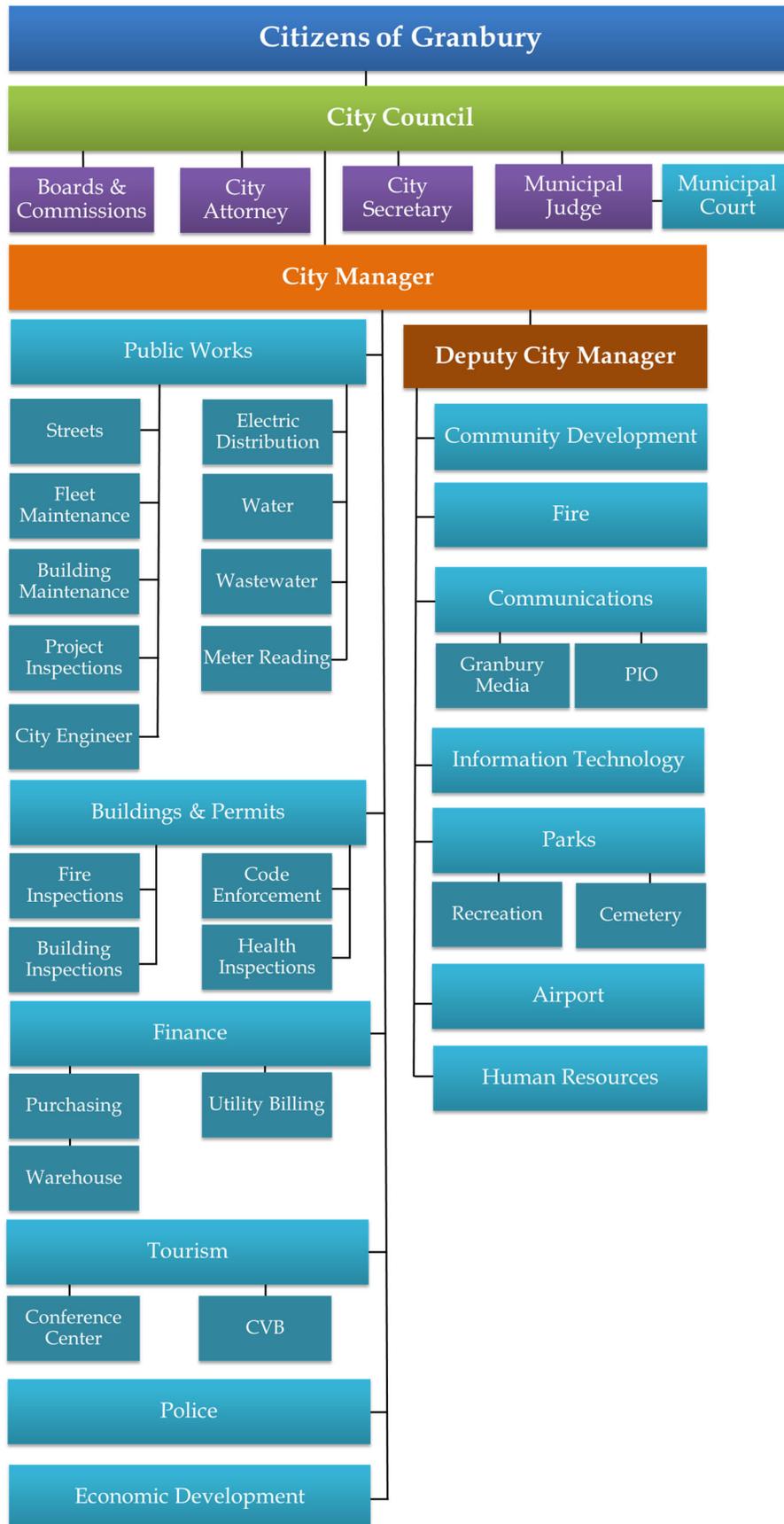
## Ten Largest Water Customers 2019

Customers	Consumption
1. Monarch Utilities	241,114
2. City of Granbury	156,585
3. Creative Solutions	121,575
4. Lake Granbury Medical Center	91,200
5. Hood County	88,643
6. GISD	84,834
7. Lakehouse Equity Fund	52,888
8. Shottenkirk Toyota Granbury	42,331
9. Waterview Point Retirement	41,769
10. H - E - B	40,423

## Leading Tax Payers 2018

Taxpayer	Taxable Assessed Valuation
1. Welltower TCG Ridea	\$ 22,586,060
2. Hood General Hospital	\$ 13,081,270
3. Kroger Texas LP	\$ 12,803,710
4. Luton Ranch SC LP	\$ 11,446,850
5. ARI	\$ 10,165,940
6. Lakehouse Equity Fund	\$ 10,100,000
7. Welltower TCG Ridea	\$ 9,890,110
8. Lake Granbury Medical	\$ 9,045,450
9. H - E - B	\$ 9,052,590
10. Wal-Mart Real Estate	\$ 8,100,000

# Organizational Chart



# Financial Fund Structure



**Shared Costs:** The Utility Fund transfers money to the General Fund for the cost of shared departments including: Legal, IT, Building Maintenance, Fleet Maintenance, Human Resources, Finance, Parks, Purchasing, Warehouse and Public Works. Additionally, the Utility Fund transfers money to the General Fund for the cost of the staff department heads whose daily tasks involve services for both funds. (for example: Director of Finance)

## GENERAL FUND

Ad Valorem revenue for operations & maintenance has decreased 14% and is budgeted at \$2,680,836. Sales tax revenue is projected to remain flat and budgeted at \$8,675,000 again. Franchise fees being paid to the City for the use of its rights-of-way and streets by utilities doing business in the City and other taxes and fees are estimated to bring in \$3,792,214 in Fiscal Year 2020-2021. The General Fund O&M budget for Fiscal Year 2020-2021 is \$16,373,467 which is a \$899,782 decrease from FY 2019-2020 budgeted numbers. The decrease from 2019-2020 is mainly due to the removal of an investment in street infrastructure will be funded during by the 2020 CO Bond. This budget also includes \$229,750 for capital expenditures.

## UTILITY FUND

The Utility Fund's primary purpose is to provide retail service to about 5,600 water, 4,200 sewer, and 3,400 electric customers residing in the City of Granbury and in its extra-territorial jurisdiction. The Utility Fund also transfers to the General Fund their allocated portion of the fleet, building maintenance, information technology and other supporting departments.

Revenues from the water, sewer and electric services sustain this fund. The Utility Fund budget for Fiscal Year 2020-2021 is \$22,527,717 which is a 4% increase compared to the 2019-2020 budgeted expenses, which includes \$1,363,500 for capital expenditures and an additional \$509,608 for the debt service payments for the new wastewater system upgrades and the construction of Phase II of the Water Treatment Plant. The Utility Fund also includes 5 new positions including a new water treatment tech, 2 new wastewater treatment techs, 1 wastewater operator, and 1 GIS technician. Detailed utility rate tables are listed under the Reference section of the budget book (See [Page 247](#)).

## TOURISM FUND

The City's Tourism Fund is composed of four major components: Promotion of Tourism, Conference Center, Langdon Center and the Opera House. The Conference Center relies on revenues from rental and sales of services, as well as monthly transfers from the General Fund. The total General Fund transfer to the Tourism Fund for Fiscal Year 2020-2021 is budgeted at \$345,305. The City will promote tourism with Hotel Occupancy Tax via a City-based CVB Tourism Department, Visit Granbury. The Tourism Fund also receives \$50,000 from the City's General Fund. Revenue projections for the Hotel Occupancy Taxes in Fiscal Year 2020-2021 are at \$700,000. The City leases the Opera House to the Granbury Theater Company and rents out other City facilities like the Langdon Center. Total proceeds from the rental of the Opera House and other City-owned tourism properties is budgeted to be \$74,000

## AIRPORT FUND

The airport is equipped to sell jet fuel as well as regular aircraft fuel with a 24-hour fuel service. Fuel revenues are being projected to be \$355,000. In addition to fuel sales, hangar rental is another major revenue source for the airport. The total Airport Fund budget for Fiscal Year 2020-2021 is \$901,997 which includes \$225,000 for an airport master plan. Fiscal Year 2020-2021 will be the third consecutive year the airport operations budget will not be supported by a transfer from the General Fund.

## GRANBURY HISTORIC PROPERTIES FUND

Granbury Historic Properties Corp. was established in 2009 to assist the City in acquisition and control of historical properties deemed important to the growth and development of the City. The fund receives a revenue transfer from the General Fund to pay the loan on the Opera House reconstruction.

# Consolidated Budget Summary

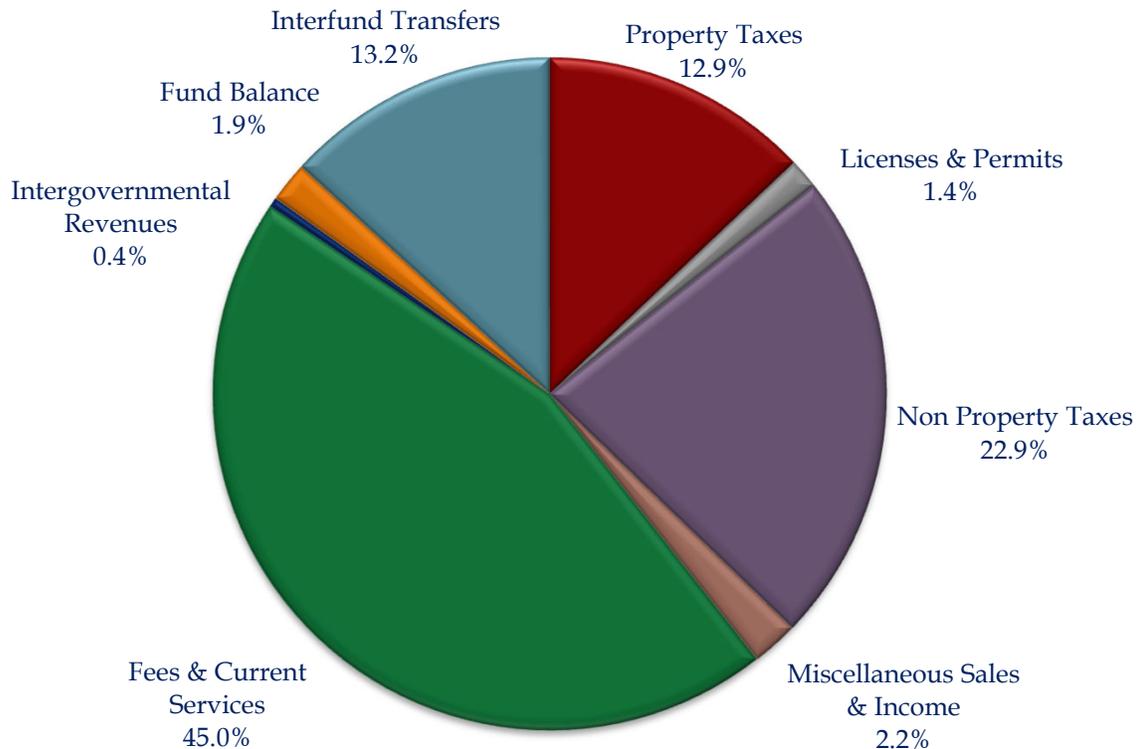
## By Fund

	General Fund	Enterprise Fund	Special Revenue Fund	General Debt Service	Grand Total
<b>Beginning Fund Balances</b>	8,688,187	10,857,838	427,045	706,388	20,679,458
<b>Revenues</b>					
Property Taxes	2,680,836	-	-	3,932,708	6,613,544
Sales Taxes	8,675,000	-	-	-	8,675,000
Franchise Taxes	2,330,940	-	-	-	2,330,940
Other Taxes	-	-	700,000	-	700,000
Licenses and Permits	729,363	-	-	-	729,363
Fines and Forfeitures	151,100	-	-	-	151,100
Fees and Services	154,500	22,538,000	342,000	-	23,034,500
Interest Income	100,000	105,341	-	-	205,341
Misc Sales and Income	148,600	559,734	76,658	-	784,992
Intergovt. Revenue	178,311	50,000	-	-	228,311
<b>Total Revenues</b>	<b>15,148,650</b>	<b>23,253,075</b>	<b>1,118,658</b>	<b>3,932,708</b>	<b>43,453,091</b>
<b>Other Financing Sources</b>					
Fund Balance Used	638,538	164,990	-	180,000	983,528
Interfund Transfers	1,425,061	275,000	435,305	4,619,945	6,755,311
<b>Total Financing Sources</b>	<b>2,063,599</b>	<b>439,990</b>	<b>435,305</b>	<b>4,799,945</b>	<b>7,738,839</b>
<b>Total Revenues &amp; Other Sources</b>	<b>17,212,249</b>	<b>23,693,065</b>	<b>1,553,963</b>	<b>8,732,653</b>	<b>51,191,930</b>
<b>Total Available Resources</b>	<b>25,261,898</b>	<b>34,385,913</b>	<b>1,981,008</b>	<b>9,259,041</b>	<b>70,887,860</b>
<b>Expenditures</b>					
General Government	5,435,164	3,670,010	-	-	9,105,174
Public Safety	7,456,618	-	-	-	7,456,618
Community Development	760,308	-	-	-	760,308
Public Works	763,491	12,121,243	-	-	12,884,734
Culture and Recreation	1,957,886	-	1,553,963	-	3,511,849
Capital Improvements	229,750	1,588,500	-	-	1,818,250
Debt Service:					-
Principal	-	-	-	5,299,000	5,299,000
Interest	-	-	-	3,428,653	3,428,653
Administrative Fees	-	-	-	5,000	5,000
<b>Total Expenditures</b>	<b>16,603,217</b>	<b>17,379,753</b>	<b>1,553,963</b>	<b>8,732,653</b>	<b>44,269,586</b>
<b>Other Financing Uses</b>					
Interfund Transfers	435,305	6,049,961	-	-	6,485,266
<b>Total Financing Uses</b>	<b>435,305</b>	<b>6,049,961</b>	<b>-</b>	<b>-</b>	<b>6,485,266</b>
<b>Total Expenditures &amp; Other Uses</b>	<b>17,038,522</b>	<b>23,429,714</b>	<b>1,553,963</b>	<b>8,732,653</b>	<b>50,754,852</b>
<b>Ending Fund Balances</b>	<b>8,223,376</b>	<b>10,956,199</b>	<b>427,045</b>	<b>526,388</b>	<b>20,133,008</b>

# Consolidated Summary

## Revenues

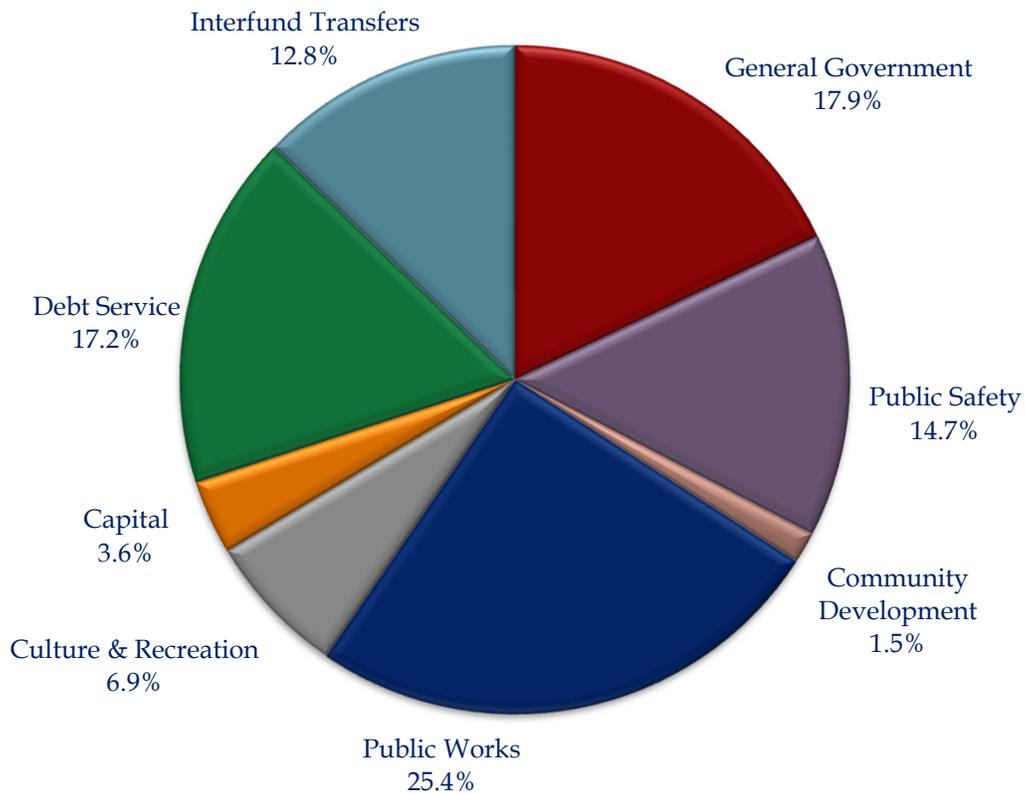
	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<i>Revenues</i>				
Property Taxes	5,881,227	6,237,733	6,339,830	6,613,544
Non Property Taxes	11,748,522	11,712,092	12,435,376	11,705,940
Licenses & Permits	833,003	739,363	1,145,677	729,363
Fines & Penalties	206,847	154,000	201,085	151,100
Fees & Current Services	22,683,627	22,235,600	23,494,367	23,034,500
Interest Income	592,192	254,370	319,805	205,341
Miscellaneous Sales & Income	1,139,679	881,195	1,077,675	784,992
Intergovernmental Revenues	3,296,049	3,226,311	421,935	228,311
<b>Total Revenues</b>	<b>46,381,146</b>	<b>45,440,664</b>	<b>45,435,751</b>	<b>43,453,091</b>
<i>Other Financing Sources</i>				
Fund Balance Used	-	1,186,865	-	983,528
Interfund Transfers	10,764,709	5,735,333	6,587,581	6,755,311
<b>Total Other Financing Sources</b>	<b>10,764,709</b>	<b>6,922,198</b>	<b>6,587,581</b>	<b>7,738,839</b>
<b>Total Revenues, Other Financing Sources &amp; Fund Balance/Working Capital</b>	<b>57,145,854</b>	<b>52,362,862</b>	<b>52,023,332</b>	<b>51,191,930</b>



# Consolidated Summary

## Expenditures

	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<i>Expenditures</i>				
General Government	7,698,527	9,074,181	8,482,029	9,105,174
Public Safety	5,931,490	7,394,488	6,858,080	7,456,618
Community Development	697,879	756,125	688,435	760,308
Public Works	12,463,047	13,854,899	11,738,771	12,884,734
Culture & Recreation	3,296,680	3,578,756	3,162,768	3,511,849
Capital	7,056,195	4,474,486	1,587,106	1,818,250
Debt Service	6,160,445	7,229,527	7,230,674	8,732,653
<b>Total Expenditures</b>	<b>43,304,264</b>	<b>46,362,462</b>	<b>39,747,863</b>	<b>44,269,586</b>
<i>Other Financing Uses</i>				
Interfund Transfers	5,056,150	5,540,333	7,719,052	6,485,266
<b>Total Other Financing Uses</b>	<b>5,056,150</b>	<b>5,540,333</b>	<b>7,719,052</b>	<b>6,485,266</b>
<b>Total Expenditures &amp; Other Financing Uses</b>	<b>48,360,414</b>	<b>51,902,795</b>	<b>47,466,915</b>	<b>50,754,852</b>



# Consolidated Summary

## Expenditures by Department

	Personnel Costs	Supplies & Maintenance	Services	Interfund Transfers	Capital	Debt Service	Grand Total
<b>General Fund</b>							
City Council	85,581	6,100	105,500	-	-	-	197,181
City Manager	519,062	5,300	28,000	-	-	-	552,362
City Secretary	159,061	4,500	49,400	-	-	-	212,961
Legal	-	-	182,400	-	-	-	182,400
Finance	504,748	8,000	48,200	-	-	-	560,948
Purchasing	159,114	1,500	8,000	-	-	-	168,614
Social Services	-	-	116,000	-	-	-	116,000
IT	-	77,400	699,000	-	45,000	-	821,400
Communications	98,116	1,600	58,400	-	-	-	158,116
Human Resources	91,820	3,100	122,200	-	-	-	217,120
Warehouse	106,763	11,500	25,100	-	-	-	143,363
Building & Permits	716,137	32,100	58,700	-	-	-	806,937
Economic Development	-	-	208,200	-	-	-	208,200
Comm Development	510,208	9,700	32,200	-	-	-	552,108
Clean Air Coalition	60,525	3,000	44,500	-	-	-	108,025
Municipal Court	192,248	5,300	13,600	-	-	-	211,148
Police	4,971,814	304,700	549,000	-	26,000	-	5,851,514
Fire	168,719	162,500	281,800	-	-	-	613,019
Streets	402,691	195,000	165,800	-	-	-	763,491
Fleet Maintenance	278,193	49,500	10,400	-	-	-	338,093
Building Maintenance	589,781	101,900	62,400	-	59,000	-	813,081
Parks and Recreation	1,355,629	272,500	273,200	-	99,750	-	2,001,079
Cemetery	46,857	6,400	3,300	-	-	-	56,557
Non-Departmental	-	16,500	1,106,727	435,305	-	-	1,558,532
<b>Total General Fund</b>	<b>11,017,067</b>	<b>1,278,100</b>	<b>4,252,027</b>	<b>435,305</b>	<b>229,750</b>	<b>-</b>	<b>17,212,249</b>
<b>Utility Fund</b>							
Utility Billing	185,474	7,500	209,700	-	-	-	402,674
Meter Reading	182,267	40,200	64,600	-	240,000	-	527,067
Ground Water	223,361	161,600	199,100	-	14,000	-	598,061
Water Treatment	565,225	554,700	1,390,300	-	157,500	-	2,667,725
Water Distribution	348,560	171,800	194,800	-	10,000	-	725,160
Wastewater Treatment	631,242	295,400	555,800	-	275,000	-	1,757,442
Wastewater Collection	235,090	139,400	103,700	-	210,000	-	688,190
Electric	634,365	179,100	5,537,700	-	457,000	-	6,808,165
Public Works	517,732	12,300	174,400	-	-	-	704,432
Non-Departmental	-	16,300	1,856,750	2,230,669	-	3,772,292	7,876,011
<b>Total Utility Fund</b>	<b>3,523,316</b>	<b>1,578,300</b>	<b>10,286,850</b>	<b>2,230,669</b>	<b>1,363,500</b>	<b>3,772,292</b>	<b>22,754,927</b>

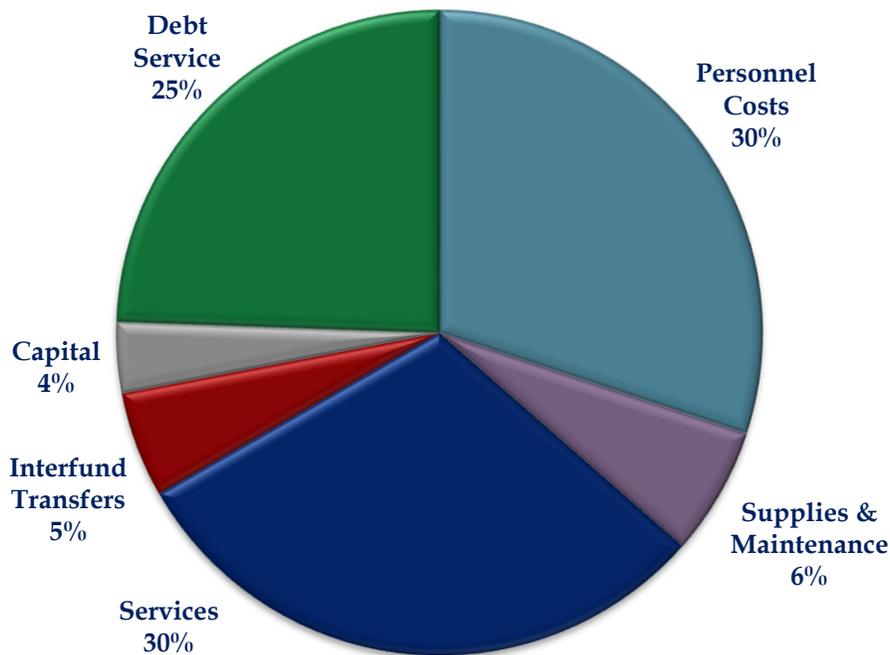
# Consolidated Summary

## Expenditures by Department

*Continued*

	Personnel Costs	Supplies & Maintenance	Services	Interfund Transfers	Capital	Debt Service	Grand Total
<b>Airport Fund</b>							
Airport	179,497	279,900	170,600	47,000	225,000	-	901,997
<b>Tourism Fund</b>							
Conference Center	317,711	52,100	256,600	-	-	-	626,411
Tourism	343,652	68,900	404,800	-	-	-	817,352
Other	-	22,000	48,200	-	-	-	70,200
<b>Total Tourism Fund</b>	<b>661,363</b>	<b>143,000</b>	<b>709,600</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,513,963</b>
<b>Granbury Historical Properties Fund</b>							
Historical Properties	-	-	40,000	-	-	-	40,000
<b>Debt Service Fund</b>							
Debt Service	-	-	-	-	-	8,732,653	8,732,653
<b>Total All Funds</b>	<b>15,381,243</b>	<b>3,279,300</b>	<b>15,459,077</b>	<b>2,712,974</b>	<b>1,818,250</b>	<b>12,504,945</b>	<b>51,155,789</b>

## City-Wide Expenditures by Type



# General Fund

## FUND DESCRIPTION:

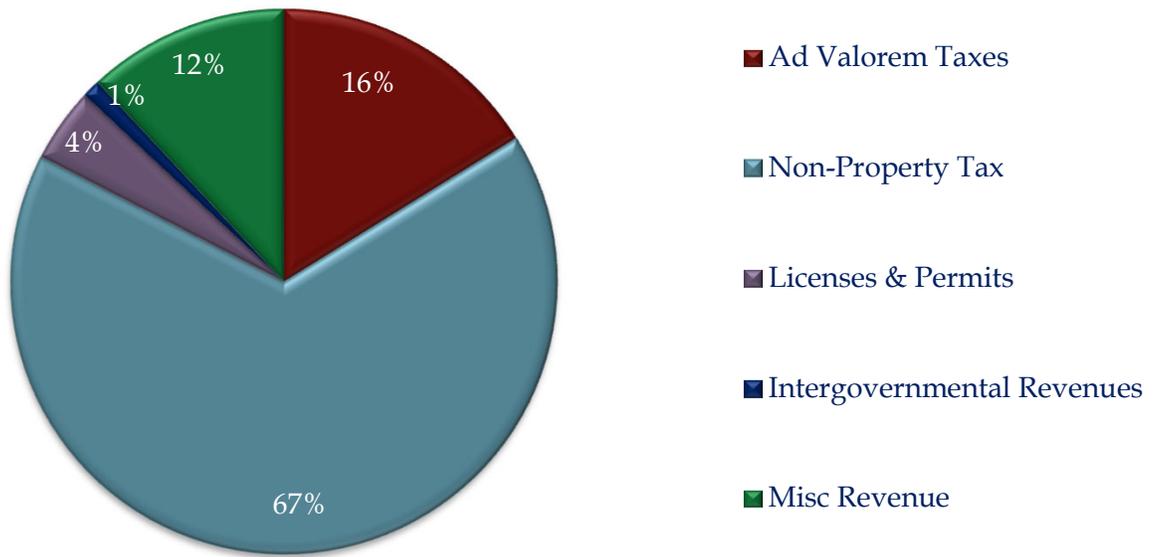
The General Fund is used to account for resources traditionally associated with government that are not required legally or by sound financial management to be accounted for in another fund.

	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Revenues</b>				
Ad Valorem Taxes	2,933,584	3,118,501	3,154,414	2,680,836
Non-Property Tax	10,903,750	10,962,092	11,782,221	11,005,940
Licenses & Permits	833,003	739,363	1,145,677	729,363
Fines & Penalties	206,847	154,000	201,085	151,100
Park Revenues	245,441	157,500	107,689	154,500
Interest Income	278,798	100,000	133,111	100,000
Misc. Sales & Income	351,526	173,600	227,868	148,600
Intergovernmental Revenues	219,441	176,311	378,776	178,311
<b>Total Revenues</b>	<b>15,972,390</b>	<b>15,581,367</b>	<b>17,130,841</b>	<b>15,148,650</b>
<b>Other Financing Sources</b>				
Interfund Transfers	1,497,689	1,411,059	1,494,303	1,425,061
Fund Balance Used	-	1,109,170	-	638,538
<b>Total Other Financing Sources</b>	<b>1,497,689</b>	<b>2,520,229</b>	<b>1,494,303</b>	<b>2,063,599</b>
<b>Total Revenues &amp; Other Financing Sources</b>	<b>17,470,079</b>	<b>18,101,596</b>	<b>18,625,144</b>	<b>17,212,249</b>
<b>Expenditures</b>				
Personnel Costs	9,389,753	10,776,702	10,138,942	11,017,067
Supplies & Maintenance	2,156,371	2,119,944	1,375,265	1,278,100
Services	3,459,051	4,216,632	4,508,246	4,078,300
Capital	724,239	449,041	376,815	229,750
<b>Total Expenditures</b>	<b>15,729,414</b>	<b>17,562,319</b>	<b>16,399,267</b>	<b>16,603,217</b>
<b>Other Financing Uses</b>				
Interfund Transfers	376,530	356,982	1,254,375	435,305
<b>Total Other Financing Uses</b>	<b>376,530</b>	<b>356,982</b>	<b>1,254,375</b>	<b>435,305</b>
<b>Total Expenditures &amp; Other Financing Uses</b>	<b>16,105,944</b>	<b>17,919,301</b>	<b>17,653,642</b>	<b>17,038,522</b>

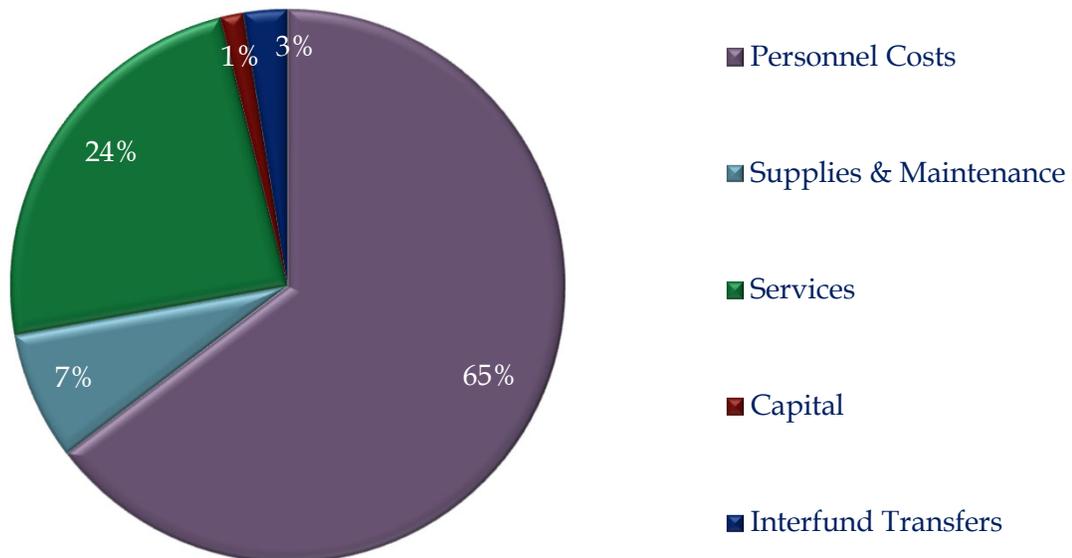
## Significant Issues/Comments:

- Property values increased by \$130.4M and net property tax revenues increased by 3.25% compared to the Fiscal Year 2019-2020 budget.
- Sales tax revenues are projected to remain the same, \$8.675 million, in Fiscal Year 2020-2021.
- Interfund transfers to the Tourism Fund are \$395,305. For Fiscal Year 2020-2021, the Airport Fund has a balanced budget without any additional support from the General Fund, yet the Airport Fund will continue to transfer their share of allocated costs for services provided by the General Fund.

## General Fund Revenues by Type



## General Fund Expenditures by Type



# Utility Fund

## FUND DESCRIPTION:

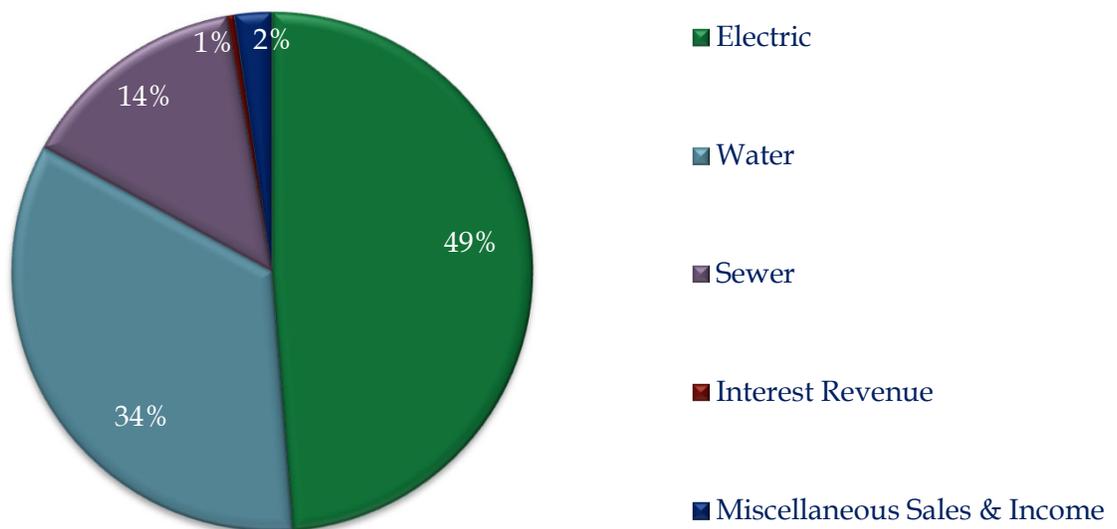
The Utility Fund is used to account for the revenues from water, sewer and electric operating and maintenance activities and the expenses of the departments that support these activities. These departments include the water and wastewater treatment plants, the water distribution and wastewater collection departments, meter reading, utility administration, groundwater and the electric department. This fund also supports its share of the fleet maintenance, building maintenance and

	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Revenues</b>				
Fees & Service Charges	21,256,146	20,896,000	22,408,965	21,859,000
Interest Revenue	189,940	109,300	111,577	98,000
Miscellaneous Sales & Income	682,240	618,695	736,468	524,034
<b>Total Revenues</b>	<b>22,128,326</b>	<b>21,623,995</b>	<b>23,257,009</b>	<b>22,481,034</b>
<b>Other Financing Sources</b>				
Interfund Transfers	5,708,559	200,000	68,529	275,000
Fund Balance Used	-	77,695	-	35,034
<b>Total Other Financing Sources</b>	<b>5,708,559</b>	<b>277,695</b>	<b>68,529</b>	<b>310,034</b>
<b>Total Revenues &amp; Other Financing Sources</b>	<b>27,836,885</b>	<b>21,901,690</b>	<b>23,325,539</b>	<b>22,791,068</b>
<b>Expenses</b>				
Personnel Costs	2,830,223	3,281,264	2,943,205	3,523,316
Supplies & Maintenance	1,296,410	1,729,587	1,187,470	1,578,300
Services	8,736,834	10,133,268	9,373,480	10,059,640
Capital	2,002,695	1,000,445	961,807	1,363,500
Debt Service	339,550	343,000	343,400	-
<b>Total Expenses</b>	<b>15,205,712</b>	<b>16,487,564</b>	<b>14,809,363</b>	<b>16,524,756</b>
<b>Other Financing Uses</b>				
Interfund Transfers	4,628,317	5,136,351	5,713,644	6,002,961
<b>Total Other Financing Uses</b>	<b>4,628,317</b>	<b>5,136,351</b>	<b>5,713,644</b>	<b>6,002,961</b>
<b>Total Expenses &amp; Other Financing Uses</b>	<b>19,834,029</b>	<b>21,623,915</b>	<b>20,523,006</b>	<b>22,527,717</b>

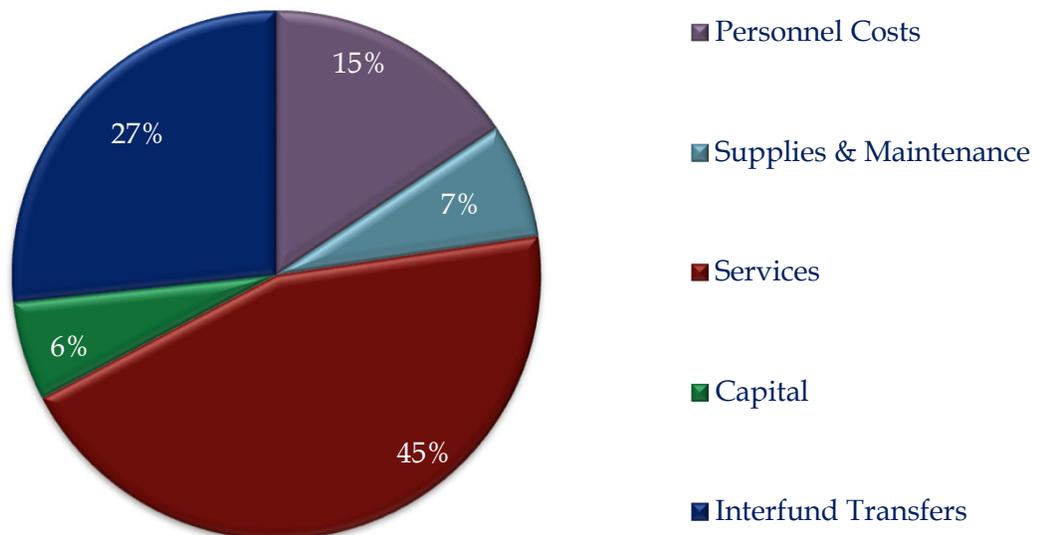
## Significant Issues/Comments:

- Electric Revenues are budgeted consistent to prior fiscal year.
- Water and sewer amounts are budgeted to be up 9-10% mainly due to consumption growth and a small CPI rate adjustment.
- Impact Fees of \$275,000 are budgeted to be used for water line upgrades.
- Interest Revenue is projected to greatly increase due to the investment of funds received from recent bond issues.
- Personnel costs are increasing due to the hiring of a water treatment tech, 2 wastewater operators, 1 wastewater treatment tech and a GIS technician.

## Utility Fund Revenues by Type



## Utility Fund Expenditures by Type



# Airport Fund

## FUND DESCRIPTION:

The Airport Fund is used to account for revenues and expenses related to the operation and maintenance of the Granbury Regional Airport. Capital equipment, improvements and debt payments on outstanding debt for the Airport are also accounted for here.

	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Revenues</b>				
Sale of Aviation Fuel	426,121	395,000	399,576	355,000
Hangar Rent	326,662	320,000	334,204	324,000
Interest Revenue	59,931	45,070	18,442	7,341
Other Income	32,466	28,900	47,868	35,700
Intergovernmental Revenues	3,076,608	3,050,000	43,159	50,000
<b>Total Revenues</b>	<b>3,921,788</b>	<b>3,838,970</b>	<b>843,248</b>	<b>772,041</b>
<b>Other Financing Sources</b>				
Interfund Transfers	-	-	897,393	-
Fund Balance Used				129,956
<b>Total Other Financing Sources</b>	<b>-</b>	<b>-</b>	<b>897,393</b>	<b>129,956</b>
<b>Total Revenues &amp; Other Financing Sources</b>	<b>3,921,788</b>	<b>3,838,970</b>	<b>1,740,641</b>	<b>901,997</b>
<b>Expenses</b>				
Personnel Costs	156,086	159,050	155,760	179,497
Supplies & Maintenance	327,665	319,100	283,193	279,900
Services	207,962	213,820	226,875	170,600
Capital Outlay	4,220,300	3,000,000	176,082	225,000
<b>Total Expenses</b>	<b>4,912,013</b>	<b>3,691,970</b>	<b>841,910</b>	<b>854,997</b>
<b>Other Financing Uses</b>				
Grant Reimbursed Expense	16,143	100,000	86,803	-
Interfund Transfers	51,303	47,000	51,033	47,000
<b>Total Other Financing Uses</b>	<b>67,446</b>	<b>147,000</b>	<b>137,836</b>	<b>47,000</b>
<b>Total Expenses &amp; Other Financing Uses</b>	<b>4,979,459</b>	<b>3,838,970</b>	<b>979,746</b>	<b>901,997</b>

## Significant Issues/Comments:

- The Airport fund will no longer be receiving the grant installments directly from TXDOT, but instead TXDOT will handle the construction payments directly.
- For Fiscal Year 2020-2021, the Airport Fund has a balanced budget without any additional support from the General Fund, yet the Airport Fund will continue to transfer their share of allocated costs for services provided by the General Fund.

# Tourism Fund

**FUND DESCRIPTION:**

The Tourism Fund is used to account for hotel occupancy revenues that are legally restricted for expenditures for particular purposes and the operations of the Lake Granbury Conference Center and promotion of tourism. Two other cultural centers: the Langdon Center and the Opera House, are also accounted for here.

	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Revenues</b>				
Hotel Occupancy Taxes	844,772	750,000	653,155	700,000
Interest Revenue	6,797	-	2,153	-
Conference Center Revenue	418,892	446,100	240,660	323,000
Langdon Center Revenue	10,365	21,000	3,275	19,000
Opera House Revenue	54,769	45,000	45,000	45,000
Other Income	18,678	15,000	20,471	31,658
<b>Total Revenues</b>	<b>1,354,273</b>	<b>1,277,100</b>	<b>964,714</b>	<b>1,118,658</b>
<b>Other Financing Sources</b>				
Interfund Transfers	336,530	316,982	316,982	395,305
<b>Total Other Financing Sources</b>	<b>336,530</b>	<b>316,982</b>	<b>316,982</b>	<b>395,305</b>
<b>Total Revenues &amp; Other Financing Sources</b>	<b>1,690,803</b>	<b>1,594,082</b>	<b>1,281,696</b>	<b>1,513,963</b>
<b>Expenditures</b>				
Personnel Costs	543,775	658,737	623,468	661,363
Supplies & Maintenance	131,786	146,950	132,145	143,000
Services	798,030	763,395	556,503	709,600
Other Services	-	-	-	-
Capital Outlay	108,961	25,000	72,402	-
<b>Total Expenditures</b>	<b>1,582,552</b>	<b>1,594,082</b>	<b>1,384,517</b>	<b>1,513,963</b>
<b>Other Financing Uses</b>				
Interfund Transfers	-	-	-	-
<b>Total Other Financing Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures &amp; Other Financing Uses</b>	<b>1,582,552</b>	<b>1,594,082</b>	<b>1,384,517</b>	<b>1,513,963</b>

**Significant Issues/Comments:**

- Revenue projections for hotel occupancy taxes are projected to be \$700,000 in Fiscal Year 2020-2021 based on current fiscal year trend.
- The total interfund transfer from General Fund for operating expenses in the Tourism Fund is up 25% compared to Fiscal Year 2019-2020.

# Granbury Historic Properties

## FUND DESCRIPTION:

Granbury Historic Properties has been established to assist the City in the acquisition and control of historical properties deemed important to the growth and development of the City.

	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Revenues</b>				
Interest Revenue	773	-	299	-
Other Income	-	-	-	-
Intergovernmental Revenues	-	-	-	-
<b>Total Revenues</b>	<b>773</b>	<b>-</b>	<b>299</b>	<b>-</b>
<b>Other Financing Sources</b>				
Interfund Transfers	40,000	40,000	40,000	40,000
From Fund Balance	-	-	-	-
<b>Total Other Financing Sources</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>
<b>Total Revenues &amp; Other Financing Sources</b>	<b>40,773</b>	<b>40,000</b>	<b>40,299</b>	<b>40,000</b>
<b>Expenditures</b>				
Personnel Costs	-	-	-	-
Supplies & Maintenance	-	-	-	-
Services	37,535	40,000	38,729	40,000
Capital Outlay	-	-	-	-
Other Services	-	-	-	-
<b>Total Expenditures</b>	<b>37,535</b>	<b>40,000</b>	<b>38,729</b>	<b>40,000</b>
<b>Other Financing Uses</b>				
Interfund Transfers	-	-	-	-
<b>Total Other Financing Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures &amp; Other Financing Uses</b>	<b>37,535</b>	<b>40,000</b>	<b>38,729</b>	<b>40,000</b>

# General Debt Service Fund

## FUND DESCRIPTION:

The General Debt Service Fund is used to account for funds collected to pay general obligation bond debt service. These funds are collected from a portion of the ad valorem tax rate, which is based on the amount of debt service principal and interest to be paid in the current fiscal year.

	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Revenues</b>				
Ad Valorem Taxes	2,947,643	3,119,232	3,185,417	3,932,708
Interest Revenue	55,953	-	54,222	-
Other Revenue	-	-	-	-
<b>Total Revenues</b>	<b>3,003,596</b>	<b>3,119,232</b>	<b>3,239,639</b>	<b>3,932,708</b>
<b>Other Financing Sources</b>				
Issuance of Debt	-	-	-	-
Payment of refunded bond	-	-	-	-
Bond (Discount)/Premium	-	-	-	-
Use of Fund Balance				180,000
Interfund Transfers	3,181,931	3,767,292	3,770,374	4,619,945
<b>Total Other Financing Sources</b>	<b>3,181,931</b>	<b>3,767,292</b>	<b>3,770,374</b>	<b>4,799,945</b>
<b>Total Revenues &amp; Other Financing Sources</b>	<b>6,185,527</b>	<b>6,886,524</b>	<b>7,010,013</b>	<b>8,732,653</b>
<b>Expenditures</b>				
Debt Service				
Principal	3,745,000	4,391,000	4,391,000	5,299,000
Interest and Fiscal charges	2,071,155	2,490,527	2,490,524	3,428,653
Refund of Existing Debt	-	-	-	-
Debt Issuance Cost	-	-	-	-
Agent Fees	4,740	5,000	5,750	5,000
<b>Total Expenditures</b>	<b>5,820,895</b>	<b>6,886,527</b>	<b>6,887,274</b>	<b>8,732,653</b>
<b>Other Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenses &amp; Other Financing Uses</b>	<b>5,820,895</b>	<b>6,886,527</b>	<b>6,887,274</b>	<b>8,732,653</b>

## Significant Issues/Comments:

- Property values increased by \$93 million (6%) in Fiscal Year 2020-2021, reflecting an increase from \$1.632 billion to \$1.726 billion.

# Fleet Replacement Fund

## FUND DESCRIPTION:

The Fleet Replacement Fund is an internal service fund used to account for the acquisition of additional and/or replacement City vehicles. These funds are collected from transfers from the City departments which are based on the anticipated replacement schedule and cost for each vehicle.

	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Revenues</b>				
Interest Revenue	80	-	1,234	-
Other Income	43,952	-	-	-
<b>Total Revenues</b>	<b>44,032</b>	<b>-</b>	<b>1,234</b>	<b>-</b>
<b>Other Financing Sources</b>				
Fund Balance Used	-	-	-	484,530
Interfund Transfers	-	506,025	506,025	505,300
Transfer In- General Fund	-	700,000	700,000	-
Transfer In- Utility Fund	-	600,000	500,000	-
<b>Total Other Financing Sources</b>	<b>-</b>	<b>1,806,025</b>	<b>1,706,025</b>	<b>989,830</b>
<b>Total Revenues &amp; Other Financing Sources</b>				
	<b>44,032</b>	<b>1,806,025</b>	<b>1,707,259</b>	<b>989,830</b>
<b>Expenditures</b>				
Capital Outlay- General Fund	-	615,000	462,513	551,830
Capital Outlay- Utility Fund	-	680,000	266,327	438,000
Capital Outlay- Tourism Fund	-	-	-	-
Capital Outlay- Airport Fund	-	-	-	-
<b>Total Expenditures</b>	<b>-</b>	<b>1,295,000</b>	<b>728,841</b>	<b>989,830</b>
<b>Other Financing Uses</b>				
Interfund Transfers	-	-	-	-
<b>Total Other Financing Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures &amp; Other Financing Uses</b>				
	<b>-</b>	<b>1,295,000</b>	<b>728,841</b>	<b>989,830</b>

# General Fund

The General Fund is responsible for providing basic services to the residents of the City. These services include:

- \* **General Government:** City Council, City Manager, City Secretary, Legal, Finance, Purchasing, Warehouse, Social Services, Information Technology, Human Resources, Communications, Fleet and Building Maintenance
- \* **Public Safety:** Municipal Court, Police, Fire and Building Permits & Inspection Services
- \* **Community Development:** Economic Development and Community Development
- \* **Public Works:** Street Maintenance
- \* **Culture & Recreation:** Parks, Swimming Pool, Soccer Fields, Baseball, Beach, Decker Gym & Cemetery

The General Fund's primary revenue sources are Ad Valorem Taxes, Sales Taxes, Franchise Fees and Charges for City Services. The City Council is responsible for establishing a tax rate for the General Fund.

Per the Tax Code, if the proposed tax rate exceeds the lower of the effective tax rate or the rollback tax rate, the City is required to hold two public hearings on the tax rate for that fiscal year. The Maintenance & Operations portion of the rollback tax rate is the tax rate that would be needed to raise the same amount of taxes that the taxing unit levied in the prior year plus eight percent. The debt service rate portion is the tax rate necessary to pay the taxing unit's debt payments in the coming year. This part of the calculation does not depend on the last year's debt taxes at all; it considers the amount the taxing unit will need for the current year. The debt service portion of the overall tax rate may rise as high as necessary without triggering the threat of a rollback election.

The sales tax rate inside the City of Granbury is 8.25%, with 1.5% being dedicated for City use. The remainder goes to the State (6.25%) and Hood County (0.5%).

## General Fund Revenues

Revenue Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
Ad Valorem Taxes	2,933,584	3,118,501	3,154,414	2,680,836
Sales Taxes	8,953,318	8,675,000	9,362,285	8,675,000
Franchise Fees & Other	1,950,432	2,287,092	2,419,936	2,330,940
Licenses, Permits, Fees	833,003	739,363	1,145,677	729,363
Municipal Court Fees	206,847	154,000	201,085	151,100
Park Revenues	245,441	157,500	107,689	154,500
Interest Income	278,798	100,000	133,111	100,000
Other Revenues	351,526	173,600	227,868	148,600
Intergovernmental Revenue	219,441	176,311	378,776	178,311
Interfund Transfers	1,497,689	1,411,059	1,494,303	1,425,061
Fund Balance Used	-	1,109,170	-	638,538
<b>Total Revenues</b>	<b>17,470,079</b>	<b>18,101,596</b>	<b>18,625,144</b>	<b>17,212,249</b>

## General Fund Revenue Fiscal Year 2020-2021



## General Fund Revenues

Revenue Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Ad Valorem Taxes</b>				
Current Tax Revenue	2,933,584	3,118,501	3,154,414	2,680,836
Delinquent Tax Revenue	31,186	15,000	7,005	15,000
Penalty and Interest on Taxes	24,524	15,000	27,726	15,000
Tax Certificates	450	250	130	300
<b>Total Ad Valorem Taxes</b>	<b>2,989,744</b>	<b>3,148,751</b>	<b>3,189,275</b>	<b>2,711,136</b>
<b>Sales Taxes</b>				
Sales Taxes	8,953,318	8,675,000	9,362,285	8,675,000
Mixed Drink Taxes	101,972	75,000	94,652	75,000
<b>Total Sales Taxes</b>	<b>9,055,290</b>	<b>8,750,000</b>	<b>9,456,937</b>	<b>8,750,000</b>
<b>Franchise Fees</b>				
Cable TV Franchise Fees	101,327	95,000	106,698	95,000
Telephone Franchise Fees	86,841	98,000	57,571	44,000
Electric Franchise Fees	424,908	421,582	418,350	420,000
Solid Waste Franchise Fees	241,408	232,400	289,413	276,000
Gas Franchise Fees	67,884	60,000	60,725	60,000
Utility Fund Franchise Fees	843,855	1,246,860	1,330,332	1,304,640
PEG Fee Franchise	26,077	28,000	27,333	26,000
<b>Total Franchise Fees</b>	<b>1,792,300</b>	<b>2,181,842</b>	<b>2,290,423</b>	<b>2,225,640</b>
<b>Licenses, Permits, Fees</b>				
Alcoholic Beverage Permits	17,390	8,000	10,610	8,000
Health Permits	47,138	48,000	46,832	40,000
Building/Housemoving Permits	356,828	400,000	698,606	400,000
Plumbing/Electric Permits	83,238	65,000	86,602	65,000
Pole Usage Fees	18,085	9,363	9,584	9,363
License Registration/Renewal	30,300	30,000	36,500	30,000
Street/Curb/Concrete Permit	-	-	-	-
Water Well Permits	500	-	250	-
Misc Permits/Fees/Licenses	157,946	95,000	158,806	95,000
Dog Pound Fees	-	-	-	-
Gas Well Permits & Fees	1,220	2,000	445	1,000
Engineering Fees	73,800	-	17,475	-
Accident Report Fees	1,524	2,000	1,314	1,000
Developers Fees	45,034	80,000	78,654	80,000
<b>Total Licenses, Permits, Fees</b>	<b>833,003</b>	<b>739,363</b>	<b>1,145,677</b>	<b>729,363</b>

# General Fund Revenues

*Continued*

Revenue Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Municipal Court Fees</b>				
Fines and Forfeitures	134,338	100,000	122,576	100,000
Court Fines for Building Securit.	4,188	3,000	5,783	3,000
Local Truancy Prevention (new)	-	-	3,645	1,500
Municipal Jury Fund (new)	-	-	73	100
Time Payment Reimb Fee (new)	-	-	1,138	500
Mun. Court Administ. Fess	42,013	25,000	43,069	25,000
Warrant Fees	17,870	20,000	15,672	15,000
Arrest Fees	8,438	6,000	9,129	6,000
<b>Total Municipal Court Fees</b>	<b>206,847</b>	<b>154,000</b>	<b>201,085</b>	<b>151,100</b>
<b>Park Revenue</b>				
Ballfield Concessions	31,818	40,000	20,849	40,000
Beach Concession Revenue	-	-	-	-
Beach Rental	1,900	1,500	1,700	1,500
Trailer Concession Revenue	353	-	-	-
Swimming Lessons	-	-	-	-
Pool Concessions	7,897	8,000	3,086	8,000
Swimming Pool Admissions	20,235	15,000	10,712	15,000
Pavilion Use Fees	2,570	3,000	1,205	3,000
Recreation Activity Fees	28,944	40,000	10,050	40,000
Park Donation/Dedications	120,710	20,000	37,112	20,000
Stage Rental	4,600	2,000	3,900	2,000
Labor - Special Events	-	-	-	-
Park Gas Well Revenue	-	-	-	-
Ballfield Sign Space Lease	-	-	-	-
Ballfield Use Fees	17,839	15,000	13,035	15,000
Soccer Field Use Fees	6,775	11,000	3,691	8,000
Decker Field/Gym Use Fees	-	-	150	-
Cemetery Revenue	1,800	2,000	2,200	2,000
<b>Total Park Revenue</b>	<b>245,441</b>	<b>157,500</b>	<b>107,689</b>	<b>154,500</b>
<b>Interest Income</b>				
Interest Income	278,798	100,000	133,111	100,000
<b>Total Interest Income</b>	<b>278,798</b>	<b>100,000</b>	<b>133,111</b>	<b>100,000</b>

## General Fund Revenues

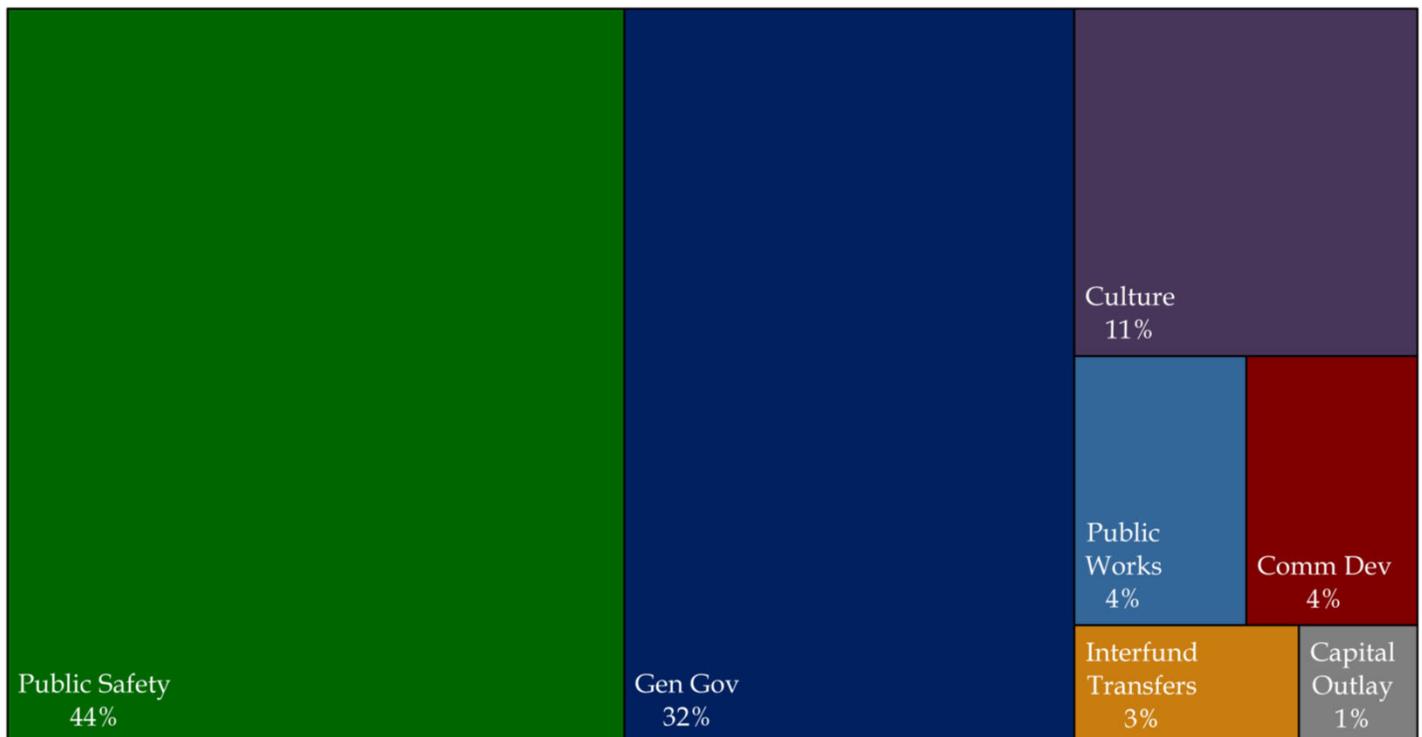
Continued

Revenue Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Other Revenue</b>				
Fund Balance Used	-	1,109,170	-	638,538
Lease of City Property	123,606	115,800	115,233	91,800
Kiosk Sign Rent	2,155	2,800	2,120	2,800
WIFI Network Income	-	-	-	-
Cemetery Gas Well Drilling	6,747	5,000	2,536	4,000
Books, Maps, Publications	57	-	60	-
Granbury TV Programming	14,600	20,000	13,967	20,000
Granbury TV Membership	-	-	-	-
Granbury TV Production	-	-	-	-
Donations	98,037	-	37,301	-
Miscellaneous Income	13,311	13,000	17,164	13,000
Insurance Proceeds	75,632	-	21,013	-
Sale of Assets	-	-	-	-
Cash Short/Over	(45)	-	39	-
Vending Machine Revenue	-	-	-	-
Service Fees	17,426	17,000	18,435	17,000
<b>Total Other Revenue</b>	<b>351,526</b>	<b>1,282,770</b>	<b>227,868</b>	<b>787,138</b>
<b>Interfund Transfers</b>				
Transfer In Shared Allocation	1,131,942	1,031,935	1,115,179	1,031,935
Transfer from Utility	365,747	379,124	379,124	393,126
Transfer in from Airport	-	-	-	-
Transfer In from Tourism	-	-	-	-
<b>Total Interfund Transfers</b>	<b>1,497,689</b>	<b>1,411,059</b>	<b>1,494,303</b>	<b>1,425,061</b>
<b>Intergovernmental Revenue</b>				
GISD Officer Reimb.	57,979	-	14,469	2,000
Other State Grants	57,392	168,686	162,128	168,686
Other Grant Revenue	104,070	7,625	86,415	7,625
Other Financing Sources	-	-	-	-
FEMA Grant Revenue	-	-	-	-
CRF Coronavirus Relief	-	-	115,764	-
Intergov Contributions	-	-	-	-
<b>Total Intergovernmental</b>	<b>219,441</b>	<b>176,311</b>	<b>378,776</b>	<b>178,311</b>
<b>Total General Fund Revenue</b>	<b>17,470,079</b>	<b>18,101,596</b>	<b>18,625,144</b>	<b>17,212,249</b>

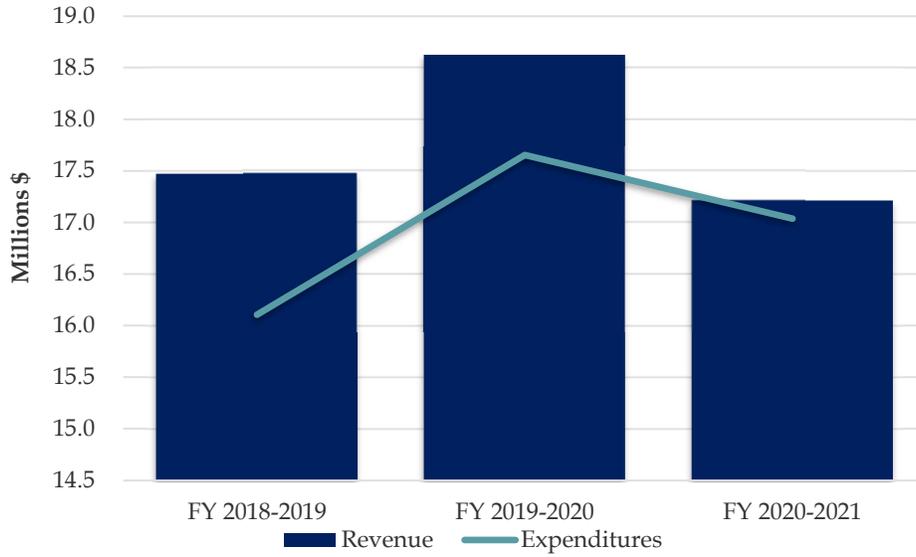
## General Fund Expenditures

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
Administration	1,897,642	1,990,492	1,897,827	2,081,088
Internal Services	2,163,169	2,256,324	2,061,738	2,296,551
Streets	1,656,877	1,609,963	947,036	763,491
Community Development	697,879	756,125	688,435	760,308
Clean Air Coalition	78,316	107,336	92,900	108,025
Public Safety	5,931,490	7,394,488	6,858,080	7,456,618
Parks and Recreation	1,785,554	1,969,674	1,811,924	1,957,886
Non-Departmental	794,248	1,028,876	964,513	949,500
Interfund Transfers	376,530	356,982	1,954,375	435,305
Capital Outlay	724,239	449,041	376,815	229,750
<b>Total Expenditures</b>	<b>16,105,944</b>	<b>17,919,301</b>	<b>17,653,642</b>	<b>17,038,522</b>

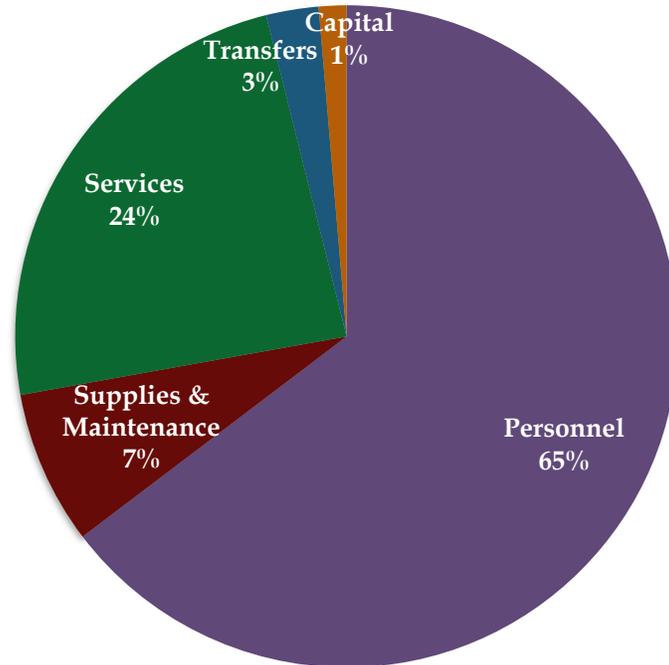
## General Fund Expenditures Fiscal Year 2020-2021



## General Fund Revenues vs Expenditures 3 Year History



## General Fund Expenditures Fiscal Year 2020-2021



# - City Council -

## Department 10

### MISSION STATEMENT

To adopt ordinances, plans, policies and budgets so that the City of Granbury can deliver high quality municipal services, protect the health, safety and welfare of its residents, and maintain its image as a unique tourist destination and an enjoyable place to live.

### DESCRIPTION

Granbury is a home-rule city. The City Council consists of five council members and a mayor. The mayor only votes in the instance of a tie-vote. All members of the Council are elected at-large. The City Council operates under the Granbury City Charter, City ordinances and State law. Four officers of the City are appointed by the City Council and operate under its guidance: City Manager, City Attorney, City Secretary and Municipal Judge.

The City Council is the policy-making arm of city government. It has a wide variety of tasks which include approving any expenditure of the City which exceeds the amount stipulated in the Charter and by State law, appointing board and commission members, ordering regular and special elections and considering zoning issues.

The City Council must study, analyze and approve complex plans for expansion and rehabilitation of the City's utilities and other progressive plans that may benefit the citizens.

### OBJECTIVES AND STRATEGIES

- 1. Develop policies which enhance the quality of life for the community while preserving its unique character and natural resources.**

*Related to City Council Goal: Community Development.*

- 2. Ensure the long-term financial viability of Granbury.**

*Related to City Council Goal: Community Development.*

- 3. Promote community involvement and participation in local government.**

*Related to City Council Goal: Citizen Involvement.*

- 4. Attend all regular and special Council meetings.**

*Related to City Council Goal: Service Delivery.*

## City Council Expenditures

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Personnel</b>				
Salaries	78,077	78,000	78,595	78,000
FICA	6,044	5,967	6,044	5,967
Insurance for Personnel	110	120	100	120
Workers Compfensation	143	144	117	144
Texas Workforce Commision	82	972	-	1,350
<b>Total Personnel</b>	<b>84,456</b>	<b>85,203</b>	<b>84,855</b>	<b>85,581</b>
<b>Supplies &amp; Maintenance</b>				
Office Supplies	308	900	443	900
Copier Expense	2,120	1,200	27	1,200
Non-Capital Tools & Equip	3,390	3,500	3,282	4,000
<b>Total Supplies &amp; Maint</b>	<b>5,818</b>	<b>5,600</b>	<b>3,752</b>	<b>6,100</b>
<b>Services</b>				
Council Expense	-	-	-	-
Audit & Accounting	21,750	24,000	21,750	24,000
Contsultants, Architect, Engr.	13,830	-	-	15,000
Telephone	2,855	3,000	2,804	3,000
Postage	-	100	-	-
Council Travel/Training	23,069	23,500	14,506	25,000
Meeting Refreshments	2,409	2,500	3,107	2,500
Meeting Recordings	-	100	-	100
Dues, Subscriptions, Member	9,935	10,000	10,644	11,900
Community Events	24,070	20,000	14,423	20,000
Miscellaneous Expenses	2,298	2,000	1,910	2,000
Special Events- City Hall	5,945	2,000	1,035	2,000
<b>Total Services</b>	<b>106,161</b>	<b>87,200</b>	<b>70,179</b>	<b>105,500</b>
<b>Total City Council</b>	<b>196,435</b>	<b>178,003</b>	<b>158,786</b>	<b>197,181</b>

# - City Manager -

## Department 11

### MISSION STATEMENT OF CITY MANAGER

To implement the plans, policies, and budgets established by the City Council, effectively lead the staff through innovation and improvements in service delivery, communicate effectively with the citizens, exercise fiscal responsibility, and nurture a positive image of City government.

### DESCRIPTION OF CITY MANAGER

The City Manager is appointed by the City Council as the executive leader to manage day-to-day operations of all City departments and supervise the department heads. This position is responsible for directing a variety of administrative processes that allows the City to operate, while also implementing and overseeing policies crafted by the City Council. Externally, the City Manager is responsible for hearing the concerns and requests of the community and bringing them to the government. The City Manager operates with a professional understanding of how all city functions operate together to their best effect.

### MISSION STATEMENT OF DEPUTY CITY MANAGER

The Deputy City Manager is to assist the City Manager in implementing the plans, policies, and budgets established by the City Council and effectively leading the staff through innovation and improvements in service delivery.

### DESCRIPTION OF DEPUTY CITY MANAGER

The Deputy City Manager is appointed by the City Manager to assist in administering day-to-day operations of the City. This position currently supervises the directors, managers and staff of Parks and Recreation, Community Development, Information Technology, and Communications, as well as providing administrative oversight of the City's relationship with the Granbury Volunteer Fire Department.

<b>STAFFING</b>			
<b>Title</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
City Manager	1	1	1
Deputy City Manager	1	1	1
Executive Administrative Assistant	1	1	1
<b>Total Staffing</b>	<b>3</b>	<b>3</b>	<b>3</b>

## OBJECTIVES AND STRATEGIES OF THE CITY MANAGER'S OFFICE

### 1. Ensure the delivery of quality services to citizens.

*Related to City Council Goal: Service Delivery*

- Receives frequent status updates from all department heads
- Listens and responds to citizen's concerns

### 2. Coordinate the implementation of City Council goals and objectives with all City Departments.

*Related to City Council Goal: Service Delivery*

- Facilitates regular Staff Meetings
- Conduct regular meetings with individual and/or small group of directors
- Ensure the comprehensive plan is followed
- Provide collaboration by fully utilizing the existing board and commissions

### 3. Facilitate community activities to address public requests for needs and services.

*Related to City Council Goal: Community Development*

- Conduct a strategic planning workshop for the council to establish and update the strategic plan

### 4. Improve citizen awareness and understanding of City programs, services and issues.

*Related to City Council Goal: Citizen Involvement*

- Participates in Council meetings and workshops
- Create and distribute quarterly newsletters for the city organizations and activities

**OBJECTIVES AND STRATEGIES OF THE CITY MANAGER'S OFFICE**  
*Continued*

**5. Respond to citizen concerns and City Council requests in a timely manner.**

*Related to City Council Goal: Service Delivery*

- Act upon all calls and email inquiries within a timely manner
- Establish and maintain timelines for each project and provide accountability for the completion of the projects
- Coordinate with the appropriate department heads until completion

**6. Apply principles and ethics of professional public-sector management to the implementation of policies set by the City Council and to the oversight of municipal service departments.**

*Related to City Council Goal: Service Delivery.*

- Accurately convey to department directors the policies set by City Council and operational directives received from the City Manager
- Adhere to City policies, state and federal laws, and the codes of ethics of the Texas City Management Association and International City/County Management Association in performance of daily duties

The City Manager and the Deputy City Manager function together as a team to accomplish the objectives and strategies of the City Manager's office with the City Manager being the only one that reports directly to the City Council. The Deputy City Manager reports directly to the City Manager.

# City Manager Expenditures

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Personnel</b>				
Regular	345,032	358,711	366,443	379,120
FICA	24,336	27,889	25,618	29,519
Leave	4,693	-	4,883	-
Overtime	219	100	59	100
Retirement	60,595	62,503	63,446	65,921
Longevity	1,190	1,550	1,550	1,910
Insurance	22,538	20,022	20,424	21,753
Workers Compensation	770	820	652	864
Texas Workforce Commission	90	486	893	675
Car Allowance	19,339	19,200	19,422	19,200
<b>Total Personnel</b>	<b>478,802</b>	<b>491,281</b>	<b>503,388</b>	<b>519,062</b>
<b>Supplies &amp; Maintenance</b>				
Office Supplies	308	1,000	605	1,000
Books, Maps, Pamphlets	-	-	-	-
Copier Expense	2,619	3,800	1,831	2,800
Vehicle Fuel	-	-	-	-
Non-Capital Tools & Equip	1,272	1,500	3,728	1,500
Maintenance- Vehicles	-	-	-	-
Maintenance- Office Equip	-	-	-	-
Maintenance- Radios	-	-	-	-
<b>Total Supplies &amp; Maint</b>	<b>4,199</b>	<b>6,300</b>	<b>6,165</b>	<b>5,300</b>
<b>Services</b>				
Telephone	2,397	2,300	2,379	2,300
Postage	377	500	15	-
Travel/Training	18,171	16,500	13,242	16,500
General Liability Insurance	655	950	663	1,000
Dues/Subscription/Membersh	5,716	6,590	3,217	7,700
Internet Services	-	-	-	-
Other Expense	-	500	-	500
Bank/Other Fees	-	-	-	-
<b>Total Services</b>	<b>27,316</b>	<b>27,340</b>	<b>19,517</b>	<b>28,000</b>
<b>Total City Manager</b>	<b>510,317</b>	<b>524,921</b>	<b>529,069</b>	<b>552,362</b>

# - City Secretary -

## Department 12

### MISSION STATEMENT

To ensure open and responsive government through proper recording and preservation of the City's legislative history and official records, enhance customer service, and conduct fair and impartial City elections.

### DESCRIPTION

The position of City Secretary is a statutory position required by State law, and is an appointed position by the City Council. The City Secretary gives notice of and attends all official public meetings of the City Council, publishes legal notices, issues and bills for alcoholic beverage permits, works closely with the Hood County Elections Administrator to hold City elections, and is the custodian of all official records of the City Council including agendas, minutes, ordinances, resolutions, contracts, deeds, and other miscellaneous documents. The City Secretary certifies the authenticity of all City records and is the official keeper of the City Seal.

The City Secretary is also the Records Management Officer, and in that capacity; the City Secretary is responsible for the identification, maintenance, retention, security, preservation, and destruction of city records as mandated by State law. In addition to that, the City Secretary's Office works closely with staff liaisons to oversee all Boards and Commissions appointed by the City Council. Duties include advertising and receiving applications for appointments, and ensuring that all are in compliance with the Texas Open Meetings Act.

<b>STAFFING</b>			
<b>Title</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
City Secretary	1	1	1
Deputy City Secretary	1	1	1
<b>Total Staffing</b>	<b>2</b>	<b>2</b>	<b>2</b>

### OPPORTUNITIES AND CHALLENGES

One opportunity for the City Secretary's office is to utilize a document management system. The large volume of documents to be scanned will present a challenge to the department's staff; however the benefits will outweigh the challenges. Once the official records and documents are stored electronically, time spent searching for individual items will be drastically reduced. Additionally, the documents will be stored in one location only and not spread throughout several departments.

## OBJECTIVES AND STRATEGIES

**1. Ensure an effective Records Management Program is in place.**

*Related to City Council Goal: Service Delivery.*

- Maintain the City’s record retention schedule in compliance with State law.
- Store all records effectively for easy search and retrieval.
- Ensure all official documents are received and filed according to State law.

**2. Administer regular and special elections in accordance with State Law and City Charter.**

*Related to City Council Goal: Service Delivery.*

- Meet deadlines for publishing notification requirements.
- Receive applications and required forms for candidacy.
- Work with the Hood County Elections Administration to hold elections.
- Ensure results are received and votes are canvassed by the City Council.

**3. Provide support to the City Council.**

*Related to City Council Goal: Service Delivery.*

- Prepare Agenda Packets for Council on time and without error.
- Post meeting notifications correctly.
- Compile meeting minutes accordingly.
- Ensure all contracts, agreements, resolutions, ordinances, and other miscellaneous documents as approved by the Council are prepared, signed and authenticated.

Objective	Performance Measure	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020
1	Open Records Requests Processed	179	275	280	281
2	Applications for Boards Processed	64	96	77	82
2	Board Seats Filled	27	49	49	48
3	New City Ordinances Administered	35	77	92	76

# City Secretary Expenditures

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Personnel</b>				
Regular	98,587	104,201	109,452	114,392
FICA	6,836	7,377	7,692	8,138
Leave	2,861	-	2,913	-
Overtime	-	50	107	50
Retirement	16,850	17,470	18,473	19,188
Longevity	1,610	1,850	1,850	2,090
Insurance	15,005	13,348	13,596	14,502
Workers Compensation	208	229	180	251
Texas Workforce Commission	6	324	290	450
<b>Total Personnel</b>	<b>141,963</b>	<b>144,849</b>	<b>154,552</b>	<b>159,061</b>
<b>Supplies &amp; Maintenance</b>				
Office Supplies	623	1,000	425	1,000
Books, Maps, Pamphlets	-	-	-	-
Copier Expense	2,303	3,500	3,266	3,000
Non-Capital Equip & Tools	288	650	-	500
<b>Total Supplies &amp; Maint</b>	<b>3,214</b>	<b>5,150</b>	<b>3,691</b>	<b>4,500</b>
<b>Services</b>				
Telephone	152	-	-	-
Postage	416	1,000	194	-
Travel/Training	4,554	5,000	2,314	5,000
Documents & Filing Fees	5,993	3,500	1,716	7,500
Advertising - Legal	8,797	6,000	5,637	7,500 *
General Liability Insurance	382	550	387	600
Dues/Subscription/Membersh	200	3,700	3,670	3,800
Election Expense	22,441	17,000	7,656	17,000
Codification	3,785	7,500	6,562	8,000
<b>Total Services</b>	<b>46,720</b>	<b>44,250</b>	<b>28,135</b>	<b>49,400</b>
<b>Total City Secretary</b>	<b>191,897</b>	<b>194,249</b>	<b>186,378</b>	<b>212,961</b>

\* notices required to be published in the newspaper as defined in Government Code Sec. 305.002

# - Legal -

## Department 15

### MISSION STATEMENT

To provide competent advice, opinions and representation to the City Council, departments, boards, and commissions.

### DESCRIPTION

The City Attorney’s office ensures that City functions and services are performed in a lawful manner and is responsible for all legal affairs of the City. Duties of this office include provisions of legal advice to the City Council, City Manager, boards and commissions, and all City departments; prosecutorial duties in Municipal Court; real estate matters including acquisitions, dispositions, and trade; and review of all contracts, resolutions, ordinances and items presented to the City Council.

### OBJECTIVES AND STRATEGIES

- 1. Provide quality legal advice to the City Council, City Manager, City Secretary, City Staff and City boards and commissions.**  
*Related to City Council Goal: Service Delivery.*
  - Regularly attend City Council meetings.
  - Review legal documents in a timely manner.
- 2. Prosecute all complaints in Municipal Court**  
*Related to City Council Goal: Service Delivery*

## Legal Expenditures

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Services</b>				
Contract Labor	-	-	-	-
Contracted Legal Consultants	166,900	178,900	172,575	181,900
Legal Consultants	1,187	-	6,648	-
Legal Lake Level Coalition	300	-	-	-
Telephone	456	500	456	500
Postage	-	-	1	-
<b>Total Services</b>	<b>168,843</b>	<b>179,400</b>	<b>179,679</b>	<b>182,400</b>
<b>Total City Attorney</b>	<b>168,843</b>	<b>179,400</b>	<b>179,679</b>	<b>182,400</b>

# - Finance -

## Department 20

### MISSION STATEMENT

To provide leadership and direction to maintain the financial stability of the City and to prepare for future growth.

### DESCRIPTION

Finance is responsible for the proper, accurate and timely recording of collections and disbursements of City funds and the reporting of these transactions in accordance with Generally Accepted Accounting Principles. This division also develops, coordinates and monitors the City's spending plans, including the annual Operating Budget and Capital Improvement Program. Further, Finance is responsible for cash management and investments, processes receipts of City monies, collects Hotel Occupancy Taxes, and performs various financial analysis.

STAFFING			
Title	2018-19	2019-20	2020-21
Finance Director	1	1	1
Assistant Finance Director	1	1	1
Financial Analyst	1	1	1
Accounting Specialist	1	1	1
Full Time Clerk	1	1	1
City Hall Receptionist	1	1	0
<b>Total Staffing</b>	<b>6</b>	<b>6</b>	<b>5</b>

### OPPORTUNITIES AND CHALLENGES

In Fiscal Year 2018-19 the Finance department launched a new online portal for budget collaboration, OpenGov. This web-based tool allows for department heads, finance and administration to submit budget requests and supporting documentation in real-time electronically saving a lot of time, effort and duplication. This application also allows for finance to publish financials reports for department heads to review their budget at any time during the month. Finally, OpenGov is also a platform for Citizen-engagement where financials are published publicly for citizens to review at any time and drill down into totals to see line item detail on where the City raises funds and where tax-payer dollars are spent.

In FY 2020-2021 Finance will work with IT to upgrade the main software, Incode from version 9 to the new version Incode X. The newer version will allow for more efficient processes for many of the departments that rely on Incode for their daily operations.

## OBJECTIVES AND STRATEGIES

**1. Provide timely, accurate financial reporting to City Council, City departments and citizens.**

*Related to City Council Goal: Service Delivery.*

- Produces monthly financial reports, including trends and projections
- Monitors the City's financial condition and advises City officials in regard to financial matters

**2. Maintain budgetary controls to ensure compliance with the annual budget as adopted by the City Council.**

*Related to City Council Goal: Community Development.*

- Controls, monitors and approves expenditures
- Directs and implements budget adjustments for the City

**3. Manage cash and investments to ensure that the City receives a maximum rate of return on its investments with minimal risk while maintaining an adequate cash flow.**

*Related to City Council Goal: Service Delivery.*

- Ensures bank accounts are collateralized within the guidelines of state law
- Prepares quarterly investment reports

**4. Maintain a system of internal controls that will ensure that the assets of the City are adequately protected.**

*Related to City Council Goal: Infrastructure Basics.*

- Maintains an accurate records of capital assets for internal and outside audit review
- Establishes long and short-range fiscal and accounting policies and procedures

**5. Provide financial reporting conformity with generally accepted accounting principles that receives the Government Finance Officers Association (GFOA) Certificate of Achievement.**

*Related to City Council Goal: Service Delivery.*

- Issues the Comprehensive Annual Financial Report
- Develops and prepares the Annual Budget

**6. Foster a “customer-oriented” approach toward internal departments of the City.**

*Related to City Council Goal: Citizen Involvement.*

- Promotes positive relations and provides financial and analytical assistance to internal city departments

Objective	Performance Measure	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020
1	Comptroller's Transparency Star Awards	1	1	1	1
5	Awarded GFOA Distinguished Budget Presentation	Yes	Yes	Yes	Yes
5	Awarded GFOA Certificate of Achievement for Excellence in Financial Reporting	Yes	Yes	Yes	Yes

# Finance Expenditures

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Personnel</b>				
Regular	329,215	356,222	321,317	367,275
FICA	24,469	25,735	25,630	26,622
Leave	13,035	-	30,585	-
Overtime	254	250	85	250
Retirement	56,822	59,610	57,287	61,144
Longevity	4,950	5,550	5,240	3,800
Insurance	37,790	40,044	33,860	43,506
Workers Compensation	746	782	615	801
Texas Workforce Commission	86	972	1,110	1,350
Contract Labor	-	-	-	-
<b>Total Personnel</b>	<b>467,367</b>	<b>489,165</b>	<b>475,728</b>	<b>504,748</b>
<b>Supplies &amp; Maintenance</b>				
Office Supplies	2,599	4,000	2,181	4,000
Copier Expense	3,404	5,200	1,802	3,000
Non-Capital Equip & Tools	1,667	-	6,261	-
Maintenance- Office Equip	150	1,000	-	1,000
<b>Total Supplies &amp; Maint</b>	<b>7,820</b>	<b>10,200</b>	<b>10,243</b>	<b>8,000</b>
<b>Services</b>				
Telephone	1,193	1,225	1,266	1,300
Postage	4,010	5,000	3,322	5,000
Travel/Training	8,778	16,000	7,501	17,000
Advertising Promotions	-	-	-	-
Printing	54	1,000	59	1,000
General Liability Insurance	2,468	2,750	2,484	2,300
Dues/Subscription/Memberships	2,065	2,750	2,135	2,600
Contract Services	15,000	17,000	17,000	17,000
Bank/Other Fees	1,809	1,000	1,269	2,000
<b>Total Services</b>	<b>35,377</b>	<b>46,725</b>	<b>35,036</b>	<b>48,200</b>
<b>Total Finance</b>	<b>510,564</b>	<b>546,090</b>	<b>521,007</b>	<b>560,948</b>

# - Purchasing -

## Department 21

### MISSION STATEMENT

To assist all City departments in the procurement of quality products and services in a timely and cost-effective manner.

### DESCRIPTION

The Purchasing Department procures all supplies, equipment and services for all departments within the City organization and is also responsible for the storage and warehousing of material and supplies. Procurement activities include establishing annual contract and blanket purchase orders to reduce costs; preparing bid specifications and tabulations; conducting bid proceedings; expediting materials; and preparing recommendations to the City Council for purchases over \$50,000. This department is also responsible for vehicle inventory (i.e. titles and licenses) and disposal of City-owned surplus property.

STAFFING			
Title	2018-19	2019-20	2020-21
Purchasing Agent	1	1	1
Purchasing Assistant	1	1	1
<b>Total Staffing</b>	<b>2</b>	<b>2</b>	<b>2</b>

### OPPORTUNITIES AND CHALLENGES

The Purchasing Department is continually seeking ways to save money for the City. While this is an opportunity, it is also a challenge to the department. The Purchasing Department wants to get the best product for the best price while having integrity within the vendor relationships.

## OBJECTIVES AND STRATEGIES

**1. Provide the City departments with supplies and services by utilizing best value purchases in a timely manner.**

*Related to City Council Goal: Infrastructure Basics.*

- Work with departments to stay within Purchasing Policies.
- Conduct bid proceedings and establish contracts.
- Utilize cooperative purchasing programs.

**2. Remain updated on procurement policies, procedures, and statutes.**

*Related to City Council Goal: Service Delivery.*

- Employees receive 40 hours of training per year.

**3. Conduct sale of City-owned surplus property according to City ordinances.**

*Related to City Council Goal: Infrastructure Basics.*

- Once a year, participate in online auction.

Objective	Performance Measure	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020
1	Purchase Orders Processed	4,358	5,004	4,770	3,958
1	Value of Purchase Orders Processed	\$ 31,551,915	\$ 37,952,529	\$ 26,520,701	\$34,515,508
3	Proceeds from Auction	\$35,325	\$131,552	\$43,952.16	N/A*

\*Due to COVID, there wasn't an auction during FY 2019-2020.

## Purchasing Expenditures

Expenditure Type	Actual	Budgeted	Actual	Adopted
	FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
<b>Personnel</b>				
Regular	100,470	107,506	104,264	110,634
FICA	7,982	7,635	8,483	8,659
Leave	4,056	-	4,541	-
Overtime	-	100	-	100
Retirement	18,016	18,564	18,557	19,119
Longevity	4,920	5,160	5,160	5,400
Insurance	15,011	13,348	13,602	14,502
Workers Compensation	221	243	186	250
Texas Workforce Commission	12	324	268	450
<b>Total Personnel</b>	<b>150,688</b>	<b>152,880</b>	<b>155,061</b>	<b>159,114</b>
<b>Supplies &amp; Maintenance</b>				
Office Supplies	154	380	202	400
Books, Maps, Pamphlets	-	-	-	-
Copier Expense	562	1,700	621	800
Wearing Apparel	-	160	-	100
Vehicle Fuel	-	-	-	-
Non-Capital Tools & Equip	44	200	-	200
Maintenance- Office Equip	-	-	-	-
<b>Total Supplies &amp; Maint</b>	<b>760</b>	<b>2,440</b>	<b>823</b>	<b>1,500</b>
<b>Services</b>				
Telephone	889	1,100	1,194	1,400
Postage	30	50	10	-
Travel/Training	1,984	3,500	653	4,100
Advertising- Legal	539	1,000	1,103	1,000
General Liability Insurance	449	500	471	500
Dues/Subscription/Membersh	565	565	571	700
Auction Expenses	57	250	-	300
<b>Total Services</b>	<b>4,513</b>	<b>6,965</b>	<b>4,002</b>	<b>8,000</b>
<b>Total Purchasing</b>	<b>155,961</b>	<b>162,285</b>	<b>159,886</b>	<b>168,614</b>

# - Warehouse Operations -

## Department 25

### MISSION STATEMENT

To store and safeguard surplus materials and supplies for the City departments.

### DESCRIPTION

The Warehouse Operations department is responsible for managing and warehousing of the material and supplies needed on a routine basis and for storage of specially order material and supplies needed for large construction projects. The department is also responsible for fuel deliveries and tracking usage for all City departments in accordance with TCEQ Regulations.

STAFFING				
Title	2018-19	2019-20	2020-21	
Warehouse Technician	2	2	2	
<b>Total Staffing</b>	<b>2</b>	<b>2</b>	<b>2</b>	

### OBJECTIVES AND STRATEGIES

- Maintain stock of all materials and supplies needed by other departments on a daily basis and for emergencies.**
  - Inventory the items stored in warehouse through quarterly cycle counts, and daily double checks.
  - Deliver all supplies and materials to department's job site when requested.
- Ensure the safeguarding of the City's assets that are stored in the warehouse.**
  - Security cameras are installed in the Warehouse and around the building.
  - Employees must be authorized to go into the Warehouse.
  - Balancing the two Warehouse accounts in General Ledger.

Objective	Performance Measure	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020
1	Value of Inventory Issued	\$405,939	\$465,836	\$417,768	\$456,726
2	Inventory Reconciliation Variance	\$0.10	\$35.12	\$0.18	\$26.34
2	Frequency of Full Reconciliation	Quarterly	Quarterly	Quarterly	Quarterly

## Warehouse Expenditures

Expenditure Type	Actual	Budgeted	Actual	Adopted
	FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
<b>Personnel</b>				
Regular	62,029	66,644	64,989	68,443
FICA	5,056	5,170	5,029	5,258
Leave	3,812	-	2,359	-
Overtime	2,154	2,000	687	2,000
Retirement	11,355	11,571	11,302	11,908
Longevity	1,400	1,640	1,640	1,880
Insurance	15,025	13,348	13,616	14,502
Workers Compensation	2,148	2,506	1,806	2,322
Texas Workforce Commission	40	324	250	450
<b>Total Personnel</b>	<b>103,019</b>	<b>103,203</b>	<b>101,679</b>	<b>106,763</b>
<b>Supplies &amp; Maintenance</b>				
Office Supplies	96	200	106	200
Copy Machine Supplies	897	1,600	611	800
Wearing Apparel	951	800	508	800
Vehicle Fuel	1,066	1,600	730	1,600
Non-Capital Tools & Equip	1,670	1,500	46	1,000
Maintenance- Motor Vehicles	278	1,000	250	1,000
Maintenance- Heavy Equip	-	1,000	299	1,000
Maintenance- Tanks	6,931	8,575	12,213	5,100
<b>Total Supplies &amp; Maint</b>	<b>11,889</b>	<b>16,275</b>	<b>14,763</b>	<b>11,500</b>
<b>Services</b>				
Utilities	-	-	-	-
Telephone	596	600	474	700
Travel/Training	635	1,000	995	1,000
General Liability Insurance	1,489	3,700	1,676	5,200
Leases & Fleet Transfers	5,612	20,931	20,932	18,200
Dues, Subscriptions, Member	-	120	100	-
<b>Total Services</b>	<b>8,332</b>	<b>26,351</b>	<b>24,178</b>	<b>25,100</b>
<b>Capital Outlay</b>				
Other Equipment & Tools	25,028	-	-	-
<b>Total Capital Outlay</b>	<b>25,028</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Warehouse Operations</b>	<b>148,268</b>	<b>145,829</b>	<b>140,620</b>	<b>143,363</b>

# - Social Services -

## Department 22

### DESCRIPTION

The City of Granbury recognizes the need for community-based service and social service agencies. These agencies provide needed services to the citizens that are not provided by the City government.

## Social Services Expenditures

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Services</b>				
Clean Air Coalition- City Funded	-	-	-	25,000
Weatherford College Contribution	-	-	-	25,000
Community Contribution	-	-	-	12,000
Hood County Committee on Aging	32,000	32,000	32,000	32,000
The Transit System, Inc.	22,000	22,000	21,990	22,000
<b>Total Services</b>	<b>54,000</b>	<b>54,000</b>	<b>53,990</b>	<b>116,000</b>

# - Information Technology -

## Department 23

### MISSION STATEMENT

To provide the City of Granbury with technological solutions which enable staff to perform their jobs more efficiently, timely and securely, while offering information and City services to citizens and businesses anywhere and anytime through the City's website and other cloud based services.

### DESCRIPTION

Beginning October 2018, the City of Granbury outsourced most of its IT management to a third-party company, McLane Intel Solutions. This company works hand-in-hand with City staff to analyze, maintain and support technology infrastructure for the City.

### OPPORTUNITIES AND CHALLENGES

IT has an opportunity to work with Finance to upgrade core application software for Staff that will not only be more efficient, but also allow for single identification log-in, web-based access for remote users, and combining applications currently supported by multiple companies into one inclusive support service.

Another opportunity that needs to be addressed is the amount of free space in our existing data storage. This storage is quickly being consumed by the Laserfiche application. Additional SANS storage and a backup solution for our virtual server environment is essential to provide quick data recovery in the event of a disaster or outside attack from source. Rollout of the new replacement production servers and the management suite implemented with them will provide quick and concise reporting of issues.

Allowing end users to be champions of the applications they use daily, while also centralizing technology support so Staff can be efficient with their time performing City services.

**OBJECTIVES AND STRATEGIES**

**1. Provide ongoing systems support for current information technology and applications and business practices for city employees.**

*Related to City Council Goal: Service Delivery.*

- Fully automated monitoring and notification through web-based help desk ticket processing
- Conduct regular system updates on City computers and mobile devices
- Quick response to equipment and system error inquiries from staff and elected officials
- Identify the oldest equipment for replacement every year and maintain a 5 year rotation.

**2. Improve the effectiveness of new and existing technologies**

*Related to City Council Goal: Service Delivery.*

- Increase available SANS storage to support police video demands and Laserfiche document needs or consider moving some applications to a hosted solution.

IT Stats	
164	Desktops/Laptops
168	User Accounts
6	VM Host Servers
36	Virtual Servers
2	SANS
12	Fiber WANS
6	Switches
2	Firewalls
11	Campuses
101	CISCO Phones & Accounts

## IT Expenditures

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Personnel</b>				
Regular	44,280	5,450	-	-
FICA	3,024	5,515	-	-
Leave	1,257	-	-	-
Overtime	-	5,000	-	-
Retirement	7,168	9,895	-	-
Longevity	-	140	-	-
Insurance	4,708	6,674	-	-
Workers Compensation	335	317	253	-
Texas Workforce Commission	(15)	162	-	-
Contract Labor	-	-	-	-
<b>Total Personnel</b>	<b>60,757</b>	<b>33,153</b>	<b>253</b>	<b>-</b>
<b>Supplies &amp; Maintenance</b>				
Office Supplies	57	250	-	-
Copier Expense	50	350	55	100
Wearing Apparel	-	550	-	-
Vehicle Fuel	101	1,000	-	-
Non-Capital Tools & Equip	4,806	6,000	2,053	4,000
Desktop Computers	49,299	63,000	9,923	63,000
Maintenance- Computers	5,363	10,300	201	10,300
Maintenance- Motor Vehicles	151	1,200	15	-
Maintenance- Radios & Assoc Eq	573	-	-	-
<b>Total Supplies &amp; Maint</b>	<b>60,400</b>	<b>82,650</b>	<b>12,247</b>	<b>77,400</b>

# IT Expenditures

*Continued*

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Services</b>				
Consultants, Engineering	12,323	-	5,323	-
Electricity	2,106	2,400	679	-
Telephone	454	1,000	-	-
Postage	6	300	-	-
Travel/Training	2,562	-	-	-
General Liability Insurance	1,227	1,500	1,286	-
Leases & Fleet Transfers	10,181	600	600	-
Dues, Subscriptions, Member	175	300	-	-
Contract Software Licensing	-	43,650	29,571	45,000
Software Licensing Fees	331,737	187,680	158,392	185,000
Contract Services	156,783	297,520	311,092	299,000
Internet Provider Subscription	152,651	162,700	157,516	170,000
<b>Total Services</b>	<b>670,205</b>	<b>697,650</b>	<b>664,458</b>	<b>699,000</b>
<b>Capital Outlay</b>				
Building Improvements	41,521	-	-	-
Office Equipment	-	-	-	-
Other Capital Equipment & Tools	-	248,400	91,140	45,000
<b>Total Capital Outlay</b>	<b>41,521</b>	<b>248,400</b>	<b>91,140</b>	<b>45,000</b>
<b>Total IT</b>	<b>832,883</b>	<b>1,061,853</b>	<b>768,098</b>	<b>821,400</b>

# - Human Resources -

## Department 24

### MISSION STATEMENT

The Office of Human Resources provides comprehensive personnel expertise and services for city departments and city employees, regarding all employment related activities. These may include recruitment, hiring, benefits, training, performance evaluation of staff, and employment policy development and interpretation. The department's goal is to ensure that employment practices are consistent with the best interests of the City of Granbury, its employees and the citizens it serves. Fundamental to human resources management is compliance with all federal, state, and local laws or regulations specific to employment matters.

### DESCRIPTION

Human resources responsibilities include safeguarding the City's consistent commitment to equal opportunity, encouraging diversity in its workforce, upholding fair and equitable treatment for all employees and applicants, and maintaining a qualified and productive staff necessary to meet the goals and expectations of the City and its citizens.

STAFFING			
Title	2018-19	2019-20	2020-21
Human Resources Coordinator	1	1	1
<b>Total Staffing</b>	<b>1</b>	<b>1</b>	<b>1</b>

### OPPORTUNITIES AND CHALLENGES

- Continue to implement Laserfiche for electronic records management
- Continue to work with broker to reduce employee benefit costs



**OBJECTIVES AND STRATEGIES**

**1. Hire and retain a qualified, trained and motivated workforce committed to providing courteous and efficient public service.**

*Related to City Council Goal: Service Delivery.*

- Consistent job descriptions
- Implement multi-faceted training program

**2. Control health insurance and workers' compensation costs.**

*Related to City Council Goal: Service Delivery.*

- Promotion of employee wellness.
- Safety training and inspections
- Accident investigations

Objective	Performance Measure	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020
1	HR: # New Hires	25	21	47	32
1	HR: # Terminations	25	21	36	22
1	HR: Turnover Rate	14%	12%	18%	11%
2	Annual Employee Health Fair	Yes	Yes	Yes	Yes
2	Premium Rate	0%	0%	-2	8.5%

## Human Resource Expenditures

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Personnel</b>				
Regular	56,972	62,172	58,335	64,036
FICA	4,375	4,541	5,044	5,170
Leave	3,434	-	4,588	-
Retirement	10,467	10,844	10,783	11,171
Longevity	3,580	3,700	3,700	3,820
Insurance	8,451	6,674	6,828	7,251
Workers Compensation	127	142	107	147
Texas Workforce Commission	(11)	162	146	225
<b>Total Personnel</b>	<b>87,395</b>	<b>88,235</b>	<b>89,531</b>	<b>91,820</b>
<b>Supplies &amp; Maintenance</b>				
Office Supplies	874	1,000	784	1,300
Books, Maps, Pamphlets	-	200	-	-
Copier Expense	1,363	1,600	1,678	1,800
Non-Capital Tools & Equip	-	-	-	-
<b>Total Supplies &amp; Maint</b>	<b>2,237</b>	<b>2,800</b>	<b>2,462</b>	<b>3,100</b>
<b>Services</b>				
Consultants, Architects, Engin	29,600	30,000	28,800	30,000
ADP Services	39,384	39,600	39,709	41,000
Telephone	1,193	1,225	1,193	1,300
Postage	317	700	309	-
Travel/Training	4,703	4,000	200	4,000
Employee Training Program	3,629	10,000	874	10,000
Advertising- Employee	1,075	1,300	646	1,300
General Liability Insurance	172	500	174	500
Safety Testing	174	5,500	3,380	5,000
Dues, Subscriptions, Member	658	500	698	800
Other Fees	214	710	918	800
Employee Appreciation	16,662	18,000	18,505	18,000
Firefighter Appreciation	4,690	5,000	4,764	5,000
Employee Asst. Program	4,345	4,320	4,237	4,500
<b>Total Services</b>	<b>106,816</b>	<b>121,355</b>	<b>104,407</b>	<b>122,200</b>
<b>Total Human Resources</b>	<b>196,448</b>	<b>212,390</b>	<b>196,401</b>	<b>217,120</b>

# - Communications -

## Department 27

### MISSION STATEMENT

To serves as the central point of contact for communications activities citywide and to keep the community informed and engaged with their local government.

### DESCRIPTION

The Communications Department is responsible for disseminating public information to the citizens of Granbury through social media, news releases, publications, and information campaigns. The Communications Department is also responsible for Granbury Media, which is a joint staff and volunteer effort built around the City’s PEG television channel that broadcasts on both Charter Communications and AT&T U-Verse. The Communications Department records and broadcasts public meetings held by local governmental entities, community events, and information about City programs and services for the PEG channel.

STAFFING			
Title	2018-19	2019-20	2020-21
Broadcast Services Coordinator	1	1	1
Part-Time Intern	1	1	1
<b>Total Staffing</b>	<b>2</b>	<b>2</b>	<b>2</b>

### OPPORTUNITIES AND CHALLENGES

- The public information function in this department presents an opportunity to raise public awareness about the functions of municipal government, the professional diversity of its workforce, and the variety of services it provides.
- Livestreaming and subsequent rebroadcasting of local government meetings and community events presents an opportunity to reach a broader audience and increase interest in Granbury Media.
- Centralizing City communications through this department gives the City the opportunity to ensure that staff is presenting a consistent, cohesive message, across all departments and a variety of topics.
- The Communications Department now has the opportunity to work closely with the Convention & Visitors Bureau Department and share staff resources and knowledge for tasks necessary for both departments’ success, such as website oversight and digital marketing initiatives.

## OBJECTIVES AND STRATEGIES

**1. Provide timely, accurate information to the public through the role of Public Information Officer.**

*Related to City Council Goals: Citizen Involvement and Service Delivery.*

- Utilize news media, social media, and other resources at the City’s disposal to keep the public informed of City services, programs, activities, and related opportunities for public input.
- Ensure that information provided to the public is complete and accurate by coordinating with directors of each City department, the City Secretary’s Office, and representatives of other government agencies in the Granbury area.
- Serve as a point of contact for all outside inquiries and ensure that the City is producing clear and accurate responses to inquiries.

**2. Utilize the PEG channel and Granbury Media to inform and engage the citizens of Granbury, especially regarding local government, education, community events, and GISD sports.**

*Related to City Council Goal: Citizen Involvement.*

- Use updated live streaming capabilities to reach a broader audience for government meetings and community events.
- Produce original programs to inform the public about City services, amenities, and attractions.

Objective	Performance Measure	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020
1	Granbury Media YouTube Views	62,004	73,300	42,700	33,906
2	Social Media Accounts managed for the City	6	7	7	11
2	Twitter Followers (@GranburyMedia, @CityofGranbury)	2,077	2,568	2,868	3,186
2	Facebook Likes (Granbury Media & City of Granbury)	1,726	2,487	3,516	4,729
2	Nextdoor Members		1217	2,265*	2,781
2	News Releases sent out to media and community	25	52	49	107

# Communications Expenditures

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Personnel</b>				
Regular	51,832	73,533	48,416	74,874
FICA	4,398	5,629	4,227	5,668
Leave	-	-	1,105	-
Retirement	9,091	9,472	8,710	9,695
Longevity	350	470	470	-
Insurance	7,513	6,674	5,710	7,251
Workers Compensation	196	192	204	153
Texas Workforce Commission	2	343	299	475
Contract Labor	-	-	-	-
<b>Total Personnel</b>	<b>73,382</b>	<b>96,313</b>	<b>69,140</b>	<b>98,116</b>

## - Granbury Media

<b>Supplies &amp; Maintenance</b>				
Office Supplies	12	150	371	300
Intellectual Properties	-	250	-	-
Copier Expense	881	600	570	600
Non-Capital Tools & Equip	187	2,000	1,745	500
Maintenance- Office Equip.	-	500	-	-
<b>Total Supplies &amp; Maint</b>	<b>1,080</b>	<b>3,500</b>	<b>2,685</b>	<b>1,400</b>

<b>Services</b>				
Contract Services	23,500	23,250	26,250	26,250
Consultants	300	-	500	-
Electricity	5,453	6,500	6,005	7,000
Water	834	750	466	750
Sewer	764	800	623	800
Telephone	1,500	1,750	1,536	1,800
Postage	-	100	37	-
Travel/Training	817	750	643	1,000
General Liability Insurance	515	1,000	1,031	1,000
Dues, Subscriptions, Member	1,942	5,648	5,515	5,900
Broadcast Connections	5,413	5,160	5,149	5,200
Internet Service	588	940	588	600
Misc Expense	42	125	-	200
<b>Total Services</b>	<b>41,668</b>	<b>46,773</b>	<b>48,342</b>	<b>50,500</b>

# Communications Expenditures

*Continued*

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>- Public Information Officer</b>				
<b>Services</b>				
Office Supplies	75	150	-	200
Consultants	-	1,000	2,725	-
Travel/Training	2,777	3,000	449	3,000
Advertising	100	500	12	500
Dues, Subscriptions, Member	3,922	4,078	3,153	4,200
Misc Expense	134	125	-	200
<b>Total Services</b>	<b>7,008</b>	<b>8,853</b>	<b>6,339</b>	<b>8,100</b>
<b>Capital Outlay</b>				
Other Capital Equipment & Tools	979	70,250	65,774	-
<b>Total Capital Outlay</b>	<b>979</b>	<b>70,250</b>	<b>65,774</b>	<b>-</b>
<b>Total Communications</b>	<b>124,117</b>	<b>225,689</b>	<b>192,281</b>	<b>158,116</b>

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# - Fleet Maintenance -

## Department 48

### MISSION STATEMENT

To maintain City Fleet and all Equipment for safe and efficient operations in the most efficient, cost-effective method possible.

### DESCRIPTION

The Fleet Maintenance Department is a full line automotive and equipment repair center, performing routine maintenance such as oil changes and minor daily repairs. Most major repairs are also handled in house.

Fleet Maintenance performs safety inspections, life cycle cost analysis, replacement policies and procedures, preventative maintenance inspections, parts procurement, general diagnosis, repair and fleet maintenance record management.

<b>STAFFING</b>			
<b>Title</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
Fleet Maintenance Superintendent	1	1	1
Mechanic I	1	1	1
Mechanic II	1	1	1
Administrative Assistant I	1	1	1
<b>Total Staffing</b>	<b>4</b>	<b>4</b>	<b>4</b>

### OPPORTUNITIES AND CHALLENGES

Fleet Maintenance is presented with different challenges and opportunities every day. Each day presents an opportunity to learn something new and find a better way to complete repairs in the most timely, cost effective method possible.

## OBJECTIVES AND STRATEGIES

### 1. Ensure a safe and efficient fleet for City operations.

*Related to City Council Goal: Infrastructure Basics.*

- Routine maintenance is performed every 5,000 miles on fleet vehicles.
- Routine maintenance is performed on heavy equipment and specific fleet subclasses (i.e. fire trucks, etc.) every 150-300 hours depending on the specific needs of each type
- Fleet is inspected at the time of routine maintenance/repair for any signs of wear and tear or possible mechanical problems which could lead to premature failure or unnecessary downtime.

### 2. Extend the useful life of City assets.

*Related to City Council Goal: Infrastructure Basics.*

- Routine maintenance and repairs are performed on all fleet vehicles.
- Fluids and lubricants are checked as needed on a weekly or monthly basis to insure optimal performance and reliability.

### 3. Foster a “customer-oriented” approach toward internal and external City departments.

*Related to City Council Goal: Intergovernmental Relationships.*

- Work orders are received in a variety of ways. Staff is encouraged to e-mail or visit the shop in person to request a repair order. In most cases, repair assessments/requests are performed within a few minutes to an hour.
- Most services/repairs are completed same day as permitted by parts availability and severity of the requested repairs.
- The Fleet Maintenance Department strives to treat each employee with the respect they would be given in a private shop having services performed on their own personal vehicle or equipment.
- Fleet Maintenance will go above and beyond to meet all current and future needs of the City’s fleet in a friendly and professional manner and will continue a great service to City staff and police/fire services.

# Fleet Expenditures

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Personnel</b>				
Regular	169,866	187,254	175,584	191,830
FICA	13,979	14,439	14,002	14,780
Leave	11,412	-	7,214	-
Overtime	1,094	500	4	500
Retirement	30,880	31,888	30,462	32,543
Longevity	5,440	5,920	4,840	5,320
Insurance	28,943	26,696	21,664	29,004
Workers Compensation	2,974	3,229	2,504	3,316
Texas Workforce Commission	55	648	612	900
<b>Total Personnel</b>	<b>264,643</b>	<b>270,574</b>	<b>256,888</b>	<b>278,193</b>
<b>Supplies &amp; Maintenance</b>				
Office Supplies	547	625	293	600
Copier Expense	1,684	1,000	2,166	2,500
Janitorial Supplies	392	520	444	500
Wearing Apparel	2,262	2,000	2,058	2,500
Vehicle Fuel	14,941	3,000	2,662	21,200
Chemicals	316	18,200	14,358	-
Non-Capital Tools & Equip	16,707	16,000	15,447	18,000
Maintenance- Motor Vehicles	987	2,830	833	2,800
Maintenance- Minor Equip	500	1,410	306	1,400
<b>Total Supplies &amp; Maint</b>	<b>38,336</b>	<b>45,585</b>	<b>38,567</b>	<b>49,500</b>
<b>Services</b>				
Telephone	993	1,050	432	600
Postage	8	50	-	-
Travel/Training	1,209	1,200	409	1,200
General Liability Insurance	3,272	2,300	2,546	2,300
Equipment Rental/Lease	1,161	1,000	185	1,000
Leases & Fleet Transfers	-	5,250	5,250	5,300
<b>Total Services</b>	<b>6,643</b>	<b>10,850</b>	<b>8,823</b>	<b>10,400</b>
<b>Capital Outlay</b>				
Miscellaneous Tools & Equip.	-	-	-	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Fleet Maintenance</b>	<b>309,622</b>	<b>327,009</b>	<b>304,277</b>	<b>338,093</b>

# - Building Maintenance -

## Department 49

### MISSION STATEMENT

To maintain City property for safe and efficient operations, and to maintain safe, clean and attractive facilities that promote a welcoming environment for the residents and visitors of Granbury.

### DESCRIPTION

Building Maintenance is responsible for the maintenance and repair of all City-owned properties. City buildings include City Hall, Municipal Service Center, Opera House, American Town Hall, two Fire Stations, Water and Wastewater Treatment Plants, Regional Airport and Forestry Building, City Pool, Ball Field Concessions, Decker Gym, Langdon Center, PD Fitness Center and the Conference Center, for a total of 445,759 square feet.

This department maintains all structures, facilities infrastructure and custodial services for City Hall, Municipal Service Center, Regional Airport and the American Town Hall. It is also responsible for plumbing, HVAC, electrical, remodeling, repair of furniture, security of buildings, fire alarm and emergency sprinkler systems, car wash, restrooms and preparation for meetings. Additionally, this department solicits contracts for specialized routine maintenance.

<b>STAFFING</b>			
<b>Title</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
Asst Director of Public Works/Maintenance	1	1	1
Building Maintenance Foreman	1	1	1
Master Maintenance Technician	2	2	2
Building Maintenance Technician	1	1	1
Custodian	4	4	4
<b>Total Staffing</b>	<b>9</b>	<b>9</b>	<b>9</b>

## Building Maintenance Expenditures

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Personnel</b>				
Regular	352,790	386,671	367,896	397,940
FICA	28,981	29,408	29,254	30,056
Leave	23,588	-	21,936	-
Overtime	7,162	1,000	2,036	1,000
Retirement	64,920	66,057	65,652	68,088
Longevity	12,460	13,540	13,540	14,620
Insurance	67,554	60,066	61,221	65,259
Workers Compensation	9,628	10,631	8,090	10,793
Texas Workforce Commission	89	1,458	1,149	2,025
<b>Total Personnel</b>	<b>567,172</b>	<b>568,831</b>	<b>570,773</b>	<b>589,781</b>
<b>Supplies &amp; Maintenance</b>				
Office Supplies	409	400	396	400
Copier Expense	1,872	2,000	2,166	2,500
Janitorial Supplies	12,914	14,000	11,570	14,000
Wearing Apparel	6,078	6,000	5,239	6,000
Vehicle Fuel	11,394	10,000	7,542	10,000
Non-Capital Tools & Equip	2,886	3,500	4,247	3,500
Maintenance- Buildings	55,534	62,200	45,702	60,000
Maintenance- Motor Vehicles	4,209	5,500	4,456	5,500
Maintenance- Minor Equip	90	100	100	-
<b>Total Supplies &amp; Maint</b>	<b>95,386</b>	<b>103,700</b>	<b>81,417</b>	<b>101,900</b>

# Building Maintenance Expenditures

*Continued*

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Services</b>				
Consultants, Architects, Engin	12,500	10,000	-	-
Natural Gas	465	2,950	242	1,000
Telephone	4,717	4,900	4,312	3,800
Postage	2	100	20	-
Travel/Training	-	4,000	70	1,000
General Liability Insurance	5,985	6,500	6,821	6,500
Leases & Fleet Transfers	5,294	17,647	17,648	15,000
Dues & Subscriptions	35	120	40	100
Contract Services	37,427	35,000	44,664	35,000
<b>Total Services</b>	<b>66,425</b>	<b>81,217</b>	<b>73,816</b>	<b>62,400</b>
<b>Capital Outlay</b>				
Building & Improvements*	82,971	5,375	5,375	59,000
<b>Total Capital Outlay</b>	<b>82,971</b>	<b>5,375</b>	<b>5,375</b>	<b>59,000</b>
<b>Total Building Maintenance</b>	<b>811,954</b>	<b>759,123</b>	<b>731,382</b>	<b>813,081</b>

## OBJECTIVES AND STRATEGIES

**1. Provide a safe, clean and efficient work environment for City operations & visitors.**

*Related to City Council Goal: Service Delivery.*

- Clean buildings regularly
- Respond to work orders daily

**2. Prolong useful life of major building components.**

*Related to City Council Goal: Infrastructure Basics.*

- Provide routine maintenance, such as painting, cleaning, and repairing structures as needed.

# Clean Air Coalition Expenditures

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Personnel</b>				
Regular	40,087	41,855	41,140	41,855
FICA	3,106	3,250	3,196	3,259
Retirement	6,642	6,996	6,761	7,015
Longevity	510	630	630	750
Insurance	6,769	6,674	6,808	7,251
Workers Compensation	87	169	72	170
Texas Workforce Commission	22	162	124	225
<b>Total Personnel</b>	<b>57,223</b>	<b>59,736</b>	<b>58,731</b>	<b>60,525</b>
<b>Supplies &amp; Maintenance</b>				
Office Supplies	274	3,000	304	3,000
<b>Total Supplies &amp; Maint</b>	<b>274</b>	<b>3,000</b>	<b>304</b>	<b>3,000</b>
<b>Services</b>				
Consultants/ Arch/ Engin	172	500	21,590	500
Telephone	1,247	2,000	1,349	2,000
Postage	59	100	124	-
Travel/Training	353	2,000	88	2,000
Printing	6,948	10,000	3,077	10,000
Rent	2,750	10,000	2,500	10,000
Event Participation	400	4,000	750	4,000
Radio/TV	8,890	15,000	4,387	15,000
Website	-	1,000	-	1,000
<b>Total Services</b>	<b>20,819</b>	<b>44,600</b>	<b>33,865</b>	<b>44,500</b>
<b>Capital Outlay</b>				
Miscellaneous Equipment	-	-	-	-
Property Improvements	-	-	-	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Clean Air Coalition</b>	<b>78,316</b>	<b>107,336</b>	<b>92,900</b>	<b>108,025</b>

The Hood County Clean Air Coalition is a proactive organization made of businesses, schools, local government, and citizens whose goal is to promote clean air in Hood County, Texas. We recognize the dangers that high ozone levels pose to our community, especially for our senior citizens, children, and those that suffer from asthma and other lung disorders. We will work with local, state, and national stakeholders to identify strategies and solutions to reduce air pollution emissions below the National Ambient Air Quality Standards (NAAQS) of the Clean Air Act.

## Non-Departmental Expenditures

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Supplies &amp; Maintenance</b>				
Wearing Apparel	375	1,000	571	500
Vehicle Fuel, HCCOA	-	-	-	-
Maintenance- Buildings	603	2,000	95	1,000
Maintenance- Towers	5,316	14,384	13,381	15,000
<b>Total Supplies &amp; Maintenance</b>	<b>6,294</b>	<b>17,384</b>	<b>14,047</b>	<b>16,500</b>
<b>Services</b>				
Consultants/Arch/Engineering	14,889	3,500	2,603	2,300
Electricity	152,137	171,000	133,051	172,500
Water	25,283	21,250	27,932	25,000
Natural Gas	971	1,200	1,112	1,200
Sewer	2,674	3,500	3,019	3,500
Utilities	181,065	196,950	165,115	202,200
Inventory Damage/Loss	(1,218)	-	6,086	-
Cable Television	-	-	-	-
COVID-19 Expense	-	-	233,232	-
Granbury Cultural Arts Commission	5,778	10,000	3,511	-
Bridge St Museum Expense	13,792	14,000	13,895	-
Bridge St Museum- Self Supported	25,238	15,000	4,528	15,000
Memorial Lane Expenses	6,920	-	17	-
General Liability Insurance	28,103	20,200	24,539	22,200
Meeting Expenses	-	1,000	87	500
Equipment Lease	2,880	2,880	2,880	3,000
Leases & Fleet Transfers	68,000	70,000	68,000	68,000
Special Property Expense	31,382	35,000	34,902	37,000
Dues & Subscriptions	2,520	2,210	2,276	2,800
Tax Appraisal- Collection	143,900	149,000	148,626	135,000
Acton Distr Reimbursement	22,937	29,000	11,432	20,000
Vybranz Revenue Recovery	32,926	17,700	15,685	-
Conrtbntn to Weatherford College	25,000	25,000	25,000	-
Kroger 380 Reimbursement	103,181	115,000	105,731	115,000
Community Contribution	5,000	5,000	2,500	-
New Developer 380 Reimbursement	13,110	50,000	77,026	100,000
Contingency	-	240,052	-	200,000
Miscellenous Expense	60,189	5,000	283	5,000
Banking Fees	2,362	5,000	2,510	5,000
<b>Total Services</b>	<b>787,954</b>	<b>1,011,492</b>	<b>950,466</b>	<b>933,000</b>

\* Non-Departmental Expenditures are items within the General Fund that are not allocated to a specific department.

# Non-Departmental Expenditures

*Continued*

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Interfund Transfers</b>				
Transfer to Airport Fund	-	-	897,393	-
Transfer to Tourism Fund	286,530	266,982	266,982	345,305
Transfer for Promotion of Tourism Act	50,000	50,000	50,000	50,000
Transfer to General Debt Svc	-	-	-	-
Transfer to Utility Fund	-	-	-	-
Transfer to General CIP	-	-	-	-
Transfer to Self-Funded	-	-	-	-
Transfer to Warehouse Fund	-	-	-	-
Transfer to Gby Hist Properties	40,000	40,000	40,000	40,000
Transfer to Fleet Fund	-	-	700,000	-
<b>Total Interfund Transfers</b>	<b>376,530</b>	<b>356,982</b>	<b>1,954,375</b>	<b>435,305</b>
<b>Capital Outlay</b>				
Building & Improvements	10,142	-	-	-
Land	17,000	-	-	-
<b>Total Capital Outlay</b>	<b>27,142</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Non-Departmental</b>	<b>1,197,920</b>	<b>1,385,858</b>	<b>2,918,888</b>	<b>1,384,805</b>

\* Non-Departmental Expenditures are items within the General Fund that are not allocated to a specific department.

# - Municipal Court -

## Department 40

### MISSION STATEMENT

To promote justice through interpretation and adjudication of applicable laws in an accountable, effective and unbiased manner.

### DESCRIPTION

The Municipal Court handles the judicial processing of Class C misdemeanors that originate from traffic citations, citizen complaints, code violations and misdemeanor arrests occurring within the territorial limits of the City of Granbury. The Municipal Court processing is predetermined by the Texas Code of Criminal Procedure and the Code of Judicial Conduct.

In addition to the judicial processing, the Court prepares dockets, schedules trials, processes juries, records and collects fine payments and issues warrants for Violation of Promise to Appear and Failure to Appear. The Municipal Court also processes code violations as part of the city-wide code enforcement effort.

The Municipal Court Judge is appointed by the City Council. The judge presides over trials and hearings, levies fines, sets bails, accepts bonds, issues arrest and search warrants, administers juvenile magistrate’s warnings and arraigns prisoners.

STAFFING			
Title	2018-19	2019-20	2020-21
Municipal Court Judge	1	1	1
Court Administrator	1	1	1
Deputy Court Clerk	1	1	1
<b>Total Staffing</b>	<b>3</b>	<b>3</b>	<b>3</b>

## OPPORTUNITIES AND CHALLENGES

A major challenge for the Municipal Court is the struggle by defendants to pay the amount owed; however, this provides an opportunity for the staff to help the individuals make a plan, based on their finances. Also, Court is now able to accept credit card payments over the phone, which allows for defendants to pay the outstanding fines they owe quicker and much easier. The Court also provides options for defendants that are unemployed to perform community service for fines owed.

## OBJECTIVES AND STRATEGIES

### 1. Foster a “customer service” philosophy with the court defendants.

*Related to City Council Goal: Service Delivery.*

- Treat all with professional courtesy and respect.
- Resolve all cases set for court within 3 months.
- Work with each person on an individual basis.

### 2. Increase Court efficiency through streamlined procedures and automation.

*Related to City Council Goal: Service Delivery.*

- Promote online payments for more efficient processing.
- Pay agreements via fax.
- Entered into agreement with collection’s group to help with volume of outstanding warrants.
- Will now accept warrant payments online with certain stipulations.

Objective	Performance Measure	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020
1	Citations Processed	1,740	1,728	2,004	2,002
2	Online Payments Processed	122	133	180	174

# Municipal Court Expenditures

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Personnel</b>				
Regular	134,982	140,464	140,043	144,351
FICA	10,734	11,013	11,096	11,297
Leave	2,470	-	2,015	-
Overtime	428	300	379	300
Retirement	15,272	15,761	15,700	16,226
Longevity	3,940	4,180	4,180	4,420
Insurance	15,081	13,348	13,656	14,502
Workers Compensation	289	313	243	322
Texas Workforce Commission	81	597	457	830
<b>Total Personnel</b>	<b>183,277</b>	<b>185,976</b>	<b>187,769</b>	<b>192,248</b>
<b>Supplies &amp; Maintenance</b>				
Office Supplies	381	700	224	700
Books, Maps, Pamphlets	-	250	67	100
Copier Expense	2,040	2,500	4,101	4,500
Wearing Apparel	-	1,000	397	-
Non-Capital Equipment	-	500	-	-
Maint. of Office Equipment	-	-	-	-
<b>Total Supplies &amp; Maint</b>	<b>2,421</b>	<b>4,950</b>	<b>4,789</b>	<b>5,300</b>
<b>Services</b>				
Telephone	889	950	889	1,000
Postage	1,137	2,500	1,325	2,000
Jury and Witness Expense	-	1,004	-	1,000
Travel/Training	3,037	6,000	1,268	4,000
General Liability Insurance	697	1,000	708	1,000
Dues/Subscription/Membersh	313	600	321	600
Bank Card Fees	2,745	2,000	3,790	4,000
<b>Total Services</b>	<b>8,818</b>	<b>14,054</b>	<b>8,299</b>	<b>13,600</b>
<b>Capital Outlay</b>				
Building Improvements	-	-	-	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Municipal Court</b>	<b>194,516</b>	<b>204,980</b>	<b>200,858</b>	<b>211,148</b>

# - Police -

## Department 41

### MISSION STATEMENT

To partner with the community to provide a safe and secure environment for residents and visitors in Granbury.

### DESCRIPTION

The Granbury Police Department (PD) provides general law enforcement services to City residents and local businesses. The Police Department is divided into two divisions, Operations and Support Services, with each division being responsible for particular portions of the overall operations of the department. These areas include Patrol, Criminal Investigations, Community Service, SWAT, K-9, Animal Control, and Administration.

Patrol officers make routine patrols of the City. Their responsibilities are to prevent and detect criminal activity, completely investigate minor criminal offenses, answer all calls for service from the public, enforce traffic laws and make official reports of all crimes reported to them or detected by them.

The Criminal Investigations division is responsible for investigating all crimes classified as felonies, major misdemeanor crimes and any other misdemeanor as may be assigned. They also prepare criminal complaints, obtaining arrest and search warrants when appropriate and for presenting cases to the Grand Jury.

STAFFING			
Title	2018-19	2019-20	2020-21
Police Chief	1	1	1
Deputy Chief	1	1	1
Police Lieutenant	2	2	2
Patrol Sergeant	4	4	4
Criminal Investigator	4	4	4
Community Services Sargeant	1	1	1
Police Patrol	25	30	30
Community Services Officer	0	1	1
School Resource Officer	1	1	1
Animal Control Officer	1	1	1
Administrative Assistant	4	4	4
Evidence Tech/Info Systems Tech	1	1	1
<b>Total Staffing</b>	<b>45</b>	<b>51</b>	<b>51</b>

## OBJECTIVES AND STRATEGIES

**1. Deliver professional police services to the citizens of Granbury and actively enforce laws.**

*Related to City Council Goal: Service Delivery.*

- Respond to emergency calls for assistance.
- Investigate all reports of offenses with the purpose of apprehending suspects and recovering property.

**2. Maintain a sufficient number of trained officers, adequately equipped and supplied.**

*Related to City Council Goal: Citizen Involvement.*

- Officers must have 40 hours of training every 2 years.
- Upgrade and replace equipment annually.

**3. Create a positive police community relationship and environment. Promote safety and community involvement in crime reduction.**

*Related to City Council Goal: Citizen Involvement.*

- Citizens on Patrol, Citizen Police Academy and Alumni
- Neighborhood Watch Groups
- Community Appreciation Night
- Home Security Inspections for insurance purposes

**4. Promote a safe, drug free community through education and enforcement.**

*Related to City Council Goal: Citizen Involvement.*

**5. Maintain accurate, secure files that may be promptly retrieved for use by the department, other law enforcement agencies and the general public.**

*Related to City Council Goal: Intergovernmental Relationships.*

- All police records managed and maintained through Record Management System (RMS).

Objective	Performance Measure	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020
1	Calls for Service	21,326	21,762	20,920	26,541
1	Arrests	661	757	693	669
1	Accidents	959	952	881	953

## **OPPORTUNITIES AND CHALLENGES**

### **OPPORTUNITIES**

- As a Texas Police Chiefs Association “Recognized Agency” of Best Practices, the Granbury Police Department constantly maintains a high standard of performance by adhering to the stringent requirements in Policy and Procedures identified by the Texas Police Chief’s Association.
- The Department is in the process of adding technology that will help officers on the street be more efficient in report writing, thereby allowing the officers to spend more time on patrol and less time writing reports.
- Technology is available in the market that would also improve operations for the Police Department, including electronic citation machines and printers. This would eliminate the need for citation books, allowing citations to be tracked electronically, while reducing the amount of time an officer is on the side of the roadway.

### **CHALLENGES**

- Staffing levels continue to be a major challenge for the Police Department. Patrol shifts continue to face minimum staffing levels, which can dramatically drain Department resources. A staffing plan has been implemented to try to remedy this problem.
- The Department has also outgrown the current operating space, and needs to begin the process of working with an architect to design a standalone facility that can accommodate the increasing needs of the department.

## Police Expenditures

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Personnel</b>				
Regular	2,510,856	3,463,158	2,950,056	3,478,611
FICA	210,766	249,327	247,212	274,265
Leave	139,608	-	177,651	-
Overtime	99,882	75,000	105,158	75,000
Retirement	457,585	591,140	529,176	593,939
Longevity	47,490	51,910	48,210	53,460
Insurance	360,481	386,374	335,554	415,801
Workers Compensation	55,321	71,142	59,247	69,263
Texas Workforce Commission	224	8,262	7,867	11,475
<b>Total Personnel</b>	<b>3,882,213</b>	<b>4,896,313</b>	<b>4,460,131</b>	<b>4,971,814</b>
<b>Supplies &amp; Maintenance</b>				
Office Supplies	3,284	5,730	3,981	5,800
Books, Maps, Pamphlets	2,245	1,700	1,565	1,700
Copier Expense	9,878	10,000	9,730	10,000
Janitorial Supplies	-	-	-	-
Wearing Apparel	66,582	82,000	74,509	82,000
Vehicle Fuel	57,121	70,000	48,384	70,000
Chemical Supplies	-	400	-	400
Non-Capital Tools & Equip	71,198	59,955	74,404	71,900
SWAT Equipment	6,701	28,525	28,372	10,000
Weapons & Assoc Equipment	4,579	6,985	6,130	10,500
Maintenance- Motor Vehicles	37,625	28,000	44,966	28,000
Maintenance - Office Equip	2,862	5,000	637	5,000
Maintenance- Radios	1,953	6,400	4,754	6,400
LEOSE Expenditures	10,759	3,000	5,725	3,000
<b>Total Supplies &amp; Maint</b>	<b>274,787</b>	<b>307,695</b>	<b>311,656</b>	<b>304,700</b>

# Police Expenditures

*Continued*

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Services</b>				
Telephone	21,185	23,160	24,138	26,400
Postage	3,238	3,600	3,483	3,600
Technical/Professional	5,639	2,880	1,701	3,000
Travel/Training	33,122	29,151	29,207	45,000
General Liability Insurance	50,133	50,000	49,856	57,000
Animal Care Expense	8,000	8,000	8,000	8,000
Equipment Rental/Lease	2,580	2,640	2,580	2,700
Leases & Fleet Transfers	27,107	198,553	198,559	185,000
Dispatch Participation Exp	146,723	146,723	146,723	146,800
Dues/Subscriptions/Membership	6,373	8,000	7,128	8,000
Confidential Investigation	150	1,610	-	1,600
Software License	35,247	35,160	53,591	35,800
Community Services Expense	1,382	4,420	758	4,500
Target Practice Expense	12,294	11,750	6,690	18,000
Wrecker Fees	2,990	3,000	4,235	3,500
Bank Fees	34	100	40	100
<b>Total Services</b>	<b>356,197</b>	<b>528,747</b>	<b>536,690</b>	<b>549,000</b>
<b>Capital Outlay</b>				
Automobiles	70,919	-	-	-
Radios, Radar & Assoc Equip	-	-	-	26,000
Miscellaneous Tools	46,987	-	65,000	-
<b>Total Capital Outlay</b>	<b>117,906</b>	<b>-</b>	<b>65,000</b>	<b>26,000</b>
<b>Total Police</b>	<b>4,631,103</b>	<b>5,732,755</b>	<b>5,373,477</b>	<b>5,851,514</b>

# - Fire & Rescue -

## Department 42

### MISSION STATEMENT

To preserve and protect life and property while safeguarding the environmental and the City’s economic base.

### DESCRIPTION

The Granbury Volunteer Fire Department (GVFD) provides a range of services that includes, but is not limited to: fire suppression, emergency medical response, vehicular accident rescue, and technical rescue situations. We also perform Search and Rescue and even have an underwater dive team. In addition, we try to assist the community and its citizens in numerous other ways including training, classes and summer programs for children, and active participation in many Civic events, attractions, and fundraisers. The department members donate their time to serve and protect the community.

STAFFING			
Title	2018-19	2019-20	2020-21
Fire Dept Clerk	1	1	1
<b>Total Staffing</b>	<b>1</b>	<b>1</b>	<b>1</b>

### OBJECTIVES AND STRATEGIES

- 1. Provide the community with quick, effective, skillful and caring emergency services.**

*Related to City Council Goal: Service Delivery.*

- 2. Provide firefighting forces and resources necessary to execute quick, effective, skillful and caring responses to emergency situations.**

*Related to City Council Goal: Infrastructure Basics.*

- Keep emergency vehicles through regular maintenance.
- Replace equipment regularly.

# Fire Expenditures

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Personnel</b>				
Regular	34,963	86,106	33,245	37,392
FICA	2,712	6,593	2,837	2,921
Leave	2,636	-	3,430	-
Retirement	6,214	14,261	6,158	6,405
Pension Contribution	63,280	70,400	70,261	91,200
Longevity	380	500	1,390	1,510
Hospitalization Insurance	25,875	24,574	25,230	25,151
Workers Compensation	4,145	4,018	3,814	3,915
Texas Workforce Commission	21	162	122	225
<b>Total Personnel</b>	<b>140,227</b>	<b>206,614</b>	<b>146,486</b>	<b>168,719</b>
<b>Supplies &amp; Maintenance</b>				
Office Supplies	559	1,360	1,305	1,400
Copier Expense	1,621	2,000	1,348	1,500
Janitorial Supplies	316	1,000	918	1,100
Wearing Apparel	43,662	26,220	41,568	38,000
Vehicle Fuel	12,450	14,500	13,402	16,000
Chemicals	1,868	3,600	2,320	3,000
EMS Equipment & Supplies	2,974	4,500	4,372	4,000
Non-Capital Tools & Equip	38,373	35,000	35,812	36,900
Maintenance- Buildings	16,412	25,000	30,398	19,000
Maintenance- Vehicles	27,677	30,000	27,686	35,700
Maintenance- Radios & Asso	1,509	3,000	4,341	2,800
Maintenance- Fire Fighting	1,280	3,000	2,019	3,100
<b>Total Supplies &amp; Maint</b>	<b>148,701</b>	<b>149,180</b>	<b>165,498</b>	<b>162,500</b>

# Fire Expenditures

*Continued*

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Services</b>				
Utilities	18,541	25,100	17,499	24,600
Telephone	4,966	6,500	3,374	3,500
Postage	289	500	159	-
Travel/Training	29,388	34,950	15,506	23,700
General Liability Insurance	9,772	12,000	11,736	13,000
Contract Testing Fire Service	11,676	20,000	16,768	24,800
Equipment Rental/Lease	2,340	3,400	2,877	3,500
Leases & Fleet Transfers	146,658	177,907	177,908	178,000
Fire Prevention Program	2,023	3,000	2,882	2,500
Dues/Subscription/Membersh	2,620	2,500	2,507	2,700
Software Licensing Fees	3,443	7,020	4,519	5,500
Call Response Reimbursement	24,965	30,000	8,775	-
<b>Total Services</b>	<b>256,681</b>	<b>322,877</b>	<b>264,509</b>	<b>281,800</b>
<b>Total Fire</b>	<b>596,719</b>	<b>678,671</b>	<b>576,492</b>	<b>613,019</b>

Objective	Performance Measure	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020
1	Calls for Service: Fire/Rescue	921	969	916	925
1	Calls for Service: EMS	269	257	251	365
2	Number of Volunteer Fire Fighters on Staff	50	50	49	60
2	ISO Rating	3	3	3	3

# - Economic Development -

## Department 31

### MISSION STATEMENT

To proactively recruit new businesses to Granbury, work with existing companies, and serve as an information clearinghouse for the City of Granbury and business community.

### DESCRIPTION

The Granbury Economic Development Department involves city, county, and business leaders working together to attract business activity to the area and facilitate the expansion of existing business which will provide opportunities to our citizens and support infrastructure improvements while maintaining the essential character of the community and providing more balanced sources of revenue.

### OBJECTIVES AND STRATEGIES

- \* **Market the community to new companies and facilitate the expansion and retention of existing industries to provide job opportunities for citizens and to increase revenue to the community.**

*Related to City Council Goal: Economic Development.*

- Attract desirable new businesses to the community.
- Market the community to potential companies and prospects.
- Work with existing businesses in Granbury.
- Work with community and regional stakeholders.

**Address issues affecting economic development such as infrastructure, business climate, workforce training, and incentives.**

*Related to City Council Goal: Economic Development*

- Work closely with elected officials to educate them on infrastructure needs and economic development issues.
- Contract with consultant to receive the necessary tools to improve City's economic development strategy.

- \* **Provide excellent customer service to the community and provide updates on progress.**

*Related to City Council Goal: Service Delivery*

- Respond to inquiries in a timely, professional manner.
- Keep website and marketing materials updated.
- Proactively seek funding assistance for economic development projects from state agencies via incentive application process.

# Economic Development Expenditures

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Supplies &amp; Maintenance</b>				
Office Supplies	-	2,500	76	-
Copier Expense	-	1,000	-	-
<b>Total Supplies &amp; Maint</b>	<b>-</b>	<b>3,500</b>	<b>76</b>	<b>-</b>
<b>Services</b>				
Consultants/Arch/Engin	48,500	170,000	163,000	178,000
Postage	17	300	-	-
Travel/Training	4,603	10,000	1,273	10,000
Advertising & Promotions	8,405	4,500	8,604	10,700
Dues/Subsription/Membersh	9,500	9,500	9,000	9,500
<b>Total Services</b>	<b>71,025</b>	<b>194,300</b>	<b>181,877</b>	<b>208,200</b>
<b>Total Economic Development</b>	<b>71,025</b>	<b>197,800</b>	<b>181,953</b>	<b>208,200</b>



# - Community Development -

## Department 32

### MISSION STATEMENT

To promote the growth of the City by providing competent, consistent, fair and effective development review services, and offering quality development and planning programs.

### DESCRIPTION

Community Development provides planning, community development and historic preservation services. Planning responsibilities include processing zoning changes, specific use permit requests, site and architectural plan review and abandonment requests; processing Board of Adjustment variance requests and reviewing and processing subdivision plats; providing administrative support for Planning and Zoning Commission and Board of Adjustment; providing information concerning subdivision regulations, zoning changes, census data, population changes and land use changes; and, provides staff support to the Granbury Historic Commission with respect to the application of the City's adopted historic preservation regulations.

<b>STAFFING</b>			
<b>Title</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
Director of Community Development	1	1	1
Senior Planner	1	1	1
Planner	1	2	2
Administrative Assistant	1	1	1
Community Planner Intern	1	1	1
<b>Grant-Funded Personnel:</b>			
Lakes Trail Regional Director	1	1	1
Air Quality Program Manager	1	1	1
<b>Total Staffing</b>	<b>7</b>	<b>8</b>	<b>8</b>

## OBJECTIVES AND STRATEGIES

- 1. Provide competent, consistent, fair and effective development review services**  
*Related to City Council Goal: Service Delivery*
- 2. Offer quality development and planning programs**  
*Related to City Council Goal: Service Delivery*
- 3. Provide satisfactory support to the Board of Adjustment, Planning and Zoning Commission, Plan Review Committee and the citizens of Granbury in all zoning ordinance variance requests.**  
*Related to City Council Goal: Intergovernmental Relationships*
- 4. Provide excellent customer service**  
*Related to City Council Goal: Service Delivery*



# Community Development Expenditures

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Personnel</b>				
Regular	300,986	347,453	336,240	362,992
FICA	22,523	26,611	25,271	27,345
Vacation	2,858	-	2,328	-
Retirement	50,322	59,075	55,519	61,732
Longevity	5,820	6,520	6,520	7,120
Insurance	36,799	40,044	36,950	43,506
Workers Compensation	1,012	1,310	968	1,363
Texas Workforce Commission	58	972	934	1,350
Car Allowance	4,800	4,800	4,856	4,800
<b>Total Personnel</b>	<b>425,674</b>	<b>486,785</b>	<b>469,813</b>	<b>510,208</b>
<b>Supplies &amp; Maintenance</b>				
Office Supplies	1,863	2,000	1,937	2,000
Books, Maps, Pamphlets	18	210	-	200
Copier Expense	7,139	5,000	4,759	7,200
Vehicle Fuel	-	500	-	-
Non-Capital Tools & Equip	11,529	300	10,677	300
Maintenance- Motor Vehicles	47	200	167	-
<b>Total Supplies &amp; Maint</b>	<b>20,596</b>	<b>8,210</b>	<b>17,541</b>	<b>9,700</b>
<b>Services</b>				
Consultants/ Arch/ Engin*	163,365	1,500	2,822	1,500
Telephone	1,052	1,300	1,051	1,300
Postage	1,709	3,000	1,492	3,000
Advisory Committee- Histor	-	2,000	1,093	2,000
Travel/Training	6,706	7,040	5,133	7,200
Ads- Legal	4,411	6,840	3,517	6,000
Advisory Committee- P&Z	95	33,300	-	1,200
General Liability Insurance	1,537	1,750	1,641	1,800
Leases & Fleet Transfers	-	600	600	-
Dues/Subscription/Membersh	1,709	2,000	1,779	2,200
Gas Well Inspection Fees	-	4,000	-	6,000
<b>Total Services</b>	<b>180,584</b>	<b>63,330</b>	<b>19,128</b>	<b>32,200</b>
<b>Total Community Development</b>	<b>626,854</b>	<b>558,325</b>	<b>506,482</b>	<b>552,108</b>

\*City of Granbury added an in-house engineer and in 2019-2020, the associated costs previously accounted for in this department moved to the Public Works department in the Utility Fund.

# - Building & Permits -

## Department 30

### MISSION STATEMENT

To protect the health, safety, and welfare of the citizens of the City of Granbury through effective, building, fire and health code enforcement..

The City of Granbury Building & Permits department is committed to becoming a premier building organization based on integrity, professionalism and consistency. Our staff is well trained, efficient and dedicated to enhancing the quality of life for our citizens and making the City of Granbury a safer place to live, work and play.

### DESCRIPTION

The Building Inspector is responsible for issuing permits and conducting inspections for all new construction, alterations, repairs, demolition, or any other building operations. We review building plans to ensure that the proposed construction complies with the building and fire codes adopted by the City of Granbury.

The Sanitarian Code Officer enforces laws, regulations and ordinances in specific areas of environmental health for maintaining and promoting community hygiene. This enforcement requires inspections of food establishments, hoteliers, public pools, septic systems and various forms of pollution control. The Sanitarian Code officer also sends certified code enforcement letters and places liens on various properties for code enforcement violations along with posting restaurant inspection information scores for public access.

The Fire Inspector examines buildings to detect fire hazards and ensure that federal, state, and local fire codes are met. If needed, they also determine the origin and cause of fires and explosions.

**OBJECTIVES AND STRATEGIES**

1. **Ensure maintenance of City property allows for safe and efficient operations.**  
*Related to City Council Goal: Infrastructure Basics.*
  
2. **Maintain department records in an efficient manner.**  
*Related to City Council Goal: Service Delivery.*

<b>STAFFING</b>			
<b>Title</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
Director of Building & Permits	1	1	1
Building Inspector I	1	1	1
Building Inspector II	2	2	2
Fire Inspector	1	1	1
Sanitarian Code Officer	1	1	1
Permit Clerk I/Code Compliance	2	2	2
Permit Clerk II/Admin Assistant II	1	1	1
Part-Time Document Scanner	1	1	1
<b>Total Staffing</b>	<b>10</b>	<b>10</b>	<b>10</b>

<b>Objective</b>	<b>Performance Measure</b>	<b>Actual 2016-2017</b>	<b>Actual 2017-2018</b>	<b>Actual 2018-2019</b>	<b>Actual 2019-2020</b>
2	Commercial Permits Released	59	105	120	118
2	Commercial Permit Value	\$ 7,442,851	\$ 26,758,149	\$46,656,928	\$40,825,453
2	Residential Permits Released	269	271	237	821
2	Residential Permit Value	\$ 48,290,707	\$ 37,183,802	\$ 19,960,991	\$60,118,655

# Building & Permits Expenditures

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Personnel</b>				
Regular	413,212	487,465	463,797	506,131
FICA	33,332	37,428	37,525	38,825
Leave	16,416	-	25,443	-
Overtime	12,864	8,000	11,214	8,000
Retirement	72,750	80,654	81,891	83,979
Longevity	6,330	8,270	8,630	9,810
Insurance	58,584	60,066	54,477	65,259
Workers Compensation	1,818	1,861	1,465	1,883
Texas Workforce Commission	102	1,620	1,253	2,250
<b>Total Personnel</b>	<b>615,408</b>	<b>685,364</b>	<b>685,696</b>	<b>716,137</b>
<b>Supplies &amp; Maintenance</b>				
Office Supplies	2,194	3,000	2,792	3,000
Books, Maps, Pamphlets	239	1,200	953	1,200
Copier Expense	6,562	5,850	8,327	9,100
Wearing Apparel	955	1,200	636	1,200
Vehicle Fuel	8,728	8,900	5,924	9,100
Chemicals	3,893	6,000	6,850	2,000
Maintenance- Motor Vehicles	2,603	6,450	2,656	6,500
Maintenance- Office Equip	-	-	-	-
<b>Total Supplies &amp; Maint</b>	<b>25,174</b>	<b>32,600</b>	<b>28,138</b>	<b>32,100</b>
<b>Services</b>				
Mowing/ Abatement	2,293	5,000	1,293	3,000
Telephone	7,991	8,850	8,781	8,900
Postage	2,693	2,700	3,071	3,000
Travel/Training	5,509	8,500	6,139	8,500
Legal Advertising	-	800	30	500
General Liability Insurance	5,338	6,000	7,039	8,000
Leases & Fleet Transfers	7,258	20,068	20,069	18,000
Dues/Subscription/Membersh	823	3,000	814	2,100
Other- Empl Certification	896	950	250	1,000
Bank Fees	4,786	4,000	10,874	5,500
Misc Fees	-	250	60	200
<b>Total Services</b>	<b>37,587</b>	<b>60,118</b>	<b>58,419</b>	<b>58,700</b>
<b>Capital Outlay</b>				
Pickups	46,032	-	-	-
<b>Total Capital Outlay</b>	<b>46,032</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Building &amp; Permits</b>	<b>724,201</b>	<b>778,082</b>	<b>772,254</b>	<b>806,937</b>

# GRANBLURY *Texas*

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# - Streets -

## Department 43

### MISSION STATEMENT

To provide safe, clean and efficient roadways for the City of Granbury.

### DESCRIPTION

The Street Department manages, maintains and repairs City streets, sidewalks and rights-of-ways. The services provided are concrete work, asphalt patching, street cleaning, tree and drainage maintenance, blade work, street signage and other street maintenance. Responsibilities include traffic control, emergency response operations, special events and assistance in code enforcement. Daily, the department inspects roadways for sign repairs/replacements, pavement management ,and sight obstructions.

### OPPORTUNITIES

In 2019-2020 the City began The Street System Capital Improvement Plan 2019-2032 to meet the City of Granbury’s future infrastructure needs. Approximately \$1,000,000 will be budgeted annually to maintain the city’s roadways.

### OBJECTIVES AND STRATEGIES

**1. Protect the City’s roadways through preventative maintenance and on-going rehabilitation of streets and sidewalks.**

*Related to City Council Goal: Infrastructure Basics.*

- Blade roads in best way that can be achieved.
- Patch potholes more efficiently to maintain longer lives for streets.
- Sweep streets 3 times a week with the Downtown Square being swept weekly.

**2. Provide quick and effective customer service.**

*Related to City Council Goal: Service Delivery.*

Objective	Performance Measure	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020
1	Street Signs Installed/Replaced	145	135	166	140

# Streets Expenditures

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Personnel</b>				
Regular	235,585	263,126	243,214	270,645
FICA	19,311	20,263	20,238	20,306
Leave	20,878	-	20,968	-
Overtime	1,525	2,000	6,455	2,000
Retirement	40,545	44,430	42,604	45,787
Longevity	3,990	4,710	4,710	5,430
Insurance	45,052	40,044	40,234	43,506
Workers Compensation	12,307	13,402	10,288	13,442
Texas Workforce Comm	109	1,134	827	1,575
<b>Total Personnel</b>	<b>379,302</b>	<b>389,109</b>	<b>389,539</b>	<b>402,691</b>
<b>Supplies &amp; Maintenance</b>				
Office Supplies	328	480	134	400
Copier Expense	1,872	1,600	2,166	2,500
Wearing Apparel	5,941	5,500	6,146	5,500
Vehicle Fuel	25,441	22,000	16,368	22,000
Chemicals	3,320	29,700	16,520	29,700
Non-Capital Tools & Equip	4,539	5,190	4,663	5,200
Maintenance- Vehicles	9,382	10,580	5,854	10,100
Maintenance- Minor Equip	1,044	2,140	1,785	2,000
Maintenance- Heavy Equip	26,731	30,000	21,954	27,000
Maintenance- Barricades	1,075	3,000	760	3,000
Maintenance- Roadways	1,080,476	900,000	348,456	75,000
Maintenance- Drainage	2,196	2,600	1,513	2,600
Maintenance- Signs	11,201	8,000	8,982	8,000
Maintenance- Sidewalks	1,228	2,000	1,572	2,000
<b>Total Supplies &amp; Maint</b>	<b>1,174,774</b>	<b>1,022,790</b>	<b>436,871</b>	<b>195,000</b>

\* For FY 2020-2021, The Street Improvement Plan 2019-2032 will be funded by bond funds instead of Operations & Maintenance. This infrastructure investment will resume in FY 2021-2022.

# Street Expenditures

*Continued*

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Services</b>				
Consultants & Engineering	6,300	85,000	-	50,000
Electricity	59,983	56,500	69,110	68,600
Telephone	2,293	2,380	2,311	2,400
Postage	-	10	-	-
Travel/Training	242	4,000	20	2,000
General Liability Insurance	10,190	11,000	10,996	12,500
Equipment Rental/Lease	321	500	65	500
Leases & Fleet Transfers	23,472	38,044	38,048	29,200
Employee Certification	-	630	77	600
<b>Total Services</b>	<b>102,801</b>	<b>198,064</b>	<b>120,626</b>	<b>165,800</b>
<b>Capital Outlay</b>				
Heavy Construction Equip	91,235	-	-	-
Other Vehicles	10,266	-	-	-
Street Lights	65,900	-	-	-
<b>Total Capital Outlay</b>	<b>167,401</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Streets</b>	<b>1,824,278</b>	<b>1,609,963</b>	<b>947,036</b>	<b>763,491</b>

<b>STAFFING</b>			
Title	2018-19	2019-20	2020-21
Street Superintendent	1	1	1
Street Foreman	1	1	1
Heavy Equipment Operator	3	3	3
Light Equipment Operator	1	1	1
Part-Time Light Equipment Operator	1	1	1
<b>Total Staffing</b>	<b>7</b>	<b>7</b>	<b>7</b>

# - Parks & Recreation -

## Department 50

### MISSION STATEMENT

To provide, protect and preserve a park system that promotes quality recreational, cultural and other outdoor experiences for the Granbury community; and to promote recreation to the residents and visitors of Granbury and surrounding areas.

### DESCRIPTION

The Parks and Recreation Department is responsible for the development and maintenance of open space areas, as well as community facilities and properties. This department also maintains areas utilized for athletic programs and special events and is responsible for parks concession stands and mowing rights-of-way, drainage areas, the Airport and public-owned lots. They also operate and maintain the City's swimming pool, baseball/softball fields, soccer fields, disc golf course, City Beach, Bark Park, Lambert Branch Park, Hewlett Park, Skate Park, and City Park.

<b>STAFFING</b>			
<b>Title</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
Director of Parks & Recreation	1	1	1
Parks and Recreation Foreman	2	2	2
Recreational Coordinator	1	1	1
Concession Manager	1	1	1
Part-Time Park Administrative Assistant	1	1	1
Part-Time Recreation Assistant	1	1	1
Park Laborer	13	14	14
Part-Time Park Laborer	1	1	1
Part-Time Park Custodian	1	1	1
Seasonal Laborers (FTE Equivalent)*	3	3	3
<b>Total Staffing</b>	<b>25</b>	<b>26</b>	<b>26</b>

\* Seasonal Laborers include umpires, life guards and concession attendants during seasonal times of the year when facilities are operational.

## OPPORTUNITIES AND CHALLENGES

The Parks and Recreation department already hosts baseball and soccer tournaments during the year, but there is always opportunity for more growth in that area. The Recreation Coordinator is working to build relationships with tournament coordinators and to attract different events to the area.

## OBJECTIVES AND STRATEGIES

**1. Provide ongoing maintenance and operation of the City of Granbury parks and sports facility system to provide safe and attractive places for recreation.**

*Related to City Council Goal: Community Development.*

- Evaluate property for necessary maintenance daily.
- Mow properties weekly from March-October and as needed during the remainder of the year.
- Evaluate safety of equipment and pool daily.

**2. Cultivate effective partnerships with other departments, agencies, organizations and citizens to provide quality service to the City.**

*Related to City Council Goal: Intergovernmental Relationships.*

- Respond to citizen inquires and requests within a day.
- Participate in staff meeting with other departments when needed.

**3. Continue to explore funding opportunities such as grants and other sources for future park development.**

*Related to City Council Goal: Economic Development.*

**4. Develop a new Master Parks & Recreation Facility Plan for the City of Granbury**

*Related to City Council Goal: Infrastructure Basics.*

- Work with the Parks Board and the citizens for input on projects to be completed.

Objective	Performance Measures	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020
1	Restrooms Maintained	11	9	9	9
2	Number of Recreational Leagues	40	31	26	17*
2	Tournaments & 5K Runs	18	16	22	14*

\*Due to COVID restrictions, there were less leagues and tournaments during FY 2019-2020.

## Parks & Recreation Expenditures

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Personnel</b>				
Salaries	783,113	903,662	812,172	937,896
FICA	63,913	69,225	66,349	72,658
Leave	35,405	-	40,886	40,086
Overtime	14,981	10,000	14,786	10,000
Retirement	119,336	130,705	128,566	133,507
Longevity	12,400	14,540	14,350	16,340
Insurance	135,882	146,828	138,037	159,522
Workers Compensation	16,681	18,535	14,562	19,286
Texas Workforce Commission	791	4,622	4,505	6,420
<b>Total Personnel</b>	<b>1,182,502</b>	<b>1,298,117</b>	<b>1,234,213</b>	<b>1,355,629</b>
<b>Supplies &amp; Maintenance</b>				
Office Supplies	781	1,040	973	1,000
Copier Expense	2,231	3,200	1,637	2,000
Wearing Apparel	13,734	9,100	12,649	14,000
Vehicle Fuel	31,498	30,000	21,106	32,000
Chemicals	3,126	2,820	2,506	3,000
Non-Capital Tools & Equip	10,201	8,500	8,085	8,500
Janitorial Supplies	9,188	8,400	10,196	8,400
Maintenance- Buildings	20,195	11,500	11,718	11,500
Maintenance- Vehicles	6,525	7,000	8,730	7,000
Maintenance- Minor Equip	1,660	2,100	1,417	2,100
Maintenance-Pumps	13,720	14,175	2,864	13,400
Maintenance- Heavy Equip	3,940	5,740	3,257	6,000
Maintenance-Groundskeeping	11,526	11,500	11,520	11,500
Maintenance- Grounds	51,728	50,000	35,260	50,000
Maintenance- Signs	579	500	510	500
Maintenance- Holiday Deco	10,293	8,000	7,525	8,000
Maintenance- Events	419	500	382	-
Maintenance- Stage/Tents	698	3,000	313	2,000
<b>Total Supplies &amp; Maint</b>	<b>192,042</b>	<b>177,075</b>	<b>140,649</b>	<b>180,900</b>

## Parks &amp; Recreation Expenditures

*Continued*

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Services</b>				
Consultants/ Arch/Engin	64,199	45,500	62,189	5,000
Utilities	66,848	82,450	86,596	83,200
Telephone	3,182	3,250	3,305	3,300
Postage	14	50	22	-
Travel/Training	725	3,080	3,081	1,400
Advertising	151	800	312	300
General Liability Insurance	34,747	25,500	34,361	19,000
Equipment Rental/Lease	6,881	9,000	7,205	9,000
Leases & Fleet Transfers	15,145	35,721	35,722	33,000
Tree Trimming	9,500	10,000	9,000	10,000
Bank & Transaction Fees	328	750	868	1,000
Recreation Activity Expenses	17,985	23,320	9,736	25,000
<b>Total Services</b>	<b>219,705</b>	<b>239,421</b>	<b>252,397</b>	<b>190,200</b>
<b>Pool</b>				
Concession Supplies- Resale	4,430	5,000	1,655	5,000
Concession Supplies	497	550	453	600
Pool- Chemicals	7,570	11,200	9,268	11,200
Non-Capital Tools & Equip	3,392	4,300	1,841	4,300
Maintenance- Pool	2,491	18,180	12,737	10,000
Utilities	16,292	22,000	16,655	19,000
Bank Card Fees	217	-	-	-
<b>Total Pool</b>	<b>34,889</b>	<b>61,230</b>	<b>42,609</b>	<b>50,100</b>
<b>Ballfields</b>				
Concessions for Resale	18,322	25,000	12,145	20,000
Concession Supplies	1,676	950	710	1,300
Non-Capital Tools & Equip	340	400	299	400
Maintenance- Ballfields	26,236	18,800	16,909	18,800
Maintenance- Ball. Signs	772	2,000	1,095	2,000
Utilities	25,452	38,500	25,320	36,000
Bank Card Fees	7	-	-	-
<b>Total Ballfields</b>	<b>72,805</b>	<b>85,650</b>	<b>56,479</b>	<b>78,500</b>

# Parks & Recreation Expenditures

*Continued*

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Soccer Fields</b>				
Maintenance- Soccer Fields	6,408	8,000	8,782	8,000
Electricity	601	1,200	564	1,000
<b>Total Soccer Fields</b>	<b>7,009</b>	<b>9,200</b>	<b>9,346</b>	<b>9,000</b>
<b>Beaches</b>				
Maintenance- Beaches	6,538	6,850	6,733	7,000
Utilities	18,564	23,500	13,170	23,500
Chemicals	247	2,000	125	2,000
<b>Total Beaches</b>	<b>25,349</b>	<b>32,350</b>	<b>20,028</b>	<b>32,500</b>
<b>Decker Gym *</b>				
Non-Capital- Decker Facilities	-	-	384	-
Maintenance- Decker Facilities	-	-	3,045	3,000
Natural Gas	-	-	1,729	1,500
Sewer	-	-	56	-
<b>Total Decker Facilities</b>	<b>-</b>	<b>-</b>	<b>5,214</b>	<b>4,500</b>
<b>Capital Outlay</b>				
Buildings & Improvements	5,000	-	-	-
Pickups	572	-	31,240	-
Other Vehicles	7,787	-	-	-
Signs	1,101	-	-	-
Groundskeeping Equipment	24,208	18,300	18,243	10,750
Playground Equipment	5,934	75,000	72,692	89,000
Miscellaneous Tools	-	18,000	13,634	-
Property Improvements	16,111	13,716	13,717	-
Fences	79,885	-	-	-
<b>Total Capital Outlay</b>	<b>140,598</b>	<b>125,016</b>	<b>149,526</b>	<b>99,750</b>
<b>Total Parks and Recreation</b>	<b>1,874,899</b>	<b>2,028,059</b>	<b>1,910,461</b>	<b>2,001,079</b>

\* Decker Gym is a newly acquired facility for the City, so FY 2020-2021 is the first FY for budgeted expenditures

# - Cemetery -

## Department 51

### MISSION STATEMENT

To maintain and improve attractive and peaceful grounds at the municipal cemetery.

### DESCRIPTION

The Cemetery Department tracks the costs of maintenance of the Municipal Cemetery. Those services consist of mowing, trimming and repairs necessary to maintain the appearance of the property.

STAFFING			
Title	2018-19	2019-20	2020-21
Cemetery Attendant	1	1	1
<b>Total Staffing</b>	<b>1</b>	<b>1</b>	<b>1</b>

### OPPORTUNITIES AND CHALLENGES

An opportunity exists for the department to survey the existing cemetery in order to update and verify the accuracy of the cemetery records. Another opportunity is to develop an additional section of the grounds.

### OBJECTIVES AND STRATEGIES

- 1. Develop and maintain cemetery grounds with courtesy and respect.**  
*Related to City Council Goal: Infrastructure Basics.*
  - Mow continually during growing season.
  - Evaluate property and fences for necessary maintenance daily
- 2. To complete Cemetery Master Plan for 10-acre expansion.**  
*Related to City Council Goal: Infrastructure Basics.*

# Cemetery Expenditures

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Personnel</b>				
Salaries	26,599	29,008	28,191	29,886
FICA	2,198	2,291	2,269	2,335
Leave	1,815	-	1,179	-
Overtime	665	700	544	700
Retirement	4,784	4,931	4,878	5,095
Longevity	120	240	240	360
Insurance	7,513	6,674	6,808	7,251
Workers Compensation	570	995	479	1,005
Texas Workforce Commission	19	162	127	225
<b>Total Personnel</b>	<b>44,283</b>	<b>45,001</b>	<b>44,715</b>	<b>46,857</b>
<b>Supplies &amp; Maintenance</b>				
Chemicals	1,158	550	693	600
Non-Capital Tools & Equipment	-	140	-	-
Maintenance of Vehicles	15	2,000	40	1,000
Maintenance- Minor Equip	87	230	127	200
Maintenance-Roadways	-	800	300	800
Maintenance- Grounds	40	2,760	1,264	2,800
Maintenance- Grounds Equip	122	1,500	401	1,000
<b>Total Supplies &amp; Maint</b>	<b>1,422</b>	<b>7,980</b>	<b>2,825</b>	<b>6,400</b>
<b>Services</b>				
Consultants, Architect, Eng.	3,000	10,000	1,000	-
Water	-	350	-	-
General Liability Insurance	172	300	174	300
Contract Services	2,376	3,000	2,275	3,000
<b>Total Services</b>	<b>5,548</b>	<b>13,650</b>	<b>3,449</b>	<b>3,300</b>
<b>Capital Outlay</b>				
Property Improvements	23,550	-	-	-
<b>Total Capital Outlay</b>	<b>23,550</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Cemetery</b>	<b>74,803</b>	<b>66,631</b>	<b>50,989</b>	<b>56,557</b>

# Utility Fund

The Utility Fund is an Enterprise Fund of the City. Enterprise Funds are used to account for those operations that are financed and operated in a manner similar to private business enterprises. The intent is that the costs of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges.

Services provided by the Utility Fund include:

- \* **General Government:** Utility Administration, Utility Billing & Collection and Meter Reading
- \* **Public Works:** Groundwater, Water Treatment, Water Distribution, Wastewater Treatment, Wastewater Collection, Electric and Public Works

The Fund's source of revenue is the charge for water, sewer and electric services.

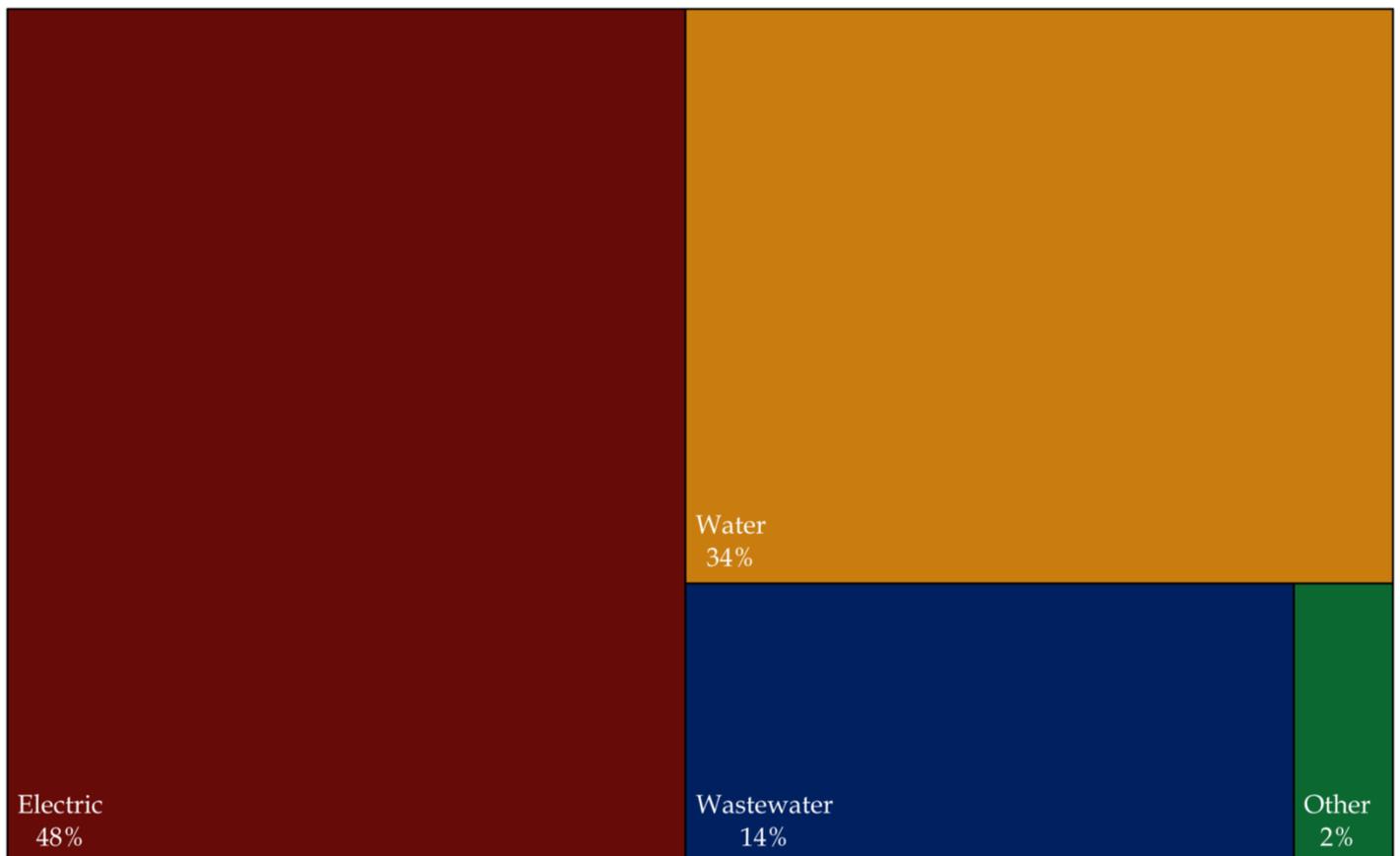
Utility rates are set by the City Council.

## Utility Fund Revenues

Revenue Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
Electric Fees & Service Charges	10,786,134	10,953,000	10,606,263	10,953,000
Water Fees & Service Charges	7,323,070	7,010,000	8,402,021	7,697,000
Sewer Fees & Service Charges	3,146,942	2,933,000	3,400,681	3,209,000
Interest Income	189,940	109,300	111,577	98,000
Other Revenue	682,240	618,695	736,468	524,034
Interfund Transfers	5,708,559	200,000	68,529	275,000
<b>Total Revenues</b>	<b>27,836,885</b>	<b>21,823,995</b>	<b>23,325,539</b>	<b>22,756,034</b>

## Utility Fund Revenue

Fiscal Year 2020-2021



## Utility Fund Revenues

Revenue Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Electric Services</b>				
Electric Service	10,712,342	10,870,000	10,523,234	10,870,000
D&D Light Rental	56,237	58,000	58,067	58,000
Electric Meter Set Fee	17,555	25,000	24,963	25,000
Sale of Electric Meters	-	-	-	-
<b>Total Electric Revenues</b>	<b>10,786,134</b>	<b>10,953,000</b>	<b>10,606,263</b>	<b>10,953,000</b>
<b>Water Services</b>				
Water Service	7,246,270	6,925,000	8,263,681	7,612,000
Water Taps	28,915	15,000	24,477	15,000
Meter Setting Fees	47,670	70,000	113,818	70,000
Water Analysis	215	-	45	-
Sale of Water Meters	-	-	-	-
<b>Total Water Revenues</b>	<b>7,323,070</b>	<b>7,010,000</b>	<b>8,402,021</b>	<b>7,697,000</b>
<b>Wastewater Services</b>				
Developer's Costs & Fees	-	-	-	-
Wastewater Service	3,137,772	2,928,000	3,385,281	3,204,000
Wastewater Taps	8,490	5,000	15,400	5,000
Special Sewer Maint Assessment	680	-	-	-
<b>Total Wastewater Revenues</b>	<b>3,146,942</b>	<b>2,933,000</b>	<b>3,400,681</b>	<b>3,209,000</b>
<b>Interest Income</b>				
Interest Income	189,940	109,300	111,577	98,000
<b>Total Interest Income</b>	<b>189,940</b>	<b>109,300</b>	<b>111,577</b>	<b>98,000</b>

# Utility Fund Revenues

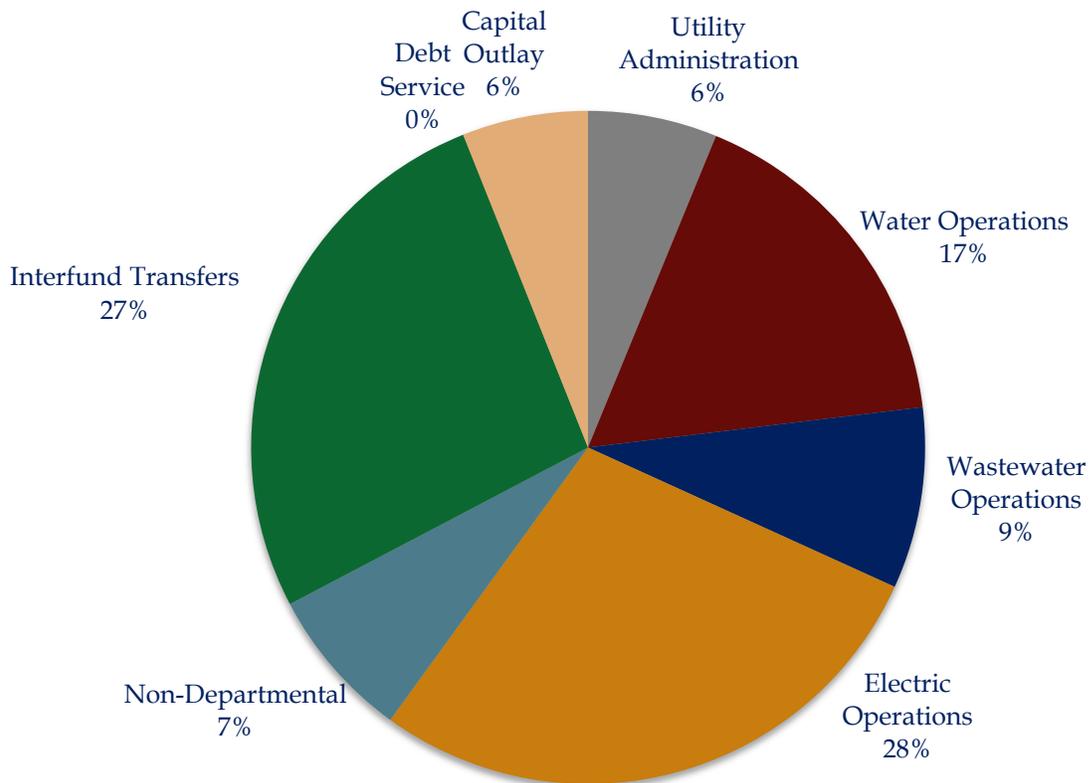
*Continued*

Revenue Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Other Revenue</b>				
From Fund Balance	-	77,695	-	35,034
Engineering Fees	-	85,000	32,788	85,000
Reconnect Fees	21,570	20,000	7,740	20,000
Groundwater District Fees	132,383	130,000	149,461	130,000
Sanitation Service	7,706	-	221	-
Penalty Income	174,682	210,000	80,100	180,000
Cost Share Contributions	-	-	-	-
Miscellaneous Income	206,419	20,000	172,271	20,000
Backflow Revenue	3,825	4,000	4,500	4,000
Insurance Proceeds	13,680	-	5,712	-
EMS Service	-	-	-	-
Careflite Service	-	-	-	-
Sale of Assets - Auction	-	-	-	-
Cash Short/Over	(7)	-	47	-
Service Fees	91,982	72,000	41,628	50,000
Other Sources	-	-	-	-
Developer's Costs & Fees	-	-	-	-
<b>Total Other Revenue</b>	<b>652,240</b>	<b>618,695</b>	<b>494,468</b>	<b>524,034</b>
<b>Interfund Transfers</b>				
Transfer from URB	6,115,146	-	-	-
Transfers In/Out	(465,588)	-	-	-
Transfer in Impact Fees	59,001	200,000	68,529	275,000
<b>Total Interfund Transfers</b>	<b>5,708,559</b>	<b>200,000</b>	<b>68,529</b>	<b>275,000</b>
<b>Inter-Governmental</b>				
Grant Revenue	30,000	-	242,000	-
<b>Total Inter-Governmental</b>	<b>30,000</b>	<b>-</b>	<b>242,000</b>	<b>-</b>
<b>Total Utility Fund Revenue</b>	<b>27,836,885</b>	<b>21,823,995</b>	<b>23,325,539</b>	<b>22,756,034</b>

## Utility Fund Expenditures

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
Utility Administration	986,750	1,309,935	1,156,939	1,394,173
Water Operations	3,097,778	3,820,574	3,086,905	3,809,446
Wastewater Operations	1,584,121	1,987,578	1,581,060	1,960,632
Electric Operations	6,124,271	6,436,784	6,123,769	6,351,165
Non-Departmental	1,070,546	1,589,248	1,555,481	1,645,840
Interfund Transfers	4,628,317	5,136,351	5,713,644	6,002,961
Debt Service	339,550	343,000	343,400	-
Capital Outlay	2,002,695	1,000,445	961,807	1,363,500
<b>Total Expenditures</b>	<b>19,834,029</b>	<b>21,623,915</b>	<b>20,523,006</b>	<b>22,527,717</b>

### Utility Fund Expenditures Fiscal Year 2020-2021



# - Utility Billing -

## Department 60

### MISSION STATEMENT

Provide accurate and timely billing for the Granbury Utility customers through proactive customer service.

### DESCRIPTION

The Utility Administration department is responsible for the billing and collection of payments for electric, water, sewer, solid waste services, hangar rent and other fees. Another major function of Utility Administration is customer service, both in person & by phone. This office works closely with the Meter Reading division in the coordination & handling of all work orders pertaining to utility services and accounts, including but not limited to: service connections, disconnections, transfers, collection of deposits and related duties. Professional response to customer questions and complaints regarding utility billing, trash services, air ambulance, parks donations and other services are frequent and of extremely high volume. Additionally, account delinquency procedures, for both active and inactive accounts, are initiated by this office. The Utility Administration is also striving to educate customers through various portals to encourage conservation and management

STAFFING			
Title	2018-19	2019-20	2020-21
Utility Billing Manager	1	1	1
Utility Billing Supervisor	1	0	0
Utility Billing Clerk	1	2	2
<b>Total Staffing</b>	<b>3</b>	<b>3</b>	<b>3</b>

### OPPORTUNITIES AND CHALLENGES

A payment method for ALL! The department has researched opportunities such as a utility billing kiosk and continues the encouragement of payment options such as automatic draft and online bill-pay. Now online bill-pay customers can set up credit or debit card auto drafts. Utility Billing has had a steady increase in Interactive Voice Reconnection (IVR) for customers to pay by phone 24/7 since it's launch in 2019. Using the current software features, Utility Billing recently deployed Text to Pay, bill notification, and payment with one reply for payment. Also, email notification when bills are ready and as the due date approaches all free to the City and customers with our current software vendor. We also have a multi departmental cooperative campaign for customers weekly digital and quarterly printed utility education.

Challenges of Utility Billing continue to include the satisfaction of customers, in situations of conflict, and in an economy that is stressful to them financially – streamlining processes intradepartmental for smoother workflow resulting in higher customer satisfaction and fewer errors. Ensure customers and citizens alike have one communication method for all City needs at the touch of a button. We strive to provide an appropriate level of flexibility, amidst the current economic situation. The Utility Administration recognizes the need to fundamentally shift its role as a reactive payment processing department to a proactive customer service department using Core Values.

## OBJECTIVES AND STRATEGIES THROUGH CORE VALUES

### 1. Continuously build positive customer centric and proactive service.

*Related to City Council Goal: Service*

- Inspire: Foster growth driven by customer input.
- Communication: Listen, hear, and understand customer concerns at all levels.
- Stewardship: Proactively use tools and technology to notify customers of account abnormalities.

### 2. Commitment to accurate and timely processing of bills and payments.

*Related to City Council Goal: Service*

- Trust: Provide accurate billing through tools, policy, and process.
- Efficiency: Provide bills to customers with minimal margin of error and post payments within the same day of the receipt.
- Accountability: Lead by example. Admit, correct, and learn from mistakes to move forward.

### 3. Educate customers on conservation and control.

*Related to City Council Goal: Citizen Involvement.*

- Education: Give customers control over their usage.
- Personalization: Monitor and control appropriate use for each unique customer.
- Conservation: Remember today's efforts foster tomorrow's resources.

Objective	Performance Measures	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020
1 & 2	Average Number of Accounts per Utility Billing Clerk	3,476	3,526	3,470	3,491
3	Bad Debt Expense	\$ 19,780	\$ 8,753	\$27,323	\$13,960
4	Penalty Charges	\$ 224,046	\$ 224,495	\$174,682	\$80,100*

\*Due to COVID, late penalties were suspended starting in March of 2020.



# Utility Administration Expenditures

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Personnel</b>				
Regular	122,606	140,885	127,956	130,473
FICA	9,128	10,721	9,138	9,397
Leave	4,730	-	1,671	-
Overtime	136	500	132	500
Retirement	32,615	23,708	18,565	21,683
Longevity	2,130	2,600	230	710
Insurance	16,362	20,022	19,833	21,753
Workers Compensation	290	311	244	283
Texas Workforce Commission	63	486	406	675
<b>Total Personnel</b>	<b>188,060</b>	<b>199,233</b>	<b>178,175</b>	<b>185,474</b>
<b>Supplies &amp; Maintenance</b>				
Office Supplies	817	1,200	1,240	1,500
Copier Expense	2,825	2,500	3,248	3,700
Non-Capital Tools & Equip	2,878	3,450	2,991	2,300
<b>Total Supplies &amp; Maint</b>	<b>6,520</b>	<b>7,150</b>	<b>7,478</b>	<b>7,500</b>
<b>Services</b>				
Consultants	-	3,000	2,320	-
Telephone	1,193	1,225	1,193	1,200
Postage	29,726	39,610	29,280	36,100
Travel/Training	1,566	4,000	873	6,000
Printing	12,112	15,100	12,156	15,000
General Liability Insurance	620	800	628	800
Dues/Subscriptions/Membersh	-	800	1,100	900
Contract Services	3,259	11,100	5,373	6,400
Bad Debt Expense	27,323	50,000	13,960	50,000
Bank Fees	81,510	95,000	109,612	90,000
Collection Agency Fees	2,934	3,250	1,035	3,300
<b>Total Services</b>	<b>160,243</b>	<b>223,885</b>	<b>177,530</b>	<b>209,700</b>
<b>Total Utility Administration</b>	<b>354,823</b>	<b>430,268</b>	<b>363,183</b>	<b>402,674</b>

# - Meter Reading -

## DEPARTMENT 70

### MISSION STATEMENT

To provide accurate meter information for the City of Granbury’s Utility Billing division and to customers in a timely and cost effective manner, while improving efficiency and accuracy, using updated technologies and advanced training tools.

### DESCRIPTION

The Meter Reading department is responsible for the accurate reading and recording of all water and electric meter reads within the service area. The department also handles connections and disconnections of service. The Meter Reading/Meter Maintenance division maximizes utility revenues by monitoring of reading device function and management of an ongoing meter testing and maintenance program. This division works closely with the Water Distribution and Electric departments in maintenance of these infrastructures.

STAFFING			
Title	2018-19	2019-20	2020-21
Meter Services Foreman	0	1	1
Meter Reader I	1	1	1
Meter Reader II	2	1	1
<b>Total Staffing</b>	<b>3</b>	<b>3</b>	<b>3</b>

### OPPORTUNITIES AND CHALLENGES

The opportunities in Meter Reading/ Meter Maintenance are countless. The effectiveness of meter monitoring, testing, and replacement have made a great financial impact. The challenges continue to include those of ever-changing metering technologies and staffing positions which include working in non-ideal outdoor conditions, and with a heavy workload, requiring mechanical skills and expertise. The AMI is an integrated system of smart meters, communications networks, and data management systems that enables two-way communication between utilities and customers.

**OBJECTIVES AND STRATEGIES**

**1. Provide accurate meter information to Utility Billing in a timely and cost effective manner.**

*Related to City Council Goal: Infrastructure Basics.*

- Read nearly 9,000 water and electric meters accurately, within three billing cycles monthly.
- Via effective surveillance and detailed fine editing processes, pinpoint meters with questionable function; test, replace, or repair or take appropriate corrective actions.
- Communicate and coordinate with Utility Billing staff regarding meter concerns and problems, thereby “bridging the gap” between the Meters and Billing divisions.

**2. Deliver services to customers in a timely, professional manner.**

*Related to City Council Goal: Service Delivery.*

- Respond to work orders daily, or within 24 hours, at most.
- Effectively and professionally respond to customer concerns, in person. Answer questions in plain language and to their understanding.

**3. Develop an ongoing meter maintenance program, ensuring the long-term maintenance and accuracy of the metering systems**

- Increased saturation of the city with AMI/ Fixed meter reading systems
- Monitoring of meter age and consumptions, for prioritization of repair or replacement
- Consultation with experts, gaining recommendations for future beneficial projects and programs

Objective	Performance Measures	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020
2	Service Orders Completed within the Same Day	97.2%	99.8%	96.9%	99.7%
2	# Service Orders	4,269	4,656	5,092	5,736
3	% AMI Meters Installed (Water)	0	95%	100%	100%
3	Leak Loggers Installed	60	160	160	160
3	% AMI Meters Installed (Electric)	0	20%	33%	54%

# Meter Reading Expenditures

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Personnel</b>				
Regular	105,102	118,029	111,999	122,134
FICA	8,633	9,177	9,276	9,569
Leave	5,488	-	8,945	-
Overtime	1,448	3,000	1,466	3,000
Retirement	27,242	20,058	17,976	20,810
Longevity	430	780	780	1,240
Insurance	21,983	20,022	20,424	21,753
Workers Compensation	2,607	3,328	2,412	3,086
Texas Workforce Commission	79	486	348	675
<b>Total Personnel</b>	<b>173,012</b>	<b>174,880</b>	<b>173,625</b>	<b>182,267</b>
<b>Supplies &amp; Maintenance</b>				
Copier Expense	-	50	-	-
Wearing Apparel	3,195	4,000	2,814	4,000
Vehicle Fuel	5,843	10,000	4,348	7,000
Non-Capital Tools & Equip	3,832	5,000	4,161	9,700
Maintenance- Motor Vehicles	1,154	4,000	2,304	4,000
Maintenance- Water Meters	5,583	5,000	6,961	5,500
Maintenance- Electric Meters	1,196	5,000	660	5,000
Maintenance- Radios & Assoc	4,126	4,000	3,839	5,000
<b>Total Supplies &amp; Maint</b>	<b>24,929</b>	<b>37,050</b>	<b>25,086</b>	<b>40,200</b>
<b>Services</b>				
Telephone	3,907	4,300	3,903	4,300
Postage	57	200	40	-
Travel/Training	4,557	6,500	655	5,000
General Liability Insurance	1,885	2,000	2,150	1,500
Leases & Fleet Transfers	1,942	11,250	11,250	11,300
Dues/Subsription/Membersh	320	450	320	500
Contract Services	44,659	49,741	47,381	39,600
Meter Testing	1,163	27,000	14,081	2,000
Employee Certification	222	350	222	400
<b>Total Services</b>	<b>58,712</b>	<b>101,791</b>	<b>80,002</b>	<b>64,600</b>
<b>Capital Outlay</b>				
Water Meters	51,565	70,000	72,142	70,000
Electric Meters	171,656	160,000	126,888	170,000
<b>Total Capital Outlay</b>	<b>223,221</b>	<b>230,000</b>	<b>199,030</b>	<b>240,000</b>
<b>Total Meter Reading</b>	<b>479,874</b>	<b>543,721</b>	<b>477,743</b>	<b>527,067</b>

# Non-Departmental Expenditures

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Supplies and Maintenance</b>				
Non-Office Supplies	7,407	7,000	6,984	7,000
Wearing Apparel	-	1,300	-	1,300
Maintenance- Towers	2,617	7,488	7,488	8,000
<b>Total Supplies and Maintenance</b>	<b>10,024</b>	<b>15,788</b>	<b>14,472</b>	<b>16,300</b>
<b>Services</b>				
Audit & Accounting	21,750	24,000	21,750	24,000
Legal Expense	3,713	-	2,112	-
Utilities	34,580	37,200	29,931	37,500
Inventory Damage/Loss	-	500	-	500
General Liability Insurance	2,922	3,200	3,627	3,200
Meeting Expenses	265	1,000	-	1,000
Equipment Rental/Lease	1,080	1,100	1,080	1,100
Leases & Fleet Transfers	145,713	150,000	145,713	150,000
Project Repairs for Reimbursement	-	2,500	-	-
Contract Services	5,918	6,000	5,850	6,500
Shared Allocation	1,080,639	984,935	1,064,146	984,935
Utility Franchise Fee*	843,855	1,246,860	1,330,332	1,304,640
Contingency Expense	-	100,000	-	100,000
Bank Fees	70	100	28	100
Miscellaneous Fees	656	1,000	587	1,000
<b>Total Services</b>	<b>2,141,161</b>	<b>2,558,395</b>	<b>2,605,155</b>	<b>2,614,475</b>
<b>Interfund Transfers</b>				
Transfer to General Fund	365,747	379,124	379,124	393,126
Transfer to Utility Bond Fund	-	-	-	-
Transfer to Utility Debt Service	339,550	343,000	343,400	-
Transfer to Utility Bond Reserve	-	-	-	-
Transfer to General Debt Service	3,181,931	3,772,292	3,770,374	4,624,900
Transfer to Warehouse Fund	-	-	-	-
Transfer to Fleet Fund	-	-	500,000	-
<b>Total Interfund Transfers</b>	<b>3,887,228</b>	<b>4,494,416</b>	<b>4,992,898</b>	<b>5,018,026</b>
<b>Capital Outlay</b>				
Downtown Fire Sprinkler	25,275	-	6,740	-
<b>Total Capital Outlay</b>	<b>25,275</b>	<b>-</b>	<b>6,740</b>	<b>-</b>
<b>Total Non-Departmental</b>	<b>6,063,688</b>	<b>7,068,599</b>	<b>7,619,265</b>	<b>7,648,801</b>

\*The percentage charged to the Utility Fund by the General Fund increased in FY 2019-2020 from 4% to 6%

# - Groundwater -

## DEPARTMENT 78

### MISSION STATEMENT

To provide quality and cost-effective well water for the City of Granbury.

### DESCRIPTION

The Groundwater Department was established to monitor the costs of producing well water for the City’s water operations.

STAFFING			
Title	2018-19	2019-20	2020-21
Water Quality Technician	1	1	1
Utility Operator I	0	1	1
Utility Operator II	2	2	2
<b>Total Staffing</b>	<b>3</b>	<b>4</b>	<b>4</b>

### OPPORTUNITIES AND CHALLENGES

An opportunity for this department is to continue to drill more wells to current operations. A major challenge for this department is to operate the facilities in a cost efficient manner to minimize water-usage rate increases.

**OBJECTIVES AND STRATEGIES**

**1. To maximize well water production for the City’s water operations at the least possible costs.**

*Related to City Council Goal: Infrastructure Basics.*

- Repair or rehab lower producing wells.
- Replace worn pumps as needed.

**2. Maintain safe drinking water sources for the City of Granbury.**

*Related to City Council Goal: Service Delivery.*

- Perform lab analysis of the water on a daily and monthly basis.
- Adhere to TCEQ guidelines for water treatment.
- Monitor and record flow data and chemical dosage on a daily basis.

**3. Stay informed on changes of regulations for drinking water standards.**

*Related to City Council Goal: Service Delivery.*

- Employees must receive a minimum of 30 hours of training every 3 years.

Objective	Performance Measures	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Goal 2019-2020
1	# Wells Online	38	38	38	17
1	% Water Produced from Wells	76.6%	46%	41%	41%

# Groundwater Expenditures

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Personnel</b>				
Regular	94,376	145,916	125,299	141,567
FICA	7,935	11,961	10,195	11,656
Leave	8,295	-	6,303	-
Overtime	1,013	10,000	1,456	10,000
Retirement	17,161	25,877	19,159	25,192
Longevity	810	1,220	1,320	1,420
Insurance	21,410	26,696	23,861	29,004
Workers Comp	2,884	4,291	3,173	3,622
TWC	131	648	588	900
<b>Total Personnel</b>	<b>154,015</b>	<b>226,609</b>	<b>191,354</b>	<b>223,361</b>
<b>Supplies and Maint</b>				
Wearing Apparel	1,339	1,200	2,280	2,600
Vehicle Fuel	6,766	5,000	6,716	9,000
Chemicals	20,488	60,000	22,437	40,000
Non-Capital Tools and Equip	11,214	14,500	9,834	11,000
Maint of Vehicles	3,654	4,500	1,188	2,500
Maint of Plant Pumps/Motor	13,222	54,000	10,392	30,000
Maint of Pump Stations	59,752	50,000	39,668	50,000
Maintenance of SCADA	5,346	10,000	6,669	10,000
Maint of Water Storage	2,636	6,000	2,040	6,500
<b>Total Supplies and Maint</b>	<b>124,417</b>	<b>205,200</b>	<b>101,223</b>	<b>161,600</b>
<b>Services</b>				
Electricity	56,186	72,000	78,086	72,000
Water	-	-	42	-
Telephone	-	600	323	700
Postage	40	500	-	-
Travel/Training	7,064	5,500	4,944	6,000
General Liability	1,410	4,000	1,761	4,000
Leases & Fleet Transfers	-	1,800	1,800	1,800
Dues & Subscriptions	320	480	410	600
Employee Certification	222	400	444	500
Sample Testing	13,063	38,500	54,205	43,500
Ground Water Distric Fees	61,056	50,000	68,333	70,000
<b>Total Services</b>	<b>139,361</b>	<b>173,780</b>	<b>210,347</b>	<b>199,100</b>
<b>Capital Outlay</b>				
Pumps & Motors	29,656	5,000	-	14,000
New Water Wells	-	54,000	20,600	-
<b>Total Capital Outlay</b>	<b>29,656</b>	<b>59,000</b>	<b>20,600</b>	<b>14,000</b>
<b>Total Ground Water</b>	<b>447,449</b>	<b>664,589</b>	<b>523,524</b>	<b>598,061</b>

# - Water Treatment -

## DEPARTMENT 79

### MISSION STATEMENT

To provide a safe drinking water source for the City of Granbury.

### DESCRIPTION

The Water Treatment department is primarily responsible for producing safe and acceptable water in accordance with State and Federal health standards. The plant's personnel monitor bacteriological and physical properties of the water, respond to water quality inquiries and perform routine daily laboratory analysis. The new 2.5 MGD reverse Osmosis plant began operating in October 2017 and construction on Phase II to upgrade to a 5.0 MGD plant began in 2019. Phase II will increase the plant's capacity to 5 million gallons per day (MGD) to meet the City of Granbury's current daily water requirements; which are approximately 1.5-2.0 MGD. On peak demand days, the City is using 3-3.5 MGD. The City plans on completing Phase II of the Water Treatment Plant project in the Fall of 2020.

STAFFING			
Title	2018-19	2019-20	2020-21
Water Treatment Superintendent	1	1	1
Water Treatment Foreman	1	1	1
Water Plant Operator I	5	6	6
Water Plant Operator II	1	0	0
<b>Total Staffing</b>	<b>8</b>	<b>8</b>	<b>8</b>

### OBJECTIVES AND STRATEGIES

1. Maintain safe drinking water source for Granbury.

*Related to City Council Goal: Service Delivery.*

- Perform laboratory analysis of water on a daily basis.
- Monitor treatment systems on a 24-hour basis via SCADA.

2. Stay informed on changes to regulations for drinking water standards.

*Related to City Council Goal: Service Delivery.*

- Employees must receive 30 hours of training every 3 years.

3. Maintain and update the City's water treatment facilities to meet regulatory requirements and the community's water-use needs.

*Related to City Council Goal: Infrastructure Basics.*

- Repair and replace damaged or inefficient pumps and valves.

## Water Treatment Expenditures

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Personnel</b>				
Regular	326,411	369,660	335,031	381,983
FICA	26,369	28,472	27,000	29,144
Leave	17,876	-	18,454	-
Overtime	5,703	5,000	5,550	5,000
Retirement	89,132	62,646	53,148	64,822
Longevity	4,690	5,790	5,730	6,690
Insurance	58,972	53,392	54,443	65,229
Workers Compensation	9,154	10,391	7,943	10,332
Texas Workforce Commission	264	1,296	1,015	2,025
<b>Total Personnel</b>	<b>538,571</b>	<b>536,647</b>	<b>508,314</b>	<b>565,225</b>
<b>Supplies &amp; Maintenance</b>				
Office Supplies	1,917	1,500	1,461	1,500
Copier Expense	1,722	5,000	1,760	2,500
Wearing Apparel	3,886	5,000	4,648	5,600
Vehicle Fuel	293	4,800	962	3,000
Chemicals	317,162	480,000	264,347	400,000
Non-Capital Tools & Equip	5,777	8,000	4,844	9,000
Laboratory Supplies	52,798	46,500	40,332	64,500
Janitorial Supplies	793	500	785	500
Maintenance- Buildings	1,994	2,050	7,170	2,600
Maintenance - Vehicles	798	2,700	2,889	2,700
Maintenance- Minor Equip	-	200	-	200
Maintenance- Plant Pumps	22,382	20,000	23,946	22,600
Maintenance- Filters & Membranes	111	40,000	7,576	40,000
<b>Total Supplies &amp; Maint</b>	<b>411,776</b>	<b>616,250</b>	<b>360,720</b>	<b>554,700</b>

# Water Treatment Expenditures

*Continued*

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Services</b>				
Consultant, Architect, Engin	17,384	5,000	13,362	30,000
Utilities	219,984	424,000	254,961	334,000
Telephone	2,548	2,600	2,279	2,600
Postage	659	1,500	297	-
Travel/Training	8,142	11,000	6,454	13,000
Employee Certification	444	1,000	999	1,200
Water Inspection Fee	19,028	20,000	30,299	20,000
General Liability Insurance	29,544	30,400	36,337	36,000
Leases & Fleet Transfers	-	4,650	4,650	4,700
Dues/Subscriptions/Membership	1,220	1,718	1,280	1,800
Contract Services	19,219	20,000	20,182	43,000
Sample Testing	14,198	29,000	16,153	29,000
<b>Total Services</b>	<b>332,370</b>	<b>550,868</b>	<b>387,254</b>	<b>515,300</b>
<b>Services</b>				
Water Purchase- BRA	840,671	875,000	866,046	875,000
<b>Total Services</b>	<b>840,671</b>	<b>875,000</b>	<b>866,046</b>	<b>875,000</b>
<b>Capital Outlay</b>				
Laboratory Equipment	-	26,000	25,330	26,500
Misc Tools & Equipment	-	-	-	31,000
Membrane Replacement Reserve	-	100,000	-	100,000
<b>Total Capital Outlay</b>	<b>-</b>	<b>126,000</b>	<b>144,232</b>	<b>157,500</b>
<b>Total Water Treatment</b>	<b>2,123,388</b>	<b>2,704,765</b>	<b>2,266,566</b>	<b>2,667,725</b>

Objective	Performance Measures	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020
1	Water Plant Production (x1,000 gal)	45,380	381,071	432,200	509,849
1	Water Plant % of Water Produced	6.8%*	52%	59%	59%

\*2016-2017- Water Treatment Plant off-line for construction of new plant March 2017-May 2017

# - Water Distribution -

## DEPARTMENT 82

### MISSION STATEMENT

To ensure the safe, efficient delivery of water to the City of Granbury.

### DESCRIPTION

The Water Distribution department is responsible for routine inspection of water distribution lines, installation of water taps, rehabilitation and replacement of damaged or inefficient water lines, fire hydrants and valves. The department assists in the inspection of new developments to ensure the safety and efficiency of the system. Additionally, the department strives to recognize, follow and meet all Environmental Protection Agency, Texas Commission of Environmental Quality and Safe Drinking Water Act regulations.

STAFFING			
Title	2018-19	2019-20	2020-21
Distribution/Collection Superintendent	1	1	1
Water Distribution Foreman	1	1	1
Utility Equipment Operator II	2	2	4
<b>Total Staffing</b>	<b>4</b>	<b>4</b>	<b>6</b>

### OBJECTIVES AND STRATEGIES

**1. Maintain the highest standard of water quality.**

*Related to City Council Goal: Service Delivery.*

- Comply with EPA and TCEQ standards.
- Employees must receive 30 hours of training “per license” every 3 years.
- Consistently test water samples.
- Inspect water distribution lines on a regular basis.

**2. Maintain service to customers and conserve water.**

*Related to City Council Goal: Infrastructure Basics.*

- Respond to waterline breaks within 30 minutes.

**3. Maintain and update the City’s water distribution infrastructure.**

*Related to City Council Goal: Infrastructure Basics.*

- Repair or replace damaged or inefficient water lines.
- Repair or replace damaged fire hydrants and valves.
- Identify areas needing improvement, develop and implement solutions to address current problems taking into account needs, years or possibly decades into the future.

# Water Distribution Expenditures

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Personnel</b>				
Regular	158,548	165,411	141,378	229,283
FICA	11,886	12,786	10,369	17,619
Leave	3,402	-	3,496	-
Overtime	6,659	10,000	1,240	10,000
Retirement	44,130	29,075	21,760	39,659
Longevity	920	1,160	1,160	1,570
Insurance	25,586	26,696	14,248	43,506
Workers Compensation	4,474	4,823	3,711	5,573
Texas Workforce Commission	165	648	397	1,350
<b>Total Personnel</b>	<b>255,770</b>	<b>250,599</b>	<b>197,760</b>	<b>348,560</b>
<b>Supplies &amp; Maintenance</b>				
Office Supplies	369	400	132	500
Copier Expense	1,872	1,800	2,166	2,500
Wearing Apparel	5,287	5,325	3,382	6,000
Vehicle Fuel	11,215	10,500	7,835	12,000
Non-Capital Tools & Equip	10,088	14,588	10,972	16,000
Lab Equipment & Supplies	-	1,000	-	-
Maintenance- Motor Vehicles	4,897	8,400	4,160	8,000
Maintenance- Water Mains	29,024	66,000	15,858	55,000
Maintenance- Minor Equip	528	1,200	793	1,200
Maintenance- Water Service	31,654	25,600	21,740	25,600
Maintenance- Heavy Equip	8,591	14,030	9,690	14,000
Maintenance- Barricades	4,088	8,400	6,248	1,000
Maintenance- Hydrants	47,949	15,000	16,052	30,000
<b>Total Supplies &amp; Maint</b>	<b>155,569</b>	<b>172,243</b>	<b>99,066</b>	<b>171,800</b>

# Water Distribution Expenditures

*Continued*

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Services</b>				
Electricity	60,806	115,000	59,199	85,000
Telephone	5,153	4,128	4,680	4,300
Postage	16	50	17	-
Travel/Training	3,231	3,200	3,190	6,000
General Liability Insurance	39,741	41,000	49,701	49,000
Equipment Rental/Lease	-	1,100	-	1,100
Leases & Fleet Transfers	30,104	41,400	47,244	41,400
Land Lease	5,081	5,100	-	5,100
Dues, Subscriptions, Membersh	460	500	460	700
Other - Employee Certification	666	1,400	329	1,700
Sample Testing	-	500	-	500
<b>Total Services</b>	<b>145,258</b>	<b>213,378</b>	<b>164,821</b>	<b>194,800</b>
<b>Capital Outlay</b>				
Heavy Construction Equipment	66,256	13,000	11,504	-
Water Mains & Tie-ins	200,000	200,000	52,334	10,000
New Water Service	643,729	-	-	-
Pumps & Motors	14,400	-	-	-
<b>Total Capital Outlay</b>	<b>924,385</b>	<b>213,000</b>	<b>63,838</b>	<b>10,000</b>
<b>Total Water Distribution</b>	<b>1,480,982</b>	<b>849,220</b>	<b>525,485</b>	<b>725,160</b>

## OPPORTUNITIES AND CHALLENGES

As our city and distribution system continues to grow in size and complexity, we are working to educate and train our operators to meet the growing needs and demands.

# - Wastewater Treatment -

## DEPARTMENT 83

### MISSION STATEMENT

To ensure the health and safety of the City of Granbury through wastewater treatment services that are safe, efficient, cost effective, and environmentally responsible.

### DESCRIPTION

The purpose and function of the Wastewater Treatment department is to treat the spent water from the community containing the wastes from domestic, industrial or commercial use and the surface water runoff or groundwater which may enter the system through infiltration. The Granbury Wastewater Treatment Plant operates an activated sludge process, which is an aerobic biological process in which microorganisms grow by using oxidizable material in the wastewater as food. The microorganisms are recycled to the treatment phase in order to increase the rate of reaction. Laboratory personnel collect and analyze wastewater samples daily to verify compliance with State and Federal requirements.

STAFFING			
Title	2018-19	2019-20	2020-21
Wastewater Treatment Superintendent	1	1	1
Wastewater Treatment Foreman	1	1	1
Wastewater Lab Technician	1	1	1
Wastewater Plant Operator I	3	5	5
<b>Total Staffing</b>	<b>6</b>	<b>8</b>	<b>8</b>

### OBJECTIVES AND STRATEGIES

**1. Treat wastewater and return back to Lake Granbury.**

*Related to City Council Goal: Service Delivery.*

- Comply with TCEQ standards.
- Perform lab analysis of wastewater on a regular basis.

**2. Stay informed on changes to regulations for wastewater standards.**

*Related to City Council Goal: Service Delivery.*

- Employees must receive 30 hours of training every 3 years.

**3. Operate the wastewater facilities in the most cost efficient manner possible while maintaining effluent quality.**

*Related to City Council Goal: Infrastructure Basics.*

- Repair and replace damaged or inefficient pumps and valves.

## Wastewater Treatment Expenditures

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Personnel</b>				
Regular	262,701	359,441	302,915	415,253
FICA	22,137	28,359	25,920	32,729
Leave	16,929	-	25,233	-
Overtime	7,365	10,000	6,005	10,000
Retirement	73,304	62,875	50,544	71,910
Longevity	11,720	12,440	12,170	11,490
Insurance	40,585	53,392	38,579	79,671
Workers Compensation	5,101	6,627	4,969	7,714
Texas Workforce Commission	55	1,296	1,091	2,475
<b>Total Personnel</b>	<b>439,897</b>	<b>534,430</b>	<b>467,427</b>	<b>631,242</b>
<b>Supplies &amp; Maintenance</b>				
Office Supplies	534	800	301	900
Copier Expense	1,563	1,300	1,022	1,300
Janitorial Supplies	338	900	979	900
Wearing Apparel	3,980	4,230	4,617	6,300
Vehicle Fuel	13,910	12,500	7,090	12,500
Chemicals	89,323	76,000	70,693	96,000
Non-Capital Tools & Equip	7,982	7,430	7,180	7,500
Laboratory Supplies	10,740	15,900	14,868	16,000
Maint of Buildings	3,748	750	519	800
Maint of Vehicles	12,559	8,700	3,526	8,700
Maint of Minor Equip	2,941	2,980	2,996	3,000
Maint of Pumps & Motors	90,052	160,000	157,581	110,000
Maint of UV Equip	3,614	3,100	2,970	2,500
Maint of Heavy Equip	10,934	10,000	8,060	10,000
Maint of Sewer Service	64	250	1,837	-
Maint of Lift Stations	1,072	1,900	1,345	2,500
Maint of LS Pumps & Motors	1,779	-	-	-
Maint of SCADA	14,605	16,500	19,178	16,500
<b>Total Supplies &amp; Maint</b>	<b>269,738</b>	<b>323,240</b>	<b>304,761</b>	<b>295,400</b>

# Wastewater Treatment Expenditures

*Continued*

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Services</b>				
Consultants/ Arch/Engin	9,758	5,000	2,000	5,000
Electricity	277,879	300,000	270,707	300,000
Water	44,304	41,500	21,341	50,000
Telephone	2,801	3,550	2,598	3,600
Postage	20	200	17	-
Travel/Training	4,511	6,500	4,498	12,000
Sewer Plant Inspection	14,592	15,640	11,594	15,500
Refuse Pickup	86,527	120,000	70,302	100,000
General Liability Insurance	16,229	22,000	20,110	22,000
Equipment Rental/Lease	1,622	2,100	1,203	2,100
Leases & Fleet Transfers	8,874	33,694	33,695	31,100
Dues, Subscriptions, Membersh	640	1,000	550	1,100
Employee Certification	333	1,150	866	1,400
Sample Testing	8,188	8,000	6,458	12,000
<b>Total Services</b>	<b>476,278</b>	<b>560,334</b>	<b>445,939</b>	<b>555,800</b>
<b>Capital Outlay</b>				
Pickups	-	-	-	-
Radios & Associated Equip	-	16,750	8,715	-
Other Vehicles	-	-	-	-
Pumps & Motors	57,477	10,000	-	-
Miscellaneous Equip	19,243	-	-	-
Property Improvements	78,750	-	-	-
Lift Station Improvements	-	-	-	275,000
Sewer Plant & Improvements	25,000	-	-	-
<b>Total Capital Outlay</b>	<b>180,470</b>	<b>26,750</b>	<b>8,715</b>	<b>275,000</b>
<b>Total Wastewater Treatment</b>	<b>1,366,383</b>	<b>1,444,754</b>	<b>1,226,843</b>	<b>1,757,442</b>

The City is investing \$35M over 3-4 years for wastewater treatment infrastructure improvements. 2019-2020 was the first year of projected impact in the operating budget

# - Wastewater Collection -

## DEPARTMENT 85

### MISSION STATEMENT

To ensure the health and safety of the City of Granbury through wastewater collection services that are safe, efficient, cost effective, and environmentally responsible.

### DESCRIPTION

The Wastewater Collection department maintains and rehabilitates the wastewater collection system through routine inspections of system facilities and restoration of broken or collapsed mains. The Department provides maintenance services including installation of wastewater taps; clearing, jet cleaning, camera inspection of lines and identify and correct sources of Infiltration and Inflow (I&I). The City has 43 lift stations presently and many miles of sewer mains flowing to the City’s wastewater treatment plant.

STAFFING			
Title	2018-19	2019-20	2020-21
Utility Equipment Operator I	1	1	1
Utility Equipment Operator II	3	5	3
Administrative Assistant II	1	1	1
<b>Total Staffing</b>	<b>5</b>	<b>7</b>	<b>5</b>

### OPPORTUNITIES AND CHALLENGES

As our city and collection system continues to grow in size and age, we are working to train our operators with new tools and technologies to meet the growing needs and demands. We continue to utilize the data from the SCADA system to identify which areas are subject to I&I, allowing us to find and correct the problems.

# Wastewater Collection Expenditures

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Personnel</b>				
Regular	124,393	205,518	130,035	150,983
FICA	10,014	16,073	9,852	11,462
Leave	5,444	-	3,506	-
Overtime	5,100	6,000	3,109	6,000
Retirement	32,184	34,944	20,148	26,029
Longevity	450	690	690	1,090
Insurance	28,053	46,718	21,043	36,255
Workers Compensation	2,140	3,189	2,540	2,146
Texas Workforce Commission	208	1,134	685	1,125
<b>Total Personnel</b>	<b>207,986</b>	<b>314,266</b>	<b>191,608</b>	<b>235,090</b>
<b>Supplies &amp; Maintenance</b>				
Copier Expense	1,872	1,800	2,166	2,500
Wearing Apparel	3,383	4,950	3,282	5,000
Vehicle Fuel	8,735	8,300	5,252	8,300
Chemicals	-	1,000	-	1,000
Non-Capital Tools & Equip	4,610	5,300	890	5,000
Maintenance- Motor Vehicles	6,388	7,000	4,085	7,000
Maintenance- Minor Equip	3,490	7,366	6,346	5,000
Maintenance- Plant Pumps	4,593	-	-	-
Maintenance- Sewer Mains	61,350	96,500	50,448	80,000
Maintenance- Heavy Equip	12,482	20,600	14,853	20,600
Maintenance- Sewer Services	3,174	5,000	3,807	5,000
Maintenance- Barricades	3,491	-	96	-
<b>Total Supplies &amp; Maint</b>	<b>113,568</b>	<b>157,816</b>	<b>91,224</b>	<b>139,400</b>
<b>Services</b>				
Utilities	60,084	70,050	59,732	70,600
Telephone	-	2,200	437	3,300
Postage	-	82	1	-
Travel/Training	4,282	4,000	995	5,500
General Liability Insurance	11,624	13,000	12,382	17,000
Equipment Rental/Lease	-	1,000	-	-
Leases & Fleet Transfers	-	6,000	6,000	6,000
Dues, Subscriptions, Membersh	360	600	180	400
Employee Certification	304	560	374	900
<b>Total Services</b>	<b>76,654</b>	<b>97,492</b>	<b>80,101</b>	<b>103,700</b>

# Wastewater Collection Expenditures

*Continued*

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Capital Outlay</b>				
Radios & SCADA	28,634	-	-	-
Sewer Mains & Tie-Ins	205,079	-	-	210,000
Lift Station 4- Emergency	56,000	-	289,814	-
Property Improvements	40,000	50,000	51,000	-
Lift Stations	123,674	-	-	-
<b>Total Capital Outlay</b>	<b>453,387</b>	<b>50,000</b>	<b>340,814</b>	<b>210,000</b>
<b>Total Wastewater Collection</b>	<b>851,595</b>	<b>619,574</b>	<b>703,747</b>	<b>688,190</b>

## OBJECTIVES AND STRATEGIES

**1. Maintain all public wastewater collection system lines in free-flowing condition.**

*Related to City Council Goal: Infrastructure Basics.*

- Repair or replace damaged or inefficient equipment.
- Repair or replace damaged manholes and sewer taps.

**1. Respond to customer requests regarding the collection system quickly and efficiently.**

*Related to City Council Goal: Service Delivery.*

- Respond to work orders as soon as possible – depending on availability.

Objective	Performance Measure	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020
1	Pipeline Cleaned (in feet)	25,235	39,558	51,741	44,424
3	Pipeline ran with Camera (in feet)	29,058	25,377	21,335	7,270

# - Electric -

## DEPARTMENT 80

### MISSION STATEMENT

To deliver reliable and cost effective electric power to the City of Granbury.

### DESCRIPTION

The Electric Department constructs and maintains a complete system of electric conductors, switches, lines and transformers used for the distribution of electricity purchased wholesale from Constellation-Excelon.

In addition, the Electric Department reviews plans for construction of new lines (overhead and underground), maintains lines, and develops design specifications that meet all safety and construction requirements. The department also installs and maintains street lights, security lighting systems, ball field and soccer field lights and the Hike & Bike Trail lights and plugs. Additionally, the Electric Department puts up all the holiday lighting on the square as well as sets up electric panels for any events on the square and hangs the banners for these events. The department administrates a tree trimming maintenance program to minimize outages and prevent damage to the electric distribution equipment and lines.

The City has elected to not opt-in to electric deregulation, which would allow it to enter the electric retail market, so the City will continue to provide electric power to all citizens and our service area.

<b>STAFFING</b>			
<b>Title</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
Electric Distribution Supervisor	1	1	1
Senior Lineman	2	2	2
Lineman- First Class	1	1	1
Lineman- Second Class	2	2	2
Groundman	0	1	1
<b>Total Staffing</b>	<b>6</b>	<b>7</b>	<b>7</b>

## OPPORTUNITIES AND CHALLENGES

The Electric department has the opportunity to be very successful. The department has been fortunate to hire employees who are some of the best in this field. Most of the equipment is in good shape except for a bucket truck and a pickup. The department’s challenges are budget constraints, which are essential to advancing the reliability of the City’s electric power. Looking into the future, this department should consider a more modern system, such as Smart Breakers and Switches and a SCADA type system. Additionally, the electrical load continues to increase and are currently working with an engineer to determine the current load status.

## OBJECTIVES AND STRATEGIES

### 1. Deliver reliable and cost-effective electric power to the community.

*Related to City Council Goal: Service Delivery.*

- Maintain lines and equipment as needed.
- Upgrades lines on an annual basis using selected contractor after annual bid process.

### 2. Minimize electric power outages.

*Related to City Council Goal: Infrastructure Basics.*

- Strives to respond to work orders within a (48) forty-eight hour window.
- Have 2 employees on call every night, but all employees are available in the event of a major storm event.

### 3. Improve the aesthetics of the electric utility infrastructure.

*Related to City Council Goal: Infrastructure Basics.*

- Strive to continuously update infrastructure based on available funding.

Objective	Performance Measure	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020
1	Contractor Hours invested in Tree Trimming	682	561	414	490
2	Reported Power Outages	24	66	62	77
2	Outages Caused by Trees	<i>Not Tracked</i>	1	3	2

# Electric Expenditures

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Personnel</b>				
Regular	321,700	418,705	389,927	443,982
FICA	27,469	33,141	33,438	35,150
Leave	51,994	-	43,308	-
Overtime	10,378	10,000	7,905	10,000
Retirement	95,514	72,178	65,040	76,528
Longevity	9,180	9,660	9,850	10,810
Insurance	38,927	46,718	43,667	50,757
Workers Compensation	5,447	5,618	4,596	5,563
Texas Workforce Commission	(14)	1,134	1,094	1,575
<b>Total Personnel</b>	<b>560,595</b>	<b>597,154</b>	<b>598,824</b>	<b>634,365</b>
<b>Supplies &amp; Maintenance</b>				
Office Supplies	160	200	80	500
Copier Expense	1,184	2,100	715	1,000
Wearing Apparel	9,514	15,000	11,706	15,000
Vehicle Fuel	13,620	15,000	10,230	15,000
Non-Capital Tools & Equip	12,984	22,500	21,756	22,500
Maintenance- Elec Primaries	68,373	55,000	59,818	55,000
Maintenance- Elec Second	38,331	42,500	40,735	42,500
Maintenance- Motor Vehicles	4,056	5,000	4,735	5,000
Maintenance- Minor Equip	354	600	351	600
Maintenance- Heavy Equip	18,384	16,000	15,190	16,000
Maintenance- Holiday Lighting	6,143	10,000	11,552	6,000
<b>Total Supplies &amp; Maint</b>	<b>173,103</b>	<b>183,900</b>	<b>176,867</b>	<b>179,100</b>

# Electric Expenditures

*Continued*

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Services</b>				
Consultants/ Arch/Engin	28,639	26,700	35,621	30,000
Telephone	1,299	1,500	1,221	1,500
Postage	15	50	29	-
Travel/Training	12,833	14,000	11,075	20,000
General Liability Insurance	5,989	6,500	7,045	7,000
Leases & Fleet Transfers	14,963	65,500	65,500	65,500
Dues, Subscriptions, Member	2,357	700	2,357	700
Tree Trimming	82,675	83,000	82,044	83,000
<b>Total Services</b>	<b>148,770</b>	<b>197,950</b>	<b>204,892</b>	<b>207,700</b>
<b>Services</b>				
Electric Transmission Charge	30,000	30,000	7,500	-
Substation Charges	401,261	480,000	337,935	430,000
Power Purchase for Resale	4,810,542	4,947,780	4,797,750	4,900,000
<b>Total Services</b>	<b>5,241,803</b>	<b>5,457,780</b>	<b>5,143,186</b>	<b>5,330,000</b>
<b>Capital Outlay</b>				
Electric Primaries	57,397	295,695	106,895	120,000
Electric Improvements	108,904	-	70,943	-
Electric Mandates	-	-	-	337,000
<b>Total Capital Outlay</b>	<b>166,301</b>	<b>295,695</b>	<b>177,838</b>	<b>457,000</b>
<b>Total Electric</b>	<b>6,290,572</b>	<b>6,732,479</b>	<b>6,301,607</b>	<b>6,808,165</b>

# - Public Works -

## DEPARTMENT 93

### MISSION STATEMENT

To provide high quality and responsive service to the residents and business owners of Granbury with regard to the management, development, safety and maintenance of the City's, streets, electric, water and wastewater systems.

### DESCRIPTION

Public Works is the main administrative office providing supervision and direction, engineering, coordination and overseeing of the Building Maintenance, Streets, Fleet Maintenance, Groundwater, Water Treatment, Water Distribution, Meters, Wastewater Treatment, and Wastewater Collection departments.

This department represents the City in dealing with governmental agencies, private consultants and the general public. Public Works also responds to customer inquiries and needs as they relate to Public Works activities.

STAFFING			
Title	2018-19	2019-20	2020-21
Public Works Director	1	1	1
Assistant Public Works Director/Utilities	1	1	1
City Engineer	1	1	1
Administrative Assistant	1	1	1
GIS Technician	0	0	1
<b>Total Staffing</b>	<b>4</b>	<b>4</b>	<b>5</b>

### OBJECTIVES AND STRATEGIES

1. **Ensure maintenance of City property allows for safe and efficient operations.**

*Related to City Council Goal: Infrastructure Basics.*

2. **Maintain Public Works department records in an efficient manner.**

*Related to City Council Goal: Service Delivery.*

Objective	Performance Measure	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020
1	Completed Developers Projects - Water, Sewer, Storm Drainage & Streets	\$ 3,234,720	\$ 1,163,200	5,478,396	\$ 8,393,309

## Public Works Expenditures

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Personnel</b>				
Regular	215,425	334,818	328,788	382,337
FICA	15,995	24,920	23,830	27,866
Leave	2,862	-	2,694	-
Retirement	50,708	55,442	48,441	63,350
Longevity	1,510	1,870	1,870	2,380
Insurance	23,164	26,696	27,232	36,255
Workers Compensation	2,639	3,052	2,416	4,419
Texas Workforce Commission	14	648	844	1,125
<b>Total Personnel</b>	<b>312,317</b>	<b>447,446</b>	<b>436,118</b>	<b>517,732</b>
<b>Supplies &amp; Maintenance</b>				
Office Supplies	925	2,300	1,124	3,900
Copier Expense	2,561	2,500	2,684	3,000
Wearing Apparel	511	1,700	167	1,700
Vehicle Fuel	2,655	2,500	1,987	2,600
Non-Capital Tools & Equip	-	1,200	535	500
Maintenance- Motor Vehicles	114	750	75	600
<b>Total Supplies &amp; Maint</b>	<b>6,766</b>	<b>10,950</b>	<b>6,572</b>	<b>12,300</b>
<b>Services</b>				
Consultants/ Arch/Engin	41,064	50,000	23,088	110,000
Telephone	2,281	3,500	3,100	3,500
Postage	115	1,500	166	-
Travel/Training	7,637	10,000	4,583	10,000
Legal Advertising	2,333	2,100	1,189	2,100
General Liability Insurance	1,823	3,000	2,361	3,600
Leases & Fleet Transfers	-	4,650	4,650	4,700
Dues, Subscriptions, Member	938	4,300	1,473	3,900
Contracted Services	-	28,000	31,200	36,000
Other- Employee Certifications	-	500	544	600
<b>Total Services</b>	<b>56,191</b>	<b>107,550</b>	<b>72,353</b>	<b>174,400</b>
<b>Total Public Works</b>	<b>375,274</b>	<b>565,946</b>	<b>515,043</b>	<b>704,432</b>

City of Granbury added an in-house engineer and in 2019-2020, the associated costs previously accounted for in Community Development moved to this departmental budget.

# GRANBLURY *Texas*

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# Airport Fund

This fund was established for the on-going operations associated with the public aviation facilities at the Granbury Regional Airport. The major revenues are derived from aviation fuel and hangar rentals. Besides personnel, major expenses are for aviation fuel purchases and maintenance. Capital improvements for the airport are funded primarily through grants from Texas Department of Transportation (TxDOT) and the Federal Aviation Administration (FAA).



# - Airport -

## DEPARTMENT 17

### MISSION STATEMENT

To provide world class customer service and airport facilities for both our general aviation and corporate customers while supporting economic development for our city and region.

### DESCRIPTION

The City of Granbury Regional Airport continues to provide world class customer service to the flying public. There are almost 100 aircraft that call Granbury Regional their home. Our airport also averages over 85 arrivals and departures each day. The airport team handles the day-to-day operations of the Airport that includes both 100LL and Jet-A fuel services. Many of our customers tell us we are “The Friendliest Little Airport in Texas.”

The Airport Manager is responsible for obtaining and coordinating AIP and CIP grants from the FAA and TxDOT Aviation Division for improvements and maintenance. Airport Operations manages the airport daily activities, hangar leases and airport-owned facilities.

STAFFING			
Title	2018-19	2019-20	2020-21
Airport Manager	1	1	1
Part-Time Airport Attendant	5	5	5
<b>Total Staffing</b>	<b>6</b>	<b>6</b>	<b>6</b>

### OPPORTUNITIES & CHALLENGES

#### OPPORTUNITIES

- Continued Council Support
- Runway construction project to remain on schedule and budget.
- Continue working on land lease opportunities for hangar construction.
- Continue to seek the best possible fuel suppliers.
- Develop a Business and Marketing plan for the next 5 years.

#### CHALLENGES

- Continue to effectively manage the new runway project.
- Maximizing available Grant funding
- Obtain funding in support of a new taxiway, jet ramp, and FBO.
- Funding and building new hangar space to support the demand of a longer runway and the business that will follow
- Foster a culture of motivated individuals who work together to achieve the organization’s Vision.

## OBJECTIVES AND STRATEGIES

### 1. Manage the Airport in a safe and efficient manner.

*Related to City Council Goal: Economic Development.*

- Attract Corporate and GA Aviation business driving revenue and economic development.
- Obtain Military Fuel Contracts after the new runway is complete.
- Improve and expand current facilities. The Airport will need a financial plan to fund the new taxiway, jet ramp, FBO, and fuel farm.
- Increase existing land leases opportunities.
- Remain active in NCTCOG and General Aviation organizations

### 2. Provide a safe and secure facility

*Related to City Council Goal: Infrastructure Basics.*

- Inspect and maintain runway, taxiway and navigational aids per policy and procedure
- Comply with all Federal and State mandates, i.e. EPA and TCEQ
- Begin fencing and gating along Airport perimeter

### 3. Provide the highest quality customer service

*Related to City Council Goal: Service Delivery.*

- Maintain FBO open hours of 7:00 a.m. to 7:00 p.m. daily, every day
- Safe and Professional marshaling aircraft on and off the Terminal Apron
- Meet and greet personally as the customer arrives, "Welcome to Granbury!"
- Take care of luggage and carry-ons and take them to their vehicle
- Smile and be friendly, the Airport is the gateway to the Granbury community

### 4. Maximize all state and federal grants available.

*Related to City Council Goal: Infrastructure Basics.*

- Work with TxDOT Aviation to achieve our goals and objectives.
- Develop a business plan that effectively manages the \$100,000 50/50 Routine Airport Maintenance Program.

Objective	Performance Measure	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020
1	Jet A Fuel Revenue Over Expense	\$ 72,537	\$ 54,084	58,229	\$74,464
1	100LL Fuel Revenue Over Expense	\$ 56,883	\$ 51,082	64,557	\$55,372
4	% RAMP Grant Used	99.8%	95.3%	92.4%	86.8%

# Airport Fund Revenue

Revenue Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Interest</b>				
Interest Income*	59,931	45,070	18,442	7,341
<b>Total Interest</b>	<b>59,931</b>	<b>45,070</b>	<b>18,442</b>	<b>7,341</b>
<b>Other Revenue</b>				
Fund Balance Used	-	-	-	129,956
Sale of Maps/Charts/Other	1,956	1,000	2,357	1,000
Concession Sales	522	900	130	900
Leases on City Property	23,136	23,000	29,666	29,800
Sale of Aviation Fuel - 100LL	223,927	195,000	202,589	175,000
Sale of Aviation Fuel - JetA	202,194	200,000	196,986	180,000
Hangar Rent	309,480	300,000	313,204	300,000
Hangar Rent - King Air	16,000	20,000	21,000	24,000
Hangar Rent Penalty Income	1,182	-	-	-
Miscellaneous Income	7,075	4,000	15,671	4,000
Cash Short/Over	-	-	44	-
<b>Total Other Revenue</b>	<b>785,249</b>	<b>743,900</b>	<b>781,647</b>	<b>844,656</b>
<b>Interfund Transfers</b>				
Transfer from General Fund	-	-	897,393	-
<b>Total Interfund Transfers</b>	<b>-</b>	<b>-</b>	<b>897,393</b>	<b>-</b>
<b>Inter-Governmental</b>				
Grant Income - RAMP	76,608	50,000	43,159	50,000
Grant Income- Airport Expansion	3,000,000	3,000,000	-	-
<b>Total Inter-Governmental</b>	<b>3,076,608</b>	<b>3,050,000</b>	<b>43,159</b>	<b>50,000</b>
<b>Total Revenues</b>	<b>3,921,788</b>	<b>3,838,970</b>	<b>1,740,641</b>	<b>901,997</b>

\*Interest Income was received on Grant Income received for the Airport Expansion project.

## Airport Fund Expenditures

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Personnel</b>				
Salary	115,936	128,108	125,522	143,091
FICA	8,190	9,823	9,603	10,978
Leave	(391)	-	697	-
Overtime	-	250	13	250
Retirement	22,442	10,704	10,182	13,708
Longevity	360	480	480	600
Insurance	7,553	6,674	6,838	7,251
Workers Compensation	1,878	2,059	1,638	2,297
Texas Workforce Commission	118	952	788	1,322
<b>Total Personnel</b>	<b>156,086</b>	<b>159,050</b>	<b>155,760</b>	<b>179,497</b>
<b>Supplies &amp; Maintenance</b>				
Office Supplies	70	600	279	500
Copier	1,626	2,000	1,181	1,500
Items for Resale	1,948	2,000	1,541	2,000
Janitorial Supplies	606	1,000	762	1,000
Concession Supplies	1,195	1,800	572	1,300
Wearing Apparel	233	600	75	600
Vehicle Fuel	446	1,200	299	900
Purchase 100LL Gasoline for Resale	169,370	144,450	147,217	127,500
Purchase Jet A Gasoline for Resale	143,966	153,500	122,523	132,000
Non-Capital Tools & Equip	1,136	1,600	274	1,600
Maintenance- Runway/Lights	446	-	38	-
Maintenance- Buildings	4,497	6,500	6,295	6,500
Maintenance- Motor Vehicles	1,951	3,000	2,118	3,000
Maintenance- Pumps/Motors	-	500	13	-
Maintenance- Grounds	-	100	5	100
Maintenance- Radios & Assoc	175	250	-	1,400
<b>Total Supplies &amp; Maint</b>	<b>327,665</b>	<b>319,100</b>	<b>283,193</b>	<b>279,900</b>

# Airport Fund Expenditures

*Continued*

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Services</b>				
Consultants & Engineering	17,257	-	33,974	-
Utilities	20,377	43,000	24,329	41,000
Telephone	1,094	1,900	1,073	1,900
Postage	67	400	1	-
Travel/Training	3,050	3,000	404	3,000
Advertising Legal	174	-	310	-
General Liability Insurance	16,562	18,800	19,645	19,000
Equipment Rental	13,152	13,200	13,140	13,200
Leases & Fleet Transfers	124,768	121,620	121,623	79,800
Special Property Expense	-	-	2,433	-
Dues, Subscriptions, Membersh	540	900	974	900
Bank Card Fees	10,396	10,000	8,771	11,000
Miscellaneous Fees	525	1,000	200	800
<b>Total Services</b>	<b>207,962</b>	<b>213,820</b>	<b>226,875</b>	<b>170,600</b>
<b>Grant Expense</b>				
RAMP Grant Expenditures	16,143	100,000	86,803	-
<b>Total Grant Expense</b>	<b>16,143</b>	<b>100,000</b>	<b>86,803</b>	<b>-</b>
<b>Transfers</b>				
Shared Allocation	51,303	47,000	51,033	47,000
<b>Total Transfers</b>	<b>51,303</b>	<b>47,000</b>	<b>51,033</b>	<b>47,000</b>
<b>Capital Outlay</b>				
Airport Expansion Project	4,220,300	3,000,000	176,082	225,000
<b>Total Capital Outlay</b>	<b>4,220,300</b>	<b>3,000,000</b>	<b>176,082</b>	<b>225,000</b>
<b>Total Airport</b>	<b>4,979,459</b>	<b>3,838,970</b>	<b>979,746</b>	<b>901,997</b>

# Tourism Fund

The Tourism Fund is a Special Revenue Fund which derives a majority part of its revenue from Hotel Occupancy Taxes. This tax is levied on persons using hotel, motel or bed and breakfast rooms in the City of Granbury. The City currently imposes a tax of 7% of the price paid for a room.

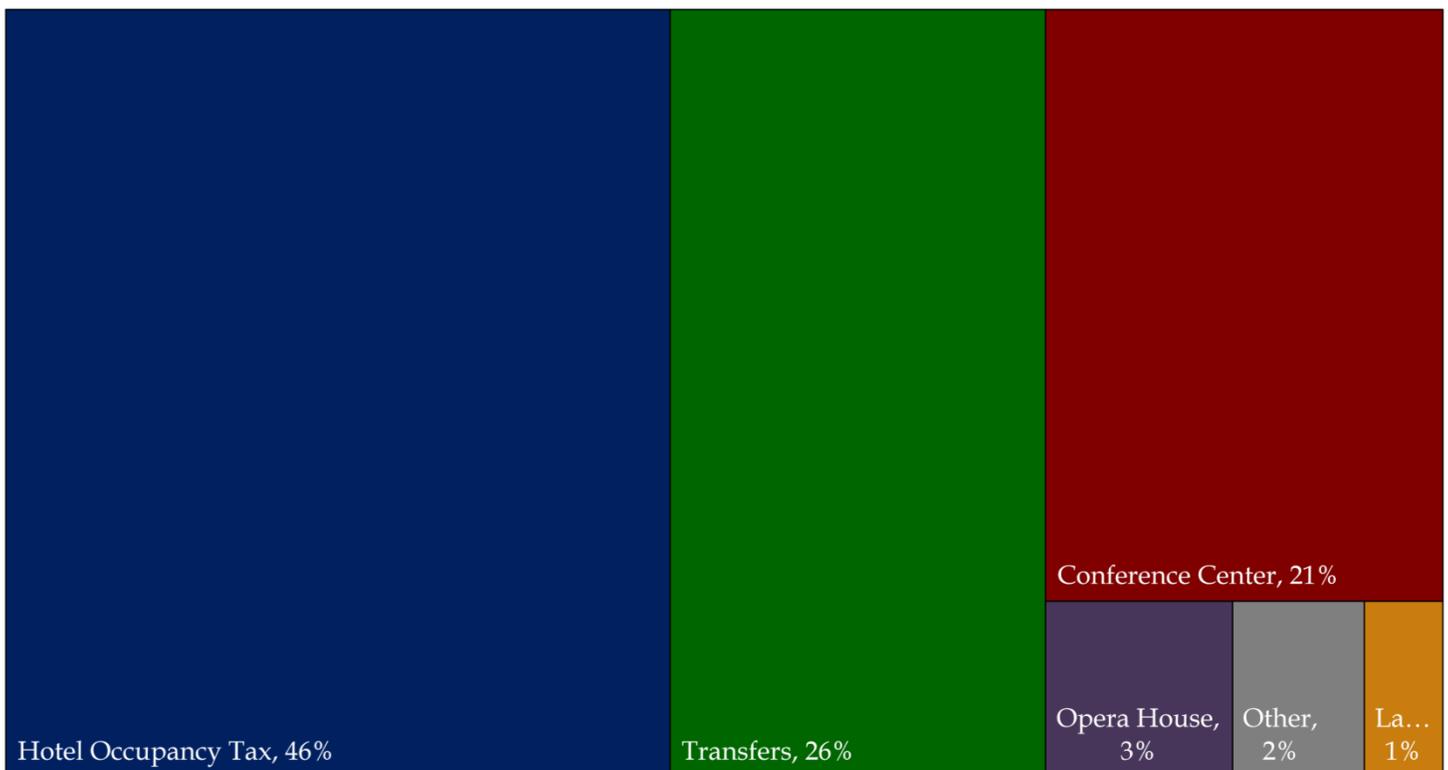
*Revenue from the municipal hotel occupancy tax may be used only to promote tourism and the convention and hotel industry.*

*According to the Texas Tax Code, Section 351.101, the City Council may contract with another governmental entity or private organization and delegate to them the responsibilities for the management or supervision of programs and activities funded with revenue from the hotel occupancy tax.*

## Tourism Fund Revenues

Revenue Type	Actual	Budgeted	Actual	Proposed
	FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Hotel Occupancy Taxes	844,772	750,000	653,155	700,000
Conference Center Income	418,892	446,100	240,660	323,000
Langdon Center Income	10,365	21,000	3,275	19,000
Interest Income	6,797	-	2,153	-
Opera House Income	45,000	45,000	45,000	45,000
Other Income	28,447	15,000	20,471	31,658
Transfers	336,530	316,982	316,982	395,305
<b>Total Revenues</b>	<b>1,690,803</b>	<b>1,594,082</b>	<b>1,281,696</b>	<b>1,513,963</b>

## Tourism Fund Revenue Fiscal Year 2020-2021



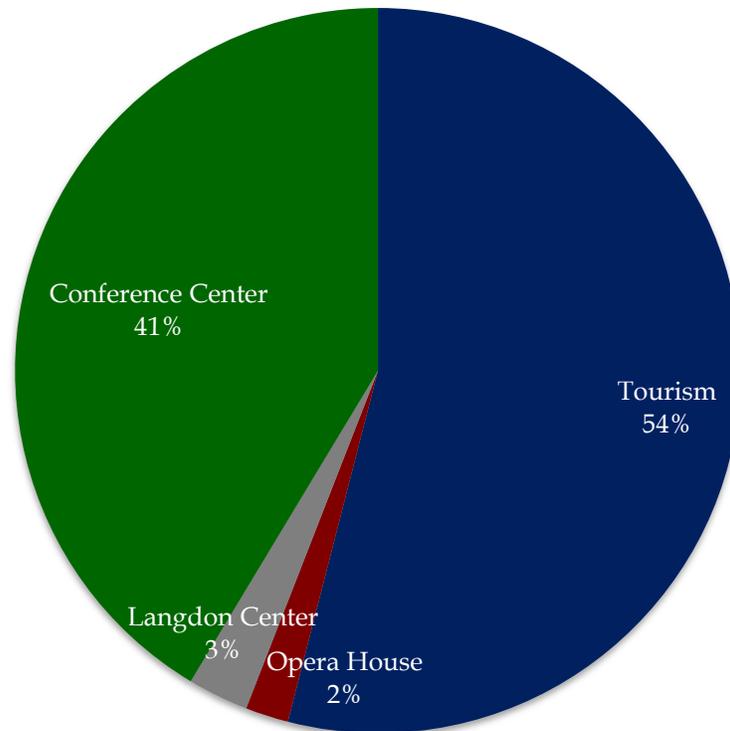
## Tourism Fund Revenues

Revenue Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Taxes</b>				
Hotel Occupancy Taxes	844,772	750,000	653,155	700,000
<b>Total Taxes</b>	<b>844,772</b>	<b>750,000</b>	<b>653,155</b>	<b>700,000</b>
<b>Langdon Center Income</b>				
Lang. Ctr. Facility Rental	10,365	21,000	3,275	19,000
<b>Total Langdon Center Income</b>	<b>10,365</b>	<b>21,000</b>	<b>3,275</b>	<b>19,000</b>
<b>Conference Center Income</b>				
Conf. Ctr. Facility Rental	204,653	185,500	98,733	140,000
Conf. Ctr. Catering Revenue	188,548	190,000	105,045	150,000
Conf. Ctr. Alcoholic Bev. Sales	51,478	50,000	49,705	30,000
Conf. Ctr. Service/Use Fees	17,698	19,100	8,494	10,000
Conf. Ctr. Equipment Rental	42,776	40,000	21,000	30,000
Conf. Ctr. Contracted Svc. Rev	-	12,000	-	-
Conf Ctr: Gratuity	375	-	-	-
Conf Ctr: Bar Svcs & Supplies	4,290	7,500	5,330	5,000
Conf. Ctr. Group Srvc Revenue	10,791	12,000	6,194	8,000
Conf. Ctr. Other Income	595	-	-	-
Conf. Ctr. Event Sales	5,725	-	919	-
Conf. Ctr. Discounts Given	(108,037)	(70,000)	(54,760)	(50,000)
<b>Total Conference C. Income</b>	<b>418,892</b>	<b>446,100</b>	<b>240,660</b>	<b>323,000</b>
<b>Interest</b>				
Interest Income	6,797	-	2,153	-
<b>Total Interest</b>	<b>6,797</b>	<b>-</b>	<b>2,153</b>	<b>-</b>
<b>Other Income</b>				
From Fund Balance	-	-	-	16,658
Sponsorships	-	-	6,250	-
Opera House Income	45,000	45,000	45,000	45,000
Opera House Utilities Reimb	9,769	-	-	-
Donations	4,368	-	7,774	-
Groups/Meetings Income	4,150	10,000	3,700	10,000
Other Income	7,173	5,000	453	5,000
Insurance Proceeds	5,928	-	2,238	-
Cash Short/Over	63	-	167	-
Other Discounts	(3,004)	-	(111)	-
<b>Total Other Income</b>	<b>73,447</b>	<b>60,000</b>	<b>65,471</b>	<b>76,658</b>
<b>Interfund Transfers</b>				
Transfer from General Fund	336,530	316,982	316,982	395,305
<b>Total Interfund Transfers</b>	<b>336,530</b>	<b>316,982</b>	<b>316,982</b>	<b>395,305</b>
<b>Total Revenues</b>	<b>1,690,803</b>	<b>1,594,082</b>	<b>1,281,696</b>	<b>1,513,963</b>

## Tourism Fund Expenditures

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
Tourism	580,054	779,593	699,420	817,352
Opera House	46,879	29,700	28,954	29,200
Langdon Center	38,559	36,500	40,873	41,000
Conference Center	808,099	723,289	542,868	626,411
Capital Outlay	108,961	25,000	72,402	-
<b>Total Expenditures</b>	<b>1,582,552</b>	<b>1,594,082</b>	<b>1,384,517</b>	<b>1,513,963</b>

### Tourism Fund Expenditures By Department



# GRANBLURY *Texas*

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# - Tourism -

## DEPARTMENT 14

### MISSION STATEMENT

To Promote and market Granbury as a premier leisure and meeting destination for the purpose of positively impacting the city's economy.

### DESCRIPTION

The Tourism department partners with hotels, bed & breakfasts, restaurants, and retailers to promote the city as an outstanding destination for leisure, business, conferences, and other activities. The department coordinates advertising and public relations for the City and even hosts journalists throughout the year, giving them an excellent Granbury experience.

STAFFING			
Title	2018-19	2019-20	2020-21
Convention & Visitors Bureau Director	1	1	1
Group & Leisure Travel/Event Coordinator	1	1	1
CVB Sales Manager	1	1	1
Part Time Visitor Information Specialist	5	5	5
PT Trolley Driver (FTE Equivalent)	1	1	1
<b>Total Staffing</b>	<b>9</b>	<b>9</b>	<b>9</b>

### OPPORTUNITIES AND CHALLENGES

#### Tourism Marketing Targets Opportunities

- Lake activities
- Recreational leagues & tournaments

#### Tourism Challenges

- Promoting tourism during the week days to businesses and educational groups
- Promoting tourism in the non-peek seasons

## OBJECTIVES AND STRATEGIES

### 1. Continue progress uniting community support

*Related to City Council Goal: Citizen Involvement*

- Monthly lodging association meetings, weekly Rise & Grind, signature drink competition, and Foodie Trail opportunities.
- V.I.P. (Visitor Information Professional) Volunteer ambassadors
- Visitor center, orientations, and FAM Tours

### 2. New tourism opportunities - Competitive position

*Related to City Council Goal: Tourism Development*

- Lake/ recreation tourism, sports tourism, eco tourism, and associations

### 3. Tourism Retention- Tourism Servicing

*Related to City Council Goal: Tourism Development*

- Enhance the visitor experience
- Trolley, transportation, and parking support

### 4. Support, Grow, and Develop new events

*Related to City Council Goal: Tourism Development*

- Funding grant program



# Tourism Expenditures

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Personnel</b>				
Salaries	190,700	259,641	251,720	258,290
FICA	14,426	19,876	18,936	19,989
Leave	1,109	-	-	-
Overtime	411	-	-	-
Retirement	23,846	30,995	30,780	32,595
Longevity	-	130	130	630
Insurance	16,153	20,022	20,424	21,753
Workers Compensation	486	1,303	420	1,189
Texas Workforce Commission	346	1,531	1,193	2,006
Car Allowance	5,677	-	7,283	7,200
<b>Total Personnel</b>	<b>253,154</b>	<b>333,498</b>	<b>330,885</b>	<b>343,652</b>
<b>Supplies &amp; Maintenance</b>				
Office Supplies	1,863	3,000	919	3,000
Books, Maps, Pamphlets	-	-	-	-
Copier Expense	3,198	5,000	4,787	6,500
Janitorial Supplies	467	1,200	1,616	2,200
Items for Resale	574	-	-	-
Visitor Center Hospitality	2,003	-	1,558	2,000
Wearing Apparel	265	1,500	719	1,500
Vehicle Fuel	3,725	2,500	1,768	4,000
Non-Capital Tools & Equip	5,773	-	442	-
Software	-	39,700	39,700	39,700
Maintenance of Buildings	4,526	-	613	-
Maintenance- Vehicles	7,948	4,500	10,993	10,000
Maintenance of Holiday Décor	1,473	-	-	-
<b>Total Supplies &amp; Maint</b>	<b>31,815</b>	<b>57,400</b>	<b>63,115</b>	<b>68,900</b>

# Tourism Expenditures

*Continued*

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Services</b>				
Consultants, Architects	94,140	3,000	-	79,200
Telephone	4,101	4,100	4,129	4,400
Postage	728	3,000	652	1,000
Travel/Training	14,497	18,000	6,319	20,000
Advertising & Promotions	65,499	209,000	198,813	100,000
Printing	6,296	-	1,658	8,000
General Liability Insurance	1,243	2,000	1,262	5,000
Transportation/Rental Lease	1,835	4,500	-	3,000
Leases & Fleet Transfers	-	750	750	800
Rent	31,250	37,500	37,500	37,500
Dues/Subscriptions/Membersh	5,603	4,345	6,585	3,500
Contracted Services	2,456	10,500	7,736	-
Tourism Promotions	2,610	-	11,386	34,000
Trade Shows	689	11,500	4,595	9,000
Group Services	6,749	-	1,034	13,000
Miscellaneous Fees	-	1,000	-	2,000
Public Relations	1,497	-	-	4,000
<b>Total Services</b>	<b>239,193</b>	<b>309,195</b>	<b>282,420</b>	<b>324,400</b>
<b>Other Services</b>				
Granbury Cultural Arts Commission	-	-	-	10,000
Grant Funding	45,892	69,500	13,000	60,400
Chamber Operations	10,000	10,000	10,000	10,000
<b>Total Services</b>	<b>55,892</b>	<b>79,500</b>	<b>23,000</b>	<b>80,400</b>
<b>Capital Outlay</b>				
Other Vehicles	8,412	-	5,000	-
<b>Total Capital Outlay</b>	<b>8,412</b>	<b>-</b>	<b>5,000</b>	<b>-</b>
<b>Total Tourism</b>	<b>588,466</b>	<b>779,593</b>	<b>704,420</b>	<b>817,352</b>

OTHER FUNDS

# - Conference Center -

## DEPARTMENT 19

### MISSION STATEMENT

The primary objective of the Lake Granbury Conference Center is to create maximum hotel occupancy and increase the occupancy tax within the City. We encourage use of the Lake Granbury Conference Center for events ranging from day meetings, social events, corporate and convention meeting groups. This exposure and aggressive marketing will help to make Granbury become a true destination City.

### DESCRIPTION

Lake Granbury Conference Center (LGCC) is a 20,000-square-foot facility owned and operated by the City of Granbury. It offers meeting and banquet space with complete audio-visual services, internet access, and the ability to rent many of the ancillary and decorative items event planners might need. The Conference Center operates year-round, hosting a wide variety of functions including: business meetings, conferences and training, weddings, reunions, banquets, community gatherings and more.

STAFFING			
Title	2018-19	2019-20	2020-21
Conference Center Manager	1	1	1
Sales Executive	1	1	1
Event Coordinator	1	1	1
Event Attendant	1	1	1
Group Technician	2	2	2
Bartenders (FTE Equivalent)	1	1	1
<b>Total Staffing</b>	<b>7</b>	<b>7</b>	<b>7</b>

### OPPORTUNITIES AND CHALLENGES

The greatest challenge for any conference center is the ability to book mid-week conferences and events that will include overnight stays in local hotels. At Lake Granbury Conference Center, this challenge is made greater by the fact that the center can accommodate events with many more attendees than any one lodging facility in the area can hold. This often prevents meeting planners from booking corporate conferences or events that require sleeping rooms for more than 80 people.

While the LGCC has capacity for mid-sized corporate and celebratory events, some building logistics create challenges in hosting those events. The meeting rooms on the second floor can accommodate 250 attendees, yet there is only one elevator in the building. The facility can hold several hundred people, but there are only 105 parking spaces, with only four (4) designated for the disabled. There is overflow parking available across Pearl Street at Hewlett Park, but that walking distance is off-putting to some meeting planners. Alternatives involving the offer of valet parking for events may need to be examined in the future.

## OBJECTIVES AND STRATEGIES

### 1. Provide excellent service to clients before and during events at the conference center.

*Related to City Council Goal: Service Delivery.*

- Properly staff events to provide a high quality of service.
- Research the client’s needs prior to event via email, phone or in person, and adjust as necessary to accommodate client.
- Use Social Tables cloud-based program to create room set- ups (table layouts and seating charts) for client to view in 3D, and get client to approve prior to event.
- Order adequate supplies ahead of event, supplement as necessary, even in emergencies, to meet client’s needs.
- Accommodate schedule exceptions whenever possible (early or late hours).
- Solicit feedback via survey forms and web submissions for improvement of service levels.
- Constant upkeep of the facility for cleanliness and appearance.
- Conduct ongoing customer service training with LGCC Team.

### 2. Provide current technology and up-to-date facilities and amenities for events.

*Related to City Council Goal: Service Delivery.*

- Developing new staff audio visual training video

### 3. Augment the City’s previous efforts to market the LGCC with targeted advertising, promotions, and use of social media.

*Related to City Council Goal: Tourism Development*

- Utilize social media more effectively and consistently to promote the LGCC, the kinds of events it can host, and the level of customer service provided by the staff.
- Work collaboratively with promoting tourism and owners/managers of lodging facilities to develop promotions that encourage bookings of events that include overnight stays.
- Develop an “I Love Granbury App” to better serve our citizens on a mobile platform.

Objective	Performance Measure	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020
3	Facebook "Likes" (LakeGranburyConferenceCenter)	2,410	2,558	2,777	2,908
3	Social Media Portals	1	2	2	2

2016-2017: “I Love Granbury App”

2018-2019: New LGCC dedicated website

# Conference Center Expenditures

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Personnel</b>				
Salaries	203,215	234,461	201,172	224,865
FICA	15,413	17,465	14,496	16,184
Leave	6,758	-	1,548	-
Overtime	3,380	2,000	4,866	1,000
Retirement	28,534	32,277	32,695	33,934
Longevity	130	760	-	810
Insurance	28,642	33,370	34,040	36,255
Workers Compensation	4,105	3,448	3,163	3,089
Texas Workforce Commission	444	1,458	603	1,574
<b>Total Personnel</b>	<b>290,621</b>	<b>325,239</b>	<b>292,582</b>	<b>317,711</b>
<b>Supplies &amp; Maintenance</b>				
Office Supplies	1,317	1,000	283	600
Copier Expense	3,224	5,000	2,760	3,000
Concessions for Resale	-	-	106	-
Alcoholic Beverage for Resale	22,298	11,400	9,976	15,000
Janitorial Supplies	3,248	2,750	2,207	2,500
Ancillary Items	1,583	6,000	1,605	2,000
Bar Supplies	2,016	2,000	668	1,500
Wearing Apparel	289	1,150	40	500
Vehicle Fuel	768	500	-	-
Non-Capital Equipment	6,649	6,000	4,252	6,000
Software	7,713	15,800	13,033	6,000
Maintenance of Buildings	16,482	15,000	13,874	15,000
Maintenance of Vehicles	1,471	450	36	-
<b>Total Supplies &amp; Maint</b>	<b>67,058</b>	<b>67,050</b>	<b>48,841</b>	<b>52,100</b>

# Conference Center Expenditures

*Continued*

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Services</b>				
Consultants, Architects, Engin	6,500	-	-	-
Utilities	58,918	61,500	42,616	59,000
Telephone	1,282	2,100	1,034	1,600
Postage	503	400	16	-
Travel/Training	3,479	5,000	2,218	2,500
Advertising Promotions	137,633	-	10,587	-
Printing	93	-	-	-
General Liability Insurance	10,543	10,000	12,419	9,000
Catering Services	188,923	190,000	105,045	150,000
Contract Services	1,708	6,000	5,813	-
Equipment Rental/Lease	17,496	15,000	9,492	15,000
Dues, Subscriptions, Membersh	1,599	2,500	664	2,000
Contract Services- AV Equip	-	12,000	560	-
Trade Shows	2,635	4,000	872	-
Mixed Beverage Gross Rec Tax	4,077	5,000	3,673	4,000
Group Services	5,835	6,000	3,175	3,500
Bank/ Misc Fees	3,079	4,000	2,990	3,000
Miscellaneous Fees	5,617	6,500	-	6,500
Misc Expenses / Disposables	500	1,000	272	500
<b>Total Services</b>	<b>450,420</b>	<b>331,000</b>	<b>201,445</b>	<b>256,600</b>
<b>Capital Outlay</b>				
Buildings Improvement	-	25,000	24,538	-
Signs	33,889	-	42,864	-
Miscellaneous Toos	66,660	-	-	-
<b>Total Capital Outlay</b>	<b>100,549</b>	<b>25,000</b>	<b>67,402</b>	<b>-</b>
<b>Total Conference Center</b>	<b>908,648</b>	<b>748,289</b>	<b>610,270</b>	<b>626,411</b>

# - Opera House -

## DEPARTMENT 16

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Supplies &amp; Maintenance</b>				
Maintenance of Buildings	21,638	14,500	10,936	14,000
<b>Total Supplies &amp; Maint</b>	<b>21,638</b>	<b>14,500</b>	<b>10,936</b>	<b>14,000</b>
<b>Services</b>				
Utilities*	6,538	1,200	1,526	1,200
Postage	5,397	-	-	-
General Liability Insurance	13,306	14,000	16,492	14,000
<b>Total Services</b>	<b>25,241</b>	<b>15,200</b>	<b>18,018</b>	<b>15,200</b>
<b>Total Opera House</b>	<b>46,879</b>	<b>29,700</b>	<b>28,954</b>	<b>29,200</b>

\*The renewed agreement between the City and the leasee of the Opera House, Granbury Theater Company, allowed for the leasee to pay for utilities directly instead of the City facilitating the pass-thru. Remaining budget is for another City facility, not currently being leased.



# - Langdon Center -

## DEPARTMENT 18

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Supplies &amp; Maintenance</b>				
Maintenance of Buildings	11,275	8,000	9,253	8,000
<b>Total Supplies &amp; Maint</b>	<b>11,275</b>	<b>8,000</b>	<b>9,253</b>	<b>8,000</b>
<b>Services</b>				
Utilities	25,728	26,900	29,689	31,400
General Liability Insurance	1,556	1,600	1,931	1,600
<b>Total Services</b>	<b>27,284</b>	<b>28,500</b>	<b>31,620</b>	<b>33,000</b>
<b>Total Langdon Center</b>	<b>38,559</b>	<b>36,500</b>	<b>40,873</b>	<b>41,000</b>

OTHER FUNDS



# GRANBLURY *Texas*

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# Granbury Historic Properties Fund

Granbury Historic Properties Corporation was established in September 2009 to assist the City in acquisition and control of Historical properties deemed important to the growth and development of the City. This entity is considered a government entity as it is a component of the City of Granbury.

**2019-2020 Board of Directors:**

Chris Coffman	§	President
Mitch Galvan	§	Vice President
Rick Crownover	§	Secretary

# Granbury Historic Properties Revenue

Revenue Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Interest</b>				
Interest Income	773	-	299	-
<b>Total Interest</b>	<b>773</b>	<b>-</b>	<b>299</b>	<b>-</b>
<b>Interfund Transfers</b>				
Transfer from General Fund	40,000	40,000	40,000	40,000
<b>Total Interfund Transfers</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>
<b>Total Revenues</b>	<b>40,773</b>	<b>40,000</b>	<b>40,299</b>	<b>40,000</b>

# Granbury Historic Properties Expenditures

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Supplies &amp; Maintenance</b>				
Non-Capital Equipment	-	-	-	-
Maintenance- Buildings	-	-	-	-
<b>Total Supplies &amp; Maint</b>	-	-	-	-
<b>Services</b>				
Loan Payment	37,535	40,000	38,729	40,000
Miscellaneous Fees	-	-	-	-
<b>Total Services</b>	37,535	40,000	38,729	40,000
<b>Total Historical Properties</b>	37,535	40,000	38,729	40,000

# GRANBURY *Texas*

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# Fleet Replacement Fund

The fleet fund was established in FY 2019-2020 and is an internal service fund responsible for the acquisition and/or replacement of City vehicles. This fund is funded through transfers from the city departments which are determined by dividing the estimated future replacement costs by the anticipated life for each vehicle. This transfer system stabilizes other funds by allowing for annual payments for replacements rather than a one-time increase at the time of replacement.

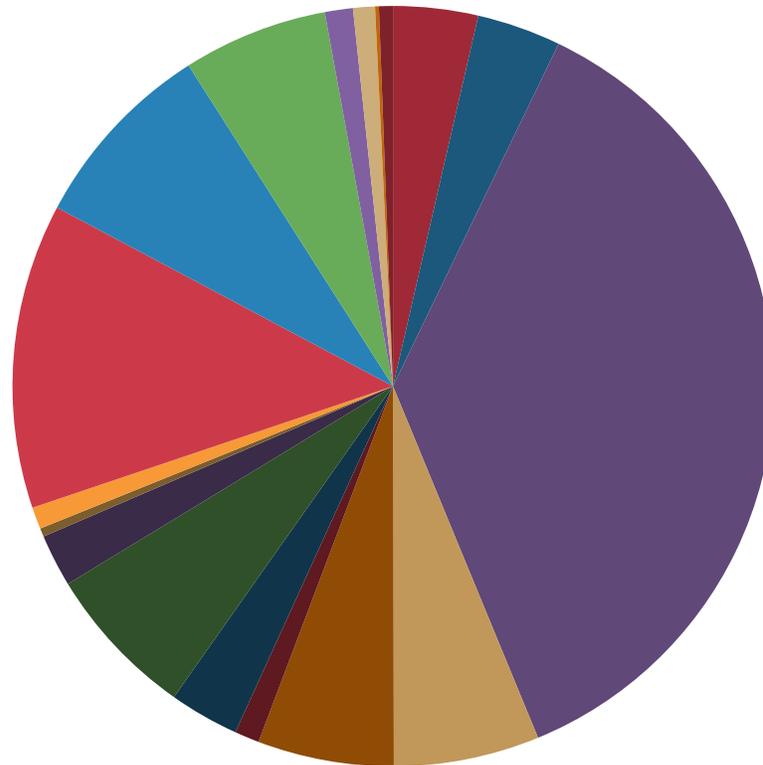
## 2019-2020 Fleet Committee Members:

Michael Ross	§	Chairman
Rick Crownover	§	Vice Chairman
Eva Gregory	§	Finance Representative
Terry Johnson	§	Assistant Public Works Director- Maintenance
Jason Barber	§	Assistant Public Works Director- Utilities
Mitch Galvan	§	Chief of Police
Aaron McLain	§	Parks Director
Jim Cook	§	Building Official
Christy Russell	§	Purchasing Representative
Richard Durant	§	Fleet Superintendent
Cassie Bethune	§	Recording Secretary

# Fleet Replacement Fund Revenue

Revenue Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>General Fund Fleet Transfers</b>				
IT Transfer	-	600	600	-
Warehouse Transfer	-	18,125	18,125	18,200
Building & Permits Transfer	-	17,950	17,950	18,000
Community Development Transfer	-	600	600	-
Police Transfer	-	185,000	185,000	185,000
Fire Transfer	-	31,250	31,250	31,300
Streets Transfer	-	29,150	29,150	29,200
Fleet Maint. Transfer	-	5,250	5,250	5,300
Building Maint. Transfer	-	15,000	15,000	15,000
Parks Transfer	-	33,000	33,000	33,000
<b>Total General Fund Transfers</b>	<b>-</b>	<b>335,925</b>	<b>335,925</b>	<b>335,000</b>
<b>Utility Fund Fleet Transfers</b>				
Meter Reading Transfer	-	11,250	11,250	11,300
Ground Water Transfer	-	1,800	1,800	1,800
Water Treatment Transfer	-	4,650	4,650	4,700
Electric Transfer	-	65,500	65,500	65,500
Water Distribution Transfer	-	41,400	41,400	41,400
Wastewater Treatment Transfer	-	31,100	31,100	31,100
Wastewater Collection Transfer	-	6,000	6,000	6,000
Public Works Transfer	-	4,650	4,650	4,700
<b>Total Utility Fund Transfers</b>	<b>-</b>	<b>166,350</b>	<b>166,350</b>	<b>166,500</b>
<b>Other Funds Fleet Transfer</b>				
Tourism Transfer	-	750	750	800
Airport Transfer	-	3,000	3,000	3,000
<b>Total Airport Fund Transfers</b>	<b>-</b>	<b>3,750</b>	<b>3,750</b>	<b>3,800</b>
<b>Other Revenue</b>				
Fund Balance Used	-	-	-	484,530
Sale of Asset/ Auction- GF	28,985	-	-	
Sale of Asset/ Auction- UF	14,967	-	-	
Interest Income	80	-	1,234	
<b>Total Other Revenue</b>	<b>44,032</b>	<b>-</b>	<b>1,234</b>	<b>484,530</b>
<b>Interfund Transfers</b>				
Transfer from General Fund	-	700,000	700,000	-
Transfer from Utility Fund	-	600,000	500,000	-
<b>Total Interfund Transfers</b>	<b>-</b>	<b>1,300,000</b>	<b>1,200,000</b>	<b>-</b>
<b>Total Revenues</b>	<b>44,032</b>	<b>1,806,025</b>	<b>1,707,259</b>	<b>990,630</b>

## Annual Transfers by Department Fiscal Year 2020-2021



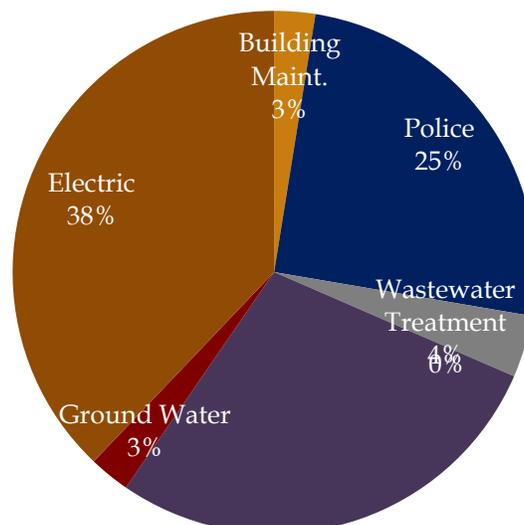
- |                      |                        |                         |
|----------------------|------------------------|-------------------------|
| ■ Warehouse          | ■ Building & Permits   | ■ Police                |
| ■ Fire               | ■ Streets              | ■ Fleet                 |
| ■ Bldg Maintenance   | ■ Parks                | ■ Meters                |
| ■ Ground Water       | ■ Water Treatment      | ■ Electric              |
| ■ Water Distribution | ■ Wastewater Treatment | ■ Wastewater Collection |
| ■ Public Works       | ■ Tourism              | ■ Airport               |

\*The transfers from the City departments are determined by dividing the estimated future replacement cost by the anticipated life for each vehicle.

## Fleet Replacement Fund Expenditures

Expenditure Type	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Adopted FY 2020-2021
<b>Capital Outlay-General Fund</b>				
Automobile/Car- Police	-	310,000	282,633	249,000
Pickup/Truck- Streets	-	25,000	-	-
Pickup/Truck- Building Maint.	-	45,000	-	25,000
Pickup/Truck- Parks	-	35,000	-	-
Heavy Constrn. Equip- Streets	-	-	-	277,830
Other Vehicles- Fire	-	200,000	179,880	-
<b>Total GF Capital Outlay</b>	-	<b>615,000</b>	<b>462,513</b>	<b>551,830</b>
<b>Capital Outlay-Utility Fund</b>				
Automobile/Car- Public Works	-	20,000	-	-
Pickup/Truck- Ground Water	-	30,000	-	25,000
Pickup/Truck- Water Treatment	-	30,000	-	-
Pickup/Truck- Water Distribution	-	65,000	64,085	-
Pickup/Truck- WW Treatment	-	-	-	38,000
Pickup/Truck- WW Collection	-	30,000	-	-
Heavy Constrn. Equip- Electric	-	-	-	375,000
Heavy Constrn. Equip- WW Treatment	-	145,000	131,408	-
Heavy Constrn. Equip- WW Collection	-	360,000	70,834	-
<b>Total UF Capital Outlay</b>	-	<b>680,000</b>	<b>266,327</b>	<b>438,000</b>
<b>Total Fleet Fund</b>	-	<b>1,295,000</b>	<b>728,841</b>	<b>989,830</b>

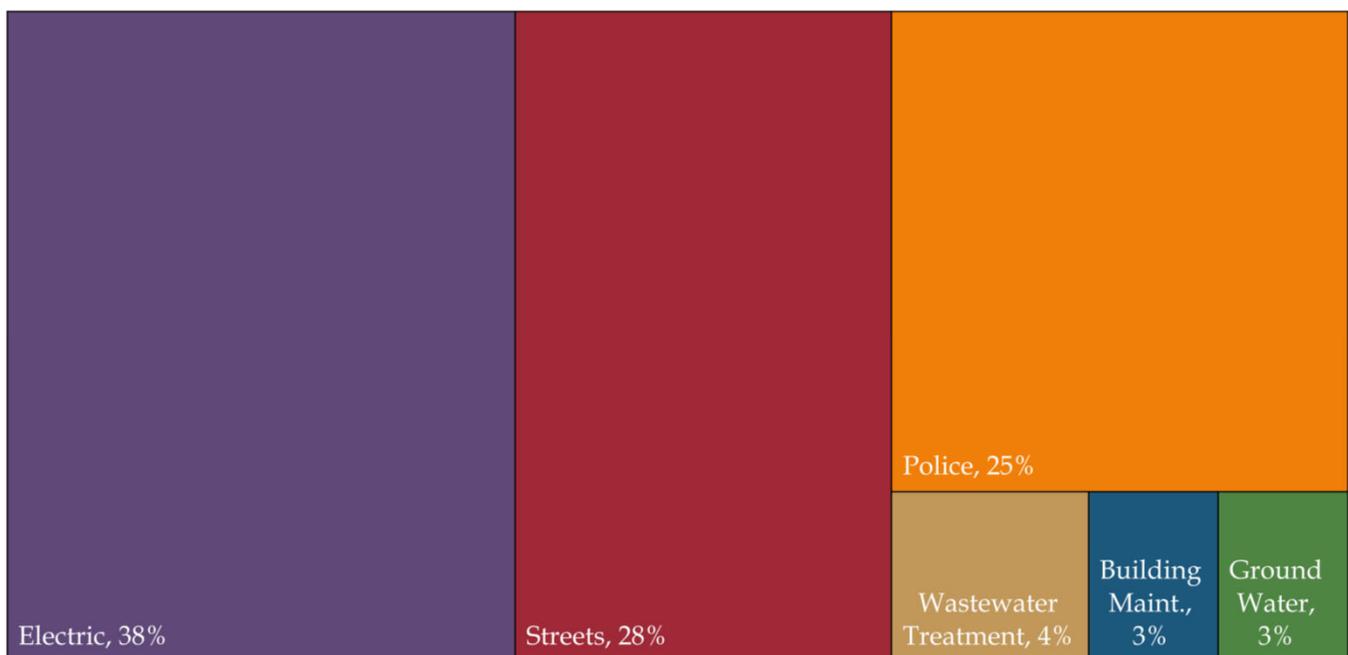
## Fleet Fund Expenditures Fiscal Year 2020-2021



## Fleet Purchases Fiscal Year 2020-2021

Description	Amount
<b>Police</b>	
Patrol Vehicles with Equipment (3)	249,000
<b>Streets</b>	
Street Sweeper	277,830
<b>Building Maintenance</b>	
Truck	25,000
<b>Ground Water</b>	
Truck	25,000
<b>Electric</b>	
Bucket Truck	375,000
<b>Wastewater Treatment</b>	
Service Truck	38,000
<b>Total</b>	<b>989,830</b>

OTHER FUNDS



# GRANBLURY *Texas*

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# Capital Improvements

A Capital Improvement Program is a schedule of public physical improvements to be constructed with estimated resources available to finance the projected expenditures.

Capital Improvements are any expenditure of public funds for the purchase, construction, rehabilitation, replacement or expansion of the physical assets of the community when the project is relatively large in size, expensive (the City's capital threshold is \$5,000), long-term and permanent. Some common examples include streets, tennis courts, fire stations, water and sewer lines and fire engines. Capital expenditures are financed from a variety of sources to include long-term and short-term debt, current revenues, and grants from other governmental entities and donations from foundations, businesses, individuals and non-profit organizations. A detailed listing of financing methods is found on the following pages.

## FUNCTIONS OF A CAPITAL IMPROVEMENT PROGRAM

- Estimating capital project requirements, budgeting priority projects and developing revenue sources for proposed improvements.
- Scheduling all capital projects over a fixed period with the appropriate planning implementation and informing the public of projected capital improvements.
- Coordinating the activities of various departments in meeting project schedules.
- Monitoring and evaluating the progress of capital projects.

## CAPITAL IMPROVEMENTS POLICY

The City of Granbury prioritizes the funding of capital projects on the basis of a Capital Improvements Plan. The functions of the Capital Improvement Plan are as follows:

- Estimating capital project requirements.
- Scheduling all capital projects over a fixed period with appropriate planning and implementation.
- Budgeting priority projects and developing revenue sources for proposed improvements.
- Coordinating the activities of various departments in meeting project schedules.
- Monitoring and evaluating the progress of capital projects.
- Informing the public of projected capital projects.

The following questions are considered when justifying a project:

- What is the relationship of the project to the progress of the entire city?
- Is the project part of a large program? How does it relate to the goals of the program?
- How many citizens will be helped by it? How many citizens will be harmed or inconvenienced if the project is not considered?
- Will it add to the value of the surrounding area? Will it increase the valuation of local property?
- Will it increase efficiency or performance of a service? Will it reduce the on-going costs of a service or facility?
- Will it provide a service required for economic development of the community? What improvements would be of the most value in attracting commercial and industrial firms?
- Is the project required to complete or make fully usable a major public improvement?
- Will rapid urban growth in the area of the proposed project increase the costs of land acquisition if the project is deferred?
- Is the project well identified by the citizens? Does it have established voter appeal?
- Is the project needed to protect public health or safety?

## **METHODS OF FINANCING CAPITAL IMPROVEMENTS PROJECTS**

### **Certificates of Obligations**

Certificates of Obligations are issued with limited revenues pledged by the water, sewer and electric systems. Voter approval is not required.

### **Donations**

Donations are periodically received, by the City, from individuals, businesses, foundations and non-profit organizations.

### **Earmarked Funds**

With Earmarked Funds, monies are accumulated in advance or set aside for capital construction or purchase. The accumulation may result from surplus of earmarked operational revenues or sale of capital assets.

### **Fleet Replacement Fund**

The Fleet Replacement Fund will be funded through transfers from other funds, interest revenue, and sale of City assets. The purpose of the Fleet Replacement Fund is to ensure that adequate funds are available to purchase vehicles and equipment, to stabilize budgeting for major purchases, and to provide a systematic, citywide approach to procurement and disposition of the fleet. The goal is to provide sufficient cash flow for annual purchases. The annual transfer to this fund will be determined by dividing the anticipated future replacement costs of the asset by the anticipated life of each vehicle and piece of equipment for each department.

## **Enterprise Funds**

Enterprise Funds are established from the delivery of specific services - where money paid to administer the services and the expenses (as a result of providing services) are accounted for separate from the general fund budget of the City.

## **General Fund**

General Fund is the financing of improvements from revenues such as general taxation, fees and service charges.

## **General Obligation Bonds**

With General Obligation bonds, the taxing power of the jurisdiction is pledged to pay interest and retire the debt. General Obligation Bonds can be sold to finance permanent types of improvements such as municipal buildings, streets and parks and recreation facilities. Voter approval is required.

## **Revenue Bonds**

Revenue Bonds frequently are sold for projects that produce revenues, such as water, sewer and electric systems. Voter approval is not required.

## **Special Assessments**

Public works that benefit particular properties may be financed more equitably by special assessments (i.e., paid by those who directly benefit).

## **State and Federal Grants**

State and Federal Grant-in-Aid programs are available for financing a number of programs. These may include streets, water and sewer facilities, airports, parks and playgrounds. The costs of funding these facilities may be borne completely by grant funds or a local share may be required.

## **SUMMARY OF 2020-21 CAPITAL IMPROVEMENTS**

The capital improvements scheduled for Fiscal Year 2020-21 are investments in technology capital projects to help increase efficiency within departments like network segmentation, radio software upgrades, and city hall surveillance. Park improvements are proposed such as a toddler play structure, new rubber mulch, and a zero turn mower.

In the Utility Fund, the City will continue a 5 year replacement of all electric meters to the same advanced metering system as the water meters completed in prior years. Additional equipment is needed in various utility departments such as silent check valves, hydrant exerciser, turbidimeters, voltage frequency drives, and a dewatering box. The City will continue to set aside funds in a reserve account in order to prepare for the replacement of the membranes at the new WTP facility. Infrastructure improvements will be invested in the electric system due to some unfunded mandates, and the water distribution and wastewater collections systems.

The following pages identify in greater detail the capital improvements that have been authorized in Fiscal Year 2020-21. All projects and equipment are listed by fund and then by service category.

# Capital Improvements

## General Fund

### Fiscal Year 2020-2021

Description	Amount
<b>Technology</b>	
Network Segmentation	45,000
Radio Encryption Software	26,000
City Hall Surveillance	40,000
<b>Parks Improvements</b>	
Toddler Play Structure	55,500
Mulch Replacement	33,500
Zero Turn Mower	10,750
<b>Building Improvements</b>	
Bridge Street Paint & Siding	19,000
<b>Total General Fund Capital</b>	<b>229,750</b>



# Capital Improvements

## General Fund

Network Segmentation- In order to better comply with CJIS, the City's IT consultants recommends the addition of a separate "highway" for network traffic in order to protect data security.

Radio Software Upgrades- the Granbury Police Department recently upgraded the department's radios. Now, with the move from analog to digital, this investment will upgrade the software in the newly purchased radios in order to ensure communication with all other public safety departments in Hood County.

City Hall Surveillance- The surveillance system at City Hall was installed when the building was built back in 2005. Therefore, an upgrade is needed to a better level of technology in the camera and recording software. Every year, the Court assess a fee on warrants that is reserved to only be used for Court Building Security. These reserves will be used to fund part of the project related to Municipal Court Security.

Painting & Siding at Bridge Street History Center- Last year the front and sides of the Bridge Street History center were restored and repaired. This final amount will be to complete the project on the back side of the building, using the donations the City holds in reserves for the Bridge Street History Museum.

Toddler Play Structure at City Park- In 2017, the City replaced the play structure for children ages 6-12 for a safer design and newer material. However, the toddler play structure meant for children 2-6 is still an older wooden structure that was installed back in 1999. This newer structure for the toddler age children will be cleaner, safer and match the more recent children's structure adjacent to it at the City Park.

Mulch Replacement- The City will replace the mulch under each child's play structure from wooden chips to the new recycled rubber pieces. This new material is safer for children and has a longer useful life.

Zero-Turn Mower- To keep up with the constant wear and tear on the parks' grounds keeping equipment, the Parks Director has long since established an annual replacement program on all grounds keeping equipment in order to maintain an efficient fleet that is always in good working order.

# Capital Improvements

## Utility Fund

Fiscal Year 2020-2021

Description	Amount
<b>Meters</b>	
Replacement Electric Meters	170,000
New Water Meters	70,000
<b>Equipment</b>	
Silent Check Valves (Matlock)	8,000
Hydrant "Buddy" Valve Exerciser	6,000
Dewatering Box	20,000
WTP Membrane Replacement Fund	100,000
Turbidimeters	26,500
Voltage Frequency Drive (VFD)	11,000
<b>Electric Infrastructure</b>	
Electric CIP	120,000
HB4150 System Lake Crossing	237,000
HB4150 System Inspection	100,000
<b>Water Infrastructure</b>	
Josiah & Meadowlark Tie-In	10,000
<b>Wastewater Infrastructure</b>	
Lift Station #13 Upgrade	275,000
Clay Pipe Replacement	210,000
<b>Total Utility Fund Capital</b>	<b>1,363,500</b>

## Capital Improvements

### Utility Fund

Water Meters: Purchase water meters and meter boxes to keep as stock for developers to purchase from the City to install at new developments.

AMI Electric Meters: Purchase electric meters and meter boxes to keep as stock for developers to purchase from the City to install at new developments and to replace the current radio-read electric meters with AMI meters for customers to track electric usage and City staff to perform safe and cost-efficient disconnects.

Silent Check Valves- Replacement at the Matlock pump-station that prevents flow reversal. The current mechanism there is a sub-par swing valve.

Hydrant “Buddy” Valve Exerciser- cordless electric valve for working on fire hydrants. The City staff dedicated to working on hydrants is opening them manually. This will be more efficient and safer.

Dewatering Box- a membrane lined dumpster for filtering out water from sludge to be hauled off after being filtered out at the water treatment plant.

Turbidimeters- used on the microfiltration units, they measure the turbidity or “suspended particles” in the water using a laser light. The current turbidimeters at the plant are obsolete and the constant measurement is a requirement for TCEQ.

Voltage Frequency Drive (VFD)- Used at the plant to drive the electric motor on the RO skid. The plant employs the use of several and often one goes down during the year, so this is proactive budgeting for this larger capital expense to have one as back up instead of needing an emergency procurement.

Membrane Replacement Sinking Fund: Annual reserve of funds for the future purchase of replacement membranes and filters used in the reverse osmosis system at the Water Treatment Plant.

Electric Distribution Line Improvements: Upgrade the electrical system to increase efficiency and reduce outages.

HB4150 System Lake Inspection/Crossing- HB4150 requires all electric line crossings over water ways to be inspected and if found to not meet the new standard height will have to be remedied by Dec 2021.

Josiah & Meadowlark Tie-In- Two water distribution lines are 55’ apart where they would meet at the Josiah Way & Meadow Lark Ln. By installing the additional line of water pipe this will tie-in two systems to allow for flushing and better water pressure for fire flows.

Lift Station #13 (Sandstone/Bella Vista)- This lift station was installed to meet the fully capacity of Abe’s Landing neighborhood. However, two new development have started to be developed in the area (Sandstone & Bella Vista) therefore, the capacity of this lift station needs to be increased to meet the new demand.

Clay Pipe Replacement- Replace approximately 2,000’ of old clay pipe in the City’s wastewater collection system.

# Capital Improvements

## Airport Fund Fiscal Year 2020-2021

Description	Amount
<b>Airport</b>	
Airport Master Plan	225,000
<b>Total General Fund Capital</b>	<b>225,000</b>

Airport Master Plan: This process will define the requirements for our current airport expansion including infrastructure over the next 10 years. It will also provide a tool for city leadership and business/community leaders to plan future economic development opportunities on the airport. Due to the partnership with TXDOT on the Airport Expansion Project, The airport is required to maintain an accurate Airport layout Plan (ALP) which is one component of the master plan. The Airport will be able to use some reserve funds to off-set the full cost of this plan.

## City-Wide Lease Obligations

Dept	Equipment/Project	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	Final Payment
Fire	Spartan Side-Mounted Pumper	93,231	93,231	93,231	93,231	93,231	Mar 2025
Fire	Light & Air Truck	53,426	53,426	53,426	13,357	-	Dec 2023
<b>Total for General Fund</b>		<b>146,658</b>	<b>146,657</b>	<b>146,657</b>	<b>106,588</b>	<b>93,231</b>	
Airport	2013 T-Hangars Refinance	36,294	-	-	-	-	Feb 2021
Airport	Maintenance & Storage Hangar	40,423	40,423	40,423	40,423	40,423	Feb 2028
<b>Total for Airport</b>		<b>76,717</b>	<b>40,423</b>	<b>40,423</b>	<b>40,423</b>	<b>40,423</b>	
<b>City-Wide Lease Obligation</b>		<b>223,375</b>	<b>187,080</b>	<b>187,080</b>	<b>147,011</b>	<b>133,655</b>	

# Major Capital Projects

<b>Project Name</b>	<b>Police Station</b>	
<b>Priority</b>	High	
<b>Department</b>	Police	
<b>Project Location</b>	Reunion Court & Loop 567	
<b>Funding Source</b>	2020 CO Bond	

	Prior Years	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
<b>Land Acquisition</b>	1,221,000						1,221,000
<b>Design &amp; Engineering</b>	414,500	111,250					525,750
<b>Construction</b>		6,307,500	4,000,000				10,307,500
<b>Equipment</b>		210,000	850,000				1,060,000
<b>Other Prof Services</b>			12,000				12,000
<b>Other</b>							-
<b>Total</b>	<b>1,635,500</b>	<b>6,628,750</b>	<b>4,862,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>13,126,250</b>

### Description (Justification and Explanation)

The current Police Department is located within City Hall, but the department has outgrown that space. The new stand-alone building for the Police will provide the department the kind of spaces and functions needed in modern police departments to serve the needs of the community.

### Annual O&M Impact

	Prior Years	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
<b>Personnel</b>	N/A	-	-	130,000	260,000	390,000	780,000
<b>Operating</b>		-	200,000	200,000	200,000	200,000	800,000
<b>Capital Outlay</b>							-
<b>Debt</b>	-	684,705	729,470	841,820	839,370	841,540	3,936,905
<b>Other</b>							-
<b>Total</b>	<b>-</b>	<b>684,705</b>	<b>929,470</b>	<b>1,171,820</b>	<b>1,299,370</b>	<b>1,431,540</b>	<b>5,516,905</b>

Personnel- required staffing levels that were delayed due to lack of space at current police facility. 14 additional positions are needed immediately, but will have to be budgeted in phases. This conservative estimate is for adding 2 additional positions per year including their salary, training and equipment. Operating-an estimate for the additional utilities, IT and building maintenance. Debt-the City's obligation for payments on the 2020 CO Bond.

## Major Capital Projects

<b>Project Name</b>	<b>Master Park Plan</b>						
<b>Priority</b>	Medium						
<b>Department</b>	Parks & Recreation						
<b>Project Location</b>	Various Locations within City						
<b>Funding Source</b>	Operating, Bond, Reserves & Capital						
	<b>Prior Years</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	<b>Total</b>
<b>Land Acquisition</b>					3,000,000		3,000,000
<b>Design &amp; Engineering</b>							-
<b>Construction</b>			86,300	125,000	80,000	440,000	731,300
<b>Equipment</b>							-
<b>Other Prof Services</b>	88,000		28,000	60,000			176,000
<b>Other</b>							-
<b>Total</b>	<b>88,000</b>	<b>-</b>	<b>114,300</b>	<b>185,000</b>	<b>3,080,000</b>	<b>440,000</b>	<b>3,907,300</b>
<b>Description (Justification and Explanation)</b>							
<p>The Parks and Recreation master plan is an important aspect of the planning and development of the Granbury Parks System. City Council can utilize the Master Plan as a guide to plan, expand, and enhance the parks and open space. Some of the planned expenses include adding parking and restrooms for Lambert Street Park, pickleball courts, hike/bike trail expansion, and land for additional park development.</p>							
<b>Annual O&amp;M Impact</b>							
	<b>Prior Years</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	<b>Total</b>
<b>Personnel</b>							-
<b>Operating</b>	88,000						88,000
<b>Capital Outlay</b>							-
<b>Debt</b>		185,849	197,999	228,494	227,829	228,418	1,068,589
<b>Other</b>							-
<b>Total</b>	<b>88,000</b>	<b>185,849</b>	<b>197,999</b>	<b>228,494</b>	<b>227,829</b>	<b>228,418</b>	<b>1,156,589</b>
<p>The Plan is currently being developed by a consulting firm and once completed and adopted the long-term and operating costs will be planned out. Debt- Annual debt payment obligations for portion of the 2020 CO Bond for major parks projects.</p>							

# Major Capital Projects

<b>Project Name</b>	<b>Street System Improvement Plan</b>	
<b>Priority</b>	High	
<b>Department</b>	Street	
<b>Project Location</b>	Various Locations within City	
<b>Funding Source</b>	Fund Balance	

	Prior Years	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
<b>Design &amp; Engineering</b>	305,000	187,500	133,680	165,000	165,000	187,500	<b>1,143,680</b>
<b>Construction</b>	1,968,800	1,250,000	891,200	1,100,000	1,100,000	1,250,000	<b>7,560,000</b>
<b>Equipment</b>							-
<b>Other Prof Services</b>	8,000						8,000
<b>Total</b>	<b>2,281,800</b>	<b>1,437,500</b>	<b>1,024,880</b>	<b>1,265,000</b>	<b>1,265,000</b>	<b>1,437,500</b>	<b>8,711,680</b>

### Description (Justification and Explanation)

A street system plan is an essential guide to ensure that the future growth and development of Granbury will be accomplished in a uniform, orderly manner. The purpose of this planning effort is to provide more detail concerning the future rehabilitation and reconstruction of existing roadways. For a specific breakdown of which streets are included in each year's construction schedule, see the next page.

### Annual O&M Impact

	Prior Years	FY 20-21*	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
<b>Personnel</b>							-
<b>Operating</b>	2,281,800		1,024,880	1,265,000	1,265,000	1,437,500	<b>7,274,180</b>
<b>Capital Outlay</b>							-
<b>Debt</b>		107,597	114,631	132,286	131,901	132,242	<b>618,657</b>
<b>Other</b>							-
<b>Total</b>	<b>2,281,800</b>	<b>107,597</b>	<b>1,139,511</b>	<b>1,397,286</b>	<b>1,396,901</b>	<b>1,569,742</b>	<b>7,892,837</b>

Outsourcing of major roadway projects will enable City staff to focus on light road repairs and sign maintenance. The annual investment in street rehabilitation will be derived from the City's General Fund Balance. \*FY 20-21 phase of the street rehabilitation project will be paid for with proceeds from the 2020 CO Bond. Debt- Annual debt payment obligations for the street portion of the 2020 CO Bond.

## Street Improvement Schedule

FY Scheduled	Name	Location	Cost Estimate*	Type
2018-2019	N Crockett St	E Bridge St to Ewell St	250,000	Reconstruct
	Misty Meadows Dr	Meadows Dr -toSpanish Trail Dr	277,800	Reconstruct
	South Olson Court	Full Street	37,000	Reconstruct
	N. Travis	W. Rucker St North to Brid	70,000	Reconstruct
	Brazos Harbor Dr	Full Street	114,000	Mill/Overlay
	E Clifton Rd	US 377 to South City Limits	150,000	Reconstruct
Fiscal Year Total			<b>898,800</b>	
2019-2020	Old Acton Highway	US 377 to South City Limits	445,000	Mill/Overlay
	W. Rucker	N Travis St to N. Hannaford St	200,000	Reconstruct
	Harbor Lakes Dr	US 377 to 2nd Street	225,000	Reconstruct
	Waters Edge Dr	US 377 to Walmart Delivery Rd	200,000	Reconstruct
Fiscal Year Total			<b>1,070,000</b>	
2020-2021	W Bridge St	N Baker St. to N. Lancaster St.	400,000	Reconstruct
	Baker St	W. Doyle to W. Rucker	400,000	Reconstruct
	Shady Grove Dr	US 377 to South City Limits	150,000	Reconstruct
	M&M Ranch Road	US 377 to South City Limits	150,000	Reconstruct
	Kings Plaza	Full Street	150,000	Reconstruct
Fiscal Year Total			<b>1,250,000</b>	
2021-2022	Plaza East Ct	Full Street	250,000	Reconstruct
	Granbury Ct	US 377 to South City Limits	150,000	Reconstruct
	Howard Clemmons Rd	Crossland Rd. to Aerean Grounds	115,000	Reconstruct
	Gifford St	Full Street	200,000	Reconstruct
	Deputy Larry Mill Dr	W. Pearl St. to Crossland Rd.	176,200	Reconstruct
Fiscal Year Total			<b>891,200</b>	
2022-2023	Crossland Rd	Debuty Larry Miller Dr. to N. Jones St.	750,000	Reconstruct
	Elizabeth Blvd	Morgan St. to S. Cherry Ln	350,000	Reconstruct
Fiscal Year Total			<b>1,100,000</b>	
2023-2024	Thorp Springs Rd	FM 4 to South RR Track Crossing	450,000	Reconstruct
	W. Moore	Thorp Springs Rd to N. Houston St	350,000	Reconstruct
	S. Cherry	Gifford to Pearl	300,000	Reconstruct
Fiscal Year Total			<b>1,100,000</b>	
2024-2025	James Rd	US 377 to Acton Highway (FM4)	1,250,000	Reconstruct
Fiscal Year Total			<b>1,250,000</b>	
* Cost estimate is for repairs to the streets only and doesn't include utility repairs that might				

# Major Capital Projects

<b>Project Name</b>	Electric Meter Upgrade to AMI	
<b>Priority</b>	Medium	
<b>Department</b>	Meter Reading	
<b>Project Location</b>	City's Electric Customers	
<b>Funding Source</b>	Capital	

	Prior Years	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
<b>Design &amp; Engineering</b>							-
<b>Equipment</b>	260,000	130,000	130,000	130,000			650,000
<b>Other Prof Services</b>							-
<b>Other</b>							-
<b>Total</b>	260,000	130,000	130,000	130,000	-	-	650,000

### Description (Justification and Explanation)

The replacement of all current "radio-read" electric meters with AMI meters is a 5-Year project. The new AMI meters can be read hourly from a remote location, and will better serve our customers by allowing them online access to see their "real time" electric usage. Remote and instant disconnects will be safer and more efficient for City staff.

### Annual O&M Impact

	Prior Years	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
<b>Personnel</b>	(50,000)	(51,500)	(53,045)	(54,636)	(56,275)	(57,964)	(323,420)
<b>Operating</b>	22,000	4,000	5,000	5,000	5,000	5,000	46,000
<b>Capital Outlay</b>	260,000	130,000	130,000	130,000			650,000
<b>Other</b>							-
<b>Total</b>	232,000	82,500	81,955	80,364	(51,275)	(52,964)	372,580

The new AMI meters allow for remote and instant disconnect and reads. This technology has proven with water meters to save the City personnel cost. Replacement meters will be purchased over 5 years, installing about 800 meters per year until the entire system is only on AMI. Once a majority of the City is on AMI, the City will activate the web-portal for customers and City staff to use. However, the City will have to run both the Itron (radio) system and the AMI portal in tandem until the change-out is complete.

# Major Capital Projects

<b>Project Name</b>	<b>Water Treatment Plant Phase II</b>	
<b>Priority</b>	High	
<b>Department</b>	Water Treatment	
<b>Project Location</b>	Water Treatment Plant	
<b>Funding Source</b>	2018A CO TWDB Bond	

	Prior Years	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
<b>Land Acquisition</b>							-
<b>Design &amp; Engineering</b>	1,393,000	44,000					1,437,000
<b>Construction</b>	11,233,902	591,258					11,825,160
<b>Equipment</b>							-
<b>Other Prof Services</b>	417,631						417,631
<b>Total</b>	<b>13,044,533</b>	<b>635,258</b>	-	-	-	-	<b>13,679,791</b>

**Description (Justification and Explanation)**

As growth continues to occur within the City, the WTP is already at or near the TCEQ's 85% capacity requirement under Title 30 TAC Chapter 291.93(3). This requirement is what has triggered the Phase II WTP Improvements project to expand the WTP from 2.5 MGD to 5.0 MGD for anticipated future growth within the planning period and beyond. In conjunction with the expansion of units inside the plant, the City is constructing a second and larger, 1 million gallons storage tank on-site.

**Annual O&M Impact**

	Prior Years	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
<b>Personnel</b>							-
<b>Operating</b>	90,000	90,000	90,000	90,000	90,000	90,000	540,000
<b>Capital Outlay</b>	100,000	100,000	100,000	100,000	100,000	100,000	600,000
<b>Debt</b>	804,054	634,770	636,459	637,793	633,764	634,380	3,981,220
<b>Total</b>	<b>804,054</b>	<b>824,770</b>	<b>826,459</b>	<b>827,793</b>	<b>823,764</b>	<b>824,380</b>	<b>4,931,220</b>

Expansion of the current water treatment plant and above ground storage tank is not expected to require the need for additional personnel. However, the plant will be running a second phase including more RO's and booster pumps, causing an increase in electricity, chemicals, and lab supplies. Also, the City has already established a capital sinking fund in anticipation for the replacement of membrane filters installed during the original construction of the WTP-Phase 1. This annual reserve will need to be increased an additional \$100,000 to include enough reserves to maintain the second set of membranes/filters. The City issued the 2018A Bond for \$13.8M that will be paid off in FY 2048. (See Page 221.)

# Major Capital Projects

<b>Project Name</b>	<b>Wastewater System Improvements</b>	
<b>Priority</b>	High	
<b>Department</b>	Wastewater Treatment	
<b>Project Location</b>	1800 Water's Edge Dr / Old Granbury Rd	
<b>Funding Source</b>	2018B CO TWDB Bond	

	Prior Years	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
<b>Land Acquisition</b>	923,885						923,885
<b>Design &amp; Engineering</b>	3,293,000	983,000					4,276,000
<b>Construction- "South"</b>	5,982,000	5,982,000	5,982,000				17,946,000
<b>Construction- "East"</b>		4,762,500	4,762,500				9,525,000
<b>Other Prof Services</b>	770,328						770,328
<b>Total</b>	<b>10,969,213</b>	<b>11,727,500</b>	<b>10,744,500</b>	-	-	-	<b>33,441,213</b>

### Description (Justification and Explanation)

Built in 1986 and expanded in 2000, the Wastewater Treatment Plant has several structures nearing the end of useful life. The plant's last major rehabilitation, the expansion in 2000, was designed to last 20 years. Additionally, several components of the plant date back to plant's original construction. By proactively upgrading the structures, the plant's performance and longevity will improve. Also, 100% of the Wastewater Treatment Plant's capacity, 2 million gallons per day (MGD), is already accounted for by existing and upcoming developments. To prepare for future growth and meet Texas Commission on Environmental Quality (TCEQ) requirements, the City is required to expand its wastewater treatment capacity with a second, "East" Wastewater Treatment Plant on Old Granbury Rd.

### Annual O&M Impact

	Prior Years	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
<b>Personnel</b>		70,000	70,000	140,000	140,000	142,500	562,500
<b>Operating</b>	15,000	20,000	125,000	130,000	130,000	135,000	555,000
<b>Debt</b>	915,186	1,111,871	1,113,735	1,365,119	1,637,271	1,638,361	7,781,543
<b>Other</b>			100,000	100,000	100,000	100,000	400,000
<b>Total</b>	<b>915,186</b>	<b>1,111,871</b>	<b>1,213,735</b>	<b>1,465,119</b>	<b>1,737,271</b>	<b>1,738,361</b>	<b>8,181,543</b>

Operating costs will increase for chemicals and lab supplies. Electricity usage will be more efficient, but more components will be running. No additional personnel will be needed to operate the current plant after the rehabilitation. In fact, with the use of SCADA, man-power can be shared with the new East WWTP once it is online. East WWTP construction to start 2020 and be complete in 2021. Other for the plants will be a sinking fund for the specialized membrane replacements allocated over 5-7 years when most membranes will be at end of life all at the same time. Consider adding and training additional personnel in Wastewater Treatment starting FY 2021-2022 and another one in 2022-2023. Electricity, Chemicals, and Lab Supplies will increase for operations of the second plant. 2018B CO was issued at \$35M for the East WWTP. Final payment on this bond is FY 2048. (See Page 222.)

## Major Capital Projects

<b>Project Name</b>	<b>Airport Expansion</b>	
<b>Priority</b>	High	
<b>Department</b>	Airport	
<b>Project Location</b>	400 Howard Clemmons	
<b>Funding Source</b>	2016A Bond/ TxDOT Grant	

	Prior Years	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
<b>Land Acquisition</b>	9,327,606						9,327,606
<b>Design &amp; Engineering</b>	1,005,152	100,000	100,000	20,000	20,000		1,245,152
<b>Construction</b>	8,415,745	3,000,000	3,715,000	2,750,000			17,880,745
<b>Equipment</b>	50,000	55,000	70,000	370,000	150,000		695,000
<b>Other Prof Services</b>	526,209						526,209
<b>Other</b>				15,000			15,000
<b>Total</b>	<b>19,324,712</b>	<b>3,155,000</b>	<b>3,885,000</b>	<b>3,155,000</b>	<b>170,000</b>	<b>-</b>	<b>29,689,712</b>

### Description (Justification and Explanation)

Expansion of the City's current airport from a 3,600' to a 5,200' x 75' runway to accommodate larger aircrafts. The accommodation for jets will expand the customer market and promote both commercial and residential economic growth in the surrounding community. \$15.7 million is funded over 5 years from a TxDOT Grant and \$10 M from the City-issued 2016A Bond. The expansion required the acquisition of land and the relocation of an electric substation and transmission lines.

### Annual O&M Impact

	Prior Years	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
<b>Personnel</b>				50,000	52,000	54,000	156,000
<b>Operating</b>	65,000	155,000	185,000	20,000	25,000	30,000	480,000
<b>Capital Outlay</b>	8,231,754	3,000,000	3,715,000	3,120,000	170,000	100,000	18,336,754
<b>Debt</b>	2,078,091	513,831	532,531	770,481	771,281	771,281	5,437,497
<b>Other</b>							-
<b>Total</b>	<b>10,374,845</b>	<b>3,668,831</b>	<b>4,432,531</b>	<b>3,960,481</b>	<b>1,018,281</b>	<b>955,281</b>	<b>24,410,251</b>

The runway expansion is estimated to be completed the end of FY 2022. Projections indicate the need to add an additional aviation support position starting in FY 23. After completion, fuel purchase for resale will increase 3-5%. A taxi-way, additional hangars, and new courtesy cars from operating funds will need to be considered to support the increase and change in business demographics. Debt Payments are the airport portion of the 2016A Bond that will be paid off in 2036.

# GRANBURY *Texas*

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# Overview of Bonds & Debt Service

## OVERVIEW

Major capital improvements such as streets, drainage, buildings, and other facilities are often financed by bonds. This funding mechanism allows payment for infrastructure improvements to be made over multiple years, usually over the life of the improvement.

## DEBT SERVICE POLICY

The City’s goal is to fund capital improvement projects on a “pay-as-you-go” basis whenever possible. For large infrastructure projects or large pieces of equipment, debt financing is sometimes required. The City’s debt management objective is to maintain levels of debt service that does not adversely impact tax or utility rates and does not hinder the City’s ability to effectively operate the utility systems, street network, or other facilities. Debt financed projects must meet the City’s long-term financing criteria as included in the Fiscal and Budgetary Policy.

When the City of Granbury utilizes long-term debt financing, it will ensure that the debt is soundly financed by:

- Conservatively projecting the revenue sources that will be utilized to pay the debt.
- Financing the improvement over a period of time not greater than the useful life of the asset.

## THE CITY OF GRANBURY’S BONDS ARE RATED:

	<u>GO</u>	<u>URB</u>
Fitch Ratings	AA	Not rated
Standard & Poor’s	AA	A+

Debt Service accounts for all funds required to finance the payment of interest and principal on all general debt, serial and term, other than the payable exclusively from special assessments and revenue debt issued for and serviced by a governmental enterprise.

# General Debt Service

## GENERAL OBLIGATION INTEREST AND SINKING FUND

This fund derives its revenue from property taxes. The amount of the taxes levied is determined by the City Council. The function of this fund is to retire bonded indebtedness and pay the interest on the indebtedness. The debt, which this fund retires, was issued by the City for General Fund capital equipment and infrastructure.

## WATER/WASTEWATER BONDS

Detail for Utility-related debt is located in the non-departmental section of the Utility Fund's budget.

## CURRENT DEBT REQUIREMENTS

The total Debt Service requirement for the City of Granbury in Fiscal Year 2020-21 is \$8,727,653. Due to the 2020 General Obligation (GO) refunding of the 2012 revenue bond, the City no longer has any revenue bond debt.

Funds for the GO Debt Service expenses will come from Ad Valorem Taxes (\$4,107,708). Also, contributing to the Debt Service is the Utility Fund (\$4,619,945). The Water, Sewer and Electric System Revenue Bonds are funded by and paid directly from the Utility Operating Fund.

The following pages detail the future annual principal and interest requirements for the City's outstanding debt obligations as of October 1, 2020. Through 2048, the City's General Obligation debt (including tax and self-supporting obligations) has as total of \$128,544,000 in principal to retire and \$38,577,136 in interest payments.

## GENERAL OBLIGATION BONDS

**General Obligation Refunding Bonds, Series 2008** – Issued in the aggregate principal amount of \$4,540,000 to provide funds sufficient to refund all of the outstanding Tax and Utility System Revenue Certificates of Obligation, Series 1997, and all of the outstanding Combination Tax and Revenue Certificates of Obligation, Series 1999, and to pay the costs related to the issuance of the Bonds.

**General Obligation Refunding Bonds, Series 2011** – Issued in the aggregate principal amount of \$5,845,000 to provide funds sufficient to refund all of the outstanding Combination Tax Certificates of Obligation, Series 2001, all of the outstanding Combination Tax and Revenue Certificates of Obligation Series 2003, and Series 2005; and all of the outstanding General Obligation Refunding Bonds, Series 2004, and to pay the costs related to the issuance of the Bonds.

## General Debt Service

**General Obligation Refunding Bonds, Series 2013** - The City Council authorized an ordinance on April 12, 2013, for general obligation refunding bonds in the amount of \$8,170,000. The bonds will be used to refund the 2005 General Obligation Bond, a portion of the Tax and Utility Revenue Certificates of Obligation, Series 2006, and to pay the costs associated with the issuance of the bonds.

**General Obligation Refunding Bonds, Series 2014** - The City Council authorized an ordinance on November 4, 2014, for general obligation refunding bonds in the amount of \$8,130,000. The bonds will be used to refund the Combination Tax and Revenue Certificates of Obligation, Series 2006A, and a portion of the Combination Tax and Revenue Certificates of Obligation, Series 2007, and to pay the costs associated with the issuance of the bonds.

**General Obligation Refunding Bonds, Series 2016** - The City Council authorized an ordinance on July 5, 2016, for general obligation refunding bonds in the amount of \$5,890,000. The bonds will be used to refund the 2007 Tax & Revenue Certificates of Obligations Bond, partially refund the 2008 General Obligation Refunding Bonds and the 2011 General Obligation Refunding Bonds, and to pay the costs related to the issuance of the Bonds.

**General Obligation Refunding Bonds, Series 2018** - The City Council authorized an ordinance on January 2, 2018, for general obligation refunding bonds in the amount of \$5,620,000. The bonds will be used to refund the 1998 Revenue Utility System Bonds, and the 2010 Revenue Utility System Bonds and to pay the costs related to the issuance of the Bonds.

**General Obligation Refunding Bonds, Series 2020** - The City Council authorized an ordinance on July 7, 2020, for general obligation refunding bonds in the amount of \$2,695,000. The bonds will be used to refund the 2012 Revenue Utility System Bonds and to pay the costs related to the issuance of the bonds.

### CERTIFICATES OF OBLIGATION

**Combination Tax and Revenue Certificates of Obligation, Series 2015** - The City Council authorized an ordinance on March 26, 2015, for the issuance of the Combination Tax and Revenue Certificates in the amount of \$2,460,000. Proceeds from the sale of the certificates will be used for paying all or a portion of the City's contractual obligations for constructing and improving streets within the City, including the acquisition of rights of way therefor, acquiring land for a police station, constructing, improving and equipping firefighting facilities, constructing, improving and equipping park and recreation facilities, paying engineering fees associated with the Downtown Square Project, and professional services rendered in connection therewith.

# General Debt Service

**Combination Tax and Surplus Revenue Certificates of Obligation, Series 2015A**— The City Council authorized an ordinance on June 2, 2015, for the issuance of the Combination Tax and Surplus Revenue Certificates in the amount of \$16,400,000. Proceeds from the sale of the Certificates will be used for the purpose of paying contractual obligations to be incurred for constructing improvements and extensions to the City's water system and professional services rendered in connection therewith.

**Combination Tax and Surplus Revenue Certificates of Obligation, Series 2016A**— The City Council authorized an ordinance on December 1, 2015 for the issuance of the Combination Tax and Surplus Revenue Certificates in the amount of \$10,000,000. The bonds will be used for constructing, improving, renovating and equipping municipal airport facilities, including acquisition of land and ROWs, constructing street improvements, constructing and equipping municipal police, fire-fighting, and park facilities, including acquisition of land and ROWs.

**Combination Tax and Surplus Revenue Certificates of Obligation, Series 2016B**— The City Council authorized an ordinance on April 19, 2016 for the issuance of the Combination Tax and Surplus Revenue Certificates in the amount of \$2,720,000. The bonds will be used for construction improvements and extensions to the City's water system, for water meter replacement to an Advanced Meter Infrastructure and professional services rendered in connection to the project.

**Combination Tax and Surplus Revenue Certificates of Obligation, Series 2017**— The City Council authorized an ordinance on February 7, 2017 for the issuance of the Combination Tax and Surplus Revenue Certificates in the amount of \$15,000,000. The bonds will be used to construct improvements and extensions to the City's water system for additional water lines and upgrades to service water to and from the new water treatment plant and professional services rendered in connection to the project.

**Combination Tax and Surplus Revenue Certificates of Obligation, Series 2018A & 2018B**— The City Council authorized an ordinance on November 20, 2018 for the issuance of the Combination Tax and Surplus Revenue Certificates 2018A and 2018 B in the amount of \$13,810,000 and \$34,950,000 respectively. The bonds will be used to construct improvements and extensions to the City's water system for the phase II of the water treatment plant and the upgrade of the current wastewater treatment plant along with a construction of the new wastewater treatment plan on the East side of the City.

**Combination Tax and Surplus Revenue Certificates of Obligation, Series 2019**— On May 21, 2019 the City Council authorized the issuance of the referenced Certificates of Obligation in the amount of \$2,210,000 for the purpose of paying contractual obligations to be incurred for the purchase and acquisition of the Aerial Tower and Pumper fire apparatus.

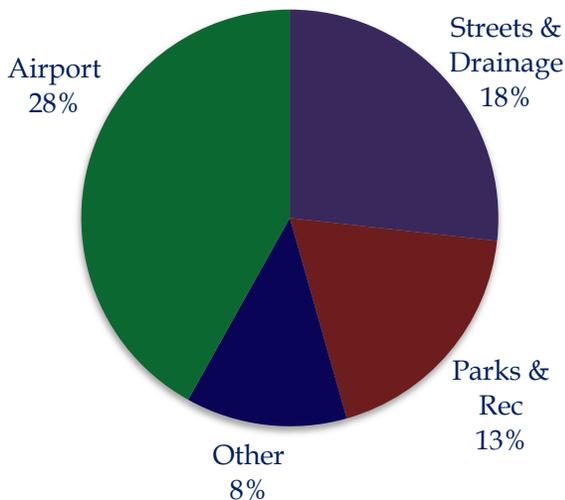
**Combination Tax and Surplus Revenue Certificates of Obligation, Series 2020**— On February 6, 2020 the City Council authorized the issuance of the referenced Certificates of Obligation in the amount of \$20,000,000 for the purpose of paying contractual obligations to be incurred for the purchase and acquisition of (i) constructing, improving and equipping public safety facilities, (ii) constructing, improving and equipping park and recreation facilities, (iii) constructing street improvements, including drainage, landscaping, curbs, gutters, sidewalks, signage and traffic signalization incidental thereto and the acquisition of land and rights-of-way therefor and (iv) professional services rendered in connection therewith.

# Outstanding Debt Summary

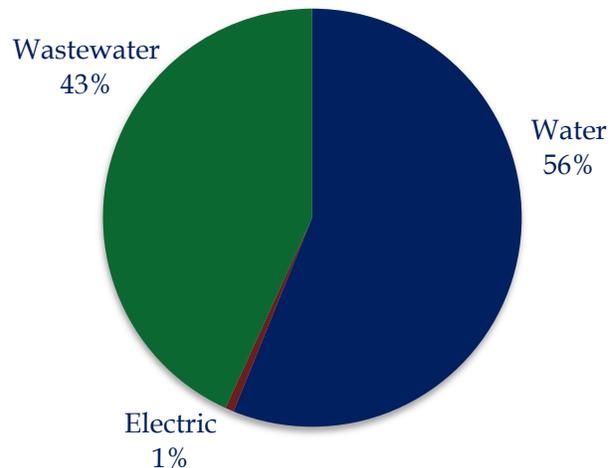
By Type – As of October 1, 2020

	Debt Outstanding	2020-21 Principal & Interest
<b>General Obligation Debt:</b>		
<b>Tax Supported:</b>		
Streets & Drainage	7,200,070	731,504
Parks & Recreation Facilities	5,072,791	515,379
Airport	11,275,147	1,145,518
Public Safety	13,516,310	1,373,213
Other Improvements	3,367,182	342,095
<b>Subtotal - Tax Supported GO Debt</b>	<b>40,431,500</b>	<b>4,107,708</b>
<b>Self Supporting:</b>		
Electric	583,432	30,591
Water	49,458,972	2,593,250
Wastewater	38,070,096	1,996,104
<b>Subtotal - Self Supporting GO Debt</b>	<b>88,112,500</b>	<b>4,619,945</b>
<b>Total General Obligation Debt</b>	<b>128,544,000</b>	<b>8,727,653</b>
<b>Utility Revenue Debt:</b>		
Electric	-	-
Water	-	-
Wastewater	-	-
<b>Total Utility Revenue Debt</b>	<b>0</b>	<b>0</b>
<b>Total Debt</b>	<b>128,544,000</b>	<b>8,727,653</b>

**General Obligation Debt  
Tax Supported**



**Utility Revenue Debt  
Self Supported**



## General Debt Service

	Actual FY 2019	Budgeted FY 2020	Actual FY 2020	Proposed FY 2021
<i>Revenues</i>				
<b>Ad Valorem Taxes</b>				
Current Taxes	2,887,309	3,099,232	3,155,156	3,912,708
Delinquent Taxes	38,226	10,000	7,272	10,000
Penalty & Interest	22,108	10,000	22,989	10,000
<b>Total Ad Valorem Taxes</b>	<b>2,947,643</b>	<b>3,119,232</b>	<b>3,185,417</b>	<b>3,932,708</b>
<b>Miscellaneous Income</b>				
Interest	55,953	-	54,222	-
<b>Total Miscellaneous Income</b>	<b>55,953</b>	<b>-</b>	<b>54,222</b>	<b>-</b>
<b>Other Revenue</b>				
From Fund Balance	-	-	-	180,000
Bond Premiums	-	-	-	-
Bond Proceeds	-	-	-	-
<b>Total Other Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>180,000</b>
<b>Interfund Transfers</b>				
Bond Proceeds	-	-	-	-
Tax Transfer from General F	-	-	-	-
Utility transfer for shared I&S	3,181,931	3,767,292	3,770,374	4,619,945
Transfer TO/FR UT Debt Svc	-	-	-	-
Transfer TO/FR General Debt	-	-	-	-
Tourism Debt Service Fund	-	-	-	-
Airport Debt Service Fund	-	-	-	-
<b>Total Interfund Transfers</b>	<b>3,181,931</b>	<b>3,767,292</b>	<b>3,770,374</b>	<b>4,619,945</b>
<b>Total Revenues</b>	<b>6,185,527</b>	<b>6,886,524</b>	<b>7,010,013</b>	<b>8,732,653</b>

## General Debt Service

	Actual FY 2019	Budgeted FY 2020	Actual FY 2020	Proposed FY 2021
<i>Expenditures</i>				
Agent Fees	4,740	5,000	5,750	5,000
08 GO Refunding - Principal	50,000	50,000	50,000	50,000
08 GO Refunding - Interest	13,800	11,800	11,800	9,800
11 GO Refunding - Principal	310,000	15,000	15,000	20,000
11 GO Refunding - Interest	14,600	2,200	2,200	1,600
13 GO Refunding - Principal	830,000	845,000	845,000	875,000
13 GO Refunding - Interest	118,100	97,350	97,350	72,000
14 GO Refunding - Principal	65,000	70,000	70,000	660,000
14 GO Refunding - Interest	293,275	291,975	291,975	289,875
15 Tax/Rev CO's Principal	210,000	215,000	215,000	220,000
15 Tax/Rev CO's Interest	42,700	36,400	36,400	29,950
15A Tax/Rev CO's Principal	225,000	220,000	220,000	225,000
15A Tax/Rev CO's Interest	296,682	296,322	296,322	295,486
16A Tax/Rev CO's Principal	220,000	220,000	220,000	210,000
16A Tax/Rev CO's Interest	314,831	310,432	310,431	303,831
16B Tax/Rev CO's Principal	270,000	270,000	270,000	270,000
16B Tax/Rev CO's Interest	11,717	11,717	11,717	11,690
16 GO Refunding - Principal	730,000	1,065,000	1,065,000	550,000
16 GO Refunding - Interest	190,350	168,450	168,450	115,200
17 Tax/Rev CO's Principal	165,000	160,000	160,000	170,000
17 Tax/Rev CO's Interest	258,586	258,586	258,586	258,378
18 GO Refunding - Principal	670,000	685,000	685,000	695,000
18 GO Refunding - Interest	153,200	139,800	139,800	126,100
18A Tax/Rev CO's Principal	-	385,000	385,000	385,000
18A Tax/Rev CO's Interest	-	252,697	252,697	249,771
18B Tax/Rev CO's Principal	-	-	-	560,000
18B Tax/Rev CO's Interest	363,315	551,872	551,872	551,872
19 Tax/Rev CO's Principal	-	191,000	191,000	204,000
19 Tax/Rev CO's Interest	-	60,926	60,926	48,052
20 Tax/Rev CO' Principal	-	-	-	-
20 Tax/Rev CO' Interest	-	-	-	978,150
20 GO Refunding - Principal	-	-	-	205,000
20 GO Refunding - Interest	-	-	-	86,900
<b>Total Debt Service</b>	<b>5,820,895</b>	<b>6,886,527</b>	<b>6,887,274</b>	<b>8,732,653</b>
<b>Total Expenditures</b>	<b>5,820,895</b>	<b>6,886,527</b>	<b>6,887,274</b>	<b>8,732,653</b>

# Debt Ratios

Ratio of Net General Bonded Debt to Assessed Value  
and Net Bonded Debt per Capita

Year Ended Sept 30	Est. Population	Assessed Value (Adjusted)	Gross Bonded Debt	Less: Debt Service Funds	Net Bonded Debt	Net General Bonded Debt to Assessed Value	Net General Bonded Debt Per Capita
2005	6,700	\$503,686,504	\$15,230,000	\$428,935	\$14,801,065	2.94%	\$2,209
2006	7,050	\$560,829,540	\$18,069,500	\$464,599	\$17,604,901	3.14%	\$2,497
2007	7,400	\$704,439,830	\$17,890,300	\$688,822	\$17,201,478	2.44%	\$2,325
2008	7,600	\$872,539,194	\$31,429,250	\$957,812	\$30,471,438	3.49%	\$4,009
2009	7,850	\$954,340,060	\$29,986,250	\$141,370	\$29,844,880	3.13%	\$3,802
2010	8,200	\$1,056,606,134	\$28,494,375	\$182,969	\$28,311,406	2.68%	\$3,453
2011	8,030	\$1,051,053,040	\$26,819,750	\$175,130	\$26,644,620	2.54%	\$3,318
2012	8,648	\$1,040,534,979	\$25,319,875	\$273,016	\$25,046,859	2.41%	\$2,896
2013	8,290	\$1,087,038,259	\$23,385,375	\$266,352	\$23,119,023	2.13%	\$2,789
2014	8,779	\$1,113,466,317	\$21,525,000	\$171,352	\$21,353,648	1.92%	\$2,432
2015	8,940	\$1,144,341,281	\$20,776,684	\$260,791	\$20,515,893	1.79%	\$2,295
2016	9,140	\$1,242,430,966	\$22,965,392	\$289,887	\$22,675,505	1.83%	\$2,481
2017	9,310	\$1,373,419,328	\$20,919,169	\$333,176	\$20,585,993	1.50%	\$2,211
2018	9,400	\$1,413,521,085	\$23,978,254	\$508,115	\$23,470,139	1.66%	\$2,497
2019	10,410	\$1,493,379,945	\$21,147,795	\$706,388	\$20,441,407	1.37%	\$1,964

## Debt and Tax Rate Limitations

All taxable property within the City is subject to the assessment, levy and collection by the City of a continuing, direct annual ad valorem tax sufficient to provide for the payment of principal and interest on the Bonds within the limits prescribed by law. Article XI, Section 5, of the Texas Constitution is applicable to the City and limits its maximum ad valorem tax rate to \$2.50 per \$100 of assessed valuation for all City purposes.

## Calculation of Legal Debt Margin - October 1, 2020

Taxable Assessed Valuation	\$1,725,535,724
Constitutional Limit	2.50% of assessed valuation
Maximum Constitutional Revenue Available	\$43,138,393
Tax Rate to Achieve Maximum Tax Revenue	\$2.50 per \$100 of valuation
Tax Rate for Fiscal Year 2020-2021	\$0.396117/\$100 of valuation
Available Unused Constitutional Max Tax Rate	2.10% of assessed valuation

The City operates under a Home Rule Charter that adopts the constitutional provisions. Under rules promulgated by the Office of the Attorney General of Texas, such office will not approve tax bonds of the City unless the City can demonstrate its ability to pay debt service requirements on all outstanding City tax bonds, including the issue to be approved.

Current debt levels are relatively high, which puts a certain level of limitations on new projects and operational capital investments.

# Schedule of Total Bond Indebtedness

Principal and Interest Requirements for Fiscal Year 2019-2020

Long-Term Debt	Total Outstanding 10/01/2020	FY 2021 Principal	FY 2021 Interest	FY 2021 Total P/I
<b>General Obligation Bond</b>				
2008 Refunding Bonds	245,000	50,000	9,800	59,800
2011 Refunding Bonds	40,000	20,000	1,600	21,600
2013 Refunding Bonds	2,400,000	875,000	72,000	947,000
2014 Refunding Bonds	7,645,000	660,000	289,875	949,875
2016 Refunding Bonds	2,880,000	550,000	115,200	665,200
2018 Refunding Bonds	3,530,000	695,000	126,100	821,100
2020 Refunding Bonds	2,695,000	205,000	86,900	291,900
<b>Certificates of Obligation</b>				
2015 CO's	1,160,000	220,000	29,950	249,950
2015A CO's	15,555,000	225,000	295,486	520,486
2016A CO's	9,035,000	210,000	303,831	513,831
2016B CO's	1,910,000	270,000	11,690	281,690
2017 CO's	14,595,000	170,000	258,378	428,378
2018A CO's	13,425,000	385,000	249,771	634,771
2018B CO's	34,950,000	560,000	551,872	1,111,872
2019 CO's	2,019,000	204,000	48,052	252,052
2020 CO's	16,460,000	-	978,150	978,150
<b>Revenue Bonds</b>				
2012 Utility System	-	-	-	-
<b>Total</b>	<b>\$ 128,544,000</b>	<b>\$ 5,299,000</b>	<b>\$ 3,428,653</b>	<b>\$ 8,727,653</b>

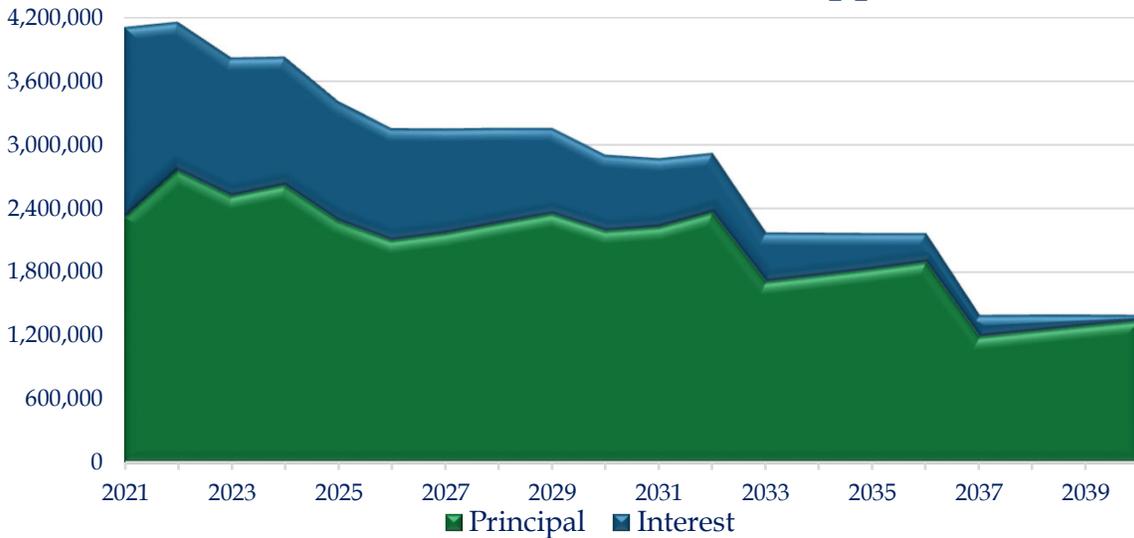
# Summary of Debt Service Charges to Maturity

General Obligation and Certificate of Obligations

## Tax Supported

Year Ending September 30	Outstanding Beginning of Year	Principal	Interest	Total Requirements
2021	40,431,500	2,309,000	1,798,708	4,107,708
2022	38,122,500	2,759,000	1,399,803	4,158,803
2023	35,363,500	2,518,000	1,305,129	3,823,129
2024	32,845,500	2,621,500	1,210,035	3,831,535
2025	30,224,000	2,284,000	1,127,922	3,411,922
2026	27,940,000	2,099,000	1,057,291	3,156,291
2027	25,841,000	2,165,000	989,441	3,154,441
2028	23,676,000	2,260,000	900,348	3,160,348
2029	21,416,000	2,351,000	807,186	3,158,186
2030	19,065,000	2,190,000	716,281	2,906,281
2031	16,875,000	2,225,000	649,531	2,874,531
2032	14,650,000	2,365,000	559,531	2,924,531
2033	12,285,000	1,710,000	463,731	2,173,731
2034	10,575,000	1,770,000	402,181	2,172,181
2035	8,805,000	1,830,000	338,431	2,168,431
2036	6,975,000	1,895,000	272,481	2,167,481
2037	5,080,000	1,195,000	203,200	1,398,200
2038	3,885,000	1,245,000	155,400	1,400,400
2039	2,640,000	1,295,000	105,600	1,400,600
2040	1,345,000	1,345,000	53,800	1,398,800

General Debt Service - Tax Supported



# Summary of Debt Service Charges to Maturity

General Obligation and Certificate of Obligations

## Self-Supporting

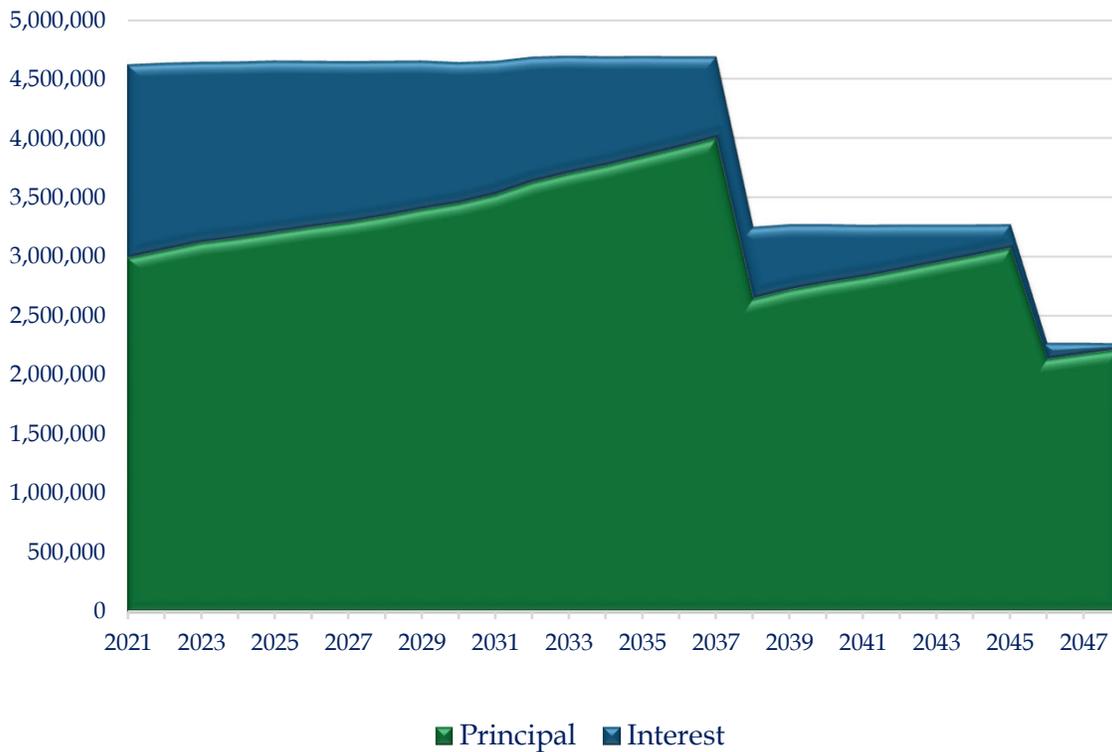
Year Ending September 30	Outstanding Beginning of Year	Principal	Interest	Total Requirements
2021	88,112,500	2,990,000	1,629,945	4,619,945
2022	85,122,500	3,055,000	1,578,332	4,633,332
2023	82,067,500	3,120,000	1,521,912	4,641,912
2024	78,947,500	3,157,500	1,485,388	4,642,888
2025	75,790,000	3,205,000	1,445,716	4,650,716
2026	72,585,000	3,250,000	1,399,505	4,649,505
2027	69,335,000	3,290,000	1,356,069	4,646,069
2028	66,045,000	3,340,000	1,308,629	4,648,629
2029	62,705,000	3,400,000	1,250,971	4,650,971
2030	59,305,000	3,450,000	1,188,957	4,638,957
2031	55,855,000	3,525,000	1,123,514	4,648,514
2032	52,330,000	3,630,000	1,054,518	4,684,518
2033	48,700,000	3,705,000	987,570	4,692,570
2034	44,995,000	3,770,000	917,195	4,687,195
2035	41,225,000	3,845,000	843,647	4,688,647
2036	37,380,000	3,920,000	766,791	4,686,791
2037	33,460,000	4,000,000	686,696	4,686,696
2038	29,460,000	2,650,000	603,450	3,253,450
2039	26,810,000	2,725,000	548,465	3,273,465
2040	24,085,000	2,780,000	494,487	3,274,487
2041	21,305,000	2,830,000	438,477	3,268,477
2042	18,475,000	2,890,000	380,894	3,270,894
2043	15,585,000	2,950,000	321,498	3,271,498
2044	12,635,000	3,010,000	260,575	3,270,575
2045	9,625,000	3,075,000	198,003	3,273,003
2046	6,550,000	2,140,000	133,864	2,273,864
2047	4,410,000	2,185,000	90,349	2,275,349
2048	2,225,000	2,225,000	45,693	2,270,693

# Summary of Debt Service Charges to Maturity

General Obligation and Certificate of Obligations

## Self-Supporting

### General Debt Service - Self Supporting



# GRANBLURY *Texas*

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# Debt Schedules

Debt Schedules:

General Obligation Refunding Bonds, Series 2008  
 \$4,540,000  
 Principal Due - August 15

Fiscal Year	Principal	Interest	Total
2021	50,000	9,800	59,800
2022	70,000	7,800	77,800
2023	60,000	5,000	65,000
2024	65,000	2,600	67,600
<b>Total</b>	<b>245,000</b>	<b>25,200</b>	<b>270,200</b>

General Obligation Refunding Bonds, Series 2011  
 \$5,845,000  
 Principal Due - August 15

Fiscal Year	Principal	Interest	Total
2021	20,000	1,600	21,600
2022	20,000	800	20,800
<b>Total</b>	<b>40,000</b>	<b>2,400</b>	<b>42,400</b>

General Obligation Refunding Bonds, Series 2013  
 \$8,170,000  
 Principal Due - August 15

Fiscal Year	Principal	Interest	Total
2021	875,000	72,000	947,000
2022	895,000	45,750	940,750
2023	310,000	18,900	328,900
2024	320,000	9,600	329,600
<b>Total</b>	<b>2,400,000</b>	<b>146,250</b>	<b>2,546,250</b>

## Debt Schedules:

**General Obligation Refunding Bonds, Series 2014**  
**\$8,130,000**  
**Principal Due - August 15**

Fiscal Year	Principal	Interest	Total
2021	660,000	289,875	949,875
2022	615,000	270,075	885,075
2023	635,000	251,625	886,625
2024	660,000	229,400	889,400
2025	685,000	203,000	888,000
2026	710,000	175,600	885,600
2027	740,000	147,200	887,200
2028	770,000	117,600	887,600
2029	800,000	86,800	886,800
2030	835,000	54,800	889,800
2031	535,000	21,400	556,400
<b>Total</b>	<b>7,645,000</b>	<b>1,847,375</b>	<b>9,492,375</b>

**2015 Tax and Revenue Bond**  
**Combination Tax and Surplus Revenue Certificates of Obligation**  
**\$2,460,000**  
**Principal Due - August 15**

Fiscal Year	Principal	Interest	Total
2021	220,000	29,950	249,950
2022	225,000	23,350	248,350
2023	230,000	16,600	246,600
2024	240,000	9,700	249,700
2025	245,000	4,900	249,900
<b>Total</b>	<b>1,160,000</b>	<b>84,500</b>	<b>1,244,500</b>

Debt Schedules:

**2015A Tax and Revenue Bond**  
**Combination Tax and Surplus Revenue Certificates of Obligation**  
**\$16,430,000**  
**Principal Due - August 15**

Fiscal Year	Principal	Interest	Total
2021	225,000	295,486	520,486
2022	195,000	294,046	489,046
2023	270,000	292,447	562,447
2024	280,000	289,855	569,855
2025	535,000	286,719	821,719
2026	540,000	280,138	820,138
2027	545,000	272,740	817,740
2028	555,000	264,620	819,620
2029	560,000	255,740	815,740
2030	575,000	246,332	821,332
2031	585,000	236,212	821,212
2032	575,000	225,565	800,565
2033	585,000	214,755	799,755
2034	600,000	203,523	803,523
2035	610,000	191,763	801,763
2036	620,000	179,563	799,563
2037	635,000	166,915	801,915
2038	645,000	153,770	798,770
2039	860,000	140,225	1,000,225
2040	880,000	121,907	1,001,907
2041	895,000	102,987	997,987
2042	915,000	83,566	998,566
2043	935,000	63,527	998,527
2044	955,000	42,957	997,957
2045	980,000	21,756	1,001,756
<b>Total</b>	<b>15,555,000</b>	<b>4,927,106</b>	<b>20,482,106</b>

## Debt Schedules:

**2016A Tax and Revenue Bond**  
**Combination Tax and Surplus Revenue Certificates of Obligation**  
**\$9,690,000**  
**Principal Due - August 15**

Fiscal Year	Principal	Interest	Total
2021	210,000	303,831	513,831
2022	235,000	297,531	532,531
2023	480,000	290,481	770,481
2024	500,000	271,281	771,281
2025	520,000	251,281	771,281
2026	540,000	230,481	770,481
2027	560,000	208,881	768,881
2028	585,000	186,481	771,481
2029	610,000	163,081	773,081
2030	625,000	144,781	769,781
2031	645,000	126,031	771,031
2032	665,000	106,681	771,681
2033	685,000	86,731	771,731
2034	705,000	66,181	771,181
2035	725,000	45,031	770,031
2036	745,000	23,281	768,281
<b>Total</b>	<b>9,035,000</b>	<b>2,802,050</b>	<b>11,837,050</b>

**2016B Tax and Revenue Bond**  
**Combination Tax and Surplus Revenue Certificates of Obligation**  
**\$2,720,000**  
**Principal Due - August 15**

Fiscal Year	Principal	Interest	Total
2021	270,000	11,690	281,690
2022	270,000	11,258	281,258
2023	270,000	10,421	280,421
2024	270,000	9,206	279,206
2025	275,000	7,532	282,532
2026	275,000	5,387	280,387
2027	280,000	2,912	282,912
<b>Total</b>	<b>1,910,000</b>	<b>58,406</b>	<b>1,968,406</b>

Debt Schedules:

**General Obligation Refunding Bonds, Series 2016**  
**\$5,890,000**  
**Principal Due - August 15**

Fiscal Year	Principal	Interest	Total
2021	550,000	115,200	665,200
2022	630,000	93,200	723,200
2023	240,000	68,000	308,000
2024	245,000	58,400	303,400
2025	-	48,600	48,600
2026	-	48,600	48,600
2027	-	48,600	48,600
2028	-	48,600	48,600
2029	-	48,600	48,600
2030	-	48,600	48,600
2031	300,000	48,600	348,600
2032	915,000	36,600	951,600
<b>Total</b>	<b>2,880,000</b>	<b>711,600</b>	<b>3,591,600</b>

**2017 Tax and Revenue Bond**  
**Combination Tax and Surplus Revenue Certificates of Obligation**  
**\$15,000,000**  
**Principal Due - August 15**

Fiscal Year	Principal	Interest	Total
2021	170,000	258,378	428,378
2022	170,000	257,834	427,834
2023	555,000	256,882	811,882
2024	560,000	252,442	812,442
2025	545,000	246,674	791,674
2026	555,000	240,079	795,079
2027	560,000	232,587	792,587
2028	850,000	224,411	1,074,411
2029	865,000	211,066	1,076,066
2030	875,000	196,707	1,071,707
2031	895,000	181,394	1,076,394
2032	1,265,000	164,926	1,429,926
2033	1,295,000	140,638	1,435,638
2034	1,315,000	114,868	1,429,868
2035	1,345,000	87,910	1,432,910
2036	1,375,000	59,665	1,434,665
2037	1,400,000	30,240	1,430,240
<b>Total</b>	<b>14,595,000</b>	<b>3,156,696</b>	<b>17,751,696</b>

## Debt Schedules:

**General Obligation Refunding Bonds, Series 2018**  
**\$5,620,000**  
**Principal Due - August 15**

Fiscal Year	Principal	Interest	Total
2021	695,000	126,100	821,100
2022	715,000	105,250	820,250
2023	95,000	83,800	178,800
2024	100,000	80,000	180,000
2025	105,000	77,000	182,000
2026	110,000	72,800	182,800
2027	115,000	68,400	183,400
2028	120,000	63,800	183,800
2029	125,000	59,000	184,000
2030	125,000	54,000	179,000
2031	130,000	49,000	179,000
2032	140,000	43,800	183,800
2033	145,000	38,200	183,200
2034	150,000	32,400	182,400
2035	155,000	26,400	181,400
2036	160,000	20,200	180,200
2037	170,000	13,800	183,800
2038	175,000	7,000	182,000
<b>Total</b>	<b>3,530,000</b>	<b>1,020,950</b>	<b>4,550,950</b>

Debt Schedules:

**2018A Tax and Revenue Bond**  
**Combination Tax and Surplus Revenue Certificates of Obligation**  
**\$13,810,000**  
**Principal Due - August 15**

Fiscal Year	Principal	Interest	Total
2021	385,000	249,771	634,771
2022	390,000	246,460	636,460
2023	395,000	242,794	637,794
2024	395,000	238,765	633,765
2025	400,000	234,380	634,380
2026	405,000	229,540	634,540
2027	410,000	224,194	634,194
2028	415,000	218,331	633,331
2029	425,000	211,982	636,982
2030	430,000	205,012	635,012
2031	440,000	197,616	637,616
2032	445,000	189,828	634,828
2033	455,000	181,773	636,773
2034	460,000	173,310	633,310
2035	470,000	164,524	634,524
2036	480,000	155,312	635,312
2037	490,000	145,664	635,664
2038	500,000	135,570	635,570
2039	510,000	125,070	635,070
2040	520,000	114,207	634,207
2041	530,000	102,923	632,923
2042	545,000	91,316	636,316
2043	555,000	79,272	634,272
2044	570,000	66,951	636,951
2045	580,000	54,240	634,240
2046	595,000	41,248	636,248
2047	610,000	27,860	637,860
2048	620,000	14,074	634,074
<b>Total</b>	<b>13,425,000</b>	<b>4,361,981</b>	<b>17,786,981</b>

## Debt Schedules:

**2018B Tax and Revenue Bond**  
**Combination Tax and Surplus Revenue Certificates of Obligation**  
**\$34,950,000**  
**Principal Due - August 15**

Fiscal Year	Principal	Interest	Total
2021	560,000	551,872	1,111,872
2022	565,000	548,736	1,113,736
2023	1,090,000	545,120	1,635,120
2024	1,100,000	537,272	1,637,272
2025	1,110,000	528,362	1,638,362
2026	1,120,000	518,261	1,638,261
2027	1,130,000	506,837	1,636,837
2028	1,145,000	494,068	1,639,068
2029	1,155,000	479,984	1,634,984
2030	1,170,000	464,507	1,634,507
2031	1,190,000	447,893	1,637,893
2032	1,205,000	430,400	1,635,400
2033	1,225,000	412,205	1,637,205
2034	1,245,000	393,095	1,638,095
2035	1,265,000	373,050	1,638,050
2036	1,285,000	352,051	1,637,051
2037	1,305,000	330,078	1,635,078
2038	1,330,000	307,110	1,637,110
2039	1,355,000	283,170	1,638,170
2040	1,380,000	258,373	1,638,373
2041	1,405,000	232,567	1,637,567
2042	1,430,000	206,013	1,636,013
2043	1,460,000	178,700	1,638,700
2044	1,485,000	150,668	1,635,668
2045	1,515,000	122,007	1,637,007
2046	1,545,000	92,616	1,637,616
2047	1,575,000	62,489	1,637,489
2048	1,605,000	31,619	1,636,619
<b>Total</b>	<b>34,950,000</b>	<b>9,839,114</b>	<b>44,789,114</b>

Debt Schedules:

**2019 Tax and Revenue Bond**  
**Combination Tax and Surplus Revenue Certificates of Obligation**  
**\$2,210,000**  
**Principal Due - August 15**

Fiscal Year	Principal	Interest	Total
2021	204,000	48,052	252,052
2022	209,000	43,197	252,197
2023	213,000	38,223	251,223
2024	219,000	33,153	252,153
2025	224,000	27,941	251,941
2026	229,000	22,610	251,610
2027	235,000	17,160	252,160
2028	240,000	11,567	251,567
2029	246,000	5,855	251,855
<b>Total</b>	<b>2,019,000</b>	<b>247,758</b>	<b>2,266,758</b>

**General Obligation Refunding Bonds, Series 2020**  
**\$2,695,000**  
**Principal Due - August 15**

Fiscal Year	Principal	Interest	Total
2021	205,000	86,900	291,900
2022	220,000	80,750	300,750
2023	225,000	74,150	299,150
2024	230,000	69,650	299,650
2025	235,000	65,050	300,050
2026	245,000	53,300	298,300
2027	250,000	48,400	298,400
2028	255,000	43,400	298,400
2029	270,000	33,200	303,200
2030	275,000	22,400	297,400
2031	285,000	11,400	296,400
<b>Total</b>	<b>2,695,000</b>	<b>588,600</b>	<b>3,283,600</b>

## Debt Schedules:

**2020 Tax and Revenue Bond**  
**Combination Tax and Surplus Revenue Certificates of Obligation**  
**\$16,460,000**  
**Principal Due - August 15**

Fiscal Year	Principal	Interest	Total
2021		978,150	978,150
2022	390,000	652,100	1,042,100
2023	570,000	632,600	1,202,600
2024	595,000	604,100	1,199,100
2025	610,000	592,200	1,202,200
2026	620,000	580,000	1,200,000
2027	630,000	567,600	1,197,600
2028	665,000	536,100	1,201,100
2029	695,000	502,850	1,197,850
2030	730,000	468,100	1,198,100
2031	745,000	453,500	1,198,500
2032	785,000	416,250	1,201,250
2033	1,025,000	377,000	1,402,000
2034	1,065,000	336,000	1,401,000
2035	1,105,000	293,400	1,398,400
2036	1,150,000	249,200	1,399,200
2037	1,195,000	203,200	1,398,200
2038	1,245,000	155,400	1,400,400
2039	1,295,000	105,600	1,400,600
2040	1,345,000	53,800	1,398,800
<b>Total</b>	<b>16,460,000</b>	<b>8,757,150</b>	<b>25,217,150</b>

# GRANBURY *Texas*

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# Fiscal & Budgetary Policies

## I. Statement of Purpose

The City of Granbury is committed to financial management through integrity, prudent stewardship, planning, accountability, full disclosure and communication. The broad purpose of these Fiscal and Budgetary Policies are to enable the City to achieve and maintain a long-term stable and positive financial condition, and provide guidelines for the day-to-day planning and operations of the City’s financial affairs.

Policy scope generally spans areas of accounting and fiscal reporting, internal controls, both operating and capital budgeting, revenue management, investment and asset management, debt management and forecasting. This is done in order to:

- Demonstrate to the citizens of Granbury, the investment community, and the bond rating agencies that the City is committed to a strong fiscal operation;
- Provide precedents for future policy-makers and financial managers on common financial goals and strategies;
- Fairly present and fully disclose the financial position of the City on conformity to generally accepted accounting principals (GAAP); and
- Demonstrate compliance with finance-related legal and contractual issues in accordance with the Texas Local Government Code and other legal mandates.

These policies will be reviewed and updated annually as part of the budget preparation process.

## II. Operating Budget Policy Statement

### A. Preparation

Budgeting is an essential element of financial planning, control, and evaluation process of municipal government. The “Operating Budget” is the City’s annual financial operating plan. The following funds are appropriated: General Fund, Enterprise funds (Utility Fund and Airport Fund), Special Revenue Funds (Tourism Fund and Granbury Historical Properties), and the Debt Service Fund. The Finance Department prepares the budget, with the cooperation of all departments, and under the direction of the City Manager who makes necessary changes and transmits the document to the City Council.

1. Proposed Budget - Under the City Charter, the City Manager is responsible for preparing and recommending an operating budget for City Council consideration. Such budget shall provide a complete plan for

the fiscal year within the provisions of the City Charter.

- A. A budget message which shall outline the proposed financial policies for the next year with explanations of any change from previous years in expenditures and any major changes in policy and complete statement regarding the financial conditions of the City.
  - B. The budget shall include four basic segments for review and evaluation: (1) personnel costs, (2) line item budget for operations and maintenance costs, (3) service level adjustments for increases or decreases to existing service levels, and (4) revenues.
  - C. The budget review process shall include the City Council participation in the development of each of the four segments of the proposed budget.
2. Adoption of the Budget – The budget and all supporting schedules shall be filed with the City Secretary when submitted to the Council and shall be open for public inspection by anyone interested.

At the Council meeting at which time the budget is submitted, the Council will name the time and place of a budget public hearing and will publish the notice of the public hearing at least ten (10) days before the date of the hearing. At this hearing, interested citizens may express their opinions concerning items of expenditure, giving their reasons for wishing the increase or decrease in any items of expense. After the public hearing, the Council shall analyze the budget, making any additions or deletions which they feel appropriate, and shall, at least twenty (20) days prior to the beginning of the next fiscal year, adopt the budget by a favorable majority vote of all members of the Council. Should the Council take no action on or prior to such day, the budget, as submitted, shall be deemed to have been finally and unanimously adopted by the Council.

3. The Operating Budget shall be submitted to the Government Finance Officers Association (GFOA) annually for evaluation and consideration for the Award for Distinguished Budget Presentation.

## **B. Balanced Budget**

A Balanced Budget is defined as a budget with total expenditures not exceeding total revenues and monies available in the fund balance within an individual fund. The goal of the City is to balance the operating budget with the current revenues, whereby, current revenues would match and fund on-going expenditures.

## C. Planning

The budget process will be coordinated so that major policy issues are identified prior to the budget approval date. This will allow the City Council adequate time for consideration of appropriate decisions and analysis of financial impacts.

## D. Reporting

Summary financial reports will be presented to the City Council quarterly. These reports will be in a format appropriate to enable the City Council to understand the overall budget and financial status. The City Manager will also present a mid-year report to the City Council following the end of the second fiscal quarter which updates the status of projects and related financial goals set forth in the budget.

## E. Control and Accountability

Each Department Director, appointed by the City Manager, will be responsible for the administration of his/her departmental budget. This includes accomplishing the objectives adopted as part of the budget and monitoring each departmental budget for compliance with spending limitations.

## F. Contingency Appropriations

The budget may include contingency appropriations within designated operating departmental budgets. These funds are to offset expenditures for unexpected maintenance or other unanticipated or unforeseen expenses that might occur during the year. The Contingency Accounts for 2020-2021 is \$200,000 in the General Fund and \$100,000 in the Utility Fund.

## III. Asset Management

### A. Cash Management and Investments

The City Council has formally approved a separate Investment Policy for the City of Granbury that meets the requirements of the public Funds Investment Act (PFIA), Section 2256 of the Texas Local Government Code. This policy is reviewed annually by the City Council and it applies to all financial assets held by the City.

1. Statement of Cash Management Philosophy – The City shall maintain a comprehensive cash management program to include the effective collection of all accounts receivable, the prompt deposit of receipts to the City’s depository, the payment of obligations, and the prudent investment of idle funds in accordance with this policy.

2. Objectives - The City's investment program will be conducted as to accomplish the following listed in priority order:
  - a. Safety of the principal invested
  - b. Liquidity and availability of cash to pay obligations when due
  - c. Receive the highest possible rate of return (yield) consistent with the City's investment policy.
3. Safekeeping and Custody - Investments may only be purchased through brokers/dealers who meet the criteria detailed in the investment policy, which also addresses internal controls related to investments.
4. Standard of Care and Reporting - Investments will be made with judgment and care, always considering the safety of principal to be invested and the probable income to be derived. The Director of Finance is responsible for overall management of the City's investment program and ensures all investments are made in compliance with the investment policy. An investment report, providing both summary and detailed information, will be presented to the City Council quarterly.
5. Authorized Investments - The City can currently invest in the following:
  - a. U.S Treasury and Agency securities;
  - b. Obligations of this state or other states, agencies, counties, cities, rated as to investment quality by a nationally recognized investment rating firm of not less than A;
  - c. Certificates of Deposit;
  - d. Fully collateralized Repurchase Agreements;
  - e. No-load Money Market Mutual Funds;
  - f. Investment Pools that meet the requirements of PFIA.

## **B. Capital Expenditures**

These assets will be reasonably safeguarded and properly accounted for, and prudently insured.

1. Capitalization Criteria - For purposes of budgeting and accounting classification, capital expenditures are defined as a purchase of an asset that contains the following criteria:
  - The asset is owned by the City.
  - The expected useful life of the asset must be longer than one year, or extend the life of an identifiable existing asset by more than one year.
  - The original cost of the asset must be at least \$5,000.
  - The asset must be tangible.
  - On-going repairs and general maintenance are not capitalized.

2. New Purchases - All costs associated with bringing the asset into working order will be capitalized as part of the asset costs. This will include start up costs, engineering or consultant type fees as part of the asset cost once the decision or commitment to purchase the asset is made. The cost of land acquired should include all related costs associated with its purchase.
3. Improvements and Replacement - Improvements will be capitalized when they extend the original life of an asset or when they make the asset more valuable than it was originally. The replacement of assets components will normally be expensed unless they are of a significant nature and meet all the capitalization criteria.
4. Contributed Capital - Infrastructure assets received from developers or as a result of annexation will be recorded as equity contributions when they are received.
5. Distributions Systems - All costs associated with public domain assets, such as streets and utility distribution lines will be capitalized in accordance with the capitalization policy. Costs should include engineering, construction and other related costs including right of way acquisition.
6. Reporting and Inventory - The Finance Department will maintain the permanent records of the City's fixed assets, including description, cost, department of responsibility, date of acquisition, depreciation and expected useful life. Periodically, random sampling at the department level will be performed to inventory fixed assets assigned to that department. Responsibility for safeguarding the City's fixed assets lies with the department Director whose department has been assigned the asset.

## IV. Debt Management

The City of Granbury recognizes the primary purpose of capital facilities is to provide services to the citizens. Using debt financing to meet the capital needs of the community must be evaluated according to efficiency and equity. Efficiency must be evaluated to determine the highest rate of return for a given investment of resources. Equity is resolved by determining who should pay for the cost of capital improvements. In meeting demand for additional services, the City will strive to balance the needs between debt financing and "pay-as-you-go" methods. The City realizes that failure to meet the demands of growth may inhibit its continued economic vitality, but also realizes that too much debt may have detrimental effects on the City's long-range financial condition.

The City will issue debt only for the purpose of acquiring or constructing capital assets for the general benefit of its citizens and to allow it to fulfill its various purposes as a city.

**A. Usage of Debt** – Debt financing will be considered for non-continuous capital improvements which citizens will be benefited. Alternatives for financing will be explored prior to debt issuance and include, but not limited to:

- Grants
- Use of Reserve Funds
- Use of Current Revenues
- Contributions from developers and others
- Leases
- Impact Fees

When the City utilizes long-term financing, it will ensure that the debt is soundly financed by conservatively projecting revenue sources that will be used to pay the debt. It will not finance the improvement over a period of time greater than the useful life of the improvement and it will determine that the cost benefit of the improvement, including interest costs, is positive to the community.

**B. Types of Debt** –

1. **General Obligation Bonds** – General obligation bonds must be authorized by a vote of the citizens of Granbury. They are used only to fund capital assets of the general government and are not to be used to fund operating needs of the City. The full faith and credit of the City as well as the City's ad valorem taxing authority back general obligation bonds. Conditions for issuance of general obligation debt include:

When the project will have a significant impact on the tax rate;

When the project may be controversial even though it is routine in nature;  
or

When the project falls outside normal bounds of projects the City has typically done.

2. **Revenue Bonds** – Revenue bonds will be issued to provide for the capital needs of any activities where the capital requirements are necessary for a continuation or expansion of a service. The improved activity shall produce a revenue stream to fund the debt service requirements of the necessary improvement to provide service expansion. The average life of the obligation should not exceed the useful life of the asset(s) to be funded by the bond issue.

3. **Certificates of Obligation, Contract Obligations (CO's)** – Certificates of obligation or contract obligations may be used to fund capital requirements that are not otherwise covered either by general obligation or revenue bonds. Debt service for CO's may be either from general revenues (tax-supported) by a specific revenue stream(s) or a combination of both. Typically, the City may issue CO's when the following conditions are met:

- When the proposed debt will have a minimal impact on future effective property tax rates;
- When the projects to be funded are within the normal bounds of city capital projects, such as roads, parks, various infrastructure and City facilities; and
- When the average life of the obligation does not exceed the useful life of the asset(s) to be funded by the issue.

Certificates of obligation will be the least preferred method of financing and will be used with prudent care and judgment by the City Council. Every effort will be made to ensure public participation in decisions relating to debt financing.

- C. Method of Sale** – The City will use a competitive bidding process in the sale of bonds unless conditions in the bond market or the nature of the issue warrant a negotiated bid. In such situations, the City will publicly present the reasons for the negotiated sale. The City will rely on the recommendation of the financial advisor in selection of the underwriter or direct purchaser.
- D. Disclosure** – Full disclosure of operating costs along with capital costs will be made to the bond rating agencies and other users of financial information. The City staff, with the assistance of the financial advisor and bond counsel, will prepare the necessary materials for presentation to the rating agencies and will aid in the production of the preliminary Official Statements. The City will take the responsibility for the accuracy of all financial information released.
- E. Federal Requirements** – The City will maintain procedures to comply with arbitrage rebate and other Federal requirements.
- F. Debt Restructuring** – The City will issue bonds not to exceed the useful life of the asset being financed. The structure should approximate level debt service unless operational matters dictate otherwise. Market factors, such as the effects of tax-exempt designations, the cost of early redemption options and the like, will be given consideration during the structuring of long-term debt instruments.
- G. Debt Coverage Ratio** – Refers to the number of times the current combined debt service requirements or payments would be covered by the current operating revenues, net of on-going operating expenses of the City’s combined utilities (Electric, Water, and Wastewater). The current bond ordinance for outstanding utility debt requires a combined minimum 1.25 times coverage ratio.
- H. Bond Reimbursement Resolutions** – The City may utilize bond reimbursements as a tool to manage its debt issues, due to arbitrage requirements and project timing. In so doing, the City uses its capital reserves “cash” to delay bond issues until such time when issuance is favorable and beneficial to the City.

The City Council may authorize a bond reimbursement resolution for General Capital projects that have a direct impact on the City's ad valorem tax rate when the bonds will be issued within the term of the existing City Council.

The City Council may also authorize revenue bond reimbursements for approved utility and other self-supporting capital projects.

## V. Other Funding Alternatives

When at all possible, the City will research alternative funding opportunities prior to issuing debt or increasing user-related fees.

- A. **Grants** – All potential grants will be examined for any matching requirements and the source of those requirements identified. A grant funding worksheet, reviewed by Finance, that clearly identifies funding sources, outcomes and other relevant information will be presented and approved by the City Council prior to any grant application being submitted. It must be clearly understood that any resulting operation requirements of the grant could be discontinued once the term and conditions of the project have been terminated. The City Council must authorize acceptance of any grant funding.
- B. **Use of Reserve Funds** - The City may authorize the use of reserve funds to potentially delay or eliminate a proposed bond issue. This may occur due to higher than anticipated fund balances in prior years, thus eliminating or reducing the needs for debt proceeds, or postpone a bond issue until market conditions are more beneficial or timing of the related capital improvements does not correspond with the planned bond issue. Reserve funds used in this manner are replenished upon issuance of the proposed debt.
- C. **Developer Contributions** – The City will require developers who negatively impact the City's utility capital plans to offset those impacts.
- D. **Leases** – The City may authorize the use of lease financing for certain operating equipment when it is determined that the cost benefit of such arrangement is advantageous to the City.
- E. **Impact Fees** – The City will impose impact fees as allowable under state law for both water and wastewater services. These fees will be calculated in accordance with statute and reviewed at least every three years. All fees collected will fund projects identified within the Fee study and as required by state laws.

## VI. Financial Conditions and Reserves

The City of Granbury will maintain budgeted minimum reserves in the ending working capital/fund balances to provide a secure, healthy financial base for the City in the event of a natural disaster or other emergency, allow stability of City operations should revenues fall short of budgeted projections and provide available resources to implement budgeted expenditures without regard to actual timing of cash flows into the City.

- A. **Operational Coverage** - The City's goal is to maintain operations coverage of 1.00, such that operating revenues will at least equal or exceed current operating expenditures. Deferrals, short-term loans, or one-time sources will be avoided as budget balancing techniques.
  
- B. **Operating Reserves** - City wide the City will maintain reserves at a minimum of ninety (90) days (25%) of net budgeted operating expenditures. Net budgeted operating expenditures are defined as total budgeted expenditures less interfund transfers and charges, general debt service (tax-supported), direct cost for purchased power and payments from third party grant monies.
  - 1. **General Fund** - The unobligated fund balance in the General Fund should equal at least ninety (90) days or 25% of annual budgeted General Fund expenditures.
  - 2. **Utility Fund** -Working capital reserves in the Utility Fund should be 25% or ninety (90) days.

For all other funds, the fund balance is the excess of assets over liabilities which is an indication of strength of each particular fund at a specific time. The ultimate goal of each such fund is to have expended the fund balance at the conclusion of the activity for which the fund was established.

Reserve requirements will be calculated as part of the annual budget process and any additional required funds to be added to the reserve balances will be appropriated within the budget. Funds in excess of the minimum reserves may be expended for City purposes at the will of the City Council once it has been determined that the use of the excess will not endanger reserve requirements in future years.

- C. **Liabilities and Receivables** - Procedures will be followed to maximize discounts and reduce penalties offered by creditors. Current liabilities will be paid within 30 days of receiving the invoice. Accounts receivable procedures will target collection for a maximum of 30 days of service. Receivables aging past 120 days will be sent to a collection agency.

**Capital Projects Funds** - Every effort will be made for all monies within the Capital Projects Funds to be expended within thirty-six (36) months of

receipt. The fund balance will be invested and income generated will offset increases in construction costs or other costs associated with the projects. Capital project funds are intended to be expended totally, with any unexpected excess to be transferred to the Debt Service Fund to service project-related debt service.

- E. **General Debt Service Funds** - Revenues within this fund are stable, based on property tax revenues. Balances are maintained to meet contingencies and to make certain that the next year's debt service payments may be met in a timely manner. The fund balance should not fall below one month or 1/12<sup>th</sup> annual debt service requirements, in accordance with IRS guidelines.
- F. **Investment of Reserve Funds** - The reserve funds will be invested in accordance with the City's investment policy.

## VII. Internal Controls

- A. **Written Procedures** - Wherever possible, written procedures will be established and maintained by the Director of Finance for all functions involving cash handling and/or accounting throughout the City. These procedures will embrace the general concepts of fiscal responsibility set forth in this policy statement.
- B. **Department Directors Responsibility** - Each department director is responsible for ensuring that good internal controls are followed throughout the department, that all Finance Department directives are implemented and that all independent auditor internal control recommendations are addressed.

## Basis of Accounting and Budgeting

The City's basis of accounting conforms to Generally Accepted Accounting Principles (GAAP) as established by the Governmental Accounting Standards Board (GASB), and the Comprehensive Annual Financial Report (CAFR) is prepared under the modified accrual and accrual basis of accounting, as required by GAAP. The City's basis of budgeting essentially follows the basis of accounting (modified accrual for government funds and full accrual for proprietary funds); however, there are exceptions, which are described below.

- A. Only revenues expected to be received during the year or soon thereafter are included in revenue estimates (budget basis). For GAAP purposes, governmental fund type revenues are recognized when they are both "*measurable and available*" according to the modified accrual basis of accounting. Proprietary fund type revenues are recognized when earned according to the accrual basis of accounting.
- B. Only amounts that will be spent or encumbered by the end of the fiscal year are recorded as expenditures (budget basis). For GAAP purposes, governmental and proprietary fund type expenditures are recorded when incurred according to the modified accrual and accrual basis of accounting.
- C. Depreciation expense is not displayed and capital expenditures and bond principal payments are shown as utilized by each fund (budget basis).
- D. Compensated absences (accrued but unused leave) and employee benefits are not reflected in the budget.
- E. Transfers are classified as revenues and expenditures (budget basis) rather than as "other financing sources or uses" (accounting basis).

# Approved Positions

## General Fund

	2018		2019		2020		2021		TOTAL 2021
	FT	PT	FT	PT	FT	PT	FT	PT	
<b>General Fund</b>									
City Manager	2		3		3		3		3
City Secretary	2		2		2		2		2
Finance	6		6		6		6		6
Purchasing	2		2		2		2		2
Information Technology	2		2	1	1				
Human Resources	1		1		1		1		1
Warehouse	2		2		2		2		2
Communications	1		1	1	1	1	1	1	2
Assistant City Manager	1								
Building & Permits	7	1	9	1	9	1	9	1	10
Economic Development									
Community Development	5		5	1	6		6		6
Clean Air Coalition	1		1		1		1		1
Municipal Court	2	1	2	1	2	1	2	1	3
Police	39		45		51		51		51
Fire	1		1		1		1		1
Streets	6	1	6	1	6	1	6	1	7
Fleet Maintenance	4		4		4		4		4
Building Maintenance	9		9		9		9		9
Parks and Recreation	20	5	20	5	21	5	21	5	26
Cemetery	1		1		1		1		1
<b>Total General Fund</b>	<b>114</b>	<b>8</b>	<b>122</b>	<b>11</b>	<b>129</b>	<b>9</b>	<b>128</b>	<b>9</b>	<b>137</b>

## Significant Changes

**Information Technology-** IT has been outsourced to a third-party, therefore that department will no longer budget for any City-provided personnel.

## Approved Positions

### Utility, Airport & Tourism Fund

	2018		2019		2020		2021		TOTAL 2021
	FT	PT	FT	PT	FT	PT	FT	PT	
<b>Utility Fund</b>									
Utility Administration	3		3		3		3		3
Meter Reading	3		3		3		3		3
Ground Water			3		4		4		4
Water Treatment	12		8		8		9		9
Electric	6	1	6		7		7		7
Water Distribution	4	1	4		4		6		4
Wastewater Treatment	6		6		8		11		11
Wastewater Collection	4		5		7		5		7
Public Works	2		3		4		5		5
<b>Total Utility Fund</b>	<b>40</b>	<b>2</b>	<b>41</b>	<b>0</b>	<b>48</b>	<b>0</b>	<b>53</b>	<b>0</b>	<b>53</b>
<b>Airport Fund</b>									
Airport	2	4	1	5	1	5	1	5	6
<b>Total Airport Fund</b>	<b>2</b>	<b>4</b>	<b>1</b>	<b>5</b>	<b>1</b>	<b>5</b>	<b>1</b>	<b>5</b>	<b>6</b>
<b>Tourism Fund</b>									
Tourism			3	6	3	6	3	8	11
Conference Center	5	4	5	4	5	4	5	4	9
<b>Total Tourism Fund</b>	<b>5</b>	<b>4</b>	<b>8</b>	<b>10</b>	<b>8</b>	<b>10</b>	<b>8</b>	<b>12</b>	<b>20</b>
<b>Total Employees</b>	<b>161</b>	<b>18</b>	<b>172</b>	<b>26</b>	<b>186</b>	<b>24</b>	<b>190</b>	<b>26</b>	<b>216</b>

### Significant Changes

**Water Treatment-** Added 1 treatment technician position

**Wastewater Treatment-** in anticipation of the new WWTP construction, three operators will be hired and trained in FY 20-21 to be ready when the new plant comes online in FY2022

**Public Works-** Added a position for an in-house GIS technician

## Advisory Boards & Commissions

In addition to the permanent advisory boards and commissions listed, the Council also appoints temporary advisory committees from time to time to address specific, short term issues. The 2019-2020 Membership of Advisory Boards and Commissions include:

**Granbury Regional Airport Board.** Studies and makes recommendations to the City Council regarding operations, facility improvements, and maintenance of the airport.

Jackie W. Vaughn, Chair	Larry French	Monty Johnson
Andy Rash	John Roberts	Shea Hopkins (Alternate)
Rick Huber	Lon Wimberley	Mark Zimmermann

**Building Standards, Plumbing, Adjustments & Appeals Board.** Hears and decides on appeals of decisions made by the building official or fire inspector. Hears and makes rulings on dangerous building and property maintenance cases.

Brian Blevins	Brian Gaffin	Bob White
Jon Curtner	Terry Taylor	Walter Hardin
Scott Yater	Fire Marshall	

**Cemetery Board.** Discusses and studies issues pertaining to the City Cemetery and makes recommendations to the City Council.

David Southern, Chair	Jake Caraway	Carol Walton
John Boozer	Kathy Hanlon	Jim Galley
Asa Maddox	Jean Robertson, Honorary Lifetime Member	

**Zoning Board of Adjustment.** Hears and decides appeals and variance requests and may modify decisions or determinations related to the zoning ordinance. The authority and responsibilities of this board are established in Texas Local Government Code.

Eilleen Cate, Chair	Ronnie Hurd, Vice Chair	Mary Ella Riley
Ernestine Shugart	Faye Landham	Norman Fott (Alternate)
Kenneth Cadenhead (Alternate)		

# Advisory Boards & Commissions

## *Continued*

**Municipal Utility Advisory Board.** Offers an avenue for citizens to provide input and make inquiries regarding public utilities. Advises City Council and City staff regarding proposed expansions, contractions, and improvements of the utility systems, incurring indebtedness, issuing bonds and the fixing of rates and charges for utility services.

Gary Goldston, Chair	Jon Curtner	James Jarrett
Rob Bishop	Jerry Colborg	

**Historic Preservation Commission.** Adopts criteria for the designation of landmarks, promotes historic preservation, and increases awareness of the value of historic, cultural, and architectural preservation. Hears and decides on applications for Certificates of Appropriateness regarding properties in the historic districts.

Stan Wasielewski, Chair	Cindy Peters, Vice Chair	Mark McDonald
Amanda Pape	Carrie Young	Kay Collerain-Schwartz

**Planning and Zoning Commission.** Makes recommendations to City Council regarding requests for Specific Use Permits, zoning changes, ordinance amendments, and plats. Makes recommendations to the City Council regarding achievable goals, plans, programs and policies for the total development of the City. Renders decisions regarding Tree Conservation Plans.

Reda Kay, Chair	Tim Hallman, Vice Chair	Norman Fott
Jim Galley	Richard Hoefs	Tony Hedges
Randall Moore	Steven Vale	

**Public Television Channel Advisory Board.** Brings forward needs, suggestions and recommendations from the community to aid in development and improvement of the public television channel (Granbury TV). Advises City Council and City staff regarding the City's broadcast of GISD sports and other programming on KTRL radio through Tarleton State University.

Jon D. Back, Chair	Maureen Griffin	Zach Maxwell
Gary Miller	Kevin Myers	McGarry Warden

# Advisory Boards & Commissions

## *Continued*

**Granbury Parks Board.** Researches and recommends policies regarding development, operation, and maintenance of the municipal parks.

Jean Cate, Chair	Kali Kuban	Richard Laviolette
Barbara Boozer	James Dickens	Jone Snider
Bev Groves	Jayme Cornwell	Kay Wasielewski

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**Ethics Commission.** Hears and resolves complaints or allegations of a violation of the City of Granbury's Code of Ethics brought before them by any person. The commission is responsible for recommending sanctions and penalties in cases where a violation of the Ethics Code is found to have occurred.

Vickie Lee, Chair	Romeo Bachand	Larry Gilley
Darla Louvin	Rod Reyes	Julie Shores

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**Capital Improvements Advisory Committee.** Assists the City Council in adopting land use assumptions, monitors and evaluates the implementation of the capital improvements plan, and advises the City Council of the need to update or revise the land use assumptions, capital improvements plan, and impact fees.

Timothy Martin, Chair	Brian Blevins	JC Campbell
Norman Fott	James Jarratt	Eddie Funderburk

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**Granbury Cultural Arts.** The Commission is tasked with developing a Public Arts Policy and Master Plan to be adopted by the City Council and presenting a biannual "state of the arts" assessment to the Council.

Heather Cleveland, Chair	Robert Cook, Vice Chair	Phil Groeschel
Logan Mehaffey	Val Hibbeler	Shad Ramsey
Kelly SoRelle		

# GRANBURY *Texas*

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# Utility Rate Structure

## Water Rate Structure

*last updated October 1, 2019*

	<i>Inside</i>	<i>Outside</i>
<b>Residential Minimums</b>		
All Residential Customers	18.01	27.69
<b>Commercial Minimum per</b>		
3/4" Meters	20.26	28.14
1" Meters	41.64	58.52
2" Meters	195.82	274.60
3" and 4" Meters	391.64	549.20
<b>All Rate per 1,000 gallons:</b>		
0-2,000 gallons	5.63	8.44
2,000- 10,000 gallons	7.60	11.39
10,001-20,000 gallons	8.73	13.09
over 20,000 gallons	9.00	13.51

## Sewer Rate Structure

*last updated October 1, 2019*

	<i>Inside</i>	<i>Outside</i>
<b>Minimums by Type</b>		
Residential Charge	26.88	38.08
Commercial	40.88	49.84
Multi Unit	7.28	11.20
<b>All Rate per 1,000 gallons</b>	<b>3.92</b>	<b>5.89</b>

# Utility Rate Structure

## Electric Rate Structure

*last updated October 1, 2017*

	<i>Inside</i>	<i>Outside</i>
<b>Minimums by Type</b>		
Residential & Multi-Unit	13.75	25.00
Commercial	35.00	45.00
Large Commercial	72.00	85.00
<b>All Energy Charge per/kWh</b>	<b>0.0459</b>	<b>0.0459</b>

**Power Cost Adjustment Factor-** In addition to the appropriate base rates, each customer's monthly charge shall be increased by an amount equal to the total power cost incurred in providing service.

<b>Sales Tax</b>		
Residential	1.5%	N/A
Commercial	8.25%	6.25%

## Garbage Rate Structure

*last updated October 1, 2019*

	<i>Inside</i>	<i>Outside</i>
<b>Minimums by Type</b>		
Residential	14.86	N/A
Commercial	varies*	N/A
<b>All Customers- Sales Tax</b>	<b>8.25%</b>	<b>N/A</b>

\*rates will be set by type, amount and frequency of service.

# 5-Year Strategic Plans

*As part of the budget process, five year strategic plans are forecasted out for each of the four major funds.*

## MAJOR ASSUMPTION HIGHLIGHTS

- \* Revenues and expenses are evaluated at a line item level.
- \* Growth forecasts are conservative and based on historical trends.
- \* Known debt obligations and contractual expenses are projected out at actual amounts.
- \* Each fund's strategic plan results in a balanced budget by limiting the amount projected to be invested in capital projects.
- \* Ad valorem tax rate is forecasted to remain constant with property values increasing at conservative rates.
- \* Utility rates are projected to increase in line with the Consumer Price Index.
- \* Airport revenue is held constant pending the completion of the Airport Expansion project.
- \* Tourism revenues are growing at conservative rates based on historical trends.
- \* Supplies, Maintenance and Services line items are projected to increase with the Consumer Price Index.
- \* Personnel expenses are projected to increase with an overall average of 3%, however in FY2021 no merit raises or CPI increases are budgeted for any City staff.

# General Fund

GENERAL FUND					
2020-2021 Proposed 5 Year Strategic Plan					
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Ad Valorem Revenue</b>					
Gross Taxable Value	1,735,535,724	1,770,246,000	1,805,650,000	1,841,763,000	1,878,598,000
Less: Frozen Value	(298,686,252)	(304,660,000)	(310,754,000)	(316,970,000)	(323,310,000)
Tax Base	1,436,849,472	1,465,586,000	1,494,896,000	1,524,793,000	1,555,288,000
Tax Rate	0.396117	0.396117	0.396117	0.396117	0.396117
Tax Levy	5,691,605	5,805,435	5,921,537	6,039,964	6,160,760
Collection Rate	99%	99%	99%	99%	99%
Ad Valorem Revenue	5,634,689	5,747,381	5,862,322	5,979,565	6,099,153
Add: Tax Ceiling Revenue	958,855	978,000	997,000	1,016,000	1,036,000
Less: I&S Expense	(3,912,708)	(3,963,803)	(3,828,129)	(3,836,535)	(3,416,922)
<b>Ad Valorem Revenue for O&amp;M</b>	<b>2,680,836</b>	<b>2,761,000</b>	<b>3,031,000</b>	<b>3,159,000</b>	<b>3,718,000</b>
<b>Operating Revenues</b>					
Sales Tax	8,675,000	9,000,000	9,250,000	9,500,000	9,750,000
Other Taxes, Franchise Fees	2,330,940	2,384,000	2,439,000	2,496,000	2,555,000
Licenses & Permits	729,363	754,000	777,000	799,000	821,000
Municipal Court Revenue	151,100	153,000	158,000	162,000	167,000
Park Revenue	154,500	160,000	165,000	169,000	173,000
Interest Income	100,000	103,000	106,000	109,000	112,000
Other Revenue	148,600	148,000	149,000	150,000	152,000
Other Inter-Governmental Rev.	178,311	183,000	188,000	194,000	199,000
Internal Fund Transfers	1,425,061	1,454,000	1,469,000	1,484,000	1,497,000
Reserve Contribution	638,538	1,128,000	1,028,000	1,028,000	28,000
<b>Operating Revenues</b>	<b>14,531,413</b>	<b>15,467,000</b>	<b>15,729,000</b>	<b>16,091,000</b>	<b>15,454,000</b>
<b>Total Revenue</b>	<b>17,212,249</b>	<b>18,228,000</b>	<b>18,760,000</b>	<b>19,250,000</b>	<b>19,172,000</b>
<b>Budgeted O&amp;M Expenditures</b>	<b>(16,373,467)</b>	<b>(17,469,000)</b>	<b>(17,922,000)</b>	<b>(18,383,000)</b>	<b>(18,030,000)</b>
Transfer to Tourism Fund	(435,305)	(445,000)	(459,000)	(474,000)	(481,000)
<b>Total Operating Expenses</b>	<b>(16,808,772)</b>	<b>(17,914,000)</b>	<b>(18,381,000)</b>	<b>(18,857,000)</b>	<b>(18,511,000)</b>
Required 1% Reserve	(173,727)	(183,000)	(188,000)	(193,000)	(192,000)
<b>Capital</b>	<b>(229,750)</b>	<b>(131,000)</b>	<b>(191,000)</b>	<b>(200,000)</b>	<b>(469,000)</b>
<b>Total Capital Outlay</b>	<b>(229,750)</b>	<b>(131,000)</b>	<b>(191,000)</b>	<b>(200,000)</b>	<b>(469,000)</b>
<b>Budget Issue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Significant Assumptions:**

- Ad Valorem Revenue projected to increase about 2%, Sales Tax projected at 3%, and most other revenues average increase at 3%.
- O&M expenses are budgeted to increase an average of 3%.
- General Fund’s 2020 CO will fund street improvements for FY2021, but starting in FY2022 the City is budgeting to use operating Fund Balance.
- FY 2025, the City has a significant decrease in I&S Expense due to 2013 GO Refunding Debt being paid off.

# Utility Fund

UTILITY FUND 2020-2021 Proposed 5 Year Strategic Plan					
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Revenues</b>					
Electric Revenue	10,953,000	11,009,000	11,065,000	11,122,000	11,179,000
Water Revenue	7,697,000	7,993,000	8,312,000	8,644,000	8,989,000
Sewer Revenue	3,209,000	3,305,000	3,404,000	3,506,000	3,611,000
Interest Income	98,000	100,000	100,000	100,000	100,000
Other Revenue	524,034	514,000	518,000	522,000	527,000
Other Inter-Governmental Rev.	-	-	-	-	-
Transfer In from Impact Fees	275,000	100,000	100,000	100,000	100,000
<b>Total Revenues</b>	<b>22,756,034</b>	<b>23,021,000</b>	<b>23,499,000</b>	<b>23,994,000</b>	<b>24,506,000</b>
<b>Expenses</b>					
Utility Administration	(402,674)	(413,000)	(423,000)	(434,000)	(444,000)
Meter Reading	(287,067)	(320,000)	(302,000)	(335,000)	(317,000)
Ground Water	(584,061)	(590,000)	(598,000)	(607,000)	(618,000)
Water Treatment	(2,510,225)	(2,569,000)	(2,629,000)	(2,690,000)	(2,753,000)
Electric Operations	(6,351,165)	(6,508,000)	(6,669,000)	(6,756,000)	(6,845,000)
Water Distribution	(715,160)	(733,000)	(750,000)	(767,000)	(786,000)
Wastewater Treatment	(1,482,442)	(1,860,000)	(2,040,000)	(2,137,000)	(2,200,000)
Wastewater Collection	(478,190)	(491,000)	(503,000)	(515,000)	(528,000)
Non-Departmental	(1,645,840)	(1,676,000)	(1,707,000)	(1,738,000)	(1,771,000)
Public Works	(704,432)	(722,000)	(740,000)	(759,000)	(778,000)
<b>Budgeted O&amp;M Expenses</b>	<b>(15,161,256)</b>	<b>(15,882,000)</b>	<b>(16,361,000)</b>	<b>(16,738,000)</b>	<b>(17,040,000)</b>
Debt	(4,624,900)	(4,673,182)	(4,684,162)	(4,685,038)	(4,692,466)
Interfund Transfers	(1,378,061)	(1,405,000)	(1,418,000)	(1,430,000)	(1,443,000)
<b>Total Operating Expenses</b>	<b>(21,164,217)</b>	<b>(21,960,182)</b>	<b>(22,463,162)</b>	<b>(22,853,038)</b>	<b>(23,175,466)</b>
Required 1% Reserve	(228,317)	(233,818)	(235,838)	(240,962)	(246,534)
<b>Capital</b>					
Projected Capital Expenditures	(1,363,500)	(827,000)	(800,000)	(900,000)	(1,084,000)
<b>Total Capital Outlay</b>	<b>(1,363,500)</b>	<b>(827,000)</b>	<b>(800,000)</b>	<b>(900,000)</b>	<b>(1,084,000)</b>
<b>Budget Issue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

### Significant Assumptions:

- Electric revenue estimated to increase an average of 0.5% each year due to only slight increases in consumption/connections. Water and Sewer revenue budgeted to increase 4% mainly due to new connections and future CPI rate adjustments.
- Large increase in Utility Fund debt in Fiscal Year 2022-2023 is due to payments on the new bond for the Wastewater Treatment Plant expansion.
- Electric revenues and power purchase costs beginning in Fiscal Year 2020-21 are highly dependent on the negotiations of a new power purchase contract. The City currently has a 3-year power purchase contract effective January 1, 2018 – December 31, 2020. Regardless of the new rate in 2021, the City will maintain solid profit margins and a competitive sale price.

# Airport Fund

AIRPORT FUND					
2020-2021 Proposed 5 Year Strategic Plan					
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Operational Revenues</b>					
Interest Income	7,341	11,000	12,500	10,000	7,000
Sale of Aviation Fuel	355,000	395,000	425,000	445,000	465,000
Hangar Rent	324,000	324,000	336,000	343,000	350,000
Other Revenue	165,656	35,900	37,900	40,900	43,400
Other Inter-Governmental Rev.	50,000	50,000	50,000	200,000	200,000
Transfer from General Fund	-	-	-	-	-
<b>Total Operating Revenues</b>	<b>901,997</b>	<b>815,900</b>	<b>861,400</b>	<b>1,038,900</b>	<b>1,065,400</b>
<b>Expenses</b>					
Budgeted O&M Expenses	(629,997)	(765,900)	(809,400)	(983,900)	(1,010,400)
Transfer to General Fund	(47,000)	(50,000)	(52,000)	(55,000)	(55,000)
<b>Total Operating Expenses</b>	<b>(676,997)</b>	<b>(815,900)</b>	<b>(861,400)</b>	<b>(1,038,900)</b>	<b>(1,065,400)</b>
<b>Capital</b>					
Projected Capital Expenditures	(225,000)				
<b>Total Capital Outlay</b>	<b>(225,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Budget Issue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Significant Assumptions:**

- Due to constraints, the City is not projecting for fuel revenue or airport hangar rental income to increase over the next 2 years until the completion of the Airport Expansion Project.
- O&M Expenses are projected to decrease \$36,294 in Fiscal Year 2021-22 due to the final lease payments for the City-built T-Hangars.
- The Airport Fund’s operations budget is balanced without a transfer from the General Fund, using only Airport revenues. Plus, airport operations continue to transfer to the General Fund for a portion of support services performed by the General Fund.

# Tourism Fund

TOURISM FUND					
2020-2021 Proposed 5 Year Strategic Plan					
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Operational Revenues</b>					
Hotel Occupancy Tax	700,000	714,000	728,000	742,000	757,000
Conference Center Revenue	323,000	326,000	329,000	333,000	337,000
Langdon Center Revenue	19,000	19,000	19,000	19,000	19,000
Opera House Revenue	45,000	45,000	45,000	45,000	45,000
Other Revenue	31,658	31,000	32,000	32,000	33,000
Transfer from General Fund	395,305	406,000	421,000	436,000	443,000
<b>Total Operating Revenues</b>	<b>1,513,963</b>	<b>1,541,000</b>	<b>1,574,000</b>	<b>1,607,000</b>	<b>1,634,000</b>
<b>Expenses</b>					
Tourism	(817,352)	(831,000)	(853,000)	(875,000)	(890,000)
Conference Center	(626,411)	(639,000)	(649,000)	(659,000)	(670,000)
Langdon Center	(41,000)	(41,000)	(41,000)	(41,000)	(41,000)
Opera House	(29,200)	(30,000)	(31,000)	(32,000)	(33,000)
<b>Total Operating Expenses</b>	<b>(1,513,963)</b>	<b>(1,541,000)</b>	<b>(1,574,000)</b>	<b>(1,607,000)</b>	<b>(1,634,000)</b>
<b>Capital</b>					
Projected Capital Expenditures	-	-	-	-	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Budget Issue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

### Significant Assumptions:

- Hotel Occupancy Tax is projected conservatively to increase only 2% each year.
- O&M Expenses at the Lake Granbury Conference Center are budgeted to increase an average of 2% annually as revenue increases by the same increment.
- No Operating Capital Expenditures are budgeted for the Tourism departments for the next 5 years. However the 2020 CO Bond has funds designated for Tourism infrastructure.

## Budget Glossary

The Annual Budget contains specialized and technical terminology that is unique to the public finance and budgeting. To help the reader of the Annual Budget document to better understand these terms, a budget glossary has been included in the 2015-16 Annual Operating Budget.

**ACCOUNT** - A term used to identify an individual asset, liability, expenditure control, revenue control, encumbrance control, or fund balance.

**ACCOUNTING STANDARDS** - The generally accepted accounting principles (GAAP) promulgated by the Governmental Accounting Standards Board (GASB), which guide the recording and reporting of financial information by state and local governments. The standards establish such guidelines as when transactions are recognized, the types and purposes of funds, and the content and organization of the annual financial report.

**ACCOUNTING SYSTEM** - Records and procedures which are used to classify, record, and report information on the financial status and operations of the entity.

**ACCRUAL BASIS OF ACCOUNTING** - A basis of accounting under which revenues are recorded when earned and expenditures are recorded as soon as they result in liabilities for benefits received, notwithstanding that the receipt of the revenue or the payment of the expenditure may take place, in whole or in part, in another accounting period.

**ACTIVITY** - A specific and distinguishable line of work performed by one or more organizational components of a governmental unit for the purpose of accomplishing a function for which the governmental unit is responsible. See also **FUNCTION**.

**ADOPTED BUDGET** - An annual spending plan that is adopted by the City Council.

**AD VALOREM TAXES** - Taxes levied on real property according to the property's valuation and the tax rate. See **PROPERTY TAXES**.

**AIRPORT FUND** - Fund used to account for the accumulation of resources for the municipal airport. All activities necessary to provide such services are accounted for in the fund.

**AMENDED BUDGET** - Includes the adopted budget for a fiscal year, plus any budget amendments or budget transfers.

**APPRAISED VALUE (Assessed Valuation)** - The value of real and/or personal property assigned by the assessor as a basis for the levying property taxes. (Property values are established by the Hood County Tax Appraisal District.)

**APPROPRIATION** - A legal authorization granted by the legislative body to make expenditures and to incur obligations for specific purposes.

**ASSETS** - Resources owned or held by the City, which have a monetary value.

**AUTHORIZED POSITIONS** - Employee positions which are authorized in the adopted budget, to be filled during the year.

**AUDIT** - A comprehensive review of the manner in which the City's resources were actually utilized. The main purpose of an audit is to issue an opinion over the presentation of financial statements and to test the controls over the safekeeping of assets while making any recommendations for improvement where necessary. The City's annual audit is conducted by an independent auditor.

**AVAILABLE (ASSIGNED) FUND BALANCE** - This refers to the funds remaining from the prior year that are not committed for other purposes and can be allocated in the upcoming budget year.

**BALANCED BUDGET** - A budget with total expenditures not exceeding total revenues and monies available in the fund balance within an individual fund.

**BASE POINT** - A unit of measurement used in the valuation of fixed income securities equal to 1/100 of 1% of yield, e.g., "1/4" of 1 percent is equal to 25 basis points.

**BASE BUDGET** - Cost of continuing the existing levels of service in the current budget year.

**BOND** - A way of borrowing money long term for capital projects. A long-term IOU or promise to pay a specified sum of money (the face amount of the bond) on a specific date(s) (the bond maturity date) at a specified interest rate. The most common types of bonds are general obligation (G.O.) and revenue bonds. These are most frequently used for construction of large capital projects, such as buildings and streets.

**BONDED DEBT** - That portion of indebtedness represented by outstanding bonds.

**BOND ORDINANCE** - An ordinance or resolution authorizing the sale of government bonds that specifies how revenues may be spent.

**BOND REFINANCING** - The pay-off and re-issuance of bonds, to obtain better interest rates and/or bond conditions.

**BUDGET** - A plan of financial operation embodying an estimate of proposed expenditures and the estimated means of financing them over a fixed time period, usually a year. The approved budget is authorized by ordinance and thus specifies the legal spending limits for the fiscal year.

**BUDGET AMENDMENT** - The budget may be formally amended after it has been approved.

**BUDGET CALENDAR** - The schedule of key dates which the City follows in the preparation and adoption of the budget.

**BUDGET CONTROL** - The control or management of the organization in accordance with and approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

**BUDGET DOCUMENT** - The instrument used by the budget-making authority to present a comprehensive financial plan of operations to the City Council.

**BUDGET MESSAGE** - The opening section of the budget which provides the City Council and the public with a summary of the most important aspects of the budget, changes from previous years and views and recommendations of the City Manager.

**BUDGET ORDINANCE** - The official enactment, by the City Council, to legally authorize the City Staff to obligate and expend the resources of the City.

**BUDGET YEAR** - The fiscal year of the City which begins October 1 and ends September 30.

**CAFR** - see *Comprehensive Annual Financial Report*

**CAPITAL ASSETS** - Assets of a long-term character, which are intended to continue to be held or used. Examples of capital assets include items such as land, buildings, machinery, furniture and other equipment.

**CAPITAL EXPENDITURES** - Defined as the charges for the acquisition at the delivered price including transportation, costs of equipment, land, buildings, or improvements of land or buildings, fixtures, and other permanent improvements with a value in excess of \$5,000 and a useful life expectancy of greater than 1 year.

**CAPITAL IMPROVEMENT PROGRAM (CIP)** - A long-range plan for providing the capital outlays necessary to insure that adequate services are provided to the residents of the City. The plan includes improvements, or the acquisition of structural improvements, and major equipment purchases.

**CAPITAL PROJECTS FUND** - A fund created to account for financial resources to be used for the acquisition and/or the construction of major capital facilities or equipment.

**CAPITALIZED INTEREST** - A portion of the proceeds of a bond issue set aside, upon issuance of the bonds, to pay interest on the bonds for a specified period of time. Interest is commonly capitalized during the construction of a revenue-producing project.

**CASH BASIS OF ACCOUNTING** - The basis of accounting in which transactions are recorded when cash is either received or disbursed for goods and services.

**CASH FLOW** - A sufficient amount of cash on hand to cover disbursement or payments that are coming due. Part of the duties of the finance director is to ensure sufficient cash is on hand or available in short term investments to meet expected disbursements.

**CASH MANAGEMENT** - The proper management of the cash necessary to pay for government services while investing temporary, idle, excess cash in order to earn interest revenue.

**CERTIFICATE OF DEPOSIT** - A deposit with a financial institution for a specified period that earns a specified interest rate.

**CERTIFICATES OF OBLIGATION (CO's)** - Bonds that finance a variety of public improvement projects which can be backed by general revenues, backed by a specific revenue stream, or a combination of both. Certificates of obligation will be used to fund capital assets where bond issues are not warranted as a result of the cost of the asset(s) to be funded through the instrument. This type of bond generally does not require voter approval.

**CHANGE ORDERS** - A change in the design or specification of an already approved capital project that often creates a need for an increased expense.

**CHART OF ACCOUNTS** - A way of recording revenues and expenditures that includes all transactions and that fits the organizational structure. A chart of accounts assigns a unique number to each type of transaction and to each budgetary unit in the organization.

**CIP** - see *Capital Improvement Program*

**COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)** - This report summarizes financial data for the previous fiscal year in a standardized format.

**CITY CHARTER** - The document that establishes the City as an incorporated political subdivision (municipal government) in accordance with the statutes of the State of Texas.

**CONTINGENCY** - A budgetary reserve set aside for emergencies or unforeseen expenditures.

**CURRENT TAXES** - Taxes that are due within one year.

**DEBT LIMIT** - The maximum amount of debt which an issuer of municipal securities is permitted to incur under constitutional, statutory or charter provisions.

**DEBT RATIO** - Comparative statistics showing the relationship between the issuer's total debt service obligation and the net operating income.

**DEBT SERVICE FUND** - The fund used to account for accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs other than debt serviced by Proprietary Fund Types. The revenue source is principally ad valorem taxes levied by the City.

**DEFICIT** - The excess of expenditures over revenues during an accounting period.

**DELINQUENT TAXES** - Real or personal property taxes that remain unpaid on or after February 1<sup>st</sup> of each year upon which penalties and interest are assessed.

**DEPARTMENT** - A major administrative organizational unit of the City, which indicates overall management responsibility of one or more activities.

**DEPRECIATION** - The process of estimating and recording the expired useful life of a fixed asset which is used to distribute its cost over its revenue producing years.

**EFFECTIVE INTEREST RATE**- When compared to the same property, the tax rate which produces the same effect in terms of the total amount of taxes as compared to the prior year.

**ENCUMBRANCE** - The commitment of appropriate funds to purchase an item or service. To encumber funds means to set aside or commit funds for specified future expenditure.

**ENTERPRISE FUND** - A fund established to finance and account for operations

- (1) that are financed and operated in a manner similar to private business enterprises- where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or
- (2) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

**EXPENDITURE** - Funds spent in accordance with the budgeted appropriations on assets or goods and services obtained.

**EXPENSES** - A decrease in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

**FIDUCIARY FUND** - These funds account for resources that governments hold in trust for individuals or other governments.

**FINANCIAL REPORT** - see *Comprehensive Annual Financial Report*

**FISCAL YEAR** - A 12-month period to which the annual operating budget applies. (The City of Granbury has established October 1 through September 30 as its fiscal year.)

**FIXED ASSETS** - see *Capital Assets*

**FRANCHISE FEE** - A fee paid by public service businesses for the use of City streets, alleys and property in providing their services to the citizens of the City. Services requiring franchises include electricity, telephone, natural gas, cable television, sanitation, taxicab, water and wastewater.

**FULL FAITH AND CREDIT** - A pledge of the general taxing power of the City to repay debt obligations (the term typically used in reference to bonds.)

**FULL TIME EQUIVALENT (FTE)** - A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year, or full value of one full-time position.

**FUNCTION** - A group of related activities aimed at accomplishing a major service for which the City is responsible. For example, public safety is a function.

**FUND** - An accounting entity with a self-balancing set of accounts that record financial transactions for specific activities or government functions.

**FUND BALANCE** - The difference between a fund's assets and its liabilities. Portion of the fund balance may be reserved for various purposes such as contingencies or encumbrances at the end of the fiscal year.

**FUNDING SOURCE** - Identifies the source of revenue to fund both the operating and capital appropriations.

**GAAP** - see *Generally Accepted Accounting Principles*

**GASB** - see *Governmental Accounting Standard Board*

**GASB STATEMENT 34** - This Statement establishes financial reporting standards for state and local governments, including states, cities, towns, villages, and special-purpose governments such as school districts and public utilities.

**GENERAL FUND** - The general operating fund of the City and accounts for the ordinary operations of the City that are financed from taxes and other general revenues. It is used to account for all financial resources except those required to be accounted for in another fund. Major functions financed by the General Fund include: Administration, Financial Services, Public Safety, Community Development, Public Works and Streets, and Parks and Recreation.

**GENERAL LEDGER** - A listing of various accounts, which are necessary to reflect the financial position of a fund.

**GENERAL OBLIGATION (GO) BONDS** - Bonds that finance a variety of public improvement projects, backed by the full faith, credit and taxing power of the City. Such bonds constitute debts of the issuer and normally require approval by election prior to issuance.

**GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)** - The uniform minimum standards and guidelines for financial accounting and reporting. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board (GASB).

**GFOA** - see *Governmental Finance Officers Association*.

**GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB)** - The authoritative accounting and financial reporting standard-setting body for governmental entities.

**GOVERNMENTAL FINANCE OFFICER ASSOCIATION** - Professional organization primarily of state and local government finance officers.

**GOVERNMENTAL FUNDS** - Funds that record the types of activities that are tax-supported and not designed to be self-supporting. Examples include General, Special Revenue, Debt Service, and Capital Projects funds.

**GRANT** - Contributions of assets by one government unit or other organization to another. Grants are usually to be used or expended for specific purposes.

**HOME RULE** - A limited grant of discretion from state governments to local governments, concerning either the organization of functions or the raising of revenue. Without home rule, local governments are restricted to whatever functions, organization, and revenue sources are specified by the state government, and are bound by whatever limits in revenue or borrowing that state requires.

**HOOD COUNTY APPRAISAL DISTRICT** - An entity established by the State of Texas to insure uniform property appraisals for all taxing entities in Hood County.

**HOTEL OCCUPANCY TAX (HOT)**- Hotel occupancy tax is imposed on the rental of a room or space in a hotel costing \$15 or more each day. The tax applies not only to hotels and motels, but also to bed and breakfasts, condominiums, apartments and houses. Local hotel taxes apply to sleeping rooms costing \$2 or more each day.

**IMPACT FEES** - Fees assessed to developers to help defray a portion of the costs that naturally result from increased development. By Texas law, these fees must be used for capital acquisition or debt service relating to capital projects.

**INDIRECT COST** - A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned to one service.

**INFRASTRUCTURE** - Roads, bridges, curbs and gutters, street, sidewalks, drainage systems, lighting systems, water lines, wastewater lines and other improvements that are installed for the common good.

**INTEREST** - Compensation for the use of borrowed money, generally expressed as an annual percentage of the principal amount.

**INTEREST RATE** - The annual percentage of principal payable for the use of borrowed money.

**INTRAFUND TRANSFERS** - The movement of money from one fund to another in a governmental unit for specific purposes: i.e., debt service, reimbursement for services.

**INTERGOVERNMENTAL REVENUE** - Funds received from federal, state and other local government sources in the form of grants, shared revenues and payments in lieu of taxes.

**INVESTMENTS** - Securities purchased and held for the production of income in the form of interest, dividends, rentals or base payments.

**INVOICE** - A bill requesting payment for goods or services by a vendor or other governmental unit.

**ISSUANCE** - Authorization, sale, and delivery of a new issue of municipal securities.

**LETTER OF CREDIT (LOC)** - An agreement, usually with a commercial bank, to honor demands for payment upon compliance with conditions established in the agreement.

**LEVY** - To impose taxes, special assessments, or service charges for the support of City activities.

**LIABILITIES** - Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed or refunded at some future date. This term does not include encumbrances.

**LINE-ITEM BUDGET** - A budget prepared along departmental lines that focus on what is to be bought.

**LIQUIDITY** - Usually refers to the ability to convert assets (such as investments) into cash.

**LONG-TERM DEBT** - Debt with a maturity of more than one year after the date of issuance.

**MAJOR FUND** - Funds whose revenues, expenditures, assets, or liabilities are at least 10 percent of corresponding total for all governmental and enterprise funds and at least 5 percent of the aggregate amount for all governmental and enterprise funds.

**MARKET VALUE** - Valuing the inventory of held securities at its current market value, as opposed to book value.

**MODIFIED ACCRUAL ACCOUNTING** - A basis of accounting in which expenditures are accrued, but revenues are accounted for on a cash basis. This accounting technique is combination of cash and accrual accounting since expenditures are immediately incurred as a liability, while revenues are not recorded until they are actually received.

**NET ASSETS** - In the proprietary and fiduciary funds this is the difference between assets and liabilities.

**OBJECT OF EXPENDITURE** - An expenditure classification, referring to the lowest and most detailed level of classification, such as electricity, office supplies, asphalt, and furniture.

**OBJECTIVE** - Desired output oriented accomplishments, which can be measured and achieved within a given time frame.

**ORGANIZATIONAL CHART** - A graphic presentation, by function of programs and services provided to clients in the Capital Program.

**OPERATING BUDGET** - Operating budgets serve many purposes within a governmental entity, but they have two primary purposes:

- (1) to plan the services that are going to be offered during the coming year and set priorities;
- (2) to conform with legal requirements to ensure that expenditures do not exceed those appropriated. Operating budgets are also called Annual Budgets. See **BUDGET**.

**ORDINANCE** - A formal legislative enactment by the governing board of a municipality.

**PAY-AS-YOU-GO BASIS** - A term used to describe a financial policy by which capital outlays are financed from current revenues rather than through borrowing.

**PAY-AS-YOU-USE** - Incurring debt to pay for capital outlays rather than paying out of current revenues.

**PER CAPITA DEBT** - The amount of an issuer's debt divided by population, which is used as an indication of the issuer's credit position by reference to the proportionate debt borne per resident.

**PERFORMANCE MEASURE** - Data collected to determine how effective or efficient a program is in achieving its objectives.

**PERMANENT FUNDS** - A category of governmental funds, established by GASBS 34, used to report on funds whose outflow is legally restricted to the earnings, not principal, from the fund for purposes that benefit the government or its citizens.

**PERSONNEL COSTS** - Costs related to compensating employees including salaries, wages, insurance, payroll taxes and retirement contributions.

**PROPERTY TAX** - Ad valorem tax levied on both real and personal property according to the property's valuation and the tax rate.

**PROPRIETARY FUNDS** - Funds that record activities for which user fees are charged and the intent of the governing body is to recover the costs of the activity. Examples include the Utility and Airport funds.

**PUBLIC HEARINGS** - Meetings that provide citizens an opportunity to voice their views on the merits of the City's proposals and services.

**PURCHASE ORDERS** - An agreement drawn up to buy goods and services from a specific vendor with a promise to pay when delivered.

**RATING** - The credit worthiness of a city as evaluated by independent agencies.

**REAL ESTATE TAXES** - The revenues from current taxes, delinquent taxes, penalties, and interest on delinquent taxes. These taxes are levied on real property according to the property's assessed value and tax rate.

**REAL PROPERTY** - Property classified by the State Property Tax Board including residential single and multi-family, vacant lots, acreage, farm and ranch improvements, commercial and industrial, and oil, gas and other mineral reserves.

**REFUNDING BONDS** - Bonds issued to retire bonds already outstanding. The refunding bonds may be sold for cash and outstanding bonds redeemed in cash, or the refunding bonds may be exchanged with holders of outstanding bonds.

**REPLACEMENT COST** - The cost as of certain date of a property which can render similar service (but which need not be of the same structural form) as the property to be replaced.

**REQUEST FOR BID (RFB)** - A formal document used to invite vendors to submit pricing in response to a clearly defined set of requirements.

**REQUEST FOR PROPOSAL (RFP)** - An official request for proposals to be submitted to the County to perform specified services.

**RESERVES** - An account used to indicate that a portion of a fund balance is legally restricted for a specific purpose and is, therefore, not available for general appropriation.

**RESOLUTION** - A special or temporary order of the City; an order of the City requiring less legal formality than an ordinance.

**RETAINED EARNINGS** - The equity account reflecting the accumulated earnings of the Proprietary Funds.

**REVENUE** - Funds that the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, shared revenues and interest income.

**REVENUE BONDS** - Legal debt instruments which finance public projects for such services as water or sewer. Bonds whose principal and interest are payable exclusively from a revenue enterprise or project, pledged as the funding source before issuance.

**SERVICES** - Operational expenses related to professional or technical services and other outside organizations.

**SPECIAL ASSESMENT** - Charges imposed against property because that property receives a special benefit by virtue of some public improvement, separate and apart from the general benefit accruing to the public at large.

**SPECIAL REVENUE FUND** - Funds used to account for the accumulation and distribution of specific resources that are legally restricted to expenditure for specified purposes. The Tourism Fund accounts for the tax revenues received from local hotels and bed and breakfasts and for expenditures made within guidelines of the Texas Hotel Occupancy Tax Act.

**SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA)** - Electronic monitoring of water pump stations, sewer lift stations and pumps and motors at wastewater treatment plant.

**SURFACE AREA WATER TREATMENT SYSTEM (SWATS)** - Water treatment plant owned by Brazos River Authority (BRA) that, by contract, produces potable water for the City of Granbury. The City of Granbury is a participant in receiving treated water from this plant along with Johnson County Special Utility District, Johnson County Fresh Water Supply District, City of Keene and Acton Municipal Utility District.

**SURPLUS** - The excess of the assets of a fund over its liabilities; or if the fund has other resources and obligations; the excess of resources over the obligations. The term should not be used without a properly descriptive adjective unless its meaning is apparent from the context. See also Fund Balance.

**TAX BASE** - The total value of all real, personal and mineral property in the City as of January 1<sup>st</sup> of each year, as certified by the Hood County Appraisal District. The tax base represents net value after all exemptions.

**TAX EXPENDITURES** - Abatements, partial of full exemptions, tax credits, deductions or other foregone tax revenues.

**TAX LEVY** - The total amount to be raised by general property taxes for purposes specified in the Tax Levy Ordinance.

**TAX LEVY ORDINANCE** - An ordinance by means of which taxes are levied.

**TAX RATE** - The amount of tax stated in terms of a unit of the tax base; for example, 44 cents per \$100 of assessed valuation of taxable property.

**TAX ROLL** - The official list showing the amount of taxes levied against each taxpayer or property.

**TRANSFERS IN/OUT** - Amounts transferred from one fund to another to assist in financing the services or programs for the recipient fund.

**TRUST FUNDS** - A fund set up to receive money that the city holds on behalf of other governments (taxes collected for another government) or persons. The governmental unit is holding money that does not belong to it, and over which it exercises minimal if any discretion.

**USER CHARGES** - The payment of a fee for a direct receipt of a public service by the party benefiting from the service.

**UNENCUMBERED FUND BALANCE** - For budget purposes, the unencumbered fund balance is the amount of unassigned fund balance of a fund available for allocation.

**UNRESERVED FUND BALANCE** - The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

**UTILITY FUND** - This fund accounts for water, sewer and electric services for the residents of the City. All activities necessary to provide such services are accounted for in the fund, including administration, operation, and maintenance, financing and related debt service, and billing and collection.

**WORKING CAPITAL** - For enterprise funds, the excess of current assets over current liabilities. Working capital of a fund is important because budgeted expenditures of the fund must be provided for from cash receipts during the year supplemented by working capital carried over from prior years, if any.

## Budget Acronyms

The Annual Budget contains specialized and technical acronyms that may be unique to the City of Granbury. To help the reader of the document to better understand these acronyms, a list has been included with the Annual Budget.

**BRA** - Brazos River Authority

**BTU** - Bryan Texas Utilities

**CVB** - Convention and Visitors Bureau

**DMO**- Destination Marketing Organization

**ETJ** - Extraterritorial Jurisdiction

**GISD** - Granbury Independent School District

**HOT**- Hotel Occupancy Tax

**SWATS** - Surface Water and Treatment System

**TxDOT** - Texas Department of Transportation

**ORDINANCE NO. 20-46**

**AN ORDINANCE APPROVING THE ANNUAL BUDGET OF THE CITY OF GRANBURY, TEXAS FOR FISCAL YEAR 2020-2021; PROVIDING FOR POSTING AND FILING OF BUDGET; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, it is the responsibility of the City Council under the Laws of the State of Texas and the City Charter to approve a fiscal budget for the operation of City Government in providing services and community development; and

**WHEREAS**, a public hearing for citizen participation was held on September 1, 2020 for consideration of the proposed budget for Fiscal Year 2020-2021; and

**WHEREAS**, all statutory and constitutional requirements concerning the adoption of the annual budget have been complied with.

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

**SECTION 1.**

That the proposed annual budget for the fiscal year 2020-2021 of the City of Granbury, Texas, commencing on the 1<sup>st</sup> day of October 2020, and ending on the 30<sup>th</sup> day of September 2021, heretofore prepared and submitted to the City Council by the City Manager, and attached hereto for all purposes, be approved and adopted. Copies of said budget shall be kept on file in the office of the City Secretary.

**SECTION 2.**

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

**SECTION 3.**

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

**SECTION 4.**

All Ordinances or parts of Ordinances in conflict herewith are repealed to the extent of conflict only.

**SECTION 5.**

This Ordinance shall be in full force and effect from and after the date of its passage and publication as required by law, and it is so ordained.

**PASSED AND APPROVED** on this 1<sup>st</sup> day of September 2020.



NIN HULETT, MAYOR

ATTEST:



CARLA WALKER, CITY SECRETARY

APPROVED AS TO FORM AND LEGALITY:



JEREMY SORELLE, CITY ATTORNEY



**ORDINANCE NO. 20-47**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GRANBURY, TEXAS, LEVYING TAXES FOR THE TAX YEAR 2020-2021; ENACTING PROVISIONS INCIDENT AND RELATING TO THE SUBJECT AND PURPOSE OF THIS ORDINANCE; PROVIDING A SEVERABILITY CLAUSE; REPEALING CONFLICTING ORDINANCES; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City council has approved, by separate ordinance adopted on September 1, 2020, an annual budget for the fiscal year beginning October 1, 2020 and ending September 30, 2021 (tax year 2020-2021); and

**WHEREAS**, the City Council finds that as ad valorem tax must be levied to provide the revenue requirements of the Budget for the tax year 2020-2021; and

**WHEREAS**, all statutory and constitutional requirements concerning the levying and assessing of ad valorem taxes have been complied with.

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

**SECTION 1.**

The City of Granbury, Texas does hereby levy and adopt a tax rate for tax year 2020-2021 and for each year thereafter until otherwise ordained as follows:

\$0.161055	for the purposes of maintenance and operation
<u>\$0.235062</u>	for the payment of principal and interest on debt of this City
\$0.396117	Total Tax Rate

The above tax rate shall be assessed and collected on each One Hundred Dollars (\$100.00) of assessed value of all taxable property, real, personal, and mixed, situated within the corporate limits of the City of Granbury on January 1, 2020 and not exempt from taxation by the Constitution and statues of the State of Texas.

**SECTION 2.**

That the tax so levied and assessed shall be apportioned to the accounts and funds in the amount as set forth above and in the Annual Budget of the City adopted for the Fiscal Year commencing October 1, 2020.

### **SECTION 3.**

Ad Valorem taxes levied by this Ordinance shall be due and payable on October 1, 2020 and shall become delinquent on the first day of February 2021. Payment of such tax is due in one full installment. Taxes shall be payable at the Hood Central Appraisal District. There shall be no discount for taxes paid prior to January 31, 2021.

### **SECTION 4.**

If the tax is unpaid after January 31, 2021, such tax will become delinquent and penalty and interest will attach and accrue as provided by Texas Tax Code, Section 33.01.

### **SECTION 5.**

As provided by Texas Tax Code, Section 33.07, in the event the taxes become delinquent and remain delinquent on July 1, 2021 and in the event, such delinquent taxes are referred to an attorney for collection, an additional penalty in the amount of compensation to be paid in connection with the collection of the delinquent taxes as specified in the contract with the attorney shall be added as collection costs to be paid by the taxpayer.

### **SECTION 6.**

The Hood Central Appraisal District is hereby authorized to collect the taxes levied under this Ordinance. The City and Hood County shall have available all rights and remedies provided by law for the enforcement of the collection of taxes levied under this Ordinance.

### **SECTION 7.**

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

### **SECTION 8.**

All Ordinances or parts of Ordinances in conflict herewith are repealed to the extent of conflict only.

### **SECTION 9.**

This Ordinance shall be in full force and effect from and after the date of its passage and publication as required by law, and it is so ordained.

**PASSED AND APPROVED** on this 1<sup>st</sup> day of September 2020.

  
\_\_\_\_\_  
NIN HULETT, MAYOR

ATTEST:

  
\_\_\_\_\_  
CARLA WALKER, CITY SECRETARY

APPROVED AS TO FORM AND LEGALITY:

  
\_\_\_\_\_  
JEREMY SORELLE, CITY ATTORNEY

