





*In accordance with Local Government Code, Sec. 102.005(b), the following statement must be included as the cover page.*

**“This budget will raise more total property taxes than last year’s budget by \$2,437,494 or 3.31% and of that amount \$1,662,334 is tax revenue to be raised from new property added to the tax roll this year.”**









# Proposed Annual Budget

FISCAL YEAR 2021-2022

Presented to Allen City Council  
July 27, 2021

## Councilmembers

Ken Fulk  
Baine Brooks  
Daren Meis  
Carl Clemencich  
Dave Cornette  
Chris Schulmeister  
Dave Shafer

Mayor  
Mayor Pro Tem, Place No. 6  
Place No. 1  
Place No. 2  
Place No. 3  
Place No. 4  
Place No. 5

## Management Staff

Eric Ellwanger  
Pete Phillis  
Chris Landrum

City Manager  
Chief Financial Officer  
Assistant Chief Financial Officer



## Our Mission

The Allen City Government Mission is to provide best in class municipal services, be financially responsible and sound, plan and invest in Allen's future, engage our community, provide fair and equitable community services and city government, preserve and enhance our Allen community character and stimulate economic growth and business investment.

## Our Pledge

### **To fulfill our mission in a way that:**

- Respects and values citizens and employees
- Nurtures community involvement
- Demonstrates the highest ethical standards
- Improves effective communication
- Models safety
- Exemplifies professionalism
- Promotes teamwork
- Demonstrates stewardship
- Rewards meritorious performance
- Maximizes the use of technology
- Encourages flexibility, innovation and creativity
- Utilizes effective planning
- Provides opportunities for personal and professional growth for all personnel
- Assigns appropriate responsibility and accountability





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Allen  
Texas**

For the Fiscal Year Beginning

**October 01, 2020**

*Christopher P. Morrell*

**Executive Director**

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to City of Allen, Texas, for its Annual Budget for the fiscal year beginning October 1, 2020. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as 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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# BUDGET OVERVIEW



# TRANSMITTAL LETTER

## FISCAL YEAR 2021-2022



July 27, 2021

Mayor Ken Fulk  
Members of the Allen City Council  
City of Allen, Texas

Mayor Ken Fulk and Members of the Allen City Council:

The 2021-2022 City of Allen Proposed Budget for Municipal Services represents the projected revenues and anticipated expenses for the upcoming fiscal year (October 1, 2021 to September 30, 2022). The budget has been prepared in conformance with the requirements of Article IV of the City Charter, City financial policies and state law. It will be brought before citizens and City Council for a public hearing and adoption of the budget and tax rate on September 14, 2021.

Much like previous years, this budget offers a plan to continue the fiscally conservative practices that have served this community well, while at the same time providing the resources necessary to meet the needs of a City that is growing and aging simultaneously. These honest and clear-eyed assessments reveal our priorities and guide plans for our future. They weave a safety net and build the scaffolding of success for those within our care. Budgets are a tool, but also a statement: *Here are the things we care most about.*

Like many in our community, our City experienced an effect from the global COVID-19 pandemic - though the impact was less detrimental, and the rebound faster, than previously anticipated. Our ability to weather this unprecedented storm was, primarily, a feat of excellent fiscal management, achieved through decades of strong and visionary leadership from Allen City Council on behalf of the people of Allen.

This budget aims to continue the conservative fiscal approach which has earned the City enviable financial stability, while remaining sensitive to the realities of a still-rebounding local economy. The FY2022 total combined budget revenue plus beginning fund balance equals \$437,386,313, which accounts for the impact of COVID-19.

Total budgetary expenditures are estimated at \$299,997,805. Necessary increases in expenditures come primarily from salary adjustments prompted by a market survey of public safety and general schedule employee salaries. As in any organization, our most important asset is our people. This expenditure demonstrates our commitment to retaining passionate, knowledgeable, and well-trained employees to serve our citizens in every area of operations.

### Strategic Planning

Each year, Allen City Council provides City staff with a strategic plan to convey the community's highest priorities. In 2020-2021, Allen City Council spent nearly a year updating Allen's strategic plan with goals to guide the next five years. This refined vision helps us properly align our budgets and programs with citizen's needs and expectations. Over the course of the next fiscal year, City Administration will work with departments to institutionalize the new strategic goals.



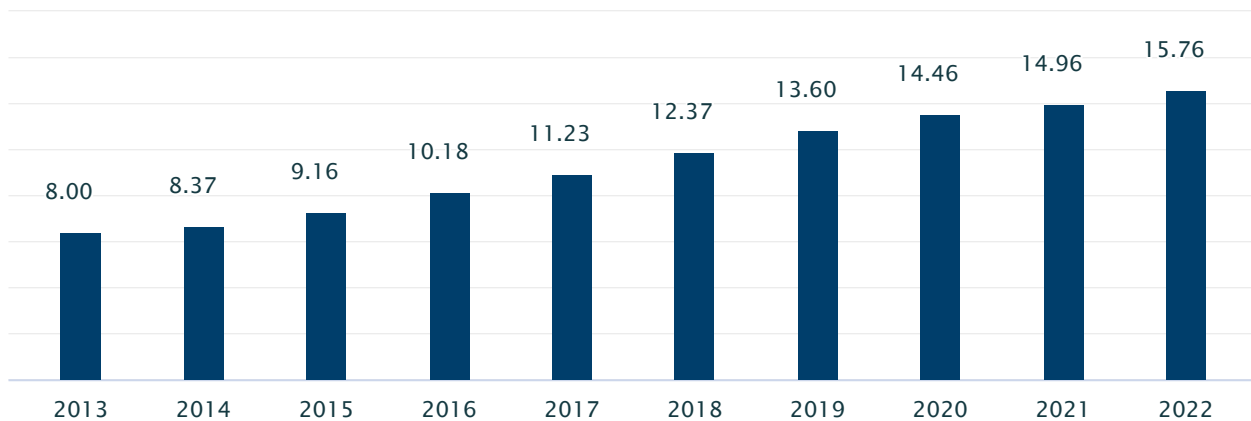
The goals for the upcoming fiscal year, as articulated by the City Council, are listed below.

Strategic Goals for the City of Allen, Fiscal Year 2022	
<b>Goal 1</b>	Financially Sound and Transparent City Government
<b>Goal 2</b>	Safe and Livable Community for All
<b>Goal 3</b>	Vibrant Community with Lively Destinations and Successful Commercial Centers
<b>Goal 4</b>	High-performing City Team Providing Resident-Focused Services
<b>Goal 5</b>	Diverse, Equitable and Inclusive Community

### Property Values

Per the Central Appraisal District, the total assessed property value for FY2021-2022 equals \$15.76 billion, which equates to an overall increase of approximately \$0.80 billion (5.36%) from the previous year. Of this increase, \$344,239,879 comes from new properties which were not on the tax rolls in FY2020-2021.

### Assessed Property Valuation (in Billions)



### Tax Rate

The proposed budget decreases the City's tax rate to \$0.481000 a decrease of \$0.004 from the previous year's budget. This allows the City to continue providing high quality services, prepare for its future obligations and adhere to the long-term financial plan. Of the total tax rate, an estimated \$0.379756 is dedicated to operations and maintenance (O&M) in the General Fund, and \$0.101244 is dedicated to general obligation debt service. The portion of the tax rate dedicated to debt service is 21.05% of the overall tax rate. This rate is consistent with the City's current policy to maintain the debt service portion below 35%.

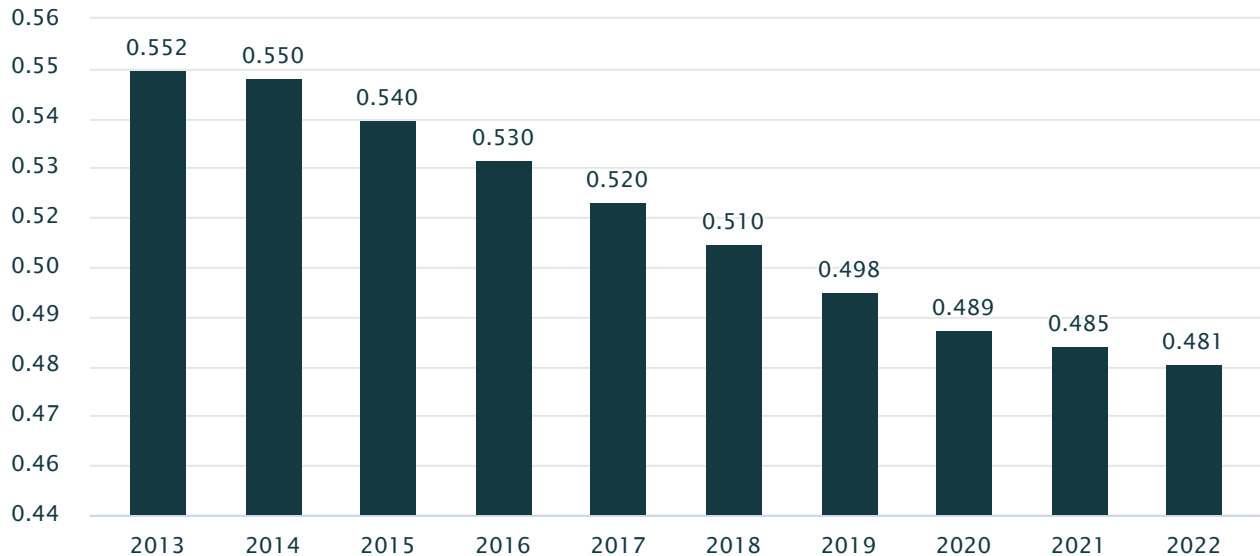
Recent legislative changes modified the tax rate calculation process and added new terminology which include the "No New Revenue Rate (NNR)" and the "Voter Approved Tax Rate (VAR)". The NNR is the rate that keeps tax collection revenues from existing properties on the tax roll the same as the previous year. The estimated NNR rate for FY2022 is anticipated to be somewhere around \$0.47. Collin County is still calculating the official NNR and as soon as they determine that official rate, staff will update this transmittal letter and the relevant budget pages and will provide those updates to Council to facilitate deliberations at the Budget Workshop. The VAR is the rate that allows for a 3.5% increase in tax revenue and is the highest amount that council may adopt without voter approval. Once the County provides the final VAR, the information will be passed along.

Cities may "bank" any portion of the unused voter approved rate (VAR) for up to three years. For example, if the City Council approved the no new tax rate this year and next, then in year three they could approve up to a 10.5% increase (3.5% for each of the three years) in revenue without voter approval.

## BUDGET OVERVIEW

The tax rate for this budget is \$0.481000, which will allow the City Council to bank an estimated \$0.017288 for future years if necessary.

## Historical Tax Rate



The average single-family home taxable value in Allen is currently \$389,455, an increase from the previous year average value of \$369,743. At a property tax rate of \$0.481, the municipal tax paid on the average single-family home will be \$1,873, an increase of \$80 from the previous year.

Home Value	NNR Tax Rate*	Proposed Tax rate	Tax on Property at NNR Rate	Tax on Property at Proposed Rate	Proposed Tax Increase from NNR
\$100,000	\$0.467	\$0.481	\$467	\$481	\$14
\$389,455 (2021 avg.)	\$0.467	\$0.481	\$1,820	\$1,873	\$53
\$369,743 (2020 avg.)**	\$0.484	\$0.485	\$1,790	\$1,793	\$4
\$367,638 (2019 avg.)	\$0.487	\$0.489	\$1,789	\$1,798	\$9
\$354,535 (2018 avg.)	\$0.479	\$0.498	\$1,699	\$1,766	\$66
\$332,887 (2017 avg.)	\$0.484	\$0.510	\$1,610	\$1,698	\$88
\$307,970 (2016 avg.)	\$0.491	\$0.520	\$1,512	\$1,601	\$90

\*No New Revenue Tax Rate (NNR) began in 2020 in prior years it was the Effective Tax Rate.

\*\*Updated information from the FY2020-2021 Certified Estimate.

### Debt Service

A portion of the City's property tax rate is assigned to the debt service fund to pay for the General Obligation (G.O.) Bonds, Tax Notes and Capital Leases that have been issued for the acquisition of public land or construction of public infrastructure and facilities. In June 2021, the ratings on the City's General Obligation debt were reaffirmed at AAA by Standard and Poor's and Aaa by Moody's - the highest rating possible. This designation reflects the financial strength of our community, with special attention given to the stability of the local economy and strength of the City's fiscal management. At the beginning of the fiscal year 2022 the total outstanding debt balance will be \$108.918 million, and the debt service payments on this outstanding balance will be \$16.339 million (\$11.963M principal payment; \$4.366M interest payment; \$11,250 agent fee payment) for the year.

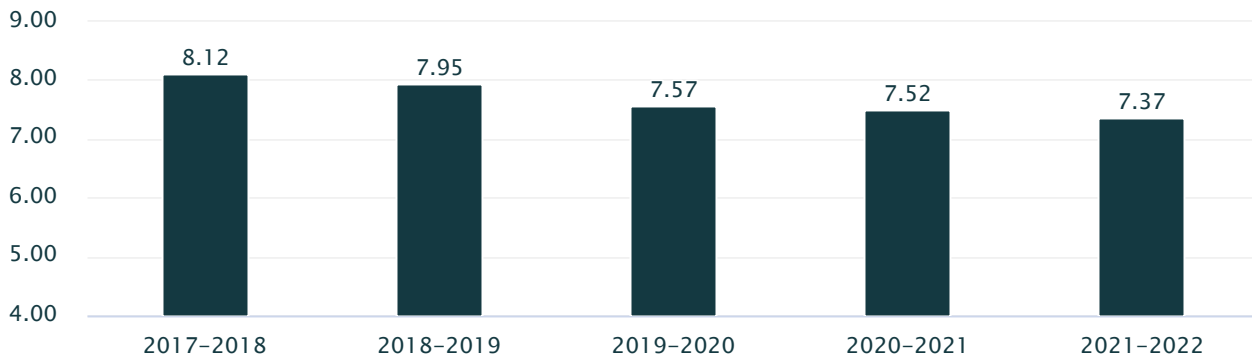


## Programs and Staffing Levels

The City currently supports a staff of 847.44 full-time equivalent employees allocated among the operating departments. The budget proposes an increase of 11.00 full-time equivalent (FTE) positions, setting the total employment level for FY2022 at 858.44. This includes nine FTEs in the General Fund and two FTEs in the Water and Sewer Fund. The staffing level has been increased in these funds to address the goals established by City Council and to maintain current levels of service.

The graph reflects the number of employees per thousand citizens for the past five years.

Employees per Thousand Citizens



## General Fund

The General Fund accounts for all expenditures for traditional government services. The fund finances operations such as Public Safety, the Library, City Administration, Community Enhancement, Community Services, Parks and Recreation, Engineering, Municipal Court, and Community Development. General Fund revenues are generated from ad valorem property taxes, a one-cent portion of the sales tax, and a variety of fees for services.

General Fund revenues and budget transfers in total \$113,807,664 for the fiscal year 2021-2022 budget, an increase of 5.47% from the amended 2020-2021 budget. The sales tax remains at the state maximum rate of 8.25%, with 1% contributed to the City of Allen's General Fund. The sales tax is projected to generate revenue of approximately \$22.64 million for the General Fund, a 0.06% increase from the amended 2020-2021 budget. The amended 2020-2021 budget reflects a bump in sales tax revenue related to the stimulus payments paid out by the Federal Government as well as a robust recovery from the initial impacts of Covid. Sales tax revenue for 2021-2022 is therefore projected to remain fairly flat.

General Fund operating expenditures and budget transfers out total \$113,807,664, reflecting a 5.47% increase from the amended 2020-2021 budget. The available ending fund balance for the General Fund is projected to be \$29,898,146, leaving 95.9 days of operational expenditures in reserve, which is just above the City policy of 60 to 90 days.

The General Fund's financial commitments described below explain the capacity in fiscal year 2022 for new programs and additional staff, which are as follows:

- *General Schedule Employees Compensation* - A market survey and review of general schedule employee salaries resulted in a \$269,457 budget increase by adjusting the salaries of various positions.
- *Public Safety Employees Compensation* - A market survey and review of public safety employee salaries resulted in a \$117,969 budget increase.

## BUDGET OVERVIEW

- *Facility Maintenance* - The budget includes an allocation of \$1,000,000 to the Facility Maintenance Fund to address aging City facilities. The Facility Maintenance Fund was established in FY2017 to provide for the large, complex, non-CIP facility repairs. This fund is not programmed as an operating budget so that these funds can be allocated to unforeseen facility related repairs or projects as they occur.
- *City Secretary* - Proposed is a one-time expense of \$48,000 for the November election charter election and notices. An additional \$10,000 for May general election costs is also proposed. This increase is a result of a new fee structure that was implemented by the County. Proposed is an increase of \$2,500 for training funds for the Records Management Specialist.
- *Community Enhancement*- Proposed is a Multi-Family Stabilization Program that includes a Multi-family program coordinator (1 FTE) for \$90,542 and a vehicle for \$42,875. This program proposes offsetting revenue of about \$143,000.
- *Community Services*- Proposed is a fleet maintenance software through CityWorks for \$48,300. Also proposed is an increase to street maintenance of \$1,250,000.
- *Finance*- Proposed is software upgrades to the budget book software, Gravity, for \$7,500. This upgrade will allow for direct backend connection to the ERP system from the budget book software and additional user licenses.
- *Fire* – Proposed are four firefighters (4 FTEs) for \$489,968. These positions will transfer to Fire Station 6 once construction is completed. Also proposed is an increase to the travel & training account for \$59,000 this is to bring the account back to pre-covid level.
- *Information Technology* – Proposed are annual software maintenance increases for \$260,962. Several Information Technology projects are proposed including Cohesity DR (a disaster recovery plan) for \$171,000; Tyler Server Migration for \$30,000; and a Network Upgrade for \$56,000. Also proposed is restoring the travel & training account with the addition of \$47,995. Finally, proposed are two Senior IT Specialists (2 FTE) for \$183,232.
- *Library* - Proposed is \$12,000 for staff to attend the Texas Library Association Conference.
- *Police* – Proposed is a Criminalist (1 FTE) for \$85,479. Also proposed is Mental Health Coordinator (1 FTE) for \$90,792 that will be grant funded (\$70,000). Also proposed are eight police bicycles for \$17,000; enhancements to SpidrTech for \$13,588; and an additional speed trailer for \$11,075.

Funds are included in the budget to implement a zero to four percent (0-4%) merit-based increase in salary for General Schedule employees based on performance. Public Safety compensation plans for sworn positions continue with the pay plan methodology that was implemented several years ago. The methodology incorporated a step plan based on merit for both Police and Fire sworn positions and employees in each rank are eligible to move a single four percent (4%) step on an annual basis provided their performance warrants advancement.

With the organization's increasing dependency on technology, the City is faced with the need to re-invest in its technology infrastructure. Starting in FY2018, annual contributions to the Replacement Fund are made from the General Fund, the FY2022 contribution is \$485,650. Information Technology will be systematically replacing infrastructure to ensure optimum functionality and redundancy of systems.

The City of Allen takes a pragmatic approach to projecting revenues and expenditures. Revenue and expenditure patterns are closely monitored so that adjustments to spending can be implemented as needed. The City considers many factors as presented throughout this document along with trend analysis to develop and manage the budget as the year progresses.



## Water and Sewer Fund

The Water and Sewer Fund is expected to begin fiscal year 2022 with a \$13.368 million working capital balance. The total fund revenues are expected to be \$56,974,339. Expenses include a \$5,126,000 transfer to capital projects for systematic water and sewer infrastructure replacement projects and future CIP funding. The proposed budget incorporates the water and sewer rate study completed in 2017 and updated in FY2019.

The \$14.720 million in working capital ending balance results in 106 days of operating expenditures in reserve, which is within the City policy of 90 to 120 days. This balance is necessary to fund future capital projects and ongoing major maintenance projects planned to ensure that water and sewer infrastructure continues to meet the needs of the residents. Due to careful attention to cost containment, the City has been able to maintain water and sewer rates that are among the lowest in the region.

Proposed is about \$500,000 in new equipment including: MARS Water Meter Test Bench (\$270,000); replacement excavator & trailer (\$82,506); replacement shoring equipment (\$33,839); lateral line reinstate tool (\$10,371); new portable mainline camera system (\$48,482); a replacement Godwin bypass pump (\$37,524); Hach FL902 Flodar (\$15,980) and two small truck mounted generators (\$4,198).

Also proposed are two Utility Billing Customer Service Representative (2 FTE) for \$123,008.

## Solid Waste Fund

The Solid Waste Fund represents the financial activity related to solid waste collection and disposal, including recycling, composting services, and management of household hazardous waste. The anticipated revenues in fiscal year 2022 are \$7,389,662 with budgeted expenses totaling \$8,142,998. The total working capital ending balance for the Solid Waste Fund is projected to be \$3,180,422 providing for 154 days of reserves. Following the City Council's direction, in fiscal year 2022 the Solid Waste Fund Balance will continue to absorb the North Texas Municipal Water District disposal cost increases, rather than passing these increases on to residents and businesses. The City also provides a 20% discount to seniors on residential trash services. The discount anticipates a potential loss in revenue of \$107,730 in FY2022.

The Solid Waste Fund will continue its efforts in fiscal year 2022 to keep Allen beautiful through its solid waste, recycling, yard waste, and household hazardous waste programs, and by assisting the Keep Allen Beautiful (KAB) Board in the execution of key events, including: Allen Recycles Day, Great American Cleanup, Arbor Day/Trees for Allen Program, Earthfest, conducting a zero-waste Allen USA event, and the annual AISD Educator's Expo. As in FY2021, the City will demonstrate flexibility in the execution of these events depending on current public health conditions and relevant government mandates.

The Solid Waste Fund will contribute funding in the amount of \$600,000 in fiscal year 2022 for alley repairs, and will contribute \$300,000 in funding to enhanced bulk collection services designed to mitigate Code Compliance efforts in this area.

## Drainage Fund

The Drainage Fund is supported by drainage fees on utility bills and development inspection fees. The fund performs drainage system maintenance, funds the City's contracts for street sweeping, greenbelt mowing along drainage ways, and mosquito abatement activities. The fund also supports the City's Texas Pollutant Discharge Elimination System (TPDES) permit activities and provides funds to accomplish drainage system related capital improvements.

The anticipated revenues in fiscal year 2022 are \$1,945,003 with budgeted expenses totaling \$2,210,680. The total working capital ending balance for the Drainage Fund is projected to be \$524,691 providing for 91 days of reserves, which is within Fund Balance Policy.

### **Golf Course Fund**

The Golf Course operational expenses in fiscal year 2022 are anticipated to be \$3,645,931, which will be covered by operational revenues estimated at \$3,845,931, and fund balance.

### **Hotel Occupancy Tax Fund**

The Hotel Occupancy Tax Fund collects funds from a 7% tax on hotel rooms rented in the City of Allen. The funds are used to support various projects that enhance and promote tourism, the arts and the convention/hotel industry in the City of Allen.

The event, tourism and convention industries experienced one of the most acute impacts of COVID-19 as reflected in the 2022 budget. Fund revenues for fiscal year 2022 are expected to total \$1,540,224 with budgeted expenses of \$2,185,054. Though a drop in this revenue was expected, an existing fund balance is available to help the City of Allen weather the storm. Additionally, we are encouraged by a recent uptick in local event, tourism and convention planning as more individuals and industries show eagerness to travel and/or gather.

The Hotel Occupancy Tax Fund budget also includes the costs of operating the City's Convention and Visitors Bureau (CVB). CVB operational and personnel costs are budgeted to be \$1,127,954.

### **Risk Management Fund**

The Risk Management Fund is the combination of all risk and liability obligations the City incurs. Included in the fund are health and dental costs, for which the City is self-insured. The fund also includes premiums for workers' compensation as well as property and liability insurance expenses. The City currently maintains a prudent working capital balance.

Proposed is an increase to the health premiums for employees and no increase to dental contribution rates for either the City or employees.

The budgeted amount for workers' compensation coverage is \$660,000. Property and Liability Insurance is anticipated to increase to a total budgeted amount of \$1,169,000. The Risk Division continues to audit all policies on an ongoing basis.

The Risk Management Fund continues to be in good financial condition. The fund balance continues to provide the financial security needed if catastrophic claims should occur.

### **Capital Improvement Program (CIP)**

In May 2016, Allen citizens authorized the future issuance of \$93.15 million in General Obligation Bonds to fund capital improvement projects over the next seven years. The projects identified within that bond program represent a significant investment in infrastructure, public facilities and recreational assets.

In FY2021, proceeds of approximately \$4.882 million from the 2016 G.O. Bond Election were received as a result of new bond issuance. From that issuance, the following projects will be initiated:

- \$1 million for Library Phase II Retrofit/ Expansion Design
- \$3.882 million for various street & drainage improvements

The bond issuance included refunding proceeds of approximately \$6.945 million to pay the Series 2011 and 2012 bonds.

No debt from the 2007 election is scheduled to be issued for FY2022. Only \$2 million remain authorized and unissued from the 2007 bond election for use at the Municipal Service Center.



**Conclusion**

This completes the highlights of the 2022 fiscal year budget. It is appropriate to once again thank the department directors who have put much time and expertise into the development of the budget. The development of this budget would not have been possible without the hard work of our Finance Department including Pete Phillis, Chris Landrum, and Rebecca Brack. In addition, I would like to give a special thanks to all City employees who continue the important work of providing quality services to our citizens.

Respectfully submitted,



Eric Ellwanger  
City Manager





# BUDGET CALENDAR

## FISCAL YEAR 2021-2022

January 23, 2021	Strategic Planning with Council
February 23 & March 4	Budget training (February 23 at 10am; March 4 at 2pm)*
March 2	Budget Kickoff (10am)*
March 15 - March 19	Budget Open Lab*
March 11	Preliminary meeting - Risk fund (Finance & HR)*
March 19	Budget input deadline Level - Department (roll on 3/22)
March 25	CIP/Bond meeting with City Manager*
March 25	Risk fund meeting with City Manager (Finance & HR)*
April 5 - April 9	Budget Open Lab*
April 9	Budget input deadline Level - Director & Overtime Requests & Budget Packages due for all departments & Org Charts due to HR (roll on 4/12)
April 9	Capital Projects (CIP) information due to Engineering department
April 12 - May 14	Finance reviews departmental submittals; meets with departments as needed
May 3 - May 7	Staff review of Hotel Tax Grant applications
May 11	Committee Meetings; Technology, Facility, Vehicle, Personnel*
May 24 - June 2	City Manager/department head budget review (Memorial Day holiday is Monday, May 31)*
June 28	Department Summary & Performance Measures Due to Finance
June 28	Org charts to Finance from Human Resources
July 14	Briefing to department heads on proposed budget
July 25	Deadline for chief appraiser to certify rolls to taxing units
July 26	Calculation of no-new-revenue and voter-approval tax rates (County publishes in 9/2 paper)
July 27	Deliver Proposed Budget to City Council; Council sets public hearing date for budget & tax rate; Council takes record vote to place on the agenda of a future meeting and proposal to adopt the tax rate
August 3	CIP document to Planning & Zoning Commission
August 7	Deadline for chief appraiser to deliver tax estimates to Property Owners
August 13 - August 15	Council budget workshop
September 2 (Thu)	County publishes Notice of 2021 Tax Year Property Tax Rates (at least 5 days before public hearing); post on City website and cable channel until 9/9 (or day after last public hearing)
September 2 (Thu)	City publishes notice of public hearing on budget (5 to 15 days before public hearing)
September 14	Public hearing for budget and tax rate; and vote on budget and tax rate
October 22	Final document published (to CM office for 10/26 Council meeting)

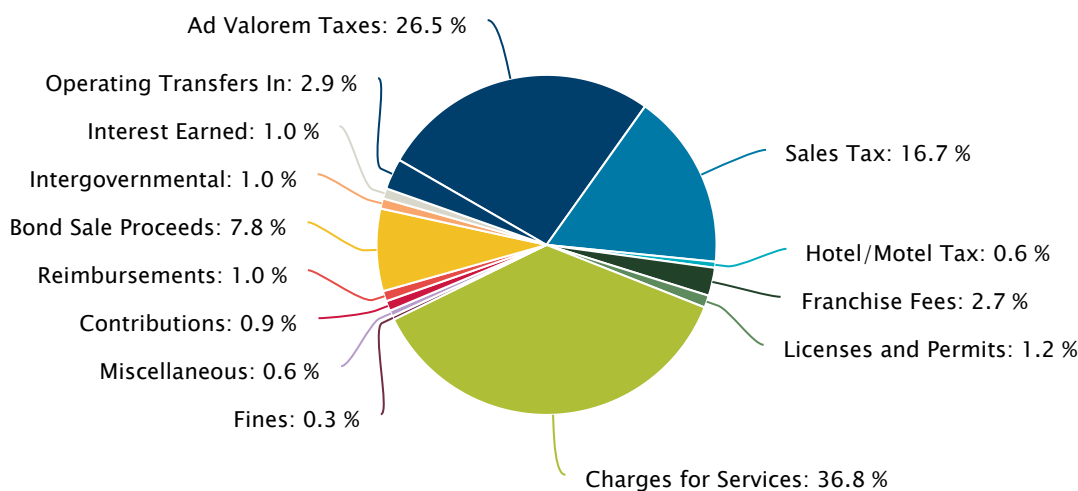
\*Meeting details regarding in person location or virtual meeting links will be distributed as each meeting approaches.

# COMBINED BUDGET SUMMARY

## FISCAL YEAR 2021-2022

						Enterprise Funds				Special Rev.
	General Fund	Debt Service	TIF Fund	G.O. Bond	General CIP	Water & Sewer	Solid Waste	Drainage Utility	Golf Course	Hotel Occup. Tax
<b>BEGINNING BALANCE</b>	\$ 29,898,146	\$ 1,200,370	\$ 8,179,369	\$ 34,457,840	\$ 33,538,902	\$ 13,368,134	\$ 3,933,758	\$ 790,368	\$ 1,018,784	\$ 1,444,955
<b>REVENUES</b>										
Ad Valorem Taxes	58,369,446	15,659,394	2,131,015	-	-	-	-	-	-	-
Sales Tax	22,644,387	-	127,013	-	-	-	-	-	-	-
Hotel/Motel Tax	-	-	-	-	-	-	-	-	-	1,495,187
Franchise Fees	6,899,740	-	-	-	-	-	-	-	-	-
Licenses and Permits	3,092,600	-	-	-	-	-	-	-	-	-
Charges for Services	10,803,425	-	-	-	655,000	55,009,949	7,295,182	1,921,269	3,654,287	-
Fines	834,577	-	-	-	-	-	-	-	-	-
Miscellaneous	125,260	-	-	-	100,000	10,000	36,500	-	191,644	-
Contributions	2,483,797	-	-	-	-	-	-	-	-	-
Reimbursements	1,575,615	-	-	-	50,000	350,998	-	5,000	-	-
Bond Sale Proceeds	-	-	-	5,974,740	-	-	-	-	-	-
Intergovernmental	123,652	-	190,660	-	882,000	-	-	-	-	-
Interest Earned	593,751	83,122	196,225	300,000	800,460	187,464	57,980	18,734	-	45,037
Operating Transfers In	6,261,414	-	-	-	600,000	1,415,928	-	-	-	-
<b>TOTAL REVENUES</b>	<b>113,807,664</b>	<b>15,742,516</b>	<b>2,644,913</b>	<b>6,274,740</b>	<b>3,087,460</b>	<b>56,974,339</b>	<b>7,389,662</b>	<b>1,945,003</b>	<b>3,845,931</b>	<b>1,540,224</b>
<b>TOTAL AVAILABLE</b>	<b>\$ 143,705,810</b>	<b>\$ 16,942,886</b>	<b>\$ 10,824,282</b>	<b>\$ 40,732,580</b>	<b>\$ 36,626,362</b>	<b>\$ 70,342,473</b>	<b>\$ 11,323,420</b>	<b>\$ 2,735,371</b>	<b>\$ 4,864,715</b>	<b>\$ 2,985,179</b>
<b>EXPENDITURES</b>										
General Government	22,643,359	-	762,872	-	-	-	-	-	-	-
Public Safety	50,143,103	-	-	100,000	-	-	-	-	-	-
Public Works	7,945,432	-	-	4,952,755	5,674,838	42,796,337	7,247,879	1,785,633	-	-
Culture & Recreation	27,530,465	-	-	34,947,326	2,522,675	-	-	-	3,485,931	2,182,349
Community Development	4,178,612	-	-	-	-	-	-	-	-	-
Transfers Out	1,366,693	-	-	285,391	-	5,096,622	295,119	425,047	-	2,705
Debt Service	-	16,375,182	-	-	-	2,603,236	-	-	-	-
Capital Projects	-	-	-	-	-	5,126,000	600,000	-	-	-
Depreciation	-	-	-	-	-	-	-	-	160,000	-
<b>TOTAL EXPENDITURES</b>	<b>113,807,664</b>	<b>16,375,182</b>	<b>762,872</b>	<b>40,285,472</b>	<b>8,197,513</b>	<b>55,622,195</b>	<b>8,142,998</b>	<b>2,210,680</b>	<b>3,645,931</b>	<b>2,185,054</b>
<b>ENDING BALANCE</b>	<b>\$ 29,898,146</b>	<b>\$ 567,704</b>	<b>\$ 10,061,410</b>	<b>\$ 447,108</b>	<b>\$ 28,428,849</b>	<b>\$ 14,720,278</b>	<b>\$ 3,180,422</b>	<b>\$ 524,691</b>	<b>\$ 1,218,784</b>	<b>\$ 800,125</b>

### DISTRIBUTION OF EXPENDITURES – ALL FUNDS



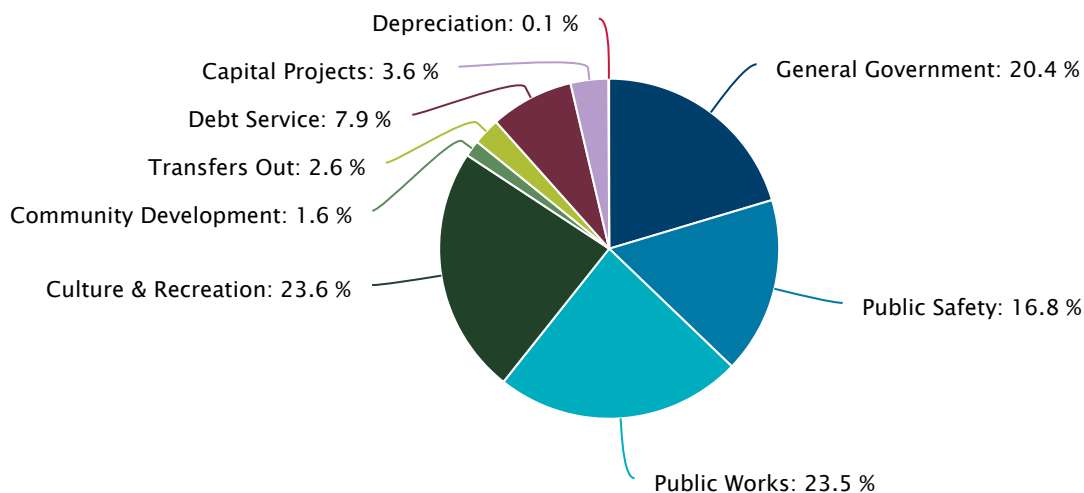


# COMBINED BUDGET SUMMARY

## FISCAL YEAR 2021-2022

Special Revenue Funds				Internal Service Funds			Component Units		Total
Asset Forfeiture	Special Revenue	Permanent Fund	Grant Fund	Replacement Fund	Facility Maintenance	Risk Management	Economic Development	Community Development	All Funds 2021-2022
\$ 237,255	\$ 1,792,188	\$ 443,752	\$ 257,415	\$ 18,507,408	\$ 338,916	\$ 9,398,139	\$ 10,645,737	\$ 10,475,444	\$ 179,926,880
-	-	-	-	-	-	-	-	-	76,159,855
-	-	-	-	-	-	-	11,164,900	11,164,900	45,101,200
-	-	-	-	-	-	-	-	-	1,495,187
-	135,235	-	-	-	-	-	-	-	7,034,975
-	-	-	-	-	-	-	-	-	3,092,600
-	-	-	-	3,766,188	-	13,597,441	-	-	96,702,741
-	75,958	-	-	-	-	-	-	-	910,535
190,000	-	-	656,922	182,500	-	-	-	-	1,492,826
-	-	-	-	-	-	-	-	-	2,483,797
-	-	-	-	100,000	-	520,500	-	-	2,602,113
-	-	-	-	-	-	-	-	-	5,974,740
-	-	-	-	-	-	-	-	-	1,196,312
3,910	36,290	18,265	7,790	347,192	38,710	243,865	177,722	360,858	3,517,375
-	-	-	3,077	-	1,000,000	414,758	-	-	9,695,177
193,910	247,483	18,265	667,789	4,395,880	1,038,710	14,776,564	11,342,622	11,525,758	257,459,433
\$ 431,165	\$ 2,039,671	\$ 462,017	\$ 925,204	\$ 22,903,288	\$ 1,377,626	\$ 24,174,703	\$ 21,988,359	\$ 22,001,202	\$ 437,386,313
-	178,750	-	-	3,336,185	815,000	13,937,113	15,726,269	3,698,069	61,097,617
60,682	-	-	9,974	-	-	-	-	-	50,313,759
-	-	-	-	-	-	-	-	-	70,402,874
-	-	-	4,050	-	-	-	-	-	70,672,796
-	-	-	524,898	-	-	-	-	-	4,703,510
-	50,793	-	207,690	-	-	-	-	-	7,730,060
-	-	-	-	-	-	-	2,358,247	2,418,136	23,754,801
-	-	-	-	-	-	-	-	5,436,388	11,162,388
-	-	-	-	-	-	-	-	-	160,000
60,682	229,543	-	746,612	3,336,185	815,000	13,937,113	18,084,516	11,552,593	299,997,805
\$ 370,483	\$ 1,810,128	\$ 462,017	\$ 178,592	\$ 19,567,103	\$ 562,626	\$ 10,237,590	\$ 3,903,843	\$ 10,448,609	\$ 137,388,508

### DISTRIBUTION OF EXPENDITURES – ALL FUNDS



# COMBINED BUDGET SUMMARY

## FISCAL YEAR 2021-2022

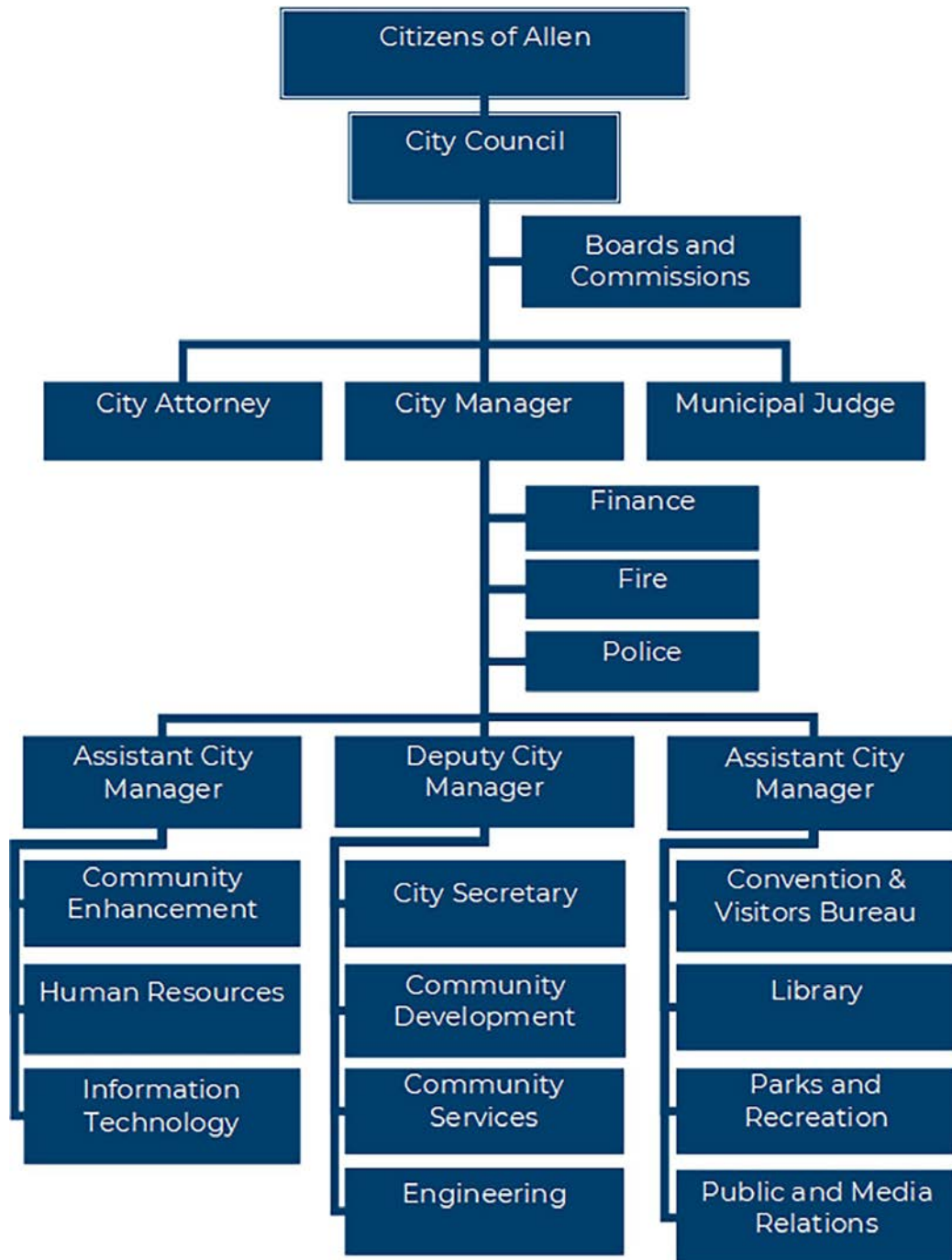
The following table indicates the reasons for projected changes in fund balances/retained earnings of \$42,538,372:

Fund	2020-2021 Year End Estimate	2021-2022 Year End Projection	Difference	Explanation
General Fund	\$29,898,146	\$29,898,146	\$-	The fund is within fund balance policy of 60-90 days of operational expenses.
Debt Service	\$1,200,370	\$567,704	\$(632,666)	The fund balance is within the policy requirement of 5%-10% of annual debt service.
TIF	\$8,179,369	\$10,061,410	\$1,882,041	Property and sales tax have been collected in TIF #2. TIF #1 grants are paid annually.
Capital Projects Funds	\$67,996,742	\$28,875,957	\$(39,120,785)	Restricted revenues are accumulated in the fund and are expended as allowed.
Utility Enterprise Funds (Water & Sewer, Solid Waste, and Drainage Utility)	\$18,092,260	\$18,425,391	\$333,131	These funds are within fund balance policy of 90-120 days.
Golf Course	\$1,018,784	\$1,218,784	\$200,000	The fund receives transfers from the General Fund to ensure positive net position.
Hotel Occupancy Tax	\$1,444,955	\$800,125	\$(644,830)	Reduction of Hotel Occupancy Tax collections in FY22 is due to Covid-19.
Asset Forfeiture	\$237,255	\$370,483	\$133,228	Funds collected in the current year may be appropriated in subsequent years as allowed by law.
Special Revenue	\$1,792,188	\$1,810,128	\$17,940	Restricted revenues are accumulated in the fund and are expended as allowed.
Permanent Fund	\$443,752	\$462,017	\$18,265	The fund tracks use of funds from substantial gifts.
Grants	\$257,415	\$178,592	\$(78,823)	Funds carried over from prior years are appropriated for allowable expenditures. Expenditures are only for those goods or services as allowed by law, or as approved by the agencies awarding the grants.
Replacement Fund	\$18,507,408	\$19,567,103	\$1,059,695	Reserves in the fund are used for scheduled replacements of vehicles, technology and equipment. Revenues are received based on the useful life of existing assets, while expenses are based on a set replacement schedule, which is subject to annual management review.
Facility Maintenance	\$338,916	\$562,626	\$223,710	Revenues are accumulated in the fund to accommodate the needs of large-scale projects for replacing components of aging facilities.
Risk Management	\$9,398,139	\$10,237,590	\$839,451	The working capital is within targeted levels.
Economic Development	\$10,645,737	\$3,903,843	\$(6,741,894)	Reserves in the fund are used towards economic development incentives, as they arise.
Community Development	\$10,475,444	\$10,448,609	\$(26,835)	Changes in fund balance are influenced by the timing, size and ability to complete capital projects.
<b>Totals</b>	<b>\$179,926,880</b>	<b>\$137,388,508</b>	<b>\$(42,538,372)</b>	



# CITY OF ALLEN

## ORGANIZATIONAL CHART



# STAFFING SUMMARY

## FISCAL YEAR 2021-2022

	ACTUAL 2019-2020	ORIGINAL 2020-2021	REVISED 2020-2021	PROPOSED 2021-2022	Increase (Decrease) FY2021R to FY2022
<b>General Fund</b>					
City Secretary	3.50	3.50	5.50	5.50	-
Municipal Court	10.00	10.00	10.00	10.00	-
City Administration	5.50	5.50	4.50	4.50	-
Public & Media Relations	9.00	9.00	9.00	9.00	-
Information Technology	19.48	19.48	19.48	21.48	2.00
Human Resources	6.50	6.50	6.50	6.50	-
Police	201.00	202.00	202.00	204.00	2.00
Parks & Recreation	145.70	143.83	143.83	143.83	-
Allen Event Center	44.33	44.20	42.70	42.70	-
Library	37.79	37.79	37.79	37.79	-
Fire	118.00	118.00	118.00	122.00	4.00
Community Development	20.00	21.00	20.00	20.00	-
Community Enhancement	12.00	13.00	14.00	15.00	1.00
Community Services	29.00	29.00	29.00	29.00	-
Finance	21.00	21.00	21.00	21.00	-
Engineering	16.00	16.00	16.00	16.00	-
<b>Total General Fund</b>	<b>698.80</b>	<b>699.80</b>	<b>699.30</b>	<b>708.30</b>	<b>9.00</b>
Water & Sewer Fund	80.00	80.00	80.00	82.00	2.00
Solid Waste Fund	8.50	8.50	8.50	8.50	-
Drainage Fund	10.00	10.00	10.00	10.00	-
Golf Course Fund	32.14	32.14	32.14	32.14	-
Hotel Fund	5.50	5.50	5.50	5.50	-
Risk Management Fund	3.50	4.50	4.50	4.50	-
Economic Development Fund	7.50	7.50	7.50	7.50	-
<b>Total City of Allen Employees, All Funds</b>	<b>845.94</b>	<b>847.94</b>	<b>847.44</b>	<b>858.44</b>	<b>11.00</b>

All positions are shown as full-time equivalents (FTE).

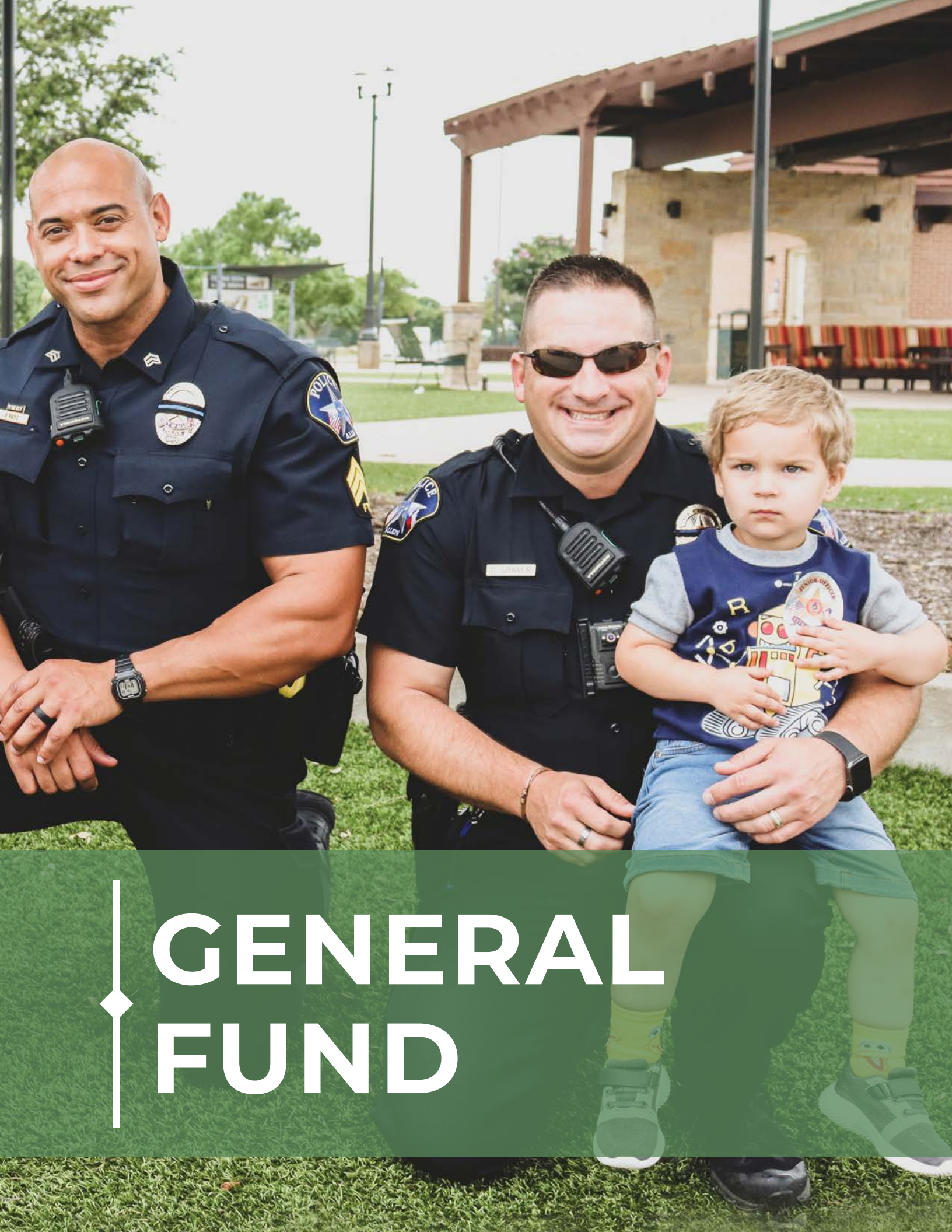
### Revised 2020-2021

- Add 1.0 FTE in City Secretary from City Administration for a Records Management Specialist
- Add 1.0 FTE in City Secretary from Allen Event Center for two (2) PT Administrative Assistants.
- Add 1.0 FTE in Community Enhancement from Community Development for a Senior Administrative Assistant
- Remove .5 FTE from Allen Event Center that is being used for the Intern Position in Parks and Recreation

### Proposed 2021-2022

- Add 2.0 FTE in Information Technology for two (2) Senior IT Specialists
- Add 2.0 FTE in Police for a Mental Health Coordinator and a Criminalist
- Add 4.0 FTE in Fire for four (4) Firefighter/Paramedics
- Add 1.0 FTE in Community Enhancement for a Multi-Family Program Coordinator
- Add 2.0 FTE in Water and Sewer for two (2) UB Customer Service Representatives





# GENERAL FUND



# REVENUE & EXPENDITURE SUMMARY

## GENERAL FUND

	2019-2020 ACTUAL	2020-2021 BUDGET	2020-2021 AMENDED	2021-2022 BUDGET	% CHANGE vs. FY21 AMENDED
UNASSIGNED FUND BALANCE	29,423,863	25,952,103	29,898,146	29,898,146	0%
<b>TOTAL BEGINNING FUND BALANCE</b>	<b>\$ 29,423,863</b>	<b>\$ 25,952,103</b>	<b>\$ 29,898,146</b>	<b>\$ 29,898,146</b>	<b>0%</b>

**REVENUES**

Ad Valorem Taxes	54,955,725	57,080,458	57,082,725	58,369,446	2%
Sales Tax	21,250,065	19,994,676	22,631,828	22,644,387	0%
Franchise Fees	7,296,321	7,047,870	6,962,773	6,899,740	-1%
Licenses and Permits	3,125,558	3,016,100	3,516,100	3,092,600	-12%
Charges for Services	6,380,856	10,860,367	7,581,120	10,803,425	43%
Fines	1,102,633	1,653,590	960,112	834,577	-13%
Miscellaneous	397,855	242,310	163,319	125,260	-23%
Contributions	617,210	616,829	663,556	2,483,797	274%
Reimbursements	1,573,876	1,389,036	1,448,131	1,575,615	9%
Intergovernmental	971,640	123,652	1,012,727	123,652	-88%
Interest Earned	1,022,255	580,541	676,522	593,751	-12%
Operating Transfers In	5,327,680	5,075,327	5,205,717	6,261,414	20%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 104,021,674</b>	<b>\$ 107,680,756</b>	<b>\$ 107,904,630</b>	<b>\$ 113,807,664</b>	<b>5%</b>

	2019-2020 ACTUAL	2020-2021 BUDGET	2020-2021 AMENDED	2021-2022 BUDGET	% CHANGE vs. FY21 AMENDED
<b>EXPENDITURES</b>					
General Government	21,741,542	20,160,917	20,760,826	22,643,359	9%
Public Safety	45,280,855	48,770,813	50,398,098	50,143,103	-1%
Public Works	6,102,092	6,678,564	6,923,852	7,945,432	15%
Culture & Recreation	23,438,747	27,222,151	25,087,795	27,530,465	10%
Community Development	3,254,786	3,778,111	3,873,928	4,178,612	8%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 99,818,022</b>	<b>\$ 106,610,556</b>	<b>\$ 107,044,499</b>	<b>\$ 112,440,971</b>	<b>5%</b>

Transfers Out	3,729,369	1,070,200	860,131	1,366,693	59%
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$ 103,547,391</b>	<b>\$ 107,680,756</b>	<b>\$ 107,904,630</b>	<b>\$ 113,807,664</b>	<b>5%</b>

UNASSIGNED FUND BALANCE	29,898,146	25,952,103	29,898,146	29,898,146	0%
<b>TOTAL ENDING FUND BALANCE</b>	<b>\$ 29,898,146</b>	<b>\$ 25,952,103</b>	<b>\$ 29,898,146</b>	<b>\$ 29,898,146</b>	<b>0%</b>

**DAYS UNRESTRICTED OPERATIONAL EXPENDITURES IN RESERVE** **95.9**

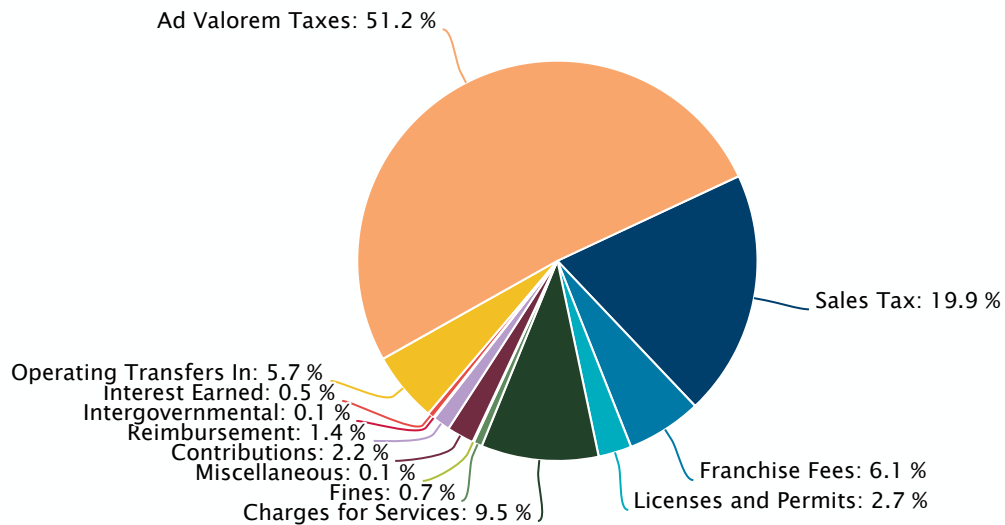
**60 days of operational expenditure** **\$ 18,708,109**

*Fund Balance Required: 60 to 90 days operational expenditure*

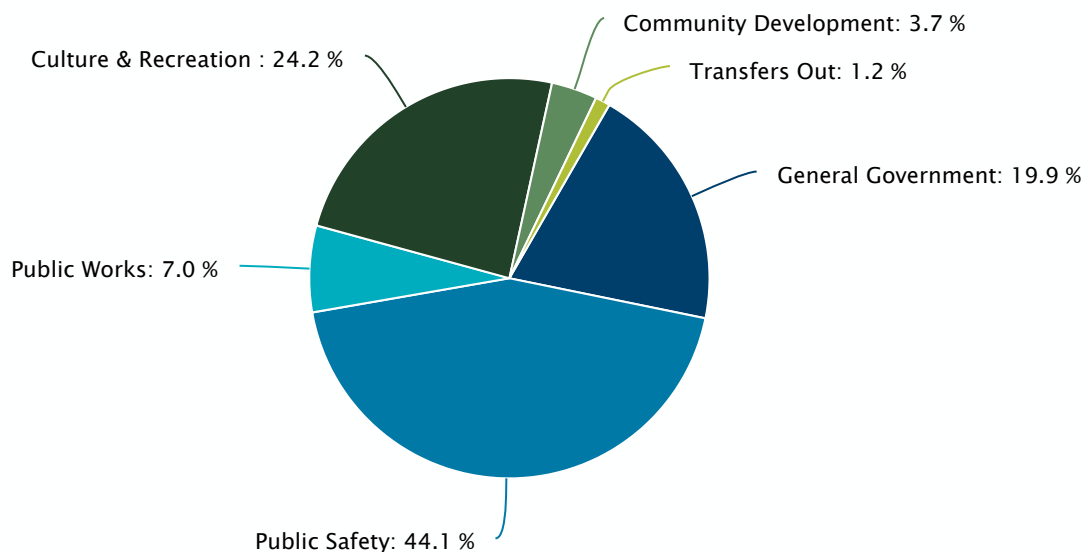
# REVENUE & EXPENDITURE CHARTS

## GENERAL FUND

### GENERAL FUND REVENUES



### GENERAL FUND EXPENDITURES BY FUNCTION



# REVENUE

## GENERAL FUND

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
<u>REVENUE - DETAIL</u>					vs. FY21
<u>PROPERTY TAXES</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Current	54,590,687	56,802,563	56,802,563	58,138,571	2%
Delinquent	182,451	32,000	32,000	74,763	134%
Penalty & Interest	182,587	245,395	245,395	155,612	-37%
Miscellaneous Tax Revenue	-	500	2,767	500	-82%
<b>SUBTOTAL</b>	<b>\$ 54,955,725</b>	<b>\$ 57,080,458</b>	<b>\$ 57,082,725</b>	<b>\$ 58,369,446</b>	<b>2%</b>
<u>SALES TAX</u>					
Mixed Drink Tax	344,151	431,828	431,828	441,600	2%
Municipal Sales Tax	20,905,914	19,562,848	22,200,000	22,202,787	0%
<b>SUBTOTAL</b>	<b>\$ 21,250,065</b>	<b>\$ 19,994,676</b>	<b>\$ 22,631,828</b>	<b>\$ 22,644,387</b>	<b>0%</b>
<u>FRANCHISE FEES</u>					
Electric	3,702,512	3,433,130	3,689,931	3,723,350	1%
Gas	920,159	990,536	1,157,617	974,025	-16%
Cable	602,912	757,184	491,170	488,740	0%
Solid Waste	865,587	744,153	728,335	798,625	10%
Access Line Fees	1,205,151	1,122,867	895,720	915,000	2%
<b>SUBTOTAL</b>	<b>\$ 7,296,321</b>	<b>\$ 7,047,870</b>	<b>\$ 6,962,773</b>	<b>\$ 6,899,740</b>	<b>-1%</b>
<u>LICENSES &amp; PERMITS</u>					
Permits	145,190	18,800	46,800	14,800	-68%
Licenses & Registrations	559,806	580,000	505,000	505,000	0%
Single Family Permits	999,716	747,000	999,000	902,500	-10%
Multi-Family Permits	15,188	200,000	650,000	200,000	-69%
Commercial Permits	538,693	600,000	580,000	600,000	3%
Building Permits-Other	523,089	610,000	475,000	610,000	28%
Health Code Permits	134,150	125,000	125,000	125,000	0%
Other Permits	41,685	35,300	35,300	35,300	0%
Fire Code Permits	168,041	100,000	100,000	100,000	0%
<b>SUBTOTAL</b>	<b>\$ 3,125,558</b>	<b>\$ 3,016,100</b>	<b>\$ 3,516,100</b>	<b>\$ 3,092,600</b>	<b>-12%</b>
<u>CHARGES FOR SERVICE</u>					
Charges for Service	1,990,494	2,580,091	2,063,237	2,739,734	33%
Membership/Admission Revenue	400,342	763,925	226,034	783,935	247%
Allen USA Revenue	20,000	129,600	74,644	129,600	74%
COAST Revenue	21,260	48,315	30,161	54,300	80%
Rental	143,270	324,436	187,963	365,206	94%
Special Activities	128,770	347,063	86,906	288,540	232%
Concession Sales	14,363	39,631	17,710	37,981	114%
Antenna Rentals	528,351	556,927	556,927	498,027	-11%
Event Center Revenue	3,134,006	6,070,379	4,337,538	5,906,102	36%
<b>SUBTOTAL</b>	<b>\$ 6,380,856</b>	<b>\$ 10,860,367</b>	<b>\$ 7,581,120</b>	<b>\$ 10,803,425</b>	<b>43%</b>
<u>FINES &amp; FORFEITURES</u>					
Fines	1,102,633	1,653,590	960,112	834,577	-13%
<b>SUBTOTAL</b>	<b>\$ 1,102,633</b>	<b>\$ 1,653,590</b>	<b>\$ 960,112</b>	<b>\$ 834,577</b>	<b>-13%</b>
<u>MISCELLANEOUS</u>					
Retail Store Sales	2,284	6,000	3,548	6,000	69%
Miscellaneous	265,966	95,810	131,858	109,260	-17%
Sale of Assets	15,792	10,000	12,000	10,000	-17%
Abandoned Property Revenue	33,813	-	15,913	-	-100%
Grant Revenue*	80,000	130,500	-	-	
<b>SUBTOTAL</b>	<b>\$ 397,855</b>	<b>\$ 242,310</b>	<b>\$ 163,319</b>	<b>\$ 125,260</b>	<b>-23%</b>

\*Revenue and expenditure for grant funded positions are recognized in the General Fund.



# REVENUE

## GENERAL FUND

		2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
		ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21
						AMENDED
<b><u>CONTRIBUTIONS</u></b>						
Donations/Sponsorships		617,210	616,829	663,556	2,483,797	274%
<b>SUBTOTAL</b>	<b>\$</b>	<b>617,210</b>	<b>\$ 616,829</b>	<b>\$ 663,556</b>	<b>\$ 2,483,797</b>	<b>274%</b>
<b><u>REIMBURSEMENTS</u></b>						
Reimbursements		1,573,876	1,389,036	1,448,131	1,575,615	9%
<b>SUBTOTAL</b>	<b>\$</b>	<b>1,573,876</b>	<b>\$ 1,389,036</b>	<b>\$ 1,448,131</b>	<b>\$ 1,575,615</b>	<b>9%</b>
<b><u>INTERGOVERNMENTAL</u></b>						
Intergovernmental		971,640	123,652	1,012,727	123,652	-88%
<b>SUBTOTAL</b>	<b>\$</b>	<b>971,640</b>	<b>\$ 123,652</b>	<b>\$ 1,012,727</b>	<b>\$ 123,652</b>	<b>-88%</b>
<b><u>INTEREST EARNED</u></b>						
Interest on Investments		1,022,255	580,541	676,522	593,751	-12%
<b>SUBTOTAL</b>	<b>\$</b>	<b>1,022,255</b>	<b>\$ 580,541</b>	<b>\$ 676,522</b>	<b>\$ 593,751</b>	<b>-12%</b>
<b><u>TRANSFERS IN</u></b>						
Operating Transfers In		5,327,680	5,075,327	5,205,717	6,261,414	20%
<b>SUBTOTAL</b>	<b>\$</b>	<b>5,327,680</b>	<b>\$ 5,075,327</b>	<b>\$ 5,205,717</b>	<b>\$ 6,261,414</b>	<b>20%</b>
<b>TOTAL OPERATING REVENUE</b>	<b>\$</b>	<b>104,021,674</b>	<b>\$ 107,680,756</b>	<b>\$ 107,904,630</b>	<b>\$ 113,807,664</b>	<b>5%</b>

# TAX STRUCTURE

## GENERAL FUND

ASSESSED VALUE - Certified 2021 Tax Year	\$ 15,761,357,720
REVENUE AT \$0.481000 PER \$100 VALUATION	\$ 75,812,131
CONTRIBUTION TO DEBT SERVICE	\$ 15,957,429
CONTRIBUTION TO GENERAL FUND 100.00% COLLECTION RATE	\$ 59,854,702

### TAX RATE DISTRIBUTION

	RATE	PERCENT	AMOUNT
GENERAL FUND	0.379756	78.95%	\$ 59,854,702
DEBT SERVICE FUND	0.101244	21.05%	15,957,429
	<b>0.481000</b>	<b>100.00%</b>	<b>\$ 75,812,131</b> (A)

(A) Approximately \$1,716,131 of the General Fund property taxes and \$414,884 of the Debt Service Fund property taxes will be allocated to the TIF Fund as property tax increment for TIF Zones #1 and #2.

# BUDGET ASSUMPTIONS

## GENERAL FUND

### Assumptions used for projecting 2021-2022 revenues and expenditures.

1. Tax rate used = 0.481000
  - Based upon Certified 2021 tax year appraised value of \$15,761,357,720 (5.36% Increase)
  - FY2021 final assessed value = \$14,960,000,000
  - Property tax incentive for Watters Creek is 50% and The Village at Allen is 90%
  - The growth in property taxes comes from an increase of \$344 million in new real property, and an increase of \$457 million in single family & other reappraisals.
2. Growth in municipal sales tax revenue is budgeted at 0.06% more than FY2021 revised budget
  - FY2021 revised sales tax is estimated to increase 6.50% over FY2020 actual.
  - The Village at Allen is 90%.
  - FY2022 sales tax includes general growth of population and commercial additions.
3. Overall City growth
  - FY2022 residential growth projected at 475 new permits.
  - FY2022 commercial permits are projected to increase by \$20,000 from FY2021 revised.
  - Multi-family permits are revised to \$650,000 for FY2021 revised. FY2022 is expected at \$200,000.
4. Population - FY2022 estimate: 112,796
5. Franchise fees
  - Electric: Oncor kilowatt hour usage is expected to increase 1.00% due to increased demand from a growing population. CoServ franchise revenue is expected to stay the same over FY2021 revised and GCEC Electric franchise revenue projected to increase by 0.51% over FY2021 revised.
  - Gas: Atmos gas franchise is projected to decrease from the revised FY2021 budget by 16.25%. FY2022 budget assumes historical average temperatures.  
CoServ gas franchise is projected to decrease by 14.73%.
  - Telephone: Access line fees are projected to increase by 2.15% from FY2021 revised budget.
  - Cable: Cable franchise fees projected to decrease by 0.49% from revised FY2021. Revenues continue to decrease as customers seek alternatives to traditional cable products.
6. Other
  - Ambulance: FY2022 revenues are projected to remain flat as compared to FY2021 revised.
  - Investments: Earnings were projected based on a cash-flow model and the benchmark average of the overall portfolio.
  - Gasoline: Used an average rate of \$3.25 per gallon for FY2022 and \$3.00 for Revised FY2021.
7. Event Center and The Village at Allen
  - The City ticket fee is projected at \$258,250 for FY2022. The reimbursement to the developer is budgeted at 75% of the ticket fee revenue and 100% of sports team facility fee.
  - The property tax and sales tax reimbursement to the developer is budgeted at 90%.



# EXPENDITURE BY FUNCTION

## GENERAL FUND

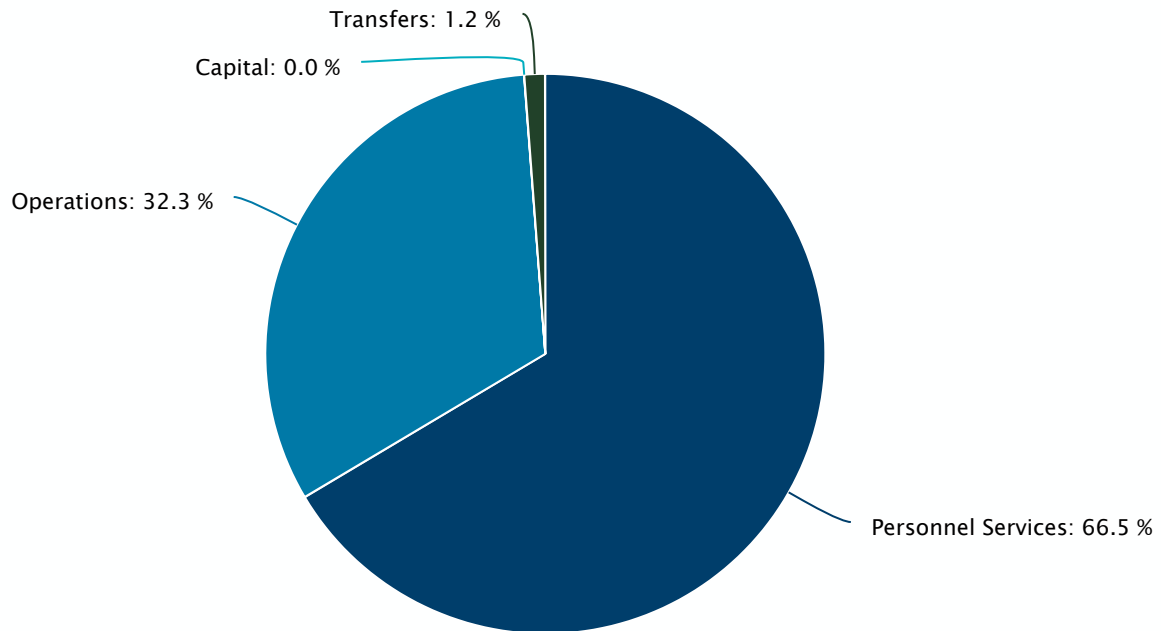
	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
	ACTUAL	BUDGET	AMENDED	BUDGET	AMENDED
<b><u>GENERAL GOVERNMENT</u></b>					
City Administration	1,194,475	1,192,743	1,411,366	1,184,800	-16%
City Secretary	601,629	715,547	807,907	898,404	11%
Public & Media Relations	1,079,804	1,264,628	1,285,125	1,419,438	10%
Information Technology	4,627,512	4,941,294	4,965,864	5,872,310	18%
Human Resources	1,029,093	1,077,238	1,218,721	1,129,593	-7%
Internal Services	7,506,038	4,982,617	5,282,162	5,829,990	10%
Finance	3,269,115	3,567,551	3,414,837	3,807,270	11%
Municipal Court	903,253	956,179	908,003	1,005,879	11%
Building Maintenance	1,365,989	1,308,249	1,309,769	1,328,262	1%
Service Center	164,634	154,871	157,072	167,413	7%
<b>SUBTOTAL</b>	<b>\$ 21,741,542</b>	<b>\$ 20,160,917</b>	<b>\$ 20,760,826</b>	<b>\$ 22,643,359</b>	<b>9%</b>
<b><u>PUBLIC SAFETY</u></b>					
Fire	17,841,104	19,661,326	20,786,830	20,343,951	-2%
Police	27,439,751	29,109,487	29,611,268	29,799,152	1%
<b>SUBTOTAL</b>	<b>\$ 45,280,855</b>	<b>\$ 48,770,813</b>	<b>\$ 50,398,098</b>	<b>\$ 50,143,103</b>	<b>-1%</b>
<b><u>PUBLIC WORKS</u></b>					
Community Services Administration	795,609	839,012	1,129,764	873,157	-23%
Streets	2,097,298	2,294,266	2,325,062	3,520,836	51%
Engineering	3,209,185	3,545,286	3,469,026	3,551,439	2%
<b>SUBTOTAL</b>	<b>\$ 6,102,092</b>	<b>\$ 6,678,564</b>	<b>\$ 6,923,852</b>	<b>\$ 7,945,432</b>	<b>15%</b>
<b><u>CULTURE &amp; RECREATION</u></b>					
Library	3,165,295	3,374,790	3,260,917	3,555,742	9%
Parks & Recreation	13,724,815	16,170,383	15,305,001	16,623,743	9%
Event Center	6,548,637	7,676,978	6,521,877	7,350,980	13%
<b>SUBTOTAL</b>	<b>\$ 23,438,747</b>	<b>\$ 27,222,151</b>	<b>\$ 25,087,795</b>	<b>\$ 27,530,465</b>	<b>10%</b>
<b><u>Community Development</u></b>					
Community Development	1,811,259	2,264,014	2,233,418	2,287,182	2%
Community Enhancement	1,443,527	1,514,097	1,640,510	1,891,430	15%
<b>SUBTOTAL</b>	<b>\$ 1,811,259</b>	<b>\$ 3,778,111</b>	<b>\$ 3,873,928</b>	<b>\$ 4,178,612</b>	<b>8%</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 99,818,022</b>	<b>\$ 106,610,556</b>	<b>\$ 107,044,499</b>	<b>\$ 112,440,971</b>	<b>5%</b>
Total Transfers Out	3,729,369	1,070,200	860,131	1,366,693	59%
<b>TOTAL EXPENDITURES</b>	<b>\$ 103,547,391</b>	<b>\$ 107,680,756</b>	<b>\$ 107,904,630</b>	<b>\$ 113,807,664</b>	<b>5%</b>

# EXPENDITURE BY CLASSIFICATION

## GENERAL FUND

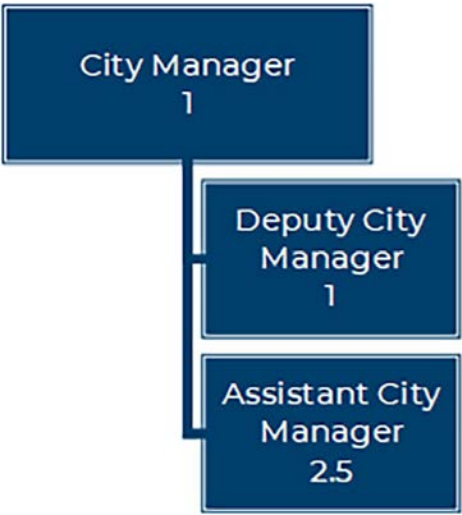
CLASSIFICATION	2019-2020 ACTUAL	% OF ACTUAL	2020-2021 REVISED	% OF REVISED	2021-2022 BUDGET	% OF BUDGET
Personnel Services	\$ 67,927,745	65.6%	\$ 73,529,454	68.1%	\$ 75,601,957	66.4%
Operations	31,715,268	30.6%	33,376,881	30.9%	36,793,539	32.3%
Capital	175,009	0.2%	138,164	0.1%	45,475	0.0%
Transfers	3,729,369	3.6%	860,131	0.9%	1,366,693	1.2%
<b>TOTAL</b>	<b>\$ 103,547,391</b>		<b>\$ 107,904,630</b>		<b>\$ 113,807,664</b>	

### GENERAL FUND EXPENDITURES BY CLASSIFICATION



# CITY ADMINISTRATION

## GENERAL FUND





# CITY ADMINISTRATION

## GENERAL FUND

The City Manager serves under the policy direction of the City Council and is responsible for making recommendations to the Council concerning policies, programs and developing methods to ensure the efficient operation of City services. The office of the City Manager coordinates and administers the implementation of ordinances, policies and procedures that will provide for the orderly, positive and planned growth and development of the City of Allen.

### ACCOMPLISHMENTS IN FY2021

#### **Goal 1. Continue to Enhance Community Livability and Safety**

- Enhanced relationships with local non-profit agencies through the new Department of Community Enhancement.

#### **Goal 2. Cultivate regional alliances and partnerships with agencies and governmental units that affect Allen**

- Remained actively involved in critical water conservation initiatives implemented in conjunction with the North Texas Municipal Water District.
- Advocated Allen's position and interests through the development of the 2021 Legislative Program and the facilitation of resolutions, joint letters and open communication with our legislative delegation.
- Strengthened relationships with members of the County Commissioners Court, nearby municipalities and State Legislators.
- Coordinated Collin Cares Funds (CARES Act Funds) with Collin County to address the needs of communities in Collin County in the wake of Covid.

#### **Goal 5. Maintain operational excellence in City government services**

- Issued \$4.882 million as a result of the 2016 G.O. Bond Election. From that issuance, \$1 million is for Library Phase II Retrofit/ Expansion Design and \$3.882 million for various street & drainage improvements. The bond issuance included refunding proceeds of approximately \$6.945 million to pay the Series 2011 and 2012 bonds.
- City received a perfect audit for the 13th consecutive year for the 2019-2020 Comprehensive Annual Financial Report.
- Maintained highest possible bond rating for G.O. debt, Aaa by Moody's and AAA by Standard and Poor's.
- Hired a new Chief Financial Officer.
- Coordinated and finalized a new Strategic Plan.
- Continued the City of Allen's commitment to service excellence through the employee P.R.I.D.E. program.

#### **Goal 6. Provide economic investment that increases employment opportunity, the tax base, and provides desired goods and services for residents and contributes to the community character and identity**

- Welcomed a variety of new businesses.
- Facilitated economic development incentive agreements.
- Focused CARES Act Funds to assist local small businesses through grants.

## OBJECTIVES FOR FY2022

### Goal 1. Financially sound and transparent City government

- Provide Council with an update to the long range financial plan.
- Facilitate a policy discussion and obtain policy guidance regarding the Non-Bond Capital Project Fund.
- Complete a comprehensive compensation analysis.
- Have adequate resources to support the services and service levels as defined in the Annual Budget.
- Maintain fiscally responsible policies and procedures to continue to operate the City in a cost efficient-manner.
- Continue to review maintenance and operation costs related to both capital investment and the provision of services so that City operations are able to continue to achieve strategic priorities in a sustainable manner.

### Goal 2. Safe and livable community for all

- Provide guidance to the Library expansion project.
- Continue to implement the Community Enhancement Master Plan.
- Facilitate a strategy and policy discussion regarding Neighborhood Stabilization and Enhancement.

### Goal 3. Vibrant community with lively destinations and successful commercial centers

- Continue to monitor and report on status of the Hotel and Conference Center.
- Coordinate and provide staff support to the Allen Downtown Steering Committee.

### Goal 4. High-performing City team providing resident-focused services

- Complete current and implement a new 5-year IT Master Plan.
- Provide a staffing model and leadership to the construction of Fire Station #6.
- Continue advocating Allen's position on state legislative issues.
- Continue to build and strengthen relationships with members of the County Commissioners Court and legislative delegation.
- Continue to offer employees professional growth and development opportunities while identifying outlets to celebrate organizational successes.
- Encourage creativity, flexibility and accessibility in responding to customers' requests.
- Institutionalize the new 2026 Strategic Plan.

### Goal 5. Diverse, Equitable and Inclusive Community

- Coordinate and provide staff support to the Ad Hoc Committee on Diversity, Equity and Inclusion.
- Facilitate a City organization task force and action plan.

# CITY ADMINISTRATION

## GENERAL FUND

## EXPENDITURE SUMMARY

CLASSIFICATION	2019-2020 ACTUAL	2020-2021 BUDGET	2020-2021 AMENDED	2021-2022 BUDGET	% CHANGE vs. FY21 AMENDED
Personnel Services	1,026,301	1,107,942	1,080,383	1,107,505	3%
Operations	53,747	58,901	63,125	42,295	-33%
Supplies	23,338	3,500	19,458	-	-100%
Professional Services	91,089	22,400	248,400	35,000	-86%
<b>DEPARTMENT TOTAL</b>	<b>\$ 1,194,475</b>	<b>\$ 1,192,743</b>	<b>\$ 1,411,366</b>	<b>\$ 1,184,800</b>	<b>-16%</b>

## PERSONNEL SUMMARY

FULL TIME	2019-2020 ACTUAL	2020-2021 BUDGET	2020-2021 AMENDED	2021-2022 BUDGET	CHANGE
City Manager	1	1	1	1	0
Deputy City Manager	1	1	1	1	0
Assistant City Manager	2	2	2	2	0
Executive Assistant to City Manager	1	1	0	0	0
<b>TOTAL FULL TIME</b>	<b>5</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>0</b>
<b>PART TIME</b>					
Temporary Assistant City Manager	0.5	0.5	0.5	0.5	0
<b>TOTAL PART TIME</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0</b>
<b>TOTAL FULL-TIME-EQUIVALENT</b>	<b>5.5</b>	<b>5.5</b>	<b>4.5</b>	<b>4.5</b>	<b>0</b>

## EXPENDITURE DETAIL

PERSONNEL SERVICES	2019-2020 ACTUAL	2020-2021 BUDGET	2020-2021 AMENDED	2021-2022 BUDGET	% CHANGE vs. FY21 AMENDED
Salaries	773,076	843,428	825,784	855,411	4%
Longevity	2,112	2,304	2,008	2,248	12%
Overtime	2,093	2,500	386	-	-100%
Deferred Compensation	-	-	3,661	5,000	37%
FICA	49,638	50,165	53,005	48,338	-9%
TMRS	118,546	121,217	122,495	130,300	6%
Worker's Compensation	2,380	1,590	1,755	1,799	3%
Health Insurance	62,535	70,035	53,833	47,721	-11%
Health Savings	4,173	4,474	5,979	5,414	-9%
Dental Insurance	3,799	4,165	3,434	3,288	-4%
Long-term Disability	798	867	855	840	-2%
Life Insurance	966	1,083	1,041	1,032	-1%
Flexible Spending	114	114	115	114	-1%
Car Allowance	6,071	6,000	6,032	6,000	-1%
<b>SUBTOTAL</b>	<b>\$ 1,026,301</b>	<b>\$ 1,107,942</b>	<b>\$ 1,080,383</b>	<b>\$ 1,107,505</b>	<b>3%</b>
<b>OPERATIONS</b>					
Phone/ Data Connectivity	1,653	1,700	1,700	1,700	0%
Copier Lease	3,923	4,100	4,100	4,100	0%
Technology Maintenance	16,600	9,800	9,800	3,000	-69%
Travel & Training	5,656	10,700	10,700	12,300	15%
Dues & Subscriptions	21,759	19,145	23,369	7,245	-69%
Postage & Freight	38	7,000	7,000	7,000	0%
Meetings & Receptions	2,073	2,700	2,700	2,700	0%
Insurance	2,045	3,756	3,756	4,250	13%
<b>SUBTOTAL</b>	<b>\$ 53,747</b>	<b>\$ 58,901</b>	<b>\$ 63,125</b>	<b>\$ 42,295</b>	<b>-33%</b>



# CITY ADMINISTRATION

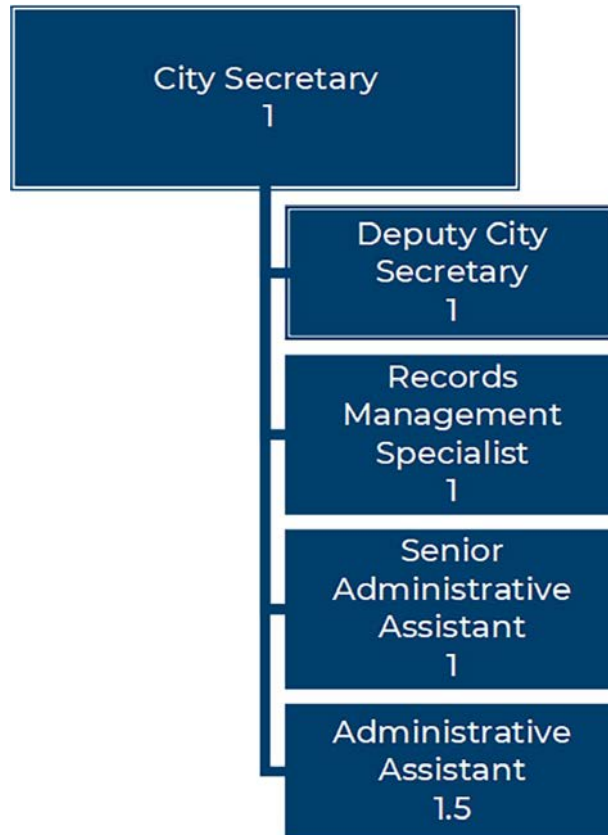
## GENERAL FUND

## EXPENDITURE DETAIL - CONTINUED

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	vs. FY21 <u>AMENDED</u>
<u>SUPPLIES</u>					
IT- Small Equipment	183	-	15,958	-	-100%
General Supplies	23,155	3,500	3,500	-	-100%
<b>SUBTOTAL</b>	<b>\$ 23,338</b>	<b>\$ 3,500</b>	<b>\$ 19,458</b>	<b>\$ -</b>	<b>-100%</b>
<u>PROFESSIONAL SERVICES</u>					
Contractual Services	72,229	-	200,000	-	-100%
Strategic Planning Exp.	18,860	22,400	48,400	35,000	-28%
<b>SUBTOTAL</b>	<b>\$ 91,089</b>	<b>\$ 22,400</b>	<b>\$ 248,400</b>	<b>\$ 35,000</b>	<b>-86%</b>
<b>DEPARTMENT TOTALS</b>	<b>\$ 1,194,475</b>	<b>\$ 1,192,743</b>	<b>\$ 1,411,366</b>	<b>\$ 1,184,800</b>	<b>-16%</b>

# CITY SECRETARY

## GENERAL FUND



# CITY SECRETARY

## GENERAL FUND

The City Secretary's Office is responsible for the administration of City elections, the citywide Records Management Program, the agenda management system, the Municipal Records Centers, as well as responding to Public Information Requests. The department also coordinates the City Council's boards and commissions appointment process and maintains the records relating to these appointments. The department is responsible for the publication of official notice requirements, posting of all meeting notice requirements, and for updating and distribution of the city's Code of Ordinances and Land Development Code.

### ACCOMPLISHMENTS IN FY2021

#### Goal 5: Maintain operational excellence in City government services

- Implemented a new Public Information Request software system to enhance efficiencies in tracking and responding to requests in a timely manner for the City of Allen.
- Continued preservation of City's permanent records by digitizing City Council and board meeting minutes & Ordinances and Resolutions, building plans and integration of data held in Energov into the Content Management System (CMS) to provide online access to City records (minutes, ordinances and resolutions).
- Completed the destruction of City records in accordance with the Texas State Library requirements.
- Implemented new agenda management software to produce Council agendas and packets.

### OBJECTIVES FOR FY2022

#### Goal 4: High-performing City team providing resident-focused services

- Provide access to City information to promote transparency and increase efficiencies in the delivery of services.
- Administer City elections in collaboration with Collin County and Allen Independent School District to ensure unbiased and ethical conduct in the process.
- Provide support and training for city employees to ensure compliance with the Records Management Program, Public Information Act and Open Meetings Act.



# CITY SECRETARY

## GENERAL FUND

## EXPENDITURE SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>CLASSIFICATION</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Personnel Services	412,589	420,570	509,752	554,645	9%
Operations	141,065	181,337	168,734	204,819	21%
Supplies	8,623	11,625	12,218	15,125	24%
Professional Services	39,352	102,015	117,203	123,815	6%
<b>DEPARTMENT TOTAL</b>	<b>\$ 601,629</b>	<b>\$ 715,547</b>	<b>\$ 807,907</b>	<b>\$ 898,404</b>	<b>11%</b>

## PERSONNEL SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	
<u>FULL TIME</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>CHANGE</u>
City Secretary	1	1	1	1	0
Deputy City Secretary	1	1	1	1	0
Records Management Specialist	0	0	1	1	0
Senior Administrative Assistant	1	1	1	1	0
<b>TOTAL FULL TIME</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>0</b>
<u>PART-TIME</u>					
Administrative Assistant	0.5	0.5	1.5	1.5	0
<b>TOTAL PART TIME</b>	<b>0.5</b>	<b>0.5</b>	<b>1.5</b>	<b>1.5</b>	<b>0</b>
<b>TOTAL FULL-TIME-EQUIVALENT</b>	<b>3.5</b>	<b>3.5</b>	<b>5.5</b>	<b>5.5</b>	<b>0</b>

## EXPENDITURE DETAIL

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>PERSONNEL SERVICES</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Salaries	272,615	281,867	340,517	383,207	13%
Council Salaries	35,536	34,500	33,724	34,500	2%
Longevity	1,242	1,482	1,730	1,858	7%
Overtime	-	700	250	700	180%
FICA	20,812	21,478	25,516	29,015	14%
TMRS	41,932	40,310	50,068	57,868	16%
Worker's Compensation	910	670	669	868	30%
Health Insurance	35,580	35,445	51,183	41,194	-20%
Health Savings Account	1,101	1,238	2,014	1,298	-36%
Dental Insurance	2,190	2,191	3,306	3,288	-1%
Long-term Disability	318	326	374	417	11%
Life Insurance	296	306	343	375	9%
Flexible Spending	57	57	58	57	-2%
<b>SUBTOTAL</b>	<b>\$ 412,589</b>	<b>\$ 420,570</b>	<b>\$ 509,752</b>	<b>\$ 554,645</b>	<b>9%</b>
<u>OPERATIONS</u>					
Phone/ Data Connectivity	560	570	570	570	0%
Technology Maintenance	29,440	28,980	28,980	41,030	42%
Travel & Training	8,283	27,700	18,850	22,700	20%
Dues & Subscriptions	46,802	49,320	49,905	67,475	35%
Postage & Freight	86	500	500	500	0%
Outside Printing	2,875	13,288	7,550	8,350	11%
Meeting & Receptions	46,336	52,240	53,640	52,140	-3%

# CITY SECRETARY

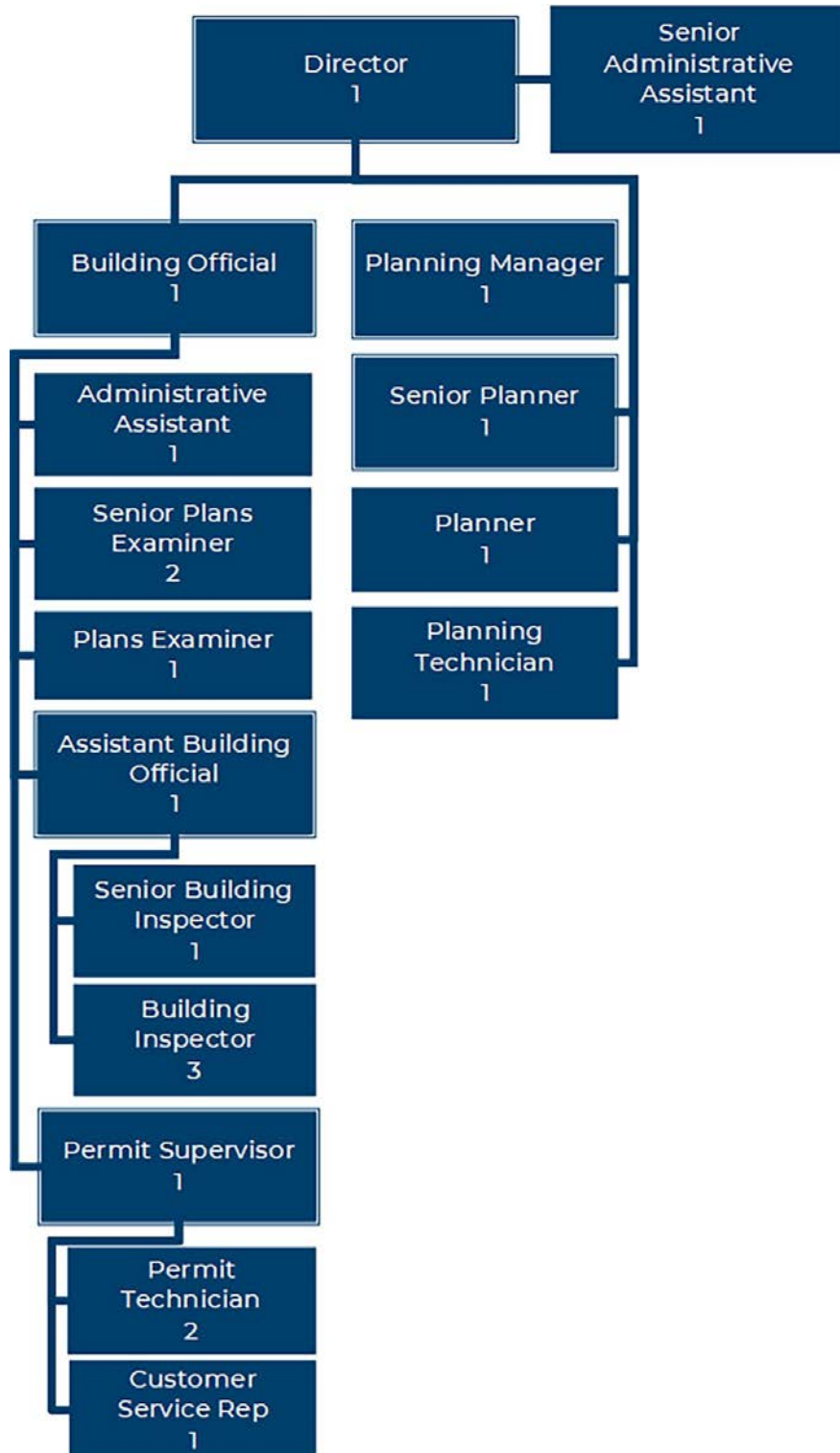
## GENERAL FUND

## EXPENDITURE DETAIL - CONTINUED

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21
					AMENDED
<u>OPERATIONS - CONTINUED</u>					
Insurance	1,300	2,389	2,389	2,704	13%
Notices Required by Law	5,383	6,350	6,350	9,350	47%
<b>SUBTOTAL</b>	<b>\$ 141,065</b>	<b>\$ 181,337</b>	<b>\$ 168,734</b>	<b>\$ 204,819</b>	<b>21%</b>
<u>SUPPLIES</u>					
General Supplies	8,623	11,625	12,218	15,125	24%
<b>SUBTOTAL</b>	<b>\$ 8,623</b>	<b>\$ 11,625</b>	<b>\$ 12,218</b>	<b>\$ 15,125</b>	<b>24%</b>
<u>PROFESSIONAL SERVICES</u>					
Contractual Services	13,145	31,965	34,909	33,765	-3%
Professional Services	25,405	8,050	8,050	8,050	0%
Elections	802	62,000	74,244	82,000	10%
<b>SUBTOTAL</b>	<b>\$ 39,352</b>	<b>\$ 102,015</b>	<b>\$ 117,203</b>	<b>\$ 123,815</b>	<b>6%</b>
<b>DEPARTMENT TOTALS</b>	<b>\$ 601,629</b>	<b>\$ 715,547</b>	<b>\$ 807,907</b>	<b>\$ 898,404</b>	<b>11%</b>

# COMMUNITY DEVELOPMENT

## GENERAL FUND



# COMMUNITY DEVELOPMENT

## GENERAL FUND

The Community Development Department includes the Planning and Land Development, Building Inspections and Permitting Divisions. The Planning and Land Development Division is responsible for land use and transportation planning, zoning administration, development coordination and providing staff support for the Planning & Zoning Commission, the Board of Adjustment, the Sign Control Board, and the Allen City Council. The Building Inspections and Permitting divisions are responsible for managing permits processing, plan review, building inspections, and compliance of building codes.

### ACCOMPLISHMENTS IN FY2021

#### **Goal 1. Continue to enhance community livability and safety**

- Continued to facilitate the development of the Watters Creek district, including the completion of One Bethany West office building, and the commencement of construction for The Montgomery Urban Residential, Allen Tech Hub offices, and Mutt's Cantina restaurant/dog park.
- Continued to implement the development of Planned Development No. 108, with a focus on senior living, retail, and mixed use. This included the completion of a daycare center, zoning approvals for two senior independent living facilities, and continued construction of Uptown Crossing- A single-family senior living community.
- Partnered with landowners and developers to facilitate high quality developments along the Highway 121 corridor including the commencement of construction for The Farm; and site plan and plat approvals for The Avenue, Monarch City, Starcreek, Harley-Davidson, and Ally Outfitters.
- Facilitated new developments including One Bethany West, Stacy Green Townhomes and various retail office and restaurant establishments.
- Completed biennial progress report on the Comprehensive Plan.
- Completed an update to several sections of the Allen Land Development Code, including amendments that captured changes in the 87th Texas Legislative Session.

#### **Goal 5. Maintain operational excellence in City government services**

- Continued implementation of the Tyler Technologies Software with an emphasis on designing and implementing the Citizen Self Service (CSS) online portal. This included the migration of approximately two-thirds of all permits to the CSS system.
- Implemented a virtual building inspection program to allow remote inspections.
- Utilized contracts with 3rd party building inspections companies to handle inspection workload in excess of staff capacity.
- Creation of a Current Development Map to provide the public a picture of active development projects in the City.



## OBJECTIVES FOR FY2022

### **Goal 3. Vibrant community with lively destinations and successful commercial centers**

- Partner with landowners and developers to facilitate high quality developments along the Highway 121 corridor. With zoning and entitlements largely in place already, continue to work with landowners and developers for site plans and plat approvals leading to commencement of construction on initial phases of these mixed-use developments.
- Continue to buildout of the Watters Creek district to include projects that commenced construction in FY2021.
- Continue to facilitate quality mixed-use development within Planned Development No. 108 and throughout the City that will enhance the City from a fiscal sustainability standpoint.

### **Goal 4. High-performing City team providing resident-focused services**

- Continue to implement the Tyler Technologies Software with an emphasis on designing and implementing the Citizen Self Service (CSS) online portal for a more streamlined permit and development review process. This includes migrating permitting and zoning operations to be entirely paperless.

# COMMUNITY DEVELOPMENT

## GENERAL FUND

## EXPENDITURE SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>CLASSIFICATION</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Personnel Services	1,524,481	1,889,675	1,828,673	1,907,717	4%
Operations	97,470	131,229	131,729	136,805	4%
Supplies	7,425	22,235	52,141	20,335	-61%
Maintenance	3,410	3,950	3,950	5,400	37%
Professional Services	178,473	216,925	216,925	216,925	0%
<b>DEPARTMENT TOTAL</b>	<b>\$ 1,811,259</b>	<b>\$ 2,264,014</b>	<b>\$ 2,233,418</b>	<b>\$ 2,287,182</b>	<b>2%</b>

## PERSONNEL SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	
<u>FULL TIME</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>CHANGE</u>
Director	1	1	1	1	0
Building Official	1	1	1	1	0
Planning Manager	0	1	1	1	0
Assistant Building Official	1	1	1	1	0
Permit Supervisor	1	1	1	1	0
Senior Planner	1	1	1	1	0
Senior Plans Examiner	1	1	1	1	0
Planner	1	1	1	1	0
Plans Examiner	2	2	2	2	0
Sr. Building Inspector	2	2	1	1	0
Building Inspector	2	2	3	3	0
Planning Technician	1	1	1	1	0
Senior Administrative Assistant	1	1	1	1	0
Permit Technician	2	2	2	2	0
Customer Service Representative	1	1	1	1	0
Administrative Assistant	1	1	1	1	0
Receptionist	1	1	0	0	0
<b>TOTAL FULL TIME</b>	<b>20</b>	<b>21</b>	<b>20</b>	<b>20</b>	<b>0</b>
<b>TOTAL FULL-TIME-EQUIVALENT</b>	<b>20</b>	<b>21</b>	<b>20</b>	<b>20</b>	<b>0</b>

# COMMUNITY DEVELOPMENT

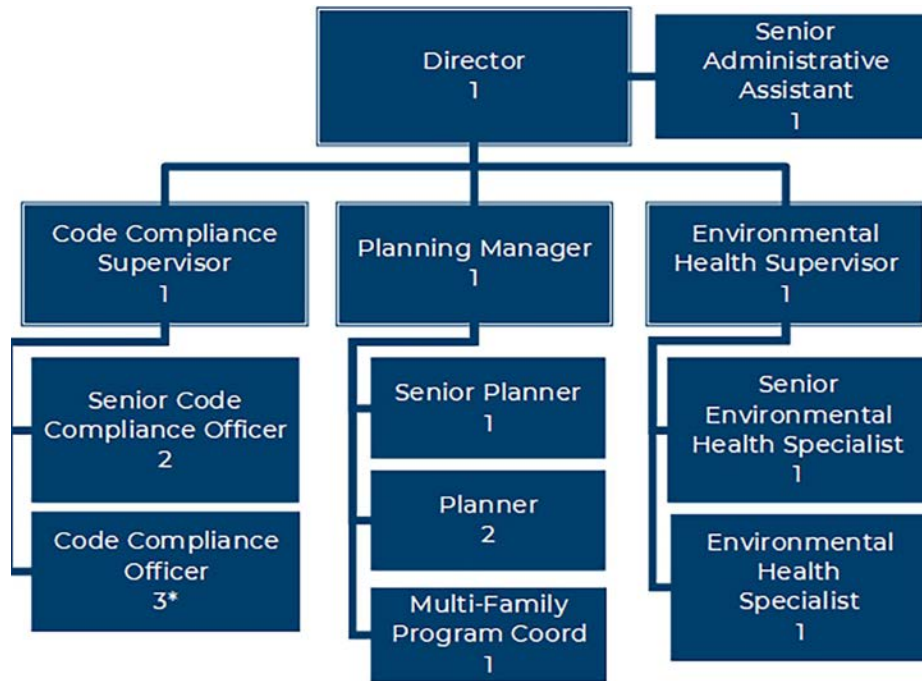
## GENERAL FUND

## EXPENDITURE DETAIL

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21
					AMENDED
<b>PERSONNEL SERVICES</b>					
Salaries	1,072,121	1,318,421	1,299,672	1,361,024	5%
Longevity	3,316	3,404	2,508	3,120	24%
Overtime	9,531	21,000	21,002	21,000	0%
FICA	79,709	97,579	96,464	100,664	4%
TMRS	168,087	192,465	193,308	207,782	7%
Worker's Compensation	5,271	4,019	4,492	4,454	-1%
Health Insurance	164,810	224,401	184,396	181,200	-2%
Health Savings Account	7,139	9,608	10,096	10,606	5%
Dental Insurance	12,274	15,997	14,038	14,900	6%
Long-term Disability	1,203	1,517	1,523	1,681	10%
Life Insurance	801	1,036	1,058	1,172	11%
Flexible Spending	219	228	116	114	-2%
<b>SUBTOTAL</b>	<b>\$ 1,524,481</b>	<b>\$ 1,889,675</b>	<b>\$ 1,828,673</b>	<b>\$ 1,907,717</b>	<b>4%</b>
<b>OPERATIONS</b>					
Phone/ Data Connectivity	8,158	8,758	8,758	8,758	0%
Fuel	6,370	12,429	12,429	14,746	19%
Copier Lease	6,546	10,800	10,800	10,800	0%
Technology Maintenance	-	5,394	5,394	2,094	-61%
Rolling Stock Replacement	33,399	33,399	33,399	33,399	0%
Travel & Training	8,637	28,995	28,995	28,995	0%
Dues & Subscriptions	4,249	6,560	6,560	6,264	-5%
Uniforms	2,451	3,410	3,410	3,410	0%
Postage	2,034	1,250	1,750	1,600	-9%
Advertising	213	-	-	-	
Outside Printing	348	900	900	900	0%
Meetings & Receptions	41	1,775	1,775	1,775	0%
Insurance	24,893	17,259	17,259	23,764	38%
Notices Required by Law	131	300	300	300	0%
<b>SUBTOTAL</b>	<b>\$ 97,470</b>	<b>\$ 131,229</b>	<b>\$ 131,729</b>	<b>\$ 136,805</b>	<b>4%</b>
<b>SUPPLIES</b>					
General Supplies	7,359	20,356	24,740	18,456	-25%
IT-Small Equipment	66	1,879	27,401	1,879	-93%
<b>SUBTOTAL</b>	<b>\$ 7,425</b>	<b>\$ 22,235</b>	<b>\$ 52,141</b>	<b>\$ 20,335</b>	<b>-61%</b>
<b>MAINTENANCE</b>					
Vehicle Maintenance	3,410	3,950	3,950	5,400	37%
<b>SUBTOTAL</b>	<b>\$ 3,410</b>	<b>\$ 3,950</b>	<b>\$ 3,950</b>	<b>\$ 5,400</b>	<b>37%</b>
<b>PROFESSIONAL SERVICES</b>					
Contractual Services	-	2,700	2,700	2,700	0%
Professional Services	178,473	214,225	214,225	214,225	0%
<b>SUBTOTAL</b>	<b>\$ 178,473</b>	<b>\$ 216,925</b>	<b>\$ 216,925</b>	<b>\$ 216,925</b>	<b>0%</b>
<b>DEPARTMENT TOTALS</b>	<b>\$ 1,811,259</b>	<b>\$ 2,264,014</b>	<b>\$ 2,233,418</b>	<b>\$ 2,287,182</b>	<b>2%</b>

# COMMUNITY ENHANCEMENT

## GENERAL FUND



\*One position funded from Water/Sewer and Solid Waste Funds.



# COMMUNITY ENHANCEMENT

## GENERAL FUND

The Community Enhancement Department includes the Community Enhancement, Code Compliance and Environmental Health operations. The Community Enhancement division is responsible for implementing community development programs, CDBG and neighborhood improvement initiatives. The Code Compliance division engages with the public to maintain residential and commercial properties and address safety and nuisance issues. The Environmental Health division is responsible for food safety, pool safety, mosquito control and environmental quality and compliance activities.

### ACCOMPLISHMENTS IN FY2021

#### Goal 1. Continue to Enhance Community Livability and Safety

- Implemented 2019 CDBG Action Plan and completed 24 home repair projects and provided funding to social and public services.
- Adopted a new 5-year Consolidated Plan as required by HUD for the CDBG program.
- Code Compliance addressed over 4,000 property maintenance, nuisance and other violations.
- Implemented programs and services for year 3 of the five-year Community Enhancement Plan, including the Property Improvement Program and commercial code compliance.
- Implemented and administered COVID assistance programs including rental, utility, food, tutoring and small business assistance.
- Built inventory of neighborhood assets and started developing policies and strategies for ongoing maintenance of screening walls and other improvements.

### OBJECTIVES FOR FY2022

#### Goal 2. Safe and livable community for all

- Implement year-4 strategies of the five-year Community Enhancement Plan including multi-family stabilization.
- Administer CDBG and property improvement programs.
- Continue implementation and administration of COVID assistance activities.
- Update food safety ordinance in response to changes to the Texas Food establishment Regulations.
- Develop policies and strategies for neighborhood stabilization.
- Implement policies and strategies for screening wall and common property maintenance.
- Research and evaluate policies and strategies for human service issues including mental health and homelessness.

# COMMUNITY ENHANCEMENT GENERAL FUND

## EXPENDITURE SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>CLASSIFICATION</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Personnel Services	1,230,636	1,245,838	1,366,458	1,570,633	15%
Operations	71,735	105,021	105,021	123,159	17%
Supplies	14,572	14,100	19,893	13,600	-32%
Maintenance	3,138	5,550	5,550	6,050	9%
Professional Services	123,446	143,588	143,588	143,588	0%
Capital	-	-	-	34,400	
<b>DEPARTMENT TOTAL</b>	<b>\$ 1,443,527</b>	<b>\$ 1,514,097</b>	<b>\$ 1,640,510</b>	<b>\$ 1,891,430</b>	<b>15%</b>

## PERSONNEL SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	CHANGE
<u>FULL TIME</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	
Director	1	1	1	1	0
Planning Manager	0	1	1	1	0
Senior Planner	1	0	1	1	0
Environmental Health Supervisor	0	0	1	1	0
Code Compliance Supervisor	1	1	1	1	0
Neighborhood Planner II	0	1	0	0	0
Multi-Family Program Coordinator	0	0	0	1	1
Planner	1	1	2	2	0
Senior Code Compliance Officer	2	2	2	2	0
Senior Environmental Health Specialist	2	2	1	1	0
Code Compliance Officer	3	3	2	2	0
Environmental Health Specialist	1	1	1	1	0
Senior Administrative Assistant	0	0	1	1	0
<b>TOTAL FULL TIME</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>1</b>
<b>TOTAL FULL-TIME-EQUIVALENT</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>1</b>

## EXPENDITURE DETAIL

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>PERSONNEL SERVICES</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Salaries	871,697	880,214	940,777	1,062,013	13%
Temporary Salaries	-	-	37,755	89,690	138%
Longevity	1,688	2,288	2,304	2,876	25%
Overtime	482	2,100	2,101	2,100	0%
FICA	63,339	64,323	69,408	78,100	13%
TMRS	133,027	125,530	138,097	160,058	16%
Worker's Compensation	4,086	3,522	3,065	3,363	10%
Health Insurance	136,240	149,111	150,198	149,379	-1%
Health Savings Account	8,565	7,012	10,387	9,180	-12%
Dental Insurance	9,499	9,861	10,261	11,469	12%
Long-term Disability	1,105	1,020	1,154	1,343	16%
Life Insurance	794	743	835	948	14%
Flexible Spending	114	114	116	114	-2%
<b>SUBTOTAL</b>	<b>\$ 1,230,636</b>	<b>\$ 1,245,838</b>	<b>\$ 1,366,458</b>	<b>\$ 1,570,633</b>	<b>15%</b>

# COMMUNITY ENHANCEMENT

## GENERAL FUND

## EXPENDITURE DETAIL - CONTINUED

	2019-2020 <u>ACTUAL</u>	2020-2021 <u>BUDGET</u>	2020-2021 <u>AMENDED</u>	2021-2022 <u>BUDGET</u>	% CHANGE vs. FY21 <u>AMENDED</u>
<u>OPERATIONS</u>					
Phone/ Data Connectivity	8,916	11,882	11,882	12,482	5%
Fuel	961	5,232	5,232	5,232	0%
Copier Lease	3,273	-	-	-	
Technology Maintenance	4,790	-	-	3,300	
Rolling Stock Replacement	31,375	31,375	31,375	39,350	25%
Travel & Training	10,819	21,900	21,900	24,420	12%
Dues & Subscriptions	2,540	4,325	4,325	4,865	12%
Uniforms	3,759	6,200	6,200	4,640	-25%
Postage	930	-	-	-	
Outside Printing	3,027	6,000	6,000	6,000	0%
Meetings & Receptions	575	-	-	-	
Insurance	-	18,107	18,107	22,870	26%
Notices Required by Law	770	-	-	-	
<b>SUBTOTAL</b>	<b>\$ 71,735</b>	<b>\$ 105,021</b>	<b>\$ 105,021</b>	<b>\$ 123,159</b>	<b>17%</b>
<u>SUPPLIES</u>					
General Supplies	14,506	14,100	19,893	13,600	
IT-Small Equipment	66	-	-	-	-100%
<b>SUBTOTAL</b>	<b>\$ 14,572</b>	<b>\$ 14,100</b>	<b>\$ 19,893</b>	<b>\$ 13,600</b>	<b>-32%</b>
<u>MAINTENANCE</u>					
Vehicle Maintenance	3,138	5,550	5,550	6,050	9%
<b>SUBTOTAL</b>	<b>\$ 3,138</b>	<b>\$ 5,550</b>	<b>\$ 5,550</b>	<b>\$ 6,050</b>	<b>9%</b>
<u>PROFESSIONAL SERVICES</u>					
Contractual Services	728	-	-	-	
Professional Services	42,070	47,000	47,000	47,000	0%
Donation Expense	80,648	96,588	96,588	96,588	0%
<b>SUBTOTAL</b>	<b>\$ 123,446</b>	<b>\$ 143,588</b>	<b>\$ 143,588</b>	<b>\$ 143,588</b>	<b>0%</b>
<u>CAPITAL</u>					
Vehicle	-	-	-	34,400	
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 34,400</b>	
<b>DEPARTMENT TOTALS</b>	<b>\$ 1,443,527</b>	<b>\$ 1,514,097</b>	<b>\$ 1,640,510</b>	<b>\$ 1,891,430</b>	<b>15%</b>

## DONATION EXPENDITURE

	2019-2020 <u>ACTUAL</u>	2020-2021 <u>BUDGET</u>	2020-2021 <u>AMENDED</u>	2021-2022 <u>BUDGET</u>	% CHANGE vs. FY21 <u>AMENDED</u>
<u>ORGANIZATIONS</u>					
CASA of Collin County	30,000	30,000	30,000	30,561	2%
Change the World	20,000	20,000	20,000	20,561	3%
Meals on Wheels	30,000	30,000	30,000	30,561	2%
The Family Place	-	12,588	12,588	14,905	18%
Family Promise	5,880	4,000	4,000	-	-100%
<b>SUBTOTAL</b>	<b>\$ 80,648</b>	<b>\$ 96,588</b>	<b>\$ 96,588</b>	<b>\$ 96,588</b>	<b>0%</b>

# COMMUNITY ENHANCEMENT

## GENERAL FUND

## CAPITAL EXPENDITURE LIST\*

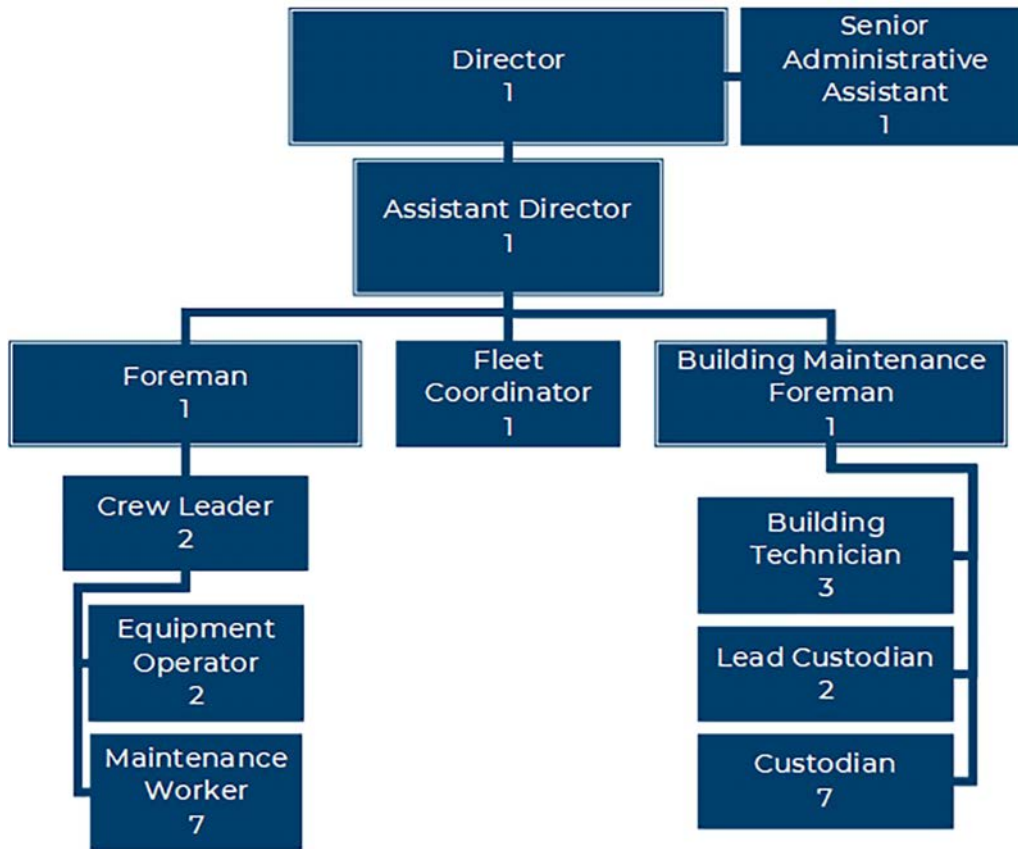
<u>VEHICLE</u>	2019-2020 <u>ACTUAL</u>	2020-2021 <u>BUDGET</u>	2020-2021 <u>AMENDED</u>	2021-2022 <u>BUDGET</u>	% <i>CHANGE</i> vs. FY21 <i>AMENDED</i>
Ford Explorer		-	-	34,400	
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 34,400</b>	

\*The items listed are non-recurring capital expenses based on increased service to the community.



# COMMUNITY SERVICES

## GENERAL FUND



# COMMUNITY SERVICES

## GENERAL FUND

Community Services is responsible for the efficient and effective administration and direction of the following areas: Administration, Streets, Drainage, Building Maintenance, Service Center Administration, Fleet Coordination, Waste Services, Water & Sewer, and Utility Collections.

### ACCOMPLISHMENTS IN FY2021

#### **Goal 2. Cultivate regional alliances and partnerships with agencies and governmental units that affect Allen**

- Director continued as Board Chair to the NCTCOG Resource Conservation Council.
- Participated in the planning of City buildings for energy efficiency through the Engineering Departments Major Facility Maintenance Program.
- Continued membership with Metroplex Facility Managers Association.
- Continued communication forum with private sector facility managers, including BOMA focus group, and HVAC talk forum.
- Continued participation in several groups through LinkedIn; Facility Maintenance Group, Building Owners and Managers Group, Code Officials of America, Maintenance Technology and the Maintenance Excellence Institute.

#### **Goal 5. Maintain operational excellence in City government services**

##### **Strategy - Utilize technology for optimum performance and customer service**

- Continued automated building maintenance request system with assistance from the IT department.

##### **Strategy - Ensure excellent fiscal management to maintain public trust**

- Department managed the Public Works emergency associated with the freeze in February of 2021.
- Quickly and completely responded to citizen requests for assistance and information.
- Developed the 11th annual budget for the Municipal Service Center.
- Helped develop electricity and natural gas budget estimates for all City funds.
- Continued to report electric consumption in accordance with Senate Bill 898 compliance to reduce municipal electric use by 5% per year through FY2021.
- Assisted in set up and break down at numerous City sponsored events.
- Proactively responded to the COVID 19 Pandemic by ordering disinfectants, sprayers and foggers, hand sanitizers with individual bottles and distributing them to departments as well as extra disinfection of the building maintained by Community Services.
- Continued to manage annual preventive maintenance contracts for City Hall, Municipal Service Center, Municipal Annex, Courts Facility, Library, Police Station, and Animal Shelter.
- Oversaw operations of Municipal Service Center (MSC) including; administration building and shop building.
- Managed operations budget for Service Center for FY20-21 including calculating all fuel costs included in the individual departments in FY2021.
- Continued a self-initiated Stormwater inspection in the same manner as the TCEQ for the entire MSC site.
- Continued the limited operations of fleet services building.

## GENERAL FUND

- Managed the automated vehicle fueling and vehicle wash facilities including the necessary accounting and state reporting requirements associated with these services.
- Fleet Coordinator position continued to manage fuel system, non-public safety vehicle GPS system, vehicle registrations associated with the new “Texas Two Step” program, assist in fleet replacements, fleet auction, fleet acquisition, and consolidation of vehicle records including maintenance records awaiting a maintenance system to be fielded.
- Performed routine concrete and asphalt street maintenance to extend the life of the City's roadways.
- Managed the City/ Resident cost-share sidewalk replacement program and continued to stay caught up to avoid substantial backlog.
- Developed and oversaw annual street and alley repair projects in coordination with the Engineering Department.
- Reconstructed several asphalt streets.
- Updated the bi-annual street and alley rating system integrated into the GIS system.
- Utilized the concrete truck to help facilitate delivery reliability and increase Streets, Drainage, and Water and Sewer efficiency.
- Rapidly and professionally repaired potholes utilizing the new pothole patching truck.

### **Goal 7. Proactively work to protect the environment and conserve water resources**

#### **Strategy - Work with NTMWD to protect and conserve water resources**

- Continued the 11th year of the free residential home irrigation audit program.
- Continued the 16th year of residential water conservation rebate program.

## OBJECTIVES FOR FY2022

### **Goal 1. Financially sound and transparent City government**

- Continue to be involved in electric deregulation through the Texas Coalition for Affordable Power (TCAP) and in the management of the City's power procurement and usage monitoring.
- Continue reporting of electric consumption in accordance with Senate Bill 898 compliance to reduce municipal electric use by 5% per year through FY2021.
- Pursue opportunities and work with other departments to make the best use of future ONCOR programs dedicated towards further reducing the City's energy consumption.
- Work with the new Energy Management System to better utilize the systems' ability to conserve energy.
- Develop new alliances through membership with International Facility Managers Association (IFMA).

### **Goal 4. High-performing City team providing resident-focused services**

#### **Objective - Develop and maintain proactive city communications policies, strategies, and tools to inform the community**

- Respond to customer calls, e-mails, comment forms, or letters within one business day of the day of receipt.
- Provide responsible strategic planning to address long range water, sewer, drainage, and solid waste needs for the City and NTMWD capital improvements.
- Maintain a high level of maintenance and repair for City facilities the division maintains.
- Monitor the operations budget and be prepared to make mid-year adjustments for FY21-22 and develop the FY22-23 budget based on the historic costs.
- Continue to monitor the vehicle fueling and vehicle wash facilities including the necessary accounting and state reporting requirements associated with these services.
- Continue consolidation of vehicle records including maintenance records.

## GENERAL FUND

- Continue to assist in fleet replacements, fleet auction, fleet acquisition, manage fuel system, non-public safety vehicle GPS system, and non-public safety vehicle registrations.
- Continue input into the computerized maintenance management system (CityWorks) to formulate the division's Pavement Maintenance program.
- Manage the City/ Resident cost-shared Sidewalk Replacement program.
- Continue to perform routine concrete and asphalt street maintenance to extend the life of the City's infrastructure.
- Continue to oversee the Streets and Alley projects.
- Continue developing a rating system for City's sidewalks and integrate into the GIS system.

**Goal 2. Safe and livable community for all****Objective - Invest in maintaining and upgrading the City's infrastructure and facilities**

- Continue a free residential home irrigation audit program and the residential water conservation rebate program.
- Continue educational endeavors with AISD, scout groups, homeowner associations, garden clubs, and special educational series of workshops.
- Continue commercial irrigation audit program.



# COMMUNITY SERVICES

## GENERAL FUND

## EXPENDITURE SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs FY21
<u>CLASSIFICATION</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Personnel Services	2,245,848	2,474,947	2,501,273	2,455,569	-2%
Operations	284,607	333,909	335,908	383,952	14%
Supplies	204,011	158,545	161,627	158,545	-2%
Maintenance	1,430,576	1,360,950	1,463,700	2,624,200	79%
Professional Services	258,488	268,047	459,159	267,402	-42%
<b>DEPARTMENT TOTAL</b>	<b>\$ 4,423,530</b>	<b>\$ 4,596,398</b>	<b>\$ 4,921,667</b>	<b>\$ 5,889,668</b>	<b>20%</b>

## PERSONNEL SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	CHANGE
<u>FULL TIME</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	
Director	1	1	1	1	0
Assistant Director	1	1	1	1	0
Streets/Drainage Superintendent	1	1	1	1	0
Building Maintenance Foreman	1	1	1	1	0
Fleet Coordinator	1	1	1	1	0
Crew Leader	2	2	2	2	0
Senior Administrative Assistant	1	1	1	1	0
Equipment Operator	2	2	2	2	0
Building Technician	3	3	3	3	0
Lead Custodian	2	2	2	2	0
Maintenance Worker	7	7	7	7	0
Custodian	7	7	7	7	0
<b>TOTAL FULL TIME</b>	<b>29</b>	<b>29</b>	<b>29</b>	<b>29</b>	<b>0</b>
<b>TOTAL FULL-TIME-EQUIVALENT</b>	<b>29</b>	<b>29</b>	<b>29</b>	<b>29</b>	<b>0</b>

## EXPENDITURE DETAIL

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>PERSONNEL SERVICES</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Salaries	1,411,797	1,579,668	1,592,578	1,574,427	-1%
Longevity	13,447	14,592	14,996	14,992	0%
Overtime	98,268	102,750	116,002	111,000	-4%
FICA	107,321	120,196	121,400	119,514	-2%
TMRS	233,868	243,834	252,295	255,355	1%
Worker's Compensation	56,443	42,841	47,076	44,009	-7%
Health Insurance	288,663	332,400	319,461	297,079	-7%
Health Savings	11,026	10,030	10,968	11,088	1%
Dental Insurance	19,897	23,233	21,320	22,793	7%
Long-term Disability	1,664	1,836	1,794	1,890	5%
Life Insurance	1,177	1,311	1,228	1,280	4%
Flexible Spending	456	456	345	342	-1%
Car Allowance	1,821	1,800	1,810	1,800	-1%
<b>SUBTOTAL</b>	<b>\$ 2,245,848</b>	<b>\$ 2,474,947</b>	<b>\$ 2,501,273</b>	<b>\$ 2,455,569</b>	<b>-2%</b>

# COMMUNITY SERVICES

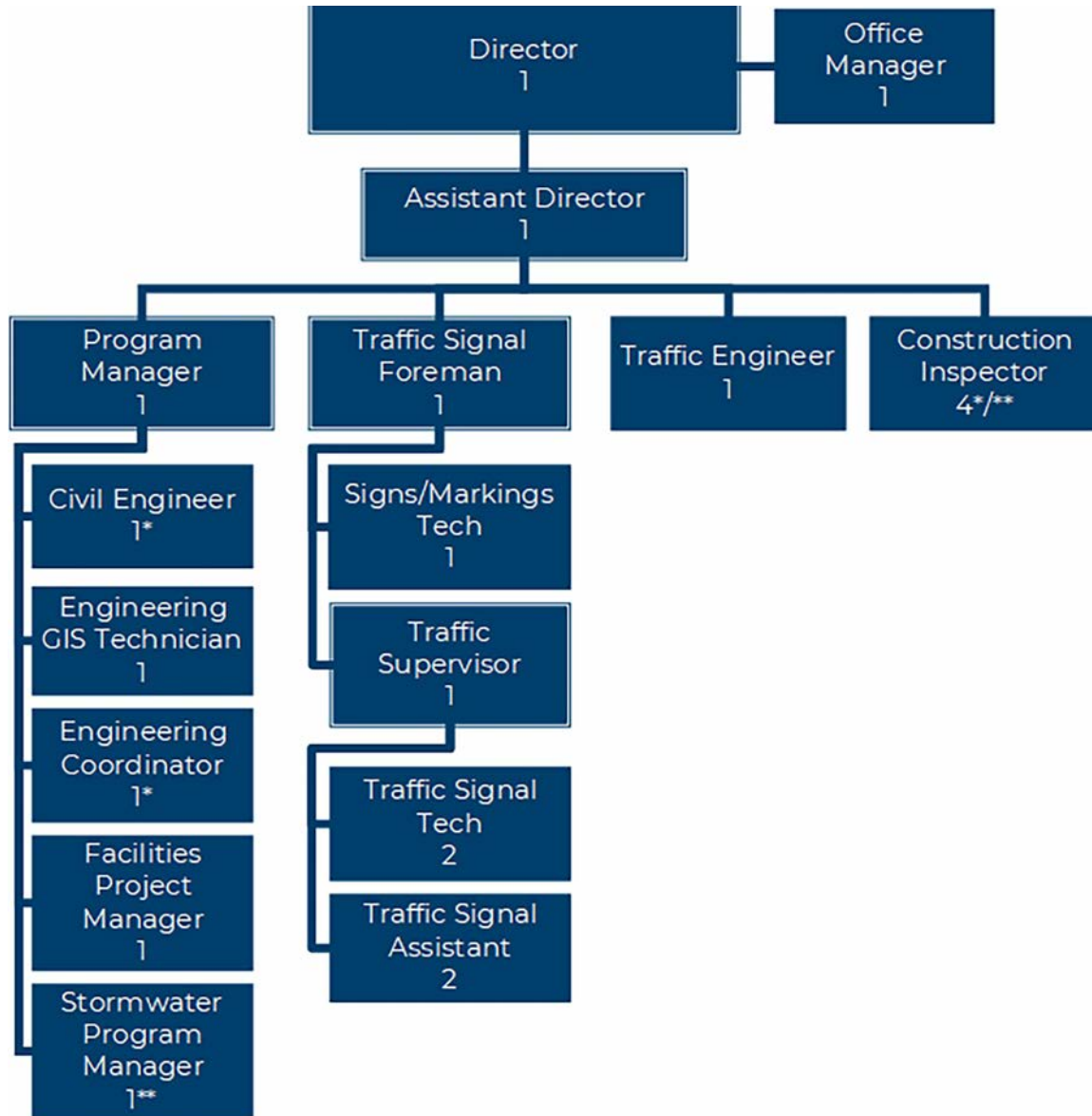
## GENERAL FUND

## EXPENDITURE DETAIL - CONTINUED

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21
OPERATIONS					AMENDED
Phone/ Data Connectivity	7,709	7,910	7,910	7,910	0%
Fuel	13,366	30,676	30,676	31,106	1%
Natural Gas	19,040	48,397	48,397	48,397	0%
Water	26,405	22,001	26,000	26,000	0%
Electricity	46,711	40,900	38,900	38,900	0%
Copier Lease	12,290	14,400	14,400	14,400	0%
Technology Maintenance	3,892	3,900	3,900	52,200	1238%
Rolling Stock Replacement	93,628	93,628	93,628	93,628	0%
Travel & Training	4,809	5,280	5,280	5,280	0%
Dues & Subscriptions	2,721	5,120	5,120	4,720	-8%
Uniforms	12,241	15,600	15,600	15,600	0%
Postage & Freight	79	-	-	-	
Insurance	41,716	45,947	45,947	45,661	-1%
Notices Required by Law	-	150	150	150	0%
<b>SUBTOTAL</b>	<b>\$ 284,607</b>	<b>\$ 333,909</b>	<b>\$ 335,908</b>	<b>\$ 383,952</b>	<b>14%</b>
SUPPLIES					
General Supplies	171,850	122,745	125,827	122,745	-2%
Small Tools & Minor Equipment	32,161	35,800	35,800	35,800	0%
<b>SUBTOTAL</b>	<b>\$ 204,011</b>	<b>\$ 158,545</b>	<b>\$ 161,627</b>	<b>\$ 158,545</b>	<b>-2%</b>
MAINTENANCE					
Facility Maintenance	109,132	103,050	103,050	113,550	10%
Vehicle Maintenance	25,428	24,650	24,650	24,650	0%
Equipment Maintenance	24,643	13,250	16,000	16,000	0%
Street/ Sidewalk Maintenance	1,271,373	1,220,000	1,320,000	2,470,000	87%
<b>SUBTOTAL</b>	<b>\$ 1,430,576</b>	<b>\$ 1,360,950</b>	<b>\$ 1,463,700</b>	<b>\$ 2,624,200</b>	<b>79%</b>
PROFESSIONAL SERVICES					
Contractual Services	256,074	267,047	458,159	266,402	-42%
Professional Services	2,414	1,000	1,000	1,000	0%
<b>SUBTOTAL</b>	<b>\$ 258,488</b>	<b>\$ 268,047</b>	<b>\$ 459,159</b>	<b>\$ 267,402</b>	<b>-42%</b>
<b>DEPARTMENT TOTALS</b>	<b>\$ 4,423,530</b>	<b>\$ 4,596,398</b>	<b>\$ 4,921,667</b>	<b>\$ 5,889,668</b>	<b>20%</b>

# ENGINEERING

## GENERAL FUND



\*Engineering Coordinator, one Construction Inspector and one Civil Engineer are funded in Water & Sewer.

\*\*One Construction Inspector and Stormwater Program Manager funded in Drainage.

# ENGINEERING

## GENERAL FUND

The Engineering Department provides planning and engineering services for the City of Allen infrastructure and facilities, including buildings, streets, traffic signals, drainage, water, and wastewater. In addition to the implementation of the Capital Improvement Program, the department provides construction inspection and ensures that all public traffic control devices are maintained and compliant with state and federal guidelines.

### ACCOMPLISHMENTS IN FY2021

#### **Goal 2. Cultivate regional alliances and partnerships with agencies and governmental units that affect Allen**

##### **Strategy - Improve regional mobility through transportation initiatives**

- Assigned engineering department staff to remain engaged in TxDOT projects to completion – Ridgeview Overpass at US75, Conversion of HOV Lane to Peak Hour Travel Lane on US75, and FM2551 (Angel Parkway).
- Submitted projects to Collin County for consideration of County GO Bonds – Projects included Allen Drive & US75 Roundabout Interchange and additional Lanes on Exchange Parkway and Watters Road. The County did not award any funds to the City of Allen.

#### **Goal 4. Systematically invest in public infrastructure**

##### **Strategy - Construct and improve roadway infrastructure**

- Following efforts completed with in-house resources:
  - Replaced and installed new signs at various locations throughout the City.
  - Purchased 394 15-year LED modules for general maintenance and replacement of end of life. Re-lamped signal heads with new LEDs at 7 existing intersections and implemented the latest standard with flashing yellow arrow conversions at 12 intersections.
  - Upgraded 4 traffic signal cabinets and installed battery back-up power supply for enhanced reliability during inclement weather.
  - Converted 12 intersections to flashing yellow arrow operation to comply with latest standards.
  - Installed 9 cell modems in school flashers (funded by NCTCOG data sharing grant).
  - Modified lane configuration and traffic signal operation at Exchange and Angel intersection.
  - Continued to use the traffic management system center to remotely monitor and troubleshoot our traffic system, especially during the Winter Ice Storm and Power Outage in February 2021.
- Continued installation of upgrading existing detection system with advanced video detection camera for 10 signalized intersections. This project is funded by a TxDot grant (Highway Safety Improvement Program grant).
- Replaced and improved crosswalk and intersection striping at multiple locations City wide.
- Administered the 2020 City-wide streets and alleys program, McDermott/Twin Creeks Intersection Improvement and new Traffic Signals at Bethany/Belair and Watters/Ridgeview.

- Began Detailed Plan (Engineering Design) Preparation of Allen Drive Roundabout Gateway project and Ridgeview Drive from Chelsea to US75, new traffic signals located at Bethany/Racetrac and Greenville/Ridgemont, to be shovel-ready for construction in Fall of 2021.
- Started construction of the 2021 Streets & Alleys repair at various locations throughout the community, as well as Alma/Ridgeview Drive improvements, and Southbound Alma Right Turn Lane at Exchange.

#### **Strategy - Plan for the construction of needed City facilities**

- Began Phase 1 construction for the Don Rodenbaugh Natatorium roof and conducted engineering design for Phase 2.
- Completed design for Fire Station #6, the project is now shovel ready.
- Repaired City Hall Rotunda roof and gutters, as well as repairs to interior of rotunda after Winter Storm of February 2021.
- Completed duct and mechanical unit clearing of City Hall, MCPAR, Municipal Service Center Administration and the Allen Public Library.
- Completed design of the Allen City TV studio. Project is now shovel ready.

#### **Strategy - Continue to review and develop plans for maintaining aging infrastructure**

- Completed Windridge Water and Sanitary Sewer Rehabilitation Ph. 1 Project, Sanitary Sewer Replacement along Coats in the Central Business District and Hedgecoxe/Rolox Drainage Improvements.
- Began Detailed Plan (Engineering Design) Preparation of Advanced Meter Infrastructure/Advance Meter Reader, 24" Sloan Creek Waterline, and Water Ground Tank and Tower repaint and Manhole Improvements.
- Completed design for Stacy Pump Station Rehabilitation/Upgrade, Windridge Water and Sanitary Sewer Rehabilitation Ph.2 Project.
- Completed coordination of Allen's City-Wide Sanitary Sewer Hydraulic Model with NTMWD regional model for enhanced understanding and capacity planning for future growth.
- Started Construction of the Windridge Water and Sanitary Sewer Rehabilitation Ph. 2 Project, Sloan Creek Gravity Sanitary Sewer and US75 Ridgeview Water and Sewer relocate.
- Assigned engineering department staff to remain engaged with the NTMWD sewer projects and the Fairview-Allen-NTMWD Sloan Creek Regional Lift Station.

## OBJECTIVES FOR FY2022

### **Goal 2. Safe and livable community for all**

#### **Objective - Invest in maintaining and upgrading the City's Infrastructure and facilities**

- Continue partnering with Collin County and TxDOT to advance roadway projects such as: Ridgeview Drive, Ridgeview Overpass at US75, Conversion of HOV Lane to Peak Hour Travel Lane on US75, and FM2551 (Angel Parkway).
- Explore partnership opportunities with the City of Parker to widen Allen Heights Drive and with the Town of Fairview on a Green Ribbon Project to implement median landscape on Stacy Road from Greenville Avenue to Country Club Road.
- Begin the design and construction of 2022 Streets and Alley Replacement Program.
- Begin Construction of Allen Drive Roundabout Gateway project, and Ridgeview Drive from Chelsea to US75, in anticipation of construction of the Ridgeview/US75 interchange in 2022.
- Continue to replace street signs and refresh pavement markings throughout the City.
- Continue to evaluate intersections and construct new traffic signals, where warranted by engineering standards and criteria.



## GENERAL FUND

- Continue to evaluate signalized intersections where operations/other physical improvement is needed.
- Continue to work with AISD to monitor and improve traffic operations near schools.
- Continue replacing the existing video detection cameras with advanced video detection cameras for enhanced responsiveness and signal performance.
- Utilize signal performance measures software to proactively diagnose and optimize signal operation.
- Continue upgrading school flasher modems to improve communications.
- Continue installing new pan tilt zoom cameras for remote monitoring.
- Finish construction of Windridge Water and Sanitary Sewer Sanitary Sewer Rehabilitation Ph. 2 Project, and US75 Ridgeview Water and Sewer Relocate.
- Begin and finish construction of 24" Sloan Creek Waterline.
- Begin construction of Stacy Pump Station Rehabilitation/Upgrade.
- Begin Detail Design of Heritage/Allen Heights Sewer Main Rehabilitation.

**Goal 1. Financially sound and transparent city government****Objective - Invest regularly in the maintenance and upgrade on City infrastructure and facilities**

- Continue to administer facility renovation projects in accordance with the approved budget for ongoing facility reinvestment, such as:
  - Investigate roofs of City Facilities and establish a replacement and priority schedule.
  - Complete Roof Replacement on MCPAR, City Hall, Don Rodenbaugh Natatorium and the Municipal Service Center.
  - Replace generator at Fire Station #4.
  - Complete Engineering investigation and design for Fire Station #3, City Hall and PDHQ generator replacements.
  - Replace the 9 air handlers at PDHQ with new high efficiency variable frequency units.
  - Complete Engineering Design for Library Expansion and have project shovel ready.

# ENGINEERING

## GENERAL FUND

## EXPENDITURE SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>CLASSIFICATION</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Personnel Services	1,587,719	1,732,560	1,668,500	1,730,224	4%
Operations	892,579	1,018,569	1,006,369	1,013,558	1%
Supplies	7,718	7,696	7,696	7,696	0%
Maintenance	537,106	601,621	601,621	630,621	5%
Professional Services	184,063	184,840	184,840	169,340	-8%
<b>DEPARTMENT TOTAL</b>	<b>\$ 3,209,185</b>	<b>\$ 3,545,286</b>	<b>\$ 3,469,026</b>	<b>\$ 3,551,439</b>	<b>2%</b>

## PERSONNEL SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	CHANGE
<u>FULL TIME</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	
Director	1	1	1	1	0
Assistant Director	1	1	1	1	0
Program Manager	1	1	1	1	0
Traffic Engineer	1	1	1	1	0
Facility Projects Manager	1	1	1	1	0
Traffic Signal Foreman	1	1	1	1	0
Traffic Supervisor	1	1	1	1	0
Engineering Technician	1	1	1	1	0
Senior Signal Technician	1	1	0	0	0
Construction Inspector	2	2	2	2	0
Office Manager	1	1	1	1	0
Traffic Signal Technician	2	2	2	2	0
Signs and Markings Technician	2	2	1	1	0
Traffic Signal Assistant	0	0	2	2	0
<b>TOTAL FULL TIME</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>0</b>
<b>TOTAL FULL-TIME-EQUIVALENT</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>0</b>

## EXPENDITURE DETAIL

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>PERSONNEL SERVICES</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Salaries	1,096,006	1,211,886	1,157,738	1,210,305	5%
Longevity	4,924	5,644	5,564	5,512	-1%
Overtime	15,485	17,000	15,002	16,000	7%
FICA	78,917	86,769	82,991	87,047	5%
TMRS	171,478	175,445	172,529	185,050	7%
Worker's Compensation	19,387	14,286	15,070	15,286	1%
Health Insurance	175,754	194,305	192,038	182,814	-5%
Health Savings Account	10,688	11,130	12,157	12,188	0%
Dental Insurance	10,499	11,398	10,885	11,398	5%
Long Term Disability	1,340	1,418	1,375	1,460	6%
Life Insurance	1,078	1,137	1,131	1,193	5%
Flexible Spending	342	342	210	171	-19%
Car Allowance	1,821	1,800	1,810	1,800	-1%
<b>SUBTOTAL</b>	<b>\$ 1,587,719</b>	<b>\$ 1,732,560</b>	<b>\$ 1,668,500</b>	<b>\$ 1,730,224</b>	<b>4%</b>

# ENGINEERING

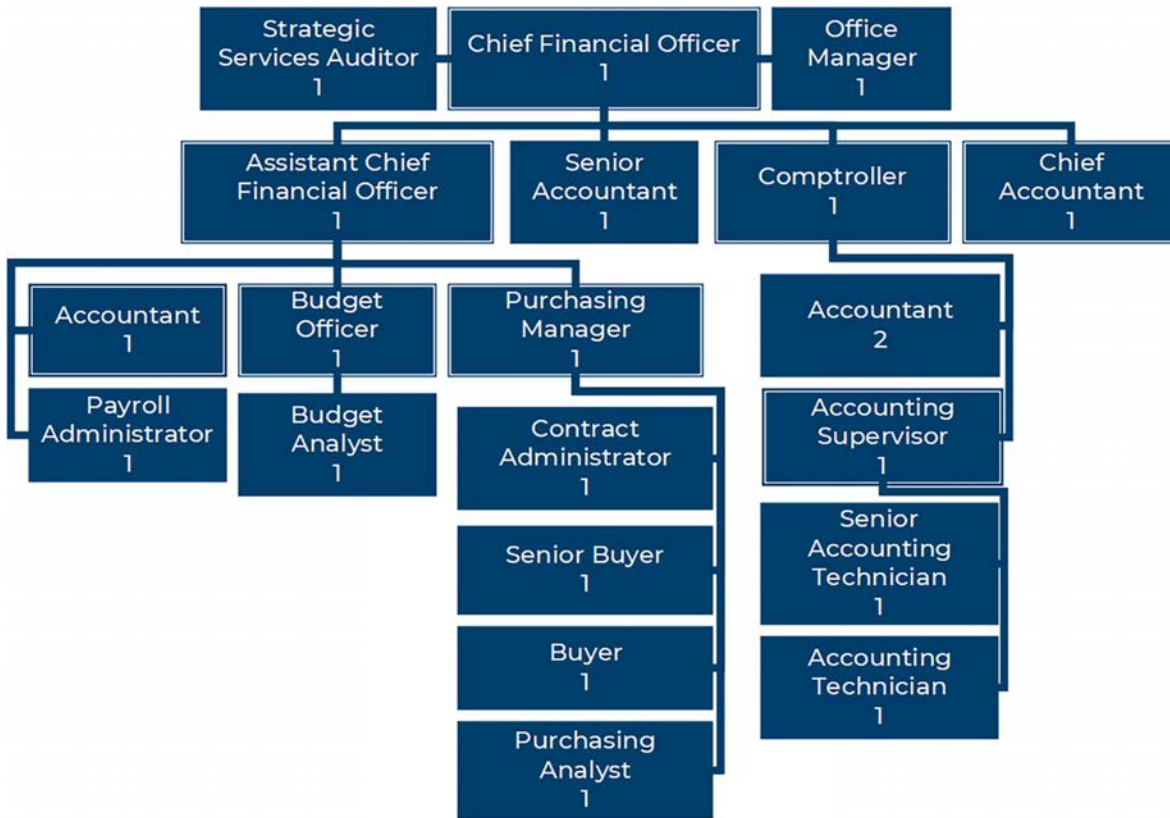
## GENERAL FUND

## EXPENDITURE DETAIL - CONTINUED

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	vs. FY21 <u>AMENDED</u>
<u>OPERATIONS</u>					
Phone/ Data Connectivity	11,234	12,130	12,130	12,130	0%
Fuel	11,714	21,462	21,462	24,109	12%
Electricity	751,324	825,000	812,800	812,800	0%
Copier	3,615	3,600	3,600	3,600	0%
Technology Maintenance	5,189	33,990	33,990	33,990	0%
Travel & Training	5,286	7,595	7,595	7,595	0%
Dues & Subscriptions	3,022	4,230	4,230	4,230	0%
Uniforms	5,535	7,582	7,582	7,582	0%
Postage	157	1,000	1,000	500	-50%
Rolling Stock Replacement	84,111	82,611	82,611	82,611	0%
Insurance	11,392	19,369	19,369	24,411	26%
<b>SUBTOTAL</b>	<b>\$ 892,579</b>	<b>\$ 1,018,569</b>	<b>\$ 1,006,369</b>	<b>\$ 1,013,558</b>	<b>1%</b>
<u>SUPPLIES</u>					
IT Small Equipment	66	-	-	-	
General Supplies	7,652	7,696	7,696	7,696	0%
<b>SUBTOTAL</b>	<b>\$ 7,718</b>	<b>\$ 7,696</b>	<b>\$ 7,696</b>	<b>\$ 7,696</b>	<b>0%</b>
<u>MAINTENANCE</u>					
Vehicle Maintenance	6,029	9,350	9,350	9,350	0%
Equipment Maintenance	330,851	400,271	400,271	366,271	-8%
Street/ Sidewalk Maintenance	200,226	192,000	192,000	255,000	33%
<b>SUBTOTAL</b>	<b>\$ 537,106</b>	<b>\$ 601,621</b>	<b>\$ 601,621</b>	<b>\$ 630,621</b>	<b>5%</b>
<u>PROFESSIONAL SERVICES</u>					
Contractual Services	520	1,200	1,200	1,200	0%
Professional Services	183,543	183,640	183,640	168,140	-8%
<b>SUBTOTAL</b>	<b>\$ 184,063</b>	<b>\$ 184,840</b>	<b>\$ 184,840</b>	<b>\$ 169,340</b>	<b>-8%</b>
<b>DEPARTMENT TOTALS</b>	<b>\$ 3,209,185</b>	<b>\$ 3,545,286</b>	<b>\$ 3,469,026</b>	<b>\$ 3,551,439</b>	<b>2%</b>

# FINANCE

## GENERAL FUND



# FINANCE

## GENERAL FUND

The Finance department's purpose is to provide responsive and accurate technical staff support to the City Manager and all operating departments and to plan, manage and maintain the financial affairs of the City.

### ACCOMPLISHMENTS IN FY2021

#### Goal 5. Maintain operational excellence in City government services

##### Strategy - Ensure excellent fiscal management to maintain public trust

- Continued to receive professional awards and recognition:
  - Received the 22nd Certificate of Achievement for Excellence in Financial Reporting from the National Government Finance Officers Association (GFOA).
  - Received the 22nd Distinguished Budget Presentation Award from GFOA.
  - Received the 21st Achievement of Excellence in Procurement Award from the National Purchasing Institute (NPI).
- The City maintained its bond ratings as follows: Standard and Poor's rating of AAA on G.O. Bonds and AAA on the Water and Sewer Revenue Bonds. Moody's ratings are Aaa on G.O Bonds, Aa2 on Economic Development Revenue Bonds and Aa2 on Community Development Revenue Bonds.
- Issued G.O. bonds, refunding bonds, and tax notes in the amount of \$46.51 million in June 2021.
- Continued financial reviews in various areas related to property taxes, sales taxes, hotel/motel taxes, tax increment financing (TIF) agreements, economic development agreements, franchise fees, and monitored long range financial plans for debt management and selected operating funds.
- Prepared the City's second PAFR (Popular Annual Financial Report).

### OBJECTIVES FOR FY2022

#### Goal 1. Financially sound and transparent City government

- Continue to receive professional awards and recognition from GFOA and NPI.
- Continue to monitor the impact of the economy on current financial conditions affecting the City's revenues and expenses, specifically with reviews in various areas related to property taxes, sales taxes, hotel/motel taxes, franchise fees, building permits, and economic development agreements, including TIFs.
- Continue to analyze the City's ability to implement the CIP program and the impact on the long range financial plan for debt management and selected operating funds.
- Continue to administer the Bond Program passed by the voters during FY2016.
- Continue to work on the implementation of the new administrative software, updates to organizational policies to reflect process and procedural changes.



# FINANCE

## GENERAL FUND

## EXPENDITURE SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>CLASSIFICATION</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Personnel Services	2,008,265	2,319,548	2,146,905	2,306,273	7%
Operations	138,703	246,223	261,123	276,176	6%
Supplies	35,931	32,250	32,850	32,250	-2%
Professional Services	1,086,216	969,530	973,959	1,192,571	22%
<b>DEPARTMENT TOTAL</b>	<b>\$ 3,269,115</b>	<b>\$ 3,567,551</b>	<b>\$ 3,414,837</b>	<b>\$ 3,807,270</b>	<b>11%</b>

## PERSONNEL SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	CHANGE
<u>FULL TIME</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	
Chief Financial Officer	1	1	1	1	0
Assistant Chief Financial Officer	1	1	1	1	0
Comptroller	0	0	1	1	0
Controller	1	1	0	0	0
Budget Manager	1	1	0	0	0
Purchasing Manager	1	1	1	1	0
Strategic Services Auditor	1	1	1	1	0
Chief Accountant	0	0	1	1	0
Accounting Supervisor	0	0	1	1	0
Budget Officer	1	1	1	1	0
Senior Accountant II	1	1	0	0	0
Contract Administrator	1	1	1	1	0
Senior Accountant	1	1	1	1	0
Accountant	3	3	3	3	0
Budget Analyst	0	0	1	1	0
Financial Analyst	1	1	0	0	0
Purchasing Analyst	1	1	1	1	0
Senior Buyer	1	1	1	1	0
Office Manager	1	1	1	1	0
Payroll Administrator	1	1	1	1	0
Buyer	1	1	1	1	0
Senior Accountant Technician	1	1	1	1	0
Accounting Technician	1	1	1	1	0
<b>TOTAL FULL TIME</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>0</b>
<b>TOTAL FULL-TIME-EQUIVALENT</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>0</b>

## EXPENDITURE DETAIL

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>PERSONNEL SERVICES</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Salaries	1,457,194	1,680,878	1,572,769	1,666,383	6%
Longevity	4,257	4,648	4,500	4,960	10%
Overtime	2,807	10,000	6,000	6,000	0%
FICA	103,378	120,999	106,337	119,000	12%
TMRS	225,583	242,861	227,716	251,617	10%
Worker's Compensation	4,228	3,192	2,822	3,441	22%
Health Insurance	179,464	223,001	194,535	220,033	13%

# FINANCE

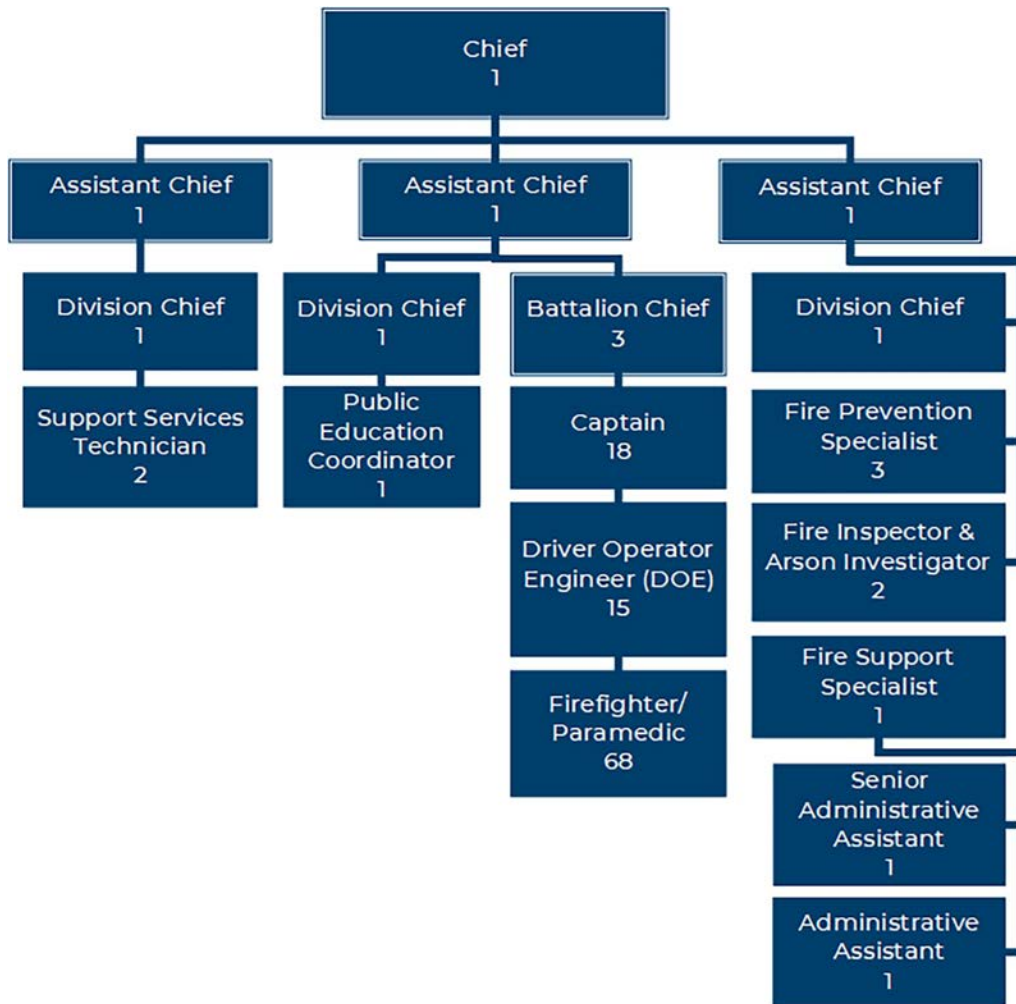
## GENERAL FUND

## EXPENDITURE DETAIL - CONTINUED

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
<u>PERSONNEL SERVICES - CONTINUED</u>					
Health Savings	16,191	15,544	16,835	15,722	-7%
Dental Insurance	11,740	14,686	12,172	15,123	24%
Long-term Disability	1,710	1,955	1,671	2,053	23%
Life Insurance	1,285	1,385	1,166	1,542	32%
Flexible Spending	428	399	382	399	4%
<b>SUBTOTAL</b>	<b>\$ 2,008,265</b>	<b>\$ 2,319,548</b>	<b>\$ 2,146,905</b>	<b>\$ 2,306,273</b>	<b>7%</b>
<u>OPERATIONS</u>					
Phone/ Data Connectivity	1,653	1,700	1,700	1,700	0%
Service Costs	28,000	43,000	58,500	58,500	0%
Copier	3,423	3,600	3,000	3,600	20%
Technology Maintenance	71,475	135,745	135,745	148,245	9%
Travel & Training	12,658	26,750	26,750	26,750	0%
Dues & Subscriptions	7,397	9,605	9,605	9,605	0%
Postage & Freight	5,389	10,450	10,450	10,450	0%
Insurance	7,835	14,373	14,373	16,326	14%
Notices Required by Law	873	1,000	1,000	1,000	0%
<b>SUBTOTAL</b>	<b>\$ 138,703</b>	<b>\$ 246,223</b>	<b>\$ 261,123</b>	<b>\$ 276,176</b>	<b>6%</b>
<u>SUPPLIES</u>					
IT Small Equipment	-	-	600	-	
General Supplies	35,931	32,250	32,250	32,250	0%
<b>SUBTOTAL</b>	<b>\$ 35,931</b>	<b>\$ 32,250</b>	<b>\$ 32,850</b>	<b>\$ 32,250</b>	<b>-2%</b>
<u>PROFESSIONAL SERVICES</u>					
Contractual Services	59,112	36,916	40,741	36,916	-9%
Professional Services	555,040	547,681	548,285	586,111	7%
Credit Card Costs	220,890	201,500	201,500	201,500	0%
OPEB Trust Expense	251,174	183,433	183,433	368,044	101%
<b>SUBTOTAL</b>	<b>\$ 1,086,216</b>	<b>\$ 969,530</b>	<b>\$ 973,959</b>	<b>\$ 1,192,571</b>	<b>22%</b>
<b>DEPARTMENT TOTALS</b>	<b>\$ 3,269,115</b>	<b>\$ 3,567,551</b>	<b>\$ 3,414,837</b>	<b>\$ 3,807,270</b>	<b>11%</b>

# FIRE

## GENERAL FUND



# FIRE

## GENERAL FUND

The Allen Fire Department serves and protects its citizens and visitors by providing the best in Emergency Medical Services, Fire Suppression, Fire Prevention and Education, and Emergency Management.

### ACCOMPLISHMENTS IN FY2021

#### Goal 1. Continue to Enhance Community Livability and Safety

##### Strategy - Continue to provide progressive and efficient emergency services

- Focused on response to the COVID-19 pandemic including protection of fire personnel and protection of the community.
- Adjusted community education program for senior living communities to protect residents from COVID-19 and increased awareness of available Emergency Medical Services.

#### Goal 2. Cultivate regional alliances and partnerships with agencies and governmental units that affect Allen

- Increased communication with neighboring departments through joint training, policy sharing and facility placement.
- Continued to push local hospital emergency departments to increase their capabilities and working relationship with the AFD to ensure the highest level of care for our citizens transported by ambulance to their facilities.
- Conducted regular meetings with representatives from area healthcare providers about the future of healthcare delivery in Allen.

#### Goal 4. Systematically invest in public infrastructure

##### Strategy - Plan for the construction of needed City facilities

- Completed the renovation of the Central Fire Station and Fire Administration.
- Design of Station 6 is anticipated to be completed in FY21.
- Installed additional outdoor warning sirens.

### OBJECTIVES FOR FY2022

#### Goal 2. Safe and livable community for all

##### Objective - Maintain and enhance Allen as one of the safest cities in Texas

- Efforts will continue to primarily be focused on response to the COVID-19 pandemic including protection of fire personnel and protection of the community.
- Continue adjusting community education programs for senior living communities in order to protect residents from COVID-19, and increase awareness of available Emergency Medical Services.
- Virus infection prevention efforts will continue throughout the community including public education, business partner education, and collaboration with area health care facilities.
- Increase communication with neighboring departments through joint training, policy sharing and facility placement.
- Continue to push local hospital emergency departments to increase their capabilities and working relationship with the AFD to ensure the highest level of care for our citizens transported by ambulance to their facilities.
- Conduct regular meetings with representatives from area healthcare providers about the future of healthcare delivery in Allen.

**Objective - Invest in maintaining and upgrading the City's infrastructure and facilities**

- Complete the renovation of the Central Fire Station and Fire Administration.
- Evaluate and consider moving forward with the construction of Fire Station #6.
- Develop an implementation plan for installation of additional outdoor warning sirens.

# FIRE

## GENERAL FUND

## EXPENDITURE SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>CLASSIFICATION</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Personnel Services	15,992,000	16,927,752	17,851,837	17,601,557	-1%
Operations	780,603	1,828,368	1,922,258	1,870,166	-3%
Supplies	378,143	259,150	366,679	259,650	-29%
Maintenance	419,147	373,198	373,198	373,198	0%
Professional Services	232,019	239,380	239,380	239,380	0%
Capital	39,192	33,478	33,478	-	-100%
<b>DEPARTMENT TOTAL</b>	<b>\$ 17,841,104</b>	<b>\$ 19,661,326</b>	<b>\$ 20,786,830</b>	<b>\$ 20,343,951</b>	<b>-2%</b>

## PERSONNEL SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	CHANGE
<u>FULL TIME</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	
Fire Chief	1	1	1	1	0
Assistant Fire Chief	3	3	3	3	0
Fire Division Chief	3	3	3	3	0
Battalion Chief	3	3	3	3	0
Fire Captain	18	18	18	18	0
Fire Driver Operator Engineer	15	15	15	15	0
Firefighter/ Paramedic	64	64	64	68	4
Fire Inspector/ Arson Investigator	2	2	2	2	0
Fire Prevention Specialist	3	3	3	3	0
Public Education Coordinator	1	1	1	1	0
Fire Support Specialist	1	1	1	1	0
Senior Administrative Assistant	1	1	1	1	0
Support Services Technician	2	2	2	2	0
Administrative Assistant	1	1	1	1	0
<b>TOTAL FULL TIME</b>	<b>118</b>	<b>118</b>	<b>118</b>	<b>122</b>	<b>4</b>
<b>TOTAL FULL-TIME-EQUIVALENT</b>	<b>118</b>	<b>118</b>	<b>118</b>	<b>122</b>	<b>4</b>

## EXPENDITURE DETAIL

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>PERSONNEL SERVICES</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Salaries	10,251,498	11,289,593	11,134,979	11,759,586	6%
Longevity	67,727	70,740	70,025	72,052	3%
Overtime	1,085,486	927,580	1,777,580	998,500	-44%
FICA	826,591	890,166	931,210	931,717	0%
TMRS	1,732,773	1,743,709	1,897,587	1,924,588	1%
Worker's Compensation	255,772	177,599	210,204	184,545	-12%
Health Insurance	1,569,311	1,621,366	1,594,339	1,489,726	-7%
Health Savings Account	88,079	88,624	118,405	118,754	0%
Dental Insurance	92,232	95,132	93,546	97,396	4%
Long-term Disability	12,531	12,947	13,594	14,080	4%
Life Insurance	8,152	8,472	8,908	9,188	3%
Flexible Spending	1,848	1,824	1,460	1,425	-2%
<b>SUBTOTAL</b>	<b>\$ 15,992,000</b>	<b>\$ 16,927,752</b>	<b>\$ 17,851,837</b>	<b>\$ 17,601,557</b>	<b>-1%</b>



# FIRE

## GENERAL FUND

## EXPENDITURE DETAIL - CONTINUED

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
<u>OPERATIONS</u>					
Phone/ Data Connectivity	9,912	10,770	10,770	10,770	0%
Fuel	60,314	99,222	99,222	109,941	11%
Water	26,211	26,929	26,929	26,929	0%
Natural Gas	8,157	21,757	18,167	18,167	0%
Electricity	75,126	74,000	74,000	74,000	0%
Copier	6,145	7,200	7,200	7,200	0%
Technology Maintenance	52,358	65,396	102,876	72,196	-30%
Rolling Stock Replacement	277,977	1,137,095	1,137,095	1,137,095	0%
Travel & Training	29,683	17,500	17,500	65,000	271%
Dues & Subscriptions	11,649	37,110	37,110	38,510	4%
Uniforms	139,999	212,720	212,720	168,000	-21%
Postage & Freight	1,045	1,250	1,250	1,250	0%
Rentals	6,087	-	60,000	-	-100%
Outside Printing	4,164	3,500	3,500	3,500	0%
Meetings & Receptions	5,431	3,200	3,200	3,200	0%
Insurance	66,201	110,219	110,219	133,908	21%
Notices Required by Law	144	500	500	500	0%
<b>SUBTOTAL</b>	<b>\$ 780,603</b>	<b>\$ 1,828,368</b>	<b>\$ 1,922,258</b>	<b>\$ 1,870,166</b>	<b>-3%</b>
<u>SUPPLIES</u>					
IT Small Equipment	-	-	-	500	
General Supplies	34,894	19,150	21,691	19,150	-12%
Small Tools & Minor Equipment	118,810	93,000	154,255	93,000	-40%
Medical & Chemical Supply	224,439	147,000	190,733	147,000	-23%
<b>SUBTOTAL</b>	<b>\$ 378,143</b>	<b>\$ 259,150</b>	<b>\$ 366,679</b>	<b>\$ 259,650</b>	<b>-29%</b>
<u>MAINTENANCE</u>					
Facility Maintenance	95,674	118,000	118,000	118,000	0%
Vehicle Maintenance	263,390	203,798	203,798	203,798	0%
Equipment Maintenance	60,083	51,400	51,400	51,400	0%
<b>SUBTOTAL</b>	<b>\$ 419,147</b>	<b>\$ 373,198</b>	<b>\$ 373,198</b>	<b>\$ 373,198</b>	<b>0%</b>
<u>PROFESSIONAL SERVICES</u>					
Contractual Services	168,563	190,880	190,880	190,880	0%
Professional Services	59,126	39,000	39,000	39,000	0%
Contract Mowing	4,330	9,500	9,500	9,500	0%
<b>SUBTOTAL</b>	<b>\$ 232,019</b>	<b>\$ 239,380</b>	<b>\$ 239,380</b>	<b>\$ 239,380</b>	<b>0%</b>
<u>CAPITAL</u>					
Machinery & Equipment	-	33,478	33,478	-	-100%
Vehicles	39,192	-	-	-	
<b>SUBTOTAL</b>	<b>\$ 39,192</b>	<b>\$ 33,478</b>	<b>\$ 33,478</b>	<b>\$ -</b>	<b>-100%</b>
<b>DEPARTMENT TOTALS</b>	<b>\$ 17,841,104</b>	<b>\$ 19,661,326</b>	<b>\$ 20,786,830</b>	<b>\$ 20,343,951</b>	<b>-2%</b>

# FIRE

## GENERAL FUND

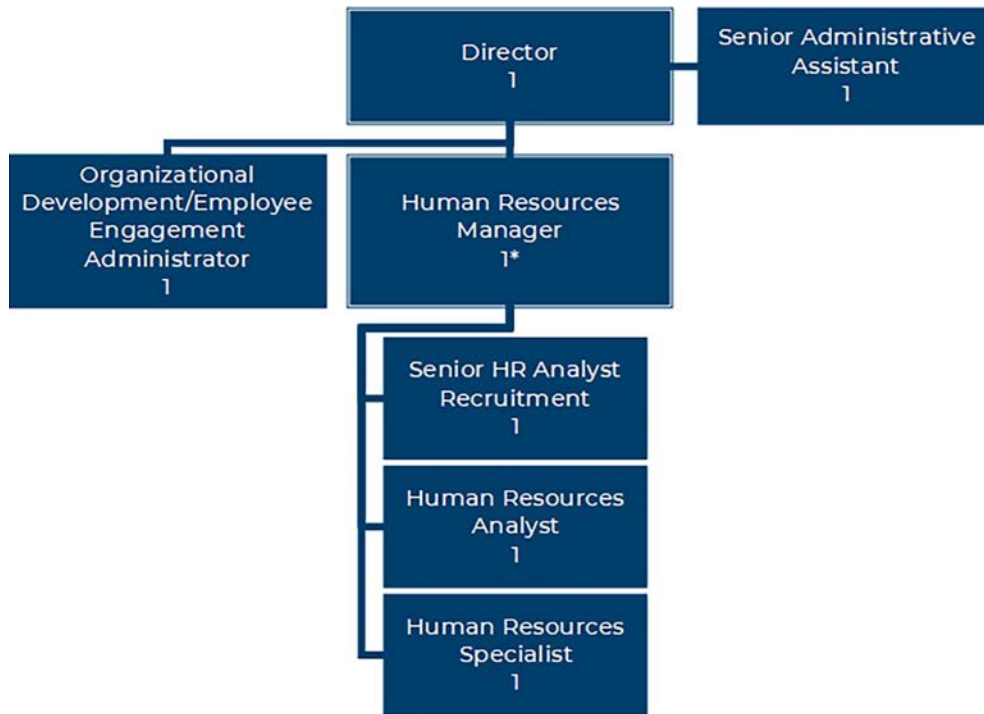
## CAPITAL EXPENDITURE LIST\*

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	vs. FY21
<u>MACHINERY &amp; EQUIPMENT</u>					<u>AMENDED</u>
USDD Alerting Upgrade	-	33,478	33,478	-	-100%
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$ 33,478</b>	<b>\$ 33,478</b>	<b>\$ -</b>	<b>-100%</b>
<u>VEHICLES</u>					
Ford F250	39,192	-	-	-	
<b>SUBTOTAL</b>	<b>\$ 39,192</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

\*The items listed are non-recurring capital expenses based on increased service to the community.

# HUMAN RESOURCES

## GENERAL FUND



\*Position partially funded by Risk.

# HUMAN RESOURCES

## GENERAL FUND

The Human Resources Department works in partnership with departments to maximize their workforce to ensure they deliver the highest level of services to both our external and internal customers. The department provides management expertise in manpower planning, compensation and benefits planning, diversity and employee relations issues, training, long-range human resources planning, and provides support for and oversight of the City-wide employee appreciation (PRIDE) program.

### ACCOMPLISHMENTS IN FY2021

#### Goal 5. Maintain operational excellence in City government services

##### Strategy — Develop Human Resources programs to become the City that is the “Employer of Choice”

- Conducted four PRIDE rallies, awarded the 18th annual Day of PRIDE awards, and presented the 18th annual Excellence in PRIDE awards.
- Assisted departments with various employee relations issues.
- Secured a financial grant of \$50,000 from the Wells Fargo Foundation in collaboration with the Center for State and Local Government Excellence (SLGE), the International Public Management Association for Human Resources (IMPA-HR), and the National Association of State Treasurers' Foundation (NASTF).
- Presented departmental training on leadership development, team building, and customer service.
- Gathered market data for general government and sworn public safety classifications to maintain the City's relative market standing with respect to the City's benchmark cities.

### OBJECTIVES FOR FY2022

#### Goal 4. High-performing City team providing resident-focused services

- Continue to develop an organization-wide diversity initiative which includes recruiting, training, employee relations, employee engagement, and diversity.
- Continue to build relationships and serve as a resource for both internal and external customers.
- Partner with departments to create practical succession plans for key staff positions including a mentoring program that develops and identifies competencies for positions to help with succession planning and development of our workforce.
- Continue to develop and facilitate training programs to reflect and promote our organizational PRIDE values.
- Enhance the City's performance appraisal procedure and documentation.
- Continue to evaluate and update new employee orientation to provide comprehensive information regarding the culture, goals, and objectives of the City of Allen.
- Review and revise Human Resources policies ensuring compliance with state and federal requirements.
- Implement updated compensation plans to maintain the City's relative market standing with respect to our total compensation strategies.
- Compile and disseminate quarterly recruitment statistics to department directors to assist in workforce decisions.

# HUMAN RESOURCES

## GENERAL FUND

## EXPENDITURE SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>CLASSIFICATION</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Personnel Services	688,421	735,126	741,686	763,956	3%
Operations	133,121	201,612	201,612	223,174	11%
Supplies	15,015	5,500	8,741	5,463	-38%
Professional Services	192,536	135,000	266,682	137,000	-49%
<b>DEPARTMENT TOTAL</b>	<b>\$ 1,029,093</b>	<b>\$ 1,077,238</b>	<b>\$ 1,218,721</b>	<b>\$ 1,129,593</b>	<b>-7%</b>

## PERSONNEL SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	CHANGE
<u>FULL TIME</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	
Director	1	1	1	1	0
Human Resources Manager	0	0	0	0.5	0.5
Org. Development Administrator	1	1	1	1	0
Human Resources Supervisor*	0.5	0.5	0.5	0	-0.5
Senior Human Resources Analyst	1	1	1	1	0
Human Resources Analyst	1	1	1	1	0
Human Resources Specialist	1	1	1	1	0
Senior Administrative Assistant	1	1	1	1	0
<b>TOTAL FULL TIME</b>	<b>6.5</b>	<b>6.5</b>	<b>6.5</b>	<b>6.5</b>	<b>0</b>
<b>TOTAL FULL-TIME-EQUIVALENT</b>	<b>6.5</b>	<b>6.5</b>	<b>6.5</b>	<b>6.5</b>	<b>0</b>

\*Funding for this position is split between the Risk Fund and the General Fund

## EXPENDITURE DETAIL

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>PERSONNEL SERVICES</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Salaries	487,363	527,517	527,604	550,245	4%
Longevity	1,744	2,008	2,008	2,368	18%
Overtime	212	1,000	1,000	1,000	0%
FICA	35,846	38,551	38,290	40,093	5%
TMRS	74,957	75,284	77,562	83,047	7%
Worker's Compensation	1,993	1,153	1,291	1,117	-13%
Health Insurance	62,260	62,145	62,158	58,270	-6%
Health Savings Account	1,251	1,387	1,388	1,387	0%
Dental Insurance	4,545	4,820	5,040	5,040	0%
Long-term Disability	569	618	627	651	4%
Life Insurance	469	502	517	540	4%
Flexible Spending	142	141	201	198	-1%
Educational Assistance	17,070	20,000	24,000	20,000	-17%
<b>SUBTOTAL</b>	<b>\$ 688,421</b>	<b>\$ 735,126</b>	<b>\$ 741,686</b>	<b>\$ 763,956</b>	<b>3%</b>
<u>OPERATIONS</u>					
Phone/ Data Connectivity	1,101	1,730	1,730	1,630	-6%
Copier	3,073	3,600	3,600	3,600	0%
Technology Maintenance	59,071	91,852	91,852	101,352	10%
Travel & Training	6,185	11,700	11,700	11,700	0%
Dues & Subscriptions	2,986	9,025	9,025	17,780	97%
Postage & Freight	260	300	300	300	0%

# HUMAN RESOURCES

## GENERAL FUND

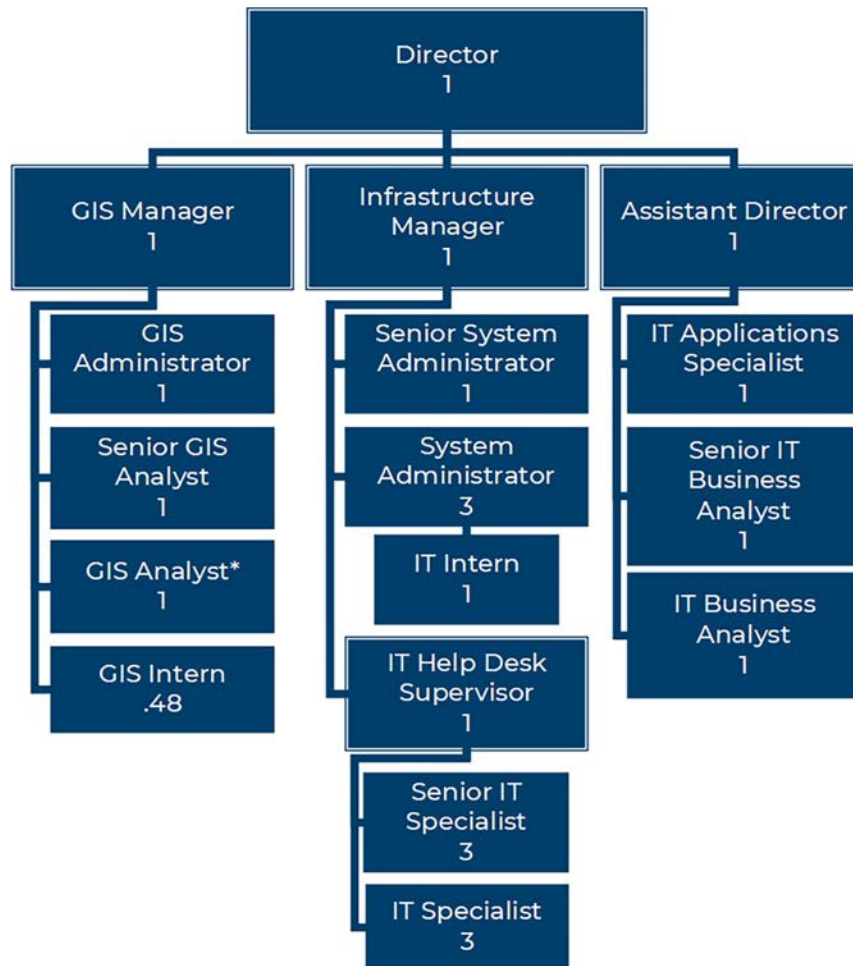
## EXPENDITURE DETAIL - CONTINUED

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	vs. FY21 <u>AMENDED</u>
<u>OPERATIONS - CONTINUED</u>					
Advertising	26,696	24,000	24,000	24,000	0%
Meetings & Receptions	1,195	1,500	1,500	1,500	0%
Insurance	2,298	4,405	4,405	5,022	14%
Events/ Activities	30,256	53,500	53,500	56,290	5%
<b>SUBTOTAL</b>	<b>\$ 133,121</b>	<b>\$ 201,612</b>	<b>\$ 201,612</b>	<b>\$ 223,174</b>	<b>11%</b>
<u>SUPPLIES</u>					
IT - Small Equipment	1,670	-	-	-	
General Supplies	12,682	4,837	8,078	4,800	-41%
PRIDE Program (General Supplies)	663	663	663	663	0%
<b>SUBTOTAL</b>	<b>\$ 15,015</b>	<b>\$ 5,500</b>	<b>\$ 8,741</b>	<b>\$ 5,463</b>	<b>-38%</b>
<u>PROFESSIONAL SERVICES</u>					
Contractual Services	22	-	-	-	
Professional Services	71,095	105,000	215,071	107,000	-50%
Unemployment Claims	121,419	30,000	51,611	30,000	-42%
<b>SUBTOTAL</b>	<b>\$ 192,536</b>	<b>\$ 135,000</b>	<b>\$ 266,682</b>	<b>\$ 137,000</b>	<b>-49%</b>
<b>DEPARTMENT TOTALS</b>	<b>\$ 1,029,093</b>	<b>\$ 1,077,238</b>	<b>\$ 1,218,721</b>	<b>\$ 1,129,593</b>	<b>-7%</b>



# INFORMATION TECHNOLOGY

GENERAL FUND



\*Position funded out of Water & Sewer.

# INFORMATION TECHNOLOGY

## GENERAL FUND

The Information Technology (IT) department supports City goals through the optimal use of technology. The technology division supports infrastructure, including hardware, network and key systems. The GIS division provides mapping and analytical support for decision making. The software support division helps with managing software rollouts and ongoing support and enhancements in addition to user training and project management.

### ACCOMPLISHMENTS IN FY2021

#### Goal 5. Maintain operational excellence in City government services

##### Strategy - Utilize technology for optimum performance and customer service

- Created a new 5-year IT strategic plan.
- Continued implementation of a new RMS system in partnership with PD.
- Continued work on layer 3 network design and deployment.
- Upgraded Library wifi for patrons and employees.
- Moved PD into the City's single Windows domain for simplicity and improved security.
- Implemented e-plan review software Bluebeam with Building Inspection.
- Continued implementation of e-faxing solutions for all departments.
- Continued annual security awareness training for all employees.
- Won Top 10 Digital Cities award again (3 of the last 4 years).
- Began pilot of virtual desktop technology to leverage existing Nutanix environment for secure remote work options.
- Replaced 80+ computers as part of annual PC lease process.
- Replaced data center UPS batteries at City Hall.
- Supported remote workers throughout the pandemic.
- Built software robots to automate vaccine data entry to the State.
- Created several internal GIS dashboards to aid in situational awareness and reporting for various departmental workgroups.
- Implemented Traffic/Engineering Cityworks asset management platform.
- Rolled out internal facility maintenance work order system and integrated with Cityworks asset management.

### OBJECTIVES FOR FY2022

#### Goal 4. High performing City team providing resident-focused services

- Start implementation of year 1 of 5- year IT strategic plan.
- Pilot digital signature platform to improve document workflows.
- Implement vulnerability scanning platform to improve Cybersecurity posture.
- Test carrier cellular data coverage in preparation for public safety vehicle router replacements.
- Investigate cloud solutions for network file data storage and enhanced disaster recovery backup options.
- Complete RMS implementation with PD.
- Increase use of Teams and maintain remote work support capabilities.

## GENERAL FUND

- Transition employees from city cell phones to stipends.
- Build a citywide Disaster Recovery plan based on the Continuity of Operations Plan.
- Upgrade GIS systems.
- Upgrade Tyler ERP platform.
- Automate PC deployments via MS cloud technology.
- Refit mobile command post with PD.
- Continue implementation of e-faxing solution for all departments.
- Continue annual security awareness training for all employees.
- Win Top 10 Digital Cities award again.

# INFORMATION TECHNOLOGY

## GENERAL FUND

## EXPENDITURE SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>CLASSIFICATION</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Personnel Services	2,265,979	2,378,897	2,313,494	2,592,981	12%
Operations	1,247,398	1,647,415	1,730,088	2,081,166	20%
Supplies	132,080	43,750	44,450	51,750	16%
Maintenance	96,911	107,579	107,579	112,879	5%
Professional Services	885,144	763,653	770,253	1,033,534	34%
<b>DEPARTMENT TOTAL</b>	<b>\$ 4,627,512</b>	<b>\$ 4,941,294</b>	<b>\$ 4,965,864</b>	<b>\$ 5,872,310</b>	<b>18%</b>

## PERSONNEL SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	
<u>FULL TIME</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>CHANGE</u>
Director	1	1	1	1	0
Assistant Director	0	0	0	1	1
Infrastructure Manager	1	1	1	1	0
GIS Manager	1	1	1	1	0
Enterprise Application Manager	0	1	1	0	-1
IT Project Manager	1	0	0	0	0
Senior System Administrator	0	1	1	1	0
System Administrator	4	3	3	3	0
Help Desk Supervisor	1	1	1	1	0
GIS Administrator	1	1	1	1	0
Software Developer	1	1	1	1	0
Senior GIS Analyst	1	1	1	1	0
Senior IT Business Analyst	0	1	1	1	0
IT Business Analyst	1	0	0	0	0
Senior IT Specialist	1	1	1	3	2
IT Applications Specialist	1	1	1	1	0
IT Specialist	3	3	3	3	0
<b>TOTAL FULL TIME</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>20</b>	<b>2</b>
<u>PART TIME</u>					
IT Intern	1.48	1.48	1.48	1.48	0
<b>TOTAL PART TIME</b>	<b>1.48</b>	<b>1.48</b>	<b>1.48</b>	<b>1.48</b>	<b>0</b>
<b>TOTAL FULL-TIME-EQUIVALENT</b>	<b>19.48</b>	<b>19.48</b>	<b>19.48</b>	<b>21.48</b>	<b>2</b>

## EXPENDITURE DETAIL

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>PERSONNEL SERVICES</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Salaries	1,560,797	1,661,207	1,637,726	1,839,271	12%
Longevity	6,300	6,468	6,468	7,284	13%
Overtime	48,956	50,000	30,000	50,000	67%
FICA	115,723	122,196	119,103	131,254	10%
TMRS	250,827	243,749	242,174	275,399	14%

# INFORMATION TECHNOLOGY

## GENERAL FUND

## EXPENDITURE DETAIL - CONTINUED

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
	ACTUAL	BUDGET	AMENDED	BUDGET	AMENDED
<u>PERSONNEL SERVICES - CONTINUED</u>					
Worker's Compensation	7,077	5,452	4,723	5,339	13%
Health Insurance	250,669	263,329	247,496	255,778	3%
Health Savings	9,512	9,370	9,310	9,470	2%
Dental Insurance	12,690	13,589	12,930	15,271	18%
Long-term Disability	1,846	1,904	1,921	2,129	11%
Life Insurance	1,297	1,348	1,356	1,501	11%
Flexible Spending	285	285	287	285	-1%
<b>SUBTOTAL</b>	<b>\$ 2,265,979</b>	<b>\$ 2,378,897</b>	<b>\$ 2,313,494</b>	<b>\$ 2,592,981</b>	<b>12%</b>
<u>OPERATIONS</u>					
Phone/ Data Connectivity	232,982	254,550	254,550	255,750	0%
Fuel	108	447	447	357	-20%
Electricity	5,621	5,000	5,500	5,500	0%
Rolling Stock Replacement	126,456	490,693	490,693	490,693	0%
Travel & Training	17,820	6,642	6,642	40,099	504%
Dues & Subscriptions	7,120	400	400	16,100	3925%
Uniforms	58	-	-	2,000	
Postage & Freight	83	150	150	150	0%
Rentals	314	400	400	400	0%
Insurance	19,491	14,906	14,906	17,240	16%
Software Maintenance	837,345	874,227	956,400	1,252,877	31%
<b>SUBTOTAL</b>	<b>\$ 1,247,398</b>	<b>\$ 1,647,415</b>	<b>\$ 1,730,088</b>	<b>\$ 2,081,166</b>	<b>20%</b>
<u>SUPPLIES</u>					
General Supplies	8,373	5,600	5,600	5,600	0%
Tools/ Small Equip	123,707	38,150	38,850	46,150	19%
<b>SUBTOTAL</b>	<b>\$ 132,080</b>	<b>\$ 43,750</b>	<b>\$ 44,450</b>	<b>\$ 51,750</b>	<b>16%</b>
<u>MAINTENANCE</u>					
Vehicle Maintenance	903	400	400	400	0%
Equipment Maintenance	96,008	107,179	107,179	112,479	5%
<b>SUBTOTAL</b>	<b>\$ 96,911</b>	<b>\$ 107,579</b>	<b>\$ 107,579</b>	<b>\$ 112,879</b>	<b>5%</b>
<u>PROFESSIONAL SERVICES</u>					
Contractual Services	1,458	-	-	163,072	
Lease Agreements	432,283	440,121	440,121	471,930	7%
Professional Services	451,403	323,532	330,132	398,532	21%
<b>SUBTOTAL</b>	<b>\$ 885,144</b>	<b>\$ 763,653</b>	<b>\$ 770,253</b>	<b>\$ 1,033,534</b>	<b>34%</b>
<b>DEPARTMENT TOTALS</b>	<b>\$ 4,627,512</b>	<b>\$ 4,941,294</b>	<b>\$ 4,965,864</b>	<b>\$ 5,872,310</b>	<b>18%</b>

# INTERNAL SERVICES

## GENERAL FUND

No Personnel in this Department

The Internal Services budget, administered by the City Manager's Office, captures expenses that are shared among many departments. Highlights of some of the items included in this department are as follows:

- Economic incentive payments for projects such as The Village at Allen and Hotel/Convention Center
- Professional Services fees for the City Attorney
- Costs associated with the City of Allen strategic planning
- Transfers out for capital projects



# INTERNAL SERVICES

## GENERAL FUND

## EXPENDITURE SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>CLASSIFICATION</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Operations	4,349,181	4,121,398	4,619,800	4,643,866	1%
Professional Services	3,156,857	861,219	662,362	1,186,124	79%
Transfers Out	3,729,369	1,070,200	860,131	1,366,693	59%
<b>DEPARTMENT TOTAL</b>	<b>\$ 11,235,407</b>	<b>\$ 6,052,817</b>	<b>\$ 6,142,293</b>	<b>\$ 7,196,683</b>	<b>17%</b>

## EXPENDITURE DETAIL

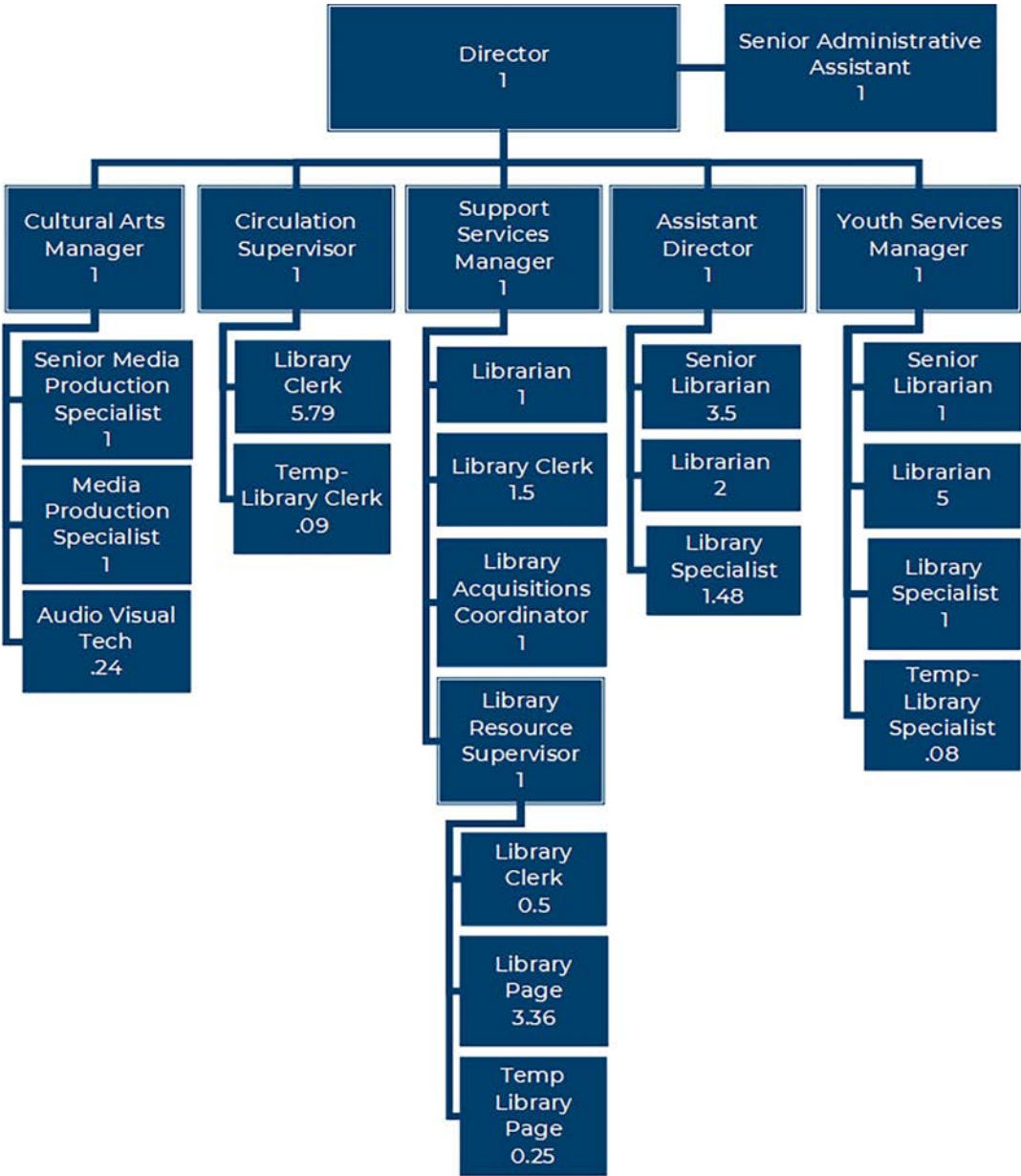
	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>OPERATIONS</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Electricity	117,800	101,200	120,000	120,000	0%
Economic Grant Expenses	4,231,381	4,020,198	4,499,800	4,523,866	1%
<b>SUBTOTAL</b>	<b>\$ 4,349,181</b>	<b>\$ 4,121,398</b>	<b>\$ 4,619,800</b>	<b>\$ 4,643,866</b>	<b>1%</b>
<u>PROFESSIONAL SERVICES</u>					
Contractual Services	-	-	-	224,905	
Lease Agreements	11,083	11,219	11,219	11,219	0%
Professional Services	3,145,774	450,000	450,000	450,000	0%
Strategic Planning Expense	-	400,000	201,143	500,000	149%
<b>SUBTOTAL</b>	<b>\$ 3,156,857</b>	<b>\$ 861,219</b>	<b>\$ 662,362</b>	<b>\$ 1,186,124</b>	<b>79%</b>
<u>OTHER FINANCING USES</u>					
Transfer Out	3,729,369	1,070,200	860,131	1,366,693	59%
<b>SUBTOTAL</b>	<b>\$ 3,729,369</b>	<b>\$ 1,070,200</b>	<b>\$ 860,131</b>	<b>\$ 1,366,693</b>	<b>59%</b>
<b>DEPARTMENT TOTALS</b>	<b>11,235,407</b>	<b>6,052,817</b>	<b>6,142,293</b>	<b>7,196,683</b>	<b>17%</b>

## TRANSFERS OUT

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>OPERATING TRANSFERS OUT</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Grant Fund	-	3,077	3,077	3,077	0%
Facility Maintenance Fund	200,000	300,000	300,000	1,000,000	233%
Risk Management Fund-Admin costs	471,096	539,809	329,740	363,616	10%
Golf Course Pension Funding	50,000	50,000	50,000	-	-100%
Golf Fund	302,152	177,314	177,314	-	-100%
Painting Locomotive	15,000	-	-	-	
City Hall Rotunda Doors	19,000	-	-	-	
Remediation & HVAC Cleaning at PDHQ	45,000	-	-	-	
CityWorks	70,000	-	-	-	
License Plate Reader Project	260,960	-	-	-	
Non-Bond Fund	1,166,082	-	-	-	
Vehicle Replacement Fund	900,000	-	-	-	
Technology Replacement	230,079	-	-	-	
<b>SUBTOTAL</b>	<b>\$ 3,729,369</b>	<b>\$ 1,070,200</b>	<b>\$ 860,131</b>	<b>\$ 1,366,693</b>	<b>59%</b>

# LIBRARY

GENERAL FUND



# LIBRARY

## GENERAL FUND

As “a welcoming place to inspire the mind,” the Library serves the lifelong learning, informational, and cultural needs of Allen citizens and provides a friendly environment for all ages to develop and nourish an enduring love for reading and learning to enrich their lives and the quality of community life.

### ACCOMPLISHMENTS IN FY2021

#### Goal 3. Signify, enhance and communicate Allen’s identity to the region and the nation

##### Strategy - Promote cultural and intellectual development by encouraging awareness and use of City services and programs through marketing, outreach, and a welcoming social environment

- Encouraged reading and cultural literacy for all ages through displays and programs, including Summer Reading Clubs for children, teens, and adults, with an online platform and app to track reading accomplishments and reading prizes and offer reading recommendations.
- Provide access to information beyond the Library through database, Interlibrary Loans. More options are available including digital books and audiobooks with more than 215,000 shared e-books and e-audiobooks from 33 other Texas public libraries, more than 7,000 digital magazine titles, and 22,000 digital graphic novels from cloudLibrary.
- Continued the convenience of an online registration option to obtain a temporary library account to check out digital books, audiobooks, and magazines.
- Provided curbside pickup service from May 2020 through August 2021, completing 21,000 pickups for approximately 94,000 library items.
- Furthered developed print and media collections to inform and entertain children, teens, and adults. Developed the STEM kit, Wonderbook and Binge Box (thematically organized DVD movies) collections. Provided Book bundle and Next Reads reading suggestions. Offered take -and- make and grab- and -go activity kits for all ages.
- Provided almost 500 virtual programs that aired on Allen City TV, Youtube and Facebook for all ages relating to books, arts, crafts, science, travel, history and music.
- Produced approximately 55 hours of original cultural arts programming for ACTV live broadcast, on demand video, and YouTube streaming presented by musicians, historians, authors, and others representing diverse musician, historical, literary, and community interests.
- Promoted Library programs and services to Allen residents through frequent websites and Facebook updates, weekly e-news, and the quarterly LIFE in Allen guide.
- Gradually expanded operating hours and amenities to return to pre-pandemic service levels. Began deliberative return to live programming.
- Coordinated with the Collin County Master Gardeners who maintained the courtyard research and demonstration gardens established in 2015.
- Applied for, received and administered CARES Act and Texas Reads grants from the Texas State Library for a document scanning station, a new information desk and a mobile checkout system for use within the Library. Received a grant from the Allen Library Endowment Fund for STEM kits, e-books, and the world language collection.
- Recognized by the Texas Municipal Library Directors Association for the seventh consecutive year for Achievement of Library Excellence, one of 56 recognized public libraries in Texas.

**Goal 4. Systematically invest in public infrastructure****Strategy - Plan for the construction of needed City facilities**

- Evaluated and engaged a qualified firm for renovation/expansion architectural services. Coordinated with Hidell Associates and a Mayor-appointed steering committee to elicit, review, consider, and evaluate public and staff input for the Library expansion and begin the conceptual design process.

**OBJECTIVES FOR FY2022****Goal 2. Safe and livable community for all****Objective - Provide recreation and library programming responsive to the needs of the diverse Allen community**

- Encourage reading and cultural literacy for all ages through displays and programs, including Summer Reading Clubs for children, teens, and adults.
- Visit Allen schools, day care centers, assisted and independent living centers, and community events to encourage reading, lifelong learning, program attendance, participation in the Summer Reading Clubs, and community cohesion.
- Continue developing the book, media, and digital collections for children, teens, and adults, including further expansion of options for digital materials. Offer access to information outside the library through databases, interlibrary loans, e-books, e-audiobooks, and digital magazines.
- Integrate all digital cloudLibrary content for use within a single app that can also track the status of patron holds and checkouts.
- Provide diverse programming for all ages, interests, and cultures, inside and outside the Library, pertaining to art, crafts, science, travel, history, and music. Complete the transition from virtual programming to live, or in some cases, hybrid programming.
- Produced 55-60 hours of original programming for ACTV broadcast, on-demand video, and YouTube streaming presented by musicians, historians, and authors, representing diverse topics and interests.
- Promote Library programs and services through print, e-news, social media, and the City's website.
- Partner with Parks and Recreation for the 2021 Holly Jolly Celebration and with the Allen Philharmonic Orchestra for the popular Concerts for Young Audiences series. Participate in outreach, engagement, and informational opportunities with City departments, the Collin County Master Gardeners, and other community organizations.
- Identify and apply for relevant grants when available to expand the departmental budget beyond the City General Fund to achieve Library goals.

**Objective - Invest in maintaining and upgrading the City's infrastructure and facilities**

- Coordinate with an architectural firm for design and development, construction bidding, and initiation of actual construction of the Library renovation/expansion.
- Partner with Parks and Recreation staff to plan and develop selected Library services within the Stephan G. Terrell Recreation Center.

# LIBRARY

## GENERAL FUND

## EXPENDITURE SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21
CLASSIFICATION					AMENDED
Personnel Services	2,511,442	2,716,415	2,584,919	2,876,528	11%
Operations	346,027	338,240	349,958	369,171	5%
Supplies	271,368	281,435	283,461	276,517	-2%
Maintenance	424	1,400	1,500	1,900	27%
Professional Services	36,034	37,300	41,079	31,626	-23%
<b>DEPARTMENT TOTAL</b>	<b>\$ 3,165,295</b>	<b>\$ 3,374,790</b>	<b>\$ 3,260,917</b>	<b>\$ 3,555,742</b>	<b>9%</b>

## PERSONNEL SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	
	ACTUAL	BUDGET	AMENDED	BUDGET	CHANGE
FULL TIME					
Director	1	1	1	1	0
Assistant Library Director	0	0	0	1	1
Library Services Manager	2	2	2	1	-1
Support Services Manager	1	1	1	1	0
Cultural Arts Manager	1	1	1	1	0
Senior Librarian	4	4	4	4	0
Librarian	7	7	7	7	0
Circulation Supervisor	1	1	1	1	0
Senior Media Production Specialist	1	1	1	1	0
Library Resource Supervisor	1	1	1	1	0
Senior Administrative Assistant	1	1	1	1	0
Media Production Specialist	1	1	1	1	0
Library Acquisitions Coordinator	1	1	1	1	0
Library Digital Services Specialist	0	1	1	1	0
Library Clerk	3	3	3	3	0
<b>TOTAL FULL TIME</b>	<b>25</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>0</b>
PART TIME					
Senior Librarian	0.5	0.5	0.5	0.5	0
Librarian	1	1	1	1	0
Library Specialist	2.48	1.48	1.48	1.48	0
Library Clerk	4.79	4.79	4.79	4.79	0
Library Page	3.36	3.36	3.36	3.36	0
<b>TOTAL PART TIME</b>	<b>12.13</b>	<b>11.13</b>	<b>11.13</b>	<b>11.13</b>	<b>0</b>
TEMPORARY					
Audio Visual Technician	0.24	0.24	0.24	0.24	0
Library Specialist	0.08	0.08	0.08	0.08	0
Library Clerk	0.09	0.09	0.09	0.09	0
Library Page	0.25	0.25	0.25	0.25	0
<b>TOTAL TEMPORARY</b>	<b>0.66</b>	<b>0.66</b>	<b>0.66</b>	<b>0.66</b>	<b>0</b>
<b>TOTAL FULL-TIME-EQUIVALENT</b>	<b>37.79</b>	<b>37.79</b>	<b>37.79</b>	<b>37.79</b>	<b>0</b>

# LIBRARY

## GENERAL FUND

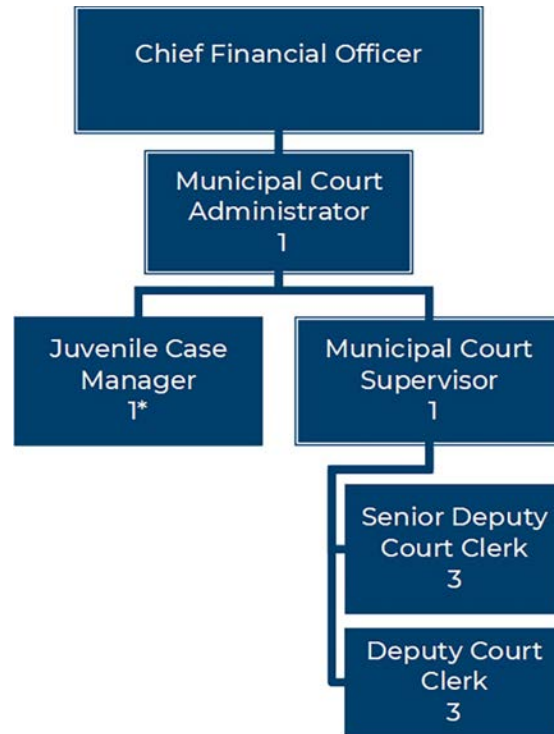
## EXPENDITURE DETAIL

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21
					AMENDED
<u>PERSONNEL SERVICES</u>					
Salaries	1,866,828	2,020,069	1,906,107	2,125,269	11%
Longevity	15,903	14,846	14,085	15,362	9%
Overtime	-	300	301	300	0%
FICA	139,743	150,748	140,005	157,136	12%
TMRS	278,776	290,555	272,411	321,181	18%
Worker's Compensation	6,138	4,574	4,594	5,113	11%
Health Insurance	180,638	209,122	216,909	220,387	2%
Health Savings Account	5,793	6,610	11,241	10,786	-4%
Dental Insurance	14,304	15,994	15,937	17,311	9%
Long-term Disability	1,773	1,929	1,815	2,037	12%
Life Insurance	1,213	1,326	1,170	1,304	11%
Flexible Spending	333	342	344	342	-1%
<b>SUBTOTAL</b>	<b>\$ 2,511,442</b>	<b>\$ 2,716,415</b>	<b>\$ 2,584,919</b>	<b>\$ 2,876,528</b>	<b>11%</b>
<u>OPERATIONS</u>					
Water	4,926	6,732	6,732	6,732	0%
Natural Gas	9,722	13,410	17,000	17,000	0%
Electricity	139,755	125,000	125,000	125,000	0%
Copier	6,495	7,200	7,200	7,200	0%
Technology Maintenance	37,657	39,650	39,650	43,150	9%
Travel & Training	3,442	4,050	2,601	16,135	520%
Dues & Subscriptions	90,438	79,546	89,123	85,549	-4%
Postage & Freight	349	500	500	500	0%
Insurance	20,641	25,802	25,802	29,205	13%
Events/ Activities	32,602	36,350	36,350	38,700	6%
<b>SUBTOTAL</b>	<b>\$ 346,027</b>	<b>\$ 338,240</b>	<b>\$ 349,958</b>	<b>\$ 369,171</b>	<b>5%</b>
<u>SUPPLIES</u>					
General Supplies	26,746	28,035	41,701	24,675	-41%
Library Book Expense	244,622	253,400	241,760	251,842	4%
<b>SUBTOTAL</b>	<b>\$ 271,368</b>	<b>\$ 281,435</b>	<b>\$ 283,461</b>	<b>\$ 276,517</b>	<b>-2%</b>
<u>MAINTENANCE</u>					
Equipment Maintenance	424	1,400	1,500	1,900	27%
<b>SUBTOTAL</b>	<b>\$ 424</b>	<b>\$ 1,400</b>	<b>\$ 1,500</b>	<b>\$ 1,900</b>	<b>27%</b>
<u>PROFESSIONAL SERVICES</u>					
Contractual Services	4,950	5,400	4,300	2,760	-36%
Lease Agreements	1,948	1,348	1,348	1,348	0%
Professional Services	9,549	12,457	9,909	11,518	16%
Donation Expenses	19,587	18,095	25,522	16,000	-37%
<b>SUBTOTAL</b>	<b>\$ 36,034</b>	<b>\$ 37,300</b>	<b>\$ 41,079</b>	<b>\$ 31,626</b>	<b>-23%</b>
<b>DEPARTMENT TOTALS</b>	<b>\$ 3,165,295</b>	<b>\$ 3,374,790</b>	<b>\$ 3,260,917</b>	<b>\$ 3,555,742</b>	<b>9%</b>



# MUNICIPAL COURT

## GENERAL FUND



\*Partially funded by Special Revenue.

# MUNICIPAL COURT

## GENERAL FUND

The Municipal Court is responsible for the maintenance of court records on the disposition of cases, the issuance of warrants for those individuals who do not meet their obligations to the court, and the collection of fines. The Municipal Court also provides opportunities for the youth to engage and learn about the legal system through the Teen Court Program. In addition, the court engages in initiatives to promote safety, encourage rehabilitation and prevent recidivism.

### ACCOMPLISHMENTS IN FY2021

#### Goal 1. Continue to Enhance Community Livability and Safety

##### Strategy - Identify, communicate and facilitate awareness of services available to residents

- The court introduced new activities for Municipal Courts Week that promoted public awareness on road safety and the dangers of distracted or impaired driving. We encouraged public engagement by utilizing impairment goggles for simulation, and enhanced awareness through a traffic safety display at the City Hall atrium, setting up informational desk for visitors with enhanced visibility of materials.
- For the second consecutive year, the court won the Honorable Mention Award from the Municipal Traffic Safety Initiative Conference for our efforts in promoting traffic safety and the dangers of distracted driving.
- The very first Teen Court Academy was launched with 28 Allen teens graduating from the program. The four-month specialized program aims to enhance the capability of teen court 'attorneys' to handle cases brought before the Teen Court.

#### Goal 5. Maintain operational excellence in City government services

##### Strategy - Utilize technology for optimum performance and customer service

- Partnered with the NTCOG, through GovPay Services, to provide services that allow the Allen Jail an alternative to process cash bonds for eligible detainees and for the funds to seamlessly transfer to the proper agency, eliminating the check processing step and saving city resources and staff hours.
- The online case resolution was expanded to allow citizens to resolve eligible cases without requiring a physical appearance in court.
- The entire staff has achieved Court Clerk Certification status which is a very rare feat amongst municipal courts. These certifications will ensure that each deputy court clerk has the skills and training to perform their assigned duties with a high level of competence.

##### Strategy - Ensure excellent fiscal management to maintain public trust

- Timely submission of state reports and court statistical data to government agencies as required by law.

##### Strategy - Utilize technology for optimum performance and customer service

- Successful implementation of Virtual Court service and provide a platform for individuals to access the courts and appear before the judge without being limited by work schedules, transportation and other concerns.

## OBJECTIVES FOR FY2022

### **Goal 4. High-performing City team providing resident-focused services**

#### **Objective - Develop and maintain proactive City communications policies, strategies, and tools to inform the community**

- Continue participation in the statewide Municipal Courts Week and National Night Out program, with enhanced community outreach programs for education on traffic safety and distracted driving.
- Develop and maintain court-based educational programs for juvenile and minor participants to ensure compliance with court orders and the timely disposition of cases.

# MUNICIPAL COURT

## GENERAL FUND

## EXPENDITURE SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21
CLASSIFICATION					AMENDED
Personnel Services	810,139	825,146	777,171	842,007	8%
Operations	69,127	89,033	95,533	122,272	28%
Supplies	5,212	6,000	5,299	5,600	6%
Professional Services	18,775	36,000	30,000	36,000	20%
<b>DEPARTMENT TOTAL</b>	<b>\$ 903,253</b>	<b>\$ 956,179</b>	<b>\$ 908,003</b>	<b>\$ 1,005,879</b>	<b>11%</b>

## PERSONNEL SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	
	ACTUAL	BUDGET	AMENDED	BUDGET	CHANGE
FULL TIME					
Municipal Court Judge	1	1	1	1	0
Municipal Court Administrator	1	1	1	1	0
Municipal Court Supervisor	1	1	1	1	0
Juvenile Case Manager	1	1	1	1	0
Senior Deputy Court Clerk	3	3	3	3	0
Deputy Court Clerk	3	3	3	3	0
<b>TOTAL FULL TIME</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>0</b>
<b>TOTAL FULL-TIME-EQUIVALENT</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>0</b>

## EXPENDITURE DETAIL

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21
PERSONNEL SERVICES					AMENDED
Salaries	573,927	589,437	554,403	603,190	9%
Longevity	2,316	2,688	2,500	2,932	17%
Overtime	1,553	3,000	2,000	3,000	50%
FICA	42,174	43,364	40,841	44,593	9%
TMRS	87,433	84,452	81,647	91,371	12%
Worker's Compensation	1,674	1,112	1,146	1,256	10%
Health Insurance	87,057	87,061	84,413	84,840	1%
Health Savings	4,654	4,656	1,568	1,598	2%
Dental Insurance	7,887	7,890	7,230	7,670	6%
Long-term Disability	699	706	663	742	12%
Life Insurance	537	552	531	587	11%
Flexible Spending	228	228	229	228	0%
<b>SUBTOTAL</b>	<b>\$ 810,139</b>	<b>\$ 825,146</b>	<b>\$ 777,171</b>	<b>\$ 842,007</b>	<b>8%</b>
OPERATIONS					
Service Costs	4,986	6,600	6,600	6,600	0%
Copier	6,334	7,200	7,200	7,200	0%
Technology Maintenance	44,475	44,770	58,270	76,770	32%
Travel & Training	2,558	13,000	6,500	12,400	91%
Dues & Subscriptions	1,185	1,170	1,170	1,250	7%
Postage & Freight	4,941	5,000	5,000	5,000	0%
Outside Printing	390	2,000	1,500	1,500	0%
Insurance	3,954	6,893	6,893	7,732	12%
Court Technology	175	-	-	-	-
Juvenile Case Manager Expenses	129	2,400	2,400	3,820	59%
<b>SUBTOTAL</b>	<b>\$ 69,127</b>	<b>\$ 89,033</b>	<b>\$ 95,533</b>	<b>\$ 122,272</b>	<b>28%</b>

# MUNICIPAL COURT

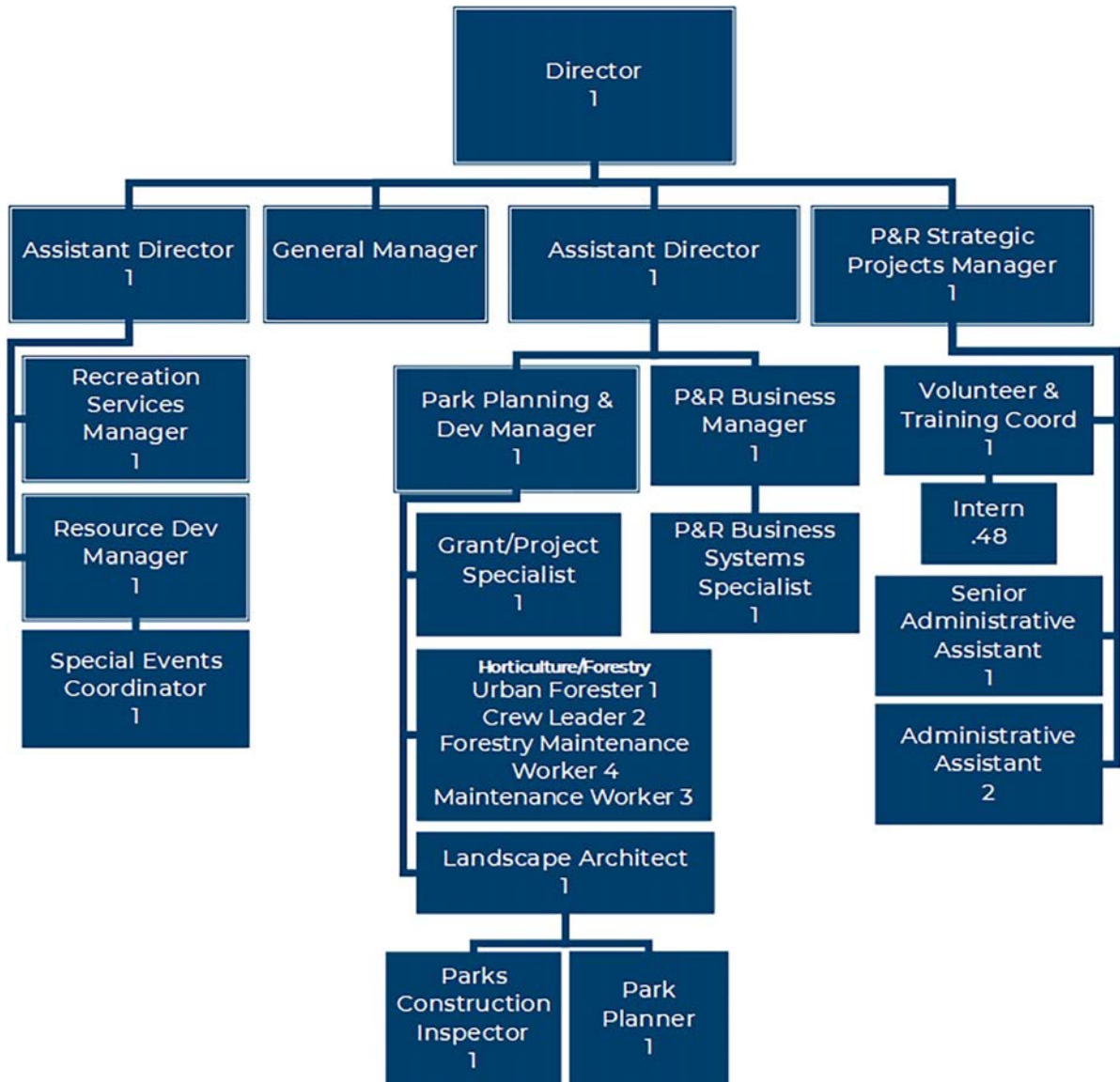
## GENERAL FUND

## EXPENDITURE DETAIL - CONTINUED

		2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
		ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21
						AMENDED
<u>SUPPLIES</u>						
General Supplies		5,212	6,000	5,299	5,600	6%
<b>SUBTOTAL</b>	<b>\$</b>	<b>5,212</b>	<b>\$ 6,000</b>	<b>\$ 5,299</b>	<b>\$ 5,600</b>	<b>6%</b>
<u>PROFESSIONAL SERVICES</u>						
Contractual Services		1,116	4,000	4,000	4,000	0%
Professional Services		17,659	32,000	26,000	32,000	23%
<b>SUBTOTAL</b>	<b>\$</b>	<b>18,775</b>	<b>\$ 36,000</b>	<b>\$ 30,000</b>	<b>\$ 36,000</b>	<b>20%</b>
<b>DEPARTMENT TOTALS</b>	<b>\$</b>	<b>903,253</b>	<b>\$ 956,179</b>	<b>\$ 908,003</b>	<b>\$ 1,005,879</b>	<b>11%</b>

# PARKS & RECREATION: ADMINISTRATION

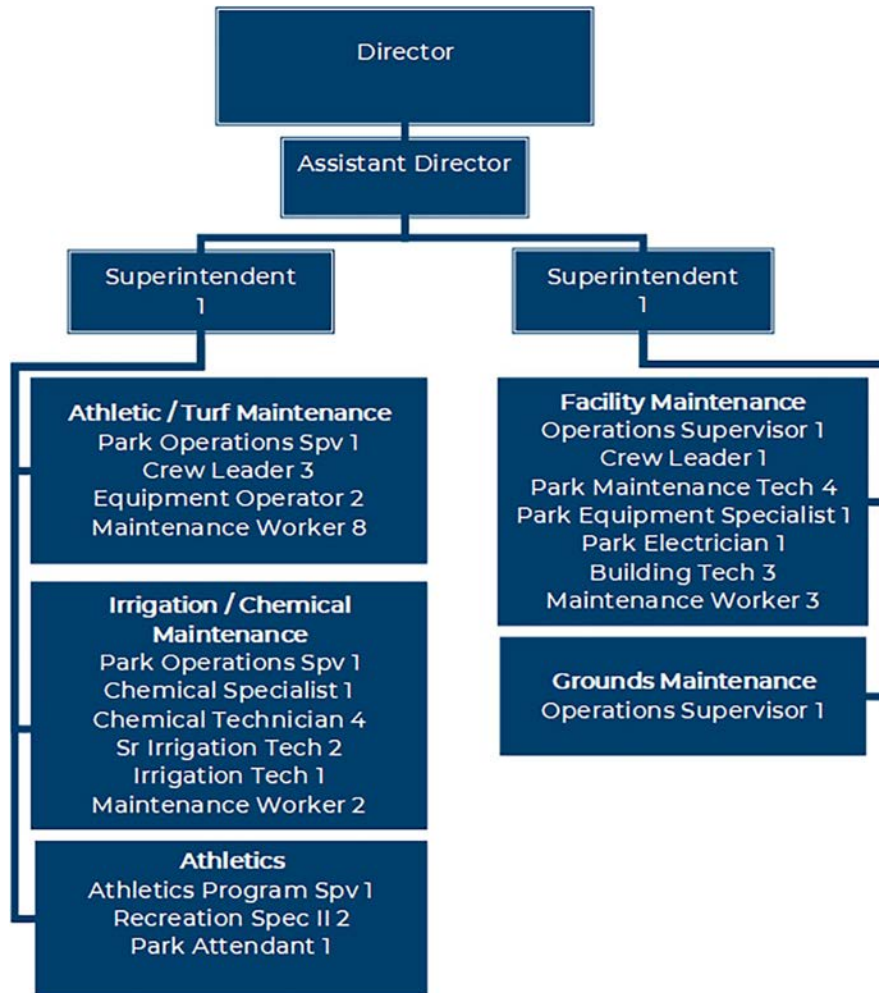
GENERAL FUND





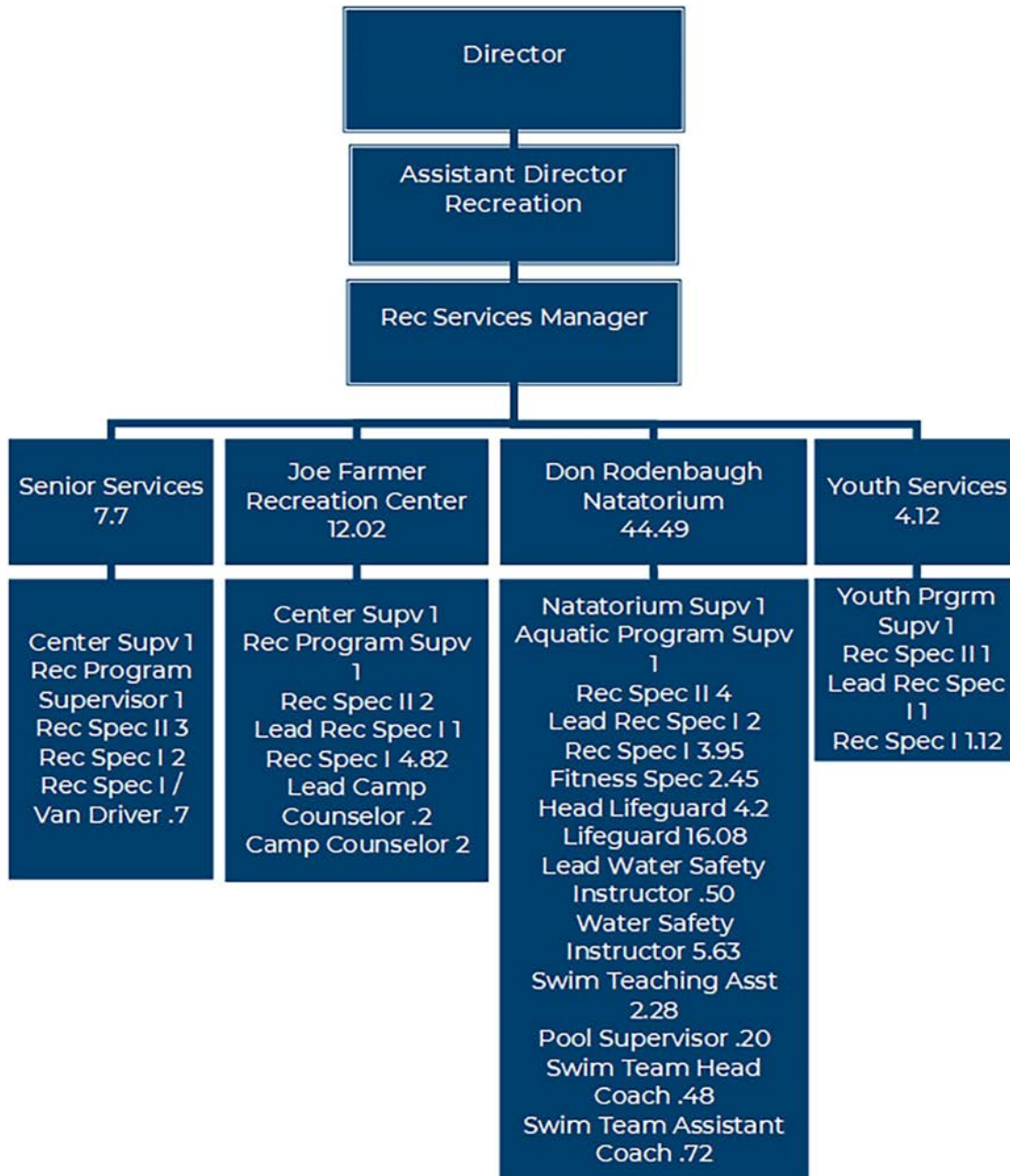
# PARKS & RECREATION: PARKS

GENERAL FUND



# PARKS & RECREATION: RECREATION

GENERAL FUND



# PARKS & RECREATION

## GENERAL FUND

The Parks and Recreation Department (PARD) strives to provide park facilities and recreation programs that enhance the aesthetic value of the City and help our citizens more fully enjoy living in Allen. The department's vision statement is: *"Deliver innovative and responsive service to create experiences which engage interests, encourage play, inspire learning, improve wellness, provide entertainment and foster economic growth for all of Allen."*

### ACCOMPLISHMENTS IN FY2021

#### Goal 1. Continue to Enhance Community Livability and Safety

- Prevented establishment of Cattle Egret rookeries through use of the Cattle Egret Management Plan.
- Initiated programming at Spirit Park including in-house and charity tournaments, league play and a concessions vendor.
- Created drive-through and virtual activities at Allen Senior Recreation to provide opportunities for seniors to participate safely while enjoying activities.
- Implemented Recreation Enrichment Vehicle(REV) outreach program. The program provides recreational activities and experiences as popup and special events with collaboration from Community Enhancement to provide block party support.

#### Goal 2. Cultivate regional alliances and partnerships with agencies and governmental units that affect Allen

##### Strategy - Create recreational partnerships

- Maintained partnerships with various tournament promoters.
- Maintained sponsoring partnership with Credit Union of Texas.

#### Goal 3. Signify, enhance, and communicate Allen's identity to the region and the nation

- Procured and brought to Allen a 1910 steam locomotive and tender for permanent historical and cultural display at the Heritage Center.

##### Strategy - Continue to seek open space funding

- Obtained 50% matching grants for the design of Eugene McDermott Park trails and Steve Terrell Community Park trails.

##### Strategy - Plan for the design and construction of needed City Parks and Recreation Facilities

- Completed the design process for the Steve Terrell Recreation Center and Terrell Park.
- Completed improvements (entry low water crossing) at the Tree Farm.
- Completed installation of playground shade structures at Bethany Lakes, Greenville Heights and Hillside Parks.

##### Strategy - Signify the City of Allen through beautification efforts

- Hosted the 2020 (FY21) Arbor Day Celebration and tree planting.
- Completed planned median landscape improvements.
- Completed the installation of commissioned artwork in the Allen Event Center rotunda.
- Initiated the artist's call for commissioned artwork in the Don Rodenbaugh Natatorium lobby.

##### Strategy - Advance Trails Plan to ensure continuation and connectivity of the trails system

- Completed construction of Ridgeview trail segments (Cinemark loop, Lexington, additional bridges at Spirit Park, and STEAM Center boardwalk).

**Goal 4. Systematically invest in public infrastructure****Strategy - Continue to review and develop plans for maintaining aging infrastructure**

- Completed design plans for Rolling Hills Park, Allen Station Park playground, and parking expansion at Spirit Park.
- Completed Final designs for Greenville Heights and Bethany Lakes Parks playground replacement.
- Initiated phase I of the roof and dehumidification system replacements at Don Rodenbaugh Natatorium.

**Goal 5. Maintain operational excellence in City government services**

- Completed update of Parks and Recreation Master Plan.

**Strategy - Utilize technology for optimum performance and customer service**

- Implemented use of BlueBEAM plan review software for both public and private development.
- Continued tree inventory data collection (approximately 80% complete).

**Goal 7. Proactively work to protect the environment and conserve water resources**

- Continued reimagination of existing landscapes with WaterWise concepts.

**OBJECTIVES FOR FY2022****Goal 3. Vibrant community with lively destinations and successful commercial centers**

- Continue implementation of Cattle Egret Management Plan.
- Resume Outreach Learn to swim Program (suspended due to COVID).

**Objective - Have an “Allen” sense of place and its own identity known by residents**

- Identify alternative marketing opportunities to ensure that citizens are well informed of recreation opportunities.

**Goal 2. Safe and livable community for all****Objective - Provide recreation and library programming responsive to the needs of the diverse Allen community**

- Identify and implement strategies to sustain current and develop new community partnerships.
- Develop and implement new partnership packet for special events.

**Objective - Invest in maintaining and upgrading the City's infrastructure and facilities**

- Initiate reconstruction of Rolling Hills Park and Allen Station Playground.
- Complete parking expansion at Spirit Park.
- Design and install playground shade structures at three parks (Orchards, Dayspring, and Spirit).
- Design and install playgrounds at Greenville Heights and Custer Meadows Parks.
- Work interdepartmentally to complete deferred maintenance and facility upgrades as funding becomes available.
- Continue Tree Farm improvements as funding is available.
- Continue construction of the Steve Terrell Recreation Center and Terrell Park.
- Complete design for multiple park projects (Ford Park and Molsen Far Master Plans, Allen Heritage Village improvements).
- Design neighborhood park setting and trail passage in the underserved SW corner of Allen on the recently purchased R.O.W. of old Custer Road.
- Continue Citywide trail repair and replacement under the trail maintenance program.
- Continue to utilize the Long-Term Facility Maintenance Plan while working interdepartmentally to schedule and budget major projects.
- Continue phased replacements of roof and dehumidification systems at DRN.

**Objective - Maintain and enhance Allen community/recreation centers**

- Host the 2021 Arbor Day Celebration and tree planting and plan the 2022 Arbor Day Event.
- Complete the installation of commissioned artwork in the Allen Event Center rotunda.

**Objective - Maintain and expand the connectivity of the Allen trail system**

- Continue to design and build hike and bike trail segments according to the trail master plan.
- Continue to implement a trail signage program per the trail master plan.

**Goal 4. High-performing City team providing resident-focused services**

- Evaluate and revamp our guest experience model.
- Finalize the transfer of stewardship of the CARE financial assistance program funding to the Allen Parks Foundation and continue to update the policies governing the program as necessary.
- Complete the development of a department-wide sponsor package.

**Objective - Develop effective and usable performance metrics for evaluating the service performance and the value to the Allen community**

- Complete tree inventory data collection & establish tracking processes to facilitate urban forestry management (including planting, maintenance and replacement).
- Continue to ensure that programs and services are cost effective and reflect the interests and needs of the community.

# PARKS & RECREATION

## GENERAL FUND

## EXPENDITURE SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
<u>CLASSIFICATION</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>vs. FY21</u>
Personnel Services	8,126,716	9,496,880	8,816,216	9,610,620	9%
Operations	2,901,634	3,515,886	3,313,531	3,673,868	11%
Supplies	323,841	526,252	476,677	551,261	16%
Maintenance	767,174	799,966	867,116	800,966	-8%
Professional Services	1,605,450	1,831,399	1,758,099	1,987,028	13%
Capital	-	-	73,362	-	-100%
<b>DEPARTMENT TOTAL</b>	<b>\$ 13,724,815</b>	<b>\$ 16,170,383</b>	<b>\$ 15,305,001</b>	<b>\$ 16,623,743</b>	<b>9%</b>

## PERSONNEL SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	
<u>FULL TIME</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>CHANGE</u>
Director	1	1	1	1	0
Assistant Director	2	2	2	2	0
Parks Planning and Dev. Manager	1	1	1	1	0
Superintendent	2	2	2	2	0
Recreation Services Manager	1	1	1	1	0
Resource Development Manager	1	1	1	1	0
Landscape Architect	1	1	1	1	0
Parks & Rec. Business Manager	1	1	1	1	0
Natatorium Supervisor I	1	1	1	1	0
Center Supervisor	2	2	2	2	0
Parks Operation Supervisor	2	2	4	4	0
Park Planner	1	1	1	1	0
Sports Field Supervisor	1	1	0	0	0
Urban Forester	1	1	1	1	0
Aquatic Program Supervisor	1	1	1	1	0
Athletic Program Supervisor	1	1	1	1	0
Marketing Specialist *	1	1	1	1	0
Recreation Program Supervisor	2	2	2	2	0
Special Events Coordinator	1	1	1	1	0
Youth Program Supervisor	1	1	1	1	0
Grant/Project Specialist	1	1	1	1	0
Parks & Rec Strategic Projects Manager	1	1	1	1	0
Irrigation Specialist	1	1	0	0	0
Parks Construction Inspector	1	1	1	1	0
Chemical Specialist	1	1	1	1	0
Crew Leader	5	6	6	6	0
Recreation Specialist II	12	12	12	12	0
Parks Specialist	1	1	1	1	0
Senior Administrative Assistant	1	1	1	1	0
Volunteer and Training Coordinator	1	1	1	1	0
Chemical Technician	4	4	4	4	0
Equipment Operator	2	2	2	2	0
Senior Irrigation Technician	2	2	2	2	0
Building Technician	3	3	3	3	0

\*This position is under the supervision of the Public and Media Relations Dept.



# PARKS & RECREATION

## GENERAL FUND

## PERSONNEL SUMMARY - CONTINUED

	2019-2020 <u>ACTUAL</u>	2020-2021 <u>BUDGET</u>	2020-2021 <u>AMENDED</u>	2021-2022 <u>BUDGET</u>	<u>CHANGE</u>
<u>FULL TIME - CONTINUED</u>					
Parks Equipment Specialist	1	1	1	1	0
Parks & Rec Business Systems Specialist	1	1	1	1	0
Irrigation Technician	1	1	1	1	0
Parks Maintenance Technician	4	4	4	4	0
Forestry Maintenance Worker	4	4	4	4	0
Administrative Assistant	2	2	2	2	0
Maintenance Worker	17	16	16	16	0
Lead Recreation Specialist I	4	4	4	4	0
Head Lifeguard	4	4	4	4	0
<b>TOTAL FULL TIME</b>	<b>99</b>	<b>99</b>	<b>99</b>	<b>99</b>	<b>0</b>
<u>PART TIME</u>					
Intern	0.5	0.5	0.5	0.5	0
Fitness Specialist	2.45	2.45	2.45	2.45	0
Lead Water Safety Instructor	0.5	0.5	0.5	0.5	0
Recreation Specialist I CDL	0	0.5	0.7	0.7	0
Recreation Specialist I	11.47	10.47	10.47	10.47	0
Park Attendant	1	1	1	1	0
<b>TOTAL PART TIME</b>	<b>15.92</b>	<b>15.42</b>	<b>15.62</b>	<b>15.62</b>	<b>0</b>
<u>SEASONAL / TEMPORARY</u>					
Seasonal - Pool Supervisor	0.2	0.2	0.2	0.2	0
Seasonal - Head Lifeguard	0.2	0.2	0.2	0.2	0
Seasonal - Swim Team Head Coach	0.48	0.48	0.48	0.48	0
Seasonal - Swim Team Assistant Coach	0.54	0.72	0.72	0.72	0
Seasonal - Lifeguard	16.98	16.08	16.08	16.08	0
Seasonal - Water Safety Instructor	5.63	5.63	5.63	5.63	0
Seasonal - Swim Teaching Assistant	2.28	2.28	2.28	2.28	0
Temp - Fitness Instructor	0.2	0.2	0	0	0
Temp - Recreation Specialist I	1.42	1.42	1.42	1.42	0
Temp - Lead Camp Counselor	0.2	0.2	0.2	0.2	0
Temp - Camp Counselor	2	2	2	2	0
Temp - Sat. Night Event Chaperone	0.65	0	0	0	0
<b>TOTAL SEASONAL / TEMPORARY</b>	<b>30.78</b>	<b>29.41</b>	<b>29.21</b>	<b>29.21</b>	<b>0</b>
<b>TOTAL FULL-TIME-EQUIVALENT</b>	<b>145.7</b>	<b>143.83</b>	<b>143.83</b>	<b>143.83</b>	<b>0</b>

## EXPENDITURE DETAIL

	2019-2020 <u>ACTUAL</u>	2020-2021 <u>BUDGET</u>	2020-2021 <u>AMENDED</u>	2021-2022 <u>BUDGET</u>	% CHANGE vs. FY21 <u>AMENDED</u>
<u>PERSONNEL SERVICES</u>					
Salaries	5,563,391	6,525,807	6,046,775	6,625,908	10%
Longevity	42,275	40,448	39,213	42,281	8%
Overtime	57,190	177,037	164,297	187,713	14%

# PARKS & RECREATION

## GENERAL FUND

## EXPENDITURE DETAIL - CONTINUED

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21
<u>PERSONNEL SERVICES - CONTINUED</u>					<u>AMENDED</u>
FICA	412,452	495,571	454,417	501,185	10%
TMRS	825,240	966,091	880,458	1,027,737	17%
Worker's Compensation	137,873	107,770	100,767	116,094	15%
Health Insurance	979,365	1,068,684	1,021,968	996,343	-3%
Health Savings	33,282	33,502	31,140	32,621	5%
Dental Insurance	64,787	70,350	65,461	68,156	4%
Long-term Disability	5,979	6,388	6,360	6,869	8%
Life Insurance	3,917	4,263	4,258	4,630	9%
Flexible Spending	965	969	1,102	1,083	-2%
<b>SUBTOTAL</b>	<b>\$ 8,126,716</b>	<b>\$ 9,496,880</b>	<b>\$ 8,816,216</b>	<b>\$ 9,610,620</b>	<b>9%</b>
<u>OPERATIONS</u>					
Phone/ Data Connectivity	49,345	50,620	50,870	50,620	0%
Fuel	55,003	104,454	104,454	110,984	6%
Water	1,135,921	1,088,342	1,100,000	1,100,000	0%
Natural Gas	36,726	89,924	89,924	89,924	0%
Electricity	463,248	544,900	539,800	539,800	0%
Service Costs	14,955	17,000	17,000	17,000	0%
Copier	19,109	21,218	21,218	21,218	0%
Technology Maintenance	39,063	49,823	49,823	50,023	0%
Rolling Stock Replacement	174,462	168,492	168,492	195,727	16%
Travel & Training	42,087	72,780	62,737	114,124	82%
Dues & Subscriptions	46,843	45,273	42,273	52,967	25%
Uniforms	28,719	62,864	57,350	63,103	10%
Postage & Freight	20,251	2,000	2,000	2,000	0%
Advertising	8,069	30,000	30,000	30,000	0%
Rentals	15,297	13,064	13,064	13,064	0%
Outside Printing	5,048	2,250	2,790	2,250	-19%
Meetings & Receptions	4,441	2,888	2,888	2,888	0%
Insurance	235,838	203,585	203,585	242,552	19%
Notices Required by Law	2,376	1,029	1,029	1,029	0%
Class & Day Camp Expenditures	150,370	364,991	248,708	365,716	47%
Special Events	182,859	233,490	178,900	262,480	47%
Purchase - Concessions	8,374	39,893	19,620	39,393	101%
Purchase - Retail	1,609	2,032	2,032	2,032	0%
Cemetery Expenditures	8,450	18,351	18,351	18,351	0%
Marketing Expenditures	93,580	7,163	7,163	7,163	0%
Allen USA Expenses	59,591	279,460	279,460	279,460	0%
<b>SUBTOTAL</b>	<b>\$ 2,901,634</b>	<b>\$ 3,515,886</b>	<b>\$ 3,313,531</b>	<b>\$ 3,673,868</b>	<b>11%</b>
<u>SUPPLIES</u>					
IT - Small Equipment	-	3,100	4,850	4,300	-11%
General Supplies	238,334	360,493	323,168	385,081	19%
Small Tools & Minor Equipment	47,699	89,856	75,856	89,077	17%
Medical & Chemical Supply	33,764	48,023	48,023	48,023	0%
COAST Expense	4,044	24,780	24,780	24,780	0%
<b>SUBTOTAL</b>	<b>\$ 323,841</b>	<b>\$ 526,252</b>	<b>\$ 476,677</b>	<b>\$ 551,261</b>	<b>16%</b>

# PARKS & RECREATION

## GENERAL FUND

## EXPENDITURE DETAIL - CONTINUED

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21
<u>MAINTENANCE</u>					<u>AMENDED</u>
Facility Maintenance	637,558	622,824	711,774	622,824	-12%
Vehicle Maintenance	51,995	52,651	52,651	53,651	2%
Equipment Maintenance	77,621	124,491	102,691	124,491	21%
<b>SUBTOTAL</b>	<b>\$ 767,174</b>	<b>\$ 799,966</b>	<b>\$ 867,116</b>	<b>\$ 800,966</b>	<b>-8%</b>
<u>PROFESSIONAL SERVICES</u>					
Contractual Services	586,409	829,304	756,004	821,168	9%
Professional Services	61,600	67,538	67,538	67,538	0%
Contract Mowing	957,441	934,557	934,557	1,098,322	18%
<b>SUBTOTAL</b>	<b>\$ 1,605,450</b>	<b>\$ 1,831,399</b>	<b>\$ 1,758,099</b>	<b>\$ 1,987,028</b>	<b>13%</b>
<u>CAPITAL</u>					
Machinery & Equipment	-	-	73,362	-	-100%
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 73,362</b>	<b>\$ -</b>	<b>-100%</b>
<b>DEPARTMENT TOTALS</b>	<b>\$ 13,724,815</b>	<b>\$ 16,170,383</b>	<b>\$ 15,305,001</b>	<b>\$ 16,623,743</b>	<b>9%</b>

## ACCOUNT DETAIL

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21
<b>Items here are funded by antenna revenue:</b>					<u>AMENDED</u>
Cultural Arts Programs - Arts Alliance	38,500	70,000	70,000	70,000	0%
Allen USA Celebration	59,591	279,460	279,460	279,460	0%
Philharmonic Symphony	75,000	75,000	75,000	75,000	0%
Summer Sounds	4,955	21,475	21,000	21,475	2%
Public Art Projects	105	13,000	13,000	13,000	0%
<b>TOTAL</b>	<b>\$ 178,151</b>	<b>\$ 458,935</b>	<b>\$ 458,460</b>	<b>\$ 458,935</b>	<b>0%</b>

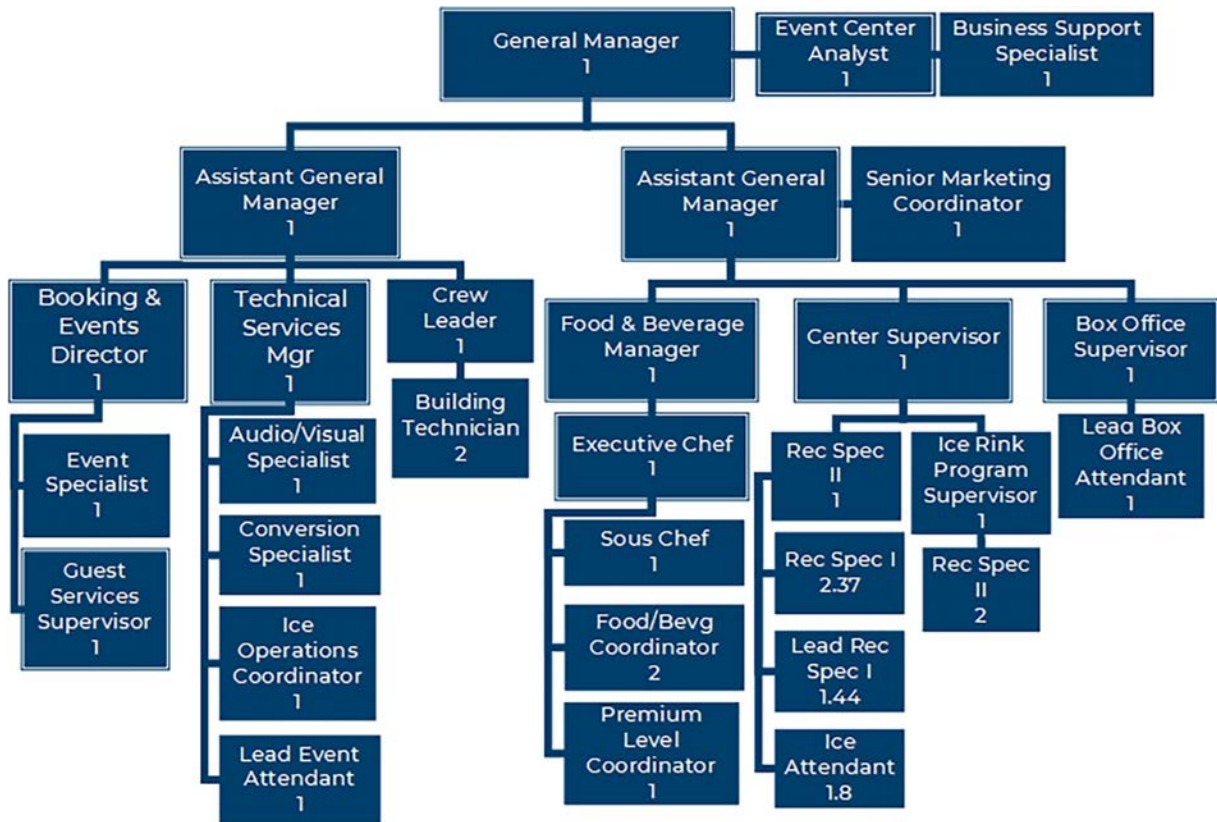
## CAPITAL EXPENDITURE LIST\*

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21
<u>MACHINERY &amp; EQUIPMENT</u>					<u>AMENDED</u>
Christmas Tree Replacement	-	-	29,562	-	-100%
Athletic Field Lighting Controller	-	-	43,800	-	-100%
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 73,362</b>	<b>\$ -</b>	<b>-100%</b>

\*The items listed are non-recurring capital expenses based on increased service to the community.

# ALLEN EVENT CENTER

## GENERAL FUND



# ALLEN EVENT CENTER

## GENERAL FUND

The Allen Event Center consists of the main arena and support facilities, the Allen Community Ice Rink, the south parking structure, and shared ownership of the north parking structure with The Village at Allen. The Center hosts a variety of events ranging from professional and amateur athletics, concerts and family shows, trade shows, graduation ceremonies and even private events. These functions are estimated to have an economic impact of over \$12,000,000 annually.

### ACCOMPLISHMENTS IN FY2021

#### Goal 1. Continue to Enhance Community Livability and Safety

##### Strategy - Identify, communicate, and facilitate awareness of services available to residents

- Initiated COVID-19 preparedness plan during shutdown and implemented new policies and procedures once events resumed in July 2020.
- Continued to raise awareness of AEC in the region via general brand marketing.

#### Goal 2. Cultivate regional alliances and partnerships with agencies and governmental units that affect Allen

- AEC and Allen Center Ice Rink (ACIR) hosted regional professional training events for the U.S. Ice Rink Association and partnered with Texas WorkForce Commission to host a regional Job Hiring Fair.
- AEC and ACIR continued partnership with Collin County Toys for Tots benefiting Allen Community Outreach.
- Working in conjunction with the Allen Public Arts Committee on installation of “Perpetual Flux” sculpture artwork within AEC rotunda entrance.

##### Strategy - Create recreational partnerships

- ACIR continued its partnership with the Special Olympics to host the Special Olympics ice-skating competitions.
- ACIR continued its partnership with the U.S. Figure Skating and USA Hockey to promote and enhance youth ice skating activities.
- Food & Beverage team members continued to provide meals at City events and meetings as requested.

#### Goal 3. Signify, enhance, and communicate Allen’s identity to the region and the nation

- Resetting partnership with Live Nation and Venue Coalition to promote concerts as we resume normal operations post COVID and bring increased national and regional credibility to the venue.
- Coordinated with six (6) school districts to host 8 graduations, bringing approximately 25,000 people to Allen.
- Hosted U.S. Figure Skating 2020 “9-States” Championship and US Pairs Finals with both AEC & ACIR.

#### Goal 4. Systematically invest in public infrastructure

- Finalized process to make lighting improvements (LED technology) to AEC’s South Parking Garage. Project to be completed by September 2021.
- In the process of replacing aged video displays, audio systems, and event lighting because they have reached the end-of-useful life.. Projects to be completed by September 2021.

**Goal 5. Maintain operational excellence in City government services**

- Conducted mandatory training for third party staff in the Guest Relations and Food & Beverage Divisions.
- Worked with Allen Police Department and Department of Homeland Security to assess and implement security guidelines to mirror how other similar facilities are operating across the DFW metroplex. A new “clear bag” policy was implemented in October 2019.

**Strategy - Utilize technology for optimum performance and customer service**

- Expanded use of Archtics ticketing software within the Ticketmaster system to enhance customer service in ticketing and Food & Beverage services.

**Strategy - Ensure excellent fiscal management to maintain public trust**

- Implemented cost control measures to ensure that programs and services are cost-effective while still reflecting the interests of the community.

**OBJECTIVES FOR FY2022****Goal 3. Vibrant community with lively destinations and successful commercial centers****Objective - Maintain and enhance Allen Event Center as a successful asset contributing to our Allen community**

- Continue to raise awareness of AEC in the region via general brand marketing.
- Restart community partnerships to host the Chalk the Walk and Flavors of the World special events at AEC.
- Expanded partnerships with Collin County Toys for Tots benefiting Allen Community Outreach.
- Embark on naming rights partnership with Allen-based, community-minded company.
- Continue to work with Allen Police Department and The Department of Homeland Security to assess AEC's safety protocols and procedures.
- Continue to assess and implement guidelines set forth by governmental agencies and public assembly industry as it relates to COVID-19 and other transmittable illnesses.
- Continue to forge relationships with the Collin County Diversity Council to host “Flavors of the World” event at AEC. Event for May of 2021 was cancelled due to COVID-19 pandemic.
- Continue and expand partnership with Dallas Figure Skating Club and U.S. Figure Skating organizations to provide enhanced youth figure skating programs and competitions at Allen Event Center.
- Continue ACIR partnership with Special Olympics to host the Special Olympics ice-skating competitions.
- Continue Food & Beverage team members to provide meals at City events and meetings as requested.
- Continue partnership with Live Nation and Venue Coalition to promote concerts bringing increased national and regional credibility to the venue.
- Continue working with local school districts and universities to host graduations bringing thousands to Allen.

**Goal 1. Financially sound and transparent City government**

- Thorough study of appropriate preventive maintenance across all building systems to help mitigate high costs over the long term.

**Goal 4. High-performing City team providing resident-focused services**

- Conduct mandatory training for third party staff in the Guest Relations and Food & Beverage Divisions.



**Objective - Develop effective and usable performance metrics for evaluating the service performance and the value to the Allen community**

- Explore ways to better integrate mobile ticketing and food service options for guests through new technology which came about during COVID-19.

**Objective - Develop and maintain proactive City communication policies, strategies, and tools to inform the community**

- Continue to investigate new cost control measures to ensure that programs and services are cost effective while still reflecting the interests of the community.

# ALLEN EVENT CENTER

## GENERAL FUND

## EXPENDITURE SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21
CLASSIFICATION					AMENDED
Personnel	2,768,369	3,141,722	2,744,424	2,934,638	7%
Operations	1,574,569	2,157,600	1,771,445	2,115,344	19%
Supplies	139,098	164,712	169,026	146,962	-13%
Maintenance	440,517	354,697	340,173	388,227	14%
Professional Services	1,626,084	1,858,247	1,490,809	1,765,809	18%
Capital	-	-	6,000	-	-100%
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,548,637</b>	<b>\$ 7,676,978</b>	<b>\$ 6,521,877</b>	<b>\$ 7,350,980</b>	<b>13%</b>

## PERSONNEL SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	
	ACTUAL	BUDGET	AMENDED	BUDGET	CHANGE
FULL TIME					
General Manager	1	1	1	1	0
Assistant General Manager	2	2	2	2	0
Booking and Events Director	1	1	1	1	0
Center Supervisor	1	1	1	1	0
Food & Beverage Director	1	1	1	1	0
Food & Beverage Manager	0	0	1	1	0
Concessions Manager	1	1	0	0	0
Ice Rink Program Supervisor	1	1	1	1	0
Technical Services Manager	0	0	1	1	0
AEC Analyst	1	1	1	1	0
Senior Marketing Coordinator	1	1	1	1	0
Box Office Supervisor	1	1	1	1	0
Executive Chef	1	1	1	1	0
Audio/Visual Specialist	1	1	1	1	0
Guest Services Supervisor	1	1	1	1	0
Crew Leader	1	1	1	1	0
Event Specialist	1	1	1	1	0
Recreation Specialist II	3	3	3	3	0
Ice Operations Coordinator	1	1	1	1	0
Building Technician	2	2	2	2	0
Conversion Specialist	2	2	1	1	0
Business Support Specialist	0	0	1	1	0
Accounts Payable Technician	1	1	0	0	0
Lead Box Office Attendant	1	1	1	1	0
Administrative Assistant	1	1	1	1	0
Premium Level Coordinator	1	1	1	1	0
Food & Beverage Coordinator	2	2	2	2	0
Sous Chef	1	1	1	1	0
Lead Event Attendant	2	2	2	2	0
<b>TOTAL FULL TIME</b>	<b>33</b>	<b>33</b>	<b>33</b>	<b>33</b>	<b>0</b>
PART TIME					
Lead Cash Room Attendant	0.5	0.5	0.5	0.5	0
Production Technician	0.5	0.5	0.5	0.5	0
Maintenance Worker	0.5	0.5	0	0	0
Lead Recreation Specialist I	0.96	0.96	1.44	1.44	0
Box Office Attendant	1.2	1.2	0.02	0.02	0
Recreation Specialist I	2.37	2.37	2.37	2.37	0

# ALLEN EVENT CENTER

## GENERAL FUND

## PERSONNEL SUMMARY - CONTINUED

	2019-2020 ACTUAL	2020-2021 BUDGET	2020-2021 AMENDED	2021-2022 BUDGET	CHANGE
<u>PART TIME - CONTINUED</u>					
Lead Event Attendant	0.5	0.5	0.5	0.5	0
Receptionist	0.45	0.45	0.45	0.45	0
Cash Room Attendant	1	0.87	0.57	0.57	0
Lead Concession/Merchandise	0.69	0.69	0.69	0.69	0
Food & Beverage Specialist	0.86	0.86	0.86	0.86	0
Ice Rink Attendant	1.8	1.8	1.8	1.8	0
<b>TOTAL PART TIME</b>	<b>11.33</b>	<b>11.2</b>	<b>9.7</b>	<b>9.7</b>	<b>0</b>
<b>TOTAL FULL-TIME-EQUIVALENT</b>	<b>44.33</b>	<b>44.2</b>	<b>42.7</b>	<b>42.7</b>	<b>0</b>

## EXPENDITURE DETAIL

	2019-2020 ACTUAL	2020-2021 BUDGET	2020-2021 AMENDED	2021-2022 BUDGET	% CHANGE vs. FY21 AMENDED
<u>PERSONNEL SERVICES</u>					
Salaries	1,864,104	2,117,438	1,883,866	2,004,681	6%
Longevity	8,504	9,192	8,896	9,292	4%
Overtime	37,477	95,662	46,003	83,000	80%
FICA	140,091	162,899	140,850	153,681	9%
TMRS	282,070	316,897	274,642	314,587	15%
Worker's Compensation	46,300	34,847	33,669	35,061	4%
Health Insurance	353,909	366,814	320,908	300,512	-6%
Health Savings Account	9,305	10,268	10,490	7,912	-25%
Dental Insurance	22,743	23,667	21,322	21,916	3%
Long-term Disability	2,120	2,213	2,087	2,219	6%
Life Insurance	1,290	1,369	1,287	1,378	7%
Flexible Spending	456	456	404	399	-1%
<b>SUBTOTAL</b>	<b>2,768,369</b>	<b>3,141,722</b>	<b>2,744,424</b>	<b>2,934,638</b>	<b>7%</b>
<u>OPERATIONS</u>					
Phone/ Data Connectivity	7,709	7,910	7,910	7,910	0%
Water	36,080	63,954	45,788	45,788	0%
Natural Gas	182,692	197,592	197,592	197,592	0%
Electricity	451,168	462,000	462,000	462,000	0%
Service Costs	5,068	143,830	9,000	9,000	0%
Copier	6,145	7,200	7,200	7,200	0%
Technology Maintenance	1,400	1,400	1,400	26,400	1786%
Travel & Training	14,952	34,243	2,243	30,443	1257%
Dues & Subscriptions	30,741	30,509	16,882	47,009	178%
Uniforms	5,880	14,500	7,743	14,500	87%
Postage & Freight	122	150	150	150	0%
Advertising	3,700	2,500	2,500	2,500	0%
Rentals	56,194	71,504	70,115	74,864	7%
Outside Printing	7,295	8,850	100	8,350	8250%
Meetings & Receptions	948	250	250	250	0%
Insurance	129,086	160,332	160,332	164,263	2%
Notices Required by Law	810	1,150	650	650	0%

# ALLEN EVENT CENTER

## GENERAL FUND

## EXPENDITURE DETAIL - CONTINUED

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21
					AMENDED
<u>OPERATIONS - CONTINUED</u>					
Liquor State Tax Expenses	20,595	47,905	30,210	50,116	66%
Class/ Day Camp Expenses	129,332	177,223	177,223	177,223	0%
Events/ Activities	3,985	4,211	800	4,211	426%
Purchase - Concessions	175,201	217,000	150,000	231,000	54%
Liquor Supply Expenses	66,927	140,150	110,150	150,000	36%
Purchase - Retail	23,391	17,237	20,207	17,237	-15%
Economic Grant Expenses	194,357	310,000	250,000	343,688	37%
Marketing Expense	9,004	26,000	16,000	18,000	13%
Admin Fee Expenditure	11,787	10,000	25,000	25,000	0%
<b>SUBTOTAL</b>	<b>\$ 1,574,569</b>	<b>\$ 2,157,600</b>	<b>\$ 1,771,445</b>	<b>\$ 2,115,344</b>	<b>19%</b>
<u>SUPPLIES</u>					
IT-Small Equipment	28,178	9,000	9,000	9,000	0%
General Supplies	55,755	66,758	98,910	60,508	-39%
Small Tools & Minor Equipment	55,165	88,954	61,116	77,454	27%
<b>SUBTOTAL</b>	<b>\$ 139,098</b>	<b>\$ 164,712</b>	<b>\$ 169,026</b>	<b>\$ 146,962</b>	<b>-13%</b>
<u>MAINTENANCE</u>					
Facility Maintenance	368,386	283,898	283,898	343,898	21%
Vehicle Maintenance	38	-	26	30	15%
Equipment Maintenance	72,093	70,799	56,249	44,299	-21%
<b>SUBTOTAL</b>	<b>\$ 440,517</b>	<b>\$ 354,697</b>	<b>\$ 340,173</b>	<b>\$ 388,227</b>	<b>14%</b>
<u>PROFESSIONAL SERVICES</u>					
Contractual Services	1,238,202	1,430,947	1,177,975	1,306,700	11%
Lease Agreements	3,466	2,100	2,230	2,200	-1%
Professional Services	384,416	425,200	310,604	456,909	47%
<b>SUBTOTAL</b>	<b>\$ 1,626,084</b>	<b>\$ 1,858,247</b>	<b>\$ 1,490,809</b>	<b>\$ 1,765,809</b>	<b>18%</b>
<u>CAPITAL</u>					
Machinery & Equipment	-	-	6,000	-	-100%
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,000</b>	<b>\$ -</b>	<b>-100%</b>
<b>DEPARTMENT TOTALS</b>	<b>\$ 6,548,637</b>	<b>\$ 7,676,978</b>	<b>\$ 6,521,877</b>	<b>\$ 7,350,980</b>	<b>13%</b>

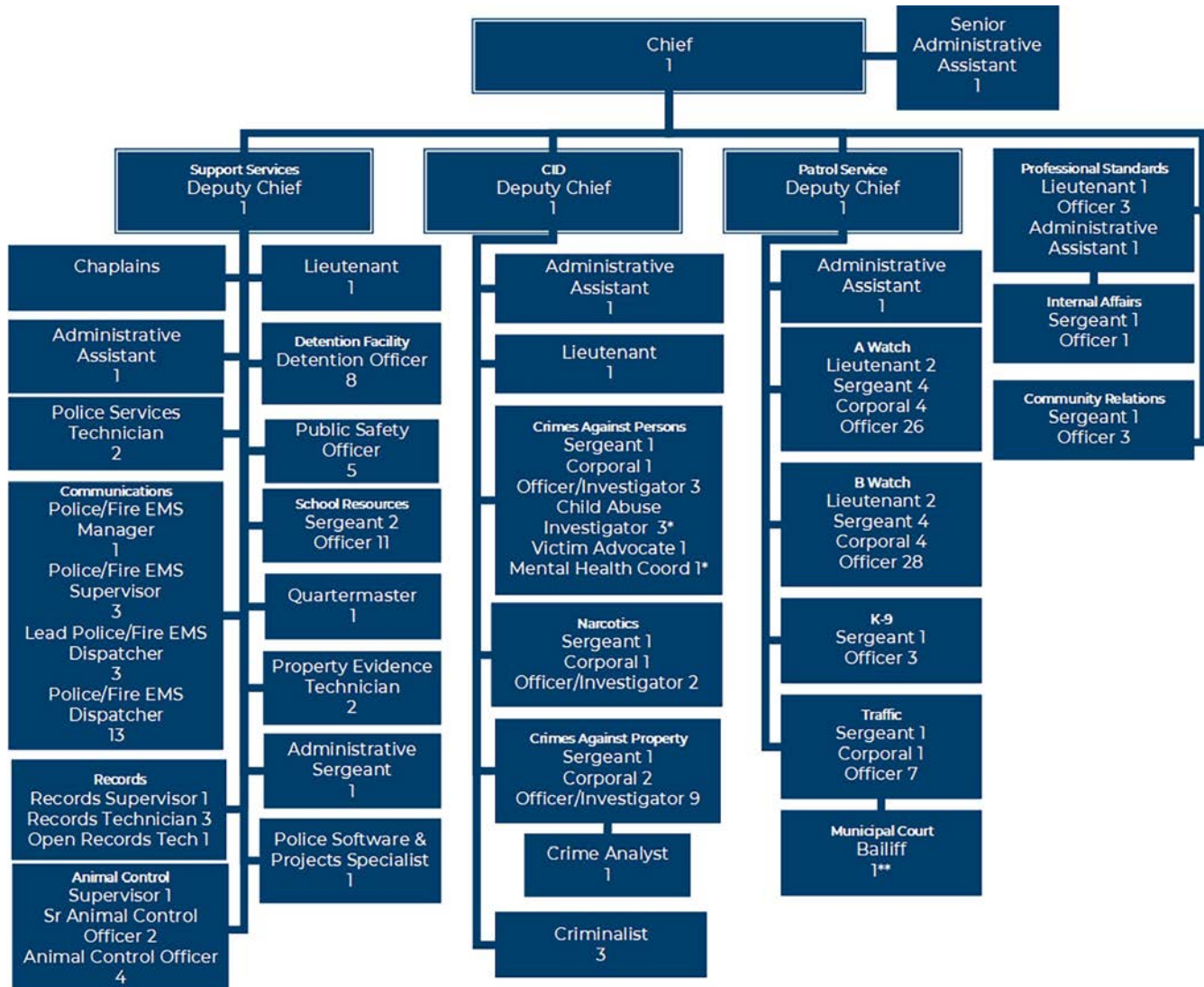
## CAPITAL EXPENDITURE LIST\*

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21
					AMENDED
<u>MACHINERY &amp; EQUIPMENT</u>					
Ice Edger	-	-	6,000	-	-100%
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,000</b>	<b>\$ -</b>	<b>-100%</b>

\*The items listed are non-recurring capital expenses based on increased service to the community.

# POLICE

## GENERAL FUND



\*One FTE funded by Public Safety Grant.

\*\*Position funded by Special Revenue.

# POLICE

## GENERAL FUND

The City Charter provides for the Allen Police Department to preserve order within the City limits and secure the residents from violence and property loss.

### ACCOMPLISHMENTS IN FY2021

#### Goal 1. Continue to Enhance Community Livability and Safety

##### Strategy - Continue to provide progressive and efficient emergency services

- Continued to develop, install and implement the new public safety software system and associated hardware including a major upgrade of dispatch and mobile software. This is a multi-year project.
- Completed first year use of the SPIDRTech software to provide the best customer service to the community and receiving feedback related to police services.
- Continued to maintain a strong partnership with Allen Independent School District to meet the growing needs of both the City and the School District to maintain and improve school safety.
- Developed a comprehensive policy, procured protective equipment, and provided hands on training to police department personnel related to civil unrest and protest response.
- Continued to utilize and expand the Unmanned Aircraft System (Drone) Program which included training, licensing, procurement and multiple deployments of drones by Allen Police Officers.
- Continued integrated response training with police and fire departments to active incidents. Continued active shooter training for all Allen Police Officers.
- Completed implementation of phase 1 of the Automated License Plate Reader program including hardware installs, software deployments, and officer training.

### OBJECTIVES FOR FY2022

#### Goal 2. Safe and livable community for all

##### Objective - Maintain and enhance Allen as one of the safest cities in Texas

- Implement phase 1 of the new Records Management Section. Include additions such as Phase 2 of SPIDRTech (CID Module), citizen reporting, and crime analysis.
- Continue to pursue grants for the department to focus on personnel, crime victims equipment and technology needs.
- Continue to work with Allen Independent School District officials to enhance current safety programs at all campuses and to ensure effective communications between the two entities.
- Complete implementation of phases 2 and 3 of the Automated License Plate Reader Program.
- Review Center for Public Safety Management (CPSM) police department study and determine the suitability and implementation plan for each recommendation made.



# POLICE

## GENERAL FUND

## EXPENDITURE SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>CLASSIFICATION</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Personnel Services	23,773,343	25,304,465	25,584,738	25,713,796	1%
Operations	2,714,609	2,870,923	2,873,432	3,056,069	6%
Supplies	335,175	305,966	514,256	462,310	-10%
Maintenance	243,156	285,994	285,994	298,994	5%
Professional Services	237,651	342,139	327,524	256,908	-22%
Capital	135,817	-	25,324	11,075	-56%
<b>DEPARTMENT TOTAL</b>	<b>\$ 27,439,751</b>	<b>\$ 29,109,487</b>	<b>\$ 29,611,268</b>	<b>\$ 29,799,152</b>	<b>1%</b>

## PERSONNEL SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	CHANGE
<u>FULL TIME - SWORN</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	
Police Chief	1	1	1	1	0
Deputy Police Chief	3	3	3	3	0
Police Lieutenant	7	7	7	7	0
Police Sergeant	18	18	18	18	0
Police Corporal	13	13	13	13	0
Police Officer*	98	99	99	99	0
Bailiff**	1	1	1	1	0
<b>SUBTOTAL - SWORN</b>	<b>141</b>	<b>142</b>	<b>142</b>	<b>142</b>	<b>0</b>
<u>FULL TIME - NON-SWORN</u>					
Emergency Comms. Manager	1	1	1	1	0
Software and Projects Specialist	0	0	0	1	1
Animal Control Supervisor	1	1	1	1	0
Mental Health Coordinator*	0	0	0	1	1
Police/Fire Dispatch Supervisor	3	4	4	3	-1
Police Records Supervisor	1	1	1	1	0
Criminalist	2	2	2	3	1
Victims Advocate	1	1	1	1	0
Criminal Analyst	1	1	1	1	0
Lead Police/Fire Dispatcher	3	3	3	3	0
Police/Fire Dispatcher	14	13	13	13	0
Senior Animal Control Officer	2	2	2	2	0
Police Open Records Technician	0	0	1	1	0
Senior Administrative Assistant	1	1	1	1	0
Animal Control Officer	4	4	4	4	0
Detention Officer	8	8	8	8	0
Quartermaster	1	1	1	1	0
Police Services Technician	1	1	1	1	0
Property/Evidence Technician	2	2	2	2	0
Public Safety Officer	5	5	5	5	0
Administrative Assistant	4	4	4	4	0
Police Records Technician	4	4	3	3	0
<b>SUBTOTAL - NON-SWORN</b>	<b>59</b>	<b>59</b>	<b>59</b>	<b>61</b>	<b>2</b>
<b>TOTAL FULL TIME</b>	<b>200</b>	<b>201</b>	<b>201</b>	<b>203</b>	<b>2</b>

\* One position is funded by a Public Safety grant.

\*\* This position is funded by special revenue.

# POLICE

## GENERAL FUND

## PERSONNEL SUMMARY - CONTINUED

<u>PART TIME</u>	2019-2020 <u>ACTUAL</u>	2020-2021 <u>BUDGET</u>	2020-2021 <u>AMENDED</u>	2021-2022 <u>BUDGET</u>	<u>CHANGE</u>
Police Services Technician	1	1	1	1	0
<b>SUBTOTAL PART TIME</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>
<b>TOTAL FULL-TIME-EQUIVALENT</b>	<b>201</b>	<b>202</b>	<b>202</b>	<b>204</b>	<b>2</b>

## EXPENDITURE DETAIL

	2019-2020 <u>ACTUAL</u>	2020-2021 <u>BUDGET</u>	2020-2021 <u>AMENDED</u>	2021-2022 <u>BUDGET</u>	% CHANGE vs. FY21 <u>AMENDED</u>
<u>PERSONNEL SERVICES</u>					
Salaries	15,972,638	16,906,323	17,150,199	17,327,151	1%
Longevity	91,312	97,922	97,832	101,130	3%
Overtime	675,430	1,184,500	1,100,000	1,184,500	8%
FICA	1,218,474	1,324,653	1,337,484	1,362,640	2%
TMRS	2,574,713	2,586,854	2,687,697	2,797,437	4%
Worker's Compensation	426,649	315,287	358,112	321,299	-10%
Health Insurance	2,522,679	2,592,244	2,544,556	2,308,340	-9%
Health Savings Account	68,879	70,310	85,347	84,818	-1%
Dental Insurance	148,085	151,016	150,643	153,355	2%
Long-term Disability	18,863	19,183	20,124	20,897	4%
Life Insurance	11,995	12,295	12,919	13,379	4%
Flexible Spending	3,126	3,078	2,925	2,850	-3%
Clothing Allowance	40,500	40,800	36,900	36,000	-2%
<b>SUBTOTAL</b>	<b>\$ 23,773,343</b>	<b>\$ 25,304,465</b>	<b>\$ 25,584,738</b>	<b>\$ 25,713,796</b>	<b>1%</b>
<u>OPERATIONS</u>					
Phone/ Data Connectivity	38,088	92,410	92,410	93,610	1%
Fuel	194,155	354,228	354,228	377,024	6%
Water	15,270	12,791	15,300	15,300	0%
Natural Gas	8,375	8,400	8,400	8,400	0%
Electricity	85,001	82,000	82,000	82,000	0%
Service Costs	5,635	26,600	26,600	26,600	0%
Copier	20,422	25,200	25,200	25,200	0%
Technology Maintenance	618,856	754,417	754,417	828,884	10%
Rolling Stock Replacement	1,250,847	916,037	916,037	934,605	2%
Travel & Training	94,859	101,850	101,850	114,350	12%
Dues & Subscriptions	21,836	17,000	17,000	17,250	1%
Uniforms	75,751	87,500	87,500	91,250	4%
Postage & Freight	8,686	10,000	10,000	10,000	0%
Rentals	33,828	41,743	41,743	31,000	-26%
Outside Printing	4,901	7,500	7,500	7,500	0%
Meetings & Receptions	10,078	9,500	9,500	12,500	32%
Insurance	213,269	301,269	301,269	356,618	18%
Canine Maintenance	6,017	9,500	9,500	9,500	0%
Crime Prevention	6,072	6,478	6,478	7,978	23%
Notices Required by Law	27	500	500	500	0%
Narcotics Operations	2,636	6,000	6,000	6,000	0%
<b>SUBTOTAL</b>	<b>\$ 2,714,609</b>	<b>\$ 2,870,923</b>	<b>\$ 2,873,432</b>	<b>\$ 3,056,069</b>	<b>6%</b>

# POLICE

## GENERAL FUND

## EXPENDITURE DETAIL - CONTINUED

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21
					AMENDED
<u>SUPPLIES</u>					
IT-Small Equipment	13,118	17,770	97,614	29,020	-70%
General Supplies	81,292	76,000	80,704	83,000	3%
Small Tools & Minor Equipment	144,415	155,640	264,426	284,290	8%
Ammunition Supplies	58,139	50,056	50,056	57,500	15%
SWAT Expenses	7,549	6,500	14,724	8,500	-42%
Abandoned Property Expenses	30,662	-	6,732	-	-100%
<b>SUBTOTAL</b>	<b>\$ 335,175</b>	<b>\$ 305,966</b>	<b>\$ 514,256</b>	<b>\$ 462,310</b>	<b>-10%</b>
<u>MAINTENANCE</u>					
Facility Maintenance	5,775	7,000	7,000	8,500	21%
Vehicle Maintenance	232,815	240,474	240,474	251,474	5%
Equipment Maintenance	4,566	38,520	38,520	39,020	1%
<b>SUBTOTAL</b>	<b>\$ 243,156</b>	<b>\$ 285,994</b>	<b>\$ 285,994</b>	<b>\$ 298,994</b>	<b>5%</b>
<u>PROFESSIONAL SERVICES</u>					
Contractual Services	110,542	117,231	93,231	95,000	2%
Lease Agreements	4,398	3,300	3,300	3,300	0%
Professional Services	118,717	211,608	220,993	148,608	-33%
Donation Expenses	3,994	10,000	10,000	10,000	0%
<b>SUBTOTAL</b>	<b>\$ 237,651</b>	<b>\$ 342,139</b>	<b>\$ 327,524</b>	<b>\$ 256,908</b>	<b>-22%</b>
<u>CAPITAL</u>					
Machinery & Equipment	10,962	-	25,324	11,075	-56%
Vehicles	124,855	-	-	-	-
<b>SUBTOTAL</b>	<b>\$ 135,817</b>	<b>\$ -</b>	<b>\$ 25,324</b>	<b>\$ 11,075</b>	<b>-56%</b>
<b>DEPARTMENT TOTALS</b>	<b>\$ 27,439,751</b>	<b>\$ 29,109,487</b>	<b>\$ 29,611,268</b>	<b>\$ 29,799,152</b>	<b>1%</b>

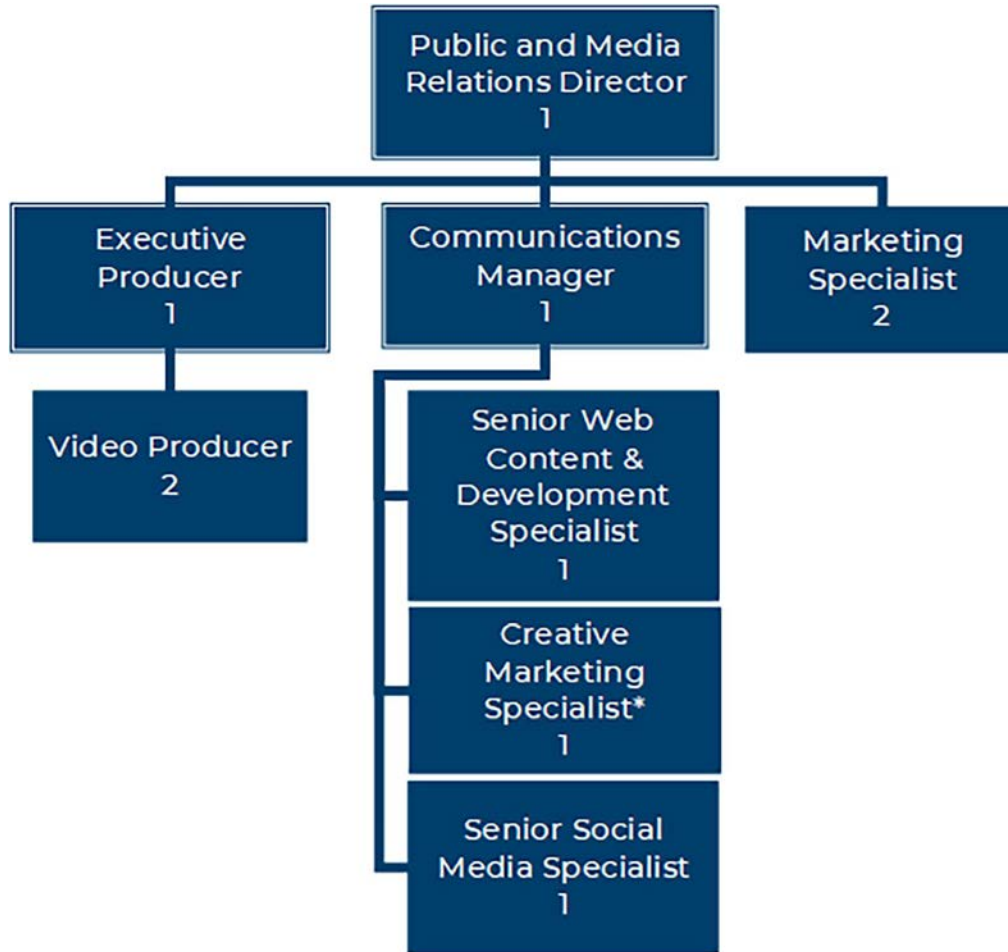
## CAPITAL EXPENDITURE LIST\*

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21
					AMENDED
<u>MACHINERY &amp; EQUIPMENT</u>					
Prisoner Transport Van Insert	10,962	-	-	-	-
Forensic Computer & Software	-	-	25,324	-	-
Speed Trailer	-	-	-	11,075	-
<b>SUBTOTAL</b>	<b>\$ 10,962</b>	<b>\$ -</b>	<b>\$ 25,324</b>	<b>\$ 11,075</b>	<b>-56%</b>
<u>VEHICLES</u>					
CID Vehicles x3	96,008	-	-	-	-
Ford Escape (Crime Scene Vehicle)	28,847	-	-	-	-
<b>SUBTOTAL</b>	<b>\$ 124,855</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

\*The items listed are non-recurring capital expenses based on increased service to the community.

# PUBLIC AND MEDIA RELATIONS

GENERAL FUND



\*Position funded out of the Parks & Recreation Department.

# PUBLIC AND MEDIA RELATIONS

## GENERAL FUND

The Public and Media Relations Office (PAMRO) provides information about City government, programs and services to residents and the media. The office produces the City's weekly e-news and special publications, oversees the City's website and social media outlets, and manages the government access channel - Allen City Television (ACTV). The office also helps coordinate special events and works with other City departments regarding education, outreach and marketing efforts.

### ACCOMPLISHMENTS IN FY2021

#### **Goal 3. Signify, enhance and communicate Allen's identity to the region and the nation**

- Supported Allen CVB ongoing marketing efforts and Shop Local Program.
- Continued monthly marketing meetings with EDC to identify local coverage opportunities for economic development initiatives and initiated a new development section of AllenNews.org.
- Supported over 100 departmental requests for promotion, coverage, special projects, campaigns and specialty content development with heavy emphasis on telling the story of Allen's Fire Department vaccination operations.
- Implemented the 2021 Citizen Communication and Engagement Survey to benchmark communication and engagement efforts and identify areas for ongoing improvement.

#### **Goal 5. Maintain operational excellence in City government services**

##### **Strategy - Utilize technology for optimum performance and customer service**

- Initiated use of Sprout Social for social media management to include advance scheduling, monitoring, response, tracking and reporting of 19 channels in the central dashboard platform.
- Deployed use of automated chat bots on select social media channels to address the most common questions received and create a customer service avenue when channel is not monitored.
- Continued to use/promote AllenNews.org for City-wide events and video coverage.
- ACTV continued to receive state and national award recognition for quality programming including the NATOA Overall Programming Excellence for the 10th time.

### OBJECTIVES FOR FY2022

#### **Goal 3. Vibrant community with lively destinations and successful commercial centers**

- Continue to support CVB marketing efforts.
- Complete the 2020-23 Communication and Marketing Plan.
- Implement new communication, marketing and engagement initiatives identified in the 2021 Citizen Communication and Engagement Survey and as prioritized by the Council's Strategic Plan.
- Complete final phase of new graphic identity guidelines and implementation.
- Implement a new strategy for story development and engagement with the news media.

**Goal 4. High-performing City team providing resident-focused services****Objective - Develop and maintain proactive communications policies, strategies, and tools to inform the community**

- Implement best practices with website content development and design.
- Expand use of Sprout Social to additional users and channels and explore added functionality it offers based on the cost considerations.
- Implement ACTV programming availability on ROKU and AppleTV.

# PUBLIC AND MEDIA RELATIONS

## GENERAL FUND

## EXPENDITURE SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21
CLASSIFICATION					AMENDED
Personnel Services	955,497	1,016,728	1,013,025	1,033,308	2%
Operations	51,006	211,450	212,750	228,880	8%
Supplies	17,130	2,000	2,000	2,000	0%
Professional Services	56,171	34,450	57,350	155,250	171%
<b>DEPARTMENT TOTAL</b>	<b>\$ 1,079,804</b>	<b>\$ 1,264,628</b>	<b>\$ 1,285,125</b>	<b>\$ 1,419,438</b>	<b>10%</b>

## PERSONNEL SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	
	ACTUAL	BUDGET	AMENDED	BUDGET	CHANGE
FULL TIME					
Public & Media Relations Director	1	1	1	1	0
Marketing and Content Manager	1	1	0	0	0
Strategic Communications Manager	1	1	1	1	0
Executive Producer	1	1	1	1	0
Social Media Specialist	0	0	1	1	0
Senior Web Content Manager	1	1	1	1	0
Video Producer	2	2	2	2	0
Marketing Specialist	1	1	1	1	0
Digital Media Coordinator	1	1	1	1	0
<b>TOTAL FULL TIME</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>0</b>
<b>TOTAL FULL-TIME-EQUIVALENT</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>0</b>

## EXPENDITURE DETAIL

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21
PERSONNEL SERVICES					AMENDED
Salaries	667,549	720,185	723,308	747,613	3%
Longevity	3,476	3,860	3,860	4,340	12%
Overtime	5,107	4,800	6,001	5,200	-13%
FICA	48,944	52,737	53,359	55,169	3%
TMRS	103,424	103,427	107,170	113,578	6%
Worker's Compensation	2,022	1,359	1,513	1,550	2%
Health Insurance	108,963	112,748	100,355	88,405	-12%
Health Savings	7,704	8,830	8,830	8,830	0%
Dental Insurance	6,628	7,013	6,846	6,793	-1%
Long-term Disability	836	887	928	953	3%
Life Insurance	616	654	683	706	3%
Flexible Spending	228	228	172	171	-1%
<b>SUBTOTAL</b>	<b>\$ 955,497</b>	<b>\$ 1,016,728</b>	<b>\$ 1,013,025</b>	<b>\$ 1,033,308</b>	<b>2%</b>
OPERATIONS					
Phone/ Data Connectivity	2,203	2,260	2,260	2,260	0%
Fuel	46	201	201	201	0%
Technology Maintenance	19,197	17,280	21,480	35,580	66%



# PUBLIC AND MEDIA RELATIONS

## GENERAL FUND

## EXPENDITURE DETAIL - CONTINUED

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
	ACTUAL	BUDGET	AMENDED	BUDGET	AMENDED
<u>OPERATIONS - CONTINUED</u>					
Travel & Training	5,191	16,500	16,500	17,100	4%
Dues & Subscriptions	20,618	13,585	10,685	12,275	15%
Postage & Freight	2	21,459	21,459	21,459	0%
Advertising	-	20,000	20,000	20,000	0%
Printing & Reproduction	544	104,600	104,600	104,600	0%
Insurance	3,205	5,565	5,565	5,405	-3%
Marketing Expenditures	-	10,000	10,000	10,000	0%
<b>SUBTOTAL</b>	<b>\$ 51,006</b>	<b>\$ 211,450</b>	<b>\$ 212,750</b>	<b>\$ 228,880</b>	<b>8%</b>
<u>SUPPLIES</u>					
General Supplies	17,130	2,000	2,000	2,000	0%
<b>SUBTOTAL</b>	<b>\$ 17,130</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>0%</b>
<u>PROFESSIONAL SERVICES</u>					
Contractual Services	32,713	29,950	32,850	34,750	6%
Professional Services	23,458	4,500	24,500	120,500	392%
<b>SUBTOTAL</b>	<b>\$ 56,171</b>	<b>\$ 34,450</b>	<b>\$ 57,350</b>	<b>\$ 155,250</b>	<b>171%</b>
<b>DEPARTMENT TOTALS</b>	<b>\$ 1,079,804</b>	<b>\$ 1,264,628</b>	<b>\$ 1,285,125</b>	<b>\$ 1,419,438</b>	<b>10%</b>



# DEBT SERVICE FUND

# DEBT SERVICE

## DEBT SERVICE FUND

### DEBT POLICY

The City of Allen issues general obligation bonds for a term of generally fifteen to twenty years, for the purpose of constructing major capital improvements which include municipal facilities, parks and streets. Article XI, Section 5 of the Texas Constitution, applicable to cities of more than 5,000 population states that the maximum rate shall not exceed \$2.50 per \$100.00 of assessed valuation of taxable property. The City's Charter (Article 5, Section 1) states: "In accordance with the constitution of the State of Texas, and not contrary thereto, the City of Allen shall have the power to borrow money against the credit of the city for any public purpose that is not now nor hereafter prohibited by the constitution and laws of the State of Texas". The City's debt policy, adopted by the Council in September 2011, is to keep the portion of ad valorem tax collections appropriated to the debt service fund below 35% and to maintain a fund balance between 5% and 10% of annual principal and interest payments. In addition, the debt burden ratio, calculated by total debt divided by the taxable assessed valuation must be below 2%. FY2022 debt burden ratio is 0.69%. The proposed tax rate at October 1, 2021 is \$0.481000 per \$100.00 of assessed valuation of which \$0.101244, or 21.05%, is designated to the debt service fund. This is within the limits of the state law and is below the City's policy limit.

### BOND RATINGS

In June 2021, the ratings on the City's General Obligation debt were reaffirmed at AAA by Standard and Poor's and Aaa by Moody's.

#### FUND BALANCE PROJECTIONS

	<b>FY2021</b>	<b>FY2022</b>
PROJECTED FUND BALANCE 10/1	\$ 1,858,730	\$ 1,200,370
TOTAL PROJECTED REVENUES	14,043,032	15,742,516
TOTAL PROJECTED EXPENDITURES	(14,701,392)	(16,375,182)
<b>PROJECTED FUND BALANCE 9/30</b>	<b>\$ 1,200,370</b>	<b>\$ 567,704</b>
5% OF ANNUAL DEBT SERVICE*	\$ 735,070	\$ 818,759

\* Ending Fund Balance required: 5% to 10% of annual debt service.



# DEBT SERVICE

## DEBT SERVICE FUND

## DEBT SERVICE REQUIREMENT

Bond Series	Date of Issue	Amount Issued	Interest Rate	Maturity Date	Balance as of 10/1/2021	Required Principal 2021 - 2022	Required Interest 2021 - 2022	Total Required 2021 - 2022
GENERAL OBLIGATION BONDS:								
2006	07/26/06	1,595,000	4.14%	08/15/26	525,000	95,000	21,735	116,735
2013	05/01/13	5,065,000	2%-3.5%	08/15/32	3,230,000	255,000	98,000	353,000
2014	05/01/14	10,595,000	2%-4%	08/15/33	7,375,000	515,000	254,715	769,715
2015	05/19/15	32,245,000	2%-5%	08/15/34	13,165,000	1,465,000	537,044	2,002,044
2016	09/13/16	6,910,000	2%-4%	08/15/28	5,910,000	775,000	205,200	980,200
2017	07/26/17	11,845,000	2%-5%	09/30/32	8,745,000	680,000	306,288	986,288
2018	08/15/18	8,355,000	2%-5%	08/15/34	6,830,000	435,000	322,900	757,900
2019	06/10/19	8,630,000	2.5%-4%	08/15/34	6,095,000	380,000	228,150	608,150
2020	7/9/2020	23,145,000	2%-4%	8/15/2035	20,030,000	2,320,000	741,600	3,061,600
2021	6/29/2021	10,595,000	3%-5%	8/15/2036	10,475,000	2,575,000	489,850	3,064,850
<b>TOTAL</b>		<b>\$118,980,000</b>			<b>\$82,380,000</b>	<b>\$9,495,000</b>	<b>\$3,205,481</b>	<b>\$12,700,481</b>
CERTIFICATES OF OBLIGATION:								
2021	6/29/21	22,945,000	4%-5%	08/15/36	22,945,000	1,075,000	1,036,500	2,111,500
<b>TOTAL</b>		<b>\$22,945,000</b>			<b>\$22,945,000</b>	<b>\$1,075,000</b>	<b>\$1,036,500</b>	<b>\$2,111,500</b>
TAX NOTES:								
2019	8/29/19	2,600,000	1.75%	08/15/22	880,000	880,000	15,400	895,400
2020	7/9/2020	3,175,000	4%	8/15/2026	2,700,000	500,000	108,000	608,000
<b>TOTAL</b>		<b>\$5,775,000</b>			<b>\$3,580,000</b>	<b>\$1,380,000</b>	<b>\$123,400</b>	<b>\$1,503,400</b>
CAPITAL LEASES:								
2019	04/23/19	33,908	3.65%	07/05/22	12,515	12,515	267	12,782
<b>TOTAL</b>		<b>\$33,908</b>			<b>\$12,515</b>	<b>\$12,515</b>	<b>\$267</b>	<b>\$12,782</b>

# DEBT SERVICE

## DEBT SERVICE FUND

### AGGREGATE DEBT SERVICE REQUIREMENTS

Fiscal Year	Principal	Interest	Total Debt Service
GENERAL OBLIGATION DEBT:			
2022	9,495,000	3,205,481	12,700,481
2023	8,095,000	2,868,586	10,963,586
2024	7,880,000	2,548,458	10,428,458
2025	6,980,000	2,253,386	9,233,386
2026	7,235,000	2,020,707	9,255,707
2027	7,420,000	1,689,296	9,109,296
2028	6,330,000	1,387,646	7,717,646
2029	5,540,000	1,137,681	6,677,681
2030	4,985,000	912,781	5,897,781
2031	4,915,000	707,556	5,622,556
2032	5,105,000	512,713	5,617,713
2033	3,965,000	316,588	4,281,588
2034	2,590,000	164,613	2,754,613
2035	1,540,000	67,800	1,607,800
2036	305,000	9,150	314,150
<b>TOTAL</b>	<b>\$82,380,000</b>	<b>\$19,802,442</b>	<b>\$102,182,442</b>
CERTIFICATES OF OBLIGATION:			
2022	1,075,000	1,036,500	2,111,500
2023	1,130,000	982,750	2,112,750
2024	1,190,000	926,250	2,116,250
2025	1,250,000	866,750	2,116,750
2026	1,310,000	804,250	2,114,250
2027	1,370,000	738,750	2,108,750
2028	1,445,000	670,250	2,115,250
2029	1,510,000	598,000	2,108,000
2030	1,590,000	522,500	2,112,500
2031	1,670,000	443,000	2,113,000
2032	1,735,000	376,200	2,111,200
2033	1,805,000	306,800	2,111,800
2034	1,875,000	234,600	2,109,600
2035	1,955,000	159,600	2,114,600
2036	2,035,000	81,400	2,116,400
<b>TOTAL</b>	<b>\$22,945,000</b>	<b>\$8,747,600</b>	<b>\$31,692,600</b>

# DEBT SERVICE FUND

## TAX NOTES DEBT:

2022	1,380,000	123,400	1,503,400
2023	520,000	88,000	608,000
2024	540,000	67,200	607,200
2025	560,000	45,600	605,600
2026	580,000	2,300	582,300

<b>TOTAL</b>	<b>\$3,580,000</b>	<b>\$326,500</b>	<b>\$3,906,500</b>
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## CAPITAL LEASE DEBT:

2022	12,515	267	12,782
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<b>TOTAL</b>	<b>\$12,515</b>	<b>\$267</b>	<b>\$12,782</b>
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# TAX INCREMENT FINANCING FUND

# REVENUE & EXPENDITURE SUMMARY

## TAX INCREMENT FINANCING FUND

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<b>REVENUES</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>AMENDED</b>	<b>BUDGET</b>	<b>AMENDED</b>
<u>OPERATING REVENUES</u>					
Property Tax (City Portion)	1,579,291	2,006,461	2,006,461	2,131,015	6%
Sales Tax	436,270	310,141	210,380	127,013	-40%
Intergovernmental (County Portion)	133,921	180,935	147,948	190,660	29%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 2,149,482</b>	<b>\$ 2,497,537</b>	<b>\$ 2,364,789</b>	<b>\$ 2,448,688</b>	<b>4%</b>
<u>NON-OPERATING REVENUES</u>					
Interest	185,347	80,763	163,390	196,225	20%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 185,347</b>	<b>\$ 80,763</b>	<b>\$ 163,390</b>	<b>\$ 196,225</b>	<b>20%</b>
<b>TOTAL REVENUES</b>	<b>\$ 2,334,829</b>	<b>\$ 2,578,300</b>	<b>\$ 2,528,179</b>	<b>\$ 2,644,913</b>	<b>5%</b>

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<b>EXPENDITURES</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>AMENDED</b>	<b>BUDGET</b>	<b>AMENDED</b>
TIF#1 - Montgomery Farms	910,235	1,047,555	827,767	745,872	-10%
TIF#2 - Central Business District	15,000	17,000	17,000	17,000	0%
<b>TOTAL TIF FUND EXPENDITURES</b>	<b>\$ 925,235</b>	<b>\$ 1,064,555</b>	<b>\$ 844,767</b>	<b>\$ 762,872</b>	<b>-10%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 925,235</b>	<b>\$ 1,064,555</b>	<b>\$ 844,767</b>	<b>\$ 762,872</b>	<b>-10%</b>

### FUND BALANCE PROJECTIONS

PROJECTED FUND BALANCE 10/1	\$ 6,495,957	\$ 8,179,369
TOTAL PROJECTED REVENUES	2,528,179	2,644,913
TOTAL PROJECTED EXPENDITURES	(844,767)	(762,872)
<b>PROJECTED FUND BALANCE 9/30</b>	<b>\$ 8,179,369</b>	<b>\$ 10,061,410</b>

#### TIF 1

PROJECTED FUND BALANCE 10/1	\$ 216,162	\$ 141,402
TOTAL PROJECTED REVENUES	753,007	654,470
TOTAL PROJECTED EXPENDITURES	(827,767)	(745,872)
<b>PROJECTED FUND BALANCE 9/30</b>	<b>\$ 141,402</b>	<b>\$ 50,000</b>

#### TIF 2

PROJECTED FUND BALANCE 10/1	\$ 6,279,795	\$ 8,037,967
TOTAL PROJECTED REVENUES	1,775,172	1,990,443
TOTAL PROJECTED EXPENDITURES	(17,000)	(17,000)
<b>PROJECTED FUND BALANCE 9/30</b>	<b>\$ 8,037,967</b>	<b>\$ 10,011,410</b>

# TAX INCREMENT FINANCING

## TAX INCREMENT FINANCING FUND

No Personnel in this Department

The Tax Increment Financing (TIF) fund was established in Fiscal Year 2006 to track property tax and sales tax revenue, and associated expenses, for the City's Tax Increment Financing agreements. The City established its first Reinvestment Zone in December 2005. The City now has three TIFs: the Montgomery Farm "Garden District", the Central Business District (CBD) and Farm District Zone. Revenues from the TIF zones are used to pay for eligible infrastructure costs, including parking garages, U.S. 75 ramp reversals, and public streets and bridges within the defined TIF areas. The county also has an agreement with the city to contribute property taxes to the "Garden District" TIF. The Farm District Zone will not contribute to the TIF for the first 10 years.

### ACCOMPLISHMENTS IN FY2021

**Goal 6. Provide economic investment that increases employment opportunity, the tax base, and provides desired goods and services for residents and contributes to the community character and identity**

- Monitored compliance of the TIF agreements to ensure eligible infrastructure costs are verified prior to reimbursements.
- Maintained fund reserves of \$50,000 as required by the economic development agreement.

### OBJECTIVES FOR FY2022

**Goal 1. Financially sound and transparent City government**

- Continue to administer the financing plans for both TIFs as property tax and sales tax revenues materialize.
- Continue to monitor compliance of the TIF agreements to ensure eligible infrastructure costs are verified prior to any reimbursements.
- Continue to maintain a fund reserve of \$50,000 as required by the economic development agreement.

# TAX INCREMENT FINANCING: #1

## TAX INCREMENT FINANCING FUND

## EXPENDITURE SUMMARY

CLASSIFICATION	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21 AMENDED
Operations	895,235	1,030,555	810,767	728,872	-10%
Professional Services	15,000	17,000	17,000	17,000	0%
<b>DEPARTMENT TOTAL</b>	<b>\$ 910,235</b>	<b>\$ 1,047,555</b>	<b>\$ 827,767</b>	<b>\$ 745,872</b>	<b>-10%</b>

## EXPENDITURE DETAIL

OPERATIONS	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21 AMENDED
Economic Grant Expenses	895,235	1,030,555	810,767	728,872	-10%
<b>SUBTOTAL</b>	<b>\$ 895,235</b>	<b>\$ 1,030,555</b>	<b>\$ 810,767</b>	<b>\$ 728,872</b>	<b>-10%</b>
PROFESSIONAL SERVICES	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21 AMENDED
Administrative Expenses	15,000	15,000	15,000	15,000	0%
Legal Expenses	-	2,000	2,000	2,000	0%
<b>SUBTOTAL</b>	<b>\$ 15,000</b>	<b>\$ 17,000</b>	<b>\$ 17,000</b>	<b>\$ 17,000</b>	<b>0%</b>
<b>TOTAL EXPENDITURE</b>	<b>\$ 910,235</b>	<b>\$ 1,047,555</b>	<b>\$ 827,767</b>	<b>\$ 745,872</b>	<b>-10%</b>

# TAX INCREMENT FINANCING: #2

## TAX INCREMENT FINANCING FUND

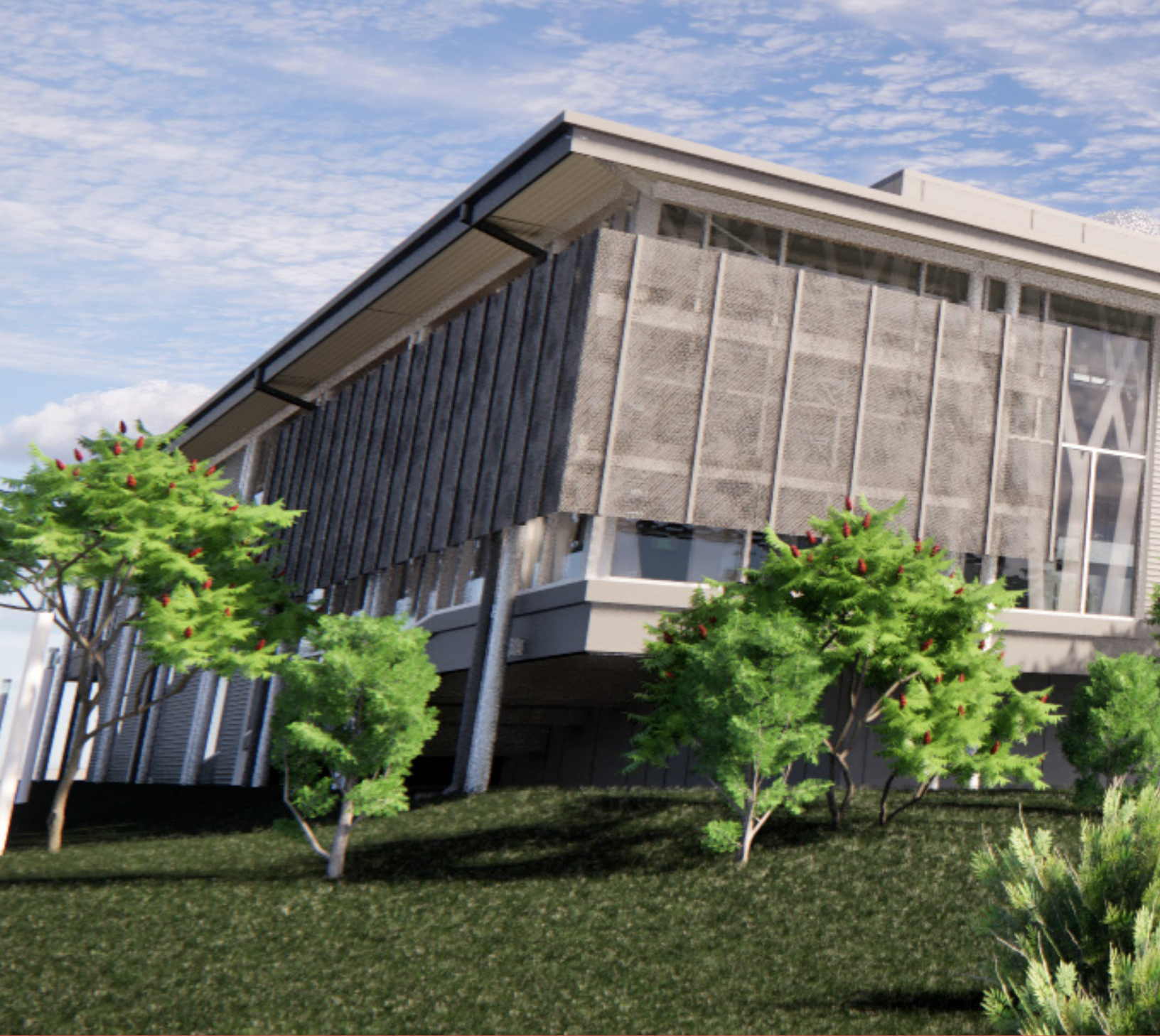
## EXPENDITURE SUMMARY

<u>CLASSIFICATION</u>	2019-2020 <u>ACTUAL</u>	2020-2021 <u>BUDGET</u>	2020-2021 <u>AMENDED</u>	2021-2022 <u>BUDGET</u>	% CHANGE vs. FY21 <u>AMENDED</u>
Professional Services	15,000	17,000	17,000	17,000	0%
<b>DEPARTMENT TOTAL</b>	<b>\$ 15,000</b>	<b>\$ 17,000</b>	<b>\$ 17,000</b>	<b>\$ 17,000</b>	<b>0%</b>

## EXPENDITURE DETAIL

<u>PROFESSIONAL SERVICES</u>	2019-2020 <u>ACTUAL</u>	2020-2021 <u>BUDGET</u>	2020-2021 <u>AMENDED</u>	2021-2022 <u>BUDGET</u>	% CHANGE vs. FY21 <u>AMENDED</u>
Administrative Expenses	15,000	15,000	15,000	15,000	0%
Legal Expenses	-	2,000	2,000	2,000	0%
<b>SUBTOTAL</b>	<b>\$ 15,000</b>	<b>\$ 17,000</b>	<b>\$ 17,000</b>	<b>\$ 17,000</b>	<b>0%</b>
<b>TOTAL EXPENDITURE</b>	<b>\$ 15,000</b>	<b>\$ 17,000</b>	<b>\$ 17,000</b>	<b>\$ 17,000</b>	<b>0%</b>





*Photo Rendering Courtesy Of Barker Rinker Seacat Architecture*





# CAPITAL PROJECT FUNDS

# REVENUE & EXPENDITURE SUMMARY

## GENERAL OBLIGATION BOND FUND

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<b>REVENUES</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>AMENDED</b>	<b>BUDGET</b>	<b>AMENDED</b>
<u>OPERATING REVENUES</u>					
Bond Proceeds	18,830,000	21,670,920	21,670,920	5,974,740	-72%
Net Premium	3,077,585	-	-	-	
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 21,907,585</b>	<b>\$ 21,670,920</b>	<b>\$ 21,670,920</b>	<b>\$ 5,974,740</b>	<b>-72%</b>
<u>NON-OPERATING REVENUES</u>					
Interest	764,471	300,000	510,000	300,000	-41%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 764,471</b>	<b>\$ 300,000</b>	<b>\$ 510,000</b>	<b>\$ 300,000</b>	<b>-41%</b>
<b>TOTAL REVENUES</b>	<b>\$ 22,672,056</b>	<b>\$ 21,970,920</b>	<b>\$ 22,180,920</b>	<b>\$ 6,274,740</b>	<b>-72%</b>

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<b>EXPENDITURES</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>AMENDED</b>	<b>BUDGET</b>	<b>AMENDED</b>
General Government	257,667	-	-	-	
Public Safety	4,442,023	586,000	5,964,252	100,000	-98%
Public Works	1,675,394	4,565,802	5,273,749	4,952,755	-6%
Culture & Recreation	2,342,999	17,778,317	8,089,899	34,947,326	332%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 8,718,083</b>	<b>\$ 22,930,119</b>	<b>\$ 19,327,900</b>	<b>\$ 40,000,081</b>	<b>107%</b>
Transfers Out	257,090	282,486	282,486	285,391	1%
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,975,173</b>	<b>\$ 23,212,605</b>	<b>\$ 19,610,386</b>	<b>\$ 40,285,472</b>	<b>105%</b>

### FUND BALANCE PROJECTIONS

PROJECTED RESTRICTED FUND BALANCE 10/1	\$ 31,887,306	\$ 34,457,840
TOTAL PROJECTED REVENUES	22,180,920	6,274,740
TOTAL PROJECTED EXPENDITURES	(19,610,386)	(40,285,472)
<b>PROJECTED RESTRICTED FUND BALANCE 9/30</b>	<b>\$ 34,457,840</b>	<b>\$ 447,108</b>

# GENERAL OBLIGATION BOND

## GENERAL OBLIGATION BOND FUND

No Personnel in this Department

The General Obligation Bond Fund was established to account for the proceeds of bond sales. In 2016 citizens authorized \$93.15 million in bond sales for capital projects.

### ACCOMPLISHMENTS IN FY2021

#### Goal 4. Systematically invest in public infrastructure

- Implemented the 2021-2025 Capital Improvement Program document.

### OBJECTIVES FOR FY2022

#### Goal 1. Financially sound and transparent City government

- Implement the current year in the 2022-2026 Capital Improvement Program document.



# GENERAL OBLIGATION BOND

## GENERAL OBLIGATION BOND FUND

## EXPENDITURE SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
CLASSIFICATION	ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21
Maintenance	95,660	-	-	-	
Professional Services	1,181,868	371,899	3,035,485	2,540,755	-16%
Debt Service	244,692	-	-	-	
Capital	7,195,863	22,558,220	16,292,415	37,459,326	130%
Transfers Out	257,090	282,486	282,486	285,391	1%
<b>DEPARTMENT TOTAL</b>	<b>\$ 8,975,173</b>	<b>\$ 23,212,605</b>	<b>\$ 19,610,386</b>	<b>\$ 40,285,472</b>	<b>105%</b>

## CAPITAL IMPROVEMENT PROJECTS\*

	2019-2020	2020-2021	2020-2021	2021-2022
CAPITAL IMPROVEMENT PROJECTS	ACTUAL	BUDGET	AMENDED	BUDGET
Ridgeview Drive Improvements	-	1,184,000	-	-
Ridgeview Drive Chelsea to US75	-	-	-	2,000,000
Median Improvement	33,245	-	-	-
Traffic Signal at Bethany Bel-Air	150,000	-	-	-
Traffic Signal Upgrades	241,590	357,000	357,000	412,000
Traffic Signal Detection Improvement	148,103	-	-	23,897
Street & Alley Repairs	690,000	145,041	570,000	570,000
Event Center Artwork	210,000	-	-	-
DRN Artwork	-	-	100,000	118,000
Land Acquisition	-	1,592,000	202,260	1,500,000
Allen Drive Landscape	-	200,000	200,000	-
Dam Acquisition	1,500	-	-	-
City Hall Water Proofing	-	-	556,000	-
City Hall Rotunda Roof Repair	35,350	-	-	-
City Hall/ MCPAR Roof Replacement	-	-	1,600,000	-
Council Chamber Remodel	12,056	-	577,000	-
DRN HVAC Replacement	31,687	-	1,600,000	-
Fire Station 3&4 Window Replacement	-	-	90,000	-
Fire Station 5 Parking Lot Repairs	6,753	-	-	-
Multiple Facilities Paint and Repair	-	-	130,000	-
Bethany and Heritage Traffic Signal	182,334	-	-	-
AEC Garage Lighting & Powerwashing	21,870	-	441,000	-
Remodel Fleet Maintenance Space for Traffic Management Center	73,656	-	-	-
Spirit Park Phase II	-	-	500,000	-
Molsen/Environmental Discovery Center	-	200,000	200,000	22,000
Fire Station #6	207,839	586,000	809,352	-
Allen Gateway Project	-	2,046,858	2,820,000	1,946,858
Stephen G. Terrell Recreation Center	2,109,629	15,136,163	6,237,485	32,907,326
Alma Drive Improvements	2,124	810,000	-	-
Alma/ Ridgeview Drive Improvements	-	-	1,503,846	-
Central Fire Renovation	3,856,019	-	-	-
Storm Sirens	378,164	-	-	-

\*The items listed are non-recurring capital expenses based on increased service to the community.

# GENERAL OBLIGATION BOND

## GENERAL OBLIGATION BOND FUND

### PROJECTS - CONTINUED\*

	2019-2020	2020-2021	2020-2021	2021-2022
<u>PROJECTS - CONTINUED</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>
Public Art	-	-	-	400,000
McDermott and Twin Creeks Sign	68,495	-	-	-
Library Phase II Retrofit/ Expansion	-	673,057	833,957	100,000
<b>SUBTOTAL</b>	<b>\$ 8,460,414</b>	<b>\$ 22,930,119</b>	<b>\$ 19,327,900</b>	<b>\$ 40,000,081</b>

\*The items listed are non-recurring capital expenses based on increased service to the community.

### TRANSFERS OUT DETAIL

	2019-2020	2020-2021	2020-2021	2021-2022
<u>TRANSFERS OUT</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>
General Fund	257,090	282,486	282,486	285,391
<b>SUBTOTAL</b>	<b>\$ 257,090</b>	<b>\$ 282,486</b>	<b>\$ 282,486</b>	<b>\$ 285,391</b>

# REVENUE & EXPENDITURE SUMMARY

## GENERAL CAPITAL PROJECTS FUND

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<b>REVENUES</b>					
<u>OPERATING REVENUES</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Charges for Services	217,230	100,000	100,000	100,000	0%
Miscellaneous	108,197	100,000	100,000	100,000	0%
Impact Fees	736,251	555,000	555,000	555,000	0%
Reimbursements	1,563,982	50,000	50,000	50,000	0%
Intergovernmental	474,373	2,638,000	13,506,209	882,000	-93%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 3,100,033</b>	<b>\$ 3,443,000</b>	<b>\$ 14,311,209</b>	<b>\$ 1,687,000</b>	<b>-88%</b>
<u>NON-OPERATING REVENUES</u>					
Interest	997,110	580,000	750,000	800,460	7%
Year End Transfer In	1,761,121	-	-	-	
Operating Transfers In	300,000	300,000	300,000	600,000	100%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 3,058,231</b>	<b>\$ 880,000</b>	<b>\$ 1,050,000</b>	<b>\$ 1,400,460</b>	<b>33%</b>
<b>TOTAL REVENUES</b>	<b>\$ 6,158,264</b>	<b>\$ 4,323,000</b>	<b>\$ 15,361,209</b>	<b>\$ 3,087,460</b>	<b>-80%</b>

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<b>EXPENDITURES</b>					
<u>GENERAL GOVERNMENT</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
General Government	739,891	-	2,500,000	-	-100%
Public Works	1,562,577	10,793,467	11,346,299	5,674,838	-50%
Culture & Recreation	706,292	-	2,679,978	2,522,675	-6%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 3,008,760</b>	<b>\$ 10,793,467</b>	<b>\$ 16,526,277</b>	<b>\$ 8,197,513</b>	<b>-50%</b>
Transfers Out	470,218	-	-	-	
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,478,978</b>	<b>\$ 10,793,467</b>	<b>\$ 16,526,277</b>	<b>\$ 8,197,513</b>	<b>-50%</b>

### FUND BALANCE PROJECTIONS

PROJECTED RESTRICTED FUND BALANCE 10/1	\$ 34,703,970	\$ 33,538,902
TOTAL PROJECTED REVENUES	15,361,209	3,087,460
TOTAL PROJECTED EXPENDITURES	(16,526,277)	(8,197,513)
<b>PROJECTED RESTRICTED FUND BALANCE 9/30</b>	<b>\$ 33,538,902</b>	<b>\$ 28,428,849</b>

#### Restricted for:

CAPITAL IMPROVEMENT PROJECTS	20,316,713	15,206,660
UNPROGRAMMED CIP	13,222,189	13,222,189
	<b>\$ 33,538,902</b>	<b>\$ 28,428,849</b>



# GENERAL CAPITAL PROJECTS

## GENERAL CAPITAL PROJECTS FUND

No Personnel in this Department

The General Capital Projects Fund is used to account for resources used for the acquisition and/or construction of capital facilities by the City, except those financed by proprietary funds and not accounted for by another capital projects fund.

# GENERAL CAPITAL PROJECTS

## GENERAL CAPITAL PROJECTS FUND

## EXPENDITURE SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21
CLASSIFICATION					AMENDED
Operations	2,401	-	5,600	-	-100%
Supplies	103,750	-	5,000	-	-100%
Maintenance	-	-	48,400	-	-100%
Professional Services	1,458,034	1,423,467	1,369,572	4,787,101	250%
Capital	1,444,575	9,370,000	15,097,705	3,410,412	-77%
Transfers Out	470,218	-	-	-	
<b>DEPARTMENT TOTAL</b>	<b>\$ 3,478,978</b>	<b>\$ 10,793,467</b>	<b>\$ 16,526,277</b>	<b>\$ 8,197,513</b>	<b>-50%</b>

## CAPITAL IMPROVEMENT PROJECTS\*

	2019-2020	2020-2021	2020-2021	2021-2022
	ACTUAL	BUDGET	AMENDED	BUDGET
CAPITAL IMPROVEMENT PROJECTS				
TASPP Reimbursement	89,949	-	-	-
AEC Sports Lightings & Audio/ Visual Upgrades	-	-	2,589,431	-
Shears for Vests	300	-	-	-
Pedestrian Improvements	1,708	-	-	-
Eugene McDermott Park Trail	-	-	70,000	70,000
Century & Allen Heights Streetlight Replacement	-	-	75,000	925,000
Bethany Intersection Improvements	37,054	-	-	-
Alma Drive Median Irrigation Improvements	-	-	35,746	-
City Hall Rotunda	-	-	52,301	-
LifePaks	25,689	-	-	-
CBD Street Rehabilitation	-	-	286,227	-
Watters Creek Illumination	36,599	-	-	-
Old Stone Dam	312,961	-	-	-
Steam Locomotive and Caboose	171,257	-	-	-
Cricket Field at Spirit Park	354,453	-	-	-
SGT Park & Recreation Center	-	-	-	2,452,675
Twin Creeks Civic Space	172,628	-	-	-
Watters Branch Community Park	7,955	-	20,547	-
Recruitment Video and Advertising	55,260	-	-	-
ERP Software	272,661	-	-	-
Covert Armor	57,465	-	-	-
Traffic Equipment & Signs	6,448	-	-	-
Northbrook Ct Drainage	2,384	-	-	-
Stacy Rd Phase II - Greenville	8,604	-	-	-
Median Improvement Project	15,931	-	-	-
Allen Dr/US 75 Interchange	3,634	-	-	-

\*The items listed are non-recurring capital expenses based on increased service to the community.

# GENERAL CAPITAL PROJECTS

## GENERAL CAPITAL PROJECTS FUND

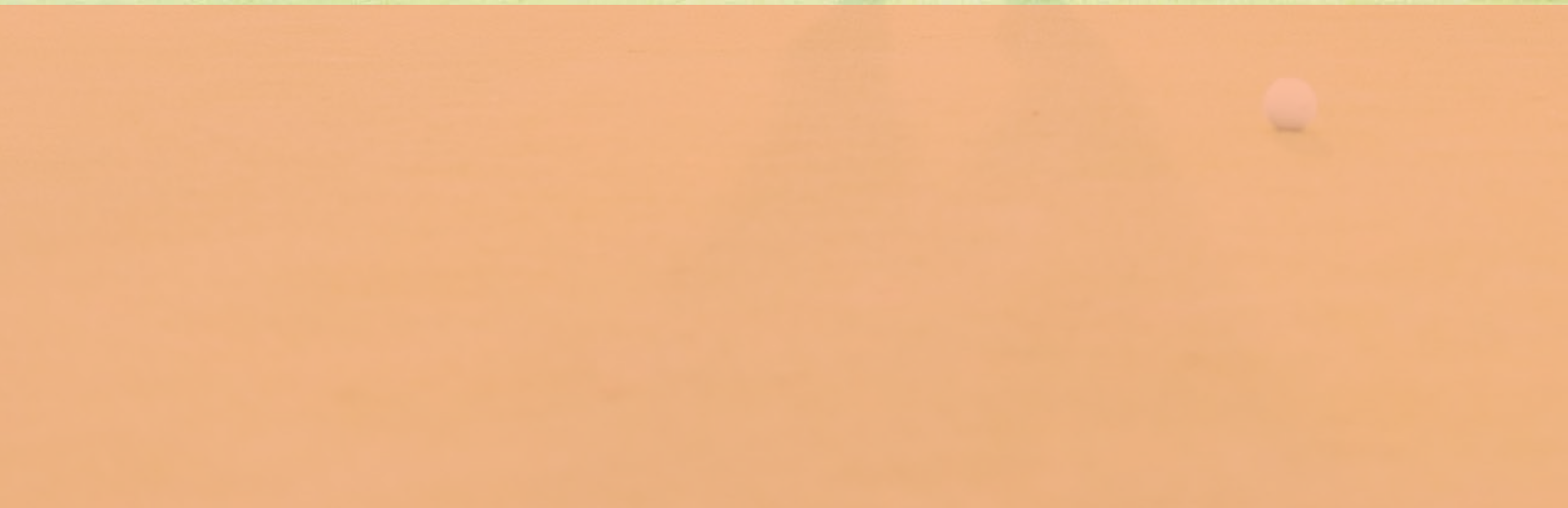
## CAPITAL IMPROVEMENT PROJECTS\*

	2019-2020	2020-2021	2020-2021	2021-2022
<u>CAPITAL IMPROVEMENT PROJECTS</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>
Allenwood Drainage	44,576	-	-	-
McDermott and Twin Creeks Sign	920	-	-	-
Ridgeview Dr - Chelsea to US75	16,875	-	405,983	116,737
Central Fire Renovation	249,731	-	-	-
F250 Super for Fire Department	44,976	-	-	-
F150 Super for Fire Department	32,430	-	-	-
Stop the Bleed Kits	16,684	-	-	-
CAD/RMS	144,479	-	2,500,000	-
Allen Drive Landscape	-	-	57,030	200,000
Allen Gateway Project	285,991	572,433	383,824	1,340,177
Traffic Signal Detection Improvements	23,141	126,075	202,075	-
Streets and Alleys	332,192	724,959	349,113	351,924
AMI/ AMR	-	8,000,000	8,000,000	-
Alma/ Ridgeview Drive Improvements	-	-	-	2,741,000
Alma Drive Improvements	183,825	1,370,000	1,499,000	-
<b>SUBTOTAL</b>	<b>\$ 3,008,760</b>	<b>\$ 10,793,467</b>	<b>\$ 16,526,277</b>	<b>\$ 8,197,513</b>

\*The items listed are non-recurring capital expenses based on increased service to the community.

## TRANSFERS OUT DETAIL

	2019-2020	2020-2021	2020-2021	2021-2022
<u>TRANSFERS OUT</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>
General Fund	411,218	-	-	-
Golf Course Fund	59,000	-	-	-
<b>SUBTOTAL</b>	<b>\$ 470,218</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>







# ENTERPRISE FUNDS

# REVENUE & EXPENSE SUMMARY

## WATER AND SEWER FUND

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<b>REVENUES</b>					
<u>OPERATING REVENUES</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Water Sales	28,879,153	29,672,173	29,672,173	31,424,931	6%
Sewer Charges	19,711,922	21,303,285	21,165,317	22,753,118	8%
Connections	190,634	205,000	125,000	205,000	64%
Service Charges	614,011	626,900	396,900	626,900	58%
Miscellaneous	269,634	360,998	292,411	360,998	23%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 49,665,354</b>	<b>\$ 52,168,356</b>	<b>\$ 51,651,801</b>	<b>\$ 55,370,947</b>	<b>7%</b>
<u>NON-OPERATING REVENUES</u>					
Interest	148,640	100,425	155,495	187,464	21%
Intergovernmental Revenue	5,717	-	-	-	
Operating Transfers In	972,845	1,416,189	1,416,189	1,415,928	0%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 1,127,202</b>	<b>\$ 1,516,614</b>	<b>\$ 1,571,684</b>	<b>\$ 1,603,392</b>	<b>2%</b>
<b>TOTAL REVENUES</b>	<b>\$ 50,792,556</b>	<b>\$ 53,684,970</b>	<b>\$ 53,223,485</b>	<b>\$ 56,974,339</b>	<b>7%</b>
<b>EXPENSES</b>					% CHANGE vs. FY21
<u>GENERAL GOVERNMENT</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Utility Collections	1,246,606	1,353,066	1,353,508	1,554,284	15%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 1,246,606</b>	<b>\$ 1,353,066</b>	<b>\$ 1,353,508</b>	<b>\$ 1,554,284</b>	<b>15%</b>
<u>PUBLIC WORKS</u>					
Water & Sewer Operating Expenses	8,071,175	9,298,580	9,866,311	9,840,028	0%
NTMWD Expenses	28,992,069	31,313,908	30,268,915	31,402,025	4%
Capital Improvement Projects	3,934,422	5,546,279	6,120,000	5,126,000	-16%
Transfers Out	4,090,875	4,098,765	3,280,959	5,096,622	55%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 45,088,541</b>	<b>\$ 50,257,532</b>	<b>\$ 49,536,185</b>	<b>\$ 51,464,675</b>	<b>4%</b>
Debt Service	\$ 1,660,041	\$ 1,881,530	\$ 1,881,530	\$ 2,603,236	38%
<b>TOTAL EXPENSES</b>	<b>\$ 47,995,188</b>	<b>\$ 53,492,128</b>	<b>\$ 52,771,223</b>	<b>\$ 55,622,195</b>	<b>5%</b>

### FUND BALANCE PROJECTIONS

PROJECTED WORKING CAPITAL 10/1	\$ 12,915,872	\$ 13,368,134
TOTAL PROJECTED REVENUES	53,223,485	56,974,339
TOTAL PROJECTED EXPENSES	(52,771,223)	(55,622,195)
<b>PROJECTED WORKING CAPITAL 9/30</b>	<b>\$ 13,368,134</b>	<b>\$ 14,720,278</b>
DAYS OPERATIONAL EXPENSES IN RESERVE	105	106
Fund Balance Required: 90 to 120 days operational expenses		

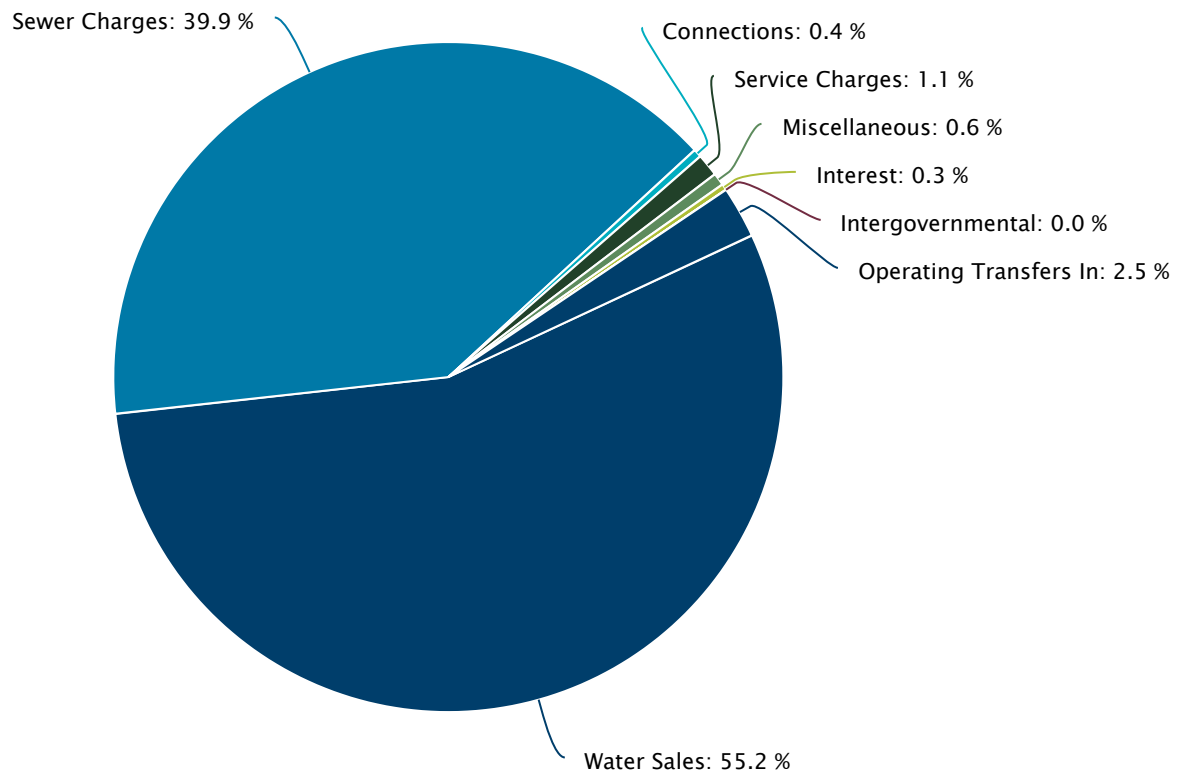


# REVENUE

## WATER AND SEWER FUND

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
<u>OPERATING REVENUES</u>					
Water Sales	28,879,153	29,672,173	29,672,173	31,424,931	6%
Sewer Charges	19,711,922	21,303,285	21,165,317	22,753,118	8%
Penalties	520,365	500,000	350,000	500,000	43%
Connections	190,634	205,000	125,000	205,000	64%
Sewer Clean Outs	1,900	1,900	1,900	1,900	0%
Charges for Services	91,746	125,000	45,000	125,000	178%
Miscellaneous	43,027	10,000	42,411	10,000	-76%
Other Reimbursements	226,607	350,998	250,000	350,998	40%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 49,665,354</b>	<b>\$ 52,168,356</b>	<b>\$ 51,651,801</b>	<b>\$ 55,370,947</b>	<b>7%</b>
<u>NON-OPERATING REVENUES</u>					
Intergovernmental Revenue	5,717	-	-	-	
Interest on Investments	148,640	100,425	155,495	187,464	21%
Operating Transfers In	972,845	1,416,189	1,416,189	1,415,928	0%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 1,127,202</b>	<b>\$ 1,516,614</b>	<b>\$ 1,571,684</b>	<b>\$ 1,603,392</b>	<b>2%</b>
<b>TOTAL REVENUES</b>	<b>\$ 50,792,556</b>	<b>\$ 53,684,970</b>	<b>\$ 53,223,485</b>	<b>\$ 56,974,339</b>	<b>7%</b>

### Water & Sewer Fund Revenues



# EXPENSE BY CLASSIFICATION

## WATER AND SEWER FUND

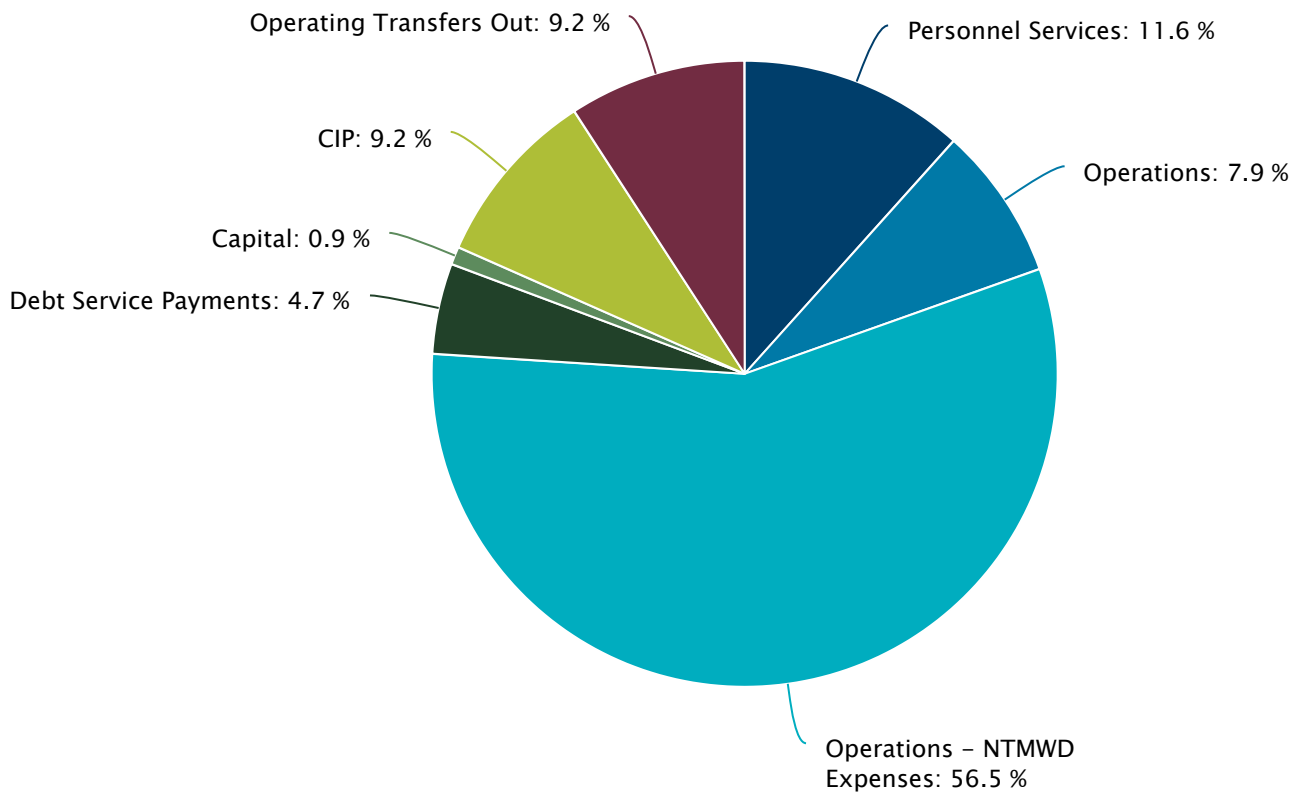
CLASSIFICATION	2019-2020 ACTUAL	% OF ACTUAL	2020-2021 REVISED	% OF REVISED	2021-2022 BUDGET	% OF BUDGET
Personnel Services	\$ 5,718,306	11.9%	\$ 6,084,598	11.5%	\$ 6,478,630	11.6%
Operations	3,461,711	7.2%	4,745,105	9.0%	4,407,959	7.9%
Operations - NTMWD Expenses	28,992,069	60.4%	30,268,915	57.4%	31,402,025	56.5%
Debt Service Payments	1,660,041	3.5%	1,881,530	3.6%	2,603,236	4.7%
Capital	137,764	0.3%	390,116	0.7%	507,723	0.9%
CIP	3,934,422	8.2%	6,120,000	11.6%	5,126,000	9.2%
Operating Transfers Out	4,090,875	8.5%	3,280,959	6.2%	5,096,622	9.2%

**TOTAL \$ 47,995,188**

**\$ 52,771,223**

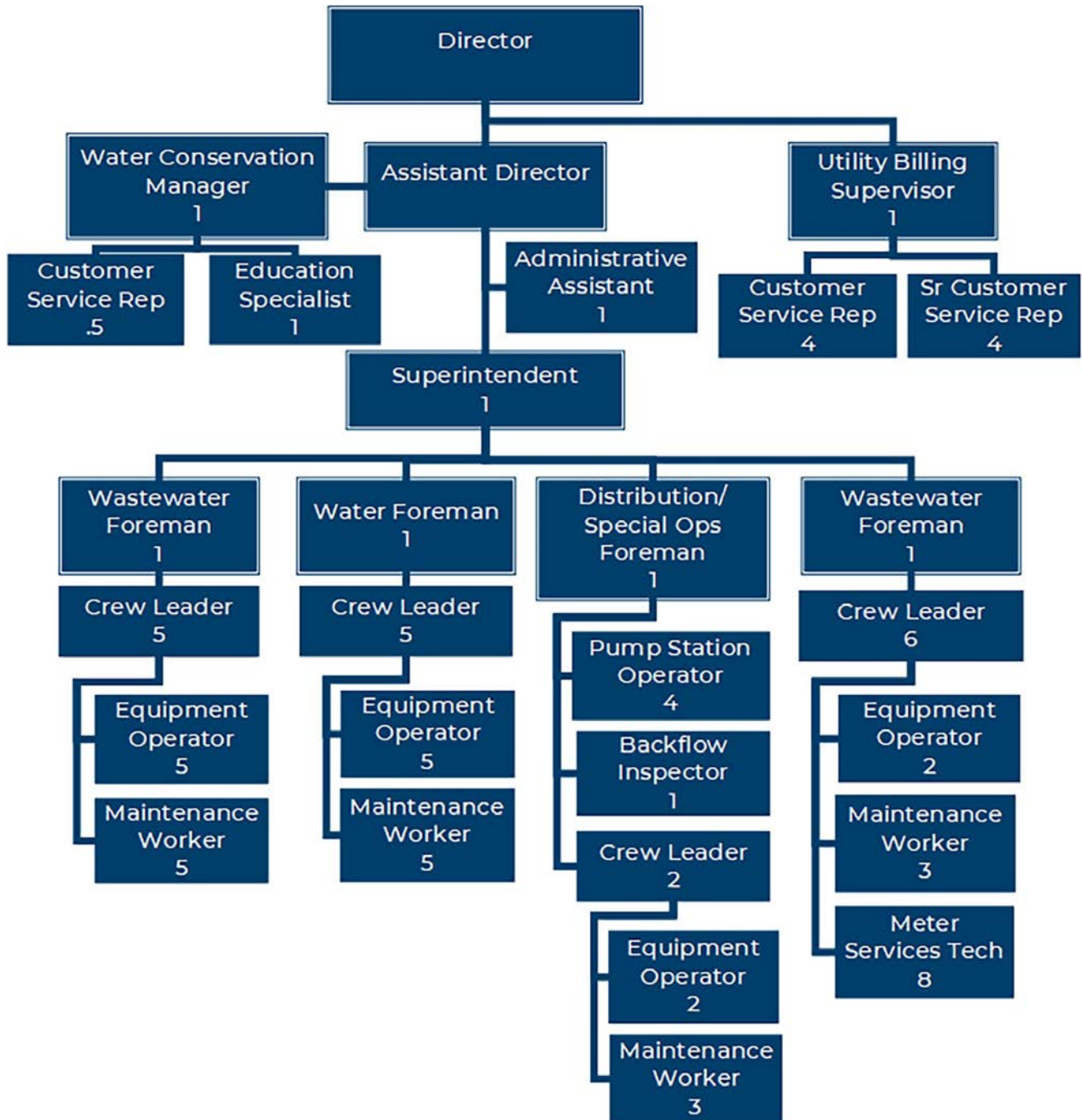
**\$ 55,622,195**

### Water & Sewer Fund Expenses by Classification



# WATER AND SEWER DIVISION

## WATER AND SEWER FUND



# WATER AND SEWER DIVISION

## WATER AND SEWER FUND

The Water and Sewer division is responsible for delivering potable water purchased from the North Texas Municipal Water District (NTMWD) to Allen customers and collecting wastewater from customers and delivering it to NTMWD sewer trunk lines.

### ACCOMPLISHMENTS IN FY2021

#### **Goal 2. Cultivate regional alliances and partnerships with agencies and governmental units that affect Allen**

- Water System was audited by the Texas Commission on Environmental Quality (TCEQ) Compliance Evaluation Investigation for Public Water and Wastewater Systems. No operational violations were noted. Superior Water System classification retained.
- Filed Texas Water Development Board Annual Audit – Water loss reported at 9.19% for Calendar Year 2020. Additional percentage of loss contributed to flushing of the system.
- Continued to proactively address EPA's wastewater system inspection findings and support regional and local Capacity, Management, Operation and Maintenance (CMOM) plans with NTMWD.
- Completed annual update to CMOM manual.
- Continued ongoing sewer system efforts to reduce sewer system inflow and infiltration (I&I).
- Continued the Fat Oil Grease (FOG) inspections with a three person crew to monitor the program.

#### **Goal 7. Proactively work to protect the environment and conserve water resources**

- Continued an effective water leak detection program to reduce water loss for the year.
- Completed the 13th year of the commercial irrigation inspection program and reported results to the Council.
- Continued 11th year of the residential irrigation system inspection program.
- Continued the water conservation Block Leader Program with 22 leaders who adopted 850+ homes.
- Continued the water conservation hotline, monthly newsletters and monthly utility bill messaging.
- Continued the H2O Youth Education Program at Allen ISD, Scouts, Camp Star and various Montessori schools. Due to COVID-19, numbers were significantly lower, however we were able to deliver 58 programs to over 500 children.
- Continued implementation and work order/inspection input into CityWorks asset management software for infrastructure condition rating and work order processing.
- Assisted Engineering with installation of water and sewer replacement in the first phase of Windridge that was completed early 2021 and prepared for phase 2 of Windridge water and sewer rehabilitation project.
- Established EPA mandated risk and resiliency for the water system.
- Contracted with Aqua Backflow to provide online reporting for both commercial irrigation inspections and backflow reporting.

## OBJECTIVES FOR FY2022

### Goal 2. Safe and livable community for all

- Maintain sanitary sewer system to minimize stoppages and back-ups; have no sewer discharges in violation of National Pollutant Discharge Elimination System (NPDES) rules; control and lessen sewer inflow and infiltration (I&I) and address 2015 EPA wastewater inspection corrective actions.
- Monitor and update the City's CMOM program and continue the Fats/Oil/Grease/Smoke (FOGS) crew, field asset management/work order software, continue PACP/MACP/LACP rating of the wastewater system.
- Maintain an acceptable water loss of less than 10%.
- Continue Commercial and Residential Irrigation inspection programs.
- Continue all conservation programs.
- Continue use of CityWorks asset management/work order software.
- Continue to increase the amount of wastewater lines to be camera inspected.
- In coordination with the Engineering Department, begin water and sewer rehabilitation of Windridge subdivision phase 2.

# WATER AND SEWER DIVISION

## WATER AND SEWER FUND

## EXPENSE SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>CLASSIFICATION</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Personnel Services	5,172,631	5,804,201	5,559,983	5,828,239	5%
Operations	30,583,733	33,108,686	32,778,811	33,253,595	1%
Supplies	360,416	531,533	531,597	529,080	0%
Maintenance	629,857	562,320	657,687	574,320	-13%
Professional Services	178,843	217,032	217,032	549,096	153%
Capital	137,764	388,716	390,116	507,723	30%
Transfers Out	8,025,297	9,645,044	9,400,959	10,222,622	9%
<b>DEPARTMENT TOTAL</b>	<b>\$ 45,088,541</b>	<b>\$ 50,257,532</b>	<b>\$ 49,536,185</b>	<b>\$ 51,464,675</b>	<b>4%</b>

## PERSONNEL SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	CHANGE
<u>FULL TIME</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	
Civil Engineer*	1	1	1	1	0
Superintendent	1	1	1	1	0
Water Conservation Manager	1	1	1	1	0
Foreman	4	4	4	4	0
GIS Analyst	0	0	1	1	0
Education Specialist	1	1	1	1	0
Engineering Coordinator*	1	1	1	1	0
Construction Inspector *	1	1	1	1	0
Backflow Inspector	1	1	1	1	0
Code Compliance Officer**	0.5	0.5	0.5	0.5	0
Crew Leader	18	18	18	18	0
Pump Station Operator	4	4	4	4	0
Equipment Operator	14	14	14	14	0
GIS Technician***	1	1	0	0	0
Senior Customer Service Representative	0	0	1	1	0
Meter Services Technician	8	8	8	8	0
Administrative Assistant	1	1	1	1	0
Maintenance Worker	15	15	14	14	0
<b>TOTAL FULL TIME</b>	<b>72.5</b>	<b>72.5</b>	<b>72.5</b>	<b>72.5</b>	<b>0</b>
<u>PART TIME</u>					
Customer Service Representative	0.5	0.5	0.5	0.5	0
<b>TOTAL PART-TIME</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0</b>
<b>TOTAL FULL-TIME-EQUIVALENT</b>	<b>73</b>	<b>73</b>	<b>73</b>	<b>73</b>	<b>0</b>

\* These positions are under the supervision of the Engineering Dept.

\*\*This position is split between Water & Sewer and Solid Waste and is under the supervision of the Community Enhancement Dept.

\*\*\*This position is under supervision of the Information Technology Department.



# WATER AND SEWER DIVISION

## WATER AND SEWER FUND

## EXPENSE DETAIL

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21
					AMENDED
<b>PERSONNEL SERVICES</b>					
Salaries	3,178,543	3,705,539	3,469,595	3,640,709	5%
Longevity	29,032	30,516	30,024	31,720	6%
Overtime	173,823	245,000	245,000	245,000	0%
FICA	241,958	278,788	267,480	280,749	5%
TMRS	606,944	565,452	548,026	588,460	7%
Worker's Compensation	107,374	89,369	85,403	83,447	-2%
Health Insurance	763,637	816,744	834,699	876,860	5%
Health Savings Account	15,651	13,160	18,026	15,456	-14%
Dental Insurance	44,366	47,778	47,938	51,506	7%
Long-term Disability	3,855	4,239	4,214	4,564	8%
Life Insurance	2,365	2,648	2,612	2,829	8%
Flexible Spending	1,387	1,368	1,537	1,539	0%
Car Allowance	3,696	3,600	5,429	5,400	-1%
<b>SUBTOTAL</b>	<b>\$ 5,172,631</b>	<b>\$ 5,804,201</b>	<b>\$ 5,559,983</b>	<b>\$ 5,828,239</b>	<b>5%</b>
<b>OPERATIONS</b>					
Phone/ Data Connectivity	6,609	9,420	9,420	9,420	0%
Fuel	74,272	122,329	122,329	142,651	17%
Water	16,648	21,398	21,398	21,398	0%
Natural Gas	4,372	5,520	5,520	5,520	0%
Electricity	437,351	600,000	1,305,188	530,000	-59%
Copier	3,073	3,600	3,600	3,600	0%
Technology Maintenance	160,045	85,850	85,850	122,850	43%
Rolling Stock Replacement	528,899	512,180	522,732	512,180	-2%
Training & Travel	23,343	35,125	35,125	35,125	0%
Dues & Subscriptions	108,301	113,780	113,780	148,780	31%
Uniforms	47,530	47,717	47,717	51,750	8%
Postage & Freight	568	10,000	9,000	9,000	0%
Rentals	-	-	378	-	-100%
Outside Printing	7,044	15,000	15,000	15,000	0%
Insurance	94,853	92,109	92,109	123,546	34%
Notices Required by Law	144	-	-	-	
NTMWD-Upper E. Fork	4,418,355	5,483,143	4,766,883	5,230,995	10%
NTMWD-Regional Treatment	6,566,533	7,748,633	7,453,632	8,119,102	9%
NTMWD-Water	17,934,152	17,973,512	17,973,512	17,972,660	0%
NTMWD-Pretreatment	73,029	108,620	74,888	79,268	6%
Conservation Rebates	78,612	120,750	120,750	120,750	0%
<b>SUBTOTAL</b>	<b>\$ 30,583,733</b>	<b>\$ 33,108,686</b>	<b>\$ 32,778,811</b>	<b>\$ 33,253,595</b>	<b>1%</b>
<b>SUPPLIES</b>					
General Supplies	28,390	12,720	12,720	12,720	0%
Small Tools & Minor Equipment	49,742	29,813	29,877	27,360	-8%
Water Meters	257,264	460,000	460,000	460,000	0%
Medical & Chemical Supply	25,020	29,000	29,000	29,000	0%
<b>SUBTOTAL</b>	<b>\$ 360,416</b>	<b>\$ 531,533</b>	<b>\$ 531,597</b>	<b>\$ 529,080</b>	<b>0%</b>

# WATER AND SEWER DIVISION

## WATER AND SEWER FUND

## EXPENSE DETAIL - CONTINUED

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21
<u>MAINTENANCE</u>					<u>AMENDED</u>
Facility Maintenance	71,101	47,900	48,219	47,900	-1%
Vehicle Maintenance	92,278	82,500	82,500	82,500	0%
Equipment Maintenance	80,279	45,000	45,000	57,000	27%
Infrastructure Maintenance	113,318	120,000	189,448	120,000	-37%
Meter Maintenance	27,845	28,000	28,000	28,000	0%
Water System Maintenance	125,058	119,460	119,460	119,460	0%
Sewer System Maintenance	119,978	119,460	145,060	119,460	-18%
<b>SUBTOTAL</b>	<b>\$ 629,857</b>	<b>\$ 562,320</b>	<b>\$ 657,687</b>	<b>\$ 574,320</b>	<b>-13%</b>
<u>PROFESSIONAL SERVICES</u>					
Contractual Services	76,286	103,343	103,343	385,407	273%
Professional Services	46,948	55,000	55,000	105,000	91%
Contract Mowing	28,920	32,000	32,000	32,000	0%
Post-Employment Funding Expense	26,689	26,689	26,689	26,689	0%
<b>SUBTOTAL</b>	<b>\$ 178,843</b>	<b>\$ 217,032</b>	<b>\$ 217,032</b>	<b>\$ 549,096</b>	<b>153%</b>
<u>CAPITAL</u>					
Machinery & Equipment	109,359	388,716	390,116	507,723	30%
Vehicles	28,405	-	-	-	
<b>SUBTOTAL</b>	<b>\$ 137,764</b>	<b>\$ 388,716</b>	<b>\$ 390,116</b>	<b>\$ 507,723</b>	<b>30%</b>
<u>OTHER FINANCE USES</u>					
Operating Transfer Out	4,090,875	4,098,765	4,075,959	5,096,622	25%
Capital Projects Transfer Out	3,934,422	5,546,279	5,325,000	5,126,000	-4%
<b>SUBTOTAL</b>	<b>\$ 8,025,297</b>	<b>\$ 9,645,044</b>	<b>\$ 9,400,959</b>	<b>\$ 10,222,622</b>	<b>9%</b>
<b>DEPARTMENT TOTALS</b>	<b>\$ 45,088,541</b>	<b>\$ 50,257,532</b>	<b>\$ 49,536,185</b>	<b>\$ 51,464,675</b>	<b>4%</b>

## CAPITAL EXPENSE LIST\*

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21
<u>MACHINERY &amp; EQUIPMENT</u>					<u>AMENDED</u>
Jet Trailer	65,284	-	-	-	
Enclosed Trailer	6,713	-	-	-	
FH 950 Meter/ Velocity with 20' Cable	6,656	-	-	-	
Camera, Upgrade and Retrofit Camera Van	30,706	-	-	-	
Camera Van	-	366,485	366,485	-	-100%
Hach FL Flow Meter	-	14,614	14,614	-	-100%
Raush USA Mainline Patch Equipment	-	7,617	7,617	-	-100%
Bracket Assembly for Cues Camera	-	-	1,400	-	-100%
Replacement Enclosed Trailer	-	-	-	8,751	
Excavator Trailer	-	-	-	9,852	
Lateral Line Re-instater Tool	-	-	-	10,371	

\*The items listed are non-recurring capital expenses based on increased service to the community.

# WATER AND SEWER DIVISION

## WATER AND SEWER FUND

## CAPITAL EXPENSE LIST - CONTINUED\*

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>MACHINERY &amp; EQUIPMENT - CONTINUED</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Portable Mainline Camera System	-	-	-	48,482	
New 6" Portable Water Pump	-	-	-	37,524	
Hach FL902 Logger and Flodar	-	-	-	15,980	
Shoring Equipment	-	-	-	33,839	
Mars Meter Test Bench	-	-	-	270,000	
Replacement Excavator	-	-	-	72,924	
<b>SUBTOTAL</b>	<b>\$ 109,359</b>	<b>\$ 388,716</b>	<b>\$ 390,116</b>	<b>\$ 507,723</b>	<b>30%</b>

VEHICLES

Ford F150	28,405	-	-	-	
<b>SUBTOTAL</b>	<b>\$ 28,405</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

\*The items listed are non-recurring capital expenses based on increased service to the community.

## TRANSFERS OUT DETAIL

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>OPERATING TRANSFERS OUT</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
General Fund	4,023,567	4,040,284	4,040,284	5,057,282	25%
Replacement Fund	16,141	-	-	-	
Risk Fund-Administrative costs	51,167	58,481	35,675	39,340	10%
<b>SUBTOTAL</b>	<b>\$ 4,090,875</b>	<b>\$ 4,098,765</b>	<b>\$ 4,075,959</b>	<b>\$ 5,096,622</b>	<b>25%</b>
<u>CAPITAL PROJECTS TRANSFERS OUT</u>					
Sewer Lift Station Maintenance	75,000	75,000	-	75,000	
Pump Station Maintenance	125,000	125,000	-	125,000	
Unprogrammed CIP	3,139,422	3,276,279	1,500,000	1,500,000	0%
CBD Rehabilitation	595,000	595,000	-	595,000	
Water Tank Exterior Repainting	-	1,475,000	-	-	
Pay-as-you-go Contribution	-	-	3,825,000	2,831,000	-26%
<b>SUBTOTAL</b>	<b>\$ 3,934,422</b>	<b>\$ 5,546,279</b>	<b>\$ 5,325,000</b>	<b>\$ 5,126,000</b>	<b>-4%</b>

# UTILITY BILLING & COLLECTIONS

## WATER AND SEWER FUND

The Utility Billing and Collections (UB) division is responsible for billing and processing payments from City utilities that include water, sewer, drainage, solid waste, household hazardous waste (HHW), and recycling services. With extensive customer contact, this division places a strong emphasis on customer service.

### ACCOMPLISHMENTS IN FY2021

#### Goal 5. Maintain operational excellence in City government services

- UB Supervisor was instrumental in providing research and data for our 2021 Water/Sewer Rate Study.
- Worked directly with the Water Conservation division to provide residents information on conservation with their monthly water bill.
- Managed customer billing reviews for high water bills. Made account adjustments in accordance with department policy.

#### Strategy - Utilize technology for optimum performance and customer service

- Continued to expand the number of online banking customers using electronic check deposits. This allowed us to receive customer payments via the internet and deposit them electronically without credit card fees.
- Online payments and mail payments are processed via a lockbox, this process has reduced the time between processing and posting the payments to the customers' account.
- Service orders are sent electronically to Cityworks for our meter techs to complete. This expedites the time of the service order completion. Cost savings of paper and printing.
- Provided "new-comer packets" via email; replaced the packets that were being mailed to the customer. Cost savings of printing and postage.
- Saved daily reports on the department drive instead of printing, savings of time and paper.
- Continued to promote the 20% senior citizen discount for residential solid waste fees.
- Offered options for the customer to pay their bills by utilizing the City's new Customer Service Portal.
- Managed the website with safeguards to protect customer information per the recent State Legislation that further restricts public access to customer information.
- Worked directly with the Public & Media Relations Office to update our site on the COA website.

#### Strategy - Ensure excellent Fiscal management to maintain public trust

- Underwent annual financial audit without any audit deficiencies noted.
- Maintained fiscal responsibility with the UB division budget.
- Worked directly with PAMRO to provide residents information concerning their monthly water bill and rate increases.
- Completed customer service training for Utility Billing Customer Service Representatives.
- Informed the citizens of important information utilizing the "bill stuffer" program and space allocation in the utility bill as an avenue of communication with our citizens.
- Provided a high level of service to each customer with a courteous, efficient, and professional manner.

## OBJECTIVES FOR FY2022

### **Goal 4. High-performing City team providing resident-focused services**

#### **Objective – Develop and maintain proactive City communications policies, strategies, and tools to inform the community**

- Continue working with water conservation to provide residents information on conservation topics on their monthly City Utility Bill.
- Manage the utility bill “stuffer” program and space allocation to provide all City Departments access to this communications avenue with citizens.
- Consistently and equitably manage account adjustments for high water use; treating each review request individually.
- Continue to learn the new Tyler Munis Utility Billing Software reporting options for the department and Finance.
- Utility Billing Supervisor will update operating procedures as necessary to fit the new system.
- Continue to encourage online and bank drafting payment options to reduce lost revenues from credit card fees.
- Continue to educate citizens about the online credit card bill pay and bank drafting program to increase citizen acceptance and participation.

# UTILITY BILLING & COLLECTIONS

## WATER AND SEWER FUND

## EXPENSE SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21
CLASSIFICATION					AMENDED
Personnel Services	545,675	525,173	524,615	650,391	24%
Operations	46,176	91,713	92,713	129,713	40%
Supplies	3,926	4,345	4,345	7,345	69%
Professional Services	650,829	731,835	731,835	766,835	5%
<b>DEPARTMENT TOTAL</b>	<b>\$ 1,246,606</b>	<b>\$ 1,353,066</b>	<b>\$ 1,353,508</b>	<b>\$ 1,554,284</b>	<b>15%</b>

## PERSONNEL SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	
	ACTUAL	BUDGET	AMENDED	BUDGET	CHANGE
FULL TIME					
Utility Billing Supervisor	1	1	1	1	0
Sr. Customer Service Representative	2	2	2	2	0
Customer Service Representative	4	4	4	6	2
<b>TOTAL FULL TIME</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>9</b>	<b>2</b>
<b>TOTAL FULL-TIME-EQUIVALENT</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>9</b>	<b>2</b>

## EXPENSE DETAIL

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21
PERSONNEL SERVICES					AMENDED
Salaries	370,085	343,725	342,480	422,508	23%
Longevity	2,248	2,396	2,396	2,752	15%
Overtime	7,001	6,500	11,001	10,000	-9%
FICA	26,953	24,568	25,293	30,810	22%
TMRS	51,349	50,040	52,034	65,295	25%
Worker's Compensation	1,091	661	748	731	-2%
Health Insurance	78,558	88,193	83,842	109,775	31%
Health Savings	2,382	2,418	360	460	28%
Dental Insurance	5,315	5,919	5,699	7,161	26%
Long-term Disability	394	428	433	521	20%
Life Insurance	242	268	271	321	18%
Flexible Spending	57	57	58	57	-2%
<b>SUBTOTAL</b>	<b>\$ 545,675</b>	<b>\$ 525,173</b>	<b>\$ 524,615</b>	<b>\$ 650,391</b>	<b>24%</b>
OPERATIONS					
Technology Maintenance	11,500	33,000	33,000	68,500	108%
Travel & Training	3,589	10,812	10,812	11,812	9%
Dues & Subscriptions	647	510	510	1,010	98%
Postage & Freight	1,949	1,000	2,000	2,000	0%
Outside Printing	7,762	10,800	10,800	10,800	0%
Service Cost	20,729	35,591	35,591	35,591	0%
<b>SUBTOTAL</b>	<b>\$ 46,176</b>	<b>\$ 91,713</b>	<b>\$ 92,713</b>	<b>\$ 129,713</b>	<b>40%</b>



# UTILITY BILLING & COLLECTIONS

## WATER AND SEWER FUND

## EXPENSE DETAIL - CONTINUED

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	vs. FY21
<u>SUPPLIES</u>					<u>AMENDED</u>
General Supplies	3,926	4,345	4,345	7,345	69%
<b>SUBTOTAL</b>	<b>\$ 3,926</b>	<b>\$ 4,345</b>	<b>\$ 4,345</b>	<b>\$ 7,345</b>	<b>69%</b>
<u>PROFESSIONAL SERVICES</u>					
Contractual Services	251,222	261,525	261,525	296,525	13%
Credit Card Costs	399,607	470,310	470,310	470,310	0%
<b>SUBTOTAL</b>	<b>\$ 650,829</b>	<b>\$ 731,835</b>	<b>\$ 731,835</b>	<b>\$ 766,835</b>	<b>5%</b>
<b>DEPARTMENT TOTALS</b>	<b>\$ 1,246,606</b>	<b>\$ 1,353,066</b>	<b>\$ 1,353,508</b>	<b>\$ 1,554,284</b>	<b>15%</b>

# WATER AND SEWER: DEBT SERVICE

## WATER AND SEWER FUND

## EXPENSE SUMMARY

CLASSIFICATION	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21 AMENDED
Debt Service	1,660,041	1,881,530	1,881,530	2,603,236	38%
<b>DEPARTMENT TOTAL</b>	<b>\$ 1,660,041</b>	<b>\$ 1,881,530</b>	<b>\$ 1,881,530</b>	<b>\$ 2,603,236</b>	<b>38%</b>

## EXPENSE DETAIL

DEBT SERVICE	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21 AMENDED
Principal	965,000	1,170,000	1,170,000	1,555,000	33%
Interest Expense	579,440	704,030	704,030	1,040,736	48%
Miscellaneous Debt Expense	3,500	7,500	7,500	7,500	0%
Debt Issuance Cost	112,101	-	-	-	
<b>SUBTOTAL</b>	<b>\$ 1,660,041</b>	<b>\$ 1,881,530</b>	<b>\$ 1,881,530</b>	<b>\$ 2,603,236</b>	<b>38%</b>

## DEBT SCHEDULE

Fiscal Year	Principal	Interest*	Total Debt Service
<b>WATER &amp; SEWER REVENUE BONDS</b>			
2022	1,555,000	1,040,735	2,595,735
2023	1,575,000	1,019,366	2,594,366
2024	1,645,000	970,308	2,615,308
2025	1,420,000	929,700	2,349,700
2026	1,200,000	892,950	2,092,950
2027	1,230,000	862,950	2,092,950
2028	1,260,000	823,900	2,083,900
2029	1,305,000	780,200	2,085,200
2030	1,370,000	716,750	2,086,750
2031	1,440,000	650,100	2,090,100
2032	1,505,000	585,100	2,090,100
2033	1,565,000	522,450	2,087,450
2034	1,625,000	457,300	2,082,300
2035	1,695,000	389,600	2,084,600
2036	1,770,000	319,000	2,089,000
2037	1,835,000	251,450	2,086,450
2038	1,905,000	181,300	2,086,300
2039	1,285,000	108,400	1,393,400
2040	1,055,000	60,300	1,115,300
2041	715,000	21,450	736,450
<b>TOTAL</b>	<b>\$ 28,955,000</b>	<b>\$ 11,583,309</b>	<b>\$ 40,538,309</b>

\*Interest is not adjusted for accruals

# WATER AND SEWER: DEBT SERVICE

## WATER AND SEWER FUND

### DEBT SERVICE REQUIREMENT

Bond Series	Date of Issue	Amount Issued	Interest Rate	Maturity Date	Balance as of 10/1/2021	Required Principal 2021-2022	Required Interest* 2021-2022	Total Required 2021-2022
WATER & SEWER REVENUE BONDS:								
2013	10/15/13	3,370,000	2%-3%	06/01/25	1,375,000	360,000	41,250	401,250
2014	05/01/14	1,280,000	2.09%	06/01/24	355,000	115,000	7,420	122,420
2018	08/15/18	9,330,000	3.36%	06/01/38	8,340,000	350,000	334,300	684,300
2019	06/10/19	3,845,000	2%-4%	06/01/39	3,535,000	150,000	122,200	272,200
2020	06/29/20	5,120,000	3%-4%	09/30/40	4,675,000	175,000	203,600	378,600
2021	06/01/21	10,675,000	2%-5%%	08/02/05	10,675,000	405,000	331,965	736,965
<b>TOTAL</b>		<b>\$17,825,000</b>				<b>\$1,555,000</b>	<b>\$1,040,735</b>	<b>\$2,595,735</b>

\*Required interest is not adjusted for accruals

### BOND RATINGS

The ratings on the City's Water & Sewer Revenue Debt were reaffirmed at AAA by Standard and Poor's in June 2021.

# REVENUE & EXPENSE SUMMARY

## SOLID WASTE FUND

<b>REVENUES</b>	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>OPERATING REVENUES</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Garbage Fees	5,395,138	5,462,461	5,462,461	5,559,733	2%
Commercial Garbage Fees	1,334,547	1,333,200	1,333,200	1,345,320	1%
Household Hazardous Waste	196,452	199,446	199,446	201,760	1%
Recycling Revenues	91,663	80,836	80,836	88,369	9%
Composting Revenue	99,031	85,000	85,000	100,000	18%
Miscellaneous	40,145	36,500	36,500	36,500	0%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 7,156,976</b>	<b>\$ 7,197,443</b>	<b>\$ 7,197,443</b>	<b>\$ 7,331,682</b>	<b>2%</b>
<u>NON-OPERATING REVENUES</u>					
Intergovernmental	7	-	-	-	
Interest	64,723	48,360	54,623	57,980	6%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 64,723</b>	<b>\$ 48,360</b>	<b>\$ 54,623</b>	<b>\$ 57,980</b>	<b>6%</b>
<b>TOTAL REVENUES</b>	<b>\$ 7,221,706</b>	<b>\$ 7,245,803</b>	<b>\$ 7,252,066</b>	<b>\$ 7,389,662</b>	<b>2%</b>

<b>EXPENSES</b>	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>PUBLIC WORKS</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Solid Waste	1,150,928	1,279,316	1,240,029	1,568,159	26%
Solid Waste Services (NTMWD)	2,683,847	2,882,231	2,791,801	2,829,720	1%
Contractual Services (CWD)	2,637,067	3,000,000	2,750,000	2,850,000	4%
Capital Improvement Projects	300,000	300,000	300,000	600,000	100%
Transfers Out	275,922	288,411	385,987	295,119	-24%
<b>TOTAL EXPENSES</b>	<b>\$ 7,047,764</b>	<b>\$ 7,749,958</b>	<b>\$ 7,467,817</b>	<b>\$ 8,142,998</b>	<b>9%</b>

### FUND BALANCE PROJECTIONS

PROJECTED WORKING CAPITAL 10/1	\$ 4,149,509	\$ 3,933,758
TOTAL PROJECTED REVENUES	7,252,066	7,389,662
TOTAL PROJECTED EXPENSES	(7,467,817)	(8,142,998)
<b>PROJECTED WORKING CAPITAL 9/30</b>	<b>\$ 3,933,758</b>	<b>\$ 3,180,422</b>
DAYS OPERATIONAL EXPENSES IN RESERVE	200	154
Fund Balance Required: 90 to 120 days operational expenses		

# SOLID WASTE

## SOLID WASTE FUND



# SOLID WASTE

## SOLID WASTE FUND

The Solid Waste Fund represents the financial activity related to solid waste collection and disposal, including recycling services and management of household hazardous waste (HHW). Seventy-nine percent of revenues are used to fund contracts with the North Texas Municipal Water District (NTMWD), the City's franchised waste disposal vendor (Community Waste Disposal), and the City's litter collection contract for parks, greenbelts, and along US75. The fund also supports employees who manage solid waste customer service; educate citizens and youth through environmental programs; run HHW education and collection programs for HHW and the Chemical Reuse Center in coordination with the Plano Reuse Center; and provides support staff to Keep Allen Beautiful.

### ACCOMPLISHMENTS IN FY2021

#### **Goal 2. Cultivate regional alliances and partnerships with agencies and governmental units that affect Allen**

- Collaborated with the Parks Department to promote environmental education through Parks youth camp programs.
- Continued recycling at the City's large parks and the Allen Event Center; coordinated the annual Trees for Allen community beautification program.
- Continued to provide HHW services to residents through partnership with the City of Plano. HHW payments to Plano: \$67,780.
- Continued the Community Waste Disposal (CWD) contract for solid waste collection and recycling services: \$3,000,000; and with NTMWD for transfer station and landfill activities: \$2,712,231.
- Participated in NCTCOG workshops, completed requested surveys. Began participation in the NCTCOG regional recycling survey and educational program.
- Created regional partnerships to provide environmental and natural resource education at Allen ISD, the AISD STEAM Center, private schools, civic groups, homeschools, Scouts and the general public. Continued to partner with Allen ISD schools to create or expand outdoor education through pollinator and vegetable gardens. Expanded the "Adopt-A-Roadway/Waterway/Spot" program to focus on litter and water resources.
- Met education-related standards for mandated Texas Pollutant Discharge Elimination System (TPDES) program at special events & through public education.

#### **Goal 3. Signify, enhance and communicate Allen's identity to the region and the nation**

- Continued to fund the litter collection contract managed by Parks & Recreation: \$243,000.
- Assisted the Keep Allen Beautiful Board (KAB) in the successful execution of key events: Allen Recycles Day, National Planting Day and the Educator Expo. Covid-19 required cancellation of Earthfest and The Great American Cleanup.
- Prepared competitive nominations through professional organizations, which resulted in 9 winning applications.
- Received top awards from Keep America Beautiful, STAR North Texas, STAR and North Texas Corporate Recycling Association (NTCRA), and a Texas PTA Lifetime Achievement Award.
- KAB provided \$500 in legacy scholarships through Allen Foundation for Schools. Additionally, KAB awarded 16 Waste Works Awards jointly with CWD to support AISD environmental education in schools.



**Goal 5. Maintain operational excellence in City government services****Strategy - Ensure excellent fiscal management to maintain public trust**

- Brought Allen youth forward for Council recognition through the Recycled Art Contest. Arbor Day poster contest was conducted virtually, with a virtual award ceremony.
- Continued to meet the public expectation of quality environmental services; HHW, waste, and recycling.

## OBJECTIVES FOR FY2022

**Goal 1. Financially sound and transparent City government**

- Use grant funds & enterprise fund money to promote effective environmental management programs.
- Continue to provide HHW services to residents through partnership with the City of Plano. HHW payments to Plano: \$67,780.
- Continue to provide effective environmental programs and education that impacts the region through cooperative sharing of programs, promotions and educational materials.

**Goal 2. Safe and livable community for all**

- Continue funding the City litter collection contract managed by Parks and Recreation Department: \$243,000.
- Assist the Keep Allen Beautiful Board (KAB) to organize for the successful execution of key events: Allen Recycles Day, Great American Cleanup, National Planting Day, Earth Day and the Educator Expo.
- Prepare competitive nominations for awards and City/public recognition to environmental groups such as Keep America/Keep Texas Beautiful, STAR North Texas, STAR, North Texas Corporate Recycling Association (NTCRA), and the Texas Solid Waste Association of North America (TxSWANA).

**Goal 4. High-performing City team providing resident-focused services**

- Assist the KAB Board in their efforts to support youth education, youth projects and youth recognition through the KAB/Mardy & Lisa Brown Memorial Scholarship, Waste Works Awards, and organizing a number of youth-focused environmental competitions designed to allow for City Council recognition of deserving school-aged citizens.
- Continue to meet the public expectation of quality environmental services: HHW, waste, recycling and composting.

# SOLID WASTE

## SOLID WASTE FUND

## EXPENSE SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>CLASSIFICATION</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Personnel Services	766,689	758,724	756,266	765,766	1%
Operations	2,607,772	2,826,583	2,736,908	2,767,912	1%
Supplies	22,788	43,866	44,282	43,080	-3%
Maintenance	3,650	6,800	6,800	6,800	0%
Professional Services	3,070,943	3,525,574	3,237,574	3,664,321	13%
Transfers Out	575,922	588,411	685,987	895,119	30%
<b>DEPARTMENT TOTAL</b>	<b>\$ 7,047,764</b>	<b>\$ 7,749,958</b>	<b>\$ 7,467,817</b>	<b>\$ 8,142,998</b>	<b>9%</b>

## PERSONNEL SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	CHANGE
<u>FULL TIME</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	
Waste Services Manager	1	1	1	1	0
Education Specialist	2	2	2	2	0
Commercial Waste Services Specialist	1	1	1	1	0
Code Compliance Officer*	0.5	0.5	0.5	0.5	0
Crew Leader	0	0	0	1	1
Customer Service Representative	1	1	1	1	0
HHW Maintenance Worker	3	3	3	2	-1
<b>TOTAL FULL TIME</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>	<b>0</b>
<b>TOTAL FULL-TIME-EQUIVALENT</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>	<b>0</b>

\*This position is split between Water & Sewer and Solid Waste and is under the supervision of the Community Enhancement

## EXPENSE DETAIL

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>PERSONNEL SERVICES</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Salaries	513,508	518,669	514,117	525,707	2%
Longevity	5,594	5,736	5,736	6,120	7%
Overtime	6,690	9,500	9,500	9,500	0%
FICA	37,748	38,133	37,620	39,044	4%
TMRS	90,073	75,766	77,404	81,206	5%
Worker's Compensation	14,248	9,139	10,060	9,670	-4%
Health Insurance	90,484	93,195	93,208	85,877	-8%
Health Savings	495	510	511	510	0%
Dental Insurance	6,610	6,795	6,794	6,795	0%
Long-term Disability	606	629	650	661	2%
Life Insurance	348	367	379	391	3%
Flexible Spending	285	285	287	285	-1%
<b>SUBTOTAL</b>	<b>\$ 766,689</b>	<b>\$ 758,724</b>	<b>\$ 756,266</b>	<b>\$ 765,766</b>	<b>1%</b>
<u>OPERATIONS</u>					
Phone/ Data Connectivity	1,101	1,130	1,130	1,130	0%
Fuel	4,988	8,580	8,580	10,017	17%
Technology Maintenance	1,198	1,200	1,200	1,200	0%
Travel & Training	3,326	14,521	14,521	17,585	21%
Dues & Subscriptions	1,161	1,201	1,201	1,299	8%
Uniforms	1,128	2,000	2,000	2,000	0%
Postage & Freight	528	8,000	8,000	8,000	0%

# SOLID WASTE

## SOLID WASTE FUND

## EXPENSE DETAIL - CONTINUED

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21
					AMENDED
<u>OPERATIONS - CONTINUED</u>					
Rentals	-	-	755	-	-100%
Outside Printing	14,919	17,000	17,000	17,000	0%
Insurance	5,832	9,994	9,994	14,235	42%
Solid Waste Services	2,522,865	2,712,231	2,621,801	2,644,720	1%
Vehicle & Equipment Replacement	50,726	50,726	50,726	50,726	0%
<b>SUBTOTAL</b>	<b>\$ 2,607,772</b>	<b>\$ 2,826,583</b>	<b>\$ 2,736,908</b>	<b>\$ 2,767,912</b>	<b>1%</b>
<u>SUPPLIES</u>					
General Supplies	22,263	42,330	43,532	42,330	-3%
Tools/ Small Equipment	525	1,536	750	750	0%
<b>SUBTOTAL</b>	<b>\$ 22,788</b>	<b>\$ 43,866</b>	<b>\$ 44,282</b>	<b>\$ 43,080</b>	<b>-3%</b>
<u>MAINTENANCE</u>					
Vehicle Maintenance	3,634	6,800	6,800	6,800	0%
Equipment Maintenance	16	-	-	-	
<b>SUBTOTAL</b>	<b>\$ 3,650</b>	<b>\$ 6,800</b>	<b>\$ 6,800</b>	<b>\$ 6,800</b>	<b>0%</b>
<u>PROFESSIONAL SERVICES</u>					
Contractual Services	2,984,228	3,430,000	3,142,000	3,562,000	13%
Recycling	24,330	25,224	25,224	31,244	24%
Household Hazardous Waste	59,815	67,780	67,780	68,507	1%
OPEB Trust	2,570	2,570	2,570	2,570	0%
<b>SUBTOTAL</b>	<b>\$ 3,070,943</b>	<b>\$ 3,525,574</b>	<b>\$ 3,237,574</b>	<b>\$ 3,664,321</b>	<b>13%</b>
<u>OTHER FINANCING USES</u>					
Operating Transfer Out	275,922	288,411	385,987	295,119	-24%
Capital Projects Transfer Out	300,000	300,000	300,000	600,000	100%
<b>SUBTOTAL</b>	<b>\$ 575,922</b>	<b>\$ 588,411</b>	<b>\$ 685,987</b>	<b>\$ 895,119</b>	<b>30%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 7,047,764</b>	<b>\$ 7,749,958</b>	<b>\$ 7,467,817</b>	<b>\$ 8,142,998</b>	<b>9%</b>

## TRANSFERS OUT DETAIL

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21
					AMENDED
<u>OPERATING TRANSFERS OUT</u>					
Risk Management Admin Costs	5,115	6,214	3,790	4,180	10%
General Fund	216,915	227,269	227,269	236,068	4%
Water & Sewer Fund	49,712	51,072	51,072	50,811	-1%
General Fund PC Lease	1,726	1,726	1,726	1,726	0%
Service Center Cost Allocation	2,098	2,130	2,130	2,334	10%
Street Repairs		-	100,000	-	-100%
<b>SUBTOTAL</b>	<b>\$ 275,922</b>	<b>\$ 288,411</b>	<b>\$ 385,987</b>	<b>\$ 295,119</b>	<b>-24%</b>
<u>CAPITAL PROJECTS TRANSFERS OUT</u>					
Alley Repairs	300,000	300,000	300,000	600,000	100%
<b>SUBTOTAL</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 600,000</b>	<b>100%</b>

# REVENUE & EXPENSE SUMMARY

## DRAINAGE FUND

<b>REVENUES</b>	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>OPERATING REVENUES</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Inspection Fees	57,971	70,000	60,000	70,000	17%
Drainage Fees	1,754,799	1,792,200	1,792,200	1,851,269	3%
<b>TOTAL OPERATING REVENUES</b>	<b>1,812,770</b>	<b>1,862,200</b>	<b>1,852,200</b>	<b>1,921,269</b>	<b>4%</b>

<u>NON-OPERATING REVENUES</u>					
Interest	27,937	21,134	16,975	18,734	10%
Contributions	350,000	-	-	-	
Sale of Assets	-	-	2,174	-	-100%
Other Reimbursements	16,806	5,000	5,000	5,000	0%
Intergovernmental	264	-	-	-	
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 394,743</b>	<b>\$ 26,134</b>	<b>\$ 24,149</b>	<b>\$ 23,734</b>	<b>-2%</b>

<b>TOTAL REVENUES</b>	<b>\$ 2,207,777</b>	<b>\$ 1,888,334</b>	<b>\$ 1,876,349</b>	<b>\$ 1,945,003</b>	<b>4%</b>
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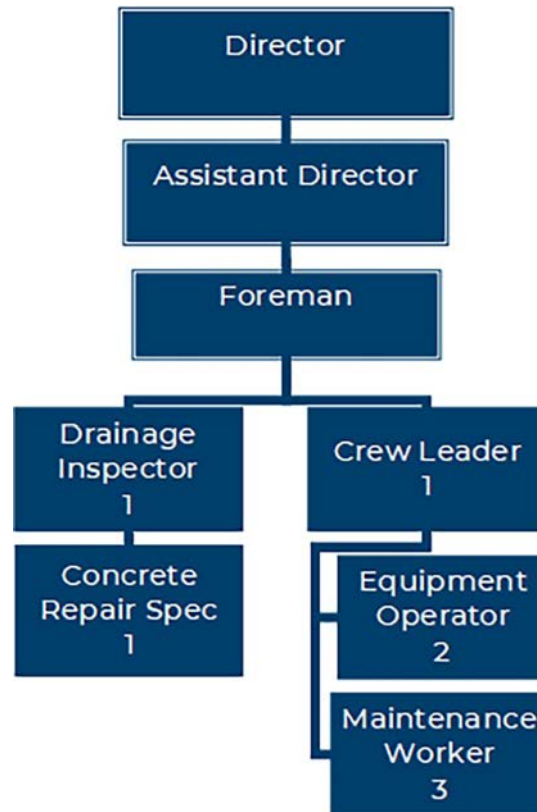
<b>EXPENSES</b>	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>PUBLIC WORKS</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Drainage Operating Expenses	1,520,014	1,652,778	1,581,254	1,690,533	7%
Capital Expenses	759,839	-	-	95,100	
Transfers Out	397,221	416,542	413,691	425,047	3%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 2,677,074</b>	<b>\$ 2,069,320</b>	<b>\$ 1,994,945</b>	<b>\$ 2,210,680</b>	<b>11%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 2,677,074</b>	<b>\$ 2,069,320</b>	<b>\$ 1,994,945</b>	<b>\$ 2,210,680</b>	<b>11%</b>

### FUND BALANCE PROJECTIONS

PROJECTED WORKING CAPITAL 10/1	\$ 908,964	\$ 790,368
TOTAL PROJECTED REVENUES	1,876,349	1,945,003
TOTAL PROJECTED EXPENSES	(1,994,945)	(2,210,680)
<b>PROJECTED WORKING CAPITAL 9/30</b>	<b>\$ 790,368</b>	<b>\$ 524,691</b>
DAYS OPERATIONAL EXPENSES IN RESERVE	145	91
Fund Balance Required: 90 to 120 days operational expenses		

# DRAINAGE

## DRAINAGE FUND



# DRAINAGE

## DRAINAGE FUND

The drainage division maintains drainage inlets, storm sewers, open drainage channels and ditches to assure they remain free of vegetation and hazardous waste. Sedimentation must be controlled, and channels should carry water runoff flow as designed.

### ACCOMPLISHMENTS IN FY2021

#### Goal 1. Continue to Enhance Community Livability and Safety

- No homes and no businesses were flooded during heavy rain events.
- Maintained street sweeping frequency of twice monthly on arterial and thoroughfares and once monthly on collectors; added new roads to the sweeping plan based on funds made available by a lower cost street sweeping contract; part of Texas Pollutant Discharge Elimination System (TPDES) permit requirements.
- Maintained drainage ways with the Gradall and Mini Excavator.
- Implemented 14th year tasks in the City's TPDES permit.
- Continued the 12th year of Drainage Technician; Inspecting and verifying outfall structures and dry weather inspections utilizing GIS data collector and CityWorks asset management system as required in the City's TPDES Permit.
- Worked with Engineering to continue to meet TPDES permit requirements.
- Utilized Concrete mixer truck for delivery of concrete to Drainage, Streets, Water & Sewer, and Parks.
- Provided funding for the City's Mosquito control and testing program.

### OBJECTIVES FOR FY2022

#### Goal 2. Safe and livable community for all

- Inspect and clear all storm sewer inlets after major storm events.
- Implement 15th year tasks in the City's TPDES permit.
- Continue installation of curb inlet markers in support of the storm drain marking program.
- Maintain drainage structures or channels to prevent flooding.
- Continue to ensure the drainage system is clear of debris: Drainage Maintenance: \$218,680; Contract mowing of greenbelts: \$125,450; Contract street sweeping: \$170,000.
- Continue funding for Phase II NPDES professional services contract: \$21,000.
- Continue funding of costs of NPDES Stormwater Management Best Practices Manual from COG: \$9,000 and share of COG Stormwater Management Program: \$7,000.
- Continue to rapidly respond to citizen's calls and concerns related to drainage and stormwater.
- Continue financial support of Environmental Health's response to mosquito related issues (primarily West Nile Virus and Zika virus).



# DRAINAGE

## DRAINAGE FUND

## EXPENSE SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>CLASSIFICATION</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Personnel Services	781,228	790,954	719,430	764,769	6%
Operations	217,166	239,781	239,781	249,221	4%
Supplies	55,122	46,100	46,100	50,100	9%
Maintenance	221,553	198,430	198,430	248,930	25%
Professional Services	244,945	377,513	377,513	377,513	0%
Capital	759,839	-	-	95,100	
Transfers Out	397,221	416,542	413,691	425,047	3%
<b>DEPARTMENT TOTAL</b>	<b>\$ 2,677,074</b>	<b>\$ 2,069,320</b>	<b>\$ 1,994,945</b>	<b>\$ 2,210,680</b>	<b>11%</b>

## PERSONNEL SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	CHANGE
<u>FULL TIME</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	
Stormwater Program Manager*	1	1	1	1	0
Construction Inspector *	1	1	1	1	0
Drainage Inspector	1	1	1	1	0
Crew Leader	1	1	1	1	0
Equipment Operator	2	2	2	2	0
Concrete Repair Specialist	0	0	0	1	1
Maintenance Worker	4	4	4	3	-1
<b>TOTAL FULL TIME</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>0</b>
<b>TOTAL FULL-TIME-EQUIVALENT</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>0</b>

\* These positions are under the supervision of Engineering.

## EXPENSE DETAIL

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>PERSONNEL SERVICES</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Salaries	471,522	512,867	461,545	486,448	5%
Longevity	5,084	4,100	2,476	2,692	9%
Overtime	44,343	22,500	30,000	30,000	0%
FICA	38,267	39,378	36,145	37,789	5%
TMRS	87,347	76,556	72,180	77,876	8%
Worker's Compensation	29,657	18,581	18,263	16,658	-9%
Health Insurance	96,157	107,121	89,684	103,507	15%
Health Savings	2,329	2,656	2,556	2,596	2%
Dental Insurance	5,535	6,136	5,596	6,136	10%
Long-Term Disability	540	581	554	619	12%
Life Insurance	333	364	345	391	13%
Flexible Spending	114	114	86	57	-34%
<b>SUBTOTAL</b>	<b>\$ 781,228</b>	<b>\$ 790,954</b>	<b>\$ 719,430</b>	<b>\$ 764,769</b>	<b>6%</b>
<u>OPERATIONS</u>					
Phone/ Data Connectivity	550	570	570	570	0%
Fuel	12,338	19,929	19,929	26,088	31%
Technology Maintenance	11,162	14,550	14,550	14,550	0%
Travel & Training	2,295	2,500	2,500	2,500	0%

# DRAINAGE

## DRAINAGE FUND

## EXPENSE DETAIL - CONTINUED

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
	ACTUAL	BUDGET	AMENDED	BUDGET	AMENDED
<u>OPERATIONS - CONTINUED</u>					
Uniforms	3,459	7,400	7,400	7,400	0%
Postage & Freight	170	1,000	1,000	1,000	0%
Outside Printing	1,600	3,000	3,000	3,000	0%
Insurance	11,403	16,287	16,287	19,568	20%
Notices Required by Law	144	500	500	500	0%
Vehicle & Equipment Replacement	174,045	174,045	174,045	174,045	0%
<b>SUBTOTAL</b>	<b>\$ 217,166</b>	<b>\$ 239,781</b>	<b>\$ 239,781</b>	<b>\$ 249,221</b>	<b>4%</b>
<u>SUPPLIES</u>					
General Supplies	19,850	11,000	11,000	11,000	0%
Tool/Small Equipment	34,740	25,100	25,100	29,100	16%
Medical & Chemical Supply	532	10,000	10,000	10,000	0%
<b>SUBTOTAL</b>	<b>\$ 55,122</b>	<b>\$ 46,100</b>	<b>\$ 46,100</b>	<b>\$ 50,100</b>	<b>9%</b>
<u>MAINTENANCE</u>					
Vehicle Maintenance	17,585	12,500	12,500	13,000	4%
Equipment Maintenance	12,586	17,250	17,250	17,250	0%
Infrastructure Maintenance	191,382	168,680	168,680	218,680	30%
<b>SUBTOTAL</b>	<b>\$ 221,553</b>	<b>\$ 198,430</b>	<b>\$ 198,430</b>	<b>\$ 248,930</b>	<b>25%</b>
<u>PROFESSIONAL SERVICES</u>					
Contractual Services	145,926	214,400	214,400	214,400	0%
Professional Services	1,354	34,500	34,500	34,500	0%
Contract Mowing	94,502	125,450	125,450	125,450	0%
Post-Employment Funding Expense	3,163	3,163	3,163	3,163	0%
<b>SUBTOTAL</b>	<b>\$ 244,945</b>	<b>\$ 377,513</b>	<b>\$ 377,513</b>	<b>\$ 377,513</b>	<b>0%</b>
<u>CAPITAL</u>					
Construction In Progress	734,414	-	-	-	-
Machinery & Equipment	25,425	-	-	95,100	-
<b>SUBTOTAL</b>	<b>\$ 759,839</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 95,100</b>	<b>-</b>
<u>TRANSFERS OUT</u>					
Operating Transfer Out	397,221	416,542	413,691	425,047	3%
<b>SUBTOTAL</b>	<b>\$ 397,221</b>	<b>\$ 416,542</b>	<b>\$ 413,691</b>	<b>\$ 425,047</b>	<b>3%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 2,677,074</b>	<b>\$ 2,069,320</b>	<b>\$ 1,994,945</b>	<b>\$ 2,210,680</b>	<b>11%</b>

## CAPITAL EXPENSE LIST\*

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
	ACTUAL	BUDGET	AMENDED	BUDGET	AMENDED
<u>CONSTRUCTION IN PROGRESS</u>					
Culvert Infrastructure	734,414	-	-	-	-
<b>SUBTOTAL</b>	<b>\$ 734,414</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<u>MACHINERY &amp; EQUIPMENT</u>					
Gator	25,425	-	-	-	-
14 Yard Sander	-	-	-	16,000	-
Arrow Board	-	-	-	6,100	-
Electronic Message Boards	-	-	-	23,000	-
Mower Trailer for Scag Mowers	-	-	-	17,000	-
Skag Mower	-	-	-	20,000	-
Snow Plow	-	-	-	13,000	-
<b>SUBTOTAL</b>	<b>\$ 25,425</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 95,100</b>	<b>-</b>

\*The items listed are non-recurring capital expenses based on increased service to the community.

# DRAINAGE

## DRAINAGE FUND

### TRANSFERS OUT DETAIL

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>OPERATING TRANSFERS OUT</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Risk Management Admin Costs	6,017	7,310	4,459	4,917	10%
General Fund Admin Support	382,131	400,475	400,475	410,731	3%
Service Center Cost Allocation	6,624	6,727	6,727	7,369	10%
General Fund PC Lease	2,030	2,030	2,030	2,030	0%
<b>SUBTOTAL</b>	<b>\$ 397,221</b>	<b>\$ 416,542</b>	<b>\$ 413,691</b>	<b>\$ 425,047</b>	<b>3%</b>

# REVENUE & EXPENSE SUMMARY

## GOLF COURSE FUND

<b>REVENUES</b>	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>OPERATING REVENUES</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Greens Fees	2,419,376	2,459,450	2,749,530	2,774,480	1%
Concession Sales	347,834	427,180	427,180	430,807	1%
Retail Store	125,089	140,650	140,950	141,644	0%
Lesson Fees	300,238	382,000	382,000	435,000	14%
Facility Rentals	36,629	39,000	54,800	64,000	17%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 3,229,166</b>	<b>\$ 3,448,280</b>	<b>\$ 3,754,460</b>	<b>\$ 3,845,931</b>	<b>2%</b>

<u>NON-OPERATING REVENUES</u>					
Reimbursements and Contributions	(634)	275	275	-	-100%
Intergovernmental	707	-	-	-	
Operating Transfer In	302,152	177,314	177,314	-	-100%
Pension Funding Transfer	50,000	50,000	50,000	-	-100%
Facility Improvement Transfer In	59,000	-	-	-	
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 411,225</b>	<b>\$ 227,589</b>	<b>\$ 227,589</b>	<b>\$ 0</b>	<b>-100%</b>

<b>TOTAL REVENUES</b>	<b>\$ 3,640,391</b>	<b>\$ 3,675,869</b>	<b>\$ 3,982,049</b>	<b>\$ 3,845,931</b>	<b>-3%</b>
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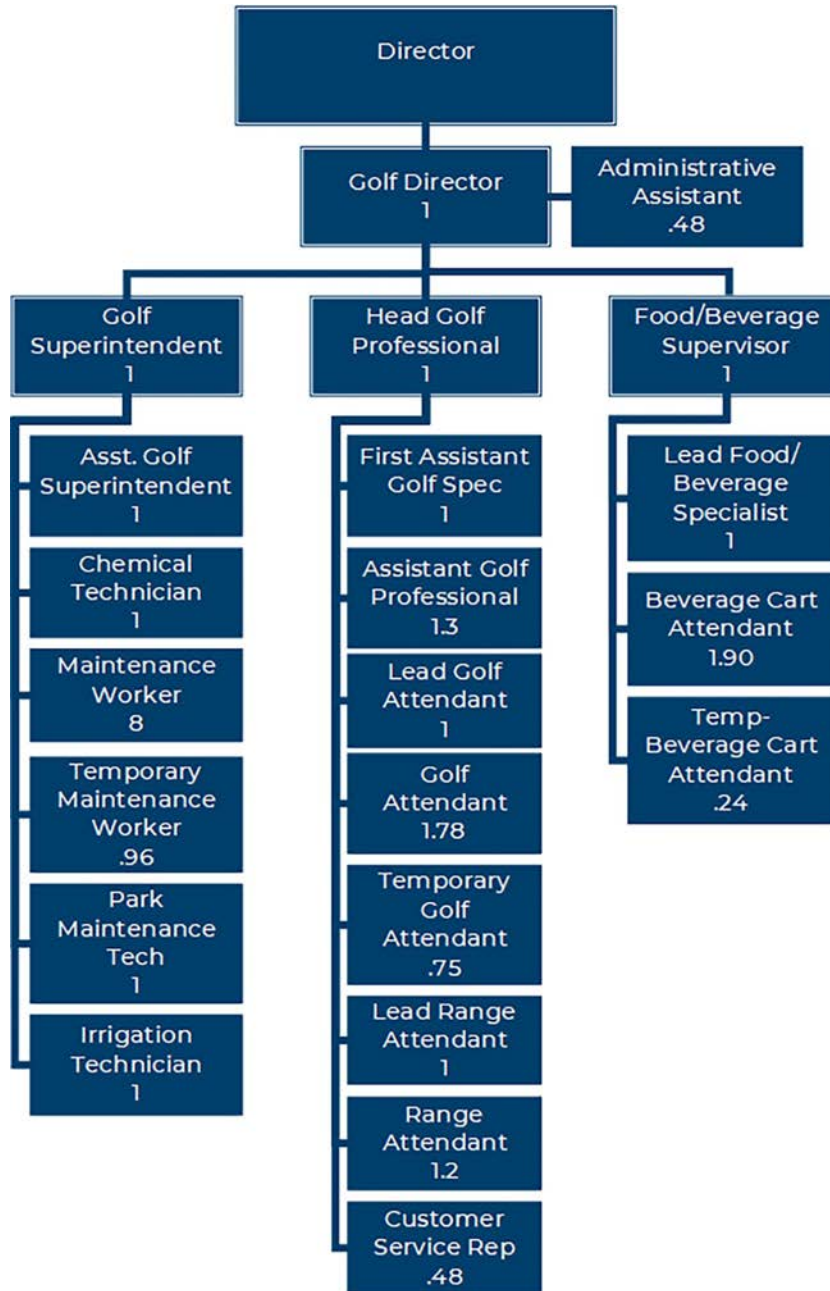
	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
					vs. FY21
<b>EXPENSES</b>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Personnel Services	1,707,970	1,900,994	1,765,276	1,850,404	5%
Operations	1,337,515	1,676,990	1,785,964	1,635,527	-8%
Depreciation	162,430	167,823	160,000	160,000	0%
<b>TOTAL EXPENSES</b>	<b>\$ 3,207,915</b>	<b>\$ 3,745,807</b>	<b>\$ 3,711,240</b>	<b>\$ 3,645,931</b>	<b>-2%</b>

### FUND BALANCE PROJECTIONS

PROJECTED WORKING CAPITAL 10/1	\$ 747,975	\$ 1,018,784
TOTAL PROJECTED REVENUES	3,982,049	3,845,931
TOTAL PROJECTED EXPENSES	(3,711,240)	(3,645,931)
<b>PROJECTED WORKING CAPITAL 9/30</b>	<b>\$ 1,018,784</b>	<b>\$ 1,218,784</b>

# GOLF COURSE

## GOLF COURSE FUND



# GOLF COURSE

## GOLF COURSE FUND

The Golf Course Fund was established to support the daily operations of the golf course in providing recreational opportunities for the Citizens of Allen and the surrounding region. The course closed in October 2011 to begin a year-long renovation to improve playability, as well as course and homeowner safety. Newly rebranded as The Courses at Watters Creek, the facility re-opened in January 2013 with a redesigned 18-hole course and driving range. The Players 9-hole course and the Futures 6-hole course opened for play in September 2013. The re-named Grill 33 received a minor remodel to enhance guests' experiences.

### ACCOMPLISHMENTS IN FY2021

#### **Goal 2. Cultivate regional alliances and partnerships with agencies and governmental units that affect Allen**

##### **Strategy - Create recreational partnerships**

- Engaged local, regional and state golf associations to attract high level professional and amateur golf events:
  - Hosted the Texas Golf Association (TGA) State Winter Amateur Series
  - Hosted the regional Drive, Chip and Putt competition with winners advancing to the national competition at Augusta National.
  - Hosted numerous other Northern Texas Professional Golf Association (PGA) junior tournaments and PGA junior camps.
  - Hosted the Independent School District (ISD) Golf Championship tournaments for Plano ISD and Frisco ISD.
- Participated in the “Women’s Golf Day” initiative which included a clinic, fun golf event and a social gathering for all participants.
- Utilized the PGA of America’s “Golf 2.0” plan to create instructional opportunities for all customer segments. A Junior League golf team was formed and competed locally against other league teams.
- Continued Sponsor Partnerships with Credit Union of Texas and the Walker Group.

#### **Goal 3. Signify, enhance, and communicate Allen’s identity to the region and the nation**

- Increased database and outreach to women, families and juniors.
- Recognized by the Golf Channel as a host facility to the National Drive, Chip and Putt Competition.
- Continued partnership with the Plane Truth and Individual instructors to enhance instructional programs.
- Continued The Courses at Watters Creek (TCWC) with prominent golf instructors including a Top 100 Golf Instructor (as designated by Golf Digest) and a Track Man Master Professionals (one of only 65 in the world).
- Participated in the PGA “Play Golf America” initiatives to grow the game.
- Continued the Get Golf Ready instructional series on Tuesday and Thursday nights.
- Recognized as the “Best Practice Facility” in the DFW market by Avid Golfer Magazine.
- Hosted the “Texas Cup” golf tournament with the University of Texas at Dallas (UTD) being the host school that attracted colleges and universities from across the country.
- Continued the “Performance Plus” program to include member incentives, clinics, and socials to provide a welcoming environment for families, juniors, and adults.



**Goal 5. Maintain operational excellence in City government services****Strategy - Utilize technology for optimum performance and customer service**

- Implemented a food & beverage app to allow golfers to order from their mobile phone.
- Upgraded the tournament software program which provides live scoring to participants and calculates tournament results which can be viewed on mobile devices.

**OBJECTIVES FOR FY2022****Goal 2. Safe and livable community for all****Objective - Provide recreation and library programming responsive to the needs of the diverse Allen community**

- Continue discussions with outside groups to attract high level professional and amateur golf events.
- Continue to utilize the PGA of America's "Golf 2.0" plan to create instructional opportunities for all customers.
- Serve as host facility to Allen, Lovejoy, Plano Sr., and Frisco Liberty High Schools as well as the University of Texas at Dallas to assist in promoting junior golf.

**Goal 3. Vibrant community with lively destinations and successful commercial centers**

- Continue to expand database and outreach efforts to women, families, and juniors.
- Work closely with the PAMRO to promote TCWC as a quality tournament and daily play destination.
- Work in conjunction with the PGA to promote TCWC as a learning destination with outstanding practice facilities.
- Continue discussions with the Northern Texas PGA (NTPGA) and TGA to host high profile amateur and professional tournaments.
- Strive to improve environmental performance and gain regional and national exposure as a member of the Audubon Cooperative Sanctuary Program created and administered by Audubon International.

**Goal 4. High-performing City team providing resident-focused services**

- Continue to emphasize staff training in Golf Operations, Course Maintenance, and Food & Beverage Services to ensure product and operational excellence.

**Objective - Develop effective and usable performance metrics for evaluating the service performance and the value to the Allen community**

- Continue to integrate the Cityworks asset management system into TCWC operations to better manage, track and report facility and course maintenance.
- Assess course technology used in the management of course maintenance, golf services and food and beverage operations. Seeking opportunities to streamline and better connect the overall operations.

# GOLF COURSE

## GOLF COURSE FUND

## EXPENSE SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>CLASSIFICATION</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Personnel Services	1,707,970	1,900,994	1,765,276	1,850,404	5%
Operations	409,820	520,949	525,543	527,869	0%
Supplies	203,080	191,916	202,991	186,991	-8%
Maintenance	107,416	96,391	213,291	95,941	-55%
Professional Services	567,845	867,734	844,139	824,726	-2%
Capital	49,354	-	-	-	
Depreciation	162,430	167,823	160,000	160,000	0%
<b>DEPARTMENT TOTAL</b>	<b>\$ 3,207,915</b>	<b>\$ 3,745,807</b>	<b>\$ 3,711,240</b>	<b>\$ 3,645,931</b>	<b>-2%</b>

## PERSONNEL SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	
<u>FULL TIME</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>CHANGE</u>
Golf Director	0	0	0	1	1
Golf Services Manager	1	1	1	0	-1
Golf Superintendent	1	1	1	1	0
Food & Beverage Supervisor	1	1	1	1	0
Head Golf Pro	1	1	1	1	0
Golf Assistant Superintendent	1	1	1	1	0
Chemical Technician	1	1	1	1	0
First Assistant Golf Specialist	0	0	1	1	0
Irrigation Technician	1	1	1	1	0
Equipment Manager	0	0	0	1	1
Parks Maintenance Technician	1	1	1	0	-1
Assistant Golf Professional	0	0	0	2	2
Golf Specialist	3	3	1	0	-1
Lead Range Golf Attendant	0	0	1	0	-1
Maintenance Worker	8	8	8	8	0
Lead Food & Beverage Specialist	2	2	1	1	0
Lead Golf Attendant	0	1	1	1	0
Golf Attendant	1	0	0	0	0
<b>TOTAL FULL TIME</b>	<b>22</b>	<b>22</b>	<b>21</b>	<b>21</b>	<b>0</b>
<u>PART TIME</u>					
Customer Service Representative	0.5	0.5	0.5	0.5	0
Assistant Golf Professional	0	0	0	0.3	0.3
Golf Specialist	0	0	0.3	0	-0.3
Administrative Assistant	0.5	0.5	0.5	0.5	0
Range Attendant	1.5	1.5	1.2	1.2	0
Golf Attendant	1.78	1.78	1.78	1.78	0
Food & Beverage Specialist	0.9	0.9	1.9	0	-1.9
Beverage Cart Attendant	0	0	0	1.9	1.9
Maintenance Worker	3.01	3.01	3.01	3.01	0
<b>TOTAL PART TIME</b>	<b>8.19</b>	<b>8.19</b>	<b>9.19</b>	<b>9.19</b>	<b>0</b>
<u>TEMPORARY</u>					
Maintenance Worker	0.96	0.96	0.96	0.96	0
Golf Attendant	0.75	0.75	0.75	0.75	0

# GOLF COURSE

## GOLF COURSE FUND

## PERSONNEL SUMMARY - CONTINUED

TEMPORARY - CONTINUED	2019-2020 ACTUAL	2020-2021 BUDGET	2020-2021 AMENDED	2021-2022 BUDGET	CHANGE
Food & Beverage Specialist	0.24	0.24	0.24	0	-0.24
Beverage Cart Attendant	0	0	0	0.24	0.24
<b>TOTAL TEMPORARY</b>	<b>1.95</b>	<b>1.95</b>	<b>1.95</b>	<b>1.95</b>	<b>0</b>
<b>TOTAL FULL-TIME-EQUIVALENT</b>	<b>32.14</b>	<b>32.14</b>	<b>32.14</b>	<b>32.14</b>	<b>0</b>

## EXPENSE DETAIL

	2019-2020 ACTUAL	2020-2021 BUDGET	2020-2021 AMENDED	2021-2022 BUDGET	% CHANGE vs. FY21 AMENDED
<b>PERSONNEL SERVICES</b>					
Salaries	1,104,730	1,268,477	1,178,886	1,224,457	4%
Longevity	9,737	9,832	9,936	11,032	11%
Overtime	29,869	46,500	46,500	47,891	3%
FICA	86,708	97,189	92,302	98,488	7%
TMRS	192,022	188,010	175,186	200,018	14%
Worker's Compensation	30,819	23,217	21,887	23,771	9%
Health Insurance	235,122	247,125	221,232	225,457	2%
Health Savings	2,100	2,818	3,204	2,258	-30%
Dental Insurance	14,911	15,777	14,139	14,900	5%
Long-term Disability	1,221	1,274	1,243	1,318	6%
Life Insurance	731	775	761	814	7%
<b>SUBTOTAL</b>	<b>\$ 1,707,970</b>	<b>\$ 1,900,994</b>	<b>\$ 1,765,276</b>	<b>\$ 1,850,404</b>	<b>5%</b>
<b>OPERATIONS</b>					
Phone/ Data Connectivity	3,291	3,530	3,530	3,530	0%
Fuel	9,852	21,810	19,810	21,810	10%
Water	83,038	114,000	112,000	114,000	2%
Electricity	95,701	100,000	100,000	100,000	0%
Service Costs	4,985	-	6,600	6,600	0%
Copier Lease	3,073	3,600	3,600	3,600	0%
Technology Maintenance	1,860	1,860	1,860	1,860	0%
Travel & Training	1,981	5,610	1,190	4,450	274%
Dues & Subscriptions	8,337	12,649	16,469	13,269	-19%
Uniforms	9,167	12,456	15,300	11,300	-26%
Postage & Freight	163	80	80	80	0%
Rentals	210	-	-	-	0%
Outside Printing	372	1,000	750	750	0%
Liquor State Tax Expense	11,014	12,429	12,429	12,577	1%
Purchases - Concessions	67,538	87,005	87,005	87,744	1%
Purchases - Liquor	42,656	55,650	55,650	56,312	1%
Purchases - Retail	66,436	84,270	84,270	84,987	1%
Marketing Expenses	146	5,000	5,000	5,000	0%
<b>SUBTOTAL</b>	<b>\$ 409,820</b>	<b>\$ 520,949</b>	<b>\$ 525,543</b>	<b>\$ 527,869</b>	<b>0%</b>
<b>SUPPLIES</b>					
General Supplies	177,044	162,785	182,410	163,410	-10%
Small Tools & Minor Equipment	26,036	29,131	20,581	23,581	15%
<b>SUBTOTAL</b>	<b>\$ 203,080</b>	<b>\$ 191,916</b>	<b>\$ 202,991</b>	<b>\$ 186,991</b>	<b>-8%</b>

# GOLF COURSE

## GOLF COURSE FUND

## EXPENSE DETAIL - CONTINUED

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21
<u>MAINTENANCE</u>					<u>AMENDED</u>
Building Maintenance	61,590	60,900	78,500	60,900	-22%
Equipment Maintenance	45,826	35,491	134,791	35,041	-74%
<b>SUBTOTAL</b>	<b>\$ 107,416</b>	<b>\$ 96,391</b>	<b>\$ 213,291</b>	<b>\$ 95,941</b>	<b>-55%</b>
<u>PROFESSIONAL SERVICES</u>					
Contractual Services	332,781	445,972	410,160	422,110	3%
Lease Expenses	129,105	281,928	286,188	307,128	7%
Professional Services	239	-	-	-	
Credit Card Costs	92,893	77,007	84,964	95,488	12%
Post-Employment Funding Expense	12,827	62,827	62,827	-	-100%
<b>SUBTOTAL</b>	<b>\$ 567,845</b>	<b>\$ 867,734</b>	<b>\$ 844,139</b>	<b>\$ 824,726</b>	<b>-2%</b>
<u>CAPITAL</u>					
Construction In Progress	49,354	-	-	-	
<b>SUBTOTAL</b>	<b>\$ 49,354</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<u>MISCELLANEOUS</u>					
Depreciation	162,430	167,823	160,000	160,000	0%
<b>SUBTOTAL</b>	<b>\$ 162,430</b>	<b>\$ 167,823</b>	<b>\$ 160,000</b>	<b>\$ 160,000</b>	<b>0%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 3,207,915</b>	<b>\$ 3,745,807</b>	<b>\$ 3,711,240</b>	<b>\$ 3,645,931</b>	<b>-2%</b>

## CAPITAL EXPENSE LIST\*

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21
<u>CONSTRUCTION IN PROGRESS</u>					<u>AMENDED</u>
Security Fence	49,354	-	-	-	
<b>SUBTOTAL</b>	<b>\$ 49,354</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

\*The items listed are non-recurring capital expenses based on increased service to the community.





# SPECIAL REVENUE FUNDS

# REVENUE & EXPENDITURE SUMMARY

## HOTEL OCCUPANCY TAX FUND

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
<b>REVENUES</b>					vs. FY21
<u>OPERATING REVENUES</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Hotel Occupancy Tax	1,156,398	1,427,273	1,020,125	1,495,187	47%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 1,156,398</b>	<b>\$ 1,427,273</b>	<b>\$ 1,020,125</b>	<b>\$ 1,495,187</b>	<b>47%</b>
<u>NON-OPERATING REVENUES</u>					
Interest	61,924	37,419	41,830	45,037	8%
Intergovernmental Revenue	70,669	-	103,610	-	-100%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 132,593</b>	<b>\$ 37,419</b>	<b>\$ 145,440</b>	<b>\$ 45,037</b>	<b>-69%</b>
<b>TOTAL REVENUES</b>	<b>\$ 1,288,991</b>	<b>\$ 1,464,692</b>	<b>\$ 1,165,565</b>	<b>\$ 1,540,224</b>	<b>32%</b>

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
<b>EXPENDITURES</b>					vs. FY21
<u>CULTURE &amp; RECREATION</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Grants	483,570	601,296	1,112,100	1,057,100	-5%
Convention and Visitors Bureau	940,770	1,059,754	1,136,725	1,127,954	-1%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,424,340</b>	<b>\$ 1,661,050</b>	<b>\$ 2,248,825</b>	<b>\$ 2,185,054</b>	<b>-3%</b>

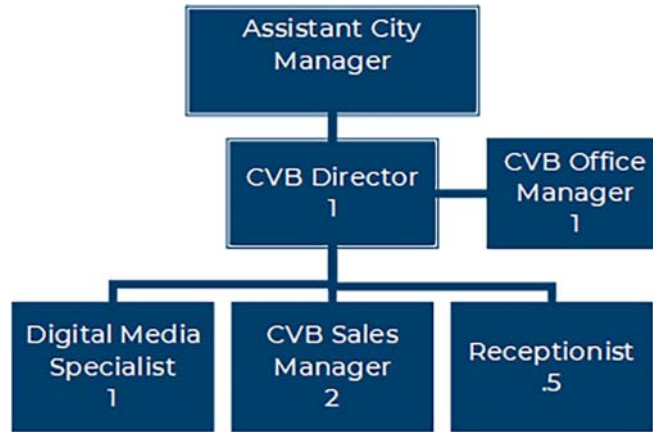
### FUND BALANCE PROJECTIONS

PROJECTED FUND BALANCE 10/1	\$ 2,528,215	\$ 1,444,955
TOTAL PROJECTED REVENUES	1,165,565	1,540,224
TOTAL PROJECTED EXPENDITURES	(2,248,825)	(2,185,054)
<b>PROJECTED FUND BALANCE 9/30</b>	<b>\$ 1,444,955</b>	<b>\$ 800,125</b>



# HOTEL OCCUPANCY TAX

## HOTEL OCCUPANCY TAX FUND



# HOTEL OCCUPANCY TAX

## HOTEL OCCUPANCY TAX FUND

The Hotel Occupancy Tax Fund collects revenue from a 7% tax on hotel rooms rented in Allen. The revenue is used to support various projects that enhance and promote tourism, the arts and the convention/ hotel industry in Allen, as allowed by state law.

### ACCOMPLISHMENTS IN FY2021

#### **Goal 2. Cultivate regional alliances and partnerships with agencies and governmental units that affect Allen**

- Due to COVID-19, there were no in-person tradeshows to attend. Sales efforts were focused on direct conversations with clients and potential clients via phone and virtual sales calls.
- Launched ShopAllenTX campaign to support local businesses during COVID-19, in partnership with City of Allen PAMRO, EDC and Allen Fairview Chamber of Commerce.
- Secured new bookings with Texas Association of School Psychologists, Southern Baptist Convention, Dance Revolution, Frontline Gaming, MA Dance and Auxiliaries Championships..
- National Travel and Tourism Week in May went 100% virtual due to COVID-19 with social media strategy sharing Spirit of Travel campaign and Destination Allen Travel Experiences.
- Launched campaign to market Allen as the perfect package/steps away for meetings and visitors. Due to COVID-19 National Collegiate Wrestling 2021 was cancelled with plans to return in 2022.
- Continued Partnerships with the Triple Crown Softball and Texas Twisters Taekwondo. Due to COVID-19, National Collegiate Wrestling 2021 was cancelled with plans to return in 2022.
- Assisted Allen Event Center as hosts of US Figure Skating Nine State Championships.
- Hotel Occupancy Tax Grant assisted the following organizations: Allen Civic Ballet, Allen Philharmonic Symphony, Allen Community Band, Connemara Conservancy, Allen Chamber of Commerce, Allen Heritage Guild, Friends of the Library's Jazz Blues Festival and ALLEN Reads program, Allen Event Center and Parks & Recreation.

#### **Goal 3. Signify, enhance, and communicate Allen's identity to the region and the nation**

- Launched ShopAllenTX campaign to support local businesses during the pandemic. The campaign received 11,050 total sessions, 1,237 Play Pass sign-ups, 1,065 Facebook followers, and 61 active "deals".
- VisitAllenTexas.com received 52,383 total sessions and 202,677 page views. 44,184 of the sessions were from new visitors, and 4,208 were returning visitors. The "Things to Do" directory received 17,205 page views and the Facilities Directory (including hotels and attractions) received 36,379 page views. The Allen Visitor online guide received 87 views.
- Gained 1,972 page likes on Facebook, 25 page likes on Twitter and 49 new followers on LinkedIn.
- Continued work with destination partners on key projects to successfully sell Allen as a destination to attract and retain meeting, conventions and sport tournaments.
- Distributed approximately 600 copies of the Visitor's Guide (50% reduction due to COVID-19).
- Tour Texas Destination Allen page received 33,739 views, 2,438 video views and 69 hotel booking click-throughs.

## OBJECTIVES FOR FY2022

### Goal 3. Vibrant community with lively destinations and successful commercial centers

- Continue to position the City of Allen's Convention and Visitor Bureau (CVB) as the principal vehicle for attracting new tourism opportunities and marketing the City as a tourism destination.
- Continue lead generation, marketing, prospecting and database development efforts.
- Support rebranding and sales efforts of the Marriott Watters Creek Convention Center and the Steps-Away Campaign promoting conventions and sporting events at Courtyard by Marriott and Allen Event Center.
- Showcase Allen as a destination during National Travel and Tourism Week.
- Continue CVB Partner Programs to engage and support partner participation; maintain partner extranet and destination sales kit; re-evaluate the develop Allen tourism ambassador program as large conventions return post pandemic.
- Continue to update the photo and video library with footage of event activities and testimonials from visitors and planners to use in engaging ways.
- Continue to increase engagement on social media, including Facebook, Twitter, Instagram and LinkedIn.
- Continue Hotel Occupancy Tax Grants to assist in funding local non-profit organizations.
- Update 2017-2021 Strategic Marketing Plan.

# HOTEL TAX ADMINISTRATION

## HOTEL OCCUPANCY TAX FUND

## EXPENDITURE SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>CLASSIFICATION</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Operations	483,570	599,296	1,110,100	1,055,100	-5%
Professional Services	-	2,000	2,000	2,000	0%
<b>DEPARTMENT TOTAL</b>	<b>\$ 483,570</b>	<b>\$ 601,296</b>	<b>\$ 1,112,100</b>	<b>\$ 1,057,100</b>	<b>-5%</b>

## EXPENDITURE DETAIL

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>OPERATIONS</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Grants					
Allen Chamber of Commerce	1,600	1,600	1,600	1,600	0%
Allen Community Theatre	3,000	3,000	3,000	3,000	0%
Allen Heritage Guild	1,647	2,500	2,500	2,500	0%
Connemara Conservancy	1,993	3,000	3,000	3,000	0%
Allen Arts Alliance	-	-	-	5,000	
Allen Civic Ballet	10,000	10,000	10,000	10,000	0%
Friends of the Library	5,000	10,000	10,000	10,000	0%
Philharmonic Symphony	29,468	30,000	30,000	30,000	0%
Allen Community Band	4,056	5,000	5,000	5,000	0%
Community Events P&R	24,913	60,000	60,000	60,000	0%
AEC Marketing and Advertising	-	235,000	235,000	175,000	-26%
Economic Grant Expense	401,893	239,196	750,000	750,000	0%
<b>SUBTOTAL</b>	<b>483,570</b>	<b>599,296</b>	<b>1,110,100</b>	<b>1,055,100</b>	<b>-5%</b>
<u>PROFESSIONAL SERVICES</u>					
Legal Expenses	-	2,000	2,000	2,000	0%
<b>SUBTOTAL</b>	<b>-</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>0%</b>
<b>TOTAL EXPENDITURE</b>	<b>\$ 483,570</b>	<b>\$ 601,296</b>	<b>\$ 1,112,100</b>	<b>\$ 1,057,100</b>	<b>-5%</b>

# CONVENTION & VISITORS BUREAU

## HOTEL OCCUPANCY TAX FUND

## EXPENDITURE SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>CLASSIFICATION</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Personnel Services	402,783	461,348	493,551	526,373	7%
Operations	284,135	393,421	408,465	397,868	-3%
Supplies	10,816	5,000	5,024	5,000	0%
Maintenance	1,049	93	93	137	47%
Professional Services	238,447	195,871	227,139	195,871	-14%
Transfers Out	3,540	4,021	2,453	2,705	10%
<b>DEPARTMENT TOTAL</b>	<b>\$ 940,770</b>	<b>\$ 1,059,754</b>	<b>\$ 1,136,725</b>	<b>\$ 1,127,954</b>	<b>-1%</b>

## PERSONNEL SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	CHANGE
<u>FULL TIME</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	
CVB Director	1	1	1	1	0
CVB Sales Manager	2	2	2	2	0
Senior Marketing Specialist	1	1	1	1	0
CVB Office Manager	1	1	1	1	0
<b>TOTAL FULL TIME</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>0</b>
<u>PART TIME</u>					
CVB Receptionist	0	0.5	0.5	0.5	0
CVB Intern	0.5	0	0	0	0
<b>TOTAL PART TIME</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0</b>
<b>TOTAL FULL-TIME-EQUIVALENT</b>	<b>5.5</b>	<b>5.5</b>	<b>5.5</b>	<b>5.5</b>	<b>0</b>

## EXPENDITURE DETAIL

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>PERSONNEL SERVICES</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Salaries	287,999	336,468	335,613	356,918	6%
Longevity	544	732	732	1,088	49%
Overtime	726	2,340	2,340	2,340	0%
FICA	21,147	24,968	24,101	25,731	7%
TMRS	44,617	48,184	49,506	54,057	9%
Worker's Compensation	884	635	701	725	3%
Health Insurance	43,557	44,673	73,563	78,165	6%
Health Savings	185	180	2,338	2,358	1%
Dental Insurance	2,465	2,411	3,873	4,165	8%
Long-term Disability	339	396	414	438	6%
Life Insurance	206	247	255	274	7%
Flexible Spending	114	114	115	114	-1%
<b>SUBTOTAL</b>	<b>\$ 402,783</b>	<b>\$ 461,348</b>	<b>\$ 493,551</b>	<b>\$ 526,373</b>	<b>7%</b>
<u>OPERATIONS</u>					
Phone/ Data Connectivity	12,870	14,910	14,910	14,910	0%
Fuel	340	650	650	397	-39%
Copier	3,135	3,600	3,600	3,600	0%

# CONVENTION & VISITORS BUREAU

## HOTEL OCCUPANCY FUND

## EXPENDITURE DETAIL - CONTINUED

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21
OPERATIONS - CONTINUED					AMENDED
Technology Maintenance	35,140	16,615	16,615	16,615	0%
Rolling Stock Replacement	7,800	7,800	7,800	1,317	-83%
Travel & Training	2,248	9,800	5,000	9,300	86%
Dues & Subscriptions	3,364	6,985	8,910	9,360	5%
Postage & Freight	3,471	3,800	3,800	3,800	0%
Advertising	48,950	81,172	81,172	81,172	0%
Outside Printing	6,443	20,900	17,550	20,900	19%
Meetings & Receptions	4,327	32,455	32,455	32,455	0%
Insurance Expense	5,062	5,158	5,158	4,801	-7%
Special Activities	73,320	105,666	105,666	105,666	0%
Marketing Expenses	75,544	68,910	90,179	78,575	-13%
Marketing Travel - EDC Only	2,121	15,000	15,000	15,000	0%
<b>SUBTOTAL</b>	<b>\$ 284,135</b>	<b>\$ 393,421</b>	<b>\$ 408,465</b>	<b>\$ 397,868</b>	<b>-3%</b>
SUPPLIES					
IT Small Equipment	2,424	-	-	-	
General Supplies	8,392	5,000	5,024	5,000	0%
<b>SUBTOTAL</b>	<b>\$ 10,816</b>	<b>\$ 5,000</b>	<b>\$ 5,024</b>	<b>\$ 5,000</b>	<b>0%</b>
MAINTENANCE					
Vehicle Maintenance	1,049	93	93	137	47%
<b>SUBTOTAL</b>	<b>\$ 1,049</b>	<b>\$ 93</b>	<b>\$ 93</b>	<b>\$ 137</b>	<b>47%</b>
PROFESSIONAL SERVICES					
Contractual Services	7,333	7,334	7,334	7,334	0%
Professional Services	229,927	187,350	218,618	187,350	-14%
Post-Employment Funding Expense	1,187	1,187	1,187	1,187	0%
<b>SUBTOTAL</b>	<b>\$ 238,447</b>	<b>\$ 195,871</b>	<b>\$ 227,139</b>	<b>\$ 195,871</b>	<b>-14%</b>
TRANSFERS OUT					
Operating Transfer Out	3,540	4,021	2,453	2,705	10%
<b>SUBTOTAL</b>	<b>\$ 3,540</b>	<b>\$ 4,021</b>	<b>\$ 2,453</b>	<b>\$ 2,705</b>	<b>10%</b>
<b>TOTAL EXPENDITURE</b>	<b>\$ 940,770</b>	<b>\$ 1,059,754</b>	<b>\$ 1,136,725</b>	<b>\$ 1,127,954</b>	<b>-1%</b>

## TRANSFERS OUT DETAIL

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21
TRANSFERS OUT					AMENDED
Risk Fund - Administrative Costs	3,540	4,021	2,453	2,705	10%
<b>SUBTOTAL</b>	<b>\$ 3,540</b>	<b>\$ 4,021</b>	<b>\$ 2,453</b>	<b>\$ 2,705</b>	<b>10%</b>



# REVENUE & EXPENDITURE SUMMARY

## ASSET FORFEITURE FUND

<b>REVENUES</b>	2019-2020 ACTUAL	2020-2021 BUDGET	2020-2021 AMENDED	2021-2022 BUDGET	% CHANGE vs. FY21 AMENDED
<u>OPERATING REVENUES</u>					
State Forfeiture	21,448	35,000	35,000	35,000	0%
Federal Forfeiture - Justice Funds	43,760	150,000	150,000	150,000	0%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 65,208</b>	<b>\$ 185,000</b>	<b>\$ 185,000</b>	<b>\$ 185,000</b>	<b>0%</b>

<u>NON-OPERATING REVENUES</u>					
Interest	5,114	3,479	3,515	3,910	11%
Auction Revenue	21,684	5,000	5,000	5,000	0%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 26,798</b>	<b>\$ 8,479</b>	<b>\$ 8,515</b>	<b>\$ 8,910</b>	<b>5%</b>

<b>TOTAL REVENUES</b>	<b>\$ 92,006</b>	<b>\$ 193,479</b>	<b>\$ 193,515</b>	<b>\$ 193,910</b>	<b>0%</b>
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<b>EXPENDITURES</b>	2019-2020 ACTUAL	2020-2021 BUDGET	2020-2021 AMENDED	2021-2022 BUDGET	% CHANGE vs. FY21 AMENDED
Public Safety	142,238	63,071	83,566	60,682	-27%
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 142,238</b>	<b>\$ 63,071</b>	<b>\$ 83,566</b>	<b>\$ 60,682</b>	<b>-27%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 142,238</b>	<b>\$ 63,071</b>	<b>\$ 83,566</b>	<b>\$ 60,682</b>	<b>-27%</b>

### FUND BALANCE PROJECTIONS

PROJECTED FUND BALANCE 10/1	\$ 127,306	\$ 237,255
TOTAL PROJECTED REVENUES	193,515	193,910
TOTAL PROJECTED EXPENDITURES	(83,566)	(60,682)
<b>PROJECTED FUND BALANCE 9/30</b>	<b>\$ 237,255</b>	<b>\$ 370,483</b>

# ASSET FORFEITURE

## ASSET FORFEITURE FUND

No Personnel in this Department

In accordance with the Code of Criminal Procedure, Chapter 59, this fund accounts for money, property, or proceeds from the sale of property seized in connection with a crime and subsequently awarded by a court order to the law enforcement agency or agencies involved in the investigation or prosecution of that crime. These monies must be accounted for separately and may be used for law enforcement purposes.

# ASSET FORFEITURE

## ASSET FORFEITURE FUND

## EXPENDITURE SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>CLASSIFICATION</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Supplies (Tools/ Small Equipment)	126,656	12,309	32,804	-	-100%
Professional Services	15,582	50,762	50,762	60,682	20%
<b>DEPARTMENT TOTAL</b>	<b>\$ 142,238</b>	<b>\$ 63,071</b>	<b>\$ 83,566</b>	<b>\$ 60,682</b>	<b>-27%</b>

## EXPENDITURE DETAIL

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>TOOLS/ SMALL EQUIPMENT</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
State Forfeiture/ Seizure Exp	37,197	-	-	-	-
Federal Forfeiture Exp - Justice	89,459	12,309	32,804	-	-100%
<b>SUBTOTAL</b>	<b>\$ 126,656</b>	<b>\$ 12,309</b>	<b>\$ 32,804</b>	<b>\$ -</b>	<b>-100%</b>
<u>PROFESSIONAL SERVICES</u>					
State Forfeiture/Seizure Exp	15,582	50,762	50,762	60,682	20%
<b>SUBTOTAL</b>	<b>\$ 15,582</b>	<b>\$ 50,762</b>	<b>\$ 50,762</b>	<b>\$ 60,682</b>	<b>20%</b>
<b>TOTAL EXPENDITURE</b>	<b>\$ 142,238</b>	<b>\$ 63,071</b>	<b>\$ 83,566</b>	<b>\$ 60,682</b>	<b>-27%</b>

## TOOLS/ SMALL EQUIPMENT DETAIL

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>STATE FORFEITURE/ SEIZURE EXPENDITURE</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
ULW Helmet	16,834	-	-	-	-
Headset Adaptors	203	-	-	-	-
Stand Alone Plate Shooters	20,160	-	-	-	-
<b>TOTAL TOOLS/ SMALL EQUIPMENT</b>	<b>\$ 37,197</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<u>FEDERAL FORFEITURE EXP - JUSTICE</u>					
Rifles	11,121	12,309	12,309	-	-100%
GrayKey - Unlock Mobile Devices	18,075	-	-	-	-
Computer Needed for Cellular Phone Examination	-	-	10,995	-	-
Mobile Data Extraction - Cellebrite	3,000	-	-	-	-
Replacement Canine	-	-	9,500	-	-100%
Replacement Vests for SWAT	45,226	-	-	-	-
NIB Headsets & ARC Systems	12,037	-	-	-	-
<b>TOTAL TOOLS/ SMALL EQUIPMENT</b>	<b>\$ 89,459</b>	<b>\$ 12,309</b>	<b>\$ 32,804</b>	<b>\$ -</b>	<b>-100%</b>

# REVENUE & EXPENDITURE SUMMARY

## SPECIAL REVENUE FUND

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
<b>REVENUES</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>AMENDED</b>	<b>BUDGET</b>	<b>vs. FY21 AMENDED</b>
<b>OPERATING REVENUES</b>					
Public Education Govt Access Fees	160,816	150,330	153,069	135,235	-12%
Juvenile Case Management Fines	39,597	72,250	32,726	34,852	6%
Court Security Fines	25,240	43,350	26,947	17,617	-35%
Court Technology Fines	27,826	57,800	24,505	23,489	-4%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 253,479</b>	<b>\$ 323,730</b>	<b>\$ 237,247</b>	<b>\$ 211,193</b>	<b>-11%</b>
<b>NON-OPERATING REVENUES</b>					
Interest	36,133	18,518	32,575	36,290	11%
Unrealized Interest	7,926	-	-	-	-
Intergovernmental (Radio System)	238,065	66,824	20,000	-	-100%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 282,124</b>	<b>\$ 85,342</b>	<b>\$ 52,575</b>	<b>\$ 36,290</b>	<b>-31%</b>
<b>TOTAL REVENUES</b>	<b>\$ 535,603</b>	<b>\$ 409,072</b>	<b>\$ 289,822</b>	<b>\$ 247,483</b>	<b>-15%</b>

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
<b>EXPENDITURES</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>AMENDED</b>	<b>BUDGET</b>	<b>vs. FY21 AMENDED</b>
Public Education Govt Access Fees	130,806	75,347	106,847	113,370	6%
Juvenile Case Management	66,090	68,850	32,035	33,740	5%
Court Security	28,050	43,350	24,800	17,053	-31%
Court Technology	-	9,000	-	65,380	-
Radio System	20,669	30,000	47,000	-	-100%
<b>TOTAL EXPENDITURES</b>	<b>\$ 245,615</b>	<b>\$ 226,547</b>	<b>\$ 210,682</b>	<b>\$ 229,543</b>	<b>9%</b>

### FUND BALANCE PROJECTIONS

PROJECTED FUND BALANCE 10/1	\$ 1,713,048	\$ 1,792,188
TOTAL PROJECTED REVENUES	289,822	247,483
TOTAL PROJECTED EXPENDITURES	\$ (210,682)	(229,543)
<b>PROJECTED FUND BALANCE 9/30</b>	<b>\$ 1,792,188</b>	<b>\$ 1,810,128</b>
Restricted for:		
Public Education Government Access	\$ 1,155,281	\$ 1,200,539
Juvenile Case Manager	4,618	5,824
Court Security	7,700	8,420
Court Technology	148,483	109,599
Radio System	476,106	485,746
	<b>\$ 1,792,188</b>	<b>\$ 1,810,128</b>

# SPECIAL REVENUE

## SPECIAL REVENUE FUND

No Personnel in this Department

The Special Revenue Fund is used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes other than debt service or capital projects. This fund provides an enhanced level of accountability and transparency to taxpayers that the dollars will go to the intended purpose. Where required additional revenue sources may be added to supplement approved uses.

# SPECIAL REVENUE FUND

## SPECIAL REVENUE FUND

## EXPENDITURE SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>ORGANIZATIONS</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
PEG Expenses	130,806	75,347	106,847	113,370	6%
Juvenile Case Management	66,090	68,850	32,035	33,740	5%
Court Security	28,050	43,350	24,800	17,053	-31%
Court Technology	-	9,000	-	65,380	
Radio System	20,669	30,000	47,000	-	-100%
<b>DEPARTMENT TOTAL</b>	<b>\$ 245,615</b>	<b>\$ 226,547</b>	<b>\$ 210,682</b>	<b>\$ 229,543</b>	<b>9%</b>

## EXPENDITURE DETAIL

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>PEG EXPENSES</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Technology Maintenance	16,950	17,000	17,000	28,500	68%
Tools/Small Equip	51,134	34,247	34,247	32,070	-6%
Maintenance	153	600	600	1,000	67%
Professional Services	12,885	11,000	11,000	6,800	-38%
Construction In Progress	8,500	-	31,500	-	-100%
Machinery & Equipment	41,184	12,500	12,500	45,000	260%
<b>SUBTOTAL</b>	<b>\$ 130,806</b>	<b>\$ 75,347</b>	<b>\$ 106,847</b>	<b>\$ 113,370</b>	<b>6%</b>
<u>JUVENILE CASE MANAGEMENT</u>					
Personnel (Juvenile Case Manager)*	66,090	68,850	32,035	33,740	5%
<b>SUBTOTAL</b>	<b>\$ 66,090</b>	<b>\$ 68,850</b>	<b>\$ 32,035</b>	<b>\$ 33,740</b>	<b>5%</b>
<u>COURT SECURITY</u>					
Personnel (Court Bailiff)*	28,050	43,350	24,800	17,053	-31%
<b>SUBTOTAL</b>	<b>\$ 28,050</b>	<b>\$ 43,350</b>	<b>\$ 24,800</b>	<b>\$ 17,053</b>	<b>-31%</b>
<u>COURT TECHNOLOGY</u>					
Tools/Small Equip	-	4,500	-	65,380	
Contractual Services	-	4,500	-	-	
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$ 9,000</b>	<b>\$ -</b>	<b>\$ 65,380</b>	
<u>RADIO SYSTEM</u>					
Equipment Maintenance	8,000	30,000	47,000	-	-100%
Machinery & Equipment	12,669	-	-	-	
<b>SUBTOTAL</b>	<b>\$ 20,669</b>	<b>\$ 30,000</b>	<b>\$ 47,000</b>	<b>\$ -</b>	<b>-100%</b>
<b>TOTAL EXPENDITURE</b>	<b>\$ 245,615</b>	<b>\$ 226,547</b>	<b>\$ 210,682</b>	<b>\$ 229,543</b>	<b>9%</b>

\*These positions are budgeted in the General Fund. Expenditures for these positions represent the amount transferred to the General Fund.



# SPECIAL REVENUE FUND

## SPECIAL REVENUE FUND

### CAPITAL EXPENDITURE LIST\*

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
<u>MACHINERY &amp; EQUIPMENT</u>					
Video Camera	-	-	-	45,000	
Antenna Replacement	12,669	-	-	-	
MacPros	22,072	12,500	12,500	-	-100%
Video Server	19,112	-	-	-	
<b>SUBTOTAL</b>	<b>\$ 53,853</b>	<b>\$ 12,500</b>	<b>\$ 12,500</b>	<b>\$ 45,000</b>	<b>260%</b>
<u>CONSTRUCTION IN PROGRESS</u>					
Design Phase of Council Chamber Remodel	8,500	-	31,500	-	-100%
<b>SUBTOTAL</b>	<b>\$ 8,500</b>	<b>\$ -</b>	<b>\$ 31,500</b>	<b>\$ -</b>	<b>-100%</b>

\*The items listed are non-recurring capital expenses based on increased service to the community.

# REVENUE & EXPENDITURE SUMMARY

## GIFT PERMANENT FUND

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21
REVENUES					AMENDED
NON-OPERATING REVENUES					
Interest	18,923	8,000	14,892	18,265	23%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 18,923</b>	<b>\$ 8,000</b>	<b>\$ 14,892</b>	<b>\$ 18,265</b>	<b>23%</b>
<b>TOTAL REVENUES</b>	<b>\$ 18,923</b>	<b>\$ 8,000</b>	<b>\$ 14,892</b>	<b>\$ 18,265</b>	<b>23%</b>

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21
EXPENDITURES					AMENDED
Fire	273,050	-	-	-	
Police	102,445	-	28,462	-	-100%
<b>TOTAL EXPENDITURES</b>	<b>\$ 375,495</b>	<b>\$ -</b>	<b>\$ 28,462</b>	<b>\$ -</b>	<b>-100%</b>

### FUND BALANCE PROJECTIONS

PROJECTED FUND BALANCE 10/1	\$ 457,322	\$ 443,752
TOTAL PROJECTED REVENUES	14,892	18,265
TOTAL PROJECTED EXPENDITURES	(28,462)	-
<b>PROJECTED FUND BALANCE 9/30</b>	<b>\$ 443,752</b>	<b>\$ 462,017</b>
<b>Restricted for:</b>		
Fire	39,380	39,380
Police	189,628	200,448
Library	214,744	222,189
	<b>\$ 443,752</b>	<b>\$ 462,017</b>

# GIFT PERMANENT

## GIFT PERMANENT FUND

No Personnel in this Department

The Gift Permanent Fund is used to account for and report the proceeds from substantial gifts.

# GIFT PERMANENT

## GIFT PERMANENT FUND

## EXPENDITURE SUMMARY

CLASSIFICATION	2019-2020 ACTUAL	2020-2021 BUDGET	2020-2021 AMENDED	2021-2022 BUDGET	% CHANGE vs. FY21 AMENDED
Fire	273,050	-	-	-	
Police	102,445	-	28,462	-	-100%
<b>DEPARTMENT TOTAL</b>	<b>\$ 375,495</b>	<b>\$ -</b>	<b>\$ 28,462</b>	<b>\$ -</b>	<b>-100%</b>

## EXPENDITURE DETAIL

	2019-2020 ACTUAL	2020-2021 BUDGET	2020-2021 AMENDED	2021-2022 BUDGET	% CHANGE vs. FY21 AMENDED
<b>FIRE DEPARTMENT</b>					
Small Tools & Equipment	27,252	-	-	-	
Construction In Progress	70,000	-	-	-	
Vehicles	175,798	-	-	-	
<b>SUBTOTAL</b>	<b>\$ 273,050</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Police</b>					
General Supplies	18,928	-	8,958	-	-100%
Small Tools & Equipment	12,826	-	-	-	
Professional Services	27,625	-	1,500	-	-100%
IT Technology Maintenance	20,090	-	9,009	-	
Machinery & Equipment	22,976	-	8,995	-	-100%
<b>SUBTOTAL</b>	<b>\$ 102,445</b>	<b>\$ -</b>	<b>\$ 28,462</b>	<b>\$ -</b>	<b>-100%</b>
<b>TOTAL EXPENDITURE</b>	<b>\$ 375,495</b>	<b>\$ -</b>	<b>\$ 28,462</b>	<b>\$ -</b>	<b>-100%</b>

## CAPITAL EXPENDITURE LIST\*

	2019-2020 ACTUAL	2020-2021 BUDGET	2020-2021 AMENDED	2021-2022 BUDGET	% CHANGE vs. FY21 AMENDED
<b>VEHICLES</b>					
Brush Truck	175,798	-	-	-	
<b>SUBTOTAL</b>	<b>\$ 175,798</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>CONSTRUCTION IN PROGRESS</b>					
Central Fire Remodel Project - A/V Equipment	70,000	-	-	-	
<b>SUBTOTAL</b>	<b>\$ 70,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>MACHINERY &amp; EQUIPMENT</b>					
Police Drone Program	22,976	-	8,995	-	-100%
<b>SUBTOTAL</b>	<b>\$ 22,976</b>	<b>\$ -</b>	<b>\$ 8,995</b>	<b>\$ -</b>	<b>-100%</b>

\*The items listed are non-recurring capital expenditures based on increased service to the community.

# REVENUE & EXPENDITURE SUMMARY

## GRANT FUND

<b>REVENUES</b>	2019-2020 <u>ACTUAL</u>	2020-2021 <u>BUDGET</u>	2020-2021 <u>AMENDED</u>	2021-2022 <u>BUDGET</u>	% CHANGE vs. FY21 <u>AMENDED</u>
<u>OPERATING REVENUES</u>					
Grant Administration*	236,000	-	-	-	
Fire Grants	-	853	853	853	0%
Police Grants	9,467	24,132	138,418	127,121	-8%
Library Grants	5,193	2,350	31,090	4,050	-87%
Planning*	1,968,594	809,744	4,213,717	524,898	-88%
Streets	20,259	-	-	-	
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 2,239,513</b>	<b>\$ 837,079</b>	<b>\$ 4,384,078</b>	<b>\$ 656,922</b>	<b>-85%</b>
<u>NON-OPERATING REVENUES</u>					
Interest on Investments	16,843	4,812	10,555	7,790	-26%
State/Federal Grant Fund	296	-	-	-	
Operating Transfers In	-	3,077	3,077	3,077	0%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 17,139</b>	<b>\$ 7,889</b>	<b>\$ 13,632</b>	<b>\$ 10,867</b>	<b>-20%</b>
<b>TOTAL REVENUES</b>	<b>\$ 2,256,652</b>	<b>\$ 844,968</b>	<b>\$ 4,397,710</b>	<b>\$ 667,789</b>	<b>-85%</b>
<b>EXPENDITURES</b>					
Grants*	2,238,843	822,068	4,336,078	538,922	-88%
Operating Transfers Out	-	-	85,755	207,690	142%
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,238,843</b>	<b>\$ 822,068</b>	<b>\$ 4,421,833</b>	<b>\$ 746,612</b>	<b>-83%</b>

### FUND BALANCE PROJECTIONS

PROJECTED FUND BALANCE 10/1	\$ 281,538	\$ 257,415
TOTAL PROJECTED REVENUES	4,397,710	667,789
TOTAL PROJECTED EXPENDITURES	(4,421,833)	(746,612)
<b>PROJECTED FUND BALANCE 9/30</b>	<b>\$ 257,415</b>	<b>\$ 178,592</b>

\*FY2019-2020 actuals includes CARES Act funding. FY2020-2021 Revised budget includes CARES Act funding.

# STATE AND FEDERAL GRANTS

## GRANT FUND

No Personnel in this Department

The Grant Fund was created to track state and federal grants received and matching funds committed. Grants are tracked by department. For purposes of staffing count, all personnel are shown under their respective operating divisions.

### ACCOMPLISHMENTS IN FY2021

#### **Goal 2. Cultivate regional alliances and partnerships with agencies and governmental units that affect Allen**

- Community Development Block Grant (CDBG) – funded from the U.S. Department of Housing and Urban Development to provide funding to public service agencies and assistance for low and moderate-income families.

### OBJECTIVES FOR FY2022

#### **Goal 5. Diverse, Equitable and Inclusive community**

- Community Development Block Grant (CDBG) – continue to seek funding from the U.S. Department of Housing and Urban Development to provide funding to public service agencies and assistance for low and moderate-income families.



# STATE AND FEDERAL GRANTS

## GRANT FUND

## EXPENDITURE SUMMARY

CLASSIFICATION	2019-2020 ACTUAL	2020-2021 BUDGET	2020-2021 AMENDED	2021-2022 BUDGET	% CHANGE vs. FY21 AMENDED
Grant Administration	236,000	-	85,755	207,690	142%
Fire	-	853	853	853	0%
Police	16,330	9,121	90,418	9,121	-90%
Library	5,193	2,350	31,090	4,050	-87%
Streets	20,260	-	-	-	-
Planning	1,961,060	809,744	4,213,717	524,898	-88%
<b>DEPARTMENT TOTAL</b>	<b>\$ 2,238,843</b>	<b>\$ 822,068</b>	<b>\$ 4,421,833</b>	<b>\$ 746,612</b>	<b>-83%</b>

## EXPENDITURE DETAIL

GRANT ADMINISTRATION	2019-2020 ACTUAL	2020-2021 BUDGET	2020-2021 AMENDED	2021-2022 BUDGET	% CHANGE vs. FY21 AMENDED
CARES Grant	236,000	-	85,755	137,690	61%
<b>SUBTOTAL</b>	<b>\$ 236,000</b>	<b>\$ -</b>	<b>\$ 85,755</b>	<b>\$ 137,690</b>	<b>61%</b>
<b>FIRE DEPARTMENT</b>					
LEOSE	-	853	853	853	0%
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$ 853</b>	<b>\$ 853</b>	<b>\$ 853</b>	<b>0%</b>
<b>POLICE DEPARTMENT</b>					
Mental Health Coordinator*	-	-	-	70,000	-
3D Scanner Grant	-	-	81,297	-	-100%
Clean Up	2,376	-	-	-	-
TCLEOSE Training Grant	13,954	9,121	9,121	9,121	0%
<b>SUBTOTAL</b>	<b>\$ 16,330</b>	<b>\$ 9,121</b>	<b>\$ 90,418</b>	<b>\$ 79,121</b>	<b>-12%</b>
<b>LIBRARY</b>					
AWE Early Literacy Stations	-	-	14,288	-	-100%
Texas State Library & Archives	-	-	2,732	-	-100%
Commission CARES Grant	-	-	-	-	-
Texas State Library CARES Grant	661	-	9,509	-	-100%
Texas Commission on the Arts	-	250	2,000	1,250	-38%
Interlibrary Loan Program	4,532	2,100	2,561	2,800	9%
<b>SUBTOTAL</b>	<b>\$ 5,193</b>	<b>\$ 2,350</b>	<b>\$ 31,090</b>	<b>\$ 4,050</b>	<b>-87%</b>
<b>STREETS</b>					
PWERT Tools and Equipment	929	-	-	-	-
PWERT Trailer	19,331	-	-	-	-
<b>SUBTOTAL</b>	<b>\$ 20,260</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>PLANNING DEPARTMENT</b>					
CDBG Administration	45,625	10,000	444,016	10,000	-98%
Home Repair	435,029	375,589	406,525	449,500	11%
Public Service Agencies	1,480,406	321,398	3,088,176	65,398	-98%
CDBG Small Business	-	-	275,000	-	-100%
Public Infrastructure	-	102,757	-	-	-
<b>SUBTOTAL</b>	<b>\$ 1,961,060</b>	<b>\$ 809,744</b>	<b>\$ 4,213,717</b>	<b>\$ 524,898</b>	<b>-88%</b>
<b>TOTAL EXPENDITURE</b>	<b>\$ 2,238,843</b>	<b>\$ 822,068</b>	<b>\$ 4,421,833</b>	<b>\$ 746,612</b>	<b>-83%</b>

\*Positions are budgeted in the General Fund. Expenditures for these positions represent the amount transferred to the General Fund.







# INTERNAL SERVICE FUNDS

# REVENUE & EXPENSE SUMMARY

## REPLACEMENT FUND

<b>REVENUES</b>	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>OPERATING REVENUES</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
General Fund	2,164,175	3,054,250	3,054,250	3,108,028	2%
Water & Sewer	467,439	461,720	461,720	461,720	0%
Solid Waste	25,496	25,496	25,496	25,496	0%
Drainage	148,815	148,815	148,815	148,815	0%
Convention/Visitor's Bureau	7,800	7,800	7,800	1,317	-83%
Risk Management	13,287	13,287	20,812	20,812	0%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 2,827,012</b>	<b>\$ 3,711,368</b>	<b>\$ 3,718,893</b>	<b>\$ 3,766,188</b>	<b>1%</b>

<u>NON-OPERATING REVENUES</u>					
Interest	305,484	220,186	309,320	347,192	12%
Auction Revenue	106,871	176,500	176,500	182,500	3%
Other Reimbursements	89,687	100,000	110,552	100,000	-10%
Operating Transfers In	900,000	-	-	-	
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 1,402,042</b>	<b>\$ 496,686</b>	<b>\$ 596,372</b>	<b>\$ 629,692</b>	<b>6%</b>

<b>TOTAL REVENUES</b>	<b>\$ 4,229,054</b>	<b>\$ 4,208,054</b>	<b>\$ 4,315,265</b>	<b>\$ 4,395,880</b>	<b>2%</b>
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<b>EXPENSES</b>	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>CAPITAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Replacement	1,658,768	1,567,228	1,672,232	3,336,185	100%
<b>TOTAL EXPENSES</b>	<b>\$ 1,658,768</b>	<b>\$ 1,567,228</b>	<b>\$ 1,672,232</b>	<b>\$ 3,336,185</b>	<b>100%</b>

### FUND BALANCE PROJECTIONS

PROJECTED FUND BALANCE 10/1	\$ 15,864,375	\$ 18,507,408
TOTAL PROJECTED REVENUES	4,315,265	4,395,880
TOTAL PROJECTED EXPENSES	(1,672,232)	(3,336,185)
<b>PROJECTED FUND BALANCE 9/30</b>	<b>\$ 18,507,408</b>	<b>\$ 19,567,103</b>

# REPLACEMENT FUND

## REPLACEMENT FUND

No Personnel in this Department

The Replacement Fund is administered by the Finance Department to collect replacement fees on vehicles, technology, and equipment so the City is able to replace them in a timely manner on a cash basis.

### ACCOMPLISHMENTS IN FY2021

#### **Goal 5. Maintain operational excellence in City government services**

##### **Strategy - Ensure excellent fiscal management to maintain public trust**

- Continued paying into this fund for vehicles, equipment and technology items that were replaced during the fiscal year.

### OBJECTIVES FOR FY2022

#### **Goal 1. Financially sound and transparent City government**

- Continue to ensure that revenues are adequate to facilitate future replacements.

# REPLACEMENT FUND

## REPLACEMENT FUND

## EXPENSE SUMMARY

CLASSIFICATION	2019-2020 ACTUAL	2020-2021 BUDGET	2020-2021 AMENDED	2021-2022 BUDGET	% CHANGE vs. FY21 AMENDED
Non-Capital	13,404	135,000	135,000	120,000	-11%
Capital	1,645,364	1,432,228	1,537,232	3,216,185	109%
<b>DEPARTMENT TOTAL</b>	<b>\$ 1,658,768</b>	<b>\$ 1,567,228</b>	<b>\$ 1,672,232</b>	<b>\$ 3,336,185</b>	<b>100%</b>

## EXPENSE DETAIL

NON-CAPITAL EXPENDITURES	2019-2020 ACTUAL	2020-2021 BUDGET	2020-2021 AMENDED	2021-2022 BUDGET	% CHANGE vs. FY21 AMENDED
Tools/ Small Equipment					
Technology Items	13,404	135,000	135,000	120,000	-11%
<b>SUBTOTAL</b>	<b>\$ 13,404</b>	<b>\$ 135,000</b>	<b>\$ 135,000</b>	<b>\$ 120,000</b>	<b>-11%</b>
<b>TOTAL NON-CAPITAL</b>	<b>\$ 13,404</b>	<b>\$ 135,000</b>	<b>\$ 135,000</b>	<b>\$ 120,000</b>	<b>-11%</b>

## CAPITAL

## Vehicles &amp; Equipment

Risk	27,291	-	-	-	
Fire	258,504	306,635	306,635	2,403,120	684%
Police	882,293	471,812	471,812	255,601	-46%
Parks	120,578	-	42,246	254,920	503%
Community Development	22,599	-	-	-	
Community Enhancement	22,599	37,375	37,375	-	-100%
Community Services	31,508	-	52,206	30,050	-42%
Engineering	39,185	-	-	72,634	
Public Works	240,807	616,406	626,958	199,860	-68%
<b>SUBTOTAL</b>	<b>\$ 1,645,364</b>	<b>\$ 1,432,228</b>	<b>\$ 1,537,232</b>	<b>\$ 3,216,185</b>	<b>109%</b>

<b>TOTAL CAPITAL</b>	<b>\$ 1,645,364</b>	<b>\$ 1,432,228</b>	<b>\$ 1,537,232</b>	<b>\$ 3,216,185</b>	<b>109%</b>
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<b>TOTAL EXPENSE</b>	<b>\$ 1,658,768</b>	<b>\$ 1,567,228</b>	<b>\$ 1,672,232</b>	<b>\$ 3,336,185</b>	<b>100%</b>
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# REPLACEMENT FUND

## REPLACEMENT FUND

## CAPITAL EXPENSE LIST\*

VEHICLESQuantity

## Fire

Fire Engine (Arrow XT 189 PUC SS)  
Aerial Fire Truck (100' Aerial)

1	854,760
1	1,548,360
<b>SUBTOTAL</b>	<b>\$ 2,403,120</b>

## Police

Ford Interceptor  
Ford Interceptor - Hybrid  
Ford Interceptor - Eco boost

1	50,978
3	153,645
1	50,978
<b>SUBTOTAL</b>	<b>\$ 255,601</b>

## Parks

Ford F150 Extended Cab  
Ford F250 Extended Cab  
Ford Ranger XL Super Crew

3	101,505
3	121,460
1	31,955
<b>SUBTOTAL</b>	<b>\$ 254,920</b>

## Community Services

Ford F150

1	30,050
<b>SUBTOTAL</b>	<b>\$ 30,050</b>

## Engineering

Ford F150 Extended Cab  
Ford F250

1	30,834
1	41,800
<b>SUBTOTAL</b>	<b>\$ 72,634</b>

## Public Works

Ford F150  
Ford F250  
Ford F450 Crew Cab Utility Bed  
Ford F550 3 yard dump truck

2	60,400
1	32,305
1	56,655
1	50,500
<b>SUBTOTAL</b>	<b>\$ 199,860</b>

<b>TOTAL</b>	<b>\$ 3,216,185</b>
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\*The items listed are on a replacement schedule based on their useful life. They are one-time replacements, then placed back into the rotation to be replaced at the end of the useful life of the new asset.

# REVENUE & EXPENSE SUMMARY

## FACILITY MAINTENANCE FUND

<b>REVENUES</b>	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
<u>NON-OPERATING REVENUES</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	vs. FY21 <u>AMENDED</u>
Reimbursements	1,800	-	-	-	
Interest	40,746	28,797	34,075	38,710	14%
Intergovernmental	4,832	-	413,526	-	-100%
Transfers In	331,000	300,000	300,000	1,000,000	233%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 378,378</b>	<b>\$ 328,797</b>	<b>\$ 747,601</b>	<b>\$ 1,038,710</b>	<b>39%</b>
<b>TOTAL REVENUES</b>	<b>\$ 378,378</b>	<b>\$ 328,797</b>	<b>\$ 747,601</b>	<b>\$ 1,038,710</b>	<b>39%</b>

<b>EXPENSES</b>	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
<u>MAINTENANCE</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	vs. FY21 <u>AMENDED</u>
Facility Maintenance	324,567	1,170,000	2,148,526	815,000	-62%
<b>TOTAL EXPENSES</b>	<b>\$ 324,567</b>	<b>\$ 1,170,000</b>	<b>\$ 2,148,526</b>	<b>\$ 815,000</b>	<b>-62%</b>

### FUND BALANCE PROJECTIONS

PROJECTED FUND BALANCE 10/1	\$ 1,739,841	\$ 338,916
TOTAL PROJECTED REVENUES	747,601	1,038,710
TOTAL PROJECTED EXPENSES	(2,148,526)	(815,000)
<b>PROJECTED FUND BALANCE 9/30</b>	<b>\$ 338,916</b>	<b>\$ 562,626</b>

# FACILITY MAINTENANCE

## FACILITY MAINTENANCE FUND

No Personnel in this Department

The Facility Maintenance Fund is an Internal Service Fund dedicated to accumulating resources to address large repairs and aging facility infrastructure. The accumulation of resources will help address major building repairs and prevent building deterioration. Routine maintenance and small repairs will continue to be addressed in the related operations and maintenance accounts.

# FACILITY MAINTENANCE

## FACILITY MAINTENANCE FUND

## EXPENSE SUMMARY

CLASSIFICATION	2019-2020 ACTUAL	2020-2021 BUDGET	2020-2021 AMENDED	2021-2022 BUDGET	% CHANGE vs. FY21 AMENDED
Maintenance	324,567	1,170,000	1,748,526	815,000	-53%
Capital	-	-	400,000	-	-100%
<b>DEPARTMENT TOTAL</b>	<b>\$ 324,567</b>	<b>\$ 1,170,000</b>	<b>\$ 2,148,526</b>	<b>\$ 815,000</b>	<b>-62%</b>

## EXPENSE DETAIL

MAINTENANCE	2019-2020 ACTUAL	2020-2021 BUDGET	2020-2021 AMENDED	2021-2022 BUDGET	% CHANGE vs. FY21 AMENDED
Facility Maintenance	324,567	1,170,000	1,748,526	815,000	-53%
<b>SUBTOTAL</b>	<b>\$ 324,567</b>	<b>\$ 1,170,000</b>	<b>\$ 1,748,526</b>	<b>\$ 815,000</b>	<b>-53%</b>
Capital	-	-	400,000	-	-100%
Machinery & Equipment	-	-	400,000	-	-100%
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>-100%</b>
<b>TOTAL EXPENSE</b>	<b>\$ 324,567</b>	<b>\$ 1,170,000</b>	<b>\$ 2,148,526</b>	<b>\$ 815,000</b>	<b>-62%</b>

## PROJECT DETAIL

PROJECT	2019-2020 ACTUAL	2020-2021 BUDGET	2020-2021 AMENDED	2021-2022 BUDGET
AEC Roof Design	1,330	-	-	-
City Hall - Front Step Repairs	3,233	-	-	-
DNR Pool HVAC Replacement	-	975,000	975,000	-
City Hall Safety Upgrades	4,687	-	-	-
K-9 Regrading and Repairs	46,555	-	-	-
City Hall - Rotunda Door	144	-	413,526	-
PD Roof	17,956	-	-	-
City Hall - Soundproofing 3rd floor Mullions	9,513	-	-	-
Finance Cubical Remodel Phase II	128,392	-	-	-
IT Server Room 2 of 2 Liebert Units Replacement	10,687	60,000	60,000	-
Remediation & HVAC Cleaning at PD Headquarters	102,070	-	-	-
Sign Shop Office Change & Leak Repair	-	15,000	15,000	-
Duct Cleaning City Hall, MCPAR, & Library	-	120,000	120,000	-
Fire Station 4 Generator Replacement	-	-	165,000	-
AEC Sport Lighting & Audio/ Visual Upgrade	-	-	400,000	-
Unprogrammed Facility Maint.	-	-	-	815,000
<b>SUBTOTAL</b>	<b>\$ 324,567</b>	<b>\$ 1,170,000</b>	<b>\$ 2,148,526</b>	<b>\$ 815,000</b>

# REVENUE & EXPENSE SUMMARY

## RISK MANAGEMENT FUND

<b>REVENUES</b>	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>OPERATING REVENUES</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Charges for Self Insurance:					
Employee*	1,736,414	2,194,479	2,194,479	2,119,374	-3%
Employer*	9,462,288	9,079,241	9,044,241	9,327,413	3%
COBRA & Retiree Reimbursements	101,775	120,500	120,500	120,500	0%
Worker's Compensation Charges	1,165,013	861,016	861,016	881,073	2%
Other Insurance Charges	905,814	1,083,224	1,083,224	1,269,581	17%
Other Reimbursements	41,728	100,000	100,000	100,000	0%
PARS Reimbursement	130,067	300,000	300,000	300,000	0%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 13,543,099</b>	<b>\$ 13,738,460</b>	<b>\$ 13,703,460</b>	<b>\$ 14,117,941</b>	<b>3%</b>
<u>NON-OPERATING REVENUES</u>					
Interest	265,265	137,280	208,600	243,865	17%
Operating Transfers In	537,710	615,835	376,117	414,758	10%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 802,975</b>	<b>\$ 753,115</b>	<b>\$ 584,717</b>	<b>\$ 658,623</b>	<b>13%</b>
<b>TOTAL REVENUES</b>	<b>\$ 14,346,074</b>	<b>\$ 14,491,575</b>	<b>\$ 14,288,177</b>	<b>\$ 14,776,564</b>	<b>3%</b>

<b>EXPENSES</b>	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>GENERAL GOVERNMENT</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Administration	509,900	624,863	628,204	689,281	10%
Health and Dental	9,409,252	10,845,507	10,845,507	10,868,832	0%
Worker's Compensation	499,441	660,000	660,000	660,000	0%
Post Employment	130,700	300,000	300,000	300,000	0%
Other Insurance	2,265,840	1,282,300	1,298,697	1,419,000	9%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 12,815,133</b>	<b>\$ 13,712,670</b>	<b>\$ 13,732,408</b>	<b>\$ 13,937,113</b>	<b>1%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 12,815,133</b>	<b>\$ 13,712,670</b>	<b>\$ 13,732,408</b>	<b>\$ 13,937,113</b>	<b>1%</b>

### FUND BALANCE PROJECTIONS

PROJECTED FUND BALANCE 10/1	\$ 7,311,429	\$ 7,240,493	\$ 8,842,370	\$ 9,398,139
TOTAL PROJECTED REVENUES	14,346,074	14,491,575	14,288,177	14,776,564
TOTAL PROJECTED EXPENSES	(12,815,133)	(13,712,670)	(13,732,408)	(13,937,113)

<b>PROJECTED FUND BALANCE 9/30</b>	<b>\$ 8,842,370</b>	<b>\$ 8,019,398</b>	<b>\$ 9,398,139</b>	<b>\$ 10,237,590</b>
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<b>FUND BALANCE</b>				
Health and Dental	\$ 6,331,125	\$ 5,901,757	\$ 6,801,350	\$ 7,469,147
Worker's Compensation	1,283,421	1,018,865	1,484,437	1,705,510
Other Insurance	1,227,824	1,098,775	1,112,351	1,062,932
<b>TOTAL FUND BALANCE</b>	<b>\$ 8,842,370</b>	<b>\$ 8,019,398</b>	<b>\$ 9,398,139</b>	<b>\$ 10,237,590</b>

City-wide Subrogation	\$ 310,251	\$ 150,000	\$ 100,000	\$ 150,000
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\*Assumes 96% employment for 2020-2021 Budget and 98% employment for 2021-2022 Budget.

# RISK MANAGEMENT

## RISK MANAGEMENT FUND



\*Position split between Risk Fund and General Fund



# RISK MANAGEMENT

## RISK MANAGEMENT FUND

The purpose of the Risk Management Fund is to effectively manage the City's insurance contracts, and to recover costs in order to maintain adequate reserve for premiums and claims. The Risk Management Fund includes the health and dental insurance benefits offered to City employees, as well as property, liability, and worker's compensation insurance coverage. Contributions to the fund are comprised of charges to the operating departments for the City's share of expenses, and payroll deductions for the employees' elected health and supplemental coverage.

### ACCOMPLISHMENTS IN FY2021

#### **Goal 2. Cultivate regional alliances and partnerships with agencies and governmental units that affect Allen**

- Hosted several DPS training events that allowed the City the opportunity to obtain certification in Work Zone Safety, Department of Transportation compliance and Occupational Safety and Health Administration (OSHA) compliance.
- Partnered with Texas Municipal League and hosted several safety related trainings.

#### **Goal 5. Maintain operational excellence in City government services**

##### **Strategy - Develop Human Resources programs to become the City that is the "Employer of Choice"**

- Increased Wellness Program onsite and virtual activities to include fitness challenges, mental health training for employees and supervisors, financial planning services and education, and injury prevention and treatment seminars from Airrosti.
- Offered Insurance 101 and 102 classes for employees to learn how to use healthcare more efficiently and avoid overpaying for medical bills.
- Offered onsite and virtual meetings with employees during Open Enrollment to help employees when choosing their benefits.

##### **Strategy - Ensure excellent fiscal management to maintain public trust**

- Continued the subrogation program to reduce repair cost for damaged property.
- Continued to conduct a physical audit on City fleet.
- Performed safety inspection on all City owned assets.
- Redesigned the Wellness Program to increase participation as a way to manage claims costs.
- Revised medical plans to encourage fiscally responsible medical spending.
- Added Cariloop to all medical plans to assist employees with healthcare for themselves and the plan.
- Increased participation in the HSA medical plan from FY2020 plan year through improved employee education and 1:1 meetings with employees.
- Continued to see increases in preventive medical screenings and tests from prior years and are well above the national average in the percentage of preventive services received.
- Monitored and implemented Patient Protection and Affordable Care Act (PPACA) required changes including but not limited to 30-hour tracking, Patient-Centered Outcomes Research Institute (PCORI) Fees and ensured essential health benefits.
- Conducted RFP for our 457 Retirement Plan services, negotiated large decrease in investment fees, secured improved fund lineup and a new account representative to better educate and help employees save for their retirement.

## INTERNAL SERVICE FUNDS

- Offered SmartDollar financial savings program to help employees pay off debt, save for emergencies and for their retirement.
- Applied for and received a \$50,000 financial wellness grant from Wells Fargo Foundation, the Center for State and Local Government Excellence and the International Public Management Association for Human Resources and the National Association of State Treasurer's Foundation.

## OBJECTIVES FOR FY2022

### **Goal 4. High-performing City team providing resident-focused services**

- Provide training opportunities for all City employees on various safety related subjects.
- Implement a new auto safety policy to ensure accountability.
- Create an atmosphere of "safety awareness" via training and education.
- Provide educational opportunities to employees to maximize benefits while reducing costs.
- Continue to develop new Risk Management programs ensuring the safety of all employees and citizens.
- Provide supervisor training for Risk Management program.
- Enhance the Wellness Program to increase participation and manage claims cost.
- Focus on reduction in tobacco usage.
- Educate employees on the cost savings of using stand alone surgery centers and imaging services.
- Continue to increase participation in the Employee Wellness Program through offering a variety of programs and team challenges to increase employee engagement.
- Continue to monitor and implement PPACA required benefit changes.

# RISK MANAGEMENT

## RISK MANAGEMENT FUND

## EXPENSE SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21
CLASSIFICATION					AMENDED
Personnel Services	386,131	496,398	458,259	526,961	15%
Operations	10,856,986	12,802,030	12,810,055	12,968,960	1%
Supplies	1,276	2,560	2,560	2,160	-16%
Maintenance	995	2,400	3,400	4,750	40%
Professional Services	1,569,745	409,282	425,679	434,282	2%
Capital	-	-	32,455	-	-100%
<b>DEPARTMENT TOTAL</b>	<b>\$ 12,815,133</b>	<b>\$ 13,712,670</b>	<b>\$ 13,732,408</b>	<b>\$ 13,937,113</b>	<b>1%</b>

## PERSONNEL SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	CHANGE
	ACTUAL	BUDGET	AMENDED	BUDGET	
FULL TIME					
Risk Manager	1.0	1.0	1.0	1.0	0.0
Human Resources Manager*	0.0	0.0	0.0	0.5	0.5
Human Resources Supervisor*	0.5	0.5	0.5	0.0	-0.5
Safety Coordinator	0.0	1.0	1.0	1.0	0.0
Senior Human Resources Analyst	1.0	1.0	1.0	1.0	0.0
Senior Risk Analyst	1.0	1.0	1.0	1.0	0.0
<b>TOTAL FULL TIME</b>	<b>3.5</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>	<b>0.0</b>
<b>TOTAL FULL-TIME-EQUIVALENT</b>	<b>3.5</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>	<b>0.0</b>

\*Funding for this position is split between the Risk Fund and the General Fund

## EXPENSE DETAIL

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21
PERSONNEL SERVICES					AMENDED
Salaries	264,153	341,077	317,555	369,080	16%
Longevity	864	1,032	1,032	1,200	16%
FICA	18,371	24,195	22,072	26,165	19%
TMRS	40,537	48,547	46,531	55,547	19%
Worker's Compensation	782	514	598	734	23%
Health Insurance	53,837	72,492	62,390	65,486	5%
Health Savings Account	4,324	4,387	4,351	4,387	1%
Dental Insurance	2,628	3,507	3,031	3,507	16%
Long-Term Disability	341	345	378	473	25%
Life Insurance	208	215	235	295	26%
Flexible Spending	86	87	86	87	1%
<b>SUBTOTAL</b>	<b>\$ 386,131</b>	<b>\$ 496,398</b>	<b>\$ 458,259</b>	<b>\$ 526,961</b>	<b>15%</b>
OPERATIONS					
Fuel	218	621	1,121	1,001	-11%
Technology Maintenance	-	300	300	300	0%
Rolling Stock Replacement	42,787	13,287	20,812	20,812	0%
Travel & Training	1,054	13,945	13,945	12,945	-7%
Dues & Subscriptions	1,022	4,720	4,720	4,720	0%
Outside Printing	-	3,750	3,750	3,750	0%

# RISK MANAGEMENT

## RISK MANAGEMENT FUND

## EXPENSE DETAIL - CONTINUED

	2019-2020 ACTUAL	2020-2021 BUDGET	2020-2021 AMENDED	2021-2022 BUDGET	% CHANGE vs. FY21 AMENDED
<u>OPERATIONS-CONTINUED</u>					
Insurance	2,117,675	2,545,812	2,545,812	2,682,837	5%
Events/ Activity	(27,589)	45,825	45,825	68,825	50%
Workers Comp Premium	297,477	360,000	360,000	360,000	0%
Health & Dental Claims	8,196,774	9,463,770	9,463,770	9,463,770	0%
Workers Comp Claims	201,964	300,000	300,000	300,000	0%
Release of Claims Expense	25,604	50,000	50,000	50,000	0%
<b>SUBTOTAL</b>	<b>\$ 10,856,986</b>	<b>\$ 12,802,030</b>	<b>\$ 12,810,055</b>	<b>\$ 12,968,960</b>	<b>1%</b>
<u>SUPPLIES</u>					
General Supplies	1,276	2,560	2,560	2,160	-16%
<b>SUBTOTAL</b>	<b>\$ 1,276</b>	<b>\$ 2,560</b>	<b>\$ 2,560</b>	<b>\$ 2,160</b>	<b>-16%</b>
<u>MAINTENANCE</u>					
Vehicle Maintenance	995	2,400	3,400	4,750	40%
<b>SUBTOTAL</b>	<b>\$ 995</b>	<b>\$ 2,400</b>	<b>\$ 3,400</b>	<b>\$ 4,750</b>	<b>40%</b>
<u>PROFESSIONAL SERVICES</u>					
Contractual Services	1,483,826	200,000	216,397	200,000	-8%
Professional Services	74,535	79,700	79,700	104,700	31%
Immunization/Physical Expense	9,802	128,000	128,000	128,000	0%
Post-Employment Funding Expense	1,582	1,582	1,582	1,582	0%
<b>SUBTOTAL</b>	<b>\$ 1,569,745</b>	<b>\$ 409,282</b>	<b>\$ 425,679</b>	<b>\$ 434,282</b>	<b>2%</b>
<u>CAPITAL</u>					
Vehicles	-	-	32,455	-	-100%
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 32,455</b>	<b>\$ -</b>	<b>-100%</b>
<b>TOTAL EXPENDITURE</b>	<b>\$ 12,815,133</b>	<b>\$ 13,712,670</b>	<b>\$ 13,732,408</b>	<b>\$ 13,937,113</b>	<b>1%</b>

## CAPITAL EXPENSE LIST\*

	2019-2020 ACTUAL	2020-2021 BUDGET	2020-2021 AMENDED	2021-2022 BUDGET	% CHANGE vs. FY21 AMENDED
Ford F150 Extended Cab	-	-	32,455	-	-100%
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 32,455</b>	<b>\$ -</b>	<b>-100%</b>

\*The items listed are non-recurring capital expenses based on increased service to the community.





# COMPONENT UNITS

# REVENUE & EXPENSE SUMMARY

## ECONOMIC DEVELOPMENT CORP. FUND

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
<b>REVENUES</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>AMENDED</b>	<b>BUDGET</b>	<b>vs. FY21</b>
<u>OPERATING REVENUES</u>					<u>AMENDED</u>
Sales Tax	10,671,092	9,936,496	11,205,190	11,164,900	0%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 10,671,092</b>	<b>\$ 9,936,496</b>	<b>\$ 11,205,190</b>	<b>\$ 11,164,900</b>	<b>0%</b>
<u>NON-OPERATING REVENUES</u>					
Interest	147,039	135,791	149,641	177,722	19%
Other Reimbursements	5,815,284	5,000	69,599	-	-100%
Sale of Properties	1,417,738	-	-	-	-
Bond Proceeds	2,110,000	-	2,295,000	-	-100%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 9,490,061</b>	<b>\$ 140,791</b>	<b>\$ 2,514,240</b>	<b>\$ 177,722</b>	<b>-93%</b>
<b>TOTAL REVENUES</b>	<b>\$ 20,161,153</b>	<b>\$ 10,077,287</b>	<b>\$ 13,719,430</b>	<b>\$ 11,342,622</b>	<b>-17%</b>
<b>EXPENSES</b>					% CHANGE
<u>GENERAL GOVERNMENT</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>vs. FY21</u>
Operations	2,035,993	1,717,461	1,796,439	1,924,131	7%
Economic Grant Incentives	11,526,452	9,782,284	9,428,829	13,802,138	46%
Capital	-	-	684,019	-	-100%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 13,562,445</b>	<b>\$ 11,499,745</b>	<b>\$ 11,909,287</b>	<b>\$ 15,726,269</b>	<b>32%</b>
Debt Service	3,760,412	2,320,517	2,328,347	2,358,247	1%
<b>TOTAL EXPENSES</b>	<b>\$ 17,322,857</b>	<b>\$ 13,820,262</b>	<b>\$ 14,237,634</b>	<b>\$ 18,084,516</b>	<b>27%</b>

### FUND BALANCE PROJECTIONS

PROJECTED FUND BALANCE 10/1	\$ 11,163,941	\$ 10,645,737
TOTAL PROJECTED REVENUES	13,719,430	11,342,622
TOTAL PROJECTED EXPENSES	(14,237,634)	(18,084,516)
<b>PROJECTED FUND BALANCE 9/30</b>	<b>\$ 10,645,737</b>	<b>\$ 3,903,843</b>



# ECONOMIC DEVELOPMENT

## ECONOMIC DEVELOPMENT CORP. FUND



# ECONOMIC DEVELOPMENT

## ECONOMIC DEVELOPMENT CORP. FUND

The Allen Economic Development Corporation (AEDC) was formed in 1992 by the citizens of Allen. Its primary mission is to recruit and retain businesses to increase the tax base and create quality jobs. The AEDC is overseen by a five-member board appointed by the City Council and is funded by one-half cent sales tax. AEDC efforts stimulate employment, retail sales and the commercial tax base which in turn reduces the property tax burden and improves the quality of life of Allen's residents.

### ACCOMPLISHMENTS IN FY2021

**Goal 6. Provide economic investment that increases employment opportunity, the tax base, and provides desired goods and services for residents and contributes to the community character and identity**

**Strategy - Continue to target prospects to achieve City goals for company recruitment and business retention**

- Facilitated completion of One Bethany West with 50% of the building leased at opening.
- Facilitated retention and expansion of Allen company Micron Technology with 200 employees at One Bethany West.
- Facilitated Pillar Commercial acquisition of One Bethany East and relocation/expansion of Pillar offices into the building.
- Completed construction on two office/warehouse facilities to support the relocation and expansion of Brass Roots Technologies.
- Completed construction of the Billings Productions facility, which included manufacturing operations and educational/community space.
- Facilitated commencement of construction of the 105,000 SF technology-focused office building in Watters Creek by Heady Investments. The project broke ground in March of 2021 with anticipated completion in Spring of 2022.
- Negotiated and executed the infrastructure incentive agreements for the Farm, the first mixed-use project to break ground on the SH 121 corridor in Allen. FARMwork One, the first office project in the development, was announced in February of 2021. The first phase of the project commenced construction in April of 2021 and includes 55 acres of commercial development and \$120 million in estimated capital investment. The project is expected to have a total capital investment of \$958 million at full build-out.
- Negotiated terms for the infrastructure incentive agreements for The Avenue, with ongoing efforts to move the project toward commencement of construction in Fall of 2021. The Avenue One, the first office project in the development was announced in January of 2021 with \$126 million in estimated capital investment. The project is expected to have a total capital investment of \$600 million at full build-out.
- Facilitated the sale of Monarch City to Billingsley Company and began the process of identifying the first phase of the project for recruitment of corporate campus and mixed-use development.
- Restructured the incentive package for the Watters Creek Convention Center to ensure its continued success. This included requirements for a new hotel flag/brand, new hotel operator, and various operational improvements at the facility.
- Retained an executive office for Frontier Communication with 100 employees at 803 Central Expressway in Allen.

- Worked with the City and third-party administrator to process \$3 million in local small business grants, as authorized by the Allen City Council.

## OBJECTIVES FOR FY2022

### Goal 3. Vibrant community with lively destinations and successful commercial centers

#### Objective - Develop Highway 121 as a major community and regional destination

- Work with landowners and developers to attract large corporate campus users and mixed-use developments along state highway (SH) 121 including Monarch City, Allen Gateway, The Farm, The Avenue and the 23-acre parcel owned by AEDC.
- Explore partnerships to support the construction of Class A office space on SH 121.
- Use economic impact data to evaluate incentive partnerships for infrastructure investment on SH 121.
- Consider partnerships and collaborations to market the SH 121 corridor.

#### Objective - Have an “Allen” sense of place and its own identity known by residents

- Recruit tenants to fill existing office buildings and stimulate new office development for the Watters Creek District and the remaining 6-acre site in AllenPlace.
- Market future phases of the One Bethany development to increase tenant occupancy.
- Facilitate preleasing of the Heady Investments office building in the Watters Creek District and the office building proposed for the Stacy Green development.
- Secure corporate tenants for light industrial buildings including 915 Enterprise Boulevard, 600 Millennium Drive, and 415 Century Parkway.
- Recruit data center tenants to fill space in the two major data center co-location/cloud campuses in order to stimulate construction of future phases of these developments.
- Communicate information on the programs at the new Collin College Technical Campus to Allen businesses.
- Continue implementation of the digital marketing and business development campaigns targeting site selectors and corporate decision makers and expand a national and regional PR marketing program.
- Attract facilities that support high-growth small businesses.
- Focus on target Allen employers identified by the Business Retention & Expansion (BRE) Analytics Program to facilitate the retention and expansion of these companies and measure the impact of the BRE Program.
- Assist in attracting economic growth to the Allen Central Business District.

# ECONOMIC DEVELOPMENT

## ECONOMIC DEVELOPMENT CORP. FUND

### EXPENSE SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
					vs. FY21
<u>CLASSIFICATION</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Personnel Services	917,304	961,240	918,090	974,870	6%
Operations	12,059,705	10,293,891	9,982,864	14,488,285	45%
Supplies	5,189	8,200	8,200	9,000	10%
Professional Services	577,865	233,606	313,306	251,306	-20%
Miscellaneous	2,382	2,808	2,808	2,808	0%
Capital	-	-	684,019	-	-100%
<b>DEPARTMENT TOTAL</b>	<b>\$ 13,562,445</b>	<b>\$ 11,499,745</b>	<b>\$ 11,909,287</b>	<b>\$ 15,726,269</b>	<b>32%</b>

### PERSONNEL SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	
					CHANGE
<u>FULL TIME</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	
Director	1	1	1	1	0
Assistant Director	1	1	1	1	0
EDC Marketing Director	1	1	1	1	0
Business Retention & Exp. Manager	1	1	1	1	0
Economic Development Analyst	1	1	1	1	0
EDC Office Manager	1	1	1	1	0
Administrative Assistant	1	1	1	1	0
<b>TOTAL FULL TIME</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>0</b>
<u>TEMPORARY</u>					
Interns	0.5	0.5	0.5	0.5	0
<b>TOTAL TEMPORARY</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0</b>
<b>TOTAL FULL-TIME-EQUIVALENT</b>	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>	<b>0</b>

### EXPENSE DETAIL

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
					vs. FY21
<u>PERSONNEL SERVICES</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Salaries	650,779	692,540	664,292	702,853	6%
Longevity	1,932	2,312	2,316	2,508	8%
Overtime	5,101	7,000	5,000	7,000	40%
FICA	45,013	47,352	47,155	48,605	3%
TMRS	102,212	100,448	99,061	107,759	9%
Worker's Compensation	1,957	1,319	1,416	1,477	4%
Health Insurance	89,459	89,327	80,049	86,749	8%
Health Savings	7,452	7,592	6,801	5,534	-19%
Dental Insurance	5,698	5,699	4,457	4,822	8%
Long-term Disability	738	749	716	757	6%
Life Insurance	721	731	718	749	4%
Flexible Spending	171	171	77	57	-26%
Car Allowance	6,071	6,000	6,032	6,000	-1%
<b>SUBTOTAL</b>	<b>\$ 917,304</b>	<b>\$ 961,240</b>	<b>\$ 918,090</b>	<b>\$ 974,870</b>	<b>6%</b>

# ECONOMIC DEVELOPMENT

## ECONOMIC DEVELOPMENT CORP. FUND

### EXPENSE DETAIL - CONTINUED

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
	ACTUAL	BUDGET	AMENDED	BUDGET	AMENDED
<u>OPERATIONS</u>					
Phone/ Data Connectivity	11,890	10,000	13,500	13,500	0%
Water	11,975	9,600	8,500	8,500	0%
Electricity	382	600	2,000	2,000	0%
Natural Gas	-	-	1,200	1,200	0%
Service Costs	6,437	8,407	8,407	8,407	0%
Technology Maintenance	2,010	2,000	2,000	2,000	0%
Travel & Training	11,640	8,000	8,000	15,000	88%
Dues & Subscriptions	50,934	48,000	50,500	54,900	9%
Postage & Freight	686	800	800	800	0%
Rentals	158,089	167,200	182,628	184,340	1%
Meetings & Receptions	12,078	13,500	13,500	25,000	85%
Insurance	5,500	5,500	5,500	5,500	0%
Economic Incentive Grants	11,526,452	9,782,284	9,428,829	13,802,138	46%
Marketing Expenses	235,628	219,500	235,000	325,000	38%
Marketing Travel	2,917	5,000	2,500	15,000	500%
Business Retention & Expansion	23,087	13,500	20,000	25,000	25%
<b>SUBTOTAL</b>	<b>\$ 12,059,705</b>	<b>\$ 10,293,891</b>	<b>\$ 9,982,864</b>	<b>\$ 14,488,285</b>	<b>45%</b>
<u>SUPPLIES</u>					
General Supplies	5,189	8,200	8,200	9,000	10%
<b>SUBTOTAL</b>	<b>\$ 5,189</b>	<b>\$ 8,200</b>	<b>\$ 8,200</b>	<b>\$ 9,000</b>	<b>10%</b>
<u>PROFESSIONAL SERVICES</u>					
Contractual Services	6,376	11,500	12,900	14,380	11%
Professional Services	571,489	222,106	300,406	236,926	-21%
<b>SUBTOTAL</b>	<b>\$ 577,865</b>	<b>\$ 233,606</b>	<b>\$ 313,306</b>	<b>\$ 251,306</b>	<b>-20%</b>
<u>MISCELLANEOUS</u>					
Donation Expense	1,574	2,000	2,000	2,000	0%
Post-Employment Funding Expense	808	808	808	808	0%
<b>SUBTOTAL</b>	<b>\$ 2,382</b>	<b>\$ 2,808</b>	<b>\$ 2,808</b>	<b>\$ 2,808</b>	<b>0%</b>
<u>CAPITAL</u>					
Land	-	-	684,019	-	-100%
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 684,019</b>	<b>\$ -</b>	<b>-100%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 13,562,445</b>	<b>\$ 11,499,745</b>	<b>\$ 11,909,287</b>	<b>\$ 15,726,269</b>	<b>32%</b>

### CAPITAL EXPENSE LIST\*

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
	ACTUAL	BUDGET	AMENDED	BUDGET	AMENDED
<u>BUILDING</u>					
Former USPS Land (304 W. Boyd)	-	-	684,019	-	-100%
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 684,019</b>	<b>\$ -</b>	<b>-100%</b>

\*The items listed are non-recurring capital expenses based on increased service to the community.

# ECONOMIC DEVELOPMENT: DEBT SERVICE

## ECONOMIC DEVELOPMENT CORP. FUND

### EXPENSE SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21
CLASSIFICATION					AMENDED
Professional Services	2,070	1,850	1,850	1,850	0%
Debt Service	3,758,342	2,318,667	2,326,497	2,356,397	1%
<b>DEPARTMENT TOTAL</b>	<b>\$ 3,760,412</b>	<b>\$ 2,320,517</b>	<b>\$ 2,328,347</b>	<b>\$ 2,358,247</b>	<b>1%</b>

### EXPENSE DETAIL

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	ACTUAL	BUDGET	AMENDED	BUDGET	vs. FY21
PROFESSIONAL SERVICES					AMENDED
Contractual Services	2,070	1,850	1,850	1,850	0%
<b>SUBTOTAL</b>	<b>\$ 2,070</b>	<b>\$ 1,850</b>	<b>\$ 1,850</b>	<b>\$ 1,850</b>	<b>0%</b>
<b>DEBT SERVICE</b>					
Principal	2,530,000	1,205,000	1,205,000	1,245,000	3%
Interest Expense	470,295	428,013	435,843	425,743	-2%
Miscellaneous Debt Expense	78,195	5,800	5,800	5,800	0%
Lebow Trust - Principal	640,640	653,454	653,454	653,454	0%
Lebow Trust - Interest Expense	39,212	26,400	26,400	26,400	0%
<b>SUBTOTAL</b>	<b>\$ 3,758,342</b>	<b>\$ 2,318,667</b>	<b>\$ 2,326,497</b>	<b>\$ 2,356,397</b>	<b>1%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 3,760,412</b>	<b>\$ 2,320,517</b>	<b>\$ 2,328,347</b>	<b>\$ 2,358,247</b>	<b>1%</b>

### SALES TAX REVENUE BONDS

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL ANNUAL
2022	1,245,000	425,743	1,670,743
2023	1,305,000	371,793	1,676,793
2024	1,515,000	314,743	1,829,743
2025	1,580,000	253,845	1,833,845
2026	1,645,000	189,015	1,834,015
2027	1,715,000	120,468	1,835,468
2028	390,000	47,778	437,778
2029	390,000	14,098	404,098
2030	400,000	33,688	433,688
2031	180,000	25,863	205,863
2032	180,000	22,083	202,083
2033	185,000	18,303	203,303
2034	190,000	14,048	204,048
2035	195,000	9,678	204,678
2036	200,000	4,900	204,900
<b>TOTAL</b>	<b>11,315,000</b>	<b>1,866,046</b>	<b>13,181,046</b>



# ECONOMIC DEVELOPMENT: DEBT SERVICE

## ECONOMIC DEVELOPMENT CORP. FUND

### NOTE PAYABLE

PERIOD ENDING	PRINCIPAL	INTEREST	TOTAL ANNUAL
2022	666,522	13,330	679,852
<b>TOTAL</b>	<b>\$ 666,522</b>	<b>\$ 13,330</b>	<b>\$ 679,852</b>

### DEBT SERVICE REQUIREMENT

Bond Series	Date of Issue	Amount Issued	Interest Rate	Maturity Date	Balance as of 10/1/2021	Required Principal 2021-2022	Required Interest 2021-2022	Total Required 2021-2022
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### SALES TAX REVENUE BONDS:

2017A	12/13/16	11,810,000	2%-5%	09/01/25	7,110,000	1,045,000	355,500	1,400,500
2020	6/29/16	2,115,000	0.764%-2.05%	09/01/30	1,910,000	200,000	28,175	228,175
2021	6/1/21	2,295,000	0.65-2.45%	09/01/36	2,295,000	0	42,068	42,068
<b>TOTAL</b>		<b>\$ 16,220,000</b>			<b>\$ 11,315,000</b>	<b>\$ 1,245,000</b>	<b>\$ 425,743</b>	<b>\$ 1,670,743</b>

### BOND RATINGS

In June of 2021, the EDC revenue debt rating was reaffirmed at Aa2 by Moody's.

### NOTE PAYABLE:

Note	Date of Issue	Amount Issued	Interest Rate	Maturity Date	Balance as of 10/1/2021	Required Principal 2021-2022	Required Interest 2021-2022	Total Required 2021-2022
Lebow Trust Note	6/11/16	4,400,000	2%	06/11/22	666,522	666,522	13,330	679,852
<b>TOTAL</b>		<b>\$ 4,400,000</b>			<b>\$ 666,522</b>	<b>\$ 666,522</b>	<b>\$ 13,330</b>	<b>\$ 679,852</b>

# REVENUE & EXPENSE SUMMARY

## COMMUNITY DEVELOPMENT CORP. FUND

	2019-2020 ACTUAL	2020-2021 ORIGINAL	2020-2021 AMENDED	2021-2022 BUDGET	% CHANGE vs. FY21 AMENDED
Restricted for Capital Projects	4,334,005	150,000	5,340,377	3,494,030	-35%
Restricted for CIP New Projects	2,257,261	7,950,000	9,122,321	3,109,417	-66%
Restricted for Parks Facility	4,000,000	4,000,000	4,000,000	-	-100%
Unrestricted Fund Balance	6,602,382	1,153,453	1,857,432	3,871,997	108%
<b>BEGINNING FUND BALANCE</b>	<b>\$ 17,193,648</b>	<b>\$ 13,253,453</b>	<b>\$ 20,320,130</b>	<b>\$ 10,475,444</b>	<b>-48%</b>

### REVENUES

Sales Tax	10,671,092	9,936,496	11,205,190	11,164,900	0%
Interest On Investments	377,632	337,967	337,967	360,858	7%
Sale of Assets	-	-	5,550	-	-100%
<b>TOTAL REVENUES</b>	<b>\$ 11,048,724</b>	<b>\$ 10,274,463</b>	<b>\$ 11,548,707</b>	<b>\$ 11,525,758</b>	<b>0%</b>
<b>TOTAL AVAILABLE</b>	<b>\$ 28,242,372</b>	<b>\$ 23,527,916</b>	<b>\$ 31,868,837</b>	<b>\$ 22,001,202</b>	<b>-31%</b>

### EXPENSES

#### OPERATIONS

Operations	7,089	15,617	15,617	15,617	0%
Supplies	15,078	212,700	212,700	10,365	-95%
Maintenance	654,864	199,809	818,054	200,000	-76%
Professional Services	744,702	755,463	924,170	2,572,087	178%
Capital	114,230	-	257,865	-	-100%
<b>TOTAL OPERATIONS</b>	<b>\$ 1,535,963</b>	<b>\$ 1,183,589</b>	<b>\$ 2,228,406</b>	<b>\$ 2,798,069</b>	<b>26%</b>

#### NON-OPERATIONS

Economic Incentive	2,721,651	434,646	1,777,053	900,000	-49%
Capital Improvement Projects	1,250,889	11,950,000	14,968,668	5,436,388	-64%
<b>TOTAL NON-OPERATIONS</b>	<b>\$ 3,972,540</b>	<b>\$ 12,384,646</b>	<b>\$ 16,745,721</b>	<b>\$ 6,336,388</b>	<b>-62%</b>

Debt Service	2,413,739	2,419,266	2,419,266	2,418,136	0%
<b>TOTAL EXPENSES</b>	<b>\$ 7,922,242</b>	<b>\$ 15,987,501</b>	<b>\$ 21,393,393</b>	<b>\$ 11,552,593</b>	<b>-46%</b>

### ENDING FUND BALANCE

Restricted for Capital Projects	5,340,377	150,000	3,494,030	1,167,059	-67%
Restricted for Parks Facility	4,000,000	-	-	-	-
Unrestricted Fund Balance	10,979,753	7,390,415	6,981,414	9,281,550	33%
<b>ENDING FUND BALANCE</b>	<b>\$ 20,320,130</b>	<b>\$ 7,540,415</b>	<b>\$ 10,475,444</b>	<b>\$ 10,448,609</b>	<b>0%</b>

# COMMUNITY DEVELOPMENT CORPORATION

## COMMUNITY DEVELOPMENT CORP. FUND

No Personnel in this Department

Formed in 1996 by the voters of Allen, the Allen Community Development Corporation (CDC) receives funds from the Type B half-cent sales tax for community development projects. The Allen City Council appoints the seven-member board. The CDC identifies and authorizes projects to be funded by the tax. Expenditures are subject to the provisions of the Development Corporation Act of 1979 and Local Government Code, Title 12, Subtitle C1. The Type B half-cent sales tax continues to enable the City of Allen to undertake scores of quality-of-life projects, equipment purchases and community programs that would otherwise have to compete for limited sources of funds or remain unrealized.

### ACCOMPLISHMENTS IN FY2021

#### Goal 3. Signify, enhance and communicate Allen's identity to the region and the nation

##### Strategy – Plan for the design and construction of needed City Parks and Recreation Facilities

- Publicized and conducted the annual “Town Hall” meeting to obtain public input regarding projects funded by the Type B half-cent sales tax.
- Oversaw the expenditure of Type B half-cent sales tax revenue on projects including:
  - Trail Development and Enhancement
  - Market Street Allen USA Celebration
  - Demand Response – paratransit transportation
  - 3rd Party Consultant for TRC process
  - Trail Marker Program
  - Recreation Facility Cardio Equipment
  - Connemara Conservancy Package
  - Recreation Facility Security Cameras
  - Central Control Replacements
  - Shade at Bethany Lakes playground
  - Miscellaneous Shade structures
  - Recreation facility strength fitness equipment
  - Mobile Recreation Unit
  - Park & Recreation Master Plan Update
  - Rolling Hills Park Design
  - Streambank Erosion Control at TCWC
  - Steam Locomotive at Allen Heritage Center
  - Dog Park Conceptual Design

## OBJECTIVES FOR FY2022

### Goal 3. Vibrant community with lively destinations and successful commercial centers

- Publicize and conduct the annual “Town Hall” meeting to obtain public input regarding projects funded by the Type B half-cent sales tax.
- Oversee the expenditure of Type B half-cent sales tax revenue for the following projects:
  - Trail Development and Enhancement
  - Market Street Allen USA Celebration
  - Demand Response – paratransit transportation
  - 3rd Party Consultant for TRC process
  - Park/Playground Shade program
  - Aquatic improvements – DRN Slide
  - Parks system erosion study
  - Equipment replacement
  - Stephen G. Terrell Recreation Center (restricted funds)
  - Rolling Hills Park Construction
  - Visitor and restoration enhancement (Connemara Conservancy)
  - Begin Allen Drive flyover improvements
  - Ford Park Redevelopment Phase I (design only)
  - Adaptive/Inclusive play features & improvements
  - Molsen Farm Water Well Restoration

# COMMUNITY DEVELOPMENT CORPORATION

## COMMUNITY DEVELOPMENT CORP. FUND

### EXPENSE SUMMARY

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
					vs. FY21
<u>CLASSIFICATION</u>	<u>ACTUAL</u>	<u>ORIGINAL</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Operations	7,089	15,617	15,617	15,617	0%
Supplies	15,078	212,700	212,700	10,365	-95%
Maintenance	654,864	199,809	818,054	200,000	-76%
Professional Services	744,702	755,463	924,170	2,572,087	178%
Capital	114,230	-	257,865	-	-100%
Economic Incentive	2,721,651	434,646	1,777,053	900,000	-49%
Capital Improvement Projects	1,250,889	11,950,000	14,968,668	5,436,388	-64%
<b>DEPARTMENT TOTAL</b>	<b>\$ 5,508,503</b>	<b>\$ 13,568,235</b>	<b>\$ 18,974,127</b>	<b>\$ 9,134,457</b>	<b>-52%</b>

### EXPENSE DETAIL

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
					vs. FY21
<u>OPERATIONS</u>	<u>ACTUAL</u>	<u>ORIGINAL</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Service Costs	6,437	8,407	8,407	8,407	0%
Advertising	-	3,620	3,620	3,620	0%
Meetings & Receptions	467	3,090	3,090	3,090	0%
Notices Required by Law	185	500	500	500	0%
<b>SUBTOTAL</b>	<b>\$ 7,089</b>	<b>\$ 15,617</b>	<b>\$ 15,617</b>	<b>\$ 15,617</b>	<b>0%</b>
<u>SUPPLIES</u>					
Tools/Small Equipment	15,078	212,700	212,700	10,365	-95%
<b>SUBTOTAL</b>	<b>\$ 15,078</b>	<b>\$ 212,700</b>	<b>\$ 212,700</b>	<b>\$ 10,365</b>	<b>-95%</b>
<u>MAINTENANCE</u>					
Facility Maintenance	654,864	199,809	818,054	200,000	-76%
<b>SUBTOTAL</b>	<b>\$ 654,864</b>	<b>\$ 199,809</b>	<b>\$ 818,054</b>	<b>\$ 200,000</b>	<b>-76%</b>
<u>PROFESSIONAL SERVICES</u>					
Professional Services	744,702	755,463	924,170	2,572,087	178%
<b>SUBTOTAL</b>	<b>\$ 744,702</b>	<b>\$ 755,463</b>	<b>\$ 924,170</b>	<b>\$ 2,572,087</b>	<b>178%</b>
<u>CAPITAL</u>					
Machinery & Equipment	114,230	-	243,873	-	-100%
Vehicles	-	-	13,992	-	-100%
<b>SUBTOTAL</b>	<b>\$ 114,230</b>	<b>\$ -</b>	<b>\$ 257,865</b>	<b>\$ -</b>	<b>-100%</b>
<u>NON-OPERATING EXPENSES</u>					
Economic Grant Expense	2,721,651	434,646	1,777,053	900,000	-49%
Capital Improvement Projects	1,250,889	11,950,000	14,968,668	5,436,388	-64%
<b>SUBTOTAL</b>	<b>\$ 3,972,540</b>	<b>\$ 12,384,646</b>	<b>\$ 16,745,721</b>	<b>\$ 6,336,388</b>	<b>-62%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 5,508,503</b>	<b>\$ 13,568,235</b>	<b>\$ 18,974,127</b>	<b>\$ 9,134,457</b>	<b>-52%</b>

# COMMUNITY DEVELOPMENT CORPORATION

## COMMUNITY DEVELOPMENT CORP. FUND

### CAPITAL EXPENSE DETAIL\*

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>MACHINERY &amp; EQUIPMENT</u>	<u>ACTUAL</u>	<u>ORIGINAL</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Portable Outdoor Warning System	114,230	-	-	-	
Strength Fitness Equipment	-	-	243,873	-	
<b>SUBTOTAL</b>	<b>\$ 114,230</b>	<b>\$ -</b>	<b>\$ 243,873</b>	<b>\$ -</b>	<b>-100%</b>
<u>VEHICLES</u>					
Ford Transit	-	-	13,992	-	-100%
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,992</b>	<b>\$ -</b>	<b>-100%</b>

\*The items listed are non-recurring capital expenses based on increased service to the community.

### NON-OPERATING EXPENSE DETAIL

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>ECONOMIC GRANT EXPENSE</u>	<u>ACTUAL</u>	<u>ORIGINAL</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Watters Creek	200,365	134,646	127,053	-	-100%
Hotel/ Convention Center	2,500,000	-	-	-	
Premium Outlet Sales Tax Rebate	21,286	300,000	150,000	300,000	100%
The Hub	-	-	1,500,000	600,000	-60%
<b>SUBTOTAL</b>	<b>\$ 2,721,651</b>	<b>\$ 434,646</b>	<b>\$ 1,777,053</b>	<b>\$ 900,000</b>	<b>-49%</b>
<u>CAPITAL IMPROVEMENT PROJECTS</u>					
Trail Development & Enhancement	-	900,000	417,262	850,000	104%
Trail Marker Program	9,201	-	32,670	-	-100%
Cottonwood Trail Improvements	22,045	-	7,187	-	-100%
Heritage Park Design	336,705	-	-	-	
Heritage Park Trail	53,680	-	-	-	
Allen Trail Segments	-	-	45,000	15,000	-67%
Twin Creeks Trail Segments	-	-	75,000	-	-100%
Rowlett Trail	13,052	-	10,000	25,545	155%
Ridgeview Dr Trail Connection	12,270	-	1,448,275	260,426	-82%
Spirit Park & Artificial Turf	4,492	-	-	-	
Equipment Replacement	-	-	-	420,000	
Eugene McDermott Park Trail	-	-	-	400,000	
Adaptive / Inclusive Play Features & Improvements	-	-	-	200,000	
Park / Playground Shade Program	-	-	-	330,000	
Twin Creeks Civic Space Construction	160,000	-	-	-	
Twin Creeks Civic Space Trail	112,000	-	-	-	
Allen Station Park Playground	17,204	-	413,796	449,000	9%
Moslen Farm Special Use Park	-	-	87,261	-	-100%
Rolling Hills Park Expansion	92,834	-	382,166	1,137,417	198%



# COMMUNITY DEVELOPMENT CORPORATION

## COMMUNITY DEVELOPMENT CORP. FUND

### NON-OPERATING EXPENSE DETAIL - CONTINUED

	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE vs. FY21
<u>CAPITAL IMPROVEMENT PROJECTS - CONTINUED</u>	<u>ACTUAL</u>	<u>ORIGINAL</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>AMENDED</u>
Allen Drive Flyover Improvements	-	-	250,000	-	-100%
Ford Park East Redevelopment	-	-	-	100,000	
Ford Park East Redevelopment	-	-	-	32,000	
Locomotive at Train Depot	135,288	-	14,712	-	-100%
Entry Monument	-	-	270,000	-	-100%
Recreation Facility Security Cameras	226,107	-	77,175	-	-100%
DRN Slide	-	-	25,274	827,000	3172%
Dog Park	12,000	-	126,000	-	-100%
Bridge Erosion/ Repair	8,051	-	106,950	-	-100%
Allen Heritage Village	-	1,050,000	1,000,000	150,000	-85%
Allen Heritage Village Pavilion & Improvements	-	-	150,000	50,000	-67%
Parks System erosion Study	-	-	-	190,000	
SGT Rec. Center Trail	35,960	-	29,940	-	-100%
SGT Recreation Center	-	10,000,000	10,000,000	-	-100%
<b>SUBTOTAL</b>	<b>\$ 1,250,889</b>	<b>\$ 11,950,000</b>	<b>\$ 14,968,668</b>	<b>\$ 5,436,388</b>	<b>-64%</b>

# COMMUNITY DEVELOPMENT CORPORATION: DEBT SERVICE

## COMMUNITY DEVELOPMENT CORP. FUND

### EXPENSE SUMMARY

CLASSIFICATION	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	ACTUAL	ORIGINAL	AMENDED	BUDGET	vs. FY21 AMENDED
Debt Service	2,413,739	2,419,266	2,419,266	2,418,136	0%
<b>DEPARTMENT TOTAL</b>	<b>\$ 2,413,739</b>	<b>\$ 2,419,266</b>	<b>\$ 2,419,266</b>	<b>\$ 2,418,136</b>	<b>0%</b>

### EXPENSE DETAIL

DEBT SERVICE	2019-2020	2020-2021	2020-2021	2021-2022	% CHANGE
	ACTUAL	ORIGINAL	AMENDED	BUDGET	vs. FY21 AMENDED
Service Costs	3,500	3,500	3,500	3,500	0%
Contractual Services	-	2,400	2,400	2,400	0%
Principal	1,755,000	1,785,000	1,785,000	1,815,000	2%
Interest Expense	654,489	626,866	626,866	595,736	-5%
Miscellaneous Debt Expense	750	1,500	1,500	1,500	0%
<b>SUBTOTAL</b>	<b>\$ 2,413,739</b>	<b>\$ 2,419,266</b>	<b>\$ 2,419,266</b>	<b>\$ 2,418,136</b>	<b>0%</b>

### DEBT SCHEDULE

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL ANNUAL
2022	1,815,000	595,735	2,410,735
2023	1,850,000	560,560	2,410,560
2024	1,890,000	521,192	2,411,192
2025	1,935,000	476,721	2,411,721
2026	1,980,000	431,190	2,411,190
2027	2,030,000	382,423	2,412,423
2028	2,080,000	329,176	2,409,176
2029	2,145,000	270,874	2,415,874
2030	2,205,000	209,248	2,414,248
2031	2,265,000	143,693	2,408,693
2032	2,335,000	74,090	2,409,090
<b>TOTAL</b>	<b>\$ 22,530,000</b>	<b>\$ 3,994,902</b>	<b>\$ 26,524,902</b>

### DEBT SERVICE REQUIREMENT

Bond Series	Date of Issue	Amount Issued	Interest Rate	Maturity Date	Balance as of 10/1/2021	Required Principal 2021-2022	Required Interest 2021-2022	Total Required 2021-2022
<b>SALES TAX REVENUE BONDS:</b>								
2016	08/16/16	31,235,000	0.75%-3.173%	09/01/32	22,530,000	1,815,000	595,735	2,410,735
<b>TOTAL</b>		<b>\$31,235,000</b>			<b>\$ 22,530,000</b>	<b>\$ 1,815,000</b>	<b>\$ 595,735</b>	<b>\$ 2,410,735</b>

### BOND RATINGS

In August of 2016, the City's CDC Revenue debt rating was upgraded to Aa2.



# GLOSSARY

# GLOSSARY

Accrual	Method of accounting that recognizes the financial effect of transactions, events, and inter-fund activities when they occur, regardless of the timing of related cash flows.
Activity	A specified and distinguishable line of work performed by a division.
Ad Valorem	A tax computed from the assessed valuation of land and improvements.
Appropriation	An authorization made by the legislative body of a government which permits officials to incur obligations against and to make expenditures of governmental resources. Specific appropriations are usually made at the fund level and are granted for a one year period.
Appropriation Ordinance	The official enactment by the legislative body establishing the legal authority for officials to obligate and expend resources.
Arbitrage	The ability to obtain tax-exempt bond proceeds and invest the funds in higher yielding taxable securities resulting in a profit. Arbitrage restriction requirements describe the circumstances in which investment in materially higher yielding securities is allowed without compromising the tax-exempt status of the bond issue. The rebate requirements identify what must be done with profits earned from those securities under the arbitrage restriction requirement.
Assessed Valuation	A value that is established for real or personal property for use as a basis for levying property taxes. (Note: Property values are established by the Central Appraisal District.)
Assets	Resources owned or held by the City which have monetary value.
Balanced Budget	A budget adopted by the legislative body and authority by ordinance where the proposed expenditures are equal to or less than the proposed resources.
Bonds	A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayment of the principal are detailed in a bond ordinance. The most common types of bonds are general obligation and revenue bonds.

Budget	A plan of financial operation embodying an estimate of proposed means of financing it. The “operating budget” is the financial plan adopted for a single fiscal year. The “proposed budget” designates the financial plan initially developed by departments and presented by the City Manager to the Council for approval. The “adopted budget” is the plan as modified and finally approved by that body. The approved budget is authorized by ordinance and thus specifies the legal spending limits for the fiscal year.
Budget Adjustment	A legal procedure utilized by the City Staff and City Council to revise a budget appropriation.
Budget Document	The compilation of the spending plans for the various funds, along with supporting schedules, tables and charts which, in total, comprises the annual revenue and expenditure plan.
Budget Control	The control or management of the organization in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and revenues.
Capital	An expenditure which results in the acquisition of or addition to fixed assets, and meets these criteria: has an anticipated useful life of more than one year; can be permanently identified as an individual unit of property; belongs to one of the following categories: Land, Buildings, Structures & Improvements, Equipment; constitutes a tangible, permanent addition to the value of the City assets; cost generally exceeds at least \$5,000; does not constitute repair or maintenance; and, is not readily susceptible to loss.
Capital Reserve	Funds that have been appropriated from operating revenues which are to be set aside for designated types of maintenance to the existing infrastructure.
Contingency Fund	A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.
Cost Center	A section of the total organization having a specialized function or activity, and segregated cost and revenue data.
Covenant	A binding agreement; contract.
Crime Index	The Crime Index is composed of selected offenses used to gauge fluctuations in the overall volume and rate of crime reported to law enforcement. The offenses included are the violent crimes of murder and nonnegligent manslaughter, forcible rape, robbery, and aggravated assault, and the property crimes of burglary, larceny-theft, motor vehicle theft, and arson.

## GLOSSARY

Current Taxes	Taxes that are levied and due within one year.
Delinquent Taxes	Taxes that remain unpaid on and after the date on which a penalty for non-payment is attached.
Debt Service Fund	A fund used to account for the monies set aside for the payment of interest and principal to holders of the City's general obligation and revenue bonds, the sale of which finances long-term capital improvements, such as facilities, streets and drainage, parks and water/wastewater systems.
Depreciation	(1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence. (2) That portion of the cost of a capital asset which is charged as an expense during a particular period.
Encumbrances	Obligations in the form of purchase order, contracts or salary commitments which are chargeable to an appropriation and for which a part of the appropriation is reserved. When paid, the encumbrance is liquidated.
Enterprise Fund	A fund established to account for operations that are financed and operated in a manner similar to private business enterprises. Where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.
Expenditures	The cost of goods received, or services rendered whether cash payments have been made or encumbered.
Fiscal Year	A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. The City of Allen has specified October 1 to September 30 as its fiscal year.
Fund	An accounting device established to control receipt and disburse income from sources set aside to support specific activities or attain certain objectives. Each fund is treated as a distinct fiscal entity with a self- balancing set of accounts.
Fund Balance	The excess of a fund's current assets over its current liabilities; sometimes called working capital in enterprise funds. A negative fund balance is often referred to as a deficit.
Funding	Provides budgetary resources to cover the total cost of a program or project at the time it is undertaken.



General Fund	The fund used to account for all financial resources except those required to be accounted for in another fund. The General Fund is tax supported.
General Obligation Debt	Monies owed on interest and principal to holders of the City's general obligation bonds. The debt is supported by revenue provided from real property which is assessed through the taxation power of the local governmental unit.
Generally Accepted Accounting Principles (GAAP)	Detailed accounting standards and practices for state and local governments as prescribed by the Governmental Accounting Standards Board (GASB).
Governmental Funds	Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds, and permanent funds.
Infrastructure	That portion of a City's assets located at or below ground level, including the water system, sewer system, and streets.
Internal Service Fund	A fund used to account for the financing of goods or services provided by one City department or cost center to other departments, on a cost- reimbursement basis.
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.
Modified Accrual Basis	The accrual basis of accounting adapted to the governmental fund type spending measurement focus. Under it, revenues are recognized when they become both "measurable" and "available to finance expenditures of the current period." Expenditures are recognized when the related fund liability is incurred except for (1) inventories of materials and supplies which may be considered expenditures either when purchased or when used; (2) prepaid insurance and similar items which need not be reported; (3) accumulated unpaid vacation, sick pay, and other employee benefit amounts which need not be recognized in the current period, but for which larger-than-normal accumulations must be disclosed in the notes to the financial statements; (4) interest earnings on special assessment levies; and (5) principal and interest on long-term debt which are generally recognized when due.
Mission Statement	General statement of purpose.
Note	A certificate pledging payment, issued by a government or bank.



## GLOSSARY

Operating Budget	Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending, and service delivery activities of the City are controlled. The use of annual operating budgets is required by State Law.
Reimbursement	Repayment to a specific fund for expenditures incurred or services performed by that fund to or for the benefit of another fund.
Replacement Cost	The cost of an asset which can render similar service (but which need not be of the same structural form) as the property to be replaced.
Reserve	An account used to indicate that a portion of fund resources is restricted for a specific purpose, or is not available for appropriation and subsequent spending.
Reserve Fund	A backup fund for payment of matured bonds and interest should the Water & Sewer Debt Service Fund fall short of required amounts.
Revenues	All amounts of money received by a government from external sources other than expense refunds, capital contributions, and residual equity transfers.
Rolling Stock	Capital items such as motor vehicles, heavy equipment, and other apparatus.
Service Area	Major division within the total organization performing a function, which is composed of departments and is under the oversight of an Assistant City Manager who reports to the City Manager. Service areas include: Administration, Development, and General Government.
Strategic Plan	Document which lists or describes major goals of an organization along with the strategies that will be employed in attaining them.
Subrogation	Transferring of financial responsibility to the party who, in equity and good conscience, should pay it.
Tax Rate	A percentage applied to all taxable property to raise general revenues. It is derived by dividing the total tax levy by the taxable net property valuation.
Taxes	Compulsory charges levied by a government for the purpose of financing services performed for the common benefit.
Tax Increment Financing (TIF)	Tax Increment Financing; a tool to use future gains in property and sales taxes to finance eligible public infrastructure such as streets, drainage, parking garages, parks, trails, and other improvements as allowed by law, within a reinvestment zone.

Tax Increment  
Reinvestment  
Zone (TIRZ)

See Tax Increment Financing; a term used interchangeably with TIF.

# ACRONYMS

ADA	Americans with Disabilities Act
AEC	Allen Event Center
AEDC or EDC	Allen Economic Development Corporation
AISD	Allen Independent School District
AMI	Advanced Meter Infrastructure
AMR	Automatic Meter Readers
ASRC	Allen Senior Recreation Center
CATV	Cable Access Television
CDBG	Community Development Block Grant
CDC	Community Development Corporation
CIP	Capital Improvement Program
City Sec.	City Secretary Department
CMO	City Manager's Office
CMOM	Acronym for "Capacity, Management, Operation and Maintenance" used by the EPA in regard to its program for evaluating Sanitary Sewer collection systems.
COA	City of Allen
COG	Council of Governments
Comm Dev.	Community Development Department
Comm Serv.	Community Services Department

CVB	Convention and Visitors Bureau
DART	Dallas Area Rapid Transit
DRN	Don Rodenbaugh Natatorium
EMS	Emergency Medical Service
EMT	Emergency Medical Technician
Eng	Engineering Department
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
FLSA	Fair Labor Standards Act
FTE	Full Time Equivalent
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GIS	Geographic Information System
GO Debt	General Obligation Debt
HHW	Household Hazardous Waste
HOA	Homeowners' Association
HR	Human Resource Department
ICMA	International City and County Management Association - professional and educational association for government officials.
IT	Information Technology Department

## GLOSSARY

JARC	Job Access and Reverse Commute Program
JFRC	Joe Farmer Recreation Center
LEED	Leadership in Energy and Environmental Design
NCTCOG	North Central Texas Council of Governments
NIMS	National Incident Management System
NNR	No-new Revenue Tax Rate
NPDES	National Pollutant Discharge Elimination System
NTMWD	North Texas Municipal Water District
P&R	Parks and Recreation Department
PEG Access	Public Education Government Access; Refers to a cable channel operated by a local government entity.
P.C.O.R.I.	Patient-Centered Outcomes Research Institute; non-profit organization established by P.P.A.C.A.
P.P.A.C.A.	Patient Protection and Affordable Care Act
P.R.I.D.E.	People First, Respect, Integrity, Deliver, Excel. The P.R.I.D.E. program recognizes and rewards employees who go the extra mile to provide professional, quality customer service, including all full-time and part-time personnel.
RFP	Request for Proposals
RFQ	Request for Quotes
RMS	Records Management System
ROW	Right-of-way
SAFER	Staffing for Adequate Fire and Emergency Response
SDE	Spatial Data Engine

## GLOSSARY

SH	State highway
SSI	Service Standard Index
STEP	State Traffic Enforcement Program
TIF	Tax Increment Financing
TIRZ	Tax Increment Reinvestment Zone
TCWC	The Courses at Watters Creek
TCEQ	Texas Commission on Environmental Quality
TMRS	Texas Municipal Retirement System
TNRCC	Texas Natural Resources Conservation Commission
TxDOT	Texas Department of Transportation
TPDES	Texas Pollutant Discharge Elimination System
VAR	Voter Approved Tax Rate
W & S or WS	Water & Sewer



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