

THE CITY OF  
**NOLANVILLE**

**COMMUNITY THAT CARES**



**FISCAL YEAR  
2020-2021  
BUDGET**

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CITY OF NOLANVILLE, TEXAS  
ANNUAL BUDGET

FISCAL YEAR OCTOBER 1, 2020 – SEPTEMBER 30, 2021

**TAX RATE VOTE September 3, 2020**

THE MAYOR AND CITY COUNCIL

Recorded Vote

Andy Williams	No Vote Required		
Butch Reis	X(aye)	(nay) to	(abstention)
Joan Hinshaw	X(aye)	(nay) to	(abstention)
Patrick Ramsdell	X(aye)	(nay) to	(abstention)
David Williams	X(aye)	(nay) to	(abstention)
James Bilberry	<u>X</u> (aye)	(nay) to	(abstention)

City Manager  
Kara Escajeda

**FY 20-21 Property Tax Rate**

**Maintenance & Operations (M&O): \$0.3700**

**Debt Service (I&S): \$0.1603**

**Total Property Tax Rate: \$0.5303**

*M&O No New Revenue Rate: .3861*

*M&O Voter Approval Rate: .3996*

*(Previously called Roll Back)*

*No-New-Revenue tax rate: .4824*

*Voter-Approval tax rate: .5599*

**Last Year's FY 19-20 Property Tax Rates**

Maintenance & Operations Tax Rate: \$0.4036

Debt Rate (Interest & Sinking Fund): \$0.1120

Total Adopted Property Tax Rate: \$0.5156

**This budget will raise more total property taxes than last year's budget by \$119,734, 9.1286% and of that amount \$72,470 is tax revenue to be raised from new property added to the tax roll this year.**



### *Vision Statement*

*The Vision of Nolanville is to preserve our small-town atmosphere while preparing for growth and future generations; to enhance the beautification of the city, embrace the diversity of its people and improve the quality of life for our citizens. We aspire to be*

*“A Great Place to Live.”*

### *Mission Statement*

*It is our Mission to promote the health, safety and welfare of our citizens; add value to our community by planning for the future, and encourage community involvement. Being responsive to those we serve, while always striving to improve the quality of life for our citizens, and enhance our dedication towards making the City of Nolanville “A Great Place to Live.”*

**CITY OF NOLANVILLE, TEXAS  
BUDGET  
FISCAL YEAR 2020-2021**

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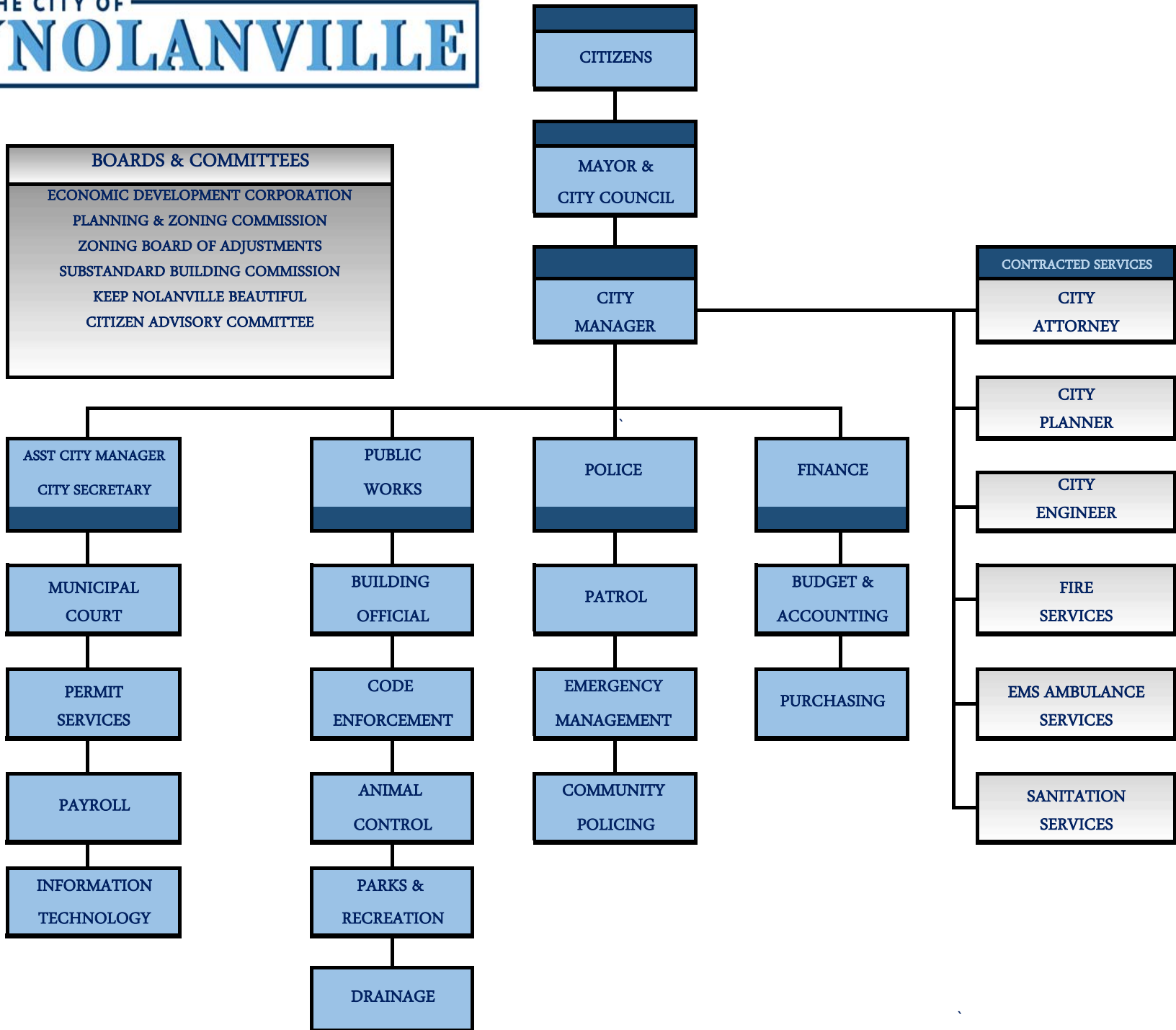
**APPENDIX**

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# BUDGET MESSAGE

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Our annual budget results from the combined efforts of the City Council, Management, and Department Heads to allocate the City's financial resources to meet municipal government functions, responsibilities, and goals established by the Nolanville community in the Comprehensive Plan.

The City's first Comprehensive Plan, documenting the vision of Nolanville residents for their City, was drafted in 2015. Today, the City of Nolanville is optimistic about creating a new chapter of smart growth and development as it undertakes the 2020 Comprehensive Plan update. Included in the plan are "smart" tech-based approaches planned by Nolanville residents in partnership with Texas Target Communities and ENDEAVR program students out of Texas A&M University-College Station.

This year's budget focuses on some of the remaining Comprehensive Plan objectives, as well as Public Infrastructure and Quality of Life initiatives.

## **Housing Standards**

Healthy neighborhoods protect property values, reduce crime, and enhance the quality of life. The City updated ordinances to improve property maintenance codes by including substandard buildings.

Last year, Public Works created action plans to increase voluntary compliance. These action plans have proven successful with most property owners remediating their substandard buildings. The Staff and Substandard Building Commission also trained on hearing procedures for non-compliance cases and are successfully postured to initiate action towards the removal of structures that pose health and safety risks to our community.

Since 2019, the City has influenced the disposition of over 18 substandard structures. To date, there has been only one instance where the City had to fully complete the demolition of a structure, the rest have been resolved through the property owner.

Code Enforcement is this year's number one focus. Multiple departments are working together to ensure consistent and effective Code Enforcement. The goal is to influence a new normal for property management standards.

## **Public Safety**

Public Safety is at a level that meets the demands of the current population. The City's priority is retaining talented police officers that genuinely care about community policing by providing competitive pay, adequate equipment, and ongoing training.

The importance of recruitment will become even more evident throughout the Fiscal Year with the COPS grant being used to supplement these efforts. The U.S. Department of Justice, Cops Hiring Program, is designed to increase the capacity of law enforcement agencies to implement community policing strategies that strengthen partnerships for safer communities and enhance law enforcement's capacity to prevent, solve, and control crime through funding for additional officers. This budget plans for the first year's pay for two additional officers. Future budget years will require an increased portion of salary match over three years, at which time the department would be responsible for their entire wages. These additional community officers funded by the grant will enable the department the flexibility to promote and develop an investigator position.

In January 2020, a major organizational culture shift occurred, resulting in a higher level of teamwork between departments to help improve processes that benefit the residents in the way of code enforcement, animal control, and nuisance reporting. This culture improvement can be attributed to team-building training and the Police Chief's willingness to embrace process improvements with other departments. We intend to continue these improvements in our Public Safety sector by using technology to create a report and notification systems that integrates residents into the public safety process.

## **Infrastructure**

Road Maintenance: Last fiscal year, the City completed 6-point roadway repairs and reconstructed a section of St John/Ave 1/4<sup>th</sup> and 5th Street. Microsurfacing (preservation treatment) was completed for Jordan, Ashly, Gehler, Moss, and Cindy to extend the life cycle of these roads. Preliminary engineering was initiated for the Nolanville Park Connectivity Project (Reconstruction of Avenue H & Mesquite) using the Sales Tax Street Maintenance Fund. Other items funded by the Sales Tax Street Maintenance included a contribution towards Warriors Path Draining.

FY 19-20 prioritized some road maintenance in support of the seven-year prevention plan, any street maintenance remaining at the end of FY 19-20 will be accrued and combined with FY 20-21 budgeted amount to complete at least three 3 miles of prevention per year.



Capital Improvement Plan: The City received a \$1.2 million grant from the Texas Department of Transportation Livability Grant. This project will increase pedestrian and bike safety, ribbon curbing/asphalt overlay, and improved aesthetics for this busy collector. This grant requires a \$300,000 match from the City in 2021. The Council planned for a 1.5 million bond budget year to provide the match. Refer to the Capital Infrastructure Plan in this document to review the complete list of projects prioritized with the bond.

The City continues to apply for additional funding through TxDOT to improve roadway infrastructure to minimize the need for long term debt. Examples of previous projects include Main Street Connectivity, Old Nolanville Road, and current progress in Nolanville Park Connectivity. See "Capital Infrastructure Plan" for additional details.

Drainage: The Regional Flood Plain Study was completed in the summer of 2018. Our next focus is to seek grant opportunities and determine which projects provide the most significant benefit to the community. Many of the suggested improvements have to be initiated upstream from our City Limits. We will continue to be a regional partner in the watershed of Nolan Creek through a joint application to the Texas Commission on Environmental Quality for a grant to hire a watershed coordinator. We submitted an individual application in Summer 2020 to make channel improvements that will improve the water quality.

### **Economic Development**

EDC's focus was on enhancing marketing to include an updated website as listed in the strategic plan. A coordinator was hired during the last fiscal year to emphasize recruitment and retention strategies. The coordinator is also dedicating time towards activities to increase foot traffic and interest in the City.

In addition, the EDC has prioritized resources on improving community culture and other quality of life factors through Nolanville Night Markets and community wide events. In 2020 the EDC will continue improving the City image by investing in projects that increase commercial viability along I-14 through improvements of the underpass and a City entrance monument.

### **Enhancing Quality of Life**

Recreation: The Large Park Grant from Texas Parks & Wildlife (TPW) is on the second year of implementation of major elements, see the "Capital Improvement Plan" for additional details. The City is actively pursuing recreational outlets through partnerships with agencies such as the Boys & Girls Club and athletic clubs. The City submitted an additional community grant from TPW for Restrooms and a Pavilion; the agency

delayed award announcements due to COVID-19. Focus on other areas in the City that will be captured in the update of the comprehensive plan and include trails, smart parks, and nature-based learning opportunities.

## Budget Purpose

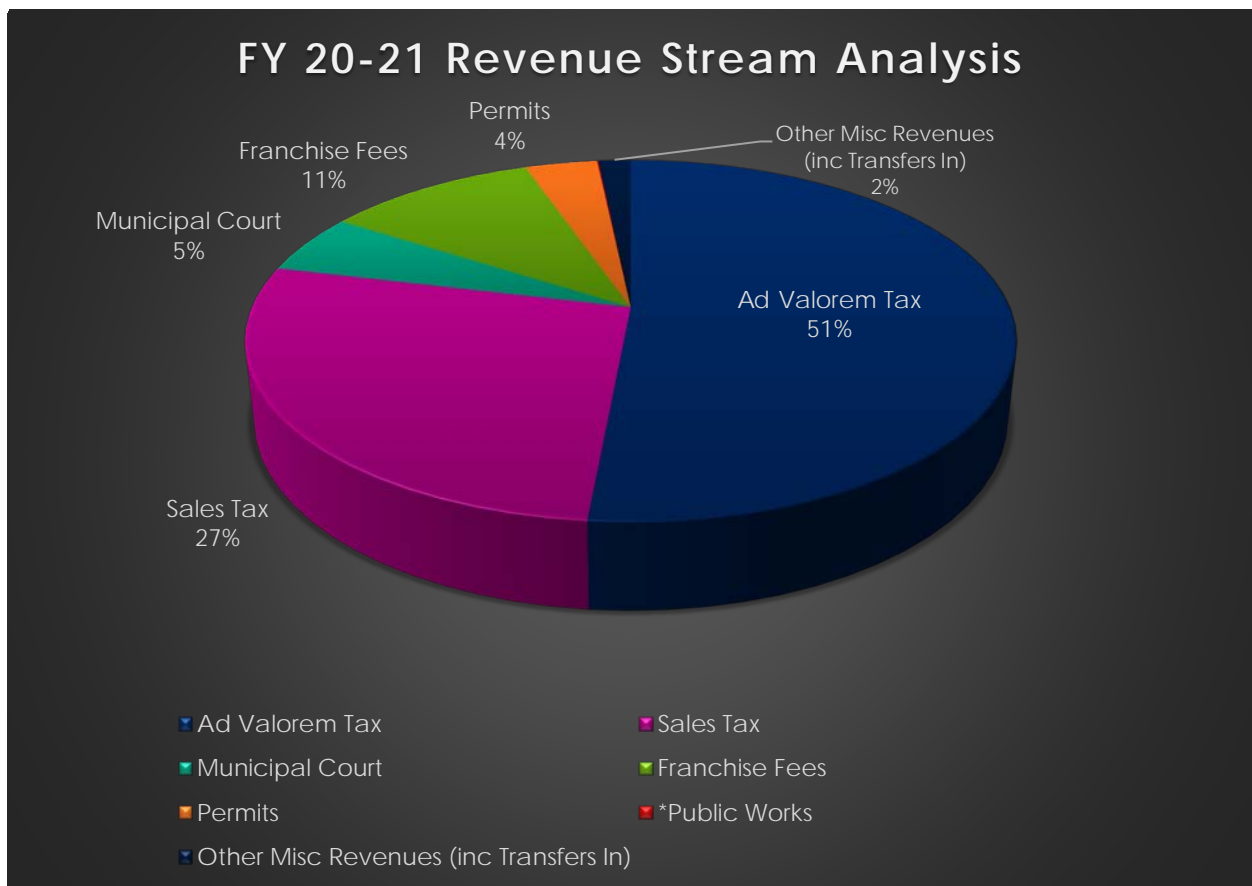
A budget is the translation of the future plans of the organization into financial terms. Adopting the budget and the tax rate are two of the most important processes for the City to go through each year. Processes for each action are designed to give citizens notice and impact of each action. The process also includes an opportunity for people to speak to City Council about the budget and the tax rate.

## General Fund Reserve

The General Fund is unassigned spendable fund balance. The General Fund Reserve today is currently maintained at a balance of \$500,000 which is greater than three months of expenditures for emergencies, unforeseen events, and major economic recessions. The anticipated Reserve Balance at the start of FY 20-21 is \$1,085,000.

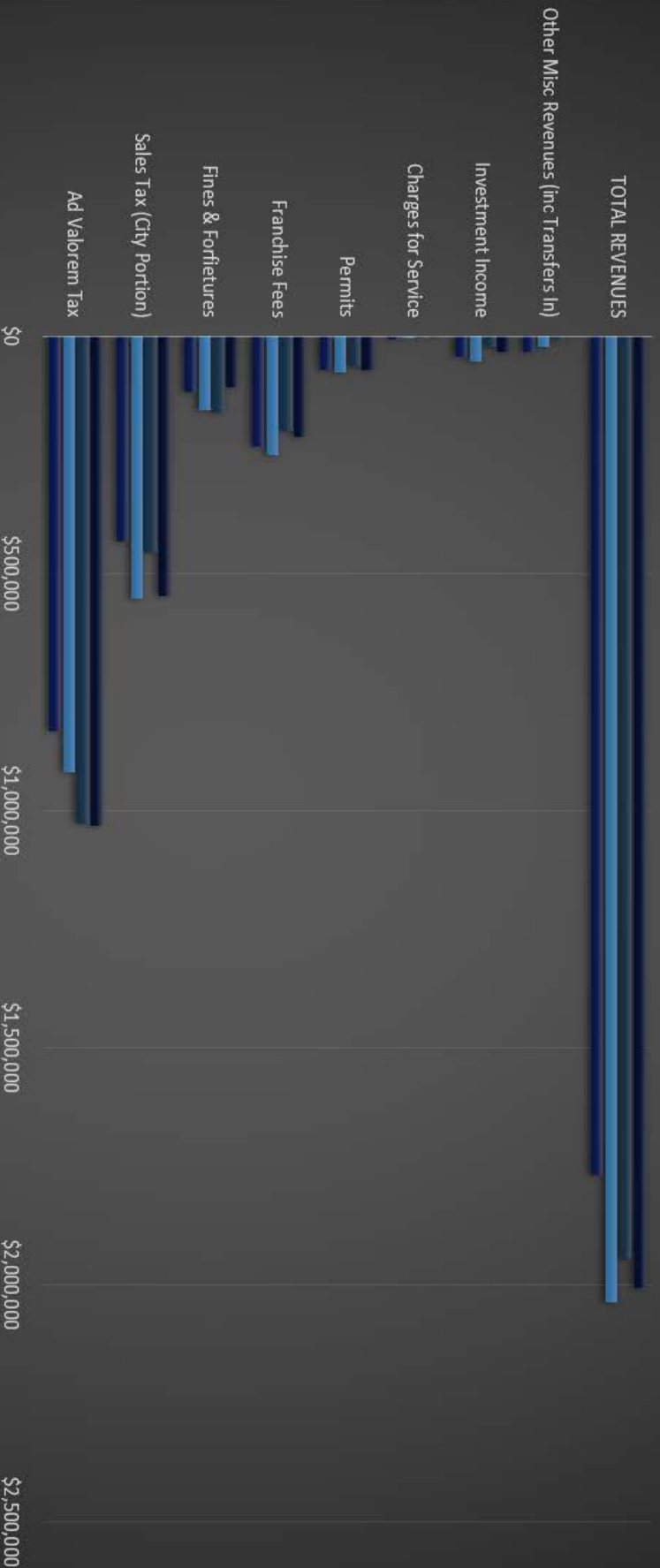
## General Fund Revenues Summary

The City's General Fund receives revenue from several sources, with the top three being property tax, sales tax, and franchise fees. The graph below forecasts revenues for FY 20-21.



*\*Public Works is .06%*

## Revenue Stream Analysis



	Ad Valorem Tax	Sales Tax (City Portion)	Fines & Forfeitures	Franchise Fees	Permits	Charges for Service	Investment Income	Other Misc Revenues (inc Transfers In)	TOTAL REVENUES
■ Budgeted 20-21	1,033,634	546,869	108,000	211,300	72,629	1,250	32,700	0	2,006,382
■ FY 19-20 (Budgeted)	\$1,026,719	\$456,635	\$161,000	\$200,550	\$65,000	\$1,700	\$24,000	\$8,000	\$1,943,604
■ FY 18-19 (Actual)	918,619	552,172	156,168	250,000	77,736	5,045	54,593	22,542	2,036,875
■ FY 17-18 (Actual)	\$831,640	\$432,924	\$117,305	\$234,000	\$71,716	\$6,694	\$42,522	\$32,122	\$1,768,923

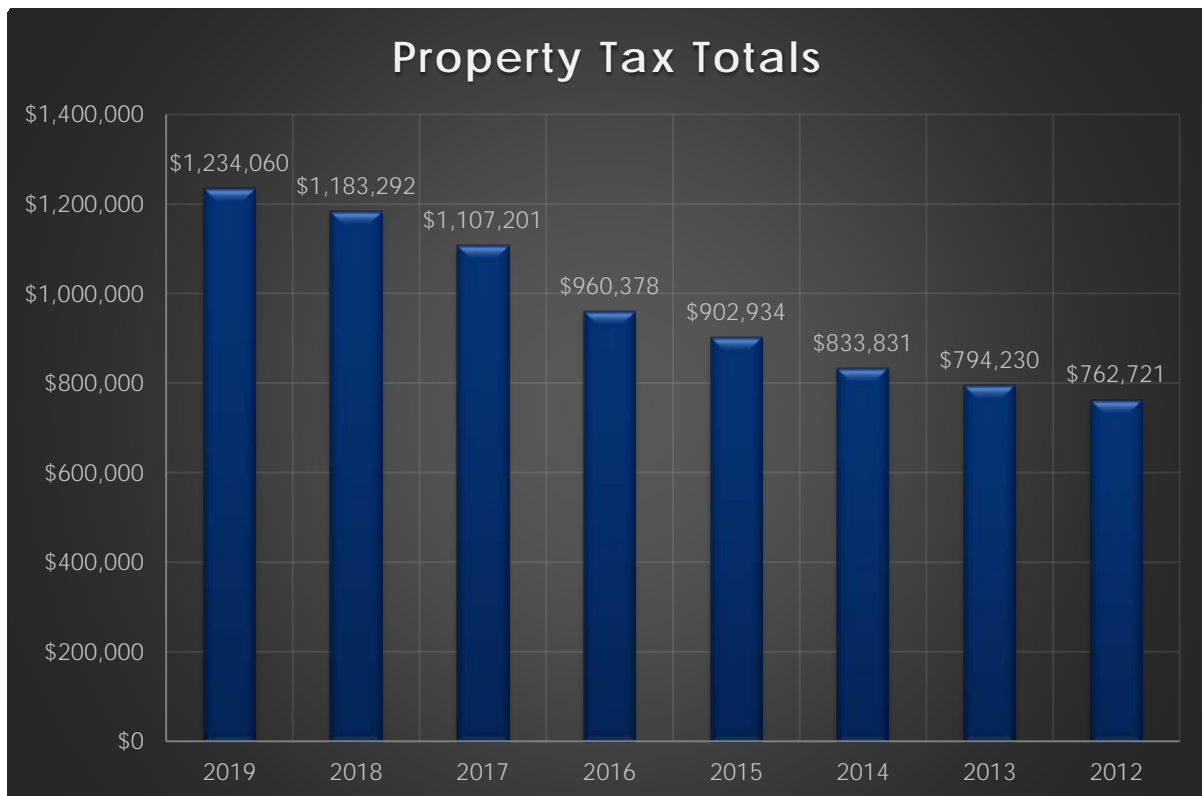
■ Budgeted 20-21   ■ FY 19-20 (Budgeted)   ■ FY 18-19 (Actual)   ■ FY 17-18 (Actual)

## Property Tax

Ad valorem tax is the largest revenue source in the General Fund. The ad valorem tax rate in Nolanville is comprised of two components; Maintenance & Operations (M&O) and Interest and Sinking (I&S). The M&O provides the revenue for the City's General Fund operations while the I&S provides revenue to pay the City's Debt Service obligations.

Total taxable value according to the 2020 certified tax roll, as of July 20, 2020, is \$258,294,091. New property and improvements added in 2019 totaled \$13,665,917, with \$5,155,724 (37%) exempt from the tax roll. Total exemptions equated grew to \$78,178,401.

The total property tax rate is \$.5303. Of the two components, a \$.3700 tax rate totaling \$1,033,634 is calculated amount for M&O and a \$.1603 I&S tax rate totaling \$397,736 (96% collection rate). These two components combine to make the total property tax rate. The fiscal year 2020-2021 property tax revenue is estimated to be \$1,431,370. The chart below shows collection totals from previous tax years.



**Sales Tax**

Total sales tax collected is allocated in three ways; General Fund (1%), Street Maintenance (.25%) and Economic Development (.25%). A separate tax is imposed on mixed beverages.

Sales Tax accounts for the second greatest revenue source in the General Fund. Sales tax is difficult to predict because there are many variables that impact the amount. Sales tax revenue increased dramatically in 2017 due to a large annexation that included commercial properties on the periphery of the City. We had another large unforecasted revenue in FY 2018-2019 due to changes in tax requirements for online sales. Fiscal year 2019-2020 sales tax estimate was \$453,035 but will likely be closer to \$650,000 which is a substantial increase from earlier projects. This year, 587,385 was used as the budgeted number for sales tax revenue for the general ledger.

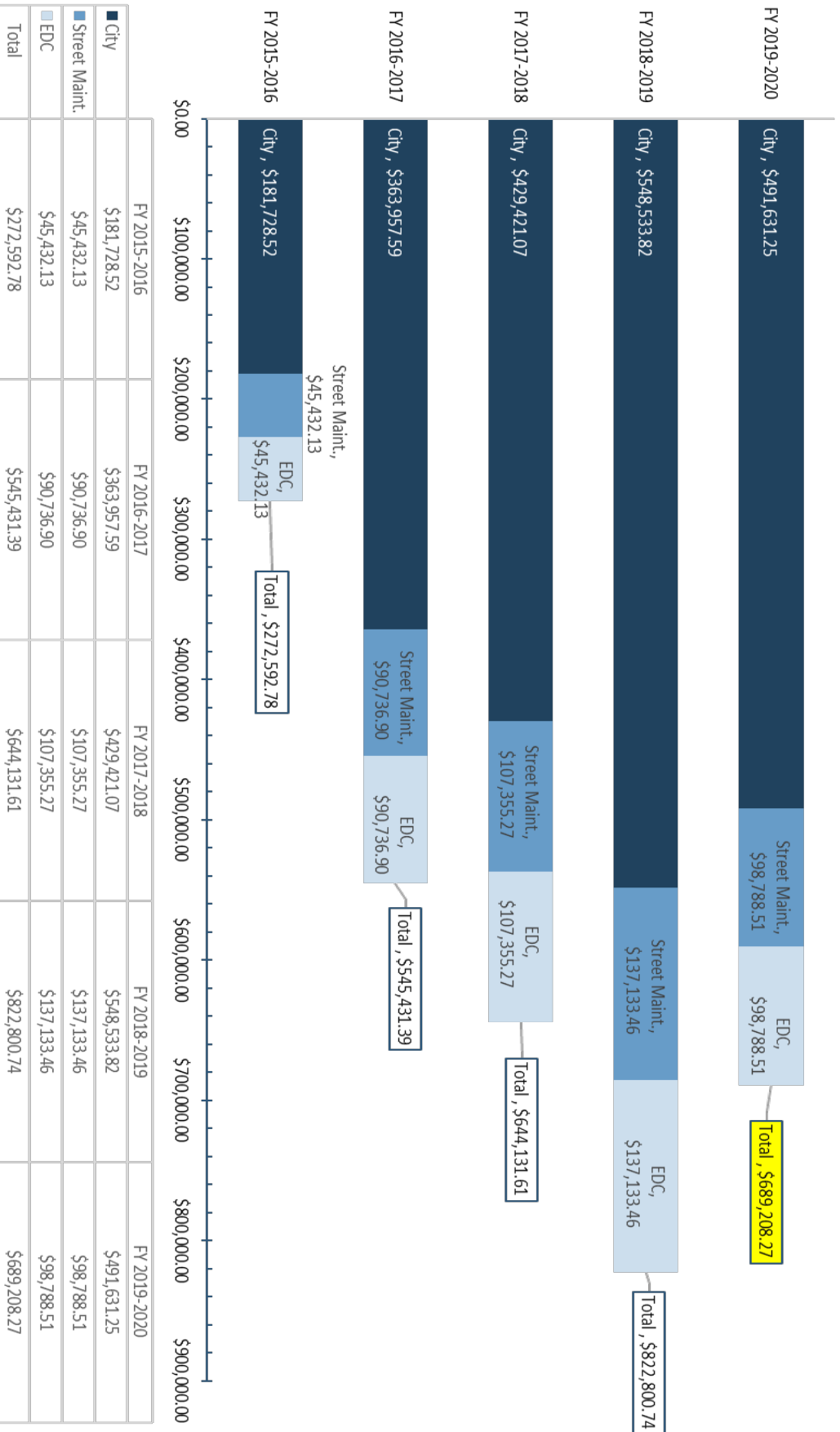
There is a larger amount of risk associated with forecasts associated with sales tax due to the number of known businesses to leave the City limits and disruptions from COVID-19. The reserve is healthy enough to absorb a shortfall if necessary, for short term disruptions in revenue.

Street Maintenance Fund uses \$142,000 as projected revenue, while the Economic Development Corporation used \$115,000 as a more conservative planning number.

The Chart below was last updated in May 2020 and summarizes sales tax revenue from 2015-2019 and projects the end of 2020 amounts in the highlighted box.

Mixed beverage tax estimate is \$3,600 towards the General Fund.

## 2015-2020 Sale Tax Revenue



■ City
 ■ Street Maint.
 ■ EDC
 ■ Total

## ***Franchise Fees***

The third largest revenue source in the General Fund is the revenue collected from franchise fees. Franchise fees are collected for the use of the City's rights-of-way by electric, gas, telephone, and other utility companies. The fiscal year 2020-2021 franchise fee revenue is estimated to be \$211,300 which is a slight increase from last year.

## ***Other Revenues***

Other revenue sources include Permits and Municipal Court. Permits are issued prior to construction and pay for the contracted cost associated with inspections to ensure safety and improve the quality of life for the citizens of Nolanville. Municipal Court revenues are associated with citations issued through the police department, animal services and code enforcement. While the city does collect money from citations issued by the police department, by law, a significant portion of each fine goes to the State of Texas.

## **Special Revenue Funds**

Special Revenue Funds are dedicated funds with revenues intended to fund a specific purpose and restricted. This section includes a summary of these funds with their description.

*Court Security Fee* revenue can only be used to improve the security and safety of the Municipal Court including security personnel and security-related training.

*The Court Technology Fees* requires defendants of convicted misdemeanor offenses in municipal court to pay a fee. This fee can be used to maintain and improve technology at the Municipal Court including: (1) computer systems; (2) computer networks; (3) computer hardware; (4) computer software; (5) imaging systems; (6) electronic kiosks; (7) electronic ticket writers; and (8) docket management systems.

*Crossing Guard Fund* is generated from a court cost for parking violation convictions. Funds are dedicated to operate school crossing guard program.

*Street Maintenance Fund* is a dedicated .25% of city sales tax. These revenues may be spent to repair and maintain existing city streets and sidewalks. This fund must be voted on every four years and was last approved in November 2017.

*Economic Development Corporation (EDC) Type B* is funded by a .25% sales tax. In general, the funds may be spent on development projects and incentives that create primary jobs and authorized projects. Examples of authorized projects include those related to recreation or community facilities. Note: Economic Development Fund is maintained separate from the General Fund, however, EDC budget is included in the adoption of the City Budget Ordinance.

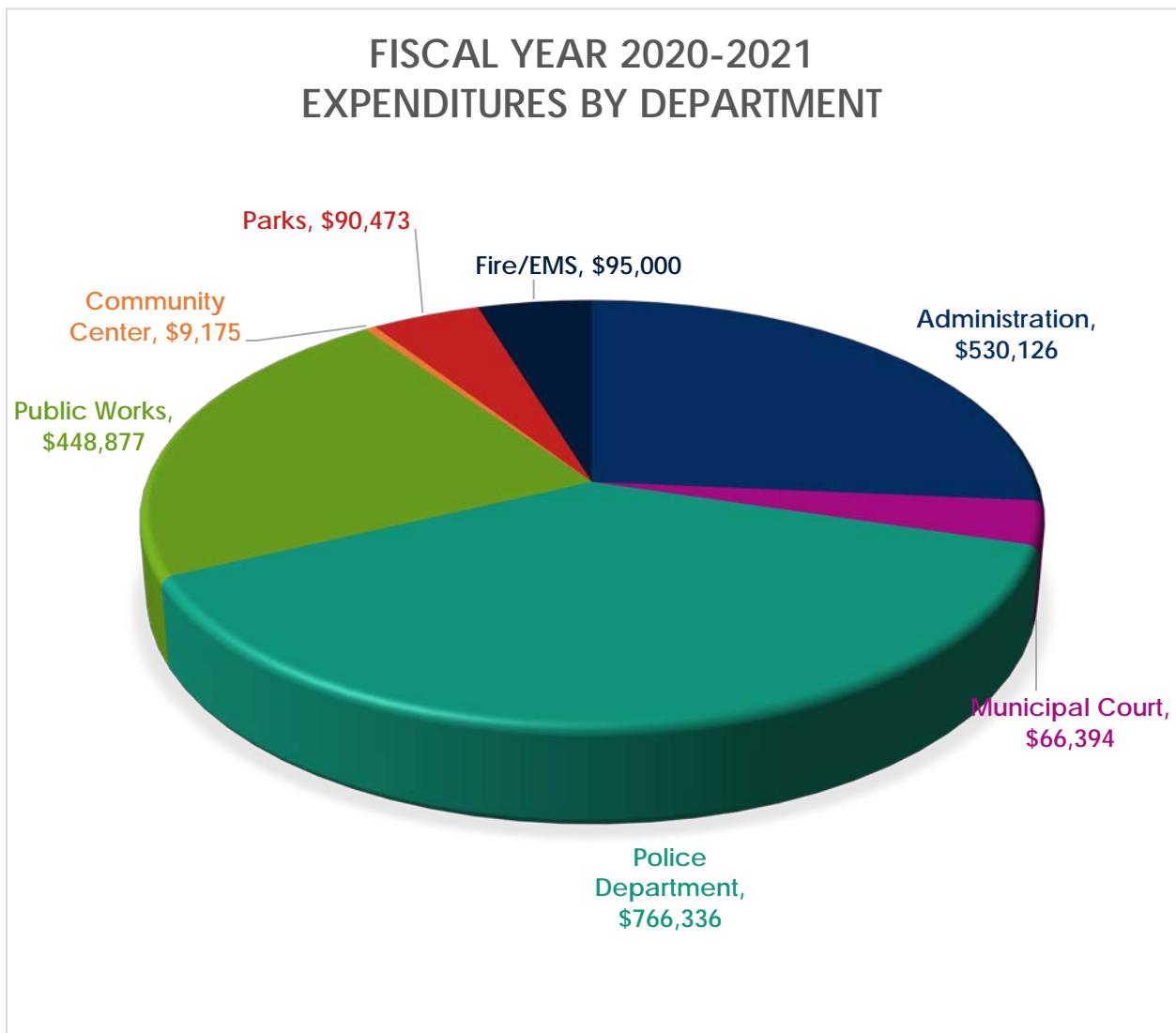


## General Fund Expenditures Summary

The Budget includes an increase of \$62,778 in General Fund expenditures from the previous fiscal year. The Budget lists the total General Fund Expenditures at **\$2,006,382**.

The budget remains relatively consistent in most categories. The most notable increases were in the area of personnel and information technology.

The Budget accounts for a City employee salary increase of 3% step/merit increase for all Staff. The City does not have a merit or step program increase; instead, the percentage of increase is determined annually to ensure that the City of Nolanville retains valued employees and also attracts quality talent. This budget also accounts for cost related to COPs grant match requirements in the event the department receives funding for two additional officers.



## General Fund Debt Services

The City's outstanding indebtedness will be **\$ 3,225,701** as of October 1, 2020. Interest and Sinking (I&S) is collected from property tax revenue and pays the principal, interest, and fees on the current debt. The I&S component for FY 20-21 is \$0.1603 per \$100 of assessed valuation.

In September of 2016, the City consolidated the 2007 Series Bond and 2012 Certificate of Obligation to take advantage of low interest rates and secured a 1.73% refinanced bond with Chase. The Council approved a Tax Note with a rate of 2.07% from BBT in March of 2017 to complete several road repairs and drainage issues. Council approved bond financing in July 2020 for \$1,500,000 at 1.68% for 15 years (Callable) for Capital Infrastructure Improvements.

## **SCHEDULE OF OUTSTANDING DEBT**

**CITY OF NOLANVILLE**

**2020-2021 TAX YEAR**

<b>Description of Debt Service</b>	<b>Principal or Contract Payments to be Paid</b>	<b>Interest to be Paid</b>	<b>Total Payments</b>
General Obligation Refunding Bonds Series 2016, Chase	\$180,000	\$22,923	\$202,923
Tax Note (7 Year) Series 2017, BBT	\$70,000	\$5,382	\$75,382
General Obligation 2020, Chase	95,000	24,431	119,431

**TOTAL FY 2020-21 Payment: \$397,736**

# DEPARTMENTAL BUDGETS



## Contract Services

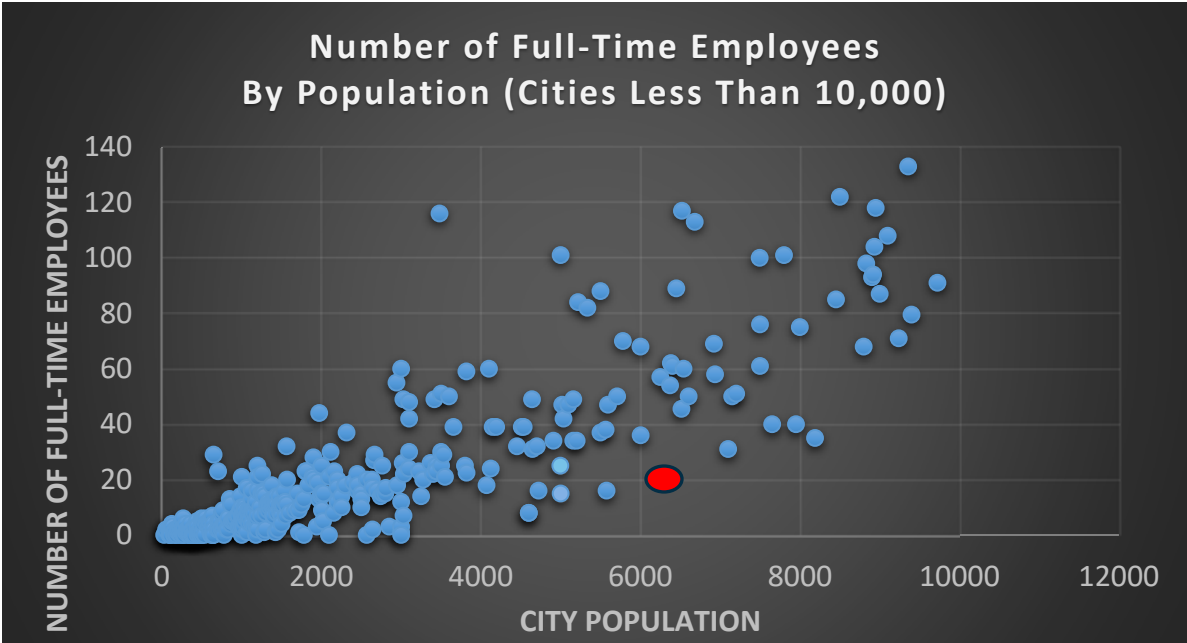
Trash  
Emergency Medical Service  
Fire  
Legal  
Planning  
Engineer  
Construction Inspections  
Information Technology

The Municipal Building is located at 101 North 5th Street, Nolanville, Texas 76559. The hours of operation are 8:00AM to 5:00PM, Monday through Friday excluding holidays. All departments can be reached by phone at (254) 698-6335. The City's Website lists announcements and department information at <http://ci.nolanville.tx.us/> . City Email is [cityhall@ci.nolanville.tx.us](mailto:cityhall@ci.nolanville.tx.us) .

# Nolanville Personnel Overview Data

\*Programmed; < 1000 hours for the fiscal year.

Personnel	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
City Manager	1	1	1	1	1
City Secretary	1	1	1	1	1
Finance Director	.5	.5	*	*	*
Admin. Assistant	1	1	1	1	1
Court Clerk	1	1	1	1	1
Police Chief	1	1	1	1	1
Police Admin	0	0	*	1	1
Police Officers	6	7	8	9	11
Public Works Director	1	1	1	1	1
Public Works Labor	0	1	1	2	2
Seasonal Labor		*	*	*	*
Building Official			*	*	*
<b>Total Personnel</b>	<b>14.5</b>	<b>*15.5</b>	<b>*16</b>	<b>*18</b>	<b>*20</b>



Nolanville comparison to other Cities in Texas of similar size. Nolanville is represented by the red triangle.  
 Source: 2017 TML Fiscal Conditions Survey; <https://www.tml.org/surveys#fiscal>

# **ADMINISTRATION**

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## **Department Description**

The Administration Department of the City of Nolanville is made up of the City Manager, City Secretary, Finance Director, and an Administrative Assistant. This budget accounts for their salaries as well as all employee health insurance and liability insurance for the City. It includes Professional Services such as City Planning, Engineering, Building Inspections and Legal.

## **Expenditures**

The operating budget remains consistent. The most significant changes to Operations Expenditures are Information Technology purchases for Time Entry Software and Election Expenses resulting from the City Charter Review. Incode Time Entry software was a capital purchase that has afforded more efficient electronic personnel payroll timekeeping, time management, leave time tracking and, most importantly, provides improved reporting. The annual maintenance will be a continuing budget expense for the software. Charter Review expenses will be split between budgets for FY 20 and FY 21. Expenditures include legal review, election propositions and ballot publications. COVID-19 training requirements are anticipated as they relate to health, security and safety for City operations. The Department remains prepared to conduct remote operations, as needed, and to respond to emergency management needs of the City.

# **MUNICIPAL COURT**

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## **Department Description**

Municipal Court duties include Processing, Traffic Citations, Parking Tickets, Class C Misdemeanors, Animal Control Violations, Code Enforcement Violations and other City Ordinance Violations. The Court Clerk serves as the administrative side of the Municipal Court. The responsibilities of the Court Clerk include collecting assessed fines and fees, docketing cases for efficient adjudication, processing filed complaints on time and accurately, and responding courteously to requests for information from the public. The Municipal Court provides all persons the right to trial by judge or jury and follows the procedures set forth under Texas law.

## **Expenditures**

The Municipal Court Personnel Expenditures will provide for Judges' compensation under Professional Services instead of Personnel Expenditures. We embrace Nolanville's new Court of Record status with the contracting of new presiding and alternate judges. In addition to the Court Clerk achieving certification, we recognize the

need for operational adjustment related to COVID-19, especially as it provides for virtual training for court pre-trial and trial processes.

## **POLICE DEPARTMENT**

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### **Department Description**

Under the City Charter, the Police Department is charged to preserve the peace, protect life and property, and enforce the local, state and federal statutes. The Nolanville Police Department is a full-service, community law enforcement agency. To accomplish all tasks assigned to the Police Department, the organization is divided into three functional areas: Administration, Operations (Patrol), and Support Services, which includes full-time/part-time personnel and volunteers.

### **Expenditures**

The Department's biggest improvement last year was electronic citation implementation. This increased the efficiency and accuracy of citations and eliminated redundant data entry for the court. The department also developed specialized roles and increased responsibility for police officers which improved the retention rate. One such example includes the department's pilot canine program with a single use drug canine. This program assists officers in the removal of drugs that are in our City or traveling through the City. Another example of specialization is in the area of Code Enforcement. This was a highlight for the City as it provided a mechanism for teamwork across each one of the City's departments.

The department applied for a COPS Hiring Program Grant that will potentially bring in two additional officers to ensure that the City always has adequate officer staffing and provide a safer environment, especially for officers working the night shift. This year's budget accounts for the first-year obligation in match for the program.

Capital Outlay for the department prioritizes a dedicated and secured parking area for patrol vehicles that will include a covered carport. The shade will increase the life of the electronics in the vehicles and create a safer environment for the police officers when they enter and leave the vehicles. Solar power mounted on the canopy, with back-up generation for the Emergency Operations Center (EOC), will also be considered with the bid.

# **PUBLIC WORKS**

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## **Department Description**

The Public Works Department is comprised of several functions including: Code Enforcement, Animal Services, Building Compliance, Storm Water Drainage, Permitting, Streets, and Parks & Recreation. Public Works also has the responsibility of street repairs cleaning of storm drains, mowing of City property, and maintaining city street signs. It is Public Works' goal to provide quality services to help meet the needs of our unique and growing community while ensuring the safety of Nolanville citizens. This is accomplished through careful review and input regarding all permit applications, checking for compliance with all ordinances and local codes, and inspection of all construction work done in Nolanville.

## **Expenditures**

The Public Works expenditures are primarily dedicated to the continued implementation of the 7-year Road Maintenance Plan. A copy can be viewed on the City website under "Stay Current."

The Public works Department is largely responsible for the implementation of park and Sims Community Center improvements. This FY, they will continue to make incremental improvements to the Community Center and work towards the completion of the Large Park Grant from Texas Parks & Wildlife.

# **Fire and EMS Contractual Services**

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## **Contract Description**

Contractual agreements are made for Fire and Emergency Medical Services for Citywide coverage.

Fire protection services were contracted for with Central Bell County Fire and Rescue Volunteer Fire Department in the amount of \$45,000. There is not a planned increase in the contracted amount for this fiscal year.

Ambulance service was contracted with Acadian Ambulance Service in the amount of \$50,000.

# SCHEDULE OF CAPITAL OUTLAYS BY DEPARTMENT & FACILITIES

Capital outlay items are expenditures for fixed assets such as equipment, infrastructure improvements (building) and vehicles that are funded from the operating budget. These items generally have a life expectancy of up to 10 years or are greater than \$5,000. The following table is used to anticipate expenditures by department.

Department	2017-2018	2018-2019	2019-2020	Projected
<b>Municipal Buildings</b>				
Renovations	\$0	\$10,000	\$10,000	\$65,000
Storage Building				
Community Centers	\$4,505		\$10,000	\$10,000
<b>Information Technology</b>				
Server		\$18,000		
Security Cameras				
*Multi-Media Requirements			\$16,000	
<b>Administration</b>				
Furniture & Equip.				
Administrative Vehicle			\$14,000	
<b>Municipal Court</b>				
Security Improvements				\$30,000
<b>Police Department</b>				
Automobile Cameras	\$6,000	\$12,000		
Equipped Police Vehicles	\$40,000	\$45,000	\$65,000	
Weather Siren				
Radars		\$5,000		
<b>Public Works</b>				
Mower/ATV	\$6,000		\$5,000	
Truck		\$35,000		
Dump Trailer				\$7,000
<b>Parks</b>				
Grant Matching Funds & Equip	\$120,000	\$70,000	\$70,000	\$70,000
<b>Total</b>	<b>\$176,505</b>	<b>\$195,000</b>	<b>\$190,000</b>	<b>\$182,000</b>

\* Open Meetings requirements for COVID Operations



## GENERAL FUND CAPITAL REPLACEMENT PROGRAM

Item by Department	Service Life	# of Units In Dept.	Item Cost	Cost/Year	2020-2021 Budget	Original or Last Original Purchase Year
<b>ADMINISTRATION</b>						
Computers (includes Finance/PW)	5	7	\$1,800	\$2,520	\$3,000	Varies
Ford Transit, 2015	10	1	\$14,000			2015
File Server	5	1	\$12,000	\$2,400		2017
<b>TOTAL</b>			<b>\$27,800</b>	<b>\$4,920</b>	<b>\$3,000</b>	
<b>COURTS</b>						
Cameras/Security	5	1	\$6,000	\$1,200	\$0	2017
<b>TOTAL</b>			<b>\$6,000</b>	<b>\$1,200</b>	<b>\$0</b>	
<b>PUBLIC WORKS</b>						
John Deere 790 Tractor	10	1	\$38,000	\$3,800		2000
Mower, Zero Turn Hustler, 2016	7	1	\$6,000	\$857		2015
Mower, Zero Turn Hustler, 2018	7	1	\$6,000	\$857		2010
16' C&M Utility Trailer	15	1	\$3,000	\$200		2005
Utility Trailer Dump 14FT	15	1	\$6,000	\$400	\$7,000	2000
Dodge Ram; miles 14,500	7	1	\$28,000	\$4,000		2018
F150; miles 95,430	7	1	\$25,000	\$3,571		2007
F250; miles 70,000	7	1	\$25,000	\$3,571		2011
Mahindra Tractor 4530 w loader	10	1	\$55,000	\$5,500		2006
Backhoe CAT 420E	20	1	\$70,000	\$3,500		2010
<b>TOTAL</b>			<b>\$262,000</b>	<b>\$26,257</b>	<b>\$7,000</b>	
<b>POLICE</b>						
File Server	5	2	\$12,000	\$2,400		2020
Laptop computers	5	10	\$1,800	\$3,600	Potential	Varies
Desktop computers	5	10	\$1,800	\$3,600	Grant	Varies
In-car video recorder	7	8	\$6,500	\$7,429		Varies
Patrol Vehicles	5	8	\$65,000	\$104,000		
Dodge Charger (2012); miles 68,000					Totaled	2012
Dodge Charger (2012); miles 132,176						2012
Dodge Charger (2013); miles 140,730						2013
Ford Explorer (2017); miles 54,143						2017
Ford Inter Sedan (2019); miles 19,100						2019
Ford Crown Sedan (2011); miles 72,673						2011
Ford Explorer (2019); miles 12,199						2019
Chevy Tahoe (2020), 8,662						2020
Harris	10	8	\$4,275	\$3,420	\$2,000	Varies
Vehicle radar	10	8	\$2,000	\$1,600	\$1,200	2017
<b>TOTAL</b>			<b>\$93,375</b>	<b>\$126,049</b>	<b>\$3,200</b>	
<b>GRAND TOTAL</b>				<b>\$158,426</b>	<b>\$13,200</b>	
Forecasted for purchase last year but postponed for FY 20-21						

# CAPITAL IMPROVEMENTS PROGRAM (CIP)

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Capital Improvement Projects (CIP) address Nolanville’s long-term needs in the form of street repairs, drainage improvements, parks, other public utilities and facilities. These projects are typically scheduled over several years to address the City’s ability to pay for the improvements. Capital Improvement Projects are relatively expensive and non-recurring; periodically these improvements are financed with Bonds or Certificates of Obligation.

## Street & Drainage Improvements

Major infrastructure improvements are accomplished using different sources of funding. The Street Maintenance Fund, funded by a 1/4% sales tax, has an anticipated revenue of \$170,000 for FY 2020-2021. The vote to approve this tax for an additional four years was successful in November 2017 and will be on the ballot again in 2021. Grants from Killeen Temple Metropolitan Planning Organization (KTMPPO) & Texas Department of Transportation (TxDOT) are another source of funding. Calls for projects occur every 2-3 years. Bonds, Certificates of Obligation (COO) and Tax Notes provide another method for funding major projects.

Ideally, future budgets will provide a provision to save for matching fund requirements, engineering and other professional services involving project call submissions. This will ensure the City is postured to receive grant awards by preparing projects to be “shovel ready” and to request adequate funding. This technique was used to fund the engineering for the “Nolanville Park Connectivity Project.”

## Certificate of Obligation (COO) 2020, \$1,500,000:

### *Nolanville Park Connectivity Project*

The City received 1.5 million dollars in Category 7 grant funding from Killeen Temple Metropolitan Planning Organization to improve Avenue H and Mesquite Street, called the “Nolanville Park Connectivity Project.” The scope for the project consists of complete streets to improve bicycle & pedestrian safety from 10th Street, along Avenue H and Mesquite Street, to the Park. The project requires the City to fund 20% of construction (\$300,000) and all of the preliminary engineering. The Street Maintenance Funds for FY 20 & FY 21 are earmarked to complete the engineering for this project.

The COO will fund the City Construction Match and Reconstruction of the remainder of Avenue H from Mesquite to Jackrabbit.

### *Plaza & Engineering*

Plaza improvements continue in phases with priority given to the roads experiencing the most degradation. Planned drainage improvements are anticipated to extend the life expectancy of the roads. There may be opportunities to combine improvements with other construction mobilization to reduce overall cost. Reconstruction cost for one side street is \$80,000 plus engineering. In priority as listed, the next streets for repair include Ash, Birch, both sides of Cedar, East Dogwood, East Fir and East Pine.

Engineering for Bridge Repairs and East/West Drainage Channels are also planned, as well as facility improvements to the municipal building to increase security and improve energy efficiency.

## **Future Transportation Projects**

Priorities for future project calls within the next five years include:

1. Old Nolanville Bridge repair with pedestrian extension and multi-use trail to Highway 190/Interstate 14
2. Spur FM 439 Multi-use trail from North Main Street to South Main Street along Spur
3. Roadway Connection between Warrior's Path and FM 439
4. Class II Bicycle Lanes (shoulders for emergencies) on Pleasant Hill
5. Private Road at Jackrabbit for Truck Traffic Route to FM 439 (connection to Belton's Lake to Lake Road – Long Term Plan)

Transportation Capital projects that may be considered for future bond issue included in a combined infrastructure improvement package are:

1. Quiet zone requirements for railroad crossings at Jackrabbit, 5th Street and Pleasant Hill. These priorities would improve the safety by leveling tracks and widening roads as needed.
2. Drainage improvements as recommended by the Regional Flood Plain Study.
3. Extension from Warrior's Path to I 14

Reference Capital Infrastructure Chart for project listing, including those already submitted to Killeen Temple Metropolitan Planning Organization.

## **Nolanville Greenways**

Phase II of City Park Improvement received grant funding for \$321,000 (50% City match required). The Basketball/Volleyball Court was the first element installed January 2019. The Multi-use field and ADA trails were completed in March 2020. A \$30,000 grant called “Meet Me at the Park” was received from Disney Corporation for assistance with funding ADA accessible trails. The City has two more years to complete the remaining items which include the Fitness Stations, Lighting and Dog Park. An additional application was submitted to Texas Parks and Wildlife (TPW) to add bathrooms and a pavilion for Monarch Park. The announcements for awards were suspended temporarily due to COVID 19.

Our next recreational grant application will center on trail improvements along Wildwood Estates and/or Nolan Creek through TPW. Applications for this are due in February each year; preliminary engineering and application administration will be necessary in order to compete the request.

## **CIP Provision Summary**

The City issued a Certificate of Obligation (COO) in July 2020 to bundle an infrastructure improvement package. Elements in the package include: the third phase of the Plaza Street improvements; Avenue H/Mesquite reconstruction and sidewalks with “Nolanville Park Connectivity” match; South Main Street Bridge engineering; and East/West Tributary Drainage Channel improvements. Every effort was made to offset these costs through a combination of grants and Sales Tax-Street Maintenance Funds.

Future provisions should consider an additional COO or Bond between 2024-2027. This is when previous debts will retire and the likelihood of grant assistance will be known for the next improvement opportunity. In preparation, the preliminary engineering should be prioritized with the Street Maintenance Fund. This will provide sound estimates for planning construction funding.

Provisions for park, recreation facilities and trail capital improvements are budgeted annually in the Maintenance & Operations line for the Park and prioritized in accordance with the City’s Comprehensive Plan.

See COVID Care Act Resolution (attached) for a list of improvements related to grant funding administered by Texas Emergency Management Division.

**Capital Infrastructure Chart:**

Project Description	Engineering	Construction	TOTAL	Provision	Construction Year	BUDGET
						2020/2021
Master Park Plan	\$60,000	\$640,000	\$700,000	TPW 50% Match	18-21	\$73,500
Avenue H Completion N40-04	\$250,000	\$1,558,802	\$1,808,802	Category 9 & Bond	2020	430,000
Plaza Street Improvements	\$175,000	\$1,600,000	\$1,775,000	CDBG (Unfunded)	Multi-year	800,000
Spur Improvements N40-05	\$130,000	\$593,230	\$723,230	Category 9 & Bond	2022	
ONR Bridge to Main Street N40-03	\$150,000	\$793,000	\$943,000	Category 7	TBD	33,000
Warrior's Path N40-07		\$5,703,255	\$5,703,255	Category 7	2025	
Warrior's Path II N40-08		\$8,000,000	\$8,000,000	Unfunded	TBD	
Railroad Safety & QZ N40-06		\$500,000	\$500,000	Category 7	Multi-year	
Pleasant Hill Class II Lane N40-09			\$765,000	Unfunded	TBD	
WW Trail N40-13	\$50,000	\$400,000	\$450,000	Category 9 & TPW	TBD	
Nolan Creek Trail N40-11			\$0	Category 9 & TPW	TBD	
Jackrabbit Class II Lane N4012			\$0	Unfunded	TBD	
<b>TBD - To Be Determined, TPW - Texas Parks &amp; Wildlife, CDBG - Community Development Block Grant</b>						
<b>N XX-XX denotes a projected listed in the Killeen Temple Metropolitan Planning Organization (KTMPPO) - Metropolitan Transportation Plan (MTP)</b>						
<b>Bond 2020 Fund Project</b>	<b>Engineering</b>	<b>Construction</b>	<b>TOTAL</b>	<b>Comments</b>		
Avenue H N 40-04 Phase I (Grant)		300,000	300,000	\$233,000 can be reimbursed to Street Maintenance Fund		
Avenue H Phase II (Mesquite to Dober)	37,900	354,284	392,184	Base failures occurring		
Plaza Roads (Ash, Birch, Cedar)	109,150	628,980	738,130	Six (6) roads - East and West Sides, each (1) road is approx = 123,000		
Bridge Old Nolanville Road		33,600	33,600			
Channel Improvements	18,000	150,000	168,000	Use improvements as part of match towards TCEQ Grant		
Facility Improvements						
Multi use center expansion						
<b>Project Total</b>			<b>1,631,914</b>			
<b>Bond Total</b>			<b>1,500,000</b>			

AD Valorem Taxes Analysis				
ESTIMATE OF AD VALOREM TAX REVENUE				
AND PROPOSED DISTRIBUTION OF COLLECTIONS				
Taxable Assessed Valuation			\$	258,294,091
Proposed Tax Rte of \$100 Valuation			\$	0.5303
Non-Freeze Tax Levy			\$	1,369,734
Freeze Tax Levy			\$	111,716
Total Tax Levy			\$	1,481,450
Estimated Percent of Collections				96%
Estimated Funds from Tax Levy			\$	1,422,932
PROPOSED DISTRIBUTION OF ALL TAX COLLECTIONS				
	% of Total	Tax Rate		Collections
General Fund	69.77%	\$ 0.3700		992,806
Debt Service Fund	30.23%	\$ 0.1603		430,126
Total	1.0000	\$ 0.5303		1,422,932
COMPARISON OF PREVIOUS YEARS TAX RATES				
Tax Year	General Fund	Debt Service		Total
2019	0.5156	0.112		0.5156
2018	0.4065	0.12		0.5265
2017	0.3777	0.1222		0.4999
2016	0.3878	0.1142		0.502
2015	0.3781	0.1273		0.5054
2014	0.3635	0.1419		0.5054
2013	0.3650	0.1468		0.5118
2012	0.3654	0.1541		0.5195
2011	0.3454	0.1240		0.4694
PROPERTY VALUE ANALYSIS				
Tax Year	Assessed Value	Percentage Change	Amount Collected	Percentage Collected
2019	261,117,129	11.57%	\$1,234,060	95.52%
2018	\$234,039,465	2.27%	\$1,183,292	97.11%
2017	\$228,839,002	16.14%	\$1,107,201	97.20%
2016	\$197,044,479	7.08%	\$960,378	97.26%
2015	\$184,014,670	3.63%	\$902,934	97.27%
2014	\$177,576,133	3.15%	\$833,831	97.28%
2013	\$172,153,826	6.06%	\$794,230	97.31%

**CITY OF NOLANVILLE**  
**Proposed Annual Budget**  
**Fiscal Year 2020 - 2021**

	<u><b>FY 19-20</b></u>	<u><b>FY 20-21</b></u>
	<u><b>BUDGET</b></u>	<u><b>BUDGET</b></u>
<u><b>GENERAL FUND</b></u>		
<b>REVENUES</b>		
Ad Valorem Tax	1,026,719	1,033,634
Sales Tax	456,635	546,868
Municipal Court	161,000	108,000
Franchise Fees	192,300	211,300
Permits	73,000	72,629
Public Works	1,250	1,250
Other Misc Revenues (including: Transfers In)	32,700	32,700
<b>TOTAL REVENUES</b>	<b>1,943,604</b>	<b>2,006,382</b>
<b>EXPENDITURES</b>		
<u>ADMINISTRATION</u>		
Personnel	302,545	324,426
Supplies/Contracted Services	201,700	205,700
Capital Outlay	0	0
Total Administration	504,245	530,126
<u>MUNICIPAL COURT</u>		
Personnel	44,673	39,624
Supplies/Contracted Services	12,370	26,770
Capital Outlay	0	0
Total Municipal Court	57,043	66,394
<u>POLICE DEPARTMENT</u>		
Personnel	609,958	620,836
Supplies/Contracted Services	76,650	80,500
Capital Outlay	65,000	65,000
Total Police Department	751,608	766,336
<u>EMERGENCY SERVICES</u>		
Fire Services	45,000	45,000
Ambulance Services	50,000	50,000
Total Emergency Services	95,000	95,000
<u>PUBLIC WORKS</u>		
Personnel	162,449	167,066
Supplies/Contracted Services	273,611	281,811
Capital Outlay	0	0
Total Public Works	436,060	448,877
<u>COMMUNITY CENTER</u>		
Supplies/Contracted Services	9,175	9,175
Capital Outlay	0	0
Total Community Center	9,175	9,175
<u>PARKS</u>		
Supplies/Contracted Services	16,973	16,973
Capital Outlay	73,500	73,500
Total Parks	90,473	90,473
<b>TOTAL EXPENDITURES</b>	<b>1,943,604</b>	<b>2,006,382</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>0</b>	<b>0</b>
<b>BEGINNING FUND BALANCE (Estimated)</b>	1,010,884	1,085,000
<b>ENDING FUND BALANCE (Estimated)</b>	<b>1,085,000</b>	<b>1,085,000</b>



<b>SPECIAL FUNDS</b>	<b>FY 19-20 BUDGET</b>	<b>FY 20-21 BUDGET</b>	<b>ESTIMATED END FY 19-20 START BALANCE</b>
<b>DEBT SERVICE FUND</b>			
REVENUES	282,868	402,037	0
EXPENDITURES	282,868	402,037	
REVENUES OVER/(UNDER) EXPENDITURES	0	0	
<b>COURT SECURITY FUND</b>			
REVENUES	4,000	2,000	27,919
EXPENDITURES	0	25,000	
REVENUES OVER/(UNDER) EXPENDITURES	0	-23,000	
<b>COURT TECHNOLOGY FUND</b>			
REVENUES	4,000	4,000	10,432
EXPENDITURES	5,500	8,500	
REVENUES OVER/(UNDER) EXPENDITURES	-1,500	-3,500	
<b>CROSSING GUARD FUND</b>			
REVENUES	5,500	200	13,283
EXPENDITURES	0	0	
REVENUES OVER/(UNDER) EXPENDITURES	5,500	200	
<b>STREET MAINTENANCE FUND</b>			
REVENUES	140,534	142,000	0
EXPENDITURES	140,534	142,000	
REVENUES OVER/(UNDER) EXPENDITURES	0	0	
<b>GRANTS FUNDS</b>			
REVENUES	147,000	73,500	6,879
EXPENDITURES	143,500	73,500	
REVENUES OVER/(UNDER) EXPENDITURES	0	0	

<b>SPECIAL FUNDS</b>	<b>FY 19-20 BUDGET</b>	<b>FY 20-21 BUDGET</b>	<b>ESTIMATED END FY 19-20 START BALANCE</b>
<b>NOLANVILLE ECONOMIC DEVELOPMENT CORP</b>			
REVENUES	103,500	115,000	262,862
EXPENDITURES	171,900	244,500	
REVENUES OVER/(UNDER) EXPENDITURES	<u>-68,400</u>	<u>-129,500</u>	
<b>COVID CARES ACT</b>			
REVENUES	60,940	243,760	0
EXPENDITURES	60,940	243,760	
REVENUES OVER/(UNDER) EXPENDITURES	<u>0</u>	<u>0</u>	
<b>CAPITAL INFRASTRUCTURE (BOND)</b>			
REVENUES	1,500,000	0	1,478,080
EXPENDITURES	21,920	1,478,080	
REVENUES OVER/(UNDER) EXPENDITURES	<u>0</u>	<u>0</u>	
<b>*CAPITAL OUTLAY</b>			
REVENUES	89,364	0	4,688
TRANSFER IN	0	0	
EXPENDITURES	89,364	4,688	
REVENUES OVER/(UNDER) EXPENDITURES	<u>0</u>	<u>-4,688</u>	

\*Budget Amendment Ordinance No 19-08 (FY 18-19)

Appendix 1, City of Nolanville Ordinance No.

General Ledger		Approved	Oct 2019 -	Remainder of	Estimate YR END	Proposed	
Fund	Account	Description	FY 2020	April 2020	Year	FY 2020	FY 2020-21
<b>General Fund Revenues</b>							
		Ad Valorem Taxes Revenue				Tax Rate	\$ 0.3700
100	4100	Property Tax, Current & Delic	1,026,719	965,131	61,587	1,026,718	1,033,634
<b>Total Ad Valorem Taxes Re</b>			<b>1,026,719</b>	<b>965,131</b>	<b>61,587</b>	<b>1,026,718</b>	<b>1,033,634</b>
		Sales Tax Revenue					
100	4115	Sales Tax	453,035	395,154	282,253	677,407	543,268
100	4120	Mixed Beverage Tax	3,600	641	458	1,099	3,600
100	4130	Business Pers Prop Tax		73		73	
<b>Total Sales Tax Revenue</b>			<b>456,635</b>	<b>395,868</b>	<b>282,711</b>	<b>678,506</b>	<b>546,868</b>
		Court Revenue					
100	4500	Court Costs	18,000	15,238	10,884	26,122	18,000
100	4505	Judicial Eff. Fee		142			
100	4510	Fines	143,000	60,259	43,042	103,301	90,000
100	4515	Warrant Fees		50		50	
<b>Total Court Revenue</b>			<b>161,000</b>	<b>75,689</b>	<b>53,926</b>	<b>129,473</b>	<b>108,000</b>
		Franchise Fee Revenue					
100	4200	Franchise Fees - Other	2,500	4,609		4,608	2,500
100	4201	Cable	30,000	21,620	15,443	37,063	30,000
100	4202	Telephone Utility	2,800	2,032	1,451	3,483	2,800
100	4203	Electric Utility	90,000	773	90,000	90,773	100,000
100	4204	Gas Utility	12,000	11,599		11,599	12,000
100	4205	Trash Services	55,000	49,791	14,805	64,596	64,000
<b>Total Franchise Fee Reven</b>			<b>192,300</b>	<b>90,424</b>	<b>121,699</b>	<b>212,122</b>	<b>211,300</b>

Appendix 1, City of Nolanville Ordinance No.

Fund	General Ledger Account	Description	Approved FY 2020	Oct 2019 - April 2020	Remainder of Year	Estimate YR END FY 2020	Proposed FY 2020-21
		Permit Revenue					
100	4231	Licenses-Businesses	7,000	6,446	4,604	11,050	6,629
100	4232	Licenses-Contractor	500	234	167	401	500
100	4260	Permits	500	3,525	2,518	6,043	500
100	4261	Garage Sale Permits		235	168	403	
100	4262	Permits - Other	65,000	40,203	28,716	68,919	65,000
		<b>Total Permit Revenue</b>	<b>73,000</b>	<b>50,643</b>	<b>36,174</b>	<b>86,816</b>	<b>72,629</b>
		Public Works Revenue					
		Animal Control					
100	4240	Registration					
100	4425	Animal Control Fees	250		-		250
		Subtotal Animal Control	250				250
		Other PW Revenue					
100	4410	Streets & Public Improvements					
100	4803	Misc - Public Works	1,000	2,594	1,853	4,447	1,000
		Subtotal Other PW Revenue	1,000	2,594	1,853	4,447	1,000
		<b>Total Public Works Revenue</b>	<b>1,250</b>	<b>2,594</b>	<b>1,853</b>	<b>4,447</b>	<b>1,250</b>

Appendix 1, City of Nolanville Ordinance No.

Fund	General Ledger Account	Description	Approved FY 2020	Oct 2019 - April 2020	Remainder of Year	Estimate YR END FY 2020	Proposed FY 2020-21
Other Revenues							
100	4400	Copies / Fax / Notary	300	44	31	75	300
100	4405	Open Records Request		14		14	
100	4420	Community Center Rentals	1,400	960	686	1,646	1,400
100	4430	Police Reports		598	427	1,025	
100	4600	Investment Income	12,000	16,108	6,000	22,108	12,000
100	4610	Real Estate Rentals	12,000	8,415		8,415	12,000
100	4800	Misc-Other Income		157		157	
100	4801	Misc - Police					
100	4802	Misc - Parks		125		125	
100	4804	Misc - Annual Festival					
100	4900	GFA Disposition					
100	4805	Centex Race Series	7,000				7,000
100	4806	TECLOSE Tng Funds		1,130		1,130	
100	3420	Fund Balance -Unreserved					
		Subtotal	32,700	27,551	7,144	34,695	32,700
Contributions/Donations							
100	4710	Police					
100	4720	Parks					
100	4730	Public Works					
		Subtotal					
<b>Total Other Revenues</b>			<b>32,700</b>	<b>27,551</b>	<b>7,144</b>	<b>34,695</b>	<b>32,700</b>
<b>Total General Fund Revenues</b>			<b>1,943,604</b>	<b>1,607,900</b>	<b>565,094</b>	<b>2,172,778</b>	<b>2,006,382</b>
Budget Amendment							

Appendix 1, City of Nolanville Ordinance No.

General Ledger		Approved	Oct 2019 -	Remainder of	Estimate YR END	Proposed	
Fund	Account	FY 2020	April 2020	Year	FY 2020	FY 2020-21	
<b>General Fund Expenditures</b>							
<b>ADMINISTRATION</b>							
Personnel Expenditures							
100	5101-1100	Salaries & Wages	174,079	127,073	90,766	217,839	182,857
100	5101-1105	Overtime					
100	5101-1110	Payroll Taxes	13,317	10,176	7,269	17,445	13,989
100	5101-1111	TWC Unemployment Tax	900	7	10	17	900
100	5101.1120	Employee Benefits		7,016	5,011	12,027	
100	5101-1125	Group Insurance	110,413	33,346	35,000	68,346	122,681
100	5101-1126	TMRS Employer Expense	3,836	2,897	2,069	4,966	4,001
100	5101.1130	Temporary Employees					
100	5101.1140	Income EDC Personnel		-22,718	(16,227)	-38,945	
		Subtotal Personnel Expenditures	302,545	157,797	123,899	281,695	324,426
Operations Expenditures							
100	5101-2100	Official Notices	7,000	4,916	3,511	8,427	7,000
100	5101-2105	Annual Festival	8,000	3,506	4,000	7,506	8,000
100	5101-2130	Banking Charges					
100	5101-2132	Cash Over/Short					
100	5101-2150	Information Technology	23,000	21,035	4,055	25,090	29,200
100	5101-2170	Membership Dues & Fees	10,000	6,872	4,909	11,781	10,000
100	5101-2180	Election Expenses	2,500	661		661	2,500
100	5101-2190	Equipment	3,000	1,877		1,877	3,000
100	5101-2200	Equipment Lease - Copiers	1,800	1,461	1,044	2,505	1,800
100	5101-2210	Furniture		210		210	
100	5101-2220	Insurance TML	38,000	37,565		37,565	38,000
100	5101-2221	Insurance - Other	300		50	50	300

Appendix 1, City of Nolanville Ordinance No.

General Ledger		Approved	Oct 2019 -	Remainder of	Estimate YR END	Proposed
Fund	Account	FY 2020	April 2020	Year	FY 2020	FY 2020-21
100	5101-2230	45,000	23,380	16,700	40,080	45,000
100	5101-2240					
100	5101-2245	7,000	5,508	3,934	9,442	7,000
100	5101-2250		1,237		Moved to COVID	
100	5101-2252	6,000	1,553		1,553	6,000
100	5101-2260	5,000	3,136	2,240	5,376	5,000
100	5101-2280	1,500	-250	(179)	-429	1,500
100	5101-2290	100	165	118	283	100
100	5101-2301	8,000	8,900		8,900	8,000
100	5101-2302	7,500	4,193	2,995	7,188	7,500
100	5101-2303			-		
100	5101-2304	10,000	4,000	2,857	6,857	10,000
100	5101-2380	1,000	1,847	1,319	3,166	3,000
100	5101-2390	2,500	2,299	1,642	3,941	2,500
100	5101-2400	2,500		-		2,500
100	5101-2410					
100	5101-2440	6,000	1,546	1,104	2,650	6,000
100	5101-2441	6,000	3,821	2,729	6,550	1,800
100	5101-2450			-		
	Subtotal Operations Expenditures	201,700	139,438	53,029	191,230	205,700
100	5101-4100					
100	5101-4110					
	Subtotal Capital Expenditures					
<b>Total Administration</b>		<b>504,245</b>	<b>297,235</b>	<b>176,928</b>	<b>472,925</b>	<b>530,126</b>

Appendix 1, City of Nolanville Ordinance No.

General Ledger		Approved	Oct 2019 -	Remainder of	Estimate YR END	Proposed	
Fund	Account	FY 2020	April 2020	Year	FY 2020	FY 2020-21	
<b>MUNICIPAL COURT</b>							
Personnel Expenditures							
100	5201-1100	Salaries & Wages	40,432	24,091	17,208	41,299	35,823
100	5201-1105	Overtime			-		
100	5201-1110	Payroll Taxes	3,093	1,798	1,284	3,082	2,740
100	5201-1111	TWC Unemployment Tax	360	5	4	9	180
100	5201-1125	Group Insurance					
100	5201-1126	TMRS Employer Expense	788	434	310	744	881
100	5201-1130	Temporary Employees			-		
		Subtotal Personnel Expenditures	44,673	26,328	18,806	45,134	39,624
Operations Expenditures							
100	5201-2131	Cash Over/Short					
100	5201-2150	Information Technology		61		61	
100	5201-2190	Equipment		495		495	
100	5201-2230	Legal Fees	12,000	6,000	4,286	10,286	12,000
100	5201-2260	Office Expenses	370	535	382	917	370
100	5201-2300	Professional Services (Judge)		200		200	14,400
100	5201-2390	Training & Education					
100	5201-2400	Travel & Meals					
		Subtotal Operations Expenditures	12,370	7,291	4,668	11,959	26,770
100	5201.4100	Capital Equipment					



Appendix 1, City of Nolanville Ordinance No.

General Ledger		Approved	Oct 2019 -	Remainder of	Estimate YR END	Proposed	
Fund	Account	FY 2020	April 2020	Year	FY 2020	FY 2020-21	
<b>Total Municipal Court</b>		<b>57,043</b>	<b>33,619</b>	<b>23,474</b>	<b>57,093</b>	<b>66,394</b>	
<b>POLICE DEPARTMENT</b>							
Personnel Expenditures							
100	5301-1100	Regular Time	509,136	237,961	169,972	407,933	505,167
100	5301-1105	Overtime	22,176	10,093	7,209	17,302	33,642
		INCOME FROM CHP Grant					
	5301-1100	Holiday	20,931	-	-	-	22,936
100	5301-1110	Payroll Taxes	42,247	18,914	13,510	32,424	42,973
100	5301-1111	TWC Unemployment Tax	1,980	13	9	1,800	2,340
100	5301-1120	Employee Benefits					
100	5301-1125	Group Insurance					
100	5301-1126	TMRS Employer Expense	13,489	5,765	4,118	9,883	13,778
100	5301-1130	Temporary Employees		793		793	
Subtotal Personnel Expenditures			609,958	273,539	194,819	470,135	620,836
Operations Expenditures							
100	5301-2110	Ammunition	1,250	541		541	2,000
100	5301-2150	Information Technology	1,600	278	199	477	1,600
100	5301-2170	Membership Dues & Fees	1,700	1,475	1,054	2,529	1,700
100	5301-2190	PD Equipment	16,500	9,883	7,059	16,942	10,000
100	5301-2210	Inmate Housing	150		-		150
100	5101-2240	Manuals & Subscriptions	500	504		504	500
100	5301-2251	Misc Expenses-National Nigh	500	477		477	500
100	5301-2260	Office Supplies	1,250	662	473	1,135	1,250
100	5301-2270	Oil, Gas, & Fuel	20,000	8,050	5,750	13,800	20,000
100	5301-2280	Postage			-		
100	5301-2290	Printing	2,000	1,091	779	1,870	2,000

Appendix 1, City of Nolanville Ordinance No.

General Ledger		Approved	Oct 2019 -	Remainder of	Estimate YR END	Proposed
Fund	Account	FY 2020	April 2020	Year	FY 2020	FY 2020-21
	Description					
100	5301-2300					
100	5301-2310		30		30	
100	5301-2320	1,500	640	457	1,097	1,500
100	5301-2330	15,000	9,396	6,711	16,107	15,000
100	5301-2360			-		
100	5301-2360	2,000	454	324	778	2,000
100	5301-2370					
100	5301-2390	4,200	1,583	1,131	2,714	4,200
100	5301-2391		344	246	590	
100	5301-2400	2,700	603	431	1,034	2,700
100	5301-2410	5,800	5,614	4,010	9,624	10,000
100	5301-2441		329	235	564	5,400
	Subtotal Operations Expenditures	76,650	41,954	28,859	70,813	80,500
100	5301.4100	65,000	63,985	45,704	109,689	65,000
<b>Total Police Department</b>		<b>751,608</b>	<b>379,478</b>	<b>269,381</b>	<b>650,636</b>	<b>766,336</b>
<b>EMERGENCY SERVICES</b>						
100	5302-2300	50,000	25,000	25,000	50,000	50,000
100	5302-2305	45,000	26,250	18,750	45,000	45,000
	Subtotal Contracted Services	95,000	51,250	43,750	95,000	95,000
<b>Total Emergency Services</b>		<b>95,000</b>	<b>51,250</b>	<b>43,750</b>	<b>95,000</b>	<b>95,000</b>

Appendix 1, City of Nolanville Ordinance No.

General Ledger		Approved	Oct 2019 -	Remainder of	Estimate YR END	Proposed	
Fund	Account	FY 2020	April 2020	Year	FY 2020	FY 2020-21	
<b>PUBLIC WORKS</b>							
Personnel Expenditures							
100	5401-1100	Salaries & Wages	147,303	78,626	56,161	134,787	151,506
100	5401-1105	Overtime		349	249	598	
100	5401-1110	Payroll Taxes	11,269	6,006	4,290	10,296	11,590
100	5401-1111	TWC Unemployment Tax	900	8	6	14	900
100	5401-1125	Group Insurance					
100	5401-1126	TMRS Employer Expense	2,977	1,626	1,161	2,787	3,070
100	5401-1130	Temp Employees			-		
		Subtotal Personnel Expenditures	162,449	86,615	61,868	148,483	167,066
Operations Expenditures							
100	5401-2120	Animal Control	2,000	2,520	1,800	4,320	4,500
100	5401-2150	Information Technology			-		
100	5401-2170	Abatement Fees		4,514	3,224	7,738	5,000
100	5401-2175	Certification & Licensing	500	435	311	746	500
100	5401-2190	Tools & Equip	2,600	1,567	1,119	2,686	2,600
100	5401-2200	Equipment Rental	5,000	1,068		1,068	5,000
100	5401-2240	Manuals & Subscriptions			-		
100	5401-2250	Misc Expenses					
100	5401-2255	Detention/Drainage Exp	5,500	1,600	1,143	2,743	5,500
100	5401-2260	Office Supplies			-		
100	5401-2270	Oil, Gas & Fuel	7,000	2,422	1,730	4,152	7,000
100	5401-2280	Postage			-		
100	5401-2290	Printing	500		-		500
100	5401-2300	Professional Services	8,511	2,745	1,961	4,706	8,511
100	5401-2302	Prof Services: Hazardous Waste					

Appendix 1, City of Nolanville Ordinance No.

Fund	General Ledger Account	Description	Approved FY 2020	Oct 2019 - April 2020	Remainder of Year	Estimate YR END FY 2020	Proposed FY 2020-21
100	5401-2310	Repair & Maint: Building	15,000	3,155	2,254	5,409	15,000
100	5401-2310	Repair & Maint: Bldg Securit	2,700	908	649	1,557	2,700
100	5401-2320	Repair & Maint: Equipment	3,000	3,565	2,546	6,111	3,000
100	5401-2330	Repair & Maint: Vehicle	2,000	28	20	48	2,000
100	5401-2350	Street Repairs	150,000	55,222	25,000	80,222	150,000
100	5401-2360	Supplies: Departmental	1,000	1,948	1,391	3,339	1,000
100	5401-2390	Training & Education	1,000	620	443	1,063	1,000
100	5401-2400	Travel & Meals	2,000	1,021	729	1,750	2,000
100	5401-2410	Uniforms	2,500	2,153	1,538	3,691	2,500
100	5401-2430	Electric	60,000	31,446	22,461	53,907	60,000
100	5401-2440	Telephone			-		
100	5401-2441	Telephone - Wireless					
100	5401-2450	Utilities: Water	2,800	1,937	1,384	3,321	3,500
		Subtotal Operations Expenditures	273,611	118,874	69,703	188,577	281,811
100	5401.4100	Capital Equipment					
<b>Total Public Works</b>			<b>436,060</b>	<b>205,489</b>	<b>131,571</b>	<b>337,060</b>	<b>448,877</b>

**COMMUNITY CENTER**

		Operations Expenditures					
100	5501-2140	Cleaning		590	590	590	
100	5501-2310	Repairs & Maintenance	7,925	8,067	5,762	13,829	7,925
100	5501-2450	Utilities: Water	1,250	271	194	465	1,250
		Subtotal Operations Expenditures	9,175	8,928	6,546	14,884	9,175

Appendix 1, City of Nolanville Ordinance No.

General Ledger		Approved	Oct 2019 -	Remainder of	Estimate YR END	Proposed
Fund	Account	FY 2020	April 2020	Year	FY 2020	FY 2020-21
<b>Total Community Center</b>		<b>9,175</b>	<b>8,928</b>	<b>6,546</b>	<b>14,884</b>	<b>9,175</b>
<b>PARKS</b>						
Operations Expenditures						
100	5502-2250		1,260	900	2,160	
100	5502-2310	6,973	15,296	10,926	26,222	6,973
100	5502-2360					
100	5502-2450	10,000	4,058		4,058	10,000
100	5502-4000					
100	5502-4100	73,500	19,468	13,906	33,374	73,500
Subtotal Operations Expenditures		<b>90,473</b>	<b>40,082</b>	<b>25,731</b>	<b>65,813</b>	<b>90,473</b>
<b>Total Parks</b>		<b>90,473</b>	<b>40,082</b>	<b>25,731</b>	<b>65,813</b>	<b>90,473</b>
Total General Fund Expenditures		<b>1,943,604</b>	<b>1,016,081</b>	<b>677,380</b>	<b>1,693,411</b>	<b>2,006,382</b>
<b>Excess of Revenues Over Expenditures</b>		<b>0</b>	<b>591,819</b>		<b>479,367</b>	<b>0</b>
Estimated Fund Balance Beginning FY 19-20		<b>1,010,884</b>				<b>1,085,000</b>
Estimated Fund Balance EOY Si		<b>1,085,000</b>				<b>1,085,000</b>
Fund	GL Account	Approved	Oct 2019 -	Remainder of	Estimate YR END	Proposed
		FY 2020	April 2020	Year	FY 2020	FY 2020-21

Appendix 1, City of Nolanville Ordinance No.

General Ledger		Approved	Oct 2019 -	Remainder of	Estimate YR END	Proposed	
Fund	Account	Description	FY 2020	April 2020	Year	FY 2020	FY 2020-21
<b>Debt Service Fund</b>							
Revenue							
400	4100	Property Tax, Current & Delic	267,790	265,146		265,146	402,037
400	4800	Other Income		2,982		2,982	
400	4900	Transfer In (Fund Balance)	15,078				
			\$ 0.1120	Proposed Tax Rate =		\$ 0.1603	
<b>Total Revenue, DSF</b>			<b>282,868</b>	<b>268,128</b>		<b>268,128</b>	<b>402,037</b>
Expenditures							
400	5000.2146	Chase Bonds Series 2016	180,000		175,000	175,000	180,000
400	5000.2146	Tax Notes 2017	70,000	70,000		70,000	70,000
400	5000.2146	Chase Bonds Series 2020					95,000
400	5000.2170	Dues & Fees (TAD Annual Fee)		1,556	944	2,500	4,301
400	5000.2301	Interest Chase 2016	26,037	16,796	9,241	26,037	22,923
400	5000.2301	Interest Tax Notes 2017	6,831		8,250	8,250	5,382
400	5000.2301	Interest Chase 2020					24,431
400	5000.2302	Bond Interest Exp				1,500	
<b>Total Expenditures, DSF</b>			<b>282,868</b>	<b>88,352</b>	<b>193,435</b>	<b>283,287</b>	<b>402,037</b>
Excess of Revenues Over Exper			0	179,776		-15,159	0
<b>Court Security Fund</b>							
Revenue							
201	4500	Court Security Fee (State Ma Fee on specific fines)	4,000	1,173	838	2,011	2,000
<b>Total Revenue</b>			<b>4,000</b>	<b>1,173</b>	<b>838</b>	<b>2,011</b>	<b>2,000</b>

Appendix 1, City of Nolanville Ordinance No.

General Ledger		Approved	Oct 2019 -	Remainder of	Estimate YR END	Proposed	
Fund	Account	Description	FY 2020	April 2020	Year	FY 2020	FY 2020-21
Expenditures							
201	5000-1100	Salaries & Wages					
201	5000-1110	Payroll Taxes					
201	5000-2300	Professional Services					
201	5000-2305	Material					
201	5000-2390	Training & Education		250		250	
201	5000-4100	Machinery & Equipment					25,000
<b>Total Expenditures</b>				<b>250</b>		<b>250</b>	<b>25,000</b>
Excess of Revenues Over Expenditures				923		923	-23,000
Fund Balance \$27,919							
<b>Court Technology Fund</b>							
Revenue							
202	4500	Court Technology Fee 420A (Fee on specific fines)	4,000	2,878	2,056	4,934	4,000
<b>Total Revenue</b>			<b>4,000</b>	<b>2,878</b>	<b>2,056</b>	<b>4,934</b>	<b>4,000</b>
Expenditures							
202	5000-2150	Information Technology	5,500	6113		6,113	8,500
202	5000-2155	Software		876		876	
202	5000-2300	Professional Services					
202	5000-2390	Training & Education					
202	5000-2400	Travel & Meals					
202	5000-4100	Machinery & Equipment					
<b>Total Expenditures</b>			<b>5,500</b>	<b>6,989</b>		<b>6,989</b>	<b>8,500</b>
Excess of Revenues Over Expenditures			0	-4,111			-4,500
Fund Balance \$10,432							
<b>Crossing Guard Fund</b>							
Revenue							

Appendix 1, City of Nolanville Ordinance No.

Fund	General Ledger Account	Description	Approved FY 2020	Oct 2019 - April 2020	Remainder of Year	Estimate YR END FY 2020	Proposed FY 2020-21
203	4500	Court Fines	5,500	50	36	86	200
203	4800	Vehicle Registration Fee					
<b>Total Revenue</b>			<b>5,500</b>	<b>50</b>	<b>36</b>	<b>86</b>	<b>200</b>
Expenditures							
203	5000-2300	Professional Services					
<b>Total Expenditures</b>							
Excess of Revenues Over Expenditures			5,500	50		86	200
Fund Balance: \$13,283							
<b>Economic Development Fund</b>							
Revenue							
150	4115	Sales Tax	102,500	98,789	70,564	169,353	115,000
150	4710	Keep Nolanville Beautiful					
150	4500	Transfer In					
150	4600	Investment Income	1,000	1,847	1,319	3,166	-
<b>Total Revenue</b>			<b>103,500</b>	<b>100,636</b>	<b>71,883</b>	<b>172,519</b>	<b>115,000</b>
Expenditures							
150	5000.1100	Wages	43,000	22,718		22,718	43,000
150	5000.1110	Payroll Taxes					
150	5000.2100	Rent					
150	5000.2101	Administrative	2,400	1,624		1,624	3,000
150	5000-2102	Advertising/Marketing	5,000	1,750		1,750	10,000
150	5000-2170	Dues & Fees	6,000	175		175	6,000
150	5000-2210	Furniture					1,000
150	5000.2221	Insurance	1,000				1,000
150	5000-2230	Legal Fees	5,000	231		231	5,000



Appendix 1, City of Nolanville Ordinance No.

General Ledger		Approved	Oct 2019 -	Remainder of	Estimate YR END	Proposed	
Fund	Account	Description	FY 2020	April 2020	Year	FY 2020	FY 2020-21
150	5000-2254	Community Development	60,000	15,343		15,343	60,000
150	5000.2480	Grants Matching Funds					
150	5000-2255	Meeting Expenses	1,500				1,500
150	5000-2260	Office Supplies	1,000	451		451	1,000
150	5000-2300	Professional Services	15,000	100		100	60,000
150	5000-2380	Economic Development Ince	15,000				15,000
150	5000-2381	Keep Nolanville Beautiful	10,000				30,000
150	5000-2390	Training & Education	4,000	200		200	5,000
150	5000-2400	Travel & Meals	3,000	806		806	3,000
<b>Total Expenditures</b>			<b>171,900</b>	<b>43,398</b>		<b>43,398</b>	<b>244,500</b>
Excess of Revenues Over Exper			-68,400	57,238	71,883	129,121	-129,500
<b>Fund Balance</b>		<b>\$262,862</b>					
Street Maintenance Fund							
Revenue							
160	4115	Sales Tax	113,259	98,789	70,564	169,353	142,000
160		Transfers from Other Funds	27,275				
<b>Total Revenue</b>			<b>140,534</b>	<b>98,789</b>	<b>70,564</b>	<b>169,353</b>	<b>142,000</b>
Expenditures							
160	5000-2300	Professional Services	91,034	41,727		41,727	142,000
160	5000-2190	Equipment					
160	5000-2350	Street Repair Supplies					
160	5000-2360	Road Material	22,500				
160	5000.2480	Grant Match - Warrior	27,000	25,600		25,600	
Other							
<b>Total Expenditures</b>			<b>140,534</b>	<b>67,327</b>		<b>67,327</b>	<b>142,000</b>

Appendix 1, City of Nolanville Ordinance No.

General Ledger		Approved	Oct 2019 -	Remainder of	Estimate YR END	Proposed
Fund	Account	FY 2020	April 2020	Year	FY 2020	FY 2020-21
	Excess of Revenues Over Exper		31,462	70,564	102,026	
	<b>Fund Balance</b>	<b>\$93,250</b>				
<b>Grants Funds</b>						
Revenue						
180 4300	Community Development Funds		21,105		21,105	
180 4340	SECO Funds/ TX Parks & Wildlife				-	
180 4340	TX Parks & Wildlife (Small Pa	73,500	13,571		80,113	73,500
180 4350	TAP-TxDOT					
180 4350	KTMPO					
180	City Match	73,500			13,571	
180	Disney		30,000		30,000	
	<b>Total Revenue</b>	<b>147,000</b>	<b>64,676</b>	-	<b>144,789</b>	<b>73,500</b>
Expenditures						
180 5000-2300	Prof Svcs - CDBG Funds					
180 5000-2301	Prof Svcs - ADMIN					
180 5000-2302	Prof Svcs - ENGINEERING					
180 5000-2303	Prof Svcs - CONSTRUCTION					
180 5000-2340	TPW	73,500	62,306		66,578	73,500
180 5000-2341	TxPW - Admin					
180 5000-2343	TxPW - Construction		111,816		125,698	
180 5000-2351	TX TAP - Admin					
180 5000-2352	TX TAP - Engineering					
180 5000-2353	TX TAP - Construction					
180 5000-2361	KTMPO - Admin					
180 5000-2362	KTMPO - Engineering					
180 5000-2363	KTMPO - Construction					
	<b>Total Expenditures</b>	<b>73,500</b>	<b>174,122</b>		<b>192,276</b>	<b>73,500</b>

Appendix 1, City of Nolanville Ordinance No.

General Ledger		Approved	Oct 2019 -	Remainder of	Estimate YR END	Proposed	
Fund	Account	Description	FY 2020	April 2020	Year	FY 2020	FY 2020-21
		Excess of Revenues Over Expenditures		-109,446		-47,487	
	Fund Balance	6,879					
<b>Capital Construction Fund</b>							
Revenue							
310 4600		Investment Income					
310 4920		Bond Proceeds				1,478,080	
		<b>Total Revenue</b>				<b>1,478,080</b>	
Expenditures							
310 5000-2230		LEGAL/BOND COUNSEL FEES					
310 5000-2302		ENGINEERING FEES					
310 5000-2305		Prof Svcs - CONSTRUCTION				1,478,080	
310 5000-2310		Inspections				1,478,080	
Other							
		<b>Total Expenditures</b>	-	-	-	-	<b>1,478,080</b>
		Excess of Revenues Over Expenditures	-	-	-	-	-
	Fund Balance	1,478,080					



**ORDINANCE No. F 20-08**

**AN ORDINANCE OF THE CITY OF NOLANVILLE, TEXAS, ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021; PROVIDING THAT ALL PREVIOUS BUDGET ALLOCATIONS SHALL BE SAVED; AND PROVIDING FOR SEVERABILITY AND DECLARING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Nolanville is a Home Rule City in the State of Texas; and

**WHEREAS**, Chapter 102 of the Texas Local Government Code requires that a City budget must be adopted annually; and

**WHEREAS**, a budget for operating the municipal government of the City of Nolanville for the fiscal year October 1, 2020, to September 30, 2021, has been prepared by Kara Escajeda, City Manager, as Budget Officer for the City of Nolanville, Texas; and

**WHEREAS**, said budget has been submitted to the City Council by the City Manager in accordance with the City Charter; and

**WHEREAS**, Notice of a Public Hearing on the Proposed Budget of the City of Nolanville, Texas for the year 2020-2021 has been posted in accordance with Texas Local Government Code Section 102.0065; and

**WHEREAS**, public hearings were duly held at the time and place as provided for in the notice of such public hearings and all interested persons were given an opportunity to be heard on said proposed budget; and

**WHEREAS**, the City of Nolanville wishes to adopt the Proposed Budget for the 2020-2021 Fiscal Year;

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF NOLANVILLE, TEXAS AS FOLLOWS:**

**1. APPROVAL OF BUDGET**

The proposed budget presented by the City Manager and made available for public review for no less than two weeks prior to its adoption including all amendments thereto as a result of such review and public hearing is hereby approved and adopted for the fiscal year 2020-2021. That the appropriations for the 2020-2021 fiscal year for different administrative units and purposes of

the City of Nolanville, Texas be fixed and determined for said fiscal year in accordance with expenditures shown in said budget.

## **2. FILING OF THE BUDGET**

The City Secretary shall attach any required cover page to the adopted budget, file the budget in her office, and post a copy of the budget, including the cover page, on the website of the City of Nolanville. The City Secretary shall post the record vote on the budget on the website until September 30, 2021 (one year).

## **3. CUMULATIVE CLAUSE**

This Ordinance shall be cumulative of all provisions of Ordinances of the City of Nolanville, Texas, except where the provisions of this Ordinance are in direct conflict with the provisions of such Ordinance, in which event the conflicting provisions of such Ordinance are hereby repealed.

## **4. SEVERABILITY CLAUSE**

That if any section, subsection, paragraph, clause, phrase, or provision of this Ordinance shall be adjudged invalid or held unconstitutional, the same shall not affect the validity of this Ordinance as a whole or provision thereof, other than the part as so decided to be invalid or unconstitutional.

## **5. SAVINGS CLAUSE**

That all previous budget Ordinances shall remain in full force and effect, save and except as amended by this Ordinance.

## **6. ENGROSSMENT & ENROLLMENT**

The City Secretary of the City of Nolanville is hereby directed to engross and enroll this Ordinance by copying the caption, publication clause, penalty clause in the minutes of the City Council of the City of Nolanville and by filing this Ordinance in the Ordinance records of the City.

## **7. PUBLICATION CLAUSE**

The City Secretary of the City of Nolanville, Texas is hereby directed to publish in the Official newspaper of the City of Nolanville, the caption, and effective date clause of this Ordinance as required by Section 52.011 of the Texas Local Government Code.

The City Secretary of the City of Nolanville, Texas is hereby directed to publish in the Official newspaper of the City of Nolanville, the caption, and effective date clause of this Ordinance as required by Section 52.011 of the Texas Local Government Code.

### 8. EFFECTIVE DATE

The necessity for making and approving a tax rate for the fiscal year, as required by the laws of the State of Texas, requires that this Ordinance shall take effect immediately from and after its passage, as the law in such case provides.

### 9. PROPER NOTICE & MEETING

It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

**PASSED & APPROVED** this, the 3<sup>rd</sup> day of September, 2020 by vote of:

<b>Andy Williams</b>	<b>No Vote Required</b>
<b>Butch Reis</b>	<u>X</u> (aye) ___ (nay) to ___ (abstention)
<b>Joan Hinshaw</b>	<u>X</u> (aye) ___ (nay) to ___ (abstention)
<b>Patrick Ramsdell</b>	<u>X</u> (aye) ___ (nay) to ___ (abstention)
<b>David Williams</b>	<u>X</u> (aye) ___ (nay) to ___ (abstention)
<b>James Bilberry</b>	<u>X</u> (aye) ___ (nay) to ___ (abstention)

of the City Council of Nolanville, Texas.

**CITY OF NOLANVILLE:**

  
Andy Williams, Mayor

**ATTEST:**

  
Crystal Briggs, City Secretary





## **ORDINANCE NO. F 20-09**

**AN ORDINANCE OF THE CITY OF NOLANVILLE, TEXAS, SETTING A PROPERTY (AD VALOREM) TAX RATE AND APPROVING THE 2020-2021 AD VALOREM TAX RATE AND LEVY OF (\$0.5303) PER ONE HUNDRED DOLLARS (\$100) OF ASSESSED VALUATION OF ALL TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY; AND PROVIDING FOR SEVERABILITY AND DECLARING AN EFFECTIVE DATE.**

**THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.**

**WHEREAS**, the City of Nolanville (the "City") is a Home Rule City in the State of Texas; and

**WHEREAS**, a budget appropriating revenues generated for the use and support of the municipal government of the City of Nolanville has been approved and adopted by the Nolanville City Council as required by Section 102.009 of the Texas Local Government Code; and

**WHEREAS**, the Chief Appraiser of the Bell County Tax Appraisal District has prepared and certified the appraisal roll of the City of Nolanville, Texas, said roll being that portion of the approved appraisal roll of the Bell County Tax Appraisal District which list property taxable by the City of Nolanville, Texas; and

**WHEREAS**, the City Council has complied with all applicable requirements of the Texas Property Tax Code prior to the setting of the tax rate for said City for 2020.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF NOLANVILLE, TEXAS AS FOLLOWS:**

### **1. APPROVAL OF 2020-2021 TAX RATE & LEVY**

That there be and is hereby levied and shall be assessed and collected for the year 2020, on all taxable property, real, personal and mixed, situated within the City Limits of the City of Nolanville, Texas, and not exempt by the Constitution of the State and valid State Laws, an ad valorem tax rate of \$0.5303 on each One Hundred Dollars (\$100.00) assessed value of taxable property, and shall be apportioned and distributed as follows:

- (a) For the purpose of defraying the current expenses and budget of the municipal government of the City (maintenance and operation), a tax rate of \$0.3700 on each One Hundred Dollars (\$100.00) assessed value of taxable property.

(b) For the purpose of creating a sinking fund to pay the interest and principal on all outstanding bonds or other indebtedness of the City, not otherwise provided for, a tax of \$0.1603 on each One Hundred Dollars (\$100.00) assessed value of taxable property which shall be applied to the payment of such interest and maturities of all outstanding bonds or other indebtedness.

## **2. PENALTY & INTEREST**

All taxes shall become a lien upon the property against which assessed and the City Tax Assessor/Collector for the City of Nolanville, Texas shall by virtue of the tax rolls, fix and establish a lien by levying upon such property, whether real or personal, for the payment of said taxes, penalty and interest collected from such delinquent taxes shall be appropriated for the general fund of the City of Nolanville, Texas.

## **3. CUMULATIVE CLAUSE**

This Ordinance shall be cumulative of all provisions of Ordinances of the City of Nolanville, Texas, except where the provisions of this Ordinance are in direct conflict with the provisions of such Ordinance, in which event the conflicting provisions of such Ordinance are hereby repealed.

## **4. SEVERABILITY CLAUSE**

That if any section, subsection, paragraph, clause, phrase, or provision of this Ordinance shall be adjudged invalid or held unconstitutional, the same shall not affect the validity of this Ordinance as a whole or provision thereof, other than the part as so decided to be invalid or unconstitutional.

## **5. SAVINGS CLAUSE**

That all previous tax rate Ordinances, including exemptions listed therein, shall remain in full force and effect, save and except as amended by this Ordinance.

## **6. ENGROSSMENT & ENROLLMENT**

The City Secretary of the City of Nolanville is hereby directed to engross and enroll this Ordinance by copying the caption, publication clause, penalty clause in the minutes of the City Council of the City of Nolanville and by filing this Ordinance in the Ordinance records of the City.

## **7. PUBLICATION CLAUSE**



## 8. EFFECTIVE DATE

The necessity for making and approving a budget for the fiscal year, as required by the laws of the State of Texas, requires that this Ordinance shall take effect immediately from and after its passage, as the law in such case provides.

## 9. PROPER NOTICE & MEETING

It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

**PASSED & APPROVED** this, the 20<sup>th</sup> day of August, 2020 by vote of:

<b>Andy Williams</b>	<b>No Vote Required</b>
<b>Butch Reis</b>	<b>X_ (aye) __ (nay) to __ (abstention)</b>
<b>Joan Hinshaw</b>	<b>X_ (aye) __ (nay) to __ (abstention)</b>
<b>Patrick Ramsdell</b>	<b>X (aye) __ (nay) to __ (abstention)</b>
<b>David Williams</b>	<b>X (aye) __ (nay) to __ (abstention)</b>
<b>James Bilberry</b>	<b>X_ (aye) __ (nay) to __ (abstention)</b>

of the City Council of Nolanville, Texas.

**CITY OF NOLANVILLE:**

  
Andy Williams, Mayor

**ATTEST:**

  
Crystal Briggs, City Secretary





**RESOLUTION No. F 19-07**

**A RESOLUTION OF THE CITY COUNCIL ADOPTING AN INVESTMENT POLICY FOR FISCAL YEAR 2019-2020 AND DESIGNATING INVESTMENT OFFICERS**

**WHEREAS,** the City of Nolanville is a City Charter type of local government of the State of Texas; and

**WHEREAS,** the City Council seeks to be in compliance with The Public Funds Investment Act governed by Government Code §2256.001; and

**WHEREAS,** the Public Funds Investment Act requires the City to adopt an investment policy, investment strategies, and designate an investment officer,

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NOLANVILLE THAT:**

The Investment Policy attached as Exhibit A has been reviewed by the City Council and the Council hereby readopts the Investment Policy attached.

**IT IS FURTHER RESOLVED** that Marlene Fey, Finance Director (Primary Investment Officer) and Kara Escajeda, City Manager (Secondary Investment Officer) are hereby appointed Investment Officers to be responsible for the investment of funds in accordance with State law.

**APPROVED AND PASSED this, the 1<sup>st</sup> day of August, 2019.**

**CITY OF NOLANVILLE, TEXAS**

  
Andy Williams, Mayor

**ATTEST:**

  
Crystal Briggs, City Secretary



## EXHIBIT "A"

### CITY OF NOLANVILLE INVESTMENT POLICY

Adopted, July 18, 2019

#### **I. POLICY STATEMENT**

It is the policy of the City of Nolanville ("City") that the administration of its funds and the investment of those funds shall be handled as its highest public trust. Investments shall be made in a manner which will provide the maximum security of principal invested through limitations and diversification while meeting the daily cash flow needs of the City and conforming to all applicable state statutes governing the investment of public funds.

#### **II. OBJECTIVES AND STRATEGY**

It is the policy of the City that all funds shall be managed and invested with four primary objectives, listed in order of their priority: safety, liquidity, diversification and yield. Investments are to be chosen in a manner which promotes diversity by market sector, credit and maturity. The choice of high-grade government investments and high-grade money market instruments is designed to assure the marketability of those investments should liquidity needs arise.

##### Safety of Principal

Safety of principal is the foremost objective of the City. Investments of the City shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio.

##### Liquidity

The City's investment portfolio will be based on a cash flow analysis of needs and will remain sufficiently liquid to enable it to meet all operating requirements which might be reasonably anticipated.

##### Diversification

Diversification of the portfolio will include diversification by maturity and market sector. Competitive bidding will be used on each sale and purchase.

##### Yield

The City's investment portfolio shall be designed with the objective of attaining a market rate of return taking into account the City's risk constraints and the cash flow needs of the portfolio. The City will use the average yield of the six months U.S. Treasury Bill during the same period as its benchmark for risk.

Effective cash management is recognized as essential to good fiscal management. Cash management is defined as the process of managing monies in order to ensure maximum cash availability.

### **III. LEGAL LIMITATIONS, RESPONSIBILITIES AND AUTHORITY**

Direct specific investment parameters for the investment of public funds in Texas are found in the Public Funds Investment Act, Chapter 2256, Texas Government Code, and (the Act’). The Public Funds Collateral Act, Chapter 2257, Texas Government Code, specifies collateral requirements for all public funds deposits. All investments will be made in accordance with these statutes.

### **IV DELEGATION OF INVESTMENT AUTHORITY**

The City Council has designated two (2) Investment Officers, who are responsible for investment management decisions and activities. Marlene Fey, Finance Director is the Primary Investment Officer and Kara Escajeda, City Manager is the Secondary Investment Officer. No Officer may engage in an investment transaction except as provided under the terms of this Policy and the procedures established.

### **V. PRUDENCE**

The standard of prudence to be used in the investment function shall be the “Prudent Person” standard and shall be applied in the context of managing the overall portfolio.

This standard states:

“Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the expected income to be derived.”

#### Limitation of Personal Liability

The Investment Officers and those delegated investment authority under this Policy, when acting in accordance with the written procedures and this Policy and in accordance with the Prudent Person Rule, shall be relieved of personal responsibility and liability in the management of the portfolio provided that deviations from expectations for a specific security’s credit risk and market price change or portfolio shifts are reported in a timely manner and that appropriate action is taken to control adverse market effects.

### **VI. AUTHORIZED INVESTMENTS**

At no time shall the assets of the City be invested in any instrument or security not authorized under the Public Funds Investment Act (“PFIA”) as the Act may be amended from time to time.

Assets of the City may be invested in the following instruments:

1. Obligations issued, guaranteed, or insured by the U.S. or its Agencies and Instrumentalities, including letters of credit. These securities should have a maturity date no longer than two years from the date of purchase. They may only be purchased from brokers/dealers that have been approved by the City Council. They shall be purchased using the delivery vs. payment method.
2. Certificates of deposit/Money Market Funds that:
  - A. are issued by a state or national bank, a savings bank, or a state or federal credit union domiciled in Texas,
  - B. are secured by FDIC or National Credit Union Share Insurance Fund,

C. are collateralized as described in the PFIA and the Public Funds Collateral Act,  
D. have a maturity date no longer than two years from the date of purchase. Bids for CD's may be solicited orally or in writing or electronically or in any combination of those three methods.

3. Investment pools that:

- A. are authorized by the City Council
- B. only invest in obligations approved by the PFIA,
- C. provide an offering circular containing information required by the PFIA,
- D. provide investment transaction confirmations,
- E. provide a monthly report containing information required by the PFIA,
- F. function like a money market mutual fund that marks its portfolio to market daily and stabilizes its net asset value at \$1 per share.
- G. have a dollar weighted average stated maturity of 90 days or less,
- H. have an advisor board as specified by the PFIA,
- I. are rated not less than AAA or an equivalent rating by at least one national recognized rating service.

Before an investment is made, a written copy of the investment policy must be presented to the individual or business organization offering to engage in an investment transaction with the City. A written instrument, signed by a qualified representative, must be received from that individual or business organization that acknowledges that the City policy has been received and reviewed and the procedures and controls have been implemented to preclude unauthorized transactions.

## **VII. COLLATERALIZATION**

Consistent with the requirement of the Public Funds Collateral Act, the City will require full collateralization of all City investments and funds on deposit with a depository bank, other than investments which are obligations of the U.S. government and its agencies and instrumentalities. The Investment Officer of the City is responsible for entering into collateralization agreements. Evidence of ownership must be furnished to the City.

## **VIII. REPORTING**

The Investment Officers shall prepare and submit to the City Council monthly, quarterly and annually a written report that describes in detail the City's investment position on the date of the report. Marlene Fey, Finance Director will provide the quarterly report briefing to the City Council. The report will contain the weighted average maturity of investment pools. It will also contain, for comparison purposes, the current rates of return on 3 and 6 month T-Bills. The report shall be signed by the Investment Officer and shall include a statement of compliance of the investment portfolio with the PFIA and the City's investment strategy and policy. The City's outside auditor in conjunction with the annual financial audit shall perform a compliance audit to assess management controls on investments and adherence to the established investment policy.

## **IX. INVESTMENT POLICY ADOPTION**

The City's investment policy shall be adopted by the City Council. The Council shall review the policy and strategies on an annual basis. A written resolution approving that review and changes to the policy from the review will be passed and recorded by the City Council.

# City of Nolanville, Texas

## Financial Policies

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**Policies 1.-17. presented to City Council, April 4, 2019**

# Financial Policies and Procedures

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## 1. Financials

### A. Bank Depository

The City shall maintain funds in a Bank, designated as its depository for banking services. City Council shall review depository every three years unless circumstances deem otherwise.

### B. Accounts Payable

Four (4) individuals are authorized to sign checks written on the bank depository account: City Manager, Assistant City Manager, Chief of Police and City Treasurer. All checks greater than \$5,000 require two authorized signatures. No exceptions. Checks less than \$5,000 not signed by the City Manager or Assistant City Manager must be signed by two authorized signers, Chief of Police and City Treasurer.

### C. Accounting

The Treasurer as the City's Chief Financial Officer will be responsible for establishing the structure for the City Chart of Accounts and for assuring that procedures are in place to properly record financial transactions and report the City's financial position. The Treasurer shall provide financial reports to the City Manager monthly.

### D. Audit of Accounts

An independent audit of the City accounts will be performed annually. The Auditor is retained by and is accountable directly to the City Council.

## **2. Fiscal and Budgetary Policy**

### **A. Purpose**

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

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

1. Fairly present and fully disclose the financial position of the City in conformity to generally accepted accounting principles (GAAP) and
2. Demonstrate compliance with finance-related legal and contractual issues in accordance with the Texas Local Government Code and other legal mandates.

## **3. Operating Budget**

A. Budgeting is an essential element of the financial planning, control and evaluation process of municipal government. The "operating budget" is the City's annual financial operating plan. It provides for the payment of expenses incurred as the government works towards its annual goals and the ongoing pursuit of protecting the citizenry, promoting and protecting public health and welfare, and ensuring statutory requirements are followed.

1. Preparation: The budget is developed by staff and elected officials with assistance from the City Treasurer under the responsibility of the City Manager as budget officer.
2. Review: Preliminary budget is submitted for initial review NLT 45 days prior to end of fiscal year. At least two Public Hearings will be held prior to adoption.
3. Adoption: The Final Budget is placed on the City Council's agenda for adoption during the last month of the fiscal year (September).

B. Balanced Budget: The goal of the City is to balance the operating budget with current revenues, whereby current revenues would match and fund on-going expenditures. Any excess balances in the operating funds from previous years will be maintained for contingencies or as general reserves.

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



D. Reporting: Summary financial reports will be submitted to the City Council on a monthly basis to maintain on-going understanding of current expenditures and income status.

E. Contingency Appropriations: The budget may include contingency appropriations within designated operating lines. These funds are used to offset unexpected maintenance or other expenses. Every effort will be made to minimize the need for contingency funds usage.

F. Pursuant to section 103.003 of the Texas Local Government Code and section 6.11 of the Nolanville Home Rule Charter, an annual financial statement, including the auditor's opinion on the statement, shall be filed in the office of the City Secretary within 180 days after the last day of the City's fiscal year, and shall be available for public inspection.

## **4. Revenue Management**

A. Types: The city receives revenue from the following sources:

1. Property Taxes. Collected by the Bell County Tax Appraisal District and transmitted to the city via automatic bank drafts as collected.
2. Sales and Use Taxes. Collected by the State Comptroller and transmitted monthly or quarterly to the city via automatic bank drafts.
3. Franchise Fees. The city, by ordinance, has levied fees on certain services being provided to city residents by vendors operating within the city. These fees are paid directly from the vendor to the city on a recurring schedule, normally quarterly.
4. Permit and License Fees: The city assesses fees by ordinance on many services provided by the city and fees for permitting specific functions within the city. These fees are collected by the city and deposited in the city's bank depository.
5. Investment Income. The city makes investments of money not needed for current expenditures. These investments will earn interest and it will be deposited in the bank depository or maintained in the investment account until needed by the city for expenditures.

B. Recording. The treasurer is responsible for recording the revenues received by the city in the books of accounts in a timely manner.

C. Scheduling. The treasurer shall maintain a schedule of all anticipated revenues to insure funds are received when expected.

## **5. Expenditure Policies**

A. Budget Amendments: The City Council may authorize with a majority vote, emergency expenditures as an amendment to the original budget.

B. Prompt Payment: All invoices will be approved for payment by Department heads or Mayor, depending on the purchase criteria, and paid within the established terms of the vendor and in compliance with applicable law. The treasurer shall make all effort to receive any prompt payment discount.

## **6. Asset Management**

A. Cash Management and Investments: The Council formally approved a separate Investment Policy that complies with the requirements of the Public Funds Investment Act (PFIA) section 2256 of the Texas Local Government Code. This policy is reviewed annually by the City Council and applies to all financial assets held by the City:

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

2. Objectives: The City's investment program will be conducted to accomplish the following criteria listed in priority order.

- a. Safety of the principal invested.
- b. Liquidity and availability of cash to pay obligations when due.
- c. Receive the highest possible rate of return (yield) consistent with the City's Investment Policy

3. Safekeeping and Custody: Investments may only be purchased through broker/dealers who meet the criteria detailed in the investment policy, which also addresses internal controls related to investments.

B. Fixed Assets: These assets will be reasonably safeguarded and properly accounted for, and prudently insured. See Section 11, Fixed Asset Capitalization Policy.

## **7. Debt Management**

The City recognizes the primary purpose of capital facilities is to provide services to the community. Any need for financing other than what can be serviced by the City Depository will be considered through usage of:

- a. Grants
- b. Reserve Funds
- c. Current Funds
- d. Short Term Loans
- e. Long Term Bonds

## **8. Financial Reserves**

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

**Operating Reserves:** The City will maintain reserves in the general fund at a minimum of \$250,000.00.

## **9. Internal Controls**

Written procedures will be established and maintained by the City Treasurer for all functions involving cash handling and/or accounting throughout the City. These procedures will embrace the general concepts of fiscal responsibility set forth in this policy statement.

## **10. Cash Procedures**

- A. **Petty Cash:** The City Secretary may keep a petty cash fund amount of \$100.00 in a lockable money box/cash register during operating hours and a lockable file cabinet after hours. The City Secretary shall be responsible for the petty cash. Only the City Secretary is authorized to exchange money from the box/register.
1. Receipts for all petty cash transactions shall be held in the money box until receipts are tallied, recorded and charged to the appropriate accounts. A check made payable to "Cash" will be written in the amount tallied by the receipts. The City Secretary will be responsible for cashing that check to replenish the petty cash fund balance.
  2. Random audits of the petty cash box shall be made by the City Treasurer or Mayor in the presence of the City Secretary. The Petty Cash Fund shall not be used to cash checks for any persons.
- B. **City/Court Clerk Change Fund:** Clerks maintain their own lockable money bag during operating hours and stored within a lockable file cabinet after hours. Clerks reconcile each other's balance at the end of each day. Deposits are made weekly and prior to the last day of the month. Additional deposits shall be made if the combined total of collections is over \$10,000 at any point. Reports are reconciled by Treasurer. Individuals must be bonded and insured to have access to the front office area.

## 11. Fixed Asset Capitalization Policy

The following criteria will be utilized by the City of Nolanville:

- The asset must be owned by the City of Nolanville,
- The expected useful life of the asset must be longer than one year, or extend the life of an identifiable existing asset by more than one year,
- The original cost of the asset must be at least \$2,500,
- The asset must be tangible,
- On-going repairs and general maintenance are not capitalized.

New Purchases - All costs associated with bringing the asset into working order will be capitalized as part of the asset cost. This will include start up costs, engineering or consultant type fees as part of the asset cost once the decision or commitment to purchase the asset is made.

Improvements and Replacement – Improvements will be capitalized when they extend the original life of an asset or when they make the asset more valuable than it was originally. The replacement of asset components will normally be expensed unless they are a significant nature and meet all the capitalization criteria.

Inventory – A permanent record will be maintained of the City’s fixed assets, including description, cost, and date of acquisition.

Recording - All capital assets will be recorded in the General Fixed Assets Account Group in the city’s books of accounts.

## 12. Accepting Personal Checks

The City of Nolanville will accept personal and company checks from both residents and non-residents of Nolanville. When accepting a check, the following actions must be accomplished:

- a. Check must be made out to the “City of Nolanville”.
- b. Check must be dated the date of issuance, (no post dated checks).

- c. The maker of the check must provide a government issued photo ID stating name, birth date, driver's license number, social security number, or other identifying number.
- d. The acceptor of the check shall write the identifying number on the check.
- e. The check may not be written for more than the invoiced amount.

### **13. Returned Checks**

When a check has been returned by the bank to the City stamped "Non-Sufficient Funds", the City Secretary will add a \$25.00 fee to the amount owed and notify the check writer by certified mail of the status of the check and inform the check writer that the money owed will have to be paid by cash, money order, or cashier's check within ten (10) days of the date of the notification letter. If the money owed is not received within ten days, the check shall be submitted to the Bell County Sheriff's office Hot Check Department for criminal prosecution.

When a check has been returned by the bank to the City stamped "Account Closed", the City Secretary will add a \$25.00 fee to the amount owed and notify the check writer by certified mail of the status of the check and inform the check writer that the money owed will have to be paid by cash, money order, or cashier's check within ten (10) days of the date of the notification letter. If the money owed is not received within ten days, the check shall be submitted to the Bell County Sheriff's office Hot Check Department for criminal prosecution

### **14. Outstanding Checks**

A check written by the City shall be valid for a period of ninety (90) days. If a check has not cleared the bank in sixty (60) days, the Treasurer shall try to ascertain why the check has not been paid. If it is determined that the payee did not receive the check, the City will wait an additional thirty (30) days, then issue a stop payment order and issue a new check to the payee.

### **15. Bank Card (Credit/Debit) Policy**

Bank cards may be used to satisfy court obligations, payment for fines, court costs, etc. A convenience fee based on a schedule provided by the credit card service provider will be added to the obligation. The fee will be added to the individual charge by the provider.

### **16. Purchasing Policy**

All purchases made and paid for by City funds are to be used for City purposes only.

Department Heads are authorized to initiate and/or approve purchases for their department as needed according to the following criteria: and, as directed by the following.

A. Purchases less than \$500: (commonly used items for daily operations)

These purchases shall be made utilizing a purchase order approved by the department head. Vendor invoices, tickets, sales slips, etc, notation of item receipt will be submitted to the treasurer for payment.

B. Purchases greater than \$500 and less than \$5,000:

If item or supplies have been budgeted, purchase may be made utilizing a purchase order approved by the City Manager or Assistant City Manager. If item or supplies have not been budgeted, department head must submit the purchase order to the City Manager or Assistant City Manager for approval and possible budget amendment. Vendor invoices, tickets, sales slips, etc, notation of item receipt will be submitted to the treasurer for payment.

C. Purchases \$5,000 or more:

All purchases greater than \$5,000 must be approved by the City Council. See paragraph 17 below for required pricing information. Purchases for supplies and/or services from vendors on an annual basis that exceed \$5,000 shall be approved in advance, at least annually, by the City Council. Examples of these types of actions are: Electricity charges, Health Plans, Insurance charges, Legal Counsel, Judge Expenses, Auditor, etc. Vendor invoices, tickets, sales slips, etc, notation of item receipt will be submitted to the treasurer for payment.

D. Purchases made by Department Heads for reimbursement:

Routinely purchases from vendors are made with a City check, however, there may be times when the use of a personal credit card may be needed. Employees receive a *de minimis* benefit and it would not prevent the employee from using a personal credit card to seek reimbursement from department purchases. Penal Code section 39.02(d) specifically provides that travel discount awards such as "frequent flyer" miles, hotel or rental car discounts, or food coupons are not things of value belonging to the government for purposes of the criminal law prohibiting misapplication of a thing of value belonging to the government.

## 17. Price Quotations

If the anticipated expenditure exceeds \$5,000, the purchase shall not be made until price quotations have been obtained from at least three (3) suppliers. If the goods or services are not available from as many as three (3) suppliers, price quotations shall be obtained from the available suppliers. "No Bid" is considered to be a price quotation.

Prices may be obtained either in writing or by telephone.

Quotations shall be received for goods and services of comparable quality.

The purchase shall be made from the supplier quoting the lowest price unless cause can be shown as to reason to accept a higher bid.

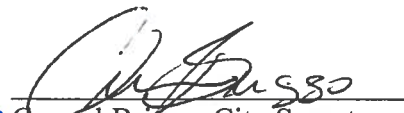
**PASSED & APPROVED** this, the 4th day of April, 2019 by vote of 5 (ayes) 0 (nays) to 0 (abstentions) of the City Council of Nolanville, Texas.

**CITY OF NOLANVILLE:**

**ATTEST:**

  
Andy Williams, Mayor



  
Crystal Briggs, City Secretary