City of Saginaw
2021-2022 Annual Budget

Above ground fresh-water tank in Willow Creek Park

www.ci.saginaw.tx.us
333 West McLeroy Blvd
P.O. Box 79070
Saginaw, TX 76179-0070
817-232-4640

City of Saginaw
Fiscal Year 2021-2022
Adopted Budget Cover Page

August 16, 2021

This budget will raise more revenue from property taxes than last year's budget by an amount of $931,649, which is an 8.86 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is $190,504.

The members of the governing body voted on the budget as follows:

FOR: Todd Flippo, Charles Beasley, Nicky Lawson, Cindy Bighorse, Valerie Junkersfeld, Charles Tucker, Mary Copeland

AGAINST: None

PRESENT and not voting: None

ABSENT: None

Property Tax Rate Comparison	2021-2022	2020-2021
Property Tax Rate	$0.479516/100	$0.461579/100
No-New Revenue Tax Rate:	$0.446984/100	$0.457966/100
No-New Revenue Maint. & Oper. Tax Rate	$0.275835/100	$0.359937/100
Voter-Approval Tax Rate:	$0.496128/100	$0.484903/100
Debt Rate:	$0.194458/100	$0.177341/100

Total debt obligation for the City of Saginaw secured by property taxes: $65,704,684. The total debt obligation due for FY2021/2022 is $4,737,725.

CITY OF SAGINAW
TEXAS

ANNUAL BUDGET

FOR THE FISCAL YEAR

OCTOBER 1, 2021
TO
SEPTEMBER 30, 2022

AS APPROVED BY

THE SAGINAW CITY COUNCIL

ON

AUGUST 16, 2021

Gabe Reaume, City Manager

Dolph Johnson, Assistant City Manager
Kim Quin, Finance Director
Jennifer Garrett, Financial Analyst

CITY OF SAGINAW MAYOR AND COUNCIL

Mayor
Todd Flippo
Term Expires in 2024

City of Saginaw

Mayor Pro Tem, Place 3
Valerie Junkersfield
Term Expires in 2022

Councilmember, Place 1
Charles Beasley
Term Expires in 2022

Councilmember, Place 2
Nicky Lawson
Term Expires in 2024

Councilmember, Place 4
Charles Tucker
Term Expires in 2023

Councilmember, Place 5
Cindy Bighorse
Term Expires in 2022

Councilmember, Place 6
Mary Copeland
Term Expires in 2023

CITY OF SAGINAW MANAGEMENT

City of Saginaw

City Manager	Gabe Reaume
Assistant City Manager	Dolph Johnson
Information Technology Manager	Greg Clayton
City Secretary	Janice England
Police Chief	Lee Howell
Municipal Court Judge	Lorraine Irby
Director of Human Resources	Melanie McManus
City Attorney	Bryn Meredith
Finance Director	Kim Quin
Director of Community & Economic Development	Keith Rinehart
Library Director	Ellen Ritchie
City Engineer	Andrew Simonsen
Fire Chief	Doug Spears
Director of Public Works	Rick Trice

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INTRODUCTION

City of Saginaw

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Saginaw
Texas

For the Fiscal Year Beginning

October 01, 2020

Christopher P. Morrill

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **City of Saginaw, Texas** for its annual budget for fiscal year beginning **October 1, 2020.** This was the thirty-fourth consecutive year that the City has received this prestigious award.

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

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

City of Saginaw

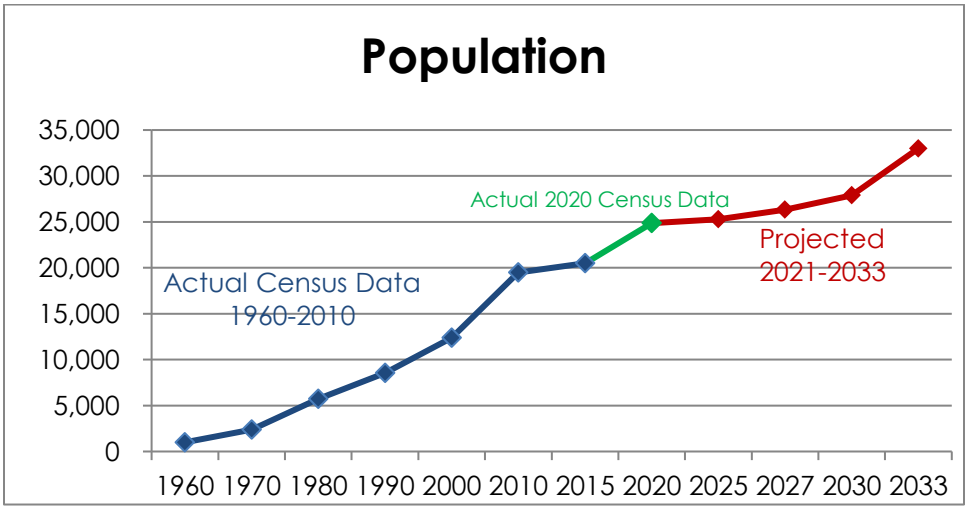
LONG RANGE PLANNING

Long-range planning at the City of Saginaw begins with the Comprehensive Master Plan. This document provides a statement about the community's growth patterns, the general distribution and location of land use, a detailed thoroughfare plan, and other general guidelines for the various plan elements. The plan provides a written consensus to guide future growth and development while allowing flexibility to respond to new ideas and direction as the City progresses, changes, and grows.

The Comprehensive Master Plan is currently being updated. Master Plans have incorporated the following themes:

1989 Comprehensive Master Plan	Preparing for Growth and Development
1995 Comprehensive Master Plan	Building Infrastructure
2000 Comprehensive Master Plan	Creating Community Facilities
2006 Comprehensive Master Plan	Completing Infrastructure
2011 Comprehensive Master Plan	Back to the Basics
2016 Comprehensive Master Plan	Preparing for Build-Out

The basis for long range planning is population growth. Prior to the economic downturn, Saginaw was one of the fastest growing cities in all of Tarrant County. The population growth between the 2010 census and the 2020 census has been 27.5%. Based on available land, current densities, and several planned mixed use developments Saginaw is expected to reach its build out population of 33,000 in 2033. The City is at 75% of build out.



The City of Saginaw prepared for the growth projected in the 1990's by constructing infrastructure to meet the demand. As the City approaches build-out, the focus has been on strengthening the infrastructure system and maintaining and rehabilitating existing infrastructure. Because the City of Saginaw is a mature city with a stable political and financial base, Council is able to prepare formal long range plans every five years with a review of priorities on an annual basis that is translated into the annual budget by Staff. Each year the planned projects are evaluated based on the projected needs and available funding.

The City of Saginaw has also developed a long range financial plan to set parameters for operating budgets and plan for the issuance of debt that was approved by voters in May 2021. Key assumptions include that the tax base will grow by 2% annually and be distributed 40% for Debt Service Fund and 60% for the General Fund.

In connection with the Comprehensive Master Plan and the Multi-year Financial Plan, the City has adopted a Strategic Plan with the following goals for the next five years.

- Maintain a financially sound city providing superior services
- Improve mobility and traffic flow
- More beautiful, livable community
- Develop vibrant activity centers/major corridors
- Expand community quality of life amenities

The annual budget is developed within the context of these three plans. These plans anticipate funding needs and available revenues and forecast methods for matching future revenues and expenditures. General Fund balance at the end of FY2021/2022 is projected to be $9.7 million. Ending fund balance includes restricted resources of 25% of operating expenditures, leaving $4.7million in unrestricted/unreserved resources.

The City is working with developers of mixed use projects for several remaining large parcels of undeveloped land. There continues to be growth in the tax base. High demand and a tight housing inventory throughout the State of Texas has resulted in an increase of 8.6% in property tax values for the City of Saginaw in 2021. We anticipate residential building will slow in 2022 but the mixed use developments, including multi-family residential, will begin construction.

The following pages present the City's goals, achievements and objectives within the framework of the strategies developed through the City's planning, described above. Departmental goals, achievements, and objectives and how those relate to the overall City long range and strategic planning are included with each department's budget.

CITY OF SAGINAW
STRATEGIC PLAN
2021-2022

City Strategy	FY 2020-2021 Department Goal	FY 2020-2021 Department Achievement	FY 2021-2022 Department Goal
Maintain a financially sound City providing superior services	**Administrative Services** adopt a tax rate that allows us to maintain current services and staffing levels.	**Administrative Services** adopted a property tax rate $0.479516 that generated the property tax revenue sufficient to fund operations, as well as, debt service payments.	**Administrative Services** adopt a tax rate that allows us to maintain current services and staffing levels.
	Administrative Services continue to offer competitive salary and benefits in order to hire and retain quality employees in all departments.	**Administrative Services** funded salary adjustments and maintained the low cost of health insurance coverage while sustaining benefit levels and plan choice.	**Administrative Services** continue to offer competitive salary and benefits in order to hire and retain quality employees in all departments.
	Adminiatrative Services control the cost of employee health insurance by continuing to take competitive bids for these services and evaluate plan options.	**Administrative Services** is in the second year of a two-year agreement with Cigna that has provided health insurance at a low cost.	**Adminiatrative Services** control the cost of employee health insurance by continuing to take competitive bids for these services and evaluate plan options.
	Administrative Services maintain emergency reserves per the adopted policy.	**Administrative Services** maintained emergency reserves per the adopted policy.	**Administrative Services** maintain emergency reserves per the adopted policy.
	Administrative Services maintain the city's bond ratings and legal debt margin per the adopted policies.	**Administrative Services** maintained bond rating of Aa3 from Moody's and AA (Stable) from Standard and Poor's; W/WW revenue bond rating remains AA (Stable).	**Administrative Services** maintain the city's bond ratings and legal debt margin per the adopted policies.
	Municipal Court process and administer all Court matters in an efficient, timely manner while establishing, maintaining, observing, and enforcing high standards of conduct.	**Municipal Court** processed citations daily, magisterial warnings and Emergency Protective Orders within 48 hours of arrest.	**Municipal Court** process and administer all Court matters in an efficient, timely manner while establishing, maintaining, observing, and enforcing high standards of conduct.
	Fire Save >90% of property values involved in a fire incident. Increase our current ratio of 1.16 shift duty firefighters per 1000 residents closer to 1.5. Lower our average emergency response time to our goal of 4 minutes, continue to train firefighters in latest methods, and provide and maintain necessary equipment.	**Fire** We successfully saved 96.87% of building properties involved in a fire incident while losing 100% of passenger vehicles involved in a fire incident.With our rapid population growth our current ration of firefighters per 1000 residents was reduced to 1.08. We had an average emergency response time of 5:07 minutes and completed 3983 hours of training. We established shift Battalion Chief positions and added three Lieutenant rank positions enhancing our supervisory capacity and operational safety.	**Fire** save >90% of property values involved in a fire incident. Raise our current ratio of 1.16 shift duty firefighters per 1000 to 1.5. Lower our average emergency response time to our goal of 4 minutes, continue to train firefighters in latest methods, and provide and maintain necessary equipment.
	Fire annually seek alternative sources of funding to maintain and/or increase service capabilities and utilize interlocal agreements to increase service with minimal financial impact.	**Fire** received $25,000 in grant funding and continue to evolve our aid partnership with the City of Fort Worth Fire Department leveraging their larger force, close proximity and technical and specialty resource capabilities. We partnered with the City of Lake Worth to equally share and fund a newly created Emergency Management Coordinator position.	**Fire** annually seek alternative sources of funding to maintain and/or increase service capabilities and utilize interlocal agreements to increase service with minimal financial impact.

CITY OF SAGINAW
STRATEGIC PLAN
2021-2022

City Strategy	FY 2020-2021 Department Goal	FY 2020-2021 Department Achievement	FY 2021-2022 Department Goal
	Police continue holding two Citizen Police Academies. Conduct two Junior Police Academies. Increase citizen contacts at events and public places, i.e. park, school and neighborhood events. Continue to emphasize training. Reduce response times in District 3.	**Police** Conducted one CPA class. Due to Covid-19 we were unable to schedule a second class. We conducted two Junior Police Academies. We also created the "Saginaw Rocks" program where painted rocks are hidden and when found the children receive a coupon for ice cream or Chik-fil-a items.	**Police** continue holding two Citizen Police Academies. Conduct two Junior Police Academies. Increase citizen contacts at events and public places, i.e. park, school and neighborhood events. Continue to emphasize training.
Maintain a financially sound City providing superior services	**Police** continue to compete for state and national grants for personnel and equipment. We will be applying for the LEOSE training grant for 19/20.	**Police** LEOSE grant is pending. Received Tarrant County 9-1-1 grant of $17,196 for voice recording equipment.	**Police** continue to compete for state and national grants for personnel and equipment.
	Community Services continue to maintain existing programs. Increase revenues through new creative and fine tuned existing programs. Increase senior center programming. Improve 7th Annual Images of Saginaw Photo Contest with increased awards, promotion and revised program. Increase marketing and promotion of the City via Facebook, Twitter, press/media release, Digital Display Sign, Saginaw FYI, and web site.	**Community Services continued** rebuilding our programs to the attained levels prior to the COVID-19 Pandemic through increased marketing and promotion. Continue operation with reduced programs, reduced staffing levels and hours of operation while staying open unded the Pandemic circumstances.	**Community Services** Continue to maintain existing programs and increase programming to reach the levels of participation pre-COVID 19. Increase revenues through new creative and fine tuned existing programs. Reopen and restart programming at the senior center and move operations to the recreation center. Improve 9th Annual Images of Saginaw Photo Contest with increased awards, promotion and revised program. Increase marketing and promotion of the City via Facebook, Twitter, press/media release, Digital Display Sign, Saginaw FYI, and web site.
	Community Services Rebuilding our programs to the attained levels prior to the COVID-19 Pandemic through increased marketing and promotion.	**Community Services** Rebuilding our programs to the attained levels prior to the COVID-19 Pandemic through increased marketing and promotion. Continue operation with reduced programs, reduced staffing levels and hours of operation while staying open unded the Pandemic circumstances.	**Community Services** Convert 1 part-time attendant to full-time at Recreation Center. Increased programming for the Senior Center. Increased programming for the Recreation Center. Replace six treadmills. Replace original multi-purpose room wall dividers. Increased part-time staff from 20 hours to maximum of 29 for staff flexibility. Increase programming for Concerts in the Park.
	Library apply for at least two grants and two additional donations per year. Increase leadership and participation in the North Texas Library Consortium. Continue to develop partnerships with local groups and businesses.	**Library** We received the Interlibrary Loan Reimbursement grant from the Texas State Library and Archives Commission. We received monetary donations from the Saginaw Library Boosters ($1,500) and Jet's Pizza ($250) to support the Library's Summer Reading Club, as well as numerous in-kind donations from local businesses. We also partnered with TWU to host an MLS student for their practicum-- providing us with an intern for 6 weeks who helped us on a large project.	**Library** apply for at least two grants and two additional donations per year. Increase leadership and participation in the North Texas Library Consortium. Continue to develop partnerships with local groups and businesses.

CITY OF SAGINAW
STRATEGIC PLAN
2021-2022

City Strategy	FY 2020-2021 Department Goal	FY 2020-2021 Department Achievement	FY 2021-2022 Department Goal
	Animal Services add one full-time shelter technician to better assist the cleaning of the shelter, caring for te increased number of animal intake/population, and providing better customer service to the increasing number of calls, intake animals, and customer and animal needs.	**Animal Services** created a new position for Animal adoption/ rescue coordinantor. This position is responsible for reaching out to rescues and networking animals that are available for adoption and rescue to stay within our NO Kill goal.	**Animal Services** Add one full-time shelter technician to better assist with cleaning of the shelter, caring of the increaseed number of animal intake/population and scheduling. Keep the part-time position and reclassify to an administrative/customer service position to assist with front desk duties, answer phones, adoptions, registrations etc. Create and successfully manage the newly approved 501c3 "Friends of the Saginaw Animal Services.
Maintain a financially sound City providing superior services	**Fleet Maintenance** increase knowledge on all fleet equipment focusing on emergengy equipemnt. Monitor spending to stay within the approved budget. Continue to perform maintenance and service as scheduled to protect assets. Continnually compare prices and quality of parts.	**Fleet Maintenance** due to virus outbreak did not attend training. Budget was monitored closely even with costly repairs on certain equipment. Scheduled maintenance and service has been completed in a timely manner. Staff continues to compare prices keeping quality in mind.	**Fleet Maintenance** Train on new trucks and fire equipment and police cars. Continue monitoring spending to get the best equipment and maintain our fleet. Continue to perform maintenance and service as scheduled to protect assets. Continnually compare prices and quality of parts.
Maintain a financially sound City providing superior services	**Information Tecnology** Continue to deploy computers, laptops, and servers as city demands change. Update to new phone system.	**Information Technology** Rolled over to new Payment Server along with rms for cityhall. Implemented new rms system for PD. Moved Rec software from server based sytem to cloud based system.	**Information Tecnology** Continue to deploy computers, laptops, and servers as city demands change. Update existing network as needed.
	Water/Wastewater construct the Saginaw Boulevard 16" water line phase 2.	**Water/Wastewater** started construction of the Saginaw Boulevard 16" water line phase 2.	**Water/Wastewater** complete the Saginaw Boulevard 16" water line phase 2 and Northwest Booster Pump Station.
	Water/Wastewater Complete the Resiliency Study and Emergency Response Plan by June 2021.	**Water/Wastewater** The Resiliency Study and Emergency Response Plan is in process.	**Water/Wastewater** Complete the Resiliency Study and Emergency Response Plan by June 2022.
	Water/Wastewater Complete replacement of water meters with those using cellular technology.	**Water/Wastewater** Replacement of water meters is still ongoing	**Water/Wastewater** Complete replacement of water meters with those using cellular technology.

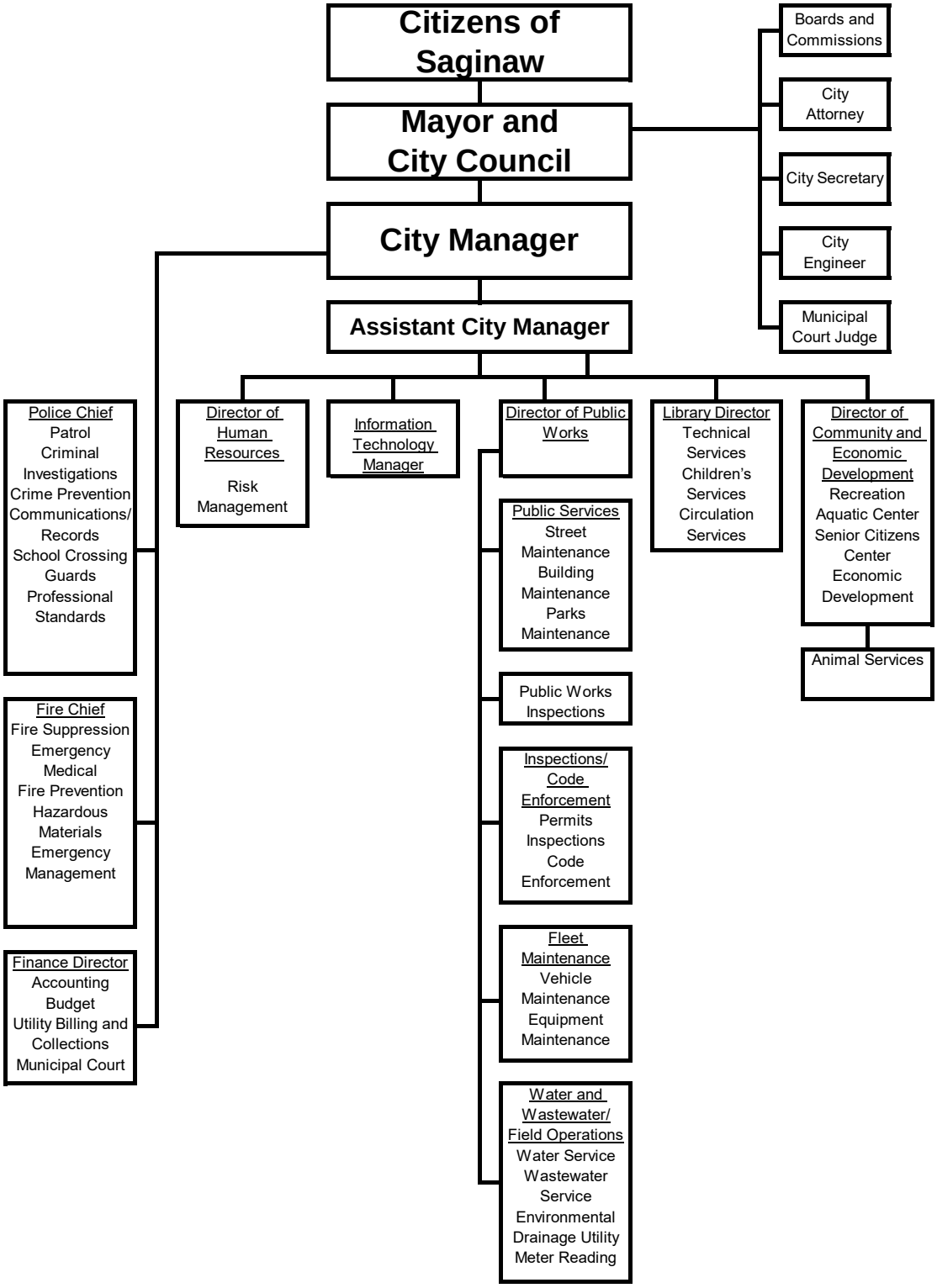
CITY OF SAGINAW
STRATEGIC PLAN
2021-2022

City Strategy	FY 2020-2021 Department Goal	FY 2020-2021 Department Achievement	FY 2021-2022 Department Goal
Improve mobility and traffic flow	**Public Services** partner with Tarrant County to fund the Bailey Boswell overpass project.	**Public Services** Construction continues with Tarrant County participation.	**Public Services** Partner with Tarrant County to help fund various roadway projects.
	Public Services continue to use contract services to increase the amount of crack sealing done on city streets.	**Public Services** Crack sealing was not accomplished in this fiscal year due to staffing shortages.	**Public Services** continue to use contract services to increase the amount of crack sealing done on city streets.
	Public Services continue to contract with Tarrant County for road improvements.	**Public Services** Completed reconstruction of Arcadia St and spot repairs along East Industrial	**Public Services** continue to contract with Tarrant County for road improvements.
	Public Services Continue construction of the Bailey Boswell Overpass.	**Public Services** Construction continues on the Bailey Boswell Overpass.	**Public Services** Continue construction of the Bailey Boswell Overpass.
	Public Services Reconstruct Opal Street from McLeroy to Riodoso & White Rock Drive from Longhorn to West Cliff.	**Public Services** These projects were not completed due to staffing shortages. They will be completed in 21/22.	**Public Services** Reconstruct Opal Street from McLeroy to Riodoso & White Rock Drive from Longhorn to West Cliff.
More beautiful, livable community	**Parks** continue mowing and maintenance schedule of parks	**Parks** the mowing and maintenance schedules were completed as weather permitted.	**Parks** continue mowing and maintenance schedule of parks
	Inspections/Code Enforcement Restore code compliance to 100% staffing. Add an administrative position to assist with the work load for permit processing and rental registration.	**Inspections/Code Enforcement** Restored Code Compliance Department back to 100%. A full-time Management Analyst is filling in for the work load for the permit and rental registration.	**Inspections/Code Enforcement** Continue with aggressive cross training program to assure a better quality of service for all of our businesses and community
	Economic Development continue Building Improvement Program	**Economic Development** continued marketing for Building Improvement Program - funded 7 applications	**Economic Development** continue Building Improvement Program
Develop vibrant activity centers/major corridors	**Economic Development** promote commercial development to enhance tax base.	**Economic Development** continued supporting development 'The Square' a mixed use development.	**Economic Development** promote commercial development to enhance tax base.
		Enhanced the promotionof the Building Improvement Grant Program	
		Partnered with Community Link as the contracted administrator for the Saginaw Farmers Market.	
		Continued meetings with the Retail Coach on recruitment of restaurants, retail and entertainment.	
		Continued promotion of "Shop Local, Shop Saginaw"	
		Created new subscribable "CITY VIEW" Economic Development Newsletter.	

CITY OF SAGINAW
STRATEGIC PLAN
2021-2022

City Strategy	FY 2020-2021 Department Goal	FY 2020-2021 Department Achievement	FY 2021-2022 Department Goal
Expand Community quality of life amenities	**Parks** implement a plan for Parks Playground Equipment Replacement from the Site Analysis Plan.	**Parks** Park Plan Work began on the Parks Master Plan.	**Parks** Replace fall protetection material under all playground equipment.
	Community Services Rebuilding our programs to the attained levels prior to the COVID-19 Pandemic through increased marketing and promotion.	**Community Services** Continued operations with reduced programs due to the Pandemic. Returned Concerts in the Park in 2021 and move the operations to the Switchyard Food Truck Park.	**Community Services** Continue rebuilding our programs to the attained levels prior to the COVID-19 Pandemic through increased marketing and promotion.
	Library Continue development of new, improved, and adapted programs and services. Expand outreach programs.	**Library** Continued COVID precautions limited our ability to do in-person outreach, but we successfully implemented a YouTube storytime and additional program videos throughout the 20-21 school year.	**Library** Rebuild outreach programs after the COVID hiatus. Look for innovative ways to include and serve community members who aren't currently using Library services.

CITY OF SAGINAW
ORGANIZATIONAL CHART
2020-2021



City of Saginaw

333 West McLeroy
P.O. Box 79070
Saginaw, Texas 76179
817-232-4640
Fax 817-232-4644
www.ci.saginaw.tx.us

CITY MANAGER'S BUDGET MESSAGE

September 2021

Honorable Mayor Todd Flippo, City Councilmembers, and Citizens of Saginaw:

In compliance with the State Statutes and the Charter of the City of Saginaw, I submit to you the annual operating budget for fiscal year 2021/2022. This budget presents the sources of revenue and the plan of expenditures for all areas of the Saginaw City Government for the year beginning October 1, 2021, and concluding September 30, 2022.

This budget is presented after many hours of study and review by City staff and City Council. Staff was asked to budget for what is necessary to maintain current service levels and to make recommendations for anticipated increased service levels, both short and long term. Budget requests were prioritized and presented to the City Council in a series of workshops throughout the spring and summer. As vaccination rates have increased and social distancing and other restrictions related to the COVID-19 pandemic have eased, most revenues and expenditures are at or above pre-pandemic levels. The exception to this is programming at the Recreation Center. It will take time to rebuild recreation and athletic programs and budgeted revenue reflects that assumption.

The annual budget is developed within the context of long-range and strategic planning. These plans anticipate funding needs and available revenues and forecast methods for matching future revenues and expenditures. Due to conservative planning on the part of the City Council and Staff, the City has been able to absorb the impact of economic swings. Fund balances built up during economic expansion have been available for one time expenditures. One time expenditures are capital purchases, projects, special requests that are not of a recurring nature, and development agreements. General Fund balance at the end of FY 2021/2022 is projected to be $9.5 million.

The City of Saginaw sales tax collections have been steadily increasing. We have estimated FY 2021/2022 sales tax revenues to discount anomalies resulting from the State of Texas audit adjustments. We are forecasting sales tax revenue to be $5.8 million, which is lower than current year estimates due to a one-time audit adjustment in the current year. Unemployment in the area is steadily decreasing. Other economic

activity continues to expand at a high pace. The regional outlook is optimistic with growth expectations in the coming year. Given the city's diverse tax base and essential food manufacturing industry the pandemic has not had a significant financial impact. Another large influence on the City's budget is property valuation. The high demand for housing has continued to increase residential property values. Property values for the City of Saginaw increased an average of 8.6%. The increase in property values means the City can collect the same amount of property tax revenue as last year but at a lower rate. With the adopted rate of 47.9516 cents the average homeowner will pay $971.70 in property taxes which is $103.47 higher than last year. More than half of the increase ($60.47) is for debt issued for citizen approved bond projects. In the City of Saginaw single-family residential building has slowed but two mixed use developments, including multi-family residential, will begin construction.

The main attractions of Saginaw are location, land availability, easy freeway access, good schools, low tax rates, and the general quality of life. Alliance Airport, Meacham Airport, Eagle Mountain Lake, the United States Currency Plant, Texas Motor Speedway and the Fort Worth Stockyards are all within fourteen miles of Saginaw's city limits.

With the City's continued growth and increasing expectations of our citizens, the challenges the City faces this year include maintaining a competitive compensation plan for employees, maintaining current service levels, replacing the outdated Central Fire Station, planning for the new Library and Senior Citizens Center, and infrastructure improvements that were included in the 2021 bond election. The key budget issues are:

- Adopt a tax rate that allows us to meet current service expectations, as well as, meet debt service requirements.

- Retain and recruit quality employees in all departments: The City's most valuable asset is its employees. Approximately 11% of our employees have been with the City twenty years or more and are eligible for retirement under the City's retirement plan. Another 11% have been with the City a minimum of fifteen years and will be eligible for retirement in five years or less. A considerable amount of knowledge about the City, its history and operations will be lost. It is extremely important that the City continue to offer competitive salary and benefits in order to hire and retain quality employees. A 3% salary adjustment is funded for most employees and those with five or more years with the City will receive a pay increase to the mid-point of their pay grade.

- Construction will continue on the Bailey Boswell Overpass and Central Fire Station. Design will begin on the new Library and Senior Citizens Center. Funding for the first phase of Knowles Drive reconstruction is budgeted and may be partially funded by Tarrant County if approved in the November 2021 bond election.

- Maintenance and upgrade of existing infrastructure (water, wastewater, streets, and drainage) include: Construction of the Fort Worth meter station upgrade, repairs to Jarvis Road, reconstruction of Delmar Court, Indian Crest and Saddle Trail.

Other major issues in each of the operating funds of the City are outlined as follows:

GENERAL FUND

This year our estimated General Fund Revenues total $18,175,610. Expenditures total $20,077,035. The difference of $1,901,425 will be funded using existing fund balance. The draw-down of fund balance will be used for non-recurring and one-time capital purchases. $1,303,320 of the use of fund balance is for a development agreement related to "The Square". Other one-time expenditures include Saginaw Boulevard/Industrial Boulevard redevelopment the addition of an awning at the fleet maintenance facility, phase 4A of the Americans with Disabilities Act study, and new and replacement equipment. Our ending balance on September 30, 2021 is estimated at $9,472,371.

The two major sources of revenue consist of $5,788,900 from sales tax revenue and $6,805,960 from ad valorem tax revenue. The 2021 taxable value is $2,387,571,997 and reflects $39,728,389 in new construction. The taxable value increased by 8.64% this fiscal year. The approved budget is based on a 2021 tax rate of $0.479516, which is 1.7937 cents more than the 2020 rate of $0.461579, with $0.285058 for maintenance and operations, and $0.194458 for debt service.

Sales tax revenues fluctuate from month to month but have remained strong for the last several years. We estimate that we will receive $5,788,900 in sales tax revenue, which is lower than the amount we expect to collect in FY2020-2021. There was a large one-time adjustment in the current year that will not be collected in FY2021-2022.

General Fund expenditures have decreased by $23,965 when compared to the previous year's revised budget. The decrease is due to $2.6 million included for partial funding of the Bailey Boswell Overpass project in FY2020-2021 that is offset by increases described by department below.

A separate document (Budget Guidelines) is prepared for Department Heads and identifies the expenditures by account number with explanations for each. The FY 2020-2021 General Fund Revised Budget is $20,101,000. The approved 2021-2022 budget is $20,077,035. Capital outlays and transfers total $1,982,065. The following chart shows the changes in expenditures for each department in the General Fund.

GENERAL FUND EXPENDITURES

Department	Actual 2019-2020	Revised 2020-2021	Adopted 2021-2022	% Change
General Administration	$ 1,798,906	$ 2,836,175	$ 2,166,255	-24%
Municipal Court	187,063	203,070	206,540	2%
Fire	3,965,266	3,849,985	4,120,955	7%
Police	5,001,254	5,014,690	5,623,605	12%
Public Services	1,916,937	1,670,015	2,951,775	77%
Parks	538,607	364,455	395,910	9%
Community Services	811,155	662,005	1,193,920	80%
Library	568,572	630,955	699,280	11%
Inspections/Code Enforcement	625,716	705,655	784,775	11%
Animal Services	389,123	461,325	491,185	6%
Fleet Maintenance	435,294	461,680	577,105	25%
Economic Development	206,308	176,650	346,700	96%
Information Technology	427,317	416,300	451,310	8%
Transfers to Other Funds	0	2,648,040	67,720	-97%
	$ 16,871,518	**$ 20,101,000**	**$ 20,077,035**	**0%**

All department budgets increased for the salary adjustment and related benefits. Additional changes are described below.

General Administration – Increased costs for compensation, funding for a Human Resource Analyst, increased cost of credit card processing, and funding for the completion of the comprehensive plan are partially offset by the decrease due to one-time items funded in FY20/21: land purchase, establishment of health insurance escrow, and bond election expenses.

Municipal Court – Increased costs for compensation and related benefits.

Fire – Increases due to salary and benefits, increased cost of dispatch service based on call volume, enhanced annual physicals, and an added component to the alerting system at Station 2.

Police – Increases due to salary and benefits, increased overtime necessary for special events and to maintain minimum staffing levels, funding for a canine unit, and establishing an annual taser replacement program.

Public Services – The increase for salary and benefits, increased cost to the mowing contract, full year funding for the project inspector, the next phase of the Americans with Disabilities Act study, and funding for "The Square" developer's agreement.

Parks – The increase for salary and benefits, increased cost of the mowing contract, and replacement of fall material under all city owned playground equipment.

Community Services – Increases are for salary and benefits, funding for seasonal part-time positions that were not hired in FY20/21, replacement of exercise bikes and carpet at the Recreation Center, and funding to establish a 5K race event.

Library – Increase for salary and benefits and full year funding for a Management Analyst position.

Inspections/Code Enforcement – Increase for salary and benefits, funding an Inspector In Training position, and an additional vehicle.

Animal Services – The increase in salary and benefits, full year funding for the Adoption and Rescue Coordinator, and an additonal Part-time Animal Shelter Technician position.

Fleet Maintenance – Increase for salary and benefits and funding for an awning to be added to the fleet maintenance facility.

Economic Development – Funding for Saginaw/Industrial Boulevard redevelopment which wasn't spent in FY20/21, cost to update the traffic count map, and funding for retail economic development services.

SPECIAL REVENUE FUNDS

Special Revenue Funds consist of the Crime Control and Prevention District (CCPD) Fund, the Police Expendable Trust Fund, the Drainage Utility Fund, the Street Maintenance Fund, the Donations Fund, the General Government Escrow Fund, and the Water/Wastewater Escrow Fund.

The **CCPD Fund** represents revenues and expenditures associated with the additional half-cent sales tax first approved by the voters in November 1997 to fund a Crime Control and Prevention District. Voters continued the district for five years in May of 2002. The district was continued for ten more years in May of 2007 and the rate reduced to three eighths of one percent. Voters approved the continuation of the tax in May 2017. The Board of Directors, which consists of the Mayor and Council members, governs the District. The goals of the Crime Control and Prevention District are to increase patrol officer visibility, enhance crime fighting ability by acquiring new equipment, provide

additional training and updated technology and to reduce the number of juvenile offenders involved in repeated criminal and/or gang related activity. This fund provides for salaries and benefits for ten patrol officers, a public services officer, one dispatcher and one half the salary and benefits of a school resource officer. Funding is provided for the replacement of four vehicles. We are projecting revenues of $1,390,120 and expenditures of $1,407,575. The fund is balanced with $17,455 from the fund surplus. Capital Outlay for the CCPD Fund totals $247,080.

The **Police Expendable Trust Fund** tracks funds that are received through confiscated property not involved with a Chapter 59 seizure or asset forfeiture. These funds have been awarded to the Police Department by the District Court and will be used for equipment, supplies, or training expenses.

The **Drainage Utility Fund** was established by the City Council on January 1, 2005 as an additional revenue source to offset the growing costs of operating the storm drainage system. These costs include maintenance of the existing system, federal mandates to control storm water runoff, floodplain management and planning and construction of new drainage facilities. The drainage utility fee is $5 per month for residential properties. This fund will continue to pay for the two drainage utility maintenance workers, and one half the costs of the Environmental Specialist and Environmental Assistant positions. The construction of Phases 2 and 3 of the East Cement Creek Drainage project is pending utility relocation. We are projecting revenues of $820,360 and expenditures of $263,315. The estimated $557,045 addition to fund balance will be used for construction of future drainage projects.

The **Street Maintenance Fund** was approved on May 12, 2007 by the voters which imposes a one-eighth of one percent sales and use tax for the maintenance and repair of existing municipal streets. This Street Maintenance Tax was valid for a four-year period and was continued with voter approval in November 2011. The tax went into effect in April 2008 and revenues were received starting in June 2008. The renewal of this tax was approved again by voters in 2019. We anticipate revenues of $482,590 and expenditures of $280,000. Maintenance projects are behind schedule due to staffing shortages. Funding is included for 30,000 feet of crack sealing, and sidewalk replacement. Street repairs will be made on Jarvis Lane. Delmar Court, Indian Crest and Saddle Trail will be reconstructed.

The **Donations Fund** was created in May 2009 to better track funds received through water bill donations as well as direct donations to the City for specific purposes. Currently, Animal Services, Parks, Library, Beautification, Police, Fire, Senior Center, and the Train & Grain Festival have funds available for expenditure. Voluntary donations of $1 are collected through the monthly utility bill for Beautification, Library and Parks. We anticipate revenues of $295,410 and expenditures of $229,990 with an operating surplus of $66,420 that will be used for future authorized expenditures. Ongoing expenses include books, data processing, and supplies for the Library; highway mowing, seasonal planting and holiday decorations from beautification donations; and supplies for the annual Fire Camp, and Easter Egg Hunt. Two summer library pages will continue to be funded with

library donations. Parks donations will fund a fireworks display. Beautification donations will continue the public art program.

The **General Government Escrow Fund** was created in FY 2014-2015 to better track funds that are received and are to be used for a specific purpose. These receipts will remain in the General Government Escrow Fund until an appropriate expense is approved by the City Council. Approved expenses include: advertising and entertainment for the "Train and Grain" festival, police overtime expense for bailiff duty, and insurance deductibles and repairs, a contract for Farmer's Market administration, and the replacement of 4 ticket writers.

The **Water/Wastewater Escrow Fund** was created in FY 2014-2015 to better track impact fee funds that are received and are to be used for a specific purpose. These receipts will remain in the escrow fund until an appropriate expense is approved by the City Council. Funds are approved to be used for the Fort Worth meter station upgrade.

DEBT SERVICE FUND

Debt service requirements for outstanding certificates of obligation, tax notes, and general obligation are $4,753,725. The adopted tax rate is sufficient to fund the required debt service payments for the fiscal year.

CAPITAL PROJECTS FUND

The Capital Projects Fund consists of projects as recommended by our staff and engineers and approved by the City Council. Design is budgeted for voter approved bond projects to replace the Library and Senior Citizens Center. Reconstruction of the first phase of Knowles Drive is budgeted, also a voter approved bond project. If the Tarrant County bond proposition is approved by voters in November 2021, the City will only be required to fund 50% of this project. Remaining funds will be used for future bond projects.

ENTERPRISE FUND

The total revenues projected for this fund are $10,222,640. Water rates will increase by 10% due to the 9.92% increase in the rate charged by the City of Fort Worth for the purchase of water. Wastewater rates will increase by 5% due to the 15.24% increase charged by Fort Worth. This increase will be phased in over several years as necessary. Projected revenue will be sufficient to cover projected operating expenses. Budgeted expenses total $10,740,575. The budgeted use of fund balance is $517,935 and will be used for the developer's agreement for "The Square". Funding is also provided for 2 generators and maintenance of the Longhorn Pump Station.

The Enterprise Emergency Reserve has a balance of $2,450,000. The Enterprise Fund Emergency Reserve needs to be sufficient to operate the Water Department for three months. These funds would only be used in an emergency and only with Council approval.

The debt service for outstanding revenue bonds is $245,010 with $220,000 for principal and $25,010 for interest expense and paying agent fees.

CONCLUSION

I want to thank the Mayor and City Council for their guidance and decisions made during the budget work sessions. I appreciate their cooperation to fund and improve the level of services for the City. I believe this budget establishes a sound plan of municipal services and is a very informative document for all of our residents.

Respectfully submitted,

Gabe Reaume
City Manager

CITY OF SAGINAW
BUDGET HIGHLIGHTS
2021-2022

The following is a brief overview of the adopted 2021-2022 budget:

GENERAL FUND:

- The City of Saginaw continues to see growth in the estimated net taxable value due to continued residential growth and an overall increase in property values. The July 2021 certified net taxable value has increased by 8.6% over the July 2020 certified net taxable value. These taxable values are determined and certified by the Tarrant Appraisal District (TAD).

- Saginaw's population has grown from 12,374 in 2000 to 19,806 per the 2010 census. The North Central Texas Council of Governments estimates the 2021 population to be 23,380.

- The July certified estimated net taxable value from TAD is $2,387,571,997. This is an increase of $189,062,771 over last year's July estimated net taxable value of $2,198,509,226. Tarrant Appraisal District estimates a total of $39,728,389 in added value from new construction ($39,579,117 in residential and $149,272 in commercial). New construction for 2019-2020 was valued at $56,778,169.

- This adopted budget is based on a tax rate of 0.479516 which is 1.7937 cents higher than last year's rate of .461579. The proposed tax rate is less than the de miminis tax rate (.491234) and the voter approval tax rate (.496128) as calculated by the Texas State Comptroller's 2021 Tax Rate Calculation Worksheet. The No New Revenue Tax Rate is .446984.

TAX YEAR	DEBT RATE	M&O RATE	SALESTAX ADJUSTMENT	TOTAL	AVG. TAX
2020	.177341	.284238	(.081169)	.461579	$868.23
2021	.194458	.285058	(.086959)	.479516	$971.70
DIFFERENCE OVER (UNDER) LAST YEAR				.017937	$103.47

- The average taxable single family home value in 2020 was $188,101. The average taxable single family home value in 2021 is estimated to be $202,642, an increase of 7.7%. The average homeowner's city taxes will increase annually $103.47 from $868.23 to $971.70 or $8.62 per month. For $80.98 per month the average citizen of Saginaw receives police protection, fire protection, public services, parks, recreation, library services, animal services, and code enforcement and inspection.

- Sales tax revenue has fluctuated from month to month but has remained strong throughout the COVID-19 pandemic. Saginaw has seen overall increases during these uncertain times due to our business demographics. The year to date collections compared to last year is up 18%, in part due to a large audit adjustment by the state comptroller. The budgeted estimates for next fiscal year assume similar collections as the current year without the one-time audit adjustment. We estimate that we will receive $5,788,900 in sales tax revenue in the General Fund, a 7% increase over our current year adopted budget. The current sales tax rate is 8.25%, which is the maximum rate allowed. Of this, 6.25% goes to the State, 1.5% to the General Fund, 0.375% to the CCPD Fund, and 0.125% to the Street Maintenance Fund.

CITY OF SAGINAW
BUDGET HIGHLIGHTS
2021-2022

- There is a small estimated decrease in franchise fees due to the decline in cable television franchise fee receipts. They have been declining and the estimates reflect the trend to other entertainment options, as well as, the impact of Texas Senate Bill 1152 which allowed cable and telephone companies to stop paying the lesser of their cable franchise or telephone access line fees.

- Court fines and fees are estimated to reflect a more normal year with court operations returning to a pre-pandemic schedule and fewer police officer vacancies.

- Due to local health restrictions in the current year, Recreation Center and Aquatic Center use, facility rentals, and summer camp revenues are down. Estimates for 2021-2022 assume gradually resuming normal operations at these facilities. Recreation classes and programs will take some time to build back up to pre-pandemic enrollment. One part-time customer service position will remain vacant until programming and revenues increase.

- Building permit fees are estimated to remain strong with several developments expected to begin construction in the coming year. Revenue is estimated to increase $310,465 over the current year adopted budget. Other permits and fees are estimated to increase by $17,600.

- These increased building fees will help fund a full year of the Inspector in Training position added to Building Inspection/Code Enforcement in the current fiscal year.

- Interest earnings are projected to be down due to very low interest rates.

- The cost of employee health insurance is budgeted to remain the same for 2021-2022. The City is in the second year of a two-year agreement with CIGNA to provide health, basic life, and vision coverage for city employees. Dental rates will also remain the same as the current year. The City will continue to provide a $365 per month contribution for dependent coverage. As rates are finalized the structure/cost to the employee may change. Any additional savings will be transferred at year end to the Escrow Fund to offset anticipated premium increases for FY 2022-2023.

- As long term employees begin to retire and the labor market remains very competitive, pay plan adjustments are proposed. The adjustments have been made based on the needs and staffing tenure of the department. There is a 3% increase for most employees. All City employees with five or more years of employment with the City will receive an increase to the mid-point (step 4) of their respective pay grade.

- The city-wide cost of worker's compensation and property/general liability insurance through Texas Municipal League will increase by $68,485 and $19,160 respectively. Public official errors and omissions liability insurance will increase $3,755 and law enforcement liability will increase by $6,345.

- A Human Resource Analyst position ($78,330) is added to Administration to assist with payroll, insurance, and benefits administration.

CITY OF SAGINAW
BUDGET HIGHLIGHTS
2021-2022

- Funding is added for third party COBRA administration ($825).

- Funding is included for the summer apprentice program ($26,380) that hires high school and college students, with an interest in municipal government, for temporary summer employment.

- Due to the increased number of credit card transactions, transaction fees are estimated to increase by $10,000.

- The Comprehensive Plan that began in the current year will be completed at an estimated cost of $39,565.

- The cost of fire dispatch services paid to the City of Fort Worth is based on estimated calls, there is an expected increase of $9,000.

- The cost of annual physicals for Fire Department personnel is budgeted to increase by $13,540 for enhanced screenings and physical assessments.

- Bunker gear replacement ($25,000) is included to be funded by a Tarrant County Emergency Services District grant.

- Funding for a necessary component, alerting system ($40,000), to tie into the Fort Worth dispatch system is included for Station 2. The alerting system for Station 1 is included as part of the construction budget for the new Fire Station.

- Funding of $3,000 is included for a Fire Department banquet.

- Funding for step-up compensation is budgeted ($6,190) for firefighters that temporarily perform the duties of an apparatus operator.

- A $2,000 increase for lab fees due to the increased cost of the medical examiner's lab analysis required for cases submitted to the District Attorney.

- Police ($18,000) and Public Works ($10,000) overtime is increased for the hours required to work special events and other duties necessary outside of regular working hours.

- A one-time expense of $50,000 is budgeted to establish a Police Department Canine Unit.

- Funding of $12,920 is included to begin an annual taser replacement program.

- Increased funding of $3,550 is included for the security/fire monitoring of City buildings. This function used to be part of the contract with Tarrant County Fire Alarm Center.

- Funding of $5,000 for annual sprinkler inspection and repair at City facilities is added.

- Mowing expense in Public Services ($19,665) and Parks ($20,970) is increased based on the current mowing contract with an estimated 3% increase.

CITY OF SAGINAW
BUDGET HIGHLIGHTS
2021-2022

- Full year funding for a contract project inspector ($66,000) is included for the contract that was added in the current year.

- The next phase of the ADA Plan will be funded ($80,000). Phase 4A will evaluate half of the City sidewalks for compliance with the Americans with Disabilities Act.

- The Public Works Department continues to work towards the American Public Works Association accreditation. The cost of this program in the coming year will be $4,200 with 50% funding in the General Fund and the Enterprise Fund.

- As construction begins on “The Square” development, it is anticipated that $1,303,320 developer’s agreement payment will be made in this fiscal year.

- Funding of $25,000 is included to replace the fall protection material under all City owned playground equipment.

- The replacement of 5 exercise bikes ($14,000) and carpet ($21,000) at the Recreation Center is included.

- $20,000 is budgeted for Community Services to establish a 5K race event.

- Full year funding for an Administrative Intern is included for the Library which is partially funded with a transfer from the Donations Fund.

- Full year funding is included for the Inspector in Training position added in the current fiscal year. This cost is partially offset by the savings in not having a contract inspector.

- An additional inspections vehicle ($30,000) is added for the additional position.

- $5,000 is added to the Animal Services budget for veterinarian care of animals being held in the shelter.

- A part-time Animal Shelter Technician ($20,890) is added to serve the increased demands of maintaining the full shelter.

- Full year funding is provided for the Adoption and Rescue Coordinator position added during the current fiscal year.

- The Fleet Maintenance budget includes adding an awning ($60,000) to the existing shop building which will provide shelter to City vehicles and will allow repairs and maintenance to be done outside.

- The transfer to the General Escrow Fund for vehicle replacement will increase by $19,680.

- The Economic Development budget includes $8,000 for a traffic count map update and full year funding, an increase of $15,000, for the Retail Coach contract.

CITY OF SAGINAW
BUDGET HIGHLIGHTS
2021-2022

- Economic Development includes a $150,000 budget item for Saginaw Boulevard/Industrial redevelopment.

- Line item increases in the Information Technology Department include increased costs of computer and server replacements, remote management and operating system software, increased cost of email and anti-virus software and increased off site backup.

- One-time expenses in the Information Technology budget include $18,000 for a new server for the police records software and $12,440 for a disc printer for Police Department records.

- The fund balance will be reduced by $1,901,425 for one-time items described above.

- There were not any changes made between the 21-22 proposed to adopted budget.

DEBT SERVICE FUND:

- The adopted budget includes $4,753,725 funding for principal and interest payments. The estimated fund balance at year end will be $964,085 which is a budgeted drawdown of $94,400.

ENTERPRISE FUND:

- The City of Saginaw purchases water from the City of Fort Worth. Fort Worth has proposed a 9.92% increase in wholesale water rates. This budget includes a 10% increase in water rates for our customers.

- The City of Fort Worth bills the City of Saginaw for wastewater treatment based on the strengths and volume that pass through the system. Fort Worth has proposed an 15.24% increase in wastewater rates. This budget includes a 5% increase in rates for our customers.

- The average customer using 8,000 gallons of water per month will see a monthly increase of $5.89 as a result of the water and sewer rate increases.

- A Water/Wastewater Technician position is added at a cost of $61,930.

- Funding is included for the summer apprentice program ($8,765) that hires high school and college students, with an interest in municipal government, for temporary summer employment.

- The adopted budget includes two generators: one for the Jarvis elevated storage tank ($35,000) and one for the Public Works offices ($60,000) which houses the water control system. The generators will solve some weaknesses identified during the winter storms this past year. Funding ($20,000) is also proposed to paint the interior and epoxy coat the floor of the Longhorn Pump Station.

- Construction of the Fort Worth meter station upgrade ($250,000) will be funded with impact fees.

CITY OF SAGINAW
BUDGET HIGHLIGHTS
2021-2022

- As construction begins on “The Square” development, it is anticipated that $696,680 developer’s agreement payment will be made in this fiscal year.

- The Enterprise Fund has been balanced with $517,935 of reserves for one time and capital items.

CAPITAL PROJECTS FUND:

- It is estimated that construction will be completed on the overpass spanning the railroad tracks and Saginaw Boulevard. A Tarrant County reimbursement ($1,677,250) for the project will be received in the next fiscal year.

- Construction will begin on the first phase of Knowles ($6,800,000). Design will be completed for the Library ($1,500,000) and the Senior Citizen’s Center ($700,000).

- The construction budgeted for the Fire Station in Fiscal Year 2020-2021 will continue into 2021-2022.

- Fund balance of $7,321,610 will be used from previously issued bonds for these capital projects.

CCPD FUND:

- The voters approved an additional one-half cent sales tax for use by the Crime Control and Prevention District (CCPD) in November 1997. The additional sales tax went into effect on April 1, 1998, and revenues were received beginning in June 1998. The district was continued for five years in 2002. In 2007 and 2017, the tax was continued for ten years and reduced to three eighths (3/8) of one percent with the remaining eighth used for street maintenance.

- Sales tax revenues are estimated to increase 10% over the current budget for a total of $1,390,080.

- The Crime Control and Prevention District will continue to provide for the salaries and benefits of ten patrol officers, a public services officer, a dispatcher and one-half the costs for a school resource officer.

- Four patrol vehicles, associated equipment, and bullet resistant vests ($247,080) will be replaced. The fund is balanced with $17,455 of reserves.

CITY OF SAGINAW
BUDGET HIGHLIGHTS
2021-2022

DRAINAGE UTILITY FUND:

- In January 2005 the Saginaw City Council approved the necessary ordinances to establish a drainage utility within the city and adopted the utility's rates. Fees are assessed on properties based on the amount of storm water runoff they produce. Single family residences are currently assessed a uniform base fee of $5.00 per month. Other properties, including multi-family, commercial and industrial, produce more storm water runoff at a higher rate and are charged a fee based on the number of equivalent base (residential) units adjusted for the use of the property.

- The Drainage Utility Fund pays the salaries of two maintenance workers, one-half the salary of the environmental specialist and the environmental assistant. It also funds supplies, equipment and drainage system improvements.

- Construction budgeted for the East Cement Creek Phase 2 Fiscal Year 2020-2021 will continue into 2021-2022.

- The fund balance at year end is estimated to be $2.27 million which will be used for the construction of phase 3 of the East Cement Creek project in a future year.

STREET MAINTENANCE FUND:

- On May 12, 2007 the voters approved the ballot proposition imposing a one-eighth (1/8) of one percent sales and use tax for the maintenance and repair of existing municipal streets. This tax was effective in April 2008, and revenues were received beginning in June 2008. The street maintenance tax was approved by voters in 2019 for an additonal 4 years.

- We anticipate revenues of $482,410 for the 2021-2022 fiscal year.

- These revenues will be be used for general street repairs, spot repairs to Jarvis between Brenda Lane and East Bailey Boswell Road and reconstruction of Delmar Court, Indian Crest, and Saddle Trail.

- Funding of $30,000 is included for a contractor to crack seal city roadways.

- Funding of $20,000 is included for sidewalk replacment.

- The fund balance at year end is estimated to be $1.3 million wihich will be used for future street maintenance projects.

DONATIONS FUND:

- The Donations Fund is used to track funds received through water bill donations and direct donations to the City for specific purposes. Currently, Animal Services, Parks, Library, Senior Center, Fire, Police, Train and Grain Festival, and Beautification have donation funds available for expenditure.

- The voluntary $1 donations that appear on utility bills are for Parks, Library, and Beautification.

- Recurring expenses in this fund include the annual Fire Camp and Easter egg hunt from Fire donations, highway mowing, street light pole painting, and holiday lighting from Beautification donations, partial funding of the vaccination program and animal medical care from Animal Shelter donations, Senior Center supplies from Senior Center donations, and books, data processing expense, supplies, and special programming from Library donations. It is anticipated that the Train and Grain Festival will be held in 2022 and will be funded through donations.

- Library donations will continue to fund two seasonal part time library pages who will be hired for 13 weeks of the year and work 29 hours per week. These positions will enable the library to meet the higher demands of the summer season. Partial funding is also included for an Administrative Intern working at the Library.

- Parks donations will fund a fireworks display in 2022 ($10,000).

- Beautification donations will continue a public art program ($25,000).

GENERAL ESCROW FUND

- The General Government Escrow Fund was created in FY 2014-2015 to better track funds that are received and to be used for a specific purpose. The types of revenues budgeted in this fund are: hotel/motel tax, court technology fees, court security fees, gas production proceeds, and insurance deductibles and settlements.

- The equipment replacement for the General Fund will be accounted for in the General Escrow Fund. The equipment replacement escrow began in FY 2018-2019. The annual contribution will be based on the useful life of the purchased asset and the estimated replacement cost. Funding for the replacement of equipment purchased beginning in FY 2018-2019 will be in the equipment replacement escrow, as long as the annual contribution is made. The contribution for General Fund equipment in FY 2021-2022 is $48,040.

- Revenues are budgeted at $201,165.

- Budgeted expenditures include $10,000 each for advertising and entertainment for the “Train and Grain” festival, a transfer to the General Fund for court security (Bailiff $5,200), the replacement of four ticket writers ($11,100) payment of $30,000 to Community Link for Farmer’s Market administration, and insurance deductibles/repairs ($40,000).

CITY OF SAGINAW
BUDGET HIGHLIGHTS
2021-2022

WATER/WASTEWATER ESCROW FUND

- The Water/Wastewater Escrow Fund was created in FY 2014-2015 to better track funds that are received and to be used for a specific purpose. The types of revenues budgeted in this fund include water impact fees.

- The equipment replacement for the Enterprise Fund will be accounted for in the Enterprise Escrow Fund. The equipment replacement escrow began in FY 2018-2019. The annual contribution will be based on the useful life of the purchased asset and the estimated replacement cost. Funding for the replacement of equipment purchased beginning in FY 2018-2019 will be in the equipment replacement escrow, as long as the annual contribution is made. The contribution for Enterprise Fund equipment in FY 2021-2022 will be $26,340.

- $250,000 in water impact fees will be transferred to the Enterprise Fund for the construction of the Fort Worth meter station upgrade.

CITY OF SAGINAW
BUDGET PROCESS

Budgeting is an essential element of the financial planning, control, and evaluation process of municipal government. The City Charter requires the City Manager to prepare and submit to the City Council a proposed budget at least forty-five days prior to the beginning of the fiscal year.

PREPARATON

Preliminary planning began in March with department heads identifying key issues, capital needs, and staffing requests. A workshop was held with the City Council in March to discuss these key issues. The budget calendar was distributed in April. Throughout the spring and summer budget workshops are held during regular City Council meetings to discuss the budget issues and the five year projections for each fund. In May budget preparation materials are distributed to department heads. In keeping with the goals of the City, department heads are asked to update the department's five year plan and prepare budgets that provide for the effective operation of their department, without major increases to expenditures/expenses, and continue to provide for the necessary safety and quality of life for our citizens. The five year plans are used to determine the needs of the next five years and to begin prioritizing and preparing for these obligations. All requests for additional personnel and capital outlay purchases are not included in the individual departments' budget. Those items are prioritized and listed as special requests. Special requests are submitted, in priority order, as separate items and are considered as additions to the requested budget. Detailed support is prepared and presented for each request.

PROPOSED BUDGET

Using the above guidelines, each department head prepares a basic line-item budget that maintains the current level of service. In May, department heads submit the following budget reports to the Finance Director.

- Prior year actual, current year budget, actual to date, projected year-end, and proposed budget.
- Estimated revenue for new fiscal year based on historical figures and carefully researched expectations of future trends.
- Special requests, prioritized and with documentation.
- Goals and strategies for the new fiscal year.
- Performance measures, prior year actual, current year, and budget year.
- Five Year Plan including future staffing and capital requests.
- Update of departmental descriptions and activities.

Each department's budget and five year plan is reviewed by the administrative staff (City Manager, Assistant City Manager, and the Finance Director). The administrative staff makes changes, if necessary, to these budgets based on estimates of anticipated revenues to fund the budget and what services they believe are necessary to run the city effectively. After the administrative staff reviews the departments' budgets they meet with the department heads again to review any changes. This gives the department heads a chance to discuss their requests with the administrative staff and present any further

documentation that might be needed. At this time each department is asked to discuss the five year plan including future staffing and capital requests. After these meetings the administrative staff prepares a draft copy of the budget. It is at this time that the administrative staff decides whether to include cost of living raises, increase benefits, special requests, increase service levels etc.

In July certified property tax values are received from the appraisal district. Based on the certified taxable value received from the appraisal district, the estimated tax revenue is adjusted if needed. The “no new revenue” tax rate is calculated and the tax rate needed to meet budget requirements is determined. The Finance Director, under the direction of the City Manager and Assistant City Manager, then prepares the proposed budget document, posts, and publishes the required notices. The proposed budget is submitted to the Mayor and Council for review.

ADOPTION

At the August City Council meetings, the City Manager presents the final Proposed Budget and discusses priorities for the coming year. Council reviews and discusses special requests and any additional budget priorities. The Council decides what items will be included in the budget and what type of funding will be needed based on the City Manager’s recommendations. The council must decide if they are going to increase the tax rate, use undesignated surplus, increase fees, incur debt, seek grants, etc. to fund the budget. They may increase or decrease the cost of living raises, benefits, etc. added to the budget by administrative staff. These decisions are made in accordance with the financial policies of maintaining adequate fund balances, using fund balance for one- time expenses, and meeting debt service requirements.

At the direction of the City Council, the Proposed Budget may be revised. The Proposed Budget is filed with the City Secretary and is made available for inspection by any interested person during office hours. It is also posted on the City’s website. The City Council holds a Public Hearing on the proposed budget and gives at least ten days notice of the Public Hearing in the official newspaper. After the Public Hearing, and before October 1st, the Council must vote to adopt the budget and set the tax rate. The budget is adopted by resolution approved by the favorable votes of at least four-sevenths (4/7) of the Council. The adopted budget is a public record and a copy is on file with the City Secretary. A copy of the adopted budget is also filed with the County Clerk.

IMPLEMENTATION

Once the budget is adopted, detailed account information is compiled in the Budget Guidelines document. The Budget Guidelines document lists each line item and includes detailed support because it is used by the departments as a guide for operating their department. The City Manager is required to furnish the Council with monthly reports which show the prior month's expenditures and total expenditures to date for each budgeted activity. At mid-year the City Manager and Department Heads review the monthly reports to see how the revenue and expenditure predictions have fared, how well the departments have performed, and whether budget revisions are necessary. The budget revisions are normally revisions to individual line items. This allows for a better year end projection for use in the next year’s budget work session. Usually the departments’ overall totals remain the same or are reduced. Only if there is an unusual circumstance is a department's overall budget total increased.

BUDGETARY CONTROL AND AMENDMENT

The level of budgetary control is the department level in all funds. When budget adjustments among departments and/or funds are necessary, they must be approved by the City Council. If budget revisions are needed, a public hearing is set and a detailed report describing the amendments is presented to the City Council for discussion. Amendments are then adopted by a City Council vote. These approved revisions then modify the original budget.

The City Council can amend the total appropriations for an individual fund. The City Council may also approve the transfer of appropriations within funds. This occurs most often in the case of capital improvement projects, where savings in one project are transferred to another project. These amendments, as well as uses of any contingency accounts also require Council approval.

City of Saginaw
Budget Calendar
2021-2022

Date	Activity
April 20	City Council workshop to discuss budget issues and property tax rate changes
April 30	1st Estimate of 2021 taxable values received from Tarrant Appraisal District (TAD).
May 3	Distribute budget instructions and worksheets to Department Heads.
May 14	Prepare preliminary revenue estimates for 2021-2022 budget.
May 14	2nd Estimate of 2021 taxable values received from TAD.
May 21	Department Heads submit 2021-2022 budget requests to Finance Director. This includes 5 year plans with staffing and capital planning.
June 4	Budget submitted to City Manager and Assistant City Manager.
June 14	3rd Estimate of 2021 taxable values from TAD.
June16 & 17	Pre-Budget Conferences held between City Manager, Asst. City Manager/Finance Director, Asst. Finance Director/Budget Analyst and Department Heads to discuss budget requests and five year plans.
July 26	Receive 2021 certified appraisal roll from TAD and calculate Effective and Rollback Tax Rates.
July 30	Final review and decisions on proposed budget. Prepare budget message.
August 6	Publish Notice of Property Tax Rates/Tax Rate Public Hearing in newspaper and on website.
August 14	City Council Budget Retreat - City Council reviews Proposed Budget and related issues
August 16	Council Meeting - Public Hearing on 2021-2022 Proposed Budget and tax rates, vote to adopt tax rates, and other fee/rate increases.
August 17	Post notice on web of Tax Rate Adoption with M&O Increase and file 2021-2022 Adopted Budget with City Secretary
October 1	Fiscal year 2021-2022 begins.

BUDGET SUMMARIES

City of Saginaw

The following summaries provide an overview of revenues and expenditures/expenses for all departments.

CITY OF SAGINAW
DESCRIPTION OF FUNDS

The City of Saginaw budget is made up of various funds. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Funds are used to track revenues and expenditures/expenses for different programs and functions. All of the funds of the City can be divided into two categories – governmental funds and proprietary funds. Governmental funds include the General Fund, Debt Service Fund, and Capital Projects Fund. Special revenues are accounted for in the Special Revenue Funds and are a type of Governmental fund. The City of Saginaw operates and maintains its own water and sewer utility system. The Enterprise Fund, a proprietary fund, is used to account for water and sewer utility system funds.

The City's budgets of governmental funds (General Fund, Debt Service Fund, Capital Projects Fund and Special Revenue Funds) are prepared on a modified accrual basis. This means that obligations of the City such as outstanding purchase orders are budgeted as expenditures. However, revenues are recognized only when they are measurable and available.

The budgets of the City's proprietary funds (Enterprise Fund and Water/Wastewater Escrow Fund) are prepared using a full accrual basis. This means it recognizes expenses as encumbrances when a commitment is made, such as through a purchase order. Revenues, on the other hand, are recognized when they are earned by and due to the City (for example water user fees are recognized as revenue when bills are produced).

The Comprehensive Annual Financial Report shows the status of the City's finances on a basis of generally accepted accounting principles (GAAP). In most cases, this conforms to the way the City prepares its budget. There are several exceptions: Compensated absences (accrued but unused vacation/sick leave and compensatory time) are not budgeted but are reported as an expense in the Comprehensive Annual Financial Report. Contributed assets are not budgeted but are booked as revenue. Depreciation and gains or losses on assets are not budgeted but are reported as an expense or revenue (gain on asset). In the Enterprise Fund capital expenses are budgeted but at year end are booked as additions to capitalized assets. Bond principal payments are budgeted expenses but booked as a reduction to liability at year end. The Comprehensive Annual Financial Report shows fund revenues and expenditures/expenses on both a GAAP basis and Budget basis for comparison purposes.

All of the City's funds that are included in the Comprehensive Annual Financial Report and audited by the independent auditors are appropriated. Each of the funds is listed and described below.

GENERAL FUND

The General Fund is the major operating fund of the City. It is used to account for all revenues and expenditures except those required to be accounted for in another fund. Expenditures for General Administration, the Municipal Court, the Fire Department, the Police Department, Public Services, Park Maintenance, the Community Services Department, the Library, Inspections/Code Enforcement, Animal Services, Fleet Maintenance, and the Economic Development Department, and Information Technology are included in the City's General Fund.

DEBT SERVICE FUND

The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, general obligation long-term debt principal and interest.

CAPITAL PROJECTS FUND

The Capital Projects Fund is used to account for the financing and construction of Governmental Fund projects funded by general obligation bonds, certificates of obligation bonds, tax notes or cash balances.

ENTERPRISE FUND

The Enterprise Fund is used to account for operations of the City's water and sewer activities that are financed and operated in a manner similar to those of private business enterprises. Services of the Fund are intended to be self-supporting through user charges. The Enterprise Fund reimburses the General Fund for operating expenses such as building rental, data processing, and other administrative expenses.

SPECIAL REVENUE FUNDS

Special Revenue Funds account for resources restricted for specific purposes. This restriction may be legal or administrative. Saginaw's Special Revenue Funds consist of the CCPD (Crime Control and Prevention District) Fund, the Police Expendable Trust Fund, the Drainage Utility Fund, the Street Maintenance Fund, the General Government Escrow Fund, the Water/Wastewater Escrow Fund, and the Donations Fund.

- The CCPD Fund is used to track revenues from sales tax designated for this fund and expenditures related to the CCPD. The General Fund will be reimbursed for a portion of police officer salaries from this fund.

- The Police Expendable Trust Fund accounts for confiscated and asset forfeitures that are awarded to the City and approved expenditures.

- The Drainage Utility Fund is used to account for operation of the City's drainage facilities. Services of the Fund are intended to be self-supporting through fees assessed on properties based on the storm water runoff they produce. The Drainage Utility Fund reimburses the General Fund for the salary and benefits of two maintenance workers and the Enterprise Fund for one half the salary and benefits of both the Environmental Manager and Environmental Technician.

- The Street Maintenance Fund tracks the revenues and expenditures from sales tax designated for street maintenance. Voters approved the adoption of a local sales and use tax at the rate of one-eighth of one percent to provide revenue for maintenance and repairs of existing municipal streets. These revenues cannot be used for building new streets. The City began receiving revenues in the latter part of 2008.

- The General Government Escrow Fund is used to track receipts that are to be used for a specific purpose. Examples of revenues and expenditures in this fund are hotel/motel tax, court technology fees, court security fees, insurance deductibles, and gas production proceeds.

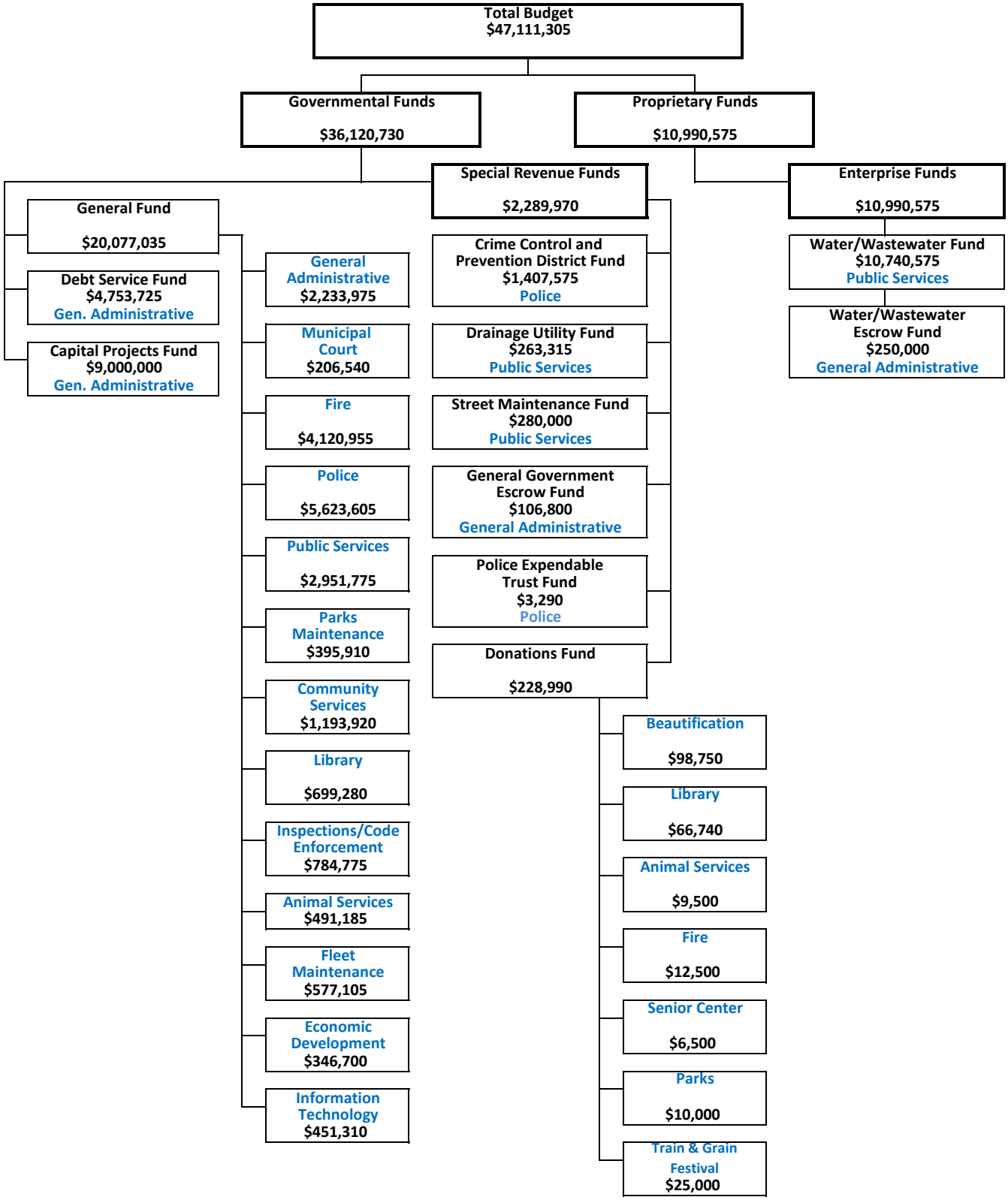
- The Water/Wastewater Escrow Fund is used to track receipts related to the utility operations that are to be used for a specific purpose. Examples of revenue in this fund are water and sewer impact fees.

- The Donations Fund is used to track revenues received through donations for specific purposes and the expenditure of these funds. Currently, donations are received for the Animal Shelter, Library, Parks, Beautification, the Senior Center, Police, Fire, and the Train & Grain Festival.

BUDGETED USE OF FUND BALANCE FOR FISCAL YEAR 2021-2022

Fund	Amount	Explanation of Fund Balance Use
General Fund	$ 1,901,425	For one time items including the developer agreement payment for “The Square”.
Debt Service Fund	$94,400	To mitigate impact of debt issue on the tax rate.
Enterprise Fund	$517,935	For one time capital outlay, improvements to the Longhorn Pump Station and the developer agreement payment for “The Square”.
Capital Projects Fund	$ 7,321,610	The use of previously issued bonds for the Library, Senior Citizens Center, and the first phase of Knowles reconstruction.
CCPD Fund	$17,455	For the replacement of police patrol vehicles.
Police Expendable Trust Fund	$3,290	For supplies related to public safety
Water/Wastewater Escrow Fund	$223,660	For the Fort Worth meter station upgrade.

CITY OF SAGINAW
FUND STRUCTURE
2021-2022



CITY OF SAGINAW

CONSOLIDATED BUDGET SUMMARY BY FUND

SCHEDULE OF SOURCES AND USES OF FUNDS AND CHANGES IN FUND BALANCE

	GOVERNMENTAL FUNDS				
	General Fund	Debt Service Fund	Capital Projects Fund	CCPD Fund	Police Expendable Fund
Revenues					
Property Taxes	$ 6,805,960	$ 4,642,825	$ -	$ -	$ -
Sales Taxes	5,788,900			1,390,080	
Other Taxes	39,300	16,000			
Franchise Fees	1,565,000				
Licenses,Permits,Fines/Fees	1,486,525				
Grant Assistance	50,000			-	
Interest Income	2,400	500	1,140	40	
Other Income	429,440		1,677,250		-
Charges for Services					
Total Revenues	$ 16,167,525	$ 4,659,325	$ 1,678,390	$ 1,390,120	$ -
Other Financing Sources					
Transfers from other funds	$ 2,008,085	$ -	$ -	$ -	$ -
Bond Proceeds			-		
Use of Bond Funds			-		
Use of Escrow Funds	-				
Use of Beginning Fund Balance	1,901,425	94,400	7,321,610	17,455	-
Total Other Financing Sources	$ 3,909,510	$ 94,400	$ 7,321,610	$ 17,455	$ -
Total Available Resources	**$ 20,077,035**	**$ 4,753,725**	**$ 9,000,000**	**$ 1,407,575**	**$ -**
Operating Expenditures					
General Gov't/Econ. Dev.	$ 2,736,260	$ -	$ -	$ -	$ -
Municipal Court	206,540				
Fire	4,052,955				
Police	5,573,605			80,100	3,290
Community Services	1,630,105				
Library	699,280				
Public Works	3,209,145		-		
Total Operating Expenditures	$ 18,107,890	$ -	$ -	$ 80,100	$ 3,290
Other Financing Uses					
Capital Outlay					
General Gov't/Econ. Dev.	$ 228,005	$ -	$ -	$ -	$ -
Municipal Court	-				
Fire	68,000				
Police	50,000			247,080	
Community Services	55,000		700,000		
Library	-		1,500,000		
Public Works	1,500,420		6,800,000		-
Total Capital Outlay	1,901,425	-	9,000,000	247,080	-
Debt Service		4,753,725			
Transfer to Other Funds	67,720	-	-	1,080,395	
Total Other Financing Uses	$ 1,969,145	$ 4,753,725	$ 9,000,000	$ 1,327,475	$ -
Total Uses of Resources	**$ 20,077,035**	**$ 4,753,725**	**$ 9,000,000**	**$ 1,407,575**	**$ 3,290**
Change in Fund Balance	$ (1,901,425)	$ (94,400)	$ (7,321,610)	$ (17,455)	$ (3,290)
Beginning Fund Balance	**$ 11,584,458**	**$ 1,081,565**	**$ 22,706,949**	**$ 749,016**	**$ 15,416**
Ending Fund Balance	**$ 9,683,033**	**$ 987,165**	**$ 15,385,339**	**$ 731,561**	**$ 12,126**

CITY OF SAGINAW

CONSOLIDATED BUDGET SUMMARY BY FUND

SCHEDULE OF SOURCES AND USES OF FUNDS AND CHANGES IN FUND BALANCE

	GOVERNMENTAL FUNDS				PROPRIETARY FUNDS	
	Drainage Utility Fund	Street Maintenance Fund	Donations Fund	General Escrow Fund	Water/Wastewater Escrow Fund	Enterprise Fund
Revenues						
Property Taxes	$ -	$ -	$ -	$ -	$ -	$ -
Sales Taxes		482,410				
Other Taxes				74,015		
Franchise Fees						
Licenses,Permits,Fines/Fees				19,025	-	
Grant Assistance						
Interest Income	360	180	50	385	-	940
Other Income	-		295,360	40,020		70,000
Charges for Services	820,000					9,802,655
Total Revenues	$ 820,360	$ 482,590	$ 295,410	$ 133,445	$ -	$ 9,873,595
Other Financing Sources						
Transfers from other funds	$ -	$ -	$ -	$ 67,720	$ 26,340	$ 349,045
Bond Proceeds						
Use of Bond Funds						
Use of Escrow Funds				-	223,660	
Use of Beginning Fund Balance	-	-	-			517,935
Total Other Financing Sources	$ -	$ -	$ -	$ 67,720	$ 250,000	$ 866,980
Total Available Resources	**$ 820,360**	**$ 482,590**	**$ 295,410**	**$ 201,165**	**$ 250,000**	**$ 10,740,575**
Operating Expenditures						
General Gov't/Econ. Dev.	$ -	$ -	$ 25,000	$ 60,000	$ -	$ -
Municipal Court				500		
Fire			12,500			
Police			-			
Community Services			89,750	30,000		
Library			49,000			
Public Works	59,100	280,000	10,000		-	8,605,865
Total Operating Expenditures	$ 59,100	$ 280,000	$ 186,250	$ 90,500	$ -	$ 8,605,865
Other Financing Uses						
Capital Outlay						
General Gov't/Econ. Dev.	$ -	$ -	$ -	$ -	$ -	$ -
Municipal Court				11,100		
Fire						
Police				-		
Community Services			25,000	-		
Library						
Public Works	-	-	-	-		1,063,780
Total Capital Outlay	-	-	25,000	11,100	-	1,063,780
Debt Service						245,010
Transfer to Other Funds	204,215	-	17,740	5,200	250,000	825,920
Total Other Financing Uses	$ 204,215	$ -	$ 42,740	$ 16,300	$ 250,000	$ 2,134,710
Total Uses of Resources	**$ 263,315**	**$ 280,000**	**$ 228,990**	**$ 106,800**	**$ 250,000**	**$ 10,740,575**
Change in Fund Balance	$ 557,045	$ 202,590	$ 66,420	$ 94,365	$ (223,660)	$ (517,935)
Beginning Fund Balance	**$ 3,168,993**	**$ 1,718,852**	**$ 454,379**	**$ 2,221,483**	**$ 804,316**	**$ 6,820,056**
Ending Fund Balance	**$ 3,726,038**	**$ 1,921,442**	**$ 520,799**	**$ 2,315,848**	**$ 580,656**	**$ 6,302,121**

CITY OF SAGINAW

CONSOLIDATED BUDGET SUMMARY BY FUND

SCHEDULE OF SOURCES AND USES OF FUNDS AND CHANGES IN FUND BALANCE

	Total All Funds 2021-2022 (Adopted)	Total All Funds 2020-2021 (Revised)	Total All Funds 2019-2020 (Actual)
Revenues			
Property Taxes	$ 11,448,785	10,443,480	9,661,176
Sales Taxes	7,661,390	8,545,150	7,262,055
Other Taxes	129,315	105,485	97,222
Franchise Fees	1,565,000	1,594,400	1,612,022
Licenses,Permits,Fines/Fees	1,505,550	1,802,245	1,671,504
Grant Assistance	50,000	50,000	478,230
Interest Income	5,995	68,010	350,604
Other Income	2,512,070	3,524,485	2,929,975
Charges for Services	10,622,655	11,505,030	11,745,693
Total Revenues	$ 35,500,760	$ 37,638,285	$ 35,808,480
Other Financing Sources			
Transfers from other funds	$ 2,451,190	6,319,905	2,135,076
Bond Proceeds	-	9,190,930	23,774,982
Use of Bond Funds	-	-	-
Use of Escrow Funds	223,660	1,711,160	-
Use of Beginning Fund Balance	9,852,825	3,422,895	-
Total Other Financing Sources	$ 12,527,675	$ 20,644,890	$ 25,910,059
Total Available Resources	**$ 48,028,435**	**$ 58,283,175**	**$ 61,718,539**
Operating Expenditures			
General Gov't/Econ. Dev.	$ 2,821,260	2,747,155	$ 2,418,010
Municipal Court	207,040	203,070	187,923
Fire	4,065,455	3,757,885	3,716,756
Police	5,656,995	5,091,370	5,062,242
Community Services	1,749,855	1,140,855	1,174,104
Library	748,280	679,955	603,596
Public Works	12,164,110	11,407,365	12,155,127
Total Operating Expenditures	$ 27,412,995	$ 25,027,655	$ 25,317,759
Other Financing Uses			
Capital Outlay			
General Gov't/Econ. Dev.	$ 228,005	$ 678,015	$ 76,451
Municipal Court	11,100	-	11,108
Fire	68,000	2,448,000	255,949
Police	297,080	213,860	162,020
Community Services	780,000	104,675	145,355
Library	1,500,000	-	-
Public Works	9,364,200	15,440,660	10,815,243
Total Capital Outlay	12,248,385	18,885,210	11,466,124
Debt Service	4,998,735	4,385,455	7,082,548
Transfer to Other Funds	2,451,190	6,305,165	2,091,811
Total Other Financing Uses	$ 19,698,310	$ 29,575,830	$ 20,640,484
Total Uses of Resources	**$ 47,111,305**	**$ 54,603,485**	**$ 45,958,243**
Change in Fund Balance	$ (9,159,355)	$ (1,454,365)	$ 15,760,296
Beginning Fund Balance	**$ 51,325,484**	**$ 52,779,849**	**$ 37,019,553**
Ending Fund Balance	**$ 42,166,129**	**$ 51,325,484**	**$ 52,779,849**

CITY OF SAGINAW
BUDGET SUMMARY TRANSFERS- ALL FUNDS
2021-2022

DESCRIPTION	GENERAL FUND	ENTERPRISE FUND	CAPITAL PROJECTS FUND	CCPD FUND	DRAINAGE UTILITY FUND	DONATIONS FUND	GENERAL ESCROW FUND	W/WW ESCROW FUND	TOTAL ALL FUNDS
TRANSFERS IN									
From General Fund	$ -	$ -	$ -	$ -	$ -	$ -	$ 67,720	$ -	$ 67,720
From Enterprise Fund	799,580		-					26,340	825,920
From CCPD Fund	1,080,395		-						1,080,395
From Drainage Fund	105,170	99,045	-						204,215
From Donations Fund	17,740		-						17,740
From General Escrow Fund	5,200		-						5,200
From W/WW Escrow Fund		250,000							250,000
TOTAL TRANSFERS IN	**$ 2,008,085**	**$ 349,045**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 67,720**	**$ 26,340**	**$ 2,451,190**
TRANSFERS OUT									
To General Fund	$ -	$ 799,580		$ 1,080,395	$ 105,170	$ 17,740	$ 5,200	$ -	**$ 2,008,085**
To Capital Projects Fund		-			-				**$ -**
To Enterprise Fund					99,045			250,000	**$ 349,045**
To W/WW Escrow Fund		26,340	-	-	-	-	-	-	**$ 26,340**
To General Escrow Fund	67,720								**$ 67,720**
TOTAL TRANSFERS OUT	**$ 67,720**	**$ 825,920**	**$ -**	**$ 1,080,395**	**$ 204,215**	**$ 17,740**	**$ 5,200**	**$ 250,000**	**$ 2,451,190**

EXPLANATION OF TRANSFERS

The General Fund recieves transfers from:

Enterprise Fund — for indirect costs such as Information Systems services, Administrative oversight, audit services, legal services, and building overhead costs. The Enterprise Fund also pays a portion of the cost of Fleet Maintenance.

CCPD Fund — for the salaries and benefits of 10 patrol officers, 1 public services offficer, 1 dispatcher, and 1/2 of a school resource officer.

Drainage Fund — for the salaries and benefits of 2 drainage utility maintenance workers.

Donations Fund — for the salaries of 2 seasonal part time library pages and a portion of Administrative Intern.

General Escrow Fund — for the overtime of police officers acting as bailiff for the Municipal Court.

The Enterprise Fund receives transfers from:

Drainage Fund — for 1/2 the salary and benefits of the environmental sepecialist and environmental assistant.

W/WW Escrow Fund — for impact fee funding of water and wastewater capital projects.

The General Escrow Fund recieves transfers from:

General Fund — for the annual contrubtion to the equipment replacement escrow

The Enterprise Escrow Fund recieves transfers from:

Enterprise Fund — for the annual contribution to the equipment replacement escrow

CITY OF SAGINAW
5-YEAR FUND SUMMARY

RESOURCES	ACTUAL 2017-2018	ACTUAL 2018-2019	ACTUAL 2019-2020	REVISED BUDGET 2020-2021	ADOPTED BUDGET 2021-2022	% CHANGE FROM LAST YEAR
GENERAL	$ 15,902,019	$ 16,968,257	$ 18,223,792	$ 18,729,050	$ 18,175,610	-2.95%
DEBT SERVICE	3,534,963	3,486,406	6,777,591	4,025,195	4,659,325	15.75%
CAPITAL PROJECTS	160,381	2,157,853	22,057,380	14,005,200	1,678,390	-88.02%
CCPD	1,160,759.35	1,236,734	1,310,130	1,556,040	1,390,120	-10.66%
POLICE EXPENDALBE TRUST					-	-
DRAINAGE UTILITY	804,578.60	847,960	839,229	824,260	820,360	-0.47%
STREET MAINTENANCE	423,931	467,338	473,842	538,435	482,590	-10.37%
DONATIONS	176,220	293,992	287,278	294,965	295,410	0.15%
GENERAL ESCROW	414,000	219,308	204,743	931,295	201,165	-78.40%
WATER/WASTEWATER ESCROW	422,877	358,204	234,822	51,835	26,340	-49.18%
ENTERPRISE	11,618,462	11,036,817	11,309,731	12,192,845	10,222,640	-16.16%
TOTAL RESOURCES	**$ 34,618,190**	**$ 37,072,869**	**$ 61,718,539**	**$ 53,149,120**	**$ 37,951,950**	**-28.59%**

USE OF RESOURCES	ACTUAL 2017-2018	ACTUAL 2018-2019	ACTUAL 2019-2020	REVISED BUDGET 2020-2021	ADOPTED BUDGET 2021-2022	% CHANGE FROM LAST YEAR
GENERAL	$ 15,951,212	$ 16,964,517	$ 16,871,518	$ 20,101,000	$ 20,077,035	-0.12%
DEBT SERVICE	3,572,904	3,391,910	6,802,161	4,129,030	4,753,725	15.13%
CAPITAL PROJECTS	5,549,587	1,948,166	6,241,134	14,532,875	9,000,000	-38.07%
CCPD	1,147,840	1,284,144	1,270,313	1,324,605	1,407,575	6.26%
POLICE EXPENDALBE TRUST					3,290	-
DRAINAGE UTILITY	288,832	428,914	833,237	297,345	263,315	-11.44%
STREET MAINTENANCE	220,411	356,199	646,314	414,025	280,000	-32.37%
DONATIONS	124,021	189,472	209,702	347,325	228,990	-34.07%
GENERAL ESCROW	89,423	94,356	175,384	351,575	106,800	-69.62%
WATER/WASTEWATER ESCROW	655,716	138,982	84,328	1,359,825	250,000	-81.62%
ENTERPRISE	11,113,113	9,627,724	12,824,151	11,745,880	10,740,575	-8.56%
TOTAL USE OF RESOURCES	**$ 38,713,058**	**$ 34,424,383**	**$ 45,958,243**	**$ 54,603,485**	**$ 47,111,305**	**-13.72%**
SURPLUS (DEFICIT)	**$ (4,094,868)**	**$ 2,648,486**	**$ 15,760,296**	**$ (1,454,365)**	**$ (9,159,355)**	
	Note 1	*Note 2*	*Note 3*	*Note 4*	*Note 5*	

Please see next pages for Notes and explanation of variances

CITY OF SAGINAW
5-YEAR FUND SUMMARY

Explanation of Variances

Note 1 - *The $49,193 deficit in the General Fund is for one time capital purchases. There was a planned drawdown of fund balance in the Debt Service Fund. The $5,389,206 deficit in Capital Projects Fund is due to use of previously issued bonds for the construction of the Bailey Boswell Road project. The $515,747 surplus in Drainage Utility reflects actual collections. The fund balance in future years will be used for drainage construction projects. There was a surplus in the Street Maintenance Fund due to delay of the Burlington Road project. The $324,578 surplus in the General Escrow Fund is due to a developer contribution for the future improvements to Old Decatur Road, increased hotel/motel tax revenue, and unusually high year for insurance claims. The $232,839 deficit in the Water/Wastewater Escrow Fund is a result of using previously collected water impact fees for the South Hampshire 16" waterline and the Saginaw Boulevard 12" water line phase 2 projects. The $505,349 surplus in the Enterprise Fund is due to strong water sales throughout the spring and summer, higher than average sewer surcharge revenue, and the delay of several planned capital projects.*

Note 2 - *The $94,496 surplus in the Debt Service Fund is due to higher than anticipated property tax collections. The $209,687 surplus in Capital Projects Fund reflects unspent tax note proceeds. The $47,410 deficit in the CCPD Fund was for the replacement of patrol vehicles. The $419,046 surplus the Drainage Fund is due to the delay of the East Cement Creek Drainage project. The suprlus of $111,139 surplus in the Street Maintenance Fund relfects the delay of the Burlington Road project. The $104,520 surplus in the Donations Fund reflects increased donations for the Train & Grain Festival, the delay of the Beautification Plan update and savings in the Ardent Mills mural. The $124,952 surplus in the General Escrow Fund reflects a developer contribution for future improvements to Old Decatur Road. There was a $219,222 surplus in the Enterprise Escrow Fund due to the collection of water impact fees that will be used for eligible projects in future years. The planned $1,409,093 surplus in the Enterprise Fund is due to the delay of several budgeted projects: projects to prevent inflow and infiltration of the wastewater system, design for the Saginaw Boulevard 16" water line phase 2, the construction of the Fairmont sewer rehabilitation phase 1, and the relocation of utilities along FM 156 in preparation of the Texas Department of Transportation road project.*

Note 3 - *The $1,352,274 surplus in the General Fund is due to strong sales tax, buidling fee, and utility franchise fee collections. Cost saving measures were taken to manage the impact of COVID-19 on City operations. The General Fund also received federal CARES Act funding through Tarrant County to offset increased exepnditures resulting from the pandemic. The $24,570 deficit in the Debt Service Fund is for the cost to issue Certificates of Obligations and lower than budgeted property tax collections due to increased exemptions granted by Tarrant Appraisal District. The $15,816,246 increase in the Capital Projects Fund is due to the issuance of Certificated of Obligation for future capital projects partially offset by expenditures for the Bailey Boswell Road and Overpass project. The $39,817 surplus in the CCPD Fund is due to strong sales tax collections. The $172,472 drawdown in the Street Maintenance Fund is for the East McLeroy curb and gutter project, the completion of Knowles Drive conceptual plan, and the reconstruction of Anderson Street. The $77,575 surplus in the Donations Fund is due to donations exceeding planned expenditures for both Parks and Library. Many library programs were cancelled or modified due to the pandemic. The $29,359 surplus in the General Escrow Fund is due to the transfer from the General Fund for future equipment replacement. There $150,494 increase in the Enterprise Escrow Fund is due the collection of water impact fees that will be used for eligible projects in future years. The $1,514,420 drawdown of the Enterprise Fund is for capital projects to remedy inflow and infiltration of the wastewater system, FM 156 utility relocations, construction of the Fairmont sewer rehabilitation phase 1, and the relocation of utilities along the BNSF train tracks.*

Note 4 - *The $1,371,950 budgeted deficit in the General Fund is for one time capital and land purchases and partial funding for the Bailey Boswell Overpass project. The planned Debt Service Fund drawdown of $103,835 is to mitigate the impact of the 2020 issuance of certificates of obligation on the tax rate. The $527,675 deficit in the Capital Projects Fund reflects the use of previously issued bonds for the Bailey Boswell Overpass project, design and construction of the Central Fire Station, design of Old Decatur Road north, Knowles Drive, intersection improvements and a traffic signal at Knowles and Bailey Boswell offset by the sale of 2021 General Obligation Bonds. The $231,435 surplus in the CCPD Fund reflects strong sales tax collections and a one time sales tax audit adjustment. The $526,915 surplus in the Drainage Utility Fund reflects the delay of the East Cement Creek Drainage project. The $124,410 surplus in the Street Maintenance Fund reflects strong sales tax collections and a one time sales tax audit adjustment, as well as, the delay of several street maintenance projects due to staffing shortages. There is a $52,360 deficit in the Donations Fund is due to the use of previous donations for parking and lighting improvements at Willow Creek Park and public art. The respective boards will make recommendations on future use of these donations. The budgeted surplus in the General Escrow Fund is due the establishment of a health insurance rate stabilization escrow and developer escrows for future projects. The is drawdown in the Enterprise Escrow Fund is for funding of the Saginaw Boulevard 16" water line phase 2. The $446,965 surplus in the Enterprise Fund is due to stronger that budgeted water sales.*

CITY OF SAGINAW
5-YEAR FUND SUMMARY

Explanation of Variances (cont.)

Note 5 - *The $1,901,425 budgeted drawdown of General Fund balance is for one time capital purchases and the $1,303,320 payment of "The Square" developer agreement. The planned $94,400 drawdown of the Debt Service Fund is due to the use of previous year excess property collections required by state statue. The $7,321,610 drawdown in the Capital Projects Fund reflects the use of bond proceeds for the Fire Station, Phase 1 of Knowles Drive improvements, and design of the Library and Senior Citizen's Center. The $20,745 deficit in the CCPD Fund was for the replacement of patrol vehicles. The $557,045 surplus in the Drainage Fund is due to the delay of the East Cement Creek Drainage project. The surplus will be appropriated once utility relocation is completed and the project has been bid. The $202,590 surplus in the Street Maintenance Fund reflects the delay of several street projects due to staffing shortages. Funding for these projects will be appropriated when a revised work schedule is available. The $66,420 surplus in the Donations Fund reflects no budgeted use of Parks donations. The $94,365 surplus in the General Escrow Fund reflects a transfer from General Fund for future equipment replacement, as well as, more collections for court secutiry and hotel/motel tax than budgeted expenses. The use of $223,660 Enterprise Escrow Fund balance is for the Fort Worth water meter station upgrade construction. The planned $517,935 use of Enterprise Fund balance is due to the budgeted developer's agreement payment for "The Square".*

% Change From Last Year

General Fund - The decrease reflects small year to year variances.

Debt Service Fund - The increase in revenues and expenditures is due to debt service on the 2021 General Obligation Bond issue.

Capital Projects Fund - The decrease in revenues is due the bond sale in FY20/21. The decrease in expenditures reflects the near completion of the Bailey Boswell Overpass project.

Crime Control and Prevention District Fund - The 10.66% decrease in revenue is due to the one time sales tax audit adjustment in FY20/21. The 6.5% increase in expense is due to increased salary and benefits and the replacement of an additional patrol vehicle.

Drainage Utility Fund - The decrease is due to the delay of the East Cement Creek drainage project.

Street Maintenance - The 10.37% decrease in revenue is due to the one time sales tax audit adjustment in FY20/21. The 32.37% decrease in expense is due to the delay of several street maintenance projects.

Donations Fund - The 34.07% decrease is due the completion of the Willow Creek Park improvements in FY20/21.

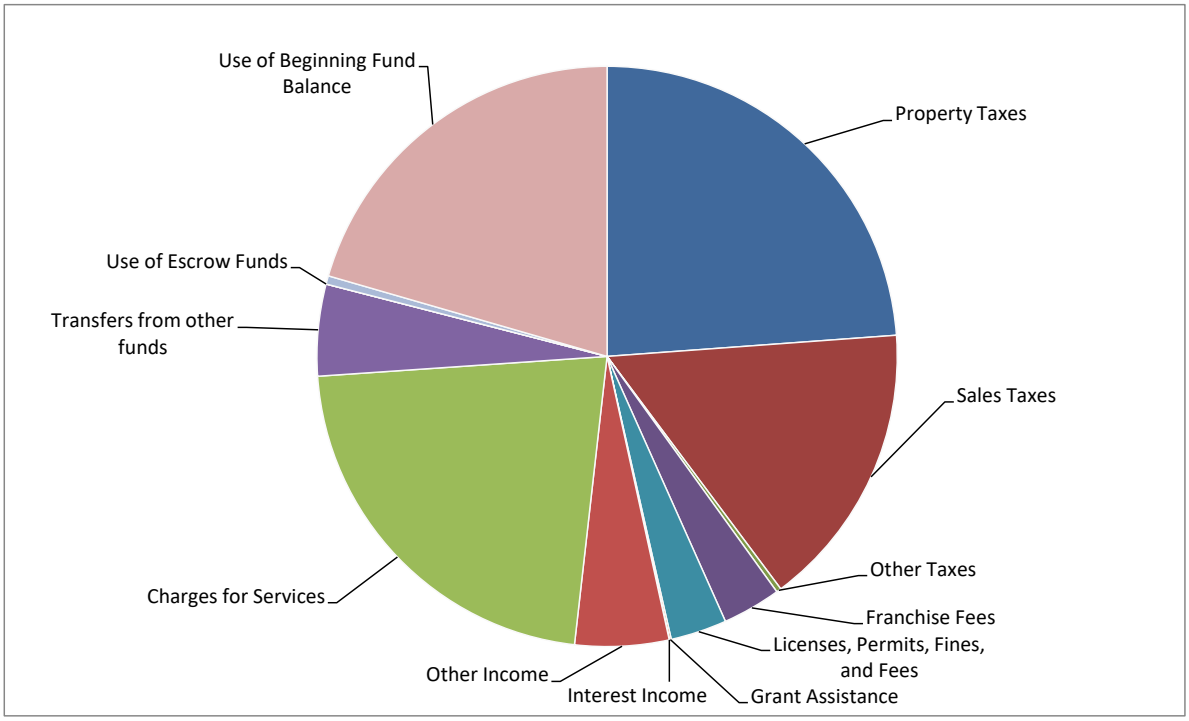
General Escrow Fund - The 78.4% revenue decrease is due to one time developer escrows and the establishment of the health insurance rate stabalization fund in FY20/21. The 69.62% decrease in expenses is due one time expenses related to Public Improvement Distrcts in FY20/21 and large insurance claims due to the 2021 winter storm.

Water/Wastewater Escrow Fund - The 49.18% decrease in revenue is due the establishment of the health insurance rate stabilization fund in FY20/21. The 81.62% decrease in expenditures is due to the Saginaw Boulevard 16" water line project in FY20/21.

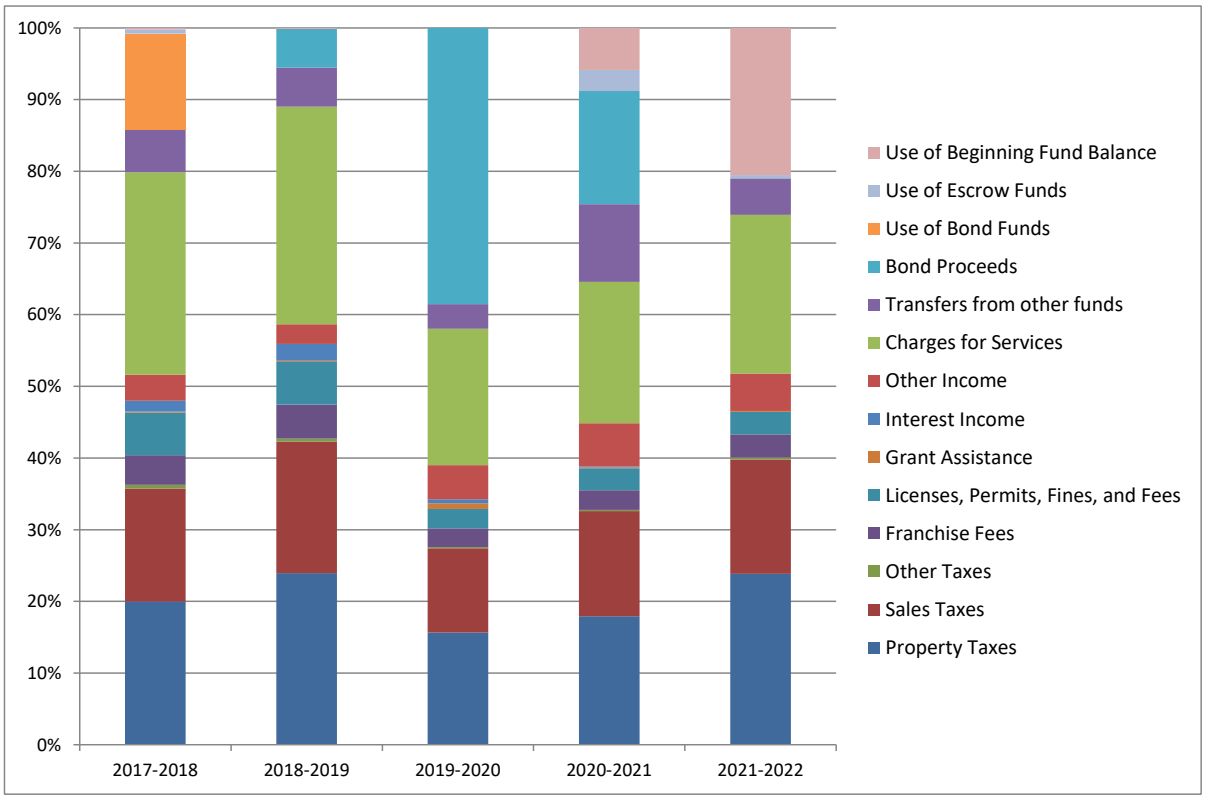
Enterprise Fund - The 16.16% decrease in budgeted revenues reflect transfer from the Water/Wastewater Escrow Fund for the Saginaw Boulevard 16" water line project and the expenditures reflect the near completion of the project in FY20/21.

CITY OF SAGINAW
2021-2022

ALL FUNDS DISTRIBUTION OF REVENUES/RESOURCES

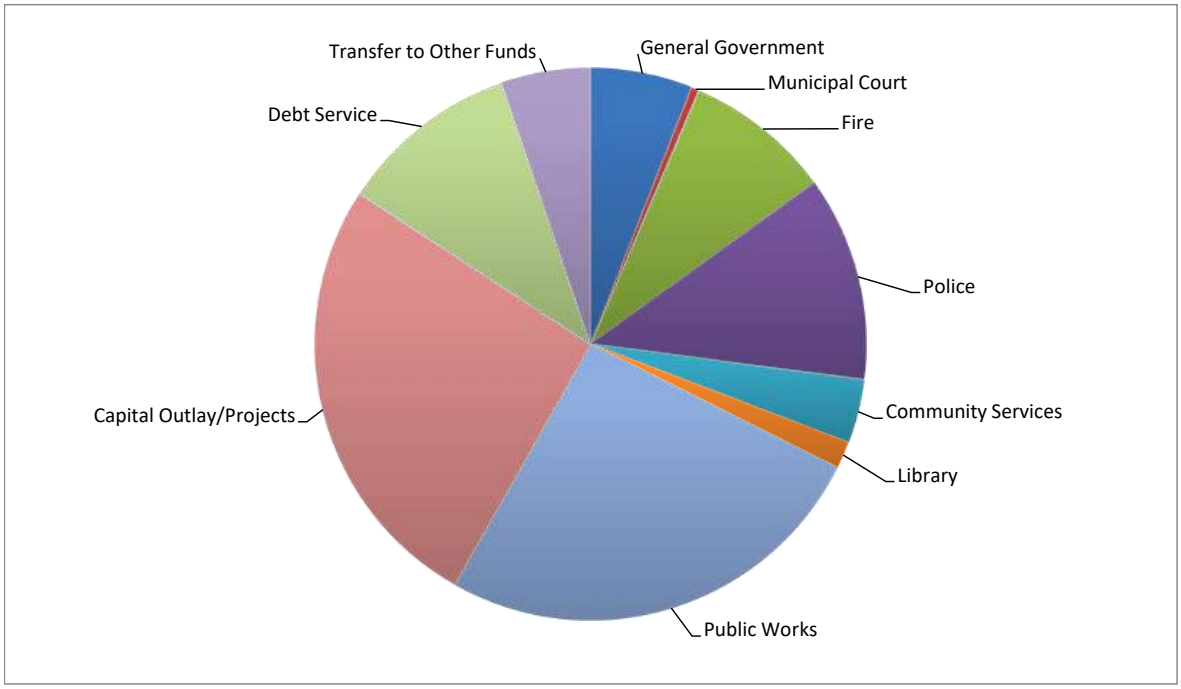


REVENUE/RESOURCES AS A PERCENT OF TOTAL

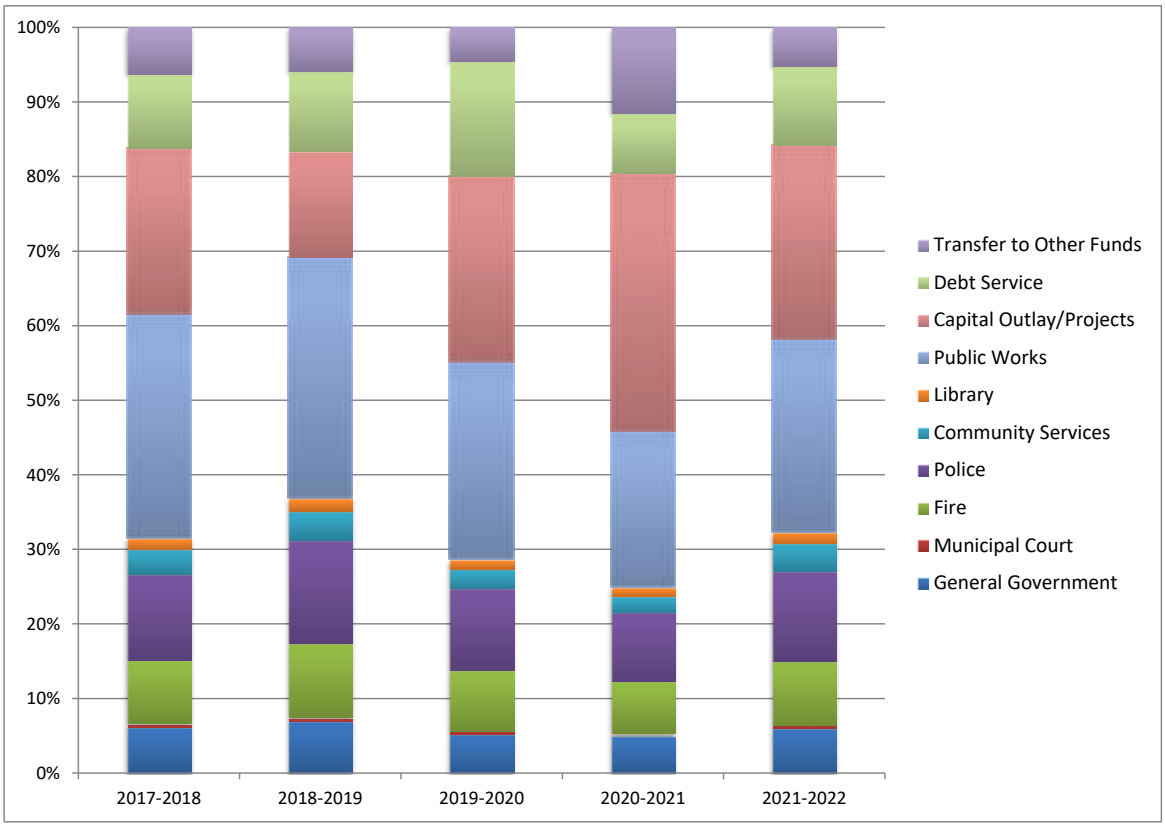


CITY OF SAGINAW
2021-2022

ALL FUNDS DISTRIBUTION OF EXPENDITURES/USE OF RESOURCES

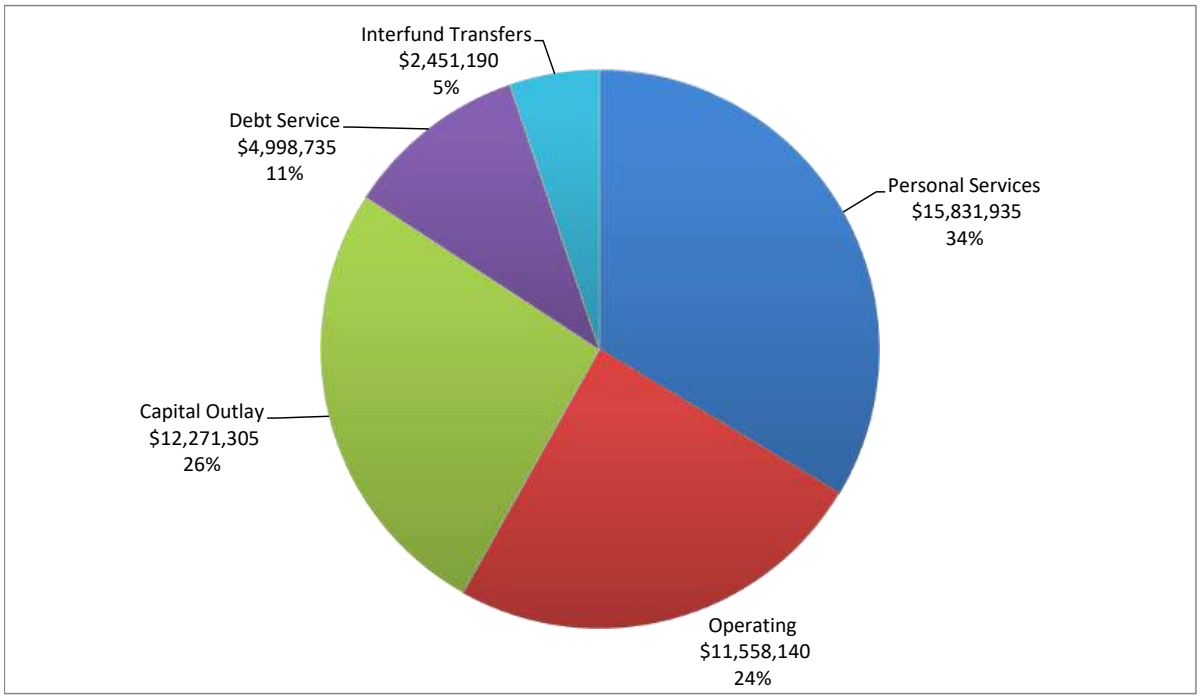


EXPENDITURES/USE OF RESOURCES AS A PERCENT OF TOTAL

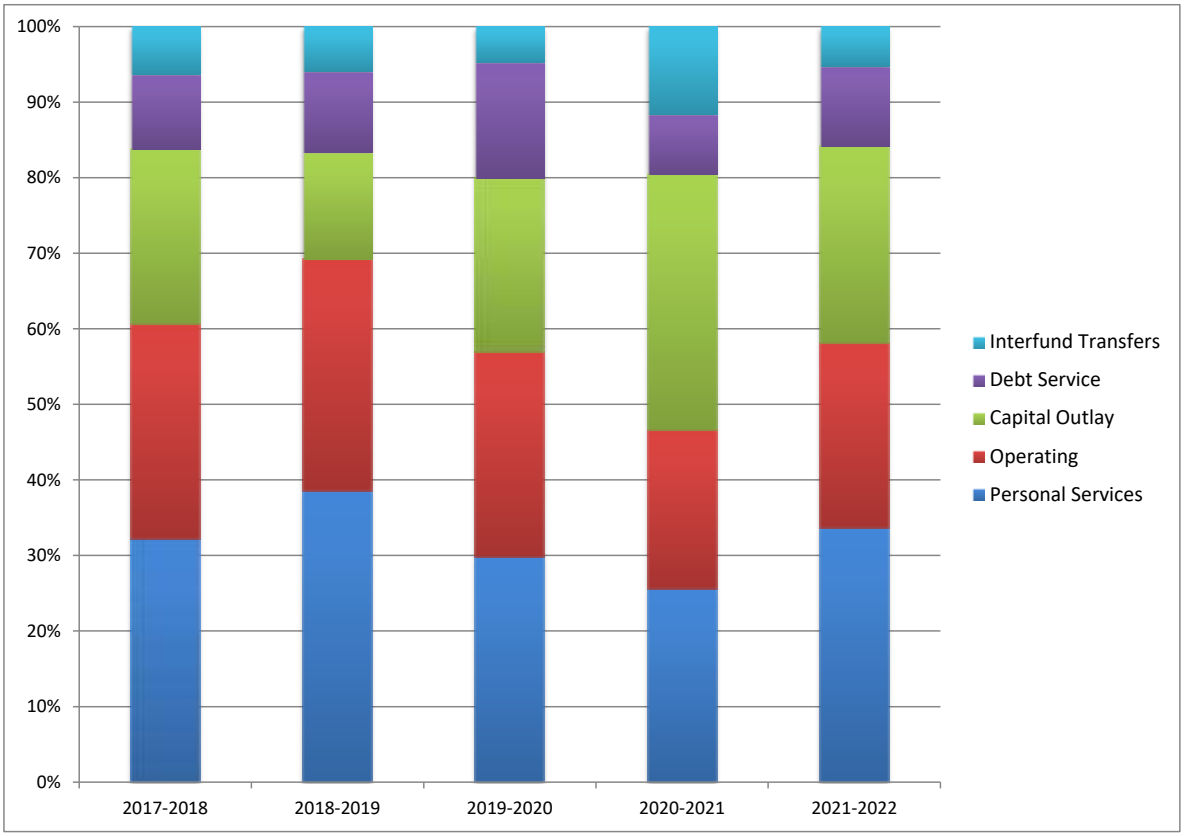


CITY OF SAGINAW
2021-2022

ALL FUNDS DISTRIBUTION OF EXPENDITURES BY TYPE



EXPENDITURES BY TYPE 5 YEAR COMPARISON



CITY OF SAGINAW
CAPITAL OULAY / SPECIAL REQUESTS
APPROVED FOR FY 2021-2022

10/21/2021 14:31

		Requested		FUNDING SOURCE TOTALS: GENERAL FUND	ENTERPRISE FUND	CCPD FUND	DRAINAGE UTILITY	DONATIONS FUND	ESCROW FUND	ENT ESCROW FUND	TOTAL FUNDED
				$ 2,061,685	$ 1,125,710	$ 247,080	$ -	$ 38,000	$ -	$ -	$ 3,472,475
	General Administrative Office										
1	Cobra Administration Svcs - Flores & Associates	$ 825	ongoing	825							825
2	3 months to complete comprehensive plan	39,565	one time	39,565							39,565
3	Fujitsu Scanner Model (x2)	1,190	current FY								
4	Five Drawer Lateral Filing Cabinet	1,096	current FY								-
	Human Resource Analyst		ongoing	78,330							78,330
	TOTAL	**$ 42,676**		**$ 118,720**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 118,720**
	Municipal Court										
									-		-
											-
	TOTAL	**$ -**		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	Fire										
1	Add Locution component to alerting systems	$ 80,000	current FY	40,000							40,000
2	Add additional shift FF personnel	90,000	ongoing	-							-
3	Replace 20 y/o carpet at station #2	9,362	current FY								-
4	FD Banquet - Est $50 per employee + spouse	3,000	one time	3,000							3,000
5	5% step-up compensation increase for FF operating as AOs	6,190	ongoing	6,190							6,190
	Bunker Gear Replacement - TC ESD Grant		one time	25,000							25,000
											-
	TOTAL	**$ 188,552**		**$ 74,190**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 74,190**
	Police										
1	Dispatcher	$ 61,917	ongoing	-							-
2	Police Officer	90,284	ongoing	-							-
3	Taser Replacement	12,920	one time	12,920							12,920
4	Additional Overtime	18,000	ongoing	23,210							23,210
5	Police Officer	90,284	ongoing	-							-
6	Police narcotics dog program	50,000	one time	50,000							50,000
	TOTAL	**$ 323,405**		**$ 86,130**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 86,130**
	Public Services										
1	Sprinkler System Inspection & Repair	$ 5,000	ongoing	5,000							5,000
2	50% APWA accreditation (year 2)	$ 4,200	one time	2,100	2,100						4,200
3	ADA study phase 4A	$ 80,000	one time	80,000							80,000
4	Increase overtime budget for special events	$ 10,000	ongoing	12,895							12,895
	The Square Developer's Agreement			1,303,320							
	TOTAL	**$ 99,200**		**$ 1,403,315**	**$ 2,100**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 102,095**
	Parks										
1	Fall Protection (Fibar)	$ 25,000	one time	25,000							25,000
	TOTAL	**$ 25,000**		**$ 25,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 25,000**

CITY OF SAGINAW
CAPITAL OULAY / SPECIAL REQUESTS
APPROVED FOR FY 2021-2022

10/21/2021 14:31

		Requested		FUNDING SOURCE TOTALS: GENERAL FUND	ENTERPRISE FUND	CCPD FUND	DRAINAGE UTILITY	DONATIONS FUND	ESCROW FUND	ENT ESCROW FUND	TOTAL FUNDED
				$ 2,061,685	$ 1,125,710	$ 247,080	$ -	$ 38,000	$ -	$ -	$ 3,472,475
	Community Services										
1	Replace Carpet in hallway, fitness room, kids room & offices	$ 21,000	one time	21,000							21,000
2	Replace 5 year old exercise bikes	$ 14,000	one time	14,000							14,000
3	Establish a 5k race in the park	$ 20,000	one time	20,000							20,000
											-
	TOTAL	**$ 55,000**		**$ 55,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 55,000**
	Inspections/Code Enforcement										
1	New vehicle for new inspector position	30,000	one time	30,000							30,000
	TOTAL	**$ 30,000**		**$ 30,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 30,000**
	Animal Services										
1	Replace one animal services vehicle	38,450	current FY								-
2	Add one part time animal services tech		ongoing	$ 20,890							20,890
3	Add one full-time animal services tech	46,220	ongoing								-
	TOTAL	**$ 84,670**		**$ 20,890**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 20,890**
	Fleet Maintenance										
1	Awning on front of fleet center	$ 60,000	one time	60,000	-						60,000
	TOTAL	**$ 60,000**		**$ 60,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 60,000**
	Information Technology										
					-						-
1	Disc Printer for PD records (Ramage)	12,440	one time	12,440							12,440
2	New Server for Police Camera/Records System	18,000	one time	18,000							18,000
3	Replace IT vehicle	35,000	one time	-							-
											-
	TOTAL	**$ 65,440**		**$ 30,440**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 30,440**
	Economic Development										
1	Update Traffic Counts Map	$ 8,000	one time	8,000							8,000
2	Update Aerial Map & Community Profile (already in miscellaneous line item)	$ 6,500	one time	-							-
3	ContinueProfessional Svcs Contract w/ The Retail Coach (already in contractual svcs line item)	$ 20,000	ongoing	-							-
4	Saginaw Blvd/Industrial Redevelopment	$ 150,000	one time	150,000							150,000
	TOTAL	**$ 184,500**		**$ 158,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 158,000**
	General Fund Total	**$ 1,158,443**		**$ 2,061,685**	**$ 2,100**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 700,465**

CITY OF SAGINAW
CAPITAL OULAY / SPECIAL REQUESTS
APPROVED FOR FY 2021-2022

10/21/2021 14:31

		Requested		FUNDING SOURCE TOTALS: GENERAL FUND	ENTERPRISE FUND	CCPD FUND	DRAINAGE UTILITY	DONATIONS FUND	ESCROW FUND	ENT ESCROW FUND	TOTAL FUNDED
				$ 2,061,685	$ 1,125,710	$ 247,080	$ -	$ 38,000	$ -	$ -	$ 3,472,475
	CRIME CONTROL AND PREVENTION DISTRICT FUND										
6	Patrol Vehicles	239,760	one time			239,760					239,760
7	Bullet Proof Vest Grant	7,320	one time			7,320					7,320
8	Records Management System	1,500,000	one time								-
	TOTAL	**$ 1,747,080**		**$ -**	**$ -**	**$ 247,080**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 247,080**
	ENTERPRISE FUND										
1	Jarvis Elevated Tank Generator	$ 35,000	one time		35,000						35,000
2	Generator for Public Works offices	60,000	one time		60,000						60,000
3	Paint Interior and Epoxy Coat Floor Longhorn Pump Station	20,000	one time		20,000						20,000
4	Add W/WW Technician I position	61,930	ongoing		61,930						61,930
	Fort Worth meter station upgrade - impact fees		one time		250,000						250,000
	The Square Developer's Agreement		one time		696,680						696,680
	TOTAL	**$ 176,930**		**$ -**	**$ 1,123,610**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,123,610**
	DRAINAGE UTILITY FUND										
	TOTAL	**$ -**		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	DONATIONS FUND										
1	Increase to cover vaccinations & medical care for animals	$ 6,500	one time					$ 6,500			6,500
2	New cabinets for the temporary senior center location	6,500	one time					6,500			6,500
	Beautification public art program		one time					25,000			25,000
	TOTAL	**$ 13,000**		**$ -**	**$ -**	**$ -**	**$ -**	**$ 38,000**	**$ -**	**$ -**	**$ 38,000**
	TOTAL ALL FUNDS	**$ 3,095,453**		**$ 2,061,685**	**$ 1,125,710**	**$ 247,080**	**$ -**	**$ 38,000**	**$ -**	**$ -**	**$ 2,109,155**
	TOTAL ONGOING REQUESTS	500,650		147,340	61,930						209,270
	TOTAL ONE TIME REQUESTS	2,594,803		1,914,345	1,063,780	247,080	-	38,000		$ -	3,263,205

GENERAL FUND

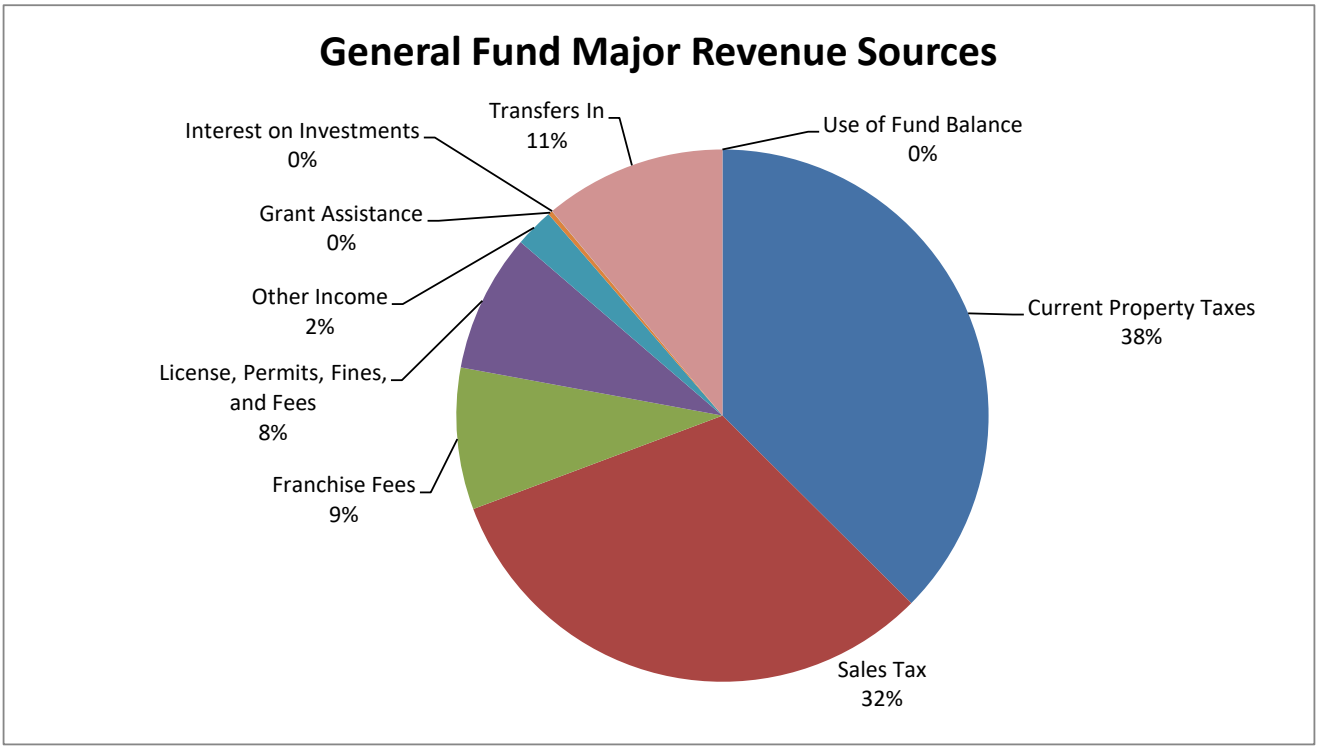
City of Saginaw

The General Fund is used to account for all revenues and expenditures except those required to be accounted for in another fund. Expenditures for the General Administrative Office, Municipal Court, Fire, Police, Public Services, Parks, Inspections/Code Enforcement, Animal Services, Community Services, Library, Fleet Maintenance, Information Technology, and Economic Development are included in the City's General Fund.

GENERAL FUND SUMMARY OF REVENUES AND EXPENDITURES

	YEAR-END ACTUAL 2019-2020	REVISED BUDGET 2020-2021	ADOPTED BUDGET 2021-2022
BEGINNING FUND BALANCE	**$ 11,604,137**	**$ 12,956,411**	**$ 11,373,796**
REVENUES			
Current Property Taxes	$ 5,927,468	$ 6,429,550	$ 6,805,960
Sales Tax	5,499,512	6,452,370	5,788,900
Other Taxes	32,888	31,720	39,300
Franchise Fees	1,612,022	1,594,400	1,565,000
License, Permits, Fees, and Fines	1,454,108	1,774,660	1,486,525
Other Revenue	1,640,378	423,630	425,690
Grant Assistance	54,518	50,000	50,000
Lease/Loan Proceeds	5,000	15,000	3,750
Interest on Investments	113,140	6,875	2,400
Transfers from Other Funds	1,884,758	1,950,845	2,008,085
	$ 18,223,792	**$ 18,729,050**	**$ 18,175,610**
EXPENDITURES			
General Administrative Office	$ 1,798,906	$ 2,836,175	$ 2,166,255
Municipal Court	187,063	203,070	206,540
Fire	3,965,266	3,849,985	4,120,955
Police	5,001,254	5,014,690	5,623,605
Public Services	1,916,937	1,670,015	2,951,775
Parks	538,607	364,455	395,910
Community Services	811,155	662,005	1,193,920
Library	568,572	630,955	699,280
Inspections/Code Enforcement	625,716	705,655	784,775
Animal Services	389,123	461,325	491,185
Fleet Maintenance	435,294	461,680	577,105
Economic Development	206,308	176,650	346,700
Information Technology	427,317	416,300	451,310
Transfer to Escrow Fund	-	48,040	67,720
Transfer to Capital Projects Fund	-	2,600,000	-
TOTAL EXPENDITURES	**$ 16,871,518**	**$ 20,101,000**	**$ 20,077,035**

CITY OF SAGINAW
BUDGET DETAIL
2021-2022



DESCRIPTION	ACTUAL 2017-2018	ACTUAL 2018-2019	ACTUAL 2019-2020	REVISED BUDGET 2020-2021	ADOPTED BUDGET 2021-2022
Current Property Taxes	$ 4,626,775	$ 5,485,381	$ 5,927,468	$ 6,429,550	$ 6,805,960
Sales Tax	4,822,931	5,153,399	5,499,512	6,452,370	5,788,900
Franchise Fees	1,660,835	1,764,936	1,612,022	1,594,400	1,565,000
License, Permits, Fines, and Fees	2,078,295	1,984,747	1,486,996	1,807,380	1,526,825
Other Income	326,053	433,548	1,640,378	438,630	429,440
Grant Assistance	30,833	53,987	54,518	50,000	50,000
Interest on Investments	191,974	295,148	113,140	6,875	2,400
Transfers In	1,705,322	1,797,112	1,884,758	1,950,845	2,008,085
Proceeds from Lease/Loan	459,000	-	5,000	-	-
Use of Fund Balance	49,193	-	-	-	-
	$ 15,951,212	$ 16,968,259	$ 18,223,792	$ 18,730,050	$ 18,176,610

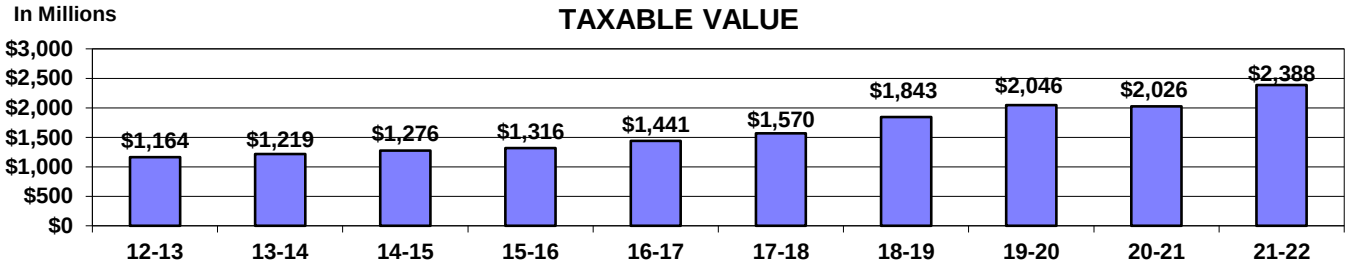
CITY OF SAGINAW
GENERAL FUND OVERVIEW OF REVENUES
2021-2022

The City of Saginaw's General Fund accounts for resources that are traditionally associated with governmental activity and which are not required to be accounted for in another fund. These resources are used for expenditures of the General Administrative Office, Municipal Court, Fire, Police, Public Services, Parks, Community Services, Library, Inspections/Code Enforcement, Animal Services, Fleet Maintenance, Information Technology, and Economic Development Departments of the General Fund.

Below is an overview of the General Fund Revenues. The City's revenues are reviewed individually and are based on trend analysis.

CURRENT PROPERTY TAXES:

Taxable values have increased as a result of the current economic conditions and growth throughout the City. The July certified taxable value from TAD is $2,387,571,997. This is $189,062,771 more than last year's adjusted net taxable value of $2,198,509,226. The taxable value of new construction is $39,728,389.



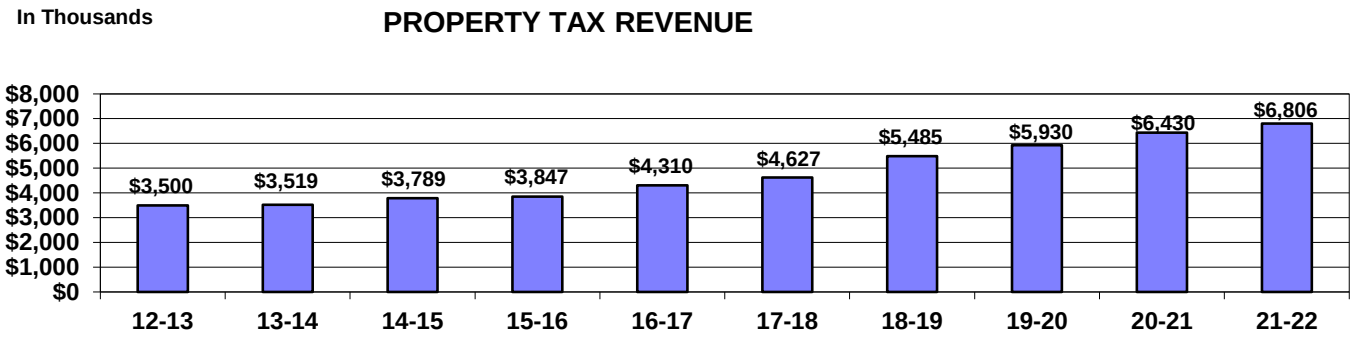
The 2020 tax rate was .461579. The 2021 "no new revenue" is .446984. The "no new revenue" tax rate is the rate required to generate the same tax dollars as last year on the same properties. The "voter approval" rate is .496128; the highest rate that the City Council may approve without a tax rate election. A tax rate of .479516 has been used for the 2021-2022 budget. The estimated General Fund tax revenue is $6,805,961.

TAX YEAR	DEBT RATE	M&O RATE	SALES TAX ADJUSTMENT	TOTAL RATE
2020	0.177341	0.284238	(.081169)	0.461579
2021	0.194458	0.285058	(.086959)	0.479516
	DIFFERENCE OVER/(UNDER) LAST YEAR			0.017937

Taxable Value	$	2,387,571,997
Total Rate		0.479516
Total Revenue	$	11,448,790
Debt Rate		0.194458
Debt Revenue	$	4,642,827
M&O Rate		0.285058
M&O Revenue	$	6,805,961

With a tax rate of .479516, the maintenance and operation rate for the General Fund will be 59% of the total tax rate and the portion for the Interest and Sinking Fund will be 41% of the total tax rate.

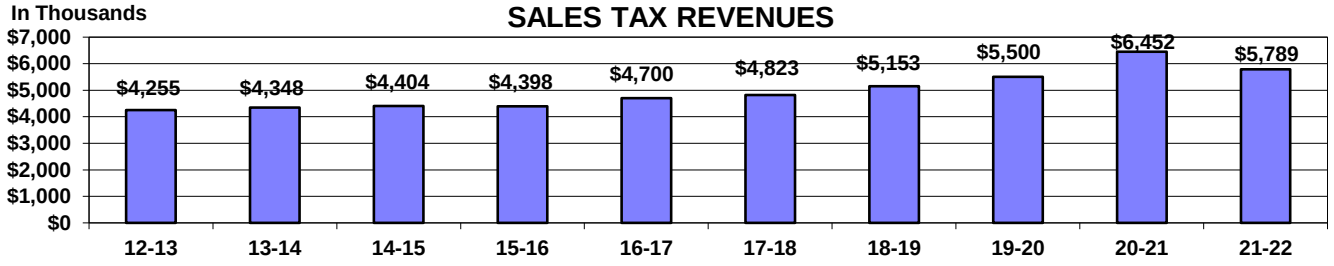
Since 1995 the City of Saginaw has contracted with Tarrant County for the billing and collection of current and delinquent property taxes. The fee for this service is $0.98 per account.



SALES TAX

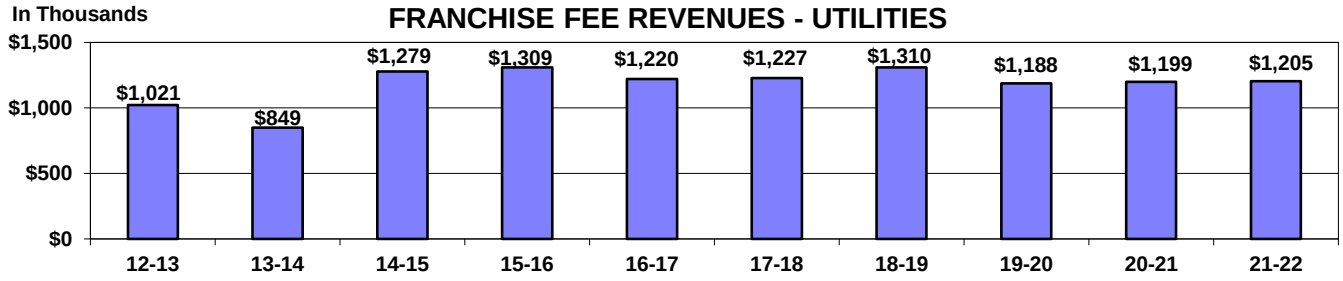
The total sales tax rate for the City of Saginaw is two percent (2%). The tax is split as follows; one-eighth of one percent to provide revenue for maintenance and repairs of existing municipal streets and sidewalks (Street Maintenance Fund), three-eighths of one percent for the Crime Control and Prevention District (CCPD Fund), one-half of one percent to reduce property taxes and one percent for General Fund revenues.

These graphs represent the one cent sales tax that is collected for the General Fund and the citizen-approved one-half cent sales tax that is collected to reduce the property tax. The FY21/22 estimate is lower than FY20/21 due to a one time audit payment received in FY20/21.



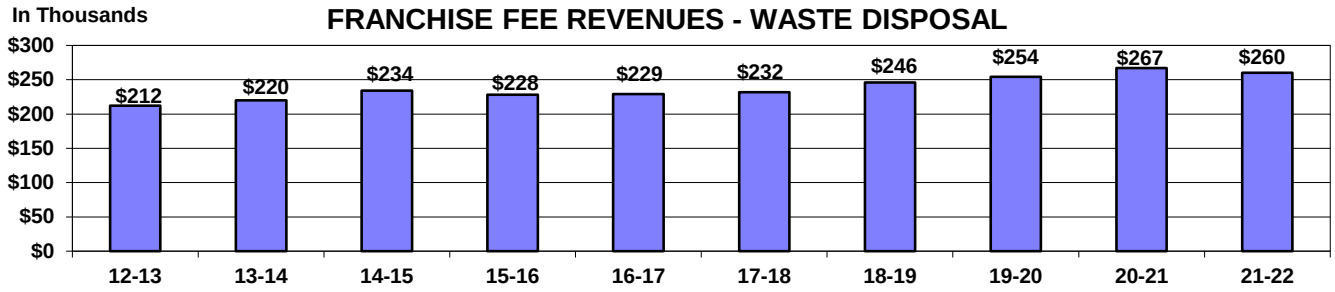
FRANCHISE FEES - UTILITIES

Franchise taxes are fees paid by utilities and other industries for the use of streets, right-of-ways and other city property to distribute their services. Utility companies that pay the City franchise taxes include Oncor Electric, Atmos Gas and Southwestern Bell. Revenue for 13-14 reflected the change in timing of electric franchise fees. Projected revenue is based on weather of a typical year.



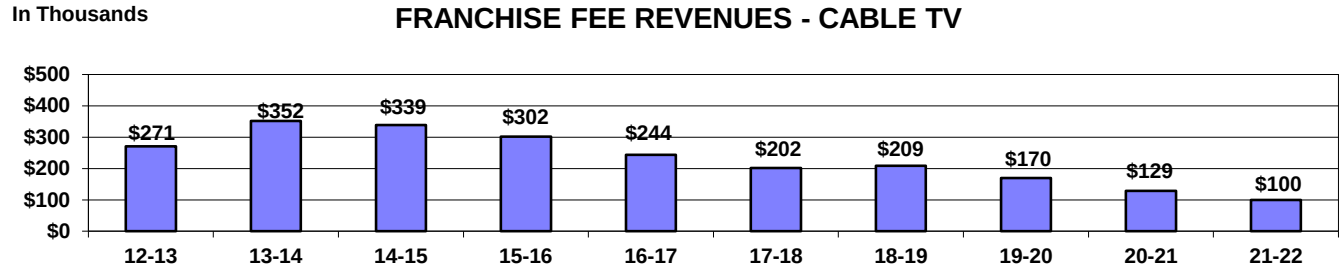
FRANCHISE FEES - WASTE DISPOSAL

The City of Saginaw bills and collects residential garbage fees. The City retains 10% of the residential billing and receives 8% of the commercial billing from the contractor. This is the net amount of collections after payments to our contractor. The approved budget is based on current collection trends and reflect both residential and commercial accounts.



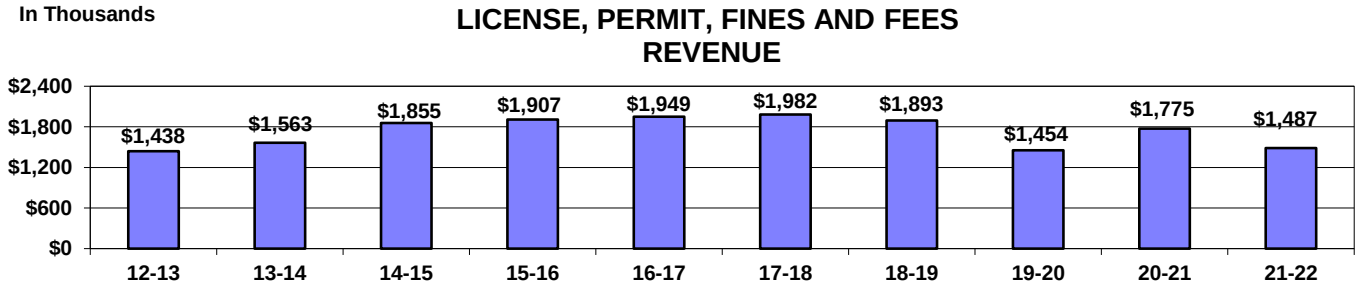
FRANCHISE TAX - CABLE TV

This revenue is based on a downward trend and reflect the popularity of alternate entertainment options. With the passage of Texas Senate Bill 1152 we expect these fees to continue to decrease.



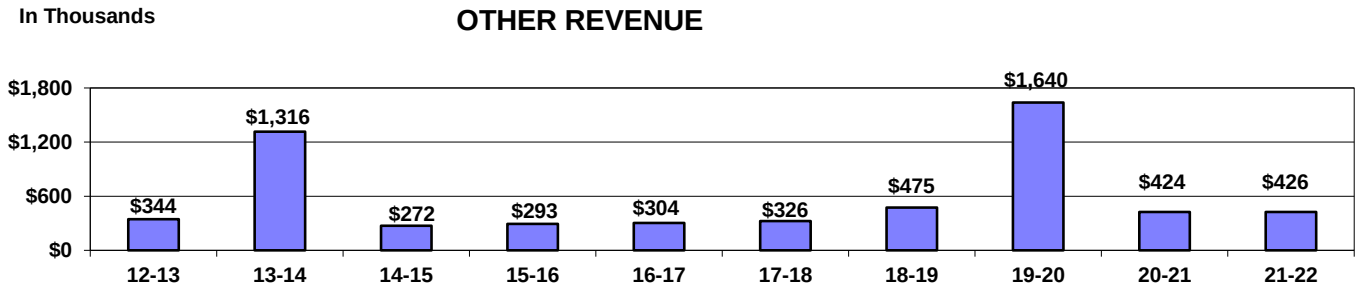
LICENSE, PERMIT, FINE, AND FEE REVENUE

These revenues include Municipal Court Fines and Fees, Recreation Fees, Permits and Library Fines and Fees. The estimate is based on current trends for court fines and an average year for building permits. The budgeted decrease is based on Recreation revenue gradually increasing as pre-pandemic programs resume.



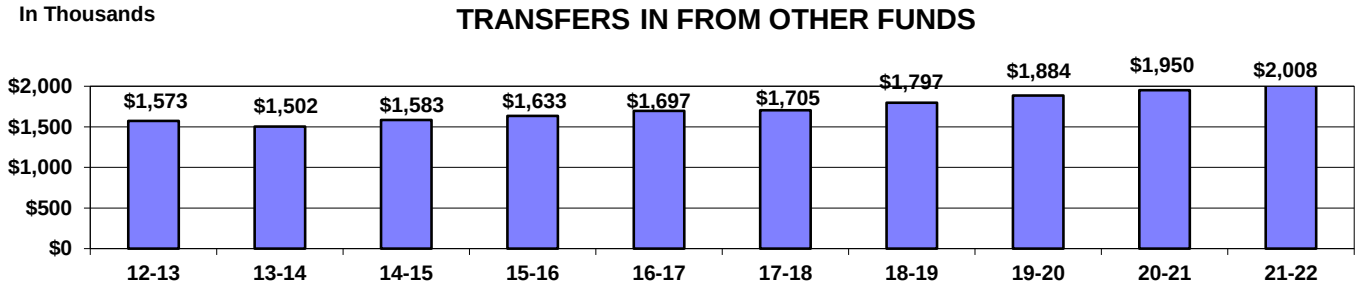
OTHER REVENUE

These revenues other miscellaneous revenue sources that are not included in another category. They include reimbursements from other entities for servies provided by the City. FY19/20 includes federal CARES act funding through Tarrant County. The estimate is based on current trends as well as any known one time revenue streams.



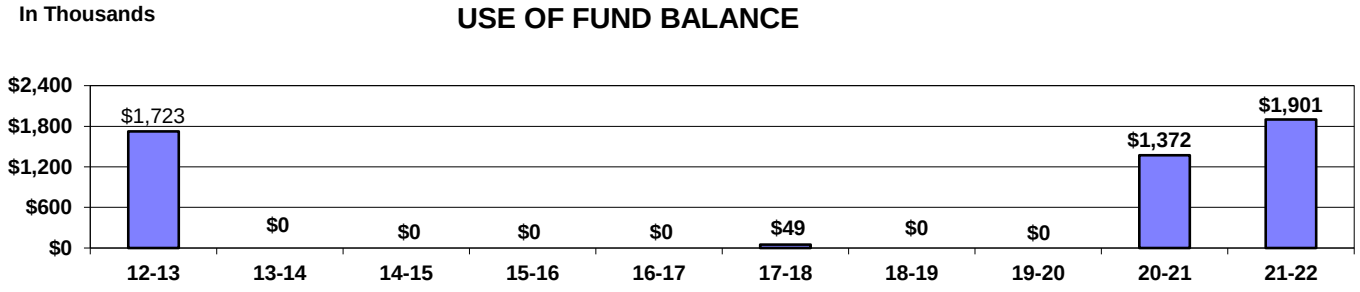
TRANSFERS IN FROM OTHER FUNDS

The transfers from other funds includes the Enterprise Fund paying it's share of administrative costs reported in the General Fund such as vehicle maintenance, postage, IT services, bank fees, and legal and audit services. The CCPD Fund pays for the salaries and benefits of ten Police Officers, one Public Service Officer, one Dispatcher, and one half the cost of a School Resource Officer. The Drainage Utility Fund pays for the cost of two Drainage Utility Maintenance Workers. The increase reflects a salary increase.



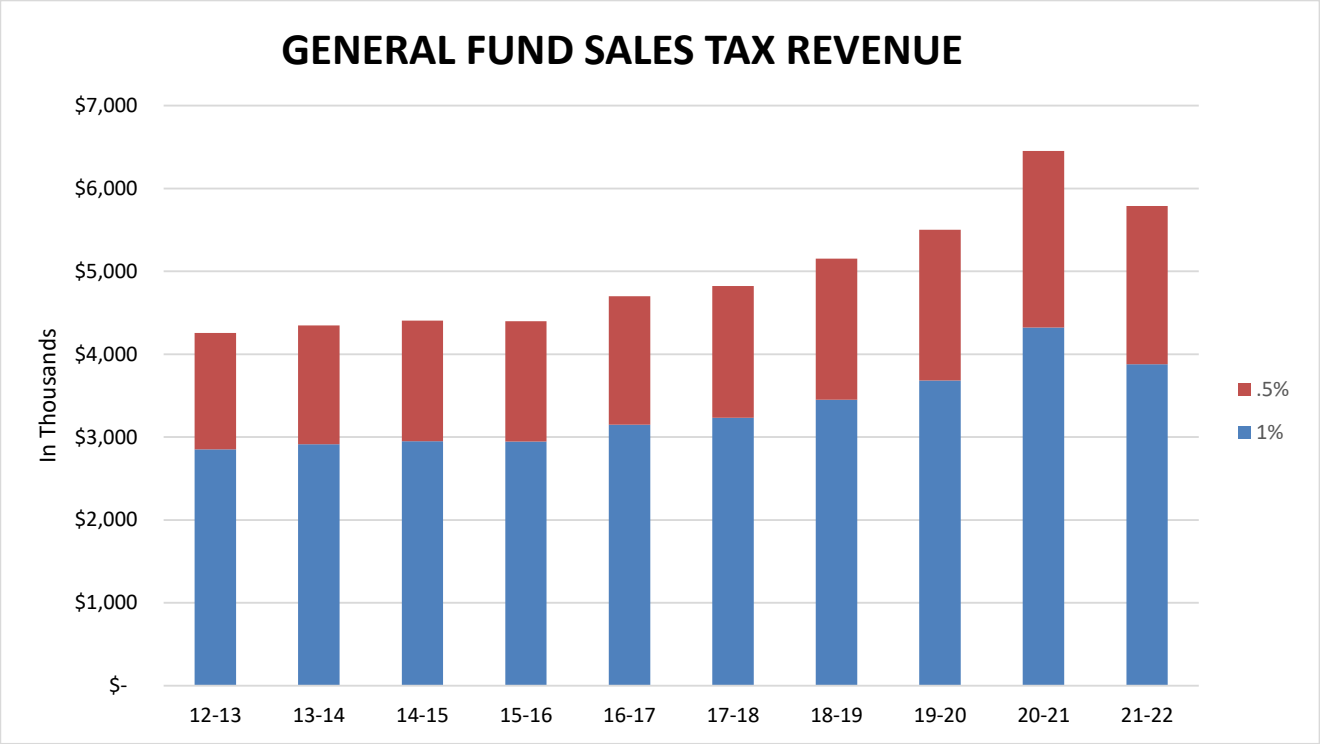
USE OF FUND BALANCE

The use of fund balance in FY12/13 was for the City Hall project. The use of fund balance in FY17/18 was for one time capital purchases. The budgeted use of fund balance in FY20/21 is for one time capital equipment and a budgeted transfer of $2,600,000 to the Capital Projects Fund for the Bailey Boswell Overpass project. The FY21/22 budgeted use of fund balance is for one time capital items and a developer agreement payment for "The Square".



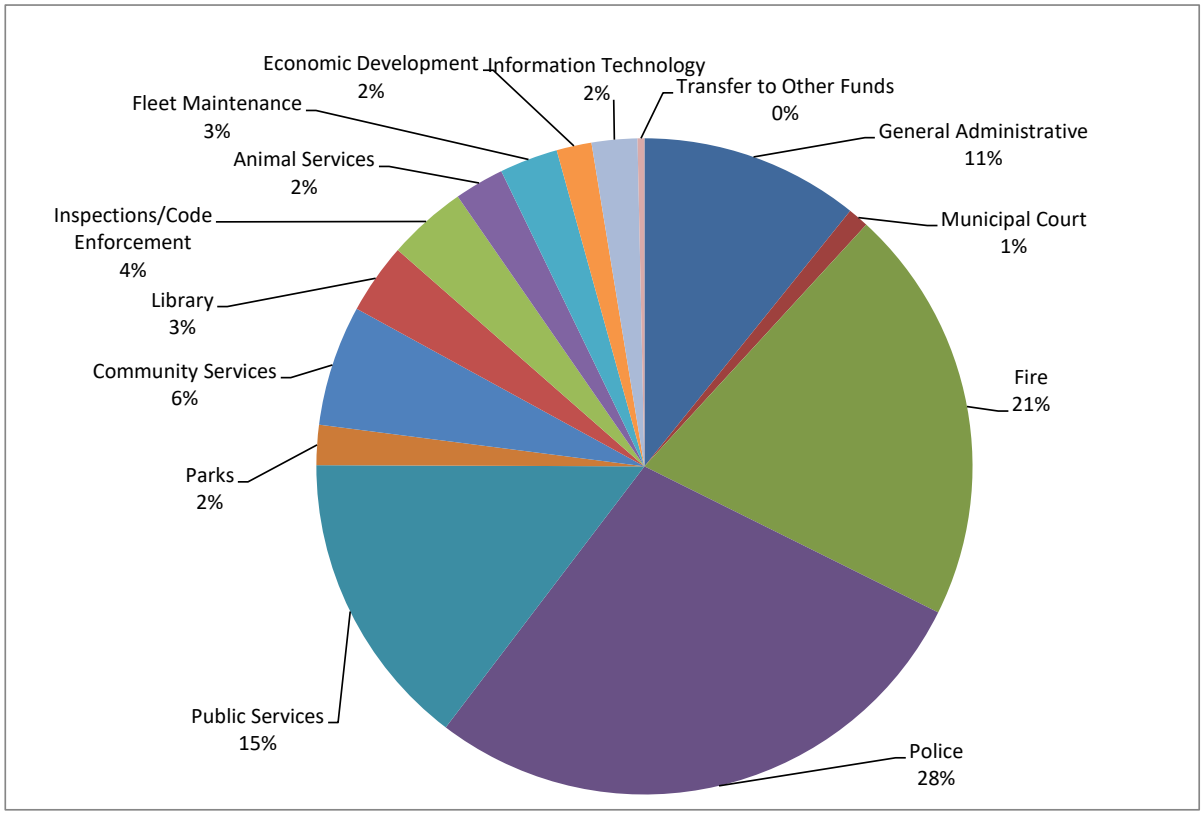
CITY OF SAGINAW
GENERAL FUND SALES TAX REVENUE
2021-2022

The Texas Comptroller of Public Accounts is responsible for collecting sales tax revenues and disbursing sales tax revenues to the various taxing jurisdictions. The Texas state sales and use tax rate is 6.25%, but local taxing jurisdictions (cities, counties, special purpose districts, and transit authorities) may also impose sales and use tax up to 2% for a total maximum combined rate of 8.25%. The City of Saginaw imposes the maximum rate of two percent (2%). One and one-half percent goes into the General Fund. One third of that is used to offset the property tax rate and reduce property taxes.



The increase in FY20-21 reflects a one-time payment due to the state comptroller's audit adjustment.

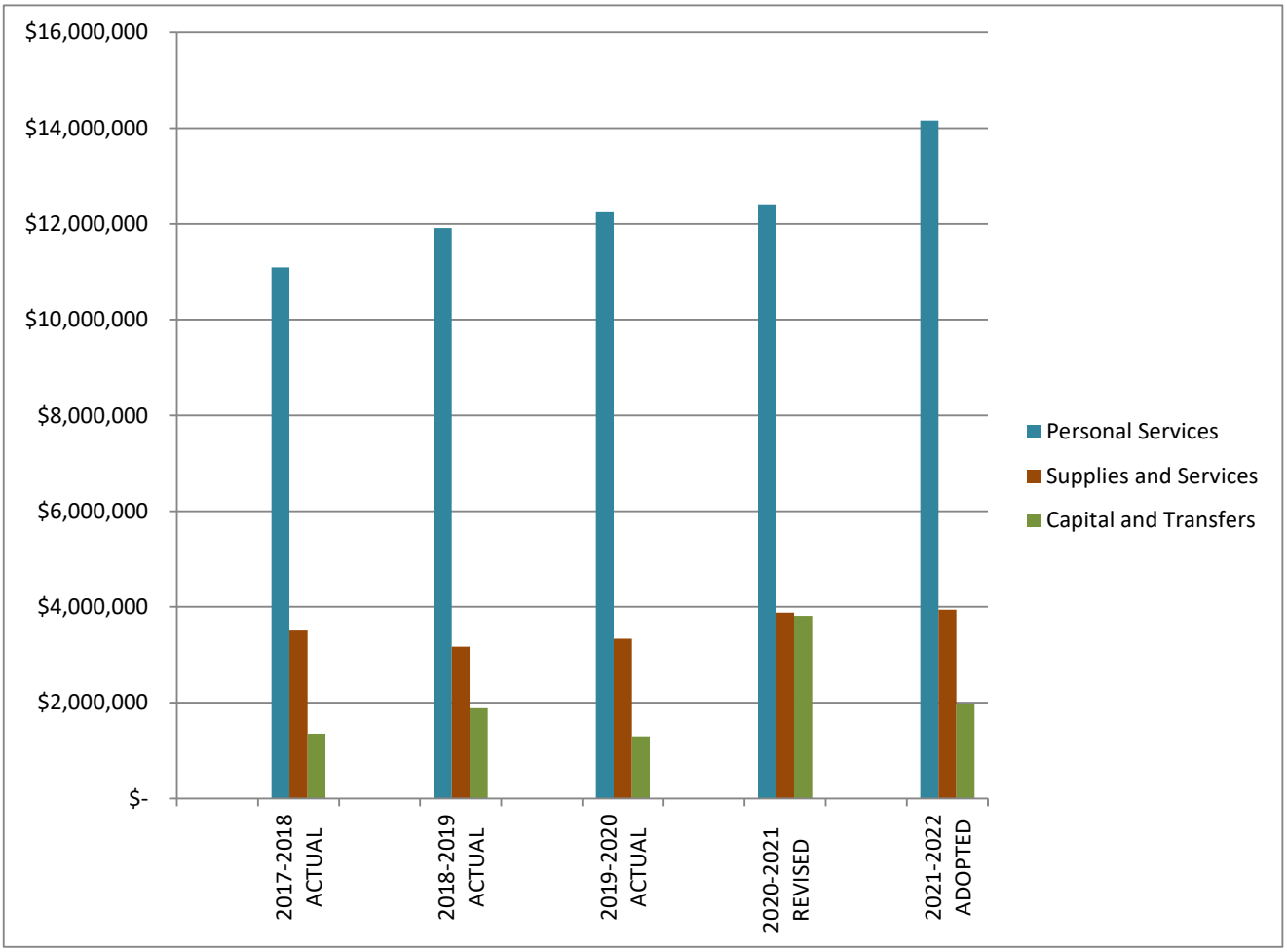
CITY OF SAGINAW
GENERAL FUND EXPENDITURES BY DEPARTMENT
2021-2022



DEPARTMENT	ACTUAL 2017-2018	ACTUAL 2018-2019	ACTUAL 2019-2020	REVISED BUDGET 2020-2021	ADOPTED BUDGET 2021-2022
General Administrative	$ 1,774,677	$ 1,846,650	$ 1,798,906	$ 2,654,355	$ 2,166,255
Municipal Court	168,421	212,743	187,063	203,070	206,540
Fire	3,982,619	3,826,261	3,965,266	3,849,985	4,120,955
Police	4,546,478	5,284,720	5,001,254	5,014,690	5,623,605
Public Services	1,609,303	1,835,901	1,916,937	1,670,015	2,951,775
Parks	339,014	379,480	538,607	364,455	395,910
Community Services	959,782	998,497	811,155	662,005	1,193,920
Library	569,006	601,026	568,572	630,955	699,280
Inspections/Code Enforcement	579,082	600,851	625,716	705,655	784,775
Animal Services	398,632	329,855	389,123	461,325	491,185
Fleet Maintenance	456,219	434,838	392,029	446,940	577,105
Economic Development	567,979	243,048	176,838	146,650	346,700
Information Technology		327,677	427,317	416,300	451,310
Transfer to Other Funds	-	42,970	72,735	2,874,600	67,720
TOTAL EXPENDITURES	**$15,951,212**	**$ 16,964,517**	**$ 16,871,518**	**$ 20,101,000**	**$ 20,077,035**

In FY 18-19 Information Technology began having a separate budget; was previously part of General Administrative.
The FY 18-19 transfer to Escrow Fund is to establish an equipment replacement fund.
The FY 20-21 transfer to Other Funds is for equipment replacement, to the Capital Projects Fund for partial funding of the Bailey Boswell Overpass project, and economic development incentives.
The FY 21-22 transfer to Other Funds is for future equipment replacement and economic development incentives.

CITY OF SAGINAW
GENERAL FUND EXPENDITURES BY FUNCTION
2021-2022



EXPENDITURE	ACTUAL 2017-2018	ACTUAL 2018-2019	ACTUAL 2019-2020	BUDGET REVISED 2020-2021	BUDGET ADOPTED 2021-2022
Personal Services	$ 11,088,651	$ 11,908,998	$ 12,239,794	$ 12,405,200	$ 14,156,230
Supplies and Services	3,509,039	3,168,731	3,335,272	3,880,060	3,938,740
Capital and Transfers	1,353,522	1,886,788	1,296,452	3,815,740	1,982,065
TOTAL EXPENDITURES	**$ 15,951,212**	**$ 16,964,517**	**$ 16,871,518**	**$ 20,101,000**	**$ 20,077,035**

CITY OF SAGINAW
GENERAL FUND OVERVIEW OF EXPENDITURES
2021-2022

The Department Heads and Supervisors were asked to budget for what is necessary to maintain the current level of service and to make recommendations for what is needed to achieve the City's goals within the framework of the strategies developed through the City's long range planning initiative.

The focus of the FY21/22 budget was employee compensation. In order to retain and attract qualified employees, our compensation and benefit package must remain competitive. Most employees received a 3% increase and those with 5 years of employment with the City or more received an increase to the mid-point of their pay grade. The salary adjustment is included at an estimated cost of $620,665 to the General Fund.

The following is an overview of the major changes (FY20/21 Revised to FY21/22 Adopted) by department.

GENERAL ADMINISTRATIVE OFFICE:
This department's budget decreased from $2,654,355 to $2,166,255 from last year's revised budget. Increased costs for compensation, funding for a Human Resource Analyst, increased cost of credit card processing, and funding for the completion of the comprehensive plan are offset by the decrease due to one-time items funded in FY20/21: land purchase, establishment of health insurance escrow, and bond election expenses.

MUNICIPAL COURT:
This department's budget increased by 2% due to the salary increase and related benefits.

FIRE:
This department's budget increased 7% from $3,849,985 to $4,120,955. The increase is due to salary and benefits, increased cost of dispatch service based on call volume, enhanced annual physicals, and an added component to the alerting system at Station 2.

POLICE:
This department's budget increased 12% from $5,014,690 to $5,623,605. The increase is due to the salary increase and related benefits, increased overtime, funding for a canine unit, and establishing an annual taser replacement program.

PUBLIC SERVICES:
This department's budget increased from $1,670,015 to $2,951,775 or 77% due to the salary and benefits increase, increased cost to the mowing contract, full year funding for the project inspector, the next phase of the Americans with Disabilities Act study, and funding ($1,303,320) for "The Square" developer's agreement.

PARKS:
The Parks Department budget increased by 9% from $364,455 to $395,910. The increase is for salary and benefits, increased cost of the mowing contract, and replacement of fall material under all city owned playground equipment.

COMMUNITY SERVICES:
This department's budget increased by 80% from $662,005 to $1,193,920. In addition to salary and related benefit increases, the budget includes full funding for all part-time positions that were not filled in FY20/21. One-time funding for the replacement of exercise bikes and carpet replacement at the Recreation Center and funding to establish a 5K race event are also included.

LIBRARY:
This department's budget increased 11% from $630,955 to $699,280 due to the salary increase and related benefits and full year funding for a Management Analyst position.

INSPECTIONS/CODE ENFORCEMENT:
This department's budget increased 11% from $705,655 to $784,775. The increase is due salary increases, an Inspector in Training position, and an additional vehicle.

ANIMAL SERVICES:
The Animal Services budget increased from $461,325 to $491,185 or 6%. The increase is due to salary adjustments, full year funding for the Adoption and Rescue Coordinator, and an additional Animal Shelter Technician position.

FLEET MAINTENANCE:
This department's budget increased from $446,940 to $491,185 or 29%. The FY20/21 budget was reduced to reflect lower fuel usage. There is also an increase for salary adjustments and related benefits and funding for an awning ($60,000) to be added to the fleet maintenance facility.

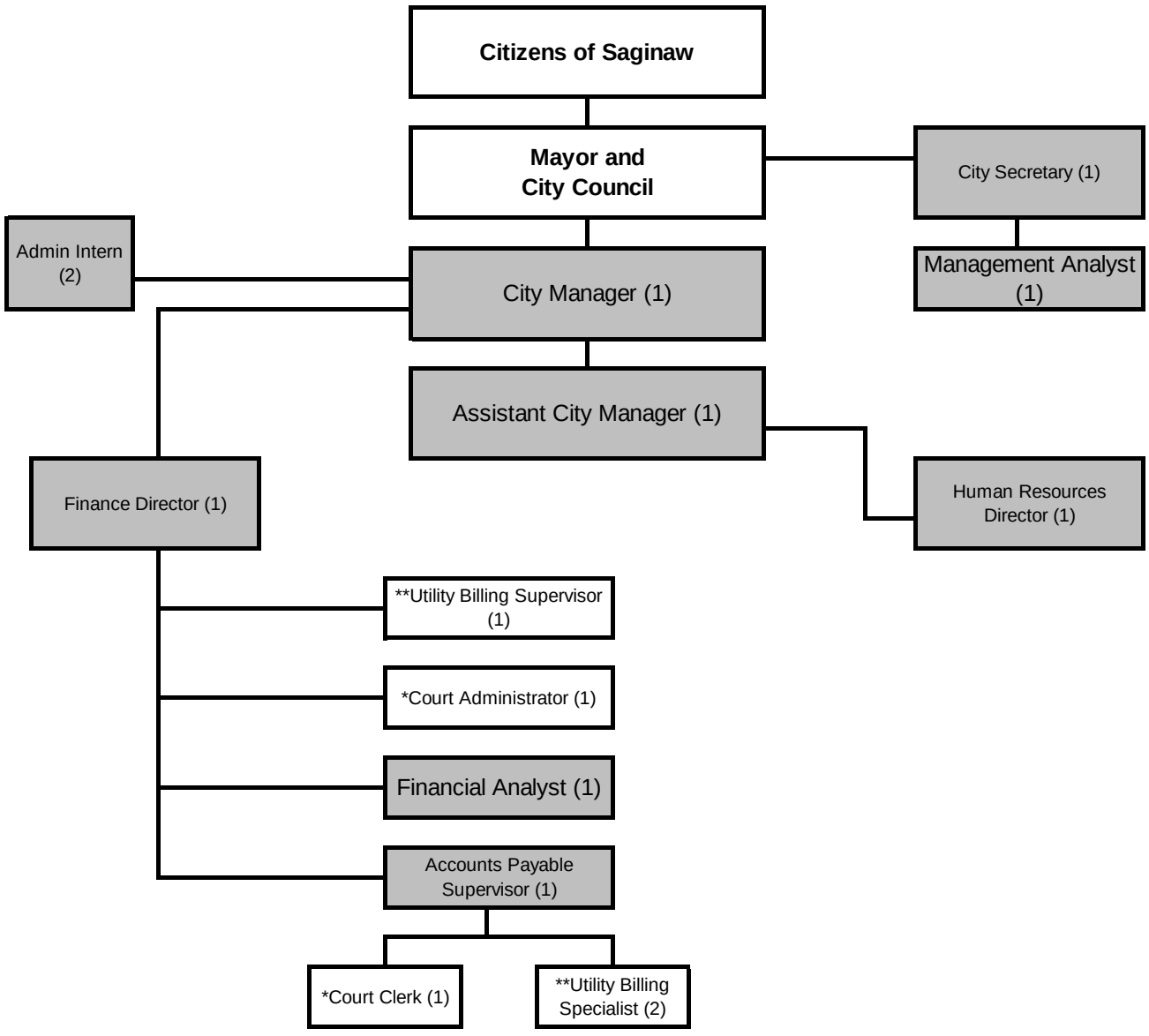
ECONOMIC DEVELOPMENT:
This department's budget increased from $146,650 to $346,700 or 136% for FY21/22. The budget includes funding for Saginaw Boulevard/Industrial redevelopment.

INFORMATION TECHNOLOGY:
The Information Technology budget increased from $416,300 to $451,310 or 8%. In addition to the salary and benefit increases, there is funding for hardware necessary for the new police records system.

The transfer to Other Funds is reduced in FY21-22 due the transfer for the Bailey Boswell Overpass project in FY20-21.

CITY OF SAGINAW
ORGANIZATIONAL CHART AND SCHEDULE OF PERSONNEL
2021-2022

GENERAL ADMINISTRATIVE OFFICE



	FISCAL YEAR				
TITLE	**17-18**	**18-19**	**19-20**	**20-21**	**21-22**
City Manager	1	1	1	1	1
Assistant City Manager/Finance Director	1	1	1	1	1
Assistant Finance Director	1	1	1	1	1
City Secretary	1	1	1	1	1
Human Resources Director	1	1	1	1	1
Accounts Payable Supervisor	1	1	1	1	1
Management Analyst	0	1	2	1	1
Financial Analyst	0	0	0	1	1
Administrative Interns (PT)	2	2	2	2	2
Information Technology Manager	1	0	0	0	0
Information Technology Technician	1	0	0	0	0
TOTAL:	10	9	10	10	10

The General Administrative Office Department houses the offices listed above. Those positions highlighted in gray are paid out of the General Administrative Office budget.

*These positions are paid out of the Municipal Court budget.
**These positions are paid out of the Water & Wastewater budget.
In FY17/18 two intern positions were added. The interns are not assigend to one department but work where needed.
In FY18/19 a Management Analyst was added. IT positions are transferred to a separate department.
In FY19/20 a Management Analyst was added mid-year as a result of reorganizing the Economic Development Department.
In FY 20/21 a Financial Analyst was added mid-year

CITY OF SAGINAW
DEPARTMENT DESCRIPTION
2021-2022

GENERAL ADMINISTRATIVE OFFICE

The General Administrative Office includes the Mayor, six Councilmembers and the staff listed below. The City Council is responsible for making policy decisions relative to the types and level of services provided, adopting ordinances, approving major purchases and contractual agreements, adopting the Annual Budget and making appointments to various positions. Among the appointments made by the City Council are the City Manager, City Secretary, Municipal Judge, City Attorney and City Engineer.

The City Manager is the Chief Administrative Officer of the City. Responsibilities of the City Manager include the general administration of all City Departments, reviewing and updating all management policies and regulations and enforcing the ordinances and laws of the City.

The Assistant City Manager is responsible for oversight of the Public Works, Parks, Inspections, Code Enforcement, Fleet Maintenance, Water and Wastewater, Community Services, Animal Services, Library, Human Resources, and Information Technology Departments.

The Finance Director is responsible for the financial administration of the City. This includes recording and reporting financial transactions, maintaining permanent accounting records, budget preparation, financial reporting, and investing idle funds. The Finance Director serves as the City's contact with outside agencies including the Tarrant County Tax Office and the Tarrant Appraisal District.

The City Secretary is also the Records Management Officer. The City Secretary is responsible for recording and maintaining the City Council minutes, agendas, ordinances, resolutions and other official City records. The City Secretary is responsible for tracking open records requests and issuing solicitors' permits. This office is also responsible for municipal elections, monthly reports, records management and all administrative and clerical duties as prescribed by the City Council and/or the City Manager.

The Human Resource Director is responsible for personnel and payroll issues, benefits administration, testing applicants, and insurance and workers' compensation claims.

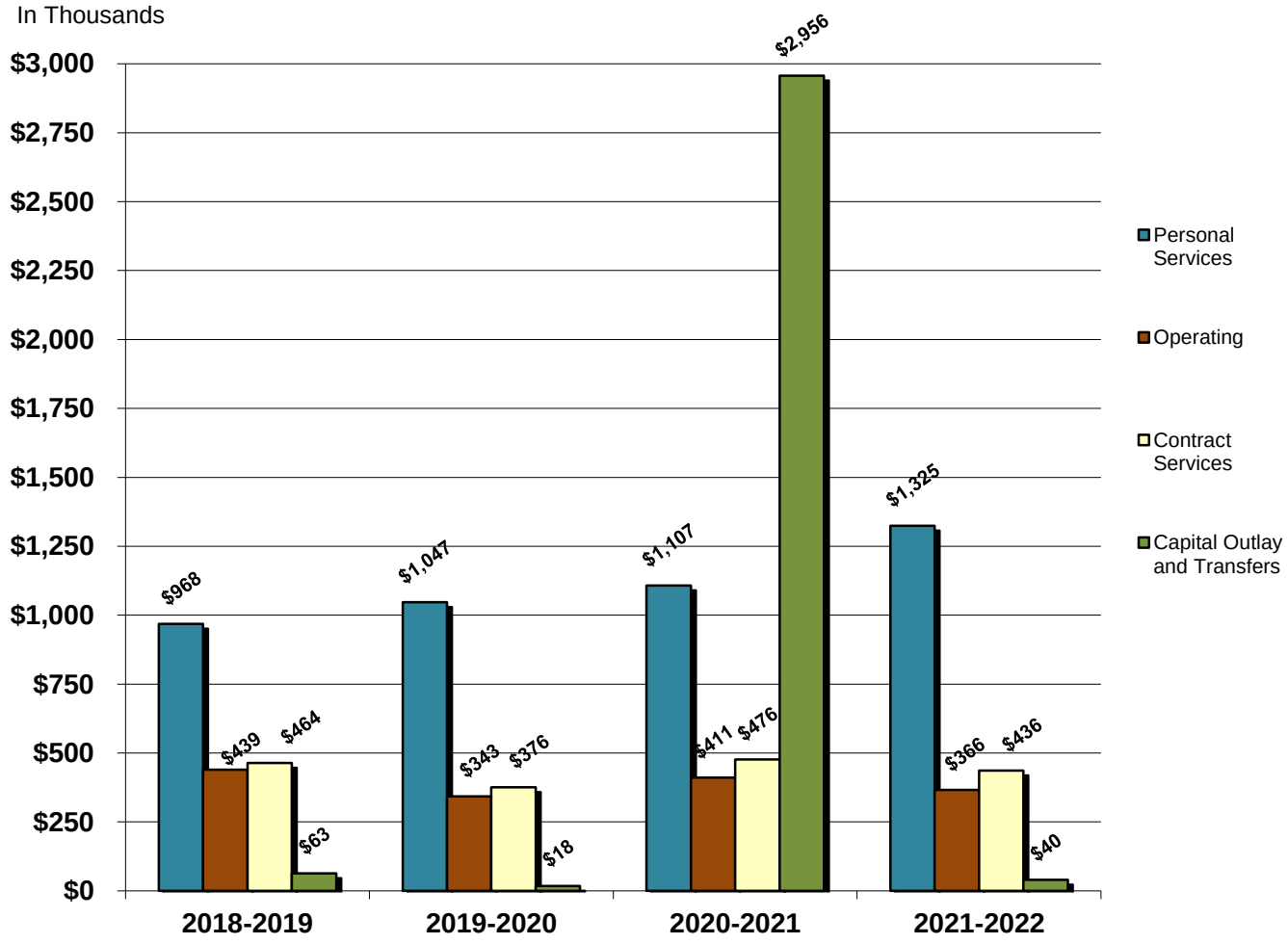
The Accounts Payable Supervisor is responsible for directing incoming calls, accounts payable, assisting customers and supervising the activities of the front office clerical staff.

CITY OF SAGINAW
EXPENDITURE SUMMARY
2021-2022

GENERAL ADMINISTRATIVE OFFICE

EXPENDITURES BY CATEGORY	ACTUAL 2018-2019	ACTUAL 2019-2020	REVISED BUDGET 2020-2021	ADOPTED BUDGET 2021-2022
Personal Services	$ 968,038	1,046,561	$ 1,107,335	$ 1,324,705
Operating	439,101	342,800	411,070	365,860
Contract Services	463,720	376,087	476,275	436,125
Capital Outlay and Transfers	63,425	18,090	2,956,410	39,565
	-	-	-	-
TOTALS	**$ 1,934,284**	**$ 1,783,538**	**$ 4,951,090**	**$ 2,166,255**

A transfer to the Capital Projects Fund is budgeted for the Bailey Boswell Overpass project in FY20/21.



CITY OF SAGINAW
GOALS, OBJECTIVES AND PERFORMANCE MEASURES
2021-2022

GENERAL ADMINISTRATIVE OFFICE

GOAL: To improve the quality of life for all citizens by providing municipal services in a timely, efficient, professional and fiscally responsible manner.

City Strategy	FY 2020-2021 Department Goal	FY 2020-2021 Department Achievement	FY 2021-2022 Department Goal
Maintain a financially sound city providing superior services	Adopt a tax rate that allows us to maintain current services and staffing levels.	Adopted a property tax rate $0.461579 that generated the property revenue sufficient to fund operations, as well as, debt service payments.	Adopt a tax rate that allows us to maintain current services and staffing levels.
	Continue to offer competitive salary and benefits in order to hire and retain quality employees in all departments.	Adjusted the city-wide pay plan by 3%	Continue to offer competitive salary and benefits in order to hire and retain quality employees in all departments.
	Control the cost of employee health insurance by continuing to take competitive bids for these services and evaluate plan options.	Offered multiple health insurance plan options to allow each employee to determine the cost/benefit based on their needs	Control the cost of employee health insurance by continuing to take competitive bids for these services and evaluate plan options.
	Use Water Impact Fees to construct the Saginaw Boulevard 16" water line Phase2.	The Saginaw Blvd 16" water line porject is under construction using impact fees.	Use Water Impact Fees to fund the Fort Worth meter station upgrade.
	Add to General Fund Emergency Reserves and Enterprise Fund Emergency Reserves as required.	Maintained Emergency Reserves at the required level.	Add to General Fund Emergency Reserves and Enterprise Fund Emergency Reserves as required.
	Maintain Moody's rating of Aa3 and Standard and Poor's rating of AA Stable	Maintained both Moody's rating of Aa3 and Standard and Poor's rating of AA Stable	Maintain Moody's rating of Aa3 and Standard and Poor's rating of AA Stable

CITY OF SAGINAW
GOALS, OBJECTIVES AND PERFORMANCE MEASURES
2021-2022

GENERAL ADMINISTRATIVE OFFICE

LONG TERM OBJECTIVES

To receive the GFOA's Distinguished Budget Presentation Award each year.

To maintain financial records that receive the GFOA's Certificate of Achievement for Excellence in Financial Reporting each year

Perform all Truth-In-Taxation requirements before September 30th

Distribute agenda packets within four days before each council meeting

Process 95% of all open record requests within five days of receipt and all requests within state law

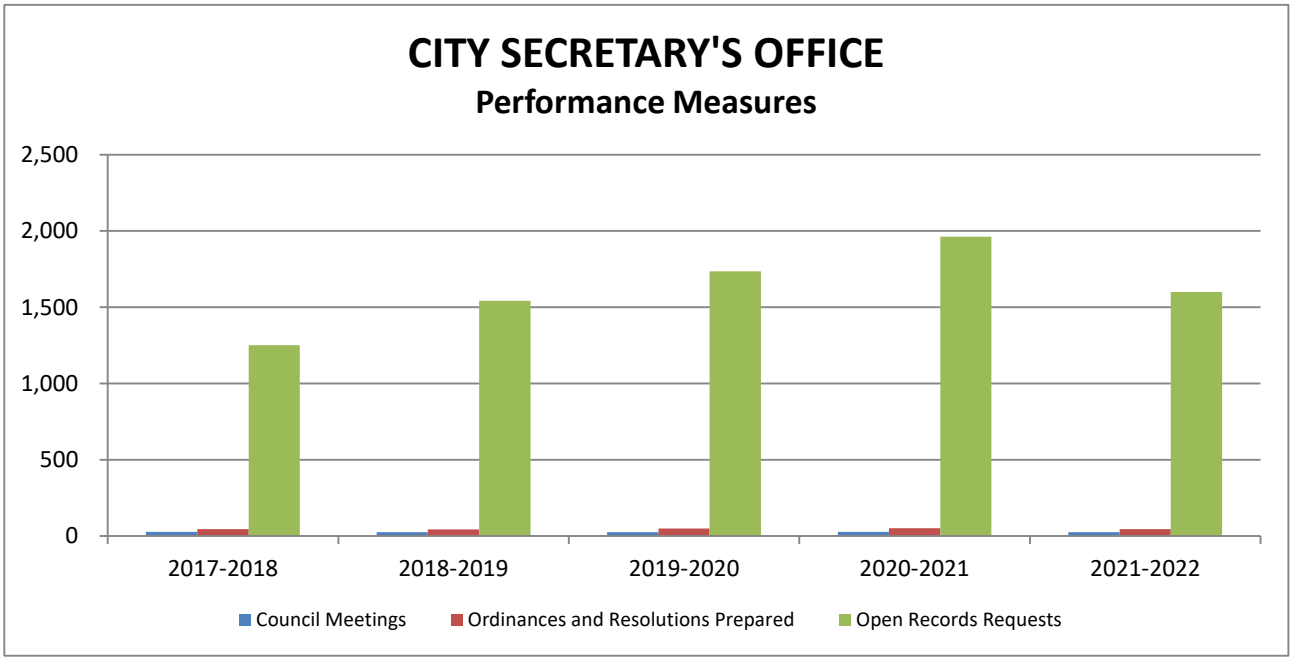
Pull all inactive records scheduled for destruction and have them shredded and recycled

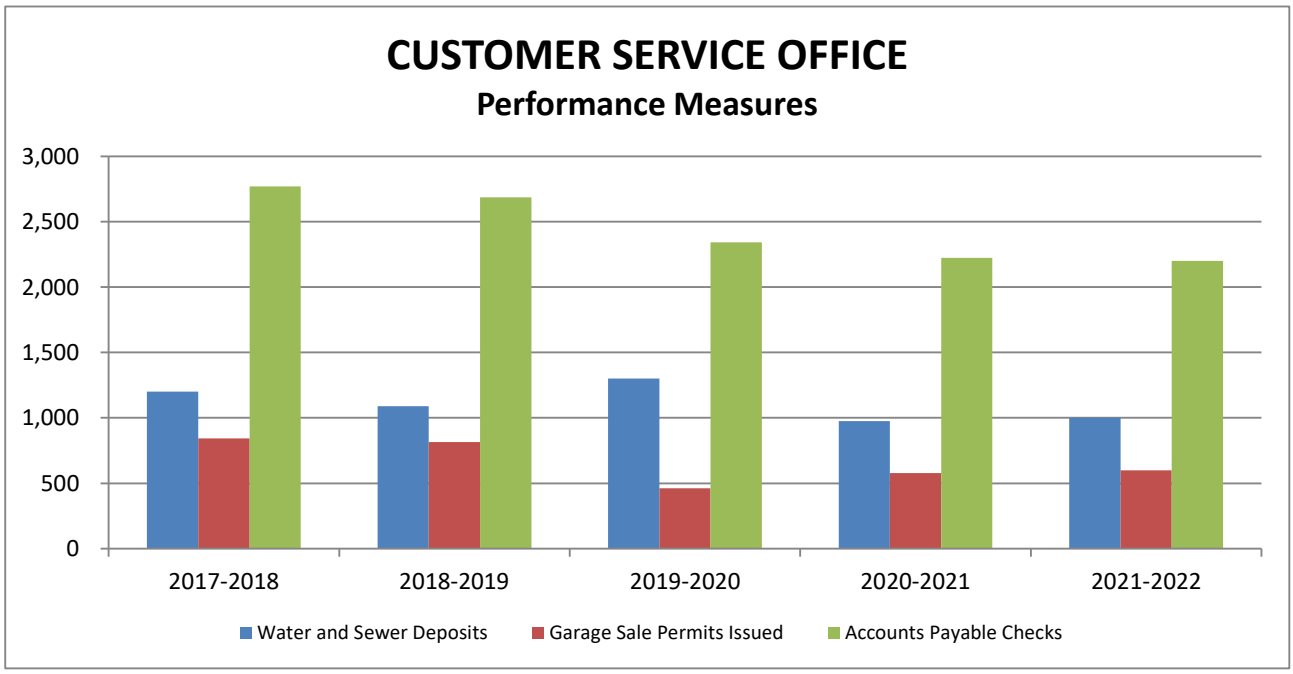
Pay 100% of invoices within 30 days of receipt

PERFORMANCE MEASURES	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 BUDGET
Elections Held	2	2	0	2	1
Council Meetings	28	26	25	28	26
Ordinances and Resolutions Prepared	45	44	49	51	45
Open Records Requests	1,252	1,542	1,735	1,962	1,600
Water and Sewer Deposits	1,200	1,089	1,301	975	1,000
Garage Sale Permits Issued	843	816	461	577	600
Accounts Payable Checks	2,771	2,686	2,343	2,224	2,200

CITY OF SAGINAW
GOALS, OBJECTIVES AND PERFORMANCE MEASURES
2021-2022

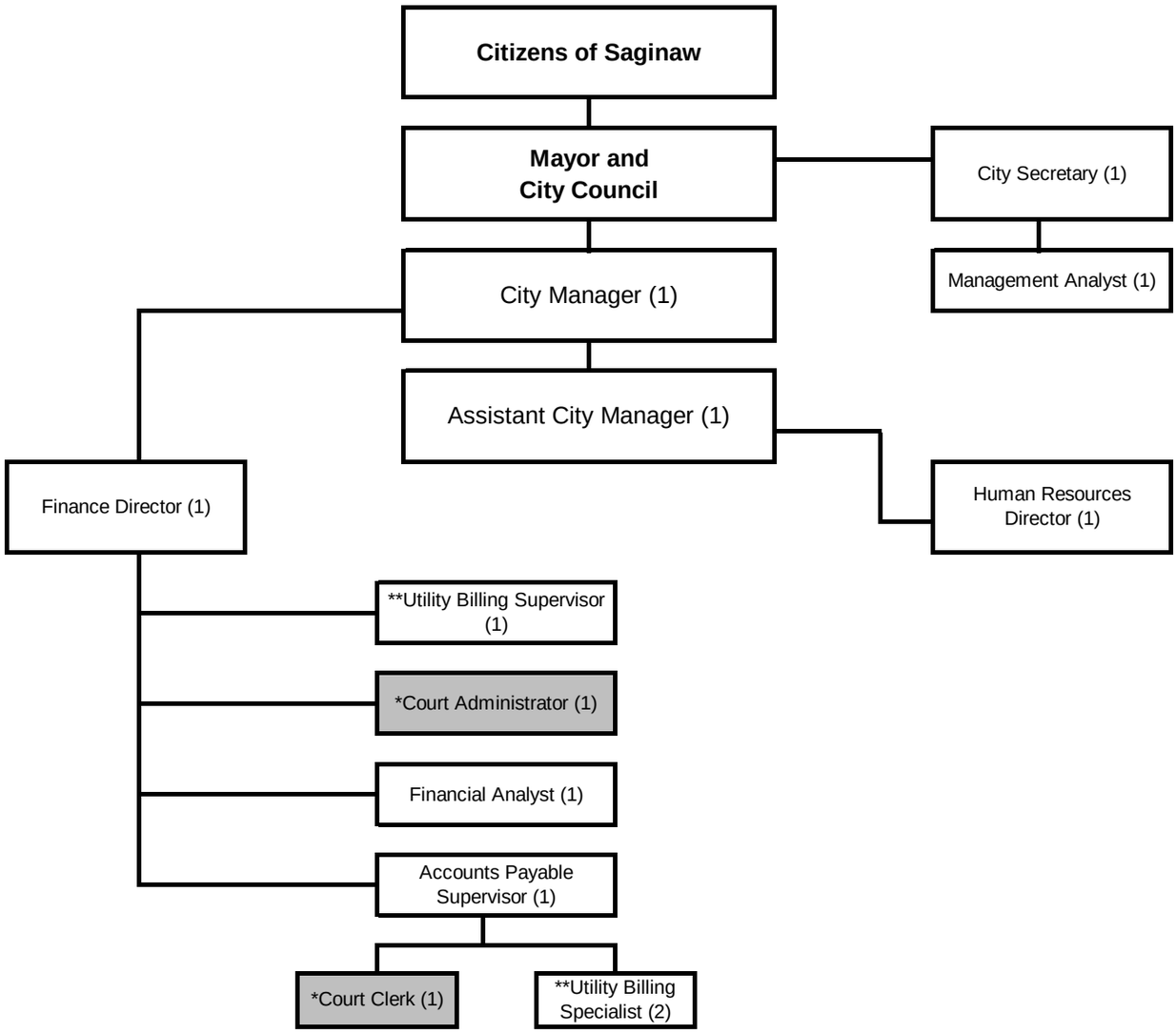
GENERAL ADMINISTRATIVE OFFICE





CITY OF SAGINAW
ORGANIZATIONAL CHART AND SCHEDULE OF PERSONNEL
2021-2022

MUNICIPAL COURT



TITLE	**17-18**	**18-19**	**19-20**	**20-21**	**21-22**
Court Administrator	1	1	1	1	1
Court Clerk	1	1	1	1	1
TOTAL:	2	2	2	2	2

The General Administrative Office Department houses the offices listed above. Those positions highlighted in gray are paid out of the Municipal Court budget.

*These positions are paid out of the Water & Wastewater budget.
**These positions are paid out of the General Administrative Office budget.

CITY OF SAGINAW
DEPARTMENT DESCRIPTION
2021-2022

MUNICIPAL COURT

The Municipal Court is located at City Hall and is staffed with a Court Administrator and a Court Clerk. Three utility billing positions in the Water & Wastewater Department assist the Municipal Court and are paid from the Enterprise Fund. The Accounts Payable Supervisor also assists and is paid from the General Fund. This office is responsible for maintaining court records, processing clerical work, and administering daily operations of the court such as issuing warrants, subpoenas, notices, receiving and maintaining court dockets, perfecting appeal bonds, attending trials, and performing all duties prescribed by State Law. The Municipal Court accepts payments in the form of cash, check, money order, debit card and credit card. Citations may also be paid online.

The Municipal Court has original and exclusive jurisdiction over violations of city ordinances. The Municipal Court also has concurrent jurisdiction with justice of the peace courts over Class C misdemeanor criminal cases within the City where the punishment, upon conviction, is by fine only. This court does not have jurisdiction in most civil cases but does have limited civil jurisdiction in cases that involve owners of dangerous dogs.

The Municipal Court Judge helps citizens understand what their options are regarding their citation. If they want to offer explanations or defenses regarding their citation they must see the prosecutor. The prosecutor is an attorney with the law firm of Taylor, Olson, Adkins, Sralla and Elam. There are two types of trials, a jury trial and a bench trial. A bench trial is held before the Municipal Court Judge and a jury trial is held before a panel of the defendant's peers. Bench trials are generally held once a month, as needed. Jury trials are scheduled for twice a year.

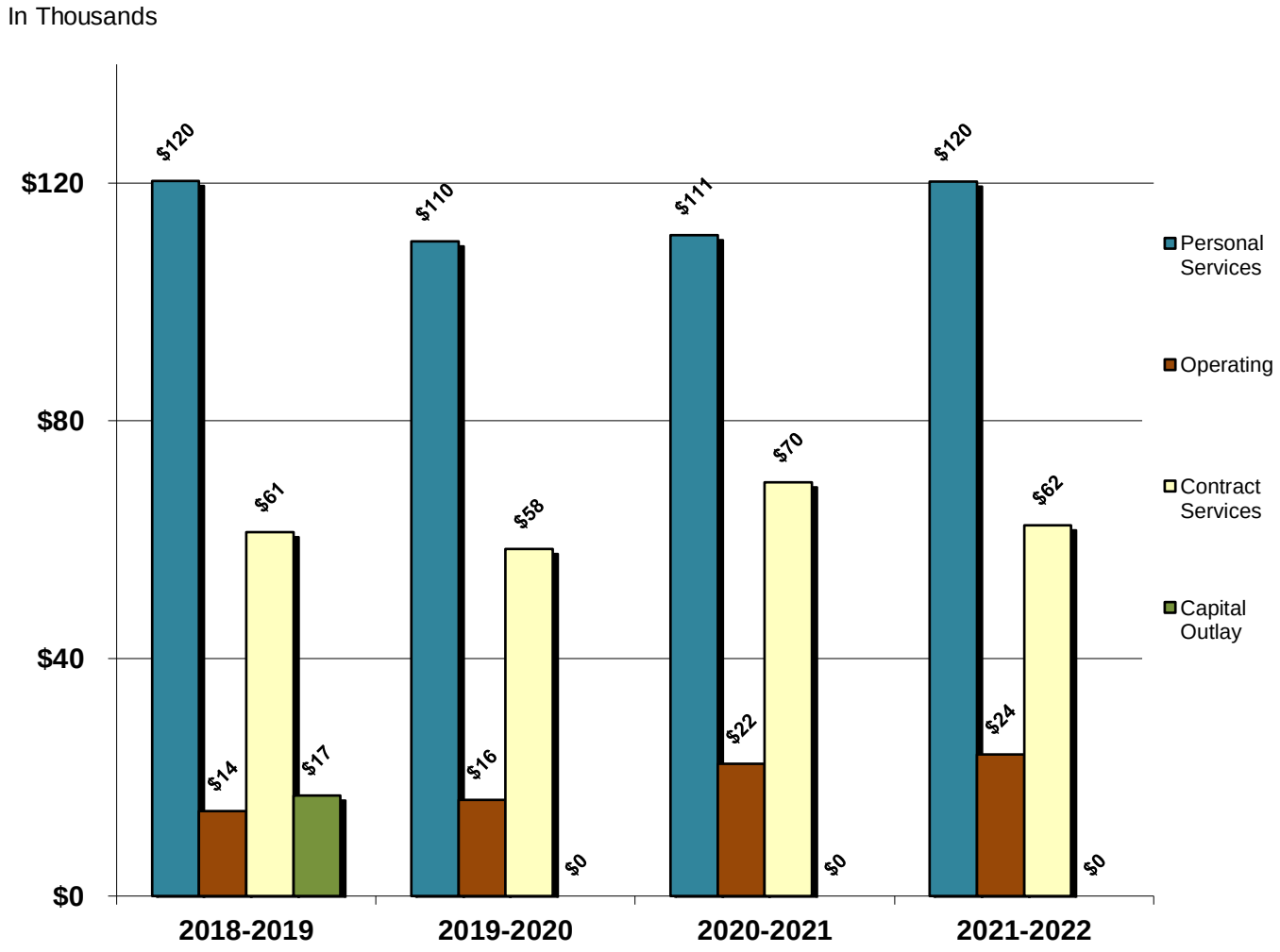
Juveniles that commit non-traffic violations are usually ordered to perform community service in lieu of paying their citation. It is believed that juveniles are better held accountable for their actions by paying their debt through community service.

This department has taken advantage of the availability of the Court Technology and the Court Security Fees to purchase items not budgeted in the General Fund. These fees are collected as part of the citations and are accounted for in the General Escrow Fund. Purchases from these Special Revenue Funds must be approved by the Mayor and Council as required by ordinance and State law.

CITY OF SAGINAW
EXPENDITURE SUMMARY
2021-2022

MUNICIPAL COURT

EXPENDITURES BY CATEGORY	ACTUAL 2018-2019	ACTUAL 2019-2020	REVISED BUDGET 2020-2021	ADOPTED BUDGET 2021-2022
Personal Services	$ 120,343	$ 110,229	$ 111,250	$ 120,310
Operating	14,282	16,221	22,220	23,830
Contract Services	61,239	58,433	69,600	62,400
Capital Outlay	16,879	-	-	-
TOTALS	**$ 212,743**	**$ 184,883**	**$ 203,070**	**$ 206,540**



CITY OF SAGINAW
GOALS, OBJECTIVES AND PERFORMANCE MEASURES
2021-2022

MUNICIPAL COURT

GOAL: To process and administer all Court matters in an efficient, timely manner while establishing, maintaining, observing and enforcing high standards of conduct so that the integrity and independence of the judiciary is preserved. To follow established safeguards to insure the financial credibility of the Court.

City Strategy	FY 2020-2021 Department Goal	FY 2020-2021 Department Achievement	FY 2021-2022 Department Goal
Mainatin a financially sound city providing superior services	Continue processing citations daily, warrants monthly, and magisterial warnings and Emergency Protective Orders within 48 hours of arrest.	Processed citations daily, mageisterial warnings and Emergency Protective Orders within 48 hours of arrest.	Continue processing citations daily, warrants monthly, and magisterial warnings and Emergency Protective Orders within 48 hours of arrest.

LONG TERM OBJECTIVES

Improve the quality of work performed by court personnel through individual training and adhering to standing orders when assisting defendants at the counter.

Certify two employees as Court Interpreters.

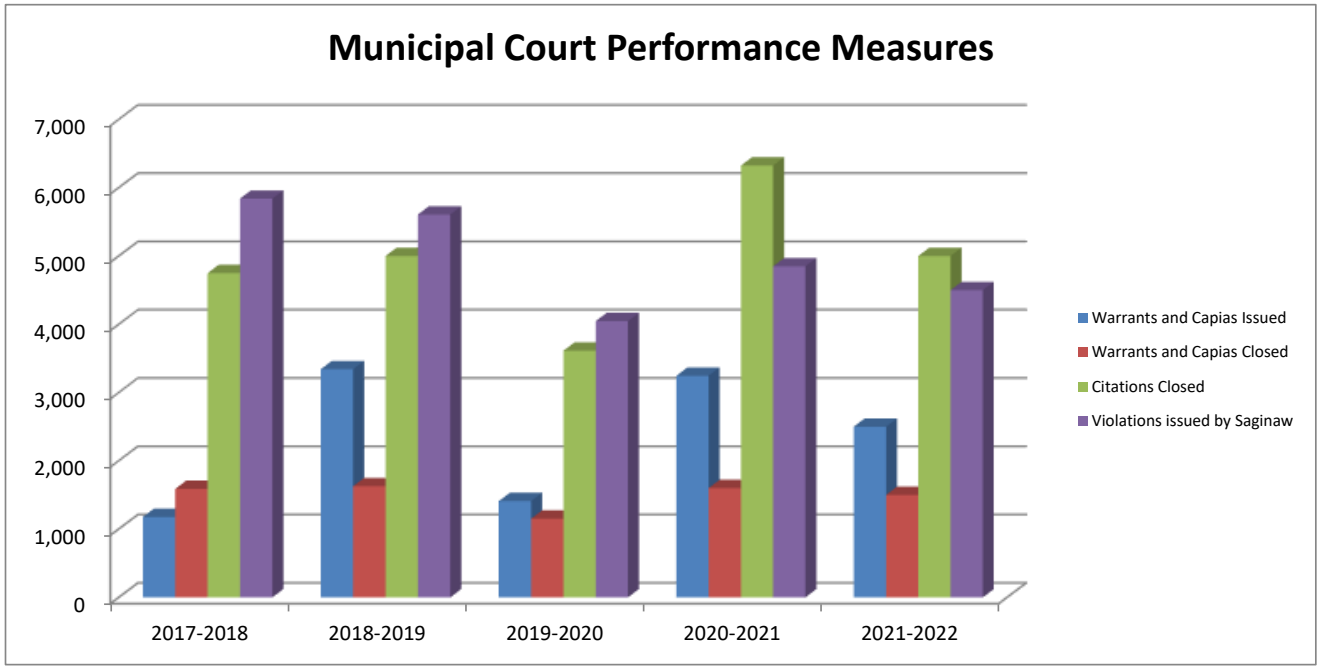
Develop written guidelines for setting court dockets to improve workflow and prevent overcrowding.

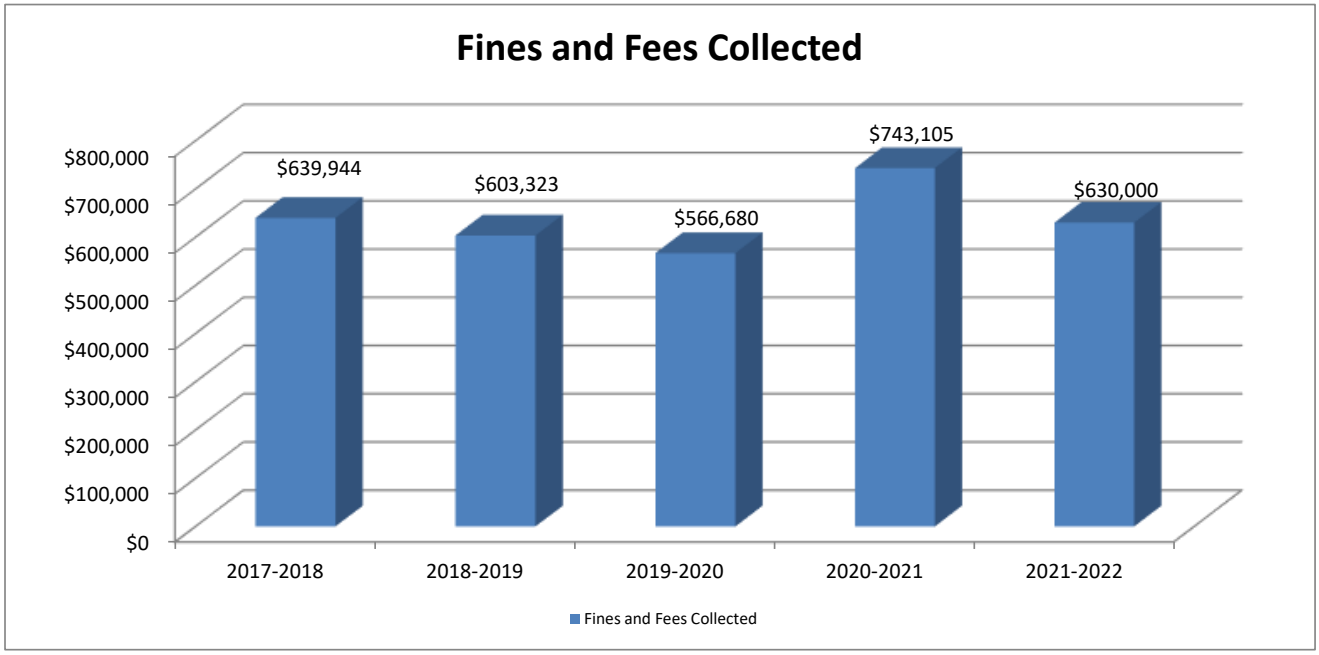
Improve the collection rate of warrants by holding warrant roundups and increase warrant collection rate.

PERFORMANCE MEASURES	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 BUDGET
Warrants and Capias Issued	1,178	3,342	1,411	3,246	2,500
Warrants and Capias Closed	1,589	1,628	1,153	1,602	1,500
Citations Closed	4,750	5,000	3,613	6,325	5,000
Violations issued by Saginaw	5,839	5,608	4,046	4,849	4,500
Fines and Fees Collected	$639,944	$603,323	$566,680	$743,105	$630,000

CITY OF SAGINAW
GOALS, OBJECTIVES AND PERFORMANCE MEASURES
2021-2022

MUNICIPAL COURT

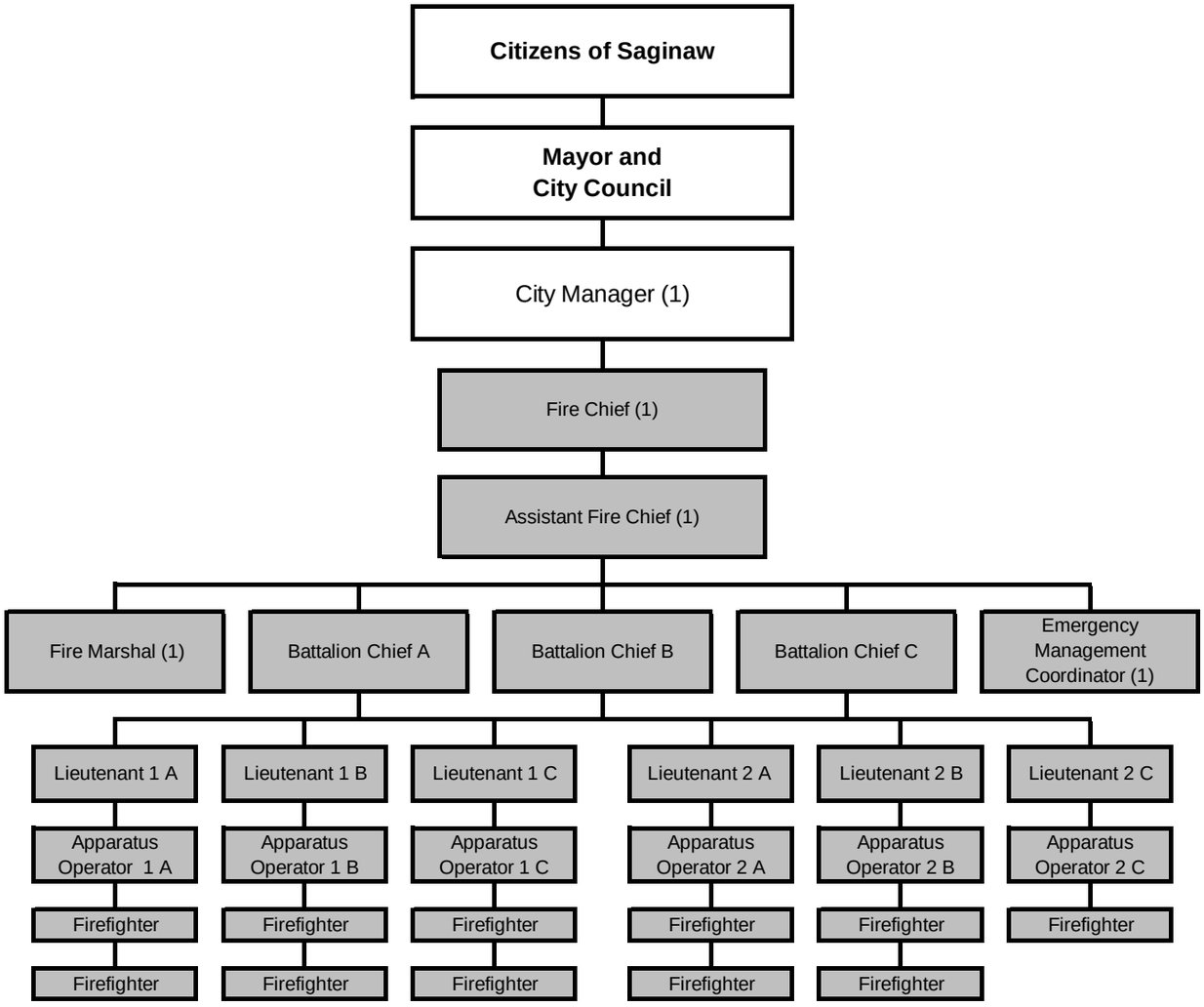




Performance indicators were down in FY17/18 due to staffing turnover in the Police Department. As new officers are hired and trained, these indicators are beginning to increase. Due to issues with the municipal court software and changes in the law, there was a back log for warrants. The software was upgraded and warrants were current in FY18/19. All indicators are down for FY19/20 due to the impact of the COVID-19 pandemic.

CITY OF SAGINAW
ORGANIZATIONAL CHART AND SCHEDULE OF PERSONNEL
2021-2022

FIRE



	FISCAL YEAR				
TITLE	**17-18**	**18-19**	**19-20**	**20-21**	**21-22**
Fire Chief	1	1	1	1	1
Fire Operations Division Chief	1	1	1	0	0
Assistant Fire Chief	0	0	0	1	1
Fire Marshal	1	1	1	1	1
Emergency Management Coordinator	0	0	1	1	1
Fire Captain	0	3	3	0	0
Battalion Chief	0	0	0	3	3
Fire Lieutenant	6	3	3	6	6
Apparatus Operator	6	6	6	6	6
Firefighter	12	13	14	11	11
TOTAL:	27	28	30	30	30

The Fire Department has two fire stations. Both stations are budgeted together. Those positions highlighted in gray are paid out of the Fire budget.

In FY 17/18 three Fire Lieutenant positions became three Fire Captain positions.
A firefighter position is added in FY 18/19
A firefighter position and an Emergency Management Coordinator is added in FY 19/20
In FY 20/21 three Fire Captains were reclassified as Battalion Chiefs and three Firefighters were reclassified as Lieutenants
In FY 20/21 the Fire Operations Division Chief was reclassified as Assistant Fire Chief
In FY 20-21 the Fire Services Division Chief / Fire Marshal was reclassified as Fire Marshal (Battalion Chief rank)

CITY OF SAGINAW
DEPARTMENT DESCRIPTION
2021-2022

FIRE

The Fire Department is responsible for a wide range of services that draw from the multi-faceted training, skills and capabilities of its personnel to effectively and professionally perform fire prevention, code application and enforcement, fire suppression, rescue, emergency medical services, hazardous material mitigation, disaster planning coordination and emergency management.

The Department is organized into three divisions, all under the direction of the Fire Chief: the Fire Operations Division, the Fire Services Division and Emergency Management. The Fire Department currently has a total of 30 employees and operates from two fire stations.

Fire Station #1 is located at 400 S. Saginaw Blvd. Shift operations of both stations are directly overseen by a Battalion Chief who is assigned to operate from fire station #1. Station #1 is staffed by a Fire Lieutenant, an Apparatus Operator and two firefighters as normal staffing. Adjacent to Fire Station #1 is the Department's administrative facility housing the offices of the Fire Chief, the Assistant Fire Chief, the Fire Marshal, and the Emergency Management Coordinator. The administrative facility also houses the Tarrant County Fire Alarm Center and the City's "Emergency Operations Center" or EOC.

Fire Station #2 is located at 801 Basswood Blvd. and is staffed by a Fire Lieutenant, an Apparatus Operator and one or two firefighters depending on the shift. All three shifts are not currently equally staffed.

The Department aggressively participates in "Automatic Aid" with the Fort Worth, Lake Worth, Haslet, Blue Mound and Eagle Mountain Fire Departments. This essentially means that for structure fires and other major incidents, an automatic response to the incident from participating departments takes place simultaneously consisting of pre-determined apparatus and personnel.

The Fire Department also aggressively participates in "Mutual Aid" with other fire departments in the area to both provide and receive aid for incidents that extend beyond normal response capabilities. A "mutual aid" response is typically initiated by request on an incident by incident basis.

The Department is also contracted by the Tarrant County Emergency Services District to serve the unincorporated areas outside our city limits.

The Department is responsible for providing the following emergency services and specialized functions:

FIRE SUPPRESSION: Responsible for rapid response to any explosion, fire or fire-related emergency for the purposes of rescue, control, extinguishment and mitigation.

EMERGENCY MEDICAL (FIRST RESPONDER): Responsible for immediate response to any medical emergency or injury for evaluation, treatment and stabilization, providing both basic and advanced life-support level care. 28 of 29 Saginaw firefighter personnel are certified as Emergency Medical Technician - Paramedics.

CITY OF SAGINAW
DEPARTMENT DESCRIPTION
2021-2022

FIRE

FIRE SERVICES: Responsible for Fire Code and City Code application to include regular life and fire safety inspections of businesses, schools, daycare centers and government facilities. Fire Services also coordinates and provides life and fire safety education training and conducts fire origin and cause investigations and prosecution.

HAZARDOUS MATERIALS RESPONSE: Specific training, skills and certification of personnel in order to conduct effective and safe operations involving hazardous materials.

RESCUE OPERATIONS: Provides numerous personnel trained in various rescue disciplines for effective operations of complex incidents or disaster type events.

TRAINING AND PERSONNEL STANDARDS: Devoted entirely to the continuous training of existing and new personnel in all facets of fire service. Maintains all personnel, educational and training records and monitors the performance standards for efficiency and recommendations for enhancement. Responsible for ensuring compliance of State and Federal regulations relating to firefighting and emergency medical service.

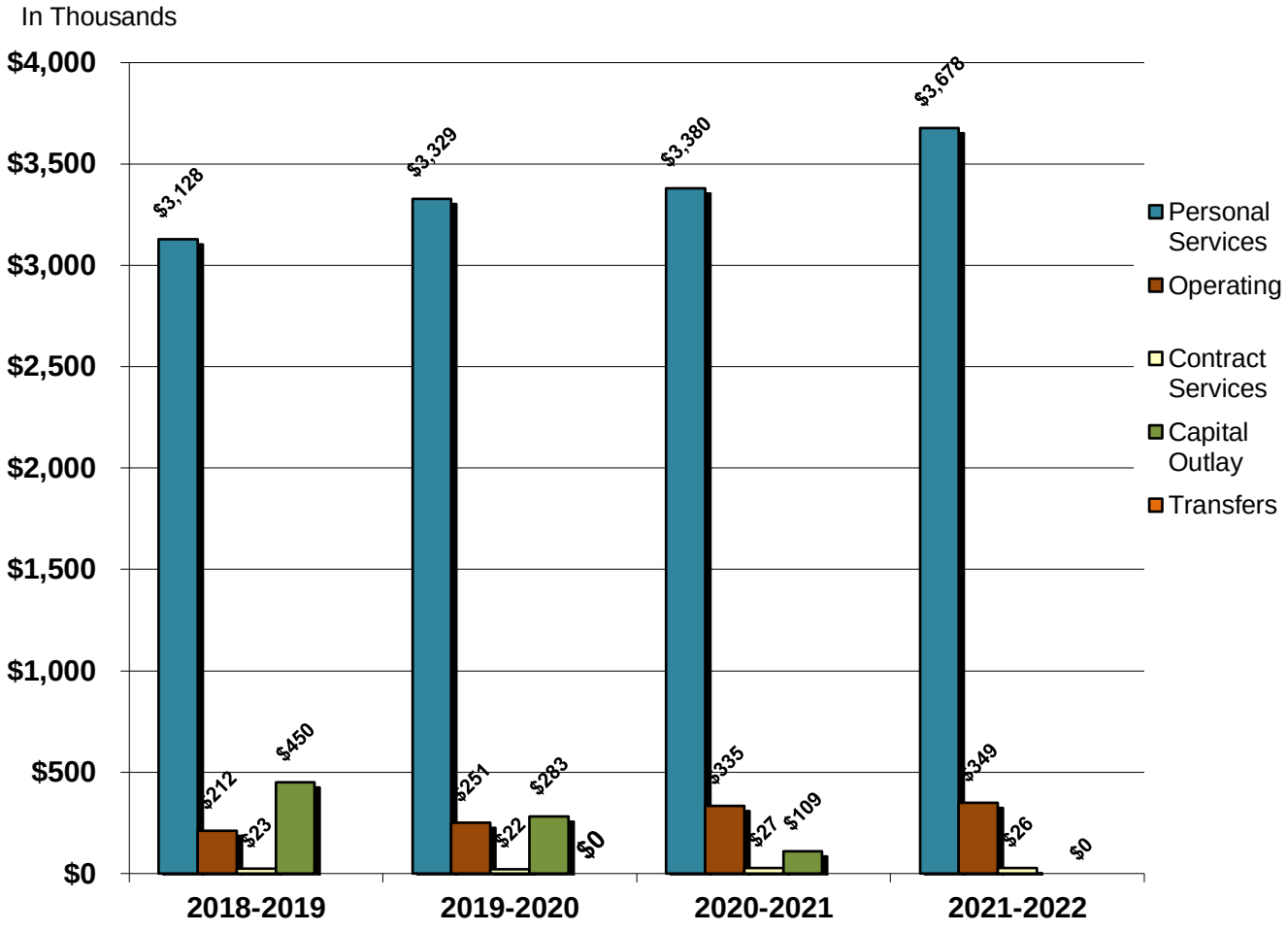
EMERGENCY MANAGEMENT: The Fire Department is responsible for developing and administering a master plan for the management of a major disaster in which more than one department must respond. The Fire Department is responsible for the operation of the “Emergency Operations Center” (EOC) located at Fire Station #1, maintenance and operation of the outdoor warning sirens and for the “CodeRed” emergency notification system. Also responsible for ensuring compliance with State and Federal regulations regarding training, preparation and operational requirements relating to Emergency Management.

MANAGEMENT OF THE TARRANT COUNTY FIRE ALARM CENTER: By contract, the Fire Chief provides management and supervisory duties of the emergency dispatch center located within the Department administration facility. TCFAC staff consists of 8 FT and 8-10 PT personnel. The TCFAC provides fire and EMS 911 dispatching service for 10 municipalities and all the unincorporated areas of Tarrant County.

CITY OF SAGINAW
EXPENDITURE SUMMARY
2021-2022

FIRE

EXPENDITURES BY CATEGORY	ACTUAL 2018-2019	ACTUAL 2019-2020	REVISED BUDGET 2020-2021	ADOPTED BUDGET 2021-2022
Personal Services	$ 3,128,304	$ 3,329,149	$ 3,379,620	$ 3,677,725
Operating	212,174	250,528	334,775	348,850
Contract Services	22,843	22,298	26,630	26,380
Capital Outlay	450,088	282,706	108,960	-
Transfer to Debt Service Fund	-	-	-	-
TOTALS	**$ 3,813,409**	**$ 3,884,681**	**$ 3,849,985**	**$ 4,052,955**



CITY OF SAGINAW
GOALS, OBJECTIVES AND PERFORMANCE MEASURES
2021-2022

FIRE

GOAL: To perform fire prevention, fire suppression, rescue, emergency medical services, hazardous materials mitigation, disaster planning coordination, and emergency management. We will accomplish this by providing a team of efficient, professional, and dedicated personnel who will be prepared by utilizing the most appropriate equipment, resources, and training.

City Strategy	FY 2020-2021 Department Goal	FY 2020-2021 Department Achievement	FY 2021-2022 Department Goal
Maintain a financially sound City providing superior services	Save >90% of property values involved in a fire incident. Increase our current ratio of 1.16 shift duty firefighters per 1000 residents closer to 1.5. Lower our average emergency response time to our goal of 4 minutes, continue to train firefighters in latest methods, and provide and maintain necessary equipment.	We successfully saved 96.87% of building properties involved in a fire incident while losing 100% of passenger vehicles involved in a fire incident.With our rapid population growth our current ration of firefighters per 1000 residents was reduced to 1.08. We had an average emergency response time of 5:07 minutes and completed 3983 hours of training. We established shift Battalion Chief positions and added three Lieutenant rank positions enhancing our supervisory capacity and operational safety.	Save >90% of property values involved in a fire incident. Increase our current ratio of 1.13 shift duty firefighters per 1000 residents closer to 1.5. Lower our average emergency response time to our goal of 4 minutes, continue to train firefighters in latest methods,provide and maintain necessary equipment, and evolve our emergency management program.
	Annually seek alternative sources of funding to maintain and/or increase service capabilities and utilize interlocal agreements to increase service with minimal financial impact.	We received $25,000 in grant funding and continue to evolve our aid partnership with the City of Fort Worth Fire Department leveraging their larger force, close proximity and technical and specialty resource capabilities. We partnered with the City of Lake Worth to equally share and fund a newly created Emergency Management Coordinator position.	Annually seek alternative sources of funding to maintain and/or increase service capabilities and utilize interlocal agreements to enhance or increase services with the least financial impact.

LONG TERM OBJECTIVES

Complete the construction of the new fire station at 700 W McLeroy Blvd and ensure the new facility is constructed to current standards and approved design to meet current and future needs.

Provide timely life and fire safety inspections of new businesses and provide annual fire inspections of existing businesses to assist in preventing fires, saving lives, eliminating injuries and maintain our ISO/PPC 2 rating.

Continue to train personnel in the proven newest and safest methods to perform duties and continue to diligently prepare for the low frequency high risk events we are tasked with mitigating.

Continue to seek alternate sources of funding through the Department of Homeland Security, Texas Department of Health, and Tarrant County Emergency Services District and any other available opportunity.

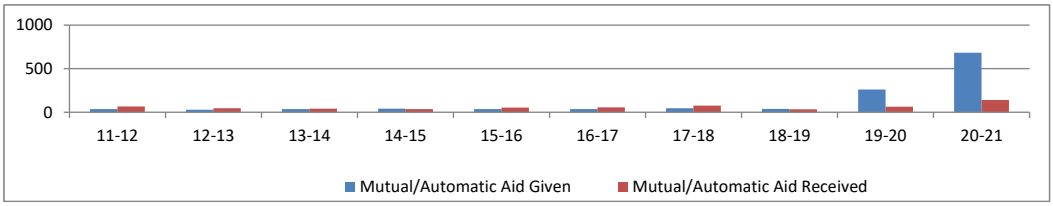
Increase our shift duty minimum staffing level of seven personnel to eight for all three duty shifts.

Continue having Opticom (signal pre-emption) systems installed in traffic lights throughout the City.

Continue to replace our fire apparatus and vehicles at intervals to ensure the safe and effective delivery of our emergency services at a high level.

Continue to educate, train and mentor all personnel to ensure a robust succession candidate pool

Continue to advance firefighter health and well being as a priority and reduce cancer risk where possible



Mutual-Aid - agreements between agencies, organizations, and jurisdictions that provide a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, and other associated items and services. This is usually accomplished through contractual agreement. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and after an incident. Typically implemented by formal request on an incident by incident basis.

Automatic-Aid - emergency assistance between agencies, organizations and jurisdictions that is pre-arranged and dispatched automatically by contractual agreement. Differs from mutual-aid which is typically implemented by a formal request. Automatic-aid is as the name implies, it happens automatically without request. Automatic-aid is primarily pre-arranged and utilized for the initial alarm assignment on structure fires and is in place 24 hours a day, 365 days a year.

CITY OF SAGINAW
GOALS, OBJECTIVES AND PERFORMANCE MEASURES
2021-2022

FIRE

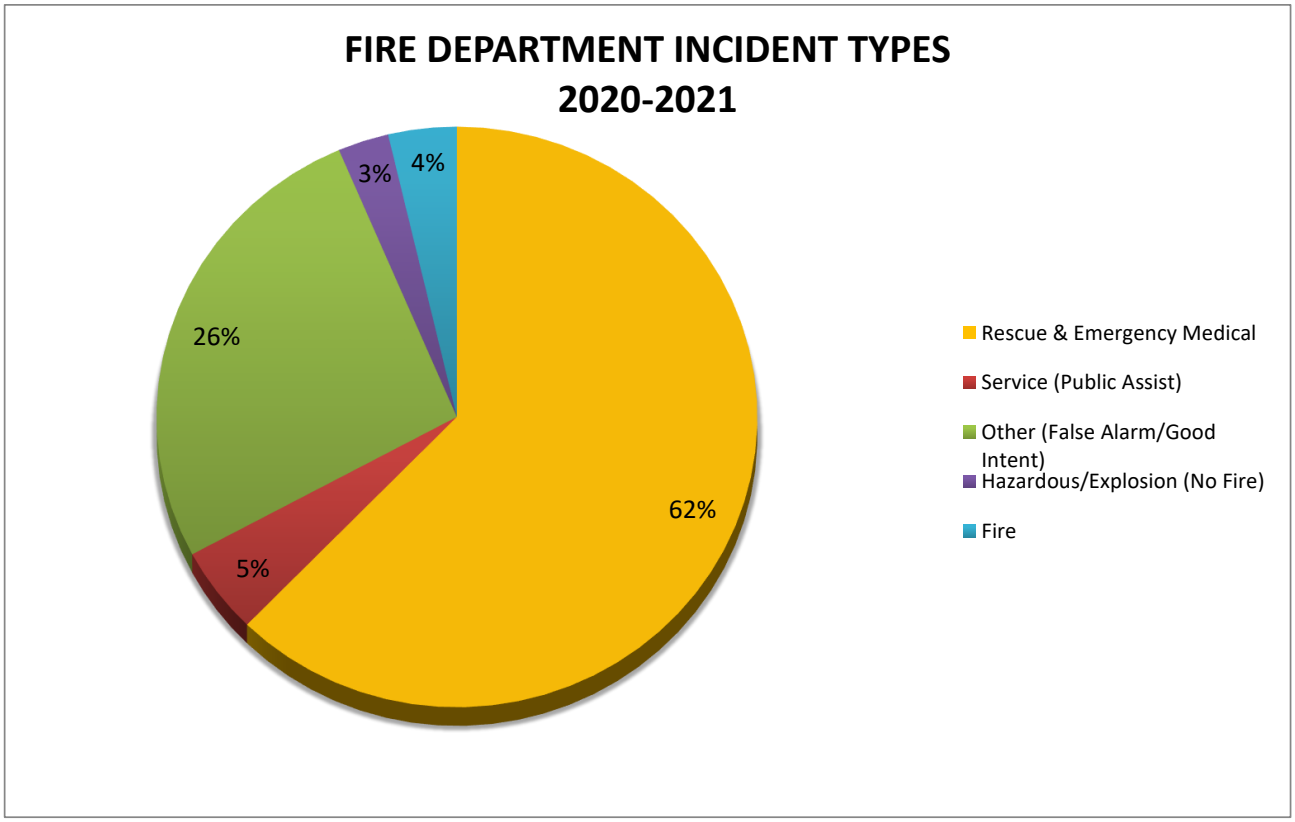
ANNUAL OBJECTIVES	2020-2021 PERFORMANCE
To save 90% of the value of properties involved in a fire.	96.87% of the total estimated value of building properties was saved (total est values $654,668 - total saved $634,168). 100% vehicle property was lost (total est value $104,490).
To maintain an all EMT-Paramedic level fire department staff.	100% of all personnel are EMT-Paramedic level completing all training and continuing education requirements to maintain EMT-P level certification.
To train firefighters in the latest methods of firefighting and EMS, provide and maintain the equipment necessary for them to do their job and provide for the safety of firefighters.	For 2020-2021 we had a combined total of 3,983 training hours for all 29 fire personnel covering multiple aspects of job responsibilities and duties.
Maintain the State recommended ratio of 1.5 firefighters per 1,000 residents.	2020-21 ratio of shift firefighters per 1,000 residents slightly decreased to 1.08. NCTCOG Est population 24,150
Maintain the national average of 1 fire station per 10,000 in population.	Our current ratio is 1 fire station per 12, 075 residents. NCTCOG Est population 24,150
To attain an average emergency response time standard of four minutes within city limits.	Our average response time for 2020-2021 was 5 minutes and 7 seconds.
Update Emergency Management Plan every five years.	In 2006, we partnered with Tarrant County implementing a County-wide Emergency Management Plan that is updated annually or more frequently as needed. The plan is currently undergoing review and revision.
Annually seek alternative sources of funding to maintain and/or increase service capabilities and utilize interlocal agreements to increase service capabilities with minimal financial impact.	For 2020-2021 we were awarded a Tarrant County ESD grant for equipment totaling $25,000. We also requested and received PPE (primarily mask and gowns) related to the COVID-19 pandemic through TDEM at no cost.
Test 100% of outdoor warning sirens monthly, upgrade and add equipment as necessary to maintain needed area coverage, reliability and functionality.	We tested all 9 outdoor warning sirens once monthly for a total of 108 outdoor warning siren tests.
Complete plan reviews and fire inspections of new businesses within two weeks.	100% of new business inspections were completed within two weeks for 2020-2021.
Provide and install free of charge, smoke alarms to residents found to have non-working smoke alarms.	Numerous smoke alarms or replacement batteries were provided and installed in 2020-2021. We also continue the program in which responding personnel verify smoke alarm presence and operation in all residential homes in which we respond for any type of incident (situation permitting).
Reduce workers compensation claims by promoting safety on the job and promoting and implementing a fitness and wellness program.	We had two workers compensation claims for 2020-2021, one of the two resulting from the COVID-19 pandemic. Shift personnel participated in 1,815 hours of physical fitness training for 2020-2021. We also enhanced our annual fit for duty and wellness physical in addition to adding an emotional/psychological well-being component. All 30 FD personnel successfully passed the enhanced fit for duty wellness physical.

CITY OF SAGINAW
GOALS, OBJECTIVES AND PERFORMANCE MEASURES
2021-2022

FIRE

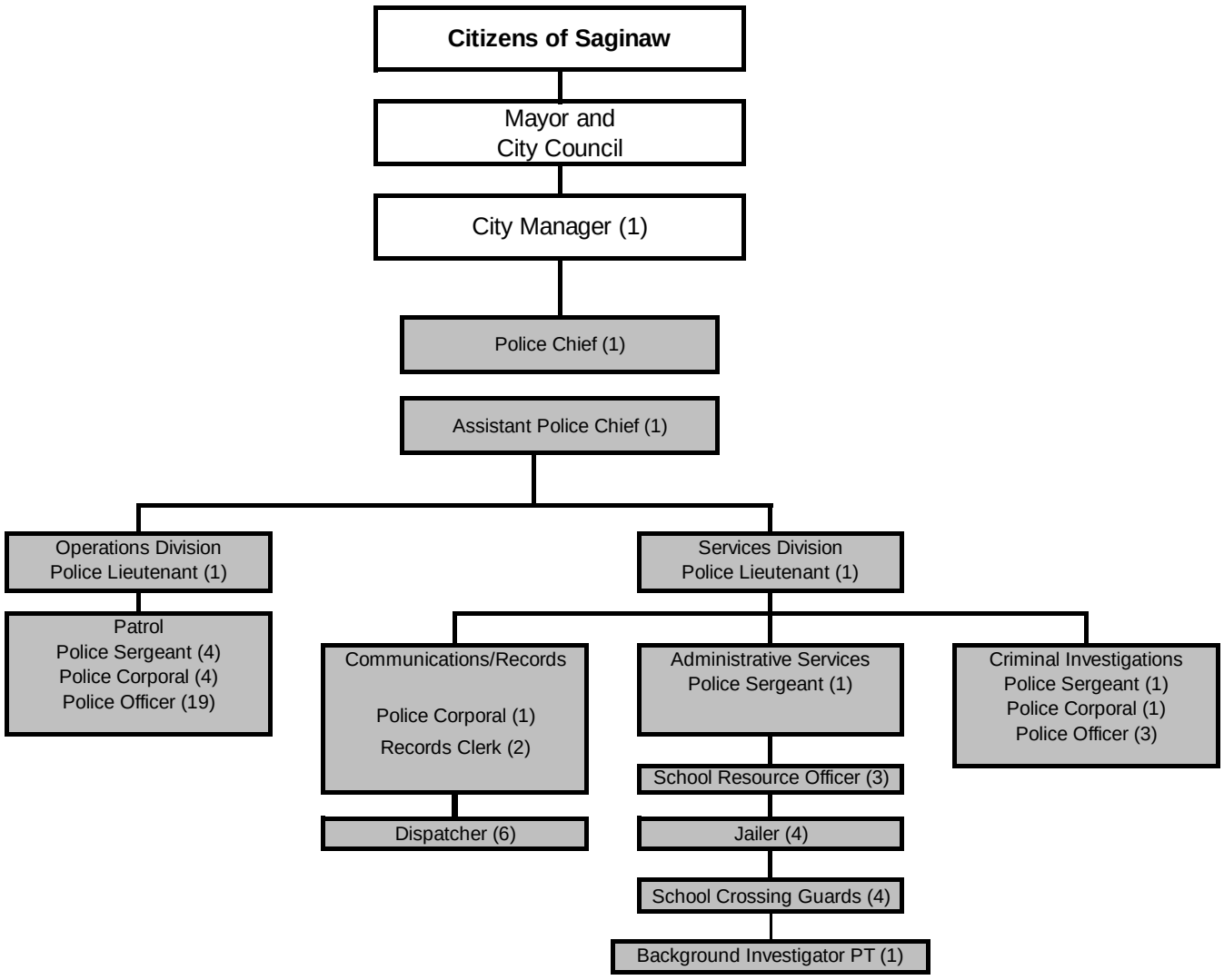
PERFORMANCE MEASURES	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 BUDGET
Calls for Service	2342	2287	2597	3597	3000
Average Response Time (Minutes)	4:46	4:51	4:59	5:07	4:00
# of Fire Inspections Conducted	524	524	422	228	400
# of Firefighters	27	28	29	29	29
% of Firefighters that are Paramedics	100%	96%	96%	100%	29%
% of Firefighters Completing Required CEU's	100%	100%	100%	100%	100%
# of Outdoor Warning Siren Tests Conducted	12	11	12	12	12
# of Fire Safety Educational Programs	27	32	19	0	20
# of Participants in Fire Safety Programs	5494	3605	2956	0	3500
# of Opticom Systems	24	24	24	24	24

Performance Indicators are down in FY20/21 due to the impact of the COVID-19 pandemic.



CITY OF SAGINAW
ORGANIZATIONAL CHART AND SCHEDULE OF PERSONNEL
2021-2022

POLICE



	FISCAL YEAR				
TITLE	**17-18**	**18-19**	**19-20**	**20-21**	**21-22**
Police Chief	1	1	1	1	1
Assistant Police Chief	0	1	1	1	1
Police Captain	2	0	0	0	0
Police Lieutenant	0	2	2	2	2
Police Sergeant	6	6	6	6	6
Police Corporal	6	6	6	6	6
Police Officer	21	20	22	22	22
School Resource Officer	2	3	3	3	3
Jailer	2	3	4	4	4
Records Clerk	2	2	2	2	2
Dispatcher	6	6	6	6	6
Background Investigator - Part Time	0	0	0	1	1
Police Department Part Time	0	0	0	0	0
School Crossing Guard	3	4	4	4	4
TOTAL:	51	54	57	58	58

In FY 15-16, a Public Services Officer was added
In FY 16-17, a Police Officer was added
During FY 17-18 a Dispatcher was added and a PT Records Clerk was converted to FT
In FY 18-19 a Jailer and a School Resource Officer are added.
In FY 18-19 Captains were converted to Assitant Chief and Lieutenant. Officer was converted to Lieutenant.
An additional crossing guard was added mid-year
In FY19-20 two Patrol Officers, one Jailer, and one Crossing Guard were added.
In FY 20-21 a part time background investigator was added

CITY OF SAGINAW
DEPARTMENT DESCRIPTION
2021-2022

POLICE

The primary objective of the Saginaw Police Department is to provide our citizens with courteous, professional, impartial and cost effective police services. We are charged with enforcing city, state and federal laws while protecting the lives and property of those who live, work and travel through the City of Saginaw.

The Department is separated into two divisions under the direction of the Chief of Police and Assistant Chief of Police.

The POLICE OPERATIONS DIVISION is under the command of a POLICE LIEUTENANT, and includes:

PATROL: Patrol officers are the first line of defense for the citizens of Saginaw. These officers are on duty 24 hours a day, seven days a week. They respond to a wide variety of calls for service and patrol city streets. The patrol unit is the largest element of the department.

The POLICE SERVICES DIVISION is under the command of a POLICE LIEUTENANT, and includes:

CRIMINAL INVESTIGATIONS: Commonly referred to as "CID". These officers are responsible for investigating criminal offenses that have occurred in the City of Saginaw. Once it is determined that an offense has occurred and a suspect identified, a detective files the case in the appropriate court (municipal, juvenile, or county). The Criminal Investigations Division is also responsible for major crime scene coordination, property management, training and background investigations of police personnel and crime victim assistance. Community Services and property management also fall under criminal investigations.

COMMUNICATIONS & RECORDS: Dispatchers are responsible for the coordination of all calls for service received by telephone, radio or walk-in complainants. On a daily basis, these employees work with police, fire, emergency medical, public works, and city personnel, as well as, the general public. They are often the first person a citizen contacts in a time of need.

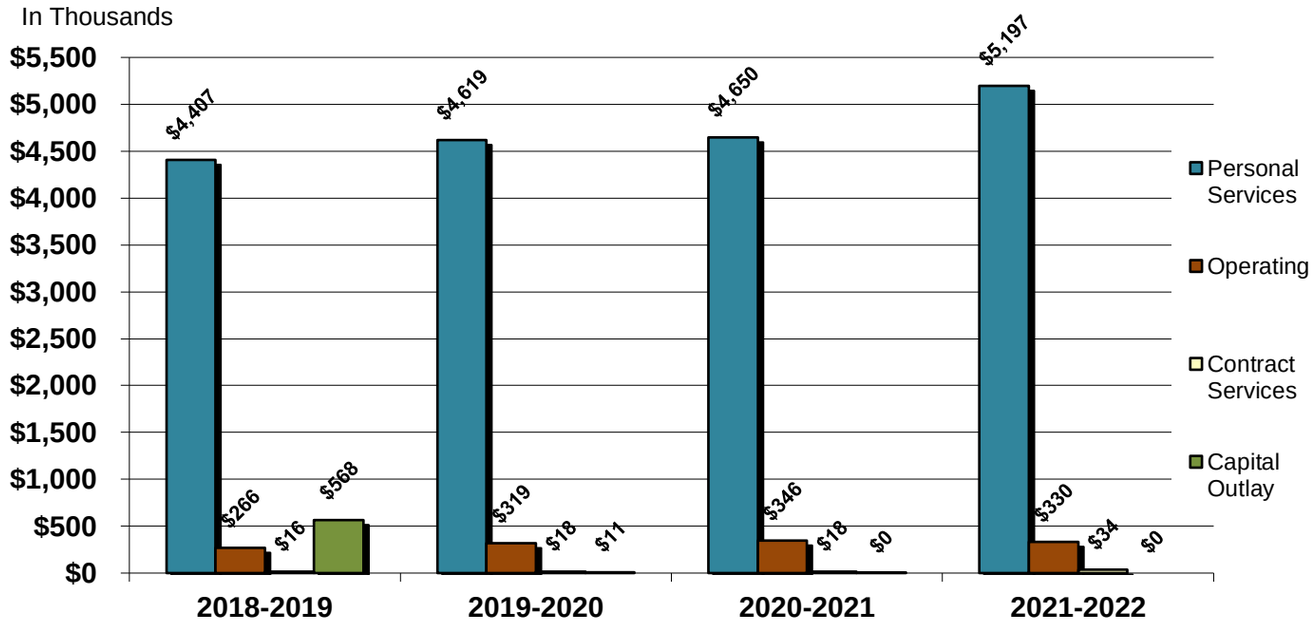
PROFESSIONAL STANDARDS: This unit is staffed by a sergeant, who oversees the department's school crossing guards, school resource officers, and the recruiting, hiring and integrity functions.

POLICE RESERVES: These volunteers are licensed as peace officers by the State of Texas, and require the same training and hiring strategies as full-time police officers. They may be used to augment the patrol or criminal investigations staff. We currently have one active reserve who serves as an Arson Investigator.

CITY OF SAGINAW
EXPENDITURE SUMMARY
2021-2022

POLICE

EXPENDITURES BY CATEGORY	ACTUAL 2018-2019	ACTUAL 2019-2020	REVISED BUDGET 2020-2021	ADOPTED BUDGET 2021-2022
Personal Services	$ 4,406,594	$ 4,619,049	$ 4,649,995	$ 5,196,890
Operating	266,187	319,009	346,315	329,980
Contract Services	15,623	18,486	18,000	33,815
Capital Outlay	567,748	10,520	380	-
TOTALS	**$ 5,256,152**	**$ 4,967,064**	**$ 5,014,690**	**$ 5,560,685**



CITY OF SAGINAW
GOALS, OBJECTIVES AND PERFORMANCE MEASURES
2021-2022

POLICE

GOAL: To provide citizens with courteous, professional, impartial, and cost-effective police services twenty-four hours a day, seven days a week, while enforcing City ordinances, State and federal laws and protecting the lives and property of those who live, work, and travel through the City of Saginaw.

City Strategy	FY 2020-2021 Department Goal	FY 2020-2021 Department Achievement	FY 2021-2022 Department Goal
Maintain a financially sound city providing superior services	Continue holding two Citizen Police Academies. Conduct two Junior Police Academies. Increase citizen contacts at events and public places, i.e. park, school and neighborhood events. Continue to emphasize training.	Conducted one CPA class. Due to Covid-19 we were unable to schedule a second class. We conducted two Junior Police Academies. We also created the "Saginaw Rocks" program where painted rocks are hidden and when found the children receive a coupon for ice cream or Chik-fil-a items.	Conduct two Citizen Police Academies and two Junior Police Academies. Increase citizen contacts at events and public places, i.e. park, school and neighborhood events. Continue to emphasize training.
	Continue to compete for state and national grants for personnel and equipment. We will be applying for the LEOSE training grant for 20/21.	LEOSE grant is pending. We obtained $17,742 in Radio Assitance grants and $9226 in PSAP (Public Safety Answering Point) Assistance grants	Continue to compete for state and national grants for personnel and equipment. We will be applying for the LEOSE training grant for 21/22.

LONG TERM OBJECTIVES

Utilize the law enforcement facility to improve operations and increase service to the citizens.

Replace three (3) vehicles per year in order to provide reliable, safe and updated vehicles for patrol officers.

Audit sex offender files by comparing them with the Texas Department of Public Safety's website every 180 days.

Fill vacancies with highly qualified officers and restore full-time traffic enforcement and Community Policing Officer.

Sponsor Citizen's Police Academy, CERT training, and continue volunteer based programs.

CITY OF SAGINAW
GOALS, OBJECTIVES AND PERFORMANCE MEASURES
2021-2022

POLICE

ANNUAL OBJECTIVES	2020-2021 PERFORMANCE
To provide crime prevention and drug resistance education to the public. Promote community awareness and child safety.	We have taken part in several public safety fairs, taught a CPA level 1 course and two Junior Police Academies.
To have 100% of officers obtain Intermediate, Advanced or Master Certification.	All sworn members that are eligible for Intermediate certification or higher have obtained them. We have many new officers that are not eligible for these certification due to tenure in the profession.
To have 100% of dispatchers obtain Intermediate or Advanced Certification.	All dispatchers that have the time to qualify for these certifications have acquired them.
To receive no complaints against Saginaw police officers for violating racial profiling laws.	No complanits were received.
To standardize 100% of department's weapons.	All officers are standardized on the Glock 17, 9mm handgun. Officers are allowed to carry personnally owned Patrol shotguns and Patrol Rifles, due to department not having enough weapons to issue to all sworn officers.
To employ two officers for every 1,000 residents.	We are currently authorized sworn staff that represents approximately 1.78 officers per 1000 residents. However, we are currently 3 positions short which represents 1.65 per 1000.
Process requests for accident reports and open records within 10 days or less.	All records requests completed with timeframe allowed by law. Most were done within the 10 days, but many get referred to AG's office so different time table applies.
Apply for and receive at least one (1) grant each year to assist in providing personnel and equipment for the department.	Obtained Tarrant County 9-1-1 grants: one for $17,742 and another grant for $9226

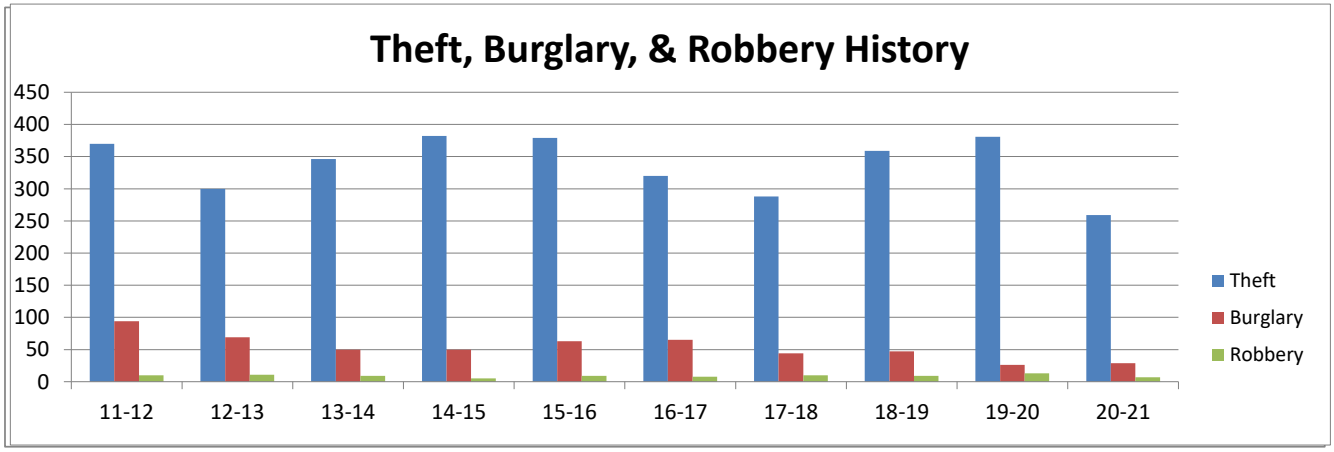
PERFORMANCE MEASURES	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 BUDGET
Calls for Service	17,210	17,909	16,292	16,588	17,179
Calls Per Dispatcher	3,442	3,582	2,715	2,765	3,436
Officers Per 1,000 Residents	1.83	1.79	1.83	1.83	1.78
Accident Reports Filed	457	454	413	411	461
Car Thefts	37	42	63	43	60
Total Offenses Reported	1,331	1,481	1,411	1,497	1,550
Total Offenses Cleared	730	816	867	803	950
Clearance Rate	54.85%	55.10%	61.45%	53.64%	61.29%

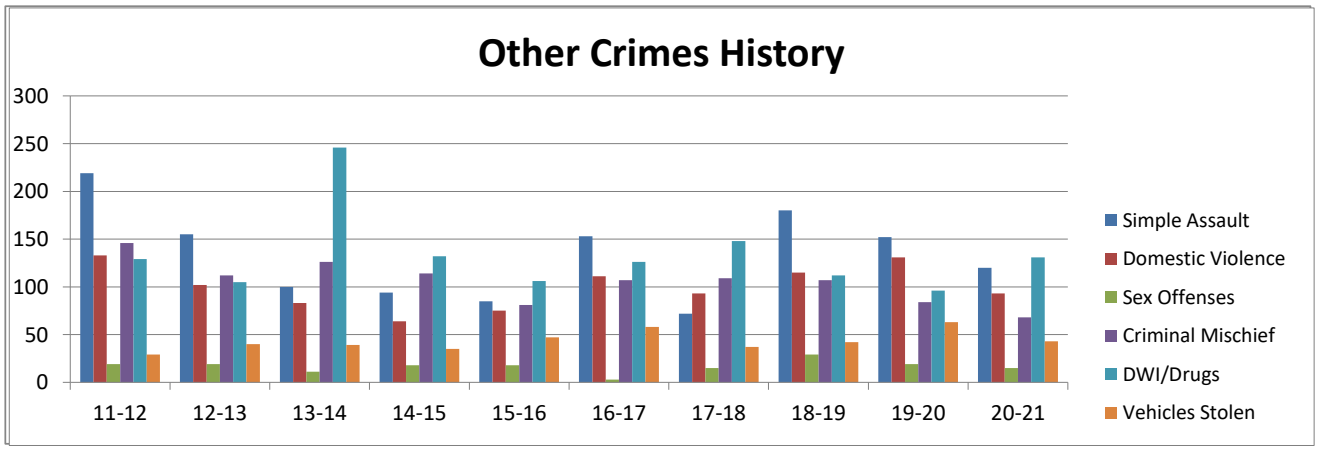
CITY OF SAGINAW
GOALS, OBJECTIVES AND PERFORMANCE MEASURES
2021-2022

POLICE

OFFENSE CLEARANCE RATES

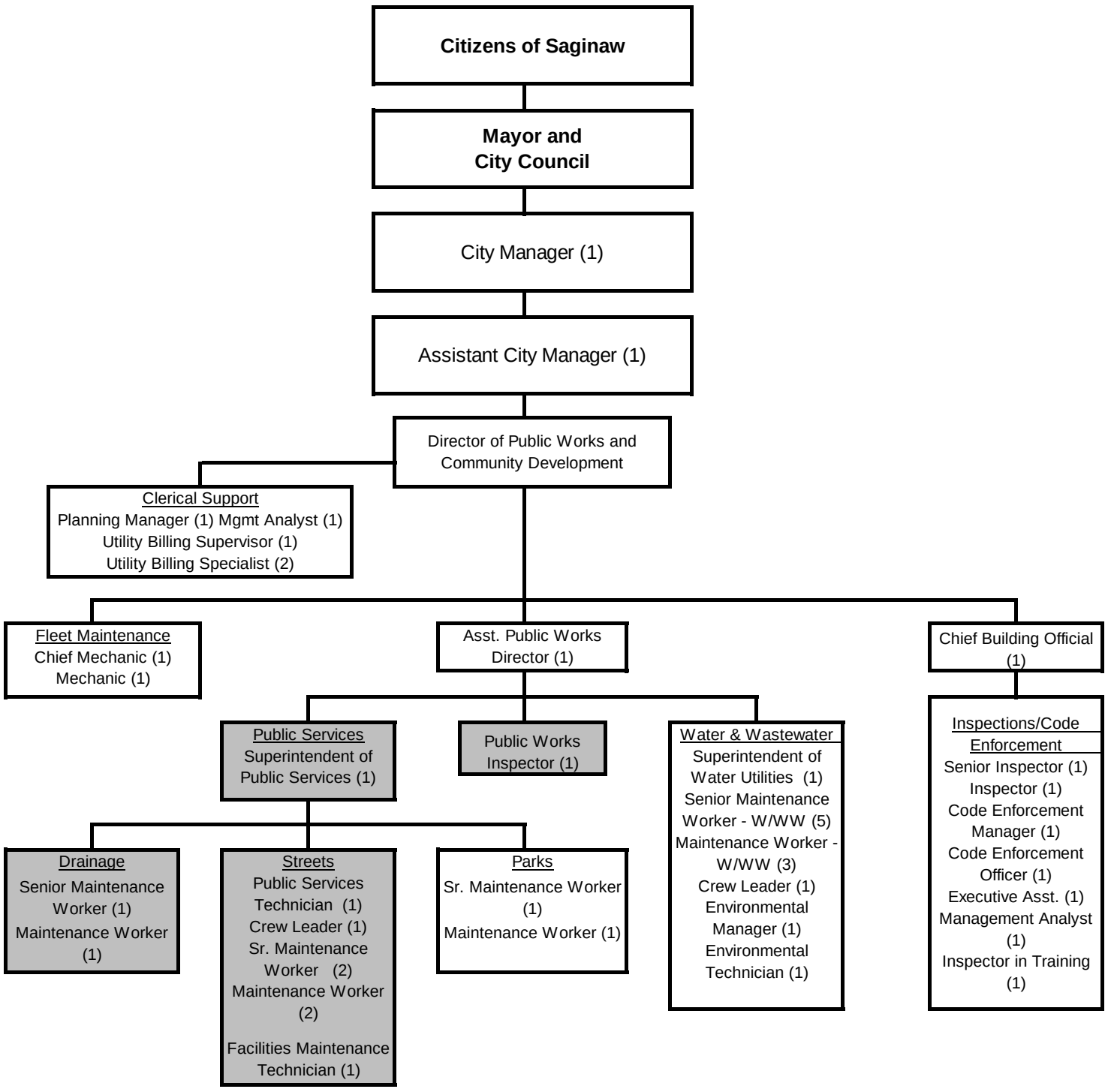
Category	17-18 Actual	18-19 Actual	19-20 Actual	20-21 Actual	Percent Change
Total Offenses Reported	1,331	1,481	1,411	1,497	6%
Total Offenses Cleared	730	816	867	803	-7%
Clearance Rate	**54.8%**	**55.1%**	**61.4%**	**53.6%**	-13%
Felonies Reported	398	458	446	507	14%
Felonies Cleared	202	283	256	248	-3%
Felony Clearance Rate	**50.8%**	**61.8%**	**57.4%**	**48.9%**	-15%
Felony Arrests	167	192	216	261	21%
Misdemeanors Reported	934	1023	991	990	0%
Misdemeanors Cleared	528	533	611	506	-17%
Misdemeanor Clearance Rate	**56.5%**	**52.1%**	**61.7%**	**51.1%**	-17%
Misdemeanor Arrests	481	404	320	254	-21%





CITY OF SAGINAW
ORGANIZATIONAL CHART AND SCHEDULE OF PERSONNEL
2021-2022

PUBLIC SERVICES



	FISCAL YEAR				
TITLE	**17-18**	**18-19**	**19-20**	**20-21**	**21-22**
Superintendent of Public Services	1	1	1	1	1
Inspector - Public Services	1	1	1	1	1
Public Services Technician	1	1	1	1	1
Sr. Maintenance Worker - Public Services	2	2	2	2	2
Facilities Maintenance Technician	1	1	1	1	1
Crew Leader	1	1	1	1	1
Maintenance Worker - Public Services	2	2	2	2	2
Senior Maintenance Worker - Drainage	1	1	1	1	1
Maintenance Worker - Drainage	1	1	1	1	1
TOTAL:	11	11	11	11	11

The Public Works Department houses the offices listed above. Those positions highlighted in gray are paid out of the Public Services budget.

*The Drainage Utility Fund reimburses this fund for the salaries and benefits of two Maintenance Workers.

CITY OF SAGINAW
DEPARTMENT DESCRIPTION
2021-2022

PUBLIC SERVICES

The Public Services Department is divided into three divisions, Streets, Building Maintenance, and Drainage. The Superintendent of Public Services oversees this department. The Drainage Utility Fund reimburses this department for the salary and benefits of two maintenance workers. This department provides support to other departments requiring equipment or personnel.

The Streets division of Public Services is responsible for maintenance of streets, sidewalks, right-of-ways and some landscaping of City owned land. They are also responsible for the maintenance and installation of traffic signs and street signs, placing barricades, striping crosswalks, weed control and mosquito control. Two (2) employees have their Pesticide and Herbicide Licenses. The Inspector-Public Services oversees road and street construction, as well as, utility projects to ensure construction codes are met.

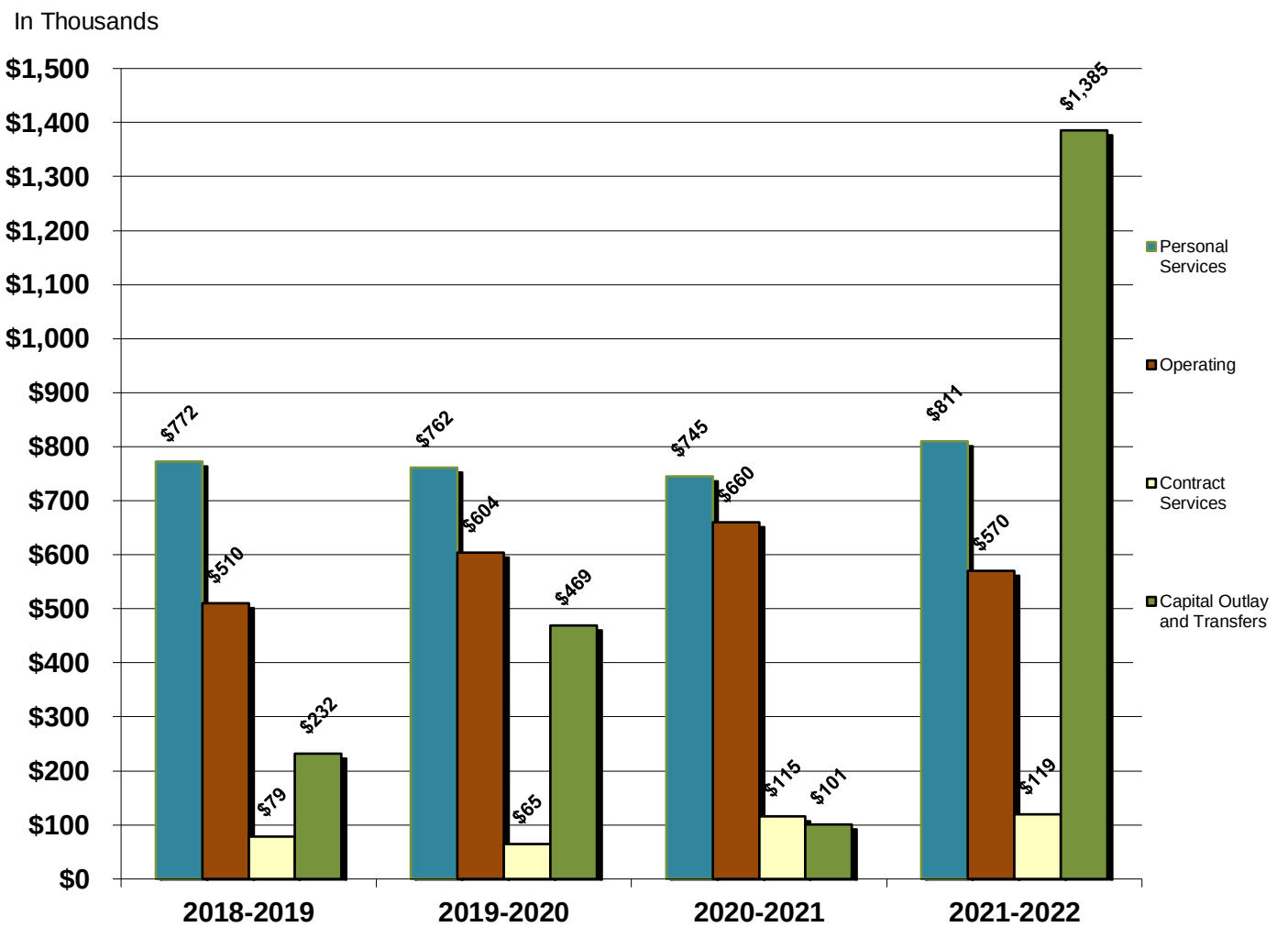
The Drainage division of Public Services is funded through the Drainage Utility Fund that was established in 2005. This division consists of two drainage utility maintenance workers. They are responsible for cleaning and maintaining the existing drainage infrastructure. They are responsible for cleaning culverts and storm drains to improve drainage, prevent flooding and protect the environment. The City has four (4) drainage basins that contain 27 miles of open channel that must be maintained.

The Building Maintenance division of Public Services is responsible for the maintenance of all City owned facilities and buildings (11 buildings). This includes minor remodeling and construction, moving furniture, painting, light bulb replacement, minor electrical problems, air conditioning and heating unit maintenance and controlling insects and rodents. They also assist the City Secretary with records management by moving records to storage.

CITY OF SAGINAW
EXPENDITURE SUMMARY
2021-2022

PUBLIC SERVICES

EXPENDITURES BY CATEGORY	ACTUAL 2018-2019	ACTUAL 2019-2020	REVISED BUDGET 2020-2021	ADOPTED BUDGET 2021-2022
Personal Services	$ 772,103	$ 761,667	$ 744,515	$ 810,590
Operating	510,453	604,168	659,865	570,465
Contract Services	78,858	65,062	115,285	119,300
Capital Outlay and Transfers	231,980	469,244	100,850	1,385,420
TOTAL EXPENDITURES	**$ 1,593,394**	**$ 1,900,141**	**$ 1,620,515**	**$ 2,885,775**



CITY OF SAGINAW
GOALS, OBJECTIVES AND PERFORMANCE MEASURES
2021-2022

PUBLIC SERVICES

GOAL: To provide for the convenience and safety of the citizens by maintaining public buildings, roadways, signs, signal lights and drainage facilities in a cost effective, courteous and timely manner while stressing teamwork and safety on the job.

City Strategy	FY 2020-2021 Department Goal	FY 2020-2021 Department Achievement	FY 2021-2022 Department Goal
Improve mobility and traffic flow	Partner with Tarrant County to fund the Bailey Boswell overpass project.	Construction continues with Tarrant County participation.	Partner with Tarrant County to help fund various roadway projectst.
	Continue to use contract services to increase the amount of crack sealing done on city streets.	Crack sealing was not accomplished in this fiscal year due to staffing shortages.	Continue to use contract services to increase the amount of crack sealing done on city streets.
	Continue to contract with Tarrant County for road improvements.	Completed reconstruction of Arcadia St and spot repairs along East Industrial	Continue to contract with Tarrant County for road improvements.
	Continue construction of the Bailey Boswell Overpass.	Construction continues on the Bailey Boswell Overpass.	Continue construction of the Bailey Boswell Overpass.
	Reconstruct Opal Street from McLeroy to Riodoso & White Rock Drive from Longhorn to West Cliff	These projects were not completed due to staffing shortages. They will be completed in 21/22.	Reconstruct Opal Street from McLeroy to Riodoso & White Rock Drive from Longhorn to West Cliff

LONG TERM OBJECTIVES

Maintain a safe work environment so that there are no serious accidents on the job.

Continue the crack seal program and the sprinkler system maintenance program.

Continue the city-wide sidewalk replacement program.

Identify new areas that need drainage improvements and improve them before they become a problem.

Monitor jobs that have been outsourced to verify work is being done properly and in a timely manner.

Perform more preventative maintenance on City buildings to reduce major maintenance problems.

CITY OF SAGINAW
GOALS, OBJECTIVES AND PERFORMANCE MEASURES
2021-2022

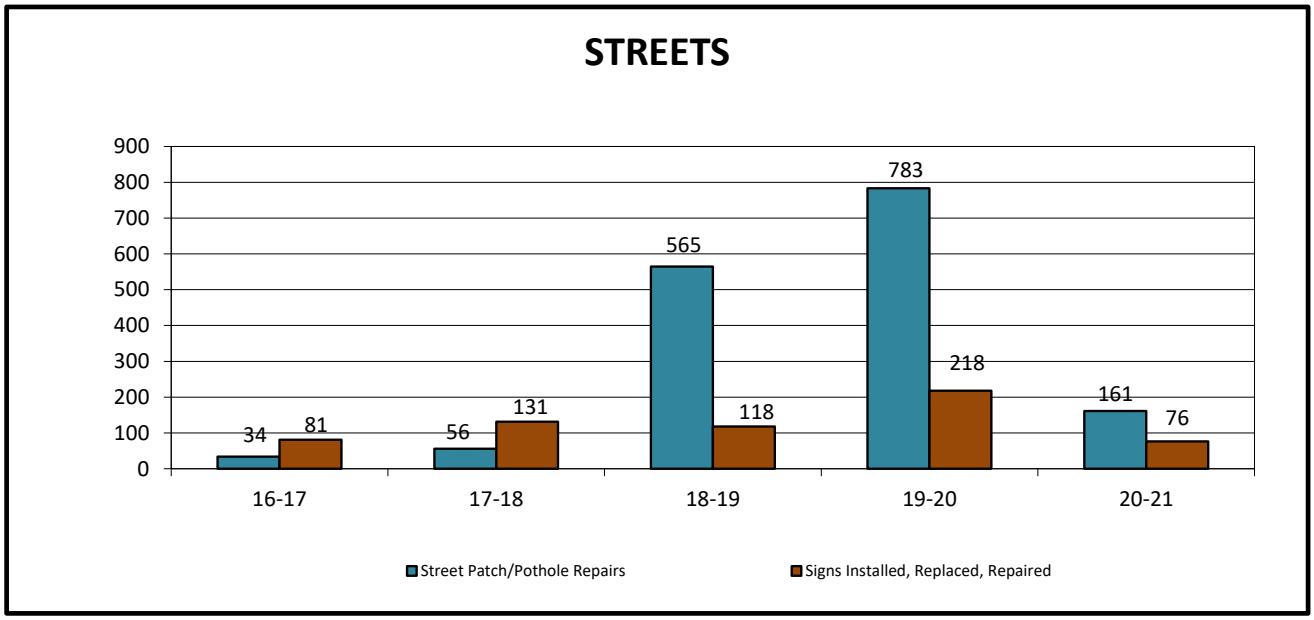
PUBLIC SERVICES

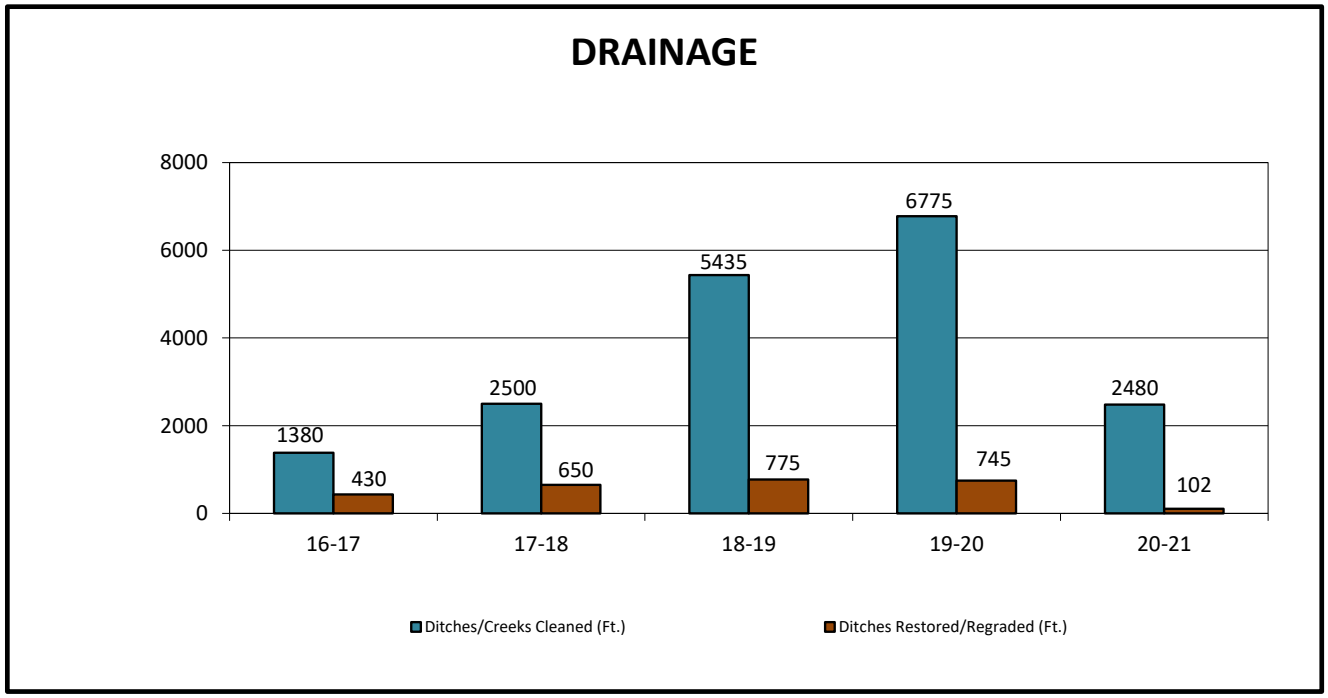
ANNUAL OBJECTIVES	2020-2021 PERFORMANCE
On call personnel will respond to calls within 30 minutes after receiving the call 100% of the time.	Personnel responded within 30 minutes of call outs 100% of the time.
Replace stolen or damaged signs within 7 days.	100% of signs were replaced within 7 days.
Repair 75% of the pot holes within 7 days.	100% of potholes were repaired within 7 days.
Replace broken sidewalks as scheduled.	100% of sidewalks on the schedule were replaced.
Clean debris from all streets twice a year.	Streets were cleaned twice in FY 2020-2021.
Respond to weather emergencies (sand streets, set up barricades, etc.) in a timely manner.	Personnel were on call to respond to weather emergencies as needed during inclement weather.
Check storm drains monthly.	100% of storm drains citywide were checked monthly.
Clean the six (6) main drainage channels twice a year.	100% of the 6 drainage channels were cleaned twice in FY 2020-2021.
Reduce workers compensation claims by promoting safety on the job.	There were zero workers compensation claims this year.

PERFORMANCE MEASURES	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 BUDGET
STREETS					
Scheduled Sidewalk Repairs Completed	100%	100%	100%	100%	100%
Linear Feet of Concrete Paving Installed	31,692	3,057	2,179	6,481	3,000
Pot Holes Repaired	53	562	783	147	500
Crack Seal Streets (Linear Feet)	30,000	30,000	0	0	30,000
DRAINAGE					
Culverts Cleaned (Feet)	3,280	5,100	2,350	4,355	5,000
Percent of Storm Drains Checked Monthly (32)	100%	100%	100%	100%	100%
BUILDING MAINTENANCE					
Building Maintenance Jobs Completed	329	543	293	326	400
Sprinkler System Maintenance/Repair Jobs	50	20	19	19	30
OTHER					
Contract Mowing Expenditures	$126,236	$100,476	$114,159	$114,235	$117,662
Workers Compensation Claims	1	3	1	0	0

CITY OF SAGINAW
GOALS, OBJECTIVES AND PERFORMANCE MEASURES
2021-2022

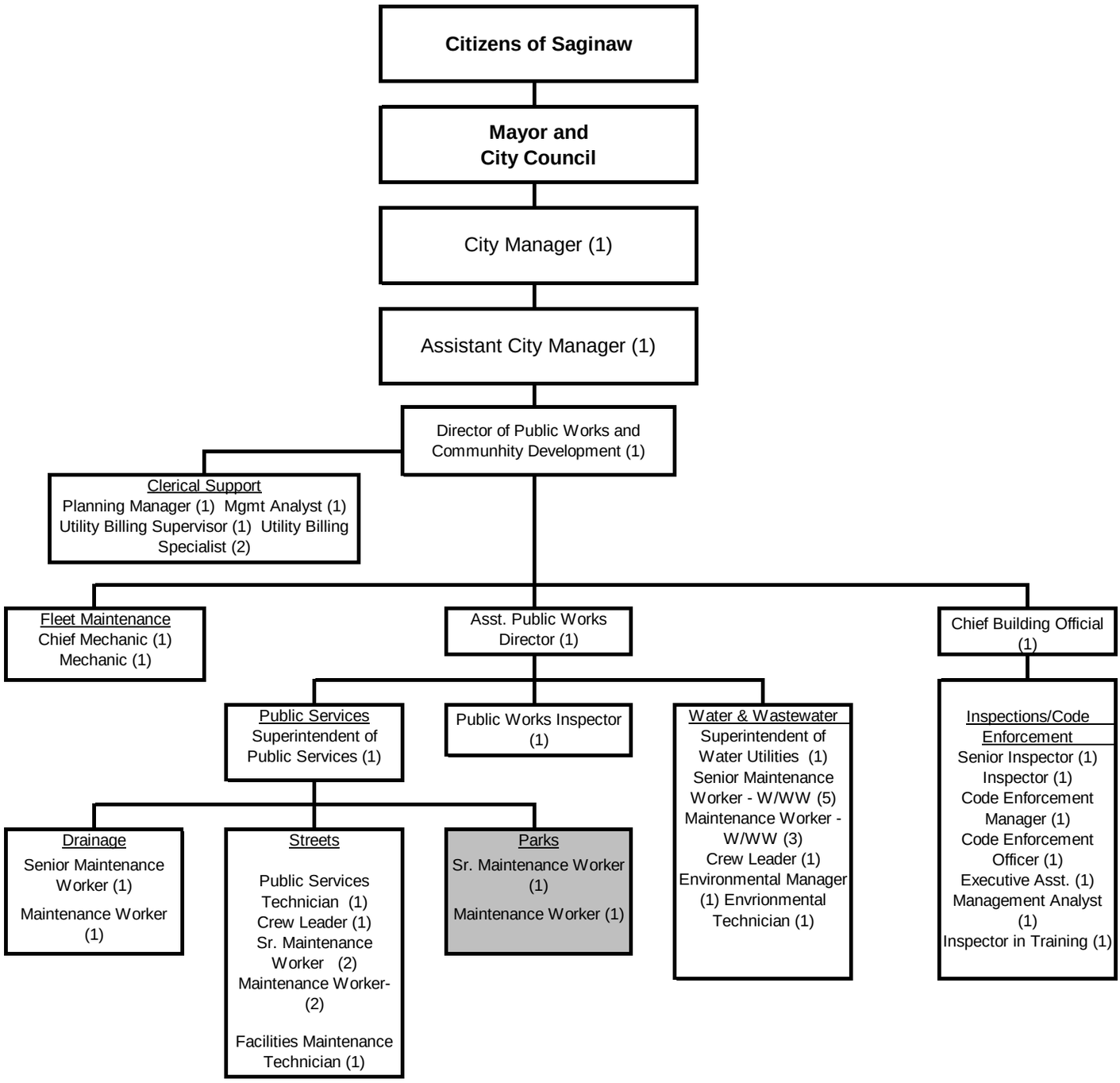
PUBLIC SERVICES





CITY OF SAGINAW
ORGANIZATIONAL CHART AND SCHEDULE OF PERSONNEL
2021-2022

PARKS



TITLE	*FISCAL YEAR* 17-18	18-19	19-20	20-21	21-22
Sr. Maintenance Worker - Parks	1	1	1	1	1
Maintenance Worker - Parks	1	1	1	1	1
TOTAL:	2	2	2	2	2

The Public Works Department houses the offices listed above. Those positions highlighted in gray are paid out of the Parks budget.

CITY OF SAGINAW
DEPARTMENT DESCRIPTION
2021-2022

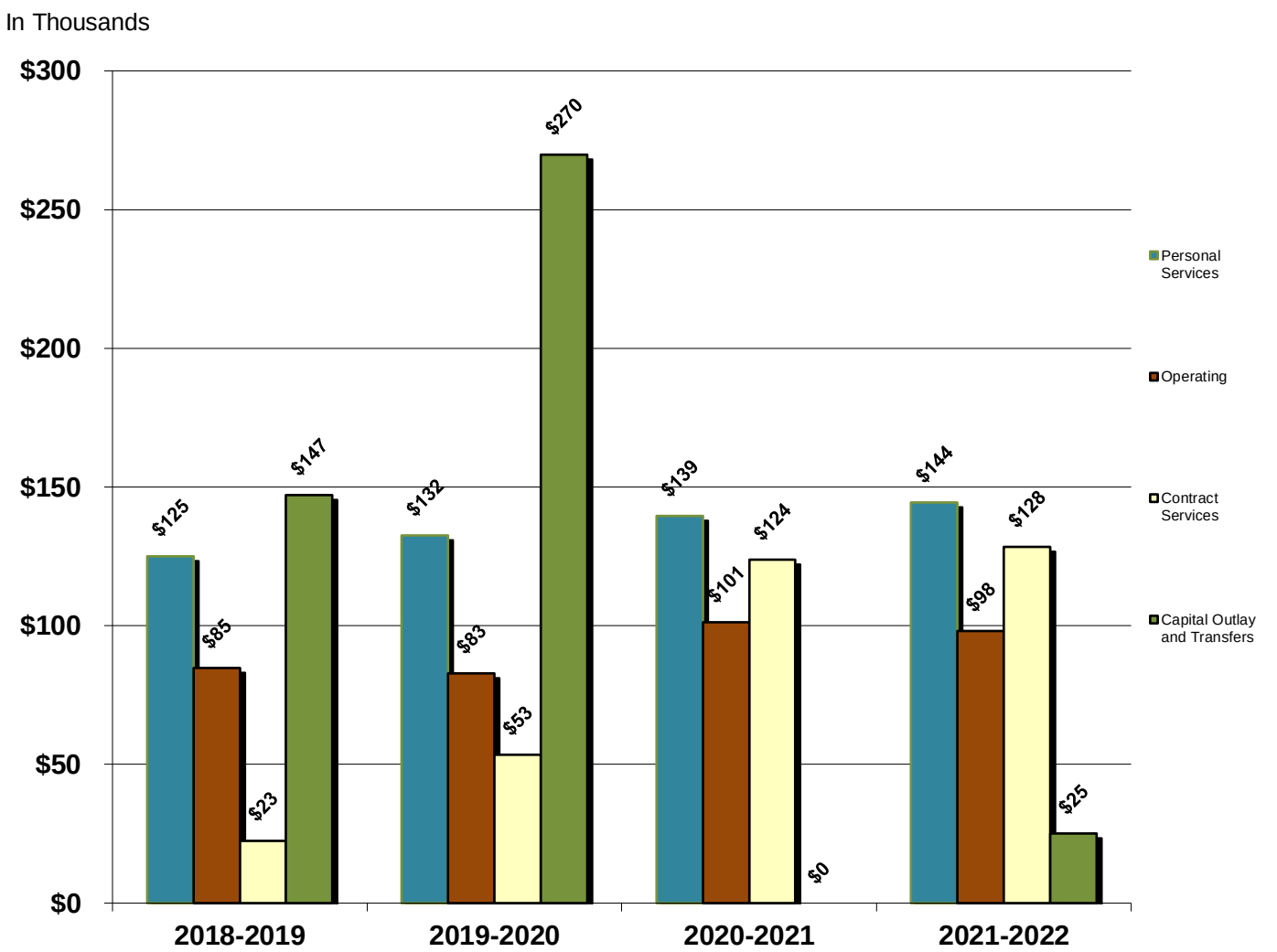
PARKS DEPARTMENT

The Parks Division is located at the Public Works facility. This Division is staffed by a Senior Maintenance Worker and one Maintenance Worker. The Parks Division is responsible for maintaining the City's seven parks totaling 112 acres. This includes all playground equipment, trail systems, pavillions, lighting, and the ball field complex. The mowing of the Parks is performed by a contractor with the exception of the ball field which is done by staff.

CITY OF SAGINAW
EXPENDITURE SUMMARY
2021-2022

PARKS DEPARTMENT

EXPENDITURES BY CATEGORY	ACTUAL 2018-2019	ACTUAL 2019-2020	REVISED BUDGET 2020-2021	ADOPTED BUDGET 2021-2022
Personal Services	$ 125,128	$ 132,448	$ 139,470	$ 144,490
Operating	84,714	82,867	101,230	98,035
Contract Services	22,551	53,448	123,755	128,385
Capital Outlay and Transfers	147,087	269,844	-	25,000
TOTAL EXPENDITURES	**$ 379,479**	**$ 538,607**	**$ 364,455**	**$ 395,910**



CITY OF SAGINAW
GOALS, OBJECTIVES AND PERFORMANCE MEASURES
2021-2022

PARKS

GOAL: To provide the needed upkeep and maintenance for the City's Parks system to ensure our citizens and visitors a safe and enjoyable park experience.

City Strategy	FY 2020-2021 Department Goal	FY 2020-2021 Department Achievement	FY 2021-2022 Department Goal
More Beautiful, liveable community	Continue mowing and maintenance schedule of parks	The mowing and maintenance schedules were completed as wether permitted.	Continue mowing and maintenance schedule of parks
Expand Community Quality of Life Amenities	Implement a plan for Parks Playground Equipment Replacement from the Site Analysis Plan.	Work began on the Parks Master Plan.	Replace fall protetection material under all playground equipment.

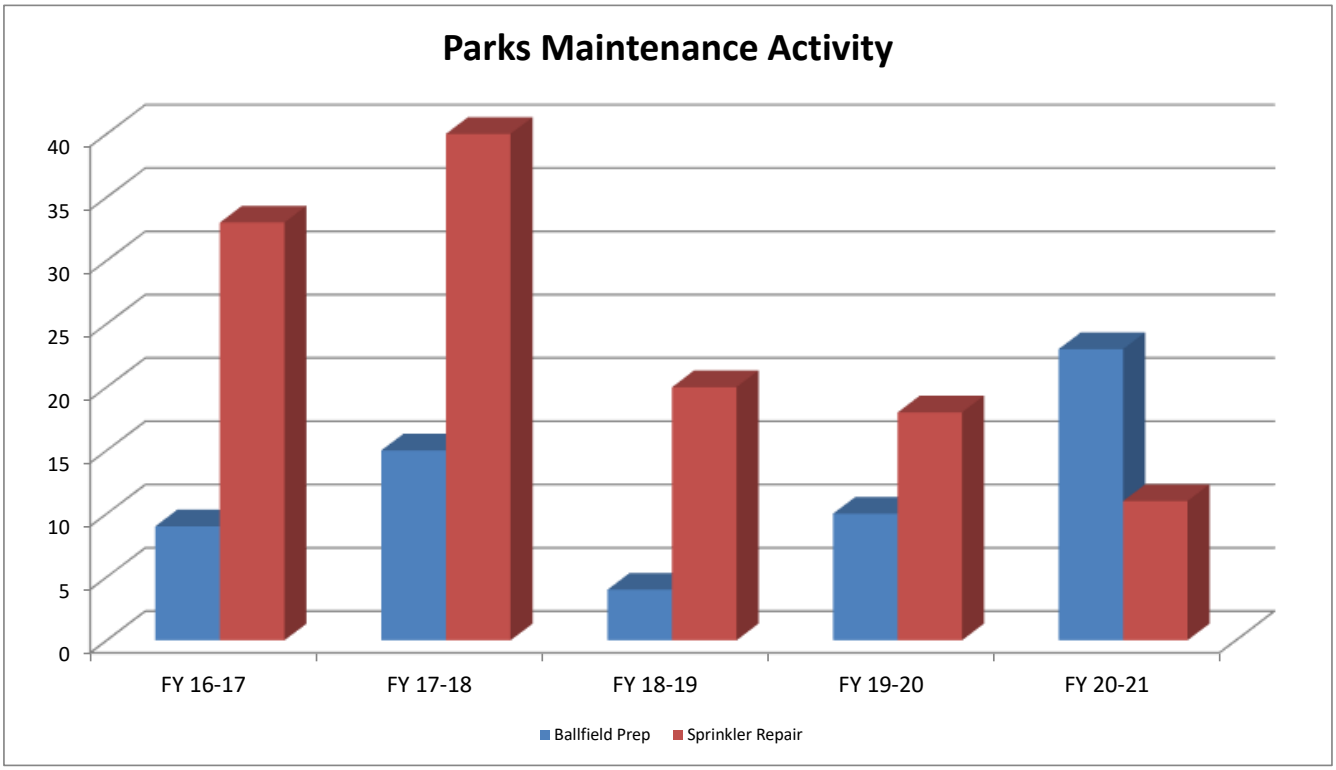
LONG TERM OBJECTIVES

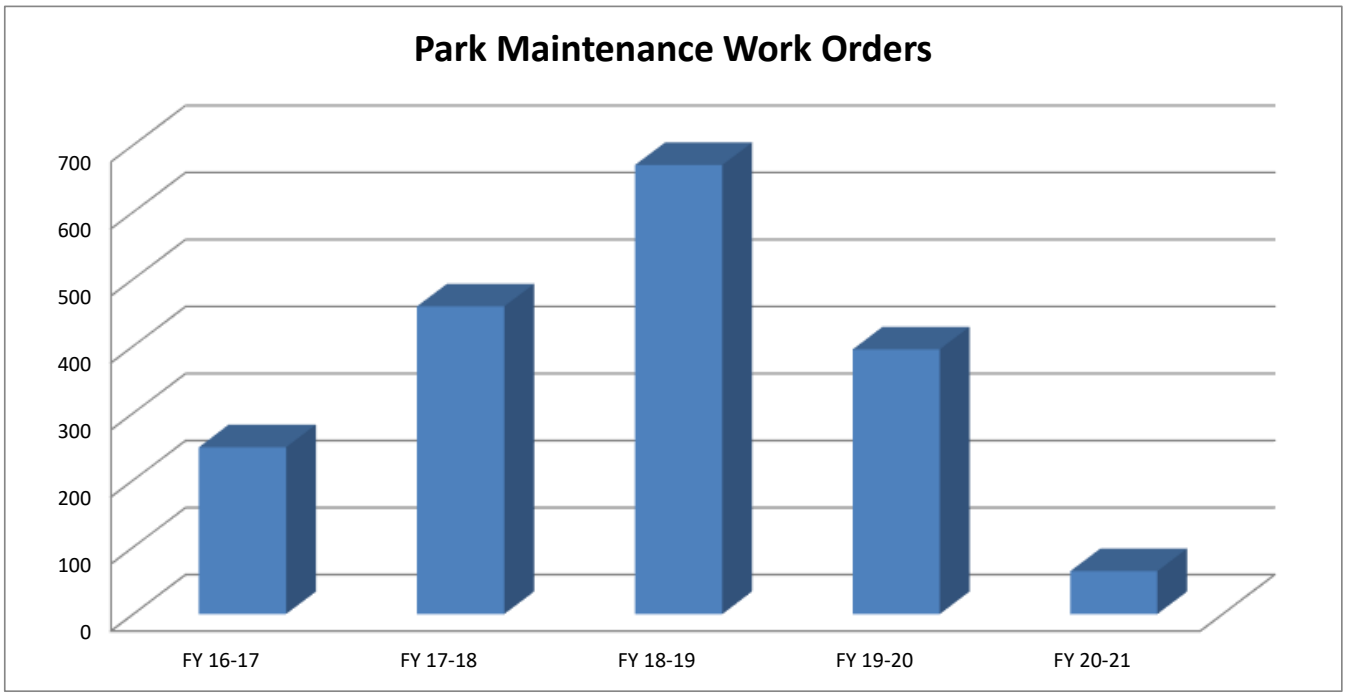
Continue implementation of the Parks Master Plan.

Acquire new property per the master plan.

Identify funding sources and increase personnel.

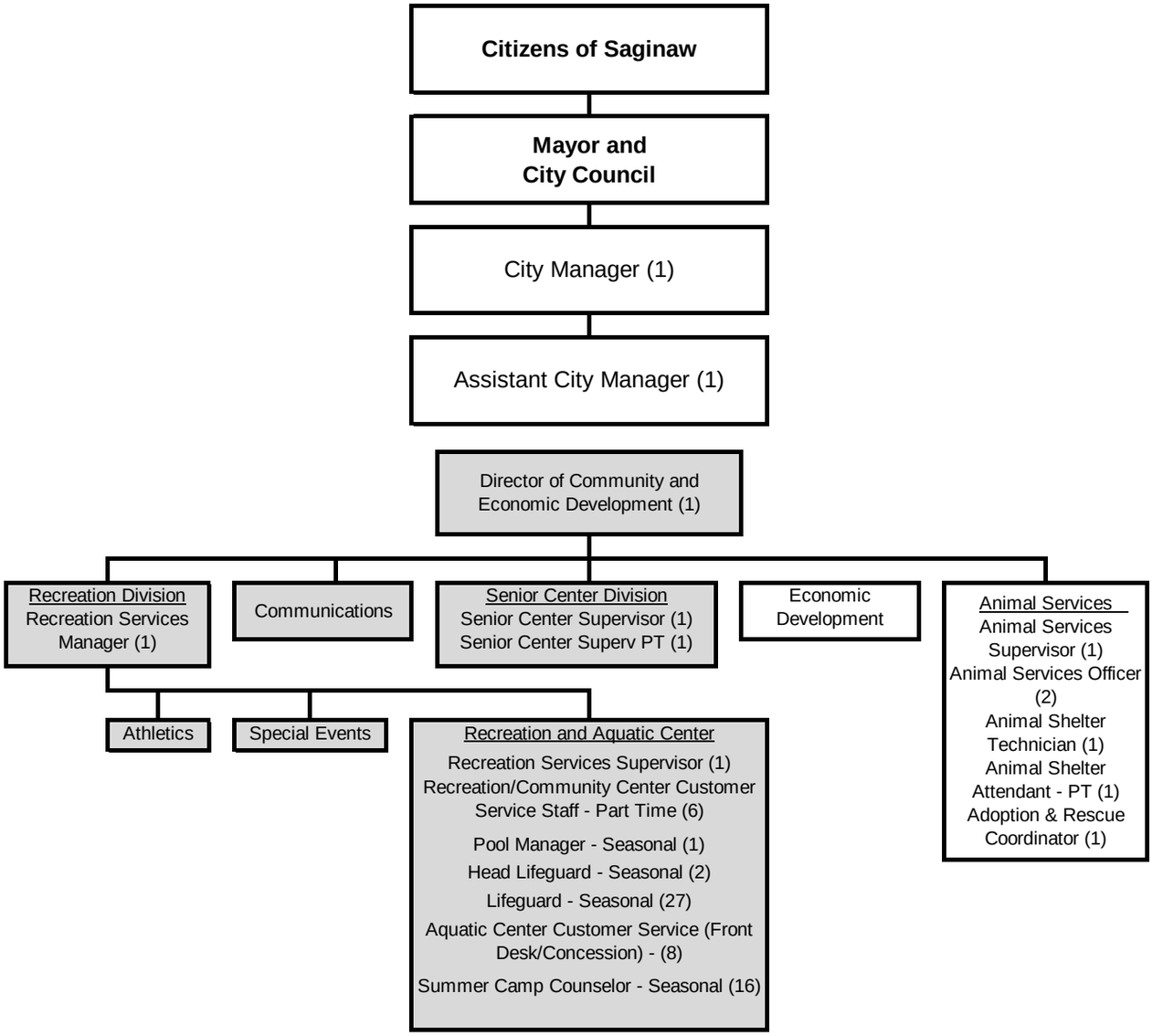
PERFORMANCE MEASURES	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 ACTUAL
Park Maintenance work orders	249	459	670	395	64
Ballfield preparation	9	15	4	10	23
Sprinkler system repairs/maintenance	33	40	20	18	11


Parks Maintenance Activity
40
35
30
25
20
15
10
5
0
FY 16-17
FY 17-18
FY 18-19
FY 19-20
FY 20-21
Ballfield Prep
Sprinkler Repair


Park Maintenance Work Orders
700
600
500
400
300
200
100
0
FY 16-17
FY 17-18
FY 18-19
FY 19-20
FY 20-21

CITY OF SAGINAW
ORGANIZATIONAL CHART AND SCHEDULE OF PERSONNEL
2021-2022

COMMUNITY SERVICES



	FISCAL YEAR				
TITLE	**17-18**	**18-19**	**19-20**	**20-21**	**21-22**
Director of Community Services	1	1	1	1	1
Recreation Services Manager	1	1	1	1	1
Recreation Services Supervisor	1	1	1	1	1
Senior Center Supervisor	1	1	1	1	1
Senior Center Supervisor - Part Time	0	1	1	1	1
Recreation Center - Part Time	6	6	6	6	6
Pool Manager - Seasonal	1	1	1	1	1
Head Lifeguard - Seasonal	2	2	2	2	2
Pool Customer Service - Seasonal	8	8	8	8	8
Lifeguard - Seasonal	27	27	27	27	27
Summer Camp Counselors - Seasonal	16	16	16	16	16
TOTAL:	64	65	65	65	65

Those positions highlighted in gray are paid out of the Community Services budget.
In FY 17/18 a part time Senior Center Supervisor is added.

CITY OF SAGINAW
DEPARTMENT DESCRIPTION
2021-2022

COMMUNITY SERVICES

The Community Services Department is responsible for the promotion, organization, implementation and evaluation of a wide variety of recreational and leisure programs for youth, adults and senior adults in the community. These programs and facilities include: the operation of the Recreation Center, Community Center, Senior Citizen's Center (Log Cabin), Aquatic Center, educational/recreational programs, health/fitness programs, special events/concerts, adult athletics, youth camps, field usage agreements with youth associations and facility reservations.

The Recreation Center includes four multi-purpose activity rooms, a full-size gymnasium, a performance area, a fully equipped fitness center and weight room, restroom/locker/shower facilities and a racquetball court. The Recreation Center also offers room rentals and very low-cost annual membership opportunities.

The Aquatic Center includes a six-lane lap pool, a large water slide, a zero-grade children's play area with a water playground, a small train slide, several spray features, two group pavilions, showers/lockers/restroom facilities, a concession stand and plenty of shade. The Aquatic Center also offers pool and pavilion rentals and very low-cost annual membership opportunities.

The Community Services Department is staffed by the Director of Community and Economic Development, a Recreation Services Manager, a Recreation Services Supervisor, two Senior Center Supervisors (one full-time and one part-time), six part-time Customer Service Associates at the Recreation Center, 38 seasonal Aquatic Center employees (1 pool manager, 2 head lifeguards, 27 lifeguards and 8 customer service associates), and 16 seasonal Summer Camp Counselors.

The Director of Community and Economic Development is responsible for the administration and long/short range planning for the department. This position is the staff liaison with the Keep Saginaw Beautiful Committee between the Committee and the City of Saginaw. The Director also manages the City web site, internal and external newsletters (3), Social Media (Facebook, Twitter, LinkedIn), the digital display sign, is the City of Saginaw Wellness Coordinator, and manages and distributes communication releases to both the media/press and to our residents who subscribe to the email alert system. The Director also produces the Employee Newsletter which focuses on City Information, the promotion of Wellness and Professional Development. The Director manages the City janitorial contract as well as works with local Eagle Scouts, Boys Scouts and resident groups on beautification efforts.

The Recreation Services Manager manages the Recreation Services Division which includes all recreation programs, special events, youth recreation camps and aquatic activities, programs and services. This position is responsible for the supervision of the Recreation Center, Aquatic Center and Community Center. This position also plans and manages all athletic leagues and tournaments which include adult softball, adult basketball and adult volleyball.

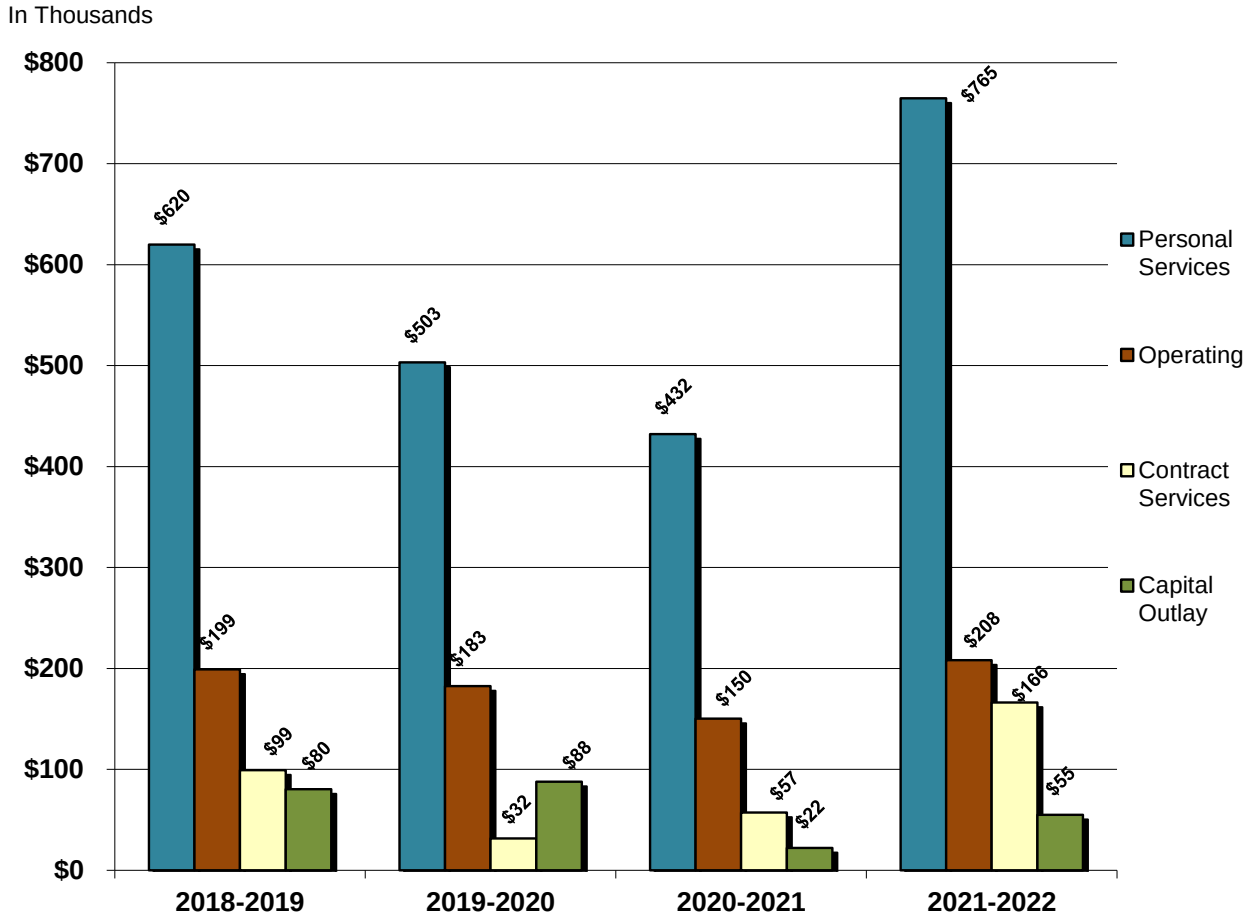
The Recreation Services Supervisor plans all recreational/leisure programs and classes, special events, youth recreation camps and all aquatic activities, programs and services. This position is also responsible for managing all class instructors, contract labor, camp counselors, and seasonal aquatic staff.

The Senior Center Supervisors manage the Senior Services Division which includes all senior center programs/classes, special events, luncheons, craft fairs, field trips and activities for our senior adult community.

CITY OF SAGINAW
EXPENDITURE SUMMARY
2021-2022

COMMUNITY SERVICES

EXPENDITURES BY CATEGORY	ACTUAL 2018-2019	ACTUAL 2019-2020	REVISED BUDGET 2020-2021	ADOPTED BUDGET 2021-2022
Personal Services	$ 619,943	$ 503,136	$ 432,260	$ 764,715
Operating	199,132	182,581	150,325	208,075
Contract Services	99,178	31,666	57,250	166,130
Capital Outlay	80,245	87,860	22,170	55,000
TOTAL EXPENDITURES	**$ 998,497**	**$ 805,243**	**$ 662,005**	**$ 1,193,920**



CITY OF SAGINAW
GOALS, OBJECTIVES AND PERFORMANCE MEASURES
2021-2022

COMMUNITY SERVICES

GOAL: To improve the quality of life for citizens of all ages by providing a variety of recreational and leisure activities, special events, aquatic and athletic programs, visual and performing arts programs, facilities and services that encourage life enrichment, health, fitness and enjoyment.

City Strategy	FY 2020-2021 Department Goal	FY 2020-2021 Department Achievement	FY 2021-2022 Department Goal
Maintain a financially sound City providing superior services	Rebuilding our programs to the attained levels prior to the COVID-19 Pandemic through increased marketing and promotion.	Rebuilding our programs to the attained levels prior to the COVID-19 Pandemic through increased marketing and promotion. Continue operation with reduced programs, reduced staffing levels and hours of operation while staying open unded the Pandemic circumstances.	Continue to maintain existing programs and increase programming to reach the levels of participation pre-COVID 19. Increase revenues through new creative and fine tuned existing programs. Reopen and restart programming at the senior center and move operations to the recreation center. Improve 9th Annual Images of Saginaw Photo Contest with increased awards, promotion and revised program. Increase marketing and promotion of the City via Facebook, Twitter, press/media release, Digital Display Sign, Saginaw FYI, and web site.
Maintain a financially sound City providing superior services	Rebuilding our programs to the attained levels prior to the COVID-19 Pandemic through increased marketing and promotion.	Rebuilding our programs to the attained levels prior to the COVID-19 Pandemic through increased marketing and promotion. Continue operation with reduced programs, reduced staffing levels and hours of operation while staying open unded the Pandemic circumstances.	Partner with local professional photography company to provide additional advice, funding, awards and marketing to increase participation in the Images of Saginaw Photo Contest. Seeking additional sponsorship opportunities through drink vending companies.
Expand community quality of life ammenities	Rebuilding our programs to the attained levels prior to the COVID-19 Pandemic through increased marketing and promotion.	Rebuilding our programs to the attained levels prior to the COVID-19 Pandemic through increased marketing and promotion. Continue operation with reduced programs, reduced staffing levels and hours of operation while staying open unded the Pandemic circumstances.	Convert 1 part-time attendant to full-time at Recreation Center. Increased programming for the Senior Center. Increased programming for the Recreation Center. Replace six treadmills. Replace original multi-purpose room wall dividers. Increased part-time staff from 20 hours to maximum of 29 for staff flexibility. Increase programming for Concerts in the Park.

LONG TERM OBJECTIVES

Plan, develop, and successfully manage the Aquatic Center in 2022.

Replace the carpet in the fitness room, hallways, kids room and offices.

Develop a Youth & Adult swimming program that includes: swim lessons, water aerobics, outdoor movie night, teen nights, special resident-only days, etc.

Convert one part-time employee to one full-time employee.

Establish a 5k race at the Recreation Center that runs through Willow Creek Park.

CITY OF SAGINAW
GOALS, OBJECTIVES AND PERFORMANCE MEASURES
2021-2022

COMMUNITY SERVICES

LONG TERM OBJECTIVES (continued)

Purchase a Digital Display Sign for the front of the Recreation Center to promote/market our programs, activities and events.

Add additional classes and activities at the Recreation Center, Senior Center and Community Center.

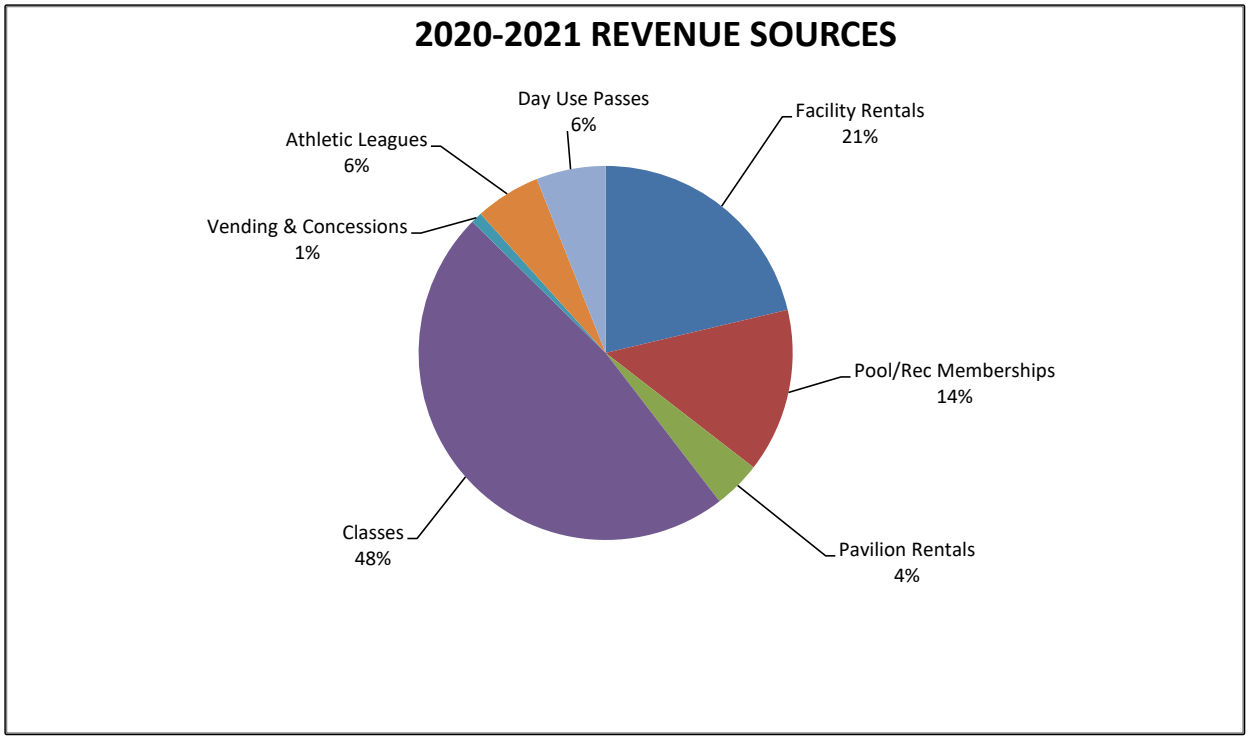
Plan, design and program new voter approved Senior Center

Replace exercise bikes, treadmills and ellipticals.

Expand the Recreation Center by increasing the size of the fitness center, an additional gym, an indoor walking track, and adding two additional racquetball courts.

Consider developing a digital department promotional brochure that promotes all programs, activities, and classes.

Consider expansion of the Aquatic Center to enhance and increase play structures, slides (small child and older children/adults), a lazy river, spray features and splash pads.



CITY OF SAGINAW
GOALS, OBJECTIVES AND PERFORMANCE MEASURES
2021-2022

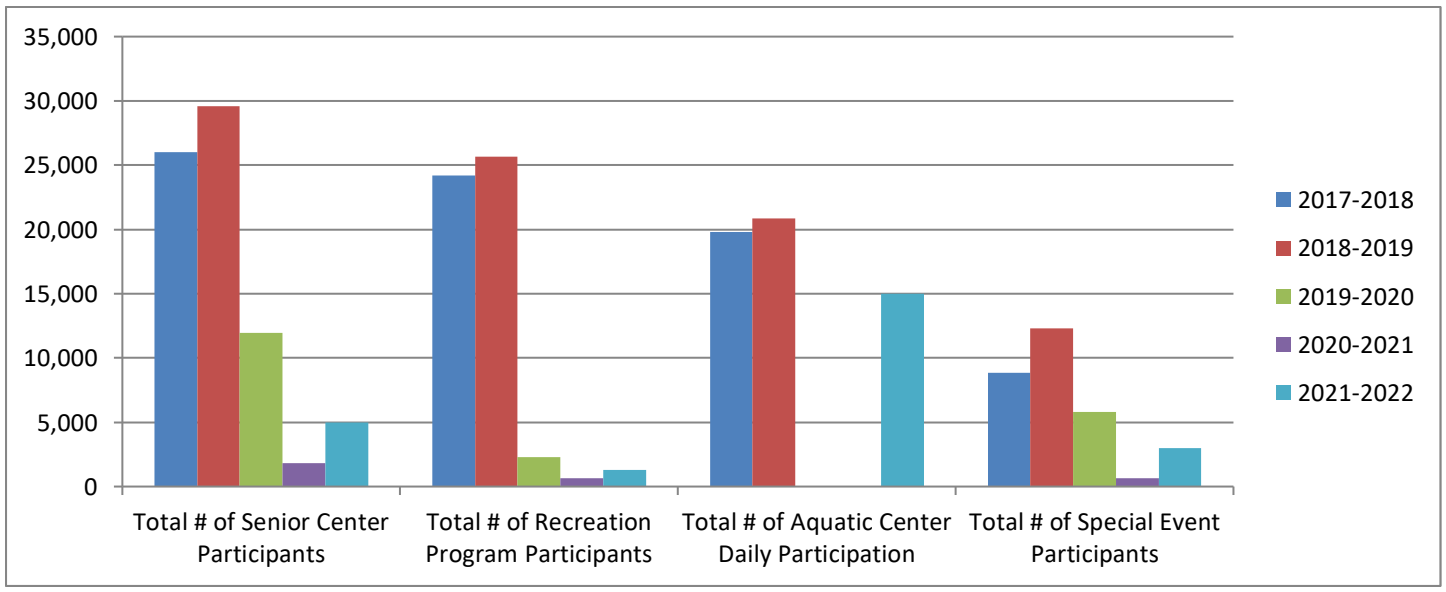
COMMUNITY SERVICES

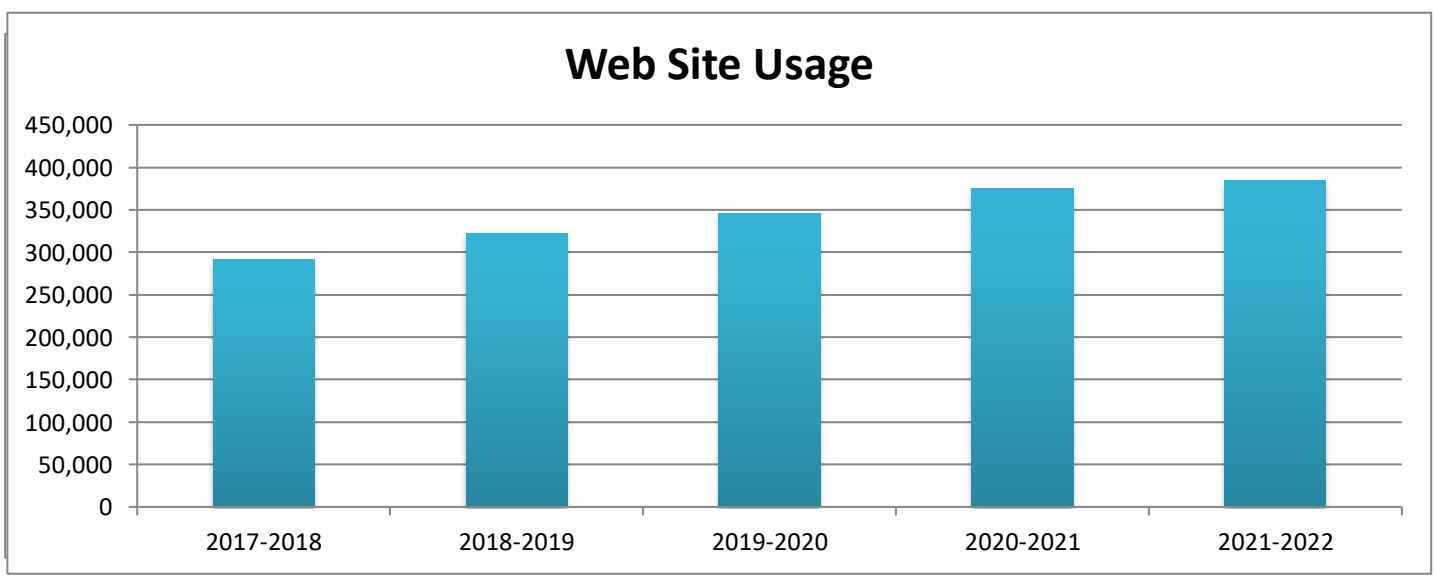
ANNUAL OBJECTIVES	2020-2021 PERFORMANCE
Renovate and enhance recreation facilities to better meet the needs of the citizens.	Rejuvenating and enhancing recreation center
Establish community involvement programs with residents and business owners.	Rebuilding our programs to the attained levels prior to the COVID-19 Pandemic through increased marketing and promotion. Continue operation with reduced programs, reduced staffing levels and hours of operation while staying open unded the Pandemic circumstances.
Enhance the youth & adult swimming programs.	The Aquatic Center was closed during the summer of 2020 and 2021 due to COVID 19 and damage from the February 2021 freeze.
Solicit grants, sponsorships and donations to help offset the annual budget.	Rebuilding our programs to the attained levels prior to the COVID-19 Pandemic through increased marketing and promotion.
Increase participation in Senior activities by updating the building, improving programs, meals and/or transportation.	Rebuilding our programs to the attained levels prior to the COVID-19 Pandemic through increased marketing and promotion. Senior Center was closed to the public in March 2020 due to COVID-19
Increase awareness and usage of municipal rental facilities.	Continue operation with reduced programs, reduced staffing levels and hours of operation while staying open unded the Pandemic circumstances.
Expand and enhance visual and performing arts program.	Returned Concerts in the Park in 2021 and move the operations to the Switchyard Food Truck Park
Increase membership and program participation by 5%, while retaining current members.	Memberships decreased to reduced programs, reduced staffing levels and hours of operation while staying open unded the Pandemic circumstances.
Maintain a safe recreational environment by being accident free.	Continue operation with reduced programs, reduced staffing levels and hours of operation while staying open unded the Pandemic circumstances.
Increase revenues by 5% and maintain a stable revenue base.	Revenues were decreased due to reduced programs, reduced staffing levels and hours of operation while staying open unded the Pandemic circumstances.
Communicate more effectively with citizens by using the website, newsletter and e-mail alerts.	Continue operation with reduced programs, reduced staffing levels and hours of operation while staying open unded the Pandemic circumstances.

CITY OF SAGINAW
GOALS, OBJECTIVES AND PERFORMANCE MEASURES
2021-2022

COMMUNITY SERVICES

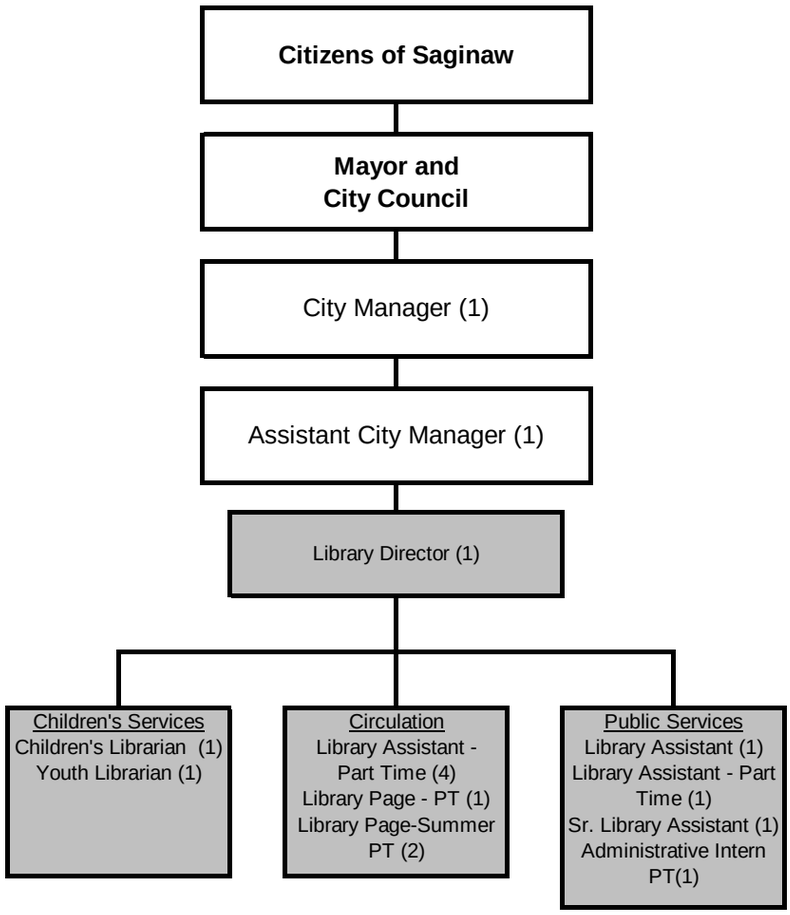
PERFORMANCE MEASURES	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 BUDGET
% of Self-Supported Recreation Programs	100.00%	100.00%	100.00%	100.00%	100.00%
Total # of Senior Center Participants	26,020	29,602	11,941	1,800	5,000
Total # of Recreation Program Participants	24,196	25,661	2,278	650	1,300
Total # of Aquatic Center Daily Participation	19,812	20,873	0	0	15,000
Total # of Special Event Participants	8,848	12,328	5,783	650	3,000
Total # of Recreation Center Daily Participation	38,047	32,697	16,821	7,000	13,000
Total # of Athletic Teams	184	130	44	40	100
Web Site Usage	290,990	322,577	345,938	375,000	385,000
Email Alerts and Press Releases	910	1,533	1,205	1,400	1,500
Recreation Revenues	$520,798	$524,686	$162,547	$95,000	$250,000





CITY OF SAGINAW
ORGANIZATIONAL CHART AND SCHEDULE OF PERSONNEL
2021-2022

LIBRARY



	FISCAL YEAR				
TITLE	**17-18**	**18-19**	**19-20**	**20-21**	**21-22**
Library Director	1	1	1	1	1
Librarian - Youth Services	1	1	1	0	0
Children's Librarian	0	0	0	1	1
Youth Librarian	0	0	0	1	1
Library Assistant - Adult Services	1	1	1	1	1
Library Assistant	2	2	2	1	1
Library Assistant - Part Time	5	5	5	5	5
Library Page - Part Time	1	1	1	1	1
Administrative Intern - Part time	0	0	0	1	1
Library Page - Summer Part Time	2	2	2	2	2
TOTAL:	13	13	13	14	14

CITY OF SAGINAW
DEPARTMENT DESCRIPTION
2021-2022

LIBRARY

The Library is responsible for fulfilling the informational, educational, cultural and recreational needs of the community by providing free access to library materials in a variety of formats appropriate for the community. The Library cooperates with other libraries, educational institutions, and community agencies in order to provide optimum services. These services have been broadened by participation in the North Texas Library Consortium, CTLS Inc. (Connect Texas Libraries Statewide), Interlibrary Loan through the Texas Group Catalog, the TexShare program, the North Texas Libraries on the Go electronic book and audio collection, and more.

Library materials are selected in conformance with selection policies set forth by the Library Board and approved by the City Council with the goal of building a balanced collection based on the needs, interests and demands of the community.

The Library Director plans, organizes, develops, coordinates and supervises the library program, represents the Library before the Library Board, various officials, community organizations and the general public, recommends policies to the Board and implements policies set by the Board. The Director orders all adult materials and reviews and maintains the adult collection. The Director assists in all operational areas of the Library as needed.

The Children's Services Librarian and Youth Services Librarian plan and implement all children's and teen programs, including Storytime and the 8-week Summer Reading Club, with the goal of presenting educational and entertaining programs that stimulate interest in reading and learning. They also select, order, and maintain the children's, juvenile, and teen collections. Together, they conduct outreach programs throughout the year, visiting local schools and daycares or hosting groups in the library, with the goal of encouraging young people in literacy. They maintain relationships with EMS ISD and local schools to cooperatively further education in our community. They also assist young patrons and parents with reference questions and assist at the circulation desk.

The Public Services division staff classify and catalog materials, process and make materials shelf-ready, maintain patron accounts and item records, assist patrons with reference questions, and maintain the inventory of library materials in our online public access catalog. Public Services staff are also available to help at Circulation as needed.

The Adult Services Librarian plans and facilitates the Adult Learning program, including classes and tutoring in English, Literacy (reading & writing), US Citizenship, GED, and other subjects as community interest dictates, as well as informational programs and workshops. The Adult Services Librarian is responsible for scheduling classes, recruiting volunteer tutors, monitoring student progress, keeping statistics, planning activities and teaching classes as needed. The Adult Services Librarian also maintain connections with literacy and community organizations to maximize the effectiveness of our program.

The Circulation staff checks out materials to patrons, serves as reference assistants by helping patrons locate materials on the computer and on the shelves, receives returned materials and re-shelves materials in a timely manner, assesses and collects fines for overdue items, orders interlibrary loan items for patrons and assist with programs and other duties as needed. Summer Circulation Assistants are hired to help handle larger crowds and increased demand for services during the summer months.

CITY OF SAGINAW
DEPARTMENT DESCRIPTION
2021-2022

LIBRARY

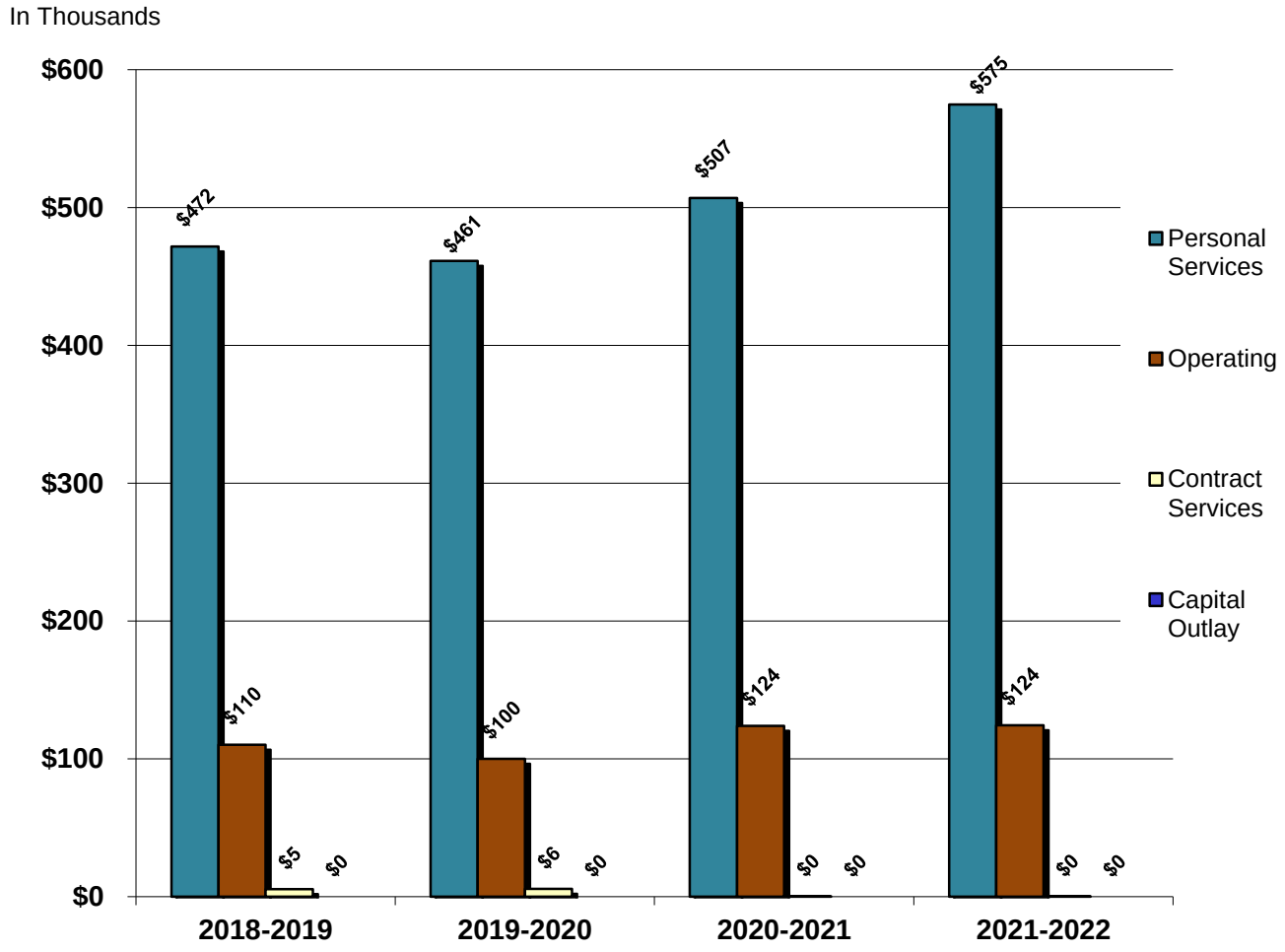
The Library Page processes books by putting book jackets on them, stamping them, shelves books and keeps the collection organized. The Library Page helps patrons locate books as needed, using our online catalog.

The Library Board exercises advisory supervision over the Library through cooperation with the Library Director. The Board has the duty and power of making, adopting and enforcing all policies, rules and regulations governing the use of the Library and library materials and may exercise the authority to contract with County or other governmental authorities for the extension of library services. The Board administers gifts and donations to the Library. Board decisions are subject to approval or veto by the City Manager and the City Council.

CITY OF SAGINAW
EXPENDITURE SUMMARY
2021-2022

LIBRARY

EXPENDITURES BY CATEGORY	ACTUAL 2018-2019	BUDGET 2019-2020	REVISED BUDGET 2020-2021	ADOPTED BUDGET 2021-2022
Personal Services	$ 471,676	$ 461,299	$ 506,895	$ 574,770
Operating	110,308	99,936	123,835	124,285
Contract Services	5,363	5,708	225	225
Capital Outlay	-	-	-	-
TOTAL EXPENDITURES	**$ 587,348**	**$ 566,943**	**$ 630,955**	**$ 699,280**



CITY OF SAGINAW
GOALS, OBJECTIVES AND PERFORMANCE MEASURES
2021-2022

LIBRARY

GOAL: To fulfill the informational, educational, cultural and recreational needs of the community by providing access to library materials in a variety of formats and by building a balanced collection of materials based on the needs, interests and demands of the community. To offer the opportunity and encouragement for citizens to educate themselves, keep abreast of progress in all fields of knowledge, discover and develop an appreciation of arts and literature and develop and increase enjoyment of reading.

City Strategy	FY 2020-2021 Department Goal	FY 2020-2021 Department Achievement	FY 2021-2022 Department Goal
Expand Community Quality of life amenities	Continue development of new, improved, and adapted programs and services. Expand outreach programs.	Continued COVID precautions limited our ability to do in-person outreach, but we successfully implemented a YouTube storytime and additional program videos throughout the 20-21 school year.	Rebuild outreach programs after the COVID hiatus. Look for innovative ways to include and serve community members who aren't currently using Library services.
Maintain a financially sound City providing superior services	Apply for at least two grants and two additional donations per year. Increase leadership and participation in the North Texas Library Consortium. Continue to develop partnerships with local groups and businesses.	We received the Interlibrary Loan Reimbursement grant from the Texas State Library and Archives Commission. We received monetary donations from the Saginaw Library Boosters ($1,500) and Jet's Pizza ($250) to support the Library's Summer Reading Club, as well as numerous in-kind donations from local businesses. The Library Director assumed a committee chair position in NTLC.	Apply for at least two grants and two additional donations per year. Increase leadership and participation in the North Texas Library Consortium. Continue to develop partnerships with local groups and businesses.

CITY OF SAGINAW
GOALS, OBJECTIVES AND PERFORMANCE MEASURES
2021-2022

LIBRARY cont.

LONG TERM OBJECTIVES

Contribute to the design of a new facility that will meet community needs. Plan for a smooth transition of service as the Library moves to a new facility.

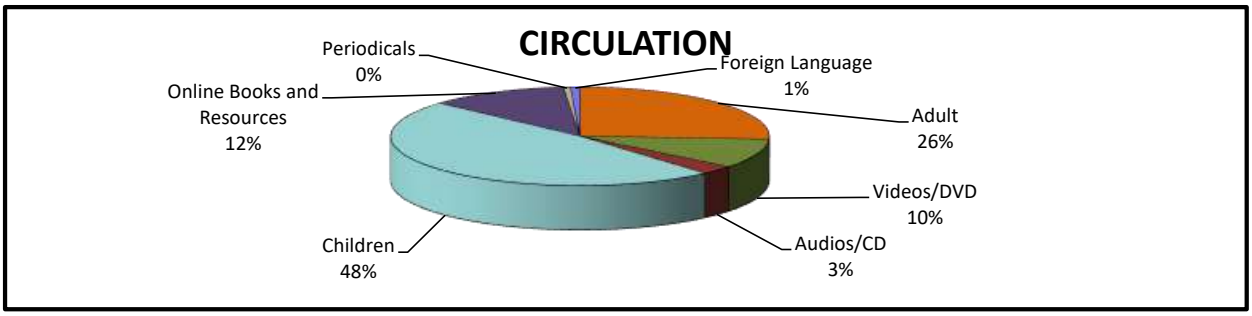
Monitor the needs of the citizens and community and increase programs and services to meet those needs.

Provide internet access and technology to encourage life-long learning for patrons of all ages.

Continue to purchase new materials, inventory materials and weed out unused and outdated materials on an ongoing basis.

Increase the Library's e-book and audiobook collection, as well as other new formats, as community need and interest arises.

Provide more/better online and remote access to the library's collection and services.



CITY OF SAGINAW
GOALS, OBJECTIVES AND PERFORMANCE MEASURES
2021-2022

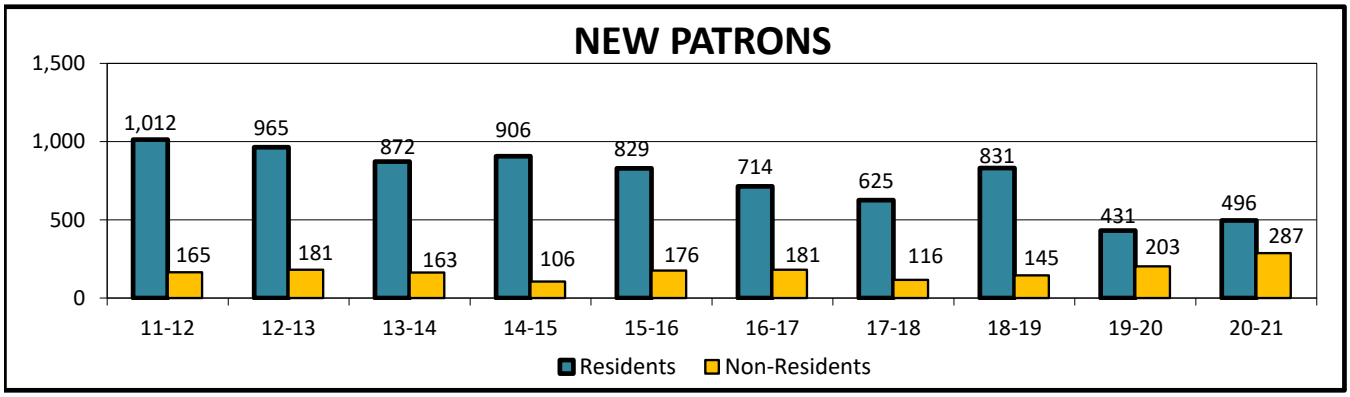
LIBRARY

ANNUAL OBJECTIVES	2020-2021 PERFORMANCE
Meet and exceed the State average materials per capita as our population increases.	The recommended items per capita for our population size is 2.46. At 2.50 items per capita (based on a population of 24,150), we exceed the state standard.
Increase patron visits and program attendance by 10%.	Program attendance and patron visits are slowly building back to pre-COVID levels.
Increase the number of hours donated by volunteers and provide training to ensure quality work.	As COVID restrictions eased, we were able to significantly increase volunteer participation over last year. (87.5% increase)
Take inventory of all materials on a rotating basis so that all sections are covered within a three-year period.	We were able to use the time while the Library was closed to do more inventory than normal.
Increase library programs and services based on community need and interest.	COVID precautions kept us from adding additional programming, but we were sensitive to community needs and wants as we slowly re-introduced our regular programming.
Apply for and receive at least two (2) grants and two (2) other donations each year.	We received the Interlibrary Loan Reimbursement grant from the Texas State Library and Archives Commission. We received monetary donations from the Saginaw Library Boosters ($1,500) and Jet's Pizza ($250) to support the Library's Summer Reading Club, as well as numerous in-kind donations from local businesses. We also partnered with TWU to host an MLS student for their practicum--providing us with an intern for 6 weeks who helped us on a large project.
Meet the demand for increased library services by improving the Library's internet and technology services, both for patrons and staff.	Replaced three staff computers with current models. Added additional laptops to support the Adult Learning program.
Maintain and improve the collection with consistent weeding and purchase of current materials.	We spent time this year improving the collection with updates to the World Languages and Graphic Novel collections, and the addition of World Cultures and Leveled Reader sections.
Help children develop an interest in reading by making reading fun. Offer programs after school and at remote locations in an effort to involve more children in reading.	COVID-19 severely impacted our ability to do in-person outreach, but we have expanded our online presence with virtual storytimes and a YouTube channel.

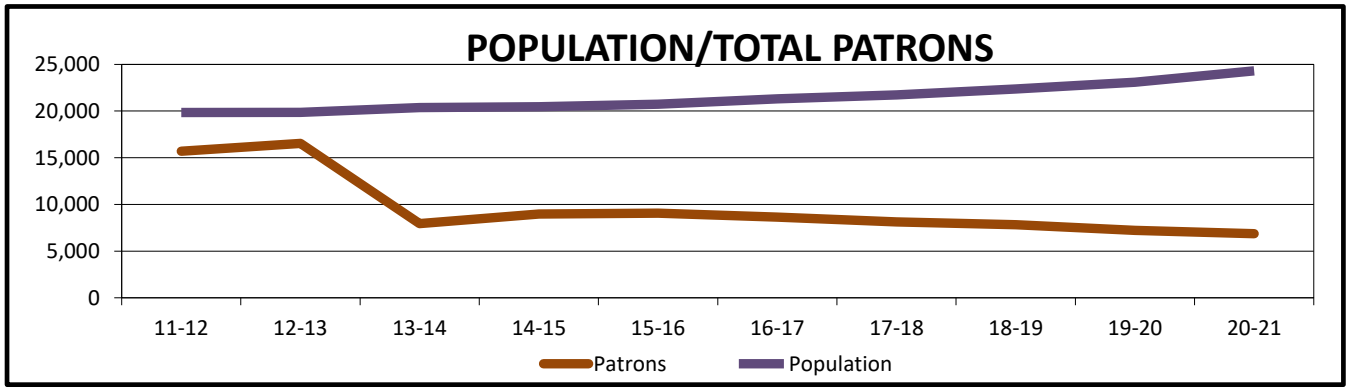
CITY OF SAGINAW
GOALS, OBJECTIVES AND PERFORMANCE MEASURES
2021-2022

LIBRARY

PERFORMANCE MEASURES	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 BUDGET
Average Monthly Circulation	7,599	7,438	5,541	6,022	6,000
Holdings/Materials	59,220	59,893	60,990	60,703	61,000
Holdings Per Capita	2.73	2.68	2.64	2.50	2.50
New Patrons	741	976	634	783	600
Program Attendance	33,418	34,942	19,211	11,208	15,000
% Materials Reshelved within 24 hours	100%	100%	100%	100%	100%



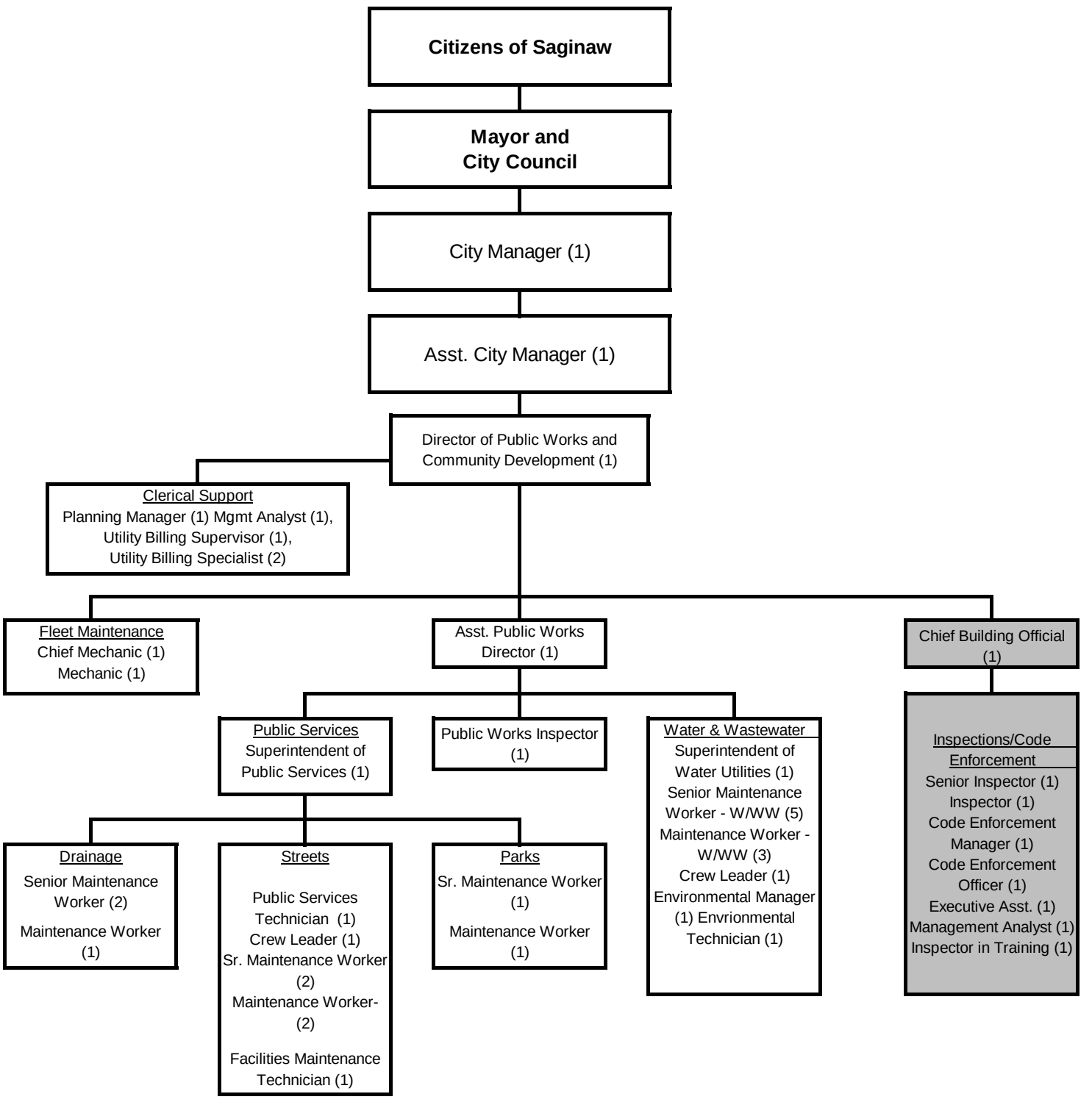
The above chart compares the number of new patrons that are residents and non-residents.



Note: Beginning in FY13-14 expired patron accounts are no longer included in the total.

CITY OF SAGINAW
ORGANIZATIONAL CHART AND SCHEDULE OF PERSONNEL
2021-2022

INSPECTIONS/CODE ENFORCEMENT



	FISCAL YEAR				
TITLE	**17-18**	**18-19**	**19-20**	**20-21**	**21-22**
Chief Building Official	1	1	1	1	1
Senior Inspector	1	1	1	1	1
Inspector	1	1	1	1	1
Management Analyst	0	0	1	1	1
Senior Code Enforcement Officer	1	1	1	1	1
Code Enforcement Officer	1	1	1	1	1
Executive Assistant	1	1	1	1	1
Inspector in Training	0	0	0	1	1
TOTAL:	6	6	7	8	8

The Public Works Department houses the offices listed above. Those positions highlighted in gray are paid out of the Inspections/Code Enforcement budget.
In FY 20/21 and Inspector in Training position was added.

CITY OF SAGINAW
DEPARTMENT DESCRIPTION
2021-2022

BUILDING SAFETY (INSPECTIONS)/CODE COMPLIANCE

Building Safety and Code Compliance Department: Staffed by: Chief Building Official (CBO), Senior Building Inspector (SBI), Rental Building Inspector (RBI),Inspector in training (IIT), Code Enforcement Officer/Manager (CEOM), Code Enforcement Officer (CEO), and Exectuive Assistant/Permit Technician (EA). The CBO serves in the capacity of Supervisor to all staff of the Building Safety and Code Compliance Division.

Building Safety Division: Responsible for the enforcement of all building codes utilizing the permitting and inspection process to ensure building safety relative to fire safety, health/sanitation, structural integrity, and electrical mechanical and plumbing code compliance. The division is responsible for residential, commercial, and industrial: new construction; additions/remodels; permitted maintenance projects; sign installations or permitted repairs. The division is responsible for enforcing the Zoning ordinance relative to conforming land use. The CBO and the SBI conduct building plan review for all residential, subdivision, commercial, and industrial projects. The CBO and SBI provide technical consultation and code interpretation to property owners, builders, developers, contractors, and engineers. The CBO is a contributing member of Development Review Committee (DRC) and serves as the staff liaison for the Board of Adjustment (BOA).

Building and Safety Division: Rental Registration and Inspection: The RBI is responsible for the inspection of all residential rental units including all apartment units, duplex units, and single-family units. The RBI is responsible for scheduling all rental inspections (first to final) to confirm compliance with the *International Property Maintenance Code.* The CEOM is currently utilizing 75% of the work week conducting administrative procedures for Rental Registration and Inspection and is responsible for all identification, research, communication, registration, inventory records maintenance, collection of fees and elevated enforcement for the program.

Building and Safety Division - Permitting: The EA is responsible for issuing permits, collecting and accounting for fees, maintaining permit records for Building, Rental, Code Compliance, and Fire Department (partial). The EA serves as the primary contact for the division interacting with builders, contractors, developers, and citizens. The EA is responsible for maintaining annual business registration, annual contractor registration, processing all Certificates of Occupancy, annual rental permits, and serves as the Secretary for the BOA, Assistant to the CBO, and Notary for the division, other departments, and the public. The EA position is manned during all office hours.

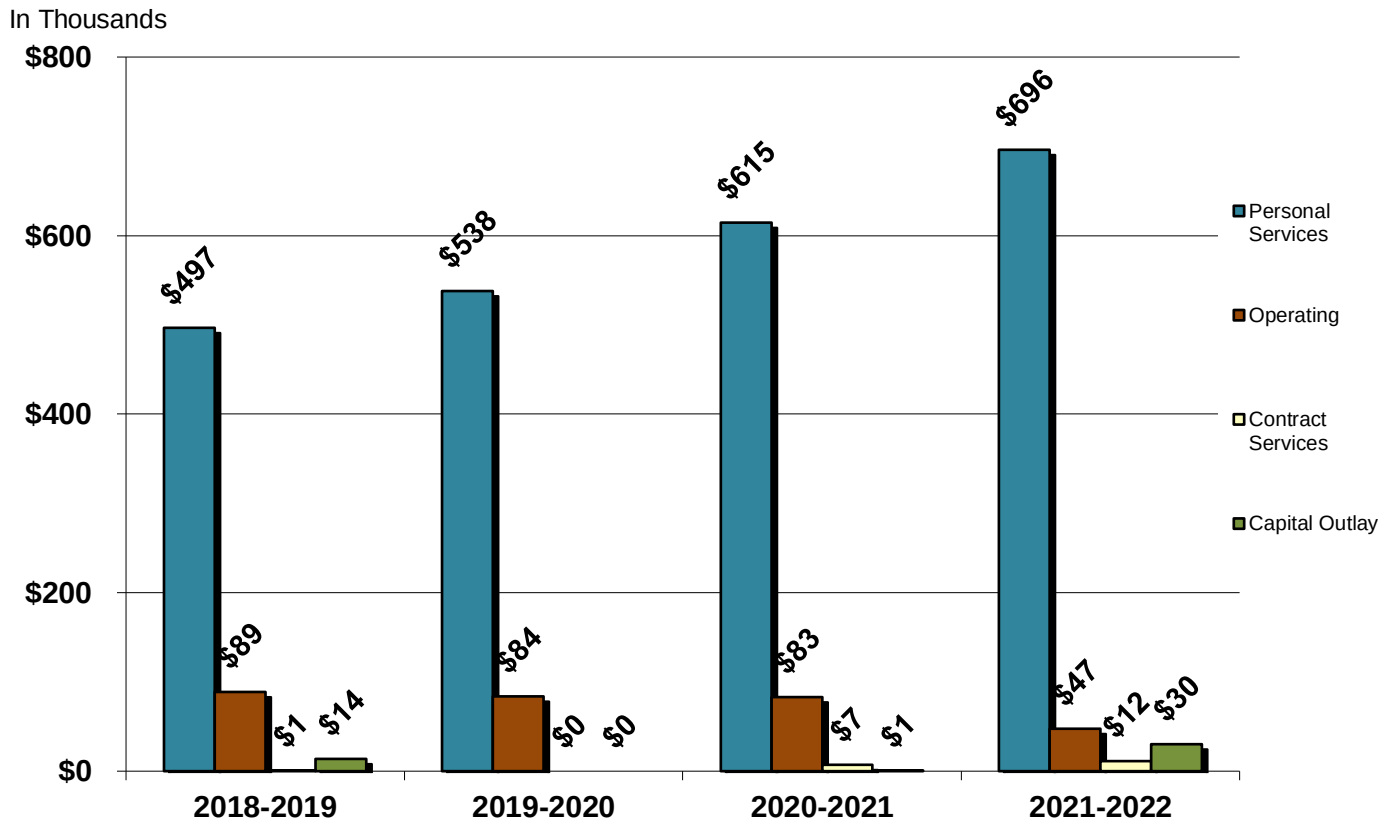
Code Compliance - Code Enforcement Division: The CEOM and the CEO conduct the inspection of premises to identify environmental, fire, and health hazards; nuisance violations, unsafe bulding conditions, and violations of any fire, health or building regulation, statute or ordinance and improve or rehabilitate those premises. Field investigations include proactive patrol, citizen complaints and referrals, site visits, serving notice, hearings and abatements. The CEOM and CEO maintain written, electronic, and photographic record of all investigations. The CEOM is responsible for coordinating and conducting all elevated enforcement for Code Compliance, Building Safety, and Environmental departments; coordinates annual Recycle Day; files and maintains all liens/release records and collects resulting payments. Currently, CEOM is performing job function at 25% with 75% of the work week dedicated to Rental Registration.

CITY OF SAGINAW
EXPENDITURE SUMMARY
2021-2022

INSPECTIONS/CODE ENFORCEMENT

EXPENDITURES BY CATEGORY	ACTUAL 2018-2019	ACTUAL 2019-2020	REVISED BUDGET 2020-2021	ADOPTED BUDGET 2021-2022
Personal Services	$ 496,775	$ 538,268	$ 614,820	$ 695,890
Operating	88,931	84,068	83,240	47,290
Contract Services	779	-	7,000	11,595
Capital Outlay	13,740	-	595	30,000
TOTALS	**$ 600,226**	**$ 622,336**	**$ 705,655**	**$ 784,775**

The costs associated with Animal Services are reported as a separate division beginning in FY17/18.



CITY OF SAGINAW
GOALS, OBJECTIVES AND PERFORMANCE MEASURES
2021-2022

INSPECTIONS/CODE ENFORCEMENT

	FY 2020-2021 Department Goal	FY 2020-2021 Department Achievement	FY 2021-2022 Department Goal
More beautiful, livable community	Restore Code Compliance Department back to 100% staffing. Add an administrative position to assist with the work load for permit processing and rental registration.	Restored Code Compliance Department back to 100%. A full-time Management Analyst is filling in for the work load for the permit and rental registration.	Continue with aggressive cross training program to assure a better quality of service for all of our businesses and community.

LONG TERM OBJECTIVES

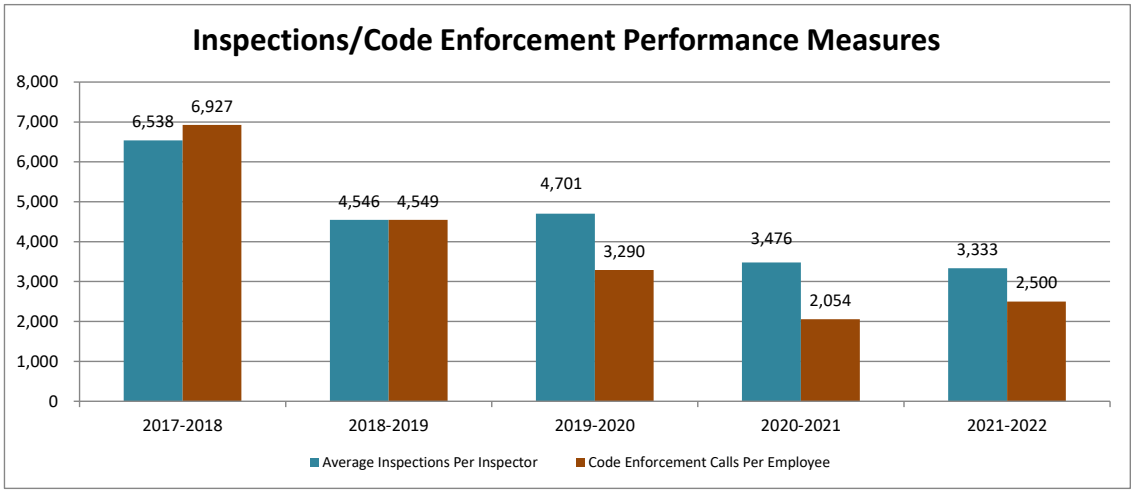
Achieve a higher level of education through building code training to help better serve our citizens and community.

Create a user friendly web page for the Building Permitting, Code Compliance and Rental Departments.

Create online inspection service for requesting permits and obtaining results.

Update building codes as needed.

Continue with the abatement of sub-standard structures.



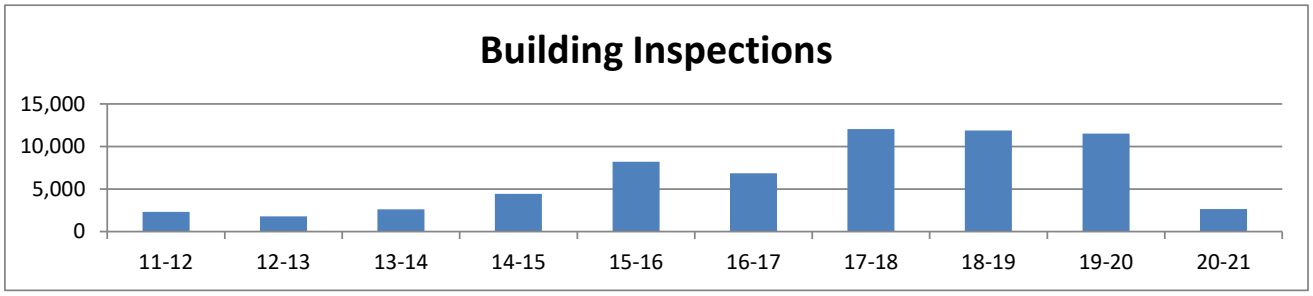
Note: The decrease in code enforcement calls reflect resources being allocated to the new rental registration program in FY18/19.

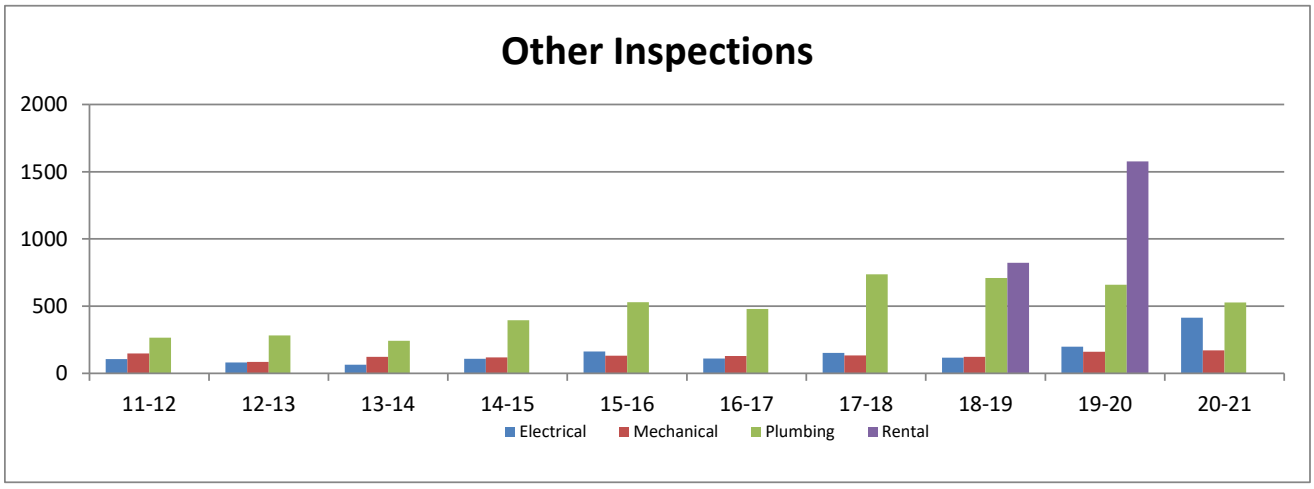
CITY OF SAGINAW
GOALS, OBJECTIVES AND PERFORMANCE MEASURES
2021-2022

INSPECTIONS/CODE ENFORCEMENT

GOALS: To minimize the risk to lives, public welfare and property values through quality inspections and code enforcement.

ANNUAL OBJECTIVES	2020-2021 PERFORMANCE
To hold Development Review Committee (DRC) meetings with developers monthly.	Held Development Review Committee meetings with developers as requested.
Review 95% of residential building plans within 5 working days.	Completed 95% of residential building plans within 5 working days.
Respond to 95% of inspection requests within 24 hours.	95% of inspections were responded to within the 24 hour objective.
Send code violation notices within 24 hours of verification of violation.	Violation notices were all sent out within 24 hours of verification.
Process billing for high grass work orders within 7 days of completion.	100% of billing for high grass work orders were completed within the 7 days of completion.
Reduce workers compensation claims by promoting safety on the job.	There were not any workers compensation claims this fiscal year for Inspections/Code Enforcement.



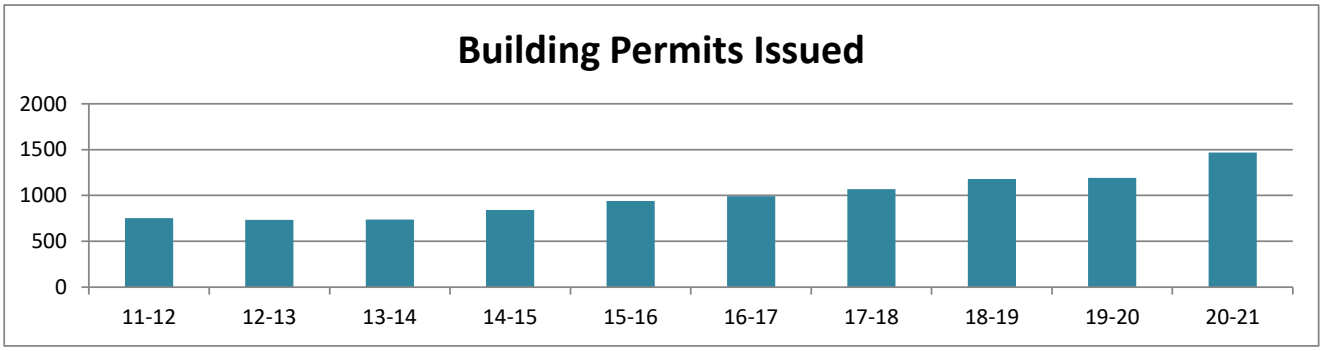


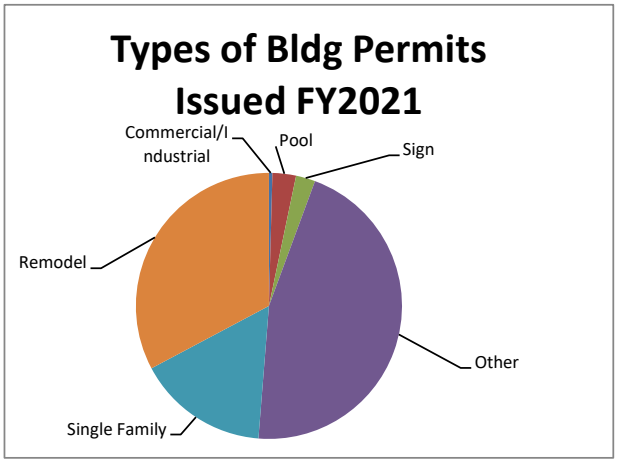
CITY OF SAGINAW
GOALS, OBJECTIVES AND PERFORMANCE MEASURES
2021-2022

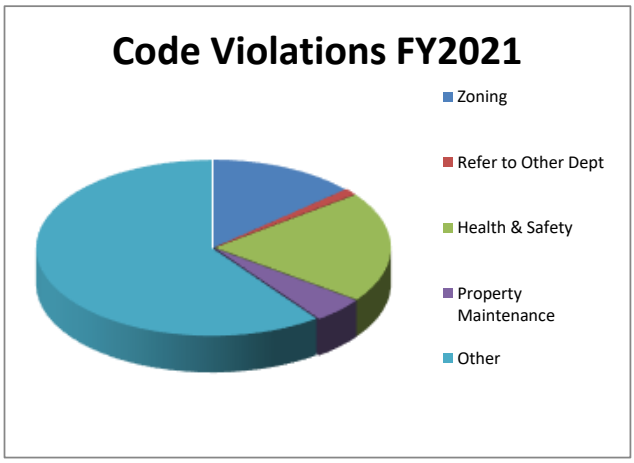
INSPECTIONS/CODE ENFORCEMENT

PERFORMANCE MEASURES	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 BUDGET
BUILDING INSPECTION					
New SF Construction Permits	251	207	190	24	40
# Inspections	13,075	13,637	14,104	10,428	10,000
% Inspections Made Within 24 Hours	95%	95%	95%	95%	95%
Average Inspections Per Inspector	6,538	4,546	4,701	3,476	3,333
CODE ENFORCEMENT					
# High Grass Inspections	2,351	1,230	728	450	300
Work Orders Processed for Billing in 7 Days	90%	90%	100%	100%	100%
Total Code Enforcement Calls	13,853	9,097	6,579	4,108	5,000
Code Enforcement Calls Per Employee	6,927	4,549	3,290	2,054	2,500

Note: The decrease in code enforcement calls reflect resources being allocated to the new rental registration program in FY18/19.

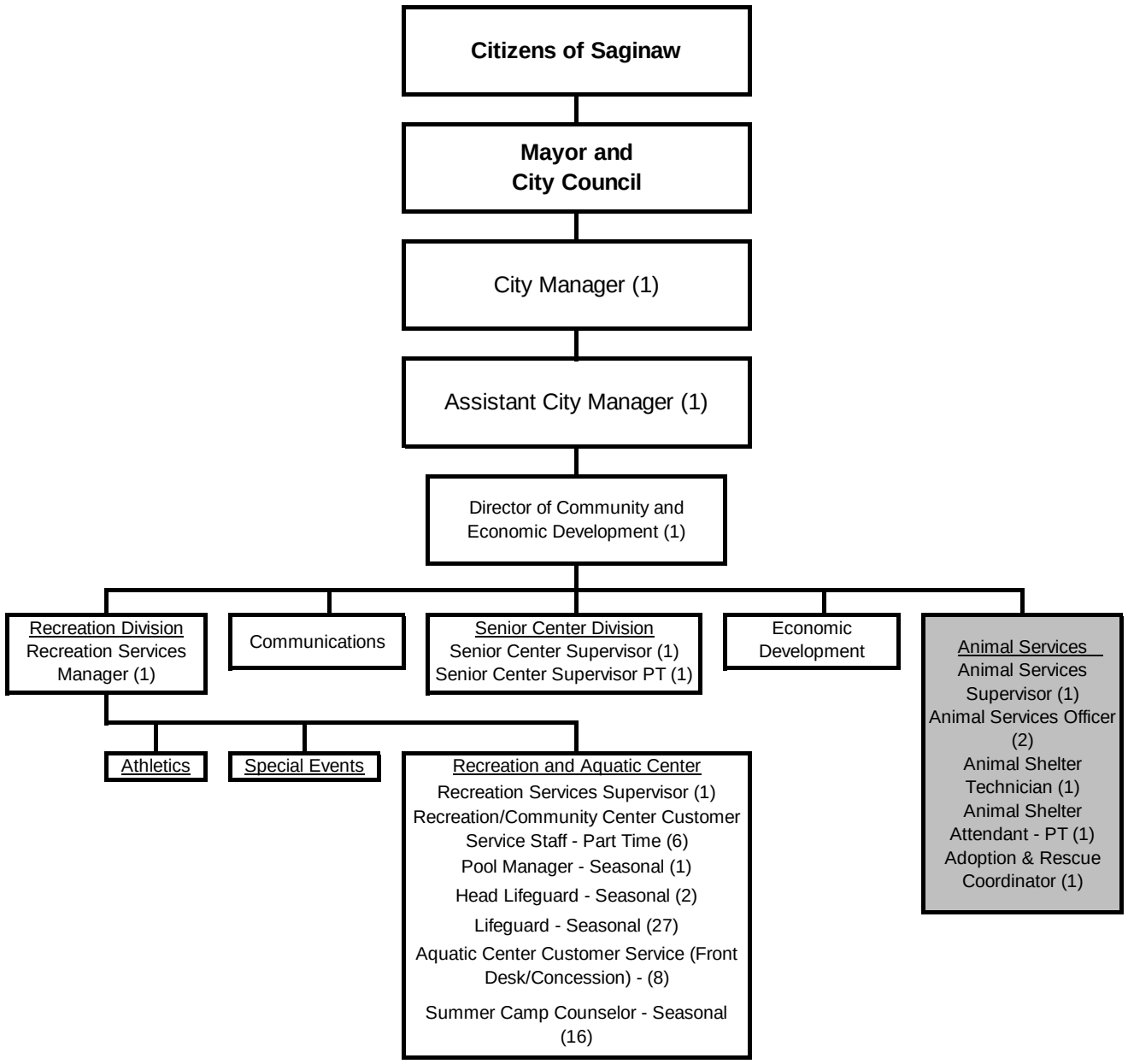






CITY OF SAGINAW
ORGANIZATIONAL CHART AND SCHEDULE OF PERSONNEL
2021-2022

ANIMAL SERVICES



CITY OF SAGINAW
DEPARTMENT DESCRIPTION
2021-2022

ANIMAL SERVICES

ANIMAL SERVICES DIVISION: This division maintains the animal shelter and is responsible for controlling stray animals and investigating reports of stray domestic animals, loose livestock, wild animals, trapped animals, sick or injured animals and barking dogs. They also have traps that residents can borrow to catch nuisance animals such as skunks, raccoons, armadillos and stray/feral cats. They respond to reports of animal bites and insure that the biting animal is quarantined according to state laws. They investigate reports of “vicious animals” and conduct the necessary hearings for dangerous dogs or animals. Investigations also include reports of animal cruelty, and seizures of animal based on the appropriate findings, and assist the Police Department and Fire Department when animals are involved.

Animal Services currently has twenty four (24) dog kennels in the adoption facility, eight (8) cat condos in the adoption facility, ten (10) holding pens for dogs, seven (7) of these pens in quarantine can be used for quarantine of bite animals, and nine (9) cat cages in cat quarantine that are also used for stray holds and quarantine of sick or cats that have bitten someone, and nine (9) cat cages in cat quarantine that are also used for stray holds. Animals can be viewed from their pens on the City’s web page. Citizens can also list lost and found animals on the web page. Animal Shelter staff also maintains the City of Saginaw Animal Services Facebook page and posts animals to this page that are impounded, lost or found animals, in an attempt to quickly reunite the animals with their owners, and answers questions that citizens may have pertaining to Animal Services.

In October 2019, the City of Saginaw partnered with the City of Blue Mound to provide Animal Services for that community. Animal Services goal is to find "forever" homes for all animals at the shelter whether that be through adoption or rescue groups. Animal Services partners with rescue groups all over the US to find homes for these animals.

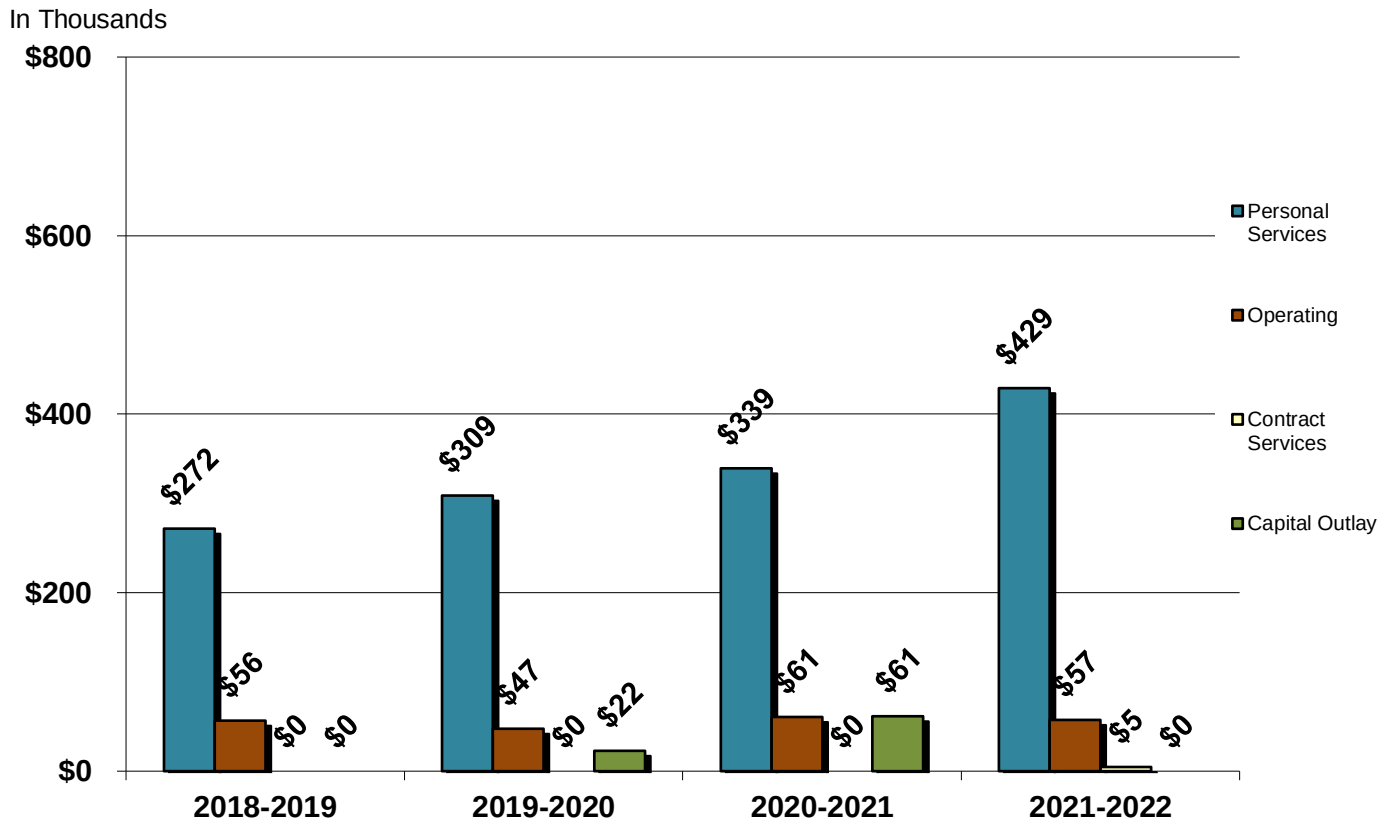
Over the past 3+ years, our Animal Services staff have been constantly working to improve the Live Release Rate at Saginaw Animal Services to move to become what is known as a “No Kill Shelter”. There is no such thing as a true 100% no kill shelter. To become considered a no-kill shelter, your live release rate must be at 90 percent of animals are adopted, transferred to rescue groups, and/or returned to owner/guardian. An advantage of these shelters is that they strive to keep animals alive and provide them a home. Over the past 3+ years, Saginaw Animal Services has worked diligently to increase the LRR to over 98% and qualify as a "No-Kill-Shelter which is a great accomplishment.

CITY OF SAGINAW
EXPENDITURE SUMMARY
2021-2022

ANIMAL SERVICES

EXPENDITURES BY CATEGORY	ACTUAL 2018-2019	ACTUAL 2019-2020	REVISED BUDGET 2020-2021	ADOPTED BUDGET 2021-2022
Personal Services	$ 271,627	$ 308,637	$ 339,335	$ 429,145
Operating	56,228.33	47,314.44	60,520	57,040
Contract Services	-	-	-	5,000
Capital Outlay	-	22,495	61,470	-
TOTALS	**$ 327,855**	**$ 378,447**	**$ 461,325**	**$ 491,185**

The Animal Services budget was formerly part of Inspection/Code Enforcement.



CITY OF SAGINAW
GOALS, OBJECTIVES AND PERFORMANCE MEASURES
2021-2022

ANIMAL SERVICES

	FY 2020-2021 Department Goal	FY 2020-2021 Department Achievement	FY 2021-2022 Department Goal
Maintain a financially sound city providing superior services	Add one full-time shelter technician to better assist the cleaning of the shelter, caring for te increased number of animal intake/population, and providing better customer service to the increasing number of calls, intake animals, and customer and animal needs.	Created a new position for Animal adoption/ rescue coordinantor. This position is responsible for reaching out to rescues and networking animals that are available for adoption and rescue to stay within our NO Kill goal.	Add one full-time shelter technician to better assist with cleaning of the shelter, caring of the increaseed number of animal intake/population and scheduling. Keep the part-time position and reclassify to an administrative/customer service position to assist with front desk duties, answer phones, adoptions, registrations etc. Create and successfully manage the newly approved 501c3 "Friends of the Saginaw Animal Services.

LONG TERM OBJECTIVES

Relocate and construct a new or expanded animal shelter to house animals longer and therefore provide more opportunities for adoption and animals being returned to their owners. A new location that is in a high visiblity area will help bring Animal Services into the public eye and will also better serve the needs of our animals and our community.

Implement a Trap Neuter Release program for feral cats once we get a bigger facility.

Add a veterinarian to our staff or contracted vet to treat sick and injured animals, this will lower budget costs.

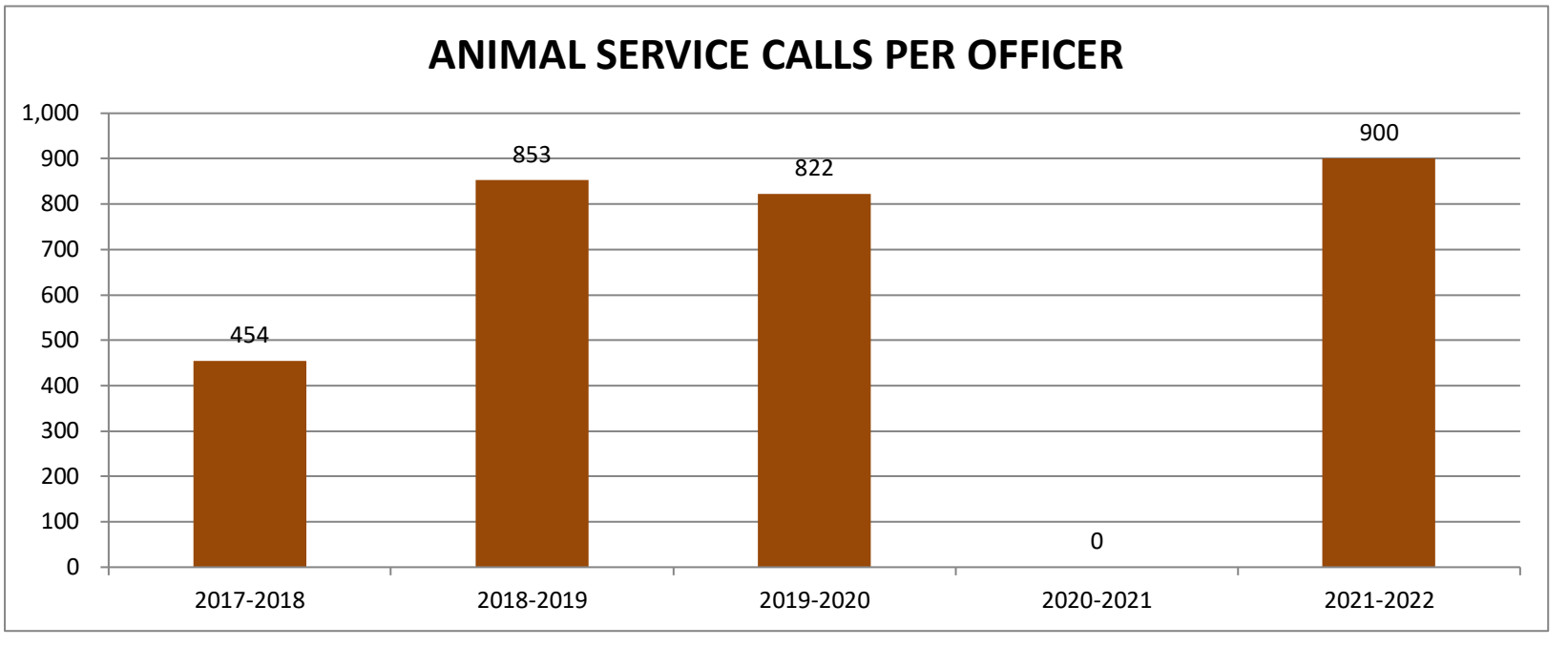
Increase professional development training for all staff.

Create and successfully manage the newly approved 501c3 "Friends of the Saginaw Animal Services.

Replace truck #505 (per City Chief Mechanic). It is a 2005 Dodge 1/2 ton v6 with over 100,000 miles.

Work with our community to increase our volunteer program

Increase staffing by one (1) full-time Animal Services Technician, ojne (1) full-time ACO position while keeping our current part-time position to improve the customer service, to improve the animal's experience, to provide staffing flexibility, and improve the operations to a fast growing community.

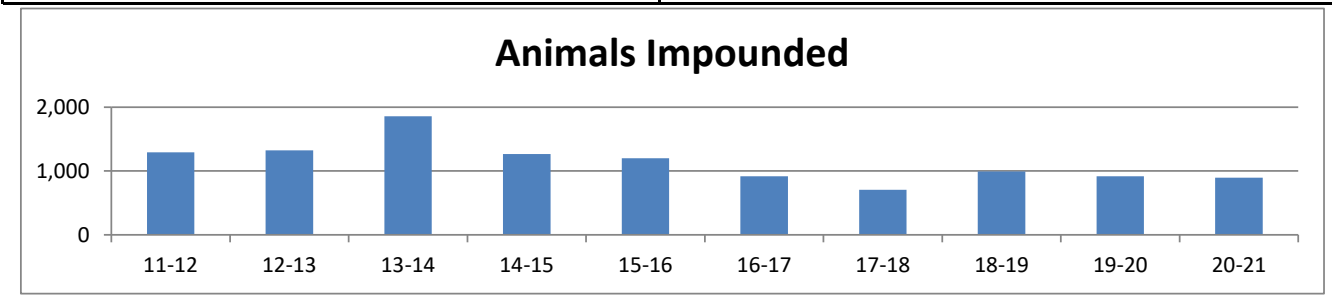

ANIMAL SERVICE CALLS PER OFFICER
1,000
900
800
700
600
500
400
300
200
100
0
454
853
822
0
900
2017-2018
2018-2019
2019-2020
2020-2021
2021-2022

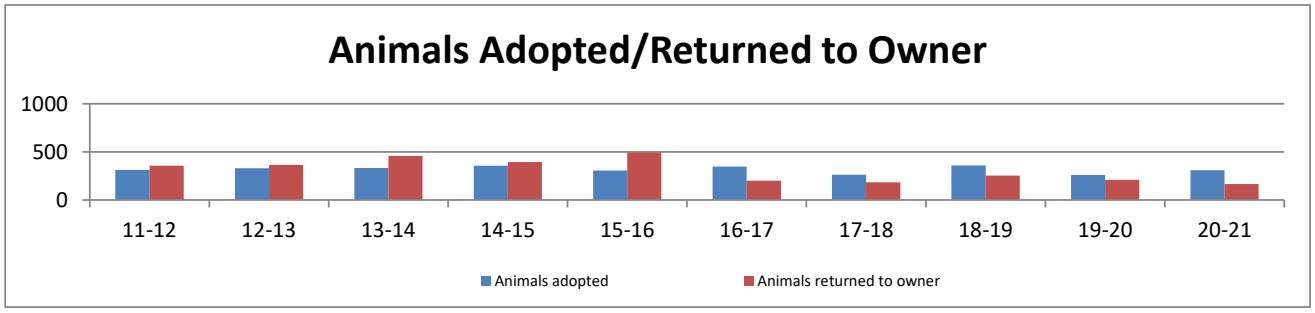
CITY OF SAGINAW
GOALS, OBJECTIVES AND PERFORMANCE MEASURES
2021-2022

ANIMAL SERVICES

GOALS: To provide prompt, courteous, and professional service to the citizens and provide humane treatment of animals.

ANNUAL OBJECTIVES	2020-2021 PERFORMANCE
Sponsor four low cost animal vaccination clinics per year.	Rebuilding our programs to the attained levels prior to the COVID-19 Pandemic through increased marketing and promotion. During the Pandemic, we were unable to hold "in-person" vaccination clinics
Implant 25 additional animals with microchips each year.	Implanted 79 through April 30, 2021.
Reduce workers compensation claims by promoting safety on the job.	35 animals transferred to a rescue group through April 30, 2021.

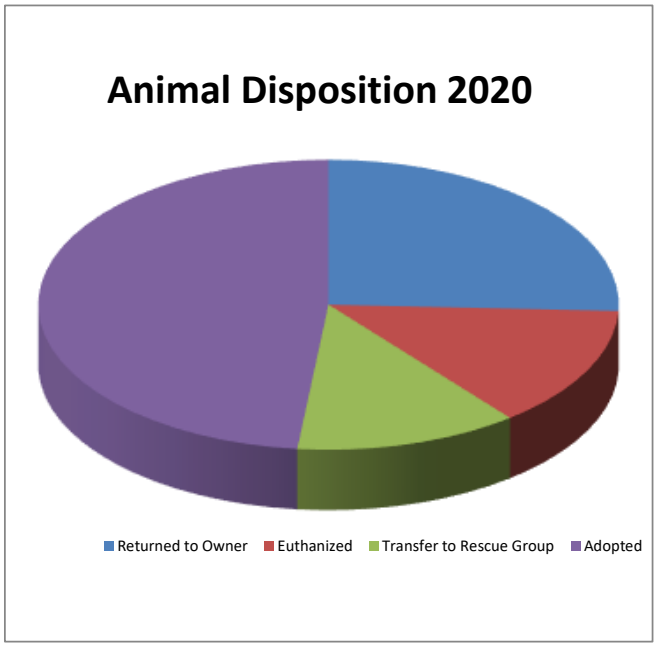


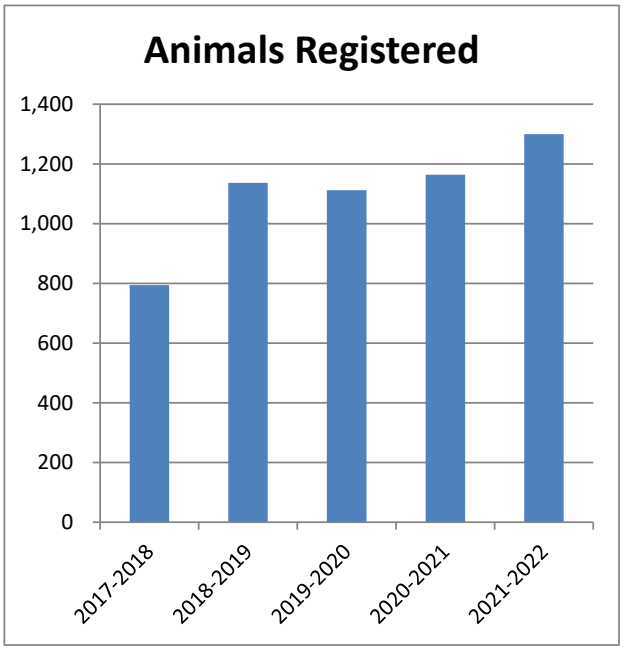


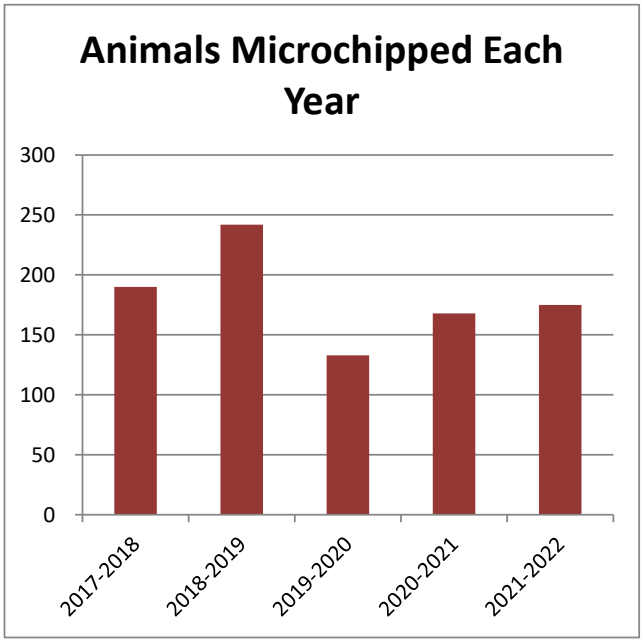
PERFORMANCE MEASURES	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 BUDGET
ANIMAL SHELTER AND FIELD ACTIVITIES					
# of impounded animals	704	995	919	897	950
# of animals surrendered by owner	64	220	147	141	150
# of animals returned to owner	183	252	210	165	220
# of animals adopted	263	358	260	310	325
# of animals transferred to a rescue group	8	70	168	80	125
Animals at large	462	841	871	677	850
Animal Cruelty Investigation	43	76	69	73	75
Vicious Animals/Bite Reports	87	103	92	70	100
Total All Service Calls	908	1,705	1,644	1,408	1,800
Service Calls Per Officer	454	853	822	704	900
ANIMAL SERVICES					
Animals Registered	794	1,136	1,112	1,164	1,300
Animals Microchipped Each Year	190	242	133	168	175
Number of Animals Saved From Euthanasia	454	680	638	555	800

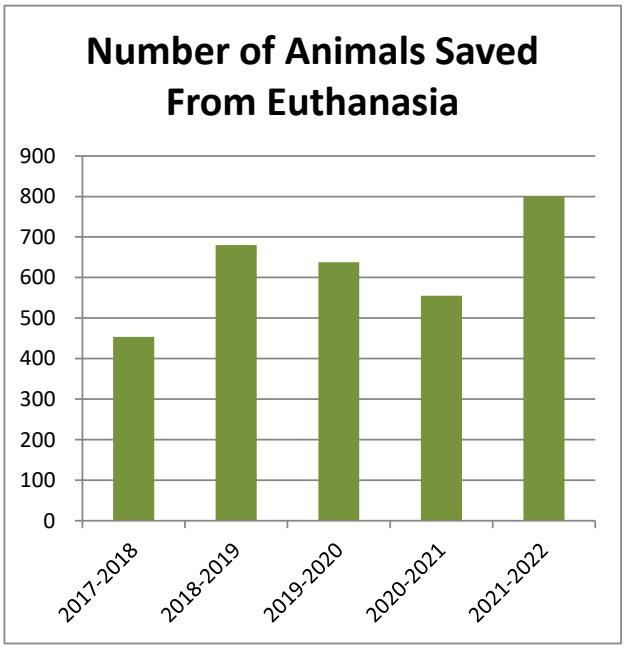
CITY OF SAGINAW
GOALS, OBJECTIVES AND PERFORMANCE MEASURES
2021-2022

ANIMAL SERVICES



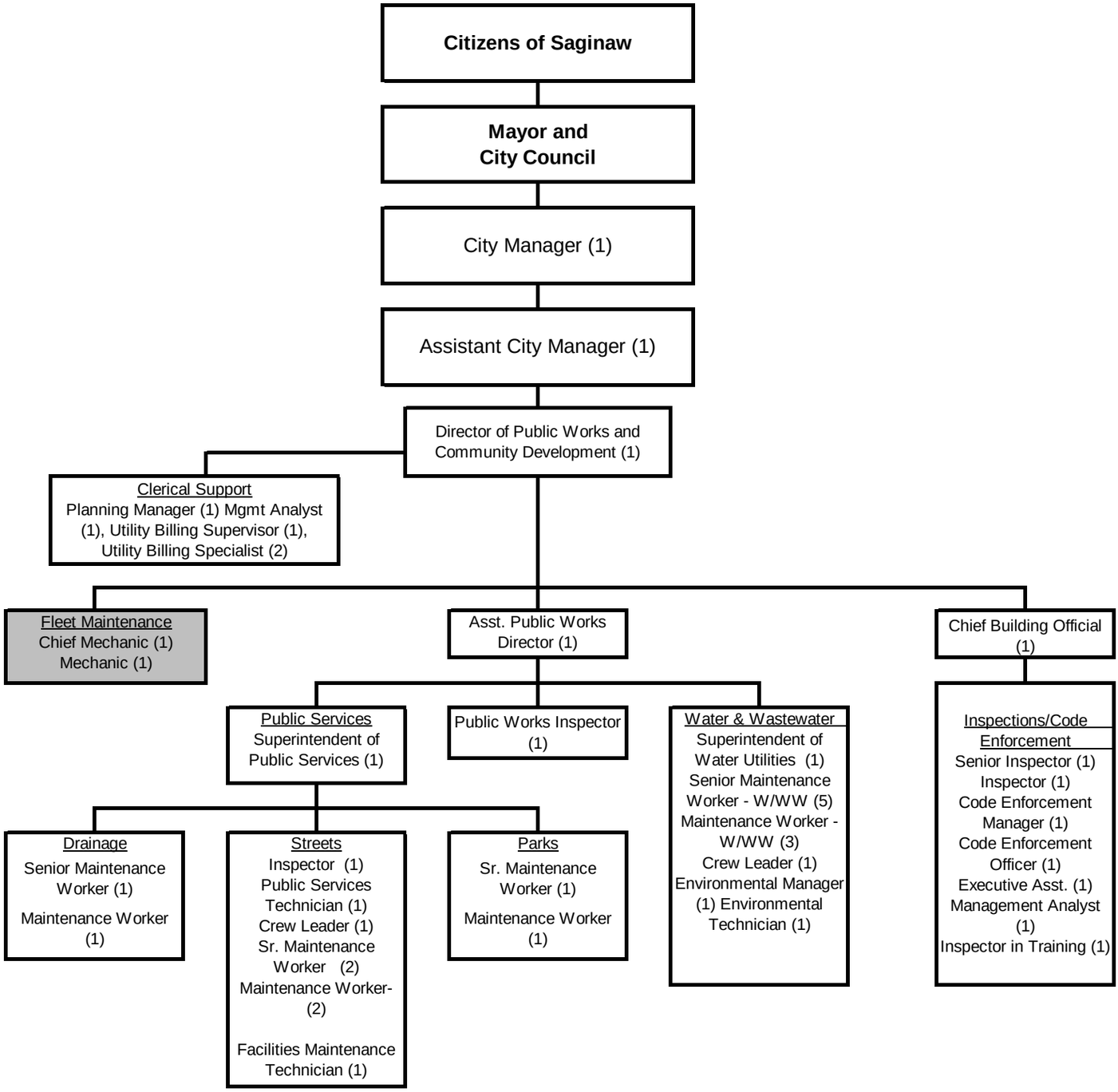






CITY OF SAGINAW
ORGANIZATIONAL CHART AND SCHEDULE OF PERSONNEL
2021-2022

FLEET MAINTENANCE



	FISCAL YEAR				
TITLE	**17-18**	**18-19**	**19-20**	**20-21**	**21-22**
Chief Mechanic	1	1	1	1	1
Mechanic	1	1	1	1	1
TOTAL:	2	2	2	2	2

The Public Works Department houses the offices listed above. Those positions highlighted in gray are paid out of the Fleet Maintenance budget.

CITY OF SAGINAW
DEPARTMENT DESCRIPTION
2021-2022

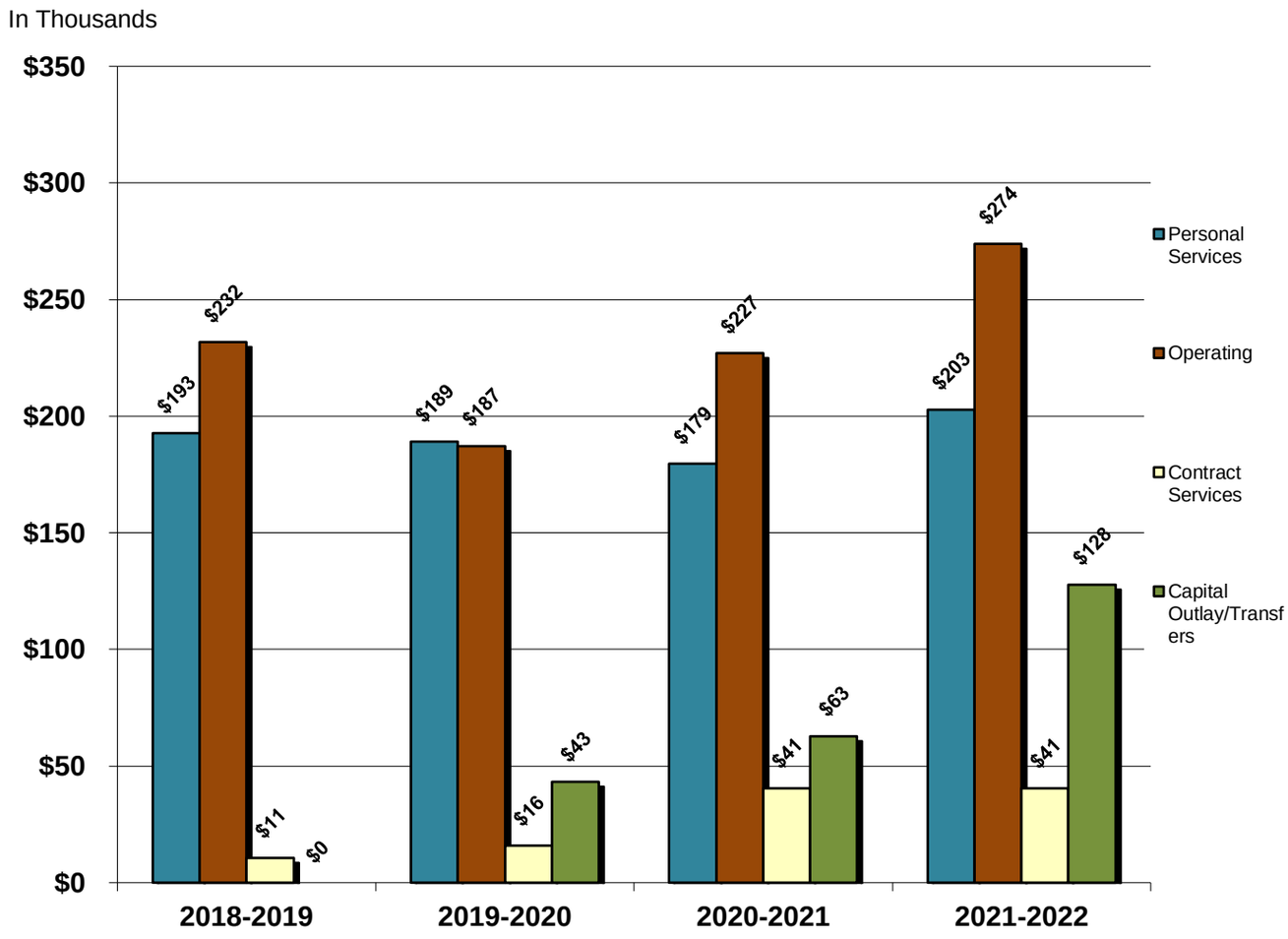
FLEET MAINTENANCE

A chief mechanic and senior mechanic diagnose, test, inspect, and repair powered and non-powered equipment, all types of motor vehicles, small engines, and specialty equipment for the entire City. These two employees perform all supply and administration functions, inventory, inspections, audits, and reporting. Concurrently providing mobile maintenance, on-call/after hours operations and all customer service functions while complying with all state and local guidelines, standards, and regulations. Assets are tracked and scheduled for preventative maintenance. This department is a full service maintenance and fleet management operation. Outside vendors and contractors are used when necessary to provide the most efficient, cost effective, quality work available at all times.

CITY OF SAGINAW
EXPENDITURE SUMMARY
2021-2022

FLEET MAINTENANCE

EXPENDITURES BY CATEGORY	ACTUAL 2018-2019	ACTUAL 2019-2020	REVISED BUDGET 2020-2021	ADOPTED BUDGET 2021-2022
Personal Services	$ 192,678	$ 189,011	$ 179,495	$ 202,820
Operating	231,635	187,246	226,915	273,775
Contract Services	10,525	15,772	40,530	40,510
Capital Outlay/Transfers	-	43,265	62,780	127,720
TOTAL EXPENDITURES	**$ 434,838**	**$ 435,294**	**$ 509,720**	**$ 644,825**



CITY OF SAGINAW
GOALS, OBJECTIVES AND PERFORMANCE MEASURES
2021-2022

FLEET MAINTENANCE

GOAL: To provide quality in-house maintenance and repairs to all City vehicles and motorized equipment in a timely and environmentally safe manner utilizing up-to-date diagnostic and repair equipment and coordinate repairs performed by outside vendors to ensure timely and cost-effective completion.

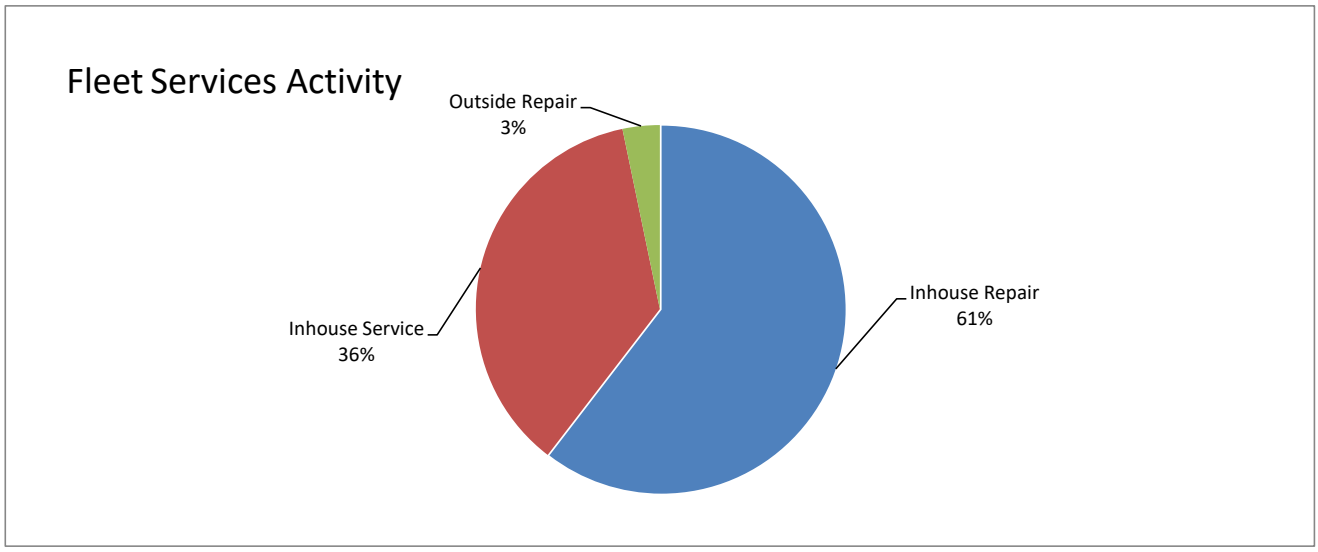
City Strategy	FY 2020-2021 Department Goal	FY 2020-2021 Department Achievement	FY 2021-2022 Department Goal
Maintain a financially sound City providing superior services	To plan more training on new trucks and fire equipment and police cars.	Due to Covid, training was unable to be scheduled.	Resume trainning on fire and police equipment
	Keep monitoring our budget to get the best equipment maintain and operate our fleet	The budget was monitored closely, even with a couple of large expenses on some equipment and fire apparatus.	Keep equipment operational within budget spending
	To stay on top of our scheduled services as to protect our fleet.	The service schedule was followed as closely as possible to protect the fleet.	Maintain services as scheduled to reduce need for repairs
	Keep looking for the best prices and quality for the city.	Researched and found quality parts at the best price.	Investigate pricing one parts for quality and price
	Continue planning for anticipated employee retirement.	Mechanic retired, hired replacement	Train new mechanic on City equipment

LONG TERM OBJECTIVES

Become Fire Truck proficient and/or certified by schooling or adding personnel with certification/experience.

Implement policies and procedures to reduce fleet idle time and fuel consumption by 25%.

Develop and implement Capital Replacement Program and fuel data collecting and reporting.

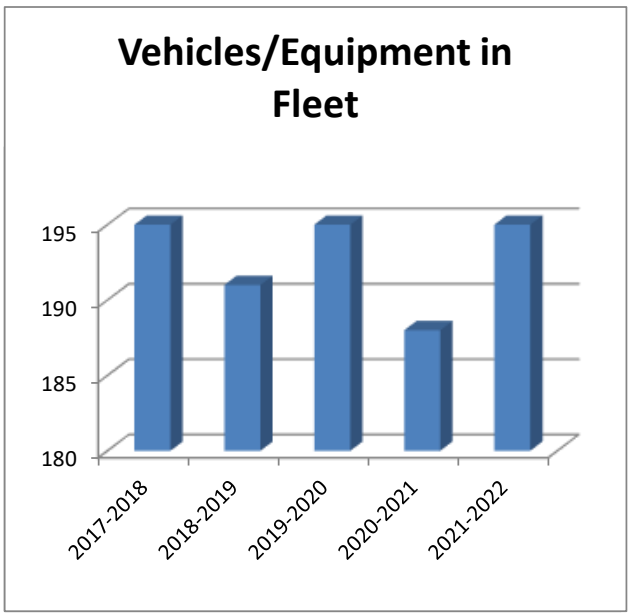


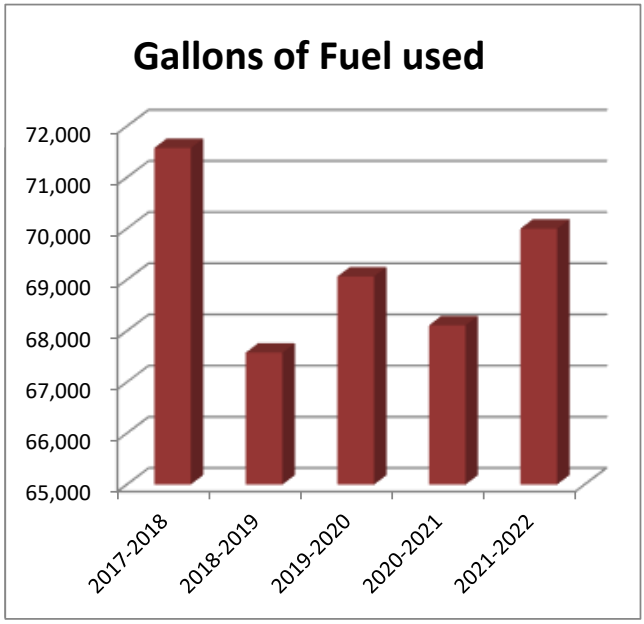
CITY OF SAGINAW
GOALS, OBJECTIVES AND PERFORMANCE MEASURES
2021-2022

FLEET MAINTENANCE

ANNUAL OBJECTIVES	2020-2021 PERFORMANCE
Perform 90% of maintenance and repairs in-house.	We surpassed the goal of 90% and performed 97% of maintenance and repairs in-house.
To complete in-house minor repairs to vehicles and equipment within 24 hours.	95% of jobs were finished within 24 hours.
Perform preventative maintenance on vehicles and equipment as scheduled.	Scheduled preventative maintenance was performed 98% of the time.
Keep personnel certificates current.	All certifications are current.
To comply with the Texas Commission on Environmental Quality (TCEQ) guidelines.	Vehicle standards were followed to make sure fleet ran properly and would pass inspections.
Maintain zero workers compensation claims. Improve shop safety program and assess Personal Protective Equipment against current OSHA standards.	There was one workers compensation claim this year.

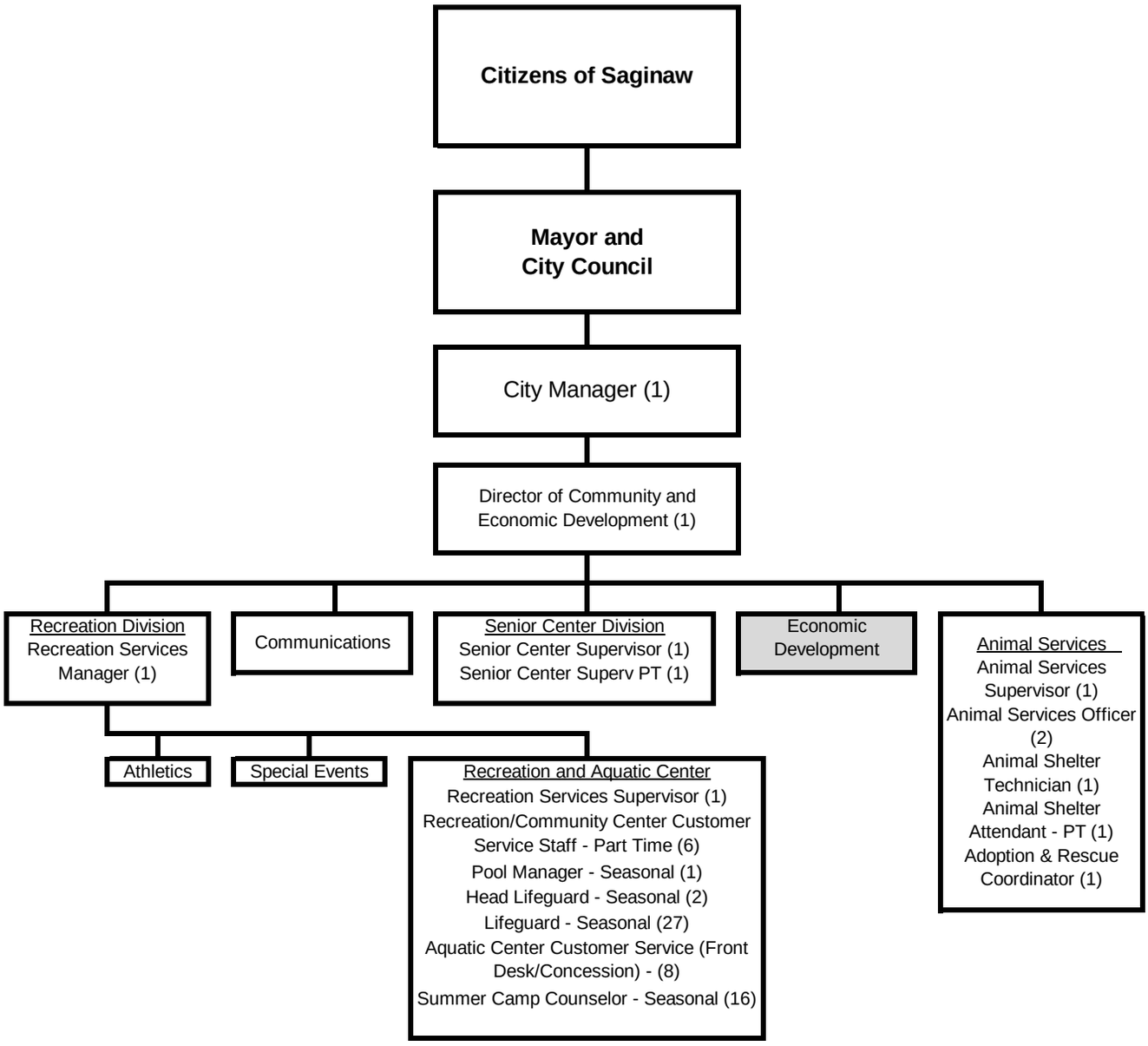
PERFORMANCE MEASURES	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 BUDGET
Vehicles/Equipment in Fleet	195	191	195	188	195
Gallons of Fuel used	71,576	67,577	69,065	68,111	70,000
% Maintenance & Repair Done In-House	99%	100%	98%	97%	99%
% In-house Repairs completed in 24 hours	98%	98%	98%	98%	99%
Workers Compensation Claims	0	0	0	1	0





CITY OF SAGINAW
ORGANIZATIONAL CHART AND SCHEDULE OF PERSONNEL
2021-2022

ECONOMIC DEVELOPMENT



	FISCAL YEAR				
TITLE	**17-18**	**18-19**	**19-20**	**20-21**	**21-22**
Economic Development Director	1	1	0	0	0
	0	0	0	0	0
TOTAL:	1	1	0	0	0

An Economic Development Director position was approved in FY17/18.
The function of the Economic Development Director was combined with the Director of Community Services during FY19/20.

CITY OF SAGINAW
DEPARTMENT DESCRIPTION
2021-2022

ECONOMIC DEVELOPMENT

The Economic Development Department seeks to promote, support, enhance, and diversify the local economy through business recruitment, retention, redevelopment and information-sharing regarding market conditions, development in Saginaw and around the DFW Metroplex. Success in this endeavor results in added value to the local tax base through sales, ad valorem, and occupancy tax revenues, increased workforce capacity, the diversification of industry offerings, community development initiatives and programming, and transmarket promotion of the unique values, mission, and characteristics of the City of Saginaw, Texas.

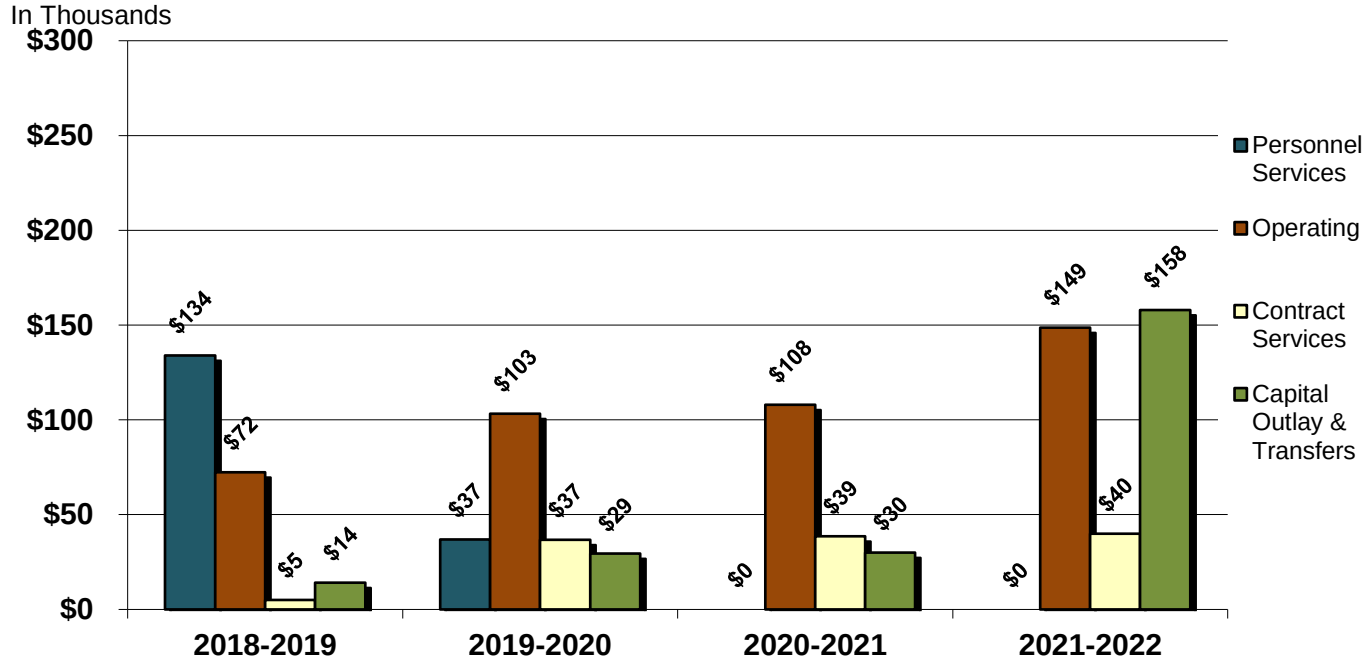
The Director of Community and Economic Development is responsible for local business analytic reports and information-sharing, attending meetings of various boards, City Council, and the Development Review Committee (DRC). Staff strives to encourage growth consistent with the City's economic development goals and will serve as the main link between the City of Saginaw and prospective developers, brokers, business owners, and commercial property owners.

CITY OF SAGINAW
EXPENDITURE SUMMARY
2021-2022

ECONOMIC DEVELOPMENT

EXPENDITURES BY CATEGORY	ACTUAL 2018-2019	ACTUAL 2019-2020	REVISED BUDGET 2020-2021	ADOPTED BUDGET 2021-2022
Personnel Services	$ 133,923	$ 36,927	$ -	$ -
Operating	72,389	103,175	108,030	148,700
Contract Services	5,048	36,736	38,620	40,000
Capital Outlay & Transfers	14,065	29,470	30,000	158,000
TOTAL EXPENDITURES	**$ 225,425**	**$ 206,308**	**$ 176,650**	**$ 346,700**

The FY 17-18 budget includes an economic development incentive loan of $460,000.



CITY OF SAGINAW
GOALS, OBJECTIVES AND PERFORMANCE MEASURES
2021-2022

ECONOMIC DEVELOPMENT

GOAL: To support, promote, enhance, and diversify the local economy through business recruitment, retention, development, redevelopment, and information-sharing. To increase commercial product, workforce capacity, tax revenues, and business offerings for consumer use in Saginaw.

City Strategy	FY 2020-2021 Department Goal	FY 2020-2021 Department Achievement	FY 2021-2022 Department Goal
Develop vibrant activity centers/major corridors	Promoting "Shop Local, Shop Saginaw" to encourage residents to support our local economy, thus increasing our sales tax collections. Actively promote available properties to potential developers to increase our existing tax base and economy. Continue to promote and encourage forward progress on future and existing development projects.	Continued promotion of "Shop Local, Shop Saginaw" during the COVID-19 Pandemic to encourage residents to support our local economy, thus increasing our sales tax collections. For the year, our sales tax revenues were over 5% higher that FY 2019-20. Actively promoting available properties to developers and site selectors to increase our existing tax base and economy. Continued discussions with developers, commercial real estate and businesses to forward the progress on future and existing development projects.	Actively promoting available properties to developers and site selectors to increase our existing tax base and economy. Continued discussions with developers, commercial real estate and businesses to forward the progress on future and existing development projects. Start receiving LOI's for existing and new developments. Continued progress on redevelopment of Southern Saginaw. Continued promotion of Building Improvement Grants.

Department Achievements:

Staff attended training and received the Basic Economic Development Certification through the Texas Economic Development Council
Continued partnership with Community Link as future contracted administrator for the Saginaw Farmers Market
Created new program “Shop Local. Shop Saginaw” encouraging our residents to shop locally especially during the COVID-19 Pandemic.
Staff reviewing and updating the 2016 Economic Development Strategic Plan and SWOT Analysis - In Progress.
Created new Business Directory on our website to help promote our local businesses in Saginaw.
Created new section on our website to help promote Available Properties for sale and lease.
Created new Economic Development subscribable email alert program.
Created new subscribable "CITY VIEW" Economic Development Newsletter.
Staff attended 8 webinars and professional development training sessions.
Partnered with Building Dept for Economic Development staff to begin hand-delivering Certificate of Occupancies to the businesses.
Continued progress on UCD property Mixed-Use Development with meetings and discussions with Broker and Developer.
Continued progress on The Square property Mixed-Use Development with meetings and discussions with Broker and Developer.
Continued progress on Beltmill property Mixed-Use Development with meetings and discussions with Broker and Developer.
Continued progress on Lavonne White's property Mixed-Use Development with meetings and discussions with Broker and Developer.
Department staff managed the Saginaw Switchyard Food Truck Park
Enhanced the promotion of the Building Improvement Grant Program: City Council approved 7 applications through 05/01/21.
Partnered with Community Link as the contracted administrator for the Saginaw Farmers Market.
Continued weekly conversations and meetings with the Retail Coach on Recruitment of restaurants, retail and entertainment.
Conducted in-depth Council one-on-one meetings to determine SWOT scope for future ED goals
Conducted 3 Ribbon Cuttings and/or Ground Breakings
Consistently informs the public on construction updates throughout the city that include new development, redevelopment and municipal.

CITY OF SAGINAW
GOALS, OBJECTIVES AND PERFORMANCE MEASURES
2021-2022

ECONOMIC DEVELOPMENT

LONG TERM OBJECTIVES

Focus on the redevelopment of our local existing centers and sites along Business 287/Boulevard in southern Saginaw.

Continued progress with artistic murals, historic murals and art pieces in Saginaw to enhance the beauty of our community.

Focus on the growth of the new and future development and multi-use sites (residential, retail and restaurants).

Ensure the retention and expansion of industrial development which helps balance the tax base.

Administer and maintain existing economic development incentives in the manner authorized by State Law.

Act as public liaison for all commercial sites in the City in an effort to assist in appropriate development.

Update and enhance the 2016 Economic Development Strategic Plan and SWOT Analysis.

Update aerial map online update and development map.

PERFORMANCE MEASURES	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 BUDGET
Estimated # of Meetings with Prospects	3	92	26	17	30
Estimated # of Meetings with Existing Businesses.	22	63	*30	32	35
Estimated # of DRC Meetings Attended	4	11	**4	8	12
Estimated # of Business Recruitments Issued	2	21	13	34	40
Estimated # of Professional Development/Site Meetings/Webinars		5	7	8	12

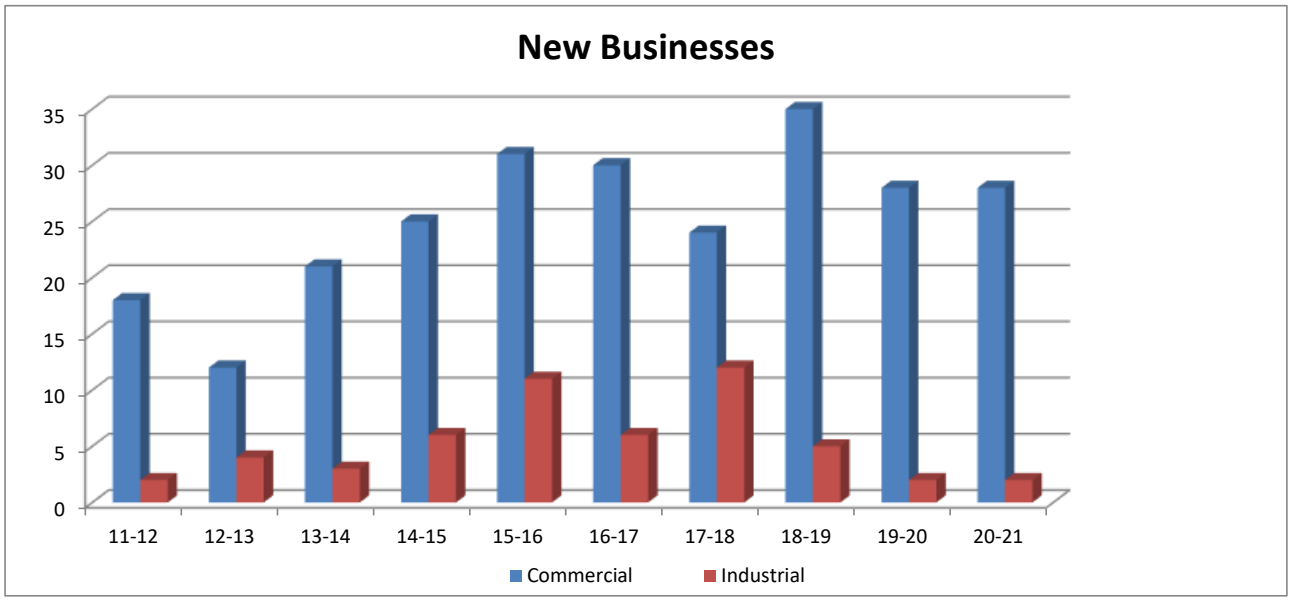
Please note that Performance Measures were modified in FY 2017-2018 with the enhanced Economic Development program; therefore historical data is not available for all measures..

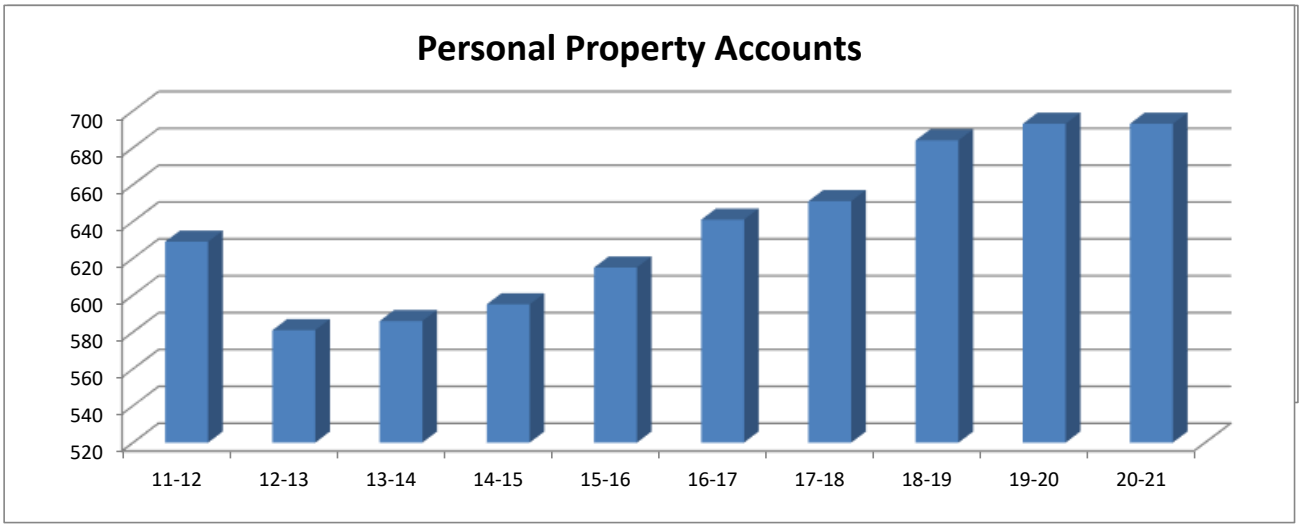
* Accurate number is unknown because New Director of Community and Economic Development began February 1, 2020.

** Please note that the COVID-19 Pandemic greatly effected our City and the way we did business beginnning March 16, 2020.

CITY OF SAGINAW
GOALS, OBJECTIVES AND PERFORMANCE MEASURES
2021-2022

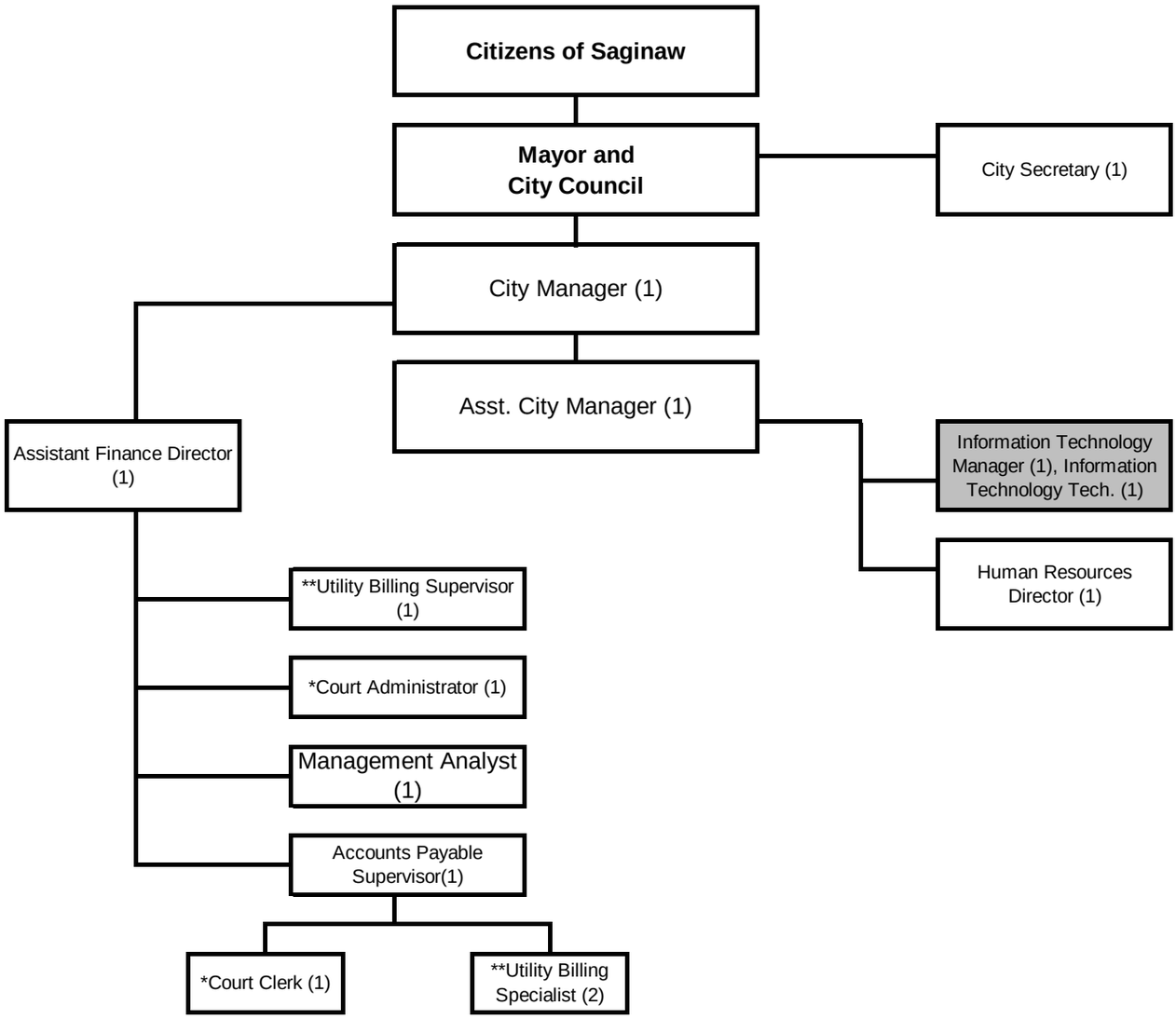
ECONOMIC DEVELOPMENT





CITY OF SAGINAW
ORGANIZATIONAL CHART AND SCHEDULE OF PERSONNEL
2021-2022

INFORMATION TECHNOLOGY



	FISCAL YEAR				
TITLE	**17-18**	**18-19**	**19-20**	**20-21**	**21-22**
Information Technology Manager	0	1	1	1	1
Information Technology Tech	0	1	1	1	1
TOTAL:	0	2	2	2	2

In FY18/19 the 2 Information Technology positions were transferred from General Administration to create a separte department.

*These positions are paid out of the Water & Wastewater budget.
**These positions are paid out of the General Administrative Office budget.

CITY OF SAGINAW
DEPARTMENT DESCRIPTION
2021-2022

INFORMATION TECHNOLOGY

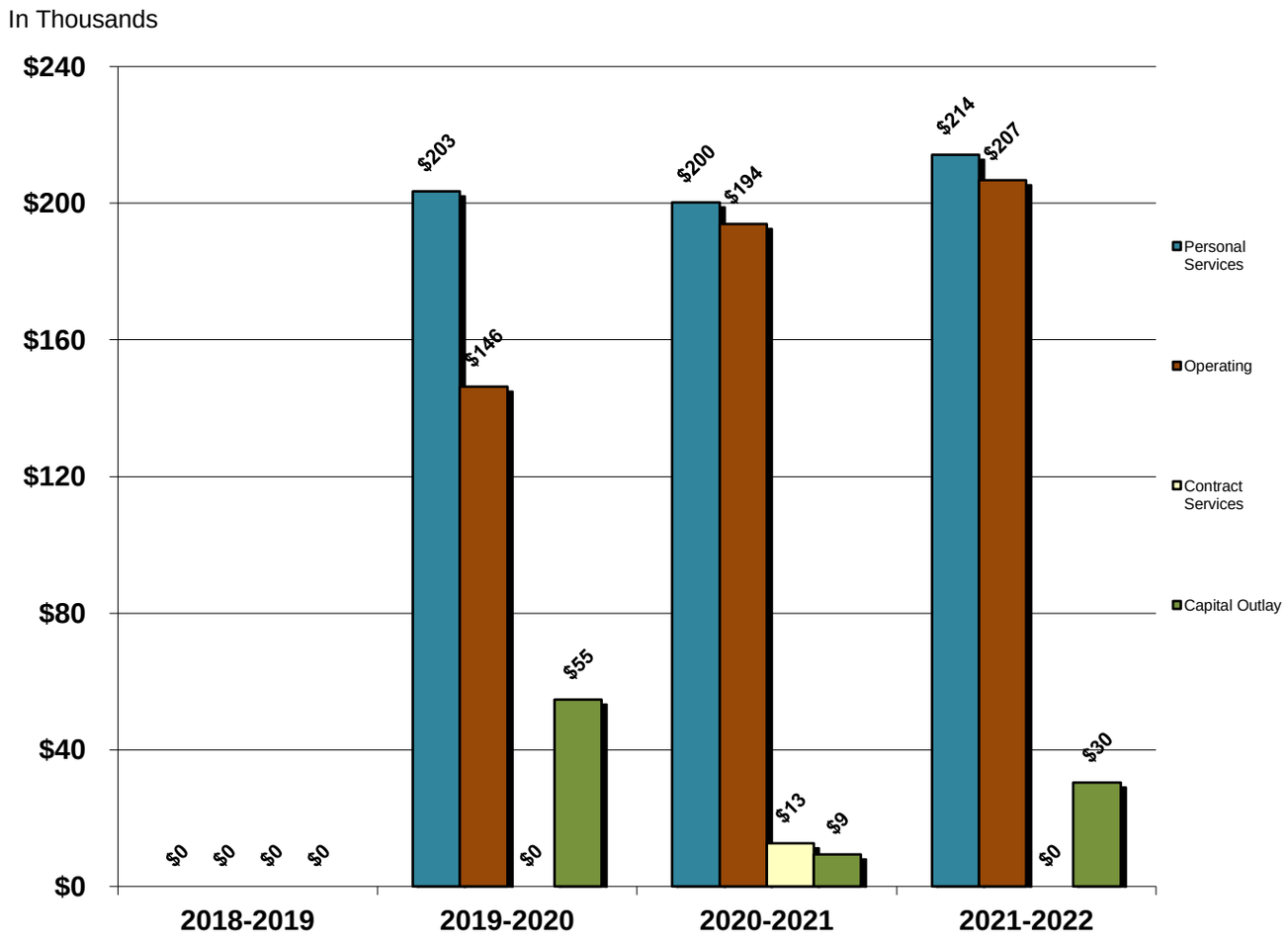
The Information Technology Department provides computer and telephone related services for the City. This includes training, development of system software to suit the needs of various activities, technical assistance for all departments and prioritizing computer hardware and software needs.

CITY OF SAGINAW
EXPENDITURE SUMMARY
2021-2022

INFORMATION TECHNOLOGY

EXPENDITURES BY CATEGORY	ACTUAL 2018-2019	ACTUAL 2019-2020	REVISED BUDGET 2020-2021	ADOPTED BUDGET 2021-2022
Personal Services	$ -	$ 203,412	$ 200,210	$ 214,180
Operating	-	146,275	193,930	206,690
Contract Services	-	-	12,700	-
Capital Outlay	-	54,672	9,460	30,440
TOTALS	**$ -**	**$ 404,360**	**$ 416,300**	**$ 451,310**

The Information Technology function was previously budgeted in General Administration.



CITY OF SAGINAW
GOALS, OBJECTIVES AND PERFORMANCE MEASURES
2021-2022

INFORMATION TECHNOLOGY

GOAL: To provide assistance to all city departments related to computer and telephone service.

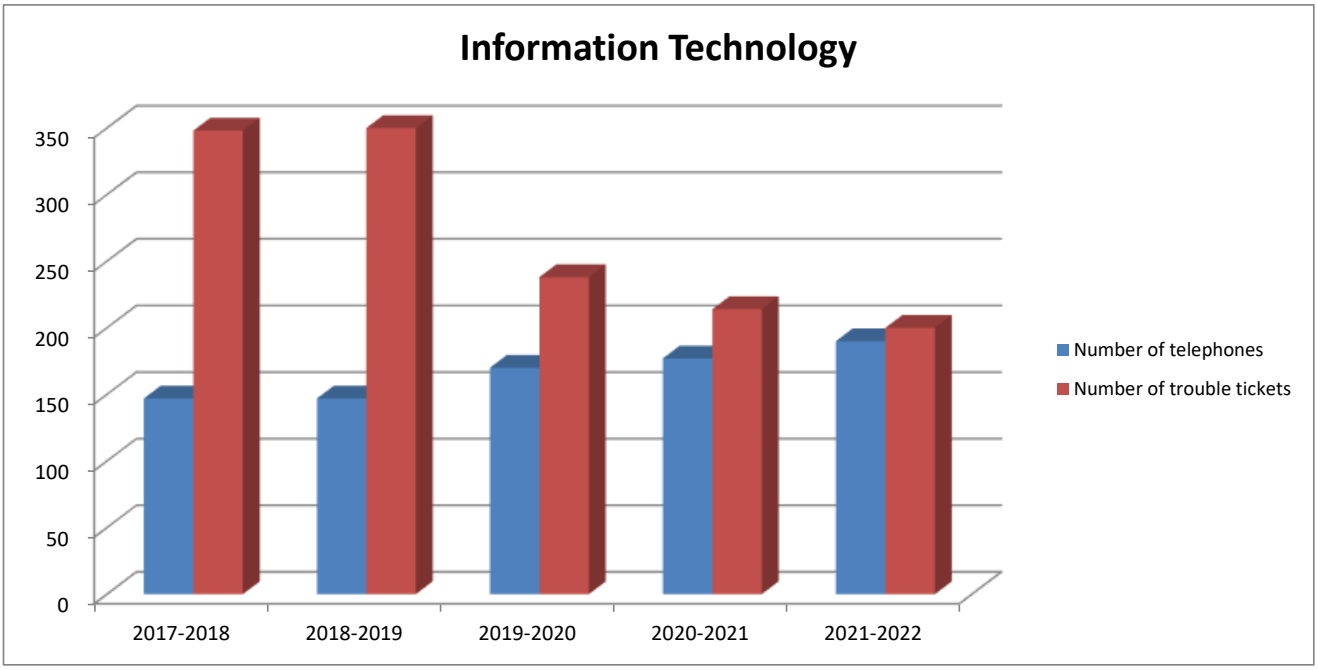
City Strategy	FY 2020-2021 Department Goal	FY 2020-2021 Department Achievement	FY 2021-2022 Department Goal
Maintain a financially sound City providing superior services	Continue to update existing network as needed.	Rolled over to new Payment Server along with rms for cityhall. Implemented new rms system for PD. Moved Rec software from server based sytem to cloud based system.	Continue to update existing network as needed.

LONG TERM OBJECTIVES

Establish and maintain a computer equipment replacement schedule.

Manage telephone service contracts for all city departments.

PERFORMANCE MEASURES	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 BUDGET
Number of telephones	147	147	170	177	190
Number of trouble tickets	348	350	238	214	200



DEBT SERVICE FUND

City of Saginaw

The Debt Service Fund, also known as the Interest and Sinking Fund, is used to account for the accumulation of resources for, and the payment of, general obligation long-term debt principal and interest.

CITY OF SAGINAW
DEBT SERVICE FUND SUMMARY OF REVENUES AND EXPENDITURES

	YEAR-END ACTUAL 2019-2020	REVISED BUDGET 2020-2021	ADOPTED BUDGET 2021-2022
REVENUES			
Current Property Taxes	$ 3,733,708	$ 4,013,930	$ 4,642,825
Other Taxes and Fees	6,656	5,825	16,000
Bond Premium	-	4,440	-
Interest on Investments	22,228	1,000	500
Other Financing Sources-Refunding	3,015,000	-	-
Transfers from Other Funds	-	-	-
Use of Fund Balance	-	-	-
TOTAL REVENUES	**$ 6,777,591**	**$ 4,025,195**	**$ 4,659,325**
EXPENDITURES			
Principal Retirement	$ 2,585,000	$ 2,725,000	$ 3,160,000
Interest	721,674	1,391,030	1,577,725
Debt Issuance Cost	83,644	-	-
Other Financing Uses-Refunding	2,924,412	-	-
Arbitrage Expenses	-	7,000	10,000
Agent Fees	6,950	6,000	6,000
TOTAL EXPENDITURES	**$ 6,321,680**	**$ 4,129,030**	**$ 4,753,725**

CITY OF SAGINAW
FUND DESCRIPTION
2021-2022

DEBT SERVICE FUND

The City of Saginaw's Debt Service Fund accounts for the property tax collections and transfers into the fund for the payment of principal and interest on general long term liabilities and the actual payments of that principal and interest on those general long term liabilities.

The Debt Service Fund, also known as the Interest and Sinking Fund, is established by ordinances authorizing the issuance of bonds and providing for the payment of bond principal and interest as they come due. Certificates of Obligation (C.O.) are securities issued by the City for the purpose of paying contractual obligations incurred through construction projects or purchasing equipment. Certificates of Obligation do not require voter approval. They may be secured by property tax revenue or from other revenue. General Obligation (G.O.) debt must be approved by the voters. It may be secured by the ad valorem, or property tax, revenue.

A tax rate is adopted that will produce the money necessary to satisfy annual debt service requirements. The 2021-2022 property tax rate is .479516 per one hundred dollars of value. The Debt Rate is .194458, or 38%, of the total tax rate.

The Texas Comptroller's Office issues guidelines (Truth-in-Taxation) for calculating a city's tax rate. A taxing entity must adopt its rate in two separate components - one rate for maintenance and operations and one rate for debt service. The debt service rate is the tax rate necessary to pay the unit's debt payments in the coming year.

The Texas Constitution prohibits any Texas political subdivision from incurring "debt" except in certain ways provided by statute. Texas law defines "debt" as any obligation that cannot be repaid during the current fiscal year. Therefore, a Texas city may only enter into obligations that may be paid from current fiscal year funds or are subject to annual appropriation. A Texas city may only pledge future funds to the payment of the following types of obligations, as provided by statute: bonds, certificates of obligation, and tax notes. Bank loans that extend beyond the current fiscal year and/or that are not subject to appropriation are likely not permitted for cities operating under the general laws of Texas.

Saginaw is a Home Rule city. As a Texas home rule city, the City of Saginaw is not limited by State Law in the amount of debt it may issue. The City Charter places a limit of $1.50 on the total ad valorem tax rate which may be levied for both operating and debt purposes. With a combined tax rate of $.479516 the City is well within this limit. Of the $.479516 tax rate 38% is allocated for debt service. The remaining 62% is allocated for maintenance and operations.

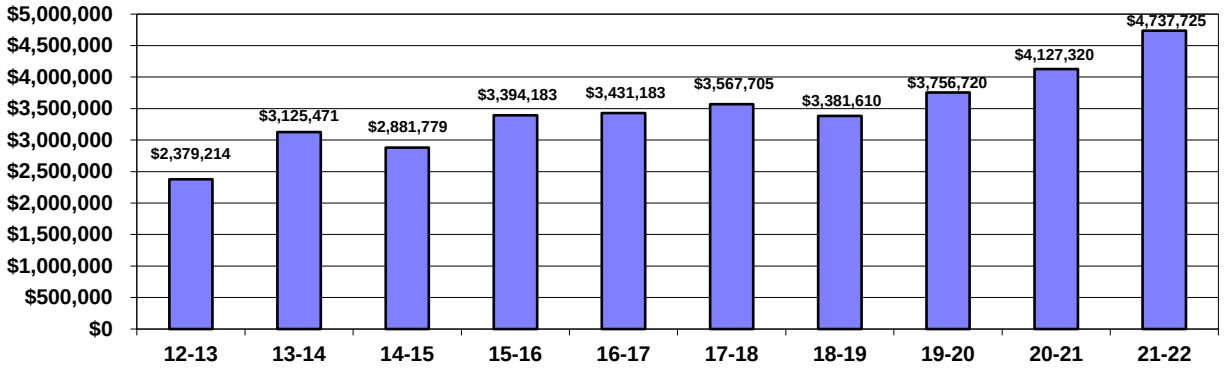
In 2012, Moody's Investors Service improved the City's bond rating to Aa3, and Standard and Poor's rated the City at AA-. The City's waterworks and sewer system revenue bond ratings are Aa3 by Moody's and AA by Standard and Poor's.

The City of Saginaw invests the money held in this fund. The interest earned on these investments generates additional revenue for this fund.

CITY OF SAGINAW
FUND DESCRIPTION
2021-2022

DEBT SERVICE FUND

DEBT PAYMENTS



COMPARISON OF 2020-2021 GENERAL OBLIGATION BOND INDEBTEDNESS

CITY	Population	Net Taxable Value	GO Indebtedness	Bond Debt Per Capita
Belton	22,885	$ 1,431,908,000	$ 8,340,000	$364
Saginaw	23,090	$ 2,054,763,191	$ 26,955,000	$1,167
Corsicana	23,989	$ 1,777,692,646	$ 30,065,000	$1,253
Watauga	24,629	$ 1,597,254,264	$ 20,065,000	$815
Prosper	25,630	$ 4,601,196,301	$ 30,788,900	$1,201
Forney	27,236	$ 2,203,782,929	$ 29,720,000	$1,091
Midlothian	33,532	$ 4,133,104,050	$ 76,966,729	$2,295

The comparison is of other north Texas cities by population. Information was obtained from the 2021 TML Taxation and Debt Survey.

CITY OF SAGINAW
SUMMARY OF DEBT SERVICE EXPENDITURES
2021-2022

ACCOUNT DESCRIPTION	BUDGET 2020-2021	BUDGET 2021-2022
Bond Principal Payment	$ 2,315,000	$ 2,935,000
Principal Payment - Tax Note	410,000	225,000
Bond Interest Payment	1,383,210	1,563,060
Interest Payment - Tax Note	19,110	14,665
Paying Agent Fees	6,000	6,000
Arbitrage Expense	7,000	10,000
Debt Issuance Cost	-	-
Other Financing Uses	-	-
TOTALS	$ 4,140,320	$ 4,753,725

(1) This represents the scheduled bond principal payment for the fiscal year.
Outstanding principal balance at 9-30-22 $47,200,000

CITY OF SAGINAW
GENERAL LONG TERM DEBT SERVICE REQUIREMENTS
2021-2022

DISBURSEMENT		AMOUNT
2020 General Obligation Refunding Bonds		
Principal		$ 110,000
Interest		11,433
	Total	$ 121,433
2013 General Obligation & Refunding Bonds		
Principal		$ 460,000
Interest		216,581
	Total	$ 676,581
2014 General Obligation Refunding Bonds		
Principal		$ 225,000
Interest		13,632
	Total	$ 238,632
2015 General Obligation Bonds		
Principal		$ 350,000
Interest		160,300
	Total	$ 510,300
2020 Certificates of Obligation		
Principal		$ 100,000
Interest		640,700
	Total	$ 740,700

DISBURSEMENT		AMOUNT
2016 General Obligation Refunding Bonds		
Principal		$ 440,000
Interest		44,870
	Total	$ 484,870
2017 General Obligation Bonds		
Principal		$ 330,000
Interest		199,350
	Total	$ 529,350
2019 Tax Note		
Principal		225,000
Interest		14,665
	Total	$ 239,665
2019 General Obligation Refunding Bonds		
Principal		420,000
Interest		17,278
	Total	$ 437,278
2021 General Obligation Bonds		
Principal		500,000
Interest		258,917
	Total	$ 758,917
TOTAL REQUIREMENTS		
Principal		$ 3,160,000
Interest		1,577,725
Fees		16,000
	TOTAL	**$ 4,753,725**

Explanation of Use for Debt Obligations

2015 GO Bonds - Bailey Boswell Overpass Project
2017 GO Bonds - Next phase of Bailey Boswell Overpass Project
2019 Tax Note - Land purchase for Fire Station, Library, and Senior Center; these funds are also for playground and Police Department parking lot
2020 Certificates of Obligation - Sidewalk improvements, design of Knowles Dr., Fire Station design, and miscellaneous roadway design
2021 GO Bonds - Design of Library and Senior Center, also funds construction of the 1st phase of Knowles Dr.

CITY OF SAGINAW
GENERAL LONG TERM DEBT OUTSTANDING
2021-2022

Description Interest Rate Range Redemption Dates	Original Issue	Bonds Outstanding 10/1/2021	FY 2021-2022 Payments Principal	FY 2021-2022 Payments Interest	Bonds Outstanding 9/30/2022
2020 General Obligation Refunding Bonds 1.11% September 1, 2020 to September 1, 2030	$1,135,000	$ 1,030,000	$ 110,000	$ 11,433	$ 920,000
2013 General Obligation & Refunding Bonds 2.000% to 4.125% September 1, 2013 to September 1, 2033	$9,075,000	$ 5,620,000	$ 460,000	$ 216,581	$ 5,160,000
2014 General Obligation Refunding Bonds 1.99% March 1, 2014 to September 1, 2024	$2,130,000	685,000	225,000	13,632	$ 460,000
2015 General Obligation Bonds 1.000% to 3.500% March 1, 2016 to September 1, 2035	$8,000,000	5,760,000	350,000	160,300	$ 5,410,000
2016 General Obligation Refunding Bonds 1.69% March 1, 2016 to September 1, 2027	$5,910,000	2,655,000	440,000	44,870	$ 2,215,000
2017 General Obligation Bonds 3.00% March 1, 2018 to September 1, 2037	$7,830,000	6,645,000	330,000	199,350	$ 6,315,000
2019 Tax Note 1.40% March 1, 2020 to March 1, 2026	$2,000,000	1,160,000	225,000	14,665	$ 935,000
2019 General Obligation Refunding Bonds 1.63% March 1, 2020 to September 1, 2025	$1,880,000	1,060,000	420,000	17,278	$ 640,000
2020 Certificates of Obligation 2.000% to 4.000% March 1, 2021 to September 1, 2040	$17,345,000	17,310,000	100,000	640,700	$ 17,210,000
2021 General Obligation Bonds 2.000% to 4.000% March 1, 2022 to September 1, 2041	$8,435,000	8,435,000	500,000	258,917	$ 7,935,000
TOTALS	**$63,740,000**	**$50,360,000**	**$3,160,000**	**$1,577,725**	**$47,200,000**

CITY OF SAGINAW
GENERAL LONG TERM DEBT REQUIREMENTS FUTURE YEARS
2021-2022

SEPTEMBER 30,	PRINCIPAL	INTEREST	TOTAL
2022	3,160,000	1,577,725	4,737,725
2023	3,010,000	1,480,943	4,490,943
2024	3,080,000	1,410,782	4,490,782
2025	3,180,000	1,336,103	4,516,103
2026	3,145,000	1,259,700	4,404,700
2027	2,890,000	1,173,551	4,063,551
2028	2,595,000	1,088,102	3,683,102
2029	2,670,000	1,005,370	3,675,370
2030	2,760,000	910,188	3,670,188
2031	2,745,000	808,576	3,553,576
2032	2,855,000	708,474	3,563,474
2033	2,945,000	611,149	3,556,149
2034	2,475,000	509,970	2,984,970
2035	2,555,000	428,650	2,983,650
2036	2,140,000	342,850	2,482,850
2037	2,205,000	271,550	2,476,550
2038	1,750,000	198,000	1,948,000
2039	1,815,000	137,700	1,952,700
2040	1,870,000	75,000	1,945,000
2041	515,000	10,300	525,300
TOTALS	**$ 50,360,000**	**$ 15,344,684**	**$ 65,704,684**

The debt of the General Fund reflects a twenty-year payout with interest costs primarily carried in the first half of the overall life of the debt. The major decline in debt service is evident and reflects a point where a major issue is retired. The retirement may be looked upon as an opportunity to issue new debt for the continuing infrastructure and capital needs of the community while at the same time having little or no impact on the total tax rate.

ENTERPRISE FUND

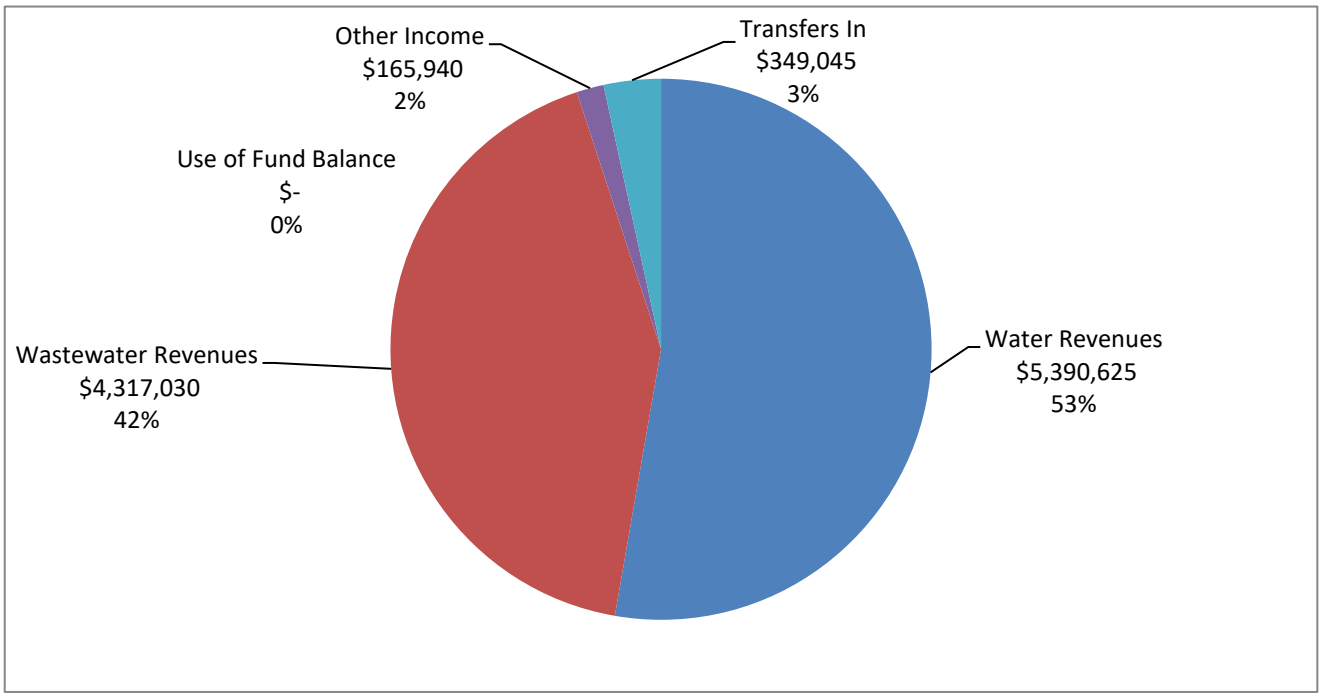
City of Saginaw

The Enterprise Fund is used to account for operations of the City's water and wastewater activities which are financed and operated in a manner similar to private business enterprises. Services of the Enterprise Fund are intended to be self-supporting through user charges and fees.

CITY OF SAGINAW
ENTERPRISE FUND SUMMARY OF
REVENUES AND EXPENDITURES

	YEAR-END ACTUAL 2019-2020	REVISED BUDGET 2020-2021	ADOPTED BUDGET 2021-2022
REVENUES			
Tsf. From W/WW Escrow Fund	$ 71,153	$ 1,357,500	$ 250,000
Tsf. From Drainage Utility-Reimb Salaries	86,185	91,130	99,045
Water Sales	6,040,964	6,068,750	5,355,625
Wastewater Service	3,059,177	2,953,600	2,802,030
Water Tap Fees	88,460	29,290	35,000
Wastewater Tap Fees	43,100	10,400	15,000
Wastewater Surcharge	1,698,265	1,537,000	1,500,000
Penalties	83,008	83,000	105,000
Other Income	58,654	51,000	60,000
Developer Contributions	-	-	-
Interest on Investments	80,765	3,670	940
Use of Fund Balance	-		
TOTAL REVENUES	**$ 11,309,732**	**$ 12,185,340**	**$ 10,222,640**
EXPENSES			
Salaries & Benefits	$ 1,541,126	$ 1,542,125	$ 1,675,705
Operating	563,373	675,825	698,160
Debt Payments	280,387	236,425	245,010
Water Purchase from Fort Worth	2,845,870	3,168,615	3,115,480
Wastewater Service from Fort Worth	3,432,247	3,215,015	3,116,520
Capital Outlay	844,949	787,850	-
Water Department Total	**$ 9,507,952**	**$ 9,625,855**	**$ 8,850,875**
Transfers	$ 714,075	$ 762,260	$ 825,920
W&WW Capital Projects	2,602,123	1,357,765	1,063,780
TOTAL EXPENSES	**$ 12,824,151**	**$ 11,745,880**	**$ 10,740,575**

CITY OF SAGINAW
ENTERPRISE FUND REVENUES
BUDGETED FUNDS



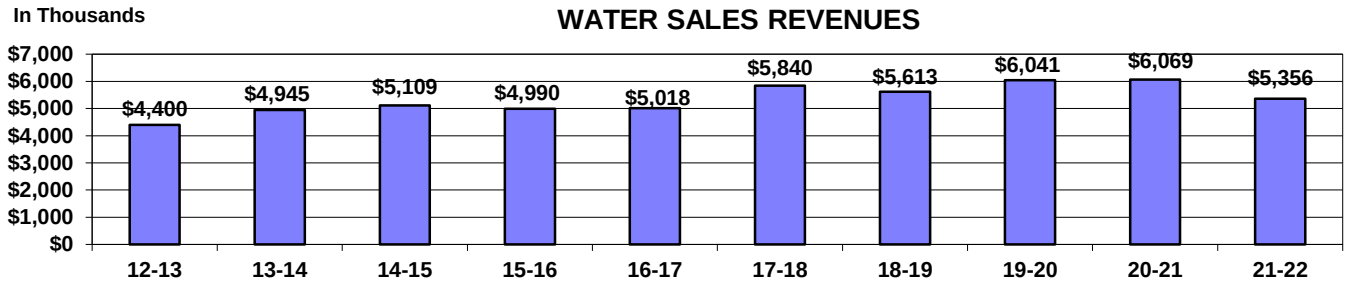
DESCRIPTION	ACTUAL 2017-2018	ACTUAL 2018-2019	ACTUAL 2019-2020	REVISED BUDGET 2020-2021	ADOPTED BUDGET 2021-2022
Transfers In	$ 698,361	$ 169,351	$ 157,338	$ 1,448,630	$ 349,045
Water Sales	5,839,880	5,613,272	6,040,964	6,068,750	5,355,625
Wastewater Service	2,764,580	2,992,165	3,059,177	2,953,600	2,802,030
Water Tap Fees	129,068	108,295	88,460	29,290	35,000
Wastewater Tap Fees	57,400	48,875	43,100	10,400	15,000
Wastewater Surcharges	1,830,203	1,722,029	1,698,265	1,537,000	1,500,000
Penalties	109,754	106,370	83,008	83,000	105,000
Interest on Investments	113,687	193,246	80,765	3,670	940
Other Income	75,530	83,214	58,654	58,505	60,000
Use of Fund Balance	-	-	-	-	-
Total Revenues	**$ 11,618,462**	**$ 11,036,817**	**$ 11,309,732**	**$ 12,192,845**	**$ 10,222,640**

CITY OF SAGINAW
ENTERPRISE FUND OVERVIEW OF REVENUES
2021-2022

The City of Saginaw's Enterprise Fund accounts for water and wastewater operations with the intent that the costs of providing goods and/or services to the general public on a continuing basis be financed or recovered primarily through user charges and fees. Below is an overview of the major Enterprise Fund revenues. Enterprise Fund revenues are based on trend analysis. The assumptions included in the budget are for average temperatures and average rainfalls.

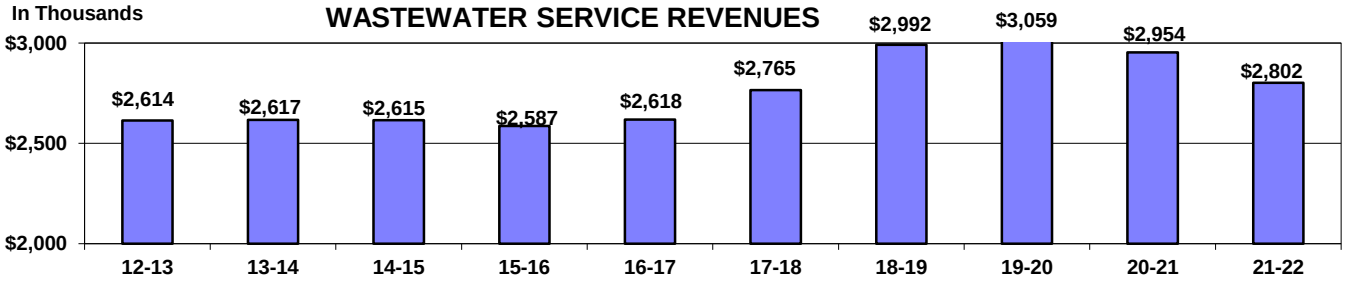
WATER SALES:

The City of Saginaw purchases water from the City of Fort Worth. Fort Worth will increase their water rates 9.92% October 1, 2021. This budget includes a rate increase of 10% that will be passed on to our customers.



WASTEWATER SERVICE:

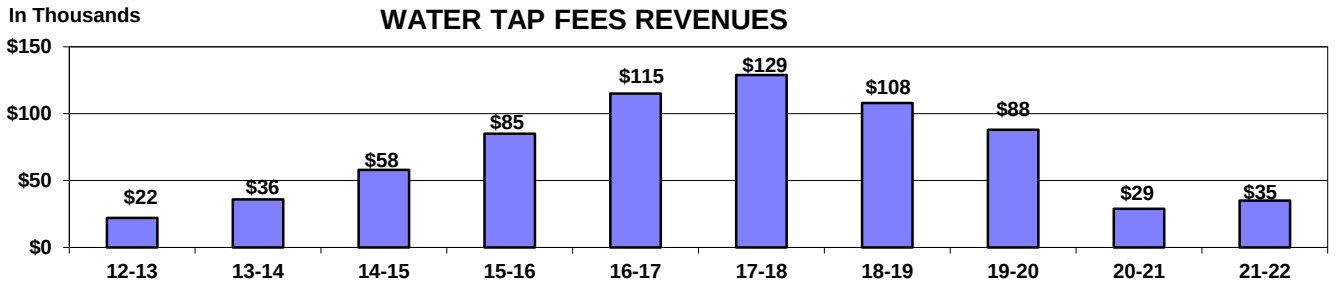
The City of Fort Worth bills Saginaw for wastewater treatment based on the strengths and volume that are passed through the system. As the City continues to grow and adds more customers, the strength and volume increases along with the charges. As the City continues to replace leaky wastewater mains,which reduces inflow and infiltration into the wastewater system, we have seen a reduction during heavy rainfall events. Fort Worth will increase wastewater rates 15.24% October 1, 2021. The budget includes a 5% increase in wastewater rates for our customers.

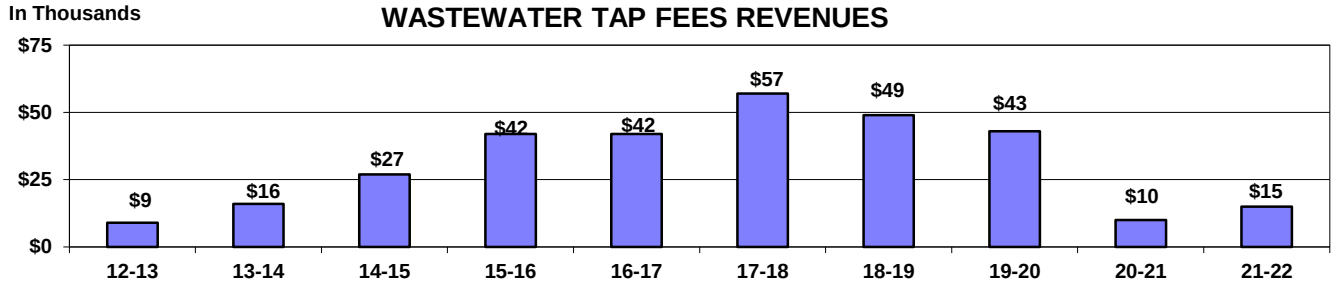


CITY OF SAGINAW
ENTERPRISE FUND OVERVIEW OF REVENUES
2021-2022

WATER AND WASTEWATER TAP FEES:

This represents the fees charged by the City for connections, or taps, to the water and wastewater system for new homes and businesses. The amount of the fee is determined by the size of the connection and whether it is installed by the developer, owner, or the City. Water tap fees are $445.00 to $555.00. Wastewater tap fees are from $225.00 to $350.00. If the taps are installed by the City, the fee is the actual cost plus 15%. With fewer homes being built, tap fee revenue will decline.

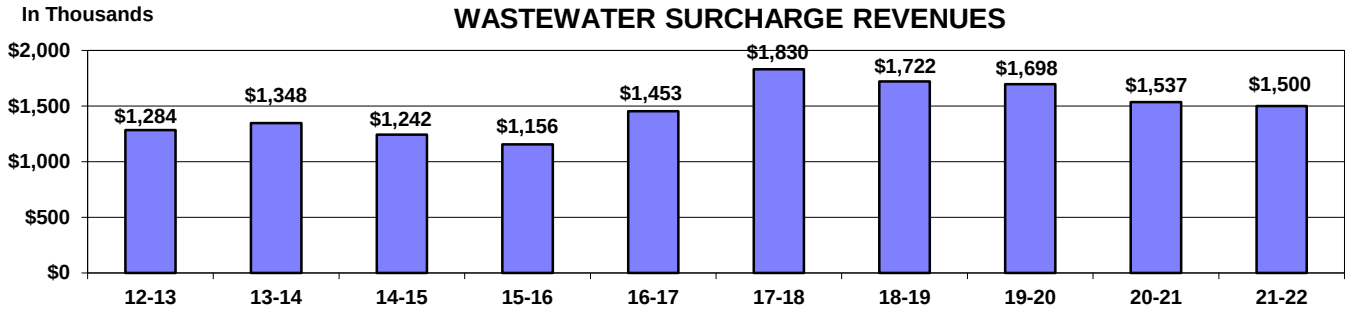




CITY OF SAGINAW
ENTERPRISE FUND OVERVIEW OF REVENUES
2021-2022

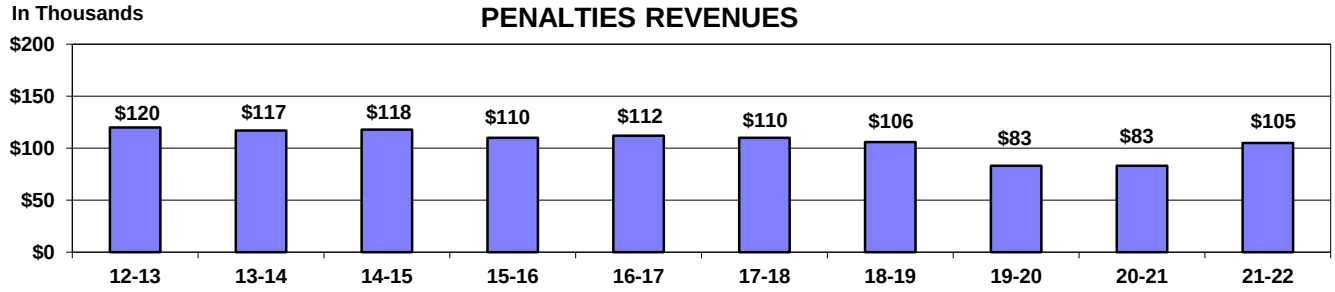
WASTEWATER SURCHARGE:

All commercial or industrial customers who discharge to the POTW (Publicly Owned Treatment Works) that are categorical, significant or high strength are in the monitored category. Their waste stream is then tested for strength and regulated pollutants quarterly. The results of these tests are then used to calculate their wastewater charges. These charges are based on the prevailing City of Fort Worth rate for BOD and TSS plus a 10% premium. Sewer surcharge revenues are estimated based on an average year.



PENALTIES:

This represents penalties on past due water and wastewater accounts. A late charge of $5.00 is added to residential accounts. The late charge for commercial and industrial accounts is ten percent of the balance due on the account. Revenue is based on historical trends. FY19/20 and FY20/21 revenue is down due to not assessing penalties for a portion of the year due to the COVID-19.

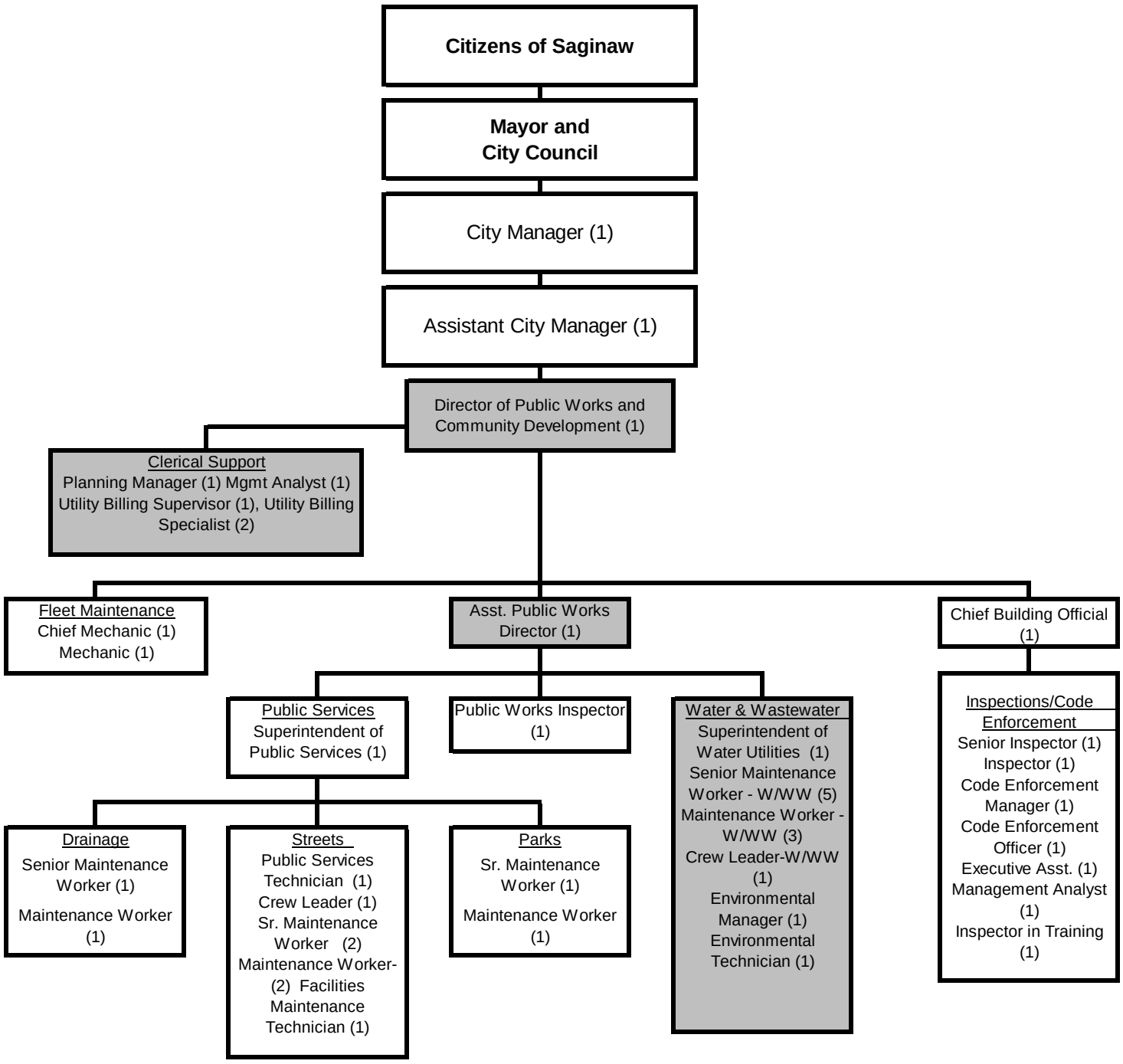


TRANSFER FROM OTHER FUNDS:

A transfer of $250,000 in impact fees from the Enterprise Escrow Fund will fund the Fort Worth meter station upgrade.

CITY OF SAGINAW
ORGANIZATIONAL CHART AND SCHEDULE OF PERSONNEL
2021-2022

WATER & WASTEWATER



	FISCAL YEAR				
TITLE	**17-18**	**18-19**	**19-20**	**20-21**	**21-22**
Director of Public Works and Community Development	1	1	1	1	1
Field Operations Manager	1	1	1	1	1
Superintendent of Water Utilities	1	1	1	1	1
Senior Maintenance Worker - W/WW	5	5	5	5	5
Maintenance Worker - W/WW	2	2	2	2	3
Crew Leader	1	1	1	1	1
Environmental Manager*	1	1	1	1	1
Environmental Technician*	0	1	1	1	1
Planning Manager	1	0	0	1	1
Executive Assistant	1	1	1	0	0
Utility Billing Supervisor	1	1	1	1	1
Management Analyst	1	0	0	1	1
Administrative Assistant	1	1	1	0	0
Utility Billing Specialist	2	2	2	2	2
TOTAL:	19	18	18	18	19

The Public Works Department houses the offices listed above. Those positions highlighted in gray are paid out of the Water & Wastewater budget. The Administrative Technician - W/WW and the two (2) Administrative Clerks are located in the General Administrative Office.

*The Drainage Utility Fund reimburses this fund for half the salary and benefits of the Environmental Specialist and Environmental Asst.

A Maintenance Worker is added in FY 16/17 and 1 Maintenance Worker became a Senior Maintenance Worker.
An Environmental Technician is added in FY 18/19.
In 21/22 a Maintenance Worker is added.

CITY OF SAGINAW
DEPARTMENT DESCRIPTION
2021-2022

WATER & WASTEWATER

The Director of Public Works and Community Development is the manager of all Public Works employees. The Water & Wastewater maintenance employees share office space with the Public Services and Inspections/Code Enforcement departments at the Public Works building. The water billing personnel are located at the General Administrative Office at City Hall. They are responsible for the billing and collection of approximately 7,900 accounts. The City has a two-cycle billing system for utility customers. The City contracts out the printing and mailing of utility bills. One full-time employee reads meters two (2) days each month. This employee works on other projects the rest of the month.

Saginaw is 100% dependent upon the City of Fort Worth for its water supply and wastewater treatment. The water/wastewater division is responsible for the operation and maintenance of the City's water distribution system and wastewater collection system. This division maintains the water system following the guidelines for human consumption and fire safety set forth by the Texas Commission on Environmental Quality (TCEQ). They maintain adequate pressure throughout the water system, repair and maintain all distribution lines, keep accurate records of distribution and pumpage and report to the State as required. They ensure that all pump stations are operational and maintain an annual maintenance program. They maintain updated maps for location of lines, repairs breaks in a timely manner and take water samples as required by law. They also turn water on and off for residents, complete all water-related work orders, and resolves customer complaints and inquiries.

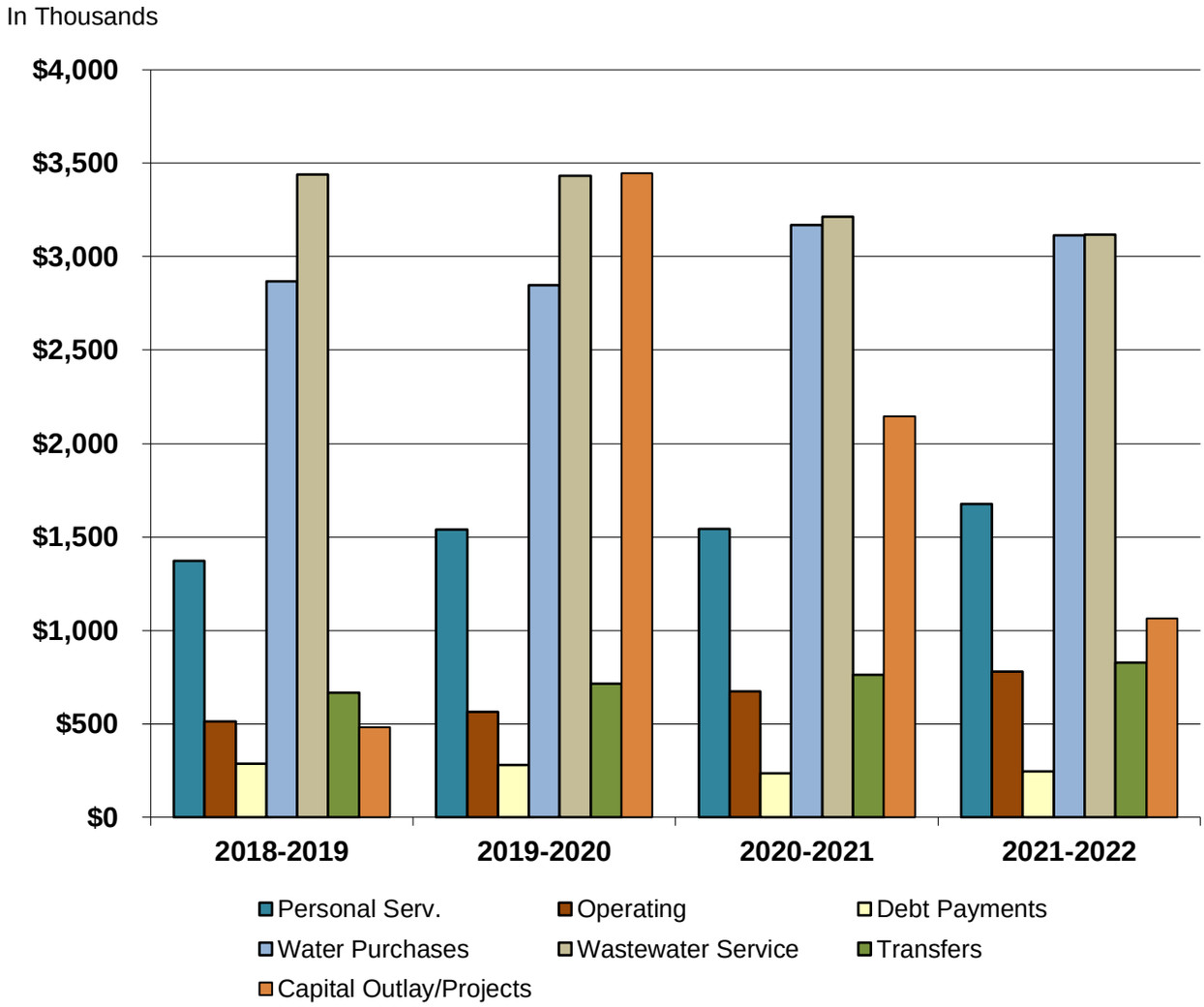
In addition they are responsible for the maintenance of the wastewater collection system. The City of Saginaw sends 100% of its wastewater to the City of Fort Worth for treatment. They repair broken sewer lines, clear line blockages, conduct video inspections of wastewater lines and provide regular cleaning of all lines in the City as preventative maintenance.

The City monitors significant industrial users and categorical industries by sampling their sewage effluent to ensure compliance with Environmental Protection Agency (EPA) standards.

CITY OF SAGINAW
EXPENDITURE SUMMARY
2021-2022

WATER & WASTEWATER

EXPENDITURES BY CATEGORY	ACTUAL 2018-2019	ACTUAL 2019-2020	REVISED BUDGET 2020-2021	ADOPTED BUDGET 2021-2022
Personal Services	$ 1,371,087	$ 1,541,126	$ 1,542,125	$ 1,675,705
Operating	513,917	563,373	671,590	778,840
Debt Payments	286,936	280,387	236,425	245,010
Water Purchases	2,867,283	2,845,870	3,168,615	3,115,480
Wastewater Service	3,439,423	3,432,247	3,215,015	3,116,520
Transfers to Other Funds	667,510	714,075	762,260	825,920
Capital Outlay/Capital Projects	481,568	3,447,072	2,145,350	1,063,780
TOTAL EXPENDITURES	**$ 9,627,724**	**$ 12,824,151**	**$ 11,741,380**	**$ 10,821,255**



CITY OF SAGINAW
GOALS, OBJECTIVES AND PERFORMANCE MEASURES
2021-2022

WATER & WASTEWATER

City Strategy	FY 2020-2021 Department Goal	FY 2020-2021 Department Achievement	FY 2021-2022 Department Goal
Maintain a financially sound City providing superior services	Maintain reserves at 25% of the Enterprise Fund operating budget.	Accomplished maintaining reserves at 25% of the Enterprise Fund operating budget.	Maintain reserves at 25% of the Enterprise Fund operating budget.
	Maintain Moody's rating of Aa3 and Standard and Poor's rating of AA/Stable.	Accomplished maintaining Moody's rating of Aa3 and Standard and Poor's rating of AA/Stable.	Maintain Moody's rating of Aa3 and Standard and Poor's rating of AA/Stable.
	Construct the Northwest Booster Pump Station and the Saginaw Boulevard 16" water line phase 2.	Construction has started on both the Northwest Booster Pump Station and Saginaw Blvd 16" water line phase 2 and is ongoing.	Complete the Northwest Booster Pump Station, Saginaw Boulevard 16" water line phase 2 and Fort Worth meter station upgrade.
	Complete the Resiliency Study and Emergency Response Plan by June 2021.	The Resiliency Study and Emergency Response Plan is in process.	Complete the Resiliency Study and Emergency Response Plan by June 2022.
	Complete replacement of water meters with those using cellular technology.	Replacement of water meters is still ongoing	Complete replacement of water meters with those using cellular technology.

LONG TERM OBJECTIVES

Implement a leak detection/water loss program on our water system.

Replace water lines as designated on the Capital Improvements Plan.

Perform random water meter accuracy tests throughout the system.

Replace wastewater lines as designated on the Capital Improvements Plan.

Inspect, reseal and/or replace, as necessary, all wastewater manholes.

Maintain current certifications through continuing education credits and seek new certifications.

Promote the “Clean It Like You Mean It” program to rid the City of hazardous waste, tires, etc.

CITY OF SAGINAW
GOALS, OBJECTIVES AND PERFORMANCE MEASURES
2021-2022

WATER & WASTEWATER

City Strategy	FY 2020-2021 Department Goal	FY 2020-2021 Department Achievement	FY 2021-2022 Department Goal
Maintain a financially sound City providing superior services	Maintain reserves at 25% of the Enterprise Fund operating budget.	Accomplished maintaining reserves at 25% of the Enterprise Fund operating budget.	Maintain reserves at 25% of the Enterprise Fund operating budget.
	Maintain Moody's rating of Aa3 and Standard and Poor's rating of AA/Stable.	Accomplished maintaining Moody's rating of Aa3 and Standard and Poor's rating of AA/Stable.	Maintain Moody's rating of Aa3 and Standard and Poor's rating of AA/Stable.
	Construct the Northwest Booster Pump Station and the Saginaw Boulevard 16" water line phase 2.	Construction has started on both the Northwest Booster Pump Station and Saginaw Blvd 16" water line phase 2 and is ongoing.	Complete the Northwest Booster Pump Station, Saginaw Boulevard 16" water line phase 2 and Fort Worth meter station upgrade.
	Complete the Resiliency Study and Emergency Response Plan by June 2021.	The Resiliency Study and Emergency Response Plan is in process.	Complete the Resiliency Study and Emergency Response Plan by June 2022.
	Complete replacement of water meters with those using cellular technology.	Replacement of water meters is still ongoing	Complete replacement of water meters with those using cellular technology.

LONG TERM OBJECTIVES

Implement a leak detection/water loss program on our water system.

Replace water lines as designated on the Capital Improvements Plan.

Perform random water meter accuracy tests throughout the system.

Replace wastewater lines as designated on the Capital Improvements Plan.

Inspect, reseal and/or replace, as necessary, all wastewater manholes.

Maintain current certifications through continuing education credits and seek new certifications.

Promote the “Clean It Like You Mean It” program to rid the City of hazardous waste, tires, etc.

CITY OF SAGINAW
SUMMARY OF DEBT SERVICE EXPENDITURES
2021-2022

ACCOUNT DESCRIPTION	BUDGET 2020-2021	BUDGET 2021-2022
Bond Principal Payment	$ 2,315,000	$ 2,935,000
Principal Payment - Tax Note	410,000	225,000
Bond Interest Payment	1,383,210	1,563,060
Interest Payment - Tax Note	19,110	14,665
Paying Agent Fees	6,000	6,000
Arbitrage Expense	7,000	10,000
Debt Issuance Cost	-	-
Other Financing Uses	-	-
TOTALS	$ 4,140,320	$ 4,753,725

(1) This represents the scheduled bond principal payment for the fiscal year.	
Outstanding principal balance at 9-30-22	$47,200,000

CITY OF SAGINAW
WATER & WASTEWATER
DEBT SERVICE REQUIREMENTS
2021-2022

2014 General Obligation Refunding Bonds (EF portion)		
Principal	$	75,000
Interest		1,495
Total	$	76,495

2015 General Obligation Refunding Bonds (Enterprise Fund)		
Principal	$	145,000
Interest		18,515
Total	$	163,515

TOTAL REQUIREMENTS		
Principal	$	220,000
Interest		20,010
Fees		5,000
TOTAL	**$**	**245,010**

CITY OF SAGINAW
WATER & WASTEWATER DEBT OUTSTANDING
2021-2022

Description Interest Rate Range Redemption Dates	Original Issue	Bonds Outstanding 10/1/2021	FY2021-2022 Payments Principal	FY2021-2022 Payments Interest	Bonds Outstanding 9/30/2022
2014 General Obligation Refunding Bonds (EF Portion) 1.99% March 1, 2015 to September 1, 2022	$520,000	$ 75,000	$ 75,000	$ 1,493	$ -
2015 General Obligation Refunding Bonds for EF 1.98% March 1, 2016 to September 1, 2027	$1,610,000	$ 935,000	$ 145,000	$ 18,513	$ 790,000
TOTALS	**$ 2,130,000**	**$ 1,010,000**	**$ 220,000**	**$ 20,006**	**$ 790,000**

CITY OF SAGINAW
WATER & WASTEWATER DEBT REQUIREMENTS FUTURE YEARS
2021-2022

SEPTEMBER 30,	PRINCIPAL	INTEREST	TOTAL
2022	220,000	20,006	240,006
2023	150,000	15,642	165,642
2024	155,000	12,672	167,672
2025	160,000	9,603	169,603
2026	160,000	6,435	166,435
2027	165,000	3,267	168,267
TOTALS	**$ 1,010,000**	**$ 67,625**	**$ 1,077,625**

Average Annual Requirement **$ 179,604**

General Obligation Refunding Bonds (EF portion)
Series 2014 due March 1, 2015 to September 1, 2022

General Obligation Refunding Bonds for the Enterprise Fund
Series 2015 due March 1, 2016 to September 1, 2027

CAPITAL PROJECTS FUND

City of Saginaw

The Capital Projects Fund is used to account for the financing and construction of Governmental Fund type projects funded through general obligation bonds, certificates of obligation, and cash reserves.

CITY OF SAGINAW
CAPITAL PROJECTS FUND SUMMARY OF
REVENUES AND EXPENDITURES

	YEAR-END ACTUAL 2019-2020	REVISED BUDGET 2020-2021	ADOPTED BUDGET 2021-2022
REVENUES			
Tax Note Proceeds		$ -	$ -
CO Proceeds	$ 17,345,000		
GO Proceeds		$ 8,435,000	
Bond Premium	3,414,982	751,490	-
Grant Assistance	413,407		
BB Road Reimb - Tarrant County	822,747	2,218,710	1,677,250
Bailey Boswell Rd - Developer Contribution	-	-	-
Interest on Investments	61,244		1,140
Transfer from General Fund	-	2,600,000	
Transfer from Drainage Fund	-	-	-
Transfer from Donations	-	-	-
Transfer from General Escrow Fund	-		-
Use of Previously Issued Bond Funds	-	-	
TOTAL REVENUES	**$ 22,057,380**	**$ 14,005,200**	**$ 1,678,390**
EXPENDITURES			
Bond Sale Expenses	$ 255,848	$ 186,490	$ -
Bailey Boswell Road and Overpass	2,233,775	10,227,685	
Non Capital Outlay	413,407		
Police Department Parking Lot	79,900		-
Dream Play Playground	293,534		-
Sidewalk & ADA Improvements		179,010	
Street/Sidewalk Improvements	25,800	9,205	-
Land	1,558,333		-
Old Decatur Road North	103,500	101,500	
Knowles Drive Improvements	966,116	596,885	6,800,000
Library			1,500,000
Senior Center			700,000
Central Fire Station	278,923	2,343,400	
Blue Mound/Industrial Improvements		10,300	
Intersection Improvements WJ Boaz & Old Decatur Road	32,000	878,400	
TOTAL EXPENDITURES	**$ 6,241,134**	**$ 14,532,875**	**$ 9,000,000**

CITY OF SAGINAW
CAPITAL PROJECTS FUND OVERVIEW
2021-2022

The City of Saginaw's Capital Projects Fund accounts for the acquisition and/or construction of capital facilities and serves as a component of the City's long range plan. Maintaining and upgrading infrastructure in a fiscally conservative manner that seeks to minimize debt funding by seeking alternative sources of financing perfectly aligns with the City's long term strategic goals.

In 2016 our City Engineers, Kimley-Horn and Associates, completed a Comprehensive Master Plan Update (Master Plan) and Capital Improvements Plan (CIP). The Master Plan and CIP for the years 2016-2021 was approved the City Council on July 19, 2016.

These plans provide a statement about our community's growth patterns, the general distribution and location of land use, a detailed thoroughfare plan and other general guidelines for various plan elements. The Plan provides a written consensus to guide future growth and development while allowing flexibility to respond to new ideas and direction as the City progresses, changes, and grows.

The 2016 Master Plan and CIP theme is ***Preparing for Build-out***. The City prepared for the growth projected in the 1990's by constructing infrastructure to meet the demand. As the City approaches build-out, the new plan focuses on completing infrastructure to support development, rehabilitating aging infrastructure, and maintaining existing infrastructure.

The basis for long range planning is population growth. Prior to the economic downturn, Saginaw was one of the fastest growing cities in all of Tarrant County. The growth rate has resumed in recent years with a population increase of 27% since the 2010 census. Based on available land and current densities, Saginaw is expected to reach its build out population of 33,000 in 2030. The City has achieved approximately 75% of build out.

The plan presents findings and recommendations for implementing a plan to meet the infrastructure needs over the next five years and beyond. The plan addresses the following key components:

Streets and Thoroughfare Plan
Community Facilities
Water Distribution System
Wastewater Collection System
Drainage

The 2021 Bond Program was approved by Saginaw voters on May 1, 2021. The propostions include funding for Street and Roadway improvements, a new Senior Citizens Center, and a new Library. Bonds were issued in August 2021 for the first phase of Knowles Drive and for design of the Senior Center and the Library.

CITY OF SAGINAW
CAPITAL PROJECTS FUND OVERVIEW
2021-2022

The capital projects budget can impact the operating budget in several ways. Capital projects funded by the issuance of debt will impact the debt service portion of the tax rate. The City schedules debt issuances to have as little impact on the tax rate as possible. Debt payments are scheduled so that an increase as a result of new debt will be offset as older debt is paid off. By stabilizing the debt portion of the tax rate, the operations and maintenance portion of the tax rate can be maintained by not having to shift tax revenues from operations to debt service. Funding sources other than issuing debt are used when possible to minimize the debt related impact on the operating budget.

With the exception of the upcoming Bailey Boswell overpass, the focus of the Capital Projects Budget has been maintaining, upgrading, and replacing current infrastructure. Generally capital projects that have replaced aging infrastructure create an indirect savings to the operating budget by reducing the resources necessary to keep the aging infrastructure in good operating codition. For example the replacement of aging water and wastewater lines may result in an operating savings of materials and staff hours that would be called out to fix an aging line that has a leak or break. These types of savings do not result in an operating budget surplus as the resources saved are directed to other aging infrastructure requiring maintenance.

As new facilities are proposed, the resulting increase in personnel and other operating costs are evaluated in addition to the cost to build the facility. These types of projects are considered in their entirety and must be approved and funded in both the operating and capital projects budget.

City of Saginaw
Capital Improvement Plan
2021-2025

		USE OF FUNDS								SOURCE OF FUNDS							
Project Description	**Note**	**Actual Prior Years**	**Revised 2020-2021**	**2021-2022**	**2022-2023**	**2023-2024**	**2024-2025**	**Future CIP**	**Total**	**Tarrant County**	**Cap Proj Fund**	**General Fund**	**Escrow Fund**	**Donations Fund**	**Enterprise Fund**	**Drainage Fund**	**To Be Determined**
Western Center/156 Paving Improvements and Signal Design	1	389,114							389,114			389,114					
Bailey Boswell Ph. 1 Reconstruction Old Decatur Rd to Saginaw Blvd		3,314,986							3,314,986	1,664,986	1,650,000						0
Bailey Boswell Preliminary Design All Phases - Phase 2 through Overpass		919,391							919,391		919,391						
Bailey Boswell Overpass Bailey Boswell from Saginaw Blvd to the S-curve		2,470,955	13,021,850	0	0			0	15,492,805	6,500,000	6,392,805	2,600,000					0
Bailey Boswell Ph. 2 Reconstruction Saginaw Blvd to Jarvis Road Bailey Boswell Ph. 3 Reconstruction Jarvis Road to Approx. 500' west of Ash Meadow Dr.		14,147,151	0					0	14,147,151		13,413,786				733,365		0
Bailey Boswell Ph. 4 Reconstruction Approx. 500' west of Ash Meadow Dr. to FM 156		4,073,745						0	4,073,745		3,866,745		207,000				0
E. McLeroy Boulevard (Western Center Extension) S-curve to Blue Mound Rd	5							7,100,000	7,100,000								7,100,000
E. McLeroy Boulevard Ph. 2 Reconstruction S-curve to Saginaw Blvd								12,700,000	12,700,000								12,700,000
W. McLeroy Boulevard Ph. 3 Reconstruction Saginaw Blvd to Knowles Dr.							11,800,000	0	11,800,000		11,800,000						0
W. McLeroy Boulevard Ph. 4 Reconstruction Knowles Dr. to Old Decatur Rd								6,000,000	6,000,000		6,000,000						0
Knowles Drive Ph. 1 Reconstruction to 2 lanes & Drainage 400 FT south of Woodcrest Dr to Edwards Dr		966,116	1,241,885	6,800,000				0	9,008,001		9,008,001						0
Knowles Drive Ph. 2 Reconstruction to 3 lanes & traffic circle at McLeroy - W McLeroy to 400 FT south of Woodcrest			0	0		2,450,000	3,400,000	0	5,850,000		5,850,000						0
Knowles Drive Ph. 3 Reconstruction to 3 lanes & Drainage Longhorn to W McLeroy			0	0		7,100,000		0	7,100,000		7,100,000						0
Industrial Blvd Reconstruction 10,000' East of Saginaw Blvd to FM 156								6,900,000	6,900,000								6,900,000
W.J. Boaz Old Decatur Rd to Knowles Dr		32,000	1,019,080	0				0	1,051,080		1,051,080						0
Basswood Blvd (Whistle Stop Dr. to BB) 2 lanes for 1,100 ft and 4 lanes for 1,700 ft		482,753	0					0	482,753			157,003	57,750			268,000	0
Old Decatur Road North Bailey Boswell north to city limits		103,500	101,500	0				1,925,000	2,130,000								2,130,000
Railroad Quiet Zone Study								60,000	60,000								60,000
Total Street Construction		**26,899,710**	**15,384,315**	**6,800,000**	**0**			**34,685,000**	**108,519,025**	**8,164,986**	**67,051,808**	**3,146,117**	**264,750**	**0**	**733,365**	**268,000**	**28,890,000**
Americans with Disabilities Act Transition Plan		163,000	65,000	80,000	70,000	0	0	0	378,000			138,000					240,000
Park Master Plan/Conceptual Planning	1,2	104,500	0	0					104,500			104,500					0
Park Master Plan Projects		322,936	0	0	0	4,000,000			4,322,936		4,000,000	162,936	50,000	110,000			0
Public Works Facility		35,615						unknown	35,615			17,808			17,808		0
Land for new Facilities		1,558,333	0					0	1,558,333		1,558,333						0
Recreation Center Expansion								unknown	0								0
Fire Station #1 (25,000 SF)		278,923	13,550,000	921,077				0	14,750,000		14,750,000						0
New Library (30,000 SF)				1,500,000	17,200,000			0	18,700,000		18,700,000						0
New Senior Center				700,000	6,500,000			0	7,200,000		7,200,000						0
City Hall Expansion/Rehabilitation (18,000 SF)								5,800,000	5,800,000								5,800,000
Total Community Facilities		**2,463,306**	**13,615,000**	**3,201,077**	**23,770,000**	**4,000,000**	**0**	**5,800,000**	**52,849,383**	**0**	**46,208,333**	**423,244**	**50,000**	**110,000**	**17,808**	**0**	**6,040,000**

Notes

1 Project funded through cash reserves
2 Includes two (2) grant applications to Texas Parks and Wildlife Department
3 Project funded through Utility Impact Fees
4 Projects constructed by City of Fort Worth
5 Projects possible constructed by Developers
6 Utility Relocation Project for TXDOT Highway Expansion
7 Paid with Drainage Utility Reserves
8 Paid with Cap Proj Reserves and Drainage Utility Fund
9 Paid with Drainage Utility Fees
10 On hold due to TXDOT Review Fee Issue

City of Saginaw
Capital Improvement Plan
2021-2025

		USE OF FUNDS								SOURCE OF FUNDS							
Project Description	Note	Actual Prior Years	Revised 2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	Future CIP	Total	Tarrant County	Cap Proj Fund	General Fund	Escrow Fund	Donations Fund	Enterprise Fund	Drainage Fund	To Be Determined
Saginaw Blvd 12" Water Line Ph. 2 200 feet south of Palomino Dr. to Hialeah Park St.	3	270,009	0						270,009				270,009				0
Park Center Elevated Storage Tank Rehabilitation	1	1,162,431	0						1,162,431						1,162,431		0
West McLeroy 12" Water Line Ph. 2 Elementary #14 to Old Decatur Rd.	5					0		325,000	325,000				325,000				0
Lawson and Watson 8" Water Line along Lawson Rd and S Watson Rd	1	404,334							404,334						404,334		
East McLeroy 12" Water Line S-Curve to Blue Mound Road	5							680,000	680,000								680,000
Fort Worth Meter Station Upgrade upgrade to 8,500 gpm facility	5							250,000	250,000								250,000
Old Decatur 8" Water Line West McLeroy Blvd. To Springhill Dr.	5							330,000	330,000								330,000
Old Decatur 12" Water Line Ph. 1 West McLeroy Blvd. to First Baptist Church	5							295,000	295,000								295,000
Bailey Boswell Water Line Relocation Ph.2 & 3 4,750 LF from Saginaw Blvd. to Jarvis Rd.	1	733,365						0	733,365						733,365		0
Saginaw Blvd 16" Water Line Ph.2 Palomino across Saginaw Blvd to Samson 12" water line	3	156,153	1,305,000	0	0			0	1,461,153				1,461,153				0
Northwest Booster Pump	3	0	432,500	0				0	432,500				432,500				0
FM. 156 12" Water Line Phase 2 1,971 LF; 450' north of Topeka Dr to BB Rd	5							495,000	495,000								495,000
Condor Trl 12" Water Line 1,730 LF; Dunster Ln to BB Rd	5							420,000	420,000								420,000
Defiel Rd 8" Water Line 2,396 LF; Defiel Rd cul-de-sac to BB Rd	5							610,000	610,000								610,000
Bailey Boswell Rd 12" Water Line Loop 2,916 LF; Wagley Robertson Rd to BB Rd	5							610,000	610,000								610,000
Longhorn Rd & Old Decatur 8" Water Line Connection 1,258 LF; Landsdale Ln to White Rock Dr	5							420,000	420,000								420,000
FM 156 Utility Relocations Water relocations for TXDOT expansion of FM156	1	243,037	0	0				0	243,037						243,037		0
Total Water System		**2,969,328**	**1,737,500**	**0**	**0**	**0**	**0**	**4,435,000**	**9,141,828**	**0**	**0**	**0**	**2,488,662**	**0**	**2,543,167**	**0**	**4,110,000**

Notes

1 Project funded through cash reserves
2 Includes two (2) grant applications to Texas Parks and Wildlife Department
3 Project funded through Utility Impact Fees
4 Projects constructed by City of Fort Worth
5 Projects possible constructed by Developers
6 Utility Relocation Project for TXDOT Highway Expansion
7 Paid with Drainage Utility Reserves
8 Paid with Cap Proj Reserves and Drainage Utility Fund
9 Paid with Drainage Utility Fees
10 On hold due to TXDOT Review Fee Issue

City of Saginaw
Capital Improvement Plan
2021-2025

		USE OF FUNDS								SOURCE OF FUNDS							
Project Description	**Note**	**Actual Prior Years**	**Revised 2020-2021**	**2021-2022**	**2022-2023**	**2023-2024**	**2024-2025**	**Future CIP**	**Total**	**Tarrant County**	**Cap Proj Fund**	**General Fund**	**Escrow Fund**	**Donations Fund**	**Enterprise Fund**	**Drainage Fund**	**To Be Determined**
BNSF Utility Relocation 8" water line abandonment & 12" sewer line relocation	1	885,833	0	0					885,833						885,833		
I&I Sewer Repairs	1	246,070	0	0					246,070						246,070		
I&I Study Phase 2 West Cement Creek		95,000	0	0				0	95,000						95,000		0
Farimont 12" Sanitary Sewer Replacement 2,160 LF; Southern Ave to Sansom Blvd		1,293,955	0	0	0	0		1,950,000	3,243,955						1,293,955		1,950,000
I&I Study Phase 3 East Cement Creek Basin					101,000			0	101,000								101,000
Bailey Boswell 12" Sanitary Sewer Extension 4,080 LF; Jarvis Rd to Saginaw Blvd	5							700,000	700,000								700,000
I&I Study Phase 4 Big Fossil Creek Basin							101,000	0	101,000								101,000
Total Wastewater System		**2,520,858**	**0**	**0**	**101,000**	**0**	**101,000**	**2,650,000**	**5,372,858**	**0**	**0**	**0**	**0**	**0**	**2,520,858**	**0**	**2,852,000**
East Cement Creek Improvements Culvert at Opal Street	8	324,398							324,398		65,080					259,318	
Saginaw Blvd. System # 2 Ph. 6 Northern to Cambridge								1,600,000	1,600,000								1,600,000
Saginaw Blvd. System # 2 Ph. 7 Cambridge to Across from Minton								675,000	675,000								675,000
East Cement Creek Improvements Phase 2 Channel improvement Opal to Blueridge&Blueridge drainage		213,100	1,400,000	0	0			0	1,613,100							1,613,100	0
East Cement Creek Improvements Phase 3 Channel to McLeroy (Blue Ridge St. Internal Drainage)			78,100	0	0	2,600,000		0	2,678,100							2,678,100	0
Saginaw Blvd. System #3 Right of Way Easements, RR Permits, RR Inspection	9							530,000	530,000								530,000
Saginaw Blvd. System #3 Ph. 1								2,500,000	2,500,000								2,500,000
Saginaw Blvd. System #3 Ph. 2								1,500,000	1,500,000								1,500,000
Saginaw Blvd. System #3 Ph. 3								310,000	310,000								310,000
Saginaw Blvd. System #3 Ph. 4								1,100,000	1,100,000								1,100,000
Saginaw Blvd. System #3 TXDOT Review	10							750,000	750,000								750,000
Total Drainage System		**537,498**	**1,478,100**	**0**	**0**	**2,600,000**	**0**	**8,965,000**	**13,580,598**	**0**	**65,080**	**0**	**0**	**0**	**0**	**4,550,518**	**8,965,000**
Total Capital Projects		**35,390,700**	**32,214,915**	**10,001,077**	**23,871,000**	**6,600,000**	**101,000**	**56,535,000**	**189,463,692**	**8,164,986**	**113,325,221**	**3,569,361**	**2,803,412**	**110,000**	**5,815,197**	**4,818,518**	**50,857,000**

Notes

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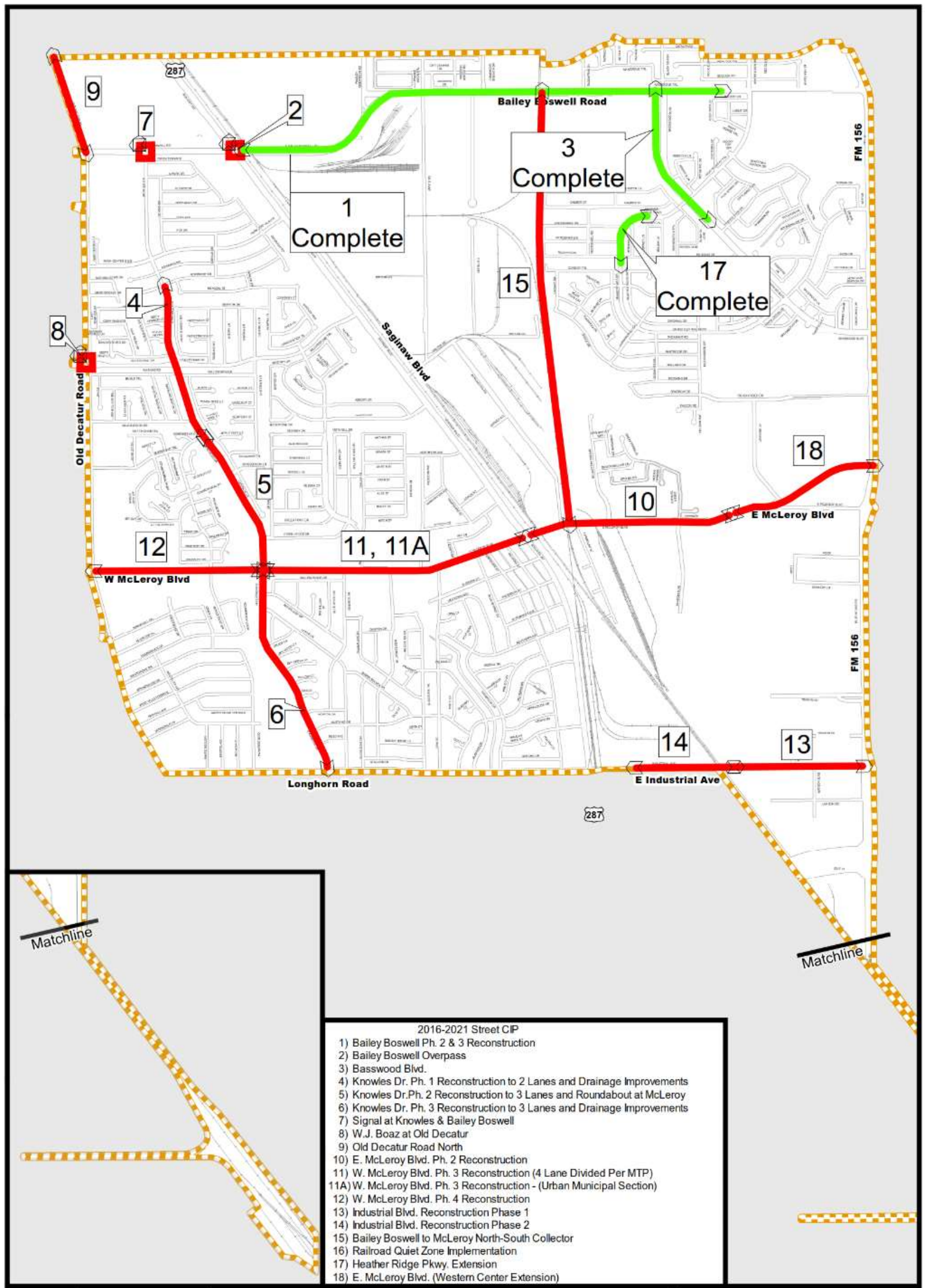


2016-2021 Street CIP

1) Bailey Boswell Ph. 2 & 3 Reconstruction
2) Bailey Boswell Overpass
3) Basswood Blvd.
4) Knowles Dr. Ph. 1 Reconstruction to 2 Lanes and Drainage Improvements
5) Knowles Dr.Ph. 2 Reconstruction to 3 Lanes and Roundabout at McLeroy
6) Knowles Dr. Ph. 3 Reconstruction to 3 Lanes and Drainage Improvements
7) Signal at Knowles & Bailey Boswell
8) W.J. Boaz at Old Decatur
9) Old Decatur Road North
10) E. McLeroy Blvd. Ph. 2 Reconstruction
11) W. McLeroy Blvd. Ph. 3 Reconstruction (4 Lane Divided Per MTP)
11A) W. McLeroy Blvd. Ph. 3 Reconstruction - (Urban Municipal Section)
12) W. McLeroy Blvd. Ph. 4 Reconstruction
13) Industrial Blvd. Reconstruction Phase 1
14) Industrial Blvd. Reconstruction Phase 2
15) Bailey Boswell to McLeroy North-South Collector
16) Railroad Quiet Zone Implementation
17) Heather Ridge Pkwy. Extension
18) E. McLeroy Blvd. (Western Center Extension)

S

City of Saginaw

City of Saginaw, Texas
2020 CIP Update

STREET CIP

Kimley»Horn

July 2020

Map Disclaimer

This map product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.

CITY OF SAGINAW
CAPITAL IMPROVEMENT PROJECTS - STREETS
2020-2024

Bailey Boswell Overpass

Scope	Intersection of Bailey Boswell and Saginaw Blvd.
Method	New Construction
Project Cost	$14,353,879
Fiscal Year	Construction began in FY 2019-2020
Description	This project consists of the construction of an overpass to elevate Bailey Boswell over the railroad tracks and Saginaw Blvd to the commercial developments on the west side.
Impact on Operating Budget	As the new infrastructure ages, the estimated annual maintenance cost will be $1,341.

Bailey Boswell Phase 2 and Phase 3 Reconstruction

Scope	Saginaw Blvd to 500' West of Ash Meadow Dr
Method	Reconstruction
Project Cost	$14,693,280
Fiscal Year	Construction began in FY 2016-2017
Description	This project consists of the reconstruction of Bailey Boswell to the ultimate section requirements identified on the City's Master Thoroughfare Plan, 6-land divided. This project includes intersection improvements at Jarvis Road and Bailey Boswell.
Impact on Operating Budget	Initially this project will have a positive (savings) impact on the operating budget because it is the reconstruction of an existing street. Savings in maintenance costs will be used on other streets within the City. As the infrastructure ages, estimated annual maintenance cost will be $9,545.

East McLeroy Blvd (Western Center Extension)

Scope	S-Curve to FM 156 (Blue Mound Rd)
Method	New Construction
Project Cost	$7,100,000
Fiscal Year	Future CIP
Description	This project will complete an important principal arterial connection to Western Center Blvd. This project should be closely coordinated with TxDOT and the City of Fort Worth.
Impact on Operating Budget	There will be an eventual increase in maintenance costs as this is a new roadway. As the infrastructure ages, estimated annual maintenance cost will be $2,038.

East McLeroy Blvd Phase 2 Reconstruction

Scope	Saginaw Boulevard to S-Curve
Method	Reconstruction
Project Cost	$12,700,000
Fiscal Year	Future CIP
Description	This project will complete an important principal arterial connection to Western Center Blvd. This project should be closely coordinated with TxDOT.
Impact on Operating Budget	Initially this project will have a positive (savings) impact on the operating budget because it is the reconstruction of an existing street. Savings in maintenance costs will be used on other streets within the City. As the infrastructure ages, estimated annual maintenance cost will be $3,646.

CITY OF SAGINAW
CAPITAL IMPROVEMENT PROJECTS - STREETS
2020-2024

West McLeroy Blvd Phase 3 Reconstruction

Scope	Knowles to Saginaw Boulevard
Method	Reconstruction
Project Cost	$10,900,000
Fiscal Year	Future CIP
Description	This project will complete an important minor arterial connection to Western Center Blvd. This project should be closely coordinated with TxDOT.
Impact on Operating Budget	Initially this project will have a positive (savings) impact on the operating budget because it is the reconstruction of an existing street. Savings in maintenance costs will be used on other streets within the City. As the infrastructure ages, estimated annual maintenance cost will be $5,148.

West McLeroy Blvd Phase 4 Reconstruction

Scope	Old Decatur to Knowles
Method	Reconstruction
Project Cost	$7,000,000
Fiscal Year	Future CIP
Description	This project will complete an important minor arterial connection to Western Center Blvd. This project should be closely coordinated with the City of Fort Worth.
Impact on Operating Budget	Initially this project will have a positive (savings) impact on the operating budget because it is the reconstruction of an existing street. Savings in maintenance costs will be used on other streets within the City. As the infrastructure ages, estimated annual maintenance cost will be $3,164.

Knowles Drive Phase 1 Reconstruction to 2 lanes and Drainage Improvements

Scope	Edwards Drive to 400 feet south of Woodcrest Drive
Method	Reconstruction
Project Cost	$7,150,000
Fiscal Year	Future CIP
Description	Construction of a 2-lane minor arterial roadway and associated drainage improvements.
Impact on Operating Budget	Initially this project will have a positive (savings) impact on the operating budget because it is the reconstruction of an existing street. Savings in maintenance costs will be used on other streets within the City. As the infrastructure ages, estimated annual maintenance cost will be $3,328. Savings in drainage maintenance is estimated to be $525.

Knowles Drive Phase 2 Reconstruction to 3 lanes and traffice circle at McLeroy

Scope	West McLeroy Blvd to 400 feet south of Woodcrest Dr.
Method	Reconstruction
Project Cost	$4,800,000
Fiscal Year	Future CIP
Description	Construction of a 3-lane minor arterial roadway and associated drainage improvements.
Impact on Operating Budget	Initially this project will have a positive (savings) impact on the operating budget because it is the reconstruction of an existing street. Savings in maintenance costs will be used on other streets within the City. As the infrastructure ages, estimated annual maintenance cost will be $2,410.

CITY OF SAGINAW
CAPITAL IMPROVEMENT PROJECTS - STREETS
2020-2024

Knowles Drive Phase 3 Reconstruction to 3 lanes

Scope	Longhorn Road to West McLeroy Blvd
Method	Reconstruction
Project Cost	$6,400,000
Fiscal Year	Future CIP
Description	Construction of a 3-lane minor arterial roadway and associated drainage improvements.
Impact on Operating Budget	Initially this project will have a positive (savings) impact on the operating budget because it is the reconstruction of an existing street. Savings in maintenance costs will be used on other streets within the City. As the infrastructure ages, estimated annual maintenance cost will be $4,075.

Industrial Blvd Reconstruction

Scope	Saginaw Blvd to FM 156
Method	Reconstruction
Project Cost	$6,900,000
Fiscal Year	Future CIP
Description	Construction of a 4-lane undivided roadway and associated drainage and railroad crossing improvements.
Impact on Operating Budget	Initially this project will have a positive (savings) impact on the operating budget because it is the reconstruction of an existing street. Savings in maintenance costs will be used on other streets within the City. As the infrastructure ages, estimated annual maintenance cost will be $3,968.

W.J Boaz Extension

Scope	Construction of south half of WJ Boaz
Method	New Construction
Project Cost	$870,000
Fiscal Year	Future CIP
Description	Construction from Knowles to Old Decatur Road
Impact on Operating Budget	There will be an eventual increase in maintenance costs as this is a new roadway. As the infrastructure ages, estimated annual maintenance cost will be $1,555.

Basswood Blvd Extension

Scope	Extend Basswood Boulevard to Bailley Boswell Road
Method	New Construction
Project Cost	$482,760
Fiscal Year	Construction began in FY 16/17
Description	Construction from Whistle Stop Dr to Bailey Boswell Road; 2 lanes to Woodcrest Development then 4 lanes to Bailey Boswell Road. City is participating with developer.
Impact on Operating Budget	There will be an eventual increase in maintenance costs as this is a new roadway. As the infrastructure ages, estimated annual maintenance cost will be $2,842.

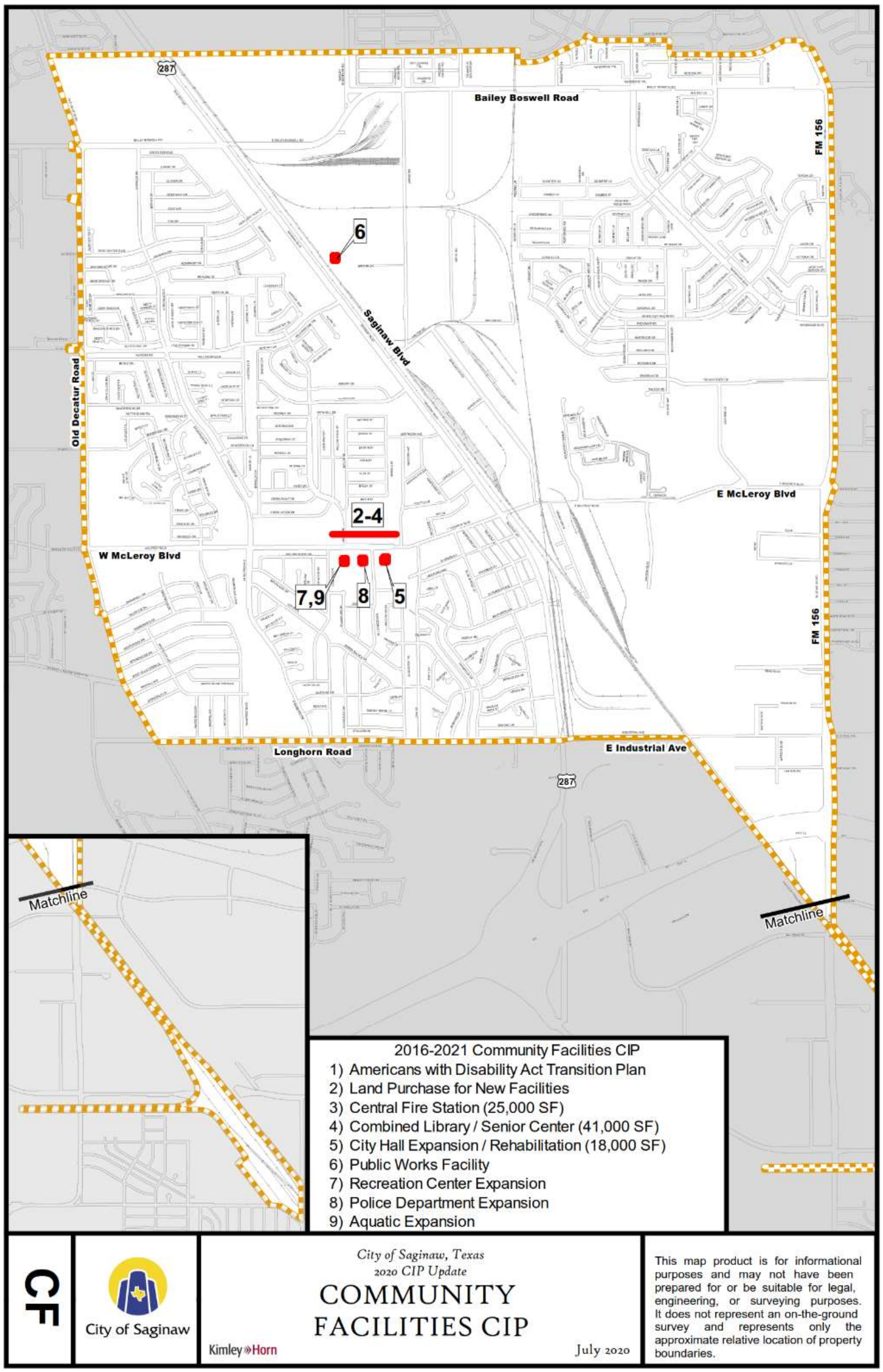
CITY OF SAGINAW
CAPITAL IMPROVEMENT PROJECTS - STREETS
2020-2024

Railroad Quiet Zone Study/Implementation

Scope	Multiple Railroad Crossings within City Limits
Method	Study
Project Cost	$60,000
Fiscal Year	Future CIP
Description	Study of railroad quiet zones and implementation.
Impact on Operating Budget	There will be an increase in maintenance costs for this project. However, because this is a future project and the scope of the improvements is unknown, we are not able to quantify the impact on the operating budget for implementation of the study results at this time.

Old Decatur Road North

Scope	Bailey Boswell north to the city limits
Method	New Construction
Project Cost	$1,925,000
Fiscal Year	Future CIP
Description	Reconstruct current 2 lane asphalt with a three lane concrete road.
Impact on Operating Budget	Initially this project will have a positive (savings) impact on the operating budget because it is the reconstruction of an existing street. Savings in maintenance costs will be used on other streets within the City. As the infrastructure ages, estimated annual maintenance cost will be $1,879


287
Bailey Boswell Road
FM 156
6
Saginaw Blvd
Old Decatur Road
E McLeroy Blvd
2-4
W McLeroy Blvd
7,9
8
5
FM 156
Longhorn Road
E Industrial Ave
287
Matchline
Matchline
2016-2021 Community Facilities CIP
1) Americans with Disability Act Transition Plan
2) Land Purchase for New Facilities
3) Central Fire Station (25,000 SF)
4) Combined Library / Senior Center (41,000 SF)
5) City Hall Expansion / Rehabilitation (18,000 SF)
6) Public Works Facility
7) Recreation Center Expansion
8) Police Department Expansion
9) Aquatic Expansion
CF
City of Saginaw
City of Saginaw, Texas
2020 CIP Update
COMMUNITY FACILITIES CIP
Kimley»Horn
July 2020
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CITY OF SAGINAW
CAPITAL IMPROVEMENT PROJECTS - COMMUNITY FACILITIES
2020-2024

Americans with Disability Act Transition Plan

Project Cost	$378,000
Fiscal Year	Phase 1 of this project began in FY 2016-2017
Description	This plan will include a review of the current programs, procedures, and policies related to the activities and services available to the public and any barriers to access. This plan will also include an evaluation of park infrastructure, City buildings, intersections, and sidewalks.
Impact on Operating Budget	Possible operating costs are unknown at this time because the exact projects have yet to be identified. When identifying projects, the operating cost will be considered, as well as, the cost to build the infrastructure.

Park Master Plan Update and Projects

Project Cost	$4,322,936
Fiscal Year	Began working on identified projects in FY 2014-2015 - An updated to the plan is funded in FY20/21
Description	The Park Master Plan was completed and approved in FY 2013-2014. A five year plan has been composed based on the Master Plan. In FY 2014-2015 two dog parks and Phase one of the Skate Park was constructed. In FY2015-2016 Phase 2 of the skate park was constructed. In FY2016-2017 a restroom was placed at Willow Creek Park. In FY2017-2018 parking lots were reconstructed and expanded at Willow Creek Park.
Impact on Operating Budget	Increased maintenance costs are expected. The cost is unknown at this time because the exact projects have yet to be identified. When identifying projects, the operating cost will be considered, as well as, the cost to build the infrastructure.

Recreation Center Expansion

Project Cost	Unknown
Fiscal Year	Future Project
Description	The existing recreation center facilities are in need of updating for space and use improvements.
Impact on Operating Budget	We are expecting increases in Personal Services, Operating, and Contract Services expenditures when this project is completed. However, because this is a future project and the scope is not known, we are not able to quantify the impact on the operating budget at this time.

Library Relocation

Project Cost	$18,700,000
Fiscal Year	Design will begin if FY2021-2022
Description	The existing Library facilities are in need of updating for space and technological improvement. The cost estimate is for a 30,000 square foot facility.
Impact on Operating Budget	We are expecting increases in Personal Services, Operating, and Contract Services expenditures when this project is completed. As the design of this project progresses, operating costs will be determined. Initial estimates for the new building are $54,550.

Public Works Facility

Project Cost	Unknown
Fiscal Year	Future Project
Description	The existing public works facility is in need of updating for space and use improvements.
Impact on Operating Budget	We can expect increases in operating expenditures when this project is completed. However, because this is a future project and the scope is not known, we are not able to quantify the impact on the operating budget at this time.

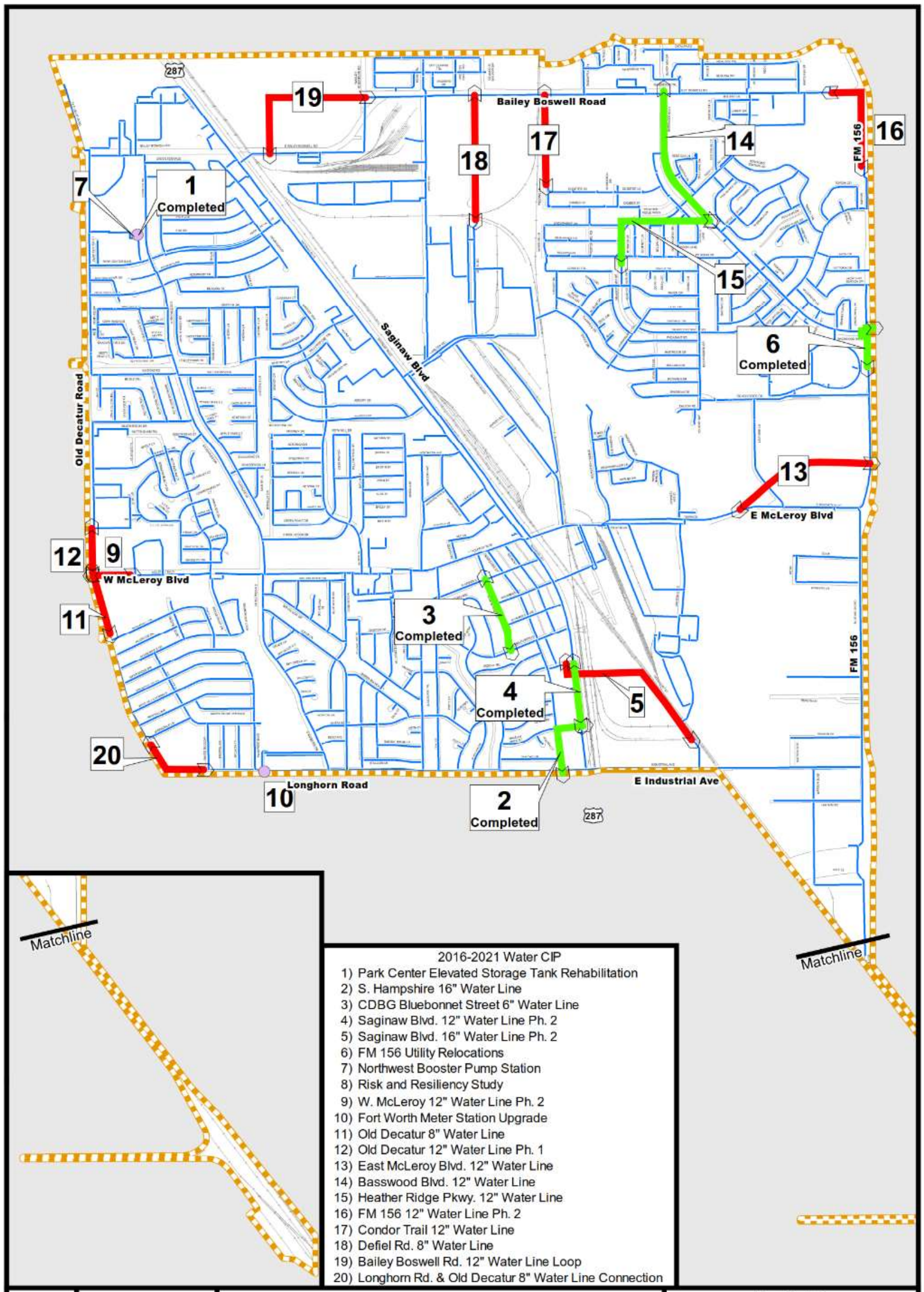
Fire Station #1 Relocation

Project Cost	$14,750,000
Fiscal Year	Construction began in FY20/21
Description	Build a new Fire Station #1 (25,000 square feet)
Impact on Operating Budget	As the design of this project progresses,operating costs will be determined. Initial estimates for the new building are $32,000.

CITY OF SAGINAW
CAPITAL IMPROVEMENT PROJECTS - COMMUNITY FACILITIES
2020-2024

Senior Center Reloaction

Project Cost	$7,200,000
Fiscal Year	Design will begin if FY2021-2022
Description	Build a new Senior Center (10,000 square feet)
Impact on Operating Budget	As the design of this project progresses,operating costs will be determined. There will be cost savings if the facilty is combined with the new Library building.



2016-2021 Water CIP

1) Park Center Elevated Storage Tank Rehabilitation
2) S. Hampshire 16" Water Line
3) CDBG Bluebonnet Street 6" Water Line
4) Saginaw Blvd. 12" Water Line Ph. 2
5) Saginaw Blvd. 16" Water Line Ph. 2
6) FM 156 Utility Relocations
7) Northwest Booster Pump Station
8) Risk and Resiliency Study
9) W. McLeroy 12" Water Line Ph. 2
10) Fort Worth Meter Station Upgrade
11) Old Decatur 8" Water Line
12) Old Decatur 12" Water Line Ph. 1
13) East McLeroy Blvd. 12" Water Line
14) Basswood Blvd. 12" Water Line
15) Heather Ridge Pkwy. 12" Water Line
16) FM 156 12" Water Line Ph. 2
17) Condor Trail 12" Water Line
18) Defiel Rd. 8" Water Line
19) Bailey Boswell Rd. 12" Water Line Loop
20) Longhorn Rd. & Old Decatur 8" Water Line Connection

W

City of Saginaw

City of Saginaw, Texas
2020 CIP Update

WATER CIP

Kimley»Horn

July 2020

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CITY OF SAGINAW
CAPITAL IMPROVEMENT PROJECTS - WATER
2020-2024

West McLeroy 12" Water Line Phase 2

Scope	Elementary #14 to Old Decatur Rd
Method	Open-cut with pavement patch
Project Cost	$325,000
Fiscal Year	Future CIP
Description	This project would provide additional transmission capacity along W. McLeroy Blvd. from Longhorn Pump Station to the Wayside Elevated Tank.
Impact on Operating Budget	There will be an eventual increase in maintenance costs as this is a new water line. As the infrastructure ages, estimated annual maintenance cost will be $2,479.

East McLeroy 12" Water Line

Scope	S-Curve to FM 156 (Blue Mound Road)
Method	Open-cut within future ROW
Project Cost	$680,000
Fiscal Year	Future CIP
Description	This project is the third phase of a three phase project to provide improved transmission along East McLeroy Blvd between Saginaw Blvd and FM 156. This project could be constructed by developers.
Impact on Operating Budget	There will be an eventual increase in maintenance costs as this is a new water line. As the infrastructure ages, estimated annual maintenance cost will be $2,788.

Fort Worth Meter Station Upgrade

Scope	Replace existing meter station and piping with 8,800 gpm facilities
Method	
Project Cost	$250,000
Fiscal Year	FY 2021/2022
Description	This project will be constructed with previously collected water impact fees.
Impact on Operating Budget	There will be no additonal operating or maintenance costs as a result of this upgrade.

Old Decatur Rd 8" Water Line

Scope	West McLeroy Blvd to Springhill Dr
Method	Open-cut
Project Cost	$330,000
Fiscal Year	Future CIP
Description	This project provides a link between West McLeroy Blvd and Park West Subdivision. This project could be constructed by developers.
Impact on Operating Budget	There will be an eventual increase in maintenance costs as this is a new water line. As the infrastructure ages, estimated annual maintenance cost will be $2,556.

Old Decatur Rd 12" Water Line Phase 1

Scope	West McLeroy Blvd to First Baptist Church
Method	Open-cut
Project Cost	$295,000
Fiscal Year	Future CIP
Description	This project would provide additional transmission capacity along Old Decatur Rd from Longhorn Pump Station to the Wayside Elevated Tank. This project could be constructed by developers.

CITY OF SAGINAW
CAPITAL IMPROVEMENT PROJECTS - WATER
2020-2024

Impact on Operating Budget	There will be an eventual increase in maintenance costs as this is a new water line. As the infrastructure ages, estimated annual maintenance cost will be $2,501.

CITY OF SAGINAW
CAPITAL IMPROVEMENT PROJECTS - WATER
2020-2024

Saginaw Blvd 16" Water Line Phase 2

Scope	Palomino across Saginaw Blvd to Samson 12" water line
Method	bore and open-cut with pavement patch
Project Cost	$1,461,153
Fiscal Year	Construction began in FY 2020-2021
Description	This project will provide additional transmission capacity east of Saginaw Blvd. This project will connect transmission mains from Longhorn Pump Station on the west side of Saginaw Blvd.
Impact on Operating Budget	There will be an eventual increase in maintenance costs as this is a new water line. As the infrastructure ages, estimated annual maintenance cost will be $2,863.

Northwest Booster Pump Station

Scope	increase pressure to the northwest part of the City
Method	
Project Cost	$432,500
Fiscal Year	FY 2021-2022
Description	The Northwest booster pump station will increase water pressure to the northwest part of the City and provide domestic and fire flow capacity. The pump station will be located a the existing Park Center storage tank site.
Impact on Operating Budget	There will be no additonal operating or maintenance costs as a result of this upgrade.

FM 156 12" Water Line Phase 2

Scope	450 feet north of Topeka Dr. to Bailey Boswell Rd.
Method	Open-cut
Project Cost	$495,000
Fiscal Year	Future CIP
Description	This project will connect transmissions mains in Bailey Boswell with tranmission mains along FM156. The cost estimate assumes construction of the water line before or concurrent with construction of new development.
Impact on Operating Budget	There will be an eventual increase in maintenance costs as this is a new water line. As the infrastructure ages, estimated annual maintenance cost will be $2,672.

Condor Trail 12" Water Line

Scope	Dunster to Bailey Boswell Rd.
Method	Open-cut
Project Cost	$420,000
Fiscal Year	Future CIP
Description	This project will connect transmissions mains in Bailey Boswell with Heather Ride Estates and provide distribution for future development. The cost estimate assumes construction of the water line before or concurrent with construction of new development.
Impact on Operating Budget	There will be an eventual increase in maintenance costs as this is a new water line. As the infrastructure ages, estimated annual maintenance cost will be $2,868.

Defiel Rd 8" Water Line

Scope	Defiel Rd Cul-de-sac o Bailey Boswell Rd.
Method	Open-cut

CITY OF SAGINAW
CAPITAL IMPROVEMENT PROJECTS - WATER
2020-2024

Project Cost	$610,000
Fiscal Year	Future CIP
Description	This project will connect dead end distribution lines along Defiel Rd. with transmission mains along Bailey Boswell. This line will provide future distribution along Defiel Rd.The cost estimate assumes construction of the water line before or concurrent with construction of new development.
Impact on Operating Budget	There will be an eventual increase in maintenance costs as this is a new water line. As the infrastructure ages, estimated annual maintenance cost will be $2,737.

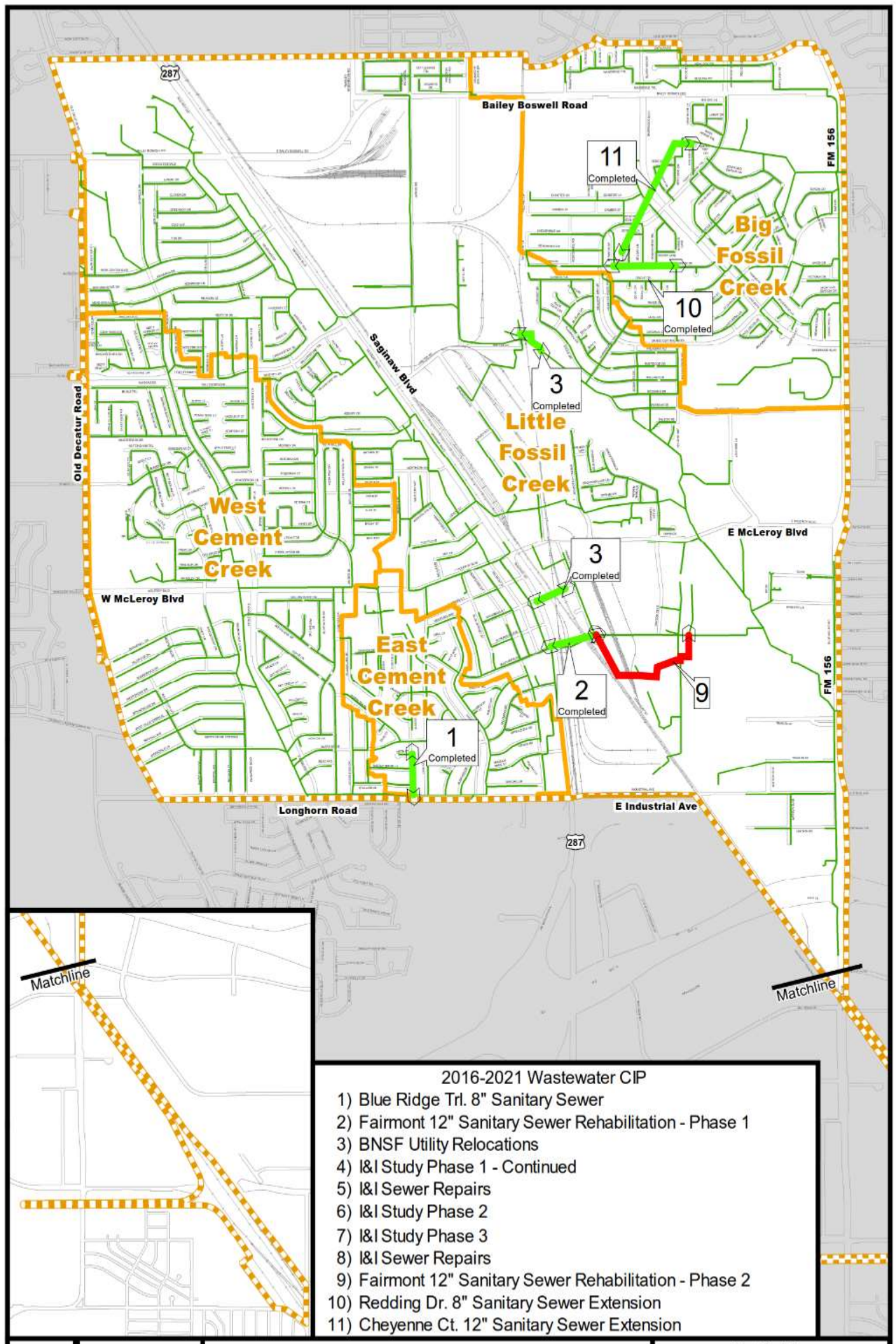
CITY OF SAGINAW
CAPITAL IMPROVEMENT PROJECTS - WATER
2020-2024

Bailey Boswell Rd 12" Water Line Loop

Scope	Wagley Robertosn Rd. to Bailey Boswell Rd.
Method	Open-cut
Project Cost	$610,000
Fiscal Year	Future CIP
Description	This project will provide transmission for distribution lines for development on the undeveloped property on the northeast corner of Bailey Boswell Rd. and Saginaw Blvd. The cost estimate assumes construction of the water line before or concurrent with construction of new development.
Impact on Operating Budget	There will be an eventual increase in maintenance costs as this is a new water line. As the infrastructure ages, estimated annual maintenance cost will be $2,816.

Longhorn Rd. & Old Decatur Rd. 8" Water Line Connection

Scope	Lansdale Ln. to White Rock Dr.
Method	Open-cut
Project Cost	$420,000
Fiscal Year	Future CIP
Description	This project will provide additional transmission and looping along Longhrn Rd. and Old Decatur Rd.
Impact on Operating Budget	There will be an eventual increase in maintenance costs as this is a new water line. As the infrastructure ages, estimated annual maintenance cost will be $2,563.



2016-2021 Wastewater CIP

1) Blue Ridge Trl. 8" Sanitary Sewer
2) Fairmont 12" Sanitary Sewer Rehabilitation - Phase 1
3) BNSF Utility Relocations
4) I&I Study Phase 1 - Continued
5) I&I Sewer Repairs
6) I&I Study Phase 2
7) I&I Study Phase 3
8) I&I Sewer Repairs
9) Fairmont 12" Sanitary Sewer Rehabilitation - Phase 2
10) Redding Dr. 8" Sanitary Sewer Extension
11) Cheyenne Ct. 12" Sanitary Sewer Extension

City of Saginaw

City of Saginaw, Texas
2020 CIP Update

WASTEWATER CIP

Kimley»Horn

July 2020

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CITY OF SAGINAW
CAPITAL IMPROVEMENT PROJECTS - WASTEWATER
2020-2024

Fairmont 12" Sanitary Sewer Replacement

Scope	Southern Ave. to Sansom Blvd.
Method	Bore
Project Cost	$3,243,955
Fiscal Year	Phase 1 construction was completed in FY 2019-2020, phase 2 in future CIP
Description	This line was identified for replacement due to pipeline deterioration and inflow/infiltration problems. Replacing the new line by bore will minimize disturbance to railroad and industrial activities.
Impact on Operating Budget	Reduced operating costs are expected upon completion of this project. Any savings in maintenance costs will be allocated to other locations in the wastewater system. As the infrastructure ages, estimated maintenance cost will be $2,564.

Infiltration/Inflow (I/I) Study Phase 3

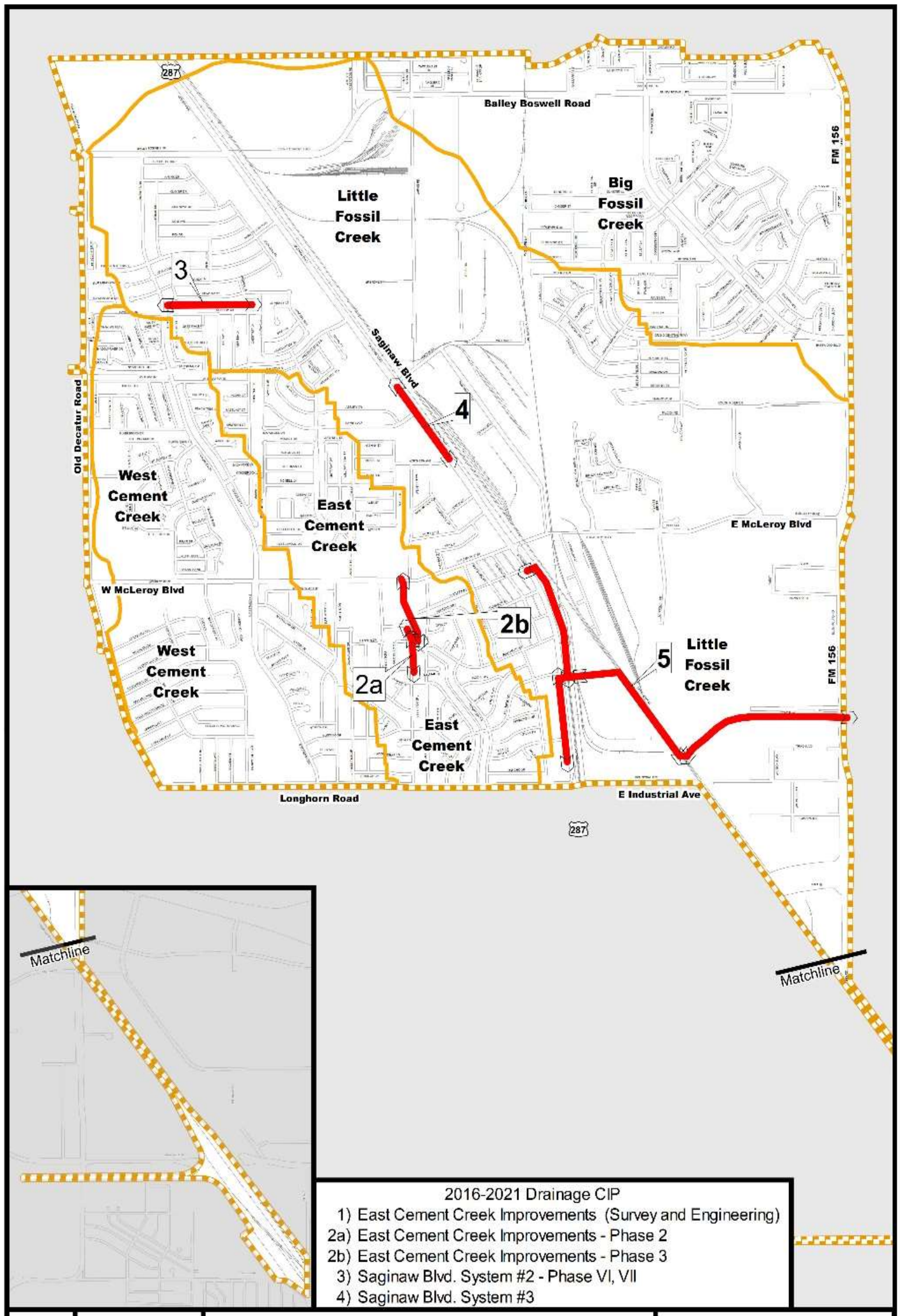
Scope	East Cement Creek Basin
Method	Study
Project Cost	$101,000
Fiscal Year	FY 2022-2023
Description	This study will include flow monitoring and identification of problem sections. It will also include smoke testing and television inspection of selected sections. The study will recommend projects to address the most critical inflow/infiltration areas.
Impact on Operating Budget	This is a study; there will be no impact on the operating budget until projects are identified.

Bailey Boswell 12" Sanitary Sewer Extension

Scope	Jarvis Rd. to Saginaw Blvd.
Method	Bore and Open Cut
Project Cost	$700,000
Fiscal Year	Future CIP
Description	This project will provide sewer service to new development along Bailey Boswell. This cost estimate assumes construction of the sewer line before or concurrent with the construction of new development.
Impact on Operating Budget	There will be an eventual increase in maintenance costs as this is a new sewer line. As the infrastructure ages, estimated annual maintenance cost will be $2,735.

Infiltration/Inflow (I/I) Study Phase 4

Scope	Big Fossil Creek Basin
Method	Study
Project Cost	$101,000
Fiscal Year	FY 2023-2024
Description	This study will include flow monitoring and identification of problem sections. It will also include smoke testing and television inspection of selected sections. The study will recommend projects to address the most critical inflow/infiltration areas.
Impact on Operating Budget	This is a study; there will be no impact on the operating budget until projects are identified.



2016-2021 Drainage CIP

1) East Cement Creek Improvements (Survey and Engineering)
2a) East Cement Creek Improvements - Phase 2
2b) East Cement Creek Improvements - Phase 3
3) Saginaw Blvd. System #2 - Phase VI, VII
4) Saginaw Blvd. System #3

D

City of Saginaw

City of Saginaw, Texas
2020 CIP Update

DRAINAGE CIP

Kimley»Horn

July 2020

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CITY OF SAGINAW
CAPITAL IMPROVEMENT PROJECTS - DRAINAGE
2020-2024

Saginaw Blvd System #2 Phase 6

Scope	Northern to Cambridge
Project Cost	$1,600,000
Fiscal Year	Future CIP
Description	This project includes the extension of Drainage System #2 from Lemon Street to Northern Ave. Design has been completed. Easements must be acquired outside the TxDOT rights-of-way. Franchise utilities that conflict with the proposed drainage system must be relocated.
Impact on Operating Budget	The operating impact of a closed pipe project is minimal. Upon completion of drainage improvements, there will be fewer emergency call outs during heavy rain events Estimated operating savings is $525.

Saginaw Blvd System #2 Phase 7

Scope	Cambridge to Minton
Project Cost	$675,000
Fiscal Year	Future CIP
Description	This project includes the extension of Drainage System #2 from Lemon Street to Northern Ave. Design has been completed. Easements must be acquired outside the TxDOT rights-of-way. Franchise utilities that conflict with the proposed drainage system must be relocated.
Impact on Operating Budget	The operating impact of a closed pipe project is minimal. Upon completion of drainage improvements, there will be fewer emergency call outs during heavy rain events Estimated operating savings is $525.

East Cement Creek Improvements Phases 1-3

Scope	Opal Street to West McLeroy Blvd with culvert at West McLeroy Blvd
Project Cost	Phase 2 $1,613,100 Phase 3 $2,678,100
Fiscal Year	Phase 2 construction to begin in FY 2021-2022
Description	Internal drainage at Blue Ridge. Channel improvements Opal St. to Blue Ridge Trail and Blue Ridge Tr. To W McLeroy Blvd. This project may need to be accelerated based on flooding issues in East Cement Creek Drainage Basin.
Impact on Operating Budget	The operating impact of a closed pipe project is minimal. Upon completion of drainage improvements, there will be fewer emergency call outs during heavy rain events Estimated operating savings is $1,575.

CITY OF SAGINAW
CAPITAL IMPROVEMENT PROJECTS - DRAINAGE
2020-2024

Saginaw Blvd System #3 Pre Construction

Scope	Acquisition of easements, railroad permits and railroad inspection
Project Cost	$530,000
Fiscal Year	Future CIP
Description	This project improves the drainage along Saginaw Blvd between McLeroy Blvd and Longhorn Blvd. The project consists of earthen channel from FM 156 to the BNSF railroad, crossing under and proceeding along the west side of the railroad. The improvements then turn westward, crossing under the Union Pacific and BNSF Railroads, and proceeding across Saginaw Blvd. A main line will extend to the north from Saginaw Blvd along the west side of Saginaw Blvd to Green Ave. Another main line will be extended to the south to Hialeah Park.
Impact on Operating Budget	There is no operating impact related to the pre-construction phase of this project.

Saginaw Blvd System #3 Phases 1 through 4 and TxDOT Review

Scope	McLeroy Blvd to Longhorn Blvd
Project Cost	$6,160,000
Fiscal Year	Future CIP
Description	This project improves the drainage along Saginaw Blvd between McLeroy Blvd and Longhorn Blvd. The project consists of earthen channel from FM 156 to the BNSF railroad, crossing under and proceeding along the west side of the railroad. The improvements then turn westward, crossing under the Union Pacific and BNSF Railroads, and proceeding across Saginaw Blvd. A main line will extend to the north from Saginaw Blvd along the west side of Saginaw Blvd. to Green Ave. Another main line will be extended to the south to Hialeah Park.
Impact on Operating Budget	The operating impact of a closed pipe project is minimal. Upon completion of drainage improvements, there will be fewer emergency call outs during heavy rain events Estimated operating savings is $1,575.

CCPD FUND

City of Saginaw

The CCPD (Crime Control and Prevention District) Fund is used to account for the revenues from sales tax designated for this fund and expenditures related to the CCPD.

CITY OF SAGINAW
CCPD FUND SUMMARY OF
REVENUES AND EXPENDITURES

	YEAR-END ACTUAL 2019-2020	REVISED BUDGET 2020-2021	ADOPTED BUDGET 2021-2022
REVENUES			
Sales Tax	$ 1,304,250	$ 1,555,080	$ 1,390,080
Grant Assistance	2,247	-	-
Other Miscellaneous	-	-	-
Interest on Investments	3,633	960	40
Use of Fund Balance	-	-	-
TOTAL REVENUES	**$ 1,310,130**	**$ 1,556,040**	**$ 1,390,120**
EXPENDITURES			
Tsf. to General Fund-Salaries/Exp	$ 1,047,305	$ 1,034,065	$ 1,080,395
Operating	58,075	76,680	80,100
Capital Outlay	164,932	213,860	247,080
TOTAL EXPENDITURES	**$ 1,270,313**	**$ 1,324,605**	**$ 1,407,575**

CITY OF SAGINAW
FUND DESCRIPTION
2021-2022

CCPD FUND

The Crime Control and Prevention District (CCPD) was originally approved in November 1997 as a one-half cent sales tax and went into effect on April 1, 1998. In May of 2002, the citizens voted to continue the CCPD for another five years. In May of 2007 voters renewed the CCPD for another ten years, but at a rate of 3/8ths cents. Voters approved a ten year continuation in May 2017 with 391 votes for the sales tax and 69 against.

The Board of Directors governs the District. The Board of Directors consists of the Mayor and City Councilmembers.

The district is automatically dissolved on the fifth anniversary of the date the district began to levy taxes if the district has not held a continuation or dissolution referendum. A majority of the governing body of the political subdivision that created the district by resolution may request a referendum on continuation or dissolution. Due notice must be given to the public and a public hearing must be held first. The board may not hold a referendum earlier than the fourth anniversary of the date the district was created or earlier than the third anniversary of the date of the last continuation or dissolution referendum. The governing body that created the district may specify the number of years for which a district should be continued. A district may be continued for 5, 10, 15 or 20 years.

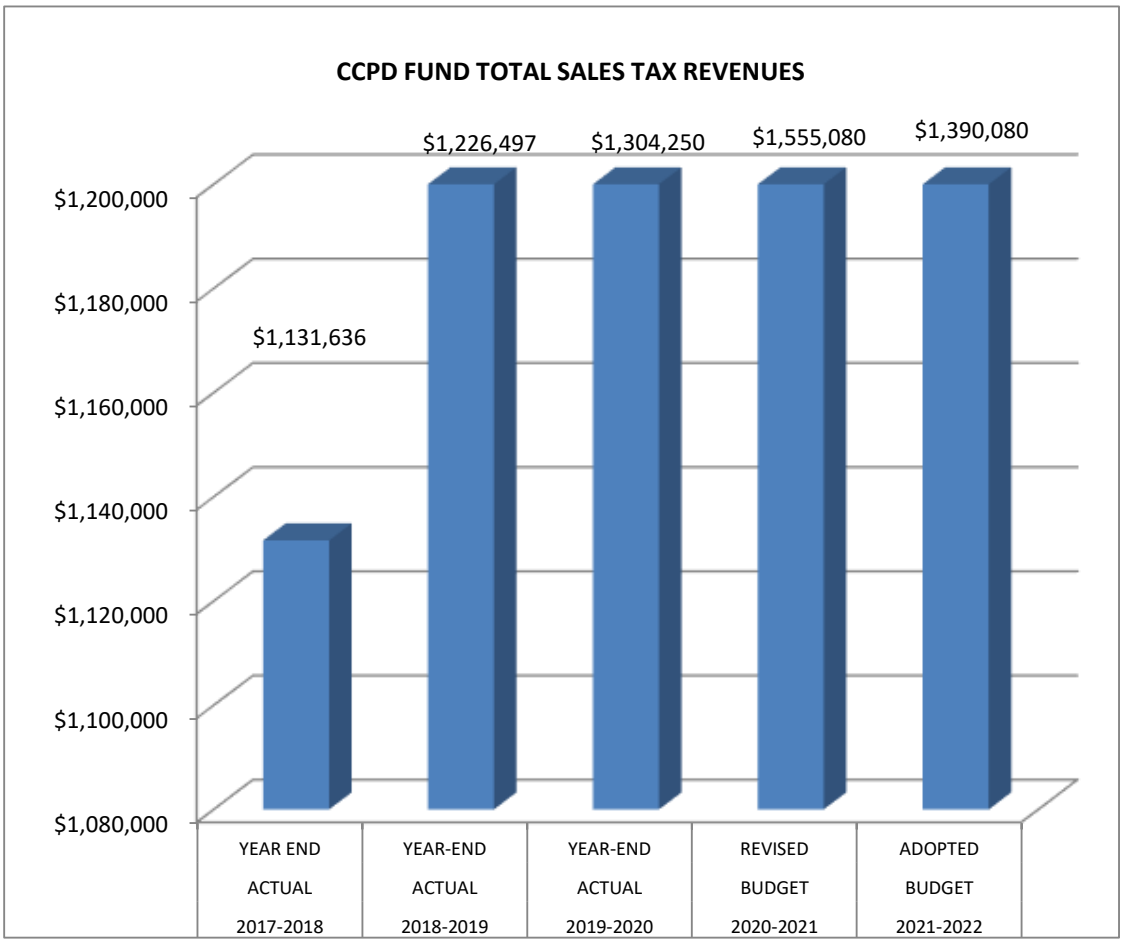
The goal of the CCPD is to increase patrol officer visibility, enhance crime fighting ability by acquiring new equipment, providing additional training and updating technology and by reducing the number of juvenile offenders involved in repeated criminal and/or gang-related activity.

The department continues to receive requests for Crime Prevention services on a regular basis. Many of these requests involve insurance home inspections, while others concern Crime Watch Programs, police department tours and school visits. The addition of a Community Services Officer allows the department to participate in programs such as Crime Watch and National Night Out, and host the Citizens Police Academy. This position reports to the Administrative Sergeant and assists in other areas of the department as needed.

Since April 1998, the City has hired ten additional patrol officers, a public services officer, a dispatcher and a school resource officer with CCPD funds. Over the last 20 years, CCPD funds have been used to fund/purchase:

- Pay increases for Police personnel;
- Handguns, patrol rifles, ballistic vests, equipment and supplies;
- Officer training;
- A police reporting system;
- Police vehicles and equipment,
- Radar and in-car video systems;
- A DVD recorder system in dispatch.

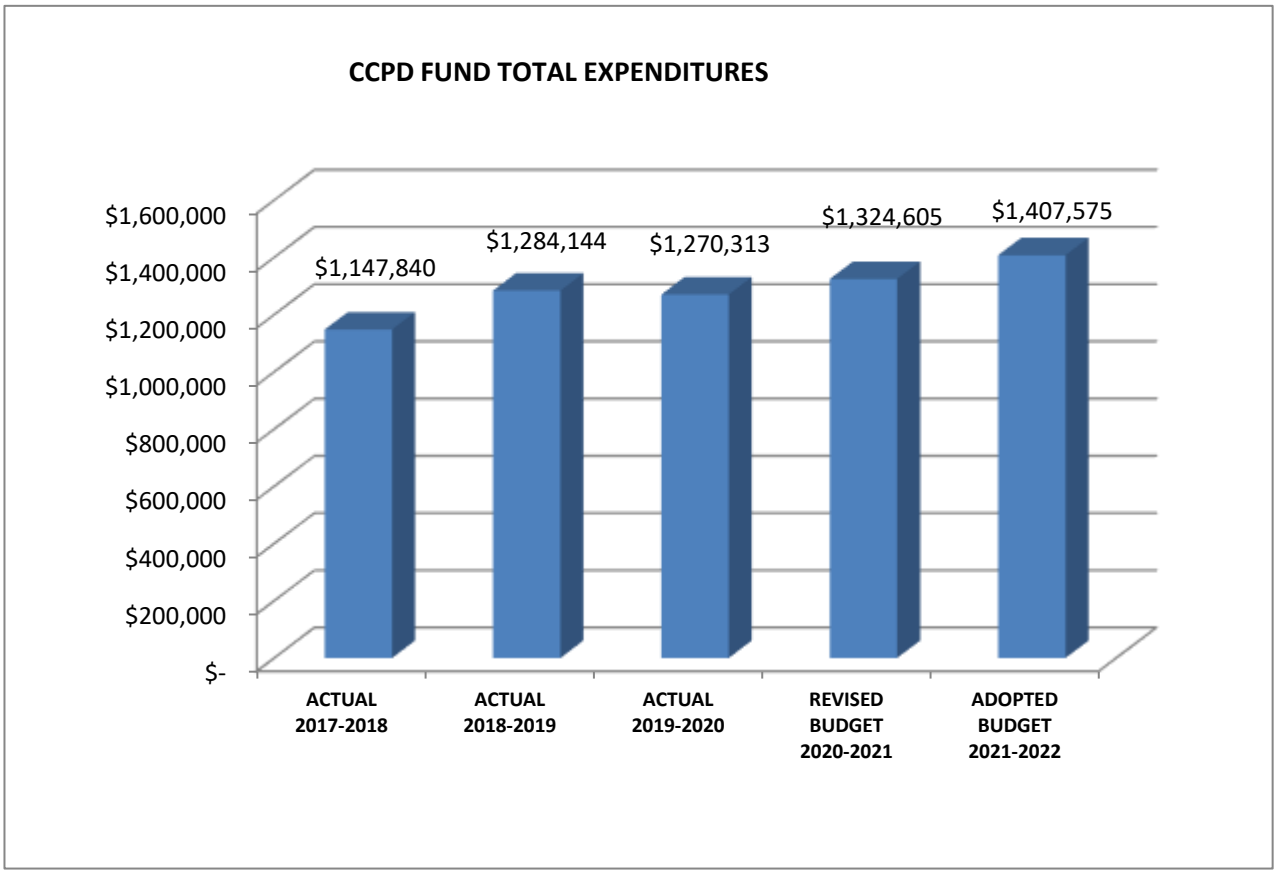
CITY OF SAGINAW
CCPD FUND REVENUE SUMMARY
2021-2022



Sales tax revenue is budgeted based on current trends with adjustments made for one time anomolies.

CCPD FUND SALES TAX BY MONTH					
MONTH	**ACTUAL 2017-2018**	**ACTUAL 2018-2019**	**ACTUAL 2019-2020**	**REVISED BUDGET 2020-2021**	**ADOPTED BUDGET 2021-2022**
OCTOBER	$ 90,008	$ 95,580	$ 111,244	$ 123,678	$ 110,556
NOVEMBER	$ 95,709	$ 96,062	$ 113,588	$ 134,421	$ 120,158
DECEMBER	$ 87,195	$ 93,783	$ 107,960	$ 122,852	$ 109,817
JANUARY	$ 93,085	$ 101,816	$ 104,029	$ 121,892	$ 108,959
FEBRUARY	$ 103,809	$ 121,171	$ 130,045	$ 157,978	$ 141,216
MARCH	$ 82,858	$ 87,029	$ 96,049	$ 108,519	$ 97,005
APRIL	$ 79,797	$ 85,641	$ 90,662	$ 112,871	$ 100,895
MAY	$ 102,130	$ 108,272	$ 103,532	$ 135,536	$ 121,155
JUNE	$ 91,333	$ 98,645	$ 101,629	$ 125,365	$ 112,063
JULY	$ 94,673	$ 94,891	$ 116,980	$ 127,738	$ 114,185
AUGUST	$ 114,718	$ 112,945	$ 126,567	$ 149,393	$ 133,542
SEPTEMBER	$ 96,321	$ 130,662	$ 101,965	$ 134,837	$ 120,530
TOTALS	**$ 1,131,636**	**$ 1,226,497**	**$ 1,304,250**	**$ 1,555,080**	**$ 1,390,080**
BUDGET	*$ 1,100,000*	*$ 1,186,000*	*$ 1,332,285*	*$ 1,555,080*	*$ 1,390,080*

CITY OF SAGINAW
CCPD FUND EXPENDITURE SUMMARY
2021-2022



FY 21/22 expenses reflect the replacement of 4 patrol vehicles and bullet resistent vests.

EXPENDITURES BY CLASSIFICATION

DESCRIPTION	ACTUAL 2017-2018	ACTUAL 2018-2019	ACTUAL 2019-2020	REVISED BUDGET 2020-2021	ADOPTED BUDGET 2021-2022
Personal Services	$ 954,200	$ 1,005,300	$ 1,047,305	$ 1,034,065	$ 1,080,395
Operating	64,261	73,565	58,075	76,680	80,100
Capital Outlay	129,378	205,279	164,932	213,860	247,080
TOTALS	**$ 1,147,840**	**$ 1,284,144**	**$ 1,270,313**	**$ 1,324,605**	**$ 1,407,575**

POLICE EXPENDABLE TRUST FUND

City of Saginaw

The Police Expendable Trust Fund is used for supplies for department personnel that qualify as an approved use of confiscated/forfeited property.

CITY OF SAGINAW
POLICE EXPENDABLE FUND SUMMARY OF REVENUES AND EXPENDITURES

	YEAR-END ACTUAL 2019-2020	REVISED BUDGET 2020-2021	PROPOSED BUDGET 2021-2022
REVENUES			
Confiscated Property	636	-	-
Asset Forfeiture	-	-	-
Int on Investments	105	-	-
	-	-	-
	-	-	-
TOTAL REVENUES	**$ 742**	**$ -**	**$ -**
EXPENDITURES			
Supplies	-	-	3,290
	-	-	
	-	-	
		-	
TOTAL EXPENDITURES	**$ -**	**$ -**	**$ 3,290**

CITY OF SAGINAW
POLICE EXPENDABLE FUND
OVERVIEW OF REVENUES AND EXPENDITURES
2021-2022

The Police Expendable Fund was created in FY 2021-2022 to better track funds that are received and are to be used for a specific purpose. These receipts will remain in the Police Expendable Fund until an appropriate expense is approved by the City Council.

REVENUE:

Confiscated Property:
Confiscated Property is any money that is obtained by the police department that is logged into the property room and is not involved with a chapter 59 seizure. Examples are found money, prisoner money, evidence obtained through the course of an investigation, etc. If we've identified the owner of the money we send them a certified letter to claim the money within 90 days.

Asset Forfeiture:
Asset Forfeiture account is any cash that is seized under Chapter 59 and awarded to the police department by the District Court. This money has limitations on what it can be used for. A few examples are as follows: equipment, supplies, or training-related expenses for the police department only. It cannot be used to generate revenue for any other department in the city.

EXPENDITURES:

Supplies:
Any supplies related to public safety.

DRAINAGE UTILITY FUND

City of Saginaw

The Drainage Utility Fund is used to account for operations of the City's drainage system. Services of the Fund are intended to be self-supporting through fees assessed on residential and commercial properties based on the storm water runoff they produce.

CITY OF SAGINAW
DRAINAGE UTILITY FUND SUMMARY OF REVENUES AND EXPENDITURES

	YEAR-END ACTUAL 2019-2020	REVISED BUDGET 2020-2021	ADOPTED BUDGET 2021-2022
REVENUES			
Drainage Utility Fees	$ 815,726	$ 822,990	$ 820,000
Interest on Investments	23,502	1,270	360
Use of Fund Balance	-	924,445	-
TOTAL REVENUES	**$ 839,229**	**$ 1,748,705**	**$ 820,360**
EXPENDITURES			
Tsf. to Enterprise Fund-Salary/Exp	$ 86,185	$ 91,130	$ 99,045
Tsf. to General Fund-Salary/Exp	129,775	118,515	105,170
Tsf. to Capital Projects Fund	-	-	-
Operating	34,721	58,700	59,100
Contract Services - Engineering	1,490	-	-
Capital Outlay	581,066	29,000	-
TOTAL EXPENDITURES	**$ 833,237**	**$ 297,345**	**$ 263,315**

CITY OF SAGINAW
DRAINAGE UTILITY FUND
OVERVIEW OF REVENUES AND EXPENDITURES
2021-2022

The City established a drainage utility district on January 4, 2005. Fees are assessed on properties based on the amount of storm water runoff they produce. Single family residences are assessed a uniform base fee of $5.00 per month. Residential rates were increased from $3.00 to $4.00 per month during the FY 12/13 budget process and from $4.00 to $5.00 during the FY 16/17 budget process. Other properties, including multi-family, commercial, and industrial, produce more storm water runoff at a higher rate and are charged a fee based on the number of equivalent base (residential) units adjusted for the use and size of the property. The rate increase will enable the City to address drainage issues by funding future capital projects with cash reserves.

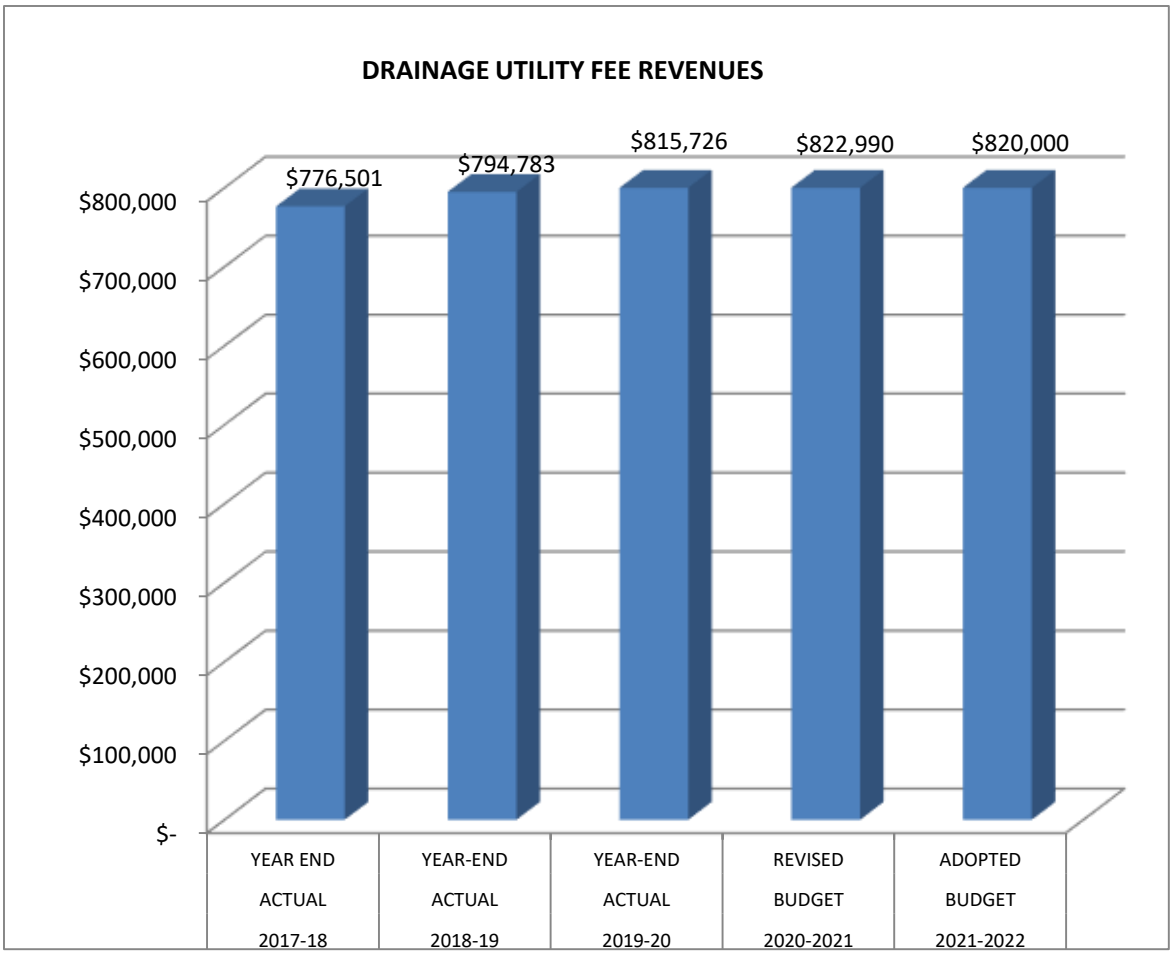
A drainage utility is used by cities throughout the State to fund drainage projects. It is similar to water and wastewater utilities in that users of the drainage system pay a monthly fee to pay for the system's operation. Every piece of property in the city contributes storm water runoff that must be collected, routed and monitored to protect the public's health and safety from loss of life or property damage caused by flooding, stagnation and non-point source pollution.

The City needed a drainage utility to offset the growing cost of operating the storm drainage system. These costs include maintenance of the existing system, federal mandates to control storm water runoff, floodplain management and planning and construction of new drainage facilities.

The City hired maintenance personnel and purchased equipment (dump truck, brush chipper and Gradall) to focus on maintaining the existing drainage infrastructure. An Environmental Manager and Environmental Technician were hired to oversee the city's MS4 permit compliance and other federally mandated programs as well as sampling, industrial pretreatment program, site inspections and the cross-connection control program. One-half of the salary of these positions are paid from the drainage utility and the other half from the water and wastewater department. Remaining funds will be used for easement acquisition and design of major drainage systems. Future funds may be used to partially pay for debt issued to finance major construction projects.

Construction on Phases 2 and 3 of the East Cement Creek Drainage project is delayed for utiltiy relocation.

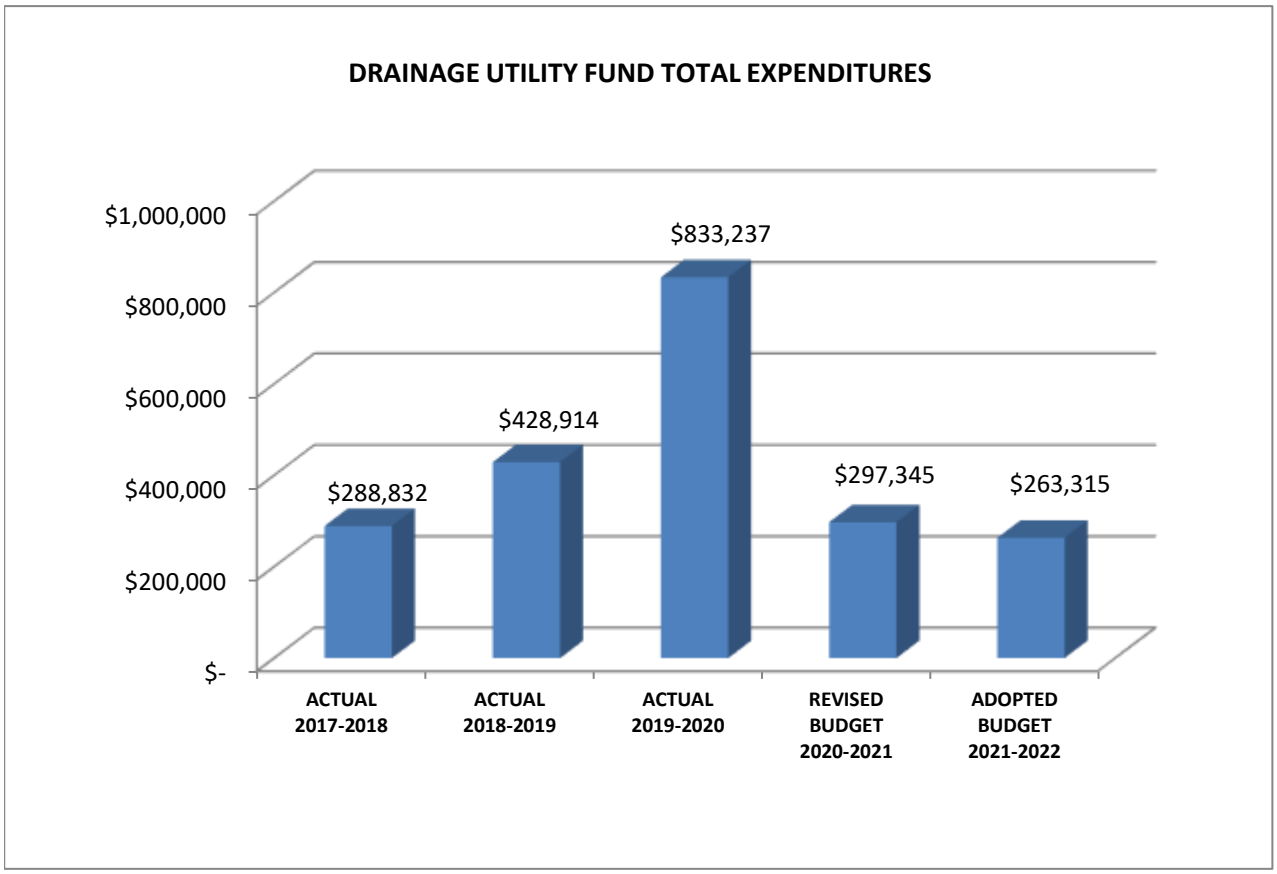
CITY OF SAGINAW
DRAINAGE UTILITY FUND REVENUE SUMMARY
2021-2022



Revenue estimates are based on current trends.

DRAINAGE UTILITY FEE REVENUE BY MONTH					
MONTH	**ACTUAL 2017-18**	**ACTUAL 2018-19**	**ACTUAL 2019-20**	**REVISED BUDGET 2020-2021**	**ADOPTED BUDGET 2021-2022**
OCTOBER	$ 64,139	$ 65,511	$ 66,753	$ 67,841	$ 67,595
NOVEMBER	64,201	66,184	66,884	68,140	67,893
DECEMBER	64,286	66,161	67,263	68,292	68,044
JANUARY	64,483	66,242	67,159	68,352	68,104
FEBRUARY	64,665	66,201	67,925	68,665	68,416
MARCH	64,626	66,310	68,282	68,813	68,563
APRIL	64,753	66,318	68,275	68,858	68,607
MAY	64,835	66,673	68,374	69,042	68,791
JUNE	64,916	66,070	68,821	69,017	68,766
JULY	64,860	66,317	68,718	69,047	68,796
AUGUST	65,103	66,401	68,611	69,123	68,872
SEPTEMBER	65,634	66,394	68,662	67,799	67,553
TOTALS	**$ 776,501**	**$ 794,783**	**$ 815,726**	**$ 822,990**	**$ 820,000**
BUDGET	*$ 775,000*	*$ 793,400*	*$ 815,000*	*$ 822,990*	*$ 820,000*

CITY OF SAGINAW
DRAINAGE UTILITY FUND EXPENDITURE SUMMARY
2021-2022



Construction on Phases 2 and 3 of the East Cement Creek Drainage project are is pending utility relocation.

EXPENDITURES BY CLASSIFICATION

DESCRIPTION	ACTUAL 2017-2018	ACTUAL 2018-2019	ACTUAL 2019-2020	REVISED BUDGET 2020-2021	ADOPTED BUDGET 2021-2022
Operating	$ 53,280	$ 53,672	$ 34,721	$ 58,700	$ 59,100
Contract Services	-	-	1,490	-	-
Capital Outlay	77,397	178,327	581,066	29,000	-
Transfers	158,155	196,915	215,960	209,645	204,215
TOTALS	**$ 288,832**	**$ 428,914**	**$ 833,237**	**$ 297,345**	**$ 263,315**

STREET MAINTENANCE FUND

City of Saginaw

The Street Maintenance Fund is used to account for the revenues from sales tax designated for this fund and expenditures related to street and sidewalk maintenance and repairs.

CITY OF SAGINAW
STREET MAINTENANCE FUND SUMMARY OF REVENUES AND EXPENDITURES

	YEAR-END ACTUAL 2019-2020	REVISED BUDGET 2020-2021	ADOPTED BUDGET 2021-2022
REVENUES			
Sales Tax	$ 458,293	$ 537,700	$ 482,410
Interest on Investments	15,549	735	180
Use of Fund Balance	-	263,555	-
TOTAL REVENUES	**$ 473,842**	**$ 801,990**	**$ 482,590**
EXPENDITURES			
Industrial Streets	$ -	$ -	$ 50,000
South Streets	84,960	10,000	150,000
North Streets	126,089	-	-
Sidewalks	20,792	20,000	20,000
Supplies	27,856	30,000	30,000
Contract Services	-	-	30,000
Capital	386,616	354,025	-
TOTAL EXPENDITURES	**$ 646,314**	**$ 414,025**	**$ 280,000**

CITY OF SAGINAW
STREET MAINTENANCE FUND
FUND DESCRIPTION
2021-2022

The State of Texas Tax Code allows Texas cities to raise their local sales tax rate by one-eighth of one cent or one-fourth of one cent if the funds are dedicated to street maintenance and repair. Cities may impose the tax with voter approval if the combined local sales tax will not exceed two percent. Voters must approve the additional sales tax and the city's governing body must call the election. The city administers the tax directly and accounts for the funds separately as required by state law. The sales tax is restricted to use only to maintain and repair municipal streets and sidewalks that existed on the date of the election and may not be used to build new streets.

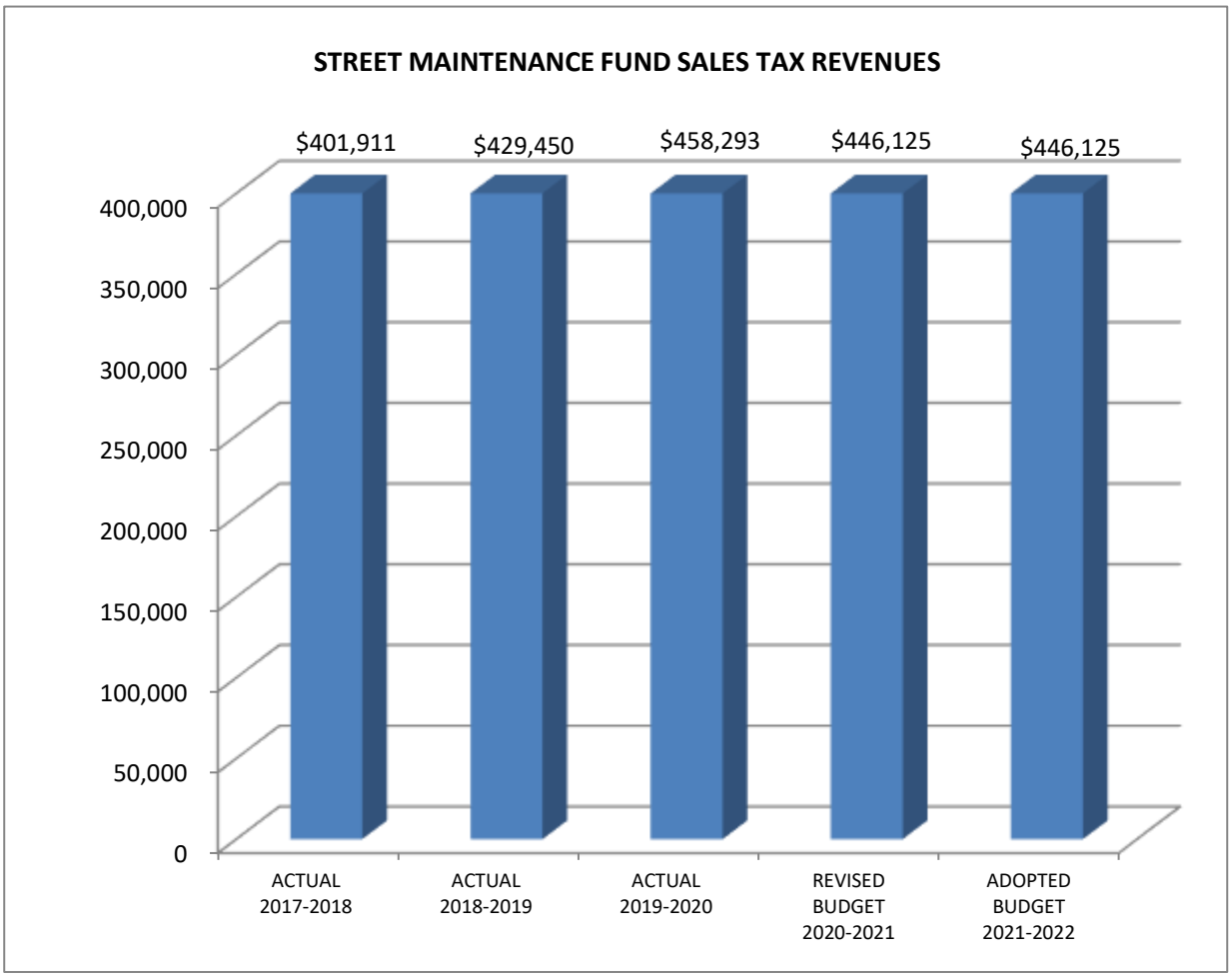
The street maintenance sales tax expires four years after it takes effect unless voters approve continuation in an election held for that purpose.

The citizens of Saginaw voted to approve a one-eighth of one cent (0.125) sales tax for the purpose of street maintenance and repairs on May 12, 2007. Voters renewed the Street Maintenance Tax for four years in November, 2011; May 2, 2015; and May 2019.

The City has been utilizing much of this revenue for reconstruction projects utilizing Tarrant County Interlocal agreements. Additionally, the funds can be used on other street programs and street maintenance materials such as asphalt and concrete. Staff has generated an electronic Street Condition Survey along with a rating system which is used for planning and budgeting purposes.

Street projects for FY 21/22 include spot repairs to Jarvis between Brenda Lane and East Bailey Boswell Road and the reconstruction of Delmar Court, Indian Crest, and Saddle Trail.

CITY OF SAGINAW
STREET MAINTENANCE FUND REVENUE SUMMARY
2021-2022

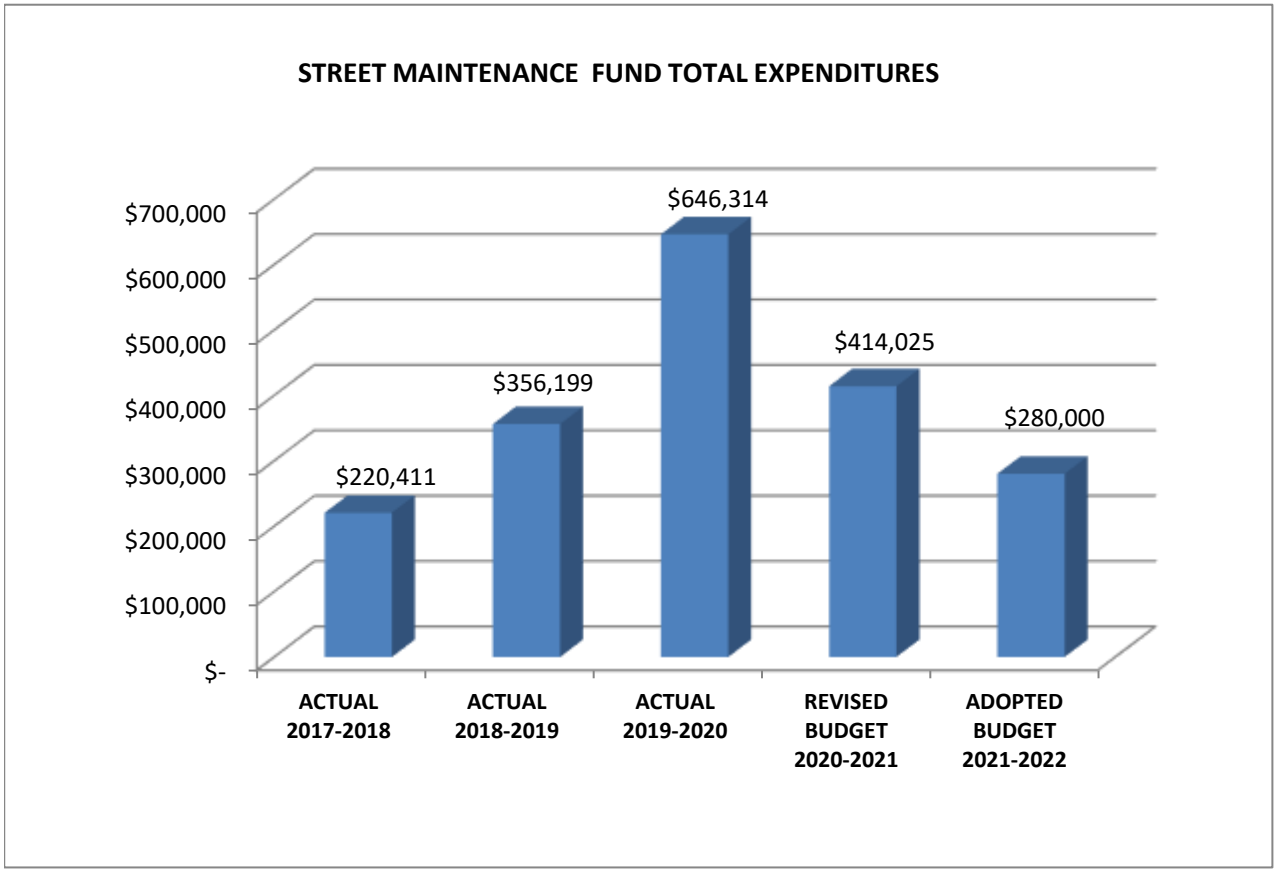


Sales tax revenue is budgeted based on current trends with adjustments for one time anomalies.

STREET MAINTENANCE FUND SALES TAX BY MONTH

MONTH	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 REVISED BUDGET	2021-2022 ADOPTED BUDGET
OCTOBER	$ 31,136	$ 33,332	$ 38,343	$ 35,067	$ 35,067
NOVEMBER	35,524	36,746	41,654	40,042	40,042
DECEMBER	30,233	32,763	37,360	34,748	34,748
JANUARY	32,181	31,219	36,569	34,120	34,120
FEBRUARY	37,485	43,471	46,558	45,871	45,871
MARCH	28,521	30,627	33,204	31,007	31,007
APRIL	27,797	29,758	31,276	31,597	31,597
MAY	38,278	39,913	38,457	40,884	40,884
JUNE	31,495	33,932	34,935	34,697	34,697
JULY	32,682	32,868	39,675	36,147	36,147
AUGUST	41,461	40,518	45,178	43,425	43,425
SEPTEMBER	35,119	44,303	35,084	38,520	38,520
TOTALS	**$ 401,911**	**$ 429,450**	**$ 458,293**	**$ 446,125**	**$ 446,125**
BUDGET	*$ 390,000*	*$ 415,300*	*$ 467,210*	*$ 446,125*	*$ 446,125*

CITY OF SAGINAW
STREET MAINTENANCE FUND EXPENDITURE SUMMARY
2021-2022



Street Maintenance projects for 21/22 include repairs to Jarvis Road and reconstruction of Delmar Court, Indian Crest, and Saddle Trail.

EXPENDITURES BY CLASSIFICATION

DESCRIPTION	ACTUAL 2017-2018	ACTUAL 2018-2019	ACTUAL 2019-2020	REVISED BUDGET 2020-2021	ADOPTED BUDGET 2021-2022
Personal Services	$ -	$ -	$ -	$ -	$ -
Operating	220,411	216,823	259,698	60,000	280,000
Capital Outlay	-	139,375	386,616	354,025	-
TOTALS	**$ 220,411**	**$ 356,199**	**$ 646,314**	**$ 414,025**	**$ 280,000**

DONATIONS FUND

City of Saginaw

The Donations Fund was created in May 2009 to better track funds received through water bill donations as well as direct donations to the City for specific purposes. Currently Animal Services, Parks, Library, Beautification, Senior Center, Police, Fire, and Train and Grain Festival have donation funds available for expenditure.

CITY OF SAGINAW
DONATIONS FUND SUMMARY OF
REVENUES AND EXPENDITURES

	YEAR-END ACTUAL 2019-2020	REVISED BUDGET 2020-2021	ADOPTED BUDGET 2021-2022
REVENUES			
Donations Revenue	$ 281,370	$ 293,125	$ 295,360
Interest on Investments	2,524	840	50
Other Income	3,384	1,000	-
TOTAL REVENUES	**$ 287,278**	**$ 294,965**	**$ 295,410**
EXPENDITURES			
Animal Services	$ 14,801	$ 9,500	$ 9,500
Parks	45,920	122,505	10,000
Library	43,144	65,120	66,740
Beautification	79,809	106,200	98,750
Senior Center	2,071	6,500	6,500
Police	-	-	-
Fire	7,439	12,500	12,500
Train and Grain Festival	16,519	25,000	25,000
TOTAL EXPENDITURES	**$ 209,702**	**$ 347,325**	**$ 228,990**

CITY OF SAGINAW
DONATIONS FUND
OVERVIEW OF REVENUES AND EXPENDITURES
2021-2022

The Donations Fund was created in May 2009 to better track funds received through water bill donations as well as direct donations to the City for specific purposes. Currently, Animal Services, Parks, Library, Beautification, the Senior Center, Police, and Fire Department have donation funds available for expenditure. Each of these departments has an advising board which helps create the budgets for and approves expenditures of donations. Donations have also been received for the Train & Grain Festival and for fence pickets for the Dream Play playground at Willow Creek Park.

REVENUE

Donations Revenue

This includes the $3.00 donations on most monthly water bills for Parks, Library and Beautification as well as direct donations from the citizens and businesses within the City for other purposes. The donation amount for Parks and Library was raised to $1 each from 50 cents each in FY 18/19.

The Train and Grain Festival is funded through corporate donations.

Interest on Investments

Interest income is based on current rates.

EXPENDITURES:

Animal Services

Budgeted expenditures are for partial funding of the vaccination program and animal care.

Parks

In FY21/22 there is $10,000 budgeted for a July 2022 fireworks display.

Library

Budgeted expenditures include technology, books, CD's, DVD's, magazines, electronic resources, supplies, and contract services for library programs. Funding is also included for 2 part time pages for 13 weeks during the busy summer months and a part-time Library Intern.

Beautification

Budgeted expenditures include various beautification projects including Adopt-a-Spot and Yard-of-the-Month programs, various maintenance and repair projects throughout the City as needed, holiday decorations, right-of-way mowing contracts for Saginaw Blvd. and Blue Mound Rd, and funding for public art.

Senior Center

Budgeted expenditures for facility needs, special events and programs.

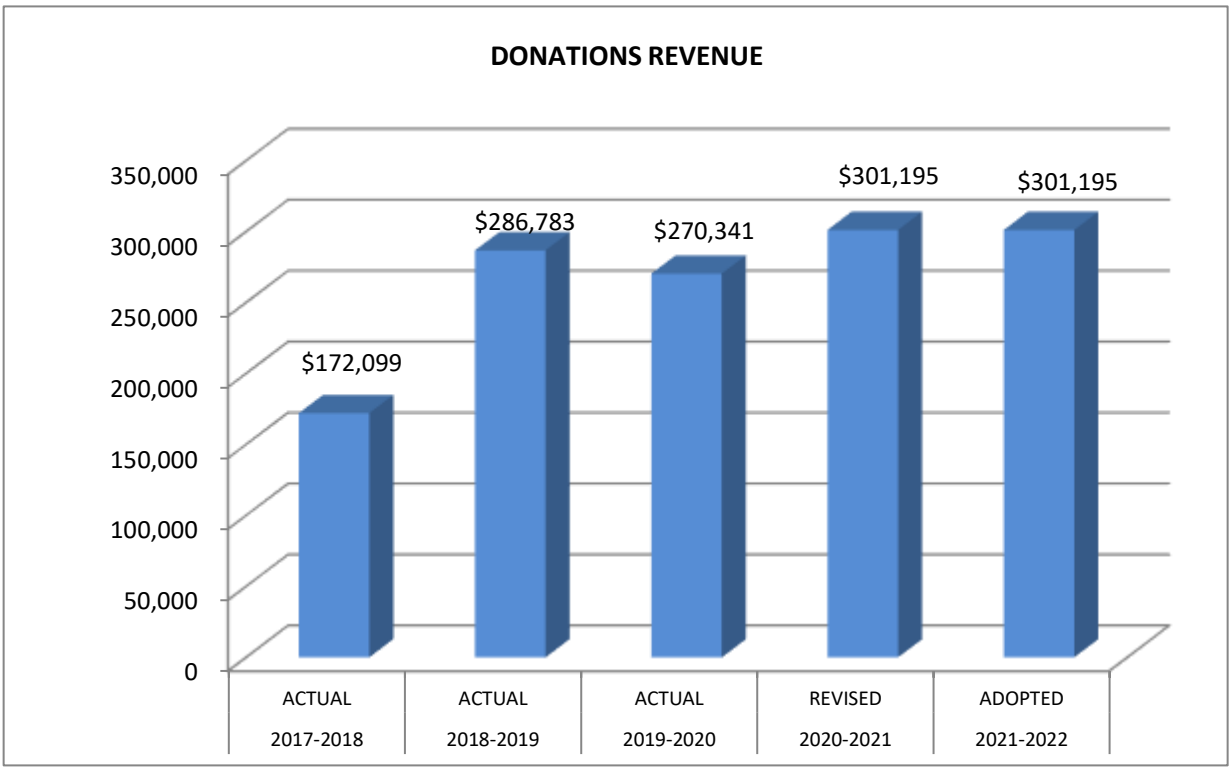
Fire

Budgeted expenditures include supplies for Fire Camp, the annual Easter Egg Hunt, CERT (Citizens Emergency Response Team) supplies, and public education.

Train and Grain Festival

Budgeted expenditures include supplies for festival.

CITY OF SAGINAW
DONATIONS FUND REVENUE SUMMARY
2021-2022

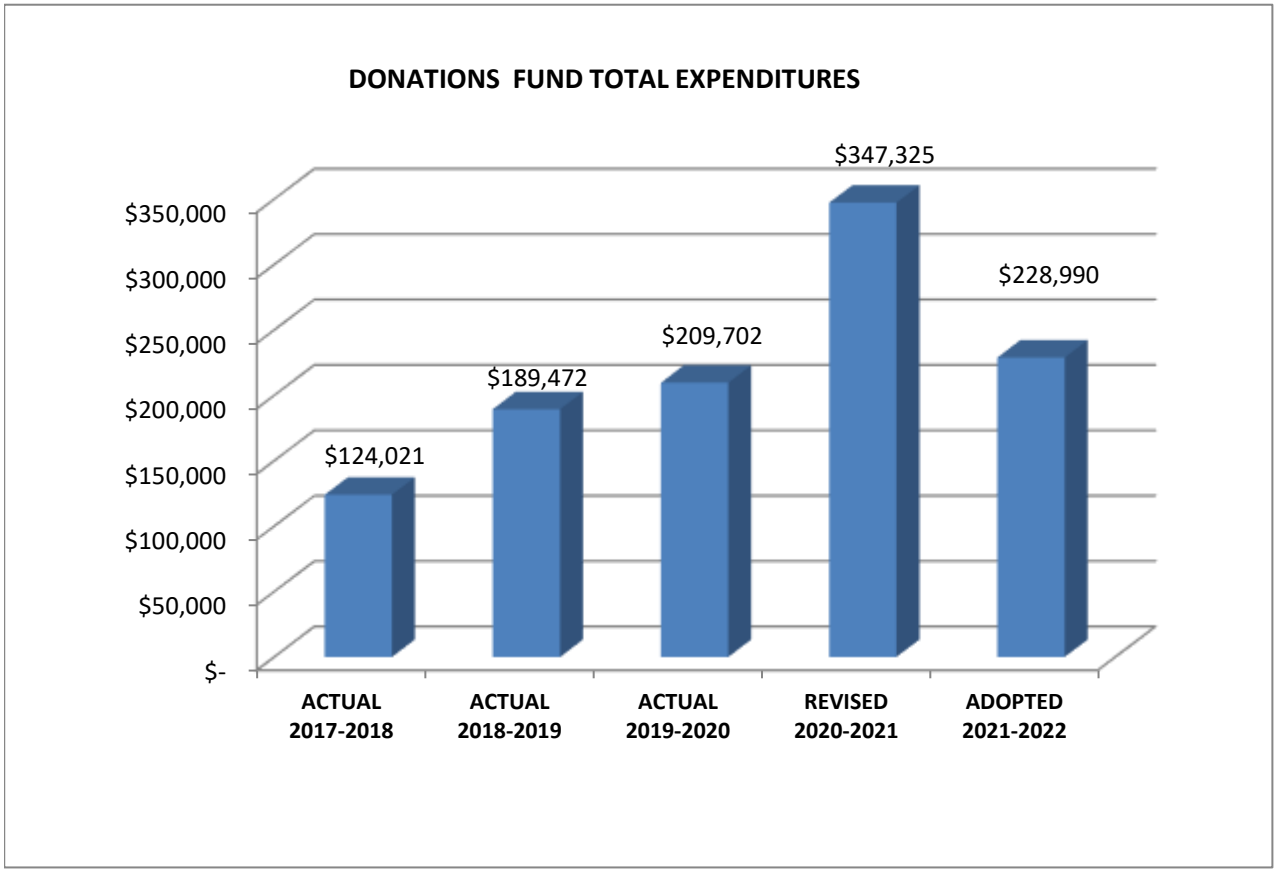


Donation revenue for FY 18/19 included an increase of 50 cents per month for Parks and Library donations. Train and Grain donations started to be budgeted in FY20/21. Donation revenues are based on current trends.

DONATIONS REVENUE BY MONTH

MONTH	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 REVISED BUDGET	2021-2022 ADOPTED BUDGET
OCTOBER	$ 15,145	$ 27,810	$ 20,409	$ 26,171	$ 26,171
NOVEMBER	17,326	22,121	19,833	24,485	24,485
DECEMBER	12,611	19,153	23,399	22,784	22,784
JANUARY	14,150	17,797	21,498	22,074	22,074
FEBRUARY	14,545	15,564	18,716	20,166	20,166
MARCH	19,269	23,901	27,211	29,070	29,070
APRIL	13,611	23,159	25,910	25,889	25,889
MAY	15,767	22,391	25,007	26,089	26,089
JUNE	12,727	38,124	22,973	30,492	30,492
JULY	14,152	29,038	23,271	27,451	27,451
AUGUST	11,795	24,364	21,389	23,769	23,769
SEPTEMBER	11,002	23,360	20,725	22,753	22,753
TOTALS	**$ 172,099**	**$ 286,783**	**$ 270,341**	**$ 301,195**	**$ 301,195**
BUDGET	*$ 160,000*	*$ 237,425*	*$ 275,840*	*$ 301,195*	*$ 301,195*

CITY OF SAGINAW
DONATIONS FUND EXPENDITURE SUMMARY
2021-2022



FY 17/18 includes partial funding for a cage remodel at the animal shelter. FY 18/19 includes funding for a Beautification Plan update, signage on the Ardent Mills silo, and the return of the Train and Grain Festival. FY19/20 reflects funding for public art, park video monitoring, and Farmer's Market/Food Truck Park construction. FY20/21 includes funding for improvements at Willow Creek Park.

EXPENDITURES BY CLASSIFICATION

DESCRIPTION	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 REVISED BUDGET	2021-2022 ADOPTED BUDGET
Animal Services	$ 5,150	$ 6,949	$ 14,801	$ 9,500	$ 9,500
Parks	24,636	12,479	45,920	122,505	10,000
Library	34,112	39,827	43,144	65,120	66,740
Beautification	46,119	97,110	79,809	106,200	98,750
Senior Center	1,841	5,714	2,071	6,500	6,500
Police	-	-	-	-	-
Fire	12,163	16,964	7,439	12,500	12,500
Train and Grain	-	10,429	16,519	25,000	25,000
TOTALS	**$ 124,021**	**$ 189,472**	**$ 209,702**	**$ 347,325**	**$ 228,990**

GENERAL ESCROW FUND

City of Saginaw

The General Escrow Fund was created in FY2014/2015 to better track funds that are received and to be used for a specific purpose. The types of revenues and expenses budgeted in this fund are for hotel/motel tax, court technology, court security, gas production proceeds, and insurance deductibles and settlements.

CITY OF SAGINAW
GENERAL ESCROW FUND SUMMARY OF REVENUES AND EXPENDITURES

	YEAR-END ACTUAL 2019-2020	REVISED BUDGET 2020-2021	ADOPTED BUDGET 2021-2022
REVENUES			
Hotel/Motel Tax	$ 59,093	$ 68,020	$ 74,015
Court Technology Fees	9,573	10,525	9,005
Court Security Fees	10,033	11,980	10,020
Court Jury Fees	93	140	165
Gas Production Proceeds	2	-	-
Insurance Deductible	43,493	197,700	40,020
Industrial Blvd Escrow	1,745	540	25
Old Decatur Rd. Improvements	-	164,200	100
Train and Grain	-	-	-
Interest Earnings	7,855	480	95
Transfers from Other Funds	72,735	274,600	67,720
TOTAL REVENUES	**$ 204,621**	**$ 728,185**	**$ 201,165**
EXPENDITURES			
City Promotion - Hot/Mot	$ 30,400	$ 40,000	$ 40,000
Train and Grain Festival	8,850	10,000	10,000
Court Technology	11,968	-	11,600
Court Security	5,728	5,200	5,200
Municipal Property	-	-	-
Highlands Road Escrow	-	-	-
Insurance Deductible	58,131	125,800	40,000
TOTAL EXPENDITURES	**$ 115,077**	**$ 181,000**	**$ 106,800**

CITY OF SAGINAW
GENERAL GOVERNMENT ESCROW FUND
OVERVIEW OF REVENUES AND EXPENDITURES
2021-2022

The General Government Escrow Fund was created in FY 2014-2015 to better track funds that are received and are to be used for a specific purpose. These receipts will remain in the General Government Escrow Fund until an appropriate expense is approved by the City Council.

REVENUE:

Hotel/Motel Tax - 15%
This is the City's share of hotel/motel tax collected by the state. This portion of collections may be used for the promotion of the arts.

Hotel/Motel Tax - 85%
The 85% balance of hotel/motel tax collections is reserved for promotional activities.

Court Technology Fees
For every citation issued, a $4 fee is assessed to be used for court technology.

Court Security Fees
For every citation issued, a $3 fee is assessed to be used for court security.

Gas Production Proceeds
Rents, royalties, and bonuses paid to the City as a result of natural gas drilling leases.

Insurance Deductible
Insurance claims revenue/reimbursements.

Transfer from Other Funds
Beginning in FY18/19 an annual contribution for an equipment replacement escrow based on estimated replacement cost divided by the estimated useful life of the equipment.

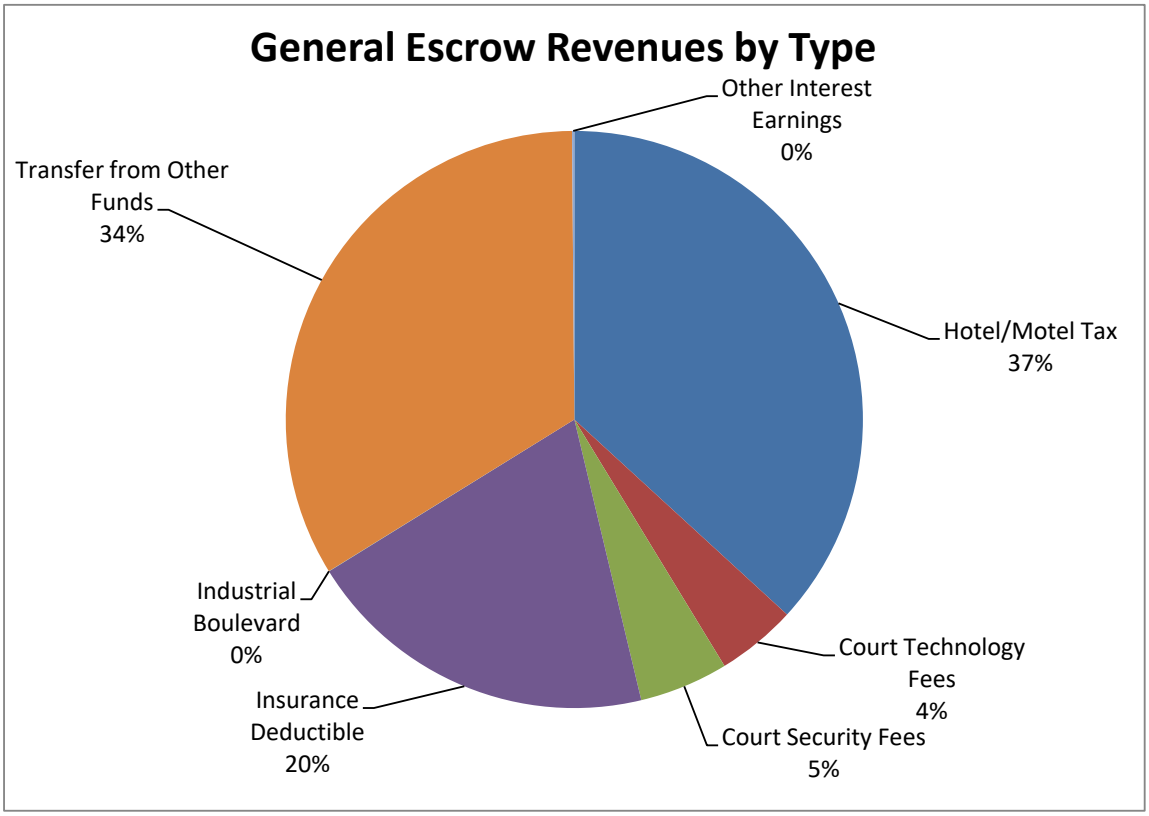
EXPENDITURES:

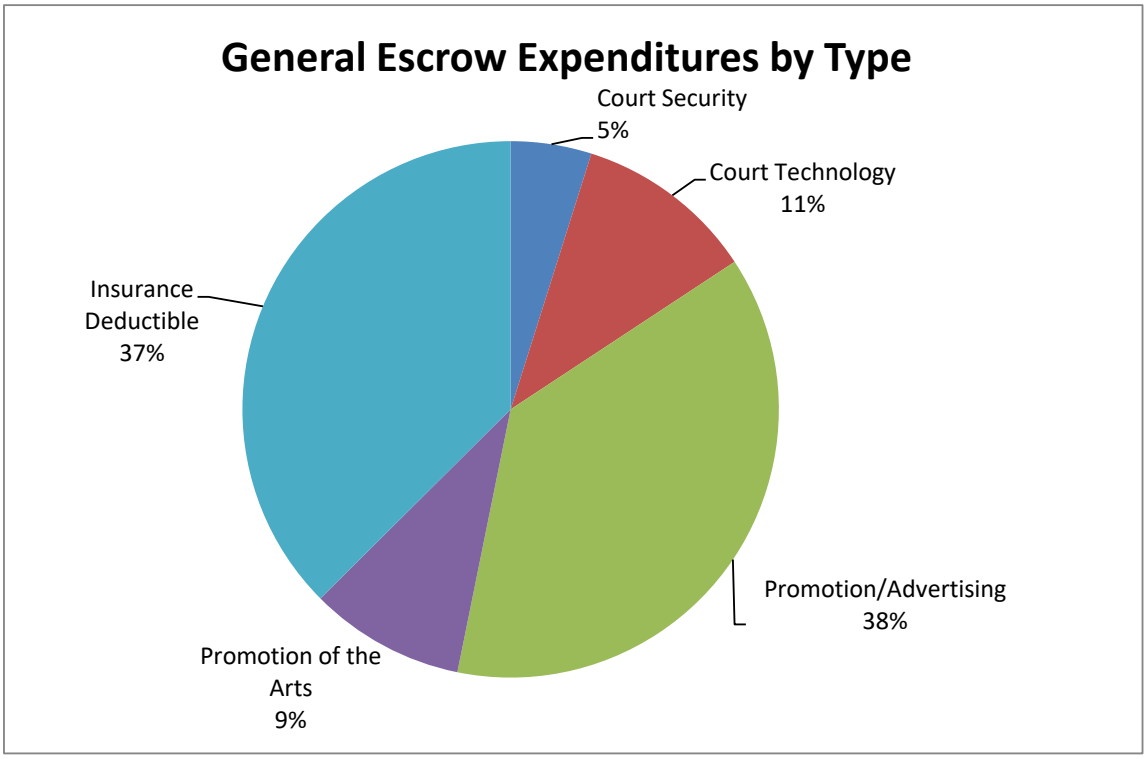
Hotel Motel Tax Expenses
FY 20/21 includes promotion of arts at the "Train and Grain" festival, advertising, and Farmer's Market Management.

Court Security Expenses
Budgeted expenses are to reimburse the General Fund for bailiff services.

Insurance Deductible
These expenses are repairs to damaged property and other expenses covered by insurance.

CITY OF SAGINAW
GENERAL ESCROW FUND SUMMARY
2021-2022





WATER/WASTEWATER ESCROW FUND

City of Saginaw

The Water/Wastewater Escrow Fund was created in FY2014/2015 to better track funds that are received and to be used for a specific purpose. The types of revenues and expenses budgeted in this fund are impact fees and qualifying capital projects.

CITY OF SAGINAW
WATER/WASTEWATER ESCROW FUND SUMMARY OF REVENUES AND EXPENDITURES

	YEAR-END ACTUAL 2019-2020	REVISED BUDGET 2020-2021	ADOPTED BUDGET 2021-2022
REVENUES			
Water Impact Fees	$ 197,706	$ 4,995	$ -
Wastewater Impact Fees	-	-	-
Intrest on Investments	16,872	1,010	-
Transfer from Enterprise Fund	20,245	45,830	26,340
Use of FB for water projects	-	-	-
Use of FB for wastewater projects	-	-	-
TOTAL REVENUES	**$ 234,822**	**$ 51,835**	**$ 26,340**
EXPENDITURES			
Transfer to EF-Water Projects	$ 71,153	$ 1,357,500	$ 250,000
Engineering Fees - Fee Study	-	2,325	-
Transfer to EF-Wastewater Projects	-	-	-
Refund impact fees - wastewater	13,175	-	-
TOTAL EXPENDITURES	**$ 84,328**	**$ 1,359,825**	**$ 250,000**

CITY OF SAGINAW
WATER/WASTEWATER ESCROW FUND
OVERVIEW OF REVENUES AND EXPENDITURES
2021-2022

The Water/Wastewater Escrow Fund was created in FY 2014-2015 to better track funds that are received and are to be used for a specific purpose. These receipts will remain in the Water/Wastewater Escrow Fund until an appropriate expense is approved by the City Council.

REVENUE

Water Impact Fees
Fees collected from a developer to recover costs of water capital improvements related to the new development.

Wastewater Impact Fees
Fees collected from a developer to recover costs of wastewater capital improvements related to the new development.

EXPENDITURES:

Transfer to Enterprise Fund for Water and Wastewater Capital Projects
These are City Council approved capital projects that are appropriately funded by impact fees collected from developers. In FY 21/22 impact fees will fund the Fort Worth meter station upgrade.

POLICIES, RESOLUTIONS, AND ORDINANCES

City of Saginaw

CITY OF SAGINAW
RESOLUTION NO. 2021-20

BY THE CITY COUNCIL OF THE CITY OF SAGINAW, TEXAS ADOPTING A BUDGET FOR THE CITY OF SAGINAW FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021 AND ENDING SEPTEMBER 30, 2022

WHEREAS, the City Council has heretofore held a public hearing on the adoption of a budget for the City of Saginaw, Texas, for the fiscal year beginning October 1, 2021 and ending September 30, 2022 after due notice as provided by law; and

WHEREAS, said City Council is of the opinion and finds that the proposed budget should be adopted and approved, with such modifications and amendments as shown in the budget hereto attached and incorporated by reference as part of this Resolution;

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

1. That the proposed budget prepared by the Mayor and City Council and filed with the City Secretary, with such modifications and amendments as have been made by the City Council, a copy of which proposed budget with any and all such modifications and amendments is attached hereto and incorporated by reference as part of this Resolution, be and the same is hereby approved and adopted as the budget for the operation of the City of Saginaw, Texas, for the fiscal year beginning October 1, 2021 and ending September 30, 2022.

2. That a copy of said budget as hereby adopted is hereby authorized to be filed with the City Secretary at all offices required by law.

ADOPTED AND APPROVED this the 16th day of August, 2021.

APPROVED:

Todd Flippo, Mayor

ATTEST:

Janice England, City Secretary

CITY OF SAGINAW TEXAS
CORPORATE
SEAL

CITY OF SAGINAW
ORDINANCE NO. 2021-17

AN ORDINANCE LEVYING TAXES FOR THE USE AND SUPPORT OF THE CITY OF SAGINAW, TEXAS MUNICIPAL GOVERNMENT, AND PROVIDING FOR THE BOND AND INTEREST RETIREMENT FUNDS OF ALL OUTSTANDING GENERAL OBLIGATION BONDS OF THE CITY, FOR THE TAX YEAR 2021; APPORTIONING EACH LEVY FOR THE SPECIFIC PURPOSE AS STATED; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Saginaw, Texas, has done and performed all statutory requirements precedent to the setting of the City's tax rate for 2021; including the holding of all required public hearings, if required, after due notice, now, therefore:

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAGINAW, TEXAS:

Section 1. That there is hereby levied and there shall be collected for the use and support of the municipal government of the City of Saginaw, Texas, and to provide an interest and sinking fund for the retirement of each series of outstanding general obligation bonds of the City of Saginaw, Texas, upon all property, real, personal and mixed, within the corporate limits of the City of Saginaw, Texas, subject to taxation, a tax of FORTY-SEVEN AND NINE THOUSAND FIVE HUNDRED SIXTEEN TEN THOUSANDTHS CENTS (47.9516) on each ONE HUNDRED DOLLARS ($100.00) valuation of property for the tax year 2021. THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE RATE WILL EFFECTIVELY BE RAISED BY 3.34 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPEARTIONS ON A $100,000 HOME BY APPROXIMATELY $0.82. Said tax being so levied and apportioned for the purposes hereinafter set forth, to-wit:

(a) For Interest and Sinking Funds of the City of Saginaw, Texas, for payment of the principal as it matures and interest as it accrues upon all outstanding General Obligation Bonds of the City of Saginaw, Texas, a tax of NINETEEN AND 4,458/10,000THS CENTS (19.4458) on each ONE HUNDRED DOLLARS ($100.00) valuation of property.

(b) For the maintenance and operation of the General Government of the City of Saginaw, Texas, (General Fund), a tax of TWENTY-EIGHT AND 5,058/10,000THS CENTS (28.5058) on each ONE HUNDRED DOLLARS ($100.00) valuation of property.

Section 2. All monies collected under this Ordinance are hereby appropriated and set apart for the purposes recited, and the City Manager shall cause books of account to be kept so as to readily and distinctly show amounts collected and expended and on hand at any time, in each of said funds, and it is hereby made the duty of every person collecting or receiving money for the City of Saginaw, pursuant to the supervision and direction of the City Manager, to deliver to the City and its designated officer or employee all such money so collected or received, together with a statement showing to what fund such should be deposited and from what source received. All receipts of the City of Saginaw, Texas, not specifically apportioned by this Ordinance are hereby made payable to the General Fund, unless the City Council shall by resolution or ordinance otherwise direct.

Section 3. This ordinance shall be in full force and effect immediately upon its adoption.

ADOPTED AND APPROVED this 16th day of August, 2021.

APPROVED:

Todd Flippo, Mayor

ATTEST:

Janice England, City Secretary

CITY OF SAGINAW TEXAS CORPORATE SEAL

APPROVED AS TO FORM AND LEGALITY:

Bryn Meredith, City Attorney

2021 Tax Rate Calculation Worksheet

Date: 08/04/2021 10:36 AM

Taxing Units Other Than School Districts or Water Districts

City of Saginaw

Taxing Unit Name

Phone *(area code and number)*

Taxing Unit's Address, City, State, ZIP Code

Taxing Unit's Website Address

GENERAL INFORMATION: Tax Code Section 26.04(c) requires an officer or employee designated by the governing body to calculate the No-New-Revenue (NNR) tax rate and Voter-Approval tax rate for the taxing unit. These tax rates are expressed in dollars per $100 of taxable value calculated. The calculation process starts after the chief appraiser delivers to the taxing unit the certified appraisal roll and the estimated values of properties under protest. The designated officer or employee shall certify that the officer or employee has accurately calculated the tax rates and used values shown for the certified appraisal roll or certified estimate. The officer or employee submits the rates to the governing body by Aug. 7 or as soon thereafter as practicable.

School districts do not use this form, but instead use Comptroller Form 50-859 *Tax Rate Calculation Worksheet, School Districts without Chapter 313 Agreements* or Comptroller Form 50-884 *Tax Rate Calculation Worksheet, School District with Chapter 313 Agreements*.

Water districts as defined under Water Code Section 49.001(1) do not use this form, but instead use Comptroller Form 50-858 *Water District Voter-Approval Tax Rate Worksheet for Low Tax Rate and Developing Districts* or Comptroller Form 50-860 *Developed Water District Voter-Approval Tax Rate Worksheet*.

The Comptroller's office provides this worksheet to assist taxing units in determining tax rates. The information provided in this worksheet is offered as technical assistance and not legal advice. Taxing units should consult legal counsel for interpretations of law regarding tax rate preparation and adoption.

SECTION 1: No-New-Revenue Tax Rate

The NNR tax rate enables the public to evaluate the relationship between taxes for the prior year and for the current year based on a tax rate that would produce the same amount of taxes (no new taxes) if applied to the same properties that are taxed in both years. When appraisal values increase, the NNR tax rate should decrease.

The NNR tax rate for a county is the sum of the NNR tax rates calculated for each type of tax the county levies.

While uncommon, it is possible for a taxing unit to provide an exemption for only maintenance and operations taxes. In this case, the taxing unit will need to calculate the NNR tax rate separately for the maintenance and operations tax and the debt tax, then add the two components together.

No-New-Revenue Tax Rate Worksheet	Amount/Rate
1. 2020 total taxable value. Enter the amount of 2020 taxable value on the 2020 tax roll today. Include any adjustments since last year's certification; exclude Tax Code Section 25.25(d) one-fourth and one-third over-appraisal corrections from these adjustments. Exclude any property value subject to an appeal under Chapter 42 as of July 25 (will add undisputed value in Line 6). This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (adjustment is made by deducting TIF taxes, as reflected in Line 17).[1]	$2,226,370,525
2. 2020 tax ceilings. Counties, cities and junior college districts. Enter 2020 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing units adopted the tax ceiling provision in 2020 or a prior year for homeowners age 65 or older or disabled, use this step.[2]	$0
3. Preliminary 2020 adjusted taxable value. Subtract Line 2 from Line 1.	$2,226,370,525
4. 2020 total adopted tax rate.	$0.461579/$100
5. 2020 taxable value lost because court appeals of ARB decisions reduced 2020 appraised value. A. **Original 2020 ARB values:**	$79,566,436

B. **2020 values resulting from final court decisions:**	$63,292,290
C. **2020 value loss.** Subtract B from A.[3]	$16,274,146
6. 2020 taxable value subject to an appeal under Chapter 42, as of July 25.	
A. **2020 ARB certified value:**	$33,868,891
B. **2020 disputed value:**	$10,160,667
C. **2020 undisputed value.** Subtract B from A.[4]	$23,708,224
7. 2020 Chapter 42 related adjusted values Add Line 5C and Line 6C.	$39,982,370
8. 2020 taxable value, adjusted for actual and potential court-ordered adjustments. Add Line 3 and Line 7.	$2,266,352,895
9. 2020 taxable value of property in territory the taxing unit deannexed after Jan. 1, 2020. Enter the 2020 value of property in deannexed territory.[5]	$0
10. 2020 taxable value lost because property first qualified for an exemption in 2021. If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freeport, goods-in-transit, temporary disaster exemptions. Note that lowering the amount or percentage of an existing exemption in 2021 does not create a new exemption or reduce taxable value.	
A. **Absolute exemptions.** Use 2020 market value:	$0
B. **Partial exemptions.** 2021 exemption amount or 2021 percentage exemption times 2020 value:	$4,906,713
C. **Value loss.** Add A and B.[5]	$4,906,713
11. 2020 taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in 2021. Use only properties that qualified in 2021 for the first time; do not use properties that qualified in 2020.	
A. **2020 market value:**	$0
B. **2021 productivity or special appraised value:**	$0
C. **Value loss.** Subtract B from A.[7]	$0
12. Total adjustments for lost value. Add lines 9, 10C and 11C.	$4,906,713
13. 2020 captured value of property in a TIF. Enter the total value of 2020 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which 2020 taxes were deposited into the tax increment fund.[8] If the taxing unit has no captured appraised value in line 18D, enter 0.	$0
14. 2020 total value. Subtract Line 12 and Line 13 from Line 8.	$2,261,446,182
15. Adjusted 2020 total levy. Multiply Line 4 by Line 14 and divide by $100.	$10,438,360
16. Taxes refunded for years preceding tax year 2020. Enter the amount of taxes refunded by the taxing unit for tax years preceding tax year 2020. Types of refunds include court	$56,132

decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2020. This line applies only to tax years preceding tax year 2020.[8]	
17. Adjusted 2020 levy with refunds and TIF adjustment. Add Lines 15 and 16.[10]	$10,494,492
18. Total 2021 taxable value on the 2021 certified appraisal roll today. This value includes only certified values or certified estimate of values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 20). These homesteads include homeowners age 65 or older or disabled.[11] A. **Certified values:** B. **Counties:** Include railroad rolling stock values certified by the Comptroller's office: C. **Pollution control and energy storage system exemption:** Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property: D. **Tax increment financing:** Deduct the 2021 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the 2021 taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 23 below.[12] **E. Total 2021 value.** Add A and B, then subtract C and D.	 $2,242,504,474 $0 $0 $0 $2,242,504,474
19. Total value of properties under protest or not included on certified appraisal roll.[13] A. **2021 taxable value of properties under protest.** The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value under protest.[14] B. **2021 value of properties not under protest or included on certified appraisal roll.** The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows about, but are not included in the appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value of property not on the certified roll.[15] C. **Total value under protest or not certified:** Add A and B.	 $97,232,351 $47,835,171 $145,067,522
20. 2021 tax ceilings. Counties, cities and junior colleges enter 2021 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing units adopted the tax ceiling provision in 2020 or a prior year for homeowners age 65 or older or disabled, use this step.[16]	$0
21. 2021 total taxable value. Add Lines 18E and 19C. Subtract Line 20.[17]	$2,387,571,996
22. Total 2021 taxable value of properties in territory annexed after Jan. 1, 2020.	$0

Include both real and personal property. Enter the 2021 value of property in territory annexed.[18]	
23. Total 2021 taxable value of new improvements and new personal property located in new improvements. New means the item was not on the appraisal roll in 2020. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, 2020, and be located in a new improvement. New improvements **do** include property on which a tax abatement agreement has expired for 2021.[19]	$39,728,389
24. Total adjustments to the 2021 taxable value. Add Lines 22 and 23.	$39,728,389
25. Adjusted 2021 taxable value. Subtract Line 24 from Line 21.	$2,347,843,607
26. 2021 NNR tax rate. Divide Line 17 by Line 25 and multiply by $100.[20]	$0.446984/$100
27. COUNTIES ONLY. Add together the NNR tax rates for each type of tax the county levies. The total is the 2021 county NNR tax rate.[21]	

[1]Tex. Tax Code Section 26.012(14)
[2]Tex. Tax Code Section 26.012(14)
[3]Tex. Tax Code Section 26.012(13)
[4]Tex. Tax Code Section 26.012(13)
[5]Tex. Tax Code Section 26.012(15)
[6]Tex. Tax Code Section 26.012(15)
[7]Tex. Tax Code Section 26.012(15)
[8]Tex. Tax Code Section 26.03(c)
[9]Tex. Tax Code Section 26.012(13)
[10]Tex. Tax Code Section 26.012(13)
[11]Tex. Tax Code Section 26.012,26.04(c-2)
[12]Tex. Tax Code Section 26.03(c)
[13]Tex. Tax Code Section 26.01(c) and (d)
[14]Tex. Tax Code Section 26.01(c)
[15]Tex. Tax Code Section 26.01(d)
[16]Tex. Tax Code Section 26.012(6)(b)
[17]Tex. Tax Code Section 26.012(6)
[18]Tex. Tax Code Section 26.012(17)
[19]Tex. Tax Code Section 26.012(17)
[20]Tex. Tax Code Section 26.04(c)
[21]Tex. Tax Code Section 26.04(d)
[22]*Reserved for expansion*
[23]*Tex. Tax Code Section 26.044*
[24]Tex. Tax Code Section 26.0441

SECTION 2: Voter-Approval Tax Rate

The voter-approval tax rate is the highest tax rate that a taxing unit may adopt without holding an election to seek voter approval of the rate. The voter-approval tax rate is split into two separate rates:

1. **Maintenance and Operations (M&O) Tax Rate:** The M&O portion is the tax rate that is needed to raise the same amount of taxes that the taxing unit levied in the prior year plus the applicable percentage allowed by law. This rate accounts for such things as salaries, utilities and day-to-day operations
2. **Debt Rate:** The debt rate includes the debt service necessary to pay the taxing unit's debt payments in the coming year. This rate accounts for principal and interest on bonds and other debt secured by property tax revenue.

The Voter-Approval tax rate for a county is the sum of the Voter-Approval tax rates calculated for each type of tax the county levies. In most cases the Voter-Approval tax rate exceeds the No-New-Revenue tax rate, but occasionally decreases in a taxing unit's debt service will cause the NNR tax rate to be higher than the voter-approval tax rate.

Voter-Approval Tax Rate Worksheet	Amount/Rate
28. 2020 M&O tax rate. Enter the 2020 M&O tax rate.	$0.284238/$100
29. 2020 taxable value, adjusted for actual and potential court-ordered adjustments. Enter the amount in Line 8 of the *No-New-Revenue Tax Rate Worksheet*.	$2,266,352,895
30. Total 2020 M&O levy. Multiply Line 28 by Line 29 and divide by $100.	$6,441,836
31. Adjusted 2020 levy for calculating NNR M&O rate.	
A. M&O taxes refunded for years preceding tax year 2020 Enter the amount of M&O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2020. This line applies only to tax years preceding tax year 2020.	$34,360
B. 2020 taxes in TIF Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no 2021 captured appraised value in Line 18D, enter 0.	$0
C. 2020 transferred function. If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in D below. The taxing unit receiving the function will add this amount in D below. Other taxing units enter 0.	$0
D. 2020 M&O levy adjustments. Subtract B from A. For taxing unit with C, subtract if discontinuing function and add if receiving function.	$34,360
E. Add Line 30 to 31D.	$6,476,196
32. Adjusted 2021 taxable value. Enter the amount in Line 25 of the *No-New-Revenue Tax Rate Worksheet*.	$2,347,843,607
33. 2021 NNR M&O rate (unadjusted). Divide Line 31E by Line 32 and multiply by $100.	$0.275835/$100
34. Rate adjustment for state criminal justice mandate.[23] **A. 2021 state criminal justice mandate:** Enter the amount spent by a county in the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose.	$0

B. 2020 state criminal justice mandate: Enter the amount spent by a county in the 12 months prior to the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. Enter zero if this is the first time the mandate applies.	$0
C. Subtract B from A and divide by Line 32 and multiply by $100.	$0.000000/$100
D. Enter the rate calculated in C. If not applicable, enter 0.	$0.000000/$100
35. Rate adjustment for indigent health care expenditures.[24] **A. 2021 indigent health care expenditures:** Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2020 and ending on June 30, 2021, less any state assistance received for the same purpose.	$0
B. 2020 indigent health care expenditures: Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2019 and ending on June 30, 2020, less any state assistance received for the same purpose.	$0
C. Subtract B from A and divide by Line 32 and multiply by $100.	$0.000000/$100
D. Enter the rate calculated in C. If not applicable, enter 0.	$0.000000/$100
36. Rate adjustment for county indigent defense compensation.[25] **A. 2021 indigent defense compensation expenditures:** Enter the amount paid by a county to provide appointed counsel for indigent individuals for the period beginning on July 1, 2020 and ending on June 30, 2021, less any state grants received by the county for the same purpose.	$0
B. 2020 indigent defense compensation expenditures: Enter the amount paid by a county to provide appointed counsel for indigent individuals for the period beginning on July 1, 2019 and ending on June 30, 2020, less any state grants received by the county for the same purpose.	$0
C. Subtract B from A and divide by Line 32 and multiply by $100.	$0.000000/$100
D. Multiply B by 0.05 and divide by Line 32 and multiply by $100.	$0.000000/$100
E. Enter the lessor of C and D. If not applicable, enter 0.	$0.000000/$100
37. Rate adjustment for county hospital expenditures.[26] **A. 2021 eligible county hospital expenditures:** Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2020 and ending on June 30, 2021.	$0
B. 2020 eligible county hospital expenditures: Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2019 and ending on June 30, 2020.	$0

C. Subtract B from A and divide by Line 32 and multiply by $100. **D.**Multiply B by 0.08 and divide by Line 32 and multiply by $100. **E.** Enter the lessor of C and D, if applicable. If not applicable, enter 0.	$0.000000/$100 $0.000000/$100 $0.000000/$100
38. Rate adjustment for defunding municipality. This adjustment only applies to a municipality that is considered to be a defunding municipality for the current tax year under Chapter 109, Local Government Code. Chapter 109, Local Government Code only applies to municipalities with a population of more than 250,000 and includes a written determination by the Office of the Governor. See Tax Code 26.0444 for more information. **A. Amount appropriated for public safety in 2020.** Enter the amount of money appropriated for public safety in the budget adopted by the municipality for the preceding fiscal year **B. Expenditures for public safety in 2020.** Enter the amount of money spent by the municipality for public safety during the preceding fiscal year. **C.** Subtract B from A and divide by Line 32 and multiply by $100. **D.** Enter the rate calculated in C. If not applicable, enter 0.	$0 $0 $0.000000/$100 $0.000000/$100
39. Adjusted 2021 NNR M&O rate. Add Lines 33, 34D, 35D, 36E, and 37E. Subtract Line 38D.	$0.275835/$100
40. Adjustment for 2020 sales tax specifically to reduce property values. Cities, counties and hospital districts that collected and spent additional sales tax on M&O expenses in 2020 should complete this line. These entities will deduct the sales tax gain rate for 2021 in Section 3. Other taxing units, enter zero. **A.** Enter the amount of additional sales tax collected and spent on M&O expenses in 2020, if any. Counties must exclude any amount that was spent for economic development grants from the amount of sales tax spent. **B.** Divide Line 40A by Line 32 and multiply by $100. **C.** Add Line 40B to Line 39.	$1,830,494 $0.077964 $0.353799
41. 2021 voter-approval M&O rate. Enter the rate as calculated by the appropriate scenario below. **Special Taxing Unit.** If the taxing unit qualifies as a special taxing unit, multiply Line 40C by 1.08. **- or -** **Other Taxing Unit.** If the taxing unit does not qualify as a special taxing unit, multiply Line 40C by 1.035.	$0.366181/$100
D41. ***Disaster Line 41 (D41):*** **2021 voter-approval M&O rate for taxing unit affected by disaster declaration.** If the taxing unit is located in an area declared a disaster area and at least one person is granted an exemption under Tax Code Section 11.35 for property located in the taxing unit, the governing body may direct the person calculating the voter-approval	$0.000000/$100

tax rate to calculate in the manner provided for a special taxing unit. The taxing unit shall continue to calculate the voter-approval tax rate in this manner until the earlier of 1. the first year in which total taxable value on the certified appraisal roll exceeds the total taxable value of the tax year in which the disaster occurred, or 2. the third tax year after the tax year in which the disaster occurred. If the taxing unit qualifies under this scenario, multiply Line 40C by 1.08.[27] If the taxing unit does not qualify, do not complete Disaster Line 41 (Line D41).	
42. Total 2021 debt to be paid with property taxes and additional sales tax revenue. Debt means the interest and principal that will be paid on debts that: (1) are paid by property taxes, (2) are secured by property taxes, (3) are scheduled for payment over a period longer than one year and (4) are not classified in the taxing unit's budget as M&O expenses	
A. **Debt** also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. If the governing body of a taxing unit authorized or agreed to authorize a bond, warrant, certificate of obligation, or other evidence of indebtedness on or after Sept. 1, 2021, verify if it meets the amended definition of debt before including it here.[28] Enter debt amount.	$4,737,726
B. Subtract **unencumbered fund amount** used to reduce total debt.	$0
C. Subtract **certified amount spent from sales tax to reduce debt** (enter zero if none)	$0
D. Subtract **amount paid** from other resources.	$500
E. **Adjusted debt.** Subtract B, C, and D from A.	$4,737,226
43. Certified 2020 excess debt collections. Enter the amount certified by the collector.[28]	$94,399
44. Adjusted 2021 debt. Subtract Line 43 from Line 42E.	$4,642,827
45. 2021 anticipated collection rate. A. Enter the 2021 anticipated collection rate certified by the collector:[29]	
B. Enter the 2020 actual collection rate	100.00%
C. Enter the 2019 actual collection rate	99.92%
D. Enter the 2018 actual collection rate	99.62%
E. If the anticipated collection rate in A is lower than actual collection rates in B, C and D, enter the lowest collection rate from B, C and D. If the anticipated rate in A is higher than at least one of the rates in the prior three years, enter the rate from A. Note that the rate can be greater than 100%.[31]	100.39% 100.00%
46. 2021 debt adjusted for collections. Divide Line 44 by Line 45E	$4,642,827
47. 2021 total taxable value. Enter the amount on Line 21 of the *No-New-Revenue Tax Rate Worksheet*.	$2,387,571,996
48. 2021 debt tax rate. Divide Line 46 by Line 47 and multiply by $100.	$0.194458/$100

49. 2021 voter-approval tax rate. Add Lines 41 and 48.	$0.560639/$100
D49. *Disaster Line 49 (D49):* 2021 voter-approval tax rate for taxing unit affected by disaster declaration. Complete this line if the taxing unit calculated the voter-approval tax rate in the manner provided for a special taxing unit on Line D41. Add Line D41 and 48.	$0.000000/$100
50. COUNTIES ONLY. Add together the voter-approval tax rates for each type of tax the county levies. The total is the 2021 county voter-approval tax rate.	

[23]Tex. Tax Code Section 26.044
[24]Tex. Tax Code Section 26.0441
[25]Tex. Tax Code Section 26.0442
[26]Tex. Tax Code Section 26.0443
[27]Tex. Tax Code Section 26.042(a)
[28]Tex. Tax Code Section 26.012(7)
[29]Tex. Tax Code Section 26.012(10) and 26.04(b)
[30]Tex. Tax Code Section 26.04(b)
[31]Tex. Tax Code Section 26.04(h),(h-1) and (h-2)

SECTION 3: NNR Tax Rate and Voter-Approval Tax Rate Adjustments for Additional Sales Tax to Reduce Property Taxes	
Cities, counties and hospital districts may levy a sales tax specifically to reduce property taxes. Local voters by election must approve imposing or abolishing the additional sales tax. If approved, the taxing unit must reduce its NNR and voter-approval tax rates to offset the expected sales tax revenue. This section should only be completed by a county, city or hospital district that is required to adjust its NNR tax rate and/or voter-approval tax rate because it adopted the additional sales tax.	
Additional Sales and Use Tax Worksheet	**Amount/Rate**
51. Taxable Sales. For taxing units that adopted the sales tax in November 2020 or May 2021, enter the Comptroller's estimate of taxable sales for the previous four quarters.[20] Estimates of taxable sales may be obtained through the Comptroller's Allocation Historical Summary webpage. Taxing units that adopted the sales tax before November 2020, enter 0.	$0
52. Estimated sales tax revenue. Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue.[33] **Taxing units that adopted the sales tax in November 2020 or in May 2021.** Multiply the amount on Line 51 by the sales tax rate (.01, .005 or .0025, as applicable) and multiply the result by .95.[34] **- or -** **Taxing units that adopted the sales tax before November 2020.** Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.	$2,097,114
53. 2021 total taxable value. Enter the amount from Line 21 of the *No-New-Revenue Tax Rate Worksheet*.	$2,387,571,996
54. Sales tax adjustment rate. Divide Line 52 by Line 53 and multiply by $100.	$0.087835/$100
55. 2021 NNR tax rate, unadjusted for sales tax.[35] Enter the rate from Line 26 or 27, as applicable, on the *No-New-Revenue Tax Rate Worksheet*.	$0.446984/$100
56. 2021 NNR tax rate, adjusted for sales tax. **Taxing units that adopted the sales tax in November 2020 or in May 2021.** Subtract Line 54 from Line 55. Skip to Line 57 if you adopted the additional sales tax before November 2020.	$0.446984/$100
57. 2021 voter-approval tax rate, unadjusted for sales tax.[36] Enter the rate from Line 49, Line D49 (disaster), or Line 50 (counties), as applicable, of the *Voter-Approval Tax Rate Worksheet*.	$0.560639/$100
58. 2021 voter-approval tax rate, adjusted for sales tax. Subtract Line 54 from Line 57.	$0.472804/$100

[31] *Reserved for expansion*
[32] Tex. Tax Code Section 26.041(d)
[33] Tex. Tax Code Section 26.041(i)
[34] Tex. Tax Code Section 26.041(d)
[35] Tex. Tax Code Section 26.04(c)
[36] Tex. Tax Code Section 26.04(c)

SECTION 4: Voter-Approval Tax Rate Adjustment for Pollution Control

A taxing unit may raise its rate for M&O funds used to pay for a facility, device or method for the control of air, water or land pollution. This includes any land, structure, building, installation, excavation, machinery, equipment or device that is used, constructed, acquired or installed wholly or partly to meet or exceed pollution control requirements. The taxing unit's expenses are those necessary to meet the requirements of a permit issued by the Texas Commission on Environmental Quality (TCEQ). The taxing unit must provide the tax assessor with a copy of the TCEQ letter of determination that states the portion of the cost of the installation for pollution control.

This section should only be completed by a taxing unit that uses M&O funds to pay for a facility, device or method for the control of air, water or land pollution.

Voter-Approval Protection for Pollution Control Worksheet	Amount/Rate
59. Certified expenses from the Texas Commission on Environmental Quality (TCEQ). Enter the amount certified in the determination letter from TCEQ.[37] The taxing unit shall provide its tax assessor-collector with a copy of the letter.[38]	$0
60. 2021 total taxable value. Enter the amount from Line 21 of the *No-New-Revenue Tax Rate Worksheet*.	$2,387,571,996
61. Additional rate for pollution control. Divide Line 59 by Line 60 and multiply by $100.	$0.000000/$100
62. 2021 voter-approval tax rate, adjusted for pollution control. Add Line 61 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties) or Line 58 (taxing units with the additional sales tax).	$0.472804/$100

[37]Tex. Tax Code Section 26.045(d)
[38]Tex. Tax Code Section 26.045(i)

SECTION 5: Voter-Approval Tax Rate Adjustment for Unused Increment Rate

The unused increment rate is the rate equal to the difference between the adopted tax rate and voter-approval tax rate before the unused increment rate for the prior three years.[39] In a year where a taxing unit adopts a rate by applying any portion of the unused increment rate, the unused increment rate for that year would be zero.

The difference between the adopted tax rate and voter-approval tax rate is considered zero in the following scenarios:

- a tax year before 2020; and[40]
- a tax year in which the municipality is a defunding municipality, as defined by Tax Code Section 26.0501(a);[41] or
- after Jan. 1, 2022, a tax year in which the comptroller determines that the county implemented a budget reduction or reallocation described by Local Government Code Section 120.002(a) without the required voter approval.[42]

This section should only be completed by a taxing unit that does not meet the definition of a special taxing unit.[43]

Unused Increment Rate Worksheet	Amount/Rate
63. 2020 unused increment rate. Subtract the 2020 actual tax rate and the 2020 unused increment rate from the 2020 voter-approval tax rate. If the number is less than zero, enter zero. If the year is prior to 2020, enter zero.	$0.023324
64. 2019 unused increment rate. Subtract the 2019 actual tax rate and the 2019 unused increment rate from the 2019 voter-approval tax rate. If the number is less than zero, enter zero. If the year is prior to 2020, enter zero	$0
65. 2018 unused increment rate. Subtract the 2018 actual tax rate and the 2018 unused increment rate from the 2018 voter-approval tax rate. If the number is less than zero, enter zero. If the year is prior to 2020, enter zero.	$0.000000
66. 2021 unused increment rate. Add Lines 63, 64 and 65.	$0.023324/$100
67. 2021 voter-approval tax rate, adjusted for unused increment rate.[23] Add Line 66 to one of the following lines (as applicable): Line 49, Line D49(disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax) or Line 62 (taxing units with pollution control).	$0.496128/$100

[39]Tex. Tax Code Section 26.013(a)
[40]Tex. Tax Code Section 26.013(c)
[41]Tex. Tax Code Section 26.0501(a) and (c)
[42]Tex. Tax Code Section Local Gov't Code Section 120.007(d), effective Jan. 1, 2022
[43]Tex. Tax Code Section 26.063(a)(1)

SECTION 6: De Minimis Rate	
The de minimis rate is the rate equal to the sum of the no-new-revenue maintenance and operations rate, the rate that will raise $500,000, and the current debt rate for a taxing unit.[44] This section should only be completed by a taxing unit that is a municipality of less than 30,000 or a taxing unit that does not meet the definition of a special taxing unit.[45]	
De Minimis Rate Worksheet	**Amount/Rate**
68. Adjusted 2021 NNR M&O tax rate. Enter the rate from Line 39 of the *Voter-Approval Tax Rate Worksheet*	$0.275835/$100
69. 2021 total taxable value. Enter the amount on Line 21 of the *No-New-Revenue Tax Rate Worksheet*.	$2,387,571,996
70. Rate necessary to impose $500,000 in taxes. Divide $500,000 by Line 69 and multiply by $100.	$0.020941
71. 2021 debt rate. Enter the rate from Line 48 of the *Voter-Approval Tax Rate Worksheet*.	$0.194458/$100
72. De minimis rate.[23] Add Lines 68, 70 and 71.	$0.491234/$100

[44]Tex. Tax Code Section 26.012(8-a)
[45]Tex. Tax Code Section 26.063(a)(1)

SECTION 7: Voter-Approval Tax Rate Adjustment for Emergency Revenue Rate

In the tax year after the end of the disaster calculation time period detailed in Tax Code Section 26.042(a), a taxing unit that calculated its voter-approval tax rate in the manner provided for a special taxing unit due to a disaster must calculate its emergency revenue rate and reduce its voter-approval tax rate for that year.[46]

Similarly, if a taxing unit adopted a tax rate that exceeded its voter-approval tax rate, calculated normally, without holding an election to respond to a disaster, as allowed by Tax Code Section 26.042(d), in the prior year, it must also reduce its voter-approval tax rate for the current tax year[47].

NOTE: This section will not apply to any taxing units in 2021. It is added to implement Senate Bill 1438 (87th Regular Session) and does not apply to a taxing unit that calculated its voter-approval tax rate in the manner provided for a special taxing unit due to a declared disaster in 2020, as provided for in the recently repealed Tax Code Sections 26.04(c-1) and 26.041(c-1).

In future tax years, this section will apply to a taxing unit other than a special taxing unit that:

- directed the designated officer or employee to calculate the voter-approval tax rate of the taxing unit in the manner provided for a special taxing unit in the prior year; and
- the current year is the first tax year in which the total taxable value of property taxable by the taxing unit as shown on the appraisal roll for the taxing unit submitted by the assessor for the taxing unit to the governing body exceeds the total taxable value of property taxable by the taxing unit on January 1 of the tax year in which the disaster occurred or the disaster occurred four years ago.

In future tax years, this section will also apply to a taxing unit in a disaster area that adopted a tax rate greater than its voter-approval tax rate without holding an election in the prior year.

Note: This section does not apply if a taxing unit is continuing to calculate its voter-approval tax rate in the manner provided for a special taxing unit because it is still within the disaster calculation time period detailed in Tax Code Section 26.042(a) because it has not met the conditions in Tax Code Section 26.042(a)(1) or (2).

Emergency Revenue Rate Worksheet	Amount/Rate
73. 2020 adopted tax rate. Enter the rate in Line 4 of the *No-New-Revenue Tax Rate Worksheet.*	N/A
74. Adjusted 2020 voter-approval tax rate. Use the taxing unit's Tax Rate Calculation Worksheets from the prior year(s) to complete this line. If a disaster occurred in 2020 and the taxing unit calculated its 2020 voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) of the 2020 worksheet due to a disaster, enter the 2020 voter-approval tax rate as calculated using a multiplier of 1.035 from Line 49. **- or -** If a disaster occurred prior to 2020 for which the taxing unit continued to calculate its voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) in 2020, complete the separate *Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet* to recalculate the voter-approval tax rate the taxing unit would have calculated in 2020 if it had generated revenue based on an adopted tax rate using a multiplier of 1.035 in the year(s) following the disaster.[48] Enter the final adjusted 2020 voter-approval tax rate from the worksheet. **- or -** If the taxing unit adopted a tax rate above the 2020 voter-approval tax rate without calculating a disaster tax rate or holding an election due to a disaster, no recalculation is necessary. Enter the voter-approval tax rate from the prior year's worksheet.	N/A
75. Increase in 2020 tax rate due to disaster. Subtract Line 74 from Line 73.	N/A
76. Adjusted 2020 taxable value. Enter the amount in Line 14 of the *No-New-Revenue Tax Rate Worksheet.*	N/A
77. Emergency revenue. Multiply Line 75 by Line 76 and divide by $100.	N/A

78. Adjusted 2021 taxable value. Enter the amount in Line 25 of the *No-New-Revenue Tax Rate Worksheet.*	N/A
79. Emergency revenue rate. Divide Line 77 by Line 78 and multiply by $100. [49]	N/A
80. 2021 voter-approval tax rate, adjusted for emergency revenue. Subtract Line 79 from one of the following lines (as applicable): Line 49, Line D49(disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax), Line 62 (taxing units with pollution control) or Line 67 (taxing units with the unused increment rate).	N/A

[46]Tex. Tax Code Section 26.042(b)
[47]Tex. Tax Code Section 26.042(f)
[48]Tex. Tax Code Section 26.042(c)
[49]Tex. Tax Code Section 26.042(b)
[50]Tex. Tax Code Section 26.04(c-2) and (d-2)

SECTION 8: Total Tax Rate

Indicate the applicable total tax rates as calculated above.

No-New-Revenue tax rate

As applicable, enter the 2021 NNR tax rate from: Line 26, Line 27 (counties), or Line 56 (adjusted for sales tax). $0.446984/$100

Indicate the line number used: 26

Voter-Approval tax rate

As applicable, enter the 2021 voter-approval tax rate from: Line 49, Line 50 (counties), Line 58 (adjusted for sales tax), Line 62 (adjusted for pollution control), Line 67 (adjusted for unused increment), or Line 80 (adjusted for emergency revenue). $0.496128/$100

Indicate the line number used: 67

De minimis rate

If applicable, enter the de minimis rate from Line 72. $0.491234/$100

SECTION 9: Taxing Unit Representative Name and Signature

Enter the name of the person preparing the tax rate as authorized by the governing body of the taxing unit. By signing below, you certify that you are the designated officer or employee of the taxing unit and have accurately calculated the tax rates using values that are the same as the values shown in the taxing unit's certified appraisal roll or certified estimate of taxable value, in accordance with requirements in Tax Code.[50]

print here

Printed Name of Taxing Unit Representative

sign here Kim Ann

Taxing Unit Representative

8/4/2021

Date

CITY OF SAGINAW, TEXAS
ORDINANCE NO. 2021-18

AN ORDINANCE OF THE CITY OF SAGINAW, TEXAS AMENDING CHAPTER 98 OF THE SAGINAW CITY CODE BY REVISING WATER SERVICE RATES, SEWER SERVCIE RATES, PROVIDING A SEVERABILITY CLAUSE; PROVIDING A CUMULATIVE CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Saginaw is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5, of the Texas Constitution and Chapter 9 of the Local Government Code; and

WHEREAS, the City has established reasonable rates for the provision of water and sewer service; and

WHEREAS, due to changes in the cost of providing such services, the City Council has determined that the rates for water service must be increased and the rates for sewer service may be decreased; and

WHEREAS, the City Council has determined that the rates set forth herein are reasonable.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAGINAW, TEXAS:

SECTION 1.

That Section 98-261 of the Saginaw City Code is hereby amended to read as follows:

Section 98-261. Water Service Rates

There are hereby fixed and established the following water rates for service from the municipal systems for each category of customer as follows:

WATER SERVICE RATES

Residential Category	$16.52	Basic Monthly Charge
	$ 5.12	per 1,000 gallons for each 1,000 gallons in excess of 2,000 gallons up to 10,000 gallons total volume
	$ 5.45	per 1,000 gallons for each 1,000 gallons in excess of 10,000 gallons total volume

Multi-Family Category	$16.52	Basic Monthly Charge per Dwelling
	$ 5.45	per 1,000 gallons for each 1,000 gallons in excess of 2,000 gallons per dwelling unit up to 8,000 gallons additional volume
	$ 6.59	per 1,000 gallons for each 1,000 gallons in excess of 8,000 gallons additional volume
Commercial/Industrial Category	$ 16.52	Basic Monthly Charge
	$ 5.45	per 1,000 gallons for each 1,000 gallons in excess of 2,000 gallons up to 10,000 gallons total volume
	$ 6.59	per 1,000 gallons for each 1,000 gallons in excess of 10,000 gallons total volume

SECTION 2.

That Section 98-262 of the Saginaw City Code is hereby amended to read as follows:

Section 98-262. Sewer Service Rates

There are hereby fixed and established the following sewer service rates for service from the municipal systems for each category of customer as follows:

SEWER SERVICE RATES

Residential Category	$17.36	Basic Monthly Charge
	$ 2.73	per 1,000 gallons for each 1,000 gallons in excess of 2,000 gallons up to 20,000 gallons max volume
Multi-Family Category	$17.36	Basic Monthly Charge per Dwelling Unit
	$ 4.74	per 1,000 gallons for each 1,000 gallons in excess of 2,000 gallons per dwelling unit, no max volume
Commerical/Industrial Non-Monitored Category	$19.06	Basic Monthly Charge
	$ 4.74	per 1,000 gallons for each 1,000 gallons in excess of 2,000 gallons , no max volume

Commercial/Industrial Monitored Category	$ 4.74	per 1,000 gallons for each 1,000 gallons in excess of 2,000 gallons, no max volume
		See attached formula in ordinance.

SECTION 3.

That Section 98-265 of the Saginaw City Code is hereby amended to read as follows:

Sec. 98-265. Computation of charges for commercial/industrial customers.

For all commercial/industrial sanitary sewer customers who are in the monitored category, monthly charges shall be computed in accordance with the following formulas and values in "Table A":

(1) Volume charge equals monthly volume in gallons/1000 times $4.74.

(2) BOD strength charge will be calculated in accordance with "Table A" (City of Fort Worth rate plus ten percent).

(3) TSS strength charge will be calculated in accordance with "Table A" (City of Fort Worth rate plus ten percent).

(4) Administrative charge equals $75 per month.

(5) The city shall perform sample collection and analysis for monitored category customers. Samples will be collected on five consecutive days, three times per year for each monitored category customer. Sample collection and analysis charges shall be charged to all monitored category customers equal to those incurred by the City for such testing.

(6) Both current City of Fort Worth BOD and TSS test values and charges may be amended and adjusted as necessary by administrative action of the City without City Council approval upon receipt of such from the City of Fort Worth under terms of the contract applicable to the same.

SECTION 4.

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be found or declared to be void, invalid, or unconstitutional by the valid judgment or decree of any court or competent jurisdiction, such finding or declaration shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this ordinance, since the same would have been enacted by the City Council without the incorporation of this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

SECTION 5.

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

SECTION 6.

This ordinance shall become effective on October 1, 2021.

PASSED AND APPROVED this 16th day of August, 2021.

Todd Flippo, Mayor

ATTEST:

Janice England, City Secretary

CITY OF SAGINAW TEXAS CORPORATE SEAL

APPROVED AS TO FORM AND LEGALITY:

Bryn Meredith, City Attorney

"Table A"
CITY OF SAGINAW
STATEMENT
CALCULATION OF WASTEWATER CHARGES

This is the TOTAL CHARGE for Sanitary Sewer service, and is due by the 15th of each month.

Date:_____

Customer Name:_____Account #:_____

Date samples collected from_____

1. BOD Charge = $\frac{\text{volume}}{1{,}000{,}000}$ = A
2. A x BOD Average = B
3. B x 8.34 = C (lbs)
4. C x (Fort Worth rate x 1.1) = D $_____
5. TSS charge = $\frac{\text{volume}}{}$ = A
6. A x TSS Average = B
7. B x 8.34 = C (lbs)
8. C x (Fort Worth rate x 1.1) = D $_____
9. Sample Collection and analysis charge $_____
10. Pretreatment program administrative charge $_____
11. Volume Charge = $4.74/1,000 gallons $_____
12. **Total Charge** $_____

CITY OF SAGINAW
RESOLUTION NO. 2020-10

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SAGINAW, TEXAS ADOPTING FINANCIAL MANAGEMENT POLICIES

WHEREAS, the City Council has reviewed the financial management policies in a series of workshops, and

WHEREAS, said City Council is of the opinion that these policies are designed to establish guidelines for the fiscal management of the City:

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

1. That the City Council of the City of Saginaw, Texas does hereby formally approve and adopt the FINANCIAL MANAGEMENT POLICIES, as a copy is attached to the Resolution.

2. That henceforth the FINANCIAL MANAGEMENT POLICIES hereby adopted shall be in full force and shall supersede any such prior policy and provision thereof.

ADOPTED AND APPROVED this the 17th day of March, 2020.

APPROVED:

Todd Flippo, Mayor

ATTEST:

Janice England, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Bryn Meredith, City Attorney

CITY OF SAGINAW TEXAS CORPORATE SEAL

CITY OF SAGINAW, TEXAS
FINANCIAL MANAGEMENT POLICIES

I. Purpose

The City of Saginaw has a responsibility to its citizens to carefully account for public funds, to manage municipal finances wisely, and to plan for the adequate funding of services desired by the public. These policies are designed to establish guidelines for the fiscal management of the City.

II. Policy

These policies shall be reviewed periodically and will be presented to the City Council for approval of any significant changes. Such periodic review shall occur not less than every five years. The review shall be conducted by a committee made up of not more than three City Council members. The committee will also include at least two staff members and a minimum of one qualified citizen. A qualified citizen is a person over the age of twenty-one who has experience in the area of accounting or finance. The citizen must either reside or operate a business within the city limits of Saginaw.

III. Basis of Accounting

A. Governmental Funds – The City's accounting records for general governmental operations are maintained on a modified accrual basis in accordance with Generally Accepted Accounting Principles (GAAP). Revenues are recorded when measurable and available and expenditures are recorded when goods and services are received or when a commitment to purchase is made.

B. Proprietary Funds – The City's accounting records for enterprise operations (water and wastewater service) are maintained on a full accrual basis in accordance with Generally Accepted Accounting Principles (GAAP). Revenues are recorded when they are earned by and due to the City and expenditures are recorded when goods and services are received or when a commitment to purchase is made.

C. Basis of Accounting compared to Basis of Budgeting – Revenues and expenditures are budgeted on a cash basis which differs in some instances from the basis of accounting: Compensated absences are not budgeted but are reported as an expenditure in the accounting system. Depreciation and gains or losses on assets are not budgeted but are recorded as revenues or expenditures in the accounting system. For Proprietary Funds capital expenses are budgeted but at year end are booked as additions to capitalized assets and bond payments are budgeted as expenses but booked as a reduction to liability at year end.

IV. External Audit

The City shall have its records and accounts audited annually by an outside, independent auditor and shall have an annual financial statement prepared based on the audit.

A. The auditors are accountable to the City Council and will have access to direct communication with the City Council if the City staff is unresponsive to auditor recommendations or if the auditors consider such communication necessary to fulfill their legal and professional responsibilities.

B. At least every five years, the City shall request qualifications from qualified accounting firms, including the current auditors if their past performance has been satisfactory.

C. Proposals for the annual audit will be evaluated on the following criteria:

1. The auditor will be a certified public accountant licensed to practice within the State of Texas.

2. The auditor shall have an understanding of the City's needs and its plans for the future.

3. The auditor's approach shall be thorough, comprehensive, and tailored to the City's needs.

4. The auditor shall have specialized government audit training and should have experience in auditing municipal governments of a similar size.

5. The audit firm shall have a demonstrated commitment to local government audit practice.

6. The audit firm shall have the appropriate resources available to apply to the audit engagement.

7. The fees proposed by the audit firm shall be reasonable in view of the type and quality of the services provided. Auditing is a professional service and will not be purchased solely on the basis of the lowest fee.

8. Recognizing the importance of Continuing Disclosure to the Market Place, the timeliness of the completed audit shall weigh on the evaluation of the Auditor. Under current requirements, a Continuing Disclosure filing must be made within 180 days of the end of the fiscal year.

V. Financial Reporting

A. Reporting Entity

The financial statements of the City shall include all activities for which the City exercises oversight responsibility. The criteria considered in determining oversight responsibility includes the ability to significantly influence operations, selection of management, accountability for fiscal matters, and financial interdependency.

B. Reporting Frequency

1. The Comprehensive Annual Financial Report (CAFR) will be submitted annually to present the results, financial position, and operations of the City for the prior fiscal year.

2. Monthly Financial Reports will be presented after the close of each month.

VI. Comprehensive and Strategic Planning

The Saginaw Comprehensive Plan is the City's comprehensive plan to preserve, promote and protect public health and general welfare, prevent overcrowding, ensure adequate transportation, availability of necessary utilities and services, and conserve and protect the City's natural resources. The City's budget is the Annual Operating Plan element of the Comprehensive Plan.

The Comprehensive Plan is founded on strategic objectives or "policy areas" that are reviewed at least every five years. Funding of City programs should be based upon the objectives set forth in the Master Plan.

VII. Operating Budget

A. Budget Preparation

The City Manager will file annually a balanced budget (estimated expenditures will not exceed estimated resources) with the City Council in compliance with the City Charter and state law. The budget process shall span sufficient time to address policy and fiscal issues by the City Council.

B. Balanced Budget

The annual operating budget will be structurally balanced, recurring revenues will fund recurring expenditures/expenses. Fund balance or non-recurring revenues will only be used for non-recurring expenditures/expenses.

C. Legislative Role

The budget process will be coordinated to identify major policy issues for City Council consideration prior to the budget approval date so that sufficient analysis can contribute to informed decision making.

D. Adoption process

The budget adoption process will comply with both City Charter and state law requirements. The budget shall be adopted by the favorable vote of a majority of the City Council.

E. Forecasting

Annual estimates of revenues and expenditures shall be based on historical trends and reasonable expectations and assumptions regarding growth, the state of the economy, and other relevant factors. A conservative approach shall be observed in estimating revenues.

F. Reporting

Monthly financial reports will be prepared showing actual revenues and expenditures/expenses compared to budgeted amounts. These reports will be submitted to the City Council

G. Budget Management and Amendment

1. The level of budgetary control is the department level in all funds. The City Manager or designee may approve budget transfers between line items within a department.

2. Budget adjustments between departments or increasing the total appropriation of a fund require City Council approval.

H. Operating Deficits

If at any time during the fiscal year it is estimated that the current year resources will not be sufficient to fund current year expenditures/expenses, the City Manager shall notify the City Council and present a plan to correct the anticipated deficit. Plans to correct an operating deficit shall include consideration of the following strategies in order of precedence:

1. Reduce transfers for cash funded capital projects/delay cash funded capital projects.
2. Manage the vacant position hiring process
3. Reduce travel and training expenses for only required certifications
4. Defer capital outlay purchases
5. Expenditure reductions
6. Hiring freezes
7. Use of undesignated fund balance in excess of required reserves
8. Salary increase freezes
9. Increase user fees
10. Employee lay-offs

VIII. Capital Improvements Plan (CIP)

A. The Capital Improvements Plan includes City facilities and infrastructure

1. Facilities include any structures or properties owned by the City, the land upon which the facility is situated for the provision of City services, and the initial furniture, fixtures, equipment and apparatus necessary to put the facility in service.

2. Infrastructure includes permanently installed facilities, generally placed underground or at ground level, which form the basis for the provision of City services.

3. Preparation

a) The Capital improvements Plan describes facilities and infrastructure projects including related professional services necessary to acquire, design, and construct them.

b) Each year City Engineers and other City Staff update the CIP as part of the annual budget process. Updates are based on current cost estimates, changing priorities, timing of construction in progress, and funding availability. Estimates shall include a cost escalation factor for projects that that are scheduled in future years. The factor that is used will be disclosed during CIP review.

c) The CIP is prepared for a five year period with the first year of the plan being adopted as part of the annual budget.

4. Impact on Operating Budget – The operating impact of capital improvements will be considered when developing the CIP and determining which projects will be funded in the coming year. The operating budget impact could include debt service payments or the operating expenses related to additional or enhanced facilities.

5. Use of Fund Balance – The use of fund balance for capital projects will require a favorable vote by the majority of the City Council (four affirmative votes are required).

6. Gross Cost Overrun – In the event that a project funded with voter approved debt is competitively bid and the lowest qualified bid amount exceeds the project budget by 50% or greater, the project shall be placed on hold and will require a favorable vote by the majority of the City Council (four affirmative votes) to resume.

IX. Fixed Assets and Capitalization

A. A fixed asset of the city shall be defined as a purchased or otherwise acquired piece of equipment, vehicle, furniture, fixture, improvement, addition to an existing capital asset, land, or building that meets all of the following requirements:

1. It is owned by the City
2. It has a value of $5,000 or more
3. It has an economic useful life of one or more years
4. It is intended to provide productive benefit to the City during its useful life

B. The City's assets shall be reasonably safeguarded, properly accounted for, and sufficiently insured.

C. Additions to existing assets may be capitalized if the asset's productive capacity is significantly improved or the assets economic useful life is extended by three or more years.

D. For various reasons, assets may have a reduction in productive benefit not accounted for by normal depreciation. Such assets, if not fully depreciated, will be removed from City asset accounts or reduced in value, and written off to expense, to the extent that future benefit to the City has been reduced.

X. Debt Management

A. Uses of Debt

Long term debt shall not be used for operating purposes. The life of issued bonds shall not exceed the useful life of the projects funded by the bonds.

B. Financing Alternatives

The City shall explore funding alternatives in addition to long term debt including leasing, grants and other aid, developer contributions, and unrestricted fund balances.

C. Types of Debt

1. General Obligation Bonds (GO's) – Original issue General Obligation bonds must be authorized by a vote of the citizens of Saginaw. They are used only to fund capital assets of the general government and are not to be used to fund operating needs of the City. The full faith and credit of the City as well as the City's ad valorem taxing authority back general obligation bonds within the limits of state law for taxing authority.

As needed, the city will prepare Bond Propositions and the City Council will approve any election items and will set election dates in accordance with state law. The Finance Department will track all authorized propositions, the related debt issues and projects for those authorizations, and all remaining amounts approved but unissued.

2. Revenue Bonds – Revenue bonds may be issued to provide for the capital needs of any activities where the capital requirements are necessary for the continuation or expansion of a service. The improved activity shall produce a revenue stream to fund the debt service requirements for the necessary improvement to provide service expansion. The final maturity of the obligation should not exceed the useful life of the asset(s) to be funded by the bond issue and will generally be limited to no more than twenty (20) years.

3. Certificates of Obligation – (CO's) Certificates of Obligation may be used to fund capital requirements that are not otherwise covered either by general obligation or revenue bonds. Debt service for CO's may be paid either from general revenues (tax-supported) or supported by a specific revenue stream(s) or a combination of both provided, however, that the I&S tax provides alternate security for the repayment of CO's as required by State Law.

Certificates of obligation will be used with prudent care and judgement by the City Council. Notice of Intent to Issue CO's will conform to state law requirements.

The issuance of CO's will require a favorable vote by the majority of the City Council (four affirmative votes are required).

4. Self-supporting General Obligation Debt – Refers to general obligation debt issued for a specific purpose and repaid through dedicated revenues other than ad valorem taxes; however, the I&S tax is still pledged by law. The annual debt requirements are not included in the property tax calculation. The issuance of self-supporting general obligation debt will require a favorable vote by the majority of the City Council (four affirmative votes are required).

5. Internal borrowing between City funds – The City can authorize use of existing long-term reserves as "loans" between funds. The borrowing fund will repay the loan at a rate consistent with current market conditions. Internal borrowing will be analyzed on a case by case basis and requires City Council approval.

D. Credit Ratings and Disclosures

1. The City will prudently manage the General and Enterprise Funds and attempt to issue and structure debt to maintain or increase the current bond ratings.

2. Full disclosure of operations and open lines of communications shall be maintained with the rating agencies. City staff, with the assistance of financial advisors, shall prepare the necessary materials and presentation to the rating agencies.

3. The City will comply with required disclosure guidelines

E. Subject Matter experts and advisors – The City will select a financial bond advisor to assist with the issuance and monitoring of debt activities. The financial advisor will recommend other parties to use as bond counsel, rating agencies, paying agents, escrow agents and others involved in a transaction. The City will designate the financial advisor in such a manner to allow investors and underwriting firms to participate in a bond transaction, in accordance with the federal municipal advisor rule.

F. Debt Capacity

1. The City will adhere to tax rate limitations as set forth in Section 13.04 of the City Charter. The maximum tax rate (combined interest & sinking and maintenance & operations) will not exceed $1.50 per $100 valuation of taxable property.

2. The City's total general obligation principal debt will not exceed 5% of the taxable value.

3. The City will strive to limit general obligation annual debt requirements (Debt Service Fund expenditures) to 35% of general government expenditures (General Fund and Debt Service Fund expenditures combined). In the event that debt service expenditures exceeds 35%, the City Manager shall present a plan to the City Council to ensure annual debt is returned to 35% or less within a five year period.

4. Revenue bond coverage (Enterprise Fund) shall be maintained at a minimum of 1.25 (net revenue available for debt service excluding depreciation and transfers divided by debt service requirements).

G. Debt Management Analysis

In addition to considering impact on utility service rates, total debt limits and general obligation annual debt service limits, the City will analyze the following factors when considering additional issuance of debt:

1. Capital improvement planning to determine funding levels needed
2. Cost of debt in relation to resources
3. Multi-year planning impact
4. Debt service forecasts
5. Length of debt maturities
6. Debt payment structure
7. Overlapping debt impact
8. Future debt issuance impact
9. Other capital funding sources
10. Pay-as-you-go financing
11. Structure of issuance – variable or fixed rate, term
12. Influence on credit rating

XI. Revenue Management Policies

A. The City shall strive to maintain a revenue system which is simple and reliable.

B. The City shall strive to maintain a balanced and diversified revenue system to protect the City from fluctuations in any one source due to changes in economic conditions.

C. The City will review, as part of the annual budget process, its fee structure to ensure that revenue collections are adequate to meet corresponding expenditures and are market comparable.

D. A conservative approach will be adopted when estimating revenues.

E. Utility Rates

1. The City will review and adopt utility rates that will generate revenue required to fully cover operating expenses, meet legal restrictions of all applicable bond covenants, and provide for an adequate level of working capital and fund balance.

2. A component of the utility rate will include a transfer to any fund that provides service to the utility. This transfer will be for the recovery of the cost of services provided to the utility for overhead and administration.

F. Uncollectible Receivables for Utility Accounts

1. The City shall contract for the collections of delinquent utility accounts.

2. Once each year the City will write-off inactive accounts with a delinquent balance of more than one year as of the end of the previous fiscal year. The write-off of uncollected accounts is a bookkeeping entry only and does not release the debtor from any debt owed to the City.

XII. Fund Balance Policies

A. Fund Balances

Sufficient fund balances will be maintained to protect the City's financial position during emergencies or economic fluctuations, avoid cash flow interruptions, generate interest income, reduce the need for short-term borrowing, and assist in maintaining an investment grade bond rating.

1. Minimum Fund Balance General Fund

The City will maintain a fund balance of 25% of the operating expenditure budget (excludes capital expenditures).

2. Minimum Fund Balance Enterprise Fund

The City will maintain a fund balance of 25% (90 days) of the operating expenditure budget (excludes capital expenses).

B. Use of Fund Balance

Fund balance will only be used for emergencies, non-recurring expenditures/expenses, or major capital purchases. If such use reduces the fund balance below the level that is established as the minimum, the request to use fund balance will include a plan to replenish the fund balance to the minimum required level.

C. Fund Balance Components

In accordance with GASB Statement 54 the following components of fund balance are defined.

1. Non-spendable

Resources that are not in spendable form, such as inventories, pre-paids, long term receivables, non-financial assets held for sale, or resources required to be maintained intact such as an endowment.

2. Restricted

Resources that are subject to externally enforceable legal restrictions. The restriction could be externally imposed by creditors, grantors, contributors, or laws and regulations of other governments; or the restriction could be imposed by law through constitutional provisions or enabling legislation.

3. Committed

Resources that are constrained to specific purposes by a formal action of the City Council such as an ordinance or resolution. The constraints remain binding unless removed in the same formal manner by the City Council.

4. Assigned

Resources that are constrained by the City's intent to be used for specific purposes, but are not restricted or committed.

5. Unassigned

Resources that are not considered non-spendable, restricted, committed, or assigned.

XIII. Expenditure Policies

A. The level of budgetary control is the department level in all funds.

B. All invoices approved for payment by the proper City authorities will be paid according to state law.

C. The City will maximize any discounts offered by creditors, when considered cost effective.

XIV. Utility Billing Policies

A. New utility accounts require the following

1. New account application
2. Valid government issued identification
3. Lease agreement or settlement/closing disclosure
4. Payment of $110 which is due on or before start date, $100 of which is a payment in advance and will be applied to the customer's final utility bill
5. Payment of any balance due on previous utility accounts with the City

B. Transfer of service within the City of Saginaw requires the following:

1. Lease agreement or settlement statement/closing disclosure
2. Transfer of service application
3. Payment of $10 service charge which will be billed to the new account

C. Termination of service request requires a final water account (terminate service) form or written request that includes the following information:

1. Address or account number where service will be terminated
2. Date of requested service termination
3. Complete forwarding address (will be used for final bill or refund of payment in advance)

D. Disconnect/Reconnect water service

1. Accounts not paid in full 15 days past the due date will be scheduled for disconnection
2. A fee of $25 will be charged for reconnection of water service
3. Customers who turn on the water themselves will be charged a tampering fee of $100 plus any damages that may be done to city owned property

E. Customers are encouraged to contact customer service to make payment arrangements to avoid disconnection of service

1. Customers may request an extended due date or payment plan options
2. Customer accounts may not be more that 90 days in arrears
3. Customers who do not comply with their agreed upon arrangements will not be eligible for future payment arrangements until the beginning of the following calendar year

F. If payment is not received by the due date, a late charge will be added to the account

1. Residential account late charge is $5
2. Commercial account late charge is 10% of the account balance

G. Returned check fees and credit card chargeback fees

1. There will be a fee of $25 for each check returned unpaid by the bank
2. There will be a fee of $25 for each credit card transaction charged back by the credit card processor
3. After an account has had three returned checks, the City will no longer accept payment by check
4. After an account has had three credit card chargebacks, the City will no longer accept credit card payments

H. Water Use Adjustment – Water usage varies by person, family, and industry. Usage can be affected by climate conditions, personal habits, and faulty plumbing. The City may not be able to explain consumption at an individual service account but will offer advice on how to conserve water and detect leaks. The following policies will be used for fair and consistent consideration of a water bill adjustment request.

I. High usage due to a water leak – A customer may apply for an adjustment because of a significant increase in water consumption that can be proven to be the result of a leak in the service line past the water meter. The request must be made on the "Customer Request for Leak Adjustment" form provided by Utility Billing Customer Service and must be signed.

1. The following conditions must be met to qualify for a leak adjustment:

   a) *The account is a residential single-family or multi-family account with a separate meter*

   b) *The account must have had an increase in consumption or usage for the billing period or periods for which the adjustment is sought that exceeds the average usage of the three previous billing periods by at least 33%*

c) *The customer must present a receipt for repair work by a professional plumber or for supplies necessary to repair the leak at the service address within 30 days from the time the adjustment is sought*

2. If the account qualifies for an adjustment, an adjustment will be made for the two highest qualifying billing periods as follows:

a) *The average consumption for the three months prior to the adjustment period will be calculated and this average (rounded to nearest 1,000 gallons) will be subtracted from the consumption for each of the two qualifying billing periods*

b) *The result (the difference from the calculate average expressed in number of gallons) will be deducted from the billed consumption amount to calculate the revised consumption for the two qualifying billing periods*

c) *If the leak occurs during the sewer winter month averaging period (November, December, or January), then the consumption for the sewer calculation (for the month(s) in question) will be the adjusted consumption amount or 8,000 whichever is less*

d) *An adjustment to water and sewer charges due to leaks will be made only once in a 12 month period and will not be made for more than two consecutive billing periods where the 33% or more increase in consumption occurs*

J. A customer may request a rereading of their water meter to investigate high consumption. The reread will occur within one business day. The result will be reported to the customer by Utility Billing.

1. If the reread is consistent with the original reading, the customer may request a field test of the meter. There is no charge for this test, however the customer must be present to verify that all water is turned off before testing.

2. If the field test confirms the accuracy of the reading, the customer may request, at their expense, a meter test by an accredited third party approved by the City. While the meter is being tested an interim meter will be installed.

3. The meter will be tested at three different flow rates per American Water Works Association (AWWA) standards. If the meter tests over 100% at any flow rate, the consumption for the month in question shall be reduced by the resulting % over 100%, a new meter will be installed (the new meter may be the interim meter), and the customer's test fee will be refunded. If the meter tests less than 100% accurate, the meter may be replaced at the City's discretion. If the meter test is accurate (at 100%), the meter will be reinstalled if it is the City's current meter model.

4. A copy of the meter test will be delivered to the customer

5. The City acknowledges that water meters are mechanical devices and subject to malfunction, however once tested in accordance with the above policy, no other adjustments will be made.

CITY OF SAGINAW
POLICY ON SALARIES AND COMPENSATION
2020-2021

Salaries for all positions for the City of Saginaw will be administered as follows:

- There will be a starting salary and maximum salary for each grade as set by the City Council. Department Heads may allow up to one year of credit for a minimum of three years experience with City Manager approval for new employees.
- When a percentage raise is approved by the City Council, the starting and maximum salary for each grade will increase by that percent.
- When the City Council approves a raise in the pay scale, the Department Head has the authority to approve or deny the raises based on the employee's job performance and attitude with final approval of the City Manager. The increase is not a blanket, automatic, across-the-board raise.
- A schedule for incentive pay for the Police, Fire, Public Services, and Water & Wastewater Departments has been established. The amounts are to be paid on a monthly basis per the accomplishment and are over and above the pay scale of the pay grade.
- When an employee promotes to the next highest position their salary will be set at whichever step of the new position will provide a raise over their current salary. Employees that are demoted to a less responsible position will use the classification grade number of the lower classification for determining the monthly salary as years of service would dictate.

BENEFITS AND LONGEVITY

The City of Saginaw is an at will employer offering the following benefits:

- **SALARY:** Salary ranges are designed to be competitive with industries and other municipalities.
- **RETIREMENT:** Texas Municipal Retirement System (7% of Employee's total salary with City match of 2:1).
- **LONGEVITY:** $6.00 per month of service after the first year. Paid in lump sum check on the first Friday in December of each year.
- **SERVICE AWARDS:** Service pin awarded for 5 years of service; a diamond is added for each additional 5 years.
- **VACATION:** One week after first six months; two weeks after one year; three weeks after five years; four weeks after 15 years; and five weeks after 25 years. Vacation is earned monthly. Part-time employees working at least 29 hours per week earn vacation benefits as well.
- **HOLIDAYS:** New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving and following Friday, Christmas Eve and Christmas Day, and two Floating Holidays.
- **INSURANCE:**
  - Medical and Dental (Employee portion paid by City, dependent coverage optional and City will pay maximum of $365.00/month).
  - Life 50,000/100,000 (Paid by City).
- **OTHER:** Sick leave, disability plan, and military leave.

CITY OF SAGINAW
SCHEDULE OF PERSONNEL BY DEPARTMENT
2021-2022

DEPARTMENT	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22
FULL TIME POSITIONS:					
General Administrative Office	8	7	8	8	9
Municipal Court	2	2	2	2	2
Fire	27	28	30	30	30
Police	48	50	53	53	53
Public Services	11	11	11	11	11
Parks	2	2	2	2	2
Community Services	4	4	4	4	4
Library	5	5	5	5	5
Inspections/Code Enforcement	6	6	6	8	8
Animal Services	4	4	4	5	5
Fleet Maintenance	2	2	2	2	2
Economic Development	1	1	0	0	0
Information Technology	0	2	2	2	2
Water & Wastewater	17	18	18	18	19
TOTAL FULL TIME POSITIONS	**137**	**142**	**147**	**150**	**152**
PART TIME POSITIONS:					
Administrative Interns	2	2	2	2	2
Community Services	7	7	7	7	7
Library	6	6	6	7	7
Animal Services	1	1	1	1	2
TOTAL PART TIME POSITIONS	**16**	**16**	**16**	**17**	**18**
SEASONAL PART TIME POSITIONS:					
Police	3	4	4	5	5
Public Services	0	0	0	2	2
Community Services	54	54	54	55	55
Library	2	2	2	3	3
Animal Services	0	0	0	2	2
Water & Wastewater	0	0	0	2	2
TOTAL SEASONAL POSITIONS	**59**	**60**	**60**	**69**	**69**
CITY WIDE TOTAL ALL POSITIONS	**212**	**218**	**223**	**236**	**239**

Summary of Personnel Changes

General Administrative Office - In FY18-19 IT positions are transferred to create a separate department. A Management Analyst is added in FY18-19. A Management Analyst is added in FY19-20. An HR Analyst is added in FY21-22.

Fire- One Firefighter position wa added in 18/19. One firefighter and one Emergency Mgt Coordinator is added in 19/20.

Police Department - In FY17-18 a Dispatcher was added and a PT Records Clerk was converted to FT. In FY18-19 a School Resource Officer and a Jailer is added and an additional crossing gueard was added mid-year. In 19-20 two Police Officers and a Jailer are added. In 20-21 a Summer Apprentice position is added.

Public Services - In 20-21 two Summer Apprentice positions are added.

Recreation and Community Services - In FY20-21 a Summer Apprentice positon is added.

Library - In FY20-21 a PT Administrative Intern and a Summer Apprentice is added.

Inspections/Code Enforcement - In FY20-21 a Management Analyst and an Inspector in Training position is added.

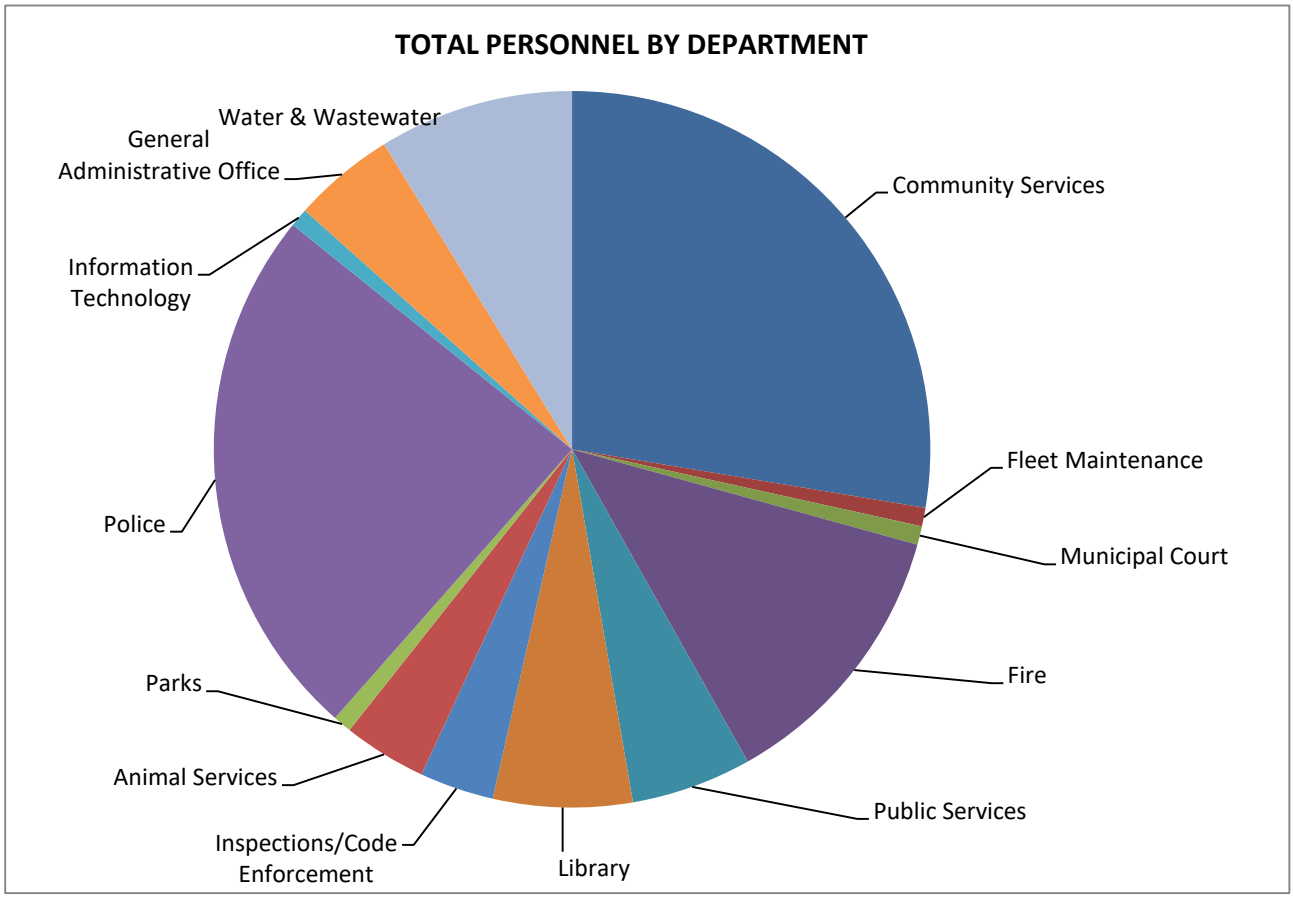
Animal Services - In FY20-21 an Adoption & Rescue Coordinator and 2 Summer Apprentices are added. In FY21-22 a PT Animal Shelter Tech is added.

Economic Development - In FY19-20 Economic Development was re-assigned.

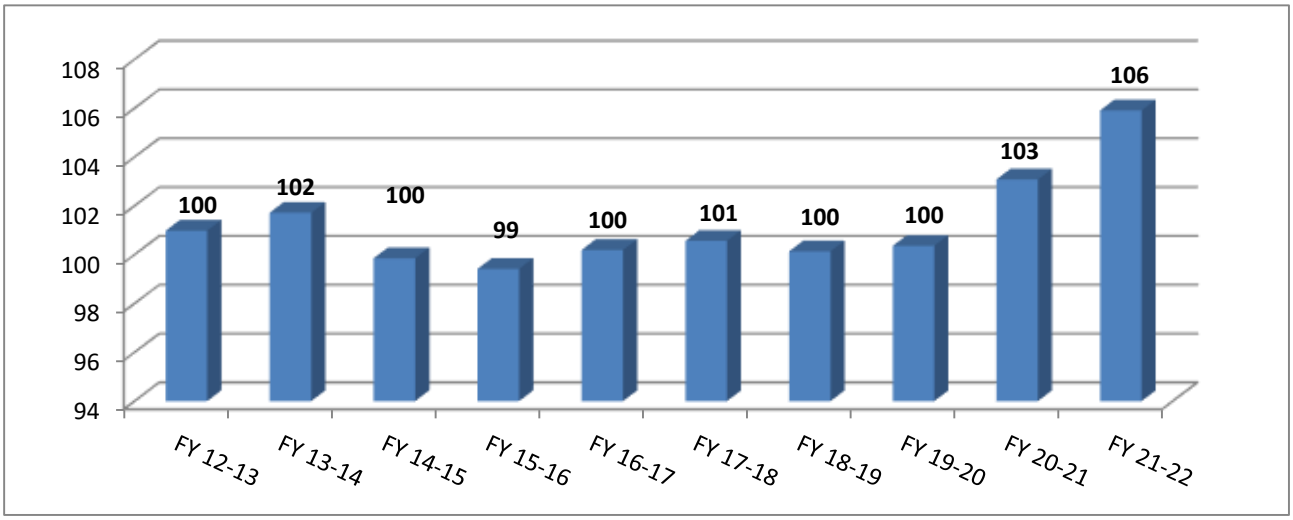
Information Technology - In FY18-19 IT positions are transferred from Administration.

Water/Wastewater - In FY20-21 2 Summer Apprentices are added. In FY21-22 a W/WW Technician is added.

CITY OF SAGINAW
PERSONNEL INFORMATION
2021-2022



RESIDENT TO EMPLOYEE RATIO



CITY OF SAGINAW
GENERAL AND DEBT SERVICE FUND FIVE YEAR FORECAST

	ADOPTED 2021-2022	ESTIMATED 2022-2023	ESTIMATED 2023-2024	ESTIMATED 2024-2025	ESTIMATED 2025-2026
GENERAL FUND					
BEGINNING RESOURCES	**$ 11,584,461**	**$ 9,683,036**	**$ 9,333,036**	**$ 8,972,536**	**$ 8,601,221**
REVENUES					
Current Property Taxes	$ 6,805,960	$ 7,495,782	$ 8,073,219	$ 8,660,961	$ 9,311,684
Sales Tax	5,788,900	5,904,678	6,022,772	6,143,227	6,266,092
Other Taxes	39,300	40,300	42,300	44,300	46,300
Franchise Fees	1,565,000	1,575,000	1,580,000	1,585,000	1,590,000
License, Permits, Fees, and Fines	1,486,525	1,553,000	1,609,000	1,688,000	1,739,000
Other Revenue	429,440	259,800	264,260	268,770	273,320
Grant Assistance	50,000	50,000	50,000	50,000	50,000
Interest on Investments	2,400	5,000	5,050	5,101	5,152
Transfers from Other Funds	2,008,085	2,108,489	2,213,914	2,324,609	2,440,840
TOTAL REVENUES	**$ 18,175,610**	**$ 18,992,049**	**$ 19,860,514**	**$ 20,769,968**	**$ 21,722,387**
EXPENDITURES					
Personnel Services	$ 14,156,230	$ 14,864,042	$ 15,607,244	$ 16,387,606	$ 17,206,986
Supplies and Services	3,938,740	4,056,902	4,178,609	4,303,968	4,433,087
Capital Outlay	1,914,345	350,000	360,500	371,315	382,454
Transfer to Other Funds	67,720	71,106	74,661	78,394	82,314
TOTAL EXPENDITURES	**$ 20,077,035**	**$ 19,342,050**	**$ 20,221,014**	**$ 21,141,283**	**$ 22,104,841**
ENDING RESOURCES	**$ 9,683,036**	**$ 9,333,036**	**$ 8,972,536**	**$ 8,601,221**	**$ 8,218,767**
Restricted Resources	5,019,259	4,817,736	5,036,588	5,265,722	5,505,632
Unrestricted/unreserved Resources	4,663,777	4,515,299.63	3,935,947.47	3,335,498.83	2,713,134.90
Increase/(Decrease in Fund Balance)	$ (1,901,425)	$ (350,000)	$ (360,500)	$ (371,315)	$ (382,454)
DEBT SERVICE FUND					
BEGINNING RESOURCES	**$ 1,081,565**	**$ 987,165**	**$ 987,165**	**$ 987,165**	**$ 987,165**
REVENUES					
Current Property Taxes	$ 4,642,825	$ 5,670,530	$ 5,070,300	$ 5,370,800	$ 4,560,235
Other Revenue	16,500	16,700	16,800	16,900	17,000
TOTAL REVENUES	**$ 4,659,325**	**$ 5,687,230**	**$ 5,087,100**	**$ 5,387,700**	**$ 4,577,235**
EXPENDITURES					
Principal Payments - Bonds	$ 3,160,000	$ 3,942,270	$ 3,538,130	$ 3,855,445	$ 3,268,030
Interest Payments - Bonds	1,577,725	1,728,760	1,532,570	1,515,655	1,292,405
Other Expenses	16,000	16,200	16,400	16,600	16,800
TOTAL EXPENDITURES	**$ 4,753,725**	**$ 5,687,230**	**$ 5,087,100**	**$ 5,387,700**	**$ 4,577,235**
ENDING RESOURCES	**$ 987,165**	**$ 987,165**	**$ 987,165**	**$ 987,165**	**$ 987,165**
Increase/(Decrease in Fund Balance)	$ (94,400)	$ -	$ -	$ -	$ -

The long range financial forecast is a planning tool only. It provides a multi-year overview of possible financial conditions. During the annual budget process, the City Manager and City Council will assess the current needs of the City and make decisions accordingly.

The annual budget is developed within the context of the Comprehensive Master Plan, the Capital Improvement Plan, and the Department Five Year Plans. Each year these plans are revised based on more current cost estimates, funding constraints, and changing priorities. The above five year forecast shows the General Fund and Debt Service Funds balanced with planned drawdowns of fund balance for one time capital purchases. The Debt Service Fund estimates are based on bond sales of $23.7M in FY21/22 for the construction of a new Library and Senior Citizens Center, $13.6 M in FY22/23 for street and park improvemenets, $15.2 M in FY23/24 for street improvements, and $6M in FY24/25 for street improvements. All bonds auhorized by voters in the May 2021 bond election are projected to be issued by FY24/25. The tax rate impact will be and increase of 4.9 cents in FY22/23, and increase of 2 cents in FY23/24, an increase of 3 cents in FY24/25, and no increase in FY25/26 due to the retirement of 2014 General Obligation Refunding Bonds.

Assumptions in the forecast include an annual taxable value increase of 2%. Sales tax is projected to grow by 2% per year. Other taxes remain the same except a gradual increase in mixed beverage tax as growth continues. There is expected growth in waste disposal franchise fees. Court fines will gradually increase as the Police Department remains fully staffed. Recreation fees will gradually increase to a pre-pandemic level as programming continues to increase. The fees collected from the school district are eliminated in future years, as the school district plans to hire it's own officers. Ttansfers from other funds assumes a 5% increase each year to reimburse the General Fund for operating costs incurred on behalf of the Enterprise, Darinage, adn CCPD Fund. Personnel Services assumes a 5% increase annually for salary and related benefits. Supplies and Services includes a 3% increase each year. Capital Outlay is projected to be $350,000 in FY22/23 and increase 3% each year. These one time capital outlays will come from fund balance.

CITY OF SAGINAW
ENTERPRISE FUND
FIVE YEAR FORECAST

	ADOPTED BUDGET 2021-2022	ESTIMATED 2022-2023	ESTIMATED 2023-2024	ESTIMATED 2024-2025	ESTIMATED 2025-2026
BEGINNING FUND BALANCE	**$ 6,838,519**	**$ 6,320,584**	**$ 6,212,395**	**$ 5,719,631**	**$ 5,339,254**
REVENUES					
TSF FROM OTHER FUNDS	$ 349,045	$ 102,016	$ 105,077	$ 108,229	$ 111,476
WATER SALES	5,355,625	5,516,294	5,681,783	5,852,236	6,027,803
WASTEWATER SERVICE	2,802,030	2,886,091	2,972,674	3,061,854	3,153,709
W/WW TAP FEES	50,000	45,000	40,000	35,000	30,000
WASTEWATER SURCHARGE	1,500,000	1,250,000	1,250,000	1,250,000	1,250,000
PENALTIES	105,000	105,000	105,000	105,000	105,000
OTHER INCOME	60,000	60,000	60,000	60,000	60,000
INT ON INVESTMENTS	940	1,000	1,000	1,000	1,000
TOTAL REVENUES	**$ 10,222,640**	**$ 9,965,401**	**$ 10,215,533**	**$ 10,473,319**	**$ 10,738,989**
EXPENDITURES					
SALARIES AND BENEFITS	$ 1,675,705	$ 1,725,976	$ 1,777,755	$ 1,831,088	$ 1,886,021
OPERATING SUPPLIES & SERVICES	216,495	218,660	220,847	223,055	225,286
W/WW & METERS MAINT & SUPPLIES	240,800	252,840	265,482	278,756	292,694
CONTRACT SERVICES-BILLING	45,440	45,894	46,353	46,817	47,285
COLLECTION AGENCY FEES	2,400	2,424	2,448	2,473	2,497
DEBT SERVICE EXPENSE	245,010	170,645	172,675	174,605	171,435
ENGINEERING FEES	63,025	64,916	66,863	68,869	70,935
POWER TO PUMPS	100,000	101,000	102,010	103,030	104,060
WATER-FORT WORTH	3,115,480	3,208,944	3,305,213	3,404,369	3,506,500
WASTEWATER SERVICE-FORT WORTH	3,116,520	3,210,016	3,306,316	3,405,506	3,507,671
W/WW TESTING	30,000	30,300	30,603	30,909	31,218
CAPITAL OUTLAY/CAPITAL PROJECTS	1,063,780	171,000	440,000	261,000	40,000
TOTAL OPERATING EXPENDITURES	**$ 9,914,655**	**$ 9,202,615**	**$ 9,736,566**	**$ 9,830,477**	**$ 9,885,602**
TSF TO CAPITAL/ESCROW FUND	26,340	31,415	90,195	97,605	103,370
TSF TO GENERAL FUND	799,580	839,559	881,537	925,614	971,894
TOTAL TRANSFERS	**$ 825,920**	**$ 870,974**	**$ 971,732**	**$ 1,023,219**	**$ 1,075,264**
TOTAL EXPENDITURES	**$ 10,740,575**	**$ 10,073,589**	**$ 10,708,298**	**$ 10,853,696**	**$ 10,960,867**
ENDING FUND BALANCE	**$ 6,320,584**	**$ 6,212,395**	**$ 5,719,631**	**$ 5,339,254**	**$ 5,117,376**
RESTRICTED FUND BALANCE	**3,931,227**	**2,477,168**	**2,565,335**	**2,645,567**	**2,722,798**
UNRESTRICTED FUND BALANCE	**2,389,357**	**3,735,227**	**3,154,296**	**2,693,687**	**2,394,578**
Increase/(Decrease) in Fund Balance	(517,935)	(108,188)	(492,765)	(380,377)	(221,878)

Estimates for the Enterprise Fund assume a 3% annual increase in the cost of water and wastewater treatment and a corresponding increase in rates. Tap fees will gradually decrease as new building declines. The cost of salaries and benefits are estimated to increase 3% annually. Other operating costs will average a 1% increase except water/wastewater maintenance and supplies which will increase 5% annually. Equipment replacement will continue as scheduled with inflow and infiltration studies to be conducted in FY22/23 and FY24/25

CITY OF SAGINAW
CRIME CONTROL AND PREVENTION FUND
FIVE YEAR FORECAST

	ADOPTED BUDGET 2021-2022	ESTIMATED 2022-2023	ESTIMATED 2023-2024	ESTIMATED 2024-2025	ESTIMATED 2025-2026
BEGINNING FUND BALANCE	**$ 749,015**	**$ 731,560**	**$ 735,675**	**$ 625,786**	**$ 540,074**
REVENUES					
STATE SALES TAX	$ 1,390,080	$ 1,417,882	$ 1,446,239	$ 1,475,164	$ 1,504,667
INT ON INVESTMENTS	40	50	50	50	50
TOTAL REVENUES	**$ 1,390,120**	**$ 1,417,932**	**$ 1,446,289**	**$ 1,475,214**	**$ 1,504,717**
EXPENDITURES					
TSF TO GEN FD-REIM SAL/OPER	$ 1,080,395	$ 1,134,415	$ 1,191,135	$ 1,250,692	$ 1,313,227
UNIFORMS	7,300	7,300	7,300	7,300	7,300
DATA PROCESSING EXPENSES	51,000	52,020	53,060	54,122	55,204
BOOKS	4,300	4,300	4,300	4,300	4,300
OFFICER SUPPLIES & EQUIPMENT	1,000	1,000	1,000	1,000	1,000
INVESTGTR SUPPLIES & EQUIPMENT	1,000	1,000	1,000	1,000	1,000
CRM PREV SUPPLIES & EQUIPMENT	2,000	2,000	2,000	2,000	2,000
EDUCATIONAL TRAINING/TRAVEL	13,500	13,500	13,500	13,500	13,500
CAPITAL OUTLAY/SPECIAL REQUEST	247,080	198,282	282,882	227,013	323,871
TOTAL EXPENDITURES	**$ 1,407,575**	**$ 1,413,816**	**$ 1,556,178**	**$ 1,560,927**	**$ 1,721,402**
ENDING FUND BALANCE	**$ 731,560**	**$ 735,675**	**$ 625,786**	**$ 540,074**	**$ 323,389**
Increase/(Decrease) in Fund Balance	$ (17,455)	$ 4,115	$ (109,889)	$ (85,713)	$ (216,685)

Estimates for the CCPD Fund include continued growth in sales tax with mixed used developments underway. The transfer to the General Fund includes a 5% increase for salary and benefit cost increases. Capital outlay includes the replacement of patrol vehicles on an alternting 3 or 4 per year basis. Data processing expenses include an inflation factor of 2% per year.

CITY OF SAGINAW
DRAINAGE UTILITY FUND
FIVE YEAR FORECAST

	ADOPTED BUDGET 2021-2022	ESTIMATED 2022-2023	ESTIMATED 2023-2024	ESTIMATED 2024-2025	ESTIMATED 2025-2026
BEGINNING FUND BALANCE	**$ 3,168,993**	**$ 3,726,038**	**$ 2,453,112**	**$ 235,847**	**$ 390,689**
REVENUES					
DRAINAGE UTILITY FEES	$ 820,000	$ 828,200	$ 836,482	$ 844,847	$ 853,295
INT ON INVESTMENTS	360	500	500	500	500
TOTAL REVENUES	**$ 820,360**	**$ 828,700**	**$ 836,982**	**$ 845,347**	**$ 853,795**
EXPENDITURES					
TSF TO ENT FD-REIM SAL/OPER	$ 99,045	$ 103,997	$ 109,197	$ 114,657	$ 120,390
TSF TO GEN FD-REIM SAL/OPER	105,170	110,429	115,950	121,747	127,835
UNIFORMS	1,600	1,600	1,600	1,600	1,600
SUPPLIES	45,000	45,000	45,000	45,000	45,000
DISPOSAL COSTS	10,000	10,000	10,000	10,000	10,000
EDUCATIONAL TRAINING/TRAVEL	1,000	1,000	1,000	1,000	1,000
PERMIT FEE	1,500	1,500	1,500	1,500	1,500
CAPITAL OUTLAY/SPECIAL REQUEST	-	1,828,100	2,770,000	395,000	185,000
TOTAL EXPENDITURES	**$ 263,315**	**$ 2,101,626**	**$ 3,054,247**	**$ 690,504**	**$ 492,325**
ENDING FUND BALANCE	**$ 3,726,038**	**$ 2,453,112**	**$ 235,847**	**$ 390,689**	**$ 752,160**
Increase/(Decrease) in Fund Balance	$ 557,045	$ (1,272,926)	$ (2,217,265)	$ 154,842	$ 361,471

Estimates for the Drainage Utility Fund include a 1% increase due to commercial growth and assume no increase in the monthly drainage fee. The transfers to other funds include a 5% increase for salary and benefit cost increases. Capital outlay includes the replacement of Drainage vehicles and the East Cement Creek Drainage Project.

CITY OF SAGINAW
STREET MAINTENANCE FUND
FIVE YEAR FORECAST

	ADOPTED BUDGET 2021-2022	ESTIMATED 2022-2023	ESTIMATED 2023-2024	ESTIMATED 2024-2025	ESTIMATED 2025-2026
BEGINNING FUND BALANCE	**$ 1,718,852**	**$ 1,921,442**	**$ 1,549,220**	**$ 1,617,320**	**$ 1,691,377**
REVENUES					
STATE SALES TAX	$ 482,410	$ 492,058	$ 501,899	$ 511,937	$ 522,176
INT ON INVESTMENTS	180	200	200	200	200
TOTAL REVENUES	**$ 482,590**	**$ 492,258**	**$ 502,099**	**$ 512,137**	**$ 522,376**
EXPENDITURES					
INDUSTRIAL STREETS	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000
SOUTH STREETS	150,000	50,000	50,000	50,000	50,000
NORTH STREETS	-	50,000	50,000	50,000	50,000
CONTRACT MAINT. & REPAIRS	30,000	30,000	30,000	30,000	30,000
SIDEWALK REPLACEMENT	20,000	20,000	20,000	20,000	20,000
STREET MAINT. & SUPPLIES	30,000	30,000	30,000	30,000	30,000
CAPITAL OUTLAY	-	634,480	204,000	208,080	212,242
TOTAL EXPENDITURES	**$ 280,000**	**$ 864,480**	**$ 434,000**	**$ 438,080**	**$ 442,242**
ENDING FUND BALANCE	**$ 1,921,442**	**$ 1,549,220**	**$ 1,617,320**	**$ 1,691,377**	**$ 1,771,511**
Incrase/(Decrease) in Fund Balance	$ 202,590	$ (372,222)	$ 68,099	$ 74,057	$ 80,134

Estimates for the Street Maintenance Fund include the assumption that voters will renew the additional sales tax for a fifth time in May 2023. We expect continued growth in sales tax with mixed used developments underway. Projects will be identified yearly with the annual street survey. The Burlington Road project is estimated to be completed in FY22/23. Other projects will be added as they are identified and as funding is available.

GENERAL INFORMATION

City of Saginaw

CITY OF SAGINAW
MISCELLANEOUS STATISTICS

Date of Incorporation — 1949

Population (2020 Census) – 23,890

Form of Government – Council - Manager (Home Rule)

Location – Nine miles north of Downtown Fort Worth. Saginaw is located in Tarrant County which is one of the main counties in the Dallas/Fort Worth Metroplex. The County's population grew 16.1% from the 2010 Census to the 2020 Census. The county population as of the 2020 Census was 2,110,640 and the estimated population for 2021 was 2,091,320 per the North Central Texas Council of Government 2020 Population Estimates by City and County.

Area – 7.75 square miles or 4,960 acres

Registered Voters – 14,877 (Oct 2020)

Fire Protection:
Number of Stations – 2
Number of Paid Firefighters – 29

Police Protection:
Number of Stations – 1
Number of Officers – 41

Library:
Number of Libraries – 1
Number of Materials – 66,995

Boards and Commissions:
Planning & Zoning Board
Board of Adjustment
Advisory Recreation & Parks Board
Capital Improvements Advisory Committee
Beautification Committee
Library Board
Senior Citizens Advisory Board
Animal Shelter Advisory Committee

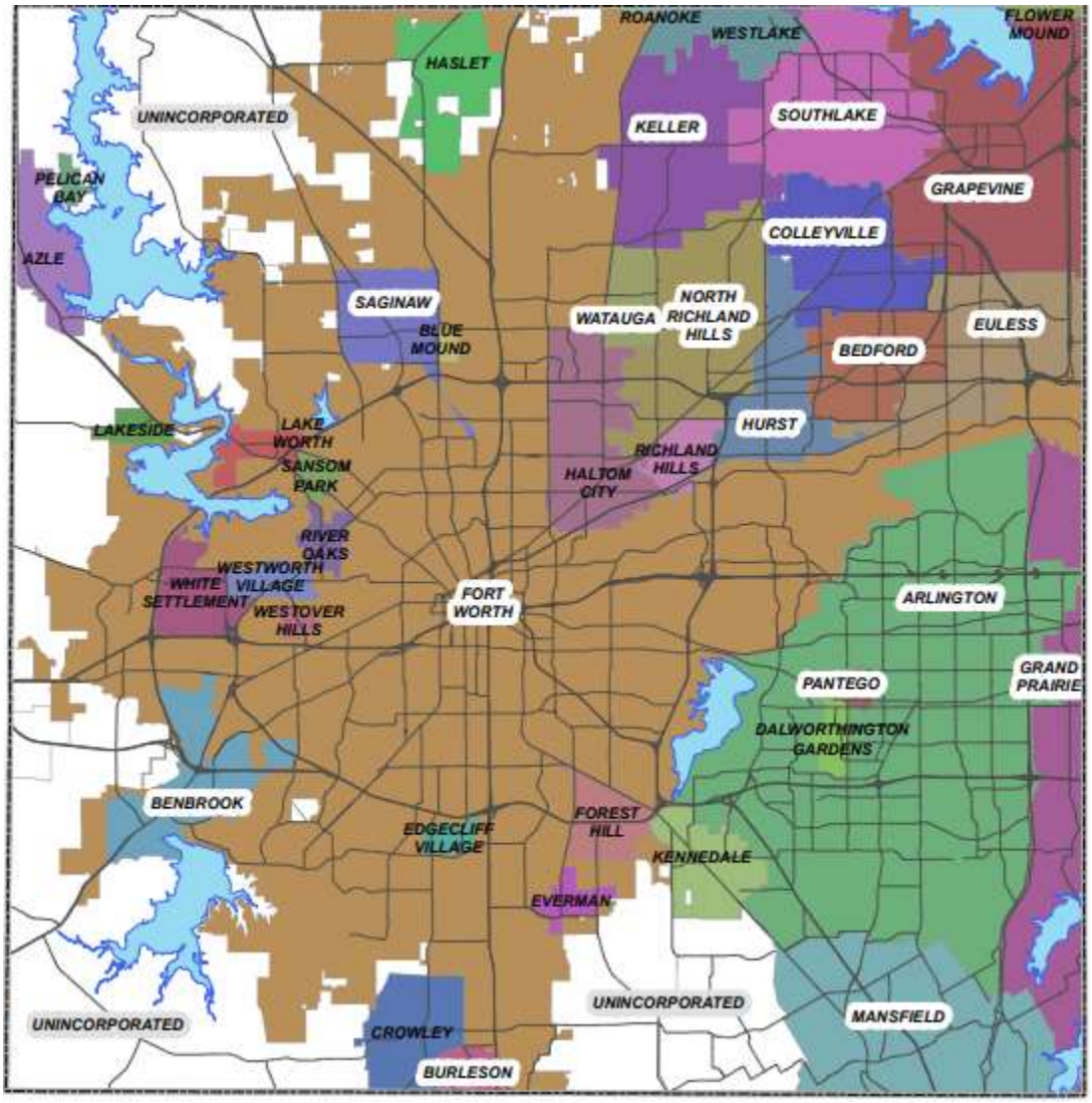
Recreational Facilities:
7 parks comprising 111.49 acres
Willow Creek Park
Highland Station Park
Brian Schwengler Park
Opal Jennings Park
William Houston Park
Sagewood Park
Knowles-Towrey Park

4 Recreation Centers
Saginaw Recreation
Saginaw Community Center
Senior Citizens Log Cabin Center
Aquatic Center

Services provided by City of Saginaw:
Water and Wastewater
Police and Fire Protection
Library, Parks and Recreation
Inspections/Code Enforcement/Animal Control

Other Service Providers:
Garbage-Progressive Waste Services
Cable television - Various providers
Electric and Gas - Various providers
Telephone – Various providers

Services provided by Tarrant County:
Property tax billing and collecting
County road maintenance
Health Inspector

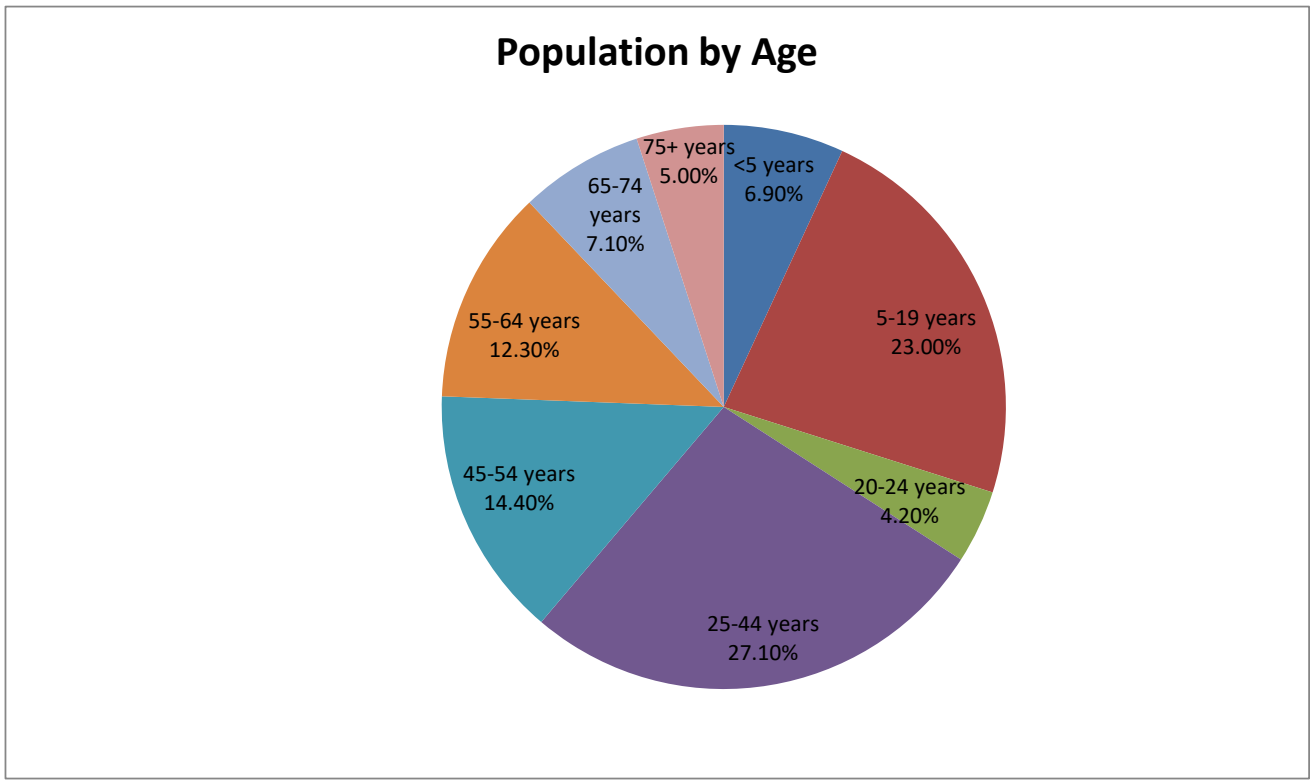


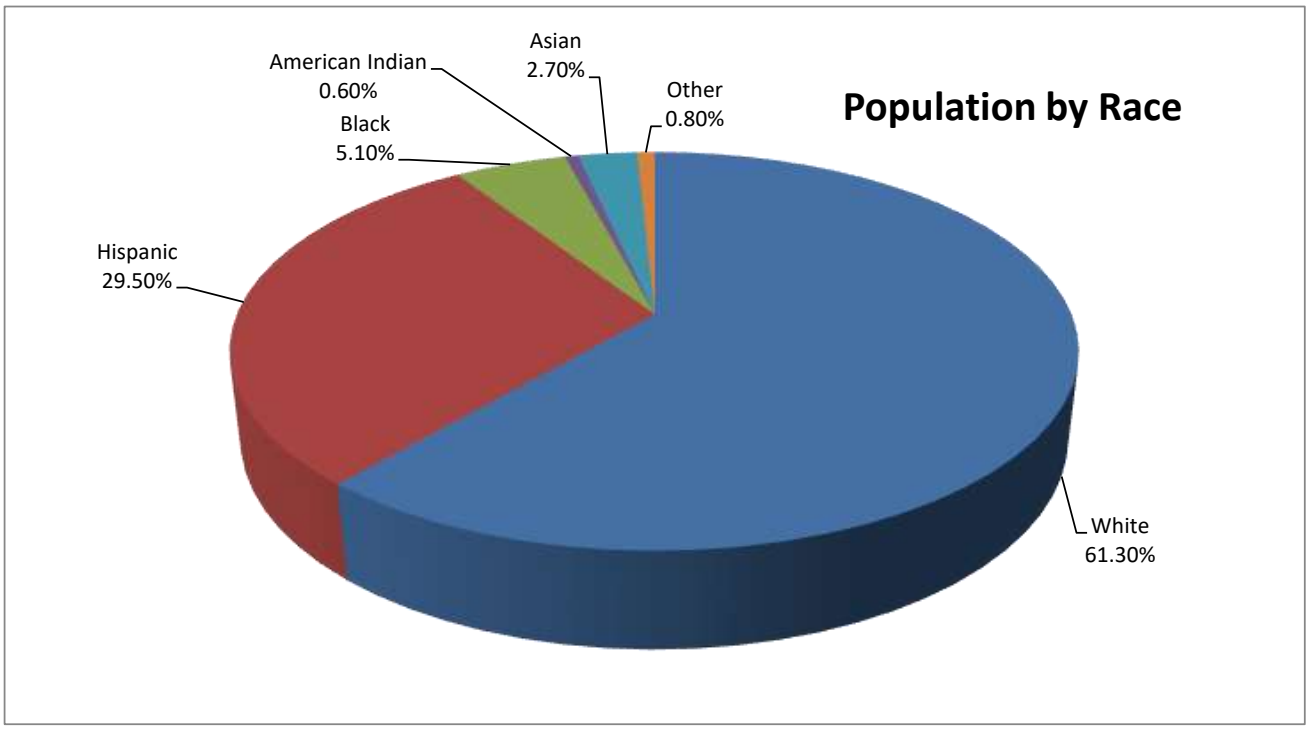
Tarrant County is comprised of 41 incorporated areas:

Arlington
Azle
Bedford
Benbrook
Blue Mound
Burleson
Colleyville
Crowley
Dalworthington Gardens
Edgecliff Village
Euless
Everman
Flower Mound
Forest Hill
Fort Worth
Grand Prairie
Grapevine
Haltom City
Haslet
Hurst
Keller
Kennedale
Lake Worth
Lakeside
Mansfield
Newark
North Richland Hills
Pantego
Pelican Bay
Reno
Richland Hills
River Oaks
Saginaw
Sansom Park
Southlake
Trophy Club
Watauga
Westlake
Westover Hills
Westworth Village
White Settlement

Source: Tarrant County Web Site

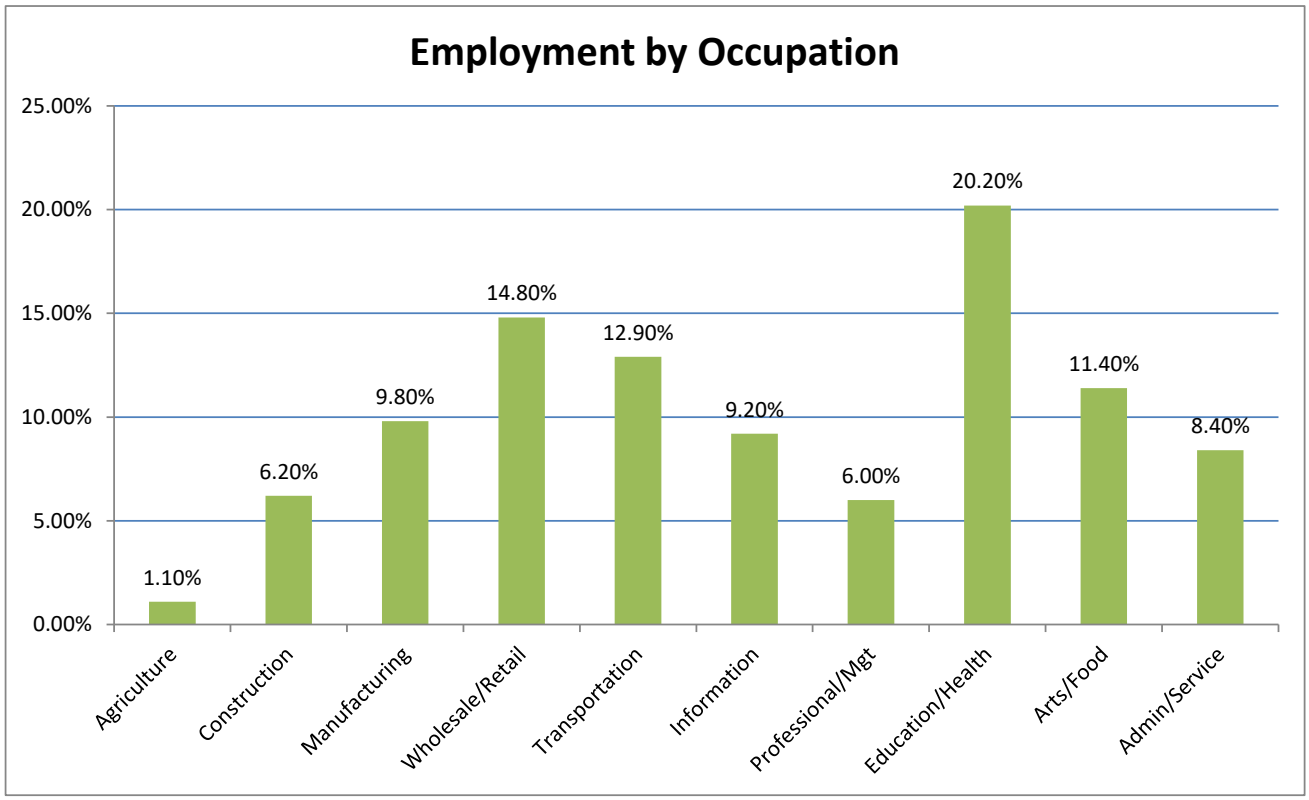
City of Saginaw Demographics

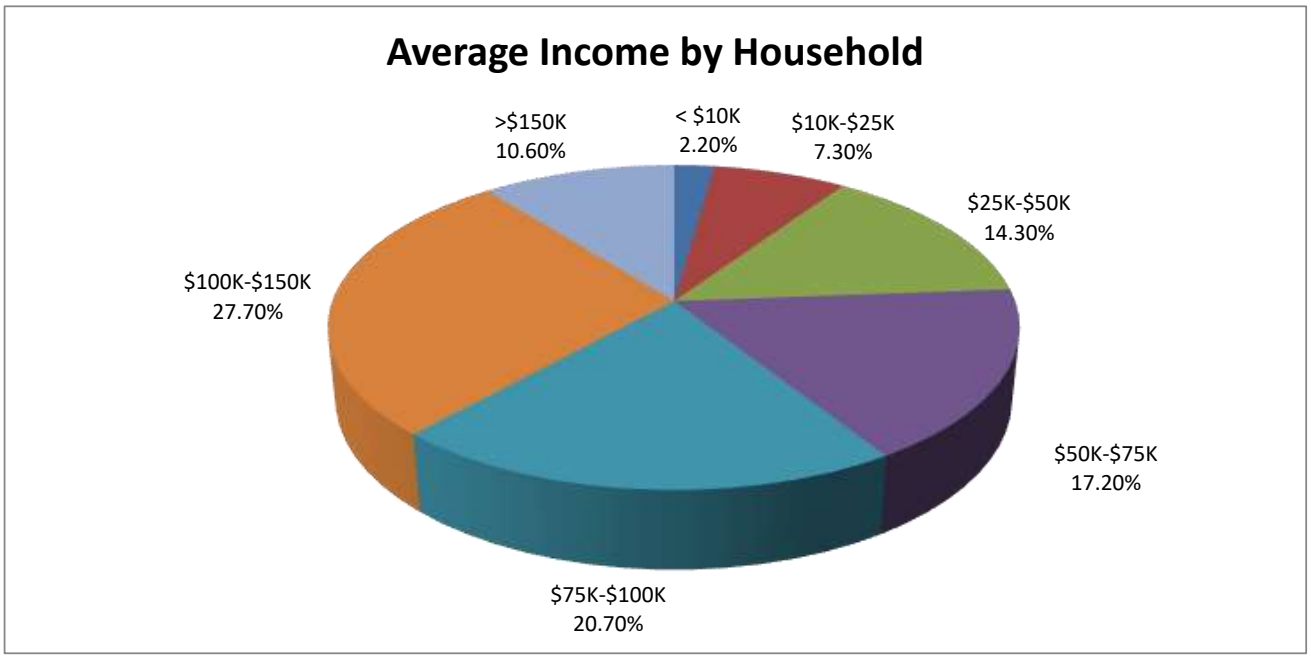




Source: US Census Bureau data.census.gov

City of Saginaw Demographics



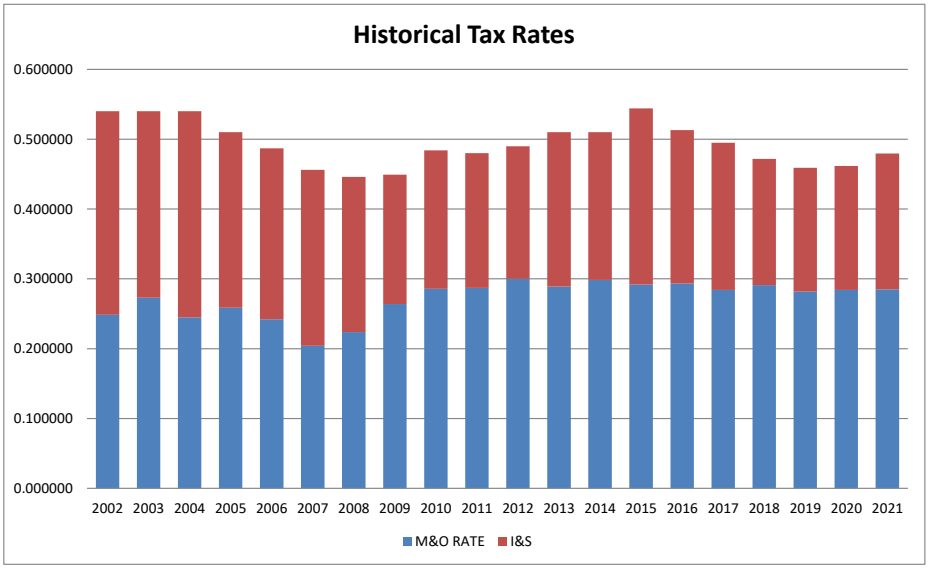


Source: US Census Bureau data.census.gov

CITY OF SAGINAW
TAX RATE STATISTICS
2021-2022

CITY OF SAGINAW TAX RATES

TAX YEAR	M&O RATE	M&O PERCENT	I&S RATE	I&S PERCENT	TOTAL TAX RATE
2002	0.248601	46.04%	0.291399	53.96%	**0.540000**
2003	0.272844	50.53%	0.267156	49.47%	**0.540000**
2004	0.244831	45.34%	0.295169	54.66%	**0.540000**
2005	0.258671	50.72%	0.251329	49.28%	**0.510000**
2006	0.242114	49.72%	0.244886	50.28%	**0.487000**
2007	0.204090	44.76%	0.251910	55.24%	**0.456000**
2008	0.223852	50.19%	0.222148	49.81%	**0.446000**
2009	0.263906	58.76%	0.185209	41.24%	**0.449115**
2010	0.285615	59.01%	0.198385	40.99%	**0.484000**
2011	0.287098	59.81%	0.192902	40.19%	**0.480000**
2012	0.300075	61.24%	0.189925	38.76%	**0.490000**
2013	0.289024	56.67%	0.220976	43.33%	**0.510000**
2014	0.298511	58.53%	0.211489	41.47%	**0.510000**
2015	0.291937	53.66%	0.252063	46.34%	**0.544000**
2016	0.293308	57.18%	0.219692	42.82%	**0.513000**
2017	0.284186	57.41%	0.210814	42.59%	**0.495000**
2018	0.291129	61.71%	0.180671	38.29%	**0.471800**
2019	0.281655	61.36%	0.177345	38.64%	**0.459000**
2020	0.284238	61.58%	0.177341	38.42%	**0.461579**
2021	0.285058	59.45%	0.194458	40.55%	**0.479516**



2021 TARRANT COUNTY TAX RATES AND POPULATIONS

Entity	Tax Rate	Estimated Population
TARRANT COUNTY		***2,091,320***
Arlington	0.619800	393,420
Azle	1.222600	12,940
Bedford	0.552000	48,810
Benbrook	0.617500	23,480
Blue Mound	0.560545	2,380
Colleyville	0.304365	25,920
Crowley	0.729545	17,330
Dalworthington Gardens	0.658553	2,340
Edgecliff Village	0.285000	3,220
Euless	0.475000	58,260
Everman	1.149676	6,110
Forest Hill	0.997342	13,410
Fort Worth	0.732500	890,050
Grapevine	0.271800	54,490
Haltom City	0.645651	43,450
Haslet	0.283229	2,140

Entity	Tax Rate	Estimated Population
Saginaw	**0.479516**	**22,380**
Hurst	0.625159	38,930
Keller	0.395000	45,660
Kennedale	0.764085	7,700
Lake Worth	0.458548	4,620
Lakeside	0.406300	2,120
Mansfield	0.690000	73,510
North Richland Hills	0.572184	69,670
Pantego	0.420000	2,480
Pelican Bay	0.800000	2,250
Richland Hills	0.558551	7,940
River Oaks	0.720874	8,320
Sansom Park	0.670724	5,920
Southlake	0.390000	30,640
Watauga	0.580400	23,770
Westworth Village	0.475000	2,750
White Settlement	0.741795	17,830

2021 Population estimate per North Central Texas Council of Governments

2021 Tax rates per Tarrant Appraisal District

City of Saginaw Texas
A City on the Right Track!

New Resident Information

Community Profile & Information

Welcome to Saginaw, Texas! Saginaw is recognized for its small town feel with big city conveniences and its top rated public school system The City of Saginaw and its business community provide our citizens and visitors with contemporary and established amenities to shop, work, play and a place we call home. We encourage you to see why Saginaw is the best place to raise your family, expand your business, and to call home!

Community…it's the neighborhood you live in, the business district where you shop, the park your kids play in, the services available when you need a helping hand, and the place you call home. Community is made up of people, clubs, service organizations and institutions such as schools and your Saginaw City government. Your City services include everything from parks & recreation and libraries to fire protection and police activities.

Saginaw's citizens enjoy a balance of urban amenities and a small town quality of life. It's a community rich in heritage and traditional family values. The City of Saginaw operates under a Texas Home Rule charter, which provides for a Council Manager form of government with an elected mayor and a six-member city council. Day-to-day operations are overseen by a City Manager. With a pro-business attitude, the city representatives have looked to the future in designing the city's infrastructure.

After working hours, residents can retreat to any of the city's seven parks, some of which include playground equipment for the physically challenged. Recreational opportunities include a recreation center, the aquatic center, tennis courts, volleyball and basketball courts, jogging trails, picnic areas and a community center. These recreational amenities provide places for families to gather outdoors and enjoy the comfortable Sun Belt climate. The public library and senior citizen center offer a wealth of information and recreational activities.

For more information about our dynamic City, check out our web site at www.saginawtx.org .

History of Saginaw

In 1848, David Thurmond and his family from Virginia first settled the City of Saginaw. In 1882, Jarvis J. Green from Michigan named the city Saginaw after a city in his home state. The first public school was started in 1893. In the later half of the 1800's, Saginaw was forever changed when the railroad decided to make Saginaw the last stop on their south-bound routes to Fort Worth. Saginaw prospered as the transportation dependent industry, such as grain storage and milling facilities, moved in to be near the railroad. Saginaw remains home to the largest grain storage facility in the world! Burrus Mills, now Cargill, Inc., was the launching pad for the western swing band "*The Lightcrust Dough Boys*".

The post office was established in 1933. The City was incorporated in 1949 with John Kennedy as the first Mayor. In 1966, with a population of 1,740, the citizens voted to build a new City Hall. In 1983, the City Hall was moved to its current location on West McLeroy Boulevard. On January 16, 1988, the citizens voted to adopt a Home Rule Charter. The City is Home Rule with a Council-Manager form of government.

City of Saginaw Texas
A City on the Right Track!

City Statistics

Saginaw sits solidly in the heart of the Dallas-Fort Worth Metroplex. Saginaw remains an agribusiness center for much of Texas with some of the largest grain storage facilities in the United States. Saginaw is conveniently located nine miles north of downtown Fort Worth and 37 miles west of Dallas. It is just a few minutes away from both Eagle Mountain Lake and Lake Worth.

Alliance Airport and Texas Motor Speedway are located within 15 miles of Saginaw. The Federal Bureau of Printing & Engraving facility is located six-tenths of a mile from Saginaw.

The Dallas-Fort Worth Regional Airport is 20 miles east of Saginaw and Meacham Airport is only three miles away.

The City of Saginaw is in the Eagle Mountain-Saginaw Independent School District. EMS-ISD enrollment continues to grow annually with an enrollment of 19,134 as of March 2016.

The population increased from 1,001 in the 1960 census to 5,736 in the 1980 census. The population continued to increase to 12,374 in the 2000 census; and 19,806 in the 2010 census. The current estimated population is 23,890. More information is available at our web site, www.saginawtx.org .

Your Mayor & City Council

The Saginaw City Council consists of a Mayor and six Council members. The City Council meets at 6:00 p.m. on the first and third Tuesdays of each month. The meetings are held in the Council Chambers at City Hall, 333 West McLeroy Boulevard. The meetings are open to the public. To address the Council at a meeting, contact the City Secretary at (817) 230-0327. For an item to appear on the agenda, the agenda request form must be turned in by noon on the Wednesday before the next council meeting.

City Hall

City Hall houses the administrative offices of the Mayor and City Council, City Manager, City Secretary, Finance Department, Water Department, Miscellaneous Permit Department, Municipal Court, and Personnel. Contact these departments at (817) 232-4640. It is also the location of the City Council Chambers.

The City Hall has a well-versed staff who can answer questions regarding the City. The City Hall is open Monday through Thursday, 7:30 a.m. to 5:30 p.m., and Friday, 7:30 a.m. to 11:30 a.m. The following holidays are observed: New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day and the day after, Christmas Eve and Christmas Day.

Open record requests should be directed to the City Secretary at City Hall. Municipal Court open records requests should be directed to the Court Clerk at City Hall. The building permit, inspection, animal services, and code enforcement offices are located at the Public Works Facility at 205 Brenda Lane.

Elections

City Election are held the second Saturday in May. Voter registration cards are available at City Hall. You must be registered 30 days prior to the election.

Departments & Services

The City of Saginaw is an organization of highly trained and well respected individuals dedicated to serving the Saginaw community. Our goal is to provide quality municipal services and responsive government. We are committed to providing service which is responsive and meets the needs of those we serve.

Animal Services

All pets are required to be in fenced yards or on a leash. No person shall keep or harbor more than three dogs or three cats, and no person shall keep or harbor more than five animals, either three dogs and two cats, or two dogs and three cats. City ordinances require annual registration of cats and dogs. Registration tags for dogs and cats should be purchased at the Animal Shelter, 205 Brenda Lane, for $3.00. To view animals in the shelter go to the City's website at www.saginawtx.org. Residents may contact the Animal Services Officer at (817) 230-0500, Ext. 2460.

Police Department

FOR EMERGENCIES CALL 9-1-1.

The Police Department is located at 505 West McLeroy Boulevard. There are 39 officers providing 24-hour protection. In addition to our police officers, the department also employs three crossing guards who provide traffic assistance at Bryson, High Country, and Saginaw Elementary schools.

The Police Department provides house checks for residents when they are out of town. To request this service call (817) 232-0311 Ext. 2360. Security Alarm Permits are required and should be purchased at the Police Department. These permits are $10.00. For more information about the Saginaw Police Department, check out their web site at www.saginawpolice.org or call 817-232-0311.

Municipal Court

You may pay tickets Monday through Thursday, 7:30 a.m. to 5:30 p.m. and Friday, 7:30 a.m. to 11:30 a.m. at City Hall, 333 W. McLeroy Boulevard. Tickets may also be paid online. If you need further assistance call the Municipal Court at (817) 232-4640.

Fire Department

FOR EMERGENCIES CALL 9-1-1.

Saginaw has a full-time Fire Chief and 27 full-time firefighters providing 24-hour protection. The Saginaw Fire Department is equipped with the latest in firefighting equipment and is trained in tactics to fight all types of fires. Fire Station #1 is located at 400 South Saginaw Boulevard and Fire Station #2 is located at 801 Basswood Boulevard. The non-emergency telephone number is (817) 232-4640.

The Saginaw Fire Department also provides an "Advanced Life Support (ALS) First Responder Program" for all medical emergencies within the city. All full-time personnel are required to be paramedics, and are required to respond to medical calls, on-board an ALS equipped Engine Company. The Fire Department has two of these. This apparatus is equipped with heart monitors and defibrillators for heart attack victims, as well as all necessary supplies and medications for all types of medical emergencies. Patients are stabilized and prepared for transport prior to the arrival of the ambulance. Saginaw utilizes Medstar Ambulance Service for ambulance transport services to the hospital.

The Fire Department is also in charge of monitoring weather conditions 24-hours a day. In case of severe weather the Fire Department will activate the city's siren warning system. Please do not call when you hear these sirens, but take cover immediately. These sirens are tested the first Wednesday of each month, between 1:00 p.m. and 1:30 p.m. Do not be alarmed when you hear this test.

Public Works Department

The Public Works Department is located at 205 Brenda Lane. Water, Sewer, Street, Maintenance, Community Development, Parks, Inspection/Code Enforcement and Animal Services offices are located at the Public Works Facility. City vehicles and equipment are located there.

Building permits and inspections are processed at the Public Works Facility. Requests for building permits should be submitted to the Public Works Facility (817) 230-0500 Ext. 2451. Requests for inspections should be made by calling (817) 232-4263 or fax your request to (817) 232-9868.

All City code violations, including high grass, should be reported to the Code Enforcement Department at the Public Works Facility. Their phone number is (817) 230-0500 ext. 2443.

Water & Sewer Department

Water for Saginaw residents is purchased from the City of Fort Worth. Saginaw also utilizes Fort Worth's sanitary sewer treatment facilities.

Water service, sewer service, and garbage pickup, are provided through the City of Saginaw. A payment in advance of $110.00 is required for new customers. This is retained by the City, and all but $10.00 is applied to the customer's last water bill and any excess will be refunded. You may pay by check, cash or credit card (MasterCard or Visa Only). This payment in advance is non-transferrable.

To sign up for a new water account, please stop by Saginaw City Hall at 333 West McLeroy Blvd. New water accounts require the presentation of ALL of the following documents:
- Valid picture ID
- Valid Lease agreement or settlement statement
- Payment in advance of $110.00

METER READING
& PAYMENTS

Water meters are read monthly. The City is divided into two cycles for meter reading and billing. The cycle is determined by the customer's address.

- ⇒ **Cycle One** meters are read during the middle of the month and the bills are mailed on the last working day of the month. Anyone in Cycle One that does not receive their bill by the 5th of the month should contact the Water Department. Cycle One water bills are due by the 15th of the month. If the 15th falls on Saturday, Sunday, or a legal state or national holiday, the due date is extended to the next regular business day. Cycle One water accounts that are not paid in full by the 15th of the month will be charged a $5.00 late charge.
- ⇒ **Cycle Two** meters are read at the end of the month and the bills are mailed to the customers on the 15th of the month. Anyone in Cycle Two that does not receive their bill by the 20th of the month should contact the Water Department. Cycle Two water bills are due by the 30th of the month. If the 30th falls on Saturday, Sunday, or a legal state or national holiday, the due date is extended to the next regular business day. Cycle Two water accounts that are not paid in full by the 30th of the month will be charged a $5.00 late charge.

Payments made be made in person at City Hall, 333 West McLeroy Boulevard, by mail, and through the City's website www.saginawtx.org. A drive-through window for payments is provided on the east side of City Hall. A drop box is located beside the drive-through window and may be used for payments at any time a receipt is not required and when the drive-through window is closed. Please do not leave cash in the drop box.

Failure to receive a bill, or payments delayed in the mail do not void a late charge. Accounts with past due balances over fifteen days will be scheduled for disconnection and a fee of $25.00 will be added to the account balance. This fee applies once the cut off list is completed, even if the customer pays the account balance at the time the water crew arrives to disconnect the service. To avoid the disconnection fee, payments must be paid before the list is completed.

For accounts that are disconnected, if the amount required for reconnection is paid Monday through Thursday by 5:00 p.m., service will be restored by 5:30 p.m. on that same date. For Friday payments only, the amount required for reconnection must be paid by 11:00 a.m. and service will be restored by 11:30 a.m. on that same date. For payments made after 5:00 p.m.,Monday-Thursday, and after 11:00 a.m. on Friday, service will be restored on the next business day. NOTE: If payment of the reconnection amount is paid online, you must notify the Water Department of your payment to have your service reconnected (no later than 5:00 p.m., Monday-Thursday, and 11:00 a.m. on Friday).

If a resident turns the water back on, there will be an additional fee of $100.00 plus repair costs for any damage caused to the service. There is a tampering fee of $100.00 plus repair costs charged for unlawfully connecting to or tampering with any water service within the City of Saginaw water system. To make arrangements for late payments you may contact the Audio Water Utility Line at (817) 230-0236. You may pay by check, cash or credit card (MasterCard or Visa Only).

To contact the Water Department, call (817) 232-4640. If a customer plans to be out of town during the payment period for either Cycle One or Cycle Two, arrangements may be made to pay an estimated bill or to pay the bill when the customer returns. There is a transfer fee of $10.00 on accounts transferring from one location to another within the City. There is also a charge of $25.00 on all returned checks. To terminate services, please fax, e-mail, or come in person with your request. Include your termination date, forwarding address, telephone number and email address. There is a final fee of $10.00 applied to accounts when service is terminated. This fee is included on the customer's final bill.

SEWER CHARGES

The City of Saginaw uses the winter average calculation to determine monthly sewer charges. The water usage for the months of November, December, and January are added together. This sum is then divided by three, which gives you the winter average. A resident that does not move in prior to November is charged based on the average of 8,000 gallons, until they have had water service through the three months used to calculate the winter average. This calculation method and average are both set by City Ordinance as adopted the City Council.

DRAINAGE UTILITY FEE

On January 4, 2005, the City Council established a drainage utility within the City. Every piece of property in the City contributes to storm water run off that must be collected, routed and monitored to protect the public's health and safety from loss of life or property caused by flooding, stagnation, and non-point source pollution.

The drainage utility fee is used to offset the growing costs of operating the storm drainage system. These costs include maintenance of the existing system, federal mandates to control storm water runoff, floodplain management and planning, and construction of new drainage facilities. Single family residences are assessed a base fee of $5.00 per month. Other properties, including multi-family, commercial, and industrial produce storm water at a higher rate and will be charged a fee based on the number of equivalent base units adjusted for the use of property.

All water leaks and sewer stoppages should be reported to the Water Department Monday through Thursday, 7:30 a.m. to 5:30 p.m. and Friday, 7:30 a.m. to 11:30 a.m., at (817) 230-0500. On Friday afternoon, nights and weekends, report leaks and sewer stoppages to the Police Department at (817) 232-0311, Ext. 2360.

PARKS

Saginaw has seven parks, three tennis courts, a volleyball court, a softball field and a disc golf course.

- ⇒ **Willow Creek Park** is a 77-acre park containing a 2 ½ mile jogging/bicycle path, picnic sites, a lighted softball field, tennis courts, 9-hole disc golf course, volleyball court and four playgrounds. The three pavilions and gazebo may be reserved by contacting the Recreation Center at (817) 230-0350.
- ⇒ **Highland Station Park** is located on High Country Trail (near Highland Middle School and High Country Elementary). It has two playgrounds, a swing set, horseshoe pits, a tennis court, a sand volleyball court, a basketball court, a hiking/jogging trail, and a pavilion that may be reserved by contacting the Recreation Center at (817) 230-0350.
- ⇒ **Brian Schwengler Park** is a neighborhood park located at Thompson Dr. and Longhorn Rd. – It has a playground, a swing set, several play features, and two covered picnic areas.
- ⇒ **William Houston Park** is located at 720 Park Center Blvd. – It has a large playground with numerous play features, several covered picnic areas, two soccer fields, and a pavilion that may be reserved by contacting the Recreation Center at (817) 230-0350.
- ⇒ **Opal Jo Jennings Park** is a neighborhood park located at Opal St. and Mustang Dr. – It has a playground, several play features, swing sets, and two covered picnic areas.
- ⇒ **Sagewood Park** is a neighborhood park located at 1055 Sagewood Lane – It features a playground and a covered picnic area.
- ⇒ **Kiwanis Park** is a neighborhood park located at Saginaw Blvd. and W. Southern Ave (next to Fire Station #1) – It features a gazebo.

The Advisory Recreation and Parks Board meet on the third Monday of each month. They are responsible for determining how funds received through voluntary donations on water bills are spent.

PERMITS

Permits are required for most types of construction or remodeling. Citizens should contact the Building Permit Department at (817) 230-0500, Ext. 2451 to see if a building permit is required.

Permits are also required for garage sales. Garage sales are allowed on residential property only. A garage sale permit is $5.00 and can be purchased at City Hall. The garage sale permit is good for three consecutive days. Each family is allowed two garage sale permits per year. The City issues three signs per sale and additional signs are prohibited.

Solicitors are required to obtain a permit at City Hall before soliciting. All solicitors are issued a permit badge. The badge must be worn and visible while soliciting. A list of current permits is available at www.saginawtx.org.

Ordinance No. 91-9 requires citizens to obtain a permit for security alarm systems. A security alarm is any security system that makes a noise that can be heard outside the building. Security alarm permits are $10.00 and may be purchased at the Police Department.

PLANNING & ZONING

The Planning and Zoning Commission meets at 6:00 p.m. on the second Tuesday of each month as needed. They meet in the Council Chambers at City Hall and the public is invited to attend. To appear before the Planning and Zoning Commission please contact the Planning and Zoning Secretary at (817) 230-0500 Ext. 2441. The Planning and Zoning agenda deadline is two weeks prior to the Planning and Zoning Meeting.

The Board of Adjustments hears appeals of Planning and Zoning decisions. They meet as needed.

John Ed Keeter Public Library of Saginaw

The John Ed Keeter Saginaw Public Library is located at 355 W. McLeroy Boulevard, next to the City Hall. The Library opened on November 3, 1992. On December 3, 1994, the library was renamed after Mayor John Ed Keeter who died in office on June 30, 1994. On September 27, 2002 an addition to the Library was completed that doubled its square footage.

Books, magazines, audiotapes, videotapes, and compact disks are available for checkout. Encyclopedias, a three-year backlog of certain periodicals and Abridged Readers Guide to Periodicals is kept for research. Internet workstations are also available for use. Library Membership is FREE to Saginaw residents, land owners, and business owners. Out-of-town membership is available for an annual fee of $15.00. The Saginaw Public Library is participating in the "Texas Share Program."

Other services include interlibrary loan, large print books, monthly displays, copies, films and children's programs. StoryTime is held weekly from September through April. Summer Reading Club begins the second week in June and continues through July. The Library phone number is (817) 230-0300. The Library Director may be reached at Ext. 2340.

LIBRARY HOURS:

- ⇒ Sunday & Monday – Closed
- ⇒ Tuesday – 9:00 a.m. to 8:00 p.m.
- ⇒ Wednesday – 9:00 a.m. to 6:00 p.m.
- ⇒ Thursday – 9:00 a.m. to 8:00 p.m.
- ⇒ Friday – 9:00 a.m. to 6:00 p.m.
- ⇒ Saturday – 9:00 a.m. to 6:00 p.m.

Recreation & Community Services

The Recreation Center is located at 633 W. McLeroy Boulevard. It has four multi-purpose activity rooms, a full-size gymnasium, a performance area, an equipped fitness center and weight room, restroom/locker/shower facilities, and a racquetball court. Adult programs include Jazzercise, Step Aerobics, CPR certification, Tae Kwon Do, tong IL Lo Martial Science, Karate and many others. Youth activities include cheerleading, gymnastics, music, Hip-Hop Dance, Tap, Ballet, Karate and the popular Saturday night program Planet Kidz. Adult basketball, softball, racquetball and volleyball leagues are also offered thru the Recreation Department. A complete list of programs can be found on the City's web site at www.ci.saginaw.tx.us or in the "Play Book" available at the Recreation Center. The Center has rooms available for reservations, so keep us in mind for your next business meeting and/or family gathering. The Center also has very low-cost membership opportunities for you and your family. Anyone wishing to enjoy the facility can either pay a daily use fee or purchase an annual membership card for the center.

The Saginaw Aquatic Center provides a wide range of leisure opportunities for the citizens of Saginaw and surrounding communities. The Center also has very low-cost membership opportunities for you and your family. Anyone wishing to enjoy the facility can either pay a daily use fee or purchase an annual membership card for the center. The City of Saginaw will also offer swim lessons, water aerobics and a competitive swim team for a variety of age groups. The Aquatic Center has the following features a 6-lane competition lap pool, a leisure pool, a custom train themed play structure with water slides, several spray/splash features, a small train slide, a large water slide, a full service concession stand, showers, locker rooms, restrooms, two group pavilions, and lots of shade and seating (chairs, chase lounge chairs, picnic tables, etc...).

The Community Center is located at 720 Park Center Boulevard. The Log Cabin Senior Citizens Center is located at 405 S. Belmont Street. Both buildings are available for rental. For more information, call 817 230-0350.

OTHER AREA RECREATIONAL OPPORTUNITIES

Saginaw is the "home town" of Eagle Mountain Lake, a beautiful body of water often dotted by sailboats and cabin cruisers. Saginaw is only a short distance from the historic Fort Worth Stockyards, the magnificent Bass Performance Hall, Kimbell Art Museum and Amon Carter Museum of Western Art. Texas Motor Speedway is just north of Saginaw and provides auto racing, concerts and other types of entertainment. The world's original indoor rodeo, the Southwestern Exposition Fat Stock Show and Rodeo, is staged annually in Fort Worth. Also located in the Metroplex are "Six Flags Over Texas", the Texas Rangers and Fort Worth Cats baseball teams, and the Dallas Cowboys.

The Northwest Branch of the YMCA is a short distance from Saginaw and all YMCA programs are available to Saginaw area youngsters. Windy Ryon Roping Arena is located just south of the City. It is the home of the annual Windy Ryon Roping held in May. Hotel accommodations are plentiful in the area. Saginaw has two small hotels and there are over fifteen well-known hotel chains less than five minutes away.

There are several youth sport organizations in the area that include:

Baseball & Softball

⇒ Pioneer Youth Baseball & Softball Association, www.pybsa.org

⇒ Northwest YMCA, www.northwestymcafw.org, 817-237-7237

Basketball

⇒ Northwest YMCA, www.northwestymcafw.org, 817-237-7237

Football & Cheerleading

⇒ Saginaw Youth Association, www.syatx.org

Soccer

⇒ Northwest YMCA, www.northwestymcafw.org, 817-237-7237

⇒ Eagle Mountain Soccer Association, www.emsasoccer.org, 682-710-1205

Saginaw Area Chamber of Commerce

The Saginaw Area Chamber of Commerce is located at 301 S. Saginaw Boulevard in a restored train depot. Maps, brochures, and other information relating to businesses and activities in the Saginaw area are available. The Chamber is currently open from 8:00 a.m. to 5:00 p.m. Monday through Friday. The Saginaw Area Chamber of Commerce meets the third Thursday of each month.

The Chamber of Commerce is committed to creating and preserving the best possible business environment in the Saginaw Area. They are dedicated to economic growth, job creation and retention, enhancement of the quality of life in a community where a healthy business environment and responsible stewardship of public and private resources are paramount. For more information, you may either call the Chamber at (817) 232-0500 or check out their web site at www.saginawtxchamber.org.

General Information

As the result of a Town Hall Meeting, the City Beautification Committee was formed in 1997. This Committee has worked hard to improve the beauty of the City by planting flowers and installing seasonal banners. A stone welcome marker was placed at the entrance to the City. Funding for their projects are through a voluntary donation that is added to residents' water bills.

The Beautification Committee and Parks Advisory Board also sponsors an “Adopt A Spot” program. All residents are invited to adopt a spot or park in the City. They are asked to keep it clean, plant flowers, etc. If you would like more information, call City Hall at (817) 232-4640.

There are churches of most denominations located in the community. Several of the churches have “Mothers Day Out” programs. The churches joined together and established the Community Link Mission. The Mission provides food for those in need. Community Link Mission is located at 300 S. Belmont Street (817-847-4554).

Saginaw is served by the Eagle Mountain-Saginaw Independent School District, recognized throughout Texas as one of the outstanding school systems in the State. The District was established in 1958. For more information about the school district, check out their web site at www.emsisd.com or call 817-232-0880.

The Northwest Campus of Tarrant County College also serves the educational needs of Saginaw. The beautiful college campus is located only one mile west of Saginaw on Interstate Loop 820. In addition, Fort Worth is the home of Texas Christian University and Texas Wesleyan College. Nearby Denton is the home of the University of North Texas and Texas Woman's University. Arlington, also located in Tarrant County, is the home of the University of Texas at Arlington.

The Fort Worth Star-Telegram and Dallas Morning News provide daily newspaper service to the City.

The Saginaw Branch of the U. S. Post Office is located at 101 S. Belmont Street. There is also a box for outgoing mail located in the 500 block of South Saginaw Blvd.

Garbage & Recycling Information

Garbage & Recycling Franchise: Progressive Waste Solutions provides all garbage and recycling pick up services for the City of Saginaw. For more information, please visit their web site at www.progressivewaste.com.

- Residential garbage is picked up on Mondays and Thursdays between the hours of 7:00 a.m. and 7:00 p.m. Progressive Waste Systems (IESI) picks up all residential customers on those two days each week.

- Recycling is picked up once each week. Pick up date is according to address. The schedule is the same (7 a.m. to 7 p.m.). Contact City Hall at 817-232-4640 for the date for your particular address.

Garbage and Brush: Each residential customer shall place garbage or brush at the curb in disposable containers or permanent containers by 7:00am. Vines and thorny bushes are to be placed in disposable containers. Garbage or brush which cannot be placed in disposable or permanent containers shall be in lengths not to exceed four (4) feet with a weight not to exceed fifty (50) pounds, tie same in bundles, and stack such brush or trash at curbside. All fence panels must be cut in half so not to exceed 4' x 6'.

Bulky items including stoves, furniture, water heaters, etc., when placed on the curb, will be picked up on normal collection days. When Progressive Waste Systems picks up the regular garbage they will radio their office to send another truck to pick-up bulky items.

Garbage and bulky items will be picked up according schedule. Garbage should not be placed at the curb any sooner than 12 hours prior to the pick up date. Garbage and brush won’t be picked up if it weighs more than 50 pounds. If your garbage is not picked up please call Progressive Waste Systems at (817) 222-2221.

Brush will not be included in the weekly “Take-All” service unless it is in a container or tied in bundles not exceeding four feet in length. Progressive Waste Systems provides curbside pickup of brush twice a year; once in the spring and again in the fall. Trucks will go down each street one time only, reporting to the City each street as it is completed. Call City Hall for more information.

Recycling: Recycling bins shall be placed at the curb by 7:00am on collection day and should not weigh more than fifty (50) pounds.

Acceptable Items

- Plastics # 1, 2, 3, 4, 5, 7
- Glass (rinse and remove lids)
- Aluminum & Metal Cans
- Newspapers, junk mail and catalogs
- Paper bags
- Cardboard (must be broken down and placed beside or under bin)

Unacceptable Items

- No mirrors, window glass, plate glass, plastic bottle tops for plastic bottles, light bulbs, ceramics, aluminum foil, packing peanuts, pizza boxes, Styrofoam, aerosol cans, paints, solvents or thinners.

- No pool chemicals, plastic toys, furniture, rubber hoses, household items, garden fertilizers, pesticides, hardback books, propane/helium tanks, waxed juice or milk cartons, tissues, wet paper or paper contaminated with food products.

Holiday Schedule: If the holiday falls on your service day, garbage will be collected the next day. Observed Holidays are: Christmas Day and Thanksgiving Day. Trash will be collected on New Year's Day, Memorial Day, Independence Day and Labor Day.

For more information, you can contact Progressive Waste Solutions at 817-222-2221 or visit their web site at www.progressivewaste.com

Boards & Commissions

⇒ Advisory Recreation and Parks Board
⇒ Board of Adjustments
⇒ Beautification Committee
⇒ Capital Improvements Advisory Committee
⇒ Library Board
⇒ Planning & Zoning Board
⇒ Senior Citizens Advisory Board

City of Saginaw Texas
A City on the Right Track!

Frequently Called Numbers

⇒ **FOR ALL EMERGENCIES**	**9-1-1**	**FAX**
⇒ ANIMAL SERVICES (non emergency)	817 230-0500 Ext. 2460	
⇒ ANIMAL SERVICES (assistance needed after hours)	817 232-0311 Ext. 2360	
⇒ CHAMBER OF COMMERCE	817 232-0500	817 232-2311
⇒ CITY HALL (water, taxes, misc. permits, council)	817 232-4640	817 232-4644
⇒ CODE ENFORCEMENT (high grass, etc.)	817 230-0500 Ext. 2443	
⇒ COMMUNITY CENTER	817 230-0576	
⇒ COUNTY CLERK – (deed records, etc.)	817 884-1195	
⇒ ENVIRONMENTAL COLLECTION CENTER	817 871-5257	
⇒ FIRE DEPARTMENT (non-emergency)	817 232-4640	817 232-9885
⇒ GARBAGE – Progressive Waste Systems	817 222-2221	
⇒ LIBRARY – John Ed Keeter Public Library	817 230-0300 Ext. 2345	817 232-9134
⇒ MUNICIPAL COURT	817 232-4640	817 232-4644
⇒ NEWSPAPER – Ft. Worth Star Telegram	800-776-7827	
⇒ POLICE DEPARTMENT	817 232-0311 ext. 2360	817 847-5918
○ House Checks	817 232-0311 ext. 2365	
⇒ PUBLIC WORKS FACILITY – Building permits & inspections	817 232-0500 ext. 2451	817 232-9868
○ Inspections Line	817 232-4263	
⇒ RECREATION CENTER	817-230-0350	
⇒ EAGLE MOUNTAIN / SAGINAW I.S.D.	817 232-0880	817 847-6124
⇒ SENIOR CITIZENS LOG CABIN	817 230-0593	
⇒ TAX INFORMATION – City, School and County	817 884-1100	
⇒ VOTER REGISTRATION INFORMATION – County	817 831-8683	
⇒ WATER DEPT. – Billing inquiries	817 232-4640 Ext. 2321	

City of Saginaw Email Addresses

- ⇒ Administration - adminofc@saginawtx.org
- ⇒ Animal Control Officer - aco@saginawtx.org
- ⇒ Beautification - beautification@saginawtx.org
- ⇒ Building Department - building@saginawtx.org
- ⇒ Code Enforcement - codeenf@saginawtx.org
- ⇒ Community Development - communitydev@saginawtx.org
- ⇒ Court - court@saginawtx.org
- ⇒ Feedback - feedback@saginawtx.org
- ⇒ Fire Dept - fire@saginawtx.org
- ⇒ General Information – info@saginawtx.org
- ⇒ Human Resources - humanresources@saginawtx.org
- ⇒ Library - library@saginawtx.org
- ⇒ Police Department - police@saginawtx.org
- ⇒ Public Works - publicworks@saginawtx.org
- ⇒ Recreation - recreation@saginawtx.org
- ⇒ Senior Citizens Center - srcenter@saginawtx.org
- ⇒ Utility Billing - ubilling@saginawtx.org
- ⇒ Water/Sewer - water/sewer@saginawtx.org

CITY OF SAGINAW
LIST OF ACRONYMS

ADA – Americans with Disabilities Act

ADE – Automotive Diagnostic Excellence

ALS – Advanced Life Support

ARB – Appraisal Review Board

ASE – Automotive Service Excellence

BNSF – Burlington Northern Santa Fe

BOA – Board of Adjustment

BOD – Biochemical Oxygen Demand

CCPD – Crime Control and Prevention District

CDBG – Community Development Block Grant

CERT – Citizens Emergency Response Team

CEU – Continuing Education Units

CID – Criminal Investigations Division

CIP – Capital Improvement Plan

CIOT – Click it or Ticket

CO – Certificate of Obligation

CSO – Community Service Officer

CTLS – Connect Texas Libraries Statewide

DRC – Development Review Committee

D/S – Debt Service

EF – Enterprise Fund

EMS – Emergency Medical Service

EM-S ISD – Eagle Mountain-Saginaw Independent School District
EMT – Emergency Medical Technician

EOC – Emergency Operation Center

EPA – Environmental Protection Agency

EPO – Emergency Protective Order

ESL – English as a Second Language

FB – Fund Balance

FT – Full Time

FTE – Full Time Equivalent

FY - Fiscal Year

GAAP – Generally Accepted Accounting Principles

GASB – Government Accounting Standards Board

GFOA – Government Finance Officers Association

GLTD – General Long Term Debt

GO – General Obligation Bonds

HAVA – Help America Vote Act

HEAT – Help End Auto Theft

HR – Human Resources

HUD – Housing and Urban Development

I&S – Interest and Sinking

IT – Information Technology

M&O – Maintenance and Operations

MDT – Mobile Data Terminal

NAPA – National Automotive Parts Association

NIAT – NAPA Institute of Automotive Technology

NTRLS – North Texas Regional Library System

POTW – Publicly Owned Treatment Works

PT – Part Time

PSO – Public Service Officer

SCADA – Supervisory Control And Data Acquisition

SRO – School Resource Officer

STEP – Selective Traffic Enforcement Program

TAD – Tarrant Appraisal District

TCEQ – Texas Commission on Environmental Quality

TLETS – Texas Law Enforcement Telecommunications System

TML – Texas Municipal League

TMRS – Texas Municipal Retirement System

TNT – Truth-in-taxation

TRE – Tax Rate Equivalent

TSS – Total Suspended Solids

TWDB - Texas Water Development Board

TxDOT - Texas Department of Transportation

W/WW - Water and Wastewater

GLOSSARY AND INDEX

City of Saginaw

CITY OF SAGINAW
BUDGET GLOSSARY

The Annual Budget contains specialized and technical terminology that is unique to public finance and budgeting. To assist the reader of the Annual Budget document in understanding these terms, this budget glossary has been included in the 2019-2020 Annual Budget.

ACCOUNTS PAYABLE: A liability account reflecting amounts on open accounts owing to private persons or organizations for goods and services received by a government (but not including amounts due to other funds of the same government or to other governments).

ACCOUNTS RECEIVABLE: An asset account reflecting amounts owing to open accounts from private persons or organizations for goods and services furnished by a government.

ACCRUAL ACCOUNTING: The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash flows.

AD VALOREM TAXES (Current): Latin for "value of". Refers to the tax assessed against real (land and buildings) and personal (equipment and furniture) property located within the taxing unit's jurisdiction which are subject to taxation on January 1 of the current year. Following the receipt of the City's certified values from the appraisal district, the City Council sets the tax rate and levies taxes for the fiscal year beginning October 1 and continuing through the following September 30.

AD VALOREM TAXES (Delinquent): Ad Valorem taxes are due on October 1 and become delinquent if not paid before February 1 of the fiscal year in which it is imposed.

AD VALOREM TAXES (Penalty and interest): A delinquent tax incurs a penalty of seven (7%) percent of the amount of the tax for the first calendar month it is delinquent, plus one (2%) percent for each additional month or portion of the month the tax remains unpaid prior to July 1 of the year in which it becomes delinquent. However, the delinquent tax on July 1 incurs a total penalty of twelve (18%) percent of the amount of the delinquent tax without regard to the number of months the tax has been delinquent.

ADVANCE REFUNDING BONDS: Bonds issued to refund an outstanding bond issue prior to the date on which the outstanding bonds become due or callable. Proceeds of the advance funding bonds are deposited in escrow with a fiduciary, invested in US Treasury Bonds or other authorized securities, and used to redeem the underlying bonds at maturity or call date and to pay interest on the bonds being refunded or the advance refunding bonds.

APPRAISAL REVIEW BOARD (ARB): This is a group of local citizens authorized to check Tarrant Appraisal District's work and resolve disputes with taxpayers. This board certifies the appraised values on the appraisal roll.

APPRAISED VALUE: To make an estimate of property value for the purpose of taxation. The market value of real and personal property located in the City as of January 1 each year. (City of Saginaw property values are determined by the Tarrant Appraisal District.)

APPROPRIATION: A legal authorization granted by a legislative body (City Council) to make expenditures and incur obligations for specific purposes. An appropriation is usually limited in amount and time when it may be expended.

ARB HEARINGS: The property owner may protest the appraisal of his property value to the Appraisal Review Board at the ARB Hearings.

ASSESSED VALUATION: A valuation set upon real estate or other property by a government as a basis for levying taxes.

ATTRITION: A wearing down bit by bit. If an employee leaves the City or is terminated, the position may not be filled. It will be at the City Manager's review and discretion.

AUDIT: A comprehensive investigation of the manner in which the government's resources were actually utilized. The audit can be classified as a financial audit or a performance audit. A financial audit is a review of the accounting system and financial information to determine how government funds were spent and whether expenditures/expenses complied with the legislative body's appropriations. A performance audit consists of a review of how well the government met its stated goals.

AUDITOR'S OPINION: A statement signed by an auditor in which he states that he has examined the financial statements, the system of internal control, the accounting records, and supporting evidence in accordance with generally accepted auditing standards. He expresses his opinion, based on the examination, the financial condition of the governmental unit or any of its enterprises, the results from operations and any facts that he has investigated in his professional capacity.

AUTOMATIC AID: Automatic Aid is when another fire department is automatically dispatched along with our fire units on certain pre-determined type calls such as structure fires, grass fires, rescue incidents, etc. Anytime any of the fire departments, in the automatic aid group, respond to a reported structure fire or major incident, the other fire departments in the group automatically respond.

AUTOMOTIVE DIAGNOSTIC EXCELLENCE (ADE): Once you have passed certain tests you earn this designation. It is sub group of ASE.

AUTOMOTIVE SERVICE EXCELLENCE (ASE): This is a national institute that provides automotive diagnostics certification for the mechanics.

BALANCE SHEET: A financial statement that discloses the assets, liabilities, reserves, and balances of a specific governmental fund as of a specific date.

BALANCED BUDGET: The operating budget should be balanced with the use of current revenues and, if necessary, a portion of the undesignated surplus. In a balanced budget, budgeted expenditures/expenses should not exceed budgeted revenues. A structurally balance budget requires that ongoing revenues equal or exceed ongoing expenditures/expenses.

BIOCHEMICAL OXYGEN DEMAND (B.O.D.): The amount of oxygen needed for a biochemical oxidation in a given time at a given temperature. An indication of wastewater strength.

BOND: A written promise to pay a sum of money on a specific date(s) at a specified interest rate. The repayment of both the principal and interest are detailed in a bond ordinance.

BOND FUND: A fund formerly used to account for proceeds of general obligation bond issues. Such proceeds are now accounted for in a Capital Projects Fund. The Capital Projects Fund is primarily an accounting entity. The indentures of many revenue bond issues identify the "Bond Fund" as the fund into which proceeds for capital projects are deposited, managed, and disbursed. The term Bond Fund is also used to refer to a mutual investment fund consisting of bonds.

BOND ORDINANCE: An ordinance authorizing a bond issue.

BOND RATING: Designation of the quality of bonds or notes issued by state and local governmental units. Ratings are provided by agencies or corporations that seek thereby to render a professional judgment concerning the quality of the security being rated. The City's current bond rating from Moody's Investment Services is an Aa3 and from Standard and Poor's is an AA-.

BOND REVENUES: Revenues, including special taxes, levied or collected for the purpose of providing for payment of the debt service on outstanding bonds.

BONDED DEBT: That portion of indebtedness represented by outstanding bonds.

BUDGET: A financial plan, for a specified period (usually one year) of operations that matches all planned revenues and expenditures/expenses with services provided to the residents of the City.

BUDGET CALENDAR: The schedule of key dates which the City follows in the preparation and adoption of the budget.

BUDGET MESSAGE: The opening section of the budget which provides the City Council and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and the views and recommendations of the City Manager.

BUDGET RESOLUTION: The official enactment, by City Council, to legally authorize City Staff to obligate and expend the resources of the City.

BUDGET REVISIONS: A procedure used to revise a budget amount after the budget has been adopted by the City Council.

BUDGETED FUNDS: Funds that are planned for certain uses but have not been formally or legally appropriated by the legislative body. The budget document that is submitted for Council approval is composed of budgeted funds.

CAPITAL IMPROVEMENTS: Expenditures related to the acquisition, expansion or rehabilitation of an element of the government's physical plant; sometimes referred to as infrastructure.

CAPITAL OUTLAY (CAPITAL EXPENDITURES): Expenditures which result in the acquisition of or addition to fixed assets. These expenditures must meet certain criteria. More detailed information can be found on page 259.

CAPITAL PROJECTS: Major construction, acquisition, or renovation activities which add value to a government's physical assets or significantly increase their useful life. Also called capital improvements.

CAPITAL PROJECTS FUND: The fund used to account for bond proceeds used for the acquisition or construction of major capital facilities.

CASH: Currency, coin, checks, postal and express money orders, and bankers' drafts on hand or on deposit with an official or depository designated as custodian of cash and bank deposits. Note: All cash must be accounted for as part of the fund to which it belongs. It is not necessary, however, to maintain a separate bank account for each fund unless required by law.

CASH ACCOUNTING: A basis of accounting in which transactions are recorded when cash is either received or expended.

CASH MANAGEMENT: The management of cash necessary to pay for government services while investing temporary cash excesses in order to earn interest revenue. Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the highest interest and return available for temporary cash balances.

CERTIFICATES OF OBLIGATION (C.O.): A financing mechanism used to pay contractual obligations. A security issued by a municipality or county for the purpose of paying contractual obligations incurred with the constructing and equipping of various allowable projects. Certificates do not require voter approval but do require the publication of a notice of intent to issue. The certificates may be secured by a pledge of ad valorem tax revenue or monies derived from the operation of a revenue-producing system or facility.

CHARTER: Written instrument setting forth principles and laws of government within boundaries of the City.

CLEARING ACCOUNT: An account used to accumulate total charges or credits for the purpose of distributing them later among the accounts to which they are allocable or for the purpose of transferring the net difference to the proper accounts.

CODE RED: A high speed telephone emergency notification system that gives City officials the ability to deliver pre-recorded emergency telephone notification/information messages to targeted areas or the entire city at a rate of up to 60,000 calls per hour. By activating and using the “CodeRED” system, everyone will receive a telephone call at home, their workplace, and even their cell phone, to notify them of the situation and give them instructions as to what to do.

COMBINED SUMMARY STATEMENT: A summary of two or more funds presented on a single page that includes a total of the funds presented.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG): Federal HUD funds administered through Tarrant County for approved community revitalization projects in participating cities.

COMMUNITY SERVICE OFFICER (CSO): The same as a Crime Prevention Officer. This person is responsible for presenting crime prevention programs and neighborhood crime watch programs.

CONSOLIDATED CASH ACCOUNT: An account to facilitate cash management by having two or more operating funds merge their cash balances into a consolidated account for the current management of such balances, including temporary investment thereof. In some governments, the consolidated cash account membership includes not only operating funds but also capital funds. This consists of all funds of the City in one bank account. This account is used for all accounts payable. Deposits are transferred as needed from the Depository account. Each fund earns interest and is accounted for separately. (See Fund.)

CONTINUING EDUCATION UNITS (CEU): Certification programs require a specific number of hours of additional training after certification in order to maintain that certification.

CONTRACTUAL SERVICES: The costs related to services performed for the City by individuals, business or utilities.

COST: The amount of money or other consideration exchanged for property or services. Costs may be incurred even before money is paid; that is, as soon as liability is incurred. Ultimately, however, money or other consideration must be given in exchange.

COURT SECURITY FEE: Fee collected by the court for convictions of misdemeanor offenses in the Municipal Court. Funds to be used to finance items used for the purpose of providing security services for the housing of the Municipal Court.

COURT TECHNOLOGY FEE: Fee collected by the court for convictions of misdemeanor offenses in the Municipal Court. Funds to be used to finance the purchase of technological enhancements and service and maintenance agreements for the Municipal Court.

CRIME CONTROL AND PREVENTION DISTRICT (CCPD): In 1989 the Legislature enacted the Crime Control and Prevention District Act. This Act allows cities to establish a district and impose a local sales tax to fund its programs. A majority of the voters must approve the creation of the district and adopt the sales and use tax to fund the district at an election held specifically for that purpose.

CRIME TAX: The additional three-eighths cent sales tax that is collected for use by the Crime Control and Prevention District.

CRIMINAL INVESTIGATIONS DIVISION (CID): Is responsible for investigating criminal offenses that occur in the City of Saginaw.

CURRENT TAXES: Property taxes that are levied and due within one year.

DEBT SERVICE FUND: The fund used to record payment of long-term debt principal and interest. Formerly called the Interest and Sinking Fund.

DEBT SERVICE REQUIREMENTS: The amount of revenues which must be provided for Debt Service so that all principal and interest payments can be made in full as scheduled.

DEDICATED TAX: A tax levied to support a specific government program or purpose such as the sales tax used to reduce property taxes.

DEFERRED COMPENSATION FUND: This fund is used to account for assets held for employees in accordance with the provisions of Internal Revenue Code Section 457 (retirement funds for the employees).

DEFENSIVE DRIVING: Defensive Driving is an educational classroom driver safety course that has been approved by the State of Texas. It is sometimes used for dismissal of a citation or a discount on automobile insurance.

DEFICIT: (1) The excess of the liabilities of a fund over its assets. (2) The excess of expenditures over revenues during an accounting period; or, in the case of enterprise funds, the excess of expense over income during an accounting period.

DELINQUENT TAXES: Taxes that remain unpaid on or after the date on which a penalty for non-payment is attached.

DEPARTMENT: A major administrative organizational unit of the City that indicates overall management responsibility for one or more activities.

DEPOSITORY BANK: Banking institution that handles the day to day operational cash flow (daily deposits, payroll checks, and accounts payable checks). The City's current depository bank is Frost.

DEPOSITORY CASH ACCOUNT: This consists of all deposits made to the City of Saginaw. This includes daily deposits, transfers from TexPool, and direct deposits. All funds are accounted for and earn interest.

DEPRECIATION: Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence. That portion of the cost of a capital asset that is charged as an expense during a particular period.

DIRECT DEPOSIT: Deposits that are made directly from one bank to another. The use of direct deposit causes no mail delay. We utilize direct deposits from the State on our Sales Tax collections and Mixed Beverage Tax as well as Property Tax payments made through Tarrant County.

DISBURSEMENT: Payment for goods and services in cash or by check.

DISTRIBUTION SYSTEM: A system comprised of smaller water lines which distribute water from the transmission system to the customers.

DONATIONS FUND: The Donations Fund was created in May 2009 to better track funds received through water bill donations as well as direct donations to the City for specific purposes. Currently, Animal Control, Parks, Library, Beautification, Senior Citizen, Police, and Fire have donation funds available for expenditure.

ELEVATED STORAGE: Water storage tanks that are raised above the ground and connected to the transmission system to help maintain the system pressure. Excess water pumped flows into these tanks, or if pumping does not meet customer demand, water drains from the tanks to supplement the pumping.

EMERGENCY OPERATION CENTER (EOC): An area specifically designed to manage a major incident. It will serve as the command center and be equipped with disaster supplies, computers, maps, CodeRED system, weather siren network, etc.

ENCUMBRANCE: The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a specified future expenditure.

ENTERPRISE DEBT: Debt that is to be retired primarily from earnings of publicly owned and operated enterprises.

ENTERPRISE FUND: A fund established to account for operations (a) that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (expenses, including depreciation) for providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges or (b) where the governing body has decided that this fund is used to account for operations of the water distribution and sanitary wastewater systems.

EMERGENCY PROTECTIVE ORDER (EPO): Magistrate's Order for Emergency Protection commonly referred to as EPO. A Magistrate's Order for Emergency Protection is an emergency order protecting; the victim, the victim's children, and any other family members; from further domestic violence.

ESTIMATED REVENUE: The amount of projected revenues to be collected during the fiscal year.

EXEMPT: Personnel not eligible to receive overtime pay and who are expected to put in whatever hours are necessary to complete their job assignments. The respective department head, as partial compensation for overtime hours worked by exempt personnel, may allow compensatory time off.

EXPENDITURE CLASSIFICATION: A basis for distinguishing types of expenditures. The major classifications used by the City are Personnel, Operations, Capital Outlay, and Debt Service.

EXPENDITURES: A decrease in the net financial resources of the City due to the acquisition of goods and services.

FIRM PUMPING CAPACITY: The total pumping capacity that a pump station can deliver with the largest pump out of service. The state requires that water systems have firm capacity that meets peak day requirements.

FISCAL YEAR: A 12-month period to which the annual operating budget applies. The City of Saginaw has established October 1 through September 30 as its fiscal year.

FIXED ASSETS: Assets of a long-term character that are intended to continue to be held or used. Examples of fixed assets include items such as land, buildings, machinery, furniture, and other equipment.

FRANCHISE TAX: This is a charge paid for the use of City streets and public right of way and is in lieu of all other municipal charges, fees, street rentals, pipe taxes or rentals, easement or other like franchise taxes, inspections fees, and/or charges of every kind except ad valorem and special assessment taxes for public improvements (electric, gas, telephone, and cable TV).

FULL-TIME EQUIVALENT (FTE): The number of hours part-time employees work is added together and then divided by the number of hours a full-time employee works. The result is the number of full-time equivalent employees.

FULL FAITH AND CREDIT: A pledge of the general taxing power of a government to repay debt obligations. (The term is typically used in reference to general obligation bonds.)

FUND: An accounting entity with a self-balancing set of accounts that record financial transactions for specific activities or government functions. The major funds used by the City of Saginaw include the General Fund, the Debt Service Fund, the Capital Projects Fund, Crime Control and Prevention District Fund, Drainage Utility Fund, Street Maintenance Fund, and the Enterprise Fund.

FUND BALANCE: The assets of a fund less liabilities, as determined at the end of each fiscal year. The excess assets after liabilities are deducted are referred to as surplus funds.

GENERAL FUND: The fund used to account for all financial resources except those required to be accounted for in the City's other funds.

GENERAL OBLIGATION BONDS (G.O.): A security issued by a municipality for the purpose of paying contractual obligations incurred with the constructing and equipping of various public projects such as streets, buildings and improvements. G.O.'s require voter approval and are backed by the full faith and credit of the issuing government.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP): Uniform minimum standards of and guidelines to financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. They encompass the conventions, rules, and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. They provide a standard by which to measure financial presentations.

GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA): A professional association of approximately 17,500 state, provincial and local government finance officers in the United States and Canada.

GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB): The source of generally accepted accounting principles (GAAP) used by State and Local governments in the United States of America. It is a private, non-governmental organization.

GOVERNMENTAL FUNDS: Those funds through which most governmental functions typically are financed (General Fund, Debt Service Fund, Capital Projects Fund and Special Revenue Funds).

GRADALL: Industrial maintenance machine (tractor/material handler) with a boom arm and 360 degree rotational movement designed for use over rough terrain.

GRANTS: Contributions or gifts of cash or other assets from another government or private company to be used or expended for a specific purpose, activity, or facility.

GROUND STORAGE: Tanks at ground level that store water so that it can be pumped into the system as demand warrants.

HAZ-MAT: Hazardous Materials.

IMPACT FEES: The mechanism used to recover costs of capital improvements necessary to serve future development. Impact fees cannot be assessed to correct a system deficiency.

INTERFUND TRANSFERS: Amounts transferred from one fund to another fund.

INTOXILYZER: The Intoxilyzer is a breath test machine used by the Police Department to test possibly intoxicated persons who have been arrested for driving while intoxicated.

LEVY: To impose taxes, special assessments, or service charges for the support of City activities.

LINE-ITEM BUDGET: A budget that lists each expenditure/expense category (salary, supplies, travel, repairs, etc.) separately, along with the dollar amount budgeted for each specified category.

LONG-TERM DEBT: Debt with a maturity of more than one year after the date of issuance.

MAINTENANCE: The upkeep of physical properties in condition for use or occupancy. Examples are the inspection of equipment to detect defects and the making of repairs.

MAINTENANCE AND OPERATIONS (M&O): The funds that are used for the maintenance and operation of a budget.

MAXIMUM DAY DEMAND: The water consumption, in volume of water, used on the highest consumption day in a year.

MEDIAN VALUE: The median value for an ordered array of numbers is the mid-score of the distribution.

MIXED BEVERAGE TAX: A tax at the rate of fourteen percent (14%) is imposed on the gross receipts of a licensee for the sale, preparation, or service of mixed beverages consumed on the premises of the business.

MODIFIED ACCRUAL ACCOUNTING: The basis of accounting adapted to the governmental fund type spending measurement focus. Under it, revenues are recognized when they become both "measurable" and "available" to finance expenditures of the current period. Expenditures are recognized when the related fund liability is incurred except for (1) inventories of materials and supplies which may be considered expenditures either when purchased or when used; (2) prepaid insurance and similar items which need not be reported; (3) accumulated unpaid vacation, sick pay, and other employee benefit amounts which need not be recognized in the current period, but for which larger than normal accumulations must be disclosed in the notes to the financial statements; (4) interest on special assessment indebtedness which may be recorded when due rather than accrued, if offset by interest earnings on special assessment levies; and (5) principal and interest on long-term debt which are generally recognized when due. This accounting technique is a combination of cash and accrual accounting since expenditures are immediately incurred as a liability while revenues are not recorded until they are actually received.

MOTOR ALL DATA SYSTEM: Computer based automotive diagnostic and repair manual. An essential tool in properly diagnosing and repairing today's sophisticated vehicles.

MUTUAL AID: Mutual Aid is when the City has an agreement with another fire department to assist them or they will assist us when we determine we need additional assistance or resources after arriving at an incident. Anytime another fire department responds to a reported structure fire or major incident and needs assistance they call the other fire departments and request assistance. That fire department then responds by sending one fire engine company.

NAPA INSTITUTE OF AUTOMOTIVE TECHNOLOGY (NIAT): Continuing education and training in diagnostics skills and repair capabilities that is sponsored by NAPA Auto Parts.

NO NEW REVENUE TAX RATE (formerly called EFFECTIVE TAX RATE): The rate that produces the same revenues in terms of the total amount of taxes as compared to the prior year.

NON-EXEMPT: Personnel eligible to receive overtime pay when overtime work has been authorized or requested by the supervisor.

NORTH TEXAS REGIONAL LIBRARY SYSTEM (NTRLS): A consortium of 73 public libraries in North Texas. It is one of ten library Systems funded through yearly grants from the Texas State Library and Archives Commission. It offers Libraries consulting services, including grant writing, workshops, technical support, and networking opportunities.

OPERATING BUDGET: The approved financial plan that outlines estimated revenues and expenditures/expenses for the fiscal year. It lists line item allowable expenditures/expenses for daily operation necessary to provide basic governmental services. The operating budget can only be amended with approval of the City Council. (The General Fund, Debt Service Fund and Enterprise Fund make up the City of Saginaw's operating budget.)

OPERATION ID: Electric engraving pencils are available at the Police Department for citizens to engrave their Driver's License Number on personal property. This helps return stolen property to the owner.

OPTICOM: A system that allows emergency vehicles the right of way through intersections equipped with the Opticom device by overriding the traffic signal system and providing the approaching emergency vehicle with a green light so it can pass safely through the intersection.

ORDINANCE: A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and resolution is that the latter requires less legal formality and has a lower legal status. Revenue raising measures, such as the imposition of taxes, special assessments and service charges, universally require ordinances.

OVERLAPPING DEBT: The proportionate share of the debts of local governments located wholly or in part within the limits of the reporting government which must be borne by property owners within each government.

PEAK HOUR DEMAND: The maximum total one-hour water demand given in units of volume per day that a given distribution system experienced or would experience during a particular year or other time period. Also known as maximum hour demand.

PERSONAL SERVICES: The costs associated with compensating employees for their labor.

POLICE EXPENDABLE TRUST FUND: Fund used to account for the sale of confiscated property.

PROFESSIONAL STANDARDS LIEUTENANT: This supervisor will be assigned to the Office of the Chief, with responsibility for the recruiting, testing, and background investigations of new personnel, internal affairs investigations, training (as the Department training coordinator), fleet manager, building management and quartermaster. This position does not recommend punishment or serve in the chain of command of other departments, but would be in place to ensure that investigations are conducted equitably, in accordance with city and legal requirements.

PROPERTY TAX: Property taxes are levied on both real and personal property according to the property's valuation and the tax rate.

PUBLIC SERVICE OFFICER (PSO): The PSO serves as a detention officer, relief dispatcher, Intoxilyzer operator, and is available to take walk-in and telephone reports from the public. The PSO works during business days to handle paperwork for arraignments and processing of prisoners, as well as providing assistance to the Municipal Court Judge.

PURCHASE ORDER: A document that authorizes the delivery of specified merchandise or the rendering of certain services and the making of a charge for them.

RECONCILIATION: A detailed summary of increases and decreases in the expenditures/expenses from one budget year to the next.

REFUNDING BONDS: A procedure whereby an issuer refinances an outstanding bond issue by issuing new bonds. The proceeds of the new bonds are either deposited in escrow to pay the debt service on the outstanding obligations, when due, or they are used to immediately retire the outstanding obligations being refinanced. These are referred to as the "refunded bonds" or the "prior issue".

RESERVE: An account used to indicate that a portion of a fund balance is restricted for a specific purpose.

REVENUE BONDS: Bonds whose principal and interest are payable exclusively from earnings of an Enterprise Fund. In addition to a pledge of revenues, such bonds sometimes contain a mortgage on the Enterprise Fund's property. The term revenue bond is currently used in the municipal bond market to comprehend almost all bonds other than general obligation bonds.

REVENUES: Funds that the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, and interest income.

SAFER GRANT: Staffing for Adequate Fire and Emergency Response. A grant funded by the U. S. Department of Homeland Security. This grant provides funding, for a percentage of the base pay and benefits for a firefighter, over a five year period. At the end of the five year period the City would be responsible for the entire salary.

SALES TAX: A general "sales tax" levied on persons and businesses selling merchandise or services in the city limits on a retail basis. The basic tax is one-cent but cities have the option of imposing additional sales taxes in varying amounts of up to one cent. These additional sales taxes are known as dedicated taxes, because their proceeds may be spent only for certain purposes. The City of Saginaw's dedicated taxes are used for the reduction of property taxes crime control and prevention and street maintenance. The Texas Comptroller collects the sales tax and "rebates" the city's share on a monthly basis. The comptroller retains a small portion of the tax revenue to cover the state's administrative costs.

SCHOOL RESOURCE OFFICER (SRO): A police officer that is assigned to the middle schools. He is there mainly as a police presence and to assist with juvenile problems.

SINKING FUND: The term sinking fund derives from the concept of "floating a bond issue". The sinking fund was the fund created to accumulate monies to "sink" the debt at its maturity.

SOURCE OF REVENUE: Revenues are classified according to their source or point of origin.

TEXAS LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (TLETS): A statewide telecommunications network that is composed of over 700 terminals/databases/computer interfaces representing over 675 city, county, state, federal, and military law enforcement and criminal justice agencies in Texas. This network is controlled by a computerized, electronic message switching system located in the headquarters of the Texas Department of Public Safety in Austin.

TARRANT APPRAISAL DISTRICT (TAD): An entity established by State Law to ensure uniform property appraisals for all taxing jurisdictions in Tarrant County.

TAXES: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of all citizens.

TAX RATE: A rate at which taxes are levied per $100 of assessed valuation. The amount of tax stated in terms of a unit of the tax base. For example, $.50 per $100 of assessed valuation of taxable property.

TAX RATE LIMIT: The maximum rate at which a government may levy a tax. The limit may apply to taxes raised for a particular purpose, or to taxes imposed for all purposes, and may apply to a single government, to a class of governments, or to all governments operating in a particular area. Overall tax rate limits usually restrict levies for all purposes and of all governments, state and local, having jurisdiction in a given area.

TAX ROLL: The official list prepared by the Tax Assessor-Collector showing the amount of taxes levied against each taxpayer or property.

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ): Formerly known as Texas Natural Resources Conservation Commission (TNRCC). The State agency that oversees pollution control laws.

TEXAS STEP: Located at Texas State University-San Marcos, as a part of the Department of Criminal Justice in the College of Applied Arts, Texas Statewide Tobacco Education & Prevention (Texas STEP) provides public awareness information on the tobacco laws, best practices and protocols to enforce the laws, and ways to increase tobacco awareness at the local level. Aimed at reducing youth access to tobacco products by eliminating the illegal sale of tobacco to children, this law provides for comprehensive retailer education and inspections of retailers by law enforcement to ensure compliance. Texas STEP provides training and technical assistance throughout the State of Texas. Participating law enforcement agencies receive updates on the law, are provided strategies and curricula on compliance education, are informed on the health consequences of youth tobacco use, are made aware of their legal reporting responsibilities, and can receive in-service training on the enforcement protocols.

TEXPOOL: An investment service for public funds provided by the State. It offers local governments the opportunity to join with the State of Texas and other public entities to get the highest earnings possible on public money under the safest conditions.

TOTAL SUSPENDED SOLIDS (TSS): Solids that have not been broken down by organisms. An indication of wastewater strength.

TRANSMISSION SYSTEM: A system of large water lines which transport large quantities of water from one area to another.

TRE-TAX RATE EQUIVALENT: The method of calculating the financial impact of alternate funding sources in terms of pennies on the tax rate. It helps you determine how much you would need to add or delete from the tax rate to fund the budget.

TRUTH-IN-TAXATION (TNT): The Texas Constitution and Property Tax Code require taxing units to comply with certain steps in adopting their tax rates. These truth-in-taxation laws have two purposes. They are to make taxpayers aware of tax rate proposals and to allow taxpayers, in certain cases, to roll back or limit a tax increase. Property owners have the right to know of increases in their properties' appraised value and to be notified of the estimated taxes that could result from the new value. A City must publish its effective and rollback tax rates before adopting an actual tax rate. They must publish special notices and hold two public hearings before adopting a tax rate that exceeds the lower of the rollback rate or the effective tax rate. If a taxing unit adopts a rate that exceeds the rollback rate, voters may petition for an election to limit the rate to the rollback rate.

TWO IN/TWO OUT: Guideline established by the Texas Commission on Fire Protection requiring that no less than a team of two firefighters can enter a burning building or structure. In addition, there must be at least two additional firefighters outside the building in full protective gear that can immediately enter the building to rescue the entry team in the event they become trapped.

UNDESIGNATED SURPLUS: Excess fund balance that has not been designated to a particular expense. The Council reviews the undesignated surplus during budget preparation. This is mainly used for one time capital outlay purchases.

W/WW: Water and Wastewater.

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