

# **City Of Hitchcock**

## **PROPOSED BUDGET**

**FY 2021**

## NOTICE ABOUT THIS BUDGET

As required by section 102.007d of the Texas Local Government Code, the City of Hitchcock is providing the following statement:

This budget will raise less revenue from property taxes than last year's budget by an amount of \$\_\_\_\_\_ which is an \_\_\_\_\_% decrease from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$\_\_\_\_\_.

Proposed revenue increase will support maintenance and operations in the City's General Fund for essential City service.

Total debt obligation for the City of Hitchcock secured by property taxes: \$0.

TAX RATE	FY 2020	FY 2021
Property Tax Rate	\$0.585	\$0.000
No New Revenue Tax Rate	\$0.443033	\$0.526194
Voter Approved Tax Rate	\$0.550131	\$0.550131
De Minimus Tax Rate	\$0.674363	\$0.755498
Effective M&O Rate	\$0.443033	
Debt Rate	0	0

<u>GOVERNING BODY</u>	<u>RECORDED VOTE</u>
-----------------------	----------------------

Mayor Strickland	_____
Wayne Newton – Mayor Pro Tem	_____
Mary Combs Demby	_____
Chris Armacost	_____
Mark Cook	_____

Filed with the City Secretary on August 7, 2021

**CITY OF HITCHCOCK  
PROPESED ANNUAL OPERATING & CAPITAL BUDGET**

**FY 2021-2021**

**MAYOR**

Randy Stricklind

**CITY COMMISIONERS**

Mary Combs Demby  
Chris Armacost  
Wayne Newton  
Mark Cook

Commissioner, District 1  
Commissioner, District 2  
Commissioner, District 3  
Commissioner, District 4

**Submitted By  
Marie Gelles  
City Administrator**

**CITY OF HITCHCOCK  
EXECUTIVE STAFF 2021**

Marie Gelles	City Administrator
Wilmon Smith	Police Chief
Nicholle Andrus	City Secretary
Susana Medelin	Finance
Ruth Ann Sorrell	Municipal Court Clerk/ Asst. City Sect.
Leroy Thomas	Utility Supervisor
Bill Garvin	Wastewater Treatment Plant Operator
Anthony Jenkins	Street Drainage Department
Camelina Serna	Code Enforcement
Jacob Cooley	Garage

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Office of the City Administrator

City of Hitchcock  
7423 Highway 6  
Hitchcock, Texas 77563  
(409) 986-5591

August 7, 2020

Honorable Mayor and Members of City Commission  
City of Hitchcock, Texas

Re: Fiscal Year 2020/2021 Proposed Annual Budget

It is my pleasure to present the City's 2020/2021 Proposed Annual Budget, for the fiscal year commencing October 1, 2020 and concluding September 30, 2021. Despite the economic uncertainty caused by the COVID-19 global pandemic, this budget is balanced as required by law, and meets the Commission's core values of being fiscally conservative, while providing services in an effective and efficient manner.

In response to the pandemic, our City services continue to operate, and the City is "Open", but in different ways since March and likely for the foreseeable future. The uncertain times ahead impact operations and budgets. As the situation evolves so must we. So far, the City has not experienced drastic budget reductions, largely due to a combination of early action, conservative budgeting and continuous monitoring of revenues and expenditures. This year we acted to increase cash reserves which will give us the flexibility in the form of additional fund balance for future needs.

It also addresses opportunities for additional improvements emphasizing public safety and public improvements. As the City's financial and spending plan for the fiscal year, the adoption of the budget is one of the most important actions taken by the City Commission. With each budget cycle the City continues to address the challenges of providing services with limited resources.

This budget is a balanced and conservative plan that repositions the City, as an organization, addressing current as well as future needs. Presently, the City needs to plan to make major public improvements to address the expectations of current and prospective residents of the City. As we grow as a community, the City needs to position itself to address growth, by tweaking the organizational structure when and where needed; by modest increases in personnel, when necessary, and by replacing old, worn out equipment and infrastructure.

Every effort has been made within the Proposed Budget to allocate resources in a manner that enables the effective and sound delivery of municipal services.

## **I. Budget Document**

This Budget continues the effort to create fiscal transparency by displaying the cost of public services and offering an overview of the revenues, expenditures/expenses, and change in fund balances of all City funds. The budget process involved an extensive review of every department's budget, line-item-by-line-item, to submit a balanced budget for your consideration. Each significant fund/department summary includes the prior year's budget, the current budget with current year's estimates, the proposed budget, and the budget change. Each department worked to find savings in its operating budgets and made recommendations for program improvements and reductions.

## **II. Proposed Organizational Changes**

To further enhance the City organization, we continue the process of reorganizing the City to improve accountability, efficiency, and effectiveness, through the reclassification of several positions: the reclassification of a part time street and drainage position to full time, the reclassification of a vacant full-time position to a part-time in take position in Community Development and, the reclassification of a full-time vacant position to a part-time Finance Clerk position for the Finance Department. Additionally, the budget includes funding for one new position, Traffic Patrol Officer to increase patrol of our roadways. These positions will further enhance the City organization's ability to adapt and implement efficient and effective programs and services. Also included in the budget is the transitioning of the 911 Emergency Dispatch function to Galveston County through an interlocal agreement.

The proposed budget also includes an updated city pay plan with salary ranges for each job title. The salary ranges are based on whole job ranking and market survey work performed in-house, with an analysis for existing job duties and pay rates. The classification system attempts to establish a pay structure that maintains equity within the organization while increasing our ability to manage pay decisions to retain and recruit employees.

## **III. General Fund**

The FY 2020/2021 Proposed Budget includes \$1,926,880 in maintenance and operations support for the General Fund from property taxes.

The recommended FY 2020/2021 Proposed Budget is based upon the City adopting the voter approved tax rate of \$0.550131 cents per \$100 of assessed valuation, a decrease of 5.96% from the City's proceeding year's tax rate of \$0.585. The average taxable value of a residential homestead this year is \$144,989. If the City Commission adopts the voter approved tax rate of \$0.550131 per \$100 of taxable value, the amount of tax imposed on the average homestead would be \$797.63, which works out to a daily cost of \$2.18 for city services.

The General Fund revenues and expenditures for FY 2020/2021 are projected to decrease. General Fund revenues projected for the next fiscal year are \$5,582,044 a decrease of 0.12% with expenditures of \$5,144,787 a decrease of 2.07%. The projected fund balance at the end of FY 2020/2021 is \$5,286,192 for the General Fund.



Solid Waste fees have not increased since March 2015. However, with the extension of the solid waste contract with Ameriwest, rates will increase from \$12.45 to \$15.70 for residential customers and \$25.23 to \$29.20 for commercial accounts. Residential services will continue twice a week waste collection and monthly curbside loose brush pickup. Bulky Waste will be picked up quarterly for a more effective delivery of services, and Spring and Fall cleanup will continue.

**General Fund Highlights:**

- Allocation of \$420,000 for street rehabilitation projects to include mill and overlay of Jackson, Neville and Bulldog and base reconstruction of Hacker and Burns;
- Allocation of \$50,000 for drainage improvements;
- Allocation of \$30,000 for a CDBG-MIT grant match;
- Allocation of \$78,391 for the annual lease payment for street & drainage equipment;
- Allocation of \$96,704 for 6- month funding of one additional police patrol officer position, equipment, and vehicle to increase traffic control along our highways;
- Allocation of \$214,431 for an interlocal agreement with the County to perform Emergency 911 Dispatch services and a decrease of \$273,878 in personnel and overtime costs in the police department budget;
- Allocation of \$52,339 for the annual lease payment for police vehicles and equipment purchased in FY 2020;
- Allocation of \$47,000 for City Hall building improvements;
- Reclassification of a part-time Street & Drainage worker to a full-time position, a net increase of \$9,336;
- Reclassification of a vacant full-time position to a part-time in-take position in the Community Development Department, a net decrease of \$43,263; and
- Maintains continued funding of \$75,000 for the EMS Services contract; \$92,400 for the Volunteer Fire Department; and, \$97,200 contribution to the Library.

**IV. Utility Fund**

Proposed Utility Fund revenues and expenses for FY 2020/2021 are projected at \$3,603,171 and \$4,506,480, respectively. Funding for projects that were deferred in FY 2020 were rolled into the fund balance. \$903,309 of fund balance will be utilized to carry forward the funding to FY 2021.

Last year the City adopted the five year utility rate structure developed and recommended by our utility rate consultant to ensure that water and wastewater rates would fund operations, capital improvements, and future debt service and to ensure that each service is operating at a self-sustaining basis. The second year of the rate increases for water and wastewater are incorporated in the budget and will provide adequate revenues to meet the systems operation and maintenance expenses, while providing necessary funds for system capital improvements.

**Utility Fund Highlights:**

- Allocation of \$385,000 to recoat the Neville Street elevated storage tank;
- Allocation of \$200,000 for Inflow and Infiltration (I&I) Assessment;
- Allocation of \$50,000 to rehab the Redfish elevated storage tank;
- Allocation of \$165,000 to upgrade the MLK water tower;
- Allocation of \$35,000 for a Corrosion Control Study to meet TCEQ requirements;
- Allocation of \$185,000 to replace 5 booster pumps at the Neville Street water plant;
- Allocation of \$35,000 for SCADA water system improvements;
- Allocation of \$35,000 to replace 3-12" gate valves at Neville water plant;
- Allocation of \$169,000 to upgrade automated bar screen and wash;
- Allocation of \$160,000 to rehab the stormwater clarifier,
- Allocation of \$150,000 for the Travis/Neville 8' Sanitary Sewer Project;
- Allocation of \$36,000 to upgrade lift station controls and electrical repairs;
- Allocation of \$58,944 for the lease purchase payment for water and sewer equipment;
- Allocation of \$60,000 for SCADA improvements at two (2) lift stations;
- Allocation of \$35,000 to conduct a study for the development of impact fees;
- Allocation of \$50,000 to rehab two (2) manholes at the WWTP; and
- Reclassification of full-time vacant position to part-time Finance Clerk, a net decrease of \$27,253.

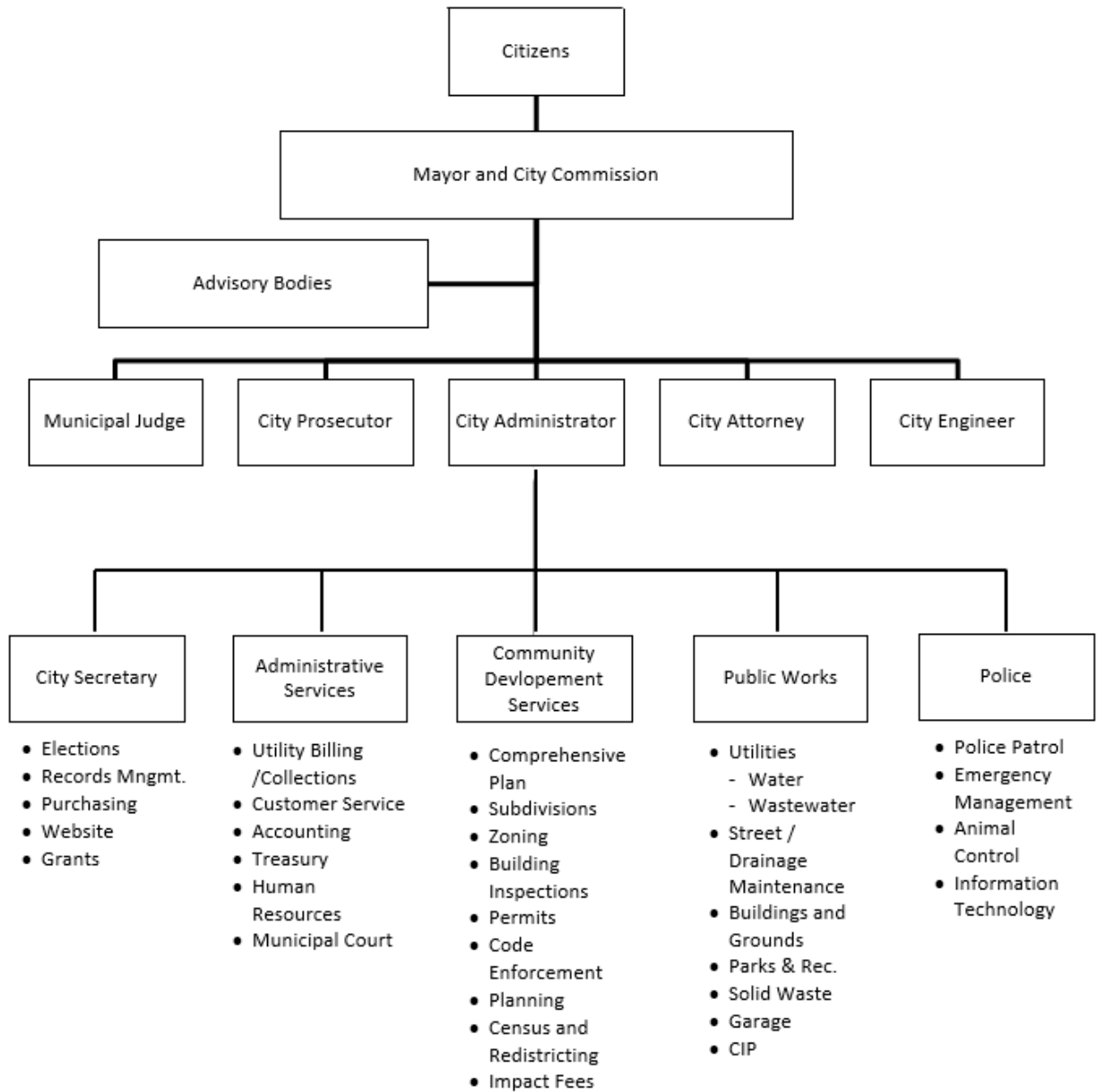
In closing, I want to thank each of the Members of the City Commission for their budget guidance and input, as well as the Department Directors, and all the City employees that contributed towards the development of the FY 2020/2021 Proposed Annual Budget. I also want to extend special compliments to Ruth Ann Sorrell for her contribution in putting the budget document together. We believe that this proposed budget is realistic, attainable, and cost-effectively meets the existing level of service which we have been directed to provide and which our citizens expect. The budget will be monitored closely, as to the performance of revenues and compliance with appropriation limits, with monthly reports provided to management and monitored by all departmental directors.

Respectfully Submitted,



Marie Gelles  
City Administrator

## CITY OF HITCHCOCK – 2021 ORGANIZATIONAL CHART



# CITY OF HITCHCOCK – PERSONNEL ALLOCATION OVERVIEW

## FY2021 PROPOSED Annual Operating & Capital Budget

	FY 2019 Actual	FY 2020 Adopted	FY 2020 Estimated	FY 2021 Proposed	Budget Change
<b>GENERAL FUND</b>					
<b>STAFFING</b>					
City Administrator	1	1	1	1	0
City Secretary	1	1	1	1	0
Finance	1	2	2	2	0
Police	20	20	15	16	-4
Community Development	4	4.5	4.5	4	-0.5
Municipal Court	3	3	3	3	0
Garage	1	1	1	1	0
Street & Drainage	5.5	6	5.5	6.5	0.5
<b>Total General Fund</b>	<b>36.5</b>	<b>38.5</b>	<b>33</b>	<b>34.5</b>	<b>-4</b>
<b>UTILITY FUND</b>					
Utility Administration	0	3	1.5	1.5	-1.5
Water	5	3.5	4.5	4.5	1
Wastewater	6	4.5	4.5	4.5	0
<b>Total Utility Fund</b>	<b>11</b>	<b>11</b>	<b>10.5</b>	<b>10.5</b>	<b>-0.5</b>
<b>Total City Staffing</b>	<b>47.5</b>	<b>49.5</b>	<b>43.5</b>	<b>45</b>	<b>-4.5</b>

CITY OF HITCHCOCK  
PROPERTY TAX RATES

<u>TAX YEAR</u>	<u>FISCAL YEAR</u>	<u>TOTAL RATE</u>	<u>M&amp;O RATE</u>	<u>I&amp;S RATE</u>
2001	2002	0.567000	0.314200	0.252800
2002	2003	0.568400	0.328400	0.240000
2003	2004	0.581380	0.361160	0.220220
2004	2005	0.538900	0.343100	0.195800
2005	2006	0.534560	0.348735	0.185822
2006	2007	0.555050	0.375140	0.179910
2007	2008	0.511080	0.395350	0.115730
2008	2009	0.473230	0.370792	0.102438
2009	2010	0.473230	0.325910	0.147320
2010	2011	0.472290	0.335698	0.136597
2011	2012	0.396461	0.396461	0.000000
2012	2013	0.396105	0.396105	0.000000
2013	2014	0.413202	0.413202	0.000000
2014	2015	0.413202	0.413202	0.000000
2015	2016	0.413202	0.413202	0.000000
2016	2017	0.413202	0.413202	0.000000
2017	2018	0.500000	0.500000	0.000000
2018	2019	0.500000	0.500000	0.000000
2019	2020	0.585000	0.585000	0.000000
2020	2021	0.550131	0.550131	0.000000

# **ALL FUNDS SUMMARY**

# CITY OF HITCHCOCK – ALL FUND BUDGET SUMMARY

## All Fund Budget Summary

### FY 2021 Poposed Budget

	GENERAL FUND	UTILITY FUND	POLICE TRAINING	DRUG FORFEITURE	POLICE DONATIONS	COURT SECURITY	COURT TECHNOLOGY	HOTEL/ MOTEL
BEGINNING BALANCE	4,848,935	2,259,718	1,460	4,274	0	44,314	0	5,990
REVENUE	5,421,307	3,603,171	-	0	2,100	(1,600)	-	5,000
TRANSFERS IN	160,737	-	-	-	-	-	-	-
TOTAL FUNDS AVAILABLE	10,430,979	5,862,889	1,460	4,274	2,100	46,514	5,000	10,990
APPROPRIATIONS	5,144,787	4,506,480	1,460	4,274	2,100	26,200	5,000	8,000
TRANSFERS OUT			-	-		-	-	-
ENDING FUND BALANCE	5,286,192	1,356,409	0	-	-	20,314	-	2,990
	PARK FUND	TIRZ FUND	HIDC FUND	WATER LINE DEBT FUND	WATER LINE RESERVE	CDBG FUND-DR	FEMA FUND	TOTAL
BEGINNING BALANCE	5,273	74,402	453,957	133,609	71,858	1,304,524	0	9,208,314
REVENUE	0	585,713	292,500	64,924	700	0	0	9,973,815
TRANSFERS IN								
TOTAL FUNDS AVAILABLE	5,273	660,115	746,457	198,533	72,558	1,304,524	0	19,351,666
APPROPRIATIONS	5,273	300,000	265,436	47,588	0	1,300,484	0	11,617,082
TRANSFERS OUT								
ENDING FUND BALANCE	0	360,115	481,021	72,558	72,558	0	0	7,652,157

# **GENERAL FUND**



**CITY OF HITCHCOCK – GENERAL FUND SUMMARY**  
**FY2021 Proposed Annual Operating & Capital Budget**

	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 PROPOSED</b>	<b>BUDGET CHANGE</b>
BEGINNING FUND BALANCE	1,405,346	3,128,281	3,128,281	4,848,935	1,720,654
<b>REVENUE:</b>					
SALES TAXES	1,240,609	1,236,000	1,332,980	1,258,995	22,995
PROPERTY TAXES	1,563,412	1,881,393	1,912,445	2,014,380	132,987
MUNICIPAL COURT FEES	251,398	241,300	240,679	170,300	-71,000
PERMIT FEES	1,294,274	1,229,535	1,342,574	1,304,195	74,660
OTHER REVENUE	892,878	826,508	820,170	673,437	-153,071
	5,242,571	5,414,736	5,648,848	5,421,307	6,571
TRANSFERS IN	-	160,737	160,737	160,737	-
	5,242,571	5,575,473	5,809,585	5,582,044	6,571
<b>TOTAL AVAILABLE REVENUES</b>	<b>6,647,917</b>	<b>8,703,754</b>	<b>8,937,866</b>	<b>10,430,979</b>	<b>1,727,225</b>
<b>APPROPRIATIONS:</b>					
CITY COMMISSION	-	27,865	13,442	27,865	-
CITY ADMINISTRATOR	298,823	284,888	225,421	294,769	9,881
CITY ATTORNEY	31,034	-	-	-	-
CITY SECRETARY	-	132,638	95,054	154,936	22,298
LIBRARY	97,200	97,200	97,200	97,200	-
FINANCE	-	187,475	185,508	203,723	16,248
TAX	15,009	-	-	-	-
EMPLOYEE GROUP INSURANCE	188,498	-	-	-	-
INSURANCE	65,377	42,612	37,678	41,227	(1,385)
POLICE	1,316,666	1,883,392	1,846,506	1,663,135	(220,257)
ANIMAL CONTROL	51,740	53,867	53,867	55,281	1,414
EMERGENCY MANAGEMENT	42,044	-	-	-	-
FIRE	95,438	96,810	96,360	96,360	(450)
EMS	75,000	75,000	75,000	75,000	-
CODE COMPLIANCE	81,665	131,040	112,705	143,508	12,468
MUNICIPAL COURT	169,406	222,895	207,760	246,705	23,810
COMMUNITY DEVELOPMENT	-	151,442	82,209	201,589	50,147
INSPECTION SERVICES	89,645	125,476	129,227	137,225	11,749
ZONING	85,868	67,453	62,822	-	(67,453)
INFORMATION TECHNOLOGY	-	85,980	88,483	64,079	(21,901)
STREETS & DRAINAGE	455,458	995,512	632,584	1,199,749	204,237
PARKS	3,249	6,880	4,730	6,000	(880)
GARAGE	70,806	82,857	76,448	97,550	14,693
CONTINGENCY	-	204,088	-	-	(204,088)
SOLID WASTE	286,710	298,030	288,000	338,886	40,856
<b>TOTAL APPROPRIATIONS</b>	<b>3,519,636</b>	<b>5,253,400</b>	<b>4,411,004</b>	<b>5,144,787</b>	<b>(108,613)</b>
<b>ENDING BALANCE</b>	<b>3,128,281</b>	<b>3,450,354</b>	<b>4,526,862</b>	<b>5,286,192</b>	<b>1,835,838</b>

**CITY OF HITCHCOCK – GENERAL FUND SUMMARY REVENUES**  
**FY2021 PROPOSED Annual Operating & Capital Budget**  
**Revenues**

		<b>FY 2019 ACTUAL</b>	<b>FY 2020 BUDGET</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 PROPOSED</b>	<b>BUDGET CHANGE</b>
<b>REVENUES</b>						
<b>BEGINNING BALANCE</b>		1,405,346	3,128,281	3,450,354	4,848,935	1,720,654
<b><u>SALES TAXES</u></b>						
01-4201	GROSS RECEIPT	404,014	420,000	423,986	420,000	-
01-4202	CITY SALES TAX	824,237	804,000	895,000	825,000	21,000
01-4204	MIXED BEVERAGES	12,358	12,000	13,994	13,995	1,995
	<b>TOTAL SALES TAXES</b>	<b>1,240,609</b>	<b>1,236,000</b>	<b>1,332,980</b>	<b>1,258,995</b>	<b>22,995</b>
<b><u>PROPERTY TAXES</u></b>						
01-4101	CURRENT AD VALOREM TAX	1,430,401	1,795,393	1,814,249	1,926,880	131,487
01-4102	DELINQUENT AD VALOREM TAX	102,767	65,000	66,607	65,000	-
01-4103	PENALTY & INTEREST - TAXES	30,244	21,000	23,628	22,500	1,500
01-4104	PROPERTY TAX SALE	-	-	7,961	-	-
	<b>TOTAL PROPERTY TAXES</b>	<b>1,563,412</b>	<b>1,881,393</b>	<b>1,912,445</b>	<b>2,014,380</b>	<b>132,987</b>
<b><u>MUNICIPAL COURT FEES</u></b>						
01-4401	FINES	227,444	215,000	216,355	150,000	(65,000)
01-4405	COURT COST/ARREST FEES	7,192	6,300	5,674	5,300	(1,000)
01-4410	WARRANT FEES	16,009	15,000	9,841	10,000	(5,000)
01-4411	DISCOUNT ON COURT	753	5,000	8,809	5,000	-
	<b>TOTAL MUNICIPAL COURT FEES</b>	<b>251,398</b>	<b>241,300</b>	<b>240,679</b>	<b>170,300</b>	<b>(71,000)</b>
<b><u>PERMIT FEES</u></b>						
01-4301	BUILDING PERMITS	103,346	178,000	247,328	300,000	122,000
01-4302	ELECRTICAL PERMITS	20,605	20,000	43,111	48,000	28,000
01-4303	PLUMBING PERMITS	19,075	23,000	43,880	48,000	25,000
01-4304	FILL GRADE PERMIT	-	500	3,275	3,500	3,000
01-4307	AMUSEMENT PERMITS	1,079,668	951,370	953,170	832,600	(118,770)
01-4308	BEER PERMITS	1,490	5,985	7,655	7,655	1,670
01-4309	HEATING & AC PERMITS	15,840	11,500	22,350	25,000	13,500
01-4311	WRECKER PERMITS	4,970	2,480	2,800	4,970	2,490
01-4313	DRILLING PERMITS	16,500	10,000	-	10,000	-
01-4314	CULVERT PERMITS	11,040	10,000	4,610	10,000	-
01-4316	2ND HAND DEALER PERMIT	330	330	350	350	20
01-4317	RV PARK SPACES PERMIT	19,245	11,170	11,170	11,170	-
01-4318	BURN PERMITS	1,740	1,200	2,650	2,550	1,350
01-4320	MISCELLANEOUS PERMITS	300	500	100	250	(250)
01-4321	ALARM PERMIT/FEES	125	3,000	125	150	(2,850)
01-4322	GARAGE SALE PERMITS	-	500	-	-	(500)
	<b>TOTAL PERMIT FEES</b>	<b>1,294,274</b>	<b>1,229,535</b>	<b>1,342,574</b>	<b>1,304,195</b>	<b>74,660</b>

# CITY OF HITCHCOCK – GENERAL FUND SUMMARY REVENUES

## FY2021 PROPOSED Annual Operating & Capital Budget

### Revenues (Continued)

		FY 2019 ACTUAL	FY 2020 BUDGET	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<u>OTHER REVENUE</u>						
01-4701	MISCELLANEOUS REVENUE	86,031	21,698	22,458	20,000	(1,698)
01-4705	COPY/FAX SERVICES	256	500	-	250	(250)
01-4706	INTEREST INCOME	69,766	60,000	60,000	60,000	-
01-4707	INTEREST ON CD'S	3,398	3,500	6,711	6,711	3,211
01-4708	GARBAGE CONTRACT REVENUES	297,281	333,661	339,931	425,412	91,751
01-4709	AMBULLANCE COLLECTIONS	101,626	111,600	105,952	112,480	880
01-4710	DISCOUNT ON GARBAGE TAXES	126	138	(61)	144	6
01-4716	GALV. CO. AUTO CRIMES TASK FOR	54,186	-	-	-	-
	HGAC ENVIRONMENT GRANT	-	-	-	-	-
01-4731	ZONING FEES	2,050	2,000	1,400	2,000	-
01-4732	T-MOBILE LEASE (5 YEARS)	13,490	13,490	13,490	13,490	-
01-4734	PLAN REVIEW FEES	11,615	15,000	21,500	21,500	6,500
01-4735	TIRZ ANNUAL ADMIN FEE	-	25,000	-	-	(25,000)
01-4745	PET LICENSE	-	500	-	-	(500)
01-4746	HOLDING & DISPOSAL	-	100	-	-	(100)
01-4747	POLICE REPORTS	-	1,200	274	250	(950)
01-4748	PLATTING/MAPPING FEES	-	100	11,050	10,500	10,400
01-4749	LOT MOWING ENFORCEMENT	-	100	144	200	100
01-4750	SPECIAL EVENTS REVENUE	-	100	-	-	(100)
01-4801	HURRICANE	253,053	-	-	-	-
01-4810	SALE OF ASSETS	-	500	-	500	-
01-4850	PROCEEDS FROM LOAN	-	237,321	237,321	-	(237,321)
<b>TOTAL OTHER REVENUE</b>		<b>892,878</b>	<b>826,508</b>	<b>820,170</b>	<b>673,437</b>	<b>-153,071</b>
<u>TRANSFERS IN</u>						
	TRANSFER IN	-				-
01-4911	TRANSFERS IN: UTILITY FUND		160,737	160,737	160,737	-
	TOTAL TRANSFERS IN	-	160,737	160,737	160,737	-
<b>TOTAL REVENUES</b>		<b>5,242,571</b>	<b>5,575,473</b>	<b>5,809,585</b>	<b>5,582,044</b>	<b>6,571</b>
<b>TOTAL AVAILABLE FUNDS</b>		<b>6,647,917</b>	<b>8,703,754</b>	<b>9,259,939</b>	<b>10,430,979</b>	<b>1,727,225</b>

**CITY OF HITCHCOCK – GENERAL FUND**  
**FY2021 Proposed Annual Operating & Capital Budget**  
**Appropriations – City Commission**

		<b>FY 2019 ACTUAL</b>	<b>FY 2020 BUDGET</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 PROPOSED</b>	<b>BUDGET CHANGE</b>
<u>PERSONNEL SERVICES</u>						
01-528-121	SOCIAL SECURITY	-	-	-	-	-
01-528-152	CELL PHONE ALLOWANCE	-	900	900	900	-
	WORKERS' COMPENSATION	-	-			-
	<b>TOTAL PERSONNEL SERVICES</b>	-	900	900	900	-
<u>SUPPLIES</u>						
01-528-201	OFFICE SUPPLIES	-	1,000	250	1,000	-
01-528-203	GENERAL SUPPLIES	-	500	250	500	-
	<b>TOTAL SUPPLIES</b>	-	1,500	500	1,500	-
<u>PURCHASED SERVICES</u>						
01-528-303	INSURANCE BOND	-	465	100	465	-
	<b>TOTAL CONTRACTED SERVICES</b>	-	465	100	465	-
<u>EDUCATION &amp; TRAINING</u>						
	PROFESSIONAL ASSOCIATION DUE	-	-	-	-	-
01-528-543	TRAINING/TRAVEL/PERDIEM	-	7,500	1,427	7,500	-
01-528-544	BOARD TRAINING	-	2,500	645	2,500	-
	<b>TOTAL EDUCATION &amp; TRAINING</b>	-	10,000	2,072	10,000	-
<u>MISCELLANEOUS</u>						
	SPECIAL ACTIVITIES	-	-	-	-	-
01-528-502	SPECIAL PROJECTS	-	5,000	2,500	5,000	-
01-528-521	CITY COUNCIL CONTINGENCY		10,000	7,370	10,000	-
	<b>TOTAL MISCELLANEOUS</b>	-	15,000	9,870	15,000	-
	<b>TOTAL CITY COMMISSION</b>	-	27,865	13,442	27,865	-

**CITY OF HITCHCOCK – GENERAL FUND**  
**FY2021 PROPOSED Annual Operating & Capital Budget**  
**Appropriations – City Administration**

		<b>FY 2019 ACTUAL</b>	<b>FY 2020 BUDGET</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 PROPOSED</b>	<b>BUDGET CHANGE</b>
<b>PERSONNEL SERVICES</b>						
01-501-101	REGULAR SALARIES	156,451	120,000	120,000	126,000	6,000
01-501-102	OVERTIME	55	-	-	-	-
01-501-121	SOCIAL SECURITY	12,363	9,800	9,800	10,259	459
01-501-122	RETIREMENT	7,141	5,572	5,572	5,928	356
01-501-131	HEALTH INSURANCE	-	8,538	8,151	8,193	(345)
01-501-132	DENTAL INSURANCE	-	347	341	347	-
01-501-133	LIFE INSURANCE	-	277	337	337	60
01-501-141	UNEMPLOYMENT INSURANCE	91	36	205	205	169
01-501-145	WORKERS' COMPENSATION	-	382	360	278	(104)
01-501-151	CAR ALLOWANCE	-	7,200	7,200	7,200	-
01-501-152	PHONE ALLOWANCE	-	900	900	900	-
	<b>TOTAL PERSONNEL SERVICES</b>	<b>176,101</b>	<b>153,052</b>	<b>152,866</b>	<b>159,647</b>	<b>6,595</b>
<b>SUPPLIES</b>						
01-501-201	OFFICE SUPPLIES	5,857	1,500	1,500	1,500	-
01-501-203.1	GENERAL SUPPLIES	-	300	130	300	-
01-501-223	POSTAGE/METER RENTAL	631	250	250	250	-
01-501-225	DUES & SUBSCRIPTIONS	3,621	1,456	1,456	1,591	135
01-501-227	PUBLICATIONS	476	250	250	476	226
01-501-235	SMALL OFFICE EQUIPMENT	-	250	-	250	-
01-501-241	MILEAGE REIMBURSEMENT	4,800	-	-	-	-
01-501-245	STREET LIGHTS	-	-	-	-	-
01-501-258	UTILITIES EXPENSE	5,575	5,711	5,761	5,800	89
	<b>TOTAL SUPPLIES</b>	<b>20,960</b>	<b>9,717</b>	<b>9,347</b>	<b>10,167</b>	<b>450</b>
<b>PURCHASED SERVICES</b>						
01-501-303	INSURANCE BONDS	422	93	-	93	-
01-501-306	CODIFICATION OF ORDINANCES	1,582	-	-	-	-
01-501-308	ELECTIONS	15,906	-	-	-	-
01-501-310	RECORDS MANAGEMENT	-	-	-	-	-
01-501-321	COMMUNICATION CHARGES	3,924	1,800	3,306	3,312	1,512
	TML INSURANCE	-	-	-	-	-
	<b>TOTAL PURCHASED SERVICES</b>	<b>21,834</b>	<b>1,893</b>	<b>3,306</b>	<b>3,405</b>	<b>1,512</b>

**CITY OF HITCHCOCK – GENERAL FUND**  
**FY2021 PROPOSED Annual Operating & Capital Budget**  
**Appropriations – City Administration (Continued)**

		<b>FY 2019 ACTUAL</b>	<b>FY 2020 BUDGET</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 PROPOSED</b>	<b>BUDGET CHANGE</b>
<b><u>CONTRACTED SERVICES</u></b>						
01-501-342	AUDITING/FINANCIAL STATEMENT	29,575	-	-	-	-
01-501-343	PROFESSIONAL SERVICES	12,960	50,000	55,000	45,000	(5,000)
01-501-365	JANITORIAL SERVICES	4,200	-	-	-	-
01-501-382	EMPLOYEE EXAM/DRUG SCREEN	-	-	-	-	-
	<b>TOTAL CONTRACTED SERVICES</b>	<b>46,735</b>	<b>50,000</b>	<b>55,000</b>	<b>45,000</b>	<b>(5,000)</b>
<b><u>EDUCATION &amp; TRAINING</u></b>						
	PROFESSIONAL ASSOC DUES/FEES	-	-	-	-	-
01-501-542	EDUCATION	400	600	-	600	-
01-501-543	TRAINING/TRAVEL/PERDIEM	9,141	10,000	893	10,000	-
	<b>TOTAL EDUCATION &amp; TRAINING</b>	<b>9,541</b>	<b>10,600</b>	<b>893</b>	<b>10,600</b>	<b>-</b>
<b><u>TECHNOLOGY</u></b>						
01-501-551	INCODE SOFTWARE MAINTENANCE	9,725	-	-	-	-
01-501-552	WEBSITE	4,950	-	-	-	-
	<b>TOTAL TECHNOLOGY</b>	<b>14,675</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>REPAIRS &amp; MAINTENANCE</u></b>						
01-501-401	EQUIPMENT REPAIRS & MAINT	3,096	-	-	-	-
01-501-403	BUILDINGS REPAIR & MAINTENANCE	543	37,521	1,268	47,000	9,479
01-501-404	GROUPS MAINTENANCE	-	1,000	-	1,000	-
01-501-405	EQUIPMENT PURCHASES	-	3,155	-	-	(3,155)
	<b>TOTAL REPAIRS &amp; MAINTENANCE</b>	<b>3,639</b>	<b>41,676</b>	<b>1,268</b>	<b>48,000</b>	<b>6,324</b>
<b><u>MISCELLANEOUS</u></b>						
01-501-501	AWARDS & RECOGNITIONS	-	250	-	250	-
01-501-502	SPECIAL ACTIVITIES	-	4,000	1,951	4,000	-
01-501-508	INTEREST EXPENSE	-	-	-	-	-
01-501-539	MISCELLANEOUS EXPENSE	3,600	2,700	500	2,700	-
	<b>TOTAL MISCELLANEOUS</b>	<b>3,600</b>	<b>6,950</b>	<b>2,451</b>	<b>6,950</b>	<b>-</b>
<b><u>DEBT SERVICE</u></b>						
01-501-651	DEBT SERVICE	-	-	-	-	-
	<b>TOTAL DEBT SERVICE</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**CITY OF HITCHCOCK – GENERAL FUND**  
**FY2021 PROPOSED Annual Operating & Capital Budget**  
**Appropriations – City Administration (Continued)**

		<b>FY 2019 ACTUAL</b>	<b>FY 2020 BUDGET</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 PROPOSED</b>	<b>BUDGET CHANGE</b>
<u>CAPITAL OUTLAY</u>						
01-501-601	OFFICE FURNITURE	-	11,000	290	11,000	-
01-501-602	NEW EQUIPMENT	1,738	-		-	-
	TOTAL CAPITAL OUTLAY	1,738	11,000	290	11,000	-
	<b>TOTAL CITY ADMINISTRATOR</b>	298,823	284,888	225,421	294,769	9,881

**CITY OF HITCHCOCK – GENERAL FUND**  
**FY2021 PROPOSED Annual Operating & Capital Budget**  
**Appropriations – City Attorney**

		<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>BUDGET</b>
		<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>PROPOSED</b>	<b>CHANGE</b>
01-504-341	PROSECUTOR	-	-		-	-
01-504-343	RETAINER FEES	31,034	-		-	-
01-504-346	LEGAL FEES	-	-		-	-
	<b>TOTAL CITY ATTORNEY</b>	<b>31,034</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



**CITY OF HITCHCOCK – GENERAL FUND**  
**FY2021 PROPOSED Annual Operating & Capital Budget**  
**Appropriations – City Secretary**

		<b>FY 2019 ACTUAL</b>	<b>FY 2020 BUDGET</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 PROPOSED</b>	<b>BUDGET CHANGE</b>
<b>PERSONNEL SERVICES</b>						
01-524-101	REGULAR SALARIES	-	57,200	42,287	58,510	1,310
01-524-102	OVERTIME	-	-	-	-	-
01-524-121	SOCIAL SECURITY	-	4,452	3,235	4,476	4,452
01-524-122	RETIREMENT	-	2,585	1,839	2,587	2,585
01-524-131	HEALTH INSURANCE	-	8,538	4,819	8,193	(345)
01-524-132	DENTAL INSURANCE	-	347	199	347	-
01-524-133	LIFE INSURANCE	-	141	97	166	25
01-524-141	UNEMPLOYMENT	-	36	205	205	169
01-524-145	WORKERS' COMPENSATION	-	185	99	121	185
	<b>TOTAL PERSONNEL SERVICES</b>	-	<b>73,484</b>	<b>52,780</b>	<b>74,605</b>	<b>8,381</b>
<b>SUPPLIES</b>						
01-524-201	OFFICE SUPPLIES	-	5,000	4,000	5,000	-
01-524-202	JANITORIAL SUPPLIES	-	1,500	1,500	1,500	-
01-524-203	GENERAL SUPPLIES	-	1,500	750	1,000	(500)
01-524-206	ELECTION SUPPLIES	-	-	-	-	-
01-524-223	POSTAGE/METER RENTAL	-	4,838	3,804	4,000	(838)
01-524-225	DUES & SUBSCRIPTIONS	-	2,576	2,756	3,041	465
01-524-228	PROFESSIONAL BOOKS	-	250	-	250	-
01-524-230	CLASSIFIED ADVERTISEMENTS	-	1,000	1,000	2,000	1,000
01-524-235	SMALL OFFICE EQUIPMENT	-	500	-	500	-
	<b>TOTAL SUPPLIES</b>	-	<b>17,164</b>	<b>13,810</b>	<b>17,291</b>	<b>127</b>
<b>PURCHASED SERVICES</b>						
01-524-303	INSURANCE BOND	-	50	50	50	-
01-524-308	ELECTIONS	-	9,200	45	32,000	22,800
01-524-309	MUNICIPAL CODE CORPERATION	-	5,500	5,500	5,200	(300)
01-524-310	RECORDS MANAGEMENT	-	9,000	5,668	6,300	(2,700)
01-524-316	COPIER LEASE	-	6,340	6,340	6,490	150
01-524-321	TELECOMMUNICATIONS	-	5,000	5,000	5,000	-
	<b>TOTAL PURCHASED SERVICES</b>	-	<b>35,090</b>	<b>22,603</b>	<b>55,040</b>	<b>19,950</b>
<b>CONTRACTED SERVICES</b>						
01-524-365	JANITORIAL SERVICES		4,200	4,200	5,000	800
01-524-382	EMPLOYEE EXAM/DRUG SCREEN	-	100	37	100	-
	<b>TOTAL CONTRACTED SERVICES</b>	-	<b>4,300</b>	<b>4,237</b>	<b>5,100</b>	<b>800</b>

**CITY OF HITCHCOCK – GENERAL FUND**  
**FY2021 PROPOSED Annual Operating & Capital Budget**  
**Appropriations – City Secretary (Continued)**

		<b>FY 2019 ACTUAL</b>	<b>FY 2020 BUDGET</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 PROPOSED</b>	<b>BUDGET CHANGE</b>
<b><u>EDUCATION &amp; TRAINING</u></b>						
01-524-541	PROFESSIONAL ASSOC DUES/FEES	-	100	100	100	-
01-524-543	TRAINING/TRAVEL/PERDIEM	-	1,500	1,274	1,800	300
	<b>TOTAL EDUCATION &amp; TRAINING</b>	-	1,600	1,374	1,900	300
<b><u>TECHNOLOGY</u></b>						
	COMPUTER SOFTWARE	-	-	-	-	-
	COMPUTER HARDWARE	-	-	-	-	-
	<b>TOTAL TECHNOLOGY</b>	-	-	-	-	-
<b><u>REPAIRS &amp; MAINTENANCE</u></b>						
01-524-401	EQUIPMENT REPAIRS & MAINT	-	250	-	250	-
	EQUIPMENT PURCHASES	-	-	-	-	-
	<b>TOTAL REPAIRS &amp; MAINTENANCE</b>	-	250	-	250	-
<b><u>MISCELLANEOUS</u></b>						
01-524-502	SPECIAL ACTIVITIES	-	500	250	500	-
01-524-539	MISCELLANEOUS EXPENSE	-	250	-	250	-
	<b>TOTAL MISCELLANEOUS</b>	-	750	250	750	-
<b><u>CAPITAL OUTLAY</u></b>						
	COMPUTER SOFTWARE/HARDWAR	-	-	-	-	-
	<b>TOTAL CAPITAL OUTLAY</b>	-	-	-	-	-
	<b>TOTAL CITY SECRETARY</b>	-	132,638	95,054	154,936	29,558

## CITY OF HITCHCOCK – GENERAL FUND

### FY2021 PROPOSED Annual Operating & Capital Budget

#### Appropriations – Library

		FY 2019 ACTUAL	FY 2020 BUDGET	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<b>CONTRACTED SERVICES</b>						
01-511-223	POSTAGE	-	-	-	-	-
01-511-351	CONTRACT	97,200	97,200	97,200	97,200	-
<b>TOTAL CONTRACTED SERVICES</b>		97,200	97,200	97,200	97,200	0

**CITY OF HITCHCOCK – GENERAL FUND**  
**FY2021 PROPOSED Annual Operating & Capital Budget**  
**Appropriations – Finance**

		<b>FY 2019 ACTUAL</b>	<b>FY 2020 BUDGET</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 PROPOSED</b>	<b>BUDGET CHANGE</b>
<b><u>PERSONNEL SERVICES</u></b>						
01-525-101	REGULAR SALARIES	-	82,160	82,160	85,447	3,287
01-525-102	OVER TIME	-	1,000	1,000	500	(500)
01-525-121	SOCIAL SECURITY	-	6,362	6,362	6,575	213
01-525-122	RETIREMENT	-	3,693	3,617	3,800	107
01-525-131	HEALTH INSURANCE	-	17,076	16,302	16,386	(690)
01-525-132	DENTAL INSURANCE	-	694	682	694	-
01-525-133	LIFE INSURANCE	-	202	233	233	31
01-525-141	UNEMPLOYMENT	-	72	410	410	338
01-525-145	WORKERS' COMPENSATION	-	265	232	179	(86)
	<b>TOTAL PERSONNEL SERVICES</b>	-	111,524	110,998	114,224	2,700
 <b><u>SUPPLIES</u></b>						
01-525-201	OFFICE SUPPLIES	-	1,500	1,500	1,500	-
01-525-203	GENERAL SUPPLIES	-	500	100	300	(200)
01-525-225	DUES & SUBSCRIPTIONS	-	300	225	300	-
01-525-230	CLASSIFIED ADVERTISEMENTS	-	600	600	600	-
01-525-235	OFFICE FURNITURE & EQUIPMENT	-	500	-	500	-
01-525-241	MILEAGE REIMBURSEMENT	-	-	-	-	-
	<b>TOTAL SUPPLIES</b>	-	3,400	2,425	3,200	(200)
 <b><u>PURCHASED SERVICES</u></b>						
01-525-223	POSTAGE/METER	-	1,738	1,000	2,173	435
01-525-303	INSURANCE BONDS	-	100	-	100	-
01-525-316	COPIER LEASE	-	1,220	1,750	6,100	4,880
	UNIFORM EXPENSE	-	-	-	-	-
	<b>TOTAL PURCHASED SERVICES</b>	-	3,058	2,750	8,373	5,315
 <b><u>CONTRACTED SERVICES</u></b>						
01-525-342	AUDIT SERVICE	-	31,016	31,016	33,690	2,674
01-525-352	TAX COLLECTION	-	1,800	1,370	1,366	(434)
01-525-353	CENTRAL APPRAISAL DISTRICT	-	16,369	16,166	20,999	4,630
01-525-382	EMPLOYEE EXAM/DRUG SCREENING	-	100	-	50	(50)
01-525-399	CONTRACT SERVICES	-	-	-	-	-
	<b>TOTAL CONTRACTED SERVICES</b>	-	49,285	48,552	56,105	6,820

# CITY OF HITCHCOCK – GENERAL FUND

## FY2021 PROPOSED Annual Operating & Capital Budget

### Appropriations – Finance (Continued)

		FY 2019 ACTUAL	FY 2020 BUDGET	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<u>EDUCATION &amp; TRAINING</u>						
01-525-541	PROFESSIONAL ASSOC DUES/FEES		490	265	225	(265)
01-525-543	TRAINING/TRAVEL/PERDIEM		500	265	800	300
	TOTAL EDUCATION & TRAINING	-	990	530	1,025	35
<u>TECHNOLOGY</u>						
01-525-551	SOFTWARE MAINTENANCE		18,752	20,253	20,796	2,044
01-525-555	INTERNET		466	-	-	(466)
	COMPUTER SOFTWARE		-	-	-	-
	COMPUTER HARDWARE	-	-	-	-	-
	COMPUTER MAINTENANCE					-
	TOTAL TECHNOLOGY	-	19,218	20,253	20,796	1,578
<u>REPAIRS &amp; MAINTENANCE</u>						
01-525-401	EQUIPMENT REPAIRS & MAINT					-
	EQUIPMENT PURCHASES	-	-	-	-	-
	BUILDING REPAIRS & MAINTENANCE	-			-	-
	TOTAL REPAIRS & MAINTENANCE	-	-	-	-	-
<u>MISCELLANEOUS</u>						
	CASH OVER/SHORT	-	-	-	-	-
	TAX DEPOSIT PENALTIES	-	-	-	-	-
	INTEREST EXPENSE	-	-	-	-	-
	BANK FEES	-	-	-	-	-
	TOTAL MISCELLANEOUS	-	-	-	-	-
	<b>TOTAL FINANCE DEPARTMENT</b>	-	187,475	185,508	203,723	16,248

## CITY OF HITCHCOCK – GENERAL FUND

### FY2021 PROPOSED Annual Operating & Capital Budget

#### Appropriation – Tax Department

		FY 2019 ACTUAL	FY 2020 BUDGET	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<u>SUPPLIES</u>						
01-510-227	PUBLICATIONS	624	-	-	-	-
	TOTAL SUPPLIES	624	0	0	0	0
<u>CONTRACTED SERVICES</u>						
01-510-352	TAX COLLECTION	529	-	-	-	-
01-510-353	APPRAISAL DISTRICT	13,856	-	-	-	-
	TOTAL CONTRCATED SERVICES	14,385	0	0	0	0
	TOTAL TAX DEPARTMENT	15,009	0	0	0	0

#### Appropriations – Employee Group Insurance

		FY 2019 ACTUAL	FY 2020 BUDGET	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<u>CONTRACTED SERVICES</u>						
01-512-403	PREMIUMS	188,498	-	-	-	-
	TOTAL CONTRACTED SERVICES	188,498	0	0	0	0
	TOTAL EMPLOYEE GROUP INSURAI	188,498	0	0	0	0

#### Appropriations – Insurance Expenses

		FY 2019 ACTUAL	FY 2020 BUDGET	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<u>CONTRACTED SERVICES</u>						
01-517-145	WORKERS COMPENSATION	31,442	-	-	-	-
01-517-301	PROPERTY & LIABILITY	32,804	41,412	36,557	40,027	(1,385)
01-517-302	FLOOD	1,131	1,200	1,121	1,200	-
		65,377	42,612	37,678	41,227	-1,385
	TOTAL INSURANCE EXPENSES	65,377	42,612	37,678	41,227	-1,385

**CITY OF HITCHCOCK – GENERAL FUND**  
**FY2021 PROPOSED Annual Operating & Capital Budget**  
**Appropriations – Police**

		<b>FY 2019 ACTUAL</b>	<b>FY 2020 BUDGET</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 PROPOSED</b>	<b>BUDGET CHANGE</b>
<b><u>PERSONNEL SERVICES</u></b>						
01-508-101	REGULAR SALARIES	866,994	949,252	965,131	805,930	(143,322)
01-508-102	OVERTIME	46,046	40,717	27,140	15,000	(25,717)
01-508-103	TASK FORCE R/B	24,548	-	-	-	-
01-508-104.01	CERTIFICATE PAY	-	13,200	9,300	8,250	(4,950)
01-508-121	SOCIAL SECURITY	71,472	75,158	76,620	63,433	(11,725)
01-508-122	RETIREMENT	40,571	42,744	41,807	36,660	(6,084)
01-508-131	HEALTH INSURANCE	-	170,760	156,052	126,992	(43,768)
01-508-132	DENTAL INSURANCE	-	6,940	6,536	5,379	(1,561)
01-508-133	LIFE INSURANCE	-	2,246	2,493	2,107	(139)
01-508-141	UNEMPLOYMENT	2,054	756	5,330	3,280	2,524
01-508-145	WORKERS' COMPENSATION	-	24,495	21,669	17,361	(7,134)
	<b>TOTAL PERSONNEL SERVICES</b>	<b>1,051,685</b>	<b>1,326,268</b>	<b>1,312,078</b>	<b>1,084,392</b>	<b>(241,876)</b>
<b><u>SUPPLIES</u></b>						
01-508-201	OFFICE SUPPLIES	10,758	6,935	3,100	6,000	(935)
01-508-203	GENERAL SUPPLIES	5,312	5,000	4,500	5,000	-
01-508-207	LAW ENFORCEMENT SUPPLIES	-	100	100	1,400	1,300
01-508-208	TRAINING SUPPLIES	-	3,430	3,430	3,430	-
01-508-221	FUEL & OIL	31,739	33,463	30,000	32,000	(1,463)
01-508-223	POSTAGE/METER RENTAL	166	1,350	200	500	(850)
01-508-225	DUES & SUBSCRIPTIONS	-	-	150	-	-
01-508-228	PROFESSIONAL BOOKS	25	150	139	-	(150)
01-508-251	PRISONER EXPENSES	1,555	300	300	700	400
01-508-252	EVIDENCE ANALYSIS	1,560	1,500	500	1,500	-
01-508-258	UTILITIES EXPENSE	5,882	7,000	6,620	7,200	200
	CLASSIFIED ADVERTISEMENTS	-	-	-	-	-
	<b>TOTAL SUPPLIES</b>	<b>56,997</b>	<b>59,228</b>	<b>49,039</b>	<b>57,730</b>	<b>(1,498)</b>
<b><u>PURCHASED SERVICES</u></b>						
01-508-303	INSURANCE & BONDS	22,679	10,700	10,619	10,700	-
01-508-316	COPIER LEASE	6,324	6,500	9,013	9,000	2,500
01-508-321	TELECOMMUNICATIONS	7,674	6,718	7,594	8,000	1,282
01-508-322	MCT AIRCARDS	7,155	8,500	7,300	8,500	-
01-508-325	UNIFORM EXPENSE	5,933	8,000	8,000	8,000	-
01-508-555	INTERNET SERVICES	1,830	282	141	-	(282)
01-508-602	COMMUNICATION EQUIPMENT	47,724	47,724	47,610	47,616	(108)
	<b>TOTAL PURCHASED SERVICES</b>	<b>99,319</b>	<b>88,424</b>	<b>90,277</b>	<b>91,816</b>	<b>3,392</b>

# CITY OF HITCHCOCK – GENERAL FUND

## FY2021 PROPOSED Annual Operating & Capital Budget

### Appropriations – Police (Continued)

		FY 2019 ACTUAL	FY 2020 BUDGET	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<u>CONTRACTED SERVICES</u>						
01-508-365	JANITORIAL SERVICES	-	8,400	8,400	8,400	-
01-508-373	MAINTENANCE CONTRACTS	16,060	-	-	-	-
01-508-374	MAINTENANCE CONTRACT/GENER	520	750	750	750	-
01-508-375	OSSI CONNECTION FEE	19,302	4,800	4,800	4,800	-
01-508-376	RADIO CONNECT FEE/TOMBALL	-	19,100	19,500	22,841	3,741
01-508-377	RADIO USER FEE	4,770	5,500	4,950	5,040	(460)
01-508-378	BACKGROUND INQUIRY FEE	1,649	4,000	2,240	2,000	(2,000)
01-508-382	EMPLOYEE EXAM/DRUG SCREEN	1,489	1,000	250	1,000	-
01-508-399	DISPATCH SERVICES	-	23,705	23,705	214,431	190,726
TOTAL CONTRACTED SERVICES		43,790	67,255	64,595	259,262	192,007
<u>EDUCATION &amp; TRAINING</u>						
01-508-541	PROFESSIONAL ASSOC DUES/FEES		890	890	-	(890)
01-508-542	EDUCATION	945	10,000	8,972	13,000	3,000
01-508-543	TRAINING/TRAVEL/PERDIEM	2,602	1,500	1,464	1,500	-
TOTAL EDUCATION & TRAINING		3,547	12,390	11,326	14,500	2,110
<u>TECHNOLOGY</u>						
01-508-551	SOFTWARE MAINTENANCE	-	11,700	11,596	11,596	(104)
	COMPUTER HARDWARE	-	-	-	-	-
	COMPUTER MAINTENANCE	-	-	-	-	-
TOTAL TECHNOLOGY		-	11,700	11,596	11,596	(104)
<u>REPAIRS &amp; MAINTENANCE</u>						
01-508-401	VEHICLE REPAIRS & MAINT	18,192	10,000	10,000	12,000	2,000
01-508-401.1	EQUIPMENT REPAIRS & MAINT	22,484	-	-	-	-
01-508-402	RADIO MAINTENANCE	5,884	11,000	-	-	(11,000)
01-508-403	BUILDINGS REPAIR & MAINTENANCE	14,448	6,960	8,559	10,000	3,040
01-508-407	RADAR MAINTENANCE & REPAIR	320	1,000	500	1,000	-
	VEHICLE GRAPHICS	-	-	-	-	-
TOTAL REPAIRS & MAINTENANCE		61,328	28,960	19,059	23,000	(5,960)



# CITY OF HITCHCOCK – GENERAL FUND

## FY2021 PROPOSED Annual Operating & Capital Budget

### Appropriations – Police (Continued)

		FY 2019 ACTUAL	FY 2020 BUDGET	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<u>MISCELLANEOUS</u>						
	SPECIAL INVESTIGATIONS					-
01-508-502	SPECIAL ACTIVITIES		190	188	2,500	2,310
	TOTAL MISCELLANEOUS	-	190	188	2,500	2,310
<u>DEBT SERVICE</u>						
01-508-651	DEBT SERVICE	0	-	-	52,339	52,339
	TOTAL DEBT SERVICE	0	0	0	52,339	52,339
<u>CAPITAL OUTLAY</u>						
01-508-603	VEHICLE PURCHASE/LEASE		249,537	248,908	66,000	(183,537)
01-508-604	EQUIPMENT PURCHASE		13,784	13,784	-	(13,784)
	COMPUTER SOFTWARE/HARDWAR	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	263,321	262,692	66,000	(197,321)
<u>TRANSFERS OUT</u>						
01-508-699	TRANSFER OUT TO FUND 34	-	25,656	25,656	-	(25,656)
	TOTAL TRANSFER OUT	-	25,656	25,656	-	-25,656
	<b>TOTAL POLICE</b>	<b>1,316,666</b>	<b>1,883,392</b>	<b>1,846,506</b>	<b>1,663,135</b>	<b>(220,257)</b>

## CITY OF HITCHCOCK – GENERAL FUND

### FY2021 PROPOSED Annual Operating & Capital Budget

#### Appropriation – Police: Animal Control

		FY 2019 ACTUAL	FY 2020 BUDGET	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<u>CONTRACTED SERVICES</u>						
01-502-355	CONTRACT-RABIES CONTROL	21,763	23,491	23,491	23,532	41
01-502-356	CONTRACT-KENNELS	29,977	30,376	30,376	31,749	1,373
		51,740	53,867	53,867	55,281	1,414
	<b>TOTAL ANIMAL CONTROL</b>	51,740	53,867	53,867	55,281	1,414

#### Appropriations – Emergency Management

		FY 2019 ACTUAL	FY 2020 BUDGET	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
01-506-209	EMERGENCY SUPPLIES	42,044	-	-	-	-
	<b>TOTAL EMERGENCY MANAGEMEN</b>	42,044	-	-	-	-

#### Appropriations – Fire Department

		FY 2019 ACTUAL	FY 2020 BUDGET	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<u>CONTRACTED SERVICES</u>						
01-519-357	FIRE DEPARTMENT ASSISTANCE	92,400	92,400	92,400	92,400	-
01-519-377	RADIO USER FEE	3,038	4,410	3,960	3,960	(450)
01-519-403	RADIO ASSISTANCE	-	-	-	-	-
	<b>TOTAL CONTRACTED SERVICES</b>	95,438	96,810	96,360	96,360	(450)
	<b>TOTAL FIRE DEPARTMENT</b>	95,438	96,810	96,360	96,360	(450)

#### Appropriations – EMS Department

		FY 2019 ACTUAL	FY 2020 BUDGET	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<u>CONTRACTED SERVICES</u>						
01-518-358	CONTRACT EMS SERVICES	75,000	75,000	75,000	75,000	-
	<b>TOTAL CONTRACTED SERVICES</b>	75,000	75,000	75,000	75,000	-
	<b>TOTAL EMS SERVICES</b>	75,000	75,000	75,000	75,000	-

**CITY OF HITCHCOCK – GENERAL FUND**  
**FY2021 PROPOSED Annual Operating & Capital Budget**  
**Appropriations – Code Compliance**

		<b>FY 2019 ACTUAL</b>	<b>FY 2020 BUDGET</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 PROPOSED</b>	<b>BUDGET CHANGE</b>
<b><u>PERSONNEL SERVICES</u></b>						
01-505-101	REGULAR SALARIES	62,114	49,920	49,920	51,420	1,500
01-505-102	OVERTIME	-	1,500	-	500	(1,000)
01-505-104	CERTIFICATE PAY	-	1,200	900	600	(600)
01-505-106	PART TIME	-	20,500	13,020	20,500	-
01-505-121	SOCIAL SECURITY	4,751	5,595	4,884	5,587	(8)
01-505-122	RETIREMENT	1,555	2,275	2,185	2,309	34
01-505-131	HEALTH INSURANCE	-	8,538	8,151	8,193	(345)
01-505-132	DENTAL INSURANCE	-	347	341	347	-
01-505-133	LIFE INSURANCE	-	123	140	140	17
01-505-141	UNEMPLOYMENT	18	72	410	410	338
01-505-145	WORKERS' COMPENSATION	-	870	226	565	(305)
	<b>TOTAL PERSONNEL SERVICES</b>	<b>68,438</b>	<b>90,940</b>	<b>80,177</b>	<b>90,571</b>	<b>(369)</b>
<b><u>SUPPLIES</u></b>						
01-505-201	OFFICE SUPPLIES	738	1,500	400	1,000	(500)
01-505-203	MATERIALS & SUPPLIES	789	2,000	1,000	800	(1,200)
01-505-210	FIRE PREVENTION	2,001	2,000	-	2,000	-
01-505-221	FUEL & OIL	1,156	1,500	1,000	1,000	(500)
01-505-223	POSTAGE/METER RENTAL	2,038	500	500	500	-
01-505-225	DUES & SUBSCRIPTIONS	-	-	-	-	-
01-505-228	PROFESSIONAL BOOKS	-	1,000	808	500	(500)
01-505-233	UNIFORMS	868	1,000	723	1,500	500
	<b>TOTAL SUPPLIES</b>	<b>7,590</b>	<b>9,500</b>	<b>4,431</b>	<b>7,300</b>	<b>(2,200)</b>
<b><u>PURCHASED SERVICES</u></b>						
01-505-321	TELECOMMUNICATIONS	1,130	1,600	1,060	1,600	-
	<b>TOTAL PURCHASED SERVICES</b>	<b>1,130</b>	<b>1,600</b>	<b>1,060</b>	<b>1,600</b>	<b>-</b>
<b><u>CONTRACTED SERVICES</u></b>						
01-505-382	EMPLOYEE EXAM/DRUG SCREEN	-	-	37	37	37
01-505-381	ABATEMENT OF PROPERTIES	-	25,000	25,000	40,000	15,000
	<b>TOTAL CONTRACTED SERVICES</b>	<b>-</b>	<b>25,000</b>	<b>25,037</b>	<b>40,037</b>	<b>15,037</b>
<b><u>EDUCATION &amp; TRAINING</u></b>						
01-505-522	EDUCATION	605	1,000	500	1,000	-
01-505-523	TRAINING/TRAVEL/PERDIEM	180	1,500	750	1,500	-
	<b>TOTAL EDUCATION &amp; TRAINING</b>	<b>785</b>	<b>2,500</b>	<b>1,250</b>	<b>2,500</b>	<b>-</b>
<b><u>REPAIRS &amp; MAINTENANCE</u></b>						
01-505-401	M/R VEHICLES & EQUIPMENT	3,722	1,500	750	1,500	-
	<b>TOTAL REPAIRS &amp; MAINTENANCE</b>	<b>3,722</b>	<b>1,500</b>	<b>750</b>	<b>1,500</b>	<b>-</b>
	<b>TOTAL CODE COMPLIANCE</b>	<b>81,665</b>	<b>131,040</b>	<b>112,705</b>	<b>143,508</b>	<b>12,468</b>

**CITY OF HITCHCOCK – GENERAL FUND**  
**FY2021 PROPOSED Annual Operating & Capital Budget**  
**Appropriations – Municipal Court**

		<b>FY 2019 ACTUAL</b>	<b>FY 2020 BUDGET</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 PROPOSED</b>	<b>BUDGET CHANGE</b>
<b>PERSONNEL SERVICES</b>						
01-503-101	REGULAR SALARIES	114,787	131,780	126,740	139,228	7,448
01-503-102	OVERTIME	645	1,000	215	500	(500)
01-503-103	MUNICIPAL COURT JUDGE	18,000	15,100	15,000	18,000	2,900
01-503-104	CERTIFICATE PAY	-	2,700	1,500	1,500	(1,200)
01-503-121	SOCIAL SECURITY	8,880	11,742	10,974	12,182	440
01-503-122	RETIREMENT	5,213	6,017	5,588	6,244	227
01-503-131	HEALTH INSURANCE		25,614	24,453	24,579	(1,035)
01-503-132	DENTAL INSURANCE		1,041	1,024	1,041	-
01-503-133	LIFE INSURANCE		326	387	387	61
01-503-141	UNEMPLOYMENT	36	108	615	615	507
01-503-145	WORKERS' COMPENSATION		1,932	1,622	1,313	(619)
	<b>TOTAL PERSONNEL SERVICES</b>	<b>147,561</b>	<b>197,360</b>	<b>188,118</b>	<b>205,589</b>	<b>8,229</b>
<b>SUPPLIES</b>						
01-503-201	OFFICE SUPPLIES	4,939	2,144	1,500	2,500	356
01-503-223	POSTAGE/METER RENTAL	1,988	2,240	1,940	2,000	(240)
01-503-228	PROFESSIONAL BOOKS	-	100	100	100	-
01-503-233	UNIFORMS	4	-		-	-
01-503-235	OFFICE FURNITURE & EQUIPMENT	-	-		-	-
	<b>TOTAL SUPPLIES</b>	<b>6,931</b>	<b>4,484</b>	<b>3,540</b>	<b>4,600</b>	<b>116</b>
<b>PURCHASED SERVICES</b>						
01-503-316	COPIER LEASE	1,701	2,420	2,316	1,820	(600)
01-503-321	TELECOMMUNICATIONS	1,830	1,700	705	1,000	(700)
	<b>TOTAL PURCHASED SERVICES</b>	<b>3,531</b>	<b>4,120</b>	<b>3,021</b>	<b>2,820</b>	<b>(1,300)</b>
<b>CONTRACTED SERVICES</b>						
01-503-341	CITY PROSECUTOR	7,200	7,200	4,800	7,200	-
01-503-371	COURT BILLING		4,856	4,856	-	(4,856)
01-503-382	EMPLOYEE EXAM/DRUG SCREEN	-	100	0	100	-
	<b>TOTAL CONTRACTED SERVICES</b>	<b>7,200</b>	<b>12,156</b>	<b>9,656</b>	<b>7,300</b>	<b>(4,856)</b>

**CITY OF HITCHCOCK – GENERAL FUND**  
**FY2021 PROPOSED Annual Operating & Capital Budget**  
**Appropriations – Municipal Court (Continued)**

		<b>FY 2019 ACTUAL</b>	<b>FY 2020 BUDGET</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 PROPOSED</b>	<b>BUDGET CHANGE</b>
<u>EDUCATION &amp; TRAINING</u>						
01-503-541	PROFESSIONAL ASSOC DUES/FEES	-	100	-	100	-
01-503-542	EDUCATION	775	1,000	500	1,000	-
01-503-543	TRAINING/TRAVEL/PERDIEM	134	1,000	500	1,000	-
	<b>TOTAL EDUCATION &amp; TRAINING</b>	<b>909</b>	<b>2,100</b>	<b>1,000</b>	<b>2,100</b>	<b>-</b>
<u>TECHNOLOGY</u>						
01-503-551	TECHNOLOGY	3,274	2,425	2,425	19,046	16,621
	<b>TOTAL TECHNOLOGY</b>	<b>3,274</b>	<b>2,425</b>	<b>2,425</b>	<b>19,046</b>	<b>16,621</b>
<u>REPAIRS &amp; MAINTENANCE</u>						
01-503-401	EQUIPMENT REPAIRS & MAINT	-	-	-	-	-
	<b>TOTAL REPAIRS &amp; MAINTENANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<u>MISCELLANEOUS</u>						
01-503-539	MISCELLANEOUS EXPENSE	-	250	-	250	-
	JURY & COURT COST	-	-	-	-	-
01-503-539.1	BANK FEES	-	-	-	5,000	5,000
	<b>TOTAL MISCELLANEOUS</b>	<b>-</b>	<b>250</b>	<b>-</b>	<b>5,250</b>	<b>5,000</b>
<u>CAPITAL OUTLAY</u>						
	CAPITAL OUTLAY	-	-	-	-	-
	<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL MUNICIPAL COURT</b>	<b>169,406</b>	<b>222,895</b>	<b>207,760</b>	<b>246,705</b>	<b>23,810</b>

**CITY OF HITCHCOCK – GENERAL FUND**  
**FY2021 PROPOSED Annual Operating & Capital Budget**  
**Appropriations – Community Development**

		<b>FY 2019 ACTUAL</b>	<b>FY 2020 BUDGET</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 PROPOSED</b>	<b>BUDGET CHANGE</b>
<b><u>PERSONNEL SERVICES</u></b>						
01-526-101	REGULAR SALARIES	-	65,000	9,000	101,200	36,200
01-526-104	CERTIFICATE PAY	-	-	-	-	-
01-526-121	SOCIAL SECURITY	-	6,166	704	7,972	1,806
01-526-122	RETIREMENT	-	3,579	400	3,890	311
01-526-131	HEALTH INSURANCE	-	8,538	661	8,193	(345)
01-526-132	DENTAL INSURANCE	-	347	28	347	-
01-526-133	LIFE INSURANCE	-	197	25	209	12
01-526-141	UNEMPLOYMENT	-	36	205	410	374
01-526-145	WORKERS' COMPENSATION	-	256	26	216	(40)
01-526-151	CAR ALLOWANCE	-	-	-	2,400	2,400
01-526-152	PHONE ALLOWANCE	-	600	200	600	-
	<b>TOTAL PERSONNEL SERVICES</b>	-	<b>84,719</b>	<b>11,249</b>	<b>125,437</b>	<b>40,718</b>
<b><u>SUPPLIES</u></b>						
01-526-201	OFFICE SUPPLIES	-	4,000	-	4,000	-
01-526-203	GENERAL SUPPLIES	-	1,000	-	1,000	-
01-526-223	POSTAGE	-	200	-	200	-
01-526-228	PROFESSIONAL BOOKS	-	500	500	500	-
01-526-230	CLASSIFIED ADVERTISEMENTS	-	-	-	-	-
01-526-241	MILEAGE	-	-	-	-	-
	<b>TOTAL SUPPLIES</b>	-	<b>5,700</b>	<b>500</b>	<b>5,700</b>	<b>-</b>
<b><u>PURCHASED SERVICES</u></b>						
	TELECOMMUNICATIONS	-	-	-	1,283	1,283
	EQUIPMENT LEASE	-	-	-	-	-
	MAPPING	-	-	-	3,000	3,000
	<b>TOTAL PURCHASED SERVICES</b>	-	<b>-</b>	<b>-</b>	<b>4,283</b>	<b>4,283</b>
<b><u>CONTRACTED SERVICES</u></b>						
01-526-343	CITY ATTORNEY	-	5,000	5,000	5,000	-
01-526-344	CITY ENGINEER	-	45,000	60,000	50,000	5,000
	BUILDING INSPECTOR	-	-	-	-	-
	COMPREHENSIVE PLAN	-	-	-	-	-
01-526-382	EMPLOYEE EXAM/DRUG SCREEN	-	100	37	100	-
	<b>TOTAL CONTRACTED SERVICES</b>	-	<b>50,100</b>	<b>65,037</b>	<b>55,100</b>	<b>5,000</b>
<b><u>EDUCATION &amp; TRAINING</u></b>						
01-526-541	PROFESSIONAL ASSOC DUES/FEES		1,000	-	1,000	-
01-526-542	EDUCATION		1,500	-	1,500	-
01-526-543	TRAINING/TRAVEL/PERDIEM		2,000	-	2,000	-
	<b>TOTAL EDUCATION &amp; TRAINING</b>	-	<b>4,500</b>	<b>-</b>	<b>4,500</b>	<b>-</b>
<b><u>TECHNOLOGY</u></b>						
01-526-551	COMPUTER SOFTWARE	-	3,423	3,423	3,569	146
01-526-554	COMPUTER HARDWARE	-	3,000	2,000	3,000	-
	<b>TOTAL TECHNOLOGY</b>	-	<b>6,423</b>	<b>5,423</b>	<b>6,569</b>	<b>146</b>
	<b>TOTAL COMMUNITY DEVELOPMENT</b>	-	<b>151,442</b>	<b>82,209</b>	<b>201,589</b>	<b>50,147</b>

**CITY OF HITCHCOCK – GENERAL FUND**  
**FY2021 PROPOSED Annual Operating & Capital Budget**  
**Appropriations – Community Development - Inspection Department**

		FY 2019 ACTUAL	FY 2020 BUDGET	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<u>PERSONNEL SERVICES</u>						
01-513-101	REGULAR SALARIES	61,934	50,960	49,040	46,800	(4,160)
01-513-102	OVERTIME	-	-	-	-	-
01-513-121	SOCIAL SECURITY	4,778	3,899	3,752	3,581	(318)
01-513-122	RETIREMENT	1,184	2,263	2,133	2,069	(194)
01-513-131	HEALTH	-	538	-	8,193	7,655
01-513-132	DENTAL	-	347	341	347	-
01-513-133	LIFE	-	126	132	132	6
01-513-141	UNEMPLOYMENT	18	36	205	205	169
01-513-145	WORKER'S COMPENSATION	-	162	138	97	(65)
	TOTAL PERSONNEL SERVICES	67,914	58,331	55,741	61,424	3,093
<u>SUPPLIES</u>						
01-513-201	OFFICE SUPPLIES	11,298	4,000	2,358	3,350	(650)
01-513-223	POSTAGE/METER RENTAL	465	50	20	50	-
01-513-228	PROFESSIONAL BOOKS	-	1,000	1,000	500	(500)
01-513-241	MILEAGE REIMBURSEMENT	-	200	-	100	(100)
	TOTAL SUPPLIES	11,763	5,250	3,378	4,000	(1,250)
<u>PURCHASED SERVICES</u>						
01-513-316	EQUIPMENT LEASE -COPIER	1,304	-	-	-	-
01-513-321	TELECOMMUNICATIONS	-	2,145	1,051	1,051	(1,094)
	TOTAL PURCHASED SERVICES	1,304	2,145	1,051	1,051	(1,094)
<u>CONTRACTED SERVICES</u>						
01-513-345	INSPECTION SERVICES	8,294	59,000	68,890	70,000	11,000
01-513-382	EMPLOYEE EXAM/DRUG SCREEN	-	50	-	50	-
01-513-413	CITY ENGINEER	-	-	-	-	-
		8,294	59,050	68,890	70,050	11,000
<u>EDUCATION &amp; TRAINING</u>						
01-513-522	EDUCATION/TEST/LICENSE	370	500	167	500	-
01-513-523	TRAINING/TRAVEL/PERDIEM	-	200	-	200	-
	TOTAL EDUCATION & TRAINING	370	700	167	700	-
<b>TOTAL INSPECTION DEPARTMENT</b>		89,645	125,476	129,227	137,225	11,749

**CITY OF HITCHCOCK – GENERAL FUND**  
**FY2021 PROPOSED Annual Operating & Capital Budget**  
**Appropriations – Community Development - Zoning Department**

		FY 2019 ACTUAL	FY 2020 BUDGET	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<u>PERSONNEL SERVICES</u>						
01-514-101	REGULAR SALARIES	45,831	45,760	46,946	-	(45,760)
01-514-102	OVERTIME	-	500	-	-	(500)
01-514-121	SOCIAL SECURITY	3,477	3,539	3,581	-	(3,539)
01-514-122	RETIREMENT	2,038	2,054	2,079	-	(2,054)
01-514-131	HEALTH	-	8,538	6,829	-	(8,538)
01-514-132	DENTAL	-	347	284	-	(347)
01-514-133	LIFE	-	113	132	-	(113)
01-514-141	UNEMPLOYMENT	9	36	205	-	(36)
01-514-145	WORKER'S COMPENSATION	-	147	132	-	(147)
	TOTAL PERSONNEL SERVICES	51,355	61,034	60,188	-	(61,034)
<u>SUPPLIES</u>						
01-514-201	OFFICE SUPPLIES	3,427	1,600	1,000	-	(1,600)
01-514-223	POSTAGE/METER RENTAL	-	200	100	-	(200)
01-514-227	PUBLICATIONS	507	1,000	98	-	(1,000)
	TOTAL SUPPLIES	3,934	2,800	1,198	-	(2,800)
<u>PURCHASED SERVICES</u>						
	PLATTING & MAPPING FEES	-	-	-	-	-
01-514-321	TELECOMMUNICATIONS	963	1,283	1,056	-	(1,283)
	TOTAL PURCHASED SERVICES	963	1,283	1,056	-	(1,283)
<u>CONTRACTED SERVICES</u>						
01-514-344	ENGINEERING	28,875	-	-	-	-
	TOTAL CONTRACTED SERVICES	28,875	-	-	-	-
<u>EDUCATION &amp; TRAINING</u>						
01-514-541	PROFESSIONAL ASSOC. DUES/FEES	-	236	380	-	(236)
01-514-543	TRAINING/TRAVEL/PERDIEM	741	1,000	-	-	(1,000)
	TOTAL EDUCATION & TRAINING	741	1,236	380	-	(1,236)
<u>TECHNOLOGY</u>						
01-514-553	COMPUTER SOFTWARE	-	1,100	-	-	(1,100)
		-	1,100	-	-	(1,100)
	<b>TOTAL ZONING DEPARTMENT</b>	<b>85,868</b>	<b>67,453</b>	<b>62,822</b>	<b>-</b>	<b>(67,453)</b>



## CITY OF HITCHCOCK – GENERAL FUND

### FY2021 PROPOSED Annual Operating & Capital Budget

#### Appropriations – Information Technology

		FY 2019 ACTUAL	FY 2020 BUDGET	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<u>PURCHASED SERVICES</u>						
01-527-399	OUTSIDE SERVICES	-	32,640	32,640	34,600	1,960
	TELECOMMUNICATIONS	-	-	-		-
	TOTAL PURCHASED SERVICES	-	32,640	32,640	34,600	1,960
<u>TECHNOLOGY</u>						
	COMPUTER SOFTWARE	-	-	-		-
01-527-552	WEBSITE	-	3,340	3,340	3,340	-
01-527-602	COMPUTER HARDWARE	-	50,000	52,503	26,139	(23,861)
	TOTAL TECHNOLOGY	-	53,340	55,843	29,479	(23,861)
<b>TOTAL INFORMATION TECHNOLOGY</b>		-	85,980	88,483	64,079	(21,901)

# CITY OF HITCHCOCK – GENERAL FUND

## FY2021 PROPOSED Annual Operating & Capital Budget

### Appropriations – Public Works: Streets & Drainage

		FY 2019 ACTUAL	FY 2020 BUDGET	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<u>PERSONNEL SERVICES</u>						
01-507-101	REGULAR SALARIES	240,038	225,680	241,808	260,000	34,320
01-507-102	OVERTIME	1,697	3,000	441	1,000	(2,000)
01-507-106	PART TIME	-	-	-	16,500	16,500
01-507-107	SEASONAL	-	15,000	5,016	16,500	1,500
01-507-121	SOCIAL SECURITY	18,381	21,270	18,921	22,495	1,225
01-507-122	RETIREMENT	10,143	10,155	9,139	11,539	1,384
01-507-131	HEALTH INSURANCE	-	42,690	36,623	49,158	6,468
01-507-132	DENTAL INSURANCE	-	1,735	1,536	2,082	347
01-507-133	LIFE INSURANCE	-	1,040	467	667	(373)
01-507-141	UNEMPLOYMENT TAX	54	781	1,435	1,640	859
01-507-145	WORKERS' COMPENSATION	-	20,558	13,548	11,295	(9,263)
	TOTAL PERSONNEL SERVICES	270,313	341,909	328,934	392,876	50,967
<u>SUPPLIES</u>						
01-507-201	OFFICE SUPPLIES	-	100	25	100	-
01-507-203	GENERAL SUPPLIES		900	900	900	-
01-507-221	FUEL & OIL	21,207	20,000	20,000	25,000	5,000
01-507-245	STREET LIGHTS	55,445	60,000	55,710	60,000	-
01-507-258	UTILITIES EXPENSE	4,343	5,000	4,000	6,310	1,310
	CHEMICALS	-	-	-	-	-
	TOTAL SUPPLIES	80,995	86,000	80,635	92,310	6,310
<u>PURCHASED SERVICES</u>						
01-507-321	TELECOMMUNICATIONS	1,971	2,375	2,339	2,340	(35)
01-507-325	UNIFORM EXPENSE	182	1,236	1,236	1,442	206
01-507-407	RENTALS	-	15,063	15,063	-	(15,063)
	TOTAL PURCHASED SERVICES	2,153	18,674	18,638	3,782	(14,892)
<u>CONTRACTED SERVICES</u>						
01-507-344	ENGINEERING	875	7,000	7,350	10,000	3,000
01-507-366	SECURITY		720	720	720	-
01-507-382	EMPLOYEE EXAM/DRUG SCREEN	-	-	35	35	35
	OUTSIDE SERV/CONTR LABOR	-	-	-		-
	TOTAL CONTRACTED SERVICES	875	7,720	8,105	10,755	3,035

## CITY OF HITCHCOCK – GENERAL FUND

### FY2021 PROPOSED Annual Operating & Capital Budget

#### Appropriations – Public Works: Streets & Drainage (Continued)

		FY 2019 ACTUAL	FY 2020 BUDGET	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<u>REPAIRS &amp; MAINTENANCE</u>						
01-507-401	EQUIPMENT REPAIRS & MAINT	36,193	30,000	17,000	20,000	(10,000)
01-507-402	VEHICLE REPAIRS & MAINT	-	-	-	-	-
01-507-408	MATERIALS & SUPPLIES	38,820	40,000	37,000	50,000	10,000
01-507-409	DRAINAGE	11,763	53,000	52,292	50,000	(3,000)
01-507-410	SAFETY EQUIPMENT	-	-	-	1,000	1,000
01-507-412	STREET REPAIR & MAINTENANCE	-	319,272	-	420,000	100,728
	STREET RECONSTRUCTION	-	-	-		-
	GROUNDS MAINTENANCE					-
	<b>TOTAL REPAIRS &amp; MAINTENANCE</b>	<b>86,776</b>	<b>442,272</b>	<b>106,292</b>	<b>541,000</b>	<b>98,728</b>
<u>MISCELLANEOUS</u>						
	TRAFFIC CONTROL	-	-	-	-	-
01-507-504	SIGNS	1,481	9,000	10,909	15,000	6,000
01-507-505	LANDFILL FEES	12,865	15,000	15,000	15,000	-
	<b>TOTAL MISCELLANEOUS</b>	<b>14,346</b>	<b>24,000</b>	<b>25,909</b>	<b>30,000</b>	<b>6,000</b>
<u>CAPITAL OUTLAY</u>						
	GRANT MATCH TRANSFER	-	-	-	30,000	30,000
01-507-602	EQUIPMENT PURCHASES	-	60,000	64,071	20,635	(39,365)
01-507-652	EQUIPMENT PAYMENTS	0	14,937	-	78,391	63,454
	<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>74,937</b>	<b>64,071</b>	<b>129,026</b>	<b>54,089</b>
	<b>TOTAL STREETS &amp; DRAINAGE</b>	<b>455,458</b>	<b>995,512</b>	<b>632,584</b>	<b>1,199,749</b>	<b>204,237</b>

## CITY OF HITCHCOCK – GENERAL FUND

### FY2021 PROPOSED Annual Operating & Capital Budget

#### Appropriations –Public Works: Parks

		FY 2019 ACTUAL	FY 2020 BUDGET	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<u>SUPPLIES</u>						
01-515-203	MATERIALS & SUPPLIES	-	2,000	1,000	2,000	-
01-515-258	UTILITIES	3,249	4,880	3,730	4,000	(880)
	TOTAL SUPPLIES	3,249	6,880	4,730	6,000	(880)
	<b>TOTAL PARKS</b>	3,249	6,880	4,730	6,000	(880)

# CITY OF HITCHCOCK – GENERAL FUND

## FY2021 PROPOSED Annual Operating & Capital Budget

### Appropriations – Garage

		FY 2019 ACTUAL	FY 2020 BUDGET	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<b><u>PERSONNEL SERVICES</u></b>						
01-509-101	REGULAR SALARIES	41,677	41,600	41,600	43,680	2,080
01-509-102	OVERTIME	428	400	555	600	200
01-509-104	CERTIFICATE PAY	-	-	-	-	-
01-509-121	SOCIAL SECURITY	3,224	3,213	3,225	3,388	175
01-509-122	RETIREMENT	1,877	1,865	1,834	1,958	93
01-509-131	HEALTH INSURANCE	-	8,538	8,151	8,193	(345)
01-509-132	DENTAL INSURANCE	-	347	341	347	-
01-509-133	LIFE INSURANCE	-	103	118	118	15
01-509-141	UNEMPLOYMENT	9	36	205	205	169
01-509-145	WORKERS' COMPENSATION	-	2,317	2,081	1,659	(658)
	TOTAL PERSONNEL SERVICES	47,215	58,419	58,110	60,148	1,729
<b><u>SUPPLIES</u></b>						
01-509-201	OFFICE SUPPLIES	71	250	250	450	200
01-509-203	SUPPLIES	2,135	3,000	1,000	3,000	-
01-509-221	FUEL & OIL		600	0	600	-
	TOTAL SUPPLIES	2,206	3,850	1,250	4,050	200
<b><u>PURCHASED SERVICES</u></b>						
01-509-321	TELECOMMUNICATIONS	545	1,882	1,882	2,032	150
01-509-325	UNIFORMS	102	206	206	206	-
	TOTAL PURCHASED SERVICES	647	2,088	2,088	2,238	150
<b><u>REPAIRS &amp; MAINTENANCE</u></b>						
01-509-235	TOOLS	2,216	3,000	3,000	5,000	2,000
01-509-235.1	SHOP EQUIPMENT	15,628	5,000	5,000	5,000	-
01-509-315	RENTALS	2,188	2,500	2,000	2,500	-
01-509-401	VEHICLE & EQUIPMENT MAINTENANCE	644	4,000	1,000	4,000	-
01-509-403	GARAGE BUILDING	62	2,000	2,000	12,614	10,614
	TOTAL REPAIRS & MAINTENANCE	20,738	16,500	13,000	29,114	12,614
<b><u>TECHNOLOGY</u></b>						
01-509-533	COMPUTER SOFTWARE	-	2,000	2,000	2,000	-
	TOTAL TECHNOLOGY	-	2,000	2,000	2,000	-
	<b>TOTAL GARAGE</b>	70,806	82,857	76,448	97,550	14,693

## CITY OF HITCHCOCK – GENERAL FUND

### FY2021 PROPOSED Annual Operating & Capital Budget

#### Appropriations – Contingency Fund Expenses

		FY 2019 ACTUAL	FY 2020 BUDGET	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<b>CONTINGENCY FUND EXPENSES</b>						
1-520-502	RESERVE	-	204,088	-		(204,088)
	<b>TOTAL CONTINGENCY</b>	-	204,088	-	-	(204,088)

#### Appropriations – Public Works – Solid Waste

		FY 2019 ACTUAL	FY 2020 BUDGET	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<b>CONTRACTED SERVICES</b>						
01-521-354	GARBAGE CONTRACT	286,710	293,030	288,000	338,886	45,856
01-521-368	DISPOSAL -CLEANUP		5,000	-	0	(5,000)
		286,710	298,030	288,000	338,886	40,856
	<b>TOTAL CONTRACTED SERVICES</b>	286,710	298,030	288,000	338,886	40,856
	<b>TOTAL SOLID WASTE</b>	286,710	298,030	288,000	338,886	40,856
	<b>TOTAL APPROPRIATIONS</b>	3,519,636	5,253,400	4,411,004	5,144,787	(101,353)
	REVENUES OVER/UNDER EXPENDITURE	3,128,281	3,450,354	4,848,935	5,286,192	1,835,838
	<b>ENDING BALANCE</b>	<b>3,128,281</b>	<b>3,450,354</b>	<b>4,848,935</b>	<b>5,286,192</b>	<b>1,828,578</b>

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# UTILITY FUND



# CITY OF HITCHCOCK – UTILITY FUND SUMMARY

## FY2021 PROPOSED Annual Operating & Capital Budget

	FY 2019 ACTUAL	FY 2020 ADOPTED	FY 2020 ESTIMATED	FY2021 PROPOSED	BUDGET CHANGE
BEGINNING FUND BALANCE	1,646,278	1,286,540	1,286,540	2,259,718	973,178
<b>REVENUE:</b>					
UTILITY SALES	2,418,385	3,241,720	2,973,687	3,305,171	63,451
UTILITY SERVICES	149,172	186,607	232,167	225,000	38,393
OTHER REVENUE	50,918	657,993	651,893	73,000	(584,993)
TRANSFERS IN	-	-	-	-	-
TOTAL REVENUES	2,618,475	4,086,320	3,857,747	3,603,171	(483,149)
<b>TOTAL AVAILABLE REVENUES</b>	<b>4,264,753</b>	<b>5,372,860</b>	<b>5,144,287</b>	<b>5,862,889</b>	<b>490,029</b>
<b>APPROPRIATIONS</b>					
<b>UTILITY ADMINISTRATION</b>					
PERSONAL SERVICES	-	197,850	57,467	140,748	(57,102)
OPERATIONS & MAINTENANCE	-	123,307	65,525	151,388	28,081
DEBT SERVICE	-	-	-	-	-
CAPITAL OUTLAY	-	-	-	1,000	1,000
TRANSFERS OUT	-	-	-	-	-
UTILITY ADMINISTRATION TOTAL	-	321,157	122,992	293,136	(28,021)
<b>SEWER DEPARTMENT</b>					
PERSONAL SERVICES	411,408	326,402	282,885	295,276	(31,126)
OPERATIONS & MAINTENANCE	611,170	1,180,641	1,177,216	957,871	(222,770)
CAPITAL OUTLAY	474,930	-	-	539,000	539,000
DEBT SERVICE PAYMENTS	-	-	-	29,472	29,472
TRANSFERS OUT	-	66,344	66,344	66,344	-
SEWER DEPARTMENT TOTAL	1,497,508	1,573,387	1,526,445	1,887,963	314,576
<b>WATER DEPARTMENT</b>					
PERSONAL SERVICES	324,980	252,078	245,814	260,041	7,963
OPERATIONS & MAINTENANCE	1,213,463	1,496,393	1,083,931	1,471,475	(24,918)
CAPITAL OUTLAY	188,027	79,603	79,603	470,000	390,397
DEBT SERVICE	(245,765)	-	700	29,472	29,472
TRANSFERS OUT	-	94,393	94,393	94,393	-
WATER DEPARTMENT TOTAL	1,480,705	1,922,467	1,504,441	2,325,381	402,914
<b>TOTAL EXPENDITURES</b>	<b>2,978,213</b>	<b>3,817,011</b>	<b>3,153,878</b>	<b>4,506,480</b>	<b>689,469</b>
<b>REVENUES OVER EXPENDITURES</b>	<b>(359,738)</b>	<b>269,309</b>	<b>703,869</b>	<b>(903,309)</b>	<b>(1,172,618)</b>
<b>ENDING BALANCE</b>	<b>1,286,540</b>	<b>1,555,849</b>	<b>2,259,718</b>	<b>1,356,409</b>	<b>(199,440)</b>

# CITY OF HITCHCOCK – UTILITY FUND

## FY2021 PROPOSED Annual Operating & Capital Budget

### Revenue – Enterprise Fund

		FY 2019 ACTUAL	FY 2020 AMENDED	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<b>BEGINNING BALANCE</b>		1,646,278	1,286,540	1,555,849	2,259,718	973,178
<b>UTILITY SALES</b>						
02-4501	WATER SALES	1,192,749	1,658,026	1,570,725	1,663,087	5,061
02-4502	WASTE-WATER SALES	979,513	1,290,954	1,169,880	1,409,806	118,852
02-4503	SEWER TREATMENT	65,013	125,000	73,684	75,000	(50,000)
02-4504	PENALTIES - UTILITIES	99,841	65,000	56,834	65,000	-
02-4505	FREDDIEVILLE SEWER REVENUE	76,580	82,740	102,310	92,278	9,538
02-4506	CITY UTILITIES - WATER	4,689	20,000	254	-	(20,000)
	PENALTIES - WATER	-	-	-	-	-
	PENALTIES - SEWER	-	-	-	-	-
	<b>TOTAL UTILITY SALES</b>	<b>2,418,385</b>	<b>3,241,720</b>	<b>2,973,687</b>	<b>3,305,171</b>	<b>63,451</b>
<b>UTILITY SERVICES</b>						
02-4521	TAPS/CONNECTIONS	149,172	186,607	232,167	225,000	38,393
	WATER SERVICES	-	-	-	-	-
	WASTEWATER SERVICES	-	-	-	-	-
	<b>TOTAL UTILITY SERVICES</b>	<b>149,172</b>	<b>186,607</b>	<b>232,167</b>	<b>225,000</b>	<b>38,393</b>
<b>OTHER REVENUE</b>						
02-4157	PENSION EXPENSE - WATER		-	-	-	-
02-4158	PENSION EXPENSE -SEWER		-	-	-	-
02-4701	MISCELLANEOUS REVENUE	18,456	1,000	1,023	1,000	-
02-4703	OVER/SHORT	-1		-7		-
02-4720	UTILITY DISCONNECT/RECONNECT	30,788	81,000	81,009	60,000	(21,000)
02-4736	NSF CHECK CHARGE	1,675	2,000	875	2,000	-
02-4751	MISC. REFUNDS & REIMB	-	568,993	568,993	-	(568,993)
02-4810	SALE OF ASSETS	-	5,000	-	10,000	5,000
02-4875	CAPITAL CONTRIBUTION	-	-	-	-	-
	INTEREST INCOME					-
	<b>TOTAL OTHER REVENUE</b>	<b>50,918</b>	<b>657,993</b>	<b>651,893</b>	<b>73,000</b>	<b>(584,993)</b>
<b>TOTAL REVENUES</b>		<b>2,618,475</b>	<b>4,086,320</b>	<b>3,857,747</b>	<b>3,603,171</b>	<b>(483,149)</b>
<b>TOTAL AVAILABLE FUNDS</b>		<b>4,264,753</b>	<b>5,372,860</b>	<b>5,413,596</b>	<b>5,862,889</b>	<b>490,029</b>

# CITY OF HITCHCOCK – UTILITY FUND

## FY2021 PROPOSED Annual Operating & Capital Budget

### Appropriations – Utility Administration

	FY 2019 ACTUAL	FY 2020 AMENDED	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<b>PERSONNEL SERVICES</b>					
02-529-101 REGULAR SALARIES	-	149,880	43,904	90,000	(59,880)
02-529-102 OVERTIME	-	-	44	-	-
02-529-106 PART TIME	-	-	-	20,280	20,280
02-529-121 SOCIAL SECURITY	-	11,696	3,412	8,667	(3,029)
02-529-122 RETIREMENT	-	6,789	1,940	5,008	(1,781)
02-529-131 HEALTH INSURANCE	-	25,614	6,793	12,290	(13,324)
02-529-132 DENTAL INSURANCE	-	1,041	281	521	(520)
02-529-133 LIFE INSURANCE	-	370	112	337	(33)
02-529-141 UNEMPLOYMENT	-	108	205	410	302
02-529-145 WORKER'S COMPENSATION	-	1,752	126	235	(1,517)
02-529-151 CAR ALLOWANCE	-	-	500	2,400	2,400
02-529-152 PHONE ALLOWANCE	-	600	150	600	-
MOVING EXPENSES	-	-	-	-	-
TOTAL PERSONNEL SERVICES	-	197,850	57,467	140,748	(57,102)
<b>SUPPLIES</b>					
02-529-201 OFFICE SUPPLIES	-	2,000	-	1,500	(500)
02-529-202 JANITORIAL SUPPLIES	-	-	-	500	500
02-529-203 GENERAL SUPPLIES	-	-	-	500	500
02-529-223 POSTAGE/METER RENTAL	-	5,215	2,121	5,215	-
02-529-225 DUES & SUBSCRIPTIONS	-	250	-	250	-
02-529-228 PROFESSIONAL BOOKS	-	500	-	500	-
02-529-230 CLASSIFIED ADVERTISEMENTS	-	-	-	500	500
02-529-235 FURNITURE	-	2,500	340	2,500	-
02-529-258 UTILITIES EXPENSE	-	-	-	-	-
TOTAL SUPPLIES	-	10,465	2,461	11,465	1,000
<b>PURCHASED SERVICES</b>					
02-529-304 TML INSURANCE	-	27,115	27,115	22,518	(4,597)
02-529-316 COPIER LEASE	-	2,500	4,685	4,685	2,185
02-529-321 TELECOMMUNICATIONS	-	-	-	-	-
02-529-325 UNIFORM EXPENSE	-	206	-	-	(206)
02-529-365 JANITORIAL SERVICES	-	-	-	4,000	4,000
UTILITY MAPPING	-	-	-	-	-
TOTAL PURCHASES SERVICES	-	29,821	31,800	31,203	1,382
<b>CONTRACTED SERVICES</b>					
02-529-342 AUDIT SERVICE	-	23,480	17,985	33,690	10,210
02-529-343 CITY ATTORNEY	-	-	-	5,000	5,000
02-529-344 CITY ENGINEER	-	20,000	350	20,000	-
02-529-382 EMPLOYEE EXAM/DRUG SCREEN	-	200	50	200	-
02-529-399 PROFESSIONAL SERVICES	-	15,000	-	15,000	-
COLLECTION AGENCY FEES	-	-	-	-	-
UTILITY RATE STUDY	-	-	-	-	-
TOTAL CONTRACTED SERVICES	-	58,680	18,385	73,890	15,210

# CITY OF HITCHCOCK – UTILITY FUND

## FY2021 PROPOSED Annual Operating & Capital Budget

### Appropriations – Utility Administration (Continued)

	FY 2019 ACTUAL	FY 2020 AMENDED	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<u>EDUCATION &amp; TRAINING</u>					
02-529-541 PROFESSIONAL ASSOC DUES/FEES	-	500	-	500	-
02-529-543 TRAINING/TRAVEL/PERDIEM	-	1,000	-	1,000	-
TOTAL EDUCATION & TRAINING	-	1,500	-	1,500	-
<u>TECHNOLOGY</u>					
02-529-551 SOFTWARE MAINTENANCE	-	12,841	12,841	14,580	1,739
02-529-602 COMPUTER HARDWARE	-	-	-	1,500	1,500
TOTAL TECHNOLOGY	-	12,841	12,841	16,080	3,239
<u>REPAIRS &amp; MAINTENANCE</u>					
02-529-403 BUILDINGS REPAIR & MAINTENANCE		10,000	38	16,000	6,000
GROUNDS MAINTENANCE	-	-	-	1,000	1,000
TOTAL REPAIRS & MAINTENANCE	-	10,000	38	17,000	7,000
<u>MISCELLANEOUS</u>					
02-529-602 SPECIAL ACTIVITIES	-	-	-	250	250
TOTAL MISCELLANEOUS	-	-	-	250	250
<u>CAPITAL OUTLAY</u>					
VEHICLE PURCHASE	-				-
02-529-601 OFFICE FURNITURE				1,000	1,000
AMORTIZATION EXPENSE		-	-	-	-
DEPRECIATION		-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	1,000	1,000
TOTAL UTILITY ADMINISTRATION	-	321,157	122,992	293,136	(28,021)

# CITY OF HITCHCOCK – UTILITY FUND

## FY2021 PROPOSED Annual Operating & Capital Budget

### Appropriations – Sewer Division

	FY 2019 ACTUAL	FY 2020 AMENDED	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<b>PERSONNEL SERVICES</b>					
02-521-101 REGULAR SALARIES	298,942	215,452	196,181	207,948	(7,504)
02-521-102 OVERTIME	31,138	27,300	18,929	15,439	(11,861)
02-521-104 CERTIFICATE PAY	-	5,550	3,900	4,200	(1,350)
02-521-121 SOCIAL SECURITY	24,524	18,997	16,754	17,413	(1,584)
02-521-122 RETIREMENT	14,493	11,027	9,527	10,061	(966)
02-521-131 HEALTH INSURANCE	42,284	38,421	29,259	32,772	(5,649)
02-521-132 DENTAL INSURANCE	-	1,562	1,238	1,388	(174)
02-521-133 LIFE INSURANCE	-	531	617	584	53
02-521-141 UNEMPLOYMENT	27	162	923	821	659
02-521-145 WORKERS COMP	-	7,400	5,557	4,650	(2,750)
<b>TOTAL PERSONNEL SERVICES</b>	<b>411,408</b>	<b>326,402</b>	<b>282,885</b>	<b>295,276</b>	<b>(31,126)</b>
<b>SUPPLIES</b>					
02-521-201 OFFICE SUPPLIES	1,395	1,500	1,856	1,900	400
02-521-202 JANITORIAL SUPPLIES					-
02-521-203 GENERAL SUPPLIES					-
02-521-204 LAB SUPPLIES	1,426	2,000	2,500	2,500	500
02-521-205 TREATMENT CHEMICALS	60,591	60,000	60,000	70,000	10,000
02-521-221 FUEL & OIL	10,688	12,000	12,000	12,000	-
02-521-223 POSTAGE/METER RENTAL	249	-	-	-	-
02-521-225 DUES & SUBSCRIPTIONS	47	100	-	120	20
02-521-227 PUBLICATIONS	987	300	228	500	200
02-521-233 UNIFORMS	75	539	539	1,073	534
02-521-235 TOOLS	150	500	500	750	250
02-521-258 UTILITIES EXPENSE	85,732	99,920	108,683	120,000	20,080
<b>TOTAL SUPPLIES</b>	<b>161,340</b>	<b>176,859</b>	<b>186,306</b>	<b>208,843</b>	<b>31,984</b>
<b>PURCHASED SERVICES</b>					
02-521-304 TML INSURANCE	25,824			-	-
02-521-309 MUNICIPAL CODE CORPORATION	323	-		-	-
02-521-316 RENTAL		500	-		(500)
02-521-321 COMMUNICATIONS CHARGES	3,528	4,000	3,663	4,000	-
UTILITY MAPPING					-
<b>TOTAL PURCHASED SERVICES</b>	<b>29,675</b>	<b>4,500</b>	<b>3,663</b>	<b>4,000</b>	<b>(500)</b>

# CITY OF HITCHCOCK – UTILITY FUND

## FY2021 PROPOSED Annual Operating & Capital Budget

### Appropriations – Sewer Division (Continued)

	FY 2019 ACTUAL	FY 2020 AMENDED	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<b><u>CONTRACTED SERVICES</u></b>					
02-521-342 AUDIT SERVICES	16,389	15,000	5,484	15,000	-
02-521-344 ENGINEERING	11,945	15,000	15,000	15,000	-
02-521-365 JANITORIAL SERVICE	1,200	1,200	1,200	1,200	-
02-521-371 UTILITY BILLING	16,746	18,000	21,947	22,000	4,000
02-521-382 EMPLOYEE EXAM/DRUG SCREEN	64	100	100	100	-
02-521-383 SLUDGE DISP/TESTING/SAMPLING	16,250	19,200	19,200	22,000	2,800
02-521-384 TCEQ FEES	20,328	20,328	20,328	20,328	-
02-521-385 GREASE TRAP INSPECTIONS	-	1,222	1,222	1,400	178
02-521-399 CONTRACT SERVICES	114,355	108,210	108,210	30,000	(78,210)
REPAIRS TO EXISTING SERVICES	-	-	-	-	-
NEW SERVICE INSTALL	-	-	-	100,000	100,000
<b>TOTAL CONTRACTED SERVICES</b>	<b>197,277</b>	<b>198,260</b>	<b>192,691</b>	<b>227,028</b>	<b>28,768</b>
<b><u>EDUCATION &amp; TRAINING</u></b>					
02-521-542 EDUCATION/DUES/TESTING	660	1,500	366	1,500	-
<b>TOTAL EDUCATION &amp; TRAINING</b>	<b>660</b>	<b>1,500</b>	<b>366</b>	<b>1,500</b>	<b>-</b>
<b><u>TECHNOLOGY</u></b>					
02-521-551 SOFTWARE MAINTENANCE	5,414	-	-	-	-
COMPUTER MAINTENANCE	-	-	-	-	-
<b>TOTAL TECHNOLOGY</b>	<b>5,414</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>REPAIRS &amp; MAINTENANCE</u></b>					
02-521-401 EQUIPMENT REPAIRS & MAINT	2,988	3,500	3,500	4,000	500
02-521-403 EMPLOYEE HEALTH INSURANCE	-	-	-	-	-
02-521-403.( COLLECTION SYSTEM BLDG & GRN	1,919	2,500	720	2,500	-
03-521-403.( M/R GARAGE BUILDING	-	5,000	500	3,000	(2,000)
02-521-410 SAFETY EQUIPMENT	893	1,000	1,948	2,000	-
02-521-416 WWTP SYSTEM MAINTENANCE	91,397	673,261	673,261	150,000	(523,261)
02-521-417 M/R LIFT STATIONS	72,859	91,733	91,733	85,000	(6,733)
02-521-418 M/R COLLECTION SYSTEM	15,991	16,788	16,788	70,000	53,212
02-521-419 I&I REHAB/CONSTRUCTION	30,518	5,740	5,740	200,000	194,260
SMALL TOOLS	-	-	-	-	-
EQUIPMENT PURCHASES	-	-	-	-	-
VEHICLE REPAIR & MAINTENANCE	-	-	-	-	-
BLDG REPAIRS & MAINTENANCE	-	-	-	-	-
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>	<b>216,565</b>	<b>799,522</b>	<b>794,190</b>	<b>516,500</b>	<b>(284,022)</b>

# CITY OF HITCHCOCK – UTILITY FUND

## FY2021 PROPOSED Annual Operating & Capital Budget

### Appropriations – Sewer Division (Continued)

	FY 2019 ACTUAL	FY 2020 AMENDED	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<b><u>MISCELLANEOUS</u></b>					
02-521-645 INTEREST EXPENSE	239	-	-	-	-
<b>TOTAL MISCELLANEOUS</b>	239	-	-	-	-
<b><u>CAPITAL OUTLAY</u></b>					
SYSTEM UPGRADES				479,000	479,000
SCADA SYSTEM			-	60,000	60,000
02-521-602 EQUIPMENT PURCHASES		-	-	-	-
02-521-661 DEPRECIATION	474,930				
<b>TOTAL CAPITAL OUTLAY</b>	474,930	-	-	539,000	539,000
<b><u>DEBT SERVICE</u></b>					
EQUIPMENT PAYMENT	-	-	-	29,472	29,472
<b>TOTAL DEBT SERVICE</b>	-	-	-	29,472	29,472
<b><u>TRANSFERS OUT</u></b>					
02-521-699 TRANSFER TO GF FOR ADMIN		66,344	66,344	66,344	-
<b>TOTAL TRANSFERS OUT</b>	-	66,344	66,344	66,344	-
<b>TOTAL SEWER DIVISION</b>	1,497,508	1,573,387	1,526,445	1,887,963	313,576

# CITY OF HITCHCOCK – UTILITY FUND

## FY2021 PROPOSED Annual Operating & Capital Budget

### Appropriations – Public Works: Water Division

	FY 2019 ACTUAL	FY 2020 AMENDED	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<b>PERSONNEL SERVICES</b>					
02-522-101 REGULAR SALARIES	235,262	160,564	161,153	171,600	11,036
02-522-102 OVERTIME	16,950	20,500	17,258	19,000	(1,500)
02-522-104 CERTIFICATE PAY	-	2,550	600	-	(2,550)
02-522-108 CALL BACK PAY	-	7,300	6,568	5,738	(1,562)
02-522-121 SOCIAL SECURITY	18,889	14,034	14,197	15,023	989
02-522-122 RETIREMENT	11,623	8,147	8,073	8,680	533
02-522-131 HEALTH INSURANCE	42,184	29,883	29,454	32,772	2,889
02-522-132 DENTAL INSURANCE	-	1,215	1,209	1,388	173
02-522-133 LIFE INSURANCE	-	396	448	454	58
02-522-141 UNEMPLOYMENT	72	126	923	821	695
02-522-145 WORKER'S COMPENSATION	-	7,363	5,931	4,565	(2,798)
<b>TOTAL PERSONNEL SERVICES</b>	<b>324,980</b>	<b>252,078</b>	<b>245,814</b>	<b>260,041</b>	<b>7,963</b>
<b>SUPPLIES</b>					
02-522-201 OFFICE SUPPLIES	6,938	3,000	3,000	3,000	-
02-522-202 JANITORIAL SUPPLIES				500	500
02-522-203 GENERAL SUPPLIES				500	500
02-522-221 FUEL & OIL	10,711	13,000	10,000	13,000	-
02-522-223 POSTAGE/METER RENTAL	229	-		-	-
02-522-225 DUES & SUBSCRIPTIONS	48	100	-	100	-
02-522-226 WATER DUES	180	200	180	180	(20)
02-522-227 PUBLICATIONS	152	500	-		(500)
02-522-233 UNIFORMS	170	1,224	1,224	1,224	-
02-522-235 TOOLS		1,000	1,323	1,500	500
02-522-258 UTILITIES EXPENSE	30,399	33,193	29,745	30,000	(3,193)
02-522-371 UTILITY BILLING	16,746	20,000	21,947	22,200	2,200
<b>TOTAL SUPPLIES</b>	<b>65,573</b>	<b>72,217</b>	<b>67,419</b>	<b>72,204</b>	<b>(13)</b>
<b>PURCHASED SERVICES</b>					
02-522-203 MATERIALS & SUPPLIES	35,504	75,000	65,000	78,000	3,000
02-522-304 TML INSURANCE	14,472				-
02-522-309 MUNICIPAL CODE	322	-	-	-	-
02-522-316 RENTALS	-	-	-	3,000	3,000
02-522-321 TELECOMMUNICATIONS	4,989	10,400	10,400	11,700	1,300
02-522-328 SURFACE WATER	657,019	657,998	646,841	650,000	(7,998)
<b>TOTAL PURCHASED SERVICES</b>	<b>712,306</b>	<b>743,398</b>	<b>722,241</b>	<b>742,700</b>	<b>(698)</b>



# CITY OF HITCHCOCK – UTILITY FUND

## FY2021 PROPOSED Annual Operating & Capital Budget

### Appropriations – Public Works: Water Division (Continued)

	FY 2019 ACTUAL	FY 2020 AMENDED	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<b>CONTRACTED SERVICES</b>					
02-522-342 AUDIT	16,389	10,000	3,983	-	(10,000)
02-522-344 ENGINEERING	3,325	42,000	32,000	45,000	3,000
02-522-365 JANITORIAL SERVICE	1,200	1,200	1,200	1,200	-
02-522-367 WATER MONITORING		6,698	6,698	7,271	
02-522-382 EMPLOYEE EXAM/DRUG SCREEN	-	100	111	100	-
02-522-399 CONTRACT SERVICES	85,283	87,740	87,740	28,000	(59,740)
NEW SERVICE INSTALLS				90,000	90,000
REPAIRS TO EXISTING SERVICES					-
<b>TOTAL CONTRACTED SERVICES</b>	<b>106,197</b>	<b>147,738</b>	<b>131,732</b>	<b>171,571</b>	<b>23,260</b>
<b>EDUCATION &amp; TRAINING</b>					
02-522-542 EDUCATION/DUES/TEST	490	1,000	758	1,500	500
02-522-543 TRAINING/TRAVEL/PER DIEM	-	200	-	500	300
<b>TOTAL EDUCATION &amp; TRAINING</b>	<b>490</b>	<b>1,200</b>	<b>758</b>	<b>2,000</b>	<b>800</b>
<b>TECHNOLOGY</b>					
02-522-551 SOFTWARE MAINTENANCE	5,414	-	5,414	-	-
<b>TOTAL TECHNOLOGY</b>	<b>5,414</b>	<b>-</b>	<b>5,414</b>	<b>-</b>	<b>-</b>
<b>REPAIRS &amp; MAINTENANCE</b>					
02-522-401 EQUIPMENT REPAIRS & MAINT	6,680	8,000	9,960	8,000	-
02-522-401.1 GENERATOR MAINTENANCE	-	9,000	4,055	9,000	-
02-522-402 RADIO MAINTENANCE	-	1,000	-	1,000	-
02-522-403.1 BUILDINGS & GROUNDS	-	5,000	3,000	5,000	-
02-522-406 FIRE HYDRANTS	35,243	40,000	37,217	40,000	-
02-522-410 SAFETY EQUIPMENT	-	5,000	1,500	5,000	-
02-522-411 STORAGE TANK REPAIRS	249,618	433,840	85,635	385,000	(48,840)
02-522-420 UTILITIES SYSTEM MAINTENANCE	31,942	30,000	15,000	30,000	-
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>	<b>323,483</b>	<b>531,840</b>	<b>156,367</b>	<b>483,000</b>	<b>(48,840)</b>
<b>CAPITAL OUTLAY</b>					
02-522-653 AUTO READ METERS	-	79,603	79,603	-	(79,603)
02-522-661 DEPRECIATION	188,027	-	-	-	-
STORAGE TANK REPAIRS	-	-	-	435,000	435,000
WATER SYSTEM IMPROVEMENTS	-	-	-	35,000	35,000
<b>TOTAL CAPITAL OUTLAY</b>	<b>188,027</b>	<b>79,603</b>	<b>79,603</b>	<b>470,000</b>	<b>390,397</b>

# CITY OF HITCHCOCK – UTILITY FUND

## FY2021 PROPOSED Annual Operating & Capital Budget

### Appropriations – Public Works: Water Division (Continued)

	FY 2019 ACTUAL	FY 2020 AMENDED	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<b>DEBT SERVICE</b>					
02-522-522 GRANT MATCHING FUNDS	6,350	-	700	-	-
02-522-645 DEBT SERVICE-INTEREST	3,853	-	-	-	-
02-522-652 EQUIPMENT PAYMENT	-	-	-	29,472	29,472
02-522-665 WATER GRANT MATCHING FUND	(6,350)	-	-	-	-
02-522-667 STORAGE TANK REPAIRS	(249,618)	-	-	-	-
<b>TOTAL DEBT SERVICE</b>	<b>(245,765)</b>	<b>-</b>	<b>700</b>	<b>29,472</b>	<b>29,472</b>
<b>TRANSFERS OUT</b>					
02-522-699 TRANSFER TO GF FOR ADMIN	-	94,393	94,393	94,393	-
<b>TOTAL TRANSFERS OUT</b>	<b>-</b>	<b>94,393</b>	<b>94,393</b>	<b>94,393</b>	<b>-</b>
<b>TOTAL WATER DIVISION</b>	<b>1,480,705</b>	<b>1,922,467</b>	<b>1,504,441</b>	<b>2,325,381</b>	<b>402,341</b>
<b>TOTAL EXPENDITURES</b>	<b>2,978,213</b>	<b>3,817,011</b>	<b>3,153,878</b>	<b>4,506,480</b>	<b>687,896</b>
<b>REVENUES OVER EXPENDITURES</b>	<b>(359,738)</b>	<b>269,309</b>	<b>703,869</b>	<b>(903,309)</b>	<b>634,000</b>
<b>ENDING BALANCE</b>	<b>1,286,540</b>	<b>1,555,849</b>	<b>2,259,718</b>	<b>1,356,409</b>	<b>(199,440)</b>

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# OTHER FUNDS

## CITY OF HITCHCOCK – OTHER FUNDS

### FY2021 PROPOSED Annual Operating & Capital Budget

#### Police Department Donation – Fund 07

		FY 2019 ACTUAL	FY 2020 ADOPTED	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<b>AVAILABLE FUNDS</b>						
Beginning Fund Balance		10,241	0	0	0	\$ -
<b>REVENUES</b>						
07-4711	DONATIONS	2,500	2,500	628	2,100	(400)
	INTEREST	-	-	-	-	-
						-
	TOTAL REVENUES	\$ 2,500	\$ 2,500	\$ 628	\$ 2,100	\$ (400)
	TOTAL AVAILABLE FUNDS	\$ 12,741	\$ 2,500	\$ 628	\$ 2,100	(400)
<b>APPROPRIATIONS</b>						
	TRAVEL & TRAINING					-
07-500-212	MATERIALS & SUPPLIES	12,741	-	628	2,100	2,100
07-500-602	SPECIAL EQUIPMENT	-				-
	TOTAL APPROPRIATION	\$ 12,741	\$ -	\$ 628	\$ 2,100	\$ 2,100
	ENDING BALANCE	\$ -	\$ 2,500	\$ -	\$ -	\$ (2,500)

## CITY OF HITCHCOCK – OTHER FUNDS

### FY2021 PROPOSED Annual Operating & Capital Budget

#### DEA Drug Forfeiture – Fund 18

		FY 2019 ACTUAL	FY 2020 ADOPTED	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<b>AVAILABLE FUNDS</b>						
Beginning Fund Balance		4,274	1,415	1,415	4,274	\$ 2,859
<b>REVENUES</b>						
18-4821	SEIZED FUNDS	-	-	2,859	-	\$ -
14-4601	INTEREST INCOME	-	-	-	-	\$ -
TOTAL REVENUES		\$ -	\$ -	\$ 2,859	\$ -	\$ -
TOTAL AVAILABLE FUNDS		\$ 4,274	\$ 1,415	\$ 4,274	\$ 4,274	\$ 2,859
<b>APPROPRIATIONS</b>						
18-500-212	LAW ENF. SUPPLIES	2,859	-	-	-	-
18-500-602	EQUIPMENT PURCHASES		1,415	-	4,274	2,859
	SPECIAL ACTIVITIES	-	-	-	-	-
TOTAL APPROPRIATIONS		\$ 2,859	\$ 1,415	\$ -	\$ 4,274	2,859
ENDING BALANCE		\$ 1,415	\$ -	\$ 4,274	\$ -	\$ -

## CITY OF HITCHCOCK – OTHER FUNDS

### FY2021 PROPOSED Annual Operating & Capital Budget

#### Police Department Training – Fund 40

		FY 2019 ACTUAL	FY 2020 ADOPTED	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<b>AVAILABLE FUNDS</b>						
Beginning Fund Balance		-	0	0	\$ 1,460	\$ 1,460
<b>REVENUES</b>						
40-4800	LEOSE ALLOTMENT	2,054	2,054	1,460		(2,054)
	INTEREST	-	-	-	-	-
	TOTAL REVENUES	<u>\$ 2,054</u>	<u>\$ 2,054</u>	<u>\$ 1,460</u>	<u>\$ -</u>	<u>\$ (2,054)</u>
	TOTAL AVAILABLE FUNDS	<u>\$ 2,054</u>	<u>\$ 2,054</u>	<u>\$ 1,460</u>	<u>\$ 1,460</u>	<u>(594)</u>
<b>APPROPRIATIONS</b>						
40-500-543	TRAVEL & TRAINING	2,054	2,054	-	1,460	(594)
	BANK FEES	-	-	-	-	-
	SPECIAL EQUIPMENT	-	-	-	-	-
	TOTAL APPROPRIATIONS	<u>\$ 2,054</u>	<u>\$ 2,054</u>	<u>\$ -</u>	<u>\$ 1,460</u>	<u>\$ (594)</u>
	ENDING BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,460</u>	<u>\$ -</u>	<u>\$ -</u>

## CITY OF HITCHCOCK – OTHER FUNDS

### FY2021 PROPOSED Annual Operating & Capital Budget

#### Municipal Court Building Security - Fund 22

		FY 2019 ACTUAL	FY 2020 ADOPTED	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<b>AVAILABLE FUNDS</b>						
Beginning Fund Balance		51,726	50,961	50,961	44,314	\$ (6,647)
<b>REVENUES</b>						
22-4412	SECURITY FEE	4,315	3,800	2,170	2,200	(1,600)
	INTEREST INCOME					-
	TOTAL REVENUES	\$ 4,315	\$ 3,800	\$ 2,170	\$ 2,200	(1,600)
	TOTAL AVAILABLE FUNDS	\$ 56,041	\$ 54,761	\$ 53,131	\$ 46,514	(8,247)
<b>APPROPRIATIONS</b>						
22-500-366	ADT SECURITY SYSTEM	5,080	1,605	1,285	1,200	(405)
22-500-403	BLDG REPAIR & MAINT.	-	20,000	7,532	25,000	5,000
	COURT SECURITY	-	-	-		-
	TOTAL APPROPRIATIONS	\$ 5,080	\$ 21,605	\$ 8,817	\$ 26,200	4,595
	ENDING BALANCE	\$ 50,961	\$ 33,156	\$ 44,314	\$ 20,314	(12,842)



## CITY OF HITCHCOCK – OTHER FUNDS

### FY2021 PROPOSED Annual Operating & Capital Budget

#### Municipal Court Technology – Fund 26

		FY 2019 ACTUAL	FY 2020 ADOPTED	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<b>AVAILABLE FUNDS</b>						
Beginning Fund Balance		15,924	3,209	3,209	0	\$ (3,209)
<b>REVENUES</b>						
26-4413	TECHNOLOGY FEE	5,757	5,000	2,865	5,000	-
	INTEREST INCOME	-	-	-	-	-
	TRANSFER IN	-	-	-	-	-
	TOTAL REVENUES	\$ 5,757	\$ 5,000	\$ 2,865	\$ 5,000	-
	TOTAL AVAILABLE FUNDS	\$ 21,681	\$ 8,209	\$ 6,074	\$ 5,000	\$ (3,209)
<b>APPROPRIATIONS</b>						
26-500-201	OFFICE SUPPLIES & EQUIP	18,472	-	1,227	-	-
26-500-551	COMPUTER SOFTWARE	-	8,287	4,847	5,000	(3,287)
	COMPUTER HARDWARE	-	-	-	-	-
	COMPUTER MAINTENANCE	-	-	-	-	-
	EQUIPMENT PURCHASES	-	-	-	-	-
	BANK FEES	-	-	-	-	-
	TOTAL APPROPRIATIONS	\$ 18,472	\$ 8,287	\$ 6,074	\$ 5,000	(3,287)
	ENDING BALANCE	\$ 3,209	\$ (78)	\$ -	\$ -	78

## CITY OF HITCHCOCK – OTHER FUNDS

### FY2021 PROPOSED Annual Operating & Capital Budget

#### Hotel Occupancy Tax – Fund 23

		FY 2019 ACTUAL	FY 2020 ADOPTED	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<b>AVAILABLE FUNDS</b>						
Beginning Fund Balance		0	1,730	1,730	5,990	\$ 4,260
<b>REVENUES</b>						
23-4205	HOTEL/MOTEL TAX	1,730	3,460	4,260	5,000	1,540
23-4601	INTEREST INCOME	-	-	-	-	-
TOTAL REVENUES		\$ 1,730	\$ 3,460	\$ 4,260	\$ 5,000	\$ 1,540
TOTAL AVAILABLE FUNDS		\$ 1,730	\$ 5,190	\$ 5,990	\$ 10,990	\$ 5,800
<b>APPROPRIATIONS</b>						
PROFESSIONAL SERVICES		-	-	-	-	-
TRAVEL & TRAINING		-	-	-	-	-
23-500-509	TOURISM	-	5,000	-	8,000	3,000
SPECIAL EVENTS		-	-	-	-	-
BANK FEES		-	-	-	-	-
TOTAL APPROPRIATIONS		\$ -	\$ 5,000	\$ -	\$ 8,000	\$ 3,000
ENDING BALANCE		\$ 1,730	\$ 190	\$ 5,990	\$ 2,990	\$ 2,800

## CITY OF HITCHCOCK – OTHER FUNDS

### FY2021 PROPOSED Annual Operating & Capital Budget

#### Parks – Fund 15

	FY 2019 ACTUAL	FY 2020 ADOPTED	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<b>AVAILABLE FUNDS</b>					
Beginning Fund Balance	5,273	5,273	5,273	5,273	\$ -
<b>REVENUES</b>					
DONATIONS	-	-	-	-	-
INTEREST INCOME	-	-	-	-	-
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL AVAILABLE FUNDS	\$ 5,273	\$ 5,273	\$ 5,273	\$ 5,273	\$ -
<b>APPROPRIATIONS</b>					
PROFESSIONAL SERVICES	-	-	-	-	-
15-500-403 BUILDING REPAIRS & MAINT.		5,273	-	5,273	-
GROUNDS MAINTENANCE	-	-	-	-	-
SPECIAL EVENTS	-	-	-	-	-
FIELD LIGHTS	-	-	-	-	-
TOTAL APPROPRIATIONS	\$ -	\$ 5,273	\$ -	\$ 5,273	\$ -
ENDING BALANCE	\$ 5,273	\$ -	\$ 5,273	\$ -	\$ -

## CITY OF HITCHCOCK – OTHER FUNDS

### FY2021 PROPOSED Annual Operating & Capital Budget

#### Hitchcock Industrial Development Corporation – Fund 27

		FY 2019 ACTUAL	FY 2020 AMENDED	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<b>AVAILABLE FUNDS</b>						
BEGINNING FUND BALANCE		355,223	398,304	398,304	453,957	\$ 55,653
<b>REVENUES</b>						
27-4202	SALES TAX	274,746	266,500	290,000	290,000	23,500
27-4701	MISCELLANEOUS REVENUES	-	-	-	-	-
27-4706	INTEREST	4,524	3,000	2,777	2,500	(500)
	TOTAL REVENUES	\$ 279,270	\$ 269,500	\$ 292,777	\$ 292,500	\$ 23,000
	TOTAL AVAILABLE FUNDS	\$ 634,493	\$ 667,804	\$ 691,081	\$ 746,457	\$ 78,653
<b>APPROPRIATIONS</b>						
500-539	MISCELLANEOUS EXPENSES	236,189	-	-	-	-
527-101	SALARY		115,000	59,700	86,400	(28,600)
527-121	SOCIAL SECURITY		-	2,348	-	-
527-131	HEALTH INSURANCE		-	11,322	-	-
527-132	DENTAL INSURANCE		-	244	-	-
527-133	LIFE INSURANCE		-	89	-	-
527-141	UNEMPLOYMENT		-	205	-	-
527-152	PHONE ALLOWANCE		-	-	660	660
527-201	OFFICE SUPPLIES		15,000	2,000	2,000	(13,000)
527-225	DUES & SUBSCRIPTIONS		2,000	549	900	(1,100)
527-258	UTILITIES EXPENSE		8,000	8,400	-	(8,000)
527-258.1	UTILITIES -WATER		-	-	440	440
527-258.2	UTILITIES - ELECTRIC		-	-	3,600	3,600
527-258.3	UTILITIES-TELECOM		-	-	2,640	2,640
527-330	BUILDING RENTAL/LEASE		9,600	12,460	11,760	2,160
527-343	LEGAL EXPENSES		6,000	3,599	7,200	1,200
527-343.1	PROFESSIONAL SERVICES			25,000		-
527-460	ADMINISTRATIVE SERVICES			9,000	12,000	12,000
527-391	MARKETING		41,900	16,000	15,000	(26,900)
527-391.1	COM PROMISE		-	25,000	12,000	12,000
527-391.2	CDBG MAIN ST. MATCH		-	-	37,500	37,500
527-403	BUILDING REPAIR & MAINT		15,000	1,286	4,000	(11,000)
527-541	PROFESSIONAL ASSOC FEES		-	25	1,000	1,000
527-542	EDUCATION/DUES/TESTING		2,500	-	1,900	(600)
527-543	TRAINING/TRAVEL/PER DIEM		2,000	-	2,100	100
527-552	WEBSITE			360	5,000	5,000
527-650	DEBT SERVICE - INTEREST		20,000	21,308	22,000	2,000
527-651	DEBT SERVICE-PRINCIPAL		50,000	38,229	37,336	(12,664)
	TOTAL APPROPRIATIONS	\$ 236,189	\$ 287,000	\$ 237,124	\$ 265,436	\$ (21,564)
	ENDING BALANCE	\$ 398,304	\$ 380,804	\$ 453,957	\$ 481,021	\$ 100,217

## CITY OF HITCHCOCK – OTHER FUNDS

### FY2021 PROPOSED Annual Operating & Capital Budget

#### TIRZ One Harborwalk – Fund 28

		FY 2019 ACTUAL	FY 2020 ADOPTED	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<b>AVAILABLE FUNDS</b>						
BEGINNING FUND BALANCE		1,597,989	1,113,959	1,113,959	74,402	\$(1,039,557)
<b>REVENUES</b>						
28-4105	TAX REVENUE CITY SHARE	496,188	492,000	588,902	576,713	84,713
28-4106	TAX REVENUE COUNTY	486,394	465,300	-	-	(465,300)
28-4107	TAX REVENUE COM (605)	195,191	195,200	-	-	(195,200)
28-4706	INTEREST	23,985	22,000	9,561	9,000	(13,000)
	INTEREST INCOME OTHER	-	-	-	-	-
						-
	TOTAL REVENUES	\$ 1,201,758	\$ 1,174,500	\$ 598,463	\$ 585,713	\$ (588,787)
	TOTAL AVAILABLE FUNDS	\$ 2,799,747	\$ 2,288,459	\$ 1,712,422	\$ 660,115	(1,628,344)
<b>APPROPRIATIONS</b>						
28-500-525	ADMINISTRATIVE FEE	-	25,000	-	-	(25,000)
28-500-641	BOND ISSUANCE COST	-	-	-	-	-
28-500-655	ZONE REIMBURSEMENT	760,000	755,000	775,000	-	(755,000)
28-500-656	DEBT SERVICE INTEREST	25,788	13,020	13,020	-	(13,020)
28-500-801	INTEREST & FEE ON DEBT	-	-	850,000	300,000	300,000
28-500-803	ADMINISTRATIVE FEE	900,000	-	-	-	-
	TOTAL APPROPRIATIONS	\$ 1,685,788	\$ 793,020	\$ 1,638,020	\$ 300,000	\$ (493,020)
	ENDING BALANCE	\$ 1,113,959	\$ 1,495,439	\$ 74,402	\$ 360,115	\$(1,135,324)

## CITY OF HITCHCOCK – OTHER FUNDS

### FY2021 PROPOSED Annual Operating & Capital Budget

#### Hitchcock Industrial Development Corporation – Fund 30

		FY 2019 ACTUAL	FY 2020 ADOPTED	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<b>AVAILABLE FUNDS</b>						
BEGINNING FUND BALANCE		-806,970	127,604	127,604	133,609	\$ 6,005
CONVERT TO CASH BASIS		907,464				
		100,494	127,604	127,604	133,609	6,005
<b>REVENUES</b>						
30-4821	WATER LINE OBLIGATION	63,924	63,924	63,924	63,924	-
30-4706	INTEREST	2,088	1,850	1,310	1,000	(850)
						-
	TOTAL REVENUES	\$ 66,012	\$ 65,774	\$ 65,234	\$ 64,924	\$ (850)
	TOTAL AVAILABLE FUNDS	\$ 166,506	\$ 193,378	\$ 192,838	\$ 198,533	\$ 5,155
<b>APPROPRIATIONS</b>						
30-500-656	USDA LOAN INTEREST	38,902	21,000	21,000	12,588	(8,412)
30-500-655	USDA LOAN PRINCIPAL	-	38,229	38,229	35,000	(3,229)
	PAYING AGENT FEE	-	-	-	-	-
	TOTAL APPROPRIATIONS	\$ 38,902	\$ 59,229	\$ 59,229	\$ 47,588	\$ (11,641)
	ENDING BALANCE	\$ 127,604	\$ 134,149	\$ 133,609	\$ 150,945	\$ 16,796

## CITY OF HITCHCOCK – OTHER FUNDS

### FY2021 PROPOSED Annual Operating & Capital Budget

#### Hitchcock Industrial Development Corporation – Fund 31

	FY 2019 ACTUAL	FY 2020 ADOPTED	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<b>AVAILABLE FUNDS</b>					
BEGINNING FUND BALANCE	70,061	71,158	71,158	71,858	\$ 700
<b>REVENUES</b>					
32-4706 INTEREST	1,097	1,200	700	700	(500)
					-
TOTAL REVENUES	\$ 1,097	\$ 1,200	\$ 700	\$ 700	\$ (500)
TOTAL AVAILABLE FUNDS	\$ 71,158	\$ 72,358	\$ 71,858	\$ 72,558	\$ 200
<b>APPROPRIATIONS</b>					
MISCELLANEOUS	-	-	-	-	-
TOTAL APPROPRIATIONS	\$ -	\$ -	\$ -	\$ -	\$ -
ENDING BALANCE	\$ 71,158	\$ 72,358	\$ 71,858	\$ 72,558	\$ 200

# GRANTS



# CITY OF HITCHCOCK – OHTER FUNDS

## FY2021 PROPOSED Annual Operating & Capital Budget

### FEMA – Fund 21

		FY 2019 ACTUAL	FY 2020 ADOPTED	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<b>AVAILABLE FUNDS</b>						
BEGINNING FUND BALANCE		-	-	-	0 \$	-
<b>REVENUES</b>						
21-4800	FEMA GRANT FUNDS	42,044	246,170	34,167	-	(246,170)
	INTEREST	-	-	-	-	-
						-
	TOTAL REVENUES	\$ 42,044	\$ 246,170	\$ 34,167	\$ -	\$(246,170)
	TOTAL AVAILABLE FUNDS	\$ 42,044	\$ 246,170	\$ 34,167	\$ -	(246,170)
<b>APPROPRIATIONS</b>						
21-500-523	GRANT EXPENDITURES		246,170	27,250		(246,170)
21-506-449	EMERGENCY SUPPLIES	42,044		6,917		
	BANK FEES	-	-	-	-	-
	SPECIAL EQUIPMENT	-				-
	TOTAL APPROPRIATIONS	\$ 42,044	\$ 246,170	\$ 34,167	\$ -	\$(246,170)
	ENDING BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -

## CITY OF HITCHCOCK – OHTER FUNDS

### FY2021 PROPOSED Annual Operating & Capital Budget

#### Texas Community Development Block Grant – Fund 24

		FY 2019 ACTUAL	FY 2020 ADOPTED	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<b>AVAILABLE FUNDS</b>						
BEGINNING FUND BALANCE		-	-	-	1,304,524	\$ 1,304,524
<b>REVENUES</b>						
24-4800	GRANT FUNDS	22,365	1,463,149	1,463,149	-	(1,463,149)
	GRANT MATCH					-
	TOTAL REVENUES	<u>\$ 22,365</u>	<u>\$ 1,463,149</u>	<u>\$ 1,463,149</u>	<u>\$ -</u>	<u>\$(1,463,149)</u>
TOTAL AVAILABLE FUNDS:		<u>\$ 22,365</u>	<u>\$ 1,463,149</u>	<u>\$ 1,463,149</u>	<u>\$ 1,304,524</u>	<u>(158,625)</u>
<b>APPROPRIATIONS</b>						
24-500-523	CDBG PROJECTS	22,365	-	-	1,228,000	1,228,000
	ENGINEERING SERVICES	-	147,360	103,152	44,208	(103,152)
	ADMINISTRATIVE SERV	-	80,789	48,473	28,276	(52,513)
	ENVIRONMENTAL	-	7,000	7,000	-	(7,000)
	TOTAL APPROPRIATIONS	<u>\$ 22,365</u>	<u>\$ 235,149</u>	<u>\$ 158,625</u>	<u>\$ 1,300,484</u>	<u>\$ 1,065,335</u>
ENDING BALANCE		<u>\$ -</u>	<u>\$ 1,228,000</u>	<u>\$ 1,304,524</u>	<u>\$ 4,040</u>	<u>\$(1,223,960)</u>

**CITY OF HITCHCOCK – OHTER FUNDS****FY2021 PROPOSED Annual Operating & Capital Budget****Police Department Grants – Fund 25**

	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 PROPOSED</b>	<b>BUDGET CHANGE</b>
<b>AVAILABLE FUNDS</b>					
BEGINNING FUND BALANCE	-	-	-	0	\$ -
<b>REVENUES</b>					
25-4800 GRANTS	-	-	-	168,542	168,542
INTEREST	-	-	-	-	-
					-
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ 168,542	\$168,542
TOTAL AVAILABLE FUNDS	\$ -	\$ -	\$ -	\$ 168,542	168,542
<b>APPROPRIATIONS</b>					
525-400 GRANT EXPENDITURES				168,542	168,542
BANK FEES	-	-	-	-	-
SPECIAL EQUIPMENT	-				-
TOTAL APPROPRIATIONS	\$ -	\$ -	\$ -	\$ 168,542	\$168,542
ENDING BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF HITCHCOCK – OHTER FUNDS

## FY2021 PROPOSED Annual Operating & Capital Budget

### HGAC Solid Waste Grant – Fund 34

	FY 2019 ACTUAL	FY 2020 ADOPTED	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<b>AVAILABLE FUNDS</b>					
BEGINNING FUND BALANCE	-	-	-	71,323	\$ 71,323
<b>REVENUES</b>					
34-4800 GRANT FUNDS		106,625	106,625	-	(106,625)
34-4911 TRNSFR IN GRANT MATCH	-	26,656	26,656	-	(26,656)
TOTAL REVENUES	\$ -	\$ 133,281	\$ 133,281	\$ -	\$(133,281)
TOTAL AVAILABLE FUNDS	\$ -	\$ 133,281	\$ 133,281	\$ 71,323	(61,958)
<b>APPROPRIATIONS</b>					
534-101 REGULAR SALARIES	-	11,346	11,346	49,754	38,408
534-102 OVERTIME	-	-	-	-	-
534-104 CERTIFICATE PAY	-	-	-	1,200	1,200
534-121 SOCIAL SECURITY	-	869	869	3,806	2,937
534-122 RETIREMENT	-	494	494	2,199	1,705
534-131 HEALTH INSURANCE	-	2,038	2,038	8,193	6,155
534-132 DENTAL INSURANCE	-	85	85	347	262
534-133 LIFE INSURANCE	-	56	56	123	67
534-141 UNEMPLOYMENT	-	36	36	144	108
534-145 WORKERS COMP	-	534	534	140	(394)
534-201 OFFICE SUPPLIES	-	500	500	-	(500)
534-221 FUEL & OIL	-	500	500	500	-
534-223 POSTAGE	-	500	500	500	-
534-321 TELECOMMUNICATIONS	-	1,000	1,000	1,500	500
534-325 UNIFORMS	-	-	-	-	-
534-401 MAINT. & REPAIR VEHICLE	-	-	-	417	417
534-543 TRAINING	-	500	500	500	-
534-602 COMPUTER	-	3,000	3,000	-	(3,000)
534-603 VEHICLE PURCHASE	-	39,500	39,500	-	(39,500)
534-604 EQUIPMENT PURCHASE	-	1,000	1,000	2,000	1,000
TOTAL APPROPRIATIONS	\$ -	\$ 61,958	\$ 61,958	\$ 71,323	\$ 9,365
ENDING BALANCE	\$ -	\$ 71,323	\$ 71,323	\$ -	\$ (71,323)

## CITY OF HITCHCOCK – OHTER FUNDS

### FY2021 PROPOSED Annual Operating & Capital Budget

#### Texas Department of Agriculture DRP Grant Fund

		FY 2019 ACTUAL	FY 2020 ADOPTED	FY 2020 ESTIMATED	FY 2021 PROPOSED	BUDGET CHANGE
<b>AVAILABLE FUNDS</b>						
BEGINNING FUND BALANCE		-	-	-	-	\$ -
<b>REVENUES</b>						
00-4800	GRANT FUNDS	-	-	-	500,000	500,000
	TRANSFER/MATCH				75,000	75,000
	TOTAL REVENUES	\$ -	\$ -	\$ -	\$ 575,000	\$ 575,000
TOTAL AVAILABLE FUNDS		\$ -	\$ -	\$ -	\$ 575,000	575,000
<b>APPROPRIATIONS</b>						
00-500-523	DRP PROJECTS	-	-	-	575,000	575,000
		-				-
	TOTAL APPROPRIATIONS	\$ -	\$ -	\$ -	\$ 575,000	\$ 575,000
ENDING BALANCE		\$ -	\$ -	\$ -	\$ -	\$ -

# **DEBT SERVICE SCHEDULE**

**CITY OF HITCHCOCK, TEXAS**  
**2020 REFUNDING BONDS DRAFT**

<b>Period Ending</b>	<b>Principal</b>	<b>Interest</b>	<b>Debt Service</b>
7/15/2021	\$35,000	\$15,249.00	\$50,249.00
7/15/2022	\$45,000	\$17,257.50	\$62,257.50
7/15/2023	\$45,000	\$16,380.00	\$61,380.00
7/15/2024	\$45,000	\$15,502.50	\$60,502.50
7/15/2025	\$45,000	\$14,625.00	\$59,625.00
7/15/2026	\$50,000	\$13,747.50	\$63,747.50
7/15/2027	\$50,000	\$12,772.50	\$62,772.50
7/15/2028	\$50,000	\$11,797.50	\$61,797.50
7/15/2029	\$50,000	\$10,822.50	\$60,822.50
7/15/2030	\$50,000	\$9,847.50	\$59,847.50
7/15/2031	\$55,000	\$8,872.50	\$63,872.50
7/15/2032	\$55,000	\$7,800.00	\$62,800.00
7/15/2033	\$55,000	\$6,727.50	\$61,727.50
7/15/2034	\$55,000	\$5,655.00	\$60,655.00
7/15/2035	\$55,000	\$4,582.50	\$59,582.50
7/15/2036	\$60,000	\$3,510.00	\$63,510.00
7/15/2037	\$60,000	\$2,340.00	\$62,340.00
7/15/2028	\$60,000	\$1,170.00	\$61,170.00
<b>Total</b>	<b>\$920,000</b>	<b>\$178,659.00</b>	<b>\$1,098,659.00</b>

# **FIVE-YEAR CAPITAL IMPROVEMENT PLAN**



CITY OF HITCHCOCK

FIVE YEAR CAPITAL IMPROVEMENT PLAN

Description	FY 2021	FUNDING	FY 2022	FUNDING	FY 2023	FUNDING	FY 2024	FUNDING	FY 2025	FUNDING	FY 2026	Funding	TOTAL
<b>GENERAL FUND</b>													
Municipal Complex	40,000											CO	-
City Hall Improvements	40,000	GF	0		0		0		0		0		40,000
<b>Total Administration</b>													
Police Vehicles & Equipment (Gov. Capital)	52,339	GF	52,339	GF	52,339	GF	52,339	GF	52,339	GF			261,695
<b>Total Police</b>	<b>52,339</b>		<b>52,339</b>		<b>52,339</b>		<b>52,339</b>		<b>52,339</b>		<b>0</b>		<b>261,695</b>
Park Improvements		GF											
<b>Total Parks</b>			<b>20,000</b>	<b>GF</b>									<b>40,000</b>
Street & Drainage Equipment (Gov. Capital)	78,391	LP	78,391	LP	78,391	LP	78,391	LP	78,391	LP	78,391	LP	470,346
Street Maintenance	420,000	GF											420,000
CDBG-MIT Grant	30,000	G	1,500,000	GF	1,500,000	GF							3,030,000
CDBG-DR Grant	1,300,484	G											
Street Assessment Study	6,000	GF	140,000	GF									146,000
Drainage Projects	50,000	GF	50,000	GF	50,000	GF	50,000	GF	50,000	GF	50,000	GF	300,000
Street Rehab & Reconstruction													3,000,000
<b>Total Street &amp; Drainage</b>	<b>1,884,875</b>		<b>1,768,391</b>		<b>1,628,391</b>		<b>3,128,391</b>		<b>128,391</b>		<b>128,391</b>		<b>7,366,346</b>
<b>UTILITY FUND-WATER</b>													
Equipment Replacement (Gov. Capital)	29,472	LP	29,472	LP	29,472	LP	29,472	LP	29,472	LP	29,472	LP	176,832
Vehicle Replacement	35,000	UF	50,000	UF	50,000	UF	50,000	UF	50,000	UF	50,000		250,000
TCEQ Corrosion Control Study	385,000	UF											35,000
Recat Elevated Storage Tank - Neville	50,000	UF											385,000
Elevated Storage Tank - Redfish		UF											50,000
Neville Ground Storage Tank			400,000	UF									400,000
Upgrade Water Tower - MLK	165,000	UF											165,000
Booster Pump Replacement - Neville	185,000	UF											185,000
Replace 3-12" Gate Valves at Neville Water Plant	35,000	UF											35,000
SCADA System Upgrade for Water System	35,000	UF	115,000	UF									250,000
Recoating Redfish Elevated Storage Tank			250,000	UF									980,000
Water Line Replacement - FM519													225,000
Water Line Replacement - HWY6													575,000
Water Line Replacement - FM2004													555,000
Water Line Replacement - Delaney Road													145,000
Water Line Replacement - Matranga													165,000
Water Line Replacement - White													625,000
Water Line Replacement - 2nd St.													5,351,832
<b>Total Water</b>	<b>919,472</b>		<b>844,472</b>		<b>3,349,472</b>		<b>79,472</b>		<b>79,472</b>		<b>79,472</b>		
<b>UTILITY FUND -SEWER</b>													
Equipment Replacement	29,472	LP	29,472	LP	29,472	LP	29,472	LP	29,472	LP	29,472	LP	176,832
Equipment & Vehicle Replacement	60,000	UF	90,000	LP	75,000	UF	75,000	UF	75,000	UF		UF	315,000
SCADA System (Lift Stations)	169,000	UF	35,000	UF	35,000	UF	35,000	UF	35,000	UF	35,000	UF	235,000
Automatic Bar Screen & Wash	200,000	UF	150,000	UF	150,000	UF	150,000	UF					169,000
Smoke Testing and I&I repairs	160,000	UF											650,000
Rehab Storm Water Clarifier	60,000	UF	30,000	UF	30,000	UF							160,000
Upgrade Lift Station Controls And Electrical	50,000	UF											120,000
Rehab 2 WWTP Manholes	150,000	UF											50,000
Travis-Neville 8" Sanitary Sewer			90,000	LP									90,000
Purchase Crane Truck			185,000	UF									185,000
SCADA for TCEQ SEP WWTP			85,000	UF									75,000
Painting of WWTP piping and facilities				LP									85,000
Trailer Mounted 6' diesel bypass pump			1,200,000	LP									1,200,000
Upgrade gravity line from Delesandri to WWTP			187,500	UF	187,500	UF	187,500	UF	187,500	UF	187,500	UF	937,500
Sanitary Sewer Improvements													4,598,332
<b>Total Wastewater</b>	<b>878,472</b>		<b>2,156,972</b>		<b>506,972</b>		<b>476,972</b>		<b>326,972</b>		<b>251,972</b>		
	<b>\$ 3,775,158</b>		<b>\$ 4,842,174</b>		<b>\$ 5,557,174</b>		<b>\$ 3,737,174</b>		<b>\$ 587,174</b>		<b>\$ 459,835</b>		<b>\$ 17,658,205</b>

Funding key: General Fund (GF); G.O. Bonds (GO); Impact Fees (IF); Certificates of Obligation (CO); Grants (G); State Revolving Fund (SRF); Utility Fund (UF); Lease Purchase (LP)

**Vehicle Replacement Schedule**

Year	Make/Model		Type	Mileage/Hours	Dept	2020	2021	2022	2023	2024	2025	Replacement Value	Condition
1997	FORD	F450 Truck	VEHICLE	91,273	STREET		X					50,000	Fair
2006	GMC	Dump Truck	VEHICLE	58,456.0 MILES	STREET		X					104,000	Fair
2012	FORD	F250 4 Door Truck	VEHICLE	60,137	STREET							35,000	Good
2012	FORD	F150 4X4 Truck	VEHICLE	71,371	STREET							28,000	Good
2012	FORD	F750 Dump Truck	VEHICLE	2,316	STREET		X					110,000	Poor
2017	CHEVY	Silverado 1500	VEHICLE	12,305 MILES	STREET							50,000	New
1967	GRADER	CAT 12F Road Grader	EQUIPMENT	15,010 HOURS	STREET		X					120,000	Poor
1999	LEEBOY	1000B Paving Machine	EQUIPMENT	8,000.1 HOURS	STREET		X					70,000	Poor
1999	BROCE	Wheel Street Broom	EQUIPMENT	1,211.1 HOURS	STREET		X					70,000	Poor
2000	DYNAPAC	Case Steel Wheel Roller	EQUIPMENT	1,891.1 HOURS	STREET							90,000	Fair
2004	GRADALL	XL4100 GRADALL	EQUIPMENT		STREET							350,000	Good
2007	GRADALL	XL31000	EQUIPMENT	6,610.0 HOURS	STREET							208,000	Good
2009	ETNYRE	1000 Gal. Asphalt Distributor	EQUIPMENT	1,427 HOURS	STREET							62,000	Good
2011	TRU-PAC	915 Rubber Tire Roller	EQUIPMENT	911.0 HOURS	STREET							80,000	Good
2013	AMERICAN	Flatbed Trailer	EQUIPMENT		STREET							8,000	New
2014	KAWASAKI	Mule 610 4x4	EQUIPMENT	503.8 HOURS	STREET							15,000	Fair
2015	TERRAIN KING	KB 2200 Mower	EQUIPMENT		STREET							20,000	Good
2015	KUBOTA	M108 Tractor	EQUIPMENT	2,299.1 HOURS	STREET							70,000	Good
2004	NEW HOLLAND	TL 100	TRACTOR	3,801.3 HOURS	STREET							40,000	Poor
2008	RHINO	SD15 Flex Wing Mower	TRACTOR	3,801.3 HOURS	STREET							12,000	Poor
2012	JOHN DEERE	MX6 Mower	TRACTOR		STREET							5,000	Good
2012	JOHN DEERE	51000M Tractor	TRACTOR	2,688.6 HOURS	STREET							60,000	Good
2011	FORD	F150 WASTE	VEHICLES	106,892	UTILITY							28,000	Fair
2012	FORD	F150 V8 Ext. Cab WATER	VEHICLES	105,274	UTILITY							28,000	Fair
2013	FORD	F150 V6 Ext. Cab WASTE	VEHICLES	85,565	UTILITY							30,000	Good

**Vehicle Replacement Schedule**

2010	FORD	F150 WATER	VEHICLES	102,322	UTILITY							28,000	Good
2010	FORD	F150 4x4 Truck WATER	VEHICLES	103,528	UTILITY							20,000	Poor
2012	FORD	F150 V8 Ext. Cab WATER	VEHICLES	88,080	UTILITY							20,000	Good
2012	FORD	F150 V6 Ext. Cab WATER	VEHICLES	46,612	UTILITY							20,000	Good
2012	FORD	F150 V6 Ext. Cab	VEHICLES	102,984	UTILITY					X		20,000	Fair
2017	CHEVY	Silverado 1500 WASTE	VEHICLES	18,382 MILES	UTILITY							28,000	New
2017	CHEVY	Silverado 1500 WATER	VEHICLES	21,692 MILES	UTILITY							28,000	New
402	KUBOTA	F2680 26HP Front Mower	TRACTORS	1,820	UTILITY					X		15,000	Poor
	KUBOTA	L345 DT - at Good Old Days	TRACTORS		UTILITY								
		Brush Hog 5' - ?	TRACTORS		UTILITY								
	JOHN DEERE	Lawn Tractor	TRACTORS		UTILITY							10,000	Fair
	CASE	Backhoe 580L WASTE	EQUIPMENT	1,123.0 HOURS	UTILITY							80,000	Poor
	KOHLER	WASTE Generator (Diesel)	EQUIPMENT	206.7 HOURS	UTILITY							90,000	Good
	DETROIT	WATER Generator (Diesel)	EQUIPMENT	390.3 HOURS	UTILITY							90,000	Fair
	CASE	Backhoe 580k	EQUIPMENT		UTILITY								
	CONSTRUCTION KING	Backhoe 480D Good Old Days	EQUIPMENT		UTILITY								
	CUMMINGS	Emergency Generator(Diesel)	EQUIPMENT		UTILITY							70,000	Good
	CAPEPILLAR	Generator on trailer	EQUIPMENT	3,642.1 HOURS	UTILITY							92,000	Good
	PIPE HUNTER	Sewer Cleaner / Trailer	EQUIPMENT	363.3 HOURS	UTILITY					X		60,000	Fair
2012	CASE	Extendahoe 580N WATER	EQUIPMENT	1,745.6 HOURS	UTILITY							80,000	Good
2006	CAT	928GZ Loader STREET	EQUIPMENT	8,882	UTILITY							200,000	Fair
2012	CHEVY	Tahoe	VEHICLES	130,000	POLICE					X		40,000	Poor
2012	CHEVY	Caprice	VEHICLES	81,594	POLICE					X		44,000	Fair
2012	CHEVY	Caprice	VEHICLES	82,151	POLICE					X		40,000	Fair
2012	CHEVY	Tahoe	VEHICLES	72,261	POLICE							40,000	Fair
2012	CHEVY	Tahoe	VEHICLES	32,023	POLICE							40,000	Fair
2012	CHEVY	Tahoe	VEHICLES	99,722	POLICE							40,000	Good
2016	FORD	Explorer	VEHICLES	21,529	POLICE							44,000	New
2020	CHEVY	Tahoe	VEHICLES		POLICE							55,000	New
2020	CHEVY	Tahoe	VEHICLES		POLICE							55,000	New
2020	CHEVY	Tahoe	VEHICLES		POLICE							55,000	New

**Vehicle Replacement Schedule**

2016	FORD	Explorer	VEHICLES	53,945	POLICE							44,000	Good
2016	FORD	Explorer	VEHICLES	55,761	POLICE							44,000	Good
2016	CHEVY	Tahoe	VEHICLES	18,571	POLICE							40,000	Good
		Light Towers (Diesel)	EQUIPMENT		POLICE					X		11,000	Poor
		Light Towers (Diesel)	EQUIPMENT		POLICE					X		11,000	Poor
	KOHLER	Emergency Generator (Diesel)	EQUIPMENT	205.1 HOURS	POLICE							90,000	New
												15,000	Good
2017	FORD	F150 Crew Cab	VEHICLES		CODE ENF.								
2017	CHEVY	Silverado 1500	VEHICLES	9,060.0 MILES	CODE ENF.							30,000	New
												20,000	New
2009	FORD	Truck	VEHICLES	99,000 MILES	GARAGE								
2009	FORD	Fusion	VEHICLES	72,782	UNKNOWN							20,000	Poor
2018	FORD	F350	VEHICLES	153 MILES	GARAGE							50,000	New
												55,000	Fair
	Case	836 C Road Grader/Maint.			Street							187,000	New
2021	Ford	F-750 8 yd Dump Truck			Street							96,770	New
	Asco	580N Backhoe Loader w/Cab			Utilities							99,805	New
	Pipe Hunter	Tandem Axel Jet Trailer & Truck			Utilities							121,202	New
	Pipe Hunter	Vacuum Trailer & Truck			Utilities							129,935	New
	Case	Case TV450 Track Loader			Streets							125,181	New
	New Holland	TS6 Cab Tractor 4x4			Streets							55,806	New

# **PAY PLAN**

# CITY OF HITCHCOCK – FY2021 PROPOSED PAY PLAN

## FY2021 PROPOSED Annual Operating & Capital Budget

### Full Time Employees

Range	FLSA	Classification	MIN	MAX
101	NE	Meter Reader	15.00	19.50
	NE	Streets & Drainage Maint. Worker	31,200.00	40,560.00
	NE	WWTP Laborer		
	NE	Utility Worker Appentice		
102	NE	Customer Service Representative	16.05	20.86
	NE	Finance Clerk	33,384.00	43,388.80
	NE	Utility Worker I		
103	NE	Administrative Assistant	17.17	22.32
	NE	Deputy Court Clerk	35,713.60	46,425.60
	NE	Permit Clerk		
	NE	Utility Billing Specialist		
	NE	Utility Worker II		
104	NE	Equipment Operator	20.19	25.24
	NE	Mechanic		
	NE	Utility Worker III	41,995.20	52,499.20
	NE	WWTP Operator I		
105	NE	Code Compliance Officer	20.75	25.97
	E	Community Development Specialist	43,160.00	54,017.60
	E	Court Clerk/Assistant City Secretary		
	E	Finance Manager		
	NE	Patrol Officer		
	NE	Water Plant Operator		
	NE	WWTP Operator II		
106	NE	Building Inspector	22.51	29.26
	NE	Environmental Compliance Officer	46,820.80	60,860.80
	NE	Police Sergeant		
	E	Street & Drainage Supervisor		
107	E	Police Lieutenant	24.09	30.11
			50,107.20	62,628.80
108	E	Police Captain	26.75	34.77
		City Secretary	55,640.00	72,321.60
109	E	WWTP Superintendent	28.13	36.57
	E	W/WW Superintendent	58,510.40	76,065.60
110	E	Police Chief	36.25	47.12
		Community Development Director	75,400.00	98,009.600
111	E	Public Works Director	45.75	53.84
			95,160.00	111,987.20

**NE: Non-Exempt**

**E: Exempt**

# **COMPREHENSIVE FEE SCHEDULE**

# CITY OF HITCHCOCK – FY2021 PROPOSED FEE SCHEDULE

## FY2021 PROPOSED Fee Schedule

### Proposed Fee Schedule - Administration

	FY 2020 CURRENT	FY 2021 PROPOSED
Copies (8 1/2 x 11)	\$0.10 per page	\$0.10 per page
Copies (8 1/2 x 14)	\$0.10 per page	\$0.10 per page
Copies (11 x 17)	\$0.25 per page	\$0.25 per page
Color Copies	\$1.00 per page	\$1.00 per page
Certified Copies	\$1.00 per page	\$1.00 per page
Fax Outgoing Same Area Code	\$0.50 per page	\$0.50 per page
Fax Outgoing Long Distance	\$1.00 per page	\$1.00 per page
Fax Incoming	\$0.20 per page	\$0.20 per page
Return Check, ACH and/or credit card charges Fee	\$25.00	\$25.00
<b>Occupational Tax:</b>		
Local Cartage Permit (E)	\$30.00	\$30.00
Beverage Cartage Permit (PE) Annual	\$20.00	\$20.00
Caterer's Permit (CB) Annual	\$500.00	\$500.00
Mixed Beverage Late Hours (LB) Annual	\$150.00	\$150.00
Package Store Permit (P) Annual	\$500.00	\$500.00
Wine Only Package Store (Q) Annual	\$75.00	\$75.00
Beer Retailer Off Premise (BF) License Annual	\$60.00	\$60.00
Retail Beer & Wine On Premise (BG) Annual	\$175.00	\$175.00
Retail Beer & Wine Off Premise (BQ) License Annual	\$60.00	\$60.00
Retail Beer On Premise (BE) Annual	\$150.00	\$150.00
(FB) Food & Beverage Certificate	\$100.00	\$100.00
Brewpub License (BP) Annual	\$500.00	\$500.00
Other Liquor Permits (TX Alcohol Beverage Code)	1/2 State Fee/yr	1/2 State Fee/yr
Other Beer Licenses	1/2 State Fee/yr	1/2 State Fee/yr
<b>Mixed Beverage Permit:</b>		
Original	\$3,000.00	\$3,000.00
1st Renewal	\$2,250.00	\$2,250.00
2nd Renewal	\$1,500.00	\$1,500.00
3rd Renewal and All Subsequent Renewals	\$750.00	\$750.00



# CITY OF HITCHCOCK – FY2021 PROPOSED FEE SCHEDULE

## FY2021 PROPOSED Fee Schedule

### Proposed Fee Schedule – Community Development

	FY 2020 CURRENT	FY 2021 PROPOSED
<b>Amusement Permits (Annual)</b>		
License Establishment	\$5,000	\$5,000
Device Operation	\$1200.00/machine	\$1200.00/machine
Criminal Background Check	\$100/person	\$100/person
<b>Mobile Home/RV Park License</b>		
Mobile Home Park Annual License Fee	\$25.00 per space	\$25.00 per space
RV Park Annual License Fee (less than 10 spaces)	\$50.00 per space	\$50.00 per space
RV Park Annual License Fee (more than 10 spaces)	\$25.00 per space	\$25.00 per space
RV License Transfer	\$100.00	\$100.00
<b>Peddler License</b>		
Annual Peddler/Solicitor License	\$150.00	\$150.00
Annual Itinerant Vendor License	\$150.00	\$150.00
 Junk & Second Hand Dealer Permit	 \$350.00	 \$350.00
 Junk Yard	 \$350.00	 \$350.00
 Sexually Oriented Business Application Fee	 \$500.00	 \$500.00
 Drilling Permit	 \$10,000 plus \$25,000 Cash Bond	 \$10,000 plus \$25,000 Cash Bond
Supplemental Permit Deepen Oil Well	\$5,000.00	\$5,000.00
Mineral Exploration Permit	\$1,000/mile or any portion	\$1,000/mile or any portion
Transportation of Industrial Waste/Chemicals Permit	\$1,500/year	\$1,500/year
<b>Infrastructure :</b>		
<b>Infrastructure Plan Review Fee</b>		
\$50,000 and less	1% of actual const. cost of the project	1% of actual const. cost of the project
\$50,000.01 and up	\$500 for first \$50,000 plus 0.5% of the actual construction cost over \$50,000	\$500 for first \$50,000 plus 0.5% of the actual construction cost over \$50,000
<b>Infrastructure Permit Fee (Construction Portion)</b>	1% of the actual construction cost of the project.	1% of the actual construction cost of the project.
<b>FRANCHISE FEES (Chapter 117):</b>		
<b>Permit Fee</b>		
New Pipeline Application Fee (Ordinance 2019-022)	\$2,000 plus \$500 for each Street and Drainage Crossing.	\$2,000 plus \$500 for each Street and Drainage Crossing.
<b>ROW or Use of City Property Rental Charge Fee:</b>		
<b>Gathering Line Franchise</b>		
Initial Franchise Fee	\$5,000.00	\$5,000.00
First Year, per rod	\$25.00	\$25.00
Annual Renewal per rod less than 24 inches	\$40 per rod < 24" in nominal diameter	\$40 per rod < 24" in nominal diameter
Annual Renewal per rod ≥ 24 inches	\$80 per rod ≥ 24" in nominal diameter	\$80 per rod ≥ 24" in nominal diameter
<b>Network Node Activity</b>		
Network Node on Node Support Pole		\$1000.00 per application \$500.00 for up to 5 network nodes per application \$250.00 for each additional network node
 Network Node on Electric or Telephone Utility Pole		 \$500.00 for up to 5 network nodes per application \$250.00 for each additional network node
<b>Network Node Annual Site Rental Fee</b>		
For Each Netowrk Node not attached to City-owned pole		\$250.00
For Each Netowrk Node attached to City-owned pole		\$270.00

# CITY OF HITCHCOCK – FY2021 PROPOSED FEE SCHEDULE

## FY2021 PROPOSED Fee Schedule

### Proposed Fee Schedule – Community Development (Continued)

	FY 2020 CURRENT	FY 2021 PROPOSED
<b>Board/Commission Related Fees</b>		
<b>PLATTING:</b>		
<b>Minor Plat/Minor Replat*</b>		
<i>*Plats administratively reviewed &amp; approved only.</i>		
Single & Two Family Residential	\$500 + \$30/Lot	\$500 + \$30/Lot
Non-residential/Mixed Use/Other Residential	\$800 + \$40/acre	\$800 + \$40/acre
<b>Amending Plat*</b>		
Plat administratively reviewed & approved only.		
Single & Two Family Residential	\$300 + \$30/lot	\$300 + \$30/lot
Non-residential/Mixed Use/Other Residential	\$500 + \$40/acre	\$500 + \$40/acre
<b>Preliminary/Final Plat/Replat*</b>		
<i>Consultant Fees &amp; Legal Fees may apply</i>		
Single- & Two-Family Residential		
0 to 5 acres	\$500 + \$25/Lot	\$500 + \$25/Lot
5+ to 10 acres	\$750 + \$25/Lot	\$750 + \$25/Lot
10+ to 20 acres	\$1,000 + \$25/Lot	\$1,000 + \$25/Lot
20+ to 50 acres	\$1,500 + \$25/Lot	\$1,500 + \$25/Lot
50+ acres	\$2,000 + \$25/Lot	\$2,000 + \$25/Lot
Other Residential/Non-Residential/Mixed Use/PUD	\$1,000 + \$50/acre and/or \$25/Lot whichever is greater.	\$1,000 + \$50/acre and/or \$25/Lot whichever is greater.
Extension of Plat Approval	\$250.00	\$250.00
Vacation of Plat	\$1,000.00	\$1,000.00
Exemption from Platting	\$500.00	\$500.00
Plat Recordation	Recording Fee + \$25 Administrative Fee Galveston Co. \$71 plus \$50 for additional pages.	Recording Fee + \$25 Administrative Fee Galveston Co. \$71 plus \$50 for additional pages.
<b>GENERAL FEES:</b>		
<b>*Consultant Fees</b> -Review of construction plans, reports, drainage studies, TIA's & any other documents associated with plats, site plans, mixed use concept plans or special legal instruments or submittals as necessary per application submitted. Fees include professional fees as billed by engineering and planning consultants or any consultant utilized by the City to review development applications. Fee may be waived by City Administrator if project is minor in nature.		
	Reimbursement due to City based on actual consultant fees incurred by City plus 10% Administration Fee. \$2,000, minimum as a deposit against consultant fees. Staff may reduce to \$750 against consultants fees if a projects is of a minor nature where limited engineering review is anticipated.	Reimbursement due to City based on actual consultant fees incurred by City plus 10% Administration Fee. \$2,000, minimum as a deposit against consultant fees. Staff may reduce to \$750 against consultants fees if a projects is of a minor nature where limited engineering review is anticipated.
<b>*Legal Fees</b> -All legal fees incurred by the City in the review, preparation and/or amendment of any legal document associated with a development application, such as, but not limited to Development Agreement or Public Infrastructure Agreement.		
	Reimbursement due to City based on actual legal fees incurred by the City plus 10% Administration Fee.	Reimbursement due to City based on actual legal fees incurred by the City plus 10% Administration Fee.

# CITY OF HITCHCOCK – FY2021 PROPOSED FEE SCHEDULE

## FY2021 PROPOSED Fee Schedule

### Proposed Fee Schedule – Community Development (Continued)

	FY 2020 CURRENT	FY 2021 PROPOSED
<b>Extension of Time</b> -Fee may be waived by the City Commission if the extension is requested prior to any approval expiring & subject to applicant proving cause for the extension. In granting an extension of time, the applicant will be subject to any new regulations and standards adopted by the City.	\$250 per extension	\$250 per extension
<b>Postponement*</b>		
*On an agenda for which a public hearing was scheduled. Fee may be waived by City Administrator at his/her discretion.	\$100	\$100
<b>Zoning:</b>		
Re-Zoning Application < 5 acres	\$350 + any required consulting/legal fees.	\$350 + any required consulting/legal fees.
Re-Zoning Application > 5 acres	\$350 + any required consulting/legal fees.	\$350 + any required consulting/legal fees.
May require Consultant Fees and/or Legal Fees		
Zoning Verification Letter	\$50.00	\$50.00
Request for Variance	\$100.00	\$100.00
Board of Adjutment Appeal	\$500.00 each	\$500.00 each
Vested Rights Petition or Development Rights Determination	\$500 plus City Attorney Fees	\$500 plus City Attorney Fees
<b>Floodplain Development Permit</b>	\$50 plus Consultant Fees	\$50 plus Consultant Fees
<b>Draianage Review:</b>		
Commercial	Actual Cost Plus 10%	Actual Cost Plus 10%
Residential (Initial and As Built plus 1 resubmission)	\$150.00	\$150.00
Residential - Additional Submittals	\$75.00	\$75.00

# CITY OF HITCHCOCK – FY2021 PROPOSED FEE SCHEDULE

## FY2021 PROPOSED Fee Schedule

### Proposed Fee Schedule – Building Permit Fees

	FY 2020 CURRENT	FY 2021 PROPOSED
<b>Contractor Registration Fee</b>		
Contractor/Builder Annual Registration Fee	\$50.00	\$50.00
<b>RESIDENTIAL PERMIT FEE</b>		
Fee based upon construction square footage for project. Consultant fee may apply in addition to Residential Permit Fee		
New Single-Family Dwelling, Townhouse, Two-Family Dwelling, Residential Alterations, Garages, Carports, Deck, Porches and Storage Buildings	\$75.00 Minimum \$0.75/square foot \$0.50/square foot non-living	\$75.00 Minimum \$0.75/square foot \$0.50/square foot non-living
<b>BUILDING PERMIT- OTHER CONSTRUCTION /COMMERCIAL PERMIT</b>		
Fee based upon construction square footage for project. Consultant fee may apply in addition to Construction Permit Fee	First 10,000 sq. ft at \$0.50 10,001 sq. ft. - 15,000 sq. ft. at \$0.35 over 15,000 sq. ft. at \$0.15	First 10,000 sq. ft at \$0.50 10,001 sq. ft. - 15,000 sq. ft. at \$0.35 over 15,000 sq. ft. at \$0.15
<b>PLAN REVIEW FEES</b> <i>Charged at time of submittal of a construction permit application for review of application and accompanying documents. Non-Refundable</i>	50% of building permit fee	50% of building permit fee
<b>Non-Compliance fee:</b> <b>Work started or performed without a permit</b>	2 X Construction Permit Fee Payment of the double fee shall not relieve any person from fully complying with the requirements of the Code in the execution of the work, nor from any other penalties prescribed herein.  A fee of \$100 assessed for proceeding with any work without first having an approved inspection at the required stage of construction.	2 X Construction Permit Fee Payment of the double fee shall not relieve any person from fully complying with the requirements of the Code in the execution of the work, nor from any other penalties prescribed herein.  A fee of \$100 assessed for proceeding with any work without first having an approved inspection at the required stage of construction.
<b>Re-Inspection Fees:</b>		
Work not ready for inspection 1st Time	\$75.00 per failed inspection	\$75.00 per failed inspection
Work not ready for inspection 2nd Time	\$150.00	\$150.00
Work not Ready for Inspection 3rd Time		\$225.00
After Hours Inspection (Additional Hour or Portion of Hour)		\$100.00
<b>Administrative fee for cancellation of issued permit</b>	10% of permit fee	10% of permit fee
<b>Building Permit Extension Fee (Up to 6 months)</b>	50% of original permit fee	50% of original permit fee
<b>Certificate of Occupancy:</b>		
Residential	\$50.00	\$50.00
Commercial	\$100.00	\$100.00
Temporary	Same as regular	Same as regular
Failure to obtain certificate of occupancy prior to occupying	\$200.00	\$200.00

# CITY OF HITCHCOCK – FY2021 PROPOSED FEE SCHEDULE

## FY2021 PROPOSED Fee Schedule

### Proposed Fee Schedule – Building Permit Fees (Continued)

	FY 2020 CURRENT	FY 2021 PROPOSED
<b>Moving building permit including temporary structures</b>	\$100.00	\$100.00
<b>Remodel Fee (Residential/Commercial)</b>	\$100.00 minimum up to 100 square feet plus ea. additional sq. ft. \$0.50	\$100.00 minimum up to 100 square feet plus ea. additional sq. ft. \$0.50
<b>House Leveling, Windows, Solar Panels</b>		\$150.00
<b>Roof Permit</b>	\$70.00	\$70.00
<b>Fence Construction Permit</b>		
Residential Fence		\$25.00
Commercial Fence	\$50.00	\$50.00
<b>Driveway Permit</b>	\$100.00	\$100.00
<b>Site Inspection/Walk Through Fees:</b>		
City Inspector	\$50.00	\$50.00
Fire Marshall	\$50.00	\$50.00
<b>Mobile Home Permits</b>		
Update Mobile Home on Property or Move-In		
Mobile Home in Park	\$90.00	\$90.00
<b>RV Park Building Permit</b>	\$100 x Number of Spaces	\$100 x Number of Spaces
<b>GENERAL FEES:</b>		
Moving of any building or structure *	\$100.00	\$100.00
For movement of structure on City Streets or ROW where city assistance is required		
*Only for moving structure where no plan review or inspection is required. All others will be charged regular permit and plan review fees.		
<b>Demolition Building Permit Fee:</b>		
Residential	\$50.00	\$50.00
Commercial	\$100.00	\$100.00
<b>Swimming Pools &amp; Hot Tubs Permit</b>		
Swimming Pool Permit New Includes 4 inspections	\$175.00	\$175.00
Hot Tubs & Spas	\$175.00	\$100.00
<b>Bulk Head Permit</b>	\$2.50/lineal foot	\$2.50/lineal foot

# CITY OF HITCHCOCK – FY2021 PROPOSED FEE SCHEDULE

## FY2021 PROPOSED Fee Schedule

### Proposed Fee Schedule – Building Permit Fees (Continued)

	FY 2020 CURRENT	FY 2021 PROPOSED
<b>Plumbing Permit</b>		
Minimum Fee	\$50 minimum	\$50 minimum
New Construction or Addition	\$125 Base Fee + \$25 additonal for each additional group. (1 to 4 fixtures/area)	\$125 Base Fee + \$25 additonal for each additional group. (1 to 4 fixtures/area)
Mobile Home Plumbing Permit	\$100.00	\$100.00
RV Plumbing Permit	\$20.00 x Number of Spaces + cost of 2 inspections	\$20.00 x Number of Spaces + cost of 2 inspections
Swimming Pool Permit Plumbing Permit		\$100.00
<b>Irrigation Permit</b>		
Residential	\$75.00	\$75.00
Commercial (Backflow Certification Required)	\$100.00	\$100.00
<b>Electrical Permit*</b>		
Residential & Commercial New Construction	\$50.00 T-Pole, New Circuits, repairs or insp. only Add \$50.00 for each service upgrade or repair. \$100.00 for 125 amps or less \$150.00 for \$150 amps \$200.00 for 200 amps \$250.00 for 200 amps or more	\$50.00 T-Pole, New Circuits, repairs or insp. Add \$50.00 for each service upgrade or repa \$100.00 for 125 amps or less \$150.00 for \$150 amps \$200.00 for 200 amps \$250.00 for 200 amps or more
* 150 AMP minimum service unless approved by Bldg Insp. Must have outside disconnect #12 AWG minimum and no aluminum wire.		
Mobile Home Electric Permit	\$75.00	\$75.00
New RV Electric Permit	\$10. X Number of spaces plus cost of 2 inspections	\$10. X Number of spaces plus cost of 2 inspections
Swimming Pool Electcal Permit		\$75.00
<b>Mechanical/HVAC Permit</b>		
Residential New	\$100.00	\$125.00
Residential Repair or Partial Change	\$60.00	\$75.00
Commercial New or Complete Change	\$100.00 under 4 Ton \$150.00 over 4 Ton	\$125.00 under 4 Ton \$150.00 over 4 Ton
Commercial Repair or Partial Change	\$75.00	\$75.00
Mobile Homes	\$100.00	\$100.00
<b>Site Inspection/Walk Through</b>		
City Inspector	\$50.00	\$50.00
Fire Marshall	\$50.00	\$50.00
<b>Sign Permit</b>		
Billboard	\$500.00	\$500.00
All Other Signs	\$75.00	\$100.00
<b>Fill Grade Permit (Fill Dirt)</b>		
General Fill Grade < 10 cubic yards	Free	Free
General Fill Grade < 1000 cubic yards	\$50.00	\$50.00
Engineered Fill Grade 1000+ cubic yards, 3 or more	\$500.00	\$500.00
Site Fill/Grading Permit	\$500.00	\$500.00
<b>Concrete Permit (Section 107.4)</b>		
Over 2 yards, 1 inspection	\$100.00	\$125.00
Large pours requiring multiple inspections such as replacing or new driveways, parking lots, roads etc.	\$75 per additonal inspections	

# CITY OF HITCHCOCK – FY2021 PROPOSED FEE SCHEDULE

## FY2021 PROPOSED Fee Schedule

### Proposed Fee Schedule – Street Department

	FY 2020 CURRENT	FY 2021 PROPOSED
<b>Culvert Installation Fee(Section 93.08)</b>		
No Material Added	\$15.00/lineal foot (\$50 minimum)	\$15.00/lineal foot (\$50 minimum)
Material Added	\$25.00/lineal foot (\$50 minimum)	\$25.00/lineal foot (\$50 minimum)
> than 16 lineal foot	City's cost for material and labor	City's cost for material and labor
Construct Street Permit Fee (93.04)	\$100.00 permit fee	\$100.00 permit fee
Street Excavation Permit (93.28)	\$100.00 permit fee	\$100.00 permit fee

# CITY OF HITCHCOCK – FY2021 PROPOSED FEE SCHEDULE

## FY2021 PROPOSED Fee Schedule

### Proposed Fee Schedule – Fire Prevention Related Fees

	FY 2020 CURRENT	FY 2021 PROPOSED
<b>Commercial &amp; Multi-Family Construction</b>		
<b>Fire Alarm and/or Sprinkler System Plan Review*</b>		
<i>*Based upon construction valuation</i>		
Less than \$6,250	\$250	\$250
\$6,250 to \$250,000	\$375	\$375
\$251,000 to \$500,000	\$531	\$531
\$501,000 to \$1,000,000	\$690	\$690
\$1,001,000 to \$3,000,000	\$1,000	\$1,000
\$3,001,000 to \$6,000,000	\$1,500	\$1,500
\$6,000,000 and up	\$1,500 for the first \$6,000,000 plus \$0.31 for each additional \$1,000.	\$1,500 for the first \$6,000,000 plus \$0.31 for each additional \$1,000.
<b>Commercial &amp; Multi-Family Construction</b>		
<b>Fire Alarm and/or Sprinkler System Inspection*</b>		
<i>*Based upon construction valuation for project</i>		
Less than \$6,250	\$375	\$375
\$6,250 to \$250,000	\$531	\$531
\$251,000 to \$500,000	\$656	\$656
\$501,000 to \$1,000,000	\$845	\$845
\$1,001,000 to \$3,000,000	\$1,190	\$1,190
\$3,001,000 to \$6,000,000	\$1,785	\$1,785
\$6,000,000 and up	\$1,785 plus \$0.48 for each additional \$1,000.	\$1,785 plus \$0.48 for each additional \$1,000.
Fire Extinguisher Suppression System		\$460.00 per permit w/1 Inspection
<b>Multi-Family Residential/Hotels/Motels (Annual)</b>		
3-20 Dwelling Units	\$200.00	\$200.00
21 or more Dwelling Units	\$400.00	\$400.00
<b>High Hazard Operations (Annual)</b>		
Hazardous Materials Storage Tier I	\$350.00	\$350.00
Auto Wrecking Yards	\$150.00	\$150.00
Automotive Repair	\$100.00	\$100.00
Industrial Ovens	\$225.00	\$225.00
Lumberyards	\$260.00	\$260.00
Tire Storage	\$150.00	\$150.00
High Pile Storage Level I: 2500 to 20,000 sq. ft.	\$475.00	\$475.00
High Pile Storage Level I: 2500 to 20,000 sq. ft.	\$700.00	\$700.00
Scrap Metal Yards	\$150.00	\$150.00
Motor Vehicle Fuel Dispensing	\$350.00	\$350.00
Welding Shops, Iron Works	\$300.00	\$300.00



# CITY OF HITCHCOCK – FY2021 PROPOSED FEE SCHEDULE

## FY2021 PROPOSED Fee Schedule

### Proposed Fee Schedule – Fire Prevention Related Fees (Continued)

	FY 2020 CURRENT	FY 2021 PROPOSED
<b>Burn Permits</b>		
Residential Burn Permit	\$50.00	\$50.00
Residential Burn Permit (30 day Extension)	\$25.00	\$25.00
Commercial Burn Permit	\$200.00	\$200.00
Commercial Burn Permit ( 30 day Extension)	\$100.00	\$100.00
<b>Special Assembly Occupancies</b>		
Carnivals/Circus/Car Shows Etc..	\$400.00	\$400.00
Temporary Membrane Structures/Tents	\$125.00	\$125.00
<b>Explosives and Pyrotechnics</b>		
Explosives Use/Storage	\$400.00	\$400.00
Pyrotechnics Use/Storage	\$300.00	\$300.00
Fireworks Displays	\$500.00	\$500.00
<b>Miscellaneous Permits/Inspections</b>		
Emergency Generators	\$50.00	\$50.00
Access Gates	\$50.00	\$50.00
After Hours Inspection (First 3 Hours)	\$200.00	\$200.00
After Hours Inspection (Additional Hour or Portion of Hour)	\$50.00	\$50.00
Re-Inspection Fee (After Initial and 1st Re-Inspection)	\$100.00	\$100.00
Occupant Load Evaluation	\$50.00	\$50.00
Product Line Inspection	\$200.00	\$200.00
Underground Storage Tank	\$200.00	\$200.00
Hot Work (Welding, Asphalt Kettles, Roof Torching)	\$300.00	\$300.00
<b>Plan Review Miscellaneous</b>		
Automatic Extinguishing System	\$100.00	\$100.00
Emergency Evacuation Plan	\$25.00	\$25.00
Access Control (Mag Locks)	\$50 for first, \$10 for every lock after.	\$50 for first, \$10 for every lock after.
<b>Assembly Use Occupancy</b>		
1-99 Person Occupant Load	\$250.00	\$250.00
99-299 Person Occupant Load	\$350.00	\$350.00
300 or more Person Occupant Load	\$500.00	\$500.00
<b>Licensed Facilities Providing Less Than 24 Hour Care</b>		
Licensed for 1-25 Children	\$100.00	\$100.00
Licensed for 26-49 Children	\$150.00	\$150.00
Licensed for 50-99 Children	\$200.00	\$200.00
Licensed for 100-149 Children	\$250.00	\$250.00
Licensed for 150 or more Children	\$300.00	\$300.00

## CITY OF HITCHCOCK – FY2021 PROPOSED FEE SCHEDULE

### FY2021 PROPOSED Fee Schedule

#### Proposed Fee Schedule – Fire Prevention Related Fees (Continued)

	FY 2020 CURRENT	FY 2021 PROPOSED
<b>Group Home Day Care</b>		
Licensed for 1-12 People	\$100.00	\$100.00
<b>Foster Homes/Group Foster Homes 24 Hour Care</b>		
Licensed for 1-6 Children	\$100.00	\$100.00
Licensed for 7-12 Children	\$200.00	\$200.00
<b>Hospitals/Nursing Homes Providing 24 Hour Care</b>		
Licensed for 1-99 Beds	\$300.00	\$300.00
Licensed for 100-199 Beds	\$400.00	\$400.00
Licensed for 200-499 Beds	\$500.00	\$500.00
Licensed for 500 or more Beds	\$600.00	\$600.00
<b>Other 24 Hour Care Facilities</b>		
Licensed for 1-3 Occupants	\$100.00	\$100.00
Licensed for 4-16 Occupants	\$175.00	\$175.00
Licensed for 17-25 Occupants	\$250.00	\$250.00
Licensed for 26 or more Occupants	\$325.00	\$325.00

## CITY OF HITCHCOCK – FY2021 PROPOSED FEE SCHEDULE

### FY2021 PROPOSED Fee Schedule

#### Proposed Fee Schedule – Animal Control

	FY 2020 CURRENT	FY 2021 PROPOSED
<b>Pet License:</b>		
Annual Fee Per Animal	\$5.00	\$5.00
Three Year Renewal	\$15.00	\$15.00
Neutered Animal Lifetime	\$15.00	\$15.00
Dangerous Animal License Annual	\$100.00 Annual	\$100.00 Annual
<b>Running at Large and/or Not Tagged</b>		
Per Citation	\$269.00	\$269.00
<b>Animal Pet Shop Application Fee</b>	\$150.00	\$150.00

## CITY OF HITCHCOCK – FY2021 PROPOSED FEE SCHEDULE

### FY2021 PROPOSED Fee Schedule

#### Proposed Fee Schedule – Police

	FY 2020 CURRENT	FY 2021 PROPOSED
<b>Police Reports</b>		
Past Department Reports	\$15/hr, 1 hr minimum	\$15/hr, 1 hr minimum
Accident Report Copy	\$6.00	\$6.00
Accident Report Certified Copy	\$8.00	\$8.00
Police Report Copy	\$0.10 per page	\$0.10 per page
<b>Body and In-Car Camera Footage</b>		
Release of video	\$10.00	\$10.00
Per each minute of Video	\$1.00	\$1.00
<b>Wrecker Permit Fees</b>		
Annual Wrecker Company Rotation Permit Fee	\$1,000.00	\$1,000.00
Annual Wrecker Rotation Fee Per Wrecker	\$100.00	\$100.00
Annual Wrecker Driver Resgistration Fee Per Driver	\$100.00	\$100.00
<b>Alarm Permit Fees</b>		
One Time Residential Alarm Permit	\$25.00	\$25.00
Annual Commercial Alarm Permit	\$100.00	\$100.00
Late Fee	\$10.00	\$10.00
<b>False Alarm Fees (Yearly)</b>		
Between 3 and 5 false alarms (each)	\$50.00	\$50.00
Between 6 and 8 false alarms (each)	\$75.00	\$75.00
More than 8 false alarms (each)	\$100.00	\$100.00
Four or more in a quarter		
Monitoring Company failure to verify alarm		
Appeal Fee	\$25.00	\$25.00
Use of a non-permitted alarm system	\$100.00	\$100.00
Use of an alarm during alarm permit suspension	\$200.00	\$200.00

# CITY OF HITCHCOCK – FY2021 PROPOSED FEE SCHEDULE

## FY2021 PROPOSED Fee Schedule

### Proposed Fee Schedule – Utility Fees

	FY 2020 CURRENT	FY 2021 PROPOSED
Deposit - Residential	\$250.00	\$250.00
Deposit - Commercial/Multi Unit	\$500.00	\$500.00
Ambulance Fee	\$3/month	\$3/month
Penalty Fee	10% of delinquent utility charges.	10% of delinquent utility charges.
Cut-off/Turn On Fee	\$50.00	\$50.00
Utility Reconnect Fee During business hours	\$50.00	\$50.00
After Hours Reconnect Fee	\$75.00	\$75.00
Re-Read Fee	\$5.00	\$5.00
After Hour Call Out	\$50.00	\$50.00
Meter replacement due to customer damage	Cost plus 10%	Cost plus 10%
Repair Water/Sewer Service Damaged by Construction	Actual Cost plus 10% \$250 minimum	Actual Cost plus 10% \$250 minimum
All Special W/WW Services & Special Applications Not Covered	Actual Cost	Actual Cost
<b>Tampering Fees</b>		
First Offense	\$500.00	\$500.00
Offense after first	\$750.00	\$750.00
Police reports are made for each offense		
<b>Hydrant Construction Meter</b>	\$500.00	\$500.00
<b>Bulk Water</b>		
In Town Use	\$15/1000 gallons or any part of	\$15/1000 gallons or any part of
Out of Town Use	\$20/1000 gallons or any part of	\$20/1000 gallons or any part of
<b>New Service Fees:</b>		
<b>Water Tap Fee</b>		
3/4" Meter	\$1,073 plus actual cost & labor*	\$1,073 plus actual cost & labor*
1" Meter	\$1,481 plus actual cost & labor*	\$1,481 plus actual cost & labor*
1 1/2" Meter	\$2,000 plus actual cost & labor*	\$2,000 plus actual cost & labor*
2" Meter (Contracted Out)	\$2,000 plus actual cost & labor*	\$2,000 plus actual cost & labor*
3" or Larger (Contracted Out)	\$2,000 plus actual cost & labor*	\$2,000 plus actual cost & labor*
Push	\$20.00/foot	\$20.00/foot
<b>Sewer Tap Fee</b>		
Standard 4" Short Service	\$900.00 plus actual cost & labor*	\$900.00 plus actual cost & labor*
5' and above	\$900.00 plus actual cost & labor*	\$900.00 plus actual cost & labor*
Below 5'	\$1200.00 plus actual cost & labor*	\$1200.00 plus actual cost & labor*

## CITY OF HITCHCOCK – FY2021 PROPOSED FEE SCHEDULE

### FY2021 PROPOSED Fee Schedule

#### Proposed Fee Schedule – Utility Fees (Continued)

	FY 2020 CURRENT	FY 2021 PROPOSED
Industrial Waste Permit		\$2,500.00
<b>Additional Fee</b>		
5/8" x 3/4" Curb Stop (fee for broken valve/break by customers)	\$50.30 plus actual cost & labor*	\$51.00 plus actual cost & labor*
1" Curb Stop (fee for broken valve/breaks by customers)	\$92.60 plus actual cost & labor*	\$93 plus actual cost & labor*

\*Allows for the adjustment of fees in accordance with cost of providing utility service. Commercial accounts- Service fee will be based on actual cost of installation & metering equipment

## **CITY OF HITCHCOCK – FY2021 PROPOSED FEE SCHEDULE**

### **FY2021 PROPOSED Fee Schedule**

#### **Proposed Fee Schedule – Solid Waste**

	<b>FY 2020 CURRENT</b>	<b>FY 2021 PROPOSED</b>
Garbage Deposit	\$50.00	\$50.00
Residential Garbage Collection	\$12.45/month	\$15.70/month
Commercial Garbage Collection	\$25.23/month	\$29.20/month

# Glossary



## Glossary

The budget contains specialized and technical terminology that is unique to public finance and budgeting.

**Accounting Basis:** The basis of accounting under which transactions are recognized and reported. The City employs the modified accrual basis of accounting. This means that revenues are recognized in the accounting period in which they become available and measurable and expenditures are recognized in the accounting period in which the fund liability is incurred.

**Ad Valorem Tax:** The tax is based “according to value” of property and is used as the source of revenue to pay general obligation debt and to support the General Fund.

**Assessed Valuation:** A value that is established for real and personal property for use as a basis for levying property taxes. The assessed valuation represents the appraised valuation less any exemptions. Property values are established by the Medina Appraisal District.

**Balanced Budget:** A budget in which planned expenditures can be met by current income from taxation and other government receipts.

**Bond:** A debt instrument embodying a written promise to pay a specified sum of money, the face value or principal, at a specific date or dates in the future (maturity date) together with periodic interest at a specified rate. Bonds are typically used for long-term debt to pay for specific capital expenditures, such as buildings, streets, or utility expansion/repair.

**Budget:** A budget is a plan of financial operation embodying an estimate of Proposed expenditures and the means of financing them for a single fiscal year.

**Budget Adjustments:** A legal procedure utilized during the fiscal year by the City staff and City Council to revise a budget appropriation. City staff has the prerogative to adjust expenditures within a department budget.

**Budget Document:** The instrument used by the budget-making authority to present a comprehensive financial program to the City Council. The PROPOSED budget document presents the authorization made by the City Council for City Officials to obligate and expend resources.

**Budget Ordinance:** The official enactment by the City Council that establishes legal authority for the City Officials to obligate and expend resources.

**Budgetary Control:** The control of management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

**Capital Outlay:** The portion of the annual operating budget that appropriates funds for the purpose of capital equipment needs. The Capital Outlay Budget includes funds for capital equipment purchases such as vehicles, furniture, machinery, building improvements, computers, and special tools, which are usually distinguished from operating items according to their value and projected useful life. The City's current capitalization policy requires expenditures to be at least \$5,000 with the asset having a useful life in excess of two (2) years.

**Capital Improvement Program (CIP):** A plan for capital expenditures to be incurred each year over a period of five future years setting forth each capital project, scope of work, the amount to be expended in each year and the method of financing those expenditures, to provide long-lasting physical improvements.<sup>117</sup>

**Chart of Accounts:** A chart detailing the system of general ledger accounts.

**City Administrator:** The individual appointed by the City Council who is responsible for the administration of the affairs of the City.

**Commodities:** Items of expenditures which, after use, are consumed or show a material change in their physical condition, and which, are generally of limited value and are characterized by rapid depreciation. Office supplies and motor fuel are examples of commodities.

**Contingency:** A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

**Contractual Services:** Goods and services acquired under contract the City receives from an internal service fund or an outside company. Professional services, utilities, rentals, and insurance are examples of contractual services,

**Current Taxes:** Taxes that are levied and due within one year.

**Debt Service Fund:** Accounts for the accumulation of ad valorem taxes collected for the purpose of paying principal and interest on long term debt, certificates of obligation and short term contractual obligation certificates.

**Debt Service:** The City's obligation to pay the principal and interest of all outstanding debt instruments according to a predetermined payment schedule.

**Deficit:** A deficit is the excess of expenditures over revenues during a single accounting period.

**Delinquent Taxes:** Taxes remaining unpaid on and after the date on which a penalty for non-payment is imposed.

**Department:** A major administrative division of the City that indicates overall management responsibility for an operation or a group of related operations within a functional area.

**Disbursement:** Payment for goods and services in cash or by check.

**Effective Tax Rate:** That tax rate which will generate the same amount of tax revenue next year from the properties on this year's tax rolls.

**Encumbrance:** Obligation in the form of a purchase order, contract, or salary commitment which is chargeable to appropriations and for which a part of the appropriation is reserved. When paid, the encumbrance is liquidated.

**Enterprise Fund:** A government accounting fund used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is to recover the cost of providing goods through user fees. Rate schedules for these services are established to insure that revenues are adequate to meet all necessary expenditures.

**Estimate:** The estimated actual expenditures and revenues for the fiscal year prior to the budget fiscal year.

**Estimated Revenues:** The amount of projected revenue to be collected during the fiscal year. It may be also defined to finance the Proposed projected expenditures.

**Expenditure:** Decrease in the use of net financial resources for the purpose of acquiring and providing goods and services.

**Expenditure Group:** A grouping of similar expenditures used to exercise budgetary control. For example, the Personnel Services expenditure group includes salaries, Social Security, Medicare, retirement, group health insurance, group life insurance, and workers compensation.

**Expenses:** Outflows or other using up of assets or incurring of liabilities during a period from delivering or producing goods, rendering services, or carrying out other activities that constitute the entity's ongoing major or central operations.

**Fiscal Year:** The 12 month time period designated by the City signifying the beginning and ending period for recording financial transactions. The City's fiscal year is October 1<sup>st</sup> to September 30<sup>th</sup>.

**Fixed Asset:** Assets of a long-term nature that are intended to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment.

**Full Time-Equivalent (FTE):** Full time, authorized positions, filled or vacant, that equal to 2,080 hours of work annually.

**Fund:** An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial sources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations.

**Fund Balance:** The difference between a fund's assets and liabilities.

**Generally Accepted Accounting Principles (GAAP):** Uniform minimum standards of and guidelines to financial accounting and reporting.

**General Fund:** The General Fund accounts for all financial resources of the government except for those required to be accounted for in another fund. General Fund revenues include property taxes, licenses and permits, service charges, and other types of revenue. The fund includes the basic operating services such as police, finance, community development, parks & recreation, pool, library, public works and general administration.

**General Ledger:** A listing of the various accounts necessary to reflect the financial position and results of operation of government.

**Interfund Transfers:** Amounts transferred from one fund to another.

**Modified Accrual Accounting:** A basis of accounting in which revenues should be recognized in the accounting period in which they become available and measurable and expenditures are recorded in the period that they are incurred.

**No-New-Revenue Tax Rate:** This tax rate enable the public to evaluate the relationship between taxes from the prior year and the current year, based on a tax rate that would produce the same amount of taxed is applied to the same properties taxed in both years.

**Non-Recurring Revenue:** Revenue recognized by the City that are unique and occur one time or without pattern.

**Operating Budget:** The portion of the budget that pertains to daily operations that provide basic services for the fiscal year. The operating budget contains appropriations for such expenditures as personnel, supplies, utilities, materials, travel, and fuel and the Proposed means of financing them.

**Personal Services:** All cost related to compensating employees of the City including employee benefit costs such as City contribution for retirement, social security, and health and life insurance.

**Program Improvement:** A program improvement is the addition of new equipment, personnel or other expenditures aimed at improving the level of service or expanding services.

**Property Tax Rate:** The property tax rate consists of two elements. The first is the maintenance and operation rate. Revenues received from this element are deposited in the General Fund and can be used for any public purpose. The maintenance and operation rate is subject to the provisions of state statute and an increase in the effective rate excess of 8% is subject to a voter initiated rollback election. The second element is the debt service rate. The rate is set based on the City's debt service requirements. Funds received from this rate are deposited in the Debt Service Fund and are used solely to pay the principal and interest on present and projected debt.

**Resources:** Total dollars available for appropriations including estimated revenues, fund transfers, and beginning fund balances.

**Revenue Estimate:** An estimate of how much revenue will be earned from a specific revenue source for some future specific period; typically, a future fiscal year.

**Shortfall:** The excess of expenditures over revenues during a single accounting period.

**Special revenue Fund:** A fund used to account for revenues and expenditures that have been earmarked for special activities.

**Surplus:** A surplus is the amount by which revenues exceed outlays.

**Tax Levy:** The total amount of funds to be raised by general property taxes for operating and debt service purposes specified in the Annual Tax Ordinance.

**Tax Rate:** The amount of tax levied for each \$100 of assessed valuation.

**Tax Rate Limit:** The maximum legal property tax rate at which a municipality may levy a tax

**Voter-Approval Tax Rate:** Tax rate that is calculated at the maximum rate allowed by law without voter approval