

City Of Hitchcock

ADOPTED BUDGET

FY 2024

NOTICE ABOUT THIS BUDGET

As required by section 102.005(b) of the Texas Local Government Code, the City of Hitchcock is providing the following statement:

This budget will raise more total property taxes than last year's budget by \$296,405 or 12.28% and that amount, \$134,998 is tax revenue to be raised from new property added to the tax roll this year.

Of the \$134,998 in added property tax revenue, \$134,998 is Adopted to be used in the City's General Fund to support essential City services such as Police, Fire, Streets, Drainage, and Code Enforcement.

Total debt obligation for the City of Hitchcock secured by property taxes: \$1,028,500.

<u>TAX RATE</u>	<u>FY 2023</u>	<u>FY 2024</u>
Property Tax Rate	\$0.500000	\$0.495000
No New Revenue Tax Rate	\$0.460982	\$0.460478
Voter Approved Tax Rate	\$0.733787	\$0.870536
De Minimus Tax Rate	\$0.523346	\$0.572622
Debt Rate	\$0.009754	\$0.012625

<u>GOVERNING BODY</u>	<u>RECORDED VOTE</u>
Mayor Armacost	<u>Yes</u>
Andre Perkins – Mayor Pro Tem	<u>Yes</u>
Mary Combs Demby	<u>Yes</u>
Shawn Kadlecek	<u>Absent</u>
Morris Tuck	<u>Yes</u>

Filed with the City Secretary on July 31, 2023

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

FY 2023-2024

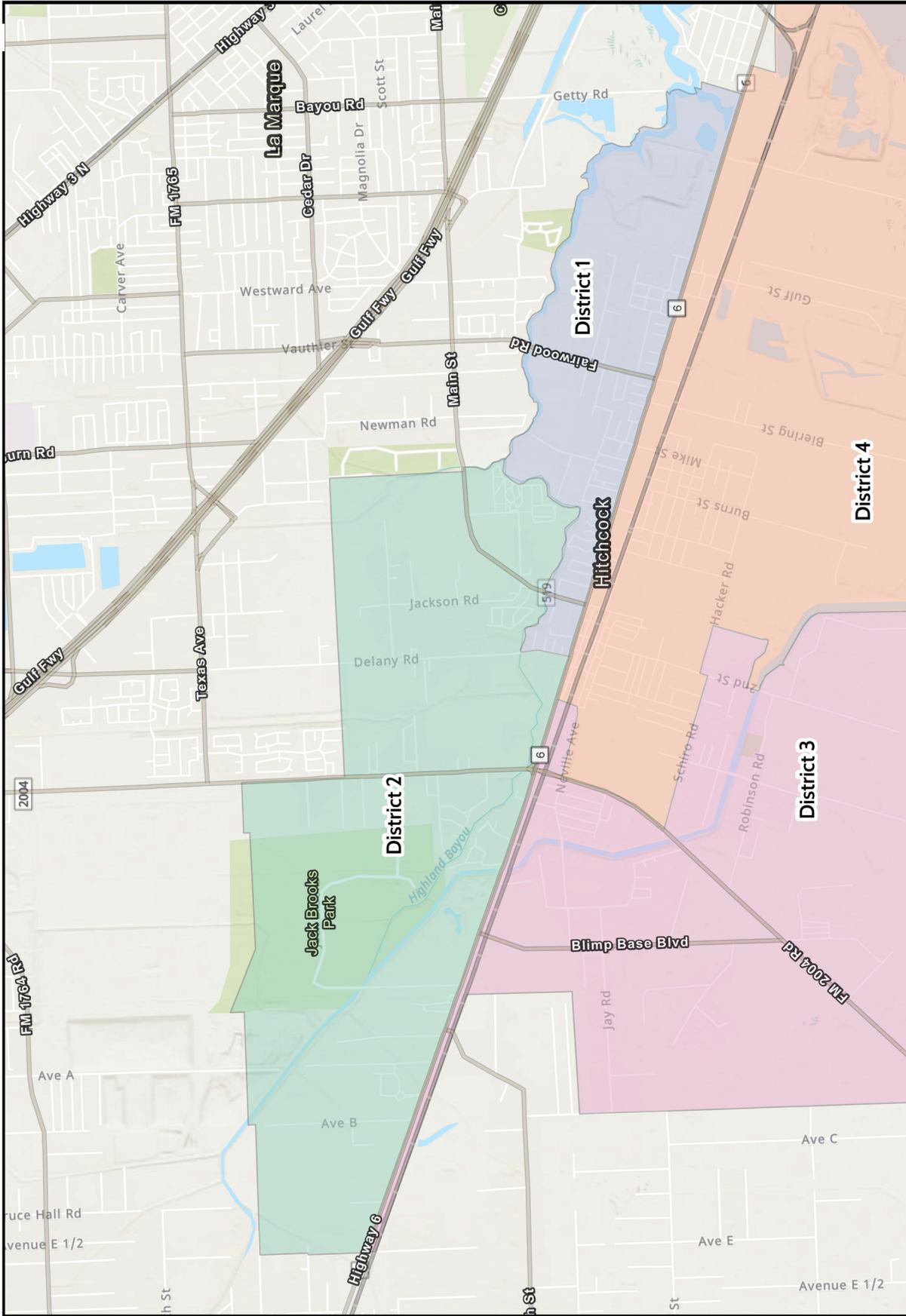
MAYOR

Chris Armacost

CITY COUNCIL MEMBERS

Mary Combs Demby	Council Member, District 1
Shawn Kadlecek	Council Member, District 2
Morris Tuck	Council Member, District 3
Andre Perkins	Council Member, District 4

**Submitted By
Marie Gelles
City Manager**



District No.

1	2	3	4
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City of Hitchcock Voting District Map

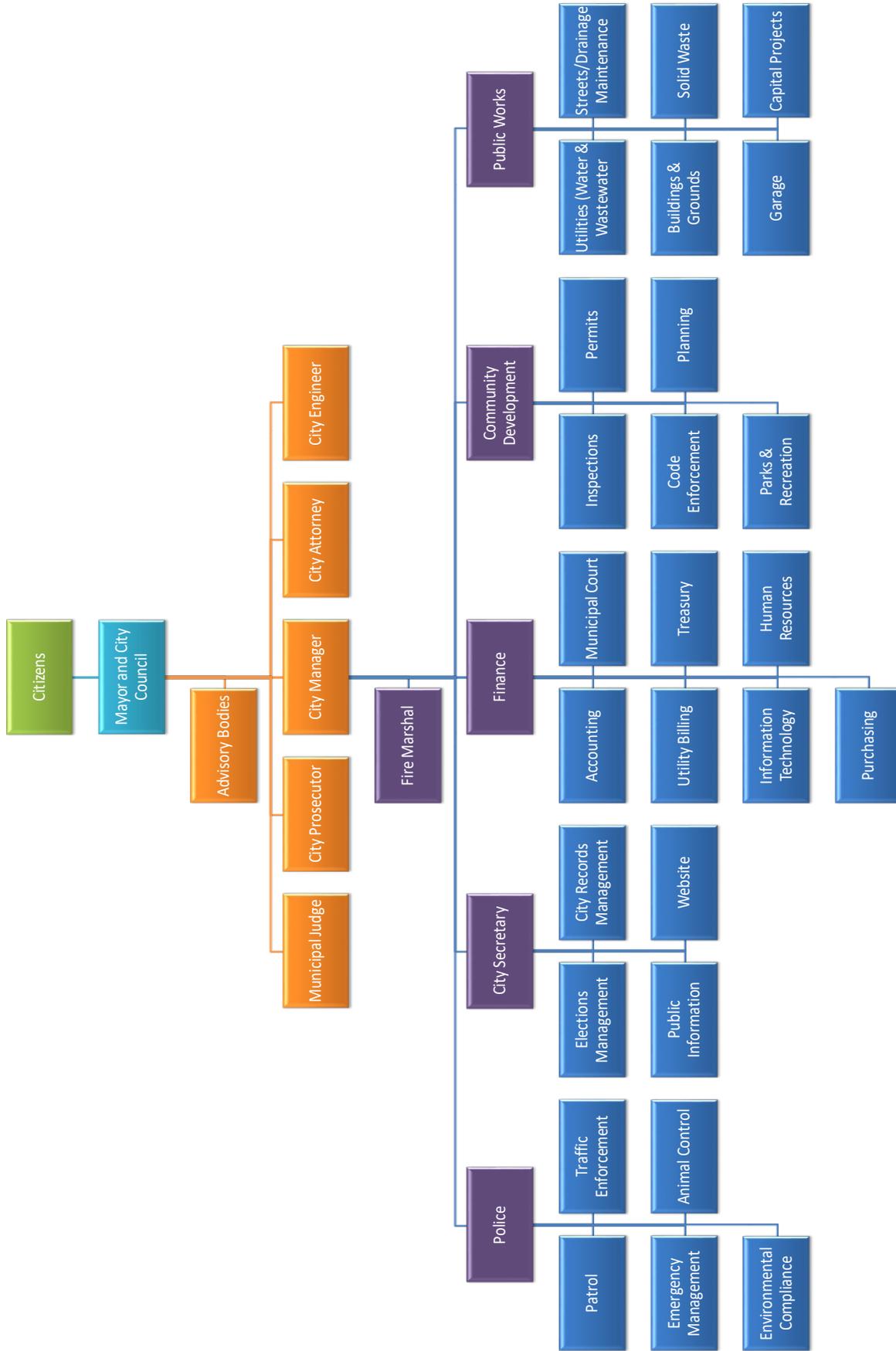
Date: 1/5/2022 Data Sourced from TNRIS, Census



CITY OF HITCHCOCK
EXECUTIVE TEAM 2023-2024

Marie Gelles	City Manager
Wilmon Smith	Police Chief / Emergency Management Coordinator
Debbie C. Nesbitt	City Secretary
Arnold J. Cross Jr.	Community Development Director
Monio Mark II	Finance Director
Darron Ray	Building Official/Fire Marshal
Leroy Thomas	Public Works Director
Miguel Delgado	Wastewater Superintendent
Ivan Robidoux	Water Superintendent
Cynthia Smith-Rex	Code Enforcement Officer
Jacob Cooley	Garage
Kyle Dickson	City Attorney
Llarance Turner	City Engineer
Doug Rotenberry	Municipal Court Judge

FY2024 Organizational Chart



CITY OF HITCHCOCK – PERSONNEL ALLOCATION OVERVIEW

FY2024 ADOPTED Annual Operating & Capital Budget

	FY 2022 Actual	FY 2023 Adopted	FY 2023 Estimated	FY 2024 Adopted	Budget Change
GENERAL FUND					
STAFFING					
City Manager	1	1	1	1	0
City Secretary	1	1	1	1	0
Finance	3	4	4	4	0
Police	20	20	20	20	0
Community Development	6	6	6	6	0
Municipal Court	2	2	2	2	0
Garage	1	1	1	1	0
Street & Drainage	7	9	9	9	0
Total General Fund	41	44	44	44	0
UTILITY FUND					
Utility Administration	2	2	2	2	0
Water	5	6	6	6	0
Wastewater	4	6	6	6	0
Total Utility Fund	11	14	14	14	0
ECONOMIC DEVELOPEMNT					
Eeconomic Director	1	1	1	1	0
	1	1	1	1	0
Total City Staffing	53	59	59	59	0

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Office of the City Manager

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

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

Re: Fiscal Year 2023/2024 Annual Adopted Budget

It is my pleasure to present the City's 2023/2024 Annual Budget, for the fiscal year commencing October 1, 2023, and concluding September 30, 2024. The outlook into the next fiscal year is one of growing uncertainty as far as inflation and supply chain disruption. Rising interest rates have added an additional layer of complexity to the city's financial landscape, potentially impacting its potential for growth. This budget is balanced as required by law and meets the Council's core values of being fiscally conservative, while providing services in an effective and efficient manner.

The FY 2024 Budget addresses additional opportunities emphasizing public safety and public improvements. As the City's annual financial and spending plan, the adoption of the budget is one of the most important actions taken by the City Council. 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 continue planning major public improvements to address the expectations of current and prospective residents of the City.

Every effort has been made within the 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 Adopted budget, and the budget change. Each department worked to find savings in its operating budgets and made recommendations for program improvements and reductions.

II. Adopted Benefit Changes

The cost to provide health insurance benefits to City employees is estimated to increase by \$72,161 for FY 2024, which is covered 100% by the City for the employee.

III. General Fund

The FY 2023/2024 Budget includes \$2,615,136 in maintenance and operations support for the General Fund from property taxes.

The FY 2023/2024 Budget is based upon the City adopting the Adopted tax rate of \$0.495 cents per \$100 of assessed valuation, a decrease of 1.01% from the City's preceding year's tax rate of \$0.50. The average taxable value of a residential homestead this year is \$213,219. If the City Council adopts the Adopted tax rate of \$0.495 per \$100 of taxable value, the amount of tax imposed on the average homestead would be \$1,055.43, which equates to a daily cost per capita of \$2.89 for city services.

A portion of the City's property tax rate is dedicated to the debt service fund to pay for the issuance of certificates of obligation debt associated with the remodeling of an existing building for a new City Hall/Municipal Court building and parking lot later this year. The FY 2024 debt service rate is \$0.012625/\$100 of taxable value.

The General Fund revenues and expenditures for FY 2023/2024 are projected to increase. General Fund revenues projected for the next fiscal year are \$6,773,664, an increase of .90% with expenditures of \$7,618,216, which includes \$38,132 in fund balance transfers to other funds. The projected General Fund balance at the end of FY 2023/2024 is estimated to decrease to \$5,262,311.

General Fund Highlights:

Allocations include the following:

- \$440,000 for street maintenance
- \$150,000 for drainage improvements
- \$105,361 for the EMS Services contract
- \$103,574 for mid-size excavator and trailer
- \$97,200 for the contribution to the library
- \$93,900 for the Volunteer Fire Department
- \$84,000 for accessories & cameras for 5 new leased police departments vehicles (Enterprise)
- \$78,227 for the annual lease payment for street & drainage equipment
- \$63,516 for lease payment of 5 new police department vehicles (Government Capital)
- \$54,743 for cost increase in health care premiums
- \$52,339 for the annual lease payment for police vehicles and equipment purchased in FY2020
- \$50,684 for the Galveston County Jail Contract
- \$40,000 for streetlights
- \$38,132 for TDEM generator grant match
- \$35,000 for abatement of substandard properties
- \$30,000 for five additional flock cameras
- \$27,200 for creation of downtown district zoning

- \$25,000 for Parks Plan
- \$19,035 for summer intern program
- \$16,514 for the annual lease payment for two (2) utility vehicles through the Enterprise Vehicle Lease Program
- \$15,000 for replacement of handheld & in-car radios for the police department

IV. Utility Fund

In the second year of the utility rate increase, based on the rate study completed in September 2022, the City's Utility Fund anticipates projected revenues and expenses of \$5,456,010 and \$5,873,593 for FY 2023/2024. This rate increase allows the city to maintain its investment in vital water and wastewater infrastructure.

The increased utility rates will support the funding required for various essential projects. Notably, it will continue to cover the amended contract with Gulf Coast Water Authority (GCWA), securing an additional 0.500 MGD of surface water capacity from GCWA's Thomas Mackey Water Treatment Plant, ensuring a stable water supply for the city's future needs. This amendment was executed in May 2022 and has proved crucial for the community.

Additionally, the utility rate increase will contribute to the debt service payment of \$975,535, associated with the performance-based contract approved last fiscal year for \$12 million. This contract focuses on significant projects, including the replacement of water meters and enhancements to the Wastewater Treatment Plant.

Overall, the second year of the utility rate increase empowers the city to sustain and improve its water and wastewater infrastructure while meeting the financial demands of crucial contracts and projects. Through these investments, the city is ensuring reliable utility services and securing a resilient and thriving future for its residents and businesses.

Utility Fund Highlights:

Allocations include the following:

- \$975,535 for the debt service payment on certain improvements including the systemwide replacement of the water meters and removal of aeration basin material
- \$774,979 for GCWA water purchase
- \$230,000 for Inflow & Infiltration Smoke Testing Phase 3
- \$160,080 for TDEM grant match generators wastewater facilities
- \$115,000 for Inflow & Infiltration sewer repairs
- \$101,815 for Government Capital Debt Service payments
- \$100,000 for wastewater treatment plant maintenance
- \$100,000 for Lift station maintenance
- \$100,000 for rental of a belt press at wastewater treatment plant
- \$100,000 for water line replacement
- \$91,275 for GCWA Shannon pump station project
- \$59,410 for Enterprise vehicle lease
- \$50,000 for CDBG 2023/24 grant match
- \$49,084 for TDEM grant match generators (Water)

- \$35,000 for Water Master Plan
- \$35,000 for Neville plant storage building upgrades
- \$28,400 for utility rate study
- \$25,000 for manhole restoration
- \$17,418 for cost increase in health care premiums

V. Developing the City's First Five-Year Financial Forecast

Looking ahead, our objective is to develop the City's first five-year financial forecast. This strategic objective aims to provide a comprehensive outlook into the City's financial position over the next five years, taking into account the challenges and opportunities presented by economic fluctuations, emerging trends, and evolving community needs.

The development of this financial forecast is driven by our commitment to long-term fiscal sustainability and responsible planning. By proactively anticipating potential financial risks and aligning resources with the City's strategic priorities, we can ensure a resilient and thriving future for our community.

The five-year financial forecast will serve as a guiding tool for the City Council and management to make informed decisions on budget allocations, resource management, and capital investments. Through collaboration and data-driven analysis, we will identify opportunities to enhance service delivery, address infrastructure requirements, and optimize our financial resources for the benefit of our community.

In closing, I want to thank each of the members of the City Council for their budget guidance and input, as well as the executive team that contributed towards the development of the FY 2023/2024 Annual Budget. I also want to extend special compliments to Ruth Ann Sandino and Debbie Nesbitt for their contribution to compiling the budget document, and to Kendall McCardell, our intern, for the creation of the budget cover. We believe that this Adopted 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. The performance of revenues and compliance with appropriation limits, with monthly reports provided to management and monitored by all departmental directors, will occur.

Respectfully submitted,



Marie Gelles
City Manager

CITY OF HITCHCOCK
PROPERTY TAX RATES

<u>TAX YEAR</u>	<u>FISCAL YEAR</u>	<u>TOTAL RATE</u>	<u>M&O RATE</u>	<u>I&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
2021	2022	0.530000	0.502511	0.027489
2022	2023	0.500000	0.490246	0.009754
2023	2024	0.495000	0.482375	0.012625

ALL FUNDS SUMMARY

CITY OF HITCHCOCK – ALL FUND BUDGET SUMMARY

All Fund Budget Summary

FY 2024 Adopted Budget

	GENERAL FUND	UTILITY FUND	POLICE TRAINING	DRUG FORFEITURE	POLICE DONATIONS	COURT SECURITY	COURT TECH	TRUANCY FUND	JURY FUND
BEGINNING BALANCE	\$ 6,106,863	\$ 2,155,974	\$ 3,288	\$ 4,639	\$ 621	\$ 14,270	\$ 10,455	\$ 21,194	\$ 448
REVENUE	6,612,927	5,456,010	-	-	-	5,000	4,800	40	131
TRANSFERS IN	160,737	-	-	-	-	-	-	-	-
TOTAL FUNDS AVAILABLE	12,880,527	7,611,984	3,288	4,639	621	19,270	15,255	21,234	579
APPROPRIATIONS	7,618,216	5,873,593	3,288	4,639	621	19,270	15,255	-	579
TRANSFER OUT	-	-	-	-	-	-	-	-	-
ENDING FUND BALANCE	\$ 5,262,311	\$ 1,738,391	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,234	\$ -

	PARK FUND 208	TIRZ FUND 602	HEDC FUND 601	HGAC MIT MOD FUND 222	CDBG MIT FUND 213	ARP FUND 216	2021 CO'S FUND 301	Opioid Fund 223	TDA FUND 219
BEGINNING BALANCE	\$ 5,273	\$ 261,858	\$ 714,189	\$ -	\$ 36,350	\$1,924,476	\$ 45,612	\$ 9,069	\$ 52,500
REVENUE	-	700,886	380,100	3,864,200	2,592,379	-	69,136	46	328,856
TRANSFERS IN	-	-	-	-	-	-	-	-	-
TOTAL FUNDS AVAILABLE	5,273	962,744	1,094,289	3,864,200	2,628,729	1,924,476	114,748	9,115	381,356
APPROPRIATIONS	5,273	521,110	866,953	3,864,200	2,628,729	1,924,476	80,531	9,115	381,356
TRANSFERS OUT	-	-	-	-	-	-	-	-	-
ENDING FUND BALANCE	\$ -	\$ 441,634	\$ 227,336	\$ -	\$ -	\$ -	\$ 34,217	\$ -	\$ -

	HEDC CONST. FUND 604	TIRZ RESERVE FUND 603	HOTEL/ MOTEL	TOTAL
BEGINNING BALANCE	\$ -	\$ 318,000	\$ 26,373	\$ 11,711,452
REVENUE	500,000	-	35,000	20,549,511
TRANSFER IN	-	-	-	160,737
TOTAL FUNDS AVAILABLE	500,000	318,000	61,373	32,421,700
APPROPRIATIONS	500,000	33,000	40,000	24,390,204
TRANSFERS OUT	-	-	-	-
ENDING FUND BALANCE	\$ -	\$ 285,000	\$ 21,373	\$ 8,031,496

GENERAL FUND

CITY OF HITCHCOCK – GENERAL FUND SUMMARY
FY2024 Adopted Annual Operating & Capital Budget

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
BEGINNING FUND BALANCE	\$6,274,415	\$ 7,228,459	\$ 7,228,459	\$ 6,106,863	\$(1,121,596)
REVENUE:					
SALES TAXES	1,473,769	1,488,000	1,489,647	1,569,710	81,710
PROPERTY TAXES	2,301,529	2,575,740	2,609,746	2,725,136	149,396
MUNICIPAL COURT FEES	272,570	272,500	255,788	326,184	53,684
PERMIT FEES	1,312,727	1,295,945	1,051,294	1,058,830	(237,115)
OTHER REVENUE	1,047,972	919,511	1,043,507	933,067	13,556
	6,408,567	6,551,696	6,449,982	6,612,927	61,231
TRANSFERS IN	160,737	160,737	160,737	160,737	-
	6,569,304	6,712,433	6,610,719	6,773,664	61,231
TOTAL AVAILABLE REVENUES	12,843,719	13,940,892	13,839,178	12,880,527	(1,060,365)
APPROPRIATIONS:					
CITY COUNCIL	15,171	43,700	36,708	60,208	16,508
CITY ADMINISTRATION	271,556	353,851	338,114	357,137	3,286
CITY SECRETARY	129,118	169,422	150,907	174,874	5,452
LIBRARY	97,200	97,200	97,200	97,200	-
FINANCE	238,348	416,076	319,115	434,629	18,553
EMPLOYEE GROUP INSURANCE	-	-	-	-	-
INSURANCE	44,415	69,490	69,490	69,881	391
POLICE	2,074,983	2,370,385	2,278,256	2,427,191	56,806
ANIMAL CONTROL	54,991	57,982	48,702	50,720	(7,262)
EMERGENCY MANAGEMENT	-	4,000	500	4,000	-
FIRE	97,770	97,860	97,860	97,860	-
EMS	85,624	93,361	93,361	105,361	12,000
CODE COMPLIANCE	106,406	135,358	83,619	118,143	(17,215)
MUNICIPAL COURT	162,300	176,079	171,086	198,540	22,461
COMMUNITY DEVELOPMENT	207,470	266,325	249,906	261,663	(4,662)
INSPECTION SERVICES	212,003	266,297	266,017	267,388	1,091
INFORMATION TECHNOLOGY	101,399	145,725	145,725	65,418	(80,307)
STREET & DRAINAGE	1,101,312	1,854,923	1,319,694	1,697,852	(157,071)
PARKS	5,609	63,720	33,074	38,720	(25,000)
GARAGE	125,735	155,591	138,387	128,489	(27,102)
NON DEPARTMENTAL	12,106	1,283,267	1,273,716	433,132	(850,135)
SOLID WASTE	471,744	507,801	520,878	529,810	22,009
TOTAL APPROPRIATIONS	5,615,260	8,628,413	7,732,315	7,618,216	(1,010,197)
ENDING BALANCE	\$7,228,459	\$ 5,312,479	\$ 6,106,863	\$ 5,262,311	\$ (50,168)

CITY OF HITCHCOCK – GENERAL FUND SUMMARY REVENUES
FY2024 ADOPTED Annual Operating & Capital Budget
Revenues

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
REVENUES					
BEGINNING BALANCE	\$ 6,274,415	\$ 7,228,459	\$ 7,228,459	\$ 6,106,863	\$ (1,121,596)
SALES TAXES					
4-000-15100 GROSS RECEIPT TAX	446,584	420,000	402,395	420,000	-
4-000-11100 SALES TAX	1,011,336	1,050,000	1,071,792	1,134,110	84,110
4-000-20100 MIXED BEVERAGE SALES TAX	15,849	18,000	15,460	15,600	(2,400)
TOTAL SALES TAXES	1,473,769	1,488,000	1,489,647	1,569,710	81,710
PROPERTY TAXES					
4-000-10100 PROPERTY TAXES-CURRENT	2,144,513	2,480,740	2,480,740	2,615,136	134,396
4-000-10200 PROPERTY TAXES-DELINQUENT	119,743	65,000	102,846	85,000	20,000
4-000-10300 PROPERTY-PENALTY & INTEREST	37,273	30,000	26,160	25,000	(5,000)
TOTAL PROPERTY TAXES	2,301,529	2,575,740	2,609,746	2,725,136	149,396
MUNICIPAL COURT FEES					
4-000-30100 COURT FINES	244,437	250,000	230,635	300,684	50,684
4-000-30200 ARREST FEES	7,192	6,000	6,323	5,000	(1,000)
4-000-30300 WARRANT FEES	9,571	8,000	12,743	12,000	4,000
4-000-80130 DISCOUNT ON COURT	11,370	8,500	6,087	8,500	-
TOTAL MUNICIPAL COURT FEES	272,570	272,500	255,788	326,184	53,684
PERMIT FEES					
4-000-20110 BEER PERMITS	4,945	5,500	4,125	4,500	(1,000)
4-000-21100 BUILDING PERMITS	242,758	150,000	113,689	125,000	(25,000)
4-000-21110 ELECRTICAL PERMITS	44,275	50,000	29,268	30,000	(20,000)
4-000-21120 PLUMBING PERMITS	34,250	40,000	17,015	16,000	(24,000)
4-000-21130 FILL GRADE PERMIT	5,141	4,000	1,825	2,500	(1,500)
4-000-21150 HEATING & AC PERMITS	21,600	35,000	12,675	12,500	(22,500)
4-000-22010 BURN PERMIT-ADMINISTARTION	1,280	2,500	325	-	(2,500)
4-000-22030 FLOODPLAIN PERMIT	-	-	1,850	6,000	6,000
4-000-29010 AMUSEMENT PERMITS	920,035	973,000	831,050	829,750	(143,250)
4-000-29030 WRECKER PERMITS	9,900	9,900	9,400	9,400	(500)
4-000-29040 DRILLING PERMITS	10,000	-	5,000	-	-
4-000-29050 CULVERT PERMITS	3,235	10,000	3,260	5,000	(5,000)
4-000-29060 MOBILE HOME PERMITS	950	1,800	3,615	4,025	2,225
4-000-29070 2ND HAND DEALER PERMIT	350	350	330	330	(20)
4-000-29080 RV PARK SPACES PERMIT	11,495	11,495	9,975	11,675	180
4-000-29090 ALARM PERMIT/FEES	163	1,400	1,229	1,150	(250)
4-000-29500 MISCELLANEOUS PERMITS	2,350	1,000	6,663	1,000	-
TOTAL PERMIT FEES	1,312,727	1,295,945	1,051,294	1,058,830	(237,115)

CITY OF HITCHCOCK – GENERAL FUND SUMMARY REVENUES
FY2024 ADOPTED Annual Operating & Capital Budget
Revenues (Continued)

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
<u>OTHER REVENUE</u>					
4-000-40100 GRANT FUNDS	-	52,250	52,250	-	(52,250)
4-000-52000 CREDIT CARD TRANSACTION FEE	8,433	9,600	9,600	9,600	-
4-000-60100 INTEREST INCOME	36,818	30,000	57,787	75,277	45,277
4-000-60200 INTEREST ON CD'S	1,492	3,000	1,396	2,000	(1,000)
4-000-70180 TIRZ ANNUAL ADMIN FEE	100,000	25,000	25,000	25,000	-
4-000-80110 COPIES	40	-	-	-	-
4-000-80120 TOWER RENTAL T-MOBILE LEASE	15,513	15,513	15,513	15,513	-
4-000-80170 ZONING FEES	5,889	7,500	3,197	2,750	(4,750)
4-000-80200 POLICE REPORTS	1,347	1,000	1,000	1,000	-
4-000-80210 PLAN REVIEW FEES	7,035	7,500	3,749	5,750	(1,750)
4-000-80220 LOT MOWING ENFORCEMENT	9,345	9,500	500	2,500	(7,000)
4-000-80230 PLATTING/MAPPING FEES	38,059	20,000	16,400	15,000	(5,000)
4-000-80240 SPECIAL EVENTS REVENUE	-	-	1,000	1,000	1,000
4-000-86000 GARBAGE CONTRACT REVENUES	552,953	573,583	594,832	612,677	39,094
4-000-86010 DISCOUNT ON GARBAGE TAXES	204	-	(608)	-	-
4-000-86100 AMBULANCE COLLECTIONS	123,367	125,000	122,237	125,000	-
4-000-88000 DONATIONS	-	-	800	-	-
4-000-88100 SALE OF ASSETS	15,065	15,065	-	15,000	(65)
4-000-89000 MISCELLANEOUS REVENUE	132,412	25,000	127,574	25,000	-
4-000-89100 MISCELLANEOUS REFUNDS & REIMB	-	-	11,280	-	-
4-000-39120 WORKFORCE REIMBURSEMENT	-	-	-	-	-
4-000-98100 PROCEEDS FROM LOAN	-	-	-	-	-
4-000-99000 PROCEEDS FROM FUND BALANCE	-	-	-	-	-
TOTAL OTHER REVENUE	1,047,972	919,511	1,043,507	933,067	13,556
<u>TRANSFERS IN</u>					
4-000-90100 TRANSFER IN/TO OTHER FUNDS	-	-	-	-	-
4-000-90501 TRANSFERS IN: UTILITY FUND	160,737	160,737	160,737	160,737	-
TOTAL TRANSFERS IN	160,737	160,737	160,737	160,737	-
TOTAL REVENUES	6,569,304	6,712,433	6,610,719	6,773,664	61,231
TOTAL AVAILABLE FUNDS	\$ 12,843,719	\$ 13,940,892	\$ 13,839,178	\$ 12,880,527	\$ (1,060,365)

CITY OF HITCHCOCK – GENERAL FUND
FY2024 Adopted Annual Operating & Capital Budget
Budget Summary – Mayor and City Council

The Mayor and City Council serves as the governing body of the City of Hitchcock and is responsible for the scope, direction, and financing of city services; establishing policies based on information provided by staff, advisory boards and commissions, and the general public; implementing policy through staff under the Mayor-Council form of government. Operating within the City Charter, the City Council appoints the City Manager, Municipal Court Judges, City Secretary, and members of the various boards and commissions. City Council consists of a Mayor, who is elected at large, and four (4) City Council members, who are elected from single-member districts, each elected for two-year terms.

City Council	Term of Office
Christopher Armacost, Mayor	May 2023
Andre Perkins, Mayor Pro Tem	May 2024
Mary Combs Demby, District 1	May 2023
Shawn Kadlecek, District 2	May 2023
Morris Tuck, District 3	May 2024

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
PERSONNEL SERVICES	900	900	908	908	8
SUPPLIES	7,771	2,200	2,200	2,200	-
PURCHASED SERVICES	500	500	500	500	-
EDUCATION & TRAINING	-	10,100	3,100	6,600	(3,500)
MISCELLANEOUS	6,000	30,000	30,000	50,000	20,000
TOTAL	15,171	43,700	36,708	60,208	16,508

CITY OF HITCHCOCK – GENERAL FUND
FY2024 Adopted Annual Operating & Capital Budget
Appropriations – Mayor and City Council

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
PERSONNEL SERVICES					
5-111-12001 SOCIAL SECURITY	\$ -	\$ -	\$ -	\$ -	\$ -
5-111-12202 WORKERS' COMPENSATION	-	-	8	8	8
5-111-12302 CELL PHONE ALLOWANCE	900	900	900	900	-
TOTAL PERSONNEL SERVICES	900	900	908	908	8
SUPPLIES					
5-111-20110 OFFICE SUPPLIES	530	1,000	1,000	1,000	-
5-111-20140 GENERAL SUPPLIES	7,241	1,200	1,200	1,200	-
TOTAL SUPPLIES	7,771	2,200	2,200	2,200	-
PURCHASED SERVICES					
5-111-49410 INSURANCE BOND	500	500	500	500	-
TOTAL PURCHASED SERVICES	500	500	500	500	-
EDUCATION & TRAINING					
5-111-49020 PROFESSIONAL ASSOCIATION DUES	-	100	100	100	-
5-111-49040 TRAINING/TRAVEL/PERDIEM	-	7,500	1,500	5,000	(2,500)
5-111-49100 BOARD TRAINING	-	2,500	1,500	1,500	(1,000)
TOTAL EDUCATION & TRAINING	-	10,100	3,100	6,600	(3,500)
MISCELLANEOUS					
5-111-49200 CITY COUNCIL CONTINGENCY	1,000	1,500	5,250	35,000	33,500
5-111-49790 SPECIAL ACTIVITIES & PROJECTS	5,000	10,000	10,000	15,000	5,000
5-111-52110 PURCHASE OF REAL PROPERTY	-	18,500	14,750	-	(18,500)
TOTAL MISCELLANEOUS	6,000	30,000	30,000	50,000	20,000
TOTAL CITY COUNCIL	\$ 15,171	\$ 43,700	\$ 36,708	\$ 60,208	\$ 16,508

CITY OF HITCHCOCK – GENERAL FUND
FY2024 ADOPTED Annual Operating & Capital Budget
Budget Summary – City Administration

The Office of the City Manager is established under the City Charter. The City Manager is appointed by the City Council and functions as the chief executive and administrative officer of the City government. The City Manager is responsible for the proper administration of all the affairs of the City and provides direction to all City departments.

Accomplishments for FY 2023:

- Adoption of the FY 2023 Annual Operating Budget
- Lowered the City property tax rate for the third year in a row.
- Received unqualified audit opinion for the FY 2022 Annual Financial Audit and Single Audit.
- Implemented new compensation and pay plan.
- Substantial completion of the new City Hall building renovation and parking lot construction.
- Hired senior management positions within the city organization including the City Secretary and the Finance Director.
- Awarded \$3,864,2000 CDBG Grant Mitigation (CDBG-MIT) for Wastewater Improvements.
- Submission of TxDOT 2023 Transportation Alternative Set-Aside Program: Highway 6 Sidewalk Improvement Program grant application.
- Issued City of Hitchcock, Texas Reinvestment Zone No. One Tax Increment Bonds, Series 2022.
- Executed a Water Facilities Financing Agreement with Gulf Coast Water Authority for the Thomas S. Mackey Water Treatment Plant Expansion Project and South Transmission System Project.
- Renegotiated Alternative Financing Agreement with Windy Hill Investments, LLC related to the Gulf Breeze Public Improvement District.

Objectives for FY 2024:

- Purchase property for future Municipal complex and sale old City Hall building.
- Establish water and wastewater impact fees.
- Issue Special Assessment Bonds for Gulf Breeze Public Improvement District.
- Begin planning for a new Police station facility.
- Develop a vehicle replacement plan.
- Continue to review and update internal controls.
- Assist the City Council in the development and formulation of policies, goals, and objectives.
- Ensure a strong sustainable financial foundation for the City.

	FY 2022 Actual	FY 2023 Adopted	FY 2023 Estimated	FY 2024 Adopted	Budget Change
Staffing					
City Manager	1	1	1	1	0
Total	1	1	1	1	0

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
PERSONNEL SERVICES	175,530	186,060	185,896	187,387	1,327
SUPPLIES	10,139	15,121	14,549	20,300	5,179
PURCHASED SERVICES	1,535	3,600	3,600	3,600	-
CONTRACTED SERVICES	56,530	65,000	65,000	65,000	-
EDUCATION & TRAINING	2,921	11,000	10,000	10,600	(400)
REPAIRS & MAINTENANCE	22,612	50,000	50,000	46,000	(4,000)
MISCELLANEOUS	2,289	9,070	9,069	9,250	180
CAPITAL OUTLAY	-	14,000	-	15,000	1,000
TOTAL	271,556	353,851	338,114	357,137	3,286

CITY OF HITCHCOCK – GENERAL FUND
FY2024 ADOPTED Annual Operating & Capital Budget
Appropriations – City Administration

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
<u>PERSONNEL SERVICES</u>					
5-131-11001 REGULAR SALARIES	138,757	146,003	146,003	146,003	-
5-131-12001 SOCIAL SECURITY	11,183	11,789	11,789	11,789	-
5-131-12002 RETIREMENT	9,147	10,202	10,202	10,309	107
5-131-12101 HEALTH INSURANCE	7,397	8,691	8,691	9,908	1,217
5-131-12102 DENTAL INSURANCE	318	342	342	369	27
5-131-12103 LIFE INSURANCE	355	393	393	393	-
5-131-12104 VISION INSURANCE	100	107	107	107	-
5-131-12201 UNEMPLOYMENT INSURANCE	288	43	9	9	(34)
5-131-12202 WORKERS' COMPENSATION	319	390	260	400	10
5-131-12301 CAR ALLOWANCE	6,814	7,200	7,200	7,200	-
5-131-12302 PHONE ALLOWANCE	852	900	900	900	-
TOTAL PERSONNEL SERVICES	175,530	186,060	185,896	187,387	1,327
<u>SUPPLIES</u>					
5-131-20110 OFFICE SUPPLIES	407	1,500	1,500	1,500	-
5-131-20140 GENERAL SUPPLIES	-	300	300	300	-
5-131-20240 DUES & SUBSCRIPTIONS	2,521	1,591	1,249	2,500	909
5-131-2024X PUBLICATIONS	-	500	250	250	(250)
5-131-20280 SMALL OFFICE EQUIPMENT	-	-	-	500	500
5-131-32000 UTILITIES EXPENSE	7,061	10,980	11,000	15,000	4,020
5-131-49311 POSTAGE/METER RENTAL	150	250	250	250	-
TOTAL SUPPLIES	10,139	15,121	14,549	20,300	5,179
<u>PURCHASED SERVICES</u>					
5-131-49410 INSURANCE BONDS	100	100	100	100	-
5-131-32030 UTILITIES -TELECOMMUNICATION	1,435	3,500	3,500	3,500	-
TOTAL PURCHASED SERVICES	1,535	3,600	3,600	3,600	-
<u>CONTRACTED SERVICES</u>					
5-131-31030 ENGINEERING	3,480	-	-	-	-
5-131-31910 PROFESSIONAL SERVICES	53,050	65,000	65,000	65,000	-
5-131-33120 EMPLOYEE EXAM/DRUG SCREEN	-	-	-	-	-
TOTAL CONTRACTED SERVICES	56,530	65,000	65,000	65,000	-

CITY OF HITCHCOCK – GENERAL FUND

FY2024 ADOPTED Annual Operating & Capital Budget

Appropriations – City Administration (Continued)

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
EDUCATION & TRAINING					
5-131-49020 PROFESSIONAL ASSOC DUES/FEES	-	-	-	-	-
5-131-49030 EDUCATION/TESTING/LICENSE	-	-	-	600	600
5-131-49040 TRAINING/TRAVEL/PERDIEM	2,921	11,000	10,000	10,000	(1,000)
TOTAL EDUCATION & TRAINING	2,921	11,000	10,000	10,600	(400)
TECHNOLOGY					
5-131-41030 COMPUTER SOFTWARE	-	-	-	-	-
5-131-51125 COMPUTER HARDWARE	-	-	-	-	-
TOTAL TECHNOLOGY	-	-	-	-	-
REPAIRS & MAINTENANCE					
5-131-42030 BUILDINGS REPAIR & MAINTENANCE	22,551	50,000	50,000	40,000	(10,000)
5-131-42040 GROUNDS MAINTENANCE	61	-	-	6,000	6,000
TOTAL REPAIRS & MAINTENANCE	22,612	50,000	50,000	46,000	(4,000)
MISCELLANEOUS					
5-131-49050 AWARDS & RECOGNITIONS	-	-	-	250	250
5-131-49790 SPECIAL ACTIVITIES	2,129	3,320	3,319	4,000	680
5-131-49950 MISCELLANEOUS EXPENSE	160	5,750	5,750	5,000	(750)
TOTAL MISCELLANEOUS	2,289	9,070	9,069	9,250	180
DEBT SERVICE					
DEBT SERVICE	-	-	-	-	-
TOTAL DEBT SERVICE	-	-	-	-	-
CAPITAL OUTLAY					
5-131-5112Y OFFICE FURNITURE	-	14,000	-	15,000	1,000
5-131-51120 EQUIPMENT	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	14,000	-	15,000	1,000
TRANSFERS OUT					
GRANT MATCH	-	-	-	-	-
TOTAL TRANSFER OUT	-	-	-	-	0
TOTAL CITY ADMINISTRATION	271,556	353,851	338,114	357,137	3,286

CITY OF HITCHCOCK – GENERAL FUND
FY2024 ADOPTED Annual Operating & Capital Budget
Budget Summary – City Secretary

The City Secretary is a position required by state law and is appointed by the City Council. The City Secretary coordinates the preparation of Council agenda packets and the official minutes, prepares legal notices relating to Council agendas and other City issues for publication and posting. The City Secretary attends City Council meetings, documents Council actions, certifies the authenticity of records, prepares agendas, and minutes, and maintains the City's legislative history. The City Secretary facilitates the board and commission appointment process by receiving and maintaining applications submitted by citizens for consideration by City Council.

The City Secretary coordinates with city departments to respond to requests for City records filed each year under the Texas Public Information Act. The City Secretary also maintains the official records of the city including ordinances, resolutions, contracts, deeds, easements, and other legal documents.

The City Secretary is the election official for the city and oversees the coordination of city elections with the County Election Office to ensure compliance with all City, state, and federal election laws and policies and to ensure that city elections are conducted in a fair and impartial manner.

Accomplishments for Fiscal Year 2022-2023:

- Processed appropriately 100 Public Information Act requests.
- Began the physical audit of all City records.
- Shred approximately 80 boxes of records that are beyond the legal retention period.
- Organization of file room.

Goals for Fiscal Year 2023-2024:

- Enroll in the Texas Municipal Clerks Certification program.
- Streaming video of City Council Meetings.
- Completion of records audit and creation of a Records Management System.
- Implement a Public Information Act management system.
- New filing system in New City Hall.

	FY 2022	FY 2023	FY 2023	FY 2024	Budget
	Actual	Adopted	Estimated	Adopted	Change
Staffing					
City Secretary	1	1	1	1	0
Total	1	1	1	1	0

	FY 2022	FY 2023	FY 2023	FY 2024	BUDGET
	ACTUAL	AMENDED	ESTIMATED	ADOPTED	CHANGE
PERSONNEL SERVICES	74,715	92,587	92,299	102,298	9,711
SUPPLIES	7,039	10,220	9,278	10,250	30
PURCHASED SERVICES	40,053	42,735	29,689	53,000	10,265
CONTRACTED SERVICES	4,200	4,200	4,200	4,200	-
EDUCATION & TRAINING	3,070	1,467	1,456	1,301	(166)
TECHNOLOGY	-	14,300	13,985	-	(14,300)
REPAIRS & MAINTENANCE	-	250	-	250	-
MISCELLANEOUS	41	338	-	250	(88)
CAPITAL OUTLAY	-	3,325	-	3,325	-
TOTAL	129,118	169,422	150,907	174,874	5,452

CITY OF HITCHCOCK – GENERAL FUND
FY2024 ADOPTED Annual Operating & Capital Budget
Appropriations – City Secretary

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
PERSONNEL SERVICES					
5-132-11001 REGULAR SALARIES	58,386	72,164	72,010	80,000	7,836
5-132-11006 CERTIFICATE PAY	-	150	150	-	(150)
5-132-12001 SOCIAL SECURITY	4,381	5,493	5,470	6,120	627
5-132-12002 RETIREMENT	3,643	4,778	4,768	5,352	574
5-132-12101 HEALTH INSURANCE	7,228	9,049	9,049	9,908	859
5-132-12102 DENTAL INSURANCE	444	322	222	369	47
5-132-12103 LIFE INSURANCE	120	190	190	225	35
5-132-12104 VISION INSURANCE	99	110	110	107	(3)
5-132-12201 UNEMPLOYMENT	287	19	18	9	(10)
5-132-12202 WORKERS' COMPENSATION	127	312	312	208	(104)
TOTAL PERSONNEL SERVICES	74,715	92,587	92,299	102,298	9,711
SUPPLIES					
5-132-20110 OFFICE SUPPLIES	4,540	5,000	5,000	5,000	-
5-132-20130 JANITORIAL SUPPLIES	40	500	250	500	-
5-132-20140 GENERAL SUPPLIES	647	1,000	1,000	1,000	-
5-132-20240 DUES & SUBSCRIPTIONS	1,812	2,970	2,928	3,000	30
5-132-20250 PROFESSIONAL BOOKS	-	250	-	250	-
5-132-20280 SMALL OFFICE EQUIPMENT	-	500	100	500	-
TOTAL SUPPLIES	7,039	10,220	9,278	10,250	30
PURCHASED SERVICES					
5-132-20171 ELECTIONS	21,290	10,629	-	23,000	12,371
5-132-32030 UTILITIES-TELECOMMUNICATION	477	836	509	550	(286)
5-132-33510 CODIFICATION OF ORDINANCES	4,654	5,419	5,419	5,200	(219)
5-132-33520 RECORDS MANAGEMENT	1,779	10,000	10,000	10,000	-
5-132-49311 POSTAGE/METER RENTAL	752	3,000	1,500	1,500	(1,500)
5-132-49312 COPIER LEASE	10,747	11,661	11,661	11,650	(11)
5-132-49410 INSURANCE BOND	100	100	100	100	-
5-132-49810 CLASSIFIED ADVERTISEMENTS	254	1,090	500	1,000	(90)
TOTAL PURCHASED SERVICES	40,053	42,735	29,689	53,000	10,265
CONTRACTED SERVICES					
5-132-33120 EMPLOYEE EXAM/DRUG SCREEN	-	-	-	-	-
5-132-33210 JANITORIAL SERVICES	4,200	4,200	4,200	4,200	-
TOTAL CONTRACTED SERVICES	4,200	4,200	4,200	4,200	-

CITY OF HITCHCOCK – GENERAL FUND
FY2024 ADOPTED Annual Operating & Capital Budget
Appropriations – City Secretary (Continued)

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
EDUCATION & TRAINING					
5-132-49020 PROFESSIONAL ASSOC DUES/FEES	100	156	145	301	145
5-132-49040 TRAINING/TRAVEL/PERDIEM	2,970	1,311	1,311	1,000	(311)
TOTAL EDUCATION & TRAINING	3,070	1,467	1,456	1,301	(166)
TECHNOLOGY					
5-132-41030 COMPUTER SOFTWARE	-	14,300	13,985	-	(14,300)
5-132-51125 COMPUTER HARDWARE	-	-	-	-	-
TOTAL TECHNOLOGY	-	14,300	13,985	-	(14,300)
REPAIRS & MAINTENANCE					
5-132-42010 EQUIPMENT REPAIRS & MAINT	-	250	-	250	-
TOTAL REPAIRS & MAINTENANCE	-	250	-	250	-
MISCELLANEOUS					
5-132-49790 SPECIAL ACTIVITIES	-	288	-	-	(288)
5-132-49950 MISCELLANEOUS EXPENSE	41	50	-	250	200
TOTAL MISCELLANEOUS	41	338	-	250	(88)
CAPITAL OUTLAY					
5-132-51120 EQUIPMENT PURCHASE	-	3,325	-	3,325	-
FURNITURE PURCHASE	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	3,325	-	3,325	-
TOTAL CITY SECRETARY	129,118	169,422	150,907	174,874	5,452

CITY OF HITCHCOCK – GENERAL FUND
FY2024 ADOPTED Annual Operating & Capital Budget
Budget Summary – Finance

The Finance Department oversees the financial operations of the City, including accounting, budgeting, revenue collections, cash management, investments, debt management, payroll, grant administration, purchasing, and fixed assets. These activities are carried out in compliance with Generally Accepted Accounting Principles, Government Accounting Standards Board Pronouncements, and other applicable standards mandated by Federal and State law, as well as the City Charter.

Additionally, the Department prepares regular monthly and quarterly financial reports. It also assumes responsibility for Human Resources and Utility Billing.

Accomplishments for FY 2023:

- Assisted in the preparation of the annual financial audit.
- Assisted in the preparation of the Single Audit (A-133) related to various state and federal grant funds.
- Successfully transitioned to smart utility billing applications for new water meters.

Objectives for FY 2024:

- Continue to review and update internal controls.
- Development of an investment strategy.
- Development of a purchasing policy manual.
- Review and update City Personnel Policies.
- Develop policies and guidelines for determining the appropriate time to replace vehicles and equipment.
- Implementation of a Vehicle/Equipment Replacement fund.
- Work toward obtaining the GFOA Distinguished Budget Presentation Award.
- Work toward obtaining the Texas Comptroller of Public Accounts' Traditional Finances Transparency Stars.

Staffing	FY 2022 Actual	FY 2023 Adopted	FY 2023 Estimated	FY 2024 Adopted	Budget Change
Finance Director	0	1	1	1	0
Accounting Manager	1	1	1	1	0
Finance Clerk	1	1	1	1	0
Utility Billing Specialist	1	1	1	1	0
Total	3	4	4	4	0

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
PERSONNEL SERVICES	170,614	309,649	214,364	334,285	24,636
SUPPLIES	1,659	2,911	2,880	5,100	2,189
PURCHASED SERVICES	4,120	7,439	7,100	7,100	(339)
CONTRACTED SERVICES	46,349	67,089	65,784	68,408	1,319
EDUCATION & TRAINING	649	1,600	1,600	2,715	1,115
TECHNOLOGY	14,957	24,327	24,326	16,488	(7,839)
CAPITAL OUTLAY	-	3,061	3,061	533	(2,528)
TOTAL	238,348	416,076	319,115	434,629	18,553

CITY OF HITCHCOCK – GENERAL FUND
FY2024 ADOPTED Annual Operating & Capital Budget
Appropriations – Finance

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
PERSONNEL SERVICES					
5-141-11001 REGULAR SALARIES	129,046	235,956	161,768	250,273	14,317
5-141-11002 OVER TIME	14	500	500	1,000	500
5-141-11011 INTERN	-	-	-	-	-
5-141-12001 SOCIAL SECURITY	9,652	18,502	12,306	19,498	996
5-141-12002 RETIREMENT	8,232	15,773	10,683	17,051	1,278
5-141-12101 HEALTH INSURANCE	21,071	34,764	26,175	39,632	4,868
5-141-12102 DENTAL INSURANCE	906	1,368	1,028	1,476	108
5-141-12103 LIFE INSURANCE	316	616	383	627	11
5-141-12104 VISION INSURANCE	222	429	323	429	-
5-141-12201 UNEMPLOYMENT	864	228	38	36	(192)
5-141-12202 WORKERS' COMPENSATION	291	613	260	663	50
5-141-12301 CAR ALLOWANCE	-	900	900	3,600	2,700
TOTAL PERSONNEL SERVICES	170,614	309,649	214,364	334,285	24,636
SUPPLIES					
5-141-20110 OFFICE SUPPLIES	1,158	1,780	1,780	2,000	220
5-141-20140 GENERAL SUPPLIES	282	300	300	300	-
5-141-20240 PUBLICATIONS DUES & SUBSCRIPTIC	219	300	300	300	-
5-141-20280 OFFICE FURNITURE & EQUIPMENT	-	531	500	2,500	1,969
TOTAL SUPPLIES	1,659	2,911	2,880	5,100	2,189
PURCHASED SERVICES					
5-141-49311 POSTAGE/METER	942	2,500	2,500	2,500	-
5-141-49312 COPIER LEASE	2,387	4,139	3,800	3,800	(339)
5-141-49410 INSURANCE BONDS	100	200	200	200	-
5-141-49810 CLASSIFIED ADVERTISEMENTS	691	600	600	600	-
TOTAL PURCHASED SERVICES	4,120	7,439	7,100	7,100	(339)
CONTRACTED SERVICES					
5-141-31020 AUDIT SERVICE	22,397	39,705	38,400	40,000	295
5-141-33015 TAX COLLECTION	1,352	1,500	1,500	1,500	-
5-141-33020 CENTRAL APPRAISAL DISTRICT	22,600	25,820	25,820	26,908	1,088
5-141-33120 EMPLOYEE EXAM/DRUG SCREENING	-	64	64	-	(64)
TOTAL CONTRACTED SERVICES	46,349	67,089	65,784	68,408	1,319

CITY OF HITCHCOCK – GENERAL FUND
FY2024 ADOPTED Annual Operating & Capital Budget
Appropriations – Finance (Continued)

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
EDUCATION & TRAINING					
5-141-49020 PROFESSIONAL ASSOC DUES/FEES	-	600	600	715	115
5-141-49040 TRAINING/TRAVEL/PERDIEM	649	1,000	1,000	2,000	1,000
TOTAL EDUCATION & TRAINING	649	1,600	1,600	2,715	1,115
TECHNOLOGY					
5-141-41010 SOFTWARE MAINTENANCE	14,957	22,827	22,826	16,488	(6,339)
5-141-41030 COMPUTER SOFTWARE	-	-	-	-	-
5-141-51125 COMPUTER HARDWARE	-	1,500	1,500	-	(1,500)
TOTAL TECHNOLOGY	14,957	24,327	24,326	16,488	(7,839)
REPAIRS & MAINTENANCE					
5-141-42010 EQUIPMENT REPAIRS & MAINT	-	-	-	-	-
5-141-42030 BUILDING REPAIRS & MAINTENANCE	-	-	-	-	-
TOTAL REPAIRS & MAINTENANCE	-	-	-	-	-
CAPITAL OUTLAY					
5-141-5112Y OFFICE FURNITURE	-	200	200	-	(200)
5-141-51120 EQUIPMENT	-	2,861	2,861	533	(2,328)
TOTAL CAPITAL OUTLAY	-	3,061	3,061	533	(2,528)
TOTAL FINANCE DEPARTMENT	238,348	416,076	319,115	434,629	18,553

CITY OF HITCHCOCK – GENERAL FUND
FY2024 ADOPTED Annual Operating & Capital Budget
Appropriations – Employee Group Insurance

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
CONTRACTED SERVICES					
5-993-49410 PREMIUMS	-	-	-	-	-
TOTAL CONTRACTED SERVICES	0	0	0	0	0
TOTAL EMPLOYEE GROUP INSURANCE	0	0	0	0	0

Appropriations – Insurance Expenses

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
CONTRACTED SERVICES					
5-994-49411 PROPERTY & LIABILITY	42,088	67,000	67,000	67,000	-
5-994-49413 FLOOD INSURANCE	2,327	2,490	2,490	2,881	391
	44,415	69,490	69,490	69,881	391
TOTAL INSURANCE EXPENSES	44,415	69,490	69,490	69,881	391

CITY OF HITCHCOCK – GENERAL FUND
FY2024 ADOPTED Annual Operating & Capital Budget
Appropriations – Information Technology

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
<u>PURCHASED SERVICES</u>					
5-171-41060 OUTSIDE SERVICES	61,084	54,284	54,284	40,000	(14,284)
TELECOMMUNICATIONS	-	-	-	-	-
TOTAL PURCHASED SERVICES	61,084	54,284	54,284	40,000	(14,284)
<u>TECHNOLOGY</u>					
5-171-41020 WEBSITE	3,560	3,340	3,340	3,340	-
5-171-41030 COMPUTER SOFTWARE	-	-	-	-	-
5-171-51125 COMPUTER PURCHASES	36,755	88,101	88,101	22,078	(66,023)
TOTAL TECHNOLOGY	40,315	91,441	91,441	25,418	(66,023)
TOTAL INFORMATION TECHNOLOGY	101,399	145,725	145,725	65,418	(80,307)

CITY OF HITCHCOCK – GENERAL FUND
FY2024 ADOPTED Annual Operating & Capital Budget
Budget Summary – Police

The Hitchcock Police Department provides service to approximately 90 square miles in Galveston County. The Patrol Division provides a visible presence in the community, with the goal of crime prevention, crime reduction, traffic safety, and the promotion of overall public safety. The patrol officer is the first responding unit to any crime in the City of Hitchcock. The Criminal Investigations Division provides follow up investigation to offenses that occurred within the local jurisdiction, processes crime scenes, and assists in the prosecution alongside the Sheriff’s Office and District Attorney’s Office. The Records Unit receives and prepares cases for submission to the District Attorney, as well as processes open records requests and ensures documentation is complete to remain in compliance with the State of Texas Attorney General.

Accomplishments For Fiscal Year 2022-2023:

- Promoted a safe community through public education and community involvement through the events, “Coffee with a Cop”, Pack a Patrol Car, and the Teen and Police Service Academy “TAPS”.
- Identified and provided training to key department personnel in a variety of leadership programs.
- Obtained new equipment allowing for increased officer safety which was funded by state grants.
- Began the process of becoming a Texas Police Chief Association Recognized Agency.
- Enhanced data storage and accessibility by upgrading to a cloud-based storage system for body and in-car camera systems.

Goals for Fiscal Year 2023-2024:

- To remain dedicated to officer development, by identifying and training additional personnel through nationally recognized leadership development programs.
- To increase funding without negatively impacting local budgets by utilization of grant programs.
- To continue the process of becoming a Texas Police Chief Association Recognized Agency.

	FY 2022 Actual	FY 2023 Adopted	FY 2023 Estimated	FY 2024 Adopted	Budget Change
Staffing					
Police Chief	1	1	1	1	0
Police Captain	1	1	1	1	0
Police Lieutenant	1	1	1	1	0
Police Sergeant	4	5	5	5	0
Police Officer	11	11	11	11	0
Administrative Assistant	1	1	1	1	0
Total	19	20	20	20	0

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
PERSONNEL SERVICES	\$ 1,412,054	\$ 1,636,030	\$ 1,614,108	\$ 1,657,385	\$ 21,355
SUPPLIES	83,388	65,141	51,593	59,700	(5,441)
PURCHASED SERVICES	71,304	78,930	72,462	103,905	24,975
CONTRACTED SERVICES	245,880	279,820	271,780	332,902	53,082
EDUCATION & TRAINING	19,064	18,500	14,786	12,710	(5,790)
TECHNOLOGY	21,299	54,841	19,126	44,000	(10,841)
REPAIRS & MAINTENANCE	57,560	40,513	40,257	33,750	(6,763)
MISCELLANEOUS	1,386	1,823	1,823	1,500	(323)
DEBT SERVICE	100,142	52,339	52,339	52,339	-
CAPITAL OUTLAY	62,906	137,412	134,946	129,000	(8,412)
TRANSFER OUT	-	5,036	5,036	-	(5,036)
TOTAL	\$ 2,074,983	\$ 2,370,385	\$ 2,278,256	\$ 2,427,191	\$ 56,806

CITY OF HITCHCOCK – GENERAL FUND
FY2024 ADOPTED Annual Operating & Capital Budget
Appropriations – Police

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
PERSONNEL SERVICES					
5-211-11001 REGULAR SALARIES	\$ 1,070,541	\$ 1,191,000	\$ 1,188,010	\$ 1,182,733	\$ (8,267)
5-211-11002 OVERTIME	20,433	28,000	25,000	30,000	2,000
5-211-11006 CERTIFICATE PAY	8,954	12,900	11,450	13,800	900
5-211-11011 INTERN	-	3,600	3,600	3,600	-
5-211-12001 SOCIAL SECURITY	83,246	94,175	91,379	94,105	(70)
5-211-12002 RETIREMENT	68,294	81,008	81,204	82,055	1,047
5-211-12101 HEALTH INSURANCE	128,776	173,820	161,145	198,160	24,340
5-211-12102 DENTAL INSURANCE	5,534	6,840	6,328	7,380	540
5-211-12103 LIFE INSURANCE	2,433	2,909	2,873	3,035	126
5-211-12104 VISION	1,733	2,143	1,988	2,143	-
5-211-12201 UNEMPLOYMENT	5,235	1,140	360	180	(960)
5-211-12202 WORKERS' COMPENSATION	16,875	38,495	40,771	40,194	1,699
TOTAL PERSONNEL SERVICES	1,412,054	1,636,030	1,614,108	1,657,385	21,355
SUPPLIES					
5-211-20110 OFFICE SUPPLIES	4,817	6,000	5,455	5,400	(600)
5-211-20140 GENERAL SUPPLIES	26,849	3,828	4,000	5,500	1,672
5-211-20180 LAW ENFORCEMENT SUPPLIES	6,872	8,148	7,500	7,500	(648)
5-211-20190 TRAINING SUPPLIES	57	5,000	3,000	4,500	(500)
5-211-20240 PUBLICATIONS	-	-	-	-	-
5-211-20250 PROFESSIONAL BOOKS	-	-	-	-	-
5-211-20260 FUEL & OIL	39,984	36,165	25,638	30,000	(6,165)
5-211-20290 PRISONER EXPENSES	-	-	-	300	300
5-211-20300 EVIDENCE ANALYSIS	-	-	-	-	-
5-211-32000 UTILITIES EXPENSE	4,809	6,000	6,000	6,500	500
5-211-49311 POSTAGE/METER RENTAL	-	-	-	-	-
TOTAL SUPPLIES	83,388	65,141	51,593	59,700	(5,441)
PURCHASED SERVICES					
5-211-20270 UNIFORM EXPENSE	34,709	8,500	8,500	7,500	(1,000)
5-211-31910 OTHER PROFESSIONAL SERVICES	760	-	-	-	-
5-211-32030 TELECOMMUNICATIONS	7,576	8,300	8,160	8,200	(100)
5-211-32031 MCT AIRCARDS	6,248	8,300	7,750	7,800	(500)
5-211-49312 COPIER LEASE	11,181	12,611	11,500	11,500	(1,111)
5-211-49391 VEHICLE LEASE	5,441	35,830	31,163	63,516	27,686
5-211-49410 INSURANCE & BONDS	5,389	5,389	5,389	5,389	-
TOTAL PURCHASED SERVICES	71,304	78,930	72,462	103,905	24,975

CITY OF HITCHCOCK – GENERAL FUND
FY2024 ADOPTED Annual Operating & Capital Budget
Appropriations – Police (Continued)

		FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
<u>CONTRACTED SERVICES</u>						
5-211-33110	BACKGROUND INQUIRY FEE	2,173	4,520	3,045	3,045	(1,475)
5-211-33120	EMPLOYEE EXAM/DRUG SCREEN	695	1,250	1,237	1,000	(250)
5-211-33210	JANITORIAL SERVICES	8,400	8,400	8,400	8,400	-
5-211-33880	DISPATCH SERVICES	204,956	230,000	226,688	240,000	10,000
5-211-33890	JAIL SERVICES CONTRACT	-	-	-	50,684	50,684
5-211-42012	MAINTENANCE CONTRACT/GENERA	1,975	750	750	750	-
5-211-49610	RADIO CONNECT FEE/TOMBALL	18,741	25,000	22,000	19,123	(5,877)
5-211-49620	OSSI CONNECTION FEE	4,800	4,800	4,800	4,800	-
5-211-49630	RADIO USER FEE	4,140	5,100	4,860	5,100	-
	TOTAL CONTRACTED SERVICES	245,880	279,820	271,780	332,902	53,082
<u>EDUCATION & TRAINING</u>						
5-211-49020	PROFESSIONAL ASSOC DUES/FEES	685	1,000	710	710	(290)
5-211-49030	EDUCATION/TESTING/LICENSE	13,811	14,500	12,804	10,000	(4,500)
5-211-49040	TRAINING/TRAVEL/PERDIEM	4,568	3,000	1,272	2,000	(1,000)
	TOTAL EDUCATION & TRAINING	19,064	18,500	14,786	12,710	(5,790)
<u>TECHNOLOGY</u>						
5-211-41010	SOFTWARE MAINTENANCE	14,509	14,000	13,366	14,000	-
5-211-41030	COMPUTER SOFTWARE	-	-	-	-	-
5-211-51125	COMPUTER HARDWARE	6,790	40,841	5,760	30,000	(10,841)
	TOTAL TECHNOLOGY	21,299	54,841	19,126	44,000	(10,841)
<u>REPAIRS & MAINTENANCE</u>						
5-211-42010	EQUIPMENT REPAIR & MAINT	-	-	-	-	-
5-211-42020	VEHICLE REPAIRS & MAINT	38,869	28,930	28,930	25,000	(3,930)
5-211-42030	BUILDINGS REPAIR & MAINTENANCE	18,401	10,833	10,777	8,000	(2,833)
5-211-42060	RADAR MAINTENANCE & REPAIR	290	750	550	750	-
	TOTAL REPAIRS & MAINTENANCE	57,560	40,513	40,257	33,750	(6,763)
<u>MISCELLANEOUS</u>						
5-211-49950	MISCELLANEOUS EXPENSE	-	-	-	-	-
5-211-49790	SPECIAL ACTIVITIES	1,386	1,823	1,823	1,500	(323)
	TOTAL MISCELLANEOUS	1,386	1,823	1,823	1,500	(323)
<u>DEBT SERVICE</u>						
5-211-60100	DEBT SERVICE	93,679	47,413	47,413	49,001	1,588
5-211-60200	DEBT SERVICE INTEREST	6,463	4,926	4,926	3,338	(1,588)
	TOTAL DEBT SERVICE	100,142	52,339	52,339	52,339	-

CITY OF HITCHCOCK – GENERAL FUND
FY2024 ADOPTED Annual Operating & Capital Budget
Appropriations – Police (Continued)

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
<u>CAPITAL OUTLAY</u>					
5-211-51120 EQUIPMENT PURCHASE	62,906	36,662	36,662	45,000	8,338
5-211-51121 COMMUNICATION EQUIPMENT	-	48,500	47,296	-	(48,500)
5-211-58112 GRANT MATCH	-	52,250	50,988	-	(52,250)
5-211-60150 VEHICLE /EQUIPMENT PAYMENT	-	-	-	84,000	84,000
TOTAL CAPITAL OUTLAY	62,906	137,412	134,946	129,000	(8,412)
<u>TRANSFERS OUT</u>					
5-211-70100 TRANSFER OUT	-	5,036	5,036	-	(5,036)
TOTAL TRANSFER OUT	-	5,036	5,036	-	(5,036)
TOTAL POLICE	\$ 2,074,983	\$ 2,370,385	\$ 2,278,256	\$ 2,427,191	\$ 56,806

CITY OF HITCHCOCK – GENERAL FUND
FY2024 ADOPTED Annual Operating & Capital Budget
Appropriation – Fire Department

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
CONTRACTED SERVICES					
5-221-33040 FIRE DEPARTMENT ASSISTANCE	93,900	93,900	93,900	93,900	-
5-221-49630 RADIO USER FEE	3,870	3,960	3,960	3,960	-
TOTAL CONTRACTED SERVICES	97,770	97,860	97,860	97,860	-
TOTAL FIRE DEPARTMENT	97,770	97,860	97,860	97,860	-

Appropriations – EMS Department

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
CONTRACTED SERVICES					
5-231-33045 CONTRACT EMS SERVICES	85,624	93,361	93,361	105,361	12,000
TOTAL CONTRACTED SERVICES	85,624	93,361	93,361	105,361	12,000
TOTAL EMS SERVICES	85,624	93,361	93,361	105,361	12,000

Appropriations – Emergency Management

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
EMERGENCY MANAGEMENT					
5-241-20200 EMERGENCY SUPPLIES	-	4,000	500	4,000	-
TOTAL EMERGENCY MANAGEMENT	-	4,000	500	4,000	-

CITY OF HITCHCOCK – GENERAL FUND
FY2024 ADOPTED Annual Operating & Capital Budget
Budget Summary – Municipal Court

The Municipal Court exists to administer fair and impartial justice while adhering to statutory requirements and providing exceptional customer service. The Municipal Court promotes timely disposition of cases while ensuring accuracy to promote a positive public perception of the judicial system. The Municipal Court processes citations, manages case dispositions, maintains court dockets, and provides court security.

Accomplishments For Fiscal Year 2022-2023:

- Attended the annual Texas Municipal Courts Education Center educational conference.
- Continued timely reporting of monthly and quarterly reports.
- Participated in the Statewide Warrant Roundup.
- Completed the digitalization of all Court files.
- Completed an all-file audit of current court records.
- Implemented the OMNI Program to assist in warrant collections.
- Implemented the Court IVR program for additional online options for citation handling.

Goals for Fiscal Year 2023-2024:

- Strengthen daily processes.
- Attend the annual Texas Municipal Courts Education Center educational conference.
- Maintain the integrity of the Court and Court files.

Staffing	FY 2022 Actual	FY 2023 Adopted	FY 2023 Estimated	FY 2024 Adopted	Budget Change
Court Administrator	1	1	1	1	0
Deputy Court Clerk	1	1	1	1	0
Warrant Officer	2	1	1	1	0
Total	2	2	2	2	0

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
PERSONNEL SERVICES	106,761	120,827	119,051	141,440	20,613
SUPPLIES	1,782	3,094	2,988	3,050	(44)
PURCHASED SERVICES	2,370	3,086	3,085	3,500	414
CONTRACTED SERVICES	25,800	25,200	25,200	28,200	3,000
EDUCATION & TRAINING	642	1,062	762	2,100	1,038
TECHNOLOGY	20,326	18,000	18,000	18,000	-
MISCELLANEOUS	4,619	4,810	2,000	2,250	(2,560)
CAPITAL OUTLAY					
TOTAL	162,300	176,079	171,086	198,540	22,461

CITY OF HITCHCOCK – GENERAL FUND
FY2024 ADOPTED Annual Operating & Capital Budget
Appropriations – Municipal Court

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
PERSONNEL SERVICES					
5-121-11001 REGULAR SALARIES	75,975	87,542	87,517	103,033	15,491
5-121-11002 OVERTIME	97	-	-	500	500
5-121-11006 CERTIFICATE PAY	1,420	1,325	1,305	1,500	175
5-121-12001 SOCIAL SECURITY	6,484	7,952	6,820	8,035	83
5-121-12002 RETIREMENT	5,311	5,881	5,873	7,027	1,146
5-121-12101 HEALTH INSURANCE	15,577	16,561	16,039	19,816	3,255
5-121-12102 DENTAL INSURANCE	669	684	630	738	54
5-121-12103 LIFE INSURANCE	218	234	235	286	52
5-121-12104 VISION INSURANCE	210	214	198	214	-
5-121-12201 UNEMPLOYMENT	617	70	70	18	(52)
5-121-12202 WORKERS' COMPENSATION	183	364	364	273	(91)
TOTAL PERSONNEL SERVICES	106,761	120,827	119,051	141,440	20,613
SUPPLIES					
5-121-20110 OFFICE SUPPLIES	940	988	988	1,250	262
5-121-20250 PROFESSIONAL BOOKS	-	106	-	100	(6)
5-121-49311 POSTAGE/METER RENTAL	842	2,000	2,000	1,700	(300)
OFFICE FURNITURE & EQUIPMENT	-	-	-	-	-
TOTAL SUPPLIES	1,782	3,094	2,988	3,050	(44)
PURCHASED SERVICES					
5-121-49312 COPIER LEASE	2,370	3,086	3,085	3,500	414
5-121-32030 TELECOMMUNICATIONS	-	-	-	-	-
TOTAL PURCHASED SERVICES	2,370	3,086	3,085	3,500	414
CONTRACTED SERVICES					
5-121-31040 CITY PROSECUTOR	7,800	7,200	7,200	10,200	3,000
5-121-31015 MUNICIPAL COURT JUDGE	18,000	18,000	18,000	18,000	-
5-121-33120 EMPLOYEE EXAM/DRUG SCREEN	-	-	-	-	-
TOTAL CONTRACTED SERVICES	25,800	25,200	25,200	28,200	3,000
EDUCATION & TRAINING					
5-121-49020 PROFESSIONAL ASSOC DUES/FEES	-	-	-	100	100
5-121-49030 EDUCATION	100	500	200	1,000	500
5-121-49040 TRAINING/TRAVEL/PERDIEM	542	562	562	1,000	438
TOTAL EDUCATION & TRAINING	642	1,062	762	2,100	1,038

CITY OF HITCHCOCK – GENERAL FUND
FY2024 ADOPTED Annual Operating & Capital Budget
Appropriations – Municipal Court (Continued)

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
<u>TECHNOLOGY</u>					
5-121-41910 TECHNOLOGY	20,326	18,000	18,000	18,000	-
TOTAL TECHNOLOGY	20,326	18,000	18,000	18,000	-
<u>REPAIRS & MAINTENANCE</u>					
EQUIPMENT REPAIRS & MAINT	-	-	-	-	-
TOTAL REPAIRS & MAINTENANCE	-	-	-	-	-
<u>MISCELLANEOUS</u>					
5-121-49950 MISCELLANEOUS EXPENSE	-	-	-	250	250
JURY & COURT COST	-	-	-	-	-
5-121-49970 BANK FEES	4,619	4,810	2,000	2,000	(2,810)
TOTAL MISCELLANEOUS	4,619	4,810	2,000	2,250	(2,560)
<u>CAPITAL OUTLAY</u>					
CAPITAL OUTLAY	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-	-
TOTAL MUNICIPAL COURT	162,300	176,079	171,086	198,540	22,461

CITY OF HITCHCOCK – GENERAL FUND

FY2024 ADOPTED Annual Operating & Capital Budget

Budget Summary – Community Development

Using the Comprehensive Plan, City Ordinances and FEMA Floodplain requirements as guides, the Community Development Department works to effectively implement the vision of the city and develop appropriate policy and ordinance proposals for consideration/adoption by City Council. The Community Development Department manages the Planning and Zoning functions along with Floodplain management, RV Parks, Game Rooms, commercial initiatives, and Mass Gathering events in the city.

Accomplishments For Fiscal 2022-2023

- Updated floodplain ordinance to incorporate additional FEMA requirements. Accepted into the Community Rating System to afford NFIP premium discounts to residents.
- Processed over 120 Floodplain Development Permit applications. Several substantially damaged structures are being elevated to reduce flood risk.
- Updated city ordinances covering Mobile Food Units, Hotel Occupancy Tax, Amusements, Mobile Home Parks, Sexually Oriented Businesses, Fences and Fill dirt in flood zones.
- Successfully resolved compliance issues with 6129 Woodacres.
- Implemented city Facebook page and created postings and informational brochures.
- Processed zoning requests and Specific Use Permits through City Council approvals. Updated city zoning map to include changes accomplished through city ordinance.
- Created Planned Development District Ordinance and Policy to facilitate improved development process in the city.
- Supported numerous grant application efforts for parks and TxDOT opportunities.
- Worked with HEDC to implement Downtown District redevelopment efforts.
- Working with Public Works to support city CIP and Impact Fee creation.

Goals for Fiscal 2023-2024

- Achieve Certified Floodplain Manager credentials.
- Complete acceptance into FEMA Community Rating System for city-wide flood insurance discounts.
- Facilitate efforts to adjust the Sunset Grove development activity and commence site work.
- Monitor on-going changes with Adopted Gulf Breeze development and facilitate as possible.
- Finalize efforts to commence construction at Trails End on Highland Bayou residential project.
- Create Downtown District zoning category to facilitate redevelopment efforts.
- Continue efforts to improve the city trash and brush collection activities and modify city ordinances as required.
- Facilitate Carbon Storage project Adopted by BP Exploration for the city.
- Make city zoning map available on-line for public access.

	FY 2022 Actual	FY 2023 Adopted	FY 2023 Estimated	FY 2024 Adopted	Budget Change
Staffing					
Director	1	1	1	1	0
Specialist	1	1	1	1	0
Total	2	2	2	2	0

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
PERSONNEL SERVICES	115,723	181,405	181,301	182,372	995
SUPPLIES	5,730	2,916	2,908	4,375	1,459
PURCHASED SERVICES	4,838	11,569	8,082	5,880	(5,689)
CONTRACTED SERVICES	75,823	61,985	49,500	60,000	(1,985)
EDUCATION & TRAINING	989	1,535	1,200	1,100	(435)
TECHNOLOGY	4,367	6,915	6,915	7,936	1,021
CAPITAL OUTLAY	-	-	-	-	-
TOTAL	207,470	266,325	249,906	261,663	(4,634)

CITY OF HITCHCOCK – GENERAL FUND
FY2024 ADOPTED Annual Operating & Capital Budget
Appropriations – Community Development

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
PERSONNEL SERVICES					
5-611-11001 REGULAR SALARIES	94,100	133,634	133,634	133,634	-
5-611-11002 OVERTIME	-	9,250	9,250	250	(9,000)
5-611-11011 INTERN	-	2,880	2,880	3,600	720
5-611-12001 SOCIAL SECURITY	7,459	11,424	11,424	10,793	(631)
5-611-12002 RETIREMENT	6,234	9,811	9,811	9,198	(613)
5-611-12101 HEALTH INSURANCE	3,433	9,346	9,346	19,816	10,470
5-611-12102 DENTAL INSURANCE	323	704	704	738	34
5-611-12103 LIFE INSURANCE	162	262	262	246	(16)
5-611-12104 VISION INSURANCE	46	127	109	214	115
5-611-12701 UNEMPLOYMENT	297	114	28	18	(96)
5-611-12202 WORKERS' COMPENSATION	262	360	360	265	(95)
5-611-12301 CAR ALLOWANCE	3,407	3,493	3,493	3,600	107
TOTAL PERSONNEL SERVICES	115,723	181,405	181,301	182,372	995
SUPPLIES					
5-611-20110 OFFICE SUPPLIES	2,328	491	491	1,000	509
5-611-20120 POSTAGE	194	2,250	2,250	2,000	(250)
5-611-20140 GENERAL SUPPLIES	3,208	-	-	1,000	1,000
5-611-20250 PROFESSIONAL BOOKS	-	-	-	250	250
5-611-20270 UNIFORMS	-	175	167	125	(50)
TOTAL SUPPLIES	5,730	2,916	2,908	4,375	1,459
PURCHASED SERVICES					
5-611-20220 MAPPING & PLAT FILING	1,591	3,117	1,500	2,000	(1,117)
5-611-32030 TELECOMMUNICATIONS	1,483	5,952	4,832	1,880	(4,072)
5-611-49810 CLASSIFIED ADVERTISEMENTS	1,764	2,500	1,750	2,000	(500)
TOTAL PURCHASED SERVICES	4,838	11,569	8,082	5,880	(5,689)
CONTRACTED SERVICES					
5-611-31010 LEGAL FEES	20,648	17,000	17,000	15,000	(2,000)
5-611-31030 ENGINEERING	55,138	44,985	32,500	45,000	15
5-611-33120 EMPLOYEE EXAM/DRUG SCREEN	37	-	-	-	-
TOTAL CONTRACTED SERVICES	75,823	61,985	49,500	60,000	(1,985)
EDUCATION & TRAINING					
5-611-49020 PROFESSIONAL ASSOC DUES/FEES	50	250	193	100	(150)
5-611-49030 EDUCATION/TESTING/LICENSE	775	670	645	500	(170)
5-611-49040 TRAINING/TRAVEL/PERDIEM	164	615	362	500	(115)
TOTAL EDUCATION & TRAINING	989	1,535	1,200	1,100	(435)

CITY OF HITCHCOCK – GENERAL FUND
FY2024 ADOPTED Annual Operating & Capital Budget
Appropriations – Community Development (Continued)

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
<u>TECHNOLOGY</u>					
5-611-41030 COMPUTER SOFTWARE	4,367	6,915	6,915	7,936	1,021
5-611-51125 COMPUTER HARDWARE	-	-	-	-	-
TOTAL TECHNOLOGY	4,367	6,915	6,915	7,936	1,021
<u>REPAIRS & MAINTENANCE</u>					
5-611-42010 EQUIPMENT REPAIRS & MAINT.	-	-	-	-	-
5-611-42030 BUILDING REPAIRS & MAINT.	-	-	-	-	-
TOTAL REPAIRS & MAINTENANCE	-	-	-	-	-
<u>MISCELLANEOUS</u>					
5-611-49950 MISCELLANEOUS EXPENSES	-	-	-	-	-
5-611-49790 SPECIAL ACTIVITIES	-	-	-	-	-
TOTAL MISCELLANEOUS	-	-	-	-	-
<u>CAPITAL OUTLAY</u>					
5-611-51120 EQUIPMENT PURCHASES	-	-	-	-	-
5-611-51122 VEHICLE PURCHASE	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-	-
TOTAL COMMUNITY DEVELOPMENT	207,470	266,325	249,906	261,663	(4,634)

CITY OF HITCHCOCK – GENERAL FUND
FY2024 ADOPTED Annual Operating & Capital Budget
Budget Summary – Code Compliance

The Code Compliance Division manages citizen outreach, education, and enforcement activities throughout the city. Interfaces with residents and contractors to ensure understanding of city code requirements. Researches the broad range of city codes and works to ensure alignment and consistency. Works with the city Delinquent Tax Attorney and Galveston County tax records to locate property owners and recover funds owed to the city.

Accomplishments For Fiscal 2022-2023

- Constituted the Building Standards Commission to facilitate the process of abating substandard structures. Conducted workshop to introduce new members and discuss process.
- Improved the documentation of over 700 open and active cases involving dilapidated structures and sub-standard property maintenance situations.
- Increased focus on abatement of blighted properties in the city. Processed over 1300 notices of violation during the fiscal year.
- Finalized resolution of the Missionary Apartment complex fire-damaged building.
- Filed lines to recover abatement expenses from property owners.
- Supported the city Building Inspector by identifying permit issues in the field and posting Stop-Work notices.
- Supported floodplain management efforts by surveying substantially damaged structures.

Goals for Fiscal 2023-2024

- Continue to identify and address substandard properties and candidates for abatement.
- Facilitate efforts of the Building Standards Commission to finalize abatement of properties.
- Increase focus on egregious junk vehicle and trash violations on properties to improve the appearance of the city.
- Update and ensure compliance to ordinance and AmeriWaste contract terms controlling roadside debris and disposal.

	FY 2022	FY 2023	FY 2023	FY 2024	Budget
<u>Staffing</u>	<u>Actual</u>	<u>Adopted</u>	<u>Estimated</u>	<u>Adopted</u>	<u>Change</u>
Code Compliance Officer	1	1	1	1	0
Total	1	1	1	1	0

	FY 2022	FY 2023	FY 2023	FY 2024	BUDGET
	ACTUAL	AMENDED	ESTIMATED	ADOPTED	CHANGE
PERSONNEL SERVICES	55,300	76,227	74,232	76,016	(211)
SUPPLIES	3,166	6,175	4,925	5,125	(1,050)
PURCHASED SERVICES	1,459	1,035	579	590	(445)
CONTRACTED SERVICES	45,473	51,037	3,500	36,037	(15,000)
EDUCATION & TRAINING	225	551	75	125	(426)
REPAIRS & MAINTENANCE	783	333	308	250	(83)
TOTAL	106,406	135,358	83,619	118,143	(17,215)

CITY OF HITCHCOCK – GENERAL FUND
FY2024 ADOPTED Annual Operating & Capital Budget
Appropriations – Code Compliance

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
PERSONNEL SERVICES					
5-151-11001 REGULAR SALARIES	43,423	56,697	56,697	56,697	-
5-151-11002 OVERTIME	-	1,700	100	500	(1,200)
5-151-11006 CERTIFICATE PAY	25	-	-	-	-
5-151-11010 PART TIME	-	-	-	-	-
5-151-12001 SOCIAL SECURITY	2,896	4,467	4,337	4,376	(91)
5-151-12002 RETIREMENT	2,806	3,866	3,725	3,826	(40)
5-151-12101 HEALTH INSURANCE	5,415	8,691	8,691	9,908	1,217
5-151-12102 DENTAL INSURANCE	233	342	342	369	27
5-151-12103 LIFE INSURANCE	84	152	152	152	-
5-151-12104 VISION	73	107	107	107	-
5-151-12201 UNEMPLOYMENT	230	57	9	9	(48)
5-151-12202 WORKERS' COMPENSATION	115	148	72	72	(76)
TOTAL PERSONNEL SERVICES	55,300	76,227	74,232	76,016	(211)
SUPPLIES					
5-151-20110 OFFICE SUPPLIES	124	900	400	500	(400)
5-151-20140 GENERAL SUPPLIES	-	500	125	250	(250)
5-151-20210 FIRE PREVENTION	2,000	2,000	2,000	2,000	-
5-151-20250 PROFESSIONAL BOOKS	-	250	-	250	-
5-151-20260 FUEL & OIL	922	2,400	2,400	2,000	(400)
5-151-20270 UNIFORMS	120	125	-	125	-
TOTAL SUPPLIES	3,166	6,175	4,925	5,125	(1,050)
PURCHASED SERVICES					
5-151-32030 TELECOMMUNICATIONS	1,459	1,035	579	590	(445)
TOTAL PURCHASED SERVICES	1,459	1,035	579	590	(445)
CONTRACTED SERVICES					
5-151-31910 PROFESSIONAL SERVICES	12,630	-	-	-	-
5-151-33120 EMPLOYEE EXAM/DRUG SCREEN	37	37	-	37	-
5-151-49311 POSTAGE/METER RENTAL	258	1,000	1,000	1,000	-
5-151-49760 ABATEMENT OF PROPERTIES	32,548	50,000	2,500	35,000	(15,000)
TOTAL CONTRACTED SERVICES	45,473	51,037	3,500	36,037	(15,000)
EDUCATION & TRAINING					
5-151-49030 EDUCATION/TESTING/LICENSE	75	225	75	75	(150)
5-151-49040 TRAINING/TRAVEL/PERDIEM	150	326	-	50	(276)
TOTAL EDUCATION & TRAINING	225	551	75	125	(426)
REPAIRS & MAINTENANCE					
5-151-42020 M/R VEHICLES & EQUIPMENT	783	333	308	250	(83)
TOTAL REPAIRS & MAINTENANCE	783	333	308	250	(83)
TOTAL CODE COMPLIANCE	106,406	135,358	83,619	118,143	(17,215)

CITY OF HITCHCOCK – GENERAL FUND
FY2024 ADOPTED Annual Operating & Capital Budget
Appropriation – Animal Control

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
CONTRACTED SERVICES					
5-411-33030 CONTRACT-RABIES CONTROL	23,691	24,534	18,917	16,223	(8,311)
5-411-33035 CONTRACT-KENNELS	31,300	33,448	29,785	34,497	1,049
TOTAL CONTRACTED SERVICES	54,991	57,982	48,702	50,720	(7,262)
TOTAL ANIMAL CONTROL	54,991	57,982	48,702	50,720	(7,262)

CITY OF HITCHCOCK – GENERAL FUND

FY2024 ADOPTED Annual Operating & Capital Budget

Budget Summary – Community Development - Inspection Department

The Permits and Inspections Division is comprised of the Building Official, Permits, Inspections and Office of the Fire Marshal. There is a significant level of interaction with residents and contractors on a daily basis.

Duties include:

- Effectively manage city permits through the I-Worqs system.
- Conduct timely and thorough construction inspections.
- Assure compliance with appropriate building codes and city permit requirements.
- Conduct Fire, Life, Safety Inspections. Identify unsafe conditions.
- Issue Certificates of Occupancy

Accomplishments For Fiscal 2022-2023

- Processed a wide range of permits during the first 9 months of the fiscal year.
- Completed upgrade to the I-Worqs permit management process to allow contractor input of permit application information through an on-line portal. Created separate Floodplain Permit category to facilitate record-keeping.
- Identified numerous incidents of work without required permits. Inspected sub-standard structures to confirm disconnect of electricity.
- Integrated the Office of Fire Marshal into the division to improve overall response to Fire, Life, Safety inspection requests and issuance of Certificates of Occupancy.
- Effectively facilitated inspections and approvals for mass gatherings at the Galveston County Fair and Rodeo, the Chamber of Commerce BTR event and the first annual Gumbofest.

Goals for Fiscal 2023-2024

- Complete review and modification of the permit process if required to assure accurate capture of all fees and assure agreement between I-Worqs and InCode financial data.
- Complete required Police Department efforts to secure Certified Peace Officer credentials for the Fire Marshal
- Assure seamless transition to new city hall building.

	FY 2022 Actual	FY 2023 Adopted	FY 2023 Estimated	FY 2024 Adopted	Budget Change
Staffing					
Fire Marshal/Building Official	1	1	1	1	0
Building Inspector	1	1	1	1	0
Permit Clerk	1	1	1	1	0
Total	3	3	3	3	0

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
PERSONNEL SERVICES	158,164	242,668	242,454	249,538	6,870
SUPPLIES	8,906	2,783	2,783	4,850	2,067
PURCHASED SERVICES	1,209	2,543	2,543	2,500	(43)
CONTRACTED SERVICES	74	7,430	7,427	1,500	(5,930)
EDUCATION & TRAINING	447	2,378	2,326	1,500	(878)
REPAIRS & MAINTENANCE	340	4,875	4,873	7,500	2,625
CAPITAL OUTLAY	42,863	3,620	3,611	-	(3,620)
TOTAL	212,003	266,297	266,017	267,388	1,091

CITY OF HITCHCOCK – GENERAL FUND
FY2024 ADOPTED Annual Operating & Capital Budget
Appropriations – Community Development - Inspection Department

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
<u>PERSONNEL SERVICES</u>					
5-251-11001 REGULAR SALARIES	123,808	184,731	184,731	184,731	-
5-251-11002 OVERTIME	-	2,710	2,710	5,000	2,290
5-251-12001 SOCIAL SECURITY	9,461	14,285	14,342	14,514	229
5-251-12002 RETIREMENT	7,876	12,362	12,318	12,693	331
5-251-12101 HEALTH	14,924	26,072	26,072	29,724	3,652
5-251-12102 DENTAL	641	1,025	1,025	1,107	82
5-251-12103 LIFE	273	501	501	497	(4)
5-251-12104 VISION	201	321	321	321	-
5-251-12201 UNEMPLOYMENT	475	171	27	27	(144)
5-251-12202 WORKER'S COMPENSATION	407	490	407	924	434
5-251-12301 CAR ALLOWANCE	98	-	-	-	-
TOTAL PERSONNEL SERVICES	158,164	242,668	242,454	249,538	6,870
<u>SUPPLIES</u>					
5-251-20110 OFFICE SUPPLIES	3,646	702	702	750	48
5-251-20250 PROFESSIONAL BOOKS	224	-	-	300	300
5-251-20260 FUEL & OIL	1,257	1,510	1,510	2,500	990
5-251-20270 UNIFORM	3,779	-	-	500	500
5-251-49311 POSTAGE/METER RENTAL	-	571	571	800	229
TOTAL SUPPLIES	8,906	2,783	2,783	4,850	2,067
<u>PURCHASED SERVICES</u>					
5-251-49391 EQUIPMENT LEASE -COPIER	-	-	-	-	-
5-251-32030 TELECOMMUNICATIONS	1,209	2,543	2,543	2,500	(43)
TOTAL PURCHASED SERVICES	1,209	2,543	2,543	2,500	(43)
<u>CONTRACTED SERVICES</u>					
5-251-33120 EMPLOYEE EXAM/DRUG SCREEN	74	-	-	-	-
5-251-33850 INSPECTION SERVICES	-	7,430	7,427	1,500	(5,930)
TOTAL CONTRACTED SERVICES	74	7,430	7,427	1,500	(5,930)
<u>EDUCATION & TRAINING</u>					
5-251-49030 EDUCATION/TEST/LICENSE	447	1,728	1,701	1,000	(728)
5-251-49040 TRAINING/TRAVEL/PERDIEM	-	650	625	500	(150)
TOTAL EDUCATION & TRAINING	447	2,378	2,326	1,500	(878)
<u>REPAIRS & MAINTENANCE</u>					
5-251-42020 VEHICLE REPAIRS & MAINT	340	4,875	4,873	7,500	2,625
TOTAL REPAIRS & MAINTENANCE	340	4,875	4,873	7,500	2,625
<u>CAPITAL OUTLAY</u>					
5-251-51120 EQUIPMENT PURCHASE	-	3,620	3,611	-	(3,620)
5-251-51125 COMPUTER PURCHASE	-	-	-	-	-
5-251-51122 VEHICLE PURCHASE	42,863	-	-	-	-
TOTAL CAPITAL OUTLAY	42,863	3,620	3,611	-	(3,620)
TOTAL INSPECTION DEPARTMENT	212,003	266,297	266,017	267,388	1,091

CITY OF HITCHCOCK – GENERAL FUND
FY2024 ADOPTED Annual Operating & Capital Budget
Appropriations – Library

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
<u>LIBRARY (511)</u>					
<u>CONTRACTED SERVICES</u>					
5-511-33010 CONTRACT	97,200	97,200	97,200	97,200	-
TOTAL CONTRACTED SERVICES	97,200	97,200	97,200	97,200	0

CITY OF HITCHCOCK – GENERAL FUND
FY2024 ADOPTED Annual Operating & Capital Budget
Budget Summary – Parks

The Parks division is responsible for maintaining all city owned parks.

Accomplishments For Fiscal Year 2022-2023:

- Completed development of a Park Plan Master Plan.

Goals for Fiscal Year 2023-2024:

- Apply for grants for future park improvements and development.

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
SUPPLIES	5,609	13,720	8,074	13,720	-
CONTRACTED SERVICES	-	50,000	25,000	25,000	(25,000)
TOTAL	5,609	63,720	33,074	38,720	(25,000)

CITY OF HITCHCOCK – GENERAL FUND
FY2024 ADOPTED Annual Operating & Capital Budget
Appropriations – Parks

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
<u>CONTRACTED SERVICES</u>					
5-521-31910 PROFESSIONAL SERVICES	-	50,000	25,000	25,000	(25,000)
TOTAL CONTRACTED SERVICES	-	50,000	25,000	25,000	(25,000)
<u>SUPPLIES</u>					
5-521-20140 MATERIALS & SUPPLIES	-	5,000	-	5,000	-
5-521-32000 UTILITIES	5,609	8,720	8,074	8,720	-
TOTAL SUPPLIES	5,609	13,720	8,074	13,720	-
<u>CAPITAL OUTLAY</u>					
5-521-58112 GRANT MATCH	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-	-
TOTAL PARKS	5,609	63,720	33,074	38,720	(25,000)

CITY OF HITCHCOCK – GENERAL FUND
FY2024 ADOPTED Annual Operating & Capital Budget
Budget Summary – Public Works: Streets & Drainage

The Street and Drainage division is responsible for the maintenance of 72 square miles of road, and road rights-of-way. This division also maintains the grounds at all city facilities, city properties and park sites. This division is responsible for the maintenance of all roadside ditches and major city drainage arteries.

Accomplishments For Fiscal Year 2022-2023:

- Highland Drive Drainage improvement project
- Prairie Street Drainage improvement project
- Commander Roland rd. Drainage improvement project
- Delaney Rd. Drainage Improvement
- Shannon St. Drainage improvement
- Schiro rd. storage building construction

Goals for Fiscal Year 2023-2024:

- North and South Railroad Road overlay and reconstruction
- Wedgewood Drive rehab
- Jackson Street Rehab
- TXDOT Sidewalk Grant Project
- Residential roadside ditch maintenance

Staffing	FY 2022 Actual	FY 2023 Adopted	FY 2023 Estimated	FY 2024 Adopted	Budget Change
Supervisor	1	1	1	1	0
Street and Drainage Worker	4	4	4	4	0
Equipment Operator	2.5	4	4	4	0
Total	7.5	9	9	9	0

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
PERSONNEL SERVICES	366,808	559,015	500,526	580,002	20,987
SUPPLIES	106,754	102,378	99,234	109,250	6,872
PURCHASED SERVICES	5,247	37,255	17,175	28,300	(8,955)
CONTRACTED SERVICES	27,751	23,517	26,452	28,430	4,913
EDUCATION & TRAINING	268	1,000	816	1,000	-
REPAIRS & MAINTENANCE	348,738	981,308	525,235	749,000	(232,308)
TECHNOLOGY	764	6,793	6,763	5,069	(1,724)
MISCELLANEOUS	36,238	14,743	14,743	15,000	257
DEBT SERVICE	78,337	78,391	78,227	78,227	(164)
CAPITAL OUTLAY	130,407	50,523	50,523	103,574	53,051
TOTAL	1,101,312	1,854,923	1,319,694	1,697,852	(157,071)

CITY OF HITCHCOCK – GENERAL FUND
FY2024 ADOPTED Annual Operating & Capital Budget
Appropriations – Public Works: Streets & Drainage

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
PERSONNEL SERVICES					
5-311-11001 REGULAR SALARIES	266,865	400,983	352,354	403,336	2,353
5-311-11002 OVERTIME	998	4,000	4,000	4,000	-
5-311-11011 SEASONAL	8,844	3,040	3,040	-	(3,040)
5-311-12001 SOCIAL SECURITY	21,150	31,425	27,488	31,161	(264)
5-311-12002 RETIREMENT	16,550	26,717	23,721	27,251	534
5-311-12101 HEALTH INSURANCE	34,674	65,898	63,807	89,172	23,274
5-311-12102 DENTAL INSURANCE	1,533	2,735	2,506	3,320	585
5-311-12103 LIFE INSURANCE	637	1,064	927	1,098	34
5-311-12104 VISION	581	964	866	964	-
5-311-12201 UNEMPLOYMENT TAX	1,680	513	142	81	(432)
5-311-12202 WORKERS' COMPENSATION	13,296	21,676	21,675	19,619	(2,057)
TOTAL PERSONNEL SERVICES	366,808	559,015	500,526	580,002	20,987
SUPPLIES					
5-311-20110 OFFICE SUPPLIES	142	270	270	250	(20)
5-311-20140 GENERAL SUPPLIES	1,673	2,615	2,345	2,500	(115)
5-311-20160 CHEMICALS	-	-	-	-	-
5-311-20260 FUEL & OIL	58,094	56,493	56,493	60,000	3,507
5-311-20280 SMALL TOOLS	2,095	-	-	-	-
5-311-32000 UTILITIES EXPENSE	3,326	8,000	5,126	6,500	(1,500)
5-311-32021 STREET LIGHTS	41,424	35,000	35,000	40,000	5,000
TOTAL SUPPLIES	106,754	102,378	99,234	109,250	6,872
PURCHASED SERVICES					
5-311-20270 UNIFORM EXPENSE	1,303	5,286	4,000	5,286	-
5-311-32030 TELECOMMUNICATIONS	2,552	2,875	2,875	3,000	125
5-311-49390 RENTALS	1,012	10,394	10,300	3,000	(7,394)
5-311-49391 VEHICLE LEASE	-	18,223	-	16,514	(1,709)
5-311-49810 CLASSIFIED ADVERTISEMENTS	380	477	-	500	23
TOTAL PURCHASED SERVICES	5,247	37,255	17,175	28,300	(8,955)
CONTRACTED SERVICES					
5-311-31030 ENGINEERING	26,863	22,220	25,155	25,000	2,780
5-311-33210 JANITORIAL SERVICES				2,480	2,480
5-311-33120 EMPLOYEE EXAM/DRUG SCREEN	148	222	222	100	(122)
5-311-33220 SECURITY	740	1075	1075	850	(225)
TOTAL CONTRACTED SERVICES	27,751	23,517	26,452	28,430	4,913

CITY OF HITCHCOCK – GENERAL FUND
FY2024 ADOPTED Annual Operating & Capital Budget
Appropriations – Public Works: Streets & Drainage (Continued)

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
EDUCATION & TRAINING					
5-311-49040 TRAINING/TRAVEL/PERDIEM	268	1,000	816	1,000	-
TOTAL EDUCATION & TRAINING	268	1,000	816	1,000	-
REPAIRS & MAINTENANCE					
5-311-42010 EQUIPMENT REPAIRS & MAINT	44,210	63,028	63,028	30,000	(33,028)
5-311-42020 VEHICLE REPAIRS & MAINT	8	-	-	-	-
5-311-42030 BUILDING REPAIR & MAINTENANCE	18,250	60,780	37,000	25,000	(35,780)
5-311-42070 STREET REPAIR & MAINTENANCE	152,109	480,500	50,000	440,000	(40,500)
5-311-42075 MATERIALS & SUPPLIES	73,179	90,000	90,000	100,000	10,000
5-311-42080 DRAINAGE	57,800	283,000	283,000	150,000	(133,000)
5-311-42090 SAFETY EQUIPMENT	3,182	4,000	2,207	4,000	-
TOTAL REPAIRS & MAINTENANCE	348,738	981,308	525,235	749,000	(232,308)
TECHNOLOGY					
5-311-51125 COMPUTER HARDWARE	456	4,543	4,513	2,819	(1,724)
5-311-41030 COMPUTER SOFTWARE	308	2,250	2,250	2,250	-
TOTAL TECHNOLOGY	764	6,793	6,763	5,069	(1,724)
MISCELLANEOUS					
5-311-49720 SIGNS	19,502	6,743	6,743	7,000	257
5-311-49730 LANDFILL FEES	16,736	8,000	8,000	8,000	-
TOTAL MISCELLANEOUS	36,238	14,743	14,743	15,000	257
DEBT SERVICE					
5-311-60100 DEBT SERVICE PRINCIPAL	66,414	68,171	68,171	70,073	1,902
5-311-60150 EQUIPMENT PAYMENTS	-	-	-	-	-
5-311-60200 DEBT SERVICE -INTEREST	11,923	10,220	10,056	8,154	(2,066)
TOTAL DEBT SERVICE	78,337	78,391	78,227	78,227	-164
CAPITAL OUTLAY					
5-311-51120 EQUIPMENT PURCHASES	20,907	50,523	50,523	103,574	53,051
5-311-52115 BUILDINGS & GROUNDS	109,500	-	-	-	-
GRANT MATCH TRANSFER	-	-	-	-	-
TOTAL CAPITAL OUTLAY	130,407	50,523	50,523	103,574	53,051
TOTAL STREET & DRAINAGE	1,101,312	1,854,923	1,319,694	1,697,852	(157,071)

CITY OF HITCHCOCK – GENERAL FUND
FY2024 ADOPTED Annual Operating & Capital Budget
Budget Summary – Garage

The Garage division is responsible for the operation and maintenance of all city owned vehicles including Public Works, Police and Community Development. The Garage division also services and maintains all city owned heavy equipment.

Accomplishments For Fiscal Year 2022-2023:

- Enterprise vehicle leasing program for City vehicles

Goals for Fiscal Year 2023-2024:

- City fleet management program

	FY 2022 Actual	FY 2023 Adopted	FY 2023 Estimated	FY 2024 Adopted	Budget Change
Staffing					
Mechanic	1	1	1	1	0
Total	1	1	1	1	0

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
PERSONNEL SERVICES	63,858	81,707	80,464	84,568	2,861
SUPPLIES	2,452	3,500	2,150	2,300	(1,200)
PURCHASED SERVICES	2,268	6,684	2,786	3,721	(2,963)
REPAIRS & MAINTENANCE	55,157	48,030	38,027	34,500	-13,530
TECHNOLOGY	2,000	2,000	2,000	2,000	-
CAPITAL OUTLAY	-	12,670	12,660	-	(12,670)
TOTAL	125,735	155,591	138,387	128,489	(27,102)

CITY OF HITCHCOCK – GENERAL FUND
FY2024 ADOPTED Annual Operating & Capital Budget
Appropriations – Garage

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
PERSONNEL SERVICES					
5-181-11001 REGULAR SALARIES	45,887	52,416	48,807	49,602	(2,814)
5-181-11002 OVERTIME	1,258	4,500	4,500	3,000	(1,500)
5-181-11011 SEASONAL	-	3,920	7,530	10,000	6,080
5-181-12001 SOCIAL SECURITY	3,607	4,654	4,654	4,789	135
5-181-12002 RETIREMENT	2,930	3,768	3,525	3,519	(249)
5-181-12101 HEALTH INSURANCE	7,402	8,691	8,556	9,908	1,217
5-181-12102 DENTAL INSURANCE	313	342	341	369	27
5-181-12103 LIFE INSURANCE	110	124	120	126	2
5-181-12104 VISION	100	107	106	107	-
5-181-12201 UNEMPLOYMENT	288	357	10	18	(339)
5-181-12202 WORKERS' COMPENSATION	1,963	2,828	2,315	3,130	302
TOTAL PERSONNEL SERVICES	63,858	81,707	80,464	84,568	2,861
SUPPLIES					
5-181-20110 OFFICE SUPPLIES	200	800	250	300	(500)
5-181-20140 GENERAL SUPPLIES	1,698	1,800	1,200	1,300	(500)
5-181-20260 FUEL & OIL	554	900	700	700	(200)
TOTAL SUPPLIES	2,452	3,500	2,150	2,300	(1,200)
PURCHASED SERVICES					
5-181-20270 UNIFORMS	376	4,684	900	1,521	(3,163)
5-181-32030 TELECOMMUNICATIONS	1,892	2,000	1,886	2,200	200
TOTAL PURCHASED SERVICES	2,268	6,684	2,786	3,721	(2,963)
EDUCATION & TRAINING					
5-181-49040 TRAINING/TRAVEL/PERDIEM	-	1,000	300	1,400	400
TOTAL EDUCATION & TRAINING	0	1,000	300	1,400	400
REPAIRS & MAINTENANCE					
5-181-20280 SMALL TOOL, EQUIPMENT & FURNIT	4,084	5,000	4,600	5,000	-
5-181-2028X SHOP EQUIPMENT	3,591	18,707	18,507	9,000	(9,707)
5-181-42020 VEHICLE REPAIRS & MAINT	1,322	2,000	1,700	3,500	1,500
5-181-42030 BUILDING REPAIRS & MAINT	43,992	20,123	12,000	15,000	(5,123)
5-181-49390 OTHER RENTALS	2,168	2,200	1,220	2,000	(200)
TOTAL REPAIRS & MAINTENANCE	55,157	48,030	38,027	34,500	-13,530
TECHNOLOGY					
5-181-41030 COMPUTER SOFTWARE	2,000	2,000	2,000	2,000	-
TOTAL TECHNOLOGY	2,000	2,000	2,000	2,000	-
CAPITAL OUTLAY					
5-181-51120 EQUIPMENT PURCHASES	-	12,670	12,660	-	(12,670)
TOTAL CAPITAL OUTLAY	-	12,670	12,660	-	(12,670)
TOTAL GARAGE	125,735	155,591	138,387	128,489	(27,102)

CITY OF HITCHCOCK – GENERAL FUND
FY2024 ADOPTED Annual Operating & Capital Budget
Appropriations – Public Works: Solid Waste

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
CONTRACTED SERVICES					
5-321-33025 GARBAGE CONTRACT	\$ 471,744	\$ 507,801	\$ 520,878	\$ 529,810	\$ 22,009
5-321-33820 DISPOSAL -CLEANUP	-	-	-	-	-
	471,744	507,801	520,878	529,810	22,009
TOTAL CONTRACTED SERVICES	471,744	507,801	520,878	529,810	22,009
TOTAL SOLID WASTE	\$ 471,744	\$ 507,801	\$ 520,878	\$ 529,810	\$ 22,009
TOTAL APPROPRIATIONS	\$ 5,615,260	\$ 8,628,413	\$ 7,732,315	\$ 7,618,216	\$ (1,010,169)
REVENUES OVER/UNDER EXPENDITURE	\$ 954,044	\$ (1,915,980)	\$ (1,121,596)	\$ (844,552)	\$ 1,071,428
ENDING BALANCE	\$ 7,228,459	\$ 5,312,479	\$ 6,106,863	\$ 5,262,311	\$ (50,196)

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UTILITY FUND

CITY OF HITCHCOCK – UTILITY FUND SUMMARY

FY2024 ADOPTED Annual Operating & Capital Budget

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
BEGINNING FUND BALANCE	3,057,572	3,030,648	3,030,648	2,155,974	-874,674
REVENUE:					
UTILITY SALES	3,733,713	4,912,766	4,795,914	5,250,270	337,504
UTILITY SERVICES	190,786	149,500	100,000	106,000	(43,500)
OTHER REVENUE	302,901	127,000	117,580	99,740	(27,260)
TRANSFERS IN	-	-	-	-	-
TOTAL REVENUES	4,227,400	5,189,266	5,013,494	5,456,010	266,744
TOTAL AVAILABLE REVENUES	7,284,972	8,219,914	8,044,142	7,611,984	(607,930)
APPROPRIATIONS					
UTILITY ADMINISTRATION					
PERSONAL SERVICES	110,629	165,630	164,588	186,873	21,243
OPERATIONS & MAINTENANCE	145,164	365,401	297,268	226,415	(138,986)
DEBT SERVICE	-	-	-	-	-
CAPITAL OUTLAY	-	212	207	-	(212)
TRANSFERS OUT	-	-	-	-	-
UTILITY ADMINISTRATION TOTAL	255,793	531,243	462,063	413,288	(117,955)
SEWER DEPARTMENT					
PERSONAL SERVICES	291,796	462,294	461,283	453,723	(8,571)
OPERATIONS & MAINTENANCE	852,294	1,372,602	1,204,187	1,135,839	(236,763)
CAPITAL OUTLAY	41,581	250,721	90,487	287,133	36,412
DEBT SERVICE PAYMENTS	487,549	269,025	269,025	841,070	572,045
TRANSFERS OUT	66,344	66,344	66,344	66,344	-
SEWER DEPARTMENT TOTAL	1,739,564	2,420,986	2,091,326	2,784,109	363,123
WATER DEPARTMENT					
PERSONAL SERVICES	299,118	407,063	389,302	414,249	7,186
OPERATIONS & MAINTENANCE	1,595,486	2,472,947	2,469,131	1,720,137	(752,810)
CAPITAL OUTLAY	706	98,073	50,000	112,053	13,980
DEBT SERVICE	269,264	431,038	331,953	335,364	(95,674)
TRANSFERS OUT	94,393	94,393	94,393	94,393	-
WATER DEPARTMENT TOTAL	2,258,967	3,503,514	3,334,779	2,676,196	(827,318)
TOTAL EXPENDITURES	4,254,324	6,455,743	5,888,168	5,873,593	(582,150)
REVENUES OVER EXPENDITURES	(26,924)	(1,266,477)	(874,674)	(417,583)	848,894
ENDING BALANCE	3,030,648	1,764,171	2,155,974	1,738,391	(25,780)

CITY OF HITCHCOCK – UTILITY FUND
FY2024 ADOPTED Annual Operating & Capital Budget
Revenue – Enterprise Fund

	FY 2022	FY 2023	FY 2023	FY 2024	BUDGET
	ACTUAL	AMENDED	ESTIMATED	ADOPTED	CHANGE
BEGINNING BALANCE	3,057,572	3,030,648	3,030,648	2,155,974	(874,674)
UTILITY SALES					
4-000-50100 WATER SALES	1,831,992	2,338,822	2,375,495	2,569,537	230,715
WATER RESERVATION FEE	-	-	-	57,918	57,918
4-000-50200 WASTE-WATER SALES	1,468,261	1,853,744	1,621,566	2,257,815	404,071
4-000-50210 FREDDIEVILLE SEWER REVENUE	90,591	97,000	107,568	130,000	33,000
4-000-50300 SEWER TREATMENT	272,852	551,200	620,000	160,000	(391,200)
4-000-50400 PENALTIES - UTILITIES	70,017	72,000	71,285	75,000	3,000
TOTAL UTILITY SALES	3,733,713	4,912,766	4,795,914	5,250,270	337,504
UTILITY SERVICES					
4-000-51100 TAPS/CONNECTIONS	190,786	149,500	100,000	106,000	(43,500)
WATER SERVICES	-	-	-	-	-
WASTEWATER SERVICES	-	-	-	-	-
TOTAL UTILITY SERVICES	190,786	149,500	100,000	106,000	-43,500
OTHER REVENUE					
4-000-51200 UTILITY DISCONNECT/RECONNECT	36,831	35,000	39,158	38,000	3,000
4-000-52000 CREDIT CARD TRANSACTION FEE	52,580	54,000	54,000	54,000	-
4-000-60100 INTEREST INCOME	-	-	3,436	-	-
4-000-70190 INSF CHECK CHARGE	775	1,000	686	740	(260)
4-000-88000 DONATIONS	-	20,000	16,000	-	(20,000)
4-000-88100 SALE OF ASSETS	-	5,000	-	5,000	-
4-000-88200 INSURANCE PROCEEDS	-	-	-	-	-
4-000-89000 MISCELLANEOUS REVENUE	15,496	12,000	1,000	2,000	(10,000)
4-000-89120 WORKFORCE REIMBURSEMENT	-	-	3,300	-	-
4-000-98100 PROCEEDS FROM LOAN	197,219	-	-	-	-
GRANT MATCHING FUNDS	-	-	-	-	-
TOTAL OTHER REVENUE	302,901	127,000	117,580	99,740	(27,260)
TRANSFERS IN					
TRANSFER IN	-	-	-	-	-
TOTAL TRANSFERS IN	-	-	-	-	-
TOTAL REVENUES	4,227,400	5,189,266	5,013,494	5,456,010	266,744
TOTAL AVAILABLE FUNDS	7,284,972	8,219,914	8,044,142	7,611,984	(607,930)

CITY OF HITCHCOCK – UTILITY FUND
FY2024 ADOPTED Annual Operating & Capital Budget
Budget Summary – Utility Administration

The City of Hitchcock Public Works Department is comprised of 7 divisions. Utility Administration, Water Treatment and Distribution, Wastewater Treatment and Collection, Street and Drainage, Garage, Parks, and Solid Waste. Public Works is responsible for the Utility Administration, the treatment and distribution of safe and palatable drinking water, the collection and treatment of all domestic wastewater, the management of all solid waste, the maintenance and repair of all city streets and rights-of-way, the maintenance of all city vehicles and maintenance equipment, and maintenance of all city park sites. The Public Works department has partnered with several outside entities that work in tandem with the department to provide consistent community service to the City of Hitchcock. Public Works also assists with other city departments such as Community Development and Police. The Public Works Department has a commitment to excellence and a strong dedication to providing exemplary customer and public service.

Utility Administration

The Utility Administration provides management and inspection for all utility facilities, utility construction projects, assist with the engineering process, preparation of departmental budgets, ensures proper administration of Water/Wastewater treatment, distribution, and collection.

	FY 2022	FY 2023	FY 2023	FY 2024	Budget
	Actual	Adopted	Estimated	Adopted	Change
Staffing					
Director	1	1	1	1	0
Operations Manager	1	1	1	1	0
Total	2	2	2	2	0

	FY 2022	FY 2023	FY 2023	FY 2024	BUDGET
	ACTUAL	AMENDED	ESTIMATED	ADOPTED	CHANGE
PERSONNEL SERVICES	110,629	165,630	164,588	186,873	21,243
SUPPLIES	13,040	16,369	16,269	18,635	2,266
PURCHASED SERVICES	31,912	46,163	41,645	48,776	2,613
CONTRACTED SERVICES	61,377	280,138	217,955	149,120	(131,018)
EDUCATION & TRAINING	-	4,204	4,204	3,000	(1,204)
TECHNOLOGY	13,843	16,927	16,927	3,884	(13,043)
REPAIRS & MAINTENANCE	20,000	-	-	-	-
MISCELLANEOUS	4,992	1,600	268	3,000	1,400
CAPITAL OUTLAY	-	212	207	-	(212)
TOTAL	255,793	531,243	462,063	413,288	(117,955)

CITY OF HITCHCOCK – UTILITY FUND

FY2024 ADOPTED Annual Operating & Capital Budget

Appropriations – Utility Administration

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
PERSONNEL SERVICES					
5-831-11001 REGULAR SALARIES	87,668	130,173	130,063	144,666	14,493
5-831-11002 OVERTIME	-	-	-	-	-
5-831-11011 INTERN	-	-	-	-	-
5-831-12001 SOCIAL SECURITY	6,422	9,958	9,590	11,067	1,109
5-831-12002 RETIREMENT	5,156	8,617	8,589	9,678	1,061
5-831-12101 HEALTH INSURANCE	8,388	14,485	14,355	19,816	5,331
5-831-12102 DENTAL INSURANCE	361	684	564	738	54
5-831-12103 LIFE INSURANCE	199	421	267	300	(121)
5-831-12104 VISION	113	214	141	214	-
5-831-12201 UNEMPLOYMENT	288	114	24	18	(96)
5-831-12202 WORKER'S COMPENSATION	2,034	964	995	376	(588)
5-831-12301 CAR ALLOWANCE	-	-	-	-	-
5-831-12302 PHONE ALLOWANCE	-	-	-	-	-
TOTAL PERSONNEL SERVICES	110,629	165,630	164,588	186,873	21,243
SUPPLIES					
5-831-20110 OFFICE SUPPLIES	365	500	400	500	-
5-831-20130 JANITORIAL SUPPLIES	282	300	500	1,000	700
5-831-20140 GENERAL SUPPLIES	-	1,500	1,500	1,500	-
5-831-20240 DUES & SUBSCRIPTIONS	230	250	100	250	-
5-831-20250 PROFESSIONAL BOOKS	-	-	-	500	500
5-831-20260 FUEL & OIL	2,542	1,375	1,375	1,500	125
5-831-20270 UNIFORM EXPENSE	95	344	294	385	41
5-831-20280 SMALL TOOLS	-	-	-	-	-
5-831-49311 POSTAGE/METER RENTAL	9,526	12,000	12,000	12,500	500
5-831-49810 CLASSIFIED ADVERTISEMENTS	-	100	100	500	400
TOTAL SUPPLIES	13,040	16,369	16,269	18,635	2,266
PURCHASED SERVICES					
UTILITY MAPPING	-	-	-	-	-
5-831-33210 JANITORIAL SERVICES	11,655	15,600	15,600	5,000	(10,600)
5-831-49312 COPIER LEASE	8,197	8,045	8,000	8,000	(45)
5-831-49391 VEHICLE LEASE	-	-	-	10,776	10,776
5-831-49412 TML INSURANCE	12,060	22,518	18,045	25,000	2,482
TOTAL PURCHASES SERVICES	31,912	46,163	41,645	48,776	2,613

CITY OF HITCHCOCK – UTILITY FUND
FY2024 ADOPTED Annual Operating & Capital Budget
Appropriations – Utility Administration (Continued)

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE	
<u>CONTRACTED SERVICES</u>						
5-831-31010	LEGAL FEES	7,720	12,945	5,000	15,000	2,055
5-831-31020	AUDIT SERVICE	20,628	34,899	33,594	35,000	101
5-831-31030	ENGINEERING	-	173,200	155,880	67,320	(105,880)
5-831-31910	OTHER PROFESSIONAL SERVICES	33,029	57,936	22,681	30,900	(27,036)
5-831-32030	TELECOMMUNICATIONS	-	1,158	800	900	(258)
5-831-33120	EMPLOYEE EXAM/DRUG SCREEN	-	-	-	-	-
	TOTAL CONTRACTED SERVICES	61,377	280,138	217,955	149,120	(131,018)
<u>EDUCATION & TRAINING</u>						
5-831-49020	PROFESSIONAL ASSOC DUES/FEES	-	-	-	500	500
5-831-49040	TRAINING/TRAVEL/PERDIEM	-	4,204	4,204	2,500	(1,704)
	TOTAL EDUCATION & TRAINING	-	4,204	4,204	3,000	(1,204)
<u>TECHNOLOGY</u>						
5-831-41010	SOFTWARE MAINTENANCE	13,843	15,109	15,109	3,884	(11,225)
5-831-51125	COMPUTER HARDWARE	-	1,818	1,818	-	(1,818)
	COMPUTER MAINTENANCE	-	-	-	-	-
	TOTAL TECHNOLOGY	13,843	16,927	16,927	3,884	(13,043)
<u>REPAIRS & MAINTENANCE</u>						
5-831-42010	EQUIPMENT REPAIR & MAIN	-	-	-	-	-
5-831-42020	VEHICLE REPAIRS & MAINT	-	-	-	-	-
5-831-42030	BLDGS REPAIR & MAINTENANCE	20,000	-	-	-	-
5-831-42040	GROUNDS MAINTENANCE	-	-	-	-	-
5-831-42090	SAFETY EQUIPMENT	-	-	-	-	-
	TOTAL REPAIRS & MAINTENANCE	20,000	-	-	-	-
<u>MISCELLANEOUS</u>						
5-831-49790	SPECIAL ACTIVITIES	4,992	1,600	268	3,000	1,400
5-831-49970	BANK FEES	-	-	-	-	-
5-831-80300	NON RECURRING ITEMS	-	-	-	-	-
	TOTAL MISCELLANEOUS	4,992	1,600	268	3,000	1,400
<u>DEBT SERVICE</u>						
	DEBT SERVICE INTEREST	-	-	-	-	-
	DEBT SERVICE PRINCIPAL	-	-	-	-	-
	TOTAL DEBT SERVICE	-	-	-	-	-
<u>CAPITAL OUTLAY</u>						
	VEHICLE PURCHASE	-	-	-	-	-
5-831-51120	EQUIPMENT PURCHASE	-	212	207	-	(212)
	DEPRECIATION	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	212	207	-	(212)
<u>TRANSFERS OUT</u>						
	UTILITY FUND TRANSFER	-	-	-	-	-
	TRANSFER OUT - GENERAL FUND	-	-	-	-	-
	TOTAL TRANSFERS OUT	-	-	-	-	-
	TOTAL UTILITY ADMINISTRATION	255,793	531,243	462,063	413,288	(117,955)

CITY OF HITCHCOCK – UTILITY FUND
FY2024 ADOPTED Annual Operating & Capital Budget
Budget Summary – Sewer Division

The wastewater operations division is responsible for the overall wastewater treatment, collection, and maintenance for the city of Hitchcock. Wastewater treatment has one main wastewater treatment facility and fifteen offsite sewer lift stations. This division is also responsible for 70,000 linear feet of sewer main and 600 manholes.

Accomplishments For Fiscal Year 2022-2023

- 600 Tons of Sand & Debris removal from Racetrack @WWTP.
- Phase 2 GLO CDBG Sanitary sewer improvement Pipe bursting grant in the Garden Terrace subdivision.
- Exterior building upgrade (control and electrical)
- Sanitary Leachate Disposal Site

Goals For Fiscal Year 2023-2024

- Hitchcock Sanitary Sewer Smoke test study phase 2. 140,000 Lin. Ft of sewer main and 370 manholes and 12 dye tests (In-Progress)
- CDBG GLO Hazard Mitigation Grant project/WWTP to install new mechanical bar screen, new headworks structure & sludge dewatering fan press (In-Progress)
- American Relief Fund Projects/WWTP to rehab all WWTP clarifiers and mixed liquor splitter box (In-Progress)
- WWTP Grit Removal System Installation to enhance the effluent discharge quality from the WWTP. (In-Progress)
- Rehabilitation of the Delesandri Drive Force main (In-Progress)
- Manhole rehabilitation Project

	FY 2021	FY 2022	FY 2022	FY 2023	Budget
	Actual	Adopted	Estimated	Proposed	Change
Staffing					
Public Works Superintendent	0.5	1	1	1	0
Chief Operator	1	0	0	0	0
WWTP Operator II	2	2	2	1	0
Utility Mechanic	0	0	0	1	1
Utility Worker	1	1	1	2	2
Utility Apprentice	0	0	0	1	1
Total	4.5	4	4	6	2

	FY 2022	FY 2023	FY 2023	FY 2024	BUDGET
	ACTUAL	AMENDED	ESTIMATED	ADOPTED	CHANGE
PERSONNEL SERVICES	291,796	462,294	461,283	453,723	(8,571)
SUPPLIES	230,579	317,596	307,168	318,531	935
PURCHASED SERVICES	7,259	17,896	17,896	73,362	55,466
CONTRACTED SERVICES	266,641	257,477	206,010	278,790	21,313
EDUCATION & TRAINING	1,294	3,000	1,590	1,500	(1,500)
TECHNOLOGY	(706)	12,917	12,917	11,756	(1,161)
REPAIRS & MAINTENANCE	347,210	725,967	620,857	411,900	(314,067)
MISCELLANEOUS	17	37,749	37,749	40,000	2,251
CAPITAL OUTLAY	41,581	250,721	90,487	287,133	36,412
DEBT SERVICE	487,549	269,025	269,025	841,070	572,045
TRANSFER	66,344	66,344	66,344	66,344	-
TOTAL	1,739,564	2,420,986	2,091,326	2,784,109	363,123

CITY OF HITCHCOCK – UTILITY FUND

FY2024 ADOPTED Annual Operating & Capital Budget

Appropriations – Sewer Division

		FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
PERSONNEL SERVICES						
5-811-11001	REGULAR SALARIES	204,780	303,617	303,617	301,177	(2,440)
5-811-11002	OVERTIME	17,870	43,013	43,013	30,000	(13,013)
5-811-11006	CERTIFICATE PAY	1,050	2,100	2,100	2,100	-
5-811-12001	SOCIAL SECURITY	16,736	24,535	24,430	25,496	961
5-811-12002	RETIREMENT	14,112	23,231	22,911	22,296	(935)
5-811-12101	HEALTH INSURANCE	28,409	52,145	51,886	59,448	7,303
5-811-12102	DENTAL INSURANCE	1,221	2,051	2,038	2,214	163
5-811-12103	LIFE INSURANCE	476	807	790	813	6
5-811-12104	VISION	384	643	636	643	-
5-811-12201	UNEMPLOYMENT	1,313	342	53	54	(288)
5-811-12202	WORKERS COMP	5,445	9,810	9,809	9,482	(328)
	TOTAL PERSONNEL SERVICES	291,796	462,294	461,283	453,723	(8,571)
SUPPLIES						
5-811-20110	OFFICE SUPPLIES	3,276	1,500	1,500	2,000	500
5-811-20140	GENERAL SUPPLIES	121	2,100	2,100	2,500	400
5-811-20150	LAB SUPPLIES	1,502	5,000	2,500	2,500	(2,500)
5-811-20160	TREATMENT CHEMICALS	88,714	140,000	145,000	150,000	10,000
5-811-20240	DUES & SUBSCRIPTIONS	-	500	72	300	(200)
5-811-2024X	PUBLICATIONS	56	500	500	500	-
5-811-20260	FUEL & OIL	29,011	37,765	37,765	35,000	(2,765)
5-811-20270	UNIFORMS	755	2,231	2,231	2,231	-
5-811-20280	TOOLS	15,889	8,000	8,000	8,500	500
5-811-32000	UTILITIES EXPENSE	91,255	120,000	107,500	115,000	(5,000)
	TOTAL SUPPLIES	230,579	317,596	307,168	318,531	935
PURCHASED SERVICES						
5-811-49392	WASTEWATER SAMPLING	-	-	-	21,112	21,112
5-811-32030	TELECOMMUNICATIONS	6,247	8,257	8,257	8,500	243
5-811-49390	OTHER RENTAL	1,012	2,929	2,929	23,960	21,031
5-811-49391	VEHICLE LEASE	-	6,710	6,710	19,790	13,080
	TOTAL PURCHASED SERVICES	7,259	17,896	17,896	73,362	55,466

CITY OF HITCHCOCK – UTILITY FUND

FY2024 ADOPTED Annual Operating & Capital Budget

Appropriations – Sewer Division (Continued)

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
<u>CONTRACTED SERVICES</u>					
5-811-31020 AUDIT SERVICES	2,000	12,000	12,000	12,000	-
5-811-31030 ENGINEERING	17,162	4,110	1,400	25,000	20,890
5-811-33120 EMPLOYEE EXAM/DRUG SCREEN	92	70	37	70	-
5-811-33210 JANITORIAL SERVICE	1,200	1,200	1,200	6,200	5,000
5-811-33540 UTILITY BILLING	38,280	13,000	12,140	15,000	2,000
5-811-33830 SLUDGE DISP/TESTING/SAMPLING	64,864	139,397	100,000	141,600	2,203
5-811-33840 GREASE TRAP INSPECTIONS	-	-	-	2,020	2,020
5-811-33870 NEW SERVICE INSTALL	45,895	26,500	20,000	36,000	9,500
5-811-33910 CONTRACT SERVICES	75,919	40,000	39,000	18,900	(21,100)
5-811-49750 TCEQ FEES	21,229	21,200	20,233	22,000	800
REPAIRS TO EXISTING SERVICES	-	-	-	-	-
TOTAL CONTRACTED SERVICES	266,641	257,477	206,010	278,790	21,313
<u>EDUCATION & TRAINING</u>					
5-811-49030 EDUCATION/DUES/TESTING	1,294	3,000	1,590	1,500	(1,500)
TOTAL EDUCATION & TRAINING	1,294	3,000	1,590	1,500	(1,500)
<u>TECHNOLOGY</u>					
5-811-41010 SOFTWARE MAINTENANCE	-	8,252	8,252	8,252	-
5-811-41030 COMPUTER SOFTWARE	-	-	-	-	-
5-811-51125 COMPUTER HARDWARE	(706)	4,665	4,665	3,504	(1,161)
TOTAL TECHNOLOGY	(706)	12,917	12,917	11,756	(1,161)
<u>REPAIRS & MAINTENANCE</u>					
5-811-42010 EQUIPMENT REPAIRS & MAINT	4,831	25,000	22,085	25,000	-
5-811-42012 GENERATOR MAINTENANCE	6,421	25,000	10,000	25,000	-
5-811-42020 VEHICLE REPAIR & MAINTENANCE	-	-	-	-	-
5-811-42030 BLDG REPAIRS & MAINTENANCE	95	-	-	5,000	5,000
5-811-42032 M/R GARAGE BUILDING	1,111	-	-	-	-
5-811-42075 MATERIALS & SUPPLIES	-	60,000	45,000	50,000	(10,000)
5-811-42090 SAFETY EQUIPMENT	16,989	12,240	12,000	6,000	(6,240)
5-811-42110 COLLECTION SYSTEM BLDG & GRNI	968	6,176	1,175	900	(5,276)
5-811-42120 WWTP SYSTEM MAINTENANCE	129,399	162,500	114,500	100,000	(62,500)
5-811-42130 M/R LIFT STATIONS	56,250	110,851	95,851	100,000	(10,851)
5-811-42140 M/R COLLECTION SYSTEM	76,253	95,000	91,046	100,000	5,000
5-811-42150 I&I REHAB/CONSTRUCTION	54,893	229,200	229,200	-	(229,200)
TOTAL REPAIRS & MAINTENANCE	347,210	725,967	620,857	411,900	(314,067)
<u>MISCELLANEOUS</u>					
5-811-49950 MISCELLANEOUS EXPENSE	17	-	-	-	-
5-811-49970 BANK FEES	-	37,749	37,749	40,000	2,251
TOTAL MISCELLANEOUS	17	37,749	37,749	40,000	2,251

CITY OF HITCHCOCK – UTILITY FUND
FY2024 ADOPTED Annual Operating & Capital Budget
Appropriations – Sewer Division (Continued)

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
<u>CAPITAL OUTLAY</u>					
5-811-51120 EQUIPMENT PURCHASES	-	-	-	-	-
5-811-51126 SCADA SYSTEM	-	90,641	90,487	12,053	(78,588)
5-811-54110 SYSTEM IMPROVEMENTS	5,231	-	-	115,000	115,000
5-811-58112 GRANT MATCH	36,350	160,080	-	160,080	-
TOTAL CAPITAL OUTLAY	41,581	250,721	90,487	287,133	36,412
<u>DEBT SERVICE</u>					
5-811-60100 DEBT SERVICE - PRINCIPAL	-	55,402	55,402	56,946	1,544
5-811-60100 DEBT SERVICE - PRINCIPAL				350,271	350,271
5-811-60150 EQUIPMENT PAYMENT	-	-	-	-	-
5-811-60200 DEBT SERVICE -INTEREST	4,475	8,167	8,167	6,622	(1,545)
5-811-60200 DEBT SERVICE -INTEREST		205,456	205,456	427,231	221,775
5-811-60201 PAYING AGENT FEE					-
5-811-80100 DEPRECIATION EXPENSE	483,074				-
TOTAL DEBT SERVICE	487,549	269,025	269,025	841,070	572,045
<u>TRANSFERS OUT</u>					
UTILITY FUND TRANSFERS	-	-	-	-	-
5-811-70101 TRANSFER TO GF FOR ADMIN	66,344	66,344	66,344	66,344	-
TOTAL TRANSFERS OUT	66,344	66,344	66,344	66,344	-
TOTAL SEWER DIVISION	1,739,564	2,420,986	2,091,326	2,784,109	363,123

CITY OF HITCHCOCK – UTILITY FUND

FY2024 ADOPTED Annual Operating & Capital Budget

Budget Summary – Public Works: Water Division

The water department is responsible for the overall water treatment, distribution, and maintenance of the water system. The city has 2 treatment facilities (Neville & Blimp Base), 3 Elevated tower sites (Neville, Blimp Base & Shannon). This department is also responsible for the maintenance and repair of 80,000 Linear feet of water main as well as 430 fire hydrants.

Accomplishments For Fiscal Year 2022-2023

- Citywide replacement of water meters.
- Security fencing at Neville water plant
- Security cameras at Neville water plant
- Exterior lighting at water facilities
- Tank coating project complete
- 2 new pumps Neville water plant
- McLarty water line installation
- 4 Fire hydrant Replacements

Goals For Fiscal Year 2023-2024

- 2 Booster pump replacements. 1 Split case, 1 Vertical Turbine
- 2 pumps and motors Blimp Base water plant
- Scada control upgrade Blimp Base water plant
- Replace valves that control water levels for Redfish and Harbor walk elevated storage tanks.
- Control valve Harbor walk elevated tank.
- Building repairs and additions to warehouse and equipment storage
- CDBG Grant Water line Replacement Hayden & FM 519 Water Line (Awaiting award)
- Acorn & Sharon Lane Water Line replacement

	FY 2021 Actual	FY 2022 Adopted	FY 2022 Estimated	FY 2023 Proposed	Budget Change
Staffing					
Water Superintendent	0.5	0	0	1	1
Water Plant Operator	1	1	1	1	0
Utility Worker	2	3	3	1	-2
Meter Reader	1	1	1	1	0
Utility Apprentice	0	0	0	2	2
Total	4.5	5	5	6	1

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
PERSONNEL SERVICES	299,118	407,063	389,302	414,249	7,186
SUPPLIES	161,445	153,046	152,266	147,985	(5,061)
PURCHASED SERVICES	612,418	937,052	934,213	1,040,598	103,546
CONTRACTED SERVICES	359,181	185,552	189,252	181,355	(4,197)
EDUCATION & TRAINING	7,980	5,981	5,980	6,500	519
TECHNOLOGY	(707)	30,687	30,687	34,813	4,126
REPAIRS & MAINTENANCE	455,169	1,122,880	1,118,984	268,886	(853,994)
MISCELLANEOUS	-	37,749	37,749	40,000	2,251
CAPITAL OUTLAY	706	98,073	50,000	112,053	13,980
DEBT SERVICE	269,264	431,038	331,953	335,364	(95,674)
TRANSFER	94,393	94,393	94,393	94,393	-
TOTAL	2,258,967	3,503,514	3,334,779	2,676,196	(827,318)

CITY OF HITCHCOCK – UTILITY FUND

FY2024 ADOPTED Annual Operating & Capital Budget

Appropriations – Public Works: Water Division

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
PERSONNEL SERVICES					
5-821-11001 REGULAR SALARIES	201,116	265,595	258,827	267,627	2,032
5-821-11002 OVERTIME	19,062	29,254	29,254	25,000	(4,254)
5-821-11006 CERTIFICATE PAY	284	-	(9)	-	-
5-821-11013 CALL BACK PAY	5,584	7,052	6,025	7,052	-
5-821-12001 SOCIAL SECURITY	16,925	22,498	22,498	22,925	427
5-821-12002 RETIREMENT	13,985	19,322	19,322	20,049	727
5-821-12101 HEALTH INSURANCE	32,880	52,145	42,907	59,448	7,303
5-821-12102 DENTAL INSURANCE	1,413	2,051	1,685	2,213	162
5-821-12103 LIFE INSURANCE	494	696	696	712	16
5-821-12104 VISION	381	643	529	643	-
5-821-12201 UNEMPLOYMENT	1,325	342	103	54	(288)
5-821-12202 WORKER'S COMPENSATION	5,669	7,465	7,465	8,526	1,061
TOTAL PERSONNEL SERVICES	299,118	407,063	389,302	414,249	7,186
SUPPLIES					
5-821-20110 OFFICE SUPPLIES	2,233	2,500	2,500	2,000	(500)
5-821-20130 JANITORIAL SUPPLIES	670	1,000	1,000	1,100	100
5-821-20140 GENERAL SUPPLIES	813	1,257	1,257	1,500	243
5-821-20160 CHEMICALS	8,348	19,192	19,192	15,000	(4,192)
5-821-20240 PUBLICATIONS, DUES & SUBSCRIP	448	1,672	1,672	1,700	28
5-821-20260 FUEL & OIL	27,843	35,000	35,000	35,000	-
5-821-20270 UNIFORMS	1,103	3,578	3,578	3,265	(313)
5-821-20280 SMALL TOOLS	37,395	25,509	25,509	20,000	(5,509)
5-821-32000 UTILITIES EXPENSE	44,526	49,378	49,378	55,000	5,622
5-821-33540 UTILITY BILLING	37,661	13,000	13,000	13,000	-
5-821-4902X WATER DUES	405	960	180	420	(540)
TOTAL SUPPLIES	161,445	153,046	152,266	147,985	(5,061)
PURCHASED SERVICES					
5-821-2014X MATERIALS & SUPPLIES	108,100	152,078	152,000	130,000	(22,078)
5-821-32030 TELECOMMUNICATIONS	16,142	14,000	13,664	14,000	-
5-821-49311 POSTAGE/METER RENTAL	-	-	-	-	-
5-821-49390 RENTALS	1,017	2,500	75	1,500	(1,000)
5-821-49391 VEHICLE LEASE	-	11,289	11,289	28,844	17,555
5-821-49510 SURFACE WATER	487,159	757,185	757,185	866,254	109,069
TOTAL PURCHASED SERVICES	612,418	937,052	934,213	1,040,598	103,546

CITY OF HITCHCOCK – UTILITY FUND

FY2024 ADOPTED Annual Operating & Capital Budget

Appropriations – Public Works: Water Division (Continued)

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
CONTRACTED SERVICES					
5-821-20130 JANITORIAL SERVICE	1,200	1,200	1,200	1,200	-
5-821-31020 AUDIT	-	-	-	-	-
5-821-31030 ENGINEERING	31,104	40,225	37,662	45,000	4,775
5-821-33120 EMPLOYEE EXAM/DRUG SCREEN	17	200	148	200	-
5-821-33810 WATER MONITORING	8,739	13,899	13,899	8,028	(5,871)
5-821-33870 NEW SERVICE INSTALLS	55,476	31,369	37,684	70,000	38,631
5-821-33910 CONTRACT SERVICES	254,769	91,732	91,732	50,000	(41,732)
5-821-49750 TCEQ FEES	7,876	6,927	6,927	6,927	-
REPAIRS TO EXISTING SERVICES	-	-	-	-	-
TOTAL CONTRACTED SERVICES	359,181	185,552	189,252	181,355	(4,197)
EDUCATION & TRAINING					
5-821-49030 EDUCATION/DUES/TEST	1,280	1,340	1,340	3,000	1,660
5-821-49040 TRAINING/TRAVEL/PER DIEM	6,700	4,641	4,640	3,500	(1,141)
TOTAL EDUCATION & TRAINING	7,980	5,981	5,980	6,500	519
TECHNOLOGY					
5-821-41010 SOFTWARE MAINTENANCE	-	8,252	8,252	-	(8,252)
5-821-41020 ENDPOINT SUBSCRIPTION	-	-	-	31,310	31,310
5-821-41030 COMPUTER SOFTWARE	-	15,000	15,000	-	(15,000)
5-821-51125 COMPUTER HARDWARE	(707)	7,435	7,435	3,503	(3,932)
TOTAL TECHNOLOGY	(707)	30,687	30,687	34,813	4,126
REPAIRS & MAINTENANCE					
5-821-42010 EQUIPMENT REPAIRS & MAINT	13,561	32,775	32,775	25,000	(7,775)
5-821-42012 GENERATOR MAINTENANCE	9,652	5,103	5,000	10,000	4,897
5-821-42013 RADIO MAINTENANCE	-	-	-	-	-
5-821-42020 VEHICLE REPAIR & MAINT	-	-	-	-	-
5-821-42040 BUILDINGS & GROUNDS	560	5,000	4,200	35,000	30,000
5-821-42050 FIRE HYDRANTS	20,606	56,500	56,500	55,500	(1,000)
5-821-42090 SAFETY EQUIPMENT	5,457	12,308	12,308	5,000	(7,308)
5-821-42100 STORAGE TANK REPAIRS	332,270	913,701	913,701	63,386	(850,315)
5-821-42160 UTILITIES SYSTEM MAINTENANCE	73,063	97,493	94,500	75,000	(22,493)
TOTAL REPAIRS & MAINTENANCE	455,169	1,122,880	1,118,984	268,886	(853,994)
MISCELLANEOUS					
5-821-49950 MISCELLANEOUS EXPENSE	-	-	-	-	-
5-821-49970 BANK FEES	-	37,749	37,749	40,000	2,251
TOTAL MISCELLANEOUS	-	37,749	37,749	40,000	2,251
CAPITAL OUTLAY					
5-821-51120 EQUIPMENT PURCHASES	-	-	-	-	-
5-821-51126 SCADA	-	-	-	12,053	12,053
5-821-54110 WATER SYSTEM IMPROVEMENTS	706	98,073	50,000	100,000	1,927
TOTAL CAPITAL OUTLAY	706	98,073	50,000	112,053	13,980

CITY OF HITCHCOCK – UTILITY FUND

FY2024 ADOPTED Annual Operating & Capital Budget

Appropriations – Public Works: Water Division (Continued)

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
DEBT SERVICE					
5-821-58112 GRANT MATCHING FUND	14,572	151,584	52,500	99,084	(52,500)
5-821-5811X GRANT MATCHING FUNDS	27,810	-	-	-	-
5-821-60100 DEBT SERVICE-PRINCIPAL	-	33,332	33,332	34,261	929
5-821-60150 EQUIPMENT PAYMENT	-	-	-	-	-
5-821-60200 DEBT SERVICE-INTEREST	4,475	4,916	4,915	3,985	(931)
5-821-60100 DEBT SERVICE-PRINCIPAL	-	-	-	89,216	89,216
5-821-60200 DEBT SERVICE-INTEREST	-	241,206	241,206	108,818	(132,388)
5-821-80100 DEPRECIATION EXPENSE	222,407	-	-	-	-
5-821-60201 PAYING AGENT FEE	-	-	-	-	-
TOTAL DEBT SERVICE	269,264	431,038	331,953	335,364	(95,674)
TRANSFERS OUT					
TRANSFER TO GF FOR ROW	-	-	-	-	-
5-821-70101 TRANSFER TO GF FOR ADMIN	94,393	94,393	94,393	94,393	-
TOTAL TRANSFERS OUT	94,393	94,393	94,393	94,393	-
TOTAL WATER DIVISION	2,258,967	3,503,514	3,334,779	2,676,196	(827,318)
TOTAL EXPENDITURES	4,254,324	6,455,743	5,888,168	5,873,593	(582,150)
REVENUES OVER EXPENDITURES	(26,924)	(1,266,477)	(874,674)	(417,583)	
ENDING BALANCE	3,030,648	1,764,171	2,155,974	1,738,391	

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OTHER FUNDS

CITY OF HITCHCOCK – OTHER FUNDS

FY2024 ADOPTED Annual Operating & Capital Budget

Hitchcock Economic Development Corporation – Fund 601

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
AVAILABLE FUNDS					
BEGINNING FUND BALANCE	\$ 570,676	\$ 1,410,531	\$ 1,410,531	\$ 714,189	\$(696,342)
REVENUES					
4-000-11100 SALES TAX	337,113	325,476	357,097	370,000	44,524
4-000-60100 INTEREST	1,960	2,500	3,556	4,000	1,500
4-000-80240 SPECIAL EVENT REVENUE			8,600	6,100	6,100
4-000-90100 TRANSFER IN FUND	143,513	-	-	-	-
4-000-98100 PROCEEDS FROM LOAN	800,000	-	-	-	-
TOTAL REVENUES	1,282,586	327,976	369,253	380,100	52,124
TOTAL AVAILABLE FUNDS	1,853,262	1,738,507	1,779,784	1,094,289	(644,218)
APPROPRIATIONS					
5-612-11001 SALARY	80,593	85,000	82,900	90,000	5,000
5-612-12001 SOCIAL SECURITY	6,426	6,801	6,530	6,609	(192)
5-612-12002 TMRS RETIREMENT	5,239	5,899	5,674	5,780	(119)
5-612-12101 HEALTH INSURANCE	7,397	8,691	8,691	9,908	1,217
5-612-12102 DENTAL INSURANCE	318	342	342	369	27
5-612-12103 LIFE INSURANCE	197	211	211	225	14
5-612-12104 VISION	100	107	107	107	-
5-612-12201 UNEMPLOYMENT	288	57	9	9	(48)
5-612-12202 WORKERS COMP	187	222	290	224	2
5-612-12301 CAR ALLOWANCE	3,407	3,600	3,600	3,600	-
5-612-20110 OFFICE SUPPLIES	3,312	4,500	4,500	1,000	(3,500)
5-612-20240 DUES & SUBSCRIPTIONS	1,403	1,500	1,200	1,200	(300)
5-612-20280 SMALL TOOLS	2,963	60	60	-	(60)
5-612-31010 LEGAL EXPENSES	15,245	70,000	70,000	20,000	(50,000)
5-612-31910 PROFESSIONAL SERVICES	82,300	72,000	72,163	-	(72,000)
5-612-32010 UTILITIES -WATER	713	1,350	1,350	1,500	150
5-612-32020 UTILITIES - ELECTRIC	2,027	-	-	-	-
5-612-32030 UTILITIES-TELECOM	4,433	4,500	4,500	4,000	(500)
5-612-33050 ADMINISTRATIVE SERVICES	12,020	12,000	12,000	12,000	-
5-612-33210 JANITORIAL SERVICES	3,800	2,600	2,600	2,600	-
5-612-33860 MARKETING	15,673	62,080	62,080	36,000	(26,080)
5-612-41020 WEBSITE	5,001	2,647	2,647	6,000	3,353
5-612-42030 BUILDING REPAIR & MAINT	3,906	10,000	7,000	2,500	(7,500)
5-612-49020 PROFESSIONAL ASSOC FEE'S	-	5,000	5,000	5,000	-
5-612-49030 EDUCATION/DUES/TESTING	824	1,500	1,500	1,500	-
5-612-49040 TRAINING/TRAVEL/PER DIE	4,354	2,083	2,500	2,500	417
5-612-49313 BUILDING RENTAL/LEASE	12,012	12,300	12,300	13,200	900
5-612-49790 SPECIAL ACTIVITIES	7,086	10,000	9,877	1,300	(8,700)

CITY OF HITCHCOCK – OTHER FUNDS

FY2024 ADOPTED Annual Operating & Capital Budget

Hitchcock Economic Development Corporation – Fund 601 (Continued)

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
5-612-49790 SPECIAL ACTIVITIES	7,086	10,000	9,877	1,300	(8,700)
5-612-49791 COM PROMISE	12,500	12,500	12,500	12,500	-
5-612-49950 MISCELLANEOUS EXPENSE	1,342	-	-	-	-
5-612-51125 COMPUTER HARDWARE	-	2,000	1,200	1,000	(1,000)
5-612-52110 PURCHASE OF REAL PROPE	147,665	716,330	465,065	-	(716,330)
5-612-58113 GRANT CONSTRUCTION	-	100,000	80,000	-	(100,000)
5-612-60100 DEBT SERVICE-PRINCIPAL	-	45,000	45,000	45,000	-
5-612-60100 DEBT SERVICE - PRINCIPAL	-	23,814	23,813	25,039	1,225
5-612-60200 DEBT SERVICE - INTEREST	-	16,380	16,380	15,503	(877)
5-612-60200 DEBT SERVICE - INTEREST	-	41,200	41,200	39,974	(1,226)
5-612-60201 PAYING AGENT FEE	-	806	806	806	-
5-612-95100 TRANSFER TO FUND 604	-	-	-	500,000	500,000
TOTAL APPROPRIATIONS	442,731	1,343,080	1,065,595	866,953	(476,127)
ENDING BALANCE	\$1,410,531	\$ 395,427	\$ 714,189	\$ 227,336	\$(168,091)

CITY OF HITCHCOCK – OTHER FUNDS

FY2024 ADOPTED Annual Operating & Capital Budget

TIRZ One Harborwalk – Fund 602

	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
AVAILABLE FUNDS					
BEGINNING FUND BALANCE	\$ 77,730	\$ 571,863	\$ 571,863	\$ 261,858	\$ (310,005)
REVENUES					
4-000-19000 TAX REVENUE CITY SHARE (333)	593,929	623,949	633,110	664,766	40,817
4-000-19020 TAX REVENUE COM (605)	-	-	-	-	-
4-000-60100 INTEREST	691	500	3,000	3,120	2,620
4-000-60300 INTEREST INCOME-OTHER			-		
4-000-90100 TRNSR IN FROM RESERVE		31,000	31,000	33,000	2,000
4-000-98000 TIRZ BOND PROCEEDS		3,490,000	-	-	(3,490,000)
TOTAL REVENUES	594,620	4,145,449	667,110	700,886	(3,444,564)
TOTAL AVAILABLE FUNDS	672,350	4,717,312	1,238,973	962,744	(3,754,569)
APPROPRIATIONS					
5-000-31010 LEGAL FEES	487	-	57,652	-	-
5-000-33050 ADMINISTRATIVE FEE	100,000	25,000	79,235	25,000	-
5-000-49997 TRNSFR TO BOND HOLDER		3,490,000	-	-	(3,490,000)
5-000-60100 DEBT SERVICE PRINCIPAL	-	310,000	310,000	330,000	20,000
5-000-60200 DEBT SERVICE INTEREST	-	180,478	180,478	165,360	(15,118)
5-000-60201 PAYING AGENT FEE	-	750	750	750	-
5-000-60202 BOND ISSUANCE COST	-	43,250	-	-	(43,250)
5-000-60901 BOND COUNSEL	-	50,000	-	-	(50,000)
5-000-60902 FINANCIAL ADVISOR	-	19,000	-	-	(19,000)
5-000-70100 TRNSFR TO RESERVE FUND	-	349,000	349,000	-	(349,000)
TOTAL APPROPRIATIONS	100,487	4,467,478	977,115	521,110	(3,946,368)
ENDING BALANCE	\$ 571,863	\$ 249,834	\$ 261,858	\$ 441,634	\$ 191,800

CITY OF HITCHCOCK – OTHER FUNDS
FY2024 ADOPTED Annual Operating & Capital Budget
DEA Drug Forfeiture – Fund 209

	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
AVAILABLE FUNDS					
Beginning Fund Balance	4,274	4,639	4,639	4,639	\$ -
REVENUES					
4-000-89000 SEIZED FUNDS	20,687	-	-	-	\$ -
4-000-60100 INTEREST INCOME	(22)	-	-	-	\$ -
TOTAL REVENUES	\$ 20,665	\$ -	\$ -	\$ -	\$ -
TOTAL AVAILABLE FUNDS	\$ 24,939	\$ 4,639	\$ 4,639	\$ 4,639	\$ -
APPROPRIATIONS					
5-000-20140 LAW ENF. SUPPLIES	5,047	-	-	-	-
5-000-49925 REFUND & REIMBURSEMENT	15,253	1,852	-	4,639	2,787
5-000-51120 EQUIPMENT PURCHASES	-	-	-	-	-
TOTAL APPROPRIATIONS	\$ 20,300	\$ 1,852	\$ -	\$ 4,639	2,787
ENDING BALANCE	\$ 4,639	\$ 2,787	\$ 4,639	\$ -	\$ (2,787)

CITY OF HITCHCOCK – OTHER FUNDS

FY2024 ADOPTED Annual Operating & Capital Budget

Police Department Donation – Fund 201

	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
AVAILABLE FUNDS					
Beginning Fund Balance	3,221	621	621	621	\$ -
REVENUES					
4-000-88000 DONATIONS	-	-	-	-	-
INTEREST	-	-	-	-	-
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL AVAILABLE FUNDS	\$ 3,221	\$ 621	\$ 621	\$ 621	-
APPROPRIATIONS					
TRAVEL & TRAINING	-	-	-	-	-
5-000-20140 GENERAL SUPPLIES	2,600	621	-	621	-
SPECIAL EQUIPMENT	-	-	-	-	-
TOTAL APPROPRIATION	\$ 2,600	\$ 621	\$ -	\$ 621	\$ -
ENDING BALANCE	\$ 621	\$ -	\$ 621	\$ -	\$ -

CITY OF HITCHCOCK – OTHER FUNDS
FY2024 ADOPTED Annual Operating & Capital Budget
Police Department Training – Fund 212

	FY 2022	FY 2023	FY 2023	FY 2024	BUDGET
	ACTUAL	ADOPTED	ESTIMATED	ADOPTED	CHANGE
AVAILABLE FUNDS					
Beginning Fund Balance	\$ 1,460	\$ 765	\$ 765	\$ 3,288	\$ 2,523
REVENUES					
LEOSE ALLOTMENT	-	1,460	2,523	-	(1,460)
INTEREST	-	-	-	-	-
TOTAL REVENUES	-	1,460	2,523	-	(1,460)
TOTAL AVAILABLE FUNDS	1,460	2,225	3,288	3,288	1,063
APPROPRIATIONS					
5-000-49040 TRAVEL & TRAINING	695	2,225	-	3,288	1,063
BANK FEES	-	-	-	-	-
SPECIAL EQUIPMENT	-	-	-	-	-
TOTAL APPROPRIATIONS	695	2,225	-	3,288	1,063
ENDING FUND BALANCE	\$ 765	\$ -	\$ 3,288	\$ -	\$ -

CITY OF HITCHCOCK – OTHER FUNDS
FY2024 ADOPTED Annual Operating & Capital Budget
Municipal Court Building Security - Fund 202

	FY 2022	FY 2023	FY 2023	FY 2024	BUDGET
	ACTUAL	ADOPTED	ESTIMATED	ADOPTED	CHANGE
AVAILABLE FUNDS					
Beginning Fund Balance	41,311	46,310	46,310	14,270	\$ (32,040)
REVENUES					
4-000-31000 SECURITY FEE	6,254	5,000	5,000	5,000	-
INTEREST INCOME	-	-	-	-	-
TOTAL REVENUES	<u>\$ 6,254</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>-</u>
TOTAL AVAILABLE FUNDS	<u>\$ 47,565</u>	<u>\$ 51,310</u>	<u>\$ 51,310</u>	<u>\$ 19,270</u>	<u>(32,040)</u>
APPROPRIATIONS					
5-000-33220 SECURITY SYSTEM	1,255	2,100	6,040	2,580	480
5-000-42030 BLDG REPAIR & MAINT.	-	40,500	31,000	16,690	(23,810)
COURT SECURITY	-	-	-	-	-
TOTAL APPROPRIATIONS	<u>\$ 1,255</u>	<u>\$ 42,600</u>	<u>\$ 37,040</u>	<u>\$ 19,270</u>	<u>(23,330)</u>
ENDING BALANCE	<u>\$ 46,310</u>	<u>\$ 8,710</u>	<u>\$ 14,270</u>	<u>\$ -</u>	<u>(8,710)</u>

CITY OF HITCHCOCK – OTHER FUNDS
FY2024 ADOPTED Annual Operating & Capital Budget
Municipal Court Technology – Fund 203

	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
AVAILABLE FUNDS					
Beginning Fund Balance	-94	5,655	5,655	10,455	\$ 4,800
REVENUES					
4-000-3101C TECHNOLOGY FEE	5,749	5,020	4,800	4,800	(220)
INTEREST INCOME	-	-	-	-	-
TRANSFER IN	-	-	-	-	-
TOTAL REVENUES	\$ 5,749	\$ 5,020	\$ 4,800	\$ 4,800	(220)
TOTAL AVAILABLE FUNDS	\$ 5,655	\$ 10,675	\$ 10,455	\$ 15,255	\$ 4,580
APPROPRIATIONS					
OFFICE SUPPLIES	-	-	-	-	-
5-000-4103C COMPUTER SOFTWARE	-	9,070	-	15,255	6,185
COMPUTER HARDWARE	-	-	-	-	-
COMPUTER MAINTENANCE	-	-	-	-	-
EQUIPMENT PURCHASES	-	-	-	-	-
BANK FEES	-	-	-	-	-
TOTAL APPROPRIATIONS	\$ -	\$ 9,070	\$ -	\$ 15,255	6,185
ENDING BALANCE	\$ 5,655	\$ 1,605	\$ 10,455	\$ -	(1,605)

CITY OF HITCHCOCK – OTHER FUNDS

FY2024 ADOPTED Annual Operating & Capital Budget

Municipal Court Truancy Prevention – Fund 220

	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
AVAILABLE FUNDS					
Beginning Fund Balance	-	16,658	21,158	21,194	\$ 4,536
REVENUES					
4-000-31020 TRUANCY FEE	4,772	4,500	36	40	(4,460)
INTEREST INCOME	-	-	-	-	-
4-000-90100 TRANSFER IN/OUT	11,886	-	-	-	-
TOTAL REVENUES	\$ 16,658	\$ 4,500	\$ 36	\$ 40	(4,460)
TOTAL AVAILABLE FUNDS	\$ 16,658	\$ 21,158	\$ 21,194	\$ 21,234	\$ 76
APPROPRIATIONS					
5-220-11001 SALARY	-	-	-	-	-
5-220-12001 SOCIAL SECURITY	-	-	-	-	-
5-220-12002 RETIREMENT	-	-	-	-	-
5-220-12101 HEALTH INSURANCE	-	-	-	-	-
5-220-12102 DENTAL INSURANCE	-	-	-	-	-
5-220-12103 LIFE INSURANCE	-	-	-	-	-
5-220-12104 VISION	-	-	-	-	-
5-220-12201 UNEMPLOYMENT	-	-	-	-	-
5-220-12202 WORKERS COMPENSATION	-	-	-	-	-
TOTAL APPROPRIATIONS	\$ -	\$ -	\$ -	\$ -	-
ENDING BALANCE	\$ 16,658	\$ 21,158	\$ 21,194	\$ 21,234	76

CITY OF HITCHCOCK – OTHER FUNDS
FY2024 ADOPTED Annual Operating & Capital Budget
Municipal Court Jury – Fund 221

	FY 2022	FY 2023	FY 2023	FY 2024	BUDGET
	ACTUAL	ADOPTED	ESTIMATED	ADOPTED	CHANGE
AVAILABLE FUNDS					
Beginning Fund Balance	\$ -	\$ 343	\$ 343	\$ 448	\$ 105
REVENUES					
4-000-31030 JURY FEE	124	105	105	131	26
INTEREST INCOME	-	-	-	-	-
4-000-90100 TRANSFER IN/OUT	219	-	-	-	-
TOTAL REVENUES	<u>\$ 343</u>	<u>\$ 105</u>	<u>\$ 105</u>	<u>\$ 131</u>	<u>26</u>
TOTAL AVAILABLE FUNDS	<u>\$ 343</u>	<u>\$ 448</u>	<u>\$ 448</u>	<u>\$ 579</u>	<u>\$ 131</u>
APPROPRIATIONS					
5-000-40030 JURY TRIAL	-	430	-	579	149
BANK FEES	-	-	-	-	-
TOTAL APPROPRIATIONS	<u>\$ -</u>	<u>\$ 430</u>	<u>\$ -</u>	<u>\$ 579</u>	<u>149</u>
ENDING BALANCE	<u>\$ 343</u>	<u>\$ 18</u>	<u>\$ 448</u>	<u>\$ -</u>	<u>\$ (18)</u>

CITY OF HITCHCOCK – OTHER FUNDS

FY2024 ADOPTED Annual Operating & Capital Budget

Hotel Occupancy Tax – Fund 205

	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
AVAILABLE FUNDS					
Beginning Fund Balance	9,324	16,373	16,373	26,373	\$ 10,000
REVENUES					
4-000-13100 HOTEL/MOTEL TAX	7,049	20,000	35,000	35,000	15,000
INTEREST INCOME	-	-	-	-	-
TOTAL REVENUES	\$ 7,049	\$ 20,000	\$ 35,000	\$ 35,000	\$ 15,000
TOTAL AVAILABLE FUNDS	\$ 16,373	\$ 36,373	\$ 51,373	\$ 61,373	\$ 25,000
APPROPRIATIONS					
PROFESSIONAL SERVICES	-	-	-	-	-
TRAVEL & TRAINING	-	-	-	-	-
5-000-49740 TOURISM	-	30,000	25,000	40,000	10,000
SPECIAL EVENTS	-	-	-	-	-
BANK FEES	-	-	-	-	-
TOTAL APPROPRIATIONS	\$ -	\$ 30,000	\$ 25,000	\$ 40,000	\$ 10,000
ENDING BALANCE	\$ 16,373	\$ 6,373	\$ 26,373	\$ 21,373	\$ 15,000

CITY OF HITCHCOCK – OTHER FUNDS
FY2024 ADOPTED Annual Operating & Capital Budget
Parks – Fund 208

	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
AVAILABLE FUNDS					
Beginning Fund Balance	5,273	5,273	5,273	5,273	\$ -
REVENUES					
DONATIONS	-	-	-	-	-
INTEREST INCOME	-	-	-	-	-
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL AVAILABLE FUNDS	\$ 5,273	\$ 5,273	\$ 5,273	\$ 5,273	\$ -
APPROPRIATIONS					
PROFESSIONAL SERVICES	-	-	-	-	-
5-000-42030 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	\$ -	\$ -

GRANTS

CITY OF HITCHCOCK – GRANTS

FY2024 ADOPTED Annual Operating & Capital Budget

HGAC-MIT MOD Grant – Fund 222

	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
AVAILABLE FUNDS					
BEGINNING FUND BALANCE	-	-	-	-	\$ -
REVENUES					
4-000-40100 GRANT FUNDS	-	-	-	3,864,200	3,864,200
4-000-95100 TRANSFER/MATCH	-	-	-	-	-
TOTAL REVENUES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$3,864,200</u>	<u>\$3,864,200</u>
TOTAL AVAILABLE FUNDS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$3,864,200</u>	<u>3,864,200</u>
APPROPRIATIONS					
5-000-58110 MITIGATION PROJECTS	-	-	-	-	-
5-000-58111 ENGINEERING	-	-	-	470,000	470,000
5-000-58112 ADMINISTRATION	-	-	-	232,000	232,000
5-000-58114 ENVIRONMENTAL	-	-	-	7,500	7,500
5-000-58113 CONSTRUCTION	-	-	-	3,154,700	3,154,700
TOTAL APPROPRIATIONS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$3,864,200</u>	<u>\$3,864,200</u>
ENDING BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Awarded June 30, 2023
 GLO CDBG Mitigation \$3,864,200
 No Match
 Grant Works/SPI
 WWTP Improvements-Solid Handling
 Contract #
 Contract End Date
 Application 2022-100140-RMP
 GrantWorks
 SPI Engineering

CITY OF HITCHCOCK – GRANTS

FY2024 ADOPTED Annual Operating & Capital Budget

TX Community Development Grant-MIT Grant – Fund 213

	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
AVAILABLE FUNDS					
BEGINNING FUND BALANCE	\$ -	\$ 36,350	\$ 36,350	\$ 36,350	\$ -
REVENUES					
4-000-40100 GRANT FUNDS	217,339	162,406	157,167	2,556,029	2,393,623
4-000-95100 TRANSFER/MATCH	36,350	-	-	36,350	36,350
TOTAL REVENUES	253,689	162,406	157,167	2,592,379	2,429,973
TOTAL AVAILABLE FUNDS	253,689	198,756	193,517	2,628,729	2,429,973
APPROPRIATIONS					
5-000-58110 GRANT EXPENDITURES	-	-	-	-	-
5-000-58111 ENGINEERING	-	162,406	157,167	279,408	117,002
5-000-58112 ADMINISTRATION	217,339	-	-	106,600	106,600
5-000-58114 ENVIRONMENTAL	-	-	-	5,250	5,250
5-000-58113 CONSTRUCTION	-	-	-	2,237,471	2,237,471
TOTAL APPROPRIATIONS	217,339	162,406	157,167	2,628,729	2,466,323
ENDING BALANCE	\$ 36,350	\$ 36,350	\$ 36,350	\$ -	\$ (36,350)

Awarded June 2021
 GLO CDBG Mitigation \$3,598,615
 Match \$36,350
 Grant Works/SPI
 WWTP & Delasandri
 Contract #22-085--064-D321
 Contract End Date

CITY OF HITCHCOCK – GRANTS
FY2024 ADOPTED Annual Operating & Capital Budget
American Rescue Plan – Fund 216

	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
AVAILABLE FUNDS					
BEGINNING FUND BALANCE	\$ 1,962,916	\$ 1,962,916	\$ 1,962,916	\$ 1,924,476	\$ (38,440)
REVENUES					
4-000-40100 GRANT FUNDS	-	-	-	-	-
TOTAL REVENUES	-	-	-	-	-
TOTAL AVAILABLE FUNDS	<u>1,962,916</u>	<u>1,962,916</u>	<u>1,962,916</u>	<u>1,924,476</u>	<u>(38,440)</u>
APPROPRIATIONS					
5-000-58111 ENGINEERING	-	120,000	-	120,000	-
5-000-58112 ADMINISTRATION	-	105,400	38,440	85,560	(19,840)
5-000-58113 CONSTRUCTION	-	-	-	1,718,916	1,718,916
CONTINGENCY	-	-	-	-	-
TOTAL APPROPRIATIONS	-	<u>225,400</u>	<u>38,440</u>	<u>1,924,476</u>	<u>1,699,076</u>
ENDING BALANCE	<u>\$ 1,962,916</u>	<u>\$ 1,737,516</u>	<u>\$ 1,924,476</u>	<u>\$ -</u>	<u>\$ (1,737,516)</u>

Total \$1,962,915.76
1st Traunch \$980,489
2nd Traunch \$982,426.76
Funds must be expended
by December 31, 2026
22-085-064-D321

CITY OF HITCHCOCK – GRANTS

FY2024 ADOPTED Annual Operating & Capital Budget

TX Department of Transportation TA Grant – Fund 217

	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
AVAILABLE FUNDS					
BEGINNING FUND BALANCE	-	-	-	-	\$ -
REVENUES					
4-000-40100 GRANT FUNDS	-	1,970,361	-	-	(1,970,361)
TRANSFER/MATCH		-		-	-
TOTAL REVENUES	\$ -	\$ 1,970,361	\$ -	\$ -	\$(1,970,361)
TOTAL AVAILABLE FUNDS	\$ -	\$ 1,970,361	\$ -	\$ -	(1,970,361)
APPROPRIATIONS					
5-000-58111 ENGINEERING	-	480,905	-	-	(480,905)
5-000-58112 ADMINISTRATIVE	-	52,630	-	-	(52,630)
5-000-58113 CONSTRUCTION	-	1,436,826	-	-	(1,436,826)
TOTAL APPROPRIATIONS	\$ -	\$ 1,970,361	\$ -	\$ -	\$(1,970,361)
ENDING BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -

TXDOT TA Sidewalk Project
 No Match
 Grant Award \$1,970,361

CITY OF HITCHCOCK – GRANTS

FY2024 ADOPTED Annual Operating & Capital Budget

TDEM Hazard Mitigation Grant Winter Weather – Fund 218

	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
AVAILABLE FUNDS					
BEGINNING FUND BALANCE	-	-	-	-	\$ -
REVENUES					
4-000-40100 GRANT FUNDS	105,539	712,449	-	-	(712,449)
4-000-90100 TRANSFER IN	-	-	-	-	-
GRANT MATCH	-	-	-	-	-
TOTAL REVENUES	<u>\$ 105,539</u>	<u>\$ 712,449</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (712,449)</u>
TOTAL AVAILABLE FUNDS	<u>\$ 105,539</u>	<u>\$ 712,449</u>	<u>\$ -</u>	<u>\$ -</u>	<u>(712,449)</u>
APPROPRIATIONS					
5-000-20140 MATERIAL & SUPPLIES	9,159	-	-	-	-
5-000-33910 CONTRACT SERVICES	96,380	-	-	-	-
5-000-58111 ENGINEERING	-	588,801	-	-	(588,801)
5-000-58112 ADMINISTARTIVE	-	123,648	-	-	(123,648)
5-000-58113 CONSTRUCTION	-	-	-	-	-
TOTAL APPROPRIATIONS	<u>\$ 105,539</u>	<u>\$ 712,449</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (712,449)</u>
ENDING BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

FEMA-DR-4586
TDEM
DR 4586 PA-06-TX-PW-00411
PW-411/PW335

CITY OF HITCHCOCK – GRANTS

FY2024 ADOPTED Annual Operating & Capital Budget

TDEM Hazard Mitigation Grant DR-4485 Fund

	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
AVAILABLE FUNDS					
BEGINNING FUND BALANCE	-	-	-	-	\$ -
REVENUES					
4-000-40100 GRANT FUNDS	-	-	-	712,449	712,449
4-000-90100 TRANSFER IN	-	-	-	-	-
GRANT MATCH	-	-	-	247,295	247,295
TOTAL REVENUES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 959,744</u>	<u>\$ 959,744</u>
TOTAL AVAILABLE FUNDS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 959,744</u>	<u>959,744</u>
APPROPRIATIONS					
5-000-58125 GENERATORS	-	-	-	-	-
ADMINISTRATIVE	-	-	-	-	-
5-000-58111 ENGINEERING	-	-	-	588,801	588,801
5-000-58112 PROJECT MANAGEMENT	-	-	-	123,648	123,648
CONSTRUCTION	-	-	-	-	-
TOTAL APPROPRIATIONS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 712,449</u>	<u>\$ 712,449</u>
ENDING BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 247,295</u>	<u>\$ 247,295</u>

90%/10% match 250,000/62500

Pending application

Generators

Severe Winter Storm

\$2,472,947

CITY OF HITCHCOCK – GRANTS

FY2024 ADOPTED Annual Operating & Capital Budget

Texas Department of Agriculture 2021-2022 Community Development Grant – Fund 219

	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
AVAILABLE FUNDS					
BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ 52,500	\$ 52,500
REVENUES					
4-000-40100 GRANT FUNDS	-	350,000	21,144	328,856	(21,144)
4-000-90100 TRANSFER IN	-	52,500	52,500	-	(52,500)
GRANT MATCH	-	-	-	-	-
TOTAL REVENUES	-	402,500	73,644	328,856	(73,644)
TOTAL AVAILABLE FUNDS	-	402,500	73,644	381,356	(21,144)
APPROPRIATIONS					
5-000-58110 WATERLINE IMPROVEMENT	-	402,500	-	52,500	(350,000)
5-000-58111 ENGINEERING	-	-	-	27,500	27,500
5-000-58112 ADMINISTRATION	-	-	21,144	17,500	17,500
5-000-58113 CONSTRUCTION	-	-	-	283,856	283,856
TOTAL APPROPRIATIONS	-	402,500	21,144	381,356	(21,144)
ENDING BALANCE	\$ -	\$ -	\$ 52,500	\$ -	\$ -

TDA 2021-2022
 15% Match \$52,500
 Award \$350,000
 Waterline Improvements
 CDV-21-0008
 Kaluza Engineer
 GrantWorks

CAPITAL PROJECTS

CITY OF HITCHCOCK – CAPITAL

FY2024 ADOPTED Annual Operating & Capital Budget

WW/WWTP/Water Capital Improvement Projects (PSI)

	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
AVAILABLE FUNDS					
BEGINNING FUND BALANCE	-	-	-	4,046,200	\$ 4,046,200
REVENUES					
4-000- LOAN FUNDS		12,000,000	12,000,000	-	(12,000,000)
TRANSFER IN WATER					-
TRANSFER IN SEWER					-
					-
TOTAL REVENUES	\$ -	\$12,000,000	\$ 12,000,000	\$ -	\$(12,000,000)
TOTAL AVAILABLE FUNDS	\$ -	\$12,000,000	\$ 12,000,000	\$ 4,046,200	(7,953,800)
APPROPRIATIONS					
PROFESSIONAL SERVICES					
ENGINEERING	-	-	-	-	-
CONSTRUCTION	-	-	-	-	-
TOTAL PROFESSIONAL SERVICE	-	-	-	-	-
CAPITAL OUTLAY					
WATER METER REPLACEMENT	-	1,977,000	1,977,000		(1,977,000)
WATER SYSTEM ELECTRICAL	-	900,000	900,000		(900,000)
WATER SYSTEM SAFETY IMPROV'	-	450,000	450,000		(450,000)
WWTP GRIT REMOVAL & DISP	-	1,678,000	1,678,000		(1,678,000)
WWTP ELECTRICAL IMPROVE	-	900,000	900,000		(900,000)
SEWER SCADA IMPROVEMENTS	-	1,500,000	1,500,000		(1,500,000)
WW SAFETY IMPROVEMENTS	-	450,000	450,000		(450,000)
WWTP GRIT REMOVAL SYSTEM	-	4,145,000	98,800	161,200	(3,983,800)
TOTAL CAPITAL OUTLAY	-	12,000,000	7,953,800	161,200	(11,838,800)
DEBT SERVICE					
DEBT PRINCIPAL	-	-	-	-	-
DEBT INETERST	-	-	-	-	-
TOTAL DEBT SERVICE	-	-	-	-	-
CONTINGENCY					
TOTAL APPROPRIATIONS	\$ -	\$12,000,000	\$ 7,953,800	\$ 161,200	\$(11,838,800)
ENDING BALANCE	\$ -	\$ -	\$ 4,046,200	\$ 3,885,000	\$ 3,885,000

CITY OF HITCHCOCK – CAPITAL

FY2024 ADOPTED Annual Operating & Capital Budget

City Hall Reconstruction & Parking Lot Project – Fund 401

	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
AVAILABLE FUNDS					
BEGINNING FUND BALANCE	\$ 1,006,905	\$ 915,631	\$ 915,631	\$ -	\$ (915,631)
REVENUES					
4-000-98100 BOND FUNDS	-	-	-	-	-
4-000-90100 GEN.FUND TRSFR IN		1,245,135	1,273,716	-	(1,245,135)
TOTAL REVENUES	-	1,245,135	1,273,716	-	(1,245,135)
TOTAL AVAILABLE FUND:	1,006,905	2,160,766	2,189,347	-	(2,160,766)
APPROPRIATIONS					
5-000-54120 CONSTRUCTION	-	1,882,700	1,911,281	-	(1,882,700)
5-000-54121 ENGINEERING	-	17,500	17,500	-	(17,500)
5-000-54122 LANDSCAPE	-	75,000	75,000	-	(75,000)
5-000-54123 FURN.FIX. & EQUIP.	-	73,584	73,584	-	(73,584)
5-000-54124 TECHNOLOGY	-	-	-	-	-
5-000-54125 ARCHITECTURAL	-	-	-	-	-
5-000-54126 PROFESSIONAL SERVICE!	-	-	-	-	-
5-000-54129 RELOCATE EXPENSES	-	-	-	-	-
5-000-54130 MISC EXPENSES	-	2,059	2,059	-	(2,059)
5-000-54135 CONTINGENCY	-	14,254	14,254	-	(14,254)
5-000-60202 BOND ISSUANCE COST	-	-	-	-	-
5-000-60901 BOND COUNSEL	-	-	-	-	-
5-000-60902 FINANCIAL ADVISOR	-	-	-	-	-
5-000-60903 PROFESSIONAL SERVICE!	91,274	95,669	95,669	-	(95,669)
TOTAL APPROPRIATIONS	91,274	2,160,766	2,189,347	-	(2,160,766)
ENDING BALANCE	\$ 915,631	\$ -	\$ -	\$ -	\$ -

DEBT SERVICES

CITY OF HITCHCOCK – DEBT SERVICES
FY2024 ADOPTED Annual Operating & Capital Budget
2021 Certificate of Obligation Debt Service – Fund 301

	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2023 ESTIMATED	FY 2024 ADOPTED	BUDGET CHANGE
AVAILABLE FUNDS					
BEGINNING FUND BALANCE	-	68,002	68,002	45,612	\$ (22,390)
REVENUES					
4-000-10100 AD VALOREM TAX	149,935	46,659	59,419	69,136	22,477
4-000-10200 PROPERTY TAX DELINQUENT	(765)				
4-000-10300 PROPERTY TAX P&I	113	-	-	-	-
TRANSFER FROM GF	-	-	-	-	-
TOTAL REVENUES	<u>\$149,283</u>	<u>\$ 46,659</u>	<u>\$ 59,419</u>	<u>\$ 69,136</u>	<u>\$ 22,477</u>
TOTAL AVAILABLE FUNDS	<u>\$149,283</u>	<u>\$ 114,661</u>	<u>\$ 127,421</u>	<u>\$ 114,748</u>	<u>87</u>
APPROPRIATIONS					
5-000-60100 DEBT SERVICE PRINCIPAL	65,000	65,000	65,000	65,000	-
5-000-60200 DEBT SERVICE INTEREST	16,281	16,669	16,809	15,531	(1,138)
PAYING AGENT FEE	-	-	-	-	-
TOTAL APPROPRIATIONS	<u>\$ 81,281</u>	<u>\$ 81,669</u>	<u>\$ 81,809</u>	<u>\$ 80,531</u>	<u>\$ (1,138)</u>
ENDING BALANCE	<u>\$ 68,002</u>	<u>\$ 32,992</u>	<u>\$ 45,612</u>	<u>\$ 34,217</u>	<u>\$ 1,225</u>

Texas First Bank

**CITY OF HITCHCOCK, TEXAS
GENERAL OBLIGATION SERIES 2020**

Period Ending	Principal	Interest	Debt Service
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
7/15/2038	\$60,000	\$1,170.00	\$61,170.00
Total	\$795,000	\$129,772.50	\$924,772.50

General Obligation Refunding Bonds, Series 2020

USDA Water Line Project 2020 Refunding Bonds
(2006 Certificates of Obligation)

**CITY OF HITCHCOCK, TEXAS
2021 CERTIFICATES OF OBLIGATION**

Period Ending	Principal	Interest	Debt Service
2/1/2024	\$65,000	\$15,531.25	\$80,531.25
2/1/2025	\$65,000	\$14,393.75	\$79,393.75
2/1/2026	\$65,000	\$13,256.25	\$78,256.25
2/1/2027	\$65,000	\$12,118.75	\$77,118.75
2/1/2028	\$70,000	\$10,937.50	\$80,937.50
2/1/2029	\$70,000	\$9,712.50	\$79,712.50
2/1/2030	\$70,000	\$8,487.50	\$78,487.50
2/1/2031	\$70,000	\$7,262.50	\$77,262.50
2/1/2032	\$75,000	\$5,993.75	\$80,993.75
2/1/2033	\$75,000	\$4,681.25	\$79,681.25
2/1/2034	\$75,000	\$3,368.75	\$78,368.75
2/1/2035	\$75,000	\$2,056.25	\$77,056.25
2/1/2036	\$80,000	\$700.00	\$80,700.00
Total	\$920,000	\$108,500	\$1,028,500

City Hall Building Renovation and Parking Lot

CITY OF HITCHCOCK, TEXAS

TIRZ Series 2022 Bonds*

Period Ending	Principal	Interest	Debt Service
6/1/2024	\$330,000	\$165,360	\$495,360
6/1/2025	\$345,000	\$148,200	\$493,200
6/1/2026	\$365,000	\$130,260	\$495,260
6/1/2027	\$385,000	\$111,280	\$496,280
6/1/2028	\$405,000	\$91,260	\$496,260
6/1/2029	\$425,000	\$70,200	\$495,200
6/1/2030	\$450,000	\$48,100	\$498,100
6/1/2031	\$475,000	\$24,700	\$499,700
Total	\$3,180,000	\$789,360	\$3,969,360

CITY OF HITCHCOCK, TEXAS

GOVERNMENT CAPITAL *

Period Ending	Principal	Interest	Debt Service
12/29/2023	\$38,345.35	\$4,456.79	\$42,802.14
12/29/2024	\$39,414.04	\$3,388.10	\$42,802.14
12/29/2025	\$40,512.51	\$2,289.63	\$42,802.14
12/29/2026	\$41,641.57	\$1,160.57	\$42,802.14
Total	\$159,913.47	\$11,295.09	\$171,208.56

* Contract No. 9761 Crane Truck & Mini Excavator

CITY OF HITCHCOCK, TEXAS

GOVERNMENT CAPITAL *

Period Ending	Principal	Interest	Debt Service
1/2/2024	\$49,000.98	\$3,338.06	\$52,339.04
1/2/2025	\$50,642.52	\$1,696.52	\$52,339.04
Total	\$99,643.50	\$5,034.58	\$104,678.08

*Contract No. 8941 Police Vehicles & Equipment

**CITY OF HITCHCOCK, TEXAS
GOVERNMENT CAPITAL ***

Period Ending	Principal	Interest	Debt Service
2/15/2024	\$122,935.39	\$14,304.50	\$137,239.89
2/15/2025	\$126,365.28	\$10,874.61	\$137,239.89
2/15/2026	\$129,890.87	\$7,349.02	\$137,239.89
2/15/2027	\$133,514.82	\$3,725.07	\$137,239.89
Total	\$512,706.36	\$36,253.20	\$548,959.56

* Contract No. 9166 Public Works Equipment

**CITY OF HITCHCOCK, TEXAS
PERFORMANCE SERVICES INC PROJECTION***

Period Ending	Principal	Interest	Debt Service
8/1/2023	0	446,642.58	446,642.58
8/1/2024	439,486.11	536,049.20	975,535.31
8/1/2025	479,630.02	516,530.29	996,160.31
8/1/2026	522,080.28	495,220.66	1,017,300.94
8/1/2027	566,953.45	472,016.60	1,038,970.05
8/1/2028	614,371.82	446,809.12	1,061,180.94
8/1/2029	664,463.42	419,483.68	1,083,947.10
8/1/2030	717,362.45	389,919.93	1,107,282.38
8/1/2031	773,209.64	357,991.42	1,131,201.06
8/1/2032	832,152.40	323,565.31	1,155,717.71
8/1/2033	894,345.19	286,502.07	1,180,847.26
8/1/2034	959,949.93	246,655.15	1,206,605.08
8/1/2035	1,029,136.19	203,870.61	1,233,006.80
8/1/2036	1,102,081.74	157,986.84	1,260,068.58
8/1/2037	1,178,972.82	108,834.10	1,287,806.92
8/1/2038	1,260,004.54	56,234.17	1,316,238.71
Total	12,034,200.00	5,464,311.73	17,498,511.73

* Master Equipment Lease Purchase Agreement for Water Meters, Aeration Basin, and , and Grit removal Sytem. 79.7% WW and 20.3% Water

HITCHCOCK ECONOMIC DEVELOPMENT CORPORATION
\$800,000 SERIES 2022 TAXABLE NOTE

Period Ending	Principal	Interest	Debt Service
9/5/2023	23,813.05	41,200.00	65,013.05
9/9/2024	25,039.42	39,973.63	65,013.05
9/9/2025	26,328.95	38,684.10	65,013.05
9/9/2026	27,684.89	37,328.16	65,013.05
9/9/2027	29,110.66	35,902.39	65,013.05
9/9/2028	30,609.86	34,403.19	65,013.05
9/9/2029	32,186.27	32,826.78	65,013.05
9/9/2030	33,843.86	31,169.19	65,013.05
9/9/2031	35,586.82	29,426.23	65,013.05
9/9/2032	37,419.54	27,593.51	65,013.05
9/9/2033	39,346.65	25,666.40	65,013.05
9/9/2034	41,373.00	23,640.05	65,013.05
9/9/2035	43,503.71	21,509.34	65,013.05
9/9/2036	45,744.15	19,268.90	65,013.05
9/9/2037	48,099.98	16,913.07	65,013.05
9/9/2038	50,577.13	14,435.92	65,013.05
9/9/2039	53,181.85	11,831.20	65,013.05
9/9/2040	55,920.71	9,092.34	65,013.05
9/9/2041	58,800.63	6,212.42	65,013.05
9/9/2042	61,828.87	3,184.18	65,013.05
Total	800,000.00	500,261.00	1,300,261.00

CITY OF HITCHCOCK, TEXAS
SERIES 2023 SO. TRANSMISSION LINE CONTRACT REVENUE BOND

Period Ending	Principal	Interest	Debt Service
9/30/2024	10,767.50	28,284.56	39,052.06
9/30/2025	11,505.00	27,746.28	39,251.28
9/30/2026	11,652.50	27,171.00	38,823.50
9/30/2027	12,390.00	26,588.36	38,978.36
9/30/2028	12,537.50	25,968.90	38,506.40
9/30/2029	13,422.50	25,341.98	38,764.48
9/30/2030	14,307.50	24,670.88	38,978.38
9/30/2031	15,192.50	23,955.50	39,148.00
9/30/2032	15,930.00	23,195.86	39,125.86
9/30/2033	16,077.50	22,399.40	38,476.90
9/30/2034	16,962.50	21,595.48	38,557.98
9/30/2035	17,847.50	20,747.38	38,594.88
9/30/2036	18,732.50	19,855.00	38,587.50
9/30/2037	19,765.00	18,918.36	38,683.36
9/30/2038	21,387.50	17,930.16	39,317.66
9/30/2039	22,272.50	16,860.78	39,133.28
9/30/2040	23,157.50	15,785.48	38,942.98
9/30/2041	24,042.50	14,859.18	38,901.68
9/30/2042	24,927.50	13,897.48	38,824.98
9/30/2043	25,812.50	12,900.38	38,712.88
9/30/2044	26,697.50	11,867.88	38,565.38
9/30/2045	27,730.00	10,788.54	38,518.54
9/30/2046	29,352.50	9,609.98	38,962.48
9/30/2047	30,385.00	8,362.54	38,747.54
9/30/2048	32,007.50	7,071.16	39,078.66
9/30/2049	33,040.00	5,710.82	38,750.82
9/30/2050	34,662.50	4,306.64	38,969.14
9/30/2051	35,695.00	2,833.50	38,528.50
9/30/2052	30,975.00	1,315.81	32,290.81
	629,235.00	490,539.27	1,119,774.27

FIVE-YEAR CAPITAL IMPROVEMENT PLAN

**CITY OF HITCHCOCK
FIVE YEAR CAPITAL IMPROVEMENT PLAN***

Department	Project Name	Project Description	Funding	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL
General Fund - Administration										
Administration	Municipal Building	TDEM Haz. Mit. Grant Severe Weather Generators	GF/G	\$ 23,586	\$ 106,135	\$ 106,135				\$ 235,856
		Total Administration		\$ 23,586	\$ 106,135	\$ 106,135	\$ -	\$ -	\$ -	\$ 235,856
Department	Project Name	Project Description	Funding	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL
General Fund - Police										
Police	Vehicle Replacement	Vehicle Replacement Fund	GF	\$ -	\$ -	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 260,000
Police	Facility	Public Safety Facility	CO	-	500,000	4,500,000				5,000,000
Police	Gov. Capital	Police Vehicles & Equipment (Gov. Capital)	GF	52,339	52,339					104,678
		Total Police		\$ 52,339	\$ 552,339	\$ 4,565,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 5,364,678
Department	Project Name	Project Description	Funding	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL
General Fund - Parks										
Parks	Parks Projects	Park Development & Improvements	G/D	\$ 25,000	\$ 25,000	\$ 30,000,000	\$ -	\$ -	\$ -	\$ 30,050,000
		Total Parks		\$ 25,000	\$ 25,000	\$ 30,000,000	\$ -	\$ -	\$ -	\$ 30,050,000
Department	Project Name	Project Description	Funding	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL
General Fund - Garage										
Public Works	Equipment Purchase	8401 Critical Facility Generator TDEM HM Grant	GF/G	14,546	65,456	65,456				145,458
		Total Garage		14,546	65,456	65,456	-	-	-	145,458
Department	Project Name	Project Description	Funding	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL
General Fund - Street & Drainage										
Public Works	Street Projects	Street & Drainage Equipment (Gov. Capital)	GF	\$ 78,227	\$ 78,227	\$ 78,227	\$ 78,227			\$ 312,908
Public Works	Street Projects	Street Maintenance	GF	440,000	100,000	100,000	100,000	100,000	100,000	940,000
Public Works	Drainage Projects	Debris Cleanup of Highland Bayou	G		582,400					582,400
Public Works	Street Projects	Street Rehab & Reconstruction	CO		5,000,000					5,000,000
Public Works	Drainage Projects	Drainage Improvement Projects	GF	200,000	100,000	100,000	100,000	100,000	100,000	700,000
		Total Street & Drainage		\$ 718,227	\$ 5,860,627	\$ 278,227	\$ 278,227	\$ 200,000	\$ -	\$ 7,535,308
Department	Project Name	Project Description	Funding	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL
Utility Fund - Water										
Public Works	Equipment Purchase	Equipment Replacement Loan (Gov. Capital)	UF	\$ 29,507	\$ 29,507	\$ 29,507	\$ 29,507	\$ -	\$ -	\$ 118,028
Public Works	Equipment Purchase	Equipment Loan - Mini Excavator (Gov. Capital)	UF	8,741	8,741	8,741	8,741	-	-	34,964
Public Works	Vehicle Replacement	Vehicle & Equipment Replacement Fund	UF		50,000	50,000	50,000	50,000	50,000	250,000
Public Works	Water Project	TDA CDBG 2021-2022 Grant Water Line Repl.(219)	G		350,000					350,000
Public Works	Water Project	TDA CDBG 2023-24 Grant Water Line Repl.	UF/G	50,000	225,000	225,000				500,000
Public Works	Water Project	TDEM Haz. Mit. Grant Sev. Weather Generators	UF/G	49,084	220,880	220,880				490,844
Public Works	Water Project	Water Line Replacement	UF	100,000	100,000	100,000	100,000	100,000	100,000	600,000
Public Works	Water Project	Highway 6 Water Line Extension to City Limits	G/SRF			890,000				890,000
Public Works	Water Project	N. MLK Water Line Extension	G/SRF			515,000				515,000
Public Works	Water Project	Gulf/Lincoln Water Line Extension	G/SRF			455,000				455,000
Public Works	Water Project	Water Line Extension - FM2004	G/SRF			800,000				800,000
Public Works	Water Project	Harborwalk Water Line Looping Extension	G/SRF				2,500,000			2,500,000
Public Works	Water Project	Blimp Base Interconnect Water Line Looping	G/SRF			530,000				530,000
Public Works	Water Project	Water Line Replacement - FM 519	G/SRF			1,000,000				1,000,000
Public Works	Water Project	Water Line Replacement - HWY6	G/SRF			225,000				225,000
Public Works	Water Project	Water Line Replacement - Delaney Road	G/SRF					700,000		700,000
Public Works	Water Project	Water Line Replacement - Matranga	G/SRF					300,000		300,000
Public Works	Water Project	Water Line Replacement - White	G/SRF						300,000	300,000
Public Works	Water Project	Water Line Replacement - 2nd St.	G/SRF						1,000,000	1,000,000
		Total Water		\$ 237,332	\$ 984,128	\$ 3,294,128	\$ 4,443,248	\$ 1,150,000	\$ 1,450,000	\$ 11,558,836

Department	Project Name	Project Description	Funding	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL
Utility Fund - Sewer										
Public Works	WWTP Improvements	WWTP Imp.GLO CDBG MIT GRANT \$3,598,315:	G	\$ 3,596,315						\$ 3,596,315
Public Works	WWTP Improvements	WWTP GLO CDBG 2023 GRANT (solids handling)	G		3,879,200					3,879,200
Public Works	Sewer Improvements	American Rescue Fund Projects \$1,962,916	G	981,458	981,458					1,962,916
Public Works	Equipment Replacement	Vehicle & Equipment Replacement Fund	UF		50,000	50,000	50,000	50,000	50,000	250,000
Public Works	Equipment Purchase	F750 Truck W/Crane Lease Payment (Gov. Capital)	UF	34,062	34,062	34,062	34,062			136,248
Public Works	Equipment Purchase	Equipment Replacement Loan(Gov. Capital)	UF	29,507	29,507	29,507	29,507			118,028
Public Works	Vehicle Replacement	TDEM Haz. Mit. Grant Severe Weather Generators	UF/G	160,080	720,358	720,358				1,600,796
Public Works	I&J Smoke Testing	Smoke Testing and I&J Repairs	UF	230,000	150,000					380,000
Public Works	I&J Smoke Testing	I&J Sewer Repairs	UF	115,000						115,000
Public Works	Sewer Improvements	Sanitary Sewer Improvements	UF	100,000	200,000	200,000	200,000			700,000
Public Works	WWTP Manhole Rehab	Manhole Restoration	UF/G/SRF	125,000	200,000	200,000	200,000	200,000		925,000
Total Wastewater				\$ 5,371,422	\$ 6,244,585	\$ 1,233,927	\$ 513,569	\$ 250,000	\$ 50,000	\$ 13,663,503

Grand Total \$ 6,442,452 \$ 13,838,270 \$ 39,542,873 \$ 5,300,044 \$ 1,665,000 \$ 1,565,000 \$ 68,553,639

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); (D) Donations
 * AMOUNTS SHOWN ARE ESTIMATED COSTS

Year	Make/Model	Type	Mileage/Hrs	Dept	2024	2025	2026	2027	2028	Replacement Value	Condition
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GENERAL FUND

1997	FORD	F450 Truck #275 (Asphalt Spaver)	VEHICLE	91,273	STREET	X				50,000	Fair
2012	FORD	F250 4 Dr Truck #227 (8475) #26	VEHICLE	77,174	STREET					35,000	Good
2012	FORD	F150 4X4 Truck #238 #1	VEHICLE	104,950	STREET					28,000	Good
2017	CHEVY	Silverado 1500 (6053) #30	VEHICLE	42,439	STREET					50,000	Good
2017	FORD	F150 1/2 T Crew Cab 05-7765 #11	VEHICLE	31,876	BUILD/FIRE						Good
2018	FORD	F350 #614 (3614) #31	VEHICLE	9,736	STREET						Good
2021	FORD	F350 Single Cab #388 (0388)	VEHICLE	12,356	GARAGE						
2021	FORD	Bronco Sport (6445)	VEHICLE	23,859	INSPECT					30,000	New
2022	GMC	Canyon PU	VEHICLE	8,907	CODE					45,000	Good
2021	FORD	F750 (8458)	VEHICLE	8,503	STREET						
	KOHLER #322	Emergency Generator (Diesel)	EQUIPMENT	205 HRS	POLICE					90,000	Good
2012	CHEVY	Caprice 8618	VEHICLE			X					Poor
2012	CHEVY	Tahoe #161	VEHICLE	134,948	POLICE					40,000	Poor
2012	CHEVY	Tahoe #005	VEHICLE	176,563	POLICE					40,000	Poor
2012	CHEVY	Tahoe #239	VEHICLE	149,341	POLICE					40,000	Poor
2017	FORD	Explorer #594	VEHICLE	89,437	POLICE					44,000	Good
2016	CHEVY	Tahoe #039	VEHICLE	133,086	POLICE					40,000	Good
2020	CHEVY #984	Tahoe #103	VEHICLE	76,789	POLICE					55,000	Good
2020	CHEVY #925	Tahoe #102	VEHICLE	99,595	POLICE					55,000	Good
2021	CHEVY #187	Tahoe #101	VEHICLE	104,159	POLICE					55,000	Good
2021	FORD	F150 Crew Cab #1907	VEHICLE	41,707	POLICE						Good
2022	CHEVY	Tahoe #5185	VEHICLE	59,814	POLICE						New
2014	HUMMER	HUMVEE (60719)	VEHICLE	24,637	POLICE						
2015	HUMMER	HUMVEE (51793)	VEHICLE	20,390	POLICE						
2022	CHEVY	Tahoe 4x2 Unit # 25RC 67	LEASE	22,677	POLICE						LEASE
2022	CHEVY	Tahoe 4x2 Unit #25RCBW	LEASE	23,058	POLICE						LEASE

UTILITY FUND

2010	FORD	F150 Water #430	VEHICLE	135,549	WATER					50,000	Good
2010	FORD	F150 4x4 Truck Water #447	VEHICLE	103,528	WATER	X				50,000	Poor
2011	FORD	F150 WASTE Water #423	VEHICLE	123,711	WATER	X				50,000	Fair
2012	FORD	F150 V8 Ext. Cab Water #428	VEHICLE	140,756	WATER	X				50,000	Fair
2012	FORD	F150 V8 Ext. Cab Water #429	VEHICLE	130,890	WATER					50,000	Good
2017	CHEVY	Silverado 1500	VEHICLE	78,334	WATER					50,000	Good
2013	FORD	F150 V6 Ext. Cab WW #405	VEHICLE	103,272	SEWER	X				50,000	Poor
2017	CHEVY	Silverado 1500 WW #455	VEHICLE	57,044	SEWER					50,000	Good
2017	CHEVY	Silverado 1500 Water #873	VEHICLE	67,154	WATER					50,000	Good
2021	FORD	F350 Single Cab WW #389	VEHICLE	7,827	SEWER					56,000	Good
2021	DODGE	Ram 5500 #3002 (1300)	VEHICLE	14,215	SEWER					156,945	Good
2023	DODGE	Ram PU 1500 # 3746	VEHICLE	3,299	WATER					65,000	New

PAY PLAN

CITY OF HITCHCOCK – FY2024 ADOPTED PAY PLAN

FY2024 ADOPTED Annual Operating & Capital Budget

Full Time Employees

Range	FLSA	Job Classification	Minimum	Midpoint	Maximum
101	NE	Meter Reader	16.50	19.39	22.28
	NE	Streets & Drainage Maint. Worker	34,320.00	40,331.20	46,342.40
	NE	Utility Worker Appentice			
102	NE	Customer Service Representative	17.82	20.94	24.06
	NE	Finance Clerk	37,065.60	43,555.20	50,044.80
	NE	Utility Worker I			
103	NE	Administrative Assistant	19.07	22.41	25.74
	NE	Deputy Court Clerk	39,665.60	46,612.80	53,539.20
	NE	Permit Clerk			
	NE	Utility Billing Specialist			
	NE	Utility Worker II			
104	NE	Account Technician	20.98	24.65	28.32
	NE	Equipment Operator	43,638.40	51,272.00	58,905.60
	NE	Mechanic			
	NE	Utility Mechanic			
	NE	Utility Worker III			
	NE	WWTP Operator I			
105	E	Accounting Manager	24.05	28.26	32.47
	NE	Code Compliance Officer	50,024.00	58,780.80	67,537.60
	NE	Community Development Specialist			
	NE	Court Clerk			
	NE	Crew Chief			
	NE	Police Officer*			
	NE	Warrant Officer*			
	NE	Water Plant Operator			
NE	WWTP Operator II				
106	NE	Environmental Compliance Officer	25.97	30.52	35.06
	NE	Police Sergeant**	54,017.00	63,481.60	72,924.80
	E	Street & Drainage Superintendent			
107	NE	Building Inspector	28.05	32.96	37.87
	E	Police Lieutenant	58,344.00	68,556.80	78,769.60
108	E	Building Official/Fire Marshal	30.86	36.26	41.66
	E	City Secretary	64,188.80	75,420.80	86,652.80
	E	Police Captain			
	E	Water Superintendent			
	E	Wastewater Superintendent			

CITY OF HITCHCOCK – FY2024 ADOPTED PAY PLAN

FY2024 ADOPTED Annual Operating & Capital Budget

Full Time Employees (Cont.)

Range	FLSA	Job Classification	Minimum	Midpoint	Maximum
109	E	Community Development Director	33.33	40.00	46.66
	E	Economic Development Director	69,326.40	83,200.00	97,052.80
	E	Public Works Operations Manager			
110	E	Police Chief	39.99	47.99	55.99
			83,179.20	99,819.20	116,459.20
111	E	Finance Director	43.99	52.79	61.59
			91,499.20	109,803.20	128,107.20
112	E	Public Works Director	48.39	58.07	67.75
			100,651.20	120,785.60	140,920.00

NE: Non-Exempt

E: Exempt

* 1. Police Officer applicants hired without a Basic Police Certification are paid \$22.90/hr., \$47,632 (5%) below the minimum of the range and are moved to the minimum once the basic Certification is obtained, and
 2. Police Officer applicants who pass an established physical agility, written exam, psychological, and background process are hired at \$26.00/hr.

**Police Sergeant applicants who pass an established physical agility, written Sergeant's exam, psychological, and background process are promoted or hired at \$28.08/hr.

Adopted 09182023

COMPREHENSIVE FEE SCHEDULE

CITY OF HITCHCOCK – FY2024 ADOPTED FEE SCHEDULE

FY2024 ADOPTED Fee Schedule

Adopted Fee Schedule – City Secretary

	FY 2023 ADOPTED	FY 2024 Adopted
CITY SECRETARY		
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	Remove	Remove
Fax Outgoing Long Distance	Remove	Remove
Fax Incoming	Remove	Remove
Return Check, ACH and/or credit card charges Fee	\$35	\$35
Voluntary Fees on Monthly Utility Bills		
Library Donation	\$1.10	\$1.25
Hitchcock Volunteer Fire Department Donation	\$7.00	\$7.00
Occupational Tax:		
Local Cartage Permit (E)	\$30	Remove/No longer Available
Beverage Cartage Permit (PE) Annual	\$20	Remove/No longer Available
Caterer's Permit (CB) Annual	\$500	Remove/No longer Available
Mixed Beverage Late Hours (LB) Annual	\$150	Remove/No longer Available
Package Store Permit (P) Annual	\$500	\$500
Wine Only Package Store (Q) Annual	\$75	\$75
Beer Retailer Off Premise (BF) License Annual	\$60	\$60
Retail Beer & Wine On Premise (BG) Annual	\$175	\$175
Retail Beer & Wine Off Premise (BQ) License Annual	\$60	\$60
Retail Beer On Premise (BE) Annual	\$150	\$150
(FB) Food & Beverage Certificate	\$1500 for First Renewal \$750 for 3rd and Subsequent	\$1500 for First Renewal \$750 for 3rd and Subsequent
Brewpub License (BP) Annual	\$500	\$500
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
Mixed Beverage Permit:		
Original	\$3,000	Remove/Addressed Above
1st Renewal	\$2,250	Remove/Addressed Above
2nd Renewal	\$1,500	Remove/Addressed Above
3rd Renewal and All Subsequent Renewals	\$750	Remove/Addressed Above
Peddler License		
Annual Peddler/Solicitor License	\$150	\$150
Late charge on Annual Peddler / Solicitors License Renewal	\$0	\$25
Annual Itinerant Vendor License	\$150	\$150
Late charge on Annual Itinerant License Renewal	\$0	\$25
Junk & Second Hand Dealer Permit	\$350	\$350
Sexually Oriented Business Application Fee	\$500	\$500
Credit Card Convience Fee	2.50%	2.50%

CITY OF HITCHCOCK – FY2024 ADOPTED FEE SCHEDULE

FY2024 ADOPTED Fee Schedule

Adopted Fee Schedule – Community Development

	FY 2023 ADOPTED	FY 2024 Adopted
Amusement Permits (Annual)		
License Establishment	\$5,000	\$5,000
Device Operation	\$1200.00/machine	\$1300.00/machine
Criminal Background Check / Badge	\$100/person	\$100/person
Badge renewal late fee	\$0	\$5
5 Devices or less	\$25.00/machine	\$100.00/machine
Machine Replacement Fee	\$0	\$108.33 p/month (Pro Rated)
Replacement Badge Fee	\$0	\$25
Machine License Fee Late Charge	\$0	\$5.00 per machine
PID/PUD Application Fee	\$100,000	\$100,000
TIRZ Application Fee	\$100,000	\$100,000
Mobile Home/RV Park License		
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
Mobile Home / RV Park License Fee Late Charge	\$0	\$ 5.00 per space
RV License Transfer	\$100	\$100
Vacant Structure Registry		
Registration Fee		\$50
Inspection Fee		\$75
Oil Wells & Chemical Transportation		
Drilling Permit	\$10,000 plus \$25,000 Cash Bond	\$10,000 plus \$25,000 Cash Bond
Supplemental Permit Deepen Oil Well	\$5,000	\$5,000
Oil Well Maintenance, Repair, Modification	\$500	\$500
Mineral Exploration Permit (Chapter 111)	\$1,000/mile or any portion	\$1,000/mile or any portion
Transportation of Industrial Waste/Chemicals Permit	\$1,500/year	\$1,500/year
Infrastructure :		
Infrastructure Plan Review Fee		
\$50,000 and less	1% of actual construction cost of the project	1% of actual construction 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
Infrastructure Permit Fee (Construction Portion)	1% of the actual construction cost of the project.	1% of the actual construction cost of the project.
FRANCHISE FEES (Chapter 117):		
Permit Fee		
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.

CITY OF HITCHCOCK – FY2024 ADOPTED FEE SCHEDULE

FY2024 ADOPTED Fee Schedule

Adopted Fee Schedule – Community Development (Continued)

	FY 2023 ADOPTED	FY 2024 Adopted
ROW or Use of City Property Rental Charge Fee:		
Gathering Line Franchise		
Initial Franchise Fee	\$5,000	\$5,000
First Year, per rod	\$25	\$25
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
Network Node Activity		
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	\$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	\$500.00 for up to 5 network nodes per application \$250.00 for each additional network node
Network Node Annual Site Rental Fee		
For Each Network Node not attached to City-owned pole	\$250	\$250
For Each Network Node attached to City-owned pole	\$270	\$270
PLATTING:		
Minor Plat/Minor Replat*		
<i>*Plats administratively reviewed & approved only.</i>		
Single & Two Family Residential	\$500 + \$30/Lot	\$500 + \$30/Lot + County F. Fees
Non-residential/Mixed Use/Other Residential	\$800 + \$40/acre	\$800 + \$40/acre + County F. Fees
Amending Plat*		
<i>*Plat administratively reviewed & approved only.</i>		
Single & Two Family Residential	\$300 + \$30/lot	\$300 + \$30/lot + County F. Fees
Non-residential/Mixed Use/Other Residential	\$500 + \$40/acre	\$500 + \$40/acre + County F. Fees
Preliminary/Final Plat/Replat*		
<i>*Consultant Fees & Legal Fees may apply</i>		
Single- & Two-Family Residential		
0 to 5 acres	\$500 + \$25/Lot	\$500 + \$25/Lot + County F. Fees
5+ to 10 acres	\$750 + \$25/Lot	\$750 + \$25/Lot + County F. Fees
10+ to 20 acres	\$1,000 + \$25/Lot	\$1,000 + \$25/Lot + County F. Fees
20+ to 50 acres	\$1,500 + \$25/Lot	\$1,500 + \$25/Lot + County F. Fees
50+ acres	\$2,000 + \$25/Lot	\$2,000 + \$25/Lot + County F. Fees
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 + County F. Fees

CITY OF HITCHCOCK – FY2024 ADOPTED FEE SCHEDULE

FY2024 ADOPTED Fee Schedule

Adopted Fee Schedule – Community Development (Continued)

	FY 2023 ADOPTED	FY 2024 Adopted
Extension of Plat Approval	\$250	\$250
Vacation of Plat	\$1,000	\$1,000
Exemption from Platting	\$500	\$500
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.
GENERAL FEES:		
<i>* Consultant Fees -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 bt the City to review development applicaions. Fee may be waived by City Administrator if project is minor in nature.</i>	Reimbursement due to City based on actual consultant fees incurred by City plus 15% 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 15% 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.
<i>*Legal Fees -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.</i>	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.
<i>Extension of Time -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.</i>	\$250 per extension	\$250 per extension
Postponement* <i>*On an agenda for which a public hearing was scheduled. Fee may be waived by City Manager at his/her discretion</i>	\$100	\$100
ZONING:		
Re-Zoning Application < 5 acres	\$350 + any required consulting/ legal fees.	\$350 + any required consulting/ legal fees + certified mail out fees
Re-Zoning Application > 5 acres	\$350 + any required consulting/ legal fees.	\$350 + any required consulting/ legal fees + certified mail out fees
May require Consultant Fees and/or Legal Fees		
Zoning Verification Letter	\$50	\$50
Request for Variance	\$100	250 + certified mail out fees
Request for a Specific Use Permit	\$100	250 + certified mail out fees
Board of Adjutment Appeal	\$500 each	\$500 each
Vested Rights Petition or Development Rights Determination	\$500 plus City Attorney Fees	\$500 plus City Attorney Fees

CITY OF HITCHCOCK – FY2024 ADOPTED FEE SCHEDULE

FY2024 ADOPTED Fee Schedule

Adopted Fee Schedule – Community Development (Continued)

	FY 2023 ADOPTED	FY 2024 Adopted
Floodplain Development Permit	\$50 plus Consultant Fees	\$50 plus Consultant Fees
Drainage Review:		
Commercial	Actual Cost Plus 10%	Actual Cost Plus 10%
Residential (Initial and As Built plus 1 resubmission)	\$150	\$150
Residential - Additional Submittals	\$75	\$75
BUILDING PERMIT FEE:		
Contractor Registration Fee		
Contractor/Builder Annual Registration Fee	\$50	\$50
RESIDENTIAL PERMIT FEE		
Fee based upon construction square footage for project. Consultant fee may apply in additon to Residential Permit Fee		
New Single-Family Dwelling, Townhouse, Two-Family	\$150 Minimum	\$150 Minimum
Garages, Carports, Deck, Porches and Storage Buildings	\$150.00 Minimum	\$150.00 Minimum
COMMERCIAL PERMITS:		
BUILDING PERMIT- OTHER CONSTRUCTION		
Fee based upon construction square footage for project. Consultant fee may apply in additon 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
ELECTROMAGNETICALLY LOCKS		
Electromagnetically locks	\$0	\$300
Plan Review	\$0	\$150
Trade permits not included.		
House Leveling / Elevation Permit (Includes one inspection)	\$150	\$150
Full Fenestration Replacement Permit (Includes 2 inspections)	\$150	\$150
PLAN REVIEW FEES		
<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
<i>Any additional plan review will be two hour minimum for commercial projects</i>	\$50/hour	\$50/hour

CITY OF HITCHCOCK – FY2024 ADOPTED FEE SCHEDULE

FY2024 ADOPTED Fee Schedule

Adopted Fee Schedule – Community Development (Continued)

	FY 2023 ADOPTED	FY 2024 Adopted
Non-Compliance fee:		
Work started or performed without a permit	2 X Construction Permit Fee Payment of the double fee shall not relieve any person from fully complying with the requirementd of the Code in the executionof 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 requirementd of the Code in the executionof 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.
Re-Inspection Fees:		
Work not ready for inspection 1st Time	\$75 per failed inspection	\$75 per failed inspection
Work not ready for inspection 2nd Time	\$150	\$150
Work not Ready for Inspection 3rd Time	\$225	\$225
After Hours Inspection (Additional Hour or Portion of Hour)	\$100	\$100
Administrative fee for cancellation of issued permit	10% of permit fee	Non-Refundable
Building Permit Extension Fee (Up to 6 months)	50% of original permit fee	50% of original permit fee
Certificate of Occupancy:		
Residential	\$50	\$50
Commercial	\$200	\$200
Temporary	Same as regular	Same as regular
Fire Life Safety Inspection	\$250/per building	\$250/per building
Failure to obtain certificate of occupancy prior to occupying	\$200	\$200
Moving building permit including temporary structures	\$100	\$100
Remodel Fee (Residential/Commercial)	\$100 minimum up to 100 square feet plus ea. additional sq. ft. \$0.50	\$100 minimum up to 100 square feet plus ea. additional sq. ft. \$0.50
Roof Permit	\$70	\$70
Fence Construction Permit		
Residential Fence - over 7 foot	\$50	\$50
Commercial Fence	\$50	\$50
Driveway Permit	\$100	\$125
Site Inspection/Walk Through Fees:		
City Inspector	\$50	\$50
Fire Marshall	\$50	\$50
Mobile Home Permits		
Move-in mobile home on property or in park and inspection fee	\$90	\$150
Out of City, pre approval inspection fee	\$0	\$300
RV Park Building Permit	\$100 x Number of Spaces	\$100 x Number of Spaces

CITY OF HITCHCOCK – FY2024 ADOPTED FEE SCHEDULE

FY2024 ADOPTED Fee Schedule

Adopted Fee Schedule – Community Development (Continued)

	FY 2023 ADOPTED	FY 2024 Adopted
GENERAL FEES:		
Moving of any building or structure *	\$100	\$100
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.		
Demolition Building Permit Fee:		
Residential	\$50	\$50
Commercial	\$100	\$100
Swimming Pools & Hot Tubs Permit Instalation or Removal		
Swimming Pool	\$200	\$200
Spa/Hot Tub	\$175	\$175
Swimming Pool w/Spa	\$250	\$250
Swimming Pool or Spa Deck (non-structural)	\$100	\$100
Swiimmin Pool Plumbing	\$100	\$100
Spa/Hot Tub Plumbing	\$100	\$100
Swimminp Pool w/Spa Plumbing	\$150	\$150
Swimming Pool Electric	\$100	\$100
Bulk Head Permit	\$2.50/lineal foot	\$2.50/lineal foot
Plumbing Permit		
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	\$100
RV Plumbing Permit	\$20 x Number of Spaces + cost of 2 inspections	\$20 x Number of Spaces + cost of 2 inspections
Gas Test Only	\$50	\$50
Residential Repairs (Water/Sewer Pipes)	\$125	\$125
Commercial Repairs (Water/Sewer Pipes)	\$200	\$200
Sewer/Pipe Replacement	\$125 each	\$125 each
Sewer Disconnect	\$100	\$100
Water Heater Installation	\$50	\$50
Irrigation Permit		
Residential	\$75	\$75
Commercial (Backflow Certification Required)	\$100	\$100

CITY OF HITCHCOCK – FY2024 ADOPTED FEE SCHEDULE

FY2024 ADOPTED Fee Schedule

Adopted Fee Schedule – Community Development (Continued)

	FY 2023 ADOPTED	FY 2024 Adopted
Electrical Permit* (New, Repair, Upgrades)	Based on amps \$100 for 125 amps or less \$150 for 150 amps \$200 for 200 amps \$250 for 200 amps or more	Based on amps \$100 for 125 amps or less \$150 for 150 amps \$200 for 200 amps \$250 for 200 amps or more
T-Pole & TCI	\$50	\$100
Mobile Home Electric Permit	\$75	\$75
New RV Electric Permit	\$10. X Number of spaces plus cost of 2 inspections	\$25.00 X Number of spaces
Emergency Generators		
Installation (includes electrical, plumbing, slab)	\$250	\$250
Solar Panels (includes Install and electrical Installation of Battery Backup, Service Work	\$200 \$100	\$200 \$100
Mechanical/HVAC Permit		
Residential New	\$125 each	\$125 each
Residential Repair or Partial Change	\$75 each	\$75 each
Commercial New or Complete Change	\$125 under 4 Ton/each \$150 over 4 Ton/each	\$125 under 4 Ton/each \$150 over 4 Ton/each
Commercial Mechanical	\$0	.0267 Per Ton (Example: 80 Ton Times .0267 =
Commercial Mechanical Boiler System	\$0	.0015 Per BTU (Example: 1 Mil BTU times .0015 =
Commercial Repair or Partial Change	\$75 each	\$75 each
Mobile Homes	\$100 each	\$100 each
Sign Permit		
Billboard	\$500	\$500
All Other Signs	\$100	\$100
Fill Grade Permit (Fill Dirt)		
General Fill Grade < 10 cubic yards	Free	Free
General Fill Grade < 1000 cubic yards	\$50	\$100
Engineered Fill Grade 1000+ cubic yards, 3 or more	\$500	\$500
Site Fill/Grading Permit	\$500	\$500
Flatwork Permit		
Over 2 yards, 1 inspection	\$125	\$125
Large pours requiring multiple inspections such as replacing or new driveways, parking lots, roads etc.	\$75 per additional inspections	\$75 per additional inspections
Miscellaneous Permits/Inspections		
Access Gates	\$50	\$50
Occupant Load Evaluation	\$50	\$50
Product Line Inspection	\$200	\$200
Underground Storage Tank	\$200	\$200
Hot Work (Welding, Asphalt Kettles, Roof Torching)	\$300	\$300

CITY OF HITCHCOCK – FY2024 ADOPTED FEE SCHEDULE

FY2024 ADOPTED Fee Schedule

Adopted Fee Schedule – Street Department

	FY 2023 ADOPTED	FY 2024 Adopted
Culvert Installation Fee		
No Material Added	\$15/lineal foot (\$50 min.)	\$15/lineal foot (\$50 min.)
Material Added	\$25/lineal foot (\$50 min.)	\$25/lineal foot (\$50 min.)
> than 16 lineal foot	City's cost for material and labor	City's cost for material and labor
Construct Street Permit Fee	\$100 permit fee	\$100 permit fee
Street Excavation Permit	\$100 permit fee	\$100 permit fee

CITY OF HITCHCOCK – FY2024 ADOPTED FEE SCHEDULE

FY2024 ADOPTED Fee Schedule

Adopted Fee Schedule – Fire Prevention

	FY 2023 ADOPTED	FY 2024 Adopted
Commercial & Multi-Family Construction		
Fire Alarm and/or Fire Suppression System Plan Review*		
<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.
Commercial & Multi-Family Construction		
Fire Alarm and/or Fire Suppression System Permit*		
<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		
Type 1 Hood	\$460 per permit w/1 Inspection	\$500.00 (Including inspections)
Plan Review	\$0	\$500.00 (Including inspections)
Type 2 Hood	\$0	\$150
Plan Review	\$0	\$500
		\$150
Multi-Family Residential/Hotels/Motels (Annual)		
3-20 Dwelling Units	\$200	\$200
21 or more Dwelling Units	\$400	\$400
High Hazard Operations (Annual)		
Hazardous Materials Storage Tier I	\$350	\$350
Auto Wrecking Yards	\$150	\$150
Automotive Repair	\$250	\$250
Salvage Yard	\$350	\$350
Industrial Ovens	\$225	\$225
Lumberyards	\$260	\$260
Tire Storage	\$150	\$150
High Pile Storage Level I: 2500 to 20,000 sq. ft.	\$475	\$475
High Pile Storage Level I: 2500 to 20,000 sq. ft.	\$700	\$700
Scrap Metal Yards	\$150	\$150
Motor Vehicle Fuel Dispensing	\$350	\$350
Welding Shops, Iron Works	\$300	\$300
Indoor Firing Range License Fee		
Initial Permit Fee	\$1,000	\$1,000
Annual Permit	\$125/year	\$125/year
Special Assembly Occupancies		
Carnivals/Circus/Car Shows Etc..	\$400	\$400
Temporary Membrane Structures/Tents	\$125	\$125

CITY OF HITCHCOCK – FY2024 ADOPTED FEE SCHEDULE

FY2024 ADOPTED Fee Schedule

Adopted Fee Schedule – Fire Prevention (Continued)

	FY 2023 ADOPTED	FY 2024 Adopted
Explosives and Pyrotechnics		
Explosives Use/Storage	\$400	\$400
Pyrotechnics Use/Storage	\$300	\$300
Fireworks Displays	\$500	\$500
Plan Review Miscellaneous		
Automatic Extinguishing System	\$100	\$100
Emergency Evacuation Plan	\$25	\$100
Assembly Use Occupancy		
1-99 Person Occupant Load	\$250	\$250
99-299 Person Occupant Load	\$350	\$350
300 or more Person Occupant Load	\$500	\$500
Licensed Facilities Providing Less Than 24 Hour Care		
Licensed for 1-25 Children	\$100	\$100
Licensed for 26-49 Children	\$150	\$150
Licensed for 50-99 Children	\$200	\$200
Licensed for 100-149 Children	\$250	\$250
Licensed for 150 or more Children	\$300	\$300
Fuel Dispensing Device	\$25.00/nozzle/yr	\$25.00/nozzle/yr
Group Home Day Care		
Licensed for 1-12 People	\$100	\$100
Foster Homes/Group Foster Homes 24 Hour Care		
Licensed for 1-6 Children	\$100	\$100
Licensed for 7-12 Children	\$200	\$200
Hospitals/Nursing Homes Providing 24 Hour Care		
Licensed for 1-99 Beds	\$300	\$300
Licensed for 100-199 Beds	\$400	\$400
Licensed for 200-499 Beds	\$500	\$500
Licensed for 500 or more Beds	\$600	\$600
Other 24 Hour Care Facilities		
Licensed for 1-3 Occupants	\$100	\$100
Licensed for 4-16 Occupants	\$175	\$175
Licensed for 17-25 Occupants	\$250	\$250
Licensed for 26 or more Occupants	\$325	\$325

CITY OF HITCHCOCK – FY2024 ADOPTED FEE SCHEDULE

FY2024 ADOPTED Fee Schedule

Adopted Fee Schedule – Animal Control

	FY 2023 ADOPTED	FY 2024 Adopted
Pet License:		
Annual Fee Per Animal	\$5	\$5
Three Year Renewal	\$15	\$15
Neutered Animal Lifetime	\$15	\$15
Dangerous Animal License Annual	\$100 Annual	\$100 Annual
Running at Large and/or Not Tagged		
Per Citation	\$284	\$284
Animal Pet Shop Application Fee	\$150	\$150

CITY OF HITCHCOCK – FY2024 ADOPTED FEE SCHEDULE

FY2024 ADOPTED Fee Schedule

Adopted Fee Schedule – Police

	FY 2023 ADOPTED	FY 2024 Adopted
Police Reports		
Past Department Reports	\$15/hr, 1 hr minimum	\$15/hr, 1 hr minimum
Accident Report Copy	\$6	\$6
Accident Report Certified Copy	\$8	\$8
Police Report Copy	\$0.10 per page	\$0.10 per page
Body and In-Car Camera Footage		
Release of video	\$10	\$10
Per each minute of Video	\$1	\$1
Wrecker Permit Fees		
Annual Wrecker Company Rotation Permit Fee	\$1,000	\$1,000
Annual Wrecker Rotation Fee Per Wrecker	\$100	\$100
Annual Wrecker Driver Resgistration Fee Per Driver	\$100	\$100
Alarm Permit Fees		
One Time Residential Alarm Permit	\$25	\$25
Annual Commercial Alarm Permit	\$100	\$100
Late Fee	\$10	\$10
False Alarm Fees (Yearly)		
Between 3 and 5 false alarms (each)	\$50	\$50
Between 6 and 8 false alarms (each)	\$75	\$75
More than 8 false alarms (each)	\$100	\$100
Four or more in a quarter	\$50/per alarm	\$50/per alarm
Monitoring Company failure to verify alarm	\$200	\$200
Appeal Fee	\$25	\$25
Use of a non-permitted alarm system	\$100	\$100
Use of an alarm during alarm permit suspension	\$200	\$200
Golf Cart Fees (per Golf Cart)		
Initial Inspection and Permit Sticker (2 year period)	\$50	\$50
Re-Inspection	\$10	\$10
Mass Gathering Permit Application Fee	\$500	\$500

CITY OF HITCHCOCK – FY2024 ADOPTED FEE SCHEDULE

FY2024 ADOPTED Fee Schedule

Adopted Fee Schedule – Utilities

	FY 2023 ADOPTED	FY 2024 PROPOSED
Deposit - Residential	\$250	\$250
Deposit - Commercial	\$600	\$600
Deposit - Multi Unit	2x normal monthly usage	2x normal monthly usage
Ambulance Fee	\$3/month	\$3/month
Penalty Fee	10% of delinquent utility charges.	10% of delinquent utility charges.
Cut-off Administration Fee	\$50	\$50
After Hours Reconnect Fee	\$150	\$150
Re-Read Fee	\$5	\$5
After Hour Call Out	\$50	\$50
Meter replacement due to customer damage	Cost plus 10%	Cost plus 10%
Repair Water/Sewer Service Damaged by Construction	Actual Cost plus 10% \$250 min.	Actual Cost plus 10% \$250 min.
All Special W/WW Services & Special Applications	Actual Cost	Actual Cost
Not Covered		
Tampering Fees		
First Offense	\$500	\$500
Offense after first	\$750	\$750
Police reports are made for each offense		
Hydrant Construction Meter	\$1500 deposit	\$1500 deposit
Bulk Water		
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
New Service Fees:		
Water Tap Fee		
3/4" Meter	\$1,100 plus actual cost & labor*	\$1,100 plus actual cost & labor*
1" Meter	\$1,500 plus actual cost & labor*	\$1,500 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	\$25.00/foot	\$25.00/foot
Sewer Tap Fee		
Standard 4" Short Service	\$900 plus actual cost & labor*	\$900 plus actual cost & labor*
5' and above	\$900 plus actual cost & labor*	\$900 plus actual cost & labor*
Below 5'	\$1200 plus actual cost & labor*	\$1200 plus actual cost & labor*
Industrial Waste Permit	\$2,500	\$2,500
Additional Fee		
5/8" x 3/4" Curb Stop (fee for broken valve/break by customers)	\$60 plus actual cost & labor*	\$60 plus actual cost & labor*
1" Curb Stop (fee for broken valve/breaks by customers)	\$100 plus actual cost & labor*	\$100 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 &

CITY OF HITCHCOCK – FY2024 ADOPTED FEE SCHEDULE

FY2024 ADOPTED Fee Schedule

Adopted Fee Schedule – Solid Waste

	FY 2023 ADOPTED	FY 2024 PROPOSED
Garbage Deposit	\$50	\$50
Residential Garbage Collection	\$15.70/month	\$17.50/month + 8.25% tax
Commercial Garbage Collection	\$29.20/month	\$29.97/month + 8.25% tax
Waste Water Treatment Plant		
Septic Tank Waste Disposal	\$0.04/gal.	\$0.04/gal.

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 Adopted 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 ADOPTED 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.

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

City Manager: The individual appointed by the City Council who is responsible for the efficient administration of the affairs of the City and the City government.

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,

Cost of Living Adjustment (COLA): An adjustment to salary to compensate for increases in the cost of a certain standard of living.

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.

Debt Services Reserve: The debt service reserve is the fund, which may be used to pay debt service of revenue bonds if the sources of the pledged revenues do not generate sufficient funds to satisfy the debt service requirements. The reserve fund is either funded in whole or in part from the proceeds of the bonds or is allowed to gradually accumulate over a period of years through required payments from the pledged revenues. If the reserve fund is used in whole or in part to pay debt service, the issuer is required to replenish the reserve fund from the first available funds or revenues. A typical reserve requirement might be the maximum annual debt service requirement for any year remaining until the bonds reach maturity.

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 ensure 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 Adopted 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 1st to September 30th.

Five Year Financial Forecast: Financial planning document that is prepared on an annual basis to provide a current and long-range assessment of financial conditions and costs of City service delivery plans. The Forecast serves as the first step in the development of the City's Annual Budget. The primary objective of the Forecast is to provide the City Council with an "early warning system" to identify significant issues that need to be addressed in the subsequent budget process.

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.

Full Faith and Credit: A pledge of the general taxing power of a government to repay debt obligations (typically used in reference to bonds).

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, garage, streets and drainage, 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.

Grant: A contribution by one government unit or funding source to another unit. The contribution is usually made to aid in a part of a specific function but is sometimes also for general purposes.

Gross Ending Balance: Represents the amount of funding remaining after total appropriations have been subtracted from the total available balance.

Home Rule City: Cities which have over 5,000 in population and have adopted a home rule charter.

Interfund Transfers: Amounts transferred from one fund to another.

Mandate: Is defines as changes to the current level of services which will required to comply with Federal, State, and Local laws/Ordinances; a contractual obligation, or the operation and maintenance requirement for a completed capital improvement.

Mixed Beverage Tax: A tax imposed on the gross receipts of a licensee for the sale, preparation, or serving of mixed drinks.

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 enables 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 taxes if 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 Adopted means of financing them.

Operating Expense: Operating expense are proprietary fund expenses that directly relate to the fund's primary service activities.

Operating Fund: Resources derived from recurring revenue sources used to finance the general fund, enterprise funds, and pay-as-you-go capital improvement projects.

Ordinance: A formal legislative enactment by City Council.

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. 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.

Proprietary Fund: Also referred to as Enterprise Fund. A governmental accounting fund in which services are provided, such as water and sewer services, are financed and operated similarly to those in a private business. The intent is that the cost of providing these services be recovered through user charges.

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 Base: The total net taxable value after exemptions of all real and personal property in the city.

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 Role: The official list showing the amount of taxes levied against each taxpayer or property.

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

Unencumbered Balance: The amount of an appropriation that is not expended or encumbered.

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