

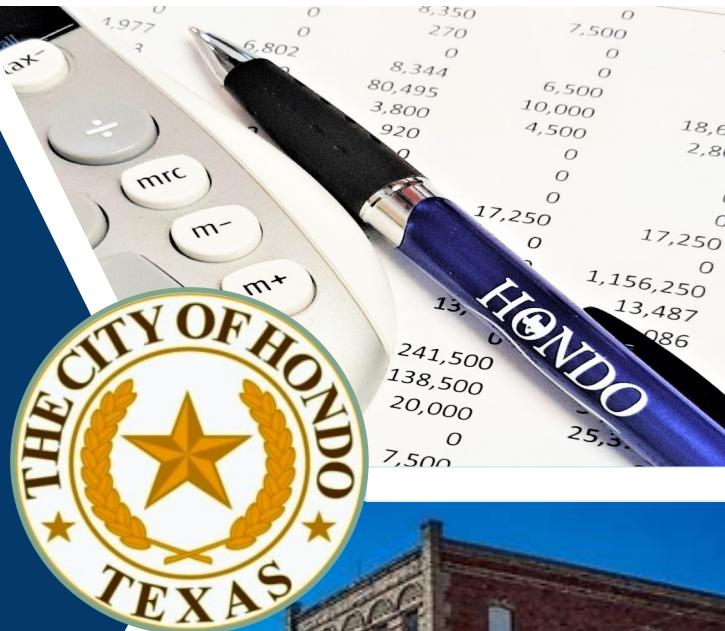


ADOPTED BUDGET FY 2020-2021

THE CITY OF
HONDO

JAMES W. DANNER, SR., MAYOR

September 14, 2020



JOHN MCANELLY, MAYOR PRO TEM—PLACE 1
BOBBY VELA, COUNCIL MEMBER—PLACE 2
ERIC TORRES, COUNCIL MEMBER—PLACE 3
ANN-MICHELLE LONG, COUNCIL MEMBER—PLACE 4
JOHN E. VILLA, COUNCIL MEMBER—PLACE 5
KIM DAVIS, CITY MANAGER



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CITY OF HONDO, TEXAS
FISCAL YEAR 2020-2021
ANNUAL BUDGET

Mayor

James W. Danner, Sr.

Council Members

John McAnelly, Place1
Bobby Vela, Place 2
Eric Torres, Place 3
Ann-Michelle Long, Place 4
John Villa, Place 5

City Manager

Kim Davis

This budget will raise more total revenue from property taxes than last year's budget by an amount of \$58,405, which is a 3.47% increase, and of that amount the revenue to be raised from new property added to the tax roll this year is \$12,613.

City Council Record Vote

The members of the governing body voted on September 14, 2020 at a City Council meeting the adoption of the budget as follows:

FOR: Council Members Eric Torres, Bobby Vela, Mayor Pro Tem John McAnelly, Ann-Michelle Long and John E. Villa

AGAINST: None

PRESENT and not voting: Mayor James W. Danner, Sr.

ABSENT: None

TAX RATE	PROPOSED FY 2020-21	ADOPTED FY 2019-20
Property Tax Rate	.4940	.5105
No New Revenue Tax Rate	.4795	.4819
No New Revenue M&O Tax Rate	.3796	.3606
Voter Approval Tax Rate	.4940	.5105
Debt Tax Rate	.1144	.1211

The total amount of Municipal debt obligated secured by property taxes for the City of Hondo is \$401,026.

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City Manager's Office

City of Hondo
1600 Avenue M
Hondo, Texas 78861
(830) 426-3380

From: Kim Davis, City Manager

Date: August 31, 2020

Re: Letter of Transmittal for the Fiscal Year 2020-21 Budget Presentation

It is my pleasure to present the 2020-21 Budget as prepared by the City Manager and City Staff.

OVERVIEW

Our emphasis when putting this budget together were as follows:

- 1) Maintain current service levels to our Citizens
- 2) Contain and reduce where applicable overall costs for operational expenses
- 3) Focus proposed increases on revenues to a) Improve our working capital balances and b) provide capital improvements.

For this budget cycle, we have proposed a change to personnel to add an additional Crew Leader to the Streets Division to allow additional leadership to improve the time staff addresses work orders. We also had a few other internal realignments.

With respect to containing overall operational costs, with the exception of personnel costs, we worked to keep our year-to-year expenses flat. This will be our fourth year implementing a comprehensive merit based evaluation system.

We have also updated our 5-year capital plan to continue our move toward addressing aging infrastructure and capital assets. We have begun to see progress in our transition from a reactive organization to a proactive organization which allows for better fiscal health and management.

Modified accrual basis of budgeting is used for the budget. The financial statements presented at the end of the year use the same basis of accounting.

Cash Position

As of the preparation of this report, the most recent Unrestricted Cash and Cash Equivalent balances were June 30, 2020. Comparing those amounts to September 30 of 2019, we see a significant improvement in the General, Electric, Water/Sewer and Sanitation Funds, a slight drop in the Airport Fund.

Unrestricted Cash and Cash Equivalents

Fund	9/30/2019	6/30/2020
General Fund	\$ 1,548,940	\$2,189,367
Electric Fund	390,030	729,384
Water/Sewer Fund	2,359,019	2,715,971
Airport Fund	-247,383	-346,544
Sanitation Fund	<u>279,923</u>	<u>367,801</u>
Total	4,330,529	5,655,979

Under this proposed budget, working capital balances in the Electric Fund and Airport Fund have dropped below the target of 45 working days. The Water and Sanitation Funds have reached the target. The Water/Wastewater Fund reflects the TWDB funds we closed on in January 2017. These funds were separated for this calculation. We continue to work toward reaching our targeted working capital balance of 45 days across all funds.

Fund	Estimated Beginning Balance 10/1/20	Estimated Revenue FY 2021	Estimated Budget FY 2021	Estimated Ending Balance 9/30/21	45 days working capital	Over (Short) Policy Balance
General	\$ 2,785,809	\$ 8,358,154	\$ 8,432,867	\$ 2,711,096	\$ 1,039,669	\$ 1,671,427
Committed	<152,575>	1,012,600	980,200	<120,175>	120,847	<241,022>
Electric	2,991,862	9,273,500	9,518,251	2,747,111	1,173,483	1,573,628
Water & Sewer	2,159,718	4,118,089	5,301,598	976,209	653,621	322,588
TWDB Loan	-	-	-	-	-	-
Airport	<147,197>	1,113,156	898,181	67,778	110,734	<42,956>
Sanitation	299,108	1,491,700	1,368,653	422,155	168,738	253,417
Debt Service	149,033	1,237,438	1,236,456	150,015	152,440	<2,425>
Perpetual Care	567,379	25,000	40,500	551,879	4,993	546,886
EDC	2,366,343	490,000	344,496	2,511,847	42,472	2,469,375
STRTC	266,800	119,864	100,775	285,889	12,424	273,465
HOT	184,346	120,000	115,000	189,346	14,178	175,168
	<u>\$ 11,470,626</u>	<u>\$ 27,359,501</u>	<u>\$ 28,336,977</u>	<u>\$ 10,493,150</u>	<u>\$ 3,493,599</u>	<u>\$ 6,819,551</u>

Highlights of the proposed budget include:

- **Property Tax Rate** – We are proposing we adopt a tax rate that is equal to the voter-approved rate of .4940 per \$100 valuation.

User Fees – As in previous years, we conducted a review of the City's Comprehensive Fee Schedule which outlines our existing user fees. The majority of our fees are in line with our costs for providing these services. We have not increased any projected user fee based revenues as the proposed increases to some of our fee structures are minor therefore, we do not anticipate any major changes to our revenues. At the recommendation of the Parks & Recreation Board a few additional fees rental fees for special events within our 12 city parks were adopted to include food, beverage and merchandise sales.

Utility Rates – The Fiscal Year 2020 does not show a proposed increase in electric rates. The increase in the water and wastewater rates are from Councils approval of last year of a 5-year water/wastewater rate study. It does reflect a 1.81% increase for our solid waste. This is an adjustment per our Solid Waste contractor in accordance with the consumer price index (CPI).

Service Levels – This budget provides to maintain existing service levels.

5-Year Capital Program – Our 5 Year Capital Program has evolved significantly in recent years. We continue our gains in catching up our capital outlay needs with vehicle and equipment replacements. We have transitioned our focus to structures and infrastructure in the out years.

Short-term Goals and Organizational Factors

Our largest short-term goal for the City is to maintain the current level of service to our residents. Current short-term factors that are affecting the City, like many others in Texas, is the current pandemic. Our analysis has shown this factor has not affected our budget as much as anticipated and the City should be in a healthy position moving forward to maintain our current level of service.

One of our other short-term goals is to remain flat or look for opportunities to cut operational expenses without affecting levels of service. During this time of unknown, it is prudent to look for operational expenses that can be trimmed without losing a level of service and without loss to our employee and organizational structure.

We used some of these short-term goals and organizational factors to build our budget for next year. Our service level to citizens in this budget provides to maintain existing levels.

Fund Structure

Governmental Funds

General Fund

The General Fund is the main operating fund of the City. It is made up of several departments including; City Council, Administration, Tax, Finance, Police, Court, Emergency Services, Animal Care, Streets, Library, Building & Ground Maintenance, Recreation, Golf, Development, Utility Billing, City Secretary, Non-profits and Public Works.

Economic Development Fund (Component Unit)

The HEDC fund is used to account for the development and retention of new or expanded business in the City of Hondo.

Debt Service Fund

This fund is used to account for the revenues and expenses associated with the City's Debt.

Forfeiture Fund – No Appropriations

This fund is used to account for special revenue related to the seizure of property.

Unclaimed Funds – No Appropriations

This fund is used to account for unclaimed funds the City distributes to the State.

South Texas Regional Training Center Fund

This fund is used to record the transactions associated with the South Texas Regional Training Center.

Hotel Tax Fund

This fund is used to account for the costs and revenue collection of the City's hotel occupancy tax.

Perpetual Care Fund

This fund is used to account for the fees related to the Cemetery.

Enterprise Funds

Electric Fund

The Electric Fund is used to account for the electric operations of the City including transmission and distribution of electricity to customers.

Water/Wastewater fund

The water and wastewater funds account for the water and wastewater operations of the City which is funded by service charges to customers.

Airport Fund

The Airport fund is used to account for the airport operations of the City and is funded with service charges to users and leases for hangars.

Sanitation Fund

The sanitation fund is used to waste collection for City residents and is funded by service charges to customers.

Water Resource Fund – No appropriations

This fund is used to account for charges associated with user fees for water accounts.

Long-Range Financial Plans

The City of Hondo is located in Medina County approximately 30 miles from the west side of San Antonio. Although there is another city between San Antonio and Hondo that has experienced exponential growth, our city has only seen small growth creeping into our area. The City of Hondo South Texas Regional Airport has several pieces of property for sale which are being actively marketed. We expect to see some growth, possibly commercial, when the sale of these properties are completed. Even though the 2020 Census is in process, we do not expect the city to have much change in our population number. We expect to be very close or slightly over the 10,000 population mark. The South Texas Regional Training Center continues to expand opportunities in the academic and additional career training areas.

FUND SUMMARIES

This next section provides an overview for each of the Funds being presented in the budget. The page numbers are the pages where the details for each fund can be found.

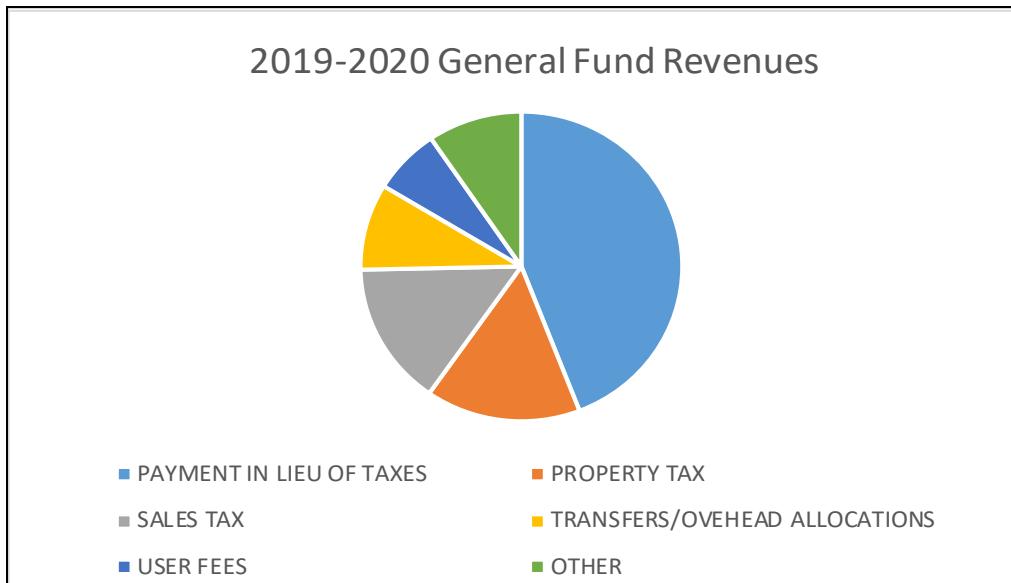
FUND 01 - GENERAL FUND – PAGE B-1

General Fund Revenues for 2019-2020

The General Fund Revenues for 2019-2020 are currently projected to be \$8,094,708 which is \$688,106 more than the budget projection of \$7,406,602.

In looking at the categories, and understanding the make-up of each, the Property Tax, Sales Tax, PILOT (Payment in Lieu of Taxes), and Transfers are self-explanatory and easy to project with very little

fluctuation from the adopted budget. We do continue to see improved performance on sales tax revenues and anticipate they will finish ahead of the budgeted amount. These sources comprise 86% of the revenues.



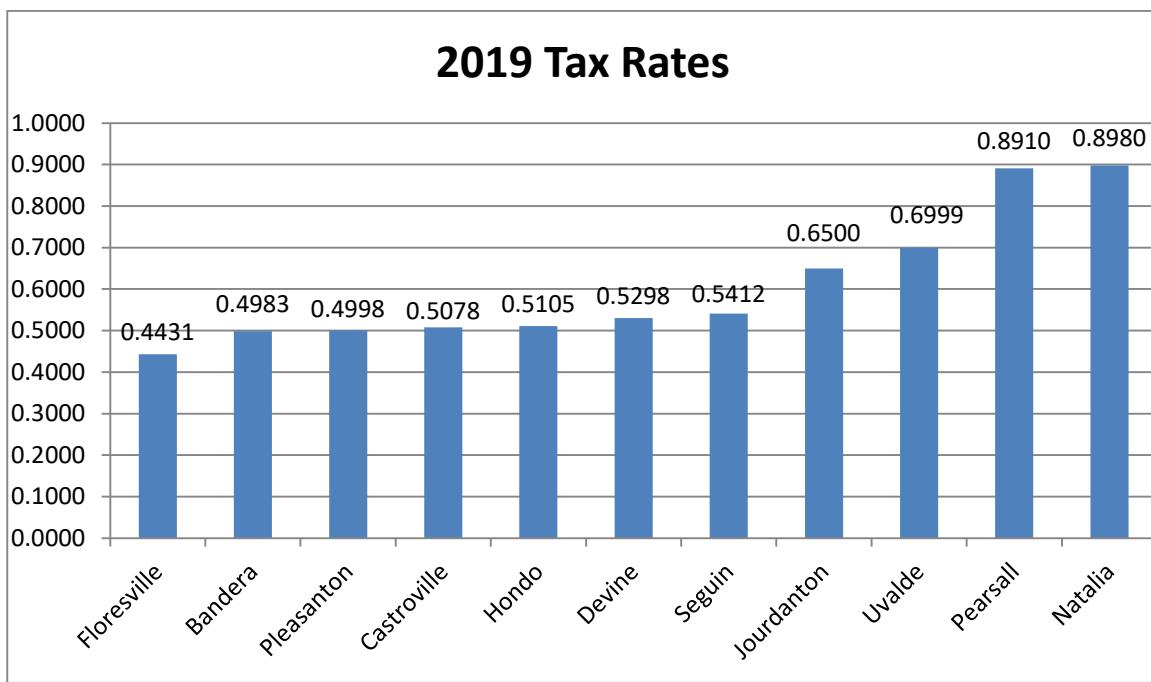
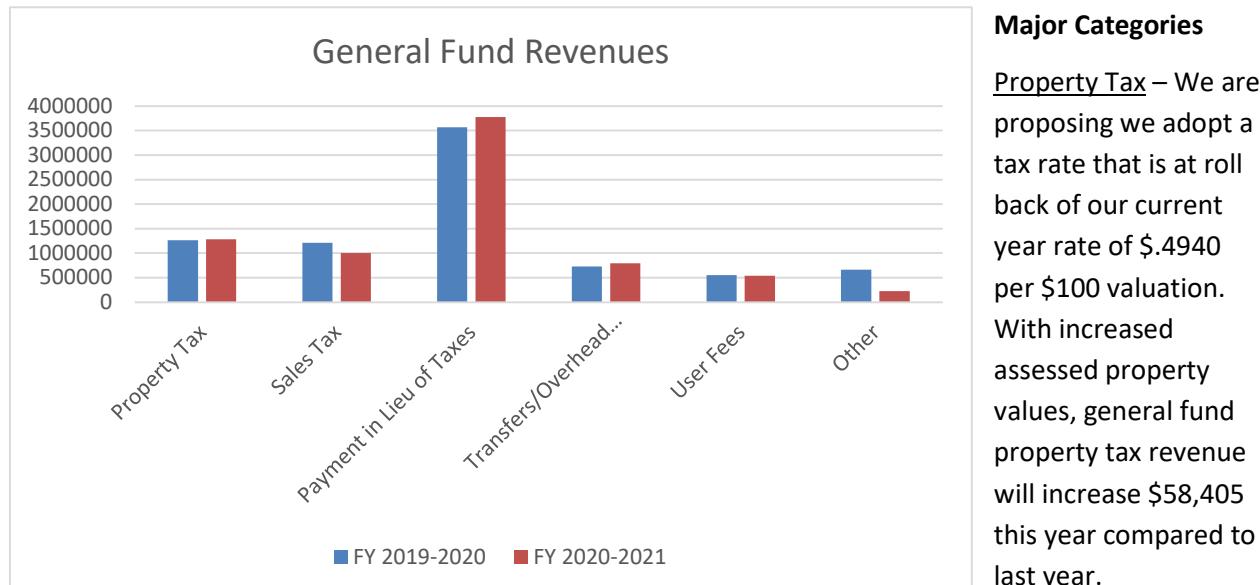
The User Fee category is designed to capture those revenues that are paid for a service we provide. Examples of User Fees are pool rentals, building rentals, golf course revenues, recreation center revenue, library revenue, code enforcement revenue. A complete list of the revenues we placed in this category can be found in the Reports section (the B-pages).

General Fund Expenditures for 2019-20

The General Fund Expenditures for 2019-20 are currently projected to be \$7,484,445 which is \$793,190 lower than the budget of \$8,277,635.

General Fund Revenues for 2020-2021

This chart compares revenues for FY 2019-2020 to those projected for FY 2020-2021 by the same six categories used earlier.



Out of these 11 cities, Hondo falls in the middle with our current Fiscal year 2019 tax rate. If all 10 of the other cities did not increase their tax rates this fiscal year, we would see a change in our position to the bottom two.

Payment in Lieu of Taxes – We are proposing an increase to our Payment in Lieu of Taxes for the Wastewater division, but no change for the Electric or Water Division. Our Overhead Allocation percentages will increase from fiscal year 2019-2020 except the Airport will remain flat.

Sales Tax – We have budgeted sales tax at the same amount as the FY 2019-20 budget. We have seen a consistent increase in our sales tax revenues the past few years, but we will remain conservative in

overall projections. This practice served us well during the COVID-19 Pandemic as we still came in above budget.

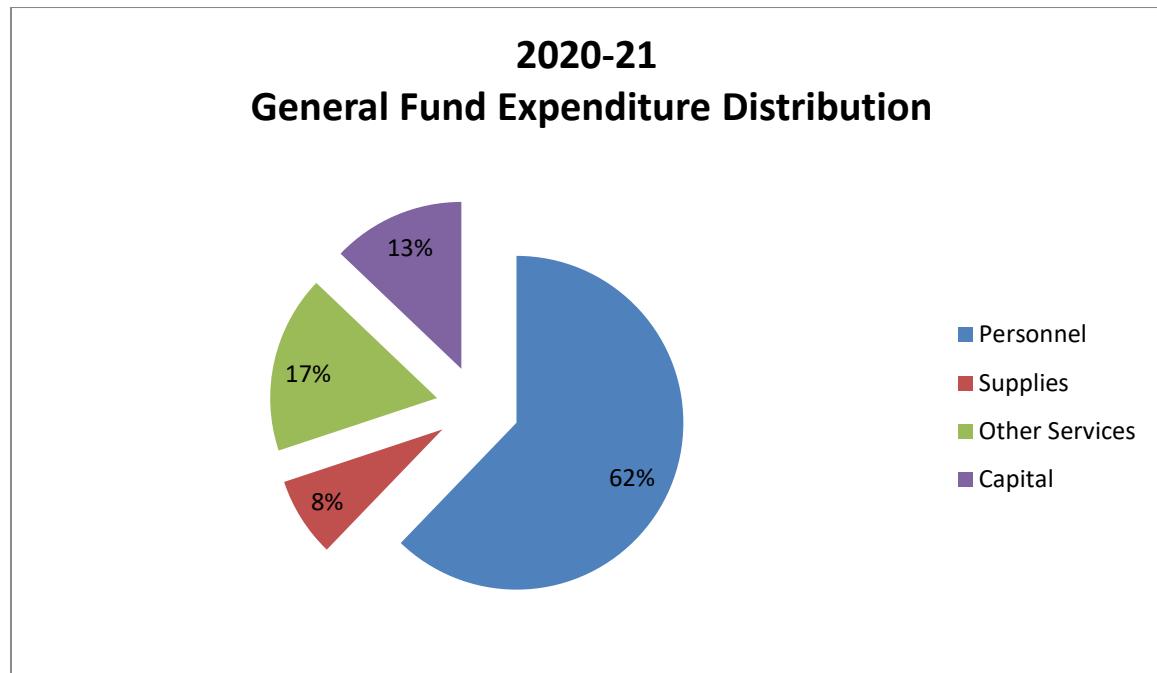
User Fees – Our User Fees in 2020-2021 are the same as 2019-2020. However due to the Parks & Recreation Board recommendations so Special Event fees were added. While we expect for all the user fees to remain constant, any perceived change in the economy, such as we have seen this year with the COVID-19 pandemic, could cause a downturn in these types of incomes and we would rather understate expectations than overstate them.

Other – Decreases are estimated in reimbursements for the school resource officer due to moving from two to only one SRO next year. Franchise fees this year will probably continue downward due to the new legislation passed last year.

General Fund Expenditures for 2020-21

The General Fund Expenditures are requested at \$8,432,867 which is \$155,232 more than the current year Budget of \$8,277,635. This includes the addition of a second Street's Crew Foreman salary and benefits at \$57,732.

A breakdown of how those expenditures will be used by category is shown below.



	FY 2020 Budget	FY 2021 Budget	Difference	% Difference
Personnel Services	\$ 5,155,049	\$ 5,244,798	\$ 89,749	1.71%
Supplies	\$ 639,897	\$ 650,020	\$ 10,123	1.55%
Other Services	\$ 1,324,961	\$ 1,451,888	\$ 126,927	8.74%
Capital	\$ 1,157,728	\$ 1,086,161	\$ -16,353	-1.50%

Total	\$ 8,277,635	\$ 8,432,867	\$210,446	2.49%
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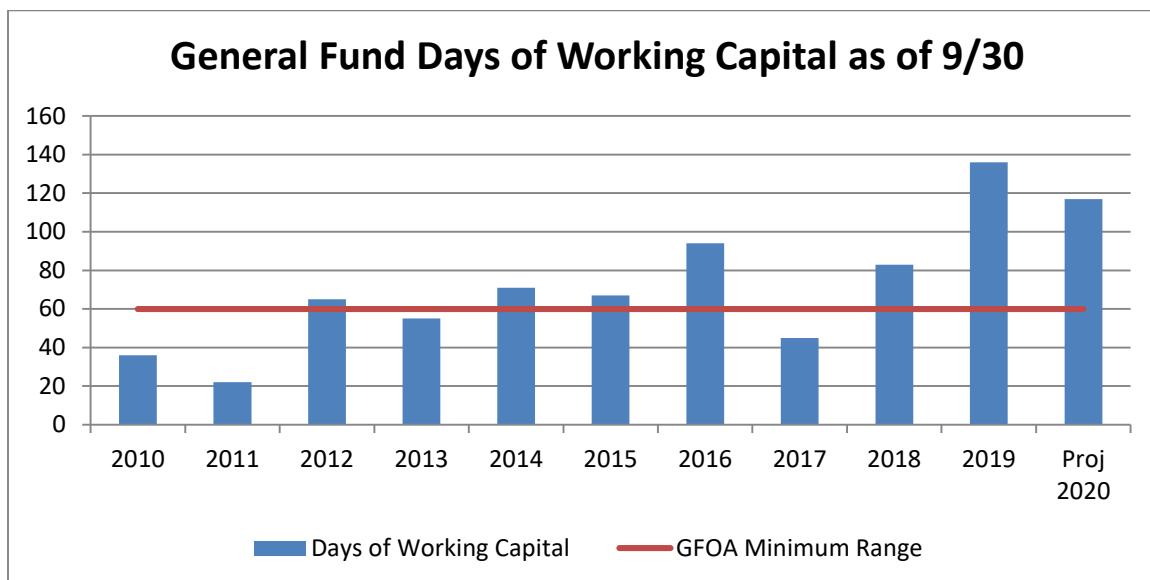
Committed and Restricted Sub-Fund of the General Fund – Page B-66

The proposed transactions for this fund are to set aside:

- \$500,000 for Street Repair (\$320,000 from General Fund and \$15,000 from Water and \$15,000 from Electric \$150,000 from Sales Tax),
- \$80,000 for Curb and Gutter Repair,
- \$80,000 for Storm Drainage work,
- \$310,000 for Information Technology
- \$1,200 for Court Security Fee, and
- \$1,700 for Court Technology Fee
- \$6,700 for Southwest Family Life Center

This fund was set up so any leftover funds at the end of the fiscal year will be committed and restricted for the following year for their intended purposes.

The chart below reflects that we anticipate ending FY 2020 with 119 days working capital.

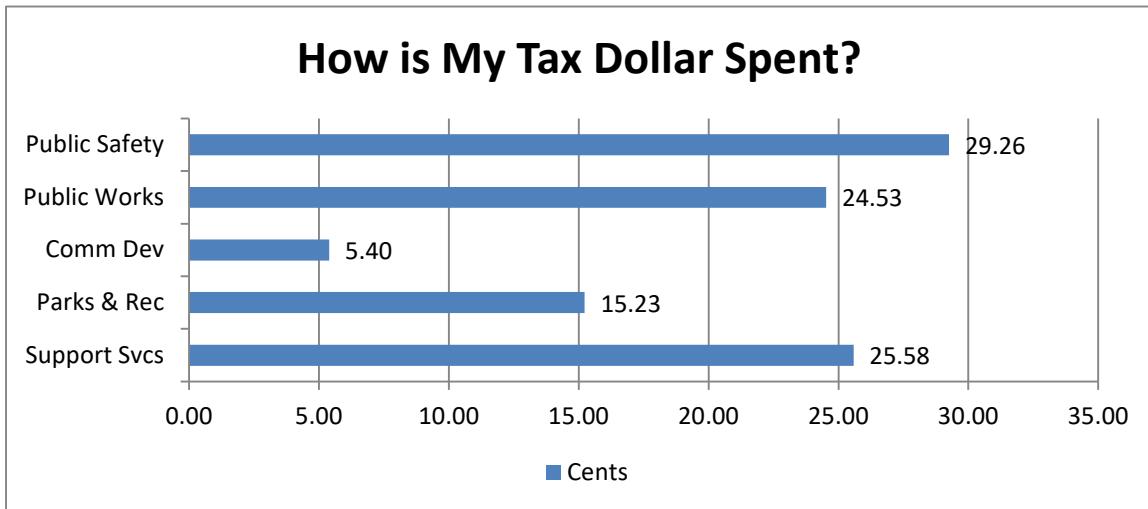


How is my tax dollar spent?

We have found General Fund Activity usually falls into one of five distinct categories. They are:

- Public Safety
- Public Works
- Community Development
- Parks and Recreation
- Support Services

Several of these have revenues that offset the services they provide. The chart below shows how a tax dollar is spent. It was created by taking the total expenditures for the General Fund and subtracting the amount of user fees or allocations to other funds for support services.



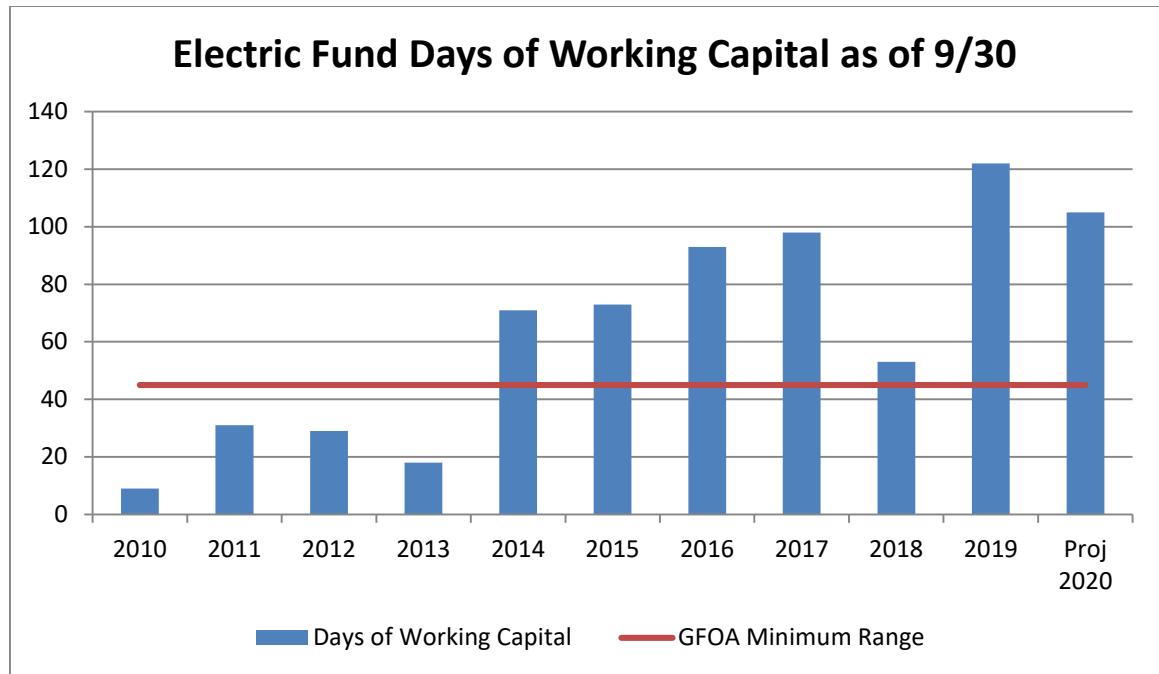
The General Fund Cost Centers are divided among the five categories as follows:

- Public Safety – Police, Municipal Court, Emergency, Animal Care
- Public Works – Streets, Public Works
- Community Development – Code Compliance, Non-Profits
- Parks & Recreation – Library, Parks, Recreation, Golf
- Support Services – City Council, Administration, Tax, Finance, Facilities, Utility Billing, City Secretary

FUND 02 – ELECTRIC FUND – PAGE B-69

September 30, 2020 Electric Fund Balance

This year, as expected, most of the funds dipped into the reserves of fund balance. The chart below reflects that we anticipate ending FY 2020 with 105 days working capital.



Electric Fund Revenues for 2019-20

	Budgeted FY 20	Projected FY 20	Difference
Electric Revenues	\$9,151,262	\$9,555,782	\$404,520

Electric fund revenues are projected to finish the year 4.23% above budget.

Electric Fund Expenses for 2019-20

	Budgeted FY 20	Projected FY 20	Difference
Electric Expenses	\$9,516,333	\$9,176,738	-\$339,595

Electric fund expenses are projected to finish the year 3.70% below budget.

Electric Fund Revenues for 2020-21

The Electric Fund revenues are projected at \$9,518,251 for the new budget year, an increase of just \$1,918 when compared to the 2019-20 Budget.

Electric Fund Expenses for 2020-21

	FY 2020 Budget	FY 2021 Budget	Difference
Electric Fund	\$9,516,333	\$9,518,251	\$1,918

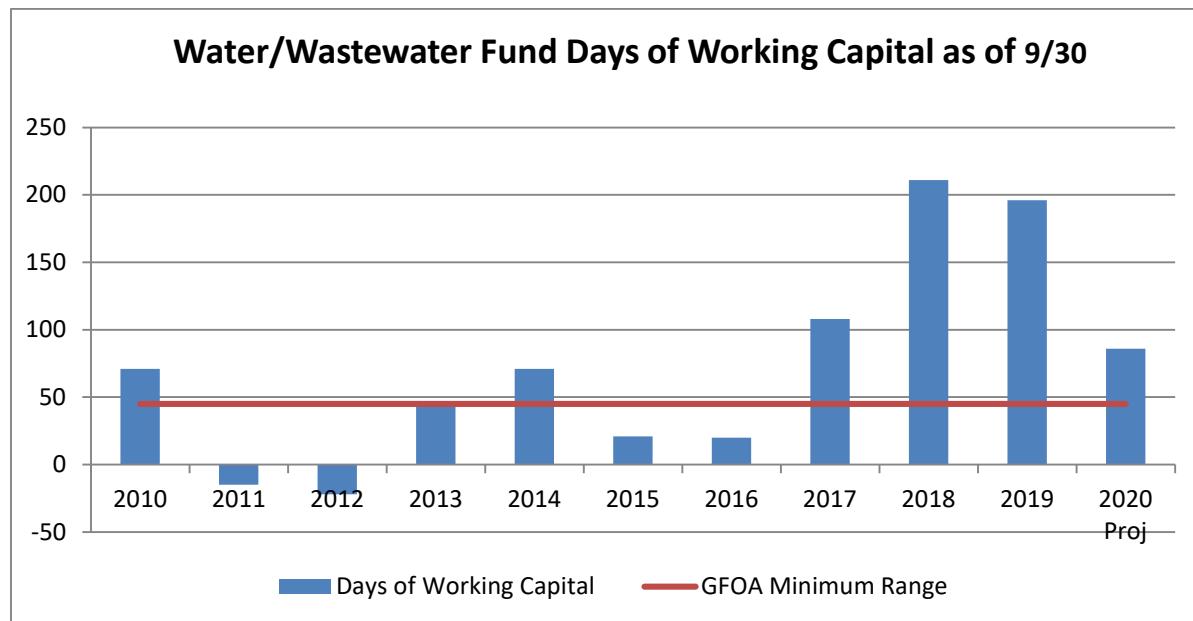
As with all funds, we worked to keep operational expenses flat and to reduce where appropriate. The only areas where we reflected budgeted increases to operational expense were personnel associated costs, and a slight increase in supplies and other services which includes an increase in Overhead

Allocation cost. We have a significant decrease in Capital Outlay and a slight savings in the debt service payments.

FUND 03 - WATER/WASTEWATER FUND – PAGE B-75

September 30, 2020 Water/Wastewater Fund Balance

We anticipate finishing the 2019-2020 year with a positive working capital. We continue to address deficits through decreasing day-to-day operational costs while increasing our efforts to address our aging infrastructure through debt and grant funded projects. The chart below reflects that we anticipate ending FY 2020 with 86 days working capital.



Water/Wastewater Fund Revenues for 2019-20

	FY 20 Budgeted	FY 20 Projected	Difference
Combined Revenues	\$4,241,168	\$4,162,332	-\$78,836

The revenues for FY 2020 are projected to come in at approximately 1.89% under budget.

Water/Wastewater Fund Expenses for 2019-20

	FY 20 Budgeted	FY 20 Projected	Difference	% Difference
Water	\$2,813,574	\$2,757,040	-56,534	-2.05%
Wastewater	\$1,685,253	\$1,503,263	-181,990	-12.10%
Total	\$4,498,827	\$4,260,303	-238,524	-5.59%

The Expenses for FY 2020 are projected to come in 5.59% less than budgeted. We have worked very diligently to keep costs within budget this year. The 2020 budget reflects carryforward from the grants in revenue and expenses.

Water/Wastewater Fund Revenues for 2020-21

Operating Revenues for next year are projected to be \$4,071,089, which is a decrease of \$170,079. The remaining funds to support completion of the approximately \$5.7M in needed rehabilitation and repairs to our existing water and wastewater infrastructure as outlined in our 5-year Capital Improvement Program were completely expended this fiscal year. We implemented a rate increase to our water and wastewater customers in 2017 and are seeing the health of this fund improve.

Water/Wastewater Fund Operating Expenses for 2020-21

	FY 2020 Budget	FY 2021 Budget	Difference	% Difference
Water	\$2,813,574	\$3,606,018	\$792,444	21.97%
Wastewater	\$1,685,253	\$1,620,580	-\$64,673	-3.99%
Total	\$4,498,827	\$5,226,598	\$727,771	13.92%

As with all funds, we worked to keep operational expenses flat. The areas we reflected budgeted increases to operational expense were personnel related, a significant increase in Water Division capital outlay which half is offset by a decrease in capital outlay in the Wastewater Division and other services which includes an increase in payment in lieu of taxes (P.I.L.O.T.) in Wastewater Division, and an increase in the overhead costs for both divisions.

FUND 04 – AIRPORT FUND – PAGE B-92

While the current Working Capital Balance may not be reflective of fiscal improvement, it is our position that overall the condition of the Airport finances has improved. The Airport continues to be the fund with the most potential to be self-sustaining.

September 30, 2020 Airport Fund Balance

The Airport has a projected Working Capital Balance of negative \$147,197 on September 30, 2019 and even though we still expect to have a negative balance, it has improved from -\$331,324. We anticipate the fiscal health of the Airport to improve in Fiscal Year 2021 with the potential sale of land which is being marketed heavily.

Airport Revenues for FY 2020

	FY 20 Budgeted	FY 20 Projected	Difference
Aviation Revenues	\$749,600	\$714,506	-\$35,094
Non-Aviation Revenues	\$120,945	\$210,945	\$90,000
Grants	\$50,000	\$50,000	\$-0-

The difference in budgeted to projected in aviation revenues reflects that our airport did fairly well during this COVID-19 pandemic. True, we did not meet budget but the shutdown of most air travel, it is amazing that we are this close to budget. The Non-Aviation Revenues show sale of Airport land which has not happened to date, but it could happen still this year. Again the pandemic shutting down the economy may have played a part in land buyer's lack of interest.

Airport Expenses for FY 2020

	FY 20 Budgeted	FY 21 Projected	Difference
Operating Expenses	\$863,616	\$764,114	-\$99,502
Non-Operating Expenses	\$1,000	\$1,000	\$-0-

Should projected revenues and expenses for FY 2020 come in as anticipated, the working capital balance for the airport will break into the positive, going from -75.69 to 27 an improvement of 102 days. This is due mostly from the sale of land at the airport. While we work to increase the fiscal health of the Airport Fund, the takeaway is that we are continuing to promote the airport and are beginning to see the fruits our labor produces.

Airport Revenues for 2020-2021

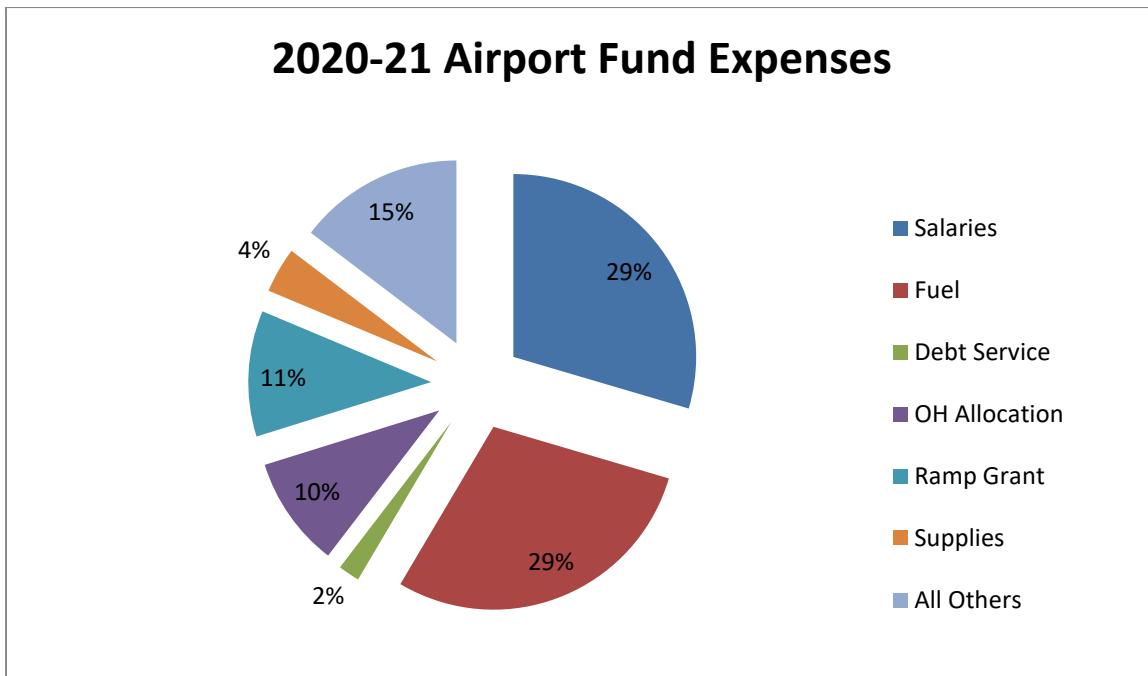
The chart below reflects anticipated revenues for FY 2021.

	FY 2020 Budgeted	FY 2021 Budgeted	Difference
Aviation Revenues	\$749,600	\$655,377	-\$94,223
Non-Aviation Revenues	\$120,945	\$407,779	\$286,834
Grants	\$50,000	\$50,000	\$0

The non-aviation revenues in 2020-21 is reflective of the sale of land that has been released and we are actively advertising as available for purchase, but has not sold to date. Since these properties have been on the market for over almost two years, we have opted to include the sale of properties in this year's budget anticipating the sale of at least one piece next year.

Airport Expenses for FY 2021

We are requesting \$898,181 in expenses for next year. The graph below shows how the expenses are grouped.



A few important items about the Budget are:

- We continue to take a conservative approach to spending during the course of the year.
- We anticipate additional land sales in FY 2021, and have budgeted for them.

FUND 05 – SANITATION FUND – PAGE B-100

The purpose of this fund is to record the transactions associated with the solid waste collection activity contract between the City and our service provider (Republic Services). We will have an increase per our agreement with Republic Service but have chosen to have the City absorb the increase in expense. There will be an increase of 1.81% to cover CPI. In addition, the following support costs are charged to this fund:

- Bad debts,
- Fuel Adjustment per the ACI Contract,
- Collection Center, and
- Tire and TV disposals during the year

FUND 06 – DEBT SERVICE (BOND AND SINKING) FUND – PAGE B-103

This fund is used to account for the revenues and expenses associated with the City's debt.

Things to note included are the payments to the Texas Water Development Board Project for the construction phase begun in FY 2019 and has been completed in FY 2019-2020. One of the projects – the Water Line Construction – as anticipated was completed by September 30, 2018. The Elevated Storage is complete and the Ground Storage project will be complete by September 30, 2020.

FUND 11 – PERPETUAL CARE FUND – PAGE B-106

The City receives two types of fees relating to the Cemetery. One is for the sale of lots and the other is for perpetual care. The mowing of the cemetery is done by the Buildings & Grounds Division and charged to the General Fund. To assist in offsetting the cost to the General Fund for those services, we are proposing to keep the fee for this service to the perpetual care fund at \$38,000 annually based on the time spent by staff maintaining the grounds.

FUND 18 – CITY OF HONDO ECONOMIC DEVELOPMENT CORPORATION – PAGE B-108

The HEDC was created under section 4B of the Local Government Code. The mission of the HEDC is to undertake any project authorized by Section 4B of the ACT for the promotion, development or retention of new or expanded business enterprises that create or retain primary jobs, including maintenance and operations expenses for any such project.

The fiscal year 2020-2021 budget reflects no capital outlay expenses. This fund provided a major boost to the small businesses in Hondo during the COVID-19 pandemic shutdown. The EDC provided grants of various amounts to hurting small businesses. It will take this fund some time to build back up their reserve amounts.

FUND 16 –SOUTH TEXAS REGIONAL TRAINING CENTER – PAGE B-112

The purpose of this fund is to record the Transactions associated with the South Texas Regional Training Center (STRTC). The STRTC was created when the City, Medina County, and the Hondo Economic Development Corporation entered into an Interlocal Agreement in 2011. The facility continues to offer technical training to residents of Hondo and Medina County. In FY 2015, the City received a grant from the Economic Development Agency (EDA) to construct an Annex that would allow for the expansion of the types of training available in our area. We anticipated the James W. Danner, Sr. Training Center would begin hosting technical trainings on-site, but again the pandemic foiled those plans. The first welding class was early in their training when the facility had to be shut down. The City has reached out to the EDA in anticipation of pursuing a grant for other types of training facilities expansions, but we are early in the planning stage.

Currently, the budget is for operating expense only. The main campus facility is included in our Capital Improvement Plan.

The fund is expected to begin the year with a balance of \$266,800. Revenues are projected to be \$119,864 and expenses \$100,775, leaving an end of year balance of \$285,889. The fund is showing a much-improved financial position. It is important to note that this fund has been set up this fiscal year to allocate for administrative support services provided at the facility and should truly be a self-sustaining cost center.

FUND 21 – HOTEL OCCUPANCY TAX – PAGE 116

The fund was created in 2012 to capture the costs associated with the Hotel Occupancy Tax. The tax is authorized by Chapter 351 of the State of Texas Tax Code. The tax can only be used for items that are authorized by the Code. There are eight different categories of costs and we have taken steps to ensure our uses are in compliance with State Law. We project the revenues will remain basically flat at \$120,000 in 2019-20 and expect to allocate \$115,000 as follows:

Hondo Area Chamber of Commerce	\$65,000
Medina County Museum	\$ 7,500
Medina County Fair Association	\$10,000
Medina County Rodeo Association	\$10,000
Heritage Festival	\$10,000
Air Race Events DMCC	\$12,500

The remaining funds will be restricted for future use that complies with the State Law.

CLOSING

In closing, it has been a pleasure to continue to see the great strides and progress we make as a City to address our infrastructure needs and to meet the challenges of an ever changing landscape for our citizenry.

I would like to express my heartfelt gratitude to the Staff, but particularly the Finance Staff, who have worked tirelessly to provide Council with the best information possible to make sound decisions for the Citizens of God's Country.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Davies".

Attachments:

- 1 – Recap of Budgeted Funds
- 2 – Overhead Allocation Calculation
- 3 – Capital Outlay
- 4 – Personnel Roster

Attachment 1
Recap of All Budgeted Funds

	9/30/18 Working Capital Balance			9/30/19 Working Capital Balance			9/30/20 Working Capital Balance
	Plus Revenues	Less Expenses		Plus Revenues	Less Expenses		
Operating Funds:							
General Fund 01 (Note 1)	2,175,546	8,094,708	7,484,445	2,785,809	8,358,154	8,432,867	2,711,096
Committed & Restricted Fund 09	(167,451)	984,911	970,035	(152,575)	1,012,600	980,200	(120,175)
Electric Fund 02	2,612,818	9,555,782	9,176,738	2,991,862	9,273,500	9,518,251	2,747,111
Water/Sewer Fund 03	2,341,863	5,235,128	5,417,273	2,159,718	4,118,089	5,301,598	976,209
Airport Fund 04	(294,941)	1,012,858	865,114	(147,197)	1,113,156	898,181	67,778
Sanitation Fund 05	168,355	1,458,772	1,328,019	299,108	1,491,700	1,368,653	422,155
Total Operating Funds	6,836,190	26,342,159	25,241,624	7,936,725	25,367,199	26,499,750	6,804,174
Special Revenue Funds:							
Debt Service Fund 06	138,859	1,241,264	1,231,090	149,033	1,237,438	1,236,456	150,015
Perpetual Care Fund 11	586,041	21,838	40,500	567,379	25,000	40,500	551,879
Hondo EDC Fund 18	2,667,802	834,923	1,136,382	2,366,343	490,000	344,496	2,511,847
STRTC Fund 20	322,940	122,683	178,823	266,800	119,864	100,775	285,889
Hotel Occupancy Tax Fund 21	199,913	82,433	98,000	184,346	120,000	115,000	189,346
Total Special Revenue Funds	3,915,555	2,303,141	2,684,795	3,533,901	1,992,302	1,837,227	3,688,976
Total All Funds	10,751,745	28,645,300	27,926,419	11,470,626	27,359,501	28,336,977	10,493,150

Attachment 2 - Overhead Allocation

There are several areas of our operation which exist to serve others. A great example is Utility Billing, which exists to prepare, distribute, and collect amounts that support the utility operations. Other general type of costs include the Mayor and Council, Administration, and Finance. In FY 2014, we moved to using an overhead allocation method for assigning those costs.

An Overhead Allocation applies logic as to how costs of a similar nature should be spread. We chose the costs associated with the Council, Administration, Finance, Utility Billing, Public Works, and City Secretary to spread using an Overhead Allocation Method. This method of spreading costs will be dependent on the type of costs being spread and who the receivers are. The details of each type of spread are shown below:

Council – This Cost Center is spread based on the arbitrary determination of how much of their meeting time is spent on various funds. The percents selected for 2020-21 are:

Fund	Spread
Fund 02 – Electric	8%
Fund 03 – Water	8%
Fund 03 – Sewer	4%
Fund 04 – Airport	10%
Fund 05 – Sanitation	1%

The selection of the percents should be skewed to the areas where Council spends more of their time. For example, the Council spends a large amount of time dealing with the Airport and Intermodal Park issues.

Each of these percents will be multiplied by the total budget of the Council and charged to the fund.

The Overhead Allocation for this Cost Center resulted in 31% being spread to other funds and 69% remaining in the General Fund.

Administration - This Cost Center is spread based on the arbitrary determination of how much of their time is spent on various funds. The logic is similar to that used for Council and the percents selected for 2020-21 are:

Fund	Spread
Fund 02 – Electric	9%
Fund 03 – Water	9%
Fund 03 – Sewer	4%
Fund 04 – Airport	11%
Fund 05 – Sanitation	1%

The result of the Overhead Allocation for this Cost Center resulted in 34% being spread to other funds and 66% remaining in the General Fund.

Finance – This Cost Center uses a more sophisticated approach because it has services that are easier to measure. For example, of the three staff in the Cost Center, one provides mostly human resource related services so we can spread their costs based on the number of staff each fund has. For the other two, an argument can be made that the size of the fund would generate more work, which is generally true. For example, a division that has \$1,000,000 in expenses will usually require more effort of support than one that has a budget of \$20,000. In this calculation, we did adjust for things like the once a month payment to CPS for electricity and the once a month transfer for PILT's, for it seems to skew the totals.

The result of the Overhead Allocation for this Cost Center resulted in 59% being spread to other funds and 41% remaining in the General Fund.

Utility Billing – This Cost Center logic is also more objective. It assumes 9% of their work load is General Fund related. We then spread the remaining 91% of their costs to each of the four utility funds (Electric, Water, Sewer, Sanitation) based on the total of their bills.

Public Works – We found it was more efficient to place the costs associated with the Public Works Director into a single Cost Center and then spread based on the estimate of his work effort. The model assumes Electric will receive 23%, Water 23%, Sewer 15%, and Sanitation 2%.

The result of the Overhead Allocation for this Cost Center resulted in 62% being spread to other funds and 39% remaining in the General Fund.

City Secretary – This Cost Center is spread similar to the Council and Administration, just an educated guess.

Fund	Spread
Fund 02 – Electric	5%
Fund 03 – Water	5%
Fund 03 – Sewer	5%
Fund 04 – Airport	5%
Fund 05 – Sanitation	1%

The result of the Overhead Allocation for this Cost Center resulted in 21% being spread to other funds and 79% remaining in the General Fund.

Results

The results of this calculation are shown below:

Percents:

	Council	Admin	Finance	Utility Billing	Public Works	City Secretary
General	69%	68%	41%	9%	39%	79%
Electric	8%	9%	25%	56%	23%	5%
Water	8%	9%	15%	17%	23%	5%
Sewer	4%	4%	6%	8%	15%	5%
Airport	10%	9%	6%	0%	0%	5%
Sanitation	1%	1%	7%	10%	2%	1%
Total	100%	100%	100%	100%	100%	100%

Dollars:

	Council	Admin	Finance	Utility Billing	Public Works	City Secretary	Total
Total	65,725	634,858	310,484	252,632	302,954	128,895	1,695,548
General	45,350	433,304	160,989	36,786	132,254	92,607	901,290
Electric	5,258	56,687	62,097	134,304	62,319	8,640	329,305
Water	5,258	56,687	31,048	40,771	62,319	8,640	204,723
Sewer	2,629	25,194	18,629	19,186	40,643	8,640	114,921
Airport	6,573	56,687	15,987	0	0	8,640	87,887
Sanitation	657	6,299	21,734	21,585	5,419	1,728	57,422
Total Spread	20,375	201,554	149,495	215,846	170,700	36,228	794,258

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City of Hondo Five Year Capital Program

Attachment 3

FUND	DEPARTMENT	IDENTIFICATION	DESCRIPTION	Expenditure				FY 20-21	FY 21-22	FY 22-23	FY 23-24
				OPERATING	GRANT	DEBT	OTHER				
1	ADMINISTRATION	IMPROVEMENT	City Hall Remodel			X		\$600,000			
1	PD	OUTLAY	Vehicle		X			\$87,300	\$87,300	\$87,300	\$87,300
1	PD	IMPROVEMENT	Safe Routes to School		X			\$900,000			
1	ANIMAL CONTROL	IMPROVEMENT	Vehicle		X				\$35,000		
1	ANIMAL CONTROL	IMPROVEMENT	Existing Facility Expansion		X				\$120,000		
1	STREETS	OUTLAY	Dump Truck (Ford F750/Gasoline)	X				\$55,000			
1	STREETS	OUTLAY	Mule for Herbicide/Ground Maintenance Application	X					\$10,000		
1	STREETS	OUTLAY	Skid Steer Backhoe Attachment	X				\$12,750			
1	STREETS	OUTLAY	Dump Trailer	X				\$8,800			
1	STREETS	OUTLAY	Skid Loader 1/2	X				\$35,000			
1	BLDG & GROUNDS	OUTLAY	Vehicle	X					\$32,000		
1	BLDG & GROUNDS	OUTLAY	15-FT Shredder	X						\$15,000	
1	BLDG & GROUNDS	IMPROVEMENT	US 90 Landscape and Irrigation	X				\$27,500	\$27,500		
1	BLDG & GROUNDS	OUTLAY	Mower Replacement & trailer	X				\$31,286			
1	BLDG & GROUNDS	OUTLAY	Skid Loader 1/2	X				\$35,000			
1	BLDG & GROUNDS	OUTLAY	Trailer (Haul Equipment-Flat Bed)	X					\$5,000		
1	BLDG & GROUNDS	IMPROVEMENT	Install Score Board Ave U Ball Field (Softball)		X			\$3,000			
1	BLDG & GROUNDS	IMPROVEMENT	Install Underground Irrigation - TA Lopez	X					\$12,000		
1	BLDG & GROUNDS	IMPROVEMENT	STRTC Roof Seal	X				\$20,000			
1	BLDG & GROUNDS	OUTLAY	Used Passenger Van	X						\$40,000	
1	BLDG & GROUNDS	IMPROVEMENT	PD - Sub Station Roof Replacement	X					\$45,000		
1	BLDG & GROUNDS	IMPROVEMENT	Park - Install Public Water Fountain	X					\$3,000	\$3,000	
1	BLDG & GROUNDS	IMPROVEMENT	Park - Install Picnic Tables	X					\$3,000	\$3,000	
1	BLDG & GROUNDS	IMPROVEMENT	Park - Construct Gazebo Torres Park	X					\$20,000		
1	BLDG & GROUNDS	IMPROVEMENT	Park - Replace Benches	X					\$1,500	\$2,000	
1	RECREATION	IMPROVEMENT	Swimming Pool Filter(s)	X					\$6,000	\$6,000	
1	RECREATION	IMPROVEMENT	TuffStuff Cable Machines for Weight Room	X				\$51,000			
1	GOLF	OUTLAY	Greens Mower	X				\$32,000			
1	DEVELOPMENT SVCS	OUTLAY	Map Feeder Enhancement	X				\$1,875			
9	IT	OUTLAY	Computer Replacement Plan - Revised	X				\$15,000	\$15,000	\$15,000	\$15,000
9	IT	OUTLAY	Battery Backup Replacement Plan	X				\$1,500			
9	IT	OUTLAY	Printer Replacement Plan System	X				\$2,500			
9	STREETS	IMPROVEMENT	Various Street Repairs	X				\$500,000	\$500,000	\$500,000	\$500,000
9	STREETS	IMPROVEMENT	Storm Drainage Improvements	X				\$80,000	\$80,000	\$80,000	\$80,000
9	STREETS	IMPROVEMENT	Curb & Gutter Improvements	X				\$80,000	\$80,000	\$80,000	\$80,000

City of Hondo Five Year Capital Program

Attachment 3

FUND	DEPARTMENT	IDENTIFICATION	DESCRIPTION	Expenditure				I	II	III	IV
				OPERATING	GRANT	DEBT	OTHER				
								FY 20-21	FY 21-22	FY 22-23	FY 23-24
21	PUBLIC WORKS	OUTLAY	Vehicle	X				\$32,000			
2	ELECTRIC	OUTLAY	Vehicle	X				\$70,000		\$30,000	
2	ELECTRIC	IMPROVEMENT	Pole Replacement Plan	X				\$30,000	\$30,000	\$30,000	\$30,000
2	ELECTRIC	IMPROVEMENT	Replace Existing Infrastructure	X				\$30,000	\$30,000	\$30,000	\$30,000
2	ELECTRIC	IMPROVEMENT	Meter Conversion - Automatic Read	X				\$150,000	\$50,000		
2	ELECTRIC	IMPROVEMENT	Lumination Conversion - Conventional to LED (Downtown)	X				\$80,000	\$40,000	\$40,000	
2	ELECTRIC	IMPROVEMENT	Tree-Trimming Program	X				\$40,000	\$75,000	\$75,000	\$75,000
2	ELECTRIC	IMPROVEMENT	New Tie Circuit Hwy 90 from Ave E east to end	X				\$125,000			
2	ELECTRIC	OUTLAY	Map Feeder Enhancement	X				\$1,875			
3	WATER	OUTLAY	Vehicle	X				\$92,000		\$35,000	
3	WATER	OUTLAY	Diesel Powered Generator	X				\$165,000			
3	WATER	IMPROVEMENT	CDBG - Water Line Replacement Project		X						\$330,000
3	WATER	IMPROVEMENT	Replace Water Meters (Various Sizes)	X				\$685,000	\$75,000	\$75,000	\$75,000
3	WATER	IMPROVEMENT	Cemetery Water Line	X				\$300,000			
3	WATER	OUTLAY	Map Feeder Enhancement	X				\$1,875			
3	WASTEWATER	OUTLAY	Map Feeder Enhancement	X				\$1,875			
3	WASTEWATER	OUTLAY	Vehicle	X				\$40,000			
3	WASTEWATER	OUTLAY	Pipe Inspection Camera	X				\$45,000			
3	WASTEWATER	OUTLAY	Prison Lift Station Pump	X				\$7,266			
3	WASTEWATER	IMPROVEMENT	CDBG - Sewer Improvement Project		X			\$330,000			
3	WASTEWATER	IMPROVEMENT	WWTP improvements	X				\$30,000	\$30,000	\$30,000	\$30,000
3	WASTEWATER	IMPROVEMENT	SSO - Sewer Improvement Project	X				\$160,000	\$160,000	\$160,000	\$160,000
3	WASTEWATER	IMPROVEMENT	STLT Lift Station Grinder Pump	X				\$7,000			
3	WASTEWATER	IMPROVEMENT	SCADA System	X				\$130,000			
3	WASTEWATER	OUTLAY	Tractor with Brush Hog	X				\$25,000			
4	AIRPORT	IMPROVEMENT	GA Park Phase I (Infrastructure)			X					\$600,000
4	AIRPORT	IMPROVEMENT	GA Park Phase II (Hangar Sites)			X					\$2,000,000
4	AIRPORT	IMPROVEMENT	RAMP		X			\$100,000	\$100,000	\$100,000	\$100,000
4	AIRPORT	IMPROVEMENT	NEW HANGAR CONSTRUCTION		X						\$450,000
4	AIRPORT	OUTLAY	Tug w/ Accessories	X							\$35,000
4	AIRPORT	OUTLAY	Mower Replacement	X							\$10,000
4	AIRPORT	OUTLAY	Vehicle w/ Fuel Cell	X							\$35,000
11	PERPETUAL CARE	OUTLAY	Z-Turn Mower(s)	X				\$20,000			
18	EDC	IMPROVEMENT	Agriplex			X					\$32,000,000
		TOTAL						\$5,258,402.00	\$2,177,300	\$1,811,300	\$35,862,300

Attachment 3 - List of Capital Requested for 2020-2021

COST CENTER 01 - ADMINISTRATION

City Hall Remodel	\$600,000
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01-50240403 CITY HALL REMODEL	\$600,000
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This is to remodel the old Police Department building and the current City Hall.

COST CENTER 05 - POLICE

Vehicle	\$50,000
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01-50540408 VEHICLE PURCHASE	\$50,000
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Purchase of two vehicles reflects new philosophy of replacing two police vehicles every year to maintain a reliable fleet. However this year we expect to receive a USDA grant that has a 60-40 split on costs. This reflects only the City's 40% portion.

Equipment Upgrades for Vehicles	\$32,700
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01-50540407	\$32,700
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This will allow for all of the safety equipment and upgrades for both of the new vehicles

Safe Routes to School	\$900,000
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01-xxxxxxxx STATE ADMINISTERED FEDERAL GRANT	\$900,000
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Grant facilitates sidewalk improvements, traffic calming, and speed reduction improvements as well education and training material. The City has not been awarded a grant at the time of publication of this year's budget.

COST CENTER 09 – STREETS

F350 Super Duty Patch Truck with Dump Bed	\$55,000
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01-50940416 Patch Truck	\$55,000
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This vehicle serves as the patch truck but when not needed for patching can be used to haul other materials for street and alley repairs.

Attachment 3 - List of Capital Requested for 2020-2021

Dump Trailer \$8,800

01-50940422 \$8,800

This trailer is a Big Tex 14LX-14' Dump Trailer to be used for hauling material to and from street and alley jobs

Skid Loader \$35,000

01-50940424 ½ of SKID LOADER \$35,000

Skid Loader will be shared with the Buildings & Grounds Maintenance Division.

Skid Steer Backhoe Attachment \$12,750

01-50940425 Skid Steer Backhoe Attachment

This attachment will allow the street division to dig in tight places in alleys where the larger backhoe has no maneuverability improving efficiency and with less chance for causing any damage to property.

COST CENTER 13 – BUILDINGS & GROUNDS MAINTENANCE

US 90 Landscape and Irrigation \$27,500

01-51340416 HWY 90 BEAUTIFICATION \$27,500

In order to maintain the beauty of the primary corridor in the City, the Parks Division will install additional landscape and irrigation. These improvements continue through the next two fiscal years as permission from the railroad allows. We have requested another \$2500 this year and will in subsequent years.

Mower Replacement with trailer \$31,286

01-51340423 3 Mowers & Trailer \$31,286

Current mower inventory includes some 10 year old units. Intend to replace 3 mowers that are in need of constant repair with 3 new mowers and to purchase a 16' tandem axle trailer for hauling mowers to and from job sites.

Skid Loader \$35,000

01-51340424 ½ of SKID LOADER \$35,000

Skid Loader will be shared with the Streets Division.

Attachment 3 - List of Capital Requested for 2020-2021

COST CENTER 15 - RECREATION

TuffStuff Cable Machines for Weight Room	\$51,000
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01-51640405 WEIGHT ROOM CABLE MACHINES	\$51,000
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Purchase 10 TuffStuff cable machines for weight room. Current cable machines were from a facility that closed in Kerrville. New machines will allow for safer and functional machines for customer's use. These will use less space and allow for more readily available parts when repairs are necessary.

COST CENTER 16 - GOLF

Greens Mower	\$32,000
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01-51640405 GREENS MOWER	\$32,000
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Purchase a Greens Mower outright to save the cost of financing. Current mower is obsolete and parts are unavailable.

COST CENTER – DEVELOPMENT SERVICES

Map Feeder Enhancement	\$1,875
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01-51740420 MAP FEEDER ENHANCEMENT	\$1,875
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This will allow for any module enhancements necessary for our current Mapfeeder system used to improve the accuracy of the City's GIS maps. Since the primary users are Development Services, Water, Wastewater and Electric Divisions we are splitting the costs between them.

COMMITTED AND RESTRICTED SUB-FUND 09

Computer Replacement Plan	\$15,000
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09-50030382 INFO TECHNOLOGY MAINT	\$15,000
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IT intends to replace computers that no longer function properly due to new application or simply obsolescence.

Attachment 3 - List of Capital Requested for 2020-2021

Task Order Contract – Flatwork	\$660,000
09-50040401 STREET RECONSTRUCTION	\$500,000
09-50040405 STORM DRAINAGE	\$80,000
09-50040409 CURB AND GUTTER	\$80,000

The Streets Division shall implement the roadway assessment program and target streets for repair as outlined.

ELECTRIC FUND 02

Pole Replacement Plan	\$30,000
02-50020218 POLES	\$30,000

Continuing the Electric Division initiative to replace power poles that are showing signs of fatigue and failure. Electric will integrate this plan with the replacement of existing infrastructure.

Replace Existing Infrastructure	\$30,000
02-50020211 SYSTEM MAINTENANCE	\$30,000

The Electric Division will implement a circuit inspection program to identify replacement existing infrastructure that shows end of life. Electric will replace underground infrastructure and transformers as needed. These replacements will integrate with the pole replacement program.

Meter Conversion – Automatic Read	\$150,000
02-50020213 SYSTEM IMPROVEMENTS	\$150,000

Purchase of Automated Meter Infrastructure. Electric will begin replacing existing residential meters with advance meters. The project will be repeated until the Electrical System is completely converted.

Illumination Conversion – Conventional to LED	\$80,000
02-50020213 SYSTEM IMPROVEMENTS	\$65,000

The Electric Division will continue replacing LED street lights along FM 462 (Avenue M). This work will include replacing the existing foundations. This project will continue until all lighting around City Hall and the Courthouse have been replaced.

Attachment 3 - List of Capital Requested for 2020-2021

02 -50020211 SYSTEM MAINTENANCE \$15,000

As existing street lights fail, replace sodium or mercury fixtures with LED throughout town.

Tree Trimming Program \$40,000

02-50020211 SYSTEM MAINTENANCE \$40,000

Foliage often encroaches into the distribution lines causing outages during inclement weather events. The program will provide for a tree trimming service capable of removing limbs that encroach into distribution lines meeting clearance requirements. This will allow the Division to take a proactive approach in minimizing potential outages and focusing on maintain existing infrastructure

New Circuit Tie \$125,000

02-50020213 SYSTEM IMPROVEMENT \$125,000

Re-conductor of portion of F-312 Circuit on Highway 90 from Avenue E east to the end of the circuit. Current circuits are old and under-sized for extensive commercial load.

Map Feeder Enhancement \$1,875

02-50040422 MAP FEEDER ENHANCEMENT \$1,875

This will allow for any module enhancements necessary for our current Mapfeeder system used to improve the accuracy of the City's GIS maps. Since the primary users are Development Services, Water, Wastewater and Electric Divisions we are splitting the costs between them.

WATER/WASTEWATER FUND 03

Replace Water Meters in System \$685,000

03-50140405 WATER METER REPLACEMENT \$685,000

This project will allow the replacement of all existing radio read meters that have aged past useful life. This will upgrade all remaining meters to AMR and will be contracted out for installation.

Vehicle \$92,000

03-50140410 VEHICLE REPLACEMENT

To replace a 20 year old truck which is in need of repairs and to enhance the safety of staff. Looking to purchase a truck with utility bed to allow for the storage and transport of parts and tools in the field.

Attachment 3 - List of Capital Requested for 2020-2021

Diesel Generator	\$165,000
03-50140420 DIESEL GENERATOR	\$165,000

This will allow the division to keep power to the Downtown well site on in case of emergency or power loss. It will also allow motors and booster pumps to operate and provide water to the city in such an instance. It also will keep the water system in compliance with TCEQ's backup power requirements.

Map Feeder Enhancement	\$1,875
03-50140422 MAP FEEDER ENHANCEMENT	\$1,875

This will allow for any module enhancements necessary for our current Map Feeder system used to improve the accuracy of the City's GIS maps. Since the primary users are Development Services, Water, Wastewater and Electric Divisions we are splitting the costs between them.

Map Feeder Enhancement	\$1,875
03-50240422 MAP FEEDER ENHANCEMENT	\$1,875

This will allow for any module enhancements necessary for our current Map Feeder system used to improve the accuracy of the City's GIS maps. Since the primary users are Development Services, Water, Wastewater and Electric Divisions we are splitting the costs between them.

Cemetery Water Line	\$300,000
03-50140421 CEMETERY WATER LINE	\$300,000

This is only part of the cost to put in the cemetery water line. We are working with TXDOT and sharing the costs.

Sewer Camera	\$45,000
03-50240409 SEWER CAMERA	\$45,000

Replace the present pipe inspection camera of unknown age which was sent for repairs twice last year and once this year.

Vehicle	\$40,000
03-50240434 VEHICLE	\$40,000

To purchase a Ford F350 4x2 utility vehicle to replace a 2008 F250 utility vehicle.

Attachment 3 - List of Capital Requested for 2020-2021

Prison Lift Station Pump **\$7,266**

03-50240439 PRISON LIFT STATION PUMP \$7,266

This would be a back-up submersible pump for the prison lift station.

Tractor with Brush Hog **\$25,000**

03-50240440 TRACTOR WITH BRUSH HOG \$25,000

Want to purchase a tractor with brush hog attachment to replace the current tractor with failing hydraulics and no power.

Hydromatic Grinder Pump **\$7,000**

03-50240441 HYDROMATIC GRINDER PUMP \$7,000

This is a hydromatic 300 grinder pump as a spare grinder pump for the STLT lift station.

SCADA System with Alarms **\$130,000**

03-50240442 SCADA SYSTEM WITH ALARMS \$130,000

A SCADA System is used to control pumps, give real time data, data logging, alarm and diagnostic functions. This will eliminate the need for extra phone lines at lift stations and treatment plant thus saving some cost. It gives real time pump with alarm capabilities thus reducing chances of SSO events.

SSO Sewer Improvement Project **\$160,000**

03-50299995 SEWER PROJECT \$160,000

The sewer improvement project will primarily focus on replacing the 18" main that runs in a field between 22nd Street and 30th Street west of Avenue U.

AIRPORT FUND 04

RAMP Grant **\$100,000**

04-50840700 RAMP GRANT \$100,000

South Texas Regional Airport at Hondo qualifies for the Routine Airport Maintenance Program which is a 50/50 match. The funds are used to maintain the airport environment, repair and maintain fuel facilities, hangars, and the terminal. The airport has utilized the full RAMP amount in previous years and has been awarded another grant for FY2019.

Attachment 4 - 2020-2021 Personnel Position Roster
Including Full-Time, Part-Time and Seasonal

	Approved 2018-19	Approved 2019-20	Approved 2020-21
General Fund 01:			
Administration			
City Manager	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Network Administrator	1.00	2.00	2.00
Cost Center Total	<u>3.00</u>	<u>4.00</u>	<u>4.00</u>
Finance			
Finance Director	1.00	1.00	- *Note 1
Chief Finance Officer	-	-	1.00
HR Coordinator/Payroll	1.00	1.00	1.00
Finance Assistant	1.00	1.00	1.00
Cost Center Total	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
Police			
Police Chief	1.00	1.00	1.00
Lieutenant	1.00	1.00	1.00
Corporal	2.00	2.00	3.00
Detective Sergeant	1.00	1.00	1.00
Investigator	2.00	2.00	3.00
School Resource Officer (SRO)	2.00	2.00	1.00
Traffic Patrol Officers	1.00	1.00	1.00
Police Officer	12.00	13.00	12.00
Clerk-Typist II	1.00	1.00	-
Clerk-Typist I	1.00	1.00	2.00
Cost Center Total	<u>24.00</u>	<u>25.00</u>	<u>25.00</u>
Crossing Guards			
Crossing Guards	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>
Cost Center Total	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>
Legal & Courts			
Municipal Court Clerk	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Cost Center Total	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Animal Care Services			
Animal Control Officer	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Cost Center Total	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

Attachment 4 - 2020-2021 Personnel Position Roster
Including Full-Time, Part-Time and Seasonal

	Approved 2018-19	Approved 2019-20	Approved 2020-21
Street			
Street Superintendent	1.00	1.00	1.00
Crew Foreman	1.00	1.00	2.00
Street Equipment Operator II	1.00	1.00	1.00
Street Equipment Operator I	4.00	4.00	4.00
Street Laborer Full-Time	3.00	3.00	3.00
Cost Center Total	<u>10.00</u>	<u>10.00</u>	<u>11.00</u>
Library			
Library Division Manager	1.00	1.00	1.00
Community Program & Projects Coordinator	1.00	1.00	1.00
Librarian Aide Full-Time	2.00	2.00	3.00
IT Specialist	1.00	1.00	-
Librarian Aide Part-Time	1.00	1.00	1.00
Cost Center Total	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>
Parks			
Parks Superintendent	1.00	-	-
Parks Crew Leader	1.00	-	-
Parks Equipment Operator I	1.00	-	-
Parks Laborer	9.00	-	-
Parks Laborer - Part Time	1.00	-	-
Cost Center Total	<u>13.00</u>	<u>-</u>	<u>-</u>
Facilities			
Facilities Crew Leader	1.00	-	-
Maintenance Worker I	3.00	-	-
Custodian Full Time	2.00	-	-
Cost Center Total	<u>6.00</u>	<u>-</u>	<u>-</u>
Buildings & Grounds Maintenance			
Parks Superintendent	-	1.00	1.00
Parks Crew Leader	-	1.00	1.00
Facilities Crew Leader	-	1.00	1.00
Parks Equipment Operator I	-	1.00	1.00
Maintenance Worker I	-	3.00	3.00
Parks Laborer	-	9.00	9.00
Parks Laborer - Part Time	-	1.00	1.00
Custodian Full Time	-	2.00	2.00
Cost Center Total	<u>-</u>	<u>19.00</u>	<u>19.00</u>

Attachment 4 - 2020-2021 Personnel Position Roster
Including Full-Time, Part-Time and Seasonal

	Approved 2018-19	Approved 2019-20	Approved 2020-21
Recreation			
Recreation Division Manager	1.00	1.00	1.00
Recreation Assistant Manager	1.00	1.00	1.00
Recreation Program Coordinator	1.00	1.00	1.00
Recreation Aide Part-Time	3.00	3.00	3.00
Recreation Aide (Seasonal)	5.00	5.00	5.00
Pool Manager/Concessionaire (Seasonal)	1.00	1.00	1.00
Lifeguard (Seasonal)	9.00	9.00	9.00
Cost Center Total	<u>21.00</u>	<u>21.00</u>	<u>21.00</u>
Golf Course			
Golf Superintendent	1.00	1.00	1.00
Golf Course Maintenance Full-Time	1.00	1.00	1.00
Golf Course Laborer Part-Time	1.00	1.00	1.00
Pro-Shop Laborer Part-Time	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Cost Center Total	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
Community Development/Code Compliance			
Development Services Superintendent	-	-	1.00
Development Officer/Planner	1.00	1.00	1.00
Code Compliance Supervisor/Fire Marshal	-	1.00	-
Code Enforcement Officer	2.00	2.00	2.00
Code Enforcement Officer/Fire Marshal	<u>1.00</u>	<u>-</u>	<u>-</u>
Cost Center Total	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
Utility Billing			
Utility Billing Supervisor	1.00	1.00	1.00
Utility Clerk Full-Time II	1.00	1.00	1.00
Utility Clerk Full-Time I	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Cost Center Total	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
City Secretary			
City Secretary	1.00	1.00	1.00
Administrative Assistant	<u>1.00</u>	<u>-</u>	<u>-</u>
Cost Center Total	<u>2.00</u>	<u>1.00</u>	<u>1.00</u>
Public Works			
Public Works Director	1.00	1.00	1.00
Assistant Public Works Director	1.00	1.00	1.00
Administrative Assistant	<u>-</u>	<u>1.00</u>	<u>1.00</u>
Cost Center Total	<u>2.00</u>	<u>3.00</u>	<u>3.00</u>
General Fund Total	112.00	114.00	115.00

Attachment 4 - 2020-2021 Personnel Position Roster
Including Full-Time, Part-Time and Seasonal

	Approved 2018-19	Approved 2019-20	Approved 2020-21
Electric Fund 02			
Electric Superintendent	1.00	1.00	1.00
Crew Leader	1.00	1.00	1.00
Journeyman Lineman	1.00	1.00	1.00
Apprentice Lineman	2.00	2.00	2.00
Lineman's Helper	4.00	4.00	4.00
Electric Administrative Assistant	1.00	1.00	-
Electric Fund Total	10.00	10.00	9.00
Water/Sewer Fund 03			
Water			
Water Superintendent	1.00	1.00	1.00
Water Crew Leader	2.00	2.00	2.00
Equipment Operator II	-	-	-
Equipment Operator I	1.00	1.00	-
Water Operator III	-	-	1.00
Water Operator II	1.00	1.00	3.00
Water Operator I	3.00	3.00	1.00
Cost Center Total	8.00	8.00	8.00
Wastewater			
Waste Water Superintendent	1.00	1.00	1.00
Wastewater Plant Operator	1.00	1.00	1.00
WasteWater Operator III	-	-	-
WasteWater Operator II	2.00	2.00	1.00
WasteWater Operator I	-	-	1.00
Cost Center Total	4.00	4.00	4.00
Water/Wastewater Fund Total	12.00	12.00	12.00
Airport Fund 04			
Director of Aviation	1.00	1.00	1.00
Airport Services Technician II	1.00	1.00	2.00
Airport Services Technician I	1.00	1.00	-
Airport Administrative Assistant	1.00	1.00	1.00
Airport Fund Total	4.00	4.00	4.00

**Attachment 4 - 2020-2021 Personnel Position Roster
Including Full-Time, Part-Time and Seasonal**

	Approved 2018-19	Approved 2019-20	Approved 2020-21
Economic Development Fund 18			
EDC Director	1.00	1.00	1.00
Economic Development Fund Total	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
South Texas Regional Training Center			
Administrative Assistant	-	-	1.00
South Texas Regional Training Center Fund Total	<u>-</u>	<u>-</u>	<u>1.00</u>
Total All Fund	139.00	141.00	142.00
Proposed Full-Time Employees:	110.00	112.00	113.00
Proposed Part-Time/Seasonal Employees:	29.00	29.00	29.00
Total Proposed Employees	<u>139.00</u>	<u>141.00</u>	<u>142.00</u>

*Note 1-Budgeted but not funded

2021 Pay Schedule for the City of Hondo

Grade	Hourly					Grade	Annual				
	Minimum	1st Quartile	Mid-Point	Maximum			Minimum	1st Quartile	Mid-Point	Maximum	
101	\$ 10.000	\$ 11.40	\$ 12.80	\$ 15.60		101	\$ 20,800	\$ 23,712	\$ 26,624	\$ 32,448	
102	10.600	12.084	13.568	16.536		102	22,048.00	25,134.72	28,221.44	34,394.88	
103	11.236	12.809	14.382	17.528		103	23,370.88	26,642.80	29,914.73	36,458.57	
104	11.910	13.578	15.245	18.580		104	24,773.13	28,241.37	31,709.61	38,646.09	
105	12.625	14.392	16.160	19.695		105	26,259.52	29,935.85	33,612.19	40,964.85	
106	13.382	15.256	17.129	20.876		106	27,835.09	31,732.00	35,628.92	43,422.74	
107	14.185	16.171	18.157	22.129		107	29,505.20	33,635.93	37,766.65	46,028.11	
108	15.036	17.141	19.246	23.457		108	31,275.51	35,654.08	40,032.65	48,789.79	
109	15.938	18.170	20.401	24.864		109	33,152.04	37,793.33	42,434.61	51,717.18	
110	16.895	19.260	21.625	26.356		110	35,141.16	40,060.93	44,980.69	54,820.21	
111	17.908	20.416	22.923	27.937		111	37,249.63	42,464.58	47,679.53	58,109.43	
112	18.983	21.641	24.298	29.613		112	39,484.61	45,012.46	50,540.30	61,595.99	
113	20.122	22.939	25.756	31.390		113	41,853.69	47,713.20	53,572.72	65,291.75	
114	21.329	24.315	27.301	33.274		114	44,364.91	50,575.99	56,787.08	69,209.26	
115	22.609	25.774	28.940	35.270		115	47,026.80	53,610.55	60,194.31	73,361.81	
116	23.966	27.321	30.676	37.386		116	49,848.41	56,827.19	63,805.97	77,763.52	
117	25.404	28.960	32.517	39.629		117	52,839.32	60,236.82	67,634.32	82,429.33	
118	26.928	30.698	34.467	42.007		118	56,009.67	63,851.03	71,692.38	87,375.09	
119	28.543	32.539	36.536	44.528		119	59,370.25	67,682.09	75,993.93	92,617.60	
120	30.256	34.492	38.728	47.199		120	62,932	71,743	80,554	98,175	
121	32.071	36.561	41.051	50.031		121	66,708	76,048	85,387	104,065	
122	33.996	38.755	43.514	53.033		122	70,711	80,610	90,510	110,309	
123	36.035	41.080	46.125	56.215		123	74,954	85,447	95,941	116,928	
124	38.197	43.545	48.893	59.588		124	79,451	90,574	101,697	123,943	
125	40.489	46.158	51.826	63.163		125	84,218	96,008	107,799	131,380	
126	42.919	48.927	54.936	66.953		126	89,271	101,769	114,267	139,263	

2021 Pay Schedule for the City of Hondo

Job Title	Department	Hourly					Annual			
		Grade	Min	1st Qtr.	Mid	Max	Min	1st Qtr	Mid	Max
Full Time Positions										
FAC	Custodian	104	11.910	13.578	15.245	18.580	24,773.13	28,242.30	31,709.61	38,646.09
PARK	Parks Operator	104	11.910	13.578	15.245	18.580	24,773.13	28,241.89	31,709.61	38,646.09
STR	Street Operator	104	11.910	13.578	15.245	18.580	24,773.13	28,241.89	31,709.61	38,646.09
LIB	Library Aide	105	12.625	14.392	16.160	19.695	26,259.52	29,936.40	33,612.19	40,964.85
PD	Police Clerk/Typist I	105	12.625	14.392	16.160	19.695	26,259.52	29,936.40	33,612.19	40,964.85
UB	Utility Clerk I	105	12.625	14.392	16.160	19.695	26,259.52	29,936.40	33,612.19	40,964.85
REC	Recreation Program Coordinator	105	12.625	14.393	16.160	19.695	26,260.00	29,937.12	33,612.80	40,965.60
FAC	Facilities Maintenance Worker	106	13.382	15.256	17.129	20.876	27,835.09	31,733.15	35,628.92	43,422.74
GOLF	Golf Course Maintenance	106	13.382	15.256	17.129	20.876	27,835.09	31,733.15	35,628.92	43,422.74
PARK	Parks Equipment Operator I	106	13.382	15.256	17.129	20.876	27,835.09	31,733.15	35,628.92	43,422.74
STR	Street Equipment Operator I	106	13.382	15.257	17.129	20.876	27,835.09	31,733.91	35,628.92	43,422.74
WW	Waste Water Operator I	106	13.382	15.257	17.129	20.876	27,835.09	31,733.91	35,628.92	43,422.74
WTR	Water Equipment Operator I	106	13.382	15.257	17.129	20.876	27,835.09	31,733.91	35,628.92	43,422.74
WTR	Water Operator I	106	13.382	15.257	17.129	20.876	27,835.09	31,733.91	35,628.92	43,422.74
PD	Animal Control Officer	107	14.185	16.172	18.157	22.129	29,505.20	33,637.95	37,766.65	46,028.11
ADM	Administrative Assistant	107	14.185	16.172	18.157	22.129	29,505.20	33,637.95	37,766.65	46,028.11
MUN	Municipal Court Clerk I	107	14.185	16.172	18.157	22.129	29,505.20	33,637.95	37,766.65	46,028.11
PD	Police Clerk/Typist II	107	14.185	16.172	18.157	22.129	29,505.20	33,637.95	37,766.65	46,028.11
UB	Utility Clerk II	107	14.185	16.172	18.157	22.129	29,505.20	33,637.95	37,766.65	46,028.11
AIR	Airport Services Technician I	108	15.036	17.142	19.246	23.457	31,275.51	35,656.22	40,032.65	48,789.79
CODE	Code Enforcement Officer	108	15.036	17.142	19.246	23.457	31,275.51	35,656.22	40,032.65	48,789.79
MUN	Municipal Court Clerk II	108	15.036	17.142	19.246	23.457	31,275.51	35,656.22	40,032.65	48,789.79
STR	Street Equipment Operator II	108	15.036	17.141	19.246	23.457	31,275.51	35,653.75	40,032.65	48,789.79
WW	Waste Water Operator II	108	15.036	17.141	19.246	23.457	31,275.51	35,653.75	40,032.65	48,789.79
WTR	Water Equipment Operator II	108	15.036	17.141	19.246	23.457	31,275.51	35,653.75	40,032.65	48,789.79
CS	Assistant to the City Secretary	109	15.938	18.170	20.401	24.864	33,152.04	37,792.98	42,434.61	51,717.18
FAC	Facilities Maintenance Crew Leader	109	15.938	18.170	20.401	24.864	33,152.04	37,792.98	42,434.61	51,717.18
WTR	Water Operator II	109	15.938	18.170	20.401	24.864	33,152.04	37,792.98	42,434.61	51,717.18
CM	Administrative Assistant to the City Manager	109	15.938	18.170	20.401	24.864	33,152.04	37,792.98	42,434.61	51,717.18
AIR	Airport Services Technician II	110	16.895	19.260	21.625	26.356	35,141.16	40,060.56	44,980.69	54,820.21
IT	Computer Services Tech/Library Aide	110	16.895	19.260	21.625	26.356	35,141.16	40,060.56	44,980.69	54,820.21
ELE	Electric Lineman's Helper	110	16.895	19.261	21.625	26.356	35,141.16	40,062.95	44,980.69	54,820.21
FIN	Finance Assistant	110	16.895	19.261	21.625	26.356	35,141.16	40,062.95	44,980.69	54,820.21
LIB	Community Programs & Projects Coordinator	110	16.895	19.261	21.625	26.356	35,141.16	40,062.95	44,980.69	54,820.21
REC	Recreation Assistant	110	16.895	19.261	21.625	26.356	35,141.16	40,062.95	44,980.69	54,820.21
STR	Street Crew Foreman	110	16.895	19.260	21.625	26.356	35,141.16	40,059.94	44,980.69	54,820.21

WW	Waste Water Operator III	110	16.895	19.260	21.625	26.356	35,141.16	40,059.94	44,980.69	54,820.21
WW	Waste Water Plant Operator	110	16.895	19.261	21.625	26.356	35,141.16	40,062.37	44,980.69	54,820.21
WTR	Water Operator III	110	16.895	19.261	21.625	26.356	35,141.16	40,062.37	44,980.69	54,820.21
FIN	Finance/Personnel Coordinator	111	17.908	20.416	22.923	27.937	37,249.63	42,466.11	47,679.53	58,109.43
PARK	Parks Crew Leader	111	17.908	20.416	22.923	27.937	37,249.63	42,466.11	47,679.53	58,109.43
WTR	Water Crew Leader	111	17.908	20.416	22.923	27.937	37,249.63	42,466.11	47,679.53	58,109.43
ELE	Electric Apprentice Lineman	112	18.983	21.640	24.298	29.613	39,484.61	45,012.18	50,540.30	61,595.99
PD	Police Officer	112	18.983	21.640	24.298	29.613	39,484.61	45,012.18	50,540.30	61,595.99
PD	Police School Resource Officer	112	18.983	21.640	24.298	29.613	39,484.61	45,010.86	50,540.30	61,595.99
PD	Police Traffic Patrol Officer	112	18.983	21.640	24.298	29.613	39,484.61	45,010.86	50,540.30	61,595.99
CODE	Code Compliance Officer/Fire Marshall	112	18.983	21.640	24.298	29.613	39,484.61	45,010.86	50,540.30	61,595.99
ELE	Electric Journeyman Lineman	114	21.329	24.315	27.301	33.274	44,364.91	50,574.20	56,787.08	69,209.26
PD	Police Corporal	114	21.329	24.315	27.301	33.274	44,364.91	50,574.20	56,787.08	69,209.26
UB	Utility Billing Supervisor	115	22.837	26.033	29.231	35.626	47,500.96	54,149.17	60,801.23	74,101.50
ELE	Electric Crew Leader	115	22.837	26.034	29.231	35.626	47,500.96	54,149.87	60,801.23	74,101.50
GOLF	Golf Superintendent	115	22.837	26.033	29.231	35.626	47,500.96	54,149.33	60,801.23	74,101.50
LIB	Library Director	115	22.837	26.033	29.231	35.626	47,500.96	54,149.33	60,801.23	74,101.50
IT	Network Administrator	115	22.837	26.033	29.231	35.626	47,500.96	54,149.33	60,801.23	74,101.50
PARK	Parks & Grounds Superintendent	115	22.837	26.033	29.231	35.626	47,500.96	54,149.33	60,801.23	74,101.50
CODE	Planner II	115	22.837	26.033	29.231	35.626	47,500.96	54,149.33	60,801.23	74,101.50
PD	Police Investigator	115	22.837	26.033	29.231	35.626	47,500.96	54,149.33	60,801.23	74,101.50
REC	Recreation Division Manager	116	23.966	27.321	30.676	37.386	49,848.41	56,827.24	63,805.97	77,763.52
CODE	Code Enforcement Supervisor/Flood Plain Specialist	116	23.966	27.321	30.676	37.386	49,848.41	56,828.01	63,805.97	77,763.52
PD	Police Sergeant	116	23.966	27.321	30.676	37.386	49,848.41	56,828.01	63,805.97	77,763.52
STR	Street Superintendent	116	23.966	27.321	30.676	37.386	49,848.41	56,828.01	63,805.97	77,763.52
WW	Waste Water Superintendent	116	23.966	27.320	30.676	37.387	49,849.28	56,826.16	63,807.08	77,764.88
WTR	Water Superintendent	116	23.966	27.321	30.676	37.386	49,848.41	56,827.19	63,805.97	77,763.52
ELE	Electric Superintendent	117	25.404	28.960	32.517	39.629	52,839.32	60,236.82	67,634.32	82,429.33
PW	Assistant Director of Public Works	118	26.928	30.698	34.467	42.007	56,009.67	63,851.03	71,692.38	87,375.09
FIN	Assistant Finance Director	118	26.928	30.698	34.467	42.007	56,009.67	63,851.03	71,692.38	87,375.09
CS	City Secretary	118	26.928	30.698	34.467	42.007	56,009.67	63,851.03	71,692.38	87,375.09
PD	Police Lieutenant	118	26.928	30.698	34.467	42.007	56,009.67	63,851.03	71,692.38	87,375.09
ED	Economic Development Director	120	30.256	34.491	38.728	47.199	62,932.47	71,741.31	80,553.56	98,174.65
AIR	Director of Aviation	121	32.071	36.560	41.051	50.031	66,708.42	76,045.79	85,386.77	104,065.13
PD	Police Chief	121	32.071	36.560	41.051	50.031	66,708.42	76,045.79	85,386.77	104,065.13
FIN	Chief Finance Officer	123	36.035	41.081	46.125	56.215	74,953.58	85,447.49	95,940.58	116,927.58
PW	Public Works Director	124	38.197	43.546	48.893	59.588	79,450.79	90,575.40	101,697.01	123,943.24
CM	Assistant City Manager	125	40.489	46.158	51.826	63.163	84,217.84	96,009.47	107,798.84	131,379.83

2021 Pay Schedule for the City of Hondo

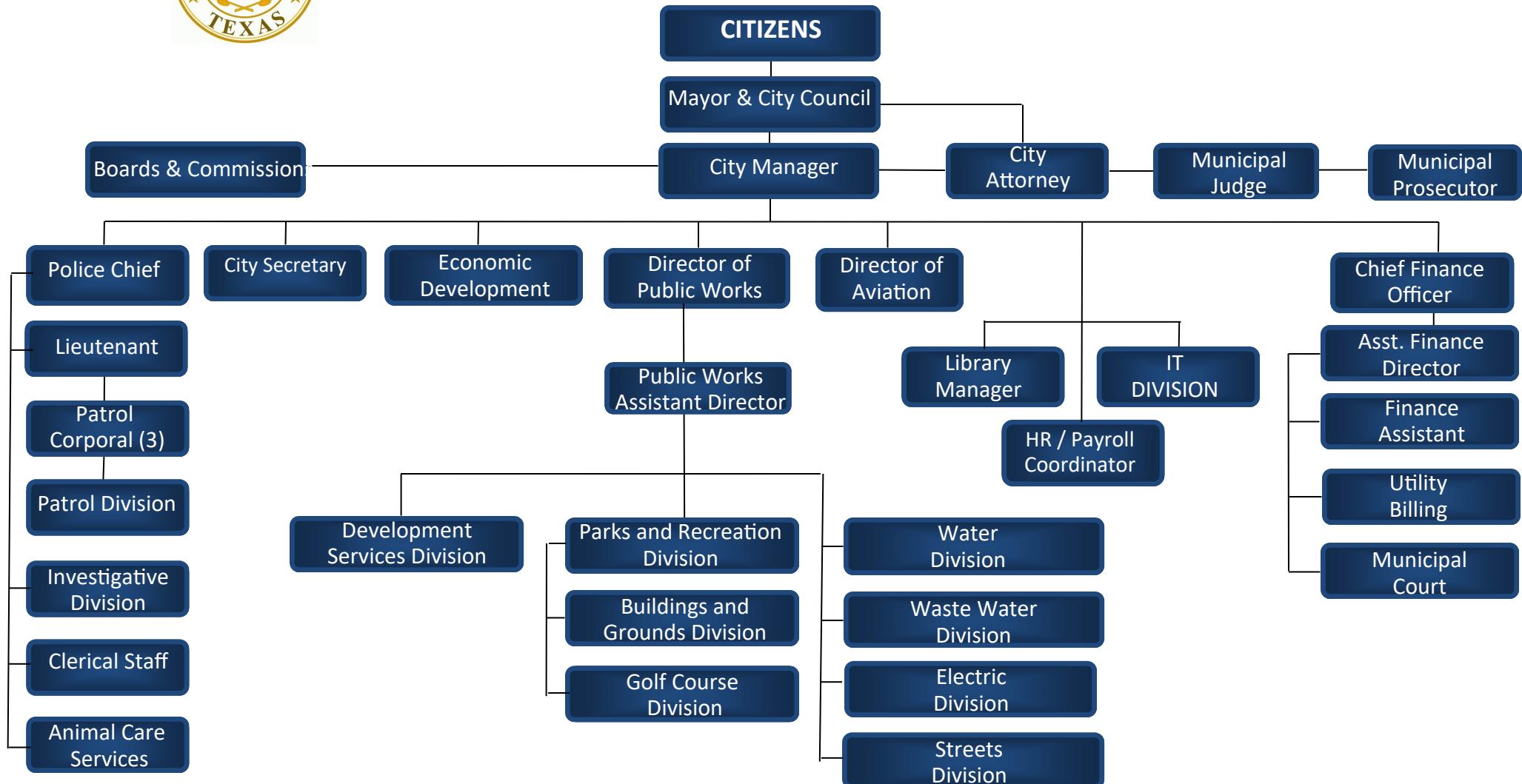
Part-Time Positions	YR 1	YR 2	YR 3	MAX
Golf Pro-Shop Laborer - Part Time	\$ 11.91	\$ 0.25	\$ 0.50	\$ 1.00
Library Aide - Part Time	\$ 12.62	\$ 0.25	\$ 0.50	\$ 1.00
Pool Lifeguard - Part Time	\$ 10.00	\$ 0.25	\$ 0.50	\$ 1.00
Pool Manager/Concessionaire - Certified - PT	\$ 12.62	\$ 0.25	\$ 0.50	\$ 1.00
Part-Time Seasonal / Recreation Aide	\$ 10.00	\$ 0.25	\$ 0.50	\$ 1.00
School Crossing Guard - Part Time	\$ 10.00	\$ 0.25	\$ 0.50	\$ 1.00

NAME	CURRENT		NEW GRADE	BASE RATE	NEW RATE	DEPT	ANNUAL	
	RATE	HOURS					CURRENT	NEW
CROSSING GUARDS	9.50	360	101	10.00	10.00	PD	3420	3600
CROSSING GUARDS	9.50	360	101	10.00	10.00	PD	3420	3600
CROSSING GUARDS	9.50	360	101	10.00	10.00	PD	3420	3600
CROSSING GUARDS	9.50	360	101	10.00	10.00	PD	3420	3600
CROSSING GUARDS	9.50	360	101	10.00	10.00	PD	3420	3600
CROSSING GUARDS	9.50	360	101	10.00	10.00	PD	3420	3600
CROSSING GUARDS	9.50	360	101	10.00	10.00	PD	3420	3600
REC AIDE NON-SEASON	8.75	1508	101	10.00	10.00	REC	13195	15080
REC AIDE NON-SEASON	8.75	1508	101	10.00	10.00	REC	13195	15080
REC AIDE NON-SEASON	8.75	1508	101	10.00	10.00	REC	13195	15080
REC AIDE SEASON	8.75	400	101	10.00	10.00	REC	3500	4000
REC AIDE SEASON	8.75	400	101	10.00	10.00	REC	3500	4000
REC AIDE SEASON	8.75	400	101	10.00	10.00	REC	3500	4000
REC AIDE SEASON	8.75	400	101	10.00	10.00	REC	3500	4000
REC AIDE SEASON	8.75	400	101	10.00	10.00	REC	3500	4000
POOL MGR SEASON	10.50	400	105	12.62	12.62	REC	4200	5048
LIFEGUARD	9.50	400	101	10.00	10.00	REC	3800	4000
LIFEGUARD	9.50	400	101	10.00	10.00	REC	3800	4000
LIFEGUARD	9.50	400	101	10.00	10.00	REC	3800	4000
LIFEGUARD	9.50	400	101	10.00	10.00	REC	3800	4000
LIFEGUARD	9.50	400	101	10.00	10.00	REC	3800	4000
LIFEGUARD	9.50	400	101	10.00	10.00	REC	3800	4000
LIFEGUARD	9.50	400	101	10.00	10.00	REC	3800	4000
LIFEGUARD	9.50	400	101	10.00	10.00	REC	3800	4000
LIFEGUARD	9.50	400	101	10.00	10.00	REC	3800	4000
LIFEGUARD	9.50	400	101	10.00	10.00	REC	3800	4000
LIBRARY AIDE	8.00	1508	105	12.62	12.62	LIBRARY	12064	19030.96
GOLF PRO SHOP	8.75	1508	104	11.91	11.91	GOLF	13195	17960.28

Part-Time Positions	YR 1	YR 2	YR 3	YR 4	MAX
Golf Pro-Shop Laborer - Part Time	11.91	12.16	\$ 12.41	\$ 12.66	\$ 12.91
Library Aide - Part Time	12.62	12.87	\$ 13.12	\$ 13.37	\$ 13.62
Pool Lifeguard - Part Time	10.00	10.25	\$ 10.50	\$ 10.75	\$ 11.00
Pool Manager/Concessionaire - Certified - PT	12.62	12.87	\$ 13.12	\$ 13.37	\$ 13.62
Part-Time Seasonal / Recreation Aide	10.00	10.25	\$ 10.50	\$ 10.75	\$ 11.00
School Crossing Guard - Part Time	10.00	10.25	\$ 10.50	\$ 10.75	\$ 11.00



CITY OF HONDO ORGANIZATIONAL CHART



APPENDIX A

FEES SCHEDULE

ARTICLE A1.000 MISCELLANEOUS FEES

Sec. A1.001 Copy charges and miscellaneous service fees

Copy charges (8-1/2 x 11)

Black and white	\$0.10 per page
Color	\$1.00 per page
Audio Copy on flash drive	\$10.00
Audio Copy on Compact Disc	\$4.00
ShapeFile/Geodatabase file	\$3.00
(Public Information Request)	
Personnel charge (large requests that require 1 hr +)	\$15.00 per hour

Notary fee \$6.00 first page; \$1.00 for each additional page

Fee for legal/professional services at special
meetings \$200.00

Online processing fee \$1.25

Miscellaneous fees

Block party permit	\$25.00
Carnival license	\$250.00
Sexually oriented business license	\$500.00
Burn permit	\$25.00
Solicitor/vendor permit	
30 day	\$25.00
60 day	\$50.00
180 day	\$65.00
One year	\$100.00
Agent fee	\$25.00 per agent
Lost permit	\$15.00 per permit

Film project fees

Total or disruptive use (regular operating hours) of a public building, park, right-of- way, or public area	\$500.00
Partial non-disruptive use of a public building, park, right-of-way, or public area	\$250.00
Total closure or obstruction of public street or right-of-way, including parking lots and on- street parking (for filming purposes)	\$50.00 per block
Partial closure or obstruction of public street or right-of-way, including parking lots and on- street parking (for filming purposes)	\$25.00 per block
Use of city parking lots, parking areas, and city streets (for the purpose of parking film trailers, buses, catering trucks, and other large vehicles)	\$50.00 per block or lot
Application processing fee	\$25.00

Alcoholic beverage permit fees**Liquor license fees**

General class B wholesaler's permit (W)	\$150.00
Beer licenses	
Branch distributor's license (BC)	\$38.00
General distributor's license (BB)	\$150.00
Importer's license (BI)	\$10.00
Local distributor's license (BD)	\$38.00
Beer retailer off-premises (BF) annual	\$30.00
Retail beer on-premises (BE) annual	\$75.00
Retail dealer's on-premises late hours license (BL)	\$125.00
Retail beer and wine on-premises (BG) annual	\$87.50
Retail beer and wine off-premises (BQ) annual	\$30.00
Importer's carrier license (BJ)	\$10.00
Liquor license	
Beverage cartage license (PE)	\$10.00
Carrier's permit (C)	\$15.00
Food and beverage certificate (FB)	\$50.00
Mixed beverage permit (MB)	\$750.00
Mixed beverage late hours permit (LB)	No city fee until 4th yr (3 yr waiting period) \$75.00
Package store (P) annual	\$250.00
Wine only package store (Q) annual	\$37.50
Private carrier's permit (O)	\$15.00

(Ordinance 1136-09-17 adopted 9/11/17; 2009 Code, art. A1.000; Ordinance 1149-01-18, art. A1.001, adopted 1/22/18; Ordinance 1186-09-18, art. A1.001, adopted 9/10/18; Ordinance 1210-09-09, art. A1.001, adopted 9/09/19)

Sec. A1.002 Petition to close, vacate or abandon public right-of-way

(a) Generally. The nonrefundable processing fee for a petition to close, vacate, or abandon a public right-of-way is \$150.00.

(b) Closure, vacation or abandonment to political subdivision. The nonrefundable processing fee for a petition to close, vacate, or abandon a public right-of-way is \$150.00.

(Ordinance 1093-05-16 adopted 5/9/16; 2009 Code, secs. 1.07.032, 1.07.033)

Sec. A1.003 Request to canvass city-owned real property for designation as surplus property

The processing fee for a request to canvass a particular city-owned property for designation as surplus for disposition purposes shall be \$150.00, unless initiated by the city. (Ordinance 1093-05-16 adopted 5/9/16; 2009 Code, sec. 1.07.034)

Sec. A1.004 Network nodes and node support poles in right-of-way

(a) Application for permit. All applications for permits pursuant to article 10.10 shall be accompanied by a fee of \$500.00 for up to five network nodes addressed in the same application, \$250.00 for each additional node in the same application, and a fee of \$1,000.00 for each node support pole.

(b) Compensation for use of right-of-way. The network provider shall pay to the city compensation for use of the public right-of-way in the amount of \$250.00 annually per node in the city public right-of-way as authorized by state law. This annual rate is subject to adjustment in accordance with chapter 284 of the Texas Local Government Code.

(c) Service pole attachment fee. The rate to collocate a network node on a service pole in the public right-of-way shall be \$20.00 per pole per year.

(Ordinance 1143-11-17 adopted 11/13/17; 2009 Code, secs. 13.10.003, 13.10.008, 13.10.009)

Sec. A1.005 Abandoned vehicles

(a) Report of abandoned vehicle by garagekeeper. A fee of \$10.00 shall accompany the report of the garagekeeper to the police department under section 8.06.034.

(b) Disposal of vehicle to demolisher. A person, firm, corporation or unit of government may dispose of a motor vehicle to a demolisher if the person submits a fee of \$2.00, unless the application is submitted by a unit of government.

(Ordinance adopting 2009 Code; 2009 Code, secs. 8.06.034, 8.06.035)

ARTICLE A2.000 LIBRARY

City resident fees	No charge Active Military and Veterans – No charge (proof required)
Out-of-city resident fees	\$15.00 per year per family for ages 5-54 \$10.00 per year per family (one member must be 55+) *Individuals/families having a business address receive city resident fee (must have CoH service address)
Print-outs	
Black & white	\$0.10 per page
Color	\$1.00 per page
Photocopies	\$0.10 black & white/\$1.00 color (each page)
Fax (outgoing only)	\$1.00 per page
Fines	
Book/audiobook fines	\$0.10 per day; max. \$5.00 per title
Video fines	\$1.00 per day; max. \$10.00 per title
Lost or damaged/destroyed book	Price of the book as entered into the catalog system + \$3.00 processing fee

Senior activity center rental rates per room	
*Nonprofit fee (must have 78861 zip code)	\$17.50 per hour
Business/for-profit fee	\$35.00 per hour - 2 hour minimum
Fee (City of Hondo/TML municipalities/other government)	Free of charge
Deposit (for all rentals)	\$100.00
Miscellaneous fees	
Replacement card	\$1.00
Scans	\$0.10 per page
Lamination	\$1.00 per page
USB or flash drive	\$10.00
One-user headphones/ear buds	\$1.25
Vinyl for silhouette use - small and medium	\$1.00
Vinyl for silhouette use - large and X-large	\$3.50
Online processing fee	\$1.25

(Ordinance 1136-09-17 adopted 9/11/17; 2009 Code, art. A2.000; Ordinance 1149-01-18, art. A1.002, adopted 1/22/18; Ordinance 1186-09-18, art. A1.002, adopted 9/10/18; Ordinance 1210- 09-09, art. A1.002, adopted 9/09/19)

ARTICLE A3.000 PARKS, RECREATION AND GOLF COURSE

Sec. A3.001 Park fees

City Park #1

Deposit	\$100.00
Usage	\$100.00 per day
Nonprofit deposit	\$100.00 (78861 only)
Nonprofit rental fee	\$50.00 (78861 only)

City Park #2

Deposit	\$50.00
Usage	\$50.00
Nonprofit deposit	\$50.00 (78861 only)
Nonprofit rental fee	\$25.00 (78861 only)

Loading dock

Available to 78861 nonprofit's only	\$50.00 deposit - returned if cleaned
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Community center

Deposit	\$100.00
Fee	\$35.00 per hour - 2 hour minimum
Lost key fee	\$50.00
Nonprofits (78861 only)	\$17.50 per hour - 2 hour minimum

TA Lopez Pavilion

No charge

TA Lopez bathrooms – baseball field

\$100.00 deposit

(Ordinance 1136-09-17 adopted 9/11/17; 2009 Code, art. A3.000; Ordinance 1149-01-18, art. A1.003, adopted 1/22/18; Ordinance 1186-09-18, art. A1.003, adopted 9/10/18)

Sec. A3.002 Recreation fees**Rick Taylor Recreation Center**

Resident	
Daily fee	\$4.00
Memberships (yearly)	
Youth (ages 13-21)	\$20.00
Adult (ages 21 and up)	\$52.00
Family	\$65.00
Nonresident	
Memberships (yearly)	
Youth (ages 13-21)	\$35.00
Adult (ages 21 and up)	\$85.00
Family	\$111.00
Rental fees	
Activity room	
Deposit	\$25.00
Usage	\$35.00/hour 1-hour minimum \$50.00 if reservation is outside regular hours
Gymnasium	
Deposit	\$50.00 during open hours \$100.00 during closed hours
Usage	\$35.00/hr for half court during open hours \$150.00 - half a day when closed + \$15.00/hr for staff \$300.00 - full day when closed + \$15.00/hr for staff
Tournament/field rentals	
Deposit	\$150.00/field per day
Usage	\$150.00/field per day
Key Deposit	\$25.00
Programs registration fees	
Flag football	\$65.00 per player
Girl's volleyball	\$50.00 per player
Basketball	
PeeWee Division	\$40.00 per player
Jr/Sr Division	\$55.00 per player
Summer rec camp	\$96.00 per player
Aerobics class	\$4.00 per participants
Christmas camp	\$25.00 per participants
Day off camp	\$10.00 per participants
League admission fee	
	\$2.00 adults
	\$1.00 children (under 3 free)

Miscellaneous fees

Replacement card	\$5.00
Lights (TA Lopez and Ave. U fields)	\$15.00 per hour
Swimming pool fees	
Admission	\$3.00 per person (2 yrs. and under free)
Fitness pass	
	\$65.00 with rec membership
	2nd pass for \$20.00 (same address)
	\$90.00 without rec membership
	2nd pass for \$20.00 (same address)
Season passes	
Youth (with rec membership)	\$20.00
Adult (with rec membership)	\$40.00
Family (with rec membership) (2 adults and up to 4 dependents)	\$60.00
Youth (without rec membership)	\$30.00
Adult (without rec membership)	\$60.00
Family (without rec membership) (2 adults and up to 4 dependents)	\$145.00
Swim lessons	
	\$40.00 per child
Private pool party deposit	\$60.00
Private pool party rental	\$180.00 - 3 hrs
	\$240.00 - 4 hrs
	\$25.00 for additional guard (50+ people) per party
Nonresident	
Daily fee	\$4.00 per day
Online processing fee	
	\$1.25
Senior citizen discount (65 years and up) &	10%
Military Discount	

(Ordinance 1136-09-17 0adopted 9/11/17; 2009 Code, art. A4.000; Ordinance 1149-01-18, art. A1.004 adopted 1/22/18; Ordinance 1186-09-18, sec. A1.004, adopted 9/10/18; Ordinance 1210-09-09, sec. A1.004, adopted 9/09/19)

Sec. A3.003 Golf course

Green fees (18 holes)	
Senior (60 yrs+)	\$16.00 - with cart - weekdays
	\$20.00 - with cart - weekends
	\$8.00 - walking - weekdays
	\$12.50 - walking - weekends
Junior (5-17 yrs)	\$15.00 - with cart - every day
Junior (5-17 yrs)	\$7.00 - walking - every day
Adults (18 yrs-59 yrs)	\$20.00 - with cart - weekdays
	\$24.00 - with cart - weekends
	\$12.50 - walking - weekdays
	\$16.50 - walking - weekends

Memberships (monthly)	
Walking membership	
Family dues	\$74.95 monthly
Single dues	\$58.71 monthly
Senior dues	\$48.97 monthly
Player development program (PDP)	
Unlimited range use, 20% off weekend green fees, 50% off after 1 p.m. weekdays green fees	\$95.00 monthly
Players club card	
All access pass	\$195.00 monthly
Golf lessons	\$20.00 per hour
Bucket of range balls	
Medium bucket (50 balls)	\$4.00
Large bucket (100 balls)	\$6.00
Jumbo bucket (140 balls)	\$8.00
Online processing fee	\$1.25

(Ordinance 1136-09-17 adopted 9/11/17; 2009 Code, art. A5.000; Ordinance 1149-01-18, art. A1.005, adopted 1/22/18; Ordinance 1186-09-18, sec. A1.005, adopted 9/10/18)

ARTICLE A4.000 POLICE DEPARTMENT

Sec. A4.001 Copies of reports

Fees for copies of reports:

Accident	\$6.00
Call for service	\$6.00
Arrest (w/identification only)	\$6.00
Incident/offense (public info. only)	\$6.00
Fingerprint cards	\$25.00

(Ordinance 1136-09-17 adopted 9/11/17; 2009 Code, art. A6.000; Ordinance 1149-01-18, art. A1.006, adopted 1/22/18; Ordinance 1186-09-18, sec. A1.006, adopted 9/10/18)

Sec. A4.002 Animal control

Animal registration (dogs and cats):

Spayed or neutered (sterilized) or under 1 year old	\$5.00
Not spayed or neutered	\$7.00

Animal impoundment:

Dogs and cats - each NOT spayed or neutered (sterilized)	
First offense in 12-month period	\$30.00
Second offense in 12-month period	\$40.00
Third offense in 12-month period	\$50.00
Fourth offense in 12-month period	\$60.00

Dogs and cats - each spayed or neutered (sterilized)	
First offense in 12-month period	\$25.00
Second offense in 12-month period	\$30.00
Third offense in 12-month period	\$40.00
Fourth offense in 12-month period	\$50.00
Handling fee - daily charge that an animal is at the shelter in addition to impoundment fees	\$10.00 per day, or fraction thereof
Proof of current vaccination	\$22.00
If proof is not provided for any animal over 3m of age an additional charge is applied	
Quarantine fees - daily charge that an animal is at the shelter in addition to impoundment fees	\$12.00 per day, or fraction thereof
Owners of animals destroyed by the animal control officer shall be assessed additional fees, as appropriate, in addition to the existing impound fees, per destroyed animal, when the animal is not suspected of rabies infection.	
Rabies examination	\$50.00
Euthanasia fee	\$25.00
Adoption fee	\$30.00
Animal disposal - any animals surrendered by owners	\$25.00
Dangerous dog	\$50.00
Microchip Deposit	\$10.00

(Ordinance 1136-09-17 adopted 9/11/17; 2009 Code, art. A6.000; Ordinance 1149-01-18, art. A1.006, adopted 1/22/18; Ordinance 1186-09-18, sec. A1.006, adopted 9/10/18)

ARTICLE A5.000 MUNICIPAL COURT

Sec. A5.001 Schedule of fines

Speeding in school zone	\$199.20
Exceeding posted speed zone	\$8.00 per mile
Cell phone use in school zone	\$199.90
No driver's license - 1st offense	\$124.00
No driver's license - 2nd offense	\$184.00
No driver's license - 3rd offense	\$200.00
Expired driver's license	\$84.00
No seat belt - driver	\$49.90
No seat belt - passenger	\$49.90
No seat belt on child age 15-16	\$49.90 to passenger/\$99.90 to driver
No seat belt on child age 8-15	\$99.90 to driver
No seat belt/child safety seat for child under 8	\$104.90 to driver

No parking violations	\$100.00
Online processing fee	\$2.50 or \$3.50 - depending on deferral

(Ordinance 1136-09-17 adopted 9/11/17; 2009 Code, art. A7.000; Ordinance 1149-01-18, art. A7.000, adopted 1/22/18; Ordinance 1186-09-18, sec. A1.007, adopted 9/10/18)

Sec. A5.002 Preparation of clerk's record

In the event a case is appealed from the municipal court, the fee for preparation of the clerk's record shall be \$25.00. (Ordinance 1138-10-17 adopted 10/23/17; 2009 Code, sec. 7.01.008(d))

Sec. A5.003 Dismissal of certain traffic cases

The fees for dismissal of noncompliance traffic fines such as no driver's license on person, expired inspection stickers, expired registration, and the like shall be \$10.00 or, if the applicable statute so provides, the sum of \$20.00. (Ordinance 1138-10-17 adopted 10/23/17; 2009 Code, sec. 7.01.008(e))

Sec. A5.004 Time payment fee

The time payment fee shall be \$25.00. (Ordinance 1138-10-17 adopted 10/23/17; 2009 Code, sec. 7.01.008(f))

Sec. A5.005 Technology fee

The fee shall be in the amount of four dollars (\$4.00). (Ordinance adopting 2019 Code)

Sec. A5.006 Building security fee

The fee shall be in the amount of three dollars (\$3.00). (Ordinance adopting 2019 Code)

ARTICLE A6.000 UTILITIES

Sec. A6.001 General fees

Deposit - residential*	
Electric	\$200.00
Water	\$100.00
Deposit - commercial*	
Electric	(minimum) \$500.00 or high/low prev. bill
Water	(minimum) \$100.00 or high/low prev. bill
Hydrant Meter Deposit	\$1,500.00
Connection fee	
Residential	\$25.00 per meter
Commercial	\$25.00 per meter

*Deposits may be initially waived if a letter of credit in good standing is provided by account holder in their name. (Must provide before account is opened.)

Reconnect fees**	
Utility reconnect fee (during business hours)**	\$40.00 flat fee
After hours reconnect fees**	
First offense (within prior 12 billing period)	Additional \$50.00 flat fee (first offense in 12-month period)
Offense after first (within prior 12 billing period)	Additional \$100.00 (every offense after first)
Pole disconnect fee**	\$160.00
Tampering fees**	
First offense (per meter)	\$500.00 per meter water/electric - first offense
Offense after first (per meter)	\$750.00 per meter every offense after first
Police reports are made for each offense.	

**Additional fees may apply

Disconnection day service charge	\$15.00 per meter water/electric
Re-read fee-no charge if read is incorrect	\$25.00 per meter if correct
Meter test – Water	\$75.00 / refunded if Meter Test fails
Meter test – Electric	\$75.00 if within 5% accuracy
Banner fee	\$75.00 (permission from TxDOT required)
Edwards Aquifer Authority Management Fee (EAA)	\$0.05 per 100 gallons per month
Water resources fund	\$1.00 per month
Online processing fee	\$1.25
Returned check fee	\$40.00

(Ordinance 1136-09-17 adopted 9/11/17; 2009 Code, sec. A8.001; Ordinance 1149-01-18, art. A1.008, adopted 1/22/18; Ordinance 1186-09-18, sec. A1.008, adopted 9/10/18; Ordinance adopting 2019 Code; Ordinance 1210-09-09, sec. A1.008, adopted 9/09/19)

Sec. A6.002 Solid waste

Solid waste rates – residential	
Monthly rate to residents - 1 cart	\$24.66
Monthly rate to residents - 2 carts	\$35.01
Monthly rate to residents - 3 carts	\$45.83
Solid waste rates - business/professional	
Monthly rate to residents - 1 cart	\$32.44
Monthly rate to residents - 2 carts	\$43.25
Monthly rate to residents - 3 carts	\$54.06
Solid waste rates - commercial – dumpsters	
Monthly rate to residents - 1 pickup - 2 yds	\$87.37
Monthly rate to residents - 2 pickups - 2 yds	\$146.79
Monthly rate to residents - 1 pickup - 3 yds	\$98.53

Monthly rate to residents - 2 pickups - 3 yds	\$186.18
Monthly rate to residents - 3 pickups - 3 yds	\$267.57
Monthly rate to residents - 1 pickup - 4 yds	\$138.15
Monthly rate to residents - 2 pickups - 4 yds	\$206.52
Monthly rate to residents - 3 pickups - 4 yds	\$308.24
Monthly rate to residents - 2 pickups - 6 yds	\$308.20
Monthly rate to residents - 2 pickups - 8 yds	\$413.04
Roll-offs	
HEB, Wal-Mart and City of Hondo - res. Rate	\$447.99
Compactor	
TDCJ	\$572.22
Sludge box	
TDCJ	\$343.34
Disposal fee, per ton - res. rate	\$13.24
Brush removal - 8 cubic yards (12x6x3)	\$5.00 per every 2 cubic yards over 8
Additional waste wheeler	
Residential	\$12.12
Commercial	\$12.12

(Ordinance 1136-09-17 adopted 9/11/17; 2009 Code, sec. A8.003; Ordinance 1149-01-18, art. A1.008, adopted 1/22/18; Ordinance 1186-09-18, sec. A1.008, adopted 9/10/18; Ordinance adopting 2019 Code; Ordinance 1210-09-09, sec. A1.008, adopted 9/09/19)

Sec. A6.003 Water rates

(a) Residential water rates effective October 1, 2020.

(1) Minimum monthly connect charge, 0 to 2,000 gallons:

Meter size	3/4"	\$31.21
	1"	\$40.00
	1 1/2"	\$60.00
	2"	\$90.00
	3"	\$170.00
	4"	\$250.00
	6"	\$530.00

(2) Minimum monthly connect charge exceeding 2,000 gallons:

	Cost per Thousand Gallons
2,001 to 4,000 gallons	\$2.54
4,001 to 6,000 gallons	\$2.60
6,001 to 9,000 gallons	\$2.60

9,001 to 12,000 gallons	\$2.74
12,001 to 15,000 gallons	\$2.92
15,001 to 30,000 gallons	\$3.12
30,001 to 45,000 gallons	\$3.32
45,001 to 60,000 gallons	\$3.52
60,001 to 75,000 gallons	\$3.70
75,001 gallons and above	\$3.90

(b) Commercial water rates effective October 1, 2020.

(1) Minimum monthly connect charge, 0 to 2,000 gallons, for commercial:

Meter size 3/4 "	\$57.22
1"	\$70.00
1 1/2"	\$115.00
2"	\$155.00
3"	\$305.00
4"	\$455.00
6"	\$855.00

(2) Minimum monthly connect charge exceeding 2,000 gallons:

	Cost per Thousand Gallons
2,001 to 4,000 gallons	\$2.74
4,001 to 6,000 gallons	\$2.80
6,001 to 9,000 gallons	\$2.86
9,001 to 12,000 gallons	\$3.00
12,001 to 15,000 gallons	\$3.18
15,001 to 30,000 gallons	\$3.38
30,001 to 45,000 gallons	\$3.64
45,001 to 60,000 gallons	\$3.90
60,001 to 75,000 gallons	\$4.16
75,001 gallons and above	\$4.42

(c) Residential water rates, customers served outside the city limits, effective October 1, 2020.

(1) Minimum monthly connect charge, 0 to 2,000 gallons:

Meter size 3/4 "	\$62.42
1"	\$80.00
1 1/2"	\$120.00
2"	\$180.00
3"	\$340.00
4"	\$500.00
6"	\$1060.00

(2) Minimum monthly connect charge exceeding 2,000 gallons:

	Cost per Thousand Gallons
2,001 to 4,000 gallons	\$4.94
4,001 to 6,000 gallons	\$5.20
6,001 to 9,000 gallons	\$5.34

9,001 to 12,000 gallons	\$5.46
12,001 to 15,000 gallons	\$5.86
15,001 to 30,000 gallons	\$6.24
30,001 to 45,000 gallons	\$6.64
45,001 to 60,000 gallons	\$7.02
60,001 to 75,000 gallons	\$7.42
75,001 gallons and above	\$7.80

(d) Commercial water rates, customers served outside the city limits, effective October 1, 2020.

(1) Minimum monthly connect charge, 0 to 2,000 gallons, for commercial:

Meter size 3/4"	\$114.44
1"	\$140.00
1 1/2"	\$230.00
2"	\$310.00
3"	\$610.00
4"	\$910.00
6"	\$1,710.00

(2) Minimum monthly connect charge exceeding 2,000 gallons:

	Cost per Thousand Gallons
2,001 to 4,000 gallons	\$5.47
4,001 to 6,000 gallons	\$5.60
6,001 to 9,000 gallons	\$5.72
9,001 to 12,000 gallons	\$5.99
12,001 to 15,000 gallons	\$6.37
15,001 to 30,000 gallons	\$6.76
30,001 to 45,000 gallons	\$7.28
45,001 to 60,000 gallons	\$7.80
60,001 to 75,000 gallons	\$8.32
75,001 gallons and above	\$8.84

(Ordinance 1105-09-16, sec. 3, adopted 9/12/16; 2009 Code, sec. A8.004; Ordinance 1210-09-19, sec. A8.004, adopted 9/09/19)

Sec. A6.004 Sewer rates

(a) Residential wastewater rates effective October 1, 2020.

Minimum monthly connect charge, 0 to 2,000 gallons:

Meter Size: 3/4"	\$26.01
1"	\$35.00
1 1/2"	\$55.00
2"	\$85.00
3"	\$145.00
4"	\$225.00
6"	\$425.00

	Cost per Thousand Gallons
2,001 - 15,000 gallons	\$1.77
(no charge above 15,000 gallons used)	

(b) Commercial wastewater rates effective October 1, 2020.

Minimum monthly charge, 0 to 2,000 gallons:

Meter Size: 3/4"	\$26.01
1"	\$35.00
1 1/2"	\$55.00
2"	\$85.00
3"	\$145.00
4"	\$225.00
6"	\$425.00

	Cost per Thousand Gallons
2,001 and above (no cap)	\$1.77
(residential cap of 15,000 gallon used- not applicable)	

(c) Residential wastewater rates, customers served outside the city limits, effective October 1, 2020.

Minimum monthly connect charge, 0 to 2,000 gallons:

Meter Size: 3/4"	\$26.01
1"	\$35.00
1 1/2"	\$55.00
2"	\$85.00
3"	\$145.00
4"	\$225.00
6"	\$425.00

	Cost per Thousand Gallons
2,001 - 15,000 gallons	\$1.77
(no charge above 15,000 gallons used)	

(d) Commercial wastewater rates, customers served outside the city limits, effective October 1, 2020.

Minimum monthly charge, 0 to 2,000 gallons:

Meter Size: 3/4"	\$26.01
1"	\$35.00
1 1/2"	\$55.00
2"	\$85.00
3"	\$145.00
4"	\$225.00
6"	\$425.00

	Cost per Thousand Gallons
2,001 and above (no cap)	\$1.77
(residential cap of 15,000 gallons used - not applicable)	

(Ordinance 1105-09-16, secs. 5, 6, adopted 9/12/16; 2009 Code, sec. A8.005; Ordinance 1210-09-19, sec. A8.005, adopted 9/09/19)

ARTICLE A7.000 CODES AND DEVELOPMENT

Building, development and inspection fees

Reinspection res./com. bldg.	\$40.00 res./\$60.00 commercial
Demolition (res./com.)	\$50.00 res./\$100.00 commercial
Certificate of occupancy (CO)	\$25.00 res./\$50.00 commercial
Cash bond CO	\$200.00
Commercial Building improvement permit	
\$1.00 to \$2000.00	\$80.00
\$2001.00 to \$25,000.00	\$80.00 for the first \$2000.00 plus \$14.00 for each additional \$1000.00, or fraction thereof, to and including \$25,000.10
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1000.00, or fraction thereof, to and including \$50,000.10
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1000.00, or fraction thereof, to and including \$100,000.10
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1000.00, or fraction thereof, to and including \$500,000.10
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1000.00, or fraction thereof, to and including \$1,000,000.10
\$1,000,000.00 and above	\$5,608.75 for the first \$1,000,000.00 plus \$3.25 for each additional \$1,000.00 or fraction thereof
Residential construction permit (includes: building, mechanical, electrical, plumbing, fuel gas and similar)	\$.38 per square foot \$100.00 per trade
Other types Not listed above	\$160.00 per trade
Premature work	2x building improvement permit
Plan review fee	(TBD) 65% of building permit fee
Fire marshal safety inspection fee	\$100.00 commercial/\$75.00 residential
Consultant & Legal review fee	\$50.00 follow up goes to above fee
Variance request	Actual cost + 5% admin fee
Preliminary plat, final plat	\$100.00
Minor plat fee, minor replat, amending plat	\$100.00 & \$25.00 per lot
Specific use permit fee	\$100.00
Zone change/rezone request	\$100.00

Concept plan review	\$100.00
Curb cut	Fee to be assessed under construction permit fee schedule
Curb cut license	\$50.00
New service fees	
Wastewater service	
Sewer tap	\$1,700.00 < 5 ft. depth \$2,300.00 \geq 5 ft. depth \$2,500.00
Industrial waste permit	
Water service	
Water Service Tap fee	
3/4"	\$2,264.00
1"	\$2,454.00
1-1/2"	\$4,047.00
2"	\$4,414.00/compound meter \$5,314.00
> 2" / fire lines	\$200.00 plus actual cost
Water Meter Fees	
3/4"	\$216.00 for New meter where service tap installed by developer
1"	\$377.76 for New meter where service tap installed by developer
1-1/2"	\$731.07 for New meter where service tap installed by developer
2"	\$813.68 for New meter where service tap installed by developer
Electric service	
Residential overhead (up to 100')	\$275.00
Residential overhead (over 100')	\$275.00 plus actual cost over 100'
Residential underground (up to 100')	\$575.00
Residential underground (over 100')	\$575.00 plus actual cost over 100'
Commercial electric new service	Actual costs + 10% planning fee
Temporary electric service construction loop	\$250.00
Streetlight (existing lights: alley or private properties)	
Existing Security Light – Customer rental	\$24.50 per month
New Security light on existing Electric pole	\$24.50 per month, 12-month minimum
New Security light on dedicated pole	\$450.00 install fee, \$29.50 per month, 12-month minimum
Abatement fees	
Release lien fee	
Cost of lien	Rate dependent on cost to abate
Cost of attorney per hour	Rate dependent on attorney billing
County cost for filing release	\$26 for first page; \$4 for each additional page
Administrative fee	\$10.00

(Ordinance 1136-09-17 adopted 9/11/17; 2009 Code, art. A9.000; Ordinance 1149-01-18, art. A1.009, adopted 1/22/18; Ordinance 1160-03-18, sec. 4.07.006, adopted 3/12/18; Ordinance 1186-09-18, sec. A1.009, adopted 9/10/18; Ordinance adopting 2019 Code; Ordinance 1210-09-19, art. A9.000; adopted 9/09/19)

ARTICLE A8.000 AIRPORT

Hangar lease/rental (monthly)	
A1 - A7	\$170.00
B1 - B7	\$170.00
C1 - C7	\$170.00
D1 - D7	\$170.00
E1 - E7	\$170.00
F1 - F7	\$170.00
G1 - G3	\$75.00
H1	\$376.00
Piston RON tie-down	\$10.00 per night (20 gallon minimum)
Turbine RON tie-down	\$15.00 per night (100 gallon minimum)
Piston monthly tie-down	\$75.00 - 30 plus days
Turbine monthly tie-down	\$125.00 - 30 plus days
Hangar RON (when available)	\$50.00 per night
After-hours fee (1730 - 0730)	\$55.00
GPU (ground power unit)	\$25.00 (waived with fuel purchase)
Replacement of smart card	\$10.00

(Ordinance 1136-09-17 adopted 9/11/17; 2009 Code, art. A10.000; Ordinance 1149-01-18, art. A1.010, adopted 1/22/18; Ordinance 1186-09-18, sec. A1.010, adopted 9/10/18; Ordinance 1210-09-19, art A1.010, adopted 9/09/19)

ARTICLE A9.000 SOUTH TEXAS REGIONAL TRAINING CENTER

Classroom #106 (905.51 sq. ft.; capacity 60)	
Full day rental	\$150.00
Classroom #107 (618.93 sq. ft.; capacity 42)	
Full day rental	\$100.00
Classroom #108 (595.51 sq. ft.; capacity 40)	
Full day rental	\$100.00
Classroom #106-108 (2119.95 sq. ft.; capacity 142)	
Full day rental	\$350.00
Evening rates	
Same as full day (5:00 p.m. - 10:00 p.m. only)	Rates depend on classroom #
Rental deposit rate	25% of rental due at time of reservation

Cancellation fee	
With 10-day notice	Full rental deposit (25% paid) refunded
Without 10-day notice	Full rental deposit (25% paid) forfeited
Nonprofits	Charged 50% of rental fee stated above
City and county	No charge

(Ordinance 1136-09-17 adopted 9/11/17; 2009 Code, art. A11.000; Ordinance 1149-01-18, art. A1.011, adopted 1/22/18; Ordinance 1186-09-18, sec. A1.011, adopted 9/10/18)

ARTICLE A10.000 CEMETERY LOTS AND PERPETUAL CARE

City residents or owners of property inside city limits:

Burial site (lot)	\$400.00 per site
Perpetual care	\$300.00 per burial
Irrigation fee	\$250.00

Nonresidents or non-owners of property inside city limits:

Burial site (lot)	\$500.00 per burial
Perpetual care	\$400.00 per burial
Irrigation fee	\$300.00

(Ordinance 1136-09-17 adopted 9/11/17; 2009 Code, sec. A8.002; Ordinance 1149-01-18, art. A1.008, adopted 1/22/18; Ordinance 1186-09-18, sec. A1.008, adopted 9/10/18; Ordinance 1210-09-19, art. A1.008, adopted 9/09/19)

Notes to the Reader

Budget Presentations will be made at City Hall on the following dates and times:

July 14, 2020 at 9:00 AM

July 15, 2020 at 9:00 AM

Tentative August 3, 2020 at 9:00 AM
(If needed)

A Public Hearing on the Budget will be held Monday, August 24, 2020 at 6:00 PM.

A Council Meeting to adopt FY 2020-21 Budget will be held Monday, September 14, 2020 at 6:00 PM.

Additional meetings might be held, so please check our website at www.hondo-tx.org, for up-to-date information.



City of Hondo

1600 Avenue M • Hondo, Texas 78861 • (830) 426-3378 • (830) 426-5189 fax

Profile of the Government

The City of Hondo, incorporated in 1942, is located approximately 40 miles west of San Antonio, Texas. The City of Hondo occupies approximately 9.6 square miles of land. The City of Hondo has an estimated population of 9,305 with an expected 3% growth over the next five (5) years. The City of Hondo is empowered to levy a property tax on both real and personal properties located within its boundaries. It also is empowered by state statute to extend its corporate limits by annexation, which occurs periodically when deemed appropriate by the governing body. The City has operated under the council-manager form of government. Policymaking and legislative authority are vested in a City Council consisting of the Mayor and five councilmembers. The City Council is responsible for establishing public policy on City matters by the passage of appropriate ordinances and resolutions. The City Manager is responsible for overseeing the day- to-day operations of the government, implementing policy established by City Council, and for appointing the heads of the various departments. The City provides a full range of services, including police and fire protection, the construction and maintenance of streets, recreational facilities, cultural events, airport operations, water, electric, sanitation and sewer services.

Factors Affecting Financial Condition

The information presented in the financials are perhaps best understood when it is considered from the broader perspective of the specific environment within which the City of Hondo operates.

Local economy.

Hondo is a community west of San Antonio. The major local employers of the City are the County, School District and City itself. The remaining workforce commutes to the San Antonio and surrounding area. The City (through the Economic Development Corporation) is working to expand the South Texas Regional Training Center to offer job training. At the same time, the City is actively marketing undeveloped land to businesses. The City anticipates the additional skilled workforce and available real estate will attract new employers.

Long-term financial planning.

The City issued \$5.5 million in bonds in January 2017 to fund water and sewer system improvements. The projects are expected to be completed in the 2018-2019 fiscal year. The City's is saving funds every year to help offset the costs of street and drainage issues and limit the need for long-term bonds for those purposes.

Financial Information:

Internal Control. Management is responsible for establishing and maintaining internal controls designed to ensure that assets of the City are protected from loss, theft or misuse and to provide adequate accounting information compiled to allow for the preparation of financial statements in conformity with generally accepted accounting principles for local governments as prescribed by the Governmental Accounting Standards Board (GASB), the Financial Accounting Standards Board (FASB) and the American Institute of Certified Public Accountants (AICPA). The internal control system is designed to provide reasonable, but not absolute assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of an internal control should not exceed the benefits derived from the internal control. The City utilizes financial accounting software which is designed with a system of internal controls. These controls are continually being reevaluated to provide reasonable, but not absolute, assurances.

Budget Controls.

The City also utilizes budgetary controls. Legally expenditures cannot exceed the appropriated amount. The objective of these budgetary controls is to ensure compliance with the adopted budget approved by the City Council as mandated by the city charter and state law. The levels of budgetary control are established at the department basis and at the fund level. Staff believes these controls help monitor and direct approved expenditures to a level within the budget parameters which directly results in a strong financial performance.

Financial Results.

Assets and fund balances continue to grow as the City grows and financial results remain strong. Staff closely monitors and plans the amount of issuance to keep steady debt ratios per capita, per revenue, and per operations tax rate to the debt tax rate.

Independent Audit.

An independent audit is performed every year of the general ledger, accounts, financial records, and transactions of all city departments. The audit is completed by an independent certified public accounting firm selected by the City Council. The City is in compliance with this requirement.

In conclusion, we would have none of the success we have enjoyed without the assistance of each and every staff member, as well as the support and strategic direction from the Mayor and the City Council during the strategic planning, pre-budget, and budget approval process.

**CITY OF HONDO
GENERAL FUND 01
FUND SUMMARY**

WORKING CAPITAL BALANCE 09/30/19	2,175,546
PLUS ESTIMATED REVENUES FOR FY 19-20	8,094,708
LESS ESTIMATED EXPENDITURES FOR FY 19-20	<u>7,484,445</u>
EQUALS NET FOR 19-20	<u>610,263</u>
	<u>610,263</u>
EQUALS ESTIMATED WORKING CAPITAL 09/30/20	2,785,809
PLUS 20-21 REVENUES	
CURRENT PROPERTY TAX LEVY	1,282,406
SALES TAX	1,000,000
PAYMENT IN LIEU OF TAXES	3,775,000
TRANSFERS/OVERHEAD ALLOCATIONS	794,258
USER FEES	546,258
OTHER	960,232
TOTAL REVENUES	<u>8,358,154</u>
EQUALS TOTAL RESOURCES	11,143,963

**CITY OF HONDO
GENERAL FUND 01
FUND SUMMARY**

CONTINUED

EQUALS TOTAL RESOURCES 11,143,963

LESS 20-21 BUDGETED EXPENDITURES

01 - COUNCIL	65,725
02 - ADMIN	653,358
03 - TAX	37,500
04 - FINANCE	310,484
05 - POLICE	2,062,328
06 - MUNICIPAL COURT	123,303
07 - EMERGENCY	19,650
08 - ANIMAL CARE SERVICES	134,827
09 - STREET	1,448,527
10 - LIBRARY	346,042
13 - BUILDINGS & GROUNDS	1,223,814
15 - RECREATION	553,264
16 - GOLF	325,557
17 - DEVELOPMENT SERVICES	456,937
18 - UTILITY BILLING	252,632
19 - CITY SECRETARY	128,895
20 - NON-PROFITS	19,880
21 - PUBLIC WORKS	270,144
TOTAL 20-21 EXPENDITURES	<hr/> 8,432,867

EQUALS ESTIMATED WORKING CAPITAL 09/30/21 2,711,096

**CITY OF HONDO
GENERAL FUND 01
REVENUES**

ACCOUNT NUMBER AND NAME	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
PROPERTY TAX					
01-1302 CURRENT YEAR LEVY	1,153,329	1,246,906	1,223,823	1,246,906	-
01-1304 DELINQUENT TAXES	30,758	21,000	22,508	21,000	-
01-1306 PENALTIES	21,716	14,500	15,592	14,500	-
TOTAL PROPERTY TAX	1,205,803	1,282,406	1,261,923	1,282,406	-
SALES TAX					
01-1312 SALES TAX REVENUE	1,930,834	1,000,000	1,210,806	1,000,000	-
TOTAL SALES TAX	1,930,834	1,000,000	1,210,806	1,000,000	-
PAYMENT IN LIEU OF TAXES					
01-1362 P.I.L.O.T. - ELECTRIC	2,775,000	2,775,000	2,775,000	2,775,000	-
01-1366 P.I.L.O.T. - WATER	241,500	530,846	530,846	530,846	-
01-1367 P.I.L.O.T. - WASTEWATER	138,488	265,423	265,423	469,154	203,731
TOTAL PILT	3,154,988	3,571,269	3,571,269	3,775,000	203,731
TRANSFERS/OVERHEAD ALLOCATIONS					
01-1383 OH ALLOCATION FRM OTHER FUNDS	-	729,640	729,640	794,258	64,618
TOTAL TRANSFERS/OH ALLOCATIONS	-	729,640	729,640	794,258	64,618

**CITY OF HONDO
GENERAL FUND 01
REVENUES**

CONTINUED

ACCOUNT NUMBER AND NAME	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
USER FEES					
01-1317 POOL PARTY RENT	9,080	7,000	4,601	7,000	-
01-1318 CREDIT CARD FEES UT	-	-	-	-	-
01-1319 CREDIT CARD FEES GEN	-	12,000	7,155	12,000	-
01-1320 CREDIT CARD FEES CT	-	-	-	-	-
01-1323 ZONING/SUBD.	9,663	2,000	4,225	2,000	-
01-1324 COMMUNITY CENTER RENTAL	22,405	15,000	15,449	15,000	-
01-1325 OTHER SOURCES	-	-	530	-	-
01-1326 LICENSE & PERMITS	171,746	130,000	190,418	130,000	-
01-1328 ANIMAL FEES & ACCIDENT REP	7,790	6,000	4,839	6,000	-
01-1328.1 ANIMAL CONTROL DONATIONS	-	-	1,150	-	-
01-1329 INSPECTION FEES	1,250	2,000	800	2,000	-
01-1330 ADMIN FEES/CUTOUTS	13,790	12,000	12,955	12,000	-
01-1332 MUNICIPAL COURT REVENUE	57,803	95,000	58,789	60,000	(35,000)
01-1335 LEAGUE FEES	22,781	22,000	21,294	22,000	-
01-1340 BRUSH OVER 8 CY	708	100	105	100	-
01-1346 CITY PARK USER FEE	6,730	7,500	5,050	7,500	-
01-1351 POOL CONCESSIONS	7,596	6,500	7,000	6,500	-
01-1353 LIBRARY BUILDING FUND DONATION	30,830	18,000	17,050	18,000	-
01-1354 SALE OF CEMETERY LOTS	7,800	4,500	8,100	4,500	-
01-1363 RECREATIONAL FEES	47,947	45,000	25,048	45,000	-
01-1364 POOL REVENUE	18,098	13,000	9,000	13,000	-
01-1379 GOLF COURSE REVENUE	64,357	60,000	52,381	60,000	-
01-1379.1 GOLF COURSE TREE DONATIONS	3	-	-	-	-

**CITY OF HONDO
GENERAL FUND 01
REVENUES**

CONTINUED

ACCOUNT NUMBER AND NAME	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
01-1380 LIBRARY REVENUE	17,535	13,500	9,545	13,500	-
01-1381 LIBRARY USED BOOKSTORE	3,375	2,000	2,153	2,000	-
01-1397 HISD - ELECTION CONTRIBUTION	-	5,000	-	5,000	-
01-1385 POST OFFICE RENT	30,492	-	41,090	41,090	41,090
01-1386 MOWING FEES FROM CEMETERY FUND	19,000	38,000	38,000	38,000	-
01-1387 K9 FOR COPS GRANT	65,735	56,000	3,774	-	(56,000)
01-1387.1 HUTS FOR MUTTS DONATIONS	305	-	-	-	-
01-1389 VENDING MACHINE REVENUE	2,460	-	2,003	2,000	2,000
01-1396 CROSSING GUARDS REIMB	13,970	15,000	10,000	22,068	7,068
TOTAL FEES	653,249	587,100	552,504	546,258	(40,842)
OTHER					
01-1310 USDA GRANT/POLICE UNITS	51,000	51,000	51,000	50,000	(1,000)
01-1313 SCHOOL RESOURCE OFFICER	45,165	46,937	32,755	43,950	(2,987)
01-1314 FRANCHISE FEES	41,801	40,000	50,235	40,000	-
01-1355 YOUTH PROGRAM DONATIONS	-	-	10	-	-
01-1358 GOODWILL REV BOND ISSUER FEE	-	25,000	25,000	-	(25,000)
01-1359 CITY EASEMENT USE	17,250	17,250	17,250	17,250	-
01-1365 INSURANCE PROCEEDS	-	-	-	-	-
01-1368 MISCELLANEOUS	17,048	10,000	9,347	10,000	-
01-1373 INTEREST INCOME	50,244	20,000	40,868	38,000	18,000
01-1374 MIXED BEVERAGE TAX	1,210	2,000	1,121	2,000	-
01-1377 LIBRARY GRANT REVENUE	1,500	-	885	-	-
01-1378 TOBACCO/WELLNESS CONTRIBUTION	8,397	4,000	5,593	4,000	-

**CITY OF HONDO
GENERAL FUND 01
REVENUES**

CONTINUED

ACCOUNT NUMBER AND NAME	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
01-1399 TCLEOE GRANT	1,882	-	1,908	-	-
01-1590 SALE OF REAL PROPERTY	6,000	-	304,227	-	-
01-1592 SALE OF FIXED ASSETS/SURPLUS	6,366	20,000	17,863	20,000	-
01-1611 NIBRS GRANT	7,750	-	105,762	-	-
01-1651 COLLECTION DEVELOPMNT GRANT	-	-	-	-	-
01-1660 CARES ACT REIMBURSMENT	-	-	104,742	735,032	735,032
TOTAL OTHER	255,613	236,187	768,566	960,232	724,045
TOTAL REVENUES	7,200,487	7,406,602	8,094,708	8,358,154	951,552

**CITY OF HONDO
GENERAL FUND 01
EXPENDITURE RECAP, BY COST CENTER**

COST CENTER	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
01 - COUNCIL	38,764	65,725	61,590	65,725	-
02 - ADMIN	349,463	584,988	534,483	653,358	68,370
03 - TAX	35,462	35,500	29,384	37,500	2,000
04 - FINANCE	181,535	289,971	277,143	310,484	20,513
05 - POLICE	2,278,400	1,994,943	1,958,635	2,062,328	67,385
06 - MUNICIPAL COURT	116,445	119,222	108,951	123,303	4,081
07 - EMERGENCY	41,371	19,650	18,586	19,650	-
08 - ANIMAL CARE SERVICES	120,784	131,440	108,834	134,827	3,387
09 - STREET	826,758	1,461,171	1,222,299	1,448,527	(12,644)
10 - LIBRARY	325,355	363,477	317,735	346,042	(17,435)
13 - BUILDINGS & GROUNDS	363,031	1,329,213	1,141,931	1,223,814	(105,399)
15 - RECREATION	455,354	500,143	456,916	553,264	53,121
16 - GOLF	304,683	297,780	277,265	325,557	27,777
17 - DEVELOPMENT SERVICES	339,775	434,359	416,513	456,937	22,578
18 - UTILITY BILLING	(26,650)	239,890	222,420	252,632	12,742
19 - CITY SECRETARY	120,936	161,910	140,545	128,895	(33,015)
20 - NON-PROFITS	9,380	22,880	16,880	19,880	(3,000)
21 - PUBLIC WORKS	675	225,373	174,335	270,144	44,771
TOTALS	5,881,521	8,277,635	7,484,445	8,432,867	155,232

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
RECAP BY EXPENDITURE CATEGORY**

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
BUDGET INFORMATION					
PERSONNEL SERVICES	4,136,829	5,155,049	4,691,615	5,244,798	89,749
SUPPLIES	534,294	639,897	569,653	650,020	10,123
OTHER SERVICES	327,631	1,324,961	1,243,861	1,451,888	126,927
CAPITAL	882,767	1,157,728	979,316	1,086,161	(16,353)
TOTAL COST CENTER	5,881,521	8,277,635	7,484,445	8,432,867	210,446
PERCENT OF TOTAL					
PERSONNEL SERVICES	70.3%	62%	63%	62%	
SUPPLIES	9.1%	8%	8%	8%	
OTHER SERVICES	5.6%	16%	17%	17%	
CAPITAL	15.0%	14%	13%	13%	
TOTAL COST CENTER	100.0%	100%	100%	100%	

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
SUMMARY FOR COST CENTER 01 - COUNCIL**

BUDGET INFORMATION	2018-19	2019-20	2019-20	2020-21	BUDGET
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
PERSONNEL SERVICES	30,000	30,000	30,000	30,000	-
SUPPLIES	4,164	5,225	4,065	5,225	-
OTHER SERVICES	4,600	30,500	27,525	30,500	-
TOTAL COST CENTER	38,764	65,725	61,590	65,725	-

COST CENTER INFORMATION

The Hondo City Council Cost Center provides for expenditures associated with the operation of the City's governing body. This cost center covers expenses related to Council meetings and other Council driven initiatives.

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
COST CENTER 01 - COUNCIL**

	2018-19	2019-20	2019-20	2020-21	BUDGET
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
PERSONNEL SERVICES					
01-50110100 CITY COUNCIL FEES	30,000	30,000	30,000	30,000	-
TOTAL PERSONAL SERVICES	30,000	30,000	30,000	30,000	-
SUPPLIES					
01-50120200 OFFICE SUPPLIES	225	225	179	225	-
01-50120209 MEETINGS AND SEMINARS	3,939	5,000	3,886	5,000	-
TOTAL SUPPLIES	4,164	5,225	4,065	5,225	-
OTHER SERVICES					
01-50130311 MAYOR/PUBLIC RELATIONS	2,959	2,500	2,500	2,500	-
01-50130312 COMMUNITY CELEBRATIONS	11,296	15,000	14,718	15,000	-
01-50130313 YOUTH & ADULT ENGAGEMENT	9,813	10,000	9,225	10,000	-
01-50130314 DUES & SUBSCRIPTIONS	-	1,000	-	1,000	-
01-50130338 MISCELLANEOUS	1,150	2,000	1,082	2,000	-
01-50130383 OH ALLOCATION FRM OTHER FUNDS	(20,618)	-	-	-	-
TOTAL OTHER SERVICES	4,600	30,500	27,525	30,500	-
TOTAL COST CENTER	38,764	65,725	61,590	65,725	-

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
SUMMARY FOR COST CENTER 02 - ADMINISTRATION**

BUDGET INFORMATION	2018-19	2019-20	2019-20	2020-21	BUDGET
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
PERSONNEL SERVICES	277,301	313,088	286,799	361,958	48,870
SUPPLIES	38,787	32,200	29,100	32,200	-
OTHER SERVICES	33,375	239,700	218,584	259,200	19,500
CAPITAL	-	-	-	-	-
TOTAL COST CENTER	349,463	584,988	534,483	653,358	68,370

COST CENTER INFORMATION

The Administration Division captures the costs for overall city administration. The most significant costs are associated with the City Manager and City Attorney. For the City Attorney, costs that are related to contracts involving the Airport or the City of Hondo Economic Development Corporation are directly charged to those cost centers with administration absorbing all other.

The cost associated with this cost center are allocated to non-General Fund users based on a projection of how much time will be spent on their issues.

Assets:

- 1 - City Manager
- 1 - Administrative Assistant
- 1 - Computer Network Administrator

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
COST CENTER 02 - ADMINISTRATION**

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
PERSONNEL SERVICES					
01-50210100 SALARY	213,308	248,082	227,561	284,303	36,221
01-50210111 OVERTIME	5,197	2,500	2,821	2,500	-
01-50210116 LONGEVITY	684	792	792	1,332	540
01-50210125 SOCIAL SECURITY	17,201	19,688	17,427	22,104	2,416
01-50210126 UNEMPLOYMENT TAX	132	535	525	612	77
01-50210127 RETIREMENT PLAN	19,077	19,232	17,720	25,566	6,334
01-50210128 HEALTH & DENTAL INS	12,925	13,898	12,265	16,386	2,488
01-50210130 COBRA COMPLIANCE PREMIUM	18	20	14	72	52
01-50210135 WORKERS' COMPENSATION	959	1,141	474	1,283	142
01-50210149 AUTO ALLOWANCE CITY MANAGER	6,500	6,000	6,000	6,000	-
01-50210150 CELL PHONE ALLOWANCE	1,300	1,200	1,200	1,800	600
TOTAL PERSONNEL SERVICES	277,301	313,088	286,799	361,958	48,870
SUPPLIES					
01-50220200 OFFICE SUPPLIES	8,884	6,000	5,743	6,000	-
01-50220201 BREAKROOM SUPPLIES	1,017	1,500	763	1,500	-
01-50220207 PRINTING AND STATIONARY	-	100	-	100	-
01-50220208 SMALL TOOLS & SUPPLIES	-	100	-	100	-
01-50220209 MEETINGS AND SEMINARS	8,962	7,500	5,926	7,500	-
01-50220215 SAFETY EQUIPMENT	7,379	-	-	-	-
01-50220216 EMPLOYEE RELATIONS	7,711	10,000	9,775	10,000	-
01-50220229 UNIFORMS	49	500	500	500	-
01-50220231 OFFICE EQUIPMENT	-	500	393	500	-
01-50220250 WELLNESS PROGRAM	4,785	6,000	6,000	6,000	-
TOTAL SUPPLIES	38,787	32,200	29,100	32,200	-

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
COST CENTER 02 - ADMINISTRATION**

CONTINUED

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
OTHER SERVICES					
01-50230300 UTILITIES	2,945	4,500	4,366	4,500	-
01-50230302 TELEPHONE	6,720	5,200	5,197	5,200	-
01-50230303 OFFICE EQUIPMENT LEASE PAYMENT	8,522	11,000	9,484	11,000	-
01-50230304 POSTAGE	42	250	114	250	-
01-50230306 PAYING AGENT FEES	3,212	2,800	2,800	2,800	-
01-50230309 MUSIC SERVICE	571	-	-	-	-
01-50230310 INSURANCE (C.G.L.)	17,592	18,000	17,113	18,000	-
01-50230312 MAINTENANCE AGREEMENTS	24,195	27,000	26,411	26,500	(500)
01-50230314 DUES & SUBSCRIPTIONS	4,845	5,000	4,929	5,000	-
01-50230316 LEGAL NOTICES	198	-	-	-	-
01-50230319 MARKETING/ECONOMIC DEVELOPMENT	273	3,000	795	3,000	-
01-50230328 APPRAISAL FEES	3,850	3,000	-	3,000	-
01-50230330 CITY ATTORNEY	90,978	100,000	82,306	100,000	-
01-50230338 MISCELLANEOUS	638	750	786	750	-
01-50230341 CITY MANAGER/PROFESSIONAL FEES	2,160	3,000	3,000	3,000	-
01-50230362 JANITORIAL SUPPLIES	3,054	3,000	2,262	3,000	-
01-50230366 CONTINGENCY EXPENSE	10,367	20,000	27,157	20,000	-
01-50230382 INFO TECHNOLOGY PLAN	12,157	12,700	12,700	31,200	18,500
01-50230383 OH ALLOCATION FRM OTHER FUNDS	(176,486)	-	-	-	-
01-50230384 INSURANCE CONSULTANTS	17,542	20,500	19,164	22,000	1,500
TOTAL OTHER SERVICES	33,375	239,700	218,584	259,200	19,500
CAPITAL	-	-	-	-	-
TOTAL CAPITAL	-	-	-	-	-
TOTAL COST CENTER	349,463	584,988	534,483	653,358	68,370

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
SUMMARY FOR COST CENTER 03 - TAX**

BUDGET INFORMATION	2018-19	2019-20	2019-20	2020-21	BUDGET
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
OTHER SERVICES	35,462	35,500	29,384	37,500	2,000
TOTAL COST CENTER	35,462	35,500	29,384	37,500	2,000

COST CENTER INFORMATION

The Tax Cost Center is maintained by Finance and records the cost for maintaining tax collection costs from outside entities. The cost associated with the Appraisal District comes from tracking values for existing parcels and appraising new parcels **WITHIN THE CITY PROPER.**

The cost associated with the Tax office is the billing and collection of each parcel within the City. The taxes collected are remitted to the City on a weekly basis. They prepare reports for the City on an annual basis and publish enacted tax rates.

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
COST CENTER 03 - TAX**

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
OTHER SERVICES					
01-50330323 APPRAISAL DISTRICT FEES	29,921	30,000	28,884	32,000	2,000
01-50330350 TAX COLLECTION FEES	5,541	5,500	500	5,500	-
TOTAL OTHER SERVICES	35,462	35,500	29,384	37,500	2,000
TOTAL COST CENTER	35,462	35,500	29,384	37,500	2,000

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
SUMMARY FOR COST CENTER 04 - FINANCE**

BUDGET INFORMATION	2018-19	2019-20	2019-20	2020-21	BUDGET
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
PERSONNEL SERVICES	185,127	190,021	188,142	197,034	7,013
SUPPLIES	8,588	14,100	10,573	16,900	2,800
OTHER SERVICES	(12,180)	85,850	78,428	96,550	10,700
TOTAL COST CENTER	181,535	289,971	277,143	310,484	20,513

COST CENTER INFORMATION

The Finance Office has multiple functions that must be maintained on a daily basis. The daily functions of the office include, but are not limited to, making sure customer detail is maintained accurately, verification and timely payment of vendor invoices, ensuring funds are recorded and accounted for, and providing reports in a timely manner to City Officials. Monthly reports are prepared for management and department heads, with bank reconciliations, accounts receivable, etc. Quarterly and annual duties are preparing reports, and working with the City Manager and other Divisions in preparation of the annual budget. At the end of the Fiscal Year, Finance ensures that the various fund records are reviewed and ready for examination by outside auditors in preparation for the annual audit.

Assets:

- 1 - Finance Officer
- 1 - HR/Payroll Coordinator
- 1 - Finance Assistant
- 1 - Finance Director *

* Position is budgeted but not funded

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
COST CENTER 04 - FINANCE**

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
PERSONNEL SERVICES					
01-50410100 SALARY	143,058	145,930	145,664	152,081	6,151
01-50410111 OVERTIME	1,957	3,000	2,570	1,500	(1,500)
01-50410116 LONGEVITY	288	396	396	504	108
01-50410125 SOCIAL SECURITY	9,919	10,040	9,905	11,719	1,679
01-50410126 UNEMPLOYMENT TAX	204	460	400	460	-
01-50410127 RETIREMENT PLAN	11,910	12,800	11,838	13,350	550
01-50410128 HEALTH & DENTAL INS	16,445	16,125	16,083	16,125	-
01-50410129 HEALTH INSURANCE/RETIREE	-	-	-	-	-
01-50410130 COBRA COMPLIANCE PREMIUM	27	30	26	30	-
01-50410135 WORKERS' COMPENSATION	669	640	660	665	25
01-50410150 CELL PHONE ALLOWANCE	650	600	600	600	-
TOTAL PERSONNEL SERVICES	185,127	190,021	188,142	197,034	7,013
SUPPLIES					
01-50420200 OFFICE SUPPLIES	5,925	5,500	5,335	5,500	-
01-50420209 MEETINGS AND SEMINARS	1,600	6,000	4,938	8,500	2,500
01-50420213 MILEAGE REIMBURSEMENT	-	200	-	200	-
01-50420221 APPLICANT PROCESSING	1,063	2,200	100	2,500	300
01-50420229 UNIFORMS	-	200	200	200	-
TOTAL SUPPLIES	8,588	14,100	10,573	16,900	2,800

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
COST CENTER 04 - FINANCE**

CONTINUED

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
OTHER SERVICES					
01-50430301 BANK ANALYSIS FEES	12,030	10,400	10,352	10,400	-
01-50430302 TELEPHONE	43	-	-	-	-
01-50430303 JOB ANNOUNCEMENTS	2,315	3,000	2,778	3,000	-
01-50430304 POSTAGE	1,497	1,800	1,114	1,800	-
01-50430314 DUES & SUBSCRIPTIONS	1,007	1,000	805	1,000	-
01-50430320 PUBLIC RELATIONS	-	-	-	2,500	2,500
01-50430326 AUDIT FEES	39,330	36,000	35,499	41,000	5,000
01-50430338 MISCELLANEOUS	4,193	870	860	250	(620)
01-50430361 RANDOM DRUG TESTING	2,973	4,680	2,520	5,000	320
01-50430370 CONTRACT LABOR	22,317	25,600	22,000	29,100	3,500
01-50430382 INFO TECHNOLOGY PLAN	1,528	2,500	2,500	2,500	-
01-50430383 OH ALLOCATION FRM OTHER FUNDS	(99,413)	-	-	-	-
TOTAL OTHER SERVICES	(12,180)	85,850	78,428	96,550	10,700
TOTAL COST CENTER	181,535	289,971	277,143	310,484	20,513

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
SUMMARY FOR COST CENTER 05 - POLICE**

BUDGET INFORMATION	2018-19	2019-20	2019-20	2020-21	BUDGET
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
PERSONNEL SERVICES	1,592,588	1,701,488	1,619,377	1,708,878	7,390
SUPPLIES	118,837	123,150	101,364	132,400	9,250
OTHER SERVICES	82,286	120,305	154,894	138,350	18,045
CAPITAL	484,689	50,000	83,000	82,700	32,700
TOTAL COST CENTER	2,278,400	1,994,943	1,958,635	2,062,328	67,385

COST CENTER INFORMATION

The Hondo Police Department is primarily responsible for the protection and safe guarding of the lives and property of Hondo residents through enforcement of criminal law. The core functions are carried out through four operational services, the first is the Chief's office, which provides departmental leadership by initiating programs and activities; guiding and mentoring personnel; serving as a member of the City's management team; ensuring compliance with policies and procedures; delegating and monitoring work assignments, supervising subordinate staff, and managing departmental budget and associated expenditures.

Manages patrol division, which responds to 911 calls or service, contacts victims, complainants and witnesses; completes police and accident reports; gathers information to determine a crime has been committed; transports prisoners to jail and other detention facilities; documents observations; and conducts traffic stops and issues traffic citations. The investigation division conducts and organizes criminal investigations by reviewing assigned reports; questions witnesses, victims, and informants; examines crime scenes; collects and processes evidence; and conducts surveillance of areas related to cases and crimes. The administrative office provides service to all walk-in complaints, finalizes all typed reports for processing and forwarding to the proper divisions and departments or citizens; prepares monthly reports for City Manager, and City Council meetings; and dispatches calls Monday through Friday.

Assets: The Police Dept consists of 32 employees:

1 - Police Chief	1 - Detective Sergeant	12 - Police Officers	1 - School Resource Officers
1 - Lieutenant	3 - Investigator	2 - Clerk Typist I	(SRO)
3 - Corporal	1 - Traffic Control Officer		7 - Crossing Guards

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
COST CENTER 05 - POLICE**

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
PERSONNEL SERVICES					
01-50510100 SALARY	1,141,254	1,190,086	1,171,358	1,186,865	(3,221)
01-50510111 OVERTIME/CALL OUT	68,083	95,000	69,438	95,000	-
01-50510116 LONGEVITY	6,516	6,552	6,372	5,200	(1,352)
01-50510117 CERTIFICATE PAY	6,450	5,500	5,191	3,500	(2,000)
01-50510121 CROSSING GUARDS	22,219	33,000	27,595	44,135	11,135
01-50510125 SOCIAL SECURITY	90,146	93,772	93,707	94,500	728
01-50510126 UNEMPLOYMENT TAX	747	3,825	3,811	4,000	175
01-50510127 RETIREMENT PLAN	102,441	104,520	97,532	103,210	(1,310)
01-50510128 HEALTH & DENTAL INS	120,554	122,368	110,735	124,368	2,000
01-50510130 COBRA COMPLIANCE PREMIUM	167	200	182	200	-
01-50510135 WORKERS' COMPENSATION	34,011	46,665	33,456	47,900	1,235
TOTAL PERSONNEL SERVICES	1,592,588	1,701,488	1,619,377	1,708,878	7,390
SUPPLIES					
01-50520200 OFFICE SUPPLIES	10,400	8,500	8,354	8,500	-
01-50520201 BREAKROOM SUPPLIES	745	1,000	818	1,000	-
01-50520202 FUEL & OIL	34,890	31,000	25,499	35,000	4,000
01-50520208 SMALL TOOLS & SUPPLIES	-	1,100	727	1,100	-
01-50520209 MEETINGS AND SEMINARS	9,006	4,500	2,790	4,500	-
01-50520210 EQUIPMENT MAINTENANCE	2,301	5,000	4,200	5,000	-

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
COST CENTER 05 - POLICE**

CONTINUED

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
01-50520212 VEHICLE MAINTENANCE	20,340	22,000	17,904	25,000	3,000
01-50520215 SAFETY EQUIPMENT	4,657	8,000	7,988	8,000	-
01-50520217 RADIOS	579	4,500	3,868	4,500	-
01-50520226 RADAR	-	2,500	1,500	2,500	-
01-50520227 BALLISTIC VESTS	4,384	2,300	2,448	2,300	-
01-50520228 K-9 EXPENSE	8,753	10,000	5,381	10,000	-
01-50520229 UNIFORMS	7,834	7,400	7,098	7,400	-
01-50520230 UNIFORM ALLOWANCE	2,129	2,400	1,239	2,400	-
01-50520231 OFFICE EQUIPMENT	-	750	709	3,000	2,250
01-50520232 OFFICE FURNITURE	10,306	3,000	2,975	3,000	-
01-50520240 PUBLIC EVENT SUPPLIES	2,223	2,000	2,501	2,000	-
01-50520241 CRIME PROCESSING	42	700	600	700	-
01-50520242 SADD EXPENSES	(3,003)	1,500	69	1,500	-
01-50520265 TIRES, TUBES & BATTERIES	3,251	5,000	4,696	5,000	-
TOTAL SUPPLIES	118,837	123,150	101,364	132,400	9,250
OTHER SERVICES					
01-50530300 UTILITIES	2,830	7,000	6,971	5,000	(2,000)
01-50530302 TELEPHONE	25,705	20,700	20,411	20,700	-
01-50530303 OFFICE EQUIPMENT LEASE PAYMENT	2,275	2,275	2,090	2,100	(175)
01-50530304 POSTAGE	1,241	1,000	979	1,000	-
01-50530310 INSURANCE (C.G.L.)	19,127	22,880	22,715	23,000	120

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
COST CENTER 05 - POLICE**

CONTINUED

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
01-50530314 DUES & SUBSCRIPTIONS	2,275	1,500	1,870	1,500	-
01-50530317 TCLEOE TRAINING	2,462	3,000	1,622	3,000	-
01-50530320 COMMUNITY OUTREACH	2,384	1,000	1,188	1,000	-
01-50530338 MISCELLANEOUS	5,477	250	36,757	250	-
01-50530344 MEDICAL SERVICE	1,253	500	422	500	-
01-50530360 INVESTIGATION EXPENSE	3,767	5,000	4,655	5,000	-
01-50530362 JANITORIAL SUPPLIES	1,885	1,200	1,214	1,300	100
01-50530382 INFO TECHNOLOGY PLAN	11,605	54,000	54,000	74,000	20,000
TOTAL OTHER SERVICES	82,286	120,305	154,894	138,350	18,045
CAPITAL					
01-50540405 VEHICLES FROM GRANTS	-	50,000	83,000	50,000	-
01-50540407 EQUIPMENT UPGRADES	89,757	-	-	32,700	32,700
01-50540408 PURCHASED VEHICLES	90,154	-	-	-	-
01-50540411 PURCHASE LAND	-	-	-	-	-
01-50540412 PURCHASE NEW BUILDING	304,778	-	-	-	-
TOTAL CAPITAL	484,689	50,000	83,000	82,700	32,700
TOTAL COST CENTER	2,278,400	1,994,943	1,958,635	2,062,328	67,385

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
SUMMARY FOR COST CENTER 06 - MUNICIPAL COURT**

BUDGET INFORMATION	2018-19	2019-20	2019-20	2020-21	BUDGET
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
PERSONNEL SERVICES	49,146	51,224	50,863	54,285	3,061
SUPPLIES	2,617	3,580	2,065	4,100	520
OTHER SERVICES	64,682	64,418	56,023	64,918	500
TOTAL COST CENTER	116,445	119,222	108,951	123,303	4,081

COST CENTER INFORMATION

The Municipal Court processes citations issued by the Hondo Police Department. They maintain the official records of citations, recording fines and fees for citations and manage Municipal Court held at regular intervals, usually once a month. The Court clerks have daily interaction with offenders. They are legally responsible for following the official rules of the Office of Court administration and must have training in order to process accordingly with the laws of the State. There are three levels of training for a clerk to obtain. The City's current clerk has attained Level II Clerk designation.

Assets:

1 - Municipal Court Clerk

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
COST CENTER 06 - MUNICIPAL COURT**

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
PERSONNEL SERVICES					
01-50610100 SALARY	36,410	37,795	37,756	39,684	1,889
01-50610111 OVERTIME	623	700	883	1,500	800
01-50610115 COURT BAILIFF	103	400	278	400	-
01-50610116 LONGEVITY	144	180	180	216	36
01-50610117 CERTIFICATE PAY	-	-	-	-	-
01-50610125 SOCIAL SECURITY	2,828	2,951	2,889	3,098	147
01-50610126 UNEMPLOYMENT TAX	9	153	153	160	7
01-50610127 RETIREMENT PLAN	3,132	3,361	3,065	3,529	168
01-50610128 HEALTH & DENTAL INS	5,721	5,495	5,483	5,500	5
01-50610130 COBRA COMPLIANCE PREMIUM	9	15	12	15	-
01-50610135 WORKERS' COMPENSATION	167	174	164	183	9
TOTAL PERSONNEL SERVICES	49,146	51,224	50,863	54,285	3,061
SUPPLIES					
01-50620200 OFFICE SUPPLIES	1,522	1,500	1,456	1,500	-
01-50620209 MEETINGS AND SEMINARS	1,095	1,980	609	2,500	520
01-50620229 UNIFORMS	-	100	-	100	-
TOTAL SUPPLIES	2,617	3,580	2,065	4,100	520
OTHER SERVICES					
01-50630302 TELEPHONE	113	-	-	-	-
01-50630304 POSTAGE	422	1,000	201	1,000	-
01-50630307 CREDIT CARD FEES	1,955	-	-	-	-

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
COST CENTER 06 - MUNICIPAL COURT**

CONTINUED

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
01-50630314 DUES & SUBSCRIPTIONS	286	500	129	300	(200)
01-50630318 ADVERTISING FEE	-	-	-	200	200
01-50630331 JURY FEES	-	500	-	500	-
01-50630332 MUNICIPAL COURT JUDGE	30,000	30,000	30,000	30,000	-
01-50630336 PROSECUTOR	21,664	22,700	15,975	23,000	300
01-50630338 MISCELLANEOUS	30	-	-	200	200
01-50630349 CITY SCOFFLAW EXPENSE	-	500	500	500	-
01-50630382 INFO TECHNOLOGY PLAN	10,212	9,218	9,218	9,218	-
TOTAL OTHER SERVICES	64,682	64,418	56,023	64,918	500
TOTAL COST CENTER	116,445	119,222	108,951	123,303	4,081

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
SUMMARY FOR COST CENTER 07 - EMERGENCY**

BUDGET INFORMATION	2018-19	2019-20	2019-20	2020-21	BUDGET
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
OTHER SERVICES	18,982	19,650	18,586	19,650	-
CAPITAL OUTLAY	22,389	-	-	-	-
TOTAL COST CENTER	41,371	19,650	18,586	19,650	-

COST CENTER INFORMATION

Emergency Management provides for expenditures related to emergency management response and recovery. The Fire Marshal and training are supported by this cost center.

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
COST CENTER 07 - EMERGENCY**

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
OTHER SERVICES					
01-50730300 UTILITIES	6	50	2	50	-
01-50730313 FIRE MARSHAL TRAINING	-	1,000	-	1,000	-
01-50730353 EMERGENCY OPERATION CONTINGENC	2,102	5,000	4,800	5,000	-
01-50730354 EMERGENCY NOTIFICATION SYSTEM	16,874	6,400	6,584	6,400	-
01-50730355 AREA EMERG INTERLOCAL COMM SVC	-	7,200	7,200	7,200	-
TOTAL OTHER SERVICES	18,982	19,650	18,586	19,650	-
CAPITAL OUTLAY					
01-50740405 WATER TOWER RADIO BLDG	22,389	-	-	-	-
TOTAL CAPITAL OUTLAY	22,389	-	-	-	-
TOTAL COST CENTER	41,371	19,650	18,586	19,650	-

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
SUMMARY FOR COST CENTER 08 - ANIMAL CARE SERVICES**

BUDGET INFORMATION	2018-19	2019-20	2019-20	2020-21	BUDGET
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
PERSONNEL SERVICES	87,190	93,810	69,983	94,597	787
SUPPLIES	14,677	14,100	11,877	14,100	-
OTHER SERVICES	18,917	23,530	26,974	26,130	2,600
TOTAL COST CENTER	120,784	131,440	108,834	134,827	3,387

COST CENTER INFORMATION

Animal Control Officer (ACO) investigates possible animal violations of related ordinances and take appropriate enforcement action. In most cases the ACO promotes voluntary compliance by educating owners about their animal care responsibilities. Other situations may warrant administrative action and/or civil or criminal prosecution. The ACO may rescue animals that are stray, sick, injured, abused, abandoned or lost. The ACO is in charge of our animal shelter, which has been rated the top shelter in our region. The City of Hondo Animal Shelter provides care and treatment to animal needing protection and attempts to find homes for homeless animals and reunited lost pets with their families. When necessary, the Animal Shelter provides a humane death for homeless or unadoptable animals.

City of Hondo Animal Shelter has been successful in recent adoption clinics held throughout the community. We take part in yearly spay and neuter programs.

Assets:

The Animal Control Dept consists of 2 full-time employees with split shifts
2 - Animal Control Officers

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
COST CENTER 08 - ANIMAL CARE SERVICES**

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
PERSONNEL SERVICES					
01-50810100 SALARY	59,748	65,430	49,770	66,286	856
01-50810111 CALL DUTY/OVERTIME	4,604	3,000	3,435	3,000	-
01-50810116 LONGEVITY	216	252	-	36	(216)
01-50810117 CERTIFICATE PAY	-	-	-	-	-
01-50810125 SOCIAL SECURITY	4,708	5,025	3,569	5,074	49
01-50810126 UNEMPLOYMENT TAX	22	306	303	306	-
01-50810127 RETIREMENT PLAN	5,412	5,722	4,300	5,780	58
01-50810128 HEALTH & DENTAL INS	9,954	9,950	6,116	9,950	-
01-50810130 COBRA COMPLIANCE PREMIUM	16	20	14	20	-
01-50810135 WORKERS' COMPENSATION	2,510	4,105	2,476	4,145	40
TOTAL PERSONNEL SERVICES	87,190	93,810	69,983	94,597	787
SUPPLIES					
01-50820200 OFFICE SUPPLIES	70	500	393	500	-
01-50820202 FUEL & OIL	2,566	3,000	2,026	3,000	-
01-50820204 ANIMAL SHELTER SUPPLIES	1,177	2,000	1,993	2,000	-
01-50820207 TAGS & HARDWARE	697	1,000	311	1,000	-
01-50820209 MEETINGS AND SEMINARS	(502)	1,000	673	1,000	-
01-50820210 EQUIPMENT MAINTENANCE	267	300	300	300	-
01-50820212 VEHICLE MAINTENANCE	1,587	2,000	2,000	2,000	-
01-50820214 STRUCTURE MAINTENANCE	1,310	1,000	925	1,000	-
01-50820215 SAFETY EQUIPMENT	48	1,500	1,482	1,500	-
01-50820222 MISCELLANEOUS	6,123	-	-	-	-
01-50820229 UNIFORMS	707	1,100	1,074	1,100	-
01-50820265 TIRES, TUBES & BATTERIES	627	700	700	700	-
TOTAL SUPPLIES	14,677	14,100	11,877	14,100	-

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
COST CENTER 08 - ANIMAL CARE SERVICES**

CONTINUED

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
OTHER SERVICES					
01-50830300 UTILITIES	1,183	1,000	3,671	3,600	2,600
01-50830302 TELEPHONE	676	480	503	480	-
01-50830307 EUTHANASIA SUPPLIES	-	500	-	500	-
01-50830308 VETERINARY FEES	2,531	1,800	3,615	1,800	-
01-50830310 INSURANCE (C.G.L.)	3,197	3,400	3,292	3,400	-
01-50830327 RENT-AFP	2,600	2,600	2,604	2,600	-
01-50830338 MISCELLANEOUS	-	250	-	250	-
01-50830341 SPAY/NEUTER ANNUAL PROGRAM	5,500	6,000	6,000	6,000	-
01-50830342 RABIES DRIVE	-	3,000	3,000	3,000	-
01-50830343 HUTS FOR MUTTS	500	500	500	500	-
01-50830362 JANITORIAL SUPPLIES	542	500	289	500	-
01-50830382 INFO TECHNOLOGY PLAN	2,188	3,500	3,500	3,500	-
TOTAL OTHER SERVICES	18,917	23,530	26,974	26,130	2,600
TOTAL COST CENTER	120,784	131,440	108,834	134,827	3,387

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
SUMMARY FOR COST CENTER 09 - STREETS**

BUDGET INFORMATION	2018-19	2019-20	2019-20	2020-21	BUDGET
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
PERSONNEL SERVICES	346,960	465,333	410,209	534,267	68,934
SUPPLIES	114,771	116,250	113,936	116,250	-
OTHER SERVICES	25,027	26,260	23,154	26,460	200
CAPITAL	340,000	853,328	675,000	771,550	(81,778)
TOTAL COST CENTER	826,758	1,461,171	1,222,299	1,448,527	(12,644)

COST CENTER INFORMATION

Street maintenance can be one of the largest and costliest responsibilities of a Municipal Government. The City of Hondo Street Division manages and maintains approximately 110- LANE miles of streets and roads, approximately 30-LANE miles of alley ways, over 200,000 square foot of parking lot areas of City owned buildings, over 2,215,000 square foot of mowing in drainage ditches, over 3200 traffic signs, and over 1,100 street name signs. The Street Division also responds to emergency events such as severe weather or accidents when necessary. We haul material from repair sites accumulated by Water, Wastewater or Electric Divisions. We also manage storm drainage issues related to inlets, curb and gutter construction, replacement, and repair. City streets are routinely swept clean of soil deposits, trash, and unsightly debris by our street sweeper.

Currently, the staff is composed of eleven (11) employees:

1 - Street Superintendent
2 - Street Crew Foreman
1 - Equipment Operator II
3 - Equipment Operator I
4 - Street Operator Full-Time

ASSETS:

1 - Front-end Loaders	1 - LeeBoy Asphalt Distributer
2 - Steel-Wheel Roller	1 - C1 Mastic Machine
1 - Grader	1 - Asphalt Paver
1 - Tractor/Shredder	1 - Asphalt Zipper Machine
1 - Pneumatic Roller	

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
COST CENTER 09 - STREETS**

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
PERSONNEL SERVICES					
01-50910100 SALARY	236,786	324,814	288,037	373,500	48,686
01-50910111 OVERTIME/CALL OUT	4,035	3,000	3,235	4,000	1,000
01-50910116 LONGEVITY	1,728	1,944	1,944	2,736	792
01-50910125 SOCIAL SECURITY	18,072	25,090	22,289	28,920	3,830
01-50910126 UNEMPLOYMENT TAX	260	1,530	1,065	1,683	153
01-50910127 RETIREMENT PLAN	20,089	28,573	23,925	32,935	4,362
01-50910128 HEALTH & DENTAL INS	41,651	49,747	45,729	54,722	4,975
01-50910130 COBRA COMPLIANCE PREMIUM	61	50	73	100	50
01-50910135 WORKERS' COMPENSATION	23,628	29,385	23,312	33,871	4,486
01-50910150 CELL PHONE ALLOWANCE	650	1,200	600	1,800	600
TOTAL PERSONNEL SERVICES	346,960	465,333	410,209	534,267	68,934
SUPPLIES					
01-50920202 FUEL & OIL	19,102	22,000	21,773	22,000	-
01-50920203 SMALL TOOLS	1,101	1,200	1,178	1,200	-
01-50920207 STREET SIGNS	9,995	10,000	9,964	10,000	-
01-50920208 STREET SUPPLIES	2,053	3,500	3,344	3,500	-
01-50920209 MEETINGS AND SEMINARS	1,343	2,500	2,094	2,500	-
01-50920210 SMALL EQUIPMENT MAINTENANCE	687	2,000	2,000	2,000	-
01-50920212 VEHICLE MAINTENANCE	5,751	5,000	4,962	5,000	-
01-50920215 SAFETY EQUIPMENT	5,724	4,250	4,242	4,250	-
01-50920216 STREET REPAIRS	47,212	30,000	29,931	30,000	-
01-50920217 ALLEY REPAIRS	-	10,000	10,000	10,000	-

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
COST CENTER 09 - STREETS**

CONTINUED

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
01-50920218 HEAVY EQUIPMENT MAINTENANCE	11,168	14,000	13,349	14,000	-
01-50920229 UNIFORMS	2,321	3,000	2,988	3,000	-
01-50920241 CHEMICALS	769	800	800	800	-
01-50920265 TIRES, TUBES & BATTERIES	7,395	7,500	6,811	7,500	-
01-50920266 POWER TOOLS	150	500	500	500	-
TOTAL SUPPLIES	114,771	116,250	113,936	116,250	-
OTHER SERVICES					
01-50930300 UTILITIES	250	250	261	250	-
01-50930302 TELEPHONE	605	-	-	-	-
01-50930304 POSTAGE	-	-	-	-	-
01-50930305 BUILDING SECURITY	241	550	244	250	(300)
01-50930310 INSURANCE (C.G.L.)	12,539	14,000	12,190	14,000	-
01-50930320 PUBLIC RELATIONS	-	-	-	500	500
01-50930327 RENT-AFP	2,600	2,600	2,604	2,600	-
01-50930338 MISCELLANEOUS	2,099	250	245	250	-
01-50930341 EQUIPMENT RENTAL	-	1,000	-	1,000	-
01-50930362 JANITORIAL SUPPLIES	208	-	-	-	-
01-50930382 INFO TECHNOLOGY PLAN	6,485	7,610	7,610	7,610	-
TOTAL OTHER SERVICES	25,027	26,260	23,154	26,460	200

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
COST CENTER 09 - STREETS**

CONTINUED

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
CAPITAL					
01-50940401 STREET REHABILITATION	180,000	480,000	480,000	500,000	20,000
01-50940404 ASPHALT DISTRIBUTOR	-	178,328	-	-	(178,328)
01-50940405 STORM DRAINAGE IMPROVEMENTS	80,000	80,000	80,000	80,000	-
01-50940409 CURB AND GUTTER REPAIR	80,000	80,000	80,000	80,000	-
01-50940416 PATCH TRUCK	-	-	-	55,000	55,000
01-50940422 LARGE EQUIPMENT	-	-	-	8,800	8,800
01-50940424 SKID LOADER	-	35,000	35,000	35,000	-
01-50940425 SKID STEER BACKHOE ATTACHMENT	-	-	-	12,750	12,750
01-50950500 LEASE PRINCIPAL	-	-	-	-	-
01-50950501 LEASE INTEREST	-	-	-	-	-
TOTAL CAPITAL	340,000	853,328	675,000	771,550	(81,778)
TOTAL COST CENTER	826,758	1,461,171	1,222,299	1,448,527	(12,644)

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
SUMMARY FOR COST CENTER 10 - LIBRARY**

BUDGET INFORMATION	2018-19	2019-20	2019-20	2020-21	BUDGET
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
PERSONNEL SERVICES	249,494	278,689	241,815	262,230	(16,459)
SUPPLIES	48,011	43,974	39,540	44,000	26
OTHER SERVICES	27,850	36,814	32,380	39,812	2,998
CAPITAL OUTLAY	-	4,000	4,000	-	(4,000)
TOTAL COST CENTER	325,355	363,477	317,735	346,042	(17,435)

COST CENTER INFORMATION

The Library exists as a service to the citizens of Hondo. Membership is up slightly as are the number of programs and attendance at those programs. Although visits and circulation are both down slightly, computer use and reference questions are up which show the value of the technology available for patron use and the technological assistance staff provide in their use. A \$11,000 grant from Texas State Library and Archives Commission allowed for the development of a mobile computer lab consisting of eight laptops, a hard drive and a mobile charging cart to continue to meet patrons' technological needs. Bitsbox coding programs were also purchased as part of that grant and a \$1,500 grant from Walmart provided Spheros robots: these additions will help the Library continue to meet the needs of our youth and help prepare them for a future in which STEM careers will be ever more important. Continued e-rate (broadband internet) and interlibrary loan reimbursement programs offset some of the costs of providing these needed programs.

Additional cameras were added to increase security inside and around the building and resolve gaps in coverage observed during normal operations. An updated City website, including the Library's pages, allowed the tracking of website usage and the Library received 2,306 site visits between October 1, 2018 and September 30, 2019. Being able to track this usage will allow the Library to more efficiently market its programs and provide the community with beneficial information. Local Boy Scouts added a sensory garden and seating with benches incorporating Rotary's Four Way Test. An anonymous donor provided the funding for the addition of a stage which will be built by the City's Buildings & Grounds Division when time allows. This addition will allow for some programs, including our early literacy ones - Tiny Tot Tales and Story Time! - to be held outdoors.

Assets: The Public Library consists of six (6) employees

1 - Library Division Manager

3 - Library Aide Full-Time

1 - Library Aide Part-Time

1 - Community Projects Coordinator

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
COST CENTER 10 - LIBRARY**

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
PERSONNEL SERVICES					
01-51010100 SALARY	197,379	209,298	192,964	199,295	(10,003)
01-51010111 OVERTIME	5,941	4,500	3,933	1,500	(3,000)
01-51010116 LONGEVITY	252	432	432	432	-
01-51010125 SOCIAL SECURITY	15,529	16,136	15,213	15,371	(765)
01-51010126 UNEMPLOYMENT TAX	311	918	918	918	-
01-51010127 RETIREMENT PLAN	17,084	18,377	15,366	17,505	(872)
01-51010128 HEALTH & DENTAL INS	11,104	24,874	10,904	24,874	-
01-51010129 HEALTH INSURANCE/RETIREE	-	1,504	-	-	(1,504)
01-51010130 COBRA COMPLIANCE PREMIUM	29	40	27	30	(10)
01-51010135 WORKERS' COMPENSATION	615	1,160	608	1,105	(55)
01-51010150 CELL PHONE ALLOWANCE	1,250	1,450	1,450	1,200	(250)
TOTAL PERSONNEL SERVICES	249,494	278,689	241,815	262,230	(16,459)
SUPPLIES					
01-51020200 OFFICE SUPPLIES	7,412	5,000	4,850	4,500	(500)
01-51020201 BREAKROOM SUPPLIES	839	750	738	750	-
01-51020202 AUDIO BOOK EXPENSES	2,083	800	795	2,000	1,200
01-51020204 STORY HOUR	2,023	1,900	1,896	3,000	1,100
01-51020205 BOOKS	14,938	15,000	15,000	15,000	-
01-51020207 MAGAZINES	455	800	762	700	(100)
01-51020208 SUMMER READING PROGRAM	2,709	2,000	1,989	2,000	-
01-51020209 MEETINGS AND SEMINARS	1,557	1,700	1,657	700	(1,000)
01-51020210 EQUIPMENT MAINTENANCE	2,700	2,700	1,906	2,700	-
01-51020213 MILEAGE REIMBURSEMENT	489	300	300	300	-

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
COST CENTER 10 - LIBRARY**

CONTINUED

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
01-51020218 RECORDS MANAGEMENT	-	-	-	-	-
01-51020220 COLLECTION DEVELOPMENT SUPP	2,200	2,850	2,796	1,900	(950)
01-51020221 AUDIO VISUAL MATERIAL	815	450	280	1,000	550
01-51020222 YOUTH OUTREACH	1,962	2,400	2,075	2,400	-
01-51020224 SENIOR OUTREACH	681	1,200	747	1,200	-
01-51020226 SPECIAL EVENTS	5,350	3,500	2,838	3,500	-
01-51020229 UNIFORMS	72	624	624	350	(274)
01-51020232 FURNITURE	1,726	2,000	287	2,000	-
TOTAL SUPPLIES	48,011	43,974	39,540	44,000	26
OTHER SERVICES					
01-51030300 UTILITIES	270	2,000	1,897	2,000	-
01-51030302 TELEPHONE/BANDWITH	1,101	6,480	4,869	8,700	2,220
01-51030303 OFFICE EQUIPMENT LEASE PAYMENT	2,308	2,472	2,472	2,500	28
01-51030304 POSTAGE	968	900	726	900	-
01-51030310 INSURANCE (C.G.L.)	1,920	2,100	1,872	2,100	-
01-51030312 MAINTENANCE AGREEMENT	831	1,500	1,500	2,000	500
01-51030314 DUES & SUBSCRIPTIONS	9,038	8,500	8,045	8,500	-
01-51030319 MARKETING & ADVERTISING	1,457	2,000	232	2,000	-
01-51030320 PUBLIC RELATIONS	-	-	-	250	250
01-51030338 MISCELLANEOUS	401	250	187	250	-
01-51030362 JANITORIAL SERVICES	3,244	4,300	4,268	4,300	-
01-51030382 INFO TECHNOLOGY PLAN	6,312	6,312	6,312	6,312	-
TOTAL OTHER SERVICES	27,850	36,814	32,380	39,812	2,998
CAPITAL OUTLAY					
01-51040403 SECURITY EQUIPMENT	-	4,000	4,000	-	(4,000)
TOTAL CAPITAL OUTLAY	-	4,000	4,000	-	(4,000)
TOTAL COST CENTER	325,355	363,477	317,735	346,042	(17,435)

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
SUMMARY FOR COST CENTER 13 - BUILDINGS & GROUNDS MAINTENANCE**

BUDGET INFORMATION	2018-19	2019-20	2019-20	2020-21	BUDGET
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
PERSONNEL SERVICES	230,352	790,209	663,791	767,638	(22,571)
SUPPLIES	26,536	111,550	102,123	114,050	2,500
OTHER SERVICES	105,265	227,954	207,895	231,340	3,386
CAPITAL OUTLAY	878	199,500	168,122	110,786	(88,714)
TOTAL COST CENTER	363,031	1,329,213	1,141,931	1,223,814	(105,399)

COST CENTER INFORMATION

This is a new Division created by consolidating the Parks Division and the Facility Division. It now consists of one Supervisors, four Crew Leaders and twelve Maintenance Workers. This division is responsible for providing a safe and comfortable environment for the public and city staff in city owned facilities as well as maintaining all the parks (over 110 acres); cemeteries (48 acres); and vacant city-owned properties (90 acres). Staff is responsible for the care and maintenance of all City owned buildings, which is approximately 189,512 square foot of building space to include: the Recreation Center, City Hall, HPD, Library, loading dock, Development Services (formerly Code Compliance), Pool, Museum, STRTC, Community Center, the Highway 90 parkway and all structures at City parks. Additionally, we routinely maintain football fields (2), soccer fields (5), baseball fields (5), practice fields (5), a nature trail park, and all playground equipment. The department is also responsible for two (2) 40-yard roll off dumpsters: One dumpster dedicated to garbage from park use and the other dumpster is dedicated to pick up material left from Garden Club (Thrift Shop). Maintenance and care includes, but is not limited to, repairs to roofs, plumbing, electrical, painting, and light to moderate remodeling of office space(s)/construction projects. This division assists all divisions in moving and storing furniture, equipment, supplies, and boxed documents. Staff installs electrical circuits and wiring when needed. The Supervisor is the main contact for the TDCJ Work Squad; coordinates and assigns daily duties, provides transportation; and supplies safety equipment and tools for assigned projects. He also serves as the primary contact and coordinates project for other departments that require assistance from the TDCJ squad.

The Buildings & Grounds Maintenance Division staff is currently composed of seventeen (17) employees:

1 - Supervisor	3 - Maintenance Worker I
2 - Crew Leaders	9 - Full-time Laborers
1 - Equipment Operator I	1 - Part-time Laborer

ASSETS:

16 - Parks	1 - Vector Control Unit
2 - Cemeteries	4 - Trailers
8 - Z-Turn Mowers	1 - Tiller
1 - Tractor/Shredder	8 - Weed Whackers
5 - Vehicles	

CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
SUMMARY FOR COST CENTER 13 - BUILDINGS & GROUNDS MAINTENANCE

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
PERSONNEL SERVICES					
01-51310100 SALARY	159,079	564,555	470,640	562,965	(1,590)
01-51310111 OVERTIME	1,734	11,500	7,458	11,500	-
01-51310116 LONGEVITY	684	4,388	4,320	2,664	(1,724)
01-51310117 CERTIFICATE PAY	-	600	25	600	-
01-51310125 SOCIAL SECURITY	11,599	43,708	34,294	43,454	(254)
01-51310126 UNEMPLOYMENT TAX	264	2,907	2,847	2,907	-
01-51310127 RETIREMENT PLAN	13,553	49,778	42,816	49,500	(278)
01-51310128 HEALTH & DENTAL INS	34,990	89,547	86,938	89,545	(2)
01-51310130 COBRA COMPLIANCE PREMIUM	59	160	137	160	-
01-51310135 WORKERS' COMPENSATION	7,740	21,266	13,416	2,543	(18,723)
01-51310150 CELL PHONE ALLOWANCE	650	1,800	900	1,800	-
TOTAL PERSONNEL SERVICES	230,352	790,209	663,791	767,638	(22,571)
SUPPLIES					
01-51320200 OFFICE SUPPLIES	466	-	-	-	-
01-51320201 BREAKROOM SUPPLIES	249	-	-	-	-
01-51320202 FUEL & OIL	3,839	21,400	19,241	25,000	3,600
01-51320208 SMALL TOOLS & SUPPLIES	4,342	14,100	13,973	13,100	(1,000)
01-51320209 MEETINGS AND SEMINARS	100	1,750	599	1,750	-
01-51320210 EQUIPMENT MAINTENANCE	964	4,500	3,757	4,500	-
01-51320212 VEHICLE MAINTENANCE	3,927	7,200	5,365	10,000	2,800
01-51320214 HEAVY EQUIPMENT MAINTENANCE	-	7,800	7,712	5,000	(2,800)
01-51320215 SAFETY EQUIPMENT	3,300	5,200	5,190	5,200	-
01-51320221 WELDING SUPPLIES	1,257	1,800	1,775	1,500	(300)
01-51320222 WORK SQUAD EXPENSES	-	2,000	913	2,000	-
01-51320229 UNIFORMS	1,452	9,800	9,799	10,000	200

CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
SUMMARY FOR COST CENTER 13 - BUILDINGS & GROUNDS MAINTENANCE

CONTINUED

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
01-51320230 PLAYGROUND EQUIPMENT	-	12,000	10,500	12,000	-
01-51320241 CHEMICALS	10	7,000	6,558	7,000	-
01-51320265 TIRES, TUBES & BATTERIES	366	4,000	3,995	4,000	-
01-51320266 POWER TOOLS	6,264	13,000	12,746	13,000	-
TOTAL SUPPLIES	26,536	111,550	102,123	114,050	2,500
OTHER SERVICES					
01-51330300 UTILITIES	666	35,950	35,584	36,000	50
01-51330302 TELEPHONE	697	-	-	-	-
01-51330305 BUILDING SECURITY	1,043	1,200	1,183	1,200	-
01-51330309 DUES & SUBSCRIPTIONS	-	100	-	100	-
01-51330310 INSURANCE (C.G.L.)	6,558	18,814	18,301	18,300	(514)
01-51330311 ANIMAL CONTROL MAINT.	291	480	573	480	-
01-51330312 MAINTENANCE AGREEMENT	18,224	20,000	19,896	19,900	(100)
01-51330313 COMMUNITY CENTER MAINT.	17,673	4,550	3,450	5,000	450
01-51330315 DEMONTEL BUILDING MAINT.	1,494	2,000	759	2,000	-
01-51330316 BUILDING MAINTENANCE	13,057	13,000	13,000	13,000	-
01-51330317 CITY HALL MAINT.	7,792	8,000	6,075	8,000	-
01-51330318 LIBRARY BUILDING MAINT.	2,369	2,000	1,888	2,000	-
01-51330319 POST OFFICE MAINT.	1,288	-	-	-	-
01-51330320 POLICE DEPART. MAINT.	2,706	3,000	1,520	3,000	-
01-51330322 WATER DEPT. MAINT	365	250	254	250	-
01-51330323 WASTEWATER DEPT. MAINT.	194	600	499	600	-
01-51330325 GOLF COURSE BUILDING MAINT.	645	1,500	1,282	1,500	-
01-51330326 RECREATION CENTER MAINT.	6,759	10,000	9,850	10,000	-
01-51330327 RENT-AFP	2,600	5,200	4,764	5,200	-

CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
SUMMARY FOR COST CENTER 13 - BUILDINGS & GROUNDS MAINTENANCE

CONTINUED

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
01-51330328 PUBLIC WORKS BLDG MAINT.	1,608	3,500	2,191	3,500	-
01-51330336 EQUIPMENT RENTAL	-	1,000	-	1,000	-
01-51330337 PUBLIC RELATIONS	-	-	-	500	500
01-51330338 MISCELLANEOUS	261	500	515	500	-
01-51330339 CITY PARK MAINTENANCE	-	4,000	3,903	6,500	2,500
01-51330342 LITTLE LEAGUE	-	10,000	8,475	10,000	-
01-51330343 SOCCER FIELDS	-	3,000	2,516	3,000	-
01-51330345 LICENSE & FEES	-	150	-	150	-
01-51330349 STRTC MAINT.	6,596	5,000	4,947	5,000	-
01-51330350 SOUTHWEST FAMILY LIFE CTR	6,700	6,700	6,700	6,700	-
01-51330355 SOLID WASTE SERVICE	-	2,250	1,752	5,250	3,000
01-51330360 LAND LEASE/UNION PACIFIC	-	30,000	28,593	30,000	-
01-51330362 JANITORIAL SUPPLIES	1,343	8,100	6,753	8,100	-
01-51330366 CONTINGENCY EXPENSE	-	10,000	5,688	10,000	-
01-51330367 GROUND MAINTENANCE	-	9,500	9,374	7,000	(2,500)
01-51330382 INFO TECHNOLOGY PLAN	4,336	7,610	7,610	7,610	-
TOTAL OTHER SERVICES	105,265	227,954	207,895	231,340	3,386

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
SUMMARY FOR COST CENTER 13 - BUILDINGS & GROUNDS MAINTENANCE**

CONTINUED

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
CAPITAL OUTLAY					
01-51340411 NEW PARK DEV-TORRES PARK	878	29,000	25,122	-	(29,000)
01-51340416 US 90 IRRIGATION	-	27,500	-	27,500	-
01-51340417 CITY PARK IMPROVEMENTS	-	17,000	17,000	17,000	-
01-51340421 VEHICLE PURCHASE	-	91,000	91,000	-	(91,000)
01-51340422 CITY HALL COMPLEX IMPROVEMT	-	-	-	-	-
01-51340423 3 MOWERS & TRAILER	-	-	-	31,286	31,286
01-51340424 SKID LOADER	-	35,000	35,000	35,000	-
01-51340425 CITY HALL HVAC	-	-	-	-	-
TOTAL CAPITAL OUTLAY	878	199,500	168,122	110,786	(88,714)
TOTAL COST CENTER	363,031	1,329,213	1,141,931	1,223,814	(105,399)

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
COST CENTER 15 - RECREATION**

BUDGET INFORMATION	2018-19	2019-20	2019-20	2020-21	BUDGET
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
PERSONNEL SERVICES	303,526	320,774	287,899	326,945	6,171
SUPPLIES	76,382	80,250	73,757	80,550	300
OTHER SERVICES	75,446	85,619	82,231	94,769	9,150
CAPITAL OUTLAY	-	13,500	13,029	51,000	37,500
TOTAL COST CENTER	455,354	500,143	456,916	553,264	53,121

COST CENTER INFORMATION

The Rick Taylor Recreation Center is a multipurpose facility that operates with a permanent staff of six (6) individuals. The Center has a full court gym, two (2) racquetball rooms, a weight room, a game room, and a multiuse meeting room. The Recreation Center is open seven days a week and averages 15,000 visits per year. Memberships are offered annually to both residents and non-residents of Hondo. The Center offers a variety of programs for both children and adults. Sports leagues are offered for children throughout the year including football, basketball, and girl's volleyball. There are several camps that are offered to children including our Easter, summer, Thanksgiving and Christmas camps. For adults, there are an assortment of fitness classes offered for all ages including Zumba, kickboxing, Sit To Be Fit, and circuit cardio. We also host an adult men's basketball league early in the year.

The Recreation Manager oversees the Hondo public pool and the manager supervises pool and recreations staff.

The pool season begins late May through August and is open six (6) days a week, Tuesday through Sunday.

Pool programs that are offered include: water aerobics, lap swim, open swim, pool parties, and swimming lessons.

Currently, the Recreation Center Staff consists of:

1 - Recreation Division Manager	3 - Recreation Aides Part-Time
1- Recreation Assistant Manager	5 - Recreation Aides (Seasonal)
1 - Program Coordinator Full-Time	

The pool operates with a staff of ten (10):

1 - Pool Manager/Concessionaire (Seasonal)
9 - Lifeguards (Seasonal)

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
COST CENTER 15 - RECREATION**

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
PERSONNEL SERVICES					
01-51510100 SALARY	229,497	249,525	220,543	258,170	8,645
01-51510111 OVERTIME	8,558	7,850	6,222	8,500	650
01-51510117 CERTIFICATE PAY	1,875	1,500	1,439	1,500	-
01-51510116 LONGEVITY	576	684	684	684	-
01-51510125 SOCIAL SECURITY	18,428	19,312	17,426	19,434	122
01-51510126 UNEMPLOYMENT TAX	912	459	445	460	1
01-51510127 RETIREMENT PLAN	15,013	14,224	14,184	11,560	(2,664)
01-51510128 HEALTH & DENTAL INS	17,015	15,574	15,541	14,925	(649)
01-51510130 COBRA COMPLIANCE PREMIUM	27	50	27	50	-
01-51510135 WORKERS' COMPENSATION	10,325	10,396	10,188	10,462	66
01-51510150 CELL PHONE ALLOWANCE	1,300	1,200	1,200	1,200	-
TOTAL PERSONNEL SERVICES	303,526	320,774	287,899	326,945	6,171
SUPPLIES					
01-51520200 OFFICE SUPPLIES	1,811	1,500	1,498	1,500	-
01-51520201 OFFICE FURNITURE	-	450	412	350	(100)
01-51520202 FUEL & OIL	430	350	378	350	-
01-51520203 BREAKROOM SUPPLIES	489	500	491	500	-
01-51520209 MEETINGS AND SEMINARS	7,872	7,300	5,129	8,000	700
01-51520210 EQUIPMENT MAINTENANCE	3,203	3,250	2,365	3,250	-
01-51520212 VEHICLE MAINTENANCE	880	300	283	300	-
01-51520214 STRUCTURE MAINTENANCE	5,585	-	-	-	-
01-51520215 SAFETY EQUIPMENT	1,675	2,000	1,732	2,000	-
01-51520220 LANDSCAPING	268	400	400	400	-
01-51520221 POOL MAINTENANCE	8,817	15,000	14,817	15,000	-

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
COST CENTER 15 - RECREATION**

CONTINUED

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
01-51520223 CONCESSION SUPPLIES	5,864	4,500	4,500	4,500	-
01-51520226 ADULT PROGRAMS	1,189	2,000	1,854	2,000	-
01-51520227 SPECIAL EVENTS	3,732	3,500	3,500	3,500	-
01-51520228 SPECIAL YOUTH LEAGUES	10,881	12,000	11,270	12,000	-
01-51520229 UNIFORMS	1,061	1,350	1,006	1,400	50
01-51520237 SUMMER CAMP PROGRAMS	5,860	5,350	5,355	5,000	(350)
01-51520238 RECREATION SUPPLIES	4,394	5,000	4,690	5,000	-
01-51520239 POOL SUPPLIES	2,297	4,000	3,997	4,000	-
01-51520241 CHEMICALS	10,074	11,000	10,080	11,000	-
01-51520265 TIRES, TUBES & BATTERIES	-	500	-	500	-
TOTAL SUPPLIES	76,382	80,250	73,757	80,550	300
OTHER SERVICES					
01-51530300 UTILITIES	13,748	19,300	19,222	20,000	700
01-51530302 TELEPHONE	3,394	2,000	1,790	2,400	400
01-51530303 OFFICE EQUIPMENT LEASE PAYMENT	1,219	1,250	1,224	1,600	350
01-51530304 OFFICIAL FEES	9,656	10,000	8,813	10,000	-
01-51530305 BUILDING SECURITY	816	800	879	1,000	200
01-51530306 POSTAGE	8	-	11	-	-
01-51530307 REC CENTER IMPROVEMENTS	10,164	10,000	10,000	10,000	-
01-51530309 FITNESS EQUIPMENT	7,020	10,000	10,000	10,000	-
01-51530310 INSURANCE (C.G.L.)	959	1,200	938	1,200	-
01-51530314 DUES & SUBSCRIPTIONS	3,072	3,000	3,253	10,000	7,000
01-51530315 LIFEGUARD CERTIFICATION	599	600	560	600	-
01-51530319 MARKETING & ADVERTISING	8,200	8,000	6,950	8,000	-

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
COST CENTER 15 - RECREATION**

CONTINUED

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
01-51530320 PUBLIC RELATIONS	-	-	-	500	500
01-51530327 RENT-REC. CENTER LAND	2,100	2,100	2,100	2,100	-
01-51530338 MISCELLANEOUS	250	250	-	250	-
01-51530345 LICENSE & FEES	562	600	564	600	-
01-51530362 JANITORIAL SUPPLIES	6,749	6,500	6,100	6,500	-
01-51530370 CONTRACT LABOR	2,875	2,000	1,808	2,000	-
01-51530382 INFO TECHNOLOGY PLAN	4,055	8,019	8,019	8,019	-
TOTAL OTHER SERVICES	75,446	85,619	82,231	94,769	9,150
CAPITAL OUTLAY					
01-51540405 WEIGHT ROOM CABLE MACHINES	-	-	-	51,000	51,000
01-51540411 CENTER COURT RESURFACE	-	-	-	-	-
01-51540415 FITNESS ON DEMAND	-	7,000	6,529	-	(7,000)
01-51540420 POOL SURVEILLANCE SYSTEM	-	6,500	6,500	-	(6,500)
TOTAL CAPITAL OUTLAY	-	13,500	13,029	51,000	37,500
TOTAL COST CENTER	455,354	500,143	456,916	553,264	53,121

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
SUMMARY FOR COST CENTER 16 - GOLF**

BUDGET INFORMATION	2018-19	2019-20	2019-20	2020-21	BUDGET
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
PERSONNEL SERVICES	141,768	158,447	145,033	163,638	5,191
SUPPLIES	44,789	41,984	36,695	38,550	(3,434)
OTHER SERVICES	83,315	84,949	84,372	87,119	2,170
CAPITAL	34,811	12,400	11,165	36,250	23,850
TOTAL COST CENTER	304,683	297,780	277,265	325,557	27,777

COST CENTER INFORMATION

The Hondo Golf Course was constructed in 1954 by a group of golfers who were stationed at the Hondo Air Base. It took 90 days to build at a cost of about \$4,780. The course was operated for several years by the Hondo Golf Association. It was then operated by a private group and eventually made it's way into the City fold. The course has gone through several configurations during its history and currently uses 45 acres to provide a 9-Hole, par 37 course. Between 6,000 and 9,000 golfers enjoy the course every year.

The Golf Course Division staff is currently
Composed of four (4) employees:

1 - Golf Superintendent
1 - Golf Course Maintenance Full-Time
1 - Golf Course Maintenance Part-Time
1 - Pro-Shop Laborer Part-Time

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
COST CENTER 16 - GOLF**

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
PERSONNEL SERVICES					
01-51610100 SALARY	109,915	121,640	112,423	124,846	3,206
01-51610111 OVERTIME	667	1,000	644	1,000	-
01-51610116 LONGEVITY	180	540	540	612	72
01-51610125 SOCIAL SECURITY	8,294	9,122	8,159	9,365	243
01-51610126 UNEMPLOYMENT TAX	177	612	600	612	-
01-51610127 RETIREMENT PLAN	8,993	10,697	9,082	10,983	286
01-51610128 HEALTH & DENTAL INS	10,150	9,950	10,283	9,950	-
01-51610130 COBRA COMPLIANCE PREMIUM	17	20	14	20	-
01-51610135 WORKERS COMPENSATION	2,725	4,266	2,688	5,650	1,384
01-51610150 CELL PHONE ALLOWANCE	650	600	600	600	-
TOTAL PERSONNEL SERVICES	141,768	158,447	145,033	163,638	5,191
SUPPLIES					
01-51620200 OFFICE SUPPLIES	206	400	394	400	-
01-51620202 FUEL & OIL	4,470	4,000	3,446	4,000	-
01-51620207 SIGNAGE	-	100	-	100	-
01-51620208 SMALL TOOLS & SUPPLIES	1,467	700	743	700	-
01-51620209 MEETINGS AND SEMINARS	30	-	-	-	-
01-51620210 EQUIPMENT MAINTENANCE	5,282	5,000	5,057	5,000	-
01-51620214 MERCHANDISE	7,083	6,000	5,461	6,000	-
01-51620227 SPRINKLER	1,832	3,734	3,734	1,000	(2,734)
01-51620229 UNIFORMS	694	1,150	795	1,150	-
01-51620231 CONCESSIONS	17,942	16,100	12,174	16,100	-

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
COST CENTER 16 - GOLF**

CONTINUED

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
01-51620241 CHEMICALS	4,505	3,700	3,791	3,700	-
01-51620265 TIRES, TUBES & BATTERIES	1,062	800	800	400	(400)
01-51620266 POWER TOOLS	216	300	300	-	(300)
TOTAL SUPPLIES	44,789	41,984	36,695	38,550	(3,434)
OTHER SERVICES					
01-51630300 UTILITIES	18,434	18,800	18,544	20,500	1,700
01-51630302 TELEPHONE AND DSL LINE	3,466	2,400	2,543	2,700	300
01-51630303 GOLF CARTS LEASE	25,056	24,937	24,689	24,570	(367)
01-51630305 BUILDING SECURITY	299	300	300	300	-
01-51630307 CREDIT CARD FEES	668	-	-	-	-
01-51630310 INSURANCE (C.G.L.)	1,393	1,500	1,359	1,500	-
01-51630314 DUES & SUBSCRIPTIONS	1,749	1,500	1,849	1,500	-
01-51630316 ADVERTISING	100	-	-	-	-
01-51630320 PUBLIC RELATIONS	-	-	-	500	500
01-51630327 RENT	14,000	14,000	14,004	14,000	-
01-51630338 MISCELLANEOUS	398	250	-	250	-
01-51630345 LICENSE & FEES	608	1,500	1,478	1,500	-
01-51630362 JANITORIAL SUPPLIES	1,849	1,580	1,424	1,580	-
01-51630367 GROUNDS MAINTENANCE	10,959	10,163	10,163	10,200	37
01-51630382 INFO TECHNOLOGY PLAN	4,336	8,019	8,019	8,019	-
TOTAL OTHER SERVICES	83,315	84,949	84,372	87,119	2,170

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
COST CENTER 16 - GOLF**

CONTINUED

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
CAPITAL					
01-51640408 MULTIPURPOSE MOWER	12,179	12,400	11,165	2,050	(10,350)
01-51640405 GREENS MOWER	-	-	-	32,000	32,000
01-51640409 CART PATH	7,862	-	-	-	-
01-51640422 GREENS EQUIPMENT	14,770	-	-	2,200	2,200
TOTAL CAPITAL	34,811	12,400	11,165	36,250	23,850
TOTAL COST CENTER	304,683	297,780	277,265	325,557	27,777

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
SUMMARY FOR COST CENTER 17 - DEVELOPMENT SERVICES**

BUDGET INFORMATION	2018-19	2019-20	2019-20	2020-21	BUDGET
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
PERSONNEL SERVICES	224,936	250,569	242,263	253,272	2,703
SUPPLIES	11,231	14,800	14,440	14,800	-
OTHER SERVICES	103,608	143,990	134,810	186,990	43,000
CAPITAL	-	25,000	25,000	1,875	(23,125)
TOTAL COST CENTER	339,775	434,359	416,513	456,937	22,578

COST CENTER INFORMATION

The City of Hondo Development Services Division (formerly Code Compliance) is charged with inspecting, improving & rehabilitating all residential & commercial structures to ensure the health, safety, and general welfare of each citizen. In the first 3 Quarters of FY 2017-18, the department responded to 4531 customer calls/walk-ins, coordinated 477 permit application, conducted 516 inspections; and issued 270 warnings/20 citations for Code/Building violations. Department personnel proactively respond to concerns that directly affect the quality of life such as zoning, maintenance or real property, junked/inoperable vehicles, vacant/substandard structures, unlawful disposal and other public nuisances. The department processes construction and land use permits and administers state mandated statutes/regulations in conjunction with building codes and city ordinances. Furthermore, they manage floodplain practices under the National Flood Insurance Program, coordinate and process subdivision plat requests, coordinate and schedule preliminary and preconstruction meetings with developers, conduct biweekly development meetings, publish monthly "Did You Know" articles in the City Newsletter and are liaisons for the Planning and Zoning Commission and Board of Adjustment.

Currently, the staff is composed of four (4) employees:

ASSETS

1 - Development Officer/Planner

2- Service Vehicles

1 - Development Services Superintendent/Fire Marshal

2 - Code Enforcement Officer

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
SUMMARY FOR COST CENTER 17 - DEVELOPMENT SERVICES**

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
PERSONNEL SERVICES					
01-51710100 SALARY	167,204	185,393	183,109	189,082	3,689
01-51710111 OVERTIME	2,178	2,950	1,831	3,000	50
01-51710116 LONGEVITY	540	540	540	648	108
01-51710117 CERTIFICATE PAY	-	600	-	600	-
01-51710125 SOCIAL SECURITY	13,235	14,427	13,848	14,600	173
01-51710126 UNEMPLOYMENT TAX	43	612	607	612	-
01-51710127 RETIREMENT PLAN	14,656	16,627	14,976	16,820	193
01-51710128 HEALTH & DENTAL INS	20,567	21,400	21,294	19,900	(1,500)
01-51710130 COBRA COMPLIANCE PREMIUM	34	70	38	40	(30)
01-51710135 WORKERS COMPENSATION	629	1,950	620	1,970	20
01-51710149 AUTO ALLOWANCE	5,200	4,800	4,800	4,800	-
01-51710150 CELL PHONE ALLOWANCE	650	1,200	600	1,200	-
TOTAL PERSONNEL SERVICES	224,936	250,569	242,263	253,272	2,703
SUPPLIES					
01-51720200 OFFICE SUPPLIES	2,630	-	-	-	-
01-51720201 BREAKROOM SUPPLIES	318	-	-	-	-
01-51720202 FUEL & OIL	900	1,000	941	1,000	-
01-51720208 SMALL TOOLS & SUPPLIES	10	400	398	400	-
01-51720209 MEETINGS AND SEMINARS	3,653	7,000	6,996	7,000	-
01-51720212 VEHICLE MAINTENANCE	1,227	2,000	1,902	2,000	-
01-51720215 SAFETY EQUIPMENT	899	900	703	900	-
01-51720229 UNIFORMS	759	1,500	1,500	1,500	-

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
SUMMARY FOR COST CENTER 17 - DEVELOPMENT SERVICES**

CONTINUED

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
01-51720231 OFFICE EQUIPMENT	5	-	-	-	-
01-51720232 OFFICE FURNITURE	800	1,500	1,500	1,500	-
01-51720265 TIRES, TUBES & BATTERIES	30	500	500	500	-
TOTAL SUPPLIES	11,231	14,800	14,440	14,800	-
OTHER SERVICES					
01-51730300 UTILITIES	176	-	-	-	-
01-51730302 TELEPHONE	3,237	-	-	-	-
01-51730304 POSTAGE	1,687	3,000	2,931	3,000	-
01-51730305 BUILDING SECURITY	207	-	-	-	-
01-51730306 CONTRACT INSPECTIONS	51,645	70,500	63,212	90,000	19,500
01-51730307 CREDIT CARD FEES	1,716	-	-	-	-
01-51730310 INSURANCE (C.G.L.)	480	500	494	500	-
01-51730314 DUES & SUBSCRIPTIONS	723	3,360	3,253	3,360	-
01-51730320 PUBLIC RELATIONS	-	-	-	500	500
01-51730322 ENGINEERING FEES	21,569	29,500	27,790	35,000	5,500
01-51730327 RENT	1,800	-	-	-	-
01-51730330 LEGAL FEES	12,500	12,500	12,500	30,000	17,500
01-51730338 MISCELLANEOUS	70	250	250	250	-
01-51730339 DEMOLITION /SUBSTANDARD	-	15,000	15,000	15,000	-
01-51730345 LICENSE & FEES	-	500	500	500	-
01-51730362 JANITORIAL SUPPLIES	565	-	-	-	-
01-51730382 INFO TECHNOLOGY PLAN	7,233	8,880	8,880	8,880	-
TOTAL OTHER SERVICES	103,608	143,990	134,810	186,990	43,000

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
SUMMARY FOR COST CENTER 17 - DEVELOPMENT SERVICES**

CONTINUED

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
CAPITAL					
01-51740401 MAP FEEDER ENHANCEMENT	-	-	-	1,875	1,875
01-51740421 VEHICLE PURCHASE	-	25,000	25,000	-	(25,000)
TOTAL CAPITAL	-	25,000	25,000	1,875	(23,125)
 TOTAL COST CENTER	 339,775	 434,359	 416,513	 456,937	 22,578

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
SUMMARY FOR COST CENTER 18 - UTILITY BILLING**

BUDGET INFORMATION	2018-19	2019-20	2019-20	2020-21	BUDGET
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
PERSONNEL SERVICES	184,483	191,840	184,546	204,082	12,242
SUPPLIES	12,313	13,400	10,726	13,400	-
OTHER SERVICES	(223,446)	34,650	27,148	35,150	500
TOTAL COST CENTER	(26,650)	239,890	222,420	252,632	12,742

COST CENTER INFORMATION

The Utility Customer Service/Utility Billing's purpose is to bill and to receive utility payments, enter cash receipts into the computer/Incode System and balance cash drawers daily. This is a diversified office, constantly providing assistance to customers and relaying information to others within the organization. Staff possess the ability to effectively communicate with diverse groups of individuals with tact and diplomacy while answering questions regarding customer utility billing or other city service fees and working to effectively resolve billing disputes. This office maintains the reservations for City Parks and Community Cernter; handles and reviews applications for service; collects deposit, initiates work orders for setup or terminate service' and orders and maintains office supplies. The Utility Billing Supervisor oversees the Utility Billing Collection by assuring all information is complete in customer accounts; prepares the monthly calculation report before billing 3200 accounts; and mailing approximately 600-700 late notices monthly. The Supervisor loads and downloads handheld meters so meter readers can accurately read electric and water meter; sets up disconnect notices; receives and reviews extension requests for payment with the authority to grant extensions in accordance with City policy. This position is the primary contact for the Cemetery; answers questions; handles cemetery lot sales; and works closely with the funeral directors on all issues regarding cemetery plots.

The Utility Billing Department staff is currently composed of four (4) employees:

1 - Utility Billing Supervisor
3 - Utility Clerk Full-Time

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
COST CENTER 18 - UTILITY BILLING**

	2018-19	2019-20	2019-20	2020-21	BUDGET
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
PERSONNEL SERVICES					
01-51810100 SALARY	137,943	143,203	138,734	154,900	11,697
01-51810111 OVERTIME	1,015	1,000	1,210	1,000	-
01-51810116 LONGEVITY	720	864	792	1,656	792
01-51810125 SOCIAL SECURITY	10,364	10,702	9,895	11,714	1,012
01-51810126 UNEMPLOYMENT TAX	75	612	605	612	-
01-51810127 RETIREMENT PLAN	11,897	12,480	11,072	13,570	1,090
01-51810128 HEALTH & DENTAL INS	21,771	19,900	21,552	19,900	-
01-51810129 HEALTH INSURANCE/RETIREE	-	2,400	-	-	(2,400)
01-51810130 COBRA COMPLIANCE PREMIUM	29	34	26	30	(4)
01-51810135 WORKER'S COMPENSATION	669	645	660	700	55
TOTAL PERSONNEL SERVICES	184,483	191,840	184,546	204,082	12,242
SUPPLIES					
01-51820200 OFFICE SUPPLIES	8,695	8,000	7,372	8,000	-
01-51820209 MEETINGS AND SEMINARS	3,435	5,000	3,004	5,000	-
01-51820229 UNIFORMS	183	400	350	400	-
TOTAL SUPPLIES	12,313	13,400	10,726	13,400	-

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
COST CENTER 18 - UTILITY BILLING**

CONTINUED

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
OTHER SERVICES					
01-51830302 TELEPHONE	43	-	-	-	-
01-51830303 OFFICE EQUIPMENT LEASE PAYMENT	1,783	2,650	1,638	2,650	-
01-51830304 POSTAGE	21,233	20,000	17,320	20,000	-
01-51830307 CREDIT CARD FEES	1,286	-	-	-	-
01-51830310 INSURANCE (C.G.L.)	1,279	2,000	1,258	2,000	-
01-51830320 COLLECTION AGENCY FEES	5,023	7,000	4,102	7,000	-
01-51830337 PUBLIC RELATIONS	-	-	-	500	500
01-51830345 LICENSE & FEES	412	500	330	500	-
01-51830382 INFO TECHNOLOGY PLAN	1,681	2,500	2,500	2,500	-
01-51830383 OH ALLOCATION FRM OTHER FUNDS	(256,186)	-	-	-	-
TOTAL OTHER SERVICES	(223,446)	34,650	27,148	35,150	500
TOTAL COST CENTER	(26,650)	239,890	222,420	252,632	12,742

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
SUMMARY FOR COST CENTER 19 - CITY SECRETARY**

BUDGET INFORMATION	2018-19	2019-20	2019-20	2020-21	BUDGET
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
PERSONNEL SERVICES	108,259	119,665	115,788	76,250	(43,415)
SUPPLIES	11,451	13,334	10,208	11,395	(1,939)
OTHER SERVICES	1,226	28,911	14,549	41,250	12,339
CAPITAL	-	-	-	-	-
TOTAL COST CENTER	120,936	161,910	140,545	128,895	(33,015)

COST CENTER INFORMATION

The City Secretary is responsible for the preparation and dissemination of City Council meeting agendas and packets; attending all council meetings; keeping accurate minutes, engrossing and enrolling all laws, ordinances and resolutions; and handling preparations for Mayor and Council travel, expenditures, and calendars. He/she is responsible for the care and maintenance of city records; custodian of all legal transactions, cemetery records, deeds, liens, ordinances, resolutions, and contracts/agreements; the Secretary oversees development and administration of records retention policy, and destruction schedules; and responds to many requests for City records in accordance with the Texas Public Information Act. The City Secretary serves as the Chief Election Official, solely responsible for the administration of all City and school district elections; receives and responds to correspondence & inquires from the Secretary of State and U.S. Department of Justice; agent for all administrative needs, assists the Mayor with the appointment processes for Boards and Commissions; administers the purpose of serving civil process; publishes all legal ads/notices for the City; assists the Mayor & Council oath of office; serves on various board and panels as needed or required; custodian of the corporated seal, attests and authenticates the approved ordinances and keep current the City's Code of Ordinances; receives bids; provides assistance to all departments; attends bid openings, maintains current Board directory, oversees council chamber assuring that it is in working order; is the primary contact for citizen inquiries and complaints and develops the budget for Mayor & City Council.

The City Secretary Office staff is currently
composed of one (1) employee:

1-City Secretary

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
COST CENTER 19 - CITY SECRETARY**

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
PERSONNEL SERVICES					
01-51910100 SALARY	82,929	90,821	88,883	59,132	(31,689)
01-51910111 OVERTIME	400	1,200	635	1,200	-
01-51910116 LONGEVITY	108	180	144	108	(72)
01-51910125 SOCIAL SECURITY	6,391	7,085	6,899	4,578	(2,507)
01-51910126 UNEMPLOYMENT TAX	9	306	300	153	(153)
01-51910127 RETIREMENT	7,291	8,070	7,015	5,214	(2,856)
01-51910128 HEALTH & DENTAL INS	10,129	10,967	10,967	4,975	(5,992)
01-51910130 COBRA COMPLIANCE PREMIUM	17	20	13	20	-
01-51910135 WORKERS COMPENSATION	335	416	332	270	(146)
01-51910150 CELL PHONE ALLOWANCE	650	600	600	600	-
TOTAL PERSONNEL SERVICES	108,259	119,665	115,788	76,250	(43,415)
SUPPLIES					
01-51920200 OFFICE SUPPLIES	4,444	3,700	3,169	3,700	-
01-51920205 BOARD AND COMMISSION SUPPLIES	139	100	46	100	-
01-51920207 PRINTING AND STATIONARY	88	200	172	300	100
01-51920209 MEETINGS AND SEMINARS	4,869	4,639	4,639	3,800	(839)
01-51920213 MILEAGE REIMBURSEMENT	1,525	2,420	2,088	2,120	(300)
01-51920218 RECORDS MANAGEMENT	136	2,000	-	1,100	(900)
01-51920229 UNIFORMS	250	275	94	275	-
TOTAL SUPPLIES	11,451	13,334	10,208	11,395	(1,939)

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
COST CENTER 19 - CITY SECRETARY**

CONTINUED

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
OTHER SERVICES					
01-51930302 TELEPHONE	43	-	-	-	-
01-51930304 POSTAGE	4,233	1,500	669	1,500	-
01-51930307 BUILDING SECURITY	576	1,000	852	1,000	-
01-51930314 DUES & SUBSCRIPTIONS	1,290	1,200	917	1,200	-
01-51930316 LEGAL NOTICES	4,031	2,500	1,951	2,500	-
01-51930317 COUNTY CLERK RECORDING FEES	-	500	-	500	-
01-51930320 PUBLIC RELATIONS	-	-	-	500	500
01-51930327 RENT	5,400	7,200	7,200	7,200	-
01-51930329 LEGAL FEES/CODIFI ORD	9,174	1,761	395	3,600	1,839
01-51930332 ELECTION EXPENSE	6,272	10,000	-	20,000	10,000
01-51930334 PLANNING & ZONING	138	500	-	500	-
01-51930338 MISCELLANEOUS	335	250	65	250	-
01-51930382 INFO TECHNOLOGY PLAN	1,373	2,500	2,500	2,500	-
01-51930383 OH ALLOCATION FRM OTHER FUNDS	(31,639)	-	-	-	-
TOTAL OTHER SERVICES	1,226	28,911	14,549	41,250	12,339
CAPITAL	-	-	-	-	-
TOTAL CAPITAL	-	-	-	-	-
TOTAL COST CENTER	120,936	161,910	140,545	128,895	(33,015)

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
SUMMARY FOR COST CENTER 20 - NON-PROFITS**

BUDGET INFORMATION	2018-19	2019-20	2019-20	2020-21	BUDGET
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
OTHER SERVICES	9,380	22,880	16,880	19,880	(3,000)
TOTAL COST CENTER	9,380	22,880	16,880	19,880	(3,000)

COST CENTER INFORMATION

The City of Hondo Non-Profit Cost Center provides for Council appropriated support of local community based non-profit organizations. These organizations are selected at the time of budgeting based on non-profit organization applications submitted and reviewed by Council as part of the annual budgeting process.

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
COST CENTER 20 - NON-PROFITS**

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
OTHER SERVICES					
01-52030302 NON-PROFIT GROUPS	9,380	22,880	16,880	19,880	(3,000)
TOTAL OTHER SERVICES	9,380	22,880	16,880	19,880	(3,000)
TRANSFERS					
	-	-	-	-	-
TOTAL TRANSFERS	-	-	-	-	-
TOTAL COST CENTER	9,380	22,880	16,880	19,880	(3,000)

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
SUMMARY FOR COST CENTER 21 - PUBLIC WORKS ADMINISTRATION**

BUDGET INFORMATION	2018-19	2019-20	2019-20	2020-21	BUDGET
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
PERSONNEL SERVICES	125,699	199,892	155,107	209,724	9,832
SUPPLIES	1,140	12,000	9,184	12,100	100
OTHER SERVICES	(126,164)	13,481	10,044	16,320	2,839
CAPITAL	-	-	-	32,000	32,000
TOTAL COST CENTER	675	225,373	174,335	270,144	44,771

COST CENTER INFORMATION

The Public Works Division provides oversight for Municipal Water, Wastewater, Electric, Streets, Sanitation, Parks, and Code Enforcement. This is initiated through planning and implementing projects, overseeing budget expenditures, assisting superintendents in determining safe efficient solutions when problem solving, and assisting the City Manager with developing long range goals.

The Public Works Division staff is currently composed of two (2) employees:

- 1 - Public Works Director
- 1 - Assistant Public Works Director

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
COST CENTER 21 - PUBLIC WORKS ADMINISTRATION**

	2018-19	2019-20	2019-20	2020-21	BUDGET
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
PERSONNEL SERVICES					
01-52110100 SALARY	98,909	150,825	121,419	152,500	1,675
01-52110116 LONGEVITY	72	108	108	216	108
01-52110125 SOCIAL SECURITY	8,136	12,418	9,847	12,551	133
01-52110126 UNEMPLOYMENT TAX	281	306	300	306	-
01-52110127 RETIREMENT PLAN	8,503	14,145	10,697	16,941	2,796
01-52110128 HEALTH & DENTAL INS	1,437	9,950	3,081	14,925	4,975
01-52110130 COBRA COMPLIANCE PREMIUM	1	10	7	10	-
01-52110135 WORKERS COMPENSATION	335	730	498	875	145
01-52110149 AUTO ALLOWANCE	7,200	10,200	8,550	10,200	-
01-52110150 CELL PHONE ALLOWANCE	825	1,200	600	1,200	-
TOTAL PERSONNEL SERVICES	125,699	199,892	155,107	209,724	9,832
SUPPLIES					
01-52120200 OFFICE SUPPLIES	376	2,150	2,265	2,250	100
01-52120201 BREAKROOM SUPPLIES	-	1,150	787	1,150	-
01-52120202 FUEL & OIL	-	1,200	500	1,200	-
01-52120209 MEETINGS AND SEMINARS	764	5,500	5,232	5,500	-
01-52120212 VEHICLE MAINTENANCE	-	1,500	400	1,500	-
01-52120265 TIRES, TUBES & BATTERIES	-	500	-	500	-
TOTAL SUPPLIES	1,140	12,000	9,184	12,100	100

**CITY OF HONDO
GENERAL FUND 01 - EXPENDITURES
COST CENTER 21 - PUBLIC WORKS ADMINISTRATION**

CONTINUED

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
OTHER SERVICES					
01-52130300 UTILITIES	340	500	1,346	2,000	1,500
01-52130302 TELEPHONE	394	3,161	3,895	4,000	839
01-52130303 OFFICE EQUIPMENT LEASE PAYMENT	1,474	2,500	1,476	2,500	-
01-52130304 POSTAGE	27	50	-	50	-
01-52130320 PUBLIC RELATIONS	-	-	-	500	500
01-52130322 ENGINEERING FEES	6,270	3,500	-	3,500	-
01-52130338 MISCELLANEOUS	249	250	5	250	-
01-52130345 LICENSE & FEES	186	500	302	500	-
01-52130382 INFO TECHNOLOGY PLAN	-	3,020	3,020	3,020	-
01-52130383 OH ALLOCATION FRM OTHER FUNDS	<u>(135,104)</u>	-	-	-	-
TOTAL OTHER SERVICES	(126,164)	13,481	10,044	16,320	2,839
CAPITAL					
01-52140402 VEHICLE	-	-	-	32,000	32,000
TOTAL CAPITAL	-	-	-	32,000	32,000
TOTAL COST CENTER	675	225,373	174,335	270,144	44,771

**CITY OF HONDO
COMMITTED AND RESTRICTED SUB-FUND 09
FUND SUMMARY**

	COUNCIL COMMITTED	STATE RESTRICTED	TOTAL
WORKING CAPITAL BALANCE 09/30/19	(190,022)	22,571	(167,451)
PLUS ESTIMATED REVENUES FOR FY 19-20	982,748	2,163	984,911
LESS ESTIMATED EXPENDITURES FOR FY 19-20	<u>966,747</u>	<u>3,288</u>	<u>970,035</u>
EQUALS NET FOR 19-20	<u>16,001</u>	<u>(1,125)</u>	<u>14,876</u>
EQUALS ESTIMATED WORKING CAPITAL 09/30/20	(174,021)	21,446	(152,575)
PLUS 20-21 REVENUES	<u>1,009,700</u>	<u>2,900</u>	<u>1,012,600</u>
EQUALS TOTAL RESOURCES	835,679	24,346	860,025
LESS 20-21 EXPENSES	<u>976,700</u>	<u>3,500</u>	<u>980,200</u>
EQUALS ESTIMATED WORKING CAPITAL 09/30/21	(141,021)	20,846	(120,175)

FUND FACTS

The purpose of this fund is to record the transactions that meet the committed or restricted definition of GASB 54. Examples of Committed funds are those where the Council takes an action, other than a budgeting action, to dedicate funds for a specific purpose. Examples of restricted funds are those which are controlled or directed by an outside organization, such as some court receipts, which the state mandates be spent in certain areas.

CITY OF HONDO
COMMITTED AND RESTRICTED SUB-FUND 09
REVENUES

ACCOUNT NUMBER AND NAME	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
COMMITTED					
09-1316 CITY CONT FOR SWFLC	6,700	6,700	6,700	6,700	-
09-1341 CITY CONT FOR STREETS	180,000	480,000	480,000	500,000	20,000
09-1342 WATER CONT FOR STREETS	15,000	15,000	15,000	15,000	-
09-1343 ELECTRIC CONT FOR STREETS	-	-	-	15,000	15,000
09-1345 CITY CONT FOR CURBS	80,000	80,000	80,000	80,000	-
09-1348 CITY CONT FOR STORM DRAINAGE	80,000	80,000	80,000	80,000	-
09-1370 INFORMATION TECHNOLOGY	211,147	317,977	317,977	310,000	(7,977)
09-1373 INTEREST INCOME	-	7,000	3,071	3,000	(4,000)
09-1380 PARKLAND FUND	-	-	-	-	-
TOTAL COMMITTED	572,847	986,677	982,748	1,009,700	23,023
RESTRICTED					
09-1319 COURT SECURITY FEE	1,145	1,200	961	1,200	-
09-1320 COURT TECHNOLOGY FEES	1,622	1,700	1,202	1,700	-
TOTAL RESTRICTED	2,767	2,900	2,163	2,900	-
TOTAL REVENUES	575,614	989,577	984,911	1,012,600	23,023

FUND FACTS

This fund was created to retain funds not spent in the current fiscal year to be carried forward to assist in the ability to manage larger projects. This allows the City to commit and to better plan for ongoing items such as infrastructure and capital projects. The other use for the fund is to set aside monies collected that, by statute, have restrictions linked to their use. An example would be for the Municipal Court Technology monies to be used only to improve technology for the Court. Restricted monies must be segregated and accounted for accordingly.

**CITY OF HONDO
COMMITTED AND RESTRICTED SUB-FUND 09
EXPENSES**

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
COMMITTED FOR COMMUNITY PROJECTS					
09-50030316 SOUTHWEST FAMILY LIFE CENTER	2,009	6,700	82	6,700	-
09-50030383 PARKLAND PURCHASE	-	-	-	-	-
COMMITTED FOR PUBLIC WORKS PROJECTS					
09-50040401 STREET RECONSTRUCTION	-	480,000	480,000	500,000	20,000
09-50040405 STORM DRAINAGE	-	80,000	80,000	80,000	-
09-50040409 CURB AND GUTTER	-	80,000	80,000	80,000	-
09-50040410 SOUTHWEST FAMILY LIFE CENTER	-	-	-	-	-
COMMITTED FOR OTHER					
09-50030382 INFORMATION TECH ANNUAL MAINT	221,888	326,665	326,665	310,000	(16,665)
TOTAL COMMITTED	223,897	973,365	966,747	976,700	3,335
RESTRICTED BY STATE LAW					
09-50030319 COURT SECURITY FEE	417	500	-	500	-
09-50030320 COURT TECHNOLOGY	3,182	3,000	3,288	3,000	-
TOTAL RESTRICTED	3,599	3,500	3,288	3,500	-
TOTAL COMMITTED OR RESTRICTED	227,496	976,865	970,035	980,200	3,335

Any funds remaining at the end of the Fiscal Year are automatically carried forward to the new Fiscal Year to be used for their intended purpose.

**CITY OF HONDO
ELECTRIC FUND 02
FUND SUMMARY**

WORKING CAPITAL BALANCE 09/30/19	2,612,818
PLUS ESTIMATED REVENUES FOR FY 19-20	9,555,782
LESS ESTIMATED EXPENDITURES FOR FY 19-20	<u>9,176,738</u>
EQUALS NET FOR 19-20	379,044
EQUALS ESTIMATED WORKING CAPITAL 09/30/20	<u>2,991,862</u>
PLUS 20-21 REVENUES	9,273,500
EQUALS TOTAL RESOURCES	<u>12,265,362</u>
LESS 20-21 EXPENSES	9,518,251
EQUALS ESTIMATED WORKING CAPITAL 09/30/21	<u>2,747,111</u>

FUND FACTS

This fund accounts for the City owned electric distribution system. In accordance with Generally Accepted Governmental Accounting principles, it is an Enterprise fund, and records its own assets and liabilities, including outstanding debts, and owner equity. Revenues are received from KWH consumption of our residential, commercial, and industrial customers. We have also had an increase in service installation revenue from new customers coming in to our City. In addition, our yearly pole attachment agreement with at&t and CommZoom continues to bring in revenue.

**CITY OF HONDO
ELECTRIC FUND 02
REVENUES**

	2018-19	2019-20	2019-20	2020-21	BUDGET
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
02-1302 RESIDENTIAL ELECTRIC	4,144,244	3,980,262	4,112,234	4,100,000	119,738
02-1304 COMMERCIAL ELECTRIC	4,290,235	4,182,000	4,388,938	4,200,000	18,000
02-1306 INDUSTRIAL ELECTRIC	757,484	800,000	881,457	800,000	-
02-1308 SECURITY LIGHTS	17,627	8,500	21,531	20,000	11,500
02-1310 PENALTIES	122,577	125,000	106,742	125,000	-
02-1312 RECONNECT FEE	6,325	4,500	8,223	6,000	1,500
02-1314 NEW SERVICE - TAP	2,700	1,000	250	1,000	-
02-1316 EXTEND SERVICE	-	-	-	-	-
02-1318 SERVICE UPGRADE	-	-	1,607	-	-
02-1320 MISCELLANEOUS	7,173	10,000	16,606	10,000	-
02-1324 RETURN CHECK FEE	185	-	-	-	-
02-1330 NEW INSTALLS REVENUES	10,962	30,000	3,552	3,500	(26,500)
02-1356 SALE OF FIXED ASSETS	12,212	-	-	-	-
02-1370 SERVICE CALLS & METERS	-	-	5,956	-	-
02-1373 INTEREST INCOME	9,994	10,000	8,416	8,000	(2,000)
02-1378 TOBACCO/WELLNESS CONTRIBUTION	503	-	270	-	-
TOTAL REVENUES	9,382,221	9,151,262	9,555,782	9,273,500	122,238

**CITY OF HONDO
ELECTRIC FUND 02 - EXPENSES
SUMMARY FOR ELECTRIC COST CENTER**

BUDGET INFORMATION	2018-19	2019-20	2019-20	2020-21	BUDGET
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
PERSONNEL SERVICES	611,098	619,097	601,038	621,927	2,830
SUPPLIES	412,452	486,115	475,089	624,300	138,185
OTHER SERVICES	7,923,346	8,103,690	7,803,398	8,128,358	24,668
CAPITAL	-	250,000	239,782	71,875	(178,125)
DEBT SERVICE	7,939	57,431	57,431	56,791	(640)
TRANSFERS	-	-	-	15,000	15,000
TOTAL COST CENTER	8,954,835	9,516,333	9,176,738	9,518,251	(13,082)

COST CENTER INFORMATION

The Electric Division is in charge of the electrical supply to the City's 3200 customers. This consists of 60 miles of overhead and underground lines. The division has a total of ten (10) employees which have the following duties: connecting new service, disconnecting/reconnecting services, trimming trees that may be in the power supply, changing out lamps to keep the highway streets provided with light, checking meters if customers feel that their electrical usage is incorrect, installing poles for new lights and services, reading meters monthly to issue billing, maintaining sub-station grass cutting, helping with seasonal decorations around downtown and City Hall, and assisting with providing power for the Medina County Fair, Gypsy's Bike Rally and other special events. During Little League season, the Electric Division checks the lights at all baseball fields and repairs fixtures or poles needing repairs, and assists all other divisions with any assistance needed.

The Electric Division consists of ten (10) employees:

- 1 - Electric Superintendent
- 1 - Crew Leader
- 1 - Journeyman Lineman
- 2 - Apprentice Lineman
- 4 - Lineman's Helpers
- 1 - Electric Administrative Assistant

ASSETS:

- 3 - Large Bucket Trucks
- 1 - Small Bucket Truck
- 1 - Poll Truck
- 1 - Flat Bed
- 3 - Trucks
- 1 - Trencher/Backhoe

**CITY OF HONDO
ELECTRIC FUND 02 - EXPENSES
COST CENTER**

	2018-19	2019-20	2019-20	2020-21	BUDGET
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
PERSONNEL SERVICES					
02-50010100 SALARY	430,117	439,642	429,097	450,335	10,693
02-50010111 OVERTIME/CALL OUT	33,458	36,865	36,865	30,000	(6,865)
02-50010116 LONGEVITY	1,476	1,836	1,836	1,908	72
02-50010125 SOCIAL SECURITY	33,429	34,180	33,137	34,340	160
02-50010126 UNEMPLOYMENT TAX	86	1,530	1,500	1,530	-
02-50010127 RETIREMENT PLAN	48,693	38,928	38,671	39,109	181
02-50010128 HEALTH & DENTAL INS	55,011	51,452	51,452	49,750	(1,702)
02-50010130 COBRA COMPLIANCE PREMIUM	90	80	90	100	20
02-50010135 WORKERS' COMPENSATION	7,438	13,384	7,340	13,655	271
02-50010150 CELL PHONE ALLOWANCE	1,300	1,200	1,050	1,200	-
TOTAL PERSONNEL SERVICES	611,098	619,097	601,038	621,927	2,830
SUPPLIES					
02-50020200 OFFICE SUPPLIES	1,812	2,150	1,890	2,150	-
02-50020201 BREAKROOM SUPPLIES	1,337	1,150	1,034	1,150	-
02-50020202 FUEL & OIL	13,960	14,000	13,258	14,000	-
02-50020208 SMALL TOOLS & SUPPLIES	16,844	12,000	11,212	12,000	-
02-50020209 MEETINGS AND SEMINARS	16,254	11,755	9,321	20,000	8,245
02-50020210 EQUIPMENT MAINTENANCE	6,451	5,000	5,000	5,000	-
02-50020211 SYSTEM MAINTENANCE	200,055	167,600	168,873	170,000	2,400

**CITY OF HONDO
ELECTRIC FUND 02 - EXPENSES
COST CENTER**

CONTINUED

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
02-50020212 VEHICLE MAINTENANCE	17,071	20,245	20,245	12,000	(8,245)
02-50020213 SYSTEM IMPROVEMENTS	93,641	200,000	195,516	325,000	125,000
02-50020214 STRUCTURE MAINTENANCE	67	-	-	-	-
02-50020215 SAFETY EQUIPMENT	16,171	15,000	13,659	15,000	-
02-50020218 POLES	21,018	20,000	20,000	30,000	10,000
02-50020219 TRAINING	-	1,800	750	4,000	2,200
02-50020229 UNIFORMS	6,512	11,600	11,516	12,000	400
02-50020265 TIRES, TUBES & BATTERIES	1,259	3,815	2,815	2,000	(1,815)
TOTAL SUPPLIES	412,452	486,115	475,089	624,300	138,185
OTHER SERVICES					
02-50030300 UTILITIES	1,165	1,296	1,296	1,500	204
02-50030301 COST OF POWER	4,607,266	4,846,874	4,598,684	4,850,000	3,126
02-50030302 TELEPHONE	4,850	3,621	3,621	3,600	(21)
02-50030304 POSTAGE	189	100	77	100	-
02-50030310 INSURANCE (C.G.L.)	19,193	25,000	18,247	25,000	-
02-50030314 DUES & SUBSCRIPTIONS	1,577	860	277	860	-
02-50030320 PUBLIC RELATIONS	-	-	-	500	500
02-50030322 ENGINEER FEES	36,148	42,000	27,000	42,000	-
02-50030327 P.I.L.O.T. - GENERAL	2,775,000	2,775,000	2,775,000	2,775,000	-
02-50030338 MISCELLANEOUS	230	305	305	250	(55)
02-50030345 LICENSE & FEES	337	500	455	500	-

**CITY OF HONDO
ELECTRIC FUND 02 - EXPENSES
COST CENTER**

CONTINUED

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
02-50030358 BAD DEBTS	21,655	-	-	-	-
02-50030362 JANITORIAL SUPPLIES	1,179	500	205	500	-
02-50030366 CONTINGENCY EXPENSE	1,800	30,000	600	30,000	-
02-50030382 INFO TECHNOLOGY PLAN	69,243	69,243	69,243	69,243	-
02-50030383 OH ALLOCATION FRM GENERAL FUND	308,391	308,391	308,388	329,305	20,914
02-50030393 DEPRECIATION EXPENSE	75,123	-	-	-	-
TOTAL OTHER SERVICES	7,923,346	8,103,690	7,803,398	8,128,358	24,668
CAPITAL					
02-50040422 MAP FEEDER ENHANCEMENT	-	-	-	1,875	1,875
02-50040430 NEW INSTALL COST	-	-	-	-	-
02-50040460 VEHICLES	-	250,000	239,782	70,000	(180,000)
02-50045471 DIGGER DERICK/POLE TRUCK	-	-	-	-	-
TOTAL CAPITAL	-	250,000	239,782	71,875	(178,125)
DEBT SERVICE					
02-50050504 TRF OUT CO '16 PRIN	-	50,000	50,000	50,000	-
02-50050505 TRF OUT CO '16 INTEREST	7,939	7,431	7,431	6,791	(640)
TOTAL DEBT SERVICE	7,939	57,431	57,431	56,791	(640)
TRANSFERS					
02-50099999 TRANSFER STREET REPAIRS	-	-	-	15,000	15,000
TOTAL TRANSFERS	-	-	-	15,000	15,000
TOTAL COST CENTER	8,954,835	9,516,333	9,176,738	9,518,251	1,918

**CITY OF HONDO
WATER/WASTEWATER FUND 03
FUND SUMMARY**

	OPERATIONS	GRANTS	TOTAL
	LOANS		
WORKING CAPITAL BALANCE 09/30/19	2,544,387	(202,524)	2,341,863
PLUS ESTIMATED REVENUES FOR FY 19-20			
WATER	2,881,552	2,881,552	
WASTEWATER	1,244,028	1,244,028	
GRANT AND LOAN	1,109,548	1,109,548	
TOTAL	<hr/> 4,125,580	1,109,548	5,235,128
LESS ESTIMATED EXPENDITURES FOR FY 19-20			
WATER	2,757,040	2,757,040	
WASTEWATER	1,503,263	1,503,263	
GRANT AND LOAN	1,156,970	1,156,970	
TOTAL	<hr/> 4,260,303	1,156,970	5,417,273
EQUALS NET FOR 19-20	<hr/> (134,723)	(47,422)	(182,145)
EQUALS ESTIMATED WORKING CAPITAL 09/30/20	<hr/> 2,409,664	(249,946)	2,159,718
PLUS 20-21 REVENUES			
WATER	2,816,089	2,816,089	
WASTEWATER	1,227,000	1,227,000	
GRANT AND LOAN	75,000	75,000	
TOTAL	<hr/> 4,043,089	75,000	4,118,089
EQUALS TOTAL RESOURCES	<hr/> 6,452,753	(174,946)	6,277,807

**CITY OF HONDO
WATER/WASTEWATER FUND 03
FUND SUMMARY**

CONTINUED

	OPERATIONS	GRANTS	TOTAL
	LOANS		
EQUALS TOTAL RESOURCES	6,452,753	(174,946)	6,277,807
LESS 20-21 EXPENSES			
WATER	3,606,018		3,606,018
WASTEWATER	1,620,580		1,620,580
GRANT AND LOAN		75,000	75,000
	<hr/> 5,226,598	<hr/> 75,000	<hr/> 5,301,598
EQUALS ESTIMATED WORKING CAPITAL 09/30/21	<hr/> 1,226,155	<hr/> (249,946)	<hr/> 976,209

FUND FACTS

The Water/Wastewater fund accounts for the activities associated with providing utility services primarily to residents of the City of Hondo.

**CITY OF HONDO
WATER/WASTEWATER FUND 03
REVENUES**

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
OPERATING REVENUES					
03-1302 RESIDENTIAL WATER	1,289,034	1,313,087	1,325,222	1,313,087	-
03-1304 COMMERCIAL WATER	1,254,773	1,233,002	1,276,486	1,233,002	-
03-1306 WATER RESOURCES FUND	-	-	-	-	-
03-1307 EAA AQUIFER MANAGEMENT FEES	226,596	225,000	214,913	225,000	-
03-1310 PENALTIES	31,795	27,500	28,210	27,500	-
03-1312 RECONNECT FEES	5,040	4,500	6,701	5,000	500
03-1313 WATER METERS	13,874	12,500	30,020	12,500	-
03-1320 MISCELLANEOUS	7,944	5,500	3,627	5,500	-
03-1352 WASTEWATER REVENUE	1,259,263	1,370,579	1,216,635	1,200,000	(170,579)
03-1356 WASTEWATER PENALTY	18,708	15,000	15,560	15,000	-
03-1358 SEWER TAP FEES	9,700	12,000	11,833	12,000	-
03-1373 INTEREST INCOME	70,515	20,000	31,118	20,000	-
03-1378 TOBACCO/WELLNESS CONTRIBUTION	2,420	2,500	2,007	2,500	-
TOTAL OPERATING REVENUES	4,189,662	4,241,168	4,162,332	4,071,089	(170,079)
GRANT AND LOAN REVENUE					
03-1601 DWSRF GRANT REVENUES	(90)	1,067,292	1,067,292	-	(1,067,292)
03-1726 17-19 CDBG GRANT REVENUE	230,991	-	42,256	75,000	75,000
TOTAL GRANT AND LOAN REVENUE	230,901	1,067,292	1,109,548	75,000	(992,292)
TOTAL REVENUES	4,420,563	5,308,460	5,271,880	4,146,089	(1,162,371)

CITY OF HONDO
WATER/WASTEWATER FUND 03
SUMMARY OF COST CENTERS

	2018-19	2019-20	2019-20	2020-21	BUDGET
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
COST CENTER					
WATER	2,094,338	2,813,574	2,757,040	3,606,018	792,444
WASTEWATER	762,517	1,685,253	1,503,263	1,620,580	(64,673)
GRANT AND LOAN	-	1,084,261	1,156,970	75,000	(1,009,261)
TOTAL	2,856,855	5,583,088	5,417,273	5,301,598	(281,490)
RECAP BY SERVICE					
WATER REVENUES	2,821,112	2,815,589	2,881,552	2,816,089	500
WATER COST CENTER	2,094,338	2,813,574	2,757,040	3,606,018	792,444
TOTAL	726,774	2,015	124,512	(789,929)	(791,944)
WASTEWATER REVENUE	1,287,671	1,397,579	1,244,028	1,227,000	(170,579)
WASTEWATER COST CENTER	762,517	1,685,253	1,503,263	1,620,580	(64,673)
TOTAL	525,154	(287,674)	(259,235)	(393,580)	(105,906)
GRANT AND LOAN REVENUES	230,901	1,067,292	1,109,548	75,000	(992,292)
GRANT AND LOAN EXPENSES	-	1,084,261	1,156,970	75,000	(1,009,261)
TOTAL	230,901	(16,969)	(47,422)	-	16,969

**CITY OF HONDO
WATER/WASTEWATER FUND 03 - EXPENSES
SUMMARY FOR WATER COST CENTER**

BUDGET INFORMATION	2018-19	2019-20	2019-20	2020-21	BUDGET
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
PERSONNEL SERVICES	423,679	454,421	420,371	461,993	7,572
SUPPLIES	237,105	166,173	163,803	151,300	(14,873)
OTHER SERVICES	1,188,979	1,061,659	1,048,545	1,085,190	23,531
CAPITAL	60,468	488,463	481,463	1,263,875	775,412
DEBT SERVICE	169,107	627,858	627,858	628,660	802
TRANSFERS	15,000	15,000	15,000	15,000	-
TOTAL COST CENTER	2,094,338	2,813,574	2,757,040	3,606,018	792,444

COST CENTER INFORMATION

The City of Hondo Water Division maintains and operates all water facilities within the City. Responsibilities include operation and maintenance of the City's water lines, sewer lines, hydrants, booster pumps, and purification equipment. Staff prepares water analysis daily and submits records to TCEQ. The Water Division works with contractors during new construction, maintains meters (2700 connections), and provides meter readings for billing on a monthly basis. The Water Division is required to be certified in all areas mandated by City, State, and Federal regulatory agencies, which pertain to water functions. It is the Water Division's responsibility to make certain that the City remains in compliance with all government agency (Texas Commission on Environmental Quality, Edward Aquifer Authority, City of Hondo) requirements. The Water Division averages 250 work orders per month to include: water leaks, meter replacement, meter installations, water meter check reads, and new Wastewater connections.

Currently, the staff is composed of eight (8) employees:

- 1 - Water Superintendent
- 2 - Water Crew Leader
- 1 - Water Operator I
- 3 - Water Operator II
- 1 - Water Operator III

ASSETS:

- 4 - Water Wells
- 4 - Certified Operators
- 1 - Backhoe
- 4 - Utility Trucks

**CITY OF HONDO
WATER/WASTEWATER FUND 03
WATER COST CENTER**

	2018-19	2019-20	2019-20	2020-21	BUDGET
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
PERSONNEL SERVICES					
03-50110100 SALARY	290,331	307,972	293,372	314,140	6,168
03-50110111 OVERTIME/CALL OUT	24,961	35,000	28,568	35,000	-
03-50110116 LONGEVITY	252	504	504	576	72
03-50110117 CERTIFICATE PAY	1,463	1,500	1,625	1,500	-
03-50110125 SOCIAL SECURITY	23,403	23,851	23,294	24,330	479
03-50110126 UNEMPLOYMENT TAX	76	1,224	1,220	1,224	-
03-50110127 RETIREMENT PLAN	32,567	27,165	23,723	27,710	545
03-50110128 HEALTH & DENTAL INS	41,977	39,800	39,800	39,800	-
03-50110130 COBRA COMPLIANCE PREMIUM	67	100	71	100	-
03-50110135 WORKERS' COMPENSATION	6,632	15,505	6,544	15,813	308
03-50110150 CELL PHONE ALLOWANCE	1,950	1,800	1,650	1,800	-
TOTAL PERSONNEL SERVICES	423,679	454,421	420,371	461,993	7,572
SUPPLIES					
03-50120200 OFFICE SUPPLIES	1,070	2,150	1,849	2,150	-
03-50120201 BREAKROOM SUPPLIES	369	1,150	420	1,150	-
03-50120202 FUEL & OIL	12,418	12,500	12,187	12,500	-
03-50120208 SMALL TOOLS & SUPPLIES	17,895	28,373	28,373	13,500	(14,873)
03-50120209 MEETINGS & SEMINARS	6,410	7,000	6,513	7,000	-
03-50120210 EQUIPMENT MAINTENANCE	6,375	6,500	6,304	6,500	-
03-50120211 SYSTEM MAINTENANCE	144,935	65,000	64,985	65,000	-

**CITY OF HONDO
WATER/WASTEWATER FUND 03
WATER COST CENTER**

CONTINUED

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
03-50120212 VEHICLE MAINTENANCE	6,180	6,500	6,401	6,500	-
03-50120213 SYSTEM IMPROVEMENTS	11,768	10,000	9,891	10,000	-
03-50120215 SAFETY EQUIPMENT	6,491	6,000	5,976	6,000	-
03-50120216 STRUCTURE MAINTENANCE	533	1,000	985	1,000	-
03-50120229 UNIFORMS	5,105	5,000	5,884	5,000	-
03-50120232 OFFICE FURNITURE	1,416	1,000	1,000	1,000	-
03-50120241 CHEMICALS	12,460	11,000	10,155	11,000	-
03-50120265 TIRES, TUBES & BATTERIES	3,680	3,000	2,880	3,000	-
TOTAL SUPPLIES	237,105	166,173	163,803	151,300	(14,873)
OTHER SERVICES					
03-50130300 UTILITIES	7,578	9,300	9,296	10,000	700
03-50130302 TELEPHONE	2,495	3,100	2,054	3,100	-
03-50130304 POSTAGE	121	150	68	150	-
03-50130310 INSURANCE (C.G.L.)	23,990	27,000	22,802	27,000	-
03-50130313 EAA FEES	222,257	225,000	222,252	225,000	-
03-50130314 DUES & SUBSCRIPTIONS	723	1,500	372	1,500	-
03-50130315 COST OF SERVICE PLAN	10,000	4,910	4,910	-	(4,910)
03-50130320 PUBLIC RELATIONS	-	-	-	500	500
03-50130322 ENGINEER FEES	285	10,000	10,000	10,000	-
03-50130327 P.I.L.O.T. - GENERAL	241,500	530,846	530,844	530,846	-
03-50130336 EQUIPMENT RENTAL	2,505	-	-	3,200	3,200

**CITY OF HONDO
WATER/WASTEWATER FUND 03
WATER COST CENTER**

CONTINUED

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
03-50130338 MISCELLANEOUS	682	250	522	250	-
03-50130340 INSPECTION FEES	2,050	3,000	2,953	3,000	-
03-50130345 LICENSE & FEES	1,097	1,200	1,035	1,200	-
03-50130361 WATER TESTING	9,466	3,900	3,240	9,500	5,600
03-50130362 JANITORIAL SUPPLIES	1,104	500	182	500	-
03-50130366 CONTINGENCY EXPENSE	17,092	30,000	29,661	30,000	-
03-50130367 TECQ FEES	9,018	10,000	7,748	10,000	-
03-50130382 INFO TECHNOLOGY PLAN	11,297	10,500	10,500	11,721	1,221
03-50130383 OH ALLOCATION FRM GENERAL FUND	181,089	187,503	187,503	204,723	17,220
03-50130393 DEPRECIATION EXPENSE	441,562	-	-	-	-
03-50130395 AIRPORT LEASE OF WATER	-	-	-	-	-
03-50130398 RAILROAD LAND LEASES	3,068	3,000	2,603	3,000	-
TOTAL OTHER SERVICES	1,188,979	1,061,659	1,048,545	1,085,190	23,531
CAPITAL					
03-50140401 WATER FACILITY IMPROVEMENTS	-	10,000	10,000	10,000	-
03-50140403 REPLACE FIRE HYDRANT	-	10,000	10,000	10,000	-
03-50140405 WATER METER REPLACEMENT	60,468	100,000	100,000	685,000	585,000
03-50140406 BACKHOE	-	93,405	93,405	-	(93,405)
03-50140410 VEHICLE REPLACEMENT	-	-	-	92,000	92,000
03-50140417 PUBLIC SERVICES CAMPUS	-	98,336	98,336	-	(98,336)
03-50140418 PRISON WELL	-	145,000	138,000	-	(145,000)
03-50140419 6" TRASH PUMP	-	31,722	31,722	-	(31,722)
03-50140420 DIESEL GENERATOR	-	-	-	165,000	165,000
03-50140421 CEMETERY WATER LINE	-	-	-	300,000	300,000
03-50140422 MAP FEEDER ENHANCEMENT	-	-	-	1,875	1,875
TOTAL CAPITAL	60,468	488,463	481,463	1,263,875	775,412

**CITY OF HONDO
WATER/WASTEWATER FUND 03
WATER COST CENTER**

CONTINUED

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
DEBT SERVICE					
03-50150508 2013 DWSRF PRINCIPAL	-	50,000	50,000	50,000	-
03-50150509 2013 DWSRF INTEREST	2,537	2,813	2,813	2,140	(673)
03-50150510 TRF OUT 2014 GO REFD BOND PRIN	-	58,090	58,090	60,310	2,220
03-50150511 TRF OUT 2014 GO REFD BOND INT	11,250	10,058	10,058	8,621	(1,437)
03-50150512 CO SERIES 2015 - PRINCIPAL	-	65,000	65,000	65,000	-
03-50150513 CO SERIES 2015 - INTEREST	33,385	32,605	32,605	31,649	(956)
03-50150514 2016 DWSRF LOAN PRINCIPAL	-	50,000	50,000	50,000	-
03-50150515 2016 DWSRF LOAN INTEREST	8,034	7,431	7,431	6,791	(640)
03-50150516 CO SERIES 2017 PRINCIPAL	-	240,000	240,000	245,000	5,000
03-50150517 CO SERIES 2017 INTEREST	113,901	111,861	111,861	109,149	(2,712)
TOTAL DEBT SERVICE	169,107	627,858	627,858	628,660	802
TRANSFERS					
03-50199999 TRANSFER STREET REPAIRS	15,000	15,000	15,000	15,000	-
TOTAL TRANSFERS	15,000	15,000	15,000	15,000	-
TOTAL COST CENTER	2,094,338	2,813,574	2,757,040	3,606,018	792,444

**CITY OF HONDO
WATER/WASTEWATER FUND 03 - EXPENSES
SUMMARY FOR WASTEWATER COST CENTER**

BUDGET INFORMATION	2018-19	2019-20	2019-20	2020-21	BUDGET
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
PERSONNEL SERVICES	215,286	225,807	221,708	233,708	7,901
SUPPLIES	180,057	197,900	149,444	200,400	2,500
OTHER SERVICES	367,174	514,530	487,376	740,331	225,801
CAPITAL	-	747,016	644,735	446,141	(300,875)
TOTAL COST CENTER	762,517	1,685,253	1,503,263	1,620,580	(64,673)

COST CENTER INFORMATION

The City of Hondo Wastewater Division maintains and operates all wastewater facilities within the City. Responsibilities include operation and maintenance of the City's Wastewater treatment plant (WWTP), lift stations, pumps, and wastewater treatment equipment. Staff prepares wastewater analysis daily within the laboratory and submits records to TCEQ. They also routinely check centrifugal and submersible pumps at the three (3) lift stations. The Wastewater Division is required to be certified in all areas mandated by City, State, and Federal regulatory agencies, which pertain to wastewater functions. It is the Wastewater Division's responsibility to make certain that the City remains in compliance with all government agency (Environmental Protection Agency, Texas Commission on Environmental Quality, City of Hondo) requirements.

Currently, the staff is composed of four (4) Employees:

- 1 - Wastewater Superintendent
- 1 - Wastewater Plant Operator II
- 1 - Wastewater Operator II
- 1 - Wastewater Operator I

ASSETS:

- WWTP
- 3 - Lift Stations
- 5 - Certified Operators
- 2 - Mower/Loader Tractor
- 2 - Trucks
- 1 - Sewer Camera
- 1 - Vactron/Jetter

CITY OF HONDO
WATER/WASTEWATER FUND 03
WASTEWATER COST CENTER

	2018-19	2019-20	2019-20	2020-21	BUDGET
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
PERSONNEL SERVICES					
03-50210100 SALARY	147,814	153,850	152,189	164,232	10,382
03-50210111 OVERTIME/CALL OUT	20,753	21,900	21,924	15,000	(6,900)
03-50210116 LONGEVITY	180	288	288	396	108
03-50210117 CERTIFICATE PAY	150	-	-	-	-
03-50210125 SOCIAL SECURITY	11,899	12,526	12,525	12,640	114
03-50210126 UNEMPLOYMENT TAX	205	612	609	612	-
03-50210127 RETIREMENT PLAN	16,380	14,456	14,453	14,396	(60)
03-50210128 HEALTH & DENTAL INS	13,301	16,900	15,209	19,900	3,000
03-50210130 COBRA COMPLIANCE PREMIUM	31	50	39	50	-
03-50210135 WORKERS' COMPENSATION	3,923	4,625	3,872	5,882	1,257
03-50210150 CELL PHONE ALLOWANCE	650	600	600	600	-
TOTAL PERSONNEL SERVICES	215,286	225,807	221,708	233,708	7,901
SUPPLIES					
03-50220200 OFFICE SUPPLIES	1,180	1,300	887	1,300	-
03-50220201 BREAKROOM SUPPLIES	357	650	646	400	(250)
03-50220202 FUEL & OIL	6,104	12,500	6,403	10,000	(2,500)
03-50220208 SMALL TOOLS & SUPPLIES	4,505	6,100	5,407	4,000	(2,100)
03-50220209 MEETINGS & SEMINARS	5,026	6,000	4,602	6,000	-
03-50220210 EQUIPMENT MAINTENANCE	6,253	7,500	7,423	7,500	-
03-50220211 PLANT MAINTENANCE	56,893	50,250	31,734	55,000	4,750
03-50220212 VEHICLE MAINTENANCE	1,374	1,500	909	1,500	-

**CITY OF HONDO
WATER/WASTEWATER FUND 03
WASTEWATER COST CENTER**

Continued

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
03-50220213 SYSTEM IMPROVEMENTS	16,693	11,000	8,442	11,000	-
03-50220214 COLLECTION MAINTENANCE	-	27,200	27,158	40,000	12,800
03-50220215 SAFETY EQUIPMENT	8,431	5,400	5,390	5,300	(100)
03-50220229 UNIFORMS	2,056	2,300	2,298	2,200	(100)
03-50220241 CHEMICALS	57,712	50,000	33,426	40,000	(10,000)
03-50220250 LAB SUPPLIES	13,251	15,000	13,919	15,000	-
03-50220265 TIRES, TUBES & BATTERIES	222	1,200	800	1,200	-
TOTAL SUPPLIES	180,057	197,900	149,444	200,400	2,500
OTHER SERVICES					
03-50230300 UTILITIES	20,027	25,000	24,820	25,000	-
03-50230302 TELEPHONE	3,082	2,760	2,767	3,100	340
03-50230304 POSTAGE	1	25	-	25	-
03-50230310 INSURANCE (C.G.L.)	12,795	15,000	12,074	15,000	-
03-50230314 DUES & SUBSCRIPTIONS	255	860	85	860	-
03-50230315 COST OF SERVICE PLAN	10,000	4,910	4,910	-	(4,910)
03-50230320 PUBLIC RELATIONS	-	-	-	500	500
03-50230322 ENGINEER FEES	-	10,000	9,608	10,000	-
03-50230323 SLUDGE REMOVAL	17,486	25,000	16,923	25,000	-
03-50230327 P.I.L.O.T. - GENERAL	138,488	265,423	265,428	469,154	203,731
03-50230338 MISCELLANEOUS	32	250	250	250	-
03-50230345 LICENSE & FEES	484	1,000	-	1,000	-
03-50230358 BAD DEBTS	10,456	-	-	-	-
03-50230360 RENT	14,925	10,000	4,800	10,000	-
03-50230361 SEWER TESTING	26,070	30,000	28,538	30,000	-

**CITY OF HONDO
WATER/WASTEWATER FUND 03
WASTEWATER COST CENTER**

Continued

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
03-50230362 JANITORIAL SUPPLIES	1,129	800	845	800	-
03-50230366 CONTINGENCY EXPENSE	1,800	7,000	-	7,000	-
03-50230367 TCEQ PERMIT	13,281	16,000	15,826	16,000	-
03-50230382 INFO TECHNOLOGY PLAN	9,097	10,500	10,500	11,721	1,221
03-50230383 OH ALLOCATION FRM GENERAL FUND	87,766	90,002	90,002	114,921	24,919
TOTAL OTHER SERVICES	367,174	514,530	487,376	740,331	225,801
CAPITAL					
03-50240401 SEWER PLANT IMPROVEMENTS	-	30,000	30,000	30,000	-
03-50240409 SEWER CAMERA	-	-	-	45,000	45,000
03-50240420 LIFT STATION GENERATORS	-	100,680	-	-	(100,680)
03-50240421 PUBLIC SERVICES CAMPUS	-	93,336	93,252	-	(93,336)
03-50240422 MAP FEEDER ENHANCEMENT	-	-	-	1,875	1,875
03-50240434 VEHICLE	-	-	-	40,000	40,000
03-50240436 SSO SEWER IMPROVEMENTS	-	160,000	160,000	160,000	-
03-50240437 MINI COMBO VACHUNTER	-	278,000	277,483	-	(278,000)
03-50240438 VERTICAL BAR SCREEN	-	85,000	84,000	-	(85,000)
03-50240439 PRISON LIFT STATION PUMP	-	-	-	7,266	7,266
03-50240440 TRACTOR WITH BRUSH HOG	-	-	-	25,000	25,000
03-50240441 HYDROMATIC GRINDER PUMP	-	-	-	7,000	7,000
03-50240442 SCADA SYSTEM WITH ALARMS	-	-	-	130,000	130,000
TOTAL CAPITAL	-	747,016	644,735	446,141	(300,875)
TOTAL COST CENTER	762,517	1,685,253	1,503,263	1,620,580	(64,673)

**CITY OF HONDO
WATER/WASTEWATER FUND 03 - EXPENSES
SUMMARY FOR TWDB LOAN COST CENTER**

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
BUDGET INFORMATION					
CAPITAL	-	1,084,261	1,084,261	-	(1,084,261)
OTHER	-	-	-	-	-
TOTAL COST CENTER	-	1,084,261	1,084,261	-	(1,084,261)

COST CENTER INFORMATION

The proposed project consists of two separate parts which address concerns over the City water distribution system.

The project includes replacing approximately 4.5 miles of Water line, and rehabilitating or replacing several storage tanks.

This project will consist of replacing several water lines in the City's water distribution system for the purpose of decreasing water leaks. The new elevated storage tank will be constructed on the same site as the existing one. The ground storage and elevated storage tanks will be rehabilitated at their current sites. No land acquisition or additional easements are required for this project.

**CITY OF HONDO
WATER/WASTEWATER FUND 03
TWDB LOAN COST CENTER**

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
CAPITAL					
03-50983460 WATER LINE CONSTRUCTION	-	-	-	-	-
03-50983470 NEW EST CONSTRUCTION	-	-	-	-	-
03-50983480 GST REHAB CONSTRUCTION	-	1,084,261	1,084,261	-	(1,084,261)
TOTAL CAPITAL	-	1,084,261	1,084,261	-	(1,084,261)
OTHER					
TOTAL OTHER	-	-	-	-	-
TOTAL COST CENTER	-	1,084,261	1,084,261	-	(1,084,261)

**CITY OF HONDO
WATER/WASTEWATER FUND 03 - EXPENSES
SUMMARY FOR CDBG, EPA AND OTHER WASTEWATER COST CENTER**

BUDGET INFORMATION	2018-19	2019-20	2019-20	2020-21	BUDGET
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
OTHER SERVICES	-	-	72,709	75,000	75,000
TOTAL COST CENTER	-	-	72,709	75,000	75,000

COST CENTER INFORMATION

To record the transactions associated with the biannual Community Development Block Grant (CDBG) sewer repair program.

**CITY OF HONDO
WATER/WASTEWATER FUND 03
CDBG, EPA AND OTHER WASTEWATER COST CENTER**

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
OTHER SERVICES					
03-50942415 17-19 ADMIN FEES	-	-	3,000	5,000	5,000
03-50942416 17-19 ENGINEERING	-	-	6,414	10,000	10,000
03-50942417 17-19 CONSTRUCTION	-	-	44,250	60,000	60,000
03-50970701 CDBG GRANT	-	-	19,045	-	-
TOTAL OTHER SERVICES	-	-	72,709	75,000	75,000

**CITY OF HONDO
AIRPORT FUND 04
FUND SUMMARY**

WORKING CAPITAL BALANCE 09/30/19	(294,941)
PLUS ESTIMATED REVENUES FOR FY 19-20	
AVIATION	714,506
NON-AVIATION	210,945
GRANTS	<u>87,407</u>
TOTAL	1,012,858
LESS ESTIMATED EXPENDITURES FOR FY 19-20	
	865,114
EQUALS ESTIMATED WORKING CAPITAL 09/30/20	
	<u>(147,197)</u>
PLUS 20-21 REVENUES	
AVIATION	655,377
NON-AVIATION	407,779
GRANTS	<u>50,000</u>
TOTAL	1,113,156
EQUALS TOTAL RESOURCES	
	<u>965,959</u>
LESS 20-21 EXPENSES	
	898,181
EQUALS ESTIMATED WORKING CAPITAL 09/30/21	
	<u>67,778</u>

**CITY OF HONDO
AIRPORT FUND 04
REVENUES**

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
REVENUES					
AVIATION:					
04-1302 AVGAS 100LL AVIATION FUEL	150,906	160,000	101,003	145,000	(15,000)
04-1304 JET A AVIATION FUEL	243,203	200,000	205,455	195,000	(5,000)
04-1315 OPEN T HANGARS	5,758	6,000	3,917	1,800	(4,200)
04-1317 ENCLOSED HANGAR RENT	70,691	74,780	80,582	90,000	15,220
04-1320 MISC SVC PARKING, GPU, CALLOUT	6,383	3,000	1,690	2,000	(1,000)
04-1350 TERMINAL BLD. OFC. RENTAL	2,016	2,100	2,016	2,100	-
04-1368 MISCELLANEOUS	717	500	385	500	-
04-1373 INTEREST INCOME	-	-	-	-	-
04-1377 HANGAR MR-2	2,241	2,241	2,241	2,241	-
04-1378 TOBACCO/WELLNESS CONTRIBUTION	-	-	-	-	-
04-1381 HANGAR ER-2	129,486	129,492	90,702	82,944	(46,548)
04-1382 HANGAR MR-3&4	77,625	77,625	77,625	77,625	-
04-1383 HANGAR ER-3	44,824	44,820	106,442	12,000	(32,820)
04-1384 HANGAR MR-7	14,784	14,784	14,784	14,784	-
04-1385 HANGAR MR-8	8,704	9,495	4,150	4,620	(4,875)
04-1386 HANGAR MR-9	12,000	17,400	16,101	17,400	-
04-1388 HANGAR MR-1	5,265	5,265	5,265	5,265	-
04-1389 HANGAR MR-5	2,146	2,098	2,148	2,098	-
04-1399 TRANSFER IN	-	-	-	-	-
TOTAL AVIATION	776,749	749,600	714,506	655,377	(94,223)

**CITY OF HONDO
AIRPORT FUND 04
REVENUES**

CONTINUED

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
NON-AVIATION					
04-1403 STREET RENT	2,600	2,600	2,600	2,600	-
04-1406 ANIMAL SHELTER RENT	2,600	2,600	2,600	2,600	-
04-1408 PARKS RENT	2,600	2,600	2,600	2,600	-
04-1409 SERVICE DEPT. RENT	2,600	2,600	2,600	2,600	-
04-1410 RECREATION CENTER LAND/RENT	2,100	2,100	2,100	2,100	-
04-1411 DEMONTEL BUILDING RENT	7,200	7,200	7,200	7,200	-
04-1412 BUILDING RENT	(100)	-	-	-	-
04-1413 GOLF COURSE RENT	14,000	14,000	14,000	14,000	-
04-1414 FARM LAND LEASE	59,364	61,145	61,145	62,979	1,834
04-1420 WATER FUND - LEASE OF WATER	13,200	15,000	-	-	(15,000)
04-1461 SALE OF LAND	-	-	105,000	300,000	300,000
04-1463 HONDO ART LEAGUE	300	300	300	300	-
04-1487 REPUBLIC SERVICES	10,800	10,800	10,800	10,800	-
TOTAL NON-AVIATION	<u>117,264</u>	<u>120,945</u>	<u>210,945</u>	<u>407,779</u>	<u>286,834</u>
GRANTS					
04-1674 TXDOT RAMP GRANT M1215HONDO	37,535	50,000	57,407	50,000	-
04-1677 CARES ACT GRANT	-	30,000	30,000	-	(30,000)
TOTAL GRANTS	<u>37,535</u>	<u>80,000</u>	<u>87,407</u>	<u>50,000</u>	<u>(30,000)</u>
TOTAL REVENUES	931,548	950,545	1,012,858	1,113,156	162,611

**CITY OF HONDO
AIRPORT FUND 04
EXPENSE SUMMARY**

BUDGET INFORMATION	2018-19	2019-20	2019-20	2020-21	BUDGET
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
PERSONNEL SERVICES	246,256	259,835	251,770	265,492	5,657
SUPPLIES	295,886	308,470	226,741	296,050	(12,420)
OTHER SERVICES	768,290	222,608	212,900	218,593	(4,015)
CAPITAL	-	55,287	55,287	-	(55,287)
DEBT	2,390	17,416	17,416	17,046	(370)
NON-OPERATING	67	1,000	1,000	1,000	-
CAPITAL	79,303	100,000	100,000	100,000	-
GRANT	-	-	-	-	-
TOTAL COST CENTER	1,392,192	964,616	865,114	898,181	(66,435)

COST CENTER INFORMATION

The purpose of this fund is to account for transactions related to the South Texas Regional Airport at Hondo and those related to the property given to the City by the War Assets Department in 1948, i.e. the Old Army Airfield. The South Texas Regional Airport at Hondo is a treasure for the City steeped in a rich aviation heritage. New growth and development at the Airport has begun and promises to be an economic boom for the City at large.

Currently, the staff is composed of four (4) employees:

- 1 - Director of Aviation
- 2 - Airport Services Technician II
- 1 - Airport Administrative Assistant

Assets:

2 - Z Turn Mowers	1 - GPU
2 - Tractor/Shredders	1 - Avgas Trailer
1 - Courtesy Vehicles	1 - ProSweep

**CITY OF HONDO
AIRPORT FUND 04
EXPENSES**

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
PERSONNEL SERVICES					
04-50110100 SALARY	168,566	179,266	175,385	184,229	4,963
04-50110111 OVERTIME	13,839	14,000	13,930	14,000	-
04-50110116 LONGEVITY	180	216	252	360	144
04-50110125 SOCIAL SECURITY	14,357	14,526	14,497	14,626	100
04-50110126 UNEMPLOYMENT TAX	210	612	609	612	-
04-50110127 RETIREMENT PLAN	17,327	16,550	15,178	16,658	108
04-50110128 HEALTH & DENTAL INS	20,973	21,700	21,617	22,000	300
04-50110130 COBRA COMPLIANCE PREMIUM	30	40	26	40	-
04-50110135 WORKERS COMPENSATION	3,724	6,325	3,676	6,367	42
04-50110149 AUTO ALLOWANCE	5,200	4,800	4,800	4,800	-
04-50110150 CELL PHONE ALLOWANCE	1,850	1,800	1,800	1,800	-
TOTAL PERSONNEL SERVICES	246,256	259,835	251,770	265,492	5,657
SUPPLIES					
04-50120200 OFFICE SUPPLIES	1,897	2,000	1,334	2,000	-
04-50120201 BREAKROOM SUPPLIES	525	550	450	550	-
04-50120202 FUEL & OIL	5,679	5,500	3,524	4,000	(1,500)
04-50120204 OFFICE FURNITURE	384	-	-	-	-
04-50120208 SMALL TOOLS & SUPPLIES	2,742	3,000	1,931	3,000	-
04-50120209 MEETINGS & SEMINARS	3,470	3,500	2,868	3,500	-
04-50120210 EQUIPMENT MAINTENANCE	7,848	5,000	3,752	5,000	-
04-50120214 TERMINAL BUILDING MAINT	1,329	1,000	981	1,000	-
04-50120215 SAFETY EQUIPMENT	710	1,000	868	1,000	-
04-50120217 RADIOS	229	-	-	-	-
04-50120223 GEN AV HANGARS MAINTENANCE.	-	3,000	3,000	2,000	(1,000)

**CITY OF HONDO
AIRPORT FUND 04
EXPENSES**

CONTINUED

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
04-50120229 UNIFORMS	354	500	533	500	-
04-50120246 100LL AVIATION GASOLINE	115,590	119,420	67,227	110,000	(9,420)
04-50120247 JET A AVIATION FUEL	141,439	150,000	127,450	150,000	-
04-50120248 JET TRUCK LEASE	12,000	12,000	12,000	12,000	-
04-50120265 TIRES, TUBES & BATTERIES	1,690	2,000	823	1,500	(500)
TOTAL SUPPLIES	295,886	308,470	226,741	296,050	(12,420)
OTHER SERVICES					
04-50130300 UTILITIES	5,474	8,700	8,699	8,500	(200)
04-50130302 TELEPHONE	2,379	2,350	2,325	2,300	(50)
04-50130303 OFFICE EQUIPMENT LEASE PAYMENT	1,500	1,500	1,500	1,700	200
04-50130304 POSTAGE	369	325	323	350	25
04-50130306 DEMO BUILDINGS/STRUCTURES	10,000	10,000	10,000	10,000	-
04-50130307 CREDIT CARD FEES	12,482	12,302	10,455	13,000	698
04-50130310 INSURANCE (C.G.L.)	33,266	31,670	31,651	25,000	(6,670)
04-50130312 MAINTENANCE AGREEMENTS	1,170	1,918	1,785	2,000	82
04-50130314 DUES & SUBSCRIPTIONS	2,266	2,360	2,356	2,000	(360)
04-50130320 PUBLIC RELATIONS	-	-	-	500	500
04-50130328 APPRAISAL FEES	15,400	6,000	-	6,000	-
04-50130330 LEGAL FEES	19,792	15,000	15,000	15,000	-
04-50130338 MISCELLANEOUS	189	500	13	500	-
04-50130342 ENVIRONMENTAL REMEDIATION	39,574	-	-	-	-
04-50130345 LICENSE & FEES	120	150	110	130	(20)
04-50130358 BAD DEBTS	-	-	-	-	-

**CITY OF HONDO
AIRPORT FUND 04
EXPENSES**

CONTINUED

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
04-50130362 JANITORIAL SUPPLIES	1,717	2,000	1,838	2,000	-
04-50130366 CONTINGENCY EXPENSE	3,730	5,000	5,000	5,000	-
04-50130370 COMMUNITY OUTREACH & MKTG	2,872	3,000	2,511	3,000	-
04-50130382 INFO TECHNOLOGY PLAN	12,944	8,726	8,726	8,726	-
04-50130383 OH ALLOCATION TO GENERAL FUND	87,887	87,887	87,887	87,887	-
04-50130393 DEPRECIATION EXPENSE	503,053	-	-	-	-
04-50130399 CONSULTING/ENGINEERING FEES	12,106	23,220	22,721	25,000	1,780
TOTAL OTHER SERVICES	768,290	222,608	212,900	218,593	(4,015)
CAPITAL					
04-50140407 INFRASTRUCTURE IMPROVEMENTS	-	-	-	-	-
04-50140420 VEHICLE	-	55,287	55,287	-	(55,287)
TOTAL CAPITAL	-	55,287	55,287	-	(55,287)
DEBT SERVICE					
04-50150504 TRF OUT TO CO 2016 PRIN	-	15,000	15,000	15,000	-
04-50150505 TRF OUT TO CO 2016 INTEREST	2,390	2,416	2,416	2,046	(370)
TOTAL DEBT SERVICE	2,390	17,416	17,416	17,046	(370)
NON-OPERATING					
04-50220224 HONDO ART LEAGUE MAINT.	67	1,000	1,000	1,000	-
04-50220245 WATER/SEWER IMPROVEMENTS	-	-	-	-	-
TOTAL NON-OPERATING	67	1,000	1,000	1,000	-

**CITY OF HONDO
AIRPORT FUND 04
EXPENSES**

CONTINUED

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
CAPITAL					
04-50840700 13 RAMP GRANT	79,303	100,000	100,000	100,000	-
TOTAL CAPITAL	79,303	100,000	100,000	100,000	-
GRANT					
04-50983001 NON-PRIMARY ENTITLEMENTS	-	-	-	-	-
TOTAL GRANT	-	-	-	-	-
TOTAL EXPENSES	1,392,192	964,616	865,114	898,181	(66,435)

**CITY OF HONDO
SANITATION FUND 05
FUND SUMMARY**

WORKING CAPITAL BALANCE 09/30/19	168,355
PLUS ESTIMATED REVENUES FOR FY 19-20	1,458,772
LESS ESTIMATED EXPENDITURES FOR FY 19-20	<u>1,328,019</u>
EQUALS NET FOR 19-20	130,753
EQUALS ESTIMATED WORKING CAPITAL 09/30/20	<u>299,108</u>
PLUS 20-21 REVENUES	1,491,700
EQUALS TOTAL RESOURCES	<u>1,790,808</u>
LESS 20-21 EXPENSES	1,368,653
EQUALS ESTIMATED WORKING CAPITAL 09/30/21	<u>422,155</u>

The City has entered into an exclusive franchise contract with Republic Services for the collection and disposal of residential, commercial, and industrial solid waste. The contract has a clause for an add one year renewal. The contract has a built in rate adjustment for both the rate paid to Republic Services and the rate charged to the customers.

**CITY OF HONDO
SANITATION FUND 05
REVENUES**

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
REVENUES					
05-1302 RESIDENTIAL SANITATION	645,408	673,000	652,694	665,750	(7,250)
05-1304 COMMERCIAL SANITATION	741,372	753,000	788,322	804,100	51,100
05-1306 PENALTIES	17,993	18,000	13,490	17,850	(150)
05-1310 COLLECTION CENTER PERMITS	(2,013)	-	-	-	-
05-1320 MISCELLANEOUS	438	200	469	500	300
05-1373 INTEREST INCOME	4,527	-	3,797	3,500	3,500
TOTAL REVENUES	1,407,725	1,444,200	1,458,772	1,491,700	47,500

**CITY OF HONDO
SANITATION FUND 05
EXPENSES**

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
PERSONNEL SERVICES					
05-51210100 SALARY	460	-	-	-	-
05-51210125 SOCIAL SECURITY	35	-	-	-	-
05-51210126 UNEMPLOYMENT TAX	-	-	-	-	-
05-51210127 RETIREMENT PLAN	154	-	-	-	-
05-51210128 HEALTH & DENTAL INSURANCE	-	-	-	-	-
05-51210135 WORKERS COMPENSATION	347	-	-	-	-
TOTAL PERSONNEL SERVICES	996	-	-	-	-
SUPPLIES					
05-51220200 OFFICE SUPPLIES	-	-	-	-	-
TOTAL SUPPLIES	-	-	-	-	-
OTHER SERVICES					
05-51230300 UTILITIES	1	-	-	-	-
05-51230302 TELEPHONE	(1)	-	-	-	-
05-51230351 RESIDENTIAL SOLID WASTE COLL	576,231	622,000	584,897	600,000	(22,000)
05-51230352 COMMERCIAL SOLID WASTE COLL	683,385	693,000	682,065	695,710	2,710
05-51230354 COLLECTION STATION	646	-	-	-	-
05-51230355 TIRE,TV AND SIMILAR PICKUPS	3,900	3,700	3,700	3,800	100
05-51230358 BAD DEBTS	2,481	-	-	-	-
05-51230382 INFORMATION TECHNOLOGY	729	1,500	1,500	11,721	10,221
05-51230383 OH ALLOCATION FRM GENERAL FUND	54,313	55,857	55,857	57,422	1,565
TOTAL OTHER SERVICES	1,321,685	1,376,057	1,328,019	1,368,653	(7,404)
TOTAL EXPENSES	1,322,681	1,376,057	1,328,019	1,368,653	(7,404)

**CITY OF HONDO
BOND & SINKING FUND 06
FUND SUMMARY**

WORKING CAPITAL BALANCE 09/30/19	138,859
PLUS ESTIMATED REVENUES FOR FY 19-20	1,241,264
LESS ESTIMATED EXPENDITURES FOR FY 19-20	<u>1,231,090</u>
EQUALS NET FOR 19-20	10,174
EQUALS ESTIMATED WORKING CAPITAL 09/30/20	<u>149,033</u>
PLUS 20-21 REVENUES	1,237,438
EQUALS TOTAL RESOURCES	<u>1,386,471</u>
LESS 20-21 EXPENSES	1,236,456
EQUALS ESTIMATED WORKING CAPITAL 09/30/21	<u>150,015</u>

FUND FACTS

This fund is used to account for the funds used to service the City's debt.

**CITY OF HONDO
BOND & SINKING FUND 06
REVENUES**

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
REVENUES					
06-1302 PROPERTY TAX REVENUE	391,105	405,000	407,672	405,000	-
06-1311 BOND PROCEEDS	-	-	-	-	-
06-1312 REFUNDING ESCROW AGENT	-	-	-	-	-
06-1318 TRF IN FROM EDC	(21)	127,537	127,537	129,941	2,404
06-1322 TRF IN FROM ELECTRIC FUND	8,034	57,431	57,431	56,791	(640)
06-1323 TRF IN FROM WATER FUND	169,928	627,857	627,857	628,660	803
06-1324 TRF IN FROM AIRPORT FUND	2,419	17,238	17,238	17,046	(192)
06-1373 INTEREST INCOME	5,175	-	3,529	-	-
TOTAL REVENUES	576,640	1,235,063	1,241,264	1,237,438	2,375

EXPENSES

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
DEBT SERVICE					
06-50030329 BOND ISSUE COSTS	-	-	-	-	-
06-50050402 2013 DWSRF PRINCIPAL	-	50,000	50,000	50,000	-
06-50050403 2013 DWSRF INTEREST	3,358	2,813	2,813	2,140	(673)
06-50050502 2010 SALES TAX BOND PRINCIPAL	-	45,000	45,000	50,000	5,000
06-50050503 2010 SALES TAX REV. BOND INTE	-	29,935	29,935	27,915	(2,020)
06-50050537 2014 REFUNDING PRINCIPAL	96,390	157,000	157,000	163,000	6,000
06-50050538 2014 REFUNDING INTEREST	30,406	27,185	27,185	23,301	(3,884)
06-50050539 2016 CO PRINCIPAL	60,000	220,000	220,000	220,000	-
06-50050540 2016 CO INTEREST	28,477	34,000	34,000	31,183	(2,817)

**CITY OF HONDO
BOND & SINKING FUND 06
EXPENSES**

CONTINUED

DEBT SERVICE

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
06-50050541 CO SERIES 2015 PRINCIPAL	170,000	240,000	240,000	245,000	5,000
06-50050542 CO SERIES 2015 INTEREST	76,286	73,296	73,296	69,768	(3,528)
06-50050543 SERIES 2017 PRINCIPAL	-	240,000	240,000	245,000	5,000
06-50050544 SERIES 2017 INTEREST	113,901	111,861	111,861	109,149	(2,712)
TOTAL DEBT SERVICE	578,818	1,231,090	1,231,090	1,236,456	5,366

**CITY OF HONDO
CEMETERY PERPETUAL CARE FUND 11
FUND SUMMARY**

	RESTRICTED	AVAILABLE	TOTAL
WORKING CAPITAL BALANCE 09/30/19	534,845	51,196	586,041
PLUS ESTIMATED REVENUES FOR FY 19-20	18,000	3,838	21,838
LESS ESTIMATED EXPENDITURES FOR FY 19-20	n/a	40,500	40,500
EQUALS ESTIMATED WORKING CAPITAL 09/30/20	<hr/> 552,845	14,534	567,379
PLUS 20-21 REVENUES	20,000	5,000	25,000
EQUALS TOTAL RESOURCES	<hr/> 572,845	19,534	592,379
LESS 20-21 EXPENSES	n/a	40,500	40,500
EQUALS ESTIMATED WORKING CAPITAL 09/30/21	<hr/> 572,845	(20,966)	551,879

FUND FACTS

The Cemetery Perpetual Care Fund accounts for the activity associated with a fee collected pursuant with Chapter 1 Article 13 of the Code of Ordinances. The Code calls for the amounts paid into the Fund to be considered a permanent trust for the perpetual care and upkeep of lots and graves in the cemeteries. When cemetery lots are sold, two fees are collected. One is the sale of the lot, which goes into the General Fund. The other is the Perpetual Care fee which goes into this fund. Per 1.13.006C, the earnings on the Perpetual care fees shall only be used for the maintenance, care, and upkeep, and for the general beautification of the cemetery. It costs the General Fund about \$60,000 a year to maintain the cemetery. This is partially offset by about \$6,000 for the sale of lots. We plan to transfer about 10% of the available funds from this fund to the General Fund to help offset the difference.

**CITY OF HONDO
CEMETERY PERPETUAL CARE FUND 11
REVENUES**

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
REVENUES					
11-1305 REVENUE	18,300	20,000	18,000	20,000	-
11-1373 INTEREST INCOME	10,231	5,000	3,838	5,000	-
TOTAL REVENUES	28,531	25,000	21,838	25,000	-

EXPENSES

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
EXPENSES					
11-50023036 MOWING FEES TO GENERAL FUND	19,000	38,000	38,000	38,000	-
11-50030301 BANK FEES	148	-	-	-	-
11-50030311 CEMETERY CLEANUP	350	2,500	2,500	2,500	-
11-50040410 CEMETERY EXPANSION	-	-	-	-	-
11-50080001 CAPITAL OUTLAY	-	-	-	-	-
TOTAL EXPENSES	19,498	40,500	40,500	40,500	-

**CITY OF HONDO
HONDO ECONOMIC DEVELOPMENT CORPORATION FUND 18
FUND SUMMARY**

WORKING CAPITAL BALANCE 09/30/19	2,667,802
PLUS ESTIMATED REVENUES FOR FY 19-20	834,923
LESS ESTIMATED EXPENDITURES FOR FY 19-20	<u>1,136,382</u>
EQUALS NET FOR 19-20	(301,459)
EQUALS ESTIMATED WORKING CAPITAL 09/30/20	<u>2,366,343</u>
PLUS 20-21 REVENUES	490,000
EQUALS TOTAL RESOURCES	<u>2,856,343</u>
LESS 20-21 EXPENSES	344,496
EQUALS ESTIMATED WORKING CAPITAL 09/30/21	<u>2,511,847</u>

FUND FACTS

The purpose of the corporation is to undertake any project authorized by Section 4B of the Act for the Promotion, Development or retention of new or expanded business enterprises that create or retain primary jobs, including maintenance and operation expenses for any such projects.

Currently, the staff consists of one (1) employee:

1 - Economic Development Corporation Director

**CITY OF HONDO
ECONOMIC DEVELOPMENT FUND 18
REVENUES**

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
REVENUES					
18-1301 SALES TAX REVENUE	965,417	480,000	673,185	480,000	-
18-1306 EDA ANNEX GRANT	644,932	128,000	128,000	-	(128,000)
18-1310 BISCI DATA CENTER GRANT	-	-	-	-	-
18-1356 MISCELLANEOUS REVENUE	-	-	-	-	-
18-1373 INTEREST INCOME	34,043	5,000	33,738	10,000	5,000
TOTAL REVENUES	1,644,392	613,000	834,923	490,000	(123,000)

EXPENSES

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
PERSONNEL SERVICES					
18-50010100 SALARY	76,344	79,182	79,092	83,140	3,958
18-50010116 LONGEVITY	-	36	36	72	36
18-50010125 SOCIAL SECURITY	6,334	6,520	6,520	6,825	305
18-50010126 UNEMPLOYMENT TAX	18	153	153	153	-
18-50010127 RETIREMENT	6,704	7,702	6,694	8,065	363
18-50010128 HEALTH & DENTAL INS	79	1,975	36	4,975	3,000
18-50010130 COBRA COMPLIANCE PREMIUM	-	25	25	25	-
18-50010135 WORKERS COMP (TML)	167	384	164	400	16
18-50010149 AUTO ALLOWANCE EDC	5,850	5,400	5,400	5,400	-
18-50010150 CELL PHONE ALLOWANCE	650	600	600	600	-
TOTAL PERSONNEL SERVICES	96,146	101,977	98,720	109,655	7,678

**CITY OF HONDO
ECONOMIC DEVELOPMENT FUND 18 - EXPENSES**

CONTINUED

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
SUPPLIES					
18-50020200 OFFICE SUPPLIES	1,014	1,000	1,002	1,000	-
TOTAL SUPPLIES	1,014	1,000	1,002	1,000	-
OTHER SERVICES					
18-50030209 MEETINGS & SEMINARS	6,830	5,000	5,008	5,000	-
18-50030300 LEGAL SERVICES	1,140	2,000	2,000	2,000	-
18-50030302 TELEPHONE	1,455	1,200	1,200	1,200	-
18-50030304 POSTAGE	241	200	18	200	-
18-50030311 CONSULTING SERVICES	-	1,700	-	5,000	3,300
18-50030314 DUES & SUBSCRIPTIONS	1,489	1,500	9,611	11,000	9,500
18-50030316 EDUCATION PROJECTS	4,670	7,000	6,813	4,000	(3,000)
18-50030317 CHAMBER CONTRACT	20,000	20,000	20,000	20,000	-
18-50030319 MARKETING & ADVERTISING	22,758	28,300	28,224	20,000	(8,300)
18-50030320 BUSINESS COVID-19 STIMULUS	-	314,000	314,000	-	(314,000)
18-50030321 PUBLIC RELATIONS	-	-	-	500	500
18-50030366 CONTINGENCY EXPENSE	8,568	5,000	3,476	5,000	-
TOTAL OTHER SERVICES	30,000	30,000	30,000	30,000	-
	97,151	415,900	420,350	103,900	(312,000)

**CITY OF HONDO
ECONOMIC DEVELOPMENT FUND 18 - EXPENSES**

CONTINUED

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
CAPITAL					
18-50040406 EXTEND MENEFEE STREET	-	264,000	264,000	-	(264,000)
18-50040411 STRTC VOC ANNEX EDA SHARE	776,167	183,833	183,833	-	(183,833)
18-50040412 STRTC VOCATIONAL ANNEX	275,738	-	-	-	-
18-50040413 STRTC RENOVATION	-	-	-	-	-
18-50040414 CASTRO AVE REBUILD 90-CARTER	636,020	-	40,940	-	-
TOTAL CAPITAL	1,687,925	447,833	488,773	-	(447,833)
DEBT SERVICE					
18-50050502 TRF OUT TO BOND SER 2010 PRIN	45,000	45,000	45,000	50,000	5,000
18-50050503 TRF OUT TO BOND SER 2010 INT	31,780	29,935	29,935	27,915	(2,020)
18-50050504 CO SERIES 2016 PRINCIPAL	45,000	45,000	45,000	45,000	-
18-50050505 CO SERIES 2016 INTEREST	8,115	7,602	7,602	7,026	(576)
TOTAL DEBT SERVICE	129,895	127,537	127,537	129,941	2,404
TOTAL COST CENTER	2,012,131	1,094,247	1,136,382	344,496	(749,751)

**CITY OF HONDO
SOUTH TEXAS REGIONAL TRAINING CENTER FUND 20
FUND SUMMARY**

WORKING CAPITAL BALANCE 09/30/19	322,940
PLUS ESTIMATED REVENUES FOR FY 19-20	122,683
LESS ESTIMATED EXPENDITURES FOR FY 19-20	<u>178,823</u>
EQUALS NET FOR 19-20	(56,140)
EQUALS ESTIMATED WORKING CAPITAL 09/30/20	<u>266,800</u>
PLUS 20-21 REVENUES	119,864
EQUALS TOTAL RESOURCES	<u>386,664</u>
LESS 20-21 EXPENSES	100,775
EQUALS ESTIMATED WORKING CAPITAL 09/30/21	<u>285,889</u>

FUND FACTS

The purpose of this fund is to record transactions associated with the South Texas Regional Training Center (STRTC). The STRTC was created when the City, Medina County and the Hondo Economic Development Corporation came together in 2011. The City provided the building and the location, the County provided \$300,000 and the Hondo Economic Development Corporation (HEDC) provided \$1,000,000. An advisory board was created to provide advice and guidance. Southwest Texas Junior College (SWTJC) provides academic classes and GED training. The City is encouraging SWTJC and other to provide technical courses.

Currently, the staff consists of one (1) employee:

1 - Administrative Assistant

**CITY OF HONDO
SOUTH TEXAS REGIONAL TRAINING CENTER FUND 20
REVENUES**

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
REVENUES					
20-1301 SWTJC RENT	31,345	36,940	36,423	36,936	(4)
20-1302 ALAMO WRKFRCE OFFICE LEASE	21,228	23,750	26,391	23,750	-
20-1303 ANNEX BUILDING	-	26,133	-	26,133	-
20-1305 MONTHLY UTILITY	2,705	8,665	8,399	8,425	(240)
20-1306 ANNEX UTILITY	-	1,200	-	1,200	-
20-1310 ADMIN SVS & SUPPORT	15,960	20,300	20,030	22,920	2,620
20-1320 VENDING REVENUES	-	-	-	-	-
20-1330 MISCELLANEOUS RENTALS	670	500	940	500	-
20-1380 GRANTS	111,500	142,000	30,500	-	(142,000)
TOTAL REVENUES	183,408	259,488	122,683	119,864	(139,624)

**CITY OF HONDO
SOUTH TEXAS REGIONAL TRAINING CENTER FUND 20
EXPENSES**

CONTINUED

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
20-50210100 SALARY	-	-	-	33,207	33,207
20-50210111 OVERTIME	-	-	-	500	500
20-50210116 LONGEVITY	-	-	-	108	108
20-50210125 SOCIAL SECURITY	-	-	-	2,549	2,549
20-50210126 UNEMPLOYMENT TAX	-	-	-	153	153
20-50210127 RETIREMENT PLAN	-	-	-	2,903	2,903
20-50210128 HEALTH & DENTAL INS	-	-	-	4,975	4,975
20-50210130 COBRA COMPLIANCE PREMIUM	-	-	-	20	20
20-50210135 WORKERS' COMPENSATION	-	-	-	150	150
	-	-	-	44,565	44,565

SUPPLIES

20-50220200 OFFICE SUPPLIES	1,511	1,500	2,283	1,500	-
20-50220201 BREAKROOM SUPPLIES	297	500	254	500	-
20-50220210 EQUIPMENT MAINTENANCE	351	500	89	500	-
20-50220229 UNIFORMS	-	250	47	250	-
20-50220263 FURNITURE	4,845	3,000	-	3,000	-
TOTAL SUPPLIES	7,004	5,750	2,673	5,750	-

**CITY OF HONDO
SOUTH TEXAS REGIONAL TRAINING CENTER FUND 20
EXPENSES**

CONTINUED

SERVICES

20-50230300 UTILITIES	3,672	7,500	6,712	7,500	-
20-50230302 TELEPHONE	3,513	2,600	2,543	2,600	-
20-50230310 INSURANCE	4,236	8,000	4,038	8,000	-
20-50230312 MAINTENANCE AGREEMENTS	1,975	2,110	1,995	2,110	-
20-50230338 MISCELLANEOUS	204	250	-	250	-
20-50230350 BUILDING MAINTENANCE	20,529	8,000	6,141	8,000	-
20-50230362 JANITORIAL SUPPLIES	1,929	2,000	2,721	2,000	-
	<hr/> 36,058	<hr/> 30,460	<hr/> 24,150	<hr/> 30,460	<hr/> -

CAPITAL OUTLAY

20-50240401 STRTC ROOF SEAL	-	20,000	-	20,000	-
20-50240402 DANNER ANNEX EQUIPMENT	-	152,000	152,000	-	(152,000)
TOTAL CAPITAL OUTLAY	<hr/> -	<hr/> 172,000	<hr/> 152,000	<hr/> 20,000	<hr/> (152,000)
TOTAL COST CENTER	<hr/> 43,062	<hr/> 208,210	<hr/> 178,823	<hr/> 100,775	<hr/> (107,435)

**CITY OF HONDO
HOTEL OCCUPANCY TAX FUND 21
FUND SUMMARY**

WORKING CAPITAL BALANCE 09/30/19	199,913
PLUS ESTIMATED REVENUES FOR FY 19-20	82,433
LESS ESTIMATED EXPENDITURES FOR FY 19-20	<u>98,000</u>
EQUALS NET FOR 19-20	(15,567)
EQUALS ESTIMATED WORKING CAPITAL 09/30/20	<u>184,346</u>
PLUS 20-21 REVENUES	120,000
EQUALS TOTAL RESOURCES	<u>304,346</u>
LESS 20-21 EXPENSES	115,000
EQUALS ESTIMATED WORKING CAPITAL 09/30/21	<u>189,346</u>

FUND FACTS

The Hotel/Motel Fund assists the City in promoting visitors to the City. The taxes are collected by the local hotels and motels within the City and remitted on a quarterly basis. The funds are distributed, according to regulations and statutes, to organizations which hold events and functions to attract visitors to the City.

**CITY OF HONDO
HOTEL OCCUPANCY TAX FUND 21
REVENUES**

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
REVENUES					
21-1315 HOTEL/MOTEL TAX REVENUES	132,716	120,000	82,433	120,000	-
TOTAL REVENUES	132,716	120,000	82,433	120,000	-

EXPENSES

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
OTHER SERVICES					
21-50230301 HONDO CHAMBER OF COMMERCE	65,000	65,000	65,000	65,000	-
21-50230302 MEDINA COUNTY FAIR ASSN.	10,000	10,000	10,000	10,000	-
21-50230303 MEDINA COUNTY MUSEUM	7,500	7,500	7,500	7,500	-
21-50230305 RODEO ASSOCIATION	10,000	10,000	10,000	10,000	-
21-50230312 STOL ROUNDUP	2,500	-	-	-	-
21-50230313 HERTIAGE FESTIVAL	-	10,000	5,500	10,000	-
21-50230314 AIR RACE EVENTS DMCC	-	-	-	12,500	12,500
TOTAL COST CENTER	95,000	102,500	98,000	115,000	12,500

**CITY OF HONDO
WATER RESOURCE FUND 22
FUND SUMMARY**

WORKING CAPITAL BALANCE 09/30/19	-
PLUS ESTIMATED REVENUES FOR FY 19-20	31,517
LESS ESTIMATED EXPENDITURES FOR FY 19-20	<u>-</u>
EQUALS NET FOR 19-20	31,517
EQUALS ESTIMATED WORKING CAPITAL 09/30/20	<u>31,517</u>
PLUS 20-21 REVENUES	30,000
EQUALS TOTAL RESOURCES	<u>61,517</u>
LESS 20-21 EXPENSES	<u>-</u>
EQUALS ESTIMATED WORKING CAPITAL 09/30/21	<u>61,517</u>

FUND FACTS

The Water Resource Fund is a fund to collect the water resource fee to have funds available in the event the City needs to buy water for customer consumption and use. These funds carry forward year after year until such time as the need to purchase water may arise.

CITY OF HONDO
WATER RESOURCE FUND 22
REVENUES

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ESTIMATE	2020-21 BUDGET	BUDGET CHANGE
REVENUES					
22-1306 WATER RESOURCES REVENUE	31,041	30,000	31,517	30,000	-
22-1373 INTEREST INCOME					
TOTAL REVENUES	31,041	30,000	31,517	30,000	-

City of Hondo, Texas

Budget Calendar - 2020-2021 ADOPTED

May 1-31, 2020 **City Employee Focus Group Meeting(s)** – review "wish lists", proposed capital expenditures, etc. Department Head meetings as needed - Public Works - Electric, Water/Waste Water, Police Dept/AC, Administration/Court/Finance/CS, Facilities, Streets, Library, Parks, Sanitation, Recreation, Golf -- Meeting lengths and times are flexible.

May 1, 2020 - City Manager and staff develop proposed budget.

June 30, 2020

Jul 14, 2020 **Council Budget Workshop - 9:00 AM - 1:00 PM - SCENARIOS**

Jul 15, 2020 **Council Budget Workshop - 9:00 AM - 1:00 PM - NON PROFITS**

Jul 24, 2020 Appraisal Roll to be completed by Medina Appraisal District.
Certification of Anticipated Collection Rate by Collector (Tax Assessor/Collector)

Aug 1 to 7, 2020 Calculation of NO NEW REVENUE and VOTER APPROVAL tax rates - **(anticipated)**

Aug 3, 2020 **Special Council Meeting - Budget Workshop (tentative)**

Aug 10, 2020 **Regular Council Meeting** - Meeting of governing body to discuss tax rate; if proposed tax rate will exceed NO NEW REVENUE rate or the VOTER APPROVAL tax rate (whichever is lower), take record vote and schedule public hearings and adoption date

Aug 24, 2020 **Regular Council Meeting - public hearing** on tax rate; schedule and announce meeting to adopt budget and tax rate.

Sep 14, 2020 **Regular Council Meeting - reading and adoption** of the budget ordinance; adoption of tax rate ordinance; adoption of rate change ordinance; adoption of revenue increase from adopted tax
Taxing units other than water districts must adopt their tax rate before this date or 60 days after receiving the appraisal roll, whichever date is later.
Note: Tax Rate must be adopted before Sept. 30 or 60 days after receiving the appraisal roll, whichever is later. If Appraisal roll is on time, the 60 day date would be by September 25, 2020.

City of Hondo, Texas

2020-2021 Budget Glossary

Accrual Basis - A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

Ad Valorem Taxes - commonly referred to as property taxes, are levied on both real and personal property according to the property's valuation and the tax rate.

Adopted Budget - The budget is an annual financial plan for City operations showing all expected revenues and expenditures to be in balance. The adopted budget refers to the budget amounts as originally approved by the City Council at the beginning of the year.

Amended Budget - Budget which includes changes to the adopted budget that are approved by the City Council.

Appropriation - Authority established by legislative action or executive order for amounts that may be disbursed from a fund, program, and/or expenditure account for a particular purpose during a specific period of time.

Assessed Valuation - The valuation set upon real estate and certain personal property by the assessor as a basis for levying property taxes.

Asset - Resources owned or held by a government, which have monetary value.

Audit - The examination of documents, records, reports, systems of internal control, accounting and financial procedures by an independent accounting firm

Audit Scope - In the context of a financial statement audit, the coverage provided by the independent auditor's opinion on the financial statement.

Authorized Positions - Employee positions which are authorized in the adopted budget and are to be filled during the year.

Available (Undesignated) Fund Balance - This refers to the funds remaining from the prior year that are available for appropriation and expenditure in the current year.

Basis of Accounting - The timing of recognition, that is, when the effects of transactions or events should be recognized for financial reporting purposes. For example, the effects of transactions or events can be recognized on an accrual (when the transactions or events take place), or on a cash basis (when cash is received or paid). Basis of accounting is an essential part of measurement focus because a particular timing of recognition is necessary to accomplish a particular measurement focus.

Bond - A long-term promise to pay. It is a promise to repay a specified amount of money (the face amount of the bond) on a particular date (the maturity date). Bonds are primarily used to finance capital projects.

Bond Refinancing - The payoff and re-issuance of bonds, to obtain better interest rates and/or bond conditions.

Budget - A plan of financial activity for a specified period of time (fiscal year) indicating all planned revenues and expenses for the budget period. An annual financial plan showing projected costs and revenue over a specified time period.

Budget Amendment - Increase in appropriation.

Budgetary Basis - This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash, or modified accrual.

Budget Calendar - The schedule of key dates that a government follows in the preparation and adoption of the budget.

Budgetary Control - The control or management of a government in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.

Business-type Activities - One of two classes of activities reported in the government- wide financial statements. Business-type activities are financed in whole or in part by fees charged to external parties for goods or services. These activities are reported in enterprise funds.

Capital Assets (Fixed Assets) - Land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.

Capital Budget - The appropriation of bonds or operating revenue for improvements to facilities and other infrastructure.

Capital Improvements - Assets of significant value and having a useful life of several years. Projects which are long-term assets such as roads, buildings, and information technology. Also called capital projects.

Capital Improvements Program (CIP) - A plan for capital outlay to be incurred each year over a fixed number of years to meet capital needs arising from the government's long-term needs.

Capital Project - Major construction, acquisition, or renovation activities which add value to government physical assets or significantly increase their useful life. Also called capital improvements.

Capital Project Fund - A fund used to account for resources used for the acquisition or construction of major capital facilities, or for an item that must be capitalized.

Capital Reserve - An account used to segregate a portion of the government's equity to be used for future capital program expenditures. The amount of capital reserve is roughly equal to the government's annual equipment depreciation and an amount identified as being needed for future capital acquisition.

Capitalization Threshold - The dollar value at which a government elects to capitalize tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period. The City of Hondo's capitalization threshold is \$5,000.

Cash Basis - A basis of accounting in which transactions are recognized only when cash is increased or decreased.

Charge for Services - A revenue category consisting of revenues collected by the City for services such as golf course fees, park fees, water utility fees, electricity fees and sanitation collection fees.

Contractual Services - Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include utilities, rent, maintenance agreements, and professional consulting services.

Cost Center - Departmental efforts that contribute to the achievement of a specific set of program objectives; the smallest unit of the program budget.

Debt - An obligation resulting from the borrowing of money or from the purchasing of goods and services

Debt Service - The cost of paying principal and interest on borrowed money according to a predetermined payment schedule.

Debt Service Fund - A fund used to account for resources accumulated for payment of principal and interest on most general long-term obligations (except capital leases and compensated absences).

Deficit - The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

Department - The basic organizational unit of government which has its own mission and is functionally unique in its delivery of services.

Depreciation - Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy, or obsolescence.

Disbursement - The expenditure of monies from an account.

Employee (or Fringe) Benefits - Contributions made by a government to meet commitments or obligations for employee fringe benefits. Included is the government's share of costs for Social Security, Medicare, retirement and the various medical, and life insurance plans.

Encumbrances - Commitments related to unperformed contracts for goods or services.

Enterprise Funds - A fund used to account for operations financed and operated similar to private business enterprises, where the intent of the City Council is that costs are to be financed or recovered primarily through user charges.

Expenditure - The payment of cash on the transfer of property or services for the purpose of acquiring an asset, service, or settling a loss.

Expenditure Account - An expenditure classification, referring to the lowest and most detailed level of classification, such as electricity, office supplies, asphalt, and furniture.

Expense - Charges incurred (whether paid immediately or unpaid) for operations, maintenance, interest, or other charges.

External Auditors - Independent auditors typically engaged to conduct the audit of a government's financial statements.

Fines – Fees levied by the municipal court for traffic and ordinance violations

Fiscal Policy - A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs, and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.

Fiscal Year (FY) - A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. The City's fiscal year is October 1 through September 30.

Full Faith and Credit - A pledge of a government's taxing power to repay debt obligations.

Full-Time Equivalent Position (FTE) - Any position converted to the decimal equivalent of a full-time position based on 2,080 hours per year. For example, a part-time typist working for 20 hours per week would be the equivalent to 0.50 of a full-time position or a full-time accountant working 40 hours per week would be 1.00 FTE.

Function - A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible (e.g., public safety). A duty, power, or general area of activity assigned to an agency.

Fund - An independent financial entity with a self-balancing set of accounts provided to record assets or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of maintaining a record of specific governmental activities or as a management tool to ensure that certain objectives are in accordance with specific statutes, regulations, policies, restrictions, or limitations.

Fund Balance - The difference between governmental fund assets and liabilities also referred to as fund equity.

Fund Classifications – One of the three categories (governmental, proprietary, and fiduciary) used to classify fund types.

General Fund – The general fund is one of five governmental fund types and typically serves as the chief operating funds of a government. The general fund is used to account for all governmental financial resources except those required to be accounted for in another fund.

General Ledger – Set of accounts which contain information needed to reflect the financial position and the results of the operations of the City. The debit balances equal the credit balances.

General Obligation Bonded Debt - Bonds for the payment of which the full faith and credit of the issuing government are pledged

Generally Accepted Accounting Principles (GAAP) – Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

Government Finance Officers Association (GFOA) – An organization whose membership consists of government financial officers throughout the United States and Canada. Information on pertinent legislation, accounting changes, new programs or innovations is shared with members in a regular newsletter. Career seminars and educational classes are provided regularly.

Governmental Accounting Standards Board (GASB) - The authoritative accounting and financial reporting standard-setting body for governmental entities

Governmental Funds - Funds generally used to account for tax-supported activities.

Government-wide Financial Statements - Financial statements that incorporate all of a government's governmental and business-type activities, as well as its non-fiduciary component units. There are two basic government-wide financial statements: the statement of net assets and the statement of activities. Both basic government-wide financial statements are presented using the economic resources measurement focus and the accrual basis of accounting.

Grants - A contribution by a government or other organization to support a particular function. Grants may be classified as either operational or capital, depending upon the grantee.

Infrastructure - Long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples of infrastructure assets include roads, bridges, tunnels, drainage systems, water and sewer systems, dams, and lighting systems.

Interfund Transfers - The movement of monies between funds of the same governmental entity.

Intergovernmental Revenue - Funds received from federal, state, and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes.

Levy - To impose taxes for the support of government activities.

Long-term Debt - Debt with a maturity of more than one year after the date of issuance.

Modified Accrual Basis - A basis of accounting in which revenues/additions are recognized in the accounting period in which they become susceptible to accrual, when they become both measurable and available. Available means collectible within the current period, or soon enough thereafter to be used to pay liabilities of the current period. Expenditures/deductions are recognized when the related liability is incurred, with certain exceptions.

Operating Expenses - The cost for personnel, materials and equipment required for a department to function.

Operating Revenue - Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for the day-to-day services.

Operating Expenditures - Generally, all expenditures that do not meet the personal services and capital outlay classification criteria. These expenditures include, but are not limited to, professional services, supplies, insurance, etc.

Overhead Allocations - Distribution of costs borne by the General Fund for the benefit of the enterprise funds.

PILOT - Payment in Lieu of Taxes

Prior-Year Encumbrances - Obligations from previous fiscal years in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriation, and for which a part of the appropriation is reserved. They cease to be encumbrances when the obligations are paid or otherwise terminated.

Program - A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the government is responsible. A grouping of functions or objectives that provides the basis for legislative review of agency activities for appropriations and accountability purposes.

Program Budget - A budget which allocates money to the functions or activities of a government rather than to specific items of cost or to specific departments.

Program Revenue (Income) - Revenues earned by a program, including fees for services, license and permit fees, and fines.

Property Tax - Taxes levied on all real and personal property according to the property's valuation and the tax rate, in compliance with State and local statutes

Proposed Budget - Coming year budgets that are prepared by staff and submitted to the City Council for consideration.

Proprietary Funds - Funds that focus on the determination of operating income, changes in net assets, financial position, and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds.

Public Hearing - A meeting to which citizens in the City are invited for purposes of providing input and comments

Purchase Order (PO) - A document which authorizes the delivery of specified goods or services

Reserve - An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose. A portion of a fund that is restricted for a specific purpose and not available for appropriation.

Reserved Fund Balance - The portion of a governmental fund's net assets that is not available for appropriation.

Resources - Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

Revenue - Sources of income financing the operations of government.

Source of Revenue - Revenues are classified according to their source or point of origin.

Special Revenue Fund - A governmental fund type used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditure for specified purposes.

Tax Levy - The resultant product when the tax rate per one hundred dollars is multiplied by the tax base.

Taxes - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.

Transfers - All interfund transactions except loans or advances, quasi-external transactions, and reimbursements.

Unencumbered Balance - The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

Unreserved Fund Balance - The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

Unrestricted Net Assets - That portion of net assets that is neither restricted nor invested in capital assets (net of related debt).

User Charges - The payment of a fee for direct receipt of a public service by the party who benefits from the service.

Working Capital - The amount of cash remaining if all of the current assets were converted to cash at their book value and all of the current liabilities paid at their book value.

City of Hondo, Texas Budgeting Policies

1. Target Balances

It will be the Policy of the City of Hondo to develop a Budget for its governmental and enterprise funds that meet the Targeted Working Capital Balance of 45 days, or 12%, of operating uses by fiscal year 2015-16. For any Budget that does not meet the 45 day target, the reasons the target will not be met will be explained in the budget transmittal letter.

This policy uses the word expense to represent both expenditures and expenses.

Procedures

The following procedures will be followed when preparing and reporting on the budget.

Capital Items – There are two types of capital items, and each will be treated differently.

For capital items that are recurring in nature and are budgeted each year, they will be treated as a regular operating expense, which means any unspent funds expire at the end of the year and their amounts will be included as operating expenses in the Working Capital calculation. Examples of capital items in this category would be the annual amounts set aside for street repair, or the purchase of vehicles or similar equipment.

For capital items that are not recurring in nature, they will not be treated as a regular operating expense, which means they will be excluded as operating expenses in the Working Capital calculation. In addition, during the Annual Budget presentation, their expenses will need to be identified as a projected expense for any amounts that are expected to cross the fiscal year. See the Budget Presentation Format for an example of how they shall be presented. Examples of capital items in this category will be projects where a specific road is built, power, water or sewer line installed, or a building being built. We will call these types of capital items Capital Projects.

Targeted Balance Presentation Format

- Working Capital Balance Beginning of the Fiscal Year
- Plus Projected Sources for the Current Fiscal Year
- Less Projected Uses for the Current Fiscal Year
- Equals Projected Working Capital Balance at the end of Current Fiscal Year
- Less adjustment for any Capital Projects that will be carried forward
- Plus Sources for the New Fiscal Year
- Equals Amounts Available for the New Fiscal Year
- Less Uses for the New Fiscal Year
- Equals Ending Balance at the end of the New Fiscal Year
- Ending Balance divided Uses for the New Fiscal Year Equals Working Capital Ratio

A separate Cash Plus Position Policy provides guidance on Targeted Cash levels.

2. Annual Operating Budget

Annual budgets will be prepared for all Operating Funds and selected Special Revenue Funds. The objective of the Operating Funds is for current revenues and other sources to cover current and other uses of funds, that is, one time revenues will not be used to fund on-going expenses.

The Assistant City Manager will determine the processes and forms for the Annual Operating Budget. Those processes and forms will be developed and documented during the FY 2014-15 budget season.

3. Capital Program Budgets

A five-year Capital Program will be developed and then updated each year. The program will provide an indication of the improvements and additions to infrastructure that are expected to be needed each year during the program. It is expected the items in the Capital Program will be those items earlier defined as non-recurring. Funding for the Capital Program will often be a mix of recurring revenues with an infusion of one-time revenues such as debt.

The following is an excerpt from the City Charter

SECTION 7.10 Capital Program –

The City Manager shall submit a five (5) year capital program as an attachment to the annual budget. The program as submitted shall include:

- (1) A clear general summary of its contents;
- (2) A list of all capital improvements which are proposed to be undertaken during the five (5) fiscal years succeeding the budget year, with appropriate supporting information as to the necessity for such improvements;
- (3) Cost estimates, method of financing and recommended time schedules for each improvement; and
- (4) The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.

The above information may be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition.

The Assistant City Manager will determine the processes and forms for the Capital Program Budget. Those processes and forms will be developed and documented during the FY 2014-15 budget season.

4. Budget Amendments

The City budgets its operations at the Fund level. Since budgets are generally prepared 15 months prior to the end of the fiscal year being serviced, circumstances and needs often change before the year ends. When a need arises where additional budget funds are needed, the City Manager will take those requests before City Council and request they amend the budget.

The following is an excerpt from the City Charter:

SECTION 7.08 Amending the Budget

Under conditions which may arise and which could not reasonably have been foreseen in the normal process of planning the budget, the City Council may, by the affirmative vote of a majority of the City Council, amend or change the budget to provide for any additional expense in which the general welfare of the citizenry is involved. These amendments shall be by ordinance and shall become an attachment to the original budget.

Budget Amendments that increase the Fund's budget require a City Ordinance.

The City Manager will maintain the forms necessary for Budget Amendments. Those forms include an attachment to the Budget Amendment Ordinance that identifies the current amendment request as well as the previous amendments to the budget.

5. Budget Transfers

The City Budgets its operations at the Fund level. Since budgets are generally prepared 15 months prior to the end of the fiscal year being serviced, circumstances and needs often change before the year ends. To facilitate these changing needs, the City Manager has the authority to transfer budgeted funds within each Fund, but not the authority to transfer budgeted funds between Funds. However, the City Manager has elected to share with Council any budget transfer which creates an expense greater than \$15,000, and reserves the right to share any other transfer which he believes should be brought to the attention of Council.

The Finance Officer will maintain forms to assist in identifying Budget Transfers.

The City Manager must approve all Budget Transfers.

6. Budget Allocations

To assist in the management of cash and provide verification that Revenues and Expenses are as expected, it is important that our significant Revenue and Expense budgets have projections on when the revenue will be received or the expense spent.

The Finance Officer will maintain forms to assist in identifying the spread of revenues and expenses throughout the year. However, initial loads when fiscal year budgets are adopted might be best captured using spreadsheets.

7. City Charter

Attachment 1 contains an excerpt from the City Charter on sections that relate to budgeting. Those sections are:

- 7.2 Submission of Budget and Budget Message
- 7.3 Budget Message
- 7.4 Budget a Public Record
- 7.5 Public Hearing on Budget
- 7.6 Proceeding on Adoption of Budget
- 7.7 Budget, Appropriation and Amount to be Raised by Taxation
- 7.8 Amending the Budget
- 7.9 Certification; Copies Made Available
- 7.10 Capital Program
- 7.11 Defect Shall Not Invalidate the Tax Levy
- 7.12 Lapse of Appropriations
- 7.13 Bonds and Other Evidences of Indebtedness
- 7.14 Emergency Funding
- 7.15 Purchasing
- 7.16 Administration of Budget

8. Budget Cover Page

In 2013, the Texas Legislature passed Senate Bill 656. One of the requirement of the law is it requires the budget include a cover page with specific information. This page shall be the first page after the budget cover.

Policy History:

Approved Date: 1/21/2015

Attachment 1
Hondo Budgeting Policy
(Excerpted from City Charter)

ARTICLE VII
FINANCIAL PROCEDURES

SECTION 7.01 Fiscal Year

The fiscal year of City shall begin on the first day of October and end on the last day of September on the next succeeding year. Such fiscal year shall also constitute the budget and accounting year.

SECTION 7.02 Submission of Budget and Budget Measure

On or before August 15th of the fiscal year, the City Manager shall submit to the City Council a budget for the ensuing fiscal year and an accompanying budget message. The proposed budget submitted to Council for review will be an itemized budget in accordance with state law.

SECTION 7.03 Budget Message

The City Manager's message shall explain the budget both in fiscal terms and in terms of the work programs. It shall outline the proposed financial policies of the City for the ensuing fiscal year, describe the important features of the budget, indicate any major changes from the current year in financial policies, expenditures and revenues together with the reasons for such changes, summarize the City's debt position and include such other material as the City Manager deems desirable.

SECTION 7.04 Budget a Public Record

In accordance with state law, the proposed budget and all supporting schedules shall be filed with the person performing the duties of City Secretary when submitted to the City Council and shall be open to the public inspection by anyone interested. A notice of availability shall be published in the official newspaper within ten (10) days of the budget being presented to City Council.

SECTION 7.05 Public Hearing on Budget

At the City Council meeting when the budget is submitted, the City Council shall name the date and place of a public hearing and shall have published in the official newspaper of the City, the time and place, which will be not less than the ten (10) days nor more than thirty

(30) days after the date of notice. At this hearing, interested citizens may express their opinions concerning items of expenditures, giving their reasons for wishing to increase or decrease any items of expense.

SECTION 7.06 Proceeding on Adoption of Budget

After public hearing, the City Council shall analyze the budget, making any additions or deletions which they feel appropriate, and shall, at least ten (10) days prior to the beginning of the next fiscal year, adopt the budget by the affirmative vote of a majority of the City Council. Should the City Council take no final action on or prior to such day, the current budget shall be in force on a month-to-month basis until a new budget is adopted, and new budget must be approved within thirty (30) days of the start of the new fiscal year.

SECTION 7.07 Budget, Appropriation and Amount to be raised by Taxation

On final adoption, the budget shall be in effect for the budget year. Final adoption of the budget by the City Council shall constitute the official appropriations as proposed by expenditures for the current year and shall constitute the basis of official levy of the property tax as the amount of tax to be assessed and collected for the corresponding tax year. Estimated expenditures will in no case exceed proposed revenue plus cash on hand. Unused appropriations may be transferred back to general funds.

SECTION 7.08 Amending the Budget

Under conditions which may arise and which could not reasonably have been foreseen in the normal process of planning the budget, the City Council may, by the affirmative vote of a majority of the City Council, amend or change the budget to provide for any additional expense in which the general welfare of the citizenry is involved. These amendments shall be by ordinance and shall become an attachment to the original budget.

SECTION 7.09 Certification; Copies Made Available

A copy of the budget, as finally adopted, shall be filed with the person performing the duties of City Secretary and such other places required by state law or as the City Council shall designate. The final budget shall be printed or otherwise reproduced and sufficient copies shall be made available for the use of all offices, agencies, and for the use of interested persons and civic organizations.

A notice of availability shall be published in the official newspaper within ten (10) days of the budget being approved by the City Council.

SECTION 7.10 Capital Program

The City Manager shall submit a five (5) year capital program as an attachment to the annual budget. The program as submitted shall include:

- (1) A clear general summary of its contents;
- (2) A list of all capital improvements which are proposed to be undertaken during

the five (5) fiscal years succeeding the budget year, with appropriate supporting information as to the necessity for such improvements;

(3) Cost estimates, method of financing and recommended time schedules for each improvement; and

(4) The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.

The above information may be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition.

SECTION 7.11 Defect Shall Not Invalidate the Tax Levy

Errors of defects in the form or preparation of the budget or the failure to perform any procedural requirements shall not nullify the tax levy or the tax rate.

SECTION 7.12 Lapse of Appropriations

Every appropriation, except an appropriation for a capital expenditure, shall lapse at the close of the fiscal year to the extent that it has not been expended or encumbered. An appropriation for a capital expenditure shall continue in force until the purpose for which it was made has been accomplished or abandoned. The purpose of any such appropriation with the exception of a bond fund, shall be deemed abandoned if three (3) years pass without any disbursement from or encumbrance of the appropriation. Any funds not expended, disbursed or encumbered shall be deemed excess funds.

SECTION 7.13 Bonds and Other Evidences of Indebtedness

The City shall have the right and power to borrow money on the credit of the City and to issue general obligation bonds and others evidences of indebtedness for permanent public improvements or for any other public purpose not prohibited by the Constitution and laws of the State of Texas or the Charter and to issue refunding bonds to refund outstanding bonds and other evidences of indebtedness of the City previously issued by whatever method it may deem to be in the public interest. All such bonds shall be issued in conformity with the laws of the State of Texas.

The City shall further have the power to borrow money for the purpose of constructing, acquiring, improving, extending or repairing of public utilities, recreational facilities or any other self-liquidating municipal function not prohibited by the Constitution and laws of the State of Texas, and to issue revenue bonds to evidence the obligations created thereby. Such bonds shall be a charge upon and payable from the properties, or interest therein pledged, or the income there from, or both. The holders of the revenue bonds of the City shall not have the right to demand payment thereof out of monies raised or to be raised by taxation. All such bonds shall be issued in conformity with the laws of the State of Texas. The City shall have the power to borrow money for public improvements in

any other manner provided by law, including certificates of obligation as authorized by the Texas Local Government Code. All bonds and evidences of indebtedness of the City having been approved by the Attorney General and registered by the Comptroller of Public Accounts shall thereafter be incontestable in any court or other forum for any reason, and shall be valid and binding obligations of the City in accordance with their terms for all purposes.

SECTION 7.14 Emergency Funding

In any budget year, the City Council may in accordance with state law, by affirmative vote of a majority of the Council Members, authorize the borrowing of money. Notes may be issued which are repayable not later than the end of the current fiscal year.

SECTION 7.15 Purchasing

(1) The City Council may, by ordinance, give the City Manager general authority to contract for expenditure without further approval of the City Council for all budgeted items not exceeding limits set by the City Council within the ordinance.

(2) All contracts for expenditures involving more than the limits must be expressly approved in advance by the City Council. All contracts or purchases involving more than the limits set by the City Council shall be awarded by the City Council in accordance with state law.

(3) Emergency contracts, as authorized by law and this Charter, may be negotiated by the City Council or City Manager, if given authority by the City Council, without competitive bidding and in accordance with state law. Such emergency shall be declared by (I) the City Manager and approved by the City Council, or (II) the City Council.

SECTION 7.16 Administration of Budget

(1) No payment shall be made or obligation incurred against any allotment or appropriation except in accordance with appropriations duly made, unless the City Manager, or the City Manager's designee, first certifies that there is a sufficient unencumbered balance in such allotment or appropriation and that sufficient funds therefore are or will be available to cover the claim or meet the obligation when it becomes due and payable.

(2) Any authorization of payment or incurring of obligation in violation of the provisions of this Charter shall be void and any payment so made illegal. Such action shall be cause for removal of any officer who knowingly authorized or made such payment or incurred such payment or obligation, and the officer shall also be liable to The City for any amount so paid.

(3) This prohibition shall not be construed to prevent the making or authorizing of payments or making of contracts for capital improvements to be financed wholly or partly

by the issuance of bonds, time warrants, certificates of indebtedness or certificates of obligation or to prevent the making of any contract or lease providing for payments beyond the end of the fiscal year, providing that such action is made or approved by ordinance.

(4) The City Manager shall submit to the City Council each month a report covering the revenues and expenditures of the City in such form as requested by the City Council.

SECTION 7.17 Depository

All monies received by any person, department or agency of the City for or in connection with the affairs of the City shall be deposited promptly in the City depository or depositories. The City depositories shall be designated by the City Council in accordance with such regulations and subject to the requirements as to security for deposits and interest thereon as may be established by ordinance and state law. Procedures for withdrawal of money or the disbursement of funds from the City depositories shall be prescribed by ordinance.

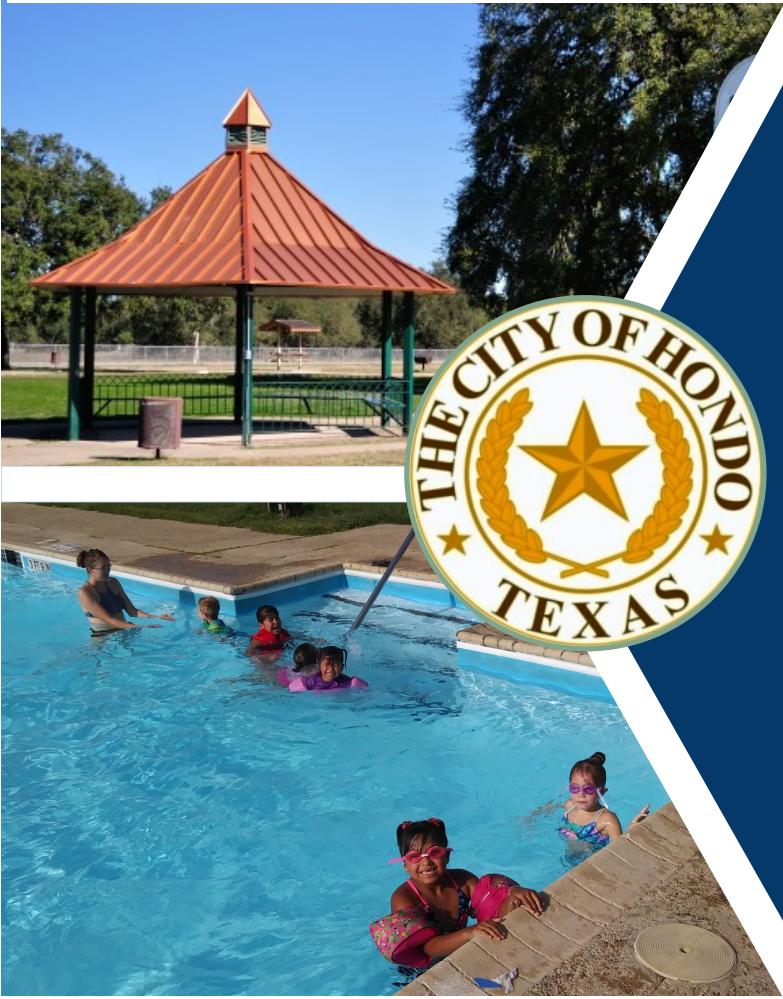
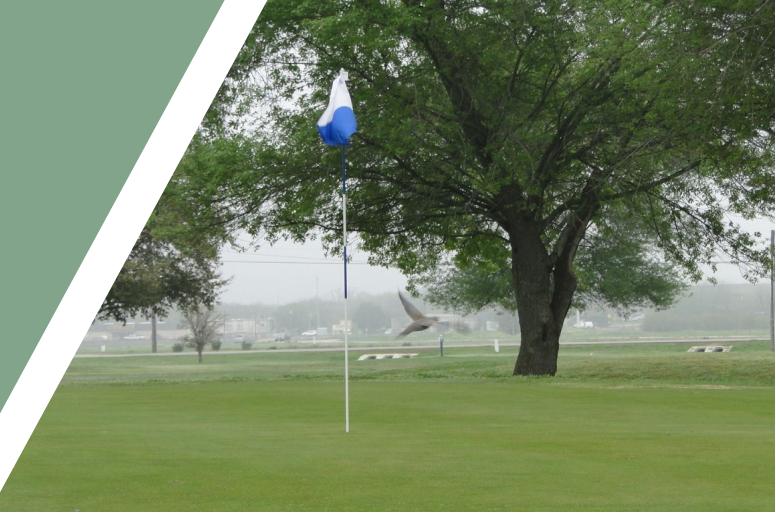
SECTION 7.18 Independent Audits

At the close of each fiscal year and in accordance with state law, and at such other times as may be deemed necessary, the City Council shall call for an independent audit to be made of all accounts of the City by a certified public accountant. No more than five (5) consecutive annual audits shall be completed by the same firm. The certified public accountant selected shall have no personal interest, directly or indirectly in the financial affairs of the City or any of its officers. The report of audit, with the auditor's recommendations, will be made to the City Council. Upon completion of the audit the summary shall be published immediately in the official newspaper of the City and copies of the audit placed on file in the office of the person performing the duties of City Secretary, as public record.

SECTION 7.19 Tax Administration

(1) The City Council may establish a Department of Taxation to assess and collect taxes. If the Council establishes such a Department, the Director of which shall be the City Tax Assessor and Collector shall be appointed by the City Council. The Tax Assessor and Collector shall provide a bond with such sureties and in such amount as the City Council may require. The City shall pay the premiums on such bond. The City Council may provide for such services by contract.

(2) The City Council shall have the power, and is hereby authorized, to levy, assess, and collect annual taxes not to exceed the maximum limit set by the Constitution and laws of the State of Texas, as they now exist or as they may be amended, on each one hundred dollars (\$100.00) assessed valuation of all property having a location within the corporate limits of the City and not exempt from taxation by the Constitution and laws of the State of Texas.



THE CITY OF HONDO

