

# CITY OF HONDO

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## FY 2019-2020 ADOPTED BUDGET

September 9, 2019

**Mayor James W. Danner, Sr.**

Mayor Pro Tem	Council Member
Place 1	Place 2
John McAnelly	Bobby Vela
Council Member	Council Member
Place 3	Place 4
Eric Torres	Ann-Michelle Long
Council Member	City Manager
Place 5	Kim Davis
John E. Villa	



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**CITY OF HONDO, TEXAS**  
**FISCAL YEAR 2019-2020**  
**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 revenue from property taxes than last year's budget by an amount of \$105,395, which is a 6.650% increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$14,097.

**City Council Record Vote**

The members of the governing body voted on August 12, 2019 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 Villa

AGAINST: None

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

ABSENT: None

TAX RATE	PROPOSED FY 2019-20	ADOPTED FY 2018-19
Property Tax Rate	.5105	.5109
Effective Rate	.4819	.4839
Effective M&O Tax Rate	.3894	.3823
Rollback Tax Rate	.5105	.5109
Debt Tax Rate	.1211	.1286

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



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Hondo**

Texas

For the Fiscal Year Beginning

October 1, 2018

*Christopher P. Morrell*

Executive Director

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **City of Hondo, Texas**, for its Annual Budget for the fiscal year beginning **October 1, 2018**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communicative device.

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



## *City Manager's Office*

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

From: Kim Davis, City Manager

Date: August 30, 2019

Re: Letter of Transmittal for the Fiscal Year 2019-20 Budget Presentation

It is my pleasure to present the 2019-20 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 not proposed any changes to personnel other than some 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 third 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 desire to transition from a reactive organization to a proactive organization which allows for better fiscal health and management.

This budget predicts revenues to total \$27,140,114 and the expenses to be \$27,986,454 which will decrease the fund balances by \$846,340 if budget amounts are met.

## Cash Position

As of the preparation of this report, the most recent Unrestricted Cash and Cash Equivalent balances were June 30, 2019. Comparing those amounts to September 30 of 2018, we see a significant improvement in the Water/Sewer and Sanitation Funds, a slight improvement in the Airport Fund, but a significant drop in the General and Electric Funds.

### Unrestricted Cash and Cash Equivalents

Fund	9/30/2018	6/30/2019
General Fund	\$ 1,939,567	\$1,968,738
Electric Fund	1,717,400	1,305,076
Water/Sewer Fund	1,817,936	2,732,491
Airport Fund	-155,251	-180,629
Sanitation Fund	<u>323,505</u>	<u>393,536</u>
Total	5,643,157	6,219,212

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	<u>Estimated</u>		<u>Estimated</u>			
	<u>Beginning</u>	<u>Revenue FY</u>	<u>Budget FY</u>	<u>Ending</u>	<u>45 days</u>	<u>Over (Short)</u>
	<u>Balance</u>	<u>2020</u>	<u>2020</u>	<u>Balance</u>	<u>working</u>	<u>Policy Balance</u>
10/1/19				9/30/20	capital	
General	\$ 2,636,481	\$ 7,381,602	\$ 8,122,202	\$ 1,895,881	\$ 871,332	\$ 1,024,549
Committed	283,257	951,818	925,745	309,330	114,133	195,197
Electric	1,357,594	9,151,262	9,516,333	992,523	1,142,425	(149,902)
Water & Sewer	1,713,459	5,308,460	4,297,335	2,724,584	399,286	2,325,298
TWDB Loan	1,184,766	-	1,084,261	100,505	-	100,505
Airport	(340,980)	920,545	911,807	(332,242)	100,086	(432,328)
Sanitation	318,921	1,444,200	1,376,057	387,064	169,651	217,413
Debt Service	184,574	1,235,063	1,231,090	188,547	151,778	36,769
Perpetual Care	542,278	25,000	40,500	526,778	-	526,778
EDC	1,534,304	485,000	332,414	1,686,890	40,983	1,645,907
STRTC	270,740	117,164	56,210	331,694	6,930	324,764
HOT	203,371	120,000	92,500	230,871	11,404	219,467
	\$ 9,888,765	\$ 27,140,114	\$ 27,986,454	\$ 9,042,425	\$ 3,008,008	\$ 6,034,417

Highlights of the proposed budget include:

- **Property Tax Rate** – We are proposing we adopt a tax rate that is equal to our roll back rate of .5105 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.

**Utility Rates** – The Fiscal Year 2019 does not show a proposed increase in electric rates. We are proposing increases in the water and wastewater rates. We do still see that our commercial water and wastewater rates fall well below what cities our size in Texas. We had Willdan Financial Services conduct a rate study this year and Council will be voting on whether to accept the recommendations presented by this study. Our rate schedule does reflect a 2% increase for our solid waste. This is an adjustment per our Solid Waste contractor in accordance with the consumer price index (CPI).

**Increased 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.

## 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

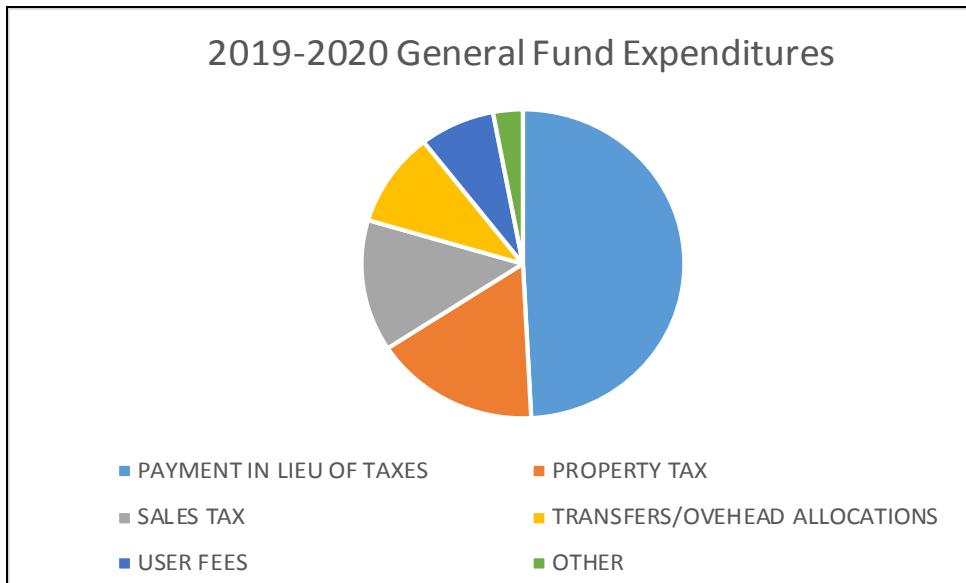
#### General Fund Revenues for 2018-2019

The General Fund Revenues for 2018-2019 are currently projected to be \$7,768,328 which is \$574,496 more than the budget projection of \$7,193,832. 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 and have 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, development services (formerly Code Compliance) revenue. A complete list of the revenues we placed in this category can be found in the Reports section (the B-pages).

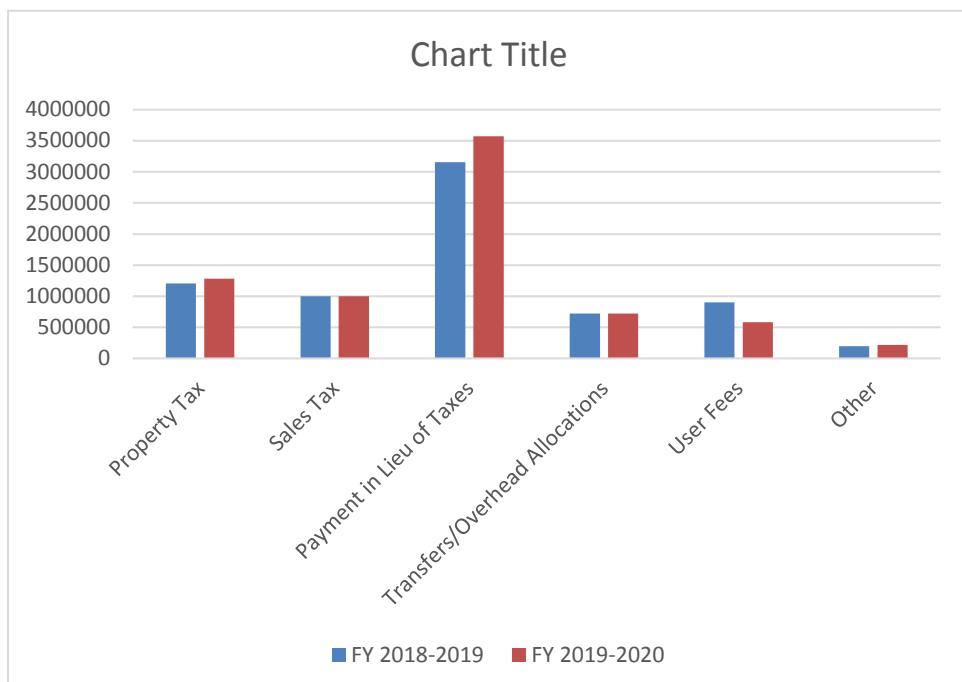
## General Fund Expenditures for 2018-19

The General Fund Expenditures for 2018-19 are currently projected to be \$7,193,832 which is \$570,399 lower than the budget of \$7,764,231.



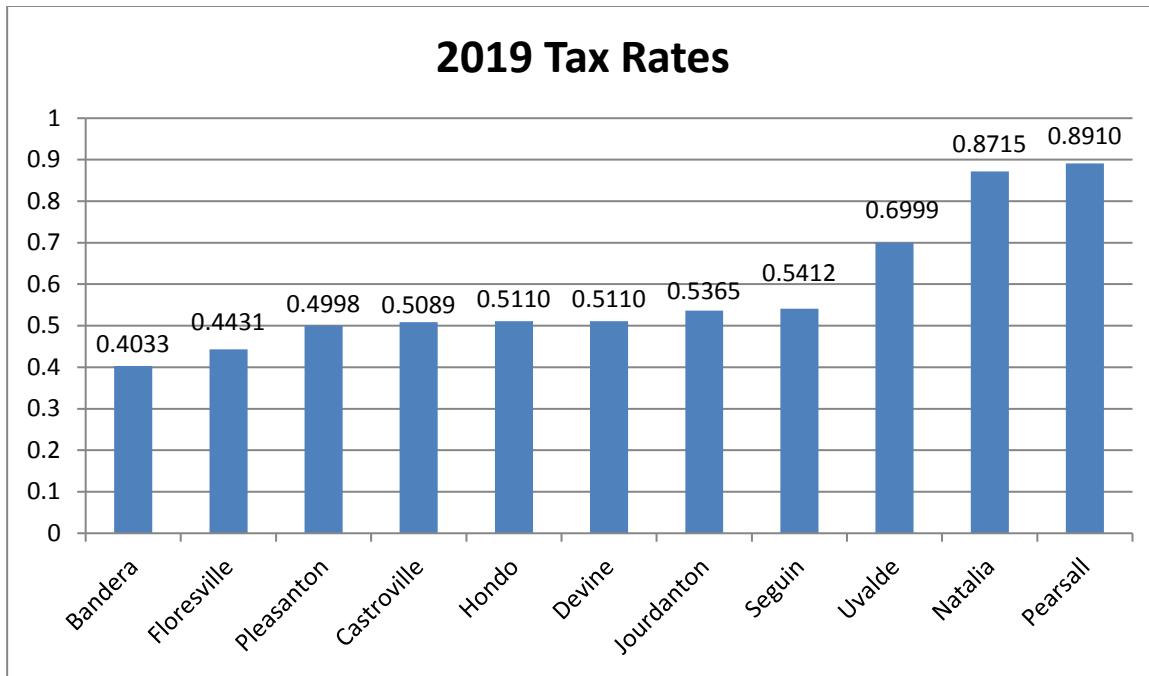
## General Fund Revenues for 2019-2020

This chart compares revenues for FY 2018-2019 to those projected for FY 2019-2020 by the same six categories used earlier.



### Major Categories

Property Tax – We are proposing we adopt a tax rate that is a roll back of our current year rate of \$.5105 per \$100 valuation. With increased assessed property values this year, general fund property tax revenue will increase \$105,395 this year compared to last year.



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 not see a change in our position.

Payment in Lieu of Taxes – We are proposing a slight increase to our Payment in Lieu of Taxes for Water and Wastewater divisions, but no change to for the Electric Division. Our Overhead Allocation percentages will remain the same as in fiscal year 2018-2019.

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

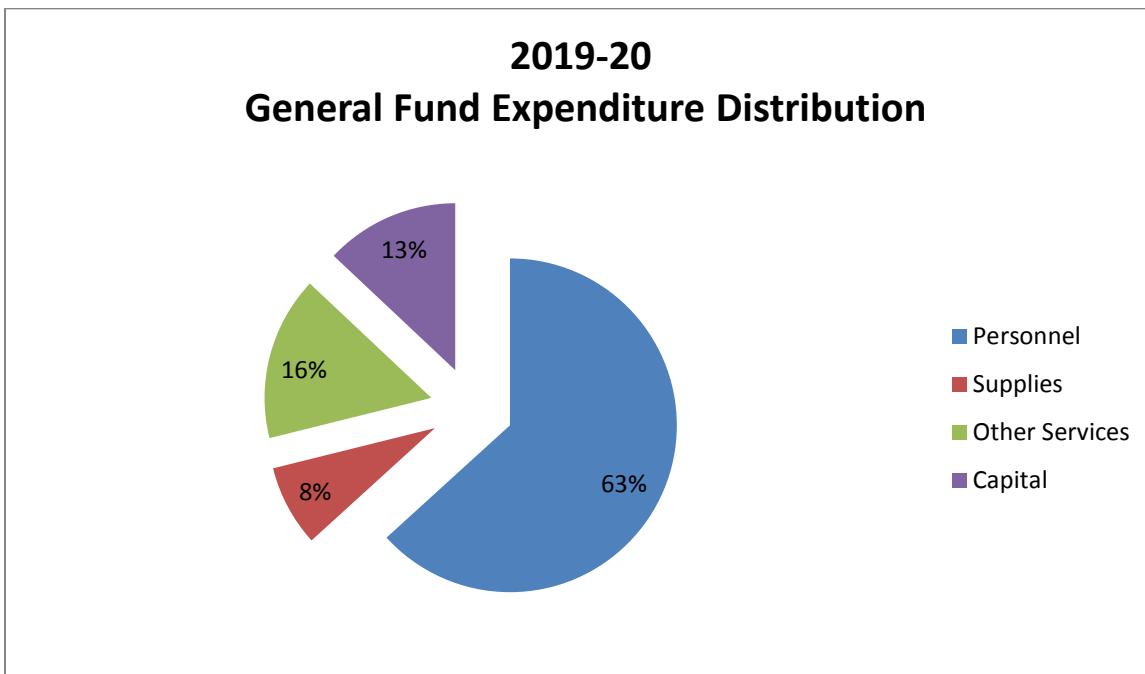
User Fees – Our User Fees in 2019-2020 are 64% less than that 2018-2019. Most of this is explained by the carry forward of funds for the Police Department building not spent in 2017-2018; however we are also losing the Post Office rent and the K9 for Cops grant will be cycling off this fiscal year. While we expect for all the user fees to remain constant, any perceived change in the economy could cause a downturn in these types of incomes and we would rather understate expectations than overstate them.

Other – Increases are estimated in reimbursements for the school resource officer. Franchise fees this year and next will probably downturn due to the new legislation passed this year.

### **General Fund Expenditures for 2019-20**

The General Fund Expenditures are requested at \$8,122,202 which is \$357,971 more than the current year Budget of \$7,764,231. This includes the addition of a new Police Officer's salary and benefits at \$61,034 and the carry forward of additional funds of \$300,000 for street reconstruction from sales tax we collected above the budget amount for 2018-2019.

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



	FY 2019 Budget	FY 2020 Budget	Difference	% Difference
Personnel Services	\$4,970,084	\$5,137,176	\$ 167,092	3.25%
Supplies	\$ 628,993	\$ 639,570	\$ 10,577	1.65%
Other Services	\$ 1,243,507	\$1,290,728	\$ 47,221	3.66%
Capital	\$ 891,647	\$1,054,728	\$ 163,081	15.46%
Total	\$7,734,231	\$8,122,202	\$ 387,971	4.78%

### Committed and Restricted Sub-Fund of the General Fund – Page B-68

The proposed transactions for this fund are to set aside:

- \$495,000 for Street Repair (\$180,000 from General Fund and \$15,000 from Water and \$300,000 from Sales Tax),
- \$80,000 for Curb and Gutter Repair,
- \$80,000 for Storm Drainage work,
- \$2 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.

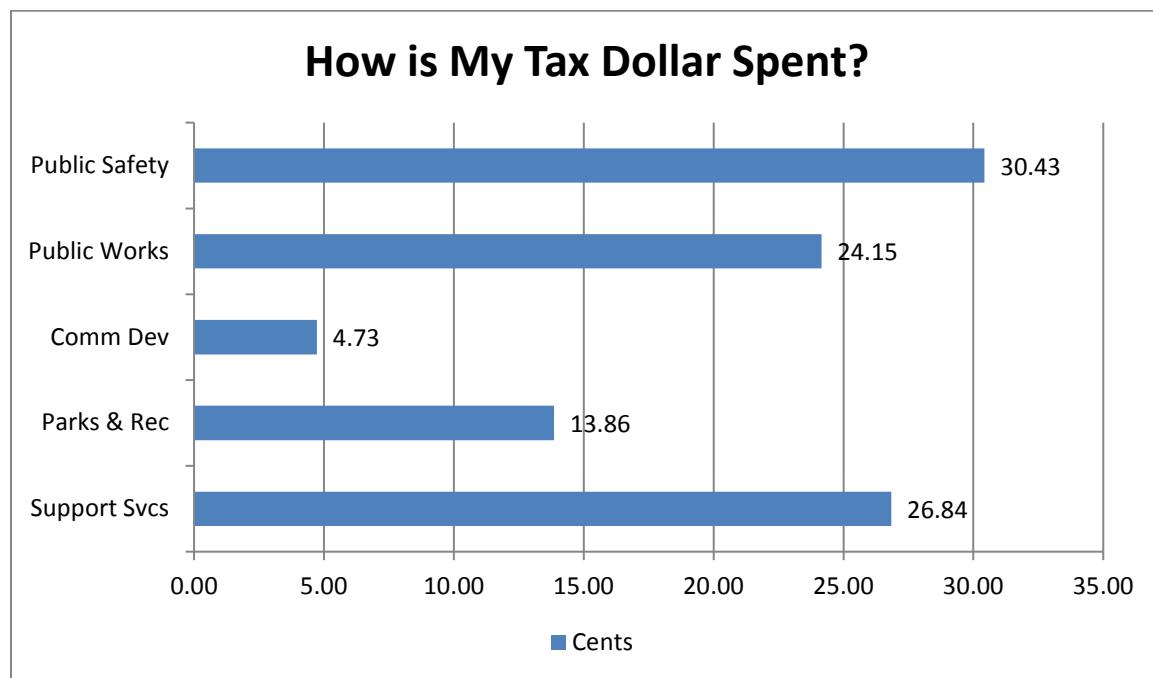
## How is my tax dollar spent?

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.



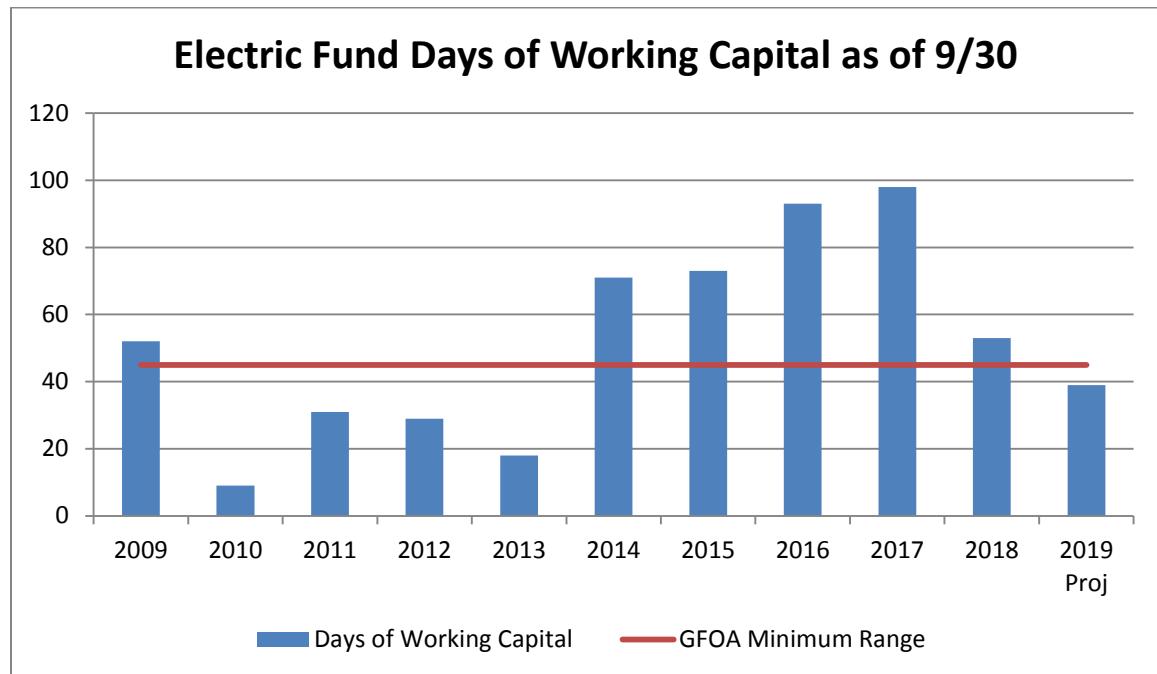
The General Fund Cost Centers are divided among the five categories as follows:

- 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-71

### September 30, 2019 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 2019 with 39 days working capital.



### Electric Fund Revenues for 2018-19

	Budgeted FY 19	Projected FY 19	Difference
Electric Revenues	\$9,465,706	\$9,492,846	\$27,140

Electric fund revenues are projected to finish the year 0.28% above budget.

### Electric Fund Expenses for 2018-19

	Budgeted FY 19	Projected FY 19	Difference
Electric Expenses	\$9,837,847	\$9,278,890	-\$558,957

Electric fund expenses are projected to finish the year 6.02% below budget.

## Electric Fund Revenues for 2019-20

The Electric Fund revenues are projected at \$9,151,262 for the new budget year, a decrease of \$314,444 when compared to the 2018-19 Budget. Most of this decrease can be attributed to the carry forward of funds for the Public Works building not spent in 2017-2018 that council approved in February 2019.

## Electric Fund Expenses for 2018-19

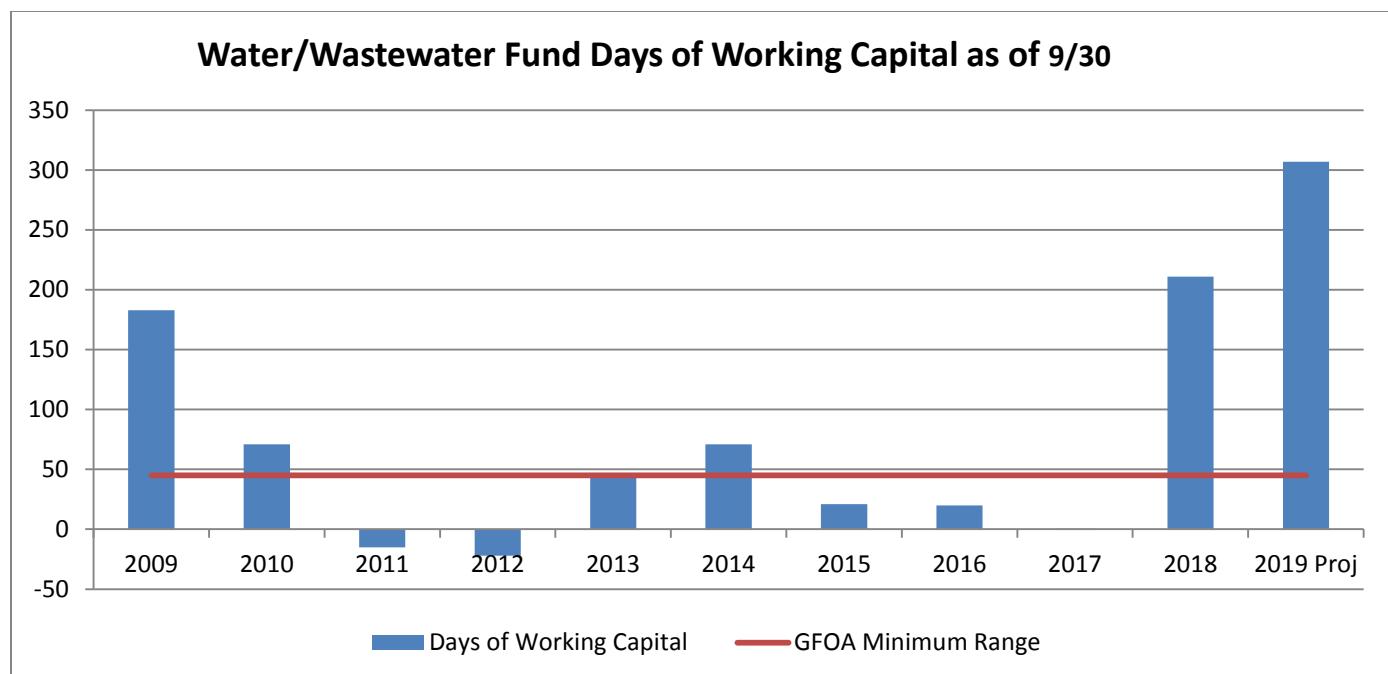
	FY 2019 Budget	FY 2020 Budget	Difference
Electric Fund	\$9,837,847	\$9,516,333	-\$321,514

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. We have a decrease in other services that includes budgeting less for cost of power due to saving after negotiation better rates with City Public Service and a slight savings in the debt service payments.

## FUND 03 - WATER/WASTEWATER FUND – PAGE B-77

### September 30, 2019 Water/Wastewater Fund Balance

We anticipate finishing the 2018-2019 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.



### **Water/Wastewater Fund Revenues for 2018-19**

	<b>FY 19 Budgeted</b>	<b>FY 19 Projected</b>	<b>Difference</b>
Combined Revenues	\$3,998,500	\$3,911,232	-\$87,268

The revenues for FY 2019 are projected to come in at approximately 2.23% under budget.

### **Water/Wastewater Fund Expenses for 2018-19**

	<b>FY 19 Budgeted</b>	<b>FY 19 Projected</b>	<b>Difference</b>	<b>% Difference</b>
Water	\$2,509,142	\$2,471,030	-38,112	-1.54%
Wastewater	\$1,241,049	\$1,181,968	-59,081	-5.00%
Total	\$3,750,191	\$3,652,998	-97,193	-2.66%

The Expenses for FY 2019 are projected to come in 2.66% less than budgeted. We have worked very diligently to keep costs within budget this year. The 2019 budget reflects carryforward from the grants in revenue and expenses.

### **Water/Wastewater Fund Revenues for 2019-20**

Operating Revenues for next year are projected to be \$4,241,168, which is an increase of \$242,668. 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 are reflected in this budget. 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 2019-20**

	<b>FY 2019 Budget</b>	<b>FY 2020 Budget</b>	<b>Difference</b>
Water	\$2,509,142	\$2,710,328	\$201,186
Wastewater	\$1,241,049	\$1,587,007	\$345,958
Total	\$3,750,191	\$4,297,335	\$547,144

As with all funds, we worked to keep operational expenses flat. The only areas we reflected budgeted increases to operational expense were other services which includes an increase in payment in lieu of taxes (P.I.L.O.T.) in both Water and Wastewater, the addition of contingency expense for Wastewater, engineering fees and an increase in the overhead costs for both divisions.

## FUND 04 – AIRPORT FUND – PAGE B-94

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 have improved. The Airport continues to be the fund with the most potential to be self-sustaining.

### September 30, 2019 Airport Fund Balance

The Airport had a projected Working Capital Balance of negative \$340,980 on September 30, 2019 and even though we still show a negative balance it has improved to \$332,242. We anticipate the fiscal health of the Airport to improve in Fiscal Year 2020 with the potential sale of land which is being marketed heavily.

### Airport Revenues for FY 2019

	FY 19 Budgeted	FY 19 Projected	Difference
Aviation Revenues	\$804,707	\$776,860	-\$27,847
Non-Aviation Revenues	\$253,389	\$117,364	-\$136,025
Grants *	\$50,000	\$50,000	\$-0-

The difference in budgeted to projected in aviation revenues reflects that we are very close in predicting what our actual collected revenues will be. The Non-Aviation Revenues show sale of Airport land which has not happened to date.

### Airport Expenses for FY 2019

	FY 19 Budgeted	FY 19 Projected	Difference
Operating Expenses	\$898,835	\$901,731	\$2,896
Non-Operating Expenses	\$55,000	\$26,404	-\$28,596

Should projected revenues and expenses for FY 2019 come in as anticipated, the working capital balance for the airport will remain negative, but went from -135.54 to -121.05 a slight improvement of 14 days. 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 2019-2020

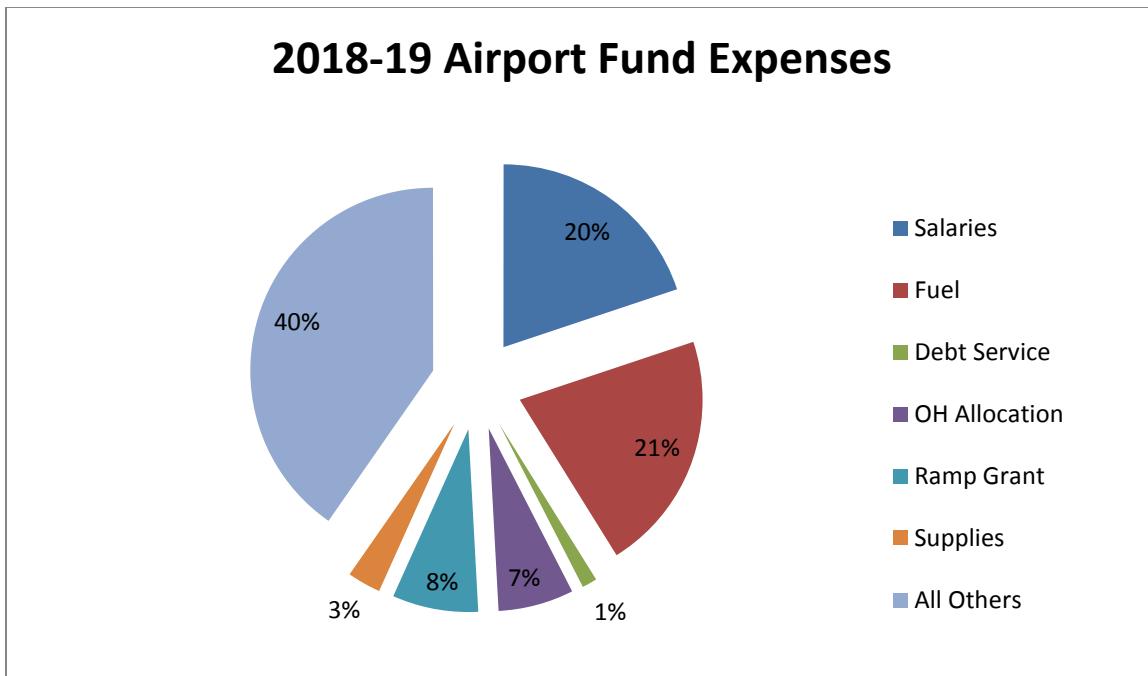
The chart below reflects anticipated revenues for FY 2020.

	FY 2019 Budgeted	FY 2020 Budgeted	Difference
Aviation Revenues	\$804,707	\$749,600	-\$55,107
Non-Aviation Revenues	\$253,389	\$120,945	-\$132,444
Grants	\$50,000	\$50,000	\$0

The non-aviation revenues in 2018-19 is reflective of the sale of land that has been released and we are actively advertising is available for purchase, but has not sold to date. Since these properties have been on the market for over a year and we do not have a potential buyer at this time, we have opted to not include the sale of properties in this year's budget out of an abundance of caution to not overinflate the revenues expected.

### Airport Expenses for FY 2018

We are requesting \$810,807 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 2020, but have not budgeted for them.

## **FUND 05 – SANITATION FUND – PAGE B-102**

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 and have subsequently reflected both the increased revenue and expense. There will be an increase of 2% 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-105**

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 we fully expect will be completed in FY 2019. 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 is approximately 41% complete with an expected 100% completion by September 30, 2019.

## **FUND 11 – PERPETUAL CARE FUND – PAGE B-108**

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. We are proposing to increase the fee for each by \$100.00 for both residents and out of City customers. 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-110**

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 2019-2020 budget reflects no carryforward of two major construction projects expected to be completed or very nearly completed by September 30, 2019, the construction of the Annex and the rehabilitation of Carter Avenue.

## **FUND 20 –SOUTH TEXAS REGIONAL TRAINING CENTER – PAGE B-114**

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 Inter-local 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 to construct an Annex that would allow for the expansion of the types of training available in our area. We anticipate the Annex will be 100% completed and handed over to the City by September 30, 2019 to begin hosting technical trainings on-site. The City hosted a ribbon-cutting for the Annex and revealed that it has been named the James W. Danner, Sr. Training Center in honor of Mayor Danner.

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 \$270,740. Revenues are projected to be \$95,042 and expenses \$56,210, leaving an end of year balance of \$309,572. The fund is showing a much-improved financial position. It is important to note that this fund does not allocate for support services provided at the facility and in the near future should account for those services to truly be a self-sustaining cost center. The City is in negotiations with the tenants for next fiscal year's leases.

## **FUND 21 – HOTEL OCCUPANCY TAX – PAGE 117**

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 \$92,500 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

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,

Attachments:

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

**Attachment 1**  
**Recap of All Budgeted Funds**

	9/30/17		9/30/18		9/30/19		9/30/20			
	Working Capital Balance	Plus Revenues	Less Expenses	Working Capital Balance	Plus Revenues	Less Expenses	Working Capital Balance	Plus Revenues	Less Expenses	Working Capital Balance
<b>Operating Funds:</b>										
General Fund 01 (Note 1)	2,221,841	6,972,296	7,764,996	2,061,985	7,768,328	7,193,832	2,636,481	7,381,602	8,122,202	1,895,881
Committed & Restricted Fund 09	110,110	676,860	230,896	556,074	583,850	856,667	283,257	951,818	925,745	309,330
Electric Fund 02	1,982,897	8,925,965	9,870,362	1,143,638	9,492,846	9,278,890	1,357,594	9,151,262	9,516,333	992,523
Water/Wastewater Fund 03	5,454,567	4,117,695	6,094,985	3,666,116	4,174,982	4,942,873	2,898,225	5,308,460	5,381,596	2,825,089
Airport Fund 04	(604,596)	1,267,501	908,136	(257,069)	944,224	1,028,135	(340,980)	920,545	911,807	(332,242)
Sanitation Fund 05	174,430	1,349,839	1,324,640	214,062	1,403,398	1,298,539	318,921	1,444,200	1,376,057	387,064
<b>Total Operating Funds</b>	<b>9,339,249</b>	<b>23,310,156</b>	<b>26,194,015</b>	<b>7,384,806</b>	<b>24,367,628</b>	<b>24,598,936</b>	<b>7,153,498</b>	<b>25,157,887</b>	<b>26,233,740</b>	<b>6,077,645</b>
<b>Special Revenue Funds:</b>										
Debt Service Fund 06	165,856	1,228,510	1,228,211	179,157	1,235,761	1,230,344	184,574	1,235,063	1,231,090	188,547
Perpetual Care Fund 11	557,745	17,700	16,150	558,345	24,433	40,500	542,278	25,000	40,500	526,778
Hondo EDC Fund 18	2,380,197	754,092	473,970	2,735,588	1,407,530	2,608,814	1,534,304	485,000	332,414	1,686,890
STRTC Fund 20	94,577	66,620	27,694	131,287	169,378	29,925	270,740	117,164	56,210	331,694
Hotel Occupancy Tax Fund 21	135,509	131,731	102,500	142,130	156,241	95,000	203,371	120,000	92,500	230,871
<b>Total Special Revenue Funds</b>	<b>3,333,884</b>	<b>2,198,653</b>	<b>1,848,525</b>	<b>3,746,507</b>	<b>2,993,343</b>	<b>4,004,583</b>	<b>2,735,267</b>	<b>1,982,227</b>	<b>1,752,714</b>	<b>2,964,780</b>
<b>Total All Funds</b>	<b>12,673,133</b>	<b>25,508,809</b>	<b>28,042,540</b>	<b>11,131,313</b>	<b>27,360,971</b>	<b>28,603,519</b>	<b>9,888,765</b>	<b>27,140,114</b>	<b>27,986,454</b>	<b>9,042,425</b>

## 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 2019-20 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 2019-20 are:

Fund	Spread
Fund 02 – Electric	9.73%
Fund 03 – Water	9%
Fund 03 – Sewer	4%
Fund 04 – Airport	10.27%
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 34% being spread to other funds and 66% 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 19%, Water 28%, Sewer 14%, and Sanitation 3%.

The result of the Overhead Allocation for this Cost Center resulted in 64% being spread to other funds and 36% 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%	66%	65%	9%	35%	79%
Electric	8%	9%	9%	64%	20%	5%
Water	8%	9%	9%	13%	28%	5%
Sewer	4%	4%	5%	5%	14%	5%
Airport	10%	11%	6%	0%	0%	5%
Sanitation	1%	1%	6%	9%	3%	1%
Total	100%	100%	100%	100%	100%	100%

Dollars:

	Council	Admin	Finance	Utility Billing	Public Works	City Secretary	Total
Total	65,725	543,305	289,971	239,890	225,373	161,910	1,526,174
General	45,218	358,582	191,381	21,590	81,134	127,907	825,812
Electric	5,324	52,841	26,097	143,934	42,821	8,096	308,391
Water	5,324	48,897	26,097	35,984	63,105	8,096	187,503
Sewer	2,629	21,732	11,600	14,393	31,552	8,096	90,002
Airport	6,573	55,820	17,398	0	0	8,096	87,887
Sanitation	657	5,433	17,398	23,989	6,761	1,619	55,857
Total Spread	20,507	184,723	98,590	247,578	144,239	34,003	729,640

FUND	DEPARTMENT	IDENTIFICATION	DESCRIPTION	Expenditure				I	II	III	IV	V
				OPERATING	GRANT	DEBT	OTHER					
			CAPITAL					FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
1	ADMINISTRATION	IMPROVEMENT	City Hall Remodel				X	\$600,000				
1	PD	OUTLAY	2 Vehicles starting FY 17-18	X					\$100,780	\$100,780	\$100,780	\$ 100,780
1	PD	IMPROVEMENT	Safe Routes to School		X			\$50,000				
1	ANIMAL CONTROL	IMPROVEMENT	Vehicle	X					\$35,000			
1	ANIMAL CONTROL	IMPROVEMENT	Existing Facility Expansion	X					\$120,000			
1	STREETS	IMPROVEMENT	Street Reconstruction	X				\$320,000				
1	STREETS	OUTLAY	Dump Truck (Ford F750/Gasoline)	X					\$77,000			
1	STREETS	OUTLAY	Mule for Herbicide/Ground Maintenance Application	X						\$10,000		
1	STREETS	OUTLAY	Skid Loader	X				\$35,000				
1	STREETS	OUTLAY	Water Truck	X					\$80,000			
1	STREETS	OUTLAY	Distributor Truck	X				\$180,000				
1	BLDG & GROUNDS	OUTLAY	Vehicle	X				\$60,500		\$32,000		
1	BLDG & GROUNDS	OUTLAY	15-FT Shreader	X							\$15,000	
1	BLDG & GROUNDS	IMPROVEMENT	US 90 Landscape and Irrigation	X				\$27,500	\$27,500			
1	BLDG & GROUNDS	OUTLAY	Mower Replacement	X					\$15,000			
1	BLDG & GROUNDS	OUTLAY	Skid Loader	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)						\$3,000			
1	BLDG & GROUNDS	IMPROVEMENT	Upgrade Field Lighting - Baseball Fields	X				\$17,000				
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				\$30,500				
1	BLDG & GROUNDS	IMPROVEMENT	PD - Sub Station Roof Replacement	X						45000		
1	BLDG & GROUNDS	IMPROVEMENT	Park - Install Public Water Fountain	X					\$3,000	3000		
1	BLDG & GROUNDS	IMPROVEMENT	Park - Install Picnic Tables	X					\$3,000	3000		
1	BLDG & GROUNDS	IMPROVEMENT	Park - Construct Gazebo Torres Park	X					\$20,000			
1	BLDG & GROUNDS	IMPROVEMENT	Park - Replace Benches	X					\$2,000	1500		
1	RECREATION	IMPROVEMENT	Swimming Pool Filter(s)	X					\$6,000	\$6,000		
1	RECREATION	IMPROVEMENT	Surveillance System for Swimming Pool	X				\$6,500				
1	RECREATION	OUTLAY	Vehicle	X					\$30,000			
1	RECREATION	OUTLAY	Fitness on Demand					\$7,000				
1	GOLF	OUTLAY	Greens Mower	X					\$30,000			
1	GOLF	OUTLAY	Rough Mower	X				\$12,400				
1	DEVELOPMENT SVCS	OUTLAY	Vehicle	X				\$25,000				
9	IT	OUTLAY	Computer Replacement Plan - Revised	X				\$25,000	\$25,000	\$25,000	\$25,000	\$ 25,000
9	IT	OUTLAY	Battery Backup Replacement Plan	X				\$3,500	\$1,500			
9	IT	OUTLAY	Printer Replacement Plan System	X				\$2,500	\$2,500			
9	STREETS	IMPROVEMENT	Various Street Repairs	X				\$300,000	\$300,000	\$300,000	\$300,000	\$ 300,000
9	STREETS	IMPROVEMENT	Storm Drainage Improvements	X				\$80,000	\$80,000	\$80,000	80000	\$ 80,000
9	STREETS	IMPROVEMENT	Street Reconstruction	X				\$80,000	\$80,000	\$80,000	80000	\$ 80,000

FUND	DEPARTMENT	IDENTIFICATION	DESCRIPTION	Expenditure				I	II	III	IV	V	
				OPERATING	GRANT	DEBT	OTHER						
			CAPITAL					FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	
9	STREETS	IMPROVEMENT	Curb & Gutter Improvements	X				\$80,000	\$80,000	\$80,000	80000	\$ 80,000	
2	ELECTRIC	OUTLAY	Vehicle	X				\$30,000				\$30,000	
2	ELECTRIC	IMPROVEMENT	Pole Replacement Plan	X				\$20,000	\$20,000	\$20,000		\$20,000	
2	ELECTRIC	IMPROVEMENT	Replace Existing Infrastructure	X				\$30,000	\$30,000	\$30,000		\$30,000	
2	ELECTRIC	IMPROVEMENT	Meter Conversion - Automatic Read	X				\$100,000	\$100,000	\$50,000			
2	ELECTRIC	IMPROVEMENT	Lumination Conversion - Conventional to LED (Downtown)	X				\$40,000	\$40,000	\$40,000	40000		
2	ELECTRIC	IMPROVEMENT	Tree-Trimming Program	X				\$120,000	\$75,000	\$75,000		\$75,000	
2	ELECTRIC	OUTLAY	Digger Truck	X				\$250,000					
2	ELECTRIC	IMPROVEMENT	New Tie Circuit Hwy 90 to Spaatz	X				\$60,000					
3	WATER	OUTLAY	Vehicle	X								\$35,000	
3	WATER	OUTLAY	Full Size Backhoe	X				\$105,000					
3	WATER	IMPROVEMENT	6-inch Trash Pump	X				\$35,000					
3	WATER	IMPROVEMENT	TWDB - Tank Rehabilitation (CONST)			X		\$1,084,261					
3	WATER	IMPROVEMENT	CDBG - Water Line Replacement Project		X							\$330,000	
3	WATER	OUTLAY	Auto Switch Generator at Prison Well	X				\$145,000					
3	WATER	IMPROVEMENT	Replace Water Meters (Various Sizes)	X				\$75,000	\$75,000	\$75,000		\$75,000	
3	WASTERWATER	OUTLAY	Vehicle	X								\$30,000	
3	WASTERWATER	OUTLAY	Mini Combo VacHunter	X				\$278,000					
3	WASTERWATER	IMPROVEMENT	CDBG - Sewer Improvement Project		X				\$330,000				
3	WASTERWATER	IMPROVEMENT	WWTP improvements	X				\$30,000	\$30,000	\$30,000	30000	\$ 30,000	
3	WASTERWATER	IMPROVEMENT	SSO - Sewer Improvement Project	X				\$160,000	\$160,000	\$160,000		\$160,000	
3	WASTERWATER	IMPROVEMENT	Vertical Bar Screen	X				\$85,000					
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	100000	\$ 100,000	
4	AIRPORT	IMPROVEMENT	NEW HANGAR CONSTRUCTION		X								\$450,000
4	AIRPORT	OUTLAY	Courtesy Van	X					\$30,000				
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			X						\$20,000
18	EDC	IMPROVEMENT	Agriplex										\$32,000,000

TOTAL

\$4,724,661.00 \$2,158,280.00 \$1,886,280.00 \$33,615,780.00 \$3,755,780.00

#### **COST CENTER 01 - ADMINISTRATION**

<b>City Hall Remodel</b>	<b>\$600,000</b>
01-50240403 CITY HALL REMODEL	\$600,000

This is to remodel the old Police Department building and the current City Hall.

#### **COST CENTER 05 - POLICE**

<b>2 Vehicles</b>	<b>\$50,000</b>
01-50540408 VEHICLE PURCHASE	\$50,000

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.

<b>Safe Routes to School</b>	<b>\$50,000</b>
01-50540414 STATE ADMINISTERED FEDERAL GRANT	\$50,000

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**

<b>Asphalt Distributor</b>	<b>\$178,328</b>
01-50940404 ASPHALT DISTRIBUTOR	\$178,328

Last fiscal year Council budgeted for four important machines that allows our Streets Division to do major repairs to the City's street infrastructure inhouse instead of always depending on contractors. In the process of training and using this equipment it has become obvious that we need a distributor vehicle to complete our independence to perform repairs as we have the correct weather conditions and personnel.

<b>Skid Loader</b>	<b>\$35,000</b>
01-50940424 ½ of SKID LOADER	\$35,000

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

**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.

**Vehicle Purchase** **\$60,500**

01-51340421 VEHICLE PURCHASE \$60,500

Two (2) ¼ Ton Single Cab truck to replace two (2) 1998 models with maintenance issues still in use to date.

**Used Passenger Van** **\$30,500**

01-51340421 VEHICLE PURCHASE \$30,500

Replace the passenger van used by the Ruben M. Torres Unit to transport Trustees for City projects. The current vehicle has forced the Trustees not to travel because of the unsafe condition of the vehicle.

**Floor Scrubber** **\$5,500**

01-51320266 POWER TOOLS \$5,000

Purchase of a floor scrubber mainly for use on the new gymnasium floor at the Rick Taylor Recreation Center but also available for all City Facility Projects.

**Improvement to Field Lighting** **\$17,000**

01-51340417 City Park Improvements \$17,000

Replace and upgrade field lighting fixtures that are outdated and not specific for field lighting. Replacement cost for existing bulbs in high.

**Skid Loader** **\$35,000**

01-51340424 ½ of SKID LOADER \$35,000

Skid Loader will be shared with the Streets Division.

#### **COST CENTER 15 - RECREATION**

<b>Fitness on Demand</b>	<b>\$7,000</b>
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01-51540415 FITNESS ON DEMAND	\$7,000
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Install of equipment, including running electricity and Ethernet lines from server to racquetball room area; bandwidth availability to determine how functional equipment will work. Fitness on Demand offers over 400 popular fitness classes including yoga, pilates, etc. It allows staff to increase offerings through variety of virtual instructor led classes. It will also save money on cost per class and enable on demand classes during slower periods of the day.

<b>Surveillance System for the Swimming Pool</b>	<b>\$6,500</b>
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01-51540420 POOL SURVEILLANCE SYSTEM	\$6,500
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Installation of multi camera equipment as a deterrent and to monitor the safety of the facility. We have had several occurrences of facility break-ins after hours and/or during the off season. The system will also allow staff to improve surveillance in the event of an accident or emergency.

#### **COST CENTER 16 - GOLF**

<b>Rough Mower</b>	<b>\$12,400</b>
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01-51640408 MULTI-PURPOSE MOWER	\$12,400
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Lease to own payments for Rough Mower.

#### **COST CENTER – DEVELOPMENT SERVICES**

<b>Vehicle Purchase</b>	<b>\$25,000</b>
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01-51740421 VEHICLE PURCHASE	\$25,000
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Intend to buy a midsize vehicle.

#### **COMMITTED AND RESTRICTED SUB-FUND 09**

**Computer Replacement Plan** \$25,000

09-50030382 INFO TECHNOLOGY MAINT \$25,000

IT intends to replace computers that no longer function properly due to new application or simply obsolescence.

**Task Order Contract – Flatwork** \$340,000

09-50040401 STREET RECONSTRUCTION \$180,000

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** \$20,000

02-50020218 POLES \$20,000

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** \$100,000

02-50020213 SYSTEM IMPROVEMENTS \$100,000

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** \$40,000

02-50020213 SYSTEM IMPROVEMENTS \$25,000

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.

**02 -50020211 SYSTEM MAINTENANCE** \$15,000

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

**Tree Trimming Program** \$120,000

02-50020211 SYSTEM MAINTENANCE \$120,000

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. The program will be initiated through work orders not to exceed \$100,000. This will allow the Division to take a proactive approach in minimizing potential outages and focusing on maintain existing infrastructure

**New Circuit Tie** \$60,000

02-50020213 SYSTEM IMPROVEMENT \$60,000

New Tie Circuit from Highway 90 to Spaatz on Castro Avenue. This will become the main feeder and new tie point for 341 and 342. Line will be constructed on East side of Castro from Spaatz to Highway 90. We will re-conduct with 336 mcm to replace existing #4 copper line which will be good for future development.

**Digger Truck** \$250,000

02-50040460 VEHICLE PURCHASE \$250,000

The current digger truck has exceeded its useful life span. Hydraulic hoses are worn & failing.

## **WATER/WASTEWATER FUND 03**

**Full Size Backhoe** **\$105,000**

03-50140406 Full Size Backhoe \$105,000

The City now has one full size backhoe shared between Water Division and Wastewater Division and sometimes other divisions too. With this backhoe for the Water Division it will allow both Water and Wastewater to have a full size backhoe allowing for more efficient operation of both divisions.

**Prison Well Generator** **\$145,000**

03-50140418 PRISON WELL \$145,000

This will be a 450kw Cummins Generator with automatic transfer switch for the 350 hp well motor, control panel and monitoring system (SCADA). Per TCEQ a backup power source is required for emergency situations. This generator will automatically supply back up power to the prison well in the event of a power outage. This also can provide water to the City if needed during an emergency situation.

**6-inch Trash Pump** **\$35,000**

03-50140419 6-inch Trash Pump \$35,000

This would be a 6-inch trash pump mounted on a trailer with a 20 foot suction hose and 50 foot discharge hose. Currently the Wastewater Division has a 6-inch pump that the Water Division uses on bigger main leaks, but the Water Division has to clean it with C12 before use which takes valuable time and sometimes it is not available. There is still a chance of contaminating the water. The Water Division will use this to keep pressure on the mains and cause fewer shut downs.

**Texas Water Development Board (TWDB) Water Enhancements** **\$1,084,261**

03-50983480 GST REHAB CONSTRUCTION \$1,084,261

The Scope of work for this project includes the rehabilitation of ground storage Tanks at the golf course facility and Spaatz, rehabilitation of Elevated Storage Tank at the down town facility, and the installation of a SCADA System. Estimated total project costs is \$5,909,973. Projected started fiscal year 2017.

**Replace Water Meters in System** **\$75,000**

03-50140405 WATER METER REPLACEMENT \$75,000

This project will begin replacement of existing radio read meters that have aged past useful life. At this appropriation level, allows for replacement of approximately 10% of existing meters per year.

**Mini Combo VacHunter** **\$278,000**

03-50240437 MINI COMBO VACHUNTER \$278,000

This VacHunter Combo 3634 Single Engine will replace a 1995 failing sewer jetter and trailer mounted vactron. This piece of equipment has the ability to clean debris out of manholes, FOG from Avenue K and South Texas Liquid Terminal lift stations, debris from the prison lift station bar screen; will allow hydro-excavating; and will implement a preventative maintenance program on the collection system. It is a non-CDL vehicle.

**Vertical Bar Screen** **\$85,000**

03-50240438 VERTICAL BAR SCREEN \$85,000

This is just vertical bars to prevent foreign objects that should not go into the Wastewater System from getting into it. This will protect the pumps and equipment at the new prison lift station from large debris from the prison.

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

03-50240436 SEWER PROJECT \$160,000

The sewer improvement project will primarily focus on replacing the 18" main that runs in a field between 22<sup>nd</sup> Street and 30<sup>th</sup> 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.

## **SOUTH TEXAS REGIONAL TRAINING CENTER FUND 20**

<b>Roof Seal</b>	<b>\$20,000</b>
20-50240401    STRTC ROOF SEAL	\$20,000

South Texas Regional Training Center roof seal was scheduled on our 5 year capital plan to be performed in the 2020-2021 fiscal year. Council voted to move this project into the 2019-2020 budget year as a preventative maintenance project.

**Attachment 4 - 2019-2020 Personnel Position Roster**  
**Including Full-Time, Part-Time and Seasonal**

	Approved 2017-18	Approved 2018-19	Proposed 2019-20
<b>General Fund 01:</b>			
<b>Administration</b>			
City Manager	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Network Administrator	1.00	1.00	1.00
Cost Center Total	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
<b>Finance</b>			
Finance Director	1.00	1.00	1.00
Assistance Finance Director	1.00	1.00	1.00
Finance/Personnel Coordinator	1.00	1.00	1.00
Finance Assistant	1.00	1.00	1.00
Cost Center Total	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
<b>Police</b>			
Police Chief	1.00	1.00	1.00
Lieutenant	1.00	1.00	1.00
Corporal	2.00	2.00	2.00
Detective Sergeant	1.00	1.00	1.00
Investigator	2.00	2.00	2.00
School Resource Officer (SRO)	2.00	2.00	2.00
Traffic Patrol Officers	1.00	1.00	1.00
Police Officer	12.00	12.00	13.00
Clerk-Typist II	1.00	1.00	1.00
Clerk-Typist I	1.00	1.00	1.00
Cost Center Total	<u>24.00</u>	<u>24.00</u>	<u>25.00</u>
<b>Crossing Guards</b>			
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>
<b>Legal &amp; Courts</b>			
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>
<b>Animal Care Services</b>			
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 - 2019-2020 Personnel Position Roster**  
**Including Full-Time, Part-Time and Seasonal**

	Approved 2017-18	Approved 2018-19	Proposed 2019-20
<b>Street</b>			
Street Superintendent	1.00	1.00	1.00
Crew Foreman	1.00	1.00	1.00
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	<hr/> 10.00	<hr/> 10.00	<hr/> 10.00
<b>Library</b>			
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	2.00
IT Specialist	1.00	1.00	1.00
Librarian Aide Part-Time	1.00	1.00	1.00
Cost Center Total	<hr/> 6.00	<hr/> 6.00	<hr/> 6.00
<b>Parks</b>			
Parks Superintendent	1.00	1.00	-
Parks Crew Leader	1.00	1.00	-
Parks Equipment Operator I	1.00	1.00	-
Parks Laborer	9.00	9.00	-
Parks Laborer - Part Time	-	1.00	-
Cost Center Total	<hr/> 12.00	<hr/> 13.00	<hr/> -
<b>Facilities</b>			
Facilities Crew Leader	1.00	1.00	-
Maintenance Worker I	3.00	3.00	-
Custodian Full Time	<hr/> 2.00	<hr/> 2.00	<hr/> -
Cost Center Total	<hr/> 6.00	<hr/> 6.00	<hr/> -
<b>Buildings &amp; Grounds Maintenance</b>			
Parks Superintendent	-	-	1.00
Parks Crew Leader	-	-	1.00
Facilities Crew Leader	-	-	1.00
Parks Equipment Operator I	-	-	1.00
Maintenance Worker I	-	-	3.00
Parks Laborer	-	-	9.00
Parks Laborer - Part Time	-	-	1.00

**Attachment 4 - 2019-2020 Personnel Position Roster**  
**Including Full-Time, Part-Time and Seasonal**

	Approved 2017-18	Approved 2018-19	Proposed 2019-20
Custodian Full Time	-	-	2.00
Cost Center Total	-	-	19.00

**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 Officer/Planner	1.00	1.00	1.00
Code Compliance Supervisor/Fire Marshal	1.00	-	1.00
Code Enforcement Officer	1.00	2.00	2.00
Code Enforcement Officer/Fire Marshal	<u>1.00</u>	<u>1.00</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	2.00	1.00	1.00
Utility Clerk Full-Time I	<u>1.00</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>1.00</u>	<u>-</u>
Cost Center Total	<u>2.00</u>	<u>2.00</u>	<u>1.00</u>

**Attachment 4 - 2019-2020 Personnel Position Roster**  
**Including Full-Time, Part-Time and Seasonal**

	Approved 2017-18	Approved 2018-19	Proposed 2019-20
<b>Public Works</b>			
Public Works Director	1.00	1.00	1.00
Assistant Public Works Director	1.00	1.00	1.00
Administrative Assistant	-	-	1.00
Cost Center Total	<u>2.00</u>	<u>2.00</u>	<u>3.00</u>
<b>General Fund Total</b>	112.00	113.00	114.00
<b>Electric Fund 02</b>			
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	1.00
Electric Fund Total	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>
<b>Water/Sewer Fund 03</b>			
<b>Water</b>			
Water Superintendent	1.00	1.00	1.00
Water Crew Leader	2.00	2.00	2.00
Equipment Operator II	1.00	-	-
Equipment Operator I	1.00	1.00	1.00
Water Utility Operator III	-	-	-
Water Utility Operator II	-	1.00	1.00
Water Utility Operator I	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
Cost Center Total	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>
<b>Wastewater</b>			
Waste Water Superintendent	1.00	1.00	1.00
Wastewater Plant Operator	1.00	1.00	1.00
WasteWater Utility Operator III	-	-	-
WasteWater Utility Operator II	1.00	2.00	2.00
WasteWater Utility Operator I	<u>1.00</u>	<u>-</u>	<u>-</u>
Cost Center Total	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
<b>Water/Wastewater Fund Total</b>	12.00	12.00	12.00
<b>Airport Fund 04</b>			
Director of Aviation	1.00	1.00	1.00

**Attachment 4 - 2019-2020 Personnel Position Roster**  
**Including Full-Time, Part-Time and Seasonal**

	Approved 2017-18	Approved 2018-19	Proposed 2019-20
Airport Services Technician II	1.00	1.00	1.00
Airport Services Technician I	1.00	1.00	1.00
Airport Administrative Assistant	1.00	1.00	1.00
<b>Airport Fund Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
 <b>Sanitation Fund 05</b>			
Collection Station Attendant Part-Time	1.00	-	-
<b>Sanitation Fund Total</b>	<b>1.00</b>	<b>-</b>	<b>-</b>
 <b>Economic Development Fund 18</b>			
EDC Director	1.00	1.00	1.00
<b>Economic Development Fund Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
 <b>Total All Fund</b>	<b>140.00</b>	<b>140.00</b>	<b>141.00</b>
 Proposed Full-Time Employees:	110.00	110.00	111.00
Proposed Part-Time/Seasonal Employees:	29.00	29.00	29.00
Total Proposed Employees	139.00	139.00	140.00

\*Note 1-Budgeted but not funded

## 2020 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	

## 2020 Pay Schedule for the City of Hondo

Job Title	Department	Hourly					Annual			
		Grade	Min	1st Qtr.	Mid	Max	Min	1st Qtr	Mid	Max
<b>Full Time Positions</b>										
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	Finance Director	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

## 2020 Pay Schedule for the City of Hondo

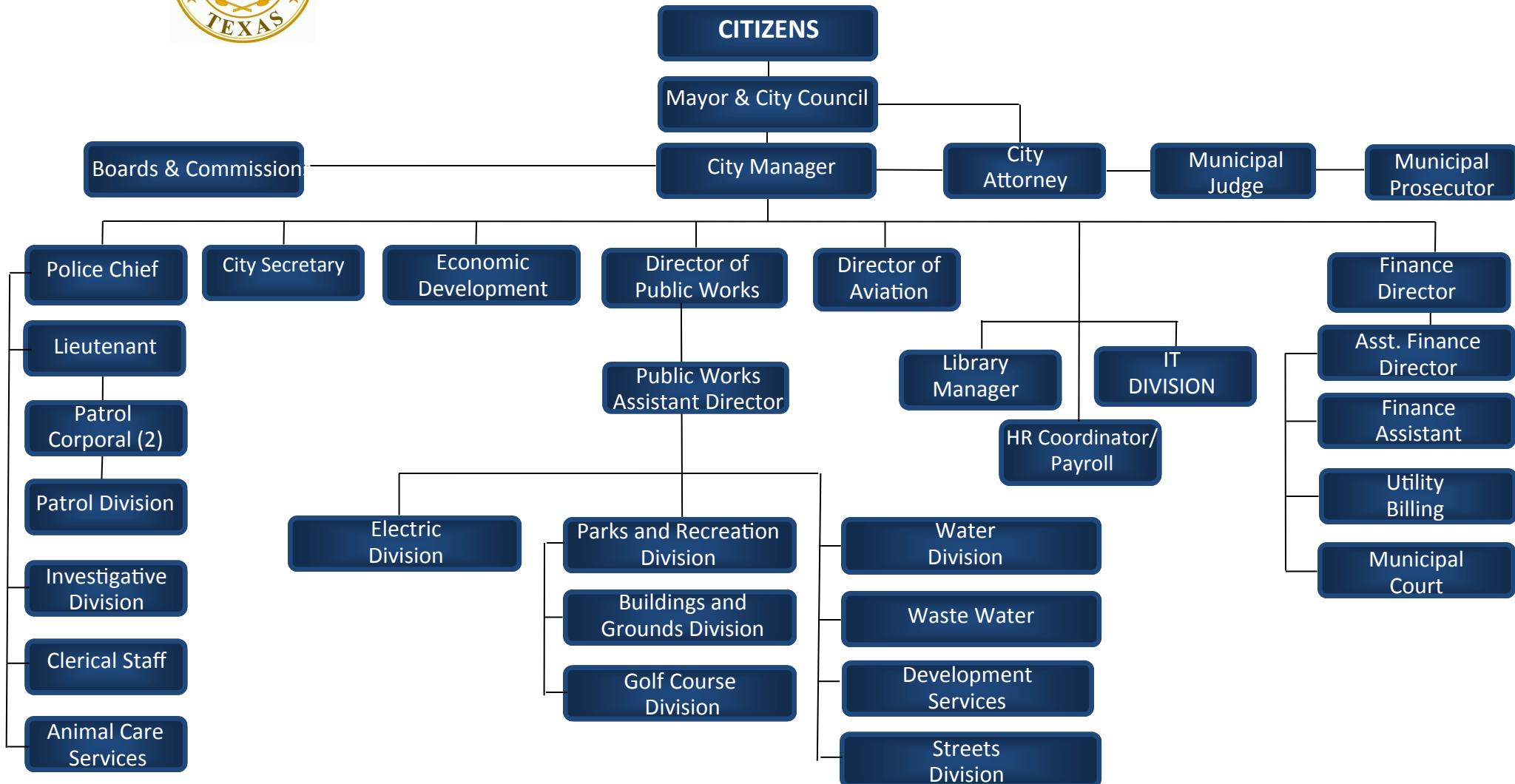
	YR 1	YR 2	YR 3	MAX
<b>Part-Time Positions</b>				
Golf Pro-Shop Laborer - Part Time	\$ 11.91	\$ 0.25	\$ 0.50	\$ 1.00
Library Aide - Part Time	\$ 12.62	\$ 0.25	\$ 0.50	\$ 1.00
Pool Lifeguard - Part Time	\$ 10.00	\$ 0.25	\$ 0.50	\$ 1.00
Pool Manager/Concessionaire - Certified - PT	\$ 12.62	\$ 0.25	\$ 0.50	\$ 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 RATE	HOURS	NEW GRADE	BASE RATE	NEW RATE	DEPT	ANNUAL	
							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
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
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

	YR 1	YR 2	YR 3	YR 4	MAX
<b>Part-Time Positions</b>					
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

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## **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
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

(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
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 agencies)	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	\$15.00
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)	
Child (ages 3-12)	\$10.00
Youth (ages 13-21)	\$20.00
Adult (ages 21 and up)	\$52.00
Family	\$65.00

##### Nonresident

Memberships (yearly)	
Child (ages 3-12)	\$20.00
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	\$100.00/field per day
Usage	\$150.00/field per day

##### 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)	\$10.00 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) & Military Discount	10%

(Ordinance 1136-09-17 adopted 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	
Small bucket (25 balls)	No longer offered
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	\$3.00
Not spayed or neutered	\$5.00

**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	\$6.00 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	\$8.00 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	\$25.00
Animal disposal - any animals surrendered by owners	\$25.00
Dangerous dog	\$50.00

(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

#### **Connection fee**

Residential	\$10.00 each
Commercial	\$10.00 each

\*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
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#### **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
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#### **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
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Re-read fee-no charge if read is incorrect	\$25.00 per meter water/electric
Meter test (per meter)	\$75.00

Banner fee	\$75.00 (permission from TxDOT required)
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Edwards Aquifer Authority Management Fee (EAA)	\$0.05 per 100 gallons per month
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Water resources fund	\$1.00 per month
Online processing fee	\$1.25

Returned check fee	\$40.00
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(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
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Compactor

TDCJ	\$572.22
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Sludge box

TDCJ	\$343.34
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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 September 12, 2019.**

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

Meter size	3/4"	\$30.60
	1"	\$35.00
	1 1/2"	\$45.00
	2"	\$60.00
	3"	\$100.00
	4"	\$140.00
	6"	\$280.00

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

	<b>Cost per Thousand Gallons</b>
2,001 to 4,000 gallons	\$2.49
4,001 to 6,000 gallons	\$2.55
6,001 to 9,000 gallons	\$2.55
9,001 to 12,000 gallons	\$2.68
12,001 to 15,000 gallons	\$2.87
15,001 to 30,000 gallons	\$3.06
30,001 to 45,000 gallons	\$3.25
45,001 to 60,000 gallons	\$3.45
60,001 to 75,000 gallons	\$3.63
75,001 gallons and above	\$3.83

#### **(b) Commercial water rates effective September 12, 2019.**

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

Meter size	3/4"	\$56.10
	1"	\$60.00
	1 1/2"	\$85.00
	2"	\$105.00
	3"	\$180.00
	4"	\$255.00
	6"	\$455.00

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

	<b>Cost per Thousand Gallons</b>
2,001 to 4,000 gallons	\$2.68
4,001 to 6,000 gallons	\$2.74
6,001 to 9,000 gallons	\$2.81
9,001 to 12,000 gallons	\$2.94
12,001 to 15,000 gallons	\$3.12
15,001 to 30,000 gallons	\$3.32
30,001 to 45,000 gallons	\$3.57
45,001 to 60,000 gallons	\$3.83
60,001 to 75,000 gallons	\$4.08
75,001 gallons and above	\$4.34

(c) Residential water rates, customers served outside the city limits, effective September 12, 2019.

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

Meter size 3/4 "	\$61.20
1"	\$70.00
1 1/2"	\$90.00
2"	\$120.00
3"	\$200.00
4"	\$280.00
6"	\$560.00

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

	<b>Cost per Thousand Gallons</b>
2,001 to 4,000 gallons	\$4.85
4,001 to 6,000 gallons	\$5.10
6,001 to 9,000 gallons	\$5.23
9,001 to 12,000 gallons	\$5.36
12,001 to 15,000 gallons	\$5.74
15,001 to 30,000 gallons	\$6.12
30,001 to 45,000 gallons	\$6.51
45,001 to 60,000 gallons	\$6.89
60,001 to 75,000 gallons	\$7.27
75,001 gallons and above	\$7.65

(d) Commercial water rates, customers served outside the city limits, effective September 12, 2019.

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

Meter size 3/4"	\$112.20
1"	\$120.00
1 1/2"	\$170.00
2"	\$210.00
3"	\$360.00
4"	\$510.00
6"	\$910.00

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

	<b>Cost per Thousand Gallons</b>
2,001 to 4,000 gallons	\$5.37
4,001 to 6,000 gallons	\$5.49
6,001 to 9,000 gallons	\$5.61
9,001 to 12,000 gallons	\$5.88
12,001 to 15,000 gallons	\$6.24
15,001 to 30,000 gallons	\$6.63
30,001 to 45,000 gallons	\$7.14
45,001 to 60,000 gallons	\$7.65
60,001 to 75,000 gallons	\$8.16
75,001 gallons and above	\$8.67

(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 September 12, 2019.

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

Meter Size: 3/4"	\$25.50
1"	\$30.00
1 1/2"	\$40.00
2"	\$55.00
3"	\$85.00
4"	\$125.00
6"	\$225.00

	<b>Cost per Thousand Gallons</b>
2,001 - 15,000 gallons	\$1.73
(no charge above 15,000 gallons used)	

(b) Commercial wastewater rates effective September 12, 2019.

Minimum monthly charge, 0 to 2,000 gallons:

Meter Size: 3/4"	\$25.50
1"	\$30.00
1 1/2"	\$40.00
2"	\$55.00
3"	\$85.00
4"	\$125.00
6"	\$225.00

	<b>Cost per Thousand Gallons</b>
2,001 and above (no cap)	\$1.73
(residential cap of 15,000 gallon used- not applicable)	

(c) Residential wastewater rates, customers served outside the city limits, effective September 12, 2016.

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

Meter Size: 3/4"	\$25.50
1"	\$30.00
1 1/2"	\$40.00
2"	\$55.00
3"	\$85.00
4"	\$125.00
6"	\$225.00

	<b>Cost per Thousand Gallons</b>
2,001 - 15,000 gallons	\$1.73
(no charge above 15,000 gallons used)	

(d) Commercial wastewater rates, customers served outside the city limits, effective September 12, 2016.

Minimum monthly charge, 0 to 2,000 gallons:

Meter Size: 3/4"	\$25.50
1"	\$30.00
1 1/2"	\$40.00
2"	\$55.00
3"	\$85.00
4"	\$125.00
6"	\$225.00

	<b>Cost per Thousand Gallons</b>
2,001 and above (no cap)	\$1.73
(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 \$50.00 follow up goes to above fee Actual cost + 5% admin fee
Consultant & Legal review fee	\$100.00
Variance request	\$1000.00 & \$25.00 per lot
Preliminary plat, final plat	\$100.00
Minor plat fee, minor replat, amending plat	\$100.00
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
Hydrant construction meter	\$500.00

## New service fees

## Wastewater service

Sewer tap	\$1,700.00 < 5 ft. depth
	\$2,300.00 $\geq$ 5 ft. depth
Industrial waste permit	\$2,500.00

## Water service

### Water meter 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

## Electric service

Residential overhead (up to 100')	\$250.00
Residential overhead (over 100')	\$250.00 plus actual cost
Residential underground (up to 100')	\$375.00
Residential underground (over 100')	\$350.00 plus actual cost

Temporary electric service construction loop \$250.00

Streetlight (existing lights: alley or private properties)

Monthly fee (customer request for disconnect terminates service) \$24.50

New street light (alley or private property – minimum 12 months term)

### 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

## **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
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**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)
Package store (P) annual	\$75.00
Wine only package store (Q) annual	\$250.00
Private carrier's permit (O)	\$37.50
	\$15.00

(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	\$165.00
B1 - B7	\$165.00
C1 - C7	\$72.00
D1 - D7	\$165.00
E1 - E7	\$165.00
F1 - F7	\$165.00
G1 - G3	\$72.00
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
Half day rental	\$90.00
Classroom #107 (618.93 sq. ft.; capacity 42)	
Full day rental	\$100.00
Half day rental	\$70.00
Classroom #108 (595.51 sq. ft.; capacity 40)	
Full day rental	\$100.00
Half day rental	\$70.00
Classroom #106-108 (2119.95 sq. ft.; capacity 142)	
Full day rental	\$350.00
Half day rental	\$175.00
Evening rates	
Same as half 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 31, 2019 at 1:00 PM

August 1, 2019 at 1:00 PM

Tentative August 8, 2019 at 9:00 AM (If needed)

A Public Hearing on the Budget held Monday, August 19, 2019 at 6:00 PM

A Public Hearing on the Budget held Monday, August 26, 2019 at 6:00 PM

A Council Meeting to adopt FY 2019-20 Budget held Monday, September 9, 2019 at 6:00 PM

Additional meetings might be held, so please check our website at [www.hondo-tx.org](http://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 09/30/18	2,061,985
PLUS ESTIMATED REVENUES FOR FY 18-19	7,768,328
LESS ESTIMATED EXPENDITURES FOR FY 18-19	<u>7,193,832</u>
EQUALS NET FOR 18-19	<u>574,496</u>
	<u>574,496</u>
EQUALS ESTIMATED WORKING CAPITAL 09/30/19	2,636,481
PLUS 19-20 REVENUES	
CURRENT PROPERTY TAX LEVY	1,282,406
SALES TAX	1,000,000
PAYMENT IN LIEU OF TAXES	3,571,269
TRANSFERS/OVERHEAD ALLOCATIONS	729,640
USER FEES	582,100
OTHER	216,187
TOTAL REVENUES	<u>7,381,602</u>
EQUALS TOTAL RESOURCES	10,018,083

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

CONTINUED

EQUALS TOTAL RESOURCES	10,018,083
LESS 19-20 BUDGETED EXPENDITURES	
01 - COUNCIL	65,725
02 - ADMIN	550,555
03 - TAX	35,500
04 - FINANCE	289,971
05 - POLICE	1,994,943
06 - MUNICIPAL COURT	119,222
07 - EMERGENCY	19,650
08 - ANIMAL CARE SERVICES	131,440
09 - STREET	1,426,171
10 - LIBRARY	359,477
13 - BUILDINGS & GROUNDS MAINTENANCE	1,247,213
15 - RECREATION	500,143
16 - GOLF	297,780
17 - DEVELOPMENT SERVICES	434,359
18 - UTILITY BILLING	239,890
19 - CITY SECRETARY	161,910
20 - NON-PROFITS	22,880
21 - PUBLIC WORKS	225,373
TOTAL 19-20 EXPENDITURES	<hr/> 8,122,202
EQUALS ESTIMATED WORKING CAPITAL 09/30/20	1,895,881

**CITY OF HONDO  
GENERAL FUND 01  
REVENUES**

ACCOUNT NUMBER AND NAME	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>PROPERTY TAX</b>					
01-1302 CURRENT YEAR LEVY	1,061,727	1,171,906	1,144,897	1,246,906	75,000
01-1304 DELINQUENT TAXES	21,144	20,000	29,283	21,000	1,000
01-1306 PENALTIES	17,604	14,500	20,857	14,500	-
<b>TOTAL PROPERTY TAX</b>	<b>1,100,475</b>	<b>1,206,406</b>	<b>1,195,037</b>	<b>1,282,406</b>	<b>76,000</b>
<b>SALES TAX</b>					
01-1312 SALES TAX REVENUE	1,216,096	1,000,000	1,362,739	1,000,000	-
<b>TOTAL SALES TAX</b>	<b>1,216,096</b>	<b>1,000,000</b>	<b>1,362,739</b>	<b>1,000,000</b>	<b>-</b>
<b>PAYMENT IN LIEU OF TAXES</b>					
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	241,500	241,500	530,846	289,346
01-1367 P.I.L.O.T. - WASTEWATER	138,488	138,500	138,500	265,423	126,923
<b>TOTAL PILT</b>	<b>3,154,988</b>	<b>3,155,000</b>	<b>3,155,000</b>	<b>3,571,269</b>	<b>416,269</b>
<b>TRANSFERS/OVERHEAD ALLOCATIONS</b>					
01-1383 OH ALLOCATION FRM OTHER FUNDS	-	719,446	719,446	729,640	10,194
<b>TOTAL TRANSFERS/OH ALLOCATIONS</b>	<b>-</b>	<b>719,446</b>	<b>719,446</b>	<b>729,640</b>	<b>10,194</b>

**CITY OF HONDO  
GENERAL FUND 01  
REVENUES**

CONTINUED

ACCOUNT NUMBER AND NAME	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>USER FEES</b>					
01-1317 POOL PARTY RENT	8,480	7,000	8,305	7,000	-
01-1318 CREDIT CARD FEES UT	13,488	-	-	-	-
01-1319 CREDIT CARD FEES GEN	5,337	-	10,430	12,000	12,000
01-1320 CREDIT CARD FEES CT	1,014	-	-	-	-
01-1323 ZONING/SUBD.	3,550	2,000	3,400	2,000	-
01-1324 COMMUNITY CENTER RENTAL	20,290	15,000	19,640	15,000	-
01-1325 OTHER SOURCES	-	316,345	316,345	-	(316,345)
01-1326 LICENSE & PERMITS	131,944	130,000	149,688	130,000	-
01-1328 ANIMAL FEES & ACCIDENT REP	8,377	6,000	7,398	6,000	-
01-1329 INSPECTION FEES	2,980	2,500	850	2,000	(500)
01-1330 ADMIN FEES/CUTOOUTS	13,839	12,000	11,645	12,000	-
01-1332 MUNICIPAL COURT REVENUE	82,594	95,000	73,072	95,000	-
01-1335 LEAGUE FEES	25,620	26,000	23,656	22,000	(4,000)
01-1340 BRUSH OVER 8 CY	-	-	748	100	100
01-1346 CITY PARK USER FEE	8,350	7,500	7,714	7,500	-
01-1348 BASEBALL FIELD RENTALS	270	-	-	-	-
01-1351 POOL CONCESSIONS	8,344	6,500	6,500	6,500	-
01-1353 LIBRARY BUILDING FUND DONATION	80,495	10,000	28,680	18,000	8,000

**CITY OF HONDO  
GENERAL FUND 01  
REVENUES**

CONTINUED

<b>ACCOUNT NUMBER AND NAME</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2019-20</b>	<b>BUDGET</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>	<b>CHANGE</b>
01-1354 SALE OF CEMETERY LOTS	3,800	4,500	5,800	4,500	-
01-1363 RECREATIONAL FEES	44,854	45,000	46,267	45,000	-
01-1364 POOL REVENUE	15,256	13,000	14,469	13,000	-
01-1379 GOLF COURSE REVENUE	62,568	55,000	58,161	60,000	5,000
01-1379.1 GOLF COURSE TREE DONATIONS	933	-	1	-	-
01-1380 LIBRARY REVENUE	32,476	13,500	16,769	13,500	-
01-1381 LIBRARY USED BOOKSTORE	3,378	2,000	2,746	2,000	-
01-1385 POST OFFICE RENT	30,492	30,492	30,492	-	(30,492)
01-1386 MOWING FEES FROM CEMETERY FUND	16,000	38,000	38,000	38,000	-
01-1387 K9 FOR COPS GRANT	-	47,400	42,402	56,000	8,600
01-1387.1 HUTS FOR MUTTS DONATIONS	970	500	490	-	(500)
01-1389 VENDING MACHINE REVENUE	1,204	-	2,171	-	-
01-1396 CROSSING GUARDS REIMB	11,123	15,000	19,573	15,000	-
<b>TOTAL FEES</b>	<b>638,026</b>	<b>900,237</b>	<b>945,412</b>	<b>582,100</b>	<b>(318,137)</b>

**CITY OF HONDO  
GENERAL FUND 01  
REVENUES**

ACCOUNT NUMBER AND NAME	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>OTHER</b>					
01-1310 USDA GRANT/POLICE UNITS	83,000	-	51,000	51,000	51,000
01-1313 SCHOOL RESOURCE OFFICER	65,881	60,000	45,977	46,937	(13,063)
01-1314 FRANCHISE FEES	28,896	62,000	53,997	40,000	(22,000)
01-1355 YOUTH PROGRAM DONATIONS	920	-	-	-	-
01-1359 CITY EASEMENT USE	17,250	17,250	17,250	17,250	-
01-1365 INSURANCE PROCEEDS	2,963	-	-	-	-
01-1368 MISCELLANEOUS	16,431	20,000	4,747	10,000	(10,000)
01-1373 INTEREST INCOME	60,518	7,500	36,318	20,000	12,500
01-1374 MIXED BEVERAGE TAX	2,952	3,200	1,642	2,000	(1,200)
01-1378 TOBACCO/WELLNESS CONTRIBUTION	8,067	4,000	7,214	4,000	-
01-1397 HISD - ELECTION CONTRIBUTION	-	-	4,992	5,000	5,000
01-1399 TCOLE GRANT	1,960	1,800	1,882	-	(1,800)
01-1590 SALE OF REAL PROPERTY	10	-	-	-	-
01-1592 SALE OF FIXED ASSETS/SURPLUS	13,692	20,000	18,508	20,000	-
01-1611 NIBRS GRANT	-	-	147,167	-	-
01-1650 TOCKER GRANT	3,112	-	-	-	-
<b>TOTAL OTHER</b>	<b>305,652</b>	<b>195,750</b>	<b>390,694</b>	<b>216,187</b>	<b>20,437</b>
<b>TOTAL REVENUES</b>	<b>6,415,237</b>	<b>7,176,839</b>	<b>7,768,328</b>	<b>7,381,602</b>	<b>204,763</b>

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

<b>COST CENTER</b>	<b>2017-18 ACTUAL</b>	<b>2018-19 BUDGET</b>	<b>2018-19 ESTIMATE</b>	<b>2019-20 BUDGET</b>	<b>BUDGET CHANGE</b>
01 - COUNCIL	26,107	65,725	58,516	65,725	-
02 - ADMIN	312,729	531,107	494,255	550,555	19,448
03 - TAX	32,670	35,500	35,320	35,500	-
04 - FINANCE	168,550	294,316	280,663	289,971	(4,345)
05 - POLICE	2,191,312	2,212,592	2,218,040	1,994,943	(217,649)
06 - MUNICIPAL COURT	115,732	118,745	109,061	119,222	477
07 - EMERGENCY	15,524	48,530	59,558	19,650	(28,880)
08 - ANIMAL CARE SERVICES	116,510	125,746	112,296	131,440	5,694
09 - STREET	983,640	967,271	803,374	1,426,171	458,900
10 - LIBRARY	322,900	329,524	326,276	359,477	29,953
13 - FACILITIES	1,084,153	1,190,404	1,042,077	1,247,213	56,809
15 - RECREATION	483,602	476,787	478,274	500,143	23,356
16 - GOLF	296,070	318,719	303,130	297,780	(20,939)
17 - CODE COMPLIANCE	322,775	406,233	347,180	434,359	28,126
18 - UTILITY BILLING	8,925	247,892	224,301	239,890	(8,002)
19 - CITY SECRETARY	116,621	168,972	160,800	161,910	(7,062)
20 - NON-PROFITS	13,440	14,980	9,380	22,880	7,900
21 - PUBLIC WORKS	64,499	211,188	131,331	225,373	14,185
<b>TOTALS</b>	<b>6,675,759</b>	<b>7,764,231</b>	<b>7,193,832</b>	<b>8,122,202</b>	<b>357,971</b>

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

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>BUDGET INFORMATION</b>					
PERSONNEL SERVICES	4,559,763	4,970,084	4,601,000	5,137,176	167,092
SUPPLIES	592,134	628,993	595,703	639,570	10,577
OTHER SERVICES	443,149	1,243,507	1,100,277	1,290,728	47,221
CAPITAL	1,080,713	891,647	866,852	1,054,728	163,081
<b>TOTAL COST CENTER</b>	<b>6,675,759</b>	<b>7,734,231</b>	<b>7,163,832</b>	<b>8,122,202</b>	<b>387,971</b>
<b>PERCENT OF TOTAL</b>					
PERSONNEL SERVICES	68.3%	64%	64%	63%	
SUPPLIES	8.9%	8%	8%	8%	
OTHER SERVICES	6.6%	16%	15%	16%	
CAPITAL	16.2%	12%	12%	13%	
<b>TOTAL COST CENTER</b>	<b>100.0%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	

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

<b>BUDGET INFORMATION</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2019-20</b>	<b>BUDGET</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>	<b>CHANGE</b>
PERSONNEL SERVICES	30,000	30,000	30,000	30,000	-
SUPPLIES	2,075	5,225	4,816	5,225	-
OTHER SERVICES	(5,968)	30,500	23,700	30,500	-
<b>TOTAL COST CENTER</b>	<b>26,107</b>	<b>65,725</b>	<b>58,516</b>	<b>65,725</b>	<b>-</b>

**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**

	<b>2017-18 ACTUAL</b>	<b>2018-19 BUDGET</b>	<b>2018-19 ESTIMATE</b>	<b>2019-20 BUDGET</b>	<b>BUDGET CHANGE</b>
<b>PERSONNEL SERVICES</b>					
01-50110100 CITY COUNCIL FEES	30,000	30,000	30,000	30,000	-
<b>TOTAL PERSONAL SERVICES</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>-</b>
<b>SUPPLIES</b>					
01-50120200 OFFICE SUPPLIES	328	225	218	225	-
01-50120209 MEETINGS AND SEMINARS	1,747	5,000	4,598	5,000	-
<b>TOTAL SUPPLIES</b>	<b>2,075</b>	<b>5,225</b>	<b>4,816</b>	<b>5,225</b>	<b>-</b>
<b>OTHER SERVICES</b>					
01-50130311 MAYOR/PUBLIC RELATIONS	2,724	2,500	2,500	2,500	-
01-50130312 COMMUNITY CELEBRATIONS	10,348	15,000	10,000	15,000	-
01-50130313 YOUTH & ADULT ENGAGEMENT	26	10,000	10,000	10,000	-
01-50130314 DUES & SUBSCRIPTIONS	16	1,000	1,000	1,000	-
01-50130338 MISCELLANEOUS	1,536	2,000	200	2,000	-
01-50130383 OH ALLOCATION FRM OTHER FUNDS	(20,618)	-	-	-	-
<b>TOTAL OTHER SERVICES</b>	<b>(5,968)</b>	<b>30,500</b>	<b>23,700</b>	<b>30,500</b>	<b>-</b>
<b>TOTAL COST CENTER</b>	<b>26,107</b>	<b>65,725</b>	<b>58,516</b>	<b>65,725</b>	<b>-</b>

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

<b>BUDGET INFORMATION</b>	2017-18	2018-19	2018-19	2019-20	BUDGET
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
PERSONNEL SERVICES	265,593	267,490	273,070	285,155	17,665
SUPPLIES	29,503	35,400	34,229	32,200	(3,200)
OTHER SERVICES	17,633	228,217	186,956	233,200	4,983
<b>TOTAL COST CENTER</b>	<b>312,729</b>	<b>531,107</b>	<b>494,255</b>	<b>550,555</b>	<b>19,448</b>

**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**

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>PERSONNEL SERVICES</b>					
01-50210100 SALARY	204,926	209,381	211,379	224,007	14,626
01-50210111 OVERTIME	2,411	2,000	4,318	2,500	500
01-50210116 LONGEVITY	612	720	684	792	72
01-50210125 SOCIAL SECURITY	16,445	16,416	17,103	17,538	1,122
01-50210126 UNEMPLOYMENT TAX	486	459	105	459	-
01-50210127 RETIREMENT PLAN	19,736	18,932	19,971	20,213	1,281
01-50210128 HEALTH & DENTAL INS	12,916	11,411	11,332	11,411	-
01-50210130 COBRA COMPLIANCE PREMIUM	15	20	18	20	-
01-50210135 WORKERS' COMPENSATION	846	951	960	1,015	64
01-50210149 AUTO ALLOWANCE CITY MANAGER	6,000	6,000	6,000	6,000	-
01-50210150 CELL PHONE ALLOWANCE	1,200	1,200	1,200	1,200	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>265,593</b>	<b>267,490</b>	<b>273,070</b>	<b>285,155</b>	<b>17,665</b>
<b>SUPPLIES</b>					
01-50220200 OFFICE SUPPLIES	7,314	6,000	6,006	6,000	-
01-50220201 BREAKROOM SUPPLIES	870	1,500	935	1,500	-
01-50220207 PRINTING AND STATIONARY	400	100	-	100	-
01-50220208 SMALL TOOLS & SUPPLIES	-	100	-	100	-
01-50220209 MEETINGS AND SEMINARS	6,489	7,500	7,164	7,500	-
01-50220215 SAFETY EQUIPMENT	-	6,700	7,379	-	(6,700)
01-50220216 EMPLOYEE RELATIONS	7,438	7,500	7,245	10,000	2,500
01-50220229 UNIFORMS	459	500	500	500	-
01-50220231 OFFICE EQUIPMENT	285	500	-	500	-
01-50220250 WELLNESS PROGRAM	6,248	5,000	5,000	6,000	1,000
<b>TOTAL SUPPLIES</b>	<b>29,503</b>	<b>35,400</b>	<b>34,229</b>	<b>32,200</b>	<b>(3,200)</b>

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

CONTINUED

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>OTHER SERVICES</b>					
01-50230300 UTILITIES	2,719	3,600	4,553	4,500	900
01-50230302 TELEPHONE	6,144	6,000	7,944	5,200	(800)
01-50230303 OFFICE EQUIPMENT LEASE PAYMENT	10,405	11,000	7,181	11,000	-
01-50230304 POSTAGE	156	250	250	250	-
01-50230306 PAYING AGENT FEES	3,200	2,800	2,200	2,800	-
01-50230309 MUSIC SERVICE	663	660	682	-	(660)
01-50230310 INSURANCE (C.G.L.)	14,030	14,000	17,785	18,000	4,000
01-50230312 MAINTENANCE AGREEMENTS	23,043	23,000	23,733	24,000	1,000
01-50230314 DUES & SUBSCRIPTIONS	4,263	5,000	4,430	5,000	-
01-50230316 LEGAL NOTICES	144	-	-	-	-
01-50230319 MARKETING/ECONOMIC DEVELOPMENT	603	3,000	-	3,000	-
01-50230328 APPRAISAL FEES	-	3,000	3,850	3,000	-
01-50230330 CITY ATTORNEY	82,435	100,000	75,000	100,000	-
01-50230338 MISCELLANEOUS	3,818	750	600	750	-
01-50230341 CITY MANAGER/PROFESSIONAL FEES	1,949	3,000	960	3,000	-

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

CONTINUED

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
01-50230362 JANITORIAL SUPPLIES	3,068	3,000	2,579	3,000	-
01-50230366 CONTINGENCY EXPENSE	7,672	15,000	10,000	15,000	-
01-50230382 INFO TECHNOLOGY PLAN	12,157	12,157	12,157	12,700	543
01-50230383 OH ALLOCATION FRM OTHER FUNDS	(176,486)	-	-	-	-
01-50230384 INSURANCE CONSULTANTS	17,650	22,000	13,052	22,000	-
<b>TOTAL OTHER SERVICES</b>	<b>17,633</b>	<b>228,217</b>	<b>186,956</b>	<b>233,200</b>	<b>4,983</b>
<b>TOTAL COST CENTER</b>	<b>312,729</b>	<b>531,107</b>	<b>494,255</b>	<b>550,555</b>	<b>19,448</b>

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

<b>BUDGET INFORMATION</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2019-20</b>	<b>BUDGET</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>	<b>CHANGE</b>
OTHER SERVICES	32,670	35,500	35,320	35,500	-
<b>TOTAL COST CENTER</b>	<b>32,670</b>	<b>35,500</b>	<b>35,320</b>	<b>35,500</b>	<b>-</b>

**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**

	<b>2017-18 ACTUAL</b>	<b>2018-19 BUDGET</b>	<b>2018-19 ESTIMATE</b>	<b>2019-20 BUDGET</b>	<b>BUDGET CHANGE</b>
<b>OTHER SERVICES</b>					
01-50330323 APPRAISAL DISTRICT FEES	27,445	30,000	29,920	30,000	-
01-50330350 TAX COLLECTION FEES	5,225	5,500	5,400	5,500	-
<b>TOTAL OTHER SERVICES</b>	<b>32,670</b>	<b>35,500</b>	<b>35,320</b>	<b>35,500</b>	-
 <b>TOTAL COST CENTER</b>	 <b>32,670</b>	 <b>35,500</b>	 <b>35,320</b>	 <b>35,500</b>	 -

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

<b>BUDGET INFORMATION</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2019-20</b>	<b>BUDGET</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>	<b>CHANGE</b>
PERSONNEL SERVICES	186,445	187,788	187,797	190,021	2,233
SUPPLIES	11,163	9,143	9,018	10,900	1,757
OTHER SERVICES	(29,058)	97,385	83,848	89,050	(8,335)
<b>TOTAL COST CENTER</b>	<b>168,550</b>	<b>294,316</b>	<b>280,663</b>	<b>289,971</b>	<b>(4,345)</b>

**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 - Assistant Finance Director
- 1 - Finance/Personnel Coordinator
- 1 - Finance Assistant

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

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>PERSONNEL SERVICES</b>					
01-50410100 SALARY	141,202	143,118	145,503	145,930	2,812
01-50410111 OVERTIME	3,318	3,000	1,924	3,000	-
01-50410116 LONGEVITY	900	288	288	396	108
01-50410125 SOCIAL SECURITY	10,400	11,050	9,655	11,240	190
01-50410126 UNEMPLOYMENT TAX	486	490	267	460	(30)
01-50410127 RETIREMENT PLAN	13,403	12,585	12,859	12,800	215
01-50410128 HEALTH & DENTAL INS	16,125	15,000	16,007	14,925	(75)
01-50410129 HEALTH INSURANCE/RETIREE	-	1,000	-	-	(1,000)
01-50410130 COBRA COMPLIANCE PREMIUM	21	30	26	30	-
01-50410135 WORKERS' COMPENSATION	590	627	668	640	13
01-50410150 CELL PHONE ALLOWANCE	-	600	600	600	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>186,445</b>	<b>187,788</b>	<b>187,797</b>	<b>190,021</b>	<b>2,233</b>
<b>SUPPLIES</b>					
01-50420200 OFFICE SUPPLIES	6,076	5,500	5,375	5,500	-
01-50420209 MEETINGS AND SEMINARS	2,125	1,700	1,700	2,500	800
01-50420213 MILEAGE REIMBURSEMENT	-	-	-	200	200
01-50420221 APPLICANT PROCESSING	2,962	1,743	1,743	2,500	757
01-50420229 UNIFORMS	-	200	200	200	-
<b>TOTAL SUPPLIES</b>	<b>11,163</b>	<b>9,143</b>	<b>9,018</b>	<b>10,900</b>	<b>1,757</b>

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

CONTINUED

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>OTHER SERVICES</b>					
01-50430301 BANK ANALYSIS FEES	9,818	10,400	10,337	10,400	-
01-50430302 TELEPHONE	51	50	59	-	(50)
01-50430303 JOB ANNOUNCEMENTS	2,278	3,000	2,238	3,000	-
01-50430304 POSTAGE	1,490	1,800	720	1,800	-
01-50430314 DUES & SUBSCRIPTIONS	375	1,007	1,007	1,000	(7)
01-50430326 AUDIT FEES	32,150	39,330	39,330	36,000	(3,330)
01-50430338 MISCELLANEOUS	1,711	4,500	2,310	250	(4,250)
01-50430361 RANDOM DRUG TESTING	4,224	5,000	5,000	5,000	-
01-50430370 CONTRACT LABOR	16,730	30,770	21,319	29,100	(1,670)
01-50430382 INFO TECHNOLOGY PLAN	1,528	1,528	1,528	2,500	972
01-50430383 OH ALLOCATION FRM OTHER FUNDS	(99,413)	-	-	-	-
<b>TOTAL OTHER SERVICES</b>	<b>(29,058)</b>	<b>97,385</b>	<b>83,848</b>	<b>89,050</b>	<b>(8,335)</b>
<b>TOTAL COST CENTER</b>	<b>168,550</b>	<b>294,316</b>	<b>280,663</b>	<b>289,971</b>	<b>(4,345)</b>

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

<b>BUDGET INFORMATION</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2019-20</b>	<b>BUDGET</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>	<b>CHANGE</b>
PERSONNEL SERVICES	1,511,458	1,611,364	1,559,657	1,701,488	90,124
SUPPLIES	136,907	120,700	123,177	130,150	9,450
OTHER SERVICES	54,888	57,621	74,916	113,305	55,684
CAPITAL	488,059	422,907	460,290	50,000	(372,907)
<b>TOTAL COST CENTER</b>	<b>2,191,312</b>	<b>2,212,592</b>	<b>2,218,040</b>	<b>1,994,943</b>	<b>(217,649)</b>

**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. 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 24 employees:

1 - Police Chief	1 - Detective Sergeant	12 - Police Officers	2 - School Resource Officers (SRO)
1 - Lieutenant	2 - Investigators	1 - Clerk Typist II	7 - Crossing Guards
2 - Corporals	1 - Traffic Patrol Officer	1 - Clerk Typist I	

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

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>PERSONNEL SERVICES</b>					
01-50510100 SALARY	1,080,670	1,113,188	1,133,092	1,190,086	76,898
01-50510111 OVERTIME/CALL OUT	72,388	95,000	65,951	95,000	-
01-50510116 LONGEVITY	5,652	7,056	6,516	6,552	(504)
01-50510117 CERTIFICATE PAY	4,750	4,500	6,526	4,000	(500)
01-50510121 CROSSING GUARDS	21,032	30,500	21,278	33,000	2,500
01-50510125 SOCIAL SECURITY	85,863	88,348	86,908	91,772	3,424
01-50510126 UNEMPLOYMENT TAX	4,088	3,672	514	3,825	153
01-50510127 RETIREMENT PLAN	106,077	100,993	103,571	104,520	3,527
01-50510128 HEALTH & DENTAL INS	100,809	119,393	101,100	124,368	4,975
01-50510130 COBRA COMPLIANCE PREMIUM	139	150	189	200	50
01-50510135 WORKERS' COMPENSATION	29,990	48,564	34,012	48,165	(399)
<b>TOTAL PERSONNEL SERVICES</b>	<b>1,511,458</b>	<b>1,611,364</b>	<b>1,559,657</b>	<b>1,701,488</b>	<b>90,124</b>
<b>SUPPLIES</b>					
01-50520200 OFFICE SUPPLIES	7,196	7,000	6,433	8,500	1,500
01-50520201 BREAKROOM SUPPLIES	714	700	910	1,000	300
01-50520202 FUEL & OIL	35,691	35,000	31,455	35,000	-
01-50520208 SMALL TOOLS & SUPPLIES	23,884	1,100	800	1,100	-
01-50520209 MEETINGS AND SEMINARS	7,427	4,500	9,702	4,500	-
01-50520210 EQUIPMENT MAINTENANCE	327	5,000	4,924	5,000	-

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

CONTINUED

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
01-50520212 VEHICLE MAINTENANCE	24,175	25,000	17,858	25,000	-
01-50520215 SAFETY EQUIPMENT	2,200	8,000	8,000	8,000	-
01-50520217 RADIOS	5,987	4,000	4,000	4,500	500
01-50520226 RADAR	-	2,000	2,500	2,500	500
01-50520227 BALLISTIC VESTS	890	2,300	3,628	2,300	-
01-50520228 K-9 EXPENSE	8,155	8,500	8,276	10,000	1,500
01-50520229 UNIFORMS	9,297	5,500	6,614	7,400	1,900
01-50520230 UNIFORM ALLOWANCE	1,887	2,400	2,400	2,400	-
01-50520231 OFFICE EQUIPMENT	45	500	500	750	250
01-50520232 OFFICE FURNITURE	173	2,000	10,306	3,000	1,000
01-50520240 PUBLIC EVENT SUPPLIES	4,086	1,500	1,422	2,000	500
01-50520241 CRIME PROCESSING	859	700	642	700	-
01-50520242 SADD EXPENSES	-	-	-	1,500	1,500
01-50520265 TIRES, TUBES & BATTERIES	3,914	5,000	2,807	5,000	-
<b>TOTAL SUPPLIES</b>	<b>136,907</b>	<b>120,700</b>	<b>123,177</b>	<b>130,150</b>	<b>9,450</b>
<b>OTHER SERVICES</b>					
01-50530300 UTILITIES	1,792	3,000	2,126	3,000	-
01-50530302 TELEPHONE	8,140	9,000	26,036	20,700	11,700
01-50530303 OFFICE EQUIPMENT LEASE PAYMENT	2,085	2,275	2,275	2,275	-
01-50530304 POSTAGE	964	750	1,453	1,000	250
01-50530310 INSURANCE (C.G.L.)	15,539	15,541	19,879	19,880	4,339

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

CONTINUED

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
01-50530314 DUES & SUBSCRIPTIONS	1,141	1,500	1,500	1,500	-
01-50530317 TCOLE TRAINING	1,783	6,000	2,779	3,000	(3,000)
01-50530320 COMMUNITY OUTREACH	-	1,000	1,000	1,000	-
01-50530338 MISCELLANEOUS	6,852	250	250	250	-
01-50530344 MEDICAL SERVICE	253	500	1,200	500	-
01-50530345 LICENSE & FEES	-	1,000	-	-	(1,000)
01-50530360 INVESTIGATION EXPENSE	3,510	4,000	3,769	5,000	1,000
01-50530362 JANITORIAL SUPPLIES	1,224	1,200	1,044	1,200	-
01-50530382 INFO TECHNOLOGY PLAN	11,605	11,605	11,605	54,000	42,395
<b>TOTAL OTHER SERVICES</b>	<b>54,888</b>	<b>57,621</b>	<b>74,916</b>	<b>113,305</b>	<b>55,684</b>
<b>CAPITAL</b>					
01-50540405 VEHICLES FROM GRANTS	153,855	-	50,000	50,000	50,000
01-50540407 EQUIPMENT UPGRADES 2017	11,790	18,782	19,057	-	(18,782)
01-50540408 PURCHASED VEHICLES	100,759	100,780	87,888	-	(100,780)
01-50540411 PURCHASE LAND	125,000	-	-	-	-
01-50540412 PURCHASE NEW BUILDING	96,655	303,345	303,345	-	(303,345)
<b>TOTAL CAPITAL</b>	<b>488,059</b>	<b>422,907</b>	<b>460,290</b>	<b>50,000</b>	<b>(372,907)</b>
<b>TOTAL COST CENTER</b>	<b>2,191,312</b>	<b>2,212,592</b>	<b>2,218,040</b>	<b>1,994,943</b>	<b>(217,649)</b>

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

<b>BUDGET INFORMATION</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2019-20</b>	<b>BUDGET</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>	<b>CHANGE</b>
PERSONNEL SERVICES	46,979	48,183	44,088	50,704	2,521
SUPPLIES	2,741	4,500	1,827	3,800	(700)
OTHER SERVICES	66,012	66,062	63,146	64,718	(1,344)
<b>TOTAL COST CENTER</b>	<b>115,732</b>	<b>118,745</b>	<b>109,061</b>	<b>119,222</b>	<b>477</b>

**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**

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>PERSONNEL SERVICES</b>					
01-50610100 SALARY	34,359	35,994	34,892	37,795	1,801
01-50610111 OVERTIME	468	700	700	700	-
01-50610115 COURT BAILIFF	204	-	300	400	400
01-50610116 LONGEVITY	108	144	144	180	36
01-50610117 CERTIFICATE PAY	75	-	-	-	-
01-50610125 SOCIAL SECURITY	2,519	2,811	2,669	2,951	140
01-50610126 UNEMPLOYMENT TAX	162	153	9	153	-
01-50610127 RETIREMENT PLAN	3,221	3,201	3,200	3,361	160
01-50610128 HEALTH & DENTAL INS	5,709	5,000	2,000	4,975	(25)
01-50610130 COBRA COMPLIANCE PREMIUM	7	15	6	15	-
01-50610135 WORKERS' COMPENSATION	147	165	168	174	9
<b>TOTAL PERSONNEL SERVICES</b>	<b>46,979</b>	<b>48,183</b>	<b>44,088</b>	<b>50,704</b>	<b>2,521</b>
<b>SUPPLIES</b>					
01-50620200 OFFICE SUPPLIES	1,206	1,900	980	1,200	(700)
01-50620209 MEETINGS AND SEMINARS	1,535	2,500	747	2,500	-
01-50620229 UNIFORMS	-	100	100	100	-
<b>TOTAL SUPPLIES</b>	<b>2,741</b>	<b>4,500</b>	<b>1,827</b>	<b>3,800</b>	<b>(700)</b>
<b>OTHER SERVICES</b>					
01-50630302 TELEPHONE	121	150	169	-	(150)
01-50630304 POSTAGE	544	1,500	405	1,000	(500)
01-50630307 CREDIT CARD FEES	3,094	-	1,022	-	-

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

CONTINUED

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
01-50630314 DUES & SUBSCRIPTIONS	243	200	273	500	300
01-50630331 JURY FEES	-	500	-	500	-
01-50630332 MUNICIPAL COURT JUDGE	30,000	30,000	30,000	30,000	-
01-50630336 PROSECUTOR	21,475	23,000	21,035	23,000	-
01-50630338 MISCELLANEOUS	323	-	30	-	-
01-50630349 CITY SCOFLAW EXPENSE	-	500	-	500	-
01-50630382 INFO TECHNOLOGY PLAN	10,212	10,212	10,212	9,218	(994)
<b>TOTAL OTHER SERVICES</b>	<b>66,012</b>	<b>66,062</b>	<b>63,146</b>	<b>64,718</b>	<b>(1,344)</b>
<b>TOTAL COST CENTER</b>	<b>115,732</b>	<b>118,745</b>	<b>109,061</b>	<b>119,222</b>	<b>477</b>

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

<b>BUDGET INFORMATION</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2019-20</b>	<b>BUDGET</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>	<b>CHANGE</b>
OTHER SERVICES	15,524	18,530	29,558	19,650	1,120
CAPITAL	-	30,000	30,000	-	(30,000)
<b>TOTAL COST CENTER</b>	<b>15,524</b>	<b>18,530</b>	<b>29,558</b>	<b>19,650</b>	<b>1,120</b>

**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**

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>OTHER SERVICES</b>					
01-50730300 UTILITIES	5	50	6	50	-
01-50730313 FIRE MARSHAL TRAINING	-	1,000	500	1,000	-
01-50730353 EMERGENCY OPERATION CONTINGENC	8,402	5,000	5,198	5,000	-
01-50730354 EMERGENCY NOTIFICATION SYSTEM	517	5,280	16,342	6,400	1,120
01-50730355 AREA EMERG INTERLOCAL COMM SVC	6,600	7,200	7,512	7,200	-
<b>TOTAL OTHER SERVICES</b>	<b>15,524</b>	<b>18,530</b>	<b>29,558</b>	<b>19,650</b>	<b>1,120</b>
<b>CAPITAL OUTLAY</b>					
01-50740405 WATER TOWER RADIO BLDG	-	30,000	30,000	-	(30,000)
<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>30,000</b>	<b>30,000</b>	<b>-</b>	<b>(30,000)</b>
<b>TOTAL COST CENTER</b>	<b>15,524</b>	<b>48,530</b>	<b>59,558</b>	<b>19,650</b>	<b>(28,880)</b>

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

<b>BUDGET INFORMATION</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2019-20</b>	<b>BUDGET</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>	<b>CHANGE</b>
PERSONNEL SERVICES	86,180	90,597	82,117	93,810	3,213
SUPPLIES	8,616	13,100	10,382	14,100	1,000
OTHER SERVICES	21,714	22,049	19,797	23,530	1,481
<b>TOTAL COST CENTER</b>	<b>116,510</b>	<b>125,746</b>	<b>112,296</b>	<b>131,440</b>	<b>5,694</b>

**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**

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>PERSONNEL SERVICES</b>					
01-50810100 SALARY	58,419	62,847	55,875	65,430	2,583
01-50810111 CALL DUTY/OVERTIME	4,360	3,000	3,707	3,000	-
01-50810116 LONGEVITY	216	216	216	252	36
01-50810117 CERTIFICATE PAY	-	-	-	-	-
01-50810125 SOCIAL SECURITY	4,741	4,824	4,554	5,025	201
01-50810126 UNEMPLOYMENT TAX	381	306	-	306	-
01-50810127 RETIREMENT PLAN	5,746	5,494	5,260	5,722	228
01-50810128 HEALTH & DENTAL INS	10,091	9,949	9,977	9,950	1
01-50810130 COBRA COMPLIANCE PREMIUM	13	20	17	20	-
01-50810135 WORKERS' COMPENSATION	2,213	3,941	2,511	4,105	164
<b>TOTAL PERSONNEL SERVICES</b>	<b>86,180</b>	<b>90,597</b>	<b>82,117</b>	<b>93,810</b>	<b>3,213</b>
<b>SUPPLIES</b>					
01-50820200 OFFICE SUPPLIES	425	500	195	500	-
01-50820202 FUEL & OIL	3,087	2,500	2,801	3,000	500
01-50820204 ANIMAL SHELTER SUPPLIES	1,615	2,700	1,155	2,000	(700)
01-50820207 TAGS & HARDWARE	-	500	127	1,000	500
01-50820209 MEETINGS AND SEMINARS	905	1,000	800	1,000	-
01-50820210 EQUIPMENT MAINTENANCE	159	300	216	300	-
01-50820212 VEHICLE MAINTENANCE	244	1,500	1,008	2,000	500
01-50820214 STRUCTURE MAINTENANCE	398	1,000	1,216	1,000	-
01-50820215 SAFETY EQUIPMENT	837	1,500	1,500	1,500	-
01-50820229 UNIFORMS	878	1,100	737	1,100	-
01-50820265 TIRES, TUBES & BATTERIES	68	500	627	700	200
<b>TOTAL SUPPLIES</b>	<b>8,616</b>	<b>13,100</b>	<b>10,382</b>	<b>14,100</b>	<b>1,000</b>

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

CONTINUED

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>OTHER SERVICES</b>					
01-50830300 UTILITIES	1,457	1,000	799	1,000	-
01-50830302 TELEPHONE	541	600	738	480	(120)
01-50830307 EUTHANASIA SUPPLIES	247	1,000	100	500	(500)
01-50830308 VETERINARY FEES	2,272	1,800	1,041	1,800	-
01-50830310 INSURANCE (C.G.L.)	2,611	2,611	3,337	3,400	789
01-50830327 RENT-AFP	2,600	2,600	2,604	2,600	-
01-50830338 MISCELLANEOUS	180	250	-	250	-
01-50830341 SPAY/NEUTER ANNUAL PROGRAM	6,000	6,000	5,000	6,000	-
01-50830342 RABIES DRIVE/TNR	3,000	3,000	3,000	3,000	-
01-50830343 HUTS FOR MUTTS	-	500	500	500	-
01-50830362 JANITORIAL SUPPLIES	618	500	490	500	-
01-50830382 INFO TECHNOLOGY PLAN	2,188	2,188	2,188	3,500	1,312
<b>TOTAL OTHER SERVICES</b>	<b>21,714</b>	<b>22,049</b>	<b>19,797</b>	<b>23,530</b>	<b>1,481</b>
<b>TOTAL COST CENTER</b>	<b>116,510</b>	<b>125,746</b>	<b>112,296</b>	<b>131,440</b>	<b>5,694</b>

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

<b>BUDGET INFORMATION</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2019-20</b>	<b>BUDGET</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>	<b>CHANGE</b>
PERSONNEL SERVICES	380,429	489,961	329,227	465,333	(24,628)
SUPPLIES	100,680	115,150	110,444	116,250	1,100
OTHER SERVICES	20,927	22,160	23,703	26,260	4,100
CAPITAL	481,604	340,000	340,000	818,328	478,328
<b>TOTAL COST CENTER</b>	<b>983,640</b>	<b>967,271</b>	<b>803,374</b>	<b>1,426,171</b>	<b>458,900</b>

**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 ten (10) employees:

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

**ASSETS:**  
2 - Front-end Loaders  
1 - Steel-Wheel Roller  
1 - Grader  
1 - Tractor/Shredder  
1 - Pneumatic Roller  
1 - LeeBoy Asphalt Distributer

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

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>PERSONNEL SERVICES</b>					
01-50910100 SALARY	261,567	340,282	226,594	324,814	(15,468)
01-50910111 OVERTIME/CALL OUT	2,493	3,000	2,900	3,000	-
01-50910116 LONGEVITY	2,268	1,800	1,728	1,944	144
01-50910125 SOCIAL SECURITY	20,439	26,261	17,605	25,090	(1,171)
01-50910126 UNEMPLOYMENT TAX	1,440	1,530	262	1,530	-
01-50910127 RETIREMENT PLAN	24,771	29,909	19,108	28,573	(1,336)
01-50910128 HEALTH & DENTAL INS	45,630	49,747	36,728	49,747	-
01-50910130 COBRA COMPLIANCE PREMIUM	61	50	74	50	-
01-50910135 WORKERS' COMPENSATION	20,835	36,182	23,628	29,385	(6,797)
01-50910150 CELL PHONE ALLOWANCE	925	1,200	600	1,200	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>380,429</b>	<b>489,961</b>	<b>329,227</b>	<b>465,333</b>	<b>(24,628)</b>
<b>SUPPLIES</b>					
01-50920200 OFFICE SUPPLIES	502	500	307	-	(500)
01-50920201 BREAKROOM SUPPLIES	105	400	359	-	(400)
01-50920202 FUEL & OIL	19,348	22,000	18,598	22,000	-
01-50920203 SMALL TOOLS	619	1,200	1,200	1,200	-
01-50920207 STREET SIGNS	17,439	10,000	10,000	10,000	-
01-50920208 STREET SUPPLIES	4,200	3,500	3,500	3,500	-
01-50920209 MEETINGS AND SEMINARS	485	500	1,343	2,500	2,000
01-50920210 SMALL EQUIPMENT MAINTENANCE	932	2,000	1,000	2,000	-
01-50920212 VEHICLE MAINTENANCE	3,160	5,000	5,000	5,000	-
01-50920215 SAFETY EQUIPMENT	2,667	4,250	4,250	4,250	-
01-50920216 STREET REPAIRS	33,507	40,000	40,000	30,000	(10,000)

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

CONTINUED

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
01-50920217 ALLEY REPAIRS	-	-	-	10,000	10,000
01-50920218 HEAVY EQUIPMENT MAINTENANCE	9,715	14,000	14,000	14,000	-
01-50920229 UNIFORMS	2,548	3,000	2,087	3,000	-
01-50920241 CHEMICALS	251	800	800	800	-
01-50920265 TIRES, TUBES & BATTERIES	5,002	7,500	7,500	7,500	-
01-50920266 POWER TOOLS	200	500	500	500	-
<b>TOTAL SUPPLIES</b>	<b>100,680</b>	<b>115,150</b>	<b>110,444</b>	<b>116,250</b>	<b>1,100</b>
<b>OTHER SERVICES</b>					
01-50930300 UTILITIES	280	250	290	250	-
01-50930302 TELEPHONE	454	500	672	-	(500)
01-50930304 POSTAGE	9	25	-	-	(25)
01-50930305 BUILDING SECURITY	230	550	239	550	-
01-50930310 INSURANCE (C.G.L.)	10,000	10,000	13,105	14,000	4,000
01-50930322 ENGINEER FEES	-	-	-	-	-
01-50930327 RENT-AFP	2,600	2,600	2,600	2,600	-
01-50930338 MISCELLANEOUS	404	250	112	250	-
01-50930341 EQUIPMENT RENTAL	165	1,000	-	1,000	-
01-50930362 JANITORIAL SUPPLIES	300	500	200	-	(500)
01-50930382 INFO TECHNOLOGY PLAN	6,485	6,485	6,485	7,610	1,125
<b>TOTAL OTHER SERVICES</b>	<b>20,927</b>	<b>22,160</b>	<b>23,703</b>	<b>26,260</b>	<b>4,100</b>

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

CONTINUED

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>CAPITAL</b>					
01-50940401 STREET REHABILITATION	280,001	180,000	180,000	480,000	300,000
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	41,603	-	-	-	-
01-50950500 LEASE PRINCIPAL	-	-	-	-	-
01-50950501 LEASE INTEREST	-	-	-	-	-
<b>TOTAL CAPITAL</b>	<b>481,604</b>	<b>340,000</b>	<b>340,000</b>	<b>818,328</b>	<b>478,328</b>
<b>TOTAL COST CENTER</b>	<b>983,640</b>	<b>967,271</b>	<b>803,374</b>	<b>1,426,171</b>	<b>458,900</b>

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

<b>BUDGET INFORMATION</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2019-20</b>	<b>BUDGET</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>	<b>CHANGE</b>
PERSONNEL SERVICES	235,821	252,912	251,486	279,335	26,423
SUPPLIES	48,545	48,500	45,535	43,700	(4,800)
OTHER SERVICES	38,534	28,112	29,255	36,442	8,330
<b>TOTAL COST CENTER</b>	<b>322,900</b>	<b>329,524</b>	<b>326,276</b>	<b>359,477</b>	<b>29,953</b>

**COST CENTER INFORMATION**

The Library exists as a service to the citizens of Hondo. We have held steady this year with visitors and new memberships, but our circulation, interlibrary loans, and electronic books are all up as well as Internet usage. Our patron logins through June 30, 2018, are already 1,445 over the total of all of 2016-2017. The library has seen fine collections increase even though they held a "Food for Fines" waiver program. Staff is using email reminders and telephone calls to help bring these to patrons attention. The Summer Reading enrollment also helped with older fines. More programs are being offered but overall attendance is down slightly. A Tocker Grant of \$1,700 helped with continuing education costs to sustain our accreditation with the State Library Association. The Hondo newspapers are still being processed to be available online at *Portal to Texas History* through the University of North Texas. Volunteers increased from 65 last year to 236 this year. The volunteer hours have gone from 1,516 for all of last year to 2,040 thus far this year in part due to Junior Docents program. The fact that the Library serves over 50,000 per year, of which a large portion are public computer users, means that increases in technology expenses are a high priority. We continue with our internal security program to keep the Library in compliance with the Child Internet Protection Act (CIPA) so that all websites are internally monitored. Internal maintenance, cloud storage, Internet bandwidth (phone) fees, TEXSHAR, and other online and offline service agreement costs have increased. Our Children's Story Hour has grown from 10-15 children each week to 45 children plus parents, grandparents, and siblings. We do songs, stories, and crafts plus special events but need to increase funding for the increased attendance. We plan to consolidate our print collection in the coming year, but our special collections will be expanded to include a collection of "100 Books to Read in a Lifetime" donated by the Hondo-D'Hanis Rotary Club and the respository of the Hondo Garden Club Yearbooks.

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

1 - Library Division Manager

2 - Library Aide Full-Time

1 - Library Aide Part-Time

1 - Community Projects Coordinator

1 - IT Specialist

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

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>PERSONNEL SERVICES</b>					
01-51010100 SALARY	184,942	190,125	195,556	209,298	19,173
01-51010111 OVERTIME	4,416	3,500	4,493	4,500	1,000
01-51010116 LONGEVITY	216	252	252	432	180
01-51010125 SOCIAL SECURITY	13,698	14,608	17,270	16,136	1,528
01-51010126 UNEMPLOYMENT TAX	1,025	918	462	918	-
01-51010127 RETIREMENT PLAN	16,582	16,639	18,428	18,377	1,738
01-51010128 HEALTH & DENTAL INS	13,780	22,200	10,774	24,874	2,674
01-51010129 HEALTH INSURANCE/RETIREE	-	2,400	2,400	2,400	-
01-51010130 COBRA COMPLIANCE PREMIUM	20	20	35	40	20
01-51010135 WORKERS' COMPENSATION	542	1,050	616	1,160	110
01-51010150 CELL PHONE ALLOWANCE	600	1,200	1,200	1,200	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>235,821</b>	<b>252,912</b>	<b>251,486</b>	<b>279,335</b>	<b>26,423</b>
<b>SUPPLIES</b>					
01-51020200 OFFICE SUPPLIES	8,633	7,300	7,300	5,000	(2,300)
01-51020201 BREAKROOM SUPPLIES	860	750	750	750	-
01-51020202 AUDIO BOOK EXPENSES	1,641	2,000	1,806	2,000	-
01-51020204 STORY HOUR	3,037	2,000	1,642	3,000	1,000
01-51020205 BOOKS	15,058	15,000	15,000	15,000	-
01-51020207 MAGAZINES	1,071	500	459	500	-

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

CONTINUED

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
01-51020208 SUMMER READING PROGRAM	2,789	3,000	1,988	2,000	(1,000)
01-51020209 MEETINGS AND SEMINARS	2,203	1,700	1,232	1,700	-
01-51020210 EQUIPMENT MAINTENANCE	859	3,100	2,577	1,500	(1,600)
01-51020213 MILEAGE REIMBURSEMENT	333	300	120	300	-
01-51020220 COLLECTION DEVELOPMENT SUPP	2,080	2,200	2,200	1,750	(450)
01-51020221 AUDIO VISUAL MATERIAL	495	900	882	750	(150)
01-51020222 YOUTH OUTREACH	-	2,200	2,022	2,400	200
01-51020224 SENIOR OUTREACH	-	700	681	1,200	500
01-51020226 SPECIAL EVENTS	3,507	4,300	4,300	3,500	(800)
01-51020229 UNIFORMS	368	350	350	350	-
01-51020232 FURNITURE	5,611	2,200	2,226	2,000	(200)
<b>TOTAL SUPPLIES</b>	<b>48,545</b>	<b>48,500</b>	<b>45,535</b>	<b>43,700</b>	<b>(4,800)</b>
<b>OTHER SERVICES</b>					
01-51030300 UTILITIES	1,261	500	213	2,000	1,500
01-51030302 TELEPHONE/BANDWITH	5,236	2,900	4,000	8,780	5,880
01-51030303 OFFICE EQUIPMENT LEASE PAYMENT	1,583	2,250	2,126	2,100	(150)
01-51030304 POSTAGE	968	900	832	900	-
01-51030307 CREDIT CARD FEES	1,443	-	969	-	-
01-51030310 INSURANCE (C.G.L.)	1,531	1,400	2,025	2,100	700
01-51030312 MAINTENANCE AGREEMENT	1,171	1,500	771	1,500	-
01-51030314 DUES & SUBSCRIPTIONS	8,664	8,200	8,187	8,500	300

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

CONTINUED

01-51030319 MARKETING & ADVERTISING	1,819	1,900	1,870	2,000	100
01-51030338 MISCELLANEOUS	4,551	250	114	250	-
01-51030362 JANITORIAL SERVICES	3,995	2,000	1,836	2,000	-
01-51030382 INFO TECHNOLOGY PLAN	6,312	6,312	6,312	6,312	-
<b>TOTAL OTHER SERVICES</b>	<b>38,534</b>	<b>28,112</b>	<b>29,255</b>	<b>36,442</b>	<b>8,330</b>
 <b>TOTAL COST CENTER</b>	 <b>322,900</b>	 <b>329,524</b>	 <b>326,276</b>	 <b>359,477</b>	 <b>29,953</b>

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

<b>BUDGET INFORMATION</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2019-20</b>	<b>BUDGET</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>	<b>CHANGE</b>
PERSONNEL SERVICES	692,951	773,171	721,961	794,509	21,338
SUPPLIES	91,551	113,350	99,109	110,250	(3,100)
OTHER SERVICES	215,601	219,883	194,395	206,954	(12,929)
CAPITAL OUTLAY	84,050	84,000	26,612	135,500	51,500
<b>TOTAL COST CENTER</b>	<b>1,084,153</b>	<b>1,190,404</b>	<b>1,042,077</b>	<b>1,247,213</b>	<b>56,809</b>

**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 assistas 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 saftey 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**

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>PERSONNEL SERVICES</b>					
01-51310100 SALARY	493,684	556,231	518,566	564,555	8,324
01-51310111 OVERTIME	11,388	11,500	11,065	11,500	-
01-51310116 LONGEVITY	3,636	4,176	4,212	4,388	212
01-51310117 CERTIFICATE PAY	638	600	600	600	-
01-51310125 SOCIAL SECURITY	36,300	42,239	37,287	43,708	1,469
01-51310126 UNEMPLOYMENT TAX	2,835	2,692	2,371	2,907	215
01-51310127 RETIREMENT PLAN	46,156	49,034	48,207	49,778	744
01-51310128 HEALTH & DENTAL INS	85,067	89,545	84,293	89,547	2
01-51310130 COBRA COMPLIANCE PREMIUM	120	150	137	160	10
01-51310135 WORKERS' COMPENSATION	11,377	15,204	13,423	25,566	10,362
01-51310150 CELL PHONE ALLOWANCE	1,750	1,800	1,800	1,800	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>692,951</b>	<b>773,171</b>	<b>721,961</b>	<b>794,509</b>	<b>21,338</b>
<b>SUPPLIES</b>					
01-51320200 OFFICE SUPPLIES	701	850	676	-	(850)
01-51320201 BREAKROOM SUPPLIES	932	1,250	743	-	(1,250)
01-51320202 FUEL & OIL	24,105	25,000	21,709	25,000	-
01-51320208 SMALL TOOLS & SUPPLIES	14,711	13,300	11,650	13,100	(200)
01-51320209 MEETINGS AND SEMINARS	688	1,750	1,117	1,750	-
01-51320210 EQUIPMENT MAINTENANCE	5,132	7,500	6,810	4,500	(3,000)
01-51320212 VEHICLE MAINTENANCE	10,761	10,000	9,140	10,000	-
01-51320214 HEAVY EQUIPMENT MAINTENANCE	5,676	6,000	5,106	5,000	(1,000)
01-51320215 SAFETY EQUIPMENT	3,505	3,700	6,462	5,200	1,500
01-51320221 WELDING SUPPLIES	1,672	1,500	1,257	1,500	-

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

CONTINUED

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
01-51320222 WORK SQUAD EXPENSES	1,517	2,000	1,187	2,000	-
01-51320229 UNIFORMS	4,756	6,200	5,727	6,200	-
01-51320230 PLAYGROUND EQUIPMENT	2,174	12,000	8,500	12,000	-
01-51320241 CHEMICALS	8,068	7,000	7,000	7,000	-
01-51320265 TIRES, TUBES & BATTERIES	3,887	4,000	2,347	4,000	-
01-51320266 POWER TOOLS	2,697	11,300	9,678	13,000	1,700
01-51320267 SAFETY EQUIPMENT	569	-	-	-	-
<b>TOTAL SUPPLIES</b>	<b>91,551</b>	<b>113,350</b>	<b>99,109</b>	<b>110,250</b>	<b>(3,100)</b>
<b>OTHER SERVICES</b>					
01-51330300 UTILITIES	22,048	17,950	17,564	17,950	-
01-51330302 TELEPHONE	1,741	1,815	1,639	-	(1,815)
01-51330305 BUILDING SECURITY	975	965	963	750	(215)
01-51330309 DUES & SUBSCRIPTIONS	-	-	60	100	100
01-51330310 INSURANCE (C.G.L.)	15,977	21,171	17,104	15,814	(5,357)
01-51330311 ANIMAL CONTROL MAINT.	407	480	442	480	-
01-51330312 MAINTENANCE AGREEMENT	16,692	17,000	13,682	17,000	-
01-51330313 COMMUNITY CENTER MAINT.	2,431	18,500	17,069	5,000	(13,500)
01-51330314 STREET DEPARTMENT MAINT.	982	-	-	-	-
01-51330315 DEMONTEL BUILDING MAINT.	1,946	2,000	1,022	2,000	-
01-51330316 BUILDING MAINTENANCE	10,903	13,000	12,563	13,000	-
01-51330317 CITY HALL MAINT.	6,889	8,000	5,822	8,000	-
01-51330318 LIBRARY BUILDING MAINT.	1,799	2,000	1,473	2,000	-

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

CONTINUED

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
01-51330319 POST OFFICE MAINT.	1,116	1,330	873	-	(1,330)
01-51330320 POLICE DEPART. MAINT.	3,177	3,000	1,796	3,000	-
01-51330321 ELECTRIC DEPT. MAINT	460	-	-	-	-
01-51330322 WATER DEPT. MAINT	416	500	486	250	(250)
01-51330323 WASTEWATER DEPT. MAINT.	438	600	545	600	-
01-51330324 PARKS STRUCTURAL MAINT	1,998	-	-	-	-
01-51330325 GOLF COURSE BUILDING MAINT.	384	1,000	822	1,500	500
01-51330326 RECREATION CENTER MAINT.	6,102	5,000	5,000	10,000	5,000
01-51330327 RENT-AFP	5,200	5,200	5,200	5,200	-
01-51330328 PUBLIC WORKS BLDG MAINT.	-	3,500	2,671	3,500	-
01-51330336 EQUIPMENT RENTAL	-	1,000	1,000	1,000	-
01-51330338 MISCELLANEOUS	1,156	500	524	500	-
01-51330339 CITY PARK MAINTENANCE	26,863	6,500	6,500	6,500	-
01-51330342 LITTLE LEAGUE	8,375	10,000	10,000	10,000	-
01-51330343 SOCCER FIELDS	2,969	3,000	3,000	3,000	-
01-51330345 LICENSE & FEES	-	150	-	150	-
01-51330349 STRTC MAINT.	4,645	5,000	3,013	5,000	-
01-51330350 SOUTHWEST FAMILY LIFE CTR	6,700	6,700	6,700	6,700	-
01-51330355 SOLID WASTE SERVICE	4,364	5,250	800	5,250	-
01-51330360 LAND LEASE/UNION PACIFIC	24,566	25,000	28,834	30,000	5,000

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

CONTINUED

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
01-51330362 JANITORIAL SUPPLIES	6,348	8,100	5,334	8,100	-
01-51330366 CONTINGENCY EXPENSE	11,900	10,000	5,950	10,000	-
01-51330367 GROUNDS MAINTENANCE	6,962	7,000	7,272	7,000	-
01-51330382 INFO TECHNOLOGY PLAN	8,672	8,672	8,672	7,610	(1,062)
<b>TOTAL OTHER SERVICES</b>	<b>215,601</b>	<b>219,883</b>	<b>194,395</b>	<b>206,954</b>	<b>(12,929)</b>
<b>CAPITAL OUTLAY</b>					
01-51340411 NEW PARK DEV-TORRES PARK	-	29,000	-	-	(29,000)
01-51340415 SHREDDER	11,250	-	-	-	-
01-51340416 US 90 IRRIGATION	-	25,000	505	27,500	2,500
01-51340417 CITY PARK IMPROVEMENTS	39,900	-	-	17,000	17,000
01-51340421 VEHICLE PURCHASE	-	30,000	26,107	91,000	61,000
01-51340422 CITY HALL COMPLEX IMPROVEMT	-	-	-	-	-
01-51340423 MOWER	15,900	-	-	-	-
01-51340425 CITY HALL HVAC	17,000	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>84,050</b>	<b>84,000</b>	<b>26,612</b>	<b>135,500</b>	<b>51,500</b>
<b>TOTAL COST CENTER</b>	<b>1,084,153</b>	<b>1,190,404</b>	<b>1,042,077</b>	<b>1,247,213</b>	<b>56,809</b>

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

<b>BUDGET INFORMATION</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2019-20</b>	<b>BUDGET</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>	<b>CHANGE</b>
PERSONNEL SERVICES	295,197	321,082	322,588	325,174	4,092
SUPPLIES	72,298	78,650	80,869	79,950	1,300
OTHER SERVICES	116,107	77,055	74,817	81,519	4,464
CAPITAL OUTLAY	-	-	-	13,500	13,500
<b>TOTAL COST CENTER</b>	<b>483,602</b>	<b>476,787</b>	<b>478,274</b>	<b>500,143</b>	<b>23,356</b>

**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**

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>PERSONNEL SERVICES</b>					
01-51510100 SALARY	221,871	251,460	251,460	256,525	5,065
01-51510111 OVERTIME	7,299	8,500	5,291	8,500	-
01-51510116 LONGEVITY	468	651	576	684	33
01-51510117 CERTIFICATE PAY	2,025	1,800	1,876	1,500	(300)
01-51510125 SOCIAL SECURITY	18,221	19,519	19,039	19,312	(207)
01-51510126 UNEMPLOYMENT TAX	1,323	700	875	459	(241)
01-51510127 RETIREMENT PLAN	16,419	11,219	15,931	11,624	405
01-51510128 HEALTH & DENTAL INS	17,318	14,924	15,987	14,924	-
01-51510130 COBRA COMPLIANCE PREMIUM	23	50	29	50	-
01-51510135 WORKERS' COMPENSATION	9,105	11,059	10,324	10,396	(663)
01-51510150 CELL PHONE ALLOWANCE	1,125	1,200	1,200	1,200	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>295,197</b>	<b>321,082</b>	<b>322,588</b>	<b>325,174</b>	<b>4,092</b>
<b>SUPPLIES</b>					
01-51520200 OFFICE SUPPLIES	1,520	1,500	1,350	1,500	-
01-51520201 OFFICE FURNITURE	18	350	300	350	-
01-51520202 FUEL & OIL	371	250	522	350	100
01-51520203 BREAKROOM SUPPLIES	356	500	393	500	-
01-51520208 OFFICE EQUIPMENT	-	-	-	-	-
01-51520209 MEETINGS AND SEMINARS	3,394	3,500	7,964	8,000	4,500
01-51520210 EQUIPMENT MAINTENANCE	1,729	3,250	2,744	3,250	-
01-51520212 VEHICLE MAINTENANCE	20	300	751	300	-
01-51520214 STRUCTURE MAINTENANCE	8,471	5,000	5,000	-	(5,000)

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

CONTINUED

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
01-51520215 SAFETY EQUIPMENT	1,347	2,000	2,816	2,000	-
01-51520220 LANDSCAPING	-	400	368	400	-
01-51520221 POOL MAINTENANCE	16,517	15,000	14,705	15,000	-
01-51520223 CONCESSION SUPPLIES	4,616	4,000	4,723	4,500	500
01-51520226 ADULT PROGRAMS	416	1,000	1,708	2,000	1,000
01-51520227 SPECIAL EVENTS	2,927	3,500	3,489	3,500	-
01-51520228 SPECIAL YOUTH LEAGUES	10,315	12,000	9,078	12,000	-
01-51520229 UNIFORMS	529	600	995	800	200
01-51520237 SUMMER CAMP PROGRAMS	5,043	5,000	5,000	5,000	-
01-51520238 RECREATION SUPPLIES	2,476	5,000	4,963	5,000	-
01-51520239 POOL SUPPLIES	1,829	4,000	3,200	4,000	-
01-51520241 CHEMICALS	10,404	11,000	10,800	11,000	-
01-51520265 TIRES, TUBES & BATTERIES	-	500	-	500	-
<b>TOTAL SUPPLIES</b>	<b>72,298</b>	<b>78,650</b>	<b>80,869</b>	<b>79,950</b>	<b>1,300</b>
<b>OTHER SERVICES</b>					
01-51530300 UTILITIES	15,074	15,200	11,960	15,200	-
01-51530302 TELEPHONE	3,048	3,500	3,866	2,000	(1,500)
01-51530303 OFFICE EQUIPMENT LEASE PAYMENT	1,204	1,250	1,224	1,250	-
01-51530304 OFFICIAL FEES	8,303	10,000	9,916	10,000	-
01-51530305 BUILDING SECURITY	706	700	806	800	100
01-51530307 REC CENTER IMPROVEMENTS	45,211	10,000	10,000	10,000	-

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

CONTINUED

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
01-51530309 FITNESS EQUIPMENT	13,368	10,000	9,381	10,000	-
01-51530310 INSURANCE (C.G.L.)	765	800	1,002	1,200	400
01-51530314 DUES & SUBSCRIPTIONS	3,211	3,000	2,293	3,000	-
01-51530315 LIFEGUARD CERTIFICATION	561	600	569	600	-
01-51530319 MARKETING & ADVERTISING	9,139	6,500	8,436	8,000	1,500
01-51530327 RENT-REC. CENTER LAND	2,100	2,100	2,100	2,100	-
01-51530338 MISCELLANEOUS	1,067	250	250	250	-
01-51530345 LICENSE & FEES	1,506	600	562	600	-
01-51530362 JANITORIAL SUPPLIES	6,009	6,500	5,577	6,500	-
01-51530370 CONTRACT LABOR	780	2,000	2,820	2,000	-
01-51530382 INFO TECHNOLOGY PLAN	4,055	4,055	4,055	8,019	3,964
<b>TOTAL OTHER SERVICES</b>	<b>116,107</b>	<b>77,055</b>	<b>74,817</b>	<b>81,519</b>	<b>4,464</b>

**CAPITAL**

01-51540415 FITNESS ON DEMAND	-	-	-	7,000	7,000
01-51540420 POOL SURVEILLANCE SYSTEM	-	-	-	6,500	6,500
<b>TOTAL CAPITAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>13,500</b>	<b>13,500</b>
<b>TOTAL COST CENTER</b>	<b>483,602</b>	<b>476,787</b>	<b>478,274</b>	<b>500,143</b>	<b>23,356</b>

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

<b>BUDGET INFORMATION</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2019-20</b>	<b>BUDGET</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>	<b>CHANGE</b>
PERSONNEL SERVICES	135,073	152,943	139,590	159,681	6,738
SUPPLIES	51,895	40,050	40,234	40,750	700
OTHER SERVICES	82,102	80,986	83,356	84,949	3,963
CAPITAL	27,000	44,740	39,950	12,400	(32,340)
<b>TOTAL COST CENTER</b>	<b>296,070</b>	<b>318,719</b>	<b>303,130</b>	<b>297,780</b>	<b>(20,939)</b>

**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**

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>PERSONNEL SERVICES</b>					
01-51610100 SALARY	102,960	116,218	108,690	121,640	5,422
01-51610111 OVERTIME	852	1,000	863	1,000	-
01-51610116 LONGEVITY	108	144	180	540	396
01-51610125 SOCIAL SECURITY	7,771	8,689	8,315	9,122	433
01-51610126 UNEMPLOYMENT TAX	638	612	190	612	-
01-51610127 RETIREMENT PLAN	9,287	10,190	9,500	10,697	507
01-51610128 HEALTH & DENTAL INS	10,441	9,949	8,513	9,950	1
01-51610130 COBRA COMPLIANCE PREMIUM	14	20	15	20	-
01-51610135 WORKERS COMPENSATION	2,402	5,521	2,724	5,500	(21)
01-51610150 CELL PHONE ALLOWANCE	600	600	600	600	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>135,073</b>	<b>152,943</b>	<b>139,590</b>	<b>159,681</b>	<b>6,738</b>
<b>SUPPLIES</b>					
01-51620200 OFFICE SUPPLIES	180	500	362	400	(100)
01-51620202 FUEL & OIL	4,136	3,200	4,078	4,000	800
01-51620207 SIGNAGE	-	200	-	100	(100)
01-51620208 SMALL TOOLS & SUPPLIES	13,520	500	1,333	700	200
01-51620209 MEETINGS AND SEMINARS	130	100	30	-	(100)
01-51620210 EQUIPMENT MAINTENANCE	4,006	5,000	5,203	5,000	-
01-51620214 MERCHANDISE	7,276	6,000	7,024	6,000	-
01-51620227 SPRINKLER	2,583	2,500	1,284	2,500	-
01-51620229 UNIFORMS	932	1,150	510	1,150	-
01-51620231 CONCESSIONS	16,393	16,100	16,100	16,100	-

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

CONTINUED

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
01-51620241 CHEMICALS	1,694	3,700	3,043	3,700	-
01-51620265 TIRES, TUBES & BATTERIES	816	800	1,051	800	-
01-51620266 POWER TOOLS	229	300	216	300	-
<b>TOTAL SUPPLIES</b>	<b>51,895</b>	<b>40,050</b>	<b>40,234</b>	<b>40,750</b>	<b>700</b>
<b>OTHER SERVICES</b>					
01-51630300 UTILITIES	21,526	20,500	18,270	20,500	-
01-51630302 TELEPHONE AND DSL LINE	2,147	2,200	4,036	2,400	200
01-51630303 GOLF CARTS LEASE	25,371	25,400	25,400	25,400	-
01-51630304 POSTAGE	1	50	-	-	(50)
01-51630305 BUILDING SECURITY	299	300	300	300	-
01-51630307 CREDIT CARD FEES	1,211	-	669	-	-
01-51630310 INSURANCE (C.G.L.)	1,111	1,200	1,456	1,500	300
01-51630314 DUES & SUBSCRIPTIONS	2,193	-	1,508	1,500	1,500
01-51630316 ADVERTISING	100	120	-	-	(120)
01-51630327 RENT	14,000	14,000	14,000	14,000	-
01-51630338 MISCELLANEOUS	487	300	228	250	(50)
01-51630345 LICENSE & FEES	1,211	3,000	608	1,500	(1,500)
01-51630362 JANITORIAL SUPPLIES	2,013	1,580	1,834	1,580	-

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

CONTINUED

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
01-51630367 GROUNDS MAINTENANCE	6,096	8,000	10,711	8,000	-
01-51630382 INFO TECHNOLOGY PLAN	4,336	4,336	4,336	8,019	3,683
<b>TOTAL OTHER SERVICES</b>	<b>82,102</b>	<b>80,986</b>	<b>83,356</b>	<b>84,949</b>	<b>3,963</b>
<b>CAPITAL</b>					
01-51640408 MULTIPURPOSE MOWER	-	12,240	12,180	12,400	160
01-51640409 CART PATH	27,000	13,000	13,000	-	(13,000)
01-51640422 GREENS EQUIPMENT	-	19,500	14,770	-	(19,500)
<b>TOTAL CAPITAL</b>	<b>27,000</b>	<b>44,740</b>	<b>39,950</b>	<b>12,400</b>	<b>(32,340)</b>
<b>TOTAL COST CENTER</b>	<b>296,070</b>	<b>318,719</b>	<b>303,130</b>	<b>297,780</b>	<b>(20,939)</b>

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

<b>BUDGET INFORMATION</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2019-20</b>	<b>BUDGET</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>	<b>CHANGE</b>
PERSONNEL SERVICES	207,114	229,660	234,129	250,569	20,909
SUPPLIES	8,484	11,790	12,075	14,800	3,010
OTHER SERVICES	107,177	164,783	100,976	143,990	(20,793)
CAPITAL	-	-	-	25,000	25,000
<b>TOTAL COST CENTER</b>	<b>322,775</b>	<b>406,233</b>	<b>347,180</b>	<b>434,359</b>	<b>28,126</b>

**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 - Code Compliance Supervisor/Fire Marshal	
2 - Code Enforcement Officer	

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

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>PERSONNEL SERVICES</b>					
01-51710100 SALARY	152,126	169,614	174,470	186,893	17,279
01-51710111 OVERTIME	3,695	3,000	2,827	3,000	-
01-51710116 LONGEVITY	432	540	540	540	-
01-51710117 CERTIFICATE PAY	38	600	-	600	-
01-51710125 SOCIAL SECURITY	11,968	13,098	13,711	14,427	1,329
01-51710126 UNEMPLOYMENT TAX	648	612	-	612	-
01-51710127 RETIREMENT PLAN	14,468	15,108	15,461	16,627	1,519
01-51710128 HEALTH & DENTAL INS	19,283	19,899	21,069	19,900	1
01-51710130 COBRA COMPLIANCE PREMIUM	26	20	23	20	-
01-51710135 WORKERS COMPENSATION	555	1,769	628	1,950	181
01-51710149 AUTO ALLOWANCE	3,000	4,800	4,800	4,800	-
01-51710150 CELL PHONE ALLOWANCE	875	600	600	1,200	600
<b>TOTAL PERSONNEL SERVICES</b>	<b>207,114</b>	<b>229,660</b>	<b>234,129</b>	<b>250,569</b>	<b>20,909</b>
<b>SUPPLIES</b>					
01-51720200 OFFICE SUPPLIES	2,385	2,200	2,200	-	(2,200)
01-51720201 BREAKROOM SUPPLIES	289	200	200	-	(200)
01-51720202 FUEL & OIL	885	800	936	1,000	200
01-51720208 SMALL TOOLS & SUPPLIES	108	200	200	400	200
01-51720209 MEETINGS AND SEMINARS	2,146	4,465	4,465	7,000	2,535
01-51720212 VEHICLE MAINTENANCE	118	1,000	1,000	2,000	1,000
01-51720215 SAFETY EQUIPMENT	637	900	900	900	-
01-51720229 UNIFORMS	1,366	700	849	1,500	800

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

CONTINUED

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
01-51720231 OFFICE EQUIPMENT	-	-	-	-	-
01-51720232 OFFICE FURNITURE	404	1,000	1,000	1,500	500
01-51720265 TIRES, TUBES & BATTERIES	146	325	325	500	175
<b>TOTAL SUPPLIES</b>	<b>8,484</b>	<b>11,790</b>	<b>12,075</b>	<b>14,800</b>	<b>3,010</b>
<b>OTHER SERVICES</b>					
01-51730300 UTILITIES	122	200	122	-	(200)
01-51730302 TELEPHONE	2,583	2,800	3,583	-	(2,800)
01-51730303 OFFICE EQUIPMENT LEASE PAYMENT	1,760	-	-	-	-
01-51730304 POSTAGE	1,707	2,750	2,750	3,000	250
01-51730305 BUILDING SECURITY	677	-	-	-	-
01-51730306 CONTRACT INSPECTIONS	55,266	125,000	62,012	90,000	(35,000)
01-51730307 CREDIT CARD FEES	7,019	-	1,718	-	-
01-51730310 INSURANCE (C.G.L.)	382	400	493	500	100
01-51730314 DUES & SUBSCRIPTIONS	1,037	2,400	770	3,360	960
01-51730322 ENGINEERING FEES	7,199	5,000	8,295	10,000	5,000
01-51730327 RENT	7,200	-	-	-	-

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

CONTINUED

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
01-51730330 LEGAL FEES	11,325	12,500	12,500	12,500	-
01-51730338 MISCELLANEOUS	2,494	250	250	250	-
01-51730339 DEMOLITION /SUBSTANDARD	-	5,000	-	15,000	10,000
01-51730345 LICENSE & FEES	385	500	500	500	-
01-51730362 JANITORIAL SUPPLIES	788	750	750	-	(750)
01-51730382 INFO TECHNOLOGY PLAN	7,233	7,233	7,233	8,880	1,647
<b>TOTAL OTHER SERVICES</b>	<b>107,177</b>	<b>164,783</b>	<b>100,976</b>	<b>143,990</b>	<b>(20,793)</b>
<b>CAPITAL</b>					
01-51740421 VEHICLE PURCHASE	-	-	-	25,000	25,000
<b>TOTAL CAPITAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,000</b>	<b>25,000</b>
<b>TOTAL COST CENTER</b>	<b>322,775</b>	<b>406,233</b>	<b>347,180</b>	<b>434,359</b>	<b>28,126</b>

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

<b>BUDGET INFORMATION</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2019-20</b>	<b>BUDGET</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>	<b>CHANGE</b>
PERSONNEL SERVICES	184,265	193,831	184,723	191,840	(1,991)
SUPPLIES	15,927	16,400	10,894	13,400	(3,000)
OTHER SERVICES	(191,267)	37,661	28,684	34,650	(3,011)
<b>TOTAL COST CENTER</b>	<b>8,925</b>	<b>247,892</b>	<b>224,301</b>	<b>239,890</b>	<b>(8,002)</b>

**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 assuraing 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 - Utilitiy Clerk Full-Time

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

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>PERSONNEL SERVICES</b>					
01-51810100 SALARY	135,271	144,156	136,247	143,203	(953)
01-51810111 OVERTIME	2,277	2,000	928	1,000	(1,000)
01-51810116 LONGEVITY	612	756	720	864	108
01-51810125 SOCIAL SECURITY	10,336	10,765	10,358	10,702	(63)
01-51810126 UNEMPLOYMENT TAX	660	612	78	612	-
01-51810127 RETIREMENT PLAN	12,414	12,555	12,142	12,480	(75)
01-51810128 HEALTH & DENTAL INS	22,077	19,899	21,147	19,900	1
01-51810129 HEALTH INSURANCE/RETIREE	-	2,400	2,400	2,400	-
01-51810130 COBRA COMPLIANCE PREMIUM	28	40	34	34	(6)
01-51810135 WORKER'S COMPENSATION	590	648	669	645	(3)
<b>TOTAL PERSONNEL SERVICES</b>	<b>184,265</b>	<b>193,831</b>	<b>184,723</b>	<b>191,840</b>	<b>(1,991)</b>
<b>SUPPLIES</b>					
01-51820200 OFFICE SUPPLIES	6,915	8,000	7,141	8,000	-
01-51820205 PRINTER, FAX, COPIER	-	200	-	-	(200)
01-51820209 MEETINGS AND SEMINARS	9,012	8,000	3,632	5,000	(3,000)
01-51820229 UNIFORMS	-	200	121	400	200
<b>TOTAL SUPPLIES</b>	<b>15,927</b>	<b>16,400</b>	<b>10,894</b>	<b>13,400</b>	<b>(3,000)</b>

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

CONTINUED

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>OTHER SERVICES</b>					
01-51830302 TELEPHONE	51	80	62	-	(80)
01-51830303 OFFICE EQUIPMENT LEASE PAYMENT	2,225	2,650	1,786	2,650	-
01-51830304 POSTAGE	18,689	20,000	18,600	20,000	-
01-51830307 CREDIT CARD FEES	36,499	-	1,286	-	-
01-51830310 INSURANCE (C.G.L.)	1,020	950	1,345	2,000	1,050
01-51830320 COLLECTION AGENCY FEES	3,774	12,000	3,513	7,000	(5,000)
01-51830338 MISCELLANEOUS	664	-	-	-	-
01-51830345 LICENSE & FEES	316	300	411	500	200
01-51830382 INFO TECHNOLOGY PLAN	1,681	1,681	1,681	2,500	819
01-51830383 OH ALLOCATION FRM OTHER FUNDS	<u>(256,186)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL OTHER SERVICES</b>	<b>(191,267)</b>	<b>37,661</b>	<b>28,684</b>	<b>34,650</b>	<b>(3,011)</b>
<b>TOTAL COST CENTER</b>	<b>8,925</b>	<b>247,892</b>	<b>224,301</b>	<b>239,890</b>	<b>(8,002)</b>

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

<b>BUDGET INFORMATION</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2019-20</b>	<b>BUDGET</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>	<b>CHANGE</b>
PERSONNEL SERVICES	116,306	121,264	114,720	119,665	(1,599)
SUPPLIES	10,131	12,785	11,974	12,095	(690)
OTHER SERVICES	(9,816)	34,923	34,106	30,150	(4,773)
<b>TOTAL COST CENTER</b>	<b>116,621</b>	<b>168,972</b>	<b>160,800</b>	<b>161,910</b>	<b>(7,062)</b>

**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) employees:

1-City Secretary

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

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>PERSONNEL SERVICES</b>					
01-51910100 SALARY	87,464	93,128	87,959	91,838	(1,290)
01-51910111 OVERTIME	2,231	1,200	459	1,200	-
01-51910116 LONGEVITY	144	216	108	180	(36)
01-51910125 SOCIAL SECURITY	6,611	7,186	6,802	7,085	(101)
01-51910126 UNEMPLOYMENT TAX	333	306	-	306	-
01-51910127 RETIREMENT	7,958	8,185	7,810	8,070	(115)
01-51910128 HEALTH & DENTAL INS	10,681	10,000	10,628	9,950	(50)
01-51910130 COBRA COMPLIANCE PREMIUM	14	20	18	20	-
01-51910135 WORKERS COMPENSATION	295	423	336	416	(7)
01-51910150 CELL PHONE ALLOWANCE	575	600	600	600	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>116,306</b>	<b>121,264</b>	<b>114,720</b>	<b>119,665</b>	<b>(1,599)</b>
<b>SUPPLIES</b>					
01-51920200 OFFICE SUPPLIES	4,347	3,700	3,700	3,700	-
01-51920205 BOARD AND COMMISSION SUPPLIES	108	100	100	100	-
01-51920207 PRINTING AND STATIONARY	54	150	100	100	(50)
01-51920209 MEETINGS AND SEMINARS	3,637	5,300	4,521	3,800	(1,500)
01-51920213 MILEAGE REIMBURSEMENT	408	1,260	1,278	2,120	860
01-51920218 RECORDS MANAGEMENT	1,577	2,000	2,000	2,000	-
01-51920229 UNIFORMS	-	275	275	275	-
<b>TOTAL SUPPLIES</b>	<b>10,131</b>	<b>12,785</b>	<b>11,974</b>	<b>12,095</b>	<b>(690)</b>

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

CONTINUED

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>OTHER SERVICES</b>					
01-51930302 TELEPHONE	51	100	57	-	(100)
01-51930304 POSTAGE	1,524	1,300	4,439	1,500	200
01-51930306 WEB HOST ORDINANCES	375	-	-	-	-
01-51930307 BUILDING SECURITY	-	1,000	1,000	1,000	-
01-51930314 DUES & SUBSCRIPTIONS	1,139	1,200	1,200	1,200	-
01-51930316 LEGAL NOTICES	4,173	2,500	2,500	2,500	-
01-51930317 COUNTY CLERK RECORDING FEES	-	500	500	500	-
01-51930327 RENT	-	7,200	7,200	7,200	-
01-51930329 LEGAL FEES/CODIFI ORD	3,885	9,000	9,174	3,000	(6,000)
01-51930332 ELECTION EXPENSE	8,588	10,000	6,267	10,000	-
01-51930334 PLANNING & ZONING	64	500	138	500	-
01-51930338 MISCELLANEOUS	651	250	258	250	-
01-51930382 INFO TECHNOLOGY PLAN	1,373	1,373	1,373	2,500	1,127
01-51930383 OH ALLOCATION FRM OTHER FUNDS	(31,639)	-	-	-	-
<b>TOTAL OTHER SERVICES</b>	<b>(9,816)</b>	<b>34,923</b>	<b>34,106</b>	<b>30,150</b>	<b>(4,773)</b>
<b>TOTAL COST CENTER</b>	<b>116,621</b>	<b>168,972</b>	<b>160,800</b>	<b>161,910</b>	<b>(7,062)</b>

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

<b>BUDGET INFORMATION</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2019-20</b>	<b>BUDGET</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>	<b>CHANGE</b>
OTHER SERVICES	13,440	14,980	9,380	22,880	7,900
<b>TOTAL COST CENTER</b>	<b>13,440</b>	<b>14,980</b>	<b>9,380</b>	<b>22,880</b>	<b>7,900</b>

**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**

	<b>2017-18 ACTUAL</b>	<b>2018-19 BUDGET</b>	<b>2018-19 ESTIMATE</b>	<b>2019-20 BUDGET</b>	<b>BUDGET CHANGE</b>
<b>OTHER SERVICES</b>					
01-52030302 NON-PROFIT GROUPS	13,440	14,980	9,380	22,880	7,900
<b>TOTAL OTHER SERVICES</b>	<b>13,440</b>	<b>14,980</b>	<b>9,380</b>	<b>22,880</b>	<b>7,900</b>
<b>TRANSFERS</b>					
	-	-	-	-	-
<b>TOTAL TRANSFERS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL COST CENTER</b>	<b>13,440</b>	<b>14,980</b>	<b>9,380</b>	<b>22,880</b>	<b>7,900</b>

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

<b>BUDGET INFORMATION</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2019-20</b>	<b>BUDGET</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>	<b>CHANGE</b>
PERSONNEL SERVICES	185,952	199,838	125,847	199,892	54
SUPPLIES	1,618	4,250	1,120	12,000	7,750
OTHER SERVICES	(123,071)	7,100	4,364	13,481	6,381
<b>TOTAL COST CENTER</b>	<b>64,499</b>	<b>211,188</b>	<b>131,331</b>	<b>225,373</b>	<b>14,185</b>

**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**

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>PERSONNEL SERVICES</b>					
01-52110100 SALARY	145,333	150,825	98,312	150,825	-
01-52110116 LONGEVITY	36	72	72	108	36
01-52110125 SOCIAL SECURITY	12,175	12,416	8,136	12,418	2
01-52110126 UNEMPLOYMENT TAX	416	306	280	306	-
01-52110127 RETIREMENT PLAN	14,831	14,140	9,753	14,145	5
01-52110128 HEALTH & DENTAL INS	1,215	9,949	1,433	9,950	1
01-52110130 COBRA COMPLIANCE PREMIUM	1	-	1	10	10
01-52110135 WORKERS COMPENSATION	295	730	335	730	-
01-52110149 AUTO ALLOWANCE	10,425	10,200	6,750	10,200	-
01-52110150 CELL PHONE ALLOWANCE	1,225	1,200	775	1,200	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>185,952</b>	<b>199,838</b>	<b>125,847</b>	<b>199,892</b>	<b>54</b>
<b>SUPPLIES</b>					
01-52120200 OFFICE SUPPLIES	228	250	376	2,150	1,900
01-52120201 BREAKROOM SUPPLIES	-	-	-	1,150	1,150
01-52120202 FUEL & OIL	281	500	-	1,200	700
01-52120209 MEETINGS AND SEMINARS	1,109	3,500	744	5,500	2,000
01-52120212 VEHICLE MAINTENANCE	-	-	-	1,500	1,500
01-52120265 TIRES, TUBES & BATTERIES	-	-	-	500	500
<b>TOTAL SUPPLIES</b>	<b>1,618</b>	<b>4,250</b>	<b>1,120</b>	<b>12,000</b>	<b>7,750</b>

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

CONTINUED

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>OTHER SERVICES</b>					
01-52130300 UTILITIES	-	-	739	500	500
01-52130302 TELEPHONE	203	250	544	3,161	2,911
01-52130303 OFFICE EQUIPMENT LEASE PAYMENT	-	2,500	1,475	2,500	-
01-52130304 POSTAGE	1,939	50	27	50	-
01-52130322 ENGINEERING FEES	9,378	3,500	1,330	3,500	-
01-52130338 MISCELLANEOUS	243	300	249	250	(50)
01-52130345 LICENSE & FEES	270	500	-	500	-
01-52130382 INFO TECHNOLOGY PLAN	-	-	-	3,020	3,020
01-52130383 OH ALLOCATION FRM OTHER FUNDS	<u>(135,104)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL OTHER SERVICES</b>	<b>(123,071)</b>	<b>7,100</b>	<b>4,364</b>	<b>13,481</b>	<b>6,381</b>
 <b>TOTAL COST CENTER</b>	 <b>64,499</b>	 <b>211,188</b>	 <b>131,331</b>	 <b>225,373</b>	 <b>14,185</b>

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

	COUNCIL COMMITTED	STATE RESTRICTED	TOTAL
WORKING CAPITAL BALANCE 09/30/18	530,816	25,258	556,074
PLUS ESTIMATED REVENUES FOR FY 18-19	578,350	5,500	583,850
LESS ESTIMATED EXPENDITURES FOR FY 18-19	<u>853,085</u>	3,582	<u>856,667</u>
EQUALS NET FOR 18-19	<u>(274,735)</u>	1,918	<u>(272,817)</u>
EQUALS ESTIMATED WORKING CAPITAL 09/30/19	256,081	27,176	283,257
PLUS 19-20 REVENUES	<u>948,918</u>	2,900	<u>951,818</u>
EQUALS TOTAL RESOURCES	1,204,999	30,076	1,235,075
LESS 19-20 EXPENSES	<u>922,245</u>	3,500	<u>925,745</u>
EQUALS ESTIMATED WORKING CAPITAL 09/30/20	282,754	26,576	309,330

**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	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>COMMITTED</b>					
09-1316 CITY CONT FOR SWFLC	6,700	6,700	6,700	6,700	-
09-1341 CITY CONT FOR STREETS	280,000	180,000	480,000	480,000	300,000
09-1342 WATER CONT FOR STREETS	15,000	15,000	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	211,150	211,147	280,218	69,068
09-1373 INTEREST INCOME	-	-	7,413	7,000	7,000
09-1380 PARKLAND FUND	-	-	3,142	-	-
<b>TOTAL COMMITTED</b>	<b>672,847</b>	<b>572,850</b>	<b>883,402</b>	<b>948,918</b>	<b>376,068</b>
<b>RESTRICTED</b>					
09-1319 COURT SECURITY FEE	1,610	2,500	1,200	1,200	(1,300)
09-1320 COURT TECHNOLOGY FEES	2,336	3,000	1,672	1,700	(1,300)
<b>TOTAL RESTRICTED</b>	<b>3,946</b>	<b>5,500</b>	<b>2,872</b>	<b>2,900</b>	<b>(2,600)</b>
<b>TOTAL REVENUES</b>	<b>676,793</b>	<b>578,350</b>	<b>886,274</b>	<b>951,818</b>	<b>373,468</b>

**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**

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>COMMITTED FOR COMMUNITY PROJECTS</b>					
09-50030314 STREET MAINTENANCE	31,226	-	-	-	-
09-50030316 SOUTHWEST FAMILY LIFE CENTER	4,200	6,700	1,935	6,700	-
<b>COMMITTED FOR PUBLIC WORKS PROJECTS</b>					
09-50040401 STREET RECONSTRUCTION	255,287	180,000	480,000	480,000	300,000
09-50040405 STORM DRAINAGE	29,981	80,000	80,000	80,000	-
09-50040409 CURB AND GUTTER	143,902	80,000	80,000	80,000	-
<b>COMMITTED FOR OTHER</b>					
09-50030382 INFORMATION TECH ANNUAL MAINT	193,767	211,150	211,150	275,545	64,395
<b>TOTAL COMMITTED</b>	<b>658,363</b>	<b>557,850</b>	<b>853,085</b>	<b>922,245</b>	<b>364,395</b>
<b>RESTRICTED BY STATE LAW</b>					
09-50030319 COURT SECURITY FEE	50	2,500	400	500	(2,000)
09-50030320 COURT TECHNOLOGY	3,080	3,000	3,182	3,000	-
<b>TOTAL RESTRICTED</b>	<b>3,130</b>	<b>5,500</b>	<b>3,582</b>	<b>3,500</b>	<b>(2,000)</b>
<b>TOTAL COMMITTED OR RESTRICTED</b>	<b>661,493</b>	<b>563,350</b>	<b>856,667</b>	<b>925,745</b>	<b>362,395</b>

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 09/30/18	1,143,638
PLUS ESTIMATED REVENUES FOR FY 18-19	9,492,846
LESS ESTIMATED EXPENDITURES FOR FY 18-19	<u>9,278,890</u>
EQUALS NET FOR 18-19	213,956
EQUALS ESTIMATED WORKING CAPITAL 09/30/19	<u>1,357,594</u>
PLUS 19-20 REVENUES	9,151,262
EQUALS TOTAL RESOURCES	<u>10,508,856</u>
LESS 19-20 EXPENSES	9,516,333
EQUALS ESTIMATED WORKING CAPITAL 09/30/20	<u>992,523</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**

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
02-1302 RESIDENTIAL ELECTRIC	4,031,636	3,980,262	3,959,921	3,980,262	-
02-1304 COMMERCIAL ELECTRIC	4,447,508	4,182,000	4,233,653	4,182,000	-
02-1306 INDUSTRIAL ELECTRIC	800,715	800,000	823,892	800,000	-
02-1308 SECURITY LIGHTS	8,512	8,500	17,660	8,500	-
02-1310 PENALTIES	127,539	125,000	127,471	125,000	-
02-1312 RECONNECT FEE	6,270	4,000	5,875	4,500	500
02-1314 NEW SERVICE - TAP	1,518	2,500	2,000	1,000	(1,500)
02-1316 EXTEND SERVICE	3,571	2,000	-	-	(2,000)
02-1318 SERVICE UPGRADE	1,311	750	-	-	(750)
02-1320 MISCELLANEOUS	13,607	20,000	6,634	10,000	(10,000)
02-1324 RETURN CHECK FEE	205	100	185	-	(100)
02-1330 NEW INSTALLS REVENUES	35,433	30,000	1,055	30,000	-
02-1356 SALE OF FIXED ASSETS	5,995	-	-	-	-
02-1368 MISCELLANEOUS	2,794	-	-	-	-
02-1370 SERVICE CALLS & METERS	6,277	6,300	-	-	(6,300)
02-1373 INTEREST INCOME	-	-	9,819	10,000	10,000
02-1378 TOBACCO/WELLNESS CONTRIBUTION	120	120	507	-	(120)
02-1399 TRANSFER IN	-	304,174	304,174	-	(304,174)
<b>TOTAL REVENUES</b>	<b>9,493,011</b>	<b>9,465,706</b>	<b>9,492,846</b>	<b>9,151,262</b>	<b>(314,444)</b>

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

<b>BUDGET INFORMATION</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2019-20</b>	<b>BUDGET</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>	<b>CHANGE</b>
PERSONNEL SERVICES	584,801	596,288	603,269	619,097	22,809
SUPPLIES	489,573	446,800	448,882	484,300	37,500
OTHER SERVICES	8,666,654	8,427,560	7,864,540	8,105,505	(322,055)
CAPITAL	-	309,174	304,174	250,000	(59,174)
DEBT SERVICE	8,470	58,025	58,025	57,431	(594)
<b>TOTAL COST CENTER</b>	<b>9,749,498</b>	<b>9,837,847</b>	<b>9,278,890</b>	<b>9,516,333</b>	<b>(321,514)</b>

**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
- 5 - Trencher/Backhoe

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

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>PERSONNEL SERVICES</b>					
02-50010100 SALARY	419,392	431,338	432,271	448,212	16,874
02-50010111 OVERTIME/CALL OUT	31,121	30,000	32,115	30,000	-
02-50010116 LONGEVITY	972	1,332	1,476	1,836	504
02-50010125 SOCIAL SECURITY	31,835	32,859	33,267	34,180	1,321
02-50010126 UNEMPLOYMENT TAX	1,629	1,530	255	1,530	-
02-50010127 RETIREMENT PLAN	30,482	37,423	42,126	38,928	1,505
02-50010128 HEALTH & DENTAL INS	61,613	49,747	53,025	49,747	-
02-50010130 COBRA COMPLIANCE PREMIUM	73	100	98	80	(20)
02-50010135 WORKERS' COMPENSATION	6,559	10,759	7,436	13,384	2,625
02-50010150 CELL PHONE ALLOWANCE	1,125	1,200	1,200	1,200	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>584,801</b>	<b>596,288</b>	<b>603,269</b>	<b>619,097</b>	<b>22,809</b>
<b>SUPPLIES</b>					
02-50020200 OFFICE SUPPLIES	1,925	1,500	1,413	2,150	650
02-50020201 BREAKROOM SUPPLIES	815	1,000	1,000	1,150	150
02-50020202 FUEL & OIL	12,635	14,000	13,800	14,000	-
02-50020208 SMALL TOOLS & SUPPLIES	27,490	12,000	15,748	12,000	-
02-50020209 MEETINGS AND SEMINARS	12,448	14,000	14,000	20,000	6,000
02-50020210 EQUIPMENT MAINTENANCE	4,747	6,000	5,900	5,000	(1,000)
02-50020211 SYSTEM MAINTENANCE	284,321	180,000	180,000	170,000	(10,000)

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

CONTINUED

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
02-50020212 VEHICLE MAINTENANCE	34,227	15,000	14,941	12,000	(3,000)
02-50020213 SYSTEM IMPROVEMENTS	73,053	160,000	160,000	200,000	40,000
02-50020214 STRUCTURE MAINTENANCE	27	500	-	-	(500)
02-50020215 SAFETY EQUIPMENT	14,980	15,000	15,086	15,000	-
02-50020218 POLES	14,880	20,000	20,000	20,000	-
02-50020219 TRAINING	-	-	-	4,000	4,000
02-50020229 UNIFORMS	6,629	6,800	5,794	7,000	200
02-50020265 TIRES, TUBES & BATTERIES	1,396	1,000	1,200	2,000	1,000
<b>TOTAL SUPPLIES</b>	<b>489,573</b>	<b>446,800</b>	<b>448,882</b>	<b>484,300</b>	<b>37,500</b>

**OTHER SERVICES**

02-50030300 UTILITIES	1,375	10,000	1,100	500	(9,500)
02-50030301 COST OF POWER	5,379,563	5,167,500	4,631,451	4,850,000	(317,500)
02-50030302 TELEPHONE	5,682	6,500	5,407	3,161	(3,339)
02-50030304 POSTAGE	7	50	88	100	50
02-50030310 INSURANCE (C.G.L.)	15,426	15,426	20,132	25,000	9,574
02-50030314 DUES & SUBSCRIPTIONS	2,459	500	148	860	360
02-50030322 ENGINEER FEES	27,544	42,000	42,000	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	512	250	231	250	-
02-50030345 LICENSE & FEES	789	1,500	338	500	(1,000)

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

CONTINUED

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
02-50030358 BAD DEBTS	24,010	-	-	-	-
02-50030362 JANITORIAL SUPPLIES	1,567	1,200	1,011	500	(700)
02-50030366 CONTINGENCY EXPENSE	9,960	30,000	10,000	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	308,391	308,391	-
02-50030393 DEPRECIATION EXPENSE	45,126	-	-	-	-
<b>TOTAL OTHER SERVICES</b>	<b>8,666,654</b>	<b>8,427,560</b>	<b>7,864,540</b>	<b>8,105,505</b>	<b>(322,055)</b>
<b>CAPITAL</b>					
02-50040460 VEHICLES	-	-	-	250,000	250,000
02-50040430 NEW INSTALL COST	-	5,000	-	-	(5,000)
02-50040468 PUBLIC WORKS BUILDING	-	304,174	304,174	-	(304,174)
<b>TOTAL CAPITAL</b>	<b>-</b>	<b>309,174</b>	<b>304,174</b>	<b>250,000</b>	<b>(59,174)</b>
<b>DEBT SERVICE</b>					
02-50050504 TRF OUT CO '16 PRIN	-	50,000	50,000	50,000	-
02-50050505 TRF OUT CO '16 INTEREST	8,470	8,025	8,025	7,431	(594)
<b>TOTAL DEBT SERVICE</b>	<b>8,470</b>	<b>58,025</b>	<b>58,025</b>	<b>57,431</b>	<b>(594)</b>
<b>TOTAL COST CENTER</b>	<b>9,749,498</b>	<b>9,837,847</b>	<b>9,278,890</b>	<b>9,516,333</b>	<b>(321,514)</b>

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

	GRANTS		
	OPERATIONS	LOANS	TOTAL
WORKING CAPITAL BALANCE 09/30/18	1,455,225	2,210,891	3,666,116
<b>PLUS ESTIMATED REVENUES FOR FY 18-19</b>			
WATER	2,634,434		2,634,434
WASTEWATER	1,234,756		1,234,756
OTHER	42,042		42,042
GRANT AND LOAN		263,750	263,750
<b>TOTAL</b>	<b>3,911,232</b>	<b>263,750</b>	<b>4,174,982</b>
<b>LESS ESTIMATED EXPENDITURES FOR FY 18-19</b>			
WATER	2,471,030		2,471,030
WASTEWATER	1,181,968		1,181,968
GRANT AND LOAN		1,289,875	1,289,875
<b>TOTAL</b>	<b>3,652,998</b>	<b>1,289,875</b>	<b>4,942,873</b>
<b>EQUALS NET FOR 18-19</b>	<b>258,234</b>	<b>(1,026,125)</b>	<b>(767,891)</b>
<b>EQUALS ESTIMATED WORKING CAPITAL 09/30/19</b>	<b>1,713,459</b>	<b>1,184,766</b>	<b>2,898,225</b>
<b>PLUS 19-20 REVENUES</b>			
WATER	2,815,589		2,815,589
WASTEWATER	1,397,579		1,397,579
OTHER	1,095,292		1,095,292
GRANT AND LOAN		-	-
<b>TOTAL</b>	<b>5,308,460</b>	<b>-</b>	<b>5,308,460</b>
<b>EQUALS TOTAL RESOURCES</b>	<b>7,021,919</b>	<b>1,184,766</b>	<b>8,206,685</b>

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

CONTINUED

	OPERATIONS	GRANTS	
		LOANS	TOTAL
EQUALS TOTAL RESOURCES	7,021,919	1,184,766	8,206,685
LESS 19-20 EXPENSES			
WATER	2,710,328		2,710,328
WASTEWATER	1,587,007		1,587,007
GRANT AND LOAN		1,084,261	1,084,261
	4,297,335	1,084,261	5,381,596
EQUALS ESTIMATED WORKING CAPITAL 09/30/20	2,724,584	100,505	2,825,089

**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**

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>OPERATING REVENUES</b>					
03-1302 RESIDENTIAL WATER	1,310,504	1,500,000	1,250,140	1,313,087	(186,913)
03-1304 COMMERCIAL WATER	1,150,891	900,000	1,113,768	1,233,002	333,002
03-1307 EAA AQUIFER MANAGEMENT FEES	234,087	225,000	219,811	225,000	-
03-1310 PENALTIES	33,305	22,000	30,358	27,500	5,500
03-1312 RECONNECT FEES	5,090	3,500	5,160	4,500	1,000
03-1313 WATER METERS	8,374	12,500	15,197	12,500	-
03-1320 MISCELLANEOUS	8,994	5,500	5,565	5,500	-
03-1352 WASTEWATER REVENUE	1,242,355	1,300,000	1,203,420	1,370,579	70,579
03-1356 WASTEWATER PENALTY	40,328	15,000	17,686	15,000	-
03-1358 SEWER TAP FEES	10,600	12,000	13,650	12,000	-
03-1373 INTEREST INCOME	28,276	-	34,058	20,000	20,000
03-1378 TOBACCO/WELLNESS CONTRIBUTION	2,813	3,000	2,419	2,500	(500)
<b>TOTAL OPERATING REVENUES</b>	<b>4,075,617</b>	<b>3,998,500</b>	<b>3,911,232</b>	<b>4,241,168</b>	<b>242,668</b>
<b>GRANT AND LOAN REVENUE</b>					
03-1601 DWSRF GRANT REVENUES	-	2,064,386	997,094	1,067,292	(997,094)
03-1726 17 CDBG GRANT REVENUE	11,250	263,750	263,750	-	(263,750)
<b>TOTAL GRANT AND LOAN REVENUE</b>	<b>11,250</b>	<b>2,328,136</b>	<b>1,260,844</b>	<b>1,067,292</b>	<b>(1,260,844)</b>
<b>TOTAL REVENUES</b>	<b>4,086,867</b>	<b>6,326,636</b>	<b>5,172,076</b>	<b>5,308,460</b>	<b>(1,018,176)</b>

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

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>COST CENTER</b>					
WATER	1,949,092	2,509,142	2,471,030	2,710,328	201,186
WASTEWATER	776,222	1,241,049	1,181,968	1,587,007	345,958
GRANT AND LOAN	-	2,374,136	1,289,875	1,084,261	(1,289,875)
<b>TOTAL</b>	<b>2,725,314</b>	<b>6,124,327</b>	<b>4,942,873</b>	<b>5,381,596</b>	<b>(742,731)</b>
<b>RECAP BY SERVICE</b>					
WATER REVENUES	2,742,251	2,663,000	2,634,434	2,815,589	152,589
WATER COST CENTER	1,949,092	2,509,142	2,471,030	2,710,328	201,186
<b>TOTAL</b>	<b>793,159</b>	<b>153,858</b>	<b>163,404</b>	<b>105,261</b>	<b>(48,597)</b>
WASTEWATER REVENUE	1,293,283	1,327,000	1,234,756	1,397,579	70,579
WASTEWATER COST CENTER	776,222	1,241,049	1,181,968	1,587,007	345,958
<b>TOTAL</b>	<b>517,061</b>	<b>85,951</b>	<b>52,788</b>	<b>(189,428)</b>	<b>(275,379)</b>
GRANT AND LOAN REVENUES	11,250	2,328,136	1,260,844	1,067,292	(1,260,844)
GRANT AND LOAN EXPENSES	-	2,374,136	1,289,875	1,084,261	(1,289,875)
<b>TOTAL</b>	<b>11,250</b>	<b>(46,000)</b>	<b>(29,031)</b>	<b>(16,969)</b>	<b>29,031</b>

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

<b>BUDGET INFORMATION</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2019-20</b>	<b>BUDGET</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>	<b>CHANGE</b>
PERSONNEL SERVICES	393,089	417,649	410,854	454,421	36,772
SUPPLIES	260,263	234,492	222,193	151,300	(83,192)
OTHER SERVICES	1,107,670	775,064	756,046	1,056,749	281,685
CAPITAL	-	440,408	440,408	405,000	(35,408)
DEBT SERVICE	173,070	626,529	626,529	627,858	1,329
TRANSFERS	15,000	15,000	15,000	15,000	-
<b>TOTAL COST CENTER</b>	<b>1,949,092</b>	<b>2,509,142</b>	<b>2,471,030</b>	<b>2,710,328</b>	<b>201,186</b>

**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
- 4 - Water Utility Operator II
- 1 - Water Utility Operator I

**ASSETS:**

- 4 - Water Wells
- 4 - Certified Operators
- 1 - Backhoe
- 4 - Utility Trucks
- .5 - Trencher/Backhoe

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

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>PERSONNEL SERVICES</b>					
03-50110100 SALARY	262,005	277,509	284,057	307,972	30,463
03-50110111 OVERTIME/CALL OUT	33,757	35,000	26,706	35,000	-
03-50110116 LONGEVITY	72	288	252	504	216
03-50110117 CERTIFICATE PAY	550	600	1,402	1,500	900
03-50110125 SOCIAL SECURITY	21,792	21,435	23,330	23,851	2,416
03-50110126 UNEMPLOYMENT TAX	1,423	1,224	210	1,224	-
03-50110127 RETIREMENT PLAN	20,202	24,412	27,772	27,165	2,753
03-50110128 HEALTH & DENTAL INS	46,185	39,798	38,622	39,800	2
03-50110130 COBRA COMPLIANCE PREMIUM	55	100	71	100	-
03-50110135 WORKERS' COMPENSATION	5,848	15,483	6,632	15,505	22
03-50110150 CELL PHONE ALLOWANCE	1,200	1,800	1,800	1,800	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>393,089</b>	<b>417,649</b>	<b>410,854</b>	<b>454,421</b>	<b>36,772</b>
<b>SUPPLIES</b>					
03-50120200 OFFICE SUPPLIES	1,381	1,000	1,000	2,150	1,150
03-50120201 BREAKROOM SUPPLIES	232	400	400	1,150	750
03-50120202 FUEL & OIL	12,907	12,500	12,054	12,500	-
03-50120208 SMALL TOOLS & SUPPLIES	12,399	18,092	15,694	13,500	(4,592)
03-50120209 MEETINGS & SEMINARS	5,691	7,000	6,000	7,000	-
03-50120210 EQUIPMENT MAINTENANCE	16,091	7,000	4,153	6,500	(500)
03-50120211 SYSTEM MAINTENANCE	172,136	145,000	140,593	65,000	(80,000)

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

CONTINUED

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
03-50120212 VEHICLE MAINTENANCE	5,196	6,000	5,187	6,500	500
03-50120213 SYSTEM IMPROVEMENTS	3,765	10,000	10,000	10,000	-
03-50120215 SAFETY EQUIPMENT	9,371	6,000	5,680	6,000	-
03-50120216 STRUCTURE MAINTENANCE	872	1,000	1,000	1,000	-
03-50120229 UNIFORMS	5,728	5,000	4,933	5,000	-
03-50120232 OFFICE FURNITURE	-	1,500	1,428	1,000	(500)
03-50120241 CHEMICALS	11,422	11,000	10,956	11,000	-
03-50120265 TIRES, TUBES & BATTERIES	3,072	3,000	3,115	3,000	-
<b>TOTAL SUPPLIES</b>	<b>260,263</b>	<b>234,492</b>	<b>222,193</b>	<b>151,300</b>	<b>(83,192)</b>
<b>OTHER SERVICES</b>					
03-50130300 UTILITIES	6,052	5,500	6,284	500	(5,000)
03-50130302 TELEPHONE	2,836	2,800	2,729	3,100	300
03-50130304 POSTAGE	1,240	1,000	34	150	(850)
03-50130305 BUILDING SECURITY	652	-	-	-	-
03-50130310 INSURANCE (C.G.L.)	19,383	20,000	25,071	27,000	7,000
03-50130313 EAA FEES	222,375	225,000	222,252	225,000	-
03-50130314 DUES & SUBSCRIPTIONS	1,529	500	302	1,500	1,000
03-50130315 COST OF SERVICE PLAN	-	20,000	14,910	-	(20,000)

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

CONTINUED

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
03-50130322 ENGINEER FEES	2,001	5,000	5,000	10,000	5,000
03-50130327 P.I.L.O.T. - GENERAL	241,500	241,500	241,500	530,846	289,346
03-50130336 EQUIPMENT RENTAL	-	3,200	1,500	3,200	-
03-50130338 MISCELLANEOUS	1,170	600	682	250	(350)
03-50130340 INSPECTION FEES	-	3,000	2,950	3,000	-
03-50130345 LICENSE & FEES	897	1,200	1,140	1,200	-
03-50130361 WATER TESTING	6,840	9,500	5,910	9,500	-
03-50130362 JANITORIAL SUPPLIES	1,370	1,000	1,000	500	(500)
03-50130366 CONTINGENCY EXPENSE	-	30,000	20,500	30,000	-
03-50130367 TECQ FEES	9,018	10,000	9,018	10,000	-
03-50130375 CONTRACT/CLERICAL	926	-	-	-	-
03-50130382 INFO TECHNOLOGY PLAN	11,297	11,297	11,297	10,500	(797)
03-50130383 OH ALLOCATION FRM GENERAL FUND	181,089	181,089	181,089	187,503	6,414
03-50130393 DEPRECIATION EXPENSE	394,517	-	-	-	-
03-50130395 AIRPORT LEASE OF WATER	-	-	-	-	-
03-50130398 RAILROAD LAND LEASES	2,978	2,878	2,878	3,000	122
<b>TOTAL OTHER SERVICES</b>	<b>1,107,670</b>	<b>775,064</b>	<b>756,046</b>	<b>1,056,749</b>	<b>281,685</b>
<b>CAPITAL</b>					
03-50140401 WATER FACILITY IMPROVEMENTS	-	-	-	10,000	10,000
03-50140403 REPLACE FIRE HYDRANT	-	-	-	10,000	10,000
03-50140405 WATER METER REPLACEMENT	-	75,000	75,000	100,000	25,000
03-50140406 BACKHOE	-	-	-	105,000	105,000
03-50140408 VACTRON	-	67,075	67,075	-	(67,075)

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

CONTINUED

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
03-50140410 VEHICLE REPLACEMENT	-	33,333	33,333	-	(33,333)
03-50140411 DOWNTOWN ELEVATED TANK	-	140,000	140,000	-	(140,000)
03-50140417 PUBLIC SERVICES CAMPUS	-	125,000	125,000	-	(125,000)
03-50140418 PRISON WELL	-	-	-	145,000	145,000
03-50140419 6" TRASH PUMP	-	-	-	35,000	35,000
<b>TOTAL CAPITAL</b>	<b>-</b>	<b>440,408</b>	<b>440,408</b>	<b>405,000</b>	<b>(35,408)</b>
<b>DEBT SERVICE</b>					
03-50150508 2013 DWSRF PRINCIPAL	-	50,000	50,000	50,000	-
03-50150509 2013 DWSRF INTEREST	3,206	3,358	3,358	2,813	(545)
03-50150510 TRF OUT 2014 GO REFD BOND PRIN	-	56,610	56,610	58,090	1,480
03-50150511 TRF OUT 2014 GO REFD BOND INT	12,204	11,250	11,250	10,058	(1,192)
03-50150512 CO SERIES 2015 - PRINCIPAL	-	60,000	60,000	65,000	5,000
03-50150513 CO SERIES 2015 - INTEREST	34,057	33,385	33,385	32,605	(780)
03-50150514 2016 DWSRF LOAN PRINCIPAL	-	50,000	50,000	50,000	-
03-50150515 2016 DWSRF LOAN INTEREST	8,550	8,025	8,025	7,431	(594)
03-50150516 CO SERIES 2017 PRINCIPAL	-	240,000	240,000	240,000	-
03-50150517 CO SERIES 2017 INTEREST	115,053	113,901	113,901	111,861	(2,040)
<b>TOTAL DEBT SERVICE</b>	<b>173,070</b>	<b>626,529</b>	<b>626,529</b>	<b>627,858</b>	<b>1,329</b>
<b>TRANSFERS</b>					
03-50199999 TRANSFER STREET REPAIRS	15,000	15,000	15,000	15,000	-
<b>TOTAL TRANSFERS</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>-</b>
<b>TOTAL COST CENTER</b>	<b>1,949,092</b>	<b>2,509,142</b>	<b>2,471,030</b>	<b>2,710,328</b>	<b>201,186</b>

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

<b>BUDGET INFORMATION</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2019-20</b>	<b>BUDGET</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>	<b>CHANGE</b>
PERSONNEL SERVICES	205,161	231,400	218,401	225,807	(5,593)
SUPPLIES	186,566	183,400	160,927	202,900	19,500
OTHER SERVICES	384,495	393,569	363,640	504,620	111,051
CAPITAL	-	432,680	439,000	653,680	221,000
<b>TOTAL COST CENTER</b>	<b>776,222</b>	<b>1,241,049</b>	<b>1,181,968</b>	<b>1,587,007</b>	<b>345,958</b>

**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 Qualtiy, City of Hondo) requirements.

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

- 1 - Wastewater Superintendent
- 1 - Wastewater Plant Operator
- 2 - Wastewater Utility Operator II

**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**

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>PERSONNEL SERVICES</b>					
03-50210100 SALARY	139,626	162,274	150,882	157,750	(4,524)
03-50210111 OVERTIME/CALL OUT	22,190	15,000	21,354	15,000	-
03-50210116 LONGEVITY	72	180	180	288	108
03-50210117 CERTIFICATE PAY	125	300	150	-	(300)
03-50210125 SOCIAL SECURITY	12,254	12,474	12,185	12,136	(338)
03-50210126 UNEMPLOYMENT TAX	648	621	169	612	(9)
03-50210127 RETIREMENT PLAN	11,276	14,206	14,890	13,821	(385)
03-50210128 HEALTH & DENTAL INS	14,734	19,890	14,035	19,900	10
03-50210130 COBRA COMPLIANCE PREMIUM	27	50	32	50	-
03-50210135 WORKERS' COMPENSATION	3,459	5,805	3,924	5,650	(155)
03-50210150 CELL PHONE ALLOWANCE	750	600	600	600	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>205,161</b>	<b>231,400</b>	<b>218,401</b>	<b>225,807</b>	<b>(5,593)</b>
<b>SUPPLIES</b>					
03-50220200 OFFICE SUPPLIES	1,389	1,300	766	1,300	-
03-50220201 BREAKROOM SUPPLIES	139	400	400	400	-
03-50220202 FUEL & OIL	7,574	12,500	7,000	12,500	-
03-50220208 SMALL TOOLS & SUPPLIES	3,735	3,700	4,057	4,000	300
03-50220209 MEETINGS & SEMINARS	3,826	5,300	4,948	6,000	700
03-50220210 EQUIPMENT MAINTENANCE	2,515	7,500	4,352	7,500	-
03-50220211 PLANT MAINTENANCE	60,753	55,500	55,500	55,000	(500)
03-50220212 VEHICLE MAINTENANCE	385	2,500	1,072	1,500	(1,000)

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

Continued

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
03-50220213 SYSTEM IMPROVEMENTS	12,164	11,000	8,675	11,000	-
03-50220214 COLLECTION MAINTENANCE	-	-	-	25,000	25,000
03-50220215 SAFETY EQUIPMENT	4,533	5,300	7,463	5,300	-
03-50220229 UNIFORMS	1,783	2,200	1,807	2,200	-
03-50220241 CHEMICALS	73,702	60,000	53,141	55,000	(5,000)
03-50220250 LAB SUPPLIES	13,277	15,000	10,724	15,000	-
03-50220265 TIRES, TUBES & BATTERIES	791	1,200	1,022	1,200	-
<b>TOTAL SUPPLIES</b>	<b>186,566</b>	<b>183,400</b>	<b>160,927</b>	<b>202,900</b>	<b>19,500</b>
<b>OTHER SERVICES</b>					
03-50230300 UTILITIES	25,470	30,000	16,028	20,000	(10,000)
03-50230302 TELEPHONE	2,568	1,000	3,077	2,760	1,760
03-50230304 POSTAGE	119	120	10	25	(95)
03-50230310 INSURANCE (C.G.L.)	10,205	10,236	13,354	15,000	4,764
03-50230314 DUES & SUBSCRIPTIONS	340	500	255	860	360
03-50230315 COST OF SERVICE PLAN	-	20,000	14,910	-	(20,000)
03-50230322 ENGINEER FEES	9,690	10,000	10,000	10,000	-
03-50230323 SLUDGE REMOVAL	12,163	25,000	20,000	25,000	-
03-50230327 P.I.L.O.T. - GENERAL	138,488	138,500	138,500	265,423	126,923
03-50230338 MISCELLANEOUS	22	250	132	250	-

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

Continued

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
03-50230345 LICENSE & FEES	453	1,000	524	1,000	-
03-50230358 BAD DEBTS	16,618	-	-	-	-
03-50230360 RENT	29,500	14,300	10,125	10,000	(4,300)
03-50230361 SEWER TESTING	27,084	30,000	25,589	30,000	-
03-50230362 JANITORIAL SUPPLIES	1,631	800	992	800	-
03-50230366 CONTINGENCY EXPENSE	-	-	-	7,000	7,000
03-50230367 TCEQ PERMIT	13,281	15,000	13,281	16,000	1,000
03-50230382 INFO TECHNOLOGY PLAN	9,097	9,097	9,097	10,500	1,403
03-50230383 OH ALLOCATION FRM GENERAL FUND	87,766	87,766	87,766	90,002	2,236
<b>TOTAL OTHER SERVICES</b>	<b>384,495</b>	<b>393,569</b>	<b>363,640</b>	<b>504,620</b>	<b>111,051</b>
<b>CAPITAL</b>					
03-50240401 SEWER PLANT IMPROVEMENTS	-	59,000	59,000	30,000	(29,000)
03-50240420 LIFT STATION GENERATORS	-	100,680	95,000	100,680	-
03-50240421 PUBLIC SERVICES CAMPUS	-	125,000	125,000	-	(125,000)
03-50240435 HEAVY EQUIPMENT	-	-	-	-	-
03-50240436 SSO SEWER IMPROVEMENTS	-	148,000	160,000	160,000	12,000
03-50240437 MINI COMBO VACHUNTER	-	-	-	278,000	278,000
03-50240438 VERTICAL BAR SCREEN	-	-	-	85,000	85,000
<b>TOTAL CAPITAL</b>	<b>-</b>	<b>432,680</b>	<b>439,000</b>	<b>653,680</b>	<b>221,000</b>
<b>TOTAL COST CENTER</b>	<b>776,222</b>	<b>1,241,049</b>	<b>1,181,968</b>	<b>1,587,007</b>	<b>345,958</b>

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

<b>BUDGET INFORMATION</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2019-20</b>	<b>BUDGET</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>	<b>CHANGE</b>
CAPITAL	-	2,064,386	980,125	1,084,261	(980,125)
OTHER	-	-	-	-	-
<b>TOTAL COST CENTER</b>	<b>-</b>	<b>2,064,386</b>	<b>980,125</b>	<b>1,084,261</b>	<b>(980,125)</b>

**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**

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>CAPITAL</b>					
03-50983460 WATER LINE CONSTRUCTION	-	-	-	-	-
03-50983470 NEW EST CONSTRUCTION	-	621,397	621,397	-	(621,397)
03-50983480 GST REHAB CONSTRUCTION	-	1,442,989	358,728	1,084,261	(358,728)
<b>TOTAL CAPITAL</b>	<hr/>	2,064,386	980,125	1,084,261	(980,125)
<b>OTHER</b>					
<b>TOTAL OTHER</b>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL COST CENTER</b>	<hr/>	2,064,386	980,125	1,084,261	(980,125)

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

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>BUDGET INFORMATION</b>					
OTHER SERVICES	-	309,750	309,750	-	(309,750)
TOTAL COST CENTER	-	309,750	309,750	-	(309,750)

**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**

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>OTHER SERVICES</b>					
03-50942415 17 ADMIN FEES	-	21,000	21,000	-	(21,000)
03-50942416 17 ENGINEERING	-	33,750	33,750	-	(33,750)
03-50942417 17 CONSTRUCTION	-	255,000	255,000	-	(255,000)
<b>TOTAL OTHER SERVICES</b>	<hr/>	309,750	309,750	-	(309,750)

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

WORKING CAPITAL BALANCE 09/30/18	(257,069)
PLUS ESTIMATED REVENUES FOR FY 18-98	
AVIATION	776,860
NON-AVIATION	117,364
GRANTS	<u>50,000</u>
TOTAL	944,224
LESS ESTIMATED EXPENDITURES FOR FY 18-19	1,028,135
EQUALS ESTIMATED WORKING CAPITAL 09/30/19	
	<u>(340,980)</u>
PLUS 19-20 REVENUES	
AVIATION	749,600
NON-AVIATION	120,945
GRANTS	<u>50,000</u>
TOTAL	920,545
EQUALS TOTAL RESOURCES	
	<u>579,565</u>
LESS 19-20 EXPENSES	911,807
EQUALS ESTIMATED WORKING CAPITAL 09/30/20	
	<u>(332,242)</u>

**CITY OF HONDO  
AIRPORT FUND 04  
REVENUES**

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>REVENUES</b>					
AVIATION:					
04-1302 AVGAS 100LL AVIATION FUEL	157,080	187,500	161,111	160,000	(27,500)
04-1304 JET A AVIATION FUEL	190,949	241,127	232,309	200,000	(41,127)
04-1310 CREDIT CARD FEES	15	-	-	-	-
04-1315 OPEN T HANGARS	5,641	6,000	5,828	6,000	-
04-1317 ENCLOSED HANGAR RENT	68,506	71,580	70,971	74,780	3,200
04-1320 MISC SVC PARKING, GPU, CALLOUT	1,203	500	6,063	3,000	2,500
04-1350 TERMINAL BLD. OFC. RENTAL	3,516	2,100	2,016	2,100	-
04-1368 MISCELLANEOUS	1,446	-	692	500	500
04-1373 INTEREST INCOME	2,247	-	-	-	-
04-1377 HANGAR MR-2	2,241	2,241	2,241	2,241	-
04-1378 TOBACCO/WELLNESS CONTRIBUTION	60	100	-	-	(100)
04-1381 HANGAR ER-2	129,486	129,492	129,492	129,492	-
04-1382 HANGAR MR-3&4	77,625	77,625	77,625	77,625	-
04-1383 HANGAR ER-3	52,271	44,800	44,820	44,820	20
04-1384 HANGAR MR-7	12,142	14,784	14,784	14,784	-
04-1385 HANGAR MR-8	9,495	9,495	9,495	9,495	-
04-1386 HANGAR MR-9	2,160	10,000	12,000	17,400	7,400
04-1388 HANGAR MR-1	2,194	5,265	5,265	5,265	-
04-1389 HANGAR MR-5	2,006	2,098	2,148	2,098	-
TOTAL AVIATION	<hr/> 720,283	804,707	776,860	749,600	(55,107)

**CITY OF HONDO  
AIRPORT FUND 04  
REVENUES**

CONTINUED

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
NON-AVIATION					
04-1403 STREET RENT	2,600	2,600	2,600	2,600	-
04-1406 ANIMAL SHELTER RENT	2,600	1,925	2,600	2,600	675
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	7,100	7,200	7,200	100
04-1412 BUILDING RENT	(721)	-	-	-	-
04-1413 GOLF COURSE RENT	14,000	14,000	14,000	14,000	-
04-1414 FARM LAND LEASE	53,229	59,364	59,364	61,145	1,781
04-1420 WATER FUND - LEASE OF WATER	21,690	25,000	13,200	15,000	(10,000)
04-1461 SALE OF LAND	248,333	125,000	-	-	(125,000)
04-1463 HONDO ART LEAGUE	350	300	300	300	-
04-1487 REPUBLIC SERVICES	10,800	10,800	10,800	10,800	-
TOTAL NON-AVIATION	<u>367,381</u>	<u>253,389</u>	<u>117,364</u>	<u>120,945</u>	<u>(132,444)</u>
GRANTS					
04-1674 TXDOT RAMP GRANT M1215HONDO	47,979	50,000	50,000	50,000	-
TOTAL GRANTS	<u>47,979</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>	<u>-</u>
<b>TOTAL REVENUES</b>	<b>1,135,643</b>	<b>1,108,096</b>	<b>944,224</b>	<b>920,545</b>	<b>(187,551)</b>

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

<b>BUDGET INFORMATION</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2019-20</b>	<b>BUDGET</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>	<b>CHANGE</b>
PERSONNEL SERVICES	231,209	246,988	238,837	261,835	14,847
SUPPLIES	396,219	345,200	358,054	319,050	(26,150)
OTHER SERVICES	692,036	279,231	277,511	212,506	(66,725)
CAPITAL	-	10,000	9,913	-	(10,000)
DEBT	2,555	17,416	17,416	17,416	-
NON-OPERATING	115	55,000	26,404	1,000	(54,000)
CAPITAL	-	100,000	100,000	100,000	-
GRANT	-	-	-	-	-
<b>TOTAL COST CENTER</b>	<b>1,322,134</b>	<b>1,053,835</b>	<b>1,028,135</b>	<b>911,807</b>	<b>(142,028)</b>

**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
- 1 - Airport Services Technician II
- 1 - Airport Services Technician I
- 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**

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>PERSONNEL SERVICES</b>					
04-50110100 SALARY	158,361	169,027	165,708	183,066	14,039
04-50110111 OVERTIME	14,153	16,000	13,532	14,000	(2,000)
04-50110116 LONGEVITY	144	180	180	216	36
04-50110125 SOCIAL SECURITY	13,496	13,449	14,546	14,526	1,077
04-50110126 UNEMPLOYMENT TAX	666	612	175	612	-
04-50110127 RETIREMENT PLAN	12,068	15,317	13,396	16,550	1,233
04-50110128 HEALTH & DENTAL INS	22,963	19,899	21,072	19,900	1
04-50110130 COBRA COMPLIANCE PREMIUM	24	50	29	40	(10)
04-50110135 WORKERS COMPENSATION	3,284	5,854	3,724	6,325	471
04-50110149 AUTO ALLOWANCE	4,400	4,800	4,800	4,800	-
04-50110150 CELL PHONE ALLOWANCE	1,650	1,800	1,675	1,800	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>231,209</b>	<b>246,988</b>	<b>238,837</b>	<b>261,835</b>	<b>14,847</b>
<b>SUPPLIES</b>					
04-50120200 OFFICE SUPPLIES	1,768	2,000	2,000	2,000	-
04-50120201 BREAKROOM SUPPLIES	378	550	550	550	-
04-50120202 FUEL & OIL	5,721	4,500	5,561	5,500	1,000
04-50120204 OFFICE FURNITURE	-	350	384	-	(350)
04-50120208 SMALL TOOLS & SUPPLIES	2,966	3,000	3,000	3,000	-
04-50120209 MEETINGS & SEMINARS	3,718	4,000	3,500	3,500	(500)
04-50120210 EQUIPMENT MAINTENANCE	34,549	10,000	6,700	5,000	(5,000)

**CITY OF HONDO  
AIRPORT FUND 04  
EXPENSES**

CONTINUED

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
04-50120211 RAMP & RUNWAY MAINTENANCE	86,917	10,000	-	-	(10,000)
04-50120214 TERMINAL BUILDING MAINT	1,659	2,000	1,140	1,000	(1,000)
04-50120215 SAFETY EQUIPMENT	954	1,000	1,000	1,000	-
04-50120217 RADIOS	254	250	-	-	(250)
04-50120223 GEN AV HANGARS MAINTENANCE.	2,040	3,000	3,000	3,000	-
04-50120229 UNIFORMS	766	500	500	500	-
04-50120241 CHEMICALS	-	50	-	-	(50)
04-50120246 100LL AVIATION GASOLINE	129,991	140,000	162,301	130,000	(10,000)
04-50120247 JET A AVIATION FUEL	110,133	150,000	154,581	150,000	-
04-50120248 JET TRUCK LEASE	12,000	12,000	12,000	12,000	-
04-50120265 TIRES, TUBES & BATTERIES	2,405	2,000	1,837	2,000	-
<b>TOTAL SUPPLIES</b>	<b>396,219</b>	<b>345,200</b>	<b>358,054</b>	<b>319,050</b>	<b>(26,150)</b>

**OTHER SERVICES**

04-50130300 UTILITIES	7,018	6,500	5,907	6,000	(500)
04-50130302 TELEPHONE	1,741	1,800	2,571	1,500	(300)
04-50130303 OFFICE EQUIPMENT LEASE PAYMENT	1,284	1,600	1,500	1,500	(100)
04-50130304 POSTAGE	287	400	325	325	(75)
04-50130306 DEMO BUILDINGS/STRUCTURES	-	10,000	10,000	10,000	-
04-50130307 CREDIT CARD FEES	10,816	17,000	16,729	16,000	(1,000)

**CITY OF HONDO  
AIRPORT FUND 04  
EXPENSES**

CONTINUED

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
04-50130310 INSURANCE (C.G.L.)	26,531	27,000	33,878	25,000	(2,000)
04-50130312 MAINTENANCE AGREEMENTS	1,167	1,000	1,000	1,918	918
04-50130314 DUES & SUBSCRIPTIONS	2,275	2,000	2,000	2,000	-
04-50130328 APPRAISAL FEES	-	15,400	15,400	6,000	(9,400)
04-50130330 LEGAL FEES	18,530	15,000	10,000	15,000	-
04-50130338 MISCELLANEOUS	1,279	500	250	500	-
04-50130342 ENVIRONMENTAL REMEDIATION	18,100	50,000	50,000	-	(50,000)
04-50130345 LICENSE & FEES	50	200	120	150	(50)
04-50130362 JANITORIAL SUPPLIES	1,786	2,000	2,000	2,000	-
04-50130366 CONTINGENCY EXPENSE	-	5,000	2,000	5,000	-
04-50130370 COMMUNITY OUTREACH & MKTG	-	3,000	3,000	3,000	-
04-50130382 INFO TECHNOLOGY PLAN	12,944	12,944	12,944	8,726	(4,218)
04-50130383 OH ALLOCATION TO GENERAL FUND	87,887	87,887	87,887	87,887	-
04-50130393 DEPRECIATION EXPENSE	500,291	-	-	-	-
04-50130399 CONSULTING/ENGINEERING FEES	50	20,000	20,000	20,000	-
<b>TOTAL OTHER SERVICES</b>	<b>692,036</b>	<b>279,231</b>	<b>277,511</b>	<b>212,506</b>	<b>(66,725)</b>
<b>CAPITAL</b>					
04-50140407 INFRASTRUCTURE IMPROVEMENTS	-	-	-	-	-
04-50140419 Z-TURN MOWER	-	10,000	9,913	-	(10,000)
<b>TOTAL CAPITAL</b>	<b>-</b>	<b>10,000</b>	<b>9,913</b>	<b>-</b>	<b>(10,000)</b>
<b>DEBT SERVICE</b>					
04-50150504 TRF OUT TO CO 2016 PRIN	-	15,000	15,000	15,000	-
04-50150505 TRF OUT TO CO 2016 INTEREST	2,555	2,416	2,416	2,416	-
<b>TOTAL DEBT SERVICE</b>	<b>2,555</b>	<b>17,416</b>	<b>17,416</b>	<b>17,416</b>	<b>-</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>1,322,019</b>	<b>898,835</b>	<b>901,731</b>	<b>810,807</b>	<b>(88,028)</b>

**CITY OF HONDO  
AIRPORT FUND 04  
EXPENSES**

CONTINUED

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>NON-OPERATING</b>					
04-50220224 HONDO ART LEAGUE MAINT.	-	1,000	1,000	1,000	-
04-50220231 FOOD PANTRY MAINT.	115	-	-	-	-
04-50220245 WATER/SEWER IMPROVEMENTS	-	54,000	25,404	-	(54,000)
<b>TOTAL NON-OPERATING</b>	<b>115</b>	<b>55,000</b>	<b>26,404</b>	<b>1,000</b>	<b>(54,000)</b>
<b>CAPITAL</b>					
04-50840700 13 RAMP GRANT	-	100,000	100,000	100,000	-
<b>TOTAL CAPITAL</b>	<b>-</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>-</b>
<b>GRANT</b>					
04-50983001 NON-PRIMARY ENTITLEMENTS	-	-	-	-	-
<b>TOTAL GRANT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENSES</b>	<b>1,983,144</b>	<b>1,503,253</b>	<b>1,479,001</b>	<b>1,317,211</b>	<b>(186,042)</b>

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

WORKING CAPITAL BALANCE 09/30/18	214,062
PLUS ESTIMATED REVENUES FOR FY 18-19	1,403,398
LESS ESTIMATED EXPENDITURES FOR FY 18-19	<u>1,298,539</u>
EQUALS NET FOR 18-19	104,859
EQUALS ESTIMATED WORKING CAPITAL 09/30/19	<u>318,921</u>
PLUS 19-20 REVENUES	1,444,200
EQUALS TOTAL RESOURCES	<u>1,763,121</u>
LESS 19-20 EXPENSES	1,376,057
EQUALS ESTIMATED WORKING CAPITAL 09/30/20	<u>387,064</u>

The City has entered into an exclusive franchise contract with BFI Waste Services of Texas L.P. dba Republic Services of San Antonio for the collection and disposal of residential, commercial, and industrial solid waste. The agreement has a built in rate adjustment for both the rate paid to Republic Services and the rate charged to the customers. There is a 6% mark-up for residential and an 8% mark-up for commercial. This mark-up is designed to cover the cost of the fuel adjustment allowed by the contract collection center.

**CITY OF HONDO  
SANITATION FUND 05  
REVENUES**

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>REVENUES</b>					
05-1302 RESIDENTIAL SANITATION	606,369	660,000	646,378	673,000	13,000
05-1304 COMMERCIAL SANITATION	730,578	715,000	735,633	753,000	38,000
05-1306 PENALTIES	17,334	16,000	18,668	18,000	2,000
05-1310 COLLECTION CENTER PERMITS	3,990	-	(2,013)	-	-
05-1320 MISCELLANEOUS	462	200	441	200	-
05-1373 INTEREST INCOME	-	-	4,291	-	-
05-1399 TRANSFER IN	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>1,358,733</b>	<b>1,391,200</b>	<b>1,403,398</b>	<b>1,444,200</b>	<b>53,000</b>

**CITY OF HONDO  
SANITATION FUND 05  
EXPENSES**

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>PERSONNEL SERVICES</b>					
05-51210100 SALARY	11,188	-	460	-	-
05-51210125 SOCIAL SECURITY	900	-	35	-	-
05-51210126 UNEMPLOYMENT TAX	111	-	-	-	-
05-51210127 RETIREMENT PLAN	721	-	127	-	-
05-51210128 HEALTH & DENTAL INSURANCE	2	-	-	-	-
05-51210130 COBRA COMPLIANCE PREMIUM	-	-	-	-	-
05-51210135 WORKERS COMPENSATION	611	-	173	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>13,533</b>	<b>-</b>	<b>795</b>	<b>-</b>	<b>-</b>
<b>OTHER SERVICES</b>					
05-51230300 UTILITIES	8	-	-	-	-
05-51230302 TELEPHONE	612	-	-	-	-
05-51230338 MISCELLANEOUS	75	-	-	-	-
05-51230351 RESIDENTIAL SOLID WASTE COLL	540,494	610,000	571,670	622,000	12,000
05-51230352 COMMERCIAL SOLID WASTE COLL	674,921	680,000	666,786	693,000	13,000
05-51230354 COLLECTION STATION	23,495	-	646	-	-
05-51230355 TIRE,TV AND SIMILAR PICKUPS	7,130	9,000	3,600	3,700	(5,300)
05-51230358 BAD DEBTS	2,998	-	-	-	-
05-51230382 INFORMATION TECHNOLOGY	729	729	729	1,500	771
05-51230383 OH ALLOCATION FRM GENERAL FUND	54,313	54,313	54,313	55,857	1,544
<b>TOTAL OTHER SERVICES</b>	<b>1,304,775</b>	<b>1,354,042</b>	<b>1,297,744</b>	<b>1,376,057</b>	<b>22,015</b>
<b>TOTAL EXPENSES</b>	<b>1,318,308</b>	<b>1,354,042</b>	<b>1,298,539</b>	<b>1,376,057</b>	<b>22,015</b>

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

WORKING CAPITAL BALANCE 09/30/18	179,157
PLUS ESTIMATED REVENUES FOR FY 18-19	1,235,761
LESS ESTIMATED EXPENDITURES FOR FY 18-19	<u>1,230,344</u>
EQUALS NET FOR 18-19	5,417
EQUALS ESTIMATED WORKING CAPITAL 09/30/19	<u>184,574</u>
PLUS 19-20 REVENUES	1,235,063
EQUALS TOTAL RESOURCES	<u>1,419,637</u>
LESS 19-20 EXPENSES	1,231,090
EQUALS ESTIMATED WORKING CAPITAL 09/30/20	<u>188,547</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**

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>REVENUES</b>					
06-1302 PROPERTY TAX REVENUE	387,511	420,800	398,459	405,000	(15,800)
06-1318 TRF IN FROM EDC	-	129,916	129,916	127,537	(2,379)
06-1322 TRF IN FROM ELECTRIC FUND	8,550	58,025	58,025	57,431	(594)
06-1323 TRF IN FROM WATER FUND	173,663	626,528	626,528	627,857	1,329
06-1324 TRF IN FROM AIRPORT FUND	2,582	17,416	17,416	17,238	(178)
06-1373 INTEREST INCOME	-	300	5,417	-	(300)
<b>TOTAL REVENUES</b>	<b>572,306</b>	<b>1,252,985</b>	<b>1,235,761</b>	<b>1,235,063</b>	<b>(17,922)</b>

**EXPENSES**

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>DEBT SERVICE</b>					
06-50030329 BOND ISSUE COSTS	-	-	-	-	-
06-50050402 2013 DWSRF PRINCIPAL	-	50,000	50,000	50,000	-
06-50050403 2013 DWSRF INTEREST	3,800	3,358	3,358	2,813	(545)
06-50050502 2010 SALES TAX BOND PRINCIPAL	-	45,000	45,000	45,000	-
06-50050503 2010 SALES TAX REV. BOND INTE	33,524	31,780	31,780	29,935	(1,845)
06-50050537 2014 REFUNDING PRINCIPAL	94,500	153,000	153,000	157,000	4,000
06-50050538 2014 REFUNDING INTEREST	32,984	30,406	30,406	27,185	(3,221)
06-50050539 2016 CO PRINCIPAL	60,000	220,000	220,000	220,000	-

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

CONTINUED

**DEBT SERVICE**

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
06-50050540 2016 CO INTEREST	(3,170)	36,613	36,613	34,000	(2,613)
06-50050541 CO SERIES 2015 PRINCIPAL	170,000	230,000	230,000	240,000	10,000
06-50050542 CO SERIES 2015 INTEREST	78,862	76,286	76,286	73,296	(2,990)
06-50050543 SERIES 2017 PRINCIPAL	-	240,000	240,000	240,000	-
06-50050544 SERIES 2017 INTEREST	115,053	113,901	113,901	111,861	(2,040)
<b>TOTAL DEBT SERVICE</b>	<b>585,553</b>	<b>1,230,344</b>	<b>1,230,344</b>	<b>1,231,090</b>	<b>746</b>

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

	RESTRICTED	AVAILABLE	TOTAL
WORKING CAPITAL BALANCE 09/30/18	545,990	12,355	558,345
PLUS ESTIMATED REVENUES FOR FY 18-19	15,400	9,033	24,433
LESS ESTIMATED EXPENDITURES FOR FY 18-19	n/a	40,500	40,500
EQUALS ESTIMATED WORKING CAPITAL 09/30/19	561,390	(19,112)	542,278
PLUS 19-20 REVENUES	20,000	5,000	25,000
EQUALS TOTAL RESOURCES	581,390	(14,112)	567,278
LESS 19-20 EXPENSES	n/a	40,500	40,500
EQUALS ESTIMATED WORKING CAPITAL 09/30/20	581,390	(54,612)	526,778

**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**

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>REVENUES</b>					
11-1305 REVENUE	13,400	15,000	15,400	20,000	5,000
11-1373 INTEREST INCOME	3,350	2,000	9,033	5,000	3,000
<b>TOTAL REVENUES</b>	<b>16,750</b>	<b>17,000</b>	<b>24,433</b>	<b>25,000</b>	<b>8,000</b>

**EXPENSES**

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>EXPENSES</b>					
11-50023036 MOWING FEES TO GENERAL FUND	16,000	38,000	38,000	38,000	-
11-50030311 CEMETERY CLEANUP	150	2,500	2,500	2,500	-
11-50040410 CEMETERY EXPANSION	-	-	-	-	-
11-50080001 CAPITAL OUTLAY	-	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>16,150</b>	<b>40,500</b>	<b>40,500</b>	<b>40,500</b>	<b>-</b>

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

WORKING CAPITAL BALANCE 09/30/18	2,735,588
PLUS ESTIMATED REVENUES FOR FY 18-19	1,407,530
LESS ESTIMATED EXPENDITURES FOR FY 18-19	<u>2,608,814</u>
EQUALS NET FOR 18-19	(1,201,284)
EQUALS ESTIMATED WORKING CAPITAL 09/30/19	<u>1,534,304</u>
PLUS 19-20 REVENUES	485,000
EQUALS TOTAL RESOURCES	<u>2,019,304</u>
LESS 19-20 EXPENSES	332,414
EQUALS ESTIMATED WORKING CAPITAL 09/30/20	<u>1,686,890</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**

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>REVENUES</b>					
18-1301 SALES TAX REVENUE	608,048	480,000	439,530	480,000	-
18-1306 EDA ANNEX GRANT	315,068	960,000	960,000	-	(960,000)
18-1356 MISCELLANEOUS REVENUE	250,025	-	-	-	-
18-1373 INTEREST INCOME	11,145	4,000	8,000	5,000	1,000
<b>TOTAL REVENUES</b>	<b>1,184,286</b>	<b>1,444,000</b>	<b>1,407,530</b>	<b>485,000</b>	<b>(959,000)</b>

**EXPENSES**

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>PERSONNEL SERVICES</b>					
18-50010100 SALARY	83,274	77,251	76,301	79,182	1,931
18-50010116 LONGEVITY	144	-	-	36	36
18-50010125 SOCIAL SECURITY	6,756	6,369	6,336	6,520	151
18-50010126 UNEMPLOYMENT TAX	324	153	-	153	-
18-50010127 RETIREMENT	8,310	7,524	7,234	7,702	178
18-50010128 HEALTH & DENTAL INS	43	4,975	74	4,975	-
18-50010130 COBRA COMPLIANCE PREMIUM	-	25	-	25	-
18-50010135 WORKERS COMP (TML)	147	375	167	384	9
18-50010149 AUTO ALLOWANCE EDC	5,625	5,400	5,400	5,400	-
18-50010150 CELL PHONE ALLOWANCE	625	600	600	600	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>105,248</b>	<b>102,672</b>	<b>96,112</b>	<b>104,977</b>	<b>2,305</b>

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

CONTINUED

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>SUPPLIES</b>					
18-50020200 OFFICE SUPPLIES	924	1,000	415	1,000	-
<b>TOTAL SUPPLIES</b>	<b>924</b>	<b>1,000</b>	<b>415</b>	<b>1,000</b>	<b>-</b>
<b>OTHER SERVICES</b>					
18-50030209 MEETINGS & SEMINARS	1,400	1,000	4,896	5,000	4,000
18-50030300 LEGAL SERVICES	-	2,000	1,140	2,000	-
18-50030302 TELEPHONE	1,168	1,200	1,699	1,200	-
18-50030304 POSTAGE	-	200	200	200	-
18-50030311 CONSULTING SERVICES	5,000	5,000	-	5,000	-
18-50030314 DUES & SUBSCRIPTIONS	1,220	1,500	1,311	1,500	-
18-50030316 EDUCATION PROJECTS	4,032	3,000	3,757	4,000	1,000
18-50030317 CHAMBER CONTRACT	20,000	20,000	20,000	20,000	-
18-50030319 MARKETING & ADVERTISING	27,399	25,000	25,000	25,000	-
18-50030366 CONTINGENCY EXPENSE	1,200	5,000	-	5,000	-
18-50030382 INFORMATION TECH	30,000	30,000	30,000	30,000	-
<b>TOTAL OTHER SERVICES</b>	<b>91,419</b>	<b>93,900</b>	<b>88,003</b>	<b>98,900</b>	<b>5,000</b>

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

CONTINUED

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>CAPITAL</b>					
18-50040406 EXTEND MENEFEE STREET	-	264,000	264,000	-	(264,000)
18-50040411 STRTC VOC ANNEX EDA SHARE	-	960,000	960,000	-	(960,000)
18-50040412 STRTC VOCATIONAL ANNEX	449,397	409,852	409,852	-	(409,852)
18-50040414 CASTRO AVE REBUILD 90-CARTER	31,750	660,516	660,516	-	(660,516)
18-50050506 RENOVATE HANGAR 6	-	300,000	-	-	(300,000)
<b>TOTAL CAPITAL</b>	<b>481,147</b>	<b>2,594,368</b>	<b>2,294,368</b>	<b>-</b>	<b>(2,594,368)</b>
<b>DEBT SERVICE</b>					
18-50050502 TRF OUT TO BOND SER 2010 PRIN	45,000	45,000	45,000	45,000	-
18-50050503 TRF OUT TO BOND SER 2010 INT	33,524	31,780	31,780	29,935	(1,845)
18-50050504 CO SERIES 2016 PRINCIPAL	45,000	45,000	45,000	45,000	-
18-50050505 CO SERIES 2016 INTEREST	8,633	8,136	8,136	7,602	(534)
<b>TOTAL DEBT SERVICE</b>	<b>132,157</b>	<b>129,916</b>	<b>129,916</b>	<b>127,537</b>	<b>(2,379)</b>
<b>TOTAL COST CENTER</b>	<b>810,895</b>	<b>2,921,856</b>	<b>2,608,814</b>	<b>332,414</b>	<b>(2,589,442)</b>

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

WORKING CAPITAL BALANCE 09/30/18	131,287
PLUS ESTIMATED REVENUES FOR FY 18-19	169,378
LESS ESTIMATED EXPENDITURES FOR FY 18-19	<u>29,925</u>
EQUALS NET FOR 18-19	139,453
EQUALS ESTIMATED WORKING CAPITAL 09/30/19	<u>270,740</u>
PLUS 19-20 REVENUES	117,164
EQUALS TOTAL RESOURCES	<u>387,904</u>
LESS 19-20 EXPENSES	56,210
EQUALS ESTIMATED WORKING CAPITAL 09/30/20	<u>331,694</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 \$550,000 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.

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

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>REVENUES</b>					
20-1301 SWTJC RENT	30,780	30,780	31,345	51,073	20,293
20-1302 ALAMO WRKFRCE OFFICE LEASE	17,408	23,747	35,747	35,746	11,999
20-1303 ANNEX BUILDING	-	500	-	-	(500)
20-1305 MONTHLY UTILITY	706	3,700	6,331	5,725	2,025
20-1306 ANNEX UTILITY	-	-	-	1,200	1,200
20-1310 ADMIN SVS & SUPPORT	12,000	17,280	19,920	22,920	5,640
20-1330 MISCELLANEOUS RENTALS	4,635	5,000	35	500	(4,500)
20-1380 GRANTS	-	-	76,000	-	-
<b>TOTAL REVENUES</b>	<b>65,529</b>	<b>81,007</b>	<b>169,378</b>	<b>117,164</b>	<b>36,157</b>

**EXPENSES**

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>SUPPLIES</b>					
20-50220200 OFFICE SUPPLIES	1,973	1,500	1,016	1,500	-
20-50220201 BREAKROOM SUPPLIES	374	400	400	500	100
20-50220210 EQUIPMENT MAINTENANCE	1,092	500	351	500	-
20-50220229 UNIFORMS	-	250	250	250	-
20-50220263 FURNITURE	3,152	3,000	4,845	3,000	-
<b>TOTAL SUPPLIES</b>	<b>6,591</b>	<b>5,650</b>	<b>6,862</b>	<b>5,750</b>	<b>100</b>

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

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATE	2019-20 BUDGET	BUDGET CHANGE
<b>SERVICES</b>					
20-50230300 UTILITIES	4,204	6,000	3,424	7,500	1,500
20-50230302 TELEPHONE	3,240	3,500	3,622	2,600	(900)
20-50230310 INSURANCE	3,379	3,500	4,296	8,000	4,500
20-50230312 MAINTENANCE AGREEMENTS	4,495	4,000	1,626	2,110	(1,890)
20-50230338 MISCELLANEOUS	583	250	204	250	-
20-50230350 BUILDING MAINTENANCE	8,912	8,000	8,000	8,000	-
20-50230362 JANITORIAL SUPPLIES	1,448	2,000	1,891	2,000	-
<b>TOTAL SERVICES</b>	<b>26,261</b>	<b>27,250</b>	<b>23,063</b>	<b>30,460</b>	<b>3,210</b>
<b>CAPITAL</b>					
20-50240401 STRTC ROOF SEAL	-	-	-	20,000	20,000
<b>TOTAL CAPITAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20,000</b>	<b>20,000</b>
<b>TOTAL COST CENTER</b>	<b>32,852</b>	<b>32,900</b>	<b>29,925</b>	<b>56,210</b>	<b>23,310</b>

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

WORKING CAPITAL BALANCE 09/30/18	142,130
PLUS ESTIMATED REVENUES FOR FY 18-19	156,241
LESS ESTIMATED EXPENDITURES FOR FY 18-19	<u>95,000</u>
EQUALS NET FOR 18-19	61,241
EQUALS ESTIMATED WORKING CAPITAL 09/30/19	<u>203,371</u>
PLUS 19-20 REVENUES	120,000
EQUALS TOTAL RESOURCES	<u>323,371</u>
LESS 19-20 EXPENSES	92,500
EQUALS ESTIMATED WORKING CAPITAL 09/30/20	<u>230,871</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**

	<b>2017-18 ACTUAL</b>	<b>2018-19 BUDGET</b>	<b>2018-19 ESTIMATE</b>	<b>2019-20 BUDGET</b>	<b>BUDGET CHANGE</b>
<b>REVENUES</b>					
21-1315 HOTEL/MOTEL TAX REVENUES	110,121	110,000	156,241	120,000	10,000
<b>TOTAL REVENUES</b>	<b>110,121</b>	<b>110,000</b>	<b>156,241</b>	<b>120,000</b>	<b>10,000</b>
<b>EXPENSES</b>					
	<b>2017-18 ACTUAL</b>	<b>2018-19 BUDGET</b>	<b>2018-19 ESTIMATE</b>	<b>2019-20 BUDGET</b>	<b>BUDGET CHANGE</b>
<b>OTHER SERVICES</b>					
21-50230301 HONDO CHAMBER OF COMMERCE	66,000	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	10,000	5,000	2,500	-	(5,000)
<b>TOTAL OTHER SERVICES</b>	<b>103,500</b>	<b>97,500</b>	<b>95,000</b>	<b>92,500</b>	<b>(5,000)</b>

**CITY OF HONDO  
WATER RESOURCE  
REVENUES**

	<b>2017-18 ACTUAL</b>	<b>2018-19 BUDGET</b>	<b>2018-19 ESTIMATE</b>	<b>2019-20 BUDGET</b>	<b>BUDGET CHANGE</b>
<b>REVENUES</b>					
22-1306 WATER RESOURCE REVENUE	31,022	-	30,000	30,000	30,000
	<hr/> 31,022	<hr/> -	<hr/> 30,000	<hr/> 30,000	<hr/> 30,000

# City of Hondo, Texas

## Budget Calendar - 2019-2020 ADOPTED

**May 1-31, 2019** **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, 2019 - June 30, 2019** City Manager and staff develop proposed budget.

**Jul 16, 2019** **Council Budget Workshop - 9:00 AM - 1:00 PM - SCENARIOS**

**Jul 17, 2019** **Council Budget Workshop - 9:00 AM - 1:00 PM - NON PROFITS**

**Jul 24, 2019** Appraisal Roll to be completed by Medina Appraisal District.  
Certification of Anticipated Collection Rate by Collector (Tax Assessor/Collector)

**Aug 1 to 7, 2019** Calculation of effective and rollback tax rates - **(anticipated)**

**Aug 07, 2019** **Special Council Meeting - Budget Workshop (tentative)**

**Aug 12, 2019** **Regular Council Meeting** - Meeting of governing body to discuss tax rate; if proposed tax rate will exceed the rollback rate or the effective tax rate (whichever is lower), take record vote and schedule public hearings and adoption date

**Aug 08, 2019** Publish - "Notice of Public Hearing on Tax Increase" - first quarter-page notice in newspaper and on TV and Website, if available, published at least seven (7) days before meeting.

**Aug 19, 2019** **Special Council Meeting - first reading** of budget ordinance; **First public hearing** on tax rate; schedule and announce second public hearing and meeting to adopt budget and tax rate

**Aug 15, 2019** Publish - "Notice of Public Hearing on Tax Increase" - second quarter-page notice in newspaper and on TV and Website, if available, published at least seven (7) days before meeting.

**Aug 26, 2019** **Regular Council Meeting - second public hearing** on tax rate; schedule and announce meeting to adopt budget and tax rate.

**Sep 09, 2019** **Regular Council Meeting - Second 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 26, 2018.

## **City of Hondo, Texas**

### **2019-2020 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 15<sup>th</sup> 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.



WORK  
LIVE  
PLAY