

City Of Hitchcock

ADOPTED BUDGET

FY 2023

NOTICE ABOUT THIS BUDGET

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

This budget will raise more total property taxes than last year's budget by \$289,379 or 13.06% and that amount, \$114,010 is tax revenue to be raised from new property added to the tax roll this year.

Of the \$289,379 in added property tax revenue, \$289,379 is Adopted to be used in the City's General Fund to support essential City services such as Police, Fire, Streets, Drainage, and Code Enforcement.

Total debt obligation for the City of Hitchcock secured by property taxes: \$1,110,169.

TAX RATE	FY 2022	FY 2023
Property Tax Rate	\$0.530000	\$0.500000
No New Revenue Tax Rate	\$0.455168	\$0.460982
Voter Approved Tax Rate	\$0.818670	\$0.733787
De Minimus Tax Rate	\$0.758955	\$0.523346
Debt Rate	\$0.027489	\$0.009754

<u>GOVERNING BODY</u>	<u>RECORDED VOTE</u>
Mayor Armacost	<u>YEA</u>
Andre Perkins – Mayor Pro Tem	<u>YEA</u>
Mary Combs Demby	<u>YEA</u>
Shawn Kadlecek	<u>YEA</u>
Wayne Newton	<u>YEA</u>

Filed with the City Secretary on August 1, 2022

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

FY 2023-2023

MAYOR

Chris Armacost

CITY COUNCIL MEMBERS

Mary Combs Demby
Shawn Kadlecek
Wayne Newton
Andre Perkins

Council Member, District 1
Council Member, District 2
Council Member, District 3
Council Member, District 4

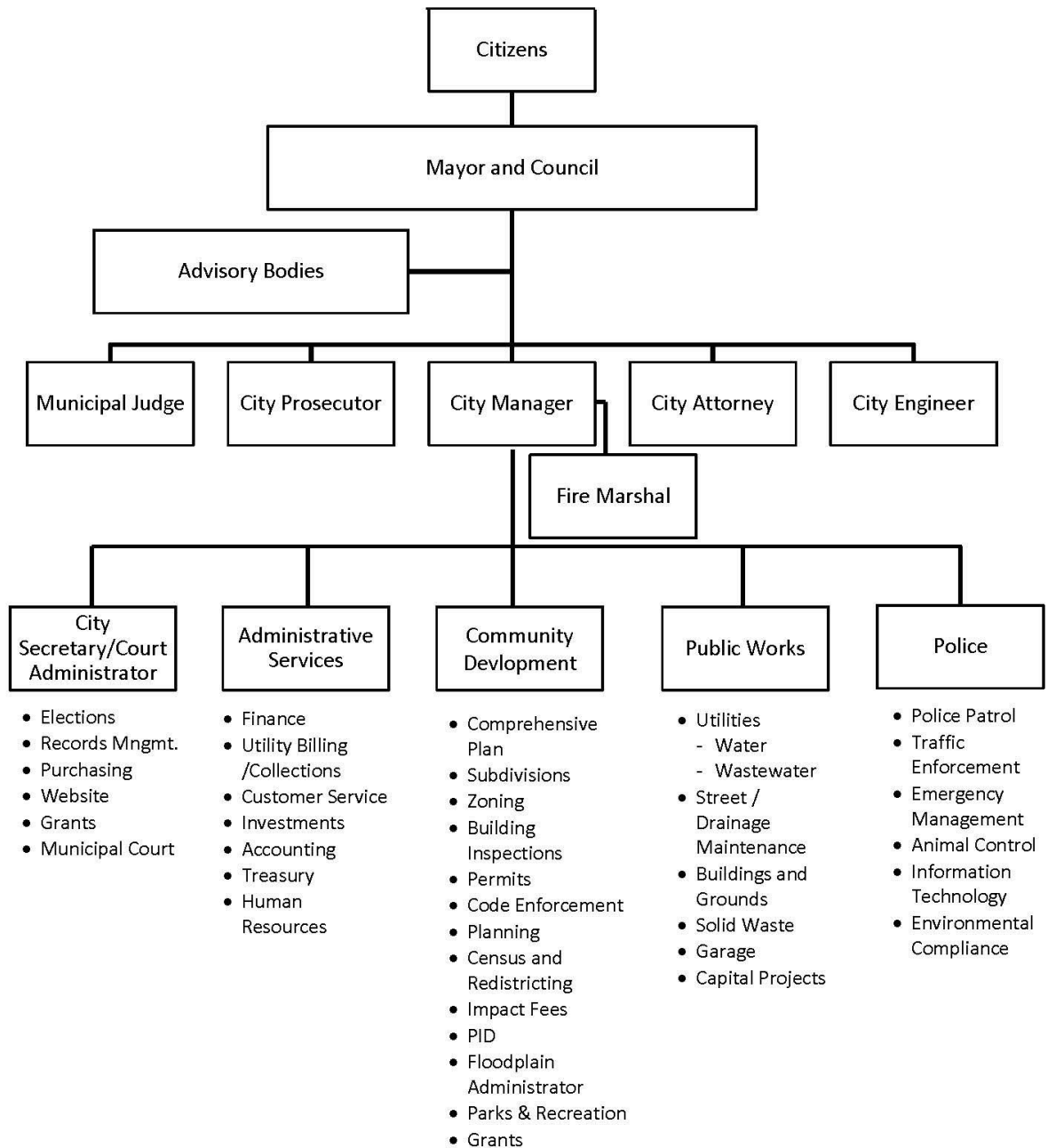
**Submitted By
Marie Gelles
City Manager**

CITY OF HITCHCOCK
EXECUTIVE TEAM 2023-2023

Marie Gelles	City Manager
Wilmon Smith	Police Chief / Emergency Management Coordinator
Ruth Ann Sorrell	City Secretary/Court Administrator
Arnold J. Cross Jr.	Community Development Director
Susana Medellin	Finance
Darron Ray	Building Official/Fire Marshal
Leroy Thomas	Public Works Operations Manager
Miguel Delgado	Wastewater Superintendent
Ivan Robidoux	Water Superintendent
Eduardo Gonzalez	Street & Drainage Superintendent
Cynthia Smith-Rex	Code Enforcement Officer
Jacob Cooley	Garage
Kyle Dickson	City Attorney
Llarance Turner	City Engineer
Doug Rotenberry	Municipal Court Judge

CITY OF HITCHCOCK – 2023 ORGANIZATIONAL CHART

Organization of the City of Hitchcock



CITY OF HITCHCOCK – PERSONNEL ALLOCATION OVERVIEW
FY2023 ADOPTED Annual Operating & Capital Budget

	FY 2021 Actual	FY 2022 Adopted	FY 2022 Estimated	FY 2023 Proposed	Budget Change
GENERAL FUND					
STAFFING					
City Manager	1	1	1	1	0
City Secretary	1	1	1	1	0
Finance	2	3	3	4	1
Police	18	19	20	20	1
Community Development	4	6	6	6	0
Municipal Court	2	2	2	2	0
Garage	1	1	1	1	0
Street & Drainage	6	7	7	9	2
Total General Fund	35	40	41	44	4
UTILITY FUND					
Utility Administration	2	2	2	2	0
Water	4.5	5	5	6	1
Wastewater	4.5	4	4	6	2
Total Utility Fund	11	11	11	14	3
ECONOMIC DEVELOPEMNT					
Economic Director	1	1	1	1	0
	1	1	1	1	0
Total City Staffing	47	52	53	59	7

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Office of the City Manager

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

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

Re: Fiscal Year 2022/2023 Annual Adopted Budget

It is my pleasure to present the City's 2022/2023 Annual Budget, for the fiscal year commencing October 1, 2022, and concluding September 30, 2023. The outlook into the next fiscal year is one of growing uncertainty as inflation, supply chain disruption, and the economic impact of rising interest rates reverberate through the economy. Despite the law and uncertainty surrounding the recovery from the COVID-19 global pandemic, this budget is balanced as required by law, and meets the Council's core values of being fiscally conservative, while providing services in an effective and efficient manner.

The Budget reflects the fiscal realities as a result of the ongoing extended pandemic, the resulting emergency repairs and near failure of equipment and infrastructure caused by severe weather events, other related economic challenges, and continued resource limitations. In response to the pandemic, our City's services continue to operate. As the City moves toward recovery, the strategic enhancements to this budget represent a focus on advancing the priorities of Council.

The FY 2023 Budget addresses additional opportunities emphasizing public safety and public improvements. As the City's annual financial and spending plan, the adoption of the budget is one of the most important actions taken by the City Council. With each budget cycle the city continues to address the challenges of providing services with limited resources.

This budget is a balanced and conservative plan that repositions the City, as an organization, addressing current as well as future needs. Presently, the City needs to continue planning major public improvements to address the expectations of current and prospective residents of the City. where needed-- by modest increases in personnel, when necessary, and by replacing old, worn-out equipment and infrastructure.

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

I. Budget Document

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

II. Personnel, Pay & Proposed Benefit Changes

The FY 2023 Budget includes funding for five (5) new full-time positions. This includes a Finance Director, and two (2) Street & Drainage Worker Apprentice positions in the General Fund, and three (3) Utility Worker Apprentice positions in the Utility Fund budget. The City's participation in the Worksource Solutions program provides participating employers up to 50% reimbursement for new hires' hourly wages for the duration of training up to 400 hours. These positions will further enhance the City organization's ability to adapt and implement efficient and effective services to a growing community.

As in any organization, our most important asset is our employees. To become more competitive, a Classification and Compensation Study was commissioned to establish internal alignment and compare the local labor market with City salaries using benchmark positions. The FY 2023 Budget provides funds to implement a new pay plan and provide cost-of-living adjustments (COLA). The overall projected increase is 5% of current salaries, \$167,765 for the General Fund and \$43,516 for the Utility Fund. The City Council voted to adopt and implement the new Classification and Compensation Plan for employees, effective October 10, 2023. With the adoption of the new pay plan, the City's competitiveness in the labor market will be improved which will aid significantly in recruitment and employee retention.

The cost to provide health insurance benefits to City employees is estimated to increase by \$44,183 for FY 2023, which is covered 100% by the City for the employee.

III. General Fund

The FY 2022/2023 Budget includes \$2,480,740 in maintenance and operations support for the General Fund from property taxes.

The FY 2022/2023 Budget is based upon the City adopting the proposed tax rate of \$0.50 cents per \$100 of assessed valuation, a decrease of 5.66% from the City's proceeding year's tax rate of \$0.53. The average taxable value of a residential homestead this year is \$189,381. If the City Council adopts the proposed tax rate of \$0.50 per \$100 of taxable value, the amount of tax imposed on the average homestead would be \$946.91, which equates to a daily cost per capita of \$2.59 for city services.

A portion of the City's property tax rate is dedicated to the debt service fund to pay for the issuance of certificates of obligation debt associated with the remodeling of an existing building for a new City Hall/Municipal Court building and parking lot later this year. The FY 2023 debt service rate is \$0.009754/\$100 of taxable value.

The General Fund revenues and expenditures for FY 2022/2023 are projected to increase. General Fund revenues projected for the next fiscal year are \$6,650,183- an increase of 5.53% with expenditures of \$8,576,163, which includes \$1,283,267 in fund balance transfers to other funds. The projected General Fund balance at the end of FY 2022/2023 is estimated to decrease to \$4,917,900.

With the five- year extension of the solid waste contract with Ameriwest, rates are estimated to increase in Fiscal Year 2023 from \$18.77 to \$19.94 for residential customers accounts.

General Fund Highlights:

Allocations include the following:

- \$895,135 transfer from the fund balance for the renovation to the new City Hall building and parking lot.
- \$350,00 from the fund balance for the purchase of property
- \$500,000 for street maintenance
- \$300,000 for drainage improvements
- \$119,476 for the addition of one (1) full-time Finance Director position
- \$167,765 for employee pay adjustments.
- \$103,203 to add two (2) additional full-time Street & Drainage Worker Apprentice positions.
- \$97,200 for the contribution to the library
- \$93,900 for the Volunteer Fire Department
- \$93,3615 for the EMS Services contract
- \$78,391 for the annual lease payment for street & drainage equipment
- \$57,000 for Police body armor, tasers, cameras, rifles, and optic equipment
- \$57,075 for the annual lease payment for police vehicles and equipment purchased in FY 2020
- \$25,000 for improvements, repairs, and rehab of the maintenance shop/barn
- \$38,132 transfer from the fund balance for a grant match for emergency generators for City Hall and the Public Works Yard
- \$33,727 for cold planer and brush cutter attachments for Skid Steer and,
- \$23,795 funding for Student Summer Intern Program
- \$18,223 for the annual lease payment for two (2) utility vehicles through the Enterprise Vehicle Lease Program

IV. Utility Fund

Utility Fund revenues and expenses for FY 2022/2023 are projected at \$5,169,266 and \$6,394,164, respectively. Funding for projects that were deferred in FY 2022 was rolled into the fund balance and will be utilized to carry forward the funding to FY 2023.

In 2019, the City adopted the five- year utility rate structure developed and recommended by our utility rate consultant to ensure that water and wastewater rates would fund operations, capital improvements, and future debt service—thus moving us closer to a self- sustaining model. In May 2022, the City executed an amended contract with Gulf Coast Water Authority (GCWA) to secure the City's existing 1.5 million gallons of water per day (MGD) for the next forty (40) years; and purchased an additional 0.500 MGD of additional surface water capacity from the GCWA's Thomas Mackey Water Treatment Plant. The additional capacity

and other necessary infrastructure improvements required to maintain the distribution system will increase the City's annual payment by \$291,511.

In June 2022, the City Council approved the execution of a performance-based contract for an amount not to exceed \$12,000,000.00 for certain projects. The first phase of the projects is underway which includes the systemwide replacement of water meters; removal of aeration basin material, and the installation of a grit removal system at the Wastewater Treatment Plant. \$355,578 is allocated in the FY 2023 Budget for debt service payments. Due to the increased cost to the utility fund, it was necessary to re-evaluate the City's utility rate structure to determine if our current rates are adequate to meet the additional cost. A new water and sewer rate study was completed, and the new utility rates were adopted by the City Council on September 19, 2022.

Utility Fund Highlights:

Allocations include the following:

- \$291,511 for the purchase of additional water from Gulf Coast Water Authority (GCWA) and the City's pro-rata share of the cost to relocate Highway 146 south line transmission system for a total cost of \$757,185.
- \$480,490 to rehab the Redfish elevated storage tank.
- \$375,875 to rehab the Neville Street elevated storage tank.
- \$355,578 for the debt service payment on certain improvements including the systemwide replacement of the water meters; removal of aeration basin material, and the installation of a grit removal system at the WWTP.
- \$209,164 for the TDEM grant match for critical facility generators.
- \$200,000 for Inflow and Infiltration (I&I) Assessment (smoke testing)
- \$155,451 to add three (3) full-time Utility Worker Apprentice positions.
- \$102,500 for various grant matching funds
- \$102,304 to purchase a backhoe.
- \$101,815 for annual lease purchase payments for equipment and truck (Gov. Cap.)
- \$85,000 for I&I sewer repairs
- \$84,000 to replace isolation valves & MOV valves at Harborwalk Elevated Storage Tank
- \$66,000 for SCADA improvements at five (5) lift stations
- \$65,400 for consulting fees for the development of a Hydraulic Water Model
- \$55,000 to replace the Neville water plant and administration building fence.
- \$43,516 for employee pay adjustments.
- \$18,222 for the annual lease payment for two (2) utility vehicles through the Enterprise Vehicle Lease Program
- \$7,951 for funding of the Summer Intern Program

In closing, I want to thank each of the members of the City Council for their budget guidance and input, as well as the executive team that contributed towards the development of the FY 2022/2023 Annual Budget. I also want to extend special compliments to Ruth Ann Sorrell for her contribution in compiling the budget document, and to Stacey Baker for the creation of the budget cover. We believe that this proposed budget is realistic, attainable, and cost-effectively meets the existing level of service which we have been directed to provide and which our citizens expect. The budget will be monitored closely. The performance of revenues

and compliance with appropriation limits, with monthly reports provided to management and monitored by all departmental directors, will occur.

Respectfully submitted,

A handwritten signature in blue ink that reads "Marie Gelles". The signature is written in a cursive, flowing style.

Marie Gelles
City Manager

CITY OF HITCHCOCK
PROPERTY TAX RATES

<u>TAX YEAR</u>	<u>FISCAL YEAR</u>	<u>TOTAL RATE</u>	<u>M&O RATE</u>	<u>I&S RATE</u>
2001	2002	0.567000	0.314200	0.252800
2002	2003	0.568400	0.328400	0.240000
2003	2004	0.581380	0.361160	0.220220
2004	2005	0.538900	0.343100	0.195800
2005	2006	0.534560	0.348735	0.185822
2006	2007	0.555050	0.375140	0.179910
2007	2008	0.511080	0.395350	0.115730
2008	2009	0.473230	0.370792	0.102438
2009	2010	0.473230	0.325910	0.147320
2010	2011	0.472290	0.335698	0.136597
2011	2012	0.396461	0.396461	0.000000
2012	2013	0.396105	0.396105	0.000000
2013	2014	0.413202	0.413202	0.000000
2014	2015	0.413202	0.413202	0.000000
2015	2016	0.413202	0.413202	0.000000
2016	2017	0.413202	0.413202	0.000000
2017	2018	0.500000	0.500000	0.000000
2018	2019	0.500000	0.500000	0.000000
2019	2020	0.585000	0.585000	0.000000
2020	2021	0.550131	0.550131	0.000000
2021	2022	0.530000	0.502511	0.027489
2022	2023	0.500000	0.490246	0.009754

ALL FUNDS SUMMARY

CITY OF HITCHCOCK – ALL FUND BUDGET SUMMARY

All Fund Budget Summary

FY 2023 Adopted Budget

	GENERAL FUND	UTILITY FUND	POLICE TRAINING	DRUG FORFEITURE	POLICE DONATIONS	COURT SECURITY	COURT TECH	TRUANCY FUND	JURY FUND
BEGINNING BALANCE	6,843,880	2,593,079	765	1,852	621	42,698	4,922	16,659	325
REVENUE	6,489,446	5,169,266	1,460	0	-	300	5,020	4,500	105
TRANSFERS IN	160,737	-	-	-	-	-	-	-	-
TOTAL FUNDS AVAILABLE	13,494,063	7,762,345	2,225	1,852	621	45,198	9,942	21,159	430
APPROPRIATIONS	8,576,163	6,417,664	2,225	1,852	621	42,600	9,070	-	430
TRANSFER OUT	-	-	-	-	-	-	-	-	-
ENDING FUND BALANCE	4,917,900	1,344,681	0	-	-	2,598	872	21,159	0

	PARK FUND	TIRZ FUND	HEDC FUND	HGAC MIT MOD FUND	CDBG MIT FUND 213	CDBG-DR FUND	ARP FUND	2021 CO'S FUND	TXDOT FUND
BEGINNING BALANCE	5,273	571,863	1,366,192	0	3,425,109	0	1,792,378	68,609	-
REVENUE	0	4,145,449	327,976	3,800,000	-	312,885	0	46,659	1,970,361
TRANSFERS IN	-	-	-	-	-	-	-	-	-
TOTAL FUNDS AVAILABLE	5,273	4,717,312	1,694,168	3,800,000	3,425,109	312,885	1,792,378	115,268	1,970,361
APPROPRIATIONS	5,273	4,467,478	1,343,080	3,800,000	822,392	312,885	225,400	81,669	1,970,361
TRANSFERS OUT	-	-	-	-	-	-	-	-	-
ENDING FUND BALANCE	0	249,834	351,088	0	2,602,717	0	1,566,978	33,599	0

	CITY HALL FUND	HOTEL/ MOTEL	TOTAL
BEGINNING BALANCE	863,549	20,052	17,617,826
REVENUE	895,135	20,000	23,188,562
TRANSFER IN	-	-	160,737
TOTAL FUNDS AVAILABLE	1,758,684	40,052	40,969,325
APPROPRIATIONS	1,758,684	30,000	29,867,847
TRANSFERS OUT	-	-	-
ENDING FUND BALANCE	-	10,052	11,101,478

GENERAL FUND

CITY OF HITCHCOCK – GENERAL FUND SUMMARY

FY2023 Adopted Annual Operating & Capital Budget

	FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 ADOPTED	BUDGET CHANGE
BEGINNING FUND BALANCE	4,658,947	6,294,638	6,294,638	6,843,880	549,242
REVENUE:					
SALES TAXES	1,427,623	1,392,192	1,440,866	1,488,000	95,808
PROPERTY TAXES	2,074,329	2,287,571	2,292,064	2,575,740	288,169
MUNICIPAL COURT FEES	303,841	251,334	253,177	272,500	21,166
PERMIT FEES	1,652,336	1,318,764	1,312,785	1,295,945	-22,819
OTHER REVENUE	1,129,961	890,895	1,012,856	857,261	-33,634
	6,588,090	6,140,756	6,311,748	6,489,446	348,690
TRANSFERS IN	160,737	160,737	148,631	160,737	-
	6,748,827	6,301,493	6,460,379	6,650,183	348,690
TOTAL AVAILABLE REVENUES	11,407,774	12,596,131	12,755,017	13,494,063	897,932
APPROPRIATIONS:					
CITY COUNCIL	363,764	27,065	18,921	43,700	16,635
CITY ADMINISTRATION	230,917	334,612	331,194	353,851	19,239
CITY SECRETARY	123,091	140,591	136,713	169,422	28,831
LIBRARY	97,200	97,200	97,200	97,200	-
FINANCE	193,056	263,251	258,820	416,076	152,825
EMPLOYEE GROUP INSURANCE	(4,128)	-	-	-	-
INSURANCE	54,265	67,596	67,596	69,490	1,894
POLICE	1,746,681	2,191,037	2,130,698	2,318,135	127,098
ANIMAL CONTROL	54,494	54,991	54,991	57,982	2,991
EMERGENCY MANAGEMENT	-	-	-	4,000	4,000
FIRE	96,360	97,860	97,860	97,860	-
EMS	75,000	85,624	85,624	93,361	7,737
CODE COMPLIANCE	139,237	139,549	107,109	135,358	(4,191)
MUNICIPAL COURT	204,856	183,390	170,219	176,079	(7,311)
COMMUNITY DEVELOPMENT	107,885	230,447	208,307	266,325	35,878
INSPECTION SERVICES	175,296	259,732	217,517	266,297	6,565
ZONING	482	-	-	-	-
INFORMATION TECHNOLOGY	63,726	145,725	145,725	145,725	-
STREET & DRAINAGE	913,859	1,325,234	1,173,241	1,854,923	529,689
PARKS	7,196	9,000	8,000	63,720	54,720
GARAGE	96,545	135,221	129,380	155,591	20,370
NON DEPARTMENTAL	-	-	-	1,283,267	1,283,267
SOLID WASTE	373,354	497,915	472,022	507,801	9,886
TOTAL APPROPRIATIONS	5,113,136	6,286,040	5,911,137	8,576,163	2,290,123
ENDING BALANCE	6,294,638	6,310,091	6,843,880	4,917,900	(1,392,191)

CITY OF HITCHCOCK – GENERAL FUND SUMMARY REVENUES

FY2023 ADOPTED Annual Operating & Capital Budget

Revenues

	FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 ADOPTED	BUDGET CHANGE
BEGINNING BALANCE	4,658,947	6,294,638	6,294,638	6,843,880	549,242
<u>SALES TAXES</u>					
4-000-15100 GROSS RECEIPT TAX	389,272	426,471	445,729	420,000	(6,471)
4-000-11100 SALES TAX	1,023,855	949,315	977,009	1,050,000	100,685
4-000-20100 MIXED BEVERAGE SALES TAX	14,496	16,406	18,128	18,000	1,594
TOTAL SALES TAXES	1,427,623	1,392,192	1,440,866	1,488,000	95,808
<u>PROPERTY TAXES</u>					
4-000-10100 PROPERTY TAXES-CURRENT	1,968,000	2,146,885	2,149,220	2,480,740	333,855
4-000-10200 PROPERTY TAXES-DELINQUENT	68,144	102,886	105,995	65,000	(37,886)
4-000-10300 PROPERTY-PENALTY & INTEREST	38,185	37,800	36,849	30,000	(7,800)
TOTAL PROPERTY TAXES	2,074,329	2,287,571	2,292,064	2,575,740	288,169
<u>MUNICIPAL COURT FEES</u>					
4-000-30100 COURT FINES	267,058	226,634	226,634	250,000	23,366
4-000-30200 ARREST FEES	9,002	6,700	5,603	6,000	(700)
4-000-30300 WARRANT FEES	14,976	10,000	9,570	8,000	(2,000)
4-000-80130 DISCOUNT ON COURT	12,805	8,000	11,370	8,500	500
TOTAL MUNICIPAL COURT FEES	303,841	251,334	253,177	272,500	21,166
<u>PERMIT FEES</u>					
4-000-20110 BEER PERMITS	12,225	2,745	2,745	5,500	2,755
4-000-21100 BUILDING PERMITS	535,425	250,000	250,000	150,000	(100,000)
4-000-21110 ELECRITICAL PERMITS	44,650	40,000	46,080	50,000	10,000
4-000-21120 PLUMBING PERMITS	53,375	40,000	35,000	40,000	-
4-000-21130 FILL GRADE PERMIT	2,500	5,141	4,600	4,000	(1,141)
4-000-21150 HEATING & AC PERMITS	32,475	25,000	21,454	35,000	10,000
4-000-22010 BURN PERMIT-ADMINISTARTION	2,100	2,500	1,230	2,500	-
4-000-29010 AMUSEMENT PERMITS	934,230	916,235	914,533	973,000	56,765
4-000-29030 WRECKER PERMITS	5,900	9,900	9,900	9,900	-
4-000-29040 DRILLING PERMITS	10,000	10,000	10,000	-	(10,000)
4-000-29050 CULVERT PERMITS	8,739	3,235	3,235	10,000	6,765
4-000-29060 MOBILE HOME PERMITS	-	-	-	1,800	1,800
4-000-29070 2ND HAND DEALER PERMIT	330	350	350	350	-
4-000-29080 RV PARK SPACES PERMIT	7,675	11,495	11,495	11,495	-
4-000-29090 ALARM PERMIT/FEES	1,387	163	163	1,400	1,237
4-000-29500 MISCELLANEOUS PERMITS	1,325	2,000	2,000	1,000	(1,000)
TOTAL PERMIT FEES	1,652,336	1,318,764	1,312,785	1,295,945	(22,819)

CITY OF HITCHCOCK – GENERAL FUND SUMMARY REVENUES

FY2023 ADOPTED Annual Operating & Capital Budget

Revenues (Continued)

	FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 ADOPTED	BUDGET CHANGE
OTHER REVENUE					
4-000-40100 GRANT FUNDS	310,389	-	-	-	-
4-000-52000 CREDIT CARD TRANSACTION FEE	490	6,548	8,420	9,600	3,052
4-000-60100 INTEREST INCOME	47,614	37,555	37,555	30,000	(7,555)
4-000-60200 INTEREST ON CD'S	6,478	1,492	1,492	3,000	1,508
4-000-70180 TIRZ ANNUAL ADMIN FEE	-	-	100,000	15,000	15,000
4-000-80110 COPIES	-	-	41	-	-
4-000-80120 TOWER RENTAL T-MOBILE LEASE	14,290	15,513	15,513	15,513	-
4-000-80170 ZONING FEES	1,497	5,189	5,889	7,500	2,311
4-000-80200 POLICE REPORTS	906	325	1,347	1,000	675
4-000-80210 PLAN REVIEW FEES	2,500	7,035	7,500	7,500	465
4-000-80220 LOT MOWING ENFORCEMENT	74	9,346	8,884	9,500	154
4-000-80230 PLATTING/MAPPING FEES	11,474	29,023	38,059	20,000	(9,023)
4-000-80240 SPECIAL EVENTS REVENUE	5,500	-	-	-	-
4-000-86000 GARBAGE CONTRACT REVENUES	414,050	525,000	531,073	573,583	48,583
4-000-86010 DISCOUNT ON GARBAGE TAXES	(39)	-	184	-	-
4-000-86100 AMBULLANCE COLLECTIONS	105,571	118,650	121,680	125,000	6,350
4-000-88100 SALE OF ASSETS	68,082	15,065	15,065	15,065	-
4-000-89000 MISCELLANEOUS REVENUE	138,097	120,154	120,154	25,000	(95,154)
4-000-89100 MISCELLANEOUS REFUNDS & REIMB	2,975	-	-	-	-
4-000-98100 PROCEEDS FROM LOAN	13	-	-	-	-
4-000-99000 PROCEEDS FROM FUND BALANCE	-	-	-	-	-
TOTAL OTHER REVENUE	1,129,961	890,895	1,012,856	857,261	-33,634
TRANSFERS IN					
4-000-90100 TRANSFER IN/TO OTHER FUNDS	-	-	(12,106)	-	-
4-000-90501 TRANSFERS IN: UTILITY FUND	160,737	160,737	160,737	160,737	-
TOTAL TRANSFERS IN	160,737	160,737	148,631	160,737	-
TOTAL REVENUES	6,748,827	6,301,493	6,460,379	6,650,183	348,690
TOTAL AVAILABLE FUNDS	11,407,774	12,596,131	12,755,017	13,494,063	897,932

CITY OF HITCHCOCK – GENERAL FUND

FY2023 Adopted Annual Operating & Capital Budget

Budget Summary – Mayor and City Council

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

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

	FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 PROPOSED	BUDGET CHANGE
PERSONNEL SERVICES	900	900	900	900	-
SUPPLIES	1,846	2,200	1,987	2,200	-
PURCHASED SERVICES	-	500	500	500	-
EDUCATION & TRAINING	1,136	10,000	3,750	10,100	100
MISCELLANEOUS	359,882	13,465	12,653	30,000	16,535
TOTAL	363,764	27,065	19,790	43,700	16,635

CITY OF HITCHCOCK – GENERAL FUND
FY2023 Adopted Annual Operating & Capital Budget
Appropriations – Mayor and City Council

		FY 2021	FY 2022	FY 2022	FY 2023	BUDGET
		ACTUAL	AMENDED	ESTIMATED	PROPOSED	CHANGE
<u>PERSONNEL SERVICES</u>						
5-111-12001	SOCIAL SECURITY	-	-	-	-	-
5-111-12202	WORKERS' COMPENSATION	-	-	-	-	-
5-111-12302	CELL PHONE ALLOWANCE	900	900	900	900	-
	TOTAL PERSONNEL SERVICES	900	900	900	900	-
<u>SUPPLIES</u>						
5-111-20110	OFFICE SUPPLIES	695	1,000	800	1,000	-
5-111-20140	GENERAL SUPPLIES	1,151	1,200	1,187	1,200	-
	TOTAL SUPPLIES	1,846	2,200	1,987	2,200	-
<u>PURCHASED SERVICES</u>						
5-111-49410	INSURANCE BOND	-	500	500	500	-
	TOTAL PURCHASED SERVICES	-	500	500	500	-
<u>EDUCATION & TRAINING</u>						
5-111-49020	PROFESSIONAL ASSOCIATION DUES	-	-	-	100	100
5-111-49040	TRAINING/TRAVEL/PERDIEM	1,086	7,500	3,750	7,500	-
5-111-49100	BOARD TRAINING	50	2,500	-	2,500	-
	TOTAL EDUCATION & TRAINING	1,136	10,000	3,750	10,100	100
<u>MISCELLANEOUS</u>						
5-111-49200	CITY COUNCIL CONTINGENCY	14,675	2,411	1,599	15,000	12,589
5-111-49790	SPECIAL ACTIVITIES & PROJECTS	10,000	5,000	5,000	15,000	10,000
5-111-52110	PURCHASE OF REAL PROPERTY	335,207	6,054	6,054	-	(6,054)
	TOTAL MISCELLANEOUS	359,882	13,465	12,653	30,000	16,535
	TOTAL CITY COUNCIL	363,764	27,065	19,790	43,700	16,635

CITY OF HITCHCOCK – GENERAL FUND

FY2023 ADOPTED Annual Operating & Capital Budget

Budget Summary – City Administration

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

Accomplishments for FY 2022:

- Completion of job classification and compensation study.
- Completion of Utility Rate Study
- Successfully completed negotiations of a forty (40) year water agreement with Gulf Coast Water Authority (GCWA) for the purchase of 500 mgd of additional water capacity.
- Received unqualified audit opinion for the FY 2021 Annual Financial Audit and Single Audit.
- Completion the systemwide replacement of existing conventional streetlights to new more energy efficient LED streetlights.
- Completed the Redistricting process and the adoption of new voting district maps revising Council member district boundaries and the reapportionment of the population in response to the 2020 Census.
- Initiated the development of Park Master Plan.
- Submission of Hazardous Mitigation Grant application.
- Creation of Gulf Coast Public Improvement District.
- Completion of Phase I of the Downtown Sidewalk grant project.

Objectives for FY 2023:

- Implementation of new pay plan.
- Continue to review and update internal controls.
- Complete renovation of the new City Hall building and new parking lot.
- Complete work on Wastewater Treatment Plant improvements.
- Recruit key senior management positions within the City organization including the Public Works Director and the Finance Director.
- Continue to review and update internal controls.
- Assist the City Council in the development and formulation policies, goals, and objectives.
- Ensure a strong sustainable financial condition for the City.

	FY 2021 Actual	FY 2022 Adopted	FY 2022 Estimated	FY 2023 Proposed	Budget Change
Staffing					
City Manager	1	1	1	1	0
Total	1	1	1	1	0

	FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 ADOPTED	BUDGET CHANGE
CITY ADMINISTRATION (131)					
PERSONNEL SERVICES	169,726	181,491	181,473	186,060	4,569
SUPPLIES	12,423	14,267	13,771	15,641	1,374
PURCHASED SERVICES	1,775	3,600	3,600	3,600	-
CONTRACTED SERVICES	39,631	65,000	68,480	65,000	-
EDUCATION & TRAINING	2,812	9,170	9,170	10,600	1,430
REPAIRS & MAINTENANCE	1,239	48,000	48,000	51,000	3,000
MISCELLANEOUS	3,311	6,943	6,700	6,950	7
CAPITAL OUTLAY	-	6,141	-	15,000	8,859
TOTAL	230,917	334,612	331,194	353,851	19,239

CITY OF HITCHCOCK – GENERAL FUND
FY2023 ADOPTED Annual Operating & Capital Budget
Appropriations – City Administration

		FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 ADOPTED	BUDGET CHANGE
<u>PERSONNEL SERVICES</u>						
5-131-11001	REGULAR SALARIES	134,994	143,152	143,152	146,003	2,851
5-131-12001	SOCIAL SECURITY	10,947	11,571	11,553	11,789	218
5-131-12002	RETIREMENT	6,221	9,304	9,304	10,202	898
5-131-12101	HEALTH INSURANCE	7,712	7,929	7,929	8,691	762
5-131-12102	DENTAL INSURANCE	341	342	342	342	-
5-131-12103	LIFE INSURANCE	337	379	379	379	-
5-131-12104	VISION INSURANCE	-	107	107	107	-
5-131-12201	UNEMPLOYMENT INSURANCE	144	288	288	57	(231)
5-131-12202	WORKERS' COMPENSATION	255	319	319	390	71
5-131-12301	CAR ALLOWANCE	7,800	7,200	7,200	7,200	-
5-131-12302	PHONE ALLOWANCE	975	900	900	900	-
	TOTAL PERSONNEL SERVICES	169,726	181,491	181,473	186,060	4,569
<u>SUPPLIES</u>						
5-131-20110	OFFICE SUPPLIES	33	1,500	1,500	1,500	-
5-131-20140	GENERAL SUPPLIES	169	246	-	300	54
5-131-20240	DUES & SUBSCRIPTIONS	1,265	2,521	2,521	1,591	(930)
5-131-2024X	PUBLICATIONS	478	500	500	500	-
5-131-20280	SMALL OFFICE EQUIPMENT	-	250	-	500	250
5-131-32000	UTILITIES EXPENSE	10,378	9,000	9,000	11,000	2,000
5-131-49311	POSTAGE/METER RENTAL	100	250	250	250	-
	TOTAL SUPPLIES	12,423	14,267	13,771	15,641	1,374
<u>PURCHASED SERVICES</u>						
5-131-49410	INSURANCE BONDS	-	100	100	100	-
5-131-32030	UTILITIES -TELECOMMUNICATION	1,775	3,500	3,500	3,500	-
	TOTAL PURCHASED SERVICES	1,775	3,600	3,600	3,600	-
<u>CONTRACTED SERVICES</u>						
5-131-31030	ENGINEERING	-	-	3,480	-	-
	PROFESSIONAL SERVICES	39,631	65,000	65,000	65,000	-
5-131-33120	EMPLOYEE EXAM/DRUG SCREEN	-	-	-	-	-
	TOTAL CONTRACTED SERVICES	39,631	65,000	68,480	65,000	-

CITY OF HITCHCOCK – GENERAL FUND

FY2023 ADOPTED Annual Operating & Capital Budget

Appropriations – City Administration (Continued)

		FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 ADOPTED	BUDGET CHANGE
<u>EDUCATION & TRAINING</u>						
5-131-49020	PROFESSIONAL ASSOC DUES/FEES	-	-	-	-	-
5-131-49030	EDUCATION/TESTING/LICENSE	300	600	600	600	-
5-131-49040	TRAINING/TRAVEL/PERDIEM	2,512	8,570	8,570	10,000	1,430
	TOTAL EDUCATION & TRAINING	2,812	9,170	9,170	10,600	1,430
<u>REPAIRS & MAINTENANCE</u>						
5-131-42030	BUILDINGS REPAIR & MAINTENANCE	1,239	47,000	47,000	50,000	3,000
5-131-42040	GROUNDS MAINTENANCE	-	1,000	1,000	1,000	-
	TOTAL REPAIRS & MAINTENANCE	1,239	48,000	48,000	51,000	3,000
<u>MISCELLANEOUS</u>						
5-131-49050	AWARDS & RECOGNITIONS	-	243	-	250	7
5-131-49790	SPECIAL ACTIVITIES	3,151	4,000	4,000	4,000	-
5-131-49950	MISCELLANEOUS EXPENSE	160	2,700	2,700	2,700	-
	TOTAL MISCELLANEOUS	3,311	6,943	6,700	6,950	7
<u>CAPITAL OUTLAY</u>						
5-131-5112Y	OFFICE FURNITURE	-	6,141	-	15,000	8,859
5-131-51120	EQUIPMENT	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	6,141	-	15,000	8,859
	TOTAL CITY ADMINISTRATION	230,917	334,612	331,194	353,851	19,239

CITY OF HITCHCOCK – GENERAL FUND

FY2023 ADOPTED Annual Operating & Capital Budget

Budget Summary – City Secretary

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

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

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

Accomplishments For Fiscal Year 2021-2022:

- Progress towards completion of the Texas Municipal Clerks Certification.
- Close out of FEMA grants for Hurricane Harvey.
- Processed appropriately 100 Public Information Act requests.
- Began the physical audit of all City records.
- Will shred approximately 80 boxes of records that are beyond the legal retention period.

Goals for Fiscal Year 2022-2023:

- Completion of the Texas Municipal Clerks Certification.
- Streaming video of City Council Meetings.
- Completion of records audit and creation of a Records Management System.
- Digitalization of more City records.
- Implement a Public Information Act management system.

	FY 2021 Actual	FY 2022 Adopted	FY 2022 Estimated	FY 2023 Proposed	Budget Change
Staffing					
City Secretary/Court Administrator	1	1	1	1	0
Total	1	1	1	1	0

	FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 PROPOSED	BUDGET CHANGE
PERSONNEL SERVICES	68,851	77,419	77,370	80,027	2,608
SUPPLIES	7,393	8,212	7,612	10,020	1,808
PURCHASED SERVICES	39,734	47,003	44,358	54,719	7,716
CONTRACTED SERVICES	4,138	4,200	4,200	4,200	-
EDUCATION & TRAINING	2,975	3,291	3,126	3,156	(135)
TECHNOLOGY	-	-	-	14,300	14,300
REPAIRS & MAINTENANCE	-	-	-	250	250
MISCELLANEOUS	-	466	47	750	284
CAPITAL OUTLAY	-	-	-	2,000	2,000
TOTAL	123,091	140,591	136,713	169,422	28,831

CITY OF HITCHCOCK – GENERAL FUND
FY2023 ADOPTED Annual Operating & Capital Budget
Appropriations – City Secretary

		FY 2021	FY 2022	FY 2022	FY 2023	BUDGET
		ACTUAL	AMENDED	ESTIMATED	PROPOSED	CHANGE
<u>PERSONNEL SERVICES</u>						
5-132-11001	REGULAR SALARIES	54,812	60,235	60,235	61,435	1,200
5-132-11006	CERTIFICATE PAY	-	-	-	300	300
5-132-12001	SOCIAL SECURITY	3,982	4,558	4,540	4,723	165
5-132-12002	RETIREMENT	2,304	3,705	3,719	4,087	382
5-132-12101	HEALTH INSURANCE	7,051	7,929	7,885	8,691	762
5-132-12102	DENTAL INSURANCE	313	342	341	342	-
5-132-12103	LIFE INSURANCE	121	129	129	129	-
5-132-12104	VISION INSURANCE	13	107	107	107	-
5-132-12201	UNEMPLOYMENT	144	287	287	57	(230)
5-132-12202	WORKERS' COMPENSATION	111	127	127	156	29
	TOTAL PERSONNEL SERVICES	68,851	77,419	77,370	80,027	2,608
<u>SUPPLIES</u>						
5-132-20110	OFFICE SUPPLIES	4,927	5,000	5,000	5,000	-
5-132-20130	JANITORIAL SUPPLIES	277	300	200	500	200
5-132-20140	GENERAL SUPPLIES	927	1,000	600	1,000	-
5-132-20240	DUES & SUBSCRIPTIONS	1,262	1,812	1,812	2,770	958
5-132-20250	PROFESSIONAL BOOKS	-	-	-	250	250
5-132-20280	SMALL OFFICE EQUIPMENT	-	100	-	500	400
	TOTAL SUPPLIES	7,393	8,212	7,612	10,020	1,808
<u>PURCHASED SERVICES</u>						
5-132-20171	ELECTIONS	18,579	21,291	21,290	22,583	1,292
5-132-32030	UTILITIES-TELECOMMUNICATION	456	836	836	836	-
5-132-33510	CODIFICATION OF ORDINANCES	5,138	5,200	4,654	5,200	-
5-132-33520	RECORDS MANAGEMENT	3,132	2,776	2,776	10,000	7,224
5-132-49311	POSTAGE/METER RENTAL	2,289	3,400	2,300	3,000	(400)
5-132-49312	COPIER LEASE	8,141	11,400	10,902	11,000	(400)
5-132-49410	INSURANCE BOND	-	100	100	100	-
5-132-49810	CLASSIFIED ADVERTISEMENTS	1,999	2,000	1,500	2,000	-
	TOTAL PURCHASED SERVICES	39,734	47,003	44,358	54,719	7,716
<u>CONTRACTED SERVICES</u>						
5-132-33120	EMPLOYEE EXAM/DRUG SCREEN	-	-	-	-	-
5-132-33210	JANITORIAL SERVICES	4,138	4,200	4,200	4,200	-
	TOTAL CONTRACTED SERVICES	4,138	4,200	4,200	4,200	-

CITY OF HITCHCOCK – GENERAL FUND

FY2023 ADOPTED Annual Operating & Capital Budget

Appropriations – City Secretary (Continued)

		FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 PROPOSED	BUDGET CHANGE
<u>EDUCATION & TRAINING</u>						
5-132-49020	PROFESSIONAL ASSOC DUES/FEES	-	156	156	156	-
5-132-49040	TRAINING/TRAVEL/PERDIEM	2,975	3,135	2,970	3,000	(135)
	TOTAL EDUCATION & TRAINING	2,975	3,291	3,126	3,156	(135)
<u>TECHNOLOGY</u>						
5-132-41030	COMPUTER SOFTWARE	-	-	-	14,300	14,300
5-132-51125	COMPUTER HARDWARE	-	-	-	-	-
	TOTAL TECHNOLOGY	-	-	-	14,300	14,300
<u>REPAIRS & MAINTENANCE</u>						
5-132-42010	EQUIPMENT REPAIRS & MAINT	-	-	-	250	250
	TOTAL REPAIRS & MAINTENANCE	-	-	-	250	250
<u>MISCELLANEOUS</u>						
5-132-49790	SPECIAL ACTIVITIES	-	216	-	500	284
5-132-49950	MISCELLANEOUS EXPENSE	-	250	47	250	-
	TOTAL MISCELLANEOUS	-	466	47	750	284
<u>CAPITAL OUTLAY</u>						
5-132-51120	EQUIPMENT PURCHASE	-	-	-	2,000	2,000
	FURNITURE PURCHASE	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	-	-	2,000	2,000
	TOTAL CITY SECRETARY	123,091	140,591	136,713	169,422	28,831

CITY OF HITCHCOCK – GENERAL FUND

FY2023 ADOPTED Annual Operating & Capital Budget

Budget Summary – Finance

The Finance Department is responsible for management of the financial affairs of the City, and includes accounting, budgeting, revenue collections, cash management and investments, debt management, payroll, grant administration, purchasing, and fixed assets in accordance with Generally Accepted Accounting Principles, Government Accounting Standards Board Pronouncements, and other standards as required by Federal, State law and the City Charter. The Department also prepares monthly and quarterly financial reports, The Department is also responsible for Human Resources and Utility Billing.

Accomplishments for FY 2022:

- Assisted in the preparation of the annual financial audit.
- Assisted in the preparation of the Single Audit (A-133) related to various state and federal grant funds.
- Successfully transition to INCODE 10 financial management system.

Objectives for FY 2022:

- Continue to review and update internal controls.
- Development of a purchasing policy manual.
- Review and update City Personnel Policies.
- Development of an investment strategy.
- Work toward obtaining a GFOA Budget's Award Certificate
- Work toward obtaining a Platinum Certification Award by the Texas State Comptroller's Leadership Circle for financial transparency.

	FY 2021 Actual	FY 2022 Adopted	FY 2022 Estimated	FY 2023 Proposed	Budget Change
Staffing					
Finance Director	0	0	0	1	1
Accounting Manager	1	1	1	1	0
Finance Clerk	0	1	1	1	0
Utility Billing Specialist	1	1	1	1	0
Total	2	3	3	4	1

	FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 ADOPTED	BUDGET CHANGE
PERSONNEL SERVICES	113,185	174,913	169,230	314,154	139,241
SUPPLIES	2,267	2,280	2,280	8,780	6,500
PURCHASED SERVICES	4,442	5,300	5,391	5,600	300
CONTRACTED SERVICES	53,421	64,474	65,793	65,739	1,265
EDUCATION & TRAINING	704	1,319	1,169	1,600	281
TECHNOLOGY	19,037	14,965	14,957	17,203	738
CAPITAL OUTLAY	-	-	-	3,000	3,000
TOTAL	193,056	263,251	258,820	416,076	151,325

CITY OF HITCHCOCK – GENERAL FUND

FY2023 ADOPTED Annual Operating & Capital Budget

Appropriations – Finance

		FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 ADOPTED	BUDGET CHANGE
<u>PERSONNEL SERVICES</u>						
5-141-11001	REGULAR SALARIES	85,118	131,761	126,844	237,261	105,500
5-141-11002	OVER TIME	88	500	500	1,000	500
5-141-11011	INTERN	-	-	-	3,600	3,600
5-141-12001	SOCIAL SECURITY	6,441	10,551	9,456	18,502	7,951
5-141-12002	RETIREMENT	3,814	8,429	7,986	15,773	7,344
5-141-12101	HEALTH INSURANCE	15,642	20,813	21,804	34,764	13,951
5-141-12102	DENTAL INSURANCE	1,364	1,026	939	1,368	342
5-141-12103	LIFE INSURANCE	266	357	313	616	259
5-141-12104	VISION INSURANCE	-	321	233	429	108
5-141-12201	UNEMPLOYMENT	288	864	864	228	(636)
5-141-12202	WORKERS' COMPENSATION	164	291	291	613	322
	TOTAL PERSONNEL SERVICES	113,185	174,913	169,230	314,154	139,241
<u>SUPPLIES</u>						
5-141-20110	OFFICE SUPPLIES	1,635	1,680	1,680	1,680	-
5-141-20140	GENERAL SUPPLIES	202	300	300	300	-
5-141-20240	PUBLICATIONS DUES & SUBSCRIPTIC	79	300	300	300	-
5-141-20280	OFFICE FURNITURE & EQUIPMENT	351	-	-	6,500	6,500
	TOTAL SUPPLIES	2,267	2,280	2,280	8,780	6,500
<u>PURCHASED SERVICES</u>						
5-141-49311	POSTAGE/METER	1,608	2,200	2,200	2,500	300
5-141-49312	COPIER LEASE	2,243	2,400	2,400	2,400	-
5-141-49410	INSURANCE BONDS	-	100	100	100	-
5-141-49810	CLASSIFIED ADVERTISEMENTS	591	600	691	600	-
	TOTAL PURCHASED SERVICES	4,442	5,300	5,391	5,600	300
<u>CONTRACTED SERVICES</u>						
5-141-31020	AUDIT SERVICE	31,488	40,430	41,793	38,400	(2,030)
5-141-33015	TAX COLLECTION	1,365	1,400	1,400	1,500	100
5-141-33020	CENTRAL APPRAISAL DISTRICT	20,531	22,600	22,600	25,789	3,189
5-141-33120	EMPLOYEE EXAM/DRUG SCREENING	37	44	-	50	6
	TOTAL CONTRACTED SERVICES	53,421	64,474	65,793	65,739	1,265

CITY OF HITCHCOCK – GENERAL FUND

FY2023 ADOPTED Annual Operating & Capital Budget

Appropriations – Finance (Continued)

		FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 ADOPTED	BUDGET CHANGE
<u>EDUCATION & TRAINING</u>						
5-141-49020	PROFESSIONAL ASSOC DUES/FEES	519	519	519	600	81
5-141-49040	TRAINING/TRAVEL/PERDIEM	185	800	650	1,000	200
	TOTAL EDUCATION & TRAINING	704	1,319	1,169	1,600	281
<u>TECHNOLOGY</u>						
5-141-41010	SOFTWARE MAINTENANCE	19,037	14,965	14,957	15,703	738
5-141-41030	COMPUTER SOFTWARE	-	-	-	-	-
5-141-51125	COMPUTER HARDWARE	-	-	-	1,500	-
	TOTAL TECHNOLOGY	19,037	14,965	14,957	17,203	738
<u>CAPITAL OUTLAY</u>						
5-141-5112Y	OFFICE FURNITURE	-	-	-	1,500	1,500
5-141-51120	EQUIPMENT	-	-	-	1,500	1,500
	TOTAL CAPITAL OUTLAY	-	-	-	3,000	3,000
	TOTAL FINANCE DEPARTMENT	193,056	263,251	258,820	416,076	151,325

CITY OF HITCHCOCK – GENERAL FUND

FY2023 ADOPTED Annual Operating & Capital Budget

Appropriations – Employee Group Insurance

	FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 PROPOSED	BUDGET CHANGE
<u>CONTRACTED SERVICES</u>					
5-993-49410 PREMIUMS	(4,128)	-	-	-	-
TOTAL CONTRACTED SERVICES	-4,128	0	0	0	0
TOTAL EMPLOYEE GROUP INSURAN	-4,128	0	0	0	0

Appropriations – Insurance Expenses

	FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 PROPOSED	BUDGET CHANGE
<u>CONTRACTED SERVICES</u>					
5-994-49411 PROPERTY & LIABILITY	53,110	65,269	65,269	67,000	1,731
5-994-49413 FLOOD INSURANCE	1,155	2,327	2,327	2,490	163
	54,265	67,596	67,596	69,490	1,894
TOTAL INSURANCE EXPENSES	54,265	67,596	67,596	69,490	1,894

CITY OF HITCHCOCK – GENERAL FUND

FY2023 ADOPTED Annual Operating & Capital Budget

Appropriations – Information Technology

		FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 PROPOSED	BUDGET CHANGE
<u>PURCHASED SERVICES</u>						
5-171-41060	OUTSIDE SERVICES	60,386	54,284	54,284	54,284	-
	TELECOMMUNICATIONS	-	-	-	-	-
	TOTAL PURCHASED SERVICES	60,386	54,284	54,284	54,284	-
<u>TECHNOLOGY</u>						
5-171-41020	WEBSITE	3,340	3,340	3,340	3,340	-
5-171-41030	COMPUTER SOFTWARE	-	-	-	-	-
5-171-51125	COMPUTER PURCHASES	-	88,101	88,101	88,101	-
	TOTAL TECHNOLOGY	3,340	91,441	91,441	91,441	-
	TOTAL INFORMATION TECHNOLOGY	63,726	145,725	145,725	145,725	-

CITY OF HITCHCOCK – GENERAL FUND

FY2023 ADOPTED Annual Operating & Capital Budget

Budget Summary – Police

The Hitchcock Police Department provides service to approximately 90 square miles in Galveston County. The Patrol Division provides a visible presence in the community, with the goal of crime prevention, crime reduction, traffic safety, and the promotion of overall public safety. The Criminal Investigations Division investigates incidents that occurred within the city, processes crime scenes, and follows up through prosecution with the County and District Attorney's office. The Environmental Officer is responsible for promoting the planning for adequate municipal solid waste disposal while providing recommendations to limit adverse impacts. The Records Unit receives and prepares cases for submission to the District Attorney, as well as processes open records requests and ensures documentation is complete to remain in compliance with the State of Texas Attorney General.

Accomplishments For Fiscal Year 2021-2022:

- Promoted a safe community through public education and community involvement through the events, "Coffee with a Cop", Pack a Patrol Car, and the Teen and Police Service Academy "TAPS".
- Supported Environmental coordination through functions such as e-cycle events, boat vessel recycling, and bulk trash turn in, leading to a more attractive and safe community.
- Remained fiscally responsible by researching and implementing a vehicle lease program reducing the annual budget and ensuring an updated and safe city fleet of vehicles.

Goals for Fiscal Year 2022-2023:

- To remain dedicated to officer development, by identifying and training key personnel through nationally recognized leadership development programs.
- To enhance data storage and accessibility by upgrading video and data storage to a Cloud based storage system.
 - To increase department reputation by starting the application process to become a Texas Police Chief Association Recognized Agency.

	FY 2021	FY 2022	FY 2022	FY 2023
	Actual	Adopted	Estimated	Proposed
Staffing				
Police Chief	1	1	1	1
Police Captain	1	1	1	1
Police Lieutenant	0	1	1	1
Police Sergeant	3	4	4	5
Police Officer	11	11	12	11
Administrative Assistant	1	1	1	1
Total	17	19	20	20

	FY 2021	FY 2022	FY 2022	FY 2023	BUDGET
	ACTUAL	AMENDED	ESTIMATED	ADOPTED	CHANGE
PERSONNEL SERVICES	1,175,834	1,471,219	1,450,492	1,627,871	156,652
SUPPLIES	73,814	65,936	63,483	77,300	11,364
PURCHASED SERVICES	41,115	87,609	74,824	81,211	(6,398)
CONTRACTED SERVICES	205,094	267,953	254,100	267,248	(705)
EDUCATION & TRAINING	11,950	21,133	19,966	18,000	(3,133)
TECHNOLOGY	12,123	49,912	45,746	54,841	4,929
REPAIRS & MAINTENANCE	59,948	59,750	57,653	30,750	(29,000)
MISCELLANEOUS	999	2,720	1,386	3,000	280
DEBT SERVICE	52,339	52,339	52,339	52,339	-
CAPITAL OUTLAY	113,465	112,466	110,709	105,575	(6,891)
TOTAL	1,746,681	2,191,037	2,130,698	2,318,135	127,098

CITY OF HITCHCOCK – GENERAL FUND

FY2023 ADOPTED Annual Operating & Capital Budget

Appropriations – Police

		FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 ADOPTED	BUDGET CHANGE
PERSONNEL SERVICES						
5-211-11001	REGULAR SALARIES	859,696	1,103,916	1,103,916	1,182,790	78,874
5-211-11002	OVERTIME	42,371	27,914	23,003	28,000	86
5-211-11006	CERTIFICATE PAY	7,575	9,525	9,475	12,900	3,375
5-211-11011	INTERN	-	-	-	3,600	3,600
5-211-12001	SOCIAL SECURITY	69,079	86,658	85,877	93,888	7,230
5-211-12002	RETIREMENT	39,381	69,807	69,807	81,008	11,201
5-211-12101	HEALTH INSURANCE	125,497	132,044	126,448	173,820	41,776
5-211-12102	DENTAL INSURANCE	6,757	5,686	5,686	6,840	1,154
5-211-12103	LIFE INSURANCE	4,118	2,708	2,390	2,909	201
5-211-12104	VISION	2,600	2,090	1,780	2,143	53
5-211-12201	UNEMPLOYMENT	2,946	5,730	5,235	1,140	(4,590)
5-211-12202	WORKERS' COMPENSATION	15,814	25,141	16,875	38,833	13,692
	TOTAL PERSONNEL SERVICES	1,175,834	1,471,219	1,450,492	1,627,871	156,652
SUPPLIES						
5-211-20110	OFFICE SUPPLIES	5,349	5,000	4,820	6,000	1,000
5-211-20140	GENERAL SUPPLIES	4,997	3,000	2,350	6,000	3,000
5-211-20180	LAW ENFORCEMENT SUPPLIES	13,800	7,500	6,820	7,500	-
5-211-20190	TRAINING SUPPLIES	5,121	200	57	5,000	4,800
5-211-20250	PROFESSIONAL BOOKS	-	-	-	-	-
5-211-20260	FUEL & OIL	34,367	40,500	40,000	40,500	-
5-211-20290	PRISONER EXPENSES	-	300	-	300	-
5-211-20300	EVIDENCE ANALYSIS	324	-	-	2,000	2,000
5-211-32000	UTILITIES EXPENSE	9,856	9,436	9,436	10,000	564
5-211-49311	POSTAGE/METER RENTAL	-	-	-	-	-
	TOTAL SUPPLIES	73,814	65,936	63,483	77,300	11,364
PURCHASED SERVICES						
5-211-20270	UNIFORM EXPENSE	9,136	37,000	35,157	11,000	(26,000)
5-211-31910	OTHER PROFESSIONAL SERVICES	-	760	760	-	(760)
5-211-32030	TELECOMMUNICATIONS	4,981	8,300	8,300	8,300	-
5-211-32031	MCT AIRCARDS	6,875	8,300	8,300	8,300	-
5-211-49312	COPIER LEASE	10,047	12,000	11,477	11,500	(500)
5-211-49391	VEHICLE LEASE	-	10,549	5,441	31,411	20,862
5-211-49410	INSURANCE & BONDS	10,076	10,700	5,389	10,700	-
	TOTAL PURCHASED SERVICES	41,115	87,609	74,824	81,211	(6,398)

CITY OF HITCHCOCK – GENERAL FUND

FY2023 ADOPTED Annual Operating & Capital Budget

Appropriations – Police (Continued)

		FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 ADOPTED	BUDGET CHANGE
<u>CONTRACTED SERVICES</u>						
5-211-33110	BACKGROUND INQUIRY FEE	1,440	4,000	1,858	4,520	520
5-211-33120	EMPLOYEE EXAM/DRUG SCREEN	245	1,000	695	1,000	-
5-211-33210	JANITORIAL SERVICES	8,338	8,400	8,400	8,400	-
5-211-33880	DISPATCH SERVICES	164,331	217,678	208,131	217,678	-
5-211-42012	MAINTENANCE CONTRACT/GENERA	875	1,975	1,975	750	(1,225)
5-211-49610	RADIO CONNECT FEE/TOMBALL	20,115	25,000	23,141	25,000	-
5-211-49620	OSSI CONNECTION FEE	4,800	4,800	4,800	4,800	-
5-211-49630	RADIO USER FEE	4,950	5,100	5,100	5,100	-
	TOTAL CONTRACTED SERVICES	205,094	267,953	254,100	267,248	(705)
<u>EDUCATION & TRAINING</u>						
5-211-49020	PROFESSIONAL ASSOC DUES/FEES	-	685	685	1,000	315
5-211-49030	EDUCATION/TESTING/LICENSE	9,714	15,000	14,396	15,000	-
5-211-49040	TRAINING/TRAVEL/PERDIEM	2,236	5,448	4,885	2,000	(3,448)
	TOTAL EDUCATION & TRAINING	11,950	21,133	19,966	18,000	(3,133)
<u>TECHNOLOGY</u>						
5-211-41010	SOFTWARE MAINTENANCE	12,123	14,000	13,960	14,000	-
5-211-41030	COMPUTER SOFTWARE	-	-	-	-	-
5-211-51125	COMPUTER HARDWARE	-	35,912	31,786	40,841	4,929
	TOTAL TECHNOLOGY	12,123	49,912	45,746	54,841	4,929
<u>REPAIRS & MAINTENANCE</u>						
5-211-42020	VEHICLE REPAIRS & MAINT	21,532	40,500	38,962	15,000	(25,500)
5-211-42030	BUILDINGS REPAIR & MAINTENANCE	38,076	18,500	18,401	15,000	(3,500)
5-211-42060	RADAR MAINTENANCE & REPAIR	340	750	290	750	-
	TOTAL REPAIRS & MAINTENANCE	59,948	59,750	57,653	30,750	(29,000)
<u>MISCELLANEOUS</u>						
5-211-49950	MISCELLANEOUS EXPENSE	-	-	-	-	-
5-211-49790	SPECIAL ACTIVITIES	999	2,720	1,386	3,000	280
	TOTAL MISCELLANEOUS	999	2,720	1,386	3,000	280
<u>DEBT SERVICE</u>						
5-211-60100	DEBT SERVICE	52,339	52,339	52,339	52,339	-
	TOTAL DEBT SERVICE	52,339	52,339	52,339	52,339	0

CITY OF HITCHCOCK – GENERAL FUND

FY2023 ADOPTED Annual Operating & Capital Budget

Appropriations – Police (Continued)

		FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 ADOPTED	BUDGET CHANGE
<u>CAPITAL OUTLAY</u>						
5-211-51120	EQUIPMENT PURCHASE	65,749	-	-	57,075	57,075
5-211-51121	COMMUNICATION EQUIPMENT	-	48,500	47,803	48,500	-
5-211-60150	VEHICLE /EQUIPMENT PAYMENT	47,716	63,966	62,906	-	(63,966)
	TOTAL CAPITAL OUTLAY	113,465	112,466	110,709	105,575	(6,891)
<u>TRANSFERS OUT</u>						
01-508-699	TRANSFER OUT	-	-	-	-	-
	TOTAL TRANSFER OUT	-	-	-	-	0
	TOTAL POLICE	1,746,681	2,191,037	2,130,698	2,318,135	127,098

CITY OF HITCHCOCK – GENERAL FUND

FY2023 ADOPTED Annual Operating & Capital Budget

Appropriation – Fire Department

		FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 PROPOSED	BUDGET CHANGE
<u>CONTRACTED SERVICES</u>						
5-221-33040	FIRE DEPARTMENT ASSISTANCE	92,400	93,900	93,900	93,900	-
5-221-49630	RADIO USER FEE	3,960	3,960	3,960	3,960	-
	TOTAL CONTRACTED SERVICES	96,360	97,860	97,860	97,860	-
	TOTAL FIRE DEPARTMENT	96,360	97,860	97,860	97,860	-

Appropriations – EMS Department

		FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 PROPOSED	BUDGET CHANGE
<u>CONTRACTED SERVICES</u>						
5-231-33045	CONTRACT EMS SERVICES	75,000	85,624	85,624	93,361	7,737
	TOTAL CONTRACTED SERVICES	75,000	85,624	85,624	93,361	7,737
	TOTAL EMS SERVICES	75,000	85,624	85,624	93,361	7,737

Appropriations – Emergency Management

		FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 ADOPTED	BUDGET CHANGE
5-241-20200	EMERGENCY SUPPLIES	-	-	-	4,000	4,000
	TOTAL EMERGENCY MANAGEMENT	-	-	-	4,000	4,000

CITY OF HITCHCOCK – GENERAL FUND

FY2023 ADOPTED Annual Operating & Capital Budget

Budget Summary – Municipal Court

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

Accomplishments For Fiscal Year 2021-2022:

- Attended the annual Texas Municipal Courts Education Center educational conference.
- Development of a Municipal Court Standard Operating Procedure Manual.
- Continued timely reporting of monthly and quarterly reports.
- Participated in the Statewide Warrant Roundup.
- Upgrade Court software system.

Goals for Fiscal Year 2022-2023:

- Move to a more paperless system.
- Strengthen daily processes.
- Attend the annual Texas Municipal Courts Education Center educational conference.

	FY 2021 Actual	FY 2022 Adopted	FY 2022 Estimated	FY 2023 Proposed	Budget Change
Staffing					
Deputy Court Clerk	2	2	2	2	0
Warrant Officer	1	0	0	0	0
Total	2	2	2	2	0

	FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 ADOPTED	BUDGET CHANGE
PERSONNEL SERVICES	181,231	132,248	130,215	136,423	4,175
SUPPLIES	1,968	4,606	2,600	4,606	-
PURCHASED SERVICES	2,139	2,671	2,671	2,500	(171)
CONTRACTED SERVICES	6,000	7,250	7,200	7,200	(50)
EDUCATION & TRAINING	250	2,100	642	2,100	-
TECHNOLOGY	8,420	29,500	21,891	18,000	(11,500)
MISCELLANEOUS	4,848	5,015	5,000	5,250	235
CAPITAL OUTLAY					
TOTAL	204,856	183,390	170,219	176,079	(7,311)

CITY OF HITCHCOCK – GENERAL FUND

FY2023 ADOPTED Annual Operating & Capital Budget

Appropriations – Municipal Court

		FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 ADOPTED	BUDGET CHANGE
<u>PERSONNEL SERVICES</u>						
5-121-11001	REGULAR SALARIES	129,917	81,712	80,920	84,250	2,538
5-121-11002	OVERTIME	(197)	220	100	500	280
5-121-11006	CERTIFICATE PAY	1,625	1,500	1,500	1,200	(300)
5-121-12001	SOCIAL SECURITY	10,080	7,781	7,082	7,952	171
5-121-12002	RETIREMENT	5,853	5,398	5,500	5,690	292
5-121-12101	HEALTH INSURANCE	16,964	15,805	15,317	17,382	1,577
5-121-12102	DENTAL INSURANCE	739	684	660	684	-
5-121-12103	LIFE INSURANCE	364	219	215	219	-
5-121-12104	VISION INSURANCE	-	214	207	214	-
5-121-12201	UNEMPLOYMENT	432	532	531	114	(418)
5-121-12202	WORKERS' COMPENSATION	1,204	183	183	218	35
5-121-31015	MUNICIPAL COURT JUDGE	14,250	18,000	18,000	18,000	-
	TOTAL PERSONNEL SERVICES	181,231	132,248	130,215	136,423	4,175
<u>SUPPLIES</u>						
5-121-20110	OFFICE SUPPLIES	550	2,500	1,100	2,500	-
5-121-20250	PROFESSIONAL BOOKS	56	106	-	106	-
5-121-49311	POSTAGE/METER RENTAL	1,362	2,000	1,500	2,000	-
	TOTAL SUPPLIES	1,968	4,606	2,600	4,606	-
<u>PURCHASED SERVICES</u>						
5-121-49312	COPIER LEASE	2,139	2,671	2,671	2,500	(171)
	TOTAL PURCHASED SERVICES	2,139	2,671	2,671	2,500	(171)
<u>CONTRACTED SERVICES</u>						
5-121-31040	CITY PROSECUTOR	6,000	7,200	7,200	7,200	-
5-121-33120	EMPLOYEE EXAM/DRUG SCREEN	-	50	-	-	(50)
	TOTAL CONTRACTED SERVICES	6,000	7,250	7,200	7,200	(50)
<u>EDUCATION & TRAINING</u>						
5-121-49020	PROFESSIONAL ASSOC DUES/FEES	-	100	-	100	-
5-121-49030	EDUCATION	100	1,000	100	1,000	-
5-121-49040	TRAINING/TRAVEL/PERDIEM	150	1,000	542	1,000	-
	TOTAL EDUCATION & TRAINING	250	2,100	642	2,100	-

CITY OF HITCHCOCK – GENERAL FUND

FY2023 ADOPTED Annual Operating & Capital Budget

Appropriations – Municipal Court (Continued)

		FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 ADOPTED	BUDGET CHANGE
TECHNOLOGY						
5-121-41910	TECHNOLOGY	8,420	29,500	21,891	18,000	(11,500)
	TOTAL TECHNOLOGY	8,420	29,500	21,891	18,000	(11,500)
MISCELLANEOUS						
5-121-49950	MISCELLANEOUS EXPENSE	-	15	-	250	235
	JURY & COURT COST	-	-	-	-	-
5-121-49970	BANK FEES	4,848	5,000	5,000	5,000	-
	TOTAL MISCELLANEOUS	4,848	5,015	5,000	5,250	235
	TOTAL MUNICIPAL COURT	204,856	183,390	170,219	176,079	(7,311)

CITY OF HITCHCOCK – GENERAL FUND

FY2023 ADOPTED Annual Operating & Capital Budget

Budget Summary – Community Development

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

Accomplishments For Fiscal Year 2021-2022:

- Hiring of a new Permit Clerk, Code Enforcement Officer, Community Development Specialist and Building Official/Fire Marshal added to team.
- Completed the FEMA Community Assistance Visit (CAV) items, met Floodplain permit requirements, and processed over 95 Floodplain permit applications.
- Created ordinance to control development of Indoor Gun Ranges in the city.
- Updated city zoning map.
- Worked with developer to progress efforts to create the Sunset Grove sub-division on Delany Rd.
- Facilitated Enchanted Trails RV Resort plat process through City Council approval.
- Created Planned Unit Development Zone Ordinance to facilitate mixed use development projects in the city.

Goals for Fiscal Year 2022-2023:

- Continue efforts to identify substantially damaged homes in the city and assure compliance with FEMA requirements to rebuild in accordance with latest code requirements.
- Application and acceptance into FEMA Community Rating System for city-wide flood insurance discounts.
- Facilitate Enchanted Trails RV Resort development efforts to start construction.
- Continue efforts to facilitate an improved animal management plan for the city.
- Finalize and implement city Drainage Policy and Streetlight Policy. Work with Public Works to finalize the Utility Service Policy.

	FY 2021 Actual	FY 2022 Adopted	FY 2022 Estimated	FY 2023 Proposed	Budget Change
Staffing					
Director	1	1	1	1	0
Specialist	0	1	1	1	0
Total	1	2	2	2	0

	FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 ADOPTED	BUDGET CHANGE
PERSONNEL SERVICES	17,213	135,205	117,749	179,688	44,483
SUPPLIES	1,458	4,888	3,868	5,650	762
PURCHASED SERVICES	1,238	6,310	4,944	8,150	1,840
CONTRACTED SERVICES	55,072	74,225	74,212	65,037	(9,188)
EDUCATION & TRAINING	996	3,000	939	2,300	(700)
TECHNOLOGY	3,569	6,819	6,595	5,500	(1,319)
CAPITAL OUTLAY	28,339	-	-	-	-
TOTAL	107,885	230,447	208,307	266,325	35,878

CITY OF HITCHCOCK – GENERAL FUND
FY2023 ADOPTED Annual Operating & Capital Budget
Appropriations – Community Development

		FY 2021	FY 2022	FY 2022	FY 2023	BUDGET
		ACTUAL	AMENDED	ESTIMATED	ADOPTED	CHANGE
<u>PERSONNEL SERVICES</u>						
5-611-11001	REGULAR SALARIES	14,286	97,547	95,605	133,634	36,087
5-611-11011	INTERN	-	-	-	3,600	3,600
5-611-12001	SOCIAL SECURITY	1,162	9,233	7,681	10,774	1,541
5-611-12002	RETIREMENT	658	7,302	6,313	9,085	1,783
5-611-12101	HEALTH INSURANCE	-	15,358	3,304	17,382	2,024
5-611-12102	DENTAL INSURANCE	-	684	313	684	-
5-611-12103	LIFE INSURANCE	9	337	158	244	(93)
5-611-12104	VISION INSURANCE	-	214	45	214	-
5-611-12701	UNEMPLOYMENT	-	568	468	114	(454)
5-611-12202	WORKERS' COMPENSATION	198	362	262	357	(5)
5-611-12301	CAR ALLOWANCE	900	3,600	3,600	3,600	-
	TOTAL PERSONNEL SERVICES	17,213	135,205	117,749	179,688	44,483
<u>SUPPLIES</u>						
5-611-20110	OFFICE SUPPLIES	914	3,050	2,600	2,500	(550)
5-611-20120	POSTAGE	100	200	150	1,000	800
5-611-20140	GENERAL SUPPLIES	444	1,000	980	1,750	750
5-611-20250	PROFESSIONAL BOOKS	-	500	-	250	(250)
5-611-20270	UNIFORMS	-	138	138	150	12
	TOTAL SUPPLIES	1,458	4,888	3,868	5,650	762
<u>PURCHASED SERVICES</u>						
5-611-20220	MAPPING & PLAT FILING	158	3,000	1,600	3,500	500
5-611-32030	TELECOMMUNICATIONS	1,080	1,580	1,580	2,150	570
5-611-49810	CLASSIFIED ADVERTISEMENTS	-	1,730	1,764	2,500	770
	TOTAL PURCHASED SERVICES	1,238	6,310	4,944	8,150	1,840
<u>CONTRACTED SERVICES</u>						
5-611-31010	LEGAL FEES	3,288	21,175	21,175	15,000	(6,175)
5-611-31030	ENGINEERING	51,710	53,000	53,000	50,000	(3,000)
5-611-33120	EMPLOYEE EXAM/DRUG SCREEN	74	50	37	37	(13)
	TOTAL CONTRACTED SERVICES	55,072	74,225	74,212	65,037	(9,188)
<u>EDUCATION & TRAINING</u>						
5-611-49020	PROFESSIONAL ASSOC DUES/FEES	700	500	-	500	-
5-611-49030	EDUCATION/TESTING/LICENSE	-	1,000	775	800	(200)
5-611-49040	TRAINING/TRAVEL/PERDIEM	296	1,500	164	1,000	(500)
	TOTAL EDUCATION & TRAINING	996	3,000	939	2,300	(700)

CITY OF HITCHCOCK – GENERAL FUND
FY2023 ADOPTED Annual Operating & Capital Budget
Appropriations – Community Development (Continued)

		FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 ADOPTED	BUDGET CHANGE
TECHNOLOGY						
5-611-41030	COMPUTER SOFTWARE	3,569	4,569	4,367	4,500	(69)
5-611-51125	COMPUTER HARDWARE	-	2,250	2,228	1,000	(1,250)
	TOTAL TECHNOLOGY	3,569	6,819	6,595	5,500	(1,319)
CAPITAL OUTLAY						
5-611-51120	EQUIPMENT PURCHASES	-	-	-	-	-
5-611-51122	VEHICLE PURCHASE	28,339	-	-	-	-
	TOTAL CAPITAL OUTLAY	28,339	-	-	-	-
	TOTAL COMMUNITY DEVELOP.	107,885	230,447	208,307	266,325	35,878

CITY OF HITCHCOCK – GENERAL FUND
FY2023 ADOPTED Annual Operating & Capital Budget
Budget Summary – Code Compliance

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

Accomplishments For Fiscal Year 2021-2022:

- Improved the documentation of over 700 open and active cases involving dilapidated structures and sub-standard property maintenance situations.
- Increased focus on abatement of blighted properties in the city.
- Filed liens to recover abatement expenses from property owners.
- Significantly improved the appearance of the city by removing non-permitted signs.
- Identified numerous unacceptable animal-related situations and instituted corrective actions.

Goals for Fiscal Year 2022-2023:

- Constitute the Building Standards Commission to facilitate the process of abating substandard structures.
- Continue to identify and address substandard properties and candidates for abatement.
- Increase focus on junk vehicles and trash violations on properties to improve the appearance of the city.
- Update and assure compliance to ordinance and Ameriwest contract terms controlling roadside debris and disposal.
- Review and update the city animal management practices and ordinances.

	FY 2021 Actual	FY 2022 Adopted	FY 2022 Estimated	FY 2023 Proposed	Budget Change
Staffing					
Code Compliance Officer	1	1	1	1	0
Fire Marshal	0.5	0.5	0.5	0	-0.5
Total	1.5	1.5	1.5	1	-0.5

	FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 PROPOSED	BUDGET CHANGE
PERSONNEL SERVICES	65,266	69,462	57,969	76,227	6,765
SUPPLIES	2,670	8,100	3,198	6,375	(1,725)
PURCHASED SERVICES	456	1,900	1,460	1,035	(865)
CONTRACTED SERVICES	69,935	57,837	43,257	50,896	(6,941)
EDUCATION & TRAINING	425	1,250	225	725	(525)
REPAIRS & MAINTENANCE	485	1,000	1,000	100	(900)
TOTAL	139,237	139,549	107,109	135,358	(4,191)

CITY OF HITCHCOCK – GENERAL FUND

FY2023 ADOPTED Annual Operating & Capital Budget

Appropriations – Code Compliance

		FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 PROPOSED	BUDGET CHANGE
PERSONNEL SERVICES						
5-151-11001	REGULAR SALARIES	49,872	51,418	45,013	56,697	5,279
5-151-11002	OVERTIME	174	500	500	1,700	1,200
5-151-11006	CERTIFICATE PAY	325	1,200	50	-	(1,200)
5-151-12001	SOCIAL SECURITY	3,851	4,063	3,486	4,467	404
5-151-12002	RETIREMENT	2,189	3,214	2,858	3,866	652
5-151-12101	HEALTH INSURANCE	7,712	7,929	5,286	8,691	762
5-151-12102	DENTAL INSURANCE	341	342	228	342	-
5-151-12103	LIFE INSURANCE	140	140	82	152	12
5-151-12104	VISION	-	107	72	107	-
5-151-12201	UNEMPLOYMENT	144	334	250	57	(277)
5-151-12202	WORKERS' COMPENSATION	518	215	144	148	(67)
	TOTAL PERSONNEL SERVICES	65,266	69,462	57,969	76,227	6,765
SUPPLIES						
5-151-20110	OFFICE SUPPLIES	182	1,000	150	1,000	-
5-151-20140	GENERAL SUPPLIES	813	500	-	500	-
5-151-20210	FIRE PREVENTION	-	3,600	2,000	2,000	(1,600)
5-151-20250	PROFESSIONAL BOOKS	145	500	-	250	(250)
5-151-20260	FUEL & OIL	1,000	1,500	928	2,500	1,000
5-151-20270	UNIFORMS	530	1,000	120	125	(875)
	TOTAL SUPPLIES	2,670	8,100	3,198	6,375	(1,725)
PURCHASED SERVICES						
5-151-32030	TELECOMMUNICATIONS	456	1,900	1,460	1,035	(865)
	TOTAL PURCHASED SERVICES	456	1,900	1,460	1,035	(865)
CONTRACTED SERVICES						
5-151-31910	PROFESSIONAL SERVICES	11,785	20,300	12,720	-	(20,300)
5-151-33120	EMPLOYEE EXAM/DRUG SCREEN	-	37	37	37	-
5-151-49311	POSTAGE/METER RENTAL	250	500	500	859	359
5-151-49760	ABATEMENT OF PROPERTIES	57,900	37,000	30,000	50,000	13,000
	TOTAL CONTRACTED SERVICES	69,935	57,837	43,257	50,896	(6,941)
EDUCATION & TRAINING						
5-151-49030	EDUCATION/TESTING/LICENSE	215	500	75	225	(275)
5-151-49040	TRAINING/TRAVEL/PERDIEM	210	750	150	500	(250)
	TOTAL EDUCATION & TRAINING	425	1,250	225	725	(525)
REPAIRS & MAINTENANCE						
5-151-42020	M/R VEHICLES & EQUIPMENT	485	1,000	1,000	100	(900)
	TOTAL REPAIRS & MAINTENANCE	485	1,000	1,000	100	(900)
	TOTAL CODE COMPLIANCE	139,237	139,549	107,109	135,358	(4,191)

CITY OF HITCHCOCK – GENERAL FUND
FY2023 ADOPTED Annual Operating & Capital Budget
Appropriation – Animal Control

		FY 2021	FY 2022	FY 2022	FY 2023	BUDGET
		ACTUAL	AMENDED	ESTIMATED	PROPOSED	CHANGE
<u>CONTRACTED SERVICES</u>						
5-411-33030	CONTRACT-RABIES CONTROL	23,532	23,691	23,691	24,534	843
5-411-33035	CONTRACT-KENNELS	30,962	31,300	31,300	33,448	2,148
	TOTAL CONTRACTED SERVICES	54,494	54,991	54,991	57,982	2,991
	TOTAL ANIMAL CONTROL	54,494	54,991	54,991	57,982	2,991

CITY OF HITCHCOCK – GENERAL FUND

FY2023 ADOPTED Annual Operating & Capital Budget

Budget Summary – Community Development - Inspection Department

The Permits and Inspections Division is comprised of the Building Official, Permits, Inspections and Office of the Fire Marshal. Inspection division duties include issuing city permits, conducting construction inspections, assuring compliance to appropriate building codes, conducting fire, life, safety inspections and issuing certificates of occupancy. These activities are all designed to assure development within the city is conducted in such manner as to assure an orderly process and protect public health and safety. The City Fire Marshal is responsible for approving the issuance of burn permits and authorizing burn bans should conditions warrant. The Fire Marshal also acts as the city liaison with the Hitchcock Fire Department and leads fire investigation efforts.

Accomplishments For Fiscal Year 2021-2022:

- Successfully completed occupancy permits for 90 homes at the Oaks at Hitchcock development. Development opened for residents on April 1, 2022.
- Completed permits and construction has started on Swifgo gas station/c-store/Sonic on FM 2004.
- Completed upgrade to the i-Worqs electronic permit submission and management process.
- Integrated the Office of Fire Marshal into the division to improve overall response to Fire, Life, Safety inspection requests and issuance of Certificates of Occupancy.

Goals for Fiscal Year 2022-2023:

- Complete review and modification of the permit process to assure accurate capture of all fees and agreement between i-Worqs and InCode financial data.
- Finalize all permits for the First American Homes development on Mecom Way.
- Continue permit process for build out of Castlerock homes at Parkview Estates off Schiro
- Facilitate permit process for Trails End at Highland Bayou on Terrebonne.
- Review and identify building code situations in city ordinances that require update and corrections
- Create new Hazardous Material incident management process through Office of the Fire Marshal

	FY 2021 Actual	FY 2022 Adopted	FY 2022 Estimated	FY 2023 Proposed	Budget Change
Staffing					
Fire Marshal/Building Official	1	1	1	1	0
Buildinh Inspector	1	1	1	1	0
Permit Clerk	1	1	1	1	0
Total	3	3	3	3	0

	FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 PROPOSED	BUDGET CHANGE
PERSONNEL SERVICES	43,144	173,292	162,589	242,353	69,061
SUPPLIES	2,160	8,850	8,300	9,809	959
PURCHASED SERVICES	1,035	2,080	1,500	1,878	(202)
CONTRACTED SERVICES	128,857	28,540	74	5,037	(23,503)
EDUCATION & TRAINING	100	700	385	2,500	1,800
REPAIRS & MAINTENANCE	-	1,250	251	1,000	(250)
CAPITAL OUTLAY	-	45,020	44,284	3,720	(41,300)
TOTAL	175,296	259,732	217,383	266,297	6,565

CITY OF HITCHCOCK – GENERAL FUND

FY2023 ADOPTED Annual Operating & Capital Budget

Appropriations – Community Development - Inspection Department

		FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 PROPOSED	BUDGET CHANGE
<u>PERSONNEL SERVICES</u>						
5-251-11001	REGULAR SALARIES	34,503	132,614	124,628	184,731	52,117
5-251-11002	OVERTIME	-	2,000	1,000	2,000	-
5-251-12001	SOCIAL SECURITY	2,642	9,577	9,577	14,285	4,708
5-251-12002	RETIREMENT	1,507	7,862	7,862	12,362	4,500
5-251-12101	HEALTH	3,746	17,518	16,518	26,072	8,554
5-251-12102	DENTAL	171	784	683	1,025	241
5-251-12103	LIFE	70	583	291	501	(82)
5-251-12104	VISION	75	239	223	321	82
5-251-12201	UNEMPLOYMENT	144	1,068	1,050	171	(897)
5-251-12202	WORKER'S COMPENSATION	89	567	560	885	318
5-251-12301	CAR ALLOWANCE	197	480	197	-	(480)
	TOTAL PERSONNEL SERVICES	43,144	173,292	162,589	242,353	69,061
<u>SUPPLIES</u>						
5-251-20110	OFFICE SUPPLIES	2,135	2,250	2,250	3,000	750
5-251-20250	PROFESSIONAL BOOKS	-	250	250	250	-
5-251-20260	FUEL & OIL	-	2,500	1,950	4,000	1,500
5-251-20270	UNIFORM	-	3,750	3,750	1,800	(1,950)
5-251-49311	POSTAGE/METER RENTAL	25	100	100	759	659
	TOTAL SUPPLIES	2,160	8,850	8,300	9,809	959
<u>PURCHASED SERVICES</u>						
5-251-32030	TELECOMMUNICATIONS	1,035	2,080	1,500	1,878	(202)
	TOTAL PURCHASED SERVICES	1,035	2,080	1,500	1,878	(202)
<u>CONTRACTED SERVICES</u>						
5-251-33120	EMPLOYEE EXAM/DRUG SCREEN	37	75	74	37	(38)
5-251-33850	INSPECTION SERVICES	128,820	28,465	-	5,000	(23,465)
	TOTAL CONTRACTED SERVICES	128,857	28,540	74	5,037	(23,503)
<u>EDUCATION & TRAINING</u>						
5-251-49030	EDUCATION/TEST/LICENSE	50	500	385	1,500	1,000
5-251-49040	TRAINING/TRAVEL/PERDIEM	50	200	-	1,000	800
	TOTAL EDUCATION & TRAINING	100	700	385	2,500	1,800
<u>REPAIRS & MAINTENANCE</u>						
5-251-42020	VEHICLE REPAIRS & MAINT	-	1,250	251	1,000	(250)
	TOTAL REPAIRS & MAINTENANCE	-	1,250	251	1,000	(250)
<u>CAPITAL OUTLAY</u>						
5-251-51120	EQUIPMENT PURCHASE	-	-	-	3,720	3,720
5-251-51125	COMPUTER PURCHASE	-	1,500	1,406	-	(1,500)
5-251-51122	VEHICLE PURCHASE	-	43,520	42,878	-	(43,520)
	TOTAL CAPITAL OUTLAY	-	45,020	44,284	3,720	(41,300)
	TOTAL INSPECTION DEPARTMENT	175,296	259,732	217,383	266,297	6,565

CITY OF HITCHCOCK – GENERAL FUND

FY2023 ADOPTED Annual Operating & Capital Budget

Appropriations – Community Development – Zoning Department

		FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 PROPOSED	BUDGET CHANGE
<u>PERSONNEL SERVICES</u>						
5-161-12102	DENTAL	28	-	-	-	-
5-161-12104	VISION	13	-	-	-	-
	TOTAL PERSONNEL SERVICES	41	-	-	-	-
<u>SUPPLIES</u>						
5-161-20110	OFFICE SUPPLIES	363	-	-	-	-
5-161-20240	PUBLICATIONS	78	-	-	-	-
	TOTAL SUPPLIES	441	-	-	-	-
	TOTAL ZONING DEPARTMENT	482	-	-	-	-

CITY OF HITCHCOCK – GENERAL FUND

FY2023 ADOPTED Annual Operating & Capital Budget

Appropriations – Library

		FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 PROPOSED	BUDGET CHANGE
<u>CONTRACTED SERVICES</u>						
5-511-33010	CONTRACT	97,200	97,200	97,200	97,200	-
	TOTAL CONTRACTED SERVICES	97,200	97,200	97,200	97,200	0

CITY OF HITCHCOCK – GENERAL FUND
FY2023 ADOPTED Annual Operating & Capital Budget
Budget Summary – Parks

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

Accomplishments For Fiscal Year 2021-2022:

- Completed development of a Park Plan Master Plan.

Goals for Fiscal Year 2022-2023:

- Apply for grants for future park improvements and development.

	FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 ADOPTED	BUDGET CHANGE
SUPPLIES	7,196	9,000	8,000	13,720	4,720
CONTRACTED SERVICES				50,000	5,000
TOTAL	7,196	9,000	8,000	63,720	54,720

CITY OF HITCHCOCK – GENERAL FUND
FY2023 ADOPTED Annual Operating & Capital Budget
Appropriations – Parks

		FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 ADOPTED	BUDGET CHANGE
<u>CONTRACTED SERVICES</u>						
5-521-31910	PROFESSIONAL SERVICES	-	-	-	50,000	50,000
	TOTAL CONTRACTED SERVICES	-	-	-	50,000	50,000
<u>SUPPLIES</u>						
5-521-20140	MATERIALS & SUPPLIES	-	2,000	1,000	5,000	3,000
5-521-32000	UTILITIES	7,196	7,000	7,000	8,720	1,720
	TOTAL SUPPLIES	7,196	9,000	8,000	13,720	4,720
<u>CAPITAL OUTLAY</u>						
5-521-58112	GRANT MATCH	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	-	-	-	-
	TOTAL PARKS	7,196	9,000	8,000	63,720	54,720

CITY OF HITCHCOCK – GENERAL FUND

FY2023 ADOPTED Annual Operating & Capital Budget

Budget Summary – Public Works: Streets & Drainage

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

Accomplishments For Fiscal Year 2021-2022:

- Completed grant funded Drainage improvement on Hacker Rd. and Basford Bayou.
- Completed Cow Gulley Drainage Restoration project.
- Completed Biering Road Drainage project.
- Completed Center Street Drainage project.
- Completed downtown sidewalk grant funded project.
- Completed Mike Street Road rehabilitation from Hwy. 6 to North Railroad.
- Completed the citywide installation of new street signs.

Goals for Fiscal Year 2022-2023:

- North and South Railroad Road overlay and reconstruction.
- Highland/Pecan Park Drainage rehabilitation project.
- Texas Department of Transportation (TXDOT) grant funded Sidewalk Project.
- Purchase of new heated oiler tank for street repairs.

	FY 2021 Actual	FY 2022 Adopted	FY 2022 Estimated	FY 2023 Proposed	Budget Change
Staffing					
Supervisor	1	1	1	1	0
Street and Drainage Worker	3	4	4	4	0
Equipment Operator	3	2.5	2.5	4	1.5
Total	7	7.5	7.5	9	1.5

	FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 ADOPTED	BUDGET CHANGE
PERSONNEL SERVICES	357,005	412,971	391,580	572,048	159,077
SUPPLIES	76,347	119,200	109,718	100,200	(19,000)
PURCHASED SERVICES	4,871	7,067	6,214	28,009	20,942
CONTRACTED SERVICES	25,781	46,776	31,143	31,025	(15,751)
EDUCATION & TRAINING	-	2,000	268	1,000	(1,000)
REPAIRS & MAINTENANCE	167,470	477,420	379,579	964,000	486,580
TECHNOLOGY	-	4,590	4,590	2,250	(2,340)
MISCELLANEOUS	28,180	35,502	36,238	28,000	(7,502)
DEBT SERVICE	78,296	82,708	82,708	78,391	(4,317)
CAPITAL OUTLAY	175,909	137,000	131,203	50,000	-87,000
TOTAL	913,859	1,325,234	1,173,241	1,854,923	529,689

CITY OF HITCHCOCK – GENERAL FUND

FY2023 ADOPTED Annual Operating & Capital Budget

Appropriations – Public Works: Streets & Drainage

		FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 ADOPTED	BUDGET CHANGE
<u>PERSONNEL SERVICES</u>						
5-311-11001	REGULAR SALARIES	241,101	289,175	285,054	400,983	111,808
5-311-11002	OVERTIME	2,781	2,700	2,700	2,600	(100)
5-311-11011	SEASONAL	32,340	15,407	10,164	7,200	(8,207)
5-311-12001	SOCIAL SECURITY	20,915	24,275	22,858	31,425	7,150
5-311-12002	RETIREMENT	9,869	18,097	17,617	26,717	8,620
5-311-12101	HEALTH INSURANCE	33,489	44,521	35,369	78,218	33,697
5-311-12102	DENTAL INSURANCE	1,585	2,389	1,564	3,077	688
5-311-12103	LIFE INSURANCE	2,255	792	645	1,064	272
5-311-12104	VISION	388	643	633	964	321
5-311-12201	UNEMPLOYMENT TAX	1,405	1,680	1,680	513	(1,167)
5-311-12202	WORKERS' COMPENSATION	10,877	13,292	13,296	19,287	5,995
	TOTAL PERSONNEL SERVICES	357,005	412,971	391,580	572,048	159,077
<u>SUPPLIES</u>						
5-311-20110	OFFICE SUPPLIES	21	200	200	200	-
5-311-20140	GENERAL SUPPLIES	971	2,000	2,000	2,000	-
5-311-20160	CHEMICALS	-	-	-	-	-
5-311-20260	FUEL & OIL	31,961	53,000	58,094	40,000	(13,000)
5-311-32000	UTILITIES EXPENSE	4,408	8,000	8,000	8,000	-
5-311-32021	STREET LIGHTS	38,986	56,000	41,424	50,000	(6,000)
	TOTAL SUPPLIES	76,347	119,200	109,718	100,200	(19,000)
<u>PURCHASED SERVICES</u>						
5-311-20270	UNIFORM EXPENSE	1,628	2,000	1,647	5,286	3,286
5-311-32030	TELECOMMUNICATIONS	2,274	3,055	3,055	3,000	(55)
5-311-49390	RENTALS	100	1,012	1,012	1,000	(12)
5-311-49391	VEHICLE LEASE	-	-	-	18,223	18,223
5-311-49810	CLASSIFIED ADVERTISEMENTS	869	1,000	500	500	(500)
	TOTAL PURCHASED SERVICES	4,871	7,067	6,214	28,009	20,942
<u>CONTRACTED SERVICES</u>						
5-311-31030	ENGINEERING	24,875	45,600	30,000	30,000	(15,600)
5-311-33120	EMPLOYEE EXAM/DRUG SCREEN	111	181	148	75	(106)
5-311-33220	SECURITY	795	995	995	950	(45)
	OUTSIDE SERV/CONTR LABOR	-	-	-	-	-
	TOTAL CONTRACTED SERVICES	25,781	46,776	31,143	31,025	(15,751)

CITY OF HITCHCOCK – GENERAL FUND

FY2023 ADOPTED Annual Operating & Capital Budget

Appropriations – Public Works: Streets & Drainage (Continued)

		FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 ADOPTED	BUDGET CHANGE
<u>EDUCATION & TRAINING</u>						
5-311-49040	TRAINING/TRAVEL/PERDIEM	-	2,000	268	1,000	(1,000)
	TOTAL EDUCATION & TRAINING	-	2,000	268	1,000	(1,000)
<u>REPAIRS & MAINTENANCE</u>						
5-311-42010	EQUIPMENT REPAIRS & MAINT	48,521	45,060	45,118	20,000	(25,060)
5-311-42020	VEHICLE REPAIRS & MAINT	-	26	26	-	(26)
5-311-42030	BUILDING REPAIR & MAINTENANCE	-	20,000	18,250	40,000	20,000
5-311-42070	STREET REPAIR & MAINTENANCE	13,317	245,373	151,065	500,000	254,627
5-311-42075	MATERIALS & SUPPLIES	104,801	103,987	103,987	100,000	(3,987)
5-311-42080	DRAINAGE	-	57,974	57,974	300,000	242,026
5-311-42090	SAFETY EQUIPMENT	831	5,000	3,159	4,000	(1,000)
	TOTAL REPAIRS & MAINTENANCE	167,470	477,420	379,579	964,000	486,580
<u>TECHNOLOGY</u>						
5-311-51125	COMPUTER HARDWARE	-	2,400	2,400	-	(2,400)
5-311-41030	COMPUTER SOFTWARE	-	2,190	2,190	2,250	60
	TOTAL TECHNOLOGY	-	4,590	4,590	2,250	(2,340)
<u>MISCELLANEOUS</u>						
5-311-49720	SIGNS	13,706	19,502	19,502	12,000	(7,502)
5-311-49730	LANDFILL FEES	14,474	16,000	16,736	16,000	-
	TOTAL MISCELLANEOUS	28,180	35,502	36,238	28,000	(7,502)
<u>DEBT SERVICE</u>						
5-311-60100	DEBT SERVICE PRINCIPAL	-	66,435	66,435	68,171	1,736
5-311-60150	EQUIPMENT PAYMENTS	78,296	-	-	-	-
5-311-60200	DEBT SERVICE -INTEREST	-	16,273	16,273	10,220	(6,053)
	TOTAL DEBT SERVICE	78,296	82,708	82,708	78,391	-4,317
<u>CAPITAL OUTLAY</u>						
5-311-51120	EQUIPMENT PURCHASES	175,909	26,000	21,363	50,000	24,000
5-311-52115	BUILDINGS & GROUNDS	-	111,000	109,840	-	(111,000)
	GRANT MATCH TRANSFER	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	175,909	137,000	131,203	50,000	(87,000)
	TOTAL STREET & DRAINAGE	913,859	1,325,234	1,173,241	1,854,923	529,689

CITY OF HITCHCOCK – GENERAL FUND

FY2023 ADOPTED Annual Operating & Capital Budget

Budget Summary – Garage

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

Accomplishments For Fiscal Year 2021-2022:

- Made several building improvements to the garage.
- Serviced all city vehicles & heavy equipment.
- Improved security at the garage facility by erecting new fence with security access.

Goals for Fiscal Year 2022-2023:

- Enterprise vehicle leasing program for City vehicles.
- Improve security with the installation of a new surveillance system.

	FY 2021 Actual	FY 2022 Adopted	FY 2022 Estimated	FY 2023 Proposed	Budget Change
Staffing					
Mechanic	1	1	1	1	0
Total	1	1	1	1	0

	FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 ADOPTED	BUDGET CHANGE
PERSONNEL SERVICES	62,334	66,155	66,119	78,205	12,050
SUPPLIES	2,973	2,500	2,554	3,100	600
PURCHASED SERVICES	2,610	2,680	2,530	7,286	4,606
REPAIRS & MAINTENANCE	26,628	61,886	56,177	53,000	-8,886
TECHNOLOGY	2,000	2,000	2,000	2,000	-
CAPITAL OUTLAY	-	-	-	12,000	12,000
TOTAL	96,545	135,221	129,380	155,591	20,370

CITY OF HITCHCOCK – GENERAL FUND

FY2023 ADOPTED Annual Operating & Capital Budget

Appropriations – Garage

		FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 ADOPTED	BUDGET CHANGE
<u>PERSONNEL SERVICES</u>						
5-181-11001	REGULAR SALARIES	44,297	47,244	47,244	52,416	5,172
5-181-11002	OVERTIME	2,464	1,400	1,400	2,000	600
5-181-11011	INTERN	-	-	-	3,600	3,600
5-181-12001	SOCIAL SECURITY	3,566	3,767	3,731	4,438	671
5-181-12002	RETIREMENT	2,033	2,991	2,991	3,602	611
5-181-12101	HEALTH INSURANCE	7,712	7,929	7,929	8,691	762
5-181-12102	DENTAL INSURANCE	341	342	342	342	-
5-181-12103	LIFE INSURANCE	118	118	118	124	6
5-181-12104	VISION	138	107	107	107	-
5-181-12201	UNEMPLOYMENT	144	294	294	57	(237)
5-181-12202	WORKERS' COMPENSATION	1,521	1,963	1,963	2,828	865
	TOTAL PERSONNEL SERVICES	62,334	66,155	66,119	78,205	12,050
<u>SUPPLIES</u>						
5-181-20110	OFFICE SUPPLIES	376	200	200	800	600
5-181-20140	GENERAL SUPPLIES	1,997	1,800	1,800	1,800	-
5-181-20160	CHEMICALS	-	-	-	-	-
5-181-20260	FUEL & OIL	600	500	554	500	-
	TOTAL SUPPLIES	2,973	2,500	2,554	3,100	600
<u>PURCHASED SERVICES</u>						
5-181-20270	UNIFORMS	634	600	600	5,286	4,686
5-181-32030	TELECOMMUNICATIONS	1,976	2,080	1,930	2,000	(80)
	TOTAL PURCHASED SERVICES	2,610	2,680	2,530	7,286	4,606
<u>REPAIRS & MAINTENANCE</u>						
5-181-20280	SMALL TOOL, EQUIPMENT & FURNIT	5,015	4,945	4,136	5,000	55
5-181-2028X	SHOP EQUIPMENT	4,053	4,000	4,000	18,500	14,500
5-181-42020	VEHICLE REPAIRS & MAINT	2,746	1,500	1,500	2,000	500
5-181-42030	BUILDING REPAIRS & MAINT	12,614	48,941	44,041	25,000	(23,941)
5-181-49390	OTHER RENTALS	2,200	2,500	2,500	2,500	-
	TOTAL REPAIRS & MAINTENANCE	26,628	61,886	56,177	53,000	-8,886
<u>TECHNOLOGY</u>						
5-181-41030	COMPUTER SOFTWARE	2,000	2,000	2,000	2,000	-
	TOTAL TECHNOLOGY	2,000	2,000	2,000	2,000	-
<u>CAPITAL OUTLAY</u>						
5-181-51120	EQUIPMENT PURCHASES	-	-	-	12,000	12,000
	TOTAL CAPITAL OUTLAY	-	-	-	12,000	12,000
	TOTAL GARAGE	96,545	135,221	129,380	155,591	20,370

CITY OF HITCHCOCK – GENERAL FUND

FY2023 ADOPTED Annual Operating & Capital Budget

Appropriations – Public Works: Solid Waste

	FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 PROPOSED	BUDGET CHANGE
<u>CONTRACTED SERVICES</u>					
5-321-33025 GARBAGE CONTRACT	365,559	497,915	472,022	507,801	9,886
5-321-33820 DISPOSAL -CLEANUP	7,795	-	-	-	-
	373,354	497,915	472,022	507,801	9,886
TOTAL CONTRACTED SERVICES	373,354	497,915	472,022	507,801	9,886
TOTAL SOLID WASTE	373,354	497,915	472,022	507,801	9,886

Appropriations – Non Departmental

	FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 PROPOSED	BUDGET CHANGE
PURCHASE OF REAL PROPERTY	-	-	-	350,000	350,000
TRNSF TO FUND 218 GRANT MATCH	-	-	-	38,132	38,132
TRANSFER TO FUND 401	-	-	-	895,135	895,135
TOTAL NON DEPARTMENTAL	-	-	-	1,283,267	1,283,267
TOTAL APPROPRIATIONS	5,113,136	6,286,040	5,911,137	8,576,163	2,288,623
REVENUES OVER/UNDER EXPENDITURE	1,635,691	15,453	549,242	(1,925,980)	(1,941,433)
ENDING BALANCE	6,294,638	6,310,091	6,843,880	4,917,900	-1,390,691

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UTILITY FUND

CITY OF HITCHCOCK – UTILITY FUND SUMMARY

FY2023 ADOPTED Annual Operating & Capital Budget

	FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY2023 ADOPTED	BUDGET CHANGE
BEGINNING FUND BALANCE	2,039,131	2,551,486	2,551,486	2,593,079	41,593
REVENUE:					
UTILITY SALES	3,163,820	3,826,423	3,723,326	4,912,766	1,086,343
UTILITY SERVICES	496,674	200,000	200,000	149,500	(50,500)
OTHER REVENUE	154,664	307,587	305,544	107,000	(200,587)
TRANSFERS IN	-	-	-	-	-
TOTAL REVENUES	3,815,158	4,334,010	4,228,870	5,169,266	835,256
TOTAL AVAILABLE REVENUES	5,854,289	6,885,496	6,780,356	7,762,345	876,849
APPROPRIATIONS					
UTILITY ADMINISTRATION					
PERSONAL SERVICES	72,870	203,150	112,603	244,551	41,401
OPERATIONS & MAINTENANCE	170,333	213,944	196,924	268,273	54,329
DEBT SERVICE	-	-	-	-	-
CAPITAL OUTLAY	-	1,000	-	1,000	-
TRANSFERS OUT	-	-	-	-	-
UTILITY ADMINISTRATION TOTAL	243,203	418,094	309,527	513,824	95,730
SEWER DEPARTMENT					
PERSONAL SERVICES	264,318	303,408	296,744	431,364	127,956
OPERATIONS & MAINTENANCE	783,948	1,191,364	964,690	1,278,759	87,395
CAPITAL OUTLAY	166,270	185,639	170,838	417,384	231,745
DEBT SERVICE PAYMENTS	29,472	148,478	148,478	227,135	78,657
TRANSFERS OUT	66,344	66,344	66,344	66,344	-
SEWER DEPARTMENT TOTAL	1,310,352	1,895,233	1,647,094	2,420,986	525,753
WATER DEPARTMENT					
PERSONAL SERVICES	305,576	314,442	304,681	392,520	78,078
OPERATIONS & MAINTENANCE	1,211,290	2,423,811	1,565,469	2,367,597	(56,214)
CAPITAL OUTLAY	108,517	94,649	94,649	223,000	128,351
DEBT SERVICE	29,472	171,464	171,464	381,844	210,380
TRANSFERS OUT	94,393	94,393	94,393	94,393	-
WATER DEPARTMENT TOTAL	1,749,248	3,098,759	2,230,656	3,459,354	360,595
TOTAL EXPENDITURES	3,302,803	5,412,086	4,187,277	6,417,664	1,005,578
REVENUES OVER EXPENDITURES	512,355	(1,078,076)	41,593	(1,248,398)	(170,322)
ENDING BALANCE	2,551,486	1,473,410	2,593,079	1,344,681	(128,729)

CITY OF HITCHCOCK – UTILITY FUND

FY2023 ADOPTED Annual Operating & Capital Budget

Revenue – Enterprise Fund

	FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 ADOPTED	BUDGET CHANGE
BEGINNING BALANCE	2,039,131	2,551,486	2,551,486	2,593,079	41,593
UTILITY SALES					
4-000-50100 WATER SALES	1,599,279	1,754,124	1,770,000	2,338,822	584,698
4-000-50200 WASTE-WATER SALES	1,257,101	1,574,959	1,443,156	1,853,744	278,785
4-000-50210 FREDDIEVILLE SEWER REVENUE	97,078	95,000	97,830	97,000	2,000
4-000-50300 SEWER TREATMENT	164,606	342,340	342,340	551,200	208,860
4-000-50400 PENALTIES - UTILITIES	45,756	60,000	70,000	72,000	12,000
TOTAL UTILITY SALES	3,163,820	3,826,423	3,723,326	4,912,766	1,086,343
UTILITY SERVICES					
4-000-51100 TAPS/CONNECTIONS	496,674	200,000	200,000	149,500	(50,500)
WATER SERVICES	-	-	-	-	-
WASTEWATER SERVICES	-	-	-	-	-
TOTAL UTILITY SERVICES	496,674	200,000	200,000	149,500	-50,500
OTHER REVENUE					
4-000-51200 UTILITY DISCONNECT/RECONNECT	27,536	40,000	36,000	35,000	(5,000)
4-000-52000 CREDIT CARD TRANSACTION FEE	3,343	52,000	54,182	54,000	2,000
4-000-70190 INSF CHECK CHARGE	600	1,000	775	1,000	-
4-000-80-100 OVER/SHORT	35	-	-	-	-
4-000-88100 SALE OF ASSETS	4,400	-	-	5,000	5,000
4-000-88200 INSURANCE PROCEEDS	78,628	-	-	-	-
4-000-89000 MISCELLANEOUS REVENUE	40,122	17,368	17,368	12,000	(5,368)
4-000-98100 PROCEEDS FROM LOAN	-	197,219	197,219	-	(197,219)
GRANT MATCHING FUNDS	-	-	-	-	-
TOTAL OTHER REVENUE	154,664	307,587	305,544	107,000	(200,587)
TOTAL REVENUES	3,815,158	4,334,010	4,228,870	5,169,266	835,256
TOTAL AVAILABLE FUNDS	5,854,289	6,885,496	6,780,356	7,762,345	876,849

CITY OF HITCHCOCK – UTILITY FUND

FY2023 ADOPTED Annual Operating & Capital Budget

Budget Summary – Utility Administration

Public Works Departmental Summary FY 2023

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

Utility Administration

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

	FY 2021 Actual	FY 2022 Adopted	FY 2022 Estimated	FY 2023 Proposed	Budget Change
Staffing					
Director	1	1	1	1	0
Operations Manager	0	1	1	1	0
Public Works Superintendent	0	0	0	0	0
Finance Clerk	1	0	0	0	0
Total	2	2	2	2	0

	FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 ADOPTED	BUDGET CHANGE
PERSONNEL SERVICES	72,870	203,150	112,603	244,551	41,401
SUPPLIES	5,424	17,188	15,723	16,756	(432)
PURCHASED SERVICES	23,221	47,238	37,935	43,057	(4,181)
CONTRACTED SERVICES	58,666	104,630	104,430	162,925	58,295
EDUCATION & TRAINING	500	1,500	-	1,500	-
TECHNOLOGY	12,763	15,343	13,843	16,035	692
REPAIRS & MAINTENANCE	18,000	20,000	20,000	25,000	5,000
MISCELLANEOUS	51,759	8,045	4,993	3,000	(5,045)
CAPITAL OUTLAY	-	1,000	-	1,000	-
TOTAL	243,203	418,094	309,527	513,824	95,730

CITY OF HITCHCOCK – UTILITY FUND

FY2023 ADOPTED Annual Operating & Capital Budget

Appropriations – Utility Administration

		FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 ADOPTED	BUDGET CHANGE
PERSONNEL SERVICES						
5-831-11001	REGULAR SALARIES	55,092	156,800	89,320	184,783	27,983
5-831-11010	PART TIME	-	-	-	-	-
5-831-11011	INTERN	-	-	-	7,200	7,200
5-831-12001	SOCIAL SECURITY	3,742	12,883	6,722	14,962	2,079
5-831-12002	RETIREMENT	2,241	10,188	5,315	12,471	2,283
5-831-12101	HEALTH INSURANCE	10,339	15,858	8,259	17,382	1,524
5-831-12102	DENTAL INSURANCE	634	684	356	684	-
5-831-12103	LIFE INSURANCE	250	421	197	421	-
5-831-12104	VISION	213	214	112	214	-
5-831-12201	UNEMPLOYMENT	144	468	288	114	(354)
5-831-12202	WORKER'S COMPENSATION	215	2,034	2,034	2,720	686
5-831-12301	CAR ALLOWANCE	-	3,600	-	3,600	-
5-831-12302	PHONE ALLOWANCE	-	-	-	-	-
	TOTAL PERSONNEL SERVICES	72,870	203,150	112,603	244,551	41,401
SUPPLIES						
02-529-258	UTILITIES EXPENSE	-	-	-	-	-
5-831-20110	OFFICE SUPPLIES	-	1,500	365	500	(1,000)
5-831-20130	JANITORIAL SUPPLIES	-	1,500	1,000	1,500	-
5-831-20140	GENERAL SUPPLIES	-	1,500	1,000	1,500	-
5-831-20240	DUES & SUBSCRIPTIONS	-	250	230	250	-
5-831-20250	PROFESSIONAL BOOKS	-	-	-	500	500
5-831-20260	FUEL & OIL	-	500	2,543	500	-
5-831-20270	UNIFORM EXPENSE	-	183	85	176	(7)
5-831-20280	SMALL TOOLS	-	470	-	-	(470)
5-831-49311	POSTAGE/METER RENTAL	4,645	10,500	10,000	11,130	630
5-831-49810	CLASSIFIED ADVERTISEMENTS	779	785	500	700	(85)
	TOTAL SUPPLIES	5,424	17,188	15,723	16,756	(432)
PURCHASED SERVICES						
5-831-33210	JANITORIAL SERVICES	4,075	16,520	16,520	12,984	(3,536)
5-831-49312	COPIER LEASE	6,091	8,200	8,200	7,555	(645)
5-831-49412	TML INSURANCE	13,055	22,518	13,215	22,518	-
	UTILITY MAPPING			-		-
	TOTAL PURCHASES SERVICES	23,221	47,238	37,935	43,057	(4,181)

CITY OF HITCHCOCK – UTILITY FUND

FY2023 ADOPTED Annual Operating & Capital Budget

Appropriations – Utility Administration (Continued)

		FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 ADOPTED	BUDGET CHANGE
CONTRACTED SERVICES						
5-831-31010	LEGAL FEES	-	15,000	15,000	15,000	-
5-831-31020	AUDIT SERVICE	33,691	35,000	35,000	35,000	-
5-831-31030	ENGINEERING	24,800	19,430	19,430	51,000	31,570
5-831-31910	OTHER PROFESSIONAL SERVICES	175	35,000	35,000	60,767	25,767
5-831-32030	TELECOMMUNICATIONS	-	-	-	1,158	1,158
5-831-33120	EMPLOYEE EXAM/DRUG SCREEN	-	200	-	-	(200)
	TOTAL CONTRACTED SERVICES	58,666	104,630	104,430	162,925	58,295
EDUCATION & TRAINING						
5-831-49020	PROFESSIONAL ASSOC DUES/FEES	-	500	-	500	-
5-831-49040	TRAINING/TRAVEL/PERDIEM	500	1,000	-	1,000	-
	TOTAL EDUCATION & TRAINING	500	1,500	-	1,500	-
TECHNOLOGY						
5-831-41010	SOFTWARE MAINTENANCE	12,763	13,843	13,843	14,535	692
5-831-51125	COMPUTER HARDWARE	-	1,500	-	1,500	-
	COMPUTER MAINTENANCE	-	-	-	-	-
	TOTAL TECHNOLOGY	12,763	15,343	13,843	16,035	692
REPAIRS & MAINTENANCE						
5-831-42010	EQUIPMENT REPAIR & MAIN	-	-	-	-	-
5-831-42020	VEHICLE REPAIRS & MAINT	-	-	-	-	-
5-831-42030	BLDGS REPAIR & MAINTENANCE	18,000	20,000	20,000	25,000	5,000
5-831-42040	GROUNDS MAINTENANCE	-	-	-	-	-
5-831-42090	SAFETY EQUIPMENT	-	-	-	-	-
	TOTAL REPAIRS & MAINTENANCE	18,000	20,000	20,000	25,000	5,000
MISCELLANEOUS						
5-831-49790	SPECIAL ACTIVITIES	-	8,045	4,993	3,000	(5,045)
5-831-49970	BANK FEES	-	-	-	-	-
5-831-80300	NON RECURRING ITEMS	51,759	-	-	-	-
	TOTAL MISCELLANEOUS	51,759	8,045	4,993	3,000	(5,045)
CAPITAL OUTLAY						
	VEHICLE PURCHASE	-	-	-	-	-
5-831-51120	EQUIPMENT PURCHASE	-	1,000	-	1,000	-
	DEPRECIATION	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	1,000	-	1,000	-
	TOTAL UTILITY ADMINISTRATION	243,203	418,094	309,527	513,824	95,730

CITY OF HITCHCOCK – UTILITY FUND

FY2023 ADOPTED Annual Operating & Capital Budget

Budget Summary – Sewer Division

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

Accomplishments For Fiscal Year 2021-2022:

- Completed Sanitary Sewer Smoke Test Pilot study.
- Completed Phase I of grant funded sanitary sewer pipe improvements throughout the City.
- Implemented the Wastewater Treatment Plant grit removal.
- Installed Supervisory Control and Data Acquisition (SCADA) system at 5 offsite sewer lift stations to improve remote monitoring.
- Wastewater Treatment Plant repairs to enhance overall sewage treatment process

Goals for Fiscal Year 2022-2023:

- Hitchcock Sanitary Sewer Smoke test study phase 2. 95,000 Lin. Ft of sewer main and 200 manholes
- Grant project to install new mechanical bar screen, new headworks structure & sludge dewatering fan press at the Wastewater Treatment Plant.
- Grant funded project for additional Wastewater Treatment Plant repairs.
- Phase 2 of grant funded sewer pipe improvements in the Garden Terrace subdivision.
- Completion of the Wastewater Treatment Plant grit removal.

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

	FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 ADOPTED	BUDGET CHANGE
PERSONNEL SERVICES	305,576	314,442	304,681	392,520	79,292
SUPPLIES	107,782	148,452	165,747	136,145	(12,307)
PURCHASED SERVICES	667,080	595,506	593,648	837,796	242,290
CONTRACTED SERVICES	265,405	352,175	337,259	328,039	(25,384)
EDUCATION & TRAINING	1,867	11,500	8,010	9,000	(2,500)
TECHNOLOGY	-	2,666	2,622	8,252	5,586
REPAIRS & MAINTENANCE	169,156	1,313,512	458,183	1,048,365	(265,147)
MISCELLANEOUS	-	-	-	23,500	23,500
CAPITAL OUTLAY	108,517	94,649	94,649	223,000	128,351
DEBT SERVICE	29,472	171,464	171,464	381,844	210,380
TRANSFER	94,393	94,393	94,393	94,393	-
TOTAL	1,749,248	3,098,759	2,230,656	3,482,854	384,061

CITY OF HITCHCOCK – UTILITY FUND

FY2023 ADOPTED Annual Operating & Capital Budget

Appropriations – Sewer Division

		FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 ADOPTED	BUDGET CHANGE
PERSONNEL SERVICES						
5-811-11001	REGULAR SALARIES	186,271	212,312	206,438	303,617	91,305
5-811-11002	OVERTIME	16,530	20,071	20,071	15,000	(5,071)
5-811-11006	CERTIFICATE PAY	2,200	1,800	1,800	2,100	300
5-811-12001	SOCIAL SECURITY	14,918	17,527	17,466	24,535	7,008
5-811-12002	RETIREMENT	8,890	14,308	14,308	21,231	6,923
5-811-12101	HEALTH INSURANCE	26,811	28,268	27,856	52,145	23,877
5-811-12102	DENTAL INSURANCE	1,386	1,368	1,200	2,051	683
5-811-12103	LIFE INSURANCE	457	564	467	807	243
5-811-12104	VISION	644	429	377	643	214
5-811-12201	UNEMPLOYMENT	432	1,316	1,316	342	(974)
5-811-12202	WORKERS COMP	5,779	5,445	5,445	8,893	3,448
	TOTAL PERSONNEL SERVICES	264,318	303,408	296,744	431,364	127,956
SUPPLIES						
5-811-20110	OFFICE SUPPLIES	2,180	4,500	4,000	4,000	(500)
5-811-20140	GENERAL SUPPLIES	-	121	121	1,500	1,379
5-811-20150	LAB SUPPLIES	3,074	5,000	5,000	5,000	-
5-811-20160	TREATMENT CHEMICALS	60,662	90,000	89,951	90,000	-
5-811-20240	DUES & SUBSCRIPTIONS	-	-	-	500	500
5-811-2024X	PUBLICATIONS	-	500	56	500	-
5-811-20260	FUEL & OIL	17,471	25,000	29,011	25,000	-
5-811-20270	UNIFORMS	902	1,073	1,073	2,231	1,158
5-811-20280	TOOLS	2,350	9,700	9,607	8,000	(1,700)
5-811-32000	UTILITIES EXPENSE	108,233	111,549	111,549	120,000	8,451
	TOTAL SUPPLIES	194,872	247,443	250,368	256,731	9,288
PURCHASED SERVICES						
5-811-20220	MAPS & PLATS	-	-	-	-	-
5-811-32030	TELECOMMUNICATIONS	3,138	9,210	8,019	7,275	(1,935)
5-811-49390	OTHER RENTAL	-	1,895	1,895	2,000	105
5-811-49391	VEHICLE LEASE	-	-	-	9,111	9,111
	TOTAL PURCHASED SERVICES	3,138	11,105	9,914	18,386	7,281

CITY OF HITCHCOCK – UTILITY FUND

FY2023 ADOPTED Annual Operating & Capital Budget

Appropriations – Sewer Division (Continued)

		FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 ADOPTED	BUDGET CHANGE
<u>CONTRACTED SERVICES</u>						
5-811-31020	AUDIT SERVICES	8,284	7,500	3,000	12,000	4,500
5-811-31030	ENGINEERING	2,188	17,000	17,163	17,000	-
5-811-33120	EMPLOYEE EXAM/DRUG SCREEN	-	100	93	70	(30)
5-811-33210	JANITORIAL SERVICE	1,169	1,200	1,200	1,200	-
5-811-33540	UTILITY BILLING	36,884	39,500	37,516	13,000	(26,500)
5-811-33830	SLUDGE DISP/TESTING/SAMPLING	40,755	66,665	64,864	31,200	(35,465)
5-811-33840	GREASE TRAP INSPECTIONS	-	1,400	-	2,000	600
5-811-33870	NEW SERVICE INSTALL	73,756	163,800	71,000	126,500	(37,300)
5-811-33910	CONTRACT SERVICES	128,267	70,000	70,000	70,000	-
5-811-49750	TCEQ FEES	20,228	21,229	21,229	21,200	(29)
	REPAIRS TO EXISTING SERVICES	-	-	-	-	-
	TOTAL CONTRACTED SERVICES	311,531	388,394	286,065	294,170	(94,224)
<u>EDUCATION & TRAINING</u>						
5-811-49030	EDUCATION/DUES/TESTING	2,576	3,000	1,265	3,000	-
	TOTAL EDUCATION & TRAINING	2,576	3,000	1,265	3,000	-
<u>TECHNOLOGY</u>						
5-811-41010	SOFTWARE MAINTENANCE	-	-	-	8,252	8,252
5-811-41030	COMPUTER SOFTWARE	-	-	-	-	-
5-811-51125	COMPUTER HARDWARE	-	2,170	2,169	-	(2,170)
	TOTAL TECHNOLOGY	-	2,170	2,169	8,252	6,082
<u>REPAIRS & MAINTENANCE</u>						
5-811-42010	EQUIPMENT REPAIRS & MAINT	4,819	36,345	23,182	50,000	13,655
5-811-42012	GENERATOR MAINTENANCE	-	12,654	12,654	25,000	12,346
5-811-42020	VEHICLE REPAIR & MAINTENANCE	-	-	-	-	-
5-811-42030	BLDG REPAIRS & MAINTENANCE	223	5,766	5,000	25,000	-
5-811-42032	M/R GARAGE BUILDING	-	2,500	1,111	20,000	17,500
5-811-42075	MATERIALS & SUPPLIES	-	-	-	50,000	50,000
5-811-42090	SAFETY EQUIPMENT	551	22,000	22,000	15,000	-
5-811-42110	COLLECTION SYSTEM BLDG & GRNI	790	2,500	2,500	14,720	12,220
5-811-42120	WWTP SYSTEM MAINTENANCE	50,435	154,438	154,438	100,000	(54,438)
5-811-42130	M/R LIFT STATIONS	153,918	78,305	78,305	100,000	21,695
5-811-42140	M/R COLLECTION SYSTEM	45,390	60,825	60,826	75,000	14,175
5-811-42150	I&I REHAB/CONSTRUCTION	15,705	163,919	54,893	200,000	36,081
	TOTAL REPAIRS & MAINTENANCE	271,831	539,252	414,909	674,720	123,234
<u>MISCELLANEOUS</u>						
5-811-49950	MISCELLANEOUS EXPENSE	-	-	-	-	-
5-811-49970	BANK FEES	-	-	-	23,500	23,500
	TOTAL MISCELLANEOUS	-	-	-	23,500	23,500

CITY OF HITCHCOCK – UTILITY FUND

FY2023 ADOPTED Annual Operating & Capital Budget

Appropriations – Sewer Division (Continued)

		FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 ADOPTED	BUDGET CHANGE
<u>CAPITAL OUTLAY</u>						
	VEHICLE PURCHASE	-	-	-	-	-
5-811-51120	EQUIPMENT PURCHASES	51,881	49,959	35,158	102,304	52,345
5-811-51126	SCADA SYSTEM	1,229	66,530	66,530	70,000	3,470
5-811-54110	SYSTEM IMPROVEMENTS	113,160	32,800	32,800	85,000	52,200
5-811-58112	GRANT MATCH	-	36,350	36,350	160,080	123,730
	TOTAL CAPITAL OUTLAY	166,270	185,639	170,838	417,384	231,745
<u>DEBT SERVICE</u>						
5-811-60100	DEBT SERVICE - PRINCIPAL	-	38,926	38,926	55,402	16,476
5-811-60150	EQUIPMENT PAYMENT	29,472	103,434	103,434	-	(103,434)
5-81160200	DEBT SERVICE -INTEREST	-	6,118	6,118	8,167	2,049
	DEBT SERVICE - PRINCIPAL					-
5-811-60200	DEBT SERVICE -INTEREST				163,566	163,566
5-811-60201	PAYING AGENT FEE					-
	TOTAL DEBT SERVICE	29,472	148,478	148,478	227,135	78,657
<u>TRANSFERS OUT</u>						
	UTILITY FUND TRANSFERS	-	-	-	-	-
5-811-70101	TRANSFER TO GF FOR ADMIN	66,344	66,344	66,344	66,344	-
	TOTAL TRANSFERS OUT	66,344	66,344	66,344	66,344	-
<u>TOTAL SEWER DIVISION</u>						
		1,310,352	1,895,233	1,647,094	2,420,986	513,519

CITY OF HITCHCOCK – UTILITY FUND

FY2023 ADOPTED Annual Operating & Capital Budget

Budget Summary – Public Works: Water Division

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

Accomplishments For Fiscal Year 2021-2022:

- Rehabilitation of the East elevated water storage tank and Neville ground storage tank.
- Repair of 50 water leaks city wide.
- Relocation of the water line off of Fogel Ln.
- Completed water level control valve repair for the East elevated storage tank.
- Completed installation of chlorine alarm for Neville and Blimp Base water plants.

Goals for Fiscal Year 2022-2023:

- Complete Citywide replacement of water meters.
- Rehabilitation of Neville and Harbor walk elevated storage tanks.
- Upgrade the Supervisory Control and Data Acquisition (SCADA) system for Blimp Base water plant to improve remote monitoring.
- Replace valves that control water levels for Redfish and Harbor walk elevated storage tanks.
- Grant funded Water line Replacement.
- Update main electrical system at the Neville Water Plant.

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

	FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 ADOPTED	BUDGET CHANGE
PERSONNEL SERVICES	305,576	314,442	304,681	392,520	79,292
SUPPLIES	107,782	148,452	165,747	136,145	(12,307)
PURCHASED SERVICES	667,080	595,506	593,648	837,796	242,290
CONTRACTED SERVICES	265,405	352,175	337,259	328,039	(25,384)
EDUCATION & TRAINING	1,867	11,500	8,010	9,000	(2,500)
TECHNOLOGY	-	2,666	2,622	8,252	5,586
REPAIRS & MAINTENANCE	169,156	1,313,512	458,183	1,048,365	(265,147)
MISCELLANEOUS	-	-	-	23,500	23,500
CAPITAL OUTLAY	108,517	94,649	94,649	223,000	128,351
DEBT SERVICE	29,472	171,464	171,464	381,844	210,380
TRANSFER	94,393	94,393	94,393	94,393	-
TOTAL	1,749,248	3,098,759	2,230,656	3,482,854	384,061

CITY OF HITCHCOCK – UTILITY FUND

FY2023 ADOPTED Annual Operating & Capital Budget

Appropriations – Public Works: Water Division

		FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 ADOPTED	BUDGET CHANGE
PERSONNEL SERVICES						
5-821-11001	REGULAR SALARIES	197,262	213,183	205,497	265,595	52,412
5-821-11002	OVERTIME	15,942	19,660	18,953	15,000	(4,660)
5-821-11006	CERTIFICATE PAY	325	300	300	-	(300)
5-821-11013	CALL BACK PAY	3,649	5,752	5,752	7,052	1,300
5-821-12001	SOCIAL SECURITY	16,005	18,991	18,241	22,005	3,014
5-821-12002	RETIREMENT	9,254	14,426	14,272	19,042	4,616
5-821-12101	HEALTH INSURANCE	51,497	32,295	32,275	52,145	19,850
5-821-12102	DENTAL INSURANCE	2,643	1,710	1,390	2,051	1,067
5-821-12103	LIFE INSURANCE	649	595	485	667	372
5-821-12104	VISION	1,131	536	522	643	295
5-821-12201	UNEMPLOYMENT	1,322	1,325	1,325	342	(983)
5-821-12202	WORKER'S COMPENSATION	5,897	5,669	5,669	7,978	2,309
	TOTAL PERSONNEL SERVICES	305,576	314,442	304,681	392,520	79,292
SUPPLIES						
5-821-20110	OFFICE SUPPLIES	1,497	3,500	3,500	2,500	(1,000)
5-821-20130	JANITORIAL SUPPLIES	719	1,000	1,000	1,000	-
5-821-20140	GENERAL SUPPLIES	458	1,500	1,500	1,000	(500)
5-821-20160	CHEMICALS	-	15,716	7,716	10,500	(5,216)
5-821-20240	PUBLICATIONS, DUES & SUBSCRIP	-	786	550	500	(286)
5-821-20260	FUEL & OIL	17,786	25,000	27,843	24,000	(1,000)
5-821-20270	UNIFORMS	1,556	1,365	1,365	3,265	1,900
5-821-20280	SMALL TOOLS	3,600	8,800	34,782	30,000	21,200
5-821-32000	UTILITIES EXPENSE	42,473	50,000	48,086	50,000	-
5-821-33540	UTILITY BILLING	38,720	40,000	39,000	13,000	(27,000)
5-821-4902X	WATER DUES	973	785	405	380	(405)
	TOTAL SUPPLIES	107,782	148,452	165,747	136,145	(12,307)
PURCHASED SERVICES						
5-821-2014X	MATERIALS & SUPPLIES	41,183	89,330	89,330	55,000	(34,330)
5-821-32030	TELECOMMUNICATIONS	12,957	16,017	16,142	14,000	(2,017)
5-821-49390	RENTALS	4,780	3,000	1,017	2,500	(500)
5-821-49391	VEHICLE LEASE	-	-	-	9,111	9,111
5-821-49510	SURFACE WATER	608,160	487,159	487,159	757,185	270,026
	METER CHANGE OUT	-	-	-	-	-
	TOTAL PURCHASED SERVICES	667,080	595,506	593,648	837,796	242,290

CITY OF HITCHCOCK – UTILITY FUND

FY2023 ADOPTED Annual Operating & Capital Budget

Appropriations – Public Works: Water Division (Continued)

		FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 ADOPTED	BUDGET CHANGE
CONTRACTED SERVICES						
5-821-20130	JANITORIAL SERVICE	1,169	1,200	1,200	1,200	-
5-821-31020	AUDIT	-	-	-	-	-
5-821-31030	ENGINEERING	19,740	32,000	32,000	94,400	62,400
5-821-33120	EMPLOYEE EXAM/DRUG SCREEN	37	200	19	200	-
5-821-33810	WATER MONITORING	7,130	7,491	7,491	8,739	
5-821-33870	NEW SERVICE INSTALLS	51,663	65,315	65,000	146,625	81,310
5-821-33910	CONTRACT SERVICES	185,666	238,092	223,673	70,000	(168,092)
5-821-49750	TCEQ FEES	-	7,877	7,876	6,875	(1,002)
	REPAIRS TO EXISTING SERVICES	-	-	-	-	-
	TOTAL CONTRACTED SERVICES	265,405	352,175	337,259	328,039	(25,384)
EDUCATION & TRAINING						
5-821-49030	EDUCATION/DUES/TEST	1,709	3,000	1,280	3,000	-
5-821-49040	TRAINING/TRAVEL/PER DIEM	158	8,500	6,730	6,000	(2,500)
	TOTAL EDUCATION & TRAINING	1,867	11,500	8,010	9,000	(2,500)
TECHNOLOGY						
5-821-41010	SOFTWARE MAINTENANCE	-	-	-	8,252	8,252
5-821-51125	COMPUTER HARDWARE	-	2,666	2,622	-	(2,666)
	TOTAL TECHNOLOGY	-	2,666	2,622	8,252	5,586
REPAIRS & MAINTENANCE						
5-821-42010	EQUIPMENT REPAIRS & MAINT	57,260	18,000	15,864	25,000	7,000
5-821-42012	GENERATOR MAINTENANCE	5,922	15,886	15,886	10,000	(5,886)
5-821-42040	BUILDINGS & GROUNDS	437	2,000	600	30,000	28,000
5-821-42050	FIRE HYDRANTS	39,296	20,034	20,606	50,000	29,966
5-821-42090	SAFETY EQUIPMENT	1,854	7,900	7,900	12,000	4,100
5-821-42100	STORAGE TANK REPAIRS	36,860	1,184,635	332,270	856,365	(328,270)
5-821-42160	UTILITIES SYSTEM MAINTENANCE	27,527	65,057	65,057	65,000	(57)
	TOTAL REPAIRS & MAINTENANCE	169,156	1,313,512	458,183	1,048,365	(265,147)
MISCELLANEOUS						
5-821-49970	BANK FEES	-	-	-	23,500	23,500
	TOTAL MISCELLANEOUS	-	-	-	23,500	23,500
CAPITAL OUTLAY						
5-821-51120	EQUIPMENT PURCHASES	51,881	-	-	-	-
5-821-54110	WATER SYSTEM IMPROVEMENTS	56,636	94,649	94,649	223,000	128,351
	TOTAL CAPITAL OUTLAY	108,517	94,649	94,649	223,000	128,351

CITY OF HITCHCOCK – UTILITY FUND

FY2023 ADOPTED Annual Operating & Capital Budget

Appropriations – Public Works: Water Division (Continued)

		FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 ADOPTED	BUDGET CHANGE
DEBT SERVICE						
5-821-58112	GRANT MATCHING FUND	-	27,810	27,810	151,584	123,774
5-821-60100	DEBT SERVICE-PRINCIPAL	-	38,926	38,926	33,332	(5,594)
5-821-60150	EQUIPMENT PAYMENT	29,472	98,610	98,610	-	(98,610)
5-821-60200	DEBT SERVICE-INTEREST	-	6,118	6,118	4,916	(1,202)
	GRANT MATCHING FUNDS	-	-	-		-
	DEBT SERVICE-PRINCIPAL	-	-	-		-
5-521-60200	DEBT SERVICE-INTEREST	-	-	-	192,012	192,012
5-821-60201	PAYING AGENT FEE	-	-	-		-
	TOTAL DEBT SERVICE	29,472	171,464	171,464	381,844	210,380
TRANSFERS OUT						
	TRANSFER TO GF FOR ROW	-	-	-	-	-
5-821-70101	TRANSFER TO GF FOR ADMIN	94,393	94,393	94,393	94,393	-
	TOTAL TRANSFERS OUT	94,393	94,393	94,393	94,393	-
TOTAL WATER DIVISION						
		1,749,248	3,098,759	2,230,656	3,482,854	384,061
TOTAL EXPENDITURES						
		3,302,803	5,412,086	4,187,277	6,417,664	993,310
REVENUES OVER EXPENDITURES						
		512,355	(1,078,076)	41,593	(1,248,398)	
ENDING BALANCE						
		2,551,486	1,473,410	2,593,079	1,344,681	

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OTHER FUNDS

CITY OF HITCHCOCK – OTHER FUNDS

FY2023 ADOPTED Annual Operating & Capital Budget

Hitchcock Economic Development Corporation – Fund 601

	FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 ADOPTED	BUDGET CHANGE
AVAILABLE FUNDS					
BEGINNING FUND BALANCE	470,196	583,444	583,444	1,366,192	\$ 782,748
REVENUES					
4-000-11100 SALES TAX	341,829	300,000	337,530	325,476	25,476
4-000-60100 INTEREST	4,743	2,500	1,758	2,500	-
4-000-90100 TRANSFER IN FUND		127,825	163,961	-	(127,825)
4-000-98100 PROCEEDS FROM LOAN			800,000	-	-
TOTAL REVENUES	\$346,572	\$ 430,325	\$1,303,249	\$ 327,976	\$(102,349)
TOTAL AVAILABLE FUNDS	\$816,768	\$ 1,013,769	\$1,886,693	\$ 1,694,168	\$ 680,399
APPROPRIATIONS					
5-612-11001 SALARY	30,858	82,400	82,788	84,000	1,600
5-612-12001 SOCIAL SECURITY	2,451	6,579	6,609	6,701	122
5-612-12002 TMRS RETIREMENT	1,389	5,203	5,308	5,799	596
5-612-12101 HEALTH INSURANCE	3,304	7,929	7,929	8,691	762
5-612-12102 DENTAL INSURANCE	142	342	341	342	-
5-612-12103 LIFE INSURANCE	70	211	211	211	-
5-612-12104 VISION	50	107	107	107	-
5-612-12201 UNEMPLOYMENT	144	234	288	57	(177)
5-612-12202 WORKERS COMP	40	187	187	222	35
5-612-12301 CAR ALLOWANCE	1,500	3,600	3,600	3,600	-
5-612-20110 OFFICE SUPPLIES	8,371	3,500	3,500	4,000	500
5-612-20240 DUES & SUBSCRIPTIONS	1,800	2,500	1,379	1,500	(1,000)
5-612-31010 LEGAL EXPENSES	2,000	9,000	6,000	10,000	1,000
5-612-31910 PROFESSIONAL SERVICES	12,477	87,000	87,000	82,000	(5,000)
5-612-32010 UTILITIES -WATER	630	750	750	1,350	600
5-612-32020 UTILITIES - ELECTRIC	2,883	3,600	2,027	-	(3,600)
5-612-32030 UTILITIES-TELECOM	3,173	4,142	4,142	4,500	358
5-612-33050 ADMINISTRATIVE SERVICES	12,000	12,000	12,000	12,000	-
5-612-33210 JANITORIAL SERVICES	-	5,200	3,800	2,600	(2,600)
5-612-33860 MARKETING	9,273	16,000	16,000	20,000	4,000
5-612-41020 WEBSITE	4,747	7,400	2,700	6,000	(1,400)
5-612-42030 BUILDING REPAIR & MAINT.	6,450	4,000	3,906	10,000	6,000
5-612-49020 PROF. ASSOC. FEES	-	5,000	5,000	5,000	-
5-612-49030 EDUCATION/DUES/TESTING	-	2,000	550	1,500	(500)
5-612-49040 TRAINING/TRVL/PER DIEM	-	7,000	4,354	10,000	3,000
5-612-49313 BUILDING RENTAL/LEASE	11,760	11,760	13,011	12,000	240
5-612-49790 SPECIAL ACTIVITIES	-	20,000	7,086	20,000	-

CITY OF HITCHCOCK – OTHER FUNDS

FY2023 ADOPTED Annual Operating & Capital Budget

Hitchcock Economic Development Corporation – Fund 601 (Continued)

	FY 2021 ACTUAL	FY 2022 AMENDED	FY 2022 ESTIMATED	FY 2023 ADOPTED	BUDGET CHANGE
5-612-49791 COM PROMISE	12,500	12,500	12,500	12,500	-
5-612-51125 COMPUTER HARDWARE	-	4,000	3,750	2,000	(2,000)
5-612-52110 PURCHASE OF REAL PROP.	-	150,000	149,008	789,200	639,200
5-612-58113 CONSTRUCTION	-	-	-	100,000	100,000
5-612-60100 DEBT SERVICE-PRINCIPAL	35,000	45,000	45,000	45,000	-
5-612-60100 DEBT SERVICE - PRINCIPAL	-	-	-	23,814	23,814
5-612-60200 DEBT SERVICE - INTEREST	8,970	18,258	18,064	16,380	(1,878)
5-612-60200 DEBT SERVICE - INTEREST	-	-	-	41,200	41,200
5-612-60201 PAYING AGENT FEE	-	806	806	806	-
5-612-60202 BOND ISSUANCE COST	-	-	10,800	-	-
CDBG MAIN ST. MATCH	61,342	-	-	-	-
TOTAL APPROPRIATIONS	\$233,324	\$ 538,208	\$ 520,501	\$ 1,343,080	\$ 804,872
ENDING BALANCE	\$583,444	\$ 475,561	\$1,366,192	\$ 351,088	\$(124,473)

CITY OF HITCHCOCK – OTHER FUNDS

FY2023 ADOPTED Annual Operating & Capital Budget

TIRZ One Harborwalk – Fund 602

		FY 2021 ACTUAL	FY 2022 ADOPTED	FY 2022 ESTIMATED	FY 2023 AMENDED	BUDGET CHANGE
AVAILABLE FUNDS						
BEGINNING FUND BALANCE		337,960	77,731	77,731	571,863	\$ 494,132
REVENUES						
4-602-19000	TAX REVENUE CITY SHARE (:	575,676	598,402	593,929	623,949	25,547
4-602-19020	TAX REVENUE COM (605)	112,547	-	-	-	-
4-602-60100	INTEREST	3,258	3,000	691	500	(2,500)
4-602-98000	TIRZ BOND PROCEEDS				3,490,000	3,490,000
602-4-000-90100	TRNSR IN FROM RESERVE				31,000	31,000
	TOTAL REVENUES	\$ 691,481	\$ 601,402	\$ 594,620	\$4,145,449	\$ 3,544,047
	TOTAL AVAILABLE FUNDS	\$ 1,029,441	\$ 679,133	\$ 672,351	\$4,717,312	4,038,179
APPROPRIATIONS						
5-602-31010	LEGAL FEES	-	-	488	-	-
5-602-33050	ADMINISTRATIVE FEE	-	-	100,000	25,000	25,000
5-602-60100	DEBT SERVICE PRINCIPAL	-	-	-	310,000	310,000
5-602-60200	DEBT SERVICE INTEREST	951,710	661,452	-	180,478	(480,974)
5-602-60201	PAYING AGENT FEE	-	-	-	750	750
5-602-60202	BOND ISSUANCE COST	-	-	-	43,250	43,250
5-602-60901	BOND COUNSEL	-	-	-	50,000	50,000
5-602-60902	FINANCIAL ADVISOR	-	-	-	19,000	19,000
602-5-000-49997	TRNSFR TO BOND HOLDER				3,490,000	3,490,000
602-5-000-70100	TRNSFR TO RESERVE FUND	-	-	-	349,000	349,000
	TOTAL APPROPRIATIONS	\$ 951,710	\$ 661,452	\$ 100,488	\$4,467,478	\$ 3,806,026
	ENDING BALANCE	\$ 77,731	\$ 17,681	\$ 571,863	\$ 249,834	\$ 232,153

CITY OF HITCHCOCK – OTHER FUNDS

FY2023 ADOPTED Annual Operating & Capital Budget

DEA Drug Forfeiture – Fund 209

		FY 2021 ACTUAL	FY 2022 ADOPTED	FY 2022 ESTIMATED	FY 2023 PROPOSED	BUDGET CHANGE
AVAILABLE FUNDS						
Beginning Fund Balance		4,274	4,274	4,274	1,852	\$ (2,422)
REVENUES						
4-000-89000	SEIZED FUNDS	-	-	17,900	-	\$ -
4-000-60100	INTEREST INCOME	-	-	(22)	-	\$ -
	TOTAL REVENUES	\$ -	\$ -	\$ 17,878	\$ -	\$ -
	TOTAL AVAILABLE FUNDS	\$ 4,274	\$ 4,274	\$ 22,152	\$ 1,852	\$ (2,422)
APPROPRIATIONS						
5-000-20140	LAW ENF. SUPPLIES	-	-	2,647	-	-
5-000-49925	REFUND & REIMBURSEMENT	-	4,274	15,253	1,852	(2,422)
5-000-51120	EQUIPMENT PURCHASES	-	-	2,400	-	-
	TOTAL APPROPRIATIONS	\$ -	\$ 4,274	\$ 20,300	\$ 1,852	(2,422)
	ENDING BALANCE	\$ 4,274	\$ -	\$ 1,852	\$ -	\$ -

CITY OF HITCHCOCK – OTHER FUNDS

FY2023 ADOPTED Annual Operating & Capital Budget

Police Department Donation – Fund 201

	FY 2021 ACTUAL	FY 2022 ADOPTED	FY 2022 ESTIMATED	FY 2023 PROPOSED	BUDGET CHANGE
AVAILABLE FUNDS					
Beginning Fund Balance	629	3,221	3,221	621	\$ (2,600)
REVENUES					
4-000-88000 DONATIONS	2,592	-	-	-	-
INTEREST	-	-	-	-	-
					-
TOTAL REVENUES	\$ 2,592	\$ -	\$ -	\$ -	\$ -
TOTAL AVAILABLE FUNDS	\$ 3,221	\$ 3,221	\$ 3,221	\$ 621	(2,600)
APPROPRIATIONS					
TRAVEL & TRAINING					-
5-000-20140 GENERAL SUPPLIES	-	629	2,600	621	(8)
SPECIAL EQUIPMENT	-				-
TOTAL APPROPRIATION	\$ -	\$ 629	\$ 2,600	\$ 621	\$ (8)
ENDING BALANCE	\$ 3,221	\$ 2,592	\$ 621	\$ -	\$ (2,592)

CITY OF HITCHCOCK – OTHER FUNDS

FY2023 ADOPTED Annual Operating & Capital Budget

Police Department Training – Fund 212

	FY 2021 ACTUAL	FY 2022 ADOPTED	FY 2022 ESTIMATED	FY 2023 ADOPTED	BUDGET CHANGE
AVAILABLE FUNDS					
Beginning Fund Balance	1,460	1,460	1,460	\$ 765	\$ (695)
REVENUES					
4-000-40100 LEOSE ALLOTMENT	-	-	-	1,460	1,460
INTEREST	-	-	-	-	-
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ 1,460	\$ 1,460
TOTAL AVAILABLE FUNDS	\$ 1,460	\$ 1,460	\$ 1,460	\$ 2,225	765
APPROPRIATIONS					
5-000-49040 TRAVEL & TRAINING	-	1,460	695	2,225	765
BANK FEES	-	-	-	-	-
SPECIAL EQUIPMENT	-	-	-	-	-
TOTAL APPROPRIATIONS	\$ -	\$ 1,460	\$ 695	\$ 2,225	\$ 765
ENDING FUND BALANCE	\$ 1,460	\$ -	\$ 765	\$ -	\$ -

CITY OF HITCHCOCK – OTHER FUNDS

FY2023 ADOPTED Annual Operating & Capital Budget

Municipal Court Building Security - Fund 202

	FY 2021 ACTUAL	FY 2022 ADOPTED	FY 2022 ESTIMATED	FY 2023 PROPOSED	BUDGET CHANGE
AVAILABLE FUNDS					
Beginning Fund Balance	42,862	41,312	41,312	42,698	\$ 1,386
REVENUES					
4-000-31000 SECURITY FEE	314	2,200	4,662	5,000	2,800
INTEREST INCOME					-
TOTAL REVENUES	\$ 314	\$ 2,200	\$ 3,486	\$ 2,500	300
TOTAL AVAILABLE FUNDS	\$ 43,176	\$ 43,512	\$ 44,798	\$ 45,198	1,686
APPROPRIATIONS					
5-000-33220 SECURITY SYSTEM	1,541	2,100	2,100	2,100	-
5-000-42030 BLDG REPAIR & MAINT.	323	35,000	-	40,500	5,500
COURT SECURITY	-	-	-		-
TOTAL APPROPRIATIONS	\$ 1,864	\$ 37,100	\$ 2,100	\$ 42,600	5,500
ENDING BALANCE	\$ 41,312	\$ 6,412	\$ 42,698	\$ 2,598	(3,814)

CITY OF HITCHCOCK – OTHER FUNDS

FY2023 ADOPTED Annual Operating & Capital Budget

Municipal Court Technology – Fund 203

	FY 2021 ACTUAL	FY 2022 ADOPTED	FY 2022 ESTIMATED	FY 2023 PROPOSED	BUDGET CHANGE
AVAILABLE FUNDS					
Beginning Fund Balance	-579	-94	-94	4,922	\$ 5,016
REVENUES					
4-000-3101C TECHNOLOGY FEE	485	2,500	5,016	5,020	2,520
INTEREST INCOME	-	-	-	-	-
TRANSFER IN	-	-	-	-	-
TOTAL REVENUES	\$ 485	\$ 2,500	\$ 5,016	\$ 5,020	2,520
APPROPRIATIONS					
OFFICE SUPPLIES	-	-	-	-	-
5-000-4103C COMPUTER SOFTWARE	-	2,500	-	9,070	6,570
COMPUTER HARDWARE	-	-	-	-	-
COMPUTER MAINTENANCE	-	-	-	-	-
EQUIPMENT PURCHASES	-	-	-	-	-
BANK FEES	-	-	-	-	-
TOTAL APPROPRIATIONS	\$ -	\$ 2,500	\$ -	\$ 9,070	6,570
ENDING BALANCE	\$ (94)	\$ (94)	\$ 4,922	\$ 872	966

CITY OF HITCHCOCK – OTHER FUNDS

FY2023 ADOPTED Annual Operating & Capital Budget

Municipal Court Truancy Prevention – Fund 220

	FY 2021 ACTUAL	FY 2022 ADOPTED	FY 2022 ESTIMATED	FY 2023 PROPOSED	BUDGET CHANGE
AVAILABLE FUNDS					
Beginning Fund Balance	-	-	-	16,659	\$ 16,659
REVENUES					
4-000-31020 TRUANCY FEE	-	-	4,772	4,500	4,500
INTEREST INCOME	-	-	-	-	-
4-000-90100 TRANSFER IN/OUT	-	-	11,887	-	-
TOTAL REVENUES	\$ -	\$ -	\$ 16,659	\$ 4,500	4,500
TOTAL AVAILABLE FUNDS	\$ -	\$ -	\$ 16,659	\$ 21,159	\$ 21,159
APPROPRIATIONS					
5-220-11001 SALARY	-	-	-	-	-
5-220-12001 SOCIAL SECURITY	-	-	-	-	-
5-220-12002 RETIREMENT	-	-	-	-	-
5-220-12101 HEALTH INSURANCE	-	-	-	-	-
5-220-12102 DENTAL INSURANCE	-	-	-	-	-
5-220-12103 LIFE INSURANCE	-	-	-	-	-
5-220-12104 VISION	-	-	-	-	-
5-220-12201 UNEMPLOYMENT	-	-	-	-	-
5-220-12202 WORKERS COMPENSATION	-	-	-	-	-
TOTAL APPROPRIATIONS	\$ -	\$ -	\$ -	\$ -	-
ENDING BALANCE	\$ -	\$ -	\$ 16,659	\$ 21,159	21,159

CITY OF HITCHCOCK – OTHER FUNDS

FY2023 ADOPTED Annual Operating & Capital Budget

Municipal Court Jury – Fund 221

	FY 2021 ACTUAL	FY 2022 ADOPTED	FY 2022 ESTIMATED	FY 2023 PROPOSED	BUDGET CHANGE
AVAILABLE FUNDS					
Beginning Fund Balance	-	0	0	325	\$ 325
REVENUES					
4-000-31030 JURY FEE	-	-	106	105	105
INTEREST INCOME	-	-	-	-	-
4-000-90100 TRANSFER IN/OUT	-	-	219	-	-
TOTAL REVENUES	\$ -	\$ -	\$ 325	\$ 105	105
TOTAL AVAILABLE FUNDS	\$ -	\$ -	\$ 325	\$ 430	\$ 430
APPROPRIATIONS					
5-000-40030 JURY TRIAL	-	-	-	430	430
BANK FEES	-	-	-	-	-
TOTAL APPROPRIATIONS	\$ -	\$ -	\$ -	\$ 430	430
ENDING BALANCE	\$ -	\$ -	\$ 325	\$ -	-

CITY OF HITCHCOCK – OTHER FUNDS

FY2023 ADOPTED Annual Operating & Capital Budget

Hotel Occupancy Tax – Fund 205

		FY 2021 ACTUAL	FY 2022 ADOPTED	FY 2022 ESTIMATED	FY 2023 PROPOSED	BUDGET CHANGE
AVAILABLE FUNDS						
Beginning Fund Balance		5,386	9,324	9,324	20,052	\$ 10,728
REVENUES						
4-000-13100	HOTEL/MOTEL TAX	6,438	10,000	10,728	20,000	10,000
	INTEREST INCOME	-	-	-	-	-
	TOTAL REVENUES	\$ 6,438	\$ 10,000	\$ 10,728	\$ 20,000	\$ 10,000
	TOTAL AVAILABLE FUNDS	\$ 11,824	\$ 19,324	\$ 20,052	\$ 40,052	\$ 20,728
APPROPRIATIONS						
	PROFESSIONAL SERVICES	-	-	-	-	-
	TRAVEL & TRAINING	-	-	-	-	-
5-000-49740	TOURISM	2,500	10,000	-	30,000	20,000
	SPECIAL EVENTS	-	-	-	-	-
	BANK FEES	-	-	-	-	-
	TOTAL APPROPRIATIONS	\$ 2,500	\$ 10,000	\$ -	\$ 30,000	\$ 20,000
	ENDING BALANCE	\$ 9,324	\$ 9,324	\$ 20,052	\$ 10,052	\$ 728

CITY OF HITCHCOCK – OTHER FUNDS

FY2023 ADOPTED Annual Operating & Capital Budget

Parks – Fund 208

	FY 2021 ACTUAL	FY 2022 ADOPTED	FY 2022 ESTIMATED	FY 2023 PROPOSED	BUDGET CHANGE
AVAILABLE FUNDS					
Beginning Fund Balance	5,273	5,273	5,273	5,273	\$ -
REVENUES					
DONATIONS	-	-	-	-	-
INTEREST INCOME	-	-	-	-	-
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL AVAILABLE FUNDS	\$ 5,273	\$ 5,273	\$ 5,273	\$ 5,273	\$ -
APPROPRIATIONS					
PROFESSIONAL SERVICES	-	-	-	-	-
5-000-42030 BUILDING REPAIRS & MAINT.	-	5,273	-	5,273	-
GROUNDS MAINTENANCE	-	-	-	-	-
SPECIAL EVENTS	-	-	-	-	-
FIELD LIGHTS	-	-	-	-	-
TOTAL APPROPRIATIONS	\$ -	\$ 5,273	\$ -	\$ 5,273	\$ -
ENDING BALANCE	\$ 5,273	\$ -	\$ 5,273	\$ -	\$ -

GRANTS

CITY OF HITCHCOCK – GRANTS

FY2023 ADOPTED Annual Operating & Capital Budget

HGAC-MIT MOD Grant – Fund 222

		FY 2021 ACTUAL	FY 2022 ADOPTED	FY 2022 ESTIMATED	FY 2023 PROPOSED	BUDGET CHANGE
AVAILABLE FUNDS						
BEGINNING FUND BALANCE		-	-	-	-	\$ -
REVENUES						
4-000-40100	GRANT FUNDS	-			3,800,000	3,800,000
4-000-95100	TRANSFER/MATCH					-
TOTAL REVENUES		\$ -	\$ -	\$ -	\$ 3,800,000	\$ 3,800,000
TOTAL AVAILABLE FUNDS		\$ -	\$ -	\$ -	\$ 3,800,000	3,800,000
APPROPRIATIONS						
5-000-58110	MITIGATION PROJECTS	-		-	3,800,000	3,800,000
5-000-58111	ENGINEERING	-	-		-	-
5-000-58112	ADMINISTRATION	-	-		-	-
	ENVIRONMENTAL	-	-			
5-000-58113	CONSTRUCTION	-	-		-	-
TOTAL APPROPRIATIONS		\$ -	\$ -	\$ -	\$ 3,800,000	\$ 3,800,000
ENDING BALANCE		\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF HITCHCOCK – GRANTS

FY2023 ADOPTED Annual Operating & Capital Budget

TX Community Development Grant-MIT Grant – Fund 213

	FY 2021 ACTUAL	FY 2022 ADOPTED	FY 2022 ESTIMATED	FY 2023 PROPOSED	BUDGET CHANGE
AVAILABLE FUNDS					
BEGINNING FUND BALANCE	-	-	-	3,425,109	\$ 3,425,109
REVENUES					
4-000-40100 GRANT FUNDS	-	3,598,315	3,598,315	-	(3,598,315)
4-000-95100 TRANSFER/MATCH	-	36,350	36,350	-	(36,350)
TOTAL REVENUES	\$ -	\$ 3,634,665	\$3,634,665	\$ -	\$ (3,634,665)
TOTAL AVAILABLE FUNDS	\$ -	\$ 3,634,665	\$3,634,665	\$3,425,109	(209,556)
APPROPRIATIONS					
5-000-58110 MITIGATION PROJECTS	-	3,634,665	-		(3,634,665)
5-000-58111 ENGINEERING	-	-	209,556	122,241	122,241
5-000-58112 ADMINISTRATION	-	-		-	-
ENVIRONMNTAL	-	-			
5-000-58113 CONSTRUCTION	-	-		700,151	700,151
TOTAL APPROPRIATIONS	\$ -	\$ 3,634,665	\$ 209,556	\$ 822,392	\$ (2,812,273)
ENDING BALANCE	\$ -	\$ -	\$3,425,109	\$2,602,717	\$ 2,602,717

Awarded June 2021
 GLO CDBG Mitigation
 10% Match \$36,350
 Grant Works/SPI
 WWTP & Delasandri
 Contract #22-085--064-D321
 Contract End Date

CITY OF HITCHCOCK – GRANTS

FY2023 ADOPTED Annual Operating & Capital Budget

American Rescue Plan – Fund 216

	FY 2021 ACTUAL	FY 2022 ADOPTED	FY 2022 ESTIMATED	FY 2023 PROPOSED	BUDGET CHANGE
AVAILABLE FUNDS					
BEGINNING FUND BALANCE	-	980,489	980,489	1,792,378	\$ 811,889
REVENUES					
4-000-40100 GRANT FUNDS	980,489	980,489	980,489	-	(980,489)
		-	-	-	-
TOTAL REVENUES	\$ 980,489	\$ 980,489	\$ 980,489	\$ -	\$ (980,489)
TOTAL AVAILABLE FUNDS	\$ 980,489	\$ 1,960,978	\$ 1,960,978	\$ 1,792,378	(168,600)
APPROPRIATIONS					
5-000-58111 ENGINEERING	-	135,418	150,000	120,000	(15,418)
5-000-58112 ADMINISTRATION	-	100,000	18,600	105,400	5,400
5-000-58113 CONSTRUCTION		1,725,560	-	-	(1,725,560)
CONTINGENCY	-	-	-	-	-
TOTAL APPROPRIATIONS	\$ -	\$ 1,960,978	\$ 168,600	\$ 225,400	\$ (1,735,578)
ENDING BALANCE	\$ 980,489	\$ -	\$ 1,792,378	\$ 1,566,978	\$ 1,566,978

Total \$1,960,978

1st Traunch \$980,489

2nd Traunch \$980,489

Funds must be expended
by December 31, 2026

CITY OF HITCHCOCK – GRANTS

FY2023 ADOPTED Annual Operating & Capital Budget

TX Department of Transportation TA Grant – Fund 217

	FY 2021 ACTUAL	FY 2022 ADOPTED	FY 2022 ESTIMATED	FY 2023 PROPOSED	BUDGET CHANGE
AVAILABLE FUNDS					
BEGINNING FUND BALANCE	-	-	-	-	\$ -
REVENUES					
4-000-40100 GRANT FUNDS	-	1,720,063	-	1,970,361	250,298
TRANSFER/MATCH		-		-	-
TOTAL REVENUES	\$ -	\$ 1,720,063	\$ -	\$ 1,970,361	\$ 250,298
TOTAL AVAILABLE FUNDS	\$ -	\$ 1,720,063	\$ -	\$ 1,970,361	250,298
APPROPRIATIONS					
5-000-58111 ENGINEERING	-	231,337	-	480,905	249,568
5-000-58112 ADMINISTRATIVE	-	75,000	-	52,630	(22,370)
5-000-58113 CONSTRUCTION	-	1,413,726	-	1,436,826	23,100
TOTAL APPROPRIATIONS	\$ -	\$ 1,720,063	\$ -	\$ 1,970,361	\$ 250,298
ENDING BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -

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

CITY OF HITCHCOCK – GRANTS

FY2023 ADOPTED Annual Operating & Capital Budget

TX Department of Agriculture Downtown Revitalization Program Grant – Fund 215

	FY 2021 ACTUAL	FY 2022 ADOPTED	FY 2022 ESTIMATED	FY 2023 PROPOSED	BUDGET CHANGE
AVAILABLE FUNDS					
BEGINNING FUND BALANCE	-	25,562	25,562	-	\$ (25,562)
REVENUES					
4-000-95100 GRANT FUNDS	-	427,529	219,345	132,246	(295,283)
TRANSFER IN	-	-	-	-	-
GRANT MATCH	61,342	-	-	-	-
TOTAL REVENUES	<u>\$ 61,342</u>	<u>\$ 427,529</u>	<u>\$ 219,345</u>	<u>\$ 132,246</u>	<u>\$ (295,283)</u>
TOTAL AVAILABLE FUND	<u>\$ 61,342</u>	<u>\$ 453,091</u>	<u>\$ 244,907</u>	<u>\$ 132,246</u>	<u>(320,845)</u>
APPROPRIATIONS					
5-000-58110 DRP PROJECTS	6,254	-	-	-	-
5-000-58111 ENGINEERING	16,700	37,175	27,588	3,718	(33,457)
5-000-58112 ADMINISTRATION	12,826	35,690	25,652	4,275	(31,415)
5-000-58113 CONSTRUCTION	-	371,765	191,667	124,253	(247,512)
TOTAL APPROPRIATION	<u>\$ 35,780</u>	<u>\$ 444,630</u>	<u>\$ 244,907</u>	<u>\$ 132,246</u>	<u>\$ (312,384)</u>
ENDING BALANCE	<u>\$ 25,562</u>	<u>\$ 8,461</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (8,461)</u>

TX CDBG DOWNTOWN REVITALIZATION GRANT

15% Grant Match

Total Funds \$470,282

Grant \$408,940

Match \$61,342

Contract # 7220172

CITY OF HITCHCOCK – GRANTS

FY2023 ADOPTED Annual Operating & Capital Budget

TDEM Hazard Mitigation Grant Winter Weather – Fund 218

		FY 2021 ACTUAL	FY 2022 ADOPTED	FY 2022 ESTIMATED	FY 2023 ADOPTED	BUDGET CHANGE
AVAILABLE FUNDS						
BEGINNING FUND BALANCE		-	-	-	-	\$ -
REVENUES						
4-000-40100	GRANT FUNDS	-	250,000	-	712,449	462,449
4-000-90100	TRANSFER IN	-	-	-	-	-
	GRANT MATCH	-	62,500	-	247,295	184,795
	TOTAL REVENUES	\$ -	\$ 312,500	\$ -	\$ 959,744	\$ 647,244
	TOTAL AVAILABLE FUNDS	\$ -	\$ 312,500	\$ -	\$ 959,744	647,244
APPROPRIATIONS						
5-000-58125	GENERATORS	-	312,500	-	-	(312,500)
	ADMINISTRATIVE	-	-	-	-	-
5-000-58111	ENGINEERING	-	-	-	588,801	588,801
5-000-58112	PROJECT MANAGEMENT	-	-	-	123,648	123,648
5-000-58113	CONSTRUCTION	-	-	-	-	-
	TOTAL APPROPRIATIONS	\$ -	\$ 312,500	\$ -	\$ 712,449	\$ 399,949
	ENDING BALANCE	\$ -	\$ -	\$ -	\$ 247,295	\$ 247,295

FEMA-DR-4586

90%/10% match

TDEM Hazard Mitigation

Pending application

Generators

Severe Winter Storm

CITY OF HITCHCOCK – GRANTS

FY2023 ADOPTED Annual Operating & Capital Budget

Texas Community Development Block Grant – Fund 206

	FY 2021 ACTUAL	FY 2022 ADOPTED	FY 2022 ESTIMATED	FY 2023 PROPOSED	BUDGET CHANGE
AVAILABLE FUNDS					
BEGINNING FUND BALANCE	-	-	-	-	\$ -
REVENUES					
4-000-40100 GRANT FUNDS	740,863	408,489	198,033	312,885	(95,604)
GRANT MATCH					-
TOTAL REVENUES	<u>\$ 740,863</u>	<u>\$ 408,489</u>	<u>\$ 198,033</u>	<u>\$ 312,885</u>	<u>\$ (95,604)</u>
TOTAL AVAILABLE FUNDS	<u>\$ 740,863</u>	<u>\$ 408,489</u>	<u>\$ 198,033</u>	<u>\$ 312,885</u>	<u>(95,604)</u>
APPROPRIATIONS					
5-000-58110 CDBG PROJECTS	740,863	374,266	198,033	312,885	(61,381)
ENVIRONMENTAL	-	-	-	-	-
5-000-31030 ENGINEERING SERVICES	-	22,104	-	-	(22,104)
5-000-33050 ADMINISTRATIVE SERV	-	12,119	-	-	(12,119)
TOTAL APPROPRIATIONS	<u>\$ 740,863</u>	<u>\$ 408,489</u>	<u>\$ 198,033</u>	<u>\$ 312,885</u>	<u>\$ (95,604)</u>
ENDING BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Grant 20-065-042-C128
Harvey Round 1 Funding
No Match Requirement
Grant Works/Kaluza
Grant: \$1,463,149
CDBG Disaster Recovery
Deadline May 2022
King Solution
Sewer \$585,572
Drainage \$329,543
Contract Period 11/30/2021

Phase II Pipe Bursting
\$312,885.00

CITY OF HITCHCOCK – GRANTS

FY2023 ADOPTED Annual Operating & Capital Budget

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

		FY 2021 ACTUAL	FY 2022 ADOPTED	FY 2022 ESTIMATED	FY 2023 PROPOSED	BUDGET CHANGE
AVAILABLE FUNDS						
BEGINNING FUND BALANCE		-	-	-	-	\$ -
REVENUES						
4-000-40100	GRANT FUNDS	-		-	350,000	350,000
4-000-90100	TRANSFER IN	-		-	52,500	52,500
	GRANT MATCH	-	-	-	-	-
	TOTAL REVENUES	\$ -	\$ -	\$ -	\$ 402,500	\$ 402,500
	TOTAL AVAILABLE FUNDS	\$ -	\$ -	\$ -	\$ 402,500	402,500
APPROPRIATIONS						
5-000-58110	WATERLINE IMPROVEMENT	-		-	402,500	402,500
	ENGINEERING	-	-	-	-	-
	ADMINISTRATION	-	-	-	-	-
	CONSTRUCTION	-	-	-	-	-
	TOTAL APPROPRIATIONS	\$ -	\$ -	\$ -	\$ 402,500	\$ 402,500
	ENDING BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -

TDA 2021-2022

15% Match

Pending award

Waterline Improvements

CAPITAL PROJECTS

CITY OF HITCHCOCK – CAPITAL

FY2023 ADOPTED Annual Operating & Capital Budget

WW/WWTP/Water Capital Improvement Projects (PSI)

	FY 2021 ACTUAL	FY 2022 ADOPTED	FY 2022 ESTIMATED	FY 2023 PROPOSED	BUDGET CHANGE
AVAILABLE FUNDS					
BEGINNING FUND BALANCE	-	-	-	-	\$ -
REVENUES					
4-000- LOAN FUNDS				12,000,000	12,000,000
TRANSFER IN WATER					-
TRANSFER IN SEWER					-
		-		-	-
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ 12,000,000	\$ 12,000,000
TOTAL AVAILABLE FUNDS	\$ -	\$ -	\$ -	\$ 12,000,000	12,000,000
APPROPRIATIONS					
PROFESSIONAL SERVICES	-	-	-	-	-
ENGINEERING	-	-	-	-	-
CONSTRUCTION	-	-	-	-	-
TOTAL PROFESSIONAL SERVICES	-	-	-	-	-
CAPITAL OUTLAY					
WATER METER REPLACEMENT	-	-	-	1,977,000	1,977,000
WATER SYSTEM ELECTRICAL	-	-	-	900,000	900,000
WATER SYSTEM SAFETY IMPRC	-	-	-	450,000	450,000
WWTP GRIT REMOVAL & DISP	-	-	-	1,678,000	1,678,000
WWTP ELECTRICAL IMPROVE	-	-	-	900,000	900,000
SEWER SCADA IMPROVEMENT	-	-	-	1,500,000	1,500,000
WW SAFETY IMPROVEMENTS	-	-	-	450,000	450,000
WWTP GRIT REMOVAL SYSTEM	-	-	-	4,145,000	4,145,000
TOTAL CAPITAL OUTLAY	-	-	-	12,000,000	12,000,000
DEBT SERVICE					
DEBT PRINCIPAL	-	-	-	-	-
DEBT INTEREST	-	-	-	-	-
TOTAL DEBT SERVICE	-	-	-	-	-
CONTINGENCY	-	-	-	-	-
TOTAL APPROPRIATIONS	\$ -	\$ -	\$ -	\$ 12,000,000	\$ 12,000,000
ENDING BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF HITCHCOCK – CAPITAL

FY2023 ADOPTED Annual Operating & Capital Budget

City Hall Reconstruction & Parking Lot Project – Fund 401

		FY 2021 ACTUAL	FY 2022 ADOPTED	FY 2022 ESTIMATED	FY 2023 ADOPTED	BUDGET CHANGE
AVAILABLE FUNDS						
BEGINNING FUND BALANCE		-	1,006,905	1,006,905	863,549	\$ (143,356)
REVENUES						
4-000-98100	BOND FUNDS	1,051,500	-	-		-
	GENERAL FUND TRANSFER IN		-	-	895,135	895,135
	TOTAL REVENUES	\$ 1,051,500	\$ -	\$ -	\$ 895,135	\$ 895,135
	TOTAL AVAILABLE FUNDS	\$ 1,051,500	\$ 1,006,905	\$ 1,006,905	\$ 1,758,684	751,779
APPROPRIATIONS						
5-000-54120	CONSTRUCTION	-	1,006,905	-	1,623,000	616,095
5-000-60202	BOND ISSUANCE COST	44,595	-	-	-	-
5-000-60901	BOND COUNSEL		-	-	-	-
5-000-60902	FINANCIAL ADVISOR	-	-	-	-	-
5-000-60903	PROFESSIONAL SERVICES	-	-	125,856	31,464	31,464
	ARCHITECTURAL					
5-000-54121	ENGINEERING	-	-	17,500		-
5-000-54122	LANDSCAPE				50,000	
	TECHNOLOGY					
	RELOCATION EXPENSES					
5-000-54123	FURN., FIXURES & EQUIP. (FFE)				54,220	
	CONTINGENCY	-	-	-	-	-
	TOTAL APPROPRIATIONS	\$ 44,595	\$ 1,006,905	\$ 143,356	\$ 1,758,684	\$ 647,559
	ENDING BALANCE	\$ 1,006,905	\$ -	\$ 863,549	\$ -	\$ -

DEBT SERVICES

CITY OF HITCHCOCK – DEBT SERVICES

FY2023 ADOPTED Annual Operating & Capital Budget

2021 Certificate of Obligation Debt Service – Fund 301

	FY 2021 ACTUAL	FY 2022 ADOPTED	FY 2022 ESTIMATED	FY 2023 PROPOSED	BUDGET CHANGE
AVAILABLE FUNDS					
BEGINNING FUND BALANCE	-	-	-	68,609	\$ 68,609
REVENUES					
4-000-10100 AD VALOREM TAX	-	114,882	149,935	46,659	(68,223)
INTEREST INCOME	-	-	-	-	-
TRANSFER FROM GF	-	-	-	-	-
TOTAL REVENUES	<u>\$ -</u>	<u>\$ 114,882</u>	<u>\$ 149,935</u>	<u>\$ 46,659</u>	<u>\$ (68,223)</u>
TOTAL AVAILABLE FUNDS	<u>\$ -</u>	<u>\$ 114,882</u>	<u>\$ 149,935</u>	<u>\$ 115,268</u>	<u>386</u>
APPROPRIATIONS					
5-000-60100 DEBT SERVICE PRINCIPAL	-	100,000	65,000	65,000	(35,000)
5-000-60200 DEBT SERVICE INTEREST	-	14,882	16,326	16,669	1,787
PAYING AGENT FEE	-	-	-	-	-
TOTAL APPROPRIATIONS	<u>\$ -</u>	<u>\$ 114,882</u>	<u>\$ 81,326</u>	<u>\$ 81,669</u>	<u>\$ (33,213)</u>
ENDING BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 68,609</u>	<u>\$ 33,599</u>	<u>\$ 33,599</u>

Texas First Bank

GENERAL OBLIGATION SERIES 2020

Period Ending	Principal	Interest	Debt Service
7/15/2023	\$45,000	\$16,380.00	\$61,380.00
7/15/2024	\$45,000	\$15,502.50	\$60,502.50
7/15/2025	\$45,000	\$14,625.00	\$59,625.00
7/15/2026	\$50,000	\$13,747.50	\$63,747.50
7/15/2027	\$50,000	\$12,772.50	\$62,772.50
7/15/2028	\$50,000	\$11,797.50	\$61,797.50
7/15/2029	\$50,000	\$10,822.50	\$60,822.50
7/15/2030	\$50,000	\$9,847.50	\$59,847.50
7/15/2031	\$55,000	\$8,872.50	\$63,872.50
7/15/2032	\$55,000	\$7,800.00	\$62,800.00
7/15/2033	\$55,000	\$6,727.50	\$61,727.50
7/15/2034	\$55,000	\$5,655.00	\$60,655.00
7/15/2035	\$55,000	\$4,582.50	\$59,582.50
7/15/2036	\$60,000	\$3,510.00	\$63,510.00
7/15/2037	\$60,000	\$2,340.00	\$62,340.00
7/15/2028	\$60,000	\$1,170.00	\$61,170.00
Total	\$840,000	\$146,152.50	\$986,152.50

General Obligation Refunding Bonds, Series 2020

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

CITY OF HITCHCOCK, TEXAS
2021 CERTIFICATES OF OBLIGATION

Period Ending	Principal	Interest	Debt Service
2/1/2023	\$65,000	\$16,668.75	\$81,668.75
2/1/2024	\$65,000	\$15,531.25	\$80,531.25
2/1/2025	\$65,000	\$14,393.75	\$79,393.75
2/1/2026	\$65,000	\$13,256.25	\$78,256.25
2/1/2027	\$65,000	\$12,118.75	\$77,118.75
2/1/2028	\$70,000	\$10,937.50	\$80,937.50
2/1/2029	\$70,000	\$9,712.50	\$79,712.50
2/1/2030	\$70,000	\$8,487.50	\$78,487.50
2/1/2031	\$70,000	\$7,262.50	\$77,262.50
2/1/2032	\$75,000	\$5,993.75	\$80,993.75
2/1/2033	\$75,000	\$4,681.25	\$79,681.25
2/1/2034	\$75,000	\$3,368.75	\$78,368.75
2/1/2035	\$75,000	\$2,056.25	\$77,056.25
2/1/2036	\$80,000	\$700.00	\$80,700.00
Total	\$985,000	\$125,169	\$1,110,169

City Hall Building Renovation and Parking Lot

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

Period Ending	Principal	Interest	Debt Service
12/29/2022	\$37,305.64	\$5,496.50	\$42,802.14
12/29/2023	\$38,345.35	\$4,456.79	\$42,802.14
12/29/2024	\$39,414.04	\$3,388.10	\$42,802.14
12/29/2025	\$40,512.51	\$2,289.63	\$42,802.14
12/29/2026	\$41,641.57	\$1,160.57	\$42,802.14
Total	\$197,219.11	\$16,791.59	\$214,010.70

* Contract No. 9761 Crane Truck & Mini Excavator

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

Period Ending	Principal	Interest	Debt Service
1/2/2023	\$47,412.66	\$4,926.38	\$52,339.04
1/2/2024	\$49,000.98	\$3,338.06	\$52,339.04
1/2/2025	\$50,642.52	\$1,696.52	\$52,339.04
Total	\$147,056.16	\$9,960.96	\$157,017.12

*Contract No. 8941 Police Vehicles & Equipment

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

Period Ending	Principal	Interest	Debt Service
2/15/2023	\$119,598.59	\$17,641.30	\$137,239.89
2/15/2024	\$122,935.39	\$14,304.50	\$137,239.89
2/15/2025	\$126,365.28	\$10,874.61	\$137,239.89
2/15/2026	\$129,890.87	\$7,349.02	\$137,239.89
2/15/2027	\$133,514.82	\$3,725.07	\$137,239.89
Total	\$632,304.95	\$53,894.50	\$686,199.45

* Contract No. 9166 Public Works Equipment

CITY OF HITCHCOCK, TEXAS
PERFORMANCE SERVICES INC PROJECTION*

Period Ending	Principal	Interest	Debt Service
8/1/2023	0	355,578.23	355,578.23
8/1/2024	470,246.08	444,224.34	914,470.42
8/1/2025	508,223.16	426,872.26	935,095.42
8/1/2026	548,117.23	408,118.83	956,236.06
8/1/2027	590,011.89	387,893.30	977,905.19
8/1/2028	633,994.18	366,121.87	1,000,116.05
8/1/2029	680,154.73	342,727.48	1,022,882.21
8/1/2030	728,587.71	317,629.77	1,046,217.48
8/1/2031	779,391.29	290,744.88	1,070,136.17
8/1/2032	832,667.48	261,985.33	1,094,652.81
8/1/2033	888,522.47	231,259.90	1,119,782.37
8/1/2034	947,066.74	198,473.43	1,145,540.17
8/1/2035	1,008,415.26	163,526.67	1,171,941.93
8/1/2036	1,072,687.57	126,316.15	1,199,003.72
8/1/2037	1,140,008.06	86,733.97	1,226,742.03
8/1/2038	1,210,506.15	44,667.68	1,255,173.83
Total	12,038,600.00	4,452,874.09	16,491,474.09

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

CITY OF HITCHCOCK, TEXAS
TIRZ Series 2022 Bonds DRAFT*

Period Ending	Principal	Interest	Debt Service
9/30/2023	\$325,000	\$115,000	\$440,000.00
9/30/2024	\$340,000	\$125,000	\$465,000.00
9/30/2025	\$350,000	\$111,400	\$461,400.00
9/30/2026	\$365,000	\$97,400	\$462,400.00
9/30/2027	\$380,000	\$82,800	\$462,800.00
9/30/2028	\$395,000	\$67,600	\$462,600.00
9/30/2029	\$415,000	\$51,800	\$466,800.00
9/30/2030	\$430,000	\$35,200	\$465,200.00
9/30/2031	\$450,000	\$18,000	\$468,000.00
Total	\$3,450,000	\$704,200	\$4,154,200

FIVE-YEAR CAPITAL IMPROVEMENT PLAN

CITY OF HITCHCOCK

FIVE YEAR CAPITAL IMPROVEMENT PLAN*

Department	Project Name	Description	FY 2023	FUNDING	FY 2024	FUNDING	FY 2025	FUNDING	FY 2026	FUNDING	FY 2027	FUNDING	FY 2028	Funding	TOTAL
Administration	Municipal Buildings	GENERAL FUND													
		TDEM Haz. Mit. Grant Severe Weather Generators	23,586	GF	106,135	G									235,856
		Municipal Land Acquisition	350,000	GF											350,000
		Municipal Complex & Parking Improvements	1,758,684	CO/GF											1,758,684
Police	Police	Total Administration	2,132,270		106,135				0		0		0		2,344,540
		Vehicle Replacement Fund													
		Public Safety Facility													
		Police Vehicles & Equipment (Gov. Capital)	52,339	GF	52,339	GF			65,000	GF	65,000		65,000	GF	325,000
Park	Park	Total Police	52,339		117,339				4,565,000		65,000		65,000		5,482,017
		Park Development & Improvements													
		Total Parks	50,000	GF	150,000	G/D	500,000	G/D	500,000	G/D	500,000		500,000	G/D	2,200,000
			50,000		150,000		500,000		500,000		500,000		500,000		2,200,000
Garage	Garage	8401 Critical Facility Generator TDEM HM Grant	14,546	GF	65,456	G									145,458
		Total Garage	14,546		65,456				0		0		0		145,458
		Street & Drainage Equipment (Gov. Capital)													
		Street Maintenance	78,227	GF	78,227	GF	78,227	GF	78,227	GF	78,227	GF	100,000	GF	391,135
Public Works	Streets & Drainage	New Oil Tanker Truck	500,000	GF	100,000	GF	100,000	GF	100,000	GF	100,000	GF	100,000	GF	1,000,000
		Skid Steer Attachments - Cold Planer & Brush Cut		GF											80,000
		HGAC Solid Waste Grant- Chipper	49,626	GF											49,626
		Debris Cleanup of Highland Bayou													59,865
		Street Rehab & Reconstruction													582,400
		Drainage Improvement Projects													5,000,000
		TXDOT Sidewalk Grant Project	300,000	GF	100,000	GF	100,000	GF	100,000	GF	100,000	GF	100,000	GF	800,000
		Purchase New Track Hoe Dozer (Gov Capital)	1,970,361	G											1,970,361
		Replacement of Gradall Excavator (Gov. Capital)													300,000
		Total Street & Drainage	2,898,214		1,180,492		5,458,227		458,227		458,227		380,000		10,833,387
Public Works	Water Projects	UTILITY FUND-WATER													
		Equipment Replacement Loan (Gov. Capital)	29,507	UF	29,507	UF	29,507	UF	29,507	UF	29,507	UF	0		147,535
		Equipment Loan - Mini Excavator (Gov. Capital)	8,741	UF	8,741	UF	8,741	UF	8,741	UF	8,741	UF	0		43,705
		Vehicle & Equipment Replacement Fund		UF	50,000	UF	50,000	UF	50,000	UF	50,000	UF	50,000	UF	250,000
		System-wide Water Meter Replacement PSI	1,977,000	LP											1,977,000
		Water System Electrical Upgrades (PSI)	900,000	LP											900,000
		Water System Safety Upgrades (PSI)		LP											450,000
		Recoat Elevated Storage Tank - Neville	375,875	UF											375,875
		Rehab of Elevated Storage Tank - Redfish	480,490	UF											480,490
		TDA CDBG 2021-2022 Grant Water Line Repl. (219)	52,500	UF	350,000	G	225,000	G							490,844
		TDA CDBG 2023-24 Grant Water Line Repl.	50,000	UF	225,000	G	220,880	G							100,000
		TDEM Haz. Mit. Grant Sev. Weather Generators	49,084	UF	220,880	G	100,000	G/SRF							500,000
		TWDB/CWSRF - Sm. Sys. Asset Management Grant													
		Water Line Replacement			100,000	UF	100,000	UF	100,000	UF	100,000	UF	100,000	UF	890,000
		Water Line Extensions:													515,000
Public Works	Water Projects	Highway 6 Water Line Extension to City Limits		G/SRF											800,000
		N. MK Water Line Extension		G/SRF											2,500,000
		Gulf/Lincoln Water Line Extension		G/SRF											530,000
		Water Line Extension - FM2004		G/SRF											-
		Water Line Looping:													1,000,000
		Harborwalk Water Line Looping Extension		G/SRF											225,000
		Blimp Base Interconnect		G/SRF											700,000
		Replacement Undersized & Leaking Water Lines:													300,000
		Water Line Replacement - FM 519		G/SRF											1,000,000
		Water Line Replacement - HWY6		G/SRF											225,000
		Water Line Replacement - Delaney Road		G/SRF											700,000
		Water Line Replacement - Matranga		G/SRF											300,000
		Water Line Replacement - White		G/SRF											300,000
		Water Line Replacement - 2nd St.		G/SRF											1,000,000
		Total Water	4,373,197		10,199,128		734,128		188,248		188,248		150,000		15,332,949

CITY OF HITCHCOCK
FIVE YEAR CAPITAL IMPROVEMENT PLAN* (Continued)

Department	Project Name	Description	FY 2023	FUNDING	FY 2024	FUNDING	FY 2025	FUNDING	FY 2026	FUNDING	FY 2027	FUNDING	FY 2028	Funding	TOTAL
	Wastewater Projects	UTILITY FUND-SEWER													
Public Works	WWTP Imp.GLO CDBG MIT GRANT \$3,598,315:														
Public Works	WWTP Improvements	WWTP Improvement - Bar Screen MIT Grant	1,640,730	G											1,640,730
Public Works	WWTP Improvements	WWTP Improv. Solids Dewatering MIT Grant	2,015,000	G											2,015,000
Public Works	Sewer Improvements	American Rescue Fund Projects \$1,960,978	980,489	G	980,489	G									2,941,467
Public Works	Sewer Improvements	GLO CDBG-DR Harvey Phase 2 Pipe Bursting	312,885	G											312,885
Public Works	WWTP Improvements	WWTP Aeration Basin Material Removal Proj. (PSI)	1,678,000	LP											1,678,000
Public Works	WWTP Improvements	WWTP Grit Removal System(PSI)	4,000,000	LP											4,000,000
Public Works	Sewer Improvements	SCADA Improvements Lift Stations (PSI)	1,500,000	LP											1,500,000
Public Works	WWTP Improvements	WWTP Electrical Upgrades (PSI)	900,000	LP											900,000
Public Works	WWTP Improvements	WWTP Facility Updates (PSA)	450,000	LP											450,000
Public Works	Equipment Replacement	Vehicle & Equipment Replacement Fund													
Public Works	Equipment Purchase	F750 Truck W/Crane Lease Payment (Gov. Capital)	34,062	UF	50,000	UF	50,000	UF	50,000	UF	50,000	UF	50,000	UF	250,000
Public Works	Vehicle Replacement	TDEM Haz. Mit Grant Severe Weather Generators	160,080	UF	34,062	UF	34,062	UF	34,062	UF	34,062	UF			170,310
Public Works	I&I Smoke Testing	Smoke Testing and I&I Repairs	200,000	UF	720,358	G	720,358	G							1,600,796
Public Works	Sewer Improvements	Sanitary Sewer Improvements	100,000	UF	150,000	UF	150,000	UF	200,000	UF	200,000	UF			500,000
Public Works	Pipe Bursting	Pipe Bursting Projects			200,000	UF	200,000	UF	200,000	G/SRF	200,000	G/SRF	1,000,000	G/SRF	900,000
Public Works	WWTP Manhole Rehab	Manhole Restoration					1,000,000	G/SRF	1,000,000	G/SRF	1,000,000	G/SRF	1,000,000	G/SRF	4,000,000
Public Works	Asset Management	TWDB Sm. Sys. Asset Mngt			100,000	G/SRF	200,000	G/SRF	200,000	G/SRF	200,000	G/SRF	200,000	G/SRF	800,000
	Wastewater Project Total	Total Wastewater	13,971,246		2,234,909		3,334,909		1,484,062		1,484,062		1,250,000		23,759,188
	Grand Total	Grand Total	\$23,491,812		\$14,053,459		\$ 10,816,194		\$ 7,195,537		\$ 2,695,537		\$ 2,345,000		\$ 60,097,539

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

* AMOUNTS SHOWN ARE ESTIMATED COSTS

Year	Make/Model		Type	Mileage/Hrs	Dept	2023	2024	2025	2026	2027	Replacement Value	Condition
GENERAL FUND												
1997	FORD	F450 Truck #275 (Asphalt Spayer)	VEHICLE	91,273	STREET						50,000	Fair
2012	FORD	F250 4 Door Truck #227 (8475)	VEHICLE	70,121	STREET						35,000	Good
2012	FORD	F150 4X4 Truck #238	VEHICLE	90,056	STREET						28,000	Good
2017	CHEVY	Silverado 1500 (6053)	VEHICLE	35,099	STREET						50,000	Good
2017	FORD	F150 1/2 T Crew Cab 05-7765	VEHICLE	31,876	CODE							Good
2018	FORD	F350 #614 (3614)	VEHICLE	7,256	STREET							
2021	FORD	F350 Single Cab #388 (0388)	VEHICLE	5,154	GARAGE							
2021	FORD	Bronco Sport (6445)	VEHICLE	8,428	INSPECT						30,000	New
2021	FORD	F750 (8458)	VEHICLE		STREET							
	KOHLER #322	Emergency Generator (Diesel)	EQUIPMENT	205.1 HRS	POLICE						90,000	Good
2012	CHEVY	Caprice 8618	VEHICLE			X						Poor
2012	CHEVY	Tahoe #161	VEHICLE	111,940	POLICE						40,000	Poor
2012	CHEVY	Tahoe #005	VEHICLE	160,849	POLICE						40,000	Poor
2012	CHEVY	Tahoe #239	VEHICLE	126,621	POLICE						40,000	Poor
2017	FORD	Explorer #594	VEHICLE	70,602	POLICE						44,000	Good
2016	CHEVY	Tahoe #039	VEHICLE	108,112	POLICE						40,000	Good
2020	CHEVY #984	Tahoe #103 (wrecked)	VEHICLE	50,039	POLICE						55,000	Good
2020	CHEVY # 925	Tahoe #102	VEHICLE	74,000	POLICE						55,000	Good
2021	CHEVY #187	Tahoe #101	VEHICLE	79,673	POLICE						55,000	Good
2021	FORD	F150 Crew Cab #1907	VEHICLE	21,930	ENV							Good
2022	CHEVY	Tahoe #5185	VEHICLE	24,035	POLICE							New
2014	HUMMER	HUMVEE (60719)	VEHICLE	24,628	POLICE							
2015	HUMMER	HUMVEE (51793)	VEHICLE	20,383	POLICE							
2022	CHEVY	Tahoe 4x2 Unit # 25RC 67	LEASE		POLICE							LEASE
2022	Chevy	Tahoe 4x2 Unit #25RCBW	LEASE		POLICE							LEASE
Year	Make/Model		Type	Mileage/Hrs	Dept	2023	2024	2025	2026	2027	Replacement Value	Condition
UTILITY FUND												
2010	FORD	F150 Water #430	VEHICLE	135,549	WATER						50,000	Good
2010	FORD	F150 4x4 Truck Water #447	VEHICLE	103,528	WATER	X					50,000	Poor
2011	FORD	F150 WASTE Water #423	VEHICLE	123,711	WATER	X					50,000	Fair
2012	FORD	F150 V8 Ext. Cab Water #428	VEHICLE	129,844	WATER	X					50,000	Fair
2012	FORD	F150 V8 Ext. Cab Water #429	VEHICLE	119,068	WATER						50,000	Good
2017	CHEVY	Silverado 1500	VEHICLE	30,132	WATER						50,000	Good
2012	FORD	F150 V6 Ext. Cab Water #461	VEHICLE	129,844	UTILITY						50,000	Good
2013	FORD	F150 V6 Ext. Cab WW #405	VEHICLE	100,356	SEWER	X					50,000	Poor
2017	CHEVY	Silverado 1500 WW #455	VEHICLE	37,621	SEWER						50,000	Good
2017	CHEVY	Silverado 1500 Water #873	VEHICLE	63,888	WATER						50,000	Good
2021	FORD	F350 Single Cab WW #389	VEHICLE	17,049	SEWER						56,000	New
2021	DODGE	Ram 5500 #3002 (1300)	VEHICLE	232	SEWER						157	New

Year	Make/Model	Type	Mileage/Hrs	Dept	2023	2024	2025	2026	2027	Replacement Value	Condition
GENERAL FUND											
2000	DYNAPAC	Case Steel Wheel Roller #103		EQUIPMENT							
2004	GRADALL	XL410 GRADALL #112	1,891.1 HRS	STREET						90,000	Fair
2006	GMC	GMC Dump Truck #216 (0237)		EQUIPMENT						350,000	Good
2007	GRADALL	GMC Dump Truck #216 (0237)	58,456	VEHICLE						104,000	Fair
2008	Campion	XL31000 #107	6,610.0 HRS	EQUIPMENT						208,000	Poor
2009	ETNYRE #101	Boat		BOAT							
2011	TRU-PAC	1000 Gal. Asphalt Distributor	1,427 HRS	EQUIPMENT						62,000	Good
2012	JOHN DEERE	915 Rubber Tire Roller #178	911.0 HRS	EQUIPMENT						80,000	Good
2012	JOHN DEERE	MX6 Mower #113		ATTACH						5,000	Good
2012	JOHN DEERE	5100M Tractor #173	2,688.6 HRS	TRACTOR						60,000	Fair
2013	AMERICAN	Flatbed Trailer #023		EQUIPMENT						8,000	Fair
2014	KAWASAKI	Mule 610 4x4 #283	503.8 HRS	EQUIPMENT						15,000	Good
2015	TERRAIN KING	KB 2200 18" Slope Mow #104		EQUIPMENT						20,000	Good
2015	KUBOTA	M108 Tractor #118 77608	2,299.1 HRS	EQUIPMENT						70,000	New
2017	KUBOTA	Zero Turn Mower Zd1021 11758		EQUIPMENT							
2018	Big Tex	Flat Bed Trailer 97250		TRAILER							
2020	PJ	Dump Trailer 619020		TRAILER							
2020	Case	Case TV450 Skid Steer 88582		EQUIPMENT							
2020	Case	Case 1243 Grader 836 C 0304 20		EQUIPMENT							
2020	Kubota	Tractor F7060 A7258		EQUIPMENT							
2020	PALADIN	Agger Attachment		ATTACH							
2020	PALADIN	Sweeper Attachment		ATTACH							
2020	PALADIN	Grapple Attachment		ATTACH							
2020	PALADIN	Dozer Blade Attachment		ATTACH							
2020	PALADIN	Mulcher Attachment		ATTACH							
2021	Ford #458	F-750 8 yd Dump Truck		EQUIPMENT						96,770	
2021	Bad Boy	Rogue Mower 137VA		EQUIPMENT							
2021	Bad Boy	Renegade Mower 247PK		EQUIPMENT							
2021	New Holland	TS6 Cab Tractor 4x4 789M		EQUIPMENT						55,806	
	Samurai	Boom/Slope Mower		ATTACH						55,988	
UTILITY FUND											
	JOHN DEERE	Lawn Tractor #503		TRACTORS						10,000	Fair
	CASE	Backhoe 580L WW #417	1,123.0 HRS	EQUIPMENT						80,000	Poor
	KOHLER	WW Generator (Diesel) #418	206.7 HRS	EQUIPMENT						90,000	Good
	DETROIT #419	Water Generator (Diesel)	390.3 HRS	EQUIPMENT						90,000	Fair
	CUMMINGS	Emergency Generator(Diesel)		EQUIPMENT						70,000	Good
	CAPEPILLAR	Generator on trailer #511	3,642.1 HRS	EQUIPMENT						92,000	Good
2012	CASE #589	Extendahoe 580N Water	1,745.6 HRS	EQUIPMENT						80,000	Good
2020	Pipe Hunter	Tandem Axel Jet Trailer & Truck		EQUIPMENT						121,202	
2020	Pipe Hunter	Vacuum Trailer & Truck		EQUIPMENT						129,935	
2020	PJ	Trailer 19020		TRAILER							
2021	Case	Mini Excavator Cx37C 003718		EQUIPMENT							
2021	CASE	Backhoe 580 Super N 772286		EQUIPMENT							

PAY PLAN

CITY OF HITCHCOCK – FY2023 ADOPTED PAY PLAN

FY2023 ADOPTED Annual Operating & Capital Budget

Full Time Employees

Range	Job Classification	Minimum	Midpoint	Maximum
101	Meter Reader	16.50	19.39	22.28
	Street & Drainage Maintenance Worker	34,320.00	40,331.20	46,342.40
	Utility Worker Apprentice			
102	Customer Service Representative	17.82	20.94	24.06
	Utility Worker I	37,065.60	43,555.20	50,044.80
103	Administrative Assistant	19.07	22.41	25.74
	Deputy Court Clerk	39,665.60	46,612.80	53,539.20
	Permit Clerk			
	Utility Billing Specialist			
	Utility Worker II			
104	Account Technician	20.98	24.65	28.32
	Equipment Operator	43,638.40	51,272.00	58,905.60
	Mechanic			
	Utility Mechanic			
	Utility Worker III			
	WWTP Operator I			
105	Accounting Manager	24.05	28.26	32.47
	Crew Chief	50,024.00	58,780.80	67,537.60
	Code Compliance Officer			
	Community Development Specialist			
	Police Officer *			
	Warrant Officer*			
	WWTP Operator II			

*1. Police Officer applicants hired without a Basic Police Certification are paid \$22.90/hr., \$47,632 (5%) below the minimum of the range and are moved to the minimum once the Basic Police Certification is obtained, and

2. Police Officer applicants who pass an established physical agility, written, psychological, background process are hired at \$26.00/hr.

CITY OF HITCHCOCK – FY2023 ADOPTED PAY PLAN

FY2023 ADOPTED Annual Operating & Capital Budget

Full Time Employees (Cont.)

Range	Job Classification	Minimum	Midpoint	Maximum
106	Police Sergeant**	25.97	30.52	35.06
	Street & Drainage Superintendent	54,017.60	63,481.60	72,924.80
107	Building Inspector	28.05	32.96	37.87
	City Secretary	58,344.00	68,556.80	78,769.60
	Police Lieutenant			
108	Building Official/Fire Marshal	30.86	36.26	41.66
	Police Captain	64,188.80	75,420.80	86,652.80
	Water Superintendent			
	Wastewater Superintendent			
109	Public Works Operations Manager	33.33	40.00	46.66
	Economic Development Director	69,326.40	83,200.00	97,052.80
110	Police Chief	39.99	47.99	55.99
		83,179.20	99,819.20	116,459.20
111	Finance Director	43.99	52.79	61.59
		91,499.20	109,803.20	128,107.20
112	Public Works Director	48.39	58.07	67.75
		100,651.20	120,785.60	140,920.00

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

COMPREHENSIVE FEE SCHEDULE

CITY OF HITCHCOCK – FY2023 ADOPTED FEE SCHEDULE

FY2023 ADOPTED Fee Schedule

Adopted Fee Schedule – City Secretary

	FY 2022 ADOPTED	FY 2023 PROPOSED
Copies (8 1/2 x 11)	\$0.10 per page	\$0.10 per page
Copies (8 1/2 x 14)	\$0.10 per page	\$0.10 per page
Copies (11 x 17)	\$0.25 per page	\$0.25 per page
Color Copies	\$1.00 per page	\$1.00 per page
Certified Copies	\$1.00 per page	\$1.00 per page
Fax Outgoing Same Area Code	Remove	Remove
Fax Outgoing Long Distance	Remove	Remove
Fax Incoming	Remove	Remove
Return Check, ACH and/or credit card charges Fee	\$25	\$25
Voluntary Fees on Monthly Utility Bills		
Library Donation	\$1.10	\$1.10
Hitchcock Volunteer Fire Department Donation	\$7	\$7
Occupational Tax		
Local Cartage Permit (E)	Remove/No longer Available	Remove/No longer Available
Beverage Cartage Permit (PE) Annual	Remove/No longer Available	Remove/No longer Available
Caterer's Permit (CB) Annual	Remove/No longer Available	Remove/No longer Available
Mixed Beverage Late Hours (LB) Annual	Remove/No longer Available	Remove/No longer Available
Package Store Permit (P) Annual	\$500	\$500
Wine Only Package Store (Q) Annual	\$75	\$75
Beer Retailer Off Premise (BF) License Annual	\$60	\$60
Retail Beer & Wine On Premise (BG) Annual	\$175	\$175
Retail Beer & Wine Off Premise (BQ) License Annual	\$60	\$60
Retail Beer On Premise (BE) Annual	\$150	\$150
(FB) Food & Beverage Certificate	\$1500 for First Renewal \$750 for 3rd and Subsequent	\$1500 for First Renewal \$750 for 3rd and Subsequent
Brewpub License (BP) Annual	\$500	\$500
Other Liquor Permits (TX Alcohol Beverage Code)	1/2 State Fee/yr	1/2 State Fee/yr
Other Beer Licenses	1/2 State Fee/yr	1/2 State Fee/yr
Mixed Beverage Permit		
Original	Remove/Addressed Above	Remove/Addressed Above
1st Renewal	Remove/Addressed Above	Remove/Addressed Above
2nd Renewal	Remove/Addressed Above	Remove/Addressed Above
3rd Renewal and All Subsequent Renewals	Remove/Addressed Above	Remove/Addressed Above

CITY OF HITCHCOCK – FY2023 ADOPTED FEE SCHEDULE

FY2023 ADOPTED Fee Schedule

Adopted Fee Schedule – Community Development

	FY 2022 ADOPTED	FY 2023 PROPOSED
Amusement Permits (Annual)		
License Establishment	\$5,000	\$5,000
Device Operation	\$1200.00/machine	\$1300.00/machine
Criminal Background Check	\$100/person	\$100/person
5 Devices or less	\$25.00/machine	\$25.00/machine
PID/PUD Application Fee	\$100,000	\$100,000
TIRZ Application Fee	\$100,000	\$100,000
Mobile Home/RV Park License		
Mobile Home Park Annual License Fee	\$25.00 per space	\$25.00 per space
RV Park Annual License Fee (less than 10 spaces)	\$50.00 per space	\$50.00 per space
RV Park Annual License Fee (more than 10 spaces)	\$25.00 per space	\$25.00 per space
RV License Transfer	\$100	\$100
Peddler License		
Annual Peddler/Solicitor License	\$150	\$150
Annual Itinerant Vendor License	\$150	\$150
Junk & Second Hand Dealer Permit	\$350	\$350
Sexually Oriented Business Application Fee	\$500	\$500
Credit Card Convenience Fee	2.50%	2.50%
Oil Wells & Chemical Transportation		
Drilling Permit	\$10,000 plus \$25,000 Cash Bond	\$10,000 plus \$25,000 Cash Bond
Supplemental Permit Deepen Oil Well	\$5,000	\$5,000
Oil Well Maintenance, Repair, Modification	\$500	\$500
Mineral Exploration Permit (Chapter 111)	\$1,000/mile or any portion	\$1,000/mile or any portion
Transportation of Industrial Waste/Chemicals Permit	\$1,500/year	\$1,500/year
Infrastructure		
Infrastructure Plan Review Fee		
\$50,000 and less	1% of actual construction cost of the project	1% of actual construction cost of the project
\$50,000.01 and up	\$500 for first \$50,000 plus 0.5% of the actual construction cost over \$50,000	\$500 for first \$50,000 plus 0.5% of the actual construction cost over \$50,000
Infrastructure Permit Fee (Construction Portion)	1% of the actual construction cost of the project.	1% of the actual construction cost of the project.

CITY OF HITCHCOCK – FY2023 ADOPTED FEE SCHEDULE

FY2023 ADOPTED Fee Schedule

Adopted Fee Schedule – Community Development (Continued)

	FY 2022 ADOPTED	FY 2023 PROPOSED
FRANCHISE FEES (Chapter 117)		
Permit Fee		
New Pipeline Application Fee (Ordinance 2019-022)	\$2,000 plus \$500 for each Street and Drainage Crossing.	\$2,000 plus \$500 for each Street and Drainage Crossing.
ROW or Use of City Property Rental Charge Fee		
Gathering Line Franchise		
Initial Franchise Fee	\$5,000	\$5,000
First Year, per rod	\$25	\$25
Annual Renewal per rod less than 24 inches	\$40 per rod < 24" in nominal diameter	\$40 per rod < 24" in nominal diameter
Annual Renewal per rod ≥ 24 inches	\$80 per rod ≥ 24" in nominal diameter	\$80 per rod ≥ 24" in nominal diameter
Network Node Activity		
Network Node on Node Support Pole	\$1000.00 per application \$500.00 for up to 5 network nodes per application \$250.00 for each additional network node	\$1000.00 per application \$500.00 for up to 5 network nodes per application \$250.00 for each additional network node
Network Node on Electric or Telephone Utility Pole	\$500.00 for up to 5 network nodes per application \$250.00 for each additional network node	\$500.00 for up to 5 network nodes per application \$250.00 for each additional network node
Network Node Annual Site Rental Fee		
For Each Netowrk Node not attached to City-owned pole	\$250	\$250
For Each Netowrk Node attached to City-owned pole	\$270	\$270
PLATTING		
Minor Plat/Minor Replat*		
<i>*Plats administratively reviewed & approved only.</i>		
Single & Two Family Residential	\$500 + \$30/Lot	\$500 + \$30/Lot
Non-residential/Mixed Use/Other Residential	\$800 + \$40/acre	\$800 + \$40/acre
Amending Plat*		
<i>*Plat administratively reviewed & approved only.</i>		
Single & Two Family Residential	\$300 + \$30/lot	\$300 + \$30/lot
Non-residential/Mixed Use/Other Residential	\$500 + \$40/acre	\$500 + \$40/acre

CITY OF HITCHCOCK – FY2023 ADOPTED FEE SCHEDULE

FY2023 ADOPTED Fee Schedule

Adopted Fee Schedule – Community Development (Continued)

	FY 2022 ADOPTED	FY 2023 PROPOSED
Preliminary/Final Plat/Replat*		
<i>*Consultant Fees & Legal Fees may apply</i>		
Single- & Two-Family Residential		
0 to 5 acres	\$500 + \$25/Lot	\$500 + \$25/Lot
5+ to 10 acres	\$750 + \$25/Lot	\$750 + \$25/Lot
10+ to 20 acres	\$1,000 + \$25/Lot	\$1,000 + \$25/Lot
20+ to 50 acres	\$1,500 + \$25/Lot	\$1,500 + \$25/Lot
50+ acres	\$2,000 + \$25/Lot	\$2,000 + \$25/Lot
Other Residential/Non-Residential/Mixed Use/PUD	\$1,000 + \$50/acre and/or \$25/Lot whichever is greater.	\$1,000 + \$50/acre and/or \$25/Lot whichever is greater.
Extension of Plat Approval	\$250	\$250
Vacation of Plat	\$1,000	\$1,000
Exemption from Platting	\$500	\$500
Plat Recordation	Recording Fee + \$25 Administrative Fee. Galveston Co. \$71 plus \$50 for additional pages.	Recording Fee + \$25 Administrative Fee. Galveston Co. \$71 plus \$50 for additional pages.
GENERAL FEES		
<i>*Consultant Fees -Review of construction plans, reports, drainage studies, TIA's & any other documents associated with plats, site plans, mixed use concept plans or special legal instruments or submittals as necessary per application submitted. Fees include professional fees as billed by engineering and planning consultants or any consultant utilized by the City to review development applications. Fee may be waived by City Administrator if project is minor in nature.</i>	Reimbursement due to City based on actual consultant fees incurred by City plus 15% Administration Fee. \$2,000, minimum as a deposit against consultant fees. Staff may reduce to \$750 against consultants fees if a projects is of a minor nature where limited engineering review is anticipated.	Reimbursement due to City based on actual consultant fees incurred by City plus 15% Administration Fee. \$2,000, minimum as a deposit against consultant fees. Staff may reduce to \$750 against consultants fees if a projects is of a minor nature where limited engineering review is anticipated.
<i>*Legal Fees -All legal fees incurred by the City in the review, preparation and/or amendment of any legal document associated with a development application, such as, but not limited to Development Agreement or Public Infrastructure Agreement.</i>	Reimbursement due to City based on actual legal fees incurred by the City plus 10% Administration Fee.	Reimbursement due to City based on actual legal fees incurred by the City plus 10% Administration Fee.
<i>Extension of Time -Fee may be waived by the City Commission if the extension is requested prior to any approval expiring & subject to applicant proving cause for the extension. In granting an extension of time, the applicant will be subject to any new regulations and standards adopted by the City.</i>	\$250 per extension	\$250 per extension
Postponement*		
<i>*On an agenda for which a public hearing was scheduled. Fee may be waived by City Manager at his/her discretion</i>	\$100	\$100

CITY OF HITCHCOCK – FY2023 ADOPTED FEE SCHEDULE

FY2023 ADOPTED Fee Schedule

Adopted Fee Schedule – Community Development (Continued)

	FY 2022 ADOPTED	FY 2023 PROPOSED
Zoning		
Re-Zoning Application < 5 acres	\$350 + any required consulting/ legal fees.	\$350 + any required consulting/ legal fees.
Re-Zoning Application > 5 acres	\$350 + any required consulting/ legal fees.	\$350 + any required consulting/ legal fees.
May require Consultant Fees and/or Legal Fees		
Zoning Verification Letter	\$50	\$50
Request for Variance / Special Use Permit	\$100	\$100
Board of Adjutment Appeal	\$500 each	\$500 each
Vested Rights Petition or Development Rights	\$500 plus City Attorney Fees	\$500 plus City Attorney Fees
Floodplain Development Permit	\$50 plus Consultant Fees	\$50 plus Consultant Fees
Drairage Review		
Commercial	Actual Cost Plus 10%	Actual Cost Plus 10%
Residential (Initial and As Built plus 1 resubmission)	\$150	\$150
Residential - Additional Submittals	\$75	\$75
BUILDING PERMIT FEE		
Contractor Registration Fee		
Contractor/Builder Annual Registration Fee	\$50	\$50
RESIDENTIAL PERMIT FEE		
Fee based upon construction square footage for project.		
Consultant fee may apply in additon to Residential Permit Fee		
New Single-Family Dwelling, Townhouse, Two-Family Dwelling, Residential Alterations.	\$150 Minimum \$0.75/square foot living \$0.50/square foot non-living	\$150 Minimum \$0.75/square foot living \$0.50/square foot non-living
Garages, Carports, Deck, Porches and Storage Buildings	\$150.00 Minimum \$0.25/square foot non-living	\$150.00 Minimum \$0.25/square foot non-living
BUILDING PERMIT- OTHER CONST./COMMERCIAL PERMITS (includes mechanical, plumbing, electrical trade permits)		
Fee based upon construction square footage for project.	First 10,000 sq. ft at \$0.50	First 10,000 sq. ft at \$0.50
Consultant fee may apply in additon to Construction Permit Fee	10,001 sq. ft. - 15,000 sq. ft. at \$0.35 over 15,000 sq. ft. at \$0.15	10,001 sq. ft. - 15,000 sq. ft. at \$0.35 over 15,000 sq. ft. at \$0.15
House Leveling / Elevation Permit (Includes one inspection)	\$150	\$150
Full Window Frame Replacement Permit (Includes 2 inspections)	\$150	\$150

CITY OF HITCHCOCK – FY2023 ADOPTED FEE SCHEDULE

FY2023 ADOPTED Fee Schedule

Adopted Fee Schedule – Community Development (Continued)

	FY 2022 ADOPTED	FY 2023 PROPOSED
PLAN REVIEW FEES		
<i>Charged at time of submittal of a construction permit application for review of application and accompanying documents. Non-Refundable</i>	50% of building permit fee	50% of building permit fee
<i>Any additional plan review will be two hour minimum for commercial projects</i>	\$50/hour	\$50/hour
Non-Compliance fee		
Work started or performed without a permit	2 X Construction Permit Fee Payment of the double fee shall not relieve any person from fully complying with the requirements of the Code in the execution of the work, nor from any other penalties prescribed herein.	2 X Construction Permit Fee Payment of the double fee shall not relieve any person from fully complying with the requirements of the Code in the execution of the work, nor from any other penalties prescribed herein.
	A fee of \$100 assessed for proceeding with any work without first having an approved inspection at the required stage of construction.	A fee of \$100 assessed for proceeding with any work without first having an approved inspection at the required stage of construction.
Re-Inspection Fees		
Work not ready for inspection 1st Time	\$75 per failed inspection	\$75 per failed inspection
Work not ready for inspection 2nd Time	\$150 .00	\$150 .00
Work not Ready for Inspection 3rd Time	\$225	\$225
After Hours Inspection (Additional Hour or Portion of Hour)	\$100	\$100
Administrative fee for cancellation of issued permit	10% of permit fee	10% of permit fee
Building Permit Extension Fee (Up to 6 months)	50% of original permit fee	50% of original permit fee
Certificate of Occupancy		
Residential	\$50	\$50
Commercial	\$200	\$200
Temporary	Same as regular	Same as regular
Fire Life Safety Inspection	\$250/per building	\$250/per building
Failure to obtain certificate of occupancy prior to occupying	\$200	\$200

CITY OF HITCHCOCK – FY2023 ADOPTED FEE SCHEDULE

FY2023 ADOPTED Fee Schedule

Adopted Fee Schedule – Community Development (Continued)

	FY 2022 ADOPTED	FY 2023 PROPOSED
Moving building permit including temporary structures	\$100	\$100
Remodel Fee (Residential/Commercial)	\$100 minimum up to 100 square feet plus ea. additional sq. ft. \$0.50	\$100 minimum up to 100 square feet plus ea. additional sq. ft. \$0.50
Roof Permit	\$70	\$70
Fence Construction Permit		
Residential Fence	\$50	\$50
Commercial Fence	\$50	\$50
Driveway Permit	\$100	\$125
Site Inspection/Walk Through Fees:		
City Inspector	\$50	\$50
Fire Marshall	\$50	\$50
Mobile Home Permits		
Move-in mobile home on property or in park and inspection fee	\$90	\$150
RV Park Building Permit	\$100 x Number of Spaces	\$100 x Number of Spaces
GENERAL FEES:		
Moving of any building or structure *	\$100	\$100
For movement of structure on City Streets or ROW where city assistance is required.		
*Only for moving structure where no plan review or inspection is required. All others will be charged regular permit and plan review fees.		
Demolition Building Permit Fee		
Residential	\$50	\$50
Commercial	\$100	\$100
Swimming Pools & Hot Tubs Permit Instalation or Removal		
Swimming Pool	\$200	\$200
Spa/Hot Tub	\$175	\$175
Swimming Pool w/Spa	\$250	\$250
Swimming Pool or Spa Deck (non-structural)	\$100	\$100
Swiimmin Pool Plumbing	\$100	\$100
Spa/Hot Tub Plumbing	\$100	\$100
Swimminp Pool w/Spa Plumbing	\$150	\$150
Swimming Pool Electric	\$100	\$100

CITY OF HITCHCOCK – FY2023 ADOPTED FEE SCHEDULE

FY2023 ADOPTED Fee Schedule

Adopted Fee Schedule – Community Development (Continued)

	FY 2022 ADOPTED	FY 2023 PROPOSED
Bulk Head Permit	\$2.50/lineal foot	\$2.50/lineal foot
Plumbing Permit		
Minimum Fee	\$50 minimum	\$50 minimum
New Construction or Addition	\$125 Base Fee + \$25 additional for each additional group. (1 to 4 fixtures/area)	\$125 Base Fee + \$25 additional for each additional group. (1 to 4 fixtures/area)
Mobile Home Plumbing Permit	\$100	\$100
RV Plumbing Permit	\$20 x Number of Spaces + cost of 2 inspections	\$20 x Number of Spaces + cost of 2 inspections
Gas Test Only	\$50	\$50
Residential Repairs (Water/Sewer Pipes)	\$125	\$125
Commercial Repairs (Water/Sewer Pipes)	\$200	\$200
Sewer/Pipe Replacement	\$125 each	\$125 each
Sewer Disconnect	\$100	\$100
Water Heater Installation	\$50	\$50
Irrigation Permit		
Residential	\$75	\$75
Commercial (Backflow Certification Required)	\$100	\$100
Electrical Permit* (New, Repair, Upgrades)	Based on amps \$100 for 125 amps or less \$150 for 150 amps \$200 for 200 amps \$250 for 200 amps or more	Based on amps \$100 for 125 amps or less \$150 for 150 amps \$200 for 200 amps \$250 for 200 amps or more
T-Pole & TCI	\$50	\$50
Mobile Home Electric Permit	\$75	\$75
New RV Electric Permit	\$10. X Number of spaces plus cost of 2 inspections	\$10. X Number of spaces plus cost of 2 inspections

CITY OF HITCHCOCK – FY2023 ADOPTED FEE SCHEDULE

FY2023 ADOPTED Fee Schedule

Adopted Fee Schedule – Community Development (Continued)

	FY 2022 ADOPTED	FY 2023 PROPOSED
Emergency Generators		
Installation (includes electrical, plumbing, slab)	\$250	\$250
 Solar Panels (includes Install and electrical Installation of Battery Backup, Service Work	 \$200 \$100	 \$200 \$100
Mechanical/HVAC Permit		
Residential New	\$125 each	\$125 each
Residential Repair or Partial Change	\$75 each	\$75 each
Commercial New or Complete Change	\$125 under 4 Ton/each \$150 over 4 Ton/each	\$125 under 4 Ton/each \$150 over 4 Ton/each
 Commercial Repair or Partial Change	 \$75 each	 \$75 each
Mobile Homes	\$100 each	\$100 each
Sign Permit		
Billboard	\$500	\$500
All Other Signs	\$100	\$100
Fill Grade Permit (Fill Dirt)		
General Fill Grade < 10 cubic yards	Free	Free
General Fill Grade < 1000 cubic yards	\$50	\$50
Engineered Fill Grade 1000+ cubic yards, 3 or more	\$500	\$500
Site Fill/Grading Permit	\$500	\$500
Concrete Permit		
Over 2 yards, 1 inspection	\$125	\$125
Large pours requiring multiple inspections such as replacing or new driveways, parking lots, roads etc.	\$75 per additonal inspections	\$75 per additonal inspections
Miscellaneous Permits/Inspections		
Access Gates	\$50	\$50
Occupant Load Evaluation	\$50	\$50
Product Line Inspection	\$200	\$200
Underground Storage Tank	\$200	\$200
Hot Work (Welding, Asphalt Kettles, Roof Torching)	\$300	\$300

CITY OF HITCHCOCK – FY2023 ADOPTED FEE SCHEDULE

FY2023 ADOPTED Fee Schedule

Adopted Fee Schedule – Street Department

	FY 2022 ADOPTED	FY 2023 PROPOSED
Culvert Installation Fee		
No Material Added	\$15/lineal foot (\$50 min.)	\$15/lineal foot (\$50 min.)
Material Added	\$25/lineal foot (\$50 min.)	\$25/lineal foot (\$50 min.)
> than 16 lineal foot	City's cost for material and labor	City's cost for material and labor
Construct Street Permit Fee	\$100 permit fee	\$100 permit fee
Street Excavation Permit	\$100 permit fee	\$100 permit fee

CITY OF HITCHCOCK – FY2023 ADOPTED FEE SCHEDULE

FY2023 ADOPTED Fee Schedule

Adopted Fee Schedule – Fire Prevention

	FY 2022 ADOPTED	FY 2023 PROPOSED
Commercial & Multi-Family Construction		
Fire Alarm and/or Sprinkler System Plan Review*		
<i>*Based upon construction valuation</i>		
Less than \$6,250	\$250	\$250
\$6,250 to \$250,000	\$375	\$375
\$251,000 to \$500,000	\$531	\$531
\$501,000 to \$1,000,000	\$690	\$690
\$1,001,000 to \$3,000,000	\$1,000	\$1,000
\$3,001,000 to \$6,000,000	\$1,500	\$1,500
\$6,000,000 and up	\$1,500 for the first \$6,000,000 plus \$0.31 for each additional \$1,000.	\$1,500 for the first \$6,000,000 plus \$0.31 for each additional \$1,000.
Commercial & Multi-Family Construction		
Fire Alarm and/or Sprinkler System Inspection*		
<i>*Based upon construction valuation for project</i>		
Less than \$6,250	\$375	\$375
\$6,250 to \$250,000	\$531	\$531
\$251,000 to \$500,000	\$656	\$656
\$501,000 to \$1,000,000	\$845	\$845
\$1,001,000 to \$3,000,000	\$1,190	\$1,190
\$3,001,000 to \$6,000,000	\$1,785	\$1,785
	\$1,785 plus \$0.48 for each additional	\$1,785 plus \$0.48 for each additional
\$6,000,000 and up	\$1,000.	\$1,000.
Fire Extinguisher Suppression System	\$460 per permit w/1 Inspection	\$460 per permit w/1 Inspection
Multi-Family Residential/Hotels/Motels (Annual)		
3-20 Dwelling Units	\$200	\$200
21 or more Dwelling Units	\$400	\$400
High Hazard Operations (Annual)		
Hazardous Materials Storage Tier I	\$350	\$350
Auto Wrecking Yards	\$150	\$150
Automotive Repair	\$250	\$250
Salvage Yard	\$350	\$350
Industrial Ovens	\$225	\$225
Lumberyards	\$260	\$260
Tire Storage	\$150	\$150
High Pile Storage Level I: 2500 to 20,000 sq. ft.	\$475	\$475
High Pile Storage Level I: 2500 to 20,000 sq. ft.	\$700	\$700
Scrap Metal Yards	\$150	\$150
Motor Vehicle Fuel Dispensing	\$350	\$350
Welding Shops, Iron Works	\$300	\$300

CITY OF HITCHCOCK – FY2023 ADOPTED FEE SCHEDULE

FY2023 ADOPTED Fee Schedule

Adopted Fee Schedule – Fire Prevention (Continued)

	FY 2022 ADOPTED	FY 2023 PROPOSED
Burn Permits		
Residential Burn Permit	\$50	\$50
Residential Burn Permit (30 day Extension)	\$25	\$25
Commercial Burn Permit	\$200	\$200
Commercial Burn Permit (30 day Extension)	\$100	\$100
Indoor Firing Range License Fee		
Initial Permit Fee	\$1,000	\$1,000
Annual Permit	\$125/year	\$125/year
Special Assembly Occupancies		
Carnivals/Circus/Car Shows Etc..	\$400	\$400
Temporary Membrane Structures/Tents	\$125	\$125
Explosives and Pyrotechnics		
Explosives Use/Storage	\$400	\$400
Pyrotechnics Use/Storage	\$300	\$300
Fireworks Displays	\$500	\$500
Plan Review Miscellaneous		
Automatic Extinguishing System	\$100	\$100
Emergency Evacuation Plan	\$25	\$25
Access Control (Mag Locks)	\$50 for first, \$10 for every lock after.	\$50 for first, \$10 for every lock after.
Assembly Use Occupancy		
1-99 Person Occupant Load	\$250	\$250
99-299 Person Occupant Load	\$350	\$350
300 or more Person Occupant Load	\$500	\$500
Licensed Facilities Providing Less Than 24 Hour Care		
Licensed for 1-25 Children	\$100	\$100
Licensed for 26-49 Children	\$150	\$150
Licensed for 50-99 Children	\$200	\$200
Licensed for 100-149 Children	\$250	\$250
Licensed for 150 or more Children	\$300	\$300

CITY OF HITCHCOCK – FY2023 ADOPTED FEE SCHEDULE

FY2023 ADOPTED Fee Schedule

Adopted Fee Schedule – Fire Prevention (Continued)

	FY 2022 ADOPTED	FY 2023 PROPOSED
Fuel Dispensing Device	\$25.00/nozzle/yr	\$25.00/nozzle/yr
Group Home Day Care		
Licensed for 1-12 People	\$100	\$100
Foster Homes/Group Foster Homes 24 Hour Care		
Licensed for 1-6 Children	\$100	\$100
Licensed for 7-12 Children	\$200	\$200
Hospitals/Nursing Homes Providing 24 Hour Care		
Licensed for 1-99 Beds	\$300	\$300
Licensed for 100-199 Beds	\$400	\$400
Licensed for 200-499 Beds	\$500	\$500
Licensed for 500 or more Beds	\$600	\$600
Other 24 Hour Care Facilities		
Licensed for 1-3 Occupants	\$100	\$100
Licensed for 4-16 Occupants	\$175	\$175
Licensed for 17-25 Occupants	\$250	\$250
Licensed for 26 or more Occupants	\$325	\$325

CITY OF HITCHCOCK – FY2023 ADOPTED FEE SCHEDULE

FY2023 ADOPTED Fee Schedule

Adopted Fee Schedule – Animal Control

	FY 2022 ADOPTED	FY 2023 PROPOSED
Pet License:		
Annual Fee Per Animal	\$5	\$5
Three Year Renewal	\$15	\$15
Neutered Animal Lifetime	\$15	\$15
Dangerous Animal License Annual	\$100 Annual	\$100 Annual
Running at Large and/or Not Tagged		
Per Citation	\$284	\$284
Animal Pet Shop Application Fee	\$150	\$150

CITY OF HITCHCOCK – FY2023 ADOPTED FEE SCHEDULE

FY2023 ADOPTED Fee Schedule

Adopted Fee Schedule – Police

	FY 2022 ADOPTED	FY 2023 PROPOSED
Police Reports		
Past Department Reports	\$15/hr, 1 hr minimum	\$15/hr, 1 hr minimum
Accident Report Copy	\$6	\$6
Accident Report Certified Copy	\$8	\$8
Police Report Copy	\$0.10 per page	\$0.10 per page
Body and In-Car Camera Footage		
Release of video	\$10	\$10
Per each minute of Video	\$1	\$1
Wrecker Permit Fees		
Annual Wrecker Company Rotation Permit Fee	\$1,000	\$1,000
Annual Wrecker Rotation Fee Per Wrecker	\$100	\$100
Annual Wrecker Driver Resgistration Fee Per Driver	\$100	\$100
Alarm Permit Fees		
One Time Residential Alarm Permit	\$25	\$25
Annual Commercial Alarm Permit	\$100	\$100
Late Fee	\$10	\$10
False Alarm Fees (Yearly)		
Between 3 and 5 false alarms (each)	\$50	\$50
Between 6 and 8 false alarms (each)	\$75	\$75
More than 8 false alarms (each)	\$100	\$100
Four or more in a quarter	\$50/per alarm	\$50/per alarm
Monitoring Company failure to verify alarm	\$200	\$200
Appeal Fee	\$25	\$25
Use of a non-permitted alarm system	\$100	\$100
Use of an alarm during alarm permit suspension	\$200	\$200
Golf Cart Fees (per Golf Cart)		
Initial Inspection and Permit Sticker (2 year period)	\$50	\$50
Re-Inspection	\$10	\$10
Mass Gathering Permit Application Fee	\$200	\$500

CITY OF HITCHCOCK – FY2023 ADOPTED FEE SCHEDULE

FY2023 ADOPTED Fee Schedule

Adopted Fee Schedule – Utilities

	FY 2022 ADOPTED	FY 2023 PROPOSED
Deposit - Residential	\$250	\$250
Deposit - Commercial	\$600	\$600
Deposit - Multi Unit	2x normal monthly usage	2x normal monthly usage
Ambulance Fee	\$3/month	\$3/month
Penalty Fee	10% of delinquent utility charges.	10% of delinquent utility charges.
Cut-off Administration Fee	\$50	\$50
After Hours Reconnect Fee	\$150	\$150
Re-Read Fee	\$5	\$5
After Hour Call Out	\$50	\$50
Meter replacement due to customer damage	Cost plus 10%	Cost plus 10%
Repair Water/Sewer Service Damaged by Construction	Actual Cost plus 10% \$250 min.	Actual Cost plus 10% \$250 min.
All Special W/WW Services & Special Applications	Actual Cost	Actual Cost
Not Covered		
Tampering Fees		
First Offense	\$500	\$500
Offense after first	\$750	\$750
Police reports are made for each offense		
Hydrant Construction Meter	\$1500 deposit	\$1500 deposit
Bulk Water		
In Town Use	\$15/1000 gallons or any part of	\$15/1000 gallons or any part of
Out of Town Use	\$20/1000 gallons or any part of	\$20/1000 gallons or any part of
New Service Fees:		
Water Tap Fee		
3/4" Meter	\$1,100 plus actual cost & labor*	\$1,100 plus actual cost & labor*
1" Meter	\$1,500 plus actual cost & labor*	\$1,500 plus actual cost & labor*
1 1/2" Meter	\$2,000 plus actual cost & labor*	\$2,000 plus actual cost & labor*
2" Meter (Contracted Out)	\$2,000 plus actual cost & labor*	\$2,000 plus actual cost & labor*
3" or Larger (Contracted Out)	\$2,000 plus actual cost & labor*	\$2,000 plus actual cost & labor*
Push	\$25.00/foot	\$25.00/foot
Sewer Tap Fee		
Standard 4" Short Service	\$900 plus actual cost & labor*	\$900 plus actual cost & labor*
5' and above	\$900 plus actual cost & labor*	\$900 plus actual cost & labor*
Below 5'	\$1200 plus actual cost & labor*	\$1200 plus actual cost & labor*
Industrial Waste Permit	\$2,500	\$2,500
Additional Fee		
5/8" x 3/4" Curb Stop (fee for broken valve/break by customers)	\$60 plus actual cost & labor*	\$60 plus actual cost & labor*
1" Curb Stop (fee for broken valve/breaks by customers)	\$100 plus actual cost & labor*	\$100 plus actual cost & labor*

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

CITY OF HITCHCOCK – FY2023 ADOPTED FEE SCHEDULE

FY2023 ADOPTED Fee Schedule

Adopted Fee Schedule – Solid Waste

	FY 2022 ADOPTED	FY 2023 PROPOSED
Garbage Deposit	\$50	\$50
Residential Garbage Collection	\$15.70/month	\$17.50/month + 8.25% tax
Commercial Garbage Collection	\$29.20/month	\$29.97/month + 8.25% tax
Waste Water Treatment Plant		
Septic Tank Waste Disposal	\$0.04/gal.	\$0.04/gal.

Glossary

Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Interfund Transfers: Amounts transferred from one fund to another.

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

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

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

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

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

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

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

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

Ordinance: A formal legislative enactment by City Council.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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