Clarendon
TEXAS

ANNUAL BUDGET

FOR THE FISCAL YEAR
OCTOBER 01, 2019 THRU SEPTEMBER 30, 2020

MAYOR
THE HONORABLE SANDY SKELTON

MAYOR PRO-TEM
JOHN LOCKHART

ALDERMEN
EULAINE MCINTOSH
NATHAN FLOYD
JACOB FANGMAN
LARRY JEFFERS

CITY ADMINISTRATOR
DAVID DOCKERY

Texas Local Government Code Section 102.005(b) Notice

This budget will raise more revenue from property taxes than last year's budget by an amount of $69,458 which is a 26.1% increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is $6,320.

City Council Record Vote

The members of the governing body voted on the tax rate to support the 2019-2020 budget on September 12, 2019, the results were:

FOR: Alderman Lockhart, Alderman Jeffers, Alderman Floyd, Alderman Fangman, and Alderman McIntosh

AGAINST: None

PRESENT: All

ABSENT: None

Tax Rate	Adopted 2019-2020	Adopted 2018-2019
Property Tax Rate	.4999	.758650
Effective Rate	.6577	.724265
M&O Rate	.4999	.468692
Rollback Tax Rate	.5179	.781255
Debt Rate	0	.289958

The total amount of municipal debt obligation secured by property taxes for the City of Clarendon is $291,454.68

Clarendon
TEXAS

To: The Honorable Mayor and
Members of the City Council of the City of Clarendon

Submitted herewith is the Annual Budget for the City of Clarendon, Texas, for the 2019-2020 fiscal year. This budget has been prepared and is presented in accordance with the Texas Local Government Code Chapter 102.

Receipts of $1,156,732.00 and expenditures of $1,109,065.00 are projected for the General Fund.

Receipts of $1,260,470.00 and expenditures of $1,251,390.00 are projected for the Enterprise Fund.

The proposed property tax rate for FY 2019-2020 will be 0.4999 per $100. Adopting 0.4999 represents a tax increase of 6.6%. The .4999 tax rate is composed of the "M&O" component of.0.4999, which is used for General Fund Maintenance and Operations.

Beginning October 1, 2019, City Sales Tax revenue will be reallocated resulting from the May 2019 Election. The Property Reduction rate of .5% from the 2% received for City Sales tax was reallocated to .25 to Street Maintenance, and .25% to City Maintenance and Operations.

On January 10, 2019, City Council approved an Ordinance repealing Ordinance #281" An Ordinance of the City of Clarendon to exercise its option to tax personal property that a person owns and that is not held or used for production of income under the terms of Section 11.41(a), Texas Property Code". This revenue has been removed from the budget.

The proposed budget reflects a 3% cost of living increase for all employees.

Due to the increasing cost of health insurance, the City could no longer pay 100% of health insurance. The health insurance rates increased by 3%, going from $682.24 per month, per employee to $723.18. City employees will contribute $57.36 per month with the City contributing $665.82.

Funds for the TxDOT Ramp Grant have been budgeted to match $50,000.00 State grant funds for a project budget of $100,000.00 to be used airport improvements for the Smiley Johnson /Bass Field runway and tarmac.

Property tax values for 2019 residential are $30,888,438, commercial are $17,920,454, utilities are $4,333,145, personal are $6,836,060 for a total net taxable value of $59,978,097.

Law Enforcement services from the Donley County Sheriff's Office are contracted through the Donley County Commissioners Court. This budget includes the contractually-obligated 2% increase which goes until September 30th, 2020.

The City of Clarendon subsidizes the Clarendon Volunteer Fire Department. The City also pays for insurance on their rolling stock, buildings, furnishes water for firefighting and pays all utilities expenses.

The City currently has 27 employee positions:

(1) City Administrator
(1) City Secretary
(1) Utility Clerk
(1) Part-time Office Assistance
(1) Code Compliance Officer
(1) Municipal Judge
(1) Fire Marshal
(1) Public Works Director
(1) Director of Sanitation
(1) Librarian
(2) Water Utility Employee
(2) Wastewater Utility Employee
(1) Street Maintenance Employee
(2) Seasonal Street Workers
(3) Sanitation Employee
(3) Part-time Library Employee
(2) Part-time Sanitation Employee
(1) Seasonal Park Attendant
(1) Seasonal Sanitation Worker

Respectfully submitted this 10th day of October 2019.

David Dockery

David Dockery
Clarendon City Administrator

CITY of CLARENDON
ANNUAL BUDGET AND PROGRAM OF SERVICES FY 2019-2020

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STATEMENT OF CHANGES IN ACCOUNT BALANCES

Account	September 30, 2018	September 30, 2019
TexPool Investments	$2,254,619.41	$2,862,189.27
Tax Note & Bond CD	$349,876.30	$ closed
Pool Construction	$1,954.44	$1,185.01
Library Grant	$0.0	$0.0
Municipal Court Tech	$1,210.58	$113.08
Community Development USDA Construction	$2,918.07	$86,455.77
Municipal Court Building Security Fund	$651.51	$818.25
Interest & Sinking	$26,950.94	$43,248.86
General Fund	$594,404.32	$405,392.26
Motel Bed Tax	$71,182.76	$74,581.32
Rolling Stock	$22,241.36	$10,694.08
USDA Debt Service	$100,965.26	$29,242.31
Airport Maintenance	$0.00	$18,626.20

City of Clarendon
Budgeted Employees
October 1, 2019

The City is budgeted for 26 positions, filled by 15 full-time employees, 7 part-time employees, 1 part-time seasonal, 2 seasonal and 2 retained monthly:

(1) City Administrator	David Dockery
(1) City Secretary	Machiel Covey
(1) Utility Clerk	Kimberly Cooper
(1) Office Assistant (part-time)	Jean Hood
(1) Code Compliance Officer	Grett Betts
(1) Public Works Director	John Molder
(1) Director of Sanitation	Joe Shadle
(1) Librarian	Jerri Shields
(2) Water Employees	Brad Hagood
	Jacob Lindsay
(2) Wastewater Employees	Albert Araujo
	Stanley (Jeff) McKee
(1) Street Maintenance Employee	Raul Mendoza
(3) Sanitation Employee	James Watts
	Danny Gaines
	Brenton Campbell
(3) Library Employee (part-time)	Anne Purvis
	Glenda Day
	Carlene Hollar
(3) Sanitation Employee (part-time)	Richard Dzamko
	Ricky Murphy

Municipal Judge	Tommy Waldrop
Fire Marshal	Jeremy Powell
(1) Park Attendant (part-time seasonal)	to be filled
(2) Street Workers (seasonal)	to be filled
(1) Sanitation Worker	to be filled

WORKSHEET

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 PROPOSED	2018-2019 ACTUAL	2019-2020 PROPOSED
GENERAL FUND					
REVENUE	1,281,940	1,255,248	1,100,655	1,790,719	1,156,732
EXPENDITURES					
CITY COUNCIL	6,693	4,848	9,800	7,181	9,900
ADMINISTRATION	81,599	90,052	92,515	92,095	98,595
FINANCE and ACCOUNTING	121,690	120,161	142,731	141,921	147,615
CITY HALL	76,511	96,079	121,520	259,904	138,200
MUNICIPAL COURT	22,766	24,417	24,450	23,497	29,100
TAX OFFICE	23,488	21,596	22,000	19,738	21,810
LAW ENFORCEMENT	149,667	152,725	156,045	155,797	159,275
FIRE DEPARTMENT	33,915	30,073	21,222	20,414	22,235
CODE COMPLIANCE	47,425	65,332	68,090	59,572	66,855
STREETS	466,180	148,659	166,023	144,811	170,430
PARKS	4,944	17,312	9,285	25,007	9,550
AIRPORT	2,721	3,291	36,060	35,603	4,775
LIBRARY	67,131	69,459	78,334	86,789	80,900
DEBT SERVICE/TRANSFERS	99,184	358,971	100,250	593,038	102,500
AQUATIC RECREATION	0	0	47,125	0	47,325
TOTAL EXPENDITURES	1,203,914	1,202,975	1,095,450	1,665,367	1,109,065
FUND BALANCE	**78,026**	**52,273**	**5,205**	**125,352**	**47,667**

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 PROPOSED	2018-2019 ACTUAL	2019-2020 PROPOSED
ENTERPRISE FUND					
REVENUE	1,246,386	1,277,164	1,205,515	1,243,194	1,260,470
EXPENDITURES					
WASTEWATER DEPARTMENT	119,090	105,691	125,960	108,358	137,098
WATER DEPARTMENT	370,953	358,421	435,572	381,557	463,052
SANITATION DEPARTMENT	307,576	288,245	333,350	311,691	395,420
TRANSFERS	246,548	271,745	272,500	262,667	255,820
TOTAL EXPENDITURES	1,044,167	1,024,102	1,167,382	1,064,273	1,251,390
FUND BALANCE	**202,219**	**253,062**	**38,134**	**178,922**	**9,080**
BALANCE (DEFICIT)	**280,245**	**305,335**	**43,339**	**304,274**	**56,747**

GENERAL FUND

1	GENERAL FUND					
2						
3	**REVENUE**	2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
4		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
5						
6	TAXES					
7						
8	AD VALOREM TAXES--CURRENT	251,264	257,686	268,700	265,488	347,247
9	SALES TAX	396,736	404,903	401,000	429,777	410,000
10	FRANCHISE FEES-Cable	5,691	5,046	6,700	4,408	4,150
11	FRANCHISE FEES-Telephone	5,291	4,841	5,200	4,775	4,100
12	FRANCHISE FEES-Electric	53,065	55,976	60,000	53,515	55,500
13	FRANCHISE FEES-Gas	10,138	10,856	14,000	10,696	14,800
14	TOTAL	722,185	739,308	755,600	768,659	835,797
15						
16	LICENSES/PERMITS					
17						
18	ANIMAL CONTROL FEES	1,686	1,782	1,220	1,985	1,200
19	PERMITS AND INSPECTIONS	182	50	0	0	0
20	ITINERANT MERCHANT PERMIT	575	175	50	400	150
21	CODE COMP. FEES	0	70	100	100	100
22	TOTAL	2,443	2,077	1,370	2,485	1,450
23						
24	INTRAGOVT TRANSFER					
25	IMPROVEMENT FUND	89,864	72,240	97,000	88,437	94,050
26	TRANSFER FROM UTILITY FUND-MGMT FEE	45,000	66,000	65,500	65,500	55,000
27	DONLEY COUNTY--LIBRARY MAINT	30,000	30,000	30,000	30,000	30,000
28	TRANSFER FROM GENERAL FUND CHECKING	341,000	200,000	0	415,301	0
29	TRANSFER FROM LIBRARY CD	6,000	8,950	0	0	0
30	TRANSFER TO TEXPOOL	0	58,300	0	100	0
31	TRANSFER FROM TEXPOOL	0	0	15,720	32,765	0
32	TRANSFER FROM TAX NOTE & BOND CD	0	0	0	217,729	0
33	TOTAL INTERGOVT	511,864	435,490	208,220	849,832	179,050
34						
35	MUNICIPAL COURT					
36	MUNICIPAL COURT FINES	9,668	19,536	6,500	11,499	6,900
37						
38	TOTAL COURT	9,668	19,536	6,500	11,499	6,900
39						
40	MISCELLANEOUS					
41	PROPERTY SALES	0	0	0	2,043	0
42	INTEREST EARNED	8,866	31,999	30,000	70,709	60,000
43	AIRPORT HANGAR RENT	6,269	6,304	7,000	6,179	7,000
44	REIMBURSEMENTS/AIRPORT RAMP GRANT	0	0	15,720	20,589	0
45	SALE OF SURPLUS ITEMS	0	0	6,000	13,135	1,200
46	TOWER RENTAL	11,148	11,423	13,000	11,312	7,500
47	ALCOHOL SALES PERMITS	410	1,300	410	175	300
48	FAX/COPY REVENUE	25	84	45	41	40
49	LIBRARY INCOME	4,892	5,669	7,500	21,001	5,670
50	MOWING FEE	0	0	1,000	240	800
51	TEXAS REVENUE RECOVERY ASSO.	214	175	190	207	25
52	MISC INCOME	3,956	1,883	100	3,659	3,000
53	POOL INCOME	0	0	48,000	0	48,000
54	TMLIRP HOTEL DEMO	0	0	0	8,954	0
55	TOTAL MISCELLANEOUS	35,780	58,837	128,965	158,244	133,535
56	TOTAL GENERAL FUND	**1,281,940**	**1,255,248**	**1,100,655**	**1,790,719**	**1,156,732**

Streets

The mission of the Street Department is to provide and maintain public thoroughfares so as to be safe and comfortable to travel. Activities of the Street Department includes the maintenance of approximately 12 miles of streets, about 3 miles of which are graveled and unpaved, and the cleaning of drainage ditches which abut City streets.

The Street Department funds one (1) hourly employee. The hourly employee is responsible for maintaining street signs, painting stripes, and trimming trees that obscure traffic signs. The hourly employee will be allowed to "float" between departments as needed; employees from other departments will "float" to assist in the Street Department as well. Part-time extra help for summer activities has been included. Street lighting, a flat fee per street light, is funded in this department.

1 **GENERAL FUND**
2
3
4 **STREETS**
5
6
7
8
9
10 payroll for 1 full-time employee
11 payroll taxes
12 health benefits; $723.18 pp monthly,employee pays $57.36, plus life
13 city matches 1-1 on 7% withholding
14 summer help
15 overtime when cross-utilized in Water and Wastewater emergencies
16
17
18
19
20
21
22
23
24
25 gas & oil
26 orange cones and barricades
27 provided by uniform service
28 hammers; wrenches
29 we spray for mosquitoes every summer
30 yellow vests; safety glasses
31 pre-mix asphalt, primer, gravel; pot-hole patching materials
32 base material; stabilization
33 shop towels; gloves; barricade tape; marking paint
34
35
36
37
38
39
40 small equipment
41 repairs to 1 vehicle
42 repairs to roller, chip spreader, zipper, water truck, distributor
43 street signs, no parking, stop, yield
44 sidewalk repairs
45 tires
46 annual report of chemical usage
47
48
49

1	GENERAL FUND				
2					
3					
4	STREETS	2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
5		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
6						
7	PERSONNEL SERVICES					
8						
9						
10	SALARIES/WAGES	21,280	22,212	27,683	26,040	28,400
11	TAXES-SOC SEC	2,255	2,395	3,200	2,707	3,300
12	LIFE & HEALTH INSURANCE	7,255	7,355	7,500	7,591	7,980
13	TMRS RETIREMENT	297	438	600	559	580
14	PART-TIME/EXTRA HELP	8,369	9,835	14,250	9,585	15,000
15	OVERTIME	444	513	1,200	1,026	1,400
16						
17						
18						
19						
20	TOTAL	39,900	42,748	54,433	47,508	56,660
21						
22						
23	MATERIAL AND SUPPLIES					
24						
25	GAS AND OIL	9,305	10,763	12,000	11,560	13,300
26	TRAFFIC CONTROL DEVICES	0	561	650	0	700
27	UNIFORMS/APPAREL	361	300	470	291	500
28	SMALL TOOLS	361	302	800	526	800
29	CHEMICALS/MOSQUITO SPRAY	3,061	2,020	2,800	1,040	2,800
30	SAFETY EQUIPMENT	983	724	1,000	1,877	1,200
31	PAVING MATERIALS/ASPHALT	16,576	14,198	17,000	16,838	18,000
32	ROAD BASE/STABILIZATION	5,940	5,893	8,000	8,211	8,000
33	CONSUMABLES	64	212	400	507	400
34						
35						
36	TOTAL	36,651	34,973	43,120	40,850	45,700
37						
38	MAINTENANCE					
39						
40	EQUIPMENT	1,180	998	1,400	208	1,200
41	VEHICLE MAINTENANCE	295	1,598	1,500	629	1,600
42	EQUIPMENT MAINTENANCE	5,051	8,963	6,000	4,573	6,000
43	STREET SIGNS	396	2,412	2,000	583	2,000
44	CURBING & DRAINAGE	244	154	2,200	131	1,700
45	TIRES	2,018	2,184	2,000	3,120	2,000
46	CHEMICAL REPORT FEE	67	0	120	0	120
47						
48	TOTAL	9,251	16,309	15,220	9,244	14,620
49						

50 **STREETS**

51 continued

52

53

54

55 fixed cost per light for street lights throughout town

56 contract street paving

57 travel/training

58

59

60

61

62

63

64 3rd street repairs

65 large paving project funds from reserves

66 paid in full with budget amendment 17/18

67 radar speed signs x2 to be posted at each end of town

68

69

70

71

72

73

		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
50	**STREETS**					
51	continued	ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
52						
53	**TRAVEL/TRAINING/OVERHEAD**					
54						
55	**STREET LIGHTING**	35,976	46,585	53,000	46,556	47,000
56	**CONTRACT FOR PAVING**	0	0	0	0	0
57	**TRAVEL/TRAINING**	11	44	250	653	250
58						
59	**TOTAL**	35,987	46,629	53,250	47,209	47,250
60						
61						
62	**CAPITAL OUTLAY**					
63						
64	**3rd STREET IMPROVEMENTS**	3,391	0	0	0	0
65	**C.I.P. STREET IMPROVEMENTS**	341,000	0	0	0	0
66	**DUMP TRUCK**	0	8,000	0	0	0
67	**RADAR SPEED SIGNS**	0	0	0	0	6,200
68						
69	**TOTAL**	344,391	8,000	0	0	6,200
70						
71						
72	**TOTAL STREETS**	**466,180**	**148,659**	**166,023**	**144,811**	**170,430**
73						

FINANCE and ACCOUNTING

Finance and Accounting funds the salary for the City Secretary, Utility Clerk, and part-time Office Assistant.

The City Secretary is the Chief Financial Officer, responsible for legally posting all notices and agendas, for recording minutes of each official Council meeting, and for responding to Open Records requests. Additionally, the City Secretary is the Elections Officer, and coordinates all Municipal elections.

Financial activities include planning, administration, and supervision of all financial operations of the City. These financial operations include, but are not limited to, accounts payable, accounts receivable, payroll, general ledger maintenance, financial reports, data processing services, investments, and debt management.

The City Secretary maintains records of drug testing, employee health benefits, and all of the City's Physical Damage and Liability coverage.
The City Secretary/Finance Officer, while supervised by the City Administrator, is appointed by the City Council. This arrangement provides for a clear delineation of responsibilities, and establishes a superior set of checks and balances for the management of public funds.

The Utility Clerk is responsible for input of water meter reads to process utility bills, collecting funds, and accounting for those collections. The Clerk tracks all utility accounts and verifies meter reads for accurate billing. The Utility Clerk is responsible for ensuring TCEQ reporting compliance. The Utility Clerk is also the Municipal Court Clerk and works directly with the Municipal Judge.

The Utility Clerk and the Office Assistant are the first people the customer comes into contact with. They document complaints and relay the information to proper departments for action. They are professional and courteous and represent the City in a positive way.

1 **GENERAL FUND**
2
3 **FINANCE / ACCOUNTING**
4
5
6
7
8
9 salary for City Secretary
10 phone allowance @ $30 per month
11 vehicle allowance @ $80 per month for local errands
12 payroll taxes
13 health benefits @ $723.18 pp/monthly, employee pays 57.36, & life
14 retirement benefits--the City matches 1-1 on a 7% withholding
15 salary for the Office Assistant for 25 hrs a week
16 salary for Utility Clerk
17 overtime
18
19
20
21
22
23 logo shirts
24 calculators, etc
25 storage contains for city records
26
27
28
29
30 registration for conferences/meetings; TexasMunicipal Clerks Association
31 travel expenses; hotel, mileage, meals, flights
32 dues to Texas Municipal Clerks Association, payroll alert, etc..
33 bond for Utility Clerk, Office Assist
34 pre-employment drug/alcohol testing, random required by TxDOT
35 annual audit
36 INCODE software maintenance expense
37 bills, envelopes, purchase orders, receipts
38 revenue recovery for texas cities that collect unpaid utilities for each other
39 Finance and Accounting portion of monthly computer maintenance
40 upgrades & new software
41 cash collection module - Incode
42
43

1	GENERAL FUND					
2						
3	FINANCE / ACCOUNTING	2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
4		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
5						
6						
7	PERSONNEL SERVICES					
8						
9	CITY SECRETARY SALARY	36,275	36,275	40,785	43,567	42,050
10	PHONE ALLOWANCE	360	360	360	360	360
11	AUTOMOBILE ALLOWANCE	480	480	960	880	960
12	PAYROLL TAXES	5,343	5,051	6,340	5,993	6,340
13	HEALTH & LIFE INSURANCE	14,500	14,499	15,000	13,108	15,960
14	TMRS RETIREMENT	986	1,324	1,520	1,682	1,610
15	PART TIME WAGES	12,012	9,378	14,259	10,154	14,500
16	UTILITY CLERK WAGES	23,042	22,261	24,177	25,677	24,905
17	OVERTIME	0	166	200	233	200
18	TOTAL	92,998	89,794	103,601	101,654	106,885
19						
20						
21	MATERIAL AND SUPPLIES					
22						
23	UNIFORMS/APPAREL	200	0	200	155	200
24	MINOR APPARATUS/OFFICE EQ.	253	120	200	138	250
25	RECORDS RETENTION CONTAINER	0	0	3,200	0	3,200
26	TOTAL	453	120	3,600	293	3,650
27						
28	TRAVEL/TRAINING/OVERHEAD/CONTRACTED					
29						
30	EDUCATION/TRAINING	636	944	800	496	800
31	MEETINGS/TRAVEL EXPENSE	1,501	1,792	1,600	1,680	1,500
32	DUES/SUBSCRIPTIONS	369	305	300	332	350
33	BONDS	81	121	50	50	50
34	PHYSICAL/ALCOHOL/DRUG TESTING	600	936	600	910	600
35	AUDIT SERVICES	12,000	12,350	17,000	17,000	17,200
36	SERVICE CONTRACTS/INCODE	10,157	10,664	11,300	11,599	12,800
37	PRINTING EXPENSE	1,262	1,580	1,700	1,695	1,600
38	TEXAS REVENUE RECOVERY ASSN	253	175	300	195	300
39	MONTHLY COMPUTER MAINTENANCE	1,380	1,380	1,380	1,380	1,380
40	COMPUTER SOFTWARE	0	0	500	0	500
41	INCODE CASH COLLECTION MODULE	0	0	0	4,637	
42	TOTAL	28,239	30,247	35,530	39,974	37,080
43						
44						
45	TOTAL FINANCE / ACCOUNTING	121,690	120,161	142,731	141,921	147,615

TAX OFFICE

The Tax Department funds the expenses of the Donley Appraisal District, which is responsible for collecting ad valorem taxes for all taxing entities in Donley County. Clarendon pays the Appraisal District quarterly.

The Appraisal District provides mapping services, property descriptions, and appraisal services.

GENERAL FUND

TAX OFFICE

City of Clarendon pays an annual support fee to the Donley Apprasial District for appraisal and collection services. This fee is paid quarterly.

1	**GENERAL FUND**					
2						
3						
4	**TAX OFFICE**	**2016-2017**	**2017-2018**	**2018-2019**	**2018-2019**	**2019-2020**
5		**ACTUAL**	**ACTUAL**	**PROPOSED**	**ACTUAL**	**PROPOSED**
6						
7	**CONTRACTED SERVICES**					
8						
9	**APPRAISAL DISTRICT**	23,488	21,596	22,000	19,738	21,810
10						
11	**TOTAL**	23,488	21,596	22,000	19,738	21,810
12						
13	**TOTAL TAX OFFICE**	**23,488**	**21,596**	**22,000**	**19,738**	**21,810**
14						

MAYOR & CITY COUNCIL

The City of Clarendon is a Type "A" General Law city as defined by the State of Texas, and operates in accordance with the Constitution of the State of Texas. The Council consists of a Mayor and 5 Alderman, all whom are elected "at large" to 2-year staggered terms. The City of Clarendon has, by ordinance, created the position of City Administrator; the Council conducts long-range planning and establishes policies, and the City Administrator enforces those policies and manages the day-to-day operations of the City.

The goals of the Council are to set policies, approve funding levels, and to determine the levels of services provided by the City in order to develop and support a strong and economically viable community. The City Councils highest-priority concerns are the need for planning (capital improvements and equipment replacement), ways to attract new businesses and residents, promotion of heritage tourism, and the need for continual code compliance.

This budget includes funds to support the Mayor's and the Council's activities, provides a modest amount for training and associated travel, provides funding for elections, and funds a modest account for advertising and promotion of the community.

1 **GENERAL FUND**
2
3
4 **MAYOR & CITY COUNCIL**
5
6
7
8
9 3-ring binders; books, manuals; snacks
10 shirts for Council Members
11
12
13
14
15
16 school for CouncilMember training; TML regional and annual conference
17 TML Quarterly Meeting
18 hotel/travel to TML Annual Conference and Council training
19 annual election expense-often shared with CISD and Hospital Dist.
20 local ads-- Christmas ad, 4th of July, Veterans day, etc....
21 TML and PRPC annual dues
22 bond for Mayor & Mayor Pro Tem
23 annual email domain fee
24
25
26
27 cooperative efforts for community programs
28 tourism promo other than Chamber initiatives--like refrigerator magnets with City logo
29
30
31
32
33
34
35
36
37

1	**GENERAL FUND**					
2						
3						
4	**MAYOR & CITY COUNCIL**	2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
5		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
6						
7	**MATERIAL and SUPPLIES**					
8						
9	SUPPLIES for MEETINGS	175	105	200	196	200
10	APPAREL	0	0	300	34	300
11						
12	**TOTAL**	175	105	500	230	500
13						
14	**TRAVEL/TRAINING/OVERHEAD/CONTRACTED**					
15						
16	EDUCATION/TRAINING	67	0	500	0	500
17	TML QUARTERLY MEETING	0	0	900	0	900
18	MEETINGS/TRAVEL	286	529	600	419	700
19	ELECTIONS	2,116	36	2,400	2,544	2,500
20	ADVERTISING-LOCAL	843	664	1,200	978	1,200
21	DUES and SUBSCRIPTIONS	1,004	1,054	1,200	1,010	1,000
22	BONDS	35	286	0	0	0
23	INTERNET EMAIL DOMAIN	0	0		0	
24	**TOTAL**	4,351	2,569	6,800	4,951	6,800
25						
26	**PROJECTS**					
27						
28	COMMUNITY PROGRAMS	2,000	2,000	2,000	2,000	2,000
29	ADVERTISING-PROMOTION	167	174	500	0	600
30						
31						
32	**TOTAL**	2,167	2,174	2,500	2,000	2,600
33						
34	**TOTAL CITY COUNCIL**	**6,693**	**4,848**	**9,800**	**7,181**	**9,900**

AIRPORT

The Airport Department funds support maintenance at Bass Field/Smiley Johnson Airport, a municipal airport owned and maintained by the City of Clarendon.

The City of Clarendon leases land for private aircraft hangars, and this income just covers the expense of mowing, maintaining lighting equipment, and the electricity for runway lighting.

In accordance to City Ordinance 290; an airport board was created.

On November 13, 2018, the Donley County Commissioners Court appointed Chancy Cruse and Chris Schollenbarger to the City-County Joint Airport Zoning Board.

On November 15, 2018, the Clarendon Appointed John Morrow and Bright Newhouse III to the City-County Joint Airport Zoning Board.

On April 2, 2019, the City-County Joint Airport Zoning Board appointed City Secretary, Machiel Covey as fifth member and secretary to the board.

On May 9, 2019, The Clarendon City Council approved a Resolution, authorizing the establishment of an Airport Maintenance Banking account to be used for donated funds.

During the 2018/2019 fiscal year, the airport board raised over $25,000 in donations to match a 50/50 RAMP Grant through TXDOT. The funds were used to sealcoat and restripe the runway and apron.

1	**GENERAL FUND**
2	
3	
4	**AIRPORT**
5	
6	
7	electricity for runway lights and beacon; water well pump
8	repairs/replacement of damaged or burned-out lights
9	chains for tie-down; marking paint; well repairs
10	cleaning the pilots lounge- 50 monthly
11	cleaning supplies
12	paper towels and toilet paper in pilots' lounge
13	ramp grant match 50/50
14	sealcoat & striping ramp grant funds
15	
16	
17	

1	**GENERAL FUND**				
2					
3					
4	**AIRPORT**	2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
5		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
6						
7	ELECTRICITY	1,841	1,680	1,800	1,494	1,900
8	LIGHTS	32	201	750	48	750
9	REPAIRS & MAINTENANCE	196	683	1,000	153	1000
10	HOUSEKEEPING	600	600	800	400	850
11	HOUSEKEEPING SUPPLIES	11	31	150	46	150
12	CONSUMABLES	41	96	120	75	125
13	CRACK SEALING	0	0	31,440	21,387	0
14	SEALCOAT & STRIPING	0	0	0	12,000	0
15						
16						
17						
18	**TOTAL AIRPORT**	**2,721**	**3,291**	**36,060**	**35,603**	**4,775**

LAW ENFORCEMENT

For many years, the Donley County Sheriff's Department has provided Law Enforcement Services to the City of Clarendon.

On October 01, 2015, the City and Donley County entered into a 5-year agreement which provided for a base rate of compensation and a 2% annual increase. The City is currently in the process of reviewing the contract effective October 1, 2020.

Fines and court costs for ordinance violations and Class C misdemeanors within the City all are payable to the City.

The Sheriff's office provides all personnel and equipment for law enforcement, dispatching, and incarcerations.

GENERAL FUND

LAW ENFORCEMENT

PRPC has taken the responsibility of paying this electricity
contract for law enforcement services; 2% annual increase
support for 911 system

1	**GENERAL FUND**					
2						
3						
4	**LAW ENFORCEMENT**	2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
5		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
6						
7	**MAINTENANCE**					
8						
9	MAINTENANCE to TOWER	0	0	0	0	0
10						
11	**TOTAL**	0	0	0	0	0
12						
13	CONTRACTUAL SERVICES					
14						
15	ELECTRIC UTILITIES	0	0	0	0	0
16	LAW ENFORCEMENT CONTRACT	149,331	152,318	155,370	155,370	158,800
17	PANCOM 911 SYSTEM SUPPORT	336	407	475	427	475
18						
19	**TOTAL**	149,667	152,725	155,845	155,797	159,275
20						
21						
22	TOTAL LAW ENFORCEMENT	**149,667**	**152,725**	**156,045**	**155,797**	**159,275**

MUNICIPAL COURT

The Legal and Court Department funds the monthly salary for a part-time Municipal Judge, expenses for the hourly cost of the City Attorney.

The Municipal Judge is generally in the office 2 days a week, and is available on an "as-needed" basis. The Municipal Judge deals with Ordinance violations and all Class C Misdemeanors, occasionally presides over jury trials, and provides arraignments as needed.

The City Attorney is selected by the City Council, and is paid hourly for work on an "as-needed" basis. The City Attorney also acts as Prosecutor in jury trials.

The City Attorney is James Shelton with Shelton & Shelton, PLCC.

1 **GENERAL FUND**
2
3
4 **MUNICIPAL COURT**
5
6
7
8
9
10 $698.81/month salary for Municipal Judge
11 payroll taxes
12 ~~Court Clerk 0.30 per hour Certification Pay~~
13 ~~Court Clerk retirement on the .30 per hour~~
14
15
16
17 paper, rubber stanps, file folders, docket books; general office supplies
18 calculator; etc
19 filing cabinet, etc.
20 required by legislature- moved to m. court building security fund
21
22
23
24
25
26 monthly computer mx- paid by reserve funds in municipal court tech fund
27 court software & maintenance
28
29
30
31
32
33 City Attorney and Prosecutor expense; accumulated hourly
34 the city does not retain an assistant city attorney at this time
35 travel expense to schools and meetings--Judge
36 schooling expense--Judge
37 schooling expense--Clerk
38 travel expense to schools and meetings--Clerk
39 telephone and internet
40 failure to apprear (FTA) program through DPS
41 postage for letters and notices; jury summons
42 pass-thru from fines
43 expense for jury trials;
44 Purdue-Fielding collects unpaid Municipal Court fines
45 organizational dues
46 bond for Municipal Judge
47
48
49
50
51
52

1	**GENERAL FUND**					
2						
3						
4	**MUNICIPAL COURT**	2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
5		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
6						
7						
8	**PERSONNEL SERVICES**					
9						
10	JUDGES SALARY	7,565	7,754	8,180	8,141	8,440
11	PAYROLL TAXES	579	636	695	649	710
12	COURT CLERK SALARY	0	622	800	377	0
13	COURT CLERK RETIREMENT	0	12	20	8	0
14	TOTAL	8,144	9,024	9,695	9,175	9,150
15						
16	**MATERIAL AND SUPPLIES**					
17						
18	OFFICE SUPPLIES	172	98	250	250	250
19	MINOR TOOLS AND APPARATUS	85	100	150	150	150
20	FURNITURE AND FIXTURES	0	206	130	102	670
21	SECURITY	0	0	0	0	1,500
22						
23	TOTAL	257	404	530	502	2,570
24						
25	**MAINTENANCE OF EQUIPMENT**					
26						
27	MONTHLY COMPUTER MAINTENAINCE	1,415	0	0	0	1,380
28	COMPUTER SOFTWARE & MAINT.	2,610	2,610	2,650	2,610	2,650
29						
30	TOTAL	4,025	2,610	2,650	2,610	4,030
31						
32	**TRAVEL/TRAINING/OVERHEAD/CONTRACTED**					
33						
34	CITY ATTORNEY	4,528	5,247	3,500	2,670	3,500
35	ASSISTANT CITY ATTORNEY	1,855	490	500	1,004	0
36	JUDGE -TRAVEL EXPENSE	0	100	250	473	350
37	JUDGE -TRAINING	150	100	250	350	500
38	CLERK - TRAINING	0	0	200	200	800
39	CLERK - TRAVEL	0	0	200	200	400
40	TELEPHONE & INTERNET	720	720	800	692	800
41	OMNIBASE FEES	48	78	100	66	125
42	POSTAGE	193	197	125	47	125
43	STATE COURT FEES	2,332	5,004	4,400	5,059	5,500
44	COURT & TRIAL EXPENSE	0	0	200	0	200
45	COLLECTION FEES (PERDUE-FIELDING)	497	418	900	424	900
46	DUES & SUBSCRIPTIONS	0	0	100	0	100
47	BOND	17	25	50	25	50
48						
49	TOTAL	10,340	12,379	11,575	11,210	13,350
50						
51						
52						
53	**TOTAL LEGAL AND COURT**	**22,766**	**24,417**	**24,450**	**23,497**	**29,100**

FIRE and SAFETY

The Clarendon Volunteer Fire Department is an all-volunteer organization that protects the lives of the citizens by providing prompt and efficient rescue services. Its mission is to protect property from loss to fire or other natural disaster by providing fire suppression, fire prevention, fire rescue, and enforcement of State and local laws.

The Clarendon Volunteer Fire Department is also a "first responder" at motor vehicle accidents. Firefighters are cross-trained in Emergency Medical Services and have the equipment and the experience to extract victims from crushed vehicles. Of note is their Dive Team, the best-trained group in the area for providing underwater search, rescue, and recovery.

Fire Department activities include administration, fire prevention, fire control, rescue operations, communications, equipment and facilities maintenance, training, inspections, emergency care, emergency preparedness, and emergency medical training. Part of the emergency preparedness includes "storm spotting".

The City of Clarendon supports the Fire Department by funding its physical damage and liability insurance on vehicles and building, and also funds a portion of their operations with a monthly stipend.

The City Fire Marshal is funded from this department.

Approximately 40% of the calls for service are within the City Limits of Clarendon.

1	**GENERAL FUND**
2	
3	
4	**FIRE AND SAFETY**
5	
6	
7	
8	
9	Jeremy Powell's salary as the City's Fire Marshal
10	payroll tax
11	
12	
13	
14	
15	
16	stipend paid to fire department
17	
18	
19	
20	
21	
22	food and drinks for when firefighters are active for extended periods without support
23	repairs to remote sirens across town
24	Vol Fire Dept is included in the City's audit; they pay their portion
25	we pay fuel expenses for travel to schools
26	telephone service/siren loop- no longer needed
27	Jeremy Powels travel expense as the EMC
28	Jeremy Powels training expense as the EMC
29	
30	
31	

1	GENERAL FUND					
2						
3						
4	FIRE AND SAFETY	2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
5		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
6						
7	PERSONNEL SERVICES					
8						
9	SALARIES--FIRE MARSHAL	1,891	1,938	2,047	2,035	2,110
10	TAXES-SOC SEC	145	148	175	156	175
11						
12	TOTAL	2,036	2,086	2,222	2,191	2,285
13						
14	MATERIAL and SUPPLIES					
15						
16	FUEL and OPERATIONS SUBSIDY	18,000	18,000	18,000	18,000	18,000
17						
18	TOTAL	18,000	18,000	18,000	18,000	18,000
19						
20	TRAVEL/TRAINING/OVERHEAD/CONTRACTED					
21						
22	EMERGENCY SUPPORT	0	238	400	0	400
23	SIREN MAINTENANCE and REPAIRS	13,000	8,960	0	0	500
24	AUDIT	250	255	300	0	300
25	TRAVEL EXPENSE--SCHOOLS	211	181	300	223	300
26	TELEPHONE/SIREN LOOPS	418	353	0	0	0
27	EMC TRAVEL	0	0	0	0	250
28	EMC TRAINING	0	0	0	0	200
29	TOTAL	13,879	9,987	1,000	223	1,950
30						
31	TOTAL FIRE DEPT	33,915	30,073	21,222	20,414	22,235

CODE COMPLIANCE

The mission of the Code Compliance Department is to promote the health and safety of the citizens by ensuring that all applicable ordinances and state laws have been and are being followed. Additionally, the Code Compliance Department is responsible for Animal Control activities as well as Nuisance Abatement activities, including junked vehicle removal and tall grass/weed abatement.

This department funds one combination Code Compliance and Animal Control Officer.

A viable Code Compliance Department will improve the aesthetics of the community while helping to maintain property values. Additionally, a strong Code Compliance Department will help us improve the fire insurance key rate discount.

CODE COMPLIANCE

payroll for Code Compliance Officer
payroll taxes
life insurance, employee has health insurance provided by prior employer
city matches 1-1 on 7% withholding
overtime for occasional night calls about animal control

cleanning supplies
basic office supplies
fuel and oil for 1 vehicle
provided by uniform service
animal snare; traps
chemicals for euthanasia
drugs for tranquilizer gun
dog and cat food
cat litter; paper towels
gloves;locks
printing door hangers; violation books
food bowls, leashes, food storage containers, etc....
$125.00 quarterly medication, food,support/ anamial adoption service

repairs to 1 vehicle
repairs to euthanasia equipment/ cages/catch poles repairs

1	GENERAL FUND					
2						
3	CODE COMPLIANCE	2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
4		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
5						
6	PERSONNEL SERVICES					
7						
8	SALARY/WAGES	30,231	26,520	31,950	30,861	32,910
9	TAXES-SOC SEC	2,327	2,152	2,420	2,437	2,530
10	LIFE and HEALTH INSURANCE	75	-6	75	81	80
11	TMRS RETIREMENT	416	537	530	658	655
12	OVERTIME	185	517	500	312	500
13						
14						
15						
16						
17	TOTAL	33,234	29,720	35,475	34,349	36,675
18						
19	MATERIAL AND SUPPLIES					
20	CLEANING SUPPLIES	0	0	50	0	100
21	OFFICE SUPPLIES	0	10	80	76	80
22	GAS AND OIL	1,987	2,091	2,300	2,301	2,420
23	UNIFORMS/APPAREL	115	276	300	242	330
24	MINOR APPARATUS/SMALL TOOL	335	345	1,400	206	1,000
25	CHEMICALS	146	117	220	0	220
26	TRANQUILIZER GUN/AMMO	0	0	100	0	100
27	FOOD FOR ANIMALS	265	91	375	276	375
28	CONSUMABLES	80	208	150	3	125
29	SAFETY EQUIPMENT	63	10	350	345	300
30	PRINTING EXPENSE	0	121	250	75	200
31	MINOR SUPPLIES	0	0	200	0	200
32	ANIMAL ADOPTION SERVICE	0	0	500	500	500
33	TOTAL	2,991	3,269	6,225	4,024	5,950
34						
35	MAINTENANCE					
36						
37	MOTOR VEHICLE REPAIRS	570	533	700	636	850
38	EQUIPMENT REPAIRS	92	0	300	12	300
39						
40	TOTAL	662	533	1,000	648	1,150
41						

41

42 **CODE COMPLIANCE**

43 continued

44

45

46

47 demolition of condemned structures

48 International Code Council (ICC) membership

49 travel expense to meetings and schools

50 code enforcement school, backflow testing school, animal control school

51 City cell phone

52 postage for violation notices

53 boarding for strays; rabies testing

55 consulting & trial attorney fees

56 updating clarendons code of ordinances by codification

57 electricity at Animal Control facility

58 contract clean-up of private properties in violation of codes

59 Code Compliance portion of monthly computer maintenance

60

61

62

63

64 improvements to Animal Control facility

65 cat and dog cages

66 third of three payments for Code vehicle

67 funds to construct monofill

68

69

70

42						
43	**CODE COMPLIANCE**	2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
44	continued	ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
45						
46	TRAVEL/TRAINING/OVERHEAD					
47	DEMOLITION	0	12,267	12,000	9,397	15,000
48	DUES	0	100	150	50	150
49	MEETINGS/TRAVEL EXP	42	532	500	709	700
50	TRAINING	0	895	400	150	300
51	CELL PHONE	284	174	360	645	400
52	POSTAGE	20	0	200	1	150
53	PROF SERVICES/VETERINARY	162	370	500	14	500
54	ATTORNEY FEES	2,705	1,371	2,000	2,371	2,000
55	ORDINANCE CODIFICATION	1,255	415	300	275	300
56	UTILITIES (ELECTRICITY)	52	68	100	63	100
57	CONTRACT MOWING	50	0	500	645	750
58	COMPUTER MAINT.	1,380	1,380	1,380	1,380	1,380
59	TOTAL	5,950	17,572	18,390	15,700	21,730
60						
61	**CAPITAL EXPENSE**					
62						
63	BUILDING IMPROVEMENTS	0	29	2,000	0	1,000
64	CAGES	88	0	500	351	350
65	TRANSFER TO ROLLING STOCK	4,500	4,500	4,500	4,500	0
66	MONOFILL CONSTRUCTION	0	9,708	0	0	0
67						
68	TOTAL CAPITAL EXPENSE	4,588	14,237	7,000	4,851	1,350
69						
70	**TOTAL CODE COMPLIANCE**	**47,425**	**65,331**	**68,090**	**59,572**	**66,855**

CITY HALL

The City Hall Department funds the comprehensive maintenance of the City Hall building. Additionally, expenses of general benefit to all City departments are funded here: telephone/internet service, utilities (electric and gas), copier lease; computer network maintenance; post office box rent; general office supplies; and all of the expense of the City's Physical Damage and General Liability insurance.

Neither salaries nor wages are paid from this department.

1 **GENERAL FUND**
2
3
4 **CITY HALL**
5
6
7
8 christmas party, thanksgiving turkey, appreciation breakfast,summer picnic
9
10
11
12
13
14 houskeeping supplies
15 office supplies for City Hall department functions
16 fire extinguisher maintenance
17 security camera
18
19
20
21
22
23 hardware maintenance to servers and back-up drives
24 repairs to City Hall building including paint, tile, carpet, etc
25 repairs to office equipment
26
27
28
29
30
31 mail box for City Hall
32 postage for all City Hall functions
33 physical damage/liability/workers comp coverage/bonds
34 flowers from City recognizing the passing of family of elected officials or employees
35 electricity for City Hall
36 gas for City Hall
37 telephone and internet for City Hall
38 weekly cleaning of city hall
39 lease for general-use copy machine
40 quarterly pest control services
41 paper towels; toilet paper
42 Pitney-Powes postage machine
43 2 mats with city logo for office entrance and walkway
44 6 network business phones and 2 headsets - complete system
45
46
47
48
49
50
51 313 S. Sully - new City Hall
52 new computer equipment
53
54

1	**GENERAL FUND**					
2						
3	**CITY HALL**	2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
4		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
5						
6	**PERSONNEL SERVICES**					
7						
8	EMPLOYEE APPRECIATION EVENTS	2,677	3,354	4,000	3,376	4,000
9						
10	TOTAL	2,677	3,354	4,000	3,376	4,000
11						
12	**MATERIAL AND SUPPLIES**					
13						
14	HOUSEKEEPING SUPPLIES	201	160	250	187	250
15	OFFICE SUPPLIES	2,498	2,350	3,000	2,861	3,200
16	SAFETY EQUIPMENT	94	113	130	28	130
17	SECURITY EQUIPMENT	0	115	200	0	200
18						
19	TOTAL	2,793	2,738	3,580	3,076	3,780
20						
21	**MAINTENANCE OF EQUIPMENT**					
22						
23	MONTHLY COMPUTER MAINTENANCE	270	36	0	0	0
24	BUILDING MAINTENANCE	1,069	13,449	25,000	2,460	35,000
25	EQUIPMENT MAINTENANCE	41	355	500	192	500
26						
27	TOTAL	1,380	13,840	25,500	2,652	35,500
28						
29	**TRAVEL/TRAINING/OVERHEAD/CONTRACTED**					
30						
31	POST OFFICE BOX RENT	86	92	115	92	110
32	POSTAGE	5,327	5,685	6,000	5,330	6,200
33	TMLIRP INSURANCE	51,647	55,867	63,250	64,761	65,000
34	BEREAVEMENT	81	261	300	136	300
35	UTILITIES (ELECTRIC)	3,535	4,927	3,700	4,133	3,850
36	UTILITIES (GAS)	1,880	1,931	3,200	1,976	3,300
37	TELEPHONE/INTERNET	979	994	1,250	880	1,200
38	HOUSEKEEPING	1,800	1,800	2,200	1,800	2,200
39	COPIER LEASE	1,585	1,453	2,400	1,585	2,400
40	PEST CONTROL	500	500	575	375	575
41	CONSUMABLES	933	705	950	860	850
42	EQUIPMENT RENTALS	329	222	500	64	500
43	SERVICE MATS (2)	423	468	500	364	500
44	BUISNESS PHONE SYSTEM	3,500	0	0	0	4,435
45						
46						
47	TOTAL	72,605	74,905	84,940	82,356	91,420
48						
49	**PROJECTS / CAPITAL OUTLAY**					
50						
51	BUILDING PURCHASE	0	0	0	165,301	0
52	COMPUTER EQUIPMENT	556	1,242	3,500	3,143	3,500
53						
54	TOTAL	556	1,242	3,500	168,444	3,500
55						
56	**TOTAL CITY HALL**	**80,011**	**96,079**	**121,520**	**259,904**	**138,200**

LIBRARY

This department funds the Gabie Betts Burton Memorial Library. One full-time Librarian and 3 part-time Library assistants are funded.

Activities include providing six computers for public use, educational programs for all ages, and, of course, books and periodicals.

Donley County also provides financial support for the library. The County contributes $30,000 annually made in monthly payments.

1
2
3
4 **LIBRARY**
5
6
7
8 payroll for Librarian
9 payroll--3 part-time employees
10 payroll taxes
11 life benefits, Librarian on medicare
12 city matches 1-1 on 7% withholding
13
14
15
16
17
18
19
20 basic office supplies
21 calculator, etc
22 houskeeping supplies
23 books, other than those purchased with grant funds
24 paper towels, etc.
25 shirt's with City logo
26
27
28
29
30 maintenance to staff & public-use computers
31 repairs to building
32 computer equipment & programs
33
34
35
36
37
38
39 travel expense to meetings and schools
40 membership to library organizations
41 electric utilities
42 gas utilities
43 telephone; internet
44 quarterly pest control services
45 annual contract for user fee & maintenance
46 annual fire extinguisher service
47 bond for librarian
48
49
50
51

1	**GENERAL FUND**					
2						
3	**LIBRARY**	2016-2017	2017-2018	2018-2018	2018-2018	2018-2018
4		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
5						
6	**PERSONNEL SERVICES**					
7						
8	SALARIES	28,654	29,064	30,444	30,345	31,360
9	PART TIME SALARIES	19,814	20,200	24,205	20,760	24,940
10	PAYROLL TAXES	3,636	3,697	4,210	3,837	4,320
11	HEALTH & LIFE INSURANCE	75	64	125	30	125
12	TMRS RETIREMENT	393	560	725	626	620
13						
14						
15						
16	**TOTAL**	52,572	53,585	59,709	55,598	61,365
17						
18	**MATERIAL AND SUPPLIES**					
19						
20	OFFICE SUPPLIES	708	1,327	1,200	1,735	1,400
21	MINOR APPARATUS/OFFICE MACHINES	0	75	300	419	300
22	HOUSEKEEPING SUPPLIES	160	140	260	0	250
23	BOOKS	2,940	3,222	3,500	2,781	3,700
24	CONSUMABLES	159	139	200	383	200
25	UNIFORMS	0	0	0	0	0
26	**TOTAL**	3,967	4,903	5,460	5,318	5,850
27						
28	**MAINTENANCE OF EQUIPMENT**					
29						
30	MONTHLY COMPUTER MAINTENANCE	1,485	1,380	1,380	1,380	1,380
31	BUILDING MAINTENANCE	753	987	1,500	15,988	2,000
32	COMPUTER HARDWARE/SOFTWARE	241	207	500	132	500
33						
34	**TOTAL**	2,479	2,574	3,380	17,500	3,880
35						
36	**TRAVEL/TRAINING/OVERHEAD/CONTRACTED**					
37						
38						
39	TRAVEL & TRAINING	194	194	850	64	750
40	DUES	150	164	250	142	200
41	UTILITIES (ELECTRIC)	2,437	3,050	2,450	2,663	2,500
42	UTILITIES (GAS)	974	1,057	1,500	1,101	1,500
43	TELEPHONE & INTERNET	720	720	825	660	825
44	PEST CONTROL	500	500	500	375	500
45	HARRINGTON USER FEE	3,118	2,700	3,300	3,294	3,400
46	SAFETY EQ. & MAINTENANCE	20	12	60	48	80
47	BOND	0	0	50	25	50
48						
49						
50	**TOTAL**	8,113	8,397	9,785	8,372	9,805
51						
52	**TOTAL LIBRARY**	**67,131**	**69,459**	**78,334**	**86,788**	**80,900**

ADMINISTRATION

The Administration Department funds the salary for the City Administrator, including expenses for travel and training.

The City Administrator is hired by, and serves at the pleasure of the Council. The City Administrator is responsible for administration of all personnel, enforcement of all of the City Council's policies, public relations, and is responsible for the efficient operation of all governmental operations and activities.

1 **GENERAL FUND**
2
3 **ADMINISTRATION**
4
5
6
7 Salary for City Administrator
8 350.00 per month for vehicle use
9 payroll tax
10 health benefits; $723.18 pp monthly,employee pays $57.36, plus life
11 retirement benefits--the City matches 1-1 on a 7% withholding
12
13
14
15
16
17
18
19
20 calculators, etc..
21 City cell phone
22 Administration portion of monthly computer maintenance
23
24
25
26
27
28
29 travel and lodging for meetings, conferences, schools
30 registration for various meetings/seminars
31 Texas City Management Association; Lions Club
32 minor expenses like meals for visiting engineers and consultants
33 annual bond for handling City money
34 boil water notices; ordinance publications
35 budget notices are now required to be separate from ther legal notices
36
37
38

1	**GENERAL FUND**					
2						
3	**ADMINISTRATION**	2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
4		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
5						
6						
7	SALARIES/WAGES	61,827	68,163	68,495	70,208	73,015
8	AUTOMOBILE ALLOWANCE	3,600	3,600	4,200	4,200	4,200
9	TAXES-SOC SEC	4,958	5,393	5,300	5,596	5,600
10	LIFE & HEALTH INSURANCE	7,250	7,355	7,500	7,580	7,980
11	TMRS RETIREMENT	896	1,382	1,670	1,536	1,550
12						
13						
14						
15	TOTAL	78,531	85,893	87,165	89,120	92,345
16						
17						
18	**MATERIAL AND SUPPLIES**					
19						
20	MINOR APPARATUS	0	0	150	0	150
21	CELL PHONE	539	648	500	743	700
22	COMPUTER MONTHLY IT SERVICE	1,380	1,380	1,380	1,380	1,380
23						
24	TOTAL	1,919	2,028	2,030	2,123	2,230
25						
26						
27	**TRAVEL/TRAINING/OVERHEAD/CONTRACTED**					
28						
29	MEETINGS/TRAVEL EXPENSES	95	842	700	26	1,000
30	EDUCATION/TRAINING	198	280	800	536	1,000
31	DUES/SUBSCRIPTIONS	115	20	200	0	200
32	EXPENSE ACCOUNT	19	68	300	0	500
33	INSURANCE/BONDS	20	0	0	0	0
34	LEGAL NOTICES	701	921	1,250	290	1,250
35	BUDGET NOTICES	0	0	70	0	70
36	TOTAL	1,148	2,131	3,320	852	4,020
37						
38	**TOTAL ADMINISTRATION**	**81,598**	**90,052**	**92,515**	**92,095**	**98,595**

PARKS

The mission of the Parks Department is to provide and maintain the outdoor recreational facilities of the City in a safe and attractive condition.

Parks Department responsibilities include mowing, maintenance of playground equipment, and maintenance around the ball fields and the park restroom facilities.

Clarendon park facilities include park area located between 6th and 7th Streets, just east of Park Street.

The Parks Department's single employee position is a seasonal positional of 25 hours a week, $9.00 an hour for 20 weeks during the summer.

GENERAL FUND

PARKS

temporary summer worker for 25 hrs. a week, 9.00 hr., 20 weeks
payroll taxes for summer help

t-shirt w/city logo
weedeater string, hand tools
1 vehicle, mowers, weedeaters
weedkiller
safety glasses
shop towels; wasp spray; gloves, paper products for restrooms

repairs to restrooms-toilets & lavatories, towel dispensers
repairs to mowers/weedeaters
hired services done in the park- tree trimming, etc..
mowed ditches to pool area

weedeater
bench
trash can
material for ground cover in the old horseshoe pit- moving child riding toys there
purchase Zeyen property 117 E. 5th

1	GENERAL FUND					
2						
3						
4	PARKS	2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
5		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
6						
7	PERSONNEL SERVICES					
8						
9	TEMPORARY/SUMMER HELP	3,915	2,592	4,725	4,536	4,870
10	PAYROLL TAXES	299	198	390	347	380
11						
12						
13						
14						
15						
16						
17						
18						
19	TOTAL	4,214	2,790	5,115	4,883	5,250
20						
21	MATERIAL AND SUPPLIES					
22						
23	UNIFORMS/APPAREL	0	0	120	0	125
24	SMALL TOOLS	0	10	650	0	700
25	FUEL AND OIL	123	63	300	139	350
26	CHEMICALS/HERBICIDE/PESTICIDE	0	39	200	39	200
27	SAFETY EQUIPMENT	0	15	150	0	150
28	CONSUMABLES	17	20	150	36	150
29						
30						
31	TOTAL	140	147	1,570	214	1,675
32						
33	MAINTENANCE					
34						
35	RESTROOMS MAINTENANCE	21	45	300	0	275
36	EQUIPMENT/PARTS	569	1,160	500	684	500
37	PROFESSIONAL SERVICES	0	12,890	0	0	700
38	CONTRACT MOWING	0	0	0	910	0
39	TOTAL	590	14,095	800	1,594	1,475
40						
41	CAPITAL OUTLAY					
42						
43	WEEDEATER	0	280	0	0	300
44	BENCH	0	0	700	0	850
45	GARBAGE RECEPTICLE	0	0	500	0	0
46	PLAY GROUND AREA	0	0	600	0	0
47	PROPERTY PURCHASE	0	0	0	18,315	0
48	TOTAL	0	280	1,800	18,315	1,150
49						
50	TOTAL PARKS	4,944	17,312	9,285	25,006	9,550

POOL OPERATIONS

This department was added in the 2017/2018 FY to track revenue and expenses for the City Pool.

1 **GENERAL FUND**
2
3
4 **POOL**
5
6
7
8
9 Salaries for Pool Personel
10 Payroll expense
11 Aquatics Manager and Lifegaurd Training
12
13
14
15
16
17
18
19
20
21
22
23 Uniform Expense
24 Drinks, Candy, Snacks
25 Pool Treatment Chemicals
26 Electricity Expense
27 Phone bill
28
29
30
31
32
33
34 Cleaning Supplies, soap, Paper Goods
35 Maintaince and Repair Parts and equipment
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50

1	GENERAL FUND					
2						
3						
4	POOL	2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
5		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
6						
7	PERSONNEL SERVICES					
8						
9	TEMPORARY/SUMMER HELP	0	0	25,000	0	25,000
10	TAXES-SOC SEC	0	0	1,925	0	1,925
11	TRAINING	0	0	1,000	0	1,200
12						
13						
14						
15						
16						
17						
18						
19	TOTAL	0	0	27,925	0	28,125
20						
21	MATERIAL AND SUPPLIES					
22						
23	UNIFORMS	0	0	350	0	350
24	CONCESSIONS	0	0	4,875	0	4,875
25	CHEMICALS	0	0	5,100	0	5,100
26	ELECTRICITY	0	0	3,400	0	3,400
27	TELEPHONE	0	0	600	0	600
28						
29						
30	TOTAL	0	0	14,325	0	14,325
31						
32	MAINTENANCE					
33						
34	RESTROOMS MAINTENANCE	0	0	600	0	600
35	EQUIPMENT/PARTS	0	0	4,275	0	4,275
36						
37						
38	TOTAL	0	0	4,875	0	4,875
39						
40	CAPITAL OUTLAY					
41						
42						
43						
44						
45						
46	TOTAL	0	0	0	0	0
47						
48						
49	TOTAL POOL	0	0	47,125	0	47,325

DEBT SERVICE and TRANSFERS

This department is the .5 percent of the 2. percent sales tax which is collected in favor of the City of Clarendon, but is passed through to the Clarendon Economic Development Corporation. The City retains 1.5 of the sales tax.

Transfers from the General Fund to other funds go through this department.

1
2 **GENERAL FUND**
3
4
5 **DEBT SERVICE / TRANSFERS**
6
7
8
9
10 Sales Tax pass-thru to EDC
11 To I & S CD and retain for 2012 Tax Notes and Bonds balloon payments
12 pass through for texpool
13 txdot ramp match
14
15
16
17

1	**GENERAL FUND**					
2						
3						
4	**DEBT SERVICE / TRANSFERS**	**2016-2017**	**2017-2018**	**2018-2019**	**2018-2019**	**2019-2020**
5		**ACTUAL**	**ACTUAL**	**PROPOSED**	**ACTUAL**	**PROPOSED**
6						
7						
8	**TRANSFERS**					
9						
10	**TRANS TO EDC**	99,184	101,226	100,250	107,444	102,500
11	**TRANS TO TAX NOTES & BOND CD**	0	200,000	0	0	0
12	**TRANS TO TX POOL**	0	57,745	0	467,829	0
13	**TRANS TO AIRPORT MX FUND**	0	0	0	17,765	
14	**TOTAL TRANSFERS**	99,184	358,971	100,250	593,038	102,500
15						
16	**TOTAL DEBT SERVICE**					
17	**and TRANSFERS**	**99,184**	**358,971**	**100,250**	**593,038**	**102,500**

ENTERPRISE FUND

1	**ENTERPRISE FUND**					
2						
3						
4	**REVENUE**					
5		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
6		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
7						
8	WATER SALES	519,641	559,150	508,870	540,431	548,000
9	WATER TAP/CONNECTION FEES	1,075	3,866	4,000	1,600	2,000
10	SEWER TAP/CONNECTION FEES	165	400	800	2,000	800
11	SOLID WASTE DISPOSAL	379,617	356,687	361,000	357,825	378,300
12	TRANSFER STATION/GATE FEES	8,272	7,661	6,200	9,140	7,100
13	RECYCLING	16,035	14,962	9,500	10,696	10,750
14	LATE PAYMENT PENALTIES	14,474	13,261	12,500	12,374	12,000
15	BULK WATER	460	8,006	850	1,125	850
16	MISC	202	0	1,000	0	1,500
17	RETURNED CHECK FEES	353	147	100	280	200
18	RECONNECT FEES	3,307	3,499	3,450	4,415	4,200
19	TIRE RECYCLING PROJECT	2,879	1,858	2,500	494	150
20	WASTEWATER DUMPING FEE	121	267	300	315	300
21	40 YARD DUMPSTER FEE	16,069	11,369	4,500	5,305	5,200
22	SEWER SALES	219,674	233,098	225,125	228,434	235,700
23	LIMBS AND YARWASTE	0	995	700	55	300
24	RAW WATER SALES	63,947	61,938	64,000	68,705	53,000
25	WATER METER TEST FEE	95	0	120	0	120
26	TOTAL	1,246,386	1,277,164	1,205,515	1,243,194	1,260,470
27						
28						
29	**TOTAL ENTERPRISE FUND REVENU**	**1,246,386**	**1,277,164**	**1,205,515**	**1,243,194**	**1,260,470**

WATER

OPERATIONS AND MAINTENANCE

The mission of the Water Department is to distribute potable water to the residential and commercial customers of the City of Clarendon.
Water responsibilities include storing and distributing treated water which is produced by Greenbelt Municipal and Industrial Water Authority. Related responsibilities include water line installation and repair as well as fire hydrant installation and maintenance.

The Water Department is funded for two (2) full-time positions: the 66% of the Public Works Director salary.

Employees from this department will install, replace water infrastructure, and read water meters.

1 **UTILITY FUND**
2
3
4 **WATER OPERATIONS AND MAINTENANCE**
5
6
7
8
9 66% Public Works Director salary
10 payroll for 2 employees
11 payroll taxes
12 health benefits; $723.18 pp monthly,employee pays $57.36, plus life
13 City matches 1-1 on 7% withholding
14 overtime for water emergencies
15
16
17
18
19
20
21 pumps to remove muddy water from excavations
22 fuel and oil for 2 2/3 pickups and Public Works equipment
23 hydrant wrenches, etc
24 safety glasses; yellow vests;etc...
25 pipe sealant,thread compound,etc.
26 contract uniform service
27 cash drawers over/under - auditor said to put line item here
28
29
30
31
32 vehicle repairs
33 pipe cutter repair;
34 maintenance to sewer jetter; pumps;
35 repairs to Public Works Warehouse
36 tires
37
38
39
40
41
42

1	ENTERPRISE FUND					
2						
3	WATER OPERATIONS AND MAINTENANCE					
4		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
5		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
6						
7	PERSONNEL SERVICES					
8						
9	SUPERVISORY SALARIES	32,864	33,789	35,935	35,908	37,015
10	SALARIES	47,517	49,349	53,315	55,569	60,000
11	PAYROLL TAXES	6,154	6,327	6,900	7,010	7,640
12	HEALTH & LIFE INSURANCE	16,150	16,443	16,500	15,563	18,250
13	TMRS RETIREMENT	1,116	1,639	1,965	1,942	2,000
14	OVERTIME	1,266	1,578	2,200	2,562	2,500
15						
16	TOTAL	105,067	109,125	116,815	118,554	127,405
17						
18	MATERIALS/SUPPLIES-WATER					
19						
20						
21	TRASH PUMPS	700	0	0	0	0
22	GAS & OIL	2,311	2,705	3,000	3,252	3,200
23	SMALL TOOLS	462	4,765	500	851	500
24	SAFETY EQUIPMENT	445	442	400	500	400
25	CONSUMABLES	115	148	200	218	200
26	UNIFORMS	591	746	1,000	703	1,060
27	CASH OVER/UNDER	0	0	0	333	0
28	TOTAL	4,624	8,806	5,100	5,857	5,360
29						
30	MAINTENANCE of EQUIPMENT					
31						
32	MOTOR VEHICLE MAINTENANCE	912	538	1,200	563	1,200
33	MAJOR TOOL MAINTENANCE	716	900	1,000	380	1,000
34	EQUIPMENT MAINTENANCE	180	1,034	2,500	144	2,500
35	BUILDING MAINTENANCE	76	449	700	48	700
36	TIRES	863	1,003	1,500	561	2,000
37						
38	TOTAL	2,747	3,924	6,900	1,696	7,400
39						
40						
41						
42						

43
44 **WATER OPERATIONS AND MAINTENANCE**
45 **continued**
46
47
48
49
50
51 cost of water purchased from Greenbelt Water Authority
52 rental of vacum excavator for meter project
53 55% electric utilities for warehouse
54 engineering--water system study
55 Inspections of water facilities
56 Inspection of elevated water storage tanks
57 bacteriological sampling
58 Texas Water Utilities Assn
59 travel expense to training and meetings
60 schooling expense
61 supervisor and on-call cell phones
62 gas utilities
63 Water portion of monthly computer maintenance
64 Interface between ARI meters and Encode Billing System
65
66
67
68
69 piping and materials for water department
70 replacement of worn hydrant and valves
71 replacement and new connections
72
73
74
75
76
77 plasma cutter for meter project
78 2013 F150 - paid off 17/18 FY
79 2012 F250 - 1st of 3 payments to rolling stock
80 electrical work to operate plasma cutter
81
82

WATER OPERATIONS AND MAINTENANCE

continued

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 PROPOSED	2018-2019 ACTUAL	2019-2020 PROPOSED
TRAVEL/TRAINING/OVERHEAD/CONTRACTED					
WATER PURCHASED-- GREENBELT	214,682	193,561	240,000	203,104	272,400
EQUIPMENT RENTALS	5,831	0	2,000	4,069	2,000
UTILITIES (ELECTRIC)	596	638	750	598	770
ENGINEERING/PROFESSIONAL SERVICES	0	32	2,000	0	2,500
TCEQ INSPECTIONS/FEES	2,303	2,303	2,500	2,303	3,000
TANK INSPECTIONS	0	583	700	583	700
WATER SAMPLING	4,055	7,290	3,300	2,479	3,000
DUES/LICENSES/CERTIFICATIONS	1,034	317	750	609	750
MEETINGS/TRAVEL EXP	165	44	800	50	1,000
TRAINING/SCHOOLS	730	590	1,000	800	1,000
CELL PHONES	735	590	600	641	700
GREENLIGHT GAS	1,196	1,051	1,200	1,334	1,400
MONTHLY COMPUTER MAINTENANCE	690	690	690	690	700
ENCODE BILLING INTERFACE	0	0	14,800	2,001	0
TOTAL	232,017	207,689	271,090	219,261	289,920
SHORT LIVED ASSETS					
PIPE AND FITTINGS	12,285	13,891	20,000	17,353	20,000
HYDRANTS AND VALVES	0	294	2,000	890	3,300
METERS AND BOXES	10,629	9,357	8,000	12,279	4,000
TOTAL	22,914	23,542	30,000	30,522	27,300
CAPITAL OUTLAY					
PLASMA CUTTER	0	2,443	0	0	0
ROLLING STOCK - 2013 F150 FORD	3,584	0	0	0	0
ROLLING STOCK - 2012 F250 FORD	0	0	5,667	5,667	5,667
PLASMA CUTTER - ELECTRICAL WORK	0	2,891	0	0	0
TOTAL	3,584	5,334	5,667	5,667	5,667
TOTAL WATER OPS & MAINT	**370,953**	**358,420**	**435,572**	**381,557**	**463,052**

WASTEWATER

OPERATIONS AND MAINTENANCE

The mission of the Wastewater Department is to collect and treat wastewater from the residential and commercial customers of the City of Clarendon.

Wastewater responsibilities include the operation and maintenance of the wastewater treatment facility, the operation of which must comply with stringent State and Federal guidelines. Related responsibilities include construction and maintenance of collection lines, new service connections, maintenance of sewer lift stations, and removal of line blockages.

The Wastewater Department is funded for two (2) full-time positions: 33% of the Public Works Director salary.

1 **UTILITY FUND**
2
3
4 **WASTEWATER OPERATIONS AND MAINTENANCE**
5
6
7
8
9 33% salary for Public Works Director
10 payroll for 2 employees
11 payroll taxes
12 health benefits; $723.18 pp monthly,employee pays $57.36, plus life
13 City matches 1-1 on 7% withholding
14 unemployment benefits
15 overtime for wastewater emergencies
16
17
18
19
20
21 pipe and fittings for occasional repairs
22 fuel and oil for pickups and all Wastewater equipment
23 lift station equipment
24 hydrant wrenches, etc
25 manhole degreaser, etc.
26 safety glasses; yellow vests
27 pipe sealant; thread compound, etc.
28 contract uniform service
29
30
31
32
33
34 vehicle repairs
35 flow totalizer;etc
36 maintenance to sewer jetter; pumps;
37 repairs to Public Works Warehouse
38 repairs to sewer lift stations
39 maintenance to manholes
40 tires
41
42
43
44

1	ENTERPRISE FUND					
2						
3	WASTEWATER OPERATIONS AND MAINTENANCE					
4		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
5		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
6						
7	PERSONNEL SERVICES					
8						
9	SUPERVISORY SALARIES	16,187	16,642	17,965	17,686	18,505
10	SALARIES	44,142	45,288	47,660	47,164	49,200
11	PAYROLL TAXES	4,580	4,643	5,000	4,886	5,300
12	HEALTH & LIFE INSURANCE	15,348	15,572	17,400	16,038	18,780
13	TMRS RETIREMENT	834	1,215	1,445	1,368	1,400
14	UNEMPLOYMENT	1,227	0	0	0	0
15	OVERTIME	686	949	1,200	1,433	1,300
16						
17	TOTAL	83,004	84,309	90,670	88,575	94,485
18						
19	WASTEWATER/MATERIALS/SUPPLIES					
20						
21	PIPE AND FITTINGS	6,737	1,490	7,200	4,545	7,000
22	GAS & OIL	2,295	2,771	2,500	3,011	2,800
23	PUMPS/LIFT STATIONS EQUIPMENT	1,954	1,410	2,200	0	2,200
24	SMALL TOOLS	212	112	350	441	400
25	CHEMICAL	788	1,556	1,800	837	1,800
26	SAFETY EQUIPMENT	188	268	250	183	250
27	CONSUMABLES	195	134	250	26	250
28	UNIFORMS	587	673	900	644	930
29						
30	TOTAL	12,956	8,414	15,450	9,687	15,630
31						
32	MAINTENANCE of EQUIPMENT					
33						
34	MOTOR VEHICLE MAINTENANCE	267	492	1,200	307	1,200
35	MAJOR TOOL MAINTENANCE	163	207	500	0	700
36	EQUIPMENT MAINTENANCE	1,983	3,172	2,500	2,548	3,500
37	BUILDING MAINTENANCE	31	7	400	0	400
38	LIFT STATION MAINTENANCE	773	2,031	2,000	259	2,000
39	MANHOLE MAINTENANCE	2,726	580	2,200	383	2,200
40	TIRES	913	70	1,000	35	1,200
41						
42	TOTAL	6,856	6,559	9,800	3,532	11,200
43						

45 **WASTEWATER OPERATIONS AND MAINTENANCE**

46 **continued**

47

48

49 electric utilities for warehouse; 2 lift stations

50 engineering--wastewater system improvements

51 Inspections of wastewater facilities

52 effluent sampling

53 Texas Water Utilities Assn

54 travel expense to training and meetings

55 schooling expense

56 supervisor and on-call cell phones

57 gas utilities

58 Wastewater portion of monthly computer maintenance

59

60

61

62

63

64

65

66

67

68 2013 150 chevy

69 2013 F150 ford - paid off in 2017-2018 FY

70 purchase of sewer camera

71 one time settlement expense

72

73

74

75

76

77

78

79

80

81

82

83

84

		2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 PROPOSED	2018-2019 ACTUAL	2019-2020 PROPOSED
44	**TRAVEL/TRAINING/OVERHEAD/CONTRACTED**					
45						
46						
47						
48						
49	UTILITIES (ELECTRIC)	810	1,025	925	1,057	1,200
50	ENGINEERING/PROFESSIONAL SERVICES	0	600	1,500	0	2,000
51	TCEQ INSPECTIONS/FEES	1,250	1,250	1,500	1,250	1,500
52	WASTEWATER SAMPLING	1,371	695	1,200	681	1,500
53	DUES/LICENSES/CERTIFICATIONS	0	111	500	222	500
54	MEETINGS/TRAVEL EXP	28	0	700	0	800
55	TRAINING/SCHOOLS	25	195	700	545	800
56	CELL PHONES	707	792	825	785	850
57	GREENLIGHT GAS	1,110	1,051	1,500	1,334	1,600
58	MONTHLY COMPUTER MAINTENANCE	690	690	690	690	700
59						
60	**TOTAL**	5,991	6,409	10,040	6,564	11,450
61						
62	**SPECIAL PROJECTS**	0	0	0	0	0
63						
64	**TOTAL**	0	0	0	0	0
65						
66	**CAPITAL OUTLAY**					
67						
68	ROLLING STOCK - 2013 1500 CHEVLOLET	0	0	0	0	4,333
69	ROLLING STOCK - 2013 F150 FORD	3,583	0	0	0	0
70	SEWER CAMERA	0	0	0	0	0
71	SETTLEMENT EXPENSE	6,700	0	0	0	0
72						
73	**TOTAL**	10,283	0	0	0	4,333
74						
75						
76	**TOTAL WASTEWATER OPS & MAINT**	**119,090**	**105,691**	**125,960**	**108,358**	**137,098**
77						
78						
79						
80						

SANITATION

The mission of the Sanitation Department is to provide for the collection and hauling of garbage waste from the residential and commercial customers of the City of Clarendon, to provide for the easy recycling of metals, plastics, glass, and paper/cardboard, and to provide for the composting of wood chips and grass clippings.

The Sanitation Department picks up residential and commercial garbage from dumpsters, many of which are shared by adjacent customers. Sanitation also picks up items for recycling from strategically-located dumpsters. The Recycling Center is also open daily, except Sundays, for citizens and non-citizens to drop off trash for a fee, and to drop off items for recycling or to deposit grass clippings and tree limbs at no charge.

The Recycling Department won the highly coveted "Top Recycling Community for 2017" trophy awarded by PRPC Region II and the Panhandle Environmental Partnership. This is a traveling trophy and was last awarded to the City of Clarendon in 2009.

One full time position was eliminated in the 2015-2016 budget year to prevent a 9% rate increase. The employee was moved to the wastewater department.

Funded in Sanitation are a Supervisor, four (3) full-time employees, and two (2) part-time employees.

1 **ENTERPRISE FUND**
2
3
4 **SANITATION**
5
6
7
8 salary for Supervisor
9 payroll for 3 full-time employees
10 payroll taxes
11 health benefits; $723.18 pp monthly,employee pays $57.36, plus life
12 City matches 1-1 on 7% withholding
13 overtime for holiday trash pick-ups
14 2 part-time employees
15
16
17
18
19
20 fuel and oil for vehicles and equipment; includes compactor and haul trucks
21 provided by uniform service
22 wrenches and screwdrivers
23 safety glasses; eye wash stand;
24
25
26
27
28
29 maintenance to pickups
30 maintenance to trash truck, dump truck,backhoe; skid-steer; chipper;
31 repairs to buildings
32 rebuild residential dumpsters
33 paper towels; gloves
34 tires
35
36
37
38
39
40

1	ENTERPRISE FUND					
2						
3	SANITATION					
4						
5		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
6	PERSONNEL SERVICES	ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
7						
8	SUPERVISORY SALARIES	38,398	39,395	41,400	41,365	42,645
9	SALARIES	80,148	80,371	91,770	86,525	98,805
10	PAYROLL TAXES	10,313	10,378	12,300	11,169	13,000
11	HEALTH & LIFE INSURANCE	27,164	29,300	30,000	30,276	31,950
12	TMRS RETIREMENT	1,614	2,318	3,000	2,651	3,050
13	OVERTIME	0	777	400	489	500
14	PART-TIME SALARIES	17,696	19,008	26,200	21,517	27,000
15						
16	TOTAL	175,333	181,547	205,070	193,992	216,950
17						
18	MATERIALS AND SUPPLIES					
19						
20	GAS & OIL	23,977	22,957	25,500	27,451	28,000
21	UNIFORMS	1,400	1,377	1,700	1,498	1,790
22	SMALL TOOLS	659	643	1,000	1,283	1,000
23	SAFETY EQUIPMENT	91	18	500	25	500
24						
25	TOTAL	26,127	24,995	28,700	30,257	31,290
26						
27	MAINTENANCE/EQUIPMENT					
28						
29	MOTOR VEHICLE MAINTENANCE	194	395	2,000	331	2,000
30	EQUIPMENT MAINTENANCE	7,556	8,141	12,500	7,894	13,000
31	BUILDING MAINTENANCE	295	603	1,000	459	1,200
32	DUMPSTER REPAIR	2,774	1,280	3,200	3,269	3,200
33	CONSUMABLES	585	605	600	712	600
34	TIRES	2,281	1,910	2,700	2,140	2,500
35						
36	TOTAL	13,685	12,934	22,000	14,805	22,500
37						
38						

41	**SANITATION**
42	continued
43	
44	propane cylinders, backhoe or chipper, etc.
45	electric service for recycling; transfer station
46	tipping fees for Memphis landfill
47	gas utilities at Recycling
48	travel expense for schools and meetings
49	schooling expense
50	cell phone
51	Sanitations portion of the contracted monthly computer maintainance
52	
53	
54	
55	
56	
57	tire recycling project with PRPC
58	
59	
60	
61	
62	
63	40 yd roll-off boxes
64	3 1/2 yard dumpsters x 20
65	2013 F150 ford - paid off 17/18 FY
66	
67	
68	
69	
70	
71	

		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
39	**SANITATION**					
40	continued	ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
41						
42	**TRAVEL/TRAINING/OVERHEAD/CONTRACTED**					
43						
44	EQUIPMENT RENTALS	240	192	300	370	500
45	UTILITIES (ELECTRIC)	847	930	1,400	894	1,400
46	LANDFILL FEES	73,808	58,370	67,000	67,088	69,000
47	GREENLIGHT GAS	1,196	1,254	1,500	1,545	1,800
48	MEETINGS/TRAVEL EXP	11	0	700	44	700
49	TRAINING/SCHOOLS	66	570	800	686	900
50	CELL PHONE	820	652	1,000	629	1,000
51	MONTHLY COMPUTER MAINTENANCE	1,380	1,380	1,380	1,380	1,380
52						
53	**TOTAL**	78,368	63,348	74,080	72,636	76,680
54						
55	**SPECIAL PROJECTS**					
56						
57	TIRE RECYCLING PROJECT	1,475	0	3,500	0	3,000
58						
59	**TOTAL**	1,475	0	3,500	0	3,000
60						
61	**CAPITAL OUTLAY/TRANSFERS**					
62						
63	ROLL-OFF BOXES	0	5,421	0	0	0
64	DUMPSTERS	5,421	0	0	0	45,000
65	ROLLING STOCK - 2013 F150 FORD	7,167	0	0	0	0
66						
67						
68	**TOTAL**	12,588	5,421	0	0	45,000
69						
70						
71	**TOTAL SANITATION**	**307,576**	**288,245**	**333,350**	**311,690**	**395,420**

DEBT SERVICE and TRANSFERS

ENTERPRISE FUND

This department funds the service of any Revenue Bonds which might be issued to fund any Enterprise Fund improvements.

Also included in this department is the transfer of money to the General Fund as a "Management Fee"; it is reasonable to compensate the General Fund for management service which benefit the Enterprise Fund but which are paid from the General Fund.

The Water Tank Repair Fund is for any repairs needed to the water tank. Any remaining money should be put in a CD at the end of the year.

Transfer of Improvement funds from Enterprise to General Fund.

USDA loan payments reflect revenue collected from the $10.00 per connection water rate increase, this is depending on how the USDA project advances. These funds are transferred monthly to TexPool investments.

1	
2	**ENTERPRISE FUND**
3	
4	
5	**DEBT SERVICE / TRANSFERS**
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	transfer to fund for refurbishing elevated water storage tanks
17	transfer to General Fund to compensate for management services
18	transfer funds to support the street department
19	USDA loan payments
20	
21	
22	
23	

1	**ENTERPRISE FUND**					
2						
3						
4	**DEBT SERVICE / XFERS**	**2016-2017**	**2017-2018**	**2018-2019**	**2018-2019**	**2019-2020**
5		**ACTUAL**	**ACTUAL**	**PROPOSED**	**ACTUAL**	**PROPOSED**
6						
7	**GENERAL OBLIGATIONS**	0	0	0	0	0
8						
9						
10						
11						
12	**TOTAL GENERAL OBLIGATIONS**					
13						
14						
15	**TRANSFERS**					
16	**WATER TANK REPAIR FUND**	8,000	8,000	8,000	8,000	8,000
17	**GENERAL FUND SUPPORT**	45,000	66,000	65,500	65,500	55,000
18	**IMPROVEMENT FUND**	97,958	96,646	97,000	88,436	94,050
19	**TRANSFER TO TX POOL**	95590	101,100	102,000	100,730	98,770
20	**TOTAL TRANSFERS**	246,548	271,746	272,500	262,666	255,820
21						
22						
23	**TOTAL DEBT SERV / TRANSFER**	**246,548**	**271,746**	**272,500**	**262,666**	**255,820**

OTHER OBLIGATED FUNDS

HOTEL OCCUPANCY TAX FUND

The Motel Bed Tax is 7% of the revenue generated from local hotels and motels. They are required by law to pay quarterly. The Best Western and Western Skies are the only Hotels in operations at this time. The money is then paid out to the CEDC and Clarendon Chamber of Commerce quarterly.

During the Fiscal Year of 2012-2013, an Ordinance was adopted by City Council to give all Motel Bed Tax revenue to the CEDC for promotional and tourism expenses.

During the Fiscal Year of 2014-2015, an Ordinance was adopted by City Council to give 75% of the HOT Funds to the CEDC and 25% to the Clarendon Chamber of Commerce for promotional and tourism expenses.

During the Fiscal year 2016-2017, the Publicity and Tourism Agreement with the CEDC was amended to obligate $27,500.00 per year for Certificate of Obligation debt service for 20 years. These funds are derived from the 75% of HOT proceeds designated for the CEDC.

1	**HOTEL OCCUPANCY TAX FUND**
2	
3	
4	
5	
6	
7	
8	HOT funds revenue
9	75% to the CEDC
10	25% to the Chamber
11	bank account interest
12	balance in the checking account- carryover
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	debt service Certificate of Obligation from CEDC funds
29	portion of the HOT funds for CEDC tourism paid quarterly
30	portion of the HOT funds for Chamber of Commerce tourism paid quarterly
31	carryover for a CEDC capital project
32	
33	
34	
35	
36	
37	
38	

HOTEL OCCUPANCY TAX FUND

REVENUE

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 PROPOSED	2018-2019 ACTUAL	2019-2020 PROPOSED
HOTEL OCCUPANCY TAX	0	94,650	88,000	93,537	81,500
75% ADVERTISING AND PROMOTION CEDC	69,173	0	0	0	0
25% TOURISM CHAMBER OF COMMERCE	23,058	0	0	0	0
INTEREST EARNED	206	369	215	680	580
CARRYOVER FUNDS	0	0	62,547	0	72,750
TOTAL	92,437	95,019	150,762	94,217	154,830
TOTAL HOTEL/MOTEL TAX FUND REVENUE	**92,437**	**95,019**	**150,762**	**94,217**	**154,830**

HOTEL/MOTEL TAX FUND

EXPENSE

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 PROPOSED	2018-2019 ACTUAL	2019-2020 PROPOSED
CERTIFICATE OF OBLIGATION	0	27,220	27,500	26,539	27,500
CEDC TOURISM	69,301	43,610	38,500	41,152	33,625
CHAMBER OF COMMERCE	23,100	23,704	22,000	22,884	20,375
CARRYOVER CAPITAL EXPENDITURE	0	0	62,762	0	0
TOTAL	92,401	94,534	150,762	90,575	81,500
TOTAL HOTEL/MOTEL TAX FUND EXPENSE	**92,401**	**94,534**	**150,762**	**90,575**	**81,500**
BALANCE	**36**	**485**	**0**	**3,642**	**73,330**

COMMUNITY DEVELOPMENT FUND

USDA CONSTRUCTION

The Community Development Fund exists to track grant funds. Grant funds must be kept and tracked separately. This account will be used for the USDA Construction projects.

1 **COMMUNITY DEVELOPMENT FUND**
2 **USDA CONSTRUCTION FUND**
3
4
5
6
7
8 receipts for Grants, CDBG,PRPC, Energy Conservation
9 carryover funds from previous year
10 USDA construction
11 Mulkey - cert of obligation
12 Mulkey - Amarillo Area Foundation grant
13 pool donations
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32 USDA construction
33 USDA legal & bond council
34 USDA engineering
35 USDA contingency funds - required by USDA
36 pass thru to AAF
37 amarillo area foundation-reimburse mulkey block party
38 pool construction
39 Mulkey renovations
40 funds trans. To GF or Texpool

COMMUNITY DEVELOPMENT FUND
USDA CONSTRUCTION FUND

REVENUE

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 PROPOSED	2018-2019 ACTUAL	2019-2020 PROPOSED
REVENUES	13,149	0	0	0	0
CARRYOVER	0	0	0	2,918	
USDA RURAL DEVELOPMENT	0	280,000	3,909,000	2,145,000	1,603,340
MULKEY - CERT. OF OBLIGATION	0	350,000	0	0	0
MULKEY - AAF GRANT	0	60,000	0	0	0
POOL DONATIONS	0	10,960	0	0	0
TOTAL	13,149	700,960	3,909,000	2,147,918	1,603,340
COMMUNITY DEVELOPMENT REVENUE	**13,149**	**700,960**	**3,909,000**	**2,147,918**	**1,603,340**

COMMUNITY DEVELOPMENT FUND

EXPENSE

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 PROPOSED	2018-2019 ACTUAL	2019-2020 PROPOSED
USDA DEVELOPMENT/ CONSTRUCTION	0	0	3,162,075	1,852,349	1,173,250
USDA LEGAL/ BOND COUNSEL	0	25,832	40,000	3,500	36,500
USDA ENGINEERING	0	251,250	390,000	227,160	215,380
USDA CONTINGENCY	0	0	316,925	0	178,210
PASS THRU TO AAF	6,875	0	0	0	0
AAF MULKEY BLOCK PARTY REPAY	4,374	0	0	0	0
POOL CONCTRUCTION	0	8,640	0	0	0
MULTI PURPOSE BLDG. RENO	0	410,000	0	0	0
TRANS TO GF-TEXPOOL	0	4,220	0	0	0
COMMUNITY DEVELOPMENT EXPENSE	**11,249**	**699,942**	**3,909,000**	**2,083,009**	**1,603,340**
BALANCE	**19,000**	**1,018**	**0**	**64,909**	**0**

ROLLING STOCK FUND

On March 25, 2014, City Council approved the creation of a Rolling Stock Fund with Ordinance No. 429. This fund is a reserve fund specifically for purchasing rolling stock. The department receiving the stock will make annual payments back to this fund to be used for future Rolling Stock purchases.

1	**ROLLING STOCK FUND**
2	
3	
4	
5	
6	
7	1 of 3 payments-2013 Ford F150 wastewater
8	water 2013 F150 truck - paid
9	sanitation 2013 F150 truck-paid
10	interest earned from checking account
11	code compliance/ animal control truck-paid
12	dump truck for street purchased in 2016-2017 FY-paid by budget adjustment 17/18
13	2 of 3 payments from Water for 2012 F250 Truck
14	tml reinbursement - tractor
15	carry-over from previous FY
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	
31	
32	dump truck - street - paid
33	john deere tractor 2016 - street
34	2012 F250 XL SD truck for the water department
35	2013 F150 truck - wastewater
36	
37	
38	

ROLLING STOCK FUND

REVENUE

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2018 PROPOSED	2018-2019 ACTUAL	2019-2020 PROPOSED
TRUCK 2013 F250 - WASTEWATER	3,584	0	0	0	4,333
TRUCK - WATER	3,583	0	0	0	0
TRUCK - SANITATION	7,167	0	0	0	0
INTEREST	62	105	72	167	158
TRUCK - CODE COMP	4,500	4,500	4,500	4,500	0
DUMP TRUCK - STREET	0	8,000	0	0	0
TRUCK 2012 F250 - WATER	0	0	5,667	5,667	5,667
TML REINBURSEMENT-TRACTOR	0	0	0	10,000	0
CARRYOVER	0	5,000	26,605	21,548	10,046
TOTAL	18,896	17,605	36,844	41,882	20,204
TOTAL REVENUE	**18,896**	**17,605**	**36,844**	**41,882**	**20,204**

ROLLING STOCK FUND

EXPENSE

	2016-2017 ACTUAL	2017-2018 ACTUAL	2017-2018 PROPOSED	2018-2019 ACTUAL	2019-2020 PROPOSED
DUMP TRUCK - STREET	0	8,000	0	0	0
JOHN DEERE TRACTOR 2016 - STREET	0	0	0	21,381	0
TRUCK 2012 F250 - WATER	0	17,000	0	0	0
TRUCK 2013 F250- WASTEWATER	0	0	13,000	10,500	0
TOTAL	0	17,000	13,000	31,881	0
TOTAL EXPENSE	**0**	**17,000**	**13,000**	**31,881**	**0**
BALANCE	**18,896**	**605**	**23,844**	**10,001**	**20,204**

AIRPORT MAINTENANCE

The Airport Maintenance Department was created in the 2018/2019 FY to fund Airport Improvements through Grants and donations at Bass Field/Smiley Johnson Airport, a municipal airport owned and maintained by the City of Clarendon.

On November 13, 2018, the Donley County Commissioners Court appointed Chancy Cruse and Chris Schollenbarger to the Clarendon-Donley County Joint Airport Zoning Board.

On November 15, 2018, the Clarendon City Council appointed John Morrow and Bright Newhouse III to the Clarendon-Donley County Joint Airport Zoning Board.

The Clarendon-Donley County Joint Airport Zoaning Board was reorganized on February 28, 2019 through Ordinance No. 484, an amendment to the original Ordinance No. 290.

On April 2, 2019 Chris Schollenbarger was appointed Chairman of the Clarendon-Donley County Joint Airport Zoning Board. Machiel Covey was appointed as Secretary to the board and fifth member of the Clarendon-Donley County Joint Airport Zoning Board.

1	**AIRPORT MAINTENANCE FUND**
2	
3	
4	
5	
6	
7	
8	ramp grant reinbursement
9	solicited donations
10	trans from general fund to match donated for ramp grant reinbursement
11	trans from airport maintenance funds in texpool
12	interest
13	carryover
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	
31	funds to purchase equipment and operate a fuel station
32	upgrade runway lights, radio, electrical, etc...
33	sealcoat/striping
34	
35	
36	
37	
38	

AIRPORT MAINTENANCE FUND

REVENUE

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2018 PROPOSED	2018-2019 ACTUAL	2019-2020 PROPOSED
RAMP GRANT	0	0	0	16,509	50,000
DONATIONS	0	0	0	25,250	0
TRANSFER FROM GENERAL FUND	0	0	0	15,000	0
TRAND FROM AP FUND IN TEXPOOL	0	0	0	14,765	50,000
INTEREST	0	0	0	67	84
CARRYOVER	0	0	0	0	630
TOTAL	0	0	0	71,591	100,714
TOTAL REVENUE	**0**	**0**	**0**	**71,591**	**100,714**

EXPENSE

	2016-2017 ACTUAL	2017-2018 ACTUAL	2017-2018 PROPOSED	2018-2019 ACTUAL	2019-2020 PROPOSED
FUEL STATION	0	0	0	0	100,000
RADIO & LIGHTS	0	0	0	2,965	0
SEALCOAT & STRIPING	0	0	0	49,999	0
TOTAL	0	0	0	52,964	100,000
TOTAL EXPENSE	**0**	**0**	**0**	**52,964**	**100,000**
BALANCE	**0**	**0**	**0**	**18,627**	**714**

IMPROVEMENT FUND

The Improvement Fund is supported by charges attached to every utility bill: $2 from each water account; $5 from each wastewater account; and $2.80 from each Sanitation account.

Proceeds from the Improvement Fund are generally directed to fund the Street Department.

1	**IMPROVEMENT FUND**
2	
3	
4	
5	
6	
7	
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9	
10	$2.00 from each water account
11	$5.00 from each sewer account
12	$2.80 for each garbage account & $30.80 Greenbelt
13	
14	
15	
16	
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28	
29	transfer to general fund to support the street department
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40	

IMPROVEMENT FUND

REVENUE

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 PROPOSED	2018-2019 ACTUAL	2019-2020 PROPOSED
TRANSFER IN FROM ENTERPRISE FUND					
WATER	20,270	20,246	20,300	18,428	19,760
SEWER	48,420	48,330	48,500	43,865	47,040
GARBAGE	29,268	28,070	28,200	26,144	27,250
TOTAL	97,958	96,646	97,000	88,437	94,050
IMPROVEMENT FUND REVENUE	**97,958**	**96,646**	**97,000**	**88,437**	**94,050**

IMPROVEMENT FUND

EXPENSE

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 PROPOSED	2018-2019 ACTUAL	2019-2020 PROPOSED
TRANS. TO GENERAL FUND STREETS	89,864	72,240	97,000	88,437	94,050
TOTAL	89,864	72,240	97,000	88,437	94,050
TOTAL IMPROVEMENT FUND EXPENSE	**89,864**	**72,240**	**97,000**	**88,437**	**94,050**
BALANCE	**8,094**	**24,406**	**0**	**0**	**0**

MUNICIPAL COURT TECHNOLOGY FUND

The Municipal Court Technology Fund is supported by fees assessed to all Municipal Court fines.

All Fund monies are to be spent on technology related items. A portion of the monthly computer maintenance cost is paid from this fund.

1	**MUNICIPAL COURT TECHNOLOGY FUND**
2	
3	
4	
5	
6	
7	
8	
9	
10	revenues from fees attached to every Municipal Court fine
11	carryover
12	trans from municipal court in general fund for computer expense
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	computer maintenance
30	computer equipment
31	
32	
33	
34	
35	
36	
37	
38	

MUNI COURT TECH FUND

REVENUE

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 PROPOSED	2018-2019 ACTUAL	2019-2020 PROPOSED
REVENUES					
MUNI COURT TECHNOLOGY FUND FEE	191	387	200	222	260
CARYOVER	0	2,154	2,374	1,211	0
TRANSFER FROM GENERAL FUND	0	0	0	850	0
TOTAL	191	2,541	2,574	2,283	260
MUNI COURT TECHNOLOGY FUND REVENUE	**191**	**2,541**	**2,574**	**2,283**	**260**

MUNI COURT TECH FUND

EXPENSE

	2016-2017 ACTUAL	2017-2018 ACTUAL	2017-2018 PROPOSED	2018-2019 ACTUAL	2018-2019 PROPOSED
COMPUTER MAINTENANCE	0	1,380	1,380	790	260
COMPUTER EQUIPMENT	0	0	1,194	1,380	0
TOTAL	0	1,380	2,574	2,170	260
MUNI COURT TECHNOLOGY FUND EXPENSE	**0**	**1,380**	**2,574**	**2,170**	**260**
BALANCE	**191**	**1,161**	**0**	**113**	**0**

MUNICIPAL COURT BUILDING SECURITY FUND

The Municipal Court Building Security Fund is supported by fees assessed to all Municipal Court fines. This fund was approved and established by City Council in 2015.

All Fund monies are to be spent on security related items.

1	**MUNICIPAL COURT BUILDING SECURITY FUND**
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10	Revenues from fees attached to every Municipal Court fine
11	Carry over funds from previous year
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30	security camera required by legislature, other security eq.
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MUNI COURT BUILDING SECURITY FUND

REVENUE

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 PROPOSED	2018-2019 ACTUAL	2019-2020 PROPOSED
REVENUES					
MUNI COURT BLDG. SECURITY FUND FEE	130	286	150	167	150
CARRY OVER	0	0	332	0	773
TOTAL	130	286	482	167	923
MUNI COURT BLDG. SECURITY FUND REVENUE	**130**	**286**	**482**	**167**	**923**

MUNI COURT BLDG. SECURITY FUND

EXPENSE

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 PROPOSED	2018-2019 ACTUAL	2019-2020 PROPOSED
SECURITY CAMERA & EQUIPMENT	0	0	482	0	923
TOTAL	0	0	482	0	923
MUNI COURT BUILD. SECURITY FUND EXPENSE	**0**	**0**	**482**	**0**	**923**
BALANCE	**130**	**286**	**0**	**167**	**0**

LIBRARY GRANT FUND

The Library Grant Fund exists in order to track various grants that the Burton Library receives.

None of these grants are guaranteed. The Tocker Grant and the Lone Star Grant have been consistent.

1	**LIBRARY GRANT FUND**
2	No Grants Expected
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LIBRARY GRANT FUND

REVENUE

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 PROPOSED	2018-2019 ACTUAL	2019-2020 PROPOSED
Lone Star Grant	0	0	0	0	0
Jay O'Brien Family Gift	0	0	0	0	0
Tocker Grant	0	0	0	0	0
Library Grant Revenue	0	0	0	0	0
	0	0	0	0	0

LIBRARY GRANT FUND

EXPENSE

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 PROPOSED	2018-2019 ACTUAL	2019-2020 PROPOSED
Lone Star--Books	0	0	0	0	0
Lone Star--Equipment	0	0	0	0	0
Jay O'Brien Gift--General	0	0	0	0	0
Tocker Grant--Furniture	0	0	0	0	0
Library Grant Expense	0	0	0	0	0
Library Grant Total	**0**	**0**	**0**	**0**	**0**

POOL CONSTRUCTION FUND

A separate account has been set-up for the construction of the pool. This account will be closed once construction is completed.

1	**POOL CONSTRUCTION FUND**
2	
3	
4	**POOL/SPLASH PAD**
5	
6	
7	
8	
9	funds held at Amarillo Area Foundation
10	pledges of donations not yet received
11	TPW Grant Income
12	Harrington Grant Income
13	donations trans from TXPOOL acct
14	monthly interest on NOW checking account
15	donations from the CEDC
16	closed water rec account & trans to texpool
17	closed AAF deposited to trans to texpool
18	carryover from previous years
19	
20	
21	Pool Construction Cost
22	trans to texpool
23	projected contigency funds
24	
25	
26	
27	
28	
29	
30	

POOL CONSTRUCTION FUND

REVENUE	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 PROPOSED	2018-2019 ACTUAL	2019-2020 PROPOSED
POOL/SPLASH PAD					
AMIRILLO AREA COMMUNITY FUND	0	0	0	0	2,750
PENDING DONATIONS	0	0	0	1,700	504,000
TEXAS PARKS & WILDLIFE GRANT	0	0	500,000	51,012	500,000
HARRINGTON FOUNDATION	0	0	100,000	0	100,000
TRANSFER FROM TX POOL	0	66,600	1,300,000	41,220	1,574,055
INTEREST	0	54	12,350	31	12,350
DONATION FROM EDC	0	503,900	0	0	80,000
TRANS FROM WATER REC. ACCT.	0	1,900	0	0	0
TRANS FROM AAF TO TEXPOOL	0	122,521	0	0	0
CARRYOVER	0	0	0	1,954	0
TOTAL	**0**	**694,975**	**1,912,350**	**95,917**	**2,773,155**
EXPENSE					
WATER RECREATION PROJECT CONST.	0	66,600	1,912,350	40,320	2,716,838
TRANS TO TEXPOOL	0	626,421	0	52,712	0
TRANS TO AMARILLO AREA FOUNDATION	0	0	0	1,700	0
CONTINGENCY	0	0	0	0	56,317
TOTAL	**0**	**693,021**	**1,912,350**	**94,732**	**2,773,155**
TOTAL CONSTRUCTION FUND	**0**	**1,954**	**0**	**1,185**	**0**

USDA DEBT SERVICE FUND

This fund was approved and created in the 2017/2018 FY to make the annual Debt Service payment and the bi-annual Interest payment to USDA.

1	**USDA Debt Service**
2	
3	
4	
5	
6	
7	
8	revenues
9	funds held in TxPool -from $10 per water connection
10	monthly interest on MMA checking account
11	carryover from I&S fund
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	USDA debt & interest payment
29	
30	
31	
32	
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34	
35	
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37	
38	

USDA DEBT SERVICE FUND

REVENUE

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 PROPOSED	2018-2019 ACTUAL	2019-2020 PROPOSED
REVENUES	0	0	0	0	98,770
TRANSFER FROM TXPOOL	0	102,000	102,000	102,000	193,585
INTEREST	0	150	714	622	563
TRANSFER FROM I&S	0	0	0	0	39,067
TOTAL	0	102,150	102,714	102,622	331,985
USDA DEBT SERVICE REVENUE	**0**	**102,150**	**102,714**	**102,622**	**331,985**

USDA DEBT SERVICE FUND

EXPENSE

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 PROPOSED	2018-2019 ACTUAL	2019-2020 PROPOSED
USDA DEBT SERVICE	0	1,227	102,000	72,345	102,000
USDA DEBT SERVICE EXPENSE	**0**	**1,227**	**102,000**	**72,345**	**102,000**
BALANCE	**0**	**100,965**	**714**	**30,277**	**229,985**

INTEREST AND SINKING FUND

The Interest and Sinking Fund tracks the revenues from the "Debt" component of the City's Ad Valorem Tax, which are collected to pay on specific debts.

A CD was created in 2015 with the revenue from the raw water sales and the General Fund reserve for the 2018-2019 Tax Note & Bond balloon payments. Revenue from raw water sales were moved to the Enterprise Fund in the 2016-2017 FY.

The final Tax Notes & Bond payment was paid in February 2019.

Reserves from this account will be applied to the USDA Bond payment.

1	**INTEREST AND SINKING FUND**
2	
3	
4	
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7	
8	debt service component of Ad Valorem Taxes
9	carry over funds from 18-19 FY property tax collected
10	funds held in CD
11	interest earned from CD
12	
13	
14	
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16	
17	
18	
19	
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21	
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23	
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25	
26	
27	2012 Tax Not & Bond payment - paid
28	funds moved to Tax Note & Bond CD
31	carryover funds will be trans. To USDA Debt Fund
32	
33	
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37	
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INTEREST AND SINKING FUND

REVENUE

	2016-2017 ACTUAL	2017-2018 ACTUAL	2017-2018 PROPOSED	2018-2019 ACTUAL	2019-2020 PROPOSED
PROPERTY TAX	223,044	228,834	159,384	173,342	0
CARRY OVER FROM 2018-2019	0	0	0	26,950	39,607
TRANSFER FROM CD	0	162,816	0	134,411	0
INTEREST EARNED FROM CD	0	5,727	0	0	0
TOTAL	223,044	397,377	159,384	334,703	39,607
INTEREST AND SINKING FUND REVENUE	**223,044**	**397,377**	**159,384**	**334,703**	**39,607**

INTEREST AND SINKING FUND

EXPENSE

	2016-2017 ACTUAL	2017-2018 ACTUAL	2017-2018 PROPOSED	2018-2019 ACTUAL	2019-2020 PROPOSED
2012 BONDS & TAX NOTES	136,528	367,600	136,549	291,455	0
MOVE TO TAX NOTE & BOND PMNT. CD	61,780	0	0	0	0
MOVE TO USDA DEBT FUND	0	0	0	0	39,607
TOTAL	198,308	367,600	136,549	291,455	39,607
INTEREST AND SINKING FUND EXPENSE	**198,308**	**367,600**	**136,549**	**291,455**	**39,607**
BALANCE	**24,736**	**29,777**	**22,835**	**43,248**	**0**

CAPITAL IMPROVEMENT FUND

This fund is a reserve fund specifically for street resurfacing and large capital projects.

1	**CAPITAL IMPROVEMENT FUND**
2	
3	
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8	funds from General Fund to be transferred here for capital improvements
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31	funds moved to investment account if unused
32	any major purchase
33	for future use
34	for future use
35	
36	
37	
38	

1	**CAPITAL IMPROVEMENT FUND**					
2						
3						
4	**REVENUE**					
5		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
6		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
7						
8	REVENUE FROM GENERAL CHECKING	0	0	0	0	0
9	REVENUE FROM TXPOOL	0	0	320,000	0	0
10						
11						
12						
13	**TOTAL REVENUE**	**0**	**0**	**320,000**	**0**	**0**
14						
15						
16						
17						
18						
19						
20						
21	**CAPITAL IMPROVEMENT FUND**					
22						
23						
24	**EXPENSE**					
25		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
26		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
27						
28						
29						
30						
31	MOVE TO CAPITAL IMPROVEMENT FUND	0	0	0	0	0
32	CAPITAL PROJECTS	0	0	320,000	0	0
33	PROPERTY PURCHASE	0	0	0	0	0
34	BUILDING IMPROVEMENTS	0	0	0	0	0
35	**TOTAL EXPENSE**	**0**	**0**	**320,000**	**0**	**0**
36						
37						
38						
39						
40	**BALANCE**	**0**	**0**	**0**	**0**	**0**

ORDINANCE No. 487

APPROVING AND ADOPTING A BUDGET FOR THE *CITY OF CLARENDON* FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019 AND ENDING SEPTEMBER 30, 2020, AND DECLARING AN EMERGENCY

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CLARENDON, TEXAS:

THAT, THIS COUNCIL FINDS: (A) The Mayor has, in accordance with the laws of the State of Texas, prepared and filed with the City Secretary of said City a budget covering the fiscal year beginning October 1, 2019, and ending September 30, 2020; (b) Public Notice that such hearings upon said budget would be held has been given as required by law; and (C) it is the opinion and judgment of this Council that said budget is in all things appropriate and correct.

THEREFORE, said budget is here and now and hereby in all things approved and adopted and it is provided that the effective date of this budget shall be effective as of October 1, 2019.

This ordinance is hereby declared to be an emergency measure that shall have and take effect from and after its present reading, for the reasons following:

The fiscal year commences October 1, 2019 and fixing the rate and levy of taxes for the budget year 2019-2020 must be completed prior to October 1, 2019, and after approval and adoption of this budget it is for the immediate preservation of the public property and business; and provides for the daily operations of all municipal departments and lays a predicate for the appropriation of money to defray current and other expenses.

A motion was made by Alderman Floyd and seconded by Alderman McIntosh, and upon call for vote:

Alderman McIntosh ____AYE__

Alderman Jeffers ____AYE__

Alderman Lockhart ____AYE__

Alderman Floyd ____AYE__

Alderman Fangman ____AYE__

the above ordinance was approved this the 12th day of September, 2019.

THE CITY OF CLARENDON, TEXAS

SEAL

Sandy Skelton, Mayor

Machiel Covey, City Secretary

ORDINANCE NO. 488

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CLARENDON, TEXAS, with authority provided by the laws of the State of Texas, that taxes for the purpose of providing monies for the general operation of the City of Clarendon and for the purpose of providing sufficient funds to pay interest and create a sinking fund on all outstanding debts are hereby levied for the year of 2019 to provide sufficient funds for the budget year 2019-2020.

For General Fund Requirements	0.4999	On all the $100 assessed valuation of real estate and personal property in Clarendon.
For Debt Service to pay interest and principal on City of Clarendon General Obligation debts	0.0	On all the $100 assessed valuation of real estate and personal property in Clarendon.
TOTAL TAX RATE FOR 2019	**0.4999**	

The fact that the City of Clarendon Tax Rolls should be prepared immediately for the Payment of 2019 taxes constitutes an emergency, and any rule requiring that this ordinance be read and presented more than one time is hereby suspended and that this ordinance be approved, passed, and adopted as of this date and be in full force and effect immediately and it is so ordained.

A motion was made by Alderman McIntosh and seconded by Alderman Floyd, and upon call for vote:

Alderman McIntosh ____AYE____

Alderman Jeffers ____AYE____

Alderman Lockhart ____AYE____

Alderman Floyd ____AYE____

Alderman Fangman____AYE____

the above ordinance was approved, passed, and adopted this the 12th day of September, 2019.

THE CITY OF CLARENDON

SEAL

Sandy Skelton, Mayor

Machiel Covey, City Secretary