Clarendon
TEXAS

ANNUAL BUDGET

FOR THE FISCAL YEAR
OCTOBER 01, 2020 THRU SEPTEMBER 30, 2021

MAYOR
THE HONORABLE SANDY SKELTON

MAYOR PRO-TEM
JACOB FANGMAN

ALDERMEN
EULAINE MCINTOSH
NATHAN FLOYD
JOHN LOCKHART
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 $22,060.47 which is a 6.047% increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is $368.03.

City Council Record Vote

The members of the governing body voted on the tax rate to support the 2020-2021 budget on September 10, 2020, the results were:

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

AGAINST: None

PRESENT: All

ABSENT: None

Tax Rate	Proposed 2020-2021	Adopted 2019-2020
Property Tax Rate	.5849	.499
No-New-Revenue Tax Rate	.562444	.6577
No-New Maintenance & Operations (M&O) Rate	.562444	.499
Voter-Approved Tax Rate	.585493	.5179
Debt Rate	0	0
De minimis Rate	1.516395	0
Unused Increment Rate	0	

The total amount of municipal debt obligation secured by property taxes for the City of Clarendon is $0.00

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 2020-2021 fiscal year. This budget has been prepared and is presented in accordance with the Texas Local Government Code.

Receipts of $1,774,610 expenditures of $1,694109 are projected for the General Fund.

Receipts of $871,720 and expenditures of $818,206 are projected for the Enterprise Fund.

The proposed budget reflects a 3% COL increase for all employees.

Funds to purchase a front-end loader in the amount of $40,000 have been budgeted in the Rolling Stock Fund.

Funds for the CDBG Grant 15% match in the amount of $42,500 for sewer improvements were added to the Wastewater Department.

The property taxable value decreased by over $ 990,000 from 2016 due to a decrease in value for single-family homes of $730,713 and in commercial buildings of $636,207. Each property was reappraised and depreciation of market value had a major impact.

The proposed property tax rate for FY 2020-2021 will be 0.5849 per $100. Adopting 0.5849 represents a tax increase of $22,060.47. The .75849 tax rate is composed of the "M&O" component which is used for General Fund maintenance and operations.

Law Enforcement services from the Donley County Sheriff's Office are contracted through the Donley County Commissioners Court. This budget includes the contractually-obligated 1.5% increase which goes until September 30th, 2025.

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 22 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) Librarian
(2) Water Utility Employee
(2) Wastewater Utility Employee
(2) Street Maintenance Employee
(3) Part-time Library Employee
(2) Part-time Sanitation Employee
(1) Seasonal Park Attendant

Respectfully submitted this 8th day of October, 2020.

David Dockery
Clarendon City Administrator

CITY of CLARENDON
ANNUAL BUDGET AND PROGRAM OF SERVICES FY 2020-2021

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STATEMENT OF CHANGES IN ACCOUNT BALANCES

Account	September 30, 2019	September 30, 2020
TexPool Investments	$2,862,189.27	$1,686,451.80
Pool Construction	$1,185.01	$2,468.46
Library Grant	$0.0	$0.0
Municipal Court LCCC	$113.08	$1,785.19
Community Development USDA Construction	$86,455.77	$34,553.02
Municipal Court Building Security Fund	$818.25	$0.00 (moved to LCCC)
Interest & Sinking	$43,248.86	$1,990.70
General Fund	$405,392.26	$700,891.12
Motel Bed Tax	$74,581.32	$76,109.01
Rolling Stock	$10,694.08	$28,221.94
USDA Debt Service	$29,242.31	$56,457.87
Airport Maintenance	$18,626.20	$0.00
Street Maintenance	$0.00	$54,084.01

City of Clarendon
Budgeted Employees
October 1, 2020

The City is budgeted for 23 positions, filled by 12 full-time employees, 6 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)	Amy Altman-Schlinker
(1) Code Compliance Officer	Grett Betts
(1) Public Works Director	John Molder
(1) Librarian	Jerri Shields
(2) Water Employees	Brad Hagood
	Jacob Lindsay
(2) Wastewater Employees	Albert Araujo
	Stanley (Jeff) McKee
(2) Street Maintenance Employee	Jacob Lindsay
	(to be filled)
(3) Library Employee (part-time)	Anne Purvis
	Glenda Day
	Carlene Hollar
(2) Recycling Employee (part-time)	Richard Dzamko
	Emzy Harris

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

WORKSHEET

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 PROPOSED	2019-2020 ACTUAL	2020-2021 PROPOSED
GENERAL FUND					
REVENUE	1,255,248	1,790,719	1,156,732	0	1,774,610
EXPENDITURES					
RECYCLING/SANITATION	0	0	0	0	396,040
MAYOR & CITY COUNCIL	4,848	7,181	9,900	0	9,900
ADMINISTRATION	90,052	92,095	98,595	0	102,484
FINANCE & ACCOUNTING	120,161	141,921	147,615	0	158,905
CITY HALL	96,079	259,904	138,200	0	113,820
MUNICIPAL COURT	24,417	23,497	29,100	0	30,260
TAX OFFICE	21,596	19,738	21,810	0	20,500
LAW ENFORCEMENT	152,725	155,797	159,275	0	162,461
FIRE DEPARTMENT	30,073	20,414	22,235	0	26,243
CODE COMPLIANCE	65,332	59,572	66,855	0	73,655
STREETS	148,659	144,811	170,430	0	205,345
PARKS	17,312	25,007	9,550	0	10,330
AIRPORT	3,291	35,603	4,775	0	4,750
LIBRARY	69,459	86,789	80,900	0	84,180
DEBT SERVICE/TRANSFERS	358,971	593,038	102,500	0	192,436
POOL	0	0	47,325	0	102,800
TOTAL EXPENDITURES	1,202,975	1,665,367	1,109,065	0	1,694,109
FUND BALANCE	**52,273**	**125,352**	**47,667**	**0**	**80,501**

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 PROPOSED	2019-2020 ACTUAL	2020-2021 PROPOSED
ENTERPRISE FUND					
REVENUE	1,277,164	1,243,194	1,260,470	0	871,720
EXPENDITURES					
WASTEWATER DEPARTMENT	105,691	108,358	137,098	0	188,739
WATER DEPARTMENT	358,421	381,557	463,052	0	487,267
SANITATION DEPARTMENT	288,245	311,691	395,420	0	0
TRANSFERS	271,745	262,667	255,820	0	142,200
TOTAL EXPENDITURES	1,024,102	1,064,273	1,251,390	0	818,206
FUND BALANCE	**253,062**	**178,922**	**9,080**	**0**	**53,514**
BALANCE (DEFICIT)	**305,335**	**304,274**	**56,747**	**0**	**134,015**

GENERAL FUND

1	GENERAL FUND					
2						
3	**REVENUE**	2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
4		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
5						
6	TAXES					
7						
8	AD VALOREM TAXES--CURRENT	257,686	265,488	347,247	336,678	351,000
9	SALES TAX	404,903	429,777	410,000	432,031	405,000
10	FRANCHISE FEES-Cable	5,046	4,408	4,150	3,678	4,200
11	FRANCHISE FEES-Telephone	4,841	4,775	4,100	4,739	4,100
12	FRANCHISE FEES-Electric	55,976	53,515	55,500	55,170	56,000
13	FRANCHISE FEES-Gas	10,856	10,696	14,800	9,278	12,500
14	TOTAL	739,308	768,659	835,797	841,574	832,800
15						
16	LICENSES/PERMITS					
17						
18	ANIMAL CONTROL FEES	1,782	1,985	1,200	1,570	1,000
19	PERMITS AND INSPECTIONS	50	0	0	0	0
20	ITINERANT MERCHANT PERMIT	175	400	150	200	150
21	CODE COMP. FEES	70	100	100	200	100
22	TOTAL	2,077	2,485	1,450	1,970	1,250
23						
24	INTRAGOVT TRANSFER					
25	IMPROVEMENT FUND	72,240	88,437	94,050	95,923	0
26	TRANSFER FROM UTILITY FUND-MGMT FEE	66,000	65,500	55,000	55,000	35,000
27	DONLEY COUNTY--LIBRARY MAINT	30,000	30,000	30,000	30,000	30,000
28	TRANSFER FROM GENERAL FUND CHECKING	200,000	415,301	0	0	0
29	TRANSFER FROM LIBRARY CD	8,950	0	0	0	0
30	TRANSFER FROM TEXPOOL	58,300	100	0	0	0
31	TRANSFER TO TEXPOOL	0	32,765	0	331,850	0
32	TRANSFER FROM TAX NOTE & BOND CD	0	217,729	0	0	0
33	TOTAL INTERGOVT	435,490	849,832	179,050	512,773	65,000
34						
35	MUNICIPAL COURT					
36	MUNICIPAL COURT FINES	19,536	11,499	6,900	16,626	8,500
37						
38	TOTAL COURT	19,536	11,499	6,900	16,626	8,500
39						
40	MISCELLANEOUS					
41	PROPERTY SALES	0	2,043	0	1,321	1,200
42	INTEREST EARNED	31,999	70,709	60,000	30,356	26,000
43	AIRPORT HANGAR RENT	6,304	6,179	7,000	6,305	7,000
44	REIMBURSEMENTS/AIRPORT RAMP GRANT	0	20,589	0	0	50,000
45	SALE OF SURPLUS ITEMS	0	13,135	1,200	0	325,000
46	TOWER RENTAL	11,423	11,312	7,500	11,397	8,000
47	ALCOHOL SALES PERMITS	1,300	175	300	1,385	500
48	FAX/COPY REVENUE	84	41	40	9	30
49	LIBRARY INCOME	5,669	21,001	5,670	4,093	7,500
50	MOWING FEE	0	240	800	0	300
51	TEXAS REVENUE RECOVERY ASSO.	175	207	25	287	30
52	MISC INCOME	1,883	3,659	3,000	3,549	2,500
53	POOL INCOME	0	0	48,000	0	48,000
54	SANITATION/RECYCLING	0	0	0	370	385,000
55	TMLIRP HOTEL DEMO	0	8,954	0	0	0
56	PROPERTY LEASE/ SANITATION	0	0	0	0	6,000
57	COVID-19 RELIEF FUND	0	0	0	20,284	0
58	TOTAL	58,837	158,244	133,535	79,356	867,060
59	TOTAL GENERAL FUND	**1,255,248**	**1,790,719**	**1,156,732**	**1,452,299**	**1,774,610**

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 two (2) hourly employees. The hourly employees are responsible for maintaining street signs, painting stripes, and trimming trees that obscure traffic signs. The hourly employees will be allowed to "float" between departments as needed; employees from other departments will "float" to assist in the Street Department as well. 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 2 full-time employee
11	payroll taxes
12	health benefits; $752.12 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	2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
5		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
6						
7	PERSONNEL SERVICES					
8						
9						
10	SALARIES	22,212	26,040	28,400	23,184	52,055
11	PAYROLL TAXES	2,395	2,707	3,300	1,780	4,035
12	HEALTH & LIFE INSURANCE	7,355	7,591	7,980	5,734	17,000
13	TMRS RETIREMENT	438	559	580	467	1,005
14	PART-TIME SALARIES	9,835	9,585	15,000	587	0
15	OVERTIME	513	1,026	1,400	211	2,000
16						
17						
18						
19						
20	TOTAL	42,748	47,508	56,660	31,963	76,095
21						
22						
23	MATERIAL AND SUPPLIES					
24						
25	GAS & OIL	10,763	11,560	13,300	6,633	13,250
26	TRAFFIC CONTROL DEVICES	561	0	700	601	800
27	UNIFORMS/APPAREL	300	291	500	274	1,000
28	SMALL TOOLS	302	526	800	209	800
29	CHEMICALS/MOSQUITO SPRAY	2,020	1,040	2,800	58	2,200
30	SAFETY EQUIPMENT	724	1,877	1,200	682	1,000
31	PAVING MATERIALS/ASPHALT	14,198	16,838	18,000	2,962	18,000
32	ROAD BASE/STABILIZATION	5,893	8,211	8,000	35	6,000
33	CONSUMABLES	212	507	400	414	450
34						
35						
36	TOTAL	34,973	40,850	45,700	11,868	43,500
37						
38	MAINTENANCE					
39						
40	EQUIPMENT	998	208	1,200	300	2,000
41	VEHICLE MAINTENANCE	1,598	629	1,600	1,458	1,800
42	EQUIPMENT MAINTENANCE	8,963	4,573	6,000	4,717	7,500
43	STREET SIGNS	2,412	583	2,000	0	2,000
44	CURBING & DRAINAGE	154	131	1,700	2,419	2,500
45	TIRES	2,184	3,120	2,000	2,169	2,200
46	CHEMICAL REPORT FEE	0	0	120	36	150
47						
48	TOTAL	16,309	9,244	14,620	11,099	18,150
49						

50	**STREETS**
51	continued
52	
53	
54	
55	fixed cost per light for street lights throughout town
56	travel/training
57	
58	
59	
60	
61	
62	
63	
64	large paving project funds from reserves
65	paid in full with budget amendment 17/18
66	radar speed signs x2 to be posted at each end of town
67	
68	
69	
70	
71	
72	

		2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
50	**STREETS**					
51	continued	ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
52						
53	**TRAVEL/TRAINING/OVERHEAD**					
54						
55	**STREET LIGHTS**	46,585	46,556	47,000	43,041	47,250
56	**TRAVEL/TRAINING**	44	653	250	20	350
57						
58						
59	**TOTAL**	46,629	47,209	47,250	43,061	47,600
60						
61						
62	**CAPITAL OUTLAY**					
63						
64	**ENGINEERING/ADA DESIGN**	0	0	0	250	4,000
65	**DUMP TRUCK**	8,000	0	0	0	0
66	**RADAR SPEED SIGNS**	0	0	6,200	0	0
67	**HANDICAP RAMPS**					16,000
68	**TOTAL**	8,000	0	6,200	250	20,000
69						
70						
71	**TOTAL STREETS**	**148,659**	**144,811**	**170,430**	**98,241**	**205,345**
72						

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 @ $752.12 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	2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
4		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
5						
6						
7	PERSONNEL SERVICES					
8						
9	SECRETARY SALARY	36,275	43,567	42,050	43,667	43,315
10	PHONE ALLOWANCE	360	360	360	360	360
11	AUTOMOBILE ALLOWANCE	480	880	960	960	960
12	PAYROLL TAXES	5,051	5,993	6,340	5,994	6,430
13	HEALTH & LIFE INSURANCE	14,499	13,108	15,960	15,341	17,000
14	RETIREMENT	1,324	1,682	1,610	1,617	1,335
15	PART TIME WAGES	9,378	10,154	14,500	9,960	14,500
16	UTILITY CLERK WAGES	22,261	25,677	24,905	26,283	25,655
17	OVERTIME	166	233	200	36	300
18	TOTAL	89,794	101,654	106,885	104,218	109,855
19						
20						
21	MATERIAL AND SUPPLIES					
22						
23	UNIFORMS/APPAREL	0	155	200	200	250
24	MINOR APPARATUS/OFFICE EQ.	120	138	250	2	250
25	STORAGE CONTAINER	0	0	3,200	0	3,500
26	TOTAL	120	293	3,650	202	4,000
27						
28	TRAVEL/TRAINING/OVERHEAD/CONTRACTED					
29						
30	EDUCATION/TRAINING	944	496	800	595	800
31	MEETINGS/TRAVEL EXPENSE	1,792	1,680	1,500	1,285	1,500
32	DUES/SUBSCRIPTIONS	305	332	350	346	350
33	BONDS	121	50	50	50	60
34	MEDICAL/PHYSICAL/DRUG TESTING	936	910	600	370	1,700
35	AUDIT SERVICES	12,350	17,000	17,200	18,500	18,500
36	SERVICE CONTRACTS/INCODE	10,664	11,599	12,800	13,318	13,320
37	PRINTING EXPENSE	1,580	1,695	1,600	1,572	1,700
38	TEXAS REVENUE RECOVERY	175	195	300	225	400
39	COMPUTER MAINT. MONTHLY	1,380	1,380	1,380	1,093	1,520
40	COMPUTER SOFTWARE	0	0	500	0	500
41	INCODE CASH COLLECTION MODULE	0	4,637	0	0	4,700
42						
43	TOTAL	30,247	39,974	37,080	37,354	45,050
44						
45						
46	TOTAL FINANCE / ACCOUNTING	120,161	141,921	147,615	141,774	158,905

RECYCLING/SANITATION

Sanitation service is provided by Diversified Waste for the collection and hauling of garbage waste from the residential and commercial customers of the city, the City of Clarendon will provide for the easy recycling of metals, plastics, glass, and paper/cardboard, and to provide for the composting of wood chips and grass clippings utilizing two (2) part-time employees.

The contract provider picks up residential and commercial garbage from dumpsters, many of which are shared by adjacent customers. Diversified 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.

1	**ENTERPRISE FUND**
2	
3	
4	**SANITATION**
5	
6	
7	
8	
9	payroll for 2 part-time employees
10	payroll taxes
11	exit payment vacation/sick
12	retirement pay-out $25 per year of employment
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	provided by uniform service
24	fuel and oil for vehicles
25	wrenches and screwdrivers
26	safety glasses, hearing protection, etc....
27	
28	
29	
30	
31	repairs to buildings
32	gas service
33	electric service for recycling; transfer station
34	Diversified Waste service
35	tire recycling project with PRPC
36	
37	Sanitations portion of the contracted monthly computer maintainance
38	
39	
40	**MAINTENANCE/EQUIPMENT**
41	oil, filters, parts, etc....
42	repairs to buildings
43	paper goods, gloves
44	tires for skid steer, forklift
45	
46	
47	
48	
49	

1	**GENERAL FUND**					
2						
3						
4	**RECYCLING/SANITATION**	2017-2018	2018-2018	2019-2020	2019-2020	2020-2021
5		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
6						
7	**PERSONNEL SERVICES**					
8						
9	PART TIME SALARIES	0	0	0	0	21,000
10	PAYROLL TAXES	0	0	0	0	1,630
11	VACATION/ SICK LEAVE PAYOUT	0	0	0	0	30,070
12	RETIREMENT PAYOUT					1,400
13						
14						
15						
16						
17						
18						
19	**TOTAL**	0	0	0	0	54,100
20						
21	**MATERIAL AND SUPPLIES**					
22						
23	UNIFORMS	0	0	0	0	420
24	GAS & OIL	0	0	0	0	500
25	SMALL TOOLS	0	0	0	0	300
26	SAFETY EQUIPMENT	0	0	0	0	200
27		0	0	0	0	
28						
29						
30	**TOTAL**	0	0	0	0	1,420
31	**CONTRACT SERVICES/ OVERHEAD**					
32	GREENLIGHT GAS					1,200
33	UTILITIES (ELECTRIC)					1,200
34	CONTRACT COLLECTION/ DISPOSAL	0	0	0	0	329,000
35	TIRE RECYCLE PROGRAM	0	0	0	0	3,000
36	CELL PHONE					
37	MONTHLY COMPUTER MAINTENANCE					1,520
38	**TOTAL**	0	0	0	0	335,920
39						
40	**MAINTENANCE/EQUIPMENT**					
41	EQUIPMENT MAINTENANCE					2,500
42	BUILDING MAINTENANCE					1,000
43	CONSUMABLES					500
44	TIRES					600
45						
46	**TOTAL**	0	0	0	0	4,600
47						
48						
49	**TOTAL SANITATION**	**0**	**0**	**0**	**0**	**396,040**

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**	2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
5		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
6						
7	**CONTRACTED SERVICES**					
8						
9	**APPRAISAL DISTRICT**	21,596	19,738	21,810	16,335	20,500
10						
11	**TOTAL**	21,596	19,738	21,810	16,335	20,500
12						
13	**TOTAL TAX OFFICE**	**21,596**	**19,738**	**21,810**	**16,335**	**20,500**
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**	2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
5		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
6						
7	**MATERIAL and SUPPLIES**					
8						
9	SUPPLIES	105	196	200	36	200
10	APPAREL	0	34	300	106	300
11						
12	**TOTAL**	105	230	500	142	500
13						
14	**TRAVEL/TRAINING/OVERHEAD/CONTRACTED**					
15						
16	EDUCATION/TRAINING	0	0	500	0	500
17	TML QUARTERLY MEETING	0	0	900	0	1,000
18	MEETINGS/TRAVEL	529	419	700	477	700
19	ELECTION EXPENSE	36	2,544	2,500	36	2,500
20	ADVERTISING-LOCAL	664	978	1,200	1,058	1,200
21	DUES & SUBSCRIPTIONS	1,054	1,010	1,000	1,165	1,000
22	BONDS	286	0	0	0	0
23	INTERNET EMAIL DOMAIN	0	0	0	0	0
24	**TOTAL**	2,569	4,951	6,800	2,736	6,900
25						
26	**PROJECTS**					
27						
28	COMMUNITY PROGRAMS	2,000	2,000	2,000	2,000	2,000
29	ADVERTISING & PROMOTION	174	0	600	0	500
30						
31						
32	**TOTAL**	2,174	2,000	2,600	2,000	2,500
33						
34	**TOTAL CITY COUNCIL**	**4,848**	**7,181**	**9,900**	**4,878**	**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.

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**	**2017-2018**	**2018-2019**	**2019-2020**	**2019-2020**	**2020-2021**
5		**ACTUAL**	**ACTUAL**	**PROPOSED**	**ACTUAL**	**PROPOSED**
6						
7	**ELECTRICITY**	1,680	1,494	1,900	1,568	2,100
8	**LIGHTS**	201	48	750	147	500
9	**REPAIRS & MAINTENANCE**	683	153	1,000	242	1000
10	**HOUSEKEEPING**	600	400	850	500	850
11	**HOUSEKEEPING SUPPLIES**	31	46	150	66	200
12	**CONSUMABLES**	96	75	125	0	100
13	**CRACK SEALING**	0	21387	0	0	0
14	**SEALCOAT & STRIPING**	0	12000	0	0	0
15	**RAMP GRANT- RADIOS & LIGHTS**	0	0	0	817	0
16						
17						
18	**TOTAL AIRPORT**	**3,291**	**35,603**	**4,775**	**3,340**	**4,750**

LAW ENFORCEMENT

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

On October 01, 2020, the City and Donley County entered into a 3-year agreement which provided for a base rate of compensation and a 1.5% annual increase. The City is currently in the process of reviewing the contract effective October 1, 2023.

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

contract for law enforcement services; 2% annual increase
support for 911 system

1	**GENERAL FUND**					
2						
3						
4	**LAW ENFORCEMENT**	**2017-2018**	**2018-2019**	**2019-2020**	**2019-2020**	**2020-2021**
5		**ACTUAL**	**ACTUAL**	**PROPOSED**	**ACTUAL**	**PROPOSED**
6						
7	**CONTRACTUAL SERVICES**					
8						
9	**LAW ENFORCEMENT CONTRACT**	152,318	155,370	158,800	158,800	161,976
10	**PANCOM 911 SYSTEM SUPPORT**	407	427	475	448	485
11						
12	**TOTAL**	152,725	155,797	159,275	159,248	162,461
13						
14						
15	**TOTAL LAW ENFORCEMENT**	**149,667**	**155,797**	**159,275**	**159,248**	**162,461**

MUNICIPAL COURT

The Legal and Court Department funds the monthly salary for a part-time Municipal Judge, and 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 Municipal Judge is Tommy Waldrop.

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

GENERAL FUND

MUNICIPAL COURT

$698.81/month salary for Municipal Judge
payroll taxes
~~Court Clerk 0.30 per hour Certification Pay~~
~~Court Clerk retirement on the .30 per hour~~

paper, rubber stanps, file folders, docket books; general office supplies
calculator; etc
filing cabinet, etc.
required by legislature- moved to m. court building security fund

monthly computer mx- paid by reserve funds in municipal court tech fund
court software & maintenance

City Attorney and Prosecutor expense; accumulated hourly
the city does not retain an assistant city attorney at this time
travel expense to schools and meetings--Judge
schooling expense--Judge
schooling expense--Clerk
travel expense to schools and meetings--Clerk
telephone and internet
failure to apprear (FTA) program through DPS
postage for letters and notices; jury summons
pass-thru from fines
expense for jury trials;
Purdue-Fielding collects unpaid Municipal Court fines
organizational dues
bond for Municipal Judge
combining of court security and technology funds

1	**GENERAL FUND**					
2						
3						
4	**MUNICIPAL COURT**	2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
5		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
6						
7						
8	**PERSONNEL SERVICES**					
9						
10	JUDGES SALARY	7,754	8,141	8,440	8,386	8,690
11	PAYROLL TAXES	636	649	710	642	675
12	COURT CLERK SALARY	622	377	0	0	0
13	COURT CLERK RETIREMENT	12	8	0	0	0
14	TOTAL	9,024	9,175	9,150	9,028	9,365
15						
16	**MATERIAL AND SUPPLIES**					
17						
18	OFFICE SUPPLIES	98	250	250	158	250
19	MINOR TOOLS AND APPARATUS	100	150	150	0	200
20	FURNITURE AND FIXTURES	206	102	670	0	200
21	SECURITY	0	0	1,500	0	200
22						
23	TOTAL	404	502	2,570	158	850
24						
25	**MAINTENANCE OF EQUIPMENT**					
26						
27	MONTHLY COMPUTER MAINTENAINCE	0	0	1,380	1,093	1,520
28	COMPUTER SOFTWARE & MAINT.	2,610	2,610	2,650	2,610	2,650
29						
30	TOTAL	2,610	2,610	4,030	3,703	4,170
31						
32	**TRAVEL/TRAINING/OVERHEAD/CONTRACTED**					
33						
34	CITY ATTORNEY	5,247	2,670	3,500	3,992	3,500
35	ASSISTANT CITY ATTORNEY	490	1,004	0	0	0
36	JUDGE -TRAVEL EXPENSE	100	473	350	0	350
37	JUDGE -TRAINING	100	350	500	40	500
38	CLERK - TRAINING	0	200	800	0	500
39	CLERK - TRAVEL	0	200	400	363	400
40	TELEPHONE & INTERNET	720	692	800	735	800
41	OMNIBASE FEES	78	66	125	72	125
42	POSTAGE	197	47	125	7	100
43	STATE COURT FEES	5,004	5,059	5,500	6,521	5,500
44	COURT & TRIAL EXPENSE	0	0	200	0	250
45	COLLECTION FEES (PERDUE-FIELDING)	418	424	900	127	500
46	DUES & SUBSCRIPTIONS	0	0	100	0	100
47	BOND	25	25	50	25	50
48	LOCAL CONSOLIDATION COST FEES	0	0	0	0	3,200
49	TOTAL	12,379	11,210	13,350	11,882	15,875
50						
51						
52						
53	**TOTAL LEGAL AND COURT**	**24,417**	**23,497**	**29,100**	**24,771**	**30,260**

FIRE DEPARTMENT

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 DEPARTMENT**
5	
6	
7	
8	
9	Jeremy Powell's salary as the City's Fire Marshal
10	payroll tax
11	
12	
13	
14	
15	Greenlight Gas
16	stipend paid to fire department
17	SWEPCO
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 DEPARTMENT	2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
5		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
6						
7	PERSONNEL SERVICES					
8						
9	SALARIES--FIRE MARSHAL	1,938	2,035	2,110	2,096	2,175
10	PAYROLL TAXES	148	156	175	160	168
11						
12	TOTAL	2,086	2,191	2,285	2,256	2,343
13						
14	FUEL and OPERATIONS SUBSIDY					
15	GREENLIGHT GAS	0	0	0	0	1,500
16	FUEL and OPERATIONS SUBSIDY	18,000	18,000	18,000	18,000	18,000
17	ELECTRICITY	0	0	0	0	2,500
18	TOTAL	18,000	18,000	18,000	18,000	22,000
19						
20	TRAVEL/TRAINING/OVERHEAD/CONTRACTED					
21						
22	EMERGENCY SUPPORT	238	0	400	0	400
23	SIREN MAINTENANCE and REPAIRS	8,960	0	500	0	500
24	AUDIT	255	0	300	255	300
25	TRAVEL EXPENSE--SCHOOLS	181	223	300	0	300
26	TELEPHONE/SIREN LOOPS	353	0	0	0	0
27	EMC TRAVEL	0	0	250	0	200
28	EMC TRAINING	0	0	200	0	200
29	TOTAL	9,987	223	1,950	255	1,900
30						
31	TOTAL FIRE DEPT	30,073	20,414	22,235	20,511	26,243

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.

1	
2	
3	
4	**CODE COMPLIANCE**
5	
6	
7	
8	payroll for Code Compliance Officer
9	payroll taxes
10	life insurance, employee has health insurance provided by prior employer
11	city matches 1-1 on 7% withholding
12	overtime for occasional night calls about animal control
13	
14	
15	
16	
17	
18	
19	
20	cleanning supplies
21	basic office supplies
22	fuel and oil for 1 vehicle
23	provided by uniform service
24	animal snare; traps
25	chemicals for euthanasia
26	drugs for tranquilizer gun
27	dog and cat food
28	cat litter; paper towels
29	gloves;locks
30	printing door hangers; violation books
31	food bowls, leashes, food storage containers, etc....
32	$125.00 quarterly medication, food,support/ anamial adoption service
33	
34	
35	
36	
37	repairs to 1 vehicle
38	repairs to euthanasia equipment/ cages/catch poles repairs
39	
40	

1	GENERAL FUND					
2						
3	CODE COMPLIANCE	2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
4		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
5						
6	PERSONNEL SERVICES					
7						
8	SALARY	26,520	30,861	32,910	33,009	33,900
9	PAYROLL TAXES	2,152	2,437	2,530	2,611	2,625
10	HEALTH & LIFE INSURANCE	-6	81	80	28	80
11	RETIREMENT	537	658	655	679	655
12	OVERTIME	517	312	500	413	500
13						
14						
15						
16						
17	TOTAL	29,720	34,349	36,675	36,740	37,760
18						
19	MATERIAL AND SUPPLIES					
20	CLEANING SUPPLIES	0	0	100	0	125
21	OFFICE SUPPLIES	10	76	80	144	150
22	GAS & OIL	2,091	2,301	2,420	1,620	2,250
23	UNIFORMS/APPAREL	276	242	330	280	325
24	MINOR APPARATUS/SM. TOOL	345	206	1,000	398	650
25	CHEMICALS	117	0	220	0	150
26	TRANQUILIZER GUN/AMMO	0	0	100	0	100
27	FOOD FOR ANIMALS	91	276	375	242	250
28	CONSUMABLES	208	3	125	40	125
29	SAFETY EQUIPMENT	10	345	300	0	225
30	PRINTING EXPENSE	121	75	200	196	225
31	MINOR SUPPLIES	0	0	200	0	150
32	ANIMAL ADOPTION SERVICE	0	500	500	500	500
33	TOTAL	3,269	4,024	5,950	3,420	5,225
34						
35	MAINTENANCE					
36						
37	MOTOR VEHICLE REPAIRS	533	636	850	38	750
38	EQUIPMENT REPAIRS	0	12	300	0	300
39						
40	TOTAL	533	648	1,150	38	1,050
41						

41	
42	**CODE COMPLIANCE**
43	continued
44	
45	
46	administrative/legal cost of abatement
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**	**2017-2018**	**2018-2019**	**2019-2020**	**2019-2020**	**2020-2021**
44	continued	**ACTUAL**	**ACTUAL**	**PROPOSED**	**ACTUAL**	**PROPOSED**
45						
46	**JUNK CAR PROGRAM**	0	0	0	0	4,500
47	**STRUCTURE DEMO**	12,267	9,397	15,000	3,100	12,000
48	**DUES**	100	50	150	35	200
49	**MEETINGS/TRAVEL EXP**	532	709	700	11	700
50	**TRAINING**	895	150	300	110	400
51	**CELL PHONE**	174	645	400	746	750
52	**POSTAGE**	0	1	150	0	125
53	**PROF SERVICES/VETERINARY**	370	14	500	118	425
54	**ATTORNEY FEES**	1,371	2,371	2,000	41	2,500
55	**ORDINANCE CODIFICATION**	415	275	300	0	0
56	**ELECTRICITY**	68	63	100	58	100
57	**CONTRACT MOWING**	0	645	750	0	800
58	**COMPUTER MAINT. MONTHLY**	1,380	1,380	1,380	1,093	1,520
59	**TOTAL**	17,572	15,700	21,730	5,312	24,020
60						
61	**CAPITAL EXPENSE**					
62						
63	**BUILDING IMPROVEMENTS**	29	0	1,000	72	1,200
64	**CAGES**	0	351	350	267	400
65	**TRUCK PYMT - ROLLING STOCK**	4,500	4,500	0	0	0
66	**MONOFILL CONSTRUCTION**	9,708	0	0	0	4,000
67						
68	**TOTAL CAPITAL EXPENSE**	14,237	4,851	1,350	339	5,600
69						
70	**TOTAL CODE COMPLIANCE**	**65,331**	**59,572**	**66,855**	**45,849**	**73,655**

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	2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
4		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
5						
6	PERSONNEL SERVICES					
7						
8	EMPLOYEE APPRECIATION EVENTS	3,354	3,376	4,000	2,268	4,000
9						
10	TOTAL	3,354	3,376	4,000	2,268	4,000
11						
12	MATERIAL AND SUPPLIES					
13						
14	HOUSEKEEPING SUPPLIES	160	187	250	371	350
15	OFFICE SUPPLIES	2,350	2,861	3,200	2,360	3,300
16	SAFETY EQUIPMENT	113	28	130	166	150
17	SECURITY EQUIPMENT	115	0	200	0	300
18						
19	TOTAL	2,738	3,076	3,780	2,897	4,100
20						
21	MAINTENANCE OF EQUIPMENT					
22						
23	MONTHLY COMPUTER MAINTENANCE	36	0	0	0	0
24	BUILDING MAINTENANCE	13,449	2,460	35,000	38,690	12,500
25	EQUIPMENT MAINTENANCE	355	192	500	111	500
26						
27	TOTAL	13,840	2,652	35,500	38,801	13,000
28						
29	TRAVEL/TRAINING/OVERHEAD/CONTRACTED					
30						
31	POST OFFICE BOX RENT	92	92	110	94	120
32	POSTAGE	5,685	5,330	6,200	5,420	6,200
33	TMLIRP INSURANCE	55,867	64,761	65,000	67,556	65,000
34	BEREAVEMENT	261	136	300	0	300
35	ELECTRICITY	4,927	4,133	3,850	4,506	4,400
36	GREENLIGHT GAS	1,931	1,976	3,300	2,422	3,500
37	TELEPHONE	994	880	1,200	1,863	1,200
38	HOUSEKEEPING	1,800	1,800	2,200	1,650	3,600
39	COPIER LEASE	1,453	1,585	2,400	1,585	2,400
40	PEST CONTROL	500	375	575	375	600
41	CONSUMABLES	705	860	850	653	900
42	EQUIPMENT RENTALS	222	64	500	879	500
43	SERVICE MATS	468	364	500	456	500
44	BUISNESS PHONE SYSTEM	0	0	4,435	5,879	0
45						
46						
47	TOTAL	74,905	82,356	91,420	93,338	89,220
48						
49	PROJECTS / CAPITAL OUTLAY					
50						
51	BUILDING PURCHASE	0	165,301	0	0	0
52	COMPUTER EQUIPMENT	1,242	3,143	3,500	4,143	3,500
53						
54	TOTAL	1,242	168,444	3,500	4,143	3,500
55						
56	TOTAL CITY HALL	96,079	259,904	138,200	141,447	113,820

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**	2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
4		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
5						
6	**PERSONNEL SERVICES**					
7						
8	LIBRARIAN SALARY	29,064	30,345	31,360	32,525	32,300
9	PART TIME SALARIES	20,200	20,760	24,940	21,718	25,700
10	PAYROLL TAXES	3,697	3,837	4,320	4,072	4,470
11	HEALTH & LIFE INSURANCE	64	30	125	11	125
12	RETIREMENT	560	626	620	646	1,260
13						
14						
15						
16	TOTAL	53,585	55,598	61,365	58,972	63,855
17						
18	**MATERIAL AND SUPPLIES**					
19						
20	OFFICE SUPPLIES	1,327	1,735	1,400	1,586	1,500
21	MINOR APPARATUS/OFFICE MACHINES	75	419	300	0	350
22	HOUSEKEEPING SUPPLIES	140	0	250	44	300
23	BOOKS	3,222	2,781	3,700	2,342	3,300
24	CONSUMABLES	139	383	200	334	200
25						
26	TOTAL	4,903	5,318	5,850	4,306	5,650
27						
28	**MAINTENANCE OF EQUIPMENT**					
29						
30	COMPUTER MAINT. MONTHLY	1,380	1,380	1,380	1,093	1,520
31	BUILDING MAINTENANCE	987	15,988	2,000	53	2,200
32	COMPUTER HARDWARE/SOFTWARE	207	132	500	0	500
33						
34	TOTAL	2,574	17,500	3,880	1,146	4,220
35						
36	**TRAVEL/TRAINING/OVERHEAD/CONTRACTED**					
37						
38						
39	TRAVEL & TRAINING	194	64	750	237	750
40	DUES	164	142	200	30	200
41	ELECTRICITY	3,050	2,663	2,500	2,222	2,800
42	GREENLIGHT GAS	1,057	1,101	1,500	1,004	1,650
43	TELEPHONE & INTERNET	720	660	825	660	825
44	PEST CONTROL	500	375	500	375	500
45	HARRINGTON USER FEE	2,700	3,294	3,400	3,685	3,600
46	SAFETY EQUIPMENT	12	48	80	70	80
47	BOND	0	25	50	25	50
48						
49						
50	TOTAL	8,397	8,372	9,805	8,308	10,455
51						
52	**TOTAL LIBRARY**	**69,459**	**86,788**	**80,900**	**72,732**	**84,180**

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	life & health benefits; $752.12 pp monthly,employee pays $57.36
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	boil water notices; ordinance publications
34	budget notices are now required to be separate from ther legal notices
35	
36	
37	

1	**GENERAL FUND**					
2						
3	**ADMINISTRATION**	2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
4		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
5						
6						
7	SALARIES/WAGES	68,163	70,208	73,015	75,846	75,959
8	AUTOMOBILE ALLOWANCE	3,600	4,200	4,200	4,200	4,200
9	PAYROLL TAXES	5,393	5,596	5,600	6,021	5,850
10	HEALTH & LIFE INSURANCE	7,355	7,580	7,980	7,707	8,500
11	TMRS RETIREMENT	1,382	1,536	1,550	1,591	1,455
12						
13						
14						
15	TOTAL	85,893	89,120	92,345	95,365	95,964
16						
17						
18	**MATERIAL AND SUPPLIES**					
19						
20	MINOR APPARATUS	0	0	150	43	150
21	CELL PHONE	648	743	700	746	720
22	COMPUTER MAINT. MONTHLY	1,380	1,380	1,380	1,093	1,520
23						
24	TOTAL	2,028	2,123	2,230	1,882	2,390
25						
26						
27	**TRAVEL/TRAINING/OVERHEAD/CONTRACTED**					
28						
29	MEETINGS/TRAVEL EXPENSES	842	26	1,000	0	1,000
30	EDUCATION/TRAINING	280	536	1,000	451	1,000
31	DUES/SUBSCRIPTIONS	20	0	200	0	300
32	EXPENSE ACCOUNT	68	0	500	74	500
33	LEGAL NOTICES	921	290	1,250	315	1,250
34	BUDGET NOTICES	0	0	70	35	80
35	TOTAL	2,131	852	4,020	875	4,130
36						
37	**TOTAL ADMINISTRATION**	**81,598**	**92,095**	**98,595**	**98,122**	**102,484**

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

1	**GENERAL FUND**					
2						
3						
4	**PARKS**	2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
5		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
6						
7	**PERSONNEL SERVICES**					
8						
9	TEMPORARY/SUMMER HELP	2,592	4,536	4,870	556	5,020
10	PAYROLL TAXES	198	347	380	43	395
11						
12						
13						
14						
15						
16						
17						
18						
19	**TOTAL**	2,790	4,883	5,250	599	5,415
20						
21	**MATERIAL AND SUPPLIES**					
22						
23	UNIFORMS/APPAREL	0	0	125	0	315
24	SMALL TOOLS	10	0	700	52	750
25	FUEL AND OIL	63	139	350	24	350
26	CHEMICALS/HERBICIDE/PESTICIDE	39	39	200	17	250
27	SAFETY EQUIPMENT	15	0	150	0	125
28	CONSUMABLES	20	36	150	0	150
29						
30						
31	**TOTAL**	147	214	1,675	93	1,940
32						
33	**MAINTENANCE**					
34						
35	RESTROOMS MAINTENANCE	45	0	275	162	275
36	EQUIPMENT/PARTS	1,160	684	500	1,886	500
37	PROFESSIONAL SERVICES	12,890	0	700	0	800
38	CONTRACT MOWING	0	910	0	0	0
39	**TOTAL**	14,095	1,594	1,475	2,048	1,575
40						
41	**CAPITAL OUTLAY**					
42						
43	WEEDEATER	280	0	300	0	0
44	BENCH	0	0	850	623	900
45	GARBAGE RECEPTICLE	0	0	0	0	500
46	PLAY GROUND AREA	0	0	0	0	0
47	PROPERTY PURCHASE	0	18,315	0	0	0
48	**TOTAL**	280	18,315	1,150	623	1,400
49						
50	**TOTAL PARKS**	**17,312**	**25,006**	**9,550**	**3,363**	**10,330**

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	Pool Operator Training x 2
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	Purchase Vending Machines For Consession
42	Purchase sod for pool area
43	Purchase pool chairs/lounges
44	
45	
46	
47	
48	
49	
50	

1	**GENERAL FUND**					
2						
3						
4	**POOL**	2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
5		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
6						
7	**PERSONNEL SERVICES**					
8						
9	TEMPORARY/SUMMER HELP	0	0	25,000	0	31,000
10	PAYROLL TAXES	0	0	1,925	0	2,400
11	TRAINING LIFEGUARDS	0	0	1,200	0	2,400
12	TRAINING MAINTENANCE	0	0	0	0	1,200
13						
14						
15						
16						
17						
18						
19	**TOTAL**	0	0	28,125	0	37,000
20						
21	**MATERIAL AND SUPPLIES**					
22						
23	UNIFORMS	0	0	350	0	600
24	CONCESSIONS	0	0	4,875	0	5,200
25	CHEMICALS	0	0	5,100	0	5,600
26	ELECTRICITY	0	0	3,400	0	3,700
27	TELEPHONE	0	0	600	0	800
28						
29						
30	**TOTAL**	0	0	14,325	0	15,900
31						
32	**MAINTENANCE**					
33						
34	RESTROOMS MAINTENANCE	0	0	600	28	600
35	EQUIPMENT/PARTS/SIGNAGE	0	0	4,275	120	4,300
36						
37						
38	**TOTAL**	0	0	4,875	148	4,900
39						
40	**CAPITAL OUTLAY**					
41	VENDING MACHINES	0	0	0	0	6,000
42	LANDSCAPING/ SOD	0	0	0	160	2,000
43	POOL FURNITURE	0	0	0	0	2,000
44	PAVING PARKING LOT	0	0	0	0	35,000
45						
46	**TOTAL**	0	0	0	160	45,000
47						
48						
49	**TOTAL POOL**	**0**	**0**	**47,325**	**308**	**102,800**

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 1.50 of the sales tax with .25 dedicated to Street Maintenance. The General Fund will transfer a portion of Surplus Sales to Rolling Stock for the purchase of a front-end loader for the Street Department.

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	Transfer of partial funds from GF Surplus Sales for front-end loader
10	Sales Tax pass-thru to EDC
11	To I & S CD and retain for 2012 Tax Notes and Bonds balloon payments
12	Court Security and technology fund transfer
13	txdot ramp match
14	.25% of sales tax for maintenance on existing streets
15	
16	
17	

1	**GENERAL FUND**					
2						
3						
4	**DEBT SERVICE / TRANSFERS**	**2017-2018**	**2018-2019**	**2019-2020**	**2019-2020**	**2020-2021**
5		**ACTUAL**	**ACTUAL**	**PROPOSED**	**ACTUAL**	**PROPOSED**
6						
7						
8	**TRANSFERS**					
9	**TRANS TO ROLLING STOCK**	0	0	0	0	40,000
10	**TRANS TO EDC**	101,226	107,444	102,500	108,007	101,250
11	**TRANS TO TAX NOTES & BOND CD**	200,000	0	0	0	0
12	**TRANS TO MUNICIPAL COURT LCF**	0	0	0	0	561
13	**TRANS TO AIRPORT MX FUND**	0	17,765	0	0	0
	TRANS TO STREET MX FUND	0	0	0	54,004	50,625
	TRANS TO TEXPOOL	0	0	0	331,850	0
14	**TOTAL TRANSFERS**	301,226	125,209	102,500	493,861	192,436
15						
16	**TOTAL DEBT SERVICE**					
17	**and TRANSFERS**	**358,971**	**593,038**	**102,500**	**493,861**	**192,436**

ENTERPRISE FUND

1	**ENTERPRISE FUND**					
2						
3						
4	**REVENUE**					
5		2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
6		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
7						
8	WATER REVENUE	559,150	540,431	548,000	593,216	551,000
9	WATER TAP/CONNECTION FEES	3,866	1,600	2,000	1,600	1,800
10	SEWER TAP/CONNECTION FEES	400	2,000	800	0	800
11	SOLID WASTE DISPOSAL	356,687	357,825	378,300	376,514	0
12	TRANSFER STATION/GATE FEES	7,661	9,140	7,100	7,059	0
13	RECYCLING	14,962	10,696	10,750	6,545	9,000
14	LATE PAYMENT PENALTIES	13,261	12,374	12,000	11,148	12,000
15	BULK WATER	8,006	1,125	850	2,243	900
16	MISC	0	0	1,500	795	1,000
17	RETURNED CHECK FEES	147	280	200	397	250
18	RECONNECT FEES	3,499	4,415	4,200	5,322	4,400
19	TIRE RECYCLING PROJECT	1,858	494	150	233	200
20	WASTEWATER DUMPING FEE	267	315	300	300	250
21	40 YARD DUMPSTER & FEES	11,369	5,305	5,200	11,208	0
22	SEWER REVENUE	233,098	228,434	235,700	242,305	235,800
23	LIMBS AND YARWASTE	995	55	300	10	200
24	RAW WATER SALES	61,938	68,705	53,000	78,934	54,000
25	WATER METER TEST FEE	0	0	120	0	120
26	TOTAL	1,277,164	1,243,194	1,260,470	1,337,829	871,720
27						
28						
29	**TOTAL ENTERPRISE FUND REVENU**	**1,277,164**	**1,243,194**	**1,260,470**	**1,337,829**	**871,720**

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; $752.12 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	fuel and oil for 2 2/3 pickups and Public Works equipment
21	hydrant wrenches, etc
22	safety glasses; yellow vests;etc...
23	pipe sealant,thread compound,etc.
24	contract uniform service
25	cash drawers over/under - auditor said to put line item here
26	
27	
28	
29	
30	vehicle repairs
31	pipe cutter repair;
32	maintenance to sewer jetter; pumps;
33	repairs to Public Works Warehouse
34	tires
35	
36	
37	
38	
39	
40	

1	ENTERPRISE FUND					
2						
3	WATER OPERATIONS AND MAINTENANCE					
4		2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
5		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
6						
7	PERSONNEL SERVICES					
8						
9	SUPERVISORY SALARIES	33,789	35,908	37,015	38,454	38,125
10	SALARIES	49,349	55,569	60,000	59,419	61,800
11	PAYROLL TAXES	6,327	7,010	7,640	7,530	7,955
12	HEALTH & LIFE INSURANCE	16,443	15,563	18,250	15,895	21,750
13	TMRS RETIREMENT	1,639	1,942	2,000	1,990	2,210
14	OVERTIME	1,578	2,562	2,500	2,225	2,700
15						
16	TOTAL	109,125	118,554	127,405	125,513	134,540
17						
18	MATERIALS/SUPPLIES-WATER					
19						
20	GAS & OIL	2,705	3,252	3,200	2,567	3,300
21	SMALL TOOLS	4,765	851	500	445	500
22	SAFETY EQUIPMENT	442	500	400	568	2,450
23	CONSUMABLES	148	218	200	221	300
24	UNIFORMS	746	703	1,060	756	1,100
25	CASH OVER/UNDER	0	333	0	0	0
26	TOTAL	8,806	5,857	5,360	4,557	7,650
27						
28	MAINTENANCE of EQUIPMENT					
29						
30	MOTOR VEHICLE MAINTENANCE	538	563	1,200	1,398	1,500
31	MAJOR TOOL MAINTENANCE	900	380	1,000	365	1,500
32	EQUIPMENT MAINTENANCE	1,034	144	2,500	109	3,500
33	BUILDING MAINTENANCE	449	48	700	80	700
34	TIRES	1,003	561	2,000	144	2,000
35						
36	TOTAL	3,924	1,696	7,400	2,096	9,200
37						
38						
39						
40						

41	
42	**WATER OPERATIONS AND MAINTENANCE**
43	**continued**
44	
45	
46	
47	
48	annual fee for software support for auto-read meters
49	cost of water purchased from Greenbelt Water Authority
50	rental of vacum excavator for meter project
51	55% electric utilities for warehouse
52	engineering--water system study
53	Inspections of water facilities
54	Inspection of elevated water storage tanks
55	bacteriological sampling
56	Texas Water Utilities Assn
57	travel expense to training and meetings
58	schooling expense
59	supervisor and on-call cell phones
60	gas utilities
61	Water portion of monthly computer maintenance
62	Interface between ARI meters and Encode Billing System
63	
64	
65	
66	
67	piping and materials for water department
68	replacement of worn hydrant and valves
69	replacement and new connections
70	
71	
72	
73	
74	
75	plasma cutter for meter project
76	2012 F250 - 2nd of 3 payments to rolling stock
77	electrical work to operate plasma cutter
78	
79	

41						
42	**WATER OPERATIONS AND MAINTENANCE**					
43	continued	2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
44		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
45						
46						
47	**TRAVEL/TRAINING/OVERHEAD/CONTRACTED**					
48	AUTO-READ METER SUPPORT	0	0	0	0	2,500
49	WATER PURCHASED	193,561	203,104	272,400	219,908	280,000
50	EQUIPMENT RENTALS	0	4,069	2,000	0	1,500
51	ELECTRICITY	638	598	770	555	1,600
52	ENGINEERING/PROFESSIONAL SERVICES	32	0	2,500	400	2,000
53	TCEQ INSPECTIONS/FEES	2,303	2,303	3,000	2,303	3,000
54	TANK INSPECTIONS	583	583	700	725	700
55	WATER SAMPLING	7,290	2,479	3,000	2,300	3,000
56	DUES/LICENSES/CERTIFICATIONS	317	609	750	3,060	750
57	MEETINGS/TRAVEL EXP	44	50	1,000	14	750
58	TRAINING/SCHOOLS	590	800	1,000	665	750
59	CELL/TELEPHONE/INTERNET	590	641	700	716	700
60	GREENLIGHT GAS	1,051	1,334	1,400	1,074	1,600
61	COMPUTER MAINT. MONTHLY	690	690	700	546	760
62	ENCODE BILLING INTERFACE	0	2,001	0	0	2,700
63	**TOTAL**	207,689	219,261	289,920	232,266	302,310
64						
65	**SHORT LIVED ASSETS**					
66						
67	PIPE & FITTINGS	13,891	17,353	20,000	19,242	20,000
68	HYDRANTS & VALVES	294	890	3,300	0	3,700
69	METERS & BOXES	9,357	12,279	4,000	5,615	4,200
70						
71	**TOTAL**	23,542	30,522	27,300	24,857	27,900
72						
73	**CAPITAL OUTLAY**					
74						
75	PLASMA CUTTER	2,443	0	0	0	0
76	ROLLING STOCK - 2012 F250 FORD	0	5,667	5,667	5,667	5,667
77	PLASMA CUTTER - ELECTRICAL WORK	2,891	0	0	0	0
78						
79						
80						
81	**TOTAL**	5,334	5,667	5,667	5,667	5,667
82						
83						
84	**TOTAL WATER OPS & MAINT**	**358,420**	**381,557**	**463,052**	**394,956**	**487,267**
85						
86						
87						

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; $752.12 pp monthly,employee pays $57.36, plus life
13	City matches 1-1 on 7% withholding
14	overtime for wastewater emergencies
15	
16	
17	
18	
19	
20	pipe and fittings for occasional repairs
21	fuel and oil for pickups and all Wastewater equipment
22	lift station equipment
23	hydrant wrenches, etc
24	manhole degreaser, etc.
25	safety glasses; yellow vests
26	pipe sealant; thread compound, etc.
27	contract uniform service
28	
29	
30	
31	
32	
33	vehicle repairs
34	flow totalizer;etc
35	maintenance to sewer jetter; pumps;
36	repairs to Public Works Warehouse
37	repairs to sewer lift stations
38	maintenance to manholes
39	tires
40	
41	
42	
43	

1	ENTERPRISE FUND					
2						
3	WASTEWATER OPERATIONS AND MAINTENANCE					
4		2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
5		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
6						
7	PERSONNEL SERVICES					
8						
9	SUPERVISORY SALARIES	16,642	17,686	18,505	18,939	19,060
10	SALARIES	45,288	47,164	49,200	51,366	50,676
11	PAYROLL TAXES	4,643	4,886	5,300	5,240	5,350
12	HEALTH & LIFE INSURANCE	15,572	16,038	18,780	16,346	20,250
13	TMRS RETIREMENT	1,215	1,368	1,400	1,412	1,550
14	OVERTIME	949	1,433	1,300	1,066	1,360
15						
16	TOTAL	84,309	88,575	94,485	94,369	98,246
17						
18	WASTEWATER/MATERIALS/SUPPLIES					
19						
20	PIPE & FITTINGS	1,490	4,545	7,000	2,545	6,500
21	GAS & OIL	2,771	3,011	2,800	2,453	3,050
22	PUMPS/LIFT STATIONS EQUIPMENT	1,410	0	2,200	1,785	2,500
23	SMALL TOOLS	112	441	400	130	400
24	CHEMICAL	1,556	837	1,800	1,202	1,800
25	SAFETY EQUIPMENT	268	183	250	129	2,250
26	CONSUMABLES	134	26	250	144	250
27	UNIFORMS	673	644	930	623	1,050
28						
29	TOTAL	8,414	9,687	15,630	9,011	17,800
30						
31	MAINTENANCE of EQUIPMENT					
32						
33	MOTOR VEHICLE MAINTENANCE	492	307	1,200	911	1,200
34	MAJOR TOOL MAINTENANCE	207	0	700	0	900
35	EQUIPMENT MAINTENANCE	3,172	2,548	3,500	2,116	4,200
36	BUILDING MAINTENANCE	7	0	400	10	500
37	LIFT STATION MAINTENANCE	2,031	259	2,000	1,735	4,200
38	MANHOLE MAINTENANCE	580	383	2,200	2,112	2,200
39	TIRES	70	35	1,200	386	1,000
40						
41	TOTAL	6,559	3,532	11,200	7,270	14,200
42						

44	**WASTEWATER OPERATIONS AND MAINTENANCE**
45	**continued**
46	
47	
48	electric utilities for warehouse; 2 lift stations
49	engineering--wastewater system improvements
50	Inspections of wastewater facilities
51	effluent sampling
52	Texas Water Utilities Assn
53	travel expense to training and meetings
54	schooling expense
55	supervisor and on-call cell phones
56	gas utilities
57	Wastewater portion of monthly computer maintenance
58	
59	
60	
61	Matching Funds for CDBG Grant / Liftstations
62	
63	
64	
65	
66	
67	2013 150 chevy - 1st of 3 payments
68	
69	
70	
71	
72	
73	
74	
75	
76	
77	
78	
79	
80	
81	
82	
83	

43	**TRAVEL/TRAINING/OVERHEAD/CONTRACTED**					
44						
45		2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
46		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
47						
48	ELECTRICITY	1,025	1,057	1,200	874	1,200
49	ENGINEERING/PROF. SERVICES	600	0	2,000	0	2,000
50	TCEQ INSPECTIONS/FEES	1,250	1,250	1,500	1,250	1,500
51	WASTEWATER SAMPLING	695	681	1,500	1,996	1,500
52	DUES/LICENSES/CERTIFICATIONS	111	222	500	0	600
53	MEETINGS/TRAVEL EXP	0	0	800	0	750
54	TRAINING/SCHOOLS	195	545	800	0	800
55	CELL/ TELEPHONES/ INTERNET	792	785	850	784	850
56	GREENLIGHT GAS	1,051	1,334	1,600	1,038	1,700
57	MONTHLY COMPUTER MAINTENANCE	690	690	700	546	760
58						
59	**TOTAL**	6,409	6,564	11,450	6,488	11,660
60	**SPECIAL PROJECTS**					
61	CDBG MATCH	0	0	0	0	42,500
62						
63		0	0	0	0	42,500
64						
65	**CAPITAL OUTLAY**					
66						
67	ROLLING STOCK - 2013 1500 CHEVLOLET	0	0	4,333	4,333	4,333
71						
72	**TOTAL**	0	0	4,333	4,333	4,333
73						
74						
75	**TOTAL WASTEWATER OPS & MAINT**	**119,090**	**108,358**	**137,098**	**121,472**	**188,739**
76						
77						
78						
79						

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 or TexPool at the end of the year.

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	
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8	
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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	

ENTERPRISE FUND

DEBT SERVICE / XFERS	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 PROPOSED	2019-2020 ACTUAL	2020-2021 PROPOSED
GENERAL OBLIGATIONS	0	0	0	0	0
TOTAL GENERAL OBLIGATIONS					
TRANSFERS					
WATER TANK REPAIR FUND	8,000	8,000	8,000	8,000	8,000
GENERAL FUND SUPPORT	66,000	65,500	55,000	55,000	35,000
IMPROVEMENT FUND	96,646	88,436	94,050	95,923	0
TRANSFER TO TX POOL	101100	100,730	98,770	100,390	99,200
TOTAL TRANSFERS	271,746	262,666	255,820	259,313	142,200
TOTAL DEBT SERV / TRANSFER	**271,746**	**262,666**	**255,820**	**259,313**	**142,200**

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	bank account interest
10	balance in the checking account- carryover
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	debt service Certificate of Obligation from CEDC funds
27	portion of the HOT funds for CEDC tourism paid quarterly
28	portion of the HOT funds for Chamber of Commerce tourism paid quarterly
29	carryover for a CEDC capital project
30	
31	
32	
33	
34	
35	
36	

HOTEL OCCUPANCY TAX FUND

REVENUE

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 PROPOSED	2019-2020 ACTUAL	2020-2021 PROPOSED
HOTEL OCCUPANCY TAX	94,650	93,537	81,500	74,788	70,500
INTEREST EARNED	369	680	580	323	410
CARRYOVER FUNDS	0	0	72,750	0	72,750
TOTAL	95,019	94,217	154,830	75,111	143,660
TOTAL HOTEL/MOTEL TAX FUND REVENUE	**95,019**	**94,217**	**154,830**	**75,111**	**143,660**

HOTEL/MOTEL TAX FUND

EXPENSE

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 PROPOSED	2019-2020 ACTUAL	2020-2021 PROPOSED
CERTIFICATE OF OBLIGATION	27,220	26,539	27,500	27,053	27,500
CEDC TOURISM	43,610	41,152	33,625	28,591	25,375
CHAMBER OF COMMERCE	23,704	22,884	20,375	18,697	17,625
CARRYOVER CAPITAL EXPENDITURE	0	0	0	0	0
TOTAL	94,534	90,575	81,500	74,341	70,500
TOTAL HOTEL/MOTEL TAX FUND EXPENSE	**94,534**	**90,575**	**81,500**	**74,341**	**70,500**
BALANCE	**485**	**3,642**	**73,330**	**770**	**73,160**

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	
9	USDA construction
10	Mulkey - cert of obligation
11	Mulkey - Amarillo Area Foundation grant
12	pool donations
13	carryover funds from previous year
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	
31	USDA construction
32	USDA legal & bond council
33	USDA engineering
34	USDA contingency funds - required by USDA
35	pass thru to AAF
36	amarillo area foundation-reimburse mulkey block party
37	pool construction
38	Mulkey renovations
39	funds trans. To GF or Texpool

COMMUNITY DEVELOPMENT FUND
USDA CONSTRUCTION FUND

REVENUE

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 PROPOSED	2019-2020 ACTUAL	2020-2021 PROPOSED
USDA RURAL DEVELOPMENT	280,000	2,145,000	1,603,340	749,283	357,200
MULKEY - CERT. OF OBLIGATION	350,000	0	0	0	0
MULKEY - AAF GRANT	60,000	0	0	0	0
POOL DONATIONS	10,960	0	0	0	0
CARRYOVER	0	2,918		86,456	0
TOTAL	700,960	2,147,918	1,603,340	835,739	357,200
COMMUNITY DEVELOPMENT REVENUE	**700,960**	**2,147,918**	**1,603,340**	**835,739**	**357,200**

COMMUNITY DEVELOPMENT FUND

EXPENSE

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 PROPOSED	2019-2020 ACTUAL	2020-2021 PROPOSED
USDA DEVELOPMENT/ CONSTRUCTION	0	1,852,349	1,173,250	651,366	180,000
USDA LEGAL/ BOND COUNSEL	25,832	3,500	36,500	0	0
USDA ENGINEERING	251,250	227,160	215,380	162,840	67,500
USDA CONTINGENCY	0	0	178,210	0	82,500
RESIDENT INSPECTOR	0	0	0	21,533	27,200
AAF MULKEY BLOCK PARTY REPAY	0	0	0	0	0
POOL CONCTRUCTION	8,640	0	0	0	0
MULTI PURPOSE BLDG. RENO	410,000	0	0	0	0
TRANS TO GF-TEXPOOL	4,220	0	0	0	0
COMMUNITY DEVELOPMENT EXPENSE	**699,942**	**2,083,009**	**1,603,340**	**835,739**	**357,200**
BALANCE	**1,018**	**64,909**	**0**	**0**	**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	2 of 3 payments-2013 Ford F150 wastewater
8	water 2013 F150 truck - paid
9	kamatsu tractor $21,381 -$10,000 ins -$7,442 damage from swits truck
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	3 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	Purchase front-end loader
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	

1	**ROLLING STOCK FUND**					
2						
3						
4	**REVENUE**					
5		2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
6		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
7	TRUCK 2013 F250 - WASTEWATER	0	0	4,333	4,333	0
8	TRANSFER FROM GENERAL FUND	0	0	0	0	40,000
9	JOHN DEERE TRACTOR 2016 - STREET	0	0	7,442	7,442	0
10	INTEREST	105	167	158	86	6
11	TRUCK - CODE COMP	4,500	4,500	0	0	0
12	CHEVROLET 1500- WASTEWATER	8,000	0	0	0	4,333
13	TRUCK 2012 F250 - WATER	0	5,667	5,667	5,667	5,667
14	TML REINBURSEMENT-TRACTOR	0	10,000	0	0	0
15	CARRYOVER	5,000	21,548	10,046	0	20,135
16	**TOTAL**	17,605	41,882	20,204	17,528	70,141
17						
18						
19	**TOTAL REVENUE**	**17,605**	**41,882**	**20,204**	**17,528**	**70,141**
20						
21						
22						
23						
24	**ROLLING STOCK FUND**					
25						
26						
27	**EXPENSE**					
28		2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
29		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
30						
31	**FRONT END LOADER**					0
32	DUMP TRUCK - STREET	8,000	0	0	0	0
33	JOHN DEERE TRACTOR 2016 - STREET	0	21,381	0	0	0
34	TRUCK 2012 F250 - WATER	17,000	0	0	0	0
35	TRUCK 2013 F250- WASTEWATER	0	10,500	0	0	0
36	TRUCK - PARK	0	0	0	0	0
36	**TOTAL**	17,000	31,881	0	0	0
37						
38						
39	**TOTAL EXPENSE**	**17,000**	**31,881**	**0**	**0**	**0**
40						
41	**BALANCE**	**605**	**10,001**	**20,204**	**17,528**	**70,141**

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	security cameras
35	
36	
37	
38	

AIRPORT MAINTENANCE FUND

REVENUE

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 PROPOSED	2019-2020 ACTUAL	2020-2021 PROPOSED
RAMP GRANT	0	16,509	50,000	0	50,000
DONATIONS	0	25,250	0	0	0
TRANSFER FROM GENERAL FUND	0	15,000	0	816	0
TRAND FROM AP FUND IN TEXPOOL	0	14,765	50,000	0	50,000
INTEREST	0	67	84	82	105
CARRYOVER	0	0	630	18,626	0
TOTAL	0	71,591	100,714	19,524	100,105
TOTAL REVENUE	**0**	**71,591**	**100,714**	**19,524**	**100,105**

EXPENSE

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 PROPOSED	2019-2020 ACTUAL	2020-2021 PROPOSED
PILOTS LOUNGE IMPROVEMENTS	0	0	100,000	0	100,000
RADIO & LIGHTS	0	2,965	0	337	0
SEALCOAT & STRIPING	0	49,999	0	0	0
SECURITY CAMERAS	0	0	0	19,187	0
TOTAL	0	52,964	100,000	19,524	100,000
TOTAL EXPENSE	**0**	**52,964**	**100,000**	**19,524**	**100,000**
BALANCE	**0**	**18,627**	**714**	**0**	**105**

MUNICIPAL COURT LOCAL CONSOLIDATION FEE FUND

The Municipal Court Local Consolidation Fee Fund was created from the 86th Texas Legislature, S.B. 346 and became effective on January 1, 2020.

The Local Consolidated Fee is a $14 cost collected on all nonjailable misdemeanor offenses, including criminal violation of a municipal ordinance (Section 134.103, Local Government Code). The municipal treasurer is required to allocate the $14 to four separate funds or accounts outlined below, based on percentages in the statute, and maintain that individual fund or account. The money in the fund or account may only be used for the purposes provided by law (Section 134.151(a), Local Government Code). **Municipal Court Building Security Fund** Article 102.017, Code of Criminal Procedure, 35%, $4.90. May only be used for security personnel, services, and items related to buildings that house the operation of municipal court. A non-exhaustive list of potential uses is included in Article 102.017(c), Code of Criminal Procedure. **Local Truancy Prevention and Diversion Fund** Section 134.156, Local Government Code, 35.7143%, $5.00. May only be used to finance the salary, benefits, training, travel expenses, office supplies, and other necessary expenses relating to the position of juvenile case manager. Money may not be used to supplement the income of an employee whose primary role is not juvenile case manager. **Municipal Court Technology Fund** Article 102.0172, Code of Criminal Procedure, 28.5714%, $4.00. May only be used to finance the purchase of or to maintain technological enhancements for a municipal court. A non-exhaustive list of potential uses is included in Article 102.0172(b), Code of Criminal Procedure. **Municipal Jury Fund** Section 134.154, Local Government Code 0.7143%, $0.10, May only be used by municipality to fund juror reimbursements and otherwise finance jury services

1	**MUNICIPAL COURT BUILDING SECURITY FUND**
2	
3	
4	
5	
6	
7	
8	
9	
10	combined revenue for all four funds
11	transfer from building security- closed account, moved to lccc
12	4.00 from all nonjailable misdemeanor offenses
13	4.90 from all nonjailable misdemeanor offenses
14	5.00 from all nonjailable misdemeanor offenses
15	.10 from all nonjailable misdemeanor offenses
16	carry over funds from previous year
17	revenues transferred from general fund
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	
31	
32	
33	
34	purchase or maintain technology enhancements
35	security camera required by legislature, other security eq.
36	salary,travel exp, supplies,necessary expenses for a case manager
37	jury reimbursements and financial services
38	
39	
40	

MUNI COURT LOCAL CONSOLIDATION

REVENUE

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 PROPOSED	2019-2020 ACTUAL	2020-2021 PROPOSED
REVENUES					
COMBINED REVENUES	0	0	0	785	849
TRANSFER FROM BUILDING SECURITY	0	0	0	887	0
TECHNOLOGY FUND	387	222	260	0	0
BUILDING SECURITY FUND	286	167	150	0	0
TRUANCY PREVENTION & DIVERSION	0	0	0	0	0
JURY FUND	0	0	0	0	0
COMBINED CARYOVER	2,154	1,211	773	0	1,785
TRANSFER FROM GENERAL FUND	0	850	0	0	0
TOTAL	2,541	2,283	1,183	1,672	2,634
MUNI COURT TECHNOLOGY FUND REVENUE	**2,541**	**2,283**	**1,183**	**1,672**	**2,634**

MUNI COURT LOCAL CONSOLIDATION

EXPENSE

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 PROPOSED	2019-2020 ACTUAL	2020-2021 PROPOSED
TECH FUND - COMPUTER MAINT. & EQ	1,380	2,170	260	0	753
SECURITY FUND - EQUIP & SERVICES	0	482	923	0	922
TRUENCY PREV - JUVENILE CASE MGR	0	0	0	0	941
JURY FUND - REIMBURSE & SERVICES	0	0	0	0	18
TOTAL	1,380	2,652	1,183	0	2,634
MUNI COURT TECHNOLOGY FUND EXPENSE	**1,380**	**2,170**	**1,183**	**0**	**2,634**
BALANCE	**1,161**	**113**	**0**	**0**	**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
3	
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LIBRARY GRANT FUND

REVENUE

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 PROPOSED	2019-2020 ACTUAL	2020-2021 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

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 PROPOSED	2019-2020 ACTUAL	2020-2021 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.

A budget was not prepared for this fund due to final completion scheduled for the end of September. The pool was not completed on time and ran into the 2020/2021 FY.

1	**POOL CONSTRUCTION FUND**
2	
3	
4	**POOL/SPLASH PAD**
5	
6	
7	
8	
9	funds held at Amarillo Area Foundation
10	donations
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	
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1	**POOL CONSTRUCTION FUND**					
2						
3						
4	**REVENUE**	2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
5		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
6						
7	**POOL/SPLASH PAD**					
8						
9	AMIRILLO AREA COMMUNITY FUND	0	0	2,750	0	0
10	DONATIONS	0	1,700	504,000	300,000	0
11	TEXAS PARKS & WILDLIFE GRANT	0	51,012	500,000	392,823	0
12	HARRINGTON FOUNDATION	0	0	100,000	0	0
13	TRANSFER FROM TX POOL	66,600	41,220	1,574,055	1,571,044	0
14	INTEREST	54	31	12,350	150	0
15	DONATION FROM EDC	503,900	0	80,000	0	0
16	TRANS FROM WATER REC. ACCT.	1,900	0	0	0	0
17	TRANS FROM AAF TO TEXPOOL	122,521	0	0	0	0
18	CARRYOVER	0	1,954	0	1,185	0
19						
20	**TOTAL**	**694,975**	**95,917**	**2,773,155**	**2,265,202**	**0**
21						
22	**EXPENSE**					
23						
24	WATER RECREATION PROJECT CONST.	66,600	40,320	2,716,838	2,264,309	0
25	TRANS TO TEXPOOL	626,421	52,712	0	0	0
26	TRANS TO AMARILLO AREA FOUNDATION	0	1,700	0	0	0
27	CONTINGENCY	0	0	56,317	0	0
28	**TOTAL**	**693021**	**94,732**	**2,773,155**	**2,264,309**	**0**
29						
30	**TOTAL CONSTRUCTION FUND**	**1,954**	**1,185**	**0**	**893**	**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	
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22	
23	
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25	
26	
27	
28	USDA debt & interest payment
29	
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37	
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USDA DEBT SERVICE FUND

REVENUE

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 PROPOSED	2019-2020 ACTUAL	2020-2021 PROPOSED
REVENUES	0	0	98,770	0	97,680
TRANSFER FROM TXPOOL	102,000	102,000	193,585	73,000	258,648
INTEREST	150	622	563	376	470
TRANSFER FROM I&S	0	0	39,067	52,900	5,000
TOTAL	102,150	102,622	331,985	126,276	361,798
USDA DEBT SERVICE REVENUE	**102,150**	**102,622**	**331,985**	**126,276**	**361,798**

USDA DEBT SERVICE FUND

EXPENSE

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 PROPOSED	2019-2020 ACTUAL	2020-2021 PROPOSED
USDA DEBT SERVICE	1,227	72,345	102,000	99,061	101,000
USDA DEBT SERVICE EXPENSE	**1,227**	**72,345**	**102,000**	**99,061**	**101,000**
BALANCE	**100,965**	**30,277**	**229,985**	**27,215**	**260,798**

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 & 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	
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15	
16	
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24	
25	
26	
27	2012 Tax Not & Bond payment - paid
28	carryover funds will be trans. To USDA Debt Fund
29	
30	
31	
32	
33	
34	
35	

1	**INTEREST & SINKING FUND**					
2						
3						
4	**REVENUE**					
5		2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
6		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
7						
8	PROPERTY TAX	228,834	173,342	0	11,642	5,000
9	CARRY OVER FROM 2018-2019	0	26,950	39,607	43,149	0
10	TRANSFER FROM CD	162,816	134,411	0	0	0
11	INTEREST EARNED FROM CD	5,727	0	0	0	0
12	**TOTAL**	397,377	334,703	39,607	54,791	5,000
13						
14						
15	**INTEREST AND SINKING FUND REVENUE**	**397,377**	**334,703**	**39,607**	**54,791**	**5,000**
16						
17						
18						
19						
20	**INTEREST & SINKING FUND**					
21						
22						
23	**EXPENSE**					
24		2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
25		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
26						
27	2012 BONDS & TAX NOTES	367,600	291,455	0	0	0
28	MOVE TO USDA DEBT FUND	0	0	39,607	52,900	5,000
29						
30	**TOTAL**	367,600	291,455	39,607	52,900	5,000
31						
32						
33	**INTEREST AND SINKING FUND EXPENSE**	**367,600**	**291,455**	**39,607**	**52,900**	**5,000**
34						
35	**BALANCE**	**29,777**	**43,248**	**0**	**1,891**	**0**

STREET MAINTENANCE

The Street Maintenance Department was created in the 2019/2020 FY to fund Street Improvements through the 2% Sales Tax. An election was held in May 2019 and the citizens voted to approve the reallocation of sales tax revenue;

City 1.25%
Street Maintenance .25%
CEDC .50%

This revenue may only be used on existing streets at the time of election and will expire four years after it begins to levy taxes (10/01/2019) for street maintenance purposes if the city does not hold a tax reauthorization election.

1	**STREET MAINTENANCE FUND**
2	
3	
4	
5	
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8	sales tax revenue
9	interest
10	carryover
11	
12	
13	
14	
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17	
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19	
20	
21	
22	
23	
24	
25	
26	
27	
28	street repairs
29	engineering
30	contracted services
31	
32	
33	
34	
35	
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37	

STREET MAINTENANCE FUND

REVENUE

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 PROPOSED	2019-2020 ACTUAL	2020-2021 PROPOSED
SALES TAX REVENUE	0	0	51,250	54,004	52,000
INTEREST	0	0	25	80	72
CARRYOVER	0	0	0	0	51,200
TOTAL	0	0	51,275	54,084	103,272
TOTAL REVENUE	**0**	**0**	**51,275**	**54,084**	**103,272**

EXPENSE

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 PROPOSED	2019-2020 ACTUAL	2020-2021 PROPOSED
STREET REPAIRS	0	0	51,275	0	0
ENGINEERING	0	0	0	0	10,000
CONTRACT SERVICES	0	0	0	0	51,200
TOTAL	0	0	51,275	0	61,200
TOTAL EXPENSE	**0**	**0**	**51,275**	**0**	**61,200**
BALANCE	**0**	**0**	**0**	**54,084**	**42,072**

CAPITAL IMPROVEMENT FUND

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

1	**CAPITAL IMPROVEMENT FUND**
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8	funds from General Fund to be transferred here for capital improvements
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30	
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		2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
6		ACTUAL	ACTUAL	PROPOSED	ACTUAL	PROPOSED
7						
8	REVENUE FROM GENERAL CHECKING	0	0	0	0	0
9	REVENUE FROM TXPOOL	0	0	0	0	0
10						
11						
12						
13	**TOTAL REVENUE**	**0**	**0**	**0**	**0**	**0**
14						
15						
16						
17						
18						
19						
20						
21	**CAPITAL IMPROVEMENT FUND**					
22						
23						
24	**EXPENSE**					
25		2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
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	0	0	0
33	PROPERTY PURCHASE	0	0	0	0	0
34	BUILDING IMPROVEMENTS	0	0	0	0	0
35	**TOTAL EXPENSE**	**0**	**0**	**0**	**0**	**0**
36						
37						
38						
39						
40	**BALANCE**	**0**	**0**	**0**	**0**	**0**

ORDINANCE NO. 493

APPROVING AND ADOPTING A BUDGET FOR THE *CITY OF CLARENDON* FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021, 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, 2020, and ending September 30, 2021; (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, 2020.

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, 2020 and fixing the rate and levy of taxes for the budget year 2020-2021 must be completed prior to October 1, 2020, 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 Lockhart, 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 10th day of September 2020.

THE CITY OF CLARENDON, TEXAS

SEAL

Sandy Skelton, Mayor

Machiel Covey, City Secretary

ORDINANCE NO. 494

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 2020 to provide sufficient funds for the budget year 2020-2021.

For General Fund Requirements	0.5849	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	**0.5849**	

The fact that the City of Clarendon Tax Rolls should be prepared immediately for the Payment of 2020 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 Floyd and seconded by Alderman Jeffers, 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 24th day of September 2020.

THE CITY OF CLARENDON

SEAL

Sandy Skelton, Mayor

Machiel Covey, City Secretary