



Proposed Budget
Fiscal Year October 1, 2024-September 30, 2025

MAYOR
THE HONORABLE JACOB FANGMAN

MAYOR PRO-TEM
TOMMY HILL

ALDERMEN
EULAINÉ MCINTOSH
TERRI FLOYD
ASHLEE ESTLACK
JOHN LOCKHART

CITY ADMINISTRATOR
BRIAN BARBOZA, CPM

CITY SECRETARY/FINANCE DIRECTOR
MACHIEL COVEY, TRMC

Texas Local Government Code Section 102.005(b) Notice:

THIS BUDGET WILL RAISE MORE TOTAL PROPERTY TAXES THAN LAST YEAR'S BUDGET BY **\$13,597** OR **3.62%**, AND OF THAT AMOUNT, **\$355** IS TAX REVENUE TO BE RAISED FROM NEW PROPERTY ADDED TO THE TAX ROLL THIS YEAR.

City Council Record Vote

The members of the governing body will vote on the tax rate to support the 2024-2025 budget on September 12, 2024.

FOR:

AGAINST:

PRESENT:


ABSENT:

Tax Rate	Adopted 2024-2025	Adopted 2023-2024
Property Tax Rate	.593711	.610083
No-New-Revenue Tax Rate	.572152	.587470
No-New Maintenance & Operations (M&O) Rate	.573485	.589453
Voter-Approved Tax Rate	.593711	.610083
Debt Rate	0	0
De minimis Rate	0	0
Unused Increment Rate	0	0

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



I, Jacob Fangman, Mayor of the City of Clarendon, do hereby certify that I delivered a copy of the 2024-2025 Proposed Operating Budget to the City Secretary's office on Monday, August 12, 2024.



Jacob Fangman, Mayor

ATTEST:



Machiel Covey, City Secretary



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

In accordance with the Texas Local Government Code, the proposed annual budget has been submitted for the City of Clarendon, Texas, for the fiscal year beginning October 1, 2024, and ending September 20, 2025. The budget, as filed with the City Secretary, presents in financial terms, the overall plan for providing municipal services during the forthcoming year. This budget provides funding for the continued basic level of services offered by the city.

General Fund

Revenue:

The General Fund provides for basic services for the departments of Mayor and City Council, Administration, Finance/Accounting, Street, Sanitation, Tax Office, Airport, Law Enforcement, Municipal Court, Fire and Safety, Code Compliance, City Hall, Library, Parks, Pool and Debt Service/ Transfers.

The General Fund is funded with revenues from property tax, sales tax, franchise tax, transfers and miscellaneous. The proposed property tax rate for FY 2024-2025 will be **.593711** per \$100. Adopting **.593711** represents a tax increase of **13,597.00**. The **.593711** tax rate is composed of the "M&O" component which is used for General Fund maintenance and operations.

Revenue is also generated from investment into TexPool, this is to invest funds and to act as custodians of investments purchased with local investment funds. While an investment in the Pool is not insured or guaranteed by any government or government agency. The authorized representatives ensure it is in the best interest of the participant to invest local funds in investments that provide for the preservation and safety of principle, liquidity, and yield consistent with the Public Funds Investment Act.

Expenses:

Solid Waste:

In Fiscal Year 2023-2024, there was a 12% increase both from the contractor to provide for services of disposal of solid waste and on customers utility bill. For Fiscal Year 2024-2025 prices will increase 3.3% that the solid waste company will charge the city, customers can see a 4% increase in solid waste on the utility bill. The city contracts for solid waste service and this contract is set to expire in September 2025.

Law Enforcement:

For many years, Law Enforcement services were provided from Donley County Sheriff's Office and contracted through the Donley County Commissioners Court. Effective October 1, 2024, the agreement between the city and county for law enforcement services will start at \$170,000.00 for 5 years at a 2% Increase.

Fire Department:

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.

CDBG- 2024 Community Development (CD) Program:

This project will be to replace an old deteriorated lift station that fails to meet Texas Commission on Environmental Quality (TCEQ) rules, with a new lift station located at the north west corner of Sully Street and Martindale Street with fencing and electrical in an effort to correct the sewer system and improve safety and reliability. \$25,000 match will come out of General Fund.

- Application for grant funds is \$500,000.
- City Match in the amount of \$25,000.

CDBG Downtown Revitalization Project:

The project will reconstruct approximately six hundred linear feet (600 LF) of concrete sidewalk, two (2) ADA ramps, five hundred ninety linear feet (590 LF) curb and gutter, eight (8) light poles, and all associated appurtenances. Match will be \$43,860 out of General Fund and \$55,000.00 out of Enterprise Fund.

- Application for grant funds is \$500,000.
- City Match is in the amount of \$98,860.

Enterprise Fund

The Enterprise Fund is funded through fees that specifically pay for services such as Water/Wastewater Department. A portion of the fund balances generated in the city's Water/Wastewater fund are transferred to the General Fund.

Capital Improvements:

Water Department

Partial payment for 2023 Hydrovac- \$10,000

Wastewater Department

Partial payment for 2023 Hydrovac- \$15,000

CDBG Downtown Revitalization Project:

CDBG Downtown Revitalization Project \$55,000
(City Match- Partial)

Groundwater Project:

In March 2024, the Engineer presented to the City Council a copy of water well system construction which had a cost estimate of \$4,872,000. This project would construct water wells, well collection lines, ground storage, pump station, emergency generator, distribution water lines, electrical/ controls, and road repair as well as survey.

Other Obligated Funds

Other Obligated Funds are revenues generated for specific purposes for the respected accounts. This includes Hotel Occupancy Tax Fund, Rolling Stock Fund, Airport Maintenance, Municipal Court Local Consolidation, CDBG Project, USDA Debt Service Fund, American Relief Act Fund, Interest and Sinking Fund, Street Maintenance and Capital Improvement Fund.

USDA Loan

In January 2016, the city established conditions which were understood and agreed for a loan with the United States Department of Agriculture (USDA) in the amount of \$2,522,000 and grant in the amount of \$1,387,000 for water distribution system improvements to include a water standpipe, water meters and water line replacement. The term is for 40 years and the annual debt service is approximately \$100,000.

Personnel

Salaries

There is an increase of 3% Cost-of-Living adjustment for all employees that has been added. This will give a little more competition in the area and room for increases such as certifications and incentive pay for full-time employees. The employees are what keep

the city moving and help see the vision of the council, by increasing payroll this will maintain a more structured and vigilant organization.

Medical insurance for FY 2023-2024 was \$962.92 per month plus life. This budget year there is an increase of 3%. Paying \$991.82 per month plus life.

The City currently has 35 employee positions, 11 Full Time and 24 Part-Time:

- (1) City Administrator
- (1) City Secretary
- (1) Utility Clerk
- (1) Part-time Office Assistance
- (1) Code Compliance Officer
- (1) Municipal Judge
- (1) Part-time Fire Marshal
- (1) Public Works Director
- (1) Librarian
- (1) Deputy- Librarian
- (2) Part-time library assistant(s)
- (2) Water Department Employee(s)
- (1) Wastewater Department Employee
- (1) Street Superintendent
- (1) Street Department Employee
- (1) Park/Pool Attendant
- (2) Part-time Sanitation Employee
- (1) Seasonal Park Attendant
- (13) Pool Manager & Lifeguards

Summary

Challenges still persist for Clarendon, this budget shall embark on tackling more competitive pay for employees and being able to continue servicing the citizens of Clarendon and future projects such as Downtown and water infrastructure.

Thank you for allowing the opportunity to serve as City Administrator and thank you to the citizens of Clarendon for their continued support.

Respectfully submitted this 12th day of August, 2024,

Brian Barboza, CPM
Clarendon City Administrator

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STATEMENT OF CHANGES IN ACCOUNT BALANCES

Account	September 30, 2023	September 30, 2024
Municipal Court LCCC	\$5,847.14	\$
Community Development USDA Construction	\$0.00	\$0.00
Interest & Sinking	\$215.01	\$
General Fund	\$516,880.49	\$
Motel Bed Tax	\$81,691.82	\$
Rolling Stock	\$45,226.28	\$
USDA Debt Service	\$95,764.50	\$
Airport Maintenance	\$6175.33	\$
Street Maintenance	\$46,542.58	\$
American Rescue Plan Act	\$223.04	\$
Capital Improvement Projects	\$2,595.11	\$
TexPool Investments	\$2,572,541.29	\$

General Fund Overview

The General Fund is used to account for all current financial resources, revenue funding for operations is provided by property taxes, sales tax, franchise fee assessments, permit fees, fines, miscellaneous revenues, and transfers.

The organizational structure of this fund follows that of the functions performed by department.

General Government

Mayor & City Council
Administration
Finance & Accounting
City Hall
Municipal Court
Recycling/Sanitation
Debt Service/ Transfers

Tax Office
Code Compliance
Street
Parks
Airport
Library
Pool

Community Development

Downtown Revitalization Grant
Community Development Grant

Public Safety

Fire Department
Law Enforcement

Enterprise Fund Overview

The Enterprise Fund is funded through fees that specifically pay for services such as Water and Wastewater Departments. A portion of the fund balances generated in the city's Water and Wastewater fund are transferred to the General Fund.

The organizational structure of this fund follows that of the functions performed by department.

Enterprise Government

Water Department
Wastewater Department
Debt Service/ Transfers

Community Development

Downtown Revitalization Grant

GENERAL FUND REVENUE & EXPENSE SUMMARY

ACCT #	ACCOUNT NAME	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET
		2021-2022	2022-2023	2023-2024	2023-2024	2024-2025
40100	PROPERTY TAX	\$ 380,394	\$ 407,612	\$ 390,000	424,550.14	\$ 400,000
40101	PROPERTY SALES	-	11,650	-	-	-
41101	CABLE FRANCHISE TAX	2,291	1,875	2,555	1,160.19	2,300
41102	TELEPHONE FRANCHISE TAX	6,240	4,771	5,100	3,331.42	5,000
41103	ELECTRIC FRANCHISE TAX	54,594	52,599	53,500	37,946.29	53,500
41104	GAS FRANCHISE TAX	12,566	13,903	16,310	13,639.11	13,500
41106	ALCOHOL SALES PERMIT	1,210	250	1,150	1,403.88	1,000
41107	MOWING FEE	-	300	300	-	-
41500	SANITATION	414,047	383,183	439,040	319,488.39	454,000
41501	GATE FEES	-	8,973	-	9,594.15	5,000
41540	40/30/20/15 YD DUMPSTER	-	581	-	820.67	-
41550	RECYCLING	-	10,362	-	8,822.31	5,000
41551	TIRE RECYCLING	-	-	-	168.00	-
41700	2% SALES TAX REVENUE	502,262	493,026	495,000	398,401.07	495,000
41901	COLLECTIONS	745	50	300	-	100
41902	PERMITS	50	7,750	200	5,000.00	200
42800	DONLEY COUNTY-LIBRARY	31,000	35,000	35,000	26,249.94	35,000
42802	POOL INCOME	21,130	18,661	39,750	11,095.40	17,000
43100	AIRPORT-HANGER FEES	6,290	6,287	7,000	4,580.31	6,500
43101	AIRPORT RAMP GRANT	2,840	-	-	12,503.00	-
43200	TOWER RENTAL	2,856	5,654	12,200	9,529.32	8,000
43500	ANIMALCONTROL FEES	1,138	1,368	1,400	1,120.00	1,000
43503	CODE COMP. FEES	167	110	500	90.00	100
43504	FAX/COPY REVENUE	4	4	20	81.10	4
44400	INTEREST EARNED	12,159	1,987	1,700	2,954.01	2,000
44401	DONATIONS-AAF	-	-	-	-	-
44501	AMERICAN RECOVERY ACT	221,526	-	-	-	-
44503	TRANSFER FROM UTILITY FUND	101,000	95,000	140,000	105,000.00	140,000
44505	TRANSFER GF TO TEXPOOL	-	400,000	-	300,000.00	-
44508	TRANSFER FROM TEXPOOL	17,925	275,732	157,000	2,560.92	250,000
44610	MISC. INCOME	1,147	6,700	600	3,050.66	600
44800	PROPERTY LEASE/SANITATION	6,000	6,000	6,000	4,550.00	6,000
45000	LIBRARY INCOME	3,958	3,877	7,340	3,276.33	4,000
45444	TRANSFER FROM MUNI CRT	-	3,340	-	-	-
48500	MUNICIPAL COURT	17,026	26,881	25,500	13,032.20	14,204
	TRANSFER FROM CD	2,162,943	-	-	-	-
	TRANSFER FROM POOL CONST	5,887	-	-	-	-

*****TOTAL REVENUE***: \$ 3,989,395 \$ 2,283,486 \$ 1,837,465 \$ 1,723,998.81 \$ 1,919,008**

52000	STREET	191,566	165,244	212,873	134,033.34	178,950
52100	FINANCE/ ACCOUNTING	158,925	170,198	187,996	142,960.71	210,160
53000	SANITATION	350,523	370,299	425,185	312,232.34	467,210
53100	TAX OFFICE	16,698	18,068	19,500	15,678.75	20,500
54500	MAYOR & CITY COUNCIL	5,868	7,131	11,050	4,374.15	10,850
55000	AIRPORT	3,574	2,831	8,545	5,969.41	5,250
56000	LAW ENFORCEMENT	164,094	166,549	140,500	105,000.00	170,550
56500	MUNICIPAL COURT	24,922	42,884	31,910	25,170.52	33,302
57000	FIRE DEPARTMENT	25,807	26,179	27,628	19,512.67	27,882
57700	CODE COMPLIANCE	48,450	71,491	74,081	33,993.75	76,400
58000	CITY HALL	91,093	99,508	111,585	102,991.26	115,610
58600	LIBRARY	79,532	82,511	94,790	62,137.52	110,240
58700	ADMINISTRATION	110,830	178,309	139,441	94,474.39	115,840
59000	PARKS	56,384	64,107	66,201	42,528.70	61,320
59200	POOL	61,989	55,899	63,800	21,663.52	64,084
59700	DEBT SERVICE/ TRANSFER	2,582,485	746,231	181,575	471,564.44	250,860

*****TOTAL EXPENDITURES***: \$ 3,972,740 \$ 2,267,439 \$ 1,796,660 \$ 1,594,285 \$ 1,919,008**

BALANCE DEFICIT: \$ 16,655 \$ 16,047 \$ 40,805 \$ 129,713.34 \$ -

ENTERPRISE FUND REVENUE & EXPENSE SUMMARY

ACCT #	ACCOUNT NAME	Actual	Actual	Budget	Actual	Budget
		2021-2022	2022-2023	2023-2024	2023-2024	2024-2025
41300	WATER REVENUE	\$ 657,701	\$ 600,588	\$ 605,000	452,590.90	\$ 600,000
41301	WATER TAP/CONNECTION FEES	1,400	5,755	3,000	-	1,000
41302	SEWER TAP/CONNECTION FEES	-	1,186	-	-	1,000
41307	LATE PAYMENT PENALTIES	13,107	13,577	14,000	9,836.87	13,000
41308	BULK WATER	9,115	1,455	3,500	233.75	500
41309	RETURNED CHECK FEES	302	467	450	560.09	300
41310	RECONNECT FEES	3,500	6,300	6,500	4,270.00	4,000
41313	WASTEWATER DUMPING FEES	630	-	550	320.00	500
41316	SEWER REVENUE	252,597	248,841	255,440	192,180.50	255,000
41317	RAW WATER SALES	94,641	84,980	72,000	55,895.49	72,000
41328	MISC.	-	-	250	-	-
43029	WATER METER TEST FEE	127	-	300	-	100
TOTAL REVENUE:		\$ 1,033,120	\$ 963,149	\$ 960,990	\$ 715,887.60	\$ 947,400
51000	WATER DEPARTMENT	385,320	365,030	515,616	283,354.94	518,830
51500	WASTEWATER DEPARTMENT	99,617	129,327	183,874	149,836.35	164,050
56700	TRANSFER	209,300	202,010	245,850	187,260.00	249,500
TOTAL EXPENDITURES:		\$ 694,237	\$ 696,367	\$ 945,340	\$ 620,451.29	\$ 932,380
BALANCE DEFICIT:		\$ 338,883	\$ 266,782	\$ 15,650	\$ 95,436.31	\$ 15,020

STREET DEPARTMENT

DEPARTMENT DESCRIPTION

The mission of the Street Department is to provide and maintain public thoroughfares to be safe and comfortable to travel. Activities of the Street Department includes the maintenance of approximately 32 miles of streets, about 3 miles of which are graveled and unpaved, and the cleaning of drainage ditches which abut City streets.

DEPARTMENT GOALS AND ACTION ITEMS FOR FY 2024-2025

Goal: Continue providing a means of transportation between the home, work place, recreation facilities, travel and commercial establishments.

Action Item: Budget for paving material/asphalt and sealcoat project

SIGNIFICANT CHANGES IN THE FY 2024-2025 BUDGET

- See which streets need to be chip sealed
- Wage Increase

	Actual	Actual	Budget	Budget
PERSONNEL	2021-2022	2022-2023	2023-2024	2024-2025
Street Supervisor	1.00	1.00	1.00	1.00
Street Maintenance Worker	1.00	1.00	1.00	1.00
Total Employees (Full-Time Equivalents)	2.00	2.00	2.00	2.00

ACCT #	ACCOUNT NAME	Actual 2021-2022	Actual 2022-2023	Budget 2023-2024	Actual 2023-2024	Budget 2024-2025
52002	OVERTIME	\$ 934	\$ 610	\$ 2,200	298.82	2,200
52010	SALARIES	54,116	56,622	61,000	43,620.75	66,000
52011	VEHICLE MAINTENANCE	3,250	2,385	2,500	844.42	2,500
52012	CONSUMABLES	200	578	500	52.76	500
52013	STREET LIGHTS	39,210	38,944	43,000	28,834.32	42,000
52014	HEALTH & LIFE INSURANCE	14,349	17,482	25,115	8,692.94	24,000
52015	PAYROLL TAXES	4,165	4,368	4,665	3,359.89	5,000
52016	UNIFORMS/APPAREL	725	957	1,200	1,015.94	1,400
52017	TRAFFIC CONTROL DEVICES	642	1,212	800	-	500
52018	CHEMICAL/MOSQUITO CONTROL	2,225	894	2,500	760.62	2,500
52019	GAS & OIL	12,394	13,554	15,000	10,144.85	15,000
52020	SAFETY EQUIPMENT	153	724	1,250	305.28	500
52023	EQUIPMENT MAINTENANCE	9,116	8,768	4,000	3,001.92	4,000
52024	EQUIPMENT	-	327	2,500	849.98	1,500
52025	TIRES	2,114	2,378	3,000	3,628.50	3,200
52026	RETIREMENT	1,043	1,341	1,265	868.45	1,700
52030	CURBING & DRAINAGE	678	1,316	2,500	676.87	1,500
52037	TRAVEL/TRAINING	22	-	500	300.00	100
52040	SMALL TOOLS	501	799	750	815.36	700
52044	ROAD BASE/ STABILIZATION	-	7	3,000	2,570.80	2,000
52045	PAVING MATERIAL/ASPHALT	18,128	7,691	8,000	-	1,000
52046	STREET SIGNS	1,379	1,009	1,200	112.87	1,000
52047	CHEMICAL REPORT FEE	-	-	150	-	150
52052	ENGINEERING/ADA DESIGN	1,080	-	3,000	-	-
52076	HYDRO-VAC 2011	3,278	3,278	3,278	3,278.00	-
52077	FRONTEND LOADER 2023	-	-	20,000	20,000.00	-
	JOHN DEERE TRACTOR	3,939	-	-	-	-
	7th ST. PROJECT- CIP	17,925	-	-	-	-
TOTAL STREET:		\$ 191,566	\$ 165,244	\$ 212,873	\$ 134,033.34	\$ 178,950

FINANCE AND ACCOUNTING DEPARTMENT

DEPARTMENT DESCRIPTION

The Finance and Accounting Department bills accounts, maintains records, and collects payments for water, wastewater, and solid waste collection. This department coordinates service with the Water and Wastewater Department and aids in the research necessary to maintain an accurate rate structure for all services provided by the city. These financial operations include, but is not limited to, accounts payable, accounts receivable, payroll, general ledger maintenance, financial reports, data processing services, investments, and debt management.

The City Secretary is the Chief Financial Officer, responsible for legally posting all notices and agenda, 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. The City Secretary also maintains records of drug testing, employee health benefits and all the City's Physical Damage and Liability coverage. The City Secretary/ Finance Officer is appointed by the City Council and serves at the pleasure of the City Council. Along with other duties, the City Secretary is also the Municipal Court Clerk and works directly with the Municipal Judge.

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 and the Office Assistant are the first people the customer meets. 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.

DEPARTMENT GOALS AND ACTION ITEMS FOR FY 2024-2025

Goal: Provide accurate and timely financial reporting and budgeting, ensure financial stability, accountability, and transparency of all public funds.

Action Item: ensure all procedural documentation for internal processes is updated to reflect current practices and that staff is adequately trained.

SIGNIFICANT CHANGES IN THE FY 2024-2025 BUDGET

- Increase in salary

	Actual	Actual	Budget	Budget
PERSONNEL	2021-2022	2022-2023	2023-2024	2024-2025
City Secretay	1.00	1.00	1.00	1.00
Utility Clerk	1.00	1.00	1.00	1.00
Part-Time Office Assistant	1.00	1.00	1.00	1.00
Total Employees (Full Time and Part-Time Equivelants):	3.00	3.00	3.00	3.00

ACCT #	ACCOUNT NAME	Actual 2021-2022	Actual 2022-2023	Budget 2023-2024	Actual 2023-2024	Budget 2024-2025
52110	SECRETARY SALARY	\$ 46,710	\$ 46,846	\$ 48,960	35,870.18	\$ 63,000
52111	PART TIME WAGES	10,458	10,284	14,270	8,194.20	16,000
52112	UTILITY CLERK WAGES	33,301	33,509	36,031	25,858.05	41,300
52113	MINOR APPARATUS/OFFICE EQ.	-	53	250	135.09	200
52114	HEALTH & LIFE INSURANCE	16,546	19,864	25,115	17,374.68	24,000
52115	PAYROLL TAXES	6,907	6,978	7,450	5,360.77	9,200
52116	UNIFORMS/ APPAREL	-	-	300	-	300
52117	PRINTING EXPENSE	1,093	1,777	1,500	1,143.87	1,600
52118	AUTOMOBILE ALLOWANCE	1,080	1,080	1,200	900.00	1,200
52119	OVERTIME	-	169	100	115.80	300
52120	PERDU COLLECTIONS	627	50	200	-	200
52121	COMPUTER MAINT. MONTHLY	1,520	1,361	1,550	1,156.52	1,600
52122	COMPUTER SOFTWARE	-	259	600	-	600
52123	EMPLOYMENT ADVERTISING	238	624	500	160.80	500
52124	DUES/SUBSCRIPTIONS	261	257	250	272.00	290
52126	RETIREMENT	1,740	1,929	1,800	1,402.96	3,100
52130	DRUG & ALCOHOL TESTING	2,343	3,159	2,500	1,005.00	2,500
52131	SERVICE CONTRACT/ INCODE	14,655	19,706	22,500	17,200.90	20,000
52132	PHONE ALLOWANCE (HOTSPOT)	420	420	420	253.69	420
52133	AUDIT SERVICE	19,600	20,190	21,250	24,200.00	22,000
52137	MEETINGS/ TRAVEL EXPENSE	682	1,103	800	1,509.71	900
52138	EDUCATION/TRAINING	694	530	400	796.49	900
52148	BONDS	50	50	50	50.00	50
TOTAL FINANCE/ACCOUNTING:		\$ 158,925	\$ 170,198	\$ 187,996	\$ 142,960.71	\$ 210,160

RECYCLING/ SANITATION DEPARTMENT

DEPARTMENT DESCRIPTION

The Recycling/ Sanitation 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.

Sanitation service is contracted 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 and cardboard, and to provide for the composting of wood chips and grass clippings utilizing two (2) part-time employees.

The Recycling Center is also open daily, except Sundays, for citizens and non-citizens to drop off construction and demolition waste for a fee, and to drop off items for recycling or to deposit grass clippings and tree limbs at no charge.

DEPARTMENT GOALS AND ACTION ITEMS FOR FY 2024-2025

Goal: Provide a way for citizens to ensure a clean and safe environment and for the disposal of such approved materials.

SIGNIFICANT CHANGES IN THE FY 2024-2025 BUDGET

- 3.3% Increase in contract services for solid waste services
- Maintain building

	Actual	Actual	Budget	Budget
PERSONNEL	2021-2022	2022-2023	2023-2024	2024-2025
Part-Time Employee	2.00	2.00	2.00	2.00
Total Employees (Part-Time Equivalents):	2.00	2.00	2.00	2.00

ACCT #	ACCOUNT NAME	Actual 2021-2022	Actual 2022-2023	Budget 2023-2024	Actual 2023-2024	Budget 2024-2025
53010	PART TIME SALARIES	\$ 17,795	\$ 18,345	\$ 23,300	15,143.54	\$ 25,500
53011	GAS & OIL	304	121	400	39.52	300
53012	SAFETY EQUIPMENT	104	82	250	36.26	150
53013	ELECTRICITY	554	837	1,200	535.22	1,200
53014	CONSUMABLES	293	1,034	700	25.34	500
53015	PAYROLL TAXES	1,361	1,403	1,785	1,158.51	1,560
53016	UNIFORMS	-	-	425	-	500
53017	GREENLIGHT GAS	1,505	1,912	1,700	1,102.80	1,700
53019	EQUIPMENT MAINT.	1,336	117	1,200	260.33	1,200
53020	CONTRACT COLLECTION	323,523	343,792	386,625	292,107.52	429,000
53021	SMALL TOOLS	117	246	350	100.95	300
53022	BUILDING MAINTENANCE	54	426	1,500	154.36	500
53023	TELEPHONE	486	480	500	360.14	1,200
53024	MONTHLY COMPUTER MAINT.	1,477	1,318	1,550	896.85	1,500
53025	PRINTING EXPENSE	-	-	300	-	300
53029	RECYCLED OIL DISP	-	-	-	287	-
53037	TIRE RECYCLE PROGRAM	1,580	-	3,000	-	1,500
53040	TIRES	34	186	400	-	300
53062	CASH OVER/ UNDER				24.00	
TOTAL SANITATION:		\$ 350,523	\$ 370,299	\$ 425,185	\$ 312,232.34	\$ 467,210

TAX DEPARTMENT

DEPARTMENT DESCRIPTION

The Tax Department funds the expense 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.

ACCT #	ACCOUNT NAME	Actual	Actual	Budget	Actual	Budget
		2021-2022	2022-2023	2023-2024	2023-2024	2024-2025
53101	APPRAISAL DISTRICT	\$ 16,698	\$ 18,068	\$ 19,500	15,678.75	\$ 20,500
TOTAL TAX OFFICE:		<u>\$ 16,698</u>	<u>\$ 18,068</u>	<u>\$ 19,500</u>	<u>\$ 15,678.75</u>	<u>\$ 20,500</u>

MAYOR & CITY COUNCIL

DEPARTMENT DESCRIPTION

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 five (5) Alderman, all whom are elected "at large" to 2-year staggered terms.

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 and the Council's activities, provides a modest amount for training and associated level travel, provides funding for elections and funds a modest amount for advertising and promotion of the community.

DEPARTMENT GOALS AND ACTION ITEMS FOR FY 2024-2025

Goal: Protect the safety, health and welfare of citizens and employees

Goal: Capital Improvement and Equipment Replacement

SIGNIFICANT CHANGES IN THE FY 2024-2025 BUDGET

Community Support Increase

	Actual	Actual	Budget	Budget
PERSONNEL	2021-2022	2022-2023	2023-2024	2024-2025
Mayor	1.00	1.00	1.00	1.00
Alderman	5.00	5.00	5.00	5.00
Total Elected Officials:	6.00	6.00	6.00	6.00

ACCT # ACCOUNT NAME	Actual 2021-2022	Actual 2022-2023	Budget 2023-2024	Actual 2023-2024	Budget 2024-2025
54512 SUPPLIES	\$ 151	\$ -	\$ 200	225.47	\$ 200
54513 APPAREL	-	-	350	-	350
54516 ELECTION EXPENSE	2,764	3,294	2,800	-	2,800
54517 ADVERTISING-LOCAL	307	257	1,200	278.00	1,000
54518 ADVERTISING-PROMOTION	251	-	500	100.00	400
54524 DUES&SUBSCRIPTION	1,095	1,067	1,200	1,225.68	1,300
54536 EDUCATION/TRAINING	-	-	600	120.00	600
54537 MEETINGS/TRAVEL	300	513	700	425.00	700
54540 COMMUNITY PROGRAMS	1,000	2,000	2,000	2,000.00	2,500
54544 TML QTR MEETING	-	-	1,500	-	1,000
MAYOR & CITY COUNCIL:	\$ 5,868	\$ 7,131	\$ 11,050	\$ 4,374.15	\$ 10,850

AIRPORT DEPARTMENT

DEPARTMENT DESCRIPTION

The Airport Department funds support maintenance at Smiley Johnson/ Bass Field 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. No employees are funded in this department.

DEPARTMENT GOALS AND ACTION ITEMS FOR FY 2024-2025

Goal: Provide a safe and maintained airport for those using the municipal airport

SIGNIFICANT CHANGES IN THE FY 2024-2025 BUDGET

- Upgrade Security to Airport.

ACCT #	ACCOUNT NAME	Actual 2021-2022	Actual 2022-2023	Budget 2023-2024	Actual 2023-2024	Budget 2024-2025
55012	CONSUMABLES	\$ 25	\$ -	\$ 125	3.39	\$ 100
55013	ELECTRICITY	1,904	1,987	2,200	1,354.25	2,200
55015	REPAIRS & MAINT.	1,000	239	1,000	430.28	500
55018	TXDOT RAMP GRANT	-	-	-	-	-
55020	HOUSEKEEPING	600	600	900	675.00	900
55021	HOUSEKEEPING SUPPLIES	45	-	220	-	250
55024	BEACON	-	-	3,500	3,500.00	-
55052	LIGHTS	-	5	600	6.49	100
	INTERNET	-	-	-	-	1,200
TOTAL AIRPORT:		\$ 3,574	\$ 2,831	\$ 8,545	\$ 5,969.41	\$ 5,250

LAW ENFORCEMENT DEPARTMENT

DEPARTMENT DESCRIPTION

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

In March of 2024, the City and Donley County ratified a new contract which would leave in place the current one-year contract for FY 2023-2024. Implementing a new five (5) year contract, the city will pay the county \$170,000 in FY 2024-2025, which starts October 1 and will then go up 2 percent each year through fiscal year 2029.

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.

No employees are paid out of this department.

DEPARTMENT GOALS AND ACTION ITEMS FOR FY 2024-2025

Goal: Provide safety to the citizens in Donley County.

SIGNIFICANT CHANGES IN THE FY 2024-2025 BUDGET

- Increase in contract for Law Enforcement Service.

ACCT #	ACCOUNT NAME	Actual 2021-2022	Actual 2022-2023	Budget 2023-2024	Actual 2023-2024	Budget 2024-2025
56042	DONLEY COUNTY AGREEMENT	\$ 163,600	\$ 166,055	\$ 140,000	105,000.00	\$ 170,000
56043	PANCOM 911 SYSTEM SUPPORT	494	494	500	-	550
TOTAL LAW ENFORCEMENT:		<u>\$ 164,094</u>	<u>\$ 166,549</u>	<u>\$ 140,500</u>	<u>\$ 105,000.00</u>	<u>\$ 170,550</u>

MUNICIPAL COURT DEPARTMENT

DEPARTMENT DESCRIPTION

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 the Honorable Richard Green.

The City Attorney is James Shelton with Shelton & Shelton, PLLC

DEPARTMENT GOALS AND ACTION ITEMS FOR FY 2024-2025

Goal: Security System for Municipal Court

SIGNIFICANT CHANGES IN THE FY 2024-2025 BUDGET

- Additional Security System for Municipal Court.

	Actual	Actual	Budget	Budget
PERSONNEL	2021-2022	2022-2023	2023-2024	2024-2025
Municipal Court Judge	1.00	1.00	1.00	1.00
Total Personnel	1.00	1.00	1.00	1.00

ACCT #	ACCOUNT NAME	Actual 2021-2022	Actual 2022-2023	Budget 2023-2024	Actual 2023-2024	Budget 2024-2025
56511	MINOR TOOLS & APPARATUS	\$ 130	\$ -	\$ 200	-	\$ 150
56512	OFFICE SUPPLIES	249	131	200	16.79	200
56514	FURNITURE & FIXURES	-	-	150	-	150
56515	PAYROLL TAXES	719	708	750	554.67	762
56517	JUDGES SALARY	9,391	9,252	9,735	7,251.39	9,960
56518	CITY ATTORNEY	180	19,392	4,000	5,631.00	5,000
56519	COURT & TRIAL EXPENSE	-	-	300	-	100
56520	TELEPHONE & INTERNET	720	720	850	540.00	800
56521	JUDGE- TRAINING	480	150	500	220.00	500
56522	STATE COURT FEES	7,197	7,750	9,100	5,684.57	9,100
56524	DUES & SUBSCRIPTIONS	-	-	50	90.00	100
56525	COLLECTION FEES	140	550	200	518.65	700
56527	CLERK- TRAVEL	495	-	500	338.96	500
56528	CLERK- TRAINING	280	-	300	150.00	200
56529	OMNIBASE FEE	24	-	125	18.00	100
56532	COMPUTER SOFTWARE & MAINT	2,753	2,610	2,900	2,610.00	2,800
56537	JUDGE- TRAVEL EXPENSE	499	235	300	624.64	450
56543	POSTAGE	120	-	150	-	150
56544	BOND	25	25	50	25.00	30
56545	MONTHLY COMPUTER MX	1,520	1,361	1,550	896.85	1,550
TOTAL MUNICIPAL COURT:		\$ 24,922	\$ 42,884	\$ 31,910	\$ 25,170.52	\$ 33,302

FIRE DEPARTMENT

DEPARTMENT DESCRIPTION

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.

DEPARTMENT GOALS AND ACTION ITEMS FOR FY 2024-2025

Goal: Maintain ISO rating

SIGNIFICANT CHANGES IN THE FY 2024-2025 BUDGET

- Provide adequate training and equipment to field personnel.

	Actual	Actual	Budget	Budget
PERSONNEL	2021-2022	2022-2023	2023-2024	2024-2025
Part-Time Fire Chief	1.00	1.00	1.00	1.00
Total Personnel Employees:	1.00	1.00	1.00	1.00

ACCT #	ACCOUNT NAME	Actual 2021-2022	Actual 2022-2023	Budget 2023-2024	Actual 2023-2024	Budget 2024-2025
57010	SALARIES	\$ 2,224	\$ 2,313	\$ 2,440	1,812.78	\$ 2,490
57012	FUEL & OPERATIONS	18,000	18,000	18,000	13,500.00	18,000
57013	SIREN MAINT. & REPAIRS	-	-	650	-	650
57014	TRAVEL EXPENSE	-	-	350	-	350
57015	PAYROLL TAXES	170	177	188	138.69	192
57016	GREENLIGHT GAS	2,283	2,609	2,300	2,082.11	2,300
57017	ELECTRICITY	2,888	2,855	2,600	1,959.09	2,800
57021	EMC TRAVEL	-	-	200	-	200
57022	EMC TRAINING	-	-	200	20.00	200
57023	AUDIT	225	225	300	-	300
57033	EMERGENCY SUPPORT	17	-	400	-	400
TOTAL FIRE:		\$ 25,807	\$ 26,179	\$ 27,628	\$ 19,512.67	\$ 27,882

CODE COMPLIANCE DEPARTMENT

DEPARTMENT DESCRIPTION

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.

DEPARTMENT GOALS AND ACTION ITEMS FOR FY 2024-2025

Goal: Make building improvements to stay in compliance and adequate training for Code Compliance

Goal: Make any updates to the Code of Ordinances.

SIGNIFICANT CHANGES IN THE FY 2024-2025 BUDGET

- Salary increase
- Necessary improvements to building

	Actual	Actual	Budget	Budget
PERSONNEL	2021-2022	2022-2023	2023-2024	2024-2025
Code Compliance/ Animal Control	1.00	1.00	1.00	1.00
Total Personnel Employees:	1.00	1.00	1.00	1.00

ACCT #	ACCOUNT NAME	Actual 2021-2022	Actual 2022-2023	Budget 2023-2024	Actual 2023-2024	Budget 2024-2025
57702	OVERTIME	\$ 459	\$ 1,340	\$ 1,000	756.45	\$ 1,000
57710	SALARY	21,034	21,634	31,350	17,155.50	36,700
57712	OFFICE SUPPLIES	85	-	125	61.57	150
57714	HEALTH & LIFE INSURANCE	4,385	5,678	12,556	2,871.85	12,200
57715	PAYROLL TAXES	1,641	1,757	2,400	1,372.97	2,810
57716	UNIFORMS/APPEAL	234	279	580	24.88	650
57717	MINOR APPARATUS/SM.TOOL	431	340	500	292.82	500
57718	CLEANING SUPPLIES	148	14	75	181.27	300
57719	GAS & OIL	2,717	2,438	2,750	1,638.37	2,800
57721	ORDINANCE CODIFICATION	-	644	500	1,130.00	1,150
57722	LIEN PROCESSING	52	376	500	33.00	400
57723	ATTORNEY FEES	10,409	8,062	2,000	-	2,000
57726	RETIREMENT	409	475	670	361.04	950
57727	MINOR SUPPLIES	74	90	120	158.11	200
57730	MOTOR VEHICLE MAINT.	1,387	143	800	3,034.50	800
57731	EQUIPMENT REPAIRS	17	-	250	154.91	200
57732	DUES	-	50	350	-	300
57733	MEETINGS/ TRAVEL EXPENSE	295	436	500	535.50	500
57734	TRAINING	103	1,000	800	245.00	1,000
57735	CELL PHONE	838	455	750	349.81	750
57736	POSTAGE	130	-	100	8.73	100
57737	COMPUTER MAINT. MONTHLY	1,520	1,361	1,550	896.85	1,550
57743	PROF SERVICES/ VETERINARY	240	431	400	1,220.60	700
57744	BUILDING IMPROVEMENTS	120	-	3,500	710.44	2,500
57745	CAGES	326	324	350	365.83	450
57746	CONTRACT MOWING	800	800	1,200	-	900
57747	CHEMICALS	10	16	150	60.01	150
57748	TRANQUILIZER GUN/AMMO	-	-	100	42.48	100
57749	FOOD FOR ANIMALS	226	220	320	140.54	350
57750	CONSUMABLES	-	-	160	2.39	160
57753	ELECTRICITY	51	119	125	105.98	130
57755	PRINTING EXPENSE	309	-	350	82.35	350
57756	SAFETY EQUIPMENT	-	9	200	-	100
57757	MONOFILL CONSTRUCTION	-	-	2,000	-	1,500
57758	ABATEMENT DEMO	-	23,000	5,000	-	2,000
TOTAL CODE COMPLIANCE:		\$ 48,450	\$ 71,491	\$ 74,081	\$ 33,993.75	\$ 76,400

CITY HALL DEPARTMENT

DEPARTMENT DESCRIPTION

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 expenses of the city's physical damage and general liability insurance. Neither salaries nor wages are paid from this department.

DEPARTMENT GOALS AND ACTION ITEMS FOR FY 2024-2025

Goal: Make building improvements, security system, etc.

SIGNIFICANT CHANGES IN THE FY 2024-2025 BUDGET

- Make renovations to City Hall.

ACCT # ACCOUNT NAME	Actual 2021-2022	Actual 2022-2023	Budget 2023-2024	Actual 2023-2024	Budget 2024-2025
58012 HOUSEKEEPING SUPPLIES	\$ 187	\$ 135	\$ 300	160.96	\$ 200
58013 ELECTRICITY	2,503	2,453	2,300	1,650.66	2,300
58020 TELEPHONE & INTERNET	960	960	1,250	720.00	1,300
58021 GREENLIGHT GAS	1,282	1,173	2,500	900.18	2,000
58022 PEST CONTROL	705	590	650	405.00	700
58024 MINOR TOOLS & APPARATIS	-	66	200	222.96	300
58027 EMPLOYEE APPRECIATION EVENTS	3,489	2,537	3,500	2,844.20	3,000
58034 BUILDING MAINTENANCE	821	1,409	6,500	1,154.47	4,000
58037 EQUIPMENT RENTALS	262	252	400	126.00	300
58038 BEREAVEMENT	146	71	400	248.91	400
58039 HOUSEKEEPING	1,800	1,800	1,860	1,350.00	1,900
58041 COMPUTER EQUIPMENT	496	4,996	5,000	4,816.88	5,000
58044 POST OFFICE BOX RENT	130	140	150	152.00	160
58047 COPIER LEASE	2,069	2,069	2,070	1,614.51	2,100
58049 WEBSITE	-	2,016	2,000	1,554.00	2,000
58050 TOWER ELECTRICITY	-	71	-	442.88	500
58056 CONSUMABLES	638	682	600	406.22	500
58057 OFFICE SUPPLIES	2,934	2,812	3,000	2,945.74	3,000
58059 POSTAGE	5,451	6,077	5,585	4,210.11	6,200
58060 TMLIRP INSURANCE	65,943	69,154	72,500	76,985.86	79,000
58061 SAFETY EQUIPMENT	36	45	120	79.72	100
58062 SECURITY EQUIPMENT	35	-	350	-	350
58065 EQUIPMENT MAINTENANCE	250	-	350	-	300
58066 SERVICE MATS	956	-	-	-	-
TOTAL CITY HALL:	\$ 91,093	\$ 99,508	\$ 111,585	\$ 102,991.26	\$ 115,610

LIBRARY DEPARTMENT

DEPARTMENT DESCRIPTION

This department funds the Gabie Betts Burton Memorial Library. One full-time Librarian, one new position of Deputy-Librarian and 2 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. Donly County also provides financial support for the library, the county contributes \$35,000 annually made in monthly payments.

DEPARTMENT GOALS AND ACTION ITEMS FOR FY 2024-2025

Goal: Maintain books, programs and building for the community to have public access to books, internet, etc.

SIGNIFICANT CHANGES IN THE FY 2024-2025 BUDGET

- Improvement to computer system.
- New position of Deputy Librarian

	Actual	Actual	Budget	Budget
PERSONNEL	2021-2022	2022-2023	2023-2024	2024-2025
Librarian	1.00	1.00	1.00	1.00
Deputy- Librarian	-	-	1.00	1.00
Library Assistant	3.00	3.00	2.00	2.00
Total Personnel Employees:	4.00	4.00	4.00	4.00

ACCT # ACCOUNT NAME	Actual 2021-2022	Actual 2022-2023	Budget 2023-2024	Actual 2023-2024	Budget 2024-2025
58604 PART TIME SALARIES	\$ 22,712	\$ 21,952	\$ 31,085	18,527.86	\$ 41,000
58610 LIBRARIAN SALARY	34,500	34,590	36,160	23,425.53	36,500
58611 HOUSEKEEPING SUPPLIES	66	148	350	201.94	300
58612 OFFICE SUPPLIES	1,584	1,272	1,100	679.37	1,200
58613 ELECTRICITY	2,790	2,859	2,750	1,979.91	2,900
58614 HEALTH & LIFE INSURANCE	11	10	125	4.20	150
58615 PAYROLL TAXES	4,318	4,284	5,220	3,187.60	6,100
58616 CONSUMABLES	244	231	300	45.95	250
58619 MINOR APPARATUS/OFFICE SUPPLIES	247	269	450	262.11	450
58620 TELEPHONE & INTERNET	480	480	700	360.00	5,300
58621 GREENLIGHT GAS	1,444	1,431	1,700	1,112.66	1,700
58622 BOOKS	2,918	2,559	3,500	2,048.86	3,500
58624 DUES	136	75	220	182.00	200
58626 RETIREMENT	653	722	780	485.97	960
58632 HARRINGTON USER FEE	3,408	3,643	3,750	3,538.41	3,700
58634 COMPUTER MAINT. MONTHLY	1,563	1,404	1,550	896.85	1,600
58635 BOND	25	25	50	25.00	30
58637 TRAVEL& TRAINING	174	75	400	364.24	400
58647 PEST CONTROL	508	660	500	520.00	500
58650 SAFETY EQUIPMENT	24	45	100	-	100
58651 COMPUTER HARDWARE/SOFTWARE	386	227	500	2,560.92	400
58652 BUILDING MAINTENANCE	1,241	5,550	3,500	1,728.14	3,000
CASH OVER/ UNDER	100	-	-	-	-
TOTAL LIBRARY:	\$ 79,532	\$ 82,511	\$ 94,790	\$ 62,137.52	\$ 110,240

ADMINISTRATION DEPARTMENT

DEPARTMENT DESCRIPTION

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 City Administrator is hired by and serves at the pleasure of the City Council.

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

DEPARTMENT GOALS AND ACTION ITEMS FOR FY 2024-2025

Goal: Present a fiscally sustainable annual budget to City Council for adoption that meets the needs of the City.

Action Item: Prepare an annual budget that controls expenditures and allocates revenue as directed by the City Council

Goal: Support the goals of the Mayor and City Council

Action Item: Researching innovative financial opportunities and meeting the challenges facing the City.

SIGNIFICANT CHANGES IN THE FY 2024-2025 BUDGET

- Decrease in salary to meet other necessary needs for the budget.

	Actual	Actual	Budget	Budget
PERSONNEL	2021-2022	2022-2023	2023-2024	2024-2025
City Administrator	1.00	1.00	1.00	1.00
Consultant	-	-	1.00	-
Total Personnel Employees:	1.00	1.00	2.00	1.00

ACCT # ACCOUNT NAME	Actual 2021-2022	Actual 2022-2023	Budget 2023-2024	Actual 2023-2024	Budget 2024-2025
58703 EXPENSE ACCOUNT	\$ 43	\$ 78	\$ 600	-	\$ 100
58709 ADMIN SEARCH	-	10,283	-	-	-
58710 SALARY	87,273	134,960	80,000	46,250.00	70,000
58711 VEHICLE MAINTENANCE	214	324	2,000	1,422.69	2,000
58712 CONSULTING FEE	-	-	14,000	11,542.78	-
58713 MINOR APPARATUS/OFFICE SUPPLIES	15	-	100	229.20	200
58714 HEALTH & LIFE INSURANCE	8,272	8,967	12,556	7,722.08	12,200
58715 PAYROLL TAXES	6,650	10,320	7,000	5,114.77	5,800
58716 PAYOUT VAC/SICK LEAVE	-	-	7,700	9,026.61	-
58717 LEGAL NOTICE	898	504	1,400	298.45	1,000
58718 COMPUTER MAINT. MONTHLY	1,520	1,361	1,550	896.85	1,500
58719 BUDGET NOTICES	189	189	120	-	190
58720 FUEL	936	648	1,250	677.10	1,200
58724 DUES/SUBSCRIPTIONS	191	25	125	255.00	200
58726 RETIREMENT	1,662	2,856	1,750	1,363.78	1,800
58737 MEETINGS/TRAVEL EXPENSE	839	-	600	862.89	900
58738 EDUCATION/TRAINING	1,310	111	700	1,076.50	900
58751 CELL PHONE	818	433	740	485.69	600
58752 TOYOTA TUNDRA	-	7,250	7,250	7,250.00	17,250
TOTAL ADMINISTRATION:	\$ 110,830	\$ 178,309	\$ 139,441	\$ 94,474.39	\$ 115,840

PARKS DEPARTMENT

DEPARTMENT DESCRIPTION

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.

Parks Department also maintains any repairs to the swimming pool, as needed.

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

DEPARTMENT GOALS AND ACTION ITEMS FOR FY 2024-2025

Goal: Provide a safe and maintained park for citizens to enjoy

Action Item: Maintain and repair any playground equipment

SIGNIFICANT CHANGES IN THE FY 2024-2025 BUDGET

- Walk Bridge Repair
- Paid off Rolling Stock Chevy Pickup
- Make park improvements

	Actual	Actual	Budget	Budget
PERSONNEL	2021-2022	2022-2023	2023-2024	2024-2025
Park/Pool Attendent	1.00	1.00	1.00	1.00
Park Attendent (Seasonal)	1.00	1.00	1.00	1.00
No Employees:	2.00	2.00	2.00	2.00

ACCT # ACCOUNT NAME	Actual 2021-2022	Actual 2022-2023	Budget 2023-2024	Actual 2023-2024	Budget 2024-2025
59001 SALARIES	\$ 29,251	\$ 30,836	\$ 32,100	23,597.05	\$ 34,500
59002 SAFETY EQUIPMENT	9	34	150	178.72	150
59003 CHEMICALS/HERBICIDE/ PESTICIDE	85	195	400	51.97	200
59007 TEMPORARY/ SUMMER HELP	6,332	9,440	6,500	-	4,000
59010 UNIFORMS/ APPAREL	301	528	400	448.07	650
59011 SMALL TOOLS	247	471	750	346.63	700
59012 CONSUMABLES	168	49	175	21.99	180
59013 FUEL & OIL	1,406	1,869	1,400	1,556.10	1,400
59014 HEALTH & LIFE INSURANCE	8,477	9,903	12,556	8,441.85	12,200
59015 PAYROLL TAXES	2,835	3,040	2,950	1,772.68	3,100
59016 RESTROOM MAINTENANCE	58	254	350	34.96	300
59017 EQUIPMENT/ PARTS	867	1,986	600	824.00	700
59021 WEEDEATER	160	-	250	-	250
59022 BENCH	-	-	1,200	13.98	500
59026 RETIREMENT	586	644	670	466.89	690
59027 PROFESSIONAL SERVICES	1,209	532	600	-	600
59028 CHEVY PICKUP	4,101	4,000	4,000	4,000.00	-
59029 VEHICLE MAINTENANCE	100	326	450	773.81	500
59030 WALK BRIDGE REPAIR	192	-	700	-	700
TOTAL PARKS:	\$ 56,384	\$ 64,107	\$ 66,201	\$ 42,528.70	\$ 61,320

POOL DEPARTMENT

DEPARTMENT DESCRIPTION

The swimming pool was constructed by participating in the Local Grant Program from the Texas Parks & Wildlife. With the help from generous foundations such as The Don and Sybil Harrington Foundation, generous gifts, and public funds, the project was completed and opened on Memorial Day weekend 2021.

DEPARTMENT GOALS AND ACTION ITEMS FOR FY 2024-2025

Goal: Provide a safe and enjoyable environment regarding swimming pool.

Action Item: Maintain and enforce safety

SIGNIFICANT CHANGES IN THE FY 2024-2025 BUDGET

- Any upgrades that are needed

	Actual	Actual	Budget	Budget
PERSONNEL	2021-2022	2022-2023	2023-2024	2024-2025
Pool Manager	1.00	1.00	1.00	1.00
Assistant Manager	1.00	2.00	2.00	2.00
Lead Lifeguards	2.00	2.00	2.00	2.00
Lifeguards	9.00	8.00	8.00	8.00
No Employees:	13.00	13.00	13.00	13.00

ACCT #	ACCOUNT NAME	Actual 2021-2022	Actual 2022-2023	Budget 2023-2024	Actual 2023-2024	Budget 2024-2025
59200	TEMPORARY SUMMER HELP	\$ 31,095	\$ 29,575	\$ 39,710	8,727.03	\$ 40,000
59210	TRAINING MAINTENANCE	40	320	500	-	500
59211	TRAINING LIFEGUARDS	766	-	1,000	1,607.50	1,000
59213	UNIFORMS	649	1,210	700	1,582.54	1,000
59215	PAYROLL TAXES	2,379	2,262	3,040	667.62	3,100
59220	CLEANING SUPPLIES	754	212	500	601.82	500
59230	CONCESSIONS	3,276	2,396	3,500	1,214.53	3,500
59240	CHEMICALS	8,513	4,702	5,500	3,031.90	5,500
59241	ELECTRICITY	4,698	5,232	4,700	1,621.26	5,000
59242	TELEPHONE	307	307	700	230.04	400
59243	GREENLIGHT GAS	829	133	-	-	-
59250	RESTROOM MAINTENANCE	87	120	400	63.27	200
59251	POOL PAINT	-	-	-	1,112.91	1,300
59255	EQUIPMENT/ PARTS	5,088	9,283	1,000	1,003.30	1,000
59256	OFFICE SUPPLIES	-	-	250	-	250
59259	CONSUMABLES	188	147	800	-	334
59262	POOL FURNITURE	2,920	-	1,500	199.80	500
	LANDSCAPING/SOD	-	-	-	-	-
	PAVING PARKING LOT	-	-	-	-	-
	SIDEWALK/ADA RAMP	-	-	-	-	-
	DONOR RECOGNITION	400	-	-	-	-
TOTAL POOL:		\$ 61,989	\$ 55,899	\$ 63,800	\$ 21,663.52	\$ 64,084

DEBT SERVICE/ TRANSFER DEPARTMENT (GENERAL FUND)

DEPARTMENT DESCRIPTION

Of the 2.00% sales tax which is collected in favor of the City of Clarendon but is passed through, below is the percentage:

- 1.25%- City of Clarendon
- .25%- Street Maintenance
- .5%- Clarendon Economic Development Corporation

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

SIGNIFICANT CHANGES IN THE FY 2024-2025 BUDGET

- General Fund will transfer portion of Surplus Sales to Rolling Stock for the purchase of a 2023 Hydrovac for the Wastewater Department.

ACCT # ACCOUNT NAME	Actual 2021-2022	Actual 2022-2023	Budget 2023-2024	Actual 2023-2024	Budget 2024-2025
59705 TRANSFER TO EDC	\$ 125,566	\$ 123,256	\$ 120,750	105,717.87	\$ 121,000
59706 TRANS. TO COMM. DEVELOPMENT	-	17,802	-	-	-
59708 TRANS. TO MUNICIPAL COURT LCF	940	1,522	450	806.76	500
59709 TRANS. TO TEXPOOL	2,168,831	400,000	-	303,010.00	-
59711 TRANS. TO AIRPORT MX FUND	2,840	-	-	12,503.00	-
59712 TRANS. TO STREET MX FUND	62,783	187,776	60,375	49,526.81	60,500
59715 TRANS. TO AMER RELIEF ACT FUND	221,525	-	-	-	-
59717 TRANS. TO DRP- CITY MATCH	-	15,875	-	-	68,860
TRANS. TO CD	-	-	-	-	-
TRANS. TO POOL CONSTRUCTION	-	-	-	-	-
TOTAL DEBT/SERVICE/TRANSFER:	\$ 2,582,485	\$ 746,231	\$ 181,575	\$ 471,564.44	\$ 250,860

WATER DEPARTMENT

DEPARTMENT DESCRIPTION

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. This department also installs, replace water infrastructure, and reads water meters.

DEPARTMENT ACHIEVEMENTS DURING FY 2024-2025

Goal: Protect the health of citizens by frequent inspections of water quality

Action Item: Collect bacteriological samples at various locations of the distribution system.

Goal: Ensure optimal operating conditions are maintained

Action Item: Flush every fire hydrant in the system twice annually.

SIGNIFICANT CHANGES IN THE FY 2024-2025 BUDGET

- Water System Improvement to the distribution system.
- Capital Improvement to pay partial payment for 2023 Hydrovac
- In the past, 66% of the Public Works Director salary came from the water department, water department will fully salary this position.

	Actual	Actual	Budget	Budget
PERSONNEL	2021-2022	2022-2023	2023-2024	2024-2025
Public Works Director	0.50	0.50	0.50	1.00
Assistant Public Works Director	1.00	1.00	1.00	1.00
Water Employees	2.00	2.00	1.00	1.00
Total Employees (Full-Time Equivalents)	3.50	3.50	2.50	3.00

ACCT # ACCOUNT NAME	Actual 2021-2022	Actual 2022-2023	Budget 2023-2024	Actual 2023-2024	Budget 2024-2025
51002 OVERTIME	\$ 654	\$ 1,741	\$ 3,500	1,253.85	\$ 3,500
51005 ENGINEERING/ PROF. SERV.	-	1,713	2,000	90.00	2,000
51010 SUPERVISORY SALARY	41,165	41,454	45,333	34,082.06	71,100
51011 SALARIES	40,503	44,168	61,915	34,325.83	65,000
51013 ELECTRICITY	595	868	1,000	710.68	1,000
51014 HEALTH & LIFE INSURANCE	9,922	12,920	31,515	8,546.54	36,000
51015 PAYROLL TAXES	6,166	6,595	8,000	5,262.16	10,400
51016 UNIFORMS	950	1,485	1,200	1,225.54	1,800
51017 WATER PURCHASED	245,296	202,128	282,000	151,620.94	252,000
51018 WATER SAMPLING	2,269	2,826	3,300	3,961.72	3,100
51019 GAS & OIL	4,332	4,132	4,250	2,546.99	4,400
51020 CELL/TELEPHONE/INTERNET	1,433	1,412	1,400	937.08	1,500
51021 GREENLIGHT GAS	1,258	1,437	1,700	1,321.14	1,600
51022 PIPE & FITTINGS	10,955	15,294	20,000	10,379.39	20,000
51023 VEHICLE MAINT.	412	477	2,200	(296.39)	2,000
51024 HYDRANTS & VALVES	685	-	2,000	-	2,000
51026 RETIREMENT	1,561	1,825	2,300	1,372.66	3,500
51027 TIRES	1,739	953	2,500	170.88	2,000
51028 METERS & BOXES	2,156	7,477	4,000	4,546.82	5,000
51029 SAFETY EQUIPMENT	423	152	750	299.73	500
51030 TANK INSPECTIONS	1,586	-	1,600	5.99	1,600
51032 CONSUMABLES	45	185	400	25.05	200
51035 DUES/LICENSES/ CERT.	172	425	2,000	546.75	1,500
51037 MEETING/ TRAVEL EXP.	116	17	1,500	13.50	1,500
51040 SMALL TOOLS	504	259	700	608.58	700
51043 MAJOR TOOL MAINT.	550	3,290	2,500	-	3,000
51044 EQUIPMENT MAINT.	309	1,964	2,500	229.51	2,000
51045 BUILDING MAINT.	48	67	1,200	85.37	1,500
51050 EQUIPMENT RENTALS	221	247	1,200	197.96	500
51051 TCEQ INSP./FEES	2,303	2,303	2,500	2,303.00	2,500
51054 TRAINING/SCHOOLS	795	826	2,000	817.50	2,000
51055 FRONTEND LOADER	-	-	10,000	10,000.00	-
51061 AUTO-READ METER SUPP.	-	2,437	2,500	2,437.43	2,600
51071 COMPUTER MONTHLY MAINT.	760	681	775	448.68	780
51075 CASH OVER/UNDER	(74)	(6)	100	-	50
51076 HYDRO- VAC 2011	3,278	3,278	3,278	3,278.00	-
TAPPING TOOL	2,233	-	-	-	-
JET MACHINE 2023	-	-	-	-	10,000
TOTAL WATER:	\$ 385,320	\$ 365,030	\$ 515,616	\$ 283,354.94	\$ 518,830

WASTEWATER DEPARTMENT

DEPARTMENT DESCRIPTION

The mission of the Wastewater Department is to protect the public health by operating and maintaining the collection, treatment, and disposal of wastewater in accordance with all local, state, and federal regulations.

DEPARTMENT ACHIEVEMENTS DURING FY 2024-2025

Goal: Protect the health of citizens by frequent inspections of wastewater discharge

Action Item: Collect bacteriological samples of wastewater discharge.

Goal: Ensure compliance with all wastewater regulations

Action Item: Maintain wastewater treatment plant operations to ensure they met or exceeded TCEQ and EPA standards.

SIGNIFICANT CHANGES IN THE FY 2024-2025 BUDGET

- Maintain new lift station that was build using CDBG funding.
- City Match for potential grant recipient for the CDBG- 2024 Community Development (CD) Program.
- Bid for new fencing around new lift station that was built
- In the past, 34% of the Public Works Director salary came from the wastewater department, water department will fully salary this position.

	Actual	Actual	Budget	Budget
PERSONNEL	2021-2022	2022-2023	2023-2024	2024-2025
Public Works Director	0.50	0.50	0.50	-
Wastewater Employee	1.00	1.00	1.00	1.00
Total Employees (Full-Time Equivalents)	1.50	1.50	1.50	1.00

ACCT # ACCOUNT NAME	Actual 2021-2022	Actual 2022-2023	Budget 2023-2024	Actual 2023-2024	Budget 2024-2025
51502 OVERTIME	\$ 1,055	\$ 1,482	\$ 1,250	1,322.35	\$ 1,300
51505 ENGINEERING/ PROF. SERV.	-	1,713	2,000	7.00	2,000
51510 SUPERVISORY SALARY	20,275	20,418	22,666	16,786.73	-
51511 SALARIES	29,783	28,483	30,000	21,830.40	32,000
51513 ELECTRICITY	1,023	1,106	1,300	993.17	1,200
51514 HEALTH & LIFE INSURANCE	9,251	11,130	14,755	9,888.48	12,200
51515 PAYROLL TAXES	3,218	3,778	4,025	2,999.58	2,450
51516 UNIFORMS	630	749	925	740.16	1,150
51519 GAS & OIL	3,752	4,167	3,600	2,624.78	3,900
51520 CELL/TELEPHONE/INTERNET	1,106	1,068	1,300	954.45	1,300
51521 GREENLIGHT GAS	1,258	1,437	1,800	1,321.18	1,500
51522 PIPE & FITTINGS	2,162	3,782	5,000	338.84	4,000
51523 MOTOR VEHICLE MAINT.	840	1,066	1,500	1,535.54	1,500
51526 RETIREMENT	936	1,052	1,250	790.78	850
51527 TIRES	1,717	1,221	1,700	1,385.75	1,800
51529 SAFETY EQUIPMENT	769	336	1,000	218.96	500
51532 CONSUMABLES	113	89	300	26.44	200
51535 DUES/LICENSES/ CERT.	111	285	1,000	933.75	800
51536 CHEMICAL	1,454	685	1,700	132.75	1,500
51537 MEETING/ TRAVEL EXP.	-	-	1,000	-	1,000
51540 SMALL TOOLS	673	498	600	281.67	600
51543 MAJOR TOOL MAINT.	1,504	4,458	4,000	1,105.00	4,000
51544 EQUIPMENT MAINT.	697	5,377	3,000	3,442.22	4,000
51545 BUILDING MAINT.	-	-	700	-	300
51546 LIFT STATION MAINT.	397	725	1,200	592.89	5,000
51547 MANHOLD MAINT.	415	840	700	1,363.88	900
51551 TCEQ INSP./FEES	1,250	1,250	1,350	1,250.00	1,300
51552 WASTEWATER SAMPLING	2,709	2,302	2,000	1,182.00	2,500
51554 TRAINING/SCHOOLS	(396)	525	1,000	30.00	1,000
51555 FRONTEND LOADER	-	-	10,000	10,000.00	-
51562 PUMP/LIFT STATION EQUIP.	1,697	3,988	2,200	321.98	2,500
51569 CDBG MATCH	-	21,358	55,000	61,709.00	55,000
51571 COMPUTER MAINT. MONTHLY	760	681	775	448.62	800
51576 HYDRO- VAC 2011	3,278	3,278	3,278	3,278.00	-
R.S. 2013 1500 CHEVY	4,333	-	-	-	-
DISCHARGE TOTALIZER	2,847	-	-	-	-
R.S. JET MACHINE 2023	-	-	-	-	15,000
TOTAL WASTEWATER:	\$ 99,617	\$ 129,327	\$ 183,874	\$ 149,836.35	\$ 164,050

DEBT SERVICE/TRANSFER DEPARTMENT (ENTERPRISE FUND)

DEPARTMENT DESCRIPTION

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

ACCT #	ACCOUNT NAME	Actual 2021-2022	Actual 2022-2023	Budget 2023-2024	Actual 2023-2024	Budget 2024-2025
56702	TRANS.- WATER TANK MX	\$ 8,000	\$ 8,000	\$ 8,000	8,000.00	\$ 8,000
56703	TRANS.- GENERAL FUND	101,000	95,000	140,000	105,000.00	140,000
56706	TRANS.- TEXPOOL				24,860.00	
56707	TRANS.- USDA DEBT SCV	100,300	99,010	97,850	49,400.00	101,500
Debt Service/ Transfer Total:		\$ 209,300	\$ 202,010	\$ 245,850	\$ 187,260.00	\$ 249,500

OTHER OBLIGATED FUNDS

Hotel Occupancy Tax

DEPARTMENT DESCRIPTION

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 Clarendon EDC and Clarendon Chamber of Commerce.

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

During the Fiscal Year 2014-2015, an Ordinance was adopted by the City Council to give 75% of the HOT Funds to the Clarendon EDC 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 Clarendon EDC 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 Clarendon EDC.

Acct. No.	Classification	Actual 2021-2022	Actual 2022-2023	Budget 2023-2024	Actual 2023-2024	Budget 2024-2025
43400	HOTEL OCCUPANCY TAX	\$ 126,130	\$ 131,526	\$ 120,050	\$ 87,636.90	\$ 121,000
43404	CARRYOVER	80,393	21,000	74,592	74,592.00	21,000
44400	INTEREST	186	524	375	272.39	200
Revenue Total:		<u>\$ 206,709</u>	<u>\$ 153,050</u>	<u>\$ 195,017</u>	<u>\$ 162,501.29</u>	<u>\$ 142,200</u>
59801	CERTIFICATE OF OBLIGATION	26,267	26,725	27,500	27,145.20	27,000
59810	75% CEDC ADV & PROMOTION	67,097	71,144	61,700	45,102.68	71,500
59820	25% CHAMBER OF COMMERCE	31,532	32,881	30,850	21,909.22	30,000
59821	CARRYOVER TO CEDC	-	-	-	54,969.62	-
Expense Total:		<u>\$ 124,896</u>	<u>\$ 130,750</u>	<u>\$ 120,050</u>	<u>\$ 149,126.72</u>	<u>\$ 128,500</u>
Balance Deficit:		\$ 81,813	\$ 22,300	\$ 74,967	\$ 13,374.57	\$ 13,700

Rolling Stock Fund

DEPARTMENT DESCRIPTION

On March 24, 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.

Acct. No.	Classification	Actual 2021-2022	Actual 2022-2023	Budget 2023-2024	Actual 2023-2024	Budget 2024-2025
43704	JET MACHINE/FEL	0	0	0	40,000	-
43711	TRUCK- PARK	4,000	4,000	3,995	4,000	-
43712	HYDRO VAC	9,834	9,834	9,834	9,834	-
43713	TOYOTA TUNDRA- ADMIN	-	7,250	7,250	7,250	17,250
43802	CARRY OVER	5	-	45,250	45,250	-
43805	TRANSFER FROM TEXPOOL	-	-	200,000	-	-
44400	INTERSET	26	227	267	330.61	250
	TRUCK 2013 F250-WASTEWATER	4,333	-	-	-	-
	JOHN DEERE TRACTOR 2016- STREET	3,939	-	-	-	-
	JET MACHINE 2023- WATER & WW	-	-	-	-	25,000
Revenue Total:		\$ 22,137	\$ 21,311	\$ 266,596	\$ 106,664.61	\$ 42,500
51211	FRONTEND LOADER	-	-	200,000	-	-
	TRUCK- PARK \$11,995	-	-	-	-	-
	HYDRO VAC 2011-\$29,500	-	-	-	-	-
	TOYOTA TUNDRA 2019- ADMIN	-	-	-	-	7,250
51212	JET MACHINE 2023- \$68,932	-	-	-	68,932	35,000
51213	TRANSFER TO POOL	-	-	-	37,500	-
Expense Total:		\$ -	\$ -	\$ 200,000	\$ 106,432.00	\$ 42,250
Balance Deficit:		\$ 22,137	\$ 21,311	\$ 66,596	\$ 232.61	\$ 250.00

Airport Maintenance

DEPARTMENT DESCRIPTION

The Airport Maintenance was created in FY 2018-2019 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 Zoning 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. In August 2022, Bright Newhouse III resigned from the board.

Acct. No.	Classification	Actual 2021-2022	Actual 2022-2023	Budget 2023-2024	Actual 2023-2024	Budget 2024-2025
45601	DONATIONS	\$ -	\$ -	\$ -		\$ -
45603	RAMP GRANT REIMBURSEMENT	2,840	-	-	12,503.00	-
45610	INTEREST	19	37	-	42.53	-
45611	CARRYOVER	3,000	6,100		79.72	-
Revenue Total:		\$ 5,859	\$ 6,137	\$ -	\$ 12,625.25	\$ -
55601	STRIPING	-	6,100	-	-	-
55602	RADIO & LIGHTS		-	-	1,274.56	-
	WIND SOCK SYSTEM IMPROVEMENTS	5,681	-	-	-	-
55605	BEACON	-	-	-	4,750.00	-
Expense Total:		\$ 5,681	\$ 6,100	\$ -	\$ 6,024.56	\$ -
Balance Deficit:		\$ 178	\$ 37	\$ -	\$ 6,600.69	\$ -

Municipal Court Local Consolidation Fee Fund

DEPARTMENT DESCRIPTION

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.

Acct. No.	Classification	Actual 2021-2022	Actual 2022-2023	Budget 2023-2024	Actual 2023-2024	Budget 2024-2025
42000	MUNICIPAL CT. LOCAL CONS. FEE	\$ 1,037	\$ 1,552	\$ 1,420	\$ 806.76	\$ 1,420
42001	CARRYOVER	-	-	5,891		5,891
Revenue Total:		\$ 1,037	\$ 1,552	\$ 7,311	\$ 807	\$ 7,311
56512	BUILDING SECURITY	-	-	2,559	-	2,559
56538	TECH FUND	-	-	2,089	-	2,089
56540	TRUENCY PREVENTION	-	-	2,611	-	2,611
56550	JURY FUND	-	-	52		52
Expense Total:		\$ -	\$ -	\$ 7,311	\$ -	\$ 7,311
Balance Deficit:		\$ 1,037	\$ 1,552	\$ -	\$ 807	\$ -

Community Development Block Grant and Downtown Revitalization Project

DEPARTMENT DESCRIPTION

This fund is a reserve fund specifically for the Downtown Revitalization Project.

Acct. No.	Classification	Actual 2021-2022	Actual 2022-2023	Budget 2023-2024	Actual 2023-2024	Budget 2024-2025
42900	CDBG GRANT FUNDS	\$ -	\$ 261,787	\$ 365,000	\$ 69,174.15	\$ 500,000
42903	CITY MATCH	-	32,025	63,000	42,492.92	98,860
Revenue Total:		\$ -	\$ 293,812	\$ 428,000	\$ 111,667.07	\$ 598,860
58623	CONSTRUCTION	-	227,187	365,000	101,042	453,000
58624	ENGINEERING	-	38,500	-	5,000	32,000
58625	ADMINISTRATION FEE	-	28,125	-	5,625	15,000
58626	CITY MATCH	-	-	63,000		98,860
Expense Total:		\$ -	\$ 293,812	\$ 428,000	\$ 111,667.07	\$ 598,860
Balance Deficit:		\$ -	\$ -	\$ -	\$ -	\$ -

Community Development Block Grant Wastewater

DEPARTMENT DESCRIPTION

This fund is a reserve fund specifically for the Community Development (CD) Program.

Acct. No. Classification	Actual 2021-2022	Actual 2022-2023	Budget 2023-2024	Actual 2023-2024	Budget 2024-2025
40100 CDBG GRANT FUNDS	\$ -	\$ -	\$ -	\$ 310,708.00	\$ 500,000
40101 CITY MATCH	-	-	-	51,154.31	25,000
Revenue Total:	\$ -	\$ -	\$ -	\$ 361,862.31	\$ 525,000
54012 CONSTRUCTION	-	-	-	332,712.31	453,000
54017 ENGINEERING	-	-	-	16,900.00	32,000
54023 PROFESSIONAL SERVICES	-	-	-	12,250.00	15,000
58626 CITY MATCH	-	-	-	-	25,000
Expense Total:	\$ -	\$ -	\$ -	\$ 361,862.31	\$ 525,000
Balance Deficit:	\$ -	\$ -	\$ -	\$ -	\$ -

USDA Debt Service Fund

DEPARTMENT DESCRIPTION

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

**Funds held in Texpool from \$10 per water connection.*

Acct. No.	Classification	Actual 2021-2022	Actual 2022-2023	Budget 2023-2024	Actual 2023-2024	Budget 2024-2025
43701	REVENUES	\$ 100,300	\$ 99,010	\$ 97,800	\$ 49,400.00	\$ 100,000
43702	TRANSFER FROM I&S	\$ 5,112	\$ 3,080	\$ 2,400	\$ -	\$ 2,400
43703	CARRY OVER	-	13,000	202,114	95,764.50	-
44400	INTEREST	210	566	-	695.36	500
Revenue Total:		\$ 105,622	\$ 115,656	\$ 302,314	\$ 145,859.86	\$ 102,900
58101	USDA DEBT SERVICE PYMT	99,700	99,687	102,000	71,087.50	102,000
Expense Total:		\$ 99,700	\$ 99,687	\$ 102,000	\$ 71,088	\$ 102,000
Balance Deficit:		\$ 5,922	\$ 15,969	\$ 200,314	\$ 74,772	\$ 900

American Relief Act Fund

DEPARTMENT DESCRIPTION

Funding received through the Texas Department of Emergency Management for improvements to water, wastewater, or broadband connectivity. Updated guidance amended allows all funds to be utilized for governmental services.

Acct. No.	Classification	Actual 2021-2022	Actual 2022-2023	Budget 2023-2024	Actual 2023-2024	Budget 2024-2025
49300	TRANSFER FROM TEXPOOL	\$ 221,526	\$ 137,750		\$ 304,750.00	\$ -
49305	INTEREST	-	12		\$ 99.69	-
49306	CARRY OVER	225	-	225	238.04	-
Revenue Total:		\$ 221,751	\$ 137,762	\$ 225	\$ 305,087.73	\$ -
59300	TRANSFER TO TX POOL CIP FUND	221,256	-	-	-	-
59302	CONSTRUCTION	-	137,750		111,998.73	
59303	CATERPILLAR LOADER	-	-		173,089.00	
59304	ADMINISTRATIVE SERVICES	-	-		20,000.00	
Expense Total:		\$ 221,256	\$ 137,750	\$ -	\$ 305,087.73	\$ -
Balance Deficit:		\$ 495	\$ 12	\$ 225	\$ -	\$ -

Interest and Sinking Fund

DEPARTMENT DESCRIPTION

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.

Acct. No.	Classification	Actual 2021-2022	Actual 2022-2023	Budget 2023-2024	Actual 2023-2024	Budget 2024-2025
41201	PROPERTY TAX CARRYOVER	\$ 4,477 \$ 850	\$ 3,081 \$ -	\$ 2,200 \$ -	\$ 3,112.26	\$ 2,200 \$ -
Revenue Total:		\$ 5,327	\$ 3,081	\$ 2,200	\$ 3,112.26	\$ 2,200
59550	MOVE TO USDA DEBT FUND	5,112	3,080	2,200	2.00	2,200
Expense Total:		\$ 5,112	\$ 3,080	\$ 2,200	\$ 2.00	\$ 2,200
Balance Deficit:		\$ 215	\$ 1	\$ -	\$ 3,110.26	\$ -

Street Maintenance Fund

DEPARTMENT DESCRIPTION

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;

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.

Acct. No.	Classification	Actual 2021-2022	Actual 2022-2023	Budget 2023-2024	Actual 2023-2024	Budget 2024-2025
49601	SALES TAX REVENUE	\$ 79,028	\$ 61,628	\$ 60,375	\$ 49,526.81	\$ 65,000
49603	TRANSFER FROM CIP-GF	0	126,148	-	-	-
49609	INTEREST	74	197	-	455.13	-
49620	CARRYOVER	0	57,502	-	46,542.58	-
Revenue Total:		\$ 79,102	\$ 245,475	\$ 60,375	\$ 96,524.52	\$ 65,000
59605	ENGINEERING	26,765	9,485	-	4,765.00	-
59608	CONTRACT SERVICES	-	184,448	60,375	21,756.19	65,000
Expense Total:		\$ 26,765	\$ 193,933	\$ 60,375	\$ 26,521.19	\$ 65,000
Balance Deficit:		\$ 52,337	\$ 51,542	\$ -	\$ 70,003.33	\$ -

Capital Improvement Fund

DEPARTMENT DESCRIPTION

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

Acct. No.	Classification	Actual 2021-2022	Actual 2022-2023	Budget 2023-2024	Actual 2023-2024	Budget 2024-2025
46601	TRANSFER FROM CIP TEXPOOL	\$ -	\$ 148,245	\$ -	\$ -	\$ -
46602	AMER RECOVERY ACT FUNDS	221526	-	-	-	-
46603	INTEREST	509	22	-	-	-
46604	CARRYOVER	220625	-	319,330	-	150,000
Revenue Total:		\$ 442,660	\$ 148,267	\$ 319,330	\$ -	\$ 150,000
56602	CAPITAL PROJECT	-	145,672	180,670	2,000	100,000
56603	PROPERTY PURCHASE	-	-	-	-	-
56604	BUILDING IMPROVEMENTS	-	-	-	-	50,000
56605	TRANSFER TO POOL CONSTRUCTION	-	-	-	-	-
56606	AMER RECOVERY ACT PROJECTS	-	-	135,000	-	-
	TRANSFER TO TEXPOOL	442,500	-	-	-	-
Expense Total:		\$ 442,500	\$ 145,672	\$ 315,670	\$ 2,000	\$ 150,000
Balance Deficit:		\$ 160	\$ 2,595	\$ 3,660	\$ (2,000)	\$ -