



City of Terrell

Annual Program of Services

Fiscal Year 2019 - 2020



TERRELL CITY COUNCIL





**Mayor
E. Rick Carmona**



**District 3
Council Member
Mayrani Velazquez**



**District 5
Deputy Mayor Pro Tem
Tim Royse**



**District 4
Council Member
Charles Whitaker**



**District 2
Mayor Pro Tem
Grady Simpson**



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**CITY OF TERRELL
FISCAL YEAR
2019 - 2020
ANNUAL BUDGET**

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BUDGET MESSAGE





September 12, 2019

Rick Carmona
Mayor

Grady Simpson
Mayor Pro Tem
District 2

Tim Royse
Deputy Mayor Pro Tem
District 5

Mayrani Velazquez
Council Member
District 3

Charles Whitaker
Council Member
District 4

Mike Sims
City Manager

Dear Honorable Mayor and Members of the City Council:

Pursuant to provisions of the Charter and on behalf of the staff, I respectfully submit to you the Fiscal Year 2019 – 2020 Budget. This year's budget marks a departure from simply relying on a one-year budget process. Staff recommended the creation of a new Three Year Strategic Plan to guide the annual budget process. Beginning in March of 2019 the City Council discussed the development of a Three Year Strategic Plan in a series of three workshops and additional meetings. Council adopted that document in July of 2019.

The Budget was developed to accomplish the goals and objectives outlined in the City Council's Three Year Strategic Plan. Council's Annual Budget was discussed at the budget retreat held on July 18th and 19th. Department presentations covered areas of cost containment, budget emphasis and performance improvements. Additional council meeting time was dedicated to continue the budget development. The Public Hearing for the 2019 – 2020 Budget was held on September 3, 2019. The Budget ordinance was adopted on September 12, 2019.

The emphasis of this year's budget process has continued to be cost containment, organizational efficiency, a focus on capital projects, and expanded public safety response capacity.

The Fiscal Year 2019 – 2020 budget includes:

- 9 New Firefighters
- \$1.2 million for Park Deferred Maintenance.
- Type B Board
- One eighth cent sales tax to fund Street Rehabilitation

I would like to express my appreciation to the City Council for its vision, input, and guidance in the creation of both the Three Year Strategic Plan and the Fiscal Year 2019-2020 Annual Budget. Likewise, I appreciate the work of John Rounsavall, the rest of our Department Head Team, Dawn Steil, and all the staff who contributed to making this document possible.

Sincerely,

Mike Sims
City Manager



ORDINANCES



ORDINANCE NO. 2786

AN ORDINANCE OF THE CITY OF TERRELL, TEXAS, APPROVING AND ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019, AND ENDING SEPTEMBER 30, 2020; PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR SHALL BE MADE IN ACCORDANCE WITH SAID BUDGET; APPROPRIATING AND SETTING ASIDE THE NECESSARY FUNDS OUT OF THE GENERAL FUND AND OTHER FUND REVENUES FOR SAID FISCAL YEAR FOR THE MAINTENANCE AND OPERATION OF THE VARIOUS DEPARTMENTS AND FOR VARIOUS ACTIVITIES AND IMPROVEMENTS OF THE CITY; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, as required by Article V. of the Terrell City Charter, the City Manager has prepared and submitted to the City Council a proposed budget of revenues and expenditures for conducting the affairs of the City of Terrell, Texas, and providing a complete financial plan for the fiscal year beginning October 1, 2019, and ending September 30, 2020; and

WHEREAS, the City Council has received the City Manager's proposed budget, a copy of which and all supporting schedules have been filed with the City Secretary of the City of Terrell, Texas; and

WHEREAS, the City Council has conducted the necessary public hearings as required by law.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TERRELL, TEXAS:

	Revenues	Expenditures
General Fund	29,246,757	29,015,325
Utility Fund	15,848,197	15,628,652
Utility Capital Reserve Fund	1,565,000	1,170,000
Storm Water Fund	1,005,000	1,003,418
Equipment Replacement Fund	1,813,001	1,760,905
Airport Fund	306,318	306,085
Airport Capital Fund	122,400	252,533
Impact Fee Fund	142,245	110,000

Capital Improvement Fund	2,553,886	1,780,000
Public Private Partnerships Fund	5,514,688	5,413,102
Market Center Public Improvement District Fund	72,300	78,200
Cross Roads Public Improvement District Fund	44,040	78,200
Information / Technology Fund	927,311	927,311
I&S No. 1 Debt Service Fund	3,007,000	3,007,000
I&S No. 2 Debt Service Fund	330,880	330,880

SECTION 1. That the proposed budget of the revenue and expenditures necessary for conducting the affairs of the City of Terrell, Texas, for fiscal year beginning October 1, 2019, and ending September 30, 2020, is as follows:

and provides a complete financial plan for the fiscal year beginning October 1, 2019, and ending September 30, 2020, as submitted to the City Council by the City Manager, attached hereto as Exhibit "A", and the same is hereby adopted and approved as the budget of the City of Terrell, Texas, for the fiscal year beginning October 1, 2019, and ending September 30, 2020.

SECTION 2. That the sum of \$56,973,395. is hereby appropriated for the payment of the expenditures established in the approved budget for the fiscal year beginning October 1, 2019, and ending September 30, 2020.

SECTION 3. That the expenditures during the fiscal year beginning October 1, 2019, and ending September 30, 2020, shall be made in accordance with the budget approved by this Ordinance unless otherwise authorized by a duly enacted Ordinance of the City of Terrell, Texas.

SECTION 4. That all budget amendments and transfers of budgeted appropriations from one account to another account within any classification for the fiscal year 2018-2019 are hereby ratified and the budget Ordinance for fiscal year 2018-2019 heretofore enacted by the City Council be and the same is hereby amended to the extent of such transfers and amendments for all purposes.

SECTION 5. That specific authority is given to the City Manager to make the following adjustments:

1. Transfer of appropriations budgeted from one account classification to another account classification within the same department.
2. Transfer of appropriations from designated appropriation from one department or activity to another department or activity within the same fund.

SECTION 6. That all provisions of the Ordinances of the City of Terrell, Texas, in conflict with the provisions of this Ordinance be and the same are hereby repealed and all other provisions of the Ordinances of the City of Terrell, Texas, not in conflict with the provisions of this Ordinance shall remain in full force and effect.

SECTION 7. That should any word, sentence, paragraph, subdivision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this Ordinance as a whole, or any part or provision thereof other than the part so decided to be invalid, illegal or unconstitutional.

SECTION 8. This Ordinance shall take effect from and after its passage as the law and City Charter in such cases provide.

PASSED AND APPROVED THIS THE 3RD DAY OF SEPTEMBER, 2019.

PASSED AND ADOPTED THIS THE 12TH DAY OF SEPTEMBER, 2019.



E. RICK CARMONA, Mayor

ATTEST:




DAWN STEIL, Acting City Secretary

APPROVED AS TO FORM:



MARY GAYLE RAMSEY, City Attorney



ORDINANCE NO. 2789

AN ORDINANCE OF THE CITY OF TERRELL, TEXAS, ESTABLISHING THE TAX RATE OF ALL TAXABLE PROPERTY WITHIN THE CITY OF TERRELL, TEXAS, FOR FISCAL YEAR 2019-2020 AND LEVYING AND ORDERING COLLECTION FOR THE YEAR 2019 AND PROVIDING A LIEN ON ALL REAL AND PERSONAL PROPERTY TO SECURE THE PAYMENT OF TAXES ASSESSED; CONTAINING A SEVERABILITY CLAUSE; REPEALING ALL ORDINANCES AND PARTS THEREOF IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Terrell, Texas, has duly approved and adopted a Budget for the operation of the City for fiscal year 2019-2020; and

WHEREAS, the Ordinance anticipates and requires the levy of an ad valorem tax on all taxable property in the City of Terrell, Texas; and

WHEREAS, the Chief Appraiser of the Kaufman County Single Appraisal District has prepared and certified the appraisal roll for the City of Terrell, Texas, that roll being that portion of the approved appraisal roll of the Kaufman County Single Appraisal District which lists property taxable by the City of Terrell, Texas; and

WHEREAS, it is necessary to levy an ad valorem tax at a given rate to generate revenues sufficient to meet the projected expenses of the City of Terrell, Texas, for fiscal year 2019-2020; and

WHEREAS, THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE; and

WHEREAS, a public hearing has been held by the Terrell City Council related to the subject of this Ordinance and all interested persons were given an opportunity to be heard; and

WHEREAS, the City of Terrell, Texas, has fully and timely complied with all notice and other requirements relative to the adoption of a tax rate for Fiscal Year 2019-2020.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TERRELL, TEXAS:

SECTION I.

THAT there be and is hereby levied and ordered collected on each One Hundred Dollar (\$100.00) valuation of all taxable property, both real and personal, and all property of every kind and description subject to taxation within the corporate limits of the City of Terrell, Texas, on January

1, 2019, the sum of \$0.7642 based on 100% of the assessed valuation. Said rate of ad valorem tax is levied for the following purposes and the following amounts:

General Fund	\$0.6191
Interest/Sinking Fund	\$0.1451

SECTION II.

THAT THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

SECTION III.

THAT all taxes collected by the City of Terrell, Texas, and districts for which it is collecting taxes, shall be payable on October 1, and if such taxes are not paid in full on or before January 31, of the succeeding year, the following penalties shall be payable: During the month of February, six (6%) percent of amount of tax, plus 1% for each additional month delinquent, to a maximum of 12% beginning July 1. All delinquent taxes shall bear interest at the rate of one (1%) for each month or portion of month the tax remains delinquent.

SECTION IV.

THAT the City of Terrell, Texas, shall have a lien on each and every item of taxable property located in the City of Terrell, Texas, for the purpose of securing the payment of taxes, penalties, interest and all costs of collection assessed against said property, and said lien shall continue to exist against any item of property against which a tax is assessed hereunder until such tax, together with all interest, penalty and costs of collection has been paid.

SECTION V.

Should any paragraph, sentence, provision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this Ordinance, as a whole or any part or provision thereof, other than the part or parts adjudged to be invalid, illegal or unconstitutional.

SECTION VI.

That this Ordinance shall take effect and be in force from and after its passage and adoption.


SECTION VII.

All other ordinances and Code provisions in conflict herewith are hereby repealed but only to the extent of any such conflict or inconsistency and all other provisions of the Terrell City Code not in conflict herewith shall remain in full force and effect.

PASSED AND APPROVED THIS THE 29TH DAY OF AUGUST, 2019.

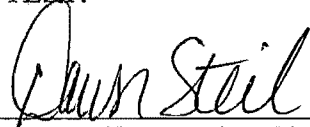
PASSED AND ADOPTED THIS THE 17TH DAY OF SEPTEMBER, 2019.

APPROVED:



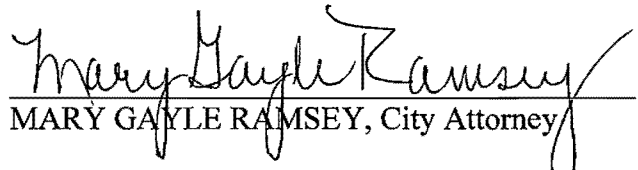
E. RICK CARMONA, Mayor

ATTEST:



DAWN STEIL, Acting City Secretary

APPROVED AS TO FORM:



MARY GAYLE RAMSEY, City Attorney



ORGANIZATION



Municipal Organization

Citizens of Terrell

**Mayor and
Council**

**Boards and
Commissions**

**City
Manager**

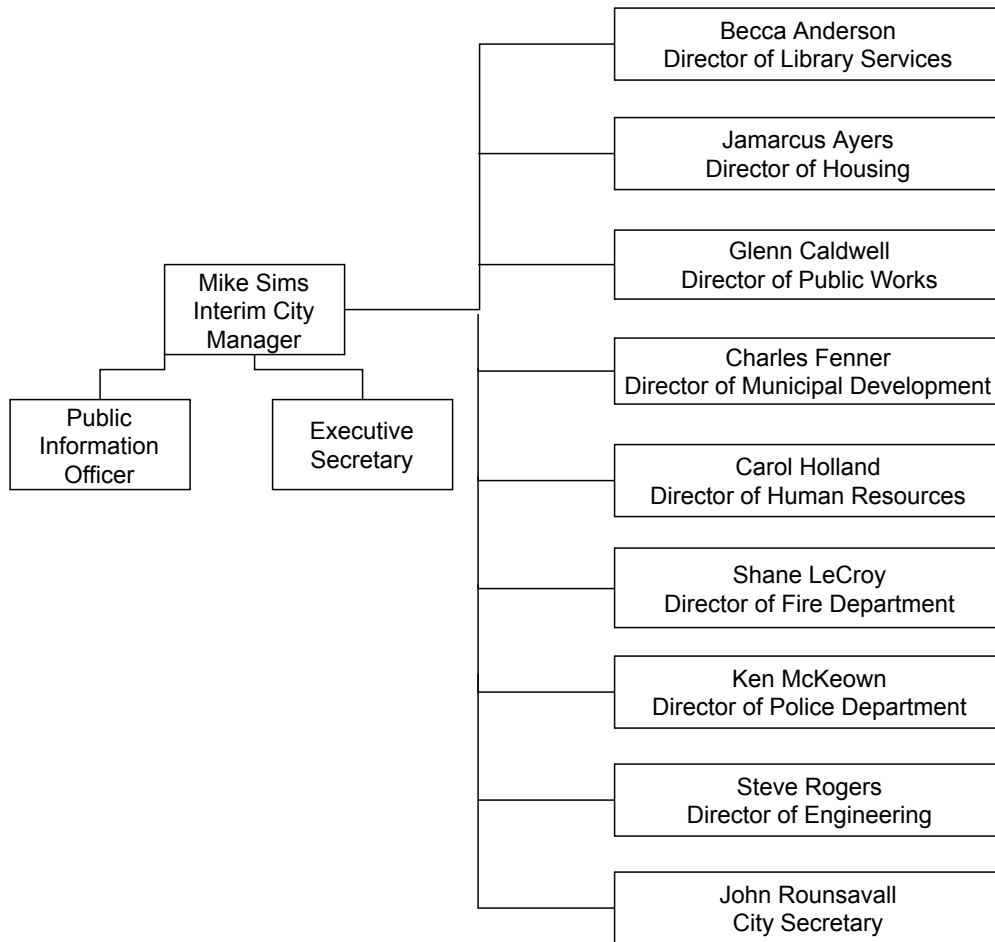
**City
Attorney**

**Municipal
Judge**

**City
Secretary**

City Staff, Consultants, Contractors and Vendors

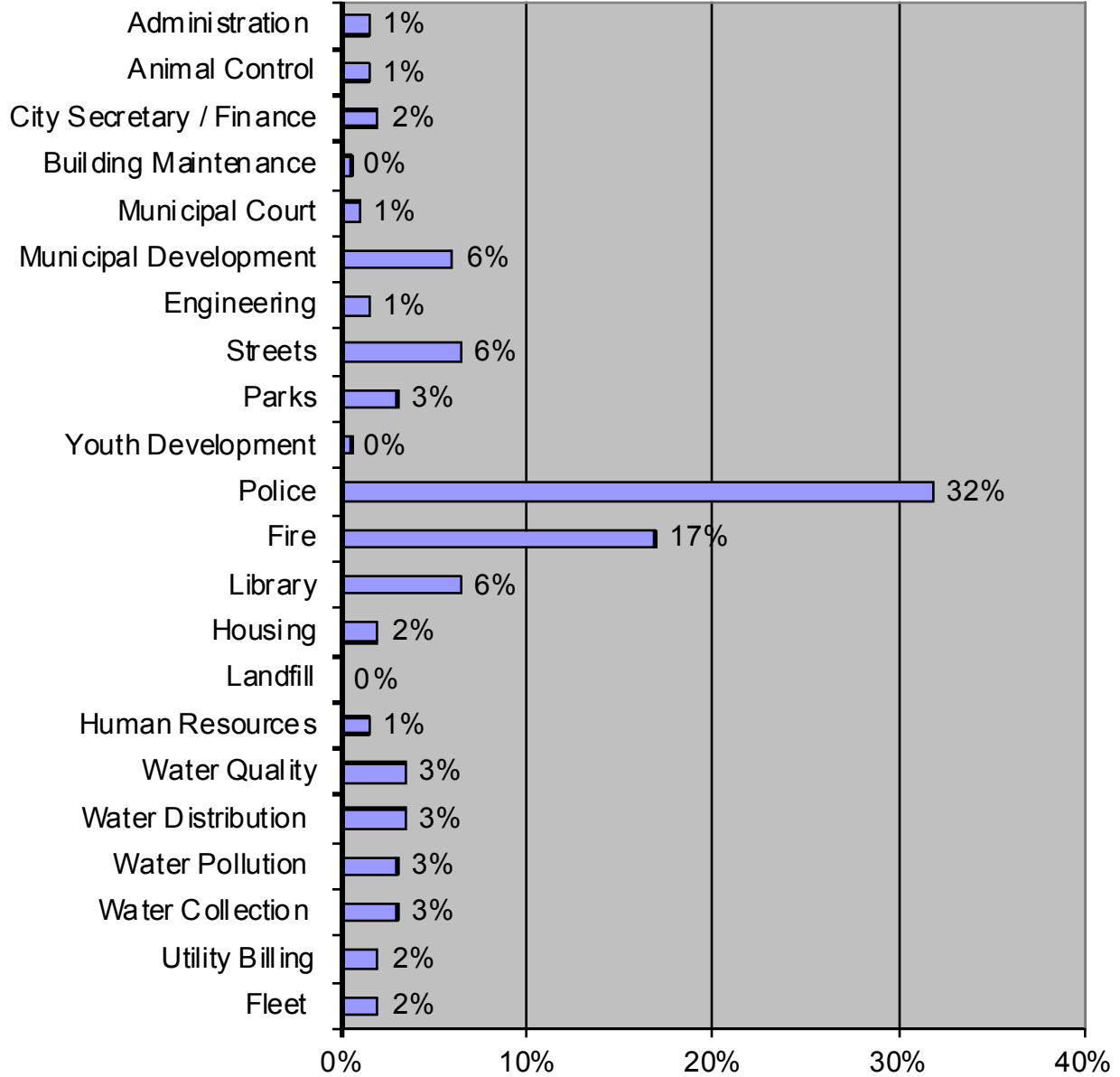
City of Terrell
Staff Organizational Chart



PERSONNEL ALLOCATION

Administrative		Engineering		Police		Water Quality	
City Manager	1.0	City Engineer	1.0	Chief of Police	1.0	Assistant City Engineer	1.0
Executive Secretary	1.0	GIS Technician	1.0	Administrative Secretary	1.0	Chief Operator	1.0
PIO	1.0	Project Manager	1.0	Captains	3.0	Administrative Secretary	1.0
Department Total	3.0	Department Total	3.0	Sergeants	7.0	Plant Operator	3.0
				Coporals Patrol	4.0	Department Total	6.0
Animal control		Street		Criminal Investigations	7.0		
Supervisor	1.0	Director	1.0	Patrol Officer	19.0	Water Distribution	
Administrative Clerk	1.0	Superintendent	1.0	Dispatcher	8.0	Crew Leader	1.0
Animal Control Officer	1.0	Administrative Clerks	2.0	Community Service Officer	7.0	Equipment Operator	1.0
Department Total	3.0	Foremen	2.0	Technicians	2.0	Maintenance	3.0
		Maintenance Worker	7.0	Civilian Investigator	1.0	Customer Service/Meter Reader	1.0
City Secretary / Finance		Department Total	13.0	Records Clerk	2.0	Department Total	6.0
Director	1.0			Department Total	62.0		
Administrative Secretary	1.0	Parks		Fire		Water Pollution Control	
Accounting Technician	2.0	Foreman	1.0	Fire Chief	1.0	Chief Operator	1.0
Department Total	4.0	Crew Leader	1.0	Administrative Secretary	1.0	Plant Operator	5.0
		Equipment Operator	2.0	Batallion Chief	3.0	Department Total	6.0
Municipal Building		Maintenance	2.0	Fire Marshal	1.5		
Maintenance Person	0.5	Department Total	6.0	Captain	6.0	WasteWater Collection	
Department Total	0.5			Driver Engineer	6.0	Foreman	2.0
		Youth Development		Fire Fighter	15.0		
Municipal Court		Recreation Director	1.0	Volunteer Firefighters	30.0	Crew Leader	1.0
Municipal Judge	0.5	Department Total	1.0	Department Total	63.5	Equipment Operator	1.0
Court Clerk	1.0					Maintenance	4.0
Department Total	1.5	Swimming Pool		Library		Department Total	8.0
		Pool Manager	0.5	Director	1.0		
Municipal Development		Assistant Pool Manager	0.5	Supervisor	1.0		
Director	1.0	Lifeguards	12.0	Youth Services Librarian	1.0	Utility	
Administrative Clerks	2.0	Department Total	13.0	Technical Services Tech	1.0	Billing Clerk	1.0
Technician Review Coordinator	2.0			Technician	3.0	Administrative Clerk	3.0
Building Official	1.0	Housing (Section 8)		Part-Time (6)	3.0	Department Total	4.0
Code Enforcement Supervisor	1.0	Director	1.0	Department Total	10.0		
Code Enforcement Officer	3.0	Administrative Clerk	3.0			Equipment Replacement	
Seasonal Mowers(2)	1.0	Department Total	4.0	Human Resources		Foreman	1.0
Department Total	11.0			Director	1.0	Mechanic	2.0
				Administrative Clerk	2.0	Service Attendant	1.0
				Department Total	3.0	Department Total	4.0

CITY OF TERRELL PERSONNEL



CONSOLIDATED SUMMARY OF PROJECTIONS

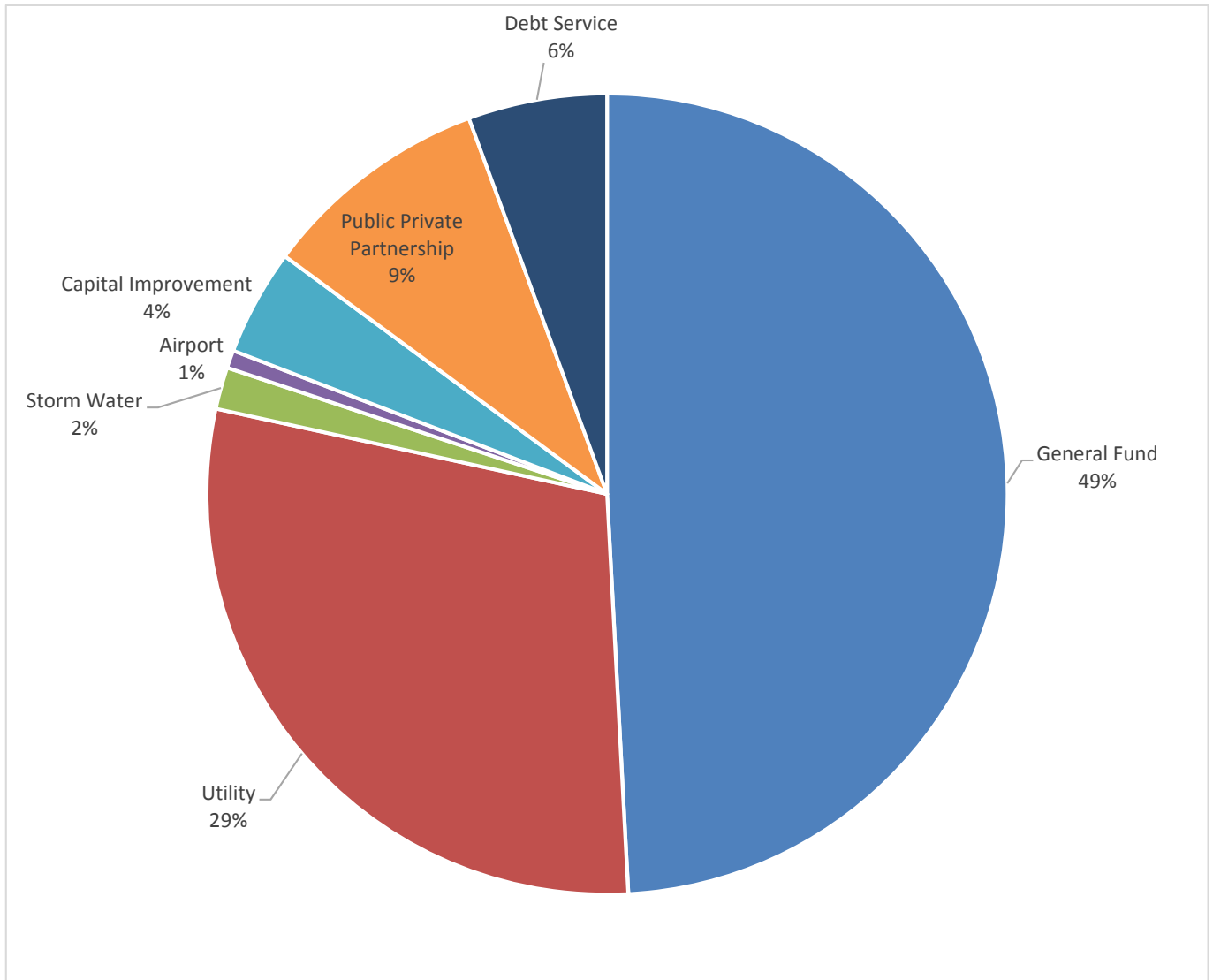


FISCAL YEAR 2019 - 2020 CONSOLIDATED BUDGET INFORMATION

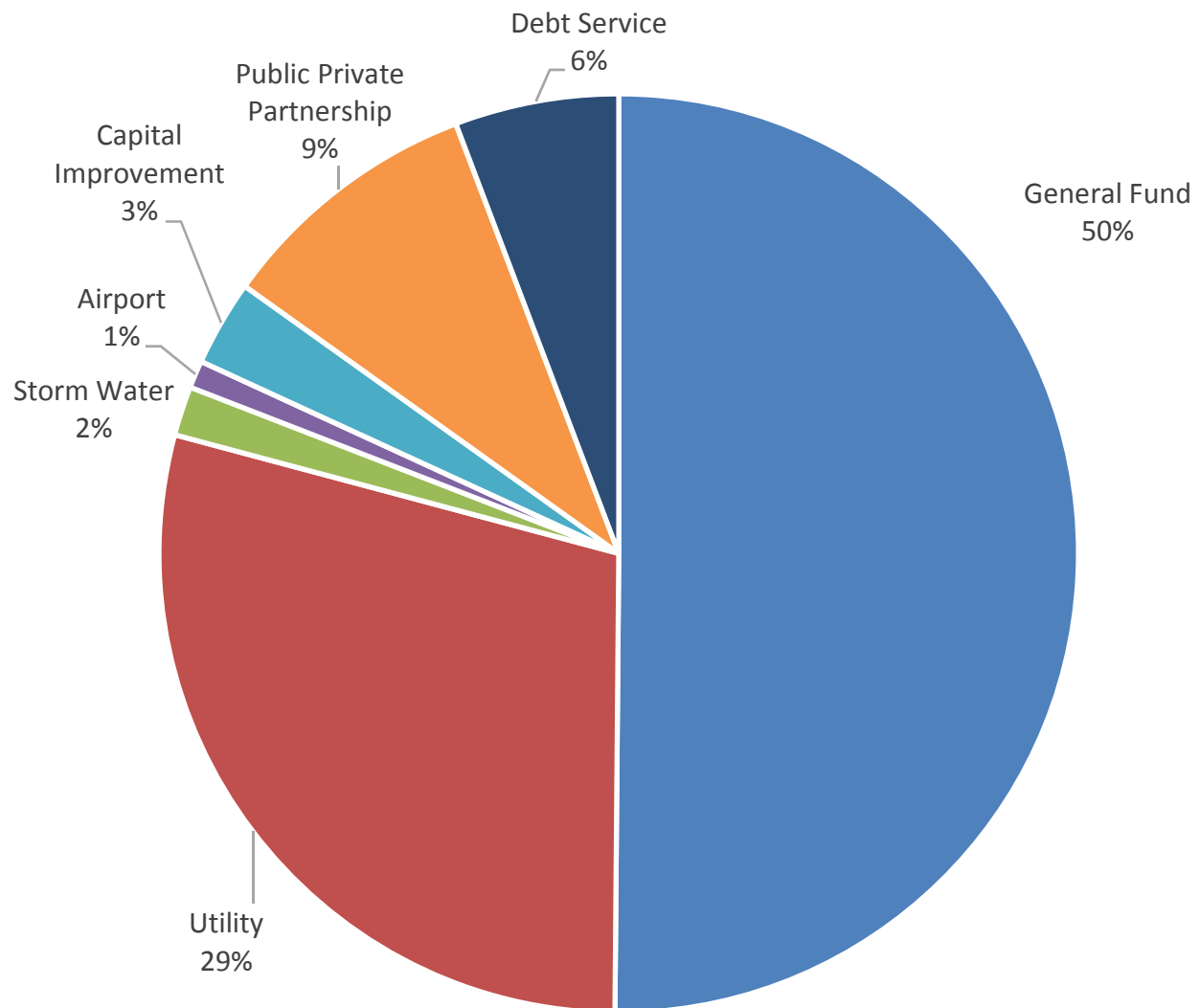
	General Fund	Utility Fund	Utility Capital Reserve Fund	Storm Water Utility Fund	Equipment Replacement Fund	Airport Fund	Airport Capital Fund	Impact Fees Fund	Capital Improvement Fund	Public Private Partnerships	Market Center Public Improvement District	Crossroads Public Improvement District	Information / Technology	I&S No. 1 Debt Service	I&S No. 2 Debt Service
Beginning															
Fund Balance	1,596,786	2,069,654	1,675,273	22,309	21,127	12,399	577,475	543,901	143,377	736,212	5,905	34,206	2,943	509,475	460,000
Operating															
Revenues	29,246,757	15,848,197	1,565,000	1,005,000	1,813,001	306,318	122,400	142,245	2,553,886	5,514,688	72,300	44,040	927,311	3,007,000	330,880
Total															
Revenues	30,843,543	17,917,852	3,240,273	1,027,309	1,834,128	318,717	699,875	686,146	2,697,263	6,250,900	78,205	78,246	930,254	3,516,475	790,880
Operating															
Expenditures	29,015,325	15,628,652	1,170,000	1,003,418	1,760,905	306,085	252,533	110,000	1,780,000	5,413,102	78,200	78,200	927,311	3,007,000	330,880
Ending															
Fund Balance	1,828,219	2,289,200	2,070,273	23,891	73,223	12,632	447,342	576,146	917,263	837,798	5	46	2,943	509,475	460,000



MAJOR REVENUE SOURCES



MAJOR EXPENSE SOURCES



Fund Definitions

General Fund is the chief operating fund of the city, accounts for all financial resources and expenditures that are not covered in one of the other funds.

Enterprise funds are used to account for a city's business activities that receive a major portion of their funding from user charges.

- (1) Utility Fund**
- (2) Airport Fund**

Special revenue funds are used to account for revenue that is earmarked by law or by city policy for specific purposes.

- (1) Tourism Fund**
- (2) Impact Fee Fund**
- (3) Public Private Partnership Fund**

Capital projects funds account for all financial resources and expenditures for the acquisition or construction of major capital facilities.

- (1) Capital Improvement Fund**
- (2) Utility Capital Reserve Fund**
- (3) Airport Capital Fund**

Debt service funds account for money set aside to pay the principal and interest on long-term debt.

- (1) Interest and Sinking Fund No. 1 Taxable Debt.**

Internal service funds are used to account for revenue and expenses for services rendered by one city department to another.

- (1) Equipment Replacement Funds**
- (2) Self Insurance Fund**
- (3) Information Technology Fund**

Revenue Definitions

Property Tax. All property tax revenues, including delinquent tax payments, penalties and interest.

Other Local Taxes. Revenue from mixed beverage tax receipts among others.

City Sales Tax. Receipts from the local sales and use tax were originally established at 1 percent. The City of Terrell elected to levy an additional amount to reduce property taxes and for economic development purposes.

Franchise Fees. Revenues from fees imposed on investor-owned electric or gas utilities, telecommunication, cable, taxicab companies, and other private corporations using the city's streets and other rights-of-way. These fees are in addition to and separate from the property taxes levied against such companies.

License and Permit. Revenue generated from building permits and animal licenses among others.

Fines and Fees. Funds received from payments of traffic fines and other fines for violations of city laws or ordinances.

Charges for Current Services Funds received Trash and Landfill services.

Use of Money. Income from interest paid on deposits of idle city funds.

Community Services. Receipts realized from rental of city-owned buildings, land or other city resources.

Refunds and Recoveries Funds recovered from insurance claims and settlements.

Other Revenue. Miscellaneous revenue Donations, State, federal and local grant funds.

Expenditure Definitions

Personnel & Personal Services. This includes the cost of salaries, wages and fringe benefits for city employees.

Supplies. This includes the cost of fuel, tires, and office supplies, small items of equipment, tools and clothing.

Maintenance this includes cost for on going maintenance and or repair and replacement of equipment.

Contractual Services. The cost of travel, office space rentals, purchased utilities, and professional services provided by attorneys, consulting engineers, architects, accountants, and other outside firms on a contractual basis.

Capital Outlays. Cost of major equipment, vehicles, and other items, which have a useful life of several years.

Debt Service. Payments of principal and interest on general obligation (tax) bonds, revenue bonds, certificates of obligation and other debts that may be incurred by the city.



TAX RATE INFORMATION



City of Terrell
Fiscal Year 2019 – 2020
Budget Tax Rate Information

This budget will raise more revenue from property taxes than last year's budget by an amount of \$1,193,659, which is 13.5 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$460,967

The members of the governing body voted on the budget as follows:

For:

Grady Simpson, Mayor Pro Tem, District 2

Mayrani Velazquez, District 3

Charles Whitaker, District 4

Tim Royse, Deputy Mayor Pro Tem, District 5

Against:

Absent:

Property Tax Rate Comparison	2019-2020	2018-2019
Property Tax Rate:	0.764200/100	0.764200/100
Effective Rate:	0.738275/100	0.721498/100
Effective Maintenance & Operations Rate:	0.840560/100	0.839273/100
Rollback Tax Rate:	0.789722/100	0.821445/100
Debt Rate:	0.117892/100	0.145118/100

Debt service requirements for FY 2020, including principal and interest, are \$1,455,401 for obligations paid by property taxes and 1,882,470 for obligations paid by utility charges. Additions detail for the City's debt obligations, including future year's payment requirements, is included later in the budget document.

ASSESSED VALUATION TAX RATE HISTORY INCLUDING THE PRELIMINARY VALUATION

YEAR	ASSESSED VALUATIONS	TAX RATE	TAXES ASSESSED
2002	603,618,789	0.6500	3,923,522
2003	665,698,525	0.6500	4,327,040
2004	727,025,258	0.6500	4,725,664
2005	834,587,541	0.6500	5,424,819
2006	894,542,447	0.6500	5,814,526
2007	931,051,598	0.6500	6,051,835
2008	1,014,913,277	0.6500	6,596,936
2009	1,005,646,462	0.6500	6,536,702
2010	931,249,501	0.6500	6,053,122
2011	914,141,372	0.6500	5,941,919
2012	913,087,109	0.6500	5,935,066
2013	929,572,780	0.6493	6,035,716
2014	928,193,696	0.6793	6,305,220
2015	978,134,897	0.6942	6,790,212
2016	1,006,227,532	0.7242	7,287,100
2017	1,110,762,715	0.7242	8,044,144
2018	1,139,698,813	0.7642	8,709,578
2019 Est	1,312,080,085	0.7642	10,026,916

Tax Year	Amount	Fiscal Year	%
2009	1,005,646,462	08-09	
2010	931,249,501	09-10	
2011	914,141,372	10-11	-1.87%
2012	913,087,109	11-12	-0.12%
2013	929,572,780	12-13	1.77%
2014	928,193,696	13-14	-0.15%
2015	978,134,897	14-15	5.11%
2016	1,006,227,532	15-16	2.79%
2017	1,110,762,715	16-17	9.41%
2018	1,139,698,813	17-18	2.54%
2019 Est.	1,312,080,085	18-19	13.14%

TAX RATE FOR FISCAL YEAR
2019 - 2020

2019-2020

TOTAL 2019 ESTIMATED TAXABLE VALUE	1,312,080,085
------------------------------------	---------------

PROPOSED TAX RATE	0.7642
-------------------	--------

TOTAL TAX REVENUES	10,026,916
--------------------	------------

CURRENT TAXES

100% COLLECTION	10,026,916
-----------------	------------

TAX RATE PROOF

M&O	85%	0.6533	8,571,515
I&S	15%	0.1109	1,455,401
		0.7642	10,026,916

GENERAL FUND



GENERAL FUND

ESTIMATED CASH POSITION

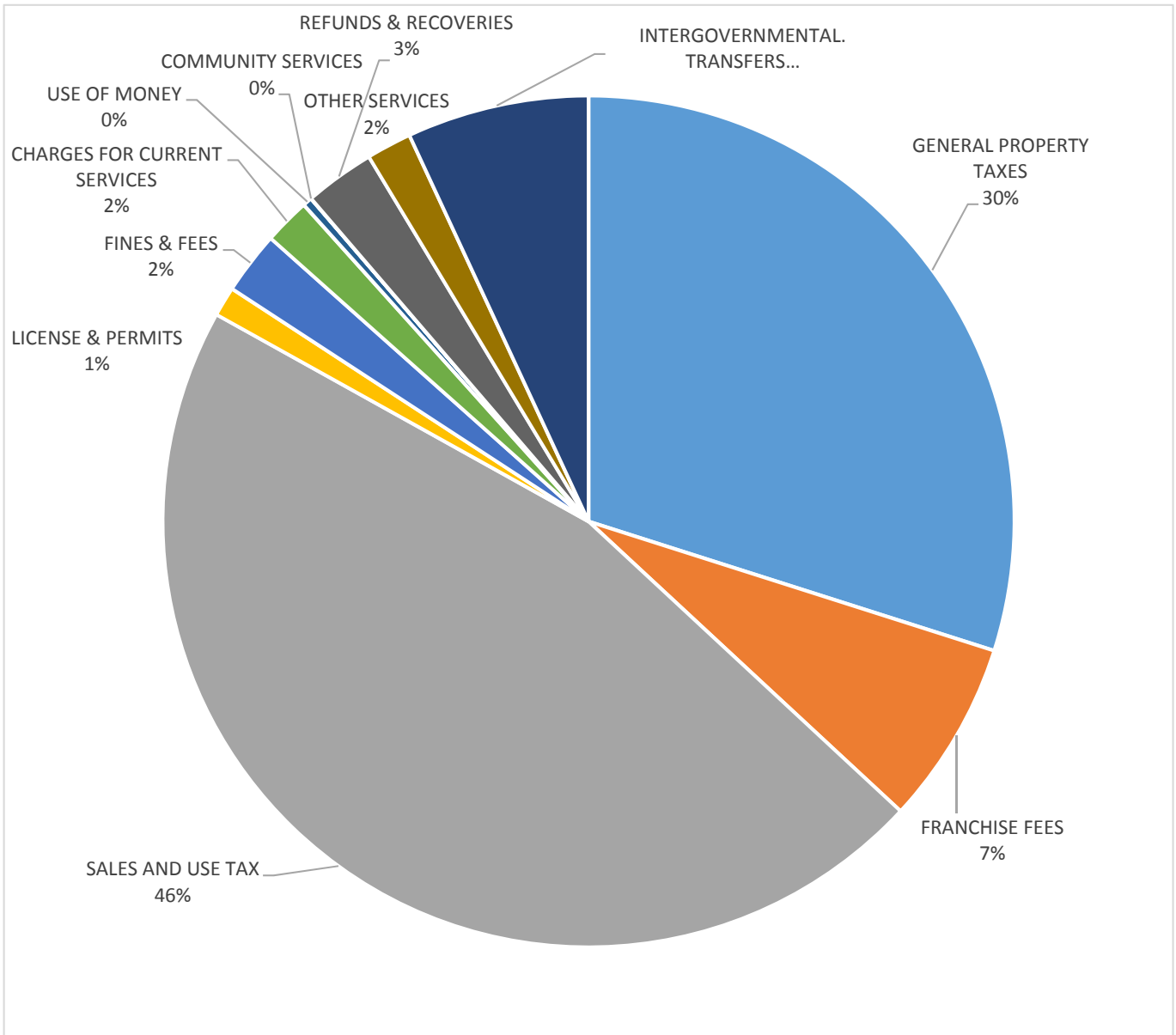
Cash in Bank April 30, 2019	4,496,668
Estimated Revenues FY 2019	25,198,402
Revenues Collected thru April 30, 2019	17,550,644
Anticipated Revenue to Sept. 30, 2019	7,647,758
Sub-Total	12,144,426
Estimated Expenditures FY 2019	24,984,622
Y-T-D April 30, 2019	14,436,982
Sub-Total	10,547,640
Estimated Beginning Cash FY 2020	1,596,786
Proposed Revenues FY 2020	29,246,757
Sub-Total	30,843,543
Proposed Expenditures FY 2020	29,015,325
Estimated Cash in Bank Sept. 30 2020	1,828,219
Charter Requirement 5%	1,450,766
Financial Policy Concern 8%	2,321,226



GENERAL FUND
REVENUES

Category	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
GENERAL PROPERTY TAXES	7,045,740	7,231,666	7,234,987	8,747,515
FRANCHISE FEES	1,977,326	2,023,803	2,011,684	2,047,200
SALES AND USE TAX	10,901,405	11,591,332	11,741,029	13,502,183
LICENSE & PERMITS	256,968	278,675	255,203	329,600
FINES & FEES	471,546	524,550	536,086	695,900
CHARGES FOR CURRENT SERVICES	511,100	515,100	515,810	515,100
USE OF MONEY	1,332	1,300	3,500	103,000
COMMUNITY SERVICES	1,125	2,850	2,850	2,850
REFUNDS & RECOVERIES	627,310	774,294	769,378	779,861
OTHER SERVICES	136,968	269,732	270,343	501,597
INTERGOVERNMENTAL. TRANSFERS	1,015,067	1,873,032	1,857,532	2,021,951
	22,945,886	25,086,334	25,198,402	29,246,757

GENERAL FUND REVENUE CHART



GENERAL FUND BUDGET

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Fund 010 GENERAL FUND				
Revenues				
GENERAL PROPERTY TAXES				
00-3101-00				
TAXES-CURRENT	6,854,840	7,055,666	7,055,666	8,571,515
00-3102-00				
TAXES-DELINQUENT	120,612	110,000	112,226	110,000
00-3103-00				
TAXES-PENALTY & INTEREST CURRENT	38,085	31,000	31,000	31,000
00-3104-00				
PENALTY & INTERST - DELINQUENT	32,203	35,000	36,095	35,000
Sub-Total	7,045,740	7,231,666	7,234,987	8,747,515
FRANCHISE FEES				
00-3201-00				
FRANCHISE- UTILITY 020904490	473,776	459,543	459,543	465,000
00-3202-00				
FRANCHISE-ATMOS GAS	163,199	165,000	186,909	190,600
00-3203-00				
FRANCHISE-TELEPHONE	92,984	110,000	120,000	110,000
00-3204-00				
FRANCHISE-CABLE TV	78,567	95,000	75,000	95,000
00-3204-01				
FRANCHISE-CABLE TV PEG FEE	15,615	20,000	20,000	22,000
00-3205-00				
FRANCHISE-ONCOR ELECTRIC	877,460	941,260	917,233	935,600
00-3208-00				
MIXED DRINKS	40,582	53,000	53,000	49,000
00-3213-00				
FRANCHISE-SOLID WASTE	235,143	180,000	180,000	180,000
Sub-Total	1,977,326	2,023,803	2,011,684	2,047,200
SALES AND USE TAX				
00-3207-00				
CITY SALES TAX	5,450,702	5,795,666	5,870,515	5,907,206
00-3211-00				
CITY SALES TAX / TAX REDUCTION	2,725,351	2,897,833	2,935,257	3,375,546
00-3250-00				
TAXES-SALES TAX EDC	2,725,351	2,897,833	2,874,245	2,531,659
00-3251-00				
TAXES-SALES TAX PADIC	0	0	61,012	843,886
00-3252-00				
CAPITAL IMPROVEMENT TRANSFER (026)	0	0	0	843,886
Sub-Total	10,901,405	11,591,332	11,741,029	13,502,183

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
LICENSE & PERMITS				
00-3301-00				
PERMITS-ALCOHOLIC BEVERAGE	1,065	650	920	1,100
00-3302-00				
PERMITS-AMUSEMENT	1,450	600	760	1,200
00-3303-00				
PERMITS-BUILDING	127,498	130,000	130,000	160,000
00-3304-00				
PERMITS-ELECTRICAL	18,511	15,000	2,000	14,200
00-3305-00				
PERMITS-PEDDLERS	292	600	798	600
00-3306-00				
PERMITS-PLUMBING	2,071	11,000	2,000	8,000
00-3307-00				
PERMITS-DEMOLITION	1,310	2,000	1,000	1,500
00-3308-00				
PERMITS-CERTIFICATE OF OCCUPANCY	8,089	11,000	11,000	22,000
00-3309-00				
PERMITS-MECHANICAL	19,360	11,000	7,000	11,000
00-3310-00				
LICENSE-ELECTRICAL	0	225	225	0
00-3311-00				
REGISTRATION FEES	11,545	11,000	11,000	11,000
00-3312-00				
PERMITS-ALARM	21,075	33,000	20,000	33,000
00-3313-00				
LICENSE-RESTAURANT/FOOD	40,933	43,000	62,000	60,000
00-3317-00				
REGISTRATION-DOG	2,699	4,600	1,500	4,000
00-3319-00				
PERMITS-SIGN	1,070	5,000	5,000	2,000
Sub-Total	256,968	278,675	255,203	329,600
FINES & FEES				
00-3402-00				
FINES-MUNICIPAL COURT	310,283	386,000	400,000	450,000
00-3403-00				
OTHER	9,556	25,000	25,681	20,300
00-3404-00				
FEES-OPEN RECORDS REQUEST	2,869	3,300	3,300	3,300
00-3406-00				
FEES - APARTMENT INSPECTIONS	9,660	13,000	13,000	14,000
00-3407-00				
FEES-VETERINARIAN	6,448	9,000	9,000	9,000

GENERAL FUND BUDGET

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
00-3408-00				
FEES - CONAWAY DEVELOPER AGREEMENT	53,496	0	0	0
00-3409-00				
ENGINEERING PLAN REVIEW	0	0	0	110,000
00-3413-00				
FEES-SWIMMING POOL GATE	53,643	64,000	64,000	64,000
00-3414-00				
FEES-SWIMMING POOL CONCESSION	4,445	0	0	0
00-3417-00				
FEES-MAPS & PUBLICATIONS	0	100	100	0
00-3418-00				
FEES- ZONING & PUBLICATIONS	11,437	5,000	9,000	6,000
00-3419-00				
FEES- COPIES	875	150	205	300
00-3421-00				
FEES- ANIMAL SHELTER	3,029	6,000	6,000	6,000
00-3425-00				
FEES- RECREATIONAL	5,805	13,000	5,000	13,000
00-3425-01				
FEES-RECREATIONAL SWIM TEAM	0	0	800	0
Sub-Total	471,546	524,550	536,086	695,900
CHARGES FOR CURRENT SERVICES				
00-3506-00				
FEES- RESIDENTIAL REFUSE	503,445	510,000	510,000	510,000
00-3516-00				
FEES- LANDFILL SITE	7,655	5,100	5,810	5,100
Sub-Total	511,100	515,100	515,810	515,100
USE OF MONEY				
00-3601-00				
INTEREST	1,332	1,300	3,500	103,000
Sub-Total	1,332	1,300	3,500	103,000
COMMUNITY SERVICES				
00-3675-00				
HOUSING OFFICE LEASE	0	2,550	2,550	2,550
00-3678-00				
LEASE	1,125	300	300	300
Sub-Total	1,125	2,850	2,850	2,850
REFUNDS & RECOVERIES				
00-3701-00				
INSURANCE RECOVERIES	32,311	20,000	0	10,000
00-3702-00				
LIBRARY	52,890	30,000	40,000	50,200
00-3703-00				

GENERAL FUND BUDGET

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
DEMOLITION	6,521	4,000	1,500	5,600
00-3705-00				
MOWING	36,947	40,000	40,000	43,000
00-3706-00				
OTHER	131,421	30,000	45,584	50,000
00-3706-01				
MUNICIPAL DEVELOPMENT UNACCOUNTED	2,760	0	0	0
00-3707-00				
FEMA REIMBURSEMENT	0	248,365	248,365	210,000
00-3712-00				
SALE OF FIXED ASSETS	11,239	10,000	2,000	1,075
00-3812-00				
HOUSING ADMINISTRATION	353,221	386,121	386,121	409,986
00-3841-00				
TRANSFER IN - HARVARD SCHOLAR FUND	0	5,808	5,808	0
Sub-Total	627,310	774,294	769,378	779,861
OTHER SERVICES				
00-3801-00				
TERRELL POLICE DEPARTMENT	0	3,500	3,540	3,500
00-3802-00				
TERRELL ISD ELECTION CHARGES	24,219	3,500	0	0
00-3803-00				
KAUFMAN COUNTY/LIBRARY	11,900	47,600	47,600	47,600
00-3805-00				
FIRE INSPECTION SERVICES	4,500	5,000	8,000	5,000
00-3807-00				
LEASE - ETMC	0	6,720	6,720	6,720
00-3818-00				
OTHER	2,442	2,500	2,994	2,600
00-3819-00				
ANIMAL SHELTER DONATIONS	10	1,500	1,689	2,400
00-3826-00				
CIP GRANT TDA	55,000	0	0	0
00-3836-00				
LEASE-TERRELL HERITAGE SOCIETY	130	110	110	110
00-3842-00				
DONATIONS - FIRE DEPARTMENT	3,500	4,000	4,000	0
00-3843-00				
DONATIONS - POLICE DEPARTMENT	1,000	1,107	1,107	0
00-3845-00				
SECTION 8 INSPECTION FEES	34,267	13,500	13,888	0
00-3888-00				
GRANTS FEMA FIRE STAFFING	0	180,695	180,695	433,667

GENERAL FUND BUDGET

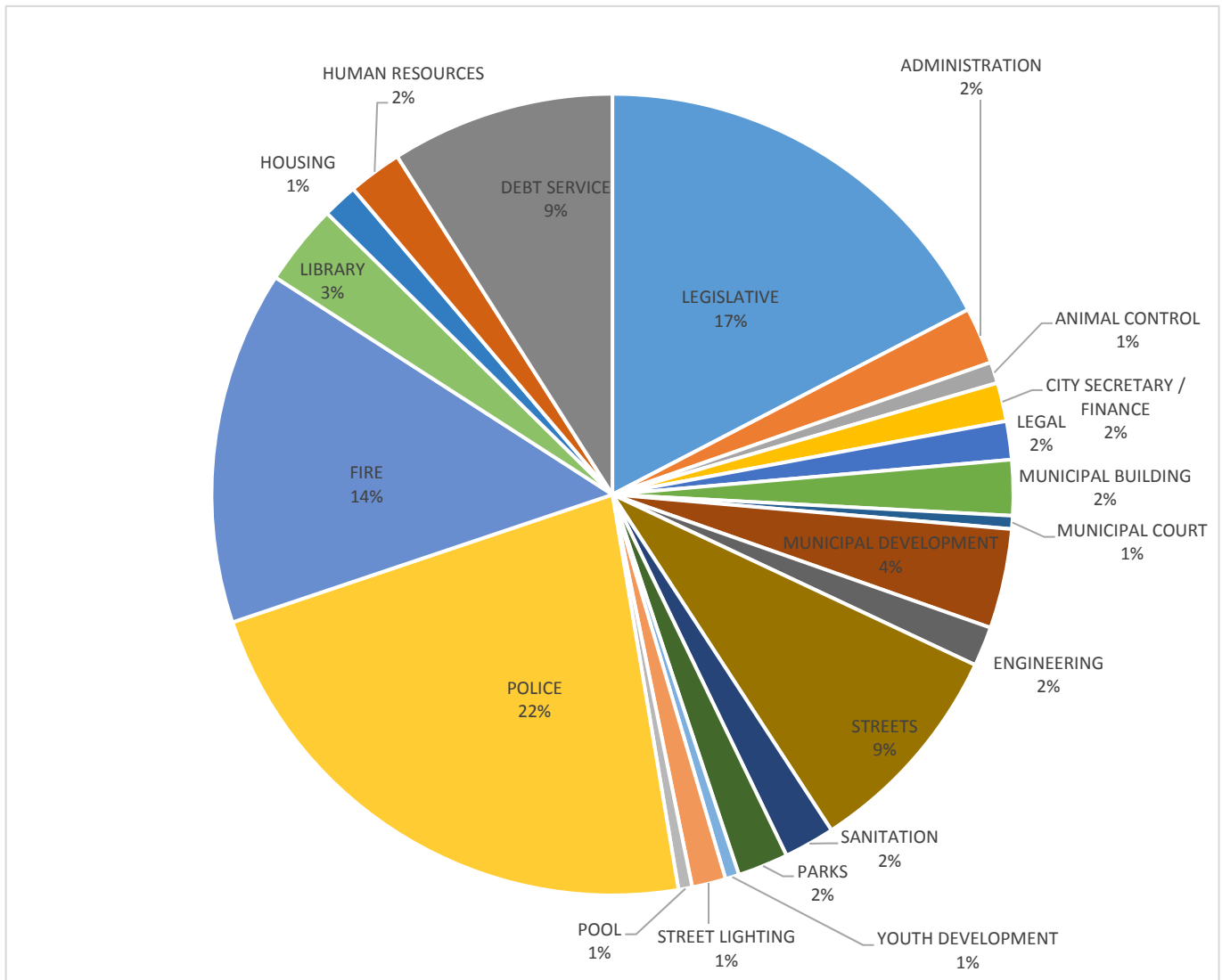
Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Sub-Total	136,968	269,732	270,343	501,597
INTERGOVERNMENTAL. TRANSFERS				
00-3390-00				
TRANSFER IN LIFE INSURANCE FUND	76,620	0	0	0
00-3714-00				
PUBLIC SAFETY FOR SPECIAL EVENTS	0	15,500	0	0
00-3716-00				
TRANSFER IN STORMWATER UTILITY FUND	135,873	142,915	142,915	142,918
00-3723-00				
TRANSFER IN AIRPORT ADMINISTRATION	20,238	85,584	85,584	0
00-3831-00				
INTER-GOV TRN WATER 020-90-4497-00	782,336	669,033	669,033	669,033
00-3831-01				
INTER-GOV TRN SEWER 020-90-4497-01	0	960,000	960,000	960,000
00-3832-00				
PPP FUND TRANSFER IN	0	0	0	250,000
Sub-Total	1,015,067	1,873,032	1,857,532	2,021,951
REVENUE TOTAL	22,945,886	25,086,334	25,198,402	29,246,757



GENERAL FUND
PROPOSED EXPENDITURES

		2017-2018	2018-2019	2018-2019	2019-2020
Department		Actual	Budget	Estimate	Proposed
Department 11	LEGISLATIVE	3,428,942	3,584,497	3,628,440	5,038,352
Department 12	ADMINISTRATION	862,075	761,053	719,749	662,108
Department 13	ANIMAL CONTROL	243,130	254,576	254,778	249,769
Department 14	CITY SECRETARY / FINANCE	0	563,815	578,023	451,099
Department 15	LEGAL	383,245	423,000	423,000	449,000
Department 16	MUNICIPAL BUILDING	672,620	767,250	788,553	648,413
Department 17	MUNICIPAL COURT	144,775	142,145	138,746	153,831
Department 20	MUNICIPAL DEVELOPMENT	1,016,406	1,202,874	1,176,682	1,166,457
Department 21	ENGINEERING	519,525	458,921	488,213	464,364
Department 22	STREETS	1,677,384	2,381,907	2,424,223	2,555,054
Department 25	SANITATION	569,411	571,000	575,000	594,500
Department 26	PARKS	572,716	622,896	567,104	591,714
Department 27	YOUTH DEVELOPMENT SERVICES	289,672	161,875	167,197	161,812
Department 28	STREET LIGHTING	382,030	335,000	335,000	395,000
Department 29	POOL	0	143,116	144,116	160,645
Department 32	POLICE	6,148,895	6,499,794	6,553,699	6,520,971
Department 33	FIRE	2,621,011	3,264,413	2,960,800	4,142,360
Department 34	LIBRARY	866,623	932,228	950,313	951,414
Department 35	HOUSING	350,903	386,121	439,387	410,797
Department 37	Landfill (Defunded)	62,229	16,850	21,850	0
Department 40	HUMAN RESOURCES/RECRUITMENT	577,938	644,296	544,359	630,370
Department 90	DEBT SERVICE	1,174,688	915,185	1,105,390	2,617,295
		22,564,215	25,032,812	24,984,622	29,015,325

GENERAL FUND EXPENSE SUMMARY



GENERAL FUND
PERSONNEL SUMMARY

Personnel	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 11 LEGISLATIVE	3	213	156	213
Department 12 ADMINISTRATION	594,185	495,935	468,631	390,247
Department 13 ANIMAL CONTROL	187,392	200,405	200,607	204,986
Department 14 CITY SECRETARY / FINANCE	0	373,551	387,759	398,449
Department 16 MUNICIPAL BUILDING	31,028	33,057	33,335	33,002
Department 17 MUNICIPAL COURT	65,762	69,545	66,146	151,731
Department 20 MUNICIPAL DEVELOPMENT	701,996	814,311	787,119	886,791
Department 21 ENGINEERING	452,499	378,867	408,159	387,531
Department 22 STREETS	707,304	1,060,992	993,508	1,073,316
Department 26 PARKS	361,615	446,350	369,745	375,737
Department 27 YOUTH DEVELOPMENT SERVICES	215,988	121,579	120,431	123,551
Department 29 POOL	0	96,816	86,763	99,556
Department 32 POLICE	5,210,374	5,736,846	5,790,751	5,971,718
Department 33 FIRE	2,341,310	2,941,066	2,637,453	3,488,631
Department 34 LIBRARY	681,496	727,603	745,688	775,803
Department 35 HOUSING	305,664	319,418	372,684	336,096
Department 40 HUMAN RESOURCES/RECRUITMENT	328,600	445,196	345,259	470,020
	12,185,216	14,261,750	13,814,194	15,167,378

GENERAL FUND
SUPPLY SUMMARY

		2017-2018	2018-2019	2018-2019	2019-2020
Department		Actual	Budget	Estimate	Proposed
Department 11	LEGISLATIVE	31,290	15,600	15,600	4,000
Department 12	ADMINISTRATION	1,493	2,000	2,000	1,850
Department 13	ANIMAL CONTROL	6,435	7,800	7,800	7,200
Department 14	CITY SECRETARY / FINANCE	0	16,044	14,150	14,150
Department 16	MUNICIPAL BUILDING	63,685	52,600	52,600	51,400
Department 17	MUNICIPAL COURT	4,171	1,164	1,250	1,250
Department 20	MUNICIPAL DEVELOPMENT	13,739	10,250	10,250	9,600
Department 21	ENGINEERING	2,987	1,000	1,000	1,000
Department 22	STREETS	98,427	101,000	171,300	98,300
Department 26	PARKS	31,232	23,560	28,300	17,500
Department 27	YOUTH DEVELOPMENT SERVICES	27,410	8,772	14,122	21,750
Department 29	POOL	0	17,300	20,500	26,900
Department 32	POLICE	71,073	55,845	55,845	59,725
Department 33	FIRE	22,704	70,875	70,875	175,937
Department 34	LIBRARY	48,563	60,575	60,575	67,200
Department 35	HOUSING	6,548	5,060	5,060	5,060
Department 40	HUMAN RESOURCES/RECRUITMENT	43,973	45,500	45,500	31,750
		473,729	494,946	576,727	594,572

GENERAL FUND
MAINTENANCE SUMMARY

Department	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 11 LEGISLATIVE	14,126	5,000	5,000	0
Department 12 ADMINISTRATION	20,141	12,000	12,000	0
Department 13 ANIMAL CONTROL	16,612	10,250	10,250	500
Department 14 CITY SECRETARY / FINANCE	0	100,814	100,814	0
Department 16 MUNICIPAL BUILDING	221,923	282,500	303,500	175,000
Department 17 MUNICIPAL COURT	24,559	15,000	15,000	0
Department 20 MUNICIPAL DEVELOPMENT	42,776	30,000	30,000	0
Department 21 ENGINEERING	18,490	20,000	20,000	0
Department 22 STREETS	370,051	483,702	430,000	500,000
Department 26 PARKS	58,968	50,090	56,050	76,500
Department 27 YOUTH DEVELOPMENT SERVICES	22,162	9,000	9,000	0
Department 29 POOL	0	27,000	33,000	30,000
Department 32 POLICE	297,983	101,850	101,850	6,350
Department 33 FIRE	126,685	96,000	96,000	90,000
Department 34 LIBRARY	69,613	40,000	40,000	0
Department 35 HOUSING	18,920	29,555	29,555	32,000
Department 40 HUMAN RESOURCES/RECRUITMENT	22,145	10,000	10,000	0
	1,345,154	1,322,760	1,302,019	910,350

GENERAL FUND
CONTRACTUAL/SERVICES SUMMARY

	2017-2018	2018-2019	2018-2019	2019-2020
Department	Actual	Budget	Estimate	Proposed
Department 11 LEGISLATIVE	3,383,522	3,563,684	3,607,684	5,014,139
Department 12 ADMINISTRATION	246,256	251,118	237,118	270,011
Department 13 ANIMAL CONTROL	32,691	36,121	36,121	37,083
Department 14 CITY SECRETARY / FINANCE	0	73,406	75,300	38,500
Department 15 LEGAL	383,245	423,000	423,000	449,000
Department 16 MUNICIPAL BUILDING	357,266	399,093	399,118	389,011
Department 17 MUNICIPAL COURT	50,283	56,436	56,350	850
Department 20 MUNICIPAL DEVELOPMENT	175,674	348,313	349,313	270,066
Department 21 ENGINEERING	45,290	59,054	59,054	75,833
Department 22 STREETS	500,103	736,214	829,415	763,438
Department 25 SANITATION	569,411	571,000	575,000	585,500
Department 26 PARKS	87,465	102,896	113,009	119,177
Department 27 YOUTH DEVELOPMENT SERVICES	12,637	22,524	23,644	16,511
Department 28 STREET LIGHTING	382,030	325,000	325,000	385,000
Department 29 POOL	0	0	2,000	4,000
Department 32 POLICE	565,828	604,146	604,146	483,178
Department 33 FIRE	134,043	152,472	152,472	332,392
Department 34 LIBRARY	71,730	104,050	104,050	108,411
Department 35 HOUSING	19,771	32,088	32,088	37,641
Department 40 HUMAN RESOURCES/RECRUITMENT	183,220	143,600	143,600	128,600
Department 90 DEBT SERVICE	1,174,688	915,185	1,105,390	2,617,295
	8,375,151	8,919,399	9,252,872	12,125,636

General Fund
Capital Summary

Department	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 11 LEGISLATIVE	0	0	0	20,000
Department 22 STREETS	6,485	0	0	120,000
Department 26 PARKS	32,818	0	0	2,800
Department 27 YOUTH DEVELOPMENT SERVICES	11,475	0	0	0
Department 29 POOL				
Department 32 POLICE	0	1,107	1,107	0
Department 33 FIRE	0	4,000	4,000	55,400
	50,778	5,107	5,107	198,200



Legislative

Mission Statement

The mission of the City Council of the City of Terrell, Texas, is to create pride by serving the community in a proactive manner and to enhance the quality of life through providing the highest level of services in the most efficient manner.

Description

The municipal government provided by the City of Terrell is known as the “Council-Manager” government. All powers of the City are vested in an elective City Council, which enact local legislation, adopt budget, determine policies and appoint the city manager. All powers of the City are exercised in the manner prescribed by the City Charter or by ordinance.

The Mayor is elected from the city at large and the voters in their respective districts elect the four (4) district Council Members. The Mayor Pro Tem and Deputy is a duly elected district Council Member who is chosen by a majority of the City Council at each regular meeting following each municipal election.





**Mayor
E. Rick Carmona**



**District 3
Council Member
Mayrani Velazquez**



**District 5
Deputy Mayor Pro Tem
Tim Royse**



**District 4
Council Member
Charles Whitaker**



**District 2
Mayor Pro Tem
Grady Simpson**

EXPENDITURE BY CLASSIFICATION	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 11 LEGISLATIVE				
PERSONNEL SERVICES	3	213	156	213
SUPPLIES	31,290	15,600	15,600	4,000
MAINTENANCE	14,126	5,000	5,000	0
CONTRACTUAL/SERVICES	3,383,522	3,563,684	3,607,684	5,014,139
CAPITAL	0	0	0	20,000
	3,428,942	3,584,497	3,628,440	5,038,352

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Expenses				
Department 11 LEGISLATIVE				
PERSONNEL SERVICES				
11-4112-00				
WORKMENS COMP	3	213	156	213
Sub-Total	3	213	156	213
SUPPLIES				
11-4201-00				
OFFICE SUPPLIES	1,971	1,100	1,100	1,400
11-4204-00				
PRINTING	603	1,000	1,000	400
11-4211-00				
FOOD & CONCESSION SUPPLIES	50	3,500	3,500	2,200
11-4212-00				
ELECTION SUPPLIES	28,667	10,000	10,000	0
Sub-Total	31,290	15,600	15,600	4,000
MAINTENANCE				
11-4303-00				
WEB PAGE DESIGN AND DEVELOP	3,325	0	0	0
11-4304-00				
AUTOMATION (R)	10,801	5,000	5,000	0
Sub-Total	14,126	5,000	5,000	0
CONTRACTUAL/SERVICES				
11-4401-00				
AUDIT	34,455	41,000	45,000	50,000
11-4402-00				
MEMBERSHIP & DUES	5,732	7,400	7,400	7,400
11-4403-00				
ADVERTISING	8,559	7,000	7,000	7,000
11-4404-00				
CONSULTANT FEES & SERVICES	16,842	10,000	10,000	7,000
11-4405-00				
PROFESSIONAL DEVELOPMENT	450	5,000	5,000	0
11-4406-00				
BUSINESS DISTRICT FACADE GRANT	1,463	30,000	70,000	0
11-4407-00				
BUC-EE REBATE AGREEMENT	300,100	300,000	300,000	425,000
11-4408-00				
AUTOZONE CHP 380 REBATE	200,201	200,000	200,000	180,000
11-4408-01				
BUILDERS FIRST SOURCE 380 REBATE	0	0	0	250,000
11-4408-02				
CROSSROADS INCENTIVE	0	0	0	587,000

GENERAL FUND BUDGET

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
11-4408-03				
CROSSROADS INFRASTRUCTURE	0	0	0	55,000
11-4410-00				
TERRELL CITIZEN UNIVERSITY	4,051	3,000	3,000	4,000
11-4413-00				
BREEZY HILL JUNE 19TH CELEBRATION	3,861	0	0	0
11-4418-00				
TRAVEL & EDUCATION	21,742	6,500	6,500	0
11-4418-01				
MAYOR TRAVEL AND EDUCATION	0	0	0	3,500
11-4418-02				
DISTRICT 2 TRAVEL AND EDUCATION	0	0	0	3,500
11-4418-03				
DISTRICT 3 TRAVEL AND EDUCATION	0	0	0	3,500
11-4418-04				
DISTRICT 4 TRAVEL AND EDUCATION	0	0	0	3,500
11-4418-05				
DISTRICT 5 TRAVEL AND EDUCATION	0	0	0	3,500
11-4419-01				
ON-SITE TRAINING & PUBLICATION	0	400	400	1,000
11-4429-00				
RESIDENTIAL INCENTIVE PROGRAM	0	26,000	26,000	10,000
11-4457-00				
ECONOMIC DEVELOPMENT CORP	2,725,351	2,897,833	2,897,833	2,494,051
11-4458-00				
PARKS & DOWNTOWN IMPR CORP	0	0	0	831,350
11-4492-00				
STAR TRANSIT	0	21,851	21,851	35,138
11-4493-00				
LABOR FOR YOUR NEIGHBOR	0	2,700	2,700	2,700
11-4498-00				
CONTINGENCY FUND	60,717	5,000	5,000	50,000
Sub-Total	3,383,522	3,563,684	3,607,684	5,014,139
CAPITAL				
11-4507-00				
CHRISTMAS DECORATIONS	0	0	0	20,000
Sub-Total	0	0	0	20,000
LEGISLATIVE Total	3,428,942	3,584,497	3,628,440	5,038,352



Administration

Mission Statement

The Administrative Department's mission is to provide the City Council with the necessary information needed to conduct the affairs of the City, enforcing ordinances and laws of the City and State, review and supervise all department operations, review and update management policies and regulations of the City, and prepare and present the Annual Budget.

Description

The Administration Department is responsible for the administration of all activities of the City, appointment of department heads and employees, and making recommendations to the City Council on all matters concerning the City.

The Administration Department provides support to the Tax Increment Financing District Board of Directors and the Power Center Board of Directors and also works closely with the Terrell Economic Development Corporation to create and foster partnerships with local businesses, potential incoming businesses and developers, and other local government entities.

In order to promote community interaction and education, the Administration Department has developed a public information/public & media relations division that will eventually encompass social media as well.

The Administration Department manages the City's relationship with special districts, Texas Department of Transportation, North Texas Municipal Water District, Kaufman County, the Regional Transportation Council, North Central Texas Council of Governments, and the Terrell Independent School District. The Department strives to partner and work cooperatively with federal, state, and local partners for the betterment of the City of Terrell.



EXPENDITURE BY CLASSIFICATION	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 12 ADMINISTRATION				
PERSONNEL	407,870	302,231	306,642	273,531
PERSONNEL SERVICES	186,315	193,704	161,989	116,716
SUPPLIES	1,493	2,000	2,000	1,850
MAINTENANCE	20,141	12,000	12,000	0
CONTRACTUAL/SERVICES	246,256	251,118	237,118	270,011
	862,075	761,053	719,749	662,108

PERSONNEL Full Time Equivalents (FTE)	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
CITY MANAGER	1.00	1.00	1.00	1.00
ASSISTANT CITY MANAGER	1.00	1.00	1.00	0.00
EXECUTIVE SECRETARY	0.00	0.00	0.00	1.00
PUBLIC INFORMATION OFFICER	1.00	1.00	1.00	1.00
	3.00	3.00	3.00	3.00

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 12 ADMINISTRATION				
PERSONNEL				
12-4101-00				
SUPERVISION	336,765	228,334	232,294	179,157
12-4102-00				
CLERICAL	71,105	73,897	72,641	92,374
12-4105-00				
OVERTIME	0	0	1,707	2,000
Sub-Total	407,870	302,231	306,642	273,531
PERSONNEL SERVICES				
12-4110-00				
SOCIAL SECURITY	27,174	24,558	18,651	20,925
12-4111-00				
T M R S	97,462	100,713	74,474	45,242
12-4112-00				
WORKMENS COMP	994	2,138	1,472	1,358
12-4114-00				
GROUP HEALTH & DENTAL INS	60,685	66,295	67,392	49,191
Sub-Total	186,315	193,704	161,989	116,716
SUPPLIES				
12-4201-00				
OFFICE SUPPLIES	1,493	2,000	2,000	1,650
12-4204-00				
PRINTING	0	0	0	200
Sub-Total	1,493	2,000	2,000	1,850
MAINTENANCE				
12-4304-00				
AUTOMATION (R)	20,141	12,000	12,000	0
Sub-Total	20,141	12,000	12,000	0
CONTRACTUAL/SERVICES				
12-4402-00				
MEMBERSHIP & DUES	4,002	1,500	1,500	5,000
12-4403-00				
ADVERTISING	0	0	0	5,000
12-4404-00				
CONSULTANT FEES AND SERVICES	8,107	10,000	10,000	10,000
12-4405-00				
DOWNTOWN SPECIAL EVENTS	0	24,000	10,000	14,000
12-4411-00				
COMMUNICATIONS	12,710	10,000	10,000	0
12-4415-00				
INSURANCE TML - IRP	109,099	110,000	110,000	110,000
12-4418-00				

GENERAL FUND BUDGET

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
TRAVEL & EDUCATION	10,104	2,000	2,000	5,000
12-4419-01				
ON-SITE TRAINING & PUBLICATION	39	0	0	2,000
12-4424-00				
TAX COLLECTION CONTRACT (R)	102,966	90,000	90,000	110,000
12-4450-00				
EQUIPMENT RENTAL (R)	2,750	3,618	3,618	9,011
Sub-Total	246,256	251,118	237,118	270,011
ADMINISTRATION Total	862,075	761,053	719,749	662,108

Animal Shelter

Mission Statement

The mission of the Animal Control Department is to improve the quality of life in Terrell for our citizens, as well as our animals. Personnel with the department work with our citizen to timely respond to animal control issues and our focus is on the timely enforcement of city policies intended to preserve the environment, while humanely managing the animal population in the city limits of Terrell.

Description

The Animal Shelter is the responsibility of the Director of the Police Department. The purpose of the shelter is the protection of animals, as well as citizens, through enforcement of city ordinances, ensuring animals are licensed and provided with required vaccinations against disease.



EXPENDITURE BY CLASSIFICATION	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 13 ANIMAL CONTROL				
PERSONNEL	114,190	119,600	120,683	123,291
PERSONNEL SERVICES	73,202	80,805	79,924	81,695
SUPPLIES	6,435	7,800	7,800	7,200
MAINTENANCE	16,612	10,250	10,250	500
CONTRACTUAL/SERVICES	32,691	36,121	36,121	37,083
	243,130	254,576	254,778	249,769

PERSONNEL Full Time Equivalents (FTE)	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
SUPERVISOR	1.00	1.00	1.00	1.00
ADMINISTRATIVE CLERK	1.00	1.00	1.00	1.00
ANIMAL CONTROL OFFICER	1.00	1.00	1.00	1.00
	3.00	3.00	3.00	3.00

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 13 ANIMAL CONTROL				
PERSONNEL				
13-4101-00				
SUPERVISION	43,041	44,370	45,575	45,682
13-4102-00				
CLERICAL	34,505	35,254	35,371	35,945
13-4103-00				
LABOR	36,517	37,976	38,737	39,664
13-4105-00				
OVERTIME	127	2,000	1,000	2,000
Sub-Total	114,190	119,600	120,683	123,291
PERSONNEL SERVICES				
13-4110-00				
SOCIAL SECURITY	8,699	9,149	9,141	9,432
13-4111-00				
T M R S	18,881	19,782	19,315	20,392
13-4112-00				
WORKMENS COMP	1,636	3,676	2,513	3,807
13-4114-00				
GROUP HEALTH & DENTAL INS	43,986	48,198	48,955	48,064
Sub-Total	73,202	80,805	79,924	81,695
SUPPLIES				
13-4201-00				
OFFICE SUPPLIES	840	1,500	1,500	1,100
13-4206-00				
MINOR TOOLS & APPARATUS	2,678	3,000	3,000	3,000
13-4211-00				
FOOD AND OR CONCESSION SUPPLIE	2,643	2,800	2,800	2,700
13-4221-00				
UNIFORM PURCHASES	275	500	500	400
Sub-Total	6,435	7,800	7,800	7,200
MAINTENANCE				
13-4304-00				
AUTOMATION (R)	16,612	10,000	10,000	0
13-4306-00				
MAINTENANCE TRAPS	0	250	250	500
Sub-Total	16,612	10,250	10,250	500
CONTRACTUAL/SERVICES				
13-4402-00				
MEMBERSHIP & DUES	100	0	0	150
13-4404-00				
VETERINARY SERVICES IMPOUNDED ANIMA	7,939	8,000	8,000	8,000
13-4411-00				

GENERAL FUND BUDGET

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
COMMUNICATIONS	9,062	9,000	9,000	0
13-4418-00				
TRAVEL & EDUCATION	1,341	500	500	1,000
13-4430-00				
UTILITIES	779	900	900	900
13-4450-00				
EQUIPMENT RENTAL(R)	13,470	17,721	17,721	27,033
Sub-Total	32,691	36,121	36,121	37,083
ANIMAL CONTROL Total	243,130	254,576	254,778	249,769

City Secretary / Finance Department

Mission

The City Secretary/Finance Department's mission is to ensure that all city records are adequately preserved; hold all municipal elections; account for all monies received by the city and prepare the monthly financial report; record and report all financial transactions, assist the preparation of the annual budget and annual audit and prepare special reports for the City Manager and City Council; strive to maintain investments at the highest possible levels; strive to serve customers in an efficient and professional manner; and any other administrative or clerical duties as prescribed by the City Council and/ or the City Manager.

Description

The City Secretary's Office is custodian of official records for the City. The City Secretary is responsible for attending and keeping minutes of Council meetings and maintaining records of all official Council actions. These include, but are not limited to, City codes, ordinances, resolutions and public hearings. The City Secretary is also responsible for conducting all City elections, processing solicitors and public amusement permits and receiving, processing and tracking all claims and lawsuits filed against the City. The Records Management Program is under the direction of the City Secretary. This department is responsible for the implementation and maintenance of the program including records retention schedules, destruction of outdated records, micro-graphics and the operation of the Records Storage Center.

In the capacity of the Finance Director for the City, duties include, but are not limited to: preparing and administering the departmental budget and projecting funds needed for staffing and service delivery. Performing a variety of technical tasks associated with the City's accounts payable/receivable, purchasing, utility billing, and internal auditing functions; ensure quality control; develop and enforce policies and; guidelines; review purchase orders; assist the Purchasing Agent as needed. The Finance Director oversees and directs the work of the Municipal Court and serves as the Alternate Municipal Court Judge. The Finance Director supervises and directs the work of the Information and Technology Department.

The Finance Director supervises and participates in the development and administration of the City budget; direct the forecast of funds needed for staffing equipment, materials, and supplies, monitor and approve expenditures; implement mid-year adjustments, directs the City's cash management program; monitors liquidity and yield; coordinates annual outside audits and assists in publishing final reports; provides to the City Council, City Manager, and other department heads financial statements and reports requested and required by Charter, works with the city external auditors to prepare a comprehensive annual financial report and assists the City Manager by working on any special projects assigned and performs related work as required.



EXPENDITURE BY CLASSIFICATION	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 14 CITY SECRETARY / FINANCE				
PERSONNEL	0	247,529	260,707	267,549
PERSONNEL SERVICES	0	126,022	127,052	130,900
SUPPLIES	0	16,044	14,150	14,150
MAINTENANCE	0	100,814	100,814	0
CONTRACTUAL/SERVICES	0	73,406	75,300	38,500
	0	563,815	578,023	451,099

PERSONNEL Full Time Equivalents (FTE)	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
DEPARTMENT DIRECTOR	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	1.00	1.00	1.00	1.00
ACCOUNTING TECHNICIAN	2.00	2.00	2.00	2.00
	4.00	4.00	4.00	4.00

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 14 CITY SECRETARY / FINANCE				
PERSONNEL				
14-4101-00				
SUPERVISION	0	113,177	116,458	118,249
14-4102-00				
CLERICAL	0	131,352	141,814	146,300
14-4105-00				
OVERTIME	0	3,000	2,435	3,000
Sub-Total	0	247,529	260,707	267,549
PERSONNEL SERVICES				
14-4110-00				
SOCIAL SECURTY	0	18,936	19,683	20,467
14-4111-00				
TMRS	0	40,941	40,582	44,253
14-4112-00				
WORKERS COMP	0	1,223	836	1,323
14-4114-00				
GROUP HEALTH & DENTAL	0	64,922	65,951	64,857
Sub-Total	0	126,022	127,052	130,900
SUPPLIES				
14-4201-00				
OFFICE SUPPLIES	0	12,534	10,640	10,640
14-4204-00				
PRINTING	0	960	960	960
14-4211-00				
FOOD AND/OR CONCESSION SUPPLIES	0	1,500	1,500	1,500
14-4214-00				
POSTAGE	0	1,050	1,050	1,050
Sub-Total	0	16,044	14,150	14,150
MAINTENANCE				
14-4304-00				
AUTOMATION (R)	0	100,814	100,814	0
Sub-Total	0	100,814	100,814	0
CONTRACTUAL/SERVICES				
14-4402-00				
MEMBERSHIP & DUES	0	500	500	500
14-4411-00				
COMMUNICATIONS	0	24,800	24,800	0
14-4418-00				
TRAVEL & EDUCATION	0	1,586	3,500	3,500
14-4419-00				

GENERAL FUND BUDGET

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
TRAINING & PUBLICATIONS	0	520	500	500
14-4440-00				
CONTRACT LABOR	0	46,000	46,000	34,000
Sub-Total	0	73,406	75,300	38,500
CITY SECRETARY / FINANCE Total	0	563,815	578,023	451,099



Legal

Mission Statement

The Legal Department's mission is to provide legal services to the City Council, City Manager, and staff. As requested.

Description

The Legal Department provides appropriate legal services to the City Council, City Manager, and staff as requested. The City Attorney in the prosecution of Class C Misdemeanors serves the Municipal Court.



EXPENDITURE BY CLASSIFICATION	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 15 LEGAL				
CONTRACTUAL/SERVICES	383,245	423,000	423,000	449,000
	383,245	423,000	423,000	449,000

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 15 LEGAL				
CONTRACTUAL/SERVICES				
15-4404-00				
CONSULTANT FEES & SERVICES	61,577	100,000	100,000	100,000
15-4405-00				
ATTORNEY FEES	321,311	323,000	323,000	343,000
15-4418-00				
TRAVEL & EDUCATION	50	0	0	5,000
15-4419-00				
TRAINING & PUBLICATION	306	0	0	1,000
Sub-Total	383,245	423,000	423,000	449,000
LEGAL Total	383,245	423,000	423,000	449,000



Municipal Building Maintenance

Mission Statement

The Municipal Building Maintenance strives to provide City facilities with the necessary services to maintain a clean and safe atmosphere to work.

Description

The Municipal Building Maintenance Department is responsible for the cleaning and maintaining of the following facilities:

1. Terrell Municipal Library
2. Terrell Municipal Building
3. Terrell Community Service Center
4. Fire Station #2
5. Ben Gill Park Restroom Facilities
6. Breezy Hill Restroom Facilities
7. Police Department



EXPENDITURE BY CLASSIFICATION	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 16 MUNICIPAL BUILDING				
PERSONNEL	13,163	13,573	13,573	13,572
PERSONNEL SERVICES	17,865	19,484	19,762	19,430
SUPPLIES	63,685	52,600	52,600	51,400
MAINTENANCE	221,923	282,500	303,500	175,000
CONTRACTUAL/SERVICES	357,266	399,093	399,118	389,011
	672,620	767,250	788,553	648,413
PERSONNEL	2017-2018	2018-2019	2018-2019	2019-2020
Full Time Equivalents (FTE)	Actual	Budget	Estimate	Proposed
BUILDING MAINTENANCE	0.50	0.50	0.50	0.50
	0.50	0.50	0.50	0.50

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 16 MUNICIPAL BUILDING				
PERSONNEL				
16-4104-00				
TEMPORARY	13,163	13,573	13,573	13,572
Sub-Total	13,163	13,573	13,573	13,572
PERSONNEL SERVICES				
16-4110-00				
SOCIAL SECURITY	1,007	1,038	1,038	1,038
16-4111-00				
T M R S	2,177	2,245	2,245	2,245
16-4112-00				
WORKMENS COMP	301	679	464	679
16-4114-00				
GROUP HEALTH & DENTAL INS	14,380	15,522	16,015	15,468
Sub-Total	17,865	19,484	19,762	19,430
SUPPLIES				
16-4201-00				
OFFICE SUPPLIES	7,056	6,000	6,000	6,000
16-4201-01				
SUPPLIES POLICE FACILITY	1,591	2,500	2,500	1,350
16-4214-00				
POSTAGE	54,386	42,000	42,000	42,000
16-4220-00				
UNIFORM RENTAL & LAUNDRY	652	2,100	2,100	2,050
Sub-Total	63,685	52,600	52,600	51,400
MAINTENANCE				
16-4304-00				
AUTOMATION (R)	12,488	10,000	10,000	0
16-4320-00				
BUILDINGS	209,435	272,500	293,500	175,000
Sub-Total	221,923	282,500	303,500	175,000
CONTRACTUAL/SERVICES				
16-4411-00				
COMMUNICATIONS	14,010	15,000	15,000	0
16-4430-00				
UTILITIES	252,999	275,000	275,000	275,000
16-4440-00				
CONTRACT LABOR	3,936	17,500	17,500	20,000
16-4440-01				
GROUNDS MAINTENANCE MOWING	22,899	37,975	38,000	35,000
16-4440-02				

GENERAL FUND BUDGET

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
POLICE FACILITY MAINTENANCE SERVICE	60,673	50,000	50,000	50,000
16-4450-00				
EQUIPMENT RENTAL(R)	2,750	3,618	3,618	9,011
Sub-Total	357,266	399,093	399,118	389,011
MUNICIPAL BUILDING Total	672,620	767,250	788,553	648,413

Municipal Court

Mission Statement

The Municipal Court's mission is to provide a service for the handling of all alleged violations of city ordinances and misdemeanor violations and to assist defendants with their rights and duties for a fair and impartial trial.

Description

Responsible for handling all alleged traffic and misdemeanor violations by assisting defendants in obtaining copies of complaints, statutes, or city ordinances and explaining why they were charged with offenses; scheduling cases for hearings; notification to all witnesses, jurors and defendants of court dates and times by summons or subpoena and compiling statistical data for the city as well as the Texas Municipal Judicial Council and State Comptroller.



EXPENDITURE BY CLASSIFICATION	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 17 MUNICIPAL COURT				
PERSONNEL	40,391	42,897	40,225	96,137
PERSONNEL SERVICES	25,372	26,648	25,921	55,594
SUPPLIES	4,171	1,164	1,250	1,250
MAINTENANCE	24,559	15,000	15,000	0
CONTRACTUAL/SERVICES	50,283	56,436	56,350	850
	144,775	142,145	138,746	153,831

PERSONNEL Full Time Equivalents (FTE)	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
JUDGE	0.00	0.00	0.00	0.50
COURT CLERK	1.00	1.00	1.00	1.00
	1.00	1.00	1.00	1.50

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 17 MUNICIPAL COURT				
PERSONNEL				
17-4101-00				
SUPERVISION	0	0	0	52,450
17-4102-00				
CLERICAL	38,726	39,897	39,587	40,687
17-4105-00				
OVERTIME	1,664	3,000	638	3,000
Sub-Total	40,391	42,897	40,225	96,137
PERSONNEL SERVICES				
17-4110-00				
SOCIAL SECURITY	3,034	3,282	2,971	7,354
17-4111-00				
T M R S	6,681	7,095	6,490	15,901
17-4112-00				
WORKMENS COMP	989	199	136	204
17-4114-00				
GROUP HEALTH & DENTAL INS	14,669	16,072	16,324	32,135
Sub-Total	25,372	26,648	25,921	55,594
SUPPLIES				
17-4201-00				
OFFICE SUPPLIES	4,171	914	1,000	1,000
17-4204-00				
PRINTING	0	250	250	250
Sub-Total	4,171	1,164	1,250	1,250
MAINTENANCE				
17-4304-00				
AUTOMATION (R)	24,559	15,000	15,000	0
Sub-Total	24,559	15,000	15,000	0
CONTRACTUAL/SERVICES				
17-4411-00				
COMMUNICATIONS	3,268	3,500	3,500	0
17-4418-00				
TRAVEL & EDUCATION	1,502	750	750	750
17-4440-00				
CONTRACT LABOR	45,513	52,000	52,000	0
17-4452-00				
JURY SERVICES	0	186	100	100
Sub-Total	50,283	56,436	56,350	850
MUNICIPAL COURT Total	144,775	142,145	138,746	153,831



Municipal Development

Mission Statement

To provide the development community, business owners, and citizens of Terrell with the highest level of customer service and the best possible protection of life, health and property; and to create value within the community by helping promote neighborhood revitalization through safe and solid growth in housing, new business, jobs, and business.

Description

The Municipal Development Department manages the Comprehensive plan review process and is responsible for assisting developers, builders, businesses and property owners through the planning/zoning and building permitting processes including zoning changes, platting, plan review for new and renovation of structures, performing field inspections in regards to building, plumbing, mechanical, electrical, and sign permits; providing code enforcement for zoning, rental housing, substandard buildings, high weeds and grass, junk and debris and junk vehicles. Under direction of the City Manager, assists with the coordination of the Planning & Zoning Commission, Zoning Board of Adjustments, and Building Standards Commission.



EXPENDITURE BY CLASSIFICATION	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 20 MUNICIPAL DEVELOPMENT				
PERSONNEL	461,725	534,662	515,996	580,440
PERSONNEL SERVICES	240,272	279,649	271,123	306,351
SUPPLIES	13,739	10,250	10,250	9,600
MAINTENANCE	42,776	30,000	30,000	0
CONTRACTUAL/SERVICES	175,674	348,313	349,313	270,066
CAPITAL	79,783	0	0	0
	1,016,406	1,202,874	1,176,682	1,166,457

PERSONNEL Full Time Equivalents (FTE)	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
DEPARTMENT DIRECTOR	1.00	1.00	1.00	1.00
ADMINISTRATIVE CLERKS	2.00	2.00	2.00	2.00
TECHNICIANS REVIEW COORDINATOR	1.00	1.00	1.00	2.00
BUILDING OFFICIAL	1.00	1.00	1.00	1.00
CODE ENFORCEMENT SUPERVISOR	1.00	1.00	1.00	1.00
CODE ENFORCEMENT OFFICER	3.00	3.00	3.00	3.00
SEASONAL MOWERS (2)	1.00	1.00	1.00	1.00
	10.00	10.00	10.00	11.00

GENERAL FUND BUDGET

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 20 MUNICIPAL DEVELOPMENT				
PERSONNEL				
20-4101-00				
SUPERVISION	122,833	126,679	126,795	134,654
20-4102-00				
CLERICAL	56,872	85,209	72,654	166,113
20-4103-00				
LABOR	277,546	306,534	311,547	263,433
20-4104-00				
TEMPORARY	0	6,240	0	6,240
20-4105-00				
OVERTIME	4,474	10,000	5,000	10,000
Sub-Total	461,725	534,662	515,996	580,440
PERSONNEL SERVICES				
20-4110-00				
SOCIAL SECURITY	33,309	40,902	37,823	44,404
20-4111-00				
T M R S	71,249	87,401	81,388	94,973
20-4112-00				
WORKMENS COMP	2,413	5,509	3,767	5,561
20-4114-00				
GROUP HEALTH & DENTAL INS	133,301	145,837	148,145	161,413
Sub-Total	240,272	279,649	271,123	306,351
SUPPLIES				
20-4201-00				
OFFICE SUPPLIES	3,986	1,500	1,500	2,500
20-4204-00				
PRINTING	839	1,500	1,500	1,400
20-4206-00				
MINOR TOOLS	0	250	250	200
20-4220-00				
UNIFORM RENTAL & LAUNDRY	8,914	7,000	7,000	5,500
Sub-Total	13,739	10,250	10,250	9,600
MAINTENANCE				
20-4304-00				
AUTOMATION (R)	42,776	30,000	30,000	0
Sub-Total	42,776	30,000	30,000	0
CONTRACTUAL/SERVICES				
20-4402-00				
MEMBERSHIP & DUES	1,513	1,500	1,500	2,000
20-4403-00				
ADVERTISING	1,492	1,750	1,750	1,000
20-4404-00				

GENERAL FUND BUDGET

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
CONSULTANT FEES & SERVICES	9,693	10,000	10,000	10,000
20-4406-00				
BUSINESS DISTRICT FACADE GRANT	0	0	0	47,000
20-4406-01				
BUSINESS DISTRICT CORE GRANT	0	0	0	15,000
20-4407-00				
RECORDING	3,040	10,000	10,000	7,000
20-4411-00				
COMMUNICATIONS	26,428	20,000	20,000	0
20-4418-00				
TRAVEL & EDUCATION	8,123	7,000	7,000	15,000
20-4419-00				
TRAINING & PUBLICATION	3,781	1,000	1,000	1,000
20-4440-00				
CONTRACT LABOR	12,601	15,000	15,000	25,000
20-4440-01				
HEALTH INSPECTIONS	49,300	45,000	45,000	60,000
20-4441-00				
CONTRACT MOWING	0	3,000	3,000	10,000
20-4442-00				
CONTRACT BRUSH REMOVAL	910	3,000	3,000	5,000
20-4450-00				
EQUIPMENT RENTAL(R)	16,770	22,063	22,063	54,066
20-4480-00				
STRUCTURES DEMOLITION&CLEAN UP	42,023	209,000	210,000	18,000
Sub-Total	175,674	348,313	349,313	270,066
CAPITAL				
20-4502-00				
COMPREHENSIVE PLAN UPDATE	79,783	0	0	0
Sub-Total	79,783	0	0	0
MUNICIPAL DEVELOPMENT Total	1,016,406	1,202,874	1,176,682	1,166,457

Engineering

Mission Statement

The Engineering Department's mission is to provide support to the Administration and other departments in engineering, planning and technical matters that lie within the staff's experience and capabilities.

Description

The Engineering Department is responsible for planning, surveying, estimating, mapping, construction drawing, materials and work specification, bidding and contract document preparation, construction inspection, coordination with other agencies/utilities, measurement and payment calculation in support of streets and drainage, water and sewer operations, and capital improvement programming. The department is also responsible for plat and subdivision records maintenance. This department conducts traffic safety review of all motor vehicle accident reports, traffic control device justification studies and plans or layout, traffic counts, records maintenance and makes recommendations to Administration and/or TxDot.; and Floodplain coordinator, development review and permitting, map maintenance and public information.



EXPENDITURE BY CLASSIFICATION	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 21 ENGINEERING				
PERSONNEL	315,144	262,420	274,429	270,269
PERSONNEL SERVICES	137,355	116,447	133,730	117,262
SUPPLIES	2,987	1,000	1,000	1,000
MAINTENANCE	18,490	20,000	20,000	0
CONTRACTUAL/SERVICES	45,290	59,054	59,054	75,833
	519,525	458,921	488,213	464,364

PERSONNEL Full Time Equivalents (FTE)	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
DEPARTMENT DIRECTOR	1.00	1.00	1.00	1.00
GIS TECHNICIAN	1.00	1.00	1.00	1.00
PROJECT MANAGER	1.00	1.00	1.00	1.00
	3.00	3.00	3.00	3.00

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 21 ENGINEERING				
PERSONNEL				
21-4101-00				
SUPERVISION	117,806	121,796	121,796	124,593
21-4103-00				
LABOR	193,401	140,624	149,311	145,676
21-4105-00				
OVERTIME	3,937	0	3,322	0
Sub-Total	315,144	262,420	274,429	270,269
PERSONNEL SERVICES				
21-4110-00				
SOCIAL SECURITY	24,005	20,075	20,808	20,676
21-4111-00				
T M R S	52,125	43,776	44,178	44,702
21-4112-00				
WORKMENS COMP	1,441	2,633	2,185	2,703
21-4114-00				
GROUP HEALTH & DENTAL INS	59,784	49,963	66,559	49,181
Sub-Total	137,355	116,447	133,730	117,262
SUPPLIES				
21-4201-00				
OFFICE SUPPLIES	2,340	1,000	1,000	1,000
21-4206-00				
MINOR TOOLS & APPARATUS	648	0	0	0
Sub-Total	2,987	1,000	1,000	1,000
MAINTENANCE				
21-4304-00				
AUTOMATION (R)	18,490	20,000	20,000	0
Sub-Total	18,490	20,000	20,000	0
CONTRACTUAL/SERVICES				
21-4402-00				
MEMBERSHIP & DUES	80	300	300	300
21-4403-00				
ADVERTISING	90	500	500	500
21-4404-00				
CONSULTANT FEES & SERVICES	9,923	20,000	20,000	45,000
21-4411-00				
COMMUNICATIONS	16,451	15,000	15,000	0
21-4418-00				
TRAVEL & EDUCATION	3,351	3,000	3,000	3,000

Account Name		2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
21-4450-00					
EQUIPMENT RENTAL(R)		15,395	20,254	20,254	27,033
	Sub-Total	45,290	59,054	59,054	75,833
ENGINEERING Total		519,525	458,921	488,213	464,364

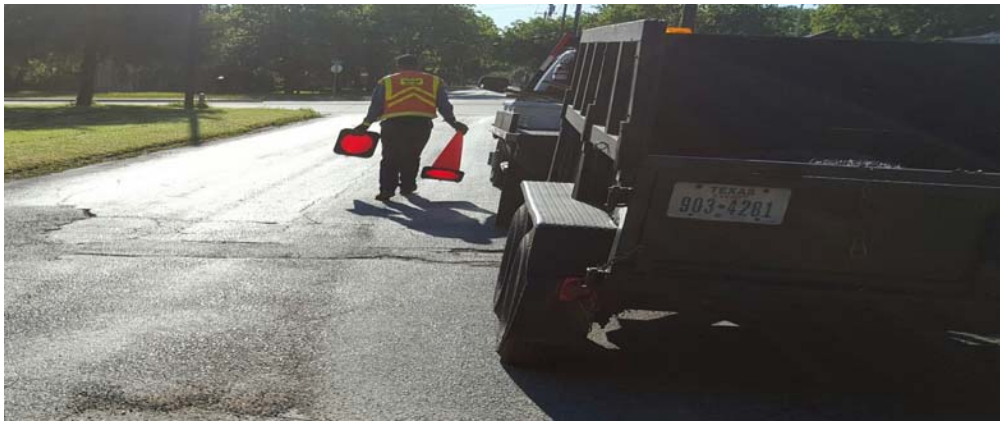
Streets

Mission Statement

To provide maintenance for streets and drainage areas; maintain and install traffic signs and street signs; perform construction jobs as needed and to respond to citizens complaints relative to streets and drainage problems.

Description

Responsible for repair of streets; motor grading unpaved streets; street sweeping; truck hauling (dirt, sand, gravel, asphalt, equipment); special pickup and public nuisance removal and weed control.



EXPENDITURE BY CLASSIFICATION	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 22 STREETS				
PERSONNEL	441,364	637,032	599,611	659,678
PERSONNEL SERVICES	265,940	423,960	393,897	413,638
SUPPLIES	98,427	101,000	171,300	98,300
MAINTENANCE	370,051	483,702	430,000	500,000
CONTRACTUAL/SERVICES	500,103	736,214	829,415	763,438
CAPITAL	6,485	0	0	120,000
	1,677,384	2,381,907	2,424,223	2,555,054

PERSONNEL Full Time Equivalents (FTE)	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
DEPARTMENT DIRECTOR	1.00	1.00	1.00	1.00
SURERINTENDENT	1.00	1.00	1.00	1.00
ADMINISTRATIVE CLERKS	2.00	2.00	2.00	2.00
FOREMEN	2.00	2.00	2.00	2.00
MAINTENANCE WORKERS	7.00	7.00	7.00	7.00
	13.00	13.00	13.00	13.00

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 22 STREETS				
PERSONNEL				
22-4101-00				
SUPERVISION	172,182	183,530	185,350	198,031
22-4102-00				
CLERICAL	75,864	78,698	79,211	81,356
22-4103-00				
LABOR	177,274	359,804	305,754	350,291
22-4105-00				
OVERTIME	16,043	15,000	29,296	30,000
Sub-Total	441,364	637,032	599,611	659,678
PERSONNEL SERVICES				
22-4110-00				
SOCIAL SECURITY	34,632	48,733	44,706	50,465
22-4111-00				
T M R S	73,228	105,365	95,603	109,111
22-4112-00				
WORKMENS COMP	10,833	60,160	41,069	60,722
22-4114-00				
GROUP HEALTH & DENTAL INS	147,247	209,702	212,519	193,340
Sub-Total	265,940	423,960	393,897	413,638
SUPPLIES				
22-4201-00				
OFFICE & MISC SUPPLIES	2,426	2,000	2,800	2,400
22-4206-00				
MINOR TOOLS & APPARATUS	2,866	2,500	2,500	2,500
22-4220-00				
UNIFORM RENTAL & LAUNDRY	15,806	11,000	15,000	10,000
22-4223-00				
PROTECTIVE CLOTHING	1,453	2,000	2,500	2,400
22-4240-00				
CHEMICALS	8,976	14,000	14,000	14,000
22-4260-00				
CONCRETE	519	500	25,500	20,000
22-4261-00				
CONCRETE CULVERTS	7,142	6,000	6,000	6,000
22-4270-00				
ROCK	13,793	10,000	13,000	10,000
22-4271-00				
ASPHALT	27,454	37,000	71,000	10,000
22-4272-00				
DIRT	0	0	0	5,000
22-4273-00				

GENERAL FUND BUDGET

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
SAND	854	1,000	1,000	1,000
22-4280-00				
SIGN MAINTENANCE	17,138	15,000	18,000	15,000
Sub-Total	98,427	101,000	171,300	98,300
MAINTENANCE				
22-4304-00				
AUTOMATION (R)	28,405	45,000	45,000	0
22-4339-00				
DOWNTOWN FIXTURES	43,616	10,000	10,000	10,000
22-4340-00				
STREET MAINTENANCE ASHPALT	148,998	300,212	250,000	125,000
22-4341-00				
STREET MAINTENANCE CONCRETE	73,224	83,490	75,000	40,000
22-4341-01				
STREET PREVENTATIVE MAINTENANCE	0	0	0	275,000
22-4342-00				
SIDEWALK REPAIRS AND MAINTENANCE	75,807	45,000	50,000	50,000
Sub-Total	370,051	483,702	430,000	500,000
CONTRACTUAL/SERVICES				
22-4402-00				
MEMBERSHIP & DUES	0	500	3,500	3,500
22-4403-00				
ADVERTISING	0	2,000	2,000	2,000
22-4404-00				
CONSULTANT FEES & SERVICES	31,669	30,000	30,000	15,000
22-4405-00				
PAVEMENT MANAGEMENT CRACK SEAL	47,543	0	27,000	0
22-4405-02				
POT HOLE REPAIR	0	0	0	36,000
22-4409-00				
STRIPPING AND MARKING	19,544	6,299	10,000	10,000
22-4410-00				
RR-SIGNAL MAINTENANCE	9,500	10,000	10,000	10,000
22-4411-00				
COMMUNICATIONS	13,762	23,000	23,000	0
22-4412-00				
UPRR BEAUTIFICATION PROGRAM	15,000	14,500	15,500	15,500
22-4412-01				
UPRR SOUTH ALLEY LEASE	0	15,000	15,000	15,000
22-4413-00				
R.O.W. MOWING	141,344	45,000	45,000	50,000
22-4413-01				
TX DOT R.O.W. MOWING	0	100,000	150,000	110,000

GENERAL FUND BUDGET

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
22-4415-00				
DOWNTOWN SPECIAL EVENTS	6,300	0	5,000	0
22-4417-00				
LAND LEASE PAYMENTS	5,500	8,000	8,000	8,000
22-4418-00				
TRAVEL & EDUCATION	1,000	1,500	5,000	5,000
22-4440-00				
CONTRACT LABOR	34,101	30,000	30,000	30,000
22-4440-01				
MOSQUITO SPRAYING	0	0	0	25,000
22-4440-02				
TRASH PICKUP R.O.W.	0	0	0	18,000
22-4440-03				
TREE TRIMMING	0	0	0	50,000
22-4450-00				
EQUIPMENT RENTAL(R)	174,840	450,415	450,415	360,438
Sub-Total	500,103	736,214	829,415	763,438
CAPITAL				
22-4503-00				
PAVEMENT MANAGEMENT SYSTEM	6,485	0	0	120,000
Sub-Total	6,485	0	0	120,000
STREETS Total	1,677,384	2,381,907	2,424,223	2,555,054



Sanitation

Mission Statement

The Sanitation Department's mission is to ensure that all refuse applicable to the contract with the refuse contractor is picked up and disposed of in a timely manner.

Description

The Sanitation department is a function of Public Works and is responsible for the collection and disposal of solid waste for residential and commercial customers.



EXPENDITURE BY CLASSIFICATION	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 25 SANITATION				
MAINTENANCE	0	0	0	9,000
CONTRACTUAL/SERVICES	569,411	571,000	575,000	585,500
	569,411	571,000	575,000	594,500

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 25 SANITATION				
MAINTENANCE				
25-4320-00				
BUILDING / GROUND MAINTENANCE	0	0	0	9,000
Sub-Total	0	0	0	9,000
CONTRACTUAL/SERVICES				
25-4417-00				
LAND LEASE PAYMENTS	0	0	0	3,000
25-4460-00				
RECYCLING	0	0	0	2,500
25-4492-00				
CONTRACT FOR REFUSE COLLECTION	500,973	485,000	485,000	500,000
25-4493-00				
CONTAINER SERVICE	41,437	56,000	60,000	50,000
25-4495-00				
KAUFMAN COUNTY SOLID WASTE MANAGEM	27,000	30,000	30,000	30,000
Sub-Total	569,411	571,000	575,000	585,500
SANITATION Total	569,411	571,000	575,000	594,500



Parks

Mission Statement

The Park Department's mission is to provide maintenance and operation of park and open space sites. Provide leisure facilities and activities for all residents and visitors to the community.

Description

The Park Department is responsible for the maintenance of five (5) parks (175 acres) including baseball/softball fields, nine (9) soccer fields and one (1) youth football field, mowing city-owned property and assist with building maintenance and special events.



EXPENDITURE BY CLASSIFICATION	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 26 PARKS				
PERSONNEL	216,849	273,055	216,029	231,169
PERSONNEL SERVICES	144,766	173,295	153,716	144,568
SUPPLIES	31,232	23,560	28,300	17,500
MAINTENANCE	58,968	50,090	56,050	76,500
CONTRACTUAL/SERVICES	87,465	102,896	113,009	119,177
CAPITAL	32,818	0	0	2,800
	572,716	622,896	567,104	591,714

PERSONNEL Full Time Equivalents (FTE)	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
FOREMAN	1.00	1.00	1.00	1.00
CREW LEADER	1.00	1.00	1.00	1.00
EQUIPMENT OPERATOR	2.00	2.00	2.00	2.00
MAINTENANCE WORKER	2.00	2.00	2.00	2.00
	6.00	6.00	6.00	6.00

GENERAL FUND BUDGET

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 26 PARKS				
PERSONNEL				
Expenses				
26-4101-00				
SUPERVISION	46,721	52,065	52,640	53,084
26-4103-00				
LABOR	163,234	195,990	153,389	148,085
26-4105-00				
OVERTIME	6,894	25,000	10,000	30,000
Sub-Total	216,849	273,055	216,029	231,169
PERSONNEL SERVICES				
26-4110-00				
SOCIAL SECURITY	16,275	20,812	16,281	17,684
26-4111-00				
T M R S	35,910	44,998	34,381	38,235
26-4112-00				
WORKMENS COMP	4,566	10,925	7,469	8,550
26-4114-00				
GROUP HEALTH & DENTAL INS	88,015	96,560	95,585	80,099
Sub-Total	144,766	173,295	153,716	144,568
SUPPLIES				
26-4201-00				
OFFICE SUPPLIES	1,485	1,500	1,500	1,600
26-4206-00				
MINOR TOOLS & APPARATUS	4,006	2,200	2,500	2,500
26-4206-01				
LEAGUE EQUIPMENT	9,132	7,000	7,000	0
26-4220-00				
UNIFORM RENTAL & LAUNDRY	5,058	2,618	5,000	4,100
26-4221-00				
UNIFORMS PURCHASE	0	0	300	300
26-4223-00				
PROTECTIVE CLOTHING	742	600	1,000	1,000
26-4240-00				
CHEMICALS	5,833	6,500	6,500	4,000
26-4272-00				
BALL FIELD CLAY	4,976	2,642	4,000	3,900
26-4273-00				
SAND	0	500	500	100
Sub-Total	31,232	23,560	28,300	17,500
MAINTENANCE				
26-4304-00				
AUTOMATION (R)	13,506	15,200	15,200	0

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
26-4305-00				
OUTSIDE FURNITURE & FIXTURES	1,558	250	250	12,000
26-4320-00				
BUILDINGS	8,908	4,500	13,600	4,500
26-4321-00				
ATHLETIC FIELDS	11,243	16,358	15,000	15,000
26-4323-00				
PARK STRUCTURE MAINTENANCE	23,754	9,000	7,000	40,000
26-4391-00				
TENNIS COURT	0	4,782	5,000	5,000
Sub-Total	58,968	50,090	56,050	76,500
CONTRACTUAL/SERVICES				
26-4403-00				
DOWNTOWN IRRIGATION REPAIR	0	0	5,000	0
26-4405-01				
DOWNTOWN EVENTS	0	0	0	6,000
26-4411-00				
COMMUNICATIONS	12,306	11,000	11,000	0
26-4412-00				
PARK EVENTS	0	0	5,000	6,000
26-4414-00				
EQUIPMENT RENTAL	377	600	600	600
26-4418-00				
TRAVEL & EDUCATION	921	500	1,000	1,000
26-4440-00				
CONTRACT LABOR	22,615	19,773	28,613	20,000
26-4440-01				
CONTRACT SERVICES MOWING	0	0	0	10,000
26-4450-00				
EQUIPMENT RENTAL(R)	49,480	65,096	65,096	63,077
26-4470-00				
LANDSCAPE SERVICES	1,566	5,427	1,200	12,000
26-4480-00				
PARK MEMORIALS	200	500	500	500
Sub-Total	87,465	102,896	113,009	119,177
CAPITAL				
26-4501-00				
PARK MASTER PLAN	32,818	0	0	0
26-4502-00				
SOFTWARE ACTIVE NET	0	0	0	2,800
Sub-Total	32,818	0	0	2,800
PARKS Total	572,716	622,896	567,104	591,714

Youth Development Services

Mission Statement

The Recreation Services Department's mission is to provide youth recreation opportunities in Terrell, including aquatic programs, City-ISD youth sports leagues and coordination with private youth athletic associations.

Description

The City and the ISD have an inter-local agreement providing for cooperative youth sports programs. These will begin to ramp up in FY17 and are expected to provide a variety of new youth athletic opportunities. The goal of this effort is to prepare kids at a young age for excellence in sports and good character in life.

The Swimming Pool Department is open for public use and swimming lessons. The personnel maintain the chemical balance in pool, schedule for lifeguards and maintain the equipment necessary to provide a safe environment for citizens. This department coordinates with Red Cross and other groups and programs. During the seasons, the pool is available for private parties.



EXPENDITURE BY CLASSIFICATION	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 27 YOUTH DEVELOPMENT SERVICES				
PERSONNEL	158,722	81,900	81,900	83,468
PERSONNEL SERVICES	57,265	39,679	38,531	40,083
SUPPLIES	27,410	8,772	14,122	21,750
MAINTENANCE	22,162	9,000	9,000	0
CONTRACTUAL/SERVICES	12,637	22,524	23,644	16,511
CAPITAL	11,475	0	0	0
	289,672	161,875	167,197	161,812

PERSONNEL Full Time Equivalents (FTE)	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
RECREATION MANAGER	1.00	1.00	1.00	1.00
	1.00	1.00	1.00	1.00

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 27 YOUTH DEVELOPMENT SERVICES				
PERSONNEL				
27-4101-00				
SUPERVISION	84,454	81,900	81,900	83,468
27-4103-00				
LABOR	56,096	0	0	0
27-4104-00				
TEMPORARY	17,975	0	0	0
27-4105-00				
OVERTIME	198	0	0	0
Sub-Total	158,722	81,900	81,900	83,468
PERSONNEL SERVICES				
27-4110-00				
SOCIAL SECURITY	12,054	6,265	6,265	6,385
27-4111-00				
T M R S	13,133	13,546	13,236	13,806
27-4112-00				
WORKMENS COMP	2,731	3,482	2,381	3,548
27-4114-00				
GROUP HEALTH & DENTAL INS	29,348	16,386	16,649	16,344
Sub-Total	57,265	39,679	38,531	40,083
SUPPLIES				
27-4201-00				
OFFICE SUPPLIES	4,122	2,700	1,000	1,250
27-4201-01				
SUPPLIES - ATHLETIC	1,391	2,850	4,300	14,000
27-4206-00				
MINOR TOOLS & APPARATUS	750	85	100	100
27-4221-00				
UNIFORMS PURCHASE	3,095	915	1,000	5,000
27-4240-00				
CHEMICALS	16,312	0	0	0
27-4290-00				
OTHER SUPPLIES	1,740	2,222	7,722	1,400
Sub-Total	27,410	8,772	14,122	21,750
MAINTENANCE				
27-4304-00				
AUTOMATION (R)	13,467	9,000	9,000	0
27-4322-00				
SWIMMING POOL	8,695	0	0	0
Sub-Total	22,162	9,000	9,000	0
CONTRACTUAL/SERVICES				
27-4402-00				

GENERAL FUND BUDGET

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
REFUNDS	625	0	0	0
27-4402-01				
MEMBERSHIPS & DUES	0	0	0	500
27-4403-00				
ADVERTISING	0	0	0	4,500
27-4411-00				
COMMUNICATIONS	5,704	5,250	5,500	0
27-4418-00				
TRAVEL & EDUCATION	2,939	1,000	1,870	2,500
27-4450-00				
EQUIPMENT RENTAL (R)	1,750	16,274	16,274	9,011
27-4490-00				
OTHER SERVICES NOT LISTED	1,619	0	0	0
Sub-Total	12,637	22,524	23,644	16,511
CAPITAL				
27-4509-00				
POOL REPAIRS	11,475	0	0	0
Sub-Total	11,475	0	0	0
YOUTH DEVELOPMENT SERVICES Total	289,672	161,875	167,197	161,812

Street Lighting

Mission Statement

The Street Lighting Department's mission is to ensure that all streetlights are functional and provide the proper lighting for the citizens and visitors of Terrell.

Description

The Street Lighting Department is responsible for the public lighting for the City of Terrell.



EXPENDITURE BY CLASSIFICATION	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 28 STREET LIGHTING				
MAINTENANCE	0	10,000	10,000	10,000
CONTRACTUAL/SERVICES	382,030	325,000	325,000	385,000
	382,030	335,000	335,000	395,000

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 28 STREET LIGHTING				
MAINTENANCE				
28-4339-00				
STREET LIGHT MAINTENANCE	0	10,000	10,000	10,000
Sub-Total	0	10,000	10,000	10,000
CONTRACTUAL/SERVICES				
28-4433-00				
LIGHT & POWER	382,030	325,000	325,000	385,000
Sub-Total	382,030	325,000	325,000	385,000
STREET LIGHTING Total	382,030	335,000	335,000	395,000



Swimming Pool

Mission Statement

The Swimming Pool Department's mission is to provide a pleasant aquatic experience for all residents as well as visitors to our community.

Description

The Swimming Pool Department is open for public use and swimming lessons. The personnel maintain the chemical balance in pool, schedule for lifeguards and maintain the equipment necessary to provide a safe environment for citizens. This department coordinates with Red Cross and other groups and programs. During the seasons, the pool is available for private parties.



EXPENDITURE BY CLASSIFICATION	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 29 POOL				
PERSONNEL	0	80,452	71,216	82,058
PERSONNEL SERVICES	0	16,364	15,547	17,498
SUPPLIES	0	17,300	20,500	26,900
MAINTENANCE	0	27,000	33,000	30,000
CONTRACTUAL/SERVICES	0	0	2,000	4,000
	0	143,116	144,116	160,645

PERSONNEL Full Time Equivalents (FTE)	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
POOL MANAGER (1)	0.25	0.25	0.25	0.25
ASSISTANT POOL MANAGER (1)	0.25	0.25	0.25	0.25
LIFEGUARDS (12)	3.00	3.00	3.00	3.00
	3.50	3.50	3.50	3.50

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 29 POOL				
PERSONNEL				
29-4101-00				
SUPERVISION	0	16,226	20,089	0
29-4104-00				
TEMPORARY	0	63,851	50,651	82,058
29-4105-00				
OVERTIME	0	376	476	0
Sub-Total	0	80,452	71,216	82,058
PERSONNEL SERVICES				
29-4110-00				
SOCIAL SECURITY	0	5,184	5,448	6,277
29-4112-00				
WORKMAN'S COMP	0	3,419	2,338	3,487
29-4114-00				
GROUP HEALTH & DENTAL INS	0	7,761	7,761	7,734
Sub-Total	0	16,364	15,547	17,498
SUPPLIES				
29-4201-00				
OFFICE SUPPLIES	0	400	700	800
29-4206-00				
MINOR TOOLS & APPARATUS	0	100	800	100
29-4211-00				
CONCESSION SUPPLIES	0	0	1,000	0
29-4221-00				
UNIFORMS PURCHASE	0	1,300	1,000	1,000
29-4240-00				
CHEMICALS	0	15,500	17,000	25,000
Sub-Total	0	17,300	20,500	26,900
MAINTENANCE				
29-4322-00				
SWIMMING POOL	0	27,000	33,000	30,000
Sub-Total	0	27,000	33,000	30,000
CONTRACTUAL/SERVICES				
29-4404-00				
CONSULTANT FEES & SERVICES	0	0	0	4,000
29-4411-00				
COMMUNICATIONS	0	2,000	2,000	0
Sub-Total	0		2,000	4,000
POOL Total	0	143,116	144,116	160,645



Terrell Police Department

Mission Statement

Our mission is to protect lives and property, safeguard individual rights and liberties, reduce crime and increase safety by providing quality customer service and professional and responsibly aggressive law enforcement services in partnership with our community.

Our Philosophy

Professional and responsibly aggressive law enforcement is a philosophy that promotes a proactive approach to reducing crime and enhancing public safety. This aggressive stance against crime carries with it the responsibility to safeguard individual rights and liberties upon which our country was founded, while utilizing all lawful means available to carry out our core mission – reducing crime, improving quality of life and working with our citizens to make our community safe.

Core Values

The Terrell Police Department exists to meet the City's objectives for the safety and well-being of its residents. In the continuing pursuit of quality, we are guided by the following core values:

- ***Respect:*** We value human life, safety and dignity, and commit to treating all human beings with the utmost respect, compassion and concern.
- ***Integrity:*** We are driven by our professional values and a firm commitment to public trust. As professionals, we value ethical conduct and will never compromise our principals during the course of the performance of our duty.
- ***Professionalism:*** By our conduct, goals, intent, character, and standards we shall vigilantly seek to constantly improve our ability to safeguard citizen rights, preserve peace, protect life, and instill a deep respect for the law.
- ***Diversity:*** We value diversity, and commit to nurturing a welcoming environment of inclusion, in which we recognize the unique skills, knowledge and abilities and backgrounds of all people as our strength.

Terrell Police Department

- ***Collaboration:*** We value teamwork and commit to cooperative goal achievement through active collaboration and partnerships with the community and with one another.
- ***Problem Solving:*** We value partnering with citizens to identify and impact the causes of problems within the community that contribute to the incidence of crime in our city.



EXPENDITURE BY CLASSIFICATION	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 32 POLICE				
PERSONNEL	3,410,689	3,710,943	3,764,848	3,869,785
PERSONNEL SERVICES	1,799,685	2,025,903	2,025,903	2,101,933
SUPPLIES	71,073	55,845	55,845	59,725
MAINTENANCE	297,983	101,850	101,850	6,350
CONTRACTUAL/SERVICES	565,828	604,146	604,146	483,178
CAPITAL	0	1,107	1,107	0
	6,148,895	6,499,794	6,553,699	6,520,971

PERSONNEL Full Time Equivalents (FTE)	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
CHIEF OF POLICE	1.00	1.00	1.00	1.00
ADMINISTRATIVE SECRETARY	1.00	1.00	1.00	1.00
CAPTAIN	3.00	3.00	3.00	3.00
SERGEANT	6.00	6.00	7.00	7.00
COPORAL	5.00	5.00	4.00	4.00
CID	7.00	7.00	7.00	7.00
PATROL	19.00	19.00	19.00	19.00
DISPATCHER	8.00	8.00	8.00	8.00
COMMUNITY SERVICE OFFICER	7.00	7.00	7.00	7.00
TECHNICANS	2.00	2.00	2.00	2.00
CIVILIAN INVESTIGATOR	1.00	1.00	1.00	1.00
RECORDS	2.00	2.00	2.00	2.00
	62.00	62.00	62.00	62.00

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 32 POLICE				
PERSONNEL				
32-4101-00				
SUPERVISION	214,942	405,181	230,905	413,129
32-4102-00				
CLERICAL	441,902	599,088	394,506	529,218
32-4103-00				
LABOR	2,613,612	2,602,574	3,035,337	2,813,338
32-4105-00				
OVERTIME	131,751	95,000	95,000	105,000
32-4105-01				
OVERTIME JAIL	8,430	13,775	13,775	0
32-4105-02				
OVERTIME CID	8,059	8,636	8,636	0
32-4105-03				
OVERTIME PATROL	76,105	64,989	64,989	0
32-4106-00				
STAND BY/STEP-UP	8,483	9,100	9,100	9,100
Sub-Total	3,410,689	3,710,943	3,764,848	3,869,785
PERSONNEL SERVICES				
32-4110-00				
SOCIAL SECURITY	258,522	283,887	283,887	296,039
32-4111-00				
T M R S	567,364	613,790	613,790	640,062
32-4112-00				
WORKMENS COMP	55,854	123,306	123,306	131,705
32-4114-00				
GROUP HEALTH & DENTAL INS	917,945	1,004,920	1,004,920	1,034,127
Sub-Total	1,799,685	2,025,903	2,025,903	2,101,933
SUPPLIES				
32-4201-00				
OFFICE SUPPLIES	8,883	8,820	8,820	10,700
32-4204-00				
PRINTING	839	600	600	600
32-4206-00				
MINOR TOOLS & APPARATUS	6,314	7,100	7,100	7,100
32-4211-00				
FOOD & CONCESSION SUPPLIES	1,175	225	225	225
32-4211-01				
FOOD & CONCESSION SUPPLIES JAIL	1,848	3,500	3,500	3,500
32-4213-00				
AMMUNITION	9,724	10,000	10,000	10,000
32-4220-00				

GENERAL FUND BUDGET

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
UNIFORM RENTAL & LAUNDRY	59	0	0	0
32-4221-00				
UNIFORM PURCHASES	34,310	15,100	15,100	15,100
32-4222-00				
CLOTHING ALLOWANCE	4,500	4,500	4,500	4,500
32-4223-00				
PROTECTIVE CLOTHING	3,420	6,000	6,000	8,000
Sub-Total	71,073	55,845	55,845	59,725
MAINTENANCE				
32-4301-00				
OFFICE EQUIPMENT	131	200	200	200
32-4303-00				
INSTRUMENTS & APPARATUS	12,498	6,150	6,150	6,150
32-4304-00				
AUTOMATION (R)	285,354	95,500	95,500	0
Sub-Total	297,983	101,850	101,850	6,350
CONTRACTUAL/SERVICES				
32-4402-00				
MEMBERSHIP & DUES	674	675	675	675
32-4404-00				
CONSULTANTS FEES & SERVICES	0	0	0	15,000
32-4411-00				
COMMUNICATIONS	92,608	65,000	65,000	0
32-4411-01				
COMMUNICATIONS RADIO SYSTEM MAINT	94,011	94,000	94,000	0
32-4411-02				
CABLE NETWORKS	1,071	1,000	1,000	1,000
32-4414-00				
EQUIPMENT RENTAL - OTHER	882	900	900	900
32-4418-00				
TRAVEL & EDUCATION	18,570	21,800	21,800	25,000
32-4419-00				
TRAINING & PUBLICATION	469	200	200	200
32-4420-00				
LAB SERVICES	2,152	9,000	9,000	9,000
32-4423-00				
JAIL LAUNDRY SERVICE	3,601	3,850	3,850	4,000
32-4425-00				
POLICE AUXILARY FORCE	2,396	2,400	2,400	2,400
32-4430-00				
UTILITIES ELECTRICAL	97,419	81,000	81,000	81,000
32-4430-01				
UTILITIES WATER/SEWER	15,807	17,220	17,220	17,220

GENERAL FUND BUDGET

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
32-4430-02				
UTILITIES NATURAL GAS	2,060	900	900	1,000
32-4440-00				
CONTRACT LABOR	800	1,400	1,400	1,400
32-4450-00				
EQUIPMENT RENTAL(R)	224,309	295,801	295,801	315,383
32-4464-00				
C & CI BUY MONEY	9,000	9,000	9,000	9,000
Sub-Total	565,828	604,146	604,146	483,178
CAPITAL				
32-4518-00				
DONATIONS	0	1,107	1,107	0
Sub-Total	0	1,107	1,107	0
POLICE Total	6,148,895	6,499,794	6,553,699	6,520,971

Terrell Fire Department

Mission Statement

The mission of the Terrell Fire Department is to provide high quality fire suppression, emergency medical, fire prevention/education, fire code enforcement, and disaster service to the citizens of Terrell.

Description

To complete our mission, the Terrell Fire Department is continually trained with the latest information and tactics to provide our community with the best possible fire suppression and emergency medical service available.

The City of Terrell Fire Marshal's Office also performs plan review inspections of all new construction projects, as well as annual fire safety inspections of businesses in our community, develops and administers fire prevention education programs as well as investigates all causes of fire in the City.



EXPENDITURE BY CLASSIFICATION	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 33 FIRE				
PERSONNEL	1,575,515	1,954,978	1,775,791	2,303,250
PERSONNEL SERVICES	765,795	986,088	861,662	1,185,381
SUPPLIES	22,704	70,875	70,875	175,937
MAINTENANCE	126,685	96,000	96,000	90,000
CONTRACTUAL/SERVICES	134,043	152,472	152,472	332,392
CAPITAL	0	4,000	4,000	55,400
	2,621,011	3,264,413	2,960,800	4,142,360

PERSONNEL Full Time Equivalents (FTE)	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
FIRE CHIEF	1.00	1.00	1.00	1.00
ADMINISTRATIVE SECRETARY	0.00	0.00	1.00	1.00
FIRE MARSHAL	1.50	1.50	1.50	1.50
BATTALION CHIEF	0.00	0.00	0.00	3.00
CAPTAIN	6.00	6.00	6.00	6.00
DRIVER ENGINEER	6.00	6.00	6.00	6.00
FIRE FIGHTER	9.00	9.00	18.00	15.00
VOLUNTEER FIRE FIGHTERS	30.00	30.00	30.00	30.00
	53.50	53.50	63.50	63.50

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 33 FIRE				
PERSONNEL				
33-4101-00				
SUPERVISION	612,282	659,018	662,955	701,515
33-4102-00				
CLERICAL	0	15,946	0	38,998
33-4103-00				
LABOR	919,250	1,180,934	1,045,736	1,465,987
33-4104-00				
PART-TIME	0	41,080	0	38,750
33-4105-00				
OVERTIME	43,983	55,000	67,100	55,000
33-4106-00				
STANDBY / STEP-UP	0	3,000	0	3,000
Sub-Total	1,575,515	1,954,978	1,775,791	2,303,250
PERSONNEL SERVICES				
33-4110-00				
SOCIAL SECURITY	120,849	148,336	135,898	176,199
33-4111-00				
T M R S	263,170	317,335	288,321	380,958
33-4112-00				
WORKMENS COMP	25,080	70,021	40,315	77,509
33-4114-00				
GROUP HEALTH & DENTAL INS	356,696	450,396	397,128	550,715
Sub-Total	765,795	986,088	861,662	1,185,381
SUPPLIES				
33-4201-00				
OFFICE SUPPLIES	2,522	1,500	1,500	3,000
33-4204-00				
PRINTING	0	0	0	1,000
33-4206-00				
MINOR TOOLS & APPARATUS	2,117	3,000	3,000	19,000
33-4221-00				
UNIFORMS PURCHASE	2,192	14,365	14,365	50,727
33-4223-00				
PROTECTIVE CLOTHING	15,873	52,010	52,010	102,210
Sub-Total	22,704	70,875	70,875	175,937
MAINTENANCE				
33-4303-00				
INSTRUMENTS & APPRATUS	26,537	20,000	20,000	30,000
33-4304-00				
AUTOMATION (R)	44,728	16,000	16,000	0
33-4350-00				

GENERAL FUND BUDGET

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
VEHICLE MAINTENANCE	55,419	60,000	60,000	60,000
Sub-Total	126,685	96,000	96,000	90,000
CONTRACTUAL/SERVICES				
33-4402-00				
MEMBERSHIP & DUES	2,583	3,500	3,500	6,870
33-4402-01				
MEMBERSHIP & DUES EMERGENCY MGMT	3,000	3,000	3,000	10,390
33-4404-00				
CONSULTANT FEES & SERVICES	10,000	12,000	12,000	17,000
33-4404-01				
TARGET HAZARD INSPECTIONS	0	0	0	12,500
33-4411-00				
COMMUNICATIONS	43,317	25,000	25,000	0
33-4418-00				
TRAVEL & EDUCATION	5,166	32,000	32,000	35,225
33-4419-00				
TRAINING & PUBLICATIONS	2,540	2,500	2,500	3,250
33-4426-00				
VOLUNTEER FIREMEN-ACTIVE	36,000	36,000	36,000	36,000
33-4427-00				
VOLUNTEER FIREMEN-RETIRED	9,648	12,000	12,000	12,000
33-4450-00				
EQUIPMENT RENTAL(R)	11,000	14,472	14,472	180,219
33-4460-00				
PHYSICALS	10,788	12,000	12,000	18,938
Sub-Total	134,043	152,472	152,472	332,392
CAPITAL				
33-4501-00				
(2) WATER COOLERS	0	0	0	1,500
33-4502-00				
(2) REFRIGERATORS	0	0	0	2,000
33-4506-00				
4 PORTABLE RADIOS 5 MOBILE RADIOS	0	0	0	49,400
33-4510-00				
GRANT FUNDS	0	4,000	4,000	2,500
Sub-Total	0	4,000	4,000	55,400
FIRE Total	2,621,011	3,264,413	2,960,800	4,142,360

Riter C. Hulsey Public Library

Mission Statement

The Riter C. Hulsey Public Library is our community's Literacy Place, a welcoming and easily accessed hub for a variety of learning experiences.

Description

The Hulsey Public Library is open 44 hours each week and features 24-hour web access to a catalog of over 65,000 items including books, videos, audiobooks, electronic resources, magazines, newspapers, pamphlets, microforms, historical and genealogical files, and games and puzzles as well as collections downloadable audiobooks, e-books, e-magazines and music. In addition to lending materials, the library offers many other specialized services such as preschool story times and other youth activities, research and information services, public access computing, basic adult literacy, GED preparatory classes, citizenship classes, English as a second language instruction, genealogy research assistance, live online tutoring, services to other target groups such as the elderly and vision-impaired individuals, and equipment for photocopying, scanning, and producing die cuts.

Functions and Responsibilities

- Assess the needs of our community and determine the role of the library in meeting those needs.
- Provide a neutral and welcoming public environment.
- Select and acquire materials in a variety of formats to meet a variety of needs for a widely diverse population.
- Physically process these materials and create digital bibliographic and item records meeting established professional standards.
- Provide access to the library's digital catalog both in house and over the world wide web.
- Identify and remove items from the collection that have become obsolete or meet other criteria for withdrawal.
- Maintain and protect the collection by employing proper preservation strategies and professional techniques for repair of materials.
- Maximize patron access to the collection by maintaining proper order on the shelves and providing accurate signage.
- Operate an efficient and effective system for registering library patrons and for lending materials to those patrons, including special services such as remote and mobile access to patron accounts and reserves for circulating items.
- Offer free access to online databases of articles and research resources, including live online tutoring.
- Provide collections of downloadable audiobooks, e-books, e-magazines, and music.
- Provide a wide variety of information in response to requests fielded in person, in writing, by phone and via e-mail.
- Provide information services to other city departments.

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- Library: Con't.
 - Educate patrons in the use of the library and its resources.
 - Provide assistance with genealogical research.
 - Offer a variety of programs targeted to varying age groups, including thematic story times for preschoolers, summer reading clubs, literary discussion groups, and topical programs and performances for both children and adults.
 - Offer public access computing including standard office applications, educational games, and Internet access.
 - Produce topical bibliographies both on demand and for general distribution.
 - Coordinate an adult education program including English as a second language instruction, GED preparatory classes, citizenship test preparation, computer literacy assistance, and basic literacy tutoring
 - Provide instruction in English as a second language.
 - Operate a “Books on Wheels” program to deliver library materials to customers in residential institutions.
 - Distribute tax and other forms, pamphlets, and flyers for government agencies and nonprofit organizations.
 - Mount thematic and topical displays.
 - On a limited basis provide meeting space for local groups.
 - Provide equipment for photocopying, scanning, die cutting, and other special functions.
 - Produce press releases and employ other marketing tools to promote library materials, programs, and services.
 - Track and evaluate library usage.



EXPENDITURE BY CLASSIFICATION	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 34 LIBRARY				
PERSONNEL	387,962	414,900	429,307	454,151
PERSONNEL SERVICES	293,534	312,703	316,381	321,652
SUPPLIES	48,563	60,575	60,575	67,200
MAINTENANCE	69,613	40,000	40,000	0
CONTRACTUAL/SERVICES	71,730	104,050	104,050	108,411
	866,623	932,228	950,313	951,414

PERSONNEL Full Time Equivalents (FTE)	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
DEPARTMENT DIRECTOR	1.00	1.00	1.00	1.00
SUPERVISOR	1.00	1.00	1.00	1.00
YOUTH SERVICES	1.00	1.00	1.00	1.00
TECHNICAL SERVICES	1.00	1.00	1.00	1.00
TECHNICIAN	3.00	3.00	3.00	3.00
PART-TIME (6)	3.00	3.00	3.00	3.00
	10.00	10.00	10.00	10.00

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 34 LIBRARY				
PERSONNEL				
34-4101-00				
SUPERVISION	80,157	81,839	86,051	98,965
34-4102-00				
CLERICAL	246,334	214,151	280,042	254,211
34-4104-00				
TEMPORARY	61,471	118,910	63,214	100,975
Sub-Total	387,962	414,900	429,307	454,151
PERSONNEL SERVICES				
34-4110-00				
SOCIAL SECURITY	29,407	31,740	32,461	34,742
34-4111-00				
T M R S	64,169	68,624	69,210	75,116
34-4112-00				
WORKMENS COMP	11,068	6,831	4,227	6,310
34-4114-00				
GROUP HEALTH & DENTAL INS	188,890	205,508	210,483	205,484
Sub-Total	293,534	312,703	316,381	321,652
SUPPLIES				
34-4201-00				
OFFICE SUPPLIES	3,818	2,500	2,500	2,500
34-4214-00				
POSTAGE	204	200	200	200
34-4226-00				
ELECTRONIC RESOURCES	18,982	27,773	27,773	27,000
34-4227-00				
AUDIO & VISUAL MATERIALS	4,456	5,900	5,900	5,000
34-4229-00				
BOOKS & PERIODICALS	19,896	20,202	20,202	30,000
34-4290-00				
OTHER SUPPLIES	1,207	4,000	4,000	2,500
Sub-Total	48,563	60,575	60,575	67,200
MAINTENANCE				
34-4304-00				
AUTOMATION (R)	69,613	40,000	40,000	0
Sub-Total	69,613	40,000	40,000	0
CONTRACTUAL/SERVICES				
34-4402-00				
MEMBERSHIP & DUES	222	650	650	800
34-4411-00				
COMMUNICATIONS	36,149	38,200	38,200	0
34-4414-00				

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
EQUIPMENT RENTAL	5,317	5,700	5,700	5,700
34-4417-00				
LEASE	0	0	0	31,400
34-4418-00				
TRAVEL & EDUCATION	7,638	5,000	5,000	7,000
34-4424-00				
SPECIAL SERVICES	3,836	11,000	11,000	11,000
34-4440-00				
CONTRACT LABOR	17,648	43,500	43,500	43,500
34-4450-00				
EQUIPMENT RENTAL (R)	0	0	0	9,011
34-4490-00				
OTHER SERVICES	921	0	0	0
Sub-Total	71,730	104,050	104,050	108,411
LIBRARY Total	866,623	932,228	950,313	951,414



Housing

Mission Statement

The Terrell Housing Choice Voucher Rental Assistance Program (formerly known as Section 8) seeks to provide improved living conditions for very-low-income families while maintaining their rental payments at an affordable level; promote freedom of housing choice and spatial de-concentration of very low-income and minority families; provide decent, safe and sanitary housing for eligible participants; and provide an incentive to private property owners to rent to very low-income families by offering timely assistance payments.

Description

The HCV Rental Assistance Program reaches out to families and owners to provide safe and decent housing for low income families by maintaining an eligibility and intake for waiting list and admission, consideration and determination of incomes, briefing and issuance of vouchers; housing quality standards and initial, annual, complaint, and quality control inspections, lease approval/contract execution/negotiations, and termination or denial of assistance.



EXPENDITURE BY CLASSIFICATION	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 35 HOUSING				
PERSONNEL	198,941	204,344	260,744	217,812
PERSONNEL SERVICES	106,722	115,074	111,940	118,284
SUPPLIES	6,548	5,060	5,060	5,060
MAINTENANCE	18,920	29,555	29,555	32,000
CONTRACTUAL/SERVICES	19,771	32,088	32,088	37,641
	350,903	386,121	439,387	410,797

PERSONNEL Full Time Equivalents (FTE)	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
DEPARTMENT DIRECTOR	1.00	1.00	1.00	1.00
ADMINISTRATIVE CLERK	3.00	3.00	3.00	3.00
	4.00	4.00	4.00	4.00

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 35 HOUSING				
PERSONNEL				
35-4101-00				
SUPERVISION	92,836	93,647	151,102	103,920
35-4102-00				
CLERICAL	106,105	110,697	109,642	113,892
Sub-Total	198,941	204,344	260,744	217,812
PERSONNEL SERVICES				
35-4110-00				
SOCIAL SECURITY	14,788	15,632	19,524	16,663
35-4111-00				
T M R S	32,905	33,799	42,205	36,026
35-4112-00				
WORKMENS COMP	30	1,022	699	1,089
35-4114-00				
GROUP HEALTH & DENTAL INS	58,999	64,621	49,512	64,506
Sub-Total	106,722	115,074	111,940	118,284
SUPPLIES				
35-4201-00				
OFFICE & MISC SUPPLIES	6,548	5,000	5,000	5,000
35-4214-00				
POSTAGE	0	60	60	60
Sub-Total	6,548	5,060	5,060	5,060
MAINTENANCE				
35-4301-00				
OFFICE EQUIPMENT	3,987	5,800	5,800	6,000
35-4302-00				
FURNITURE & FIXTURES	0	0	0	1,000
35-4304-00				
AUTOMATION (R)	14,933	23,755	23,755	25,000
Sub-Total	18,920	29,555	29,555	32,000
CONTRACTUAL/SERVICES				
35-4401-00				
AUDIT	3,000	3,000	3,000	3,000
35-4402-00				
MEMBERSHIP & DUES	220	320	320	480
35-4403-00				
ADVERTISING	0	350	350	350
35-4411-00				
COMMUNICATIONS	1,104	5,800	5,800	5,800
35-4418-00				
TRAVEL & EDUCATION	4,373	5,000	5,000	5,000
35-4440-00				

Account Name	2017-2018	2018-2019	2018-2019	2019-2020
	Actual	Budget	Estimate	Proposed
CONTRACT LABOR	8,325	14,000	14,000	14,000
35-4450-00				
EQUIPMENT RENTAL(R)	2,750	3,618	3,618	9,011
Sub-Total	19,771	32,088	32,088	37,641
HOUSING Total	350,903	386,121	439,387	410,797

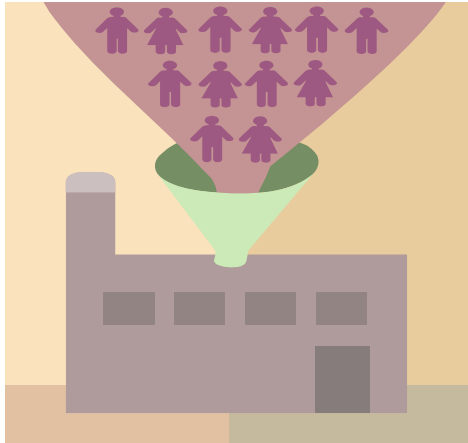
Human Resources

Mission Statement

The Human Resources Department shall provide to every department within the City of Terrell organization qualified personnel capable of performing specialized and general tasks integrated within our organization, with the exclusive purpose of enhancing productivity and providing exemplary customer service to the citizens of Terrell.

Description

The Human Resources Department is responsible for developing and enhancing staff competence through on-the-job training and perpetual professional training; staying abreast of trends in employment matters as they relate to salary and benefits, group benefit programs and employment law.



EXPENDITURE BY CLASSIFICATION	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 40 HUMAN RESOURCES/RECRUITMENT				
PERSONNEL	188,505	189,637	197,634	209,555
PERSONNEL SERVICES	140,094	255,559	147,625	260,465
SUPPLIES	43,973	45,500	45,500	31,750
MAINTENANCE	22,145	10,000	10,000	0
CONTRACTUAL/SERVICES	183,220	143,600	143,600	128,600
	577,938	644,296	544,359	630,370

PERSONNEL Full Time Equivalents (FTE)	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
DEPARTMENT DIRECTOR	1.00	1.00	1.00	1.00
ADMINISTRATIVE CLERK	2.00	2.00	2.00	2.00
	3.00	3.00	3.00	3.00

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 40 HUMAN RESOURCES/RECRUITMENT				
PERSONNEL				
40-4101-00				
SUPERVISION	107,666	109,638	113,346	127,480
40-4102-00				
CLERICAL	78,182	79,999	81,788	82,075
40-4105-00				
OVERTIME	2,658	0	2,500	0
Sub-Total	188,505	189,637	197,634	209,555
PERSONNEL SERVICES				
40-4110-00				
SOCIAL SECURITY	13,927	14,507	14,571	16,031
40-4111-00				
T M R S	31,179	31,366	31,909	34,660
40-4112-00				
WORKMENS COMP	424	948	46	1,048
40-4113-00				
UNEMPLOYMENT BENEFITS	0	5,000	0	5,000
40-4114-00				
GROUP HEALTH & DENTAL INS	44,565	103,738	49,512	103,726
40-4119-00				
INSURANCE-RETIREES	50,000	100,000	51,587	100,000
Sub-Total	140,094	255,559	147,625	260,465
SUPPLIES				
40-4201-00				
OFFICE SUPPLIES	23,123	20,000	20,000	15,000
40-4204-00				
PRINTING	0	500	500	250
40-4209-00				
FIRST AID SUPPLIES	15,737	15,000	15,000	10,000
40-4211-00				
FOOD & CONCESSION SUPPLIES	5,112	10,000	10,000	6,500
Sub-Total	43,973	45,500	45,500	31,750
MAINTENANCE				
40-4304-00				
AUTOMATION (R)	22,145	10,000	10,000	0
Sub-Total	22,145	10,000	10,000	0
CONTRACTUAL/SERVICES				
40-4403-00				
ADVERTISING	34,697	20,000	20,000	20,000
40-4404-00				
CONSULTANT FEE &SERVICE	1,335	15,000	15,000	15,000
40-4411-00				

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
COMMUNICATIONS	5,460	15,000	15,000	0
40-4418-00				
TRAVEL & EDUCATION	1,691	2,100	2,100	2,100
40-4419-00				
TRAINING & PUBLICATION	12,731	6,000	6,000	6,000
40-4419-01				
TRAINING & PUBLICATION CIVIL SERVIC	29,207	15,000	15,000	15,000
40-4454-00				
EMPLOYEE DISABILITY INS.	83,409	50,000	50,000	50,000
40-4460-00				
PHYSICALS & MEDICAL EXPENSE	8,607	10,000	10,000	10,000
40-4461-00				
EMPLOYEE ASSISTANCE SERVICES	6,083	6,000	6,000	6,000
40-4462-00				
DRUG TESTING	0	2,500	2,500	2,500
40-4463-00				
EMPLOYEE WELLNESS PROGRAM	0	2,000	2,000	2,000
Sub-Total	183,220	143,600	143,600	128,600
HUMAN RESOURCES/RECRUITMENT Total	577,938	644,296	544,359	630,370

General Fund
Short-Term Debt Service



EXPENDITURE BY CLASSIFICATION	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 90 DEBT SERVICE				
CONTRACTUAL/SERVICES	1,174,688	915,185	1,105,390	2,617,295
	1,174,688	915,185	1,105,390	2,617,295

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 90 DEBT SERVICE				
CONTRACTUAL/SERVICES				
90-4401-00				
PRINCIPAL - FIRE LADDER APPRATUS	0	0	0	175,083
90-4402-00				
INTEREST - FIRE LADDER APPRATUS	0	0	0	30,065
90-4403-00				
PRINCIPAL - SOFTWARE	65,808	0	0	0
90-4404-00				
INTEREST - SOFTWARE	1,260	0	0	0
90-4405-00				
PRINCIPAL - EQUIPMENT DEBT SERVICE	184,130	191,273	191,273	198,933
90-4406-00				
INTEREST - EQUIPMENT	31,055	23,912	23,912	16,252
90-4408-00				
PRINCIPAL - DEBT SERVICE UPRR LAND	115,804	0	0	0
90-4409-00				
INTEREST - DEBT SERVICE UPRR LAND	3,010	0	0	0
90-4410-01				
TRANS TO EQUIPMENT REPLACEMENT FUND	0	0	10,000	0
90-4412-00				
TRANSFER OUT PUBLIC IMPRV FUND	36,000	130,000	130,000	0
90-4413-00				
TRANSFER OUT TO WESTEND SIDEWALK	33,435	0	0	0
90-4414-00				
TRANSFE OUT CAPITAL IMPR FUND	0	0	0	843,886
90-4416-00				
TRANSFER OUT PUBLIC PRIVATE PARTNER	0	550,000	550,000	0
90-4416-01				
TRANSFER TO POWER CENTER	380,590	0	0	224,387
90-4417-00				
TRNSFR TO AIRPORT FUND NCTCOG GRANT	0	20,000	20,000	0
90-4419-00				
TRANSFER TO AUTOMATION (044)	0	0	180,205	254,000
90-4419-01				
TRANSFER TO COMMUNICATIONS 044	75	0	0	189,000
90-4801-00				
TRANSFER TO TIF No. 1	323,520	0	0	685,688
Sub-Total	1,174,688	915,185	1,105,390	2,617,295
DEBT SERVICE Dept Total	1,174,688	915,185	1,105,390	2,617,295

GRAND TOTAL 22,564,215.29 25,032,812.00 24,984,622.00 29,015,324.58

EXPENDITURE BY CLASSIFICATION	2017-2018	2018-2019	2018-2019	2019-2020
	Actual	Budget	Estimate	Proposed
PERSONNEL	7,931,031	9,070,153	8,929,335	9,735,715
PERSONNEL SERVICES	4,254,186	5,191,597	4,884,859	5,431,663
SUPPLIES	473,729	494,946	576,727	594,572
MAINTENANCE	1,345,154	1,332,760	1,312,019	929,350
CONTRACTUAL/SERVICES	8,375,151	8,919,399	9,252,872	12,125,636
CAPITAL	130,561	5,107	5,107	198,200
	22,564,215	25,032,812	24,984,622	29,015,325

PERSONNEL Full Time Equivalents (FTE)	2017-2018	2018-2019	2018-2019	2019-2020
	Actual	Budget	Estimate	Proposed
Department 12 ADMINISTRATION	3.00	3.00	3.00	3.00
Department 13 ANIMAL CONTROL	3.00	3.00	3.00	3.00
Department 14 CITY SECRETARY / FINANCE	4.00	4.00	4.00	4.00
Department 16 MUNICIPAL BUILDING	0.50	0.50	0.50	0.50
Department 17 MUNICIPAL COURT	1.00	1.00	1.00	1.50
Department 20 MUNICIPAL DEVELOPMENT	10.00	10.00	10.00	11.00
Department 21 ENGINEERING	3.00	3.00	3.00	3.00
Department 22 STREETS	13.00	13.00	13.00	13.00
Department 26 PARKS	6.00	6.00	6.00	6.00
Department 27 YOUTH DEVELOPMENT SERVICES	1.00	1.00	1.00	1.00
Department 29 POOL	3.50	3.50	3.50	3.50
Department 32 POLICE	62.00	62.00	62.00	62.00
Department 33 FIRE	53.50	53.50	63.50	63.50
Department 34 LIBRARY	10.00	10.00	10.00	10.00
Department 35 HOUSING	4.00	4.00	4.00	4.00
Department 40 HUMAN RESOURCES/RECRUITMENT	3.00	3.00	3.00	3.00
	180.50	180.50	190.50	192.00

GENERAL FUND BUDGET

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Revenues Total	22,945,886	25,086,334	25,198,402	29,246,757
Expenses Fund Total	22,564,415	25,032,812	24,984,622	29,015,325

UTILITY FUND



UTILITY FUND ESTIMATED CASH POSITION

Cash in Bank April 30, 2019	2,760,202
Estimated Revenues FY 2019	14,984,005
Revenues Collected thru April 30, 2019	8,616,901
Anticipated Revenue to Sept. 30, 2019	6,367,103
Sub-Total	9,127,305
Estimated Expenditures FY 2019	14,875,981
Y-T-D April 30, 2019	7,818,330
Sub-Total	7,057,651
Estimated Beginning Cash FY 2020	2,069,654
Proposed Revenues FY 2020	15,848,197
Sub-Total	17,917,852
Proposed Expenditures FY 2020	15,628,652
Estimated Cash in Bank Sept. 30 2020	2,289,200



UTILITY FUND
REVENUES

Category	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
WATER SERVICES	9,938,156.04	9,814,967.54	9,814,967.54	10,462,417.54
SEWER SERVICES	5,365,851.84	5,152,643.00	5,152,643.00	5,369,385.56
TRANSFER	16,581.00	16,394.00	16,394.00	16,394.00
	15,320,588.88	14,984,004.54	14,984,004.54	15,848,197.11

UTILITY FUND
BUDGET

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Fund 020 UTILITY FUND				
Revenues				
WATER SERVICES				
00-3201-00				
METERED SALES	8,908,789	6,438,492	6,438,492	7,040,254
00-3201-01				
WHOLESALE METER SALES	0	2,524,481	2,524,481	2,547,418
00-3202-00				
PENALTIES	245,413	180,000	180,000	180,000
00-3203-00				
FRANCHISE TAX	524,079	464,545	464,545	487,296
00-3204-00				
NEW SERVICES/WATER TAP	1,675	3,500	3,500	3,500
00-3205-00				
RETURN CHECKS/MISC SRVICS	2,030	6,000	6,000	6,000
00-3206-00				
NON PAYMENT-CUT OFF/MISC CHG	101,905	90,000	90,000	90,000
00-3207-00				
SERVICE HOOKUPS/MISC CHG	39,322	20,000	20,000	20,000
00-3208-00				
FIRE LINE CHARGE	25,017	22,000	22,000	22,000
00-3209-00				
NON-METERED SALES/MISC CHG	100	200	200	200
00-3212-00				
MISC SERVICES	49,310	22,000	22,000	22,000
00-3215-00				
BAD DEBT RECOVERY	0	850	850	850
00-3216-00				
REFUNDS & RECOVERIES	345	3,000	3,000	3,000
00-3219-00				
BACKFLOW CHARGES	40,172	39,900	39,900	39,900
Sub-Total	9,938,156	9,814,968	9,814,968	10,462,418
SEWER SERVICES				
00-3301-00				
SEWER REVENUE	5,360,509	5,143,635	5,143,635	5,360,378
00-3302-00				
NEW SERVICES/SEWER TAP	1,075	800	800	800
00-3305-00				
INTEREST	259	4,000	4,000	4,000
00-3308-00				
FEE - WASTE DISPOSAL PERMIT	250	2,000	2,000	2,000
00-3309-00				
FEES - GREASE TRAP (FOG)	3,759	2,208	2,208	2,208
Sub-Total	5,365,852	5,152,643	5,152,643	5,369,386
TRANSFER				
00-3390-00				
TRANSFER IN LIFE INSURANCE FUNE	16,581	0	0	0

UTILITY FUND
BUDGET

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
00-3823-00				
TRNS IN AIRPORT FUND INDIRECT C	0	8,197	8,197	8,197
00-3823-01				
TRNS IN STORM WATER INDIRECT C	0	8,197	8,197	8,197
Sub-Total	16,581	16,394	16,394	16,394
REVENUE TOTAL	15,320,589	14,984,005	14,984,005	15,848,197

UTILITY FUND
EXPENDITURES

DEPARTMENT	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 51 WATER QUALITY	4,875,274.77	5,499,587.00	5,533,828.00	5,362,240.00
Department 52 WATER DISTRIBUTION	955,926.45	970,144.00	959,913.00	1,071,566.00
Department 61 WATER POLLUTION	1,425,123.36	1,447,744.00	1,442,635.00	1,501,248.00
Department 62 WATER COLLECTION	615,147.30	905,906.00	697,205.00	1,079,119.00
Department 80 UTILITY OFFICE	1,013,234.26	424,278.00	424,278.00	406,851.00
Department 90 DEBT SERVICE REQUIREMENTS	4,099,975.22	5,622,795.00	5,818,122.00	6,207,628.00
	12,984,681.36	14,870,454.00	14,875,981.00	15,628,652.00

UTILITY FUND
PERSONNEL SUMMARY

DEPARTMENT	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 51 WATER QUALITY	538,870	571,553	627,794	629,801
Department 52 WATER DISTRIBUTION	510,286	488,245	476,014	590,307
Department 61 WATER POLLUTION	446,219	443,027	437,918	475,776
Department 62 WATER COLLECTION	424,098	665,461	456,760	520,586
Department 80 UTILITY OFFICE	629,997	272,728	272,728	280,479
	2,549,469	2,441,014	2,271,214	2,496,949

UTILITY FUND
SUPPLY SUMMARY

DEPARTMENT	2017-2018	2018-2019	2018-2019	2019-2020
	Actual	Budget	Estimate	Proposed
Department 51 WATER QUALITY	18,717	33,100	30,100	30,300
Department 52 WATER DISTRIBUTION	12,093	18,900	8,900	13,700
Department 61 WATER POLLUTION	38,807	36,350	33,550	33,550
Department 62 WATER COLLECTION	16,177	25,700	13,300	17,000
Department 80 UTILITY OFFICE	36,496	22,850	22,850	22,850
	122,291	136,900	108,700	117,400

UTILITY FUND
MAINTENANCE SUMMARY

DEPARTMENT	2017-2018	2018-2019	2018-2019	2019-2020
	Actual	Budget	Estimate	Proposed
Department 51 WATER QUALITY	78,665	104,950	95,950	76,650
Department 52 WATER DISTRIBUTION	167,929	219,690	229,690	197,800
Department 61 WATER POLLUTION	315,942	257,063	257,063	230,300
Department 62 WATER COLLECTION	4,786	68,240	80,640	65,750
Department 80 UTILITY OFFICE	115,177	20,000	20,000	0
	682,499	669,943	683,343	570,500

UTILITY FUND
CONTRACTUAL SUMMARY

	2017-2018	2018-2019	2018-2019	2019-2020
DEPARTMENT	Actual	Budget	Estimate	Proposed
Department 51 WATER QUALITY	4,249,248	4,789,984	4,779,984	4,625,489
Department 52 WATER DISTRIBUTION	264,767	237,309	239,309	269,759
Department 61 WATER POLLUTION	624,156	711,304	714,104	761,622
Department 62 WATER COLLECTION	169,234	146,505	146,505	475,783
Department 80 UTILITY OFFICE	154,799	108,700	108,700	103,522
Department 90 DEBT SERVICE REQUIREMENTS	4,099,975	5,622,795	5,818,122	6,207,628
	9,562,178	11,616,597	11,806,724	12,443,803

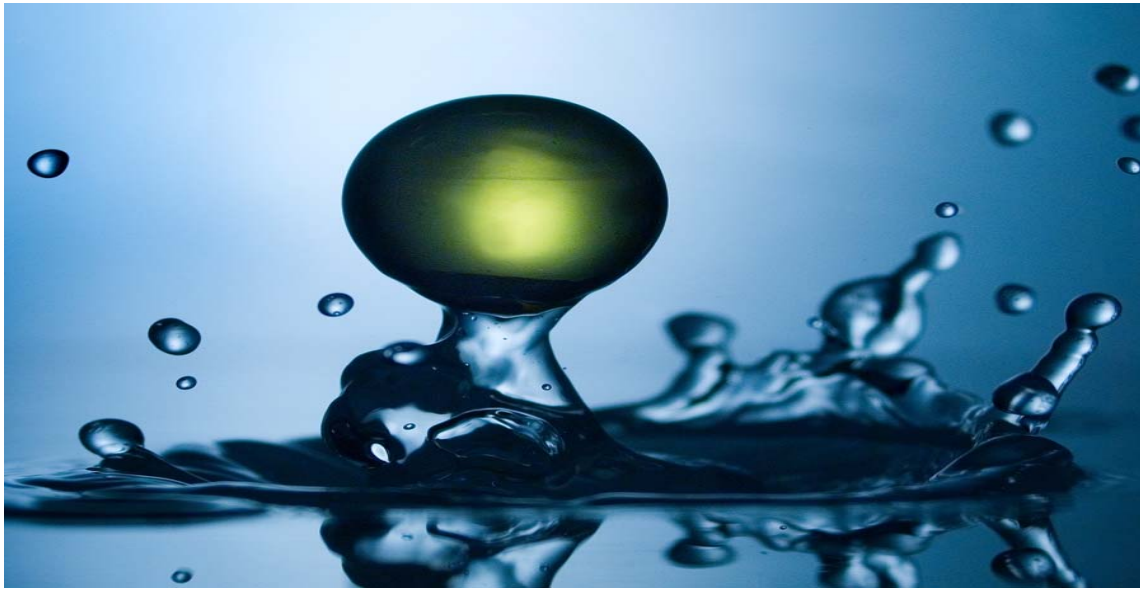
Water Quality

Mission Statement

The mission of the Water Quality Department is to receive treated water from North Texas Municipal Water District and to deliver a safe drinking water to our customers in the city and to area Water wholesalers for household, industrial, irrigation, and fire protection uses.

Description

Water Quality Department is operated daily to monitor water availability and quality and to meet state and federal requirements.





EXPENDITURE BY CLASSIFICATION	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 51 WATER QUALITY				
PERSONNEL	356,695.57	368,617.00	423,895.00	401,567.00
PERSONNEL SERVICES	182,174.86	202,936.00	203,899.00	228,234.00
SUPPLIES	18,717.23	33,100.00	30,100.00	30,300.00
MAINTENANCE	78,664.99	104,950.00	95,950.00	76,650.00
CONTRACTUAL/SERVICES	4,249,247.60	4,789,984.00	4,779,984.00	4,625,489.00
	4,885,500.25	5,499,587.00	5,533,828.00	5,362,240.00

PERSONNEL	2017-2018	2018-2019	2018-2019	2019-2020
Full Time Equivalents (FTE)	Actual	Budget	Estimate	Proposed
ASSISTANT CITY ENGINEER	1.00	1.00	1.00	1.00
ADMINISTRATIVE TECHNICIAN	1.00	1.00	1.00	1.00
CREW LEADER	1.00	1.00	1.00	1.00
PLANT OPERATOR	4.00	4.00	4.00	4.00
	7.00	7.00	7.00	7.00

UTILITY FUND
BUDGET

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Expenses				
Department 51 WATER QUALITY				
PERSONNEL				
51-4101-00				
SUPERVISION	167,710	173,409	179,546	161,922
51-4102-00				
CLERICAL	42,663	44,451	44,028	45,304
51-4103-00				
LABOR	137,350	139,957	191,238	183,541
51-4105-00				
OVERTIME	4,723	6,000	5,415	6,000
51-4106-00				
STAND BY	4,249	4,800	3,668	4,800
Sub-Total	356,696	368,617	423,895	401,567
PERSONNEL SERVICES				
51-4110-00				
SOCIAL SECURITY	26,978	28,199	32,244	30,720
51-4111-00				
T M R S	58,997	60,969	68,357	66,419
51-4112-00				
WORKMENS COMP	7,369	16,452	4,440	18,137
51-4114-00				
GROUP HEALTH & DENTAL INS	88,831	97,316	98,858	112,958
Sub-Total	182,175	202,936	203,899	228,234
SUPPLIES				
51-4201-00				
OFFICE & MISC SUPPLIES	622	2,000	0	1,000
51-4204-00				
PRINTING	0	300	0	0
51-4206-00				
MINOR TOOLS & APPARATUS	-50	2,300	2,300	1,500
51-4220-00				
UNIFORM RENTAL & LAUNDRY	8,050	6,500	6,500	6,500
51-4221-00				
UNIFORMS PURCHASE	0	700	0	0
51-4223-00				
PROTECTIVE CLOTHING	172	500	500	500
51-4242-00				
CHLORINE	2,400	10,000	10,000	10,000
51-4247-00				
AMMONIA	0	3,000	3,000	3,000
51-4249-00				
CHEMICALS & RELATED LAB SUPPLI	7,524	7,800	7,800	7,800
Sub-Total	18,717	33,100	30,100	30,300
MAINTENANCE				
51-4303-00				
INSTRUMENTS & APPARATUS	11,072	15,000	15,000	15,000

UTILITY FUND
BUDGET

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
51-4304-00				
AUTOMATION (R)	29,723	19,300	19,300	0
51-4315-00				
DAM & PUMP STATION	20,718	30,000	30,000	30,000
51-4316-00				
ELEVATED TOWERS	1,936	23,500	14,500	14,500
51-4317-00				
TREATMENT PLANT	1,968	3,500	3,500	3,500
51-4319-00				
GROUND STORAGE TANKS	0	650	650	650
51-4370-00				
MACHINERY MAINTENANCE	13,248	13,000	13,000	13,000
Sub-Total	78,665	104,950	95,950	76,650
CONTRACTUAL/SERVICES				
51-4402-00				
MEMBERSHIP & DUES	375	480	480	480
51-4409-00				
ADVALOREM TAX ON EASEMENTS	0	250	250	250
51-4411-00				
COMMUNICATIONS	11,977	35,850	35,850	0
51-4413-00				
NTMWD WATER PURCHASE	3,976,003	4,432,000	4,442,000	4,256,000
51-4415-00				
INSURANCE	21,216	34,200	34,200	34,200
51-4418-00				
TRAVEL & EDUCATION	1,215	2,800	2,800	2,800
51-4419-00				
TRAINING & PUBLICATIONS	0	200	200	200
51-4420-00				
COMMERCIAL LAB ANALYSIS	3,712	10,000	10,000	10,000
51-4424-00				
SPECIAL SERVICES	17,670	21,250	21,250	21,250
51-4430-00				
UTILITIES	155,951	205,000	185,000	205,000
51-4440-00				
CONTRACT LABOR	4,105	5,000	5,000	5,000
51-4450-00				
EQUIPMENT RENTAL(R)	57,024	42,754	42,754	90,109
51-4466-00				
SLUDGE MANAGEMENT	0	200	200	200
Sub-Total	4,249,248	4,789,984	4,779,984	4,625,489
WATER QUALITY Total	4,875,275	5,499,587	5,533,828	5,362,240



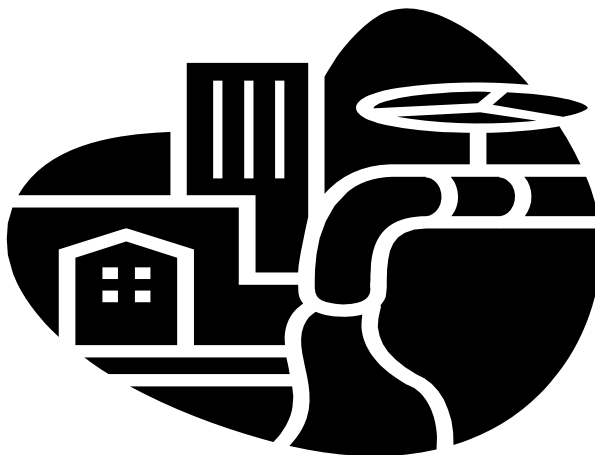
Water Distribution

Mission Statement

The mission of the Water Distribution Department is to perform maintenance and needed repairs to the water distribution system to ensure the public a continued supply of water with the least amount of service interruptions.

Description

The Water Distribution Department currently has a preventive maintenance program, which includes hydrants, valves distribution lines, and all equipment. This department is responsible for the maintenance and operation of all water meters. Personnel receive training related to operations and safety awareness which will result in public satisfaction and economical operating procedures for all maintenance personnel.



EXPENDITURE BY CLASSIFICATION	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 52 WATER DISTRIBUTION				
PERSONNEL	323,359.08	304,250.00	286,538.00	370,819.00
PERSONNEL SERVICES	186,926.44	183,995.00	189,476.00	219,488.00
SUPPLIES	12,093.10	18,900.00	8,900.00	13,700.00
MAINTENANCE	167,929.10	219,690.00	229,690.00	197,800.00
CONTRACTUAL/SERVICES	264,766.92	237,309.00	239,309.00	269,759.00
CAPITAL	0.00	6,000.00	6,000.00	0.00
	955,074.64	970,144.00	959,913.00	1,071,566.00

PERSONNEL	2017-2018	2018-2019	2018-2019	2019-2020
Full Time Equivalents (FTE)	Actual	Budget	Estimate	Proposed
CREW LEADER	1.00	1.00	1.00	1.00
PROJECT MANAGER	1.00	1.00	1.00	1.00
EQUIPMENT OPERATOR	1.00	1.00	1.00	1.00
FIELD CUSTOMER SERVICE REP	1.00	1.00	1.00	1.00
MAINTENANCE WORKER	3.00	3.00	3.00	3.00
	7.00	7.00	7.00	7.00

UTILITY FUND
BUDGET

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 52 WATER DISTRIBUTION				
PERSONNEL				
52-4101-00				
SUPERVISION	0	55,134	0	56,202
52-4103-00				
LABOR	286,099	207,616	264,584	273,117
52-4105-00				
OVERTIME	30,783	35,000	15,578	35,000
52-4106-00				
STAND BY	6,477	6,500	6,376	6,500
Sub-Total	323,359	304,250	286,538	370,819
PERSONNEL SERVICES				
52-4110-00				
SOCIAL SECURITY	23,938	23,275	21,260	28,368
52-4111-00				
T M R S	53,484	50,323	46,284	61,333
52-4112-00				
WORKMENS COMP	6,676	13,794	23,810	17,289
52-4114-00				
GROUP HEALTH & DENTAL INS	102,829	96,603	98,122	112,498
Sub-Total	186,926	183,995	189,476	219,488
SUPPLIES				
52-4201-00				
OFFICE & MISC. SUPPLIES	902	2,200	-300	1,500
52-4204-00				
PRINTING	0	200	200	200
52-4206-00				
MINOR TOOLS & APPARATUS	5,999	9,000	3,000	3,000
52-4220-00				
UNIFORM RENTAL & LAUNDRY	3,871	4,400	4,400	4,400
52-4221-00				
UNIFORMS PURCHASE	0	500	200	200
52-4223-00				
PROTECTIVE CLOTHING	1,321	1,100	1,100	1,100
52-4240-00				
CHEMICALS	0	300	300	300
52-4270-00				
STREET CUTS / ROCK	0	1,200	0	3,000
Sub-Total	12,093	18,900	8,900	13,700
MAINTENANCE				
52-4301-00				
OFFICE EQUIPMENT	0	200	200	200
52-4303-00				
INSTRUMENTS & APPARATUS	0	300	300	300
52-4304-00				
AUTOMATION (R)	24,521	31,890	31,890	0
52-4343-00				

UTILITY FUND
BUDGET

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
TRANSMISSION MAINTENANCE W& 52-4344-00	140,821	26,000	30,000	30,000
WATER MAINS/CTA 52-4345-00	0	1,000	7,000	7,000
WATER METER MAINTENANCE 52-4370-00	2,587	160,000	160,000	160,000
MACHINERY	0	300	300	300
Sub-Total	167,929	219,690	229,690	197,800
CONTRACTUAL/SERVICES				
52-4402-00				
MEMBERSHIP & DUES	0	450	450	450
52-4411-00				
COMMUNICATIONS	36,998	22,000	22,000	0
52-4414-00				
EQUIPMENT RENTAL - OTHER	260	3,000	3,000	3,000
52-4417-00				
LEASE PAYMENTS	3,095	3,000	3,000	3,000
52-4418-00				
TRAVEL & EDUCATION	1,866	2,500	2,500	2,500
52-4419-00				
TRAINING & PUBLICATION	0	200	200	200
52-4430-00				
UTILITIES	0	10,000	10,000	10,000
52-4440-00				
CONTRACT LABOR	23,470	30,550	32,550	85,000
52-4442-00				
BACKFLOW SOLUTIONS	62,220	63,000	63,000	63,000
52-4450-00				
EQUIPMENT RENTAL(R)	136,858	102,609	102,609	102,609
Sub-Total	264,767	237,309	239,309	269,759
CAPITAL				
52-4511-00				
TRAILER	0	6,000	6,000	0
Sub-Total	0	6,000	6,000	0
WATER DISTRIBUTION Total	955,926	970,144	959,913	1,071,566

Water Pollution Control

Mission Statement

The mission of the Wastewater Treatment Plant is to provide service to the City of Terrell to economically treat wastewater (domestic and industrial) and properly dispose of biosolids to meet regulatory requirements set forth by Texas Commission on Environmental Quality (TCEQ).

Description

The Wastewater Treatment Plant is operated on a daily basis with a permitted capacity of 4.5 million gallons per day. The current facility, a 2-stage trickling filter plant, treats an average of 1.5 million gallons per day. Solids are stabilized by anaerobic digesters before final disposal in a landfill. The department is also responsible for operations and maintenance of lift stations within the wastewater collection system.



EXPENDITURE BY CLASSIFICATION	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 61 WATER POLLUTION				
PERSONNEL	285,433.45	270,642.00	267,649.00	296,291.00
PERSONNEL SERVICES	160,785.15	172,385.00	170,269.00	179,485.00
SUPPLIES	38,807.25	36,350.00	33,550.00	33,550.00
MAINTENANCE	315,941.89	257,063.00	257,063.00	230,300.00
CONTRACTUAL/SERVICES	624,155.62	711,304.00	714,104.00	761,622.00
	1,425,123.36	1,447,744.00	1,442,635.00	1,501,248.00

PERSONNEL Full Time Equivalents (FTE)	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
FOREMAN	1.00	1.00	1.00	1.00
PLANT COORDINATOR	1.00	1.00	1.00	1.00
PLANT OPERATOR	3.00	3.00	3.00	3.00
MAINTENANCE WORKER	1.00	1.00	1.00	1.00
	6.00	6.00	6.00	6.00

UTILITY FUND
BUDGET

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 61 WATER POLLUTION				
PERSONNEL				
61-4101-00				
SUPERVISION	109,780	66,847	113,765	67,892
61-4103-00				
LABOR	161,298	191,795	139,769	216,399
61-4105-00				
OVERTIME	11,634	9,000	11,422	9,000
61-4106-00				
STAND BY	2,721	3,000	2,693	3,000
Sub-Total	285,433	270,642	267,649	296,291
PERSONNEL SERVICES				
61-4110-00				
SOCIAL SECURITY	20,897	20,704	19,499	22,666
61-4111-00				
T M R S	47,211	44,764	43,249	49,007
61-4112-00				
WORKMENS COMP	4,558	10,346	9,431	11,372
61-4114-00				
GROUP HEALTH & DENTAL INS	88,120	96,571	98,090	96,440
Sub-Total	160,785	172,385	170,269	179,485
SUPPLIES				
61-4201-00				
OFFICE & MISC. SUPPLIES	1,959	1,400	1,100	1,100
61-4206-00				
MINOR TOOLS & APPARATUS	1,773	500	500	500
61-4220-00				
UNIFORM RENTAL & LAUNDRY	7,414	3,800	3,800	3,800
61-4221-00				
UNIFORMS PURCHASE	0	600	600	600
61-4223-00				
PROTECTIVE CLOTHING	546	1,500	1,500	1,500
61-4241-00				
CLOTHING-RAIN GEAR	0	150	150	150
61-4242-00				
CHLORINE	14,850	16,500	14,000	14,000
61-4249-00				
CHEMICALS & RELATED SUPPLIES	645	900	900	900
61-4250-00				
SULFUR DIOXIDE	11,620	11,000	11,000	11,000
Sub-Total	38,807	36,350	33,550	33,550
MAINTENANCE				
61-4301-00				
OFFICE EQUIPMENT	0	300	300	300
61-4303-00				
INSTRUMENTS & APPARATUS	46,480	35,000	35,000	35,000
61-4304-00				

UTILITY FUND
BUDGET

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
AUTOMATION (R)	16,121	26,763	26,763	0
61-4317-00				
TREATMENT PLANT	50,095	60,000	60,000	60,000
61-4370-00				
MACHINERY MAINTENANCE	203,246	135,000	135,000	135,000
Sub-Total	315,942	257,063	257,063	230,300
CONTRACTUAL/SERVICES				
61-4402-00				
MEMBERSHIP & DUES	210	400	400	400
61-4403-00				
ADVERTISING	0	700	700	700
61-4411-00				
COMMUNICATIONS	21,415	12,000	12,000	0
61-4414-00				
EQUIPMENT RENTAL - OTHER	271	500	500	500
61-4418-00				
TRAVEL & EDUCATION	3,234	2,500	2,500	2,500
61-4419-00				
TRAINING & PUBLICATIONS	550	400	400	400
61-4420-00				
COMMERCIAL LAB SERVICES	31,296	50,000	50,000	50,000
61-4424-00				
SPECIAL SERVICES	26,480	32,000	32,000	36,000
61-4430-00				
UTILITIES	128,851	122,200	125,000	125,000
61-4440-00				
CONTRACT LABOR	85	5,000	5,000	5,000
61-4450-00				
EQUIPMENT RENTAL(R)	60,826	45,604	45,604	90,109
61-4466-00				
SLUDGE MANAGEMENT	210,908	240,000	240,000	240,000
61-4467-00				
PRETREATMENT SERVICES	140,029	200,000	200,000	211,013
Sub-Total	624,156	711,304	714,104	761,622
WATER POLLUTION Total	1,425,123	1,447,744	1,442,635	1,501,248

Waste Water Collection

Mission Statement

The mission of the Wastewater Collection Department is to continually improve the system and customer service by reliably transporting wastewater and to provide a safe and healthy environment for the public and utility maintenance personnel.

Description

The Wastewater Collection Department is responsible for the maintenance of manholes, location and repair of sanitary sewer mains, responding to stop sewer calls, and conducting inspections of the system.



EXPENDITURE BY CLASSIFICATION	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 62 WATER COLLECTION				
PERSONNEL	255,445.35	413,362.00	251,336.00	332,775.00
PERSONNEL SERVICES	168,652.79	252,099.00	205,424.00	187,811.00
SUPPLIES	16,176.81	25,700.00	13,300.00	17,000.00
MAINTENANCE	4,785.80	68,240.00	80,640.00	65,750.00
CONTRACTUAL/SERVICES	169,234.04	146,505.00	146,505.00	475,783.00
	614,294.79	905,906.00	697,205.00	1,079,119.00

PERSONNEL	2017-2018	2018-2019	2018-2019	2019-2020
Full Time Equivalents (FTE)	Actual	Budget	Estimate	Proposed
SUPERINTENDENT	1.00	1.00	1.00	1.00
CREW LEADER	1.00	1.00	1.00	1.00
EQUIPMENT OPERATOR	1.00	1.00	1.00	1.00
MAINTENANCE WORKER	3.00	3.00	3.00	3.00
	6.00	6.00	6.00	6.00

UTILITY FUND
BUDGET

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 62 WATER COLLECTION				
PERSONNEL				
62-4101-00				
SUPERVISION	63,000	105,330	64,260	120,996
62-4103-00				
LABOR	159,619	249,032	166,026	152,779
62-4105-00				
OVERTIME	27,569	50,000	16,407	50,000
62-4106-00				
STAND BY	5,257	9,000	4,643	9,000
Sub-Total	255,445	413,362	251,336	332,775
PERSONNEL SERVICES				
62-4110-00				
SOCIAL SECURITY	18,693	31,622	18,406	25,457
62-4111-00				
T M R S	42,251	68,370	40,539	55,041
62-4112-00				
WORKMENS COMP	5,022	14,174	15,871	10,951
62-4114-00				
GROUP HEALTH & DENTAL INS	102,688	137,933	130,608	96,362
Sub-Total	168,653	252,099	205,424	187,811
SUPPLIES				
62-4201-00				
OFFICE & MISC SUPPLIES	798	2,900	-100	1,100
62-4206-00				
MINOR TOOLS & APPARATUS	8,253	10,500	3,500	3,000
62-4220-00				
UNIFORM RENTAL & LAUNDRY	5,516	5,000	5,000	5,000
62-4221-00				
UNIFORMS PURCHASE	136	500	200	200
62-4223-00				
PROTECTIVE CLOTHING	530	1,900	1,000	1,000
62-4240-00				
CHEMICALS	944	3,500	3,500	3,500
62-4260-00				
CONCRETE	0	200	200	200
62-4270-00				
STREET CUTS / ROCK	0	1,200	0	3,000
Sub-Total	16,177	25,700	13,300	17,000
MAINTENANCE				
62-4304-00				
AUTOMATION (R)	4,786	24,890	24,890	0
62-4343-00				
TRANSMISSION MAINTENANCE SEW	0	10,600	20,000	20,000
62-4370-00				
SEWER ROOT TREATMENT	0	32,000	35,000	45,000
62-4371-00				

UTILITY FUND
BUDGET

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
SEWER INSPECTION	0	750	750	750
Sub-Total	4,786	68,240	80,640	65,750
CONTRACTUAL/SERVICES				
62-4402-00				
MEMBERSHIP & DUES	0	500	500	500
62-4411-00				
COMMUNICATIONS	12,511	10,000	10,000	0
62-4414-00				
EQUIPMENT RENTAL - OTHER	-596	3,500	3,500	3,500
62-4417-00				
LAND LEASE PAYMENTS	2,750	3,000	3,000	3,000
62-4418-00				
TRAVEL & EDUCATION	677	3,000	3,000	3,000
62-4419-00				
TRAINING & PUBLICATIONS	0	400	400	400
62-4440-00				
CONTRACT LABOR	68,002	63,400	63,400	150,000
62-4450-00				
EQUIPMENT RENTAL(R)	85,891	62,705	62,705	315,383
Sub-Total	169,234	146,505	146,505	475,783
WATER COLLECTION Total	615,147	905,906	697,205	1,079,119

Utility Billing Department

Mission Statement

The Utility department mission is to provide accurate and complete billing information to the residents of Terrell and to collect monies owed to the City for the utility services provided to the residents of Terrell.

Utility Billing/Customer Service is a division within the City Secretary /Finance Department with the responsibility of billing and collecting for water, sewer and solid waste services provided to the residents of the City of Terrell.



EXPENDITURE BY CLASSIFICATION	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 80 UTILITY OFFICE				
PERSONNEL	412,140.30	167,133.00	167,133.00	173,485.00
PERSONNEL SERVICES	217,856.47	105,595.00	105,595.00	106,994.00
SUPPLIES	36,496.17	22,850.00	22,850.00	22,850.00
MAINTENANCE	115,177.00	20,000.00	20,000.00	0.00
CONTRACTUAL/SERVICES	154,798.72	108,700.00	108,700.00	103,522.00
	936,468.66	424,278.00	424,278.00	406,851.00

PERSONNEL	2017-2018	2018-2019	2018-2019	2019-2020
Full Time Equivalents (FTE)	Actual	Budget	Estimate	Proposed
BILLING CLERK	1.00	1.00	1.00	1.00
CLERKS	3.00	3.00	3.00	3.00
	4.00	4.00	4.00	4.00

UTILITY FUND
BUDGET

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 80 UTILITY OFFICE				
PERSONNEL				
80-4101-00				
SUPERVISION	116,832	48,922	48,922	51,064
80-4102-00				
CLERICAL	291,815	117,211	117,211	121,421
80-4105-00				
OVERTIME	3,493	1,000	1,000	1,000
Sub-Total	412,140	167,133	167,133	173,485
PERSONNEL SERVICES				
80-4110-00				
SOCIAL SECURITY	31,432	12,786	12,786	13,272
80-4111-00				
T M R S	67,519	27,644	27,644	28,694
80-4112-00				
WORKMENS COMP	914	831	831	862
80-4114-00				
GROUP HEALTH & DENTAL INS	117,992	64,334	64,334	64,166
Sub-Total	217,856	105,595	105,595	106,994
SUPPLIES				
80-4201-00				
OFFICE & MISC. SUPPLIES	12,788	2,660	2,660	2,660
80-4204-00				
PRINTING	811	240	240	240
80-4214-00				
POSTAGE	22,897	19,950	19,950	19,950
Sub-Total	36,496	22,850	22,850	22,850
MAINTENANCE				
80-4304-00				
AUTOMATION (R)	115,177	20,000	20,000	0
Sub-Total	115,177	20,000	20,000	0
CONTRACTUAL/SERVICES				
80-4401-00				
AUDIT	31,850	45,000	45,000	45,000
80-4402-00				
MEMBERSHIP & DUES	1,489	0	0	0
80-4403-00				
ADVERTISING	827	0	0	0
80-4404-00				
CONSULTANT FEES & SERVICES	1,082	0	0	0
80-4406-00				
LEGAL SERVICES	255	40,000	40,000	40,000
80-4410-00				
UTILITY BILLING	0	16,500	16,500	0
80-4411-00				
COMMUNICATIONS	15,991	6,200	6,200	0
80-4415-00				

UTILITY FUND
BUDGET

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
INSURANCE 80-4418-00	0	0	0	0
TRAVEL & EDUCATION 80-4440-00	3,380	500	500	500
CONTRACT LABOR 80-4450-00	99,926	500	500	0
EQUIPMENT RENTAL(R)	0	0	0	18,022
Sub-Total	154,799	108,700	108,700	103,522
UTILITY OFFICE Total	1,013,234	424,278	424,278	406,851

INTERGOVERNMENTAL TRANSFERS



EXPENDITURE BY CLASSIFICATION	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 90 DEBT SERVICE REQUIREMENTS				
CONTRACTUAL/SERVICES	4,099,975.22	5,622,795.00	5,818,122.00	6,207,628.00
	4,099,975.22	5,622,795.00	5,818,122.00	6,207,628.00

UTILITY FUND
BUDGET

Account Name	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Department 90 DEBT SERVICE REQUIREMENTS				
CONTRACTUAL/SERVICES				
90-4419-00				
AUTOMATION (044)	0	0	48,411	285,750
90-4419-01				
COMMUNICATIONS (044)	0	0	0	61,311
90-4420-00				
TRANSFER TO EQUIPMENT REPLACE	0	0	146,916	0
90-4490-00				
UTILITY FRANCHISE 010003201	0	459,543	459,543	465,000
90-4491-00				
TRNSFR OUT CAPITAL IMPRV FUND	100,000	366,962	366,962	150,000
90-4495-00				
TRANSFER TO I & S NO1	1,641,310	1,466,057	1,466,057	1,551,599
90-4496-00				
NTMWD PAYMENTS	726,329	801,200	801,200	719,055
90-4497-00				
INTER-GOV TRN WATER 010-00-383	782,336	669,033	669,033	669,033
90-4497-01				
INTER-GOV TRN SEWER 010-00-383	0	960,000	960,000	960,000
90-4498-00				
TRANSFER TO I&S NO2	0	460,000	460,000	330,880
90-4499-00				
UCR TRN 028003301	850,000	440,000	440,000	1,015,000
Sub-Total	4,099,975	5,622,795	5,818,122	6,207,628
DEBT SERVICE REQUIREMENTS Total	4,099,975	5,622,795	5,818,122	6,207,628
 Revenues Total	 15,320,589	 14,984,005	 14,984,005	 15,848,197
 Expenses Fund Total	 12,984,681	 14,870,454	 14,875,981	 15,628,652

EXPENDITURE BY CLASSIFICATION	2017-2018	2018-2019	2018-2019	2019-2020
	Actual	Budget	Estimate	Proposed
PERSONNEL	1,633,073.75	1,524,004.00	1,396,551.00	1,574,937.00
PERSONNEL SERVICES	916,395.71	917,010.00	874,663.00	922,012.00
SUPPLIES	122,290.56	136,900.00	108,700.00	117,400.00
MAINTENANCE	682,498.78	669,943.00	683,343.00	570,500.00
CONTRACTUAL/SERVICES	9,562,178.12	11,616,597.00	11,806,724.00	12,443,803.00
CAPITAL	0.00	6,000.00	6,000.00	0.00
	12,984,681.36	14,870,454.00	14,875,981.00	15,628,652.00

PERSONNEL Full Time Equivalents (FTE)	2017-2018	2018-2019	2018-2019	2019-2020
	Actual	Budget	Estimate	Proposed
Department 51 WATER QUALITY	7.00	7.00	7.00	7.00
Department 52 WATER DISTRIBUTION	7.00	7.00	7.00	7.00
Department 61 WATER POLLUTION	6.00	6.00	6.00	6.00
Department 62 WATER COLLECTION	6.00	6.00	6.00	6.00
Department 80 UTILITY OFFICE	4.00	4.00	4.00	4.00
	30.00	30.00	30.00	30.00



UTILITY CAPITAL RESERVE FUND



The City of Terrell seeks to protect the City's multi-million dollar investment in utility assets. The City established a Utility Capital Reserve Fund to enable the City to support future replacement needs without extraordinary rate increases, while recognizing the responsibility of existing customers to fund both current and future replacement needs on a regular basis. It is intended that all replacement projects that are to be funded on a pay-as-you-go basis be funded from the appropriate replacement reserve. This requires that the City carefully plan and schedule replacement projects so that the integrity of the replacement reserve is maintained.



UTILITY CAPITAL RESERVE ESTIMATED CASH POSITION

Cash in Bank April 30, 2019	1,927,244
Estimated Revenues FY 2019	486,862
Revenues Collected thru April 30, 2019	338,361
Anticipated Revenue to Sept. 30, 2019	148,501
Sub-Total	2,075,744
Estimated Expenditures FY 2019	513,565
Y-T-D April 30, 2019	113,094
Sub-Total	400,471
Estimated Beginning Cash FY 2020	1,675,273
Proposed Revenues FY 2020	1,565,000
Sub-Total	3,240,273
Proposed Expenditures FY 2020	1,170,000
Estimated Cash in Bank Sept. 30 2020	2,070,273

UTILITY CAPITAL RESERVE
BUDGET

	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Fund 028 CAPITAL RESERVE FUND				
Revenues				
00-3102-00				
SHORT TERM LOAN	150,000	0	0	0
00-3294-00				
CLOSE 2012 TCDP GRANT	0	46,803	46,803	0
00-3297-00				
CLOSE GRANT 7214440	275,675	59	59	0
00-3301-00				
UCR TRN 020904499	850,000	440,000	440,000	1,015,000
00-3306-00				
INTEREST INCOME	354	0	0	0
00-3801-00				
TSSWCB & NRC REIMBURSEMENTS	0	0	0	550,000
Revenues Total	1,276,030	486,862	486,862	1,565,000
Expenses				
28-4302-00				
GRANT ADMINISTRATION	0	0	0	40,000
28-4401-01				
CDBG PROJECT DESIGN	0	0	0	115,000
28-4404-00				
CONSULTANT FEES & SERVICES	0	23,565	23,565	0
28-4406-00				
PAY AS YOU GO	50,950	61,000	61,000	100,000
28-4410-01				
WATER LINE DESIGN (14")	0	0		165,000
28-4412-00				
BACHELOR CREEK PH 4 & 5 DESIGN	0	0	0	250,000
28-4418-00				
WWTP PH1 CONSTRUCTION MGT	0	0	0	100,000
28-4423-00				
MAINTAIN RETAIL WATER LINES	0	0	0	400,000
28-4508-00				
KINGS CREEK WWTP DESIGN	0	89,000	89,000	0
28-4508-01				
TWDB FUNDING APPLICATION	53,264	0	0	0
28-4512-00				
INDIRECT COST STUDY	13,406	0	0	0
28-4512-01				
WATER CNSRVTN/DRGHT CNTNGNC PL	0	40,000	40,000	0
28-4515-00				
ELMO LAKE DAM CONSTRUCTION	0	50,000	50,000	0
28-4515-02				
ELMO DAMN PROPERTY ACQUISITION	0	250,000	250,000	0
Expenses Total	117,620	513,565	513,565	1,170,000
Revenues Total	1,276,030	486,862	486,862	1,565,000
Expenses Fund Total	117,620	513,565	513,565	1,170,000



STORM WATER UTILITY FUND



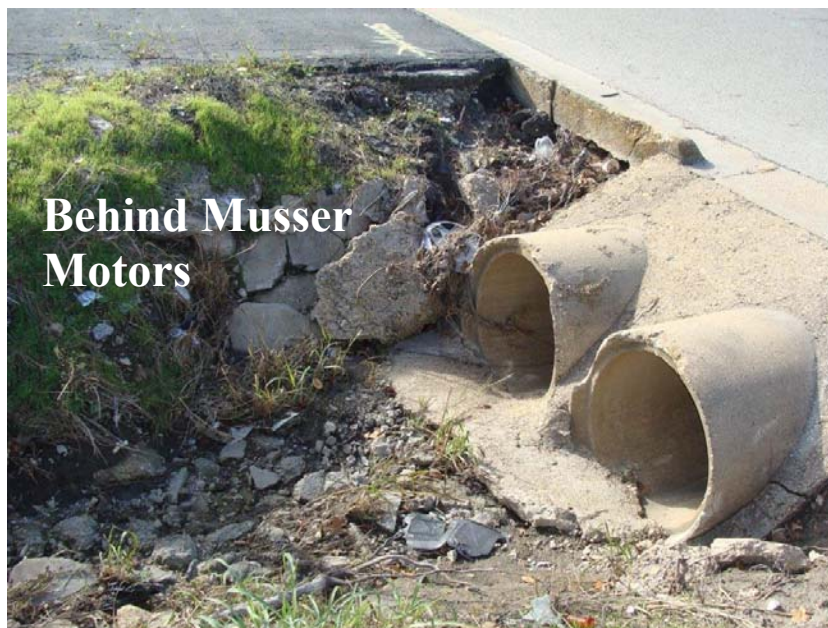
Storm Water Fund

Mission Statement

The mission of the Storm Water Management Fund is to develop and maintain a comprehensive watershed and storm water infrastructure management program to protect property, health and safety; to enhance the quality of life; to preserve and improve the environment for the benefit of the public and to be responsive and sensitive to the needs of the citizens of Terrell

Description

Address flood problems with drainage improvement projects to reduce the occurrence of property flood damage Review, enact and enforce ordinances and policies as needed to manage the floodplain, and prevent future flooding in or downstream of development. Perform routine maintenance of the City's drainage system to maintain its intended capacity and condition. Enhance water quality to preserve the natural environment while maintaining regulatory compliance. Provide adequate funding for the Comprehensive Storm Water Management Program



STORM WATER UTILITY FUND **ESTIMATED CASH POSITION**

Cash in Bank April 30, 2019	404,464
Estimated Revenues FY 2019	991,559
Revenues Collected thru April 30, 2019	611,080
Anticipated Revenue to Sept. 30, 2019	380,479
Sub-Total	784,943
Estimated Expenditures FY 2019	981,615
Y-T-D April 30, 2019	218,981
Sub-Total	762,634
Estimated Beginning Cash FY 2020	22,309
Proposed Revenues FY 2020	1,005,000
Sub-Total	1,027,309
Proposed Expenditures FY 2020	1,003,418
Estimated Cash in Bank Sept. 30 2020	23,891

STORM WATER FUND
BUDGET

	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Fund 037 STORM WATER MANAGEMENT FUND				
Revenues				
00-3201-00				
CHARGES FOR SERVICES	928,488	991,559	991,559	1,005,000
00-3305-00				
INTEREST	46	0	0	0
Revenues Total	928,534	991,559	991,559	1,005,000
Expenses				
37-4206-00				
MINOR TOOLS & APPARATUS	0	5,000	5,000	5,000
37-4261-00				
CONCRETE CULVERTS	3,000	10,000	10,000	15,000
37-4330-00				
DRAINAGE MAINTENANCE	0	100,000	100,000	95,000
37-4341-00				
STORM SEWER AND UTILITY MAINTENANCE	0	30,000	30,000	25,000
37-4402-00				
MEMBERSHIP & DUES	0	500	500	500
37-4404-00				
CONSULTANT FEES & SERVICES	0	25,000	25,000	25,000
37-4404-01				
DRAINAGE MASTER PLAN	250,000	250,000	250,000	35,000
37-4406-01				
FEMA CONVIENCE STATION	700	0	0	0
37-4406-02				
FEMA DRAINAGE	12,228	25,000	25,000	0
37-4440-00				
CONTRACT LABOR	9,711	10,000	10,000	10,000
37-4440-01				
CONTRACT STREET SWEEPING	0	0	0	90,000
37-4450-00				
EQUIPMENT RENTAL (R)	100,000	0	0	0
37-4506-01				
R.O.W. ACQUISITION	0	0	0	50,000
37-4510-00				
NINTH STREET AT MUSSER	94,487	0	0	0
37-4520-00				
PRIORITY PROJECTS	0	125,000	125,000	0
37-4520-01				
ROSEHILL ROW & DRAINAGE	0	100,000	100,000	0
37-4520-02				
CR 305 IH20 ROW & DRAINAGE	0	75,000	75,000	0
37-4520-03				
SKYLINE AIRPORT DRAINAGE	0	30,000	30,000	250,000
37-4520-04				
1100 AIRPORT RD DRAINAGE IMPROVEMENTS	0	30,000	30,000	150,000

STORM WATER FUND
BUDGET

	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
37-4520-05				
LAS LOMAS WEST FLOOF STUDY	0	15,000	15,000	0
90-4401-00				
TRANSFER OUT GENERAL FUND	148,225	142,918	142,918	142,918
90-4402-00				
TRANSFER OUT CAPITAL IMRV FUND	100,000	0	0	110,000
90-4403-00				
DEBT SERVICE GRADALL	142,180	0	0	0
90-4404-00				
TRNS OUT UTIL FUN INDIRECT COSTS	0	8,197	8,197	0
Sub-Total	860,531	981,615	981,615	1,003,418
 Revenues Total	 928,534	 991,559	 991,559	 1,005,000
 Expenses Fund Total	 860,531	 981,615	 981,615	 1,003,418

EQUIPMENT REPLACEMENT FUND



Equipment Replacement Fund

Mission Statement

The mission of the Equipment Replacement Fund is to provide mechanical service for all city vehicles and equipment; provide a base of operation for housing equipment and vehicles and perform a preventative maintenance program so that all equipment and vehicles receive maintenance on a scheduled basis in order to maintain safe and dependable operation.

Description

The Equipment Replacement Department will seek to provide a tentative maintenance program; maintain parts inventory; pickup and delivery of parts; service calls; general shop work; maintenance and inventory of fueling systems, vehicle wash; air conditioning service; brake service and tire service.



EQUIPMENT REPLACEMENT FUND

ESTIMATED CASH POSITION

Cash in Bank April 30, 2019	(105,398)
Estimated Revenues FY 2019	1,378,926
Revenues Collected thru April 30, 2019	759,534
Anticipated Revenue to Sept. 30, 2019	619,392
Sub-Total	513,994
Estimated Expenditures FY 2019	1,378,926
Y-T-D April 30, 2019	886,059
Sub-Total	492,866
Estimated Beginning Cash FY 2020	21,127
Proposed Revenues FY 2020	1,813,001
Sub-Total	1,834,128
Proposed Expenditures FY 2020	1,760,905
Estimated Cash in Bank Sept. 30 2020	73,223

EQUIPMENT REPLACEMENT FUND
BUDGET

	2017- 2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Fund 025 EQUIPMENT REPLACEMENT FUND				
Revenues				
FUND REVENUES				
00-3325-00				
INSURANCE RECOVERIES	12,039	15,000	15,000	20,000
00-3336-00				
LEASE GENERAL FUND	514,045	912,949	922,949	1,072,304
00-3337-00				
LEASE UTILITY FUND	505,866	253,673	400,589	616,232
00-3338-00				
LEASE STORM WATER UTILITY FUND	100,000	0	0	0
00-3339-00				
LEASE AIRPORT FUND	0	6,388	6,388	6,388
00-3340-00				
LEASE EQUIPMENT REPLACEMENT FUNI	1,175	0	0	63,077
00-3390-00				
TRANSFER IN LIFE INSURANCE FUND	1,739	0	0	0
00-3600-00				
SALE OF ASSETS	29,550	34,000	34,000	35,000
REVENUE TOTAL	1,164,414	1,222,010	1,378,926	1,813,001

EXPENDITURE BY CLASSIFICATION	2017- 2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Fund 025 EQUIPMENT REPLACEMENT FUND				
PERSONNEL	194,740.99	187,385.00	199,385.00	190,958.00
PERSONNEL SERVICES	121,344.98	138,156.00	138,156.00	120,372.00
SUPPLIES	324,114.02	263,198.35	303,293.89	274,149.89
MAINTENANCE	85,604.27	80,871.16	100,018.00	75,500.00
CONTRACTUAL/SERVICES	304,908.98	164,380.38	213,680.00	221,877.00
CAPITAL	0.00	0.00	0.00	218,315.00
	1,030,713.24	833,990.89	954,532.89	1,101,171.89

PERSONNEL	Full Time	2017- 2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Equivalents (FTE)					
FOREMAN		1.00	1.00	1.00	1.00
MECHANIC		2.00	2.00	2.00	2.00
MAINTENANCE WORKER		1.00	1.00	1.00	1.00
CLERK (PART-TIME)		0.50	0.00	0.00	0.00
		4.50	4.00	4.00	4.00

Equipment to be financed	
John Deere M20 Flex Wing Rotary Cutter	23,200
John Deere 6130M Cab Tractor	189,568
Caterpillar 313FGC Excavator	150,580
4500Y Ventrac Kubota 25 HP Diesel	23,950
Kubota ZD1211L72 72" Diesel Mower	41,158
Kubota K008T\$ Mini Excavator	18,431
Kubota ZD121160 60" Diesel Mower	15,912
5XPH 25+5 Pintle Hitch Trailer	24,150
Trailer Series Ram Jet 750 Gallons -40GPM	69,976
Truck Series Jet 850 Gallons 40 GPM	253,904
	810,829

PERSONNEL	Full Time	2017- 2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Equivalents (FTE)					
Fund 025 EQUIPMENT REPLACEMENT FUND		4.50	4.00	4.00	4.00

**EQUIPMENT REPLACEMENT FUND
BUDGET**

	2017- 2018	2018-2019	2018-2019	2019-2020
	Actual	Budget	Estimate	Proposed
Expenses				
PERSONNEL				
25-4101-00				
SUPERVISION	60,250	61,891	61,891	63,082
25-4103-00				
LABOR	119,757	122,994	122,994	125,376
25-4104-00				
TEMPORARY	12,299	0	12,000	0
25-4105-00				
OVERTIME	2,435	2,500	2,500	2,500
Sub-Total	194,741	187,385	199,385	190,958
PERSONNEL SERVICES				
25-4110-00				
SOCIAL SECURITY	13,586	15,323	15,323	14,608
25-4111-00				
T M R S	30,176	33,130	33,130	31,584
25-4112-00				
WORKMENS COMP	4,346	9,706	9,706	9,894
25-4114-00				
GROUP HEALTH & DENTAL INS	73,237	79,997	79,997	64,286
Sub-Total	121,345	138,156	138,156	120,372
SUPPLIES				
25-4201-00				
OFFICE & MISCELLANEOUS	2,069	1,900	1,900	1,900
25-4206-00				
MINOR TOOLS & APPARATUS	4,553	1,515	2,800	2,800
25-4220-00				
UNIFORM RENTAL & LAUNDRY	12,397	3,500	3,500	3,500
25-4223-00				
PROTECTIVE CLOTHING	313	500	1,500	1,500
25-4230-00				
FUEL FOR EQUIPMENT	239,804	193,994	211,000	201,000
25-4231-00				
OIL,ANTI-FREEZE,GREASE	4,453	5,738	8,450	8,450
25-4232-00				
TIRES & TUBES	20,880	23,000	26,000	23,000
25-4233-00				
BATTERIES	9,469	7,785	11,104	6,000
25-4234-00				
MISCELLANEOUS AUTO PARTS	10,008	12,658	16,040	7,000
25-4235-00				
MISC.HEAVY EQUIPMENT PARTS	5,155	3,000	5,000	5,000
25-4236-00				
MISCELLANEOUS SMALL EQUIP PTS	3,114	2,508	3,000	3,000
25-4239-00				
MISCELLANEOUS SHOP SUPPLIES	9,527	6,800	9,000	9,000
25-4240-00				
CHEMICALS	2,371	300	4,000	2,000
Sub-Total	324,114	263,198	303,294	274,150
MAINTENANCE				
25-4303-00				
INSTRUMENTS & APPARATUS	725	500	500	500
25-4304-00				
AUTOMATED EQUIPMENT MAINENANC	10,427	16,000	16,000	16,000
25-4350-00				
VEHICLE MAINTENANCE	23,017	17,059	26,100	15,000
25-4351-00				
HEAVY EQUIP MAINTENANCE	47,521	40,312	50,418	37,000

**EQUIPMENT REPLACEMENT FUND
BUDGET**

	2017- 2018	2018-2019	2018-2019	2019-2020
	Actual	Budget	Estimate	Proposed
25-4352-00				
SMALL EQUIP MAINTENANCE	3,914	6,000	6,000	6,000
25-4353-00				
VEHICLE MAINT. /OUTSIDE FUND	0	1,000	1,000	1,000
Sub-Total	85,604	80,871	100,018	75,500
CONTRACTUAL/SERVICES				
25-4411-00				
COMMUNICATIONS	29,521	11,100	29,520	11,100
25-4414-00				
EQUIPMENT RENTAL - OTHER	3,639	4,000	4,000	4,000
25-4415-00				
INSURANCE	53,917	45,000	45,000	45,000
25-4417-00				
LAND LEASE PAYMENTS	2,200	2,200	2,200	2,200
25-4418-00				
TRAVEL & EDUCATION	527	0	2,000	500
25-4430-00				
UTILITIES	9,163	0	0	0
25-4440-00				
CONTRACT LABOR	8,907	8,289	9,000	9,000
25-4450-00				
EQUIPMENT RENTAL (R)	79,671	0	0	63,077
25-4451-00				
VEHICLE REPAIR SERVICES	55,741	37,200	52,270	35,000
25-4452-00				
EQUIPMENT REPAIR SERVICE	60,008	54,592	65,690	50,000
25-4453-00				
SMALL EQUIPMENT REPAIR SERVICE	1,615	2,000	4,000	2,000
Sub-Total	304,909	164,380	213,680	221,877
CAPITAL				
25-4501-09				
DG 550 BALL PARK RENOVATOR	0	0	0	2,475
25-4501-10				
DR 450 BALL PARK GROMMER	0	0	0	2,215
25-4501-11				
TURBINE BLOWER	0	0	0	5,545
25-4501-12				
EA600 AER-VATOR	0	0	0	5,830
25-4501-13				
ED202 EDGER	0	0	0	2,250
POLICE VEHICLE OUTFIT	0	0	0	200,000
Sub-Total	0	0	0	218,315
EQUIPMENT REPLACEMENT FUND				
Total	1,027,437	833,991	954,533	1,101,172

INTERGOVERNMENTAL TRANSFERS



EQUIPMENT REPLACEMENT FUND
BUDGET

	2017- 2018	2018-2019	2018-2019	2019-2020
	Actual	Budget	Estimate	Proposed
Department 90 DEBT SERVICE				
Expenses				
90-4403-00				
DEBT SERVICE PRINCIPAL	0	133,699	133,699	137,875
90-4404-00				
DEBT SERVICE INTEREST	0	8,481	8,481	4,306
90-4412-00				
CITY FLEET LEASE	0	158,908	158,908	158,908
90-4412-01				
POLICE FLEET LEASE 2019	0	100,000	100,000	83,395
90-4412-02				
FIRE FLEET LEASE (NO APPARATUS)	0	20,000	0	43,200
90-4412-03				
LEASE POLICE FLEET 2020	0	0	0	76,800
90-4412-04				
LEASE ADMINISTRATION VEHICLE	0	0	0	18,000
90-4413-00				
TRANSFER OUT AUTOMATION	0	0	23,305	95,250
90-4414-00				
TRANSFER OUT COMMUNICATIONS	0	0	0	42,000
Sub-Total	0	421,088	424,393	659,733
DEBT SERVICE Total	0	421,088	424,393	659,733
 Revenues Total	 1,164,414	 1,222,010	 1,378,926	 1,813,001
 Expenses Fund Total	 1,027,437	 1,255,079	 1,378,926	 1,760,905
			0	



AIRPORT FUND



Terrell Municipal Airport



AIRPORT FUND

ESTIMATED CASH POSITION

Cash in Bank April 30, 2019	766,455
Estimated Revenues FY 2019	439,030
Revenues Collected thru April 30, 2019	330,379
Anticipated Revenue to Sept. 30, 2019	108,651
Sub-Total	875,107
Estimated Expenditures FY 2019	1,023,781
Y-T-D April 30, 2019	161,073
Sub-Total	862,708
Estimated Beginning Cash FY 2020	12,399
Proposed Revenues FY 2020	306,318
Sub-Total	318,717
Proposed Expenditures FY 2020	306,085
Estimated Cash in Bank Sept. 30 2020	12,632

**AIRPORT FUND
BUDGET**

	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Fund 014 AIRPORT FUND				
Revenues				
00-3101-00				
HANGER REVENUE	186,057	190,000	190,000	190,000
00-3103-00				
RAMP GRANT FUNDING	-28,835	50,000	50,000	50,000
00-3107-00				
TRNSFR IN GEN FUND NCTCOG GRANT	0	10,000	10,000	0
00-3201-00				
OLDCASTLE (600 AIRPORT RD)	163,647	122,400	122,400	0
00-3203-00				
LEASE ENVRNMNTL CO-OP (30-APR-14)	12,903	3,600	3,600	3,600
00-3205-00				
BFTS No. 2 (1010 AIRPORT)	0	6,600	6,600	6,600
00-3206-00				
LEASE - CITY OF TERRELL	16,400	17,500	17,500	17,500
00-3207-00				
BFTS LEASE (30-AUG-13)	1,500	1,500	1,500	1,500
00-3208-00				
G-1 HANGER EDDIE WALOWICZ	0	6,000	6,000	6,000
00-3210-00				
G-3 HANGER C W AVIATION	0	5,040	5,040	5,040
00-3212-00				
NEW CITY HANGER CHRISTIAN SASFAI	0	5,040	5,040	5,040
00-3215-00				
OLDCASTLE LEASE	0	1,200	1,200	0
00-3230-00				
STAR TRANSIT LEASE (12-31-45)	0	17,000	17,000	17,000
00-3326-00				
INTEREST INCOME	274	0	0	0
00-3327-00				
MISCELLANEOUS SALES	125	150	150	150
00-3333-00				
MADIX LEASE (31-AUG-26)	3,000	3,000	3,000	3,888
Revenues Total	355,072	439,030	439,030	306,318

**AIRPORT FUND
BUDGET**

	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Expenses				
MAINTENANCE				
14-4201-00				
OFFICE & MISC SUPPLIES	193	900	500	500
14-4220-00				
UNIFORM RENTAL & LAUNDRY	6,793	3,000	3,000	3,000
14-4303-00				
INSTRUMENTS & APPARATUS	2,870	3,000	6,000	3,000
14-4320-00				
BUILDINGS & GROUNDS	71,077	65,000	65,000	60,000
14-4332-00				
EQUIPMENT MAINTENANCE	235	5,000	5,000	5,000
Sub-Total	81,169	76,900	79,500	71,500
CONTRACTUAL/SERVICES				
14-4326-00				
RAMP	72,718	100,000	100,000	100,000
14-4401-00				
AUDIT	1,500	4,000	4,000	4,000
14-4402-00				
FLY - IN	21,478	12,500	12,500	0
14-4403-00				
ADVERTISING	4,673	12,500	12,500	12,500
14-4404-00				
FBO - SERVICES	0	15,000	15,000	5,000
14-4415-00				
INSURANCE	5,300	5,500	5,500	5,500
14-4418-00				
TRAVEL & EDUCATION	3,265	1,000	1,000	1,000
14-4424-00				
SPECIAL SERVICES	29,622	24,600	25,000	20,000
14-4430-00				
UTILITIES	92,777	62,000	62,000	62,000
14-4440-00				
CONTRACT LABOR	12,782	8,000	13,000	10,000
Sub-Total	244,116	245,100	250,500	220,000
CAPITAL				
14-4509-00				
LAND DEVELOPMENT STUDY	1,200	0	0	0
Sub-Total	1,200	0	0	0
AIRPORT FUND Total	326,485	322,000	330,000	291,500
DEBT SERVICE				
CONTRACTUAL/SERVICES				
90-4404-00				
INDIRECT COST GENERAL FUND	20,238	85,584	85,584	0
90-4404-01				

AIRPORT FUND
BUDGET

	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
INDIRECT COSTS UTILITY FUND 90-4404-02	0	8,197	8,197	8,197
INDIRECT COSTS EQUIPMENT REPL FUN 90-4405-00	0	0	0	6,388
TRANSFER TO AIRPORT CAPITAL FUND	0	600,000	600,000	0
Sub-Total	20,238	693,781	693,781	14,585
DEBT SERVICE Total	20,238	693,781	693,781	14,585
 Revenues Total	 355,072	 439,030	 439,030	 306,318
 Expenses Fund Total	 346,723	 1,015,781	 1,023,781	 306,085



AIRPORT CAPITAL FUND



Airport Capital Fund



AIRPORT CAPITAL FUND

ESTIMATED CASH POSITION

Cash in Bank April 30, 2019	0
Estimated Revenues FY 2019	600,000
Revenues Collected thru April 30, 2019	0
Anticipated Revenue to Sept. 30, 2019	600,000
Sub-Total	600,000
Estimated Expenditures FY 2019	22,525
Y-T-D April 30, 2019	0
Sub-Total	22,525
Estimated Beginning Cash FY 2020	577,475
Proposed Revenues FY 2020	122,400
Sub-Total	699,875
Proposed Expenditures FY 2020	252,533
Estimated Cash in Bank Sept. 30 2020	447,342

AIRPORT CAPITAL FUND
BUDGET

	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Fund 018 AIRPORT CAPITAL FUND				
Revenues				
00-3201-00				
LEASE OLD CASTLE 600 AIRPORT RD	0	0	0	122,400
00-3301-00				
TRANSFER IN FROM AIRPORT FUND	0	600,000	600,000	0
Revenues Total	0	600,000	600,000	122,400
Expenses				
18-4501-00				
RUNWAY REHAB/TAXIWAY RELOCATE	0	252,533	22,525	252,533
Expenses Total	0	252,533	22,525	252,533
 Revenues Total	 0	 600,000	 600,000	 122,400
 Expenses Fund Total	 0	 252,533	 22,525	 252,533



IMPACT FEE FUND



IMPACT FEE FUND

ESTIMATED CASH POSITION

Cash in Bank April 30, 2019	688,931
Estimated Revenues FY 2019	142,245
Revenues Collected thru April 30, 2019	142,185
Anticipated Revenue to Sept. 30, 2019	60
Sub-Total	688,991
Estimated Expenditures FY 2019	224,000
Y-T-D April 30, 2019	78,910
Sub-Total	145,090
Estimated Beginning Cash FY 2020	543,901
Proposed Revenues FY 2020	142,245
Sub-Total	686,146
Proposed Expenditures FY 2020	110,000
Estimated Cash in Bank Sept. 30 2020	576,146

IMPACT FEE FUND
BUDGET

	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Fund 027 IMPACT FEES FUND				
Revenues				
00-3327-00				
INTEREST INCOME	505	245	245	245
00-3401-00				
ROADWAY FEES WEST SERVICE AREA	61,776	20,000	20,000	20,000
00-3402-00				
ROADWAY FEES EAST SERVICE AREA	38,463	20,000	20,000	20,000
00-3403-00				
WATER FEES	81,102	62,000	62,000	62,000
00-3404-00				
SEWER FEES	128,380	40,000	40,000	40,000
Revenues Total	310,226	142,245	142,245	142,245
Expenses				
10-4404-00				
CONSULTANT FEES & SERVICES	7,512	25,000	25,000	25,000
10-4497-00				
TRANSFER OUT CAPITAL IMPROVEMENT FU	150,000	0	0	0
10-4501-00				
DESIGN ROSEHILL/I20 GREEN RIBBON	0	85,000	85,000	85,000
10-4502-00				
MIKE CRONIN BUSINESS PARK ENG	49,000	0	0	0
10-4505-00				
IMPACT FEE REPORT UPDATE 2019	22,641	175,000	114,000	0
Expenses Total	229,153	285,000	224,000	110,000
Revenues Total	310,226	142,245	142,245	142,245
Expenses Fund Total	229,153	285,000	224,000	110,000

CAPITAL IMPROVEMENT FUND



CAPITAL IMPROVEMENT FUND

ESTIMATED CASH POSITION

Cash in Bank April 30, 2019	339,507
Estimated Revenues FY 2019	536,462
Revenues Collected thru April 30, 2019	366,962
Anticipated Revenue to Sept. 30, 2019	169,500
Sub-Total	509,007
Estimated Expenditures FY 2019	595,892
Y-T-D April 30, 2019	230,261
Sub-Total	365,631
Estimated Beginning Cash FY 2020	143,377
Proposed Revenues FY 2020	2,553,886
Sub-Total	2,697,263
Proposed Expenditures FY 2020	1,780,000
Estimated Cash in Bank Sept. 30 2020	917,263

**CAPITAL IMPROVEMENT FUND
BUDGET**

	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Fund 026 CAPITAL IMPROVEMENT FUND				
Revenues				
00-3101-00				
TRANSFER IN GENERAL FUND	0	0	0	843,886
00-3103-00				
TRANSFER IN STORMWATER FUND	100,000	0	0	110,000
00-3104-00				
TRANSFER IN UTILITY FUND	100,000	366,962	366,962	150,000
00-3203-00				
RESIDENTIAL PROPERTY DEVELOPMENT	0	30,000	0	0
00-3214-00				
SRTS - REIM ROCKWALL SIDEWALS	0	0	0	100,000
00-3222-01				
STATE GRANT FUNDS REIM SIDEWALKS	333,799	0	0	0
00-3222-03				
CDBG-7218002 REIM ADELAIDE SIDEWALK	0	0	0	150,000
00-3601-01				
FEMA BRIDGE ENGINEERING REIMBURSEME	0	57,000	57,000	0
00-3601-02				
FEMA BRIDGE CONST REIMBURSEMENT	0	100,000	112,500	0
00-3701-00				
PARK IMPROVEMENT LOAN	0	0	0	1,200,000
Revenues Total	533,799	553,962	536,462	2,553,886

CAPITAL IMPROVEMENT FUND
BUDGET

	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Expenses				
26-4401-00				
SRTS - PROGRAM	713	0	0	0
26-4401-01				
GROVE ST SIDEWALK	78,007	0	2,645	0
26-4401-02				
ENGINEERING S. ROCKWALL SIDEWALKS	10,699	0	0	0
26-4401-05				
200 BOWSER CIRCLE	1,875	0	0	0
26-4402-00				
CDBG-7218002 ADELAIDE ST ENGINEERI	0	60,000	60,000	0
26-4402-01				
ROCKWALL ST. SIDEWALK ENGINEERING	0	130,000	130,000	0
26-4402-02				
TDA - ADELAIDE SIDEWALKS	0	0	0	190,000
26-4402-03				
ROCKWALL SIDEWALKS	0	0	0	140,000
26-4405-00				
DOWNTOWN FIXTURES	0	55,000	55,000	0
26-4405-01				
PARK FIXTURES	0	55,000	55,000	0
26-4405-02				
PARK IMPROVEMENTS PHASE 1	0	0	0	900,000
26-4406-00				
SIDEWALK ENHANCEMENTS	0	50,000	50,000	0
26-4407-01				
FEMA BRIDGE ENGINEERING	0	75,000	15,000	30,000
26-4407-02				
FEMA BRIDGE CONSTRUCTION	0	150,000	150,000	250,000
26-4408-05				
ROAD RECONSTRUCTION ENGINEERING	0	0	0	75,000
26-4413-00				
TRAFFIC STUDY	3,500	20,000	20,000	15,000

CAPITAL IMPROVEMENT FUND
BUDGET

	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
26-4424-00				
METROCREST BUSINESS PRK RDWY REPAIR	0	10,000	10,000	0
26-4503-00				
GRIFFITH DESIGN AND RECONSTRUCTION	396,162	0	0	0
26-4504-00				
POOL ENHANCEMENTS	0	40,000	40,000	0
26-4512-00				
CITY HALL IMPROVEMENTS	0	10,000	0	150,000
26-4513-00				
DOWNTOWN STRIPPING	0	8,247	8,247	0
26-4514-00				
PRIORITY NEIGHBORHOOD PROJECTS	0	30,000	0	30,000
Expenses Total	490,956	693,247	595,892	1,780,000
 Revenues Total	 533,799	 553,962	 536,462	 2,553,886
 Expenses Fund Total	 490,956	 693,247	 595,892	 1,780,000

PUBLIC PRIVATE PARTNERSHIP FUND



PUBLIC PRIVATE PARTNERSHIP FUND

ESTIMATED CASH POSITION

Cash in Bank April 30, 2019	1,917,869
Estimated Revenues FY 2019	2,391,500
Revenues Collected thru April 30, 2019	337,872
Anticipated Revenue to Sept. 30, 2019	2,053,628
Sub-Total	3,971,497
Estimated Expenditures FY 2019	5,418,258
Y-T-D April 30, 2019	2,182,973
Sub-Total	3,235,285
Estimated Beginning Cash FY 2020	736,212
Proposed Revenues FY 2020	5,514,688
Sub-Total	6,250,900
Proposed Expenditures FY 2020	5,413,102
Estimated Cash in Bank Sept. 30 2020	837,798

PUBLIC PRIVE PARTNERSHIP FUND
BUDGET

	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Fund 015 PUBLIC PRIVATE PARTNERSHIPS				
Revenues				
GENERAL PROPERTY TAXES				
00-3304-00				
TAX COLLECTIONS TIF	323,520	225,000	225,000	685,688
Sub-Total	323,520	225,000	225,000	685,688
USE OF MONEY				
00-3601-00				
INTEREST INCOME	4,412	2,000	6,500	6,500
Sub-Total	4,412	2,000	6,500	6,500
RESTRICTED REVENUES				
00-3100-01				
PASS THRU TOLL SPUR 557	31,702	0	35,000	35,000
00-3100-02				
PASS THRU TOLL IH 20	19,037	0	25,000	25,000
00-3100-03				
PASS THRU TOLL FM148(S)	33,896	0	40,000	40,000
00-3308-00				
SPUR 557 FRONTAGE ROAD	158,942	0	0	0
00-3311-00				
148 TXDOT FUNDING	8,600,000	0	0	0
00-3800-00				
FM 148(N)	723,231	3,000,000	2,000,000	4,700,000
00-3803-01				
LOS LOMAS EXTENTION	0	60,000	60,000	22,500
Sub-Total	9,566,808	3,060,000	2,160,000	4,822,500
REVENUES Total	9,894,740	3,287,000	2,391,500	5,514,688

PUBLIC PRIVE PARTNERSHIP FUND
BUDGET

Expenses

CONTRACTUAL/SERVICES

15-4410-02

TIF REIMBURSEMENT BAYLOR	23,574	0	23,574	0
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15-4410-03

TIF REIMBURSEMENT TERRELL MARKET CE	58,423	90,000	90,000	87,938
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15-4410-04

TIF REIMBURSEMENT BUC EE'S	0	0	0	99,164
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15-4411-00

CITY COUNTY TRANSPORTATION PGM	5,403	0	0	0
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15-4412-00

HISTORIC DISTRICT CONSULTANT	0	0	0	60,000
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15-4413-00

CONSULTANT FEES & SERVICES	0	0	0	60,000
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15-4421-01

PASS THROUGH TO RTC FM 148 S	0	0	95,734	0
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15-4421-02

PASS THROUGH TO RTC FM148 N	0	0	2,704	0
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15-4421-03

PASS THROUGH TO RTC IH 20	0	0	47,319	0
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15-4421-04

PASS THROUGHT TO RTC SPUR 557	0	0	18,927	0
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15-4422-04

PASS THROUGHT TO KC SPUR 557	20,209	0	0	0
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Sub-Total	107,610	90,000	278,258	307,102
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CAPITAL

15-4502-00

LAND ACQUISITION	0	0	0	60,000
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Sub-Total	0	0	0	60,000
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RESTRICTED OBLIGATIONS

15-4403-01

LOS LOMAS EXTENTION	68,777	125,000	125,000	0
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15-4405-00

FM 148(N)	574,575	10,000,000	5,000,000	5,000,000
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Sub-Total	643,351	10,125,000	5,125,000	5,000,000
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PUBLIC PRIVE PARTNERSHIP FUND
BUDGET

INTERGOVERNMENTAL TRANSFERS

90-4403-00

TRANSFER TO CROSS ROADS PID	0	0	0	10,000
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90-4403-01

TRANSFER TO MARKET CENTER PID	0	15,000	15,000	36,000
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Sub-Total	0	15,000	15,000	46,000
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Expenses Total	750,961	10,230,000	5,418,258	5,413,102
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Revenues Total	9,894,740	3,287,000	2,391,500	5,514,688
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Expenses Total	750,961	10,230,000	5,418,258	5,413,102
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**MARKET CENTER
PUBLIC
IMPROVEMENT
DISTRICT**



MARKET CENTER PUBLIC IMPROVEMENT DISTRICT

ESTIMATED CASH POSITION

Cash in Bank April 30, 2019	(13,095)
Estimated Revenues FY 2019	55,000
Revenues Collected thru April 30, 2019	0
Anticipated Revenue to Sept. 30, 2019	55,000
Sub-Total	41,905
Estimated Expenditures FY 2019	36,000
Y-T-D April 30, 2019	0
Sub-Total	36,000
Estimated Beginning Cash FY 2020	5,905
Proposed Revenues FY 2020	72,300
Sub-Total	78,205
Proposed Expenditures FY 2020	78,200
Estimated Cash in Bank Sept. 30 2020	5

MARKET CENTER PUBLIC IMPROVEMENT DISTRICT
BUDGET

	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimated	2019-2020 Proposed
Fund 045 MARKET CENTER PID				
Revenues				
00-3102-00				
TRANSFER FROM PPP FUND	25,300	0	15,000	36,300
00-3210-00				
MARKET CENTER PID ASSESSMENT	36,000	40,000	40,000	36,000
Revenues Total	61,300	40,000	55,000	72,300
Expenses				
11-4402-00				
DETENTION POND MAINTENANCE	74,216	35,000	31,000	78,200
11-4403-00				
LANDSCAPE MAINTENANCE		2,500	2,500	
11-4404-00				
ROADWAY MAINTENANCE		2,500	2,500	
Expenses Total	74,216	40,000	36,000	78,200
Revenues Total	61,300	40,000	55,000	72,300
Expenses Total	74,216	40,000	36,000	78,200

**CROSS ROADS
PUBLIC
IMPROVEMENT
DISTRICT**



CROSS ROADS PUBLIC IMPROVEMENT DISTRICT

ESTIMATED CASH POSITION

Cash in Bank April 30, 2019	24,423
Estimated Revenues FY 2019	43,823
Revenues Collected thru April 30, 2019	0
Anticipated Revenue to Sept. 30, 2019	43,823
Sub-Total	68,246
Estimated Expenditures FY 2019	34,040
Y-T-D April 30, 2019	0
Sub-Total	34,040
Estimated Beginning Cash FY 2020	34,206
Proposed Revenues FY 2020	44,040
Sub-Total	78,246
Proposed Expenditures FY 2020	78,200
Estimated Cash in Bank Sept. 30 2020	46

CROSS ROADS CENTER PUBLIC IMPROVEMENT DISTRICT
BUDGET

	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimated	2019-2020 Proposed
Fund 046 CROSSROADS CENTER PID				
Revenues				
00-3102-00				
TRANSFER IN PUBLIC PRIVATE PARTNERSHIP FUND	0	0	0	10,000
00-3211-00				
CROSSROADS PID ASSESSMENT		30,000	30,000	34,040
00-3818-00				
OTHER	38,823	0	13,823	0
Revenues Total	38,823	30,000	43,823	44,040
Expenses				
12-4402-00				
DETENTION POND MAINTENANCE	0	25,000	34,040	78,200
12-4403-00				
LANDSCAPE MAINTENANCE		2,500		
12-4404-00				
ROADWAY MAINTENANCE		2,500		
Expenses Total	0	30,000	34,040	78,200
Revenues Total	38,823	30,000	43,823	44,040
Expenses Total	0	30,000	34,040	78,200

Information Technology

Mission Statement

The City of Terrell Department of Information Technology is committed to increasing the efficiency and effectiveness of the City's information technology services and support. The department provides customer-driven services citywide in areas utilizing networks, desktops, application development, radios and telephones, and related program and project management. These services are of the highest quality possible and are consistent with citys' needs, schedules, and budgets.

To provide proven, state-of-the-practice Information Technologies, in the most strategic, cost effective, and efficient ways possible to support internal City operations and business activities.

In pursuit of this mission, our efforts are guided by the following **Operating Principles**:

- We are city service and solutions oriented;
- We exist to serve our city; and
- Our success is measured by the success of our city and by our alignment to its business objectives.

The following goals assist us in accomplishing our mission and exhibiting our operating principles on a daily basis:

- Be a consultative organization that is embedded within city business, and highly responsive to their technological needs;
- Build an innovative culture that is forward thinking and offers solutions;
- Be a performance based organization promote excellence and accountability; and
- Develop and maintain a technology road map of all existing and contemplated services.



INFORMATION / TECHNOLOGY FUND

ESTIMATED CASH POSITION

Cash in Bank April 30, 2019	(247,746)
Estimated Revenues FY 2019	831,033
Revenues Collected thru April 30, 2019	347,732
Anticipated Revenue to Sept. 30, 2019	483,301
Sub-Total	235,556
Estimated Expenditures FY 2019	828,033
Y-T-D April 30, 2019	595,421
Sub-Total	232,612
Estimated Beginning Cash FY 2020	2,943
Proposed Revenues FY 2020	927,311
Sub-Total	930,254
Proposed Expenditures FY 2020	927,311
Estimated Cash in Bank Sept. 30 2020	2,943

INFORMATION TECHNOLOGY
BUDGET

	2017-2018 Actual	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed
Fund 044 INFORMATION TECHNOLOGY				
Revenues				
00-3201-00				
TRANSFER IN GENERAL FUND	0	637,474	637,474	254,000
00-3202-00				
TRANSFER IN UTILITY FUND	0	171,254	171,254	285,750
00-3203-00				
TRANSFER IN EQUIP REPL FUND	0	22,305	22,305	95,250
00-3206-00				
TRAN IN COMM GENERAL FUND	0	0	0	189,000
00-3207-00				
TRAN IN COMM UTILITY FUND	0	0	0	61,311
00-3208-00				
TRAN IN COMM FLEET FUND	0	0	0	42,000
Revenues Total	0	831,033	831,033	927,311
Expenses				
11-4304-00				
HARDWARE SERVICES	57	188,202	188,202	124,430
12-4304-00				
NETWORK SERVICES	0	236,995	236,995	156,890
13-4304-00				
INTERNET SERVICES	0	60,643	60,643	37,870
14-4304-00				
SOFTWARE SERVICES	0	266,817	266,817	173,120
15-4304-00				
PRINTER SERVICES	0	75,376	75,376	48,690
16-4411-00				
FACILITY TELEPHONE SYSTEMS	0	0	0	92,000
16-4412-00				
MOBILE PHONE COMMUNICATIONS	0	0	0	200,311
16-4413-00				
PUBLIC SAFETY RADIO SYSTEM MAINT	0	0	0	94,000
Expenses Total	57	828,033	828,033	927,311
Revenues Total	0	831,033	831,033	927,311
Expenses Fund Total	57	828,033	828,033	927,311



INTEREST & SINKING No. 1



I AND S #1
DEBT SCHEDULE PROJECTION

		15-16	16-17	17-18	18-19	19-20	20-21	21-22
AIRPORT IMPROVEMENTS	2003	118,276	114,706	115,965	116,940	117,600	117,935	117,963
CO 2006 1.5 MIL	2006	86,825	84,557	87,288	84,738	87,188	84,425	86,663
CO 2007A 2.0 MIL	2007A	97,752	95,178	97,497	99,601	96,598	98,488	95,270
CO 2007B 2.0 MIL	2007B	273,361	272,937					
CO 2008 4.9 MIL	2008	462,064	457,343	461,952	275,019	276,766	273,179	274,257
GO REFUNDING	2009	367,058	366,840	366,318	365,490			
CO 2011A 4.7 MIL	2011A	354,610	351,310	352,900	353,951	354,445	354,681	354,235
CO 2011B 1.5 MIL	2011B	97,063	96,163	95,188	99,050	97,825	96,600	100,088
GO REFUNDING	2012	630,664	630,269	629,685	633,865	637,761	646,327	644,609
CO 2013 1.6 MIL	2013	205,986	206,564	207,010	202,390	202,704	202,886	202,936
CO 2014 12.5 MIL	2014	487,025	487,025	630,575	701,925	829,400	843,375	856,600
CO 2018 7.0 MIL	2018					306,712	328,940	355,244
TOTAL		3,180,684	3,162,892	3,044,377	2,932,970	3,007,000	3,046,836	3,087,864

TRANSFER IN UTILITY FUND	1,779,217	1,762,989	1,773,706	1,279,058	1,551,599	1,408,046	1,409,108
AMOUNT TO BE PROVIDED BY TAXES	1,401,467	1,399,903	1,270,671	1,653,912	1,455,401	1,638,790	1,678,756

		22-23	23-24	24-25	25-26	26-27	27-28	28-29
AIRPORT IMPROVEMENTS	2003	117,703						
CO 2006 1.5 MIL	2006	88,688	85,500	87,219	88,719			
CO 2007A 2.0 MIL	2007A	96,946	98,406	94,760	96,006	97,038		
CO 2008 4.9 MIL	2008	274,889	275,075	274,814	274,108	277,844	276,022	
CO 2011A 4.7 MIL	2011A	353,085	351,635	354,735	352,385	354,180	350,105	350,535
CO 2011B 1.5 MIL	2011B	98,288	96,488	99,575	97,550	95,413	98,038	95,538
GO REFUNDING	2012	365,348	373,497					
CO 2013 1.6 MIL	2013	202,854	202,640					
CO 2014 12.5 MIL	2014	883,850	998,550	1,198,000	1,198,263	1,194,200	1,197,375	1,193,675
CO 2018 7.0 MIL	2018	395,288	438,736	514,916	558,744	610,556	650,352	771,872
TOTAL		2,876,937	2,920,526	2,624,019	2,665,775	2,629,230	2,571,892	2,411,620

TRANSFER IN UTILITY FUND	1,156,250	1,159,102	821,478	821,211	743,900	644,119	446,073
AMOUNT TO BE PROVIDED BY TAXES	1,720,687	1,761,424	1,802,541	1,844,564	1,885,330	1,927,773	1,965,547

		29-30	30-31	31-32	32-33	33-34	34-35	35-36
CO 2011A 4.7 MIL	2011A	350,305	354,250	352,231	354,238	355,231	350,381	354,519
CO 2011B 1.5 MIL	2011B	97,913	95,163	97,288	99,163	95,913	97,538	98,913
CO 2014 12.5 MIL	2014	1,196,175	1,196,175	1,193,675	1,194,300	1,193,400		
CO 2018 7.0 MIL		814,948	865,672	918,792	969,224	1,021,884		
TOTAL		2,459,341	2,511,260	2,561,986	2,616,924	2,666,428	447,919	453,431

TRANSFER IN UTILITY FUND	448,218	449,413	449,519	453,401	451,144	447,919	453,431
AMOUNT TO BE PROVIDED BY TAXES	2,011,123	2,061,847	2,112,467	2,163,523	2,215,284	0	0

		36-37	37-38	38-39	39-40	40-41	41-42	42-43
CO 2011A 4.7 MIL	2011A	352,475	354,250	354,675	353,750	351,475		
CO 2011B 1.5 MIL	2011B	99,988	95,888	96,659	97,175	97,434		
CO 2018 7.0 MIL								
TOTAL		452,463	450,138	451,334	450,925	448,909		

TRANSFER IN UTILITY FUND	452,463	450,138	451,334	450,925	448,909		
AMOUNT TO BE PROVIDED BY TAXES	0	0	0	0	0		



INTEREST & SINKING No. 2



I AND S #2
DEBT SCHEDULE PROJECTION

		19-20	20-21	21-22	22-23	23-24	24-25	25-26
CO 2019A Water & Sewer Revenue	2019	254,369	252,895	252,895	252,884	252,788	252,519	252,067
CO 2019B Water & Sewer Revenue	2019	76,511	79,755	79,235	78,702	78,137	77,525	76,850
		330,880	332,650	332,130	331,586	330,925	330,044	328,918
		26-27	27-28	28-29	29-30	30-31	31-32	32-33
CO 2019A Water & Sewer Revenue	2019	251,412	255,530	254,419	258,015	256,328	254,438	252,390
CO 2019B Water & Sewer Revenue	2019	81,070	80,198	79,288	78,360	77,405	76,418	80,348
		332,482	335,727	333,706	336,375	333,733	330,855	332,738
		33-34	34-35	35-36	36-37	37-38	38-39	39-40
CO 2019A Water & Sewer Revenue	2019	255,206	252,883	255,394	257,698	254,830	256,822	79,824
CO 2019B Water & Sewer Revenue	2019	79,199	77,992	76,713	80,347	78,916	77,482	76,048
		334,404	330,874	332,107	338,045	333,746	334,304	155,872
		40-41	41-42	42-43	43-44	44-45	45-46	46-47
CO 2019A Water & Sewer Revenue	2019	78,903	77,965	81,979	80,948	79,909	78,863	77,809
CO 2019B Water & Sewer Revenue	2019	79,554	77,998	76,438	79,814	78,127	76,437	79,682
		158,457	155,963	158,416	160,762	158,036	155,299	157,491
		47-48	48-49					
CO 2019A Water & Sewer Revenue	2019	81,712	80,572					
CO 2019B Water & Sewer Revenue	2019	77,863	80,976					
		159,575	161,548					



Account Descriptions



**City of Terrell
Chart of Accounts**

<u>PERSONNEL</u>		
Dept	Code	Description
xx	4101	Supervision – Salary and wages paid to employees filling Council approved, permanent, full time positions
xx	4102	Clerical – Salary and wages paid to employees filling Council approved, permanent, full time positions
xx	4103	Labor - Salary and wages paid to employees filling Council approved, permanent, full time positions
xx	4104	Temporary - Salaries and wages paid to part-time, seasonal, hourly personnel. These employees are non-benefited employees
xx	4105	Overtime - Overtime wages paid in accordance with federal wage and hour laws
xx	4106	Standby-pay - Wages paid to employees who are assigned to "standby" to answer public service calls
xx	4107	Professional - Salaries and wages paid to employees who are on the payroll under contract status
<u>PERSONNEL SERVICES</u>		
xx	4110	Social Security - City's portion of mandatory contribution into the federal social security system
xx	4111	TMRS - City's participation in retirement program, for Council approved, full-time employees
xx	4112	Workmen's Comp - City's cost for providing workmen's compensation insurance for employees
xx	4113	Unemployment Benefits - self explanatory
xx	4114	Group Health & Dental Insurance - City's participation in group hospitalization and dental insurance plan
xx	4116	ICMA Deferred Compensation Plan - International City Manager's Association deferred compensation plan
<u>SUPPLIES</u>		
Dept	Code	Description
xx	4201	Office Supplies - Supplies necessary for general office use, cleaning supplies – soaps, wax, mops, brooms, paper towels, light bulbs, etc., operational supplies – supplies pertaining to organizational mission that are expended upon use, forms & supplies/computer – continuous forms, ribbons, inks, disks, small programs and printer supplies used in the operation of computers

**City of Terrell
Chart of Accounts**

SUPPLIES (continued)		
Dept	Code	Description
xx	4204	Printing – Commercial printing of forms and receipts and other matter for commercial use
xx	4206	Minor Tools & Apparatus – Pliers, wrenches, drill bits, picks, shovels, hand cuffs, small water hoses, axes, and small power tools that do not qualify for capitalization, etc.
xx	4207	K-9 Supplies
xx	4209	Safety Supplies – Supplies that are deposited in the first aid kits in the various departmental locations
xx	4211	Food and/or Concession Supplies – Food purchased for in-house use (i.e. prisoners, council) and items that are for sale in concession facilities
xx	4212	Election supplies – Supplies that are for the use in city officer/city related elections
xx	4213	Ammunition – Ammunition for firearms to be used by the police department
xx	4214	Postage – The purchase of postage for the mailing of all city correspondence
xx	4220	Uniform Rental & Laundry – The cost of uniform rental and laundry for employees and facilities respectively
xx	4221	Uniform Purchase – The purchase of uniforms
xx	4222	Clothing Allowance – Police criminal investigations unit
xx	4223	Protective Clothing – Foul weather gear, clothing required for working near hazardous materials
xx	4227	Computer Applications – CD Rom materials (Library use only)
xx	4228	Audio Visual Materials – Supplies used in the operation of audio and visual equipment
xx	4229	Books & Periodicals – Self Explanatory
xx	4230	Fuel for Equipment – Self Explanatory
xx	4234	Miscellaneous Auto Parts – The purchase of auto parts for inventory purposes

**City of Terrell
Chart of Accounts**

Supplies (continued)		
Dept.	Code	Description
xx	4240	Chemicals - The purchase of chemicals other than those chemicals that are identified specifically
xx	4241	Copper Sulfate – Self explanatory
xx	4242	Chlorine – Self explanatory
xx	4244	Polymer – Self explanatory
xx	4245	Soda Ash - Self explanatory
xx	4246	Lime – Self explanatory
xx	4247	Ammonia –Self explanatory
xx	4248	Caustic Soda - Self explanatory
xx	4249	Chemicals & Related Supplies Lab - The purchase of chemicals and supplies specifically for laboratory purposes
xx	4250	Sulfur Dioxide - Self explanatory
xx	4260	Concrete - Self explanatory
xx	4261	Concrete Culverts - Self explanatory
xx	4269	Other Concrete Products - Self explanatory
xx	4270	Rock - Self explanatory
xx	4271	Asphalt -Self explanatory
xx	4272	Dirt - Self explanatory
xx	4273	Sand - Self explanatory
xx	4280	Street Signs - Self explanatory
xx	4290	Other Supplies - Supplies that cannot be classified in other categories – oil, lubricants & antifreeze, tires & tubes, batteries, miscellaneous heavy equipment parts (purchase of heavy equipment parts for inventory), miscellaneous small equipment parts(purchase of small equipment parts for inventory), miscellaneous shop supplies
xx	4291	League Softball - All expenses related to league softball
xx	4292	Terrell Tennis Association – Supplies
MAINTENANCE		
xx	4301	Office Equipment – Maintenance agreements and other costs related to maintenance of office equipment, typewriters, calculators, etc., and furniture and fixtures (costs to maintain office furniture and fixtures). This does not include computer equipment
xx	4303	Instruments & Apparatus – Cost to maintain instruments and apparatus

**City of Terrell
Chart of Accounts**

<u>MAINTENANCE</u> <u>(continued)</u>		
Dept.	Code	Description
xx	4304	Automated Equipment Maintenance - Cost associated with the maintenance of computers, networks, printers, and associated office automation equipment.
xx	4305	Outside Furniture & Fixtures – Cost to maintain outside furniture and fixtures (includes lighting fixtures)
xx	4315	Dam & Pump Station - Cost to maintain the water supply's dams and pump station
xx	4316	Elevated Towers - Cost to maintain the elevated water towers
xx	4317	Treatment Plant - Cost to maintain the waste reproduction and wastewater treatment plants
xx	4319	Ground Water Storage Tanks - Cost to maintain the ground water storage tanks
xx	4320	Buildings - Maintenance and repair of buildings and structures. (does not include park buildings and structures)
xx	4321	Athletic Field Maintenance - Cost of maintenance to football, soccer, and baseball fields (does not include landscape service, hydromulch or sprinkler systems)
xx	4322	Swimming Pool Maintenance – Self Explanatory
xx	4323	Park Structure Maintenance - Maintenance and repair of buildings and structures in parks
xx	4339	Street Lights – Cost to maintain the city-owned street lamps (i.e. downtown nostalgia lighting)
xx	4340	Street Maintenance – Surface repairs, patch and resurfacing, etc.
xx	4341	Storm Sewer and Utility Maintenance - Self explanatory
xx	4342	Sidewalk Maintenance - Cost associated with maintenance of all city-maintained sidewalks
xx	4344	Transmission Maintenance (Water & Sewer Lines) – Common to all
xx	4350	Vehicle Maintenance - Service fees, supplies and parts for the operation of motor vehicles under the control of the central service garage
xx	4351	Heavy Equipment Maintenance - Service fees, supplies and parts for the operation of heavy equipment under the control of the central service garage

**City of Terrell
Chart of Accounts**

<u>MAINTENANCE (continued)</u>		
Dept	Code	Description
xx	4352	Small Equipment Maintenance – Service fees, supplies and parts for the operation of small equipment under the control of the central service garage
xx	4353	Vehicle Maintenance (Outside) – Service fees, supplies and parts for the operation of motor vehicles not under the control of the central service garage
xx	4390	Other Maintenance – Service fees, supplies and parts necessary for the repair of equipment, water pumps, mixers, clarifiers, etc.
xx	4391	Tennis Court Maintenance – Service fees, supplies and parts necessary for the operation of equipment and maintenance of tennis courts
xx	4392	Ground/ROW Maintenance – Cost to maintain those grounds and city maintained right-of-ways that are not identified under landscape
<u>CONTRACTUAL SERVICES</u>		
Dept	Code	Description
xx	4401	Audit Services – Cost for services provided for financial audit service
xx	4402	Membership & Dues – Cost for memberships in professional organizations and subscriptions to professional publications
xx	4403	Advertising – Cost for promoting the City and for publication of legal advertising, notices
xx	4404	Consultant Fees & Services – For professional consultants
xx	4405	Planning Fees & Services – Self explanatory
xx	4406	Automated Services – Charges for contract automated information retrieval services
xx	4407	Recording – Charges for researching property information and filing and recording of liens
xx	4408	Interest – MasterCard
xx	4409	Ad Valorem Tax – Cost for ad valorem taxes not exempted by state law
xx	4411	Communications – Contract cost related to telephone, mobile telephones, internal communications systems (PBX Stations, etc.) portable radios, mobile radios, and base stations
xx	4412	Auto Allowance – Reimbursement for personal vehicle usage for approved, permanent full time positions

CONTRACTURAL SERVICES (continued)		
Dept	Code	Description
xx	4414	Equipment Rental Other – Self explanatory
xx	4415	Insurance – Premium Payments – Cost of insurance coverage for liability/vehicles/equipment; all coverage excluding the employees health/life/dental/disability
xx	4416	Debt Service – Payments of debts incurred by City
xx	4417	Land Lease Payments – The payment for leases on land that are incurred by the City
xx	4418	Travel & Education – All costs associated with attending outside functions, which include the instruction of techniques and methods in specific areas of city operation intended to immediately increase skill and knowledge of employee performance of job. Includes professional meetings, seminars, and conferences where the primary goal is to share general information and to provide travel, tuition and registration fees, lodging, and meals
xx	4419	Training & Publication – Books, publications, films, testing supplies, and other expendable items used for in-service training
xx	4420	Commercial Lab Analysis – Outside lab analysis for water & wastewater
xx	4422	Other Services – Cost for miscellaneous services to the City, not defined in special services, and does not include professional services; film processing
xx	4423	Jail Laundry Service – Cost incurred for laundry service for city jail
xx	4424	Special Services – Professional services
xx	4425	Police Auxiliary – Cost associated with the police auxiliary program
xx	4427	Retired Volunteer Firemen – Costs associated with the retired volunteer firemen benefits
xx	4428	Seized Funds Expenditure – Self explanatory
xx	4430	Utility Services – services for water and special drinking water, natural & propane gas service, light & power service
xx	4434	Light & Power Service Tawakoni Pump Station – Costs associated with the power service for the Tawakoni Pump Station
xx	4440	Contract Labor – Services for personnel and equipment to perform a specific job
xx	4450	Equipment Rental – (reserved) Fees for vehicle rental from central garage
xx	4451	Vehicle Repair Services – Contractual repair of fleet vehicles includes any parts provided by the vendor to make the repair

<u>CONTRACTUAL SERVICES (continued)</u>		
Dept.	Code	Description
xx	4452	Equipment Repair Services – Contractual repair to heavy equipment (graders, tractors, etc.) and machinery (jet machines, street sweeper, etc.) includes any parts provided by the vendor to make the repair
xx	4460	Physicals & Medical Expenses – Cost for physical examinations and other medical expenses
xx	4461	Employee Assistance Program – Cost for professional program to assist city employees seeking help in different areas; assist management in people oriented programs
xx	4462	Drug Testing – Cost associated for drug testing programs and actual testing
xx	4464	C & CI – Police Department use only
xx	4466	Sludge Management – Cost associated with the removal of sludge materials from the water production/wastewater treatment plants
xx	4470	Landscape Services – Service required for maintenance of grounds (sprinkler service, plants and shrubs, etc)
xx	4480	Structure Demolition and Clean Up – Cost associated with the demolition and clean-up for properties, includes those properties not owned by city
xx	4490	Other Services Not Listed - emergency repair services, contractual repair to small equipment (lawn care, power equipment, etc. – includes any parts provided by the vendor to make the repair), landscape services (required for maintenance of grounds – sprinkler service, plants and shrubs, etc.)
xx	4491	Teen Court Services – Costs associated with providing teen court program
xx	4492	Contract Refuse Collection – Cost for contract for refuse collection
xx	4493	Refuse Container Service – Cost of services for delivery and pickup of refuse containers (i.e. City Convenience Station)
xx	4494	Annual Spring Cleanup Services – Cost for services provided for city wide cleanup event
xx	4495	Summer Recreation Program – contract recreation service
xx	4496	Turn Around Terrell – Cost for goods and services provided for drug free Terrell program
xx	4497	Sabine River Authority – Contract with the Sabine River Authority for providing water from Lake Tawakoni
<u>CAPITAL OUTLAY</u>		
Dept	Code	Description
xx	4500-4550	Accounting codes will be assigned by the Finance Department

