

ORDINANCE NO. 2023-06

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SNOOK, TEXAS, APPROVING AND ADOPTING THE CITY OF SNOOK, TEXAS, BUDGET FOR THE FISCAL YEAR 2023-2024; MAKING APPROPRIATIONS FOR THE CITY FOR SUCH YEAR AS REFLECTED IN SAID BUDGET; AND MAKING CERTAIN FINDINGS AND CONTAINING CERTAIN PROVISIONS RELATING TO THE SUBJECT.

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WHEREAS, within the time and in the manner required by law, the City Administrator of the City of Snook (the "City") has prepared and submitted to the City Council a budget estimate of expenditures and revenues of all City departments, divisions and offices for the fiscal year beginning October 1, 2023, and ending on September 30, 2024; and,

WHEREAS, such budget was timely filed with the City Secretary, has been available for inspection, was submitted to City Council, and a public hearing on such budget was held by City Council on August 28, 2023, after proper notice having been given in accordance with law; and,

WHEREAS, the City Council has considered the proposed budget and has made such changes therein as in its judgment were warranted by law and were in the best interest of the citizens and taxpayers of the City; and,

WHEREAS, a copy of such budget has been filed with the City Secretary and the City Council now desires to approve and adopt the same; now, therefore,

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SNOOK:

Section 1. The facts and recitations set forth in the preamble of this Ordinance are hereby found to be true and correct.

Section 2. The City Council hereby approves and adopts the budget described in the preamble of this Ordinance, a summary of which is attached hereto as Exhibit "A" and made a part of this Ordinance for all purposes and a copy of which is on file with the City Secretary. The City Secretary is hereby directed to place on said budget an endorsement, which shall be signed by the City Secretary, which shall read as follows: "The Official Budget of the City of Snook, Texas, for the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024." Such budget, as thus endorsed, shall be kept on file in the office of the City Secretary as a public record.

Section 3. In support of said budget and by virtue of the adoption thereof, the several amounts specified for the various purposes named in said budget are hereby appropriated to and for such purposes.

PASSED AND APPROVED by a vote of 4 "ayes" in favor and 0 "noes" against on this, the 28th day of August 2023.

<u>Council Member</u>	<u>In Favor</u>	<u>Opposed</u>	<u>Abstained</u>
Mayor Frank Fields	_____	_____	<u> X </u>
Mayor Pro-Tem Matthew Collins	<u> X </u>	_____	_____
Alderman Mary Cook	_____	_____	<u> X </u>
Alderman Wade Elkins	<u> X </u>	_____	_____
Alderman John Pollock	<u> X </u>	_____	_____
Alderman Faustina Vega	<u> X </u>	_____	_____

ATTEST:



David Junek, **CITY SECRETARY**

APPROVED:



Frank Fields, **MAYOR**

	FY 2022 Actual	FY 2023 Budget	FY 2023 Current	FY 2023 Estimate	FY 2024 Adopted
Revenues- General Fund					
Property Taxes	\$76,301.29	\$104,253.38	\$128,740.89	\$128,740.89	\$135,000.00
Sales & Use Tax	\$92,515.94	\$58,000.00	\$76,638.94	\$91,966.73	\$100,000.00
Franchise, ROW, & Tower Rental Fees	\$38,220.43	\$48,000.00	\$34,237.54	\$41,085.05	\$40,000.00
Royalties	\$672.02	\$650.00	\$861.74	\$1,034.09	\$750.00
Municipal Court	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Permits & Development Fees	\$1,049.00	\$0.00	\$9,278.04	\$11,133.65	\$75,000.00
Community Center & Park Rental Fees	\$6,300.50	\$5,300.00	\$5,490.00	\$6,588.00	\$10,000.00
Leases	\$1,350.00	\$1,350.00	\$1,352.00	\$1,352.00	\$1,353.00
Repaid Funds	\$163,707.48	\$1,500.00	\$1,215.00	\$1,458.00	\$1,440.00
Interest & Other Revenues	\$18,984.30	\$265.00	\$2,415.05	\$2,898.06	\$2,500.00
Total Revenues - General Fund	\$399,100.96	\$219,318.38	\$260,229.20	\$286,256.46	\$366,043.00
Revenues - Water & Sewer					
Water & Sewer Sales	\$468,851.60	\$475,000.00	\$407,921.28	\$489,505.54	\$485,000.00
Water & Sewer Tap Fees	\$34,300.00	\$50,000.00	\$18,600.00	\$50,000.00	\$56,000.00
Service Fees	\$0.00	\$0.00	\$2,900.00	\$5,500.00	\$5,000.00
Grant Revenue	\$172,816.78	\$198,203.73	\$198,203.73	\$259,713.73	\$1,167,200.00
Transfer Grant Revenue from Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$134,135.00
Transfer for Capitalized Interest Bond Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$63,070.00
Financing for Water Meter Project	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00
Interest & Other Revenues	\$19,021.34	\$300.00	\$280.18	\$336.22	\$350.00
Total Revenues - Water & Sewer	\$694,989.72	\$723,503.73	\$627,905.19	\$805,055.48	\$2,060,755.00
Revenues-4B Economic Development Corp.					
Sales Tax Transfer		\$40,000.00	\$22,722.38	\$34,083.57	\$30,000.00
Total Revenues-4B Economic Development Corp.	\$0.00	\$40,000.00	\$22,722.38	\$34,083.57	\$30,000.00
Revenues-Bond Account					
Water and Sewer Bond Transfer	\$52,800.00	\$52,800.00	\$35,200.00	\$52,800.00	\$52,800.00
Total Revenues-Bond Account	\$52,800.00	\$52,800.00	\$35,200.00	\$52,800.00	\$52,800.00
Total Revenues	\$1,146,890.68	\$1,035,622.11	\$946,056.77	\$1,178,195.51	\$2,509,598.00
Expenditures - General Fund					
General Business Expenses	\$56,911.55	\$16,650.00	\$44,165.30	\$52,817.72	\$54,000.00
Contract Labor	\$18,040.66	\$23,400.00	\$25,174.30	\$32,295.45	\$86,650.00
Dues, Memberships, and Subscriptions	\$4,316.59	\$2,461.00	\$6,759.16	\$7,526.69	\$5,793.00
Travel & Training	\$0.00	\$4,574.00	\$500.95	\$773.93	\$3,700.00
Legal & Accounting Services	\$87,955.06	\$86,800.00	\$47,834.14	\$81,284.46	\$92,500.00
Janitorial Supplies	\$371.55	\$1,500.00	\$1,348.38	\$2,022.57	\$3,500.00
Software & IT Expenses	\$25,830.16	\$20,700.00	\$3,535.24	\$4,137.19	\$10,600.00
Office Expenses	\$4,504.42	\$8,600.00	\$4,178.82	\$5,147.94	\$8,100.00
Election Expenses	\$2,097.06	\$2,100.00	\$3,125.72	\$3,125.72	\$3,500.00
City Marshall Expenses	\$1,800.00	\$1,800.00	\$360.00	\$360.00	\$360.00
Municipal Court Expenses	\$1,800.00	\$2,400.00	\$1,600.00	\$2,400.00	\$2,400.00
Building Maintenance	\$520.22	\$240.00	\$3,063.50	\$3,700.20	\$5,240.00
Code Enforcement	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
Utilities	\$8,630.10	\$6,000.00	\$7,421.77	\$8,841.72	\$10,500.00
Payroll Expenses	\$11,174.07	\$137,605.44	\$119,295.87	\$163,619.36	\$150,300.00
Transfer to Reserves	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.65
Total Expenditures - General Fund	\$223,951.44	\$314,830.44	\$268,363.15	\$368,052.95	\$467,143.65
Expenditures - Water & Sewer Fund					
Chemicals	\$8,239.26	\$20,100.00	\$13,498.37	\$16,335.22	\$15,600.00
Testing & Lab Costs	\$6,112.92	\$6,000.00	\$6,257.40	\$7,508.88	\$10,000.00
Dues, Memberships, and Subscriptions	\$2,940.85	\$3,800.00	\$3,004.39	\$4,506.59	\$7,000.00
Contract Labor	\$133,603.89	\$153,000.00	\$150,349.04	\$179,698.85	\$189,800.00
Software & IT Expenses	\$4,644.05	\$3,000.00	\$2,795.00	\$2,920.00	\$5,000.00
Repairs & Maintenance	\$37,771.14	\$30,750.00	\$28,023.30	\$33,117.96	\$86,100.00
Grant Expenses	\$182,835.07	\$198,203.78	\$202,903.73	\$259,713.73	\$1,301,335.00
Debt Service	\$230,281.05	\$231,740.00	\$147,140.60	\$230,066.70	\$212,269.35
Business Expenses	\$506.15	\$1,000.00	\$8,086.99	\$12,130.49	\$10,350.00
Meters	\$16,895.76	\$5,000.00	\$5,387.94	\$8,081.91	\$160,000.00
Utilities	\$40,245.50	\$36,000.00	\$38,700.19	\$47,215.46	\$45,000.00
Total Expenditures - Water & Sewer Fund	\$664,075.64	\$688,593.78	\$606,146.95	\$801,295.78	\$2,042,454.35
Total Expenditures	\$888,027.08	\$1,003,424.22	\$874,510.10	\$1,169,348.73	\$2,509,598.00
Net Income	\$258,863.60	\$32,197.89	\$71,546.67	\$8,846.78	\$0.00

	General Fund Expenditures				
	FY 2022 Actual	FY 2023 Budget	FY 2023 Current	FY 2023 Estimate	FY 2024 Adopted
General Business Expenses					
Insurance	\$8,625.50	\$9,000.00	\$8,639.68	\$8,639.68	\$9,000.00
Advertising & Marketing	\$2,051.00	\$5,000.00	\$2,716.73	\$4,075.10	\$5,000.00
Returned Deposits	\$1,650.00	\$2,650.00	\$3,675.00	\$5,512.50	\$5,000.00
City Council Expenses	\$2,758.07	\$0.00	\$2,550.00	\$2,400.00	\$3,000.00
Checks	\$686.60	\$0.00	\$416.58	\$624.87	\$1,000.00
4B Sales Tax Transfers	\$41,140.38	\$0.00	\$25,546.31	\$30,655.57	\$30,000.00
Clothing	\$0.00	\$0.00	\$621.00	\$910.00	\$1,000.00
Total General Business Expenses	\$56,911.55	\$16,650.00	\$44,165.30	\$52,817.72	\$54,000.00
Contract Labor					
Landscaping Services	\$15,982.50	\$21,900.00	\$13,770.00	\$16,524.00	\$17,650.00
Park Cleaning	\$0.00	\$0.00	\$2,250.00	\$2,700.00	\$5,000.00
Office/Community Center Cleaning	\$1,303.17	\$1,500.00	\$2,200.00	\$2,640.00	\$4,000.00
Professional Services	\$754.99	\$0.00	\$6,954.30	\$10,431.45	\$60,000.00
Total Contract Labor	\$18,040.66	\$23,400.00	\$25,174.30	\$32,295.45	\$86,650.00
Dues, Memberships, Fees and Subscriptions					
TCMA Membership	\$219.00	\$218.00	\$217.50	\$217.50	\$225.00
TML Membership	\$591.00	\$75.00	\$632.00	\$632.00	\$650.00
Burleson County Tribune	\$56.00	\$56.00	\$56.00	\$56.00	\$56.00
TDA License	\$0.00	\$77.00	\$77.00	\$77.00	\$77.00
Texas Social Security Program	\$0.00	\$35.00	\$35.00	\$35.00	\$35.00
Taxing Authority Fees	\$1,450.59	\$2,000.00	\$3,677.66	\$4,413.19	\$2,500.00
Dispatcher Services	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00
Filing Fees	\$0.00	\$0.00	\$64.00	\$96.00	\$250.00
Total Dues, Memberships, and Subscriptions	\$4,316.59	\$2,461.00	\$6,759.16	\$7,526.69	\$5,793.00
Travel & Training					
TCMA Meetings	\$0.00	\$499.00	\$30.00	\$90.00	\$200.00
TML Conference	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00
CEU Trainings	\$0.00	\$1,075.00	\$45.00	\$45.00	\$500.00
Other Trainings	\$0.00	\$1,000.00	\$425.95	\$638.93	\$1,000.00
Total Travel & Training	\$0.00	\$4,574.00	\$500.95	\$773.93	\$3,700.00
Legal & Accounting Services					
Accounting Fees	\$11,410.00	\$10,800.00	\$13,222.50	\$15,867.00	\$20,000.00
Legal Fees	\$42,045.06	\$58,000.00	\$24,611.64	\$36,917.46	\$50,000.00
Auditor Fees	\$34,500.00	\$18,000.00	\$10,000.00	\$28,500.00	\$22,500.00
Total Legal & Accounting Services	\$87,955.06	\$86,800.00	\$47,834.14	\$81,284.46	\$92,500.00
Janitorial Supplies					
Community Center/Office Cleaning Supplies	\$0.00	\$750.00	\$769.91	\$1,154.87	\$2,000.00
Park Cleaning Supplies	\$371.55	\$750.00	\$578.47	\$867.71	\$1,500.00
Total Janitorial Supplies	\$371.55	\$1,500.00	\$1,348.38	\$2,022.57	\$3,500.00
Software & IT Expenses					
Computer Services	\$24,615.87	\$20,000.00	\$1,309.00	\$1,570.80	\$8,100.00
Software & Apps	\$1,022.29	\$700.00	\$1,700.77	\$2,040.92	\$2,000.00
Website Fees	\$192.00	\$0.00	\$450.00	\$450.00	\$500.00
Internet		\$0.00	\$75.47	\$75.47	\$0.00
Total Software & IT Expenses	\$25,830.16	\$20,700.00	\$3,535.24	\$4,137.19	\$10,600.00
Office Expenses					
Office Supplies	\$2,435.69	\$3,000.00	\$2,005.86	\$2,407.03	\$2,500.00
Copier Rental	\$1,439.89	\$1,500.00	\$1,599.20	\$1,919.04	\$2,500.00
Records Management	\$254.50	\$500.00	\$233.10	\$349.65	\$500.00

Shipping & Postage	\$286.94	\$3,600.00	\$211.41	\$317.12	\$500.00
Small Tools & Equipment	\$87.40	\$0.00	\$129.25	\$155.10	\$2,100.00
Total Office Expenses	\$4,504.42	\$8,600.00	\$4,178.82	\$5,147.94	\$8,100.00
Election Expenses					
City Council Election Expenses	\$2,097.06	\$2,100.00	\$3,125.72	\$3,125.72	\$3,500.00
Total Election Expenses	\$2,097.06	\$2,100.00	\$3,125.72	\$3,125.72	\$3,500.00
City Marshall Expenses					
Salary/Wages	\$1,800.00	\$1,800.00	\$360.00	\$360.00	\$360.00
Total City Marshall Expenses	\$1,800.00	\$1,800.00	\$360.00	\$360.00	\$360.00
Municipal Court Expenses					
Salary/Wages	\$1,800.00	\$2,400.00	\$1,600.00	\$2,400.00	\$2,400.00
Total Municipal Court Expenses	\$1,800.00	\$2,400.00	\$1,600.00	\$2,400.00	\$2,400.00
Building Maintenance					
Pest Control	\$120.00	\$240.00	\$180.00	\$240.00	\$240.00
Maintenance & Repairs	\$400.22	\$0.00	\$2,883.50	\$3,460.20	\$5,000.00
Total Building Maintenance	\$520.22	\$240.00	\$3,063.50	\$3,700.20	\$5,240.00
Code Enforcement					
Community Cleanup	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
Total Code Enforcement	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
Utilities					
Electricity	\$6,730.70	\$4,000.00	\$3,287.07	\$3,944.48	\$4,500.00
Propane	\$0.00	\$0.00	\$322.00	\$322.00	\$0.00
Disposal & Waste Services	\$1,899.40	\$2,000.00	\$3,812.70	\$4,575.24	\$6,000.00
Total Utilities	\$8,630.10	\$6,000.00	\$7,421.77	\$8,841.72	\$10,500.00
Payroll Expenses					
Salary/Wages	\$62,808.39	\$109,300.00	\$77,022.52	\$109,164.77	\$92,500.00
Retirement	\$948.29	\$1,100.00	\$5,936.65	\$6,781.58	\$7,300.00
Health Insurance	\$0.00	\$15,205.44	\$13,516.80	\$20,275.20	\$19,400.00
SUTA	\$9.80	\$0.00	\$46.44	\$69.66	\$100.00
Payroll Taxes	\$11,174.07	\$12,000.00	\$22,773.46	\$27,328.15	\$31,000.00
Total Payroll Expenses	\$74,940.55	\$137,605.44	\$119,295.87	\$163,619.36	\$150,300.00
Total Expenditures - General Fund	\$287,717.92	\$314,830.44	\$268,363.15	\$368,052.95	\$442,143.00

	Water & Sewer Fund Expenditures				
	FY 2022 Actual	FY 2023 Budget	FY 2023 Current	FY 2023 Estimate	FY 2024 Adopted
Chemicals					
Chlorine	\$7,640.42	\$19,500.00	\$13,041.12	\$15,649.34	\$15,000.00
Bleach	\$598.84	\$600.00	\$457.25	\$685.88	\$600.00
Total Chemicals	\$8,239.26	\$20,100.00	\$13,498.37	\$16,335.22	\$15,600.00
Testing & Lab Costs					
Water & Sewer Testing	\$6,112.92	\$6,000.00	\$6,257.40	\$7,508.88	\$10,000.00
Total Testing & Lab Costs	\$6,112.92	\$6,000.00	\$6,257.40	\$7,508.88	\$10,000.00
Dues, Memberships, Fees and Subscriptions					
TCEQ Licensing Fees	\$2,178.37	\$3,000.00	\$2,178.37	\$3,267.56	\$5,000.00
POSGD Membership Fees	\$762.48	\$800.00	\$826.02	\$1,239.03	\$2,000.00
Total Dues, Memberships, Fees and Subscriptions	\$2,940.85	\$3,800.00	\$3,004.39	\$4,506.59	\$7,000.00
Contract Labor					
Water & Sewer Contractor	\$131,518.89	\$150,000.00	\$143,624.04	\$172,348.85	\$180,000.00
Landscaping	\$2,085.00	\$3,000.00	\$3,125.00	\$3,750.00	\$4,800.00
Professional Services	\$0.00	\$0.00	\$3,600.00	\$3,600.00	\$5,000.00
Total Contract Labor	\$133,603.89	\$153,000.00	\$150,349.04	\$179,698.85	\$189,800.00
Software & IT Expenses					
Meter Reading Software	\$4,644.05	\$3,000.00	\$1,500.00	\$1,500.00	\$2,000.00
Billing Software	\$0.00	\$0.00	\$1,045.00	\$1,045.00	\$2,500.00
New Accounts	\$0.00	\$0.00	\$250.00	\$375.00	\$500.00
Total Software & IT Expenses	\$4,644.05	\$3,000.00	\$2,795.00	\$2,920.00	\$5,000.00
Repairs & Maintenance					
Water & Sewer Repairs	\$37,771.14	\$28,200.00	\$25,473.30	\$30,567.96	\$30,000.00
Tank Inspections	\$0.00	\$2,550.00	\$2,550.00	\$2,550.00	\$3,000.00
Groundwater Storage Tank Screen Installation	\$0.00	\$0.00	\$0.00	\$0.00	\$3,100.00
Lead Line Service Inventory	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00
Small Tools & Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Repairs & Maintenance	\$37,771.14	\$30,750.00	\$28,023.30	\$33,117.96	\$86,100.00
Grant Expenses					
Sewer Plant Grant	\$31,943.29	\$0.00	\$0.00	\$0.00	\$0.00
Groundwater Storage Tank Grant	\$150,891.78	\$0.00	\$29,713.73	\$29,713.73	\$0.00
CDBG-MIT Hurricane Harvey		\$0.00	\$173,190.00	\$230,000.00	\$250,000.00
CDBG-MID MOD	\$0.00	\$0.00	\$0.00	\$0.00	\$917,200.00
SLFRF (COVID-19)	\$0.00	\$0.00	\$0.00	\$0.00	\$134,135.00
Total Grant Expenses	\$182,835.07	\$0.00	\$202,903.73	\$259,713.73	\$1,301,335.00
Debt Service					
Utility System Revenue Bonds, Series 2020	\$126,140.00	\$126,140.00	\$63,070.00	\$126,140.00	\$126,140.00
Combination Tax & Limited Pledge Revenue Certificates of Obligation, Series 2013	\$32,728.15	\$32,922.40	\$30,666.30	\$32,922.40	\$33,329.35
General Obligation Bonds, Series 2013	\$18,612.90	\$19,877.60	\$18,204.30	\$18,204.30	\$0.00
Bond Account Transfer	\$52,800.00	\$52,800.00	\$35,200.00	\$52,800.00	\$52,800.00
Total Debt Service	\$230,281.05	\$231,740.00	\$147,140.60	\$230,066.70	\$212,269.35
Business Expenses					
Stamps	\$0.00	\$0.00	\$2,565.50	\$3,848.25	\$4,000.00
Billing Invoices	\$0.00	\$0.00	\$328.47	\$492.71	\$500.00
Shipping & Postage	\$383.98	\$1,000.00	\$352.89	\$529.34	\$550.00
Checks	\$122.17	\$0.00	\$144.45	\$216.68	\$300.00
Water Deposit Returns	\$0.00	\$0.00	\$4,695.68	\$7,043.52	\$5,000.00
Total Business Expenses	\$506.15	\$1,000.00	\$8,086.99	\$12,130.49	\$10,350.00
Meters					
New Meters	\$16,895.76	\$5,000.00	\$5,387.94	\$8,081.91	\$10,000.00
New Meter Project	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00
Total Meters	\$16,895.76	\$5,000.00	\$5,387.94	\$8,081.91	\$160,000.00
Utilities					
Electricity	\$34,245.50	\$30,000.00	\$36,116.08	\$43,339.30	\$40,000.00
Propane	\$6,000.00	\$6,000.00	\$2,584.11	\$3,876.17	\$5,000.00
Disposal & Waste Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Utilities	\$40,245.50	\$36,000.00	\$38,700.19	\$47,215.46	\$45,000.00
Totals	\$664,075.64	\$490,390.00	\$606,146.95	\$801,295.78	\$2,042,454.35