

**CITY OF POTEET, TX  
APPROVED BUDGET  
FY 2024-2025**



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**Poteet**  
**Fiscal Year 2024-2025**  
**Budget Cover Page**  
**August 20, 2024**

This budget will raise more revenue from property taxes than last year's budget by an amount of \$122,339, which is a 11.43 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 \$27,668.

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

**FOR:**

**AGAINST:**

**PRESENT** and not voting:

**ABSENT:**

**Property Tax Rate Comparison**

	<b>2024-2025</b>	<b>2023-2024</b>
Property Tax Rate:	\$0.945801/100	\$0.948100/100
No-New-Revenue Tax Rate:	\$0.861574/100	\$0.696700/100
No-New-Revenue Maintenance & Operations Tax Rate:	\$0.598365/100	\$0.549800/100
Voter-Approval Tax Rate:	\$0.945801/100	\$0.948100/100
Debt Rate:	\$0.290001/100	\$0.295300/100

Total debt obligation for Poteet secured by property taxes: \$321,786





August 20, 2024

Honorable Mayor and City Councilmembers:

The proposed Annual Operating Budget for the Fiscal Year beginning October 1, 2024 and ending on September 30, 2025, is hereby presented for your consideration. The grand total of all funds for all departments, operations, and functions proposed for the Fiscal Year 2023-2024 Annual Budget is \$5,487,380 compared to \$4,699,980 in the prior year. This is an 16.75% increase over the current fiscal year.

The proposed Fiscal Year 2025 Annual Budget is a balanced, and appropriately conservative financial plan wherein all operating expenditures are supported by revenue generated in each fund during the fiscal year. The City has also continued to strengthen its overall financial position and viability. The General Fund - the primary source of funding for basic city services ended last year (and is projected to end the current fiscal year) with an operating surplus which will result in the continued stabilization of its fund balance.

The Fiscal Year 2024-2025 Annual Budget as proposed is outlined in six (6) basic funding categories:

- **General Fund (\$2,651,480)** - revenues and expenditures related to traditional city services whose main financial support comes from tax dollars. The General Fund includes the Administrative, Courts, Police Department, Streets, Building, Solid Waste, Fire, Parks, and Library departments.
- **Enterprise Funds (\$2,179,631)** - revenues and expenditures for the Water and Wastewater. Enterprise fund revenue is solely from sales revenue.
- **Debt Service Fund (\$558,769)** - all proceeds and expenditures related to servicing annual debt payment and management of various debt obligations.
- **Special Revenue Funds (\$17,500)** - these funds account for special revenues that must be expensed for a specific purpose. The funds are supported by a dedicated revenue stream. The special revenue funds are Municipal Court Technology, Municipal Court Security, and Police Forfeiture Fund.
- **Capital Improvement Fund (\$80,000)** - revenues from the capital improvement fee specifically for designated city capital projects such as park improvements, equipment, or street maintenance.

### Property Tax

Texas law establishes the process followed by city officials in determining (a) the value for property, (b) ensuring that values are equal and uniform, (c) setting tax rates and (d) collecting taxes. However, in the management of the overall cost to taxpayers, the only control exercised by the City of Poteet is the annual setting of the city tax rate.

For Fiscal Year 2025, we are proposing a tax rate of \$0.945801 per \$100 valuation. The tax rate is decreasing slightly (.24%) from last year. The tax rate will generate a levy of \$1,192,829 for the City.

### Sales & Use Tax

The State of Texas imposes 6.25% sales and use tax on "all retail sales, leases and rentals of most goods, as well as taxable services. Atascosa county imposes a 0.5% sales tax, and the City of Poteet imposes an additional 1.5% sales tax to create a maximum combined rate of 8.25%.





The city of Poteet has experienced steady growth in sales tax revenue over the last few years, but this current fiscal year has remained flat Year-to-date the sales tax is 0.26% over prior year and is projected to be right at our original budget. With the proposed budget, we are proposing to keep the sales tax without any growth in the current fiscal year's City sales tax revenue. We do not anticipate a downturn in the economy, but we want to remain conservative in our projections.

### **Employee Compensation**

The city of Poteet must continue to provide appropriate and market-competitive compensation for all city employees to provide the highest possible of services. The current state of the job market, combined with the City's need to grow services, makes it imperative that our compensation levels be sufficient to recruit and retain professional staff. Accordingly, the proposed Fiscal Year 2024-2025 Budget includes a Cost-of-Living Adjustment (COLA) of 5.0% in base salaries for all full-time employees that will take effect October 1. In addition to the COLA, an additional amount is budgeted for retention initiatives will be included in this year's budget. The city also plans to increase training in various departments to continue to enhance and retain quality staff.

### **General Fund Revenue**

The General Fund is the City of Poteet's operating fund for essential city services. It is used to account for all financial resources except those required to be accounted for in other funds, such as the Water and Wastewater Fund or Special Revenue Funds. All general tax revenues and other receipts that are not allocated by law or otherwise restricted to other funds are accounted for in this fund.

The General Fund is the largest fund for the City and is supported by a variety of revenue sources. However, Property (Ad Valorem) Taxes and Sales Tax provide the primary funding.

### **General Fund Expenses**

The General Fund is the primary operating fund of the City and is utilized to account for all costs traditionally associated with city government. The proposed Fiscal Year 2024-2025 Annual Budget includes total General Fund Expenditures of \$2.65M. The General Fund Expenditures are those costs associated with essential city services including, but not limited to, public safety, parks, streets, municipal court, building, fire and the library.

### **Water Fund Revenue**

In anticipation of the new water meter project being complete by October 1, revenues for both water and wastewater were budgeted to increase based on projections provided by the contractor. Also, there is a scheduled 2.5% increase on base rates and volumetric rates on January 1, 2025, that will be included in this budget proposal.





### Debt Service

The city approved Certificates of Obligation 2023 bonds in April of 2023 to fund various city projects, including the water meter project, equipment, vehicles, and a splash pad for the community. Payment of these CO's is anticipated to be funded from the Interest & Sinking tax rate until revenues stabilize in the utility fund. In future years, the city will move to partially fund this bond from utility revenues as revenue increases.

These are both challenging and exciting times for the City of Poteet and this financial plan for the next fiscal year will allow our operations to continue moving forward. The proposed budget for Fiscal Year 2025 complies with the Council-approved financial policies and incorporates the necessary financial strategies to fund the operation of the City, while maintaining financial stability into the future.

As you review the proposed Fiscal Year 2024-2025 Budget, please recognize the efforts of each department head in preparing their budget and maintaining expenditure levels. We look forward to working with you to finalize the City budget.

Sincerely,

Melissa Popham  
City Administrator





# OUR MISSION

We will serve our residents, businesses, and visitors through leadership, partnership, and the provision of effective and community focused services.

# OUR VISION

To develop and grow as a rural community that works together to overcome the challenges with integrity while maintaining a positive outlook toward the goals and strategies we plan from year to year.

## FY 25

# STRATEGIC GOALS

### OUR FOCUS FY25 BUDGET

- Street Maintenance
- Develop a budget that will deliver resources to the needs of our community
- Support economic growth in our community





# ***FUND BALANCE SUMMARY—ALL FUNDS***



# ALL FUNDS

## FUND BALANCE SUMMARY



	Unrestricted Amount FY 2023 Audit Ending	Year End Projections FY 2024	Projected Year End FY 2025 Balance	FY 2025 Budget Surplus (Deficit)	Projected Ending Fund Balance FY 2025
General Fund	810,099	65,665	875,764	0	875,764
Utility Fund	(99,102)	73,374	(25,728)	(0)	(25,728)
Capital Improvement Fund	243,879	(55,000)	188,879	-	188,879
Debt Service Fund	477,753	(132,827)	344,926	(170,998)	173,928
Court Technology Fund	10,150	3,000	13,150	(10,000)	3,150
Court Security Fund	4,794	(2,550)	2,244	(1,800)	444
<b>Total Fund Balance</b>	<b>1,447,573</b>	<b>(48,338)</b>	<b>1,399,235</b>	<b>(182,798)</b>	<b>1,216,437</b>

**Total Projected General Fund Balance as a % of Expenditures** **33.01%**





# ***BUDGET SUMMARY— ALL FUNDS***



# ALL FUNDS

## SUMMARY



	2023-2024 Original Budget	2023-2024 YTD 05-31-2024	2024-2025 Adopted Budget	Amended FY24 vs Adopted FY25
<b>General Fund</b>				
Revenues	2,422,565	2,294,413	2,652,680	9%
Expenditures	2,356,900	1,568,486	2,652,680	13%
<b>Net Surplus (deficit)</b>	65,665	725,928	0	-100%
<b>Enterprise Fund</b>				
Revenues	1,793,156	1,252,348	2,179,631	22%
Expenditures	1,719,782	1,187,297	2,179,631	27%
<b>Net Surplus (deficit)</b>	73,374	65,051	(0)	-100%
<b>Capital Improvement Fund</b>				
Revenues	80,000	54,577	80,000	0%
Expenditures	135,000	-	80,000	0%
<b>Net Surplus (Deficit)</b>	(55,000)	54,577	-	0%
<b>Court Technology Fund</b>				
Revenues	3,000	1,679	3,000	0%
Expenditures	-	-	13,000	0%
<b>Net Surplus (Deficit)</b>	3,000	1,679	(10,000)	0%
<b>Court Security Fund</b>				
Revenues	2,700	1,996	2,700	0%
Expenditures	5,250	-	4,500	0%
<b>Net Surplus (Deficit)</b>	(2,550)	1,996	(1,800)	0%
<b>Interest &amp; Sinking Fund</b>				
Revenues	350,221	331,492	387,771	11%
Expenditures	483,048	424,220	558,769	16%
<b>Net Surplus (Deficit)</b>	(132,827)	(92,728)	(170,998)	29%
<b>Total Surplus (Deficit)</b>	(45,788)	754,506	(180,998)	0%





# ***GENERAL FUND***



# GENERAL FUND

## SUMMARY



	2023-2024 Original Budget	2023-2024 YTD 05-31-2024	2024-2025 Adopted Budget	Adopted FY24 vs Adopted FY25
<b>Revenues</b>				
Property Taxes	812,151	747,593	862,140	6%
Other Taxes	755,119	514,775	773,600	2%
Licenses and Permits	52,900	60,547	67,900	28%
Court Fines & Fees	742,245	502,352	793,689	7%
Charges for Services	60,150	469,146	85,350	42%
Other Revenue	-	-	-	0%
Intergovernmental	-	-	-	0%
Transfers In	-	-	70,000	0%
<b>Total Revenues</b>	<b>2,422,565</b>	<b>2,294,413</b>	<b>2,652,680</b>	<b>9%</b>
<b>Expenditures</b>				
Administration	374,734	344,641	448,643	20%
Municipal Court	94,320	71,993	110,767	17%
Police	883,598	636,775	981,127	11%
Fire	79,010	15,127	50,610	-36%
Streets	70,200	12,349	69,200	-1%
Parks & Recreation	187,583	152,378	293,288	56%
Animal Control	59,206	2,795	83,909	42%
Library	128,249	58,037	144,035	12%
Garbage	480,000	274,390	471,100	-2%
<b>Total Expenditures</b>	<b>2,356,900</b>	<b>1,568,486</b>	<b>2,652,680</b>	<b>13%</b>
<b>Net Surplus (Deficit)</b>	<b>65,665</b>	<b>725,928</b>	<b>0</b>	<b>-100%</b>



# GENERAL FUND



## REVENUES

		2023-2024	2023-2024	2024-2025	Adopted FY24 vs
		Budget	YTD 05-31-2024	Adopted Budget	Adopted FY25
<b>Revenues</b>					
10-00-4000-000	Current Ad Valorem	743,151	695,394	793,140	7%
10-00-4005-000	Delq Ad Valorem	42,000	25,114	42,000	0%
10-00-4010-000	Payment in Lieu of Taxes	6,000	6,465	6,000	0%
10-00-4015-000	Penalties - Property Taxes	8,000	9,634	8,000	0%
10-00-4020-000	Interest - Property Taxes	13,000	10,986	13,000	0%
10-00-4100-000	Sales Tax	644,719	436,284	653,200	1%
10-00-4100-001	Sales Tax - Discount	-	89	-	0%
10-00-4105-000	Franchise Tax	110,000	76,926	120,000	9%
10-00-4110-000	Occupation Tax	400	1,475	400	0%
10-00-4200-000	Building Permits	45,000	52,747	60,000	33%
10-00-4205-000	Electrical Permits	-	1,450	-	0%
10-00-4210-000	Plumbing Permits	-	350	-	0%
10-00-4220-000	Gas Permits	-	235	-	0%
10-00-4225-000	Demolition Permits	500	50	500	0%
10-00-4235-000	Occupancy Permit	1,500	250	1,500	0%
10-00-4240-000	Pet License	100	35	100	0%
10-00-4245-000	Yard Sale Permit	200	230	200	0%
10-00-4250-000	Alarm Permits	1,500	285	1,500	0%
10-00-4255-000	Rental Inspections	2,500	840	2,500	0%
10-00-4260-000	Health Inspections	1,500	4,000	1,500	0%
10-00-4265-000	Liquor License	100	75	100	0%
10-00-4300-000	Court Fines & Fees	40,000	53,078	65,000	63%
10-00-4305-000	Impound Storage Fees	30,000	11,600	30,000	0%
10-00-4310-000	Warrant Fees Collected	1,000	3,040	3,000	200%
10-00-4325-000	Towing Fees	20,000	8,079	25,000	25%
10-00-4330-000	Restitutions	600	-	600	0%
10-00-4115-000	GVEC Tower Lease	2,500	438	2,500	0%
10-00-4425-000	Garbage Revenue	648,145	426,117	667,589	3%



# GENERAL FUND

## REVENUES



	2023-2024 Budget	2023-2024 YTD 05-31-2024	2024-2025 Proposed Budget	Adopted FY24 vs Proposed FY25
10-00-4500-000 Fire Inspection Fee	800	1,950	800	0%
10-00-4505-000 Report Fees	150	42	150	0%
10-00-4510-000 Library Service Charges	1,800	1,864	2,500	39%
10-00-4520-000 Notary Fees	400	156	400	0%
10-00-4525-000 Garbage Revenue	-	6,729	-	0%
10-00-4600-000 Animal Impound Fees	300	-	300	0%
10-00-4615-000 Contributions	-	17,304	20,000	0%
10-00-4618-000 Impound Auctions	20,000	11,260	20,000	0%
10-00-4620-000 Insurance Reimbursement	-	-	-	0%
10-00-4625-000 Credit Card Fees	8,000	6,975	10,000	25%
10-00-4635-000 Interest Income	-	-	-	0%
10-00-4645-000 Library Donations	1,500	758	1,500	0%
10-00-4651-000 Library Rent Revenue	1,000	-	1,000	0%
10-00-4655-000 Miscellaneous Revenue	5,000	56,853	5,000	0%
10-00-4663-000 Open Records Requests	-	3	-	0%
10-00-4665-000 Park Donations	1,000	-	1,000	0%
10-00-4670-000 Admin Donations	500	-	500	0%
10-00-4675-000 Animal Control Donations	200	-	200	0%
10-00-4680-000 Police Donations	250	-	250	0%
10-00-4690-000 Rent Revenues	750	1,530	750	0%
10-00-4692-000 Strawberry Festival Revenue	17,500	20,625	20,000	14%
10-00-4699-000 Other Financing Sources	-	270,417	-	0%
10-00-4720-000 LEOSE Training	1,000	2,405	1,000	0%
10-00-4721-000 Police Grants	-	70,275	-	0%
10-00-9015-000 Transfers In	-	-	70,000	0%
	<b>2,422,565</b>	<b>2,294,413</b>	<b>2,652,680</b>	<b>9%</b>





# ***GENERAL FUND*** ***Expenditure Summaries***



# GENERAL FUND

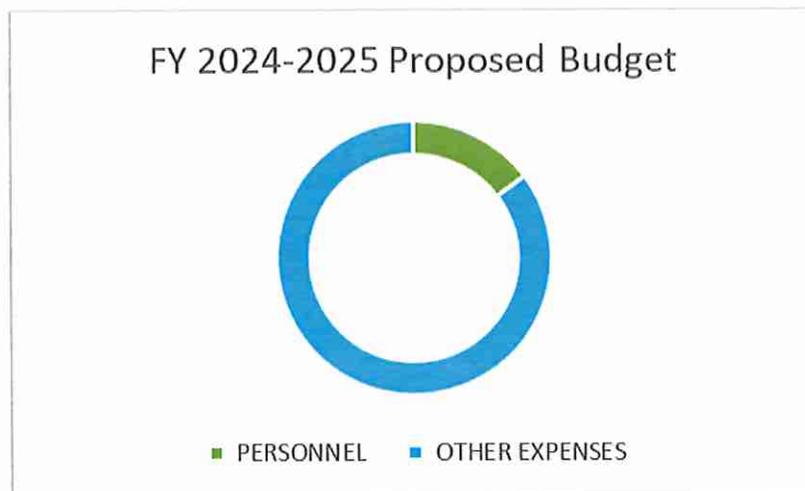


## ADMINISTRATION DEPARTMENT

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The Administration department is responsible for services provide to outside agencies and internally to provide services to other departments.

	2023-2024 Original Budget	2023-2024 YTD 05-31-2024	2024-2025 Adopted Budget	Amended FY24 vs Adopted FY25
PERSONNEL	72,314	97,694	65,135	-10%
OTHER EXPENSES	302,420	246,948	383,508	27%
	374,734	344,641	448,643	20%



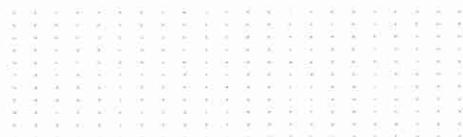
## LOOKING AHEAD

### FY25 OBJECTIVES & PERFORMANCE MEASURES

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#### Develop and deliver professional administrative services to the City

- Provide new voting machines for the public
- Economic development consulting
- Additional funds for training
- Providing professional services to our customer base and outside agencies



**GENERAL FUND**

**ADMINISTRATION DEPARTMENT**



**LINE ITEM SUMMARY**

	2023-2024 Original Budget	2023-2024 YTD 05-31-2024	2024-2025 Adopted Budget	Adopted FY24 vs Adopted FY25
<b>PERSONNEL</b>				
10-41-5000-000 City Administrator	22,058	17,471	24,748	12%
10-41-5005-000 City Secretary	-	44,732	15,409	0%
10-41-5010-000 Accountant	15,288	624	-	-100%
10-41-5049-000 Customer Service Clerk	7,644	5,379	8,335	9%
10-41-5090-000 Overtime	-	1,103	750	0%
10-41-5097-000 Certification/Merit Pay	15,000	-	1,500	-90%
10-41-5105-000 Group Insurance	5,850	14,807	6,325	8%
10-41-5110-000 Life/AD&D/STD/LTD	36	305	36	0%
10-41-5115-000 Dental/Vision	24	812	24	0%
10-41-5120-000 Payroll Taxes - FICA	2,905	7,115	3,183	10%
10-41-5125-000 Payroll Taxes - Unemployment	177	16	319	80%
10-41-5130-000 Retirement	2,133	2,721	2,337	10%
10-41-5135-000 Uniforms	1,000	1,367	1,000	0%
10-41-5145-000 Workers' Compensation	199	1,243	1,169	487%
<b>PERSONNEL</b>	<b>72,314</b>	<b>97,694</b>	<b>65,135</b>	<b>-10%</b>



# GENERAL FUND

## ADMINISTRATION DEPARTMENT



### LINE ITEM SUMMARY

		2023-2024	2023-2024	2024-2025	Amended FY24 vs
OTHER EXPENSES		Original Budget	YTD 05-31-2024	Adopted Budget	Adopted FY25
10-41-5200-000	Atascosa Appraisal District	15,000	23,176	30,901	106%
10-41-5210-000	Audit Services	9,750	9,750	10,000	3%
10-41-5210-001	Accounting Outsourcing (Go Vir	33,600	19,600	34,800	4%
10-41-5215-000	Bldg Security Expenditures	2,000	6,411	1,500	-25%
10-41-5220-000	IT Services	10,000	3,378	5,045	-50%
10-41-5221-000	Software Maintenance	5,000	14,399	35,000	600%
10-41-5222-000	Email	1,500	4,104	1,500	0%
10-41-5223-000	Web Services	500	4,141	4,500	800%
10-41-5235-000	Engineering Fees	30,000	6,404	5,000	-83%
10-41-5240-000	Legal Services	35,000	9,812	35,000	0%
10-41-5245-000	Tax Collection Expense	4,000	2,586	3,000	-25%
10-41-5310-000	Electricity	15,000	5,361	10,800	-28%
10-41-5325-000	Internet Service	2,000	615	1,200	-40%
10-41-5330-000	Wireless Telephone	5,000	3,140	5,000	0%
10-41-5335-000	Office Telephones	2,800	386	1,600	-43%
10-41-5340-000	Fax Lines city	500	454	700	40%
10-41-5400-000	Elections Expense	10,000	599	5,000	-50%
10-41-5405-000	Janitorial Supplies	1,000	1,127	1,500	50%
10-41-5410-000	Legal Notices	2,000	504	1,000	-50%
10-41-5415-000	Maintenance Supplies	795	698	1,000	26%
10-41-5420-000	Office Supplies	2,500	4,314	5,000	100%
10-41-5440-000	Postage	1,000	663	1,000	0%
10-41-5500-000	Building Maintenance	6,000	1,582	2,000	-67%
10-41-5505-000	Equipment Maintenance	1,000	-	500	-50%
10-41-5520-000	Vehicle Maintenance	-	34	500	0%
10-41-5520-200	2007 Ford Expedition	1,000	-	-	-100%
10-41-5600-000	Office Equipment	2,000	9	-	-100%
10-41-5615-000	Computer Equipment	1,000	4,659	-	-100%



# GENERAL FUND

## ADMINISTRATION DEPARTMENT



### LINE ITEM SUMMARY

		2023-2024	2023-2024	2024-2025	Amended FY24 vs
		Original Budget	YTD 05-31-2024	Adopted Budget	Adopted FY25
10-41-5730-000	Credit Card Fees	13,000	17,926	-	-100%
10-41-5740-000	Dues & Memberships	3,500	2,182	3,500	0%
10-41-5741-000	Employee Dues & Memberships	500	4,291	2,000	300%
10-41-5745-000	Employee Relations	44,250	26,741	2,000	-95%
10-41-5750-000	Equipment Lease	4,000	4,603	4,000	0%
10-41-5755-000	Fuel	500	479	750	50%
10-41-5770-000	Insurance	2,000	30,008	13,963	598%
10-41-5782-000	Licenses & Permits	500	111	-	-100%
10-41-5795-000	Miscellaneous	2,000	583	2,000	0%
10-41-5800-000	Other Services	5,000	15,300	66,000	1220%
10-41-5805-000	Parade/Event Expenses	4,000	6,932	25,000	525%
10-41-5815-000	Post Office Box Rent	225	-	250	11%
10-41-5820-000	Service Fees	1,000	500	1,200	20%
10-41-5830-000	Travel & Training	7,000	8,407	17,500	150%
10-41-5831-000	Council Travel & Training	-	-	12,000	0%
10-41-5835-000	Awarda & Plaques	-	299	300	0%
10-41-5840-000	Code Enforcement Clean-Up	-	-	-	0%
10-41-5850-000	Shuttle Bus Transportation	15,000	-	15,000	0%
10-41-8050-000	Equipment Purchases	-	-	15,000	0%
10-41-8040-000	Buildings	-	680	-	0%
<b>OTHER EXPENSES</b>		<b>302,420</b>	<b>246,948</b>	<b>383,508</b>	<b>27%</b>
<b>TOTAL ADMINISTRATION</b>		<b>374,734</b>	<b>344,641</b>	<b>448,643</b>	<b>20%</b>



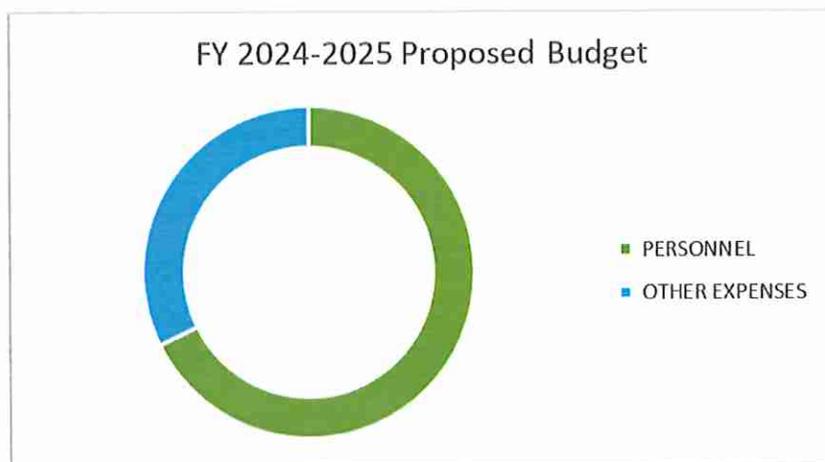
# GENERAL FUND

## MUNICIPAL COURT DEPARTMENT



The Municipal Court department is responsible for administering payments on tickets, managing tickets and scheduling and administering court dates.

	2023-2024 Original Budget	2023-2024 YTD 05-31-2024	2024-2025 Adopted Budget	Amended FY24 vs Adopted FY25
PERSONNEL	49,920	45,970	77,037	54%
OTHER EXPENSES	44,400	26,022	33,730	-24%
	94,320	71,993	110,767	17%



## LOOKING AHEAD

### FY25 OBJECTIVES & PERFORMANCE MEASURES

#### Provide Professional & Courteous Service

- Maintain the Municipal Court docket
- Participate in trainings to stay up-to-date on best practices and changes to relevant laws



**GENERAL FUND**

**MUNICIPAL COURT DEPARTMENT**



**LINE ITEM SUMMARY**

		2023-2024	2023-2024	2024-2025	Adopted FY24 vs
		Original Budget	YTD 05-31-2024	Adopted Budget	Adopted FY25
<b>PERSONNEL</b>					
10-43-5014-000	Baliff	-	-	5,058	0%
10-43-5015-000	Court Clerk	35,360	37,026	52,143	47%
10-43-5090-000	Overtime	500	-	750	50%
10-43-5097-000	Certification/Merit Pay	-	-	1,500	0%
10-43-5105-000	Group Insurance	7,800	4,807	8,434	8%
10-43-5110-000	Life/AD&D/STD/LTD	28	106	34	21%
10-43-5115-000	Dental/Vision	32	203	32	0%
10-43-5120-000	Payroll Taxes - FICA	2,899	2,833	4,376	51%
	Payroll Taxes -				
10-43-5125-000	Unemployment	606	26	184	-70%
10-43-5130-000	Retirement	1,826	787	2,757	51%
10-43-5135-000	Uniforms	600	-	600	0%
10-43-5145-000	Workers' Compensation	269	183	1,169	334%
<b>PERSONNEL</b>		<b>49,920</b>	<b>45,970</b>	<b>77,037</b>	<b>54%</b>



# GENERAL FUND

## MUNICIPAL COURT DEPARTMENT



### LINE ITEM SUMMARY

		2023-2024	2023-2024	2024-2025	Amended FY24 vs
		Original Budget	YTD 05-31-2024	Adopted Budget	Adopted FY25
<b>OTHER EXPENSES</b>					
10-43-5215-000	Building Security	1,000	-	-	-100%
10-43-5220-000	IT Services	5,000	3,378	5,100	2%
10-43-5221-000	Software Maintenance	2,500	4,800	-	-100%
10-43-5222-000	Email	300	432	150	-50%
10-43-5223-000	Web Services	500	601	750	50%
10-43-5240-000	Legal Services	12,000	12,990	19,000	58%
10-43-5325-000	Internet Service	300	-	-	-100%
10-43-5330-000	Office Telephone	300	674	1,600	433%
10-43-5420-000	Office Supplies	1,500	371	1,250	-17%
10-43-5440-000	Postage	300	106	500	67%
10-43-5615-000	Computer Equipment	1,000	27	250	-75%
10-43-5740-000	Dues & Memberships	500	153	500	0%
10-43-5741-000	Employee Dues & Memberships	500	-	-	-100%
10-43-5750-000	Equipment Lease	4,000	2,302	3,480	-13%
10-43-5770-000	Insurance	5,000	-	-	-100%
10-43-5782-000	Licenses & Permits	500	-	-	-100%
10-43-5795-000	Miscellaneous	-	190	400	0%
10-43-5800-000	Other Services	200	-	-	-100%
10-43-5820-000	Service Fees	1,000	-	-	-100%
10-43-5830-000	Travel & Training	-	-	750	0%
10-43-8025-000	Software	7,500	-	-	-100%
<b>OTHER EXPENSES</b>		44,400	26,022	33,730	-24%
<b>TOTAL MUNICIPAL COURT</b>		94,320	71,993	110,767	17%



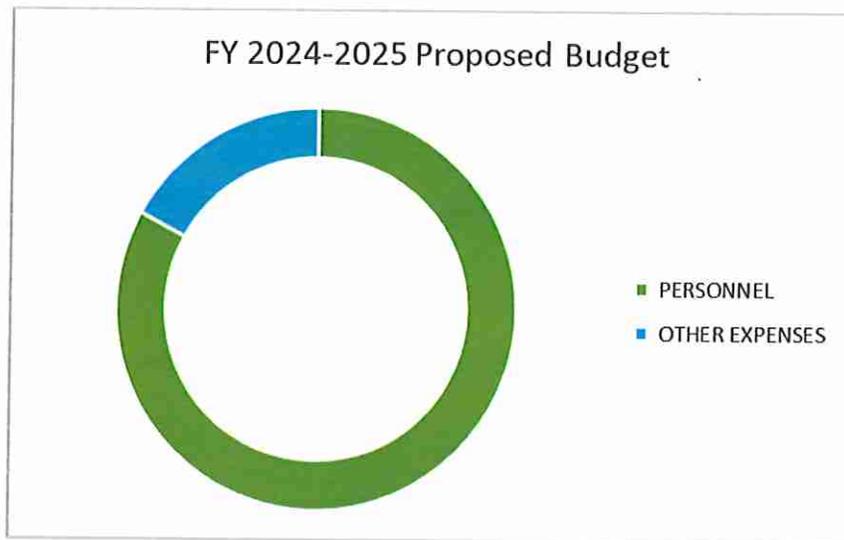
# GENERAL FUND

## POLICE DEPARTMENT



The Police department is responsible for the safety of the public.

	2023-2024 Original Budget	2023-2024 YTD 05-31-2024	2024-2025 Adopted Budget	Amended FY24 vs Adopted FY25
PERSONNEL	720,648	465,089	800,798	11%
OTHER EXPENSES	162,950	171,686	180,329	11%
	883,598	636,775	981,127	11%



## LOOKING AHEAD

### FY25 OBJECTIVES & PERFORMANCE MEASURES

#### Provide High Quality Police Services to our Community

- Continue to improve officer salaries to be more competitive



**GENERAL FUND**

**POLICE DEPARTMENT**



**LINE ITEM SUMMARY**

		2023-2024	2023-2024	2024-2025	Adopted FY24 vs
		Original Budget	YTD 05-31-2024	Adopted Budget	Adopted FY25
<b>PERSONNEL</b>					
10-52-5020-000	Police Chief	61,829	42,811	69,676	13%
10-52-5025-000	Police Sergeant	48,157	30,191	54,343	13%
10-52-5027-000	Police Investigator	49,920	35,986	58,727	18%
10-52-5033-000	Police Patrol Officers	276,973	208,776	362,426	31%
10-52-5037-000	Police Clerk	35,360	24,192	39,808	13%
10-52-5045-000	Code Enforcement	-	-	-	0%
10-52-5050-000	Part-Time	-	-	-	0%
10-52-5090-000	Overtime	20,000	23,331	25,000	25%
10-52-5097-000	Certification/Merit Pay	35,000	-	10,000	-71%
10-52-5105-000	Group Insurance	93,600	43,552	92,770	-1%
10-52-5110-000	Life/AD&D/STD/LTD	381	1,854	373	-2%
10-52-5115-000	Dental/Vision	379	1,909	347	-8%
10-52-5120-000	Payroll Taxes - FICA	39,635	27,945	44,756	13%
10-52-5125-000	Payroll Taxes - Unemployment	8,289	162	1,584	-81%
10-52-5130-000	Retirement	24,969	10,331	28,196	13%
10-52-5135-000	Uniforms	5,000	2,347	5,000	0%
10-52-5145-000	Workers' Compensation	21,156	11,701	7,791	-63%
<b>PERSONNEL</b>		<b>720,648</b>	<b>465,089</b>	<b>800,798</b>	<b>11%</b>



# GENERAL FUND

## POLICE DEPARTMENT



### LINE ITEM SUMMARY

		2023-2024	2023-2024	2024-2025	Amended FY24 vs
OTHER EXPENSES		Original Budget	YTD 05-31-2024	Adopted Budget	Adopted FY25
10-52-5220-000	IT Services	8,000	3,538	8,000	0%
10-52-5221-000	Software Maintenance	950	6,694	18,500	1847%
10-52-5221-001	CopSync Software	8,000	-	9,000	13%
10-52-5222-000	Email	2,000	2,376	5,000	150%
10-52-5223-000	Web Services	500	601	1,000	100%
10-52-5240-000	Legal Services	1,000	-	1,000	0%
10-52-5310-000	Electricity	8,000	1,475	5,000	-38%
10-52-5320-000	Gas	500	763	1,000	100%
10-52-5325-000	Internet Service	1,000	745	1,000	0%
10-52-5330-000	Wireless Telephone	7,000	5,144	7,500	7%
10-52-5335-000	Office Telephone	3,000	130	500	-83%
10-52-5340-000	Fax Lines	250	535	500	100%
10-52-5405-000	Janitorial Supplies	750	-	500	-33%
10-52-5410-000	Legal Notices	500	-	500	0%
10-52-5415-000	Maintenance Supplies	1,000	236	500	-50%
10-52-5420-000	Office Supplies	1,500	351	1,000	-33%
10-52-5420-001	Office Supplies	-	24	-	0%
10-52-5425-000	Operating Supplies	1,000	66	500	-50%
10-52-5440-000	Postage	1,500	431	1,000	-33%
10-52-5440-001	Code Enforcement	-	345	10,000	0%
10-52-5445-000	Chemicals	100	-	100	0%
10-52-5500-000	Building Maintenance	3,500	15,817	5,000	43%
10-52-5505-000	Equipment Maintenance	6,000	591	2,000	-67%
10-52-5520-000	Vehicle Maintenance	9,000	10,102	9,000	0%
10-52-5530-000	Impound Yard Maintenance	2,000	90	500	-75%
10-52-5600-000	Office Equipment	2,000	-	6,000	200%
10-52-5605-000	Other Equipment	1,000	41	-	-100%
10-52-5615-000	Computer Equipment	3,000	-	-	-100%
10-52-5730-000	Credit Card Fees	600	-	-	-100%



**GENERAL FUND**

**POLICE DEPARTMENT**



**LINE ITEM SUMMARY**

		2023-2024	2023-2024	2024-2025	Amended FY24 vs
		Original Budget	YTD 05-31-2024	Adopted Budget	Adopted FY25
10-52-5740-000	Dues & Memberships	1,000	-	1,000	0%
10-52-5741-000	Employee Dues & Memberships	-	108	-	0%
10-52-5750-000	Equipment Lease	5,400	2,302	3,500	-35%
10-52-5755-000	Fuel	25,000	16,179	25,000	0%
10-52-5770-000	Insurance	17,000	-	32,029	88%
10-52-5780-000	LEOSE Training Expense	2,000	764	1,200	-40%
10-52-5782-000	Licenses & Permits	500	2,340	3,000	500%
10-52-5795-000	Miscellaneous	5,000	2,398	2,000	-60%
10-52-5800-000	Other Services	2,400	236	500	-79%
10-52-5827-000	Towing Fees	20,000	5,970	7,500	-63%
10-52-5830-000	Travel & Training	2,000	160	2,000	0%
10-52-5832-000	Ammo/Firearms	3,000	599	2,000	-33%
10-52-5833-000	Watchguard	6,000	-	6,000	0%
10-52-8050-000	Equipment Purchases	-	89,504	-	0%
10-52-8030-000	Vehicles	-	1,034	-	0%
<b>OTHER EXPENSES</b>		<b>162,950</b>	<b>171,686</b>	<b>180,329</b>	<b>11%</b>
<b>TOTAL POLICE</b>		<b>883,598</b>	<b>636,775</b>	<b>981,127</b>	<b>11%</b>



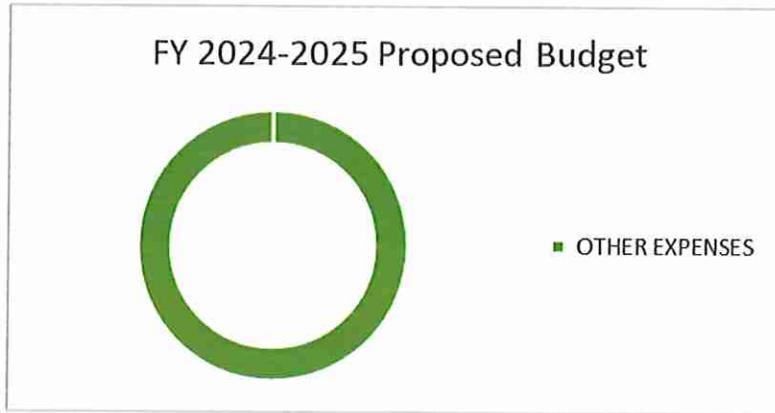
# GENERAL FUND

## FIRE DEPARTMENT



These expenditures are the responsibility of the City to fund the volunteer fire department.

	2022-2023 Original Budget	2023-2024 YTD 05-31-2024	2023-2024 Adopted Budget	Amended FY 23 vs Adopted FY24
OTHER EXPENSES	79,010	15,127	50,610	-36%
	79,010	15,127	50,610	-36%



	2023-2024 Original Budget	2023-2024 YTD 05-31-2024	2024-2025 Adopted Budget	Adopted FY24 vs Adopted FY25
<b>OTHER EXPENSES</b>				
10-53-5145-000 Workers' Compensation	6,000	-	6,000	0%
10-53-5222-000 Email	210	-	210	0%
10-53-5310-000 Electricity	3,000	1,174	3,000	0%
10-53-5320-000 Gas	800	1,117	1,300	63%
10-53-5325-000 Internet Services	-	-	500	0%
10-53-5330-000 Telephone	-	85	100	0%
10-53-5335-000 Office Phone	500	170	500	0%
10-53-5500-000 Building Maintenance	4,500	602	4,500	0%
10-53-5505-000 Equipment Maintenance	8,000	1,203	6,000	-25%
10-53-5520-000 Vehicle Maintenance	9,500	4,201	9,500	0%
10-53-5506-000 Rescue Tools	5,000	-	5,000	0%
10-53-5755-000 Fuel	14,000	6,574	14,000	0%
10-53-5770-000 Insurance	7,500	-	-	-100%
10-53-8015-000 Equipment Purchases	20,000	-	-	-100%
<b>OTHER EXPENSES</b>	<b>79,010</b>	<b>15,127</b>	<b>50,610</b>	<b>-36%</b>
<b>TOTAL FIRE</b>	<b>79,010</b>	<b>15,127</b>	<b>50,610</b>	<b>-36%</b>



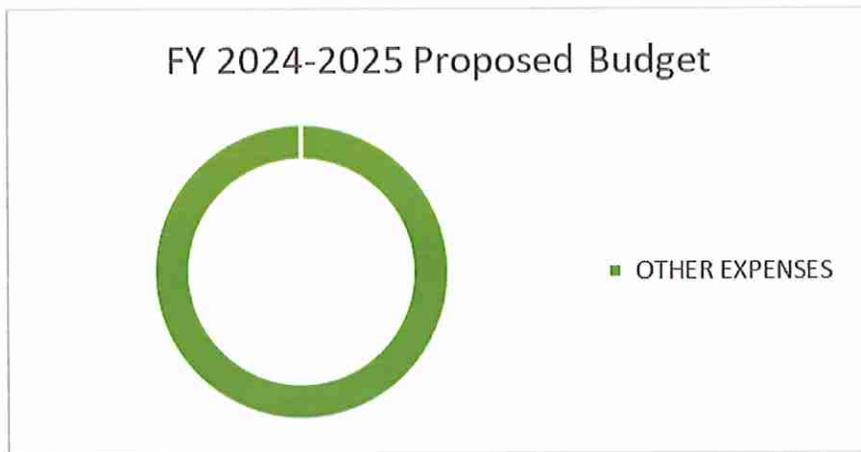
# GENERAL FUND

## STREETS DEPARTMENT



The Streets department is responsible for maintaining the streets of the City. Various repairs and maintenance and improvements to the City’s streets are managed by this department.

	2022-2023 Original Budget	2023-2024 YTD 05-31-2024	2023-2024 Adopted Budget	Amended FY 23 vs Adopted FY24
OTHER EXPENSES	70,200	12,349	69,200	-1%
	70,200		69,200	0%



## LOOKING AHEAD

### FY25 OBJECTIVES & PERFORMANCE MEASURES

#### Provide Safe & Effective Travel within the City

- Pothole filling
- Continually improve street signs



**GENERAL FUND**

**STREETS DEPARTMENT**



**LINE ITEM SUMMARY**

	2023-2024 Original Budget	2023-2024 YTD 05-31-2024	2024-2025 Adopted Budget	Amended FY24 vs Adopted FY25
<b>OTHER EXPENSES</b>				
10-57-5235-000 Engineering Fees	-	-	-	0%
10-57-5310-000 Electricity	55,000	1,818	55,000	0%
10-57-5415-000 Maintenance Supplies Equipment	500	10,216	500	0%
10-57-5505-000 Maintenance	-	-	-	0%
10-57-5510-000 Street Maintenance	5,000	-	5,000	0%
10-57-5510-075 Street Signs	3,500	315	2,500	-29%
10-57-5525-000 Drainage Maintenance	2,000	-	4,000	100%
10-57-5605-000 Other Equipment	-	-	-	0%
10-57-5610-000 Small Tools	2,000	-	2,000	0%
10-57-5755-000 Fuel	-	-	-	0%
10-57-5770-000 Insurance	2,000	-	-	-100%
10-57-5795-000 Miscellaneous	200	-	200	0%
<b>OTHER EXPENSES</b>	<b>70,200</b>	<b>12,349</b>	<b>69,200</b>	<b>-1%</b>
<b>TOTAL STREETS</b>	<b>70,200</b>	<b>12,349</b>	<b>69,200</b>	<b>-1%</b>



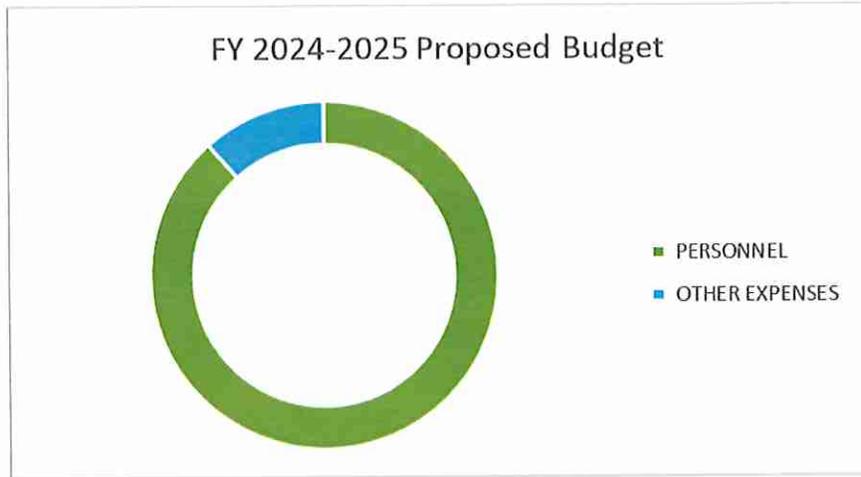
**GENERAL FUND**

**PARKS & RECREATION DEPARTMENT**



The Parks department is responsible for the maintenance and upkeep of the parks throughout the City.

	2023-2024 Original Budget	2023-2024 YTD 05-31-2024	2024-2025 Adopted Budget	Amended FY24 vs Adopted FY25
PERSONNEL	152,083	133,162	260,638	71%
OTHER EXPENSES	35,500	19,215	32,650	-8%
	187,583	152,378	293,288	56%



**LOOKING AHEAD**

**FY25 OBJECTIVES & PERFORMANCE MEASURES**

**Maintain Safe Public Spaces to Enhance Quality of Life**

- Respond to community concerns within 3 days
- Ensure that City parks are well maintained



**GENERAL FUND**

**PARKS & RECREATION DEPARTMENT**



**LINE ITEM SUMMARY**

	2023-2024 Original Budget	2023-2024 YTD 05-31-2024	2024-2025 Adopted Budget	Adopted FY24 vs Adopted FY25
<b>PERSONNEL</b>				
10-65-5055-00 Parks Laborer	103,930	95,261	178,319	72%
10-65-5090-00 Overtime	500	4,243	5,000	900%
10-65-5097-00 Certification/Merit Pay	-	-	5,000	0%
10-65-5105-00 Group Insurance	25,477	17,744	42,168	66%
10-65-5110-00 Life/AD&D/STD/LTD	82	183	138	68%
10-65-5115-00 Dental/Vision	95	750	158	66%
10-65-5120-00 Payroll Taxes - FICA	7,952	7,597	13,644	72%
10-65-5125-00 Payroll Taxes - Unemployment	1,663	42	720	-57%
10-65-5130-00 Retirement	5,009	2,464	8,595	72%
10-65-5135-00 Uniforms	3,000	1,675	3,000	0%
10-65-5145-00 Workers' Compensation	4,375	3,203	3,896	-11%
<b>PERSONNEL</b>	<b>152,083</b>	<b>133,162</b>	<b>260,638</b>	<b>71%</b>
<b>OTHER EXPENSES</b>				
10-65-5310-00 Electricity	3,500	751	3,500	0%
10-65-5415-00 Maintenance Supplies	5,000	3,790	5,000	0%
10-65-5420-00 Office Supplies	-	30	100	0%
10-65-5425-00 Operating Supplies	1,000	1,430	2,000	100%
10-65-5430-00 Event Supplies	-	1,065	-	0%
10-65-5440-00 Postage	-	20	50	0%
10-65-5500-00 Building Maintenance	1,500	297	1,500	0%
10-65-5505-00 Equipment Maintenance	5,000	3,186	5,000	0%
10-65-5520-00 Vehicle Maintenance	2,000	1,559	2,000	0%
10-65-5520-10 Ford F150XL	-	59	-	0%
10-65-5535-00 Park Maintenance	1,000	254	1,000	0%
10-65-5610-00 Small Tools	1,000	607	1,000	0%
10-65-5755-00 Fuel	5,000	4,657	5,000	0%
10-65-5770-00 Insurance	1,500	-	-	-100%
10-65-5795-00 Miscellaneous	2,000	-	2,000	0%
10-65-5830-00 Travel & Training	1,000	-	1,000	0%
10-65-8015-00 Equipment Purchases	6,000	1,510	3,500	-42%
<b>OTHER EXPENSES</b>	<b>35,500</b>	<b>19,215</b>	<b>32,650</b>	<b>-8%</b>
<b>TOTAL PARKS AND RECREATION</b>	<b>187,583</b>	<b>152,378</b>	<b>293,288</b>	<b>56%</b>



# GENERAL FUND

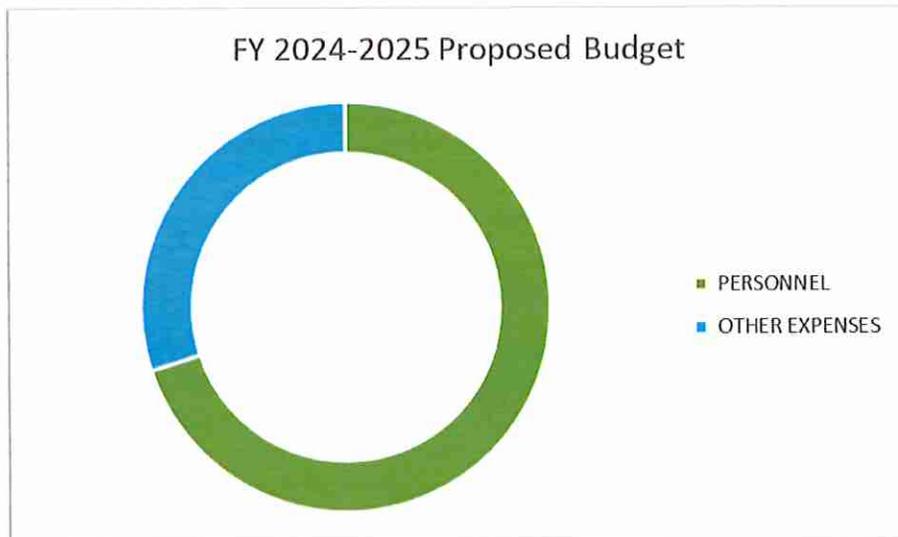


## ANIMAL CONTROL DEPARTMENT

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The Animal Control department is responsible for the safekeeping of stray animals within the City.

	2023-2024 Original Budget	2023-2024 YTD 05-31-2024	2024-2025 Adopted Budget	Amended FY24 vs Adopted FY25
PERSONNEL	45,796	-	61,659	35%
OTHER EXPENSES	13,410	2,795	22,250	66%
	59,206	2,795	83,909	42%



## LOOKING AHEAD

### FY25 OBJECTIVES & PERFORMANCE MEASURES

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- Protect public health and the welfare of animals within the City.



**GENERAL FUND**

**ANIMAL CONTROL DEPARTMENT**



**LINE ITEM SUMMARY**

	2023-2024 Original Budget	2023-2024 YTD 05-31-2024	2024-2025 Adopted Budget	Adopted FY24 vs Adopted FY25
<b>PERSONNEL</b>				
10-60-5045-000 ACO/Code Enforcement	45,796	-	44,890	-2%
10-60-5090-000 Overtime	-	-	500	0%
10-60-5097-000 Certification/Merit Pay	-	-	1,000	0%
10-60-5105-000 Group Insurance	-	-	8,434	0%
10-60-5110-000 Life/AD&D/STD/LTD	-	-	31	0%
10-60-5115-000 Dental/Vision	-	-	32	0%
10-60-5120-000 Payroll Taxes - FICA	-	-	3,435	0%
10-60-5125-000 Payroll Taxes - Unemployment	-	-	144	0%
10-60-5130-000 Retirement	-	-	2,164	0%
10-60-5135-000 Uniforms	-	-	250	0%
10-60-5145-000 Workers' Compensation	-	-	779	0%
<b>PERSONNEL</b>	<b>45,796</b>	<b>-</b>	<b>61,659</b>	<b>35%</b>
<b>OTHER EXPENSES</b>				
10-60-5250-000 County Impound Fees	500	-	-	-100%
10-60-5255-000 Veterinary Services	4,000	2,690	14,000	250%
10-60-5330-000 Telephone	-	-	-	0%
10-60-5415-000 Maintenance Supplies	1,000	7	1,000	0%
10-60-5420-000 Code Enforcement Supplies	500	-	500	0%
10-60-5425-000 Operating Supplies	-	98	-	0%
10-60-5440-000 Postage	1,000	-	250	-75%
10-60-5520-000 Vehicle Maintenance	500	-	2,000	300%
10-60-5840-000 Code Enforcement Cleanup	5,000	-	-	-100%
10-60-5755-000 Fuel	750	-	1,500	100%
10-60-5770-000 Insurance	160	-	-	-100%
10-60-5830-000 Travel & Training	-	-	3,000	0%
<b>OTHER EXPENSES</b>	<b>13,410</b>	<b>2,795</b>	<b>22,250</b>	<b>66%</b>
<b>TOTAL ANIMAL CONTROL</b>	<b>59,206</b>	<b>2,795</b>	<b>83,909</b>	<b>42%</b>



# GENERAL FUND

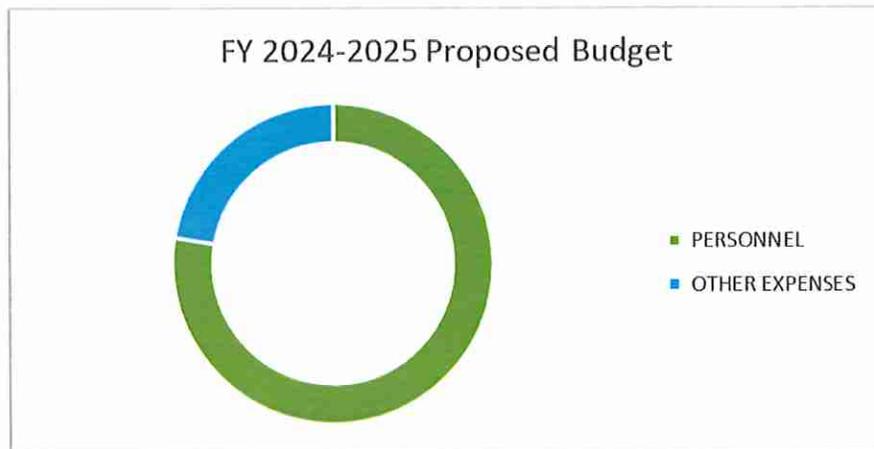
## LIBRARY DEPARTMENT

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The Library department is responsible for overseeing the library for the City.

	2023-2024 Original Budget	2023-2024 YTD 05-31-2024	2024-2025 Adopted Budget	Amended FY24 vs Adopted FY25
PERSONNEL	97,254		111,915	0%
OTHER EXPENSES	30,995		32,120	0%
	128,249		144,035	0%



## LOOKING AHEAD

### FY25 OBJECTIVES & PERFORMANCE MEASURES

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- Provide Library services to the citizens of Poteet.



# GENERAL FUND

## LIBRARY DEPARTMENT



LINE ITEM SUMMARY		2023-2024	2023-2024	2024-2025	Adopted FY24 vs
		Original Budget	YTD 05-31-2024	Adopted Budget	Adopted FY25
<b>PERSONNEL</b>					
10-70-5040-000	Librarian	41,496	4,744	44,890	8%
10-70-5042-000	Library Clerk	29,120	18,995	34,980	20%
10-70-5090-000	Overtime	310	2,613	1,000	223%
10-70-5097-000	Certification/Merit Pay	-	-	2,000	0%
10-70-5105-000	Group Insurance	15,600	1,178	16,867	8%
10-70-5110-000	Life/AD&D/STD/LTD	55	25	58	5%
10-70-5115-000	Dental/Vision	63	49	63	0%
10-70-5120-000	Payroll Taxes - FICA	5,421	1,978	6,111	13%
10-70-5125-000	Payroll Taxes - Unemployment	1,134	15	288	-75%
10-70-5130-000	Retirement	3,415	732	3,850	13%
10-70-5135-000	Uniforms	250	93	250	0%
10-70-5145-000	Workers' Compensation	390	682	1,558	300%
<b>PERSONNEL</b>		<b>97,254</b>	<b>31,105</b>	<b>111,915</b>	<b>15%</b>
<b>OTHER EXPENSES</b>					
10-70-5215-000	Bldg Security Fees	1,000	555	900	-10%
10-70-5220-000	IT Services	3,000	3,378	5,100	70%
10-70-5221-000	Software Maintenance	320	-	-	-100%
10-70-5310-000	Electricity	6,000	3,976	6,000	0%
10-70-5325-000	Internet Service	2,050	1,530	2,040	0%
10-70-5330-000	Office Telephone	1,000	703	2,760	176%
10-70-5340-000	Fax Line Library	600	260	720	20%
10-70-5405-000	Janitorial Supplies	1,000	1,075	1,600	60%
10-70-5420-000	Office Supplies	600	1,899	2,000	233%
10-70-5500-000	Building Maintenance	3,000	1,470	3,000	0%
10-70-5505-000	Equipment Maintenance	300	-	-	-100%
10-70-5600-000	Office Equipment	750	-	-	-100%
10-70-5615-000	Computer Equipment	1,000	510	-	-100%
10-70-5705-000	Books/Video & Audio	800	178	500	-38%
10-70-5740-000	Dues & Memberships	1,800	708	1,800	0%
10-70-5750-000	Equipment Lease	3,800	2,302	3,600	-5%
10-70-5770-000	Insurance	1,500	-	-	-100%
10-70-5782-000	Licenses & Permits	175	-	700	300%
10-70-5795-000	Miscellaneous	200	-	-	-100%
10-70-5800-000	Other Services	1,000	-	500	-50%
10-70-5830-000	Travel & Training	600	889	900	50%
10-70-8040-000	Buildings	-	7,500	-	0%
<b>OTHER EXPENSES</b>		<b>30,995</b>	<b>26,932</b>	<b>32,120</b>	<b>4%</b>
<b>TOTAL LIBRARY</b>		<b>128,249</b>	<b>58,037</b>	<b>144,035</b>	<b>12%</b>



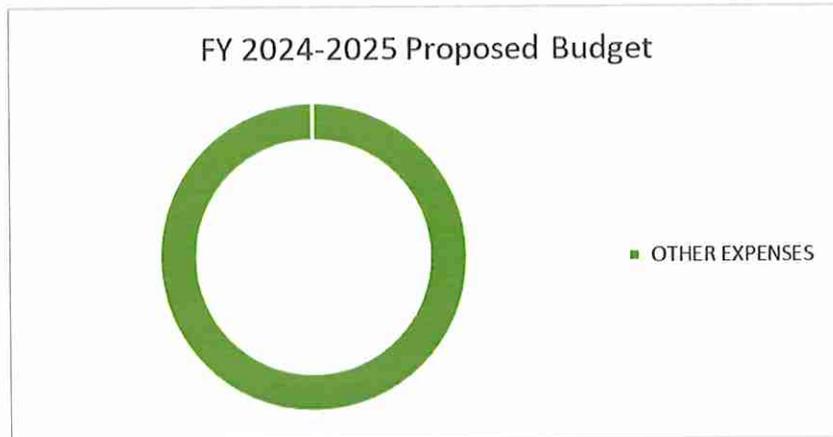
**GENERAL FUND**



**SANITATION DEPARTMENT**

The Sanitation department is used to account for the expenditures related to purchasing trash service for the City.

	2023-2024 Original Budget	2023-2024 YTD 05-31-2024	2024-2025 Adopted Budget	Amended FY24 vs Adopted FY25
OTHER EXPENSES	480,000		471,100	0%
	480,000		471,100	0%



	2023-2024 Original Budget	2023-2024 YTD 05-31-2024	2024-2025 Adopted Budget	Adopted FY24 vs Adopted FY25
<b>OTHER EXPENSES</b>				
10-30-5305-000 Commercial Dumpster Service	195,000	112,109	194,590	0%
10-30-5315-000 Garbage Service	285,000	162,281	276,510	-3%
<b>OTHER EXPENSES</b>	480,000	274,390	471,100	0%
<b>TOTAL GARBAGE</b>	480,000	274,390	471,100	-2%





# ***ENTERPRISE FUND***

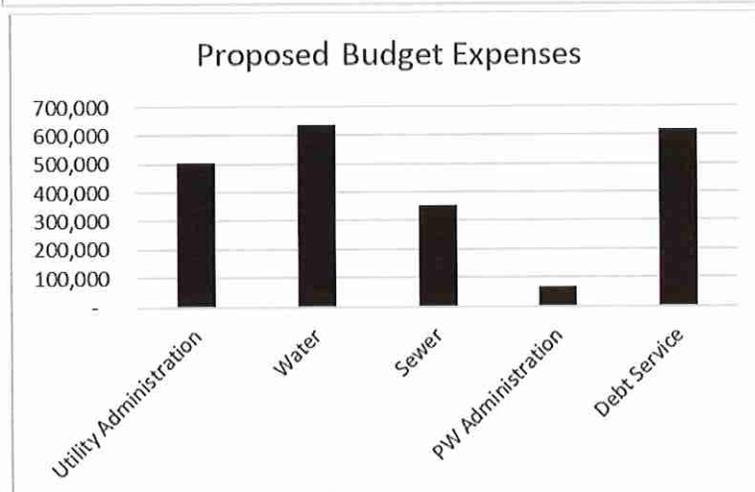
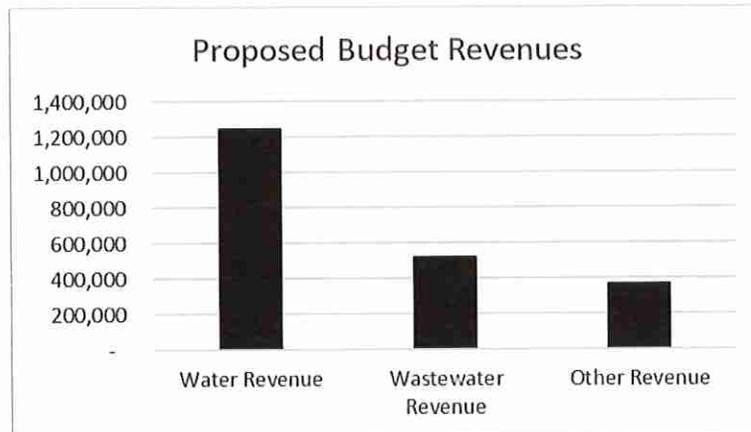


# ENTERPRISE FUND



## SUMMARY

	2023-2024 Original Budget	2023-2024 YTD 05-31-2024	2024-2025 Adopted Budget	Amended FY24 vs Adopted FY25
<b>Revenues</b>				
Water Revenue	1,212,350	672,184	1,258,071	4%
Wastewater Revenue	519,306	268,847	554,760	7%
Other Revenue	61,500	311,316	366,800	496%
<b>Total Revenues</b>	<b>1,793,156</b>	<b>1,252,348</b>	<b>2,179,631</b>	<b>22%</b>
<b>Expenditures</b>				
Utility Administration	343,048	201,779	480,142	40%
Water	604,770	400,688	657,484	9%
Sewer	343,327	219,447	355,091	3%
PW Administration	30,531	-	70,436	131%
Debt Service	398,106	365,384	616,478	55%
<b>Total Expenditures</b>	<b>1,719,782</b>	<b>1,187,297</b>	<b>2,179,631</b>	<b>27%</b>
<b>Net Surplus (Deficit)</b>	<b>73,374</b>	<b>65,051</b>	<b>(0)</b>	<b>-100%</b>



# ENTERPRISE FUND



## REVENUES

		2023-2024	2023-2024	2024-2025	Amended FY24 vs
		Original Budget	YTD 05-31-2024	Adopted Budget	Adopted FY25
<b>Revenues</b>					
<b>Water Revenue</b>					
56-00-4400-000	Water Revenue	1,212,350	672,184	1,258,071	4%
56-00-4405-000	Water Taps	4,500	3,000	6,000	33%
56-00-4415-000	Wastewater Revenue	519,306	268,847	554,760	7%
56-00-4420-000	Sewer Taps	3,500	2,550	3,500	0%
56-00-4430-000	Account Transfer Fees	100	30	100	0%
56-00-4435-000	Reconnect Fees	18,000	20,525	22,000	22%
56-00-4445-000	Penalties	35,000	29,903	35,000	0%
56-00-4460-000	Utility Bill Replacement Fee	50	-	-	-100%
56-00-4655-000	Miscellaneous Revenue	100	14,145	100	0%
56-00-4660-000	NSF Fees	250	60	100	-60%
56-00-9015-000	Transfers In	-	241,103	300,000	0%
<b>Total Utility Revenue</b>		<b>1,793,156</b>	<b>1,252,348</b>	<b>2,179,631</b>	<b>22%</b>



# ENTERPRISE FUND

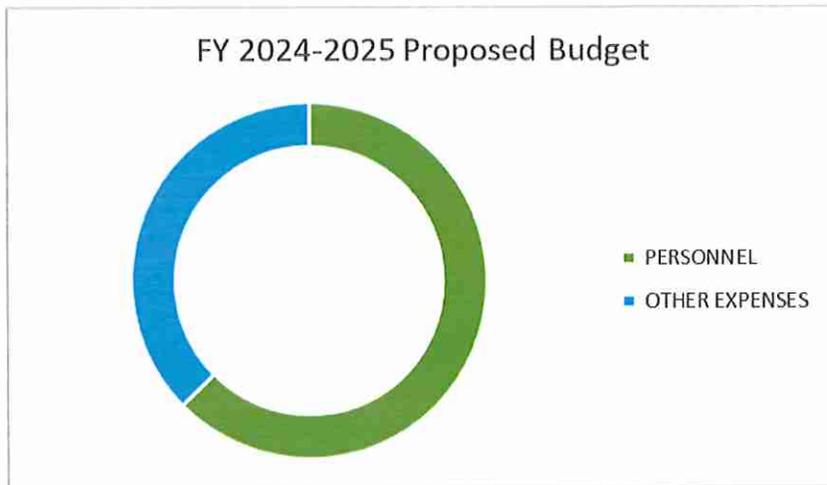


## UTILITY ADMINISTRATION DEPARTMENT

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The Utility Administration department is responsible for collecting and administering functions of utility billing and collection of payment, partial salaries of the City Administrator, customer service clerks and other expenses related to administration.

	2022-2023 Actual	2023-2024 YTD 05-31-2024	2024-2025 Adopted Budget	Amended FY24 vs Adopted FY25
PERSONNEL	262,903	145,537	294,992	12%
OTHER EXPENSES	80,145	56,242	185,150	131%
	343,048	201,779	480,142	40%



### LOOKING AHEAD

#### FY25 OBJECTIVES & PERFORMANCE MEASURES

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- **Utility Administration Improvements**
  - Control Credit card fees
  - Improve software efficiencies



**ENTERPRISE FUND**



**UTILITY ADMINISTRATION DEPARTMENT**

**LINE ITEM SUMMARY**

	2022-2023 Actual	2023-2024 YTD 05-31-2024	2024-2025 Adopted Budget	Amended FY24 vs Adopted FY25
<b>PERSONNEL</b>				
56-05-5000-000 City Administrator	66,175	52,414	74,243	12%
56-05-5005-000 City Secretary	-	20,796	46,228	0%
56-05-5010-000 Accountant	39,312	-	36,782	-6%
56-05-5049-000 Clerical	57,876	22,234	25,005	-57%
56-05-5050-000 Customer Service Clerk	32,760	15,536	37,960	16%
56-05-5057-000 Animal Ctrl/Bldg Insp	-	-	-	0%
56-05-5060-000 Public Works Dir	-	-	-	0%
56-05-5065-000 Utilities Supervisor	-	-	-	0%
56-05-5090-000 Overtime	6,000	1,332	2,000	-67%
56-05-5097-000 Ceritification/Merit Pay	-	-	4,500	0%
56-05-5105-000 Group Insurance	33,150	19,116	35,843	8%
56-05-5110-000 Life/AD&D/STD/LTD	128	207	136	6%
56-05-5115-000 Dental/Vision	134	821	134	0%
56-05-5120-000 Payroll Taxes - FICA	14,403	8,592	16,321	13%
56-05-5125-000 Payroll Taxes - Unemployment	2,602	29	720	-72%
56-05-5130-000 Retirement	9,363	2,991	10,614	13%
56-05-5135-000 Uniforms	1,000	521	1,000	0%
56-05-5145-000 Workers' Compensation	-	947	3,506	0%
<b>PERSONNEL</b>	<b>262,903</b>	<b>145,537</b>	<b>294,992</b>	<b>12%</b>



**ENTERPRISE FUND**



**UTILITY ADMINISTRATION DEPARTMENT**

**LINE ITEM SUMMARY**

	2022-2023	2023-2024	2024-2025	Amended FY24 vs
	Actual	YTD 05-31-2024	Adopted Budget	Adopted FY25
<b>OTHER EXPENSES</b>				
56-05-5210-000 Audit Services	9,750	9,750	9,750	0%
56-05-5220-000 IT Services	15,000	5,129	15,000	0%
56-05-5221-000 Software Maintenance	15,000	21,115	33,000	120%
56-05-5222-000 Email	630	1,080	1,500	138%
56-05-5235-000 Engineering Fees	5,000	-	-	-100%
56-05-5325-000 Internet Service	800	-	800	0%
56-05-5327-000 Credit Card fees	-	-	20,000	0%
56-05-5330-000 Wireless Telephone	2,000	2,094	3,000	50%
56-05-5335-000 Office Telephone	1,500	258	1,500	0%
56-05-5410-000 Legal Notices	1,000	-	1,000	0%
56-05-5420-000 Office Supplies	2,500	1,362	2,500	0%
56-05-5440-000 Postage	7,500	4,801	7,500	0%
56-05-5500-000 Building Maintenance	2,500	48	2,500	0%
56-05-5520-000 Vehicle Maintenance	1,000	453	1,000	0%
56-05-5600-000 Office Equipment	1,000	-	1,000	0%
56-05-5740-000 Dues & Memberships	1,500	236	1,500	0%
56-05-5750-000 Equipment Lease	2,265	2,302	3,600	59%
56-05-5755-000 Fuel	2,200	1,927	3,000	36%
56-05-5770-000 Insurance	2,000	-	-	-100%
56-05-5782-000 Licenses & Permits	500	-	500	0%
56-05-5795-000 Miscellaneous	500	-	500	0%
56-05-5800-000 Other Services	1,000	300	1,000	0%
56-05-5820-000 Service Fees	1,000	4,577	1,000	0%
56-05-5830-000 Travel & Training	4,000	810	4,000	0%
56-05-9065-000 Transfers Out	-	-	70,000	0%
<b>OTHER EXPENSES</b>	<b>80,145</b>	<b>56,242</b>	<b>185,150</b>	<b>131%</b>
<b>TOTAL UTILITY ADMIN</b>	<b>343,048</b>	<b>201,779</b>	<b>480,142</b>	<b>40%</b>



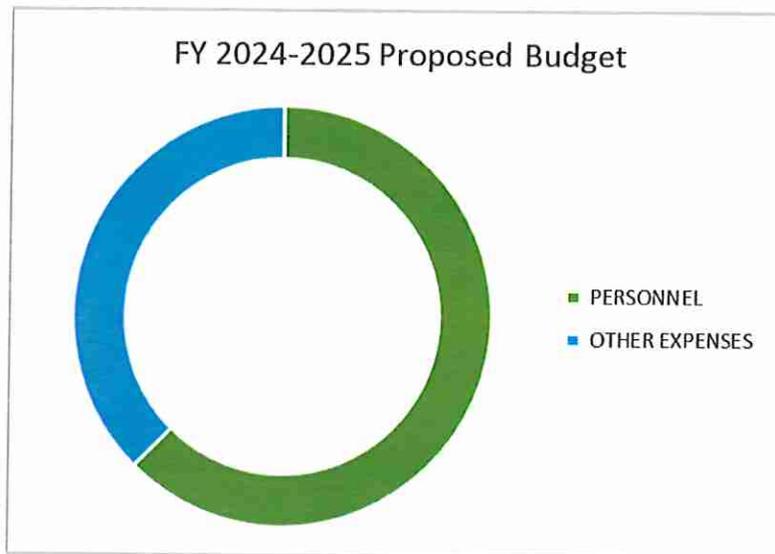
# ENTERPRISE FUND

## WATER DEPARTMENT



The Water department is responsible for the water distribution and maintenance of the City’s infrastructure and drinking water throughout the City.

	2023-2024 Original Budget	2023-2024 YTD 05-31-2024	2024-2025 Adopted Budget	Amended FY24 vs Adopted FY25
PERSONNEL	378,610	199,129	416,798	10%
OTHER EXPENSES	226,160	201,559	240,686	6%
	604,770	400,688	657,484	9%



### LOOKING AHEAD

#### FY25 OBJECTIVES & PERFORMANCE MEASURES

##### Provide the Community with Safe Drinking Water

- Continue to work with PSI on making sure the water loss in the system is minimal
- Continue to work on capturing consumption data for greater accuracy and analysis



**ENTERPRISE FUND**

**WATER DEPARTMENT**



**LINE ITEM SUMMARY**

	2023-2024 Original Budget	2023-2024 YTD 05-31-2024	2024-2025 Adopted Budget	Amended FY24 vs Adopted FY25
<b>PERSONNEL</b>				
56-10-5077-000 Equipment Operator	43,205	30,820	53,876	25%
56-10-5080-000 Water Laborer	210,132	99,311	236,307	12%
56-10-5090-000 Overtime	11,921	24,541	12,000	1%
56-10-5097-000 Certification/Merit Pay	-	-	7,000	0%
56-10-5105-000 Group Insurance	59,447	17,953	59,035	-1%
56-10-5110-000 Life/AD&D/STD/LTD	194	494	208	7%
56-10-5115-000 Dental/Vision	221	757	221	0%
56-10-5120-000 Payroll Taxes - FICA	19,133	11,817	22,202	16%
56-10-5125-000 Payroll Taxes - Unemployment	4,001	62	1,008	-75%
56-10-5130-000 Retirement	12,053	4,376	13,987	16%
56-10-5135-000 Uniforms	5,500	3,304	5,500	0%
56-10-5145-000 Workers' Compensation	12,803	5,693	5,454	-57%
<b>PERSONNEL</b>	<b>378,610</b>	<b>199,129</b>	<b>416,798</b>	<b>10%</b>
<b>OTHER EXPENSES</b>				
56-10-5222-000 Email	210	216	210	0%
56-10-5223-000 Web Services	750	601	750	0%
56-10-5235-000 Engineering Fees	20,000	-	20,000	0%
56-10-5260-000 Laboratory Testing	10,000	11,289	15,000	50%
56-10-5310-000 Electricity	40,000	37,581	40,000	0%
56-10-5330-000 Wireless Telephone	700	342	700	0%
56-10-5410-000 Legal Notices	1,000	144	1,000	0%
56-10-5415-000 Maintenance Supplies	8,000	48,755	8,000	0%
56-10-5445-000 Chemicals	34,000	22,536	34,000	0%
56-10-5500-000 Building Maintenance	1,500	34	1,500	0%
56-10-5505-000 Equipment Maintenance	10,000	1,034	10,000	0%
56-10-5515-000 Systems Maintenance	50,000	50,902	50,000	0%
56-10-5520-000 Vehicle Maintenance	5,000	2,855	5,000	0%
56-10-5610-000 Small Tools	500	1,355	500	0%
56-10-5740-000 Dues & Memberships	-	1,639	-	0%
56-10-5741-000 Employee Dues & Memberships	-	114	-	0%
56-10-5755-000 Fuel	14,000	10,831	14,000	0%
56-10-5770-000 Insurance	9,000	-	18,526	106%
56-10-5782-000 Licenses & Permits	4,000	3,418	4,000	0%
56-10-5795-000 Miscellaneous	2,500	31	2,500	0%
56-10-5800-000 Other Services	5,000	5,455	5,000	0%
56-10-5830-000 Travel & Training	10,000	2,186	10,000	0%
56-10-8015-000 Equipment Purchases	-	242	-	0%
<b>OTHER EXPENSES</b>	<b>226,160</b>	<b>201,559</b>	<b>240,686</b>	<b>6%</b>
<b>TOTAL WATER</b>	<b>604,770</b>	<b>400,688</b>	<b>657,484</b>	<b>9%</b>



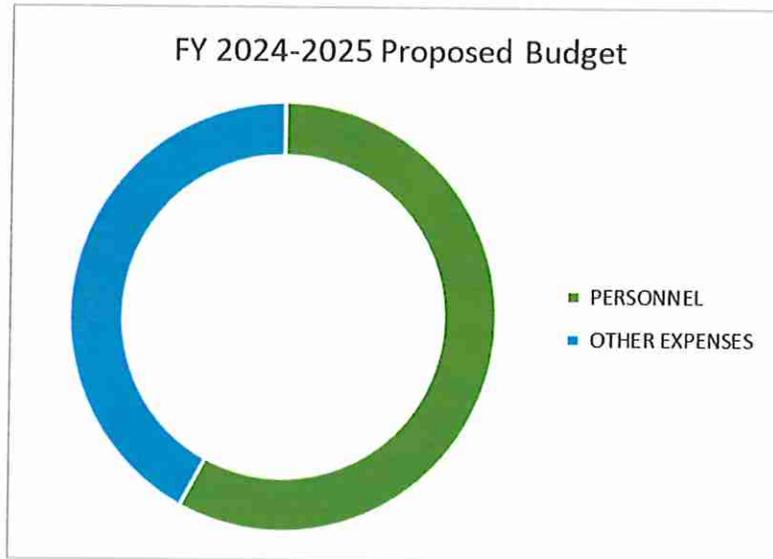
# ENTERPRISE FUND

## SEWER DEPARTMENT



The Sewer department is responsible for manage the wastewater of the City.

	2023-2024 Original Budget	2023-2024 YTD 05-31-2024	2024-2025 Adopted Budget	Amended FY24 vs Adopted FY25
PERSONNEL	188,007	145,720	209,291	11%
OTHER EXPENSES	155,320	73,727	145,800	-6%
	343,327	219,447	355,091	3%



## LOOKING AHEAD

### FY25 OBJECTIVES & PERFORMANCE MEASURES

#### Provide Effective & Reliable Waste Solutions

- Safely manage wastewater throughout the City



# ENTERPRISE FUND

## SEWER DEPARTMENT



### LINE ITEM SUMMARY

	2023-2024 Original Budget	2023-2024 YTD 05-31-2024	2024-2025 Adopted Budget	Amended FY24 vs Adopted FY25
<b>PERSONNEL</b>				
56-20-5070-000 Wastewater Supervisor	54,365	40,311	64,941	19%
56-20-5085-000 Wastewater Laborer	67,496	51,941	85,345	26%
56-20-5090-000 Overtime	15,000	18,162	5,000	-67%
56-20-5097-000 Certification/Merit Pay	-	-	3,000	0%
56-20-5105-000 Group Insurance	25,477	17,953	25,301	-1%
56-20-5110-000 Life/AD&D/STD/LTD	88	406	98	11%
56-20-5115-000 Dental/Vision	95	757	95	0%
56-20-5120-000 Payroll Taxes - FICA	9,324	8,206	11,498	23%
56-20-5125-000 Payroll Taxes - Unemployment	1,950	27	432	-78%
56-20-5130-000 Retirement	5,874	3,038	7,244	23%
56-20-5135-000 Uniforms	4,000	2,043	4,000	0%
56-20-5145-000 Workers' Compensation	4,338	2,875	2,337	-46%
<b>PERSONNEL</b>	<b>188,007</b>	<b>145,720</b>	<b>209,291</b>	<b>11%</b>



# ENTERPRISE FUND

## SEWER DEPARTMENT



### LINE ITEM SUMMARY

	2023-2024 Original Budget	2023-2024 YTD 05-31-2024	2024-2025 Adopted Budget	Amended FY24 vs Adopted FY25
<b>OTHER EXPENSES</b>				
56-20-5220-000 IT Services	-	161	-	0%
56-20-5222-000 Email	420	432	400	-5%
56-20-5223-000 Web Services	700	601	700	0%
56-20-5260-000 Laboratory Testing	7,500	7,241	10,000	33%
56-20-5310-000 Electricity	25,000	8,970	20,000	-20%
56-20-5330-000 Wireless Telephone	1,200	426	1,200	0%
56-20-5410-000 Legal Notices	500	-	500	0%
56-20-5415-000 Maintenance Supplies	2,500	8,137	2,500	0%
56-20-5440-000 Postage	-	30	-	0%
56-20-5445-000 Chemicals	10,000	2,440	10,000	0%
56-20-5500-000 Building Maintenance	3,000	493	3,000	0%
56-20-5505-000 Equipment Maintenance	15,000	4,259	15,000	0%
56-20-5515-000 Systems Maintenance	35,000	4,774	35,000	0%
56-20-5520-000 Vehicle Maintenance	5,000	1,505	5,000	0%
56-20-5520-109 2019 Chevy 2500	-	959	-	0%
56-20-5605-000 Other Equipment	2,000	-	2,000	0%
56-20-5610-000 Small Tools	500	101	500	0%
56-20-5740-000 Dues & Memberships	500	-	500	0%
56-20-5741-000 Employee Dues & Memberships	-	120	-	0%
56-20-5755-000 Fuel	9,000	6,755	9,000	0%
56-20-5770-000 Insurance	7,000	-	-	-100%
56-20-5782-000 Licenses & Permits	7,000	3,064	7,000	0%
56-20-5795-000 Miscellaneous	1,000	244	1,000	0%
56-20-5800-000 Other Services	2,500	405	2,500	0%
56-20-5830-000 Travel & Training	5,000	216	5,000	0%
56-20-5835-000 Awards & Plaques	-	-	-	0%
56-20-5845-000 Sludge Removal	15,000	8,103	15,000	0%
56-20-8000-000 Capital Improvement Projects	-	14,250	-	0%
56-20-8030-000 Vehicles	-	40	-	0%
<b>OTHER EXPENSES</b>	<b>155,320</b>	<b>73,727</b>	<b>145,800</b>	<b>-6%</b>
<b>TOTAL SEWER</b>	<b>343,327</b>	<b>219,447</b>	<b>355,091</b>	<b>3%</b>





# ENTERPRISE FUND

## PUBLIC WORKS ADMIN DEPARTMENT



### LINE ITEM SUMMARY

	2023-2024 Original Budget	2023-2024 YTD 05-31-2024	2024-2025 Adopted Budget	Amended FY24 vs Adopted FY25
<b>PERSONNEL</b>				
56-61-5057-000 Salary - Public Works Admin	7,434	-	45,098	507%
56-61-5090-000 Overtime	-	-	250	0%
56-61-5097-000 Certification/Merit Pay	-	-	1,000	0%
56-61-5115-000 Dental/Vision Insurance	32	-	32	0%
56-61-5120-000 Payroll Taxes - FICA	2,864	-	3,450	20%
56-61-5125-000 Unemployment	599	-	144	-76%
56-61-5130-000 Retirement	1,804	-	2,174	21%
56-61-5145-000 Worker's Compensation	168	-	779	364%
56-61-5156-000 Life/Disability Insurance	28	-	31	11%
56-61-5565-000 Group Insurance	8,492	-	8,434	-1%
<b>PERSONNEL</b>	<b>21,421</b>	<b>-</b>	<b>61,392</b>	<b>187%</b>
<b>OTHER EXPENSES</b>				
56-61-5135-000 Uniforms	100	-	100	0%
56-61-5220-000 IT Services	2,000	-	2,000	0%
56-61-5221-000 Software Maintenance	500	-	500	0%
56-61-5222-000 Email	210	-	144	-31%
56-61-5740-000 Dues & Memberships	500	-	500	0%
56-61-5741-000 Employee Dues & Memberships	-	-	-	0%
56-61-5770-000 Insurance	-	-	-	0%
56-61-5830-000 Travel & Training	1,000	-	1,000	0%
56-61-5835-000 Awards & Plaques	-	-	-	0%
56-61-5325-000 Internet	250	-	250	0%
56-61-5330-000 Wireless Telephone	1,000	-	1,000	0%
56-61-5335-000 Office Telephone	300	-	300	0%
56-61-5420-000 Office Supplies	500	-	500	0%
56-61-5425-000 Operating Supplies	500	-	500	0%
56-61-5440-000 Postage	250	-	250	0%
56-61-5755-000 Fuel	-	-	-	0%
56-61-5600-000 Office Equipment	500	-	500	0%
56-61-5605-000 Other Equipment	500	-	500	0%
56-61-5615-000 Computer Equipment	-	-	-	0%
56-61-5795-000 Miscellaneous	1,000	-	1,000	0%
<b>OTHER EXPENSES</b>	<b>9,110</b>	<b>-</b>	<b>9,044</b>	<b>-1%</b>
<b>TOTAL UTILITY PW ADMIN</b>	<b>30,531</b>	<b>-</b>	<b>70,436</b>	<b>131%</b>



**ENTERPRISE FUND**

**DEBT SERVICE DEPARTMENT**



**LINE ITEM SUMMARY**

	2022-2023 Actual	2023-2024 YTD 05-31-2024	2024-2025 Adopted Budget	Amended FY24 vs Adopted FY25
<b>PERSONNEL</b>				
56-80-6017-000 Bonds Payable - 2015 G.O.	51,750	51,750	54,000	4%
56-80-6018-000 Bonds Payable - USDA 2016	34,000	34,000	35,000	3%
56-80-6019-000 CO Bond 2020	33,300	33,300	34,200	3%
56-80-6020-000 Bonds Payable - 2023 CO Princi	-	-	145,000	0%
56-80-6045-000 UV Disinfecting System	25,091	25,091	26,333	5%
56-80-6067-000 Bond Interest - 2015 G.O.	49,736	25,386	47,621	-4%
56-80-6068-000 Bond Interest - USDA 2016	37,026	18,653	36,150	-2%
56-80-6069-000 CO Bond Interest - USDA 2020	31,847	15,753	31,129	-2%
56-80-6070-000 2023 CO Interest	129,507	156,103	202,438	56%
56-80-6097-000 UV Disinfection System	5,349	5,349	4,107	-23%
56-80-6100-000 Paying Agent Fees	500	-	500	0%
<b>TOTAL UTILITY ADMIN</b>	<b>398,106</b>	<b>365,384</b>	<b>616,478</b>	<b>55%</b>





# ***OTHER FUNDS***



# CAPITAL IMPROVEMENT FUND



## SUMMARY

This fund collects a capital improvement fee to use for various capital improvements.

	243,879	243,879	188,879	
	2023-2024 Original Budget	2023-2024 YTD 05-31-2024	2024-2025 Adopted Budget	Amended FY24 vs Adopted FY25
Beginning Fund Balance				
<b>Revenues</b>				
57-00-4440-000 Capital Improvement Surcharge	80,000	54,577	80,000	0%
<b>Total Revenues</b>	80,000	54,577	80,000	0%
<b>Expenditures</b>				
57-52-8050-000 Equipment Purchases	-	-	-	0%
57-57-5510-000 Street Maintenance	110,000	-	80,000	-27%
57-65-8002-000 Park Improvements	25,000	-	-	-100%
<b>TOTAL DEBT SERVICE EXPENDITURES</b>	135,000	-	80,000	0%
<b>NET SURPLUS (DEFICIT)</b>	(55,000)	54,577	-	
<b>ENDING FUND BALANCE</b>	188,879	298,456	188,879	

FY 2024-2025 Budget



# COURT TECHNOLOGY FUND



The Court Technology Fund collects a fee from each citation paid and allocates a State mandated portion to this fund to be used for upgrades to court technology.

	10,150	10,150.00	13,150	
	2023-2024 Original Budget	2023-2024 YTD 05-31-2024	2024-2025 Adopted Budget	Amended FY24 vs Adopted FY25
Beginning Fund Balance				
<b>Revenues</b>				
40-00-4320-000 Court Technology Fees	3,000	1,679	3,000	0%
40-00-4635-000 General Interest	-	-	-	0%
40-00-4655-000 Miscellaneous	-	-	-	0%
40-00-9015-000 Transfers In	-	-	-	0%
<b>Total Revenues</b>	<b>3,000</b>	<b>1,679</b>	<b>3,000</b>	<b>0%</b>
<b>Expenditures</b>				
40-43-5225-000 Court Technology Expenditures	-	-	13,000	0%
<b>Total Court Technology Expenditures</b>	<b>-</b>	<b>-</b>	<b>13,000</b>	<b>0%</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>3,000</b>	<b>1,679</b>	<b>(10,000)</b>	
<b>ENDING FUND BALANCE</b>	<b>13,150</b>	<b>11,829</b>	<b>3,150</b>	

FY 2024-2025 Budget



# COURT SECURITY FUND



The Court Security Fund collects a fee from each citation paid and allocates a State mandated portion to this fund to be used for upgrades to court security.

	2023-2024 Original Budget	2023-2024 YTD 05-31-2024	2024-2025 Adopted Budget	Amended FY24 vs Adopted FY25
Beginning Fund Balance	4,794	4,794.00	2,244	
<b>Revenues</b>				
41-00-4315-000 Bldg Security Fees	2,700	1,996	2,700	0%
<b>Total Revenues</b>	2,700	1,996	2,700	0%
<b>Expenditures</b>				
41-43-5014-000 Baliff	5,000	-	-	-100%
41-43-5215-000 Bldg Security Expenditures	250	-	4,500	1700%
<b>TOTAL DEBT SERVICE EXPENDITURES</b>	5,250	-	4,500	0%
<b>NET SURPLUS (DEFICIT)</b>	(2,550)	1,996	(1,800)	
<b>ENDING FUND BALANCE</b>	2,244	6,790	444	



# INTEREST & SINKING FUND



## SUMMARY

The Interest & Sinking Fund is used to track the revenues and expenditures associated with the General Fund's outstanding debt.

Beginning Fund Balance		477,753	477,753.00	344,926	
		2023-2024 Original Budget	2023-2024 YTD 05-31-2024	2024-2025 Adopted Budget	Amended FY24 vs Adopted FY25
<b>Revenues</b>					
36-00-4000-000	Current Ad Valorem	336,221	313,929	365,771	9%
36-00-4005-000	Delq Ad Valorem	2,000	8,765	10,000	400%
36-00-4015-000	Penalties - Property Taxes	6,000	4,387	6,000	0%
36-00-4020-000	Interest - Property Taxes	6,000	4,410	6,000	0%
<b>Total Revenues</b>		<b>350,221</b>	<b>331,492</b>	<b>387,771</b>	<b>11%</b>
<b>Expenditures</b>					
36-00-9030-000	Transfer Out - UF	-	241,103	300,000	0%
36-15-5820-000	Service Fees	400	200	400	0%
36-15-6017-000	Bonds Payable - 2015 GO	63,250	63,250	66,000	4%
36-15-6018-000	2023 CO Principal	42,500	-	-	-100%
36-15-6019-000	CO Bond 2020	40,700	40,700	41,800	3%
36-15-6021-000	Principal - 2017 Tax Notes	28,000	28,000	-	-100%
36-15-6067-000	Bond Interest - 2015 GO	60,789	31,027	58,204	-4%
36-15-6069-000	Bond Interest - 2017 Tax Notes	287	287	-	-100%
36-15-6098-000	CO Bond 2020	38,925	19,253	38,046	-2%
36-15-6099-000	2023 CO Interest	207,497	-	-	-100%
36-15-6100-000	Police Vehicle Principal	-	-	39,411	0%
36-15-6101-000	Police Vehicles Interest	-	-	14,209	0%
36-15-6100-000	Paying Agent Fees	700	400	700	0%
<b>TOTAL DEBT SERVICE EXPENDITURES</b>		<b>483,048</b>	<b>424,220</b>	<b>558,769</b>	<b>0%</b>
<b>NET SURPLUS (DEFICIT)</b>		<b>(132,827)</b>	<b>(92,728)</b>	<b>(170,998)</b>	



# PERSONNEL

## SUMMARY



Department	2023-2024 Number of Positions	Approved Position Changes	2024-2025 Number of Positions
Administration	1.50	0.00	1.50
Utility Administration	4.50	-1.00	3.50
Police	10.00	1.00	11.00
Municipal Court	1.50	0.00	1.50
Public Works Admin	1.00	0.00	1.00
Parks & Recreation	3.00	2.00	5.00
Animal Control	0.00	1.00	1.00
Library	2.00	0.00	2.00
Water	7.00	0.00	7.00
Wastewater	3.00	0.00	3.00
<b>Total Positions</b>	<b>33.5</b>	<b>3</b>	<b>36.5</b>





# ***DEBT SUMMARY***

