

PUBLIC NOTICE
AGENDA
LOCKHART CITY COUNCIL
SPECIAL MEETING/BUDGET WORKSHOP

May 8, 2023

6:30 P.M.

CLARK LIBRARY ANNEX-COUNCIL CHAMBERS
217 SOUTH MAIN STREET, 3RD FLOOR
LOCKHART, TEXAS

1. CALL TO ORDER

Mayor Lew White

2. DISCUSSION/ACTION ITEMS

- A. Presentation of Caldwell County Appraisal District Fiscal Year 2023-2024 Annual Budget. 2-5
- B. Presentation of proposed City Hall Renovations by Joanna Prihoda of Cutright and Prihoda, Inc. 6-7
- C. Discussion and/or action regarding the use of General Fund Balance for one-time expenditures. 8-9
- D. Presentation of Lockhart Economic Development Corporation Annual Budget for Fiscal Year 2023-2024. 10-15
- E. Presentation and discussion of the City Manager's proposed budget for fiscal year 2023-2024.

3. ADJOURNMENT

City Council shall have the right at anytime to seek legal advice in Executive Session from its Attorney on any agenda item, whether posted for Executive Session or not.

Posted on the bulletin board in the Municipal Building, 308 West San Antonio Street, Lockhart, Texas, on the 5th day of May, 2023 at 12:00 p.m.

City of Lockhart, Texas

Council Agenda Item Cover Sheet

COUNCIL MEETING DATE: May 8, 2023

AGENDA ITEM CAPTION: Presentation of Caldwell County Appraisal District Fiscal Year 2023-2024 Annual Budget.

ORIGINATING DEPARTMENT AND CONTACT: Finance - Pam Larison

ACTION REQUESTED: Other

BACKGROUND/SUMMARY/DISCUSSION: According to the Texas Property Tax Code, Section 6.06, each year the chief appraiser shall prepare a proposed budget for the operations of the district for the following tax year and shall submit copies to each taxing unit participating in the district and to the district board of directors before June 15.

Shanna Ramzinski, Chief Appraiser for the Caldwell County Appraisal District will be presenting their budget for Fiscal Year 2023-2024.

PROJECT SCHEDULE (if applicable):

AMOUNT & SOURCE OF FUNDING:

Funds Required:

Account Number:

Funds Available:

Account Name:

FISCAL NOTE (if applicable):

PREVIOUS COUNCIL ACTION:

COMMITTEE/BOARD/COMMISSION ACTION:

STAFF RECOMMENDATION/REQUESTED MOTION:

LIST OF SUPPORTING DOCUMENTS: 2024 PROPOSED BUDGET APPRAISAL - CCAD,
2024 PROPOSED BUDGET COLLECTION - CCAD

**CALDWELL COUNTY APPRAISAL DISTRICT
2024 APPRAISAL BUDGET (PROPOSED)**

	PERSONNEL	2023	2024
70101	Chief Appraiser	\$82,000.00	\$86,100.00
70102	Deputy Chief Appraiser	\$85,012.20	\$89,262.81
70103	GIS Mapper/System Mgr/	\$82,412.40	\$86,533.02
70105	Field Appraiser II	\$47,250.00	\$49,612.50
70106	Senior Appraiser I	\$63,336.00	\$66,502.80
70107	Senior Appraiser II	\$58,800.00	\$61,740.00
70108	Field Appraiser I	\$47,250.00	\$49,612.50
70109	Field Appraiser III	\$49,522.20	\$51,998.31
70111	Administrative Asst.	\$68,250.00	\$71,662.50
70112	Data entry technician	\$44,100.00	\$46,305.00
70113	Support data entry	\$51,277.70	\$53,841.59
70114	Appraisal Clerk	\$35,700.00	\$37,485.00
70120	Field Appraiser IV	\$44,625.00	\$46,856.25
70121	Field Appraiser V	\$0.00	\$40,000.00
70130	Part time	\$0.00	\$0.00
70135	Payroll contingency	\$7,000.00	\$7,000.00
70136	Annual Longevity Compe	\$6,750.00	\$6,850.00
	SUBTOTAL	773,285.50	851,362.28
	DEDUCTIONS/BENEFITS		
71000	Payroll Tax	\$68,000.00	\$72,000.00
71002	Retirement/employer	\$89,000.00	\$96,000.00
71004	Health benefits	\$139,000.00	\$155,200.00
71005	Worker comp	\$2,800.00	\$3,000.00
71006	Unemployment	\$4,000.00	\$4,000.00
	SUBTOTAL	302,800.00	330,200.00
	SERVICES		
72000	Appr Engineers	\$66,000.00	\$69,500.00
72001	Appr Review Bd	\$37,500.00	\$27,000.00
72002	Audit	\$6,400.00	\$8,100.00
72003	Board of Directors	\$2,000.00	\$3,200.00
72004	Data Processing Services	\$99,800.00	\$114,300.00
72007	Janitorial service	\$6,200.00	\$6,545.00
72008	Legal	\$27,000.00	\$27,000.00
72009	Title Research	\$5,000.00	\$5,000.00
72010	Aerial Imagery	\$84,500.00	\$84,500.00
	SUBTOTAL	334,400.00	345,145.00

	GENERAL EXPENSES	2023	2024
72500	Bond - Chief - Notary	\$250.00	\$250.00
72501	Membership/Dues	\$3,700.00	\$3,900.00
72502	Computer supplies	\$7,600.00	\$7,600.00
72504	Education & fees	\$15,700.00	\$17,375.00
72505	Insurance - liability	\$1,900.00	\$2,500.00
72506	Insurance Building/ Equip	\$5,800.00	\$6,500.00
72507	Legal notices/printing	\$23,600.00	\$26,000.00
72508	Maint - hardware/equip	\$8,800.00	\$8,800.00
72509	Maint - office equip	\$1,000.00	\$1,000.00
72510	Mileage & travel	\$5,500.00	\$8,000.00
72511	Office supplies	\$8,500.00	\$9,000.00
72512	Postage	\$37,200.00	\$42,000.00
72513	Postage meter/Box rental	\$5,565.00	\$6,000.00
72514	Publications Subcrip & bc	\$22,570.00	\$23,000.00
72515	Rental - copier	\$2,900.00	\$2,900.00
72516	Electricity	\$9,000.00	\$9,000.00
72517	Telephone	\$14,300.00	\$14,700.00
72518	Water & sewer	\$3,500.00	\$3,850.00
72519	Mortgage	\$57,300.00	\$57,300.00
72520	Building Maint	\$7,000.00	\$12,000.00
72523	Fuel - Vehicle	\$8,500.00	\$4,000.00
72524	Maint - Vehicle	\$12,500.00	\$12,500.00
72525	Ins - vehicle	\$2,600.00	\$3,000.00
	SUBTOTAL	265,285.00	281,175.00
	CAPITAL INVESTMENTS		
79000	Office equipment	\$5,000.00	\$5,000.00
79001	Computer Equipment	\$17,000.00	\$17,000.00
79003	Vehicle	\$28,000.00	\$35,000.00
	SUBTOTAL	50,000.00	57,000.00
	CONTINGENCY		
79002	Building Expense	\$8,000.00	\$8,000.00
79990	Contingency	\$10,000.00	\$10,000.00
	SUBTOTAL	18,000.00	18,000.00
	TOTAL EXPENSES	1,743,770.50	1,882,882.28

**CALDWELL COUNTY APPRAISAL DISTRICT
2024 COLLECTION BUDGET (PROPOSED)**

	PERSONNEL	2023	2024
90-70101	Chief Appraiser	\$54,663.80	\$57,396.99
90-70120	Deputy Tax Collector	\$85,012.20	\$89,262.81
90-70121	Collections Specialist I	\$49,092.12	\$51,546.73
90-70122	Public Assist II	\$36,750.00	\$38,587.50
90-70126	Public Assist I	\$36,750.00	\$38,587.50
90-70130	Part time	\$0.00	\$0.00
90-70135	Payroll contingency	\$2,800.00	\$2,800.00
90-70136	Annual Longevity Compensation	\$2,000.00	\$1,850.00
	SUBTOTAL	\$267,068.12	\$280,031.53

	DEDUCTIONS/BENEFITS		
90-71000	Payroll Tax	\$22,000.00	\$23,000.00
90-71002	Retirement/employer	\$30,000.00	\$32,000.00
90-71004	Health benefits	\$41,900.00	\$44,400.00
90-71005	Worker comp	\$950.00	\$950.00
90-71006	Unemployment	\$3,375.00	\$3,375.00
	SUBTOTAL	\$98,225.00	\$103,725.00

	SERVICES		
90-72002	Audit	\$1,925.00	\$2,450.00
90-72004	Data Processing Services	\$23,000.00	\$29,500.00
90-72005	County employee contract	\$21,000.00	\$23,500.00
90-72007	Janitorial service	\$2,500.00	\$2,500.00
90-72008	Legal	\$2,500.00	\$2,500.00
90-72011	Security	\$2,000.00	\$2,000.00
	SERVICES	\$52,925.00	\$62,450.00

	GENERAL EXPENSES		
90-72500	Bond - Chief - Notary	\$200.00	\$200.00
90-72501	Membership/Dues	\$850.00	\$950.00
90-72502	Computer supplies	\$2,300.00	\$2,300.00
90-72504	Education & fees	\$6,100.00	\$7,000.00
90-72505	Insurance - liability	\$1,000.00	\$1,000.00
90-72506	Insurance Building/Equip - contents	\$1,600.00	\$1,600.00
90-72507	Legal notices/printing	\$14,000.00	\$14,500.00
90-72508	Maint - hardware/equip	\$2,600.00	\$3,600.00
90-72509	Maint - office equip	\$1,500.00	\$2,000.00
90-72510	Mileage & travel	\$3,100.00	\$5,100.00
90-72511	Office supplies	\$3,500.00	\$3,500.00
90-72512	Postage	\$18,000.00	\$18,500.00
90-72513	Postage meter/Box rental	\$1,800.00	\$1,800.00
90-72515	Rental - copier	\$1,800.00	\$1,800.00
90-72516	Electricity	\$3,000.00	\$3,000.00
90-72517	Telephone	\$4,000.00	\$4,000.00
90-72518	Water & sewer	\$1,200.00	\$1,400.00
90-72519	Mortgage	\$17,200.00	\$17,200.00
90-72520	Building Maint	\$2,800.00	\$2,800.00
	SUBTOTAL	\$86,550.00	\$92,250.00

	CAPITAL INVESTMENTS		
90-79000	Office equipment	\$2,000.00	\$2,000.00
90-79001	Computer Equipment	\$8,200.00	\$8,200.00
	SUBTOTAL	\$10,200.00	\$10,200.00

	CONTINGENCY		
90-79002	Building Expense	\$5,200.00	\$5,200.00
90-79990	Contingency	\$3,000.00	\$3,000.00
	SUBTOTAL	\$8,200.00	\$8,200.00
	TOTAL EXPENSES	\$523,168.12	\$556,856.53

City of Lockhart, Texas

Council Agenda Item Cover Sheet

COUNCIL MEETING DATE: May 8, 2023

AGENDA ITEM CAPTION: Presentation of proposed City Hall Renovations by Joanna Prihoda of Cutright and Prihoda, Inc.

ORIGINATING DEPARTMENT AND CONTACT: Finance - Pam Larison

ACTION REQUESTED: Other

BACKGROUND/SUMMARY/DISCUSSION: Cutright and Prohoda, Inc. was hired in 2022 to provide architectural design for the administration building located on 105 S .Colorado and again for City Hall renovations.

Joanna Prohoda, partner of Cutright and Prihoda, Inc. will present an architectural design schema that best suits the current needs of City Hall and its departments.

PROJECT SCHEDULE (if applicable):

AMOUNT & SOURCE OF FUNDING:

Funds Required:

Account Number:

Funds Available:

Account Name:

FISCAL NOTE (if applicable):

PREVIOUS COUNCIL ACTION:

COMMITTEE/BOARD/COMMISSION ACTION:

STAFF RECOMMENDATION/REQUESTED MOTION:

LIST OF SUPPORTING DOCUMENTS: Proposed Design Schema



City of Lockhart, Texas

Council Agenda Item Cover Sheet

COUNCIL MEETING DATE: May 8, 2023

AGENDA ITEM CAPTION: Discussion and/or action regarding the use of General Fund Balance for one-time expenditures.

ORIGINATING DEPARTMENT AND CONTACT: Finance - Pam Larison

ACTION REQUESTED: Consensus

BACKGROUND/SUMMARY/DISCUSSION: According to the City of Lockhart's Financial Policy, if the unassigned fund balance of the General Fund should ever exceed the 25% maximum level, the City Council can consider such fund balance surpluses for one-time expenditures that are not recurring in nature, and which will not require additional future expenses outlays for maintenance, additional staffing or other recurring expenditures.

PROJECT SCHEDULE (if applicable):

AMOUNT & SOURCE OF FUNDING:

Funds Required:

Account Number:

Funds Available:

Account Name:

FISCAL NOTE (if applicable):

PREVIOUS COUNCIL ACTION:

COMMITTEE/BOARD/COMMISSION ACTION:

STAFF RECOMMENDATION/REQUESTED MOTION:

LIST OF SUPPORTING DOCUMENTS: Fund Balance Analysis FY23

FUND BALANCE ANALYSIS MAJOR FUNDS FY2023

	General Fund	Electric Fund	Water Fund	Wastewater Fund	Sanitation Fund
<u>RESTRICTED</u>					
2021-22 Ending Audited Fund Balance	<u>\$ 10,146,126</u>	<u>\$ 3,013,818</u>	<u>\$ 1,316,043</u>	<u>\$ 2,197,703</u>	<u>\$ 894,202</u>
% of Operating Expenses	59.54% 204 days	31.76% 76 days	34.34% 5 days	52.24% 618 days	47.34% 189 days
Required Fund Balance by Policy	\$ 4,260,283	\$ 3,131,580	\$ 1,264,539	\$ 1,388,407	\$ 623,343
Fund Balance Policy* (percentage) (in months)	25% (3)	33% (4)	33% (4)	33% (4)	33% (4)
Available Unrestricted Fund Balances	<u>\$ 5,885,843</u>	<u>\$ (117,762)</u>	<u>\$ 51,504</u>	<u>\$ 809,296</u>	<u>\$ 270,859</u>
Anticipated Increase at end of FY2023	<u>\$ 550,000</u> <u>\$ 6,435,843</u>	<u>\$ 942,000</u> <u>\$ 824,238</u>	<u>\$ 220,000</u> <u>\$ 271,504</u>	<u>\$ 340,000</u> <u>\$ 1,149,296</u>	<u>\$ 180,000</u> <u>\$ 450,859</u>
		(AEP deposit \$662,000)			
<u>One-Time Expenditures</u>					
6 New Vehicles for PD & equipment	\$ 378,450 ☐				
1 New Vehicle for Garage Maintenance	\$ 40,000 ☐				
City Hall Renovations	\$ 250,000 ☐				
Connect Fiber to all City buildings	\$ 30,000 ☐				
Warning Siren #6	\$ 35,000 ☐				
Library exterior and interior painting/floors	\$ 100,000 ☐				
Fire Station #2 Paving	\$ 115,000 ☐				
Hospital Paving	\$ 65,000 ☐				
	<u>\$ 1,013,450</u>				

* The City of Lockhart's Fund Balance Policy requires that the City maintain a percentage of each funds' operating expenditures.
The General Fund is 25% or 3 months and the Utility Funds are 33% or 4 months.

City of Lockhart, Texas

Council Agenda Item Cover Sheet

COUNCIL MEETING DATE: May 8, 2023

AGENDA ITEM CAPTION: Presentation of Lockhart Economic Development Corporation Annual Budget for Fiscal Year 2023-2024.

ORIGINATING DEPARTMENT AND CONTACT: Finance - Pam Larison

ACTION REQUESTED: Other

BACKGROUND/SUMMARY/DISCUSSION: Mike Kamerlander, Director of Lockhart Economic Development Corporation is presenting the LEDC Annual Budget for Fiscal Year 2023-2024.

PROJECT SCHEDULE (if applicable):

AMOUNT & SOURCE OF FUNDING:

Funds Required:

Account Number:

Funds Available:

Account Name:

FISCAL NOTE (if applicable):

PREVIOUS COUNCIL ACTION:

COMMITTEE/BOARD/COMMISSION ACTION:

STAFF RECOMMENDATION/REQUESTED MOTION:

LIST OF SUPPORTING DOCUMENTS: LEDC PRELIMINARY BUDGET FOR FY 2023-2024

LOCKHART ECONOMIC DEVELOPMENT CORP.

800 - LOCKHART ECONOMIC DEVELOPMENT CORPORATION

**LEDC
SUMMARY**

	2021-22	2021-22	2022-23	2023-2024	3-YEAR
	BUDGET	ACTUAL	BUDGET	PRELIMINARY	2025-26-27
				BUDGET	BUDGET
			2,527,775		
REVENUES	1,093,140	1,296,356	1,179,140	1,179,140	1,179,140
EXPENSES	1,092,933	434,125	1,035,381	1,081,345	940,431
TOTAL - LEDC	207	862,231	143,759	97,795	238,709

800 - LOCKHART ECONOMIC DEVELOPMENT CORPORATION

LEDC

LEDC REVENUES

						2023-2024	3-YEAR
		2020-21	2021-22	2021-22	2022-23	PRELIMINARY	2025-26-27
REVENUES		ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	BUDGET
OTHER TAXES							
800-4150-00	SALES TAXES	1,071,619	1,000,000	1,196,385	1,100,000	1,100,000	1,100,000
TOTAL OTHER TAXES		1,071,619	1,000,000	1,196,385	1,100,000	1,100,000	1,100,000
LEASES & RENTS							
800-4601-00	LEASE INCOME	73,125	73,140	73,125	73,140	73,140	73,140
TOTAL LEASES & RENTS		73,125	73,140	73,125	73,140	73,140	73,140
INTEREST							
800-4710-00	INTEREST EARNINGS	4,127	20,000	26,760	6,000	6,000	6,000
TOTAL INTEREST		4,127	20,000	26,760	6,000	6,000	6,000
MISCELLANEOUS							
800-4806-00	SALE OF ASSETS	0	0	-6,581	0	0	0
800-4880-00	SHORT TERM LOAN REVENUES	260,058	0	0	0	0	0
800-4881-00	DEBT PROCEEDS	0	0	0	0	0	0
800-4890-00	OTHER MISC REVENUE	0	0	6,667	0	0	0
TOTAL MISCELLANEOUS		260,058	0	86	0	0	0
TOTAL REVENUES		1,408,929	1,093,140	1,296,356	1,179,140	1,179,140	1,179,140

800 - LOCKHART ECONOMIC DEVELOPMENT CORPORATION

LEDC

LEDC OPERATIONS

		2021-22	2021-22	2022-23	2023-2024	3-YEAR
EXPENDITURES		BUDGET	ACTUAL	BUDGET	PRELIMINARY BUDGET	2025-26-27 BUDGET
PERSONNEL SERVICES						
800-5199-102-00	SALARIES-ADMINISTRATIVE	122,004	119,071	122,004	220,000	125,600
800-5199-106-00	WAGES-CLERICAL	55,167	32,703	57,750	40,000	61,300
800-5199-112-00	OVERTIME	0	0	0	0	0
800-5199-116-00	LONGEVITY	270	270	390	700	516
800-5199-120-00	FICA/MEDICARE	14,278	12,058	14,011	52,000	25,620
800-5199-122-00	RETIREMENT	23,371	19,908	23,041	30,000	27,360
800-5199-130-00	EMPLOYEE HEALTH INSURANCE	16,222	11,410	16,874	22,825	16,980
800-5199-132-00	WORKER'S COMP	406	370	342	440	440
800-5199-150-00	CAR ALLOWANCE	7,200	5,535	7,200	7,200	7,200
800-5199-155-00	PAYROLL CONTINGENCY	0	0		0	0
TOTAL PERSONNEL SERVICES		238,918	201,325	241,612	373,165	265,016

ECONOMIC DEVELOPMENT	Part-time	Active	Vacant
Economic Development Director			1
Assistant Director - Economic Development			1
Administrative Assistant			

CONTRACTS & SERVICES

800-5199-204-00	LEGAL	15,000	10,146	17,500	15,000	15,000
800-5199-206-00	INSURANCE	1,500	476	1,500	1,500	1,500
800-5199-207-00	PRINTING, MKTG & PUBLIC RE	10,000	16,428	7,500	7,500	7,500
800-5199-212-00	FINANCIAL & ACCOUNTING	3,500	4,000	8,000	3,500	3,500
800-5199-214-00	RENTS & LEASES	26,000	5,453	28,500	32,000	32,000
800-5199-218-00	COMPUTER EQUIP & SOFTWARE	10,000	5,612	10,000	10,000	10,000
800-5199-226-00	RADIO & COMMUNICATIONS	4,750	3,406	5,000	5,000	4,750
800-5199-240-00	POSTAGE & SHIPPING	100	45	100	100	100
800-5199-244-00	UTILITIES	0	333	0	0	0
800-5199-299-00	OTHER CONTRACTS & SERVICES	55,000	20,998	93,000	55,000	26,500
TOTAL CONTRACTS & SERVICES		125,850	66,897	171,100	129,600	100,850

MATERIALS & SUPPLIES

800-5199-302-00	OFFICE	2,000	1,110	2,000	2,000	2,000
800-5199-303-00	PROMOTIONAL & MKT SUPPLIES	1,000	75	1,000	1,000	1,000
800-5199-304-00	COMPUTER EQUIP & SOFTWARE	1,000	660	3,000	2,500	1,000
800-5199-334-00	OFFICE FURNITURE	0	0	0	0	0
TOTAL MATERIALS & SUPPLIES		4,000	1,845	6,000	5,500	4,000

MAINTENANCE & REPAIRS

800-5199-408-00	GROUNDS & LANDSCAPING	1,200	0	1,200	1,000	1,200
800-5199-410-00	BUILDINGS & STRUCTURES	1,000	0	1,000	1,000	1,000
800-5199-411-00	PROPERTY TAXES	0	0	0	0	0

TOTAL MAINTENANCE & REPAIRS

2,200	0	2,200	2,000	2,200
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STAFF DEV & TRAINING

800-5199-500-00	TRAVEL & TRAINING	15,000	7,957	10,000	10,000	10,000
800-5199-502-00	DUES & SUBSCRIPTIONS	3,500	3,857	3,500	3,500	3,500

TOTAL STAFF DEV & TRAINING

18,500	11,814	13,500	13,500	13,500
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EDC PROJECTS

800-5199-700-00	PROSPECT HOSTING	3,000	4,147	3,000	3,000	3,000
800-5199-702-00	BUSINESS IMPROVEMENT GRANT	50,000	37,724	50,000	50,000	50,000
800-5199-704-00	ECONOMIC DEVELOPMENT	300,000	0	300,000	250,000	250,000
800-5199-704-02	ECO DEV-FASHION GLASS	0	737	0	0	0
800-5199-704-03	ECO DEV-PURE CASTINGS 112 MLK	0	0	0	0	0
800-5199-704-04	ECO DEV-PURE CASTINGS 119 MLK	0	0	0	0	0
800-5199-704-05	ECO DEV-HILL COUNTRY FW	0	0	0	0	0
800-5199-704-06	ECO DEV-SCHLOTSKY'S	0	0	0	0	0
800-5199-704-07	ECO DEV-VISIONARY FIBER TECH	0	0	0	0	0
800-5199-730-00	MISC OTHER EXPENSES	10,000	2,110	10,000	10,000	10,000

TOTAL MISCELLANEOUS

363,000	44,718	363,000	313,000	313,000
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OPERATING TRANSFERS

800-5199-800-00	TRNSF TO GEN FUND	55,000	55,000	63,969	70,580	67,865
800-5199-802-00	TRNSF TO I&S DEBT SVC FUND	0	0	0	0	0
800-5199-803-00	TRNSF TO 802 SERIES 2020	0	0	0	0	0

TOTAL OPERATING TRANSFERS

55,000	55,000	63,969	70,580	67,865
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DEBT SERVICE

800-5199-877-00	FLNB NOTE	28,000	5,173	28,000	28,000	28,000
800-5199-879-00	SOUTHSIDE BANK (PROMOGO)	111,465	8,915	0	0	0
800-5199-880-00	2020 REVENUE BOND PAYMENT	136,000	38,438	136,000	136,000	136,000

TOTAL DEBT SERVICE

275,465	52,526	164,000	164,000	164,000
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CAPITAL OUTLAY

800-5199-903-00	ENGINEERING DESIGN	10,000	0	10,000	10,000	10,000
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TOTAL CAPITAL OUTLAY

10,000	0	10,000	10,000	10,000
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TOTAL EXPENDITURES

1,092,933	434,125	1,035,381	1,081,345	940,431
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