

City Of Stephenville, Texas



**ANNUAL BUDGET REPORT
FY 2013-2014**

*PREPARED BY
FINANCE DEPARTMENT
CITY OF STEPHENVILLE, TEXAS*



City of Stephenville

PROPOSED ANNUAL PROGRAM OF SERVICES 2013-2014

SUBMITTED TO

**THE MAYOR AND CITY COUNCIL
AUGUST 1, 2013**



City of Stephenville

Fiscal Year 2013-2014

Budget Cover Page

The following statement is provided in accordance with state law:

This budget will raise more revenue from property taxes than last year's budget by an amount of 278,992, which is a 6.08% 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 \$75,540.

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

FOR: Casey Hogan, Malcolm Cross, Doug Svien, Russ McDanel, Mayor-Kenny Weldon

AGAINST: Brady Pendleton, Alan Nix, Martha Taylor, Scott Evans

PRESENT and not voting: None

ABSENT: None

Property Tax Rate Comparison

	2013-2014	2012-2013
Property Tax Rate	\$0.4950/100	\$0.4850/100
Effective Tax Rate:	\$0.4718/100	\$0.4636/100
Effective Maintenance & Operations Tax Rate:	\$0.4118/100	\$0.4194/100
Rollback Tax Rate:	\$0.5184/100	\$0.5014/100
Debt Rate:	\$0.0593/100	\$0.0614/100

Total Debt obligation for City of Stephenville secured by property taxes: \$ 5,300,000



MISSION STATEMENT

The mission of the City of Stephenville is to progressively provide cost effective programs and services that encourage the highest quality of life to our citizens.

We dedicate ourselves to making Stephenville the most desirable place to live, work and play.

We envision:

- *a safe and secure environment,*
- *an informed citizenry,*
- *educational, recreational and cultural opportunities,*
- *enhanced economic viability,*
- *a high degree of mobility and*
- *inviting and friendly park spaces.*

Working as a team, we pledge to be:

- *respectful of individual dignity and rights,*
- *financially responsible,*
- *ethical and responsive to our customers,*
- *innovative in addressing community needs and*
- *an organization in which we can serve with pride.*

Quality service is the operating principle of the City of Stephenville and the responsibility of each of us. Quality means the continuous interaction and accountability of all – citizens, elected officials and staff – in the enhancement of our community vision and the improvement of city-delivered services.



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BUDGET OVERVIEW



August 1, 2013

Honorable Mayor and City Council
City of Stephenville, Texas

Dear Mayor and City Council:

I am pleased to present to you the Proposed Budget and Plan of Municipal Services for the fiscal year 2013-14. The Annual Budget and Plan of Municipal Services is the most important document that is adopted by the city council each year. In developing this document, as always, a significant amount of time is devoted by city council members and city staff. An annual budget is developed through an extensive process of reviewing requests received from citizens, various city departments, and external agencies, then prioritizing those requests in a manner that utilizes resources effectively, within fiscal constraints, while working to achieve goals set out by the city council.

GOALS

A list of goals that the City of Stephenville should strive toward on an ongoing basis includes the following:

- *Maintain a Conservative Ad Valorem Tax Rate*
- *Promote Economic Growth*
- *Pursue Greater Public Safety*
- *Achieve Significant Progress on City Infrastructure*
- *Improve Appearance of the Community*
- *Focus on Quality of Life Issues*

This budget is intended to maintain the direction established by our citizens and the city council in order to meet the existing challenges and to effectively plan for future needs. It balances the costs of new and expanded programs needed to address city priorities against the city's financial and human resource limits and its adherence to the Fiscal and Budgetary Policy.

CITY OF STEPHENVILLE MISSION STATEMENT

"To progressively provide cost-effective programs and services that encourage the highest quality of life for our citizens."

BUDGET OVERVIEW

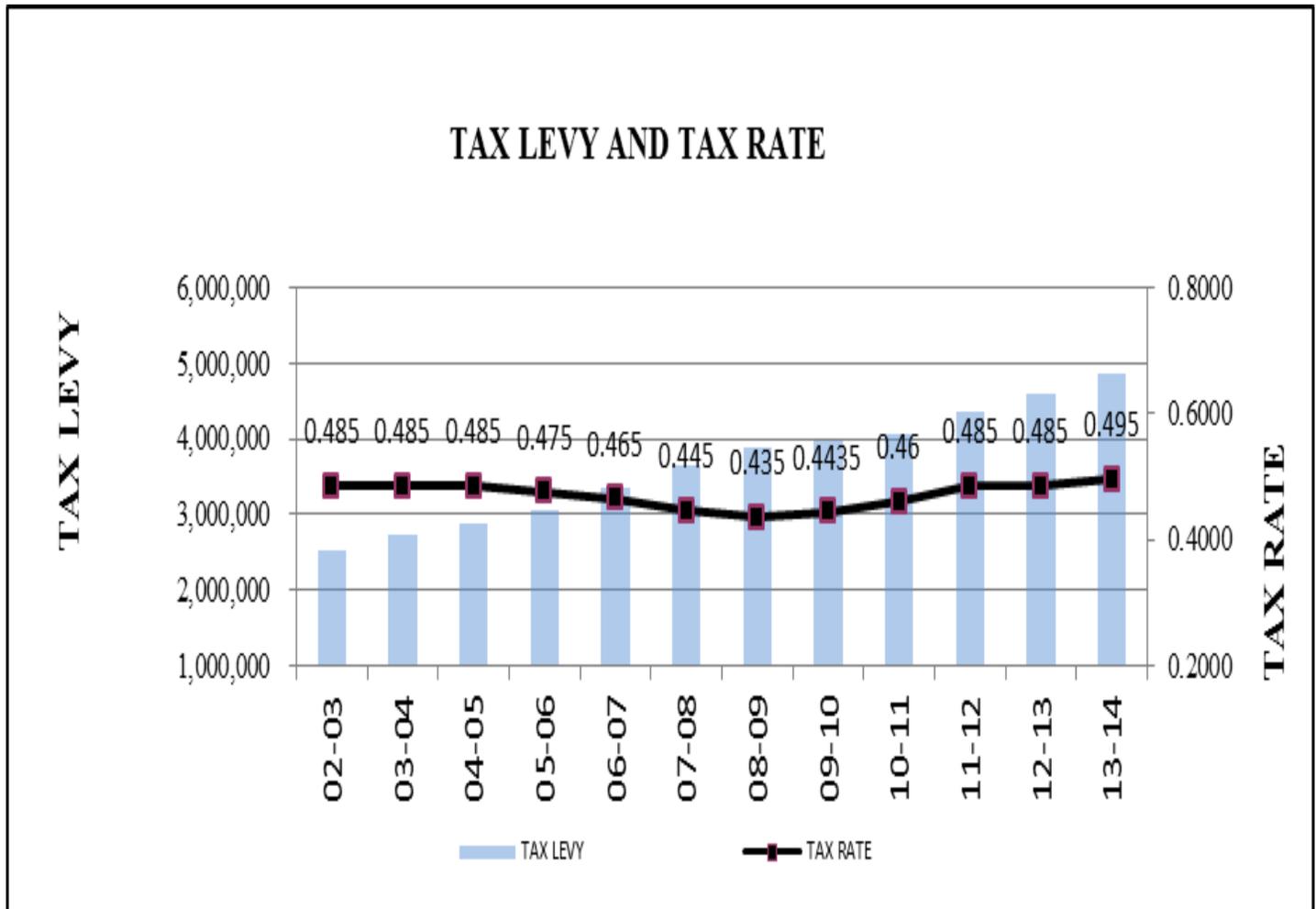
The 2013-2014 Program of Services totals \$20.4 million for all funds. Of that amount, approximately \$17.43 million is for continued operations and \$3.07million for debt service. There is no available revenue to perform a capital improvement project for this fiscal year. This budget maintains all existing programs and services with no scheduled lay-offs or

furloughs. The remaining deficits will be offset by delayed hiring, user fee adjustments and excess revenues over expenditures from previous years.

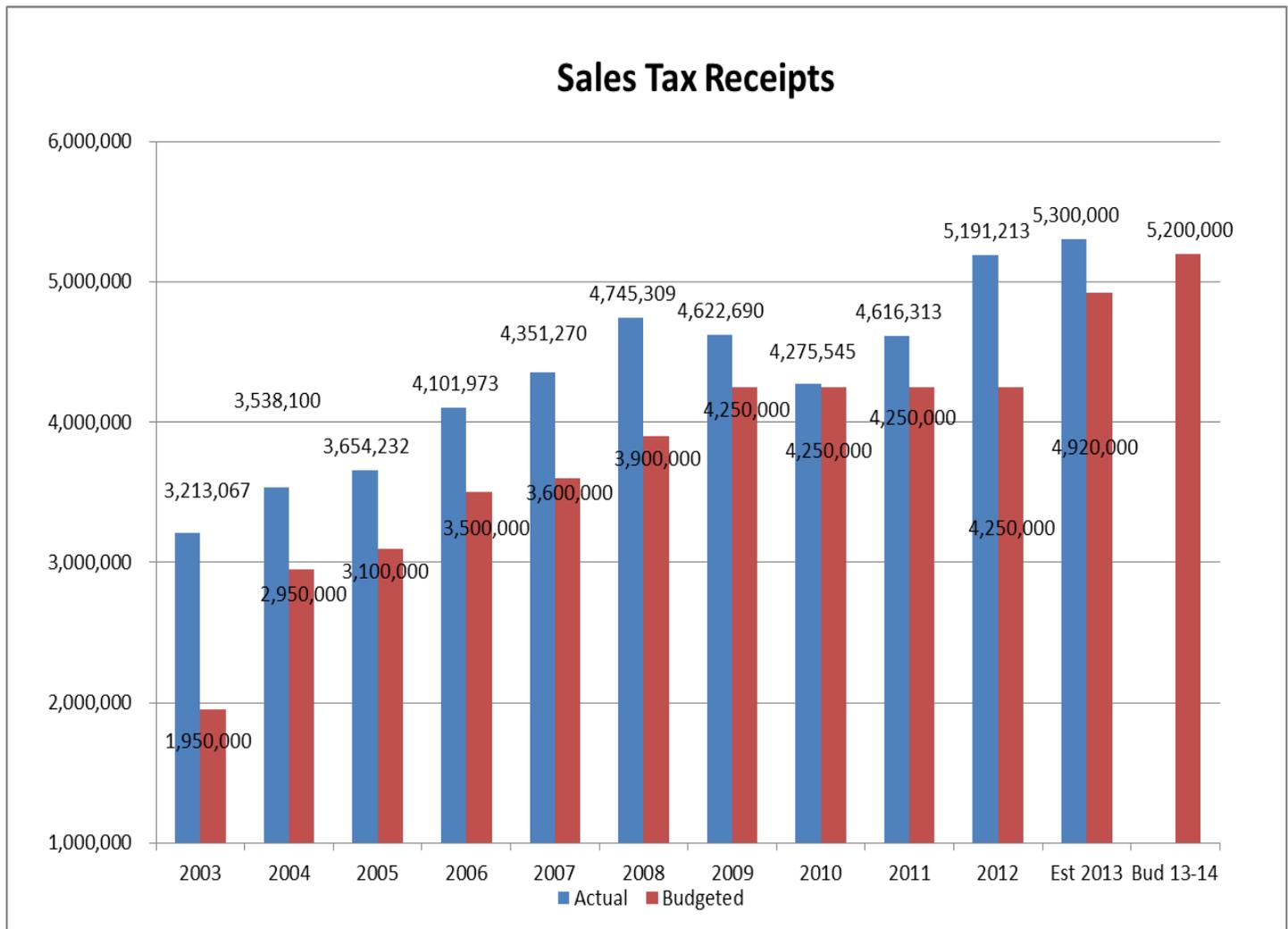
Revenues. The city's revenues appear to be stable due to maintained property values, on-going new residential construction, and maintaining utility service demand. Retail activity appears to be stable and remains within our conservative sales tax budget estimates. The city's overall customer base for water and sewer services has increased over the last few years. Since weather conditions affect water revenues significantly, revenue projections utilize conservative growth estimates to avoid budget shortfalls, and use a rolling average consumption method to factor out any weather aberrations.

Property Values. Taxable property valuations increased to \$983M for FY13/14, up from \$946M in 2012-2013. This \$37M or 4.13% increase is comprised primarily of an increase in residential property of \$20.8M, commercial personal property (inventory) of approximately \$1M, and \$15.2M from new construction. This 4.13% increase precedes an increase from last year of 6.12%, which are signs of stability for the city. We continue to have new residential construction consistent with our slow, steady growth. Commercial development is stable. The recent growth of two of our industries were completed and are reflected in the 2013 valuations.

Property Tax Rate. This year the property tax rate is recommended to be increased by \$.01 from \$.4850 to \$.4950 per \$100 property valuations. The portion of the tax rate applied to debt service will be \$.0593, compared to \$.0615 from FY2012-2013. With the increase in property values, the maintenance and operations portion of the tax rate will increase to \$.4357 per \$100 property valuation, compared to \$.4235 from FY2012-2013. Revenues will increase by \$278,992.



Sales Taxes. In past years, the driving force allowing the city to grow was the state of the economy in the Stephenville area. It appears that Stephenville is continuing as the financial hub of the area. As always, we have been taking a more aggressive approach in projecting sales tax revenues for next year.



User Fees. The fee schedule is reviewed annually for cost analysis and comparative services. A few adjustments are recommended to public safety programs. User fees have been adjusted the last couple of years to reflect the increase in minimum wages.

Utility Rates. A water rate volume charge increase of 4.3% is being recommended. However, no sewer rate volume charge increase is being recommended. This increase is consistent with our past history. Future increases are expected to average 3% to 7.5% to fund water system delivery and wastewater system improvements. No increases are being proposed to the storm water drainage fees.

Sanitation Rates. Per the contract with Progressive Waste Solutions (formerly IESI), the company can request increases in rates based on the Consumer Price Index (CPI) for the previous 12 months. Requests are brought forward by the company to coincide with the calendar year. The city is contracted with Progressive Waste Solutions through 2014.

BUDGET HIGHLIGHTS

All programs were reviewed for efficiency and continued demand by the citizens. Total expenditures amount to \$20,413,681. The major program initiatives for the 2013-2014 Program of Services and beyond are further outlined as follows:

- **Human Resources**

The budget has funded 142 full time positions. The budget includes a pay structure adjustment in the amount of \$133,332. This amount equates to approximately a 1.6% salary increase. This amount/percentage was obtained using the May 2013 CPI-U DFW index. The city's human resources staff is conducting a market survey analysis comparing Stephenville's pay structure, by position, to market. The market used by HR includes cities of similar size to Stephenville and local employers.

The Strategic Plan adopted by the city council endeavors to "Foster Effective, Professional Municipal Government". The objective to meet this goal is to "Attract and retain quality, customer-friendly employees."

Ideally, we would pay our employees at 100% of market. Even though the City cannot afford to adjust all positions to market, we can continue to monitor the plan and grow the pay structure when affordable and appropriate. We have had substantial discussions of the provisions of health care and the Texas Municipal Retirement System (TMRS). This budget continues to fund the same level of benefits. However, in an effort to control escalating costs we will continue to monitor the benefits. There will be no hiring freeze or furloughs.

- **Community Services**

The Parks and Recreation Department will continue to provide a multitude of both youth and adult services and to assist in funding other special events for the community. Adult programs are designed to be cost neutral. Youth programs are designed to subsidize the cost by 40%. The FY13/14 budget contains \$38,000 for special events. It is important to allocate funds each year in order to keep maintenance of the park facilities as current as possible. This year \$50,000 is budgeted toward that goal.

We are completing our fifth full year of operations of the aquatic center. We have budgeted for modifications for FY12/13 and will continue to evaluate efficient operations. It appears we will subsidize the program by \$25k to \$50k annually.

The FY12/13 budget contains the pay-as-you-go method of financing residential street improvements. This budget includes \$200,000 for street maintenance projects, \$40,000 for slurry seal, \$10,000 for crack seal, and \$13,500 for one street sweeping.

Maintaining the vehicle and equipment replacement program continues. Capital outlay for FY13/14 totals \$91,000.

The city was awarded a grant by the National Park Service of \$141,000 for improvements to the Bosque River Trail to extend the trail into City Park. The city's match for this grant is \$35,400.

- **Fire Department**

Pay step increases will continue to be implemented for those affected officers. We are building a new fire station from previously issued debt, and the project should be completed in September. There are no capital replacement items funded for the department this year.

- **Police Department**

Pay step increases will be implemented for those affected officers. Maintaining the vehicle replacement program continues. Emphasis remains in keeping the department well equipped and trained to perform their duties. Funding for the remodeling to the Public Safety Building after the fire department offices are vacated is included in this year's budget.

Application has been submitted for COPS (Community Oriented Policing Services) grant to fund an additional school resource officer. The city will be responsible for 25% of the cost. Announcement of the grant award will be made in September.

- **Community Development**

This year the city will review and update all the building codes, development standards, and the comprehensive master plan. There is no funding for outside services to assist with this endeavor. We continue to participate with the North Central Texas Council of Governments aerial and mapping program.

The code enforcement department has been allocated \$10,000 this year to fund demolition of substandard structures.

We contract for plan review and industrial construction inspection services. We have budgeted for two major projects with corresponding revenue.

- **Unfunded Projects**

○ Annual street project	\$500,000
○ Increase FD staffing by three personnel	225,000
○ TIF	50,000
○ Thoroughfare Plan	50,000
○ Annexation Plan	50,000

- **Capital Projects**

We maintain self-designated reserves for grant matching and participation agreement projects. Some of the possible improvements that could develop during this coming fiscal year that are not included in this budget are:

- Airport Runway extension
- Wetlands
- East Side Sewer
- New Water Wells
- Bosque River Trail Extension
- Downtown Revitalization

The Five-Year Capital Improvement Program has been completed and is being presented as part of the FY13/14 budget. It includes projects, vehicles and equipment the city proposes to buy within the next five years, and should be a working document to be considered carefully as future capital budgets will be built around this plan. The program will be reviewed and amended annually as needs change.

FINANCIAL HIGHLIGHTS

The city is committed to conservative, sound financial planning and direction, as reflected in this 2013-2014 Program of Services.

- **Fund Balance**

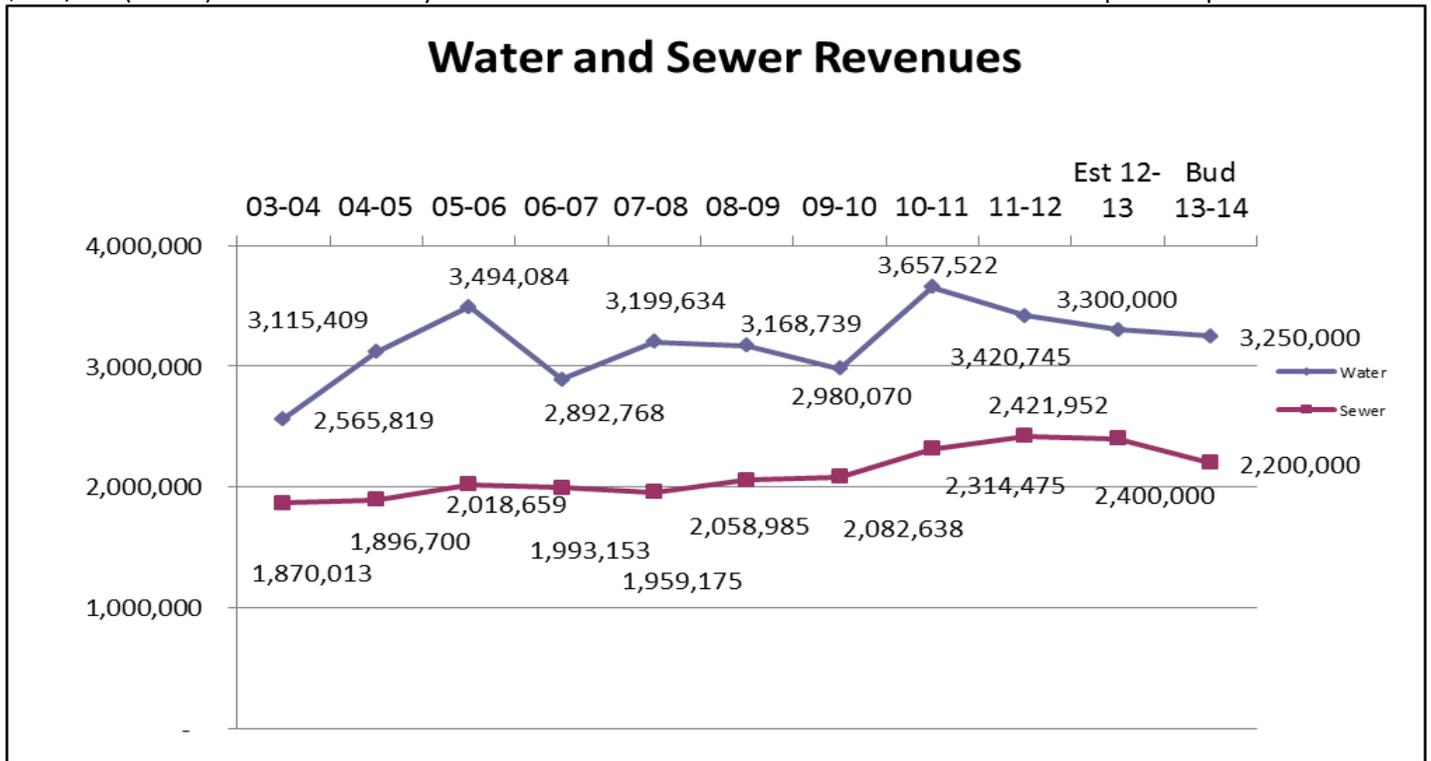
Fund balance is basically defined as the amount of funds available that remain unencumbered and not appropriated. The city adopted by resolution a financial policy that requires maintaining a minimum fund balance equivalent to 25% of operating expenditures. This ideal fund balance equates to \$3,180,585 for FY13/14 and continues to be met. Fund balance is used as an indicator by bond rating agencies and other financial institutions in determining the city's creditworthiness. A strong fund balance facilitates a better bond rating which in turn reduces the city's interest cost when it issues debt.

General Fund. The proposed general fund budget for FY13/14 is \$11,830,949, which is a \$397,220 (3.47%) increase over FY12/13. Property valuations are estimated to increase by \$37M (4.13%) in FY13/14. **With the proposed tax increase, property tax revenues would increase approximately \$278,992.**

In past years, in an effort to reimburse the general fund for indirect costs for water and sewer operations, it was determined the Utility Fund should fund a portion of these costs. At that time we instituted a transfer of funds to the General Fund to cover its share of the costs; and in FY13/14, \$208,825 was budgeted for this function. Each year we will analyze what portion of these costs the Utility Fund should pay and make adjustments as needed.

Utility Fund. The Utility Fund's primary purpose is to provide water and sewer services to the residents of the City of Stephenville and prepare for services to its extra-territorial jurisdiction.

Revenues from the water and sewer services support this fund. The Utility Fund budget for FY13/14 was increased by \$142,599 (2.53%). The use of Utility Fund reserves will be used to cover water and sewer required capital maintenance.



The Utility Fund will pay for reimbursement for indirect costs to the General Fund in the amount of \$208,825. Each year we will analyze what portion of these costs the General Fund pays and make adjustments as needed.

In the past, the City implemented a pay-as-you-go method to finance improvements to the water and sanitary sewer systems. This budget contains an allocation of \$125,000 for maintenance of the water wells, \$125,000 for maintenance of the water distribution system, \$30,000 for meter maintenance, \$50,000 for maintenance of the water sewer collection system. Due to numerous variables, the wastewater treatment plant maintenance budget has been increased from \$30,000 to \$125,000.

Per the contract with OMI, the company can request increases in rates based on Consumer Price Index (CPI) for the previous 12 months for the operation of the City's wastewater treatment plant. The contract costs are anticipated to increase 3.7%. The city is contracted with OMI through 2016.

Landfill Fund. The proposed Landfill Fund budget for FY13/14 is \$207,969, which is a \$99,655, decrease over FY12/13. A rate adjustment in the Per Ton charge is being recommended. The rate will increase to \$50.00 per ton up from \$40.00 per ton. The Minimum amount to be charged would increase to \$20.00 (up to 800 lbs.) from \$15.00 (up to 1,000lbs.) The goals are for the landfill to break-even and begin paying for itself after the recent expansion.

Airport Fund. The amount budgeted in the Airport Fund for FY13/14 is \$95,887, which is a \$4,822, increase over FY12/13. There is \$25,115 of debt service payments in this budget. The goal is for the airport to break-even by covering the operational costs.

Stormwater Drainage Fund. The total amount budgeted for the Storm water Drainage Fund is \$538,971, a decrease of \$25,006 over FY12/13. There is \$502,248 of debt service payments and \$30,000 for maintenance projects in this budget. This year we will begin planning for the next capital project.

Special Revenue Fund. Special revenue funds are derived from hotel occupancy taxes, child safety fines and public safety restricted funds. The Stephenville Independent School District, Cross Timbers Family Services, Paluxy River Children's Advocacy Center and STAR Council on Substance Abuse have made applications for the projected \$12,000 of the child safety funds. The police department has been allocated \$3,700 for training from restricted revenues. As in the past, we are using a portion of the Special Revenue Fund to continue reconstruction of our historical brick streets throughout the city. In partnership with Keep Stephenville Beautiful, we are allotting funds for a Welcome to Stephenville Sign.

Under existing contracts, portions of the hotel occupancy taxes have again been budgeted for the Chamber of Commerce (4¢), Cross Timbers Fine Arts Council (1¢) and the Stephenville Museum (1¢).

- **Capital Improvement Program (CIP) Funds**

Fire Station C/O 2011 CIP. During fiscal year 2010-11 the City Council authorized the issuance of \$2,500,000 in debt through the issuance of certificates of obligation to fund a new fire station. This fund has been created to account for the proceeds from that debt issuance and track the costs associated with this project. The construction project is on schedule and we expect to occupy the station by the end of September.

Street Construction C/O 2011 CIP. During fiscal year 2010-11 the City Council authorized the issuance of \$1.5M in debt through the issuance of certificates of obligation to fund street reconstruction of major thoroughfares. This fund has been created to account for the proceeds from that debt issuance and track the costs associated with this project. Alexander Road and Dale Street projects are on schedule and should be completed by the start of the budget year.

Street Improvements C/O 1998 CIP. The city maintains a capital improvement fund for projects related to governmental activities. Some of the projects completed through this fund over the years include the public safety building, the municipal service center, Splashville, street improvements, and many others. During fiscal year 2010-11 the city council authorized the issuance of \$2.5M in debt through the issuance of certificates of obligation to fund the extension of Wolfe Nursery Road and Frey Street. This fund has been created to account for the proceeds from that debt issuance and track the costs associated with this project. Construction proceeds were expended. We received assessments from the adjoining property owners for a portion of the enhancements to their property. The funds have been used to participate in economic development initiatives. The proposed budget projects that the beginning fund balance will be \$416,323.

Utility CIP. There are a number of water and sewer projects that need to be completed. I am proposing to issue \$1M in debt for sewer system improvements that have been identified in our recent sanitary sewer studies. This will allow us to address the projects unable to be completed by our maintenance crews that were identified in basins 7, 10, and 3. The debt will be issued during the upcoming year with construction anticipated to begin during FY 14-15.

The City has applied for a Community Development Block Grant for rehabilitation of water and sewer infrastructure on Groesbeck Street. The grant amount is \$400,000 with the city's match being \$125,000. Currently, the city is ranked 14th out of 63 applicants.

A Meter Replacement Program is being recommended through an energy services performance contract. This is a \$3M project that would provide total meter replacement and advanced metering techniques.

Long Term Water C/O 2004 CIP. During fiscal year 2003-04 the city council authorized the issuance of \$7.16M in debt to fund the construction and expansion of the city's long-term water supply and distribution. This fund has been created to account for the proceeds from that debt issuance and track the costs associated with building that project. With major construction complete and under budget, the remaining funds are for new water wells and distribution enhancements. This budget proposes to aggressively seek a new water well that is estimated to cost approximately \$1,000,000. The proposed budget for fiscal year 2013-14 anticipates the beginning fund balance to be \$1,853,216.

Airport CIP. The Airport Fund accounts for all funding received from outside organizations and grant funds received relating to capital improvements at the airport. We are on the Texas Department of Transportation Aviation Division project list to extend the runway. The funding requires 10% matching costs from the city. We have acquired some property and have removed the structures. We have completed the Airport Layout Plan, and will engage in a funding agreement with TxDOT for the runway extension. The remaining city match is expected to be about \$150,000.

- **Recap of Un-funded Requests**

I do not believe that any of the requests submitted by the citizens or various departments within the city have been frivolous or unreasonable. All departments work toward providing the best possible service they can to our constituents. However, the city budget has its limitations, and determining the best use of those limited resources can be a difficult task. While trying to allocate the city's resources in a manner that would maximize the achievement of proposed goals, numerous cuts and adjustments had to be made. Overall, the city departments requested \$42,590,201 in appropriations. This amount not only includes departmental cuts, but also capital projects that remain unfunded.

CONCLUSION

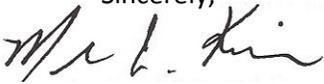
As City Administrator, I believe it is my responsibility to submit to you a fiscally sound budget while ensuring that the level of service provided to our citizens and stakeholders remains high and as many goals and expectations set by you are addressed. The Proposed Budget takes a conservative approach to dealing with the current economic situation faced locally and nationally. I caution you, we will not be able to continue the use of reserves to fund capital replacement and improvements.

While the budget includes market adjustments and step increases, employee benefits remain unchanged. Being able to recruit and retain high quality employees is of the utmost importance to the success of any organization, and as such, we should strive to provide a competitive pay structure and benefit package to our employees. Improving the current pay structure along with offering competitive employee benefits facilitates retaining and attracting quality employees.

I would like to thank the city council members for the direction they have provided the staff in the development of this budget. The leadership and advice of the city council throughout the budget process is critical for an effective allocation of resources.

The staff and I look forward to implementing this budget. We believe that this comprehensive budget for FY 2013-2014 fulfills the objectives as directed by the city council. It emphasizes continued improvements to the delivery of services and quality of life issues of the community and works to encourage the future growth of the city.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark A. Kaiser', written in a cursive style.

Mark A. Kaiser

City Administrator



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The Budget Process

The City of Stephenville's budget process is the mechanism that changes taxpayer requests and resources into government services and expenditures. Again this year, the City of Stephenville has made a great commitment to setting community goals, performance objectives, and priorities. Below is the budget process of the City:

I. Definition and Authority

The budget is a financial plan for the fiscal year of operations that matches all planned revenues and expenditures with the services provided to the residents of the City, based on established budgetary policies. The City Charter establishes that the City's fiscal year shall begin on the first day of October and end on the last day of September of each calendar year. Such fiscal year shall also constitute the budget and accounting year.

II. Preparation and Submission of the Budget

The budget preparation process begins in March before the beginning of the fiscal year. Under the City Charter, the City Administrator is responsible for preparing and recommending an operating budget for City Council consideration. He along with the Finance Director determines guidelines for the City's department and division heads to use in preparing their budgets. These guidelines are based on Council goals, anticipated revenues, levels of service desired and capital equipment and improvement needs.

The Finance Department prepares the Budget Instructions Manual to be used in budget preparations. It includes the guidelines the City Administrator and Finance Director have developed, the budget calendar and specific instructions for completing the forms included in the Manual. These include requests for capital equipment and projects, operating budget request forms, authorized position forms, requests for new positions and requests for new and/or enhanced services.

During April, the Finance staff meets individually with all department/division heads to explain the guidelines to be used in the preparation of their budget, distribute the budget instructions manual, the forms to be completed and deadlines to be met, and give any further directions for budget preparation. Department heads are responsible for expenditure estimates of their departments/divisions. Personnel cost information is provided to them by the Finance staff. In estimating other divisional expenses, department heads base their estimates on historical data adjusted for trends and possible rate increases.

In May, the City Council and department/division heads attend a budget workshop at which the staff presents departmental programs, goals, objectives and needs in order to receive direction on programs and service levels from the Council.

By the end of June all operating budget and capital requests are due in the Finance office so that staff can begin compiling them and determining financing needs. Factors to be considered in determining items to be capitalized are as follows:

- Item can be permanently identified as an individual unit of property.
- Item has an anticipated useful life of five years or more.
- Item belongs to one of the following categories:
 - Land
 - Buildings and Structures
 - Equipment
- Item constitutes a tangible, permanent addition to the value of City assets.
- Item does not constitute repair or maintenance.
- Item's cost should generally exceed \$1,000. Note: If the item is less than \$1,000, then the item should be a component unit of an asset meeting the above-stated criteria.

After all the budgets are compiled, the City Administrator and the Finance Director meet with the department/division heads individually to discuss their budget submissions.

By July, three-fourths of the current fiscal year is past, and the Finance department works to fine tune the revenue estimates. Revenue projections are generally based on historic receipts adjusted for rate increases and trends. The City's philosophy on revenue projections is making the best estimate possible using historic data and trends, being careful not to overestimate revenue.

The City Administrator submits to the City Council, at least sixty (60) days prior to the beginning of each budget year, the proposed budget for the following fiscal year. The budget provides a complete plan for the fiscal year and contains the following:

- A budget message, explanatory of the budget, which message shall contain an outline of the financial policies of the city for the fiscal year, shall set forth the reasons for salient changes from the previous fiscal year in expenditures and revenue items, and shall explain any major changes in the financial policy;
- A consolidated statement of receipts and expenditures for all funds;
- An analysis of property valuation;
- An analysis of the tax rate;
- Tax levies and tax collections by years for at least five (5) years for the number of years for which records are available;
- General fund resources in detail;
- Summary of proposed expenditures by fund, department and activity;
- Summary of proposed expenditures by character and object;
- Detailed estimates of expenditures shown separately for each activity to support the summaries. Such estimates of expenditures are to include an itemization of positions showing the number of persons having each title and the rate of pay;
- A revenue and expense statement for all types of bonds;
- A description of all bond issues outstanding, showing rate of interest, date of issue, maturity date, amount authorized, amount issued and amount outstanding;
- A schedule of requirements for the principal and interest on each issue bonds;
- A special fund section;
- The appropriation ordinance;
- The tax levying ordinance;
- A capital improvement program for the budget year and proposed method of financing;
- A summary of the condition of machinery, equipment and buildings;
- A suggested legislative program and the highlights of the proposed administrative program.

III. Adoption of the Budget

The budget and all the supporting schedules shall be filed with the City Secretary when submitted to the Council and shall be open for public inspection by anyone interested. At the Council meeting at which time the budget is submitted, the Council will fix the time and place of a public hearing on the budget and shall cause to be published a notice of the hearing, setting forth the time and place thereof and presenting a condensed summary of the budget, at least seven (7) days before the date of the hearing. At the time and place set forth in the notice, or at any time and place to which the public hearing shall be from time to time adjourned, the council shall hold a public hearing on the budget submitted and all interested citizens shall be given an opportunity to be heard for or against any item or the amount of any item herein contained.

The budget shall be adopted in original or amended form by the favorable votes of at least a majority of all members of the whole council and shall be finally adopted not later than seven (7) days prior to the beginning of the fiscal year.

Should the council take no final action on or prior to such date, the budget as submitted shall be deemed to have finally been adopted by the council.

Upon final adoption the budget shall be in effect for the stated fiscal year.

IV. Amending the Budget

In cases of grave public necessity, emergency expenditures to meet unusual and unforeseen conditions which could not, by reasonable diligent thought and attention, have been included in the original budget may from time to time be authorized by the affirmative vote of at least six (6) members of the entire council, as amendments or supplements to the original budget. Such supplements or amendments shall be filed with the original budget.



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City of Stephenville Proposed 2013-2014 Budget Calendar

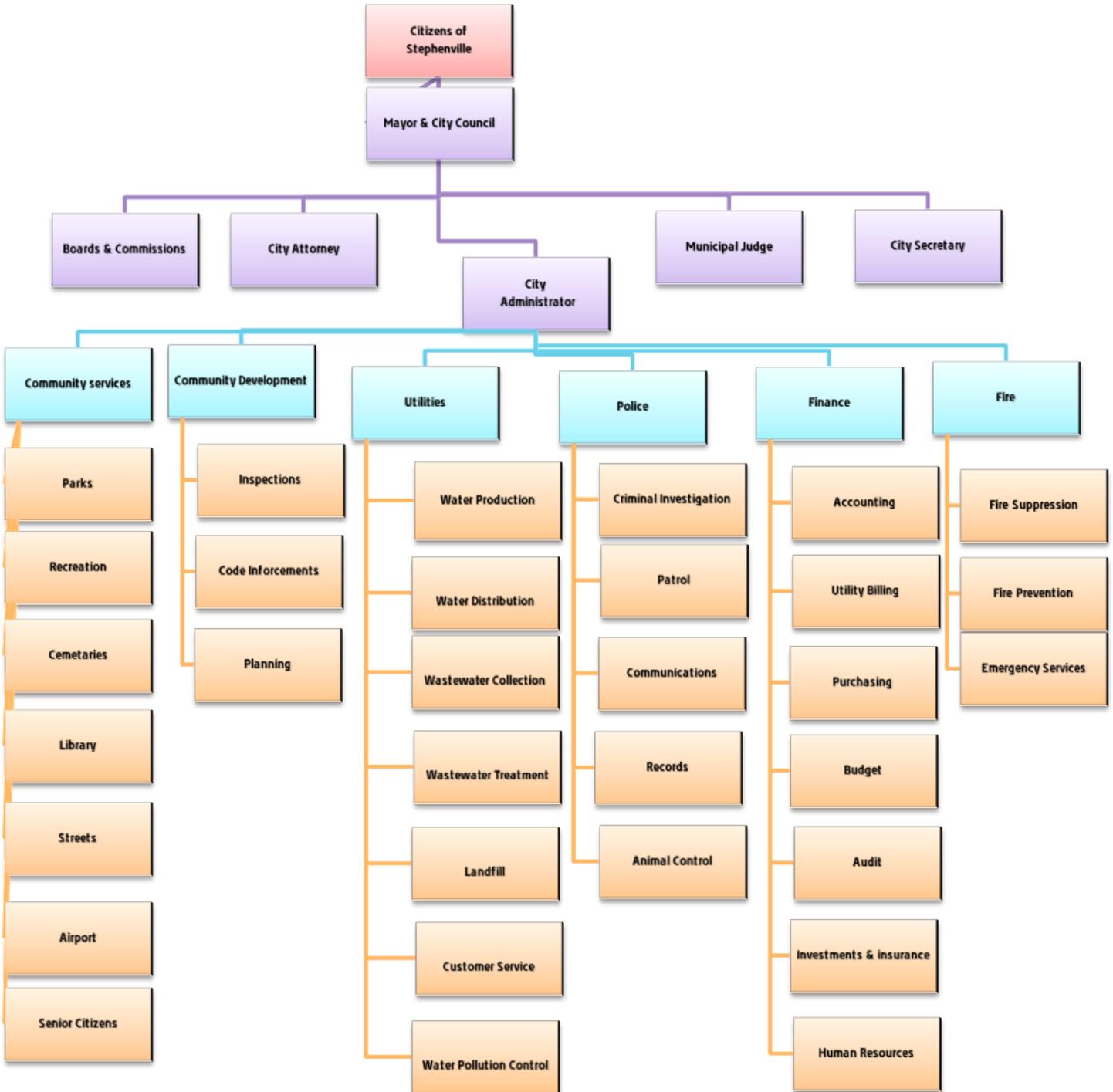
April, 2013	Prior year budget review and begin developing priorities for the next budget year
May 6	Budget Packets to Division Directors
May 13-31	Requests for written budget input from citizens
June 4	Public input on citizen budget requests
June 10	Budget preparation manuals due from Division Directors to Director of Finance
June 27 - July 14	City Administrator and Director of Finance meet with Division Directors to review and develop budget
July 25 (Statutory)	Receive Certified Tax Rolls from the Central Appraisal District
August 1	File a copy of complete budget with City Secretary
August 4 & August 11	Publish notices of Council budget workshops and budget public hearing
August 12-16	Council budget workshops
August 20	Public hearing on budget; Set time, date and place of public hearing on proposed tax rate
September 3	Ordinance adopting budget; Public hearing on the proposed tax rate (1 st)
September 10	Public hearing on the proposed tax rate (2 nd)
September 17	Ordinance adopting tax rate
October 1	Begin new Budget Year 2013 – 2014
April, 2014	Mid-year budget review



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CITY OF STEPHENVILLE

Organization Chart





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Community Profile

Overview

Stephenville is located in the heart of north Central Texas in Erath County and is home to approximately 18,290 people. Stephenville serves as the center of commerce and recreation to over 39,321 county residents.

Stephenville was incorporated in 1889 and chartered a home-rule city under Texas law in 1961 and operates under a mayor-council form of government. A mayor and eight (8) council members are elected by majority of the entire city. Elections are held the second Saturday in May.

Economy and Employment

The City of Stephenville is the county seat and principal commercial, medical, retail and industrial center of Erath County. Stephenville has maintained its strong economic position. Our economy is based on agriculture and manufacturing. Agriculture has long been Erath County's leading industry. Livestock, especially beef, dairy cattle and other livestock, has always been an important agriculture producer in Erath County. The county is in the states 10th largest for cattle production in 2010. The city has been fortunate to have seven manufacturing industries in town. Four of the plants are among our list of top ten largest tax payers.

Many people live in Stephenville and Erath County and commute to the Metroplex to work every day. The short distance to the Metroplex makes Stephenville an attractive place to live. The City's hometown atmosphere combines with aggressive development attitude to produce results.

The City anticipates future growth in the local economy as a result of capital improvements completed this past year and new projects budgeted this year. The City has been successful in attracting several residential developments, single-family and multi-family.

Retail sales for 2013 were \$348M. The City has Wal-Mart Supercenter that has been a catalyst to the regional economy for several years and is one of the City's major employers. Texas Heath Harris Methodist Hospital is one of the area's largest non-retail employers, providing employment for doctors, nurses and other health care personnel. Other organizations with more than 100 employees include Tarleton State University, a Division II NCAA Division university, the Stephenville Independent School District, the City of Stephenville, Erath County, and Senior Care Living.

Stephenville and Erath County sit on the edge of the Barnett Shale formation. Minerals produced in the county include natural gas and limited amounts of oil.

Culture and Recreation

More than forty local churches provide worship and fellowship for about twenty denominational groups. The nearest synagogue is located in Fort Worth.

Stephenville's residents can take advantage of many activities offered by the Stephenville Parks and Recreation Department, Stephenville Museum, and the Stephenville Public Library. Numerous organizations such as 4-H, Girl and Boy Scouts and Future Farmers of America encourage the personal growth of young people.

Stephenville Parks and Recreation facilities include a multi-faceted sports complex with baseball and softball fields, soccer fields, and RV Park, picnic areas, tennis courts, and indoor recreation center, as well as an amphitheater which attracts many live concerts throughout the year.

Many other cultural and recreational facilities are within a one and one-half hour drive east on US 377 in the Dallas/Fort Worth area. Stephenville offers all the amenities of small town life while the conveniences offered by a large metropolitan area are easily within reach.

Education

Stephenville schools provide high-quality education for the district's children. The public school system is large enough to offer progressive and diverse programs, and small enough to allow teachers and administrators to cultivate a personal, active interest in each student. The instructional staff at SISD is exceptionally well-qualified. Award winning programs in academics, fine arts, vocational education, athletics, and leadership are available to the district's more than 3,500 students.

Tarleton State University, a member of the Texas A&M System, provides quality programs of undergraduate, graduate, and non-traditional education. The student body includes representatives from 220 Texas counties, 45 states and 34 foreign countries. Tarleton had a spring 2013 enrollment of 10,116 in Stephenville. The Tarleton core curriculum provides solid liberal arts foundation for all students. Tarleton offers 67 undergraduate and 22 graduate programs as well as a doctorate program in Educational Administration. Degree areas include agriculture, business administration, teacher education, allied health, the fine arts, social sciences, physical and biological sciences, humanities, mathematics and technology. Still over degree areas include preparation for professional schools such as dentistry, engineering, law, medicine and veterinary medicine.

Miscellaneous Statistical Information

Date of incorporation August 6, 1889

Form of Government Home rule

Sewerage System:

Miles of sanitary sewers	116
Number of treatment plants	1
Number of service connections	5,575
Daily avg treatment in gallons	1,437,000
Max daily capacity in gallons	9,000,000

Number of Employees (excl police and fire):

Full-time 59

City of Stephenville Facilities and Services:

Area in square miles	11.79
Miles of streets	92
Number of street lights	1,125

Water System:

Miles of water mains	126
Number of service connections	5,733
Number of fire hydrants	798
Daily avg consumption in gallons	2,156,000
Max daily capacity in gallons	6,000,000

Culture and Recreation:

Recreation center	1
Parks	3
Park acreage	130
Swimming pools	1
Play Grounds	4
Amphitheater	1

Fire Protection:

Number of stations	2
Number of fire personnel and officers	31
Number of volunteer firefighters	12
Number of fire calls answered	238
Number of ambulance calls answered	1,516
Number of inspections conducted	270

Police Protection:

Number of stations	1
Number of police personnel and officers	50
Number of patrol units	10

Number of law violations:

Physical arrests	952
Traffic violations	4,258
Parking violations	346
Criminal offenses	2,307



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FINANCIAL SUMMARY

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CITY OF STEPHENVILLE
STATEMENT OF PROJECTED NET REVENUE OVER (EXPENDITURES) - ALL FUNDS
FOR THE YEAR ENDED SEPTEMBER 30, 2014

	GENERAL FUND	CAPITAL PROJECT FUND	SPECIAL REVENUE FUND	DEBT SERVICE FUND	WATER SEWER FUND	STORM WATER FUND	LANDFILL FUND	AIRPORT FUND	TOTAL
<u>PROJECTED NET REVENUE OVER (EXPENDITURES):</u>									
REVENUE	12,153,767	0	334,700	583,283	5,654,302	586,500	300,400	119,690	19,732,642
EXPENDITURES	11,830,949	0	395,700	583,283	5,784,891	538,971	207,969	95,887	19,437,650
NET BASELINE BUDGET	322,818	0	(61,000)	0	(130,589)	47,529	92,431	23,803	294,992
CAPITAL REPLACEMENTS AND NEW PROGRAMS	(807,499)	0	0	0	(166,932)	0	(1,600)	0	(976,031)
RESERVE FUNDING	484,681	0	65,000	0	310,589	0	0	0	860,270
PROJECTED 2009-2010 NET REVENUE OVER (EXPENDITURES):	<u>0</u>	<u>0</u>	<u>4,000</u>	<u>0</u>	<u>13,068</u>	<u>47,529</u>	<u>90,831</u>	<u>23,803</u>	<u>179,231</u>

SPECIAL NOTE - Reserves will be used for:

GENERAL FUND:		SPECIAL REVENUE	
Reserves to Fund Operations	484,681	Welcome to Stephenville Sign	15,000
	<u>484,681</u>	Historical Brick Streets	50,000
			<u>65,000</u>
WATER/SEWER FUND:			
Reserves to Fund Operations	158,589		
Capital Replacements	152,000		
	<u>310,589</u>		

CITY OF STEPHENVILLE
STATEMENT OF PROJECTED CASH FLOW - ALL FUNDS
FOR THE YEAR ENDED SEPTEMBER 30, 2014

	GENERAL FUND	CAPITAL PROJECT FUND	SPECIAL REVENUE FUND	DEBT SERVICE FUND	WATER SEWER FUND	STORM WATER FUND	LANDFILL FUND	AIRPORT FUND	TOTAL
<u>ESTIMATED ENDING CASH BALANCE 10/1/2013:</u>									
RESTRICTED:									10,986,672
3 MONTH OPERATIONS	2,957,737		385,500		1,246,223				
RIGHT-OF-WAY	1,000,000	363,526							
CAPITAL REPLACEMENT FACILITIES	500,000				1,000,000	529,754			
GRANT MATCHING	500,000								
ECONOMIC DEVELOPMENT	50,000	416,384							
DEBT SERVICE				186,399	800,839	268,404			
CUSTOMER DEPOSITS					224,877		1,300		
UNRESTRICTED	55,730								
EST. CASH BALANCE 10/1/2013	5,563,467	779,910	385,500	186,399	3,271,938	798,158	1,300	0	10,986,672
<u>PROJECTED NET REVENUE OVER (EXPENDITURES):</u>									
REVENUE	12,153,767	0	334,700	583,283	5,654,302	586,500	300,400	119,690	19,732,642
EXPENDITURES	11,830,949	0	395,700	583,283	5,784,891	538,971	207,969	95,887	19,437,650
NET 2013-2014 BUDGET:	322,818	0	(61,000)	0	(130,589)	47,529	92,431	23,803	294,992
<u>ADD-BACK ITEMS:</u>									
CHANGES IN:									
TAX REVENUE									0
DEBT PROCEEDS									0
GRANT MATCHING									0
CAPITAL REPLACEMENT	(397,392)				(127,000)				(524,392)
NEW PROGRAMS	(293,307)				(25,000)				(318,307)
COMPENSATION	(116,800)				(14,932)		(1,600)		(133,332)
NON-CASH ITEMS:									
BOND AMORTIZATION					15,128	6,253			21,381
TOTAL ADD-BACK ITEMS	(807,499)	0	0	0	(151,804)	6,253	(1,600)	0	(954,650)
<u>ESTIMATED ENDING CASH BALANCE 9/30/2014:</u>									
RESTRICTED:									10,197,522
3 MONTH OPERATIONS	2,928,786		324,500		950,762		51,992		
RIGHT-OF-WAY	500,000	363,526							
CAPITAL REPLACEMENT FACILITIES	500,000				1,000,000	529,754			
GRANT MATCHING	500,000								
ECONOMIC DEVELOPMENT	50,000	416,384							
DEBT SERVICE				186,399	800,839	268,404			
CUSTOMER DEPOSITS					224,877		1,300		
UNRESTRICTED	0				13,068	53,782	38,839	23,803	129,492
EST. CASH BALANCE 9/30/2014	5,078,786	779,910	324,500	186,399	2,989,545	851,940	92,131	23,803	10,327,014

**City of Stephenville
Summary of Revenues**

Submission Date: Aug 1, 2013

Source of Funds	Budgeted Amounts		Recommended Budget Changes Positive (Negative)	Actual Amounts Jul-13 YTD	Percent YTD Actual to Budget
	Amended 2012-2013	Proposed 2013-14			
Taxes	11,046,038	11,474,325	428,287	10,450,415	94.61%
Licenses and permits	211,300	171,300	(40,000)	261,751	123.88%
Fines and forfeitures	261,500	266,000	4,500	320,274	122.48%
Intergovernmental grants	85,200	82,300	(2,900)	93,761	110.05%
Service charges	7,323,050	7,458,550	135,500	6,643,872	90.73%
Interest on investments	13,700	13,940	240	15,792	115.27%
Transfers	1,797,355	219,355	0	1,785,800	99.36%
Other Income	71,172	46,872	(24,300)	122,209	171.71%
Total Revenue	20,809,315	19,732,642	501,327	19,693,874	94.64%
General Funds					
Taxes					
Property Taxes	3,910,749	4,030,042	119,293	4,018,231	102.75%
Sales Tax	4,920,000	5,200,000	280,000	4,359,682	88.61%
Other taxes	1,332,000	1,346,000	14,000	1,263,943	94.89%
Licenses and permits	211,300	171,300	(40,000)	261,751	123.88%
Fines and forfeitures	250,000	250,000	0	300,908	120.36%
Intergovernmental	68,600	68,600	0	68,465	99.80%
Service charges	831,800	842,300	10,500	781,468	93.95%
Interest on investments	5,500	5,500	0	6,354	115.53%
Transfers	208,825	208,825	0	174,020	83.33%
Other Income	41,600	31,200	(10,400)	51,357	123.45%
Total General Fund	11,780,374	12,153,767	373,393	11,286,179	95.80%
Utility Fund					
Water sales	3,210,000	3,250,000	40,000	2,769,454	86.28%
Wastewater charges	2,100,000	2,200,000	100,000	2,079,177	99.01%
Service and delinquent charges	198,000	173,000	(25,000)	189,054	95.48%
Interest on investments	5,500	5,500	0	3,293	59.87%
Transfers	10,530	10,530	0	8,780	83.38%
Other Income	29,172	15,272	(13,900)	42,356	145.19%
Total Utility Fund	5,553,202	5,654,302	101,100	5,092,114	91.70%
Landfill Fund					
Gate fees	300,000	300,000	0	227,464	75.82%
Interest on investments	0	0	0	18	0.00%
Other Income	400	400	0	5,098	1274.50%
Transfers	0	0	0	25,000	8.32%
Total Landfill Fund	300,400	300,400	0	257,580	100.00%
Airport Fund					
Hangar rental	95,000	105,000	10,000	87,667	92.28%
Service and delinquent charges	0	0	0	0	
Intergovernmental Grants	10,000	10,000	0	21,770	217.70%
Gasoline Sales	3,250	3,250	0	2,286	70.34%
Other Income	0	1,440	1,440	1,301	0.00%
Transfers	0	0	0		
Total Airport Fund	108,250	119,690	11,440	113,024	104.41%
Storm Water Drainage Fund					
Storm water drainage fee	585,000	585,000	0	509,588	87.11%
Interest on investments	1,500	1,500	0	1,108	73.87%
Total Stormwater Fund	586,500	586,500	0	510,696	87.08%
Other Funds					
Taxes					
Property Taxes	582,289	583,283	994	585,542	100.56%
Other taxes	301,000	315,000	14,000	223,017	74.09%
Fines and forfeitures	11,500	16,000	4,500	19,366	168.40%
Intergovernmental	6,600	3,700	(2,900)	3,526	53.42%
Interest on investments	1,200	0	(1,200)	3,718	309.83%
Transfers	1,578,000	0	0	1,578,000	100.00%
Other Income	0	0	0	23,398	0.00%
Total Other Funds	2,480,589	917,983	15,394	2,436,567	98.23%
Total Funds	20,809,315	19,732,642	501,327	19,696,160	99.82%

City of Stephenville
Summary of Expenditures

Submission Date: Aug 1, 2013

Source of Funds	Budgeted Amounts		Recommended Budget Changes Positive (Negative)	Actual Amounts Jul-13 YTD	Percent YTD Actual to Budget
	Amended 2012-2013	Proposed 2013-14			
General Government:					
City council	60,200	62,876	(2,676)	50,158	83.32%
City administrator	139,688	139,481	207	107,304	76.82%
City secretary	96,018	96,254	(236)	74,488	77.58%
Total General Government	<u>295,906</u>	<u>298,611</u>	<u>(2,705)</u>	<u>231,950</u>	<u>78.39%</u>
Finance and Administration:					
Emergency management	50,050	3,750	46,300	56,191	112.27%
Municipal buildings	214,912	204,119	10,793	143,775	66.90%
Financial administration and accounting	430,988	434,998	(4,010)	345,009	80.05%
Purchasing	62,710	62,397	313	46,645	74.38%
Tax	129,000	141,000	(12,000)	127,347	98.72%
Legal counsel	92,157	90,848	1,309	85,158	92.41%
Municipal court	147,500	147,500	0	131,874	89.41%
Human resources	104,955	104,373	582	85,009	81.00%
Total Finance and Administration	<u>1,232,272</u>	<u>1,188,985</u>	<u>43,287</u>	<u>1,021,008</u>	<u>82.86%</u>
Community Services:					
Recreation administration	710,026	705,076	4,950	592,066	83.39%
Park maintenance	644,404	492,866	151,538	451,966	70.14%
Cemeteries	153,109	141,249	11,860	114,471	74.76%
Library	225,662	215,301	10,361	166,691	73.87%
Street maintenance	1,273,254	1,044,833	228,421	800,052	62.84%
Senior citizens center	163,400	135,556	27,844	119,295	73.01%
Aquatic Center	218,100	211,281	6,819	131,479	60.28%
Total Community Services	<u>3,387,955</u>	<u>2,946,162</u>	<u>441,793</u>	<u>2,376,020</u>	<u>70.13%</u>
Fire Department:					
Fire and ambulance administration	223,054	244,552	(21,498)	172,921	77.52%
Fire prevention and investigation	169,703	173,215	(3,512)	100,217	59.05%
Fire suppression	1,213,678	1,187,082	26,596	915,786	75.46%
Emergency medical services	1,250,869	1,115,002	135,867	891,710	71.29%
Volunteer fire	32,341	32,341	0	10,808	33.42%
Total Fire Department	<u>2,889,645</u>	<u>2,752,192</u>	<u>137,453</u>	<u>2,091,442</u>	<u>72.38%</u>
Police Department:					
Police administration	322,707	322,486	221	247,078	76.56%
Police patrol	2,051,914	1,964,598	87,316	1,638,486	79.85%
Police communications	496,964	531,889	(34,925)	373,868	75.23%
Police support services	149,003	153,054	(4,051)	117,418	78.80%
Criminal investigation	623,994	601,870	22,124	507,007	81.25%
Professional Standards	242,612	242,734	(122)	190,171	78.38%
Animal control	128,503	129,614	(1,111)	96,073	74.76%
Public safety facility	196,879	219,811	(22,932)	152,556	77.49%
Total Police Department	<u>4,212,575</u>	<u>4,166,055</u>	<u>46,520</u>	<u>3,322,657</u>	<u>78.87%</u>
Community Development:					
Planning	194,599	183,626	10,973	133,086	68.39%
Inspection	237,159	209,630	27,529	215,659	90.93%
Code enforcement	82,576	85,688	(3,112)	57,846	70.05%
Total Community Development	<u>514,334</u>	<u>478,944</u>	<u>35,390</u>	<u>406,591</u>	<u>79.05%</u>
Non-Departmental:					
Transfers	250,000	0	250,000	275,000	110.00%
Total General Fund	<u>12,782,687</u>	<u>11,830,949</u>	<u>951,738</u>	<u>9,724,668</u>	<u>76.08%</u>
Utility Fund					
Utilities administration	112,418	112,747	(329)	88,089	78.36%
Water production	793,195	798,257	(5,062)	574,477	72.43%
Water distribution	705,418	697,310	8,108	553,607	78.48%
Water customer service	211,553	206,747	4,806	178,831	84.53%
Wastewater collection	481,514	354,068	127,446	240,005	49.84%
Wastewater treatment	954,100	1,017,012	(62,912)	844,485	88.51%
Billing and collections	191,064	191,807	(743)	150,461	78.75%
Transfers	772,825	208,825	564,000	174,020	22.52%
Non-Departmental	2,208,304	2,198,118	10,186	2,721,796	123.25%
Total Utility Fund	<u>6,430,391</u>	<u>5,784,891</u>	<u>645,500</u>	<u>5,525,771</u>	<u>85.93%</u>
Landfill Fund					
Landfill operations	300,558	197,439	103,119	246,006	81.85%
Transfers	10,536	10,530	6	8,780	83.33%
Total Landfill Fund	<u>311,094</u>	<u>207,969</u>	<u>103,125</u>	<u>254,786</u>	<u>81.90%</u>
Airport Fund					
Total Airport Fund	<u>101,065</u>	<u>95,887</u>	<u>5,178</u>	<u>84,523</u>	<u>83.63%</u>
Storm Water Drainage Fund					
Operations	563,977	538,971	25,006	488,928	
Transfers	764,000	0	764,000	764,000	
Total Storm Water Drainage Fund	<u>1,327,977</u>	<u>538,971</u>	<u>789,006</u>	<u>1,252,928</u>	<u>94.35%</u>
Special Revenue Fund					
Total Special Revenue Fund	<u>384,600</u>	<u>395,700</u>	<u>(11,100)</u>	<u>178,522</u>	<u>46.42%</u>
Debt Service Fund					
Total Debt Service Fund	<u>582,289</u>	<u>583,283</u>	<u>(994)</u>	<u>535,057</u>	<u>91.89%</u>
Capital Projects Fund					
Total Capital Project Fund	<u>5,519,000</u>	<u>0</u>	<u>5,519,000</u>	<u>2,807,899</u>	<u>50.88%</u>
Total Expenditures	<u>27,439,104</u>	<u>19,437,651</u>	<u>8,001,453</u>	<u>20,364,154</u>	<u>74.22%</u>

City of Stephenville
Proposed Statement of Activities

Submission Date: Aug 1, 2013

Functions/Programs	Expenses	Program Revenues		Net (Expense) Revenue		Total
		Charges for Services	Governmental Activities	Business-Type Activities		
Governmental activities:						
General government	1,332,596		(1,328,996)			(1,328,996)
Public safety:						
Emergency Management	3,750		(3,750)			(3,750)
Fire	2,755,942	471,500	(2,284,442)			(2,284,442)
Police	4,181,755		(4,113,055)			(4,113,055)
Municipal Court	147,500	270,500	123,000			123,000
Streets	1,044,833	25,000	(1,019,833)			(1,019,833)
Cemetery	141,249	15,300	(125,949)			(125,949)
Culture and recreation:						
Parks	492,866	12,500	(480,366)			(480,366)
Recreation	705,076	122,500	(582,576)			(582,576)
Tourism	380,000		(380,000)			(380,000)
Senior Citizens Center	135,556	6,500	(129,056)			(129,056)
Library	215,301	7,100	(208,201)			(208,201)
Splashville	211,281	150,000	(61,281)			(61,281)
Community development	478,944	188,700	(290,244)			(290,244)
Long-term debt	583,283		(583,283)			(583,283)
Total governmental activities	<u>12,809,932</u>	<u>1,269,600</u>	<u>(11,540,332)</u>			<u>(11,540,332)</u>
Business-type activities:						
Water	4,104,022	3,352,151		(751,871)		(751,871)
Wastewater	1,678,044	2,302,151		624,107		624,107
Storm water drainage	538,971	586,500		47,529		47,529
Landfill	207,969	300,400		92,431		92,431
Airport	95,887	119,690		33,803		33,803
Total business-type activities	<u>6,624,893</u>	<u>6,660,892</u>		<u>35,999</u>		<u>35,999</u>
Total primary government	<u>19,434,825</u>	<u>7,930,492</u>		<u>(11,540,332)</u>	<u>35,999</u>	<u>(11,504,333)</u>
General revenues:						
Taxes:						
Property taxes			4,613,325			4,613,325
Sales tax			5,200,000			5,200,000
Other taxes			1,661,000			1,661,000
Investment earnings			5,500			5,500
Miscellaneous			31,200			31,200
Total general revenues and transfers			<u>11,513,850</u>	<u>(2,825)</u>		<u>11,511,025</u>
Change in net assets			(26,482)	33,174		6,692
Net assets-beginning			6,915,276	4,071,397		10,986,672
Net assets-ending			<u>6,888,794</u>	<u>4,104,571</u>		<u>10,993,364</u>

**City of Stephenville
Expenses by Category
FY 2013-2014**

Description	Salaries & Benefits	Contractual Services	Supplies	Maintenance	Debt Service	Capital	Non Depart	Total
General Fund	\$ 8,647,047	\$ 1,812,322	\$ 704,075	\$ 667,505				\$ 11,830,949
Enterprise Funds								
Water & Wastewater	1,125,270	1,623,178	125,820	503,680	1,978,118		428,825	5,784,891
Landfill	133,075	31,364	22,500	10,500			10,530	207,969
Airport		46,332	750	23,500	25,305			95,887
Storm Water Drainage		200		30,000	508,771			538,971
Special Revenue Fund								
Hotel/ Motel Taxes								315,000
Chamber of Commerce		180,000						
Cross Timbers Fine Arts Council		45,000						
Stephenville Historical Museum		45,000						
City of Stephenville		45,000						65,000
Welcome Sign		15,000						
Brick Streets		50,000						
Child Safety		12,000						12,000
LEOSE PD Training							3,700	3,700
Debt Service					583,283			583,283
	<u>\$9,905,392</u>	<u>\$3,905,396</u>	<u>\$853,145</u>	<u>\$1,235,185</u>	<u>\$3,095,477</u>	<u>\$0</u>	<u>\$443,055</u>	<u>\$19,437,650</u>
New Programs								
	GF	Water	Landfill	Airport	Storm Water			
Compensation	116,800	14,932	1,600					
Renovation & Code Red / Equipment	87,307	25,000						
Additional Dispatchers / Training	206,000							
	<u>\$410,107</u>	<u>\$39,932</u>	<u>\$1,600</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$451,639</u>
Capital Replacement								
	GF	Water	Landfill	Airport	Storm Water			
Vehicles	268,848	65,000						
Equipment	128,544	62,000						
	<u>\$397,392</u>	<u>\$127,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$524,392</u>
	<u>\$10,712,891</u>	<u>\$4,072,328</u>	<u>\$854,745</u>	<u>\$1,235,185</u>	<u>\$3,095,477</u>	<u>\$0</u>	<u>\$443,055</u>	<u>\$20,413,681</u>

EQUIPMENT REPLACEMENT PRIORITY

FUND	DEPT	DESCRIPTION	CAPITAL REQUESTS 2013-14
GENERAL FUND			
5702	PATROL	VEHICLE (3EA) NORMAL ROTATION	150,000
5505	STREET	DUMP TRUCK	70,000
5705	CID	VEHICLE (1EA) NORMAL ROTATION	28,000
5503	CEMETERY	3/4 TON PICKUP TRUCK (replace 2003)	20,848
5104	EMERGENCY MGT	GENERATOR-PUBLIC SAFETY BUILDING	56,200
5104	EMERGENCY MGT	REVERSE 911/CODE RED/EMERGENCY INTERNET NOTIFIC	12,307
5604	EMS *	HEART MONITOR DEFIBRILLATOR	39,793
5105	MUNI BLDGS	ELEVATOR-REPAIR OPTION #1	23,005
56XX	ALL DEPARTMENTS	TACTICAL MEDIC EQUIP REPLACEMENT	9,546
5901	PUBLIC SAFETY	RENOVATIONS	75,000
56XX	ALL DEPARTMENTS	TACTICAL MEDIC EQUIP TRAINING	2,500
5604	EMS *	AIR LIFT BAGS (Replacing 18yr old bags)	8,012
56XX	ALL DEPARTMENTS	HAZMAT SUITS & DECONTAMINATION SHOWER	4,300
5603	FIRE SUPPRESSION *	1250 GPM PUMPER TRUCK (Replace 1997)	380,000
5102	MUNI BLDGS	FURNITURE	5,000
5105	MUNI BLDGS	NEW ELEVATOR-	133,750
5105	MUNI BLDGS	CITY HALL ROOF-ONCOR GRANT	60,000
5105	MUNI BLDGS	ELEVATOR-REPAIR OPTION #2	6,955
Funded	484,699		
TOTAL GENERAL FUND			1,085,216
WATER/WASTEWATER			
5001	PRODUCTION	1/2 TON PICKUP (Replace '08 model)	25,000
5101	COLLECTION	3/4 TON PICKUP (Replace '05 model)	40,000
5101	COLLECTION	BASIN 8 EVALUATION	62,000
5001	PRODUCTION	DOWNHOLE WELL CAMERA	25,000
5102	WWTP	PRIMARY CLAIIFIER-SLUDGE PUMP REPAIR	24,000
5102	WWTP	LIFT STATION ISOLATION VALVE	18,500
5102	WWTP	GRIT CHAMBER BLOWERS	15,000
5102	WWTP	EFFLUENT SERVICE WATER PUMP REHAB	13,750
5102	WWTP	BAR SCREEN REHAB	8,800
Funded	152,000		
TOTAL WATER/WASTEWATER FUND			232,050
LANDFILL			
5001	LANDFILL	LANDFILL COMPACTOR (Replace '90 model)	425,000
TOTAL LANDFILL			425,000
TOTAL ALL FUNDS			1,742,266

PERSONNEL REQUESTS

FUND	DEPT	DESCRIPTION	INCLUDED 2012-2013	NOT INCLUDED	REQUESTED 2013-2014
ADMINISTRATION					
5401	HUMAN RESOURCES	COMPETITIVE PAY STRUCTURE	116,800	102,200	222,000
5102	ADMIN	ASST CITY ADMINISTRATOR		90,000	90,000
5101	COUNCIL	WEB MANAGER		45,000	45,000
5103	CITY SECRETARY	PART TIME RECORDS CLERK		10,400	10,400
5XXX	MUN BLD, MSC, LIB, FS#2	JANITOR (PART-TIME TO FULL-TIME)		30,000	30,000
TOTAL ADMINISTRATION			116,800	277,600	397,400
FIRE AND EMS					
5601	ADMIN	ASST FIRE CHIEF		83,436	83,436
5601	ADMIN	SECRETARY		35,983	35,983
56xx	ALL DEPARTMENTS	INCREASE MINIMUM STAFFING TO 9EA (6 NEW EE)		327,804	327,804
TOTAL FIRE AND EMS			-	447,223	447,223
POLICE					
5702	PATROL	POLICE OFFICER- K9 UNIT		57,258	57,258
5702	PATROL	POLICE OFFICERS (4) SERGEANT (1) "H.E.A.T."		350,000	350,000
5703	COMMUNICATIONS	DISPATCHER (4 NEW)	200,000		200,000
5703	COMMUNICATIONS	DISPATCHER (4 NEW) TRAINING	6,000		6,000
5704	SUPPORT SERVICES	RECORDS CLERK (FULL TIME)		42,000	42,000
5706	PROFESSIONAL STDS	SRO		55,568	55,568
	TOTAL POLICE DEPARTMENT		206,000	504,826	710,826
COMMUNITY DEVELOPMENT					
5802	PLANNING	PERMIT CLERK		27,040	27,040
TOTAL COMMUNITY DEVELOPMENT			-	27,040	27,040
	TOTAL GENERAL FUND		322,800	1,256,689	1,582,489
WATER/WASTEWATER					
5401	HUMAN RESOURCES	COMPETITIVE PAY STRUCTURE	14,932	11,668	25,000
5000	ADMIN	CAD/GIS TECHNICIAN		40,000	40,000
5002	WATER DIS TR	WAREHOUSE INVENTORY MANAGER		48,000	48,000
TOTAL WATER/WASTEWATER			14,932	99,668	113,000
LANDFILL					
5401	HUMAN RESOURCES	COMPETITIVE PAY STRUCTURE	1,600	1,400	3,000
TOTAL LANDFILL			1,600	1,400	3,000
AIRPORT					
5001	AIRPORT	AIRPORT MANAGER		50,000	50,000
TOTAL AIRPORT			-	50,000	50,000
TOTAL ALL FUNDS			339,332	1,407,757	1,748,489



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GENERAL FUND



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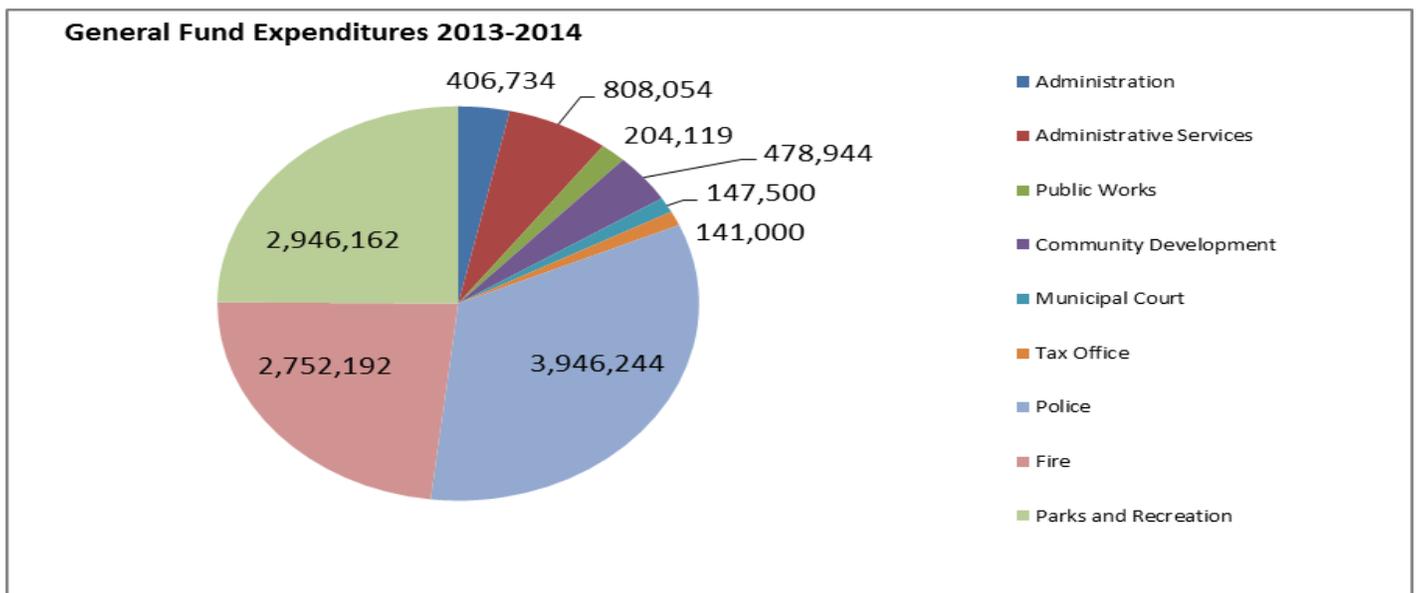
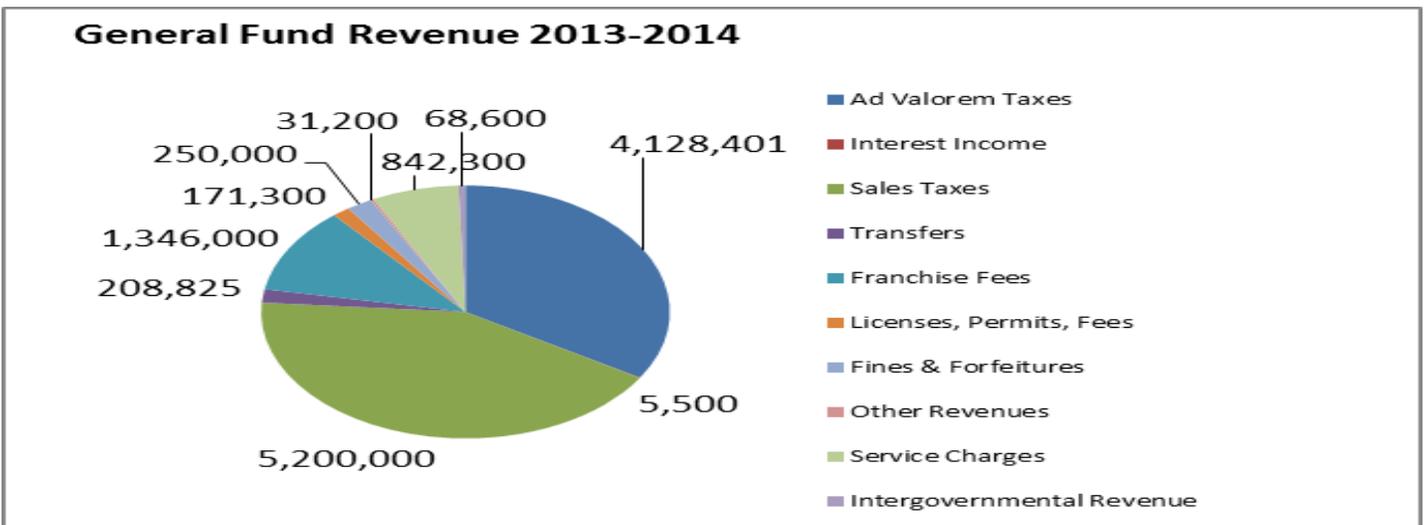
General Fund

The General Fund is responsible for providing basic services to the residents of the City. These services include Public Safety (Municipal Court, Police and Fire); Public Works (Public Works, Streets); Community Development (Development, Planning, Inspections); Parks and Recreation (Parks, Swimming Pool, Soccer Fields, Cemetery); Administrative Services (Finance, Purchasing, Social Services, Management Information Services); City Administration (City Council, City Secretary, Legal, City Manager).

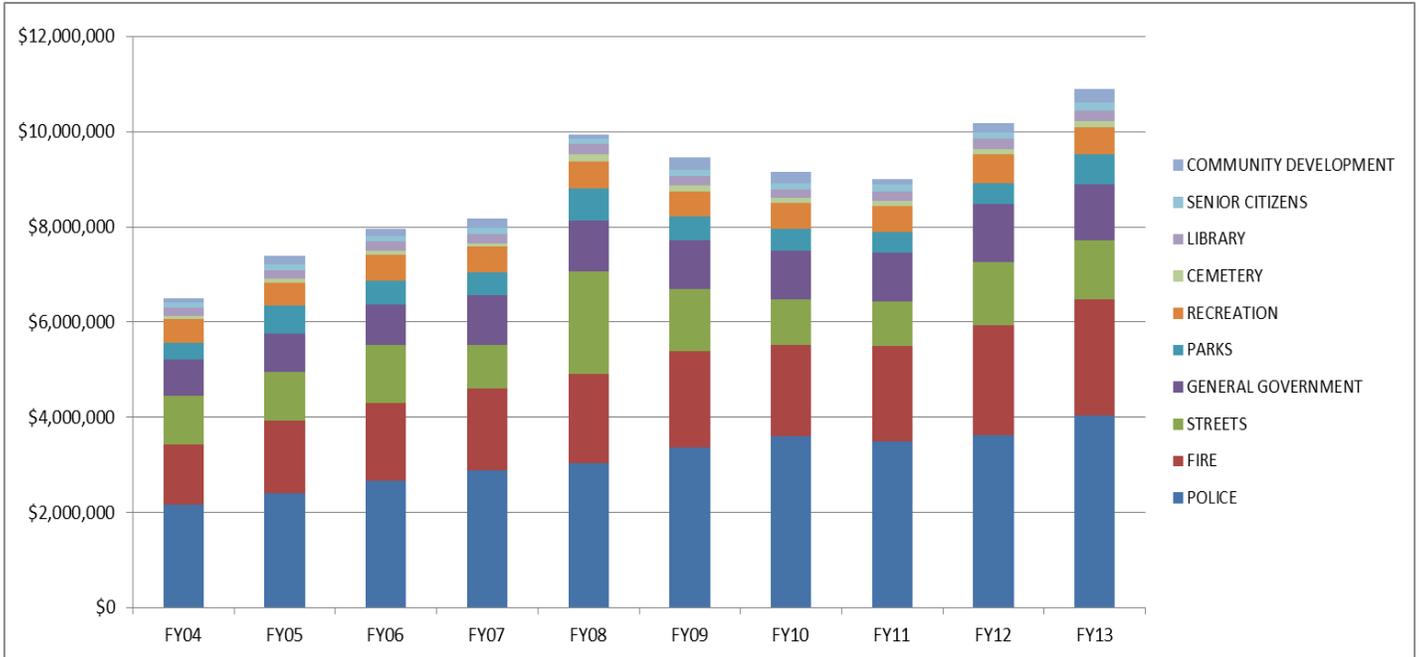
The General Fund’s primary revenue sources are Ad Valorem Taxes, Sales Taxes, Franchise Fees and Charges for City Services. The City Council is responsible for establishing a tax rate for the General Fund.

State statutes require that if the Maintenance and Operation (M&O) portion of the tax rate exceeds the effective tax rate, then the City must publish a notice indicating the increase and hold a public hearing. If the increase is 8% or greater, the citizens have the right to petition for a “roll-back” election.

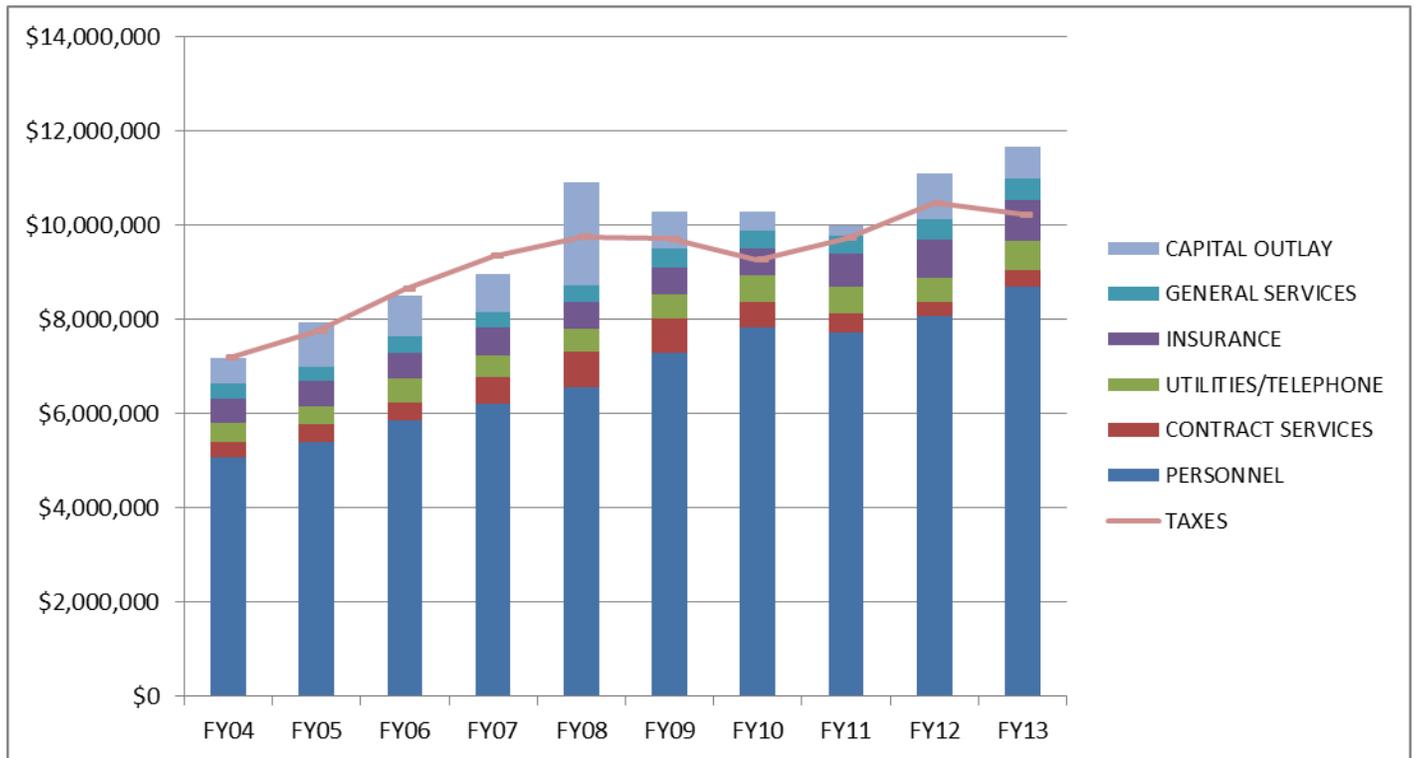
The sales tax rate inside the City of Stephenville is 8.25%, with 1.5% being dedicated for City use. The remainder goes to the State (6.25%) and Erath County (0.5%).



General Fund-10 Yr Total Expense Comparison



General Fund-10 Yr Total Expense by Function



01 -GENERAL FUND
FUND FINANCIAL SUMMARY

	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013		2013-2014		COUNCIL ADOPTED
			CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	
REVENUE SUMMARY							
ALL REVENUE	11,449,388	12,274,462	11,780,374	11,356,525	11,795,474	12,252,126	12,153,767
FUND TOTAL REVENUES	11,449,388	12,274,462	11,780,374	11,356,525	11,795,474	12,252,126	12,153,767
EXPENDITURE SUMMARY							
ALL EXPENDITURES	11,106,583	12,702,236	12,782,688	9,918,549	11,802,618	11,830,949	11,830,949
FUND TOTAL EXPENDITURES	11,106,583	12,702,236	12,782,688	9,918,549	11,802,618	11,830,949	11,830,949
REVENUES OVER/ (UNDER) EXPENDITURES	342,805	(427,774)	(1,002,314)	1,437,977	(7,144)	421,177	322,818

01 -GENERAL FUND
DIVISION FINANCIAL SUMMARY

	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013		2013-2014		COUNCIL ADOPTED
			CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	
REVENUE SUMMARY							
0 TAXES	9,634,516	10,377,270	10,162,749	9,682,074	10,242,749	10,674,401	10,576,042
1 LICENSES AND PERMITS	255,269	182,516	211,300	261,754	171,300	171,300	171,300
2 FINES AND FORFEITURES	270,178	283,762	250,000	306,800	250,000	250,000	250,000
3 INTERGOVERNMENTAL	132,492	135,551	68,600	68,465	68,600	68,600	68,600
4 SERVICE CHARGES	868,146	1,020,133	831,800	804,514	817,300	842,300	842,300
5 OTHER REVENUE	288,787	275,231	255,925	232,918	245,525	245,525	245,525
FUND TOTAL REVENUES	11,449,388	12,274,462	11,780,374	11,356,525	11,795,474	12,252,126	12,153,767
EXPENDITURE SUMMARY							
1 CENTRAL GOVERNMENT							
01 CITY COUNCIL ADMINISTRATION							
1-PERSONNEL	18,545	20,831	21,200	18,284	23,789	23,791	23,791
2-CONTRACTUAL	33,573	20,792	36,400	29,542	36,400	36,485	36,485
3-GENERAL SERVICES	2,090	4,388	2,600	2,332	2,600	2,600	2,600
TOTAL 01 CITY COUNCIL ADMINISTRATION	54,207	46,011	60,200	50,158	62,789	62,876	62,876
02 CITY ADMINISTRATOR							
1-PERSONNEL	127,028	132,360	135,538	104,331	131,609	135,323	135,323
2-CONTRACTUAL	3,088	3,384	3,750	2,880	3,750	3,758	3,758
3-GENERAL SERVICES	140	98	400	93	400	400	400
TOTAL 02 CITY ADMINISTRATOR	130,256	135,842	139,688	107,304	135,759	139,481	139,481
03 CITY SECRETARY							
1-PERSONNEL	72,086	72,842	76,713	58,857	76,332	76,341	76,341
2-CONTRACTUAL	6,837	13,041	13,555	12,816	14,155	14,163	14,163
3-GENERAL SERVICES	5,509	4,502	5,350	2,815	5,350	5,350	5,350
4-MACHINE & EQUIPMENT MAINTENANCE	0	981	400	0	400	400	400
TOTAL 03 CITY SECRETARY	84,431	91,367	96,018	74,488	96,237	96,254	96,254
04 EMERGENCY MANAGEMENT							
2-CONTRACTUAL	6,609	7,268	49,050	54,203	2,750	2,750	2,750
4-MACHINE & EQUIPMENT MAINTENANCE	750	1,365	1,000	1,988	1,000	1,000	1,000
TOTAL 04 EMERGENCY MANAGEMENT	7,359	8,633	50,050	56,191	3,750	3,750	3,750
05 MUNICIPAL BUILDING							
1-PERSONNEL	37,375	35,598	39,261	31,417	39,049	39,053	39,053
2-CONTRACTUAL	53,338	44,487	54,640	32,865	51,350	51,253	51,253
3-GENERAL SERVICES	7,758	10,247	9,200	8,163	9,200	9,200	9,200
4-MACHINE & EQUIPMENT MAINTENANCE	10,338	73,856	21,100	12,171	19,350	19,350	19,350
5-CAPITAL OUTLAY	61,297	70,813	0	0	0	0	0
8-NOT USED	370,999	720,000	250,000	275,000	0	0	0
TOTAL 05 MUNICIPAL BUILDING	541,106	955,002	374,201	359,616	118,949	118,856	118,856
06 MUNICIPAL SERVICE CENTER							
1-PERSONNEL	39,159	37,693	39,261	29,764	39,049	39,053	39,053
2-CONTRACTUAL	39,926	31,046	38,300	23,392	33,100	33,060	33,060
3-GENERAL SERVICES	4,310	4,435	4,650	1,785	4,650	4,650	4,650
4-MACHINE & EQUIPMENT MAINTENANCE	8,079	6,423	8,500	4,218	8,500	8,500	8,500
TOTAL 06 MUNICIPAL SERVICE CENTER	91,474	79,597	90,711	59,160	85,299	85,263	85,263
TOTAL 1 CENTRAL GOVERNMENT	908,834	1,316,452	810,868	706,916	502,783	506,480	506,480

01 -GENERAL FUND
DIVISION FINANCIAL SUMMARY

	2010-2011 ACTUAL	2011-2012 ACTUAL	(----- 2012-2013 -----) CURRENT BUDGET	(----- 2012-2013 -----) Y-T-D + ENCUMBERED	(----- 2013-2014 -----) DEPARTMENT REQUESTED	(----- 2013-2014 -----) CITY ADMIN. RECOMMENDED	(----- 2013-2014 -----) COUNCIL ADOPTED
2 FINANCE							
=====							
<u>01 FINANCIAL ADMIN/ACCOUNTING</u>							
1-PERSONNEL	194,578	255,275	268,588	211,986	267,184	267,214	267,214
2-CONTRACTUAL	106,346	121,469	100,000	105,199	105,200	105,384	105,384
3-GENERAL SERVICES	2,076	1,137	2,400	1,676	2,400	2,400	2,400
4-MACHINE & EQUIPMENT MAI	38,073	53,595	60,000	26,147	55,000	60,000	60,000
TOTAL 01 FINANCIAL ADMIN/ACCOUNTIN	341,074	431,477	430,988	345,009	429,784	434,998	434,998
<u>02 PURCHASING</u>							
1-PERSONNEL	54,144	55,518	58,210	45,257	57,883	57,889	57,889
2-CONTRACTUAL	1,235	2,343	4,050	1,293	4,050	4,058	4,058
3-GENERAL SERVICES	2,528	275	450	96	450	450	450
TOTAL 02 PURCHASING	57,907	58,136	62,710	46,645	62,383	62,397	62,397
<u>04 TAX</u>							
2-CONTRACTUAL	117,881	119,123	129,000	127,347	141,000	141,000	141,000
TOTAL 04 TAX	117,881	119,123	129,000	127,347	141,000	141,000	141,000
TOTAL 2 FINANCE	516,862	608,736	622,698	519,001	633,167	638,395	638,395
=====							

01 -GENERAL FUND
DIVISION FINANCIAL SUMMARY

	2010-2011 ACTUAL	2011-2012 ACTUAL	(----- 2012-2013 -----) CURRENT BUDGET	(----- 2012-2013 -----) Y-T-D + ENCUMBERED	(----- 2013-2014 -----) DEPARTMENT REQUESTED	(----- 2013-2014 -----) CITY ADMIN. RECOMMENDED	(----- 2013-2014 -----) COUNCIL ADOPTED
3 LEGAL							
=====							
<u>01 LEGAL COUNSEL</u>							
1-PERSONNEL	4,065	68,470	86,007	79,563	84,690	84,690	84,690
2-CONTRACTUAL	78,984	50,051	6,150	5,594	6,150	6,158	6,158
3-GENERAL SERVICES	0	126	0	0	0	0	0
TOTAL 01 LEGAL COUNSEL	83,048	118,648	92,157	85,158	90,840	90,848	90,848
<u>02 MUNICIPAL COURT</u>							
2-CONTRACTUAL	143,880	153,761	147,500	131,874	147,500	147,500	147,500
TOTAL 02 MUNICIPAL COURT	143,880	153,761	147,500	131,874	147,500	147,500	147,500
TOTAL 3 LEGAL	226,928	272,409	239,657	217,031	238,340	238,348	238,348
=====							
4 PERSONNEL							
=====							
<u>01 HUMAN RESOURCES</u>							
1-PERSONNEL	55,456	53,615	55,685	43,435	54,589	54,595	54,595
2-CONTRACTUAL	41,880	43,927	46,870	41,372	46,870	47,378	47,378
3-GENERAL SERVICES	1,585	541	2,400	202	2,400	2,400	2,400
TOTAL 01 HUMAN RESOURCES	98,921	98,083	104,955	85,009	103,859	104,373	104,373
TOTAL 4 PERSONNEL	98,921	98,083	104,955	85,009	103,859	104,373	104,373
=====							
5 COMMUNITY SERVICES							
=====							
<u>01 PARKS & RECREATION ADM</u>							
1-PERSONNEL	373,521	433,493	434,326	346,073	433,686	434,089	434,089
2-CONTRACTUAL	238,438	224,165	200,200	181,306	199,450	199,487	199,487
3-GENERAL SERVICES	78,005	78,433	72,250	60,596	68,250	68,250	68,250
4-MACHINE & EQUIPMENT MAI	2,152	48,063	3,250	4,092	3,250	3,250	3,250
TOTAL 01 PARKS & RECREATION ADM	692,116	784,154	710,026	592,066	704,636	705,076	705,076
<u>02 PARK MAINTENANCE</u>							
1-PERSONNEL	328,433	323,715	352,704	254,694	351,293	351,630	351,630
2-CONTRACTUAL	9,965	19,249	14,650	15,492	12,150	14,286	14,286
3-GENERAL SERVICES	36,446	37,401	48,550	35,688	48,550	48,550	48,550
4-MACHINE & EQUIPMENT MAI	72,523	62,493	77,500	51,645	78,400	78,400	78,400
5-CAPITAL OUTLAY	17,094	20,888	151,000	94,448	0	0	0
TOTAL 02 PARK MAINTENANCE	464,460	463,746	644,404	451,966	490,393	492,866	492,866

01 -GENERAL FUND
DIVISION FINANCIAL SUMMARY

	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013		2013-2014		
			CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>03 CEMETERIES</u>							
1-PERSONNEL	110,822	113,439	118,284	93,042	117,761	117,929	117,929
2-CONTRACTUAL	7,645	6,243	8,125	5,326	8,015	7,620	7,620
3-GENERAL SERVICES	7,070	7,207	8,950	4,990	7,950	7,950	7,950
4-MACHINE & EQUIPMENT MAI	4,899	4,887	7,750	3,734	7,750	7,750	7,750
5-CAPITAL OUTLAY	0	0	10,000	7,378	0	0	0
TOTAL 03 CEMETERIES	130,437	131,775	153,109	114,471	141,476	141,249	141,249
<u>04 LIBRARY</u>							
1-PERSONNEL	147,030	146,951	155,592	126,735	154,785	154,804	154,804
2-CONTRACTUAL	18,632	13,219	19,820	10,860	19,820	17,747	17,747
3-GENERAL SERVICES	23,847	24,281	24,750	16,947	24,750	24,750	24,750
4-MACHINE & EQUIPMENT MAI	29,662	45,007	18,000	6,211	18,000	18,000	18,000
5-CAPITAL OUTLAY	0	0	7,500	5,939	0	0	0
TOTAL 04 LIBRARY	219,171	229,458	225,662	166,691	217,355	215,301	215,301
<u>05 STREET MAINTENANCE</u>							
1-PERSONNEL	366,349	381,206	407,665	317,217	405,581	406,450	406,450
2-CONTRACTUAL	299,987	283,031	345,350	205,717	343,400	344,183	344,183
3-GENERAL SERVICES	50,311	47,687	50,350	36,639	50,350	50,350	50,350
4-MACHINE & EQUIPMENT MAI	220,720	256,309	243,850	218,619	243,850	243,850	243,850
5-CAPITAL OUTLAY	19,705	392,191	226,039	21,861	0	0	0
TOTAL 05 STREET MAINTENANCE	957,073	1,360,424	1,273,254	800,052	1,043,181	1,044,833	1,044,833
<u>06 SENIOR CITIZENS</u>							
1-PERSONNEL	61,133	65,187	65,150	52,268	64,899	64,957	64,957
2-CONTRACTUAL	37,279	36,918	45,000	29,769	45,500	45,849	45,849
3-GENERAL SERVICES	14,601	15,930	14,000	14,636	14,000	14,000	14,000
4-MACHINE & EQUIPMENT MAI	23,183	11,456	29,250	22,623	10,750	10,750	10,750
5-CAPITAL OUTLAY	0	0	10,000	0	0	0	0
TOTAL 06 SENIOR CITIZENS	136,195	129,490	163,400	119,295	135,149	135,556	135,556
<u>07 AQUATIC CENTER</u>							
1-PERSONNEL	120,795	123,007	115,100	71,572	115,100	115,226	115,226
2-CONTRACTUAL	61,808	48,555	60,000	35,054	59,300	59,055	59,055
3-GENERAL SERVICES	16,502	18,715	24,000	10,203	24,000	24,000	24,000
4-MACHINE & EQUIPMENT MAI	9,421	9,693	11,500	11,429	13,000	13,000	13,000
5-CAPITAL OUTLAY	0	0	7,500	3,220	0	0	0
TOTAL 07 AQUATIC CENTER	208,525	199,970	218,100	131,478	211,400	211,281	211,281
TOTAL 5 COMMUNITY SERVICES	2,807,977	3,299,018	3,387,955	2,376,020	2,943,590	2,946,162	2,946,162

01 -GENERAL FUND
DIVISION FINANCIAL SUMMARY

	2010-2011 ACTUAL	2011-2012 ACTUAL	----- 2012-2013 -----)		----- 2013-2014 -----)		
			CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
6 FIRE DEPARTMENT							
01 FIRE ADMINISTRATION							
1-PERSONNEL	177,712	181,538	187,359	148,238	186,425	186,554	186,554
2-CONTRACTUAL	22,121	19,362	25,995	19,226	38,295	38,298	38,298
3-GENERAL SERVICES	3,897	3,603	4,200	2,876	4,200	4,200	4,200
4-MACHINE & EQUIPMENT MAI	8,119	35,152	5,500	2,580	15,500	15,500	15,500
5-CAPITAL OUTLAY	0	3,523	0	0	0	0	0
TOTAL 01 FIRE ADMINISTRATION	211,849	243,178	223,054	172,921	244,420	244,552	244,552
02 FIRE PREVENTION INVESTIGATI							
1-PERSONNEL	79,846	79,571	154,713	84,800	155,033	155,138	155,138
2-CONTRACTUAL	5,376	4,883	6,850	6,668	6,850	6,937	6,937
3-GENERAL SERVICES	3,494	3,914	6,560	7,464	6,560	9,560	9,560
4-MACHINE & EQUIPMENT MAI	1,041	459	1,580	1,286	1,580	1,580	1,580
5-CAPITAL OUTLAY	0	0	0	0	0	0	0
TOTAL 02 FIRE PREVENTION INVESTIGA	89,757	88,827	169,703	100,217	170,023	173,215	173,215
03 FIRE SUPPRESSION							
1-PERSONNEL	1,076,662	990,231	1,109,803	823,524	1,076,252	1,076,983	1,076,983
2-CONTRACTUAL	17,103	16,948	22,775	30,485	24,675	25,999	25,999
3-GENERAL SERVICES	36,575	39,374	49,000	38,570	49,000	49,000	49,000
4-MACHINE & EQUIPMENT MAI	39,718	22,678	32,100	23,208	35,100	35,100	35,100
5-CAPITAL OUTLAY	0	368,362	0	0	0	0	0
TOTAL 03 FIRE SUPPRESSION	1,170,058	1,437,592	1,213,678	915,786	1,185,027	1,187,082	1,187,082
04 EMERGENCY MEDICAL SERVICE							
1-PERSONNEL	893,989	994,257	1,007,919	804,334	1,002,060	1,002,742	1,002,742
2-CONTRACTUAL	14,294	22,758	28,700	18,420	28,700	29,510	29,510
3-GENERAL SERVICES	70,664	58,788	70,000	59,845	73,500	73,500	73,500
4-MACHINE & EQUIPMENT MAI	10,059	12,538	9,250	6,590	9,250	9,250	9,250
5-CAPITAL OUTLAY	0	13,182	135,000	2,521	0	0	0
TOTAL 04 EMERGENCY MEDICAL SERVICE	989,007	1,101,524	1,250,869	891,710	1,113,510	1,115,002	1,115,002
05 VOLUNTEER FIRE DEPARTMENT							
1-PERSONNEL	13,639	11,414	12,291	7,284	12,291	12,291	12,291
2-CONTRACTUAL	4,770	3,978	9,550	3,519	12,050	12,050	12,050
3-GENERAL SERVICES	1,334	889	9,000	0	6,500	6,500	6,500
4-MACHINE & EQUIPMENT MAI	263	91	1,500	5	1,500	1,500	1,500
5-CAPITAL OUTLAY	10,711	0	0	0	0	0	0
TOTAL 05 VOLUNTEER FIRE DEPARTMENT	30,717	16,372	32,341	10,808	32,341	32,341	32,341
TOTAL 6 FIRE DEPARTMENT	2,491,388	2,887,492	2,889,645	2,091,442	2,745,321	2,752,192	2,752,192

01 -GENERAL FUND
DIVISION FINANCIAL SUMMARY

	2010-2011 ACTUAL	2011-2012 ACTUAL	(----- 2012-2013 -----)		(----- 2013-2014 -----)		
			CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
7 POLICE DEPARTMENT							
01 POLICE ADMINISTRATION							
1-PERSONNEL	102,750	104,633	286,282	222,611	284,878	285,114	285,114
2-CONTRACTUAL	13,351	15,380	33,925	22,788	33,910	34,872	34,872
3-GENERAL SERVICES	995	999	2,400	1,679	2,400	2,400	2,400
4-MACHINE & EQUIPMENT MAI	133	0	100	0	100	100	100
TOTAL 01 POLICE ADMINISTRATION	117,228	121,012	322,707	247,078	321,288	322,486	322,486
02 PATROL							
1-PERSONNEL	1,729,388	1,602,949	1,678,064	1,307,814	1,677,521	1,678,870	1,678,870
2-CONTRACTUAL	58,898	66,174	67,750	64,205	73,750	75,303	75,303
3-GENERAL SERVICES	121,494	151,246	166,100	137,140	174,300	174,300	174,300
4-MACHINE & EQUIPMENT MAI	31,506	15,319	30,000	21,418	36,125	36,125	36,125
5-CAPITAL OUTLAY	91,289	101,917	110,000	107,908	0	0	0
TOTAL 02 PATROL	2,032,574	1,937,605	2,051,914	1,638,486	1,961,696	1,964,598	1,964,598
03 COMMUNICATIONS							
1-PERSONNEL	408,926	425,347	480,764	362,205	507,563	507,621	507,621
2-CONTRACTUAL	5,763	5,336	6,150	3,329	12,150	12,218	12,218
3-GENERAL SERVICES	8,417	6,160	10,050	6,775	12,050	12,050	12,050
5-CAPITAL OUTLAY	0	11,870	0	1,559	0	0	0
TOTAL 03 COMMUNICATIONS	423,106	448,713	496,964	373,868	531,763	531,889	531,889
04 SUPPORT SERVICES							
1-PERSONNEL	183,386	247,008	136,353	108,122	137,441	137,513	137,513
2-CONTRACTUAL	4,773	8,587	6,900	4,484	6,900	7,391	7,391
3-GENERAL SERVICES	2,826	4,010	5,650	4,813	8,050	8,050	8,050
4-MACHINE & EQUIPMENT MAI	0	0	100	0	100	100	100
TOTAL 04 SUPPORT SERVICES	190,985	259,606	149,003	117,418	152,491	153,054	153,054
05 CRIMINAL INVESTIGATION							
1-PERSONNEL	450,072	434,412	510,604	407,041	501,844	502,223	502,223
2-CONTRACTUAL	44,204	53,410	58,790	46,719	66,050	66,197	66,197
3-GENERAL SERVICES	16,508	16,713	21,600	22,448	27,200	27,200	27,200
4-MACHINE & EQUIPMENT MAI	2,909	2,271	5,500	2,709	6,250	6,250	6,250
5-CAPITAL OUTLAY	0	0	27,500	28,090	0	0	0
TOTAL 05 CRIMINAL INVESTIGATION	513,693	506,806	623,994	507,007	601,344	601,870	601,870
06 PROFESSIONAL STANDARD							
1-PERSONNEL	90,361	217,815	219,922	173,781	218,844	219,022	219,022
2-CONTRACTUAL	1,936	4,397	7,640	6,506	7,690	8,662	8,662
3-GENERAL SERVICES	2,712	5,314	11,300	9,140	11,300	11,300	11,300
4-MACHINE & EQUIPMENT MAI	1,000	2,828	3,750	744	3,750	3,750	3,750
TOTAL 06 PROFESSIONAL STANDARD	96,010	230,354	242,612	190,171	241,584	242,734	242,734
07 ANIMAL CONTRAL							
1-PERSONNEL	85,769	88,385	90,283	68,976	89,338	89,456	89,456
2-CONTRACTUAL	2,861	2,677	4,020	3,019	4,910	4,912	4,912
3-GENERAL SERVICES	26,437	27,057	31,200	23,337	32,245	32,245	32,245
4-MACHINE & EQUIPMENT MAI	2,174	1,360	3,000	742	3,000	3,000	3,000
5-CAPITAL OUTLAY	0	0	0	0	0	0	0
TOTAL 07 ANIMAL CONTRAL	117,240	119,480	128,503	96,073	129,493	129,613	129,613
TOTAL 7 POLICE DEPARTMENT	3,493,085	3,623,575	4,015,697	3,170,101	3,939,659	3,946,244	3,946,244

01 -GENERAL FUND
DIVISION FINANCIAL SUMMARY

	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013		2013-2014		
			CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
8 COMMUNITY DEVELOPMENT							
01 PLANNING/DEVELOPMENT ADMIN							
1-PERSONNEL	163,626	167,286	173,824	121,666	162,709	162,734	162,734
2-CONTRACTUAL	8,399	6,542	15,225	6,901	15,225	15,242	15,242
3-GENERAL SERVICES	658	1,215	2,050	1,157	2,050	2,050	2,050
4-MACHINE & EQUIPMENT MAI	1,772	3,591	3,500	3,361	3,600	3,600	3,600
5-CAPITAL OUTLAY	6,532	0	0	0	0	0	0
TOTAL 01 PLANNING/DEVELOPMENT ADMIN	180,987	178,634	194,599	133,086	183,584	183,626	183,626
02 INSPECTIONS							
1-PERSONNEL	66,763	102,583	106,044	83,659	105,441	105,462	105,462
2-CONTRACTUAL	79,643	46,227	123,115	129,336	95,615	95,668	95,668
3-GENERAL SERVICES	2,245	2,516	6,200	2,032	6,700	6,700	6,700
4-MACHINE & EQUIPMENT MAI	34	316	1,800	633	1,800	1,800	1,800
5-CAPITAL OUTLAY	0	0	0	0	0	0	0
TOTAL 02 INSPECTIONS	148,685	151,642	237,159	215,659	209,556	209,630	209,630
03 CODE ENFORCEMENT							
1-PERSONNEL	31,880	40,276	41,151	32,600	40,904	43,764	43,764
2-CONTRACTUAL	11,194	43,156	38,425	24,457	38,425	38,424	38,424
3-GENERAL SERVICES	981	1,062	2,400	790	2,900	2,900	2,900
4-MACHINE & EQUIPMENT MAI	30	0	600	0	600	600	600
5-CAPITAL OUTLAY	0	0	0	0	0	0	0
TOTAL 03 CODE ENFORCEMENT	44,085	84,493	82,576	57,847	82,829	85,688	85,688
TOTAL 8 COMMUNITY DEVELOPMENT	373,757	414,770	514,334	406,591	475,969	478,944	478,944
9 PUBLIC SAFETY FACILITY							
01 PUBLIC SAFETY CLERICAL							
1-PERSONNEL	54,624	56,372	58,769	44,035	58,520	58,526	58,526
2-CONTRACTUAL	61,671	44,748	59,590	30,259	59,590	59,465	59,465
3-GENERAL SERVICES	11,182	16,320	15,820	11,010	16,820	16,820	16,820
4-MACHINE & EQUIPMENT MAI	61,354	64,260	62,700	67,252	85,000	85,000	85,000
5-CAPITAL OUTLAY	0	0	0	0	0	0	0
TOTAL 01 PUBLIC SAFETY CLERICAL	188,831	181,701	196,879	152,556	219,930	219,811	219,811
TOTAL 9 PUBLIC SAFETY FACILITY	188,831	181,701	196,879	152,556	219,930	219,811	219,811
FUND TOTAL EXPENDITURES	11,106,583	12,702,236	12,782,688	9,724,668	11,802,618	11,830,949	11,830,949
REVENUES OVER/ (UNDER) EXPENDITURES	342,805	(427,774)	(1,002,314)	1,437,977	(7,144)	421,177	322,818

01 -GENERAL FUND

ARY

REVENUES	2010-2011 ACTUAL	2011-2012 ACTUAL	----- 2012-2013 -----		----- 2013-2014 -----			
			CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED	
0 TAXES								
4001	PROPERTY TAX	3,580,881	3,752,306	3,885,749	4,023,034	3,885,749	4,103,401	4,005,042
4001.000A	REFUNDS ON PROPERTY TAXES(11,301)	(9,844)	0	(3,335)	0	0	0
4003	PENALTY & INTEREST	46,275	37,489	25,000	0	25,000	25,000	25,000
4004	LATE RENDITION FEES	2,856	2,840	0	0	0	0	0
4010	CITY SALES TAX	4,616,313	5,191,213	4,920,000	4,359,682	5,000,000	5,200,000	5,200,000
4030	MIXED DRINKS TAX	41,372	39,171	41,000	38,885	41,000	41,000	41,000
4041	TELEPHONE GROSS RECEIPTS	87,043	81,850	85,000	58,183	85,000	85,000	85,000
4042	ELECTRIC GROSS RECEIPTS	733,264	743,674	725,000	727,588	725,000	725,000	725,000
4043	GAS GROSS RECEIPTS	111,622	100,653	100,000	102,855	100,000	100,000	100,000
4044	CABLE TV GROSS RECEIPTS	57,161	52,495	50,000	48,502	50,000	50,000	50,000
4045	WATER/WW GROSS RECEIPTS	237,443	241,161	206,000	198,733	206,000	220,000	220,000
4046	GARBAGE GROSS RECEIPTS TAX	131,588	144,262	125,000	127,947	125,000	125,000	125,000
TOTAL 0 TAXES		9,634,516	10,377,270	10,162,749	9,682,074	10,242,749	10,674,401	10,576,042
1 LICENSES AND PERMITS								
4102	ANIMAL PERMIT FEES	1,155	1,190	500	1,685	500	500	500
4103	SOLICITOR'S LICENSES	1,280	1,040	250	140	250	250	250
4104	GARAGE SALE PERMITS	2,836	2,918	2,000	2,321	2,000	2,000	2,000
4112	LIQUOR LICENSE APPLICATION	90	240	250	0	250	250	250
4120	BUILDING PERMITS	177,355	96,447	140,000	169,197	100,000	100,000	100,000
4122	P&Z AND BOA APPLICATIONS	2,200	7,700	2,000	8,633	2,000	2,000	2,000
4123	FILING FEES - SUBD. PLATTS	1,980	2,570	1,000	1,820	1,000	1,000	1,000
4124	ELECTRICAL PERMITS	1,633	4,918	1,000	5,081	1,000	1,000	1,000
4126	MOBILE HOME PARK FEES	3,300	3,210	500	2,990	500	500	500
4127	PLUMBING PERMITS	4,087	4,405	3,000	4,474	3,000	3,000	3,000
4128	MECHANICAL PERMITS	200	500	400	575	400	400	400
4129	MOBILE HOME PERMITS	50	125	400	150	400	400	400
4130	FOOD SERVICE PERMITS	30,475	34,805	30,000	33,700	30,000	30,000	30,000
4131	PLAN REVIEW / FIRE CODE	28,628	22,449	30,000	30,986	30,000	30,000	30,000
TOTAL 1 LICENSES AND PERMITS		255,269	182,516	211,300	261,751	171,300	171,300	171,300
2 FINES AND FORFEITURES								
4201	MUNICIPAL COURT FINES	269,068	281,748	245,000	300,365	245,000	245,000	245,000
4220	DELINQUENT FINES	1,110	2,014	5,000	543	5,000	5,000	5,000
TOTAL 2 FINES AND FORFEITURES		270,178	283,762	250,000	300,908	250,000	250,000	250,000
3 INTERGOVERNMENTAL								
4301	ERATH COUNTY	0	0	0	0	0	0	0
4302	STEPHENVILLE ISD	63,455	64,419	65,000	62,077	65,000	65,000	65,000
4303	FIBER OPTIC LEASE	3,600	3,600	3,600	3,000	3,600	3,600	3,600
4350	GRANTS	65,437	67,532	0	3,388	0	0	0
4351	2009-10 JAG ARRA 2247701	0	0	0	0	0	0	0
TOTAL 3 INTERGOVERNMENTAL		132,492	135,551	68,600	68,465	68,600	68,600	68,600
4 SERVICE CHARGES								
4401	FIRE DEPT MISCELLANEOUS	21,924	41,155	36,000	14,206	21,500	21,500	21,500
4403	EMERGENCY AMBULANCE	468,841	548,856	425,000	444,945	425,000	450,000	450,000
4405.0001	LIBRARY COPIER	856	1,205	900	1,103	900	900	900
4405.0002	LIBRARY MICROFILM COPIER	0	0	0	0	0	0	0
4405.0003	BOOKS	401	182	450	148	450	450	450
4405.0005	COMPUTER DISCS	4	0	0	0	0	0	0
4405.0006	LIBRARY MISCELLANEOUS	2,835	22	250	19	250	250	250
4406	LIBRARY FINES	258	330	1,000	351	1,000	1,000	1,000
4407	NON-RESIDENT FEES	1,485	1,245	1,500	1,055	1,500	1,500	1,500
4410	AQUATIC CTR-GATE FEES	108,470	118,113	150,000	78,203	150,000	150,000	150,000
4410.000A	AQUATIC CTR-SWIMMING LESSO	7,495	6,844	0	8,245	0	0	0
4410.000B	AQUATIC CTR-RENTAL RESERVA	12,103	10,787	0	9,438	0	0	0
4410.000C	AQUATIC CTR-PROGRAM ACTIVI	5,672	3,983	0	4,332	0	0	0
4410.000D	AQUATIC CTR-CONCESSION COM	7,815	7,042	0	2,972	0	0	0
4411	PARK FACILITIES RENTAL	11,431	10,595	8,000	6,545	8,000	8,000	8,000
4411.000C	RENTAL-SR. CITIZEN FACILIT	965	2,465	500	1,890	500	500	500
4412	CAMPER SITE FEES	5,547	5,103	4,500	4,947	4,500	4,500	4,500
4413.000A	REC. ADULT PROGRAM ACTIVIT	4,362	5,469	2,500	1,915	2,500	2,500	2,500
4413.000B	REC. YOUTH PROGRAM ACTIVIT	40,628	51,485	25,000	42,540	25,000	25,000	25,000
4413.000C	REC. SENIOR PROGRAM ACTIVI	8,247	8,243	5,000	6,885	5,000	5,000	5,000
4413.000D	REC. SR. CITIZEN DANCES	7,057	12,910	14,000	10,284	14,000	14,000	14,000
4414.000A	REC. ADULT LEAGUES	24,635	21,725	25,000	23,010	25,000	25,000	25,000
4414.000B	REC. YOUTH LEAGUES	56,027	63,595	50,000	47,479	50,000	50,000	50,000
4415	REC. PROGRAM SPONSORS	10,750	8,174	10,000	10,850	10,000	10,000	10,000
4416	REC. SPECIAL EVENTS	10,455	8,492	10,000	4,669	10,000	10,000	10,000
4420	CEMETERY LOT SALES	21,914	23,815	15,000	10,788	15,000	15,000	15,000
4421	CEMETERY MISCELLANEOUS	0	0	300	0	300	300	300
4425	PUBLIC SAFETY REPORTS	3,458	4,611	2,500	2,942	2,500	2,500	2,500
4426	POLICE ESCORT FEES	300	900	1,000	0	1,000	1,000	1,000
4428	FALSE ALARMS	200	350	1,000	150	1,000	1,000	1,000
4435	LEASES	0	2,400	2,400	2,400	2,400	2,400	2,400
4440	PARKLAND DEDICATION FEE	0	0	0	1,800	0	0	0
4455	STREET CUTS/CURB/GUTTER	24,419	33,576	25,000	21,710	25,000	25,000	25,000
4465	LOT MOWING & DEMOLITION (407)	16,463	15,000	15,647	15,000	15,000	15,000
TOTAL 4 SERVICE CHARGES		868,146	1,020,133	831,800	781,468	817,300	842,300	842,300

01 -GENERAL FUND

ARY

REVENUES	2010-2011		2011-2012		2012-2013		2013-2014	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED	
5 OTHER REVENUE								
4501 INTEREST ON INVESTMENTS	8,547	7,854	5,000	5,712	5,000	5,000	5,000	
4501.000A INTEREST ON CHECKING ACCOU	621	1,014	500	642	500	500	500	
4510 SALE OF CITY EQUIPMENT	18,872	24,439	20,000	20,988	20,000	20,000	20,000	
4515 SALE OF CITY LAND	8,444	3,412	0	(150)	0	0	0	
4520 INSURANCE PROCEEDS	5,502	11,498	4,400	16,781	0	0	0	
4540 INSUFFICIENT CHECK FEES	240	60	200	60	200	200	200	
4541 MISCELLANEOUS	21,368	3,411	11,000	11,996	5,000	5,000	5,000	
4542 DONATIONS & CONTRIBUTIONS	7,960	4,800	0	0	0	0	0	
4543 SR CIT-DONATIONS/MEMORIALS	4,166	4,622	1,000	1,769	1,000	1,000	1,000	
4544 LIBRARY DONATIONS/MEMORIAL	5,580	5,297	5,000	229	5,000	5,000	5,000	
4545 OVER - SHORT	0	(1)	0	0	0	0	0	
4547 POLICE DEPT MISC	(1,337)	0	0	(315)	0	0	0	
4590 TRANS. FR OTHER FUNDS-ADM.	208,824	208,824	208,825	174,020	208,825	208,825	208,825	
4591 TRANSFER FM LANDFILL	0	0	0	0	0	0	0	
TOTAL 5 OTHER REVENUE	288,787	275,231	255,925	231,731	245,525	245,525	245,525	
FUND TOTAL REVENUES	11,449,388	12,274,462	11,780,374	11,286,179	11,795,474	12,252,126	12,153,767	

City Council

General Fund

Central Government Division 51

Department 01

Program Description

Stephenville is a home-run city. The City Council consists of eight council members and a mayor. All members of the Council are elected at-large. The City Council operates under the Stephenville City Charter, City ordinances and State law. Four officers of the City are appointed by the City Council and operate under its guidance: City Administrator, City Attorney, City Secretary and Municipal Judge.

The City Council is the policy-making arm of city government. It has a wide variety of tasks which include approving any expenditure of the City which exceeds the amount stipulated in the Charter and by State law, appointing board and commission members, ordering regular and special elections and considering zoning issues.

The City Council must study, analyze and approve complex plans for expansion and rehabilitation of the City's utilities and other progressive plans that may benefit the citizens.

Performance Objectives

- Develop policies which enhance the quality of life for the community while preserving its unique character and natural resources.
- Ensure the long-term financial viability of Stephenville.
- Promote community involvement and participation in local government.
- Attend regular and special Council meetings.

01 -GENERAL FUND
DIVISION - 1 CENTRAL GOVERNMENT

EXPENDITURES	2010-2011 ACTUAL	2011-2012 ACTUAL	----- 2012-2013 -----		----- 2013-2014 -----		
			CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>01 CITY COUNCIL ADMINISTRATION</u>							
<u>1-PERSONNEL</u>							
5101-111 SALARIES	17,120	19,200	19,200	16,800	21,600	21,600	21,600
5101-113 PART-TIME WAGES	116	120	460	123	460	460	460
5101-122 SOCIAL SECURITY	1,310	1,477	1,504	1,326	1,688	1,688	1,688
5101-123 WORKERS' COMPENSATION	(2)	34	36	34	41	43	43
TOTAL 1-PERSONNEL	18,545	20,831	21,200	18,284	23,789	23,791	23,791
<u>2-CONTRACTUAL</u>							
5101-211 POSTAGE	154	48	400	362	400	400	400
5101-212 COMMUNICATIONS	0	0	0	0	0	0	0
5101-213 PRINTING	415	820	3,000	3,480	3,000	3,000	3,000
5101-214 ADVERTISING & PUBLIC NOTIC	3,470	1,998	4,000	907	4,000	4,000	4,000
5101-215 EDUCATION & SCHOOLING	3,570	4,587	9,000	4,861	9,000	9,000	9,000
5101-224 INSURANCE	2,038	1,268	1,500	1,443	1,500	1,585	1,585
5101-252 DUES & SUBSCRIPTIONS	8,326	7,943	8,500	8,590	8,500	8,500	8,500
5101-253 OUTSIDE PROFESSIONAL	8,000	0	0	375	0	0	0
5101-254 SPECIAL SERVICES	7,600	4,127	10,000	9,524	10,000	10,000	10,000
TOTAL 2-CONTRACTUAL	33,573	20,792	36,400	29,542	36,400	36,485	36,485
<u>3-GENERAL SERVICES</u>							
5101-317 PHOTO & DUPLICATION	0	141	0	45	0	0	0
5101-332 OPERATING SUPPLIES	2,090	4,247	2,600	2,287	2,600	2,600	2,600
TOTAL 3-GENERAL SERVICES	2,090	4,388	2,600	2,332	2,600	2,600	2,600
TOTAL 01 CITY COUNCIL ADMINISTRATION	54,207	46,011	60,200	50,158	62,789	62,876	62,876

City Administrator

General Fund

Central Government Division 51

Department 02

Program Description

The City Administrator is appointed by the City Council and is the chief administrative and executive officer for the City.

The City Administrator is responsible for the administration of all City departments and transfers City Council policy into viable work programs.

<u>Program Personnel</u>			
Title	2011-2012	2012-2013	2013-2014
City Administrator	1	1	1
	1	1	1

Performance Objectives

- Ensure the delivery of quality services to citizens through effective management and efficient administration.
- Coordinate the implementation of City Council goals and objectives with all City Departments.
- Facilitate community activities to address public requests for needs and services.
- Improve citizen's awareness and understanding of City programs, services and issues and promote a positive public image of the organization.
- Respond to citizen concerns and City Council requests in a timely manner.

01 -GENERAL FUND
DIVISION - 1 CENTRAL GOVERNMENT

EXPENDITURES	2010-2011 ACTUAL	2011-2012 ACTUAL	(----- 2012-2013 -----)		(----- 2013-2014 -----)		
			CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
02 CITY ADMINISTRATOR							
1-PERSONNEL							
5102-111 SALARIES	96,672	101,372	104,808	79,981	101,584	104,584	104,584
5102-121 RETIREMENT	17,642	16,693	16,201	12,767	15,641	16,103	16,103
5102-122 SOCIAL SECURITY	7,199	7,551	7,766	6,062	7,771	8,001	8,001
5102-123 WORKER'S COMPENSATION	184	199	211	199	211	233	233
5102-125 GROUP INSURANCE	5,330	6,545	6,552	5,321	6,402	6,402	6,402
TOTAL 1-PERSONNEL	127,028	132,360	135,538	104,331	131,609	135,323	135,323
2-CONTRACTUAL							
5102-211 POSTAGE	0	9	0	(2)	0	0	0
5102-212 COMMUNICATION	619	836	700	568	700	700	700
5102-215 EDUCATION & SCHOOLING	713	746	1,250	1,045	1,250	1,250	1,250
5102-224 OTHER INSURANCE	546	527	550	544	550	558	558
5102-231 RENTAL	0	0	0	0	0	0	0
5102-252 DUES & SUBSCRIPTIONS	1,209	1,267	1,250	725	1,250	1,250	1,250
TOTAL 2-CONTRACTUAL	3,088	3,384	3,750	2,880	3,750	3,758	3,758
3-GENERAL SERVICES							
5102-314 OFFICE SUPPLIES	118	98	400	53	400	400	400
5102-332 OPERATING SUPPLIES	22	0	0	40	0	0	0
TOTAL 3-GENERAL SERVICES	140	98	400	93	400	400	400
TOTAL 02 CITY ADMINISTRATOR	130,256	135,842	139,688	107,304	135,759	139,481	139,481

City Secretary

General Fund

Central Government Division 51

Department 03

Program Description

The City Secretary is appointed by the City Council and in that the capacity records, maintains, and/or composes minutes, ordinance, resolutions, agendas, proclamations and other miscellaneous records.

The City Secretary administers all municipal elections ordered by the City Council. This position is also Records Manager of the City and is responsible for the composition of the Records Retention and Destruction Schedule mandated by State Law. In addition, the City Secretary must see that all revisions to the Code of Ordinances are codified and distributed.

<u>Program Personnel</u>			
<u>Title</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
City Secretary	<u>1</u>	<u>1</u>	<u>1</u>
	<u>1</u>	<u>1</u>	<u>1</u>

Performance Objectives

- Administer regular and special elections in accordance with State Law and City Charter.
- Oversee the Records Management Program and compose and require compliance with the Retention/Destruction Schedule as mandated by State Law.
- Perform all duties for the City Council according to the City Charter and State Law.
- Perform all other duties of the office of the City Secretary in accordance with the law in a manner that best serves the citizens of Stephenville.

01 -GENERAL FUND
DIVISION - 1 CENTRAL GOVERNMENT

EXPENDITURES	2010-2011		2012-2013		2013-2014		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
03 CITY SECRETARY							
1-PERSONNEL							
5103-111 SALARIES	53,421	53,944	56,664	43,629	56,736	56,736	56,736
5103-121 RETIREMENT	9,749	8,880	9,044	6,964	8,736	8,736	8,736
5103-122 SOCIAL SECURITY	3,482	3,367	4,335	2,835	4,340	4,340	4,340
5103-123 WORKER'S COMPENSATION	102	105	118	108	118	127	127
5103-125 GROUP INSURANCE	5,330	6,545	6,552	5,321	6,402	6,402	6,402
TOTAL 1-PERSONNEL	72,086	72,842	76,713	58,857	76,332	76,341	76,341
2-CONTRACTUAL							
5103-211 POSTAGE	29	7	100	18	100	100	100
5103-212 COMMUNICATIONS	28	41	120	199	700	700	700
5103-215 EDUCATION & SCHOOLING	327	695	1,000	0	1,000	1,000	1,000
5103-224 OTHER INSURANCE	156	127	150	215	150	158	158
5103-252 DUES & SUBSCRIPTIONS	352	372	385	430	405	405	405
5103-253 OUTSIDE PROFESSIONAL	5,944	11,799	11,800	11,954	11,800	11,800	11,800
TOTAL 2-CONTRACTUAL	6,837	13,041	13,555	12,816	14,155	14,163	14,163
3-GENERAL SERVICES							
5103-313 BOOKS & EDUCATIONAL MATERI	4,270	3,789	4,000	2,657	4,000	4,000	4,000
5103-314 OFFICE SUPPLIES	955	627	1,000	158	1,000	1,000	1,000
5103-317 PHOTO & DUPLICATION	0	0	50	0	50	50	50
5103-333 COMPUTER SUPPLIES	283	87	300	0	300	300	300
TOTAL 3-GENERAL SERVICES	5,509	4,502	5,350	2,815	5,350	5,350	5,350
4-MACHINE & EQUIPMENT MAINTENA							
5103-413 OFFICE EQUIPMENT	0	981	400	0	400	400	400
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	0	981	400	0	400	400	400
TOTAL 03 CITY SECRETARY	84,431	91,367	96,018	74,488	96,237	96,254	96,254

Emergency Management

General Fund

Central Government Division 51

Department 04

Program Description

Emergency Management provides funds for disaster preparedness related expenses. This includes funding for public information, siren maintenance planning, communication expenses and simulation training.

Performance Objectives

- Maintain emergency warning sirens in operating condition.
- Maintain functional Emergency Operations Center (EOC).

01 -GENERAL FUND
DIVISION - 1 CENTRAL GOVERNMENT

EXPENDITURES	2010-2011		2011-2012		2012-2013		2013-2014	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED	
<u>04 EMERGENCY MANAGEMENT</u>								
<u>2-CONTRACTUAL</u>								
5104-212 COMMUNICATIONS	6,422	7,060	48,800	54,047	2,500	2,500	2,500	
5104-215 EDUCATION AND SCHOOLING	0	0	0	0	0	0	0	
5104-251 UTILITIES	188	209	250	156	250	250	250	
5104-254 SPECIAL SERVICES	0	0	0	0	0	0	0	
TOTAL 2-CONTRACTUAL	6,609	7,268	49,050	54,203	2,750	2,750	2,750	
<u>4-MACHINE & EQUIPMENT MAINTENA</u>								
5104-414 OTHER EQUIPMENT MAINTENANC	750	1,365	1,000	1,988	1,000	1,000	1,000	
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	750	1,365	1,000	1,988	1,000	1,000	1,000	
TOTAL 04 EMERGENCY MANAGEMENT	7,359	8,633	50,050	56,191	3,750	3,750	3,750	

Municipal Building

Central Government Division 51

Department 05

General Fund

Program Description

The Municipal Building provides fund for maintenance for City Hall building as well as the elevator equipment, custodial and janitorial and all utilities' costs.

Program Personnel

Title	2011-2012	2012-2013	2013-2014
Clerk II	1	1	1
	1	1	1

Performance Objectives

- Provide a safe, clean and healthful environment for employees and citizens.
- Prolong the useful life of major building components of Stephenville City Hall.
- Prolong the life of equipment located inside City Hall.
- Provide good, prompt personal, face-to-face and phone assistance to citizens.

01 -GENERAL FUND
DIVISION - 1 CENTRAL GOVERNMENT

EXPENDITURES	2010-2011	2011-2012	(----- 2012-2013 -----)		(----- 2013-2014 -----)		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
05 MUNICIPAL BUILDING							
1-PERSONNEL							
5105-111 SALARIES	21,307	19,255	21,888	17,220	21,936	21,936	21,936
5105-113 PART-TIME WAGES	5,400	5,458	5,200	4,391	5,200	5,200	5,200
5105-121 RETIREMENT	3,894	3,200	3,493	2,749	3,378	3,378	3,378
5105-122 SOCIAL SECURITY	1,941	1,889	2,072	1,683	2,076	2,076	2,076
5105-123 WORKER'S COMPENSATION	57	54	56	54	57	61	61
5105-125 GROUP INSURANCE	4,776	5,743	6,552	5,321	6,402	6,402	6,402
TOTAL 1-PERSONNEL	37,375	35,598	39,261	31,417	39,049	39,053	39,053
2-CONTRACTUAL							
5105-212 COMMUNICATIONS	7,741	6,371	7,000	5,023	7,000	7,000	7,000
5105-215 EDUCATION & TRAINING	57	0	500	0	500	500	500
5105-224 INSURANCE	1,926	1,614	1,800	1,689	1,800	1,703	1,703
5105-231 RENTAL	7,786	7,880	7,800	6,536	8,000	8,000	8,000
5105-251 UTILITIES	22,715	15,795	22,500	9,565	19,000	19,000	19,000
5105-252 DUES & SUBSCRIPTIONS	185	122	500	0	500	500	500
5105-254 SPECIAL SERVICES	11,164	11,025	12,000	9,578	12,000	12,000	12,000
5105-260 PEST AND GERM CONTROL	617	533	540	476	550	550	550
5105-262 JANITORIAL SERVICE	1,146	1,146	2,000	0	2,000	2,000	2,000
TOTAL 2-CONTRACTUAL	53,338	44,487	54,640	32,865	51,350	51,253	51,253
3-GENERAL SERVICES							
5105-317 PHOTO & DUPLICATION	1,179	1,530	1,500	1,443	1,500	1,500	1,500
5105-321 JANITORIAL SUPPLIES	2,192	1,846	1,500	2,460	1,500	1,500	1,500
5105-332 OPERATING SUPPLIES	2,358	3,456	5,000	3,622	5,000	5,000	5,000
5105-333 COMPUTER SUPPLIES	2,029	3,416	1,200	639	1,200	1,200	1,200
TOTAL 3-GENERAL SERVICES	7,758	10,247	9,200	8,163	9,200	9,200	9,200
4-MACHINE & EQUIPMENT MAINTENA							
5105-413 OFFICE EQUIPMENT MAINTENAN	0	1,707	4,000	972	2,000	2,000	2,000
5105-414 ELEVATOR MAINTENANCE	8,104	8,896	9,600	9,026	9,850	9,850	9,850
5105-421 BUILDING MAINTENANCE	2,235	63,253	7,500	2,172	7,500	7,500	7,500
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	10,338	73,856	21,100	12,171	19,350	19,350	19,350
5-CAPITAL OUTLAY							
5105-513 OFFICE EQUIPMENT	0	68,041	0	0	0	0	0
5105-520 BUILDING IMPROVEMENTS	61,297	2,772	0	0	0	0	0
5105-531 LAND ACQUISITION	0	0	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	61,297	70,813	0	0	0	0	0
8-NOT USED							
5105-800 OPERATING TRANSFERS OUT	370,999	720,000	250,000	325,000	0	0	0
TOTAL 8-NOT USED	370,999	720,000	250,000	325,000	0	0	0
TOTAL 05 MUNICIPAL BUILDING	541,106	955,002	374,201	409,616	118,949	118,856	118,856

Municipal Service Center

General Fund

Central Government Division 51

Department 01

Program Description

The Municipal Service Center reflects the costs of maintenance and operations of the City's Service Center which houses the street, utility and parks maintenance departments as well as the purchasing department.

<u>Program Personnel</u>			
Title	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Clerk III	<u>1</u>	<u>1</u>	<u>1</u>
	<u>1</u>	<u>1</u>	<u>1</u>

Performance Objectives

- Provide a safe, clean and healthful environment for employees and citizens.
- Prolong the useful life of major building components of the Service Center.
- Provide good, prompt personal, face-to-face and phone assistance to citizens.

01 -GENERAL FUND
DIVISION - 1 CENTRAL GOVERNMENT

EXPENDITURES	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013		DEPARTMENT REQUESTED	2013-2014 CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
			CURRENT BUDGET	Y-T-D + ENCUMBERED			
<u>06 MUNICIPAL SERVICE CENTER</u>							
=====							
<u>1-PERSONNEL</u>							
5106-111 SALARIES	23,933	22,695	21,888	17,220	21,936	21,936	21,936
5106-113 PART-TIME WAGES	3,720	3,411	5,200	2,844	5,200	5,200	5,200
5106-121 RETIREMENT	4,368	3,743	3,493	2,749	3,378	3,378	3,378
5106-122 SOCIAL SECURITY	1,750	1,776	2,072	1,570	2,076	2,076	2,076
5106-123 WORKER'S COMPENSATION	57	58	56	60	57	61	61
5106-125 GROUP INSURANCE	5,330	6,010	6,552	5,321	6,402	6,402	6,402
TOTAL 1-PERSONNEL	39,159	37,693	39,261	29,764	39,049	39,053	39,053
<u>2-CONTRACTUAL</u>							
5106-212 COMMUNICATIONS	7,737	5,950	7,000	4,999	6,500	6,500	6,500
5106-215 EDUCATION & TRAINING	160	0	0	345	0	0	0
5106-224 INSURANCE	2,288	1,941	2,100	2,046	2,100	2,060	2,060
5106-231 RENTAL	4,651	3,257	3,500	3,032	3,400	3,400	3,400
5106-251 UTILITIES	21,210	16,279	22,500	11,169	18,000	18,000	18,000
5106-254 SPECIAL SERVICES	563	491	600	360	600	600	600
5106-260 PEST CONTROL	640	456	600	342	500	500	500
5106-262 JANITORIAL SERVICE	2,677	2,673	2,000	1,100	2,000	2,000	2,000
TOTAL 2-CONTRACTUAL	39,926	31,046	38,300	23,392	33,100	33,060	33,060
<u>3-GENERAL SERVICES</u>							
5106-317 COPIER	215	514	350	72	350	350	350
5106-321 JANITORIAL SUPPLIES	1,676	1,520	1,800	867	1,800	1,800	1,800
5106-323 GASOLINE AND OIL	0	0	0	0	0	0	0
5106-332 OPERATING SUPPLIES	2,419	2,401	2,500	846	2,500	2,500	2,500
TOTAL 3-GENERAL SERVICES	4,310	4,435	4,650	1,785	4,650	4,650	4,650
<u>4-MACHINE & EQUIPMENT MAINTENA</u>							
5106-413 OFFICE EQUIPMENT	410	748	3,000	0	3,000	3,000	3,000
5106-414 EQUIPMENT MAINTENANCE	0	769	500	466	500	500	500
5106-421 BUILDING	7,669	4,906	5,000	3,752	5,000	5,000	5,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	8,079	6,423	8,500	4,218	8,500	8,500	8,500
TOTAL 06 MUNICIPAL SERVICE CENTER	91,474	79,597	90,711	59,160	85,299	85,263	85,263
TOTAL 1 CENTRAL GOVERNMENT	908,834	1,316,452	810,868	756,916	502,783	506,480	506,480
	=====	=====	=====	=====	=====	=====	=====

Finance

General Fund

Finance Division 52

Department 01

Program Description

Finance is responsible for the property, accurate and timely recording of collections and disbursements of City funds and the reporting of these transactions in accordance with Generally Accepted Accounting Principles. This division also develops, coordinates and monitors the City's spending plans, including the annual Operating Budget and Capital Improvement Program. Further, Finance is responsible for cash management and investments, process receipts of City monies and performs payroll distribution.

<u>Program Personnel</u>			
Title	2011-2012	2012-2013	2013-2014
Director of Finance & Administration	1	1	1
Senior Accountant	1	1	1
Accountant	1	1	1
Information Systems Tech	.5	1	1
	3.5	4.0	4.0

Performance Objectives

- Provide timely, accurate financial reporting to City Council, City departments and citizens.
- Maintain budgetary controls to ensure compliance with the annual budget as adopted by the City Council.
- Manage cash and investments to ensure that the City receives a maximum rate of return on its investments with minimal risk while maintaining an adequate cash flow.
- Maintain a system of internal controls that will ensure that the assets of the City are adequately protected.
- Provide financial reporting conformity with generally accepted accounting principles that receives the Government Finances Officers Association (GFOA) Certificate of Achievement.
- Foster a "customer-oriented" approach toward internal departments of the City.

01 -GENERAL FUND
DIVISION - 2 FINANCE

EXPENDITURES	2010-2011	2011-2012	(----- 2012-2013 -----)		(----- 2013-2014 -----)		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>01 FINANCIAL ADMIN/ACCOUNTING</u>							
=====							
<u>1-PERSONNEL</u>							
5201-111 SALARIES	137,243	184,769	195,756	153,897	195,996	195,996	195,996
5201-113 PART TIME WAGES	5,316	0	0	0	0	0	0
5201-121 RETIREMENT	25,058	30,385	31,243	24,557	30,179	30,179	30,179
5201-122 SOCIAL SECURITY	10,681	13,865	14,975	11,878	14,994	14,994	14,994
5201-123 WORKER'S COMPENSATION	289	360	407	369	407	437	437
5201-125 GROUP INSURANCE	15,991	25,895	26,207	21,284	25,608	25,608	25,608
TOTAL 1-PERSONNEL	194,578	255,275	268,588	211,986	267,184	267,214	267,214
<u>2-CONTRACTUAL</u>							
5201-211 POSTAGE	1,727	4,616	2,100	1,366	2,100	2,100	2,100
5201-212 COMMUNICATION	332	634	700	481	700	700	700
5201-213 PRINTING	91	105	500	204	500	500	500
5201-215 EDUCATION & SCHOOLING	1,103	2,407	1,500	2,846	1,500	1,500	1,500
5201-224 OTHER INSURANCE	468	380	450	577	450	634	634
5201-252 DUES & SUBSCRIPTIONS	945	945	750	705	950	950	950
5201-253 OUTSIDE PROFESSIONALS	41,058	38,065	34,000	33,090	34,000	34,000	34,000
5201-254 SPECIAL SERVICES	60,623	74,317	60,000	65,930	65,000	65,000	65,000
TOTAL 2-CONTRACTUAL	106,346	121,469	100,000	105,199	105,200	105,384	105,384
<u>3-GENERAL SERVICES</u>							
5201-314 OFFICE SUPPLIES	416	732	600	100	600	600	600
5201-332 OPERATING SUPPLIES	1,210	357	300	1,568	300	300	300
5201-333 COMPUTER SUPPLIES	450	49	1,500	8	1,500	1,500	1,500
TOTAL 3-GENERAL SERVICES	2,076	1,137	2,400	1,676	2,400	2,400	2,400
<u>4-MACHINE & EQUIPMENT MAINTENA</u>							
5201-413 OFFICE EQUIPMENT	829	9,707	10,000	11,772	10,000	10,000	10,000
5201-416 COMPUTER MAINTENANCE	37,244	43,888	50,000	14,375	45,000	50,000	50,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	38,073	53,595	60,000	26,147	55,000	60,000	60,000
TOTAL 01 FINANCIAL ADMIN/ACCOUNTING	341,074	431,477	430,988	345,009	429,784	434,998	434,998

Purchasing

General Fund

Finance Division 52

Department 02

Program Description

Purchasing Department procures all supplies, equipment and services for all departments within the City organization and is also responsible for the storage and warehousing of material and supplies. Procurement activities include establishing annual contract and blanket purchase orders to reduce costs; preparing bid specifications and tabulations; conducting bid proceedings; expediting materials; and preparing recommendations to the City Council for purchases over \$25,000. This division is also responsible for vehicle inventory (i.e. titles and licenses) and disposal of City-owned surplus property.

<u>Program Personnel</u>			
Title	2011-2012	2012-2013	2013-2014
Purchasing Manager	1	1	1
	<u>1</u>	<u>1</u>	<u>1</u>

Performance Objectives

- Develop and maintain a level of performance considered above average by our customers while maintaining a high degree of efficiency and economy.
- Provide the City of Stephenville user departments with needed materials and services by utilizing best value purchases in a timely manner.
- Conduct sale of City-owned surplus property according to City ordinances.
- Maintain stock of all materials and supplies needed by other departments on a normal, routine basis.
- Deliver all requested supplies and materials to departments in a timely manner.

01 -GENERAL FUND
DIVISION - 2 FINANCE

EXPENDITURES	2010-2011		2012-2013		2013-2014		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
02 PURCHASING							
1-PERSONNEL							
5202-111 SALARIES	39,243	40,109	41,720	32,829	41,768	41,768	41,768
5202-121 RETIREMENT	7,162	6,601	6,659	5,240	6,431	6,431	6,431
5202-122 SOCIAL SECURITY	2,334	2,185	3,192	1,788	3,195	3,195	3,195
5202-123 WORKER'S COMPENSATION	75	78	87	79	87	93	93
5202-125 GROUP INSURANCE	5,330	6,545	6,552	5,321	6,402	6,402	6,402
TOTAL 1-PERSONNEL	54,144	55,518	58,210	45,257	57,883	57,889	57,889
2-CONTRACTUAL							
5202-211 POSTAGE	147	130	300	83	300	300	300
5202-212 COMMUNICATIONS	17	11	100	16	100	100	100
5202-214 ADVERTISING & PUBLIC NOTIC	562	450	1,500	256	1,500	1,500	1,500
5202-215 EDUCATION & SCHOOLING	201	1,353	1,700	522	1,700	1,700	1,700
5202-224 OTHER INSURANCE	159	127	150	144	150	158	158
5202-252 DUES & SUBSCRIPTIONS	150	272	300	272	300	300	300
TOTAL 2-CONTRACTUAL	1,235	2,343	4,050	1,293	4,050	4,058	4,058
3-GENERAL SERVICES							
5202-314 OFFICE SUPPLIES	905	193	300	84	300	300	300
5202-332 OPERATING SUPPLIES	1,623	82	150	11	150	150	150
TOTAL 3-GENERAL SERVICES	2,528	275	450	96	450	450	450
TOTAL 02 PURCHASING	57,907	58,136	62,710	46,645	62,383	62,397	62,397

Tax Services

General Fund

Finance Division 52

Department 04

Program Description

Tax Administration Office duties are contracted out to the Erath County Appraisal District (ECAD) for property appraisal services and to the Erath County Tax Assessor-Collector for tax collection services.

The function performed by the ECAD includes the appraisal of real and personal property located within the city limits of Stephenville. Erath County Tax Assessor-Collector is responsible for collection all current and delinquent property taxes levied by the City.

01 -GENERAL FUND
DIVISION - 2 FINANCE

EXPENDITURES	2010-2011 ACTUAL	2011-2012 ACTUAL	----- 2012-2013 -----		----- 2013-2014 -----		
			CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>04 TAX</u>							
=====							
<u>2-CONTRACTUAL</u>							
5204-253 OUTSIDE PROF.-ECAD	111,089	112,278	122,000	120,826	134,000	134,000	134,000
5204-253.000A OUTSIDE PROF.-ECTAC	6,791	6,846	7,000	6,521	7,000	7,000	7,000
TOTAL 2-CONTRACTUAL	117,881	119,123	129,000	127,347	141,000	141,000	141,000
<hr/>							
TOTAL 04 TAX	117,881	119,123	129,000	127,347	141,000	141,000	141,000
TOTAL 2 FINANCE	516,862	608,736	622,698	519,001	633,167	638,395	638,395
=====							

City Attorney

General Fund

Legal Division 53

Department 01

Program Description

The City Attorney’s office ensures that City functions and services are performed in a lawful manner and is responsible for all legal affairs of the City.

Duties of this office include provisions of legal advice to the City Council, City Administrator, boards and commission, and all City departments; prosecutorial duties in Municipal Court; real estate matters including acquisitions, dispositions, and trade; and review of all contracts, resolutions, ordinances and items presented to the City Council

<u>Program Personnel</u>			
Title	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
City Attorney	<u>1</u>	<u>1</u>	<u>1</u>
	<u>1</u>	<u>1</u>	<u>1</u>

- Performance Objectives**
- Prepare and review legal documents in a timely manner.
 - Respond to Public Information requests in a timely manner.
 - Prosecute all complaints in Municipal Court.
 - Provide preventative legal advice to the City Council, City Administrator, City Secretary, City Staff and City boards and commissions.

01 -GENERAL FUND
DIVISION - 3 LEGAL

EXPENDITURES	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013		2013-2014		
			CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>01 LEGAL COUNSEL</u>							
=====							
<u>1-PERSONNEL</u>							
5301-111 SALARIES	0	0	0	0	0	0	0
5301-113 PART-TIME WAGES	0	58,988	75,000	70,963	75,000	75,000	75,000
5301-122 SOCIAL SECURITY	0	6,068	5,738	5,665	5,738	5,738	5,738
5301-123 WORKERS COMP	0	0	0	0	0	0	0
5301-125 GROUP INSURANCE	4,065	3,415	5,269	2,935	3,952	3,952	3,952
TOTAL 1-PERSONNEL	4,065	68,470	86,007	79,563	84,690	84,690	84,690
<u>2-CONTRACTUAL</u>							
5301-215 TRAVEL & EDUCATION	427	1,438	1,000	0	1,000	1,000	1,000
5301-224 INSURANCE	168	127	150	144	150	158	158
5301-253 OUTSIDE PROFESSIONALS	78,389	48,486	5,000	5,450	5,000	5,000	5,000
TOTAL 2-CONTRACTUAL	78,984	50,051	6,150	5,594	6,150	6,158	6,158
<u>3-GENERAL SERVICES</u>							
5301-313 BOOKS & EDUCATIONAL	0	126	0	0	0	0	0
TOTAL 3-GENERAL SERVICES	0	126	0	0	0	0	0
TOTAL 01 LEGAL COUNSEL	83,048	118,648	92,157	85,158	90,840	90,848	90,848

Municipal Court

General Fund

Legal Division 53

Department 02

Program Description

The Municipal Court handles the judicial processing of Class C misdemeanors that originate from traffic citations, citizen complaints, code violations and misdemeanor arrests occurring within the territorial limits of the City of Stephenville. The Municipal Court processing is predetermined by the Texas Code of Criminal Procedure and the Code of Judicial Conduct. In addition to the judicial processing, the Court prepares dockets, schedules trials, processes juries, records and collects fine payments and issues warrants for Violation of Promise to Appear and Failure to Appear. The Municipal Court also processes code violations as part of the city-wide code enforcement effort.

The City of Stephenville currently contracts with the Erath County Justice of the peace Precinct #1 to provide this service. The Justice of the Peace serves as the Municipal Court Judge. The judge presides over trials and hearings, levies fines, sets bails, accepts bonds, issues arrest and search warrants, administers juvenile magistrate's warning and arraigns prisoners.

01 -GENERAL FUND
DIVISION - 3 LEGAL

EXPENDITURES	2010-2011 ACTUAL	2011-2012 ACTUAL	----- 2012-2013 -----		----- 2013-2014 -----		
			CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
02 MUNICIPAL COURT							
=====							
<u>2-CONTRACTUAL</u>							
5302-253 OUTSIDE PROFESSIONALS	109,214	113,771	117,500	94,809	117,500	117,500	117,500
5302-254 SPECIAL SERVICES	34,666	39,991	30,000	37,065	30,000	30,000	30,000
TOTAL 2-CONTRACTUAL	143,880	153,761	147,500	131,874	147,500	147,500	147,500

TOTAL 02 MUNICIPAL COURT	143,880	153,761	147,500	131,874	147,500	147,500	147,500

TOTAL 3 LEGAL	226,928	272,409	239,657	217,031	238,340	238,348	238,348
=====							

Human Resources

General Fund

Personnel Division 54

Department 01

Program Description

The Human Resources Department is responsible for administering the City's personnel policies and procedures. Major functions include employee recruitment and selection, employee job classification, safety, employee fringe benefit administration, performance evaluation, payroll administration and maintenance of official personnel records.

Also the Human Resources Department is primarily responsible for the administering and monitoring the City's insurance funds including: employee health insurance, worker's compensation insurance and property/casualty insurance coverage.

<u>Program Personnel</u>			
Title	2011-2012	2012-2013	2013-2014
Human Resource Manager	1	1	1
	1	1	1

Performance Objectives

- Hire and retain a qualified, trained and motivated workforce committed to providing courteous and efficient public service.
- Control health insurance and worker's compensation costs through risk management, employee screening, safety training, safety inspections, accident investigations and promotion of employee wellness.

01 -GENERAL FUND
DIVISION - 4 PERSONNEL

EXPENDITURES	2010-2011		(----- 2012-2013 -----)		(----- 2013-2014 -----)		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
01 HUMAN RESOURCES							
1-PERSONNEL							
5401-111 SALARIES	40,179	37,869	39,047	30,728	39,095	39,095	39,095
5401-121 RETIREMENT	7,333	6,223	6,232	4,905	6,020	6,020	6,020
5401-122 SOCIAL SECURITY	2,537	2,900	3,752	2,406	2,991	2,991	2,991
5401-123 WORKER'S COMPENSATION	77	78	102	76	81	87	87
5401-125 GROUP INSURANCE	5,330	6,545	6,552	5,321	6,402	6,402	6,402
TOTAL 1-PERSONNEL	55,456	53,615	55,685	43,435	54,589	54,595	54,595
2-CONTRACTUAL							
5401-211 POSTAGE	391	466	700	293	700	700	700
5401-212 COMMUNICATIONS	82	80	120	51	120	120	120
5401-213 PRINTING	178	216	150	220	150	150	150
5401-214 ADVERTISING & PUBLIC NOTIC	1,264	2,573	5,000	2,456	5,000	5,000	5,000
5401-215 EDUCATION & SCHOOLING	1,188	768	1,250	959	1,250	1,250	1,250
5401-224 INSURANCE	158	127	150	144	150	658	658
5401-252 DUES & SUBSCRIPTIONS	630	3,561	800	449	800	800	800
5401-253 OUTSIDE PROFESSIONAL	31,210	27,728	30,000	30,764	30,000	30,000	30,000
5401-254 SPECIAL SERVICES	6,779	8,008	7,100	6,035	7,100	7,100	7,100
5401-255 TUITION REIMBURSEMENT	0	400	1,600	0	1,600	1,600	1,600
TOTAL 2-CONTRACTUAL	41,880	43,927	46,870	41,372	46,870	47,378	47,378
3-GENERAL SERVICES							
5401-313 BOOKS & EDUCATIONAL MATERI	453	0	200	0	200	200	200
5401-314 OFFICE SUPPLIES	1,088	541	1,000	202	1,000	1,000	1,000
5401-315 TESTING MATERIALS	0	0	1,000	0	1,000	1,000	1,000
5401-333 COMPUTER SUPPLIES	43	0	200	0	200	200	200
TOTAL 3-GENERAL SERVICES	1,585	541	2,400	202	2,400	2,400	2,400
TOTAL 01 HUMAN RESOURCES	98,921	98,083	104,955	85,009	103,859	104,373	104,373
TOTAL 4 PERSONNEL	98,921	98,083	104,955	85,009	103,859	104,373	104,373

Park & Recreation Administration

General Fund

Community Services Division 55

Department 01

Program Description

The Recreation Department is primarily responsible for seeing that each and every resident of the City has the opportunity and the means by which to use their leisure time to its fullest potential. This responsibility is met by professional supervisors and employees offering a broad range of teams and individual activities on both a high and low organizational level. Residents have the opportunity to participate in any type of leisure activities from cultural to physical. The opportunity is also available for simple aesthetic envelope, whether it be the use of our outdoor facilities or viewing a sampling of regional arts and crafts offered from time to time.

Program Personnel

Title	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Community Services Director	1	1	1
Recreation Superintendent	1	1	1
Recreation Supervisor	1	1	1
Recreation Coordinator	1	1	1
Community Services Clerk	2	2	2
	<u>6</u>	<u>6</u>	<u>6</u>

Performance Objectives

- Maintain high level of participation by citizens in all recreation activities.
- Provide excellent leadership and foresight on all current and future park improvement projects.
- Adequately promote all recreation activities to all potential participants.
- Continue to provide excellent programs at minimum costs to the citizens.

01 -GENERAL FUND
DIVISION - 5 COMMUNITY SERVICES

EXPENDITURES	2010-2011		2011-2012		2012-2013		2013-2014	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED	
01 PARKS & RECREATION ADM								
1-PERSONNEL								
5501-111 SALARIES	183,170	202,342	215,792	169,642	216,080	216,080	216,080	
5501-113 PART-TIME WAGES	104,975	135,379	120,000	96,015	120,000	120,000	120,000	
5501-121 RETIREMENT	33,417	33,386	34,440	27,078	33,271	33,271	33,271	
5501-122 SOCIAL SECURITY	21,483	25,504	24,923	20,562	25,710	25,710	25,710	
5501-123 WORKER'S COMPENSATION	4,983	6,134	6,412	6,171	6,615	7,018	7,018	
5501-125 GROUP INSURANCE	25,492	30,748	32,759	26,605	32,010	32,010	32,010	
TOTAL 1-PERSONNEL	373,521	433,493	434,326	346,073	433,686	434,089	434,089	
2-CONTRACTUAL								
5501-211 POSTAGE	1,797	2,088	2,500	52	2,500	2,500	2,500	
5501-212 COMMUNICATIONS	1,591	2,229	2,250	1,687	2,250	2,250	2,250	
5501-213 PRINTING	263	429	0	91	0	0	0	
5501-214 ADVERTISING & PUBLIC NOTIC	7,981	4,964	6,000	6,625	6,000	6,000	6,000	
5501-215 EDUCATION & SCHOOLING	6,844	5,272	5,000	2,387	4,000	4,000	4,000	
5501-224 INSURANCE	481	833	950	916	950	987	987	
5501-231 RENTAL	9,874	10,318	6,000	5,210	6,000	6,000	6,000	
5501-251 UTILITIES	131,673	114,938	110,000	90,646	110,000	110,000	110,000	
5501-252 DUES & SUBSCRIPTIONS	1,353	1,494	1,500	985	1,500	1,500	1,500	
5501-253 OUTSIDE PROFESSIONALS	0	0	0	0	0	0	0	
5501-254 SPECIAL SERVICES	0	42	0	0	0	0	0	
5501-260 PEST & GERM CONTROL	480	513	500	638	750	750	750	
5501-261 CONTRACT SVC.-OTHER	440	5,703	5,000	4,478	5,000	5,000	5,000	
5501-261.000A CONTRACT SVC.-ADULT	3,877	2,253	2,500	792	2,500	2,500	2,500	
5501-261.000Y CONTRACT SVC.-YOUTH	31,449	26,790	20,000	28,070	20,000	20,000	20,000	
5501-264 SPECIAL EVENTS	40,336	46,299	38,000	38,728	38,000	38,000	38,000	
TOTAL 2-CONTRACTUAL	238,438	224,165	200,200	181,306	199,450	199,487	199,487	
3-GENERAL SERVICES								
5501-313.000A REC. SUPPLIES-ADULT	11,440	13,209	14,500	9,467	14,000	14,000	14,000	
5501-313.000Y REC. SUPPLIES-YOUTH	61,914	60,779	53,500	46,977	50,000	50,000	50,000	
5501-314 OFFICE SUPPLIES	3,908	3,925	3,000	3,668	3,000	3,000	3,000	
5501-317 PHOTO & DUPLICATION	618	474	500	484	500	500	500	
5501-333 COMPUTER SUPPLIES	126	45	750	0	750	750	750	
TOTAL 3-GENERAL SERVICES	78,005	78,433	72,250	60,596	68,250	68,250	68,250	
4-MACHINE & EQUIPMENT MAINTENA								
5501-413 OFFICE EQUIPMENT	25	943	750	28	750	750	750	
5501-416 COMPUTER MAINTENANCE	2,126	4,183	2,500	4,064	2,500	2,500	2,500	
5501-421 BUILDING MAINTENANCE	0	42,938	0	0	0	0	0	
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	2,152	48,063	3,250	4,092	3,250	3,250	3,250	
TOTAL 01 PARKS & RECREATION ADM	692,116	784,154	710,026	592,066	704,636	705,076	705,076	

Park Maintenance

General Fund

Community Services Division 55

Department 02

Program Description

Park Maintenance is primarily responsible for maintaining all the City's public facilities whether it is indoors or outdoors. It is responsible for assuring that all of these facilities continue to reflect both beauty and heritage of the City of Stephenville, while remaining safe and usable by all citizens and visitors alike.

<u>Program Personnel</u>			
Title	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Parks & Cemeteries Superintendent	1	1	1
Property Supervisor	1	1	1
Park Maintenance	2	2	2
Maintenance Person (2 PT)	3	3	3
	<u>7</u>	<u>7</u>	<u>7</u>

Performance Objectives

- Maintain highly qualified, trained personnel to adequately maintain City's indoor and outdoor park and recreation facilities.
- Keep all park facilities maintained in a manner where all citizens will be proud at any time of the year.
- Keep all park facilities clean year round.
- Provide maintenance assistance to all participants in park and recreation activities.

01 -GENERAL FUND
DIVISION - 5 COMMUNITY SERVICES

EXPENDITURES	(----- 2012-2013 -----)				(----- 2013-2014 -----)		
	2010-2011 ACTUAL	2011-2012 ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
02 PARK MAINTENANCE							
1-PERSONNEL							
5502-111 SALARIES	170,308	176,399	185,978	146,711	186,290	186,290	186,290
5502-112 OVERTIME	396	675	0	162	0	0	0
5502-113 PART-TIME WAGES	89,961	73,781	94,000	47,239	94,000	94,000	94,000
5502-114 INCENTIVE PAY	1,635	1,080	1,080	851	1,080	1,080	1,080
5502-115 MAINTENANCE REIMBURSEMENT(18,400)	(14,400)	(18,000)	(10,800)	(18,000)	(18,000)	(18,000)
5502-121 RETIREMENT	31,491	29,323	29,854	23,638	28,850	28,850	28,850
5502-122 SOCIAL SECURITY	19,585	19,251	21,501	15,193	21,525	21,525	21,525
5502-123 WORKER'S COMPENSATION	4,513	4,880	5,532	5,094	5,538	5,875	5,875
5502-125 GROUP INSURANCE	28,946	32,726	32,759	26,605	32,010	32,010	32,010
TOTAL 1-PERSONNEL	328,433	323,715	352,704	254,694	351,293	351,630	351,630
2-CONTRACTUAL							
5502-212 COMMUNICATIONS	1,516	1,821	1,500	1,367	2,000	2,000	2,000
5502-215 EDUCATION & SCHOOLING	624	208	750	347	750	750	750
5502-224 OTHER INSURANCE	6,334	6,139	6,200	6,580	6,200	8,336	8,336
5502-231 EQUIPMENT RENTAL	1,268	710	2,000	2,932	3,000	3,000	3,000
5502-253 PROFESSIONAL SERVICES	0	10,200	4,000	4,140	0	0	0
5502-254 SPECIAL SERVICES	223	171	200	126	200	200	200
5502-255 DAMAGE CLAIMS	0	0	0	0	0	0	0
TOTAL 2-CONTRACTUAL	9,965	19,249	14,650	15,492	12,150	14,286	14,286
3-GENERAL SERVICES							
5502-311 AGRICULTURAL & CHEMICAL	8,269	6,487	10,000	9,544	10,000	10,000	10,000
5502-316 WEARING APPAREL	1,709	1,588	1,750	1,585	1,750	1,750	1,750
5502-318 SMALL TOOLS	1,662	2,771	3,500	1,561	3,500	3,500	3,500
5502-321 JANITORIAL SUPPLIES	3,309	2,277	3,000	1,312	3,000	3,000	3,000
5502-323 GAS & OIL	18,942	21,174	27,300	19,053	27,300	27,300	27,300
5502-332 OPERATING SUPPLIES	2,555	3,105	3,000	2,633	3,000	3,000	3,000
TOTAL 3-GENERAL SERVICES	36,446	37,401	48,550	35,688	48,550	48,550	48,550
4-MACHINE & EQUIPMENT MAINTENA							
5502-411 VEHICLE MAINTENANCE	402	517	1,500	217	1,500	1,500	1,500
5502-411.0002 '05 CHEVY 3/4 CREW CAB TRU	80	179	300	0	300	300	300
5502-411.0006 '05 3/4 CHEVY PICK-UP	34	96	300	5	300	300	300
5502-411.0092 1999 CHEVY PICKUP	47	50	300	0	300	300	300
5502-411.0094 '03 CHEVY PICKUP	25	0	0	0	0	0	0
5502-411.0100 2006 CHEVY 3/4 PICKUP	487	15	300	0	300	300	300
5502-411.0101 2007 CHEVY SILVERADO 1/2 T	378	93	300	471	300	300	300
5502-411.0102 2008 CHEVY 3/4 TON P/UP	63	52	300	83	300	300	300
5502-411.0103 09 FORD F-250 3/4 TON PICK	57	66	300	36	300	300	300
5502-411.0105 2012 FORD 1/2 TON	0	311	300	468	300	300	300
5502-411.0106 2013 FORD F-250 3/4 TON	0	0	0	130	0	0	0
5502-412 MACHINERY MAINTENANCE	2,259	638	3,000	2,846	2,000	2,000	2,000
5502-412.0007 MOWERS	2,445	1,592	2,000	5,350	5,000	5,000	5,000
5502-412.0008 '02 NH T-40 TRACTOR	88	3	800	0	500	500	500
5502-412.0011 '98 CASE TRACTOR	651	1,581	800	0	500	500	500
5502-412.0013 UTILITY VEHICLES (3)	0	95	750	0	500	500	500
5502-412.0104 JOHN DEERE TX TURF GATOR (0	0	750	0	500	500	500
5502-412.0202 2012 KUBOTA TRACTOR	0	0	0	0	0	0	0
5502-412.0203 2012 JD 2653B REEL MOWER	0	0	0	0	0	0	0
5502-414 OTHER EQUIPMENT MAINTENANC	1,273	731	1,000	506	1,000	1,000	1,000
5502-421 BUILDING MAINTENANCE	5,290	15,913	9,500	7,905	9,500	9,500	9,500
5502-426 LIGHT SYSTEM MAINTENANCE	2,731	5,398	5,000	4,027	5,000	5,000	5,000
5502-427 PARK MAINTENANCE	56,213	35,164	50,000	29,601	50,000	50,000	50,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	72,523	62,493	77,500	51,645	78,400	78,400	78,400
5-CAPITAL OUTLAY							
5502-511 VEHICLES	15,287	20,888	70,000	59,827	0	0	0
5502-512 MACHINERY	0	0	0	0	0	0	0
5502-514 OTHER EQUIPMENT	0	0	21,000	24,421	0	0	0
5502-520 BUILDING IMPROVEMENTS	0	0	10,000	9,700	0	0	0
5502-525 HVAC SYSTEM	0	0	0	0	0	0	0
5502-527 PARK IMPROVEMENTS	0	0	50,000	0	0	0	0
5502-531 LAND	1,807	0	0	500	0	0	0
TOTAL 5-CAPITAL OUTLAY	17,094	20,888	151,000	94,448	0	0	0
TOTAL 02 PARK MAINTENANCE	464,460	463,746	644,404	451,966	490,393	492,866	492,866

Cemeteries

General Fund

Community Services Division 55

Department 03

Program Description

The primary responsibility of the Cemetery Department is to insure that each of the City-owned cemeteries are maintained at a level which shows the greatest amount of understanding and respect to the citizens of Stephenville. The Cemetery Department's personnel are responsible for selling and keeping records on all cemetery lots.

<u>Program Personnel</u>			
Title	2011-2012	2012-2013	2013-2014
Cemetery Property Supervisor	1	1	1
Cemetery Maintenance	1.5	1.5	1.5
	<u>2.5</u>	<u>2.5</u>	<u>2.5</u>

Performance Objectives

- Maintain the cemeteries in the most professional and understanding manner possible.
- Provide excellent customer service for persons needing cemetery services.
- Provide adequate schedule for year round maintenance of cemeteries.
- Provide excellent record keeping services for current and potential owners of burial plots

01 -GENERAL FUND
DIVISION - 5 COMMUNITY SERVICES

EXPENDITURES	2010-2011 ACTUAL	2011-2012 ACTUAL	(------ 2012-2013 -----)		(------ 2013-2014 -----)		
			CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
03 CEMETERIES							
1-PERSONNEL							
5503-111 SALARIES	67,519	69,011	71,994	56,437	72,138	72,138	72,138
5503-112 OVERTIME	0	0	0	0	0	0	0
5503-113 PART-TIME WAGES	11,767	11,219	12,500	9,171	12,500	12,500	12,500
5503-121 RETIREMENT	12,436	11,469	11,490	9,093	11,107	11,107	11,107
5503-122 SOCIAL SECURITY	6,073	6,188	6,464	5,181	6,475	6,475	6,475
5503-123 WORKER'S COMPENSATION	2,367	2,461	2,732	2,518	2,737	2,905	2,905
5503-125 GROUP INSURANCE	10,661	13,090	13,104	10,642	12,804	12,804	12,804
TOTAL 1-PERSONNEL	110,822	113,439	118,284	93,042	117,761	117,929	117,929
2-CONTRACTUAL							
5503-212 COMMUNICATIONS	1,257	1,035	1,100	848	1,100	1,100	1,100
5503-215 TRAVEL AND EDUCATION	0	0	125	0	125	125	125
5503-224 INSURANCE	772	857	1,200	964	1,200	805	805
5503-231 RENTAL	90	90	200	90	90	90	90
5503-251 UTILITIES	5,526	4,261	5,500	3,424	5,500	5,500	5,500
TOTAL 2-CONTRACTUAL	7,645	6,243	8,125	5,326	8,015	7,620	7,620
3-GENERAL SERVICES							
5503-316 WEARING APPAREL	629	556	700	704	700	700	700
5503-318 SMALL TOOLS	1,385	543	1,500	108	1,000	1,000	1,000
5503-323 GAS & OIL	3,921	4,356	5,250	3,784	5,000	5,000	5,000
5503-332 OPERATING SUPPLIES	1,136	1,753	1,500	394	1,250	1,250	1,250
TOTAL 3-GENERAL SERVICES	7,070	7,207	8,950	4,990	7,950	7,950	7,950
4-MACHINE & EQUIPMENT MAINTENA							
5503-411 VEHICLE MAINTENANCE	0	0	0	0	0	0	0
5503-411.0092 1999 CHEVY PICK UP	0	0	0	0	0	0	0
5503-411.0093 2003 CHEV 3/4 TON	578	84	650	95	650	650	650
5503-411.0115 2009 FORD F-150 1/2 TON PI	48	25	150	15	150	150	150
5503-412 2007 SLAG MOWER	542	928	450	535	450	450	450
5503-414 EQUIPMENT MAINTENANCE	722	979	1,500	1,109	1,500	1,500	1,500
5503-421 BUILDING MAINTENANCE	158	1,286	500	166	500	500	500
5503-425 CEMETERY MAINTENANCE	2,850	1,585	4,500	1,815	4,500	4,500	4,500
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	4,899	4,887	7,750	3,734	7,750	7,750	7,750
5-CAPITAL OUTLAY							
5503-511 VEHICLES	0	0	0	0	0	0	0
5503-514 OTHER EQUIPMENT	0	0	10,000	7,378	0	0	0
5503-527 CEMETERY IMPROVEMENTS	0	0	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	0	0	10,000	7,378	0	0	0
TOTAL 03 CEMETERIES	130,437	131,775	153,109	114,471	141,476	141,249	141,249

Library

General Fund

Community Services Division 55

Department 04

Program Description

The Stephenville Public Library's main responsibilities are to assemble, preserve and organize a collection of books and other library material for the use of the public. Organize and maintain a card catalog to make library resources available to the public, to provide a place for the use of these materials and to serve as a center for reliable information. Continue to offer an array of services including reference assistance, interlibrary loans, word processing, Internet access, and programming for adults, young adults and for children.

<u>Program Personnel</u>			
Title	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Librarian	1	1	1
Library Clerk	<u>2.5</u>	<u>2.5</u>	<u>2.5</u>
	<u>3.5</u>	<u>3.5</u>	<u>3.5</u>

Performance Objectives

- Provide open and equal access to information.
- Develop on-going communication and partnerships with other non-profit organizations in the community.
- Create opportunities for life-long learning.
- Encourage a love of reading.
- Provide excellent customer service to users of the library.
- Provide a safe, clean and healthful environment for employees and citizens.
- Prolong the useful life of major building components of the Municipal Library.

01 -GENERAL FUND
DIVISION - 5 COMMUNITY SERVICES

EXPENDITURES	2010-2011		2011-2012		2012-2013		2013-2014	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED	
04 LIBRARY								
1-PERSONNEL								
5504-111 SALARIES	88,493	88,720	95,403	75,013	95,547	95,547	95,547	
5504-113 PART-TIME WAGES	18,655	16,466	16,500	16,521	16,500	16,500	16,500	
5504-121 RETIREMENT	16,127	14,578	15,226	11,974	14,712	14,712	14,712	
5504-122 SOCIAL SECURITY	8,102	7,885	8,561	7,038	8,572	8,572	8,572	
5504-123 WORKER'S COMPENSATION	214	220	247	227	248	267	267	
5504-125 GROUP INSURANCE	15,438	19,083	19,655	15,963	19,206	19,206	19,206	
TOTAL 1-PERSONNEL	147,030	146,951	155,592	126,735	154,785	154,804	154,804	
2-CONTRACTUAL								
5504-211 POSTAGE	678	739	750	219	750	750	750	
5504-212 COMMUNICATIONS	36	57	70	36	70	70	70	
5504-213 PRINTING	0	0	0	0	0	0	0	
5504-214 ADVERTISING & PUBLIC NOTIC	195	95	0	495	1,000	1,000	1,000	
5504-215 EDUCATION & SCHOOLING	434	22	1,500	0	500	500	500	
5504-224 INSURANCE	1,350	1,087	1,250	1,135	1,250	1,177	1,177	
5504-231 RENTAL	709	709	800	613	800	800	800	
5504-251 UTILITIES	14,188	8,969	14,000	7,587	14,000	12,000	12,000	
5504-252 DUES & SUBSCRIPTIONS	348	693	1,000	571	1,000	1,000	1,000	
5504-253 OUTSIDE PROFESSIONALS	0	0	0	0	0	0	0	
5504-254 SPECIAL SERVICES	373	621	200	32	200	200	200	
5504-260 PEST CONTROL	320	228	250	171	250	250	250	
5504-262 JANITORIAL SERVICE	0	0	0	0	0	0	0	
TOTAL 2-CONTRACTUAL	18,632	13,219	19,820	10,860	19,820	17,747	17,747	
3-GENERAL SERVICES								
5504-313 BOOKS & EDUCATIONAL MATERI	20,997	19,960	20,000	14,688	20,000	20,000	20,000	
5504-314 OFFICE SUPPLIES	747	839	750	553	750	750	750	
5504-317 PHOTO & DUPLICATION	0	472	750	152	750	750	750	
5504-321 JANITORIAL SUPPLIES	1,052	1,028	1,000	762	1,000	1,000	1,000	
5504-332 OPERATING SUPPLIES	3	751	750	705	750	750	750	
5504-333 COMPUTER SUPPLIES	1,048	1,230	1,500	87	1,500	1,500	1,500	
TOTAL 3-GENERAL SERVICES	23,847	24,281	24,750	16,947	24,750	24,750	24,750	
4-MACHINE & EQUIPMENT MAINTENA								
5504-414 EQUIPMENT MAINTENANCE	1,311	255	4,500	0	4,500	4,500	4,500	
5504-416 COMPUTER MAINTENANCE	4,869	6,717	7,000	4,172	7,000	7,000	7,000	
5504-421 BUILDING MAINTENANCE	23,482	38,035	6,500	2,038	6,500	6,500	6,500	
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	29,662	45,007	18,000	6,211	18,000	18,000	18,000	
5-CAPITAL OUTLAY								
5504-520 BUILDING IMPROVEMENTS	0	0	7,500	5,939	0	0	0	
TOTAL 5-CAPITAL OUTLAY	0	0	7,500	5,939	0	0	0	
TOTAL 04 LIBRARY	219,171	229,458	225,662	166,691	217,355	215,301	215,301	

Streets

General Fund

Community Services Division 55

Department 05

Program Description

The Street Department manages, maintains and repairs City streets, sidewalk, drainage ways and rights-of-way. The services provided are concrete work, patching, street cleaning, tree cutting, ditch cleaning, blade work and other street maintenance. Responsibilities include traffic control, emergency response operations, special events and assistance in code enforcement. Daily, the department inspects roadway for sign repair, pavements management and sight obstructions.

Program Personnel			
Title	2011-2012	2012-2013	2013-2014
Street Superintendent	1	1	1
Crew Leader	1	1	1
Heavy Equipment Operator	3	3	3
Street Maintenance	2.5	2.5	2.5
	<u>7.5</u>	<u>7.5</u>	<u>7.5</u>

Performance Objectives

- Protect the investment in the public transportation system through preventative maintenance and on-going rehabilitation of streets and sidewalks.
- Blade roads in best way that can be achieved.
- Sweep as many streets as possible.
- Patch potholes in a manner that they remain in place longer.
- Handle pothole complaints in a timely manner.

01 -GENERAL FUND
DIVISION - 5 COMMUNITY SERVICES

EXPENDITURES	(----- 2012-2013 -----)				(----- 2013-2014 -----)		
	2010-2011 ACTUAL	2011-2012 ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
05 STREET MAINTENANCE							
1-PERSONNEL							
5505-111 SALARIES	240,254	253,250	266,793	209,967	267,201	267,201	267,201
5505-112 OVERTIME	1,260	2,048	5,000	1,642	5,000	5,000	5,000
5505-113 PART-TIME WAGES	5,870	920	5,000	0	5,000	5,000	5,000
5505-114 ON CALL PAY	5,220	5,200	5,200	4,100	5,200	5,200	5,200
5505-121 RETIREMENT	45,182	42,929	44,208	34,516	42,713	42,713	42,713
5505-122 SOCIAL SECURITY	19,040	19,840	21,572	16,841	21,604	21,604	21,604
5505-123 WORKER'S COMPENSATION	11,840	12,310	14,029	12,893	14,049	14,918	14,918
5505-125 GROUP INSURANCE	37,682	44,710	45,863	37,259	44,814	44,814	44,814
TOTAL 1-PERSONNEL	366,349	381,206	407,665	317,217	405,581	406,450	406,450
2-CONTRACTUAL							
5505-211 POSTAGE	21	4	50	52	100	100	100
5505-212 COMMUNICATIONS	891	1,048	1,000	866	1,300	1,300	1,300
5505-214 ADVERTISING	0	514	300	489	500	500	500
5505-215 TRAINING & EDUCATION	200	223	1,000	118	1,000	1,000	1,000
5505-224 INSURANCE	5,303	5,788	7,000	6,224	7,000	7,783	7,783
5505-231 RENTAL	3,415	6,721	13,500	6,740	13,500	13,500	13,500
5505-251 UTILITIES	209,973	199,165	240,000	150,274	240,000	240,000	240,000
5505-252 DUES & SUBSCRIPTIONS	0	0	0	0	0	0	0
5505-253 OUTSIDE PROFESSIONALS	14,885	67,295	30,000	36,416	27,500	27,500	27,500
5505-261 OTHER CONTRACTUAL SERVICES	65,300	2,275	52,500	4,539	52,500	52,500	52,500
TOTAL 2-CONTRACTUAL	299,987	283,031	345,350	205,717	343,400	344,183	344,183
3-GENERAL SERVICES							
5505-312 CHEMICALS	30	448	2,500	1,287	2,500	2,500	2,500
5505-314 OFFICE SUPPLIES	32	59	200	64	200	200	200
5505-316 WEARING APPAREL	2,151	2,344	3,150	2,924	3,150	3,150	3,150
5505-318 SMALL TOOLS	1,898	7,697	2,000	1,305	2,000	2,000	2,000
5505-322 STREET SIGNS & MARKINGS	14,675	8,804	10,000	7,527	10,000	10,000	10,000
5505-323 GAS & OIL	28,009	24,686	30,000	22,848	30,000	30,000	30,000
5505-332 OPERATING SUPPLIES	3,517	3,649	2,500	683	2,500	2,500	2,500
TOTAL 3-GENERAL SERVICES	50,311	47,687	50,350	36,639	50,350	50,350	50,350
4-MACHINE & EQUIPMENT MAINTENA							
5505-411 VEHICLE MAINTENANCE	1,486	1,658	2,000	1,446	2,000	2,000	2,000
5505-411.0008 1999 CHEV PICKUP	0	0	0	0	0	0	0
5505-411.0009 2005 CHEVY DUMP TRUCK	0	0	500	25	500	500	500
5505-411.0013 1999 CHEVY PICKUP	0	0	500	0	500	500	500
5505-411.0025 1995 CHEV DUMP TRUCK	1,585	0	500	1,037	500	500	500
5505-411.0026 2002 DODGE PICKUP	0	0	500	0	500	500	500
5505-411.0027 1992 CHEV DUMP TRUCK	0	0	500	378	500	500	500
5505-411.0029 1999 CHEVROLET DUMPTRUCK	0	0	0	0	0	0	0
5505-411.0120 2006 CHEVY 1/2 PICKUP	67	34	500	745	500	500	500
5505-411.0121 2008 CHEVY DUMPTRUCK	0	0	1,500	46	1,500	1,500	1,500
5505-411.0122 2007 ASPHALT ZIPPER	0	0	1,000	0	1,000	1,000	1,000
5505-411.0123 09 FORD F-150 1/2 TON PICK	0	0	500	98	500	500	500
5505-411.0124 2011 FORD F250 PICK UP	0	0	500	44	500	500	500
5505-411.0125 2013 FORD F-150 1/2 TON	0	0	0	6	0	0	0
5505-411.0223 2011 F-750 WATER TRUCK	0	0	0	0	0	0	0
5505-412 MACHINERY MAINTENANCE	5,760	12,308	5,500	10,770	5,500	5,500	5,500
5505-412.0001 1979 INGRAM PNEUMATIC ROLL	0	0	0	0	0	0	0
5505-412.0002 1988 CATERPILLAR LOADER	0	0	2,500	118	2,500	2,500	2,500
5505-412.0047 1982 1700 FORD TRACTOR	0	0	0	0	0	0	0
5505-412.0053 2000 CAT 120 H GRADER	0	0	2,000	0	2,000	2,000	2,000
5505-412.0054 2004 INGERSOL COMPACT ROLL	0	0	0	0	0	0	0
5505-412.0055 1971 CAT 941B FRONT END	0	0	3,500	0	3,500	3,500	3,500
5505-412.0058 2000 LEEBOY ASPHALT PAVER	0	0	0	0	0	0	0
5505-412.0101 2005 POWER BROOM	0	0	350	0	350	350	350
5505-412.0220 2007 CATERPILLAR 924G FRON	0	0	0	0	0	0	0
5505-414 OTHER EQUIPMENT MAINTENANC	91	1,133	1,500	1,047	1,500	1,500	1,500
5505-422 RIGHT OF WAY MAINTENANCE	198,738	217,749	200,000	177,217	200,000	200,000	200,000
5505-423 STREET CUTS	12,992	23,427	20,000	25,641	20,000	20,000	20,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	220,720	256,309	243,850	218,619	243,850	243,850	243,850
5-CAPITAL OUTLAY							
5505-511 VEHICLES	19,705	82,315	20,000	20,960	0	0	0
5505-511.223 2011 F-750 WATER TRUCK	0	0	0	0	0	0	0
5505-512 MACHINERY	0	0	0	0	0	0	0
5505-514 OTHER EQUIPMENT	0	0	0	0	0	0	0
5505-522 RIGHTS OF WAY	0	0	0	0	0	0	0
5505-525 STREETS	0	309,876	206,039	901	0	0	0
TOTAL 5-CAPITAL OUTLAY	19,705	392,191	226,039	21,861	0	0	0
TOTAL 05 STREET MAINTENANCE	957,073	1,360,424	1,273,254	800,052	1,043,181	1,044,833	1,044,833

Senior Citizens

General Fund

Community Services Division 55

Department 06

Program Description

The Senior Citizen Department is responsible for seeing that each and every senior citizen resident of Stephenville has the opportunity and the means by which to use their leisure time to its fullest potential. Provide the opportunity for reaction programs, congregate meals, transportation and leisure activities from cultural to physical.

<u>Program Personnel</u>			
Title	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Senior Citizens Facility Manager	1	1	1
Senior Citizens Assistant	.5	.5	.5
	<u>1.5</u>	<u>1.5</u>	<u>1.5</u>

Performance Objectives

- Provide highly-trained, qualified personnel to adequately manage the senior citizen programs.
- Provide interesting and educational programs.
- Provide a safe, clean and healthful environment for employees and citizens.
- Prolong the useful life of major building components of Senior Citizens Center.

01 -GENERAL FUND
DIVISION - 5 COMMUNITY SERVICES

EXPENDITURES	2010-2011 ACTUAL	2011-2012 ACTUAL	(----- 2012-2013 -----)		(----- 2013-2014 -----)		
			CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
06 SENIOR CITIZENS							
1-PERSONNEL							
5506-111 SALARIES	32,039	32,757	34,093	26,792	34,165	34,165	34,165
5506-112 OVERTIME	0	95	0	132	0	0	0
5506-113 PART-TIME WAGES	14,122	16,159	14,400	12,112	14,400	14,400	14,400
5506-121 RETIREMENT	5,847	5,391	5,441	4,277	5,261	5,261	5,261
5506-122 SOCIAL SECURITY	2,998	3,416	3,710	2,751	3,715	3,715	3,715
5506-123 WORKER'S COMPENSATION	797	824	954	884	956	1,014	1,014
5506-125 GROUP INSURANCE	5,330	6,545	6,552	5,321	6,402	6,402	6,402
TOTAL 1-PERSONNEL	61,133	65,187	65,150	52,268	64,899	64,957	64,957
2-CONTRACTUAL							
5506-211 POSTAGE	1,101	1,252	3,000	259	3,000	3,000	3,000
5506-212 COMMUNICATIONS	754	761	700	1,000	1,200	1,200	1,200
5506-214 ADVERTISING & PUBLIC NOTIC	3,712	2,976	3,500	3,181	3,500	3,500	3,500
5506-215 EDUCATION & SCHOOLING	57	0	200	0	200	200	200
5506-224 INSURANCE	755	896	800	1,135	800	1,149	1,149
5506-231 RENTAL	1,609	1,549	1,600	1,313	1,600	1,600	1,600
5506-251 UTILITIES	13,497	8,984	15,000	6,659	15,000	15,000	15,000
5506-252 DUES & SUBSCRIPTIONS	100	95	100	105	100	100	100
5506-253 OUTSIDE PROFESSIONALS	10,895	15,120	14,000	12,340	14,000	14,000	14,000
5506-254 SPECIAL SERVICES	541	500	600	172	600	600	600
5506-260 PEST & GERM CONTROL	495	483	500	426	500	500	500
5506-261 CONTRACT SERVICES	3,764	4,301	5,000	3,180	5,000	5,000	5,000
TOTAL 2-CONTRACTUAL	37,279	36,918	45,000	29,769	45,500	45,849	45,849
3-GENERAL SERVICES							
5506-313 RECREATION SUPPLIES	6,350	6,256	5,500	6,292	5,500	5,500	5,500
5506-314 OFFICE SUPPLIES	473	553	750	553	750	750	750
5506-317 PHOTO & DUPLICATION	479	467	500	307	500	500	500
5506-321 JANITORIAL SUPPLIES	1,490	1,676	1,250	1,297	1,250	1,250	1,250
5506-332 OPERATING SUPPLIES	5,463	5,540	5,000	5,785	5,000	5,000	5,000
5506-333 COMPUTER SUPPLIES	346	1,438	1,000	403	1,000	1,000	1,000
TOTAL 3-GENERAL SERVICES	14,601	15,930	14,000	14,636	14,000	14,000	14,000
4-MACHINE & EQUIPMENT MAINTENA							
5506-413 OFFICE EQUIPMENT MAINTENAN	650	1,069	1,250	1,393	1,250	1,250	1,250
5506-414 OTHER EQUIPMENT MAINTENANC	1,866	1,651	2,000	36	2,000	2,000	2,000
5506-421 BUILDING MAINTENANCE	20,667	8,735	26,000	21,194	7,500	7,500	7,500
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	23,183	11,456	29,250	22,623	10,750	10,750	10,750
5-CAPITAL OUTLAY							
5506-520 BUILDING IMPROVEMENTS	0	0	10,000	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	0	0	10,000	0	0	0	0
TOTAL 06 SENIOR CITIZENS	136,195	129,490	163,400	119,295	135,149	135,556	135,556

Splashville Aquatic Center

General Fund

Community Services Division 55

Department 07

Program Description

The Splashville Aquatic Center is responsible for providing a variety of water related recreational activities for the citizens of Stephenville. Programs and activities include swim lessons, swim team, water aerobics, birthday celebrations, special events and corporate gatherings.

Performance Objectives

- Provide highly-trained, qualified personnel to adequately manage the Splashville Aquatic Complex.
- Continually provide and evaluate a variety of programming.
- Provide a safe, clean and fun environment for citizens and visitors.
- Extend and protect the life of the facility.

01 -GENERAL FUND
DIVISION - 5 COMMUNITY SERVICES

EXPENDITURES	2010-2011		2011-2012		2012-2013		2013-2014	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED	
07 AQUATIC CENTER								
1-PERSONNEL								
5507-112 OVERTIME	0	32	0	0	0	0	0	0
5507-113 PART-TIME WAGES	109,543	112,420	105,000	64,669	105,000	105,000	105,000	105,000
5507-122 SOCIAL SECURITY	8,381	8,603	8,033	4,947	8,033	8,033	8,033	8,033
5507-123 WORKERS COMPENSATION	2,871	1,953	2,067	1,955	2,067	2,193	2,193	2,193
TOTAL 1-PERSONNEL	120,795	123,007	115,100	71,572	115,100	115,226	115,226	115,226
2-CONTRACTUAL								
5507-211 POSTAGE	540	0	250	0	250	250	250	250
5507-212 COMMUNICATIONS	3,054	3,570	3,500	2,833	3,500	3,500	3,500	3,500
5507-214 ADVERTISING AND PUBLIC NOT	845	2,489	1,000	788	1,000	1,000	1,000	1,000
5507-215 EDUCATION AND SCHOOLING	1,085	0	1,000	0	500	500	500	500
5507-224 INSURANCE	853	2,509	2,800	2,555	2,800	2,555	2,555	2,555
5507-231 RENTAL	0	0	0	0	0	0	0	0
5507-251 UTILITIES	48,339	36,130	46,000	28,707	46,000	46,000	46,000	46,000
5507-254 SPECIAL SERVICES	220	0	200	0	0	0	0	0
5507-260 PEST AND GERM CONTROL	240	369	250	171	250	250	250	250
5507-261 CONTRACT SVC- OTHER	0	0	0	0	0	0	0	0
5507-264 SPECIAL EVENTS	6,631	3,488	5,000	0	5,000	5,000	5,000	5,000
TOTAL 2-CONTRACTUAL	61,808	48,555	60,000	35,054	59,300	59,055	59,055	59,055
3-GENERAL SERVICES								
5507-312 CHEMICALS AND POOL SUPPLIE	9,544	11,904	15,000	6,123	15,000	15,000	15,000	15,000
5507-313 AQUATIC SUPPLIES	881	665	1,500	677	1,500	1,500	1,500	1,500
5507-316 WEARING APPAREL	2,682	2,372	2,000	0	2,000	2,000	2,000	2,000
5507-321 JANITORIAL SUPPLIES	553	1,115	500	1,240	500	500	500	500
5507-332 OPERATING SUPPLIES	2,842	2,659	5,000	2,162	5,000	5,000	5,000	5,000
5507-333 COMPUTER SUPPLIES	0	0	0	0	0	0	0	0
TOTAL 3-GENERAL SERVICES	16,502	18,715	24,000	10,203	24,000	24,000	24,000	24,000
4-MACHINE & EQUIPMENT MAINTENA								
5507-413 OFFICE EQUIPMENT MAINTENAN	299	0	500	0	500	500	500	500
5507-414 OTHER EQUIPMENT MAINTENANC	478	459	1,500	475	1,500	1,500	1,500	1,500
5507-416 COMPUTER MAINTENANCE	2,318	2,796	2,500	2,991	2,500	2,500	2,500	2,500
5507-421 BUILDING MAINTENANCE	3,350	125	1,000	236	1,000	1,000	1,000	1,000
5507-425 SWIMMING POOL MAINTENANCE	2,976	6,312	6,000	7,727	7,500	7,500	7,500	7,500
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	9,421	9,693	11,500	11,429	13,000	13,000	13,000	13,000
5-CAPITAL OUTLAY								
5507-514 OTHER EQUIPMENT	0	0	7,500	3,220	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	0	0	7,500	3,220	0	0	0	0
TOTAL 07 AQUATIC CENTER	208,525	199,970	218,100	131,478	211,400	211,281	211,281	211,281
TOTAL 5 COMMUNITY SERVICES	2,807,977	3,299,018	3,387,955	2,376,020	2,943,590	2,946,162	2,946,162	2,946,162

Fire Administration

General Fund

Fire Division 56

Department 01

Program Description

The Fire Administration Department is responsible for management of all fire division activities and policies, plan for the future, evaluate performance, develop and administer budgets, maintain records and files, counsel and resolve conflicts, represent fire personnel to the City leaders and represent City leaders to the fire personnel.

<u>Program Personnel</u>			
Title	2011-2012	2012-2013	2013-2014
Fire Chief	1	1	1
Fire Training Officer	1	1	1
	<u>2</u>	<u>2</u>	<u>2</u>

Performance Objectives

- Ensure readiness of the department to respond to emergencies.
- Ensure all laws and rules which involve the City and departments are maintained.
- Provide efficient and effective management of Fire Services.
- Provide a safe, clean and healthful environment for employees and citizens.
- Prolong the useful life of major building components of Fire Stations # 1 and # 2.

01 -GENERAL FUND
DIVISION - 6 FIRE DEPARTMENT

EXPENDITURES	2010-2011 ACTUAL	2011-2012 ACTUAL	(----- 2012-2013 -----)		(----- 2013-2014 -----)		
			CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
01 FIRE ADMINISTRATION							
1-PERSONNEL							
5601-111 SALARIES	127,599	130,194	135,174	106,415	135,294	135,294	135,294
5601-115 INCENTIVE PAY	3,802	4,080	4,080	3,217	4,080	4,080	4,080
5601-121 RETIREMENT	23,979	22,100	22,225	17,499	21,460	21,460	21,460
5601-122 SOCIAL SECURITY	9,921	10,168	10,653	8,516	10,662	10,662	10,662
5601-123 WORKER'S COMPENSATION	1,811	1,905	2,123	1,949	2,125	2,254	2,254
5601-125 GROUP INSURANCE	10,600	13,090	13,104	10,642	12,804	12,804	12,804
5601-126 AUTO ALLOWANCE	0	0	0	0	0	0	0
TOTAL 1-PERSONNEL	177,712	181,538	187,359	148,238	186,425	186,554	186,554
2-CONTRACTUAL							
5601-211 POSTAGE	153	204	250	185	250	250	250
5601-212 COMMUNICATIONS	2,822	2,851	3,000	2,183	3,000	3,000	3,000
5601-215 TRAINING & EDUCATION	2,922	2,936	3,500	3,034	3,500	3,500	3,500
5601-224 INSURANCE	502	625	700	675	700	703	703
5601-231 RENTAL	0	0	0	0	2,300	2,300	2,300
5601-251 UTILITIES	14,227	10,187	16,500	6,774	16,500	16,500	16,500
5601-252 DUES & SUBSCRIPTIONS	736	1,891	850	1,881	850	850	850
5601-253 OUTSIDE PROFESSIONALS	43	27	200	3,917	200	200	200
5601-254 SPECIAL SERVICES	156	186	125	236	125	125	125
5601-255 DAMAGE CLAIMS	0	0	0	0	0	0	0
5601-258 STATE FEES	0	0	310	0	310	310	310
5601-260 PEST CONTROL	560	456	560	342	560	560	560
5601-262 JANITORIAL SERVICE	0	0	0	0	10,000	10,000	10,000
TOTAL 2-CONTRACTUAL	22,121	19,362	25,995	19,226	38,295	38,298	38,298
3-GENERAL SERVICES							
5601-313 BOOKS & EDUCATIONAL MATERI	0	0	100	0	100	100	100
5601-316 WEARING APPAREL	188	752	800	289	800	800	800
5601-321 JANITORIAL SUPPLIES	3,202	2,649	2,500	2,239	2,500	2,500	2,500
5601-332 OPERATING SUPPLIES	155	122	300	218	300	300	300
5601-333 COMPUTER SUPPLIES	352	79	500	130	500	500	500
TOTAL 3-GENERAL SERVICES	3,897	3,603	4,200	2,876	4,200	4,200	4,200
4-MACHINE & EQUIPMENT MAINTENA							
5601-413 OFFICE EQUIPMENT MAINTENAN	0	0	250	54	250	250	250
5601-414 OTHER EQUIPMENT MAINTENANC	231	0	250	0	250	250	250
5601-421 BUILDING MAINTENANCE	7,888	35,152	5,000	2,526	15,000	15,000	15,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	8,119	35,152	5,500	2,580	15,500	15,500	15,500
5-CAPITAL OUTLAY							
5601-514 OTHER EQUIPMENT	0	3,523	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	0	3,523	0	0	0	0	0
TOTAL 01 FIRE ADMINISTRATION	211,849	243,178	223,054	172,921	244,420	244,552	244,552

Fire Prevention & Inspections

General Fund

Fire Division 56

Department 02

Program Description

The Fire Prevention & Inspections Department includes the Fire Marshal. The purpose of this department is to systematically reduce the number and severity of fires in Stephenville through public education about fire safety and prevention, code enforcement, business facility inspections, home inspections, first aid and arson investigation toward prosecution.

<u>Program</u> <u>Personnel</u>			
	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Fire Marshal	1	1	1
Fire Inspector	1	1	1
	<u>2</u>	<u>2</u>	<u>2</u>

Performance Objectives

- Complete plan reviews in a timely manner.
- Oversee business facility inspections.
- Oversee arson investigations.

01 -GENERAL FUND
DIVISION - 6 FIRE DEPARTMENT

EXPENDITURES	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013		2013-2014		
			CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
02 FIRE PREVENTION INVESTIGATI							
1-PERSONNEL							
5602-111 SALARIES	52,494	53,631	103,006	56,753	104,014	104,014	104,014
5602-112 OVERTIME	1,384	0	2,000	509	2,000	2,000	2,000
5602-115 INCENTIVE PAY	4,096	4,080	8,160	4,315	8,160	8,160	8,160
5602-121 RETIREMENT	10,578	9,499	18,061	9,824	17,580	17,580	17,580
5602-122 SOCIAL SECURITY	4,419	4,412	8,657	4,796	8,734	8,734	8,734
5602-123 WORKER'S COMPENSATION	1,477	1,405	1,725	1,582	1,741	1,846	1,846
5602-125 GROUP INSURANCE	5,398	6,545	13,104	7,021	12,804	12,804	12,804
TOTAL 1-PERSONNEL	79,846	79,571	154,713	84,800	155,033	155,138	155,138
2-CONTRACTUAL							
5602-211 POSTAGE	23	98	50	79	50	50	50
5602-212 COMMUNICATIONS	303	125	200	29	200	200	200
5602-213 PRINTING	0	0	0	0	0	0	0
5602-215 TRAINING & EDUCATION	3,278	2,508	3,500	2,097	3,500	3,500	3,500
5602-224 INSURANCE	692	721	800	662	800	887	887
5602-252 DUES & SUBSCRIPTIONS	1,080	1,220	1,400	223	1,400	1,400	1,400
5602-255 DAMAGE CLAIMS	0	211	0	3,579	0	0	0
5602-258 STATE FEES	0	0	200	0	200	200	200
5602-261 OTHER CONTRACTUAL SERVICES	0	0	700	0	700	700	700
TOTAL 2-CONTRACTUAL	5,376	4,883	6,850	6,668	6,850	6,937	6,937
3-GENERAL SERVICES							
5602-313 BOOKS & EDUCATIONAL MATERI	950	878	860	869	860	860	860
5602-316 WEARING APPAREL	309	244	800	380	800	800	800
5602-317 PHOTO & DUPLICATION	73	170	200	199	200	200	200
5602-318 SMALL TOOLS	246	248	1,200	0	1,200	1,200	1,200
5602-323 GAS & OIL	1,846	2,052	2,000	3,329	2,000	5,000	5,000
5602-332 OPERATING SUPPLIES	70	27	1,000	168	1,000	1,000	1,000
5602-333 COMPUTER SUPPLIES	0	294	500	2,519	500	500	500
TOTAL 3-GENERAL SERVICES	3,494	3,914	6,560	7,464	6,560	9,560	9,560
4-MACHINE & EQUIPMENT MAINTENA							
5602-411 VEHICLE MAINTENANCE	0	0	0	0	0	0	0
5602-411.0320 2003 CHEVY P/U	1,007	119	750	737	750	750	750
5602-411.0340 2008 DODGE QUAD CAB PICK U	34	340	750	548	750	750	750
5602-414 OTHER EQUIPMENT MAINTENANC	0	0	80	0	80	80	80
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	1,041	459	1,580	1,286	1,580	1,580	1,580
5-CAPITAL OUTLAY							
5602-511 VEHICLE	0	0	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	0	0	0	0	0	0	0
TOTAL 02 FIRE PREVENTION INVESTIGATI	89,757	88,827	169,703	100,217	170,023	173,215	173,215

Fire Suppression

General Fund

Fire Division 56

Department 03

Program Description

The Mission of the Stephenville Fire Department is to preserve and protect life and property while safeguarding the environment and the City's economic base. The mission is accomplished through a coordinated program of services which includes fire rescue, fire suppression and prevention, hazardous material mitigation, code enforcement, business facility inspections, home inspections, first aid and public education about fire safety and prevention.

<u>Program Personnel</u>			
Title	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Fire Captain	2	2	2
Fire Lieutenant	1	1	1
Fire Sergeant	2	2	2
Firefighter	9	9	9
	<u>14</u>	<u>14</u>	<u>14</u>

Performance Objectives

- Provide efficient and effective management of Fire Services.
- Maintain operational readiness level that will meet the emergency demands of the community.
- Provide firefighting forces and resources necessary to execute quick, effective, skillful and caring responses to emergency situation.
- Respond to emergency incidents in a timely manner.
- Keep emergency vehicles and department facilities maintained.

01 -GENERAL FUND
DIVISION - 6 FIRE DEPARTMENT

EXPENDITURES	2010-2011	2011-2012	(----- 2012-2013 -----)		DEPARTMENT	2013-2014	COUNCIL
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	REQUESTED	CITY ADMIN. RECOMMENDED	ADOPTED
03 FIRE SUPPRESSION							
=====							
1-PERSONNEL							
5603-111 SALARIES	639,144	594,032	671,227	501,373	654,450	654,450	654,450
5603-112 OVERTIME	104,049	89,350	100,000	66,711	100,000	100,000	100,000
5603-115 INCENTIVE PAY	36,289	37,698	42,360	30,341	37,560	37,560	37,560
5603-121 RETIREMENT	142,797	118,695	129,848	95,514	121,950	121,950	121,950
5603-122 SOCIAL SECURITY	58,017	54,486	62,239	45,986	60,589	60,589	60,589
5603-123 WORKER'S COMPENSATION	10,016	10,330	12,404	11,355	12,075	12,806	12,806
5603-125 GROUP INSURANCE	86,351	85,640	91,725	72,243	89,628	89,628	89,628
TOTAL 1-PERSONNEL	1,076,662	990,231	1,109,803	823,524	1,076,252	1,076,983	1,076,983
2-CONTRACTUAL							
5603-212 COMMUNICAITONS	0	0	0	767	1,100	1,100	1,100
5603-215 TRAINING & EDUCATION	7,040	6,719	12,500	6,203	12,500	12,500	12,500
5603-224 INSURANCE	4,663	4,974	5,900	5,760	5,900	7,224	7,224
5603-252 DUES & SUBSCRIPTIONS	1,730	1,517	2,475	1,550	2,475	2,475	2,475
5603-253 OUTSIDE PROFESSIONALS	2,500	86	0	14,038	0	0	0
5603-254 SPECIAL SERVICES	0	0	0	0	0	0	0
5603-255 DAMAGE CLAIMS	0	1,102	0	0	0	0	0
5603-258 STATE FEES	1,170	2,550	1,900	2,168	2,700	2,700	2,700
TOTAL 2-CONTRACTUAL	17,103	16,948	22,775	30,485	24,675	25,999	25,999
3-GENERAL SERVICES							
5603-313 BOOKS & EDUCATIONAL MATERI	462	0	500	0	500	500	500
5603-316 WEARING APPAREL	11,295	14,333	15,000	14,109	15,000	15,000	15,000
5603-318 SMALL TOOLS	7,232	6,259	12,000	4,028	12,000	12,000	12,000
5603-323 GAS & OIL	12,480	14,188	18,000	15,218	18,000	18,000	18,000
5603-332 OPERATING SUPPLIES	2,612	3,741	2,500	4,330	2,500	2,500	2,500
5603-333 COMPUTER SUPPLIES	2,494	853	1,000	884	1,000	1,000	1,000
TOTAL 3-GENERAL SERVICES	36,575	39,374	49,000	38,570	49,000	49,000	49,000
4-MACHINE & EQUIPMENT MAINTENA							
5603-411 VEHICLE MAINTENANCE	118	624	500	0	500	500	500
5603-411.0321 '00 CHEV C-70 TRUCK	164	3,374	1,500	134	1,500	1,500	1,500
5603-411.0322 '81 CHEV C-60 TRUCK	825	291	1,500	243	1,500	1,500	1,500
5603-411.0324 '95 GMC RESCUE TRUCK	2,907	613	2,200	696	2,200	2,200	2,200
5603-411.0325 '69 CHEV C-50 TRUCK	24	294	0	0	0	0	0
5603-411.0326 '90 CHEV C-70 TRUCK	1,299	167	1,500	244	1,500	1,500	1,500
5603-411.0332 '97 SUTPHEN PUMPER	12,379	3,059	5,000	6,567	5,000	5,000	5,000
5603-411.0333 '93 E-ONE H-160 TRUCK	8,717	2,343	5,000	622	5,000	5,000	5,000
5603-411.0334 2012 E-ONE PUMPER TRUCK	0	124	2,000	541	5,000	5,000	5,000
5603-411.0335 '97 SUTPHEN MT	6,056	9,241	9,500	12,460	9,500	9,500	9,500
5603-412 MACHINERY MAINTENANCE	0	0	400	27	400	400	400
5603-414 OTHER EQUIPMENT MAINTENANC	7,229	2,547	3,000	1,671	3,000	3,000	3,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	39,718	22,678	32,100	23,208	35,100	35,100	35,100
5-CAPITAL OUTLAY							
5603-511 VEHICLES	0	345,427	0	0	0	0	0
5603-514 OTHER EQUIPMENT	0	22,935	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	0	368,362	0	0	0	0	0
TOTAL 03 FIRE SUPPRESSION	1,170,058	1,437,592	1,213,678	915,786	1,185,027	1,187,082	1,187,082

Emergency Medical Services

General Fund

Fire Division 56

Department 04

Program Description

The Stephenville Fire Department provides emergency medical services for the City. They provide pre-hospital care and emergency ambulance transportation of the sick and injured to the hospital.

<u>Program Personnel</u>			
Title	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Fire Captain	1	1	1
Fire Lieutenant	2	2	2
Fire Sergeant	1	1	1
Firefighter	9	9	9
	<u>13</u>	<u>13</u>	<u>13</u>

Performance Objectives

- Provide efficient and effective management of emergency medical services.
- Maintain operational readiness level that will meet the emergency demands of the community.
- Provide highly-trained, qualified personnel and resources necessary to execute quick, effective, skillful and caring responses to emergency situations.
- Respond to emergency incidents in a timely manner.
- Keep emergency vehicles and department facilities maintained.

01 -GENERAL FUND
DIVISION - 6 FIRE DEPARTMENT

EXPENDITURES	2010-2011 ACTUAL	2011-2012 ACTUAL	----- 2012-2013 -----		----- 2013-2014 -----		
			CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
04 EMERGENCY MEDICAL SERVICE							
1-PERSONNEL							
5604-111 SALARIES	546,653	612,973	626,643	496,391	625,752	625,752	625,752
5604-112 OVERTIME	67,194	70,404	75,000	58,871	75,000	75,000	75,000
5604-115 INCENTIVE PAY	33,727	39,063	35,760	29,642	36,840	36,840	36,840
5604-121 RETIREMENT	118,208	118,934	117,690	93,369	113,571	113,571	113,571
5604-122 SOCIAL SECURITY	47,297	53,360	56,411	45,045	56,426	56,426	56,426
5604-123 WORKER'S COMPENSATION	10,548	10,620	11,242	10,239	11,245	11,927	11,927
5604-125 GROUP INSURANCE	70,363	88,904	85,173	70,777	83,226	83,226	83,226
TOTAL 1-PERSONNEL	893,989	994,257	1,007,919	804,334	1,002,060	1,002,742	1,002,742
2-CONTRACTUAL							
5604-212 COMMUNICATIONS	687	1,687	4,200	1,980	4,200	4,200	4,200
5604-215 TRAINING & EDUCATION	6,257	9,497	12,500	5,442	12,500	12,500	12,500
5604-224 INSURANCE	3,334	3,795	4,350	3,605	4,350	5,160	5,160
5604-252 DUES & SUBSCRIPTIONS	135	1,698	2,000	1,657	2,000	2,000	2,000
5604-253 OUTSIDE PROFESSIONALS	3,088	3,567	3,000	3,561	3,000	3,000	3,000
5604-258 STATE FEES	792	2,514	2,650	2,176	2,650	2,650	2,650
TOTAL 2-CONTRACTUAL	14,294	22,758	28,700	18,420	28,700	29,510	29,510
3-GENERAL SERVICES							
5604-312 AMBULANCE SUPPLIES	31,555	33,538	35,000	32,034	38,500	38,500	38,500
5604-316 WEARING APPAREL	12,163	10,415	15,000	12,883	15,000	15,000	15,000
5604-318 SMALL TOOLS	13,028	2,410	2,500	1,828	2,500	2,500	2,500
5604-323 GAS & OIL	11,008	12,072	16,500	12,560	16,500	16,500	16,500
5604-332 OPERATING SUPPLIES	94	53	0	0	0	0	0
5604-333 COMPUTER SUPPLIES	2,816	300	1,000	540	1,000	1,000	1,000
TOTAL 3-GENERAL SERVICES	70,664	58,788	70,000	59,845	73,500	73,500	73,500
4-MACHINE & EQUIPMENT MAINTENA							
5604-411 VEHICLE MAINTENANCE	1,147	166	750	0	750	750	750
5604-411.0327 '08 FORD E-450 AMBULANCE	533	4,009	2,000	3,788	2,000	2,000	2,000
5604-411.0328 '05 FORD E-450 AMBULANCE	6,507	7,453	2,000	749	2,000	2,000	2,000
5604-411.0329 2012 FORD E-450 AMBULANCE	1,462	770	2,000	190	0	0	0
5604-411.0331 2012 FORD AMBULANCEW	0	0	0	0	2,000	2,000	2,000
5604-412.0001 2004 POLARIS RANGER 6X6	0	0	0	0	0	0	0
5604-414 OTHER EQUIPMENT MAINTENANC	411	140	2,500	1,863	2,500	2,500	2,500
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	10,059	12,538	9,250	6,590	9,250	9,250	9,250
5-CAPITAL OUTLAY							
5604-511 VEHICLES	0	578	135,000	576	0	0	0
5604-514 OTHER EQUIPMENT	0	0	0	1,945	0	0	0
5604-516 COMPUTER EQUIPMENT	0	12,605	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	0	13,182	135,000	2,521	0	0	0
TOTAL 04 EMERGENCY MEDICAL SERVICE	989,007	1,101,524	1,250,869	891,710	1,113,510	1,115,002	1,115,002

Volunteer Fire Department

General Fund

Fire Division 56

Department 05

Program Description

The Stephenville Volunteer Fire Department provides back-up manpower for the on-duty paid firefighting personnel, primarily in the area of fire suppression. The department usually maintains between 15 and 20 volunteer members.

Performance Objectives

- Maintain operational readiness level that will meet the emergency demands of the community.
- Provide firefighting forces and resources necessary to execute quick, effective, skillful and caring responses to emergency situations.
- Respond for assistance to on-duty firefighters in emergency situations in a timely manner.

01 -GENERAL FUND
DIVISION - 6 FIRE DEPARTMENT

EXPENDITURES	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013		2013-2014		
			CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
05 VOLUNTEER FIRE DEPARTMENT							
=====							
<u>1-PERSONNEL</u>							
5605-113 VOLUNTEER WATER	9,293	6,970	8,000	4,024	8,000	8,000	8,000
5605-121 RETIREMENT	3,400	3,100	3,400	2,417	3,400	3,400	3,400
5605-123 WORKER'S COMPENSATION	946	1,344	891	843	891	891	891
TOTAL 1-PERSONNEL	13,639	11,414	12,291	7,284	12,291	12,291	12,291
<u>2-CONTRACTUAL</u>							
5605-215 TRAINING & EDUCATION	245	0	5,000	245	7,500	7,500	7,500
5605-224 OTHER INSURANCE	1,139	1,313	1,250	1,320	1,250	1,250	1,250
5605-251 UTILITIES	2,559	2,120	2,500	1,449	2,500	2,500	2,500
5605-252 DUES & SUBSCRIPTIONS	827	545	800	505	800	800	800
TOTAL 2-CONTRACTUAL	4,770	3,978	9,550	3,519	12,050	12,050	12,050
<u>3-GENERAL SERVICES</u>							
5605-316 WEARING APPAREL	1,323	889	7,500	0	5,000	5,000	5,000
5605-318 SMALL TOOLS	0	0	500	0	500	500	500
5605-321 JANITORIAL SUPPLIES	0	0	0	0	0	0	0
5605-332 OPERATING SUPPLIES	11	0	1,000	0	1,000	1,000	1,000
TOTAL 3-GENERAL SERVICES	1,334	889	9,000	0	6,500	6,500	6,500
<u>4-MACHINE & EQUIPMENT MAINTENA</u>							
5605-414 OTHER EQUIPMENT MAINTENANC	0	0	500	0	500	500	500
5605-421 BUILDING MAINTENANCE	263	91	1,000	5	1,000	1,000	1,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	263	91	1,500	5	1,500	1,500	1,500
<u>5-CAPITAL OUTLAY</u>							
5605-514 OTHER EQUIPMENT	10,711	0	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	10,711	0	0	0	0	0	0
TOTAL 05 VOLUNTEER FIRE DEPARTMENT	30,717	16,372	32,341	10,808	32,341	32,341	32,341
TOTAL 6 FIRE DEPARTMENT	2,491,388	2,887,492	2,889,645	2,091,442	2,745,321	2,752,192	2,752,192
=====							

Police Administration

General Fund

Police Division 57

Department 01

Program Description

The Police Administration department manages and coordinates the various police activities of the City. Planning and research, hiring, discipline, training, budgeting and personnel functions are conducted by administration.

<u>Program Personnel</u>			
Title	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Police Chief	1	1	1
Police Captain	0	0	2
	<u>1</u>	<u>1</u>	<u>3</u>

Performance Objectives

- Deliver quality Police services to the citizens of Stephenville.
- Ensure readiness of the department to respond to emergencies.
- Ensure all laws and rules which involve the City and departments are maintained
- Prolong the useful life of major building components of police station.

01 -GENERAL FUND
DIVISION - 7 POLICE DEPARTMENT

EXPENDITURES	2010-2011 ACTUAL	2011-2012 ACTUAL	(----- 2012-2013 -----)		(----- 2013-2014 -----)		
			CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
01 POLICE ADMINISTRATION							
1-PERSONNEL							
5701-111 SALARIES	76,304	77,942	210,456	163,090	210,648	210,648	210,648
5701-112 OVERTIME	0	0	0	372	0	0	0
5701-115 INCENTIVE PAY	0	0	2,160	1,662	2,160	2,160	2,160
5701-121 RETIREMENT	14,049	12,927	33,933	26,509	32,767	32,767	32,767
5701-122 SOCIAL SECURITY	5,744	5,919	16,265	12,094	16,280	16,280	16,280
5701-123 WORKER'S COMPENSATION	1,323	1,300	3,813	3,455	3,817	4,053	4,053
5701-125 GROUP INSURANCE	5,330	6,545	19,655	15,428	19,206	19,206	19,206
5701-126 CAR ALLOWANCE	0	0	0	0	0	0	0
TOTAL 1-PERSONNEL	102,750	104,633	286,282	222,611	284,878	285,114	285,114
2-CONTRACTUAL							
5701-212 COMMUNICATIONS	678	915	1,900	1,390	1,900	1,900	1,900
5701-215 EDUCATION & SCHOOLING	732	2,165	3,750	2,363	3,750	3,750	3,750
5701-216 INVESTIGATIVE TRAVEL	17	0	0	0	0	0	0
5701-224 INSURANCE	478	550	900	1,712	900	1,862	1,862
5701-252 DUES & SUBSCRIPTIONS	682	652	725	815	710	710	710
5701-253 OUTSIDE PROFESSIONALS	0	233	1,500	1,250	1,500	1,500	1,500
5701-254 SPECIAL SERVICES	513	165	150	157	150	150	150
5701-255 DAMAGE CLAIMS	0	0	0	0	0	0	0
5701-263 PRISONER CONTRACT	10,250	10,700	25,000	15,100	25,000	25,000	25,000
TOTAL 2-CONTRACTUAL	13,351	15,380	33,925	22,788	33,910	34,872	34,872
3-GENERAL SERVICES							
5701-313 BOOKS & EDUCATIONAL MATERI	144	0	200	75	200	200	200
5701-316 WEARING APPAREL	743	803	1,800	963	1,800	1,800	1,800
5701-323 GAS & OIL	0	0	0	0	0	0	0
5701-332 OPERATING SUPPLIES	108	197	300	214	300	300	300
5701-333 COMPUTER SUPPLIES	0	0	100	428	100	100	100
TOTAL 3-GENERAL SERVICES	995	999	2,400	1,679	2,400	2,400	2,400
4-MACHINE & EQUIPMENT MAINTENA							
5701-414 OTHER EQUIPMENT MAINTENANC	133	0	100	0	100	100	100
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	133	0	100	0	100	100	100
TOTAL 01 POLICE ADMINISTRATION	117,228	121,012	322,707	247,078	321,288	322,486	322,486

Police Patrol

General Fund

Police Division 57

Department 02

Program Description

The Police Patrol Department responsibilities are to take reports of crime, do follow-up investigations, handle calls for service, enforce traffic laws, regulate non-criminal conduct and perform community policing activities. Patrol officers are the Department's first face-to-face contact with citizens.

<u>Program Personnel</u>			
Title	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Police Captain	1	1	0
Police Lieutenant	4	2	2
Police Sergeant	4	4	4
Patrol Officer	18	19	19
	<u>27</u>	<u>26</u>	<u>25</u>

Performance Objectives

- Deliver quality Police services to the citizens of Stephenville.
- Respond to emergency calls for assistance in a timely and effective manner.
- Create a positive police community relationship and environment.
- Promote safety and community involvement in crime reduction.

01 -GENERAL FUND
DIVISION - 7 POLICE DEPARTMENT

EXPENDITURES	2010-2011		2011-2012		2012-2013		2013-2014	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED	
02 PATROL								
1-PERSONNEL								
5702-111 SALARIES	1,172,135	1,049,815	1,115,727	839,811	1,117,602	1,117,602	1,117,602	
5702-112 OVERTIME	48,859	84,633	65,000	78,358	65,000	65,000	65,000	
5702-115 INCENTIVE PAY	17,031	12,278	11,160	9,034	13,320	13,320	13,320	
5702-116 SHIFT DIFFERENTIAL	0	0	19,600	13,146	19,600	19,600	19,600	
5702-121 RETIREMENT	228,594	190,101	190,225	150,182	187,160	187,160	187,160	
5702-122 SOCIAL SECURITY	93,915	86,725	91,179	72,223	92,987	92,987	92,987	
5702-123 WORKER'S COMPENSATION	22,126	19,809	21,378	17,785	21,802	23,151	23,151	
5702-125 GROUP INSURANCE	146,727	159,587	163,795	127,275	160,050	160,050	160,050	
TOTAL 1-PERSONNEL	1,729,388	1,602,949	1,678,064	1,307,814	1,677,521	1,678,870	1,678,870	
2-CONTRACTUAL								
5702-212 COMMUNICATIONS	10,729	11,472	16,000	9,865	16,000	16,000	16,000	
5702-215 EDUCATION & SCHOOLING	27,250	30,388	30,000	28,761	35,000	35,000	35,000	
5702-224 INSURANCE	18,316	17,042	19,650	16,419	19,650	21,203	21,203	
5702-253 OUTSIDE PROFESSIONAL	2,550	1,857	2,000	2,430	3,000	3,000	3,000	
5702-254 SPECIAL SERVICES	53	55	100	96	100	100	100	
5702-255 DAMAGE CLAIMS	0	5,359	0	6,633	0	0	0	
TOTAL 2-CONTRACTUAL	58,898	66,174	67,750	64,205	73,750	75,303	75,303	
3-GENERAL SERVICES								
5702-313 BOOKS & EDUCATIONAL MATERI	0	1,420	1,000	628	1,000	1,000	1,000	
5702-316 WEARING APPAREL	16,169	40,641	40,500	38,986	40,500	40,500	40,500	
5702-317 PHOTO & DUPLICATION	1,862	596	400	277	400	400	400	
5702-323 GAS & OIL	84,022	76,239	99,200	75,273	99,200	99,200	99,200	
5702-332 OPERATING SUPPLIES	18,066	31,128	20,000	17,801	25,000	25,000	25,000	
5702-333 COMPUTER SUPPLIES	1,374	1,223	5,000	4,175	8,200	8,200	8,200	
TOTAL 3-GENERAL SERVICES	121,494	151,246	166,100	137,140	174,300	174,300	174,300	
4-MACHINE & EQUIPMENT MAINTENA								
5702-411 VEHICLE MAINTENANCE	375	9	1,000	737	3,000	3,000	3,000	
5702-411.0300 2012 CHEVY TAHOE	3,540	1,881	3,000	2,939	3,125	3,125	3,125	
5702-411.0301 2011 DODGE CHARGER	2,289	1,094	3,000	1,655	3,125	3,125	3,125	
5702-411.0302 2011 DODGE CHARGER	1,757	1,952	3,000	2,600	3,125	3,125	3,125	
5702-411.0303 2011 DODGE CHARGER	1,665	312	3,000	1,306	3,125	3,125	3,125	
5702-411.0304 2012 CHEVY CAPRICE	3,288	1,371	3,000	1,907	3,125	3,125	3,125	
5702-411.0305 2012 CHEVROLET CAPRICE	8,746	1,431	3,000	1,458	3,125	3,125	3,125	
5702-411.0306 2013 CHEVY TAHOE	1,860	1,845	3,000	2,837	3,125	3,125	3,125	
5702-411.0307 2013 CHEVY CAPRICE	1,659	3,404	3,000	1,933	3,125	3,125	3,125	
5702-411.0308 2013 CHEVROLET CAPRICE	3,403	1,405	3,000	1,708	3,125	3,125	3,125	
5702-411.0309 2006 DODGE CHARGER	1,432	616	0	474	0	0	0	
5702-414 OTHER EQUIPMENT MAINTENANC	1,493	2,186	2,000	1,864	5,000	5,000	5,000	
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	31,506	15,319	30,000	21,418	36,125	36,125	36,125	
5-CAPITAL OUTLAY								
5702-511 VEHICLES	91,289	101,917	110,000	107,908	0	0	0	
5702-512 RADIOS AND ASSOCIATED EQUI	0	0	0	0	0	0	0	
5702-514 OTHER EQUIPMENT	0	0	0	0	0	0	0	
TOTAL 5-CAPITAL OUTLAY	91,289	101,917	110,000	107,908	0	0	0	
TOTAL 02 PATROL	2,032,574	1,937,605	2,051,914	1,638,486	1,961,696	1,964,598	1,964,598	

Police Safety Communications

General Fund

Police Division 57

Department 03

Program Description

The Communications Department operates a twenty-four hour a day, seven days a week police and fire communications function. Dispatchers are responsible for all incoming calls to the Police Department. They either dispatch these calls to field officers or route them to the proper Department member. The dispatchers handle calls for service for the Fire/EMS Services and all 911 calls within the City, Fire District, and after hours City utility radio service. Other special functions performed by the dispatcher include warrants and driver's license checks and serve as receptionist for the Public Safety Building.

<u>Program Personnel</u>			
<u>Title</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Dispatchers	<u>8</u>	<u>8</u>	<u>8</u>
	<u>8</u>	<u>8</u>	<u>8</u>

Performance Objectives

- Support the functions of the Police and Fire/EMS operations of the City of Stephenville.
- Handle all calls in a timely and effective manner.
- Reduce the amount of in-house service delays on non-priority calls for service.
- Quickly and accurately retrieve all requests for information by police officers.

01 -GENERAL FUND
DIVISION - 7 POLICE DEPARTMENT

EXPENDITURES	2010-2011	2011-2012	(----- 2012-2013 -----)		(----- 2013-2014 -----)		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
03 COMMUNICATIONS							
1-PERSONNEL							
5703-111 SALARIES	242,730	245,560	260,299	198,392	262,204	262,204	262,204
5703-112 OVERTIME	26,004	31,421	68,026	50,844	80,500	80,500	80,500
5703-113 PART-TIME WAGES	16,415	22,399	20,000	1,226	20,000	20,000	20,000
5703-115 INCENTIVE PAY	4,733	5,109	5,400	4,050	5,040	5,040	5,040
5703-116 SHIFT DIFFERENTIAL	0	0	5,000	3,846	5,000	5,000	5,000
5703-121 RETIREMENT	49,901	46,383	45,602	41,162	54,314	54,314	54,314
5703-122 SOCIAL SECURITY	21,044	22,045	23,388	19,523	28,515	28,515	28,515
5703-123 WORKER'S COMPENSATION	572	587	635	595	774	832	832
5703-125 GROUP INSURANCE	47,528	51,844	52,414	42,568	51,216	51,216	51,216
TOTAL 1-PERSONNEL	408,926	425,347	480,764	362,205	507,563	507,621	507,621
2-CONTRACTUAL							
5703-212 COMMUNICATIONS	356	301	400	262	400	400	400
5703-215 EDUCATION & SCHOOLING	3,894	3,597	4,000	1,490	10,000	10,000	10,000
5703-224 INSURANCE	1,111	1,014	1,200	1,154	1,200	1,268	1,268
5703-252 DUES & SUBSCRIPTIONS	122	92	150	92	150	150	150
5703-253 OUTSIDE PROFESSIONAL	280	333	400	330	400	400	400
TOTAL 2-CONTRACTUAL	5,763	5,336	6,150	3,329	12,150	12,218	12,218
3-GENERAL SERVICES							
5703-316 WEARING APPAREL	744	609	1,050	1,021	1,050	1,050	1,050
5703-332 OPERATING SUPPLIES	3,022	2,210	4,500	3,245	6,500	6,500	6,500
5703-333 COMPUTER SUPPLIES	4,651	3,341	4,500	2,508	4,500	4,500	4,500
TOTAL 3-GENERAL SERVICES	8,417	6,160	10,050	6,775	12,050	12,050	12,050
5-CAPITAL OUTLAY							
5703-514 OTHER EQUIPMENT	0	11,870	0	1,559	0	0	0
TOTAL 5-CAPITAL OUTLAY	0	11,870	0	1,559	0	0	0
TOTAL 03 COMMUNICATIONS	423,106	448,713	496,964	373,868	531,763	531,889	531,889

Police Support Services

General Fund

Police Division 57

Department 04

Program Description

Police Support Services is the central storehouse for all criminal records and some departmental records by or for the Stephenville Police Department. This department functions to maintain accurate and secure files that may be quickly retrieved for use by the Department, other law enforcement agencies and the general public. This Department is responsible for monthly Uniform Crime Reports for the State of Texas as well as many monthly and yearly departmental statistical reports.

<u>Program Personnel</u>			
Title	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Police Captain	1	1	0
Police Lieutenant	0	1	1
Records Clerk	2.5	2.5	2.5
	<u>3.5</u>	<u>4.5</u>	<u>3.5</u>

Performance Objectives

- Support the functions of the Police and Fire/EMS operations of the City of Stephenville.
- Maintain accurate, secure files that may be promptly retrieved for use by the department and other law enforcement agencies.
- Quickly and accurately retrieve all requests for information by police officers and the general public.

01 -GENERAL FUND
DIVISION - 7 POLICE DEPARTMENT

EXPENDITURES	2010-2011	2011-2012	(----- 2012-2013 -----)		(----- 2013-2014 -----)		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
04 SUPPORT SERVICES							
1-PERSONNEL							
5704-111 SALARIES	122,163	165,264	85,225	68,135	86,731	86,731	86,731
5704-112 OVERTIME	869	1,397	1,000	448	1,000	1,000	1,000
5704-113 PART-TIME WAGES	8,747	9,764	13,200	8,996	13,200	13,200	13,200
5704-115 INCENTIVE PAY	1,271	2,077	1,080	872	1,080	1,080	1,080
5704-121 RETIREMENT	22,729	27,951	13,934	11,210	13,675	13,675	13,675
5704-122 SOCIAL SECURITY	9,962	13,507	7,689	6,278	7,804	7,804	7,804
5704-123 WORKER'S COMPENSATION	1,192	2,134	1,121	1,006	1,147	1,219	1,219
5704-125 GROUP INSURANCE	16,453	24,913	13,104	11,177	12,804	12,804	12,804
TOTAL 1-PERSONNEL	183,386	247,008	136,353	108,122	137,441	137,513	137,513
2-CONTRACTUAL							
5704-211 POSTAGE	1,149	2,374	2,000	1,565	2,000	2,000	2,000
5704-212 COMMUNICATIONS	193	1,510	900	520	900	900	900
5704-213 PRINTING	1,052	1,317	1,500	107	1,500	1,500	1,500
5704-215 EDUCATION & SCHOOLING	1,707	2,456	1,750	1,151	1,750	1,750	1,750
5704-224 INSURANCE	672	930	750	1,141	750	1,241	1,241
5704-231 RENTAL	0	0	0	0	0	0	0
5704-253 OUTSIDE PROFESSIONAL	0	0	0	0	0	0	0
TOTAL 2-CONTRACTUAL	4,773	8,587	6,900	4,484	6,900	7,391	7,391
3-GENERAL SERVICES							
5704-316 WEARING APPAREL	709	1,203	600	863	600	600	600
5704-317 PHOTO AND DUPLICATION	0	0	0	0	2,400	2,400	2,400
5704-332 OPERATING SUPPLIES	909	2,110	2,900	2,679	2,900	2,900	2,900
5704-333 COMPUTER SUPPLIES	1,208	697	2,150	1,271	2,150	2,150	2,150
TOTAL 3-GENERAL SERVICES	2,826	4,010	5,650	4,813	8,050	8,050	8,050
4-MACHINE & EQUIPMENT MAINTENA							
5704-413 OFFICE EQUIPMENT MAINTENAN	0	0	100	0	100	100	100
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	0	0	100	0	100	100	100
TOTAL 04 SUPPORT SERVICES	190,985	259,606	149,003	117,418	152,491	153,054	153,054

Criminal Investigations

General Fund

Police Division 57

Department 05

Program Description

The Criminal Investigations Department is responsible for the investigation of offenses requiring more expertise, or more time than can be provided by the Patrol Officer making the initial report. They additionally conduct advanced crime scene investigations requiring specialized techniques. Investigators are also responsible for the investigation of narcotics and vice activities with the City. This department is consulted on all search warrants prepared by the Police Department and coordinates with state and federal law enforcement agencies when necessary.

<u>Program Personnel</u>			
Title	2011-2012	2012-2013	2013-2014
Police Captain	1	1	0
Police Lieutenant	1	1	1
Investigators	5	5	5
Records Clerk	0	0	1
	<u>7</u>	<u>7</u>	<u>7</u>

Performance Objectives

- Respond to calls for service from the community in a timely and effective manner.
- Investigate all incidents with the purpose of recovering property and/or apprehending suspects.
- Increase offense clearance rate for improved citizen satisfaction.

01 -GENERAL FUND
DIVISION - 7 POLICE DEPARTMENT

EXPENDITURES	2010-2011 ACTUAL	2011-2012 ACTUAL	(------ 2012-2013 -----)		(------ 2013-2014 -----)		
			CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
05 CRIMINAL INVESTIGATION							
1-PERSONNEL							
5705-111 SALARIES	295,543	281,769	332,962	261,474	324,378	324,378	324,378
5705-112 OVERTIME	15,957	19,457	25,000	20,318	25,000	25,000	25,000
5705-114 ON CALL PAY	4,941	4,771	5,200	3,721	5,200	5,200	5,200
5705-115 INCENTIVE PAY	7,491	8,901	7,800	8,381	11,880	11,880	11,880
5705-121 RETIREMENT	59,851	52,474	59,206	47,344	56,425	56,425	56,425
5705-122 SOCIAL SECURITY	24,303	23,755	28,379	22,503	28,034	28,034	28,034
5705-123 WORKER'S COMPENSATION	6,810	5,619	6,194	5,614	6,113	6,492	6,492
5705-125 GROUP INSURANCE	35,175	37,666	45,863	37,685	44,814	44,814	44,814
TOTAL 1-PERSONNEL	450,072	434,412	510,604	407,041	501,844	502,223	502,223
2-CONTRACTUAL							
5705-212 COMMUNICATIONS	3,541	2,964	6,850	4,183	6,850	6,850	6,850
5705-213 PRINTING	0	0	100	12	100	100	100
5705-215 EDUCATION & SCHOOLING	6,474	8,144	7,500	9,459	15,000	15,000	15,000
5705-216 INVESTIGATIVE TRAVEL EXPEN	1,401	7,581	2,500	517	2,500	2,500	2,500
5705-224 INSURANCE	5,337	4,802	5,500	4,481	5,500	5,647	5,647
5705-231 RENTAL	9,420	10,860	11,040	9,073	11,000	11,000	11,000
5705-252 DUES & SUBSCRIPTIONS	0	0	300	0	100	100	100
5705-253 OUTSIDE PROFESSIONALS	4,823	7,990	5,000	9,344	5,000	5,000	5,000
5705-255 DAMAGE CLAIMS	0	0	0	0	0	0	0
5705-261 DRUG ENFORCEMENT	13,209	11,070	20,000	9,651	20,000	20,000	20,000
TOTAL 2-CONTRACTUAL	44,204	53,410	58,790	46,719	66,050	66,197	66,197
3-GENERAL SERVICES							
5705-316 WEARING APPAREL	4,355	3,649	3,600	2,913	4,200	4,200	4,200
5705-317 PHOTO & DUPLICATION	146	480	1,000	131	1,000	1,000	1,000
5705-323 GAS & OIL	3,855	5,721	5,000	6,055	5,000	5,000	5,000
5705-332 OPERATING SUPPLIES	7,413	6,468	9,000	8,455	12,000	12,000	12,000
5705-333 COMPUTER SUPPLIES	739	395	3,000	4,893	5,000	5,000	5,000
TOTAL 3-GENERAL SERVICES	16,508	16,713	21,600	22,448	27,200	27,200	27,200
4-MACHINE & EQUIPMENT MAINTENA							
5705-411 MOTOR VEHICLES	0	0	0	0	0	0	0
5705-411.0190 2008 DODGE QUAD CAB PICK U	214	833	750	120	750	750	750
5705-411.0191 2008 DODGE QUAD CAB PICK U	1,538	184	750	1,066	750	750	750
5705-411.0192 2008 DODGE CHARGER	139	195	750	58	750	750	750
5705-411.0193 2007 DODGE CHARGER	130	322	1,000	0	2,000	2,000	2,000
5705-411.0194 2006 DODGE CHARGER	55	0	0	88	0	0	0
5705-411.0195 2009 DODGE CHARGER	60	112	750	1,260	750	750	750
5705-411.0196 2013 FORD EXPEDITION	527	626	1,000	118	750	750	750
5705-411.0197 UNIT 197	0	0	0	0	0	0	0
5705-414 OTHER EQUIPMENT MAINTENANC	245	0	500	0	500	500	500
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	2,909	2,271	5,500	2,709	6,250	6,250	6,250
5-CAPITAL OUTLAY							
5705-511 VEHICLES	0	0	27,500	28,090	0	0	0
TOTAL 5-CAPITAL OUTLAY	0	0	27,500	28,090	0	0	0
TOTAL 05 CRIMINAL INVESTIGATION	513,693	506,806	623,994	507,007	601,344	601,870	601,870

Police Professional Standards

General Fund

Police Division 57

Department 06

Program Description

The Professional Standards Department is responsible for coordinating educational programs, crime stoppers, neighborhood crime watch programs and the Citizens Police Academy.

Program Personnel

Title	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Lieutenant	0	1	1
Sergeant	0	1	1
Police Officer	1	1	1
	<u>1</u>	<u>3</u>	<u>3</u>

Performance Objectives

- Reduce crime through public education and collaborative community efforts.
- Provide an effective educational program for students.
- Work effectively with citizens through community outreach programs.

01 -GENERAL FUND
DIVISION - 7 POLICE DEPARTMENT

EXPENDITURES	2010-2011		2011-2012		2012-2013		2013-2014	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED	
06 PROFESSIONAL STANDARD								
1-PERSONNEL								
5706-111 SALARIES	63,527	154,129	156,428	123,068	156,644	156,644	156,644	
5706-112 OVER TIME	879	1,053	750	408	750	750	750	
5706-115 INCENTIVE PAY	1,396	2,790	2,520	1,987	2,520	2,520	2,520	
5706-121 RETIREMENT	12,136	26,181	25,488	20,182	24,623	24,623	24,623	
5706-122 SOCIAL SECURITY	4,823	11,631	12,217	9,559	12,233	12,233	12,233	
5706-123 WORKER'S COMPENSATION	880	2,571	2,864	2,615	2,868	3,046	3,046	
5706-125 GROUP INSURANCE	6,721	19,461	19,655	15,963	19,206	19,206	19,206	
TOTAL 1-PERSONNEL	90,361	217,815	219,922	173,781	218,844	219,022	219,022	
2-CONTRACTUAL								
5706-212 COMMUNICATIONS	679	1,844	2,500	2,007	2,500	2,500	2,500	
5706-215 EDUCATION & SCHOOLING	712	1,396	3,750	2,503	3,750	3,750	3,750	
5706-216 INVESTIGATIVE TRAVEL	0	353	500	283	500	500	500	
5706-224 INSURANCE	545	804	890	1,712	890	1,862	1,862	
5706-252 DUES & SUBSCRIPTIONS	0	0	0	0	50	50	50	
TOTAL 2-CONTRACTUAL	1,936	4,397	7,640	6,506	7,690	8,662	8,662	
3-GENERAL SERVICES								
5706-316 WEARING APPAREL	578	1,252	1,800	1,045	1,800	1,800	1,800	
5706-323 GAS & OIL	0	323	3,000	4,055	3,000	3,000	3,000	
5706-332 OPERATING SUPPLIES	2,134	3,740	5,000	2,848	5,000	5,000	5,000	
5706-333 COMPUTER SUPPLIES	0	0	1,500	1,192	1,500	1,500	1,500	
TOTAL 3-GENERAL SERVICES	2,712	5,314	11,300	9,140	11,300	11,300	11,300	
4-MACHINE & EQUIPMENT MAINTENA								
5706-411 VEHICLE MAINTENANCE	930	0	0	0	0	0	0	
5706-411.0194 2008 DODGE CHARGER	70	315	750	15	750	750	750	
5706-411.0309 2006 DODGE CHARGER	0	2,514	3,000	730	3,000	3,000	3,000	
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	1,000	2,828	3,750	744	3,750	3,750	3,750	
TOTAL 06 PROFESSIONAL STANDARD	96,010	230,354	242,612	190,171	241,584	242,734	242,734	

Animal Control

General Fund

Police Division 57

Department 07

Program Description

The Animal Control Department is responsible for enforcing animal control City ordinances and State regulations, care and disposition of impounded animals.

This Department also addresses health and safety issues concerning animal enclosures.

Program Personnel

Title	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Animal Control Officers	<u>2</u>	<u>2</u>	<u>2</u>
	<u>2</u>	<u>2</u>	<u>2</u>

Performance Objectives

- Ensure that persons walking on public property in the City are free of reasonable concern for being threatened by dogs running at large.
- Handle all citizen calls for assistance in a timely and efficient manner.
- Reduce the number of stray animals within the City.
- Educate the community in animal control.

01 -GENERAL FUND
DIVISION - 7 POLICE DEPARTMENT

EXPENDITURES	2010-2011		2012-2013		2013-2014		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
07 ANIMAL CONTRAL							
1-PERSONNEL							
5707-111 SALARIES	57,439	59,068	59,297	45,557	59,417	59,417	59,417
5707-112 OVERTIME	1,019	505	1,500	824	1,500	1,500	1,500
5707-115 INCENTIVE PAY	382	686	720	284	360	360	360
5707-121 RETIREMENT	10,739	9,916	9,818	7,449	9,435	9,435	9,435
5707-122 SOCIAL SECURITY	4,485	4,608	4,706	3,653	4,688	4,688	4,688
5707-123 WORKER'S COMPENSATION	1,045	1,048	1,138	1,088	1,134	1,252	1,252
5707-125 GROUP INSURANCE	10,661	12,555	13,104	10,120	12,804	12,804	12,804
TOTAL 1-PERSONNEL	85,769	88,385	90,283	68,976	89,338	89,456	89,456
2-CONTRACTUAL							
5707-212 COMMUNICATIONS	770	891	900	888	1,200	1,200	1,200
5707-215 EDUCATION & SCHOOLING	1,122	788	1,500	667	2,050	2,050	2,050
5707-224 INSURANCE	541	496	560	451	560	562	562
5707-252 DUES AND SUBSCRIPTIONS	0	0	60	50	100	100	100
5707-253 OUTSIDE PROFESSIONALS	427	503	1,000	963	1,000	1,000	1,000
5707-255 DAMAGE CLAIMS	0	0	0	0	0	0	0
TOTAL 2-CONTRACTUAL	2,861	2,677	4,020	3,019	4,910	4,912	4,912
3-GENERAL SERVICES							
5707-316 WEARING APPAREL	279	378	500	135	500	500	500
5707-323 GAS & OIL	6,690	6,300	8,700	7,720	8,700	8,700	8,700
5707-332 OPERATING SUPPLIES	2,467	3,380	5,000	1,315	6,045	6,045	6,045
5707-334 ANIMAL SHELTER	17,000	17,000	17,000	14,167	17,000	17,000	17,000
TOTAL 3-GENERAL SERVICES	26,437	27,057	31,200	23,337	32,245	32,245	32,245
4-MACHINE & EQUIPMENT MAINTENA							
5707-411.0439 2008 CHEVY SILVERADO PU	2,174	1,360	3,000	742	3,000	3,000	3,000
5707-414 OTHER EQUIPMENT MAINTENANC	0	0	0	0	0	0	0
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	2,174	1,360	3,000	742	3,000	3,000	3,000
5-CAPITAL OUTLAY							
5707-511 VEHICLES	0	0	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	0	0	0	0	0	0	0
TOTAL 07 ANIMAL CONTRAL	117,240	119,480	128,503	96,073	129,493	129,613	129,613
TOTAL 7 POLICE DEPARTMENT	3,493,085	3,623,575	4,015,697	3,170,101	3,939,659	3,946,244	3,946,244

Public Safety Clerical

General Fund

Public Safety Facility Division 59

Department 02

Program Description

The Public Safety Department is responsible for the administrative and/or clerical duties as prescribed by the Chief of Police and the Fire Chief. It provides funds for maintenance of the Public Safety building as well as the custodial, janitorial and all utilities' costs.

<u>Program Personnel</u>			
Title	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Public Safety Clerk	<u>1</u>	<u>1</u>	<u>1</u>
	<u>1</u>	<u>1</u>	<u>1</u>

Performance Objectives

- Support the functions of the Police and Fire administration of the City of Stephenville.
- Provide good, prompt personal, face-to-face and phone assistance to citizens.
- Provide a safe, clean and healthful environment for employees and citizens.
- Prolong the useful life of major building components of the Stephenville Public Safety Building.

01 -GENERAL FUND
DIVISION - 9 PUBLIC SAFETY FACILITY

EXPENDITURES	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013		2013-2014		COUNCIL ADOPTED
			CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	
01 PUBLIC SAFETY CLERICAL							
1-PERSONNEL							
5901-111 SALARIES	31,169	31,867	33,112	26,065	33,184	33,184	33,184
5901-113 PART TIME WAGES	9,273	9,467	10,400	5,903	10,400	10,400	10,400
5901-121 RETIREMENT	5,688	5,245	5,285	4,161	5,109	5,109	5,109
5901-122 SOCIAL SECURITY	3,081	3,166	3,329	2,502	3,334	3,334	3,334
5901-123 WORKER'S COMPENSATION	82	82	91	84	91	97	97
5901-125 GROUP INSURANCE	5,330	6,545	6,552	5,321	6,402	6,402	6,402
TOTAL 1-PERSONNEL	54,624	56,372	58,769	44,035	58,520	58,526	58,526
2-CONTRACTUAL							
5901-212 COMMUNICATIONS	7,855	5,978	6,500	5,034	6,500	6,500	6,500
5901-224 INSURANCE	1,775	1,476	1,670	1,531	1,670	1,545	1,545
5901-231 RENTAL	10,425	9,970	9,500	7,009	9,500	9,500	9,500
5901-251 UTILITIES	40,586	27,097	40,000	15,535	40,000	40,000	40,000
5901-260 PEST AND GERM CONTROL	420	228	420	171	420	420	420
5901-262 JANITORIAL SERVICE	611	0	1,500	980	1,500	1,500	1,500
TOTAL 2-CONTRACTUAL	61,671	44,748	59,590	30,259	59,590	59,465	59,465
3-GENERAL SERVICES							
5901-314 OFFICE SUPPLIES	5,346	7,432	7,500	5,978	7,500	7,500	7,500
5901-317 PHOTO & DUPLICATION	2,741	4,844	4,320	1,207	4,320	4,320	4,320
5901-321 JANITORIAL SUPPLIES	2,116	2,664	2,500	2,475	3,500	3,500	3,500
5901-333 COMPUTER SUPPLIES	979	1,382	1,500	1,349	1,500	1,500	1,500
TOTAL 3-GENERAL SERVICES	11,182	16,320	15,820	11,010	16,820	16,820	16,820
4-MACHINE & EQUIPMENT MAINTENA							
5901-413 OFFICE EQUIPMENT MAINTENAN	53,116	52,548	52,700	52,824	65,000	65,000	65,000
5901-414 OTHER EQUIPMENT MAINTENANC	0	0	0	924	0	0	0
5901-421 BUILDING MAINTENANCE	8,238	11,712	10,000	13,504	20,000	20,000	20,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	61,354	64,260	62,700	67,252	85,000	85,000	85,000
5-CAPITAL OUTLAY							
5901-513 OFFICE EQUIPMENT	0	0	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	0	0	0	0	0	0	0
TOTAL 01 PUBLIC SAFETY CLERICAL	188,831	181,701	196,879	152,556	219,930	219,811	219,811
TOTAL 9 PUBLIC SAFETY FACILITY	188,831	181,701	196,879	152,556	219,930	219,811	219,811

Planning & Development Administration

General Fund

Community Development Division 58

Department 01

Program Description

Community Development provides planning, community development and building inspection services. Planning responsibilities include processing zoning changes, specific use permit requests, and abandonment requests; processing Board of Adjustment variance requests and reviewing and processing subdivision plats; providing administrative support for Planning and Zoning Commission and Board of Adjustment; providing information concerning subdivision regulations, zoning changes, census data, population changes and land use changes.

The Community Development Department includes Director of Community Development, Planning/GIS Tech, Building Inspectors and Code Enforcement Officer.

<u>Program Personnel</u>			
<u>Title</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Director of Comm Development	1	1	1
Planning/GIS Tech	1	1	1
	<u>2</u>	<u>2</u>	<u>2</u>

<u>Performance Objectives</u>
<ul style="list-style-type: none"> • Provide satisfactory support to the Board of Adjustment, Planning and Zoning Commission, Plan Review Committee and the citizens of Stephenville in all zoning ordinance variance requests. • Ensure that all property within the City is maintained according to City codes and ordinances. • Achieve compliance with all applicable construction and zoning codes. • File all reports in a timely manner.

01 -GENERAL FUND
DIVISION - 8 COMMUNITY DEVELOPMENT

EXPENDITURES	2010-2011 ACTUAL	2011-2012 ACTUAL	(----- 2012-2013 -----)		(----- 2013-2014 -----)		
			CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
01 PLANNING/DEVELOPMENT ADMIN							
1-PERSONNEL							
5801-111 SALARIES	121,460	124,057	129,693	90,293	121,529	121,529	121,529
5801-121 RETIREMENT	22,167	20,418	20,699	14,412	18,712	18,712	18,712
5801-122 SOCIAL SECURITY	8,961	9,360	9,922	7,020	9,297	9,297	9,297
5801-123 WORKER'S COMPENSATION	382	360	406	369	367	392	392
5801-125 GROUP INSURANCE	10,656	13,090	13,104	9,572	12,804	12,804	12,804
TOTAL 1-PERSONNEL	163,626	167,286	173,824	121,666	162,709	162,734	162,734
2-CONTRACTUAL							
5801-211 POSTAGE	246	358	500	283	500	500	500
5801-212 COMMUNICATIONS	512	713	800	565	800	800	800
5801-213 PRINTING	0	24	100	33	100	100	100
5801-214 ADVERTISING & PUBLIC NOTIC	677	1,190	1,000	898	1,000	1,000	1,000
5801-215 TRAINING & EDUCATION	2,631	1,999	3,000	913	3,000	3,000	3,000
5801-224 INSURANCE	318	248	300	289	300	317	317
5801-252 DUES & SUBSCRIPTIONS	653	1,104	1,025	723	1,025	1,025	1,025
5801-253 OUTSIDE PROFESSIONALS	750	525	3,000	165	3,000	3,000	3,000
5801-254 SPECIAL SERVICES	2,612	382	5,500	3,032	5,500	5,500	5,500
TOTAL 2-CONTRACTUAL	8,399	6,542	15,225	6,901	15,225	15,242	15,242
3-GENERAL SERVICES							
5801-313 BOOKS & EDUCATIONAL MATERI	212	216	300	231	300	300	300
5801-314 OFFICE SUPPLIES	46	77	900	40	900	900	900
5801-317 PHOTO & DUPLICATION	0	0	50	0	50	50	50
5801-332 OPERATING SUPPLIES	140	30	300	113	300	300	300
5801-333 COMPUTER SUPPLIES	261	893	500	773	500	500	500
TOTAL 3-GENERAL SERVICES	658	1,215	2,050	1,157	2,050	2,050	2,050
4-MACHINE & EQUIPMENT MAINTENA							
5801-413 OFFICE EQUIPMENT MAINTENAN	1,772	3,591	3,500	3,361	3,600	3,600	3,600
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	1,772	3,591	3,500	3,361	3,600	3,600	3,600
5-CAPITAL OUTLAY							
5801-513 OFFICE EQUIPMENT	6,532	0	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	6,532	0	0	0	0	0	0
TOTAL 01 PLANNING/DEVELOPMENT ADMIN	180,987	178,634	194,599	133,086	183,584	183,626	183,626

Inspections

General Fund

Community Development Division 58

Department 02

Program Description

The Inspections Department responsibilities include processing applications for construction and remodeling of structures; processing sign applications and demolition permits; and inspecting construction plans and structures to ensure compliance with building codes. These personnel also investigate zoning violations and any City Code violations.

<u>Program Personnel</u>			
Title	2011-2012	2012-2013	2013-2014
Building Inspector	2	2	2
	<u>2</u>	<u>2</u>	<u>2</u>

Performance Objectives

- Process building permit applications, inspections, and verifications and perform inspections in a timely manner.
- Achieve compliance with all applicable construction and zoning codes.
- Complete inspections of new construction in a timely manner.
- File all reports in a timely manner.

01 -GENERAL FUND
DIVISION - 8 COMMUNITY DEVELOPMENT

EXPENDITURES	2010-2011 ACTUAL	2011-2012 ACTUAL	----- 2012-2013 -----		----- 2013-2014 -----		
			CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
02 INSPECTIONS							
1-PERSONNEL							
5802-111 SALARIES	47,977	71,363	74,599	58,670	74,695	74,695	74,695
5802-112 OVERTIME	34	546	300	107	300	300	300
5802-121 RETIREMENT	8,846	11,833	11,954	9,382	11,547	11,547	11,547
5802-122 SOCIAL SECURITY	3,667	5,431	5,730	4,530	5,737	5,737	5,737
5802-123 WORKER'S COMPENSATION	320	320	357	327	358	379	379
5802-125 GROUP INSURANCE	5,919	13,090	13,104	10,642	12,804	12,804	12,804
TOTAL 1-PERSONNEL	66,763	102,583	106,044	83,659	105,441	105,462	105,462
2-CONTRACTUAL							
5802-211 POSTAGE	634	486	900	581	900	900	900
5802-212 COMMUNICATIONS	664	670	1,000	524	1,000	1,000	1,000
5802-213 PRINTING	0	158	200	334	200	200	200
5802-215 TRAINING & EDUCATION	604	224	1,950	161	1,950	1,950	1,950
5802-224 INSURANCE	721	634	710	583	710	763	763
5802-252 DUES & SUBSCRIPTIONS	125	301	855	291	855	855	855
5802-253 OUTSIDE PROFESSIONALS	39,332	15,950	87,500	72,895	60,000	60,000	60,000
5802-254 SPECIAL SERVICES	37,563	27,803	30,000	53,967	30,000	30,000	30,000
5802-255 DAMAGE CLAIMS	0	0	0	0	0	0	0
TOTAL 2-CONTRACTUAL	79,643	46,227	123,115	129,336	95,615	95,668	95,668
3-GENERAL SERVICES							
5802-313 BOOKS & EDUCATIONAL MATERI	0	0	2,500	0	2,500	2,500	2,500
5802-314 OFFICE SUPPLIES	191	362	200	513	200	200	200
5802-317 PHOTO & DUPLICATION	0	7	200	0	200	200	200
5802-323 GAS & OIL	1,754	1,834	3,000	1,192	3,000	3,000	3,000
5802-332 OPERATING SUPPLIES	300	313	300	327	300	300	300
5802-333 COMPUTER SUPPLIES	0	0	0	0	500	500	500
TOTAL 3-GENERAL SERVICES	2,245	2,516	6,200	2,032	6,700	6,700	6,700
4-MACHINE & EQUIPMENT MAINTENA							
5802-411.0095 2005 CHEVY S10 BLAZER	34	311	500	633	500	500	500
5802-411.0140 2008 CHEVY COLORADO	0	5	500	0	500	500	500
5802-413 OFFICE EQUIPMENT MAINTENAN	0	0	500	0	500	500	500
5802-414 OTHER EQUIPMENT MAINTENANC	0	0	300	0	300	300	300
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	34	316	1,800	633	1,800	1,800	1,800
5-CAPITAL OUTLAY							
5802-511 VEHICLES	0	0	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	0	0	0	0	0	0	0
TOTAL 02 INSPECTIONS	148,685	151,642	237,159	215,659	209,556	209,630	209,630

Code Enforcement

General Fund

Community Development Division 58

Department 03

Program Description

Code Enforcement provides inspection processing and review for compliance with the Health and Sanitation Ordinance adopted by the City. This ordinance provides protection for the citizens of Stephenville for conditions which are detrimental to their health and safety through enforcement of environmental and consumer health-related statutes.

<u>Program Personnel</u>			
Title	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Code Enforcement Officer	<u>1</u>	<u>1</u>	<u>1</u>
	<u>1</u>	<u>1</u>	<u>1</u>

Performance Objectives

- Ensure that all commercial food service establishments operate within State and local standards.
- Ensure that all property within the City is maintained according to City codes and ordinances.
- Achieve compliance with all applicable construction and zoning codes.
- File all reports in a timely manner.

01 -GENERAL FUND
DIVISION - 8 COMMUNITY DEVELOPMENT

EXPENDITURES	(----- 2012-2013 -----)		(----- 2013-2014 -----)				
	2010-2011 ACTUAL	2011-2012 ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>03 CODE ENFORCEMENT</u>							
<u>1-PERSONNEL</u>							
5803-111 SALARIES	21,822	27,112	27,883	21,956	27,931	30,240	30,240
5803-112 OVERTIME	0	0	0	0	0	0	0
5803-121 RETIREMENT	3,993	4,462	4,450	3,505	4,301	4,656	4,656
5803-122 SOCIAL SECURITY	1,646	2,042	2,133	1,693	2,137	2,313	2,313
5803-123 WORKERS' COMPENSATION	115	122	133	125	133	153	153
5803-125 GROUP INSURANCE	4,305	6,537	6,552	5,321	6,402	6,402	6,402
TOTAL 1-PERSONNEL	31,880	40,276	41,151	32,600	40,904	43,764	43,764
<u>2-CONTRACTUAL</u>							
5803-211 POSTAGE	4,615	5,069	5,000	4,904	5,000	5,000	5,000
5803-212 COMMUNICATIONS	314	308	300	229	300	300	300
5803-213 PRINTING	28	0	200	0	200	200	200
5803-214 ADVERTISING & PUBLIC NOTIC	32	32	200	0	200	200	200
5803-215 TRAINING & EDUCATION	0	300	1,050	300	1,050	1,050	1,050
5803-224 INSURANCE	409	335	360	276	360	359	359
5803-252 DUES & SUBSCRIPTIONS	0	0	115	0	115	115	115
5803-253 OUTSIDE PROFESSIONAL	1,200	1,200	1,200	1,000	1,200	1,200	1,200
5803-254 SPECIAL SERVICES	4,597	35,912	30,000	17,747	30,000	30,000	30,000
TOTAL 2-CONTRACTUAL	11,194	43,156	38,425	24,457	38,425	38,424	38,424
<u>3-GENERAL SERVICES</u>							
5803-313 BOOKS & EDUCATION MATERIAL	0	0	100	0	100	100	100
5803-314 OFFICE SUPPLIES	85	0	200	20	200	200	200
5803-316 WEARING APPAREL	0	0	0	0	0	0	0
5803-317 PHOTO DUPLICATION	0	0	50	0	50	50	50
5803-323 GAS & OIL	865	1,062	2,000	770	2,000	2,000	2,000
5803-332 OPERATING SUPPLIES	31	0	50	0	50	50	50
5803-333 COMPUTER SUPPLIES	0	0	0	0	500	500	500
TOTAL 3-GENERAL SERVICES	981	1,062	2,400	790	2,900	2,900	2,900
<u>4-MACHINE & EQUIPMENT MAINTENA</u>							
5803-411.0141 2009 FORD RANGER	30	0	500	0	500	500	500
5803-414 OTHER EQUIPMENT	0	0	100	0	100	100	100
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	30	0	600	0	600	600	600
<u>5-CAPITAL OUTLAY</u>							
5803-511 VEHICLES	0	0	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	0	0	0	0	0	0	0
TOTAL 03 CODE ENFORCEMENT	44,085	84,493	82,576	57,847	82,829	85,688	85,688
TOTAL 8 COMMUNITY DEVELOPMENT	373,757	414,770	514,334	406,591	475,969	478,944	478,944
FUND TOTAL EXPENDITURES	11,106,583	12,702,236	12,782,688	9,724,668	11,802,618	11,830,949	11,830,949
REVENUES OVER/(UNDER) EXPENDITURES	342,805	(427,774)	(1,002,314)	1,561,512	(7,144)	421,177	421,177



UTILITY FUND

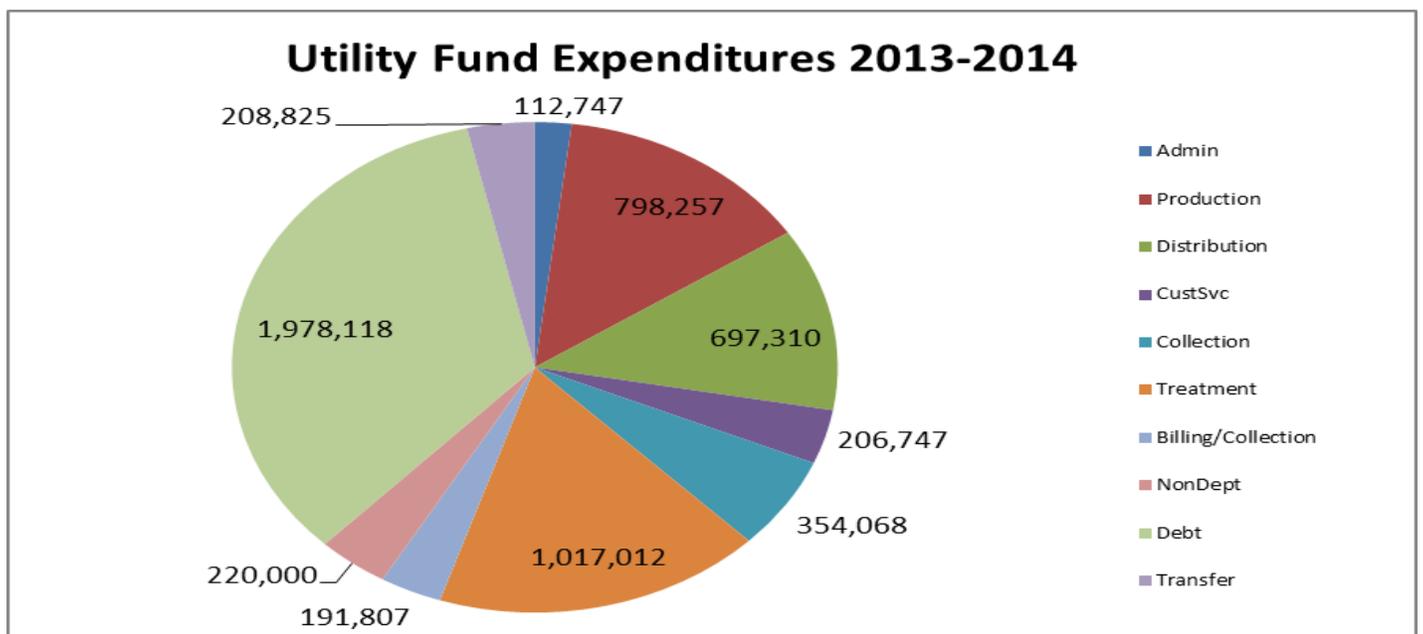
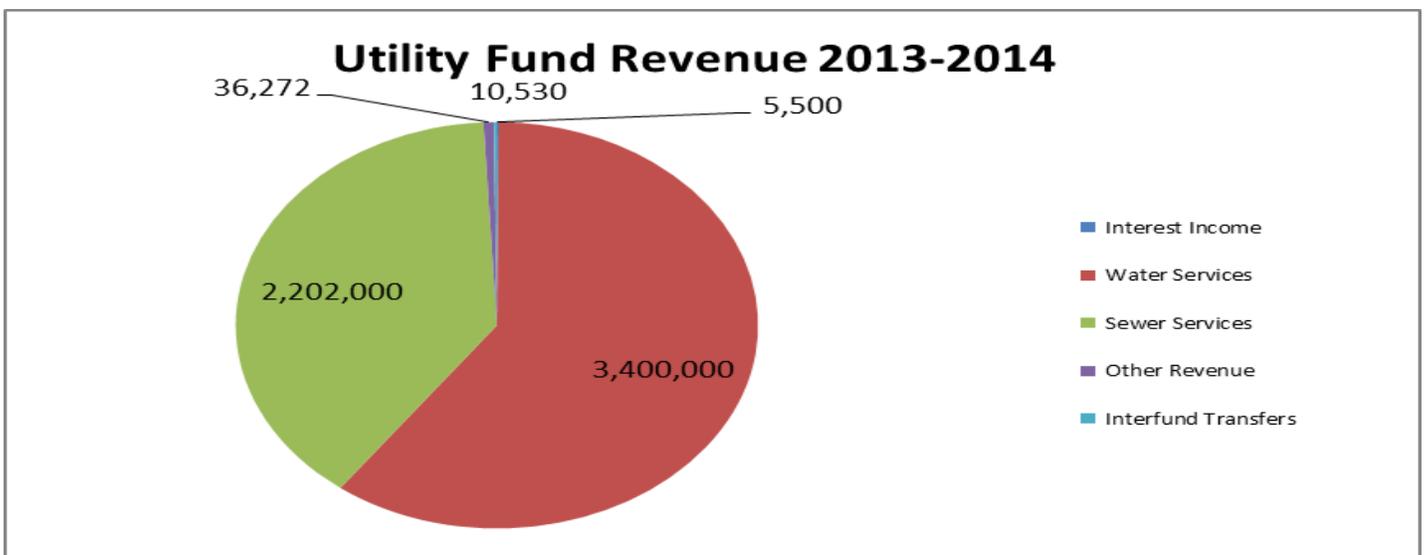


Utility Fund

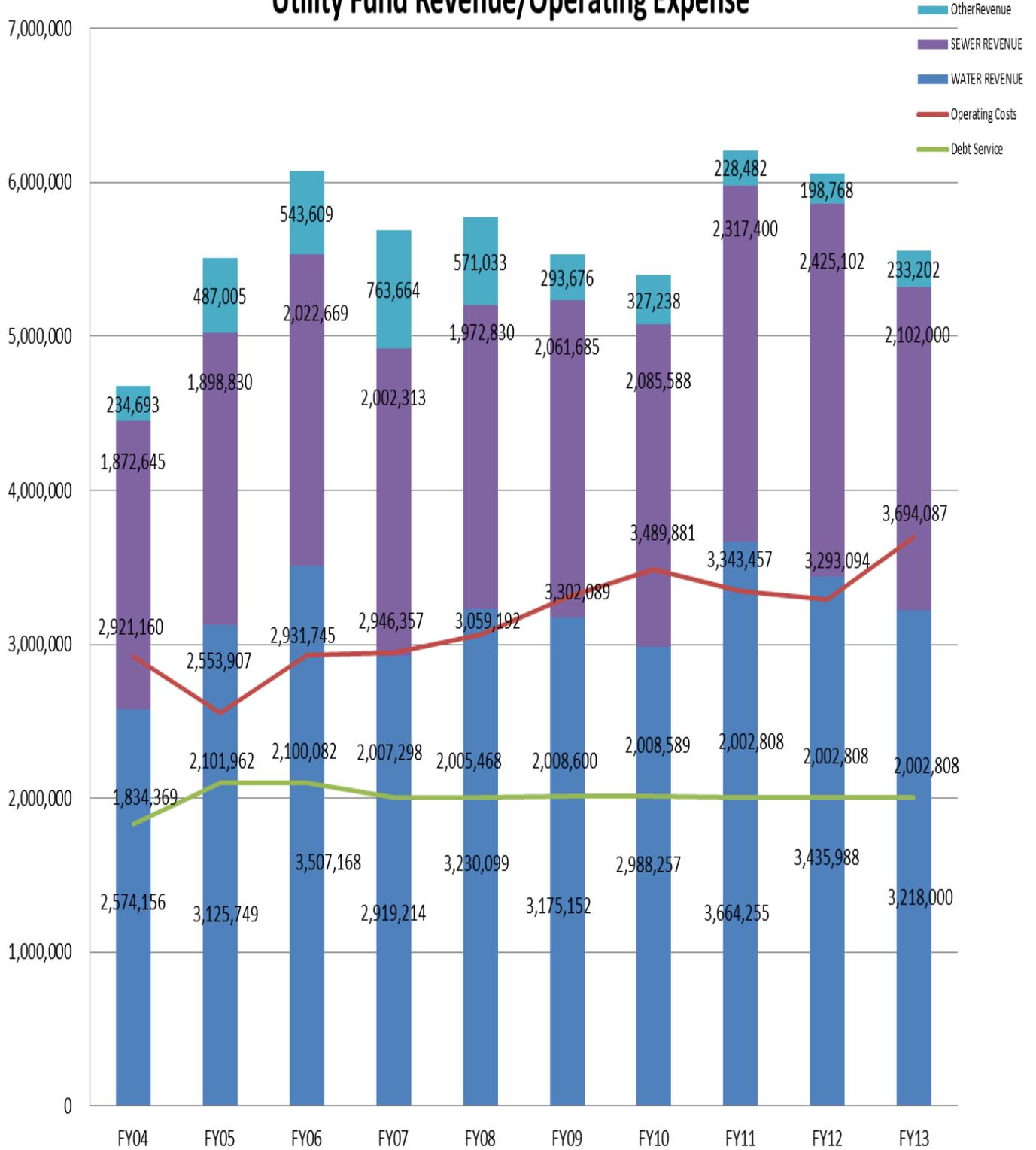
The Utility Fund is an Enterprise Fund of the City. Enterprise Funds are used to account for those operations that are financed and operated in a manner similar to private business enterprises. The intent is that the costs of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges.

Services provided by the Utility Fund include utility administration, water production and distribution, wastewater collection and treatment, utility customer service (meter reading) and utility billing and collections.

The Fund's source of revenue is the charge for water and sewer services. Utility rates are set by the City Council.



Utility Fund Revenue/Operating Expense



02 -WATER AND WASTEWATER FUND
FUND FINANCIAL SUMMARY

	2010-2011 ACTUAL	2011-2012 ACTUAL	(----- 2012-2013 -----) CURRENT BUDGET	(----- 2012-2013 -----) Y-T-D + ENCUMBERED	(----- 2013-2014 -----) DEPARTMENT REQUESTED	(----- 2013-2014 -----) CITY ADMIN. RECOMMENDED	(----- 2013-2014 -----) COUNCIL ADOPTED
<u>REVENUE SUMMARY</u>							
ALL REVENUE	6,655,987	6,059,858	5,553,202	5,092,114	5,534,302	5,654,302	5,654,302
FUND TOTAL REVENUES	6,655,987	6,059,858	5,553,202	5,092,114	5,534,302	5,654,302	5,654,302
<u>EXPENDITURE SUMMARY</u>							
ALL EXPENDITURES	6,994,064	5,075,117	6,430,391	5,525,771	5,709,417	5,784,891	5,784,891
FUND TOTAL EXPENDITURES	6,994,064	5,075,117	6,430,391	5,525,771	5,709,417	5,784,891	5,784,891
REVENUES OVER/ (UNDER) EXPENDITURES	(338,077)	984,741	(877,189)	(433,657)	(175,115)	(130,589)	(130,589)

02 -WATER AND WASTEWATER FUND
DIVISION FINANCIAL SUMMARY

	2010-2011 ACTUAL	2011-2012 ACTUAL	(----- 2012-2013 -----) CURRENT BUDGET	(----- 2012-2013 -----) Y-T-D + ENCUMBERED	(----- 2013-2014 -----) DEPARTMENT REQUESTED	(----- 2013-2014 -----) CITY ADMIN. RECOMMENDED	(----- 2013-2014 -----) COUNCIL ADOPTED
<u>REVENUE SUMMARY</u>							
4 SERVICE CHARGES	6,124,999	6,024,376	5,508,000	5,037,682	5,503,000	5,623,000	5,623,000
5 OTHER REVENUE	530,988	35,482	45,202	54,432	31,302	31,302	31,302
FUND TOTAL REVENUES	6,655,987	6,059,858	5,553,202	5,092,114	5,534,302	5,654,302	5,654,302
<u>EXPENDITURE SUMMARY</u>							
O WATER DEPARTMENT							
<u>00 UTILITIES ADMINISTRATION</u>							
1-PERSONNEL	101,927	104,276	108,223	85,336	107,174	107,289	107,289
2-CONTRACTUAL	2,139	1,912	3,745	2,637	4,995	5,008	5,008
3-GENERAL SERVICES	402	1,204	450	116	450	450	450
TOTAL 00 UTILITIES ADMINISTRATION	104,467	107,392	112,418	88,089	112,619	112,747	112,747
<u>01 WATER PRODUCTION</u>							
1-PERSONNEL	171,929	196,255	186,270	155,376	204,554	204,767	204,767
2-CONTRACTUAL	444,097	359,935	441,150	314,834	445,650	447,470	447,470
3-GENERAL SERVICES	15,743	14,233	17,820	13,067	18,120	18,120	18,120
4-MACHINE & EQUIPMENT MAI	50,985	95,375	147,955	91,201	127,900	127,900	127,900
5-CAPITAL OUTLAY	0	0	0	0	0	0	0
TOTAL 01 WATER PRODUCTION	682,754	665,797	793,195	574,477	796,224	798,257	798,257
<u>02 WATER DISTRIBUTION</u>							
1-PERSONNEL	278,661	295,146	287,898	267,083	326,301	326,585	326,585
2-CONTRACTUAL	216,301	148,984	189,920	104,079	190,220	190,225	190,225
3-GENERAL SERVICES	34,485	35,632	37,100	41,401	43,000	43,000	43,000
4-MACHINE & EQUIPMENT MAI	106,158	112,714	136,500	84,028	137,500	137,500	137,500
5-CAPITAL OUTLAY	0	0	54,000	57,015	0	0	0
TOTAL 02 WATER DISTRIBUTION	635,604	592,476	705,418	553,607	697,021	697,310	697,310
<u>03 CUSTOMER SERVICE</u>							
1-PERSONNEL	146,153	152,008	159,678	116,508	152,165	152,297	152,297
2-CONTRACTUAL	2,566	4,734	2,225	9,142	2,225	2,300	2,300
3-GENERAL SERVICES	12,378	17,680	17,050	17,448	17,050	19,550	19,550
4-MACHINE & EQUIPMENT MAI	14,497	33,524	32,600	35,733	52,600	32,600	32,600
5-CAPITAL OUTLAY	0	0	0	0	0	0	0
TOTAL 03 CUSTOMER SERVICE	175,595	207,946	211,553	178,831	224,040	206,747	206,747
TOTAL O WATER DEPARTMENT	1,598,420	1,573,612	1,822,584	1,395,005	1,829,904	1,815,061	1,815,061

02 -WATER AND WASTEWATER FUND
DIVISION FINANCIAL SUMMARY

	2010-2011 ACTUAL	2011-2012 ACTUAL	(----- 2012-2013 -----)		DEPARTMENT REQUESTED	2013-2014 CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
			CURRENT BUDGET	Y-T-D + ENCUMBERED			
1 WASTEWATER DEPARTMENT							
=====							
<u>01 WASTEWATER COLLECTION</u>							
1-PERSONNEL	212,665	234,650	299,764	150,433	246,240	246,452	246,452
2-CONTRACTUAL	19,372	32,295	15,750	4,412	16,050	18,116	18,116
3-GENERAL SERVICES	19,051	24,844	29,000	16,373	29,000	29,000	29,000
4-MACHINE & EQUIPMENT MAI	52,708	59,630	57,000	68,787	60,500	60,500	60,500
5-CAPITAL OUTLAY	0	0	80,000	0	0	0	0
TOTAL 01 WASTEWATER COLLECTION	303,795	351,419	481,514	240,005	351,790	354,068	354,068
<u>02 WASTEWATER TREATMENT</u>							
2-CONTRACTUAL	793,426	787,788	887,000	782,580	912,000	891,012	891,012
4-MACHINE & EQUIPMENT MAI	28,966	7,217	31,100	26,805	31,000	126,000	126,000
5-CAPITAL OUTLAY	0	0	36,000	35,100	0	0	0
TOTAL 02 WASTEWATER TREATMENT	822,392	795,006	954,100	844,485	943,000	1,017,012	1,017,012
TOTAL 1 WASTEWATER DEPARTMENT	1,126,187	1,146,425	1,435,614	1,084,490	1,294,790	1,371,080	1,371,080
=====							
2 BILLING AND COLLECTIONS							
=====							
<u>01 UTILITY BILLING & COLLECTIO</u>							
1-PERSONNEL	80,828	85,493	88,334	69,508	87,870	87,880	87,880
2-CONTRACTUAL	62,612	56,499	69,030	49,747	69,030	69,047	69,047
3-GENERAL SERVICES	14,238	18,501	15,700	15,218	15,700	15,700	15,700
4-MACHINE & EQUIPMENT MAI	14,861	17,183	18,000	15,988	19,180	19,180	19,180
TOTAL 01 UTILITY BILLING & COLLECT	172,539	177,676	191,064	150,461	191,780	191,807	191,807
TOTAL 2 BILLING AND COLLECTIONS	172,539	177,676	191,064	150,461	191,780	191,807	191,807
=====							
9 NON DEPARTMENTAL							
=====							
<u>01 NON DEPARTMENTAL</u>							
5-CAPITAL OUTLAY	1,256,933	1,239,455	0	0	0	0	0
6-BANK CHARGES	0	0	0	45	0	0	0
7-DEBT SERVICE	543,290	487,964	2,002,304	1,983,081	1,978,118	1,978,118	1,978,118
8-NOT USED	2,296,695	449,985	978,825	912,689	414,825	428,825	428,825
TOTAL 01 NON DEPARTMENTAL	4,096,917	2,177,405	2,981,129	2,895,816	2,392,943	2,406,943	2,406,943
TOTAL 9 NON DEPARTMENTAL	4,096,917	2,177,405	2,981,129	2,895,816	2,392,943	2,406,943	2,406,943
=====							
FUND TOTAL EXPENDITURES	6,994,064	5,075,117	6,430,391	5,525,771	5,709,417	5,784,891	5,784,891
=====							
REVENUES OVER/ (UNDER) EXPENDITURES	(338,077)	984,741	(877,189)	(433,657)	(175,115)	(130,589)	(130,589)
=====							

02 -WATER AND WASTEWATER FUND
ARY

REVENUES	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013		2013-2014		
			CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
4 SERVICE CHARGES							
4450			0	0	0	0	0
4451	STORM WATER DRAINAGE FEE	0	0	0	0	0	0
4451	WATER SALES	3,657,521	3,420,745	3,210,000	2,769,454	3,210,000	3,250,000
4452	WASTEWATER CHARGES	2,314,475	2,421,952	2,100,000	2,079,177	2,100,000	2,200,000
4453	PENALTY BILLING	98,458	99,970	90,000	84,342	90,000	90,000
4454	TRANSFER CHARGES	4,440	5,000	4,000	3,880	4,000	4,000
4455	CONNECTION CHARGES	31,359	33,236	31,000	29,070	31,000	31,000
4456	SERVICE CHARGES	14,324	11,508	10,000	10,067	10,000	10,000
4457	BILLING ADJUSTMENTS	(57,287)	(44,817)	(15,000)	3,165	(15,000)	(15,000)
4458	DELINQUENT CHARGES	29,792	38,590	30,000	30,680	30,000	30,000
4459	PRO-RATA/MISCELLANEOUS	13,970	12,200	30,000	14,041	30,000	10,000
4460	STREET CUTS & RESTORATION	7,129	6,439	7,000	(840)	5,000	5,000
4461	WATER TAPS	6,734	15,243	8,000	10,272	5,000	5,000
4462	SEWER TAPS	2,925	3,150	2,000	3,375	2,000	2,000
4465	PERMITS	1,160	1,160	1,000	1,000	1,000	1,000
	TOTAL 4 SERVICE CHARGES	6,124,999	6,024,376	5,508,000	5,037,682	5,503,000	5,623,000
5 OTHER REVENUE							
4501	INTEREST ON INVESTMENTS	2,689	2,952	5,000	2,629	5,000	5,000
4501.000A	INTEREST ON CHECKING ACCOU	600	971	500	664	500	500
4510	SALE OF CITY EQUIPMENT	0	0	0	4,112	0	0
4515	SALE OF CITY LAND	59,242	0	0	0	0	0
4520	INSURANCE PROCEEDS	0	0	13,900	13,899	0	0
4535	LEASES	0	772	772	772	772	772
4540	INSUFFICIENT CHECK CHARGES	0	0	0	0	0	0
4541	MISCELLANEOUS	95	5,657	500	9,042	500	500
4545	OVER - SHORT	25	(21)	0	68	0	0
4590	ADMINISTRATIVE FEE	10,536	10,536	10,530	8,780	10,530	10,530
4591	GRANT PROCEEDS	281,993	0	0	0	0	0
4592	CAPITAL CONTRIBUTIONS	163,858	0	0	0	0	0
4595	CREDIT CARD FEES	8,231	9,447	6,500	9,018	6,500	6,500
4596	WEB CREDIT CARD FEES	3,719	5,169	7,500	5,584	7,500	7,500
	TOTAL 5 OTHER REVENUE	530,988	35,482	45,202	54,432	31,302	31,302
FUND TOTAL REVENUES	6,655,987	6,059,858	5,553,202	5,092,114	5,534,302	5,654,302	5,654,302



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Utility Administration

Utility Fund

Administrative Services

Division 60

Program Description

The Utilities Administration Department directs and coordinates the activities of the water, wastewater and landfill services of the City of Stephenville. Planning, research, hiring, discipline, training, budgeting and personnel functions are conducted by administration.

<u>Program Personnel</u>			
<u>Title</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Utilities Director	<u>1</u>	<u>1</u>	<u>1</u>
	<u>1</u>	<u>1</u>	<u>1</u>

Performance Objectives

- Develop and maintain quality utility programs and innovative services that are administered in a friendly, helpful manner.
- Respond to customer requests and issues quickly and fairly, with the intention of satisfying each customer.
- Increase the public awareness of utility issues and topics through proactive communication with citizens.
- Deliver superior utility services to the citizens of Stephenville.

02 -WATER AND WASTEWATER FUND
DIVISION - O WATER DEPARTMENT

EXPENDITURES	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013		2013-2014		
			CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
00 UTILITIES ADMINISTRATION							
1-PERSONNEL							
5000-111 SALARIES	75,490	77,412	80,825	63,241	80,364	80,364	80,364
5000-121 RETIREMENT	13,777	12,725	12,818	10,095	12,374	12,374	12,374
5000-122 SOCIAL SECURITY	5,753	5,911	6,144	4,952	6,148	6,148	6,148
5000-123 WORKER'S COMPENSATION	1,577	1,683	1,884	1,727	1,886	2,001	2,001
5000-125 GROUP INSURANCE	5,330	6,545	6,552	5,321	6,402	6,402	6,402
TOTAL 1-PERSONNEL	101,927	104,276	108,223	85,336	107,174	107,289	107,289
2-CONTRACTUAL							
5000-211 POSTAGE	65	48	100	52	100	100	100
5000-212 COMMUNICATIONS	819	681	750	568	750	750	750
5000-214 ADVERTISING	0	184	0	357	0	0	0
5000-215 TRAINING & EDUCATION	992	0	1,250	952	2,500	2,500	2,500
5000-224 INSURANCE	(55)	127	145	144	145	158	158
5000-252 DUES & SUBSCRIPTION	318	622	500	335	500	500	500
5000-253 OUTSIDE PROFESSIONAL	0	250	1,000	229	1,000	1,000	1,000
TOTAL 2-CONTRACTUAL	2,139	1,912	3,745	2,637	4,995	5,008	5,008
3-GENERAL SERVICES							
5000-313 BOOKS & EDUCATIONAL MATERI	0	0	50	0	50	50	50
5000-314 OFFICE SUPPLIES	212	40	100	20	100	100	100
5000-333 COMPUTER SUPPLIES	190	1,164	300	96	300	300	300
TOTAL 3-GENERAL SERVICES	402	1,204	450	116	450	450	450
TOTAL 00 UTILITIES ADMINISTRATION	104,467	107,392	112,418	88,089	112,619	112,747	112,747

Water Production

Utility Fund

Water Operations Division 50

Department 01

Program Description

The Water Production Division is primarily responsible for producing safe and acceptable water in accordance with State and Federal health standards.

The water production activity is responsible for operating and maintaining water wells, storage tanks, instrumentation and the pumping of potable water to the residents of the City of Stephenville.

<u>Program Personnel</u>			
Title	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Water Plant Supervisor	1	1	1
Plant Operators	2	2	2
	<u>3</u>	<u>3</u>	<u>3</u>

Performance Objectives

- Provide a safe drinking source for the Stephenville community.
- Stay abreast of the changing regulations to meet the new drinking standards.
- Continually upgrade the existing facilities to meet regulatory requirements, maintain quality service and meet the community's water-use needs.
- Operate facilities in a cost efficient manner to minimize water rate increases.

02 -WATER AND WASTEWATER FUND
DIVISION - O WATER DEPARTMENT

EXPENDITURES	2010-2011		2011-2012		2012-2013		2013-2014	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED	
01 WATER PRODUCTION								
1-PERSONNEL								
5001-111 SALARIES	103,798	120,490	120,661	96,233	130,213	130,213	130,213	
5001-112 OVERTIME	12,807	14,242	5,300	9,989	12,000	12,000	12,000	
5001-113 PART-TIME WAGES	0	0	0	0	0	0	0	
5001-114 ON-CALL PAY	3,810	3,900	3,440	2,550	3,440	3,440	3,440	
5001-115 INCENTIVE PAY	2,733	2,617	2,880	1,911	2,160	2,160	2,160	
5001-121 RETIREMENT	22,469	22,319	21,112	17,667	22,760	22,760	22,760	
5001-122 SOCIAL SECURITY	9,240	10,172	10,119	8,510	11,308	11,308	11,308	
5001-123 WORKER'S COMPENSATION	2,666	2,803	3,103	2,869	3,467	3,680	3,680	
5001-125 GROUP INSURANCE	14,406	19,712	19,655	15,646	19,206	19,206	19,206	
TOTAL 1-PERSONNEL	171,929	196,255	186,270	155,376	204,554	204,767	204,767	
2-CONTRACTUAL								
5001-211 POSTAGE	200	2,590	100	127	100	100	100	
5001-212 COMMUNICATIONS	2,368	2,173	2,500	2,381	3,000	3,000	3,000	
5001-215 TRAINING & EDUCATION	1,215	700	3,000	1,745	3,000	3,000	3,000	
5001-224 INSURANCE	8,199	7,882	7,600	9,486	7,600	9,420	9,420	
5001-251 UTILITIES	253,821	200,037	250,000	129,576	250,000	250,000	250,000	
5001-252 DUES & SUBSCRIPTIONS	240	360	700	360	700	700	700	
5001-253 OUTSIDE PROFESSIONALS	0	0	0	0	0	0	0	
5001-254 SPECIAL SERVICES-ULRMWD	155,806	126,000	157,000	148,458	161,000	161,000	161,000	
5001-255 DAMAGE CLAIMS	0	0	0	0	0	0	0	
5001-258 STATE FEES	21,908	19,281	20,000	21,997	20,000	20,000	20,000	
5001-260 PEST AND GERM CONTROL	340	912	250	704	250	250	250	
TOTAL 2-CONTRACTUAL	444,097	359,935	441,150	314,834	445,650	447,470	447,470	
3-GENERAL SERVICES								
5001-314 OFFICE SUPPLIES	16	51	20	20	20	20	20	
5001-316 WEARING APPAREL	1,092	986	1,500	1,776	1,800	1,800	1,800	
5001-318 SMALL TOOLS	149	961	300	246	300	300	300	
5001-321 JANITORIAL SUPPLIES	0	0	0	0	0	0	0	
5001-323 GAS & OIL	13,966	11,723	15,500	10,334	15,500	15,500	15,500	
5001-332 OTHER SUPPLIES	520	511	500	691	500	500	500	
TOTAL 3-GENERAL SERVICES	15,743	14,233	17,820	13,067	18,120	18,120	18,120	
4-MACHINE & EQUIPMENT MAINTENA								
5001-411 VEHICLE MAINTENANCE	0	0	100	0	100	100	100	
5001-411.0073 2005 CHEVY MID-SIZE PICKUP	366	495	500	0	500	500	500	
5001-411.0085 2005 CHEVY MID-SIZE PICK-U	2,703	156	500	0	500	500	500	
5001-411.0133 2008 CHEVY COLORADO PICK U	402	157	500	460	500	500	500	
5001-411.0137 2012 FORD F-150 PICK UP	0	40	0	137	0	0	0	
5001-411.0138 2012 FORD F-150 PICK UP	0	35	0	208	0	0	0	
5001-412.0087 '98 CASE TRACTOR	1,489	104	300	139	300	300	300	
5001-414 OTHER EQUIPMENT MAINTENANC	1,450	1,657	1,000	3,409	1,000	1,000	1,000	
5001-423 WATER FACILITY MAINTENANCE	44,574	92,730	145,055	86,848	125,000	125,000	125,000	
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	50,985	95,375	147,955	91,201	127,900	127,900	127,900	
5-CAPITAL OUTLAY								
5001-511 VEHICLES	0	0	0	0	0	0	0	
5001-514 OTHER EQUIPMENT	0	0	0	0	0	0	0	
5001-527 WATER&SEWER LINE REPLACEME	0	0	0	0	0	0	0	
TOTAL 5-CAPITAL OUTLAY	0	0	0	0	0	0	0	
TOTAL 01 WATER PRODUCTION	682,754	665,797	793,195	574,477	796,224	798,257	798,257	

Water Distribution

Utility Fund

Water Operations Division 50

Department 02

Program Description

Water Distribution is responsible for routine inspection of water distribution lines; installation of water taps and meters; rehabilitation and replacement of damaged or inefficient water lines; meters; fire hydrants and valves. The Department takes routine water samples to test the safety and efficiency of the system. The Department will continue to maintain water system lines and equipment as well as continue to recognize, follow and meet all Environmental Protection Agency and Safe Drinking Water Act regulations.

<u>Program Personnel</u>			
Title	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Crew Leader	2	2	2
Heavy Equipment Operator	1	1	1
Light Equipment Operator	2	2	2
Laborer II	1	1	1
	<u>6</u>	<u>6</u>	<u>6</u>

<u>Performance Objectives</u>
<ul style="list-style-type: none">• Ensure safe, efficient delivery of water to the Stephenville community.• Maintain highest standard of water quality, meeting EPA and TCEQ standards.• Minimize system losses due to aged infrastructure.• Enhance customer service through efficient service.• Maintain the City's fire hydrants through installation of new hydrants and repair and replacement of existing ones.

02 -WATER AND WASTEWATER FUND
DIVISION - O WATER DEPARTMENT

EXPENDITURES	2010-2011		2012-2013		2013-2014		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
02 WATER DISTRIBUTION							
1-PERSONNEL							
5002-111 SALARIES	181,838	193,095	187,549	174,209	214,283	214,283	214,283
5002-112 OVERTIME	4,823	8,211	9,500	5,937	9,500	9,500	9,500
5002-113 PART-TIME WAGES	0	0	0	0	0	0	0
5002-114 ON CALL PAY	4,420	3,800	3,480	3,600	3,480	3,480	3,480
5002-115 INCENTIVE PAY	2,210	2,264	2,520	2,153	2,880	2,880	2,880
5002-121 RETIREMENT	35,696	32,722	32,407	29,762	35,436	35,436	35,436
5002-122 SOCIAL SECURITY	14,676	15,001	15,533	14,331	17,606	17,606	17,606
5002-123 WORKER'S COMPENSATION	3,725	3,854	4,150	3,682	4,704	4,988	4,988
5002-125 GROUP INSURANCE	31,273	36,200	32,759	33,409	38,412	38,412	38,412
TOTAL 1-PERSONNEL	278,661	295,146	287,898	267,083	326,301	326,585	326,585
2-CONTRACTUAL							
5002-211 POSTAGE	38	39	150	48	150	150	150
5002-212 COMMUNICATIONS	782	970	900	908	1,200	1,200	1,200
5002-215 TRAINING & EDUCATION	2,062	1,633	2,000	1,582	2,000	2,000	2,000
5002-224 INSURANCE	3,953	3,644	4,050	2,929	4,050	4,055	4,055
5002-231 RENTAL	48	100	100	100	100	100	100
5002-251 UTILITIES	190,768	131,783	175,000	91,312	175,000	175,000	175,000
5002-252 DUES & SUBSCRIPTIONS	720	600	720	720	720	720	720
5002-253 OUTSIDE PROFESSIONALS	17,930	10,215	7,000	6,480	7,000	7,000	7,000
5002-255 DAMAGE CLAIMS	0	0	0	0	0	0	0
TOTAL 2-CONTRACTUAL	216,301	148,984	189,920	104,079	190,220	190,225	190,225
3-GENERAL SERVICES							
5002-312 CHEMICALS	12,843	15,262	13,000	17,061	13,500	13,500	13,500
5002-314 OFFICE SUPPLIES	123	74	100	140	100	100	100
5002-316 WEARING APPAREL	3,173	3,745	3,000	3,633	3,600	3,600	3,600
5002-318 SMALL TOOLS	502	882	1,000	802	5,800	5,800	5,800
5002-321 JANITORIAL SUPPLIES	0	0	0	0	0	0	0
5002-322 STREET SIGNS AND MARKINGS	0	0	0	0	0	0	0
5002-323 GAS & OIL	15,376	13,315	17,500	16,769	17,500	17,500	17,500
5002-332 OTHER SUPPLIES	2,469	2,353	2,500	2,996	2,500	2,500	2,500
TOTAL 3-GENERAL SERVICES	34,485	35,632	37,100	41,401	43,000	43,000	43,000
4-MACHINE & EQUIPMENT MAINTENA							
5002-411 VEHICLE MAINTENANCE	0	4	300	0	300	300	300
5002-411.0080 '73 CHEVY 1-TON #80	41	96	500	34	500	500	500
5002-411.0084 '01 DODGE 1/2 TON #84	535	331	500	523	0	0	0
5002-411.0086 '03 CHEVY DUMP TRUCK	265	1,284	500	2,783	1,500	1,500	1,500
5002-411.0088 2005 FORD 3/4 TON - UNIT#8	1,293	1,072	500	1,478	500	500	500
5002-411.0131 2007 GMC SIERRA 2500 TRUCK	210	680	500	499	0	0	0
5002-411.0132 2008 FORD F150 PICKUP	358	0	0	0	0	0	0
5002-411.0139 2013 DODGE RAM 1500 1/2 TO	0	0	0	55	500	500	500
5002-411.0230 2013 FORD F-250 3/4 TON	0	0	0	13	500	500	500
5002-412 MACHINERY MAINTENANCE	3,695	3,643	2,000	862	2,000	2,000	2,000
5002-412.0085 1995 JOHN DEERE MODEL4039	0	0	0	0	0	0	0
5002-412.0089 AIR COMPRESSOR 99 INGLESOR	0	5	200	0	200	200	200
5002-412.0580 2003 CASE BACKHOE	3,343	6,940	3,500	1,401	3,500	3,500	3,500
5002-414 GENERATOR MAINTENANCE	2,456	1,487	3,000	2,182	3,000	3,000	3,000
5002-423 WATER FACILITY MAINTENANCE	93,961	97,172	125,000	74,198	125,000	125,000	125,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	106,158	112,714	136,500	84,028	137,500	137,500	137,500
5-CAPITAL OUTLAY							
5002-511 VEHICLES	0	0	54,000	57,015	0	0	0
5002-515 WATER MAINS	0	0	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	0	0	54,000	57,015	0	0	0
TOTAL 02 WATER DISTRIBUTION	635,604	592,476	705,418	553,607	697,021	697,310	697,310

Customer Service

Utility Fund

Water Operations Division 50

Department 03

Program Description

The Customer Service Division is responsible for the accurate reading of all water meters within the service area. Plans and coordinates with utility billing and collections department. This office also handles connections and disconnections of service.

It is also responsible for field service and some water meter repairs. They provide back-up for water/wastewater personnel for utility problems.

<u>Program Personnel</u>			
Title	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Customer Service Supervisor	1	1	1
Crew Leader	0	0	0
Light Equipment Operator	1	1	1
Meter Reader	1	1	1
	<u>3</u>	<u>3</u>	<u>3</u>

Performance Objectives

- Accurately read all water meters each month.
- Deliver services to customers in a timely manner.
- Maintain the water meter replacement program.

02 -WATER AND WASTEWATER FUND
DIVISION - O WATER DEPARTMENT

EXPENDITURES	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013		DEPARTMENT REQUESTED	2013-2014		
			CURRENT BUDGET	Y-T-D + ENCUMBERED		CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED	
03 CUSTOMER SERVICE								
1-PERSONNEL								
5003-111 SALARIES	98,363	101,439	104,636	77,827	100,210	100,210	100,210	
5003-112 OVERTIME	2,690	2,840	5,000	1,487	5,000	5,000	5,000	
5003-115 INCENTIVE PAY	1,084	1,080	1,800	852	1,080	1,080	1,080	
5003-121 RETIREMENT	18,632	17,167	17,785	12,797	16,366	16,366	16,366	
5003-122 SOCIAL SECURITY	7,565	7,892	8,525	6,048	8,131	8,131	8,131	
5003-123 WORKER'S COMPENSATION	1,909	2,032	2,277	2,075	2,172	2,304	2,304	
5003-125 GROUP INSURANCE	15,910	19,559	19,655	15,422	19,206	19,206	19,206	
TOTAL 1-PERSONNEL	146,153	152,008	159,678	116,508	152,165	152,297	152,297	
2-CONTRACTUAL								
5003-211 POSTAGE	5	28	75	52	75	75	75	
5003-212 COMMUNICATIONS	588	593	600	462	600	600	600	
5003-213 PRINTING	251	102	150	180	150	150	150	
5003-215 TRAINING & EDUCATION	210	333	500	291	500	500	500	
5003-224 INSURANCE	664	730	650	611	650	725	725	
5003-252 DUES & SUBSCRIPTIONS	240	240	250	360	250	250	250	
5003-255 DAMAGE CLAIMS	607	2,708	0	7,187	0	0	0	
TOTAL 2-CONTRACTUAL	2,566	4,734	2,225	9,142	2,225	2,300	2,300	
3-GENERAL SERVICES								
5003-313 BOOKS & EDUCATIONAL MATERI	0	63	100	0	100	100	100	
5003-316 WEARING APPAREL	865	1,035	1,500	1,236	1,500	1,500	1,500	
5003-318 SMALL TOOLS	159	54	150	219	150	150	150	
5003-323 GAS & OIL	11,247	16,193	15,000	15,891	15,000	17,500	17,500	
5003-332 OTHER SUPPLIES	108	335	300	102	300	300	300	
TOTAL 3-GENERAL SERVICES	12,378	17,680	17,050	17,448	17,050	19,550	19,550	
4-MACHINE & EQUIPMENT MAINTENA								
5003-411 VEHICLE MAINTENANCE	0	0	100	0	100	100	100	
5003-411.0075 1998 FORD PU	0	33	0	0	0	0	0	
5003-411.0130 2006 CHEVROLET PICK UP	135	847	500	79	500	500	500	
5003-411.0132 2008 FORD F150 PICKUP	0	402	500	97	500	500	500	
5003-411.0134 2009 FORD F-150 1/2 TON PI	257	581	500	602	500	500	500	
5003-412.0001 2002 KAWASAKI MULE	0	402	0	0	0	0	0	
5003-412.0002 2011 JOHN DEERE GATOR	0	0	500	22	500	500	500	
5003-414 OTHER EQUIPMENT MAINTENANC	140	9,413	500	0	500	500	500	
5003-423 METER MAINTENANCE	13,965	21,846	30,000	34,933	50,000	30,000	30,000	
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	14,497	33,524	32,600	35,733	52,600	32,600	32,600	
5-CAPITAL OUTLAY								
5003-511 VEHICLES	0	0	0	0	0	0	0	
TOTAL 5-CAPITAL OUTLAY	0	0	0	0	0	0	0	
TOTAL 03 CUSTOMER SERVICE	175,595	207,946	211,553	178,831	224,040	206,747	206,747	

Wastewater Collection

Utility Fund

Wastewater Services Division 51

Department 01

Program Description

The Wastewater Collection Department maintains and rehabilitates the wastewater collection system, through routine inspections of system facilities and restoration of broke or collapsed mains. The Department provides maintenance services, including the installation of wastewater taps; the clearing, jet cleaning and camera inspection of lines.

<u>Program Personnel</u>			
Title	2011-2012	2012-2013	2013-2014
WW/WWtr Superintendent	1	1	1
Crew Leader	1	1	1
Heavy Equipment Operator	1	1	1
Light Equipment Operator	2	2	2
	<u>5</u>	<u>5</u>	<u>5</u>

Performance Objectives

- Maintain all public wastewater collection system lines in free-flowing condition to protect the health and environment.
- Respond quickly and efficiently to customer requests regarding the collection system.

02 -WATER AND WASTEWATER FUND
DIVISION - 1 WASTEWATER DEPARTMENT

EXPENDITURES	(----- 2012-2013 -----)				(----- 2013-2014 -----)		
	2010-2011 ACTUAL	2011-2012 ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
01 WASTEWATER COLLECTION							
1-PERSONNEL							
5101-111 SALARIES	140,192	150,745	198,278	93,253	159,259	159,259	159,259
5101-112 OVERTIME	5,930	5,920	3,000	6,028	6,000	6,000	6,000
5101-114 ON-CALL PAY	2,210	2,700	3,480	2,050	3,480	3,480	3,480
5101-115 INCENTIVE PAY	2,537	2,707	2,520	1,641	2,520	2,520	2,520
5101-121 RETIREMENT	27,582	27,074	33,082	16,435	26,370	26,370	26,370
5101-122 SOCIAL SECURITY	11,414	12,555	15,857	8,040	13,101	13,101	13,101
5101-123 WORKER'S COMPENSATION	4,046	3,689	4,236	3,957	3,500	3,712	3,712
5101-125 GROUP INSURANCE	18,754	29,260	39,311	19,029	32,010	32,010	32,010
TOTAL 1-PERSONNEL	212,665	234,650	299,764	150,433	246,240	246,452	246,452
2-CONTRACTUAL							
5101-212 COMMUNICATIONS	1,594	1,508	1,000	938	1,300	1,300	1,300
5101-215 TRAINING & EDUCATION	1,249	1,244	2,000	1,366	2,000	2,000	2,000
5101-224 INSURANCE	1,020	1,183	1,350	1,223	1,350	3,416	3,416
5101-231 RENTAL	300	300	300	300	300	300	300
5101-251 UTILITIES	445	200	500	106	500	500	500
5101-252 DUES SUBSCRIPTIONS	480	600	600	480	600	600	600
5101-253 OUTSIDE PROFESSIONALS	14,284	27,261	10,000	0	10,000	10,000	10,000
5101-255 DAMAGE CLAIMS	0	0	0	0	0	0	0
TOTAL 2-CONTRACTUAL	19,372	32,295	15,750	4,412	16,050	18,116	18,116
3-GENERAL SERVICES							
5101-316 WEARING APPAREL	2,083	2,524	3,000	2,032	3,000	3,000	3,000
5101-318 SMALL TOOLS	426	294	500	402	500	500	500
5101-323 GAS & OIL	15,915	21,569	25,000	13,292	25,000	25,000	25,000
5101-332 OTHER SUPPLIES	628	457	500	647	500	500	500
TOTAL 3-GENERAL SERVICES	19,051	24,844	29,000	16,373	29,000	29,000	29,000
4-MACHINE & EQUIPMENT MAINTENA							
5101-411 VEHICLE MAINTENANCE	0	0	100	0	100	100	100
5101-411.0074 '95 CHEV DUMP TRUCK	714	1,616	1,000	42	1,000	1,000	1,000
5101-411.0135 2009 FORD RANGER PICKUP	110	86	500	187	500	500	500
5101-411.0136 2010 FORD F 350 1 TON	33	117	500	295	500	500	500
5101-412 MACHINERY MAINTENANCE	0	0	100	0	100	100	100
5101-412.0081 H V SEWER MACHINE 2000 VO	11,574	8,458	2,000	0	2,000	2,000	2,000
5101-412.0085 1995 TRAILER HVSM	684	492	500	0	500	500	500
5101-412.0231 2011 JOHN DEERE BACKHOE	0	0	0	597	1,000	1,000	1,000
5101-412.0232 2012 FREIGHTLINER/VACCON T	0	45	0	1,376	2,500	2,500	2,500
5101-412.0590 '96 590 CASE BACKHOE/LOADE	7,996	705	1,000	0	1,000	1,000	1,000
5101-414 OTHER EQUIPMENT MAINTENANC	616	53	800	684	800	800	800
5101-424 SEWER FACILITY MAINTENANCE	30,919	45,046	50,000	64,724	50,000	50,000	50,000
5101-424.000B LIFT STATION MAINTENANCE	63	3,013	500	881	500	500	500
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	52,708	59,630	57,000	68,787	60,500	60,500	60,500
5-CAPITAL OUTLAY							
5101-511 VEHICLES	0	0	80,000	0	0	0	0
5101-515 ANNEX SERVICES	0	0	0	0	0	0	0
5101-527 SERVICE TO COLLEGE FM ROAD	0	0	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	0	0	80,000	0	0	0	0
TOTAL 01 WASTEWATER COLLECTION	303,795	351,419	481,514	240,005	351,790	354,068	354,068

Wastewater Treatment

Utility Fund

Wastewater Services Division 51

Department 02

Program Description

The purpose of function of the Wastewater Treatment division is to receive and treat the spent water from a community, containing the wastes from domestic, industrial or commercial use and the surface water runoff and groundwater which may enter the system through infiltration.

The Stephenville Wastewater Treatment Plant is an activated sludge process. The activated sludge process in an aerobic biological process in which microorganisms grow by using oxidizable material in the wastewater as food. The microorganisms are recycled to the treatment plant in order to increase the rate of reaction.

The City contracts with OMI to provide this service.

Performance Objectives

- Maintain compliance with State and Federal requirements for operation and maintenance of the Wastewater Treatment Plant in order to protect the health and wellbeing of the citizens of Stephenville, Erath County and the State of Texas.
- Operate the facilities in the most cost efficient manner possible while maintaining effluent quality.
- Provide treatment of wastewater collected to meet permit requirements.

02 -WATER AND WASTEWATER FUND
DIVISION - 1 WASTEWATER DEPARTMENT

EXPENDITURES	2010-2011 ACTUAL	2011-2012 ACTUAL	----- 2012-2013 -----		----- 2013-2014 -----		
			CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
02 WASTEWATER TREATMENT							
2-CONTRACTUAL							
5102-224 INSURANCE	6,006	5,051	5,500	5,133	5,500	4,512	4,512
5102-251 UTILITIES	158,864	111,294	180,000	79,697	180,000	160,000	160,000
5102-254 SPECIAL SERVICES	0	0	0	0	0	0	0
5102-258 STATE FEES	16,375	17,368	16,500	19,265	16,500	16,500	16,500
5102-261 CONTRACTUAL SERVICES-OMI	612,182	654,075	685,000	678,484	710,000	710,000	710,000
TOTAL 2-CONTRACTUAL	793,426	787,788	887,000	782,580	912,000	891,012	891,012
4-MACHINE & EQUIPMENT MAINTENA							
5102-411.0070 1997 CHEVY 1/2 TON	0	0	500	0	500	500	500
5102-411.0080 2007 JD TRACTOR	0	0	300	0	300	300	300
5102-412.0230 2009 SKID STEER LOADER	0	0	200	0	200	200	200
5102-412.0510 1986 JD 510 BACKHOE	0	0	100	0	0	0	0
5102-424 SEWER FACILITY MAINTENANCE	28,966	7,217	30,000	26,805	30,000	125,000	125,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	28,966	7,217	31,100	26,805	31,000	126,000	126,000
5-CAPITAL OUTLAY							
5102-514 EQUIPMENT	0	0	36,000	35,100	0	0	0
TOTAL 5-CAPITAL OUTLAY	0	0	36,000	35,100	0	0	0
TOTAL 02 WASTEWATER TREATMENT	822,392	795,006	954,100	844,485	943,000	1,017,012	1,017,012
TOTAL 1 WASTEWATER DEPARTMENT	1,126,187	1,146,425	1,435,614	1,084,490	1,294,790	1,371,080	1,371,080

Utility Billing & Collections

Utility Fund

Billing & Collections Division 52

Department 01

Program Description

The Utility Billing and Collections Department bills and collects for all City utility services as well as handling new development services creations; utility service requests; bad debt and non-payment issues; customer assistance with conservation and utility programs; payment options and arrangements; maintenance of City utility account records; and billing inquiries.

<u>Program Personnel</u>			
Title	2010-2011	2011-2012	2012-2013
Utility Billing Clerks	2	2	2
	2	2	2

Performance Objectives

- Process payments and cash receipts and make deposits in a timely manner.
- Prepare and mail correct, concise utility bills to all customers in a timely manner.
- Provide good, prompt personal, face-to-face and phone assistance to citizens.

02 -WATER AND WASTEWATER FUND
DIVISION - 2 BILLING AND COLLECTIONS

EXPENDITURES	(----- 2012-2013 -----)		(----- 2013-2014 -----)				
	2010-2011 ACTUAL	2011-2012 ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
01 UTILITY BILLING & COLLECTIO							
1-PERSONNEL							
5201-111 SALARIES	56,876	58,748	60,759	47,774	60,903	60,903	60,903
5201-113 PART-TIME WAGES	0	0	0	0	0	0	0
5201-121 RETIREMENT	10,379	9,597	9,697	7,626	9,378	9,378	9,378
5201-122 SOCIAL SECURITY	3,407	3,944	4,648	3,350	4,659	4,659	4,659
5201-123 WORKER'S COMPENSATION	(494)	113	126	116	126	136	136
5201-125 GROUP INSURANCE	10,661	13,090	13,104	10,642	12,804	12,804	12,804
TOTAL 1-PERSONNEL	80,828	85,493	88,334	69,508	87,870	87,880	87,880
2-CONTRACTUAL							
5201-211 POSTAGE	31,135	23,162	32,000	22,725	32,000	32,000	32,000
5201-212 COMMUNICATIONS	26	18	30	9	30	30	30
5201-213 PRINTING	0	210	500	135	500	500	500
5201-215 TRAINING & EDUCATION	114	0	200	0	200	200	200
5201-224 INSURANCE	322	254	300	289	300	317	317
5201-253 OUTSIDE PROFESSIONALS	14,700	15,150	16,000	15,600	16,000	16,000	16,000
5201-254 SPECIAL SERVICES	16,314	17,706	20,000	10,989	20,000	20,000	20,000
TOTAL 2-CONTRACTUAL	62,612	56,499	69,030	49,747	69,030	69,047	69,047
3-GENERAL SERVICES							
5201-314 OFFICE SUPPLIES	609	635	700	40	700	700	700
5201-332 OPERATING SUPPLIES	1,324	956	1,000	72	1,000	1,000	1,000
5201-333 COMPUTER SUPPLIES	341	0	0	0	0	0	0
5201-334 CREDIT CARD CHARGES	6,211	6,873	6,500	5,663	6,500	6,500	6,500
5201-335 WEB CREDIT CARD FEES	5,754	10,037	7,500	9,443	7,500	7,500	7,500
TOTAL 3-GENERAL SERVICES	14,238	18,501	15,700	15,218	15,700	15,700	15,700
4-MACHINE & EQUIPMENT MAINTENA							
5201-413 OFFICE (COMPUTER) MAINTENA	14,861	17,183	18,000	15,988	19,180	19,180	19,180
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	14,861	17,183	18,000	15,988	19,180	19,180	19,180
TOTAL 01 UTILITY BILLING & COLLECTIO	172,539	177,676	191,064	150,461	191,780	191,807	191,807
TOTAL 2 BILLING AND COLLECTIONS	172,539	177,676	191,064	150,461	191,780	191,807	191,807

02 -WATER AND WASTEWATER FUND
DIVISION - 9 NON DEPARTMENTAL

EXPENDITURES	(----- 2012-2013 -----)		(----- 2013-2014 -----)				
	2010-2011 ACTUAL	2011-2012 ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
01 NON DEPARTMENTAL							
5-CAPITAL OUTLAY							
5901-500 DEPRECIATION	1,256,933	1,291,841	0	0	0	0	0
5901-550 GAIN ON SALE OF ASSETS	0	(52,386)	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	1,256,933	1,239,455	0	0	0	0	0
6-BANK CHARGES							
5901-610 BANK CHARGES	0	0	0	45	0	0	0
TOTAL 6-BANK CHARGES	0	0	0	45	0	0	0
7-DEBT SERVICE							
5901-730 2001 BOND INTEREST	189,688	172,649	161,568	161,568	143,767	143,767	143,767
5901-741 2004 BOND INTEREST	214,055	204,828	197,951	197,951	186,357	186,357	186,357
5901-742 2003A BOND INTEREST	30,555	19,340	11,825	11,825	0	0	0
5901-743 2002 BOND INTEREST	10,251	4,170	0	0	0	0	0
5901-744 2003B BOND INTEREST	30,404	26,998	26,250	20,045	11,000	11,000	11,000
5901-745 BOND AMORTIZATION	25,244	24,644	24,644	19,634	15,128	15,128	15,128
5901-750 BOND PRINCIPAL	0	0	1,550,000	1,555,000	1,600,000	1,600,000	1,600,000
5901-755 2006 BOND INTEREST	43,092	35,334	30,066	17,059	21,866	21,866	21,866
TOTAL 7-DEBT SERVICE	543,290	487,964	2,002,304	1,983,081	1,978,118	1,978,118	1,978,118
8-NOT USED							
5901-800 GROSS RECEIPTS TAX-TO GENE	237,443	241,161	206,000	174,669	206,000	220,000	220,000
5901-801 ADMIN. FEE-TRANSFER TO GEN	208,824	208,824	208,825	174,020	208,825	208,825	208,825
5901-802 TRANSFER-CAPITAL PROJECTS	1,850,427	0	564,000	564,000	0	0	0
TOTAL 8-NOT USED	2,296,695	449,985	978,825	912,689	414,825	428,825	428,825
TOTAL 01 NON DEPARTMENTAL	4,096,917	2,177,405	2,981,129	2,895,816	2,392,943	2,406,943	2,406,943
TOTAL 9 NON DEPARTMENTAL	4,096,917	2,177,405	2,981,129	2,895,816	2,392,943	2,406,943	2,406,943
FUND TOTAL EXPENDITURES	6,994,064	5,075,117	6,430,391	5,525,771	5,709,417	5,784,891	5,784,891
REVENUES OVER/(UNDER) EXPENDITURES	(338,077)	984,741	(877,189)	(433,657)	(175,115)	(130,589)	(130,589)



**SANITARY
LANDFILL
FUND**



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Sanitary Landfill Fund

The Sanitary Landfill Fund is a Special Revenue Fund which derives its revenue from fees for the disposal of solid waste at the Stephenville Municipal Landfill.

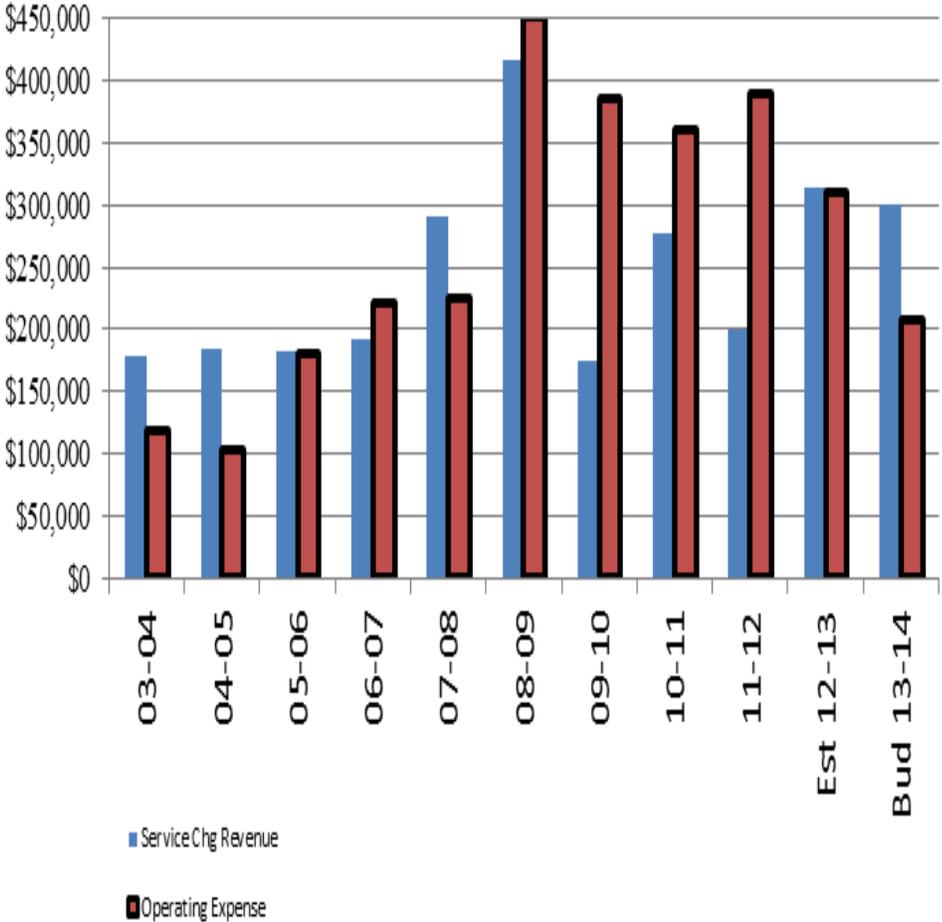
The City of Stephenville Landfill is a Type IV landfill, which is permitted to accept only brush and/or construction demolition waste and rubbish (trash) that are free of putrescible and household wastes.

It is responsible for receiving permits from the Texas Commission on Environmental Quality and other agencies required when new cells are constructed for placement of solid wastes.

<u>Program Personnel</u>			
Title	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Supervisor	1	1	1
Heavy Equipment Operator I	1	1	1
Landfill Assistant (2-P/T)	1	1	1
	<u>3</u>	<u>3</u>	<u>3</u>

- Performance Objectives**
- Provide daily cover for all solid waste deposited into landfill.
 - Respond to customer requests regarding the landfill quickly and efficiently.
 - Process payments and cash receipts and make deposits in a timely manner.
 - Provide good, prompt personal, face-to-face and phone assistance to citizens.

LANDFILL REVENUE/OPERATING EXPENSE-10YRHISTORY



03 -SANITARY LANDFILL FUND
FUND FINANCIAL SUMMARY

	2010-2011 ACTUAL	2011-2012 ACTUAL	(----- 2012-2013 -----) CURRENT BUDGET	(----- 2012-2013 -----) Y-T-D + ENCUMBERED	(----- 2013-2014 -----) DEPARTMENT REQUESTED	(----- 2013-2014 -----) CITY ADMIN. RECOMMENDED	(----- 2013-2014 -----) COUNCIL ADOPTED
<u>REVENUE SUMMARY</u>							
ALL REVENUE	368,920	305,638	300,400	307,580	300,400	300,400	300,400
FUND TOTAL REVENUES	368,920	305,638	300,400	307,580	300,400	300,400	300,400
<u>EXPENDITURE SUMMARY</u>							
ALL EXPENDITURES	313,984	314,038	311,094	254,786	208,481	207,969	207,969
FUND TOTAL EXPENDITURES	313,984	314,038	311,094	254,786	208,481	207,969	207,969
REVENUES OVER/ (UNDER) EXPENDITURES	54,936	(8,400)	(10,694)	52,794	91,919	92,431	92,431

03 -SANITARY LANDFILL FUND
DIVISION FINANCIAL SUMMARY

	2010-2011 ACTUAL	2011-2012 ACTUAL	(----- 2012-2013 -----) CURRENT BUDGET	(----- 2012-2013 -----) Y-T-D + ENCUMBERED	(----- 2013-2014 -----) DEPARTMENT REQUESTED	(----- 2013-2014 -----) CITY ADMIN. RECOMMENDED	(----- 2013-2014 -----) COUNCIL ADOPTED
<u>REVENUE SUMMARY</u>							
4 SERVICE CHARGES	276,833	199,705	300,000	227,464	300,000	300,000	300,000
5 OTHER REVENUE	92,087	105,933	400	30,117	400	400	400
FUND TOTAL REVENUES	368,920	305,638	300,400	257,580	300,400	300,400	300,400
<u>EXPENDITURE SUMMARY</u>							
0 SANITARY LANDFILL							
<u>01 TOTAL LANDFILL EXPENSE</u>							
1-PERSONNEL	130,254	132,629	130,270	107,817	132,821	133,075	133,075
2-CONTRACTUAL	22,337	33,141	32,130	17,171	32,130	31,364	31,364
3-GENERAL SERVICES	19,880	18,399	22,500	13,158	22,500	22,500	22,500
4-MACHINE & EQUIPMENT MAI	10,936	3,356	10,500	2,698	10,500	10,500	10,500
5-CAPITAL OUTLAY	105,404	108,656	0	0	0	0	0
7-DEBT SERVICE	14,637	7,321	105,164	105,163	0	0	0
8-NOT USED	10,536	10,536	10,530	8,780	10,530	10,530	10,530
TOTAL 01 TOTAL LANDFILL EXPENSE	313,984	314,038	311,094	254,786	208,481	207,969	207,969
TOTAL 0 SANITARY LANDFILL	313,984	314,038	311,094	254,786	208,481	207,969	207,969
FUND TOTAL EXPENDITURES	313,984	314,038	311,094	254,786	208,481	207,969	207,969
REVENUES OVER/ (UNDER) EXPENDITURES	54,936	(8,400)	(10,694)	2,794	91,919	92,431	92,431

03 -SANITARY LANDFILL FUND
ARY

	2010-2011 ACTUAL	2011-2012 ACTUAL	(----- 2012-2013 -----) CURRENT BUDGET	(----- 2012-2013 -----) Y-T-D + ENCUMBERED	(----- 2013-2014 -----) DEPARTMENT REQUESTED	(----- 2013-2014 -----) CITY ADMIN. RECOMMENDED	(----- 2013-2014 -----) COUNCIL ADOPTED
<u>4 SERVICE CHARGES</u>							
4471 LANDFILL GATE FEES	276,833	199,705	300,000	227,464	300,000	300,000	300,000
TOTAL 4 SERVICE CHARGES	276,833	199,705	300,000	227,464	300,000	300,000	300,000
<u>5 OTHER REVENUE</u>							
4501 INTEREST ON INVESTMENTS	116	31	0	17	0	0	0
4535 LEASES	1,122	400	400	400	400	400	400
4540 INSUFFICIENT CHECK CHARGES	30	0	0	30	0	0	0
4541 MISCELLANEOUS	0	0	0	3,382	0	0	0
4545 OVER - SHORT	0	0	0	65	0	0	0
4590 TRANSFERS FROM OTHER FUNDS	90,818	105,000	0	25,000	0	0	0
4595 CREDIT CARD FEES	0	503	0	1,223	0	0	0
TOTAL 5 OTHER REVENUE	92,087	105,933	400	30,117	400	400	400
FUND TOTAL REVENUES	368,920	305,638	300,400	257,580	300,400	300,400	300,400



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03 -SANITARY LANDFILL FUND
DIVISION - 0 SANITARY LANDFILL

EXPENDITURES	(----- 2012-2013 -----)		(----- 2013-2014 -----)				
	2010-2011 ACTUAL	2011-2012 ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
01 TOTAL LANDFILL EXPENSE							
1-PERSONNEL							
5001-111 SALARIES	69,158	69,674	71,064	58,004	73,680	73,680	73,680
5001-112 OVERTIME	566	1,362	3,000	889	3,000	3,000	3,000
5001-113 PART-TIME WAGES	26,002	25,999	20,056	19,250	20,000	20,000	20,000
5001-115 INCENTIVE PAY	0	0	0	0	0	0	0
5001-121 RETIREMENT	12,406	11,437	11,821	9,227	11,807	11,807	11,807
5001-122 SOCIAL SECURITY	7,288	7,391	7,200	6,106	7,396	7,396	7,396
5001-123 WORKER'S COMPENSATION	4,174	3,676	4,025	3,698	4,134	4,388	4,388
5001-125 GROUP INSURANCE	10,661	13,090	13,104	10,642	12,804	12,804	12,804
TOTAL 1-PERSONNEL	130,254	132,629	130,270	107,817	132,821	133,075	133,075
2-CONTRACTUAL							
5001-211 POSTAGE	12	968	1,500	1,038	1,500	1,500	1,500
5001-212 COMMUNICATIONS	1,538	1,488	1,500	1,294	1,500	1,500	1,500
5001-215 TRAINING & EDUCATION	650	0	1,000	713	1,000	1,000	1,000
5001-224 INSURANCE	4,355	4,808	5,210	4,492	5,210	4,444	4,444
5001-231 RENTAL	1,428	1,474	1,320	1,254	1,320	1,320	1,320
5001-251 UTILITIES	574	493	1,100	262	1,100	1,100	1,100
5001-253 OUTSIDE PROFESSIONAL	0	0	0	0	0	0	0
5001-254 SPECIAL SERVICES	10,733	20,467	15,000	3,248	15,000	15,000	15,000
5001-258 STATE FEES	2,958	3,442	5,000	4,868	5,000	5,000	5,000
5001-261 OTHER CONTRACTUAL SERVICES	90	0	500	0	500	500	500
5001-265 LEASE/PURCHASE	0	0	0	0	0	0	0
TOTAL 2-CONTRACTUAL	22,337	33,141	32,130	17,171	32,130	31,364	31,364
3-GENERAL SERVICES							
5001-314 OFFICE SUPPLIES	383	339	500	354	500	500	500
5001-316 WEARING APPAREL	1,051	1,106	1,200	1,082	1,200	1,200	1,200
5001-318 SMALL TOOLS	88	741	500	40	500	500	500
5001-323 GAS & OIL	14,616	15,871	20,000	10,494	20,000	20,000	20,000
5001-332 OTHER SUPPLIES	3,605	212	200	399	200	200	200
5001-333 COMPUTER SUPPLIES	138	69	100	11	100	100	100
5001-334 CREDIT CARD FEES	0	61	0	777	0	0	0
TOTAL 3-GENERAL SERVICES	19,880	18,399	22,500	13,158	22,500	22,500	22,500
4-MACHINE & EQUIPMENT MAINTENA							
5001-411.0071 2002 DODGE TRUCK	0	0	500	0	500	500	500
5001-411.0077 1999 Chevy 1 TON	118	85	700	181	700	700	700
5001-412 MACHINERY MAINTENANCE	0	296	500	0	500	500	500
5001-412.0002 D6-R DOZER	409	2,217	2,500	2,369	2,500	2,500	2,500
5001-412.0003 1990 CAT 816 COMPACTOR	9,245	325	2,500	36	2,500	2,500	2,500
5001-412.0006 2009 CAT 725 HAULTRUCK	295	0	2,500	0	2,500	2,500	2,500
5001-412.0007 2009 KOMATSU EXCAVATOR	591	330	1,000	40	1,000	1,000	1,000
5001-414 OTHER EQUIPMENT MAINTENANC	0	0	0	48	0	0	0
5001-421 BUILDING MAINTENANCE	278	104	300	24	300	300	300
5001-427 LANDFILL IMPROVEMENT MAINT	0	0	0	0	0	0	0
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	10,936	3,356	10,500	2,698	10,500	10,500	10,500
5-CAPITAL OUTLAY							
5001-500 DEPRECIATION	105,404	108,656	0	0	0	0	0
5001-521 BUILDING CONSTRUCTION	0	0	0	0	0	0	0
5001-527 LANDFILL IMPROVEMENTS	0	0	0	0	0	0	0
5001-550 GAIN ON SALE OF ASSETS	0	0	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	105,404	108,656	0	0	0	0	0
7-DEBT SERVICE							
5001-750 LEASE PRINCIPAL	0	0	99,661	99,661	0	0	0
5001-755 INTEREST	14,637	7,321	5,503	5,502	0	0	0
TOTAL 7-DEBT SERVICE	14,637	7,321	105,164	105,163	0	0	0
8-NOT USED							
5001-800 ADMIN. FEE-TRANSFER TO WAT	10,536	10,536	10,530	8,780	10,530	10,530	10,530
5001-801 OPERATING TRANSFER OUT	0	0	0	0	0	0	0
TOTAL 8-NOT USED	10,536	10,536	10,530	8,780	10,530	10,530	10,530
TOTAL 01 TOTAL LANDFILL EXPENSE	313,984	314,038	311,094	254,786	208,481	207,969	207,969
TOTAL 0 SANITARY LANDFILL	313,984	314,038	311,094	254,786	208,481	207,969	207,969
FUND TOTAL EXPENDITURES	313,984	314,038	311,094	254,786	208,481	207,969	207,969
REVENUES OVER/(UNDER) EXPENDITURES	54,936	(8,400)	(10,694)	2,794	91,919	92,431	92,431



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AIRPORT FUND

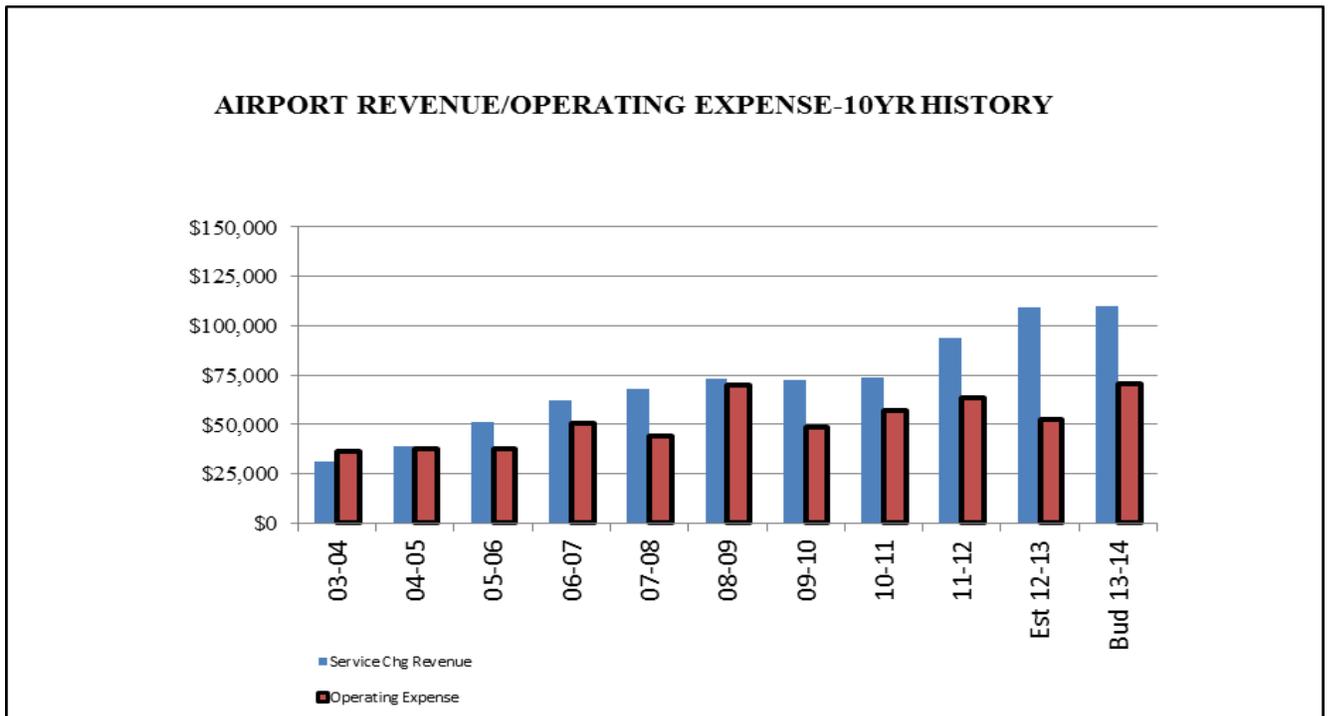


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Airport Fund

The Stephenville Clark Regional Airport, consist of one main lighted runway precision approach path indicator (PAPI) equipped. Buildings include two 8-unit T-hangars, one 12-unit T-hangar, 2-corporate hangars, a main hangar/shop building and the new terminal building which houses an office and visitor's lounge. The operations of the airport are contracted to Stephenville Aviation, Inc.

A City Council appointed Airport Advisory Board, consisting of seven citizens, is established to make recommendations regarding studies, construction, improvements and related airport matters. This fund was established to fund the on-going operations associated with the public aviation facilities at the Stephenville Clark Regional Airport. The major revenues are derived from hangar rentals and ground lease payments.



04 -AIRPORT FUND
FUND FINANCIAL SUMMARY

	2010-2011 ACTUAL	2011-2012 ACTUAL	(----- 2012-2013 -----) CURRENT BUDGET	(----- 2012-2013 -----) Y-T-D + ENCUMBERED	(----- 2013-2014 -----) DEPARTMENT REQUESTED	(----- 2013-2014 -----) CITY ADMIN. RECOMMENDED	(----- 2013-2014 -----) COUNCIL ADOPTED
<u>REVENUE SUMMARY</u>							
ALL REVENUE	389,391	1,029,573	108,250	113,024	119,690	119,690	119,690
FUND TOTAL REVENUES	389,391	1,029,573	108,250	113,024	119,690	119,690	119,690
<u>EXPENDITURE SUMMARY</u>							
ALL EXPENDITURES	160,812	181,895	101,065	84,523	96,365	95,887	95,887
FUND TOTAL EXPENDITURES	160,812	181,895	101,065	84,523	96,365	95,887	95,887
REVENUES OVER/ (UNDER) EXPENDITURES	228,579	847,678	7,185	28,500	23,325	23,803	23,803

04 -AIRPORT FUND
DIVISION FINANCIAL SUMMARY

	2010-2011 ACTUAL	2011-2012 ACTUAL	(----- 2012-2013 -----) CURRENT BUDGET	(----- 2012-2013 -----) Y-T-D + ENCUMBERED	(----- 2013-2014 -----) DEPARTMENT REQUESTED	(----- 2013-2014 -----) CITY ADMIN. RECOMMENDED	(----- 2013-2014 -----) COUNCIL ADOPTED
<u>REVENUE SUMMARY</u>							
4 SERVICE CHARGES	76,015	92,344	98,250	90,753	109,690	109,690	109,690
5 OTHER REVENUE	313,376	937,230	10,000	22,271	10,000	10,000	10,000
FUND TOTAL REVENUES	389,391	1,029,573	108,250	113,024	119,690	119,690	119,690
<u>EXPENDITURE SUMMARY</u>							
AIRPORT							
=====							
<u>01 TOTAL AIRPORT FUND EXPENSE</u>							
2-CONTRACTUAL	37,363	37,080	43,200	39,200	46,800	46,322	46,322
3-GENERAL SERVICES	261	341	750	165	750	750	750
4-MACHINE & EQUIPMENT MAI	19,561	15,769	22,000	13,077	23,500	23,500	23,500
5-CAPITAL OUTLAY	97,180	122,999	10,000	6,882	0	0	0
7-DEBT SERVICE	6,448	5,707	25,115	25,200	25,315	25,315	25,315
TOTAL 01 TOTAL AIRPORT FUND EXPENS	160,812	181,895	101,065	84,523	96,365	95,887	95,887
TOTAL AIRPORT	160,812	181,895	101,065	84,523	96,365	95,887	95,887
FUND TOTAL EXPENDITURES	160,812	181,895	101,065	84,523	96,365	95,887	95,887
REVENUES OVER/ (UNDER) EXPENDITURES	228,579	847,678	7,185	28,500	23,325	23,803	23,803

04 -AIRPORT FUND

ARY

REVENUES	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013		2013-2014		
			CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
4 SERVICE CHARGES							
4435 LEASES	3,090	1,520	0	800	1,440	1,440	1,440
4480 HANGAR RENTAL	69,729	88,010	95,000	87,667	105,000	105,000	105,000
4481 TIE DOWNS	0	0	0	0	0	0	0
4482 GASOLINE SALES	3,196	2,814	3,250	2,286	3,250	3,250	3,250
TOTAL 4 SERVICE CHARGES	76,015	92,344	98,250	90,753	109,690	109,690	109,690
5 OTHER REVENUE							
4541 MISCELLANEOUS	0	1,149	0	501	0	0	0
4590 TRANSFER FROM OTHER FUNDS	225,572	115,000	0	0	0	0	0
4591 GRANT PROCEEDS	5,184	7,868	10,000	21,770	10,000	10,000	10,000
4592 CAPITAL CONTRIBUTIONS	82,620	813,212	0	0	0	0	0
TOTAL 5 OTHER REVENUE	313,376	937,230	10,000	22,271	10,000	10,000	10,000
FUND TOTAL REVENUES	389,391	1,029,573	108,250	113,024	119,690	119,690	119,690

04 -AIRPORT FUND
DIVISION - AIRPORT

EXPENDITURES	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013		2013-2014		
			CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
01 TOTAL AIRPORT FUND EXPENSE							
2-CONTRACTUAL							
5001-211 POSTAGE	63	44	50	69	50	50	50
5001-212 COMMUNICATIONS	709	899	850	812	850	850	850
5001-215 TRAINING & EDUCATION	442	867	500	856	500	500	500
5001-224 INSURANCE	3,739	3,080	4,300	3,725	4,300	3,822	3,822
5001-231 RENTAL	0	0	0	0	0	0	0
5001-251 UTILITIES	30,553	26,071	35,000	20,446	35,000	35,000	35,000
5001-252 DUES & SUBSCRIPTIONS	1,652	1,740	2,000	1,410	2,000	2,000	2,000
5001-253 OUTSIDE PROFESSIONAL	0	3,950	100	6,259	100	100	100
5001-258 STATE FEES	0	200	200	2,451	200	200	200
5001-260 PEST CONTROL	204	228	200	171	200	200	200
5001-261 CONTRACTUAL SERVICES	0	0	0	3,000	3,600	3,600	3,600
TOTAL 2-CONTRACTUAL	37,363	37,080	43,200	39,200	46,800	46,322	46,322
3-GENERAL SERVICES							
5001-321 JANITORIAL SUPPLIES	0	341	500	165	500	500	500
5001-332 OTHER SUPPLIES	261	0	250	0	250	250	250
TOTAL 3-GENERAL SERVICES	261	341	750	165	750	750	750
4-MACHINE & EQUIPMENT MAINTENA							
5001-411.0301 2008 CHEVY TAHOE	123	0	500	162	500	500	500
5001-414 OTHER EQUIPMENT MAINTENANC	2,284	601	500	965	500	500	500
5001-420 AWOS MAINTENANCE	0	0	0	0	1,500	1,500	1,500
5001-421 BUILDING MAINTENANCE	31	855	1,000	361	1,000	1,000	1,000
5001-422 AIRPORT MAINTENANCE	17,123	14,312	20,000	11,589	20,000	20,000	20,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	19,561	15,769	22,000	13,077	23,500	23,500	23,500
5-CAPITAL OUTLAY							
5001-500 DEPRECIATION	97,180	122,999	0	0	0	0	0
5001-523 AIRPORT IMPROVEMENTS	0	0	10,000	6,882	0	0	0
5001-531 LAND	0	0	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	97,180	122,999	10,000	6,882	0	0	0
7-DEBT SERVICE							
5001-750 BOND PRINCIPAL	0	0	20,000	20,000	21,000	21,000	21,000
5001-755 BOND INTEREST	6,448	5,707	5,115	5,200	4,315	4,315	4,315
TOTAL 7-DEBT SERVICE	6,448	5,707	25,115	25,200	25,315	25,315	25,315
TOTAL 01 TOTAL AIRPORT FUND EXPENSE	160,812	181,895	101,065	84,523	96,365	95,887	95,887
TOTAL AIRPORT	160,812	181,895	101,065	84,523	96,365	95,887	95,887
FUND TOTAL EXPENDITURES	160,812	181,895	101,065	84,523	96,365	95,887	95,887
REVENUES OVER/(UNDER) EXPENDITURES	228,579	847,678	7,185	28,500	23,325	23,803	23,803



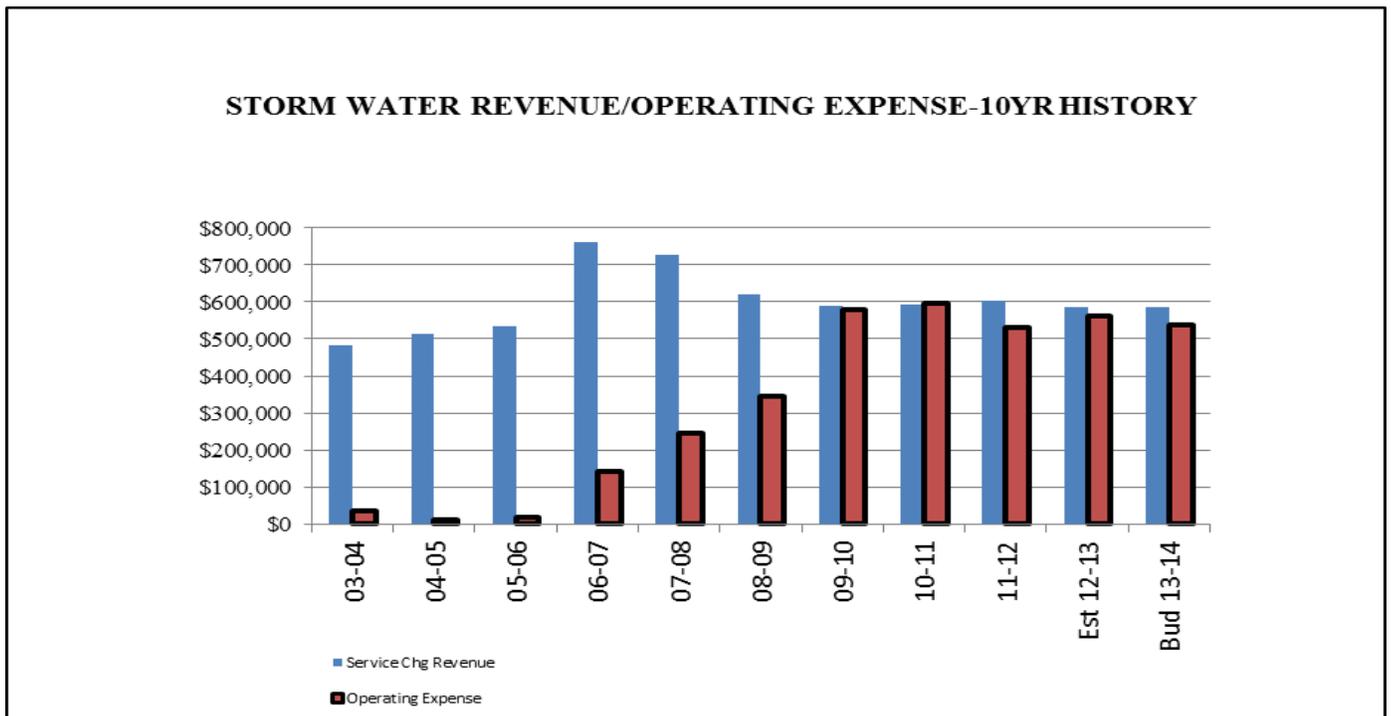


**STORM WATER
DRAINAGE
FUND**

Storm Water Drainage Fund

The Storm Water Drainage Fund was established to collect funds to construct and maintain the storm water drainage system throughout the City. Annual maintenance of storm water facilities are handled through this fund. Major storm water drainage construction projects are recommended by the City Administrator and approved by the City Council.

Fees are billed monthly and are based on the size of the parcel of property owned by each resident or business owner.



05 -STORM WATER DRAINAGE FUND
FUND FINANCIAL SUMMARY

	2010-2011 ACTUAL	2011-2012 ACTUAL	(----- 2012-2013 -----)		DEPARTMENT REQUESTED	2013-2014 CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
			CURRENT BUDGET	Y-T-D + ENCUMBERED			
<u>REVENUE SUMMARY</u>							
ALL REVENUE	593,070	605,777	586,500	510,696	586,500	586,500	586,500
FUND TOTAL REVENUES	593,070	605,777	586,500	510,696	586,500	586,500	586,500
<u>EXPENDITURE SUMMARY</u>							
ALL EXPENDITURES	597,618	562,206	1,327,977	1,252,928	538,971	538,971	538,971
FUND TOTAL EXPENDITURES	597,618	562,206	1,327,977	1,252,928	538,971	538,971	538,971
REVENUES OVER/(UNDER) EXPENDITURES	(4,548)	43,571	(741,477)	(742,232)	47,529	47,529	47,529

05 -STORM WATER DRAINAGE FUND
DIVISION FINANCIAL SUMMARY

	2010-2011 ACTUAL	2011-2012 ACTUAL	(----- 2012-2013 -----)		DEPARTMENT REQUESTED	2013-2014 CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
			CURRENT BUDGET	Y-T-D + ENCUMBERED			
<u>REVENUE SUMMARY</u>							
4 SERVICE CHARGES	591,324	604,231	585,000	509,588	585,000	585,000	585,000
5 OTHER REVENUE	1,746	1,547	1,500	1,108	1,500	1,500	1,500
FUND TOTAL REVENUES	593,070	605,777	586,500	510,696	586,500	586,500	586,500
<u>EXPENDITURE SUMMARY</u>							
1 CENTRAL GOVERNMENT							
STORM WATER DRAINAGE							
2-CONTRACTUAL	200	200	200	0	200	200	200
4-MACHINE & EQUIPMENT MAI	27,081	0	30,000	5,610	30,000	30,000	30,000
5-CAPITAL OUTLAY	254,826	255,245	0	0	0	0	0
6-BANK CHARGES	0	0	0	300	0	0	0
7-DEBT SERVICE	315,511	306,762	533,777	483,018	508,771	508,771	508,771
8-NOT USED	0	0	764,000	764,000	0	0	0
TOTAL STORM WATER DRAINAGE	597,618	562,206	1,327,977	1,252,928	538,971	538,971	538,971
TOTAL 1 CENTRAL GOVERNMENT	597,618	562,206	1,327,977	1,252,928	538,971	538,971	538,971
FUND TOTAL EXPENDITURES	597,618	562,206	1,327,977	1,252,928	538,971	538,971	538,971
REVENUES OVER/(UNDER) EXPENDITURES	(4,548)	43,571	(741,477)	(742,232)	47,529	47,529	47,529

05 -STORM WATER DRAINAGE FUND
ARY

REVENUES	2010-2011 ACTUAL	2011-2012 ACTUAL	(------ 2012-2013 -----)		(------ 2013-2014 -----)		
			CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>4 SERVICE CHARGES</u>							
4450 STORM WATER DRAINAGE FEE	585,670	595,868	580,000	504,113	580,000	580,000	580,000
4453 PENALTY	5,869	5,991	5,000	5,475	5,000	5,000	5,000
4457 BILLING ADJUSTMENTS	(215)	2,372	0	0	0	0	0
TOTAL 4 SERVICE CHARGES	591,324	604,231	585,000	509,588	585,000	585,000	585,000
<u>5 OTHER REVENUE</u>							
4501 INTEREST ON INVESTMENTS	1,746	1,547	1,500	1,108	1,500	1,500	1,500
TOTAL 5 OTHER REVENUE	1,746	1,547	1,500	1,108	1,500	1,500	1,500
FUND TOTAL REVENUES	593,070	605,777	586,500	510,696	586,500	586,500	586,500

05 -STORM WATER DRAINAGE FUND
DIVISION - 1 CENTRAL GOVERNMENT

EXPENDITURES	2010-2011 ACTUAL	2011-2012 ACTUAL	(------ 2012-2013 -----)		(------ 2013-2014 -----)		
			CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>STORM WATER DRAINAGE</u>							
<u>2-CONTRACTUAL</u>							
5103-252 DUES & SUBSCRIPTIONS	200	200	200	0	200	200	200
TOTAL 2-CONTRACTUAL	200	200	200	0	200	200	200
<u>4-MACHINE & EQUIPMENT MAINTENA</u>							
5103-414 STORM DRAINAGE MAINTENANCE	27,081	0	30,000	5,610	30,000	30,000	30,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	27,081	0	30,000	5,610	30,000	30,000	30,000
<u>5-CAPITAL OUTLAY</u>							
5103-500 DEPRECIATION	254,826	255,245	0	0	0	0	0
5103-523 STORM WATER DRAINAGE CONST	0	0	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	254,826	255,245	0	0	0	0	0
<u>6-BANK CHARGES</u>							
5103-610 BANK CHARGES	0	0	0	300	0	0	0
TOTAL 6-BANK CHARGES	0	0	0	300	0	0	0
<u>7-DEBT SERVICE</u>							
5103-745 BOND AMORTIZATION	4,259	4,259	4,259	3,549	6,523	6,523	6,523
5103-750 BOND PRINCIPAL	0	0	235,000	320,000	250,000	250,000	250,000
5103-755 BOND INTEREST	311,252	302,502	294,518	159,469	252,248	252,248	252,248
TOTAL 7-DEBT SERVICE	315,511	306,762	533,777	483,018	508,771	508,771	508,771
<u>8-NOT USED</u>							
5103-802 TRANSFER-CAPITAL PROJECTS	0	0	764,000	764,000	0	0	0
TOTAL 8-NOT USED	0	0	764,000	764,000	0	0	0
TOTAL STORM WATER DRAINAGE	597,618	562,206	1,327,977	1,252,928	538,971	538,971	538,971
TOTAL 1 CENTRAL GOVERNMENT	597,618	562,206	1,327,977	1,252,928	538,971	538,971	538,971
FUND TOTAL EXPENDITURES	597,618	562,206	1,327,977	1,252,928	538,971	538,971	538,971
REVENUES OVER/(UNDER) EXPENDITURES	(4,548)	43,571	(741,477)	(742,232)	47,529	47,529	47,529



**SPECIAL
REVENUE
FUNDS**

Special Revenue Funds

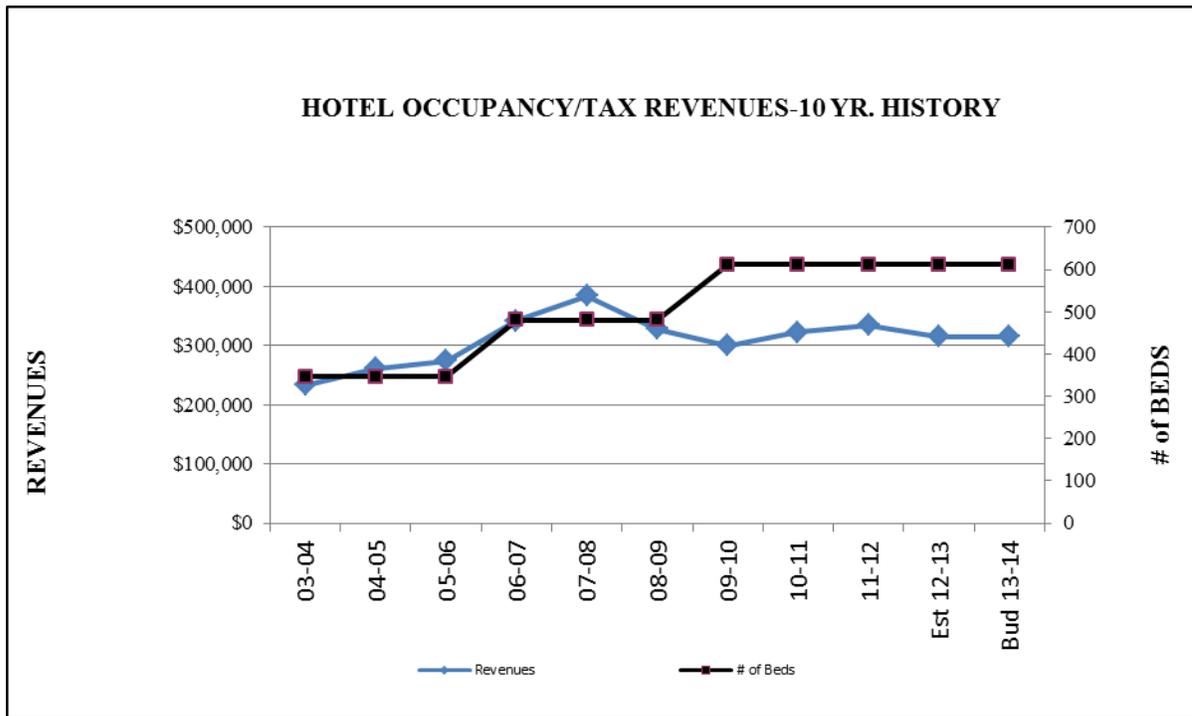
Special revenue funds are used to account for specific revenues that are legally restricted to expenditure for particular purposes.

Hotel/Motel Fund – This fund is used to account for the hotel occupancy taxes the City collects. These taxes are restricted for use to enhance and promote tourism and convention activity within the City.

Child Safety Fund – This fund is used to account for court costs used to operate a city school crossing guard program, or programs designed to enhance child safety, health, or nutrition; including child abuse prevention and intervention, and substance abuse prevention.

LEOSE Fund – This fund is used to account for restricted law enforcement officer education and training activity.

Drug Forfeiture Fund- This fund is used to account for restricted law enforcement activities.



07 -SPECIAL REVENUE FUND
FUND FINANCIAL SUMMARY

	2010-2011 ACTUAL	2011-2012 ACTUAL	(----- 2012-2013 -----) CURRENT BUDGET	(----- 2012-2013 -----) Y-T-D + ENCUMBERED	(----- 2012-2013 -----) DEPARTMENT REQUESTED	(----- 2013-2014 -----) CITY ADMIN. RECOMMENDED	(----- 2013-2014 -----) COUNCIL ADOPTED
<u>REVENUE SUMMARY</u>							
ALL REVENUE	351,316	369,513	316,200	242,656	330,200	334,700	334,700
FUND TOTAL REVENUES	351,316	369,513	316,200	242,656	330,200	334,700	334,700
<u>EXPENDITURE SUMMARY</u>							
ALL EXPENDITURES	371,709	367,647	384,600	178,522	395,700	395,700	395,700
FUND TOTAL EXPENDITURES	371,709	367,647	384,600	178,522	395,700	395,700	395,700
REVENUES OVER/(UNDER) EXPENDITURES	(20,393)	1,866	(68,400)	64,134	(65,500)	(61,000)	(61,000)

07 -SPECIAL REVENUE FUND
DIVISION FINANCIAL SUMMARY

	2010-2011 ACTUAL	2011-2012 ACTUAL	(----- 2012-2013 -----) CURRENT BUDGET	(----- 2012-2013 -----) Y-T-D + ENCUMBERED	(----- 2012-2013 -----) DEPARTMENT REQUESTED	(----- 2013-2014 -----) CITY ADMIN. RECOMMENDED	(----- 2013-2014 -----) COUNCIL ADOPTED
<u>REVENUE SUMMARY</u>							
0 TAXES	322,273	334,002	301,000	223,017	315,000	315,000	315,000
2 FINES AND FORFEITURES	24,898	35,137	11,500	19,366	11,500	16,000	16,000
3 INTERGOVERNMENTAL	3,698	0	3,700	0	3,700	3,700	3,700
5 OTHER REVENUE	447	374	0	273	0	0	0
FUND TOTAL REVENUES	351,316	369,513	316,200	242,656	330,200	334,700	334,700
<u>EXPENDITURE SUMMARY</u>							
9 SPECIAL REVENUE							
<u>01 TOTAL EXPENSE</u>							
2-CONTRACTUAL	370,153	365,000	378,000	174,995	392,000	392,000	392,000
6-BANK CHARGES	1,556	2,647	6,600	3,526	3,700	3,700	3,700
TOTAL 01 TOTAL EXPENSE	371,709	367,647	384,600	178,522	395,700	395,700	395,700
TOTAL 9 SPECIAL REVENUE	371,709	367,647	384,600	178,522	395,700	395,700	395,700
FUND TOTAL EXPENDITURES	371,709	367,647	384,600	178,522	395,700	395,700	395,700
REVENUES OVER/(UNDER) EXPENDITURES	(20,393)	1,866	(68,400)	64,134	(65,500)	(61,000)	(61,000)

07 -SPECIAL REVENUE FUND
ARY

REVENUES	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013		2013-2014		
			CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>0 TAXES</u>							
4040 MOTEL OCCUPANCY TAX	322,273	334,002	301,000	223,017	315,000	315,000	315,000
TOTAL 0 TAXES	322,273	334,002	301,000	223,017	315,000	315,000	315,000
<u>2 FINES AND FORFEITURES</u>							
4210 CHILD SAFETY FINES	10,871	13,575	7,500	11,974	7,500	12,000	12,000
4220 DRUG FORFEITURE	0	10,000	0	0	0	0	0
4221 FEDERAL DRUG FORFEITURE	3,372	1,905	0	0	0	0	0
4222 MUNICIPAL COURT TECHNOLOGY	10,654	9,657	4,000	7,393	4,000	4,000	4,000
TOTAL 2 FINES AND FORFEITURES	24,898	35,137	11,500	19,366	11,500	16,000	16,000
<u>3 INTERGOVERNMENTAL</u>							
4350 GRANTS	3,698	0	3,700	0	3,700	3,700	3,700
TOTAL 3 INTERGOVERNMENTAL	3,698	0	3,700	0	3,700	3,700	3,700
<u>5 OTHER REVENUE</u>							
4501 INTEREST ON INVESTMENTS	447	374	0	273	0	0	0
4543 DONATIONS-SR. CITIZEN	0	0	0	0	0	0	0
TOTAL 5 OTHER REVENUE	447	374	0	273	0	0	0
FUND TOTAL REVENUES	351,316	369,513	316,200	242,656	330,200	334,700	334,700

07 -SPECIAL REVENUE FUND
DIVISION - 9 SPECIAL REVENUE

EXPENDITURES	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013		2013-2014		
			CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>01 TOTAL EXPENSE</u>							
<u>2-CONTRACTUAL</u>							
5901-253 H/M TAX-CHAMBER OF COMMERC	176,164	204,457	172,000	84,425	180,000	180,000	180,000
5901-254 H/M TAX-FINE ARTS COUNCIL	44,039	51,114	43,000	21,106	45,000	45,000	45,000
5901-255 HOTEL/MOTEL TAX	0	0	0	0	0	0	0
5901-255.000A H/M TAX-SPECIAL EVENTS	45,944	38,320	43,000	31,309	45,000	45,000	45,000
5901-255.000H H/M TAX-MUSEUM	44,638	51,956	43,000	25,992	45,000	45,000	45,000
5901-256.000A CHILD SAFETY-S.T.A.R.	2,000	2,500	2,500	2,500	2,500	2,500	2,500
5901-256.000B CHILD SAFETY-SISD	1,602	2,035	2,000	2,000	4,000	4,000	4,000
5901-256.000D CHILD SAFETY-CROSS TIMBERS	2,000	3,000	3,000	3,000	3,000	3,000	3,000
5901-256.000E CHILD SAFETY-P.R.C.A.C.	0	0	2,500	2,500	2,500	2,500	2,500
5901-257 WELCOME TO S'VILLE SIGN	0	0	15,000	0	15,000	15,000	15,000
5901-259 BRICK STREETS-HISTORICAL	45,168	4,833	50,000	0	50,000	50,000	50,000
5901-260 FEDERAL FORFEITURE	8,598	6,786	2,000	2,163	0	0	0
TOTAL 2-CONTRACTUAL	370,153	365,000	378,000	174,995	392,000	392,000	392,000
<u>6-BANK CHARGES</u>							
5901-615 LEOSE-FD TRAINING	0	0	0	0	0	0	0
5901-617 LEOSE-PD TRAINING	1,556	2,647	3,700	630	3,700	3,700	3,700
5901-634 DRUG FORFEITURE	0	0	2,900	2,896	0	0	0
TOTAL 6-BANK CHARGES	1,556	2,647	6,600	3,526	3,700	3,700	3,700
TOTAL 01 TOTAL EXPENSE	371,709	367,647	384,600	178,522	395,700	395,700	395,700
TOTAL 9 SPECIAL REVENUE	371,709	367,647	384,600	178,522	395,700	395,700	395,700
FUND TOTAL EXPENDITURES	371,709	367,647	384,600	178,522	395,700	395,700	395,700
REVENUES OVER/(UNDER) EXPENDITURES	(20,393)	1,866	(68,400)	64,134	(65,500)	(61,000)	(61,000)



CAPITAL IMPROVEMENTS



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Capital Improvements

A Capital Improvement Program is a schedule of public Physical Improvements to be constructed with estimated resources available to finance the projected expenditures.

Capital Improvements are any expenditures of public funds for the purchase, construction, rehabilitation, replacement or expansion of the physical assets of the community when the project is relatively large in size, expensive (the City's capital threshold is \$1,000), long-term and permanent. Some common examples include streets, tennis courts, fire stations, water and sewer lines and fire engines. Capital expenditures are financed from a variety of sources to include long-term and short-term debt, current revenues, grants from other governmental entities and donations from foundations, businesses, individuals and non-profit organizations. A detail listing of financing methods is found on the following pages.

Functions of a Capital Improvement Program

- ❖ Estimating capital requirements, budgeting priority projects and developing revenue sources for proposed improvements.
- ❖ Scheduling all capital projects over a fixed period with the appropriate planning implementation and informing the public of projected capital improvements.
- ❖ Coordinating the activities of various departments in meeting project schedules.
- ❖ Monitoring and evaluating the process of capital projects.

Capital Improvements Policy

The City of Stephenville prioritizes the funding of capital projects on the basis of a Capital Improvements Plan. The functions of the Capital Improvement Plan are as follows:

1. Estimating capital requirements
2. Scheduling all capital projects over a fixed period with appropriate planning and implementation.
3. Budgeting priority projects and developing revenue sources for proposed improvements.
4. Coordinating the activities of various departments in meeting project schedules.
5. Monitoring and evaluating the process of capital projects.
6. Informing the public of projected capital improvements.

The following questions are considered when justifying a project:

1. What is the relationship of the project to the progress of the entire city?
2. Is the project part of a large program? How does it relate to the goals of the program?
3. How many citizens will be helped by it? How many citizens will be harmed or inconvenienced if the project is not considered?

4. Will it add to the value of the surrounding area? Will it increase the valuation of the local property?
5. Will it increase efficiency or performance of a service? Will it reduce the on-going costs of a service or facility?
6. Will it provide a service required for economic development of the community? What improvements would be of the most value in attracting commercial and industrial firms?
7. Is the project required to complete or make fully usable a major public improvement?
8. Will rapid urban growth in the area of the proposed project increase the costs of land acquisitions if the project is deferred?
9. Is the project well identified by the citizens? Does it have established voter appeal?
10. Is the project needed to protect public health or safety?

Methods of Financing Capital Improvements Projects

Certificates of Obligations

Certificates of Obligations are issued with limited revenues pledged by the water and sewer systems. Voter approval is not required.

Donations

Donations are periodically received, by the City, from individuals, business, foundations and non-profit organizations.

Earmarked Funds

With Earmarked Funds, monies are accumulated in advanced or set aside for capital construction or purchase. The accumulation may result from surplus of earmarked operational revenues or sale of capital assets.

Enterprise Funds

Enterprise Funds are established from the delivery of specific services – where money paid to administer the services and the expenses (as a result of providing services) are accounted for separate from the general fund budget of the City.

General Fund

General Fund is the financing of improvements from revenues such as general taxation, fees and services charges.

General Obligation Bonds

With General Obligation bonds, the taxing power of the jurisdiction is pledged to pay interest and retire the debt. General Obligation Bonds can be sold to finance permanent types of improvements such as municipal buildings, street and parks and recreation facilities. Voter approval is required.

Revenue Bonds

Revenue Bonds frequently are sold for projects that produce revenues, such as water and sewer systems. Voter approval is not required.

Special Assessments

Public works that benefit particular properties may be financed more equitably by special assessments (i.e., paid by those who directly benefit).

State and Federal Grant

State and Federal Grant-in-Aid programs are available for financing a number of programs. These may include streets, water and sewer facilities, airports, parks and playgrounds. The costs of funding these facilities may be borne completely by grant funds or a local share may be required.

Impacts of Capital Improvements on Operating Budget

Most of the capital improvements scheduled for FY 2013-2014 are routine replacements and/or upgrades of facilities or equipment. There should be no major impact on operating budgets for most of the capital items scheduled. The maintenance and operating costs related to most of the capital project items scheduled should be absorbed in the corresponding division's operating budget.

FY 2013-2014 Capital Improvements

The following pages identify the capital improvements that have been authorized in FY 2013-2014 and includes the project or equipment, the department requesting the item, the fund in which expenditures will be reentered, the sources of funds, the cost and the reason the project is being undertaken or equipment being purchased.



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CAPITAL IMPROVEMENTS & EQUIPMENT REPLACEMENT

FUND	DEPT	DESCRIPTION	CAPITAL	NOT	CAPITAL	CAPITAL REPLACEMENTS			
			INCLUDED	INCLUDED	REQUESTS	2014-15	2015-16	2016-17	2017-18
			2013-14	2013-14	2013-14				
ADMINISTRATION									
5105	MUNI BLDGS	NEW ELEVATOR-		133,750	133,750				
5105	MUNI BLDGS	ELEVATOR-REPAIR OPTION #1	23,005		23,005				
5105	MUNI BLDGS	ELEVATOR-REPAIR OPTION #2		6,955	6,955				
5105	MUNI BLDGS	CITY HALL ROOF-ONCOR GRANT		60,000	60,000				
5201	FINANCE	TECHNOLOGY		0		50,000		50,000	
5102	MUNI BLDGS	FURNITURE		5,000	5,000	5,000			
TOTAL ADMINISTRATION			23,005	205,705	228,710	55,000	0	50,000	0
COMMUNITY SERVICES									
5502	PARK	1/2 TON PICKUP TRUCK					20,000		
5502	PARK	3/4 TON TRUCK CREW CAB							
5502	PARK	3/4 TON PICKUP TRUCK						25,000	25,000
5502	PARK	CASE TRACTOR							
5502	PARK	T40 TRACTOR						30,000	
5502	PARK	VENTRAC MOWER					20,000		
5502	PARK	RM674 REEL MOWER							
5502	PARK	TORO 4100 CUTTING DECK					3,500		
5502	PARK	TORO WORKMAN-BALLFIELD MX (RUNABOUT)						8,500	
5502	PARK	UTILITY VEHICLES						12,000	
5503	CEMETERY	3/4 TON PICKUP TRUCK (replace 2003)	20,848		20,848				
5503	CEMETERY	BILLY GOAT LEAF VACUUM						5,000	
5503	CEMETERY	48" ZERO TURN RADIUS MOWER							
5505	STREET	STREET RECONSTRUCTION		500,000	500,000	500,000	500,000	500,000	500,000
5505	STREET	ASPHALT ZIPPER							
5505	STREET	ASPHALT PAVER							
5505	STREET	CAT GRADER-LOADER		120,000	120,000				200,000
5505	STREET	1/2 TON PICKUP TRUCK-CREW CAB							
5505	STREET	DUMP TRUCK	70,000		70,000				
5505	STREET	WATER TRUCK							
TOTAL COMMUNITY SERVICE			90,848	620,000	710,848	500,000	543,500	580,500	725,000
FIRE AND EMS									
5601	FIRE *	BURN BUILDING AND TOWER				500,000			
5603	FIRE SUPPRESSION	BOOSTER TRUCK REPLACEMENT (Replace 1981)						150,000	
5603	FIRE SUPPRESSION *	RESCUE BREATHING BUDDY AIR HOSES				11,700			
5603	FIRE SUPPRESSION *	1250 GPM PUMPER TRUCK (Replace 1997)		380,000	380,000				
5603	FIRE SUPPRESSION	SUTPHEN QUINT (Replace 1997)						650,000	
5603	FIRE SUPPRESSION	HOSE REPLACEMENT (1EA PER YR)		6,000	6,000	6,000	6,000		
5603	FIRE SUPPRESSION	REPLACE SCBA's						112,500	
5603	FIRE SUPPRESSION	P25 COMPLIANT RADIO SYSTEM						154,000	
5604	EMS *	HEART MONITOR DEFIBRILLATOR	39,793		39,793	39,793	39,793		
5604	EMS *	AIR LIFT BAGS (Replacing 18yr old bags)		8,012	8,012				
5604	EMS *	AMBULANCE REPLACEMENT (Replace 2005)				140,000			150,000
5605	VOL FIRE *	BUNKER GEAR REPLACEMENT				9,600	9,600	9,600	
5104	EMERGENCY MGT	CASA WX (ADVANCED RADAR SYSTEM)				3,000	3,000	3,000	3,000
5104	EMERGENCY MGT	REVERSE 911/CODE RED/EMERGENCY INTERNET NOTIFICATION				15,000	15,000	15,000	15,000
5104	EMERGENCY MGT	GENERATOR-PUBLIC SAFETY BUILDING	56,200		56,200				
56XX	ALL DEPARTMENTS	TACTICAL MEDIC EQUIP REPLACEMENT	9,546		9,546	6,194			
56XX	ALL DEPARTMENTS	TACTICAL MEDIC EQUIP TRAINING		2,500	2,500	2,500			
56XX	ALL DEPARTMENTS	HAZMAT SUITS & DECONTAMINATION SHOWER		4,300	4,300				
56XX	ALL DEPARTMENTS	DIGITAL RADIO SYSTEM (Replace analog)				90,000			
TOTAL FIRE AND EMS			105,539	400,812	506,351	823,787	73,393	1,094,100	168,000
POLICE									
5702	PATROL	VEHICLE (3EA) NORMAL ROTATION	150,000		150,000	150,000	150,000	150,000	150,000
5705	CID	VEHICLE (1EA) NORMAL ROTATION	28,000		28,000			28,000	
TOTAL POLICE DEPARTMENT			178,000	0	178,000	150,000	150,000	178,000	150,000
COMMUNITY DEVELOPMENT									
5802	INSPECTION	VEHICLE				22,000			24,000
5803	CODE ENFORCE	VEHICLE							
TOTAL COMMUNITY DEVELOPMENT			0	0	0	22,000	0	0	24,000
TOTAL GENERAL FUND			397,392	1,226,517	1,623,909	1,550,787	766,893	1,902,600	1,067,000

CAPITAL IMPROVEMENTS & EQUIPMENT REPLACEMENT

FUND	DEPT	DESCRIPTION	CAPITAL	NOT	CAPITAL	CAPITAL REPLACEMENTS			
			INCLUDED 2013-14	INCLUDED 2013-14	REQUESTS 2013-14	2014-15	2015-16	2016-17	2017-18
ADMINISTRATION									
5105	MUNI BLDGS	NEW ELEVATOR		133,750	133,750				
5105	MUNI BLDGS	ELEVATOR-REPAIR OPTION #1	23,005		23,005				
5105	MUNI BLDGS	ELEVATOR-REPAIR OPTION #2		6,955	6,955				
5105	MUNI BLDGS	CITY HALL ROOF-ONCOR GRANT		60,000	60,000				
5201	FINANCE	TECHNOLOGY		0		50,000			50,000
5102	MUNI BLDGS	FURNITURE		5,000	5,000	5,000			
TOTAL ADMINISTRATION			23,005	205,705	228,710	55,000	0	50,000	0
COMMUNITY SERVICES									
5502	PARK	1/2 TON PICKUP TRUCK					20,000		
5502	PARK	3/4 TON TRUCK CREWCAB							
5502	PARK	3/4 TON PICKUP TRUCK						25,000	25,000
5502	PARK	CASE TRACTOR							
5502	PARK	T40 TRACTOR							30,000
5502	PARK	VENTRAC MOWER					20,000		
5502	PARK	RM674 REEL MOWER							
5502	PARK	TORO 4100 CUTTING DECK					3,500		
5502	PARK	TORO WORKMAN-BALLFIELD MX (RUNABOUT)							8,500
5502	PARK	UTILITY VEHICLES							12,000
5503	CEMETERY	3/4 TON PICKUP TRUCK (replace 2003)	20,848		20,848				
5503	CEMETERY	BILLY GOAT LEAF VACUUM							5,000
5503	CEMETERY	48" ZERO TURN RADIUS MOWER							
5505	STREET	STREET RECONSTRUCTION		500,000	500,000	500,000	500,000	500,000	500,000
5505	STREET	ASPHALT ZIPPER							
5505	STREET	ASPHALT PAVER							
5505	STREET	CAT GRADER-LOADER		120,000	120,000				200,000
5505	STREET	1/2 TON PICKUP TRUCK-CREWCAB							
5505	STREET	DUMP TRUCK	70,000		70,000				
5505	STREET	WATER TRUCK							
WATER/WASTEWATER									
5001	PRODUCTION	1/2 TON PICKUP (Replace '08 model)	25,000		25,000				
5001	PRODUCTION	WELLSITE-MOWING TRACTOR (Replace '88model)				12,000			
5001-2	MAINTENANCE	WATER & SEWER UTILITY LINES REHABILITATION		750,000	750,000	750,000	750,000	700,000	650,000
5002	WATER DIST	BACKHOE-(Replace existing '03 model)				85,000			
5002	WATER DIST	DUMPTRUCK-(Replace existing '03 model)					85,000		
5002	WATER DIST	MOWING TRACTOR-(Replace existing '93 model)					35,000		
5002	WATER DIST	1/2 TON PICKUP (Replace '08 model)							25,000
5101	COLLECTION	3/4 TON PICKUP (Replace '05 model)	40,000		40,000				
5101	COLLECTION	C30 TRUCK W/WELL PULLING RIG (Replace '73model)							300,000
5101	COLLECTION	BASIN 8 EVALUATION	62,000		62,000				
5101	COLLECTION	BASIN 6 EVALUATION				75,000			
5101	COLLECTION	BASIN 5 EVALUATION					60,000		
5101	COLLECTION	BASIN 9 EVALUATION						50,000	
5101	COLLECTION	BASIN 2 EVALUATION							48,000
5101	COLLECTION	TAILER MOUNTED-HIGH VELOCITY						42,000	
5102	WWTP	EFFLUENT SERVICE WATER PUMP REHAB		13,750	13,750				
5102	WWTP	LIFTSTATION ISOLATION VALVE		18,500	18,500				
5102	WWTP	COVER FOR CL2 CONTACT BASIN				14,000			
5102	WWTP	GRIT CHAMBER BLOWERS		14,750	14,750				
5102	WWTP	BAR SCREEN REHAB		8,800	8,800				
5102	WWTP	SOUTH SECONDARY DRIVE					45,000		
5102	WWTP	PRIMARY CLAIFFER-SLUDGE PUMP REPAIR		24,000	24,000				
5102	WWTP	SECONDARY TREATMENT GENERATOR						38,000	
5102	WWTP	GRIT CLASSIFIER/WASHER						24,500	
5102	WWTP	REPLACE (2) RAW SLUDGE PUMPS						40,000	
5102	WWTP	DISINFECTANT STORAGE SYSTEM				55,000			
5102	WWTP	PORTABLE SAMPLERS FOR INDUSTRIAL PRETREATMENT PROGRAM				12,500			
5102	WWTP	PRIMARY SCUM STATION PUMP REPLACEMENT				20,500			
5102	WWTP	TP1 ELECTRIC MOTOR REPLACEMENT				25,000			
5102	WWTP	REPLACE UNIT #230 2009 VOLVO SKID STEER LOADER							32,000
5102	WWTP	BELT PRESS SLUDGE PUMP							21,000
5102	WWTP	PRIMARY TREATMENT GENERATOR							148,000
5102	WWTP	INFLUENT LIFT STATION REHAB							150,000
5102	WWTP	BELT PRESS REHAB							28,000
5102	WWTP	AUTOMATIC BACKWASH FILTER REHAB							33,000
5102	WWTP	SAND DRYING BED CONVERSION TO CONCRETE FLOOR							35,000
TOTAL WATER/WASTEWATER FUND			127,000	829,800	956,800	1,049,000	1,077,500	1,168,000	1,094,000
LANDFILL									
5001	LANDFILL	LANDFILL COMPACTOR (Replace '90 model)		425,000	425,000				
5001	LANDFILL	1 TON PICKUP-REPLACE UNIT #71				25,000			
5001	LANDFILL	UTILITY VEHICLE (Polaris Ranger/JD Gator)				15,000			
5001	LANDFILL	UTILITY TRAILER (Retrieve,store,transport scrap material)		18,000	18,000				
5001	LANDFILL	BRUSH GRINDER					25,000		25,000
5001	LANDFILL	EQUIPMENT SERVICE SHOP							25,000
TOTAL LANDFILL			0	443,000	443,000	40,000	25,000	0	50,000
TOTAL ALL FUNDS			524,392	2,499,317	3,023,709	2,639,787	1,869,393	3,070,600	2,211,000

Mobile Equipment

Department	Account	Unit #	Year	Description	ID #	Model	Purchase Price
MSC	5106-411		2004	KOMATSU	580824A / FG25T-14	FORKLIFT	20,450.00
PARK	5502-411-0002	2	2005	CHEVROLET	1GCHC23U25F892213	3/4 TON TRUCK CREWCAB	19,949.16
PARK	5502-411-0006	6	2005	CHEVROLET	1GCHC24U85E243682	3/4 TON PICKUP TRUCK	15,871.41
PARK	5502-411-0092	92	1999	CHEVROLET	1GCEC14VOXZ205624	1/2 TON PICKUP TRUCK	16,240.12
PARK	5502-411-0100	100	2006	CHEVROLET	1GCHC24UX6E201581	1/2 TON PICKUP TRUCK	17,373.00
PARK	5502-411-0101	101	2007	CHEVROLET	1GCEC14C87E547134	1/2 TON PICKUP TRUCK	17,289.54
PARK	5502-411-0102	102	2008	CHEVROLET	1GCHC24K68E180195	3/4 TON TRUCK REG CAB	19,239.25
PARK	5502-411-0103	103	2009	FORD	1FTNF20539EA47647	3/4 TON PICKUP TRUCK	16,147.75
PARK	5502-411-0105	105	2012	FORD	1FTFX1CF6CKD45201	1/2 TON PICKUP TRUCK	20,767.77
PARK	5502-411-0106	106	2013	FORD	1FT7W2A64DEA63915	3/4 TON PICKUP TRUCK	23,895.00
PARK	5502-412-0008	8	2002	NEW HOLLAND	G509616	TRACTOR	16,014.00
PARK	5502-412-0013	13	1998	KAWASAKI	JK1AFCA17WB518187	MULE	7,400.00
PARK	5502-412.0007	xx	2009	JOHN DEERE	1M0TURFD040276	MOWER-TX TURF GATOR	7,948.32
PARK	5502-412.0007	xx	2011	JOHN DEERE	1M0TURFJCBM060231	MOWER-TX TURF GATOR	7,643.64
PARK	5502-412.0007	xx	2011	JOHN DEERE	1M0TURFJPBM060233	MOWER-TX TURF GATOR	7,643.64
PARK	5502-412.0200	200	2006	VENTRAC	XBB2163	MOWER	12,500.00
PARK	5502-412.0201	201	2006	TORO	260000756	GROUNDMASTER	39,686.00
PARK	5502-412-0202	202	2012	KUBOTA	10096	TRACTOR	35,931.60
PARK	5502-412-0203	203	2012	JOHN DEERE	1TC2653TCCT060435	REEL MOWER 72"	24,421.00
PARK	5502-412-0204	204	2007	TORO	270000565	REEL MOWER	40,387.00
CEMETERY	5503-411-0093	93	2003	CHEVROLET	1GCGC24U83Z207539	3/4 TON PICKUP TRUCK	15,297.00
CEMETERY	5503-411-0115	115	2009	FORD	1FTRF12W89KB42014	1/2 TON PICKUP TRUCK	13,162.95
CEMETERY	5503-412	xx	2007	SCAG	D7700011	29HP 61" DECK WITH CANOPY	9,459.00
CEMETERY	5503-412-0001	xx	2004	STEINER	RC4459	DIESEL MOWER	10,395.00
STREET	5505-411-0009	9	2005	CHEVROLET	1GBM7C1E95F521168	DUMP TRUCK	36,857.13
STREET	5505-411-0025	25	1995	CHEVROLET	1GBL7H1P9SJ111148	DUMP TRUCK	27,950.00
STREET	5505-411-0027	27	1992	CHEVROLET	1GBL7H1P1NJ104943	DUMP TRUCK	24,889.63
STREET	5505-411-0029	29	1999	CHEVROLET	1GBM7H1BOXJ100765	DUMP TRUCK	35,187.00
STREET	5505-411-0120	120	2006	CHEVROLET	3GCEC14VX6G207766	1/2 TON PICKUP TRUCK	13,581.00
STREET	5505-411-0121	121	2008	CHEVROLET	1GBT8C4B48F410672 5000176	DUMP TRUCK	68,322.00
STREET	5505-411-0122	122	2006	ZIPPER	109fs08267u023975	PHALT ZIPPER 480 W/TRAIL	91,807.00
STREET	5505-411-0123	123	2009	FORD	1FTRX12W59KB42016	2 TON PICKUP TRUCK- EXT C	15,805.00
STREET	5505-411-0124	124	2011	FORD	1FTBF2A69BEC30910	3/4 TON PICKUP TRUCK	18,875.00
STREET	5505-411-0125	125	2013	FORD	1FTFX1CF5DFA47927	2 TON PICKUP TRUCK- EXT C	20,585.00
STREET	5505-411-0223	223	2011	FORD	3FRXF7FA2BV595260	WATER TANKER TRUCK	82,315.00
STREET	5505-412	xx	2004	CASE	N4C30343	BACKHOE	36,261.83
STREET	5505-412-0002	2	1998	CATERPILLAR	1HF00705	LOADER	61,695.83
STREET	5505-412-0047	47	1982	FORD	U-707906	TRACTOR	4,000.00
STREET	5505-412-0053	53	2000	CATERPILLAR	4MK758	GRADER	121,167.00
STREET	5505-412-0054	54	2004	INGERSOL	175745	COMPACT ROLLER	23,346.51
STREET	5505-412-0055	55	1971	CATERPILLAR	80H4246	LOADER-FRONT END	7,800.00
STREET	5505-412-0058	58	2004	LEEBOY	3169B	ASPHALT PAVER	37,500.00
STREET	5505-412-0101	101	2005	SELF PROPELLEI	805313	POWER BROOM	30,069.00
STREET	5505-412-0220	220	2007	CATERPILLAR	DDA03383	LOADER-FRONT END	115,200.00
STREET	5505-412-0221	221	2009	DYNAPAC	167 2163BR2448	PNEUMATIC TIRE ROLLER	65,650.00
STREET	5505-412-0222	222	2010	BANDIT	4FMUS1610AR023722	WOODCHIPPER	27,148.00

Mobile Equipment

Department	Account	Unit #	Year	Description	ID #	Model	Purchase Price
Fire & EMS	5602-411-0320	320	2003	CHEVROLET	2GCEC19V031400618	1/2 TON PICKUP TRUCK	19,378.00
Fire & EMS	5602-411-0340	340	2008	DODGE	1D7HA18N08J181330	1/2 TON PICKUP TRUCK-QUAD CAB	16,453.00
Fire & EMS							
Fire & EMS	5603-411-0321	321	2000	CHEVROLET	1GBL7H1BOYJ500984	C-70 TRUCK	91,474.00
Fire & EMS	5603-411-0322	322	1981	CHEVROLET	1GBJ7DIE5BV110943	C-60 TRUCK	27,000.00
Fire & EMS	5603-411-0324	324	1996	GMC	1GDG6H1J0TJ500804	RESCUE TRUCK	74,702.00
Fire & EMS	5603-411-0326	326	1990	CHEVROLET	1GBL7H1POLJ203086	C-70 TRUCK	69,000.00
Fire & EMS	5603-411-0332	332	1997	SUTPHEN	1S9A1BBD6V2003080	PUMPER	196,902.00
Fire & EMS	5603-411-0333	333	1993	E-ONE	4ENRAAA87P1002718	H-160 TRUCK	141,040.00
Fire & EMS	5603-411-0334	334	2012	E-ONE	4EN6AAA85C1007302	PUMPER	338,391.00
Fire & EMS	5603-411-0335	335	1997	SUTPHEN	1S9A7LBDXV2003054	MT LADDER	449,699.00
Fire & EMS	5604-411-0327	327	2008	FORD	1FDXE45P28DA54381	AMBULANCE	109,807.50
Fire & EMS	5604-411-0328	328	2005	FORD	1FDX345PX5HB29848	AMBULANCE	83,341.00
Fire & EMS	5604-411-0329	329	2012	FORD	1FDXE4FS6CDA70627	AMBULANCE	137,348.50
Fire & EMS	5604-412-0001	323	2004	POLARIS	4XARF50A840446382	6 X 6	10,295.85
PATROL	5702-411-0300	300	2012	CHEVROLET	1GNLC2E04CR246081	SUV	25,327.00
PATROL	5702-411-0301	301	2011	DODGE	2B3CL1CT3BH600382	VEHICLE	23,652.00
PATROL	5702-411-0302	302	2011	DODGE	2B3CL1CT5BH600383	VEHICLE	23,652.00
PATROL	5702-411-0303	303	2011	DODGE	2B3CL1CT1BH600381	VEHICLE	23,652.00
PATROL	5702-411-0304	304	2012	CHEVROLET	6G1MK5U23CL631571	VEHICLE	26,537.65
PATROL	5702-411-0305	305	2012	CHEVROLET	6G1MK5U21CL633769	VEHICLE	26,537.65
PATROL	5702-411-0306	306	2013	CHEVROLET	1GNLC2E02DR215087	SUV	26,409.40
PATROL	5702-411-0306	306	2010	CHEVROLET	1GNMCAE05AR155705	SUV	31,270.35
PATROL	5702-411-0307	307	2010	DODGE	2B3AA4CT5AH177818	VEHICLE	22,370.25
PATROL	5702-411-0307	307	2013	CHEVROLET	6G1MK5U27DL820449	VEHICLE	26,787.65
PATROL	5702-411-0308	308	2010	DODGE	2B3AA4CT3AH177817	VEHICLE	22,394.00
PATROL	5702-411-0308	308	2013	CHEVROLET	6G1MK5U27DL820448	VEHICLE	26,787.65
CID	5705-411-0190	190	2008	DODGE	1D7HA18N48J181329	QUAD CAB PICKUP	16,453.00
CID	5705-411-0191	191	2008	DODGE	1D7HA18N28J181328	QUAD CAB PICKUP	16,578.00
CID	5705-411-0192	192	2008	DODGE	2B3KA43G58H254835	VEHICLE	17,261.00
CID	5705-411-0193	193	2007	DODGE	2B3KA43H27H817718	VEHICLE	24,958.80
CID	5705-411-0194	194	2008	DODGE	2B3KA43H68H227457	VEHICLE	25,667.44
CID	5705-411-0195	195	2009	DODGE	2B3KA43V09H597603	VEHICLE	21,371.00
CID	5705-411-0196	196	2005	CHEVROLET	1GNEC13Z05R210492	SUV	26,494.78
CID	5705-411-0196	196	2013	FORD	1FMJU1F5XDEF35231	SUV	28,090.00
School CID	5706-411-0309	309	2009	DODGE	2B3KA43T89H597606	VEHICLE	28,202.00
ACO	5707-411-0439	439	2008	CHEVROLET	1GCEC19J78E174399	1/2 TON EXT CAB PICKUP TRUCK	19,089.25
INSPECTIONS	5802-411-0095	95	2005	CHEVROLET	1GNCS13X55K121650	SUV	17,330.00
INSPECTIONS	5802-411-0140	140	2008	CHEVROLET	1GCCS149588176495	1/2 TON MID SIZE PICKUP TRUCK	13,664.25
CODE ENFORCI	5803-411-0141	141	2009	FORD	1FTYR10DX9PA31682	1/2 TON MID SIZE PICKUP TRUCK	11,844.75

Mobile Equipment

Department	Account	Unit #	Year	Description	ID #	Model	Purchase Price
PRODUCTION	5001-411-0133	133	2008	CHEVROLET	1GCCS149088178476	'2 TON MID SIZE PICKUP TRUCK	14,276.25
PRODUCTION	5001-411-0137	137	2012	FORD	1FTMF1CM0CKD45199	1/2 TON PICKUP TRUCK	18,103.33
PRODUCTION	5001-411-0138	138	2012	FORD	1FTMF1CM3CKD45200	1/2 TON PICKUP TRUCK	18,103.33
PRODUCTION	5001-412-0087	87	1998	CASE IH	JJE1001563	TRACTOR	17,871.00
WATER DIST	5002-411-0080	80	1973	CHEVROLET	CCZ333S129016	TRUCK	8,000.00
WATER DIST	5002-411-0086	86	2003	CHEVROLET	1GBM7J1E33F507056	DUMP TRUCK	36,545.00
WATER DIST	5002-411-0088	88	2005	FORD	1FTNF20595EB96395	1/2 TON PICKUP TRUCK	19,197.00
WATER DIST	5002-411-0132	132	2008	FORD	1FTRF12W38KC42861	1/2 TON PICKUP TRUCK	16,359.75
WATER DIST	5002-411-0139	139	2013	DODGE	1C6RR6KP9DS588119	'2 TON EXT CAB PICKUP TRUCK	22,025.00
WATER DIST	5002-411-0230	230	2013	FORD	1FD7W2BT1DEA93115	1/2 TON CREW CAB PICKUP TRUCK	34,962.00
WATER DIST	5002-412-0580	580	2003	CASE	SM2CJJG0374808	BACKHOE	56,331.72
WATER DIST	5002-412-0085	85	1995	JOHN DEERE	1SGAE152XS377326	TRACTOR	10,500.00
WATER DIST	5002-412-0089	89	1999	INGERSOL	296731UAJ222	AIR COMPRESSOR	10,327.00
CUSTOMER SERVICE	5003-411-0130	130	2006	CHEVROLET	3GCEC14V96G204373	1/2 TON PICKUP TRUCK	13,581.00
CUSTOMER SERVICE	5003-411-0134	134	2009	FORD	1FTRF12WX9KB42015	1/2 TON PICKUP TRUCK	14,542.75
CUSTOMER SERVICE	5003-412-0002	2	2011	JOHN DEERE	1M04X2XDTBM070352	TX-GATOR	10,849.00
COLLECTION	5101-411-0074	74	1995	CHEVROLET	1GBL7H1P6SJ111270	DUMP TRUCK	20,000.00
COLLECTION	5101-411-0135	135	2009	FORD	1FTYR14D99PA31683	1/2 TON MID SIZE EXT CAB PICKUP TRUCK	14,213.75
COLLECTION	5101-411-0136	136	2010	FORD	1FTWF3A56AEB36867	1 TON PICKUP TRUCK	20,252.00
COLLECTION	5101-412-0231	231	2011	JOHN DEERE	1T0310SJABD215118	BACKHOE	76,500.00
COLLECTION	5101-412-0232	232	2012	FREIGHTLINER	1FVAC3BS3CHBJ4230	VACCON TRUCK	301,364.50
WWTP	5102-411-0080	80	2007	JOHN DEERE	LV5603R-167319 W00542D-019386	TRACTOR & FRONT END LOADER	37,982.32
WWTP	5102-412-0230	230	2009	VOVLO	70076	SKID STEER LOADER	22,880.00
LANDFILL	5001-411-0071	71	2002	DODGE	3B7KC26Z62M267533	3/4 TON PICKUP TRUCK	16,396.00
LANDFILL	5001-411-0077	77	1999	CHEVROLET	1GCGC34R9XR718877	1 TON PICKUP TRUCK	21,000.00
LANDFILL	5001-412-0002	2	2006	CATERPILLAR	GJB00298	DOZER	320,350.00
LANDFILL	5001-412-0003	3	1990	CATERPILLAR	15Z01109	COMPACTOR	189,650.00
LANDFILL	5001-412-0006	6	2008	CATERPILLAR	CAT00725B1L02075	ARTICULATED TRUCK	253,281.00
LANDFILL	5001-412-0007	7	2009	KOMATSU	A90726	HYDRAULIC EXCAVATOR	220,100.00
AIRPORT	04-5001-411-030	300	2008	CHEVROLET	1GNEC03058R199831	SUV	27,608.00

Non-Mobile Equipment

Department	Account	Year	MAKE	Description	ID #	Purchase Price
PARKS & RECREATION	01-5502-412	2000	Toro	674 REEL MOWER - MODEL 3100	03201	\$3,500.00
PARKS & RECREATION	01-5502-412	2002	ew Hollan	LOADER W/ BUCKET	YL355827	\$4,500.00
PARKS & RECREATION	01-5502-412	2002	Modern	6' BOX BLADE	07079	\$425.00
PARKS & RECREATION	01-5502-412	2002		48" PALLET FORKS	26701	\$725.00
PARKS & RECREATION	01-5502-412	2004	Steiner	POWER RAKE	1048,45358	\$4,500.00
PARKS & RECREATION	01-5502-412	1997	Top Hat	6" TRAILER W/ TAILGATE (BLACK)	4P7ES1628VT015082	\$2,390.00
PARKS & RECREATION	01-5502-412	2002	PJ	2'x5' TRAILER W/ TAILGATE (RED)	Y015992	UNKNOWN
PARKS & RECREATION	01-5502-412	2005	Top Hat	TRAILER	4R7BU12145T057870	UNKNOWN
PARKS & RECREATION	01-5502-412	2007	SCAG	ZCAT 16 HP 36" DECK	B3900040	\$4,987.00
PARKS & RECREATION	01-5502-412	2000	Toro	REELMASTER 3100-D	200000389	\$8,000.00
PARKS & RECREATION	01-5502-414	2007		7x16' UTILITY TRAILER (BLACK)	5GX5L162X8M009248	\$2,195.00
PARKS & RECREATION	01-5502-414	2008	Kubota	RO TURN MOW ZG327P-60(60" DECK)	12176	\$7,900.00
PARKS & RECREATION	01-5502-414	2008	Kubota	RO TUR MOW ZG227-54 (54" DECK)	10598	\$7,500.00
PARKS & RECREATION	01-5502-414	2006	Toro	WORKMAN 2110	260000803	\$7,800.00
PARKS & RECREATION	01-5502-414	2005	Rhino	ROTARY SHREDDER	11156	\$9,418.00
PARKS & RECREATION	01-5502-414	2008	John Deere	1200A FIELD RAKE	TC1200A160815	\$9,464.30
PARKS & RECREATION	01-5502-414	2004	Rahn	GROOMER	N/A	
PARKS & RECREATION	01-5502-414	2002		LOAD TRAILLANDSCAPE TRAILER	4ZESH162X21148679	\$2,390.00
PARKS & RECREATION	01-5502-414	2004		ALUMACRAFT 12 FT BOAT	TX3371JZ or B-3371JZ-040	\$2,000.00
CEMETERY	01-5503-414	2004	Unknown	16' TRAILER W/ TAILGATE (RED)		UNKNOWN
CEMETERY	01-5503-414	2004	Billy Goat	LEAF VAC	060904193	\$3,865.95
CEMETERY	01-5503-414	2006	Top Hat	TRAILER W/ 4' RAMP	4R7BU12176T069187	\$950.00
CEMETERY	01-5503-414	2008	Kubota	ZERO TURN ZG222-48 (48" DECK)	180525BD464	\$6,400.00
CEMETERY	01-5503-414	2012	SCAG	48" CHEETAH SCZ48V mower	G9600263	\$7,378.21
CEMETERY	01-5503-414	2005	Toro	ZERO TURN Z453	78665VD1017 or 25000534 (per Bill)	\$6,578.00
STREET	01-5505-412	2004	Interstate	14PBS FLAT BED	1JKPBS1404M004881	\$6,220.00
STREET	01-5505-412	1980	Trail King	TRAILER	1658280	
STREET	01-5505-412	1970	Homemade	UTILITY TRAILER	does not have VIN number since it's homemade	\$800.00
STREET	01-5505-414	1998		TRAILER (BLACK FLAT BED)		UNKNOWN
STREET	01-5505-414	2006	Longhorn	TRAILER	ST24508116E002761	
						WATER
WATER & WASTEWATER	02-5001-412	2004	Skagg	TURF TIGER RIDING MOWER	9360330	\$7,000.00
WATER & WASTEWATER	02-5001-414	2007	H & H	UTILITY TRAILER	5NKBC18287P002003	free - court order
WATER & WASTEWATER	02-5002-412	1980		FLAT BED TRAILER 16' (WHITE)	956-855	UNKNOWN
WATER & WASTEWATER	02-5002-412	1980		Black 6x8 trailer electric reel	957-521	UNKNOWN
WATER & WASTEWATER	02-5002-412	1988		TRAILER 6x8 (WHITE)		UNKNOWN
WATER & WASTEWATER	02-5002-412	1980		6" PUMP ON WHEELS (BLUE)	970159	UNKNOWN
WATER & WASTEWATER	02-5002-412	2005	Skagg	TIGER CUB MOWER STC48A-19KA	A4805227	\$5,900.00
WATER & WASTEWATER	02-5002-412	1999		TRAILER TRA/REMORQUE4ZECF	1826X1127357	\$2,895.00
WATER & WASTEWATER	02-5002-412	2006		5x8 BLACK LONGHORN TRAILER	5J2US08186E002451	\$675.00
WATER & WASTEWATER	02-5002-412	2006		5x8 BLACK LONGHORN TRAILER	5J2US081X6E002760	\$675.00
WATER & WASTEWATER	02-5002-414	2012	Longhorn	5X8 UTILITY TRAILER	4YMUL0816CT029458	\$599.99
						LANDFILL
LANDFILL	03-5001-412	1970		EQUIP TRAILER 16' FLAT BED (RED)		UNKNOWN

Tools & Hand Held Equipment

Department	Account	Year	Make	Model	ID #	FA #	Purchase Price
Street	01-5505-412	1994		Concrete Saw	170627	178	\$3,137.00
Street	01-5505-412	2006		Concrete Saw	663486	1062	\$1,799.10
Street	01-5505-412	2006		Line Lazer Striper	BA0959	1063	\$3,946.00
Street	01-5505-412	2006		5x8 Black Longhorn Trailer	5J2US08116E002761		\$695.00
Water & WasteWater	02-5002-412			Valve Exerciser machine		815	\$3,200.00
Water & WasteWater	02-5002-412			Fire Hydrant Impact Wrench			\$5,800.00
Water & WasteWater	02-5002-412		Rammer	Wacker Packer		1060	\$3,299.99



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**NEW
PROGRAMS**



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NEW PROGRAMS - ENHANCED SERVICES

Division staff prepare budget requests based upon Council priorities, citizen requests, the strategic plan and service demands. Base budgets are prepared and carefully reviewed against priorities. Enhanced services are new programs and personnel changes deemed necessary by departments in order to provide required services more timely and efficiently. The following is a cumulative list of those requests.

FUND	DEPT	DESCRIPTION	INCLUDED 2013-2014	NOT INCLUDED	REQUEST AMOUNT
ADMINISTRATION					
5401	HUMAN RESOURCES	COMPETITIVE PAY STRUCTURE	116,800	102,200	222,000
5101	COUNCIL	AUTOMATED AGENDA SYSTEM		12,000	12,000
5101	COUNCIL	IPAD'S		10,000	10,000
5101	COUNCIL	WEB MASTER		45,000	45,000
5101	COUNCIL	UPDATED WEB PAGE		15,000	15,000
5102	ADMIN	ASST CITY ADMINISTRATOR		90,000	90,000
5102	ADMIN	CAR ALLOWANCE		6,000	6,000
5103	CITY SECRETARY	CAR ALLOWANCE		6,000	6,000
5103	CITY SECRETARY	RECORDS CLERK (PART TIME)		10,400	10,400
5105	MUNICIPAL BLD	RETROFIT COUNCIL CHAMBERS		30,000	30,000
5105	MUN BLD, MSC, LIBRARY	JANITOR (PART-TIME TO FULL-TIME)		30,000	30,000
5106	MSC	INCREASE PARKING LOT		11,000	11,000
5106	MSC	SECURITY CAMERA SYSTEM		4,000	4,000
5106	MSC	MAG CARD READER (GAS BOY FUEL SYSTEM)		17,000	17,000
5201	FINANCE	CAR ALLOWANCE		6,000	6,000
5401	HUMAN RESOURCES	COMPETITIVE PAY STRUCTURE			TBD
5401	HUMAN RESOURCES	INCREASED VACATION FOR LT EMPLOYEES			TBD
5401	HUMAN RESOURCES	TMRS MATCHING CONTRIBUTION 6% TO 7%			TBD
5401	HUMAN RESOURCES	RETIREE HEALTH INSURANCE			TBD
5401	HUMAN RESOURCES	SICK LEAVE PAYOFF -RETIREMENT			TBD
5401	HUMAN RESOURCES	SICK LEAVE POOL			TBD
5901	PUBLIC SAFETY BLDG	RENOVATION	75,000		100,000
TOTAL ADMINISTRATION			191,800	394,600	614,400
COMMUNITY SERVICES					
5501	ADMIN	CAR ALLOWANCE		6,000	6,000
5502	PARK	PARKING LOT IMPROVEMENTS-BALL FIELD		50,000	50,000
5502	PARK	YOUTH BASEBALL/SOFTBALL FIELD #2		50,000	50,000
5502	PARK	CENTURY PARK IRRIGATION		10,000	10,000
5502	PARK	BLEACHER COVERS		50,000	50,000
5502	PARK	RV RENOVATION		250,000	250,000
5502	PARK	LIONS CLUB FLD RENOVATION (IRRIGATION & FENCING)		20,000	20,000
5502	PARK	BIRDSONG AMPITHEATER - NEW ROOF/COVER		20,000	20,000
5502	PARK	BRT IMPROVEMENTS/EXTENSION***		35,400	35,400
5503	CEMETERY	ROAD PAVING WITHIN WEST END (2nd half)		25,000	25,000
5505	STREETS	1 TON FLATBED TRUCK		27,000	27,000
5505	STREETS	MINI EXCAVATOR		40,000	40,000
5505	STREETS	SKID STEER LOADER		45,000	45,000
5505	STREETS	SCISSOR LIFT		30,000	30,000
5505	STREETS	RECONSTRUCT TARLETON RR CROSSING		30,000	30,000
***Grant Match					
TOTAL COMMUNITY SERVICE			-	688,400	688,400
FIRE AND EMS					
5601	ADMIN	CAR ALLOWANCE		6,000	6,000
5601	ADMIN	ASST FIRE CHIEF		83,436	83,436
5601	NEW FIRE STATION	SECRETARY		35,983	35,983
56xx	ALL DEPARTMENTS	INCREASE MINIMUM STAFFING TO 9EA (6 NEW EE)		327,804	327,804
56xx	ALL DEPARTMENTS	STORE FIRE/EMS REPORTS ELEC. (Lease Option)		53,380	53,380
56xx	ALL DEPARTMENTS	STORE FIRE/EMS REPORTS ELEC. (Purchase Option)		111,928	111,928
5602	PREVENTION	PUBLIC EDUCATION ACCOUNT (SUPPLIES)		3,945	3,945
5602	PREVENTION	FIRE PREVENTION TRAILER W/GEN & SOUND SYS		18,050	18,050
5602	PREVENTION	DRY MIST DECON SYSTEM		50,000	50,000
5602	PREVENTION	SPARKY FIRE DOG/PUMPER ROBOT		10,000	10,000
5603	FIRE SUPPRESSION	COMPUTER SCBA MONITORED ACCOUNTABILITY		9,900	9,900
5603	FIRE SUPPRESSION	RESCUE BREATHING HOSE FOR ALL SCBA (22)		12,700	12,700
5603	FIRE SUPPRESSION	INCIDENT COMMAND VEHICLE		45,600	45,600
5604	EMS	AUTO PULSE CPR BOARD		34,000	34,000
5104	EMERG MGMT	CASA WX (ADVANCED RADAR SYSTEM)		3,000	3,000
5104	EMERG MGMT	REVERSE 911/CODE RED/EMERGENCY INTERNET NOTIFICATION	12,307	2,693	15,000
TOTAL FIRE AND EMS			12,307	808,419	820,726
POLICE					
5701	ADMIN	CAR ALLOWANCE		6,000	6,000
5701	ADMIN	ADMINISTRATIVE VEHICLES (2) UNMARKED		55,000	55,000
5702	PATROL	POLICE OFFICER- K9 UNIT		57,258	57,258
5702	PATROL	K9 DOG		12,000	12,000
5702	PATROL	K9 DOG EQUIPMENT		5,200	5,200
5702	PATROL	K9 UNIT TRAINING/AMMO/CLOTHING		6,500	6,500
5702	PATROL	K9 UNIT VET CARE/FOOD		4,100	4,100
5702	PATROL	K9 UNIT VEHICLE/FUEL		61,000	61,000
5702	PATROL	POLICE OFFICERS (4) SERGEANT (1) "H.E.A.T."		350,000	350,000
5702	PATROL	H.E.A.T TRAINING/AMMO		16,700	16,700
5702	PATROL	H.E.A.T WEARING APPAREL		15,000	15,000
5702	PATROL	H.E.A.T VEHICLES (3)		150,000	150,000
5702	PATROL	DIRECTIONAL RADAR TRAILER		10,000	10,000
5703	COMMUNICATIONS	DISPATCHER (4)	200,000		200,000
5703	COMMUNICATIONS	DISPATCHER (4) TRAINING/EDUCATION	6,000		6,000
5704	SUPPORT SERVICES	RECORDS CLERK (FULL TIME)		42,000	42,000
5704	SUPPORT SERVICES	DIGITAL SCANNER		40,000	40,000
5706	PROFESSIONAL STDS	SRO (if Grant Approved)		55,568	55,568
5706	PROFESSIONAL STDS	SRO UNIFORM/EQUIP/ETC (if Grant Approved)		12,830	12,830
5706	PROFESSIONAL STDS	SRO VEHICLE (if Grant Approved)		49,000	49,000
TOTAL POLICE DEPARTMENT			206,000	948,156	1,154,156
COMMUNITY DEVELOPMENT					
5801	ADMIN	CAR ALLOWANCE		6,000	6,000
5801	ADMIN	COMMUNITY DEVELOPMENT CLERK (FULL-TIME)		27,040	27,040
5801	PLANNING	UPDATE COMPREHENSIVE THROUGHFARE PLAN		75,000	75,000
5801	PLANNING	HP DESIGN JET T2300 (Print/Scan/Copy)		7,500	7,500
5801	PLANNING	FEMA-LOMR (Letter of Map Revision)		19,000	19,000
5803	CODE ENFORCEMENT	XPLORER TABLET PC/SOFTWARE/ACCESSORIES		5,570	5,570
TOTAL COMMUNITY DEVELOPMENT			-	140,110	140,110
TOTAL GENERAL FUND			410,107	2,979,685	3,417,792

NEW PROGRAMS - ENHANCED SERVICES

Division staff prepare budget requests based upon Council priorities, citizen requests, the strategic plan and service demands. Base budgets are prepared and carefully reviewed against priorities. Enhanced services are new programs and personnel changes deemed necessary by departments in order to provide required services more timely and efficiently. The following is a cumulative list of those requests.

FUND	DEPT	DESCRIPTION	INCLUDED 2013-2014	NOT INCLUDED	REQUEST AMOUNT
WATER/WASTEWATER					
5000	HUMAN RESOURCES	COMPETITIVE PAY STRUCTURE	14,932	11,668	25,000
5000	ADMIN	CAR ALLOWANCE		6,000	6,000
5000	ADMIN	CAD/GIS TECHNICIAN		40,000	40,000
5001	PRODUCTION	DOWNHOLE WELL CAMERA	25,000		25,000
5001	PRODUCTION	AFTER HRS EMERGENCY TRAILER		6,500	6,500
5002	WATER DIST'R	WAREHOUSE INVENTORY MANAGER		48,000	48,000
5002	WATER DIST'R	SYSTEM EVALUATION		75,000	75,000
5102	WWTP	LIFT STATION GENERATOR		128,000	128,000
5201	UTILITY BILLING	AUTOMATED METER READING SYSTEM ***		3,000,000	3,000,000
TO TAL WATER/WASTEWATER			39,932	3,315,168	3,353,500
***Other Financing Source					
LANDFILL					
5001	HUMAN RESOURCES	COMPETITIVE PAY STRUCTURE	1,600	1,400	3,000
5001	LANDFILL	ALL WEATHER BASE MATERIAL-ALLOW BRUSH DROPOFF		18,500	18,500
5001	LANDFILL	TRACKING/RECORDING SOFTWARE		8,500	8,500
5001	LANDFILL	6-INCH TRASH PUMP WITH TRAILER		12,000	12,000
5001	LANDFILL	UTILITY TRAILER (Retrieve,store,transport scrap material)		18,000	18,000
5001	LANDFILL	CAPACITY SURVEY		5,200	5,200
5001	LANDFILL	SHREDDER		250,000	250,000
TO TAL LANDFILL			1,600	313,600	315,200
AIRPORT					
5001	AIRPORT	AIRPORT MANAGER		50,000	50,000
5001	AIRPORT	SPEED SWEEPER (50% GRANT MATCH)			TBD
5001	AIRPORT	RESKIN OLD HANGARS			TBD
TO TAL AIRPORT			-	50,000	50,000
CAPITAL PROJECTS					
	MUSEUM	FENCE FOR SEPERATION FROM BRT AREA			TBD
	MUSEUM	LIAISON BETWEEN COUNCIL & HISTORICAL COMMISSION			NC
	PARK	BRT-COPMPREHENSIVE PLAN TO EXPAND-GRANT WRITER			TBD
	PARK	DISC GOLF COURSE			15,000
	PARK	RESKIN PAVILIONS			80,000
	PARK	BICYCLE PATH(S) PARK/CITY			25,000
	PARK	WATER (DRINKING) FOUNTAINS			TBD
	PARK	REC HALL/SR CITIZENS/COMMUNITY CENTER/MULIIPURPOSE			16,000,000
	SPLASHVILLE	REDUCED ADMITANCE FOR LOW INCOME			TBD
	LIBRARY	NEW FACILITY			4,000,000
	CEMETARY	RELOCATE GAS LINE			10,000
	STREETS	RED LIGHT CAMERAS-VARIOUS INTERSECTIONS			TBD
	STREETS	ST. LUKE'S CURB REPAIR			TBD
	STREETS	LONG ST PAVING-RR TRACKS TO GRAHAM			TBD
	STREETS	STOP SIGN-LONG ST AND ALEXANDER ROAD			TBD
	STREETS	SIDEWALK ON DALE (BETWEEN GILBERT & SHS)			TBD
	STREETS	SPEED LIMIT/CHILDREN AT PLAY SIGNS-LYDIA ST.			TBD
	STREETS	ALEXANDER ROAD-LANDSCAPE,CURB&GUTTER,SIDEWALKS			TBD
	WWW	ANNEX UTILITY SERVICES			500,000
	WATER	AIRPORT WELL FIELD-NEW WELLS			TBD
	SEWER	EAST SIDE SEWER EXTENSION (PHASE I)			1,500,000
	STORM	STORM DRAINAGE MASTERPLAN PROJECTS			10,000,000
	STORM	PADDOCK ST & PECAN ST. DRAINAGE TO RACE			TBD
	AIRPORT	EXTIEND RUNWAY (10% GRANT MATCH)			300,000
	ANIMAL SHELTER	FUNDING FOR HUMANE SOCIETY / NEW SHELTER			TBD
TO TAL CAPITAL PROJECTS			-	-	32,430,000
TO TAL ALL FUNDS			451,639	6,658,453	39,566,492

** Citizen budget requests

TBD=to be determined



DEBT SERVICE

Debt Service Policy

Debt Service Policy

The City's goal is to fund capital improvement projects on a "pay-as-you-go" basis whenever possible. For large infrastructure projects or large pieces of equipment, debt financing is sometimes required. The City's debt management objective is to maintain levels of debt service that does not adversely impact tax or utility rates and does not hinder the City's ability to effectively operate the utility systems, street network, or other facilities. Debt financed projects must meet the City's long-term financing criteria as included in the Fiscal and Budgetary Policy.

When the City of Stephenville utilizes long-term debt financing, it will ensure that the debt is soundly financed by:

- Conservatively projecting the revenue sources that will be utilized to pay the debt.
- Financing the improvement over a period of time not greater than the useful life of the asset.

Debt and Tax Rate Limitations

All taxable property within the City is subject to the assessment, levy and collection by the City of a continuing, direct annual ad valorem tax sufficient to provide for the payment of principal and interest on the Bonds within the limits prescribed by law. Article XI, Section 5, of the Texas Constitution is applicable to the City and limits its maximum ad valorem tax rate to \$2.50 per \$100 of assessed valuation for all City purposes.

Calculation of Legal Debt Margin – October 1, 2013

Taxable Assessed Valuation	\$983,590,328
Constitutional Limit	2.50% of assessed valuation
Maximum Constitutional Revenue Available	\$24,589,758
Tax Rate to Achieve Maximum Tax Revenue	\$2.50 per \$100 of valuation
Tax Rate for FY 2013-2014	\$0.495 per \$100 of valuation
Available Unused Constitutional Max Tax Rate	\$2.005 of assessed valuation

The City operates under a Home Rule Charter that adopts the constitutional provisions. Under rules promulgated by the Office of the Attorney General of Texas, such office will not approve tax bonds of the City unless the City can demonstrate its ability to pay debt service requirements on all outstanding City tax bonds, including the issue to be approved.

Debt Service

General Obligation Interest and Sinking Fund

This fund derives its revenue from property taxes. The amount of the taxes levied is determined by the City Council. The function of this fund is to retire bonded indebtedness and pay the interest on the indebtedness. The debt, which this fund retires, was issued by the City for General Fund capital equipment and infrastructure.

Utility Fund Bonds

Detail for Utility-related debt is located in the non-departmental section of the Utility Fund's budget.

Airport Bonds

Detail for Airport related debt is located in the Airport budget.

Stormwater Drainage Bonds

Detail for the drainage related debt is located in the Stormwater Drainage budget.

Current Debt Requirements

The total Debt Service requirements for the City of Stephenville in fiscal year 2013-2014 is \$3,073,737. The total General Obligation debt service requirements for fiscal year 2013-2014 is \$583,284 the Utility systems bond requirement equals \$1,962,890, and the Enterprise systems bond requirement equal \$527,562.

Funds for the G.O. Debt Service expenses will come from ad valorem taxes (\$583,284). The Water and Sewer System Bonds are funded by and paid directly from the Utility Operating Fund. The Enterprise system debts are funded by and paid directly from the respective operating funds.

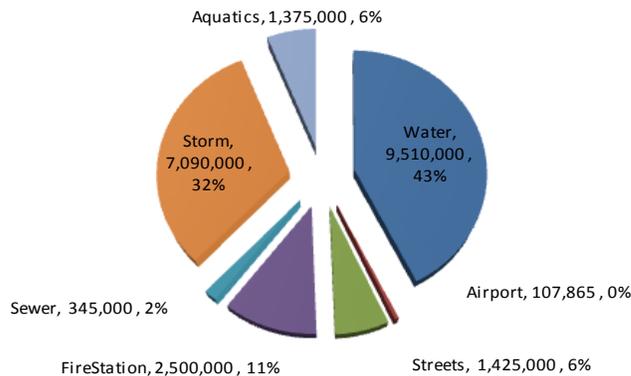
The following pages detail the future annual principal and interest requirements for the City's outstanding debt obligations as of October 1, 2014. Through 2033, the City has a total of \$22,353,000 in principal to retire and \$5,633,837 in interest payments.

DEBT MANAGEMENT

The City's goal is to fund capital improvement projects on a "pay as you go" basis wherever possible. For large infrastructure projects and during heavy growth, debt financing is usually required. The City's debt management objective is to maintain level debt service that does not adversely impact tax or utility rates and does not hinder the City's ability to effectively operate the utility systems, street network, or other facilities. The City's debt payments must stay within provisions of state law, bond covenants and council adopted policies. All of these criteria and objectives are met with the debt financing in this budget. The City's bonds are rated "A+" with Standard & Poors and "A3" with Moody's.

ISSUED/PURPOSE	AVERAGE INTEREST RATE	ORIGINAL ISSUE	FINAL MATURITY	OUTSTANDING 10/1/2013	CURRENT PRINCIPAL	CURRENT INTEREST	CURRENT YR PAYMENTS
TAX SUPPORTED DEBT							
2008 STREETS	4.060%	1,325,000	February-15	0	0	0	0
2013 (REFUND 2008)	2.000%	360,000	February-15	360,000	175,000	5,450	180,450
2009 AQUATICS	3.850%	1,500,000	February-19	1,375,000	65,000	52,415	117,415
2011 FIRE STATION/STREET	1.750%	4,000,000	February-31	3,565,000	225,000	60,419	285,419
TOTAL TAX SUPPORTED BONDS		7,185,000		5,300,000	465,000	118,283	583,283
REVENUE BONDS							
2001 WATER SYSTEM	4.590%	5,500,000	June-16	3,130,000	995,000	143,667	1,138,667
2002 WWTP BELT PRESS	4.450%	1,150,000	June-12	0	0	0	0
2003 WWTP REFUNDING	2.750%	4,975,000	June-13	0	0	0	0
2003B WATER WELLS	3.500%	1,600,000	June-12	0	0	0	0
2013 (REFUND 2003B)	2.000%	575,000	June-18	570,000	40,000	11,000	51,000
2004 WATER SYSTEM	4.450%	7,160,000	June-19	5,465,000	345,000	186,357	531,357
2006 WATER SYSTEM	3.770%	2,000,000	February-16	690,000	220,000	21,866	241,866
2006 STORM DRAINAGE	3.920%	4,300,000	February-27	3,345,000	185,000	127,498	312,498
2008 STORM DRAINAGE	4.060%	4,130,000	February-33	0	0	0	0
2013 (REFUND 2008)	2.000%	3,910,000	February-33	3,745,000	65,000	124,750	189,750
2003 AIRPORT HANGARS	4.125%	275,000	February-20	107,865	21,000	4,315	25,315
TOTAL REVENUE BONDS		35,575,000		17,052,865	1,871,000	619,453	2,490,453
TOTAL BONDS		42,760,000		22,352,865	2,336,000	737,736	3,073,736

Debt Management



General Debt Service Fund

Debt Service accounts for all funds required to finance the payment of interest and principal on all general debt, serial and term, other than the payable exclusively from special assessments and revenue debt issued for and serviced by a governmental enterprise. The City has authorized the following issues:

General Obligation Bonds

Certificates of Obligation, Series 2008 – On March 11, 2008, the City Council authorized the issuance of \$1,325,000 in bonds for the purpose of providing funds to finance the costs of *improving streets within the City* and extending and improving water and sewer lines related in connection with such street improvements and to pay the associated costs of issuance. On November 6, 2012, the City Council passed an ordinance authorizing the issuance of \$4,775,000 General Obligation Refunding Bonds, Series 2013 for the purpose of refinancing the Series 2003B and 2008 Bonds previously issued.

Certificates of Obligation, Series 2009 – On March 17, 2009, the City Council authorized the issuance of \$1,500,000 in bonds for the purpose of providing funds to finance the costs of *building an Aquatic Center* and to pay the associated costs of issuance.

Certificates of Obligation, Series 2011 – On August 2, 2011 the City Council authorized the issuance of \$4,000,000 in bonds for the purpose of providing funds to finance the costs of *building a Fire Station #2 and a Major Thoroughfare Street Renovation* and to pay the associated costs of issuance.



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08 -DEBT SERVICE FUND
FUND FINANCIAL SUMMARY

	2010-2011 ACTUAL	2011-2012 ACTUAL	(----- 2012-2013 -----) CURRENT BUDGET	(----- 2012-2013 -----) Y-T-D + ENCUMBERED	(----- 2013-2014 -----) DEPARTMENT REQUESTED	(----- 2013-2014 -----) CITY ADMIN. RECOMMENDED	(----- 2013-2014 -----) COUNCIL ADOPTED
<u>REVENUE SUMMARY</u>							
ALL REVENUE	531,757	592,801	582,289	585,880	583,283	583,283	583,283
FUND TOTAL REVENUES	531,757	592,801	582,289	585,880	583,283	583,283	583,283
<u>EXPENDITURE SUMMARY</u>							
ALL EXPENDITURES	518,116	579,304	582,289	535,057	583,283	583,283	583,283
FUND TOTAL EXPENDITURES	518,116	579,304	582,289	535,057	583,283	583,283	583,283
REVENUES OVER/ (UNDER) EXPENDITURES	13,641	13,497	0	50,823	0	0	0

08 -DEBT SERVICE FUND
DIVISION FINANCIAL SUMMARY

	2010-2011 ACTUAL	2011-2012 ACTUAL	(----- 2012-2013 -----) CURRENT BUDGET	(----- 2012-2013 -----) Y-T-D + ENCUMBERED	(----- 2013-2014 -----) DEPARTMENT REQUESTED	(----- 2013-2014 -----) CITY ADMIN. RECOMMENDED	(----- 2013-2014 -----) COUNCIL ADOPTED
<u>REVENUE SUMMARY</u>							
0 TAXES	531,674	592,402	582,189	585,542	583,183	583,183	583,183
5 OTHER REVENUE	83	399	100	339	100	100	100
FUND TOTAL REVENUES	531,757	592,801	582,289	585,880	583,283	583,283	583,283
<u>EXPENDITURE SUMMARY</u>							
DEBT SERVICE							
=====							
01 TOTAL EXPENSES							
6-BANK CHARGES	500	0	0	7,410	0	0	0
7-DEBT SERVICE	517,616	579,304	582,289	527,647	583,283	583,283	583,283
TOTAL 01 TOTAL EXPENSES	518,116	579,304	582,289	535,057	583,283	583,283	583,283
TOTAL DEBT SERVICE	518,116	579,304	582,289	535,057	583,283	583,283	583,283
FUND TOTAL EXPENDITURES	518,116	579,304	582,289	535,057	583,283	583,283	583,283
REVENUES OVER/ (UNDER) EXPENDITURES	13,641	13,497	0	50,823	0	0	0

08 -DEBT SERVICE FUND
ARY

REVENUES	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013		2013-2014		
			CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>0 TAXES</u>							
4001 PROPERTY TAXES	524,215	586,492	582,189	585,542	583,183	583,183	583,183
4003 PENALTY & INTEREST	7,459	5,911	0	0	0	0	0
TOTAL 0 TAXES	531,674	592,402	582,189	585,542	583,183	583,183	583,183
<u>5 OTHER REVENUE</u>							
4501 INTEREST ON CHECKING	83	399	100	339	100	100	100
TOTAL 5 OTHER REVENUE	83	399	100	339	100	100	100
FUND TOTAL REVENUES	531,757	592,801	582,289	585,880	583,283	583,283	583,283

08 -DEBT SERVICE FUND
DIVISION - DEBT SERVICE

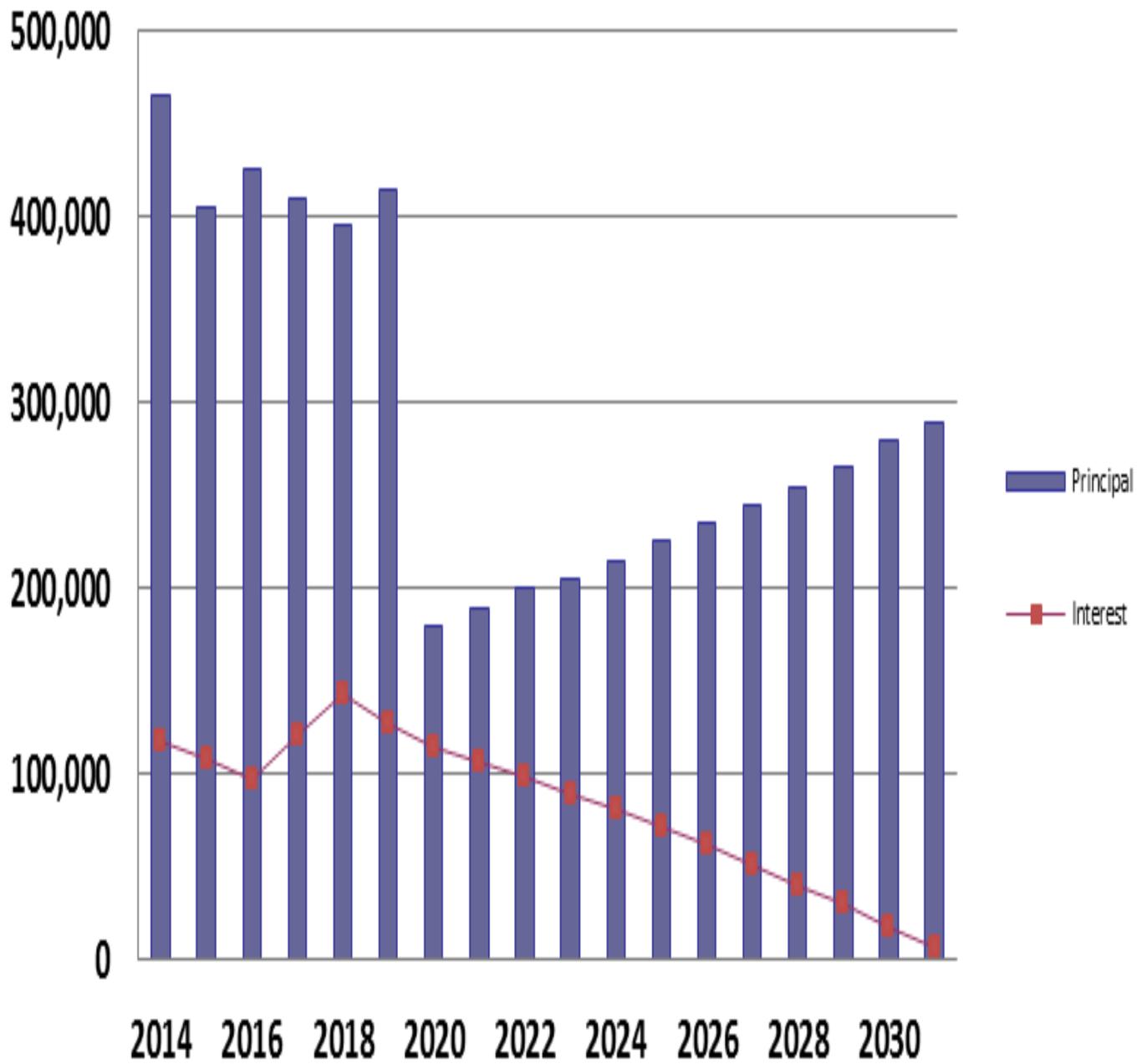
EXPENDITURES	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013		2013-2014		
			CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>01 TOTAL EXPENSES</u>							
<u>6-BANK CHARGES</u>							
5001-610 BANK CHARGES	500	0	0	7,410	0	0	0
5001-611 ISSUE COSTS	0	0	0	0	0	0	0
TOTAL 6-BANK CHARGES	500	0	0	7,410	0	0	0
<u>7-DEBT SERVICE</u>							
5001-750 BOND PRINCIPAL	420,000	440,000	445,000	455,000	465,000	465,000	465,000
5001-755 BOND INTEREST	97,616	139,304	137,289	72,647	118,283	118,283	118,283
TOTAL 7-DEBT SERVICE	517,616	579,304	582,289	527,647	583,283	583,283	583,283
TOTAL 01 TOTAL EXPENSES	518,116	579,304	582,289	535,057	583,283	583,283	583,283
TOTAL DEBT SERVICE	518,116	579,304	582,289	535,057	583,283	583,283	583,283
FUND TOTAL EXPENDITURES	518,116	579,304	582,289	535,057	583,283	583,283	583,283
REVENUES OVER/(UNDER) EXPENDITURES	13,641	13,497	0	50,823	0	0	0

Summary of Debt Service Charges to Maturity

General Obligation Bonds and Certificates of Obligation -Tax Supported

Year Ending September 30th	Outstanding Beginning of Year	Principal	Interest	Total Requirements
2014	5,300,000.00	465,000.00	118,284.00	583,284.00
2015	4,835,000.00	405,000.00	108,874.00	513,874.00
2016	4,430,000.00	425,000.00	97,967.00	522,967.00
2017	4,005,000.00	410,000.00	120,978.00	530,978.00
2018	3,595,000.00	395,000.00	142,680.00	537,680.00
2019	3,200,000.00	415,000.00	126,639.00	541,639.00
2020	2,785,000.00	180,000.00	114,538.00	294,538.00
2021	2,605,000.00	190,000.00	106,675.00	296,675.00
2022	2,415,000.00	200,000.00	98,387.50	298,387.50
2023	2,215,000.00	205,000.00	89,781.25	294,781.25
2024	2,010,000.00	215,000.00	80,856.25	295,856.25
2025	1,795,000.00	225,000.00	71,506.00	296,506.00
2026	1,570,000.00	235,000.00	61,731.00	296,731.00
2027	1,335,000.00	245,000.00	51,532.00	296,532.00
2028	1,090,000.00	255,000.00	40,906.00	295,906.00
2029	835,000.00	265,000.00	29,856.00	294,856.00
2030	570,000.00	280,000.00	18,275.00	298,275.00
2031	290,000.00	290,000.00	6,162.00	296,162.00
		5,300,000.00	1,485,628.00	6,785,628.00

General Debt Service - Tax Supported



**Certificates of Obligation
2013 Refunding (2008) - \$360,000
Principal Due - February 15**

Fiscal Year	Principal	Interest	Total
2014	175,000.00	5,450.00	180,450.00
2015	185,000.00	1,850.00	186,850.00
	<u>360,000.00</u>	<u>7,300.00</u>	<u>367,300.00</u>

**Certificates of Obligation
Series 2009 - \$1,500,000
Principal Due - February 15**

Fiscal Year	Principal	Interest	Total
2014	65,000.00	52,415.00	117,415.00
2015	60,000.00	49,974.00	109,974.00
2016	260,000.00	43,761.00	303,761.00
2017	315,000.00	32,547.00	347,547.00
2018	330,000.00	19,961.00	349,961.00
2019	345,000.00	6,789.00	351,789.00
	<u>1,375,000.00</u>	<u>205,447.00</u>	<u>1,580,447.00</u>

**Certificates of Obligation
Series 2011 - \$4,000,000
Principal Due - February 15**

Fiscal Year	Principal	Interest	Total
2014	225,000.00	60,419.00	285,419.00
2015	160,000.00	57,050.00	217,050.00
2016	165,000.00	54,206.00	219,206.00
2017	95,000.00	88,431.00	183,431.00
2018	65,000.00	122,719.00	187,719.00
2019	70,000.00	119,850.00	189,850.00
2020	180,000.00	114,538.00	294,538.00
2021	190,000.00	106,675.00	296,675.00
2022	200,000.00	98,387.50	298,387.50
2023	205,000.00	89,781.25	294,781.25
2024	215,000.00	80,856.25	295,856.25
2025	225,000.00	71,506.00	296,506.00
2026	235,000.00	61,731.00	296,731.00
2027	245,000.00	51,532.00	296,532.00
2028	255,000.00	40,906.00	295,906.00
2029	265,000.00	29,856.00	294,856.00
2030	280,000.00	18,275.00	298,275.00
2031	290,000.00	6,162.00	296,162.00
	<u>3,565,000.00</u>	<u>1,272,881.00</u>	<u>4,837,881.00</u>



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Utility Debt Service

Utility Debt Service accounts for all funds required to finance the payment of interest and principal on all debt which is retired primarily from revenues or earnings of the City's Utility Fund. Such debt includes the following issues:

Utility System Revenue Bonds

Combination Tax & Revenue Certificates of Obligation, Series 2001 – On June 19, 2001, the City Council passed an ordinance authorizing the issuance of \$5,500,000 in bonds for the purpose of paying all or a portion of the City's contractual obligations incurred with respect to the acquisition, construction and equipment of certain improvements and extensions for the City's water system, to wit: a water storage facility, a booster pump station, water transmission and distribution lines and *water wells* and to pay legal, fiscal and engineering fees in connection with these projects.

Combination Tax & Revenue Refunding Bonds, Series 2003A – On April 15, 2003, the City Council passed an ordinance authorizing the issuance of \$4,975,000 in bonds for the purpose of providing funds to refund the City of Stephenville's outstanding prior lien utility system revenue bonds originally issued to pay for *sewer plant improvements*.

Combination Tax & Revenue Refunding Bonds, Series 2003B – On April 15, 2003, the City Council passed an ordinance authorizing the issuance of \$1,600,000 in bonds for the purpose of paying all or a portion of the City's contractual obligations incurred with respect to the acquisition, construction and equipment of the water system improvements, including providing *additional water wells and water lines* and paying legal, fiscal and engineering fees in connection with these projects. On November 6, 2012, the City Council passed an ordinance authorizing the issuance of \$4,775,000 General Obligation Refunding Bonds, Series 2013 for the purpose of refinancing the Series 2003B and 2008 Bonds previously issued.

Combination Tax & Revenue Certificates of Obligation, Series 2004 – On March 23, 2004, the City Council passed an ordinance authorizing the issuance of \$7,160,000 in bonds for the purpose of paying all or a portion of the City's contractual obligations incurred with respect to the acquisition, construction and equipment of certain public improvements for the City including: (i) additional water wells, pumping facilities and water lines to connect the wells to the City's water distribution system, (ii) water line improvements, pumping facilities and storage to provide a *surface water source* for the City and (iii) paying the costs of legal, fiscal and engineering fees in connection with these projects.

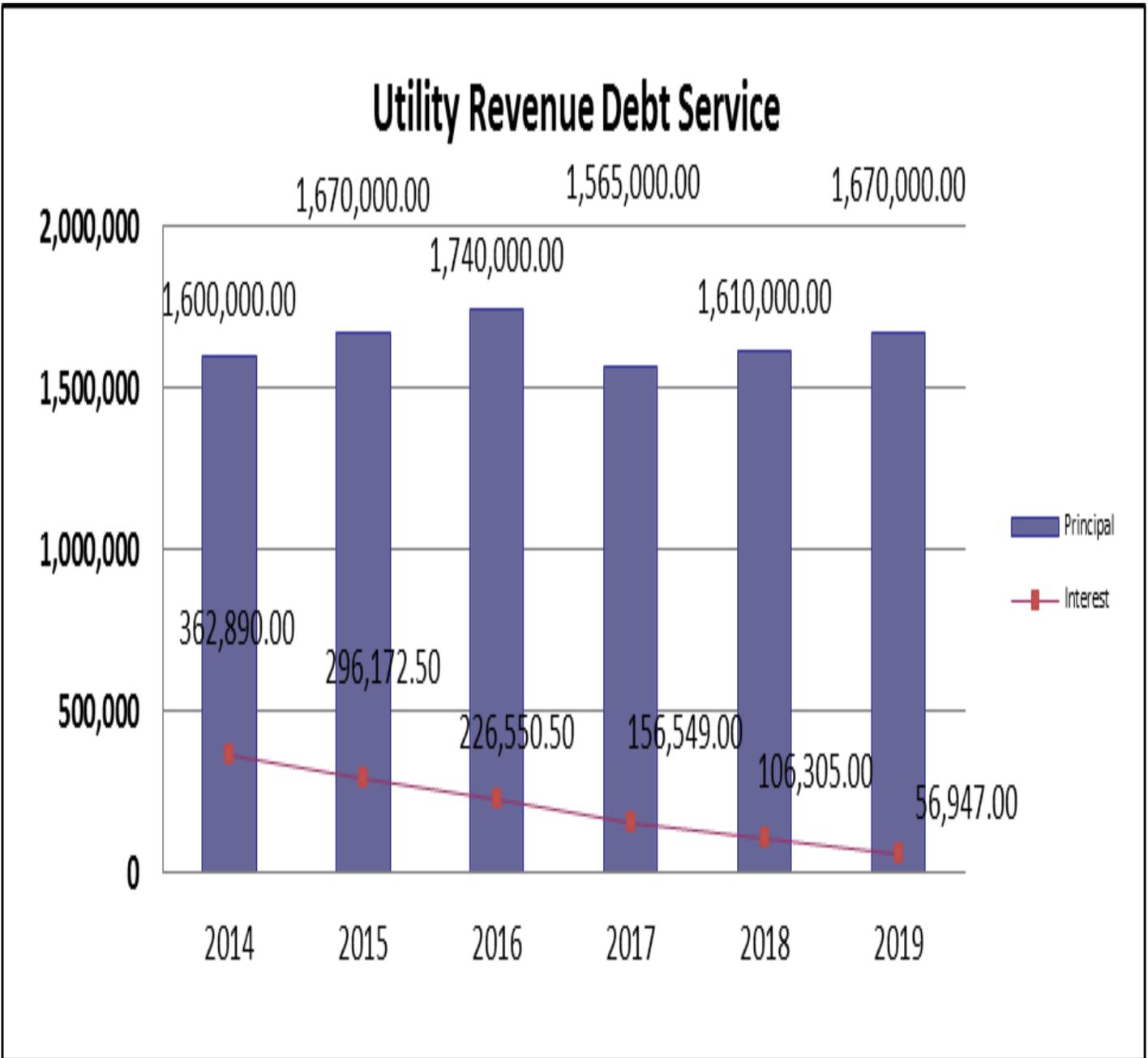
Combination Tax & Revenue Certificates of Obligation, Series 2006 – On March 7, 2006, the City Council passed an ordinance authorizing the issuance of \$2,000,000 in bonds for the purpose of paying all or a portion of the City's contractual obligations for (i) the acquisition and construction of *water and sewer line extensions*, (ii) improvements to the streets in the City associated with such utility line extensions and (iii) payment of legal, fiscal and engineering fees in connection with these projects.



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Summary of Utility Debt Service Charges to Maturity

Year Ending September 30th	Outstanding Beginning of Year	Principal	Interest	Total Requirements
2014	9,855,000.00	1,600,000.00	362,890.00	1,962,890.00
2015	8,255,000.00	1,670,000.00	296,172.50	1,966,172.50
2016	6,585,000.00	1,740,000.00	226,550.50	1,966,550.50
2017	4,845,000.00	1,565,000.00	156,549.00	1,721,549.00
2018	3,280,000.00	1,610,000.00	106,305.00	1,716,305.00
2019	1,670,000.00	1,670,000.00	56,947.00	1,726,947.00
		9,855,000.00	1,205,414.00	11,060,414.00



**Combination Tax & Revenue
Certificates of Obligation
Series 2001 - \$5,500,000
Principal Due - June 1**

Fiscal Year	Principal	Interest	Total
2014	995,000.00	143,667.00	1,138,667.00
2015	1,040,000.00	97,996.50	1,137,996.50
2016	1,095,000.00	50,260.50	1,145,260.50
	<u>3,130,000.00</u>	<u>291,924.00</u>	<u>3,421,924.00</u>

**Utility System Revenue
& Refunding Bonds
Series 2013 (2003B) - \$570,000
Principal Due - June 1**

Fiscal Year	Principal	Interest	Total
2014	40,000.00	11,000.00	51,000.00
2015	40,000.00	10,200.00	50,200.00
2016	35,000.00	9,450.00	44,450.00
2017	225,000.00	6,850.00	231,850.00
2018	230,000.00	2,300.00	232,300.00
	<u>570,000.00</u>	<u>39,800.00</u>	<u>609,800.00</u>

**Utility System Revenue
& Improvement Bonds
Series 2004 - \$7,160,000
Principal Due - June 1**

Fiscal Year	Principal	Interest	Total
2014	345,000.00	186,357.00	531,357.00
2015	360,000.00	174,592.00	534,592.00
2016	370,000.00	162,316.00	532,316.00
2017	1,340,000.00	149,699.00	1,489,699.00
2018	1,380,000.00	104,005.00	1,484,005.00
2019	1,670,000.00	56,947.00	1,726,947.00
	<u>5,465,000.00</u>	<u>833,916.00</u>	<u>6,298,916.00</u>

**Utility System Revenue
& Improvement Bonds
Series 2006 - \$2,000,000
Principal Due - June 1**

Fiscal Year	Principal	Interest	Total
2014	220,000.00	21,866.00	241,866.00
2015	230,000.00	13,384.00	243,384.00
2016	240,000.00	4,524.00	244,524.00
	<u>690,000.00</u>	<u>39,774.00</u>	<u>729,774.00</u>

Enterprise Funds Debt Service

Enterprise Funds Debt Service amounts for all funds required to finance the payment of interest and principal on all debt which is retired primarily from revenues of earning of the City's Enterprise Funds list. Such debt includes the following issues:

Airport Fund

Combination Tax & Revenue Certificates of Obligations, Series 2003A – On March 18, 2003, the City Council passed an ordinance authorizing the issuance of \$275,000 in bonds for the purpose of paying all or portions of the City's contractual obligations for certain public improvements for the City to-wit: the acquisition, construction and equipment of municipal airport improvements, including utility (water and sewer lines) service to the hangers for restrooms, perimeter access pond, rehabilitation of 50' of existing taxiway, drainage improvements and a new t-hanger for the airport.

Stormwater Drainage Fund

Combination Tax & Revenue Certificates to Obligations, Series 2006A – On October 17, 2006, the City Council passed an ordinance authorizing the issuance of \$4,300,000 in bonds for the purpose of paying all or a portion of the City's contractual obligations for stormwater drainage improvements Phase I.

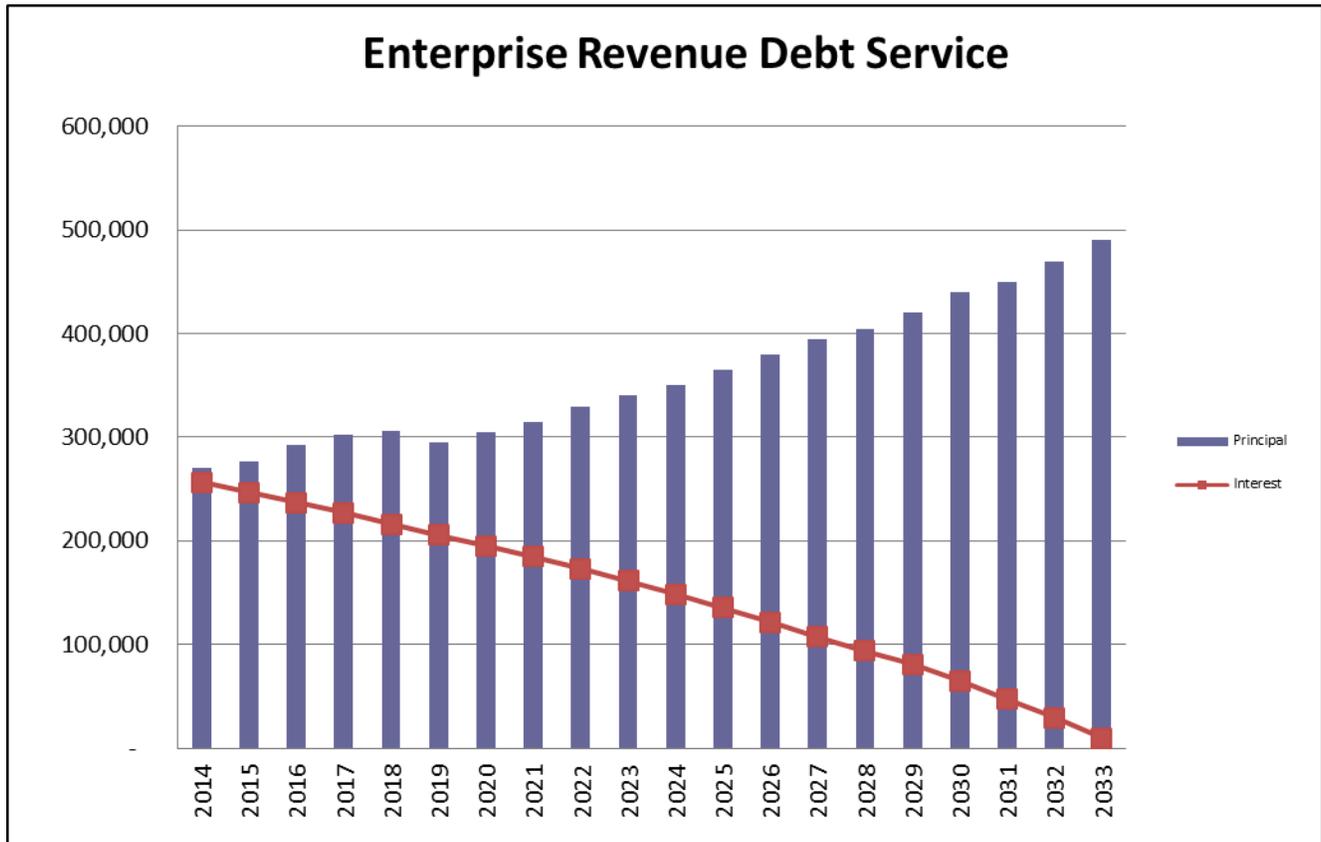
Combination Tax & Revenue Certificates to Obligations, Series 2008 – On March 11, 2008, the City Council passed an ordinance authorizing the issuance of \$4,130,000 in bonds for the purpose of paying all or a portion of the City's contractual obligations for stormwater drainage improvements Phase II. On November 6, 2012, the City Council passed an ordinance authorizing the issuance of \$4,775,000 General Obligation Refunding Bonds, Series 2013 for the purpose of refinancing the Series 2003B and 2008 Bonds previously issued.



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Summary of Enterprise Debt Service Charges to Maturity

Year Ending September 30th	Outstanding Beginning of Year	Principal	Interest	Total Requirements
2014	7,198,000	271,000	256,563	527,563
2015	6,927,000	276,000	247,073	523,073
2016	6,651,000	292,000	237,239	529,239
2017	6,359,000	303,000	226,971	529,971
2018	6,056,000	306,000	216,369	522,369
2019	5,750,000	295,000	205,558	500,558
2020	5,455,000	305,000	195,238	500,238
2021	5,150,000	315,000	184,526	499,526
2022	4,835,000	330,000	173,372	503,372
2023	4,505,000	340,000	161,376	501,376
2024	4,165,000	350,000	148,588	498,588
2025	3,815,000	365,000	135,333	500,333
2026	3,450,000	380,000	121,513	501,513
2027	3,070,000	395,000	107,128	502,128
2028	2,675,000	405,000	93,725	498,725
2029	2,270,000	420,000	80,825	500,825
2030	1,850,000	440,000	65,200	505,200
2031	1,410,000	450,000	47,400	497,400
2032	960,000	470,000	29,000	499,000
2033	490,000	490,000	9,800	499,800
		7,198,000	2,942,795	10,140,795



**Airport Combination Tax & Revenue Certificates of Obligation
Series 2003A - \$275,000
Principal Due - June 1**

Fiscal Year	Principal	Interest	Total
2014	21,000	4,314.60	25,314.60
2015	21,000	3,474.60	24,474.60
2016	22,000	2,634.60	24,634.60
2017	23,000	1,754.60	24,754.60
2018	21,000	834.60	21,834.60
	108,000.00	13,013.00	121,013.00
	108,000.00	13,013.00	121,013.00

**Combination Tax & Revenue Certificates of Obligation
Series 2006A - \$4,300,000
Principal Due - February 15**

Fiscal Year	Principal	Interest	Total
2014	185,000.00	127,498.00	312,498.00
2015	190,000.00	120,148.00	310,148.00
2016	200,000.00	112,504.00	312,504.00
2017	205,000.00	104,566.00	309,566.00
2018	215,000.00	96,334.00	311,334.00
2019	220,000.00	87,808.00	307,808.00
2020	230,000.00	78,988.00	308,988.00
2021	240,000.00	69,776.00	309,776.00
2022	250,000.00	60,172.00	310,172.00
2023	260,000.00	50,176.00	310,176.00
2024	270,000.00	39,788.00	309,788.00
2025	280,000.00	29,008.00	309,008.00
2026	295,000.00	17,738.00	312,738.00
2027	305,000.00	5,978.00	310,978.00
	3,345,000.00	1,000,482.00	4,345,482.00
	3,345,000.00	1,000,482.00	4,345,482.00

**Combination Tax & Revenue Certificates of Obligation
2013 Refunding (2008) - \$3,910,000
Principal Due - February 15**

Fiscal Year	Principal	Interest	Total
2014	65,000.00	124,750.00	189,750.00
2015	65,000.00	123,450.00	188,450.00
2016	70,000.00	122,100.00	192,100.00
2017	75,000.00	120,650.00	195,650.00
2018	70,000.00	119,200.00	189,200.00
2019	75,000.00	117,750.00	192,750.00
2020	75,000.00	116,250.00	191,250.00
2021	75,000.00	114,750.00	189,750.00
2022	80,000.00	113,200.00	193,200.00
2023	80,000.00	111,200.00	191,200.00
2024	80,000.00	108,800.00	188,800.00
2025	85,000.00	106,325.00	191,325.00
2026	85,000.00	103,775.00	188,775.00
2027	90,000.00	101,150.00	191,150.00
2028	405,000.00	93,725.00	498,725.00
2029	420,000.00	80,825.00	500,825.00
2030	440,000.00	65,200.00	505,200.00
2031	450,000.00	47,400.00	497,400.00
2032	470,000.00	29,000.00	499,000.00
2033	490,000.00	9,800.00	499,800.00
	<u>3,745,000.00</u>	<u>1,929,300.00</u>	<u>5,674,300.00</u>





PERSONNEL

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FULL TIME EMPLOYEE HISTORY	APPROVED CITY EMPLOYEE POSITIONS					
	FY09-10	FY10-11	FY11-12	FY12-13	Recommended FY13-14	Requested FY13-14
ADMINISTRATION						
City Administrator	1	1	1	1	1	2
City Secretary	1	1	1	1	1	2
TOTAL	2	2	2	2	2	4
FINANCE						
Finance	3	3	4	4	4	4
Purchasing	1	1	1	1	1	1
TOTAL	4	4	5	5	5	5
PERSONNEL						
Human Resources	1	1	1	1	1	1
MSC	1	1	1	1	1	1
City Hall	1	1	1	1	1	2
TOTAL	3	3	3	3	3	4
COMMUNITY SERVICES						
Recreation	5	5	5	5	5	5
Park Maintenance	5	5	6	5	5	5
Cemetery	2	2	2	2	2	2
Library	3	3	3	3	3	3
Streets	7	7	7	7	7	7
Senior Citizens Recreation	1	1	1	1	1	1
TOTAL	23	23	24	23	23	23
FIRE						
Administration	2	2	2	2	2	3
Prevention	2	2	2	2	2	2
Suppression	14	14	14	14	14	20
Emergency Medical	13	13	13	13	13	13
TOTAL	31	31	31	31	31	38
POLICE						
Administration	1	1	3	3	3	3
Patrol	27	27	25	25	25	31
Communications	8	8	8	8	8	12
Support Services	3	3	2	2	2	3
C.I.D.	7	7	6	7	7	7
Prof. Stand	1	1	3	3	3	4
Animal Control	2	2	2	2	2	2
Public Safety	1	1	1	1	1	1
TOTAL	50	50	50	51	51	63
COMMUNITY DEVELOPMENT						
Admin.& Planning	2	2	2	2	2	3
Inspections	2	2	2	2	2	2
Code Enforcement	1	1	1	1	1	1
TOTAL	5	5	5	5	5	6
WATER & WASTEWATER						
Water Administration	1	1	1	1	1	2
Water Production	3	3	3	3	3	3
Water Distribution	6	6	6	5	6	7
Customer Service	3	3	3	3	3	3
Wastewater Collection	5	5	5	6	5	5
Wastewater Treatment	0	0	0	0	0	0
Pollution Control	0	0	0	0	0	0
Utility Billing	2	2	2	2	2	2
TOTAL	20	20	20	20	20	22
SOLID WASTE						
Landfill	2	2	2	2	2	2
TOTAL	2	2	2	2	2	2
GRAND TOTAL	140	140	142	142	142	167

GENERAL PAY PLAN

FINANCE AND ADMINISTRATION

2013-14

POSITION			Starting	Min	Max
Clerk I	Non-Exempt 8-5	Annual		\$17,500	\$20,258
		Monthly		\$1,458	\$1,688
		Hourly		\$8.41	\$9.74
Clerk II	Non-Exempt 8-5	Annual		\$20,866	\$23,677
		Monthly		\$1,739	\$1,973
		Hourly		\$10.03	\$11.38
Clerk III	Non-Exempt 8-5	Annual		\$24,150	\$30,083
		Monthly		\$2,013	\$2,507
		Hourly		\$11.61	\$14.46
Accountant	Non-Exempt 8-5	Annual		\$28,500	\$35,269
		Monthly		\$2,375	\$2,939
		Hourly		\$13.70	\$16.96
Human Resources Manager Purchasing Manager Senior Accountant	Exempt	Annual		\$35,925	\$41,480
		Monthly		\$2,994	\$3,457
		Hourly		\$17.27	\$19.94
IT Manager	Exempt	Annual		\$40,000	\$46,856
		Monthly		\$3,333	\$3,905
		Hourly		\$19.23	\$22.53
Director	Exempt	Annual			\$75,470
		Monthly			\$6,289
		Hourly			\$36.28
City Secretary	Exempt	Annual			\$55,296
		Monthly			\$4,608
		Hourly			\$26.58
City Administrator	Exempt	Annual			\$103,000
		Monthly			\$8,583
		Hourly			\$49.52

COMMUNITY SERVICES

2013-2014

POSITION	Starting	Min	Max
Clerk II	Non-Exempt 8-5 Annual	\$20,866	\$23,677
	Monthly	\$1,739	\$1,973
	Hourly	\$10.03	\$11.38
Clerk III	Non-Exempt 8-5 Annual	\$24,150	\$30,083
	Monthly	\$2,013	\$2,507
	Hourly	\$11.61	\$14.46
Administrative Assistant	Non-Exempt 8-5 Annual		\$29,711
	Monthly		\$2,476
	Hourly		\$14.28
Laborer II	Non-Exempt 8-5 Annual	\$25,525	\$29,040
	Monthly	\$2,127	\$2,420
	Hourly	\$12.27	\$13.96
Light Equipment Operato	Non-Exempt 8-5 Annual	\$26,350	\$30,599
	Monthly	\$2,196	\$2,550
	Hourly	\$12.67	\$14.71
Recreation Coordinator Sr Citizens Center Coordinator Athletic Coordinator	Non-Exempt 8-5 Annual	\$27,192	\$32,941
	Monthly	\$2,266	\$2,745
	Hourly	\$13.07	\$15.84
Heavy Equipment Opera	Non-Exempt 8-5 Annual	\$31,728	\$36,853
	Monthly	\$2,644	\$3,071
	Hourly	\$15.25	\$17.72
Crew Leader I Cemetery Property Supervisor	Non-Exempt 8-5 Annual	\$35,000	\$39,307
	Monthly	\$2,917	\$3,276
	Hourly	\$16.83	\$18.90
Crew Leader II Librarian	Exempt Annual	\$36,000	\$42,518
	Monthly	\$3,000	\$3,543
	Hourly	\$17.31	\$20.44
Supervisor	Non-Exempt 8-5 Annual	\$41,492	\$47,100
	Monthly	\$3,458	\$3,925
	Hourly	\$19.95	\$22.64
Recreation Superintendent	Exempt Annual		\$48,102
	Monthly		\$4,008
	Hourly		\$23.13
Parks Superintendent Street Superintendent	Exempt Annual		\$53,685
	Monthly		\$4,474
	Hourly		\$25.81
Director	Exempt Annual		\$76,533
	Monthly		\$6,378
	Hourly		\$36.79

STREET

2013-2014

POSITION		Starting	Min	Max
Laborer II	Non-Exempt 8-5 Annual		\$25,525	\$29,040
		Monthly	\$2,127	\$2,420
		Hourly	\$12.27	\$13.96
Light Equipment Operator	Non-Exempt 8-5 Annual		\$26,350	\$30,599
		Monthly	\$2,196	\$2,550
		Hourly	\$12.67	\$14.71
Heavy Equipment Operator	Non-Exempt 8-5 Annual		\$31,728	\$36,853
		Monthly	\$2,644	\$3,071
		Hourly	\$15.25	\$17.72
Crew Leader II	Non-Exempt 8-5 Annual		\$36,000	\$42,518
		Monthly	\$3,000	\$3,543
		Hourly	\$17.31	\$20.44
Supervisor	Non-Exempt 8-5 Annual		\$41,492	\$47,100
		Monthly	\$3,458	\$3,925
		Hourly	\$19.95	\$22.64
Street Superintendent	Exempt	Annual		\$53,685
		Monthly		\$4,474
		Hourly		\$25.81

COMMUNITY DEVELOPMENT

2013-2014

POSITION		Starting	Min	Max
Code Enforcement Officer	Non-Exempt 8-5 Annual		\$26,000	\$30,000
		Monthly	\$2,167	\$2,500
		Hourly	\$12.50	\$14.42
Building Inspector	Non-Exempt 8-5 Annual		\$36,050	\$41,017
		Monthly	\$3,004	\$3,418
		Hourly	\$17.33	\$19.72
Planner/GIS	Exempt	Annual	\$40,000	\$50,400
		Monthly	\$3,333	\$4,200
		Hourly	\$19.23	\$24.23
Director	Exempt	Annual		\$76,533
		Monthly		\$6,378
		Hourly		\$36.79

PUBLIC WORKS

2013-2014

POSITION		Starting	Min	Max
Laborer I	Non-Exempt 8-5	Annual	\$17,916	\$18,812
		Monthly	\$1,493	\$1,568
		Hourly	\$8.61	\$9.04
Laborer II	Non-Exempt 8-5	Annual	\$25,525	\$29,040
		Monthly	\$2,127	\$2,420
		Hourly	\$12.27	\$13.96
Meter Reader	Non-Exempt 8-5	Annual	\$26,350	\$30,599
		Monthly	\$2,196	\$2,550
		Hourly	\$12.67	\$14.71
Light Equipment Operato	Non-Exempt 8-5	Annual	\$31,728	\$36,853
		Monthly	\$2,644	\$3,071
		Hourly	\$15.25	\$17.72
Heavy Equipment Opera	Non-Exempt 8-5	Annual	\$35,000	\$39,307
		Monthly	\$2,917	\$3,276
		Hourly	\$16.83	\$18.90
Water Plant Operator I	Non-Exempt 8-5	Annual	\$36,000	\$42,518
		Monthly	\$3,000	\$3,543
		Hourly	\$17.31	\$20.44
Water Plant Operator II	Non-Exempt 8-5	Annual	\$41,492	\$47,100
		Monthly	\$3,458	\$3,925
		Hourly	\$19.95	\$22.64
Water Plant Supervisor	Non-Exempt 8-5	Annual	\$41,492	\$47,100
		Monthly	\$3,458	\$3,925
		Hourly	\$19.95	\$22.64
Customer Service Supervisor	Non-Exempt 8-5	Annual	\$41,492	\$47,100
		Monthly	\$3,458	\$3,925
		Hourly	\$19.95	\$22.64
Water/WWtr Superinten	Exempt	Annual		\$53,685
		Monthly		\$4,474
		Hourly		\$25.81
Director	Exempt	Annual		\$79,980
		Monthly		\$6,665
		Hourly		\$38.45

**PUBLIC SAFETY PAY PLAN
FIRE DEPARTMENT**

2013-2014

POSITION			Starting	Min	Max	
Firefighter/EMT	Non-Exempt	Annual	\$37,286	\$39,039	\$45,537	
	Shift 24/48	Monthly	\$3,107	\$3,253	\$3,795	
	27 day w/OT	Hourly	\$13.52	\$14.16	\$16.51	
Fire Lieutenant	Non-Exempt	Annual		\$47,359	\$51,249	
	Shift 24/48	Monthly		\$3,947	\$4,271	
	27 day w/OT	Hourly		\$17.17	\$18.58	
Fire Inspector	Non-Exempt 8-5	Annual		\$47,359	\$51,249	
		Monthly		\$3,947	\$4,271	
		Hourly		\$22.77	\$24.64	
Fire Captain (Training Officer)	Non-Exempt 8-5	Annual		\$50,057	\$55,220	
		Monthly		\$4,171	\$4,602	
		Hourly		\$24.07	\$26.55	
Fire Captain	Non-Exempt	Annual		\$53,811	\$56,822	
		Shift 24/48	Monthly		\$4,484	\$4,735
		27 day w/OT	Hourly		\$19.51	\$20.60
Fire Marshal	Non-Exempt 8-5	Annual		\$52,000	\$60,250	
		Monthly		\$4,333	\$5,021	
		Hourly		\$25.00	\$28.97	
Fire Battalion Chief	Non-Exempt	Annual		\$59,664	\$63,002	
		Shift 24/48	Monthly		\$4,972	\$5,250
		27 day w/OT	Hourly		\$21.63	\$22.85
Chief	Exempt	Annual			\$80,780	
		Monthly			\$6,732	
		Hourly			\$38.84	

POLICE DEPARTMENT

2013-2014

POSITION			Starting	Min	Max
Admin Svcs Assistant Property Clerk	Non-Exempt 8-5	Annual		\$24,150	\$30,083
		Monthly		\$2,013	\$2,507
		Hourly		\$11.61	\$14.46
Animal Control Officer	Non-Exempt 12/10 Shift	Annual		\$26,250	\$31,703
		Monthly		\$2,188	\$2,642
		Hourly		\$12.62	\$15.24
Public Safety Secretary	Non-Exempt 8-5	Annual			\$31,888
		Monthly			\$2,657
		Hourly			\$15.33
Dispatcher	Non-Exempt 12 Hour Shift	Annual	\$28,055	\$29,458	\$33,939
		Monthly	\$2,338	\$2,455	\$2,828
		Hourly	\$13.49	\$14.16	\$16.32
Police Officer Investigator	Non-Exempt 80/14 Day Cycle	Annual	\$37,286	\$39,039	\$45,537
		Monthly	\$3,107	\$3,253	\$3,795
		Hourly	\$17.93	\$18.77	\$21.89
Sergeant	Non-Exempt 8-5	Annual		\$46,903	\$50,756
		80/14 Day Cycle Monthly		\$3,909	\$4,230
		12 Hour Shift Hourly		\$22.55	\$24.40
Patrol Sergeant	Non-Exempt 8-5	Annual		\$47,359	\$51,249
		80/14 Day Cycle Monthly		\$3,947	\$4,271
		12 Hour Shift Hourly		\$22.77	\$24.64
Police Lieutenant	Non-Exempt 80/14 Day Cycle	Annual		\$53,811	\$56,822
		Monthly		\$4,484	\$4,735
		12 Hour Shift Hourly		\$25.87	\$27.32
Police Captain	Non-Exempt 8-5	Annual		\$59,664	\$63,002
		Monthly		\$4,972	\$5,250
		Hourly		\$28.68	\$30.29
Chief	Exempt	Annual			\$80,780
		Monthly			\$6,732
		Hourly			\$38.84



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DISCLOSURE OF EMPLOYEE BENEFITS

PAID VACATION: 2 Weeks per fiscal year; 3 Weeks per year after 10 years of service.

SICK LEAVE: 10 Days per fiscal year accumulative to 120 working days.

PAID HOLIDAYS: 11 Holidays per year

WORKER'S COMPENSATION INSURANCE: All employees are covered as of employment date.

FICA CONTRIBUTIONS: Social Security and Medicare tax contributions are maintained on all employees.

GROUP HOSPITALIZATION : Coverage available as of the first day of the month following hire date with the City. City currently pays for employee coverage; dependent coverage available through payroll deductions by means of straight purchase or through the Section 125 Plan.

CAREFLITE: Coverage available as of the first day of the month following hire date with the City. City currently pays for employee coverage and their households including college students. Individuals with Medicaid are not eligible for a CareFlite membership by state law.

DENTAL INSURANCE: Coverage available as of the first day of the month following hire date with the City. City currently pays for employee coverage; dependent coverage available through payroll deductions by means of straight purchase or through the Section 125 Plan.

VOLUNTARY INSURANCE: There are several voluntary insurance plans to choose from such as additional life, Long-Term Disability, Short-Term Disability, AD&D, Cancer, Heart/Stroke, and plans for your spouse and children.

T.M.R.S. RETIREMENT: 6 % payroll deduction with two times matching amount made by City. 20 year retirement with completion of 20 years of creditable service with the Texas Municipal Retirement System.

DEATH BENEFIT: The City provides a death benefit through TMRS in the amount of one times the annual salary.

LONGEVITY PAY: \$4.00 per month for each year of service years 1 through 10. \$6.00 per month for each year after 10 years of service.

TUITION REIMBURSEMENT: \$400.00 per semester for accredited courses completed with a "C" or better. Employees are eligible after completion of one year of service and courses must apply to position.

DEFERRED COMPENSATION/CAFETERIA PLAN: Employees are eligible to participate in a Section 457 Deferred Compensation plan and a Section 125 Cafeteria Plan.

CREDIT UNION: Employees are eligible to enroll with the Members Trust Credit Union.

PAY PLAN: Administered by City Council.

SERVICE AWARDS: Given annually for 5, 10, 15, 20, 25 ... years of service with the City.

UNIFORMS: Furnished to Fire, Ambulance, Cemetery, Parks & Recreation, Police, Street, Landfill, Water, and Wastewater Departments (See Department Director).

BONDS: Professional and general liability is maintained on all employees.

CERTIFICATION PAY: Paid to employees within the Fire, Police and Water/Wastewater Department. The City pays \$30.00 for each certification over the minimum required for a position. A maximum of three certifications will be paid.



HOLIDAY SCHEDULE

<u>Holiday</u>	<u>2013</u>	<u>2014</u>
1. Thanksgiving	November 28 th (Thursday)	
2. Day after Thanksgiving	November 29 th (Friday)	
3. Christmas Holiday	December 24 th (Tuesday)	
4. Christmas Holiday	December 25 th (Wednesday)	
5. New Year's Day		January 1 st (Wednesday)
6. Presidents' Day		February 17 th (Monday)
7. Good Friday		April 18 th (Friday)
8. Memorial Day		May 26 th (Monday)
9. Independence Day		July 4 th (Friday)
10. Labor Day		September 1 st (Monday)
11. Floating Holiday *		

Taken at employee's discretion, with approval of his/her supervisor.

**CITY OF STEPHENVILLE
Supplemental Pay
FOR FISCAL YEAR 2013-2014**

Certificate Pay	# Employees	Monthly Pay
<u>Parks & Recreation:</u>		
Pesticide Applicator	1	30
Aquatic Facilities	2	30
<u>Public Works:</u>		
Groundwater C	9	30
Groundwater B	6	30
Groundwater A	0	90
Wastewater Collection II	5	30
Wastewater Collection III	4	30

<u>Fire:</u>		
Paramedic	23	250
Masters	1	30
Advanced	17	30
Intermediate	21	30
EMS Instructor	7	30
Fire Investigator	3	30

<u>Police:</u>		
Dispatch Basic	7	30
Dispatch Intermediate	6	30
Dispatch Advanced	1	30
Peace Officer Intermediate	28	30
Peace Officer Advanced	26	30
Peace Officer Master	17	30
Investigator Stipend	2	125
Animal Control Intermediate	1	30
Animal Control Advanced	0	30

Longevity Pay*	# Employees	Current Monthly Pay*
Year 0-1	16	0
Year 1	14	4
Year 2 to 5	25	4
Year 6 to 10	29	4
Year 11 to 15	23	6
Year 16 to 25	17	6
Year 26 to Retirement	13	6

*** Per month for each year of service .
State law requires \$4 per month for each year
of service for public safety.**

CITY OF STEPHENVILLE

Health Insurance For FISCAL YEAR 2013-14

Coverage	# Employees	Current Monthly Cost Standard Plan
Employees	139	\$ 497.66
Spouse	4	\$ 727.29
Children	5	\$ 379.97
Family	0	\$ 1,106.97

Dental Insurance For FISCAL YEAR 2013-14

Coverage	# Employees	Current Monthly Cost
Employees	139	\$ 23.97
Spouse	17	\$ 24.42
Children	13	\$ 40.13
Family	30	\$ 64.55

CITY PERSONNEL WHO TAKE HOME CITY VEHICLES

POLICE DEPARTMENT:

1. C.I.D. Investigator on call, who resides within city limits.

PARKS & RECREATION DEPARTMENT:

1. Park Superintendent

CEMETERY DEPARTMENT:

1. Cemetery Superintendent

STREET DEPARTMENT:

1. Street Superintendent
2. On call employee, who resides within city limits.

UTILITIES DEPARTMENT:

1. Utilities Superintendent
2. On call employees (2), who resides within city limits.

City of Stephenville Pay Dates October 2013- September 2014

October	April
11	11
25	25
November	May
8	9
22	23
December	June
6	6
20	20
January	July
3	4 *
17	18
31	
	August
February	1
14	15
28	29
March	September
14	12
28	26

* Paychecks will be distributed after 3pm on the day preceeding a Holiday.



SUPPLEMENTAL SCHEDULES



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2013 Property Tax Rates in City of Stephenville

This notice concerns the 2013 property tax rates for City of Stephenville. It presents information about three tax rates. Last year's tax rate is the actual tax rate the taxing unit used to determine property taxes last year. This year's *effective* tax rate would impose the same total taxes as last year if you compare properties taxed in both years. This year's *rollback* tax rate is the highest tax rate the taxing unit can set before taxpayers start rollback procedures. In each case these rates are found by dividing the total amount of taxes by the tax base (the total value of taxable property) with adjustments as required by state law. The rates are given per \$100 of property value.

Last year's tax rate:

Last year's operating taxes	\$4,007,777
Last year's debt taxes	\$582,003
Last year's total taxes	\$4,589,780
Last year's tax base	\$946,346,392
Last year's total tax rate	\$0.4850/\$100

This year's effective tax rate:

Last year's adjusted taxes (after subtracting taxes on lost property)	\$4,569,212
÷ This year's adjusted tax base (after subtracting value of new property)	\$968,329,768
=This year's effective tax rate (Maximum rate unless unit publishes notices and holds hearings.)	\$0.4718/\$100

This year's rollback tax rate:

Last year's adjusted operating taxes (after subtracting taxes on lost property and adjusting for any transferred function, tax increment financing, state criminal justice mandate, and/or enhanced indigent healthcare expenditures)	\$5,730,652
÷ This year's adjusted tax base	\$968,329,768
=This year's effective operating rate	\$0.5918/\$100
x 1.08 =this year's maximum operating rate	\$0.6391/\$100
+ This year's debt rate	\$0.0593/\$100
= This year's total rollback rate	\$0.6984/\$100
-Sales tax adjustment rate	\$0.1800/\$100
=Rollback tax rate	\$0.5184/\$100

Statement of Increase/Decrease

If City of Stephenville adopts a 2013 tax rate equal to the effective tax rate of \$0.4718 per \$100 of value, taxes would increase compared to 2012 taxes by \$50,799.

Schedule A - Unencumbered Fund Balance

The following estimated balances will be left in the unit's property tax accounts at the end of the fiscal year. These balances are not encumbered by a corresponding debt obligation.

Type of Property Tax Fund	Balance
GENERAL FUND	7,120,330
DEBT SERVICE FUND	120,405

Schedule B - 2013 Debt Service

The unit plans to pay the following amounts for long-term debts that are secured by property taxes. These amounts will be paid from property tax revenues (or additional sales tax revenues, if applicable).

Description of Debt	Principal or Contract Payment to be Paid from Property Taxes	Interest to be Paid from Property Taxes	Other Amounts to be Paid	Total Payment
FS #2 2011	225,000	60,419	0	285,419
AQUATIC 2009	65,000	52,415	0	117,415
STREET 2008	175,000	5,450	0	180,450
Total required for 2013 debt service			\$583,284	
- Amount (if any) paid from Schedule A			\$0	
- Amount (if any) paid from other resources			\$0	
- Excess collections last year			\$0	
= Total to be paid from taxes in 2013			\$583,284	
+ Amount added in anticipation that the unit will collect only 100.00% of its taxes in 2013			\$0	
= Total debt levy			\$583,284	

Schedule C - Expected Revenue from Additional Sales Tax

In calculating its effective and rollback tax rates, the unit estimated that it will receive \$1,740,839 in additional sales and use tax revenues.

This notice contains a summary of actual effective and rollback tax rates' calculations. You can inspect a copy of the full calculations at 320 W College, Stephenville Tx 76401.

Name of person preparing this notice: Jennifer Carey
Title: Tax Assessor-Collector

Date Prepared: 07/25/2013

PROPERTY VALUES AND TAX RATE

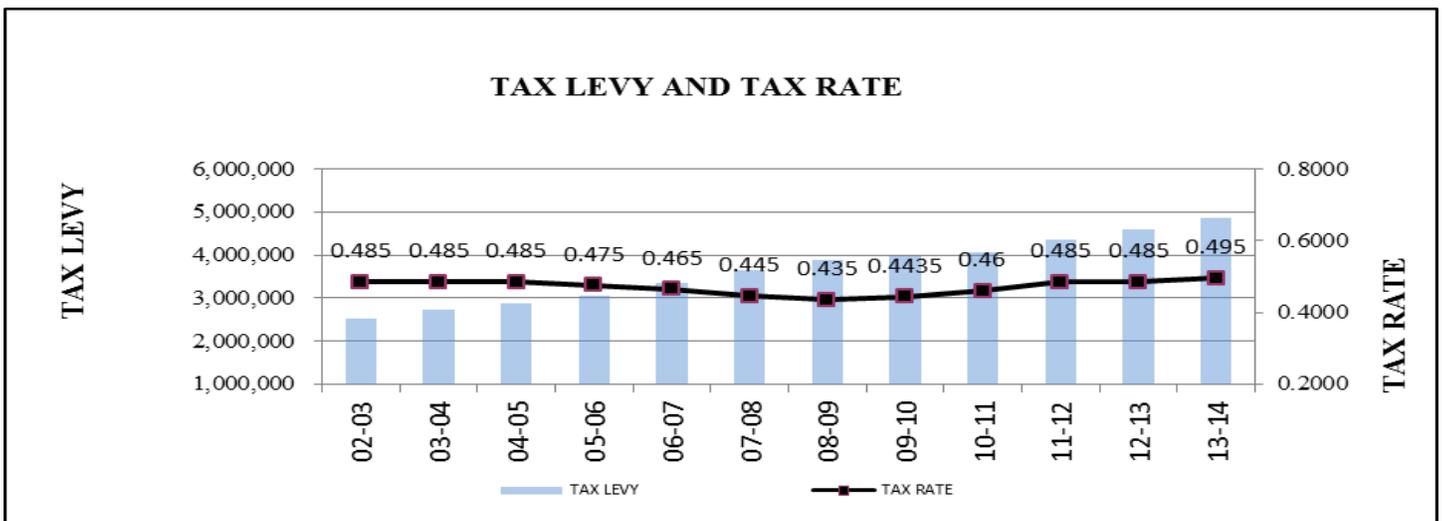
<u>ASSESSED YEAR</u>	<u>CERTIFIED TAXABLE VALUE</u>	<u>TAX RATE</u>	<u>TAX LEVY</u>	<u>CURRENT TAX COLLECTIONS</u>	<u>PERCENTAGE OF TAX COLLECTIONS</u>
--------------------------	----------------------------------------	---------------------	---------------------	----------------------------------------	----------------------------------------------

GENERAL FUND:

2003	559,676,816	0.3913	2,190,015	2,232,940	102.0%
2004	592,209,895	0.4106	2,431,636	2,420,378	99.5%
2005	645,521,116	0.4094	2,642,906	2,638,571	99.8%
2006	720,365,601	0.3997	2,879,594	2,890,532	100.4%
2007	818,383,838	0.3811	3,118,613	3,112,817	99.8%
2008	890,768,449	0.3762	3,351,153	3,362,281	100.3%
2009	894,236,300	0.3762	3,363,943	3,309,535	98.4%
2010	882,532,413	0.4015	3,543,248	3,472,383	98.0%
2011	895,586,826	0.4194	3,755,749	3,680,634	98.0%
2012	946,820,238	0.4235	4,009,784	3,929,588	98.0%
2013	983,590,328	0.4357	4,285,503	4,199,793	98.0%

DEBT SERVICE:

2003	559,676,816	0.0937	542,509	536,015	98.8%
2004	592,209,895	0.0744	440,582	441,150	100.1%
2005	645,521,116	0.0656	423,319	434,986	102.8%
2006	720,365,601	0.0653	470,106	471,189	100.2%
2007	818,383,838	0.0639	523,195	522,360	99.8%
2008	890,768,449	0.0588	523,690	525,925	100.4%
2009	894,236,300	0.0673	601,995	590,323	98.1%
2010	882,532,413	0.0585	516,401	506,073	98.0%
2011	895,586,826	0.0656	587,847	576,090	98.0%
2012	946,820,238	0.0615	582,189	570,545	98.0%
2013	983,590,328	0.0593	583,283	571,617	98.0%

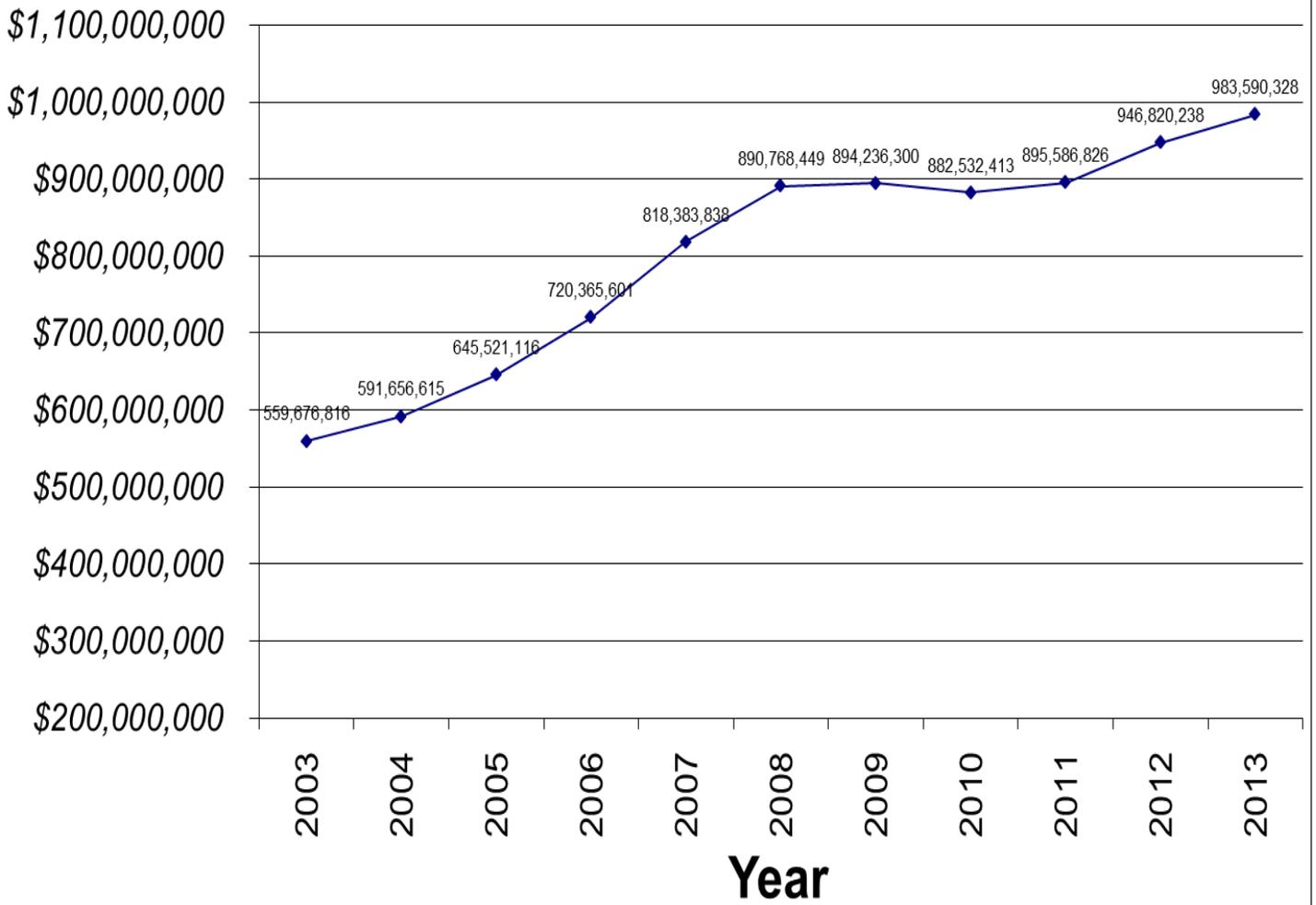


CITY OF STEPHENVILLE

CERTIFIED TAX ROLL COMPARISONS

	2009	2010	2011	2012	2013	2012--2013 DIFFERENCE
LAND - HOMESITE	83,512,670	86,351,190	88,397,600	93,273,020	93,266,220	(6,800)
LAND - NON HOMESITE	125,504,750	122,739,460	120,835,310	116,241,810	119,946,570	3,704,760
LAND - AG MARKET						
LAND - TIMBER MARKET						
LAND MARKET VALUE	209,017,420	209,090,650	209,232,910	209,514,830	213,212,790	3,697,960
IMPROVEMENTS - HOMESITE	369,701,040	381,289,950	404,697,300	434,931,250	440,234,580	5,303,330
IMPROVEMENTS - NON HOMESITE	339,311,700	351,463,160	337,144,480	352,478,900	368,695,500	16,216,600
IMPROVEMENTS	720,698,930	732,753,110	741,841,780	787,410,150	808,930,080	21,519,930
PERSONAL PROPERTY	256,303,000	231,010,050	249,389,170	321,848,440	391,561,870	69,713,430
AGRICULTURAL PRODUCTIVITY	14,734,900	14,683,600	14,564,800	14,833,600	14,250,320	(583,280)
PERSONAL PROPERTY	271,037,900	245,693,650	263,953,970	336,682,040	405,812,190	69,130,150
TOTAL MARKET VALUE	1,200,754,250	1,187,537,410	1,215,028,660	1,333,607,020	1,427,955,060	94,348,040
EXEMPT PROPERTY	212,423,640	227,676,690	227,398,160	259,067,690	259,109,427	41,737
PRODUCTIVITY LOSS	14,487,900	14,435,710	14,320,370	14,569,800	13,989,590	(580,210)
AG USE						0
HOMESTEAD CAP LOSS	921,100	255,490	123,810	197,330	102,340	(94,990)
TOTAL EXEMPT PROPERTY	227,832,640	242,367,890	241,842,340	273,834,820	273,201,357	(633,463)
TOTAL ASSESSED PROPERTY	972,921,610	945,169,520	973,186,320	1,059,772,200	1,154,753,703	94,981,503
EXEMPTIONS:						
HOMESTEAD						
OLD AGE(\$15,000)	14,025,290	13,476,850	13,404,330	13,807,160	13,995,830	188,670
DISABLED PERSONS(\$10,000)	660,000	630,000	630,000	623,100	593,140	(29,960)
DISABLED VET(\$3,000)	2,279,000	2,932,100	3,070,760	2,879,630	3,471,080	591,450
POLLUTION CONTROL	223,770	462,504	238,734	582,204	582,204	0
OTHER						0
MINIMUM VALUE	6,200	10,780	12,390	9,720	12,140	2,420
FREPORT	60,778,658	45,057,341	60,243,280	95,050,148	125,008,981	29,958,833
ABATEMENT	712,392	67,532	0	0	27,500,000	27,500,000
TOTAL EXEMPTIONS	78,685,310	62,637,107	77,599,494	112,951,962	171,163,375	58,211,413
NET TAXABLE	894,236,300	882,532,413	895,586,826	946,820,238	983,590,328	36,770,090
TAX RATE PER \$100 VALUATION	0.4435	0.4600	0.4850	0.4850	0.4950	
TAX LEVY	\$3,965,938	\$4,059,649	\$4,343,596	\$4,592,078	\$4,868,772	276,694

City of Stephenville Taxable Property Values



2013 Annual TML Taxation and Debt Service

City	Population	Total Net Taxable	Gross Tax Rate	G.O. Bond Indebtedness	Revenue		Total Certificates of Obligation	Total Outstanding		Fiscal Year Begin
					Bond Indebtedness	Total		Tax Notes	Municipal Utilities and Facilities	
Burleson	38,130	2,301,320,977	0.6900000	36,836,000	55,775,000	13,660,000	0	C CE GC L MB PK S SC SL SP W	10/01	
Friendswood	38,000	2,392,531,721	0.5970000	17,149,759	39,025,000	0	0	L LK MB PK S SC SP W	10/01	
Texarkana	37,103	2,384,339,162	0.6692930	15,019,566	2,720,000	44,110,000	860,000	C GC L LK MB PK S SP T W	10/01	
San Juan	37,000	795,429,549	0.7386000	6,995,000	4,425,000	10,105,000	0	L MB PH PK S SP W	10/01	
Lufkin	35,425	1,755,048,517	0.5038000	62,885,000	1,135,000	0	0	CE L LK MB PK S SL SP W ZO	10/01	
La Porte	34,537	2,264,917,078	0.7100000	18,670,000	2,895,000	21,200,000	0	AP CE GC MB PK S SC SL SP W	10/01	
Nacogdoches	33,405	1,386,518,708	0.5620000	8,710,000	55,780,000	225,000	0	AP C L LK M MB P PK S SL SP W	10/01	
Copperas Cove	32,522	1,084,647,856	0.7639000	37,825,000	0	46,510,000	11,875,000	C CE GC L MB S SC SL SP W	10/01	
Schertz	32,478	2,307,394,927	0.4999000	69,575,000	2,355,000	9,320,000	965,000	CE L MB PK S SC SP W	10/01	
Rosenberg	31,754	1,514,499,957	0.5100000	16,890,000	1,614,000	38,435,000	790,000	C CE LK MB PK S W	10/01	
Farmers Branch	31,300	3,688,232,621	0.5295000	5,140,000	0	8,355,000	0	C L MB PK S SC SL SP W	10/01	
Waxahachie	31,100	2,184,047,432	0.6800000	46,405,000	21,350,000	97,135,000	0	AM AP C CE FG LK MB P PK S SC W	10/01	
Leander	30,605	1,890,348,854	0.6704200	69,090,000	93,335,000	36,270,000	3,000,000	GC L LK MB PK S SP W	10/01	
Cleburne	30,400	1,725,310,746	0.7407430	33,198,413	68,315,000	2,297,000	3,135,000	AM AP C CE GC L LK MB PH PK S SC SL SP T W	10/01	
Kyle	29,293	1,430,306,497	0.4845000	30,472,951	0	34,375,000	3,360,000	L LK MB PK S SP W	10/01	
Little Elm	28,230	1,615,536,605	0.6649710	62,940,000	6,740,000	38,970,000	0	CE L MB P PK S SC W	10/01	
Harker Heights	27,479	1,404,127,978	0.6770000	26,572,466	21,547,534	48,120,000	0	CE L MB PK S SP W	10/01	
Greenville	27,200	1,453,602,702	0.6990000	37,290,000	21,680,000	7,715,000	395,000	AM AP C CE GC L LK M MB P PK S SP W	10/01	
Paris	26,539	1,491,371,240	0.5110700	11,880,000	0	6,635,000	0	AP C CE FG L LK M MB P PK S SL SP W	10/01	
Kingsville	26,322	693,433,232	0.8422900	2,675,000	0	23,635,000	26,310,000	L MB PK S SL SP W	10/01	
Weatherford	25,557	1,854,429,100	0.4636000	33,895,000	37,425,000	41,655,000	315,000	C L LK M MB PK S SL SP W	10/01	
Colleyville	24,974	3,775,194,699	0.3559000	9,975,000	4,195,000	0	0	CE L MB PK S SC W	10/01	
Alvin	24,774	917,184,020	0.8436000	17,370,000	4,945,000	6,080,000	263,000	C L MB PK S SC SL SP W	10/01	
Watauga	24,350	962,035,602	0.5912160	13,085,000	800,000	15,120,000	0	CE L LK MB PK S SC W	10/01	
Corsicana	23,926	1,479,337,002	0.6272000	17,800,000	12,080,000	25,075,000	0	AP C CE L LK MB P PK S SC SL SP W	10/01	
University Park	23,500	5,587,424,812	0.2657000	0	0	0	0	L MB PK S SP W	10/01	
Kerrville	22,946	1,752,473,582	0.5625000	10,200,000	0	35,425,000	0	AM AP CE GC L LK MB P PH PK S SL SP W	10/01	
Denison	22,784	855,182,854	0.6533770	6,005,000	5,595,492	17,975,000	0	C L LK MB P PK S SC SL SP W	10/01	
Plainview	22,343	757,253,395	0.5785000	0	0	14,965,000	0	AP CE GC L MB PK S SL SP W	10/01	
Benbrook	21,715	1,573,889,902	0.6600000	9,055,000	3,695,000	3,695,000	0	C CE GC L MB PK SC SP ZZ	10/01	
Corinth	20,981	1,393,698,516	0.6048900	9,630,000	0	20,370,000	30,000,000	MB PK S W	10/01	
Sachse	20,860	1,248,799,416	0.7708190	38,455,000	0	1,870,000	0	L MB PK S SC W	10/01	
Cibolo	20,000	1,321,279,096	0.4327000	29,940,000	9,965,000	490,000	0	MB PK S W	10/01	
Saginaw	19,995	1,164,124,528	0.4900000	10,925,000	4,455,000	8,665,000	0	CE L MB PK S SC SP W	10/01	
Stafford	19,825	1,981,202,780	0.0000000	435,000	0	0	0	CE MB P PK SP ZZ	10/01	
Ennis	19,795	1,375,246,813	0.6950000	20,042,451	14,377,549	5,510,000	0	AP CE H L LK MB PK S W	10/01	
Alice	19,682	1,078,712,567	0.2889000	8,795,000	4,257,000	10,584,000	0	AP GC L LK MB PK S SL SP W	10/01	
Orange	19,613	811,203,593	0.7000000	8,615,000	4,370,000	6,010,000	0	L MB PK S SL SP W	10/01	
Terrell	19,599	913,930,705	0.6494000	0	0	23,575	0	AP H L LK MB PK S SC SL SP W	10/01	
Angleton	19,280	695,464,867	0.7235000	5,755,000	0	11,735,000	0	PK S SP W	10/01	
Universal City	18,987	894,799,918	0.5860290	95,000	215,000	0	270,000	CE GC L MB PK S W	10/01	
Dickinson	18,967	768,821,940	0.4000000	11,310,000	10,255,000	1,055,000	0	L MB	10/01	
Midlothian	18,750	2,013,954,034	0.6500000	57,769,920	35,105,000	4,980,000	120,000	AP CE MB PK S W	10/01	
Belton	18,665	792,650,868	0.6598000	6,610,000	0	9,405,000	0	CE L MB PK S W	10/01	
Portland	18,500	804,454,769	0.5818450	0	15,492,000	14,305,000	29,797,000	CE L LK MB PK S SC SP W	10/01	
Murphy	18,387	1,498,370,182	0.5650000	31,855,000	120,000	10,885,000	2,915,000	MB PK S W	10/01	
Stephenville	18,290	946,820,238	0.4850000	5,745,000	11,410,000	7,617,865	0	AP L MB PK S SC W	10/01	
Bay City	17,663	655,273,183	0.5719100	1,530,000	0	20,460,000	0	AP CE GS MB PH PK S SL SP W	10/01	
Nederland	17,587	956,687,004	0.5918530	14,490,000	0	4,350,000	0	L MB PK S SC SL SP W	10/01	
Donna	17,548	379,330,947	1.2523760	2,460,015	36,625,679	0	0	C CE L MB PK S SP W	10/01	
Bellaire	17,223	3,337,676,009	0.3999000	71,540,000	0	0	0	CE L MB PK S SL SP W	10/01	
Horizon City	17,161	670,454,885	0.3227910	655,000	0	0	0	MB P PK SC	10/01	
Gainesville	16,569	850,509,276	0.6470000	19,422,000	0	9,605,000	205,000	AP C CE GC LK MB PK S SC SL SP W ZO	10/01	
White Settlement	16,543	613,199,784	0.6147150	5,985,000	1,550,000	1,195,000	125,000	CE L MB PK S SC W	10/01	
Highland Village	16,500	1,635,740,212	0.5696300	13,730,000	0	19,020,000	0	MB PK S W	10/01	
Mercedes	16,175	450,593,970	0.7850000	17,997,005	27,331,000	0	630,000	CE L MB P PK S SL SP W	10/01	
Brenham	16,147	1,029,487,756	0.5042000	8,626,092	14,165,000	7,427,273	1,585,000	AP CE GS L MB P PH PK S SL SP W	10/01	
Taylor	16,000	783,415,193	0.8138930	21,055,572	0	30,409,428	0	AM AP C L MB PH PK S SP W	10/01	
Gatesville	15,985	331,936,572	0.3400000	0	5,225,000	12,375,000	229,110	AM AP C CE FG L MB PH PK S SP W ZZ	10/01	
Sulphur Springs	15,738	824,633,181	0.4400000	7,568,477	225,000	8,207,928	0	AP L LK MB PK S W	10/01	
Mount Pleasant	15,706	818,490,173	0.3165000	4,305,000	33,845,000	0	0	AP C CE FG L LK MB PK S SL SP W	10/01	
Forney	15,646	890,258,563	0.7490200	31,735,000	41,290,000	8,410,000	0	L MB PK S W	10/01	
Humble	15,453	1,212,499,837	0.2000000	0	0	9,270,000	0	CE MB PK S SC SP W	10/01	

**2013 Annual TML Water Rate Survey
Residential and Commercial Water Costs**

Population Group	Residential Water					Commercial Water	
	City Population	Fee For		Total	Average	Fee For	
		5,000 Gal.	10,000 Gal.			50,000 Gal.	200,000 Gal.
20,001 - 25,000							
Colleyville	24,974	23.74	42.55	9,344	20,000	225.64	1,122.64
Alvin	24,774	19.28	37.64	6,806	4,222	208.59	847.59
Watauga	24,350	44.39	74.63	8,152	7,480	78.05	1,223.24
Marshall	24,089	24.25	44.19	9,266	5,000	220.39	818.89
Corsicana	23,926	28.20	42.20	8,895	7,000	237.82	725.32
University Park	23,500	22.55	40.80	8,846	16,000	195.85	743.35
Kerrville	22,946	26.73	43.63	9,604	8,000	194.18	855.68
Denison	22,784	27.69	39.19	9,965	5,000	162.52	584.63
Plainview	22,343	30.00	38.50	7,747	8,870	119.75	434.75
Corinth	20,981	37.12	50.97	6,821	7,091	349.68	1,351.68
Sachse	20,860	23.06	37.66	7,289	5,302	269.07	1,146.57
Brownwood	20,402	38.39	52.83	7,318	7,480	240.20	673.34
20,001 - 25,000	Averages	28.78	45.40	8,338	8,454	208.48	877.31
15,001 - 20,000							
Cibola	20,000	31.44	58.58	5,125	8,373	471.85	2,066.35
Ennis	19,795	37.50	52.50	5,793	9,000	172.50	622.50
Alice	19,682	27.14	44.14	7,306	8,000	190.40	754.40
Orange	19,613	20.60	33.15	6,959	5,000	148.55	525.05
Terrell	19,599	35.37	59.03	5,314	6,000	372.83	654.15
Angleton	19,280	25.92	46.52	6,700	4,500	211.32	829.32
Universal City	18,987	23.69	32.40	5,832	12,000	196.69	523.69
Alamo	18,895	24.90	31.40	4,800	13,000	98.60	387.60
Midlothian	18,750	33.67	52.17	4,360	5,438	238.84	805.84
Belton	18,665	23.75	40.00	5,325	8,529	170.00	657.50
Portland	18,500	27.44	41.29	5,516	6,400	195.18	688.68
Murphy	18,387	34.75	49.50	5,824	18,500	277.70	810.20
Stephenville	18,290	28.50	46.00	5,733	6,660	264.76	789.76
Pampa	18,180	37.62	55.47	8,236	4,616	202.29	792.07
Nederland	17,587	17.50	31.75	6,924	5,000	145.75	574.75
Mineral Wells	17,450	29.50	48.15	6,299	3,914	255.43	814.93
South Houston	17,354	23.90	37.36	4,476	8,000	201.36	646.86
Bellaire	17,223	14.98	28.48	6,633	11,700	173.34	679.59
Hutto	17,000	47.73	79.43	4,247	7,000	411.16	1,362.16
Gainesville	16,569	33.72	52.17	6,149	5,700	327.69	936.69
White Settlement	16,543	53.95	50.60	5,395	4,500	289.99	919.99
Uvalde	16,507	15.39	21.84	5,800	2,000	58.68	350.28
Highland Village	16,500	31.90	40.15	5,396	8,000	186.65	689.15
Mercedes	16,175	22.31	32.36	4,236	5,400	153.62	525.62
Brenham	16,147	24.79	43.69	7,317	5,723	170.72	725.72
Taylor	16,000	39.57	64.52	5,658	8,500	324.81	1,076.31
Gatesville	15,985	33.75	47.50	3,853	6,000	157.50	570.00
Mount Pleasant	15,706	19.70	31.70	5,091	6,594	127.70	487.70
Forney	15,646	27.00	49.00	5,142	8,500	263.50	1,088.50
Humble	15,453	16.60	26.85	4,029	5,000	256.55	804.05
West University Place	15,109	33.04	59.20	5,530	14,837	525.18	1,596.18
Seagoville	15,094	17.71	27.51	3,763	7,174	189.05	718.55
15,001 - 20,000	Averages	28.60	44.20	5,586	7,486	232.19	796.07

**2013 Annual TML Wastewater Rate Survey
Residential and Commercial Wastewater Costs**

<u>Population Group</u> <u>City Name</u>	City Population	Residential Sewer			Commercial Sewer	
		<u>Fee For</u>		Total Customers	<u>Fee For</u>	
		5,000 Gal.	10,000 Gal.		50,000 Gal.	200,000 Gal.
20,001 - 25,000						
Colleyville	24,974	16.56	28.86	8,689	127.26	495.26
Alvin	24,774	25.29	39.24	6,550	150.84	569.34
Watauga	24,350	27.81	47.81	8,153	175.61	638.99
Marshall	24,089	28.99	51.29	8,205	229.69	898.69
Corsicana	23,926	32.00	46.00	7,833	180.00	600.00
University Park	23,500	29.17	44.22	7,542	164.62	616.12
Kerrville	22,946	34.40	60.25	8,791	283.55	1,108.55
Denison	22,784	25.78	38.01	8,917	187.09	710.32
Plainview	22,343	19.05	27.05	7,274	91.05	331.05
Corinth	20,981	49.39	77.39	6,529	301.39	1,141.39
Sachse	20,860	30.03	52.13	6,885	251.78	914.78
Brownwood	20,402	22.56	37.70	6,867	188.52	754.01
20,001 - 25,000	Averages	28.42	45.83	7,686	194.28	731.54
15,001 - 20,000						
Cibolo	20,000	22.04	42.14	7,004	205.94	808.94
Ennis	19,795	22.86	22.86	5,483	94.25	326.75
Alice	19,682	20.96	30.56	6,636	107.36	395.36
Orange	19,613	47.90	91.20	6,740	437.60	1,736.60
Terrell	19,599	42.14	60.71	5,200	356.68	913.60
Angleton	19,280	14.75	27.25	6,700	163.25	650.75
Universal City	18,987	22.14	33.84	5,630	192.00	768.00
Alamo	18,895	21.50	22.30	4,311	78.88	310.08
Midlothian	18,750	44.10	69.05	5,223	288.89	1,037.39
Belton	18,665	21.50	39.00	4,441	179.00	704.00
Portland	18,500	31.24	35.89	5,130	147.71	287.21
Murphy	18,387	16.00	22.00	5,542	130.00	430.00
Stephenville	18,290	26.50	43.50	5,575	179.50	689.50
Pampa	18,180	20.91	26.46	7,604	119.24	396.74
Nederland	17,587	19.00	35.50	6,811	167.50	664.00
Mineral Wells	17,450	32.95	57.20	5,663	251.20	978.70
South Houston	17,354	26.15	37.90	4,476	194.12	569.12
Bellaire	17,223	18.03	30.03	6,558	126.03	486.03
Hutto	17,000	37.72	28.67	6,186	324.85	1,047.85
Gainesville	16,569	33.42	49.42	6,119	198.30	735.30
White Settlement	16,543	24.77	44.27	5,280	250.97	880.97
Uvalde	16,507	21.00	31.80	5,800	140.00	422.00
Highland Village	16,500	47.60	84.60	5,202	266.35	963.85
Mercedes	16,175	22.31	28.26	3,918	113.24	339.74
Brenham	16,147	25.94	48.19	6,588	226.19	893.69
Taylor	16,000	32.33	58.88	5,361	271.28	1,067.78
Gatesville	15,985	15.50	26.00	2,773	110.00	425.00
Mount Pleasant	15,706	15.75	24.50	4,831	94.50	357.00
Forney	15,646	30.60	54.60	4,976	246.60	966.60
Humble	15,453	28.50	34.75	4,047	256.30	838.30
West University Place	15,109	20.24	35.04	5,530	181.57	661.57
Seagoville	15,094	26.84	53.24	3,492	264.44	1,056.44
15,001 - 20,000	Averages	26.66	41.55	5,463	198.87	712.78

CITY OF STEPHENVILLE

**FEE SCHEDULE BY DEPARTMENT
AS OF OCTOBER 1, 2013**

<u>DEPT.</u>	<u>DESCRIPTION</u>	<u>CURRENT</u>	<u>PROP FEE</u>
0201	FISCAL SERVICES		
	TABC- Liquor License Application Fee	60.00	
	Solicitation Permit (per person, minimum one month)	20.00	
	Taxicab Permit (per year)	50.00	
	Copying Charges (per page)(staff copied)	.25	
	Ad Valorem Taxes (per hundred)	.485	.495
	City Sales Tax	.015	
	Franchise Fees: (based on Gross Receipts)		
	Cable Television (renew 2014)	4%	
	Electricity (set by PUC/per kwh)	4%	
	Garbage (renew 2013)	7%	
	Gas (renew 2020)	4%	
	Telephone (per access line set by PUC)	.59/1.32/2.01	
	Garage Sale Permits:		
	Prior to Garage Sale	3.00	
	Day of Garage Sale	5.00	
	Returned Check Fee	30.00	
	Late Charge Past Due Date (gross billing)	10.0%	
	Credit Card Processing	2.50	
0302	MUNICIPAL COURT –As Set by Municipal Court Judge		
0501	LEISURE SERVICES		
	Gymnasium Rental:		
	Profit	250.00	
	Non-Profit	125.00	
	Pavilion & Century Park Rental:		
	1 – 75 people (4 hours)	50.00*	
	76 – 150 people (4hours)	125.00*	
	151 – 350 people (4hours)	200.00*	
	Over 350 people (4hours)	300.00 min.**	
	*\$50.00 per hour for each additional hour		
	** Cost determined by event		

<u>DEPT.</u>	<u>DESCRIPTION</u>	<u>CURRENT</u>	<u>PROP FEE</u>
	RV Hook-Up:		
	Per Night	15.00	
	Senior Citizens (55 or older)	10.00	
	Birdsong Amphitheater:		
	Non-ticketed/Non-profit events		
	1 – 75 people (4 hours)	150.00*	
	76 – 150 people (4 hours)	300.00*	
	151 – 350 people (4 hours)	400.00*	
	Over 350 people (4 hours)	500.00**	
	*\$50.00 per hour for each additional hour		
	**\$500.00 minimum cost determined by event		
	Ticketed/For-profit events—\$500.00 minimum cost determined by event.		
	Recreation:		
	Adult League (per team)	300.00	
	Youth League (per person)	35.00	
	Youth Programs (i.e. dance)	30.00*	
	Non-Resident Fee (per person per activity)	10.00	
	Field Rental—Per Field Per Day	150.00	
	Field Lighting (per hour)	10.00	
	*Registration fees for individual sports may vary depending on participation for each class.		
	Splashville Swimming Pool:		
	Daily Admission (per person)	5.00	
	Ages 2 & Under	free	
	Twilight Fee (2 hours prior to closing)	3.00	
	Senior Citizen (65 & up)	3.00	
	Passes *		
	Special Rate Individual Passes		(Non-Resident/Resident)
	5 visits	20.25/16.25	
	10 visits	37.50/30.00	
	20 visits	68.75/55.00	
	30 visits	93.75/75.00	
	Family Passes**	250.00/200.00	
	Party Area Rental (Mon-Sat)	45.00	
	Noon to 2:00 pm or 3:00 pm to 5:00 pm		
	Private Party Rental	750.00	
	Swimming Lessons	50.00	

*City residents receive a 20% discount with proof of residency.

**Family of four (4) \$10.00 for each additional person. All members must reside in the same household.

<u>DEPT.</u>	<u>DESCRIPTION</u>	<u>CURRENT</u>	<u>PROP FEE</u>
0503	CEMETERY		
	Cemetery Lots:		
	City Resident	425.00	
	Non-City Resident	500.00	
0504	LIBRARY SERVICES		
	Replace Lost Books	cost	
	Non-Resident Fee (out-of-city per household)	15.00	
	Fines for Late Return (per day)	.25	
	Copy Machine (per copy, self-serve)	.10	
	Late Fee Video Return (per day)	1.00	
	Inter-Library Loan (postage)	-0-	
	Replacement Card Fee	2.00	
0505	STREETS SERVICES		
	Street Cuts:		
	Asphalt Surfaces Over Concrete (per sq ft):	3.75	
	Brick Surface Over Concrete (per sq ft):	5.25	
	Parade Permits:		
	Type A – Less than 50 units	50.00	
	Type B – More than 50 units	100.00	
	Type C – Motorcades or parades otherwise not classified in “A” or “B”. Marches included in this category.	25.00	
0603	FIRE SERVICES		
	Non-Routine Response Fee:		
	Per Unit (per hour)	70.00	
	Supplies	cost	
0604	AMBULANCE SERVICES		
	Service and Supplies – See attached Exhibit A		
	Special Events Stand-By:		
	Minimum, three hours	150.00	
	Each additional hour	50.00	
	EMS Provider Permit	25.00	

<u>DEPT.</u>	<u>DESCRIPTION</u>	<u>CURRENT</u>	<u>PROP FEE</u>
0700	POLICE SERVICES		
	Accident Reports	6.00	
	Finger Printing (2 card max per person ea additional 5.00)	10.00	
	Offense Reports (for 1st page, \$.10 each additional page)	1.00	
	False Alarm Fee (per occurrence after five per year)	50.00	
	Police Escort (per nonprofit event, except funerals)	150.00	190.00
	Solicitor Investigation Fee (Non Refundable)	25.00	
	ANIMAL CONTROL		
	Dog License:		
	Male	20.00	
	Neutered Male	5.00	
	Female	20.00	
	Spayed Female	5.00	
	Guard dog	Bond + 35.00	
	Dangerous dog	Bond +50.00	
	Cat License:		
	Male	20.00	
	Neutered Male	5.00	
	Female	20.00	
	Spayed Female	5.00	
	License Replacement	5.00	
	Livestock	\$25/yr + inspection	
	Boarding/Riding Stables	\$25/yr + inspection	
	Late Fee for Licenses	5.00	
	Late Fee for Permits	10.00	
	Impoundment Fee (Established and collected by animal shelter)		
0801	PLANNING SERVICES		
	Zoning Ordinance	25.00	
	Subdivision:		
	Ordinance	50.00	
	Specifications	25.00	
	Design Standards	25.00	
	Zone Change Applications:		
	Acre or Less	300.00	
	1.01 to 5 Acres	400.00	
	5.01 or More	500.00	

Mapping:

City Zoning Map	
3ft L x 5ft W	50.00
2ft L x 3ft W	30.00
11in L x 17in W	20.00

<u>DEPT.</u>	<u>DESCRIPTION</u>	<u>CURRENT</u>	<u>PROP FEE</u>
	City Limits and Street Map		
	3ft L x 5ft W	25.00	
	2ft L x 3ft W	15.00	
	11in L x 17in W	5.00	
	Parkland Dedication (In-lieu of) Per Dwelling Unit		
	Per single-family dwelling unit	600.00	
	Per dwelling unit for duplex, townhome, condominium, apts.	300.00	
	Board of Adjustment Applications	200.00	
	Subdivision Filing Fees:		
	Preliminary Plat (per plat)	200.00	
	(per lot)	10.00	
	Final Plat (per plat)	200.00	
	(per lot)	10.00	
	Replat (per plat)	200.00	
	Site Development Plan (per plan)	200.00	
	Comprehensive Plan	100.00	
0802	INSPECTION SERVICES		
	Food Service Permit:		
	Annual Inspection:		250.00
	Administrative fee	75.00	
	Contractor fee	175.00	
	Pre-opening:		125.00
	Administrative fee	25.00	
	Contractor fee	100.00	
	Complaint		100.00
	Reinspection		75.00
	Mobile food (with commissary/without)		225/150
	Administrative fee	75.00	
	Contractor fee (with commissary/without)	150/75	
	Temporary		150.00
	Administrative fee	75.00	
	Contractor fee	75.00	
	Mobile Home Park License (per park)		10.00
	(per lot)		10.00
	Mobile Home Inspection		25.00

Certificate of Occupancy	25.00
Inspections outside of normal business hours (per hour)	50.00

<u>DEPT.</u>	<u>DESCRIPTION</u>	<u>CURRENT</u>	<u>PROP FEE</u>
	BUILDING PERMIT FEE SCHEDULE		
	General Construction Permit Fees:		
	Value \$1 to \$500—flat fee	25.00	
	Value \$501 to \$2,000, minimum	24.00+	
	pro-rated for each \$100 above \$500	3.00	
	Value \$2,001 to \$25,000, minimum	70.00+	
	pro-rated for each \$1,000 above \$2,000	14.00	
	Value \$25,001 to 50,000, minimum	392.00+	
	pro-rated for each \$1,000 above \$25,000	10.00	
	Value \$50,001 to \$100,000, minimum	642.00+	
	pro-rated for each \$1,000 above \$50,000	7.00	
	Value \$100,001 to \$500,000, minimum	992.00+	
	pro-rated for each \$1,000 above \$100,000	6.00	
	Value \$500,001 to \$1,000,000, minimum	3,392.00+	
	pro-rated for each \$1,000 above \$500,000	5.00	
	Value \$1,000,001 and up, minimum	5,892.00+	
	pro-rated for each \$1,000 above \$1,000,000	4.00	
	Demolition Permit	25.00	
	Structure Relocation Permit	25.00	
	ELECTRICAL PERMIT FEES		
	Issuance fee for each permit	25.00	
	Additional permit fees:		
	Installation of Service:		
	Up to 600 volts (residential)	6.00	
	Up to 600 volts (commercial)	12.00	
	Over 600 volts (residential or commercial)	17.00	
	Equipment Motors:		
	0 to 10 Hp	3.00	
	11 to 50 Hp	4.00	
	50 to 100 Hp	5.00	
	Over 100 Hp	6.00	
	Appliances	3.00	
	Swimming Pools	8.25	
	Other	4.00	
	Re-inspection Fee	25.00	
	License Reciprocation Letter	6.00	

Penalty. In the event any work, for which a permit is required by this chapter, is begun prior to obtaining said permit, the permit fee shall be doubled. The payment of such doubled fee shall not relieve any person from fully complying with the requirements of this chapter in execution of work nor from other penalties prescribed herein.

<u>DEPT.</u>	<u>DESCRIPTION</u>	<u>CURRENT</u>	<u>PROP FEE</u>
	PLUMBING PERMIT AND LAWN SPRINKLER FEES		
	Issuance fee for each permit	25.00	
	Fee for each fixture or opening to receive waste	3.00	
	Building Sewer	5.00	
	Water Heater	3.00	
	Gas Piping Systems	4.00	
	Gas System Test	4.00	
	Industrial Waste Pre-Treatment Interceptor	6.00	
	Water Service Line	4.00	
	Installation, alteration and repair of water piping or water treating equipment	3.00	
	Repair or alteration and repair of water piping or water treating equipment	3.00	
	Repair or alteration of drainage or vent piping	3.00	
	Lawn Sprinkler System	3.00	
	Grease or Sand Trap	6.00	
	Other	4.00	
	Re-inspection Fee	25.00	
	MECHANICAL PERMIT FEES		
	Issuance fee for each permit	25.00	
	Re-inspection Fee	25.00	
	PLAN REVIEW FEE SCHEDULE (Council 5/13/2008)		
	<u>Commercial and Multi-Family:</u>		
	Value \$1 to \$10,000	\$50.00	
	Value \$10,001 to \$25,000	\$70.69+	
	pro-rated for each \$1000 above \$10,000	\$5.46	
	Value \$25,001 to \$50,000, minimum	\$152.59+	
	pro-rated for each \$1,000 above \$25,000	\$3.94	
	Value \$50,001 to \$100,000, minimum	\$251.09+	
	pro-rated for each \$1,000 above \$50,000	\$2.73	
	Value \$100,001 to \$500,000, minimum	\$387.59+	
	pro-rated for each \$1,000 above \$100,000	\$2.19	
	Value \$500,001 to \$1,000,000, minimum	\$1,263.59+	
	pro-rated for each \$1,000 above \$500,000	\$1.85	
	Value \$1,000,001 and up, minimum	\$2,188.59+	
	pro-rated for each \$1,000 above \$1,000,000	\$1.23	
	<u>Fire Code(Fire Alarm and Sprinkler System):</u>		
	Value Up to \$250,000	\$500.00	
	Value \$251,001 to \$500,000	\$850.00	

Value \$500,001 to \$1,000,000	\$1,100.00
Value \$1,000,001 to \$3,000,000	\$1,600.00
Value \$3,000,001 to \$6,000,000	\$2,400.00
Value \$6,000,001 and up	\$2,400.00
pro-rated for each \$1,000 above \$6,000,000	\$0.25

<u>DEPT.</u>	<u>DESCRIPTION</u>	<u>CURRENT</u>	<u>PROP FEE</u>
0803	CODE ENFORCEMENT SERVICES		
	Health and Sanitation Administrative Fees:		
	First Violation	25.00	
	Second Violation	50.00	
	Third Violation	100.00	
3000	WATER FUND		
	Water Rates:		
	Minimum Bill (0 gallons used)		
	5/8 inch and ¾ inch meter	11.00	
	1 inch	24.29	
	1 ½ inch	51.57	
	2 inch	89.76	
	3 inch	198.87	
	4 inch and larger	351.63	
	Plus Volume Charge—per 1,000 gallons	3.50	3.65
	Multifamily Billing:		
	70% of number of living units (per unit)	8.40	
	Plus Volume Charge--per 1,000 gallons	3.50	3.65
	Residential Surcharge per thousand gallon (May - September)		
	Over 12,000 gallons	1.00	
	Over 25,000 gallons	3.00	
	Over 50,000 gallons	4.00	
	Outside City Limits	115%	
	Customer Deposits:		
	Residential	100.00	

Residential deposits shall be made either:

- (a) in cash at the time of making application; or
- (b) one-third to be paid in cash at the time of making application and the remaining two-thirds to be billed on the first two months billing; or
- (c) an applicant for residential connection may present a letter of credit from applicant's most recent utility company which represents a satisfactory payment history for at least twelve (12) months preceding the date of application. To be satisfactory, the letter must not indicate that the applicant has been advised of late payment more than two (2) times during the period.

- (d) Any customer whose account has been active for twelve (12) months and has not been advised of a late payment during that period, shall be entitled to their deposit for utility service being applied to the account balance or refunded by check within thirty (30) days.

<u>DEPT.</u>	<u>DESCRIPTION</u>	<u>CURRENT</u>	<u>PROP FEE</u>
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Commercial

2X monthly usage

For commercial connections:

- (a) a service deposit shall be required which shall be equal to an estimate of the cost of sixty (60) days utility service, with a five hundred dollar (\$500.00) minimum deposit. The amount of the deposit shall be estimated by the utility billing clerks or his or her authorized representative.

Where billing figures for a comparable establishment are not available to establish the deposit for a commercial connection, the utility billing clerks shall estimate a two-month billing based upon information received from the applicant. The utility office shall review the estimate and within the first three months make the appropriate adjustment in the deposit amount.

- (b) Commercial deposits shall be made in cash. The Director of Finance or his or her authorized representative may authorize an alternative method of deposit for commercial accounts on a case by case basis

- (c) When and if it is found that the deposit required and is collected in accordance with the above schedule is not sufficient to protect the City from losses that may occur over a period of two (2) months, the Director of Finance may, at his or her discretion, require an additional cash deposit, or may require an additional deposit if for any reason the amount of the deposit becomes less than the originally required under the schedules hereinabove set forth.

A customer with an existing account established before October 1, 2005, will not be required to establish an additional deposit unless and until the customer's service is terminated for non-payment. In that event, the deposit requirements of this section will apply.

Basic Service Charges:

Connection Fee	20.00	
Transfer Fee	20.00	
After 5:00 p.m. or weekends (additional)	20.00	
Damaged Meter Charge	cost	
Fire Hydrant Meter Deposit	1,000.00	
Non-Pay Reconnect Fee	20.00	30.00
Check Read (each, after two free annually)	10.00	
Temporary Service (72 hours)	20.00+cost	
Temporary Cut-Off for Repair	20.00	

4 yard	90.78	130.48	229.59	309.34	389.09	488.83	51.55
6 yard	107.59	162.72	283.95	380.63	477.30	575.37	64.09
8 yard	121.60	222.64	330.71	441.61	555.87	668.46	76.49

Fuel Surcharge. Each month a fuel surcharge is added to the water bills based upon the average fuel cost incurred by IESI in providing service to the City.

<u>DEPT.</u>	<u>DESCRIPTION</u>	<u>CURRENT</u>	<u>PROP FEE</u>
4471	LANDFILL		
	Regular Rate Gate Fees:		
	Minimum (Up to 800 lbs.)		20.00
	Minimum (Up to 1000 lbs.)	15.00	
	Per Ton	40.00	50.00
	Inadequate Containment	Fee Doubled	
	Pull Off (Per Each)	25.00	
3001	AIRPORT		
	Airport Hangars (per month):		
	North side	135.00	
	South side	185.00	
	Small Corner	195.00	
	Large Corner	210.00	
	Commercial	800.00	
	Monthly Aircraft Tiedown/Parking	15.00	
	Fuel Tax (per gallon)	.05	
	Commercial Land Lease (per square foot)	.10	
	New Airport Hangars (per month):		
	Small	200.00	
	Large	225.00	

ORDINANCE NO. 2013-

AN ORDINANCE MAKING APPROPRIATIONS FOR THE SUPPORT OF THE CITY OF STEPHENVILLE, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2013, AND ENDING SEPTEMBER 30, 2014, AND ADOPTING THE ANNUAL BUDGET OF THE CITY OF STEPHENVILLE FOR THE 2013-2014 FISCAL YEAR.

WHEREAS, the budget for the fiscal year beginning October 1, 2013 and ending September 30, 2014, was duly presented to the City Council by the City Administrator and a public notice was posted in the Stephenville City Hall.

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

SECTION 1. That the appropriations for the fiscal year beginning October 1, 2013 and ending September 30, 2014, for the support of the general government of the City of Stephenville, Texas, be fixed and determined for said terms in accordance with the expenditures shown in the City's fiscal year 2013-2014 budget.

SECTION 2. That the budget is hereby approved in all respects and adopted as the City's budget for the fiscal year beginning October 1, 2013 and ending September 30, 2014.

PASSED and APPROVED this the 3rd day of September, 2013.

Jerry K. Weldon II, Mayor

ATTEST:

Cindy L. Stafford,
City Secretary

Reviewed by Mark A. Kaiser,
City Administrator

Approved as to form and legality
Randy Thomas, City Attorney

ORDINANCE NO. 2013-

AN ORDINANCE LEVYING A TAX RATE FOR THE CITY OF STEPHENVILLE, FOR THE TAX YEAR 2013.

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

That we, the City Council of the City of Stephenville, Texas, do hereby levy or adopt the tax rate of \$100.00 valuation for this city for tax year 2013, as follows:

\$ 0.4357	for the purpose of maintenance and operation.
<u>\$ 0.0593</u>	for the payment of principal and interest on bonds.
\$ 0.4950	Total Tax Rate

The Tax Assessor/Collector is hereby authorized to assess and collect the taxes of the City of Stephenville, Texas, employing the above tax rate.

PASSED and APPROVED this the 17th day of September, 2013.

Jerry K. Weldon II, Mayor

ATTEST:

Cindy L. Stafford,
City Secretary

Reviewed by Mark A. Kaiser,
City Administrator

Approved as to form and legality
Randy Thomas, City Attorney

Advisory Boards and Commissions

In addition to the permanent advisory boards and commissions listed, the Council also appoints temporary advisor committees from time to time to address specific, short term issues. The 2013 Membership of Advisory Boards and Commissions include:

Airport Advisory Board. Studies and makes recommendations to the City Council regarding operations and facility improvements of the municipal airport. Ensures that the municipal airport is efficiently and adequately meeting the needs of the City and the air transportation industry.

L. G. Molenaar
Frank Burke
Robert Couch

Dana Brinkley
Jubel Caldwell

Hardy Hampton
Rick Tennyson

Board of Adjustment. Hears and decides appeals that allege that there was an error in any order, requirements, decision or determination made by a City administrative officer, department or board. Also acts on applications that are submitted for a variance or a special exception to City zoning regulations.

Elizabeth Baxter
Deanna Glasgow

Nicki Jones
Moumin Quazi

Perry Elliott

Building Board. Hears and renders decisions on ruling by City building inspectors or officials in regards to code interpretation, enforcement and substandard housing or structures within the City.

David Jacquess
Fred Parker
Dennis Shumate

Danny Phillips

Electrical Board. Hears and renders decisions on ruling by City building inspector or officials in regards to code interpretation, enforcement and substandard electrical work within the City.

Johnny Davis
Mark Hunter

David Bragg
Kenneth Howell

David Picha

Water Conservation Committee. Advises the City Council on policy matters affecting the Western Conservation programs and events.

Sudarshan Kurwadkar
Dr. Carol Thompson

Hennen Cummings
Mark Miller

Manon Shockey

Parks and Recreation Advisory Board. Recommends, to the City Council, uses of parkland and parks/recreation facilities and improvements in programs, activities and facilities to meet community recreation needs and interests.

Cary Strohmeyer
Jerry Land
David Picha

Kayla Peak
Joe Altebaumer

Dale Dorothy
Jason La Touche

Advisory Boards and Commissions

Planning and Zoning Commission. Studies and reviews plans and recommends to the City Council action to be taken in regard to City growth and development and comprehensive community planning. Also, makes recommendations and acts as a hearing board on zoning requests. Drafts new development regulations and conducts periodic review of plans and regulations.

Richard Petronis
Dell Burdick
Tommy Quarles
Tawnya Doggett

Jerry Warren
Metta Collier
Janet Whitley

Caryl Chilton
Bill Muncey
Jason Lovell

Dangerous Buildings Abatement Board. Hears and renders decisions on ruling by City building inspectors or officials in regards to code interpretation and enforcement on substandard structures within the City.

Brad Chilton
Jeremiah Dennis

Michael D. Stephens
Gerrit Schouten

Jeff Owens

Plumbing Board. Hears and renders decisions on ruling by City building inspectors or officials in regards to code interpretation and enforcement on substandard plumbing work within the City.

Steven Forbus
J. D. Walker
Bobby Mangrum

Clarence Young
John Weber

Larry Graham
Dan Rivers

Senior Citizen Advisory Board. Recommends to the City Council action to be taken in regard to facilities and improvements in programs, activities and facilities to meet community senior citizen needs and interests.

Tom Konz
Jana Saucedo

Faye Howell
Patsy Jones

Roy Hayes

Library Advisory Board. Recommends to the City Council action to be taken in regard to facilities and improvements in programs, activities and facilities to meet library needs and interests.

Emily McLemore
Shirley Bittenbinder
Bette Kline

Michael Mason
Margie Derrick
Katy Eichenberg

Mary Hall

Mechanical Board. Hears and renders decisions on ruling by City building inspectors or officials in regards to code interpretation and enforcement on substandard mechanical work within the City.

Bobby Mangrum
Steven Deviney

Mike Walker
Rick Alderfer

James Walker



FISCAL & BUDGETARY POLICIES

Fiscal and Budgetary Policies

I. Statement of Purpose

The City of Stephenville is committed to financial management through integrity, prudent stewardship, planning, accountability, full disclosure and communication. The broad purpose of these Fiscal and Budgetary Policies are to enable the City to achieve and maintain a long-term stable and positive financial condition, and provide guidelines for the day-to-day planning and operations of the City's financial affairs.

Policy scope generally spans areas of accounting and fiscal reporting, internal controls, both operating and capital budgeting, revenue management, investment and asset management, debt management and forecasting. This is done in order to:

- Demonstrate to the citizens of Stephenville, the investment community, and the bond rating agencies that the City is committed to a strong fiscal operation;
- Provide precedents for future policy-makers and financial managers on common financial goals and strategies;
- Fairly present and fully disclose the financial position of the City on conformity to generally accepted accounting principals (GAAP); and
- Demonstrate compliance with finance-related legal and contractual issues in accordance with the Texas Local Government Code and other legal mandates.

These policies will be reviewed and updated annually as part of the budget preparation process.

II. Operating Budget Policy Statement

A. Preparation

Budgeting is an essential element of financial planning, control, and evaluation process of municipal government. The "Operating Budget" is the City's annual financial operating plan. The budget includes all of the operating departments of the City. It also includes the debt service funds, all capital improvement programs, and all enterprise funds. The Finance Department prepares the budget, with the cooperation of all departments, and under the direction of the City Administrator who makes necessary changes and transmits the document to the City Council.

1. Proposed Budget – Under the City Charter, the City Administrator is responsible for preparing and recommending an operating budget for City Council consideration. Such budget shall provide a complete plan for the fiscal year within the provisions of the City Charter.
 - a. A budget message which shall outline the proposed financial policies for the next year with explanations of any change from previous years in expenditures and any major changes in policy and complete statement regarding the financial conditions of the City

- b. The budget shall include four basis segments for review and evaluation: (1) personnel costs, (2) line item budget for operations and maintenance costs, (3) service level adjustments for increases or decreases to existing service levels, and (4) revenues.
 - c. The budget review process shall include the City Council participation in the development of each of the four segments of the proposed budget.
2. Adoption of the Budget – The budget and all supporting schedules shall be filed with the City Secretary when submitted to the Council and shall be open for public inspection by anyone interested.

At the Council meeting at which time the budget is submitted, the Council will name the time and place of a budget public hearing and will publish the notice of the public hearing at least ten (10) days before the date of the hearing. At this hearing, interested citizens may express their opinions concerning items of expenditure, giving their reasons for wishing the increase or decrease in any items of expense. After the public hearing, the Council shall analyze the budget, making any additions or deletions which they feel appropriate, and shall, at least twenty (20) days prior to the beginning of the next fiscal year, adopt the budget by a favorable majority vote of all members of the Council. Should the Council take no action on or prior to such day, the budget, as submitted, shall be deemed to have been finally and unanimously adopted by the Council.

B. Balanced Budget

The goal of the City is to balance the operating budget with the current revenues, whereby, current revenues would match and fund on-going expenditures/expenses.

C. Planning

The budget process will be coordinated so that major policy issues are identified prior to the budget approval date. This will allow the City Council adequate time for consideration of appropriate decisions and analysis of financial impacts.

D. Reporting

Summary financial reports will be presented to the City Council quarterly. These reports will be in a format appropriate to enable the City Council to understand the overall budget and financial status. The City Administrator will also present a mid-year report to the City Council following the end of the second fiscal quarter which updates the status of projects and related financial goals set forth in the budget.

E. Control and Accountability

Each Department Director, appointed by the City Administrator, will be responsible for the administration of his/her departmental budget. This includes accomplishing the objectives adopted as part of the budget and monitoring each departmental budget for compliance with spending limitations.

F. Contingency Appropriations

The budget may include contingency appropriations within designated operating departmental budgets. These funds are to offset expenditures for unexpected maintenance or other unanticipated or unforeseen expenses that might occur during the year.

III. Asset Management

A. Cash Management and Investments

The City Council has formally approved a separate Investment Policy for the City of Stephenville that meets the requirements of the Public Funds Investment Act (PFIA), Section 2256 of the Texas Local Government Code. This policy is reviewed annually by the City Council, and it applies to all financial assets held by the City.

1. Statement of Cash Management Philosophy – The City shall maintain a comprehensive cash management program to include the effective collection of all accounts receivable, the prompt deposit of receipts to the City’s depository, the payment of obligations, and the prudent investment of idle funds in accordance with this policy.
2. Objectives - The City’s investment program will be conducted as to accomplish the following listed in priority order:
 - a. Safety of the principal invested
 - b. Liquidity and availability of cash to pay obligations when due
 - c. Receive the highest possible rate of return (yield) consistent with the City’s investment policy.
3. Safekeeping and Custody - Investments may only be purchased through brokers/dealers who meet the criteria detailed in the investment policy, which also addresses internal controls related to investments.
4. Standard of Care and Reporting – Investments will be made with judgment and care, always considering the safety of principal to be invested and the probable income to be derived. The Director of Finance is responsible for overall management of the City’s investment program and ensures all investments are made in compliance with the investment policy. An investment report, providing both summary and detailed information, will be presented to the City Council quarterly.
5. Authorized Investments – The City can currently invest in the following:
 - a. U.S Treasury and Agency securities;
 - b. Obligations of this state or other states, agencies, counties, cities, rated as to investment quality by a nationally recognized investment rating firm of not less than A;
 - c. Certificates of Deposit;
 - d. Fully collateralized Repurchase Agreements;
 - e. No-load Money Market Mutual Funds;
 - f. Investment Pools that meet the requirements of PFIA.

B. Fixed Assets

These assets will be reasonably safeguarded and properly accounted for, and prudently insured.

1. Capitalization Criteria – For purposes of budgeting and accounting classification, the following criteria must be capitalized:
 - The asset is owned by the City.
 - The expected useful life of the asset must be longer than one year, or extend the life of an identifiable existing asset by more than one year.
 - The original cost of the asset must be at least \$1,000.
 - The asset must be tangible.
 - On-going repairs and general maintenance are not capitalized.
2. New Purchases – All costs associated with bringing the asset into working order will be capitalized as part of the asset costs. This will include start up costs, engineering or consultant type fees as part of the asset cost once the decision or commitment to purchase the asset is made. The cost of land acquired should include all related costs associated with its purchase.
3. Improvements and Replacement – Improvements will be capitalized when they extend the original life of an asset or when they make the asset more valuable than it was originally. The replacement of assets' components will normally be expensed unless they are of a significant nature and meet all the capitalization criteria.
4. Contributed Capital – Infrastructure assets received from developers or as a result of annexation will be recorded as equity contributions when they are received.
5. Distributions Systems – All costs associated with public domain assets, such as streets and utility distribution lines will be capitalized in accordance with the capitalization policy. Costs should include engineering, construction and other related costs including right-of-way acquisition.
6. Reporting and Inventory – The Finance Department will maintain the permanent records of the City's fixed assets, including description, cost, department of responsibility, date of acquisition, depreciation and expected useful life. Periodically, random sampling at the department level will be performed to inventory fixed assets assigned to that department. Responsibility for safeguarding the City's fixed assets lies with the department Director whose department has been assigned the asset.

IV. Debt Management

The City of Stephenville recognizes the primary purpose of capital facilities is to provide services to the citizens. Using debt financing to meet the capital needs of the community must be evaluated according to efficiency and equity. Efficiency must be evaluated to determine the highest rate of return for a given investment of resources. Equity is resolved by determining who should pay for the cost of capital improvements. In meeting demand for additional services, the City will strive to balance the needs between debt financing and "pay-as-you-go" methods. The City realizes that failure to meet the demands of growth may inhibit its continued economic vitality, but also realizes that too much debt may have detrimental effects on the City's long-range financial condition.

The City will issue debt only for the purpose of acquiring or constructing capital assets for the general benefit of its citizens and to allow it to fulfill its various purposes as a city.

A. Usage of Debt – Debt financing will be considered for non-continuous capital improvements which citizens will be benefited. Alternatives for financing will be explored prior to debt issuance and include, but not limited to:

- Grants
- Use of Reserve Funds
- Use of Current Revenues
- Contributions from developers and others
- Leases
- Impact Fees

When the City utilizes long-term financing, it will ensure that the debt is soundly financed by conservatively projecting revenue sources that will be used to pay the debt. It will not finance the improvement over a period of time greater than the useful life of the improvement and it will determine that the cost benefit of the improvement, including interest costs, is positive to the community.

B. Types of Debt –

1. **General Obligation Bonds** – General obligation bonds must be authorized by a vote of the citizens of Stephenville. They are used only to fund capital assets of the general government and are not to be used to fund operating needs of the City. The full faith and credit of the City as well as the City's ad valorem taxing authority back general obligation bonds. Conditions for issuance of general obligation debt include:

- When the project will have a significant impact on the tax rate;
- When the project may be controversial even though it is routine in nature; or
- When the project falls outside normal bounds of projects the City has typically done.

2. **Revenue Bonds** – Revenue bonds will be issued to provide for the capital needs of any activities where the capital requirements are necessary for a continuation or expansion of a service. The improved activity shall produce a revenue stream to fund the debt service requirements of the necessary improvement to provide service expansion. The average life of the obligation should not exceed the useful life of the asset(s) to be funded by the bond issue.

3. **Certificates of Obligation (CO's)** – Certificates of obligation or contract obligations may be used to fund capital requirements that are not otherwise covered either by general obligation or revenue bonds. Debt service for CO's may be either from general revenues (tax-supported) by a specific revenue stream(s) or a combination of both. Typically, the City may issue CO's when the following conditions are met:

- When the proposed debt will have a minimal impact on future effective property tax rates;
- When the projects to be funded are within the normal bounds of city capital projects, such as roads, parks, various infrastructure and City facilities; and

- When the average life of the obligation does not exceed the useful life of the asset(s) to be funded by the issue.

Certificates of obligation will be the least preferred method of financing and will be used with prudent care and judgment by the City Council. Every effort will be made to ensure public participation in decisions relating to debt financing.

- C. Method of Sale** – The City will use a competitive bidding process in the sale of bonds unless a condition in the bond market or the nature of the issue warrants a negotiated bid. In such situations, the City will publicly present the reasons for the negotiated sale. The City will rely on the recommendation of the financial advisor in selection of the underwriter or direct purchaser.
- D. Disclosure** – Full disclosure of operating costs along with capital costs will be made to the bond rating agencies and other users of financial information. The City staff, with the assistance of the financial advisor and bond counsel, will prepare the necessary materials for presentation to the rating agencies and will aid in the production of the preliminary Official Statements. The City will take the responsibility for the accuracy of all financial information released.
- E. Federal Requirements** – The City will maintain procedures to comply with arbitrage rebate and other Federal requirements.
- F. Debt Restructuring** – The City will issue bonds not to exceed the useful life of the asset being financed. The structure should approximate level debt service unless operational matters dictate otherwise. Market factors, such as the effects of tax-exempt designations, the cost of early redemption options and the like, will be given consideration during the structuring of long-term debt instruments.
- G. Debt Coverage Ratio** – Refers to the number of times the current combined debt service requirements or payments would be covered by the current operating revenues, net of on-going operating expenses of the City’s combined utilities (Water and Wastewater). The current bond ordinance for outstanding utility debt requires a combined minimum 1.25 times coverage ratio.
- H. Bond Reimbursement Resolutions** – The City may utilize bond reimbursements a tool to manage its debt issues, due to arbitrage requirements and project timing. In so doing, the City uses its capital reserves “cash” to delay bond issues until such time when issuance is favorable and beneficial to the City.
The City Council may authorize a bond reimbursement resolution for General Capital projects that have a direct impact on the City’s ad valorem tax rate when the bonds will be issued within the term of the existing City Council.

The City Council may also authorize revenue bond reimbursements for approved utility and other self-supporting capital projects.

V. Other Funding Alternatives

When at all possible, the City will research alternative funding opportunities prior to issuing debt or increasing user-related fees.

- A. **Grants** – All potential grants will be examined for any matching requirements and the source of those requirements identified. A grant funding worksheet, reviewed by Finance, that clearly identifies funding sources, outcomes and other relevant information will be presented and approved by the City Council prior to any grant application being submitted. It must be clearly understood that any resulting operation requirements of the grant could be discontinued once the term and conditions of the project have been terminated. The City Council must authorize acceptance of any grant funding.
- B. **Use of Reserve Funds** - The City may authorize the use of reserve funds to potentially delay or eliminate a proposed bond issue. This may occur due to higher than anticipated fund balances in prior years, thus eliminating or reducing the needs for debt proceeds, or postpone a bond issue until market conditions are more beneficial or timing of the related capital improvements does not correspond with the planned bond issue. Reserve funds used in this manner are replenished upon issuance of the proposed debt.
- C. **Developer Contributions** – The City will require developers who negatively impact the City’s utility capital plans to offset those impacts.
- D. **Leases** – The City may authorize the use of lease financing for certain operating equipment when it is determined that the cost benefit of such arrangement is advantageous to the City.
- E. **Impact Fees** – The City will impose impact fees as allowable under state law for both water and wastewater services. These fees will be calculated in accordance with statute and reviewed at least every three years. All fees collected will fund projects identified within the Fee study and as required by state laws.

VI. Financial Conditions and Reserves

The City of Stephenville will maintain budgeted minimum reserves in the ending working capital/fund balances to provide a secure, healthy financial base for the City in the event of a natural disaster or other emergency, allow stability of City operations should revenues fall short of budgeted projections and provide available resources to implement budgeted expenditures without regard to actual timing of cash flows into the City.

- A. **Operational Coverage** – The City’s goal is to maintain operations coverage of 1.00, such that operating revenues will at least equal or exceed current operating expenditures. Deferrals, short-term loans, or one-time sources will be avoided as budget balancing techniques.
- B. **Operating Reserves** – City wide the City will maintain reserves at a minimum of ninety (90) days (25%) of net budgeted operating expenditures. Net budgeted operating expenditures are defined as total budgeted expenditures less interfund transfers and charges, general debt service (tax-supported), direct cost for purchased power and payments from third party grant monies.
 - 1. General Fund – The unobligated fund balance in the General Fund should equal at least ninety (90) days or 25% of annual budgeted General Fund expenditures.
 - 2. Utility Fund –Working capital reserves in the Utility Fund should be 25% or ninety (90) days.

For all other funds, the fund balance is an indication of the balance of each particular fund at a specific time. The ultimate goal of each such fund is to have expended the fund balance at the conclusion of the activity for which the fund was established.

Reserve requirements will be calculated as part of the annual budget process and any additional required funds to be added to the reserve balances will be appropriated within the budget. Funds in excess of the minimum reserves may be expended for City purposes at the will of the City Council once it has been determined that the use of the excess will not endanger reserve requirements in future years.

- C. Liabilities and Receivables** – Procedures will be followed to maximize discounts and reduce penalties offered by creditors. Current liabilities will be paid within 30 days of receiving the invoice. Accounts receivable procedures will target collection for a maximum of 30 days of service. Receivables aging past 120 days will be sent to a collection agency.
- D. Capital Projects Funds** – Every effort will be made for all monies within the Capital Projects Funds to be expended within thirty-six (36) months of receipt. The fund balance will be invested and income generated will offset increases in construction costs or other costs associated with the projects. Capital project funds are intended to be expended totally, with any unexpected excess to be transferred to the Debt Service Fund to service project-related debt service.
- E. General Debt Service Funds** - Revenues within this fund are stable, based on property tax revenues. Balances are maintained to meet contingencies and to make certain that the next year's debt service payments may be met in a timely manner. The fund balance should not fall below one month or 1/12th annual debt service requirements, in accordance with IRS guidelines.
- E. Investment of Reserve Funds** - The reserve funds will be invested in accordance with the City's investment policy.

VII. Internal Controls

- A. Written Procedures** – Wherever possible, written procedures will be established and maintained by the Director of Finance for all functions involving cash handling and/or accounting throughout the City. These procedures will embrace the general concepts of fiscal responsibility set forth in this policy statement.
- B. Department Directors Responsibility** - Each department director is responsible for ensuring that good internal controls are followed throughout the department, that all Finance Department directives are implemented and that all independent auditor internal control recommendations are addressed.

Basis of Accounting/Budgeting

The budgetary and accounting policies contained in the budget document conform to generally accepted accounting principles (GAAP) as established by the Governmental Accounting Standards Board (GASB). The accounts of the City are organized on the basis of funds and account groups, each of which is considered a separate budgetary and accounting entity. Within the budget, the City's various funds are grouped into the following categories of fund types:

Governmental Fund Types – Include the General Fund, Debt Service Fund, Special Revenue Funds, and Capital Projects Fund. The City accounts and budgets for all general government funds using the modified accrual basis. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual (i.e., both measurable and available). Available revenues collected within the current period or soon thereafter are used to pay liabilities of the current period. Expenditures represent a decrease of financial resources, and other than interest on general long-term debt, are recorded when the fund liability is incurred, if measurable. Interest on general long-term debt is recorded when due. Exceptions to this general rule include: (1) accumulated unpaid vacation, sick pay, and other employee benefits which are not accrued; (2) principal and interest on general long-term debt which is recognized when due; and (3) prepaid expenses, which are not recorded.

Proprietary Fund Types – Include the Utility Fund, and are accounted and budgeted for on a cost-of-services or “capital maintenance” measurement focus, using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recognized when incurred. For purposes of this budget presentation, depreciation is not displayed and capital expenditures and bond principal payments are shown as utilized by each fund.

Governmental Fund Types

Governmental Fund Types are those through which most governmental functions of the City are financed. The acquisition, use, and balances of the City's expendable resources and the related liabilities (except those accounted for in the Proprietary and Fiduciary types) are accounted for through the Governmental Fund Types.

General Fund: The General Fund is the general operating fund of the City and accounts for the ordinary operations of the City that are financed from taxes and other general revenues. It is used to account for all financial resources except those required to be accounted for in another fund. Major functions financed by the General Fund include: Administration, Administrative Services, Fire and Police, Community Development and Community Services.

Special Revenue Fund: The Special Revenue Funds account for the accumulation and distribution of resources. The Hotel/Motel Tax Fund accounts for the tax revenues received from local hotels and bed and breakfasts and for expenditures made within guidelines of the Texas Hotel Occupancy Tax Act. The Child Safety Fund accounts for the court costs used to enhance child safety, health, nutrition; including child abuse prevention and intervention and substance abuse prevention. The LEOSE Fund accounts for restricted law enforcement officer education and training activity.

Debt Service Fund: The Debt Service Fund is used to account for accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs other than debt serviced by Proprietary Fund Types. The revenue source is principally ad valorem taxes levied by the City.

Capital Projects Fund: Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities and equipment.

Proprietary Fund Types

Enterprise Funds are used to account for operations that are either financed and operated in a manner similar to private business enterprises, or where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management, control, accountability, or other purposes.

Utility Fund: This fund accounts for water and sewer services for the residents of the City. All activities necessary to provide such services are accounted for in the fund, including administration, operation, maintenance, financing and related debt service, and billing and collection.

Sanitary Landfill Fund: This fund accounts for solid waste collection and disposal services provided to the residents of the City.

Airport Fund: This fund accounts for municipal airport services and to support air transportation and charter services.

Storm Water Drainage Fund: This fund accounts for the maintaining of existing storm water drainage ways and the construction of new drainage ways.

Budget Glossary

The Annual Budget contains specialized and technical terminology that is unique to public finance and budgeting. To help the reader of the 2013-14 Annual Budget document to better understand these terms, a budget glossary has been included.

Account: A term used to identify an individual asset, liability, expenditure control, revenue control, encumbrance control, or fund balance.

Accounting System: Records and procedures which are used to record, classify and report information on the financial status and operations of the entity.

Accrual Basis of Accounting: A basis of accounting under which revenues are recorded when earned and expenditures are recorded as soon as they result in liabilities for benefits received, notwithstanding that the receipt of the revenue or the payment of the expenditure may take place, in whole or in part, in another accounting period.

Activity: A specific and distinguishable line of work performed by one or more organizational components of a governmental unit for the purpose of accomplishing a function for which the governmental unit is responsible. See also **Function**.

Ad Valorem Taxes: In proportion to value. A basis for levy of taxes upon property. See **Property Taxes**.

Amended Budget: Includes the adopted budget for a fiscal year, plus any budget amendments or budget transfers.

Appraised Value (Assessed Valuation): The value of real and/or personal property assigned by the assessor as a basis for the levying of property taxes. (Property values are established by the Erath County Tax Appraisal District.)

Appropriation: An authorization granted by the legislative body to make expenditures and to incur obligations for specific purposes.

Assets: Resources owned or held by the City, which have a monetary value.

Authorized Positions: Employee positions, which are authorized in the adopted budget, to be filled during the year.

Available (Undesignated) Fund Balance: This refers to the funds remaining from the prior year, which are available for appropriation and expenditure in the current year.

Base Budget: Cost of continuing the existing levels of service in the current budget year.

Bond: A long-term IOU or promise to pay a sum of money (the face amount of the bond) on a specific date(s) (the bond maturity date) at a specified interest rate.

Bonded Debt: That portion of indebtedness represented by outstanding bonds.

Budget Glossary

Bond Ordinance: An ordinance or resolution authorizing a bond issue.

Bond Refinancing: The pay-off and re-issuance of bonds, to obtain better interest rates and/or bond conditions.

Budget: An annual plan of financial operation embodying an estimate of proposed expenditures and the estimated means of financing them. The approved budget is authorized by ordinance and thus specifies the legal spending limits for the fiscal year.

Budget Calendar: The schedule of key dates which the City follows in the preparation and adoption of the budget.

Budget Document: The instrument used by the budget-making authority to present a comprehensive financial plan of operations to the City Council.

Budget Message: The opening section of the budget which provides the City Council and the public with a summary of the most important aspects of the budget, changes from previous years and views and recommendations of the City Administrator.

Budget Ordinance: The official enactment, by the City Council, to legally authorize the City Staff to obligate and expend the resources of the City.

Capital Improvements Program (CIP): A long-range plan for providing the capital outlays necessary to ensure that adequate services are provided the residents of the City. The plan includes improvements to, or the acquisition of, structural improvements and major equipment purchases.

Capital Projects Fund: A fund created to account for financial resources to be used for the acquisition and/or the construction of major capital facilities or equipment.

Capital Outlays: Expenditures for items which have a useful life in excess of one year and a purchase cost of at least \$1,000. Included in this category is the cost of land, buildings, permanent improvements, machinery, large tools, rolling and stationary equipment.

Cash Basis of Accounting: The basis of accounting in which transactions are recorded when cash is either received or disbursed.

Cash Management: The proper management of the cash necessary to pay for government services while investing temporary, idle, excess cash in order to earn interest revenue.

Certificates of Obligation (CO's): Bonds that finance a variety of public improvement projects which can be backed by general revenues, backed by a specific revenue stream, or a combination of both. Certificates of obligation will be used to fund capital assets where bond issues are not warranted as a result of the cost of the asset(s) to be funded through the instrument. This type of bond generally does not require voter approval.

Budget Glossary

City Charter: The document that establishes the City as an incorporated political subdivision (municipal government) in accordance with the statutes of the State of Texas.

Contingency: A budgetary reserve set aside for emergencies or unforeseen expenditures.

Current Taxes: Taxes that are due within one year.

Debt Service Fund: The fund used to account for the payment of principal and interest on all long-term debt.

Delinquent Taxes: Real or personal property taxes that remain unpaid on or after February 1st of each year upon which penalties and interest are assessed.

Department: A major administrative organizational unit of the City, which indicates overall management responsibility of one or more activities.

Deficit: The excess of expenditures over revenues during an accounting period.

Depreciation: The process of estimating and recording the expired useful life of a fixed asset which is used to distribute its cost over its revenue producing years.

Encumbrance: The commitment of appropriate funds to purchase an item or service. To encumber funds means to set aside or commit funds for specified future expenditure.

Enterprise Fund: A fund established to finance and account for operations (1) that are financed and operated in a manner similar to private business enterprises- where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (2) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

Erath County Appraisal District: An entity established by the State of Texas to ensure uniform property appraisals for all taxing entities in Erath County.

Expenditure: Funds spent in accordance with the budgeted appropriations on assets or goods and services obtained.

Expenses: A decrease in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

Fiscal Year: A 12-month period to which the annual operating budget applies. (The City of Stephenville has established October 1 through September 30 as its fiscal year.)

Fixed Asset: Assets of a long-term character, which are intended to continue to be held or used. Examples of fixed assets include items such as land, buildings, machinery, furniture and other equipment.

Budget Glossary

Franchise Fee: A fee paid by public service businesses for the use of City streets, alleys and property in providing their services to the citizens of the City. Services requiring franchises include electricity, telephone, natural gas, cable television, sanitation, taxicab, water and wastewater.

Full Faith and Credit: A pledge of the general taxing power of the City to repay debt obligations (the term typically used in reference to bonds.)

Full Time Equivalent (FTE): A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year, or full value of one for a full-time position.

Function: A group of related activities aimed at accomplishing a major service for which the City is responsible. For example, public safety is a function.

Fund: An accounting entity with a self-balancing set of accounts that record financial transactions for specific activities or government functions.

Fund Balance: The excess of assets over liabilities and reserves.

General Fund: The fund established to account for those resources devoted to financing the general administration of the City and traditional services provided to citizens. Service activities include fire and police protection, streets, drainage, park maintenance and recreational activities.

General Ledger: A listing of various accounts, which are necessary to reflect the financial position of a fund.

Generally Accepted Accounting Principles (GAAP): The uniform minimum standards and guidelines for financial accounting and reporting. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board (GASB).

General Obligation Bonds: Bonds that finance a variety of public improvement projects, which pledge the full faith, credit and taxing power of the City. This type of bond requires voter approval.

Grants: Contributions or gifts of cash or other assets from another government to be used or expended for a specific purpose, activity or facility.

Impact Fees: Fees assessed to developers to help defray a portion of the costs that naturally result from increased development. By Texas law, these fees must be used for capital acquisition or debt service relating to capital projects.

Infrastructure: Roads, bridges, curbs and gutters, street, sidewalks, drainage systems, lighting systems, water lines, wastewater lines and other improvements that are installed for the common good.

Intrafund Transfers: Funds transferred from one fund to another fund for specific purposes: i.e., debt service, reimbursement for services.

Budget Glossary

Intergovernmental Revenue: Funds received from federal, state and other local government sources in the form of grants, shared revenues and payments in lieu of taxes.

Investments: Securities purchased and held for the production of income in the form of interest, dividends, rentals or base payments.

Invoice: A bill requesting payment for goods or services by a vendor or other governmental unit.

Levy: To impose taxes, special assessments, or service charges for the support of City activities.

Liabilities: Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed or refunded at some future date. This term does not include encumbrances.

Line-Item Budget: A budget prepared along departmental lines that focus on what is to be bought.

Modified Accrual Accounting: A basis of accounting in which expenditures are accrued, but revenues are accounted for on a cash basis. This accounting technique is combination of cash and accrual accounting since expenditures are immediately incurred as a liability, while revenues are not recorded until they are actually received.

Object of Expenditure: An expenditure classification, referring to the lowest and most detailed level of classification, such as electricity, office supplies, asphalt, and furniture.

Objective: Desired output oriented accomplishments, which can be measured and achieved within a given time frame.

Operating Budget: Operating budgets serve many purposes within a governmental entity, but they have two primary purposes: (1) to plan the services that are going to be offered during the coming year and set priorities; (2) to conform with legal requirements to ensure that expenditures do not exceed those appropriated. Operating budgets are also called Annual Budgets. See **Budget**.

Ordinance: A formal legislative enactment by the governing board of a municipality.

Pay-as-you-go Basis: A term used to describe a financial policy by which capital outlays are financed from current revenues rather than through borrowing.

Performance Measure: Data collected to determine how effective or efficient a program is in achieving its objectives.

Personnel Costs: Costs related to compensating employees including salaries, wages, insurance, payroll taxes and retirement contributions.

Property Tax: Ad valorem tax levied on both real and personal property according to the property's valuation and the tax rate.

Budget Glossary

Real Property: Property classified by the State Property Tax Board including residential single and multi-family, vacant lots, acreage, farm and ranch improvements, commercial and industrial, and oil, gas and other mineral reserves.

Refunding Bonds: Bonds issued to retire bonds already outstanding. The refunding bonds may be sold for cash and outstanding bonds redeemed in cash, or the refunding bonds may be exchanged with holders of outstanding bonds.

Reserves: An account used to indicate that a portion of a fund balance is restricted for a specific purpose.

Resolution: A special or temporary order of the City; an order of the City requiring less legal formality than an ordinance.

Retained Earnings: The equity account reflecting the accumulated earnings of the Proprietary Funds.

Revenue: Funds that the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, shared revenues and interest income.

Revenue Bonds: Bonds whose principal and interest are payable exclusively from a revenue enterprise or project, pledged as the funding source before issuance.

Services: Operational expenses related to professional or technical services and other outside organizations.

Special Assessment: Charges imposed against property because that property receives a special benefit by virtue of some public improvement, separate and apart from the general benefit accruing to the public at large.

Special Revenue Fund: A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or for major capital projects) that are legally restricted to expenditure for specified purposes.

Supervisory Control and Data Acquisition (SCADA): Electronic monitoring of water pump stations, sewer lift stations, pumps and motors at the wastewater treatment plant.

Surplus: The excess of the assets of a fund over its liabilities, or if the fund has other resources and obligations; the excess of resources over the obligations. The term should not be used without a properly descriptive adjective unless its meaning is apparent from the context. See also Fund Balance.

Tax Base: The total value of all real, personal and mineral property in the City as of January 1st of each year, as certified by the Erath County Appraisal District. The tax base represents net value after all exemptions.

Budget Glossary

Tax Levy: The total amount to be raised by general property taxes for purposes specified in the Tax Levy Ordinance.

Tax Levy Ordinance: An ordinance by means of which taxes are levied.

Tax Rate: The amount of tax stated in terms of a unit of the tax base; for example, 44 cents per \$100 of assessed valuation of taxable property.

Tax Roll: The official list showing the amount of taxes levied against each taxpayer or property.

Transfers In/Out: Amounts transferred from one fund to another to assist in financing the services or programs for the recipient fund.

User Charges: The payment of a fee for a direct receipt of a public service by the party benefiting from the service.

Unencumbered Fund Balance: For budget purposes, the unencumbered fund balance is the amount of undesignated fund balance of a fund available for allocation.

Unreserved Fund Balance: The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

Unreserved Fund Balance: The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

Working Capital: For enterprise funds, the excess of current assets over current liabilities. Working capital of a fund is important because budgeted expenditures of the fund must be provided for from cash receipts during the year supplemented by working capital carried over from prior years, if any.