



ADOPTED

City Of Stephenville, Texas

**ANNUAL BUDGET REPORT
FY 2018-2019**

PREPARED BY
FINANCE DEPARTMENT
mdh



Stephenville

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City of Stephenville

Annual Adopted Operating Budget

Fiscal Year 2018-2019

This budget will raise more revenue from property taxes than last year's budget by an amount of \$275,142, which is a 4.77% 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 \$100,865.

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

FOR: Mark McClinton, Carla Trussell, Brady Pendleton, Rhett Harrison, Sherry Zachery

AGAINST: Alan Nix, Brandon Huckabee

PRESENT and not voting: none

ABSENT: none

Property Tax Rate Comparison

	2018-2019	2017-2018
Property Tax Rate	\$0.4750/100	\$0.4800/100
Effective Tax Rate:	\$0.4593/100	\$0.4441/100
Effective Maintenance & Operations Tax Rate:	\$0.4227/100	\$0.4032/100
Rollback Tax Rate:	\$0.5091/100	\$0.4918/100
Debt Rate:	\$0.0366/100	\$0.0409/100

Total Debt obligation for City of Stephenville secured by property taxes: \$ 3,165,000.

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City Council

Mayor	Doug Svien
Place 1	Mark McClinton
Place 2	Carla Trussell
Place 3	Vacant
Place 4	Brady Pendleton
Place 5	Rhett Harrison
Place 6	Alan Nix
Place 7	Sherry Zachery
Place 8	Brandon Huckabee

Staff

City Administrator	Allen L. Barnes
Deputy City Administrator/Director of Community Development	Jeremy Allen
Director of Finance & Administration	Monica D. Harris
Director of Utilities	Nick Williams
Police Chief	Jason King
Fire Chief	Jimmy Chew
Director of Parks & Leisure Services	Jennifer Basham
City Secretary	Staci L. King
Tourism & Visitor Manager	Julie Smith

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MISSION STATEMENT

“Making Stephenville an unusually good place to be.”

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CORE VALUES

Nice Spirit

- | | | |
|-------------|----------------------------|----------------------------------|
| BE | ▶ Nice | Serve with Sincerity |
| | ▶ Selfless | Serve with Compassion |
| | ▶ Professional | Serve with Pride |
| HAVE | ▶ Integrity | Serve with Character |
| BE | ▶ Respectful | Serve with Humility |
| | ▶ Innovative | Serve with Creativity |
| | ▶ Transparent | Serve with Accountability |

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BUDGET OVERVIEW

Stephenville

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DATE: August 1, 2018

TO: Honorable Doug Svien, Mayor
Members of the Stephenville City Council

FROM: Allen L. Barnes, CPM, ICMA-CM
City Administrator

SUBJECT: Transmittal of the Proposed Fiscal Year 2019 Annual Operating Budget

It is my honor to present, for your consideration, the City of Stephenville Annual Operating Budget for the fiscal year beginning October 1, 2018. As required by the City Charter and the Texas Constitution, the budget is balanced by the use of anticipated revenues and current fund balances to fund the anticipated expenditures necessary for orderly and efficient operation of the city's governmental and enterprise functions. This budget accurately represents the anticipated revenues and expenditures for Fiscal Year 2019. We might note that this budget as proposed has balanced revenues and expenditures. This is the first budget in years that has not depended on fund balances.

As of October 1, 2018 we anticipate having a total fund balance of \$31,998,145 along with projected budget year revenues of \$25,500,765 across all funds. We anticipate expenditures of \$42,936,953. This amount includes anticipated expenditures for the East Side Sewer Project as well as other projects carried over from FY 2018. The proposed budget anticipates the use of \$17,436,188 of fund balance in FY 2018. This is a result of carrying over \$17,699,360 of expenditures budgeted in FY 2017-2018 not anticipated to be expended. At year's end we anticipate a total fund balance of \$14,561,957 of which \$4,779,579 will be unrestricted.

At the proposed tax rate of \$0.48 per \$100, the proposed budget includes one new employee, changing two part-time employee to full-time, and a 2.36 percent cost of living increase for all employees. The General Fund proposes \$122,275 in capital spending which includes replacement programs of \$99,275 and new programs of \$23,000. The General Fund Operating expenditures include \$129,900 in new programs. The street repair program will spend \$1,000,190. We are designating 8.8 percent of sales tax and 8.8 percent of property taxes dedicated to street repair and replacement in this and future budgets.

We have continued including projected future budgets along with the proposed budget. We are presenting, for your approval, not only the operating budget for Fiscal Year 2019, but are also reflecting trends we see in the next four years. In future years we anticipate changing the methods of budget preparations to a more logical real world model, rather than the traditional governmental approach. We have done this by starting the process much earlier and working to apply a traditional business based budgeting process. In FY 2018 staff members attended training that will teach us how to apply the business method of thinking and budgeting to local government. This budget was developed with these business methods in mind.

We are proposing the creation of one new employee position, a School Resource Officer for the Police Department. All employee costs of this employee including overtime will be borne by the Stephenville Independent School District. We are also proposing the elevation of two part time positions to full time positions. These positions are the part time Records Clerk at the Police Department and the Part Time IT Technician. Directors of these departments have made a compelling case in requesting these positions.

There are a couple of new programs included in the proposed budget. The first is actually restarting a program from a couple of years ago. We have included \$20,000 for the development of an employee incentive program. The other new program includes \$40,000 to bring the Balanced Scorecard Institute week long training here to Stephenville. This is being done to save money and to expedite staff education in the Balanced Score Card. We will have 17 students and two people auditing the class. I would like to recognize all of our Division Directors for their part in making this difficult budget happen. Without their diligence to find areas for parsimony, over the cuts from last year's budget, we would not have developed the budget to be as lean and effective as it is.

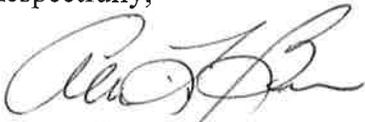
Special recognition goes to Monica Harris our Finance Director. Monica has spent innumerable hours in preparation of this budget. She has ferreted out discrepancies and errors presented in previous budgets and has developed a method of presenting the true and accurate picture of our financial map. Monica has spent many of her nights to insure that this document is a true and accurate reflection of the financial road ahead.

In moving forward this next fiscal year, we need keep our eye on a few issues of direct impact to the future revenue of the City of Stephenville. The first is the anticipated re-introduction of the revenue cap to the state legislature. The City should encourage TML to continue to oppose the passing of this initiative. The second is the sales tax applicable to internet sales. The City should scrutinize any legislation regarding the reporting of internet sales to ensure that municipalities receive their fair share of the tax.

In closing, this budget, as proposed, is the budget for City of Stephenville. It is not the City Administrator's or the Finance Director's budget. It is everyone's budget and as such we value complete transparency in the budget process. It is our belief that we have held true to these values and have delivered the most transparent budget possible.

This memorandum is respectfully submitted.

Respectfully,



Allen L. Barnes, CPM, ICMA-CM
City Administrator



BUDGET OVERVIEW

The 2018-2019 City of Stephenville Program of Services totals \$25,219,334 in revenues and \$43,322,302 in expenses, including \$18,012,990 in carryovers from the previous year. Of the amount budgeted for total expenses, approximately \$19.67 million is for continued operations, \$20.2 million capital projects and replacement, and \$3.4 million for debt service. The total city budget has been decreased by \$642,987 compared to the 2017-18 amended 4th quarter budget.

The Stephenville Economic Development Authority (SEDA), a discrete component unit of the City, Programs of Services totals \$583,315. Information and analysis of the SEDA budget can be found in the Discrete Component Unit section of this document.

Below is a summary of revenues and expenses by fund. An in-depth analysis of revenues and expenses can be found in the Financial Summary Section of the document.

General Fund Revenues

General Fund revenues are expected to total \$14,698,872, an increase of \$240K over the FY 2017-18 projections. Sales tax revenues are 9% higher than the FY 17-18 budget, which is 4% higher than FY 2017-18 projections. Property taxes also increased 5.68%.

Property tax revenue is expected to total \$6,041,561, \$5.575 million in the General Fund and \$466K in the Debt Service Fund, based on decreasing the tax rate to \$0.4750 per \$100 of taxable value. Because of the increased property assessed valuations, decreasing the rate to \$0.4750 per \$100 of taxable value still enables the City to absorb cost increases in personnel and operating costs. However, funding of capital replacements in the amount of \$489,175 was achieved mainly through utilizing reserves. Property tax revenue makes up approximately 38% of the general fund revenues. Property taxes represent one of the most stable revenues of the city as unpaid taxes become liens on the property. Taxable property valuations increased 5.69% from \$1.202 billion last year to \$1.271 billion this year due to an increase in appraisals, as well as \$21.2 million from new property. The average value per home has risen from an average taxable value of \$116,053 last year to \$119,799 this year.

Total Appraised Value

\$1,271,372,189

The average home's city tax bill will increase from \$557.05 to \$569.05 because of the overall increase in taxable values, but is subject to each home's individual appraisal. The portion of the tax rate applied to debt service will be \$0.0366 compared to \$0.0409 from FY 2017-18. With the increase in property values, the maintenance and operations portion of the tax rate will decrease to \$0.4384 per \$100 property valuation, compared to \$0.4391 from FY 2017-18. Revenues will increase by \$275,142.

Operations and Maintenance Tax Rate	\$0.4384
Interest and Sinking Tax Rate	<u>0.0366</u>
Total Tax Rate	\$0.4750



Examples of how tax bills are affected by assessed values and tax rates are illustrated below:

Example 1:

Assessed Value increasing 5.69% from \$250,000 to \$264,225.

Tax Year	Assessed Value	Tax Rate	Taxes Due
2017	\$250,000	\$0.4800	\$1,200
2018	\$264,225	\$0.4750	\$1,255

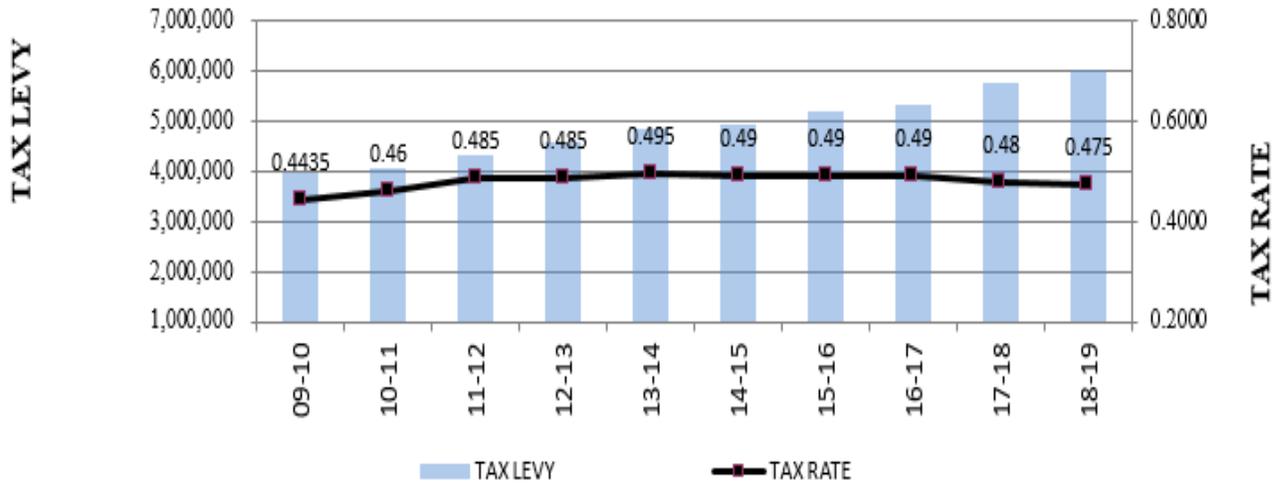
Example 2:

Assess Value decreasing 2.35% from \$125,000 to \$122,063.

Tax Year	Assessed Value	Tax Rate	Taxes Due
2017	\$125,000	\$0.4800	\$600
2018	\$122,063	\$0.4750	\$580

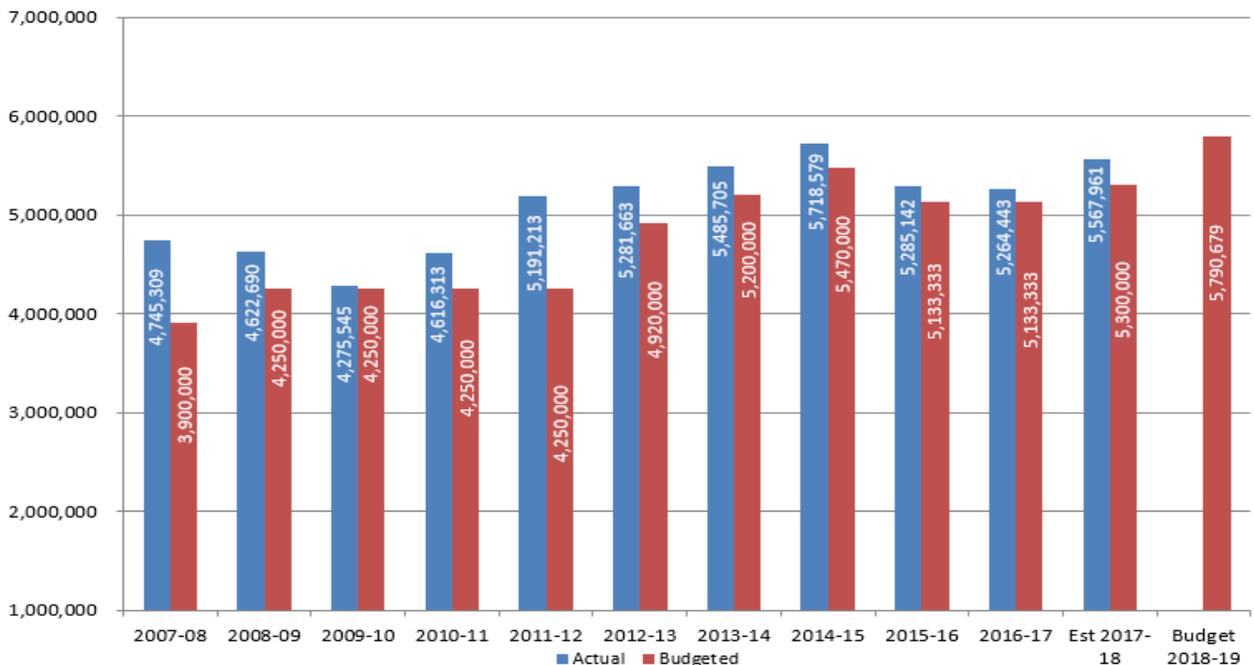


TAX LEVY AND TAX RATE



Sales tax collections continued to slowly grow and slightly exceeded expectations in FY 2017-18, increasing approximately 5% from collections in FY 2016-17 to collections in FY 2017-18. Sales tax revenues are budgeted to be 4% higher than projected for FY 2017-18. Although, no major sales generators are currently under construction, sales tax is based on current trends and population growth from student enrollment at Tarleton State University. Sales tax collections have grown 17% over the last decade.

Sales Tax Receipts





General Fund Revenues Continued

Development related revenues include building permits, inspections, and zoning related fees, which are budgeted in the amount of \$175,000.

User Fees. The fee schedule is reviewed annually for cost analysis and comparative services. Adjustments are recommended to recreation fees, permit fees, and water and sewer fees.

For more information on General Fund revenues, turn to the General Fund located in the “Financial Summary” section of the budget.

General Fund Transfers In

The General Fund will be reimbursed for services it provides to the Water and Sewer Fund, Landfill Fund, and Storm Water Drainage Fund in the amount of \$634K. Each year the City of Stephenville analyzes what services the General Fund provides to the Enterprise funds and budgets the appropriate transfer to pay for these services, such as payroll, purchasing, accounts payable, administration, etc.

General Fund Expenses

General Fund expenses are budgeted to total \$14,799,260, which is an increase of 1.67% above the FY 2017-18 budget as amended. The major expense changes are listed below by category.

Salaries and benefits are expected to increase 3.1% from the FY 2017-18 amended budget. Part of this increase is from the change in philosophy of budgeting 98.5% of the full cost of salaries to recognize personnel vacancies during the year to budgeting the maximum liability or 100% of the personnel costs. The other part of the increase is a CPI increase of 2.36% to the pay plan. One new position was recommended, a School Resource Officer/K-9 handler, but the Stephenville Independent School District will reimburse the City for the cost. The Council also approved the recommendation of moving two (2) part-time employees to full-time. The City rebid its health insurance contract in May 2018 and received a 3% decrease compared to the prior year. The City’s contribution rate for the Texas Municipal Retirement System (TMRS) will decrease from 6.98% to 6.56%, as a result of having an overfunded pension asset.

Operating expenses are expected to decrease by \$49K or 1.37%. The utilities, insurance, supplies and materials are minimized for the ongoing maintenance of city equipment, vehicles, roadways, parks, etc. 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 30%. Splashville is expected to recoup 74% of total expenditures. The FY 2018-19 budget contains \$84,500 for special events. 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 again this year to fund demolition of substandard structures.



General Fund Expenses Continued

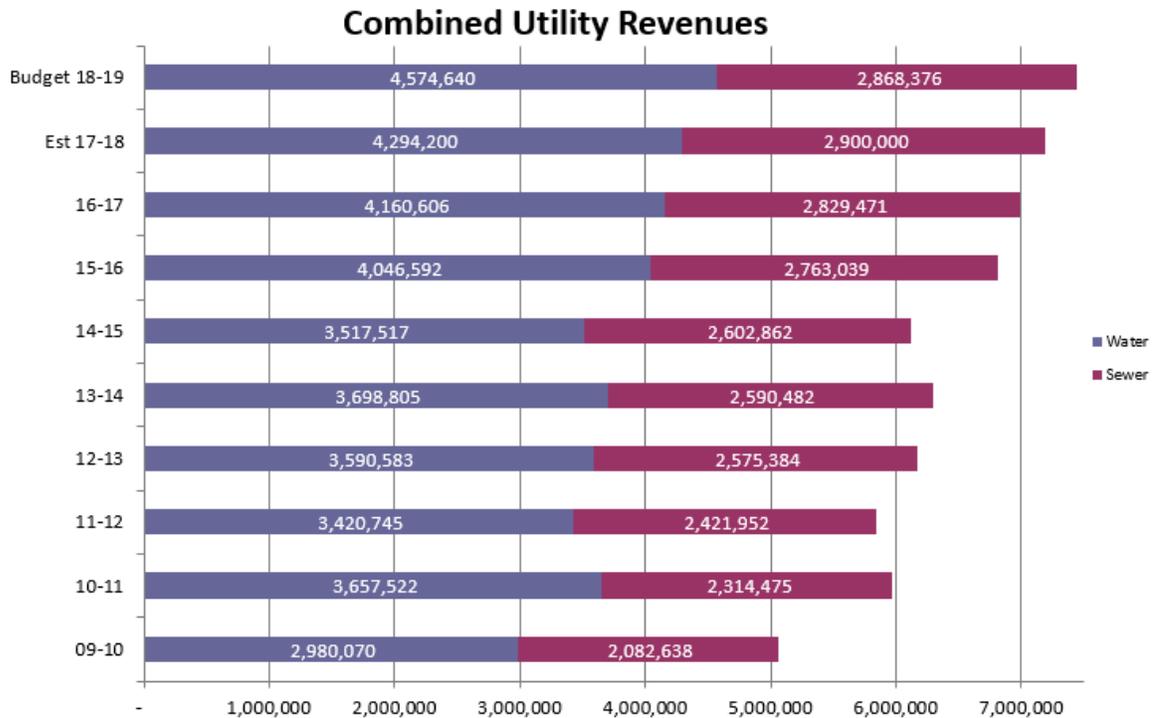
Capital Outlay is recommended in the amount of \$489,175. Fleet replacement to continue our fleet and equipment replacement program is proposed at \$205,900. \$25,000 is a carryover of money budgeted but not spent in FY 2017-18, and \$129,275 is to upgrade existing facilities. The remainder \$129K is for new programs.

General Fund Transfers out

Council has committed \$1,000,000 in general fund reserves, which is still restricted in fund balance and will be budgeted to transfer to the Airport Fund when the grant agreement is executed for the construction of the airport runway extension project. The City has budgeted \$1,020,444 to transfer to the Capital Projects Fund for the Street Maintenance Program and to start a Sidewalk Improvement Program.

Utility Fund Revenues

Total Utility revenues are \$8,043,927 which is a 5% increase from the FY 2017-18 budget, after subtracting grants proceeds and bond proceeds. Operating revenues include water, wastewater, and sanitation user fees. The sanitation user fees are a pass-through to the 3rd party contractor that provides the services. The increased user fee revenue is due to a 5% increase on the per 1,000 gallon rate for both water and sewer that was implemented in May 2018, and to customer growth. Water sales are budgeted at \$4.57 million and Sewer sales are budgeted at \$2.87 million. The chart below displays a historical comparison of fiscal year water and sewer sales.



Per the contract with Progressive Waste Solutions dba Waste Connections, 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 Waste Connections through 2023.



Utility Fund Expenses

Utility Fund expenses are budgeted to total \$25,214,725. Excluding capital expenditures of \$18,385,560, this is a decrease of 1% from the FY 2017-18 budget excluding capital expenditures, as amended. There is \$2,253,004 of debt service payments. Personnel costs and operating expenses total \$4.6 million. The major expense changes are listed below by category.

Salaries and benefits are expected to increase 1.55%. The pay plan includes a 2.36% increase based upon CPI; however there were decreases in the cost of some benefits.

Operating expenses are expected to decrease \$284K or 8.44%. The City is focusing on innovation and greater efficiencies thus reducing the ongoing operational costs.

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%. The city is contracted with OMI through September 2019.

Other services and charges are the water supply contract with the Upper Leon River Municipal Water District. The city has a contract to purchase 1.662 mgd (1,862 Ac-Ft) annually of water, the budgeted cost is \$277,160.

Capital outlay in the amount of \$18,385,560 is recommended for fleet and equipment replacement, and capital improvements/maintenance. In the past, the City implemented a pay-as-you-go method to finance improvements to the water and sanitary sewer systems. However, in FY 17-18 the City closed on a below market interest rate loan with the Texas Water Development Board in the amount of \$17.03 million to complete the Eastside Sewer Project, a project that will benefit 60% of the City's sewer basins. This budget contains \$16.74 million in capital for the Eastside Sewer Project, \$103,000 for fleet replacement, \$125,000 for maintenance of the water distribution system, \$125,000 for maintenance of the water sewer collection system, and \$153,000 for wastewater treatment plant maintenance; as well as, \$550,000 for Community Development Block Grant match and \$585,000 for tank rehabilitation. After accounting for projects budgeted in FY 17-18, but not spent and carried forward into the FY 18-19 budget, an additional \$140K of accumulated reserves will be used to fund the capital outlay.

Utility Fund Transfers out

The Utility Fund will pay for reimbursement of indirect costs to the General Fund in the amount of \$580,472. Each year the City of Stephenville analyzes what services the General Fund provides to the Enterprise funds and budgets the appropriate transfer to pay for these services, such as payroll, purchasing, accounts payable, administration, etc.

Other Funds

Landfill fund. Budgeted revenues for FY 2018-19 are \$510K, which is a 17% decrease from the projected FY 2017-18 amount. Although the Landfill has seen continuing decreasing gate fees, this is still 11.64% above the FY 2013-2014 pre-storm revenues. Budgeted expenditures for FY 2018-19 are \$352K, as compared to \$358K projected for FY 2017-18, after deducting debt service for FY 17-18 for the retirement of debt. Personnel costs decreased \$437, but operating cost increased 45% due to budgeting for a Landfill Master Plan and additional fuel costs. The only capital is \$16,500 for a pressure washing trailer for heavy equipment maintenance.

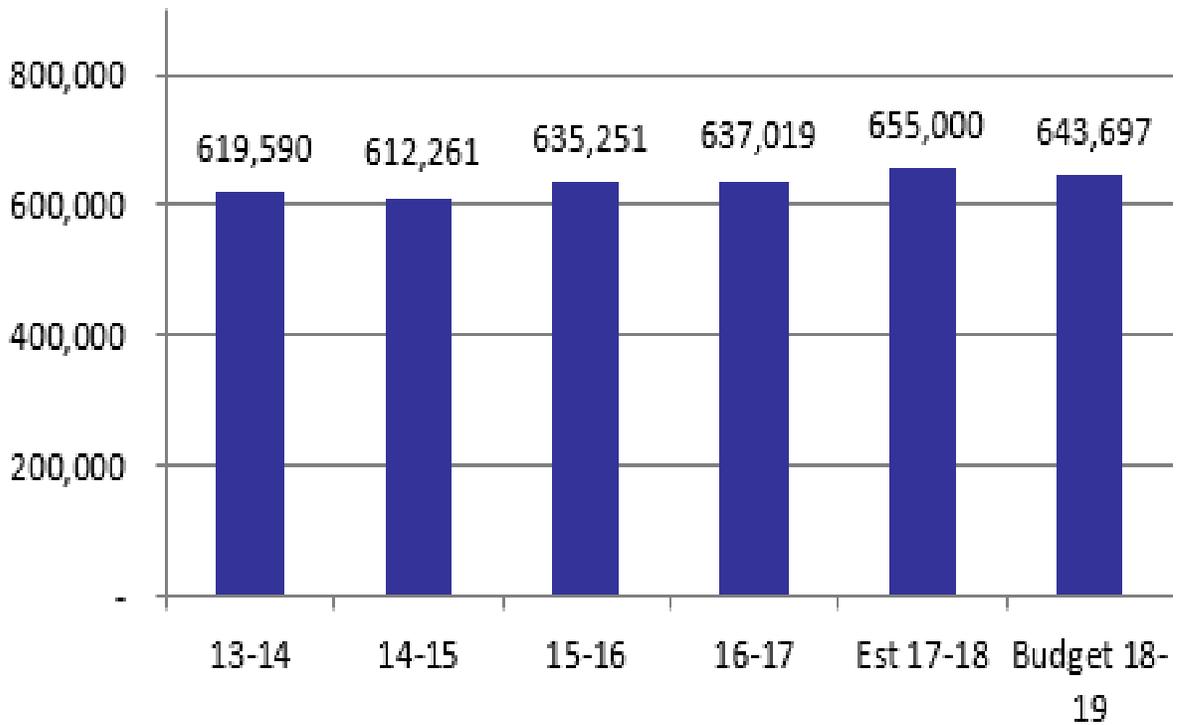


Other Funds Continued

Airport fund. The total budget for FY 2018-19 is \$369,662, which includes \$288,630 in capital outlay . The operating revenue budgeted for FY 2018-19 is \$110,820, which will cover the operating expenses of \$81,032. The goal is for the airport to cover the operational costs for FY 2018-19 with a small amount remaining going to reserves for future improvements. 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 structures. We still have properties on each end of the airport to be acquired. 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 \$1 million, which is committed in the General Fund fund balance.

Storm Water Drainage fund. Budgeted revenues for FY 2018-19 are \$643,697, which is 1.73% less than projected for FY 2017-18. The chart below depicts a 5-year revenue comparisons.

Storm Water Fund Total Revenue -5 Year Comparison

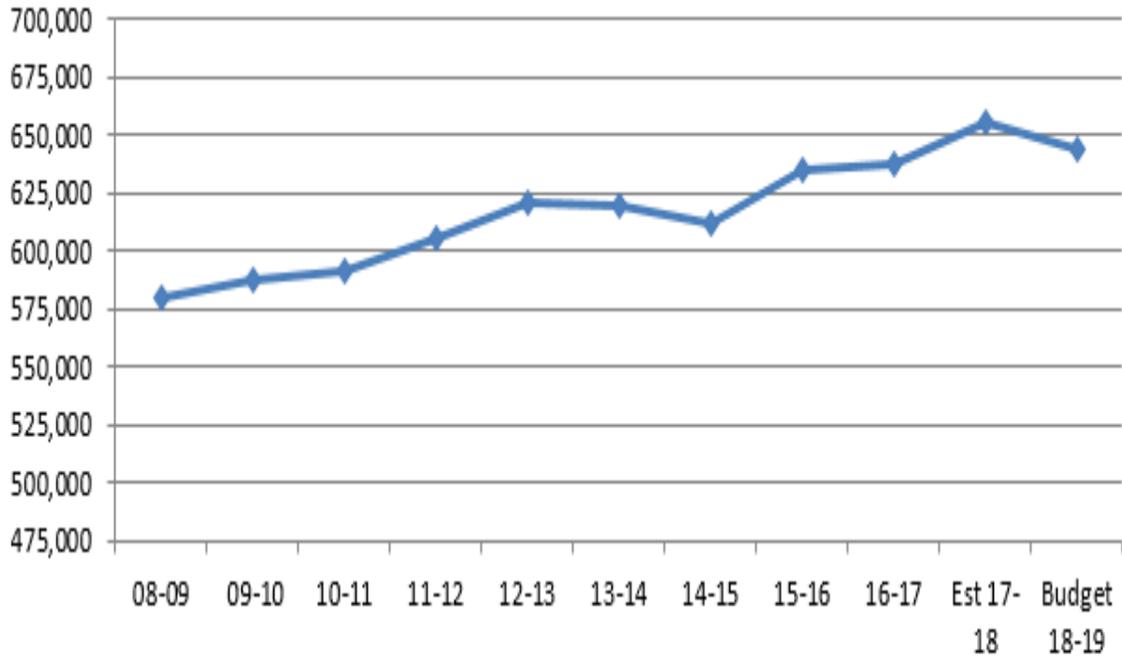




Other Funds Continued

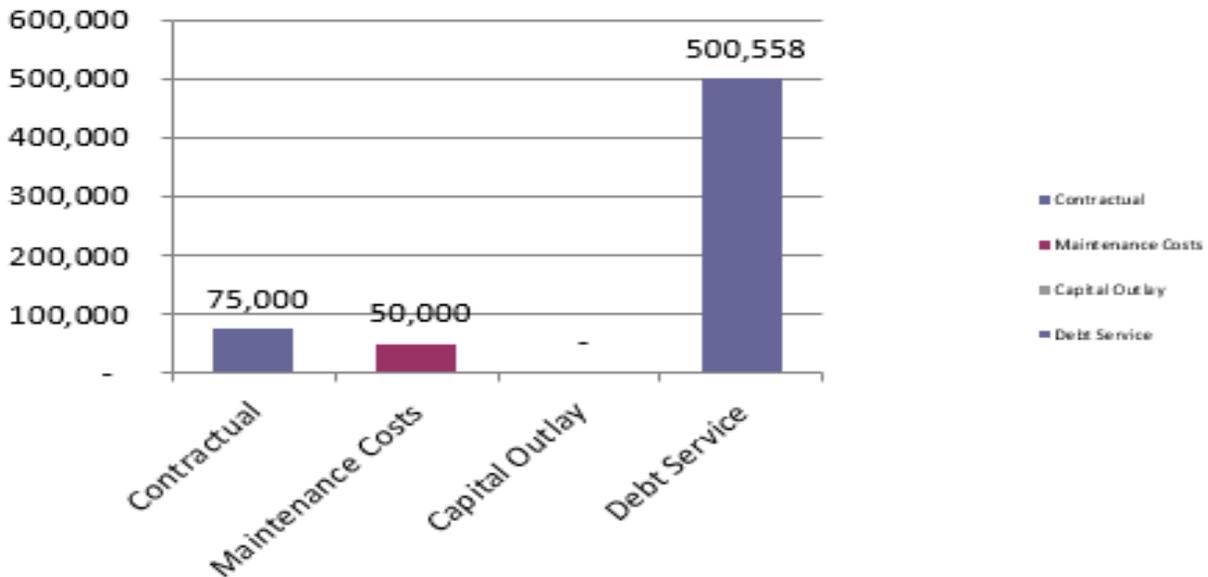
Storm Water Drainage fund continued. The chart below portrays the 10-year revenue comparison.

Storm Water Service Charge Revenue -10 Year Comparison



Budgeted expenditures for FY 2018-19 are \$625,558, the majority of which is debt service. The following chart shows the breakdown of the expenditures:

Storm Water Drainage Fund Expenditures 2018-2019





Other Funds Continued

Special revenue funds are derived from hotel occupancy taxes, municipal court technology fees, child safety fines and public safety restricted funds. These revenues and expenditures are accounted for in four (4) separate special revenue funds. In the Child Safety Fund, \$14,500 has been allocated to four (4) entities for programs designed to enhance child safety, health, or nutrition. Fees and software maintenance and interface costs of \$11,551 have been budgeted in the Municipal Court Technology Fund. The police department has been allocated \$3,700 for training from restricted revenues in the Public Safety Fund. In the Hotel Occupancy Tax Fund, the Hotel Occupancy Tax revenue has been split between the Cross Timbers Fine Arts Council (1¢) and the Stephenville Museum (1¢), and the City of Stephenville Tourism and Visitors Bureau (5¢). Funds are disbursed to organizations holding events in the community through an application process. The City of Stephenville created a new Tourism and Visitors Bureau Advisory Board to advise the City Council on matters affecting tourism and visitor services, expenditure of Hotel Occupancy Tax funds, and the development and implementation of marketing strategies.

The Capital projects fund is maintained for projects related to governmental activities. During fiscal year 1997-98 the city council authorized the issuance of \$2.7M in debt through the issuance of certificates of obligation to fund the extension of Wolfe Nursery Road and Frey Street. This fund was created to account for the proceeds from that debt issuance and track the costs associated with the project. Construction proceeds were expended. The City received assessments from the adjoining property owners for a prorata portion of the enhancements to their property. The funds are anticipated to be used to fund infrastructure related to participation in economic development initiatives. The proposed budget projects that the beginning fund balance will be \$430,833. A transfer of \$1,020,444 is budgeted from the general fund. \$1,000,190 is for funding of the street management program. The budget also includes \$40,508 for a Sidewalk Improvement Program; \$20,254 to be funded from the general fund and the remainder to be received from property owners who wish to participate in the program.

Component Unit. The Stephenville Economic Development Authority is the only component unit the City of Stephenville currently has. It was created in 2015 by election as a 4B economic development corporation from the dedication of .125 sales taxes authorized pursuant to the Development Corporation Act of 1979. This fund is used to account for the 4B sales taxes the City collects. These taxes are restricted for use to enhance and promote economic development within the City. The FY 2018-19 budgeted revenues and expenditures are \$528,431 and \$583,315, respectively.

Fund Balance

Fund balance is defined as the net position of a governmental fund, the difference between assets, liabilities, deferred outflows of resources, and deferred inflows of resources. The city adopted by resolution a financial policy that requires maintaining a minimum operation reserve (in cash and investments) equivalent to 90 days (25%) of the General Fund operating expenditures; and as soon as economically possible, the same for the Enterprise funds. This ideal fund balance equates to \$3,524,801 for the General Fund for FY 2018-19 and continues to be met. All the enterprise funds also met the 25% operational reserve. Fund balance is used as an indicator by bond rating agencies and other financial institutions in determining a city's creditworthiness. A strong fund balance facilitates a better bond rating which in turn reduces a city's interest cost when it issues debt. As the City is moving more toward a pay a you go system for capital expenditures, a decrease in the fund balance is anticipated.



Notable Additions for FY 2018-19



\$52,000 is included to contract the mowing of the Bosque River Trail Phase I and Phase II to ensure the timely maintenance of the trail for citizen utilization.

\$30,000 is included for the development of a Tax Increment Reinvestment Zone (TIRZ)



\$15,000 is included to resurface the basketball courts at the City Park, \$15,000 is budgeted to address erosion on the Bosque River Bank in the park, and \$80,000 is included for shade structures over bleachers at sports fields.

\$120,000 is included to purchase and equip four police vehicles under a lease purchase agreement and \$40,000 is budgeted for computers for the police department.



\$1,000,190 is included for street maintenance, and \$40,508 is budgeted for a new sidewalk improvement program.

\$16.4 million is included for the construction of the Eastside Sewer line, \$250,000 is budgeted for water and sewer line rehabilitation, \$585,000 is included for the Garfield ground storage tank rehabilitation, and \$153,000 is budgeted for rehabilitation at the wastewater treatment plant.



Conclusion

This budget is intended to reflect the goals and expectations of the City of Stephenville City Council. It is our belief that this is a fiscally sound budget that allows the continued level of service to our citizens, while keeping costs at a reasonable level. Although, it appears that \$18.1 million of reserve funding is being utilized to fund the current year's budget, \$18 million is from projects budgeted in FY 2017-18, which were not spent and thus re-appropriated in FY 2018-19. In addition, many budget items have been reduced or maintained at the current level to minimize the amount of reserve funding needed to provide capital replacement, street improvements, and other infrastructure improvements.



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 February before the beginning of the fiscal year. Revenues are reviewed and departments submit revenue projections for the upcoming budget 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.

In March, the finance staff distributes 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 requirements to meet upcoming service objectives.

By the end of April 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 \$5,000.
 - ⇒ Note: If the item is less than \$5,000, then the item should be a component unit of an asset meeting the above-stated criteria.



In June, public input on citizen budget requests occur and, 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.

In August, 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.



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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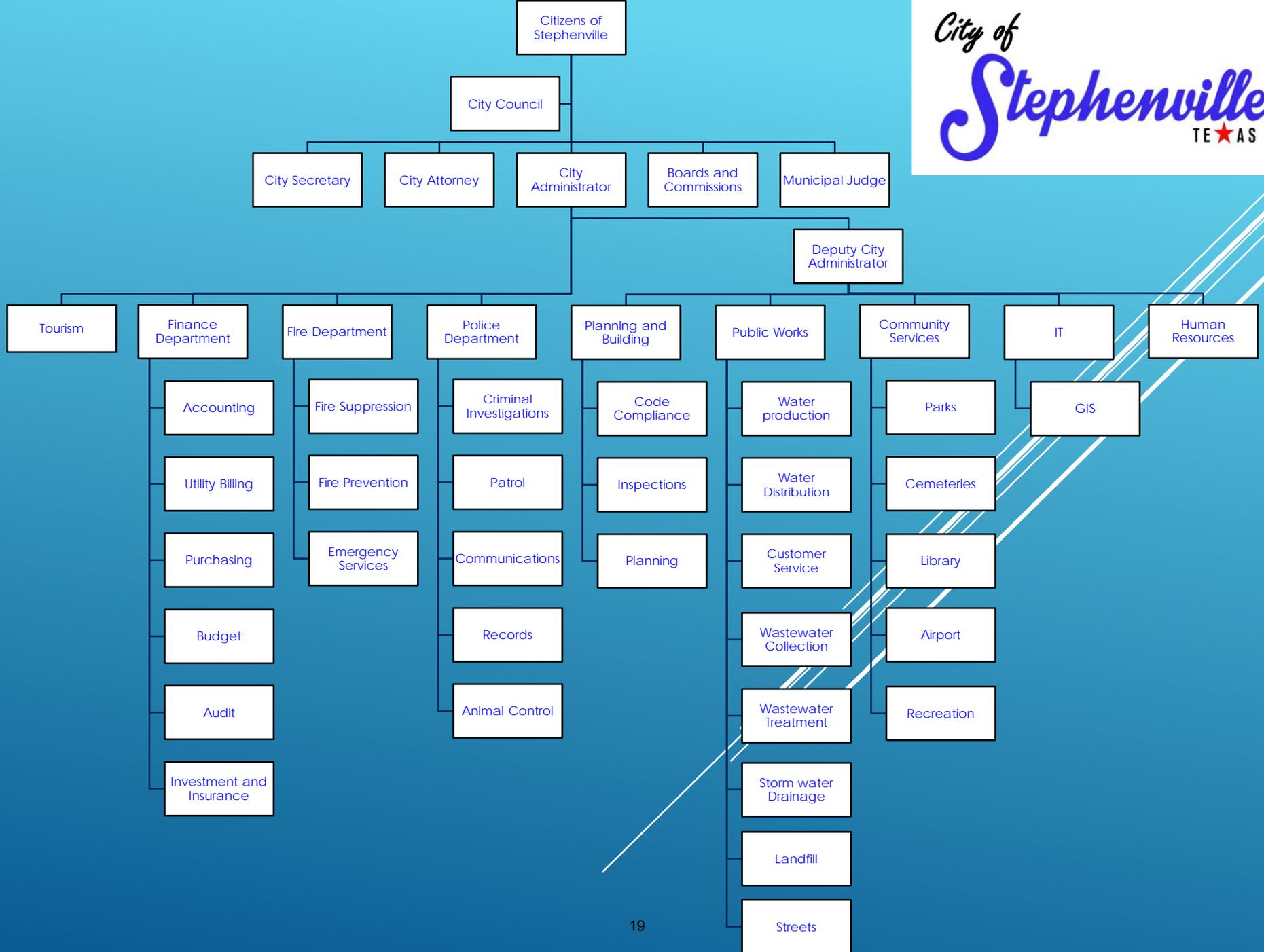
City of Stephenville

Proposed 2018-2019 Budget Calendar

February 2018	Review Revenues
February 21	Departments submit revenue projections
March & April 2018	Prior year budget review and begin developing priorities for the next budget year
March 15	Budget Packets to Division Directors
March 31	Finance review of revenue complete
April 3	City Secretary to advertise citizen budget requests
April 16	Budget preparation manuals due from Division Directors to Director of Finance
April 17	Requests for written budget input from citizens due
June 5 - 8	City Administrator and Director of Finance meet with Division Directors to review and develop budget
June 12	Public input on citizen budget requests
July 6	1 st Draft to Council
July 25 (Statutory)	Receive Certified Tax Rolls from the Central Appraisal District
August 1	File a copy of complete budget with City Secretary. (Must be 30 days prior to tax rate adoption.) (Must be at least 16 days prior to hearing on budget)
August 7	Set time, date, and location of public hearing on proposed tax rate (Must be at least 7 days prior to hearing)
August 7	Council vote on maximum proposed tax rate (Must be roll call vote)
August 11	County Assessor publish public notice on maximum proposed tax rate (Must be at least 7 days prior to 1 st hearing and not later than September 1st)
August 11	Finance Director will publish notice of budget public hearing (Must be 10 days prior to hearing but not more than 30 days prior to hearing)
August 13 - 14	Council budget workshops
August 23	Public hearing on the proposed tax rate (1 st) (Must be at least 3 days before 2 nd hearing)
August 23	Public hearing on budget
August 28	Public hearing on the proposed tax rate (2 nd) (Must be at least 3 days prior to but not more than 14 days prior to adoption of tax rate.)
September 4	Ordinance adopting budget
September 4	Ordinance adopting tax rate by roll call vote
October 1	Begin new Budget Year 2018 – 2019
October 2	Ordinance adopting Stephenville Economic Development Authority budget
March	Budget review and revenue/expense projections for FY 2019 – 2020



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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 21,950 people. Stephenville serves as the center of commerce and recreation to over 43,850 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 on the May General Election date as prescribed by the Election Code, Vernon's Texas Codes Annotated.

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 accounts for 9% of the state's total milk production. The city has been fortunate to have several manufacturing industries in town. Local manufacturing includes coated abrasives, oilfield related products, cream cheese, fiber gratings and fasteners, metal processing of electrical products, trailer customization, and forged pipe unions. Three of the plants are among our list of top ten largest tax payers, and four of them are among our list of top ten employers. 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. Tarleton State University, a member of the Texas A & M System, provides further economic stability as the largest employer.

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.

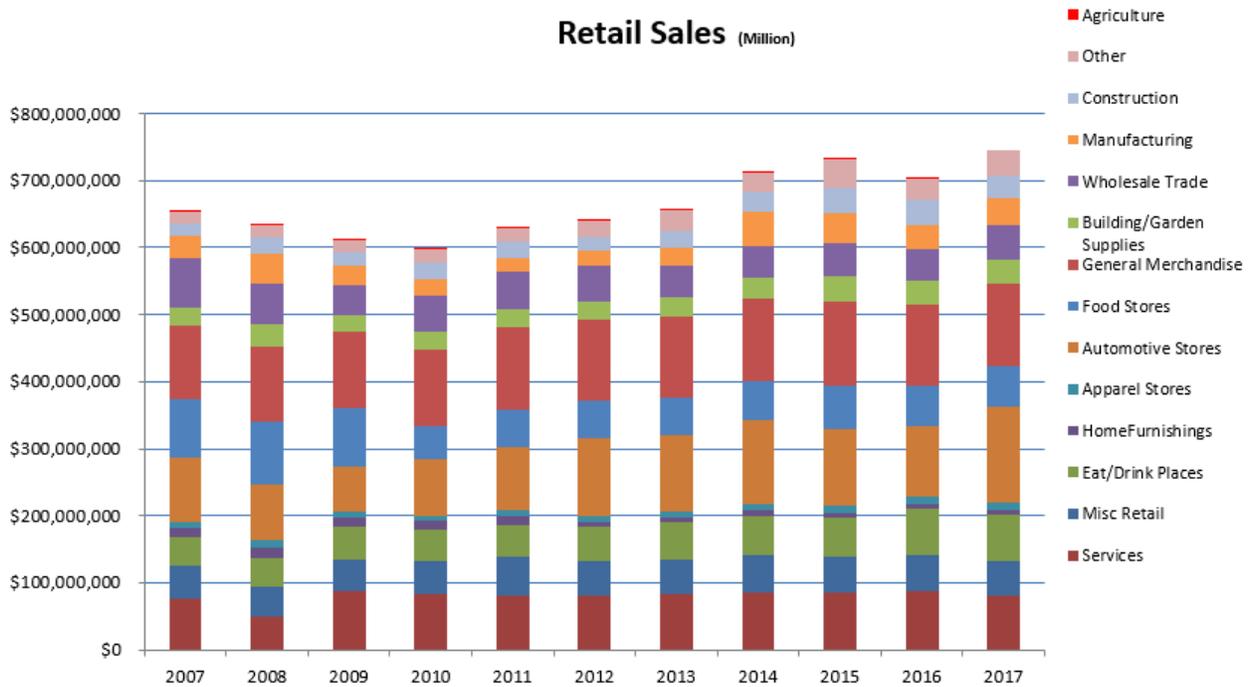
The city anticipates future growth in the local economy as a result of capital improvements completed this past year and new projects budgeted this year. The city has been successful in attracting several residential developments, both single-family and multi-family.

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 healthcare personnel. Other organizations with more than 140 employees include Tarleton State University, a Division II NCAA Division university, the Stephenville Independent School District, Saint Gobain Abrasives, FMC Company, Scheiber Foods, Erath County, Western Dairy Transport, the Rock House, Appleton Electric Co., and City of Stephenville.



Economy and Employment continued

Retail sales for 2017 were over \$744 million, which is 5.78% above 2016.



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, an RV Park, picnic areas, tennis courts, an aquatic center, 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 3,600 students.

Ranger College opened a campus in Stephenville in January 2010 to serve Stephenville and the surrounding community, offering general education courses, continuing education courses, and vocational and career training programs.

Tarleton State University, a member of the Texas A&M System, provides quality programs of undergraduate, graduate, and non-traditional education. The Stephenville student body includes representatives from 232 Texas counties, 46 states, and 32 foreign countries. Tarleton's Stephenville Campus 2018 spring enrollment was in excess of 8,500 students.

The Tarleton core curriculum provides solid liberal arts foundation for all students. Tarleton offers 67 undergraduate and 27 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 other 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

Number of Employees (excl police and fire):

Full-time 70

City of Stephenville Facilities and Services:

Area in square miles 11.79
Miles of streets 93
Number of street lights 1,156

Culture and Recreation:

Recreation center 1
Parks 3
Park acreage 142
Swimming pools 1
Play Grounds 4
Amphitheater 1
Baseball/Softball Diamonds 11
Soccer/Football Fields 1
Senior Center 1

Fire Protection:

Number of stations 2
Number of fire personnel and officers 31
Number of volunteer firefighters 17
Number of fire calls answered 313
Number of ambulance calls answered 1,767
Number of inspections conducted 393

Police Protection:

Number of stations 1
Number of police personnel and officers 58
Number of patrol units 11

Number of law violations:

Physical arrests 696
Traffic violations 3,470
Parking violations 830
Calls for Service 12,044

Sewerage System:

Miles of sanitary sewers 116
Number of treatment plants 1
Number of service connections 5,973
Daily avg treatment in gallons 1,380,000
Max daily capacity in gallons 9,000,000

Water System:

Miles of water mains 128
Number of service connections 6,204
Number of fire hydrants 816
Daily avg consumption in gallons 1,932,000
Max daily capacity in gallons 5,750,000



FINANCIAL SUMMARY



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City of Stephenville
Statement of Projected Cash Flows All Funds
FY 2018-19

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	General Fund	Water Sewer Fund	Landfill Fund	Airport Fund	Storm Water Fund	Hotel Occupancy Tax Fund	Debt Service Fund	Capital Project Fund	Non--Major Special Revenue Funds	Total	Discrete Component Unit
Estimated Cash Balance 10/01	7,222,393	21,392,989	281,413	41,026	1,146,306	167,510	196,586	430,833	71,529	30,950,585	672,365
Revenues	14,698,872	8,043,927	510,350	390,839	643,697	429,000	467,445	21,254	13,950	25,219,334	528,431
Transfers In	634,289	16,616						1,020,444		1,671,349	
Transfers Out	(1,020,444)	(580,472)	(23,047)		(47,386)					(1,671,349)	
Expenditures											
Personnel Costs	10,545,643	1,491,404	199,761	2,343	-	78,002				12,317,153	228,100
Operating Expenditures	3,553,561	3,084,757	136,065	78,689	125,000	347,405			27,221	7,352,698	355,215
Capital Expenditures	489,175	18,385,560	16,500	288,630	-			1,040,698		20,220,563	
Debt Service	210,881	2,253,004	-	-	500,558		467,445			3,431,888	
Total Expenditures	14,799,260	25,214,725	352,326	369,662	625,558	425,407	467,445	1,040,698	27,221	43,322,302	583,315
Net Revenues over(under) Expenditures	(486,543)	(17,734,654)	134,977	21,177	(29,247)	3,593	-	1,000	(13,271)	(18,102,968)	(54,884)
Estimated Cash Balance 09/30	6,735,850	3,658,335	416,390	62,203	1,117,059	171,103	196,586	431,833	58,258	12,847,617	617,481
Restricted:											
Operational Reserve	3,524,801	1,144,040	83,957	20,258	31,250	106,352				4,910,658	145,829
Debt Service	236,695	1,584,454					196,586			2,017,735	
Tourism and Visitor Bureau						64,751				64,751	
Capital Projects								431,833		431,833	
Child Safety									4,745	4,745	
Court Technology									12,612	12,612	
Public Safety									40,901	40,901	
Economic Development										0	471,652
Airport Improvement	1,000,000									1,000,000	
Grant Match	150,000				500,238					650,238	
Recreation Hall A/C	150,000									150,000	
Estimated Unrestricted Cash Balance 9/30	1,674,354	929,841	332,433	41,945	585,571	-	-	-	-	3,564,144	-

**City of Stephenville
Summary of Revenues**

Source of Funds	Budgeted Amounts		Recommended Budget Changes Positive (Negative)	Percent Change
	Amended 2017-18	Proposed 2018-19		
Taxes	12,939,951	13,879,249	939,298	7.26%
Licenses and permits	211,120	231,870	20,750	9.83%
Fines and forfeitures	177,700	180,450	2,750	1.55%
Intergovernmental grants	647,120	499,959	(147,161)	(22.74%)
Service charges	9,658,323	9,892,026	233,703	2.42%
Interest on investments	74,000	370,000	296,000	400.00%
Other Income	140,738	165,780	25,042	17.79%
Total Revenue before Debt Proceeds	23,848,952	25,219,334	1,370,382	5.75%
Debt Proceeds	17,193,752	0	(17,193,752)	(100.00%)
Total Revenue	41,042,704	25,219,334	(15,823,370)	(38.55%)
General Funds				
Taxes				
Property Taxes	5,254,270	5,608,116	353,846	6.73%
Sales Tax	5,300,000	5,790,679	490,679	9.26%
Other taxes	1,493,688	1,585,009	91,321	6.11%
Licenses and permits	211,120	231,870	20,750	9.83%
Fines and forfeitures	170,200	170,200	0	0.00%
Intergovernmental	305,942	216,240	(89,702)	(29.32%)
Service charges	1,092,683	942,336	(150,347)	(13.76%)
Interest on investments	37,500	76,000	38,500	102.67%
Other Income	88,595	78,422	(10,173)	(11.48%)
Debt Proceeds	163,752	0	(163,752)	(100.00%)
Total General Fund	14,117,750	14,698,872	581,122	4.12%
Utility Fund				
Water sales	4,294,200	4,574,640	280,440	6.53%
Wastewater charges	2,800,000	2,868,376	68,376	2.44%
Service and delinquent charges	232,000	257,157	25,157	10.84%
Interest on investments	27,500	282,000	254,500	925.45%
Intergovernmental	17,761	0	(17,761)	(100.00%)
Other Income	48,243	61,754	13,511	28.01%
Total Utility Fund before East Side Sewer	7,419,704	8,043,927	624,223	8.41%
Debt Proceeds	17,030,000	0	(17,030,000)	(100.00%)
Total Utility Fund	24,449,704	8,043,927	(16,405,777)	(67.10%)
Landfill Fund				
Gate fees	500,000	500,000	0	0.00%
Interest on investments	5,000	5,000	0	0.00%
Other Income	3,900	5,350	1,450	37.18%
Total Landfill Fund	508,900	510,350	1,450	0.28%
Airport Fund				
Hangar rental	100,000	106,380	6,380	6.38%
Service and delinquent charges	1,440	1,440	0	0.00%
Intergovernmental Grants	319,717	280,019	(39,698)	(12.42%)
Gasoline Sales	3,000	3,000	0	0.00%
Other Income	0	0	0	0.00%
Total Airport Fund	424,157	390,839	(33,318)	(7.86%)
Storm Water Drainage Fund				
Storm water drainage fee	635,000	638,697	3,697	0.58%
Interest on investments	2,500	5,000	2,500	100.00%
Total Stormwater Fund	637,500	643,697	6,197	0.97%
Special Revenue Funds				
Hotel/Motel Tax	400,000	429,000	29,000	7.25%
Child Safety	3,500	5,000	1,500	42.86%
Municipal Court Technology	4,000	5,250	1,250	31.25%
Public Safety	3,700	3,700	0	0.00%
Total Special Revenue Funds	411,200	442,950	31,750	7.72%
Other Funds				
Capital Projects Fund				
Other Income	0	20,254	20,254	100.00%
Interest	1,000	1,000	0	0.00%
Debt Service Fund				
Property Taxes	491,993	466,445	(25,548)	(5.19%)
Interest	500	1,000	500	100.00%
Total Other Funds	493,493	488,699	(4,794)	(0.97%)
Total Funds	41,042,704	25,219,334	(15,823,370)	(38.55%)

**City of Stephenville
Summary of Transfers**

Source of Funds	Budgeted Amounts		Recommended Budget Changes Positive (Negative)	Percent YTD Actual to Budget
	Amended 2017-18	Proposed 2018-19		
Transfers In				
General Fund	437,947	634,289	196,342	44.83%
Utility Fund	18,213	16,616	(1,597)	(8.77%)
Airport Fund	0	0	0	0.00%
Hotel Occupancy Tax Fund	216	0	(216)	(100.00%)
Capital Projects Fund	915,000	1,020,444	105,444	11.52%
Total Transfers In	1,371,376	1,671,349	299,973	30.41%
Transfers Out				
General Fund	(915,216)	(1,020,444)	105,228	11.50%
Utility Fund	(359,225)	(580,472)	221,247	61.59%
Landfill Fund	(52,182)	(23,047)	(29,135)	(55.83%)
Storm Water Drainage Fund	(44,753)	(47,386)	2,633	5.88%
Total Transfers Out	(1,371,376)	(1,671,349)	299,973	21.87%

**City of Stephenville
Summary of Expenditures**

Source of Funds	Budgeted Amounts		Recommended Budget Changes Positive (Negative)	Percent YTD Actual to Budget
	Amended 2017-18	Proposed 2018-19		
General Government:				
City council	69,995	90,779	20,784	29.69%
City administrator	253,318	251,071	(2,247)	(0.89%)
City secretary	111,815	129,125	17,310	15.48%
Human resources	132,914	256,189	123,275	92.75%
Total General Government	568,042	727,164	159,122	28.01%
Finance and Administration:				
Emergency management	20,576	21,122	546	2.65%
Municipal building	168,589	158,638	(9,951)	(5.90%)
Municipal Service Center	91,995	93,055	1,060	1.15%
Finance-Purchasing	492,083	511,047	18,964	3.85%
Information Technology	272,130	310,499	38,369	14.10%
Tax	155,926	164,476	8,550	5.48%
Legal counsel	132,097	130,683	(1,414)	(1.07%)
Municipal court	166,000	172,069	6,069	3.66%
Total Finance and Administration	1,499,396	1,561,589	62,193	4.15%
Parks & Leisure Services:				
Parks & Leisure Services Administration	153,988	134,134	(19,854)	(12.89%)
Recreation	610,840	605,670	(5,170)	(0.85%)
Park maintenance-Cemetery	1,002,362	908,111	(94,251)	(9.40%)
Library	247,798	251,095	3,297	1.33%
Senior citizens center	135,920	141,928	6,008	4.42%
Aquatic Center	304,371	233,227	(71,144)	(23.37%)
Total Community Services	2,455,279	2,274,165	(181,114)	(7.38%)
Public Works:				
Street maintenance	986,531	1,045,476	58,945	5.97%
Fire Department:				
Total Fire Department	3,291,165	3,252,032	(39,133)	(1.19%)
Police Department:				
Total Police Department	5,217,995	5,431,835	213,840	4.10%
Community Development				
Total Community Development	538,447	506,999	(31,448)	(5.84%)
Total General Fund	14,556,855	14,799,260	242,405	1.67%
Utility Fund				
Utilities administration	800,421	1,048,438	248,017	30.99%
Water production	843,439	875,025	31,586	3.74%
Water distribution	1,119,402	1,485,086	365,684	32.67%
Water customer service	229,895	283,939	54,044	23.51%
Wastewater collection	915,028	819,361	(95,667)	(10.46%)
Wastewater treatment	1,294,140	1,195,826	(98,314)	(7.60%)
Billing and collections	287,651	266,977	(20,674)	(7.19%)
Non-Departmental	2,350,607	2,636,013	285,406	12.14%
Total Utility Fund before Eastside Sewer	7,840,583	8,610,665	770,082	9.82%
Eastside Sewer	17,030,000	16,604,060	(425,940)	(2.50%)
Total Utility Fund	24,870,583	25,214,725	344,142	1.38%

City of Stephenville
Summary of Expenditures

Source of Funds	Budgeted Amounts		Recommended Budget Changes Positive (Negative)	Percent YTD Actual to Budget
	Amended 2017-18	Proposed 2018-19		
Landfill Fund				
Total Landfill Fund	1,147,180	352,326	(794,854)	(69.29%)
Airport Fund				
Total Airport Fund	447,696	369,662	(78,034)	(17.43%)
Storm Water Drainage Fund				
Operations	125,200	125,000	(200)	(0.16%)
Debt Service	500,534	500,558	24	0.00%
Total Storm Water Drainage Fund	625,734	625,558	(176)	(0.03%)
Special Revenue Fund				
Hotel/Motel	460,000	425,407	(34,593)	(7.52%)
ChildSafety	0	11,970	11,970	100.00%
Court Technology	19,122	11,551	(7,571)	(39.59%)
Public Safety	7,299	3,700	(3,599)	(49.31%)
Total Special Revenue Fund	486,421	452,628	(33,793)	(6.95%)
Debt Service Fund				
Total Debt Service Fund	494,193	467,445	(26,748)	(5.41%)
Capital Projects Fund				
Streets	1,296,627	1,040,698	(255,929)	(19.74%)
BRT Phase II	40,000	0	(40,000)	(100.00%)
Total Capital Project Fund	1,336,627	1,040,698	(295,929)	(22.14%)
Total Expenditures	43,965,289	43,322,302	(642,987)	(1.46%)

**City of Stephenville
Proposed Statement of Activities**

Functions/Programs	Expenses	Program Revenues		Net (Expense) Revenue		
		Charges for Services	Grants and Contributions	Governmental Activities	Business-Type Activities	Total
Governmental activities:						
General government	2,095,562	15,820		(2,079,742)		(2,079,742)
Public safety:						
Emergency Management	21,122			(21,122)		(21,122)
Fire	3,252,032	525,100		(2,726,932)		(2,726,932)
Police	5,459,056	219,276	3,700	(5,236,080)		(5,236,080)
Municipal Court	172,069	180,450		8,381		8,381
Streets	2,086,174	15,000		(2,071,174)		(2,071,174)
Parks & Leisure Services:						
Parks & Leisure Administration	134,134			(134,134)		(134,134)
Park Maintenance-Cemetery	908,111	50,750		(857,361)		(857,361)
Recreation	605,670	158,500		(447,170)		(447,170)
Tourism	425,407			(425,407)		(425,407)
Senior Citizens Center	141,928	4,000		(137,928)		(137,928)
Library	251,095	2,100		(248,995)		(248,995)
Aquatic Center	233,227	172,500		(60,727)		(60,727)
Community Development	506,999	227,400		(279,599)		(279,599)
Long-term debt	467,445			(467,445)		(467,445)
Total governmental activities	<u>16,760,031</u>	<u>1,570,896</u>	<u>3,700</u>	<u>(15,185,435)</u>		<u>(15,185,435)</u>
Business-type activities:						
Water	3,230,773	4,703,219			1,472,446	1,472,446
Wastewater	19,347,939	2,996,955			(16,350,985)	(16,350,985)
Water/Wastewater Long-term debt	2,636,013				(2,636,013)	(2,636,013)
Storm Water Drainage	625,558	638,697			13,139	13,139
Sanitary Landfill Enterprise	352,326	500,000			147,674	147,674
Airport Enterprise	369,662	110,820	280,019		21,177	21,177
Total business-type activities	<u>26,562,271</u>	<u>8,949,690</u>	<u>280,019</u>		<u>(17,332,562)</u>	<u>(17,332,562)</u>
Total primary government	<u>43,322,302</u>	<u>10,520,586</u>	<u>283,719</u>	<u>(15,185,435)</u>	<u>(17,332,562)</u>	<u>(32,517,997)</u>
General revenues:						
Taxes:						
Property taxes general purposes				5,608,116		5,608,116
Property taxes debt service				466,445		466,445
Sales tax general purposes				5,790,679		5,790,679
Other taxes				2,014,009		2,014,009
Investment earnings				78,000	292,000	370,000
Miscellaneous				98,676	67,104	165,780
Transfers				634,289	(634,289)	0
Total general revenues and transfers				<u>14,690,214</u>	<u>(275,185)</u>	<u>14,415,029</u>
Change in net position				(495,221)	(17,607,747)	(18,102,968)
Net position-beginning				<u>25,660,473</u>	<u>43,194,375</u>	<u>68,854,848</u>
Net position-ending				<u>25,165,252</u>	<u>25,586,628</u>	<u>50,751,880</u>



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GENERAL FUND



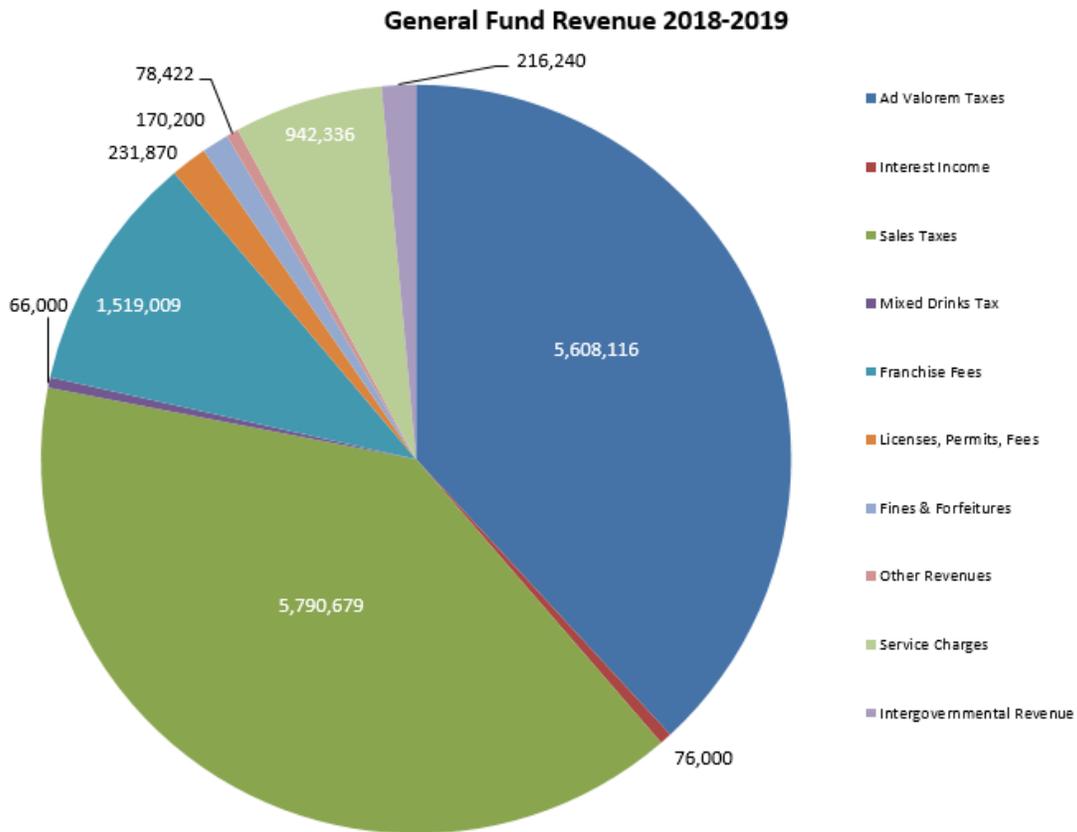
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General Fund

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 (Streets); Community Development (Development, Planning, Inspections); Parks and Recreation (Parks, Recreation Centers, Swimming Pool, Athletic Fields, Cemetery, Library); Administrative Services (Finance, Purchasing, Human Resources, Information Technology, 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. The chart below depicts the breakdown of the \$14,698,872 budgeted general fund revenues.



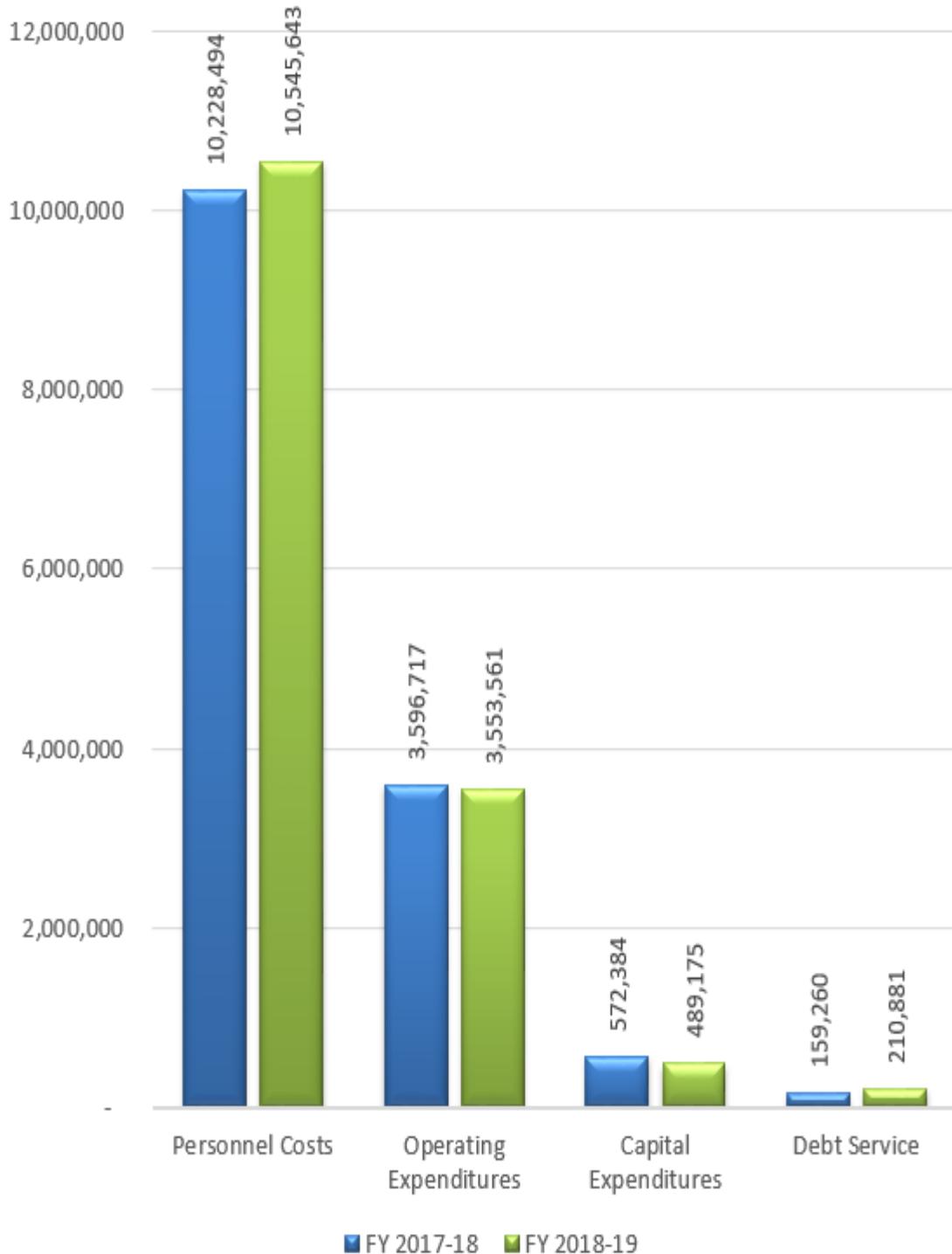
State statutes require that if the Maintenance and Operation (M&O) portion of the tax rate exceeds the effective tax rate, then the City must publish a notice indicating the increase and hold a public hearing. The proposed and adopted tax rate of \$0.4750 per \$100 of taxable value exceeded the effective tax rate. The City of Stephenville published and held two public hearings before the adoption of the tax rate. If the increase is 8% or greater, the citizens have the right to petition for a “roll-back” election. The rate did not require a roll-back election.

The sales tax rate inside the City of Stephenville is 8.25%, with 1.375% being dedicated for City use and .125% dedicated to Economic Development (4B). The remainder goes to the State (6.25%) and Erath County (0.5%).



As stated previously, General Fund expenditures are budgeted to total \$14,799,260, which is an increase of 1.67% above the FY 2017-18 budget, as amended. A comparison of General Fund expenditures by category between FY 2017-18 and FY 2018-19 is provided in the chart below.

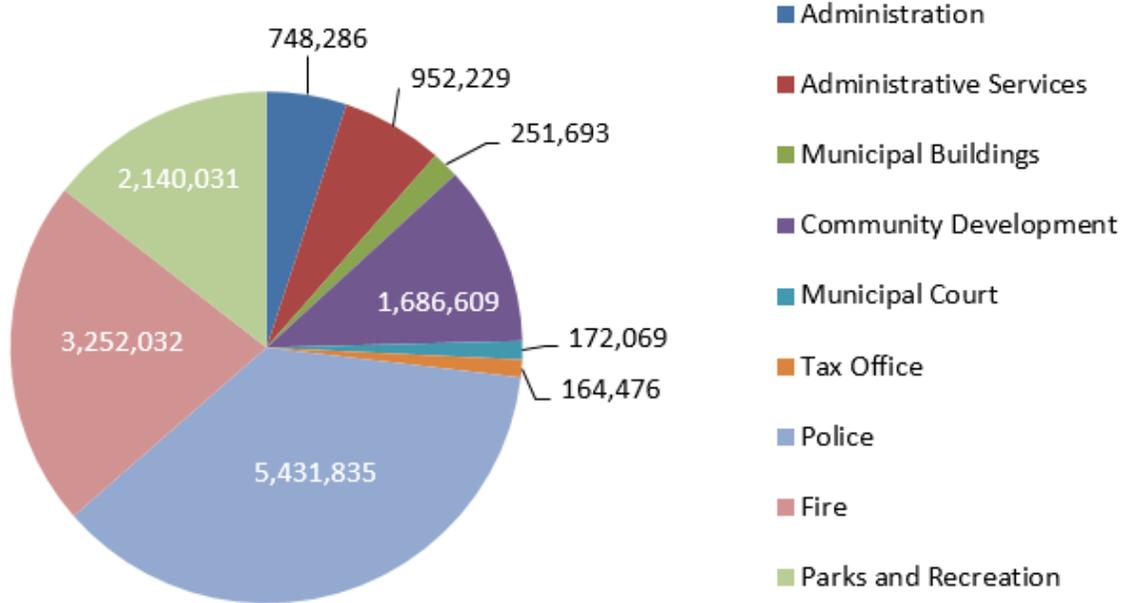
General Fund Expenditures by Category





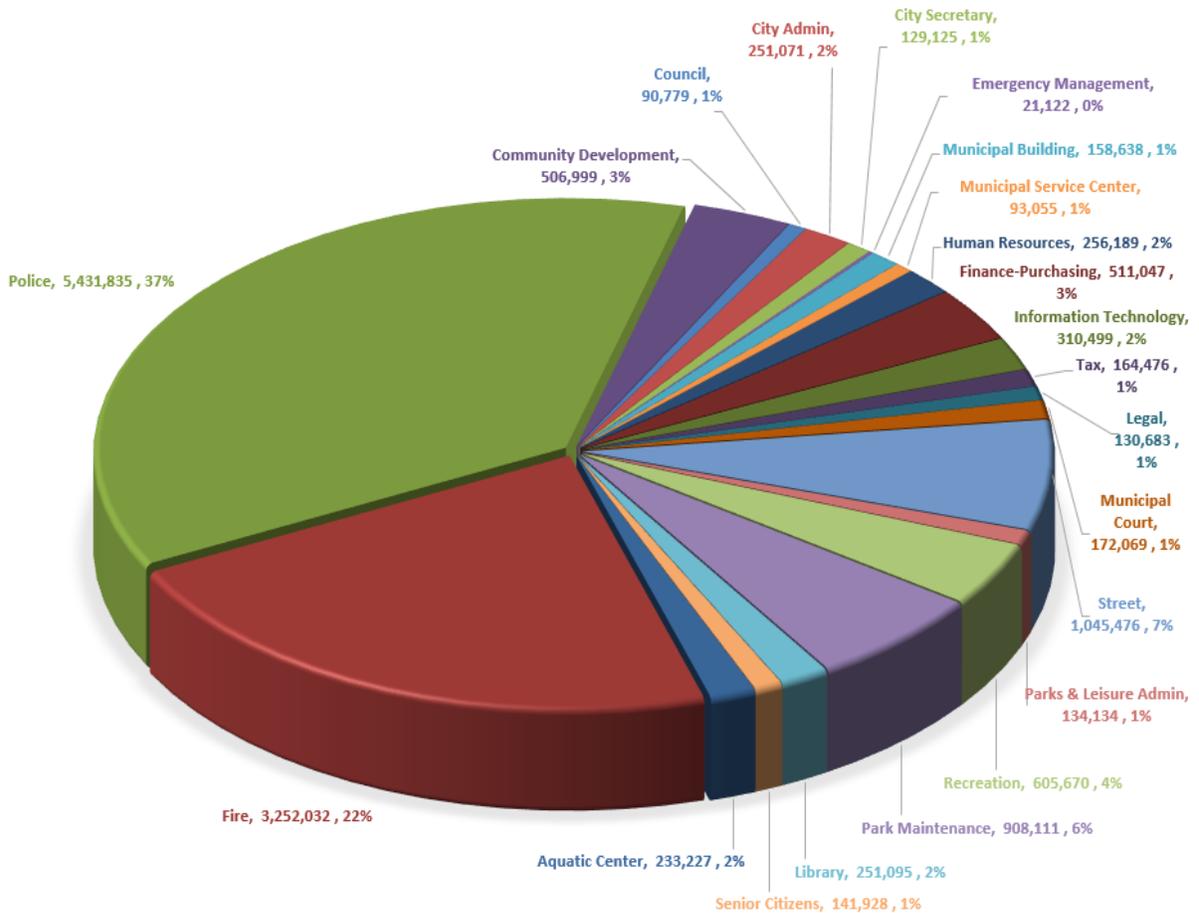
The General Fund expenditures by division is shown in the chart below.

General Fund Expenditures 2018-2019



General Fund expenditures by department is provided for more detail in the chart below.

GENERAL FUND EXPENDITURES





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CITY OF STEPHENVILLE
01-GENERAL FUND SUMMARY

8/29/2018 13:08

FY 2018-2019

	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	PROJECTED 2019-2020	PROJECTED 2020-2021	PROJECTED 2021-2022	PROJECTED 2022-2023
Estimated Cash Balance 10/01	8,984,737	8,066,536	7,556,518	7,556,518	7,556,518	7,222,393	7,222,393	7,222,393	6,735,850	6,419,096	6,193,832	6,050,122
Revenues	13,854,265	13,957,877	14,117,750	12,782,099	14,458,594	14,031,813	14,698,872	14,698,872	15,151,348	15,603,824	16,056,300	16,508,776
Transfers In	258,870	703,870	437,947	437,947	437,947	637,716	620,882	634,289	489,604	516,647	529,504	540,291
Transfers Out	(375,000)	(225,489)	(915,216)	(915,216)	(875,000)	(1,000,000)	(1,020,444)	(1,020,444)	(1,048,831)	(1,079,880)	(1,110,546)	(1,142,725)
Expenditures												
Personnel Costs	9,503,513	9,954,021	10,228,494	8,200,834	10,157,674	11,394,993	10,466,123	10,545,643	10,862,012	11,187,872	11,523,508	11,869,213
Operating Expenditures	3,249,012	3,197,626	3,596,717	2,516,213	3,491,254	3,781,518	3,494,121	3,553,561	3,660,168	3,769,973	3,883,072	3,999,564
Capital Expenditures	2,423,018	1,417,647	572,384	263,066	547,478	906,734	147,275	489,175	150,000	125,000	150,000	175,000
Debt Service	30,584	85,369	159,260	159,258	159,260	211,119	210,881	210,881	236,695	183,010	62,388	-
Total Expenditures	15,206,127	14,654,663	14,556,855	11,139,372	14,355,666	16,294,364	14,318,400	14,799,260	14,908,875	15,265,855	15,618,968	16,043,777
Net Revenues over(under) Expenditures	(1,467,992)	(218,405)	(916,374)	1,165,458	(334,125)	(2,624,835)	(19,090)	(486,543)	(316,754)	(225,264)	(143,710)	(137,435)
Change in Receivables	118,192	104,024										
Change in other assets	(76,836)	(73,929)										
Change in Liabilities	508,435	(321,708)										
Estimated Cash Balance 9/30	8,066,536	7,556,518	6,640,144	8,721,976	7,222,393	4,597,558	7,203,303	6,735,850	6,419,096	6,193,832	6,050,122	5,912,687
Restricted:												
3 Months Operations	3,188,131	3,287,912	3,456,303	2,679,262	3,412,232	3,794,128	3,490,061	3,524,801	3,630,545	3,739,461	3,851,645	3,967,194
Debt Service	85,369	159,260	211,119	211,119	210,881	236,695	236,695	236,695	183,010	62,388	-	-
Airport Improvement	800,609	800,609	800,609	800,609	800,609	800,609	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Grant Match	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Recreation Hall A/C							150,000	150,000				
Estimated Unrestricted Cash Balance 9/30	3,842,427	3,158,737	2,022,113	4,880,986	2,648,671	(383,874)	2,326,547	1,674,354	1,455,541	1,241,983	1,048,477	795,493



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CITY OF STEPHENVILLE
01-GENERAL FUND REVENUES

8/21/2018 16:00

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
0 TAXES											
4001	PROPERTY TAX	4,688,619.43	4,782,555.08	5,224,270.00	5,294,277.62	5,266,746.00	5,249,818.00	5,575,116.00	5,575,116.00		
4001.000A	REFUNDS ON PROPERTY TAXES	(26,563.27)	(4,174.46)	-	(6,705.24)	(8,000.00)					
4003	PENALTY & INTEREST	39,641.92	35,415.42	30,000.00	-	30,000.00	30,000.00	30,000.00	30,000.00		
4004	LATE RENDITION FEES	2,732.42	3,609.85	-	-	3,000.00	3,000.00	3,000.00	3,000.00		
4010	CITY SALES TAX	5,285,141.54	5,264,443.33	5,300,000.00	4,607,994.23	5,567,961.00	5,459,000.00	5,790,679.00	5,790,679.00		
4030	MIXED DRINKS TAX	62,454.53	66,602.33	65,000.00	69,423.31	69,423.00	66,000.00	66,000.00	66,000.00		
4041	TELEPHONE FRANCHISE FEE	56,585.18	55,903.96	52,000.00	25,389.02	46,000.00	46,000.00	46,000.00	46,000.00		
4042	ELECTRIC FRANCHISE FEE	782,191.52	737,600.42	740,000.00	744,004.31	744,004.00	744,000.00	744,000.00	744,000.00		
4043	GAS FRANCHISE FEE	104,765.67	91,888.03	100,000.00	99,122.28	99,122.00	100,000.00	100,000.00	100,000.00		
4044	CABLE TV FRANCHISE FEE	98,007.14	71,774.09	75,000.00	38,220.60	76,000.00	76,000.00	76,000.00	76,000.00		
4045	WATER/WW FRANCHISE FEE	280,952.47	260,996.45	291,688.00	250,696.46	297,142.00	383,009.00	383,009.00	383,009.00		
4046	GARBAGE FRANCHISE FEE	178,955.34	163,023.74	170,000.00	136,319.12	181,759.00	170,000.00	170,000.00	170,000.00		
** REVENUE CATEGORY TOTAL **		11,553,483.89	11,529,638.24	12,047,958.00	11,258,741.71	12,373,157.00	12,326,827.00	12,983,804.00	12,983,804.00		
1 LICENSES AND PERMITS											
4102	ANIMAL PERMIT FEES	1,275.00	555.00	1,000.00	1,010.00	1,020.00	1,020.00	1,000.00	1,000.00		
4103	SOLICITOR'S LICENSES	455.00	150.00	150.00	150.00	150.00	300.00	150.00	150.00		
4104	GARAGE SALE PERMITS	2,179.00	1,834.00	2,000.00	1,597.50	1,800.00	2,000.00	2,000.00	2,000.00		
4108	GAME ROOM LICENSE	-	-	-	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00		
4109	GAMING MACHINE REGISTRATION	-	-	-	1,445.00	1,445.00	1,750.00	1,750.00	1,750.00		
4110	TAXI CAB LICENSE	-	50.00	50.00	-	50.00	50.00	50.00	50.00		
4112	LIQUOR LICENSE APPLICATION FEE	240.00	120.00	120.00	60.00	60.00	120.00	120.00	120.00		
4113	PRIVATE EMS PROVIDER LICENSE	-	-	-	50.00	50.00	100.00	100.00	100.00		
4114	CREDIT ACCESS BUSINESS LICENSE	-	-	-	-	1,500.00	1,500.00	1,500.00	1,500.00		
4115	CREDIT ACCESS BUSINESS APP FEE	-	-	-	-	300.00	300.00	300.00	300.00		
4120	BUILDING PERMITS	249,061.00	155,303.29	160,000.00	131,907.58	160,000.00	155,000.00	160,000.00	160,000.00		
4122	P&Z AND BOA APPLICATIONS	1,100.00	2,700.00	2,000.00	3,900.00	3,900.00	2,000.00	2,000.00	2,000.00		
4123	FILING FEES - SUBD. PLATTS	3,499.00	4,800.00	3,000.00	5,330.00	5,330.00	3,850.00	3,850.00	3,850.00		
4124	ELECTRICAL PERMITS	5,084.00	4,023.00	4,000.00	4,023.00	3,100.00	4,000.00	4,000.00	4,000.00		
4126	MOBILE HOME PARK FEES	3,140.00	3,170.00	3,000.00	3,180.00	3,180.00	3,100.00	3,100.00	3,100.00		
4127	PLUMBING PERMITS	7,445.00	3,822.00	5,000.00	4,570.00	5,484.00	5,000.00	5,000.00	5,000.00		
4128	MECHANICAL PERMITS	1,950.00	900.00	600.00	625.00	900.00	750.00	750.00	750.00		
4129	MOBILE HOME PERMITS	175.00	834.00	200.00	300.00	300.00	200.00	200.00	200.00		
4130	FOOD SERVICE PERMITS	31,577.50	30,450.00	30,000.00	33,925.00	33,925.00	35,000.00	35,000.00	35,000.00		
4131	PLAN REVIEW / FIRE CODE	9,161.59	1,000.00	500.00	-	-	-	-	-		
4132	BACK FLOW TESTING	-	303.60	-	9,138.60	10,000.00	10,000.00	10,000.00	10,000.00		
** REVENUE CATEGORY TOTAL **		316,342.09	210,014.89	211,620.00	200,911.68	233,494.00	227,040.00	231,870.00	231,870.00		
2 FINES AND FORFEITURES											
4201	MUNICIPAL COURT FINES	173,974.54	137,913.31	170,000.00	123,921.35	148,000.00	170,000.00	170,000.00	170,000.00		
4220	DELINQUENT FINES	322.03	126.02	200.00	136.15	200.00	200.00	200.00	200.00		
** REVENUE CATEGORY TOTAL **		174,296.57	138,039.33	170,200.00	124,057.50	148,200.00	170,200.00	170,200.00	170,200.00		
3 INTERGOVERNMENTAL											
4301	ERATH COUNTY	-	4,000.00	-	-	-	-	-	-		
4302	STEPHENVILLE ISD	70,128.23	72,108.11	72,000.00	72,110.58	72,111.00	145,640.00	145,640.00	145,640.00		
4303	FIBER OPTIC LEASE	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00		
4304	FEDERAL REIMBURSEMENT-POLICE	-	19,409.98	17,000.00	8,381.48	16,763.00	17,000.00	17,000.00	17,000.00		
4305	NTCCOG GRANTS	-	23,838.00	-	-	-	-	-	-		
4306	TARLETON REIMBURSEMENT	-	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00		
4350	GRANTS	144,330.37	453,396.71	163,342.00	108,295.50	136,820.00	-	-	-		
** REVENUE CATEGORY TOTAL **		218,058.60	626,352.80	305,942.00	241,787.56	279,294.00	216,240.00	216,240.00	216,240.00		

CITY OF STEPHENVILLE
01-GENERAL FUND REVENUES

8/21/2018 16:00

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>4 SERVICE CHARGES</u>											
4401	FIRE DEPT MISCELLANEOUS	21,750.00	21,750.00	145,283.00	-	145,283.00	-	-	-		Comanche Peak
4403	EMERGENCY AMBULANCE	576,040.81	528,575.84	550,000.00	437,686.98	511,950.00	525,120.00	525,000.00	525,000.00	\$294.68 x 1782 runs	
4405.0001	LIBRARY COPIER	2,399.40	1,911.85	1,500.00	1,548.40	1,600.00	2,000.00	1,600.00	1,600.00		
4405.0003	BOOKS	163.81	88.98	100.00	36.99	50.00	150.00	100.00	100.00		
4405.0006	LIBRARY MISCELLANEOUS	151.00	104.50	100.00	61.00	80.00	100.00	100.00	100.00		
4406	LIBRARY FINES	758.30	402.00	500.00	208.00	220.00	400.00	300.00	300.00		
4407	NON-RESIDENT FEES	1,110.00	-	-	-	-	-	-	-		
4410	AQUATIC CTR-GATE FEES	91,209.10	85,407.25	95,000.00	67,158.04	95,000.00	110,000.00	110,000.00	110,000.00	25,000 visits @ \$6	
4410.000A	AQUATIC CTR-SWIMMING LESSONS	11,755.40	7,170.00	10,000.00	8,905.00	10,000.00	14,500.00	14,500.00	14,500.00	5 session 80% capacity	
4410.000B	AQUATIC CTR-RENTAL RESERVATION	7,754.44	8,011.50	12,000.00	5,602.25	8,000.00	12,000.00	12,000.00	12,000.00	84 day; 12 private open pool for WA & lap swim in May 1 -	
4410.000C	AQUATIC CTR-PROGRAM ACTIVITIES	1,934.21	2,630.00	3,000.00	3,450.00	3,450.00	5,000.00	5,000.00	5,000.00	September	
4410.000D	AQUATIC CTR-CONCESSION COMMISS	34,080.36	29,996.03	30,000.00	15,430.36	30,000.00	31,000.00	31,000.00	31,000.00	average	
4411	PARK FACILITIES RENTAL	10,602.71	14,438.00	12,500.00	11,500.00	14,000.00	12,500.00	12,500.00	12,500.00		
4411.000C	RENTAL-SR. CITIZEN FACILITY	4,440.00	2,380.00	2,500.00	2,175.00	2,300.00	4,000.00	4,000.00	4,000.00		
4412	CAMPER SITE FEES	7,192.90	9,560.00	8,000.00	4,915.36	5,318.00	8,250.00	8,250.00	8,250.00	average	
4413.000A	REC. ADULT PROGRAM ACTIVITIES	1,066.79	260.00	500.00	149.00	149.00	500.00	500.00	500.00		
4413.000B	REC. YOUTH PROGRAM ACTIVITIES	6,327.55	14,229.00	15,000.00	4,660.00	6,990.00	15,000.00	15,000.00	15,000.00		
4413.000C	REC. SENIOR PROGRAM ACTIVITIES	9,215.85	8,806.60	8,000.00	8,498.04	9,570.00	10,000.00	10,000.00	10,000.00	increased programming	
4413.000D	REC. SR. CITIZEN DANCES	4,894.71	1,411.00	14,000.00	3,538.00	3,538.00	3,000.00	3,000.00	3,000.00		
4414.000A	REC. ADULT LEAGUES	25,543.88	32,955.76	25,000.00	8,825.00	14,500.00	30,000.00	30,000.00	30,000.00	increased programming	
4414.000B	REC. YOUTH LEAGUES	74,531.33	65,131.25	57,500.00	74,930.00	78,980.00	70,000.00	75,000.00	75,000.00		
4415	REC. PROGRAM SPONSORS	13,200.00	4,000.00	8,000.00	-	-	10,000.00	10,000.00	10,000.00	start up sponsor prog	
4416	REC. SPECIAL EVENTS	2,958.09	4,912.00	4,000.00	16,445.00	17,010.00	5,000.00	5,000.00	5,000.00	expand	
4419	BALL FIELD CONCESSIONS	11,202.79	15,271.85	9,000.00	231.00	231.00	10,000.00	10,000.00	10,000.00	average	
4420	CEMETERY LOT SALES	67,900.00	42,524.00	50,000.00	24,424.00	27,972.00	30,000.00	30,000.00	30,000.00		
4422	REC-SR CITIZEN VENDING MACH	-	-	-	50.75	51.00	-	-	-		
4425	PUBLIC SAFETY REPORTS	3,105.35	3,334.95	3,000.00	2,384.65	2,990.00	3,336.00	3,336.00	3,336.00		
4426	POLICE ESCORT FEES	560.00	940.00	1,000.00	605.00	985.00	450.00	450.00	450.00		
4428	FALSE ALARMS	1,650.00	2,200.00	1,500.00	1,400.00	1,500.00	1,800.00	1,800.00	1,800.00		
4435	LEASES	1,800.00	-	4,200.00	4,700.00	5,400.00	5,400.00	5,400.00	5,400.00		
4440	PARKLAND DEDICATION FEE	-	22,468.20	-	-	-	-	-	-		
4455	STREET CUTS/CURB/GUTTER	15,566.50	15,352.38	15,000.00	16,929.38	16,929.00	15,000.00	15,000.00	15,000.00		
4465	LOT MOWING & DEMOLITION	8,159.25	5,425.02	6,000.00	1,945.54	2,900.00	3,500.00	3,500.00	3,500.00		
** REVENUE CATEGORY TOTAL **		1,019,024.53	951,647.96	1,092,183.00	728,392.74	1,016,946.00	938,006.00	942,336.00	942,336.00		
<u>5 OTHER REVENUE</u>											
4501	INTEREST ON INVESTMENTS	33,960.43	58,509.75	35,000.00	80,863.54	83,000.00	70,000.00	70,000.00	70,000.00		
4501.000A	INTEREST ON CHECKING ACCOUNTS	14,945.30	3,497.62	2,500.00	5,684.24	6,000.00	6,000.00	6,000.00	6,000.00		
4510	SALE OF CITY EQUIPMENT	78,164.08	44,931.75	20,000.00	21,404.00	21,404.00	20,000.00	20,000.00	20,000.00		
4515	SALE OF CITY LAND	(825.00)	73,426.00	-	1,100.00	1,100.00	-	-	-		
4520	INSURANCE PROCEEDS	34,322.38	18,537.42	7,411.00	88,022.03	88,022.00	-	-	-		
4520.000T	TORNADO INSURANCE PROCEEDS	22,605.46	-	-	-	-	-	-	-		
4540	INSUFFICIENT CHECK FEES	-	90.00	100.00	90.00	100.00	100.00	100.00	100.00		
4541	MISCELLANEOUS	32,205.77	99,531.10	20,000.00	3,332.47	3,400.00	20,000.00	20,000.00	20,000.00		
4542	DONATIONS & CONTRIBUTIONS	-	-	-	310.00	310.00	-	-	-		
4542.0705	POLICE DEPT DONATIONS-CID	-	250.00	-	-	-	-	-	-		
4543	SR CIT-DONATIONS/MEMORIALS	2,566.54	1,938.58	4,683.00	4,896.87	5,000.00	1,500.00	1,500.00	1,500.00		
4543.0001	SENIOR CITIZEN DANCE DONATIONS	-	13,412.80	10,000.00	8,203.50	10,000.00	10,000.00	10,000.00	10,000.00		
4544	LIBRARY DONATIONS/MEMORIALS	407.40	838.04	1,000.00	152.26	193.00	500.00	500.00	500.00		
4544.0001	BOOK DONATIONS	-	14,383.24	2,476.00	10,192.48	10,500.00	-	-	-		
4545	OVER - SHORT	-	(121.64)	-	-	-	-	-	-		
4547	POLICE DEPT MISC	613.50	5,765.07	-	1,700.00	1,700.00	-	-	-		
4548	K-9 DONATIONS	4,260.00	1,400.00	-	-	-	-	-	-		
4560	CAPITAL LEASE PROCEEDS	349,833.00	168,050.68	163,752.00	-	163,752.00	-	-	-		
4579	SEDA ADMIN REIMBURSEMENT	-	-	22,925.00	-	10,766.00	25,400.00	26,322.00	26,322.00	5% of SEDA Revenue	
4599	UNREALIZED GAIN/(LOSS) ON INV.	-	(2,256.78)	-	2,256.78	2,256.00	-	-	-		

8/21/2018 16:00

CITY OF STEPHENVILLE
01-GENERAL FUND REVENUES

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
** REVENUE CATEGORY TOTAL **		<u>573,058.86</u>	<u>502,183.63</u>	<u>289,847.00</u>	<u>228,208.17</u>	<u>407,503.00</u>	<u>153,500.00</u>	<u>154,422.00</u>	<u>154,422.00</u>		
*** FUND TOTAL REVENUES ***		<u><u>13,854,264.54</u></u>	<u><u>13,957,876.85</u></u>	<u><u>14,117,750.00</u></u>	<u><u>12,782,099.36</u></u>	<u><u>14,458,594.00</u></u>	<u><u>14,031,813.00</u></u>	<u><u>14,698,872.00</u></u>	<u><u>14,698,872.00</u></u>		

8/29/2018 13:08

CITY OF STEPHENVILLE
01-GENERAL FUND TRANSFERS

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>TRANSFERS IN</u>											
4590	TRANS. FR OTHER FUNDS-ADM. FEE	258,870.00	258,870.00	359,225.00	359,225.00	359,225.00	587,903.00	566,704.00	580,472.00		
4591	TRANSFER FM LANDFILL	-	445,000.00	52,182.00	52,182.00	52,182.00	20,960.00	23,116.00	23,047.00		
4592	TRANSFER FROM STORM DRAINAGE	-	-	26,540.00	26,540.00	26,540.00	28,853.00	31,062.00	30,770.00		
** TRANSFERS IN TOTAL **		258,870.00	703,870.00	437,947.00	437,947.00	437,947.00	637,716.00	620,882.00	634,289.00		
<u>TRANSFERS OUT</u>											
5105-800	OPERATING TRANSFERS OUT	375,000.00	-	-	-	-					
5900-800	TRANSFER OUT	-	-	875,000.00	875,000.00	875,000.00	1,000,000.00	1,020,444.00	1,020,444.00		
5900-807	TRANSFER OUT TO HOT FUNDS			216.00	216.00						
5900-810	TRANSFER OUT TO CAPITAL PROJECTS			40,000.00	40,000.00						
5500-801	TRANSFER TO AIRPORT FUND	-	199,391.00	-	-						
5501-800	TRANSFER TO CAPITAL PROJECTS	-	26,098.00	-	-						
** TRANSFERS OUT TOTAL **		375,000.00	225,489.00	915,216.00	915,216.00	875,000.00	1,000,000.00	1,020,444.00	1,020,444.00		



City Council

General Fund	Central Government Division 51	Department 01
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Program Description

Stephenville is a home-rule 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.

CITY OF STEPHENVILLE
01-GENERAL FUND EXPENDITURES

8/20/2018 15:43

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>01 CITY COUNCIL ADMINISTRATION</u>											
<u>1-PERSONNEL</u>											
5101-111	SALARIES	19,360.00	19,200.00	20,200.00	15,700.00	19,300.00	24,000.00	24,000.00	24,000.00	Mayor's salary has been excluded in previous budgets	
5101-113	PART-TIME WAGES	871.93	381.49	1,000.00	963.50	1,589.00	1,000.00	1,000.00	1,000.00		
5101-118	ONE-TIME PAY ADJUSTMENT				-						
5101-121	RETIREMENT	12.10	55.03	89.00	88.04	133.00	67.00	67.00	67.00		
5101-122	SOCIAL SECURITY	1,503.48	1,494.40	1,623.00	1,338.91	1,647.00	1,913.00	1,913.00	1,913.00		
5101-123	WORKERS' COMPENSATION	53.88	48.46	263.00	472.00	472.00	216.00	216.00	216.00		
5101-125	GROUP INSURANCE	18.82	65.13	-	190.66	331.00	-	-	-		
** CATEGORY TOTAL **		21,820.21	21,244.51	23,175.00	18,753.11	23,472.00	27,196.00	27,196.00	27,196.00		
<u>2-CONTRACTUAL</u>											
5101-211	POSTAGE	54.66	224.42	200.00	16.07	50.00	200.00	200.00	200.00		
5101-212	COMMUNICATIONS	-	50.00	-	-	-	-	-	-		
5101-213	PRINTING	5,987.51	2,196.18	1,000.00	1,148.10	1,378.00	1,000.00	1,000.00	1,000.00		
5101-214	ADVERTISING & PUBLIC NOTICES	1,189.66	3,051.01	3,000.00	2,247.54	2,697.00	3,000.00	3,000.00	3,000.00		
5101-215	EDUCATION & SCHOOLING	5,219.32	5,800.72	3,000.00	2,343.25	3,494.00	6,000.00	6,000.00	6,000.00		
5101-216	NEWSPAPER PUBLIC NOTICES	-	-	1,000.00	-	1,000.00	1,000.00	1,000.00	1,000.00		
5101-224	INSURANCE	1,599.54	1,448.31	1,720.00	1,907.34	1,908.00	1,908.00	1,993.00	1,993.00		
5101-252	DUES & SUBSCRIPTIONS	7,893.03	8,886.07	9,300.00	8,598.35	9,300.00	10,295.00	10,295.00	10,295.00	change from American Legal to Municode for Online Ordinance	
5101-253	OUTSIDE PROFESSIONAL	3,862.10	9,708.61	-	-	-	-	-	-		
5101-254	SPECIAL SERVICES	76,854.80	19,150.11	10,000.00	2,866.83	8,031.00	25,995.00	25,995.00	25,995.00	Increased Election cost, Ordinance Updates	
** CATEGORY TOTAL **		102,660.62	50,515.43	29,220.00	19,127.48	27,858.00	49,398.00	49,483.00	49,483.00		
<u>3-GENERAL SERVICES</u>											
5101-317	PHOTO & DUPLICATION	1,596.78	1,334.25	-	1,156.20	1,156.00	1,000.00	1,000.00	1,000.00		
5101-332	OPERATING SUPPLIES	2,073.33	3,271.17	2,600.00	1,869.84	2,600.00	2,600.00	2,600.00	2,600.00		
5101-333	COMPUTER SUPPLIES	-	-	5,000.00	4,006.54	4,007.00	500.00	500.00	500.00		
** CATEGORY TOTAL **		3,670.11	4,605.42	7,600.00	7,032.58	7,763.00	4,100.00	4,100.00	4,100.00		
<u>4-MACHINE & EQUIPMENT MAINTENANCE</u>											
5101-413	OFFICE EQUIPMENT MAINT.	5,454.32	-	-	-	-	-	-	-		
5101-416	COMPUTER MAINTENANCE	-	-	-	-	-	10,000.00	10,000.00	10,000.00	iCompass subscription & iPad Management subscription	
** CATEGORY TOTAL **		5,454.32	-	-	-	-	10,000.00	10,000.00	10,000.00		
<u>5-CAPITAL OUTLAY</u>											
5101-516	COMPUTER EQUIPMENT	-	-	10,000.00	9,726.50	9,727.00	5,600.00	-	-	iCompass video add-on	
** CATEGORY TOTAL **		-	-	10,000.00	9,726.50	9,727.00	5,600.00	-	-		
** DEPARTMENT TOTAL **		133,605.26	76,365.36	69,995.00	54,639.67	68,820.00	96,294.00	90,779.00	90,779.00		



City Administrator

General Fund	Central Government Division 51	Department 02
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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.

Program Personnel		Requested	Approved
Title	FY17-18	FY18-19	FY18-19
City Administrator	1	1	1
Administrative Assistant	1	1	1
TOTAL	2	2	2

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.

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CITY OF STEPHENVILLE
01-GENERAL FUND EXPENDITURES

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>02 CITY ADMINISTRATOR</u>											
<u>1-PERSONNEL</u>											
5102-111	SALARIES	160,817.69	124,396.64	171,393.00	137,485.45	170,437.00	175,577.00	175,577.00	175,577.00		
5102-112	OVERTIME				295.70	325.00	2,503.00	-	-		
5102-115	INCENTIVE PAY	-	221.60	-	290.85	360.00	-	-	-		
5102-117	SICK TIME BUY BACK						2,707.00	2,707.00	2,707.00		
5102-118	ONE-TIME PAY ADJUSTMENT										1,754.00
5102-121	RETIREMENT	23,855.03	18,607.36	15,708.00	13,011.18	15,439.00	12,489.00	12,322.00	12,439.00		
5102-122	SOCIAL SECURITY	12,029.60	9,269.88	13,570.00	11,133.41	13,720.00	14,336.00	14,144.00	14,278.00		
5102-123	WORKER'S COMPENSATION	393.56	537.03	780.00	674.00	674.00	675.00	666.00	672.00		
5102-125	GROUP INSURANCE	12,814.16	12,022.04	18,742.00	13,136.24	15,677.00	15,880.00	15,880.00	15,880.00		
5102-126	CAR ALLOWANCE	3,630.00	4,000.00	6,000.00	4,750.00	6,000.00	6,000.00	6,000.00	6,000.00		
5102-127	CELL PHONE ALLOWANCE				200.00	325.00	600.00	600.00	600.00		
** CATEGORY TOTAL **		213,540.04	169,054.55	226,193.00	180,976.83	222,957.00	230,767.00	227,896.00	229,907.00		
<u>2-CONTRACTUAL</u>											
5102-211	POSTAGE	48.26	13.17	-	24.57	50.00	-	-	-		
5102-212	COMMUNICATION	858.42	1,002.61	700.00	330.93	345.00	700.00	700.00	700.00		
5102-215	EDUCATION & SCHOOLING	2,905.51	14,415.07	22,275.00	20,402.34	22,275.00	10,500.00	10,500.00	10,500.00		
5102-224	OTHER INSURANCE	580.92	713.04	750.00	676.74	677.00	750.00	714.00	714.00		
5102-252	DUES & SUBSCRIPTIONS	2,759.31	1,094.40	3,000.00	1,822.00	3,000.00	8,000.00	8,000.00	8,000.00	Dave Ramsey's Smart Dollar	
5102-253	OUTSIDE PROFESSIONALS	-	79,579.12	-	-	-	-	-	-		
5102-254	SPECIAL SERVICES	-	7,953.38	-	-	-	-	-	-		
** CATEGORY TOTAL **		7,152.42	104,770.79	26,725.00	23,256.58	26,347.00	19,950.00	19,914.00	19,914.00		
<u>3-GENERAL SERVICES</u>											
5102-314	OFFICE SUPPLIES	382.96	653.16	400.00	449.09	539.00	500.00	500.00	500.00		
5102-316	WEARING APPAREL						250.00	250.00	250.00		
5102-317	PHOTO & DUPLICATION	104.73	38.88	-	-	-	-	-	-		
5102-332	OPERATING SUPPLIES	32.06	145.29	-	13.19	50.00	500.00	500.00	500.00		
** CATEGORY TOTAL **		519.75	837.33	400.00	462.28	589.00	1,250.00	1,250.00	1,250.00		
** DEPARTMENT TOTAL **		221,212.21	274,662.67	253,318.00	204,695.69	249,893.00	251,967.00	249,060.00	251,071.00		



City Secretary

General Fund	Central Government Division 51	Department 03
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Program Description

The city secretary is appointed by the city council and in that the capacity records, maintains, and/or composes minutes, ordinances, 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.

Program Personnel		Requested	Approved
Title	FY17-18	FY18-19	FY18-19
City Secretary	1	1	1
TOTAL	1	1	1

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.

CITY OF STEPHENVILLE
01-GENERAL FUND EXPENDITURES

8/20/2018 15:53

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>03 CITY SECRETARY</u>											
<u>1-PERSONNEL</u>											
5103-111	SALARIES	69,057.93	74,466.24	59,971.00	48,404.94	59,938.00	61,442.00	61,442.00	61,442.00		
5103-115	INCENTIVE PAY	-	83.10	-	83.10	84.00	-	-	-		
5103-117	SICK TIME BUY BACK						718.00	718.00	718.00		
5103-118	ONE-TIME PAY ADJUSTMENT								604.00		
5103-121	RETIREMENT	10,507.51	11,300.91	5,629.00	4,682.64	5,550.00	4,383.00	4,383.00	4,423.00		
5103-122	SOCIAL SECURITY	5,474.84	5,969.64	4,863.00	4,084.77	5,026.00	5,031.00	5,031.00	5,077.00		
5103-123	WORKER'S COMPENSATION	225.88	234.20	279.00	307.00	307.00	237.00	237.00	239.00		
5103-125	GROUP INSURANCE	6,667.54	7,822.60	8,272.00	6,480.54	7,751.00	7,940.00	7,940.00	7,940.00		
5103-126	CAR ALLOWANCE	3,630.00	3,600.00	3,600.00	2,850.00	3,600.00	3,600.00	3,600.00	3,600.00		
** CATEGORY TOTAL **		95,563.70	103,476.69	82,614.00	66,892.99	82,256.00	83,351.00	83,351.00	84,043.00		
<u>2-CONTRACTUAL</u>											
5103-211	POSTAGE	37.78	22.59	50.00	14.54	20.00	50.00	50.00	50.00		
5103-212	COMMUNICATIONS	560.72	762.78	700.00	570.92	700.00	700.00	700.00	700.00		
5103-215	EDUCATION & SCHOOLING	1,093.37	1,076.65	8,621.00	7,844.33	8,621.00	10,000.00	9,150.00	9,150.00		
5103-224	OTHER INSURANCE	177.73	156.52	175.00	150.37	151.00	175.00	175.00	157.00		
5103-252	DUES & SUBSCRIPTIONS	483.76	508.44	405.00	607.44	608.00	1,000.00	1,000.00	1,000.00		
5103-253	OUTSIDE PROFESSIONAL	11,868.60	10,797.10	12,000.00	11,507.10	11,508.00	3,500.00	3,500.00	3,500.00	Lasersfische moved to 416	
** CATEGORY TOTAL **		14,221.96	13,324.08	21,951.00	20,694.70	21,608.00	15,425.00	14,557.00	14,557.00		
<u>3-GENERAL SERVICES</u>											
5103-313	BOOKS & EDUCATIONAL MATERIAL	4,096.12	5,379.68	4,800.00	4,351.79	6,051.00	500.00	500.00	500.00	Cancelled Law Book Updates	
5103-314	OFFICE SUPPLIES	465.42	955.43	500.00	478.42	500.00	500.00	500.00	500.00		
5103-317	PHOTO & DUPLICATION	-	14.99	50.00	-	-	50.00	50.00	50.00		
5103-333	COMPUTER SUPPLIES	174.44	399.82	1,500.00	1,259.20	1,400.00	500.00	500.00	500.00		
** CATEGORY TOTAL **		4,735.98	6,749.92	6,850.00	6,089.41	7,951.00	1,550.00	1,550.00	1,550.00		
<u>4-MACHINE & EQUIPMENT MAINTENANCE</u>											
5103-413	OFFICE EQUIPMENT	-	316.18	400.00	-	-					
5103-416	COMPUTER MAINTENANCE						13,975.00	8,600.00	13,975.00	Lasersfische support including for upgrade	
** CATEGORY TOTAL **		-	316.18	400.00	-	-	13,975.00	8,600.00	13,975.00		
<u>5-CAPITAL OUTLAY</u>											
5103-516	COMPUTER EQUIPMENT						15,000.00		15,000.00	Lasersfische Upgrade	
** CATEGORY TOTAL **		-	-	-	-	-	15,000.00	-	15,000.00		
** DEPARTMENT TOTAL **		114,521.64	123,866.87	111,815.00	93,677.10	111,815.00	129,301.00	108,058.00	129,125.00		



Emergency Management

General Fund	Central Government Division 51	Department 04
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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).

CITY OF STEPHENVILLE
01-GENERAL FUND EXPENDITURES

8/20/2018 15:54

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
04 EMERGENCY MANAGEMENT											
<u>2-CONTRACTUAL</u>											
5104-212	COMMUNICATIONS	14,486.20	14,070.93	16,895.00	16,171.59	16,604.00	16,450.00	16,450.00	16,450.00		
5104-251	UTILITIES	1,848.65	2,516.31	2,681.00	2,056.29	3,324.00	3,672.00	3,672.00	3,672.00		
5104-254	SPECIAL SERVICES	-	-	-	-	-	-	-	-		
** CATEGORY TOTAL **		<u>16,334.85</u>	<u>16,587.24</u>	<u>19,576.00</u>	<u>18,227.88</u>	<u>19,928.00</u>	<u>20,122.00</u>	<u>20,122.00</u>	<u>20,122.00</u>		
<u>4-MACHINE & EQUIPMENT MAINTENANCE</u>											
5104-414	OTHER EQUIPMENT MAINTENANCE	-	3,962.50	1,000.00	780.00	1,000.00	1,000.00	1,000.00	1,000.00		
** CATEGORY TOTAL **		<u>-</u>	<u>3,962.50</u>	<u>1,000.00</u>	<u>780.00</u>	<u>1,000.00</u>	<u>1,000.00</u>	<u>1,000.00</u>	<u>1,000.00</u>		
** DEPARTMENT TOTAL **		<u><u>16,334.85</u></u>	<u><u>20,549.74</u></u>	<u><u>20,576.00</u></u>	<u><u>19,007.88</u></u>	<u><u>20,928.00</u></u>	<u><u>21,122.00</u></u>	<u><u>21,122.00</u></u>	<u><u>21,122.00</u></u>		



Municipal Building

General Fund	Central Government Division 51	Department 05
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Program Description

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

Program Personnel		Requested	Approved
Title	FY17-18	FY18-19	FY18-19
Clerk II - City Hall	1	1	1
Building Maintenance		1	0
P/T Janitor - City Hall	0.3	0.3	0.3
TOTAL	1.3	2.3	1.3

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.

CITY OF STEPHENVILLE
01-GENERAL FUND EXPENDITURES

8/20/2018 15:58

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>05 MUNICIPAL BUILDING</u>											
<u>1-PERSONNEL</u>											
5105-111	SALARIES	27,414.76	27,810.72	29,264.00	23,614.14	29,264.00	63,174.00	29,998.00	29,998.00		
5105-113	PART-TIME WAGES	5,704.00	6,193.00	5,829.00	5,268.70	5,829.00	7,157.00	7,157.00	7,157.00		
5105-117	SICK TIME BUY BACK						573.00	573.00	573.00		
5105-118	ONE-TIME PAY ADJUSTMENT								370.00		
5105-121	RETIREMENT	3,963.03	4,021.26	2,591.00	2,153.88	2,591.00	4,249.00	2,038.00	2,057.00		
5105-122	SOCIAL SECURITY	2,478.23	2,562.05	2,685.00	2,259.93	2,685.00	5,425.00	2,887.00	2,914.00		
5105-123	WORKER'S COMPENSATION	103.00	105.00	443.00	450.00	443.00	545.00	426.00	430.00		
5105-125	GROUP INSURANCE	6,667.54	7,495.64	8,272.00	6,480.54	8,272.00	15,880.00	7,940.00	7,940.00		
** CATEGORY TOTAL **		46,330.56	48,187.67	49,084.00	40,227.19	49,084.00	97,003.00	51,019.00	51,439.00		
<u>2-CONTRACTUAL</u>											
5105-212	COMMUNICATIONS	11,206.30	14,556.71	15,000.00	13,336.45	15,826.00	20,000.00	15,040.00	15,040.00		
5105-224	INSURANCE	1,711.51	1,822.41	1,705.00	1,995.39	1,996.00	2,000.00	2,159.00	2,159.00		
5105-231	RENTAL	6,438.44	4,971.00	5,300.00	4,126.00	5,300.00	5,300.00	5,300.00	5,300.00		
5105-251	UTILITIES	17,535.51	16,802.22	17,000.00	10,347.63	17,000.00	17,000.00	17,000.00	17,000.00		
5105-252	DUES & SUBSCRIPTIONS	-	-	500.00	516.00	516.00	500.00	500.00	500.00		
5105-254	SPECIAL SERVICES	10,653.81	1,524.02	1,000.00	1,993.48	1,994.00	1,500.00	1,500.00	1,500.00		
5105-255.000T	TORNADO DAMAGE CLAIMS	10,760.17	-	-	-	-	-	-	-		
5105-260	PEST AND GERM CONTROL	213.00	563.00	600.00	517.50	600.00	600.00	600.00	600.00		
5105-262	JANITORIAL SERVICE	-	7.50	-	-	-	-	-	-		
** CATEGORY TOTAL **		58,518.74	40,246.86	41,105.00	32,832.45	43,232.00	46,900.00	42,099.00	42,099.00		
<u>3-GENERAL SERVICES</u>											
5105-314	OFFICE SUPPLIES	-	-	-	169.23	338.00	100.00	-	-		
5105-316	WEARING APPAREL	-	64.36	-	-	-	200.00	200.00	200.00	Shirts for staff	
5105-317	PHOTO & DUPLICATION	664.45	783.74	1,200.00	285.00	570.00	1,000.00	1,000.00	1,000.00		
5105-321	JANITORIAL SUPPLIES	993.13	1,565.27	1,500.00	1,292.79	1,500.00	1,500.00	1,500.00	1,500.00		
5105-332	OPERATING SUPPLIES	23,361.58	4,847.53	4,000.00	6,134.77	6,135.00	4,000.00	4,000.00	4,000.00		
5105-333	COMPUTER SUPPLIES	482.50	-	1,200.00	247.45	495.00	1,200.00	1,200.00	1,200.00		
** CATEGORY TOTAL **		25,501.66	7,260.90	7,900.00	8,129.24	9,038.00	8,000.00	7,900.00	7,900.00		
<u>4-MACHINE & EQUIPMENT MAINTENANCE</u>											
5105-413	OFFICE EQUIPMENT MAINTENANCE	324.74	1,000.00	500.00	-	500.00	500.00	500.00	500.00		
5105-414	ELEVATOR MAINTENANCE	8,281.36	8,459.47	8,700.00	8,701.49	8,700.00	8,700.00	8,700.00	8,700.00		
5105-421	BUILDING MAINTENANCE	36,828.22	12,421.74	21,300.00	11,274.49	18,000.00	15,000.00	18,000.00	18,000.00	Screens for meetings	
** CATEGORY TOTAL **		45,434.32	21,881.21	30,500.00	19,975.98	27,200.00	24,200.00	27,200.00	27,200.00		
<u>5-CAPITAL OUTLAY</u>											
5105-520	BUILDING IMPROVEMENTS	-	-	40,000.00	25,711.84	40,000.00	30,000.00	30,000.00	30,000.00	Carpet Upstairs - Bathrooms	
** CATEGORY TOTAL **		-	-	40,000.00	25,711.84	40,000.00	30,000.00	30,000.00	30,000.00		
** DEPARTMENT TOTAL **		175,785.28	117,576.64	168,589.00	126,876.70	168,554.00	206,103.00	158,218.00	158,638.00		



Municipal Service Center

General Fund	Central Government Division 51	Department 06
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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.

Program Personnel		Requested	Approved
Title	FY17-18	FY18-19	FY18-19
Clerk II - MSC	1	1	1
P/T Janitor - MSC	0.2	0.2	0.2
TOTAL	1.2	1.2	1.2

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.

CITY OF STEPHENVILLE
01-GENERAL FUND EXPENDITURES

8/20/2018 16:02

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>06 MUNICIPAL SERVICE CENTER</u>											
<u>1-PERSONNEL</u>											
5106-111	SALARIES	27,801.82	27,934.30	28,542.00	23,008.23	28,486.00	29,248.00	29,248.00	29,248.00		
5106-113	PART-TIME WAGES	3,798.00	4,422.00	4,663.00	3,385.42	4,349.00	4,772.00	4,772.00	4,772.00		
5106-118	ONE-TIME PAY ADJUSTMENT										337.00
5106-121	RETIREMENT	4,018.93	4,039.05	2,527.00	2,098.95	2,481.00	1,949.00	1,949.00	1,969.00		
5106-122	SOCIAL SECURITY	2,377.32	2,461.83	2,540.00	2,102.85	2,594.00	2,602.00	2,602.00	2,629.00		
5106-123	WORKER'S COMPENSATION	103.32	109.00	376.00	375.00	375.00	316.00	316.00	319.00		
5106-125	GROUP INSURANCE	6,667.54	7,495.64	8,272.00	6,473.97	7,744.00	7,940.00	7,940.00	7,940.00		
** CATEGORY TOTAL **		44,766.93	46,461.82	46,920.00	37,444.42	46,029.00	46,827.00	46,827.00	47,214.00		
<u>2-CONTRACTUAL</u>											
5106-212	COMMUNICATIONS	6,389.63	5,703.79	6,425.00	5,196.46	6,457.00	6,156.00	6,156.00	6,156.00		
5106-215	EDUCATION & TRAINING	150.00	-	-	-	-	-	-	-		
5106-224	INSURANCE	2,232.21	2,380.57	2,400.00	2,588.55	2,589.00	2,600.00	2,791.00	2,791.00		
5106-231	RENTAL	3,566.98	3,678.20	3,700.00	3,100.29	5,061.00	3,294.00	3,294.00	3,294.00		
5106-251	UTILITIES	14,756.69	19,406.34	16,800.00	13,662.04	17,491.00	16,800.00	16,800.00	16,800.00		
5106-254	SPECIAL SERVICES	480.00	347.20	600.00	259.96	600.00	600.00	600.00	600.00		
5106-260	PEST CONTROL	426.00	426.00	500.00	335.00	402.00	500.00	500.00	500.00		
5106-262	JANITORIAL SERVICE	932.90	-	-	-	-	1,500.00	1,500.00	1,500.00	wax floors	
** CATEGORY TOTAL **		28,934.41	31,942.10	30,425.00	25,142.30	32,600.00	31,450.00	31,641.00	31,641.00		
<u>3-GENERAL SERVICES</u>											
5106-317	COPIER	305.13	139.81	350.00	159.19	200.00	200.00	200.00	200.00		
5106-321	JANITORIAL SUPPLIES	1,410.40	1,388.02	1,800.00	1,183.35	1,300.00	1,500.00	1,500.00	1,500.00		
5106-323	GASOLINE AND OIL	-	-	-	14,377.31	-	-	-	-		
5106-332	OPERATING SUPPLIES	1,370.31	1,410.38	1,500.00	1,429.82	1,500.00	1,500.00	1,500.00	1,500.00		
** CATEGORY TOTAL **		3,085.84	2,938.21	3,650.00	17,149.67	3,000.00	3,200.00	3,200.00	3,200.00		
<u>4-MACHINE & EQUIPMENT MAINTENANCE</u>											
5106-414	EQUIPMENT MAINTENANCE	641.23	839.70	1,000.00	787.79	1,000.00	1,000.00	1,000.00	1,000.00		
5106-421	BUILDING	13,844.66	8,245.71	10,000.00	5,373.39	9,200.00	10,000.00	10,000.00	10,000.00	Cameras - LED Lights Outside	
** CATEGORY TOTAL **		14,485.89	9,085.41	11,000.00	6,161.18	10,200.00	11,000.00	11,000.00	11,000.00		
<u>5-CAPITAL OUTLAY</u>											
5106-520	BUILDING IMPROVEMENTS						30,000.00		-	MSC Parking Lot to Code Split 1/2 to Water	
** CATEGORY TOTAL **							30,000.00		-		
** DEPARTMENT TOTAL **		91,273.07	90,427.54	91,995.00	85,897.57	91,829.00	122,477.00	92,668.00	93,055.00		



Human Resources

General Fund	Central Government Division 51	Department 07
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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.

The Human Resources Department is also responsible for the administering and monitoring the city’s insurance funds including: employee health insurance, worker’s compensation insurance and property/casualty insurance coverage.

Program Personnel		Requested	Approved
Title	FY17-18	FY18-19	FY18-19
Human Resources			
Human Resources Manager	1	1	1
TOTAL	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.

CITY OF STEPHENVILLE
01-GENERAL FUND EXPENDITURES

8/20/2018 17:53

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>07 HUMAN RESOURCES</u>											
<u>1-PERSONNEL</u>											
5107-111	SALARIES	50,494.14	50,720.32	51,743.00	41,679.83	51,575.00	53,002.00	53,002.00	53,002.00		
5107-111	ONE-TIME PAY ADJUSTMENT								527.00		
5107-121	RETIREMENT	7,386.56	7,420.54	4,635.00	3,934.53	4,752.00	3,825.00	3,825.00	3,860.00		
5107-122	SOCIAL SECURITY	3,751.58	3,786.77	4,004.00	3,351.76	4,206.00	4,390.00	4,390.00	4,430.00		
5107-123	WORKER'S COMPENSATION	149.68	165.55	230.00	242.00	242.00	207.00	207.00	208.00		
5107-125	GROUP INSURANCE	6,667.54	7,495.64	8,272.00	5,618.96	6,574.00	4,160.00	4,160.00	4,160.00		
5107-127	CELL PHONE ALLOWANCE	-	600.00	600.00	475.00	600.00	600.00	600.00	600.00		
5107-129	EMPLOYEE AWARDS			5,000.00	353.19	4,188.00	5,000.00	5,000.00	5,000.00		
5107-130	MERIT INCENTIVES						20,000.00	20,000.00	20,000.00		
** CATEGORY TOTAL **		68,449.50	70,188.82	74,484.00	55,655.27	72,137.00	91,184.00	91,184.00	91,787.00		
<u>2-CONTRACTUAL</u>											
5107-211	POSTAGE	244.00	330.76	400.00	195.94	400.00	400.00	400.00	400.00		
5107-212	COMMUNICATIONS	637.15	25.59	60.00	24.39	30.00	60.00	60.00	60.00		
5107-213	PRINTING	381.90	399.42	400.00	359.87	400.00	400.00	400.00	400.00		
5107-214	ADVERTISING & PUBLIC NOTICES	4,498.73	2,333.60	5,000.00	1,887.72	3,500.00	2,500.00	2,500.00	2,500.00		
5107-215	EDUCATION & SCHOOLING	1,274.32	1,534.13	2,000.00	2,223.19	2,500.00	2,000.00	41,535.00	41,535.00		\$40K for Balanced Scorecard Training
5107-224	INSURANCE	248.73	156.52	670.00	150.37	151.00	670.00	157.00	157.00		
5107-252	DUES & SUBSCRIPTIONS	724.00	987.50	800.00	419.00	800.00	1,000.00	1,000.00	1,000.00		
5107-253	OUTSIDE PROFESSIONAL	18,326.93	6,927.20	10,000.00	6,958.48	8,000.00	52,000.00	52,000.00	52,000.00		All Testing for any position \$12K, \$40K for salary survey
5107-254	SPECIAL SERVICES	17,436.54	17,472.18	34,200.00	30,217.30	34,200.00	63,000.00	63,000.00	63,000.00		HR Software, Flowers, Employee Luncheon, Air
5107-255	TUITION REIMBURSEMENT	600.00	800.00	500.00	-	500.00	600.00	600.00	600.00		Evac and CarFlite \$25K Tarleton interns
5107-256	PERFORMANCE AWARDS				998.43	1,612.00			-		
** CATEGORY TOTAL **		44,372.30	30,966.90	54,030.00	43,434.69	52,093.00	122,630.00	161,652.00	161,652.00		
<u>3-GENERAL SERVICES</u>											
5107-313	BOOKS & EDUCATIONAL MATERIAL	24.28	33.31	200.00	-	-	-	-	-		
5107-314	OFFICE SUPPLIES	1,772.80	837.64	1,000.00	1,108.49	1,400.00	1,000.00	1,000.00	1,000.00		
5107-315	TESTING MATERIALS				280.00	280.00			-		
5107-317	PHOTO & DUPLICATION	74.40	98.47	-	205.33	300.00	350.00	350.00	350.00	Manuals	
5107-332	OPERATING SUPPLIES				1,309.35	1,309.00			-		
5107-333	COMPUTER SUPPLIES	-	210.00	3,200.00	1,997.63	2,200.00	1,400.00	1,400.00	1,400.00	Computer	
** CATEGORY TOTAL **		1,871.48	1,179.42	4,400.00	4,900.80	5,489.00	2,750.00	2,750.00	2,750.00		
** DEPARTMENT TOTAL **		114,693.28	102,335.14	132,914.00	103,990.76	129,719.00	216,564.00	255,586.00	256,189.00		

Department changed from 5401 to 5107



Finance

General Fund	Finance Division 52	Department 01
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Program Description

Finance is responsible for the properly, 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, processing receipts of city monies and performing payroll distribution.

The Finance 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.

Program Personnel		Requested	Approved
Title	FY17-18	FY18-19	FY18-19
Director of Finance/Administration	1	1	1
Senior Accountant	1	1	1
Accountant	1	1	1
Purchasing Manager	1	1	1
TOTAL	4	4	4

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.
- 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.

CITY OF STEPHENVILLE
01-GENERAL FUND EXPENDITURES

8/28/2018 10:23

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016 COMBINED	ACTUAL 2016-2017 COMBINED	BUDGET 2017-2018 COMBINED	Y-T-D ACTUAL COMBINED	PROJECTED 2017-2018 COMBINED	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>01 FINANCIAL ADMIN/ACCOUN</u>											
<u>1-PERSONNEL</u>											
5201-111	SALARIES	240,183.22	268,612.85	244,262.00	155,271.07	244,126.00	250,185.00	250,185.00	250,185.00		
5202-111	SALARIES				41,905.16						
5201-117	SICK TIME BUY BACK						2,818.00	2,818.00	2,818.00		
5201-117	ONE-TIME PAY ADJUSTMENT								2,467.00		
5201-121	RETIREMENT	35,331.80	39,561.24	22,002.00	14,462.78	21,636.00	17,142.00	17,142.00	17,307.00		
5202-121	RETIREMENT				3,822.77						
5201-122	SOCIAL SECURITY	18,150.17	19,869.32	19,007.00	11,828.07	18,505.00	19,676.00	19,676.00	19,865.00		
5202-122	SOCIAL SECURITY				3,322.09						
5201-123	WORKER'S COMPENSATION	730.08	787.38	1,091.00	1,001.00	1,245.00	926.00	926.00	935.00		
5202-123	WORKER'S COMPENSATION				244.00						
5201-125	GROUP INSURANCE	26,670.16	33,185.66	34,236.00	21,449.91	33,458.00	34,572.00	34,572.00	34,572.00		
5202-125	GROUP INSURANCE				6,476.89						
5201-126	CAR ALLOWANCE	3,630.00	4,350.00	3,600.00	2,850.00	3,600.00	3,600.00	3,600.00	3,600.00		
5201-127	CELL-PHONE ALLOWANCE	-	725.00	600.00	475.00	600.00	600.00	600.00	600.00		
** CATEGORY TOTAL **		324,695.43	367,091.45	324,798.00	263,108.74	323,170.00	329,519.00	329,519.00	332,349.00		
<u>2-CONTRACTUAL</u>											
5201-211	POSTAGE	2,343.92	2,030.93	2,300.00	1,506.84	2,300.00	2,300.00	2,300.00	2,300.00		
5202-211	POSTAGE				101.98						
5201-212	COMMUNICATION	635.09	34.32	195.00	21.13	70.00	100.00	100.00	100.00		
5202-212	COMMUNICATIONS				3.77						
5201-213	PRINTING	98.51	119.47	250.00	102.68	120.00	250.00	250.00	250.00		
5201-214	ADVERTISING & PUBLIC NOTICE	768.20	1,419.10	1,500.00	-	1,500.00	1,500.00	1,500.00	1,500.00		
5202-214	ADVERTISING & PUBLIC NOTICE				212.50						
5201-215	EDUCATION & SCHOOLING	3,129.63	2,932.38	6,600.00	2,952.90	4,900.00	7,330.00	7,330.00	7,330.00	Balanced Scorecard training	
5202-215	EDUCATION & SCHOOLING				-						
5201-224	OTHER INSURANCE	753.68	626.09	695.00	451.11	603.00	663.00	628.00	628.00		
5202-224	OTHER INSURANCE				150.37						
5201-252	DUES & SUBSCRIPTIONS	896.00	1,091.89	1,690.00	740.00	1,690.00	1,690.00	1,690.00	1,690.00		
5202-252	DUES & SUBSCRIPTIONS				286.00						
5201-253	OUTSIDE PROFESSIONALS	22,125.00	17,550.00	21,000.00	20,815.00	21,000.00	21,000.00	21,000.00	21,000.00		
5201-254	SPECIAL SERVICES	81,346.48	72,244.46	71,500.00	58,370.30	71,500.00	68,266.00	68,250.00	68,250.00	13% of revenue collected	
** CATEGORY TOTAL **		112,096.51	98,048.64	105,730.00	85,714.58	103,683.00	103,099.00	103,048.00	103,048.00		
<u>3-GENERAL SERVICES</u>											
5201-314	OFFICE SUPPLIES	778.17	294.58	800.00	40.41	800.00	700.00	700.00	700.00		
5202-314	OFFICE SUPPLIES				80.94						
5201-316	WEARING APPAREL	-	177.55	-	-	280.00	250.00	250.00	250.00		
5202-316	WEARING APPAREL				-						
5201-332	OPERATING SUPPLIES	3,612.17	3,835.52	3,150.00	3,124.84	3,300.00	3,000.00	3,000.00	3,000.00		
5202-332	OPERATING SUPPLIES				99.93						
5201-333	COMPUTER SUPPLIES	-	95.00	1,500.00	-	1,070.00	3,500.00	3,500.00	3,500.00	Computer & CAFR software	
5202-333	COMPUTER SUPPLIES				864.94						
** CATEGORY TOTAL **		4,390.34	4,402.65	5,450.00	4,211.06	5,450.00	7,450.00	7,450.00	7,450.00		

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CITY OF STEPHENVILLE
01-GENERAL FUND EXPENDITURES

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016 COMBINED	ACTUAL 2016-2017 COMBINED	BUDGET 2017-2018 COMBINED	Y-T-D ACTUAL COMBINED	PROJECTED 2017-2018 COMBINED	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>01 FINANCIAL ADMIN/ACCOUN</u>											
<u>4-MACHINE & EQUIPMENT MAINTENANCE</u>											
5201-413	OFFICE EQUIPMENT	252.34	2,245.98	2,000.00	453.12	454.00	1,200.00	1,200.00	1,200.00		
5201-416	COMPUTER MAINTENANCE	16,363.10	14,991.73	47,800.00	17,968.92	17,969.00	67,000.00	67,000.00	67,000.00	carryover incode 10 upgrade	
** CATEGORY TOTAL **		<u>16,615.44</u>	<u>17,237.71</u>	<u>49,800.00</u>	<u>18,422.04</u>	<u>18,423.00</u>	<u>68,200.00</u>	<u>68,200.00</u>	<u>68,200.00</u>		
<u>5-CAPITAL OUTLAY</u>											
01-5201-516	COMPUTER EQUIPMENT			6,305.00	3,300.00	6,305.00					
		<u>-</u>	<u>-</u>	<u>6,305.00</u>	<u>3,300.00</u>	<u>6,305.00</u>	<u>-</u>	<u>-</u>	<u>-</u>		
<u>6-BANK CHARGES</u>											
5201-610	BANK CHARGES	910.57	40.00	-	32.00	32.00	-	-	-		
** CATEGORY TOTAL **		<u>910.57</u>	<u>40.00</u>	<u>-</u>	<u>32.00</u>	<u>32.00</u>	<u>-</u>	<u>-</u>	<u>-</u>		
** DEPARTMENT TOTAL **		<u>458,708.29</u>	<u>486,820.45</u>	<u>492,083.00</u>	<u>374,788.42</u>	<u>457,063.00</u>	<u>508,268.00</u>	<u>508,217.00</u>	<u>511,047.00</u>		



Information Technology

General Fund	Finance Division 52	Department 03
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Program Description

Information Technology is responsible for the computer systems within the city, as well as the implementation of technology within the city. Information Technology also serves as the city’s spatial data repository, as well as serving as the liaison to all city departments using GIS. The IT department identifies, proposes, and implements GIS solutions for solving government problems. It provides useful geographic data and maps to city departments and the general public.

Program Personnel		Requested	Approved
Title	FY17-18	FY18-19	FY18-19
Information Technology Manager	1	1	1
Information Technology	0	1	1
P/T Information Technology	0.725	0	0
GIS Analyst	1	1	1
TOTAL	2.725	3	3

Performance Objectives

- Oversee technology installation.
- Ensure backup systems operate effectively.
- Purchase hardware and software.
- Provide the ICT technology infrastructures.
- Contribute to organizational policy regarding quality standards and strategic planning.
- Develop flow and rules between Planning, GIS and other agencies for address input and notification
- Establish tracking and project management system for GIS to better track and report on projects, requests, issues, staff time, department use, and tasks.
- Complete all projects within a timely manner.

CITY OF STEPHENVILLE
01-GENERAL FUND EXPENDITURES

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016 COMBINED	ACTUAL 2016-2017 COMBINED	BUDGET 2017-2018 COMBINED	Y-T-D ACTUAL COMBINED	PROJECTED 2017-2018 COMBINED	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>03 INFORMATION TECHNOLOGY</u>											
<u>1-PERSONNEL</u>											
5203-111	SALARIES	55,570.19	63,422.93	108,930.00	86,722.98	109,941.00	158,532.00	158,532.00	158,532.00		
5804-111	SALARIES	-	-								
5203-112	OVERTIME						6,540.00	3,270.00	3,270.00		
5203-113	PART TIME WAGES	7,295.85	10,270.00	15,367.00	9,589.29	12,689.00	-	-	-		
5203-115	INCENTIVE						360.00	360.00	360.00		
5203-117	SICK TIME BUY BACK						654.00	654.00	654.00		
5203-118	ONE-TIME PAY ADJUSTMENT										1,581.00
5203-121	RETIREMENT	8,032.92	9,312.97	11,113.00	9,024.27	10,812.00	11,481.00	11,264.00	11,369.00		
5804-121	RETIREMENT	-	-								
5203-122	SOCIAL SECURITY	4,775.88	5,637.76	9,601.00	7,778.11	9,735.00	13,178.00	12,928.00	13,050.00		
5804-122	SOCIAL SECURITY	-	-								
5203-123	WORKER'S COMPENSATION	202.60	214.01	550.00	589.00	589.00	620.00	608.00	615.00		
5804-123	WORKER'S COMPENSATION	-	-								
5203-125	GROUP INSURANCE	6,667.54	7,495.64	16,544.00	11,554.86	14,090.00	20,040.00	20,040.00	20,040.00		
5804-125	GROUP INSURANCE	-	-								
5203-126	VEHICLE ALLOWANCE	-	950.00	1,200.00	950.00	1,200.00	1,200.00	1,200.00	1,200.00		
5203-127	CELL PHONE	-	25.00	-	475.00	600.00	1,200.00	1,200.00	1,200.00		
** CATEGORY TOTAL **		82,544.98	97,328.31	163,305.00	126,683.51	159,656.00	213,805.00	210,056.00	211,871.00		
<u>2-CONTRACTUAL</u>											
5203-211	POSTAGE	-	-	200.00	-	-	200.00		-		
5804-211	POSTAGE	-	-								
5203-212	COMMUNICATIONS	875.03	641.96	1,600.00	8.25	10.00	100.00	100.00	100.00		
5804-212	COMMUNICATIONS	-	-								
5203-215	EDUCATION	150.00	765.00	4,000.00	2,053.64	3,500.00	3,135.00	3,135.00	3,135.00		
5804-215	EDUCATION	-	-								
5203-224	OTHER INSURANCE	49.50	156.52	350.00	409.76	411.00	410.00	428.00	428.00		
5804-224	OTHER INSURANCE	-	-								
5203-254	SPECIAL SERVICES	-	-	5,000.00	1,250.43	1,326.00					
5804-253	SPECIAL SERVICES	-	-								
** CATEGORY TOTAL **		1,074.53	1,563.48	11,150.00	3,722.08	5,247.00	3,845.00	3,663.00	3,663.00		
<u>3-GENERAL SERVICES</u>											
5203-314	OFFICE SUPPLIES	-	27.00	600.00	27.78	200.00	400.00	200.00	200.00		
5804-314	OFFICE SUPPLIES	-	-								
5203-317	PHOTO AND DUPLICATION	-	4.42	-	78.35	80.00	50.00	50.00	50.00		
5203-332	OPERATING SUPPLIES	414.66	80.01	1,000.00	-	500.00	1,000.00	500.00	500.00		
5804-332	OPERATING SUPPLIES	-	-								
5203-333	COMPUTER SUPPLIES	27.37	669.28	6,925.00	366.05	2,500.00	15,000.00	6,925.00	6,925.00	Upgrade Firewalls, Switches, & Add WiFi	Upgrade Firewalls, Switches
5804-333	COMPUTER SUPPLIES	-	-								
** CATEGORY TOTAL **		442.03	780.71	8,525.00	472.18	3,280.00	16,450.00	7,675.00	7,675.00		

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CITY OF STEPHENVILLE
01-GENERAL FUND EXPENDITURES

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016 COMBINED	ACTUAL 2016-2017 COMBINED	BUDGET 2017-2018 COMBINED	Y-T-D ACTUAL COMBINED	PROJECTED 2017-2018 COMBINED	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>03 INFORMATION TECHNOLOGY</u>											
<u>4-MACHINE & EQUIPMENT MAINTENANCE</u>											
5203-413	OFFICE EQUIPMENT	2,073.50	1,998.35	2,500.00	326.24	1,000.00	2,500.00	1,000.00	1,000.00		
5203-416	COMPUTER EQUIPMENT MAINT.	49,488.35	39,265.05	86,650.00	47,161.07	86,650.00	66,290.00	66,290.00	66,290.00		
5804-416	COMPUTER MAINTENANCE	-	-								
** CATEGORY TOTAL **		<u>51,561.85</u>	<u>41,263.40</u>	<u>89,150.00</u>	<u>47,487.31</u>	<u>87,650.00</u>	<u>68,790.00</u>	<u>67,290.00</u>	<u>67,290.00</u>		
<u>5-CAPITAL OUTLAY</u>											
5203-516	COMPUTER EQUIPMENT	-	34,872.67	-	-	-	29,300.00	20,000.00	20,000.00	Replace City Hall Server & Add Storage	City Hall Server
** CATEGORY TOTAL **		<u>-</u>	<u>34,872.67</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>29,300.00</u>	<u>20,000.00</u>	<u>20,000.00</u>		
** DEPARTMENT TOTAL **		<u>135,623.39</u>	<u>175,808.57</u>	<u>272,130.00</u>	<u>178,365.08</u>	<u>255,833.00</u>	<u>332,190.00</u>	<u>308,684.00</u>	<u>310,499.00</u>		



Tax Services

General Fund	Finance Division 52	Department 04
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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. The Erath County Tax Assessor-Collector is responsible for collection of all current and delinquent property taxes levied by the city.

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CITY OF STEPHENVILLE
01-GENERAL FUND EXPENDITURES

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
04 TAX											
<u>2-CONTRACTUAL</u>											
5204-253	OUTSIDE PROF.-ECAD	144,789.24	146,508.14	148,926.00	147,242.81	147,243.00	157,476.00	157,476.00	157,476.00	9% increase	
5204-253.000A	OUTSIDE PROF.-ECTAC	6,840.00	6,791.20	7,000.00	6,644.00	7,000.00	7,000.00	7,000.00	7,000.00		
** CATEGORY TOTAL **		<u>151,629.24</u>	<u>153,299.34</u>	<u>155,926.00</u>	<u>153,886.81</u>	<u>154,243.00</u>	<u>164,476.00</u>	<u>164,476.00</u>	<u>164,476.00</u>		
** DEPARTMENT TOTAL **		<u><u>151,629.24</u></u>	<u><u>153,299.34</u></u>	<u><u>155,926.00</u></u>	<u><u>153,886.81</u></u>	<u><u>154,243.00</u></u>	<u><u>164,476.00</u></u>	<u><u>164,476.00</u></u>	<u><u>164,476.00</u></u>		



Legal Counsel

General Fund	Legal Division 53	Department 01
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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. This function is contracted to a local attorney.

Duties of this office include providing 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.

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, and City Secretary, city staff and city boards and commissions.

8/20/2018 17:46

CITY OF STEPHENVILLE
01-GENERAL FUND EXPENDITURES

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>01 LEGAL COUNSEL</u>											
<u>1-PERSONNEL</u>											
5301-113	PART-TIME WAGES	94,963.00	100,622.50	100,000.00	67,237.50	100,000.00	100,000.00	100,000.00	100,000.00		
5301-122	SOCIAL SECURITY	7,062.33	7,695.56	7,650.00	5,779.02	7,650.00	7,650.00	7,650.00	7,650.00		
5301-125	GROUP INSURANCE	7,151.48	6,866.70	8,272.00	5,348.70	7,082.00	7,376.00	7,376.00	7,376.00		
** CATEGORY TOTAL **		109,176.81	115,184.76	115,922.00	78,365.22	114,732.00	115,026.00	115,026.00	115,026.00		
<u>2-CONTRACTUAL</u>											
5301-215	TRAVEL & EDUCATION	558.00	874.50	1,000.00	184.00	1,000.00	1,000.00	1,000.00	1,000.00		
5301-224	INSURANCE	149.96	156.52	175.00	150.37	151.00	157.00	157.00	157.00		
5301-252	DUES & SUBSCRIPTIONS	-	70.00	-	-	-	-	-	-		
5301-253	OUTSIDE PROFESSIONALS	24,747.50	11,937.60	15,000.00	1,621.47	5,000.00	14,250.00	14,250.00	14,250.00		
** CATEGORY TOTAL **		25,455.46	13,038.62	16,175.00	1,955.84	6,151.00	15,407.00	15,407.00	15,407.00		
<u>3-GENERAL SERVICES</u>											
5301-313	BOOKS & EDUCATIONAL	206.86	241.00	-	150.00	250.00	250.00	250.00	250.00		
** CATEGORY TOTAL **		206.86	241.00	-	150.00	250.00	250.00	250.00	250.00		
** DEPARTMENT TOTAL **		134,839.13	128,464.38	132,097.00	80,471.06	121,133.00	130,683.00	130,683.00	130,683.00		



Municipal Court

General Fund	Legal Division 53	Department 02
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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.

8/20/2018 17:48

CITY OF STEPHENVILLE
01-GENERAL FUND EXPENDITURES

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
02 MUNICIPAL COURT											
<u>2-CONTRACTUAL</u>											
5302-253	OUTSIDE PROFESSIONALS	127,397.76	130,366.88	131,000.00	113,543.70	136,256.00	143,069.00	143,069.00	143,069.00	5% increase	
5302-254	SPECIAL SERVICES	28,714.92	25,024.87	35,000.00	18,070.49	29,000.00	29,000.00	29,000.00	29,000.00		
** CATEGORY TOTAL **		<u>156,112.68</u>	<u>155,391.75</u>	<u>166,000.00</u>	<u>131,614.19</u>	<u>165,256.00</u>	<u>172,069.00</u>	<u>172,069.00</u>	<u>172,069.00</u>		
** DEPARTMENT TOTAL **		<u><u>156,112.68</u></u>	<u><u>155,391.75</u></u>	<u><u>166,000.00</u></u>	<u><u>131,614.19</u></u>	<u><u>165,256.00</u></u>	<u><u>172,069.00</u></u>	<u><u>172,069.00</u></u>	<u><u>172,069.00</u></u>		



Streets

General Fund	Public Works Division 54	Department 02
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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		Requested	Approved
Title	FY17-18	FY18-19	FY18-19
Streets			
Street Superintendent	1	1	1
Crew Leader	1	1	1
Heavy Equipment Operator	4	4	4
Light Equipment Operator	1	1	1
TOTAL	7	7	7

Performance Objectives

- Protect the investment in the public transportation system through preventative maintenance and ongoing rehabilitation of streets and sidewalks.
- Blade roads in the 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.

CITY OF STEPHENVILLE
01-GENERAL FUND EXPENDITURES

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PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>05 STREET MAINTENANCE</u>											
<u>1-PERSONNEL</u>											
5402-111	SALARIES	295,150.69	274,427.40	286,035.00	227,272.50	279,479.00	291,093.00	291,093.00	291,093.00		
5402-112	OVERTIME	-	137.34	820.00	1,770.04	2,179.00	1,833.00	1,833.00	1,833.00		
5402-114	ON CALL PAY	5,240.00	5,100.00	5,200.00	4,200.00	5,200.00	5,200.00	5,200.00	5,200.00		
5402-115	INCENTIVE PAY				46.16	277.00					
5402-117	SICK TIME BUY BACK						2,725.00	2,725.00	2,725.00		
5402-118	ONE-TIME PAY ADJUSTMENT									2,845.00	
5402-121	RETIREMENT	43,480.16	40,441.60	25,860.00	21,292.84	25,166.00	20,555.00	20,555.00	20,745.00		
5402-122	SOCIAL SECURITY	22,342.73	21,384.61	22,343.00	18,561.25	22,742.00	23,593.00	23,593.00	23,811.00		
5402-123	WORKER'S COMPENSATION	21,572.76	24,986.35	30,044.00	27,987.00	27,987.00	26,006.00	26,006.00	26,245.00		
5402-125	GROUP INSURANCE	46,670.28	50,660.82	57,904.00	43,726.55	53,554.00	55,581.00	55,581.00	55,581.00		
** CATEGORY TOTAL **		434,456.62	417,138.12	428,206.00	344,856.34	416,584.00	426,586.00	426,586.00	430,078.00		
<u>2-CONTRACTUAL</u>											
5402-211	POSTAGE	91.76	33.86	100.00	23.98	50.00	50.00	50.00	50.00		
5402-212	COMMUNICATIONS	1,402.91	1,379.74	1,500.00	1,176.79	1,400.00	1,500.00	1,500.00	1,500.00		
5402-214	ADVERTISING	1,070.76	86.60	250.00	226.90	250.00	250.00	250.00	250.00		
5402-215	TRAINING & EDUCATION	56.31	-	500.00	-	-	500.00	500.00	500.00		
5402-224	INSURANCE	9,533.35	9,310.91	9,650.00	9,488.40	9,489.00	9,650.00	10,073.00	10,073.00		
5402-231	RENTAL	7,647.04	7,749.47	6,000.00	8,196.55	9,500.00	6,000.00	6,000.00	6,000.00		
5402-251	UTILITIES	197,593.13	211,013.56	200,000.00	130,631.80	196,428.00	200,000.00	200,000.00	200,000.00		
5402-253	OUTSIDE PROFESSIONALS	4,227.00	-	25,000.00	-	-	25,000.00	10,000.00	10,000.00		
5402-254	SPECIAL SERVICES	70,100.00	100.00	-	-	-	-	-	-		
5402-261	OTHER CONTRACTUAL SERVICES	2,060.00	300.00	35,000.00	-	-	35,000.00	10,000.00	10,000.00		
** CATEGORY TOTAL **		293,782.26	229,974.14	278,000.00	149,744.42	217,117.00	277,950.00	238,373.00	238,373.00		
<u>3-GENERAL SERVICES</u>											
5402-312	CHEMICALS	-	-	250.00	-	-	250.00	250.00	250.00		
5402-314	OFFICE SUPPLIES	-	193.97	50.00	81.98	125.00	50.00	50.00	50.00		
5402-316	WEARING APPAREL	2,454.76	2,467.88	3,150.00	2,224.52	2,500.00	3,150.00	3,150.00	3,150.00		
5402-318	SMALL TOOLS	543.88	2,074.92	1,000.00	1,176.84	1,500.00	1,000.00	1,000.00	1,000.00		
5402-322	STREET SIGNS & MARKINGS	14,854.93	9,683.38	10,000.00	5,030.76	10,000.00	10,000.00	10,000.00	10,000.00		
5402-323	GAS & OIL	13,553.85	15,049.69	15,575.00	14,778.91	15,865.00	15,575.00	15,575.00	15,575.00		
5402-332	OPERATING SUPPLIES	949.00	826.94	2,500.00	607.64	1,500.00	2,500.00	2,500.00	2,500.00		
** CATEGORY TOTAL **		32,356.42	30,296.78	32,525.00	23,900.65	31,490.00	32,525.00	32,525.00	32,525.00		
<u>4-MACHINE & EQUIPMENT MAINTENANCE</u>											
5402-411	VEHICLE MAINTENANCE	738.13	70.26	2,500.00	-	500.00	8,500.00	5,000.00	5,000.00		
5402-411.0009	2005 CHEVY DUMP TRUCK	454.05	1,360.49	1,200.00	652.28	1,200.00					
5402-411.0027	1992 CHEV DUMP TRUCK	399.09	7.00	300.00	-	150.00					
5402-411.0029	1999 CHEVROLET DUMPTRUCK	149.18	177.77	500.00	889.65	1,000.00					
5402-411.0121	2008 CHEVY DUMPTRUCK	124.28	52.53	500.00	103.22	250.00					
5402-411.0122	2007 ASPHALT ZIPPER	261.24	-	1,000.00	-	350.00					
5402-411.0123	09 FORD F-150 1/2 TON PICKUP	82.08	-	-	-	-					
5402-411.0124	2011 FORD F250 PICK UP	135.32	113.45	300.00	92.67	150.00					
5402-411.0125	2013 FORD F-150 1/2 TON	326.50	118.24	300.00	118.71	150.00					
5402-411.0126	2015 DODGE RAM QUAD CAB	103.10	122.10	500.00	90.91	150.00					
5402-411.0127	2016 FORD F350	16.75	38.34	300.00	112.36	150.00					
5402-411.0223	2011 F-750 WATER TRUCK	877.16	108.63	300.00	14.74	150.00					
5402-411.0224	2015 FORD F-750	-	127.03	1,000.00	126.47	300.00					
5402-412	MACHINERY MAINTENANCE	3,634.53	3,266.14	3,000.00	-	3,500.00	8,000.00	5,500.00	5,500.00		

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CITY OF STEPHENVILLE
01-GENERAL FUND EXPENDITURES

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>05 STREET MAINTENANCE</u>											
5402-412.0002	1998 CATERPILLAR LOADER	108.82	791.18	-	-	-					
5402-412.0053	2000 CAT 120 H GRADER	138.98	616.97	1,000.00	422.84	750.00					
5402-412.0054	2004 INGERSOL COMPACT ROLLER	191.07	143.75	300.00	-	150.00					
5402-412.0058	2000 LEEBOY ASPHALT PAVER	-	-	300.00	-	150.00					
5402-412.0101	2006 POWER BROOM	-	5.00	350.00	152.62	300.00					
5402-412.0220	2007 CATERPILLAR 924G FRONTEND	99.53	374.94	1,000.00	372.73	750.00					
5402-412.0221	2009 PNEUMATIC TIRE ROLLER	-	65.77	350.00	-	100.00					
5402-412.0222	2010 BANDIT WOOD CHIPPER 150XP	-	-	300.00	-	150.00					
5402-412.0224	2004 CASE BACKHOE 580M	99.48	35.97	-	-	-					
5402-412.0225	2016 JOHN DEERE	181.81	192.30	500.00	325.35	500.00					
5402-412.0226	2016 LEEBOY 100G ASPHALT PAVER	-	4.49	500.00	112.69	250.00					
5402-412.0227	2003 SKYTRAK FORK LIFT	-	10.39	500.00	305.00	500.00					
5402-414	OTHER EQUIPMENT MAINTENANCE	3,452.28	318.61	1,000.00	191.78	500.00	1,000.00	1,000.00	1,000.00		
5402-422	RIGHT OF WAY MAINTENANCE	223,082.61	115,031.25	200,000.00	62,110.94	200,000.00	200,000.00	200,000.00	200,000.00		
5402-423	STREET CUTS	2,268.97	61.67	10,000.00	-	10,000.00	10,000.00	10,000.00	10,000.00		
5402-425	BRIDGE MAINTENANCE	-	18,290.00	20,000.00	-	20,000.00	20,000.00	20,000.00	20,000.00		
** CATEGORY TOTAL **		<u>236,924.96</u>	<u>141,504.27</u>	<u>247,800.00</u>	<u>66,194.96</u>	<u>242,100.00</u>	<u>247,500.00</u>	<u>241,500.00</u>	<u>241,500.00</u>		
<u>5-CAPITAL OUTLAY</u>											
5402-511	VEHICLES	126,487.00	-	-	-	-					
5402-514	OTHER EQUIPMENT	-	111,882.00	-	-	-	158,000.00	18,000.00	103,000.00	Asphalt Dist Trailer, Dump Truck, Truck with Dump Bed	Asphalt Dist Trailer
5402-525	STREETS	1,203,304.97	885,402.59	-	60.00	-					
** CATEGORY TOTAL **		<u>1,329,791.97</u>	<u>997,284.59</u>	<u>-</u>	<u>60.00</u>	<u>-</u>	<u>158,000.00</u>	<u>18,000.00</u>	<u>103,000.00</u>		
** DEPARTMENT TOTAL **		<u><u>2,327,312.23</u></u>	<u><u>1,816,197.90</u></u>	<u><u>986,531.00</u></u>	<u><u>584,756.37</u></u>	<u><u>907,291.00</u></u>	<u><u>1,142,561.00</u></u>	<u><u>956,984.00</u></u>	<u><u>1,045,476.00</u></u>		

Department number changed from 5505 to 5402



Parks & Leisure Administration

General Fund	Parks & Leisure Services Division 55	Department 00
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Program Description

The Parks and Leisure Administration is primarily responsible for the day-to-day administration of all parks and leisure services programs including recreation, park maintenance, cemeteries, library, senior citizen center, and Splashville Aquatic Center.

Program Personnel		Requested	Approved
Title	FY17-18	FY18-19	FY18-19
Director of Parks & Liesure Ser- vices	1	1	1
TOTAL	1	1	1

Performance Objectives

- 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.

CITY OF STEPHENVILLE
01-GENERAL FUND EXPENDITURES

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PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>00 PARKS & LEISURE ADMIN</u>											
<u>1-PERSONNEL</u>											
5500-111	SALARIES	87,429.57	98,873.97	107,108.00	86,414.66	106,986.00	91,443.00	91,443.00	91,443.00		
5500-118	ONE-TIME PAY ADJUSTMENT										914.00
5500-121	RETIREMENT	13,163.12	13,734.81	9,803.00	8,047.08	9,556.00	6,375.00	6,375.00	6,436.00		
5500-122	SOCIAL SECURITY	6,737.61	7,147.92	8,469.00	6,841.47	8,475.00	7,317.00	7,317.00	7,387.00		
5500-123	WORKER'S COMPENSATION	2,658.53	3,080.91	486.00	733.00	733.00	3,221.00	3,221.00	3,252.00		
5500-125	GROUP INSURANCE	6,667.54	7,495.64	8,272.00	7,486.78	8,805.00	7,940.00	7,940.00	7,940.00		
5500-126	CAR ALLOWANCE	3,630.00	1,800.00	3,600.00	1,650.00	2,400.00	3,600.00	3,600.00	3,600.00		
5500-127	CELL PHONE ALLOWANCE	-	-	-	275.00	375.00	600.00	600.00	600.00		
** CATEGORY TOTAL **		120,286.37	132,133.25	137,738.00	111,447.99	137,330.00	120,496.00	120,496.00	121,572.00		
<u>2-CONTRACTUAL</u>											
5500-211	POSTAGE	-	-	100.00	-	-	100.00	100.00	100.00		
5500-212	COMMUNICATIONS	1,067.12	1,371.31	1,650.00	1,238.97	1,363.00	1,650.00	1,650.00	1,650.00		
5500-214	ADVERTISING				329.00	329.00					
5500-215	EDUCATION AND TRAINING	4,827.12	6,413.48	10,525.00	6,430.17	10,525.00	7,304.00	6,605.00	6,605.00		
5500-224	INSURANCE	6.73	156.52	175.00	150.37	151.00	1,075.00	157.00	157.00		
5500-252	DUES AND SUBSCRIPTIONS	122.00	720.89	500.00	447.00	500.00	750.00	750.00	750.00		
** CATEGORY TOTAL **		6,022.97	8,662.20	12,950.00	8,595.51	12,868.00	10,879.00	9,262.00	9,262.00		
<u>3-GENERAL SERVICES</u>											
5500-314	OFFICE SUPPLIES	44.97	111.53	500.00	183.10	500.00	500.00	500.00	500.00		
5500-316	WEARING APPEARAL	122.96	140.26	150.00	128.49	150.00	150.00	150.00	150.00		
5500-317	PHOTO AND DUPLICATION	12.71	120.91	100.00	245.00	290.00	100.00	100.00	100.00		
5500-332	OPERATING SUPPLIES	1,875.99	1,885.03	2,250.00	2,377.16	2,500.00	2,250.00	2,250.00	2,250.00		
5500-333	COMPUTER SUPPLIES	-	13.99	300.00	-	110.00	300.00	300.00	300.00		
** CATEGORY TOTAL **		2,056.63	2,271.72	3,300.00	2,933.75	3,550.00	3,300.00	3,300.00	3,300.00		
<u>4-MACHINE & EQUIPMENT MAINTENANCE</u>											
5500-413	OFFICE EQUIPMENT										
5500-416	COMPUTER MAINTENANCE										
5500-421	BUILDING MAINTENANCE										
** CATEGORY TOTAL **		-	-	-	-	-	-	-	-		
<u>5-CAPITAL OUTLAY</u>											
5500-512	MACHINERY & EQUIPMENT										
5500-514	RECREATION EQUIPMENT										
** CATEGORY TOTAL **		-	-	-	-	-	-	-	-		
<u>6-BANK CHARGES</u>											
5500-610	BANK CHARGES										
** CATEGORY TOTAL **		-	-	-	-	-	-	-	-		
** DEPARTMENT TOTAL **		128,365.97	143,067.17	153,988.00	122,977.25	153,748.00	134,675.00	133,058.00	134,134.00		



Recreation

General Fund	Parks & Leisure Services Division 55	Department 01
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Program Description

The Recreation Department is primarily responsible for ensuring 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 enjoyment, whether it is the use of our outdoor facilities or viewing a sampling of regional arts and crafts offered from time to time.

Program Personnel		Requested	Approved
Title	FY17-18	FY18-19	FY18-19
Recreation Superintendent	1	1	1
Recreation Coordinator	2	2	2
Aquatics Manager	1	1	1
P/T Janitor	0.15	0.15	0.15
TOTAL	4.15	4.15	4.15

Performance Objectives

- Maintain high level of participation by citizens in all recreation activities.
- Adequately promote all recreation activities to all potential participants.
- Continue to provide excellent programs at minimum costs to the citizens.

CITY OF STEPHENVILLE
01-GENERAL FUND EXPENDITURES

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PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>01 RECREATION</u>											
<u>1-PERSONNEL</u>											
5501-111	SALARIES	133,449.20	133,394.23	146,708.00	96,525.39	106,648.00	150,262.00	150,262.00	150,262.00		
5501-112	OVERTIME	218.88	-	581.00	4,193.98	10,188.00	596.00	596.00	596.00		
5501-113	PART-TIME WAGES	90,902.46	122,576.67	108,093.00	114,475.05	130,530.00	108,162.00	108,162.00	108,162.00		
5501-115	INCENTIVE PAY	1,589.20	402.00	360.00	290.85	360.00	360.00	360.00	360.00		
5501-117	SICK TIME BUY BACK						1,226.00	1,226.00	1,226.00		
5501-118	ONE-TIME PAY ADJUSTMENT										1,528.00
5501-121	RETIREMENT	19,507.17	20,809.73	13,434.00	10,918.48	11,991.00	10,355.00	10,355.00	10,458.00		
5501-122	SOCIAL SECURITY	16,906.40	19,239.17	19,656.00	16,627.96	19,739.00	19,936.00	19,936.00	20,053.00		
5501-123	WORKER'S COMPENSATION	6,414.00	8,523.94	10,594.00	10,470.00	10,470.00	8,808.00	8,808.00	8,860.00		
5501-125	GROUP INSURANCE	23,429.14	28,243.95	36,434.00	24,308.32	30,660.00	34,572.00	34,572.00	34,572.00		
5501-126	CAR ALLOWANCE	-	200.00	600.00	-	-	-	-	-		
5501-127	CELL PHONE ALLOWANCE	-	275.00	600.00	-	-	-	-	-		
** CATEGORY TOTAL **		292,416.45	333,664.69	337,060.00	277,810.03	320,586.00	334,277.00	334,277.00	336,077.00		
<u>2-CONTRACTUAL</u>											
5501-211	POSTAGE	1,578.59	1,069.77	2,000.00	488.26	1,000.00	2,000.00	2,000.00	2,000.00		
5501-212	COMMUNICATIONS	1,774.48	2,771.02	2,000.00	2,104.82	2,337.00	2,000.00	2,000.00	2,000.00		
5501-213	PRINTING	-	-	-	255.00	255.00	255.00	255.00	255.00		
5501-214	ADVERTISING & PUBLIC NOTICES	8,623.86	12,744.61	7,500.00	8,535.90	10,000.00	7,500.00	7,500.00	7,500.00		
5501-215	EDUCATION & SCHOOLING	8,058.72	4,822.35	6,100.00	3,613.03	6,100.00	9,025.00	9,025.00	9,025.00		
5501-224	INSURANCE	825.66	847.77	900.00	864.99	865.00	900.00	913.00	913.00		
5501-231	RENTAL	11,281.86	3,394.55	6,000.00	1,623.24	2,500.00	6,000.00	6,000.00	6,000.00		
5501-251	UTILITIES	23,432.93	22,802.98	35,000.00	18,725.33	28,141.00	35,000.00	29,000.00	29,000.00		
5501-252	DUES & SUBSCRIPTIONS	802.00	1,028.00	500.00	287.00	500.00	1,000.00	1,150.00	1,150.00		
5501-254	SPECIAL SERVICES	248.66	61.96	9,250.00	10,125.00	10,500.00	9,250.00	9,250.00	9,250.00		
5501-260	PEST & GERM CONTROL	213.00	213.00	250.00	167.50	201.00	250.00	250.00	250.00		
5501-261	CONTRACT SVC.-OTHER	1,510.00	2,919.03	3,500.00	2,000.18	3,500.00					
5501-261.000Y	CONTRACT SVC.-YOUTH				2,118.86	3,000.00					
5501-262	JANITORIAL SUPPLIES	-	157.74	-	-	-					
5501-264	SPECIAL EVENTS	46,024.16	42,672.02	93,530.00	74,560.60	93,530.00	84,500.00	84,500.00	84,500.00	\$45K Summer Concert Series, \$7500 Fireworks	
** CATEGORY TOTAL **		104,373.92	95,504.80	166,530.00	125,469.71	162,429.00	157,680.00	151,843.00	151,843.00		
<u>3-GENERAL SERVICES</u>											
5501-313.000A	REC. SUPPLIES-ADULT	18,931.94	14,678.33	16,000.00	6,653.17	10,000.00	16,000.00	16,000.00	16,000.00		
5501-313.000Y	REC. SUPPLIES-YOUTH	55,294.59	82,527.62	50,000.00	58,675.04	68,000.00	60,000.00	60,000.00	60,000.00		
5501-314	OFFICE SUPPLIES	3,392.59	3,469.87	2,500.00	2,063.21	2,500.00	2,500.00	2,500.00	2,500.00		
5501-315	CONCESSION SUPPLIES	12,939.73	10,193.25	5,000.00	144.77	5,000.00	5,000.00	5,000.00	5,000.00		
5501-317	PHOTO & DUPLICATION	1,420.98	1,047.59	750.00	947.10	1,000.00	750.00	750.00	750.00		
5501-321	JANITORIAL SUPPLIES	2,155.15	2,592.92	2,000.00	1,272.21	2,500.00	2,500.00	2,500.00	2,500.00		
5501-332	OPERATING SUPPLIES	-	1,025.34	10,000.00	8,965.22	10,000.00	10,000.00	10,000.00	10,000.00		
5501-333	COMPUTER SUPPLIES	1,700.93	-	1,500.00	2,409.60	2,410.00	1,500.00	1,500.00	1,500.00		
** CATEGORY TOTAL **		95,835.91	115,534.92	87,750.00	81,130.32	101,410.00	98,250.00	98,250.00	98,250.00		

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CITY OF STEPHENVILLE
01-GENERAL FUND EXPENDITURES

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>01 RECREATION</u>											
<u>4-MACHINE & EQUIPMENT MAINTENANCE</u>											
5501-413	OFFICE EQUIPMENT	3,263.00	2,306.77	2,000.00	1,289.22	2,000.00	2,000.00	2,000.00	2,000.00		
5501-416	COMPUTER MAINTENANCE	8,236.50	11,972.28	2,500.00	1,085.45	2,500.00	3,100.00	2,500.00	2,500.00		
5501-421	BUILDING MAINTENANCE	4,943.34	9,695.02	15,000.00	11,393.32	15,000.00	15,000.00	15,000.00	15,000.00		
** CATEGORY TOTAL **		<u>16,442.84</u>	<u>23,974.07</u>	<u>19,500.00</u>	<u>13,767.99</u>	<u>19,500.00</u>	<u>20,100.00</u>	<u>19,500.00</u>	<u>19,500.00</u>		
<u>5-CAPITAL OUTLAY</u>											
5501-512	MACHINERY & EQUIPMENT	5,510.57	-	-	-	-	125,000.00	-	-	A/C Rec Hall	
5501-514	RECREATION EQUIPMENT	19,932.15	-	-	-	-	-	-	-		
** CATEGORY TOTAL **		<u>25,442.72</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>125,000.00</u>	<u>-</u>	<u>-</u>		
<u>6-BANK CHARGES</u>											
5501-610	BANK CHARGES	-	14.81	-	60.22	60.00	-	-	-		
** CATEGORY TOTAL **		<u>-</u>	<u>14.81</u>	<u>-</u>	<u>60.22</u>	<u>60.00</u>	<u>-</u>	<u>-</u>	<u>-</u>		
** DEPARTMENT TOTAL **		<u><u>534,511.84</u></u>	<u><u>568,693.29</u></u>	<u><u>610,840.00</u></u>	<u><u>498,238.27</u></u>	<u><u>603,985.00</u></u>	<u><u>735,307.00</u></u>	<u><u>603,870.00</u></u>	<u><u>605,670.00</u></u>		



Park Maintenance

General Fund	Parks & Leisure Services Division 55	Department 02
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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 the beauty and heritage of the City of Stephenville, while remaining safe and usable by all citizens and visitors alike. The Park Maintenance department is also responsible for ensuring 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 department’s personnel are responsible for selling and keeping records on all cemetery lots.

Program Personnel		Requested	Approved
Title	FY17-18	FY18-19	FY18-19
Park Maintenance Superintendent	1	1	1
Property Supervisor	1	1	1
Light Equipment Operator	3	3	3
Athletic Field Maintenance	1	1	1
P/T Athletic Field Maintenance	0.462	0.462	0.462
Seasonal Park Maintenance	0.923	0.923	0.923
Cemetery Property Supervisor	1	1	1
Light Equipment Operator	1	1	1
P/T Maintenance	0.725	0.725	0.725
TOTAL	10.11	10.11	10.11

Performance Objectives

- Maintain highly qualified, trained personnel to adequately maintain the 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.
- Maintain the cemeteries in the most professional and understanding manner possible.
- Provide excellent customer service for persons needing cemetery services.
- Provide an adequate schedule for year round maintenance of cemeteries.
- Provide excellent record keeping services for current and potential owners of burial plots

CITY OF STEPHENVILLE
01-GENERAL FUND EXPENDITURES

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016 COMBINED	ACTUAL 2016-2017 COMBINED	BUDGET 2017-2018 COMBINED	Y-T-D ACTUAL COMBINED	PROJECTED 2017-2018 COMBINED	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>02 PARK MAINTENANCE</u>											
<u>1-PERSONNEL</u>											
5502-111	SALARIES	273,895.97	270,750.65	303,294.00	219,569.20	282,203.00	302,904.00	302,904.00	302,904.00		
5503-111	SALARIES										
5502-112	OVERTIME	4,782.89	5,380.41	5,039.00	5,141.38	9,860.00	4,913.00	4,913.00	4,913.00		
5503-112	OVERTIME										
5502-113	PART-TIME WAGES	73,008.70	29,786.00	37,290.00	13,784.80	29,330.00	24,018.00	24,018.00	24,018.00		
5503-113	PART-TIME WAGES										
5502-114	ON CALL PAY	4,440.44	5,532.28	5,200.00	4,100.00	5,100.00	5,200.00	5,200.00	5,200.00		
5502-115	INCENTIVE PAY	(22,800.00)	830.60	1,080.00	609.08	678.00	360.00	360.00	360.00		
5502-118	ONE-TIME PAY ADJUSTMENT										2,984.00
5502-121	RETIREMENT	41,109.98	40,886.20	28,948.00	20,678.47	27,225.00	20,886.00	20,886.00	21,086.00		
5503-121	RETIREMENT										
5502-122	SOCIAL SECURITY	26,963.48	23,626.79	26,921.00	19,172.71	25,937.00	25,810.00	25,810.00	26,038.00		
5503-122	SOCIAL SECURITY										
5502-123	WORKER'S COMPENSATION	12,277.80	12,432.59	16,688.00	16,160.00	16,160.00	12,965.00	12,965.00	13,081.00		
5503-123	WORKER'S COMPENSATION										
5502-125	GROUP INSURANCE	46,184.56	55,578.83	66,176.00	45,265.85	51,300.00	63,520.00	63,520.00	63,520.00		
5503-125	GROUP INSURANCE										
** CATEGORY TOTAL **		459,863.82	444,804.35	490,636.00	344,481.49	447,793.00	460,576.00	460,576.00	464,104.00		
<u>2-CONTRACTUAL</u>											
5502-212	COMMUNICATIONS	2,371.98	2,179.30	2,220.00	2,032.58	2,255.00	2,220.00	2,220.00	2,220.00		
5503-212	COMMUNICATIONS										
5502-215	EDUCATION & SCHOOLING	1,791.52	1,517.35	1,500.00	996.08	1,500.00	1,500.00	1,390.00	1,390.00		
5502-224	OTHER INSURANCE	9,540.93	9,934.85	9,420.00	10,242.25	10,242.00	9,420.00	11,306.00	11,306.00		
5503-224	INSURANCE										
5502-231	EQUIPMENT RENTAL	941.00	919.77	1,090.00	675.20	799.00	1,090.00	799.00	799.00		
5503-231	RENTAL										
5502-251	UTILITIES	112,713.42	110,321.58	95,000.00	78,623.96	104,000.00	95,000.00	95,000.00	95,000.00		
5503-251	UTILITIES										
5502-252	DUES & SUBSCRIPTIONS							992.00	992.00		
5502-253	PROFESSIONAL SERVICES	35,990.01	29,897.04	30,000.00	26,136.30	31,364.00	82,000.00	82,000.00	82,000.00	BRT Phase 1 & 2 mowing	
5502-254	SPECIAL SERVICES	158.91	26,200.00	16,000.00	13,362.16	16,000.00	16,000.00	16,000.00	16,000.00		
5503-254	SPECIAL SERVICES										
5502-255	DAMAGE CLAIMS	-	794.80	-	-	-					
5502-255.000H	HAIL DAMAGE CLAIMS	500.00	-	-	-	-					
5502-260	PEST CONTROL	426.00	426.00	300.00	335.00	402.00	300.00	300.00	300.00		
5502-265	MAINTENANCE REIMBURSEMENT	-	(7,725.00)	-	(7,800.00)	(7,800.00)		(6,700.00)	(6,700.00)		
** CATEGORY TOTAL **		164,433.77	174,465.69	155,530.00	124,603.53	158,762.00	207,530.00	203,307.00	203,307.00		

CITY OF STEPHENVILLE
01-GENERAL FUND EXPENDITURES

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PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016 COMBINED	ACTUAL 2016-2017 COMBINED	BUDGET 2017-2018 COMBINED	Y-T-D ACTUAL COMBINED	PROJECTED 2017-2018 COMBINED	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>02 PARK MAINTENANCE</u>											
<u>3-GENERAL SERVICES</u>											
5502-311	AGRICUTURAL & CHEMICAL	9,349.93	3,489.14	6,000.00	9.99	6,000.00	6,000.00	6,000.00	6,000.00		
5502-311.000B	ATHLETIC FIELD CHEMICALS	-	6,599.29	5,000.00	4,411.79	5,000.00	5,000.00	5,000.00	5,000.00		
5502-316	WEARING APPAREL	2,412.91	2,127.71	2,450.00	1,944.49	2,100.00	2,400.00	2,400.00	2,400.00		
5503-316	WEARING APPAREL										
5502-318	SMALL TOOLS	2,336.66	1,721.85	2,250.00	1,162.06	2,250.00	2,250.00	1,800.00	1,800.00		
5503-318	SMALL TOOLS										
5502-321	JANITORIAL SUPPLIES	5,031.81	1,764.18	3,500.00	2,861.97	3,000.00	3,500.00	3,000.00	3,000.00		
5502-323	GAS & OIL	13,712.35	13,419.42	17,500.00	10,953.61	14,639.00	17,500.00	15,000.00	15,000.00		
5503-323	GAS & OIL										
5502-332	OPERATING SUPPLIES	2,967.17	2,164.28	3,250.00	1,730.74	2,500.00	3,250.00	2,500.00	2,500.00		
5503-332	OPERATING SUPPLIES										
** CATEGORY TOTAL **		35,810.83	31,285.87	39,950.00	23,074.65	35,489.00	39,900.00	35,700.00	35,700.00		
<u>4-MACHINE & EQUIPMENT MAINTENANCE</u>											
5502-411	VEHICLE MAINTENANCE	1,906.29	3,059.63	4,050.00	5,258.67	6,402.00	4,050.00	5,250.00	5,250.00		
5502-411.0006	'05 3/4 CHEVY PICK-UP										
5502-411.0093	2003 CHEVY 3/4 PICK UP										
5502-411.0100	2006 CHEVY 3/4 PICKUP										
5502-411.0101	2007 CHEVY SILVERADO 1/2 TON										
5502-411.0102	2008 CHEVY 3/4 TON P/UP										
5502-411.0103	09 FORD F-250 3/4 TON PICKUP										
5502-411.0105	2012 FORD 1/2 TON										
5502-411.0106	2013 FORD F-250 3/4 TON										
5503-411	VEHICLE MAINTENANCE										
5503-411.0008	2002 NH T-40 TRACTOR										
5503-411.0115	2009 FORD F-150 1/2 TON PICKUP										
5503-411.0116	2014 FORD F-250 3/4 TON TRUCK										
5502-412	MACHINERY MAINTENANCE	5,453.96	8,510.02	5,950.00	6,891.61	7,466.00	7,950.00	5,050.00	5,050.00		
5502-412.0007	MOWERS										
5502-412.0013	UTILITY VEHICLES (3)										
5502-412.0104	JOHN DEERE TX TURF GATOR (2)										
5502-412.0202	2012 KUBOTA TRACTOR										
5503-412	2007 SCAG MOWER										
5502-414	OTHER EQUIPMENT MAINTENANCE	2,603.19	4,353.81	2,500.00	1,829.07	2,300.00	2,500.00	2,200.00	2,200.00		
5503-414	EQUIPMENT MAINTENANCE										
5502-421	BUILDING MAINTENANCE	5,753.47	6,330.22	5,500.00	5,241.08	5,500.00	5,500.00	5,500.00	5,500.00		
5503-421	BUILDING MAINTENANCE										
5502-425	CEMETERY MAINTENANCE	5,520.60	12,169.65	5,000.00	1,016.01	5,000.00	5,000.00	5,000.00	5,000.00		
5503-425	CEMETERY MAINTENANCE										
5502-426	LIGHT SYSTEM MAINTENANCE	12,685.20	15,087.07	10,000.00	3,877.01	10,000.00	10,000.00	10,000.00	10,000.00		
5502-427	PARK MAINTENANCE	57,784.46	97,349.89	89,690.00	54,546.54	89,690.00	44,500.00	34,500.00	34,500.00	Picnic Tables & Trash Receptacles, Inclusion Swings & Pour in Place Surfacing-Jaycee park	
5502-427.0325	PARK MAINTENANCE-PARKLAND DED	-	1,270.20	-	356.33	356.00					
5502-425	BOSQUE RIVER TRAIL MAINTENANCE										
5502-428	BOSQUE RIVER TRAIL MAINTENANCE	995.73	3,100.96	41,056.00	7,226.66	41,056.00	2,500.00	2,500.00	2,500.00		
** CATEGORY TOTAL **		92,702.90	151,231.45	163,746.00	86,242.98	167,770.00	82,000.00	70,000.00	70,000.00		

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CITY OF STEPHENVILLE
01-GENERAL FUND EXPENDITURES

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016 COMBINED	ACTUAL 2016-2017 COMBINED	BUDGET 2017-2018 COMBINED	Y-T-D ACTUAL COMBINED	PROJECTED 2017-2018 COMBINED	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>02 PARK MAINTENANCE</u>											
<u>5-CAPITAL OUTLAY</u>											
5502-514	OTHER EQUIPMENT	-	14,948.16	15,000.00	14,985.76	14,986.00					
										Bosque River Bank Erosion, Resurface basketball cours at city park, 7 Shade structures over bleachers, Graham & Washington trail head landscaping	
5502-527	PARK IMPROVEMENTS	287,375.00	8,445.50	32,500.00	15,156.00	32,500.00	122,000.00		110,000.00		
5502-527.0325	PARKLAND DEDICATION IMPROVEMEN	-	21,198.00	80,000.00	45,593.56	80,000.00	30,000.00		-	BRT Phase II Park on Collin	
5502-528	CEMETERY IMPROVEMENTS	-	-	25,000.00	-	-		25,000.00	25,000.00	carryover	
5503-527	CEMETERY IMPROVEMENTS										
** CATEGORY TOTAL **		<u>287,375.00</u>	<u>44,591.66</u>	<u>152,500.00</u>	<u>75,735.32</u>	<u>127,486.00</u>	<u>152,000.00</u>	<u>25,000.00</u>	<u>135,000.00</u>		
** DEPARTMENT TOTAL **		<u>1,040,186.32</u>	<u>846,379.02</u>	<u>1,002,362.00</u>	<u>654,137.97</u>	<u>937,300.00</u>	<u>942,006.00</u>	<u>794,583.00</u>	<u>908,111.00</u>		



Library

General Fund	Parks & Leisure Services Division 55	Department 04
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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. The Library organizes and maintains a card catalog to make library resources available to the public, provides a place for the use of these materials and serves as a center for reliable information. The Library continues to offer an array of services including reference assistance, interlibrary loans, word processing, Internet access, and programming for adults, young adults and for children.

Program Personnel		Requested	Approved
Title	FY17-18	FY18-19	FY18-19
Library Manager	1	1	1
Clerk	2	2	2
Children's Program Coordinator	1	1	1
P/T Clerk	0	0	0
P/T Janitor	0	0	0
TOTAL	4	4	4

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.

CITY OF STEPHENVILLE
01-GENERAL FUND EXPENDITURES

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PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
04 LIBRARY											
1-PERSONNEL											
5504-111	SALARIES	96,619.97	102,194.09	129,385.00	104,364.81	129,235.00	132,654.00	132,654.00	132,654.00		
5504-113	PART-TIME WAGES	27,461.39	14,720.41	-	-	-	-	-	-		
5504-117	SICK TIME BUY BACK						1,100.00	1,100.00	1,100.00		
5504-118	ONE-TIME PAY ADJUSTMENT									1,311.00	
5504-121	RETIREMENT	13,972.86	14,776.62	11,457.00	9,516.73	11,253.00	8,914.00	8,914.00	9,001.00		
5504-122	SOCIAL SECURITY	9,286.15	8,806.24	9,898.00	8,203.37	10,080.00	10,232.00	10,232.00	10,332.00		
5504-123	WORKER'S COMPENSATION	424.04	537.03	698.00	677.00	677.00	623.00	623.00	628.00		
5504-125	GROUP INSURANCE	17,707.01	22,486.92	33,088.00	25,924.66	31,006.00	31,760.00	31,760.00	31,760.00		
** CATEGORY TOTAL **		165,471.42	163,521.31	184,526.00	148,686.57	182,251.00	185,283.00	185,283.00	186,786.00		
2-CONTRACTUAL											
5504-211	POSTAGE	529.62	776.81	500.00	362.19	500.00	500.00	500.00	500.00		
5504-212	COMMUNICATIONS	425.90	1,246.84	1,250.00	1,016.18	1,250.00	1,250.00	1,250.00	1,250.00		
5504-214	ADVERTISING & PUBLIC NOTICE	12.65	350.00	250.00	390.00	390.00	250.00	250.00	250.00		
5504-215	EDUCATION & SCHOOLING	-	-	500.00	551.76	552.00	500.00	500.00	500.00		
5504-224	INSURANCE	1,264.36	1,263.37	1,250.00	1,462.34	1,463.00	1,250.00	1,559.00	1,559.00		
5504-231	RENTAL	828.66	690.00	800.00	690.00	690.00	800.00	800.00	800.00		
5504-251	UTILITIES	9,904.75	11,107.99	11,000.00	7,270.08	11,000.00	11,000.00	11,000.00	11,000.00		
5504-252	DUES & SUBSCRIPTIONS	998.26	1,314.97	1,000.00	466.48	1,000.00	1,000.00	1,000.00	1,000.00		
5504-253	OUTSIDE PROFESSIONALS	-	10,450.00	-	-	-	-	-	-		
5504-254	SPECIAL SERVICES	195.86	99.95	200.00	74.85	200.00	200.00	200.00	200.00		
5504-255	SPECIAL EVENTS	2,995.82	3,766.51	2,000.00	581.36	2,000.00	2,000.00	2,000.00	2,000.00		
5504-260	PEST CONTROL	213.00	213.00	250.00	167.50	201.00	250.00	250.00	250.00		
** CATEGORY TOTAL **		17,368.88	31,279.44	19,000.00	12,917.74	19,246.00	19,000.00	19,309.00	19,309.00		
3-GENERAL SERVICES											
5504-313	BOOKS & EDUCATIONAL MATERIAL	17,873.44	27,691.83	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00		
5504-313.0001	BOOKS-FRIENDS OF THE LIBRARAY	-	2,895.98	4,272.00	2,922.53	4,272.00					
5504-314	OFFICE SUPPLIES	580.65	1,046.32	1,000.00	954.28	1,000.00	1,000.00	1,000.00	1,000.00		
5504-317	PHOTO & DUPLICATION	738.29	591.44	750.00	718.84	750.00	750.00	750.00	750.00		
5504-321	JANITORIAL SUPPLIES	1,284.14	954.87	1,500.00	601.16	1,000.00	1,500.00	1,500.00	1,500.00		
5504-332	OPERATING SUPPLIES	753.49	730.01	750.00	929.98	930.00	750.00	750.00	750.00		
5504-333	COMPUTER SUPPLIES	2,221.73	842.14	1,500.00	-	750.00	1,500.00	1,500.00	1,500.00		
5504-333.000A	ELECTRONIC SUPPLIES	-	3,900.12	3,000.00	4,056.34	4,057.00	3,000.00	3,000.00	3,000.00		
** CATEGORY TOTAL **		23,451.74	38,652.71	30,772.00	28,183.13	30,759.00	26,500.00	26,500.00	26,500.00		
4-MACHINE & EQUIPMENT MAINTENANCE											
5504-414	EQUIPMENT MAINTENANCE	1,503.68	1,289.59	1,500.00	797.42	1,500.00	1,500.00	1,500.00	1,500.00		
5504-416	COMPUTER MAINTENANCE	4,903.17	4,559.84	6,000.00	4,969.80	6,000.00	6,000.00	6,000.00	6,000.00		
5504-421	BUILDING MAINTENANCE	9,486.35	13,875.50	6,000.00	4,966.15	6,000.00	6,000.00	6,000.00	6,000.00		
** CATEGORY TOTAL **		15,893.20	19,724.93	13,500.00	10,733.37	13,500.00	13,500.00	13,500.00	13,500.00		

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CITY OF STEPHENVILLE
01-GENERAL FUND EXPENDITURES

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>04 LIBRARY</u>											
<u>5-CAPITAL OUTLAY</u>											
<u>5504-516</u>	COMPUTER EQUIPMENT						9,000.00	5,000.00	5,000.00	Genealogy Software or Subscription	
** CATEGORY TOTAL **		-	-	-	-	-	9,000.00	5,000.00	5,000.00		
<u>6-BANK CHARGES</u>											
5504-610	BANK CHARGES	-	-	-	26.44	26.00					
** CATEGORY TOTAL **		-	-	-	26.44	26.00	-	-	-		
** DEPARTMENT TOTAL **		<u>222,185.24</u>	<u>253,178.39</u>	<u>247,798.00</u>	<u>200,547.25</u>	<u>245,782.00</u>	<u>253,283.00</u>	<u>249,592.00</u>	<u>251,095.00</u>		



Senior Citizens

General Fund	Parks & Leisure Services Division 55	Department 06
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Program Description

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

Program Personnel		Requested	Approved
Title	FY17-18	FY18-19	FY18-19
Senior Citizens Coordinator	1	1	1
P/T Senior Citizen Assistants	0.961	0.961	0.961
P/T Janitor	0.45	0.45	0.45
TOTAL	2.411	2.411	2.411

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 the Senior Citizens Center.

CITY OF STEPHENVILLE
01-GENERAL FUND EXPENDITURES

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PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>06 SENIOR CITIZENS</u>											
<u>1-PERSONNEL</u>											
5506-111	SALARIES	37,416.15	37,517.86	38,276.00	30,904.74	38,266.00	39,222.00	39,222.00	39,222.00		
5506-113	PART-TIME WAGES	21,141.30	21,920.00	24,883.00	18,278.12	24,175.00	25,453.00	25,453.00	25,453.00		
5506-117	SICK TIME BUY BACK						607.00	607.00	607.00		
5506-118	ONE-TIME PAY ADJUSTMENT								631.00		
5506-121	RETIREMENT	5,408.71	5,424.86	5,593.00	3,411.80	4,041.00	3,241.00	3,241.00	3,272.00		
5506-122	SOCIAL SECURITY	4,143.98	4,304.37	4,831.00	3,688.68	4,623.00	4,993.00	4,993.00	5,043.00		
5506-123	WORKER'S COMPENSATION	1,593.32	1,804.93	2,705.00	2,839.00	2,839.00	2,291.00	2,291.00	2,312.00		
5506-125	GROUP INSURANCE	6,667.54	4,377.54	-	2,115.20	3,688.00	7,940.00	7,940.00	7,940.00		
** CATEGORY TOTAL **		76,371.00	75,349.56	76,288.00	61,237.54	77,632.00	83,747.00	83,747.00	84,480.00		
<u>2-CONTRACTUAL</u>											
5506-211	POSTAGE	991.60	1,228.59	1,200.00	1,162.43	1,400.00	1,200.00	1,200.00	1,200.00		
5506-212	COMMUNICATIONS	962.89	771.51	900.00	520.21	752.00	900.00	900.00	900.00		
5506-213	PRINTING	-	-	-	331.35	332.00	330.00	330.00	330.00		printing for halloween
5506-214	ADVERTISING & PUBLIC NOTICE	534.85	623.35	1,200.00	359.29	500.00	1,200.00	1,200.00	1,200.00		
5506-215	EDUCATION & SCHOOLING	-	1,029.85	200.00	-	-	200.00	200.00	200.00		
5506-224	INSURANCE	1,202.47	1,227.48	1,250.00	1,674.89	1,675.00	1,675.00	1,793.00	1,793.00		
5506-231	RENTAL	1,548.66	1,470.00	1,600.00	1,235.00	1,355.00	1,600.00	1,600.00	1,600.00		
5506-251	UTILITIES	9,004.92	9,245.73	10,000.00	6,644.02	10,000.00	10,000.00	10,000.00	10,000.00		
5506-252	DUES & SUBSCRIPTIONS	45.00	105.00	250.00	45.00	150.00	250.00	250.00	250.00		
5506-253	OUTSIDE PROFESSIONALS	5,760.00	6,300.00	7,200.00	5,100.00	7,200.00	7,200.00	7,200.00	7,200.00		
5506-253.0001	SENIOR CITIZEN DANCE	-	13,094.25	12,160.00	8,670.13	12,160.00	10,000.00	10,000.00	10,000.00		
5506-254	SPECIAL SERVICES	542.04	357.89	464.00	272.76	464.00	300.00	300.00	300.00		
5506-260	PEST & GERM CONTROL	468.00	468.00	500.00	422.50	456.00	500.00	500.00	500.00		
5506-261	CONTRACT SERVICES	6,616.80	6,251.40	4,000.00	7,104.55	7,856.00	7,200.00	7,200.00	7,200.00	Increasing instructors for classes	Yoga is 90/10 split, Tai Chi is 80/20 split
** CATEGORY TOTAL **		27,677.23	42,173.05	40,924.00	33,542.13	44,300.00	42,555.00	42,673.00	42,673.00		
<u>3-GENERAL SERVICES</u>											
5506-313	RECREATION SUPPLIES	2,554.56	3,113.41	2,725.00	2,389.67	3,061.00	7,000.00	3,225.00	3,225.00	Requested to be placed back to previous levels by senior board	
5506-314	OFFICE SUPPLIES	436.12	1,069.78	750.00	504.83	648.00	750.00	750.00	750.00		
5506-316	WEARING APPAREL				-	-	300.00	300.00	300.00	Staff would like to wear polos daily	
5506-317	PHOTO & DUPLICATION	539.36	639.55	500.00	602.54	719.00	500.00	500.00	500.00		
5506-321	JANITORIAL SUPPLIES	1,107.74	3,136.25	1,500.00	1,819.27	2,201.00	1,500.00	1,500.00	1,500.00	staff is working through utilizing less chemicals	
5506-332	OPERATING SUPPLIES	4,454.81	4,676.11	6,288.00	4,144.70	5,000.00	4,000.00	4,000.00	4,000.00		
5506-333	COMPUTER SUPPLIES	188.48	644.94	1,000.00	1,271.17	1,272.00	1,000.00	1,000.00	1,000.00		
5506-336	VENDING MACHINE SUPPLIES				62.90	100.00					
** CATEGORY TOTAL **		9,281.07	13,280.04	12,763.00	10,795.08	13,001.00	15,050.00	11,275.00	11,275.00		
<u>4-MACHINE & EQUIPMENT MAINTENANCE</u>											
5506-413	OFFICE EQUIPMENT MAINTENANCE	268.76	501.69	500.00	194.97	250.00	500.00	500.00	500.00		
5506-414	OTHER EQUIPMENT MAINTENANCE	33.01	582.77	500.00	1,088.00	1,088.00	500.00	500.00	500.00		
5506-421	BUILDING MAINTENANCE	2,166.49	2,543.84	4,945.00	3,628.44	4,945.00	2,500.00	2,500.00	2,500.00		

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CITY OF STEPHENVILLE
01-GENERAL FUND EXPENDITURES

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
	<u>06 SENIOR CITIZENS</u>										
	** CATEGORY TOTAL **	<u>2,468.26</u>	<u>3,628.30</u>	<u>5,945.00</u>	<u>4,911.41</u>	<u>6,283.00</u>	<u>3,500.00</u>	<u>3,500.00</u>	<u>3,500.00</u>		
	<u>5-CAPITAL OUTLAY</u>										
	** DEPARTMENT TOTAL **	<u><u>115,797.56</u></u>	<u><u>134,430.95</u></u>	<u><u>135,920.00</u></u>	<u><u>110,486.16</u></u>	<u><u>141,216.00</u></u>	<u><u>144,852.00</u></u>	<u><u>141,195.00</u></u>	<u><u>141,928.00</u></u>		



Splashville Aquatic Center

General Fund	Parks & Leisure Services Division 55	Department 07
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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. All employees in this department are seasonal.

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.

CITY OF STEPHENVILLE
01-GENERAL FUND EXPENDITURES

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PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>07 AQUATIC CENTER</u>											
<u>1-PERSONNEL</u>											
5507-113	PART-TIME WAGES	112,944.99	108,761.17	110,000.00	67,674.61	110,000.00	112,636.00	112,636.00	112,636.00		
5507-121	RETIREMENT				237.39	238.00					
5507-122	SOCIAL SECURITY	8,466.50	8,469.49	8,416.00	5,190.51	8,415.00	8,616.00	8,616.00	8,616.00		
5507-123	WORKERS COMPENSATION	3,094.36	3,202.05	3,903.00	4,276.00	4,276.00	3,793.00	3,793.00	3,793.00		
** CATEGORY TOTAL **		124,505.85	120,432.71	122,319.00	77,378.51	122,929.00	125,045.00	125,045.00	125,045.00		
<u>2-CONTRACTUAL</u>											
5507-211	POSTAGE	-	-	250.00	-	-	250.00	250.00	250.00		
5507-212	COMMUNICATIONS	1,932.45	938.30	2,000.00	771.05	882.00	2,000.00	2,000.00	2,000.00		
5507-214	ADVERTISING AND PUBLIC NOTICE	1,051.14	487.00	1,000.00	1,022.00	1,022.00	1,000.00	1,000.00	1,000.00		
5507-215	EDUCATION AND SCHOOLING	2,836.08	1,660.35	1,750.00	1,902.91	1,903.00	1,750.00	1,750.00	1,750.00		
5507-224	INSURANCE	2,685.26	2,965.25	3,000.00	3,160.51	3,161.00	3,200.00	3,423.00	3,423.00		
5507-251	UTILITIES	36,351.80	27,284.83	40,000.00	22,751.98	33,965.00	40,000.00	40,000.00	40,000.00		
5507-260	PEST AND GERM CONTROL	213.00	213.00	250.00	167.50	250.00	250.00	250.00	250.00		
5507-264	SPECIAL EVENTS				2,979.94	2,980.00					
** CATEGORY TOTAL **		45,069.73	33,548.73	48,250.00	32,755.89	44,163.00	48,450.00	48,673.00	48,673.00		
<u>3-GENERAL SERVICES</u>											
5507-312	CHEMICALS AND POOL SUPPLIES	16,112.60	12,775.03	10,000.00	12,247.05	14,000.00	15,000.00	15,000.00	15,000.00		
5507-313	AQUATIC SUPPLIES	2,053.34	1,680.35	1,500.00	789.04	1,500.00	1,750.00	1,500.00	1,500.00		
5507-315	CONCESSION SUPPLIES	12,453.58	10,064.67	10,909.00	11,544.64	13,500.00	10,909.00	10,909.00	10,909.00		
5507-316	WEARING APPAREL	1,890.00	6,116.22	1,750.00	1,845.59	1,846.00	1,750.00	1,750.00	1,750.00		
5507-321	JANITORIAL SUPPLIES	1,083.12	863.36	1,000.00	513.04	1,000.00	1,000.00	1,000.00	1,000.00		
5507-332	OPERATING SUPPLIES	(1,572.00)	1,110.77	2,000.00	934.07	1,500.00	2,000.00	2,000.00	2,000.00		
5507-333	COMPUTER SUPPLIES	-	96.56	-	-	-	1,000.00	1,000.00	1,000.00	replace computer and check in system	
** CATEGORY TOTAL **		32,020.64	32,706.96	27,159.00	27,873.43	33,346.00	33,409.00	33,159.00	33,159.00		
<u>4-MACHINE & EQUIPMENT MAINTENANCE</u>											
5507-413	OFFICE EQUIPMENT MAINTENANCE	40.57	220.57	500.00	357.92	500.00	500.00	500.00	500.00		
5507-414	OTHER EQUIPMENT MAINTENANCE	499.00	1,012.25	1,000.00	47.95	1,025.00	1,000.00	1,000.00	1,000.00		
5507-416	COMPUTER MAINTENANCE	-	1,900.00	1,000.00	-	-	1,000.00	1,000.00	1,000.00		
5507-421	BUILDING MAINTENANCE	1,382.60	1,515.42	8,850.00	14,980.28	16,000.00	8,850.00	8,850.00	8,850.00		
5507-425	SWIMMING POOL MAINTENANCE	4,364.14	12,399.60	95,293.00	44,146.02	90,439.00	53,000.00	15,000.00	15,000.00	Repaint slide/spray features S38K	
** CATEGORY TOTAL **		6,286.31	17,047.84	106,643.00	59,532.17	107,964.00	64,350.00	26,350.00	26,350.00		
<u>5-CAPITAL OUTLAY</u>											
5507-514	OTHER EQUIPMENT						12,000.00			Replacement of lily pads and snake	
** CATEGORY TOTAL **		-	-	-	-	-	12,000.00	-	-		
** DEPARTMENT TOTAL **		207,882.53	203,736.24	304,371.00	197,540.00	308,402.00	283,254.00	233,227.00	233,227.00		



Fire & EMS

General Fund	Fire Department Division 56	Department 01
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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, arson investigation toward prosecution, first aid and public education about fire safety and prevention. The department provides emergency medical services for the city, providing pre-hospital care and emergency ambulance transportation of the sick and injured to the hospital. The department also includes volunteers that 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.

Program Personnel		Requested	Approved
Title	FY17-18	FY18-19	FY18-19
Fire Chief	1	1	1
Assistant Fire Chief	1	1	1
Training Officer	1	1	1
Administrative Assistant	1	1	1
P/T Janitor	0.075	0.075	0.075
Fire Marshall	1	1	1
Fire Inspector	1	1	1
Battalion Chief	2	2	2
Fire Captain	3	3	3
Fire Lieutenant	3	3	3
Fire Sergeant	0	0	0
Firefighter/EMT	18	24	18
TOTAL	32.075	38.075	32.075

Performance Objectives

- Maintain operational readiness level that will meet the emergency demands of the community in a timely manner.
- Provide firefighting and emergency medical forces and resources necessary to execute quick, effective, skillful and caring responses to emergency situations.
- Ensure all laws and rules which involve the city and departments are maintained.
- Provide efficient and effective management of fire and emergency medical services.
- Provide a safe, clean and healthful environment for employees and citizens.
- Keep emergency vehicles and department facilities maintained and prolong the useful life of major building components of Fire Stations # 1 and # 2.
- Complete plan reviews in a timely manner and oversee business facility inspections.
- Oversee arson investigations.

CITY OF STEPHENVILLE
01-GENERAL FUND EXPENDITURES

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PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016 COMBINED	ACTUAL 2016-2017 COMBINED	BUDGET 2017-2018 COMBINED	Y-T-D ACTUAL COMBINED	PROJECTED 2017-2018 COMBINED	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>01 FIRE & EMS</u>											
<u>1-PERSONNEL</u>											
5601-111	SALARIES	1,588,402.78	1,631,659.15	1,693,865.00	1,332,045.86	1,673,861.00	2,005,748.00	1,749,608.00	1,749,608.00		
5602-111	SALARIES										
5603-111	SALARIES										
5604-111	SALARIES										
5601-112	OVERTIME	212,948.49	226,303.70	304,370.00	286,462.06	354,655.00	237,077.00	211,709.00	211,709.00		
5602-112	OVERTIME										
5603-112	OVERTIME										
5604-112	OVERTIME										
5601-113	PART TIME WAGES	1,944.00	2,018.50	1,166.00	1,034.33	1,519.00	1,627.00	1,627.00	1,627.00		
5605-113	VOLUNTEER WATER	5,381.60	-	-	-	-					
5601-115	INCENTIVE PAY	96,683.76	95,499.64	99,480.00	77,381.55	96,946.00	117,120.00	99,120.00	99,120.00		
5602-115	INCENTIVE PAY										
5603-115	INCENTIVE PAY										
5604-115	INCENTIVE PAY										
5601-117	SICK TIME BUY BACK						4,511.00	4,511.00	4,511.00		
5601-117	ONE-TIME PAY ADJUSTMENT								17,266.00		
5601-121	RETIREMENT	277,782.60	285,769.04	180,471.00	155,707.77	188,783.00	161,838.00	141,876.00	143,026.00		
5602-121	RETIREMENT										
5603-121	RETIREMENT										
5604-121	RETIREMENT										
5605-121	RETIREMENT										
5601-122	SOCIAL SECURITY	141,302.47	144,364.63	153,410.00	130,110.38	165,181.00	182,439.00	159,525.00	160,847.00		
5602-122	SOCIAL SECURITY										
5603-122	SOCIAL SECURITY										
5604-122	SOCIAL SECURITY										
5601-123	WORKER'S COMPENSATION	43,668.20	46,253.80	68,927.00	71,160.26	71,160.00	67,133.00	58,625.00	59,109.00		
5602-123	WORKER'S COMPENSATION										
5603-123	WORKER'S COMPENSATION										
5604-123	WORKER'S COMPENSATION										
5605-123	WORKER'S COMPENSATION										
5601-125	GROUP INSURANCE	204,484.76	241,041.78	275,988.00	208,863.84	247,965.00	305,493.00	257,853.00	257,853.00		
5602-125	GROUP INSURANCE										
5603-125	GROUP INSURANCE										
5604-125	GROUP INSURANCE										
5601-126	CAR ALLOWANCE	3,630.00	3,600.00	3,600.00	2,850.00	3,600.00	3,600.00	3,600.00	3,600.00		
** CATEGORY TOTAL **		2,576,228.66	2,676,510.24	2,781,277.00	2,265,616.05	2,803,670.00	3,086,586.00	2,688,054.00	2,708,276.00		
<u>2-CONTRACTUAL</u>											
5601-211	POSTAGE	163.92	137.92	300.00	244.77	300.00	250.00	250.00	250.00		
5602-211	POSTAGE										
5601-212	COMMUNICATIONS	10,235.25	10,420.70	10,700.00	8,754.94	10,516.00	10,632.00	10,632.00	10,632.00		
5602-212	COMMUNICATIONS										
5603-212	COMMUNICAITONS										
5604-212	COMMUNICATIONS										
5601-214	ADVERTISING	-	516.45	-	-	-					
5601-215	TRAINING & EDUCATION	24,948.79	25,081.60	25,000.00	20,611.51	26,200.00	32,790.00	26,000.00	26,000.00	2 40' shipping containers for training	
5602-215	TRAINING & EDUCATION										
5603-215	TRAINING & EDUCATION										
5605-215	TRAINING & EDUCATION										
5601-215.0001	TRAINING & EDUCATION-EMS	11,609.58	11,687.47	15,007.00	13,975.09	15,007.00	14,400.00	14,400.00	14,400.00	Stop the Bleed training kits	
5604-215	TRAINING & EDUCATION										
5601-224	INSURANCE	20,160.82	20,761.04	22,050.00	20,643.80	20,644.00	23,370.00	21,785.00	21,785.00		
5602-224	INSURANCE										
5603-224	INSURANCE										

CITY OF STEPHENVILLE
01-GENERAL FUND EXPENDITURES

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PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016 COMBINED	ACTUAL 2016-2017 COMBINED	BUDGET 2017-2018 COMBINED	Y-T-D ACTUAL COMBINED	PROJECTED 2017-2018 COMBINED	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>01 FIRE & EMS</u>											
5604-224	INSURANCE										
5605-224	OTHER INSURANCE										
5601-231	RENTAL	2,184.66	1,320.00	3,096.00	1,100.00	1,320.00	800.00	800.00	800.00		
5601-251	UTILITIES	26,080.45	25,334.17	21,000.00	18,828.56	23,143.00	21,000.00	21,000.00	21,000.00		
5605-251	UTILITIES										
5601-252	DUES & SUBSCRIPTIONS	1,563.84	1,284.50	3,100.00	1,314.95	2,567.00	3,265.00	3,265.00	3,265.00		
5602-252	DUES & SUBSCRIPTIONS										
5603-252	DUES & SUBSCRIPTIONS										
5605-252	DUES & SUBSCRIPTIONS										
5601-252.0001	DUES & SUBSCRIPTIONS-EMS	509.99	753.40	500.00	120.00	1,100.00	1,000.00	1,000.00	1,000.00		
5604-252	DUES & SUBSCRIPTIONS										
5601-253	OUTSIDE PROFESSIONALS	6,213.07	5,002.04	200.00	-	200.00	14,615.00	200.00	14,615.00	IAFF physicals	
5601-253.0001	OUTSIDE PROFESSIONALS-EMS	9,427.92	9,364.18	14,600.00	13,922.35	16,540.00	15,127.00	15,127.00	15,127.00		
5604-253	OUTSIDE PROFESSIONALS										
5601-254	SPECIAL SERVICES	3,922.89	-	4,000.00	89.79	500.00	2,000.00	2,000.00	2,000.00		
5601-255	DAMAGE CLAIMS	2,330.12	975.00	-	-	-					
5602-255.000T	TORNADO DAMAGE CLAIMS	2,525.00	-	-	-	-					
5601-258	STATE FEES	3,617.80	2,446.57	3,210.00	3,840.50	3,867.00	3,160.00	3,160.00	3,160.00		
5602-258	STATE FEES										
5603-258	STATE FEES										
5601-258.0001	STATE FEES	2,392.65	1,848.60	2,650.00	1,052.32	2,053.00	2,700.00	2,100.00	2,100.00		
5604-258	STATE FEES										
5601-259	FIRE DEPLOYMENT COSTS	-	3,881.66	-	9,956.42	15,000.00	-	-	-		
5603-259	FIRE DEPLOYMENT COSTS										
5601-260	PEST CONTROL	426.00	426.00	560.00	335.00	402.00	500.00	500.00	500.00		
5601-261	OTHER CONTRACTUAL SERVICES	500.00	5,365.49	5,500.00	4,629.40	5,500.00	5,500.00	5,500.00	5,500.00		
5605-260	VOLUNTEER WATER										
5602-261	OTHER CONTRACTUAL SERVICES										
5601-266	FIRE EQUIPMENT PURCHASE	-	-	-	418.69	-					
** CATEGORY TOTAL **		128,812.75	126,606.79	131,473.00	119,838.09	144,859.00	151,109.00	127,719.00	142,134.00		
<u>3-GENERAL SERVICES</u>											
5601-311	TACTICAL MEDIC SUPPLIES						10,000.00		-	Tactical Medic Program	
5601-312	AMBULANCE SUPPLIES	53,847.97	59,845.61	60,000.00	46,605.99	60,000.00	60,000.00	60,000.00	60,000.00		
5604-312	AMBULANCE SUPPLIES										
5601-313	BOOKS & EDUCATIONAL MATERIAL	86.56	1,128.77	860.00	1,374.19	1,376.00	1,120.00	1,120.00	1,120.00		
5602-313	BOOKS & EDUCATIONAL MATERIAL										
5603-313	BOOKS & EDUCATIONAL MATERIAL										
5601-314	OFFICE SUPPLIES	1,085.75	677.61	2,250.00	396.06	1,150.00	2,250.00	1,500.00	1,500.00		
5602-314	OFFICE SUPPLIES										
5603-314	OFFICE SUPPLIES										
5604-314	OFFICE SUPPLIES										
5601-316	WEARING APPAREL	26,988.73	32,617.59	40,100.00	28,249.98	39,962.00	41,100.00	41,100.00	41,100.00		
5602-316	WEARING APPAREL										
5603-316	WEARING APPAREL										
5604-316	WEARING APPAREL										
5605-316	WEARING APPAREL										
5601-317	PHOTO & DUPLICATION	350.85	317.50	200.00	527.85	550.00	200.00	200.00	200.00		
5602-317	PHOTO & DUPLICATION										
5601-318	SMALL TOOLS	7,042.10	20,391.23	16,800.00	11,243.15	16,937.00	29,050.00	16,800.00	21,450.00	Confined space rescue equipment, Ground Monitor nozzle	
5602-318	SMALL TOOLS										
5603-318	SMALL TOOLS										
5605-318	SMALL TOOLS										

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ACCT NO#	ACCT NAME	ACTUAL 2015-2016 COMBINED	ACTUAL 2016-2017 COMBINED	BUDGET 2017-2018 COMBINED	Y-T-D ACTUAL COMBINED	PROJECTED 2017-2018 COMBINED	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>01 FIRE & EMS</u>											
5601-318.0001	SMALL TOOLS-EMS	2,325.87	6,050.32	4,537.00	4,248.42	4,537.00	5,700.00	5,700.00	5,700.00		
5604-318	SMALL TOOLS										
5601-321	JANITORIAL SUPPLIES	4,908.93	3,289.64	4,000.00	2,104.38	3,200.00	4,000.00	4,000.00	4,000.00		
5601-323	GAS & OIL	13,767.02	13,300.94	16,875.00	10,343.63	14,111.00	17,175.00	14,000.00	14,000.00		
5602-323	GAS & OIL										
5603-323	GAS & OIL										
5604-323	GAS & OIL										
5601.323.0001	GAS & OIL-EMS	8,709.52	11,142.51	13,200.00	10,409.82	13,200.00	13,200.00	13,200.00	13,200.00		
5601-332	OPERATING SUPPLIES	2,464.35	2,109.70	3,800.00	1,807.70	2,505.00	8,255.00	2,505.00	2,505.00	Exercise equipment	
5602-332	OPERATING SUPPLIES										
5603-332	OPERATING SUPPLIES										
5604-332	OPERATING SUPPLIES										
5605-332	OPERATING SUPPLIES										
5601-333	COMPUTER SUPPLIES	3,515.19	3,327.20	3,000.00	2,224.24	2,905.00	3,000.00	3,000.00	3,000.00		
5602-333	COMPUTER SUPPLIES										
5603-333	COMPUTER SUPPLIES										
5604-333	COMPUTER SUPPLIES										
** CATEGORY TOTAL **		125,092.84	154,198.62	165,622.00	119,535.41	160,433.00	195,050.00	163,125.00	167,775.00		
<u>4-MACHINE & EQUIPMENT MAINTENANCE</u>											
5601-411	VEHICLE MAINTENANCE	21,883.10	25,390.26	25,000.00	17,552.35	21,489.00	26,500.00	22,117.00	22,117.00	\$1,500 has been included to replace the leaking camper top on this truck.	
5602-411	VEHICLE MAINTENANCE										
5601-411.0196	2005 CHEVY TAHOE										
5602-411.0320	2003 CHEVY P/U										
5602-411.0340	2008 DODGE QUAD CAB PICK UP										
5602-411.0341	2012 CHEVY TAHOE										
5603-411	VEHICLE MAINTENANCE										
5603-411.0321	'00 CHEV C-70 TRUCK										
5603-411.0322	'81 CHEV C-60 TRUCK										
5603-411.0324	'96 GMC RESCUE TRUCK										
5603-411.0326	'90 CHEV C-70 TRUCK										
5603-411.0331	2016 E-ONE FIRE TRUCK										
5603-411.0332	'97 SUTPHEN PUMPER										
5603-411.0333	'93 E-ONE H-160 TRUCK										
5603-411.0334	2012 E-ONE PUMPER TRUCK										
5603-411.0335	'97 SUTPHEN MT										
5603-411.0366	2014 FORD F-550 TRUCK										
5601-411.0001	VEHICLE MAINTENANCE-EMS	6,413.32	1,830.85	6,250.00	7,977.61	8,600.00	6,250.00	6,250.00	6,250.00		
5604-411	VEHICLE MAINTENANCE										
5604-411.0327	'08 FORD E-450 AMBULANCE										
5604-411.0328	'05 FORD E-450 AMBULANCE										
5604-411.0329	2012 FORD E-450 AMBULANCE										
5604-411.0330	2015 FORD E-450 AMBULANCE										
5601-412	MACHINERY MAINTENANCE				479.93	1,750.00	8,000.00	4,000.00	4,000.00		
5603-412	MACHINERY MAINTENANCE	757.60	7,580.07	8,030.00							
5604-412.0001	2016 POLARIS RANGER 6X6										
5601-413	OFFICE EQUIPMENT MAINTENANCE	2,356.00	2,356.00	3,000.00	2,716.00	3,000.00	3,000.00	3,000.00	3,000.00		
5601-414	OTHER EQUIPMENT MAINTENANCE	4,807.03	4,301.09	5,230.00	4,297.77	6,202.00	5,230.00	5,230.00	5,230.00		
5602-414	OTHER EQUIPMENT MAINTENANCE										
5603-414	OTHER EQUIPMENT MAINTENANCE										
5604-414	OTHER EQUIPMENT MAINTENANCE										
5605-414	OTHER EQUIPMENT MAINTENANCE										
5601-416	COMPUTER EQUIPMENT	-	218.93	7,000.00	6,143.82	7,000.00	7,000.00	7,000.00	7,000.00		

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<u>01 FIRE & EMS</u>											
5601-421	BUILDING MAINTENANCE	16,103.15	26,579.23	10,000.00	14,201.63	14,500.00	29,500.00	24,500.00	29,500.00	\$14,500 is added to paint interior of Station 1 and repair staiwell ceiling, Storage Racks for FS #1	
5605-421	BUILDING MAINTENANCE										
** CATEGORY TOTAL **		<u>52,320.20</u>	<u>68,256.43</u>	<u>64,510.00</u>	<u>53,369.11</u>	<u>62,541.00</u>	<u>85,480.00</u>	<u>72,097.00</u>	<u>77,097.00</u>		
<u>5-CAPITAL OUTLAY</u>											
5601-511		449,833.00	-	-	-	-			-		
5603-511	VEHICLES										
5601-511.0001	VEHICLES-EMS	-	14,572.26	16,763.00	-	16,763.00	45,000.00		-	Finance Ambulance	
5604-511	VEHICLES										
5601-514	OTHER EQUIPMENT	195,357.79	-	7,045.00	7,654.97	7,655.00	50,675.00	21,275.00	32,275.00	Replacement of outdated SCBA bottles, Computer Controlled Accountability System, Enclosed trailer, Rescue jacks	
5603-514	OTHER EQUIPMENT										
5601-514.0001	OTHER EQUIPMENT-EMS	-	36,671.96	-	-						
5604-514	OTHER EQUIPMENT										
** CATEGORY TOTAL **		<u>645,190.79</u>	<u>51,244.22</u>	<u>23,808.00</u>	<u>7,654.97</u>	<u>24,418.00</u>	<u>95,675.00</u>	<u>21,275.00</u>	<u>32,275.00</u>		
<u>6-BANK CHARGES</u>											
5601-610	BANK CHARGES	-	36.88	-	107.94	125.00	-	-	-		
** CATEGORY TOTAL **		<u>-</u>	<u>36.88</u>	<u>-</u>	<u>107.94</u>	<u>125.00</u>	<u>-</u>	<u>-</u>	<u>-</u>		
<u>7-DEBT SERVICE</u>											
5601-750	LEASE PRINCIPAL	30,584.06	30,584.06	30,585.00	30,584.06	30,585.00	30,585.00	115,896.00	115,896.00		
5604-750	LEASE PYMT-2015 FORD AMBULANCE										
5601-750.0001	LEASE PAYMENTS-EMS	-	-	93,890.00	93,889.58						
5603-750	LEASE 2016 E-PUMPER					93,890.00	93,890.00				
5601-755	LEASE INTEREST							8,579.00	8,579.00		
** CATEGORY TOTAL **		<u>30,584.06</u>	<u>30,584.06</u>	<u>124,475.00</u>	<u>124,473.64</u>	<u>124,475.00</u>	<u>124,475.00</u>	<u>124,475.00</u>	<u>124,475.00</u>		
** DEPARTMENT TOTAL **		<u>3,558,229.30</u>	<u>3,107,437.24</u>	<u>3,291,165.00</u>	<u>2,690,595.21</u>	<u>3,320,521.00</u>	<u>3,738,375.00</u>	<u>3,196,745.00</u>	<u>3,252,032.00</u>		



Police

General Fund	Police Department Division 57	Department 01
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Program Description

The Police Department includes Administration, Patrol, Communications, Support Services, Criminal Investigations, Professional Standards, Animal Control, and Special Crimes. The department manages and coordinates the various police activities of the city, such as taking reports of crime, performing follow-up investigations, conducting advanced crime scene investigations, investigating narcotics and vice activities, handling calls for service, enforcing traffic laws, regulating non-criminal conduct, conducting warrants and driver's license checks, and performing community policing activities. The department also operates a twenty-four-hour-a-day, seven-day-a-week police and fire communications function; handling calls for service for the Fire/EMS Services and all 911 calls within the city, fire district, and after-hours city utility radio service. The department is the storehouse for all criminal records, and 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 statistical reports. The department coordinates educational programs, crime stoppers, neighborhood crime watch programs and the Citizens Police Academy. The department enforces animal control City ordinances and State regulations, performs the care and disposition of impounded animals, and addresses health and safety issues concerning animal enclosures. This department collaborates with the Erath County Sheriff's Office, and the Erath County District Attorney's Office for investigative law enforcement, as well as, state and federal law enforcement agencies when necessary.

Program Personnel		Requested	Approved
Title	FY17-18	FY18-19	FY18-19
Police Chief	1	1	1
Assistant Police Chief	1	1	1
Administrative Assistant	1	1	1
Lieutenant	5	5	5
Police Sergeant	7	7	7
Patrol Officer	18	24	18
Dispatch Supervisor	1	1	1
Dispatcher	11	12	11
Records Clerk	1	2	2
P/T Records Clerk	0.725	0	0
Investigator	5	5	5
Civilian Officer	1	1	1
Property/CSI Technician	1	1	1
School Resource Officer	1	1	2
Animal Control Officers	2	2	2
P/T Janitor	0.405	0.405	0.405
Police Captain	0		0
TOTAL	57.13	64.405	58.405



Police continued

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.
- 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.
- 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.
- Investigate all incidents with the purpose of recovering property and/or apprehending suspects.
- Increase offense clearance rate for improved citizen satisfaction.
- Reduce crime through public education and collaborative community efforts.
- Provide an effective educational program for students.
- Work effectively with citizens through community outreach programs.
- Ensure that persons walking on public property in the City are free of reasonable concern for being threatened by dogs running at large.
- Reduce the number of stray animals within the City.
- Educate the community in animal control.
- 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.

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<u>01 POLICE</u>											
<u>1-PERSONNEL</u>											
5701-111	SALARIES	2,525,256.61	2,582,665.06	2,822,404.00	2,188,864.65	2,732,011.00	3,285,740.00	2,993,772.00	2,993,772.00		
5702-111	SALARIES										
5703-111	SALARIES										
5704-111	SALARIES										
5705-111	SALARIES										
5706-111	SALARIES										
5707-111	SALARIES										
5708-111	SALARIES										
5701-112	OVERTIME	218,271.24	291,034.76	255,952.00	224,102.01	272,401.00	318,769.00	262,969.00	262,969.00		
5702-112	OVERTIME										
5703-112	OVERTIME										
5704-112	OVERTIME										
5705-112	OVERTIME										
5706-112	OVER TIME										
5707-112	OVERTIME										
5708-112	OVERTIME										
5701-113	PART-TIME WAGES	17,911.40	20,156.65	24,787.00	12,964.63	19,466.00	8,792.00	8,792.00	8,792.00		
5704-113	PART-TIME WAGES										
5709-113	PART TIME WAGES										
5701-114	ON CALL PAY	24,918.36	31,832.96	26,000.00	19,285.73	24,486.00	32,240.00	26,000.00	26,000.00		
5702-114	ON CALL PAY										
5703-114	ON CALL										
5705-114	ON CALL PAY										
5701-115	INCENTIVE PAY	42,630.78	46,071.07	50,760.00	38,244.12	48,076.00	59,880.00	54,480.00	54,480.00		
5702-115	INCENTIVE PAY										
5703-115	INCENTIVE PAY										
5704-115	INCENTIVE PAY										
5705-115	INCENTIVE PAY										
5706-115	INCENTIVE PAY										
5707-115	INCENTIVE PAY										
5708-115	INCENTIVE PAY										
5701-116	SHIFT DIFFERENTIAL	19,708.38	20,248.88	24,400.00	15,707.36	19,738.00	24,400.00	21,900.00	21,900.00		
5702-116	SHIFT DIFFERENTIAL										
5703-116	SHIFT DIFFERENTIAL										
5701-117	SICK TIME BUY BACK						14,931.00	14,931.00	14,931.00		
5701-118	ONE-TIME PAY ADJUSTMENT								29,670.00		
5701-121	RETIREMENT	417,810.75	431,365.27	284,010.00	228,881.84	273,660.00	250,466.00	226,105.00	228,074.00		
5702-121	RETIREMENT										
5703-121	RETIREMENT										
5704-121	RETIREMENT										
5705-121	RETIREMENT										
5706-121	RETIREMENT										
5707-121	RETIREMENT										
5708-121	RETIREMENT										
5701-122	SOCIAL SECURITY	211,118.46	220,248.83	246,138.00	192,372.28	238,980.00	288,155.00	260,195.00	262,462.00		
5702-122	SOCIAL SECURITY										
5703-122	SOCIAL SECURITY										
5704-122	SOCIAL SECURITY										
5705-122	SOCIAL SECURITY										
5706-122	SOCIAL SECURITY										
5707-122	SOCIAL SECURITY										
5708-122	SOCIAL SECURITY										
5709-122	SOCIAL SECURITY										
5701-123	WORKER'S COMPENSATION	62,070.68	81,118.57	114,804.00	110,280.00	110,280.00	114,834.00	102,569.00	103,465.00		

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<u>01 POLICE</u>											
5702-123	WORKER'S COMPENSATION										
5703-123	WORKER'S COMPENSATION										
5704-123	WORKER'S COMPENSATION										
5705-123	WORKER'S COMPENSATION										
5706-123	WORKER'S COMPENSATION										
5707-123	WORKER'S COMPENSATION										
5708-123	WORKER'S COMPENSATION										
5709-123	WORKER'S COMPENSATION										
5701-125	GROUP INSURANCE	349,363.72	400,822.96	478,388.00	362,789.81	437,831.00	516,838.00	469,198.00	469,198.00		
5702-125	GROUP INSURANCE										
5703-125	GROUP INSURANCE										
5704-125	GROUP INSURANCE										
5705-125	GROUP INSURANCE										
5706-125	GROUP INSURANCE										
5707-125	GROUP INSURANCE										
5708-125	GROUP INSURANCE										
5701-126	CAR ALLOWANCE	3,630.00	3,600.00	3,600.00	2,850.00	3,600.00	7,200.00	3,600.00	3,600.00	increase requested	
5701-128	CLOTHING ALLOWANCE	-	7,725.00	9,600.00	5,750.00	7,200.00	7,200.00	7,200.00	7,200.00		
5704-128	CLOTHING ALLOWANCE										
5705-128	CLOTHING ALLOWANCE										
5706-128	CLOTHING ALLOWANCE										
5708-128	CLOTHING ALLOWANCE										
5702-111.0005	SALARY SAVINGS	-	-	(152,936.00)	-	-					
** CATEGORY TOTAL **		3,892,690.38	4,136,890.01	4,187,907.00	3,402,092.43	4,187,729.00	4,929,445.00	4,451,711.00	4,486,513.00		
<u>2-CONTRACTUAL</u>											
5701-211	POSTAGE	2,035.99	1,733.20	1,500.00	1,628.46	1,952.00	1,500.00	1,500.00	1,500.00		
5704-211	POSTAGE										
5701-212	COMMUNICATIONS	36,618.36	37,057.64	36,520.00	33,171.31	40,048.00	39,000.00	39,000.00	39,000.00		
5702-212	COMMUNICATIONS										
5703-212	COMMUNICATIONS										
5704-212	COMMUNICATIONS										
5705-212	COMMUNICATIONS										
5706-212	COMMUNICATIONS										
5707-212	COMMUNICATIONS										
5708-212	COMMUNICATIONS										
5709-212	COMMUNICATIONS										
5701-213	PRINTING	509.23	280.77	375.00	45.00	100.00	375.00	100.00	100.00		
5704-213	PRINTING										
5705-213	PRINTING										
5701-215	EDUCATION & SCHOOLING	94,686.74	81,068.56	85,000.00	49,045.87	85,000.00	90,000.00	85,000.00	85,000.00		
5702-215	EDUCATION & SCHOOLING										
5703-215	EDUCATION & SCHOOLING										
5704-215	EDUCATION & SCHOOLING										
5705-215	EDUCATION & SCHOOLING										
5706-215	EDUCATION & SCHOOLING										
5707-215	EDUCATION & SCHOOLING										
5708-215	EDUCATION & SCHOOLING										
5701-216	INVESTIGATIVE TRAVEL EXPENSE	6,369.98	2,648.95	3,000.00	2,078.17	2,700.00	3,000.00	3,000.00	3,000.00		
5705-216	INVESTIGATIVE TRAVEL EXPENSE										
5706-216	INVESTIGATIVE TRAVEL										
5708-216	INVESTIGATIVE TRAVEL EXPENSE										
5701-224	INSURANCE	44,359.20	44,385.02	43,315.00	44,126.87	44,127.00	43,315.00	48,050.00	48,050.00		
5702-224	INSURANCE										
5703-224	INSURANCE										

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<u>01 POLICE</u>											
5704-224	INSURANCE										
5705-224	INSURANCE										
5706-224	INSURANCE										
5707-224	INSURANCE										
5708-224	INSURANCE										
5709-224	INSURANCE										
5701-225	INTER-AGENCY AGREEMENT	7,641.97	6,710.60	10,000.00	5,016.66	7,500.00	10,000.00	10,000.00	10,000.00		
5701-231	RENTAL	18,985.85	18,995.68	20,500.00	10,364.48	13,500.00	36,500.00	36,500.00	36,500.00		
5705-231	RENTAL										
5709-231	RENTAL										
5701-251	UTILITIES	24,984.38	24,696.27	20,000.00	16,984.21	20,948.00	20,000.00	20,000.00	20,000.00		
5709-251	UTILITIES										
5701-252	DUES & SUBSCRIPTIONS	1,733.24	1,256.00	2,455.00	716.00	1,530.00	2,455.00	1,530.00	1,530.00		
5703-252	DUES & SUBSCRIPTIONS										
5705-252	DUES & SUBSCRIPTIONS										
5706-252	DUES & SUBSCRIPTIONS										
5707-252	DUES AND SUBSCRIPTIONS										
5708-252	DUES & SUBSCRIPTIONS										
5701-253	OUTSIDE PROFESSIONALS	29,829.97	37,434.83	32,100.00	38,205.98	40,313.00	32,900.00	32,900.00	32,900.00		
5702-253	OUTSIDE PROFESSIONAL										
5703-253	OUTSIDE PROFESSIONAL										
5705-253	OUTSIDE PROFESSIONALS										
5707-253	OUTSIDE PROFESSIONALS										
5701-254	SPECIAL SERVICES	78.97	29.25	150.00	-	75.00	150.00	100.00	100.00		
5702-254	SPECIAL SERVICES										
5702-255	DAMAGE CLAIMS	630.00	85.11	-	4,810.86	4,811.00					
5708-255	DAMAGE CLAIMS										
5701-260	PEST AND GERM CONTROL	218.93	213.00	420.00	167.50	201.00	420.00	201.00	201.00		
5709-260	PEST AND GERM CONTROL										
5701-261	DRUG ENFORCEMENT	8,339.61	7,051.29	15,000.00	7,488.58	15,000.00	20,000.00	17,500.00	17,500.00		
5705-261	DRUG ENFORCEMENT										
5708-261	DRUG ENFORCEMENT										
5701-263	PRISONER CONTRACT	14,100.00	15,600.00	20,000.00	12,300.00	16,000.00	20,000.00	15,000.00	15,000.00		
5701-266	WEAPONS PURCHASING PROGRAM	-	-	-	1,891.73	-					
5705-750	LEASE-ENTERPRISE VEHICLES	21,000.00	36,866.31	7,802.00	7,801.13	7,802.00	-	-	-		
** CATEGORY TOTAL **		312,122.42	316,112.48	298,137.00	235,842.81	301,607.00	319,615.00	310,381.00	310,381.00		
<u>3-GENERAL SERVICES</u>											
5701-313	BOOKS & EDUCATIONAL MATERIAL	1,132.76	525.81	1,000.00	817.54	1,000.00	1,000.00	1,000.00	1,000.00		
5702-313	BOOKS & EDUCATIONAL MATERIAL										
5701-314	OFFICE SUPPLIES	4,677.89	5,364.20	6,000.00	5,378.06	6,000.00	6,000.00	6,000.00	6,000.00		
5709-314	OFFICE SUPPLIES										
5701-316	WEARING APPAREL	34,460.37	31,421.17	31,575.00	25,361.14	31,848.00	66,675.00	37,075.00	37,075.00	MC traffic unit	
5702-316	WEARING APPAREL										
5703-316	WEARING APPAREL										
5704-316	WEARING APPAREL										
5705-316	WEARING APPAREL										
5706-316	WEARING APPAREL										
5707-316	WEARING APPAREL										
5708-316	WEARING APPAREL										
5702-316.0001	BODY ARMOR			42,360.00	16,823.68	28,525.00					
5701-317	PHOTO & DUPLICATION	1,049.43	682.54	900.00	837.45	1,050.00	900.00	900.00	900.00		
5702-317	PHOTO & DUPLICATION										
5704-317	PHOTO AND DUPLICATION										
5705-317	PHOTO & DUPLICATION										

CITY OF STEPHENVILLE
01-GENERAL FUND EXPENDITURES

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PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016 COMBINED	ACTUAL 2016-2017 COMBINED	BUDGET 2017-2018 COMBINED	Y-T-D ACTUAL COMBINED	PROJECTED 2017-2018 COMBINED	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>01 POLICE</u>											
5709-317	PHOTO & DUPLICATION										
5701-321	JANITORIAL SUPPLIES	3,076.47	3,023.23	2,500.00	2,251.84	2,500.00	2,500.00	2,500.00	2,500.00		
5709-321	JANITORIAL SUPPLIES										
5701-323	GAS & OIL	38,999.54	44,157.19	48,210.00	45,049.47	52,043.00	48,210.00	48,210.00	48,210.00		
5702-323	GAS & OIL										
5705-323	GAS & OIL										
5706-323	GAS & OIL										
5707-323	GAS & OIL										
5708-323	GAS & OIL										
5701-332	OPERATING SUPPLIES	37,108.47	64,628.75	35,400.00	23,615.61	32,400.00	57,090.00	38,400.00	38,400.00	MC traffic unit	
5702-332	OPERATING SUPPLIES										
5703-332	OPERATING SUPPLIES										
5704-332	OPERATING SUPPLIES										
5705-332	OPERATING SUPPLIES										
5706-332	OPERATING SUPPLIES										
5707-332	OPERATING SUPPLIES										
5708-332	OPERATING SUPPLIES										
5701-333	COMPUTER SUPPLIES	13,272.92	15,796.38	15,750.00	8,658.33	14,600.00	15,750.00	15,750.00	15,750.00		
5702-333	COMPUTER SUPPLIES										
5703-333	COMPUTER SUPPLIES										
5704-333	COMPUTER SUPPLIES										
5705-333	COMPUTER SUPPLIES										
5706-333	COMPUTER SUPPLIES										
5708-333	COMPUTER SUPPLIES										
5709-333	COMPUTER SUPPLIES										
5701-334	ANIMAL SHELTER	17,000.04	17,000.04	26,500.00	24,333.32	36,000.00	36,000.00	36,000.00	36,000.00		
5707-334	ANIMAL SHELTER										
5701-335	K-9 PROGRAM SUPPLIES	-	6,277.68	-	-	-	3,000.00	3,000.00	3,000.00		
5702-335	K-9 PROGRAM SUPPLIES										
** CATEGORY TOTAL **		150,777.89	188,876.99	210,195.00	153,126.44	205,966.00	237,125.00	188,835.00	188,835.00		
<u>4-MACHINE & EQUIPMENT MAINTENANCE</u>											
5701-411	VEHICLE MAINTENANCE	32,005.74	36,215.30	42,200.00	18,468.42	27,544.00	53,900.00	41,000.00	41,000.00		
5701-411.0198	2014 CHEVY CAPRICE										
5701-411.0199	POLARIS ATV										
5702-411	VEHICLE MAINTENANCE										
5702-411.0199	POLARIS ATV										
5702-411.0300	2015 CHEVY TAHOE										
5702-411.0301	2017 CHEVY TAHOE										
5702-411.0302	2017 CHEVY TAHOE										
5702-411.0303	2017 CHEVY TAHOE										
5702-411.0304	2015 CHEVY CAPRICE										
5702-411.0305	2015 CHEVY TAHOE										
5702-411.0306	2016 CHEVY TAHOE										
5702-411.0307	2016 CHEVY TAHOE										
5702-411.0308	2016 CHEVROLET TAHOE										
5702-411.0310	2017 CHEVROLET TAHOE										
5702-411.0311	2016 CHEVY TAHOE- K-9										
5705-411	MOTOR VEHICLES										
5705-411.0190	2008 DODGE QUAD CAB PICK UP										
5705-411.0191	2008 DODGE QUAD CAB PICK UP										
5705-411.0192	2008 DODGE CHARGER										
5705-411.0193	2007 DODGE CHARGER										
5705-411.0196	2013 FORD EXPEDITION										
5705-411.0197	2014 FORD F-150 4 DOOR PICK UP										

CITY OF STEPHENVILLE
01-GENERAL FUND EXPENDITURES

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PROPOSED BUDGET WORKSHEET
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ACCT NO#	ACCT NAME	ACTUAL 2015-2016 COMBINED	ACTUAL 2016-2017 COMBINED	BUDGET 2017-2018 COMBINED	Y-T-D ACTUAL COMBINED	PROJECTED 2017-2018 COMBINED	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>01 POLICE</u>											
5706-411.0194	2014 CHEVY CAPRICE										
5706-411.0309	2013 CHEVY TAHOE										
5707-411.0439	2015 FORD F-350 TRUCK										
5708-411	MOTOR VEHICLES										
5708-411.0196	2013 FORD EXPEDITION										
5708-411.0311	2017 CHEVY TAHOE										
5701-413	OFFICE EQUIPMENT MAINTENANCE	61,263.33	76,674.50	90,000.00	70,349.88	80,718.00	157,300.00	157,300.00	157,300.00	Computers	
5709-413	OFFICE EQUIPMENT MAINTENANCE										
5701-414	OTHER EQUIPMENT MAINTENANCE	30,048.95	1,713.79	5,000.00	1,270.00	2,000.00	5,000.00	2,500.00	2,500.00		
5702-414	OTHER EQUIPMENT MAINTENANCE										
5701-421	BUILDING MAINTENANCE		11,935.45	10,000.00	7,643.19	30,000.00	30,000.00	10,000.00	10,000.00	Electronic door locks	
5702-421	BUILDING MAINTENANCE										
5703-421	BUILDING MAINTENANCE										
5709-421	BUILDING MAINTENANCE	22,453.43									
** CATEGORY TOTAL **		145,771.45	126,539.04	147,200.00	97,731.49	140,262.00	246,200.00	210,800.00	210,800.00		
<u>5-CAPITAL OUTLAY</u>											
5701-511	VEHICLES	123,247.31	213,412.28	250,284.00	51,620.08	250,284.00	161,850.00		120,900.00	4 new Tahoes & 2 Motorcycles	
5702-511	VEHICLES										
5705-511	VEHICLES										
5701-514	OTHER EQUIPMENT	11,970.00	30,333.00	89,487.00	89,257.58	89,258.00	28,000.00	28,000.00	28,000.00	L-3 Storage device	
5702-514	OTHER EQUIPMENT						35,055.00			MC traffic unit	
5703-514	OTHER EQUIPMENT										
5704-514	OTHER EQUIPMENT										
5705-514	OTHER EQUIPMENT										
5701-515	K-9 PROGRAM	-	44,282.08	-	-	-					
5702-515	K-9 PROGRAM										
** CATEGORY TOTAL **		135,217.31	288,027.36	339,771.00	140,877.66	339,542.00	224,905.00	28,000.00	148,900.00		
<u>6-BANK CHARGES</u>											
5701-610	BANK CHARGES	-	25.01	-	23.68	24.00					
** CATEGORY TOTAL **		-	25.01	-	23.68	24.00	-	-	-		
<u>7-DEBT SERVICE</u>											
5701-750	LEASE PRINCIPAL						86,644.00	77,342.00	77,342.00		3 current leases
5702-750	CAPITAL LEASE PAYMENTS	-	54,784.84	34,785.00	34,784.84	34,785.00					
5701-755	LEASE INTEREST							9,064.00	9,064.00		
** CATEGORY TOTAL **		-	54,784.84	34,785.00	34,784.84	34,785.00	86,644.00	86,406.00	86,406.00		
** DEPARTMENT TOTAL **		4,636,579.45	5,111,255.73	5,217,995.00	4,064,479.35	5,209,915.00	6,043,934.00	5,276,133.00	5,431,835.00		



Community Development

General Fund	Community Development Division 58	Department 01
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Program Description

Community Development provides planning, community development, building inspection services, and code compliance. Planning and community development 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. Inspection 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. Code Compliance 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.

Program Personnel		Requested	Approved
Title	FY17-18	FY18-19	FY18-19
Director of Community Development/Deputy City Administrator	1	1	1
Building Official	1	1	1
Building Inspector	1	1	1
Permit Technician	1	1	1
Code Compliance Inspector	1	1	1
TOTAL	5	5	5

Performance Objectives

- 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.
- Process building permit applications, inspections, and verifications, and perform inspections in a timely manner.
- Ensure that all commercial food service establishments operate within State and local standards.

CITY OF STEPHENVILLE
01-GENERAL FUND EXPENDITURES

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016 COMBINED	ACTUAL 2016-2017 COMBINED	BUDGET 2017-2018 COMBINED	Y-T-D ACTUAL COMBINED	PROJECTED 2017-2018 COMBINED	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>01 COMMUNITY DEVELOPMENT</u>											
<u>1-PERSONNEL</u>											
5801-111	SALARIES	258,126.85	296,234.39	278,968.00	222,478.01	276,121.00	314,031.00	314,031.00	314,031.00	Inspections and Code Combined	
5802-111	SALARIES										
5803-111	SALARIES										
5801-112	OVERTIME	748.85	890.86	308.00	613.56	797.00	525.00	525.00	525.00		
5802-112	OVERTIME										
5801-113	PART TIME WAGES	-	2,760.00	-	-	-	-	-	-		
5801-117	SICK TIME BUY BACK						3,423.00	3,423.00	3,423.00		
5801-118	ONE-TIME PAY ADJUSTMENT								3,133.00		
5801-121	RETIREMENT	38,089.24	44,486.78	25,262.00	20,840.80	24,743.00	21,806.00	21,806.00	22,016.00		
5802-121	RETIREMENT										
5803-121	RETIREMENT										
5801-122	SOCIAL SECURITY	18,218.30	22,541.92	21,824.00	17,915.75	22,073.00	25,027.00	25,027.00	25,268.00		
5802-122	SOCIAL SECURITY										
5803-122	SOCIAL SECURITY										
5801-123	WORKER'S COMPENSATION	1,162.64	1,905.92	2,320.00	2,199.00	2,199.00	2,142.00	2,142.00	2,164.00		
5802-123	WORKER'S COMPENSATION										
5803-123	WORKERS' COMPENSATION										
5801-125	GROUP INSURANCE	34,838.06	42,038.09	41,360.00	30,822.84	36,369.00	35,920.00	35,920.00	35,920.00		
5802-125	GROUP INSURANCE										
5803-125	GROUP INSURANCE										
5801-126	CAR ALLOWANCE	3,150.00	3,000.00	3,600.00	2,850.00	3,600.00	3,600.00	3,600.00	3,600.00		
5801-127	CELL PHONE ALLOWANCE	-	1,500.00	2,400.00	1,400.00	1,775.00	1,800.00	1,800.00	1,800.00		
5802-127	CELL PHONE ALLOWANCE										
** CATEGORY TOTAL **		354,333.94	415,357.96	376,042.00	299,119.96	367,677.00	408,274.00	408,274.00	411,880.00		
<u>2-CONTRACTUAL</u>											
5801-211	POSTAGE	951.47	1,343.86	2,600.00	2,059.20	2,530.00	2,000.00	2,000.00	2,000.00		
5802-211	POSTAGE										
5803-211	POSTAGE										
5801-212	COMMUNICATIONS	2,741.53	1,355.29	2,150.00	1,439.33	1,765.00	1,750.00	1,750.00	1,750.00		
5802-212	COMMUNICATIONS										
5803-212	COMMUNICATIONS										
5801-213	PRINTING	387.51	365.28	750.00	133.34	400.00	600.00	400.00	400.00		
5802-213	PRINTING										
5803-213	PRINTING										
5801-214	ADVERTISING & PUBLIC NOTICES	1,370.15	2,908.90	2,000.00	1,763.90	2,000.00	3,000.00	3,000.00	3,000.00		
5801-215	TRAINING & EDUCATION	10,006.78	9,972.31	21,450.00	17,987.65	21,450.00	13,000.00	13,185.00	13,185.00	DCA Training to Planning	
5802-215	TRAINING & EDUCATION										
5803-215	TRAINING & EDUCATION										
5801-224	INSURANCE	2,078.81	1,863.20	2,225.00	1,595.84	1,597.00	2,225.00	1,684.00	1,684.00		
5802-224	INSURANCE										
5803-224	INSURANCE										
5801-252	DUES & SUBSCRIPTIONS	463.00	665.00	1,136.00	815.00	890.00	3,000.00	2,850.00	2,850.00		
5802-252	DUES & SUBSCRIPTIONS										
5803-252	DUES & SUBSCRIPTIONS										
5801-253	OUTSIDE PROFESSIONALS	127,230.42	74,612.00	75,494.00	53,202.73	88,110.00	36,200.00	6,200.00	36,200.00	Reduce outside and change duties of staff, develop TIRZ	
5802-253	OUTSIDE PROFESSIONALS										
5803-253	OUTSIDE PROFESSIONAL										
5801-254	SPECIAL SERVICES	10,922.59	29,079.54	37,700.00	16,157.66	28,343.00	16,000.00	16,000.00	16,000.00		

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CITY OF STEPHENVILLE
01-GENERAL FUND EXPENDITURES

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016 COMBINED	ACTUAL 2016-2017 COMBINED	BUDGET 2017-2018 COMBINED	Y-T-D ACTUAL COMBINED	PROJECTED 2017-2018 COMBINED	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>01 COMMUNITY DEVELOPMENT</u>											
5802-254	SPECIAL SERVICES										
5803-254	SPECIAL SERVICES										
5802-255.000T	TORNADO DAMAGE CLAIMS	435.03	-	-	-	-					
** CATEGORY TOTAL **		<u>156,587.29</u>	<u>122,165.38</u>	<u>145,505.00</u>	<u>95,154.65</u>	<u>147,085.00</u>	<u>77,775.00</u>	<u>47,069.00</u>	<u>77,069.00</u>		
<u>3-GENERAL SERVICES</u>											
5801-313	BOOKS & EDUCATIONAL MATERIAL	-	168.85	1,250.00	502.58	700.00	1,000.00	1,000.00	1,000.00		
5802-313	BOOKS & EDUCATIONAL MATERIAL										
5801-314	OFFICE SUPPLIES	2,222.86	1,801.87	1,450.00	1,913.49	2,300.00	1,450.00	1,450.00	1,450.00		
5802-314	OFFICE SUPPLIES										
5803-314	OFFICE SUPPLIES										
5801-316	WEARING APPAREL	-	-	600.00	-	275.00	800.00	750.00	750.00		
5802-316	WEARING APPAREL										
5803-316	WEARING APPAREL										
5801-317	PHOTO & DUPLICATION	308.79	694.35	700.00	104.29	150.00	500.00	500.00	500.00		
5801-323	GAS & OIL	786.30	1,623.07	250.00	1,089.76	1,320.00	1,000.00	1,300.00	1,300.00		
5802-323	GAS & OIL										
5803-323	GAS & OIL										
5801-332	OPERATING SUPPLIES	4,066.14	174.96	500.00	426.58	477.00	500.00	500.00	500.00		
5802-332	OPERATING SUPPLIES										
5803-332	OPERATING SUPPLIES										
5801-333	COMPUTER SUPPLIES	1,382.90	6,589.45	4,150.00	2,563.06	2,979.00	2,000.00	2,000.00	2,000.00		
5802-333	COMPUTER SUPPLIES										
5803-333	COMPUTER SUPPLIES										
** CATEGORY TOTAL **		<u>8,766.99</u>	<u>11,052.55</u>	<u>8,900.00</u>	<u>6,599.76</u>	<u>8,201.00</u>	<u>7,250.00</u>	<u>7,500.00</u>	<u>7,500.00</u>		
<u>4-MACHINE & EQUIPMENT MAINTENANCE</u>											
5801-411	VEHICLE MAINTENANCE	153.00	915.64	750.00	489.20	900.00	750.00	750.00	750.00		
5802-411.0140	2008 CHEVY COLORADO										
5802-411.0141	2009 FORD RANGER										
5802-411.0142	2015 CHEVROLET COLORADO										
5803-411.0095	2005 CHEVY S10 BLAZER										
5803-411.0134	2009 FORD F150										
5803-411.0141	2005 CHEVY S10 BLAZER										
5801-413	OFFICE EQUIPMENT MAINTENANCE	10,896.91	13,600.00	6,750.00	1,532.64	3,250.00	1,000.00	1,000.00	1,000.00		
5802-413	OFFICE EQUIPMENT MAINTENANCE										
5801-414	OTHER EQUIPMENT MAINTENANCE	-	-	500.00	-	500.00	500.00	-	-		
5802-414	OTHER EQUIPMENT MAINTENANCE										
5803-414	OTHER EQUIPMENT MAINTENANCE										
5801-416	COMPUTER EQUIPMENT MAINT				4,800.00	4,800.00	8,800.00	8,800.00	8,800.00	additional module for citizen permit management	
** CATEGORY TOTAL **		<u>11,049.91</u>	<u>14,515.64</u>	<u>8,000.00</u>	<u>6,821.84</u>	<u>9,450.00</u>	<u>11,050.00</u>	<u>10,550.00</u>	<u>10,550.00</u>		
<u>5-CAPITAL OUTLAY</u>											
5803-511	VEHICLES	-	1,626.23	-	-	-					
5801-532	SIDEWALK IMPROVEMENTS						20,254.00		-		moved to Capital Projects
** CATEGORY TOTAL **		<u>-</u>	<u>1,626.23</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>20,254.00</u>	<u>-</u>	<u>-</u>		

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CITY OF STEPHENVILLE
01-GENERAL FUND EXPENDITURES

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016 COMBINED	ACTUAL 2016-2017 COMBINED	BUDGET 2017-2018 COMBINED	Y-T-D ACTUAL COMBINED	PROJECTED 2017-2018 COMBINED	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
01 COMMUNITY DEVELOPMENT											
6-BANK CHARGES											
5801-610	BANK CHARGES	-	-	-	6.68	7.00			-		
** CATEGORY TOTAL **		-	-	-	6.68	7.00	-	-	-		
** DEPARTMENT TOTAL **		<u>530,738.13</u>	<u>564,717.76</u>	<u>538,447.00</u>	<u>407,702.89</u>	<u>532,420.00</u>	<u>524,603.00</u>	<u>473,393.00</u>	<u>506,999.00</u>		



UTILITY FUND



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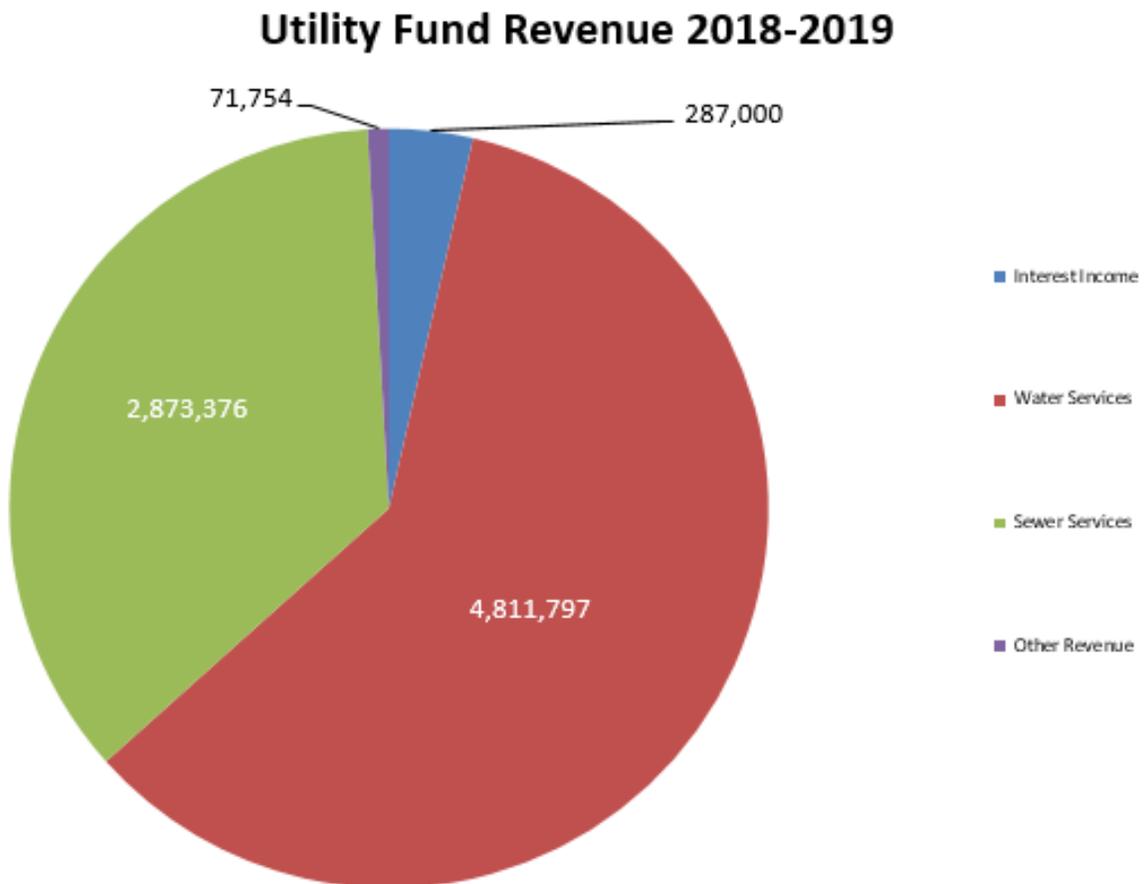
Utility Fund

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.

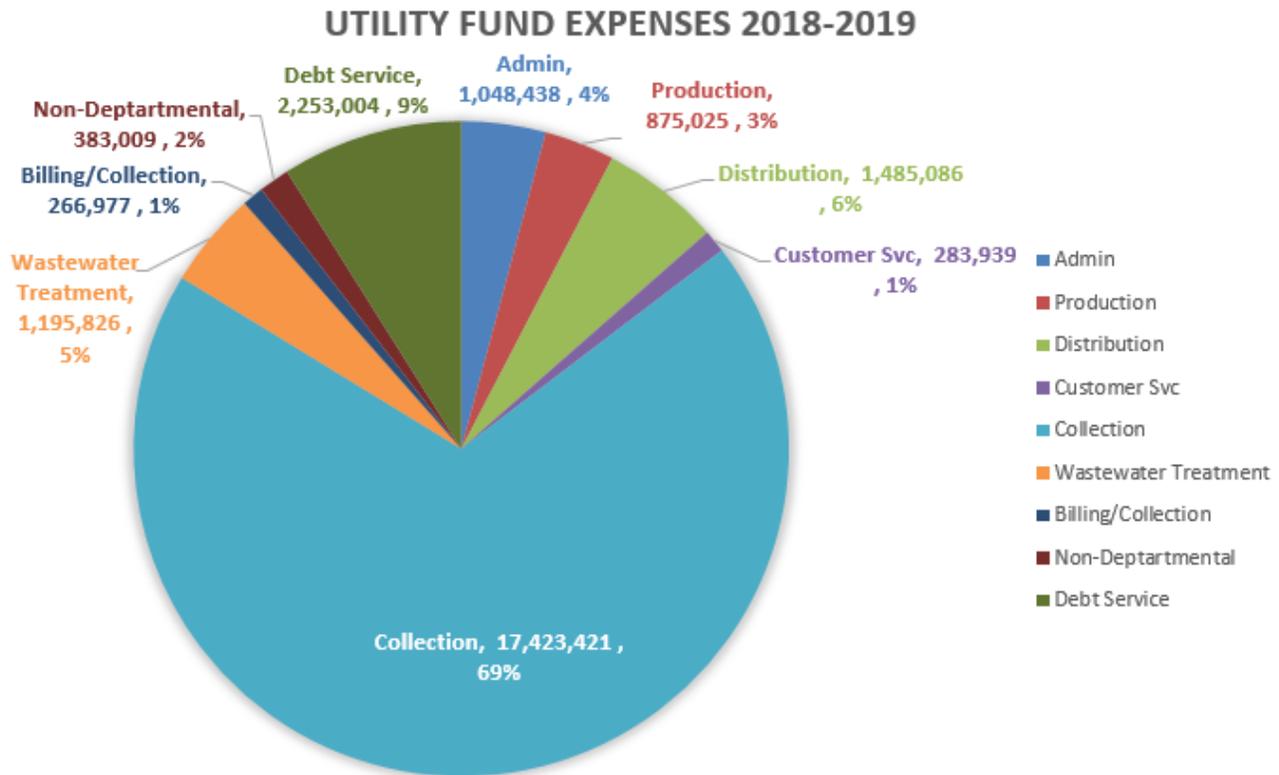
The Fund's source of revenue is the charge for water and sewer services. Utility rates are set by the City Council.

The chart below represents the allocation of revenues.



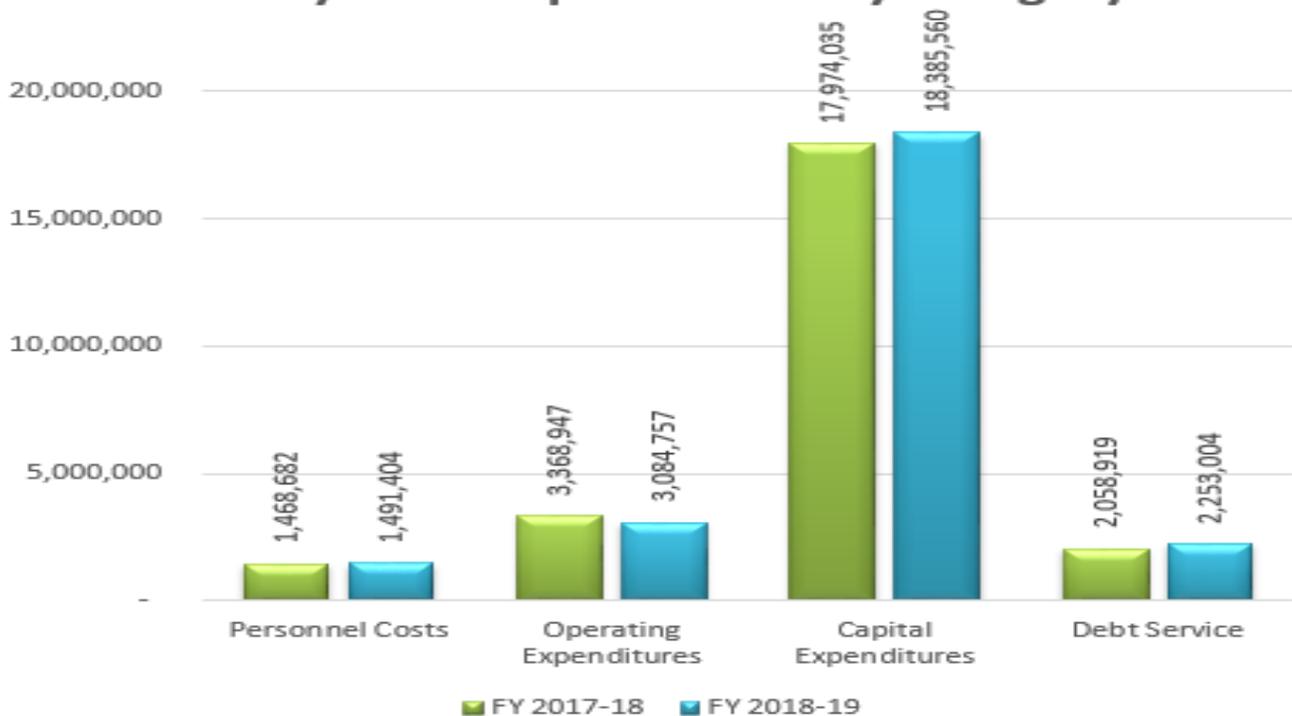


The allocation of expenses is as follows:



The budgeted expenses for FY 2018-19 are \$344,142 higher than FY 2017-18 as amended, mainly due to capital expenditures. The chart below displays the FY 2017-18 as compared to the FY 2018-19 Utility Fund expenses by category.

Utility Fund Expenditures by Category



CITY OF STEPHENVILLE
02 - WATER AND WASTEWATER FUND SUMMARY

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FY 2018-2019

	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	PROJECTED 2019-2020	PROJECTED 2020-2021	PROJECTED 2021-2022	PROJECTED 2022-2023
Estimated Cash 10/01	3,521,771	3,662,219	4,341,809	4,341,809	4,341,809	21,392,989	21,392,989	21,392,989	3,658,335	4,097,288	4,368,175	4,739,214
Revenues	7,100,588	7,611,194	24,449,704	6,554,229	24,625,990	7,796,927	7,796,927	8,043,927	8,651,927	9,161,927	9,416,927	9,416,927
Transfers In	19,075	19,075	18,213	18,213	18,213	17,220	16,564	16,616	16,616	16,616	16,616	16,616
Transfers Out	(258,870)	(258,870)	(359,225)	(359,225)	(359,225)	(587,903)	(566,704)	(580,472)	(431,690)	(464,700)	(476,140)	(488,344)
Expenditures												
Personnel Costs	1,368,925	1,415,572	1,468,682	1,135,905	1,386,494	1,479,324	1,479,324	1,491,404	1,536,146	1,582,230	1,629,697	1,678,588
Operating Expenditures	2,727,661	2,608,440	3,368,947	2,194,211	3,122,010	3,137,034	3,084,757	3,084,757	3,177,300	3,272,619	3,370,798	3,471,922
Capital Expenditures	1,386,798	1,429,462	17,974,035	142,672	666,375	19,361,060	18,017,560	18,385,560	1,500,000	2,000,000	2,000,000	2,000,000
Debt Service	191,917	166,682	2,058,919	1,849,839	2,058,919	2,253,004	2,253,004	2,253,004	1,584,454	1,588,107	1,585,869	1,586,103
Total Expenditures	5,675,301	5,620,156	24,870,583	5,322,627	7,233,798	26,230,422	24,834,645	25,214,725	7,797,900	8,442,956	8,586,364	8,736,613
Net Revenues over(under) Expenditures	1,185,492	1,751,243	(761,891)	890,590	17,051,180	(19,004,178)	(17,587,858)	(17,734,654)	438,953	270,887	371,039	208,586
Change in Receivables	2,154	(189,920)										
Change in Deferred Inflows of Resources		(7,605)										
Change in other assets	554,886	(1,170,756)										
Change in Liabilities	(1,602,084)	335,997										
Change in Deferred Outflows of Resources		(39,370)										
Estimated Cash Balance 9/30	3,662,219	4,341,809	3,579,918	5,232,399	21,392,989	2,388,811	3,805,131	3,658,335	4,097,288	4,368,175	4,739,214	4,947,800
Restricted:												
3 Months Operations	1,024,146	1,006,003	1,209,407	832,529	1,127,126	1,154,090	1,141,020	1,144,040	1,178,362	1,213,712	1,250,124	1,287,628
Debt Service	2,011,479	2,058,919	2,253,004	2,253,004	2,253,004	1,584,454	1,584,454	1,584,454	1,588,107	1,585,869	1,586,103	1,586,972
Estimated Unrestricted Cash Balance 9/30	626,594	1,276,887	117,507	2,146,866	18,012,859	(349,733)	1,079,657	929,841	1,330,819	1,568,594	1,902,987	2,073,200



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CITY OF STEPHENVILLE
02 -WATER AND WASTEWATER FUND REVENUES

8/29/2018 13:28

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
3 INTERGOVERNMENTAL											
4352	TXDOT CDBG GRANT	-	244,424.73	17,761.00	17,760.78	17,761.00	-	-	-		
** REVENUE CATEGORY TOTAL **		-	244,424.73	17,761.00	17,760.78	17,761.00	-	-	-		
4 SERVICE CHARGES											
4451	WATER SALES	4,046,591.78	4,160,606.48	4,294,200.00	3,645,012.71	4,294,200.00	4,574,640.00	4,574,640.00	4,574,640.00		
4452	WASTEWATER CHARGES	2,763,039.26	2,829,471.21	2,800,000.00	2,433,889.61	2,900,000.00	2,868,376.00	2,868,376.00	2,868,376.00		
4453	PENALTY BILLING	101,660.21	103,555.22	100,000.00	92,303.22	113,000.00	110,157.00	110,157.00	110,157.00		
4454	TRANSFER CHARGES	5,220.00	5,180.00	4,000.00	4,260.00	4,600.00	5,000.00	5,000.00	5,000.00		
4455	CONNECTION CHARGES	38,431.32	39,797.31	31,000.00	34,520.00	40,000.00	33,000.00	33,000.00	33,000.00		
4456	SERVICE CHARGES	17,944.18	23,010.00	23,000.00	18,908.94	23,000.00	24,000.00	24,000.00	24,000.00		
4457	BILLING ADJUSTMENTS	(54,267.56)	23,831.31	(25,000.00)	(312.38)	-	-	-	-		
4458	DELINQUENT CHARGES	42,620.00	44,200.00	40,000.00	42,285.00	52,000.00	45,000.00	45,000.00	45,000.00		
4459	PRO-RATA/MISCELLANEOUS	6,077.19	-	20,000.00	771.15	771.00	-	-	-		
4460	STREET CUTS & RESTORATION	12,217.00	16,518.75	15,000.00	8,081.25	8,291.00	15,000.00	15,000.00	15,000.00		
4461	WATER TAPS	22,711.50	14,696.00	18,000.00	16,049.30	19,000.00	20,000.00	20,000.00	20,000.00		
4462	SEWER TAPS	11,150.00	3,512.50	5,000.00	4,762.50	5,000.00	5,000.00	5,000.00	5,000.00		
4465	PERMITS	700.00	100.00	1,000.00	100.00	100.00	-	-	-		
** REVENUE CATEGORY TOTAL **		7,014,094.88	7,264,478.78	7,326,200.00	6,300,631.30	7,459,962.00	7,700,173.00	7,700,173.00	7,700,173.00		
5 OTHER REVENUE											
4501	INTEREST ON INVESTMENTS	15,042.41	31,612.07	25,000.00	49,240.63	53,000.00	35,000.00	35,000.00	282,000.00		
4501.000A	INTEREST ON CHECKING ACCOUNTS	2,483.66	3,149.94	2,500.00	6,012.14	7,500.00	5,000.00	5,000.00	5,000.00		
4510	SALE OF CITY EQUIPMENT	13,000.00	-	-	-	-	-	-	-		
4535	LEASES	810.90	15,679.11	7,243.00	851.45	7,283.00	7,283.00	7,283.00	7,283.00		
4541	MISCELLANEOUS	12,375.21	19,763.94	6,000.00	17,012.41	14,716.00	13,000.00	13,000.00	13,000.00		
4545	OVER - SHORT	(26.00)	(99.78)	-	65.85	65.00	-	-	-		
4560	BOND PROCEEDS	-	-	17,030,000.00	132,365.36	17,030,000.00	-	-	-		
4591	GRANT PROCEEDS	14,084.81	-	-	-	-	-	-	-		
4595	CREDIT CARD FEES	15,023.80	16,025.15	17,000.00	14,038.20	16,490.00	17,119.00	17,119.00	17,119.00		
4596	WEB CREDIT CARD FEES	13,698.52	16,160.00	18,000.00	16,251.25	19,213.00	19,352.00	19,352.00	19,352.00		
** REVENUE CATEGORY TOTAL **		86,493.31	102,290.43	17,105,743.00	235,837.29	17,148,267.00	96,754.00	96,754.00	343,754.00		
*** FUND TOTAL REVENUES ***		7,100,588.19	7,611,193.94	24,449,704.00	6,554,229.37	24,625,990.00	7,796,927.00	7,796,927.00	8,043,927.00		

CITY OF STEPHENVILLE
02 -WATER AND WASTEWATER FUND TRANFERS

8/29/2018 13:28

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>TRANSFERS IN</u>											
4590	ADMINISTRATIVE FEE	19,075.00	19,075.20	18,213.00	18,213.00	18,213.00	17,220.00	16,564.00	16,616.00		
** TRANSFERS IN TOTAL **		19,075.00	19,075.20	18,213.00	18,213.00	18,213.00	17,220.00	16,564.00	16,616.00		
<u>TRANSFERS OUT</u>											
5901-801	ADMIN. FEE-TRANSFER TO GENERAL	258,870.00	258,870.00	359,225.00	359,225.00	359,225.00	587,903.00	566,704.00	580,472.00		
** TRANSFERS OUT TOTAL **		258,870.00	258,870.00	359,225.00	359,225.00	359,225.00	587,903.00	566,704.00	580,472.00		



Utility Administration

Utility Fund	Administrative Services Division 50	Department 00
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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.

Program Personnel		Requested	Approved
Title	FY17-18	FY18-19	FY18-19
Director of Public Works	1	1	1
Executive Administrative Assistant	1	1	1
City Engineer	1	1	1
Construction Supervisor	1	1	1
Construction Technician	2	2	2
TOTAL	6	6	6

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.

CITY OF STEPHENVILLE
02 -WATER AND WASTEWATER FUND EXPENDITURES

8/29/2018 13:28

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>00 UTILITIES ADMINISTRATION</u>											
<u>1-PERSONNEL</u>											
5000-111	SALARIES	189,107.41	215,000.80	329,932.00	225,807.90	273,867.00	347,457.00	347,457.00	347,457.00		
5000-112	OVERTIME			4,752.00	1,497.18	3,736.00	461.00	461.00	461.00		
5000-114	ON-CALL PAY			1,300.00	800.00	1,300.00	1,836.00	1,836.00	1,836.00		
5000-115	INCENTIVE			2,160.00	664.71	734.00	2,520.00	2,520.00	2,520.00		
5000-117	SICK TIME BUY BACK						4,183.00	4,183.00	4,183.00		
5000-118	ONE-TIME PAY ADJUSTMENT								3,459.00		
5000-121	RETIREMENT	34,081.00	31,527.81	30,507.00	21,730.92	25,271.00	24,410.00	24,410.00	24,641.00		
5000-122	SOCIAL SECURITY	13,798.68	15,767.20	26,354.00	17,742.82	21,415.00	28,019.00	28,019.00	28,282.00		
5000-123	WORKER'S COMPENSATION	571.96	694.51	7,142.00	1,037.00	1,037.00	6,824.00	6,824.00	6,889.00		
5000-125	GROUP INSURANCE	18,430.54	24,078.96	51,830.00	28,673.43	33,748.00	45,708.00	45,708.00	45,708.00		
5000-126	CAR ALLOWANCE	3,630.00	5,025.00	5,400.00	4,275.00	5,400.00	5,400.00	5,400.00	5,400.00		
5000-127	CELL PHONE ALLOWANCE	-	575.00	600.00	475.00	600.00	600.00	600.00	600.00		
** CATEGORY TOTAL **		259,619.59	292,669.28	459,977.00	302,703.96	367,108.00	467,418.00	467,418.00	471,436.00		
<u>2-CONTRACTUAL</u>											
5000-211	POSTAGE	58.52	114.65	100.00	92.11	75.00	75.00	75.00	75.00		
5000-212	COMMUNICATIONS	1,132.29	683.61	750.00	516.35	650.00	750.00	750.00	750.00		
5000-214	ADVERTISING	441.10	1,167.20	800.00	882.18	882.00	800.00	800.00	800.00		
5000-215	TRAINING & EDUCATION	7,266.60	4,838.51	10,404.00	11,749.04	11,750.00	12,001.00	12,001.00	12,001.00	Dave Ramsey Entreleadership	
5000-224	INSURANCE	315.87	469.57	515.00	451.11	452.00	515.00	515.00	941.00		
5000-252	DUES & SUBSCRIPTION	685.94	2,651.43	500.00	1,570.10	1,570.00	1,500.00	1,285.00	1,285.00		
5000-253	OUTSIDE PROFESSIONAL	70,324.58	16,599.07	10,000.00	12,641.33	13,641.00	10,000.00	10,000.00	10,000.00		
** CATEGORY TOTAL **		80,224.90	26,524.04	23,069.00	27,902.22	29,020.00	25,641.00	25,852.00	25,852.00		
<u>3-GENERAL SERVICES</u>											
5000-314	OFFICE SUPPLIES	227.82	229.15	100.00	125.99	150.00	100.00	100.00	100.00		
5000-317	PHOTO & DUPLICATION	76.96	443.40	-	545.83	600.00	500.00	500.00	500.00		
5000-333	COMPUTER SUPPLIES	476.15	67.46	300.00	49.43	100.00	300.00	300.00	300.00		
** CATEGORY TOTAL **		780.93	740.01	400.00	721.25	850.00	900.00	900.00	900.00		
<u>4-MACHINE & EQUIPMENT MAINTENANCE</u>											
5000-413	OFFICE EQUIPMENT MAINTENANCE	-	-	500.00	-	100.00	250.00	250.00	250.00		
** CATEGORY TOTAL **		-	-	500.00	-	100.00	250.00	250.00	250.00		
<u>5-CAPITAL OUTLAY</u>											
5000-527	WATER LINE IMPROVEMENTS	-	-	41,475.00	37,874.72	37,875.00					
5000-527.2017	CDBG PROJECT GRANT MATCH	-	-	275,000.00	-	-	275,000.00	275,000.00	275,000.00	Carryover	
5000-527.2018	CDBG PROJECT GRANT MATCH	-	-				275,000.00	275,000.00	275,000.00		
** CATEGORY TOTAL **		-	-	316,475.00	37,874.72	37,875.00	550,000.00	550,000.00	550,000.00		
** DEPARTMENT TOTAL **		340,625.42	319,933.33	800,421.00	369,202.15	434,953.00	1,044,209.00	1,044,420.00	1,048,438.00		



Water Production

Utility Fund	Administrative Services Division 50	Department 01
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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.

Program Personnel		Requested	Approved
Title	FY17-18	FY18-19	FY18-19
Production Supervisor	1	1	1
Water Operator I	1	1	1
Water Operator II	1	1	1
TOTAL	3	3	3

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.

CITY OF STEPHENVILLE
02 -WATER AND WASTEWATER FUND EXPENDITURES

8/29/2018 13:28

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>01 WATER PRODUCTION</u>											
<u>1-PERSONNEL</u>											
5001-111	SALARIES	137,593.47	139,019.95	141,781.00	114,475.86	141,739.00	145,225.00	145,225.00	145,225.00		
5001-112	OVERTIME	11,635.00	12,544.23	12,010.00	10,174.21	13,038.00	12,297.00	12,297.00	12,297.00		
5001-114	ON-CALL PAY	4,520.00	3,900.00	2,600.00	1,900.00	2,600.00	1,836.00	1,836.00	1,836.00		
5001-115	INCENTIVE PAY	2,539.57	2,520.18	2,520.00	2,035.53	2,520.00	2,520.00	2,520.00	2,520.00		
5001-118	ONE-TIME PAY ADJUSTMENT										1,413.00
5001-121	RETIREMENT	28,026.72	22,842.51	14,072.00	11,668.63	14,433.00	10,789.00	10,789.00	10,883.00		
5001-122	SOCIAL SECURITY	11,745.49	11,998.69	12,157.00	10,160.00	13,178.00	12,384.00	12,384.00	12,492.00		
5001-123	WORKER'S COMPENSATION	5,461.00	7,058.20	8,825.00	8,762.00	8,762.00	7,369.00	7,369.00	7,432.00		
5001-125	GROUP INSURANCE	20,266.03	22,747.07	24,816.00	19,441.62	23,253.00	23,820.00	23,820.00	23,820.00		
** CATEGORY TOTAL **		221,787.28	222,630.83	218,781.00	178,617.85	219,523.00	216,240.00	216,240.00	217,918.00		
<u>2-CONTRACTUAL</u>											
5001-211	POSTAGE	383.01	219.08	100.00	149.36	200.00	100.00	100.00	100.00		
5001-212	COMMUNICATIONS	4,195.30	4,182.94	4,000.00	3,526.16	4,260.00	4,000.00	4,000.00	4,000.00		
5001-215	TRAINING & EDUCATION	1,164.68	697.40	1,500.00	557.00	1,500.00	1,500.00	1,485.00	1,485.00		
5001-224	INSURANCE	10,517.41	11,223.00	12,000.00	12,243.06	12,244.00	12,000.00	13,152.00	13,152.00		
5001-251	UTILITIES	179,893.98	178,374.87	190,000.00	135,958.11	175,705.00	190,000.00	185,000.00	185,000.00		
5001-252	DUES & SUBSCRIPTIONS	360.00	390.00	700.00	390.00	390.00	700.00	390.00	390.00		
5001-253	OUTSIDE PROFESSIONALS			55,000.00	406.00	406.00	55,000.00	55,000.00	55,000.00		Wellfield Plan carryover
5001-254	SPECIAL SERVICES-ULRMWD	248,199.45	249,124.03	252,538.00	242,668.97	265,897.00	277,160.00	277,160.00	277,160.00		
5001-258	STATE FEES	23,870.11	35,627.77	20,000.00	28,857.77	31,000.00	32,000.00	32,000.00	32,000.00		
5001-260	PEST AND GERM CONTROL	852.00	874.74	900.00	686.99	900.00	900.00	900.00	900.00		
** CATEGORY TOTAL **		469,435.94	480,713.83	536,738.00	425,443.42	492,502.00	573,360.00	569,187.00	569,187.00		
<u>3-GENERAL SERVICES</u>											
5001-314	OFFICE SUPPLIES	50.98	38.99	20.00	45.53	46.00	20.00	20.00	20.00		
5001-316	WEARING APPAREL	1,373.02	1,198.18	1,800.00	1,461.63	1,800.00	1,800.00	1,800.00	1,800.00		
5001-317	PHOTO & DUPLICATION	189.27	-	-	-	-	-	-	-		
5001-318	SMALL TOOLS	205.90	194.81	300.00	166.66	300.00	300.00	300.00	300.00		
5001-323	GAS & OIL	5,745.07	7,338.06	8,000.00	6,991.13	8,000.00	8,000.00	8,000.00	8,000.00		
5001-332	OTHER SUPPLIES	608.34	622.88	500.00	529.03	700.00	500.00	500.00	500.00		
** CATEGORY TOTAL **		8,172.58	9,392.92	10,620.00	9,193.98	10,846.00	10,620.00	10,620.00	10,620.00		
<u>4-MACHINE & EQUIPMENT MAINTENANCE</u>											
5001-411	VEHICLE MAINTENANCE	-	-	1,000.00	-	1,000.00	1,000.00	1,000.00	1,000.00		
5001-411.0137	2012 FORD F-150 PICK UP	704.32	302.22	-	200.66	-	-	-	-		
5001-411.0138	2012 FORD F-150 PICK UP	390.42	279.75	-	296.52	-	-	-	-		
5001-411.0330	2014 FORD F-150 1/2 TON	843.60	713.14	-	109.58	-	-	-	-		
5001-412	MACHINERY MAINTENANCE						300.00	300.00	300.00		
5001-412.0087	'98 CASE TRACTOR	12.67	86.43	-	-	-	-	-	-		
5001-412.0235	2017 JOHN DEERE 5065E TRACTOR	-	-	300.00	-	300.00	-	-	-		
5001-414	OTHER EQUIPMENT MAINTENANCE	1,000.77	704.20	1,000.00	552.53	750.00	1,000.00	1,000.00	1,000.00		
5001-423	WATER FACILITY MAINTENANCE	268,181.23	152,355.12	75,000.00	87,937.37	90,000.00	75,000.00	75,000.00	75,000.00		
** CATEGORY TOTAL **		271,133.01	154,440.86	77,300.00	89,096.66	92,050.00	77,300.00	77,300.00	77,300.00		

CITY OF STEPHENVILLE
02 -WATER AND WASTEWATER FUND EXPENDITURES

8/29/2018 13:28

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
01 WATER PRODUCTION											
5-CAPITAL OUTLAY											
5001-527	WATER&SEWER LINE REPLACEMENT	-	-	-	-	-	-	-	-	-	-
** CATEGORY TOTAL **		-	-	-	-	-	-	-	-	-	-
** DEPARTMENT TOTAL **		<u>970,528.81</u>	<u>867,178.44</u>	<u>843,439.00</u>	<u>702,351.91</u>	<u>814,921.00</u>	<u>877,520.00</u>	<u>873,347.00</u>	<u>875,025.00</u>		



Water Distribution

Utility Fund	Administrative Services Division 50	Department 02
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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.

Program Personnel		Requested	Approved
Title	FY17-18	FY18-19	FY18-19
Water Superintendent	1	1	1
Crew Leader	1	1	1
Heavy Equipment Operator	0	0	0
Light Equipment Operator	1	1	1
TOTAL	3	3	3

Performance Objectives

- 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.

CITY OF STEPHENVILLE
02 -WATER AND WASTEWATER FUND EXPENDITURES

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<u>02 WATER DISTRIBUTION</u>											
<u>1-PERSONNEL</u>											
5002-111	SALARIES	196,674.13	214,673.66	134,716.00	108,706.72	134,602.00	138,012.00	138,012.00	138,012.00		
5002-112	OVERTIME	7,427.33	8,130.90	3,056.00	4,786.76	7,595.00	3,130.00	3,130.00	3,130.00		
5002-114	ON CALL PAY	2,140.00	3,000.00	1,300.00	1,300.00	2,000.00	1,224.00	1,224.00	1,224.00		
5002-115	INCENTIVE PAY	2,902.17	2,990.82	2,160.00	1,453.83	1,800.00	1,800.00	1,800.00	1,800.00		
5002-117	SICK TIME BUY BACK						630.00	630.00			630.00
5002-118	ONE-TIME PAY ADJUSTMENT										1,349.00
5002-121	RETIREMENT	37,928.34	32,524.02	12,475.00	10,675.23	12,759.00	9,650.00	9,650.00	9,740.00		
5002-122	SOCIAL SECURITY	15,690.72	16,578.27	10,777.00	9,372.26	11,586.00	11,076.00	11,076.00	11,180.00		
5002-123	WORKER'S COMPENSATION	7,585.08	10,223.90	7,136.00	12,283.00	12,283.00	6,615.00	6,615.00	6,676.00		
5002-125	GROUP INSURANCE	31,791.34	35,702.10	28,162.00	20,085.49	23,897.00	23,820.00	23,820.00	23,820.00		
** CATEGORY TOTAL **		302,139.11	323,823.67	199,782.00	168,663.29	206,522.00	195,957.00	195,957.00	197,561.00		
<u>2-CONTRACTUAL</u>											
5002-211	POSTAGE	371.49	9.69	150.00	49.88	50.00	100.00	100.00	100.00		
5002-212	COMMUNICATIONS	1,626.99	1,875.55	1,700.00	1,890.22	2,250.00	1,700.00	1,700.00	1,700.00		
5002-215	TRAINING & EDUCATION	1,206.42	2,158.28	2,000.00	247.00	1,000.00	1,980.00	1,980.00	1,980.00		
5002-224	INSURANCE	4,078.46	3,749.74	4,075.00	3,611.51	3,612.00	4,075.00	3,260.00	3,260.00		
5002-231	RENTAL	100.00	200.00	100.00	-	-	-	-	-		
5002-251	UTILITIES	125,048.24	118,886.63	135,000.00	83,557.40	135,000.00	135,000.00	135,000.00	135,000.00		
5002-252	DUES & SUBSCRIPTIONS	6,181.97	650.00	720.00	556.52	720.00	650.00	650.00	650.00		
5002-253	OUTSIDE PROFESSIONALS	6,588.94	7.65	160,000.00	-	-	160,000.00	160,000.00	160,000.00		Master plan carryover
5002-254	SPECIAL SERVICES	6,130.00	3,844.25	-	-	-	-	-	-		
** CATEGORY TOTAL **		151,332.51	131,381.79	303,745.00	89,912.53	142,632.00	303,505.00	302,690.00	302,690.00		
<u>3-GENERAL SERVICES</u>											
5002-312	CHEMICALS	7,599.10	7,509.90	9,000.00	7,436.20	9,000.00	9,000.00	9,000.00	9,000.00		
5002-314	OFFICE SUPPLIES	397.81	82.20	100.00	119.04	150.00	85.00	85.00	85.00		
5002-316	WEARING APPAREL	2,255.21	1,489.66	3,775.00	1,738.83	2,500.00	3,775.00	2,750.00	2,750.00		
5002-318	SMALL TOOLS	1,625.24	838.43	1,000.00	890.51	1,000.00	1,000.00	1,000.00	1,000.00		
5002-323	GAS & OIL	10,392.82	12,036.07	12,000.00	12,606.03	15,126.00	12,500.00	12,500.00	12,500.00		
5002-332	OTHER SUPPLIES	2,256.16	2,476.58	2,500.00	1,488.22	2,500.00	2,500.00	2,500.00	2,500.00		
** CATEGORY TOTAL **		24,526.34	24,432.84	28,375.00	24,278.83	30,276.00	28,860.00	27,835.00	27,835.00		
<u>4-MACHINE & EQUIPMENT MAINTENANCE</u>											
5002-411	VEHICLE MAINTENANCE	-	-	100.00	-	-	3,100.00	3,100.00	3,100.00		
5002-411.0080	'73 CHEVY 1-TON #80	305.40	23.96	500.00	-	-	-	-	-		
5002-411.0086	'03 CHEVY DUMP TRUCK	2,136.99	1,072.54	1,500.00	1,486.91	1,500.00	-	-	-		
5002-411.0139	2013 DODGE RAM 1500 1/2 TON	677.84	1,078.63	750.00	140.94	250.00	-	-	-		
5002-411.0230	2013 FORD F-250 3/4 TON	329.14	830.26	750.00	804.80	900.00	-	-	-		
5002-411.0331	2014 FORD F-250 3/4 TON TRUCK	534.19	320.88	-	578.30	600.00	-	-	-		
5002-412	MACHINERY MAINTENANCE	957.16	2,122.61	1,800.00	1,447.44	1,800.00	4,500.00	4,500.00	4,500.00		
5002-412.0089	AIR COMPRESSOR 99 INGLESOR	132.04	-	200.00	-	100.00	-	-	-		
5002-412.0580	2003 CASE BACKHOE	2,475.47	1,844.08	2,500.00	375.53	2,500.00	-	-	-		
5002-414	GENERATOR MAINTENANCE	7,077.65	4,918.09	4,400.00	4,946.22	4,400.00	4,400.00	4,400.00	4,400.00		
5002-423	WATER FACILITY MAINTENANCE	84,014.21	96,461.98	150,000.00	84,730.30	150,000.00	150,000.00	150,000.00	150,000.00		

CITY OF STEPHENVILLE
02 -WATER AND WASTEWATER FUND EXPENDITURES

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<u>02 WATER DISTRIBUTION</u>											
** CATEGORY TOTAL **		98,640.09	108,673.03	162,500.00	94,510.44	162,050.00	162,000.00	162,000.00	162,000.00		
<u>5-CAPITAL OUTLAY</u>											
5002-527	WATER MAINS	-	-	125,000.00	22,929.11	125,000.00	750,000.00		125,000.00		
5002-528	WATER TANKS	-	-	300,000.00	11,800.70	15,000.00	300,000.00	585,000.00	585,000.00	GARFIELD GS - PHASE II REPLACE UNIT 86 -	Carryover \$285K Plus \$300K new
5002-529	EQUIPMENT						85,000.00		85,000.00	DUMP TRUCK	
** CATEGORY TOTAL **		-	-	425,000.00	34,729.81	140,000.00	1,135,000.00	585,000.00	795,000.00		
** DEPARTMENT TOTAL **		576,638.05	588,311.33	1,119,402.00	412,094.90	681,480.00	1,825,322.00	1,273,482.00	1,485,086.00		



Customer Service

Utility Fund	Administrative Services Division 50	Department 03
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Program Description

The Customer Service Division is responsible for the accurate reading of all water meters within the service area. The department plans and coordinates with the 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.

Program Personnel		Requested	Approved
Title	FY17-18	FY18-19	FY18-19
Customer Service Supervisor	1	1	1
Light Equipment Operator	2	2	2
TOTAL	3	3	3

Performance Objectives

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

CITY OF STEPHENVILLE
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<u>03 CUSTOMER SERVICE</u>											
<u>1-PERSONNEL</u>											
5003-111	SALARIES	112,882.05	111,061.50	114,488.00	88,528.59	109,660.00	117,266.00	117,266.00	117,266.00		
5003-112	OVERTIME	3,831.86	2,781.21	5,000.00	5,959.13	7,494.00	5,120.00	5,120.00	5,120.00		
5003-114	ON-CALL PAY	-	200.00	2,600.00	1,800.00	2,200.00	1,836.00	1,836.00	1,836.00		
5003-115	INCENTIVE PAY	1,268.40	1,329.34	1,080.00	872.34	1,080.00	1,080.00	1,080.00	1,080.00		
5003-118	ONE-TIME PAY ADJUSTMENT										1,156.00
5003-121	RETIREMENT	20,833.10	16,868.19	10,907.00	8,741.00	11,014.00	8,604.00	8,604.00	8,681.00		
5003-122	SOCIAL SECURITY	8,716.89	8,808.63	9,422.00	7,712.85	10,171.00	9,875.00	9,875.00	9,964.00		
5003-123	WORKER'S COMPENSATION	3,567.36	4,918.15	6,239.00	5,974.00	5,974.00	5,897.00	5,897.00	5,950.00		
5003-125	GROUP INSURANCE	19,739.21	20,382.71	16,544.00	17,252.96	20,611.00	20,040.00	20,040.00	20,040.00		
** CATEGORY TOTAL **		170,838.87	166,349.73	166,280.00	136,840.87	168,204.00	169,718.00	169,718.00	171,093.00		
<u>2-CONTRACTUAL</u>											
5003-211	POSTAGE	257.86	132.74	75.00	244.05	344.00	300.00	300.00	300.00		
5003-212	COMMUNICATIONS	2,178.03	2,382.51	2,500.00	2,065.66	2,500.00	2,500.00	2,500.00	2,500.00		
5003-213	PRINTING	101.90	101.90	150.00	342.19	400.00	260.00	260.00	260.00		
5003-215	TRAINING & EDUCATION	1,006.36	1,067.16	1,000.00	222.00	1,000.00	1,485.00	1,485.00	1,485.00		
5003-224	INSURANCE	1,100.14	1,664.75	1,700.00	1,708.77	1,709.00	1,709.00	1,811.00	1,811.00		
5003-252	DUES & SUBSCRIPTIONS	360.00	390.00	390.00	390.00	390.00	390.00	390.00	390.00		
5003-255	DAMAGE CLAIMS	500.00	8,000.00	-	-	-	-	-	-		
** CATEGORY TOTAL **		5,504.29	13,739.06	5,815.00	4,972.67	6,343.00	6,644.00	6,746.00	6,746.00		
<u>3-GENERAL SERVICES</u>											
5003-313	BOOKS & EDUCATIONAL MATERIAL	-	-	100.00	-	100.00	100.00	-	-		
5003-316	WEARING APPAREL	970.63	874.89	1,500.00	735.97	1,000.00	1,500.00	1,500.00	1,500.00		
5003-318	SMALL TOOLS	86.97	143.99	150.00	285.13	285.00	150.00	150.00	150.00		
5003-323	GAS & OIL	4,530.08	6,940.16	9,000.00	6,044.03	7,500.00	9,000.00	8,000.00	8,000.00		
5003-332	OTHER SUPPLIES	162.06	317.97	300.00	214.79	300.00	300.00	300.00	300.00		
5003-333	COMPUTER SUPPLIES	644.81	-	-	780.00	780.00	-	-	-		
** CATEGORY TOTAL **		6,394.55	8,277.01	11,050.00	8,059.92	9,965.00	11,050.00	9,950.00	9,950.00		
<u>4-MACHINE & EQUIPMENT MAINTENANCE</u>											
5003-411	VEHICLE MAINTENANCE						1,500.00	900.00	900.00		
5003-411.0130	2006 CHEVROLET PICK UP	104.51	-	-	-	-	-	-	-		
5003-411.0132	2008 FORD F150 PICKUP	444.64	-	-	-	-	-	-	-		
5003-411.0134	2009 FORD F-150 1/2 TON PICKUP	891.32	12.30	-	-	-	-	-	-		
5003-411.0500	2016 CHEVY SILVERADO 1/2 TON	101.75	95.10	500.00	130.54	150.00					
5003-411.0501	2016 CHEVY SILVERADO 1/2 TON	106.75	178.26	500.00	75.75	100.00					
5003-411.0502	2017 DODGE RAM 1500	-	193.89	500.00	99.58	100.00					
5003-414	OTHER EQUIPMENT MAINTENANCE	153.23	-	250.00	-	250.00	250.00	250.00	250.00		
5003-423	METER MAINTENANCE	12,990.29	35,128.10	45,000.00	39,308.36	59,713.00	135,000.00	95,000.00	95,000.00	150 automated meters & 1 10 inch automated meter	
** CATEGORY TOTAL **		14,792.49	35,607.65	46,750.00	39,614.23	60,313.00	136,750.00	96,150.00	96,150.00		

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	03 CUSTOMER SERVICE										
	5-CAPITAL OUTLAY										
** DEPARTMENT TOTAL **		<u>197,530.20</u>	<u>223,973.45</u>	<u>229,895.00</u>	<u>189,487.69</u>	<u>244,825.00</u>	<u>324,162.00</u>	<u>282,564.00</u>	<u>283,939.00</u>		



Wastewater Collection

Utility Fund	Wastewater Division 51	Department 01
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Program Description

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

Program Personnel		Requested	Approved
Title	FY17-18	FY18-19	FY18-19
WW Superintendent	0	0	0
Crew Leader	1	1	1
Heavy Equipment Operator	3	3	3
Light Equipment Operator	2	2	2
TOTAL	6	6	6

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.

CITY OF STEPHENVILLE
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<u>01 WASTEWATER COLLECTION</u>											
<u>1-PERSONNEL</u>											
5101-111	SALARIES	197,260.40	195,772.95	208,871.00	172,099.25	213,125.00	218,923.00	218,923.00	218,923.00		
5101-112	OVERTIME	8,424.25	7,922.73	8,486.00	8,108.46	8,486.00	8,887.00	8,887.00	8,887.00		
5101-114	ON-CALL PAY	3,820.00	3,300.00	2,600.00	2,600.00	3,100.00	3,668.00	3,668.00	3,668.00		
5101-115	INCENTIVE PAY	2,539.30	2,630.72	2,520.00	2,326.17	2,880.00	2,880.00	2,880.00	2,880.00		
5101-117	SICK TIME BUY BACK						762.00	762.00	762.00		
5101-118	ONE-TIME PAY ADJUSTMENT										2,158.00
5101-121	RETIREMENT	37,110.07	30,433.69	19,699.00	16,893.54	19,958.00	15,670.00	15,670.00	15,815.00		
5101-122	SOCIAL SECURITY	14,915.24	14,860.85	17,018.00	14,040.05	17,952.00	17,987.00	17,987.00	18,152.00		
5101-123	WORKER'S COMPENSATION	5,452.04	8,964.09	11,271.00	10,761.00	10,761.00	10,740.00	10,740.00	10,839.00		
5101-125	GROUP INSURANCE	38,290.56	43,893.74	51,928.00	40,390.46	48,167.00	48,605.00	48,605.00	48,605.00		
** CATEGORY TOTAL **		307,811.86	307,778.77	322,393.00	267,218.93	324,429.00	328,122.00	328,122.00	330,689.00		
<u>2-CONTRACTUAL</u>											
5101-212	COMMUNICATIONS	1,370.41	1,556.24	1,500.00	1,212.80	1,500.00	1,500.00	1,500.00	1,500.00		
5101-215	TRAINING & EDUCATION	3,090.20	2,103.68	2,000.00	600.99	2,000.00	2,000.00	1,980.00	1,980.00		
5101-224	INSURANCE	3,536.36	3,469.12	3,455.00	3,353.24	3,354.00	3,455.00	3,712.00	3,712.00		
5101-231	RENTAL	300.00	300.00	300.00	398.10	400.00	300.00	300.00	300.00		
5101-251	UTILITIES	620.70	518.38	500.00	347.35	500.00	500.00	500.00	500.00		
5101-252	DUES SUBSCRIPTIONS	720.00	750.00	780.00	650.00	650.00	780.00	780.00	780.00		
5101-254	SPECIAL SERVICES	40,156.00	90,540.30	133,000.00	50,060.40	58,000.00	133,000.00	133,000.00	133,000.00		Sewer Basin 05 Phase II, Carryover Sewer Master Plan \$75K
** CATEGORY TOTAL **		49,793.67	99,237.72	141,535.00	56,622.88	66,404.00	141,535.00	141,772.00	141,772.00		
<u>3-GENERAL SERVICES</u>											
5101-316	WEARING APPAREL	2,775.65	2,543.38	2,000.00	3,147.28	3,300.00	3,300.00	3,300.00	3,300.00		
5101-318	SMALL TOOLS	386.87	519.65	500.00	495.60	500.00	500.00	500.00	500.00		
5101-323	GAS & OIL	9,965.08	9,919.10	12,500.00	10,876.06	12,500.00	12,500.00	12,000.00	12,000.00		
5101-332	OTHER SUPPLIES	578.45	674.65	600.00	638.60	639.00	600.00	600.00	600.00		
** CATEGORY TOTAL **		13,706.05	13,656.78	15,600.00	15,157.54	16,939.00	16,900.00	16,400.00	16,400.00		
<u>4-MACHINE & EQUIPMENT MAINTENANCE</u>											
5101-411	VEHICLE MAINTENANCE						1,250.00	1,250.00	1,250.00		
5101-411.0135	2009 FORD RANGER PICKUP	417.80	196.74	250.00	663.80	700.00					
5101-411.0136	2010 FORD F 350 1 TON	103.10	226.88	500.00	1,049.72	1,100.00					
5101-411.0233	2015 FORD F-750 DUMP TRUCK	284.39	65.26	500.00	498.56	500.00					
5101-412	MACHINERY MAINTENANCE	-	-	-	577.50	578.00	4,750.00	4,750.00	4,750.00		
5101-412.0081	H V SEWER MACHINE 2000 VOLVO	-	-	1,000.00	-	-					
5101-412.0085	1985 TRAILER HVSM	113.29	13.18	250.00	-	-					
5101-412.0231	2012 JOHN DEERE BACKHOE	797.55	160.19	500.00	127.84	500.00					
5101-412.0232	2012 FREIGHTLINER/VACCON TRUCK	3,192.14	6,993.27	4,000.00	2,712.71	4,000.00					
5101-414	OTHER EQUIPMENT MAINTENANCE	1,113.39	408.33	500.00	299.23	300.00	500.00	500.00	500.00		
5101-415	MANHOLE MAINTENANCE	-	-	20,000.00	10,513.59	20,000.00	10,000.00	10,000.00	10,000.00		
5101-424	SEWER FACILITY MAINTENANCE	14,623.97	46,865.15	30,000.00	22,614.86	30,000.00	30,000.00	30,000.00	30,000.00		
5101-424.000B	LIFT STATION MAINTENANCE	231.42	2,202.00	500.00	2,347.47	2,324.00	500.00	500.00	500.00		

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CITY OF STEPHENVILLE
02 -WATER AND WASTEWATER FUND EXPENDITURES

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>01 WASTEWATER COLLECTION</u>											
** CATEGORY TOTAL **		20,877.05	57,131.00	58,000.00	41,405.28	60,002.00	47,000.00	47,000.00	47,000.00		
<u>5-CAPITAL OUTLAY</u>											
5101-511							18,500.00	18,500.00	18,500.00	Flatbed & Crane for unit 136 \$140,000 carryover for Eastside Sewer,	
5101-527	WATER&SEWER LINE REPLACEMENT	-	-	377,500.00	2,418.18	237,500.00	890,000.00	140,000.00	265,000.00	\$750,000 new projects Eastside Sewer Const.	
5101-527.2018	SEWER LINE REPLACEMENT			16,604,060.00	-	-	16,604,060.00	16,604,060.00	16,604,060.00	carryover	
** CATEGORY TOTAL **		-	-	16,981,560.00	2,418.18	237,500.00	17,512,560.00	16,762,560.00	16,887,560.00		
** DEPARTMENT TOTAL **		<u>392,188.63</u>	<u>477,804.27</u>	<u>17,519,088.00</u>	<u>382,822.81</u>	<u>705,274.00</u>	<u>18,046,117.00</u>	<u>17,295,854.00</u>	<u>17,423,421.00</u>		



Wastewater Treatment

Utility Fund	Wastewater Division 51	Department 02
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Program Description

The purpose of the Wastewater Treatment department is to receive and treat the spent water from the 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 is 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.

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>02 WASTEWATER TREATMENT</u>											
<u>2-CONTRACTUAL</u>											
5102-224	INSURANCE	4,709.55	5,103.24	5,200.00	5,566.66	5,567.00	5,600.00	6,022.00	6,022.00		
5102-251	UTILITIES	109,875.02	113,039.51	120,000.00	74,012.63	115,000.00	120,000.00	115,000.00	115,000.00		
5102-254	SPECIAL SERVICES	32,211.00	-	9,000.00	-	-	-	-	-		
5102-255	DAMAGE CLAIMS	11,394.72	-	-	-	-	-	-	-		
5102-258	STATE FEES	18,855.98	19,728.52	22,000.00	22,937.71	23,500.00	22,000.00	22,000.00	22,000.00		
5102-261	CONTRACTUAL SERVICES-OMI	773,352.36	808,566.00	800,242.00	674,633.90	809,561.00	823,389.00	823,389.00	823,389.00		
** CATEGORY TOTAL **		950,398.63	946,437.27	956,442.00	777,150.90	953,628.00	970,989.00	966,411.00	966,411.00		
<u>3-GENERAL SERVICES</u>											
5102-332	OTHER SUPPLIES	-	995.00	-	-	-	-	-	-		
** CATEGORY TOTAL **		-	995.00	-	-	-	-	-	-		
<u>4-MACHINE & EQUIPMENT MAINTENANCE</u>											
5102-412	EQUIPMENT MAINTENANCE						100.00	100.00	100.00		
5102-412.0234	2015 S550 T4 BOBCAT SKID STEER	-	-	-	65.00	100.00					
5102-414	WWTP GENERATOR MAINTENANCE	-	49.91	-	300.00	300.00	1,315.00	1,315.00	1,315.00		
5102-424	SEWER FACILITY MAINTENANCE	136,195.72	77,734.28	86,698.00	64,538.14	74,000.00	75,000.00	75,000.00	75,000.00		
5102-425	WWTP GENERATOR MAINTENANCE	650.00	850.00	-	-	-	-	-	-		
** CATEGORY TOTAL **		136,845.72	78,634.19	86,698.00	64,903.14	74,400.00	76,415.00	76,415.00	76,415.00		
<u>5-CAPITAL OUTLAY</u>											
5102-514	EQUIPMENT	-	-	251,000.00	67,649.00	251,000.00	153,000.00	120,000.00	153,000.00	\$120K Aerator Basin 2 Shafts, \$33K Chlorine Treatment System Rehab	\$120K Aerator Basin 2 Shafts
** CATEGORY TOTAL **		-	-	251,000.00	67,649.00	251,000.00	153,000.00	120,000.00	153,000.00		
** DEPARTMENT TOTAL **		1,087,244.35	1,026,066.46	1,294,140.00	909,703.04	1,279,028.00	1,200,404.00	1,162,826.00	1,195,826.00		



Utility Billing & Collections

Utility Fund	Billing & Collections Division 52	Department 01
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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.

Program Personnel		Requested	Approved
Title	FY17-18	FY18-19	FY18-19
Utility Billing Clerks	2	2	2
TOTAL	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.

CITY OF STEPHENVILLE
02 -WATER AND WASTEWATER FUND EXPENDITURES

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PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>01 UTILITY BILLING & COLLECTION</u>											
<u>1-PERSONNEL</u>											
5201-111	SALARIES	74,361.71	71,706.54	72,620.00	58,590.96	72,553.00	74,385.00	74,385.00	74,385.00		
5201-115	INCENTIVE PAY	-	-	-	138.48	440.00	600.00	600.00	600.00		
5201-118	ONE-TIME PAY ADJUSTMENT								730.00		
5201-121	RETIREMENT	13,466.09	10,256.19	6,430.00	5,353.84	6,657.00	4,998.00	4,998.00	5,046.00		
5201-122	SOCIAL SECURITY	5,329.05	5,131.43	5,556.00	4,489.99	5,866.00	5,736.00	5,736.00	5,793.00		
5201-123	WORKER'S COMPENSATION	235.92	234.19	319.00	336.00	336.00	270.00	270.00	273.00		
5201-125	GROUP INSURANCE	13,335.08	14,991.28	16,544.00	12,950.68	14,856.00	15,880.00	15,880.00	15,880.00		
** CATEGORY TOTAL **		106,727.85	102,319.63	101,469.00	81,859.95	100,708.00	101,869.00	101,869.00	102,707.00		
<u>2-CONTRACTUAL</u>											
5201-211	POSTAGE	34,977.24	36,219.07	36,600.00	26,325.74	39,091.00	36,600.00	36,600.00	36,600.00		
5201-212	COMMUNICATIONS	9.06	10.46	30.00	4.76	10.00	15.00	15.00	15.00		
5201-213	PRINTING	105.00	316.00	500.00	106.00	350.00	350.00	350.00	350.00		
5201-215	TRAINING & EDUCATION	-	104.36	-	-	-	-	-	-		
5201-224	INSURANCE	355.45	313.04	350.00	300.74	301.00	350.00	314.00	314.00		
5201-253	OUTSIDE PROFESSIONALS	16,425.00	17,250.00	20,000.00	20,750.00	20,750.00	21,000.00	21,000.00	21,000.00	audit	
5201-254	SPECIAL SERVICES	37,259.56	39,021.52	59,006.00	55,114.95	57,758.00	28,155.00	28,155.00	28,155.00		
** CATEGORY TOTAL **		89,131.31	93,234.45	116,486.00	102,602.19	118,260.00	86,470.00	86,434.00	86,434.00		
<u>3-GENERAL SERVICES</u>											
5201-314	OFFICE SUPPLIES	53.96	268.39	200.00	-	200.00	200.00	200.00	200.00		
5201-316	WEARING APPAREL	-	128.72	-	-	160.00	160.00	160.00	160.00		
5201-317	PHOTO & DUPLICATION	78.20	70.45	-	227.15	256.00	300.00	300.00	300.00		
5201-333	COMPUTER SUPPLIES	-	570.74	500.00	570.74	575.00	1,600.00	1,600.00	1,600.00	receipt printer & computer	
5201-334	CREDIT CARD CHARGES	11,891.59	13,233.04	14,280.00	11,139.64	14,181.00	14,722.00	14,722.00	14,722.00		
5201-335	WEB CREDIT CARD FEES	21,349.98	29,581.07	32,220.00	29,452.58	35,928.00	36,189.00	36,189.00	36,189.00		
** CATEGORY TOTAL **		33,373.73	43,852.41	47,200.00	41,390.11	51,300.00	53,171.00	53,171.00	53,171.00		
<u>4-MACHINE & EQUIPMENT MAINTENANCE</u>											
5201-413	OFFICE (COMPUTER) MAINTENANCE	21,497.45	20,173.73	22,496.00	20,929.29	21,048.00	24,665.00	24,665.00	24,665.00		
** CATEGORY TOTAL **		21,497.45	20,173.73	22,496.00	20,929.29	21,048.00	24,665.00	24,665.00	24,665.00		
<u>5-CAPITAL OUTLAY</u>											
5201-516	COMPUTER EQUIPMENT						10,500.00		-	Forms Overlay and ebill software	
** CATEGORY TOTAL **		-	-	-	-	-	10,500.00	-	-		
** DEPARTMENT TOTAL **		250,730.34	259,580.22	287,651.00	246,781.54	291,316.00	276,675.00	266,139.00	266,977.00		



Non-Departmental

Utility Fund	Non Departmental Division 59	Department 01
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Program Description

The Non-Departmental Division accounts for the franchise tax payment due the General Fund, the debt service payments for the Utility Fund, and any other items not for a specific department. The debt service for FY 2018-19 is \$2,253,004. The estimated franchise tax, which is based upon water and sewer revenues, is \$383,009.

CITY OF STEPHENVILLE
02 -WATER AND WASTEWATER FUND EXPENDITURES

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PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>01 NON DEPARTMENTAL</u>											
<u>5-CAPITAL OUTLAY</u>											
5901-500	DEPRECIATION	1,382,427.43	1,427,862.26	-	-						
5901-550	GAIN ON SALE OF ASSETS	4,370.10	1,600.00	-	-						
** CATEGORY TOTAL **		1,386,797.53	1,429,462.26	-	-	-	-	-	-	-	-
<u>6-BANK CHARGES</u>											
5901-610	BANK CHARGES	147.50	167.50	425,940.00	9,647.50	425,940.00					
** CATEGORY TOTAL **		147.50	167.50	425,940.00	9,647.50	425,940.00	-	-	-	-	-
<u>7-DEBT SERVICE</u>											
5901-730	2001 BOND INTEREST	30,634.74	-	-	-						
5901-731	2013 BOND INTEREST	22,637.40	22,019.05	23,157.00	11,703.00	23,157.00	22,659.00	22,659.00	22,659.00		
5901-732	2016 BOND INTEREST	-	31,175.74	37,536.00	18,768.00	37,536.00	37,536.00	37,536.00	37,536.00		
5901-733	2018 BOND INTEREST						175,250.00	175,250.00	175,250.00		
5901-740	2014 CAPITAL LEASE INTEREST	69,995.90	62,787.09	57,287.00	29,535.54	57,287.00	49,995.00	49,995.00	49,995.00		
5901-741	2004 BOND INTEREST	55,218.02	42,051.54	27,727.00	17,969.00	27,727.00	9,758.00	9,758.00	9,758.00		
5901-744	2003B BOND INTEREST	11,898.71	8,648.71	2,300.00	2,300.00	2,300.00	-	-	-		
5901-750	BOND PRINCIPAL	-	-	1,910,912.00	1,769,563.46	1,910,912.00	1,957,806.00	1,957,806.00	1,957,806.00		
5901-755	2006 BOND INTEREST	1,532.72	-	-	-						
** CATEGORY TOTAL **		191,917.49	166,682.13	2,058,919.00	1,849,839.00	2,058,919.00	2,253,004.00	2,253,004.00	2,253,004.00	2,253,004.00	2,253,004.00
<u>8-NOT USED</u>											
5901-800	GROSS RECEIPTS TAX-TO GENERAL	280,952.47	260,996.45	291,688.00	250,696.46	297,142.00	383,009.00	383,009.00	383,009.00		
** CATEGORY TOTAL **		280,952.47	260,996.45	291,688.00	250,696.46	297,142.00	383,009.00	383,009.00	383,009.00	383,009.00	383,009.00
** DEPARTMENT TOTAL **		1,859,814.99	1,857,308.34	2,776,547.00	2,110,182.96	2,782,001.00	2,636,013.00	2,636,013.00	2,636,013.00	2,636,013.00	2,636,013.00



**SANITARY
LANDFILL
FUND**



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Sanitary Landfill Fund

The Sanitary Landfill Fund is an enterprise 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.

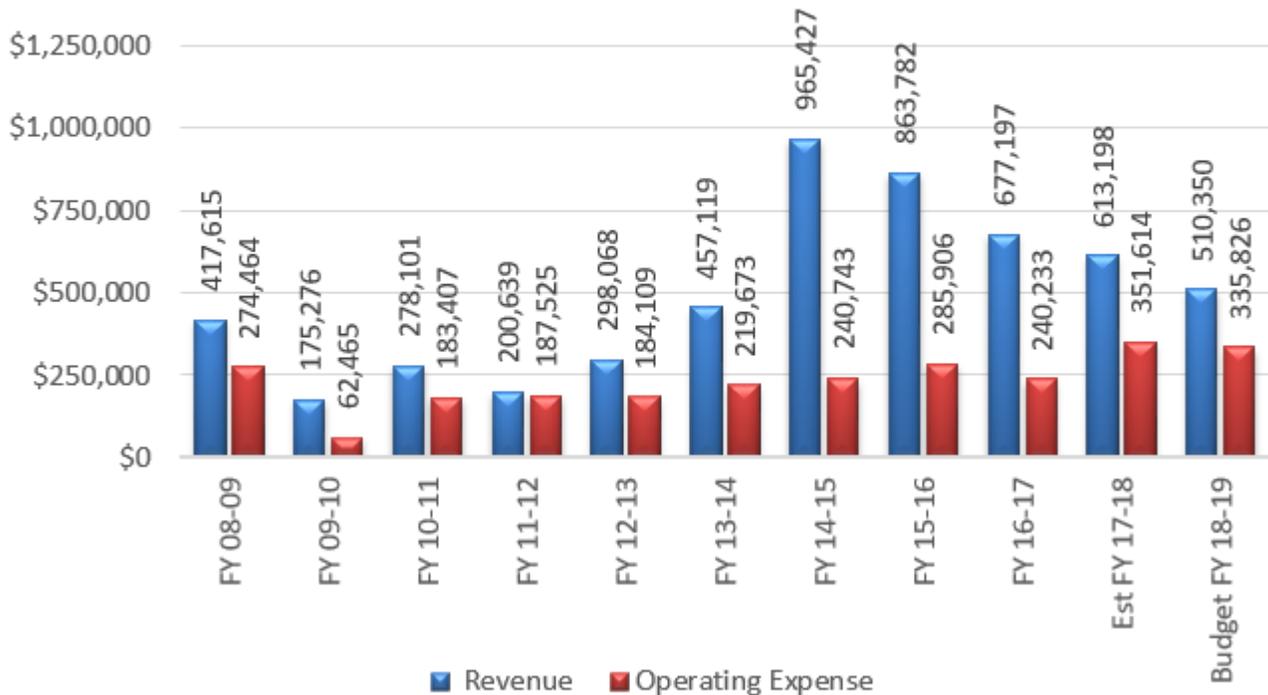
Program Personnel		Requested	Approved
Title	FY17-18	FY18-19	FY18-19
Landfill Supervisor	1	1	1
Heavy Equipment Operator I	1	1	1
Gate Attendant	1	1	1
P/T Spotter	0	0	0
P/T Heavy Equipment Operator	0.725	0.7375	0.7375
TOTAL	3.725	3.7375	3.7375

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.

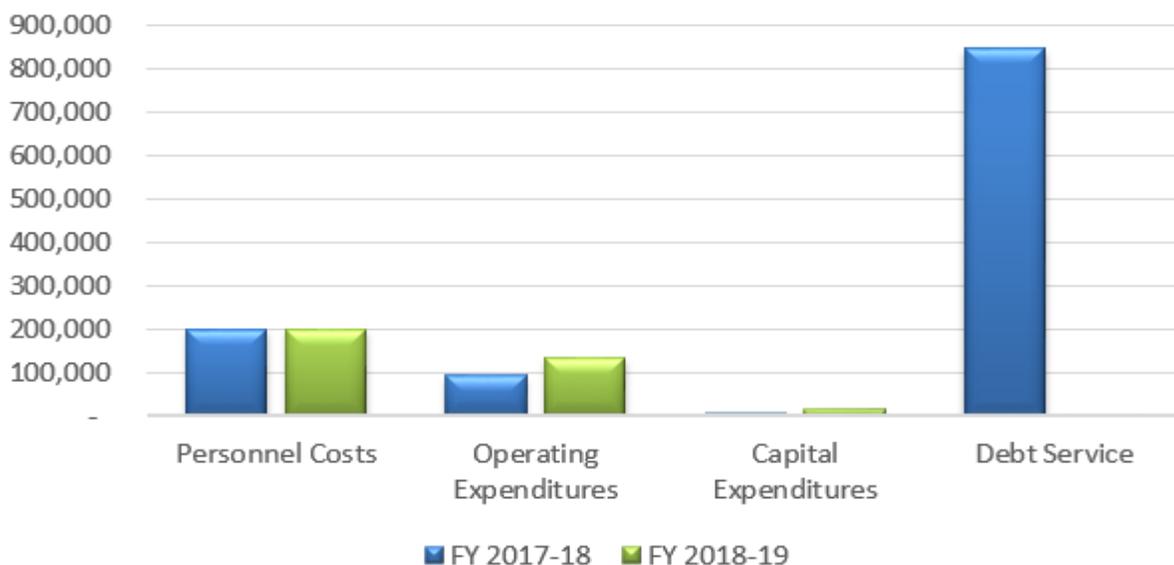


LANDFILL OPERATING REVENUE AND EXPENSE



As the chart above indicates, revenues are budgeted to be 17% below the FY 2017-18 projected revenues. Operating expenditures are budgeted lower than the FY 2017-18 projected expenses, due to projected expenses for FY 2017-18 exceeding budget. The chart below displays the FY 2017-18 budget, as amended, to the FY 2018-19 budgeted Landfill Fund expenses by category. As indicated, personnel costs are very close; operating expenditures increased by 66%; capital expenditures increased by \$9,500; and debt service decreased to zero.

Landfill Fund Expenditures by Category



CITY OF STEPHENVILLE
03 -SANITARY LANDFILL FUND SUMMARY

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FY 2018-2019

	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	PROJECTED 2019-2020	PROJECTED 2020-2021	PROJECTED 2021-2022	PROJECTED 2022-2023
Estimated Cash Balance 10/01	824,703	1,295,948	924,539	924,539.00	924,539	281,413	281,413	281,413	416,390	418,697	544,149	670,178
Revenues	863,782	677,196	508,900	513,296.02	613,198	510,350	510,350	510,350	525,661	541,431	557,674	574,404
Transfers In												
Transfers Out	(19,075)	(464,075)	(52,182)	(52,182.00)	(52,182)	(20,960)	(23,116)	(23,047)	(27,453)	(21,701)	(22,678)	(21,127)
Expenditures												
Personnel Costs	185,083	165,450	200,198	153,887.64	191,492	198,114	198,114	199,761	205,754	211,927	218,285	224,834
Operating Expenditures	100,823	74,783	94,000	107,972.35	160,134	135,025	136,065	136,065	140,147	144,351	148,682	153,142
Capital Expenditures	143,311	191,366	7,000	6,462.00	6,462	16,500	16,500	16,500	150,000	38,000	42,000	
Debt Service	16,273	25,183	845,982	846,053.71	846,054	-	-	-				
Total Expenditures	445,490	456,782	1,147,180	1,114,375.70	1,204,142	349,639	350,679	352,326	495,901	394,278	408,967	377,976
Net Revenues over(under) Expenditures	399,217	(243,661)	(690,462)	(653,262)	(643,126)	139,751	136,555	134,977	2,307	125,452	126,029	175,301
Change in Receivables	6,099	267										
Change in other assets	125,198	(674,885)										
Change in Deferred Inflows of Resources	2,936	(3,138)										
Change in Liabilities	(35,112)	545,667										
Change in Deferred Outflows of Resources	(27,093)	4,341										
Estimated Cash Balance 9/30	1,295,948	924,539	234,077	271,277	281,413	421,164	417,968	416,390	418,697	544,149	670,178	845,479
Restricted:												
3 Months Operations	71,477	60,058	73,550	65,465	87,907	83,285	83,545	83,957	86,475	89,070	91,742	94,494
Debt Service	271,128	845,982										
Estimated Unrestricted Cash Balance 9/30	953,343	18,499	160,527	205,812	193,506	337,879	334,423	332,433	332,222	455,079	578,436	750,985



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CITY OF STEPHENVILLE
03 -SANITARY LANDFILL FUND REVENUE

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PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>4 SERVICE CHARGES</u>											
4471	LANDFILL GATE FEES	856,647.64	665,681.57	500,000.00	501,530.47	600,000.00	500,000.00	500,000.00	500,000.00		
** REVENUE CATEGORY TOTAL **		<u>856,647.64</u>	<u>665,681.57</u>	<u>500,000.00</u>	<u>501,530.47</u>	<u>600,000.00</u>	<u>500,000.00</u>	<u>500,000.00</u>	<u>500,000.00</u>		
<u>5 OTHER REVENUE</u>											
4501	INTEREST ON INVESTMENTS	3,284.31	6,973.69	5,000.00	5,104.75	5,748.00	5,000.00	5,000.00	5,000.00		
4535	LEASES	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	Esquell Lease	
4540	INSUFFICIENT CHECK CHARGES	150.00	120.00	-	-	-	-	-	-		
4541	MISCELLANEOUS	-	376.20	-	1,561.80	1,562.00	-	-	-		
4595	CREDIT CARD FEES	3,350.00	3,695.00	3,550.00	4,749.00	5,538.00	5,000.00	5,000.00	5,000.00		
** REVENUE CATEGORY TOTAL **		<u>7,134.31</u>	<u>11,514.89</u>	<u>8,900.00</u>	<u>11,765.55</u>	<u>13,198.00</u>	<u>10,350.00</u>	<u>10,350.00</u>	<u>10,350.00</u>		
*** FUND TOTAL REVENUES ***		<u><u>863,781.95</u></u>	<u><u>677,196.46</u></u>	<u><u>508,900.00</u></u>	<u><u>513,296.02</u></u>	<u><u>613,198.00</u></u>	<u><u>510,350.00</u></u>	<u><u>510,350.00</u></u>	<u><u>510,350.00</u></u>		

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CITY OF STEPHENVILLE
03 -SANITARY LANDFILL FUND TRANSFERS

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>TRANSFERS OUT</u>											
5001-800	ADMIN. FEE-TRANSFER TO WATER	19,075.00	19,075.20	-	-						
5001-801	OPERATING TRANSFER OUT	-	445,000.00	52,182.00	52,182.00	52,182.00	20,960.00	23,116.00	23,047.00		
** TRANSFERS OUT TOTAL **		<u>19,075.00</u>	<u>464,075.20</u>	<u>52,182.00</u>	<u>52,182.00</u>	<u>52,182.00</u>	<u>20,960.00</u>	<u>23,116.00</u>	<u>23,047.00</u>		

CITY OF STEPHENVILLE
03 -SANITARY LANDFILL FUND EXPENDITURES

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PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>01 TOTAL LANDFILL EXPENSE</u>											
<u>1-PERSONNEL</u>											
5001-111	SALARIES	112,223.02	103,573.50	110,989.00	92,926.02	114,792.00	113,776.00	113,776.00	113,776.00		
5001-112	OVERTIME	3,293.64	4,562.05	3,011.00	4,822.07	7,429.00	3,085.00	3,085.00	3,085.00		
5001-113	PART-TIME WAGES	11,957.80	-	23,104.00	6,094.32	10,730.00	23,255.00	23,255.00	23,255.00		
5001-115	INCENTIVE PAY	433.02	1,377.72	1,800.00	1,163.40	1,440.00	1,440.00	1,440.00	1,440.00		
5001-117	SICK TIME BUY BACK						942.00	942.00	942.00		
5001-118	ONE-TIME PAY ADJUSTMENT								1,356.00		
5001-121	RETIREMENT	19,922.54	15,864.57	12,300.00	9,383.06	11,337.00	9,498.00	9,498.00	9,587.00		
5001-122	SOCIAL SECURITY	9,300.67	7,878.16	10,626.00	7,911.99	10,212.00	10,902.00	10,902.00	11,005.00		
5001-123	WORKER'S COMPENSATION	7,682.84	8,875.24	12,404.00	11,273.00	11,273.00	10,431.00	10,431.00	10,530.00		
5001-125	GROUP INSURANCE	20,269.92	23,318.64	25,964.00	20,313.78	24,279.00	24,785.00	24,785.00	24,785.00		
** CATEGORY TOTAL **		185,083.45	165,449.88	200,198.00	153,887.64	191,492.00	198,114.00	198,114.00	199,761.00		
<u>2-CONTRACTUAL</u>											
5001-211	POSTAGE	35.83	6.24	500.00	0.47	10.00	-	-	-		
5001-212	COMMUNICATIONS	2,758.06	2,770.76	2,830.00	2,510.90	2,918.00	2,830.00	2,830.00	2,830.00		
5001-215	TRAINING & EDUCATION	1,220.32	-	1,000.00	482.46	1,000.00	1,825.00	1,825.00	1,825.00		
5001-224	INSURANCE	4,652.95	6,395.01	6,500.00	9,823.10	9,824.00	10,000.00	11,040.00	11,040.00		
5001-231	RENTAL	1,412.45	1,017.00	1,320.00	770.00	948.00	1,320.00	1,320.00	1,320.00		
5001-251	UTILITIES	418.56	470.99	600.00	339.79	500.00	500.00	500.00	500.00		
5001-253	OUTSIDE PROFESSIONAL	353.50	3,627.00	3,500.00	2,600.00	26,500.00	31,000.00	31,000.00	31,000.00	Landfill Master Plan	
5001-254	SPECIAL SERVICES	36,704.60	1,631.00	7,000.00	7,312.53	7,500.00	8,000.00	8,000.00	8,000.00	Annual Survey and Annual HHW Event	
5001-255	DAMAGE CLAIMS	5,400.00	-	-	-	-	-	-	-		
5001-258	STATE FEES	25,371.04	14,055.65	20,000.00	10,957.59	16,000.00	16,000.00	16,000.00	16,000.00		
5001-261	OTHER CONTRACTUAL SERVICES	-	-	500.00	-	-	-	-	-		
** CATEGORY TOTAL **		78,327.31	29,973.65	43,750.00	34,796.84	65,200.00	71,475.00	72,515.00	72,515.00		
<u>3-GENERAL SERVICES</u>											
5001-314	OFFICE SUPPLIES	429.34	148.06	500.00	288.40	500.00	500.00	500.00	500.00		
5001-316	WEARING APPAREL	1,332.06	957.69	1,200.00	1,174.31	1,200.00	1,200.00	1,200.00	1,200.00		
5001-318	SMALL TOOLS	300.60	691.25	500.00	1,234.85	1,200.00	1,000.00	1,000.00	1,000.00		
5001-323	GAS & OIL	10,519.65	19,491.15	16,000.00	25,613.43	31,000.00	26,000.00	26,000.00	26,000.00		
5001-332	OTHER SUPPLIES	263.38	158.75	200.00	386.61	222.00	200.00	200.00	200.00		
5001-333	COMPUTER SUPPLIES	-	-	100.00	-	100.00	800.00	800.00	800.00	Purchase Backup Computer	
5001-334	CREDIT CARD FEES	2,563.79	2,989.46	2,850.00	2,868.50	3,500.00	2,850.00	2,850.00	2,850.00		
** CATEGORY TOTAL **		15,408.82	24,436.36	21,350.00	31,566.10	37,722.00	32,550.00	32,550.00	32,550.00		
<u>4-MACHINE & EQUIPMENT MAINTENANCE</u>											
5001-411	VEHICLE MAINTENANCE						1,000.00	1,000.00	1,000.00		
5001-411.0071	2002 DODGE TRUCK	-	170.77	500.00	104.27	250.00					
5001-411.0096	2017 FORD F350	-	153.75	700.00	277.73	350.00					
5001-412	MACHINERY MAINTENANCE						29,250.00	29,250.00	29,250.00		
5001-412.0002	D6-R DOZER	-	5,249.33	1,200.00	5,956.67	6,500.00					
5001-412.0003	1990 CAT 816 COMPACTOR	-	179.88	500.00	5,702.16	5,800.00					
5001-412.0006	2008 CAT 725 HAULTRUCK	238.57	42.99	2,500.00	532.19	750.00					
5001-412.0007	2009 KOMATSU EXCAVATOR	793.24	10,928.94	2,000.00	7,058.68	7,300.00					

CITY OF STEPHENVILLE
03 -SANITARY LANDFILL FUND EXPENDITURES

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PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>01 TOTAL LANDFILL EXPENSE</u>											
5001-412.0008	2014 TANA E320 COMPACTOR	5,119.52	2,495.89	2,500.00	11,244.86	11,500.00					
5001-412.0009	2012 JD GATOR	-	-	250.00	-	100.00					
5001-412.0011	2016 TANA T6 SHARK SHREDDER	-	285.70	15,000.00	9,831.81	23,000.00					
5001-412.0012	2016 TANA T6DECO DRUM SCREEN	-	90.93	2,500.00	452.99	1,000.00					
5001-414	OTHER EQUIPMENT MAINTENANCE	-	-	150.00	4.08	50.00	150.00	150.00	150.00		
5001-415	SCALE MAINTENANCE	381.10	-	300.00	-	50.00	300.00	300.00	300.00		
5001-421	BUILDING MAINTENANCE	554.42	393.80	300.00	40.11	50.00	300.00	300.00	300.00		
** CATEGORY TOTAL **		7,086.85	20,373.08	28,900.00	41,598.55	57,200.00	31,000.00	31,000.00	31,000.00		
<u>5-CAPITAL OUTLAY</u>											
5001-500	DEPRECIATION	143,311.09	191,365.83	-	-	-					
5001-514	OTHER EQUIPMENT	-	-	7,000.00	6,462.00	6,462.00	16,500.00	16,500.00	16,500.00	Pressure Washer for Heavy Equip. Maint.	
** CATEGORY TOTAL **		143,311.09	191,365.83	7,000.00	6,462.00	6,462.00	16,500.00	16,500.00	16,500.00		
<u>6-BANK CHARGES</u>											
5001-610	BANK CHARGES	-	-	-	10.86	12.00					
** CATEGORY TOTAL **		-	-	-	10.86	12.00	-	-	-		
<u>7-DEBT SERVICE</u>											
5001-750	LEASE PRINCIPAL	-	-	845,982.00	846,053.71	846,054.00					
5001-755	INTEREST	16,272.67	25,183.33	-	-	-					
** CATEGORY TOTAL **		16,272.67	25,183.33	845,982.00	846,053.71	846,054.00	-	-	-		
** DEPARTMENT TOTAL **		445,490.19	456,782.13	1,147,180.00	1,114,375.70	1,204,142.00	349,639.00	350,679.00	352,326.00		



AIRPORT FUND



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Airport Fund

The Stephenville Clark Regional Airport, consists 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 terminal building which houses an office and visitor’s lounge. The operations of the airport are contracted to Stephenville Aviation, Inc.

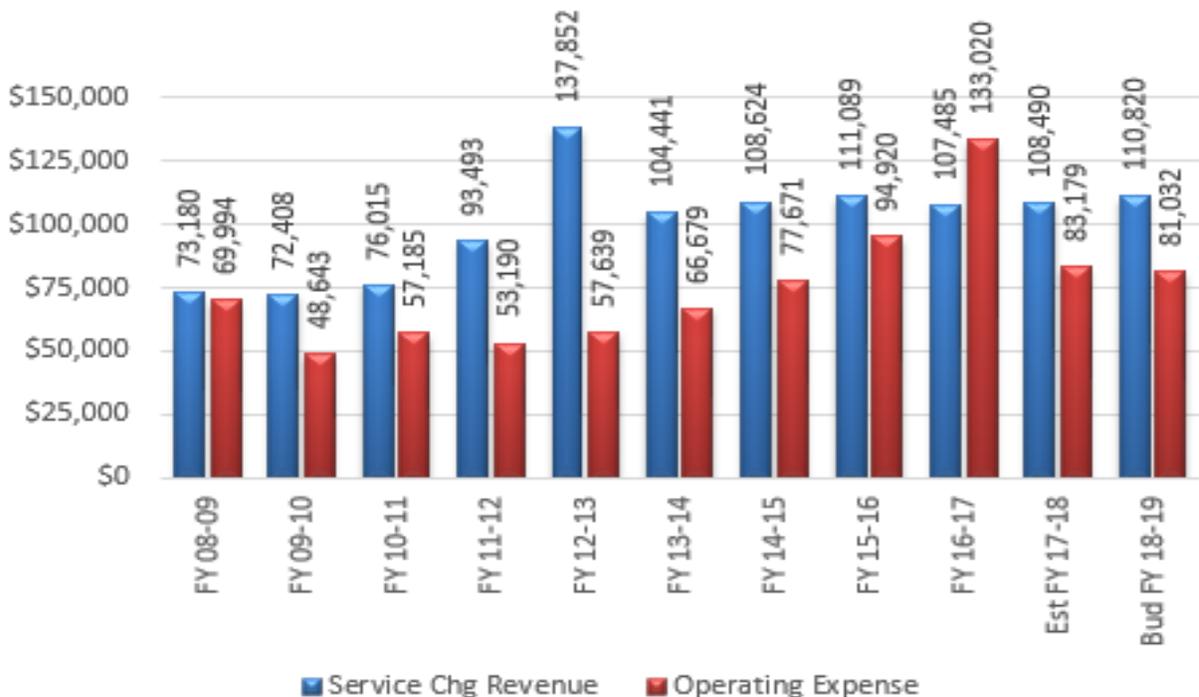
A City Council appointed Airport Advisory Board, consisting of seven citizens, is established to make recommendations regarding studies, construction, improvements and related airport matters.

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.

Program Personnel		Requested	Approved
Title	FY17-18	FY18-19	FY18-19
P/T Janitor	0.1	0.1	0.1
TOTAL	0.1	0.1	0.1

As the chart below indicates, operating revenues are expected to remain stable, and operating expenditures are expected to slightly decrease.

AIRPORT OPERATING REVENUE AND EXPENSE



CITY OF STEPHENVILLE
04 -AIRPORT FUND SUMMARY

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FY 2018-2019

	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	PROJECTED 2019-2020	PROJECTED 2020-2021	PROJECTED 2021-2022	PROJECTED 2022-2023
Estimated Cash Balance 10/01	44,343	41,051	46,311	46,311.00	46,311	41,026	41,026	41,026	62,203	74,560	109,413	141,687
Revenues	162,915	1,542,328	424,157	129,810.00	158,188	384,459	390,839	390,839	120,820	120,820	120,820	120,820
Transfers In	-	199,391	-	-	-	-	-	-	-	-	-	-
Transfers Out												
Expenditures												
Personnel Costs	-	3,399	2,325	1,876.16	2,360	2,318	2,318	2,343	2,413	2,485	2,560	2,637
Operating Expenditures	94,920	129,620	76,460	54,162.94	80,819	78,372	78,689	78,689	81,050	83,482	85,986	88,566
Capital Expenditures	126,374	121,561	344,130	55,500.41	55,500	313,630	288,630	288,630	25,000			
Debt Service	2,940	1,540	24,781	24,793.29	24,794	-	-	-				
Total Expenditures	224,234	256,121	447,696	136,332.80	163,473	394,320	369,637	369,662	108,463	85,967	88,546	91,203
Net Revenues over(under) Expenditures	(61,319)	1,485,597	(23,539)	(6,523)	(5,285)	(9,861)	21,202	21,177	12,357	34,853	32,274	29,617
Change in Receivables	(19,981)	(8,669)										
Change in other assets	71,051	(1,458,175)										
Change in Deferred Inflows	(12,800)	-										
Change in Liabilities	19,757	(13,493)										
Estimated Cash Balance 9/30	41,051	46,311	22,772	39,788	41,026	31,165	62,228	62,203	74,560	109,413	141,687	171,304
Restricted:												
3 Months Operations	23,730	32,405	19,696	14,010	20,795	20,173	20,252	20,258	20,866	21,492	22,137	22,801
Debt Service	22,818	24,781	-	-	-	-	-	-	-	-	-	-
Estimated Unrestricted Cash Balance 9/30	(5,497)	(10,875)	3,076	25,778	20,231	10,992	41,976	41,945	53,694	87,921	119,550	148,503

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CITY OF STEPHENVILLE
04 -AIRPORT FUND REVENUE

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
4 SERVICE CHARGES											
4435	LEASES	1,440.00	1,440.00	1,440.00	800.00	1,440.00	1,440.00	1,440.00	1,440.00		
4480	HANGAR RENTAL	106,508.90	103,175.00	100,000.00	87,075.00	104,435.00	100,000.00	106,380.00	106,380.00		
4482	GASOLINE SALES	3,140.19	2,870.13	3,000.00	2,236.90	2,615.00	3,000.00	3,000.00	3,000.00		
** REVENUE CATEGORY TOTAL **		111,089.09	107,485.13	104,440.00	90,111.90	108,490.00	104,440.00	110,820.00	110,820.00		
5 OTHER REVENUE											
4591	GRANT PROCEEDS	3,772.15	7,085.87	10,000.00	-	10,000.00	10,000.00	10,000.00	10,000.00		
4592	CAPITAL CONTRIBUTIONS	48,053.85	116,701.10	180,889.00	39,698.10	39,698.00	141,191.00	141,191.00	141,191.00		
4592.0001	CAPITAL CONTRIBUTIONS	-	-	89,883.00	-	-	89,883.00	89,883.00	89,883.00		
4592.0002	CAPITAL CONTRIBUTIONS	-	1,311,055.44	38,945.00	-	-	38,945.00	38,945.00	38,945.00		
** REVENUE CATEGORY TOTAL **		51,826.00	1,434,842.41	319,717.00	39,698.10	49,698.00	280,019.00	280,019.00	280,019.00		
*** FUND TOTAL REVENUES ***		162,915.09	1,542,327.54	424,157.00	129,810.00	158,188.00	384,459.00	390,839.00	390,839.00		

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CITY OF STEPHENVILLE
04 -AIRPORT FUND TRANSFERS

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>TRANSFERS IN</u>											
	4590 TRANSFER FROM OTHER FUNDS	-	199,391.00	-	-	-	-	-	-	-	-
** TRANSFERS IN TOTAL **		-	199,391.00	-	-	-	-	-	-	-	-

CITY OF STEPHENVILLE
04 - AIRPORT FUND EXPENDITURES

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PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>01 TOTAL AIRPORT FUND EXPENSE</u>											
<u>1-PERSONNEL</u>											
5001-113	PART-TIME WAGES	-	3,168.00	1,907.00	1,503.88	1,926.00	1,953.00	1,953.00	1,953.00		
5001-118	ONE-TIME PAY ADJUSTMENT										20.00
5001-121	RETIREMENT	-	-	169.00	146.24	176.00	130.00	130.00	132.00		
5001-122	SOCIAL SECURITY	-	231.40	146.00	126.04	158.00	149.00	149.00	151.00		
5001-123	WORKER'S COMPENSATION	-	-	103.00	100.00	100.00	86.00	86.00	87.00		
** CATEGORY TOTAL **		-	3,399.40	2,325.00	1,876.16	2,360.00	2,318.00	2,318.00	2,343.00		
<u>2-CONTRACTUAL</u>											
5001-211	POSTAGE	6.45	3.33	50.00	-	10.00	50.00	50.00	50.00		
5001-212	COMMUNICATIONS	1,995.17	1,500.10	960.00	1,034.78	1,212.00	960.00	960.00	960.00		
5001-214	ADVERTISING	749.15	38.00	1,000.00	-	500.00	1,000.00	1,000.00	1,000.00		
5001-215	TRAINING & EDUCATION	1,188.35	616.88	1,200.00	1,502.74	1,503.00	1,200.00	1,200.00	1,200.00		
5001-224	INSURANCE	3,844.43	4,323.45	4,400.00	4,676.23	4,677.00	4,700.00	5,017.00	5,017.00		
5001-231	RENTAL	34,122.00	66,809.00	-	-	-	-	-	-		
5001-251	UTILITIES	28,788.22	27,319.61	30,000.00	19,897.48	30,000.00	30,000.00	30,000.00	30,000.00		
5001-252	DUES & SUBSCRIPTIONS	1,010.39	1,062.20	1,500.00	1,025.10	1,117.00	1,500.00	1,500.00	1,500.00		
5001-253	OUTSIDE PROFESSIONAL	559.00	-	-	-	-	-	-	-		
5001-254	SPECIAL SERVICES	-	-	1,000.00	-	1,000.00	1,000.00	1,000.00	1,000.00		
5001-258	STATE FEES	200.00	200.00	200.00	-	200.00	200.00	200.00	200.00		
5001-260	PEST CONTROL	213.00	213.00	200.00	167.50	200.00	200.00	200.00	200.00		
5001-261	CONTRACTUAL SERVICES	5,105.00	3,600.00	3,600.00	3,000.00	3,600.00	3,600.00	3,600.00	3,600.00		
** CATEGORY TOTAL **		77,781.16	105,685.57	44,110.00	31,303.83	44,019.00	44,410.00	44,727.00	44,727.00		
<u>3-GENERAL SERVICES</u>											
5001-321	JANITORIAL SUPPLIES	732.04	715.84	750.00	784.03	1,000.00	750.00	750.00	750.00		
5001-332	OTHER SUPPLIES	45.69	450.17	250.00	412.83	700.00	250.00	250.00	250.00		
** CATEGORY TOTAL **		777.73	1,166.01	1,000.00	1,196.86	1,700.00	1,000.00	1,000.00	1,000.00		
<u>4-MACHINE & EQUIPMENT MAINTENANCE</u>											
5001-411	VEHICLE MAINTENANCE						500.00	500.00	500.00		
5001-411.0301	2008 CHEVY TAHOE	324.50	14.75	500.00	-	-					
5001-414	OTHER EQUIPMENT MAINTENANCE	-	1,862.00	250.00	421.95	500.00	1,862.00	1,862.00	1,862.00		
5001-420	AWOS MAINTENANCE	5,965.84	5,469.00	6,000.00	-	6,000.00	6,000.00	6,000.00	6,000.00		
5001-421	BUILDING MAINTENANCE	2,526.87	3,437.97	1,000.00	6,580.52	5,000.00	1,000.00	1,000.00	1,000.00		
5001-422	AIRPORT MAINTENANCE	7,543.44	11,985.14	23,600.00	14,659.78	23,600.00	23,600.00	23,600.00	23,600.00		
** CATEGORY TOTAL **		16,360.65	22,768.86	31,350.00	21,662.25	35,100.00	32,962.00	32,962.00	32,962.00		

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CITY OF STEPHENVILLE
04 -AIRPORT FUND EXPENDITURES

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>01 TOTAL AIRPORT FUND EXPENSE</u>											
<u>5-CAPITAL OUTLAY</u>											
5001-500	DEPRECIATION	126,373.85	121,561.24	-	-						
5001-523	AIRPORT IMPROVEMENTS	-	-	200,988.00	44,109.00	44,109.00	156,879.00	156,879.00	156,879.00		
5001-523.0001	AIRPORT IMPROVEMENTS	-	-	99,870.00	-	-	99,870.00	99,870.00	99,870.00		
5001-523.0002	AIRPORT IMPROVEMENTS	-	-	43,272.00	11,391.41	11,391.00	31,881.00	31,881.00	31,881.00		
5001-5XX	AIRPORT IMPROVEMENTS						25,000.00			-	remodel pilots' lounge
** CATEGORY TOTAL **		<u>126,373.85</u>	<u>121,561.24</u>	<u>344,130.00</u>	<u>55,500.41</u>	<u>55,500.00</u>	<u>313,630.00</u>	<u>288,630.00</u>	<u>288,630.00</u>		
<u>7-DEBT SERVICE</u>											
5001-750	BOND PRINCIPAL	-	-	23,827.00	23,826.97	23,827.00	-	-	-		Paid in full
5001-755	BOND INTEREST	2,940.42	1,540.28	954.00	966.32	967.00	-	-	-		
** CATEGORY TOTAL **		<u>2,940.42</u>	<u>1,540.28</u>	<u>24,781.00</u>	<u>24,793.29</u>	<u>24,794.00</u>	<u>-</u>	<u>-</u>	<u>-</u>		
** DEPARTMENT TOTAL **		<u><u>224,233.81</u></u>	<u><u>256,121.36</u></u>	<u><u>447,696.00</u></u>	<u><u>136,332.80</u></u>	<u><u>163,473.00</u></u>	<u><u>394,320.00</u></u>	<u><u>369,637.00</u></u>	<u><u>369,662.00</u></u>		



**STORM WATER
DRAINAGE
FUND**



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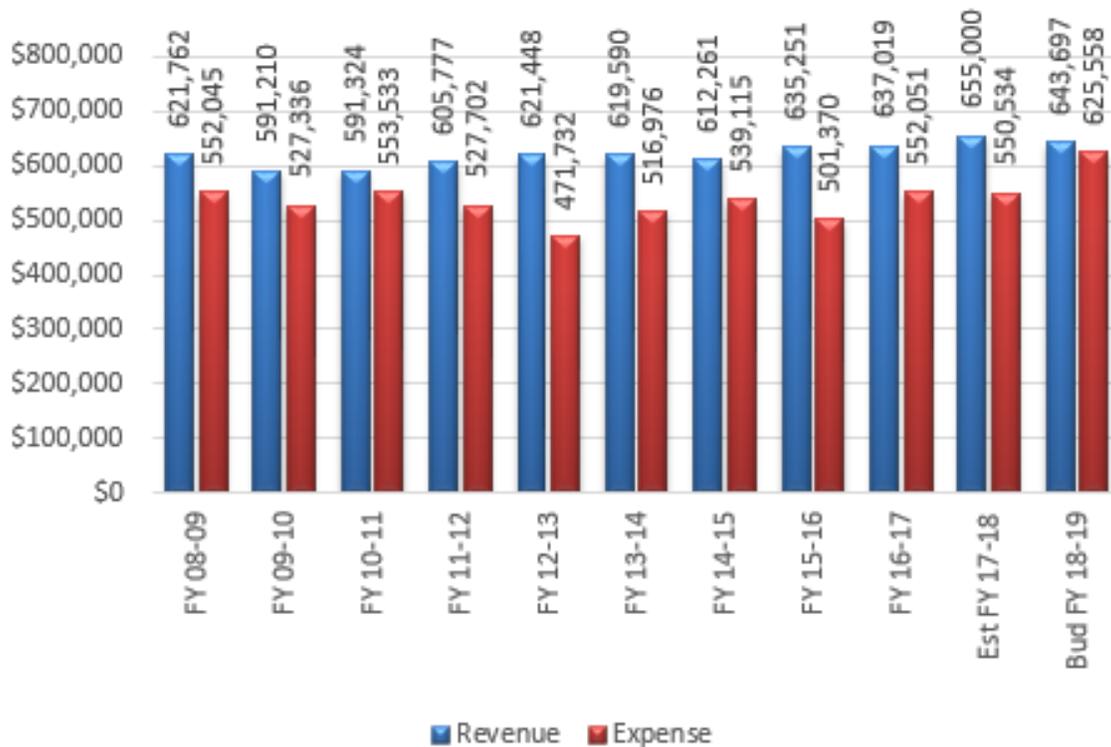
Storm Water Drainage Fund

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.

As the chart below indicates, revenues are stable. Expenses budgeted for FY 2018-19 are 14% higher than FY 2017-18 anticipated expenses due to budgeting \$75,000 for a Storm Water Drainage Master Plan.

STORM WATER REVENUE AND EXPENSES



CITY OF STEPHENVILLE
05 - STORM WATER DRAINAGE FUND SUMMARY

8/29/2018 13:46

FY 2018-2019

	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	PROJECTED 2019-2020	PROJECTED 2020-2021	PROJECTED 2021-2022	PROJECTED 2022-2023
Estimated Cash Balance 10/01	890,475	1,012,229	1,086,593	1,086,593.00	1,086,593	1,146,306	1,146,306	1,146,306	1,117,059	1,176,315	1,249,629	1,332,051
Revenues	635,251	637,019	637,500	548,042.40	655,000	643,697	643,697	643,697	656,571	669,702	683,096	696,758
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	(44,753)	(44,753.00)	(44,753)	(45,417)	(47,626)	(47,386)	(47,077)	(46,862)	(47,302)	(47,436)
Expenditures												
Personnel Costs	-	-	-	-	-	-	-	-	-	-	-	-
Operating Expenditures	5,920	56,107	125,200	9,612.95	50,000	125,000	125,000	125,000	50,000	50,000	50,000	50,000
Capital Expenditures	274,458	274,458	-	-	-	-	-	-	-	-	-	-
Debt Service	225,451	215,944	500,534	395,224.00	500,534	500,558	500,558	500,558	500,238	499,526	503,372	501,376
Total Expenditures	505,829	546,509	625,734	404,836.95	550,534	625,558	625,558	625,558	550,238	549,526	553,372	551,376
Net Revenues over(under) Expenditures	129,422	90,510	(32,987)	98,452	59,713	(27,278)	(29,487)	(29,247)	59,256	73,314	82,422	97,946
Change in Receivables	(4,572)	(276)										
Change in other assets	274,458	270,129										
Change in Deferred Inflows	2,474	7,284										
Change in Liabilities	(280,028)	(293,283)										
Estimated Cash Balance 9/30	1,012,229	1,086,593	1,053,606	1,185,045	1,146,306	1,119,028	1,116,819	1,117,059	1,176,315	1,249,629	1,332,051	1,429,997
Restricted:												
3 Months Operations	1,480	14,027	31,300	2,403	12,500	31,250	31,250	31,250	12,500	12,500	12,500	12,500
Debt Service	505,216	500,534	395,224	500,534	500,558	500,238	500,238	500,238	499,526	503,372	501,376	498,588
Estimated Unrestricted Cash Balance 9/30	505,533	572,032	627,082	682,108	633,248	587,540	585,331	585,571	664,289	733,757	818,175	918,909



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CITY OF STEPHENVILLE
05 -STORM WATER DRAINAGE FUND REVENUE

8/29/2018 13:46

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>4 SERVICE CHARGES</u>											
4450	STORM WATER DRAINAGE FEE	624,429.57	624,781.27	630,000.00	529,881.55	633,000.00	633,000.00	633,000.00	633,000.00		
4453	PENALTY	5,315.00	5,257.40	5,000.00	4,950.76	6,000.00	5,697.00	5,697.00	5,697.00		
4457	BILLING ADJUSTMENTS	2,838.26	(365.40)	-	-						
** REVENUE CATEGORY TOTAL **		<u>632,582.83</u>	<u>629,673.27</u>	<u>635,000.00</u>	<u>534,832.31</u>	<u>639,000.00</u>	<u>638,697.00</u>	<u>638,697.00</u>	<u>638,697.00</u>		
<u>5 OTHER REVENUE</u>											
4501	INTEREST ON INVESTMENTS	2,668.49	7,345.70	2,500.00	13,210.09	16,000.00	5,000.00	5,000.00	5,000.00		
** REVENUE CATEGORY TOTAL **		<u>2,668.49</u>	<u>7,345.70</u>	<u>2,500.00</u>	<u>13,210.09</u>	<u>16,000.00</u>	<u>5,000.00</u>	<u>5,000.00</u>	<u>5,000.00</u>		
*** FUND TOTAL REVENUES ***		<u><u>635,251.32</u></u>	<u><u>637,018.97</u></u>	<u><u>637,500.00</u></u>	<u><u>548,042.40</u></u>	<u><u>655,000.00</u></u>	<u><u>643,697.00</u></u>	<u><u>643,697.00</u></u>	<u><u>643,697.00</u></u>		

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CITY OF STEPHENVILLE
05 -STORM WATER DRAINAGE FUND TRANSFERS

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>STORM WATER DRAINAGE</u>											
<u>TRANSFERS OUT</u>											
5103-801	ADMIN TRANSFER TO GENERAL	-	-	26,540.00	26,540.00	26,540.00	28,853.00	31,062.00	30,770.00		
5103-803	ADMIN TRANSFER TO WATER	-	-	18,213.00	18,213.00	18,213.00	16,564.00	16,564.00	16,616.00		
** TRANSFERS OUT TOTAL **		-	-	44,753.00	44,753.00	44,753.00	45,417.00	47,626.00	47,386.00		

CITY OF STEPHENVILLE
05 -STORM WATER DRAINAGE FUND EXPENDITURES

8/29/2018 13:46

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>STORM WATER DRAINAGE</u>											
<u>2-CONTRACTUAL</u>											
5103-252	DUES & SUBSCRIPTIONS	34.00	-	200.00	-	-	-	-	-		
5103-253	OUTSIDE PROFESSIONALS	1,400.00	5,600.00	75,000.00	-	-	75,000.00	75,000.00	75,000.00	Carryover Master Plan	
** CATEGORY TOTAL **		1,434.00	5,600.00	75,200.00	-	-	75,000.00	75,000.00	75,000.00		
<u>4-MACHINE & EQUIPMENT MAINTENANCE</u>											
5103-414	STORM DRAINAGE MAINTENANCE	4,485.59	50,506.75	50,000.00	9,612.95	50,000.00	50,000.00	50,000.00	50,000.00		
** CATEGORY TOTAL **		4,485.59	50,506.75	50,000.00	9,612.95	50,000.00	50,000.00	50,000.00	50,000.00		
<u>5-CAPITAL OUTLAY</u>											
5103-500	DEPRECIATION	274,458.24	274,458.24	-	-	-	-	-	-		
** CATEGORY TOTAL **		274,458.24	274,458.24	-	-	-	-	-	-		
<u>6-BANK CHARGES</u>											
<u>7-DEBT SERVICE</u>											
5103-750	BOND PRINCIPAL	-	-	285,000.00	285,000.00	285,000.00	295,000.00	295,000.00	295,000.00		
5103-755	BOND INTEREST	225,451.44	215,944.27	215,534.00	110,224.00	215,534.00	205,558.00	205,558.00	205,558.00		
** CATEGORY TOTAL **		225,451.44	215,944.27	500,534.00	395,224.00	500,534.00	500,558.00	500,558.00	500,558.00		
** DEPARTMENT TOTAL **		505,829.27	546,509.26	625,734.00	404,836.95	550,534.00	625,558.00	625,558.00	625,558.00		



**SPECIAL
REVENUE
FUNDS**



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Special Revenue Funds

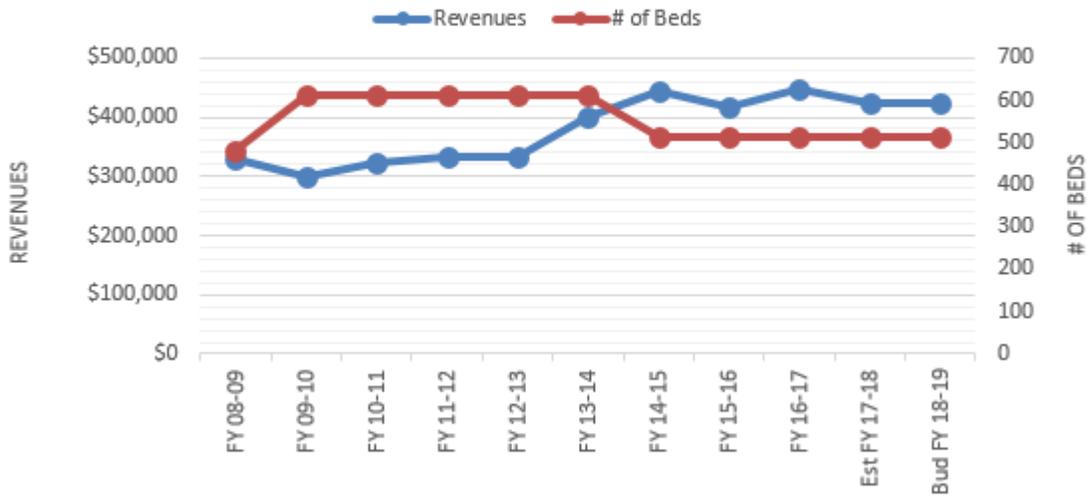
Special revenue funds are used to account for specific revenues that are legally restricted to expenditure for particular purposes. The City of Stephenville has four (4) Special Revenue Funds:

- 1) Hotel Occupancy Tax Fund
- 2) Child Safety Fund
- 3) Court Technology Fund
- 4) Public Safety

Hotel Occupancy Tax 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. The chart below depicts the revenue in relation to the number of beds available.

HOTEL OCCUPANCY TAX REVENUES



In FY 2017-18, the City of Stephenville decided to perform the tourism and visitors bureau function internally instead of contracting the service.

CITY OF STEPHENVILLE
07 -HOTEL OCCUPANCY TAX FUND SUMMARY

8/22/2018 15:23

FY 2018-2019

	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	PROJECTED 2019-2020	PROJECTED 2020-2021	PROJECTED 2021-2022	PROJECTED 2022-2023
Estimated Cash Balance 10/01	151,226	156,157	199,875	199,875	199,875	167,510	167,510	167,510	171,103	174,804	178,616	182,542
Revenues	420,423	453,533	400,000	352,518	427,000	429,000	429,000	429,000	441,870	455,126	468,780	482,843
Transfers In	-	-	216	216	216	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-
Expenditures												
Personnel Costs	-	-	40,037	21,797	35,639	77,357	77,357	78,002	80,342	82,752	85,235	87,792
Operating Expenditures	437,459	440,563	419,963	265,905	423,942	347,405	347,405	347,405	357,827	368,562	379,619	391,008
Capital Expenditures	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	437,459	440,563	460,000	287,702	459,581	424,762	424,762	425,407	438,169	451,314	464,854	478,800
Net Revenues over(under) Expenditures	(17,036)	12,971	(59,784)	65,032	(32,365)	4,238	4,238	3,593	3,701	3,812	3,926	4,043
Change in Receivables	3,742	13,886										
Change in other assets												
Change in Liabilities	18,225	16,861										
Estimated Cash Balance 9/30	156,157	199,875	140,091	264,907	167,510	171,748	171,748	171,103	174,804	178,616	182,542	186,585
Restricted:												
3 Months Operations			115,000	71,925	114,895	106,191	106,191	106,352	109,542	112,829	116,214	119,700
Tourism and Visitor Bureau	156,157	199,875	25,091	192,982	52,615	65,557	65,557	64,751	65,262	65,787	66,328	66,885
Estimated Unrestricted Cash Balance 9/30	-	-	-	-	-	-	-	-	-	-	-	-

CITY OF STEPHENVILLE
07 -HOTEL OCCUPANCY TAX FUND REVENUE

8/22/2018 15:23

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>0 TAXES</u>											
4040	MOTEL OCCUPANCY TAX	417,581.83	448,440.73	400,000.00	350,708.10	425,000.00	425,000.00	425,000.00	425,000.00		
** REVENUE CATEGORY TOTAL **		417,581.83	448,440.73	400,000.00	350,708.10	425,000.00	425,000.00	425,000.00	425,000.00		
<u>4 SERVICE CHARGES</u>											
4416	REC-SPECIAL EVENTS	-	3,000.00	-	-	-	3,000.00	3,000.00	3,000.00		
** REVENUE CATEGORY TOTAL **		-	3,000.00	-	-	-	3,000.00	3,000.00	3,000.00		
<u>5 OTHER REVENUE</u>											
4501	INTEREST ON INVESTMENTS	1,192.85	2,092.76	-	1,809.59	2,000.00	1,000.00	1,000.00	1,000.00		
4520	INSURANCE PROCEEDS	1,648.76	-	-	-	-	-	-	-		
** REVENUE CATEGORY TOTAL **		2,841.61	2,092.76	-	1,809.59	2,000.00	1,000.00	1,000.00	1,000.00		
*** FUND TOTAL REVENUES ***		420,423.44	453,533.49	400,000.00	352,517.69	427,000.00	429,000.00	429,000.00	429,000.00		

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CITY OF STEPHENVILLE
07 -HOTEL OCCUPANCY TAX FUND TRANSFERS

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>TRANSFERS IN</u>											
4591	TRANSFER IN FROM GENERAL FUND			216.00	216.00	216.00					
** TRANSFERS IN TOTAL **		-	-	216.00	216.00	216.00	-	-	-		
<u>TRANSFERS OUT</u>											
** TRANSFERS OUT TOTAL **		-	-	-	-	-	-	-	-		

CITY OF STEPHENVILLE
07 -HOTEL OCCUPANCY TAX FUND EXPENDITURES

8/22/2018 15:23

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>01 TOTAL EXPENSE</u>											
<u>1-PERSONNEL</u>											
5901-111	SALARIES			26,250.00	16,153.84	26,250.00	56,333.00	56,333.00	56,333.00		
5901-118	ONE-TIME PAY ADJUSTMENT										563.00
5901-121	RETIREMENT			1,832.00	1,213.06	1,991.00	4,035.00	4,035.00	4,072.00		
5901-122	SOCIAL SECURITY			2,008.00	1,299.61	2,122.00	4,631.00	4,631.00	4,674.00		
5901-123	WORKERS' COMPENSATION				-			218.00	218.00		220.00
5901-125	GROUP INSURANCE			7,847.00	1,905.60	3,176.00	7,940.00	7,940.00	7,940.00		
5901-126	CAR ALLOWANCE			1,800.00	1,050.00	1,800.00	3,600.00	3,600.00	3,600.00		
5901-127	CELL-PHONE ALLOWANCE			300.00	175.00	300.00	600.00	600.00	600.00		
** CATEGORY TOTAL **		-	-	40,037.00	21,797.11	35,639.00	77,357.00	77,357.00	78,002.00		
<u>2-CONTRACTUAL</u>											
5901-211	POSTAGE			75.00	70.50	100.00					-
5901-212	COMMUNICATIONS			678.00	629.05	678.00	2,000.00	2,000.00	2,000.00		
5901-214.0001	ADVERTISING			53,840.00	19,004.91	53,840.00	20,000.00	20,000.00	20,000.00		
5901-215	EDUCATION & TRAINING			7,651.00	4,788.28	7,651.00	10,000.00	10,000.00	10,000.00		
5901-252	DUES & SUBSCRIPTIONS			11,656.00	11,655.38	11,656.00	20,000.00	20,000.00	20,000.00		
5901-253	H/M TAX-CHAMBER OF COMMERCE	241,688.58	256,251.85	60,962.00	60,961.55	60,962.00					-
5901-254	H/M TAX-FINE ARTS COUNCIL	60,422.14	64,062.97	57,143.00	31,927.78	60,714.00	60,714.00	60,714.00	60,714.00		
5901-254.3001	TARLETON FFA			5,000.00	7,200.00	7,200.00	5,000.00	5,000.00	5,000.00		
5901-254.3002	SPOOKTACULAR			500.00	500.00	500.00	500.00	500.00	500.00		
5901-254.3003	TARLETON RODEO			7,500.00	7,500.00	7,500.00	15,000.00	15,000.00	15,000.00		
5901-254.3004	BACON BASH TEXAS GOAT			1,000.00	500.00	1,000.00	1,000.00	1,000.00	1,000.00		
5901-254.3005	ABBI SPRING FLING			6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00		
5901-254.3006	STEPHANVILLE SOX			3,600.00	3,600.00	3,600.00	1,800.00	1,800.00	1,800.00		
5901-254.3007	STEPHENVILLE HISTORICAL RENOVATION			24,000.00	24,000.00	24,000.00	10,000.00	10,000.00	10,000.00		
5901-254.3008	HICO ORIGINAL STEAK COOKOFF			1,000.00	1,000.00	1,000.00					-
5901-254.3009	TAAF STATE YOUTH VOLLEYBALL			13,150.00	8,547.97	13,150.00					-
5901-254.3012	KNIGHTS OF COLUMBUS SOCCER TRNT.						500.00	500.00	500.00		
5901-254.3013	40+ TEAM ROPING CHAMPIONSHIP						7,500.00	7,500.00	7,500.00		
5901-254.3011	COWBOY CAPITAL PRO RODEO			15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00		
5901-254.3014	ULTIMATE CALF ROPING & FINALS						7,500.00	7,500.00	7,500.00		
5901-254.3015	WORLD SERIES ROPING						7,500.00	7,500.00	7,500.00		
5901-254.3010	SUNDOWN ON THE SQUARE			5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00		
5901-254.3016	PROMOTIONAL ITEMS						10,000.00	10,000.00	10,000.00		
5901-254.3017	WAYFINDER SIGNS						10,000.00	10,000.00	10,000.00		
5901-254.3018	WEBSITE/PHOTOGRAPHY						25,173.00	25,173.00	25,173.00		
5901-255.000A	H/M TAX-SPECIAL EVENTS	72,928.01	55,911.84	-	17,757.65	17,758.00	20,000.00	20,000.00	20,000.00		
5901-255.000H	H/M TAX-MUSEUM	61,287.08	64,335.97	57,143.00	35,335.62	57,143.00	60,714.00	60,714.00	60,714.00		
5901-256.000F	SIGNALIZED CROSS WALK PROJECT	1,133.48									-
5901-258	UNDESIGNATED GRANT FUNDS			60,100.00	-	56,125.00	23,504.00	23,504.00	23,504.00		
** CATEGORY TOTAL **		437,459.29	440,562.63	391,498.00	261,478.69	410,977.00	344,905.00	344,905.00	344,905.00		

CITY OF STEPHENVILLE
07 -HOTEL OCCUPANCY TAX FUND EXPENDITURES

8/22/2018 15:23

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>01 TOTAL EXPENSE</u>											
<u>3-GENERAL SERVICES</u>											
5901-317	PHOTO AND DUPLICATION			100.00	-	100.00			-		
5901-332	OPERATING SUPPLIES			3,894.00	2,803.02	2,894.00	2,500.00	2,500.00	2,500.00		
5901-333	COMPUTER SUPPLIES	-	-	1,971.00	1,623.17	1,971.00			-		
5901-337	PROMOTIONAL SUPPLIES			22,500.00		8,000.00					
** CATEGORY TOTAL **		<u>-</u>	<u>-</u>	<u>28,465.00</u>	<u>4,426.19</u>	<u>12,965.00</u>	<u>2,500.00</u>	<u>2,500.00</u>	<u>2,500.00</u>		
<u>5-CAPITAL OUTLAY</u>											
5901-527	PARK IMPROVEMENTS	-	-	-	-	-			-		
** CATEGORY TOTAL **		<u>-</u>									
** DEPARTMENT TOTAL **		<u><u>437,459.29</u></u>	<u><u>440,562.63</u></u>	<u><u>460,000.00</u></u>	<u><u>287,701.99</u></u>	<u><u>459,581.00</u></u>	<u><u>424,762.00</u></u>	<u><u>424,762.00</u></u>	<u><u>425,407.00</u></u>		



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.

Entities that provide these type of services are encouraged to submit a project application, which is reviewed. If the application meets all the requirements, the funding request is included in the requested budget for Council consideration. Four (4) entities submitted applications for FY 2018-19; all four were funded for a total amount of \$11,970.

CITY OF STEPHENVILLE
11 - CHILD SAFETY FUND SUMMARY

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FY 2018-2019

	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	PROJECTED 2019-2020	PROJECTED 2020-2021	PROJECTED 2021-2022	PROJECTED 2022-2023
Estimated Cash Balance 10/01	15,618	6,405	3,935	3,935	3,935	11,715	11,715	11,715	4,745	9,745	14,745	5,245
Revenues	5,287	3,653	3,500	3,949	7,780	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Transfers In												
Transfers Out												
Expenditures												
Personnel Costs												
Operating Expenditures	14,500	6,123	-	-	-	11,970	11,970	11,970			14,500	
Capital Expenditures												
Debt Service												
Total Expenditures	14,500	6,123	-	-	-	11,970	11,970	11,970	-	-	14,500	-
Net Revenues over(under) Expenditures	(9,213)	(2,470)	3,500	3,949	7,780	(6,970)	(6,970)	(6,970)	5,000	5,000	(9,500)	5,000
Change in Receivables												
Change in other assets												
Change in Liabilities												
Estimated Cash Balance 9/30	6,405	3,935	7,435	7,884	11,715	4,745	4,745	4,745	9,745	14,745	5,245	10,245
Restricted:												
Child Safety Purpose	6,405	3,935	7,435	7,884	11,715	4,745	4,745	4,745	9,745	14,745	5,245	10,245
Estimated Unrestricted Cash Balance 9/30	-	-	-	-	-	-	-	-	-	-	-	-

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CITY OF STEPHENVILLE
11 -CHILD SAFETY FUND

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>REVENUES</u>											
<u>2 FINES AND FORFEITURES</u>											
4210	CHILD SAFETY FEES	5,286.57	3,651.70	3,500.00	3,880.02	7,700.00	5,000.00	5,000.00	5,000.00		
** REVENUE CATEGORY TOTAL **		5,286.57	3,651.70	3,500.00	3,880.02	7,700.00	5,000.00	5,000.00	5,000.00		
<u>5 OTHER REVENUE</u>											
4501	INTEREST ON INVESTMENTS	-	1.08	-	68.50	80.00	-	-	-		
** REVENUE CATEGORY TOTAL **		-	1.08	-	68.50	80.00	-	-	-		
*** FUND TOTAL REVENUES ***		5,286.57	3,652.78	3,500.00	3,948.52	7,780.00	5,000.00	5,000.00	5,000.00		
<u>EXPENDITURES</u>											
<u>2-CONTRACTUAL</u>											
5110-256-0001	CHILD SAFETY-S.T.A.R.	3,000.00									
5110-256-0002	CHILD SAFETY-SISD	2,000.00									
5110-256-0003	CHILD SAFETY-CASA	3,000.00					2,970.00	2,970.00	2,970.00		
5110-256-0004	CHILD SAFETY-CROSS TIMBERS	3,000.00					3,000.00	3,000.00	3,000.00		
5110-256-0005	CHILD SAFETY-P.R.C.A.C.	3,500.00					3,500.00	3,500.00	3,500.00		
5110-256.0006	SIGNALIZED CROSS WALK PROGRAM	-	6,122.54	-	-						
5110-256.0007	CHILD SAFETY-BACKPACK BUDDIES						2,500.00	2,500.00	2,500.00		
** CATEGORY TOTAL **		14,500.00	6,122.54	-	-	-	11,970.00	11,970.00	11,970.00		
** DEPARTMENT TOTAL **		14,500.00	6,122.54	-	-	-	11,970.00	11,970.00	11,970.00		



Court Technology Fund

This fund is used to account for court costs used to fund municipal court technology. The FY 2018-19 budget includes software maintenance and interface fees.

CITY OF STEPHENVILLE
12 - COURT TECHNOLOGY FUND SUMMARY

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FY 2018-2019

	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	PROJECTED 2019-2020	PROJECTED 2020-2021	PROJECTED 2021-2022	PROJECTED 2022-2023
Estimated Cash Balance 10/01	76,616	81,887	24,557	24,557	24,557	18,913	18,913	18,913	12,612	6,122	437	581
Revenues	5,271	2,223	4,000	2,845.01	5,478	5,250	5,250	5,250	5,408	5,570	5,737	5,909
Transfers In												
Transfers Out												
Expenditures												
Personnel Costs												
Operating Expenditures	-	-	11,122	10,372.00	11,122	11,551	11,551	11,551	11,898	11,255	5,593	5,761
Capital Expenditures	-	59,553	8,000	-	-	-	-	-	-	-	-	-
Debt Service												
Total Expenditures	-	59,553	19,122	10,372.00	11,122	11,551	11,551	11,551	11,898	11,255	5,593	5,761
Net Revenues over(under) Expenditures	5,271	(57,330)	(15,122)	(7,527)	(5,644)	(6,301)	(6,301)	(6,301)	(6,490)	(5,685)	144	148
Change in Receivables												
Change in other assets												
Change in Liabilities												
Estimated Cash Balance 9/30	81,887	24,557	9,435	17,030	18,913	12,612	12,612	12,612	6,122	437	581	729
Restricted:												
Court Technology Purpose	81,887	24,557	9,435	17,030	18,913	12,612	12,612	12,612	6,122	437	581	729
Estimated Unrestricted Cash Balance 9/30	-	-	-	-	-	-	-	-	-	-	-	-

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CITY OF STEPHENVILLE
12 -COURT TECHNOLOGY FUND

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>REVENUES</u>											
<u>2 FINES AND FORFEITURES</u>											
4222	MUNICIPAL COURT TECHNOLOGY FEE	5,270.71	2,212.59	4,000.00	2,629.25	5,250.00	5,250.00	5,250.00	5,250.00		
** REVENUE CATEGORY TOTAL **		5,270.71	2,212.59	4,000.00	2,629.25	5,250.00	5,250.00	5,250.00	5,250.00		
<u>5 OTHER REVENUE</u>											
4501	INTEREST ON INVESTMENTS	-	10.76	-	215.76	228.00	-	-	-		
** REVENUE CATEGORY TOTAL **		-	10.76	-	215.76	228.00	-	-	-		
*** FUND TOTAL REVENUES ***		5,270.71	2,223.35	4,000.00	2,845.01	5,478.00	5,250.00	5,250.00	5,250.00		
<u>COURT TECHNOLOGY</u>											
<u>2-CONTRACTUAL</u>											
5120-253	SPECIAL SERVICES	-	-	2,372.00	1,622.00	2,372.00	2,363.00	2,363.00	2,363.00	Iticket fees	
** CATEGORY TOTAL **		-	-	2,372.00	1,622.00	2,372.00	2,363.00	2,363.00	2,363.00		
<u>4-MACHINE & EQUIPMENT MAINTENANCE</u>											
5120-416	COMPUTER MAINTENANCE	-	-	8,750.00	8,750.00	8,750.00	9,188.00	9,188.00	9,188.00	Iticket maint. & interface	
** CATEGORY TOTAL **		-	-	8,750.00	8,750.00	8,750.00	9,188.00	9,188.00	9,188.00		
<u>5-CAPITAL OUTLAY</u>											
5120-514	OTHER EQUIPMENT	-	59,553.00	8,000.00	-	-	-	-	-		
** CATEGORY TOTAL **		-	59,553.00	8,000.00	-	-	-	-	-		
** DEPARTMENT TOTAL **		-	59,553.00	19,122.00	10,372.00	11,122.00	11,551.00	11,551.00	11,551.00		



Public Safety

This fund is used to account for the Law Enforcement Officer Standards and Education grant (LEOSE) and drug forfeiture revenue restricted to law enforcement officer education, training, and activities. The estimated revenue and expenditure for LEOSE for FY 2018-19 is \$3,700.

CITY OF STEPHENVILLE
13 -PUBLIC SAFETY FUND SUMMARY

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FY 2018-2019

	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	PROJECTED 2019-2020	PROJECTED 2020-2021	PROJECTED 2021-2022	PROJECTED 2022-2023
Estimated Cash Balance 10/01	46,589	51,355	37,708	37,708	37,708	40,901	40,901	40,901	40,901	40,901	40,901	40,901
Revenues	5,666	3,610	3,700	6,876	6,893	3,700	3,700	3,700	3,700	3,700	3,700	3,700
Transfers In												
Transfers Out												
Expenditures												
Personnel Costs												
Operating Expenditures	-	17,257	7,299	1,865	3,700	3,700	3,700	3,700	3,700	3,700	3,700	3,700
Capital Expenditures	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service												
Total Expenditures	-	17,257	7,299	1,865	3,700	3,700	3,700	3,700	3,700	3,700	3,700	3,700
Net Revenues over(under) Expenditures	5,666	(13,647)	(3,599)	5,011	3,193	-	-	-	-	-	-	-
Change in Receivables												
Change in other assets												
Change in Liabilities	(900)											
Estimated Cash Balance 9/30	51,355	37,708	34,109	42,719	40,901	40,901	40,901	40,901	40,901	40,901	40,901	40,901
Restricted:												
Public Safety Purpose	51,355	37,708	34,109	42,719	40,901	40,901	40,901	40,901	40,901	40,901	40,901	40,901
Estimated Unrestricted Cash Balance 9/30	-	-	-	-	-	-	-	-	-	-	-	-

CITY OF STEPHENVILLE
13 - PUBLIC SAFETY FUND

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PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>REVENUES</u>											
<u>2 FINES AND FORFEITURES</u>											
4220	DRUG FORFEITURE	30.00	-	-	-	-	-	-	-	-	-
4221	FEDERAL DRUG FORFEITURE	2,039.31	-	-	2,809.38	2,809.00	-	-	-	-	-
** REVENUE CATEGORY TOTAL **		<u>2,069.31</u>	<u>-</u>	<u>-</u>	<u>2,809.38</u>	<u>2,809.00</u>	<u>-</u>	<u>-</u>	<u>-</u>		
<u>3 INTERGOVERNMENTAL</u>											
	4350 PUBLIC SAFETY GRANTS	3,596.43	3,598.96	3,700.00	3,569.48	3,569.00	3,700.00	3,700.00	3,700.00		
** REVENUE CATEGORY TOTAL **		<u>3,596.43</u>	<u>3,598.96</u>	<u>3,700.00</u>	<u>3,569.48</u>	<u>3,569.00</u>	<u>3,700.00</u>	<u>3,700.00</u>	<u>3,700.00</u>		
<u>5 OTHER REVENUE</u>											
	4501 INTEREST ON INVESTMENTS	-	10.65	-	497.15	515.00	-	-	-		
** REVENUE CATEGORY TOTAL **		<u>-</u>	<u>10.65</u>	<u>-</u>	<u>497.15</u>	<u>515.00</u>	<u>-</u>	<u>-</u>	<u>-</u>		
*** FUND TOTAL REVENUES ***		<u><u>5,665.74</u></u>	<u><u>3,609.61</u></u>	<u><u>3,700.00</u></u>	<u><u>6,876.01</u></u>	<u><u>6,893.00</u></u>	<u><u>3,700.00</u></u>	<u><u>3,700.00</u></u>	<u><u>3,700.00</u></u>		
<u>EXPENDITURES</u>											
<u>2-CONTRACTUAL</u>											
5130-260	FEDERAL FORFEITURE	-	7,256.80	-	-	-	-	-	-		
** CATEGORY TOTAL **		<u>-</u>	<u>7,256.80</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>		
<u>5-CAPITAL OUTLAY</u>											
<u>6-BANK CHARGES</u>											
5130-617	LEOSE -PD TRAINING	-	-	7,299.00	1,865.00	3,700.00	3,700.00	3,700.00	3,700.00		
5130-634	DRUG FORFEITURE	-	10,000.00	-	-	-	-	-	-		
** CATEGORY TOTAL **		<u>-</u>	<u>10,000.00</u>	<u>7,299.00</u>	<u>1,865.00</u>	<u>3,700.00</u>	<u>3,700.00</u>	<u>3,700.00</u>	<u>3,700.00</u>		
** DEPARTMENT TOTAL **		<u><u>-</u></u>	<u><u>17,256.80</u></u>	<u><u>7,299.00</u></u>	<u><u>1,865.00</u></u>	<u><u>3,700.00</u></u>	<u><u>3,700.00</u></u>	<u><u>3,700.00</u></u>	<u><u>3,700.00</u></u>		



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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 \$5,000), 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.

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?



Capital Improvements continued

Methods of Financing Capital Improvements Projects

Certificates of Obligations

Certificates of Obligations were authorized by Texas' Certificate of Obligation Act of 1971 and are issued for terms up to forty (40) years and are supported by property taxes or other local revenues. 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.



Capital Improvements continued

Impacts of Capital Improvements on Operating Budget

Total Capital Expenditures for FY are \$20,220,563. General Fund reserves of \$486,583 will be used to fund most of the \$489,175 of capital expenditures budgeted in the General Fund, of which \$25,000 is money budgeted in FY 2017-18 but not spent. The City has dedicated 8.8% of both property tax and sales tax revenue to transfer to the capital projects fund to finance the street maintenance plan and another \$20,254 to fund a new sidewalk improvement program. Although it appears that \$17,734,654 of Water & Sewer Utility Fund reserves will be used to fund the \$18,385,560 of capital outlay budgeted, \$16.6 million of this amount is from bond proceeds received in FY 2017-18 not spent; and \$700,000 is from capital expenses budgeted in FY 2017-18 not spent; and \$290,000 is for operating expenses budgeted in FY 2017-18 not spent. Therefore, only \$140,594 of being spent from reserves not previously designated. 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 2018-2019 Capital Projects and Fleet /Non-Mobile Equipment Replacement

The following pages identify the capital improvements that have been authorized in FY 2018-19 and includes the project or equipment, the department requesting the item, the fund in which expenditures will be allocated. All capital projects are cash funded through current revenues or accumulated reserves, except for the Eastside Sewer and the four (4) Police Tahoes. The Eastside Sewer is funded through bond proceeds received in FY 2017-18. The Police Tahoes will be funded through a capital lease purchase.



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Capital Requests

FUND	DEPT	DESCRIPTION	CARRYOVER FROM FY17-18	DEPT REQUEST FY18-19	ADMIN REQUEST FY18-19	COUNCIL APPROVED FY18-19
GENERAL						
01-5101-516	CITY COUNCIL	ICOMPASS VIDEO ADD-ON		5,600	-	-
01-5103-516	CITY SECRETARY	LASERFICHE UPGRADE		15,000	-	15,000
01-5105-520	MUNICIPAL BUILDING	CARPET UPSTAIRS, BATHROOMS		30,000	30,000	30,000
01-5106-520	MSC	PARKING LOT - UPDATE TO CODE		30,000	-	-
01-5203-516	INFORMATION TECHNOLOGY	NETWORK GEAR				
01-5203-516	INFORMATION TECHNOLOGY	REPLACE CITY HALL SERVER		20,000	15,000	15,000
01-5203-516	INFORMATION TECHNOLOGY	ADD STORAGE TO CITY HALL STORAGE CENTER		9,300	5,000	5,000
01-5501-520	RECREATION	A/C REC HALL		125,000	-	-
01-5502-527.0325	PARK MAINTENANCE	BRT PHASE II PARK ON COLLIN		30,000	-	-
01-5502-527	PARK MAINTENANCE	RESURFACE BASKETBALL COURTS AT CITY PARK		15,000	-	15,000
01-5502-527	PARK MAINTENANCE	BOSQUE RIVER BANK EROSION		15,000	-	15,000
01-5502-527	PARK MAINTENANCE	SEVEN (7) SHADE STRUCTURES OVER BLEACHERS AT FIELD		80,000	-	80,000
01-5502-527	PARK MAINTENANCE	GRAHAM ST AND WASHINGTON ST TRAIL HEADS		12,000	-	-
01-5502-528	CEMETERY	ROADS	25,000	-	25,000	25,000
01-5504-516	LIBRARY	GENEALOGY SOFTWARE OR SUBSCRIPTION		9,000	5,000	5,000
01-5402-514	STREET	SEALMASTER ASPHALT DISTRIBUTOR TRAILER		18,000	18,000	18,000
01-5402-514	STREET	DUMP TRUCK (REPLACE UNIT 29 - 1999 CHEVROLET)		85,000	-	85,000
01-5402-514	STREET	1-TON W/ DUMP BED (IN LIEU OF REPLACING UNIT 27 W/ DUMP TRUCK)		55,000	-	-
5506	SENIOR CITIZIENS	NEW SENIOR CENTER FACILITY		1,000,000	-	-
5507-514	AQUATICS CENTER	REPLACEMENT OF LILY PADS AND SNAKE		12,000	-	-
01-5601-514	FIRE	TRAILER		8,500	-	-
01-5601-514	FIRE	LOCATION TRACKING SYSTEM		9,900	-	-
01-5601-514	FIRE	RESCUE JACKS WITH ACCESSORIES		11,000	-	11,000
01-5601-514	FIRE SUPPRESSION	REPLACEMENT OF OUTDATED SCBA BOTTLES		21,275	21,275	21,275
01-5601-511.0001	EMS	AMBULANCE - CAPITAL LEASE PURCHASE		45,000	-	-

Capital Requests

			CARRYOVER FROM FY17-18	DEPT REQUEST FY18-19	ADMIN REQUEST FY18-19	COUNCIL APPROVED FY18-19
FUND	DEPT	DESCRIPTION				
01-5701-514	POLICE	REPLACE L-3 STORAGE DEVICE		28,000	28,000	28,000
01-5702-511	POLICE	MOTORCYCLES (2)		40,950	-	-
01-5701-512	POLICE	MOTORCYCLE TRAFFIC UNIT - RADIOS & EQUIPMENT		35,055	-	-
01-5701-511	POLICE	LEASE PURCHASE 4 TAHOES		120,900	-	120,900
	TOTAL GENERAL FUND		25,000	1,886,480	147,275	489,175
CAPITAL PROJECTS						
10-5505-525	STREET	STREET PAVEMENT MAINTENANCE	-	1,000,000	1,000,190	1,000,190
10-5505-532	STREET	SIDEWALK IMPROVEMENTS (REQUIRES MATCH)		20,254	40,508	40,508
	TOTAL CAPITAL PROJECTS		-	1,020,254	1,040,698	1,040,698
WATER/WASTEWATER						
02-5000-527.2017	ADMINISTRATION	CDBG GRANT MATCH	275,000		275,000	275,000
02-5000-527.2018	ADMINISTRATION	CDBG GRANT MATCH		275,000	275,000	275,000
02-5002-527	DISTRIBUTION	WATER UTILITY LINES REHABILITATION		750,000		125,000
02-5002-528	DISTRIBUTION	GARFIELD 750,000 GAL GROUND STORAGE TANK REHAB	285,000	300,000	585,000	585,000
02-5002-511	DISTRIBUTION	DUMP TRUCK (REPLACE UNIT 86 2003 CHEVROLET)		85,000		85,000
02-5101-527.2018	COLLECTION	EAST SIDE SEWER 21-INCH CAPACITY EXPANSION	16,604,060	16,604,060	16,604,060	16,604,060
02-5101-527	COLLECTION	SEWER UTILITY LINES REHABILITATION		750,000	-	125,000
02-5101-527	COLLECTION	C/O EASTSIDE SEWER PROJECT	140,000		140,000	140,000
02-5101-511	COLLECTION	FLATBED AND CRANE FOR UNIT 136 - 2010 1-TON FORD F350		18,500	18,500	18,500
02-5102-514	WWTP	AERATOR BASIN NO. 2 SHAFTS		120,000	120,000	120,000
02-5102-514	WWTP	CHLORINE TREATMENT SYSTEM REHAB		33,000	-	33,000
02-5201-516	BILLING & COLLECTIONS	FORMS OVERLAY AND EBILL SOFTWARE		10,500	-	-
	TOTAL WATER/WASTEWATER		17,304,060	18,946,060	18,017,560	18,385,560
LANDFILL						
01-5001-514	LANDFILL	PRESSURE WASHING TRAILER FOR HEAVY EQUIPMENT MAINTENANCE		16,500	16,500	16,500
	TOTAL LANDFILL		-	16,500	16,500	16,500
AIRPORT FUND						
04-5001-523	AIRPORT	1202STVLE EXTEND & MARK RUNWAY 14-32 CARRYOVER	156,879	156,879	156,879	156,879
04-5001-523.001	AIRPORT	1702STVLE LAND ACQUISITION CARRYOVER	99,870	99,870	99,870	99,870
04-5001-523-002	AIRPORT	1702STEVE LAND ACQUISITION RUNWAY PROJECT PHASE I CARRYOVER	31,881	31,881	31,881	31,881
04-5001-520	AIRPORT	REMODEL PILOTS LOUNGE		25,000	-	-
	TOTAL AIRPORT		288,630	313,630	288,630	288,630
		GRAND TOTAL	17,617,690	22,182,924	19,510,663	20,220,563

FLEET & HEAVY EQUIPMENT REPLACEMENT

FUND	DEPT	ACCOUNT	Budget	Year	Make	Model	Desc	Original Cost	DEPT	ADMIN	COUNCIL	
									REQUEST	REQUEST	APPROVED	
									FY18-19	FY18-19	FY18-19	
ADMINISTRATION												
5106	MSC	5106-411		2004	KOMATSU	FG25T	FORKLIFT	20,450				
TOTAL ADMINISTRATION									20,450			
PARKS & LEISURE SERVICES												
5502	PARK	5502-411-0006	300	2005	CHEVROLET		3/4 TON PICKUP TRUCK	15,871				
5502	PARK	5502-411-0093	650	2003	CHEVROLET		3/4 TON PICKUP TRUCK	15,297				
5502	PARK	5502-411-0100	300	2006	CHEVROLET		1/2 TON PICKUP TRUCK	17,373				
5502	PARK	5502-411-0101	300	2007	CHEVROLET		1/2 TON PICKUP TRUCK	17,300				
5502	PARK	5502-411-0102	300	2008	CHEVROLET		3/4 TON PICKUP TRUCK	19,240				
5502	PARK	5502-411-0103	300	2009	FORD	F250	3/4 TON PICKUP TRUCK	16,148				
5502	PARK	5502-411-0105	300	2012	FORD	F150	1/2 TON PICKUP TRUCK	20,800				
5502	PARK	5502-411-0105	300	2013	FORD	F250	3/4 TON PICKUP TRUCK	23,895				
5502	PARK	5502-412.0007	2,000	2009	JOHN DEERE		MOWER-TX TURF GATOR	7,950				
5502	PARK	5502-412.0007		2016	JOHN DEERE		GATOR	7,189				
5502	PARK	5502-412.0007	N/A	2011	JOHN DEERE		MOWER-TX TURF GATOR	7,645				
5502	PARK	5502-412.0007	N/A	2006	VENTRAC		MOWER	12,500				
5502	PARK	5502-412.0001		2004	POLARIS		RANGER 6 X 6	10,296				
5502	PARK	5502-412-0202	N/A	2012	KUBOTA	M8560 HF	TRACTOR	35,931				
5502	PARK	5502-412-0203	N/A	2012	JOHN DEERE	2653B	REEL MOWER	24,421				
5502	PARK	5502-412.0007	N/A	2007	TORO	30,411	REEL MOWER	40,387				
5503	CEMETERY	5503-411-0115	150	2009	FORD	F150	1/2 TON PICKUP TRUCK	13,163				
5503	CEMETERY	5503-411-0116		2014	FORD	F250	3/4 TON PICKUP TRUCK	22,638				
5503	CEMETERY	5503-411-0008	800	2002	NEW HOLLAND	T40	TRACTOR	16,000				
5503	CEMETERY	5503-412	450	2007	SCAG	TURF TIGER	29HP 61"DECK CANOPY	9,500				
TOTAL PARKS & LEISURE SERVICES									353,544	-	-	-
5505	STREET	5505-411-0009	500	2005	CHEVROLET		DUMP TRUCK	36,900				
5505	STREET	5505-411-0027	500	1992	CHEVROLET		DUMP TRUCK	24,890	55,000	-	-	
5505	STREET	5505-411-0029	N/A	1999	CHEVROLET		DUMP TRUCK	35,187	85,000	-	85,000	
5505	STREET	5505-411-0121	1,500	2008	CHEVROLET		DUMP TRUCK	68,322				
5505	STREET	5505-411-0122	1,000	2007	ZIPPER	AZ500	ASPHALT ZIPPER	91,807				
5505	STREET	5505-411-0124	500	2011	FORD	F250	3/4 TON PICKUP TRUCK	18,875				
5505	STREET	5505-411-0125	N/A	2013	FORD	F150	1/2 TON PICKUP TRUCK-CREWCAB	20,585				
5505	STREET	5505-411-0223	N/A	2011	FORD	F750	WATER TANKER TRUCK	82,315				
5505	STREET	5504-411-0224		2015	FORD	F750	DUMP TRUCK	74,624				
5505	STREET	5505-411-0126		2015	DODGE	RAM 1500	1/2 TON QUAD CAB PICKUP TRUCK	24,893				
5505	STREET	5505-411-0127		2016	FORD	F350	1 TON SINGLE CAB PICKUP TRUCK	38,487				
5505	STREET	5505-412-0002	2,500	1998	CATERPILLAR		LOADER	61,696				
5505	STREET	5505-412-0047	N/A	1982	FORD	1700	TRACTOR	4,000				
5505	STREET	5505-412-0053	2,000	2000	CATERPILLAR	120H	GRADER	121,167				
5505	STREET	5505-412-0054	N/A	2004	INGERSOL		COMPACT ROLLER	23,500				
5505	STREET	5505-412-0055	3,500	1971	CATERPILLAR	941B	LOADER-FRONT END	7,800				
5505	STREET	5505-412-0058	N/A	2000	LEEBOY		ASPHALT PAVER	37,500				

FLEET & HEAVY EQUIPMENT REPLACEMENT

FUND	DEPT	ACCOUNT	Budget	Year	Make	Model	Desc	Original	DEPT	ADMIN	COUNCIL
								Cost	REQUEST	REQUEST	APPROVED
								FY18-19	FY18-19	FY18-19	
5505	STREET	5505-412-0101	350	2005	SELF PROPELLED		POWER BROOM	30,000			
5505	STREET	5505-412-0220	N/A	2007	CATERPILLAR	924G	LOADER-FRONT END	115,200			
5505	STREET	5505-412-0221	N/A	2009	PNEUMATIC TIR	CP142	DYNAPAC	65,650			
5505	STREET	5505-412-0222	500	2010	BANDIT	150XP	WOODCHIPPER	27,148			
5505	STREET	5505-412-0222		2016	JOHN DEERE	310SL	BACKHOE	88,000			
5505	STREET	5505-412-0222		2016	LEEBOY	1000G	ASPHALT PAVER	80,166			
5505	STREET	5505-412-0222		2003	SKYTRAK	6,036	TELESCOIC FORKLIFT	19,850			
5505	STREET	5505-412		2016	LIFTMOORE	3200REE-15	CRANE (ADDED TO 2016 FORD F350)	9,999			
TOTAL COMMUNITY SERVICE								1,208,561	140,000	-	85,000
FIRE AND EMS											
5602	FIRE PREVENTATION	5602-411-0320	750	2003	CHEVROLET		1/2 TON PICKUP TRUCK	19,378			
5602	FIRE PREVENTATION	5602-411-0340	750	2008	DODGE		1/2 TON PICKUP TRUCK-CREWCAB	16,453			
5602	FIRE PREVENTATION	5602-411-0341		2005	CHEVROLET	TAHOE	SUV	26,495			
5602	FIRE PREVENTATION	5602-411-0341		2012	CHEVROLET	TAHOE	SUV	25,327			
5603	FIRE SUPPRESSION	5603-411-0331		2016	E-ONE		FIRE TRUCK	449,833			
5603	FIRE SUPPRESSION	5603-411-0332	5,000	1997	SUTPHEN		PUMPER	196,902			
5603	FIRE SUPPRESSION	5603-411-0334	2,000	2012	E-ONE		PUMPER	338,391			
5603	FIRE SUPPRESSION	5603-411-0335	9,500	1997	SUTPHEN		MT LADDER	449,699			
5603	FIRE SUPPRESSION	5603-411-0321	1,500	2000	CHEVROLET		C-70 TRUCK	91,474			
5603	FIRE SUPPRESSION	5603-411-0326	1,500	1990	CHEVROLET		C-70 TRUCK	69,000			
5603	FIRE SUPPRESSION	5603-411-0366		2014	FORD	F550	BRUSH TRUCK	116,645			
5604	EMS	5604-411-0327	2,000	2008	FORD	E450	AMBULANCE	109,807	45,000	-	-
5604	EMS	5604-411-0328	2,000	2005	FORD	E450	AMBULANCE	83,341			
5604	EMS	5604-411-0329	2,000	2012	FORD	E450	AMBULANCE	137,349			
5604	EMS	5604-411-0330		2015	FORD	E450	AMBULANCE	143,938			
5604	EMS	5604-412-0001	N/A	2016	POLARIS	RANGER	6 X 6	13,895			
TOTAL FIRE AND EMS								2,287,927	45,000	-	-
POLICE											
5701	ADMINISTRATION	5701-411-0198		2014	CHEVROLET	CAPRICE	VEHICLE	27,452			
5702	PATROL	5702-411-0199		2015	POLARIS	RANGER CREW	UTILITY VEHICLE	24,000			
5702	PATROL	5702-411-0303	3,000	2017	CHEVROLET	TAHOE	PATROL VEHICLE	27,452			
5702	PATROL	5702-411-0301	3,000	2017	CHEVROLET	TAHOE	PATROL VEHICLE	27,452			
5702	PATROL	5702-411-0302	3,000	2017	CHEVROLET	TAHOE	PATROL VEHICLE	27,452			
5702	PATROL	5702-411-0310	3,000	2017	CHEVROLET	TAHOE	PATROL VEHICLE	27,452			
5702	PATROL	5702-411-0300		2018	CHEVROLET	TAHOE	SUV	29,715			
5702	PATROL	5702-411-0305		2018	CHEVROLET	TAHOE	SUV	29,715			
5702	PATROL	5702-411-0304		2018	CHEVROLET	TAHOE	SUV	27,720			
5702	PATROL	5702-411-0306		2016	CHEVROLET	TAHOE	SUV	34,233	30,225		30,225
5702	PATROL	5702-411-0307		2016	CHEVROLET	TAHOE	SUV	34,233	30,225		30,225
5702	PATROL	5702-411-0308		2016	CHEVROLET	TAHOE	SUV	34,233	30,225		30,225
5708	PATROL	5702-411-0311		2016	CHEVROLET	TAHOE	K-9 SUV	55,000			

FLEET & HEAVY EQUIPMENT REPLACEMENT

FUND	DEPT	ACCOUNT	Budget	Year	Make	Model	Desc	Original Cost	DEPT	ADMIN	COUNCIL
									REQUEST	REQUEST	APPROVED
								FY18-19	FY18-19	FY18-19	
5705	CID	5705-411-0190	750	2008	DODGE	BLUE	QUAD CAB PICKUP	16,453			
5705	CID	5705-411-0191	750	2008	DODGE	SILVER	QUAD CAB PICKUP	16,578			
5705	CID	5705-411-0192	750	2008	DODGE	CHARGER	PATROL VEHICLE	17,261			
5708	CID	5705-411-0196		2013	FORD	EXPEDITION	SUV	28,090			
5705	CID	5705-411-0197		2014	FORD	F150	1/2 TON PICKUP TRUCK	27,130			
5705	CID			2017	CHEVROLET	SILVERADO	1/2 TON PICKUP TRUCK - 4 DOOR	24,888			
5705	CID			2017	CHEVROLET	SILVERADO	1/2 TON PICKUP TRUCK - 4 DOOR	24,888			
5705	CID			2017	CHEVROLET	SILVERADO	1/2 TON PICKUP TRUCK - 4 DOOR	24,888			
5705	CID			2017	CHEVROLET	SILVERADO	1/2 TON PICKUP TRUCK - 4 DOOR	24,888			
5705	CID			2017	CHEVROLET	SILVERADO	1/2 TON PICKUP TRUCK - 4 DOOR	24,888			
5706	PROFESSIONAL STANDAR	5706-411-0309	750	2013	CHEVROLET	TAHOE	TAHOE SUV	26,409	30,225		30,225
5706	PROFESSIONAL STANDAR	5706-411-0194		2014	CHEVROLET	CAPRICE	VEHICLE	27,452			
5707	ACO	5707-411-0439		2015	FORD	F350	1 TON 4X4 DIESEL TRUCK	39,679			
TOTAL POLICE DEPARTMENT								702,147	120,900	-	120,900
COMMUNITY DEVELOPMENT											
5802	INSPECTIONS	5802-411-0141		2009	FORD	RANGER	1/2 TON PICKUP TRUCK	11,885			
5802	INSPECTIONS	5802-411-0142	500	2015	CHEVROLET	COLORADO	1/2 TON PICKUP TRUCK	20,265			
5803	CODE ENFORCEMENT	5803-411-0095	500	2009	FORD	F150	1/2 TON PICKUP TRUCK	14,543			
TOTAL COMMUNITY DEVELOPMENT								46,693	-	-	-
TOTAL GENERAL FUND								4,619,322	305,900	-	205,900
WATER/WASTEWATER											
5001	PRODUCTION	5001-411-0137	N/A	2012	FORD	F150	1/2 TON PICKUP TRUCK	18,103			
5001	PRODUCTION	5001-411-0138	N/A	2012	FORD	F150	1/2 TON PICKUP TRUCK	18,103			
5001	PRODUCTION	5001-411-0330		2014	FORD	F150	1/2 TON EXT CAB PICKUP TRUCK	24,415			
5001	PRODUCTION	5001-412-0235		2017	JOHN DEERE	506SE	TRACTOR	18,379			
5002	WATER DIST	5002-411-0080	500	1973	CHEVROLET	C30	TRUCK (WeLL Pulling Rig)	8,000			
5002	WATER DIST	5002-411-0086	500	2003	CHEVROLET		DUMP TRUCK	36,545	85,000	-	85,000
5002	WATER DIST	5002-411-0139		2013	DODGE	RAM 1500	1/2 TON PICKUP TRUCK	22,025			
5002	WATER DIST	5002-411-0230	500	2013	FORD	F250	3/4 TON CREW CAB PICKUP TRUCK	34,962			
5002	WATER DIST	5002-411-0331	500	2014	FORD	F250	3/4 TON CREW CAB PICKUP TRUCK	40,957			
5002	WATER DIST	5002-412-0580	3,500	2015	CATERPILLAR	420F	BACKHOE	92,748			
5002	WATER DIST	5002-412-0085	N/A	1995	JOHN DEERE	MODEL 4039	TRACTOR	10,500			
5002	WATER DIST	5002-412-0089	200	1999	INGERSOL		AIR COMPRESSOR	10,327			
5003	CUSTOMER SERVICE	5003-411-0500	500	2016	CHEVROLET	SILVERADO	1/2 TON PICKUP TRUCK	26,035			
5003	CUSTOMER SERVICE	5003-411-0501	500	2016	CHEVROLET	SILVERADO	1/2 TON PICKUP TRUCK	26,035			
5003	CUSTOMER SERVICE	5003-411-0502	500	2017	DODGE	RAM 1500	1/2 TON PICKUP TRUCK	25,331			
5003	CUSTOMER SERVICE	5003-412-0002	500	2012	JOHN DEERE		TX-GATOR	10,849			
5101	COLLECTION	5101-411-0135	500	2009	FORD	RANGER	1/2 TON PICKUP TRUCK	14,214			
5101	COLLECTION	5101-411-0136	500	2010	FORD	F350	1 TON PICKUP TRUCK	20,252	18,500	18,500	18,500

FLEET & HEAVY EQUIPMENT REPLACEMENT

FUND	DEPT	ACCOUNT	Budget	Year	Make	Model	Desc	Original Cost	DEPT	ADMIN	COUNCIL
									REQUEST	REQUEST	APPROVED
									FY18-19	FY18-19	FY18-19
5101	COLLECTION	5101-412-0231	N/A	2012	JOHN DEERE	310SJ	BACKHOE	76,500			
5101	COLLECTION	5101-412-0232	N/A	2012	FREIGHTLINER	V390	VACCON TRUCK	301,365			
5101	COLLECTION	5101-412-0233	N/A	2015	FORD	F750	DUMP TRUCK	86,214			
5102	WWTP	5102-411-0080	300	2007	JOHN DEERE	5603	TRACTOR/FRONT END LOADER	37,982			
5102	WWTP	5102-412-0230	200	2015	BOBCOAT	S550	SKID STEER LOADER	31,955			
TOTAL WATER/WASTEWATER FUND								991,796	103,500	18,500	103,500
LANDFILL											
5001	LANDFILL	5001-411-0071	500	2002	DODGE		3/4 TON PICKUP TRUCK	16,396			
5001	LANDFILL	5001-412-0002	2,500	2006	CATERPILLAR	D6	DOZER	320,350			
5001	LANDFILL	5001-412-0003	2,500	1990	CATERPILLAR	816	COMPACTOR	189,650			
5001	LANDFILL	5001-412-0006	2,500	2008	CATERPILLAR	725	ARTICULATED TRUCK	253,281			
5001	LANDFILL	5001-412-0007	1,000	2009	KOMATSU	PC300LC	EXCAVATOR	220,100			
5001	LANDFILL	5001-412-0008		2014	TANA	E320	COMPACTOR	486,500			
5001	LANDFILL	5001-412-0096		2017	FORD	F350	1 TON PICKUP TRUCK	38,397			
5001	LANDFILL	5001-412-0010		2016	WACKER NEUS	PT6LT	TRAILER MOUNTED PUMP	18,400			
5001	LANDFILL	5001-412-0011		2016	TANA	SHARK 200DT	SHREDDER	590,600			
5001	LANDFILL	5001-412-0012		2016	TANA	T6DECO	DRUM SCREEN	200,000			
TOTAL LANDFILL								2,333,674	-	-	-
AIRPORT											
5001	AIRPORT	5001-411-0301	500	2008	CHEVROLET	TAHOE	SUV	27,608			
TOTAL AIRPORT								27,608	-	-	-
TOTAL ALL FUNDS								7,972,399	409,400	18,500	309,400

NON MOBILE EQUIPMENT REPLACEMENT

											DEPT REQUEST FY18-19	ADMIN REQUEST FY18-19		
Fund	Department	Account	TML ID #	Year	Make	Model	ID #	T	N	L	FA #	Purchase Price		
5502	Parks & Recreation	01-5502-412	48	2000	TORO	674 Reel Mower - model 3100	03201				147	\$3,500.00		
5502	Parks & Recreation	01-5502-412	33	2002	New Holland	Loader w/ Bucket	YL355827				62	\$4,500.00		
5502	Parks & Recreation	01-5502-412	34	2002	Modern	6' Box Blade	07079				63	\$425.00		
5502	Parks & Recreation	01-5502-412	35	2002	Unknown	48" Pallet Forks	26701				64	\$725.00		
5502	Parks & Recreation	01-5502-412	37	2004	Steiner	Power Rake	1048,45358				67	\$4,500.00		
5502	Parks & Recreation	01-5502-412	121	1997	Top Hat	16" Trailer w/ Tailgate (Black)	4P7ES1628VT015082				150	\$2,390.00		
5502	Parks & Recreation	01-5502-412	97	2001	PJ	12'x5' Trailer w/ Tailgate (Red)	4P5SA121112015992	x			1043	\$2,000.00		
5502	Parks & Recreation	01-5502-412	138	2005	Top Hat	Trailer	4R7BU12145T057870					\$2,000.00		
5502	Parks & Recreation	01-5502-412	76	2007	SCAG	ZCAT 16 HP 36" Deck	B3900040					\$4,987.00		
5502	Parks & Recreation	01-5502-412	79	2000	TORO	REELMASTER 3100-D	200000389					\$8,000.00		
5502	Parks & Recreation	01-5502-414	155	2008	Unknown	7x16' Utility Trailer (Black)	5GX5L162X8M009248	x				\$2,195.00		
5502	Parks & Recreation	01-5502-414	102	2008	Kubota	Zero Turn Mower ZG327P-60 (60" deck)	12176					\$7,900.00		
5502	Parks & Recreation	01-5502-414	103	2008	Kubota	Zero Turn Mower ZG227-54 (54" deck)	10598					\$7,500.00		
5502	Parks & Recreation	01-5502-414	68	2005	Rhino	Rotary Shredder	11156					\$9,418.00		
5502	Parks & Recreation	01-5502-414	87	2008	John Deere	1200A Field Rake	TC1200A160815				1092	\$9,464.30		
5502	Parks & Recreation	01-5502-414	51	2004	Rahn	GROOMER	N/A					\$8,500.00		
5502	Parks & Recreation	01-5502-414	120	2002	Homemade	Load Trailandscape Trailer	4ZESH162X21148679	x	9		65	\$2,390.00		
5502	Parks & Recreation	01-5502-414	105	2004	Unknown	ALUMACRAFT 12 FT BOAT	TX3371JZ or B-3371JZ-040317-6652					\$2,000.00		
5502	Parks & Recreation	01-5502-414		2014	SCAG	61" TURF TIGER MOWER (STT61V-26CH-EFI)	K1901134					\$9,675.00		
5502	Parks & Recreation	01-5502-414		2014	TORO	CUTTING UNIT	314000102					\$13,390.00		
5502	Parks & Recreation	01-5502-414		2015	EAST TX TRAILER	DUMP TRAILER (7' x 12' BLACK)	58SBD1224FE002489					\$5,450.00		
5502	Parks & Recreation	01-5502-414		2017	John Deere	1200A Field Rake	1TC1200ACHT235505					\$14,985.76		
5503	Cemetery	01-5503-414	123	2004	Unknown	16' Trailer w/ Tailgate (Red)						\$2,500.00		
5503	Cemetery	01-5503-414	63	2004	Billy Goat	Leaf Vac	060904193				1048	\$3,865.95		
5503	Cemetery	01-5503-414	150	2006	Top Hat	Trailer w/4' Ramp	4R7BU12176T069187					\$950.00		
5503	Cemetery	01-5503-414	104	2008	Kubota	Zero Turn Mower ZG222-48 (48" deck)	180525BD464					\$6,400.00		
5503	Cemetery	01-5503-414	98	2012	SCAG	48" Cheetah SCZ48V Zero Turn Mower	G9600263				1138	\$7,378.21		
5503	Cemetery	01-5503-414		2014	SCAG	61" TURF TIGER MOWER	K1901495					\$9,675.00		
5505	Street	01-5505-412	124	2004	Interstate	14PBS Falt Bed	1JKPBS1404M004881	x	9		1044	\$6,220.00		
5505	Street	01-5505-412	126	1980	Trail King	TRAILER	1658280							
5505	Street	01-5505-412	199	1970	Homemade	UTILITY TRAILER	NO VIN-HOMEMADE					\$800.00		
5505	Street	01-5505-414	195	1998	Homemade	TRAILER (BLACK FLAT BED)								
5505	Street	01-5505-414	149	2006	Longhorn	TRAILER	ST24508116E002761							
5505	Street	01-5505-414		2014	CENTEX	UTILITY TRAILER	5RHCT1217EH002233					\$980.00		
PARKS & LEISURE SERVICES						PARKS & LEISURE SERVICES						\$164,664.22	\$ -	\$ -

NON MOBILE EQUIPMENT REPLACEMENT

											DEPT REQUEST FY18-19	ADMIN REQUEST FY18-19
	Police			2016	SAM-R	R150 Trailer					\$6,495.00	
						POLICE					\$6,495.00	\$ - \$ -
5001	Water & WasteWater	02-5001-412	59	2004	Skagg	Turf Tiger Riding Mower	9360330		1046/104		\$7,000.00	
5001	Water & WasteWater	02-5001-414	106	2007	H & H	Utility Trailer	5NKBC18287P002003	x	9	1132	free - receive from court order	
5001	Water & WasteWater	02-5001-414		2014		Utility Trailer	4YMCL1222ET028023				\$21,300.00	
5001	Water & WasteWater	02-5001-414		2014	SCAG	52" DECK CHEETAH MOWER	K0100470				\$8,395.00	
5001	Water & WasteWater	02-5001-414		2015	SCAG	Turf Tiger Riding Mower	K1400010				\$9,350.00	
5001	Water & WasteWater	02-5001-414		2017	SCAG	52" CHEETAH SCZ52V ZERO TURN MOWER	L6400325				\$8,730.38	
5001	Water & WasteWater	02-5001-414		2016	CENTEX	5X10 UTILITY TRAILER	5RHCT1014GH002020				\$995.00	
5002	Water & WasteWater	02-5002-412	108	1980	Unknown	Flat Bed Trailer 16' (White)	956-855			315	Unkown	
5002	Water & WasteWater	02-5002-412	109	1980	Unknown	Black 6x8 Trailer (Holds Electric Eel)	957-521			316	Unknown	
5002	Water & WasteWater	02-5002-412	111	1988	Unknown	Trailer 6x8 (White)				318	Unknown	
5002	Water & WasteWater	02-5002-412	107	1980	Unknown	6" Pump on Wheels (Blue)	970159			319	Unknown	
5002	Water & WasteWater	02-5002-412	69	2005	Skagg	Tiger Cub Mower STC48A-19KA	A4805227				\$5,900.00	
5002	Water & WasteWater	02-5002-412	194	1999	Unknown	Trailer Tra/REMORQUE4ZECF	4ZECF1826X1127357	x		311	\$2,895.00	
5002	Water & WasteWater	02-5002-412	147	2006	Longhorn	5x8 Black Longhorn Trailer	5J2US08186E002451	x			\$675.00	
5002	Water & WasteWater	02-5002-412	148	2006	Longhorn	5x8 Black Longhorn Trailer	5J2US081X6E002760	x			\$675.00	
5002	Water & WasteWater	02-5002-414	211	2012	Longhorn	5X8 Utility Trailer	4YMUL0816CT029458	x	9	1134	\$599.99	
WATER						WATER					\$66,515.37	\$ - \$ -
5001	Landfill	03-5001-412	110	1970	Unknown	Equipment Trailer 16' Flat Bed (Red)				317	Unknown	
5001	Landfill	03-5001-412		2018	BCI	Fuel Tank Trailer	4B9B1TD28JS075270				\$6,462.00	
LANDFILL						LANDFILL					\$6,462.00	\$ - \$ -
											Totals	\$ - \$ -



**CAPITAL
PROJECTS
FUND**



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Capital Projects Fund

The Capital Projects Fund is utilized to account for large capital improvements for the governmental funds, such as street improvements, facilities, and parks. The source of funds can be a transfer from the general or other fund, assessments, or grant funds.

In FY 2018-19, \$1,000,190 is budgeted for the street maintenance program and \$40,508 is budgeted for a new sidewalk improvement program. These programs are funded by a transfer from the General Fund of \$1,020,444 and anticipated revenue of \$20,254 from citizens and businesses who wish to participate in the sidewalk improvement program.

Stephenville

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CITY OF STEPHENVILLE
10 -CAPITAL PROJECTS FUND SUMMARY

8/22/2018 14:25

FY 2018-2019

	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	PROJECTED 2019-2020	PROJECTED 2020-2021	PROJECTED 2021-2022	PROJECTED 2022-2023
Estimated Cash Balance 10/01	696,136	441,743	420,833	420,833	420,833	430,833	430,833	430,833	431,833	432,833	433,833	434,833
Revenues	1,367	2,992	1,000	8,596.05	10,000	1,000	21,254	21,254	1,000	1,000	1,000	1,000
Transfers In	375,000	26,098	915,000	915,000.00	915,000	1,000,000	1,020,444	1,020,444	1,048,831	1,079,880	1,110,546	1,142,725
Transfers Out												
Expenditures												
Personnel Costs	-	-	-	-	-	-	-	-	-	-	-	-
Operating Expenditures	110,360	-	40,000	20,480.00	40,000	-	-	-	-	-	-	-
Capital Expenditures	520,401	50,000	1,296,627	937,278.77	875,000	1,000,000	1,040,698	1,040,698	1,048,831	1,079,880	1,110,546	1,142,725
Debt Service	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	630,760	50,000	1,336,627	957,758.77	915,000	1,000,000	1,040,698	1,040,698	1,048,831	1,079,880	1,110,546	1,142,725
Net Revenues over(under) Expenditures	(254,393)	(20,910)	(420,627)	(34,163)	10,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Change in Receivables												
Change in other assets												
Change in Liabilities												
Estimated Cash Balance 9/30	441,743	420,833	206	386,670	430,833	431,833	431,833	431,833	432,833	433,833	434,833	435,833
Restricted:												
Capital Projects	441,743	420,833	206	386,670	430,833	431,833	431,833	431,833	432,833	433,833	434,833	435,833
Estimated Unrestricted Cash Balance 9/30	-	-	-	-	-	-	-	-	-	-	-	-

CITY OF STEPHENVILLE
10 - CAPITAL PROJECTS FUND

8/22/2018 14:25

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>REVENUES</u>											
4450	SIDEWALK MATCH							20,254.00	20,254.00		
** REVENUE CATEGORY TOTAL **		-	-	-	-	-	-	20,254.00	20,254.00		
<u>5 OTHER REVENUE</u>											
4501	INTEREST ON INVESTMENTS	1,367.42	2,992.41	1,000.00	8,596.05	10,000.00	1,000.00	1,000.00	1,000.00		
** REVENUE CATEGORY TOTAL **		1,367.42	2,992.41	1,000.00	8,596.05	10,000.00	1,000.00	1,000.00	1,000.00		
*** FUND TOTAL REVENUES ***		<u>1,367.42</u>	<u>2,992.41</u>	<u>1,000.00</u>	<u>8,596.05</u>	<u>10,000.00</u>	<u>1,000.00</u>	<u>21,254.00</u>	<u>21,254.00</u>		
<u>TRANSFERS IN</u>											
4590	TRANSFERS FROM OTHER FUNDS	375,000.00	26,098.00	915,000.00	915,000.00	915,000.00	1,000,000.00	1,020,444.00	1,020,444.00		
** TRANSFERS IN TOTAL **		375,000.00	26,098.00	915,000.00	915,000.00	915,000.00	1,000,000.00	1,020,444.00	1,020,444.00		
<u>EXPENDITURES</u>											
<u>2-CONTRACTUAL</u>											
5502-253	OUTSIDE PROFESSIONAL	110,359.72	-	40,000.00	20,480.00	40,000.00					
** CATEGORY TOTAL **		110,359.72	-	40,000.00	20,480.00	40,000.00	-	-	-		
<u>5-CAPITAL OUTLAY</u>											
5502-527	PARK IMPROVEMENTS	354,085.00	50,000.00	-	-						
5502-531	LAND	166,315.67	-	-	-						
5505-525	STREETS	-	-	875,000.00	937,278.77	875,000.00	1,000,000.00	1,000,190.00	1,000,190.00		
5505-525.0001	STREETS FOR FUTURE DEVELOPMENT	-	-	421,627.00	-						
5505-532	SIDEWALK IMPROVEMENTS							40,508.00	40,508.00	requires citizen match in 4450	
** CATEGORY TOTAL **		520,400.67	50,000.00	1,296,627.00	937,278.77	875,000.00	1,000,000.00	1,040,698.00	1,040,698.00		
** DEPARTMENT TOTAL **		<u>630,760.39</u>	<u>50,000.00</u>	<u>1,336,627.00</u>	<u>957,758.77</u>	<u>915,000.00</u>	<u>1,000,000.00</u>	<u>1,040,698.00</u>	<u>1,040,698.00</u>		



**NEW
PROGRAMS**



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New Programs

			CARRYOVER FROM FY17-18	DEPT REQUEST FY18-19	ADMIN REQUEST FY18-19	COUNCIL APPROVED FY18-19
FUND	DEPT	DESCRIPTION				
GENERAL						
01-5105-421	MUNICIPAL BUILDING	SCREENS FOR MEETINGS		3,000	3,000	3,000
01-5107-253	HUMAN RESOURCES	SALARY SURVEY		40,000	40,000	40,000
01-5107-254	HUMAN RESOURCES	TARLETON INTERNS		25,000	25,000	25,000
01-5201-416	FINANCIAL ADMIN	UPGRADE INCODE 10	30,300		46,500	46,500
01-5201-333	FINANCIAL ADMIN	CAFR SOFTWARE		2,000	2,000	2,000
01-5203-333	INFORMATION TECHNOLOGY	UPGRADE FIREWALLS, SWITCHES AND ADD WIFI TO PARK		12,075	-	-
01-5502-253	PARK MAINTENANCE	BRT PHASE 1 & 2 MOWING		52,000	52,000	52,000
01-5502-427	PARK MAINTENANCE	INCLUSION SWINGS AND POUR IN PLACE SURFACING-JAYCEE PARK		2,000	2,000	2,000
01-5502-427	PARK MAINTENANCE	PICNIC TABLES AND TRASH RECEPTACLES		10,000	-	-
01-5507-425	AQUATIC CENTER	REPAINT SLIDES/SPRAY FEATURES		38,000		
01-5603-215	FIRE	2 40' SHIPPING CONTAINERS FOR TRAINING		6,790	-	-
01-5601-254	FIRE	IAFF PHYSICALS		14,415	-	14,415
01-5603-318	FIRE	CONFINED SPACE RESCUE EQUIPMENT		7,600	-	-
01-5601-318	FIRE	GROUND MONITOR NOZZLES		4,650	-	4,650
01-5604-215	EMS	WORKOUT EQUIPMENT		4,455	-	-
01-5601-421	FIRE	16 STORAGE RACKS/LOCKERS FOR BUNKER GEAR		5,000	-	5,000
01-5601-215.0001	FIRE	STOP THE BLEED TRAINING KIT		1,900	1,900	1,900
01-5601-311	FIRE	TACTICAL MEDIC BUDGET		10,000	-	-
01-5601-421	FIRE	PAINT INTERIOR OF STATION #1 AND REPAIR STAIRWELL CEILING		14,500	14,500	14,500
01-5701-413	POLICE	COMPUTERS FOR PATROL UNITS		40,000	40,000	40,000
01-5701-421	POLICE	ELECTRONIC DOOR LOCKS		20,000	-	-
01-5701-316	POLICE	MOTORCYCLE TRAFFIC UNIT WEARING APPARAL		29,600	-	-
01-5701-332	POLICE	MOTORCYCLE TRAFFIC UNIT OPERATING SUPPLIES		18,690	-	-
01-5701-126	POLICE	INCREASE TO CAR ALLOWANCE		3,600	-	-
01-5801-416	COMMUNITY DEVELOPMENT	ADDITIONAL MODULE FOR CIITZEN PERMIT MANAGEMENT		4,000	4,000	4,000
01-5801-416	COMMUNITY DEVELOPMENT	DEVELOPMENT OF TIRZ		30,000	-	30,000
TOTAL GENERAL FUND			30,300	399,275	230,900	284,965

New Programs

FUND	DEPT	DESCRIPTION	CARRYOVER FROM FY17-18	DEPT REQUEST FY18-19	ADMIN REQUEST FY18-19	COUNCIL APPROVED FY18-19
WATER/WASTEWATER						
02-5001-253	PRODUCTION	536 AC TRACT AIRPORT WELL FIELD EXPANSION PLAN - PHASE I	55,000		55,000	55,000
02-5002-253	DISTRIBUTION	WATER MASTER PLAN	160,000		160,000	160,000
02-5101-254	COLLECTION	SEWER SYSTEM MANAGEMENT PLAN	75,000		75,000	75,000
TOTAL WATER/WASTEWATER			290,000	-	290,000	290,000
STORM WATER DRAINAGE FUND						
04-5001-253	STORM WATER DRAINAGE	STORM WATER DRAINAGE MASTER PLAN	75,000		75,000	75,000
TOTAL STORM WATER DRAINAGE			75,000	-	75,000	75,000
GRAND TOTAL			395,300	399,275	595,900	649,965



DEBT SERVICE



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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, 2018

Taxable Assessed Valuation	\$1,271,372,189
Constitutional Limit	2.50% of assessed valuation
Maximum Constitutional Revenue Available	\$31,784,305
Tax Rate to Achieve Maximum Tax Revenue	\$2.50 per \$100 of valuation
Tax Rate for FY 2018-2019	\$0.475 per \$100 of valuation
Available Unused Constitutional Max Tax Rate	2.025% 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 government capital equipment and infrastructure.

General Fund Capital Leases

Budget detail for General Fund capital leases is located in the corresponding departmental expenditures. This debt is not secured by property taxes; instead, the capital asset is the collateral for the debt.

Utility Fund Bonds and Capital Leases

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

Storm Water Drainage Bonds

Budget detail for the drainage related debt is located in the Storm Water Drainage budget.

Current Debt Requirements

The total Debt Service requirements for the City of Stephenville in fiscal year 2018-19 is \$3,430,884. The total General Obligation bond requirements for fiscal year 2017-2018 is \$466,445. The General Fund capital leases requirement are \$210,879. The Utility systems bond and capital lease requirements equal \$2,253,002. The Storm Water Drainage fund bonds requirement equals \$500,558. The Landfill Fund debt and Airport Fund debt were paid in full in FY 2017-18.

Funds for the General Obligation Bond Debt Service expenses will come from ad valorem taxes (\$466,445), and the funds for the General Fund lease purchases will come from general taxes and revenues. The Water and Sewer System bonds and capital lease are funded by and paid directly from the Utility Operating Fund. The Storm Water Drainage system debts is funded by and paid directly from storm water drainage fees.

Outstanding Debt

The total outstanding debt for the City of Stephenville as of October 1, 2018 is \$33,118,447. The City is required to retire \$2,826,043 with principal payments this year and will pay \$604,841 in interest this year.



General Debt Service Fund

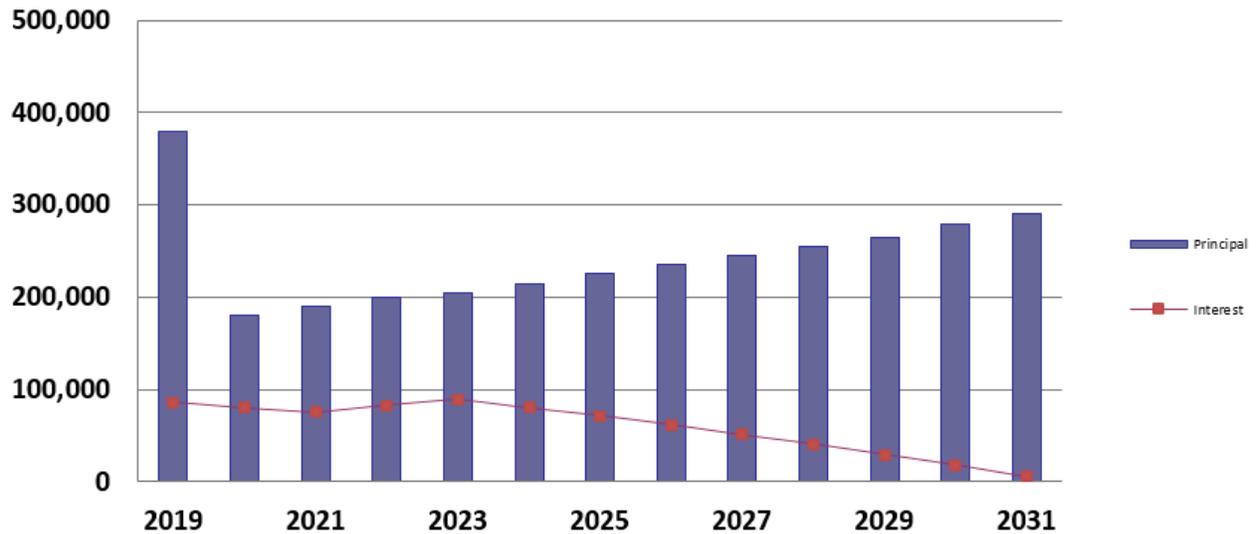
The Debt Service Fund accounts for all funds required to finance the payment of interest and principal on all general debt, serial and term, other than those payable exclusively from special assessments and revenue debt issued for and serviced by an enterprise fund. The City has authorized the following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

General Obligation Bonds

Certificates of Obligation, Series 2014 (Refund 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. On April 1, 2014, the City Council passed an ordinance authorizing the issuance of \$1,315,000 General Obligation Refunding Bonds, Series 2014 for the purpose of refinancing the Series 2009 previously issued.

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.

General Debt Service - Tax Supported





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
2019	3,165,000.00	380,000.00	86,444.50	466,444.50
2020	2,785,000.00	180,000.00	80,850.00	260,850.00
2021	2,605,000.00	190,000.00	75,300.00	265,300.00
2022	2,415,000.00	200,000.00	83,293.75	283,293.75
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
		<u>3,165,000.00</u>	<u>776,493.75</u>	<u>3,941,493.75</u>



Certificates of Obligation
2014 Refunding (2009) - \$1,315,000
Purpose: 2009 Aquatics Center
Issued 05/01/2014 Matures 02/15/2019
Principal Due - February 15

Fiscal Year	Interest rate	Principal	Interest	Total
2019	1.19%	310,000.00	1,844.50	311,844.50
		310,000.00	1,844.50	311,844.50

Certificates of Obligation
Series 2011 - \$4,000,000
Purpose: Fire Station #2/ 2012 Street Project
Issued 10/11/2011 Matures 02/15/2031
Principal Due - February 15

Fiscal Year	Interest rate	Principal	Interest	Total
2019	3.00%	70,000.00	84,600.00	154,600.00
2020	3.00%	180,000.00	80,850.00	260,850.00
2021	3.00%	190,000.00	75,300.00	265,300.00
2022	3%-4.25%	200,000.00	83,293.75	283,293.75
2023	4.25%	205,000.00	89,781.25	294,781.25
2024	4.25%	215,000.00	80,856.25	295,856.25
2025	4.25%	225,000.00	71,506.00	296,506.00
2026	4.25%	235,000.00	61,731.00	296,731.00
2027	4.25%	245,000.00	51,532.00	296,532.00
2028	4.25%	255,000.00	40,906.00	295,906.00
2029	4.25%	265,000.00	29,856.00	294,856.00
2030	4.25%	280,000.00	18,275.00	298,275.00
2031	4.25%	290,000.00	6,162.00	296,162.00
		2,855,000.00	774,649.25	3,629,649.25

CITY OF STEPHENVILLE
08 - DEBT SERVICE FUND SUMMARY

8/22/2018 13:55

FY 2018-2019

	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	PROJECTED 2019-2020	PROJECTED 2020-2021	PROJECTED 2021-2022	PROJECTED 2022-2023
Estimated Cash Balance 10/1	139,915	144,063	156,167	156,167	156,167	196,586	196,586	196,586	196,586	196,586	196,586	196,586
Revenues	484,638	483,921	492,493	495,852	497,518	467,445	467,445	467,445	260,850	265,300	283,294	294,782
Transfers In												
Transfers Out												
Expenditures												
Personnel Costs	-	-	-	-	-	-	-	-	-	-	-	-
Operating Expenditures	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expenditures	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service	481,375	469,196	494,193	412,430	457,099	467,445	467,445	467,445	260,850	265,300	283,294	294,782
Total Expenditures	481,375	469,196	494,193	412,430	457,099	467,445	467,445	467,445	260,850	265,300	283,294	294,782
Net Revenues over(under) Expenditures	3,263	14,725	(1,700)	83,423	40,419	-	-	-	-	-	-	-
Change in Receivables	885	(2,621)										
Change in other assets												
Change in Liabilities												
Estimated Cash Balance 9/30	144,063	156,167	154,467	239,590	196,586	196,586	196,586	196,586	196,586	196,586	196,586	196,586
Restricted:												
3 Months Operations												
Debt Service	144,063	156,167	154,467	239,590	196,586	196,586	196,586	196,586	196,586	196,586	196,586	196,586
Airport Improvement												
Grant Match												
Estimated Unrestricted Cash Balance 9/30	-	-	-	-	-	-	-	-	-	-	-	-

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CITY OF STEPHENVILLE
08 -DEBT SERVICE FUND REVENUE

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>REVENUES</u>											
<u>0 TAXES</u>											
4001	PROPERTY TAXES	479,586.90	479,165.16	491,993.00	493,412.48	494,810.00	466,445.00	466,445.00	466,445.00		
4003	PENALTY & INTEREST	4,392.80	3,708.10	-	-						
** REVENUE CATEGORY TOTAL **		<u>483,979.70</u>	<u>482,873.26</u>	<u>491,993.00</u>	<u>493,412.48</u>	<u>494,810.00</u>	<u>466,445.00</u>	<u>466,445.00</u>	<u>466,445.00</u>		
<u>5 OTHER REVENUE</u>											
4501	INTEREST ON CHECKING	658.09	1,047.35	500.00	2,439.99	2,708.00	1,000.00	1,000.00	1,000.00		
** REVENUE CATEGORY TOTAL **		<u>658.09</u>	<u>1,047.35</u>	<u>500.00</u>	<u>2,439.99</u>	<u>2,708.00</u>	<u>1,000.00</u>	<u>1,000.00</u>	<u>1,000.00</u>		
*** FUND TOTAL REVENUES ***		<u><u>484,637.79</u></u>	<u><u>483,920.61</u></u>	<u><u>492,493.00</u></u>	<u><u>495,852.47</u></u>	<u><u>497,518.00</u></u>	<u><u>467,445.00</u></u>	<u><u>467,445.00</u></u>	<u><u>467,445.00</u></u>		

CITY OF STEPHENVILLE
08 - DEBT SERVICE FUND EXPENDITURES

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PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	DEPARTMENT REQUEST	ADMIN REQUEST	COUNCIL ADOPTED	DEPARTMENT REQUEST NOTES	ADMIN REQUEST NOTES
<u>01 TOTAL EXPENSES</u>											
<u>6-BANK CHARGES</u>											
5001-610	BANK CHARGES	-	-	1,000.00	-	-	1,000.00	1,000.00	1,000.00		
** CATEGORY TOTAL **		-	-	1,000.00	-	-	1,000.00	1,000.00	1,000.00		
<u>7-DEBT SERVICE</u>											
5001-750	BOND PRINCIPAL	415,000.00	390,000.00	365,000.00	365,000.00	365,000.00	380,000.00	380,000.00	380,000.00		
5001-755	BOND INTEREST	66,374.73	79,195.50	128,193.00	47,429.50	92,099.00	86,445.00	86,445.00	86,445.00		
** CATEGORY TOTAL **		481,374.73	469,195.50	493,193.00	412,429.50	457,099.00	466,445.00	466,445.00	466,445.00		
** DEPARTMENT TOTAL **		<u>481,374.73</u>	<u>469,195.50</u>	<u>494,193.00</u>	<u>412,429.50</u>	<u>457,099.00</u>	<u>467,445.00</u>	<u>467,445.00</u>	<u>467,445.00</u>		



General Fund Capital Leases

Capital lease payments for the general government are budgeted in the General Fund, not the General Debt Service Fund, as the lease purchase is secured by the capital asset not property taxes. The City has the following capital leases outstanding:

Texas Municipal Lease Purchase Agreement No. 6984—2015 E450 AEV Type III Ambulance

On June 3, 2015, the City Council authorized the execution of a lease-purchase agreement with Texas Bank for the purpose of financing an “Ambulance”. On June 15, 2015, a lease-purchase agreement was executed financing the amount of \$113,937.99 for a 2015 E450 AEV Type III Ambulance.

Texas Municipal Lease Purchase Agreement No. 7532—2016 E-One Pumper

On October 4, 2016, the City Council authorized the execution of a lease-purchase agreement with Texas Bank for the purpose of financing a “Fire Truck”. On October 13, 2016, a lease-purchase agreement was executed financing the amount of \$349,833 for a 2016 E-One pumper.

Master Equipment Lease Purchase Agreement—Four (4) Police Tahoes

On December 6, 2016, the City Council authorized the lease purchase of four (4) police Tahoes with GM Financial. On April 11, 2017, a lease-purchase agreement was executed financing the amount of \$97,978.08 with AmeriCredit Financial Service, Inc., dba GM Financial.

Equipment Lease Purchase Agreement—2017 Chevy Tahoe K-9 Unit

On March 1, 2017, a lease-purchase agreement was executed financing the amount of \$35,288 with Bruner Motors for the purchase of a 2017 Chevrolet Tahoe to be used as a K-9 unit. The agreement included thirty-six (36) lease payments totaling \$18,900 with a purchase option at the end of the lease term of \$20,000. An addendum was signed on March 3, 2017, in which terms stated that Bruner Motors would pay the lease payments in exchange for advertising signage on and appearances with the Tahoe. On November 9, 2017, \$20,000 was paid towards the lease payments and final purchase amount, leaving \$18,900 due at the end of lease for the purchase of the vehicle.

Municipal Lease-Purchase Agreement—Five (5) CID 2018 Chevy Silverados

On October 10, 2017, the City Council authorized the lease purchase of five (5) 2018 Chevrolet Silverados for the Criminal Investigative Department with Ally Financial. On January 18, 2018, a lease-purchase agreement was executed financing the amount of \$114,929.75 with Ally Financial.

Municipal Lease-Purchase Agreement—Three (3) Patrol 2018 Chevy Tahoes

On December 5, 2017, the City Council authorized the lease purchase of three (3) 2018 Chevrolet Tahoes for Patrol with Ally Financial. On April 9, 2018, a lease-purchase agreement was executed financing the amount of \$100,441.41 with Ally Financial.



Summary of General Fund Capital Leases to Maturity

Fiscal Year	Principal	Interest	Total
2019	193,236.94	17,641.62	210,878.56
2020	187,862.50	11,332.00	199,194.50
2021	139,812.26	5,697.40	145,509.66
2022	23,898.22	989.38	24,887.60
	<u>544,809.92</u>	<u>35,660.40</u>	<u>580,470.32</u>

General Fund Capital Lease 2015 E450 AEV Type III Payment due - June 15

Fiscal Year	Principal	Interest	Total
2019	<u>29,722.12</u>	<u>861.94</u>	<u>30,584.06</u>
	<u>29,722.12</u>	<u>861.94</u>	<u>30,584.06</u>



**General Fund Capital Lease
2016 E-One Pumper
Payment due - October 14**

Fiscal Year	Principal	Interest	Total
2019	86,173.01	7,716.57	93,889.58
2020	88,672.03	5,217.55	93,889.58
2021	91,243.54	2,646.04	93,889.58
	<u>266,088.58</u>	<u>15,580.16</u>	<u>281,668.74</u>

**General Fund Capital Lease
Four (4) 2017 Police Tahoes
Payment due - October 14**

Fiscal Year	Principal	Interest	Total
2019	32,648.43	2,136.41	34,784.84
2020	33,699.71	1,085.13	34,784.84
	<u>66,348.14</u>	<u>3,221.54</u>	<u>69,569.68</u>



**General Fund Capital Lease
K-9 Tahoe
Payment due - March 1**

Fiscal Year	Principal	Interest	Total
2020	18,900.00	0.00	18,900.00
	<u>18,900.00</u>	<u>0.00</u>	<u>18,900.00</u>

**General Fund Capital Lease
Five (5) 2018 Police Silverados
Payment due - January 18**

Fiscal Year	Principal	Interest	Total
2019	21,159.87	3,727.73	24,887.60
2020	22,035.89	2,851.71	24,887.60
2021	22,948.17	1,939.43	24,887.60
2022	23,898.22	989.38	24,887.60
	<u>90,042.15</u>	<u>9,508.25</u>	<u>99,550.40</u>



**General Fund Capital Lease
Three (3) 2018 Police Tahoes
Payment due - April 9**

Fiscal Year	Principal	Interest	Total
2019	23,533.51	3,198.97	26,732.48
2020	24,554.87	2,177.61	26,732.48
2021	25,620.55	1,111.93	26,732.48
	<u>73,708.93</u>	<u>6,488.51</u>	<u>80,197.44</u>



Utility Debt Service

Utility Debt Service is presented in the Water and Sewer Utility Fund, accounting 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 Water and Sewer Utility Fund. Such debt includes the following issues:

Utility System Revenue Bonds

Combination Tax & Revenue Certificates of Obligation, Series 2014 (Refund 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. On April 1, 2014, the City Council passed an ordinance authorizing the issuance of \$5,175,000 General Obligation Refunding Bonds, Series 2014 for the purpose of refinancing the Series 2004 previously issued

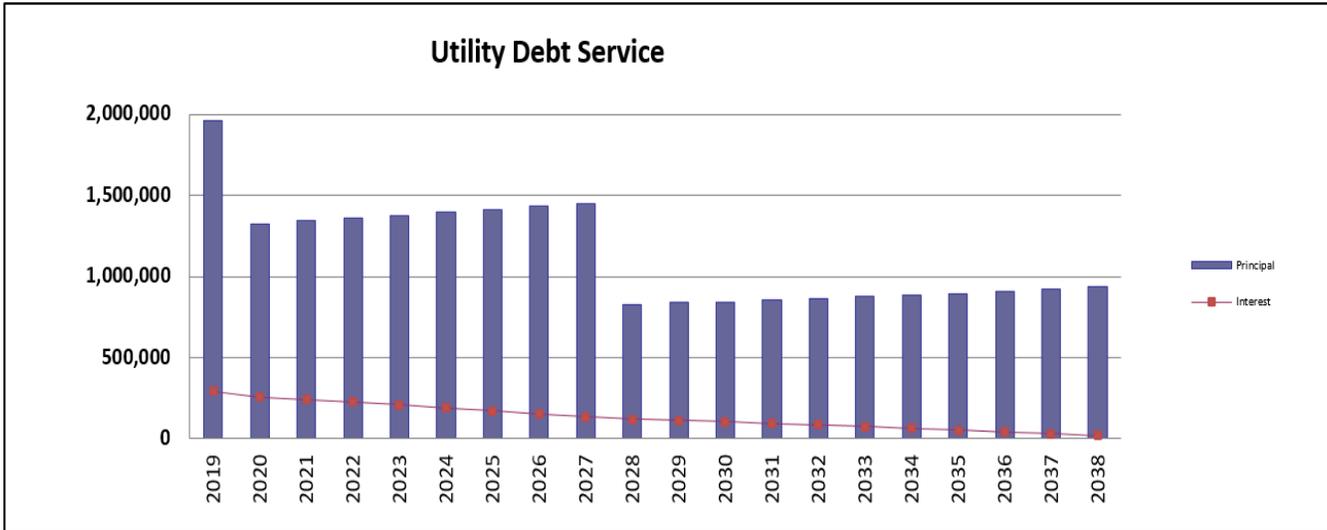
Combination Tax & Revenue Certificates of Obligation, Series 2013 – On November 19, 2013, the City Council passed an ordinance authorizing the issuance of \$1,000,000 in bonds for the purpose of paying all or a portion of the City's contractual obligations for (i) the acquisition and construction of *sewer line extensions*, (ii) repairs to the streets in the City associated with such sewer line extensions and (iii) payment of legal, fiscal and engineering fees in connection with these projects.

Combination Tax & Revenue Certificates of Obligation, Series 2016 – On November 1, 2016, the City Council passed an ordinance authorizing the issuance of \$2,040,000 in bonds for the purpose of paying all or a portion of the City's contractual obligations incurred in connection with the construction of improvements to the sanitary sewer collection system and paying legal, fiscal, engineering, and architectural fees in connection with this project.

Combination Tax & Revenue Certificates of Obligation, Series 2018 – On June 5, 2018, the City Council passed an ordinance authorizing the issuance of \$17,030,000 in bonds for the purpose of paying all or a portion of the City's contractual obligations incurred for use in connection with planning, acquiring, designing and constructing improvements to the sanitary sewer system and paying legal, fiscal, engineering, and architectural fees in connection with such projects.

Capital Lease

Advance Metering Infrastructure Lease – On June 3, 2014, the City Council approved a capital lease of \$2,988,450 for the installation of an Advanced Metering Infrastructure (AMI) system.



Summary of Utility Debt Service Charges to Maturity				
Year Ending September 30th	Outstanding Beginning of Year	Principal	Interest	Total Requirements
2019	23,658,636.61	1,957,805.90	295,196.53	2,253,002.43
2020	21,700,830.71	1,325,811.26	258,642.24	1,584,453.50
2021	20,375,019.45	1,344,608.15	243,498.10	1,588,106.25
2022	19,030,411.30	1,358,729.04	227,139.46	1,585,868.50
2023	17,671,682.26	1,376,065.44	210,037.35	1,586,102.79
2024	16,295,616.82	1,395,616.82	191,354.72	1,586,971.54
2025	14,900,000.00	1,415,000.00	170,753.00	1,585,753.00
2026	13,485,000.00	1,435,000.00	153,347.25	1,588,347.25
2027	12,050,000.00	1,450,000.00	134,897.50	1,584,897.50
2028	10,600,000.00	830,000.00	121,510.00	951,510.00
2029	9,770,000.00	840,000.00	113,367.50	953,367.50
2030	8,930,000.00	845,000.00	104,731.25	949,731.25
2031	8,085,000.00	855,000.00	95,635.25	950,635.25
2032	7,230,000.00	865,000.00	86,088.25	951,088.25
2033	6,365,000.00	875,000.00	76,082.25	951,082.25
2034	5,490,000.00	885,000.00	65,565.00	950,565.00
2035	4,605,000.00	895,000.00	54,528.00	949,528.00
2036	3,710,000.00	910,000.00	43,020.00	953,020.00
2037	2,800,000.00	920,000.00	31,124.50	951,124.50
2038	1,880,000.00	935,000.00	18,880.75	953,880.75
2039	945,000.00	945,000.00	6,331.50	951,331.50
		23,658,636.61	2,701,730.40	26,360,367.01
Series 2014 Refunding 2004		1,640,000.00		
Series 2013		920,000.00		
Series 2016		2,040,000.00		
Series 2018		17,030,000.00		
Series 2014 Capital Lease		2,028,636.61		
		23,658,636.61		



Utility System Revenue & Refunding Bonds

Series 2014 (2004) - \$5,175,000

Purpose: 2004 Long-Term Water

Issued 05/01/2014 Matures 02/15/2019

Principal Due - Feb 15

Fiscal Year	Interest Rate	Principal	Interest	Total
2019	1.19%	1,640,000.00	9,758.00	1,649,758.00
		1,640,000.00	9,758.00	1,649,758.00

Utility System Revenue

Series 2013 - \$1,000,000

Purpose: Sewer - Kaylock Lockwood Improvements

Issued 12/18/2013 Matures 02/15/2024

Principal Due - Feb 15

Fiscal Year	Interest Rate	Principal	Interest	Total
2019	2.49%	20,000.00	22,659.00	42,659.00
2020	2.49%	170,000.00	20,293.50	190,293.50
2021	2.49%	175,000.00	15,998.25	190,998.25
2022	2.49%	180,000.00	11,578.50	191,578.50
2023	2.49%	185,000.00	7,034.25	192,034.25
2024	2.49%	190,000.00	2,365.50	192,365.50
		920,000.00	79,929.00	999,929.00

Utility System Revenue

Series 2016 - \$2,040,000

Purpose: Tarleton Methodist Branch Sewer Project

Issued 12/01/2016 Matures 02/15/2027

Principal Due - Feb 15

Fiscal Year	Interest Rate	Principal	Interest	Total
2019	1.84%	0.00	37,536.00	37,536.00
2020	1.84%	50,000.00	37,076.00	87,076.00
2021	1.84%	40,000.00	36,248.00	76,248.00
2022	1.84%	55,000.00	35,374.00	90,374.00
2023	1.84%	20,000.00	34,684.00	54,684.00
2024	1.84%	20,000.00	34,316.00	54,316.00
2025	1.84%	605,000.00	28,566.00	633,566.00
2026	1.84%	620,000.00	17,296.00	637,296.00
2027	1.84%	630,000.00	5,796.00	635,796.00
		2,040,000.00	266,892.00	2,306,892.00



Utility System Revenue
Series 2018 - \$17,030,000
Purpose: Eastside Sewer Project
Issued 07/10/2018 Matures 02/15/2039
Principal Due - Feb 15

Fiscal Year	Interest Rate	Principal	Interest	Total
2019		0.00	175,249.43	175,249.43
2020	0.18%	790,000.00	159,010.00	949,010.00
2021	0.28%	795,000.00	157,186.00	952,186.00
2022	0.36%	795,000.00	154,642.00	949,642.00
2023	0.44%	800,000.00	151,451.00	951,451.00
2024	0.58%	805,000.00	147,356.50	952,356.50
2025	0.70%	810,000.00	142,187.00	952,187.00
2026	0.81%	815,000.00	136,051.25	951,051.25
2027	0.89%	820,000.00	129,101.50	949,101.50
2028	0.95%	830,000.00	121,510.00	951,510.00
2029	1.00%	840,000.00	113,367.50	953,367.50
2030	1.05%	845,000.00	104,731.25	949,731.25
2031	1.09%	855,000.00	95,635.25	950,635.25
2032	1.13%	865,000.00	86,088.25	951,088.25
2033	1.17%	875,000.00	76,082.25	951,082.25
2034	1.22%	885,000.00	65,565.00	950,565.00
2035	1.26%	895,000.00	54,528.00	949,528.00
2036	1.29%	910,000.00	43,020.00	953,020.00
2037	1.31%	920,000.00	31,124.50	951,124.50
2038	1.33%	935,000.00	18,880.75	953,880.75
2039	1.34%	945,000.00	6,331.50	951,331.50
		<u>17,030,000.00</u>	<u>2,169,098.93</u>	<u>19,199,098.93</u>

Utility System Capital Lease
Series 2014 - \$2,988,450
Purpose: Water Meter Automation
Issued 07/18/2014 Matures 09/15/2024
Principal Due - Feb 15/Sept 15

Fiscal Year	Interest Rate	Principal	Interest	Total
2019	2.558%	297,805.90	49,994.10	347,800.00
2020	2.558%	315,811.26	42,262.74	358,074.00
2021	2.558%	334,608.15	34,065.85	368,674.00
2022	2.558%	328,729.04	25,544.96	354,274.00
2023	2.558%	371,065.44	16,868.10	387,933.54
2024	2.558%	380,616.82	7,316.72	387,933.54
		<u>2,028,636.61</u>	<u>176,052.47</u>	<u>2,204,689.08</u>



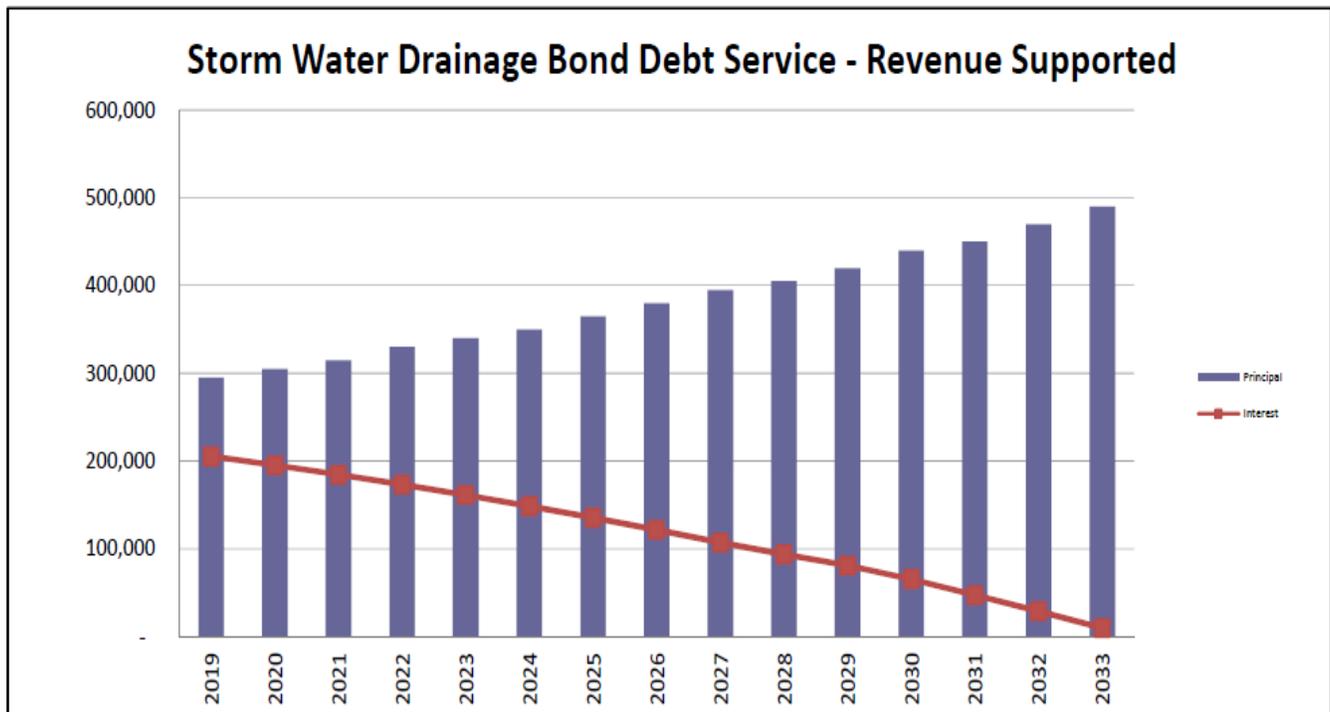
Storm Water Drainage Fund Debt Service

Storm Water Drainage debt service is presented in the Storm Water Drainage Fund, accounting 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 Storm Water Drainage Fund. Such debt includes the following issues:

Storm Water Drainage Revenue Bonds

Combination Tax & Revenue Certificates of 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 storm water drainage improvements Phase I.

Combination Tax & Revenue Certificates of Obligations, Series 2013 (Refund 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 storm water drainage improvements Phase II. On November 6, 2012, the City Council passed an ordinance authorizing the issuance of \$3,910,000 General Obligation Refunding Bonds, Series 2013 for the purpose of refinancing the Series 2008 Bonds previously issued.





Summary of Storm Water Drainage Debt Service Charges to Maturity

Year Ending September 30th	Outstanding Beginning of Year	Principal	Interest	Total Requirements
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
		5,750,000	1,758,582	7,508,582

Combination Tax & Revenue Certificates of Obligation

Series 2006A - \$4,300,000

Purpose: Storm Water - Methodist Branch Phase I

Issued 12/19/2006 Matures 02/15/2027

Principal Due - February 15

Fiscal Year	Interest Rate	Principal	Interest	Total
2019	3.92%	220,000.00	87,808.00	307,808.00
2020	3.92%	230,000.00	78,988.00	308,988.00
2021	3.92%	240,000.00	69,776.00	309,776.00
2022	3.92%	250,000.00	60,172.00	310,172.00
2023	3.92%	260,000.00	50,176.00	310,176.00
2024	3.92%	270,000.00	39,788.00	309,788.00
2025	3.92%	280,000.00	29,008.00	309,008.00
2026	3.92%	295,000.00	17,738.00	312,738.00
2027	3.92%	305,000.00	5,978.00	310,978.00
		<u>2,350,000.00</u>	<u>439,432.00</u>	<u>2,789,432.00</u>



Combination Tax & Revenue Certificates of Obligation
2013 Refunding (2008) - \$3,910,000
Purpose: Storm Water - Methodist Branch Phase II
Issued 01/17/2013 Matures 02/15/2033
Principal Due - February 15

Fiscal Year	Interest Rate	Principal	Interest	Total
2019	2.00%	75,000.00	117,750.00	192,750.00
2020	2.00%	75,000.00	116,250.00	191,250.00
2021	2.00%	75,000.00	114,750.00	189,750.00
2022	2.00%	80,000.00	113,200.00	193,200.00
2023	3.00%	80,000.00	111,200.00	191,200.00
2024	3.00%	80,000.00	108,800.00	188,800.00
2025	3.00%	85,000.00	106,325.00	191,325.00
2026	3.00%	85,000.00	103,775.00	188,775.00
2027	3.00%	90,000.00	101,150.00	191,150.00
2028	3.00%	405,000.00	93,725.00	498,725.00
2029	3.25%	420,000.00	80,825.00	500,825.00
2030	4.00%	440,000.00	65,200.00	505,200.00
2031	4.00%	450,000.00	47,400.00	497,400.00
2032	4.00%	470,000.00	29,000.00	499,000.00
2033	4.00%	490,000.00	9,800.00	499,800.00
		<u>3,400,000.00</u>	<u>1,319,150.00</u>	<u>4,719,150.00</u>



**COMPONENT
UNIT**

**STEPHENVILLE
ECONOMIC
DEVELOPMENT
AUTHORITY**



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Stephenville Economic Development Authority

The Stephenville Economic Development Authority (SEDA) is a component unit of the City of Stephenville. During fiscal year 2014-2015, the City Council authorized a sales tax election that would devote 1/8 of 1 cent. This equals .125% of every taxable sale in Stephenville. The citizens of Stephenville overwhelmingly voted to approve the 4B sales tax allocation. The City of Stephenville has a sales tax rate of \$1.50 per \$100. Thus, the City receives approximately \$1.375 per \$100 in sales, and the 4B corporation (SEDA) receives \$0.125 per \$100 in sales. The sales tax allocation to SEDA began on 10-01-15. The city council has selected a board of directors for the corporation. The Executive Director was approved by the corporation, the board and the council in order to be hired.

This fund is used to account for the 4B sales taxes the City collects. These taxes are restricted for use to enhance and promote economic development within the City.

The board of directors is as follows:

- Place 1 Matt Harpole
- Place 2 Malcolm Cross
- Place 3 Gerald Cook
- Place 4 Fisher Rinderknect
- Place 5 Marion Cole
- Place 6 Nate Heller
- Place 7 Shelby Slawson

Program Personnel		Requested	Approved
Title	FY17-18	FY18-19	FY18-19
Executive Director			1
Assistant Director/Sr Project Manager	1	1	1
	1	1	2

CITY OF STEPHENVILLE
79 -SEDA SUMMARY

9/28/2018 11:38

FY 2018-2019

	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	STAFF REQUEST	BOARD REQUEST	COUNCIL ADOPTED	PROJECTED 2019-2020	PROJECTED 2020-2021	PROJECTED 2021-2022	PROJECTED 2022-2023
Estimated Cash Balance 10/1	-	272,255	419,134	419,134	419,134	672,365	672,365	672,365	597,365	627,648	667,640	716,870
Revenues	480,467	481,020	482,823	425,273.43	512,830	508,315	508,315	528,431	553,847	579,263	604,679	630,095
Transfers In												
Transfers Out												
Expenditures												
Personnel Costs	46,345	149,027	155,347	109,695.21	146,417	228,100	228,100	228,100	234,943	241,991	249,251	256,729
Operating Expenditures	82,228	200,769	326,075	94,652.57	113,182	280,215	355,215	355,215	288,621	297,280	306,198	315,384
Capital Expenditures	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	128,573	349,796	481,422	204,347.78	259,599	508,315	583,315	583,315	523,564	539,271	555,449	572,113
Net Revenues over(under) Expenditures	351,894	131,224	1,401	220,926	253,231	-	(75,000)	(54,884)	30,283	39,992	49,230	57,982
Change in Receivables	(87,276)	709										
Change in other assets												
Change in Liabilities	7,637	14,946										
Change in Deferred Inflows of Resources												
Estimated Cash Balance 9/30	272,255	419,134	420,535	640,060	672,365	672,365	597,365	617,481	627,648	667,640	716,870	774,852
Restricted:												
3 Months Operations	32,143	87,449	120,356	51,087	64,900	127,079	145,829	145,829	130,891	134,818	138,862	143,028
Economic Development	240,112	331,685	300,179	588,973	607,465	545,286	451,536	471,652	496,757	532,822	578,008	631,824
Estimated Unrestricted Cash Balance 9/30	-	-	-	-	-	-	-	-	-	-	-	-

CITY OF STEPHENVILLE
79 -SEDA REVENUE

9/28/2018 11:38

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	STAFF REQUEST	BOARD REQUEST	COUNCIL ADOPTED	STAFF REQUEST NOTES	BOARD REQUEST NOTES
<u>0 TAXES</u>											
4010	CITY SALES TAX 4B	480,467.40	478,585.75	481,823.00	418,908.58	506,178.00	508,315.00	508,315.00	526,431.00		
** REVENUE CATEGORY TOTAL **		<u>480,467.40</u>	<u>478,585.75</u>	<u>481,823.00</u>	<u>418,908.58</u>	<u>506,178.00</u>	<u>508,315.00</u>	<u>508,315.00</u>	<u>526,431.00</u>		
<u>5 OTHER REVENUE</u>											
4501	INTERST ON INVESTMENTS	-	2,434.30	1,000.00	6,364.85	6,652.00			2,000.00		
** REVENUE CATEGORY TOTAL **		<u>-</u>	<u>2,434.30</u>	<u>1,000.00</u>	<u>6,364.85</u>	<u>6,652.00</u>	<u>-</u>	<u>-</u>	<u>2,000.00</u>		
*** FUND TOTAL REVENUES ***		<u><u>480,467.40</u></u>	<u><u>481,020.05</u></u>	<u><u>482,823.00</u></u>	<u><u>425,273.43</u></u>	<u><u>512,830.00</u></u>	<u><u>508,315.00</u></u>	<u><u>508,315.00</u></u>	<u><u>528,431.00</u></u>		

CITY OF STEPHENVILLE
79 -SEDA EXPENDITURES

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PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	STAFF REQUEST	BOARD REQUEST	COUNCIL ADOPTED	STAFF REQUEST NOTES	BOARD REQUEST NOTES
<u>SEDA</u>											
<u>1-PERSONNEL</u>											
5790-111	SALARIES	35,769.21	100,016.55	100,000.00	76,687.54	105,351.00	170,000.00	170,000.00	170,000.00		
5790-113	PART TIME WAGES	-	11,417.50	20,000.00	7,890.00	7,890.00	-	-	-		
5790-115	INCENTIVES						-	-	-		
5790-121	RETIREMENT	4,820.38	15,242.52	9,333.00	7,383.71	9,337.00	20,400.00	20,400.00	20,400.00		
5790-122	SOCIAL SECURITY	2,059.86	7,862.81	9,593.00	6,087.70	7,892.00	13,000.00	13,000.00	13,000.00		
5790-123	WORKER'S COMPENSATION	-	-	551.00	936.00	936.00	1,300.00	1,300.00	1,300.00		
5790-125	GROUP INSURANCE	2,120.62	9,087.68	10,470.00	8,010.26	11,186.00	18,000.00	18,000.00	18,000.00		
5790-126	CAR ALLOWANCE	1,575.00	5,400.00	5,400.00	2,700.00	3,825.00	5,400.00	5,400.00	5,400.00		
** CATEGORY TOTAL **		46,345.07	149,027.06	155,347.00	109,695.21	146,417.00	228,100.00	228,100.00	228,100.00		
<u>2-CONTRACTUAL</u>											
5790-211	POSTAGE	-	-	500.00	-	-	500.00	500.00	500.00		
5790-212	COMMUNICATIONS	895.16	1,429.08	1,500.00	664.13	620.00	1,000.00	1,000.00	1,000.00		
5790-213	MILEAGE REIMBURSEMENT	-	373.68	2,000.00	425.49	224.00	2,000.00	2,000.00	2,000.00		
5790-214	ADVERTISEMENT	7,463.08	435.40	2,000.00	-	-	1,000.00	1,000.00	1,000.00		
5790-215	EDUCATION & SCHOOLING	1,924.59	5,596.49	11,500.00	7,201.02	11,500.00	11,500.00	11,500.00	11,500.00		
5790-223	MARKETING	3,766.40	31,187.92	35,000.00	4,216.96	6,500.00	24,000.00	24,000.00	24,000.00		
5790-224	OTHER INSURANCE	28.66	1,407.65	1,450.00	1,353.34	1,354.00	1,450.00	1,450.00	1,450.00		
5790-225	MEETINGS	472.59	8,381.26	3,000.00	7,645.37	4,000.00	3,000.00	3,000.00	3,000.00		
5790-231	RENTAL	12,952.68	13,721.29	4,800.00	2,800.00	2,800.00	3,600.00	3,600.00	3,600.00		
5790-251	UTILITIES	590.85	1,221.28	2,400.00	1,414.23	1,838.00	-	-	-		
5790-252	DUES & SUBSCRIPTIONS	2,175.00	7,305.00	8,500.00	5,470.00	8,500.00	7,000.00	7,000.00	7,000.00		
5790-253	OUTSIDE PROFESSIONALS	-	14,087.50	9,000.00	9,073.53	12,500.00	10,000.00	10,000.00	10,000.00		
5790-254	SPECIAL SERVICES	23,009.60	325.68	13,550.00	2,911.08	175.00	5,000.00	5,000.00	5,000.00		
5790-262	JANITORIAL SERVICE	253.24	-	1,200.00	150.00	-	-	-	-		
5790-269	ECONOMIC DEVELOPMENT PROGRAMS	-	-	-	-	-	175,000.00	175,000.00	175,000.00		
5790-269.0001	ECONOMIC DEV-EASTSIDE SEWER PART.	-	-	-	-	-	-	75,000.00	75,000.00		
5790-700	ECONOMIC DEVELOPMENT PROGRAMS	18,196.79	94,421.17	200,000.00	46,333.86	46,333.86	-	-	-		
** CATEGORY TOTAL **		71,728.64	179,893.40	296,400.00	89,659.01	96,344.86	245,050.00	320,050.00	320,050.00		
<u>3-GENERAL SERVICES</u>											
5790-312	OFFICE SUPPLIES	740.56	1,715.40	1,500.00	3,284.62	1,500.00	1,500.00	1,500.00	1,500.00		
5790-317	PHOTO AND DUPLICATION	22.26	262.89	1,000.00	465.02	700.00	1,000.00	1,000.00	1,000.00		
5790-332	OPERATING SUPPLIES	2,831.18	1,308.40	1,250.00	288.00	750.00	1,265.00	1,265.00	1,265.00		
5790-333	COMPUTER SUPPLIES	-	864.10	3,000.00	933.12	1,500.00	3,000.00	3,000.00	3,000.00		
** CATEGORY TOTAL **		3,594.00	4,150.79	6,750.00	4,970.76	4,450.00	6,765.00	6,765.00	6,765.00		
<u>4-MACHINE & EQUIPMENT MAINTENANCE</u>											
5790-413	OFFICE EQUIPMENT	1,649.39	-	-	-	-	3,000.00	3,000.00	3,000.00		
** CATEGORY TOTAL **		1,649.39	-	-	-	-	3,000.00	3,000.00	3,000.00		

CITY OF STEPHENVILLE
79 -SEDA EXPENDITURES

9/28/2018 11:38

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31, 2018

ACCT NO#	ACCT NAME	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	Y-T-D ACTUAL	PROJECTED 2017-2018	STAFF REQUEST	BOARD REQUEST	COUNCIL ADOPTED	STAFF REQUEST NOTES	BOARD REQUEST NOTES
<u>SEDA</u>											
<u>6-BANK CHARGES</u>											
<u>5790-610</u>	BANK CHARGES	-	67.43	-	22.80	25.00					
** CATEGORY TOTAL **		-	67.43	-	22.80	25.00	-	-	-		
<u>8-NOT USED</u>											
5790-801	ADMINISTRATIVE FEE	5,256.02	16,656.93	22,925.00	-	12,362.00	25,400.00	25,400.00	25,400.00		
** CATEGORY TOTAL **		5,256.02	16,656.93	22,925.00	-	12,362.00	25,400.00	25,400.00	25,400.00		
** DEPARTMENT TOTAL **		<u>128,573.12</u>	<u>349,795.61</u>	<u>481,422.00</u>	<u>204,347.78</u>	<u>259,598.86</u>	<u>508,315.00</u>	<u>583,315.00</u>	<u>583,315.00</u>		

ORDINANCE NO. 2018-O-37

AN ORDINANCE MAKING APPROPRIATIONS FOR THE SUPPORT OF THE STEPHENVILLE TYPE B ECONOMIC DEVELOPMENT AUTHORITY FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2018, AND ENDING SEPTEMBER 30, 2019, AND ADOPTING THE ANNUAL BUDGET OF THE STEPHENVILLE TYPE B ECONOMIC DEVELOPMENT AUTHORITY FOR THE 2018-2019 FISCAL YEAR.

WHEREAS, the budget for the fiscal year beginning October 1, 2018 and ending September 30, 2019, was duly presented to the City Council by the Stephenville Type B Economic Development Authority; and

WHEREAS, the salary of the Assistant Director is set at \$53,000 until the completion of the city's salary survey, with \$7,000 of the funds allocated to salaries being held until completion of the salary survey; upon findings that the salary for the Assistant Director is supported at \$60,000 per year, the \$7,000 will be paid as a lump-sum at that time; and

WHEREAS, upon the release of backstop funds from the Christi Plaza traffic signal, the city and the Stephenville Type B Economic Development Authority will discuss the use of those funds; and

WHEREAS, the budget and aforementioned amendments were approved at a Special Meeting of the Stephenville Type B Economic Development Authority Board of Directors on September 27, 2018.

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, 2018 and ending September 30, 2019, for the support of the Stephenville Type B Economic Development Authority be fixed and determined for said terms in accordance with the expenditures shown in the fiscal year 2018-2019 budget.

SECTION 2. That the budget is hereby approved in all respects and adopted as the Stephenville Type B Economic Development Authority budget for the fiscal year beginning October 1, 2018 and ending September 30, 2019.

PASSED and APPROVED this the 2nd day of October, 2018.

Doug Svien, Mayor

ATTEST:

Staci L. King,
City Secretary

Reviewed by Allen L. Barnes,
City Administrator

Approved as to form and legality
Randy Thomas, City Attorney



PERSONNEL

Stephenville

TE★AS

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FULL TIME EMPLOYEE HISTORY						Approved FY17-18
	FY13-14	FY14-15	FY15-16	FY16-17	FY16-17	
DEPARTMENT						
ADMINISTRATION						
City Administrator	1	1	1	1	1	1
Administrative Assistant	-	-	1	1	1	1
City Secretary	1	1	1	1	1	1
TOTAL	2	2	3	3	3	3
FINANCE						
Finance	3	3	3	3	3	4
Information Technology	1	1	1	1	1	3
Purchasing (moved to Finance)	1	1	1	1	1	0
TOTAL	5	5	5	5	5	7
PERSONNEL						
Human Resources	1	1	1	1	1	1
MSC	1	1	1	1	1	1
City Hall	1	1	1	1	1	1
TOTAL	3	3	3	3	3	3
PUBLIC WORKS						
Streets	7	7	7	7	7	7
TOTAL	7	7	7	7	7	7
PARKS & LEISURE SERVICES						
Recreation	5	4	5	5	5	5
Park Maintenance	5	5	5	6	6	8
Cemetery (moved to Park Maint)	2	2	2	2	2	0
Library	3	3	3	3	4	4
Senior Citizens Recreation	1	1	1	1	1	1
TOTAL	16	15	16	17	25	18
FIRE (COMBINED INTO 1 DEPT)	31	32	32	32	32	32
POLICE (COMBINED INTO 1 DEPT)	55	54	55	56	56	58
COMMUNITY DEVELOPMENT (COMBINED INTO 1 DEPT)	5	5	6	6	6	5
WATER & WASTEWATER						
Water Administration	1	2	2	2	2	2
City Engineer	-	-	1	1	1	4
Water Production	3	3	3	3	3	3
Water Distribution	6	6	6	6	6	3
Customer Service	3	3	3	3	3	3
Wastewater Collection	5	5	6	6	6	6
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	21	23	23	23	23
SOLID WASTE						
Landfill	2	3	3	3	3	3
TOTAL	2	3	3	3	3	3
TOURISM						
					1	1
Grand Total	139	140	146	148	157	160

APPROVED CITY EMPLOYEE POSITIONS				
Program Personnel			Requested	Approved
Title	FY16-17	FY17-18	FY18-19	FY18-19
<u>City Administrator</u>				
City Administrator	1	1	1	1
Administrative Assistant	1	1	1	1
TOTAL	2	2	2	2
<u>City Secretary</u>				
City Secretary	1	1	1	1
TOTAL	1	1	1	1
<u>Municipal Building</u>				
Clerk II - City Hall	1	1	1	1
Building Maintenance			1	0
P/T Janitor - City Hall	0.3	0.3	0.3	0.3
TOTAL	1.3	1.3	2.3	1.3
<u>MSC</u>				
Clerk II - MSC	1	1	1	1
P/T Janitor - MSC	0.2	0.2	0.2	0.2
TOTAL	1.2	1.2	1.2	1.2
<u>Finance</u>				
Director of Finance/Administration	1	1	1	1
Senior Accountant	1	1	1	1
Accountant	1	1	1	1
Purchasing Manager	1	1	1	1
TOTAL	4	4	4	4
<u>Information Technology</u>				
Information Technology Manager	1	1	1	1
Information Technology	0	0	1	1
P/T Information Technology	0.5	0.725	0	0
GIS Analyst	1	1	1	1
TOTAL	2.5	2.725	3	3
<u>Human Resources</u>				
Human Resources Manager	1	1	1	1
TOTAL	1	1	1	1
<u>Parks & Liesure Services</u>				
Director of Parks & Liesure Services	1	1	1	1
TOTAL	1	1	1	1

APPROVED CITY EMPLOYEE POSITIONS				
Program Personnel			Requested	Approved
Title	FY16-17	FY17-18	FY18-19	FY18-19
<u>Recreation</u>				
Recreation Superintendent	1	1	1	1
Recreation Coordinator	2	2	2	2
Aquatics Manager	1	1	1	1
P/T Janitor	0.25	0.15	0.15	0.15
TOTAL	4.25	4.15	4.15	4.15
<u>Park Maintenance</u>				
Park Maintenance Superintendent	1	1	1	1
Property Supervisor	1	1	1	1
Light Equipment Operator	3	3	3	3
Athletic Field Maintenance	1	1	1	1
P/T Athletic Field Maintenance		0.462	0.462	0.462
Seasonal Park Maintenance		0.923	0.923	0.923
Cemetery Property Supervisor	1	1	1	1
Light Equipment Operator	1	1	1	1
P/T Maintenance	0.725	0.725	0.725	0.725
TOTAL	8.725	10.11	10.11	10.11
<u>Library</u>				
Library Manager	1	1	1	1
Clerk	1	2	2	2
Children's Program Coordinator	1	1	1	1
P/T Clerk	0.5	0	0	0
P/T Janitor	0.1	0	0	0
TOTAL	3.6	4	4	4
<u>Streets</u>				
Street Superintendent	1	1	1	1
Crew Leader	1	1	1	1
Heavy Equipment Operator	3	4	4	4
Light Equipment Operator	2	1	1	1
TOTAL	7	7	7	7
<u>Senior Citizens Recreation</u>				
Senior Citizens Coordinator	1	1	1	1
P/T Senior Citizen Assistants	1	0.961	0.961	0.961
P/T Janitor	0.25	0.45	0.45	0.45
TOTAL	2.25	2.411	2.411	2.411

APPROVED CITY EMPLOYEE POSITIONS				
Program Personnel			Requested	Approved
Title	FY16-17	FY17-18	FY18-19	FY18-19
<u>Fire</u>				
Fire Chief	1	1	1	1
Assistant Fire Chief	1	1	1	1
Training Officer	1	1	1	1
Administrative Assistant	1	1	1	1
P/T Janitor	0.1	0.075	0.075	0.075
Fire Marshall	1	1	1	1
Fire Inspector	1	1	1	1
Battalion Chief	2	2	2	2
Fire Captain	3	3	3	3
Fire Lieutenant	2	3	3	3
Fire Sergeant	2	0	0	0
Firefighter/EMT	18	18	24	18
TOTAL	33.1	32.075	38.075	32.075
<u>Police</u>				
Police Chief	1	1	1	1
Assistant Police Chief	1	1	1	1
Administrative Assistant	1	1	1	1
Lieutenant	5	5	5	5
Police Sergeant	8	7	7	7
Patrol Officer	17	18	24	18
Dispatch Supervisor	1	1	1	1
Dispatcher	11	11	12	11
Records Clerk	1	1	2	2
P/T Records Clerk	0.725	0.725	0	0
Investigator	5	5	5	5
Civilian Officer	1	1	1	1
Property/CSI Technician	1	1	1	1
School Resource Officer	1	1	1	2
Animal Control Officers	2	2	2	2
P/T Janitor	0.5	0.405	0.405	0.405
Police Captain	0	0		0
TOTAL	57.225	57.13	64.405	58.405
<u>Community Development</u>				
Director of Community Development/Deputy City Administrator	1	1	1	1
Building Official	1	1	1	1
Building Inspector	1	1	1	1
Permit Technician	1	1	1	1
Code Compliance Inspector	1	1	1	1
TOTAL	5	5	5	5

APPROVED CITY EMPLOYEE POSITIONS				
Program Personnel			Requested	Approved
Title	FY16-17	FY17-18	FY18-19	FY18-19
<u>Utility Administration</u>				
Director of Public Works	1	1	1	1
Executive Administrative Assistant	1	1	1	1
City Engineer	1	1	1	1
Construction Supervisor		1	1	1
Construction Technician		2	2	2
TOTAL	3	6	6	6
<u>Water Production</u>				
Production Supervisor	1	1	1	1
Water Operator I	1	1	1	1
Water Operator II	1	1	1	1
TOTAL	3	3	3	3
<u>Water Distribution</u>				
Water Superintendent	1	1	1	1
Crew Leader	2	1	1	1
Heavy Equipment Operator	0	0	0	0
Light Equipment Operator	3	1	1	1
TOTAL	6	3	3	3
<u>Customer Service</u>				
Customer Service Supervisor	1	1	1	1
Light Equipment Operator	2	2	2	2
TOTAL	3	3	3	3
<u>Wastewater Collection</u>				
WW Superintendent	0	0	0	0
Crew Leader	1	1	1	1
Heavy Equipment Operator	2	3	3	3
Light Equipment Operator	3	2	2	2
TOTAL	6	6	6	6
<u>Utility Billing</u>				
Utility Billing Clerks	2	2	2	2
TOTAL	2	2	2	2
<u>SOLID WASTE</u>				
Landfill Supervisor	1	1	1	1
Heavy Equipment Operator I	1	1	1	1
Gate Attendant	1	1	1	1
P/T Spotter	0.5	0	0	0
P/T Heavy Equipment Operator	0	0.725	0.7375	0.7375
TOTAL	3.5	3.725	3.7375	3.7375

APPROVED CITY EMPLOYEE POSITIONS				
Program Personnel			Requested	Approved
Title	FY16-17	FY17-18	FY18-19	FY18-19
<u>AIRPORT</u>				
P/T Janitor	0	0.1	0.1	0.1
TOTAL	0	0.1	0.1	0.1
<u>TOURISM</u>				
Tourism Manager	0	1	1	1
	0	1	1	1
Total Full-Time Employees	156	157	173	160
Total Part-Time Employees	5.65	6.926	5.4885	5.4885
Grand Total	161.65	163.926	178.4885	165.4885

City of Stephenville, Texas

Request for New Position(s)

Division Finance

Department Information Technology

Dept. # 01-203

Position Title/Description	Full-time Part-time Seasonal	Annual Regular Hours	Annual Overtime Hours	Projected Annual Salary	Projected Annual Overtime	Longevity Pay	Incentive Pay	Shift Differential	Other Pay	Total	Will Office Space be Required?	Cost of Equipment Required	
Full-Time IT Support Technician	Full-time	2,080	200	44,990	6,540	-	360		600	52,490			
	Social Security/Medicare										4,015		
	Annual Health Insurance										7,940		
	TMRS										3,664		
	Worker's Compensation										231		
	list equipment												
	computer and printer												2,000
Less P/T currently in budget												(17,769)	
Total Estimated Position Cost												52,571	
											-		
	Social Security/Medicare										-		
	Annual Health Insurance										-		
	TMRS										-		
	Worker's Compensation												
	list equipment												
Total Estimated Position Cost												-	
											-		
	Social Security/Medicare										-		
	Annual Health Insurance										-		
	TMRS										-		
	Worker's Compensation												
	list equipment												
Total Estimated Position Cost												-	

City of Stephenville, Texas

Request for New Position(s)

Division Central Government

Department Municipal Building

Dept. # 105

Position Title/Description	Full-time Part-time Seasonal	Annual Regular Hours	Annual Overtime Hours	Projected Annual Salary	Projected Annual Overtime	Longevity Pay	Incentive Pay	Shift Differential	Other Pay	Total	Will Office Space be Required?	Cost of Equipment Required	
Building Maintenance	Full-time	2,080	-	33,176						33,176			
	Social Security/Medicare										2,538		
	Annual Health Insurance										7,940		
	TMRS										2,316		
	Worker's Compensation										119		
	list equipment												
Total Estimated Position Cost												46,089	
										-			
	Social Security/Medicare										-		
	Annual Health Insurance										-		
	TMRS										-		
	Worker's Compensation												
	list equipment												
Total Estimated Position Cost												-	
										-			
	Social Security/Medicare										-		
	Annual Health Insurance										-		
	TMRS										-		
	Worker's Compensation												
	list equipment												
Total Estimated Position Cost												-	

City of Stephenville, Texas

Request for New Position(s)

Division Fire

Department Fire

Dept. # 601

Position Title/Description	Full-time Part-time Seasonal	Annual Regular Hours	Annual Overtime Hours	Projected Annual Salary	Projected Annual Overtime	Longevity Pay	Incentive Pay	Shift Differential	Other Pay	Total	Will Office Space be Required?	Cost of Equipment Required	
Firefighter/EMT	Full-time	2,756	170	42,690	4,228		3,000	-		49,918	No		
	Social Security/Medicare										3,819		
	Annual Health Insurance										7,940		
	TMRS										3,484		
	Worker's Compensation										1,903		
	list equipment												
	Uniforms												400
Total Estimated Position Cost												67,464	
Firefighter/EMT	Full-time	2,756	170	42,690	4,228		3,000	-		49,918	No		
	Social Security/Medicare										3,819		
	Annual Health Insurance										7,940		
	TMRS										3,484		
	Worker's Compensation										1,903		
	list equipment												
	Uniforms												400
Total Estimated Position Cost												67,464	
Firefighter/EMT	Full-time	2,756	170	42,690	4,228		3,000	-		49,918	No		
	Social Security/Medicare										3,819		
	Annual Health Insurance										7,940		
	TMRS										3,484		
	Worker's Compensation										1,903		
	list equipment												
	Uniforms												400
Total Estimated Position Cost												67,464	

City of Stephenville, Texas

Request for New Position(s)

Division Fire

Department Fire

Dept. # 601

Position Title/Description	Full-time Part-time Seasonal	Annual Regular Hours	Annual Overtime Hours	Projected Annual Salary	Projected Annual Overtime	Longevity Pay	Incentive Pay	Shift Differential	Other Pay	Total	Will Office Space be Required?	Cost of Equipment Required	
Firefighter/EMT	Full-time	2,756	170	42,690	4,228		3,000	-		49,918	No		
	Social Security/Medicare										3,819		
	Annual Health Insurance										7,940		
	TMRS										3,484		
	Worker's Compensation										1,903		
	list equipment												
	Uniforms												400
Total Estimated Position Cost												67,464	
Firefighter/EMT	Full-time	2,756	170	42,690	4,228		3,000	-		49,918	No		
	Social Security/Medicare										3,819		
	Annual Health Insurance										7,940		
	TMRS										3,484		
	Worker's Compensation										1,903		
	list equipment												
	Uniforms												400
Total Estimated Position Cost												67,464	
Firefighter/EMT	Full-time	2,756	170	42,690	4,228		3,000	-		49,918	No		
	Social Security/Medicare										3,819		
	Annual Health Insurance										7,940		
	TMRS										3,484		
	Worker's Compensation										1,903		
	list equipment												
	Uniforms												400
Total Estimated Position Cost												67,464	

City of Stephenville, Texas

Request for New Position(s)

Division Police

Department Police

Dept. # 701

Position Title/Description	Full-time Part-time Seasonal	Annual Regular Hours	Annual Overtime Hours	Projected Annual Salary	Projected Annual Overtime	Longevity Pay	Incentive Pay	Shift Differential	Other Pay	Total	Will Office Space be Required?	Cost of Equipment Required	
Patrol Officer (Traffic)	Full-time	2,080	100	51,854	3,817		1,080	-	1,040	57,791	No		
	Social Security/Medicare										4,421		
	Annual Health Insurance										7,940		
	TMRS										4,034		
	Worker's Compensation										2,582		
	list equipment												
	Uniforms, Leather Gear, & Motorcycle Gear												\$8,500
	Radio & Equipment												\$6,300
Total Estimated Position Cost												91,568	
Patrol Officer (Traffic)	Full-time	2,080	100	51,854	3,817		1,080	-	1,040	57,791	No		
	Social Security/Medicare										4,421		
	Annual Health Insurance										7,940		
	TMRS										4,034		
	Worker's Compensation										2,582		
	list equipment												
	Uniforms, Leather Gear, & Motorcycle Gear												\$8,500
	Radio & Equipment												\$6,300
Total Estimated Position Cost												91,568	
Patrol Officer (Day Shift)	Full-time	2,080	185	51,854	7,061		1,080	-	1,040	61,035	No		
	Social Security/Medicare										4,669		
	Annual Health Insurance										7,940		
	TMRS										4,260		
	Worker's Compensation										2,727		
	list equipment												
	Uniforms & Leather Gear												\$3,000
	Radio & Equipment												\$5,000
Total Estimated Position Cost												88,631	

City of Stephenville, Texas

Request for New Position(s)

Division Police

Department Police

Dept. # 701

Position Title/Description	Full-time Part-time Seasonal	Annual Regular Hours	Annual Overtime Hours	Projected Annual Salary	Projected Annual Overtime	Longevity Pay	Incentive Pay	Shift Differential	Other Pay	Total	Will Office Space be Required?	Cost of Equipment Required	
Patrol Officer (Day Shift)	Full-time	2,080	185	51,854	7,061		1,080	-	1,040	61,035	No		
	Social Security/Medicare										4,669		
	Annual Health Insurance										7,940		
	TMRS										4,260		
	Worker's Compensation										2,727		
	list equipment												
	Uniforms & Leather Gear											\$3,000	
	Radio & Equipment											\$5,000	
Total Estimated Position Cost													88,631
Police Officer (Night Shift)	Full-time	2,080	185	51,854	7,061		1,080	1,250	1,040	62,285	No		
	Social Security/Medicare										4,765		
	Annual Health Insurance										7,940		
	TMRS										4,347		
	Worker's Compensation										2,783		
	list equipment												
	Uniforms & Leather Gear											3,000	
	Radio & Equipment											5,000	
Total Estimated Position Cost													90,120
Police Officer (Night Shift)	Full-time	2,080	185	51,854	7,061		1,080	1,250	1,040	62,285	No		
	Social Security/Medicare										4,765		
	Annual Health Insurance										7,940		
	TMRS										4,347		
	Worker's Compensation										2,783		
	list equipment												
	Uniforms & Leather Gear											3,000	
	Radio & Equipment											5,000	
Total Estimated Position Cost													90,120

City of Stephenville, Texas

Request for New Position(s)

Division Police

Department Police

Dept. # 701

Position Title/Description	Full-time Part-time Seasonal	Annual Regular Hours	Annual Overtime Hours	Projected Annual Salary	Projected Annual Overtime	Longevity Pay	Incentive Pay	Shift Differential	Other Pay	Total	Will Office Space be Required?	Cost of Equipment Required
Telecommunicator	Full-time	2,080		32,698						32,698	No	
	Social Security/Medicare										2,501	
	Annual Health Insurance										7,940	
	TMRS										2,282	
	Worker's Compensation										144	
	list equipment											
Total Estimated Position Cost												45,565
Position Title/Description	Full-time Part-time Seasonal	Annual Regular Hours	Annual Overtime Hours	Projected Annual Salary	Projected Annual Overtime	Longevity Pay	Incentive Pay	Shift Differential	Other Pay	Total	Will Office Space be Required?	Cost of Equipment Required
Records Clerk	Full-time	2,080		32,365						32,365	No	
	Social Security/Medicare										2,476	
	Annual Health Insurance										7,940	
	TMRS										2,259	
	Worker's Compensation										142	
	Minus 5704-113 Part Time Wages with benefits											(17,196)
Total Estimated Position Cost												27,986

GENERAL PAY PLAN

FINANCE AND ADMINISTRATION

2018-2019

POSITION	Min	Mid	Max	With Certification Pay	
				Bilingual	Maximum
P/T Janitor Non-Exempt <1,000 hrs no TMRS <1,560 hrs TMRS but no Ins. Hourly	\$9.39	\$10.43	\$11.47		
P/T I.T. intern Non-Exempt <1,000 hrs no TMRS <1,560 hrs TMRS but no Ins. Hourly	\$8.34	\$9.39	\$10.43		
Clerk I Non-Exempt 8-5	Annual	\$18,429	\$19,885	\$21,341	
	Monthly	\$1,536	\$1,657	\$1,778	\$50
	Bi-Weekly	\$709	\$765	\$821	\$844
	Hourly	\$8.86	\$9.56	\$10.26	\$10.55
Clerk II Non-Exempt 8-5	Annual	\$24,981	\$26,957	\$28,912	\$50
	Monthly	\$2,082	\$2,246	\$2,409	\$2,460
	Bi-Weekly	\$961	\$1,037	\$1,112	\$1,135
	Hourly	\$12.01	\$12.96	\$13.90	\$14.19
Utility Billing Clerk (III) Non-Exempt 8-5	Annual	\$33,072	\$35,672	\$38,251	\$50
	Monthly	\$2,756	\$2,973	\$3,188	\$3,238
	Bi-Weekly	\$1,272	\$1,372	\$1,471	\$1,494
	Hourly	\$15.90	\$17.15	\$18.39	\$18.68
Secretary Non-Exempt 8-5	Annual	\$23,837	\$26,832	\$29,806	\$50
	Monthly	\$1,986	\$2,236	\$2,484	\$2,534
	Bi-Weekly	\$917	\$1,032	\$1,146	\$1,170
	Hourly	\$11.46	\$12.90	\$14.33	\$14.62
Administrative Assistant Non-Exempt 8-5	Annual	\$31,408	\$33,883	\$36,338	\$50
	Monthly	\$2,617	\$2,824	\$3,028	\$3,078
	Bi-Weekly	\$1,208	\$1,303	\$1,398	\$1,421
	Hourly	\$15.10	\$16.29	\$17.47	\$17.76
Accountant Exempt	Annual	\$40,934	\$44,179	\$47,403	\$50
	Monthly	\$3,411	\$3,682	\$3,950	\$4,001
	Bi-Weekly	\$1,574	\$1,699	\$1,823	\$1,846
	Hourly	\$19.68	\$21.24	\$22.79	\$23.08
Purchasing Manager Human Resources Manager Senior Accountant Exempt	Annual	\$45,261	\$48,963	\$52,666	\$50
	Monthly	\$3,772	\$4,080	\$4,389	\$4,439
	Bi-Weekly	\$1,741	\$1,883	\$2,026	\$2,049
	Hourly	\$21.76	\$23.54	\$25.32	\$25.61
IT Manager Exempt	Annual	\$50,045	\$58,906	\$67,766	\$50
	Monthly	\$4,170	\$4,909	\$5,647	\$5,697
	Bi-Weekly	\$1,925	\$2,266	\$2,606	\$2,630
	Hourly	\$24.06	\$28.32	\$32.58	\$32.87
Information Tech Non-Exempt 8-5	Annual	\$40,498	\$44,990	\$49,483	\$50
	Monthly	\$3,375	\$3,749	\$4,124	\$4,174
	Bi-Weekly	\$1,558	\$1,730	\$1,903	\$1,926
	Hourly	\$19.47	\$21.63	\$23.79	\$24.08
Tourism & Visitor Manager Exempt	Annual	\$48,373	\$53,738	\$59,103	
	Monthly	\$4,031	\$4,478	\$4,925	
	Bi-Weekly	\$1,861	\$2,067	\$2,273	
	Hourly	\$23.26	\$25.84	\$28.42	
Director Exempt	Annual	\$81,224	\$88,109	\$94,973	
	Monthly	\$6,769	\$7,342	\$7,914	
	Bi-Weekly	\$3,124	\$3,389	\$3,653	
	Hourly	\$39.05	\$42.36	\$45.66	
City Secretary Exempt	Annual	\$60,362	\$65,478	\$70,574	
	Monthly	\$5,030	\$5,457	\$5,881	
	Bi-Weekly	\$2,322	\$2,518	\$2,714	
	Hourly	\$29.02	\$31.48	\$33.93	
SEDA Assistant Director/ Senior Project Manager Exempt	Annual	\$34,403	\$43,701	\$52,998	
	Monthly	\$2,867	\$3,642	\$4,417	
	Bi-Weekly	\$1,323	\$1,681	\$2,038	
	Hourly	\$16.54	\$21.01	\$25.48	
SEDA Executive Director Exempt	Annual	\$90,085	\$100,048	\$110,000	
	Monthly	\$7,507	\$8,337	\$9,167	
	Bi-Weekly	\$3,465	\$3,848	\$4,231	
	Hourly	\$43.31	\$48.10	\$52.88	
Deputy City Administrator Exempt	Annual	\$87,589	\$98,550	\$109,491	
	Monthly	\$7,299	\$8,213	\$9,124	
	Bi-Weekly	\$3,369	\$3,790	\$4,211	
	Hourly	\$42.11	\$47.38	\$52.64	
City Administrator Exempt	Annual	\$113,048	\$126,922	\$140,774	
	Monthly	\$9,421	\$10,577	\$11,731	
	Bi-Weekly	\$4,348	\$4,882	\$5,414	
	Hourly	\$54.35	\$61.02	\$67.68	

COMMUNITY DEVELOPMENT

2018-2019

POSITION			Min	Mid	Max	With Certification Pay		
						Bilingual	Certificates	Maximum
Code Enforcement & Health Inspector	Non-Exempt 8-5	Annual	\$33,779	\$38,002	\$42,224	\$50	\$90	\$43,909
		Monthly	\$2,815	\$3,167	\$3,519			\$3,659
		Bi-Weekly	\$1,299	\$1,462	\$1,624			\$1,689
		Hourly	\$16.24	\$18.27	\$20.30			\$21.11
Building Inspector	Non-Exempt 8-5	Annual	\$41,163	\$46,654	\$52,146	\$50		\$52,749
		Monthly	\$3,430	\$3,888	\$4,345		\$4,396	
		Bi-Weekly	\$1,583	\$1,794	\$2,006		\$2,029	
		Hourly	\$19.79	\$22.43	\$25.07		\$25.36	
Building Official	Exempt	Annual	\$59,155	\$63,814	\$68,474	\$50		\$69,077
		Monthly	\$4,930	\$5,318	\$5,706		\$5,756	
		Bi-Weekly	\$2,275	\$2,454	\$2,634		\$2,657	
		Hourly	\$28.44	\$30.68	\$32.92		\$33.21	
GIS/Analyst	Non-Exempt 8-5	Annual	\$34,902	\$39,270	\$43,638	\$50		\$44,242
		Monthly	\$2,909	\$3,273	\$3,637		\$3,687	
		Bi-Weekly	\$1,342	\$1,510	\$1,678		\$1,702	
		Hourly	\$16.78	\$18.88	\$20.98		\$21.27	
Planner/GIS	Non-Exempt 8-5	Annual	\$45,344	\$48,984	\$52,624	\$50		\$53,227
		Monthly	\$3,779	\$4,082	\$4,385		\$4,436	
		Bi-Weekly	\$1,744	\$1,884	\$2,024		\$2,047	
		Hourly	\$21.80	\$23.55	\$25.30		\$25.59	
Permit Clerk	Non-Exempt 8-5	Annual	\$31,408	\$33,883	\$36,338	\$50		\$36,941
		Monthly	\$2,617	\$2,824	\$3,028		\$3,078	
		Bi-Weekly	\$1,208	\$1,303	\$1,398		\$1,421	
		Hourly	\$15.10	\$16.29	\$17.47		\$17.76	
Director	Exempt	Annual	\$78,957	\$85,176	\$91,395			
		Monthly	\$6,580	\$7,098	\$7,616			
		Bi-Weekly	\$3,037	\$3,276	\$3,515			
		Hourly	\$37.96	\$40.95	\$43.94			

RECREATION

2018-2019

POSITION			Min	Mid	Max	With Certification Pay		
						Bilingual	Maximum	
P/T Senior Citizen Assistant	Non-Exempt <1,000 hrs no TMRS	Hourly	\$6.67	\$7.51	\$8.34	\$25	\$8.48	
Clerk	Non-Exempt 8-5	Annual	\$24,086	\$25,979	\$27,872	\$50		\$28,475
		Monthly	\$2,007	\$2,165	\$2,323		\$2,373	
		Bi-Weekly	\$926	\$999	\$1,072		\$1,095	
		Hourly	\$11.58	\$12.49	\$13.40		\$13.69	
Aquatics Manager Athletic Coordinator Sr Citizens Center Coordinator	Non-Exempt 8-5	Annual	\$26,291	\$32,011	\$37,710	\$50		\$38,314
		Monthly	\$2,191	\$2,668	\$3,143		\$3,193	
		Bi-Weekly	\$1,011	\$1,231	\$1,450		\$1,474	
		Hourly	\$12.64	\$15.39	\$18.13		\$18.42	
Recreation Superintendent	Exempt	Annual	\$47,715	\$53,685	\$58,989	\$50		\$59,592
		Monthly	\$3,976	\$4,474	\$4,916		\$4,966	
		Bi-Weekly	\$1,835	\$2,065	\$2,269		\$2,292	
		Hourly	\$22.94	\$25.81	\$28.36		\$28.65	
Director	Exempt	Annual	\$73,112	\$82,264	\$91,395			
		Monthly	\$6,093	\$6,855	\$7,616			
		Bi-Weekly	\$2,812	\$3,164	\$3,515			
		Hourly	\$35.15	\$39.55	\$43.94			

LIBRARY

2018-2019

POSITION			Min	Mid	Max	With Certification Pay		
						Bilingual	Maximum	
P/T Clerk	Non-Exempt <1,000 hrs no TMRS <1,560 hrs TMRS but no Ins.	Hourly	\$7.93	\$8.92	\$9.91	\$25	\$10.05	
Clerk	Non-Exempt 8-5	Annual	\$25,563	\$27,581	\$29,598	\$50		\$30,202
		Monthly	\$2,130	\$2,298	\$2,467		\$2,517	
		Bi-Weekly	\$983	\$1,061	\$1,138		\$1,162	
		Hourly	\$12.29	\$13.26	\$14.23		\$14.52	
Librarian	Exempt	Annual	\$31,595	\$39,936	\$48,277	\$50		\$48,880
		Monthly	\$2,633	\$3,328	\$4,023		\$4,073	
		Bi-Weekly	\$1,215	\$1,536	\$1,857		\$1,880	
		Hourly	\$15.19	\$19.20	\$23.21		\$23.50	

MAINTENANCE

2018-2019

POSITION			Min	Mid	Max	With Certification Pay		
						Bilingual	Certificates	Maximum
P/T Cemetery Maintenance	Non-Exempt <1,000 hrs no TMRS <1,560 hrs TMRS but no Ins.	Hourly	\$7.25	\$7.51	\$8.34			\$8.63
Laborer II	Non-Exempt 8-5	Annual	\$26,416	\$28,517	\$30,597	\$50		\$31,200
		Monthly	\$2,201	\$2,376	\$2,550			\$2,600
		Bi-Weekly	\$1,016	\$1,097	\$1,177			\$1,200
		Hourly	\$12.70	\$13.71	\$14.71			\$15.00
Light Equipment Operator	Non-Exempt 8-5	Annual	\$31,242	\$33,176	\$35,090	\$50	\$30	\$36,046
		Monthly	\$2,603	\$2,765	\$2,924			\$3,004
		Bi-Weekly	\$1,202	\$1,276	\$1,350			\$1,386
		Hourly	\$15.02	\$15.95	\$16.87			\$17.33
Park Supervisor Cemetery Supervisor	Non-Exempt 8-5	Annual	\$37,378	\$39,770	\$42,141	\$50	\$30	\$43,098
		Monthly	\$3,115	\$3,314	\$3,512			\$3,591
		Bi-Weekly	\$1,438	\$1,530	\$1,621			\$1,658
		Hourly	\$17.97	\$19.12	\$20.26			\$20.72
Supervisor	Non-Exempt 8-5	Annual	\$40,789	\$44,013	\$47,216	\$50		\$47,819
		Monthly	\$3,399	\$3,668	\$3,935			\$3,985
		Bi-Weekly	\$1,569	\$1,693	\$1,816			\$1,839
		Hourly	\$19.61	\$21.16	\$22.70			\$22.99
Parks Superintendent	Exempt	Annual	\$47,195	\$53,082	\$58,989	\$50		\$59,592
		Monthly	\$3,933	\$4,423	\$4,916			\$4,966
		Bi-Weekly	\$1,815	\$2,042	\$2,269			\$2,292
		Hourly	\$22.69	\$25.52	\$28.36			\$28.65

STREET

2018-2019

POSITION			Min	Mid	Max	With Certification Pay		
						Bilingual	Certificates	Maximum
Laborer II	Non-Exempt 8-5	Annual	\$26,416	\$28,517	\$30,597	\$50		\$31,200
		Monthly	\$2,201	\$2,376	\$2,550			\$2,600
		Bi-Weekly	\$1,016	\$1,097	\$1,177			\$1,200
		Hourly	\$12.70	\$13.71	\$14.71			\$15.00
Light Equipment Operator	Non-Exempt 8-5	Annual	\$29,099	\$33,675	\$38,230	\$50		\$38,834
		Monthly	\$2,425	\$2,806	\$3,186			\$3,236
		Bi-Weekly	\$1,119	\$1,295	\$1,470			\$1,494
		Hourly	\$13.99	\$16.19	\$18.38			\$18.67
Heavy Equipment Operator	Non-Exempt 8-5	Annual	\$34,674	\$37,419	\$40,165	\$50		\$40,768
		Monthly	\$2,889	\$3,118	\$3,347			\$3,397
		Bi-Weekly	\$1,334	\$1,439	\$1,545			\$1,568
		Hourly	\$16.67	\$17.99	\$19.31			\$19.60
Crew Leader	Non-Exempt 8-5	Annual	\$37,066	\$41,683	\$46,322	\$50		\$46,925
		Monthly	\$3,089	\$3,474	\$3,860			\$3,910
		Bi-Weekly	\$1,426	\$1,603	\$1,782			\$1,805
		Hourly	\$17.82	\$20.04	\$22.27			\$22.56
Street Superintendent	Exempt	Annual	\$47,195	\$53,082	\$58,989	\$50		\$59,592
		Monthly	\$3,933	\$4,423	\$4,916			\$4,966
		Bi-Weekly	\$1,815	\$2,042	\$2,269			\$2,292
		Hourly	\$22.69	\$25.52	\$28.36			\$28.65

PUBLIC WORKS

2018-2019

POSITION			Min	Mid	Max	With Certification Pay		
						Bilingual	Certificates	Maximum
Laborer I	Non-Exempt 8-5	Annual	\$17,118	\$18,470	\$19,822	\$50	\$90	\$21,507
		Monthly	\$1,427	\$1,539	\$1,652			\$1,792
		Bi-Weekly	\$658	\$710	\$762			\$827
		Hourly	\$8.23	\$8.88	\$9.53			\$10.34
Light Equipment Operator Construction Technician	Non-Exempt 8-5	Annual	\$30,368	\$37,627	\$44,866	\$50	\$90	\$46,550
		Monthly	\$2,531	\$3,136	\$3,739			\$3,879
		Bi-Weekly	\$1,168	\$1,447	\$1,726			\$1,790
		Hourly	\$14.60	\$18.09	\$21.57			\$22.38
Heavy Equipment Operator	Non-Exempt 8-5	Annual	\$34,029	\$36,338	\$38,626	\$50	\$90	\$40,310
		Monthly	\$2,836	\$3,028	\$3,219			\$3,359
		Bi-Weekly	\$1,309	\$1,398	\$1,486			\$1,550
		Hourly	\$16.36	\$17.47	\$18.57			\$19.38
Crew Leader Construction Supervisor	Non-Exempt 8-5	Annual	\$40,019	\$43,181	\$46,322	\$50	\$90	\$48,006
		Monthly	\$3,335	\$3,598	\$3,860			\$4,001
		Bi-Weekly	\$1,539	\$1,661	\$1,782			\$1,846
		Hourly	\$19.24	\$20.76	\$22.27			\$23.08
Customer Service Supervisor	Non-Exempt 8-5	Annual	\$43,222	\$46,634	\$50,024	\$50	\$90	\$51,709
		Monthly	\$3,602	\$3,886	\$4,169			\$4,309
		Bi-Weekly	\$1,662	\$1,794	\$1,924			\$1,989
		Hourly	\$20.78	\$22.42	\$24.05			\$24.86

WATER SYSTEM

2018-2019

POSITION			With Certification Pay					
			Min	Mid	Max	Bilingual	Certificates	Maximum
Water Plant Operator I	Non-Exempt 8-5	Annual	\$34,258	\$36,962	\$39,666	\$50	\$90	\$41,350
		Monthly	\$2,855	\$3,080	\$3,305			\$3,446
		Bi-Weekly	\$1,318	\$1,422	\$1,526			\$1,590
		Hourly	\$16.47	\$17.77	\$19.07			\$19.88
Water Plant Operator II	Non-Exempt 8-5	Annual	\$38,834	\$41,891	\$44,949	\$50	\$90	\$46,634
		Monthly	\$3,236	\$3,491	\$3,746			\$3,886
		Bi-Weekly	\$1,494	\$1,611	\$1,729			\$1,794
		Hourly	\$18.67	\$20.14	\$21.61			\$22.42
Water Plant Supervisor	Non-Exempt 8-5	Annual	\$45,386	\$51,043	\$56,722	\$50	\$90	\$58,406
		Monthly	\$3,782	\$4,254	\$4,727			\$4,867
		Bi-Weekly	\$1,746	\$1,963	\$2,182			\$2,246
		Hourly	\$21.82	\$24.54	\$27.27			\$28.08
Water/WWtr Superintendent	Exempt	Annual	\$48,048	\$54,038	\$60,050	\$50	\$90	\$61,734
		Monthly	\$4,004	\$4,503	\$5,004			\$5,145
		Bi-Weekly	\$1,848	\$2,078	\$2,310			\$2,374
		Hourly	\$23.10	\$25.98	\$28.87			\$29.68
Executive Administrative Asst.	Non-Exempt 8-5	Annual	\$29,661	\$33,363	\$37,066	\$50		\$37,669
		Monthly	\$2,472	\$2,780	\$3,089			\$3,139
		Bi-Weekly	\$1,141	\$1,283	\$1,426			\$1,449
		Hourly	\$14.26	\$16.04	\$17.82			\$18.11
City Engineer	Exempt	Annual	\$67,413	\$75,837	\$84,261	\$50		\$84,864
		Monthly	\$5,618	\$6,320	\$7,022			\$7,072
		Bi-Weekly	\$2,593	\$2,917	\$3,241			\$3,264
		Hourly	\$32.41	\$36.46	\$40.51			\$40.80
Director	Exempt	Annual	\$79,622	\$89,586	\$99,528			
		Monthly	\$6,635	\$7,465	\$8,294			
		Bi-Weekly	\$3,062	\$3,446	\$3,828			
		Hourly	\$38.28	\$43.07	\$47.85			

LANDFILL

2018-2019

POSITION			With Certification Pay					
			Min	Mid	Max	Bilingual	Certificates	Maximum
Gate Attendant	Non-Exempt 8-5	Annual	\$27,373	\$29,370	\$31,366	\$50	\$90	\$33,051
		Monthly	\$2,281	\$2,447	\$2,614			\$2,754
		Bi-Weekly	\$1,053	\$1,130	\$1,206			\$1,271
		Hourly	\$13.16	\$14.12	\$15.08			\$15.89
Heavy Equipment Operator	Non-Exempt 8-5	Annual	\$31,533	\$34,216	\$36,878	\$50	\$90	\$38,563
		Monthly	\$2,628	\$2,851	\$3,073			\$3,214
		Bi-Weekly	\$1,213	\$1,316	\$1,418			\$1,483
		Hourly	\$15.16	\$16.45	\$17.73			\$18.54
Landfill Supervisor	Non-Exempt 8-5	Annual	\$39,187	\$44,096	\$48,984	\$50	\$90	\$50,669
		Monthly	\$3,266	\$3,675	\$4,082			\$4,222
		Bi-Weekly	\$1,507	\$1,696	\$1,884			\$1,949
		Hourly	\$18.84	\$21.20	\$23.55			\$24.36

PUBLIC SAFETY PAY PLAN

FIRE STEPS

2018-2019

POSITION			With Certification Pay					Bilingual	Paramedic	3 Certificates	Maximum
			Starting	1 yr	2 yr	5 yr	7 yr Max				
Firefighter/EMT	Non-Exempt	Annual	\$42,690	\$43,765	\$44,840	\$47,045	\$49,773	\$50	\$250	\$90	\$54,459
	Shift 24/48	Monthly	\$3,558	\$3,647	\$3,737	\$3,920	\$4,148				\$4,538
	27 day w/OT	Bi-Weekly	\$1,642	\$1,683	\$1,725	\$1,809	\$1,914				\$2,095
		Hourly	\$15.49	\$15.88	\$16.27	\$17.07	\$18.06				\$19.76

FIRE RANKS

2018-2019

POSITION			With Certification Pay					Bilingual	Paramedic	3 Certificates	Maximum
			Min	1 yr	2 yr Max						
Fire Lieutenant	Non-Exempt	Annual	\$53,136	\$56,305	\$58,730	\$50	\$250	\$90	\$63,416		
	Shift 24/48	Monthly	\$4,428	\$4,692	\$4,894				\$5,285		
	27 day w/OT	Bi-Weekly	\$2,044	\$2,166	\$2,259				\$2,439		
		Hourly	\$19.28	\$20.43	\$21.31				\$23.01		
Fire Inspector Training Captain	Non-Exempt 8-5	Annual	\$53,206	\$56,326	\$58,760	\$50	\$250	\$90	\$63,440		
		Monthly	\$4,434	\$4,694	\$4,897				\$5,287		
		Bi-Weekly	\$2,046	\$2,166	\$2,260				\$2,440		
		Hourly	\$25.58	\$27.08	\$28.25				\$30.50		
Fire Captain	Non-Exempt	Annual	\$58,868	\$61,982	\$65,235	\$50	\$250	\$90	\$69,920		
	Shift 24/48	Monthly	\$4,906	\$5,165	\$5,436				\$5,827		
	27 day w/OT	Bi-Weekly	\$2,264	\$2,384	\$2,509				\$2,689		
		Hourly	\$21.36	\$22.49	\$23.67				\$25.37		
Fire Marshal	Non-Exempt 8-5	Annual	\$58,906	\$62,005	\$65,270	\$50	\$250	\$90	\$69,950		
		Monthly	\$4,909	\$5,167	\$5,439				\$5,829		
		Bi-Weekly	\$2,266	\$2,385	\$2,510				\$2,690		
		Hourly	\$28.32	\$29.81	\$31.38				\$33.63		
Fire Battalion Chief	Non-Exempt	Annual	\$66,805	N/A	\$70,085	\$50	\$250	\$90	\$74,770		
	Shift 24/48	Monthly	\$5,567	N/A	\$5,840				\$6,231		
	27 day w/OT	Bi-Weekly	\$2,569	N/A	\$2,696				\$2,876		
		Hourly	\$24.24	N/A	\$25.43				\$27.13		
Assistant Chief	Non-Exempt	Annual	\$72,152	N/A	\$73,613	\$50	\$250	\$90	\$78,298		
	Shift 24/48	Monthly	\$6,013	N/A	\$6,134				\$6,525		
	27 day w/OT	Bi-Weekly	\$2,775	N/A	\$2,831				\$3,011		
		Hourly	\$26.18	N/A	\$26.71				\$28.41		
Chief	Exempt 8-5	Annual	\$78,666	\$88,504	\$98,342				\$98,342		
		Monthly	\$6,555	\$7,375	\$8,195				\$8,195		
		Bi-Weekly	\$3,026	\$3,404	\$3,782				\$3,782		
		Hourly	\$37.82	\$42.55	\$47.28				\$47.28		

POLICE CIVILIANS

2018-2019

POSITION			Min	Mid	Max	Bilingual	Investigator Pay	3 Certificates	Maximum
P/T Records Clerk	Non-Exempt <1,000 hrs no TMRS <1,560 hrs TMRS but no Ins.	Hourly	\$7.93	\$8.92	\$9.91	\$50			\$10.20
		Annual	\$32,115	\$35,027	\$37,918				\$38,522
Records Clerk Property/Crime Scene Tech	Non-Exempt 8-5	Monthly	\$2,676	\$2,919	\$3,160	\$50			\$3,210
		Bi-Weekly	\$1,235	\$1,347	\$1,458				\$1,482
		Hourly	\$15.44	\$16.84	\$18.23				\$18.52
		Annual	\$32,968	\$34,653	\$36,338				\$36,941
Administrative Assistant	Non-Exempt 8-5	Monthly	\$2,747	\$2,888	\$3,028	\$50			\$3,078
		Bi-Weekly	\$1,268	\$1,333	\$1,398				\$1,421
		Hourly	\$15.85	\$16.66	\$17.47				\$17.76
		Annual	\$31,242	\$32,906	\$34,549				\$36,234
Animal Control Officer	Non-Exempt 12/10 Shift	Monthly	\$2,603	\$2,742	\$2,879	\$50		\$90	\$3,019
		Bi-Weekly	\$1,202	\$1,266	\$1,329				\$1,394
		Hourly	\$15.02	\$15.82	\$16.61				\$17.42
		Annual	\$32,698	\$35,734	\$37,523				\$37,794

POLICE STEPS

2018-2019

POSITION			Starting	1 yr	2 yr	5 yr	7 yr Max	Bilingual	Investigator Pay	3 Certificates	Maximum
Dispatcher	Non-Exempt 12 Hour Shift	Annual	\$32,698	\$35,734	\$37,523	\$37,794	\$39,666	\$50		\$90	\$41,350
		Monthly	\$2,725	\$2,978	\$3,127	\$3,149	\$3,305				\$3,446
		Bi-Weekly	\$1,258	\$1,374	\$1,443	\$1,454	\$1,526				\$1,590
		Hourly	\$15.72	\$17.18	\$18.04	\$18.17	\$19.07				\$19.88
Police Cadet	Non-Exempt 80/14 Day Cycle 12 Hour Shift	Annual	\$41,309					\$50			\$41,912
		Monthly	\$3,442								\$3,493
		Bi-Weekly	\$1,589								\$1,612
		Hourly	\$19.86								\$20.15
Police Officer Investigator	Non-Exempt 80/14 Day Cycle 12 Hour Shift	Annual	\$43,930	\$46,114	\$46,758	\$49,358	\$51,854	\$50	\$200	\$90	\$55,931
		Monthly	\$3,661	\$3,843	\$3,897	\$4,113	\$4,321				\$4,661
		Bi-Weekly	\$1,690	\$1,774	\$1,798	\$1,898	\$1,994				\$2,151
		Hourly	\$21.12	\$22.17	\$22.48	\$23.73	\$24.93				\$26.89

POLICE RANKS

2018-2019

POSITION			Min	Mid	Max	Bilingual	Investigator Pay	3 Certificates	Maximum
Dispatcher Supervisor	Non-Exempt 12 Hour Shift	Annual	\$41,912	\$42,786	\$43,659	\$50		\$90	\$45,344
		Monthly	\$3,493	\$3,565	\$3,638				\$3,779
		Bi-Weekly	\$1,612	\$1,646	\$1,679				\$1,744
		Hourly	\$20.15	\$20.57	\$20.99				\$21.80
Detective Sergeant	Non-Exempt 8-5 80/14 Day Cycle 12 Hour Shift	Annual	\$56,618	\$59,509	\$62,400	\$50		\$90	\$64,085
		Monthly	\$4,718	\$4,959	\$5,200				\$5,340
		Bi-Weekly	\$2,178	\$2,289	\$2,400				\$2,465
		Hourly	\$27.22	\$28.61	\$30.00				\$30.81
Patrol Sergeant	Non-Exempt 8-5 80/14 Day Cycle 12 Hour Shift	Annual	\$56,618	\$59,509	\$62,400	\$50		\$90	\$63,482
		Monthly	\$4,718	\$4,959	\$5,200				\$5,290
		Bi-Weekly	\$2,178	\$2,289	\$2,400				\$2,442
		Hourly	\$27.22	\$28.61	\$30.00				\$30.52
Police Lieutenant	Non-Exempt 80/14 Day Cycle 12 Hour Shift	Annual	\$67,662	\$69,722	\$71,781	\$50		\$90	\$73,466
		Monthly	\$5,639	\$5,810	\$5,982				\$6,122
		Bi-Weekly	\$2,602	\$2,682	\$2,761				\$2,826
		Hourly	\$32.53	\$33.52	\$34.51				\$35.32
Police Assistant Chief	Exempt	Annual	\$75,587	\$79,456	\$83,325	\$50		\$90	\$85,010
		Monthly	\$6,299	\$6,621	\$6,944				\$7,084
		Bi-Weekly	\$2,907	\$3,056	\$3,205				\$3,270
		Hourly	\$36.34	\$38.20	\$40.06				\$40.87
Chief	Exempt	Annual	\$94,578	\$99,840	\$105,082			\$90	\$106,163
		Monthly	\$7,881	\$8,320	\$8,757				\$8,847
		Bi-Weekly	\$3,638	\$3,840	\$4,042				\$4,083
		Hourly	\$45.47	\$48.00	\$50.52				\$51.04



DISCLOSURE OF EMPLOYEE BENEFITS

PAID VACATION: 80 hours (shift firefighters 120 hours) per fiscal year ; 96 hours (shift firefighters 144 hours) per year after 5 years of service , 120 hours (shift firefighters 180 hours) per year after 10 years of service, 160 hours (shift firefighters 240 hours) per year after 15 years of service.

SICK LEAVE: 80 hours per fiscal year accumulative to 960 hours, shift fire fighters accrue 120 hours per year accumulative to 1,440 hours.

PAID HOLIDAYS: 13 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/AIRVAC: 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 Care Flite membership by state law.

TELEHEALTH: Provides 24/7/365 access to board-certified doctors via telephone consultations that can diagnose, recommend treatment and prescribe medication.

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: \$1,200.00 per year for accredited courses, up to 6 credit hours per semester, 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.



DISCLOSURE OF EMPLOYEE BENEFITS CONTINUED

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.

BI-LINGUAL PAY: Employees who pass an exam, and whose position qualifies, may receive \$50.00 per month (\$25 per month for part-time) in bi-lingual pay.



HOLIDAY SCHEDULE

<u>Holiday</u>	<u>2018</u>	<u>2019</u>
1. Veterans Day	November 12 th (Monday)	
2. Thanksgiving	November 22 nd (Thursday)	
3. Day after Thanksgiving	November 23 rd (Friday)	
4. Christmas Holiday	December 24 th (Monday)	
5. Christmas Holiday	December 25 th (Tuesday)	
6. New Year's Day		January 1 st (Tuesday)
7. Martin Luther King Day		January 21 st (Monday)
8. Presidents' Day		February 18 th (Monday)
9. Good Friday		April 19 th (Friday)
10. Memorial Day		May 27 th (Monday)
11. Independence Day		July 4 th (Thursday)
12. Labor Day		September 2 nd (Monday)
13. Floating Holiday *		

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

CITY OF STEPHENVILLE
Supplemental Pay
FOR FISCAL YEAR 2018-19

Certificate Pay	# Employees	Monthly Pay
Finance:		
Bi-lingual	1	\$ 50

Parks & Recreation:		
Pesticide Applicator	0	\$ 30
Aquatic Facilities	2	\$ 30

Public Works:		
Groundwater C	10	\$ 30
Groundwater B	5	\$ 30
Groundwater A	0	\$ 90
Wastewater Collection II	5	\$ 30
Wastewater Collection III	4	\$ 30
Class B MSW Operator	1	\$ 30
MSW Waste Screening	1	\$ 30
Prevention of Unauthorized Waste	2	\$ 30

Fire:		
Paramedic	27	\$ 250
Masters	2	\$ 30
Advanced	14	\$ 30
Intermediate	17	\$ 30
EMS Instructor	6	\$ 30
Fire Investigator	3	\$ 30

Police:		
Dispatch Intermediate	6	\$ 30
Dispatch Advanced	9	\$ 30
Dispatch Master	9	\$ 30
Peace Officer Intermediate	27	\$ 30
Peace Officer Advanced	25	\$ 30
Peace Officer Master	18	\$ 30
Forensic Investigator II	1	\$ 30
Investigator Stipend	6	\$ 200
Animal Control Intermediate	1	\$ 30
Animal Control Advanced	1	\$ 30
Bi-lingual	1	\$ 50

Longevity Pay*	# Employees	Current Monthly Pay*
Year 0-1	3	\$ -
Year 1	17	\$ 4
Year 2 to 5	56	\$ 4
Year 6 to 10	34	\$ 4
Year 11 to 15	25	\$ 6
Year 16 to 25	24	\$ 6
Year 26 to Retirement	10	\$ 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 PLAN YEAR 2018-2019**

Coverage	Current Monthly Cost Standard Plan
Employees	\$ 604.90
Spouse	\$ 884.02
Children	\$ 461.84
Family	\$ 1,345.50

**Dental Insurance
For PLAN YEAR 2018-2019**

Coverage	Current Monthly Cost
Employees	\$ 25.30
Spouse	\$ 30.60
Children	\$ 39.52
Family	\$ 72.92



CITY PERSONNEL WHO TAKE HOME CITY VEHICLES

POLICE DEPARTMENT:

1. C.I.D. Investigator on call, who resides within city limits.
2. K-9 Officer
3. School Resource Officer/K-9 Officer

PARKS & RECREATION DEPARTMENT:

1. Park 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 reside within city limits.



City of Stephenville Pay Dates October 2018- September 2019

October	April
5	5
19	19
November	May
2	3
16	17
30	31
December	June
14	14
28	28
January	July
11	12
25	26
February	August
8	9
22	23
March	September
8	6
22	20

Sick Leave Buy Back checks will be issued November 16, 2018

Longevity Pay checks will be issued November 30, 2018

One-time Pay Adjustment checks will be issued December 7, 2018

*Direct Deposit will post on Friday, December 28, 2018.



SUPPLEMENTAL SCHEDULES



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2018 Property Tax Rates in City of Stephenville

This notice concerns the 2018 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	\$5,272,746
Last year's debt taxes	\$491,130
Last year's total taxes	\$5,763,876
Last year's tax base	\$1,200,807,500
Last year's total tax rate	\$0.4800/\$100

This year's effective tax rate:

Last year's adjusted taxes (after subtracting taxes on lost property)	\$5,742,578
÷ This year's adjusted tax base (after subtracting value of new property)	\$1,250,137,389
=This year's effective tax rate	\$0.4593/\$100

(Maximum rate unless unit publishes notices and holds hearings.)

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)	\$7,003,173
÷ This year's adjusted tax base	\$1,250,137,389
=This year's effective operating rate	\$0.5602/\$100
x 1.08 =this year's maximum operating rate	\$0.6050/\$100
+ This year's debt rate	\$0.0366/\$100
= This year's total rollback rate	\$0.6416/\$100
-Sales tax adjustment rate	\$0.1325/\$100
=Rollback tax rate	\$0.5091/\$100

Statement of Increase/Decrease

If City of Stephenville adopts a 2018 tax rate equal to the effective tax rate of \$0.4593 per \$100 of value, taxes would increase compared to 2017 taxes by \$75,536.

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	7,776,337
DEBT SERVICE FUND	201,465

Schedule B - 2018 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
CERTIFICATE OF OBLIGATION 2011 SERIES	70,000	84,600	0	154,600
CERTIFICATE OF OBLIGATION 2014 SERIES	310,000	1,845	0	311,845
Total required for 2018 debt service				\$466,445
- 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 2018	\$466,445
+ Amount added in anticipation that the unit will collect only 100.00% of its taxes in 2018	\$0
= Total debt levy	\$466,445

Schedule C - Expected Revenue from Additional Sales Tax

In calculating its effective and rollback tax rates, the unit estimated that it will receive \$1,684,904 in additional sales and use tax revenues.

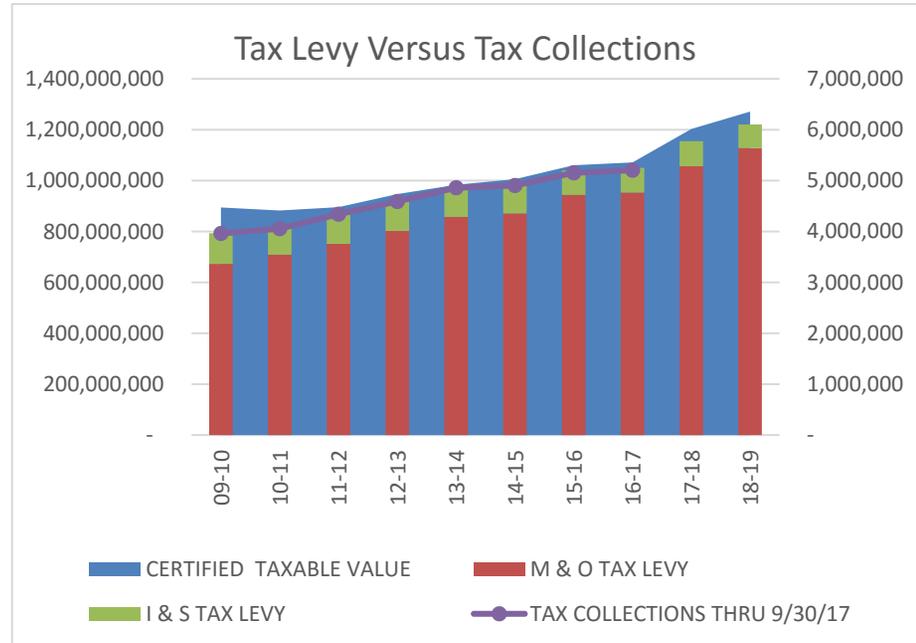
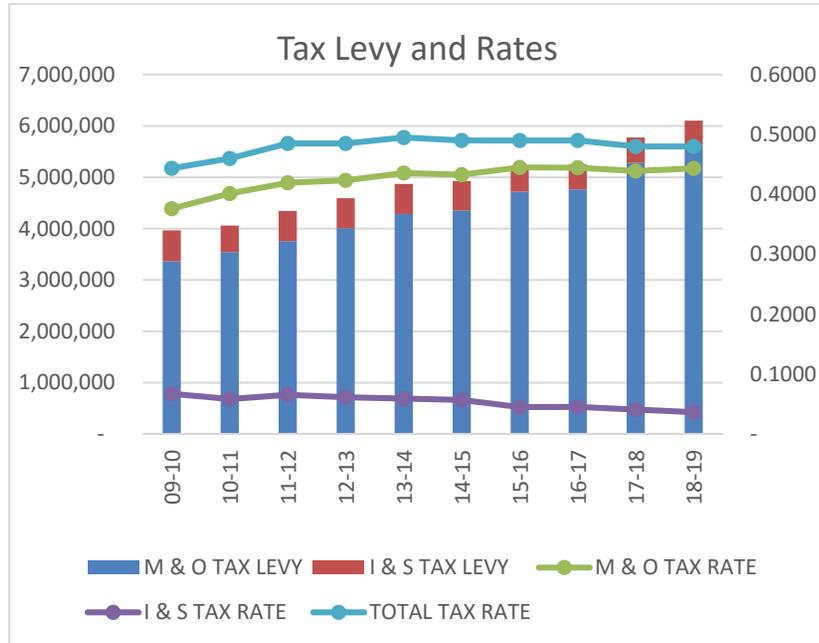
This notice contains a summary of actual effective and rollback tax rates' calculations. You can inspect a copy of the full calculations at 320 W College Stephenville Tx 76401.

Name of person preparing this notice: Jennifer Carey
Title: Tax Assessor-Collector
Date Prepared: 07/20/2018

TAXABLE PROPERTY VALUES, TAX RATE, LEVY, AND COLLECTIONS

ASSEESSE YEAR	FISCAL YEAR	CERTIFIED TAXABLE VALUE	M & O TAX RATE	I & S TAX RATE	TOTAL TAX RATE	M & O TAX LEVY	I & S TAX LEVY	TOTAL TAX LEVY	TAX COLLECTIONS THRU 9/30/17	PERCENTAGE OF TAX COLLECTIONS
2009	09-10	894,236,300	0.3762	0.0673	0.4435	3,364,117	601,821	3,965,938	3,961,373	99.88%
2010	10-11	882,532,413	0.4015	0.0585	0.4600	3,543,368	516,281	4,059,649	4,056,500	99.92%
2011	11-12	895,586,826	0.4194	0.0656	0.4850	3,756,091	587,505	4,343,596	4,340,303	99.92%
2012	12-13	946,820,238	0.4235	0.0615	0.4850	4,009,784	582,294	4,592,078	4,590,500	99.97%
2013	13-14	983,590,328	0.4357	0.0593	0.4950	4,285,503	583,269	4,868,772	4,860,993	99.84%
2014	14-15	1,005,609,123	0.4330	0.0570	0.4900	4,354,288	573,197	4,927,485	4,904,466	99.53%
2015	15-16	1,060,320,946	0.4450	0.0450	0.4900	4,718,428	477,144	5,195,573	5,154,074	99.20%
2016	16-17	1,071,400,197 *	0.4446	0.0454	0.4900	4,763,445	486,416	5,249,861	5,204,383	99.13%
2017	17-18	1,202,917,268	0.4391	0.0409	0.4800	5,282,010	491,993	5,774,003	N/A	N/A
2018	18-19	1,271,372,189	0.4434	0.0366	0.4800	5,637,264	465,322	6,102,587	N/A	N/A

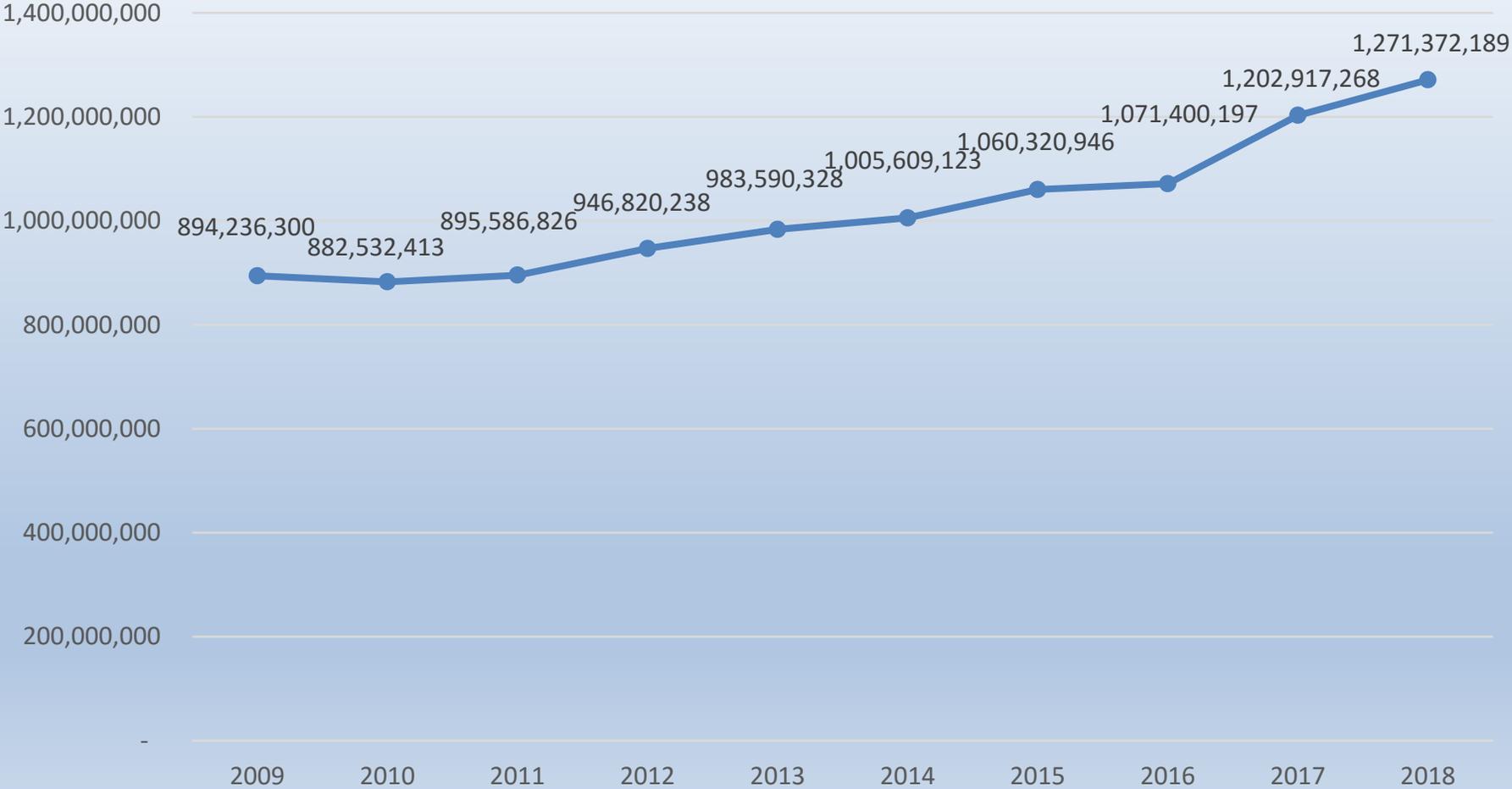
* Amount adjusted for FMC amendment



**CITY OF STEPHENVILLE
CERTIFIED TAX ROLL COMPARISON**

	FY14-15 2014	FY15-16 2015	FY16-17 2016	FY17-18 2017	FY18-19 2018	Difference 2017-2018
LAND - HOMESITE	111,755,860	117,259,960	117,957,730	136,374,690	139,392,420	3,017,730
LAND - NON HOMESITE	264,165,360	265,431,380	267,967,710	302,799,132	306,504,050	3,704,918
LAND - AG MARKET						0
LAND - TIMBER MARKET						0
LAND MARKET VALUE	375,921,220	382,691,340	385,925,440	439,173,822	445,896,470	6,722,648
IMPROVEMENTS - HOMESITE	457,237,360	453,396,110	474,458,530	495,122,698	513,677,310	18,554,612
IMPROVEMENTS - NON HOMESIT	406,181,110	455,236,710	466,719,650	515,533,360	539,455,020	23,921,660
IMPROVEMENTS	863,418,470	908,632,820	941,178,180	1,010,656,058	1,053,132,330	42,476,272
PERSONAL PROPERTY	346,184,290	368,015,800	382,496,970	357,795,120	407,209,350	49,414,230
AGRICULTURAL PRODUCTIVITY	14,154,100	13,763,550	13,582,660	16,048,850	16,845,890	797,040
PERSONAL PROPERTY	360,338,390	381,779,350	396,079,630	373,843,970	424,055,240	50,211,270
TOTAL MARKET VALUE	1,599,678,080	1,673,103,510	1,723,183,250	1,823,673,850	1,923,084,040	99,410,190
EXEMPT PROPERTY	433,801,348	447,561,330	460,143,387	466,135,750	471,431,480	5,295,730
PRODUCTIVITY LOSS	13,890,960	13,468,630	13,295,950	15,650,580	16,441,530	790,950
AG USE						0
HOMESTEAD CAP LOSS	148,740	270,620	69,120	372,660	582,450	209,790
TOTAL EXEMPT PROPERTY	447,841,048	461,300,580	473,508,457	482,158,990	488,455,460	6,296,470
TOTAL ASSESSED PROPERTY	1,151,837,032	1,211,802,930	1,249,674,793	1,341,514,860	1,434,628,580	93,113,720
EXEMPTIONS:						0
HOMESTEAD						0
OLD AGE(\$15,000)	13,940,090	14,611,480	14,760,580	15,374,860	15,242,924	(131,936)
DISABLED PERSONS(\$10,000)	500,570	481,050	411,090	331,130	348,790	17,660
DISABLED VET(\$3,000)	3,786,000	3,640,350	4,092,020	4,408,590	4,816,990	408,400
POLLUTION CONTROL	601,657	568,154	568,154	415,009	415,009	0
OTHER						0
MINIMUM VALUE	12,390	12,900	11,130	8,930	7,080	(1,850)
FREEPOR	99,887,202	113,918,050	119,339,715	102,809,073	127,175,598	24,366,525
ABATEMENT	27,500,000	18,250,000	18,250,000	15,250,000	15,250,000	0
TOTAL EXEMPTIONS	146,227,909	151,481,984	157,432,689	138,597,592	163,256,391	24,658,799
						0
NET TAXABLE	1,005,609,123	1,060,320,946	1,092,242,104	1,202,917,268	1,271,372,189	68,454,921
TAX RATE PER \$100 VALUATION	0.4900	0.4900	0.4900	0.4800	0.4800	
TAX LEVY	\$4,927,485	\$5,195,573	\$5,351,986	\$5,774,003	\$6,102,587	328,584

City of Stephenville Taxable Property Values



Cost of General Fund Services Per Parcel

Stephenville has 6758 platted parcel in our community. Property Tax accounts for 38.15% of General Fund Revenue.

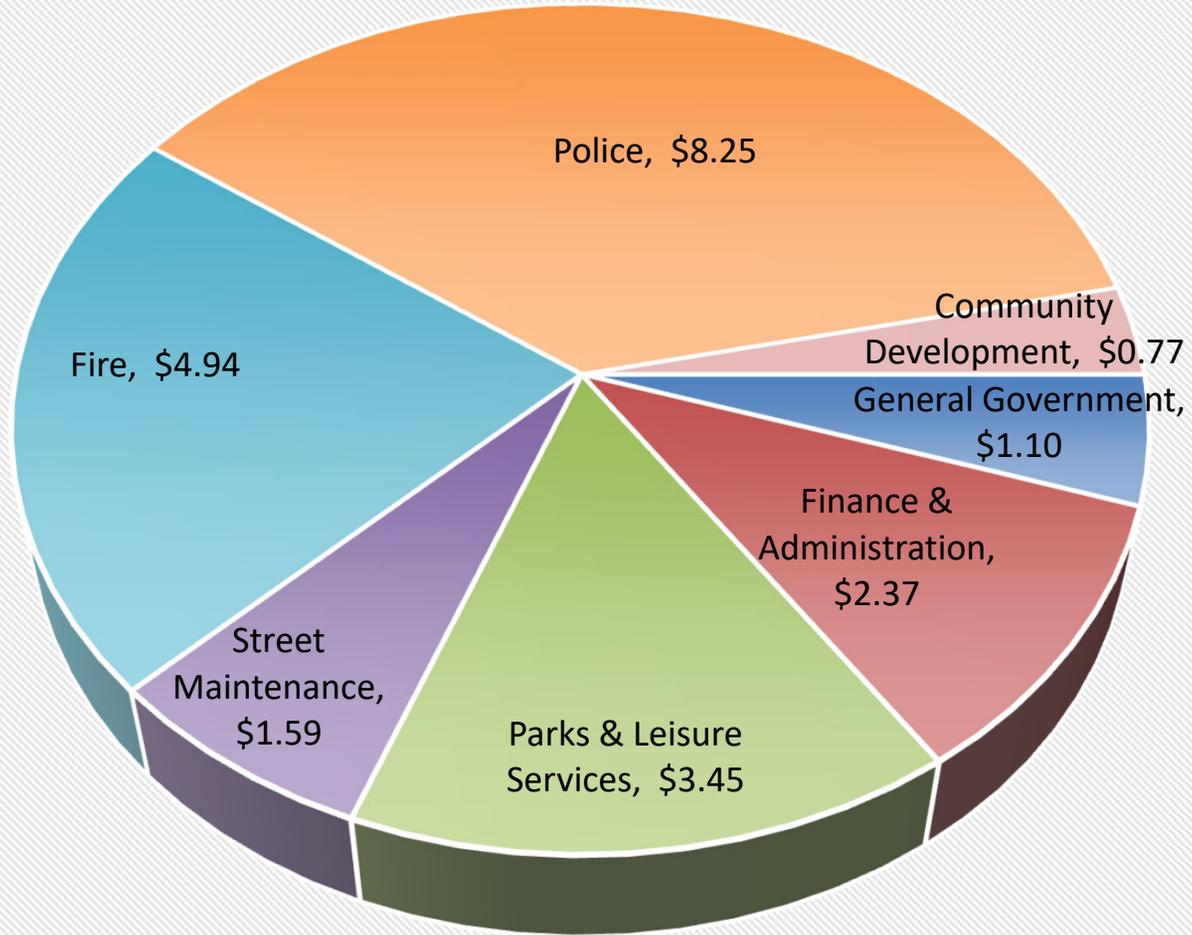
Department	Annual Budget	Annual	Annual	Monthly	Monthly	Daily	Daily
		Cost per parcel	Property Tax Cost	Cost per parcel	Property Tax Cost	Cost per parcel	Property Tax Cost
Council	\$ 90,779	\$ 13.43	\$ 5.12	\$ 1.12	\$ 0.43	\$ 0.04	\$ 0.0140
City Admin	\$ 251,071	\$ 37.15	\$ 14.17	\$ 3.10	\$ 1.18	\$ 0.10	\$ 0.0388
City Secretary	\$ 129,125	\$ 19.11	\$ 7.29	\$ 1.59	\$ 0.61	\$ 0.05	\$ 0.0200
Human Resources	\$ 256,189	\$ 37.91	\$ 14.46	\$ 3.16	\$ 1.21	\$ 0.10	\$ 0.0396
General Government	\$ 727,164	\$ 107.60	\$ 41.05	\$ 8.97	\$ 3.42	\$ 0.29	\$ 0.1125
Emergency Management	\$ 21,122	\$ 3.13	\$ 1.19	\$ 0.26	\$ 0.10	\$ 0.01	\$ 0.0033
Municipal Building	\$ 158,638	\$ 23.47	\$ 8.96	\$ 1.96	\$ 0.75	\$ 0.06	\$ 0.0245
Municipal Service Center	\$ 93,055	\$ 13.77	\$ 5.25	\$ 1.15	\$ 0.44	\$ 0.04	\$ 0.0144
Finance-Purchasing	\$ 511,047	\$ 75.62	\$ 28.85	\$ 6.30	\$ 2.40	\$ 0.21	\$ 0.0790
Information Technology	\$ 310,499	\$ 45.95	\$ 17.53	\$ 3.83	\$ 1.46	\$ 0.13	\$ 0.0480
Tax	\$ 164,476	\$ 24.34	\$ 9.28	\$ 2.03	\$ 0.77	\$ 0.07	\$ 0.0254
Legal	\$ 130,683	\$ 19.34	\$ 7.38	\$ 1.61	\$ 0.61	\$ 0.05	\$ 0.0202
Municipal Court	\$ 172,069	\$ 25.46	\$ 9.71	\$ 2.12	\$ 0.81	\$ 0.07	\$ 0.0266
Finance & Administration	\$ 1,561,589	\$ 231.07	\$ 88.15	\$ 19.26	\$ 7.35	\$ 0.63	\$ 0.2415
Parks & Leisure Admin	\$ 134,134	\$ 19.85	\$ 7.57	\$ 1.65	\$ 0.63	\$ 0.05	\$ 0.0207
Recreation	\$ 605,670	\$ 89.62	\$ 34.19	\$ 7.47	\$ 2.85	\$ 0.25	\$ 0.0937
Park Maintenance	\$ 908,111	\$ 134.38	\$ 51.26	\$ 11.20	\$ 4.27	\$ 0.37	\$ 0.1405
Library	\$ 251,095	\$ 37.16	\$ 14.17	\$ 3.10	\$ 1.18	\$ 0.10	\$ 0.0388
Senior Citizens	\$ 141,928	\$ 21.00	\$ 8.01	\$ 1.75	\$ 0.67	\$ 0.06	\$ 0.0220
Aquatic Center	\$ 233,227	\$ 34.51	\$ 13.17	\$ 2.88	\$ 1.10	\$ 0.09	\$ 0.0361
Parks & Leisure Services	\$ 2,274,165	\$ 336.51	\$ 128.38	\$ 28.04	\$ 10.70	\$ 0.92	\$ 0.3517
Public Works							
Street Maintenance	\$ 1,045,476	\$ 154.70	\$ 59.02	\$ 12.89	\$ 4.92	\$ 0.42	\$ 0.1617
Fire	\$ 3,252,032	\$ 481.21	\$ 183.58	\$ 40.10	\$ 15.30	\$ 1.32	\$ 0.5030
Police	\$ 5,431,835	\$ 803.76	\$ 306.64	\$ 66.98	\$ 25.55	\$ 2.20	\$ 0.8401
Community Development	\$ 506,999	\$ 75.02	\$ 28.62	\$ 6.25	\$ 2.39	\$ 0.21	\$ 0.0784

Cost of General Fund Services Per Capita

Stephenville's estimated population is 21,950 .

Department	Annual Budget	Annual Cost per capita	Monthly Cost per capita	Daily Cost per
Council	\$ 90,779	\$ 4.14	\$ 0.34	\$ 0.14
City Admin	\$ 251,071	\$ 11.44	\$ 0.95	\$ 0.38
City Secretary	\$ 129,125	\$ 5.88	\$ 0.49	\$ 0.20
Human Resources	\$ 256,189	\$ 11.67	\$ 0.97	\$ 0.39
General Government	\$ 727,164	\$ 33.13	\$ 2.76	\$ 1.10
Emergency Management	\$ 21,122	\$ 0.96	\$ 0.08	\$ 0.03
Municipal Building	\$ 158,638	\$ 7.23	\$ 0.60	\$ 0.24
Municipal Service Center	\$ 93,055	\$ 4.24	\$ 0.35	\$ 0.14
Finance-Purchasing	\$ 511,047	\$ 23.28	\$ 1.94	\$ 0.78
Information Technology	\$ 310,499	\$ 14.15	\$ 1.18	\$ 0.47
Tax	\$ 164,476	\$ 7.49	\$ 0.62	\$ 0.25
Legal	\$ 130,683	\$ 5.95	\$ 0.50	\$ 0.20
Municipal Court	\$ 172,069	\$ 7.84	\$ 0.65	\$ 0.26
Finance & Administration	\$ 1,561,589	\$ 71.14	\$ 5.93	\$ 2.37
Parks & Leisure Admin	\$ 134,134	\$ 6.11	\$ 0.51	\$ 0.20
Recreation	\$ 605,670	\$ 27.59	\$ 2.30	\$ 0.92
Park Maintenance	\$ 908,111	\$ 41.37	\$ 3.45	\$ 1.38
Library	\$ 251,095	\$ 11.44	\$ 0.95	\$ 0.38
Senior Citizens	\$ 141,928	\$ 6.47	\$ 0.54	\$ 0.22
Aquatic Center	\$ 233,227	\$ 10.63	\$ 0.89	\$ 0.35
Parks & Leisure Services	\$ 2,274,165	\$ 103.61	\$ 8.63	\$ 3.45
Public Works				
Street Maintenance	\$ 1,045,476	\$ 47.63	\$ 3.97	\$ 1.59
Fire	\$ 3,252,032	\$ 148.16	\$ 12.35	\$ 4.94
Police	\$ 5,431,835	\$ 247.46	\$ 20.62	\$ 8.25
Community Development	\$ 506,999	\$ 23.10	\$ 1.92	\$ 0.77

General Fund Expenditures - Daily cost per capita



CITY OF STEPHENVILLE

FEE SCHEDULE BY DEPARTMENT

<u>DEPT.</u>	<u>DESCRIPTION</u>	<u>Approved</u>
0201	FISCAL SERVICES	
	TABC- Liquor License Application Fee	\$ 60.00
	Solicitation Permit, non-refundable application fee	\$ 25.00
	Solicitation Permit, non-refundable investigation fee per person	\$ 25.00
	Taxicab Permit (per year)	\$ 50.00
	Game Room License (per year)	\$ 250.00
	Gaming Machine Registration (per year)	50% of certification fee
	Private Owned Ambulance Service Permit (per year)	\$ 25.00
	Copying Charges (per page)(staff copied)	\$ 0.25
	Credit Access Business License (per year)	\$ 250.00
	Credit Access Business Application Fee (per year)	\$ 50.00
	Ad Valorem Taxes (per hundred)	\$ 0.48
	Hotel/Motel Occupancy Tax	7%
	City Sales Tax	1.50%
	Operations	1.3750%
	4B Economic Development	0.1250%
	Franchise Fees: (based on Gross Receipts)	
	Cable Television (set by PUC)	5%
	Electricity (set by PUC/per kwh)	4%
	Garbage (renew 1/1/2019)	7%
	Gas (renew 2020)	\$ 0.04
	Telephone (per access line set by PUC)	\$ 0.59 \$ 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%
	Credit Card Process	2.00%
0302	MUNICIPAL COURT – As Set by Municipal Court Judge	
0501	LEISURE SERVICES	
	Gymnasium Rental:	
	Profit	\$ 250.00
	Non-Profit	\$ 125.00
	Per Hour	\$ 20.00
	For games/hour	\$ 50.00
	Concession Stand (per day)	\$ 50.00
	Small Pavilion & Century Park Rental:	
	Half Day (4 hours) Must be done before 2pm	\$ 75.00
	Full Day (8 hours)	\$ 150.00
	Large Pavilion:	
	Half Day (4 hours) Must be done before 2pm	\$ 150.00
	Full Day (8 hours)	\$ 300.00
	RV Hook-Up:	
	Per Night	\$ 20.00
	Senior Citizens (55 or older)	\$ 15.00

CITY OF STEPHENVILLE

FEE SCHEDULE BY DEPARTMENT

<u>DEPT.</u>	<u>DESCRIPTION</u>	<u>Approved</u>
0501	LEISURE SERVICES CONTINUED	
	Birdsong Amphitheater:	
	Half Day (4 hours)	\$ 150.00 (1)
	Full Day (8 hours)	\$ 300.00 (1)
	Ticketed/For-profit events (per ticket sold for event)	\$ 1.00
	(1) \$ 50.00 Electrical	
	Half Day (4 hours) Must be done before 2pm	\$ 75.00
	Full Day (8 hours)	\$ 150.00
	Recreation:	
	Adult League (per team)	\$ 325.00
	Baseball League Fees:	
	Tb, cp, pinto/rec, pinto/comp, 8u gfp	\$ 50.00
	10u gfp, 12u gfp	\$ 65.00
	10u bb, 12u bb	\$ 65.00
	15u gfp	\$ 65.00
	15u, bb	\$ 65.00
	Non Baseball Youth Leagues (per person)	\$ 50.00
	Youth Programs	\$ 40.00 (2)
	Sibling discount (Must reside in same household)	\$ (10.00)
	Field Rental - Per Field Per Day	\$ 150.00 (3)
	Field lighting (per hour)	\$ 10.00
	Field Rental per hour (Field is not game ready)	\$ 20.00
	Field Rental per hour (Game ready-field worked once per day)	\$ 50.00
	 (2) Registration fees for individual sports may vary depending on participation for each class.	
	 (3) Ballfields may be rented April through September for tournaments. On Saturday and Sunday only, SPARD reserves all concession rights.	
	Splashville Swimming Pool:	
	Daily Admission (per person)	\$ 6.00
	Ages 2 & under	free
	Senior Citizen (65 & Up)/Military Family (Military ID Required)	\$ 3.00
	Twilight Fee (2 hours prior to closing)	\$ 2.00
	Monday Mania	\$ 3.00
	Daily Discount Passes:	
	5 visits	\$ 20.00
	10 visits	\$ 38.00
	20 visits	\$ 70.00
	Unlimited Individual Season Pass	\$ 115.00
	Unlimited Family Pass (family of 4)	\$ 225.00 (4)
	(4) Additional family member (all family members must reside in the same household)	\$ 10.00
	Party Area Rental (Mon-Sat) (does not include fee per guest)	\$ 45.00 (5)
	(5) Up to 24 guests \$ 3.75 per guest	
	Noon to 2:00 pm or 3:00 pm to 5:00 pm (Tuesday thru Saturday)	
	Private Party Rental	\$ 750.00
	Swimming Lessons	\$ 50.00

CITY OF STEPHENVILLE
FEE SCHEDULE BY DEPARTMENT

<u>DEPT.</u>	<u>DESCRIPTION</u>	<u>Approved</u>
0503	CEMETERY	
	Cemetery Lots:	
	City Resident	\$ 600.00
	Non-City Resident	\$ 750.00
0504	LIBRARY SERVICES	
	Replace Lost Books	cost
	Fines for Late Return (per day)	\$ 0.25
	Copy Machine (per copy, self-serve)	\$ 0.10
	Late Fee Video Return (per day)	\$ 1.00
	Inter-Library Loan (postage)	\$ -
	Replacement Card Fee	\$ 2.00
0505	STREETS SERVICES	
	Street Cuts:	
	Asphalt Surfaces Over Concrete (per sq ft):	\$ 3.75
	Asphalt Pavement Replacement for Curb/Gutter Installation	cost
	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
0506	COMMUNITY CENTER	
	Daily Rental Fee (8 hours)	\$ 150.00
	Partial Day (4 hours)	\$ 75.00
	Holiday Rental (No rentals on Christmas Day, Thanksgiving Day)	\$ 200.00
	Senior Members	\$ 50.00
	Set-up of tables and chairs (Optional)	\$ 50.00
0603	FIRE SERVICES	
	Non-Routine Response Fee:	
	Per Unit (per hour)	\$ 70.00
	Supplies	cost
0700	POLICE SERVICES	
	Accident Reports	\$ 6.00
	Finger Printing (2 card max per person)	\$ 5.00 ea. Addtl \$ 10.00
	Offense Reports (per 1st page)	\$ 0.10 ea addtl \$ 1.00
	False Alarm Fee (per occurrence after five per year)	\$ 50.00
	Police Escort (per nonprofit event, except funerals)	\$ 190.00
	Solicitor Investigation Fee (Non Refundable)	\$ 25.00

CITY OF STEPHENVILLE
FEE SCHEDULE BY DEPARTMENT

<u>DEPT.</u>	<u>DESCRIPTION</u>	<u>Approved</u>
0707	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
	Multiple Dog Permit	\$ 50.00
	License Replacement	\$ 5.00
	Livestock (per year)	Inspection + \$ 25.00
	Boarding/Riding Stables (per year)	Inspection + \$ 25.00
	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
	2ft L x 3ft W	\$ 30.00
	11in L x 17in W	\$ 20.00
	City Limits and Street Map:	
	3ft L x 5ft W	\$ 30.00
	2ft L x 3ft W	\$ 25.00
	2ft L x 3ft W	\$ 15.00
	11in L x 17in W	\$ 5.00

CITY OF STEPHENVILLE
FEE SCHEDULE BY DEPARTMENT

<u>DEPT.</u>	<u>DESCRIPTION</u>	<u>Approved</u>
0801	PLANNING SERVICES CONTINUED	
	Parkland Dedication (In-lieu of) Per Dwelling Unit:	
	Per single-family dwelling unit	\$ 800.00
	Per dwelling unit for duplex, townhome, condominium, apts.	\$ 400.00
	Board of Adjustment Applications	\$ 200.00
	Subdivision Filing Fees:	
	Preliminary Plat (per plat)	\$ 200.00
	Preliminary Plat (per lot)	\$ 10.00
	Final Plat (per plat)	\$ 200.00
	Final Plat (per lot)	\$ 10.00
	Replat (per plat)	\$ 200.00
	Site Development Plan (per plan) - (water,sewer,streets,storm drain engineering review)	\$ 200.00
	Comprehensive Plan	\$ 100.00
	Subdivision Waiver Request (per item)	\$ 200.00
0802	INSPECTION SERVICES	
	Food Service Permit:	
	Annual Inspection:	\$ 250.00
	Administrative fee	\$ 50.00
	Contractor fee	\$ 200.00
	Pre-opening:	\$ 125.00
	Administrative fee	\$ 25.00
	Contractor fee	\$ 100.00
	Complaint	\$ 100.00
	Reinspection	\$ 75.00
	Temporary Mobile food-Inspection permit special event per day	\$ 35.00
	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
	Sign Permit Fees	
	Permanent Signs	
	1 to 50 sq. ft.	\$ 25.00
	51 to 100 sq. ft.	\$ 50.00
	101 to 200 sq. ft.	\$ 75.00
	210 to 300 sq. ft.	\$ 100.00
	Temporary Signs	
	Banner Sign (Commercial)	\$ 10.00
	Contractor/Construction	\$ 25.00
	Mobile Electronic Graphic Video Display	\$ 25.00
	Portable Sign	\$ 25.00
	Swooper Flags	\$ 10.00
	Weekend Builder Advertiser signs	\$ 25.00

CITY OF STEPHENVILLE
FEE SCHEDULE BY DEPARTMENT

<u>DEPT.</u>	<u>DESCRIPTION</u>	<u>Approved</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 begin 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.

CITY OF STEPHENVILLE
FEE SCHEDULE BY DEPARTMENT

<u>DEPT.</u>	<u>DESCRIPTION</u>	<u>Approved</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)	
	Commercial and Multi-Family:	
	Value \$1 to \$10,000 - flat fee	\$ 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
	Fire Code(Fire Alarm and Sprinkler System):	
	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

CITY OF STEPHENVILLE
FEE SCHEDULE BY DEPARTMENT

<u>DEPT.</u>	<u>DESCRIPTION</u>	<u>Approved</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 3/4 inch meter	\$ 11.00	
	1 inch	\$ 24.29	
	1 1/2 inch	\$ 51.57	
	2 inch	\$ 89.76	
	3 inch	\$ 198.87	
	4 inch and larger	\$ 351.63	
	Plus Volume Charge—per 1,000 gallons	\$ 4.35	4.55
	Multifamily Billing:		Eff. 4/1/19
	70% of number of living units (per unit)	\$ 8.40	
	Plus Volume Charge--per 1,000 gallons	\$ 4.35	4.55
	Residential Surcharge per thousand gallon (May - September)		Eff. 4/1/19
	Over 12,000 gallons	\$ 1.00	
	Over 25,000 gallons	\$ 3.00	
	Over 50,000 gallons	\$ 4.00	
	Outside City Limits	115%	
	Outside City Limits Contractor Construction Water	200%	
	Customer Deposits:		
	Residential, minimum	\$ 150.00	
	Residential deposits shall be made either:		
	(a) in cash at the time of making application; or		
	(b) 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.		
	(c) 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.		
	Commercial	2X monthly usage	
	Minimum	\$ 500.00	

CITY OF STEPHENVILLE
FEE SCHEDULE BY DEPARTMENT

<u>DEPT.</u>	<u>DESCRIPTION</u>	<u>Approved</u>	
3000	WATER FUND CONTINUED		
	Basic Service Charges:		
	Connection Fee	\$ 20.00	
	Transfer Fee	\$ 20.00	
	After 5:00 p.m. or weekends (additional)	\$ 40.00	
	Damaged Meter Charge	cost	
	Fire Hydrant Meter Deposit	\$ 1,200.00	
	Fire Hydrant Meter Set Fee	\$ 25.00	
	Fire Hydrant Meter Relocation Fee	\$ 25.00	
	Meter Reset Fee	\$ 25.00	
	Non-Pay Reconnect Fee	\$ 30.00	
	Check Read (each, after two free annually)	\$ 10.00	
	Temporary Service (72 hours)	cost + \$ 20.00	
	Temporary Cut-Off for Repair	\$ 20.00	
	Leak Test (each, after two free annually)	\$ 10.00	
	Tampering Fee	\$ 50.00	
		+ repairs	
	Water Tap Charges:		
	5/8 inch and 3/4 inch taps	\$ 660.00	
	1 inch tap	\$ 817.00	
	1 1/2 inch tap	\$ 1,305.00	
	2 inch tap	\$ 1,772.00	
	Water Tap Charges do not include street repair.	at cost	
	See 0505 "Streets Services"		
	The City provides residential and commercial meters up to 1-inch diameter. The cost of city-approved water meters larger than 1-inch shall be borne by the developer. Contact Customer Service for an "at-cost" quote.		
3100	SEWER FUND		
	Sewer Rates:		
	Minimum Bill (0 gallons used)	\$ 9.50	
	Plus Volume Charge--per 1,000 gallons	\$ 3.70	\$ 3.90
			Eff. 4/1/19
	12,000 gallon minimum on sewer services that do not have corresponding water service		
	Multifamily Billing:		
	70% of Number of Living Units (per unit)	\$ 9.50	
	Plus Volume Charge—per 1,000 gallons	\$ 3.70	\$ 3.90
	Residential Winter Months Averaging (Dec, Jan, Feb)		Eff. 4/1/19
	Outside City Limits	115%	
	Sewer Tap:		
	4-inch tap	\$ 450.00	
	6-inch tap	\$ 537.50	
	Man-Hole	cost	
	Sewer Tap Charges do not include street repair.	at cost	
	See 0505 "Streets Services"		

CITY OF STEPHENVILLE
FEE SCHEDULE BY DEPARTMENT

<u>DEPT.</u>	<u>DESCRIPTION</u>	<u>Approved</u>
3100	SEWER FUND CONTINUED	
	Charges for Industrial Pretreatment:	
	Compliance Sampling (in house)	
	BOD (per pound)	\$ 0.016
	TSS (per pound)	\$ 0.15
3200	STORMWATER DRAINAGE	
	Single Family Residential Properties (per property/per month):	
	0 to 5,000 sq. ft.	\$ 2.00
	5,001 to 21,780 sq. ft.	\$ 3.00
	Over 21,780 sq. ft.	\$ 4.00
	Commercial and all other properties (per property/per month):	
	Equivalent Residential Units (ERU):	
	ERU=LAND AREA (sq. ft.) div by 6,000 sq.ft	
	DETAINED ERU	\$ 3.00
	UNDETAINED ERU	\$ 5.10
	UNDEVELOPED	Exempt
	Floodplain Development	
	Floodplain Development Permit Fee	\$ 100.00
5001	SANITATION SERVICES (Waste Connections) effective 1/1/15	
	Garbage Rates	
	Residential:	
	2X per week	\$ 11.58
	extra pickup	\$ 5.79
	Commercial:	
	2X per week	\$ 18.80
	extra pickup	\$ 9.61
	2 yard:	
	1X per week	\$ 65.90
	2X per week	\$ 110.76
	3X per week	\$ 155.62
	extra pick up	\$ 41.58
	3 yard:	
	1X per week	\$ 90.02
	2X per week	\$ 120.68
	3X per week	\$ 184.02
	4X per week	\$ 241.86
	5x per week	\$ 299.68
	extra pick up	\$ 49.25
	4 yard:	
	1X per week	\$ 98.75
	2X per week	\$ 141.93
	3X per week	\$ 249.74
	4X per week	\$ 336.49
	5x per week	\$ 423.24
	6X per week	\$ 509.98
	extra pick up	\$ 56.07

CITY OF STEPHENVILLE
FEE SCHEDULE BY DEPARTMENT

<u>DEPT.</u>	<u>DESCRIPTION</u>	<u>Approved</u>
5001	SANITATION SERVICES CONTINUED (Waste Connections) effective 1/1/15	
	6 yard:	
	1X per week	\$ 117.03
	2X per week	\$ 177.00
	3X per week	\$ 308.88
	4X per week	\$ 414.04
	5x per week	\$ 519.20
	6X per week	\$ 625.88
	extra pick up	\$ 69.72
	8 yard:	
	1X per week	\$ 132.27
	2X per week	\$ 242.18
	3X per week	\$ 359.74
	4X per week	\$ 480.37
	5x per week	\$ 604.66
	6X per week	\$ 727.14
	extra pick up	\$ 83.20
	Fuel Surcharge. Each month a fuel surcharge is added to the water bills based upon the average fuel cost incurred by Progressive Waste in providing service to the City.	
4471	LANDFILL	
	Regular Rate Gate Fees:	
	Minimum (Up to 800 lbs.)	\$ 20.00
	Per Ton	\$ 50.00
	Inadequate Containment	Fee Doubled
	Pull Off (Per Each)	\$ 25.00
	After Hours Fee	Fee +10%
	Min.	\$ 20.00
3001	AIRPORT	
	Airport Hangars (per month):	
	North side	\$ 135.00
	South side	\$ 185.00
	Small Corner	\$ 195.00
	Large Corner	\$ 210.00
	New Airport Hangars (per month):	
	Small	\$ 200.00
	Large	\$ 225.00
	Commercial	\$ 800.00
	Monthly Aircraft Tie down/Parking	\$ 15.00
	Fuel Tax (per gallon)	\$ 0.05
	Commercial Land Lease (per square foot)	\$ 0.10

ORDINANCE NO. 2018-O-35

AN ORDINANCE MAKING APPROPRIATIONS FOR THE SUPPORT OF THE CITY OF STEPHENVILLE, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2018, AND ENDING SEPTEMBER 30, 2019, AND ADOPTING THE ANNUAL BUDGET OF THE CITY OF STEPHENVILLE FOR THE 2018-2019 FISCAL YEAR.

WHEREAS, the budget for the fiscal year beginning October 1, 2018 and ending September 30, 2019, 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, 2018 and ending September 30, 2019, 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 2018-2019 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, 2018 and ending September 30, 2019.

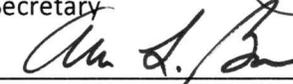
PASSED and APPROVED this the 4th day of September, 2018.



Doug Svien, Mayor

ATTEST:



Staci L. King,
City Secretary

Reviewed by Allen L. Barnes,
City Administrator

Approved as to form and legality
Randy Thomas, City Attorney

ORDINANCE NO. 2018-O-36

AN ORDINANCE LEVYING A TAX RATE FOR THE CITY OF STEPHENVILLE, FOR THE TAX YEAR 2018

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 2018, as follows:

\$ 0.4384	for the purpose of maintenance and operation.
<u>\$ 0.0366</u>	for the payment of principal and interest on bonds.
\$ 0.4750	Total Tax Rate

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

THE TAX RATE WILL EFFECTIVELY BE RAISED BY 2.50 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$-0.70.

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 4th day of September, 2018.



Doug Stien

Doug Stien, Mayor

ATTEST:

Staci L. King

Staci L. King,
City Secretary

Allen L. Barnes

Reviewed by Allen L. Barnes,
City Administrator

Randy Thomas

Approved as to form and legality
Randy Thomas, City Attorney



**FUND, FISCAL &
BUDGETARY
POLICIES**

Stephenville

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CITY OF STEPHENVILLE, TEXAS COMPREHENSIVE FUND BALANCE POLICY

BACKGROUND

The City of Stephenville (“City”) believes that sound financial management principles require that sufficient funds be retained by the City to provide a stable financial base at all times. To retain this stable financial base, the City needs to maintain a General Fund fund balance sufficient to fund all cash flows of the City, to provide financial reserves for unanticipated expenditures and/or revenue shortfalls of an emergency nature, to provide funds for the disparity in timing between property tax collection and expenditures, and to secure and maintain investment grade bond ratings. The purpose of this policy is to specify the size and composition of the City’s financial reserves and to identify certain requirements for replenishing any fund balance reserves utilized.

The Governmental Accounting Standards Board (“GASB”) issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* (“GASB-54”). One objective of this standard was to improve, including the understandability, the usefulness of fund balance information by providing clear fund balance classifications. GASB-54 abandons the reserved, unreserved, and designated classifications of fund balance and replaced them with five classifications: nonspendable, restricted, committed, assigned, and unassigned. The requirements of this statement are effective for the City of Stephenville’s financial statements for the fiscal year ending September 30, 2011.

GASB-54 requires local governments to focus on the constraints imposed upon resources when reporting fund balance in governmental funds. The fund balance classifications indicate the level of constraints placed upon how resources can be spent and identify the sources of those constraints. The following five classifications serve to inform readers of the financial statements of the extent to which the City is bound to honor constraints on the specific purposes for which resources in a fund can be spent.

DEFINITIONS

Nonspendable Fund Balance – Fund balance reported as “nonspendable” represents fund balance that is (a) not in a spendable form such as prepaid items or (b) legally or contractually required to be maintained intact such as an endowment.

Restricted Fund Balance – Fund balance reported as “restricted” consists of amounts that can be spent only on the specific purposes stipulated by law or by the external providers of those resources.

Committed Fund Balance – Fund balance reported as “committed” are self-imposed limitations set in place prior to the end of the fiscal period. These amounts can be used only for the specific purposes determined by a formal action of the City Council, which is the highest level of decision-making authority, and that require the same level of formal action to remove the constraint.

Assigned Fund Balance – Fund balance reported as “assigned” consists of amounts that are subject to a purpose constraint that represents an intended use established by the City Council or by their designated body or official. The purpose of the assignment must be narrower than the purpose of the General Fund. Formal action is *not* necessary to impose, remove, or modify a constraint in Assigned Fund Balance. Additionally, this category is used to reflect the appropriation of a portion of existing fund balance to eliminate a projected deficit in the subsequent year’s budget.



COMPREHENSIVE FUND BALANCE POLICIES

Unassigned Fund Balance – Fund balance reported as “unassigned” represents the residual classification of fund balance and includes all spendable amounts not contained within the other classifications.

1.0 Policy on committing funds

In accordance with GASB-54, it is the policy of the City of Stephenville (“City”) that fund balance amounts will be reported as “Committed Fund Balance” only after formal action and approval by City Council. The action to constrain amounts in such a manner must occur prior to year-end; however, the actual dollar amount may be determined in the subsequent period.

For example, the City Council may approve a motion prior to year-end to report within the year-end financial statements, if available, up to a specified dollar amount as Committed Fund Balance for capital projects. The exact dollar amount to be reported as Committed Fund Balance for capital projects may not be known at the time of approval due to the annual financial audit not yet being completed. This amount can be determined at a later date when known and appropriately reported within the year-end financial statements due to the governing body approving this action before year-end.

It is the policy of the City that the City Council may commit fund balance for any reason that is consistent with the definition of Committed Fund Balance contained within GASB-54. Examples of reasons to commit fund balance would be to display intentions to use portions of fund balance for future capital projects, stabilization funds, or to earmark special General Fund revenue streams unspent at year-end that are intended to be used for specific purposes.

After approval by the City Council, the amount reported as Committed Fund Balance cannot be reversed without utilizing the same process required to commit the funds. Therefore, in accordance with GASB-54, it is the policy of the City that funds can only be removed from the Committed Fund Balance category after motion and approval by the City Council.

2.0 Policy on assigning funds

In accordance with GASB-54, funds that are *intended* to be used for a specific purpose but have not received the formal approval action at the governing body level may be recorded as Assigned Fund Balance. Likewise, redeploying assigned resources to an alternative use does not require formal action by the governing body.

GASB-54 states that resources can be assigned by the governing body or by another internal body or person whom the governing body gives the authority to do so, such as a committee or employee of the City.

Therefore, having considered the requirements to assign fund balance, it is the policy of the City that the City Administrator will have the authority to assign fund balance of this organization based on intentions for use of fund balance communicated by the City Council.



COMPREHENSIVE FUND BALANCE POLICIES continued

3.0 Policy on Unassigned General Fund fund balance

It is the goal of the City to achieve and maintain an unassigned General Fund fund balance equal to 25% of budgeted operating expenditures. The City considers a balance of less than 20% to be a cause for concern, barring unusual or deliberate circumstances, and a balance of more than 30% as excessive. An amount in excess of 30% is to be considered for reservation to accumulate funding for capital projects and equipment, and/or to reduce the tax levy requirements, and shall be determined in conjunction with the annual budget process. In the event that the unassigned General Fund fund balance is less than the policy anticipates, the City shall plan to adjust budget resources in the subsequent fiscal years to restore the balance.

Appropriation from unassigned General Fund fund balance shall require the approval of the City Council and shall be only for one-time expenditures, such as capital purchases, and not for ongoing expenditures unless a viable plan designated to sustain the expenditures is simultaneously adopted.

Stephenville

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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 principles (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 \$5,000.
 - 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 1.1 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 debt service capital expenditures.
 - 1. **General Fund** – The unobligated fund balance in the General Fund should equal at least ninety (90) days or 25% of annual net budgeted operating expenditures.
 - 2. **Enterprise Funds** –Working capital reserves in the Enterprise Funds should be 25% or ninety (90) days of net budgeted operating expenditures.

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 2% of the original amount of the bonds or certificates of obligations as per the ordinance authorizing the issuance.
- F. **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.



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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, Landfill Fund, Airport Fund, and Storm Water Drainage 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, Parks & Leisure Services and Community Development.

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. This Court Technology Fund is used to account for court costs used to fund municipal court technology. The Public Safety Fund is used to account for the Law Enforcement Officer Standards and Education grant (LEOSE) and drug forfeiture revenue restricted to law enforcement officer education, training, and activities.



Debt Service Fund: The Debt Service Fund is used to account for the 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 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.



Budget Glossary

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.

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 \$5,000. 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.



Budget Glossary

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.

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.



Budget Glossary

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.

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.

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.



Budget Glossary

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.

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 recorded when the liability is created, if measurable, but revenues are recognized when measurable and available. 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 or become available.



Budget Glossary

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.

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.



Budget Glossary

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.

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.



Budget Glossary

Transfers In/Out: Amounts transferred from one fund to another to assist in financing the services or programs for the recipient fund or to allocate costs of administrative services provided from by the recipient fund to the paying 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.

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.