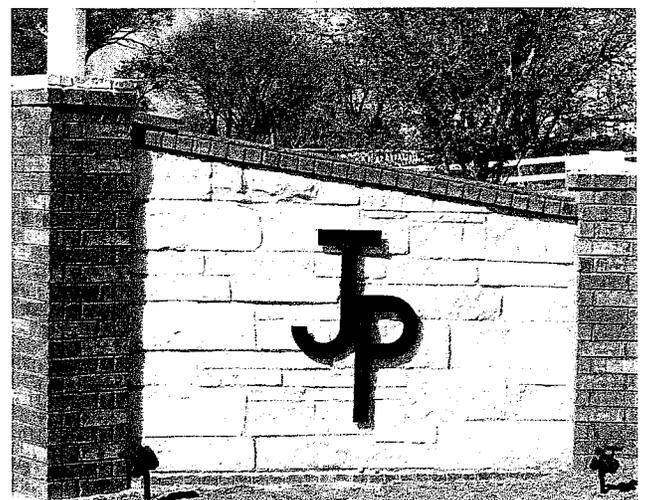
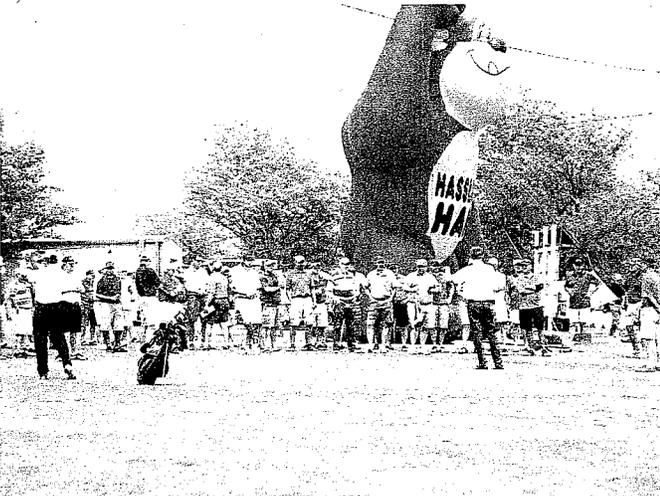
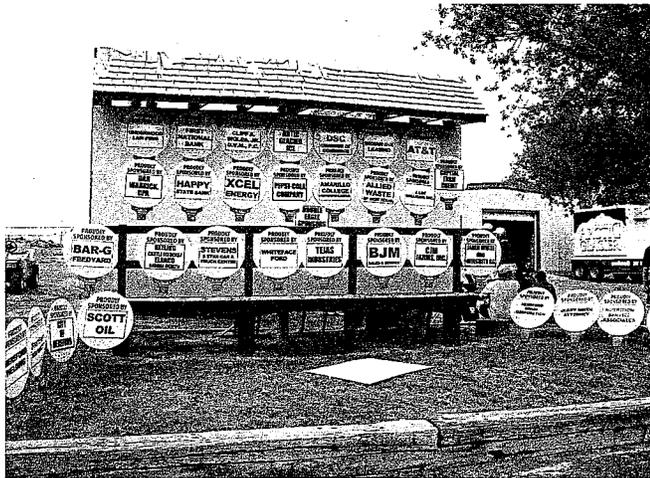
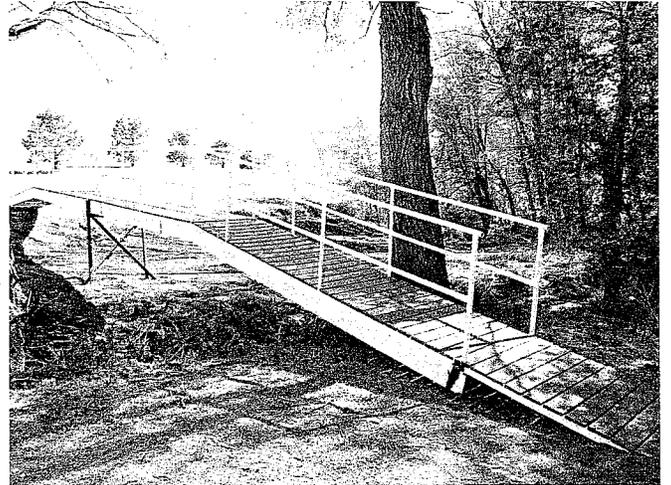
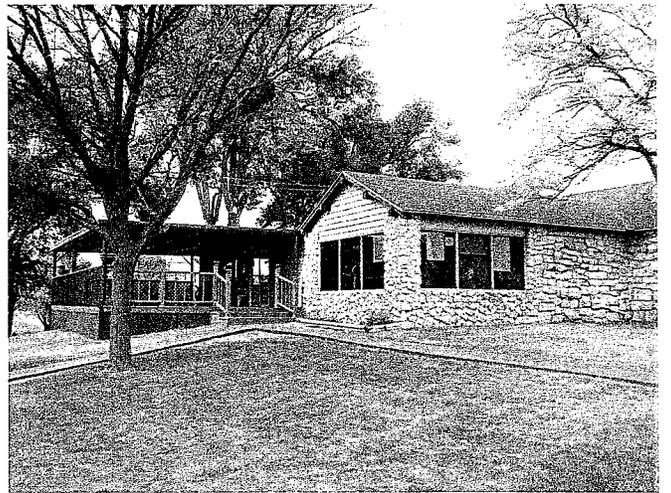
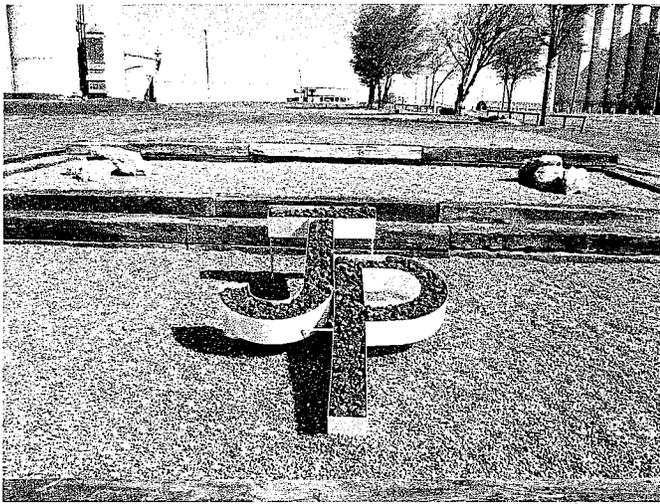


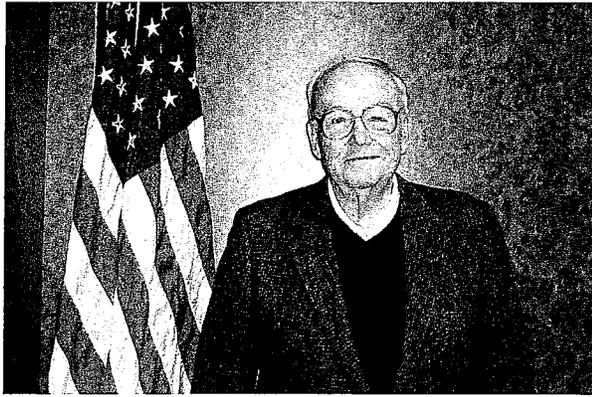
City of Hereford

Municipal Budget

Fiscal Year

October 1, 2013 – September 30, 2014





*Robert D. Josserand, Mayor
Serving the City since 1993*



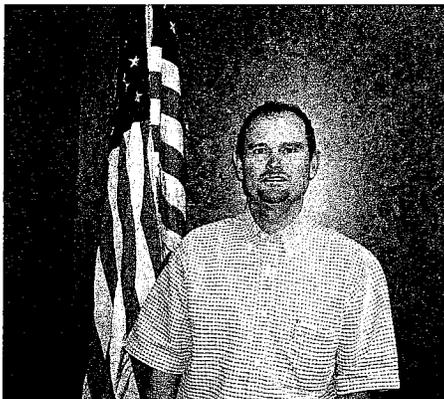
*Sam Metcalf, Mayor Pro-Tem
Serving the City since 2004*



*Jose A. Garza, Place One
Serving the City since 2009*



*Angie Alonzo, Place Two
Serving the City since 1998*



*Charlie Kerr, Place Three
Serving the City since 2005*



*Linda Stevens, Place Four
Serving the City since 2012*



*Cathy Bunch, Place Five
Serving the City since 2009*

CITY OF HEREFORD, TEXAS

GENERAL BUDGET

October 1, 2013 - September 30, 2014

ROBERT D. JOSSERAND, MAYOR

COMMISSIONERS

JOSE GARZA

ANGIE ALONZO

CHARLIE KERR

LINDA STEVENS

CATHY BUNCH

SAM METCALF

RICK L. HANNA, CITY MANAGER

STEVE BARTELS, ASST. CITY MANAGER

SUZANNE FINCH, CITY SECRETARY

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ORDINANCE NO. 09.16.13D

AN ORDINANCE OF THE CITY OF HEREFORD, TEXAS APPROVING THE BUDGET AND MAKING APPROPRIATION FOR SUPPORT OF THE CITY GOVERNMENT AND APPROVING THE BUDGET FOR THE HEREFORD ECONOMIC DEVELOPMENT CORPORATION FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2013, AND ENDING SEPTEMBER 30, 2014

WHEREAS, the City Manager has prepared and submitted to the City Commission, a budget estimate of the expenditures and revenues of all City Departments, divisions, and offices for the fiscal year beginning October 1, 2013, and ending September 30, 2014, which has been considered and reviewed by the City Commission and should be approved; and

WHEREAS, after due publication of notice as provided by the City Charter and by law, a public hearing regarding the budget was held on September 16, 2013.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF HEREFORD, TEXAS:

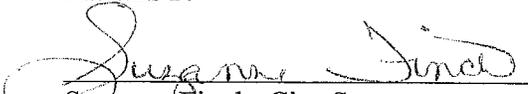
1. That the budget prepared and submitted by the City Manager to the City Commission for the fiscal year beginning October 1, 2013 and ending September 30, 2014 is approved.
2. That the sum of **\$8,659,008.00** is hereby appropriated out of the General Fund for payment of operating expenses and capital expenditures of the City of Hereford, Texas, as set forth in detail in the budget.
3. That the sum of **\$4,524,658.00** is hereby appropriated out of the Water and Sewer Fund for payment of operating expenses, capital expenditures and debt service for the Water and Sewer Fund of the City of Hereford, Texas, as set forth in detail in the budget.
4. That the sum of **\$695,000.00** is hereby appropriated out of the Account of Hereford Economic Development Corporation for payment of operating expenses and capital expenditures of Hereford Economic Development Corporation, as set forth in detail in the budget.

The above and foregoing Ordinance was duly introduced on the motion of Commissioner Angie Alonzo, seconded by Commissioner Cathy Bunch, and by unanimous vote of the Commission, was duly adopted and ordered filed this the 16th day of September, 2013.



Robert D. Josseland, Mayor
City of Hereford, Texas

ATTEST:



Suzanne Pinch, City Secretary

Tax Levies and Collections

2007			2008		
	<u>Actual</u>	<u>%</u>		<u>Actual</u>	<u>%</u>
Tax Roll	\$1,458,211	100.00	Tax Roll	\$1,647,648	100.00
Collections	\$1,431,565	98.17	Collections	\$1,605,694	97.45
Discounts	\$0	0	Discounts	\$0	0
Delinquent	\$31,228	2.14	Delinquent	\$17,885	1.09
2009			2010		
	<u>Actual</u>	<u>%</u>		<u>Actual</u>	<u>%</u>
Tax Roll	\$1,654,970	100.00	Tax Roll	\$1,660,644	100.00
Collections	\$1,615,799	97.63	Collections	\$1,622,936	97.73
Discounts	\$0	0	Discounts	\$0	0
Delinquent	\$36,371	2.20	Delinquent	\$33,285	2.00
2011			2012		
	<u>Actual</u>	<u>%</u>		<u>Actual</u>	<u>%</u>
Tax Roll	\$1,659,100	100.00	Tax Roll	\$1,674,599	100.00
Collections	\$1,622,655	97.80	Collections	\$1,623,233	96.93
Discounts	\$0	0	Discounts	\$0	0
Delinquent	\$27,166	1.64	Delinquent	\$34,738	2.25

Property Valuation Analysis

Year	Total Taxable Property	Total Real Property	Total Personal Property
1998	267,200,326	211,916,285	55,284,041
1999	273,351,965	218,096,893	55,255,072
2000	283,969,133	221,627,232	62,341,901
2001	282,878,675	222,889,728	59,988,947
2002	282,862,844	224,386,814	58,476,030
2003	292,250,167	236,704,314	55,545,853
2004	306,754,752	250,705,102	56,049,650
2005	323,357,811	264,690,973	58,666,838
2006	359,578,390	294,323,188	65,255,202
2007	414,201,088	344,049,088	70,152,000
2008	470,784,031	382,320,431	88,463,600
2009	488,190,882	388,399,382	99,791,500
2010	492,707,876	398,615,210	94,092,666
2011	513,310,637	410,966,337	102,344,300
2012	514,114,803	408,714,403	105,400,400
2013	533,178,474	427,077,174	106,101,300

Tax Rate Analysis

<u>Fiscal Year 2013-2014</u>	<u>Fiscal Year 2012-2013</u>
Tax Rate \$0.320900 per \$100.00 Valuation	Tax Rate \$0.326700 per \$100.00 Valuation
I & S Fund \$0.000000	I & S Fund \$0.000000
General Fund \$0.320900	General Fund \$0.326700
Total Assessed Valuation 2013	\$533,178,474
Total Tax Roll @ \$0.320900 Rate	\$1,710,970
Estimated Collections @ 95%	\$1,625,422

Bonded Indebtedness

Revenue Bonds

October 1, 2013

	<u>Amount Authorized</u>	<u>Amount Issued</u>	<u>Amount Outstanding</u>
Water & Sewer System C. O. Bonds, Series 2010	\$1,500,000	\$1,500,000	\$880,000
Water & Sewer System Refunding Bonds, Series 2010	\$3,090,000	\$3,090,000	<u>\$1,660,000</u>
		<i>Total Outstanding Debt:</i>	<u>\$2,540,000</u>

General Obligation Bonds

There is no General Obligation Tax Debt authorized or outstanding.

Tax Bonds

Principal and Interest Requirements

The City of Hereford has no tax bonds outstanding.

ANNUAL BUDGET

Revenue and Expense Summary General Fund

Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
General Fund Revenue				
101101	Property Taxes - Current	\$1,427,500	\$1,453,774	\$1,435,500
101102	Property Taxes - Delinquent	185,000	191,954	185,000
101103	Property Taxes - Penalty & Interest	15,000	21,931	18,000
101104	Property Taxes - Delinquent Prior Years	25,000	(37,554)	25,000
101106	Garbage Billing	1,854,512	1,688,010	1,891,602
101107	Municipal Court Receipts	337,000	235,006	300,000
101108	Municipal Court Tech Fund Revenue	14,000	7,184	7,734
101109	Court Costs & Sales Tax Discounts	5,000	428	5,000
101110	Franchise Fees	995,000	972,972	997,357
101111	Building & Zoning Fees	34,000	52,287	34,000
101112	Building & Zoning Inspections	0	71	0
101113	Airport Hangar & Tie-down Revenue	34,000	25,932	27,281
101114	Airport Taxable Revenue	155	177	155
101115	Juvenile Officer - D.S.C. & H.I.S.D.	25,400	9,905	25,400
101116	Interest Earned	1,500	1,370	1,500
101117	Airport Fuel Sales Revenue	250,000	180,083	180,000
101118	Golf Course - Non-Taxable Revenue	170,000	152,703	170,000
101119	Licenses	4,000	2,870	4,000
101120	Miscellaneous Revenue	6,000	30,084	6,000
101121	Landfill Revenue	60,000	117,558	60,000
101122	H.A.C. - Non-Taxable Revenue	50,000	44,314	50,000
101123	Fire Agreement - D. S. County	266,000	212,596	266,000
101124	Mosquito Spraying	20,000	66	20,000
101125	Community Center Revenue & Donations	12,000	10,520	12,000
101126	Golf Course - Taxable Revenue	110,000	89,314	110,000
101127	City Sales & Mixed Drink Tax	1,360,000	1,268,772	1,370,000
101128	Motel Occupancy Tax	140,000	145,893	150,000
101129	Sale of Fixed Assets	0	0	0
101131	H.A.C. Taxable Revenue	250	360	250
101132	Municipal Court Security Fund Revenue	9,000	5,072	6,000
101133	Nita Lea Lease Purchase Revenue	18,800	18,800	18,800
101136	Loan Proceeds	0	0	0
101137	Food Safety Permits	0	0	0
101140	L.E.O.S.E. Training Revenue	3,000	0	3,000
101180	Operating Transfers In	1,000,000	1,185,000	1,279,500
101191	Fire Department Grant Revenue	0	0	0
101197	P.R.P.C. Grant Revenue	0	0	0
101198	Airport Grant Revenue	0	0	0
General Fund Revenue Total:		<u>\$8,432,117</u>	<u>\$8,087,451</u>	<u>\$8,659,079</u>

ANNUAL BUDGET

Revenue and Expense Summary

General Fund Continued

Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
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General Fund Expenditures

01-110	Administration	\$349,073	\$286,997	\$359,423
01-112	Building & Zoning	206,424	183,674	211,974
01-115	Food Safety	56,850	51,616	61,025
01-150	Municipal Court	139,500	159,081	143,550
01-210	Fire Department	419,721	370,202	469,321
01-310	Health Department	1,269,948	1,215,145	1,293,084
01-410	Parks Department	519,350	470,878	543,550
01-411	Hereford Aquatic Center	324,150	369,684	344,050
01-412	Golf Course	571,050	555,555	592,800
01-510	Police Department	2,540,240	2,253,380	2,632,000
01-512	Animal Control	77,800	53,399	89,175
01-610	Street Department	1,420,931	1,314,238	1,468,881
01-710	Municipal Airport	404,700	273,594	357,675
01-910	Non-Departmental	<u>82,500</u>	<u>98,304</u>	<u>92,500</u>

General Fund Expenditure Total: **\$8,382,237** **\$7,655,747** **\$8,659,008**

ANNUAL BUDGET

Revenue and Expense Summary

Water & Sewer Fund

Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
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Water & Sewer Fund Revenue

101201	Water Billing	3,900,000	3,847,387	4,150,000
101202	Sewer Billing	1,200,000	1,106,069	1,350,000
101203	Service Taps	4,000	6,550	6,000
101205	Penalties on Water Billing	136,000	126,270	136,000
101210	Capital Fund Revenue	0	0	0
101214	Lease Revenue-Water Tower Space	25,000	23,609	25,000
101215	Lease Revenue-City Farm	62,500	62,500	62,500
101216	Interest Earned	8,000	7,883	8,000
101220	Miscellaneous Revenue	2,500	3,500	2,500
101221	Sale of Fixed Assets	0	0	0
101223	Donations-Water Acquisition	<u>0</u>	<u>0</u>	<u>0</u>

Water & Sewer Fund Revenue Total: **\$5,338,000** **\$5,183,768** **\$5,740,000**

Water & Sewer Fund Expenditures

02-110	Finance Office	\$413,433	\$381,464	\$422,733
02-210	Utility Maintenance	984,300	1,035,037	939,200
02-310	Water Production	901,491	775,549	946,116
02-410	Wastewater Treatment	304,084	311,119	429,959
02-910	Non-Departmental	<u>1,893,750</u>	<u>1,186,000</u>	<u>1,786,650</u>

Water & Sewer Fund Expenditure Total: **\$4,497,058** **\$3,689,168** **\$4,524,658**

ANNUAL BUDGET

Revenue and Expense Summary
Voluntary Park Fund

Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
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Voluntary Park Fund Revenues

101101	Voluntary Park Revenue	<u>\$39,000</u>	<u>\$37,014</u>	<u>\$39,000</u>
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	<i>Voluntary Park Fund Revenue Total:</i>	<u>\$39,000</u>	<u>\$37,014</u>	<u>\$39,000</u>
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Voluntary Park Fund Expenditures

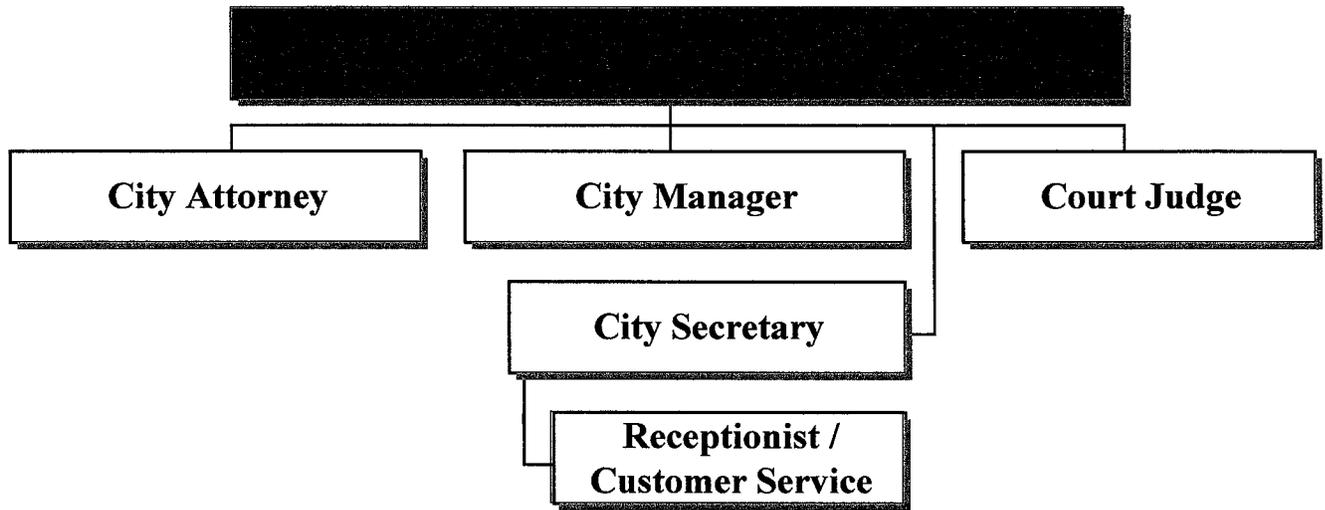
211090	Voluntary Park Capital Improvements	<u>\$39,000</u>	<u>\$26,770</u>	<u>\$39,000</u>
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	<i>Voluntary Park Fund Expenditure Total:</i>	<u>\$39,000</u>	<u>\$26,770</u>	<u>\$39,000</u>
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ANNUAL BUDGET

Revenue and Expense Summary All Funds

Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
Revenues				
01	General Fund	\$8,432,117	\$8,087,451	\$8,659,079
02	Water & Sewer Fund	5,338,000	5,183,768	5,740,000
04	Voluntary Park Fund	<u>39,000</u>	<u>37,014</u>	<u>39,000</u>
	Revenue Total:	<u>\$13,809,117</u>	<u>\$13,308,233</u>	<u>\$14,438,079</u>
Expenditures				
01	General Fund	\$8,382,237	\$7,655,747	\$8,659,008
02	Water & Sewer Fund	4,497,058	3,689,168	4,524,658
04	Voluntary Park Fund	<u>39,000</u>	<u>26,770</u>	<u>39,000</u>
	Expenditure Total:	<u>\$12,918,295</u>	<u>\$11,371,685</u>	<u>\$13,222,666</u>



The Administrative Department consists of members of the City Commission, the City Manager, City Secretary and Receptionist. The City Commission is responsible for policy, leadership and the general direction of City Government. The Mayor and two Commissioners are elected at-large from the City and four Commissioners are elected from specific places or wards within the City. The Mayor, along with Commissioner Place One and Commissioner Place Three are elected in odd-numbered years and Commissioner Place Two, Commissioner Place Four, Commissioner At-Large Place Five and Commissioner At-Large Place Six are elected in even-numbered years. Elections to the positions are held on the second Saturday of May of each year for two-year terms. The City Manager is the Chief Executive Officer of the City.

Responsibility of this department includes budget preparation and execution, as well as overall administration of City Ordinances and policy as adopted by the City Commission. The City Secretary's duties include personnel/payroll, records management, municipal elections, public information official, and event planner. She serves as clerk to the City Commission and secretary to the City Manager.

ANNUAL BUDGET

Department
Administration

Fund
General

Dept. No.
01-110

Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
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Personnel Services

211010	Salaries	\$144,300	\$124,749	\$152,750
211011	Overtime	0	0	0
211012	City Commission Salaries	2,400	2,175	2,400
211013	Auto Allowance	9,000	8,250	9,000
211014	Uniforms	1,000	800	1,000
211015	Health Insurance	10,900	9,889	12,400
211016	W/C & Unemployment Insurance	1,200	431	700
211017	Life & LTD Insurance	1,300	1,172	1,200
211018	TMRS Retirement	17,500	15,116	18,000
211019	Social Security	<u>11,800</u>	<u>8,332</u>	<u>12,400</u>

Total Personnel Services: **\$199,400** **\$170,914** **\$209,850**

Supplies

211020	Supplies	\$7,000	\$5,414	\$7,000
211026	Fuel & Oil	<u>4,050</u>	<u>3,274</u>	<u>4,050</u>

Total Supplies: **\$11,050** **\$8,688** **\$11,050**

Maintenance

211030	Maintenance - Equipment	\$3,700	\$4,553	\$3,700
211033	Maintenance - Building	2,000	1,906	2,000

Total Maintenance: **\$5,700** **\$6,459** **\$5,700**

Utilities

211040	Natural Gas	\$1,000	\$557	\$1,000
211041	Electricity	2,800	2,021	2,800
211045	Telephone	<u>3,500</u>	<u>6,856</u>	<u>3,500</u>

Total Utilities: **\$7,300** **\$9,434** **\$7,300**

ANNUAL BUDGET

Department
Administration
(Cont.)

Fund
General

Dept. No.
01-110

Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
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Other Charges

211075	Appraisal District Expenses	\$34,447	\$32,877	\$34,447
211076	Code & Ordinance Updates	3,000	1,335	3,000
211077	City Health Officer	120	110	120
211078	Retainer - City Attorney	22,000	14,667	22,000
211079	Events (City Employees)	8,000	8,523	8,000
211080	Dues & Registration	5,000	4,545	5,000
211081	TML Annual Dues	2,500	2,408	2,500
211082	Travel Expense	20,000	7,432	20,000
211083	Subscriptions & Advertising	3,000	1,074	3,000
211084	Annual Audit Expense	10,350	10,350	10,350
211085	Election expense	6,000	0	6,000
211086	Lease Equipment	7,000	4,779	7,000
211087	Property & Liability Insurance	1,400	1,232	1,300
211089	PRPC Annual Dues	<u>1,306</u>	<u>1,306</u>	<u>1,306</u>

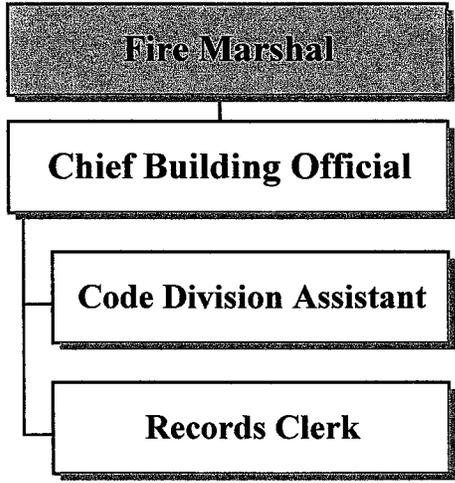
Total Other Charges: **\$124,123** **\$90,639** **\$124,023**

Capital Expense

211090	Capital	<u>\$1,500</u>	<u>\$863</u>	<u>\$1,500</u>
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Total Capital Expense: **\$1,500** **\$863** **\$1,500**

Administration Total: **\$349,073** **\$286,997** **\$359,423**



The Building and Zoning Department has the responsibility to enforce all building related codes during the construction of new facilities and rehabilitation, alterations and additions to existing buildings and structures. Duties include reviewing plans, issuing permits and inspecting all construction within the City limits. Garage sale and itinerant vendor permits are also issued through this office.

ANNUAL BUDGET

Department
Building & Zoning

Fund
General

Dept. No.
01-112

Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
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Personnel Services

211210	Salaries	\$134,400	\$121,803	\$138,500
211214	Uniforms	1,500	700	1,500
211215	Health Insurance	16,400	14,407	18,600
211216	W/C & Unemployment Insurance	1,500	591	700
211217	Life & LTD Insurance	1,200	886	850
211218	TMRS Retirement	15,400	13,863	15,500
211219	Social Security	10,400	9,330	10,800

Total Personnel Services: **\$180,800** **\$161,581** **\$186,450**

Supplies

211220	Supplies	\$3,500	\$2,328	\$3,500
211226	Fuel & Oil	4,124	3,531	4,124

Total Supplies: **\$7,624** **\$5,859** **\$7,624**

Maintenance

211230	Maintenance - Equipment	\$4,000	\$6,443	\$4,000
211233	Maintenance - Building	2,000	1,566	2,000

Total Maintenance: **\$6,000** **\$8,009** **\$6,000**

Utilities

211240	Natural Gas	\$500	\$279	\$500
211241	Electricity	1,400	884	1,400
211245	Telephone	1,500	1,946	1,500

Total Utilities: **\$3,400** **\$3,109** **\$3,400**

ANNUAL BUDGET

<u>Department</u> Building & Zoning (Cont.)	<u>Fund</u> General	<u>Dept. No.</u> 01-112
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Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
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Other Charges

211280	Dues & Registration	\$2,000	\$1,390	\$2,000
211282	Travel Expense	3,000	1,297	3,000
211283	Subscriptions & Advertising	500	0	500
211286	Lease Equipment	1,700	1,036	1,700
211287	Property & Liability Insurance	<u>1,400</u>	<u>1,236</u>	<u>1,300</u>

<i>Total Other Charges:</i>	<u>\$8,600</u>	<u>\$4,959</u>	<u>\$8,500</u>
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Capital Expense

211290	Capital	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
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<i>Total Capital Expense:</i>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
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Building & Zoning Total:	<u>\$206,424</u>	<u>\$183,517</u>	<u>\$211,974</u>
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Food Safety Inspector

This department conducts inspections of food establishments to see that they meet sanitary and food safety standards and insures any noted deficiencies are corrected promptly to prevent food borne illnesses. The Food Safety Inspector is under the direct supervision of the Fire Marshal.

ANNUAL BUDGET

Department
Food Safety

Fund
General

Dept. No.
01-115

Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
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Personnel Services

211510	Salaries	\$38,400	\$34,849	\$42,100
211514	Uniforms	400	400	400
211515	Health Insurance	5,500	4,944	6,200
211516	W/C & Unemployment Insurance	500	101	150
211517	Life & LTD Insurance	400	278	275
211518	TMRS Retirement	4,400	3,962	4,650
211519	Social Security	<u>3,000</u>	<u>2,666</u>	<u>3,250</u>

Total Personnel Services: **\$52,600** **\$47,200** **\$57,025**

Supplies

211520	Supplies	\$600	\$382	\$600
211526	Fuel & Oil	<u>600</u>	<u>0</u>	<u>0</u>

Total Supplies: **\$1,200** **\$382** **\$600**

Maintenance

211530	Maintenance - Equipment	\$500	\$1,080	\$500
211533	Maintenance - Building	<u>0</u>	<u>225</u>	<u>0</u>

Total Maintenance: **\$500** **\$1,305** **\$500**

Utilities

211540	Natural Gas	\$0	\$0	\$0
211541	Electricity	0	0	0
211545	Telephone	<u>600</u>	<u>910</u>	<u>950</u>

Total Utilities: **\$600** **\$910** **\$950**

ANNUAL BUDGET

Department
Food Safety
(Cont.)

Fund
General

Dept. No.
01-115

Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
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Other Charges

211580	Dues & Registration	\$350	\$245	\$350
211582	Travel Expense	1,500	1,484	1,500
211587	Property & Liability Insurance	<u>100</u>	<u>90</u>	<u>100</u>

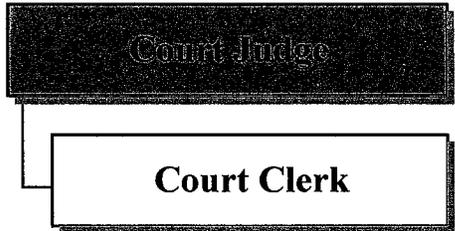
Total Other Charges: **\$1,950** **\$1,819** **\$1,950**

Capital Expense

211590	Capital	\$0	\$0	\$0
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Total Capital Expense: **\$0** **\$0** **\$0**

Food Safety Total: **\$56,850** **\$51,616** **\$61,025**



The purpose of the court is to file and adjudicate Class C Misdemeanors occurring within the Court's jurisdiction, and to coordinate with the Warrant Officer on the service of warrants. Court personnel are responsible for the collection of fines and maintenance of records and files of a confidential nature. Administrative functions of the Municipal Court are the responsibility of the Municipal Court Judge and Court Clerk. Judicial functions are provided by the judge.

ANNUAL BUDGET

Department
Municipal Court

Fund
General

Dept. No.
01-150

Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
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Personnel Services

215010	Salaries	\$90,800	\$83,167	\$93,600
215014	Uniforms	800	400	800
215015	Health Insurance	10,900	10,289	12,400
215016	W/C & Unemployment Insurance	800	209	500
215017	Life & LTD Insurance	800	612	600
215018	TMRS Retirement	10,400	9,454	10,500
215019	Social Security	7,100	6,362	7,250
	<i>Total Personnel Services:</i>	<u>\$121,600</u>	<u>\$110,494</u>	<u>\$125,650</u>

Supplies

215020	Supplies	\$2,800	\$2,300	\$2,800
	<i>Total Supplies:</i>	<u>\$2,800</u>	<u>\$2,300</u>	<u>\$2,800</u>

Maintenance

215030	Maintenance - Equipment	\$900	\$1,335	\$900
215033	Maintenance - Building	750	1,809	750
215035	Tech Fund Expense	4,500	34,274	4,500
	<i>Total Maintenance:</i>	<u>\$6,150</u>	<u>\$37,419</u>	<u>\$6,150</u>

Utilities

215040	Natural Gas	\$750	\$244	\$750
215041	Electricity	1,400	1,011	1,400
215045	Telephone	400	531	400
	<i>Total Utilities:</i>	<u>\$2,550</u>	<u>\$1,785</u>	<u>\$2,550</u>

ANNUAL BUDGET

Department
Municipal Court
(Cont.)

Fund
General

Dept. No.
01-150

Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
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Other Charges

215080	Dues & Registration	\$1,000	\$1,519	\$1,000
215082	Travel Expense	2,000	2,187	2,000
215083	Subscriptions & Advertising	2,000	2,364	2,000
215087	Property & Liability Insurance	1,000	923	1,000
215088	Jury Trial Expense	400	90	400

Total Other Charges: **\$6,400** **\$7,083** **\$6,400**

Capital Expense

215090	Capital	\$0	\$0	\$0
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Total Capital Expense: **\$0** **\$0** **\$0**

Municipal Court Total: **\$139,500** **\$159,081** **\$143,550**


**Maint. Mechanic /
Fire Investigator**

The function of the Volunteer Fire Department is to protect lives and property in both the City of Hereford and Deaf Smith County. Department responsibilities include responding to residential and commercial structure fires, hazardous material incidents, motor vehicle accidents with injured or trapped persons, and as first responder on all life threatening medical emergencies. The department is also responsible for conducting fire prevention activities including inspections, plan review, and public education. The Fire Marshal is the Emergency Management Coordinator for the City of Hereford and Deaf Smith County.

ANNUAL BUDGET

Department
Fire

Fund
General

Dept. No.
01-210

Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
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Personnel Services

221010	Salaries	\$115,800	\$105,448	\$121,100
221012	Part-Time/Fires & Drills	18,000	16,500	18,000
221013	Firefighter Retirement	25,000	17,320	25,000
221014	Uniforms	1,500	504	1,500
221015	Health Insurance	10,900	8,990	12,400
221016	W/C & Unemployment Insurance	5,500	4,588	5,000
221017	Life & LTD Insurance	1,000	744	700
221018	TMRS Retirement	13,300	11,987	13,500
221019	Social Security	9,000	8,067	9,400

Total Personnel Services: **\$200,000** **\$174,147** **\$206,600**

Supplies

221020	Supplies	\$20,000	\$16,272	\$20,000
221026	Fuel & Oil	17,285	10,767	17,285

Total Supplies: **\$37,285** **\$27,038** **\$37,285**

Maintenance

221030	Maintenance - Equipment	\$20,000	\$19,840	\$20,000
221033	Maintenance - Building	5,000	4,706	5,000

Total Maintenance: **\$25,000** **\$24,546** **\$25,000**

Utilities

221040	Natural Gas	\$7,200	\$6,146	\$7,200
221041	Electricity	12,186	8,690	12,186
221045	Telephone	6,000	6,411	6,000

Total Utilities: **\$25,386** **\$21,247** **\$25,386**

ANNUAL BUDGET

Department
Fire
(Cont.)

Fund
General

Dept. No.
01-210

Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
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Other Charges

221077	Civil Defense	\$800	(\$100)	\$800
221080	Dues & Registration	7,500	3,945	7,500
221082	Travel Expense	12,000	11,187	12,000
221083	Subscriptions & Advertising	250	234	250
221084	LEOSE Training	500	0	500
221087	Property & Liability Insurance	<u>10,000</u>	<u>8,763</u>	<u>9,000</u>

Total Other Charges: **\$31,050** **\$24,029** **\$30,050**

Capital Expense

221090	Capital	<u>\$101,000</u>	<u>\$99,195</u>	<u>\$145,000</u>
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Total Capital Expense: **\$101,000** **\$99,195** **\$145,000**

Fire Department Total: **\$419,721** **\$370,202** **\$469,321**

Landfill Attendant

The City of Hereford currently contracts with Republic Services for solid waste service within the city. Republic Services is responsible for all areas of solid waste including collection, transportation and disposal. The cost of these contracted services are paid for out of the Health Department. The City operates the Type IV landfill.

ANNUAL BUDGET

Department
Health

Fund
General

Dept. No.
01-310

Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
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Personnel Services

231010	Salaries	29,000	26,577	29,900
231011	Overtime	2,500	448	2,500
231012	Contracted Services-Landfill	0	0	0
231013	Contracted Services-Collection	1,219,248	1,170,234	1,241,184
231014	Uniforms	400	0	400
231015	Health Insurance	5,500	5,843	6,200
231016	W/C & Unemployment Insurance	1,500	1,068	1,200
231017	Life & LTD Insurance	300	210	200
231018	TMRS Retirement	3,400	3,073	3,350
231019	Social Security	2,500	2,067	2,550

Total Personnel Services: **\$1,264,348** **\$1,209,520** **\$1,287,484**

Supplies

231020	Supplies	\$0	\$0	\$0
231021	Chemicals	0	0	0
231026	Fuel & Oil	0	0	0

Total Supplies: **\$0** **\$0** **\$0**

Maintenance

231030	Maintenance - Equipment	\$0	\$0	\$0
231033	Maintenance - Building	0	0	0

Total Maintenance: **\$0** **\$0** **\$0**

Utilities

231040	Natural Gas	\$0	\$0	\$0
231041	Electricity	0	0	0
231045	Telephone	0	0	0

Total Utilities: **\$0** **\$0** **\$0**

ANNUAL BUDGET

Department
Health
(Cont.)

Fund
General

Dept. No.
01-310

Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
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Other Charges

231089	Permit & Fees	<u>\$5,600</u>	<u>\$5,625</u>	<u>\$5,600</u>
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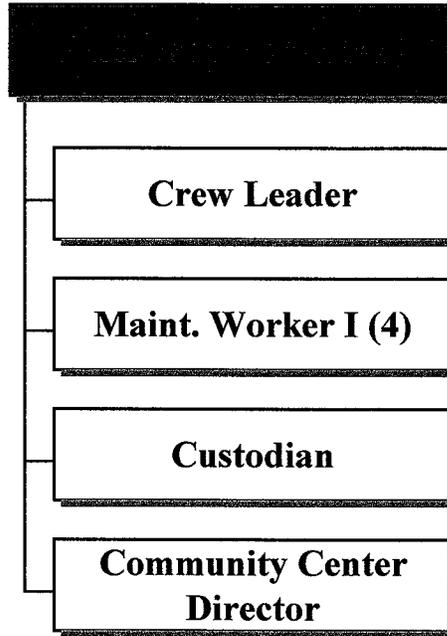
<i>Total Other Charges:</i>	<u>\$5,600</u>	<u>\$5,625</u>	<u>\$5,600</u>
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Capital Expense

231090	Capital	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
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<i>Total Capital Expense:</i>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
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Health Department Total:	<u>\$1,269,948</u>	<u>\$1,215,145</u>	<u>\$1,293,084</u>
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The function of the City of Hereford Parks Department is to provide daily maintenance and upkeep of the 200 acres of City parks and the City of Hereford's Community Center. The parks maintained by the department include the Aquatic Center, Buena Vista, Central, Dameron, Jaycee, Langley, Mothers and Veterans Park. Daily maintenance includes mowing, tree care, fence maintenance, restroom cleaning, watering and any other items of need. An annual Celebration of Lights is held on the first Monday in December when lights on a community-wide Christmas tree and numerous other trees in Mothers Park and Dameron Park are illuminated for the holiday season.

ANNUAL BUDGET

Department
Parks

Fund
General

Dept. No.
01-410

Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
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Personnel Services

241010	Salaries	\$260,500	\$238,728	\$268,600
241011	Overtime	8,000	8,371	8,000
241012	Part-Time	0	0	0
241014	Uniforms	2,800	2,237	3,200
241015	Health Insurance	43,600	39,980	49,750
241016	W/C & Unemployment Insurance	8,000	6,837	7,250
241017	Life & LTD Insurance	2,400	1,832	1,700
241018	TMRS Retirement	29,800	28,089	30,000
241019	Social Security	<u>20,800</u>	<u>19,763</u>	<u>21,500</u>

Total Personnel Services: **\$375,900** **\$345,837** **\$390,000**

Supplies

241020	Supplies	\$8,500	\$8,972	\$8,500
241021	Chemicals	7,500	4,027	7,500
241026	Fuel & Oil	<u>16,000</u>	<u>17,822</u>	<u>16,000</u>

Total Supplies: **\$32,000** **\$30,821** **\$32,000**

Maintenance

241030	Maintenance - Equipment	\$15,000	\$10,894	\$15,000
241032	Maintenance - Facilities	<u>22,000</u>	<u>22,797</u>	<u>22,000</u>

Total Maintenance: **\$37,000** **\$33,691** **\$37,000**

Utilities

241040	Natural Gas	\$10,500	\$6,831	\$10,500
241041	Electricity	25,000	18,511	25,000
241045	Telephone	<u>2,600</u>	<u>2,102</u>	<u>2,600</u>

Total Utilities: **\$38,100** **\$27,445** **\$38,100**

ANNUAL BUDGET

Department
Parks
(Cont.)

Fund
General

Dept. No.
01-410

Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
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Other Charges

241080	Dues & Registration	\$750	\$317	\$750
241082	Travel Expense	500	33	500
241083	Subscriptions & Advertising	1,500	1,777	1,500
241086	Lease Equipment	0	0	0
241087	Property & Liability Insurance	<u>4,100</u>	<u>4,083</u>	<u>4,200</u>

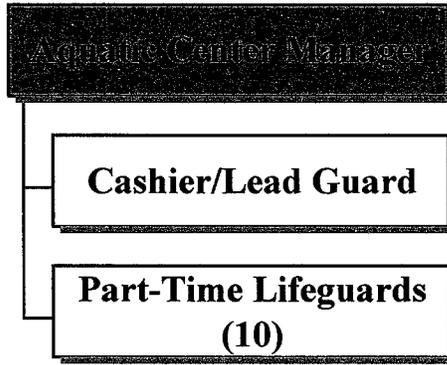
Total Other Charges: **\$6,850** **\$6,211** **\$6,950**

Capital Expense

241090	Capital	<u>\$29,500</u>	<u>\$26,873</u>	<u>\$39,500</u>
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Total Capital Expense: **\$29,500** **\$26,873** **\$39,500**

Park Department Total: **\$519,350** **\$470,878** **\$543,550**



The Hereford Aquatic Center's duties include the responsibility to provide and maintain a well-managed and safe environment for aquatic activities for the citizens of the City of Hereford. Staff provides instruction in aquatic safety, recreational swimming, and physical fitness.

ANNUAL BUDGET

Department
Aquatic Center

Fund
General

Dept. No.
01-411

Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
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Personnel Services

241110	Salaries	\$74,000	\$57,720	\$70,800
241111	Overtime	750	1,633	750
241112	Part-Time	75,000	84,195	80,000
241115	Health Insurance	10,900	8,990	12,400
241116	W/C & Unemployment Insurance	4,000	2,448	3,000
241117	Life & LTD Insurance	700	437	450
241118	TMRS Retirement	8,600	6,647	7,950
241119	Social Security	10,700	10,967	10,400

Total Personnel Services: **\$184,650** **\$173,037** **\$185,750**

Supplies

241120	Supplies	\$16,500	\$8,246	\$16,500
241121	Chemicals	14,000	14,273	14,000
241128	Concession Expense	2,500	5,972	2,500

Total Supplies: **\$33,000** **\$28,490** **\$33,000**

Maintenance

241130	Maintenance - Equipment	\$10,000	\$14,788	\$10,000
241133	Maintenance - Building	8,000	1,862	8,000

Total Maintenance: **\$18,000** **\$16,650** **\$18,000**

Utilities

241140	Natural Gas	\$55,000	\$31,934	\$55,000
241141	Electricity	19,800	13,258	19,800
241145	Telephone	2,700	2,386	2,700

Total Utilities: **\$77,500** **\$47,578** **\$77,500**

ANNUAL BUDGET

Department
Aquatic Center
(Cont.)

Fund
General

Dept. No.
01-411

Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
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Other Charges

241180	Dues & Registration	\$1,800	\$785	\$1,800
241182	Travel Expense	500	0	500
241183	Subscriptions & Advertising	1,500	462	1,500
241187	Property & Liability Insurance	<u>2,200</u>	<u>2,132</u>	<u>2,200</u>

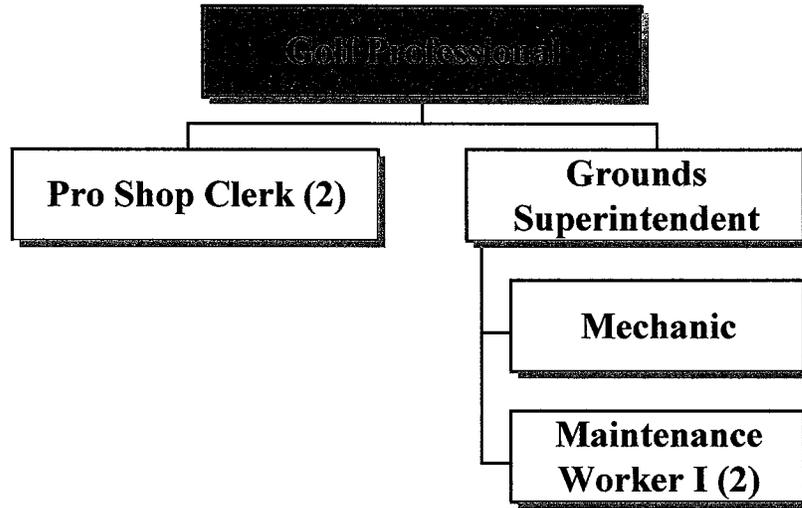
Total Other Charges: **6,000** **\$3,379** **6,000**

Capital Expense

241190	Capital	<u>\$5,000</u>	<u>\$100,550</u>	<u>\$23,800</u>
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Total Capital Expense: **\$5,000** **\$100,550** **\$23,800**

Aquatic Center Total: **\$324,150** **\$369,684** **\$344,050**



The City of Hereford owns and operates an eighteen-hole course known as the John Pitman Municipal Golf Course. The course has a full-time professional and four full-time maintenance employees. The course annually hosts a number of tournaments for both local and regional participation. The John Pitman Municipal Golf Course has been included on the Golf Digest list of municipal courses and was rated as one of the top courses.

ANNUAL BUDGET

Department

Golf Course

Fund

General

Dept. No.

01-412

Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
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Personnel Services

241210	Salaries	\$254,000	\$232,909	\$263,100
241211	Overtime	4,000	7,044	4,000
241212	Part-Time	9,000	4,646	5,000
241214	Uniforms	2,000	1,090	2,400
241215	Health Insurance	38,100	34,610	43,500
241216	W/C & Unemployment Insurance	5,000	3,677	3,750
241217	Life & LTD Insurance	2,300	1,682	1,650
241218	TMRS Retirement	30,100	27,278	30,300
241219	Social Security	<u>20,600</u>	<u>18,712</u>	<u>21,250</u>

Total Personnel Services: **\$365,100** **\$331,647** **\$374,950**

Supplies

241220	Supplies - Pro Shop	\$6,000	\$5,634	\$6,000
241221	Chemicals	25,000	26,027	25,000
241222	Supplies-Grounds	6,500	7,120	6,500
241226	Fuel & Oil	<u>15,700</u>	<u>8,581</u>	<u>15,700</u>

Total Supplies: **\$53,200** **\$47,363** **\$53,200**

Maintenance

241230	Maintenance - Equipment - Pro Shop	\$1,500	\$5,367	\$1,500
241231	Maintenance - Irrigation	8,000	21,178	8,000
241232	Maintenance - Golf Carts	2,000	2,249	2,000
241233	Maintenance - Building	2,000	21,982	2,000
241234	Maintenance - Grounds	16,000	18,666	16,000
241235	Cart Path Fund Expense	<u>10,000</u>	<u>11,853</u>	<u>10,000</u>

Total Maintenance: **\$39,500** **\$81,295** **\$39,500**

Utilities

241240	Natural Gas	\$4,900	\$3,669	\$4,900
241241	Electricity	15,000	9,443	15,000
241245	Telephone	<u>5,500</u>	<u>4,641</u>	<u>5,500</u>

Total Utilities: **\$25,400** **\$17,753** **\$25,400**

ANNUAL BUDGET

Department
Golf Course
(Cont.)

Fund
General

Dept. No.
01-412

Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
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Other Charges

241280	Dues & Registration	\$1,250	\$1,788	\$1,250
241282	Travel Expense	1,000	653	1,000
241283	Subscriptions & Advertising	2,500	0	2,500
241286	Lease Equipment	80,300	72,278	92,200
241287	Property & Liability Insurance	<u>2,800</u>	<u>2,777</u>	<u>2,800</u>

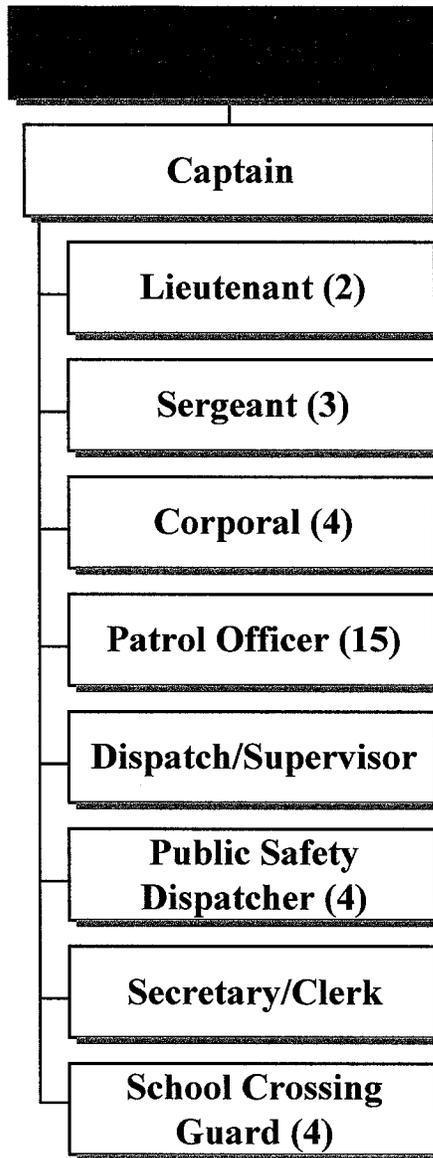
Total Other Charges: **87,850** **\$77,496** **\$99,750**

Capital Expense

241290	Capital	\$0	\$0	\$0
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Total Capital Expense: **\$0** **\$0** **\$0**

Golf Course Total: **\$571,050** **\$555,555** **\$592,800**



Traditionally the police function has entailed the responsibilities of the prevention of crime, the protection of life and property, and the keeping of the public peace. These are still the vital parts of the police role and include satellite duties such as proper reporting, investigation of offenses, and court testimony. However, the police function within the community has evolved into one involving great sociological impact. Law Enforcement is called upon to make more decisions daily which more seriously affect people's lives than any other governmental entity. Therefore, the functions of enforcement, prevention, protection and peacekeeping must be conducted in conjunction with responsiveness to, and a compassion for, the needs and rights of the community and the individual.

ANNUAL BUDGET

Department
Police

Fund
General

Dept. No.
01-510

Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
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Personnel Services

251010	Salaries	\$1,468,100	\$1,283,115	\$1,440,250
251011	Overtime	50,000	54,103	55,000
251012	Part-Time	22,000	16,885	25,000
251013	Auto Allowance	6,000	0	6,000
251014	Uniforms	12,000	7,266	12,000
251015	Health Insurance	174,200	150,515	183,000
251016	W/C & Unemployment Insurance	32,000	25,679	28,000
251017	Life & LTD Insurance	12,800	9,049	8,500
251018	TMRS Retirement	170,800	151,786	163,750
251019	Social Security	<u>119,200</u>	<u>102,730</u>	<u>117,750</u>

Total Personnel Services: **\$2,067,100** **\$1,801,128** **\$2,039,250**

Supplies

251020	Supplies	\$36,000	\$24,572	\$36,000
251026	Fuel & Oil	<u>58,040</u>	<u>60,004</u>	<u>65,800</u>

Total Supplies: **\$94,040** **\$84,576** **\$101,800**

Maintenance

251030	Maintenance - Equipment	\$15,000	\$25,957	\$15,000
251033	Maintenance - Building	<u>5,500</u>	<u>12,250</u>	<u>5,500</u>

Total Maintenance: **\$20,500** **\$38,207** **\$20,500**

Utilities

251040	Natural Gas	\$4,700	\$3,366	\$4,700
251041	Electricity	7,200	6,722	7,200
251045	Telephone	<u>11,800</u>	<u>16,556</u>	<u>17,500</u>

Total Utilities: **\$23,700** **\$26,644** **\$29,400**

ANNUAL BUDGET

Department
Police
(Cont.)

Fund
General

Dept. No.
01-510

Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
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Other Charges

251080	Dues & Registration	\$10,000	\$7,098	\$10,000
251082	Travel Expense	6,500	9,853	12,000
251083	Subscriptions & Advertising	600	345	600
251084	L.E.O.S.E. Training	2,000	1,140	2,000
251085	Miscellaneous	2,500	4,816	2,500
251086	Lease Equipment	4,000	2,794	4,000
251087	Property & Liability Insurance	20,000	22,223	22,000
251088	Prisoner Expense	175,000	138,056	175,000
251089	Narcotics	<u>3,000</u>	<u>100</u>	<u>3,000</u>

Total Other Charges: **\$223,600** **\$186,425** **\$231,100**

Capital Expense

251090	Capital	<u>\$111,300</u>	<u>\$116,400</u>	<u>\$209,950</u>
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Total Capital Expense: **\$111,300** **\$116,400** **\$209,950**

Police Department Total: **\$2,540,240** **\$2,253,380** **\$2,632,000**



The Animal Control Department operates under the supervision of the Police Department and regulates the keeping of domestic animals, wild livestock, fowl and vicious animals. This department enforces state laws and City ordinances concerning rabies vaccination, registrations and the number of domestic animals per household. It promotes and maintains an adoption program for unclaimed animals in addition to their impoundment and care. This department also investigates bite/scratch incidents, with the possibility of quarantine of the animal involved. It also provides education and promotes the responsible care of all animals.

ANNUAL BUDGET

Department
Animal Control

Fund
General

Dept. No.
01-512

Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
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Personnel Services

251210	Salaries	\$34,600	\$30,881	\$35,700
251211	Overtime	10,000	13,191	12,000
251212	Part-Time	3,000	0	3,000
251214	Uniforms	400	(195)	600
251215	Health Insurance	5,500	4,944	6,200
251216	W/C & Unemployment Insurance	800	636	650
251217	Life & LTD Insurance	400	235	225
251218	TMRS Retirement	4,300	5,013	4,350
251219	Social Security	<u>3,700</u>	<u>3,058</u>	<u>3,950</u>

Total Personnel Services: **\$62,700** **\$57,763** **\$66,675**

Supplies

251220	Supplies	\$2,600	\$4,445	\$2,600
251226	Fuel & Oil	<u>4,600</u>	<u>4,860</u>	<u>6,000</u>

Total Supplies: **\$7,200** **\$9,305** **\$8,600**

Maintenance

251230	Maintenance - Equipment	\$800	\$1,134	\$800
251233	Maintenance - Building	<u>800</u>	<u>833</u>	<u>800</u>

Total Maintenance: **\$1,600** **\$1,967** **\$1,600**

Utilities

251240	Natural Gas	\$2,000	\$0	\$2,000
251241	Electricity	300	2,220	300
251245	Telephone	<u>400</u>	<u>660</u>	<u>400</u>

Total Utilities: **\$2,700** **\$2,880** **\$2,700**

ANNUAL BUDGET

Department
Animal Control
(Cont.)

Fund
General

Dept. No.
01-512

Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
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Other Charges

251280	Dues & Registration	\$400	\$0	\$400
251283	Subscriptions & Advertising	200	0	200
251287	Property & Liability Insurance	200	187	200
251288	Rabies Expense	800	444	800

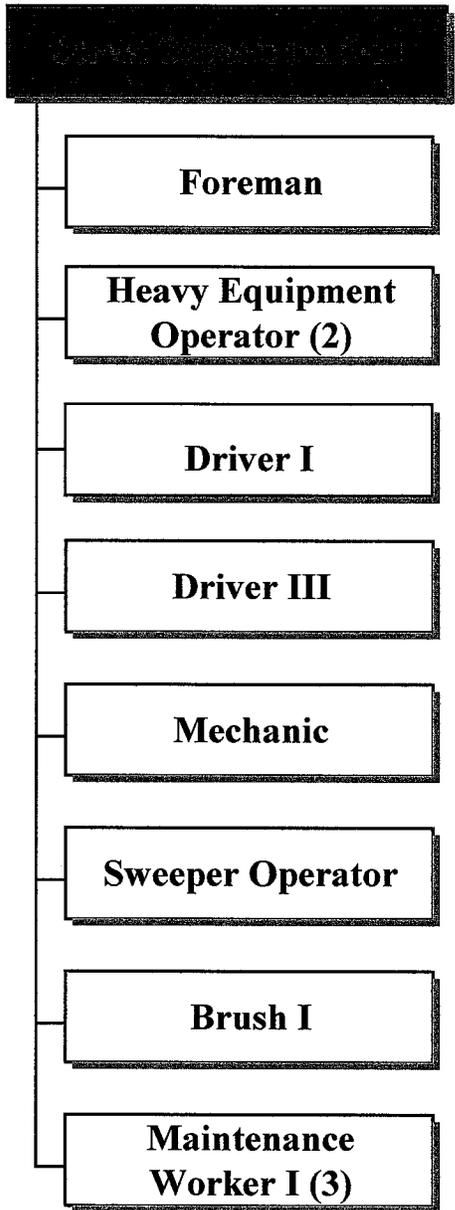
Total Other Charges: **\$1,600** **\$631** **1,600**

Capital Expense

251290	Capital	\$2,000	-\$19,145	\$8,000
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Total Capital Expense: **\$2,000** **-\$19,145** **\$8,000**

Animal Control Total: **\$77,800** **\$53,399** **\$89,175**



The Street Department's primary function is to provide a means for transportation between the home, the work place, recreational facilities, and commercial establishments; provide a system for storm water drainage and removal; insure municipal roadways are sanitary and without excess debris. It also establishes and maintains sufficient traffic control devices to inform the general public on the conditions of and the requirements for the use and control of vehicular movement throughout the City. This department is also responsible for alley clean-up.

ANNUAL BUDGET

<u>Department</u>	<u>Fund</u>	<u>Dept. No.</u>
Street	General	01-610

Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
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Personnel Services

261010	Salaries	\$410,000	\$405,776	\$427,000
261011	Overtime	45,000	35,682	45,000
261012	Part-Time	0	4,969	0
261014	Uniforms	5,900	3,750	4,800
261015	Health Insurance	59,900	58,833	67,100
261016	W/C & Unemployment Insurance	17,500	20,605	21,000
261017	Life & LTD Insurance	3,700	3,053	2,800
261018	TMRS Retirement	46,800	50,146	47,750
261019	Social Security	<u>35,200</u>	<u>33,838</u>	<u>36,500</u>

<i>Total Personnel Services:</i>	<u>\$624,000</u>	<u>\$616,651</u>	<u>\$651,950</u>
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Supplies

261020	Supplies	\$20,000	\$19,079	\$20,000
261022	Mosquito Spraying	24,000	18,124	24,000
261026	Fuel & Oil	<u>76,281</u>	<u>69,138</u>	<u>76,281</u>

<i>Total Supplies:</i>	<u>\$120,281</u>	<u>\$106,341</u>	<u>\$120,281</u>
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Maintenance

261030	Maintenance - Equipment	\$40,000	\$104,312	\$40,000
261033	Maintenance - Building	5,000	5,121	5,000
261036	Maintenance - Streets	<u>170,000</u>	<u>49,418</u>	<u>200,000</u>

<i>Total Maintenance:</i>	<u>\$215,000</u>	<u>\$158,850</u>	<u>\$245,000</u>
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Utilities

261040	Natural Gas	\$7,500	\$5,264	\$7,500
261041	Electricity	4,000	2,491	4,000
261045	Telephone	3,100	3,102	3,100
261046	Street Lighting	<u>158,000</u>	<u>153,206</u>	<u>170,000</u>

<i>Total Utilities:</i>	<u>\$172,600</u>	<u>\$164,063</u>	<u>\$184,600</u>
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ANNUAL BUDGET

Department
Street
(Cont.)

Fund
General

Dept. No.
01-610

Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
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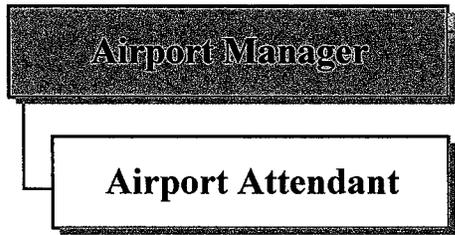
Other Charges

261080	Dues & Registration	\$2,500	\$3,650	\$2,500
261082	Travel Expense	1,200	124	1,200
261083	Subscriptions & Advertising	250	0	250
261086	Lease Equipment	167,000	166,932	160,000
261087	Property & Liability Insurance	<u>8,100</u>	<u>8,040</u>	<u>8,100</u>
	<i>Total Other Charges:</i>	<u>179,050</u>	<u>\$178,747</u>	<u>172,050</u>

Capital Expense

261090	Capital	<u>\$110,000</u>	<u>\$89,585</u>	<u>\$95,000</u>
	<i>Total Capital Expense:</i>	<u>\$110,000</u>	<u>\$89,585</u>	<u>\$95,000</u>

Street Department Total: \$1,420,931 \$1,314,238 \$1,468,881



The Hereford Municipal Airport is owned and operated by the City of Hereford under the direction of the airport manager. The airport has sufficient runway to accommodate small jets and most all other private aircraft. The City completed construction of a 9.2 million dollar, 6,100 ft. long, 100 ft. wide concrete runway and extended taxiways in 2009. The airport is an integral part of the economic development of the City.

ANNUAL BUDGET

Department
Airport

Fund
General

Dept. No.
01-710

Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
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Personnel Services

271010	Salaries	\$73,000	\$71,434	\$77,400
271011	Overtime	1,300	3,221	1,500
271012	Part-Time	0	0	0
271014	Uniforms	700	576	800
271015	Health Insurance	10,900	10,338	12,400
271016	W/C & Unemp Insurance	1,400	1,172	1,250
271017	Life & LTD Insurance	700	461	475
271018	TMRS Retirement	8,600	8,228	8,650
271019	Social Security	<u>6,000</u>	<u>5,240</u>	<u>6,100</u>

Total Personnel Services: **\$102,600** **\$100,671** **\$108,575**

Supplies

271020	Supplies	\$2,500	\$4,365	\$2,500
271026	Fuel & Oil- Airport Auto	2,000	2,069	2,000
271027	Aviation Fuel	100,000	53,093	100,000
271028	Jet Fuel	100,000	59,353	100,000
271029	Aviation Oil	<u>400</u>	<u>83</u>	<u>400</u>

Total Supplies: **\$204,900** **\$118,963** **\$204,900**

Maintenance

271030	Maintenance - Equipment	15,000	24,219	15,000
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Total Maintenance: **\$15,000** **\$24,219** **\$15,000**

Utilities

271040	Natural Gas	\$3,800	\$2,579	\$3,800
271041	Electricity	12,900	9,571	12,900
271045	Telephone	<u>2,600</u>	<u>3,074</u>	<u>2,600</u>

Total Utilities: **\$19,300** **\$15,225** **\$19,300**

ANNUAL BUDGET

Department

Fund

Dept. No.

Airport

General

01-710

(cont)

Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
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Other Charges

271080	Dues & Registration	\$300	\$495	\$300
271082	Travel Expense	2,000	1,422	2,000
271087	Property & Liability Insurance	<u>7,600</u>	<u>7,543</u>	<u>7,600</u>

Total Other Charges: **\$9,900** **\$9,461** **\$9,900**

Capital Expense

271090	Capital	\$53,000	\$5,056	\$0
271091	Capital - Runway Project	<u>0</u>	<u>0</u>	<u>0</u>

Total Capital Expense: **\$53,000** **\$5,056** **\$0**

Airport Total: **\$404,700** **\$273,594** **\$357,675**

General Fund
Non-Departmental

This account includes a number of expenses that are not specific to an individual function/department. Items in this account include:

Hotel/Motel Tax payments to Deaf Smith County Chamber of Commerce
YMCA Annual Donation
Christmas Celebration of Lights Event

ANNUAL BUDGET

Department
Non-Departmental

Fund
General

Dept. No.
01-910

Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
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Non-Departmental Expenses

291053	Hotel/Motel Tax - DSC Chamber	70,000	67,496	80,000
291059	YMCA Annual Donation	12,500	12,500	12,500
291064	Fire Department Grant Expense	0	0	0
291065	Municipal Court Tech Fund Expense	<u>0</u>	<u>0</u>	<u>0</u>

Total Non-Departmental: **\$82,500** **\$79,996** **\$92,500**

Assistant City Manager

**Customer Service Clerk
(3)**

The Finance Department bills accounts, maintains records and collects payments for water, wastewater and solid waste collection. This department coordinates services with the Utility Maintenance Department and aids in the research necessary to maintain an accurate rate structure for all services provided by the City of Hereford. Cash collections are handled by this department and employees provide customer service through counter contact, general information and payment receipts. The Assistant City Manager is also responsible for accounts payable, accounts receivable and payroll, including management of insurance coverage of all aspects of the City's organization.

ANNUAL BUDGET

Department
Finance Office

Fund
Water & Sewer

Dept. No.
02-110

Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
<i>Personnel Services</i>				
211010	Salaries	\$237,700	\$213,643	\$247,800
211011	Overtime	500	133	500
211013	Auto Allowance	3,000	2,750	3,000
211014	Uniforms	1,500	1,200	1,500
211015	Health Insurance	24,500	22,249	27,900
211016	W/C & Unemployment Insurance	1,600	589	750
211017	Life & LTD Insurance	2,100	1,401	1,450
211018	TMRS Retirement	27,500	24,618	28,000
211019	Social Security	<u>18,600</u>	<u>16,161</u>	<u>19,400</u>
	<i>Total Personnel Services:</i>	<u>\$317,000</u>	<u>\$282,745</u>	<u>\$330,300</u>
 <i>Supplies</i>				
211020	Supplies	<u>\$51,138</u>	<u>\$47,574</u>	<u>\$51,138</u>
	<i>Total Supplies:</i>	<u>\$51,138</u>	<u>\$47,574</u>	<u>\$51,138</u>
 <i>Maintenance</i>				
211030	Maintenance - Equipment	\$16,000	\$19,519	\$16,000
211033	Maintenance - Building	<u>4,000</u>	<u>5,940</u>	<u>4,000</u>
	<i>Total Maintenance:</i>	<u>\$20,000</u>	<u>\$25,459</u>	<u>\$20,000</u>
 <i>Utilities</i>				
211040	Natural Gas	\$1,500	\$627	\$1,500
211041	Electricity	3,145	2,274	3,145
211045	Telephone	<u>2,250</u>	<u>4,662</u>	<u>2,250</u>
	<i>Total Utilities:</i>	<u>\$6,895</u>	<u>\$7,563</u>	<u>\$6,895</u>

ANNUAL BUDGET

Department
Finance Office
(Cont.)

Fund
Water & Sewer

Dept. No.
02-110

Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
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Other Charges

211080	Dues & Registration	\$2,500	\$1,018	\$2,500
211081	Bank Charges	0	0	0
211082	Travel Expense	2,500	1,587	2,500
211083	Subscriptions & Advertising	200	81	200
211084	Annual Audit Expense	5,600	5,600	5,600
211086	Lease Equipment	2,200	2,448	2,200
211087	Property & Liability Insurance	1,400	1,394	1,400

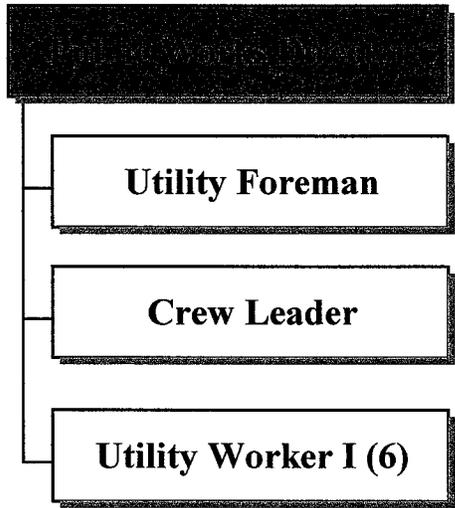
Total Other Charges: **\$14,400** **\$12,128** **\$14,400**

Capital Expense

211090	Capital	\$4,000	\$5,995	\$0
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Total Capital Expense: **\$4,000** **\$5,995** **\$0**

Finance Office Total: **\$413,433** **\$381,464** **\$422,733**



This department is responsible for the City’s infrastructure pertaining to the delivery of water service to all customers as well as maintaining a safe, sanitary sewer collection system. All employees in this department read meters monthly, make new connections and complete work orders. In addition to these duties, the department also maintains the City’s fire hydrants.

ANNUAL BUDGET

Department
Utility Maintenance

Fund
Water & Sewer

Dept. No.
02-210

Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
<i>Personnel Services</i>				
221010	Salaries	\$408,100	\$378,155	\$428,250
221011	Overtime	45,000	32,270	45,000
221012	Part-Time	0	0	0
221014	Uniforms	5,600	3,329	3,600
221015	Health Insurance	51,800	44,274	58,900
221016	W/C & Unemployment Insurance	11,500	10,603	11,000
221017	Life & LTD Insurance	3,600	2,468	2,250
221018	TMRS Retirement	46,600	46,659	47,700
221019	Social Security	<u>35,100</u>	<u>30,097</u>	<u>36,500</u>
<i>Total Personnel Services:</i>		<u>\$607,300</u>	<u>\$547,854</u>	<u>\$633,200</u>
<i>Supplies</i>				
221020	Supplies	\$20,000	\$35,058	\$20,000
221021	Chemicals	5,000	3,447	5,000
221026	Fuel & Oil	<u>32,000</u>	<u>35,500</u>	<u>32,000</u>
<i>Total Supplies:</i>		<u>\$57,000</u>	<u>\$74,005</u>	<u>\$57,000</u>
<i>Maintenance</i>				
221030	Maintenance - Equipment	\$30,000	\$48,324	\$30,000
221031	Maintenance - System	100,000	194,177	100,000
221033	Maintenance - Building	<u>0</u>	<u>816</u>	<u>0</u>
<i>Total Maintenance:</i>		<u>\$130,000</u>	<u>\$243,317</u>	<u>\$130,000</u>
<i>Utilities</i>				
221040	Natural Gas	\$3,900	\$2,248	\$3,900
221041	Electricity	6,500	3,740	6,500
221045	Telephone	<u>6,000</u>	<u>5,323</u>	<u>6,000</u>
<i>Total Utilities:</i>		<u>\$16,400</u>	<u>\$11,311</u>	<u>\$16,400</u>

ANNUAL BUDGET

<u>Department</u>	<u>Fund</u>	<u>Dept. No.</u>
Utility Maintenance	Water & Sewer	02-210
(Cont.)		

Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
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Other Charges

221080	Dues & Registration	\$5,800	\$4,034	\$5,800
221082	Travel Expense	5,500	1,102	5,500
221083	Subscriptions & Advertising	100	0	100
221086	Lease Equipment	0	0	0
221087	Property & Liability Insurance	<u>4,500</u>	<u>4,391</u>	<u>4,500</u>

<i>Total Other Charges:</i>	<u>\$15,900</u>	<u>\$9,527</u>	<u>\$15,900</u>
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Capital Expense

221090	Capital - Equipment	\$157,700	\$149,022	\$86,700
221091	Capital - Water System	0	0	0
221092	Capital - Sewer System	<u>0</u>	<u>0</u>	<u>0</u>

<i>Total Capital Expense:</i>	<u>\$157,700</u>	<u>\$149,022</u>	<u>\$86,700</u>
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Utility Maintenance Total:	<u>\$984,300</u>	<u>\$1,035,037</u>	<u>\$939,200</u>
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**Chief Water Production
Operator**

**Water Production
Operator**

The Water Production Department is responsible for providing safe, potable water to all City of Hereford customers. This includes providing water for adequate fire protection. This Department also maintains all water wells, pump stations and water storage facilities. Water samples are taken monthly and reports to State agencies and the City of Hereford are prepared.

ANNUAL BUDGET

Department
Water Production

Fund
Water & Sewer

Dept. No.
02-310

Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
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Personnel Services

231010	Salaries	\$82,300	\$79,025	\$84,800
231011	Overtime	29,000	33,819	34,000
231014	Uniforms	700	737	800
231015	Health Insurance	10,900	9,889	12,400
231016	W/C & Unemployment Insurance	3,000	2,752	2,800
231017	Life & LTD Insurance	800	548	525
231018	TMRS Retirement	9,400	12,829	9,500
231019	Social Security	<u>8,600</u>	<u>8,633</u>	<u>8,800</u>

Total Personnel Services: **\$144,700** **\$148,231** **\$153,625**

Supplies

231020	Supplies	\$5,800	\$6,525	\$5,800
231021	Chemicals	20,000	14,051	20,000
231026	Fuel & Oil	<u>11,941</u>	<u>10,517</u>	<u>11,941</u>

Total Supplies: **\$37,741** **\$31,094** **\$37,741**

Maintenance

231030	Maintenance - Equipment	<u>\$70,000</u>	<u>\$88,485</u>	<u>\$70,000</u>
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Total Maintenance: **\$70,000** **\$88,485** **\$70,000**

Utilities

231040	Natural Gas	\$3,400	\$1,600	\$3,400
231041	Electricity	551,000	461,856	551,000
231045	Telephone	<u>4,000</u>	<u>2,165</u>	<u>4,000</u>

Total Utilities: **\$558,400** **\$465,621** **\$558,400**

ANNUAL BUDGET

Department
Water Production
(Cont.)

Fund
Water & Sewer

Dept. No.
02-310

Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
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Other Charges

231080	Dues & Registration	\$900	\$509	\$900
231082	Travel Expense	125	0	125
231083	Subscriptions & Advertising	125	0	125
231085	Water Purchases	45,000	16,675	45,000
231087	Property & Liability Insurance	11,000	10,960	11,100
231088	Laboratory Expense	5,000	2,132	5,000
231089	Permits & Fees	<u>12,000</u>	<u>11,842</u>	<u>12,000</u>

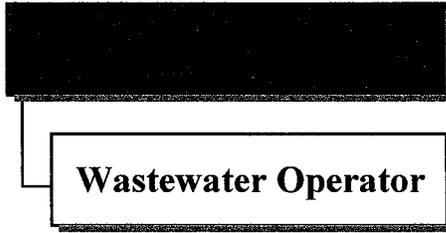
Total Other Charges: **\$74,150** **\$42,118** **\$74,250**

Capital Expense

231090	Capital	\$16,500	\$0	\$52,100
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Total Capital Expense: **\$16,500** **\$0** **\$52,100**

Water Production Total: **\$901,491** **\$775,549** **\$946,116**



This department is responsible for the treatment of wastewater, including maintenance of the plant and pump stations.

ANNUAL BUDGET

Department
Wastewater

Fund
Water & Sewer

Dept. No.
02-410

Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
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Personnel Services

241010	Salaries	\$85,800	\$80,924	\$88,400
241011	Overtime	14,000	13,764	15,000
241014	Uniforms	700	687	800
241015	Health Insurance	10,900	9,889	12,400
241016	W/C & Unemployment Insurance	2,000	1,637	1,700
241017	Life & LTD Insurance	800	572	525
241018	TMRS Retirement	9,800	10,763	9,850
241019	Social Security	<u>7,700</u>	<u>7,244</u>	<u>8,000</u>

Total Personnel Services: **\$131,700** **\$125,478** **\$136,675**

Supplies

241020	Supplies	\$5,000	\$5,696	\$5,000
241021	Chemicals	5,000	3,137	5,000
241026	Fuel & Oil	<u>7,300</u>	<u>7,002</u>	<u>7,300</u>

Total Supplies: **\$17,300** **\$15,836** **\$17,300**

Maintenance

241030	Maintenance - Equipment	\$14,000	\$49,366	\$14,000
241031	Maintenance - City Farm	<u>15,000</u>	<u>2,235</u>	<u>15,000</u>

Total Maintenance: **\$29,000** **\$51,601** **\$29,000**

Utilities

241040	Natural Gas	\$1,200	\$552	\$1,200
241041	Electricity	94,000	80,728	94,000
241045	Telephone	<u>2,150</u>	<u>1,599</u>	<u>2,150</u>

Total Utilities: **\$97,350** **\$82,878** **\$97,350**

ANNUAL BUDGET

Department

Fund

Dept. No.

Wastewater

Water & Sewer Fund

02-410

(Cont.)

Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
<i>Other Charges</i>				
241050	Property Tax-Farm	\$3,884	\$3,499	\$3,884
241080	Dues & Registration	1,200	523	1,200
241082	Travel Expense	900	14	900
241083	Subscriptions & Advertising	150	0	150
241087	Property & Liability Insurance	800	789	800
241088	Laboratory expense	3,500	3,322	3,500
241089	Permits & Fees	<u>1,800</u>	<u>9,650</u>	<u>1,800</u>
	<i>Total Other Charges:</i>	<u>\$12,234</u>	<u>\$17,798</u>	<u>\$12,234</u>
<i>Capital Expense</i>				
241090	Capital	<u>\$16,500</u>	<u>\$17,529</u>	<u>\$137,400</u>
	<i>Total Capital Expense:</i>	<u>\$16,500</u>	<u>\$17,529</u>	<u>\$137,400</u>
	Wastewater Total:	<u>\$304,084</u>	<u>\$311,119</u>	<u>\$429,959</u>

**Water & Sewer
Non-Departmental**

This account includes a number of expenses and payments that are not specific to an individual function/department. Items in this account include expenses for bonds and transfers out to General Fund.

ANNUAL BUDGET

Department
Non-Departmental

Fund
Water & Sewer Fund

Dept. No.
02-910

Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
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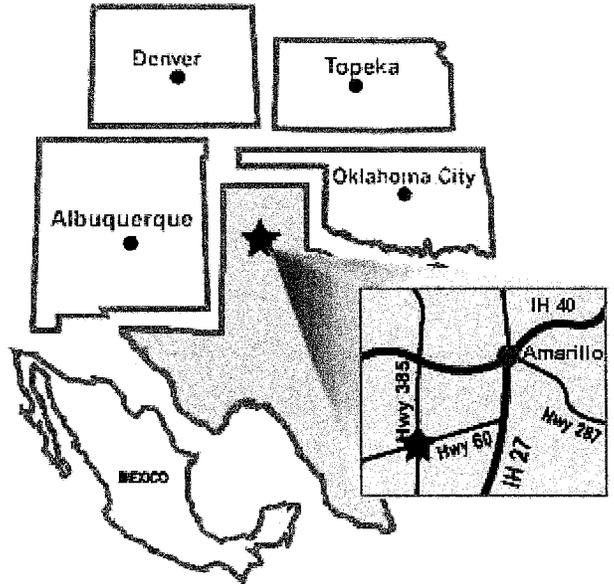
Non-Departmental Expenses

291055	Bond Retirement	\$790,000	\$790,000	\$425,000
291056	Interest on Bonds	101,250	50,625	79,650
291057	Bond Pay Agent	2,500	1,000	2,500
291058	Bond Issue Expense	0	0	0
291079	Operating Transfers Out	<u>1,000,000</u>	<u>1,185,000</u>	<u>1,279,500</u>

Total Non-Departmental: **\$1,893,750** **\$2,026,625** **\$1,786,650**



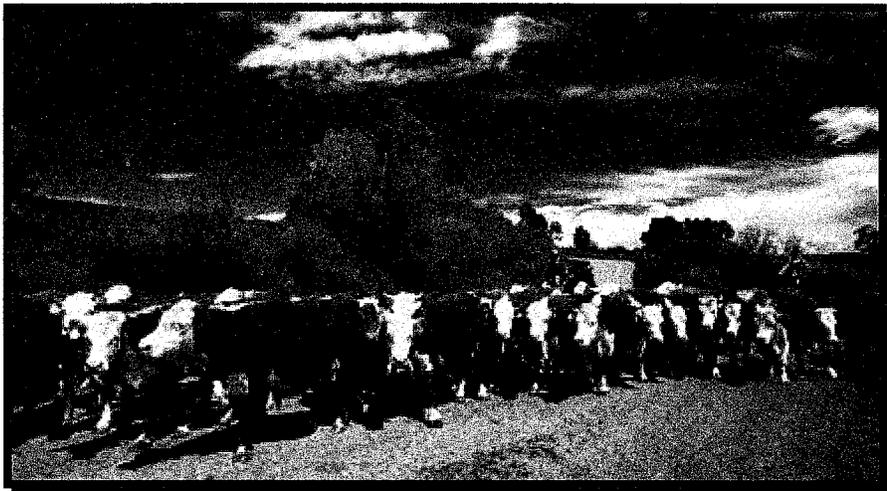
Hereford's best asset is its people. A trained, willing labor force with a strong work ethic and family-centered lifestyles provide the manpower you will need to take your business into the next century.



Right here in the heart of the nation, Hereford is an ideal location to live and work. The wide open spaces of the Texas Panhandle offer plenty of room for a business to relocate or expand.

Economy: meat packers; offset printing; ethanol; beef production; other varied industries, mostly agribusiness.

Agriculture: One of the leading farm counties; large cattle feedlot operations; crops are sorghums, wheat, oats, barley, beets, corn, cotton, onions, other vegetables, and sunflowers; 205,000 acres irrigated.



**Michael Kitten
Executive Director**

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Phone: 806.364.0613 • Toll Free: 800.758.0613 • Fax: 806.364.3342 •

E-mail: hedc@wtrt.net

Website Designed and Powered by

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The purpose of the Hereford Economic Development Corporation is to promote, assist, and enhance economic development. The business and affairs of the Corporation are conducted under authority of the Board of Directors, who are appointed by the Mayor of the City of Hereford with the advice and consent of the City Commission of the City of Hereford, and subject to applicable limitations imposed by the Texas Non-Profit Corporation Act, the Texas Business Corporation Act, and their Articles of Incorporation and By-Laws. The Board selects an Executive Director to oversee all administrative functions of the Corporation.

ANNUAL BUDGET

Department
H.E.D.C.

Fund
H.E.D.C.

Dept. No.
08-100

Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
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Revenues

101101	Tax Revenue	\$680,000	\$694,011	\$685,000
101116	Interest	10,000	3,298	10,000
101120	Miscellaneous	0	0	0
101129	Sale of Fixed Assets	0	0	0
101130	Gain (Loss) on Investments	0	0	0
101150	Contributions	0	0	0
101180	Operating Transfers	<u>0</u>	<u>0</u>	<u>0</u>

H.E.D.C. Total Revenues: **\$690,000** **\$697,309** **\$695,000**

ANNUAL BUDGET

Department
H.E.D.C.
(Cont.)

Fund
H.E.D.C.

Dept. No.
08-100

Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
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Personnel Services

210010	Salaries	\$82,400	\$75,567	\$86,850
210013	Auto Allowance	12,000	11,000	12,000
210015	Health Insurance	5,450	4,471	6,100
210016	W/C & Unemp Insurance	450	170	250
210017	Life & LTD Insurance	700	525	500
210018	TMRS Retirement	10,800	9,842	11,000
210019	Social Security	<u>7,300</u>	<u>6,622</u>	<u>7,600</u>

Total Personnel Services: **\$119,100** **\$108,197** **\$124,300**

Supplies & Services

210020	Supplies	\$4,000	\$3,323	\$4,500
210041	Contracted Services	<u>19,800</u>	<u>19,800</u>	<u>19,800</u>

Total Supplies & Services: **\$23,800** **\$23,123** **\$24,300**

Maintenance

210033	Building Maintenance	\$0	\$21,723	\$0
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Total Maintenance: **\$0** **\$21,723** **\$0**

Utilities

210045	Telephone	<u>\$2,500</u>	<u>\$3,068</u>	<u>\$2,500</u>
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Total Utilities: **\$2,500** **\$3,068** **\$2,500**

Other Charges

210050	Legal Services	\$4,000	\$4,591	\$6,000
210080	Training	2,400	1,038	5,000
210082	Travel Expense	7,500	5081	7,500
210083	Subscriptions & Advertising	5,000	12,252	20,000
210087	Property & Liability Insurance	<u>800</u>	<u>789</u>	<u>800</u>

Total Other Charges: **\$19,700** **\$23,751** **\$39,300**

Capital Expense

211090	Capital	<u>\$1,000</u>	<u>\$0</u>	<u>\$1,000</u>
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Total Capital Expense: **\$1,000** **\$0** **\$1,000**

ANNUAL BUDGET

Department
H.E.D.C.
(Cont.)

Fund
H.E.D.C.

Dept. No.
08-100

Account Number	Classification	Budgeted 2012-2013	Actual 2012-2013	Proposed 2013-2014
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Economic Development Expense

210091	Business Development	<u>\$523,900</u>	<u>\$581,070</u>	<u>\$503,600</u>
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<i>Economic Development Expense:</i>	<u>\$523,900</u>	<u>\$581,070</u>	<u>\$503,600</u>
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H.E.D.C. Total:	<u>\$690,000</u>	<u>\$760,932</u>	<u>\$695,000</u>
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2013-2014 PERSONNEL SCHEDULE

Administration

1 Mayor
6 Commissioners

1/2 City Manager
1/2 City Secretary
1 Receptionist
2

Building & Zoning

1 Chief Building Official
1 Code Division Assistant
1 Records Clerk
3

Food Safety

1 Food Safety Inspector
1

Municipal Court

1 Judge
1 Clerk
2

Fire

1 Marshal
1 Maint. Mechanic/Fire Investigator
2

Health Department

1 Landfill Attendant
1

Parks

1 Superintendent
1 Crew Leader
4 Maintenance Worker I
1 Custodian
1 Community Center Director
8

Aquatic Center

1 Manager
1 Cashier/Lead Lifeguard
2
10 Part-Time Lifeguards

Golf Course

1 Golf Professional
1 Grounds Superintendent
1 Mechanic
2 Pro Shop Clerk
2 Maintenance Worker I
7

2013-2014 PERSONNEL SCHEDULE

Continued

Police Department

- 1 Chief
- 1 Captain
- 2 Lieutenant
- 3 Sergeant
- 4 Corporal
- 15 Patrol Officer
- 1 Public Safety Dispatcher/ Supervisor
- 1 Secretary/Clerk
- 4 Public Safety Dispatcher

- 32

4 *Crossing Guards*

Animal Control

- 1 Officer

- 1

Streets

- 1 Superintendent
- 1 Foreman
- 2 Heavy Equipment Operator
- 1 Driver III
- 1 Mechanic
- 1 Sweeper Operator
- 1 Brush Truck Driver
- 3 Maintenance Worker I
- 1 Driver I

- 12

Airport

- 1 Airport Manager
- 1 Airport Attendant

- 2

Finance

- 1/2 City Secretary
- 1 Asst. City Manager/Finance Manager
- 3 Customer Service Representatives

- 4.5

Utility Maintenance

- 1/2 City Manager
- 1 Public Works Director
- 1 Utility Foreman
- 1 Crew Leader
- 6 Utility Worker I

- 9.5

Water Production

- 1 Chief Operator
- 1 Operator

- 2

Wastewater Treatment

- 1 Chief Operator
- 1 Operator

- 2

HEDC

- 1 Executive Director

- 1