

City of Alvarado



Annual Budget

Fiscal Year 2015-2016

City of Alvarado

Fiscal Year 2015-2016

Budget Cover Page

This budget will raise more revenue from property taxes than last year's budget by an amount of \$203,715, which is a 10.15% increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$62,214.

City Council Record Vote

The members of the governing body voted for the adoption of the budget as follows:

For: Joe Sain
 Jacob Wheat
 Michael Bennett
 Refugio Hernandez Jr.
 Shawn Goulding
 Arrdeen Vaughan

Non-Voting: Mayor Dewayne Richters

Property Tax Rate Comparison

	<u>FY 2015-2016</u>	<u>FY 2014-2015</u>
Property Tax Rate	\$.733000/\$100	\$.665469/\$100
Effective Tax Rate	\$.684471/\$100	\$.573624/\$100
Effective M&O Tax Rate	\$.532988/\$100	\$.400054/\$100
Rollback Tax Rate	\$.733673/\$100	\$.576851/\$100
Debt Rate	\$.280215/\$100	\$.266895/\$100

Debt Obligation

The amount of municipal debt obligation (including principal & interest) secured by property taxes is:

Total Debt \$10,915,000
2015-2016 Debt \$ 840,848

The City also has self-supporting debt currently secured by water & sewer revenues. In the event such amounts are insufficient to pay the debt service, the City will be required to assess ad valorem tax to also pay these obligations:

\$ 3,370,000

City of Alvarado, Texas

**Budget
For Fiscal Year
October 1, 2015 to September 30, 2016**

**Mayor
DeWayne Richters**

CITY COUNCIL

Refugio Hernandez, Jr	Councilmember	Ward 1
Michael Bennett	Councilmember	Ward 1
Joe Sain	Mayor Pro-Tem	Ward 2
Arrdeen Vaughan	Councilmember	Ward 2
Jacob Wheat	Councilmember	Ward 3
Shawn Goulding	Councilmember	Ward 3

CITY STAFF

Clint Davis	City Manager
Debbie Thomas	City Secretary
Kelle Whitfill	Director of Finance
Michael Dwiggins	Director of Public Works
Brad Anderson	Police Chief
Richard Van Winkle	Fire Chief
Tim Sralla	City Attorney

City of Alvarado

Mission Statement

On behalf of the citizens of Alvarado, the City Council will promote the safety, health and general well-being of the community within the bounds of fiscal responsibility while preserving and advancing the quality of life, resulting in unique community spirit.

In accomplishing this mission, the Mayor, City Council, City Manager, and City employees will be guided by these principles:

Our Vision: As a result of our efforts, citizens will . . .

- *Receive the highest quality of services available within acceptable budgetary levels*
- *Live in safe, secure neighborhoods*
- *Live in a clean environment that protects the quality of their lives*
- *Access a range of cultural arts and recreational opportunities provided through city-wide initiatives and collaborative efforts*
- *Participate in and contribute to the vitality and future of our community*
- *Travel freely within, to and from the community*
- *Contribute to and benefit from a strong and diverse economic environment*

HOW TO USE THIS BUDGET DOCUMENT

The City of Alvarado budget document provides comprehensive information about city policies, goals, objectives, financial structure, operations, and an organizational framework that show how City services are maintained and improved for fiscal year 2015-2016. A main objective of the budget document is to communicate this information to readers (Alvarado citizens, the public and other governmental entities) in a manner that is clear, concise and understandable. At the front of the budget is a **Table of Contents** that will aid the reader in finding specific information quickly and provides a summary of the major topics. At the back of the budget, the **Glossary** will be helpful to a reader not familiar with governmental terms. After reviewing the suggested topics, the reader can then best receive an overview of the programs, services and resources available to the City by reviewing the major sections of the budget in the order they are presented. The budget is divided into nine (9) sections: Introduction, Budget Summary, General Fund, Enterprise Fund, Debt Service, Other Funds, Capital Improvements, Appendix and Budget Glossary. Highlights of the sections are as follows:

BUDGET SUMMARY

This summary section for all funds discusses the budget preparation process that begins at the first of every year and formally ends in September, with numerous steps in between. An explanation of the financial structure of the City is provided that shows how revenues and expenditures are reported by Fund, a self-balancing set of accounts designed to track specific revenues and the uses of those revenues. A summary of all funds is provided in this section that draws the operating funds and capital funds together.

The stringent laws governing the use of specific funds guide municipal budgeting. This document attempts the full disclosure of city operations to provide the public with the checks and balances necessary to insure that tax dollars and municipal payments are expended in accordance with laws and directives of the State of Texas and the City Council. Only by careful analysis of the various funds and programs can we insure that the budget is one of the most important actions of the City Council. The budgetary process determines what services the City will provide, the level of service and how funds will be utilized to provide for their delivery. The budget is a cooperative effort between available resources and service needs, thus, allocating fund on a priority basis as determined by the City Council. The adopted budget, administered with the proper controls, will represent a reliable financial plan to be utilized in making major decisions facing the City of Alvarado during the next fiscal year.

GENERAL FUND

This major section of the budget will show the reader how the General Fund receives a greater variety of revenues and finances and a wider range of governmental activity than any other fund.

ENTERPRISE FUNDS

After examining the operations of this fund, which is conducted like a business, the reader will understand that the budgetary process is not easy. Enterprise operations are highly influenced by unpredictable weather conditions. Sound financial management by city staff and officials has provided stability for this proprietary fund over the years.

DEBT SERVICE

Here the funds needed to cover the general debt service for the City are described. The Debt Service Fund provides for principal and interest payments for the City's general obligation and certificates of obligation as they become due and payable. Property tax rates and levy are required to be computed and collected to pay these costs.

OTHER FUNDS

This section provides the reader with a detailed look at the City's special revenue funds. Minerals and Royalties Fund provides revenue for one time projects. The Hotel Occupancy Tax funds are described in this section. The special uses of Child Safety Funds, Court Technology Funds, and Court Security Funds are outlined in this section. Economic Development is also described in detail with main source of revenues generated from a one-half percent sales tax on taxable items sold within Alvarado.

CAPITAL IMPROVEMENTS

The reader can obtain an overview of all City capital improvement projects that have been approved as funded. Generally, the program includes improvements that are relatively expensive, are non-recurring, have a multi-year useful life, and like capital outlay items, result in fixed assets. These could include the construction and acquisition of new buildings, additions or renovations of existing buildings, construction and reconstruction of streets, water and sanitary sewer improvements, drainage improvements, land purchases, and equipment purchases.

APPENDIX / BUDGET GLOSSARY

The Appendix contains detailed information about the City's personnel. The personnel section contains a listing of approved full time, part-time, and seasonal positions compared to other budgets. The majority of resources are expended on personnel costs, which are necessary to provide quality services to Alvarado residents. The Budget Glossary contains definitions of budget terms commonly used.

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BUDGET PROCESS

SUMMARY

The budget is a financial plan for a fiscal year of operations that matches all planned revenues and expenditures with the services provided the residents of the City based on established budgetary policies. Upon receipt of the proposed budget, the City Council is required to set a date and place for a public hearing. A public notice of the hearing date must be published at least ten (10) days prior to such hearing. At the hearing, the Council gives all interested persons an opportunity to be heard for, or against, any expenditure account or revenue estimate. The City Council will normally approve the tax rate for the coming fiscal year and adopt the budget ordinance during the same meeting.

BUDGET PREPARATION

The City Manager and Finance Department performs the functions of preparing and analyzing the 2015-2016 Budget. The budget process is initiated in May with distribution of budget preparation packages to department heads and directors. In June, the City Manager prepares back-up information for the City Council and schedules work sessions to discuss the direction of the budget for the upcoming fiscal year. Work sessions begin in July with the Finance Department, City Manager, and each department supervisor to review line items for both the current budget and the proposed budget to determine if service levels were to be maintained, improved, or reduced. Revenues are projected as accurately as possible in order to set priorities for proposed expenditures. Issues are addressed in workshops beginning in June between the city staff and City Council. The City Manager and Department Heads must identify and prioritize programs, projects, and equipment necessary to accomplish their goals and objectives plus those established by City Council. The budget must be developed within the limitations of available resources. Each Department Head is responsible for divisions that are under their scope of authority. Each line item of maintenance and operations are justified on budget worksheets. All capital items are separately identified and justified. The City Council retains final authority on the budget.

BUDGET BASIS

The City accounts and budgets for all general government funds using the modified accrual basis. This method recognizes revenues when they are measurable and available and expenditures when goods and services are received, except for principal and interest on long-term debt, which is recognized when paid. General government funds include the general fund, special revenue funds and the debt service fund. Proprietary funds, which include the enterprise fund are accounted and budgeted for using the accrual basis of accounting. Under this method, revenues are recognized when they are earned and expenses when they are incurred.

PROPERTY TAX RATE

A property tax rate is proposed by the City Council. The tax rate consists of two components: a rate for funding maintenance and operations expenditures and a rate

for debt service. State Property Tax law dictates certain procedures that must be followed when proposing and adopting a tax rate. The City must annually calculate and publicize its "effective tax rate" and "rollback tax rate." The City Council may not adopt a tax rate that exceeds the lower of the rollback tax rate or 103% of the effective tax rate until it has held public hearings on the proposed increase following notice to the taxpayers. The effective tax rate is the rate that will produce last year's total tax levy as adjusted from this year's total taxable values. The rollback tax rate is the rate that will produce last year's maintenance and operations tax levy as adjusted from this year's value multiplied by 1.08 plus a rate that will produce this year's debt service from this year's values divided by the anticipated tax collection rate.

The City received the certified appraisal value from Johnson County Central Appraisal District on July 24, 2015. As a result, a proposed tax rate was chosen to maintain the current level of city services and to fund a satisfactory level of capital needs.

BUDGET ADOPTION

Public notices of the effective tax rate are published in the local newspaper according to state law. Two public hearings on the budget were held this year and conducted according to state and local laws. The public hearings were held on August 24, 2015 and September 14, 2015. Plans call for the Fiscal Year Budget for 2015-2016 and the tax rate of \$0.733/\$100 to be adopted by the City Council on September 28, 2015.

BUDGET AMENDMENT

Once the annual budget has been adopted, there are several methods by which the budget may be amended. In the internal form, the City Manager is authorized by the City Council to make adjustments between departments within an operating fund or line items within an operating department. Typically, these requests are generated at the department head level and submitted to the City Manager for consideration after the Finance Department has reviewed the request and recommended approval. In no case, however, may the budget adjustments result in the budgeted expenditures exceeding the lawfully adopted expenditures appropriated for the fund.

The City Council may amend the budget by ordinance during the fiscal year if such expenditures are necessary to protect public property or the health, safety, or general welfare of the citizens of Alvarado. The actual process begins in the same manner as an internal amendment, from department head submission through finance review to the City Manager. The City Manager then submits the request to the Mayor and City Council.

Multi-year projections have become an integral part of the budget process as estimates of future financial operating conditions are provided to the City Council. Historical data plus growth assumptions for each line item are combined to provide projections that indicate the City's future fiscal position. The multi-year projections identify any potential problem in matching projected revenues with anticipated growth in expenditures.

City of Alvarado
All Funds Summary
Budget for Fiscal Year 2015-2016

	GENERAL	WATER &	DEBT	MINERAL	ECONOMIC
	<u>FUND</u>	<u>SEWER</u>	<u>SERVICE</u>	<u>ROYALTIES</u>	<u>DEVELOPMENT</u>
<i>Beginning Fund Balances/ Working Capital</i>	\$1,586,250	\$1,408,032	\$(21,719)	\$1,481,304	\$1,930,339
SOURCES & REVENUES					
Property taxes	\$1,363,508		\$840,848		
Consumer taxes	1,110,500				\$370,000
Franchise taxes	412,750				
Licenses & Permits	203,320				
Fines & Forfeitures	750,000				
Charges for Services	16,750	\$2,520,100			
Rental Income	33,000				
Intergovernmental	178,513				
Administration Fees	88,200				
Interest	1,200	1,000		\$450	300
Transfers In	10,000				
Grants Revenue					
Other funding	15,500	500		240,000	
TOTAL ALL SOURCES & REVENUES	<u>\$4,183,241</u>	<u>\$2,521,600</u>	<u>\$840,848</u>	<u>\$240,450</u>	<u>\$370,300</u>
USES & EXPENDITURES					
General Government	\$298,554				\$99,259
Community Development	240,953				
Public Safety	2,694,387				
Public Works	178,501	\$2,490,297		\$120,225	520,080
Culture & Recreation	500,217				45,129
Social & Welfare	70,815				
Economic Development					
Other			\$1,300	120,225	271,041
Debt Payments		330,330	839,548		
Non-Departmental	360,756				
TOTAL ALL USES & EXPENDITURES	<u>\$4,344,183</u>	<u>\$2,820,627</u>	<u>\$840,848</u>	<u>\$240,450</u>	<u>\$935,509</u>
<i>Ending Fund Balances/ Working Capital</i>	<u>\$1,425,308</u>	<u>\$1,101,005</u>	<u>\$(21,719)</u>	<u>\$1,481,304</u>	<u>\$1,365,130</u>

City of Alvarado
All Funds Summary
Proposed Budget for Fiscal Year 2015-2016

<u>HOTEL FUNDS</u>	<u>COURT FUNDS</u>	<u>CAPITAL PROJECTS</u>	<u>TOTAL</u>
\$549,404	\$141,368	\$6,276,961	\$13,351,939
			\$1,970,707
\$140,000			1,710,250
			393,400
			181,050
	\$40,600		805,000
			2,656,535
			32,000
			176,064
		621,564	88,200
150	30	\$1,000	3,530
		876,438	681,949
			1,137,866
			571,400
<hr/>			
<u>\$140,150</u>	<u>\$40,630</u>	<u>\$1,499,002</u>	<u>\$9,836,221</u>
			\$373,265
\$2,200		650,000	199,571
	\$40,630	\$1,800,000	3,249,617
		5,011,396	8,549,251
137,950		327,922	1,004,389
			68,522
			0
			489,587
			1,134,387
			248,035
<hr/>			
<u>\$140,150</u>	<u>\$40,630</u>	<u>\$7,789,318</u>	<u>\$17,151,715</u>
<u>\$549,404</u>	<u>\$141,368</u>	<u>\$(13,355)</u>	<u>\$6,036,445</u>

City of Alvarado

FY 2015-2016 Annual Budget

General Fund

The General Fund falls within the governmental fund category, which measures funds using current financial resources. Non-current resources, such as general fixed assets and unmatured general long-term liabilities, are accounted for within separate account groups.

The General Fund is the operating fund of the City. The General Fund is used to account for all revenues and expenditures not accounted for in other designated funds. It receives a greater variety and amount of revenues, and finances a wider range of governmental activities than any other fund.

The General Fund is primarily supported by the ad valorem tax, general sales tax, franchise taxes, licenses and permits fees, fines and miscellaneous revenue sources. General Fund expenditures support the following major functions: General Government, Public Safety, Public Works, Community Development, Culture and Recreation. All programs, which are justified efficient, and serve the needs of the community, are adequately funded.

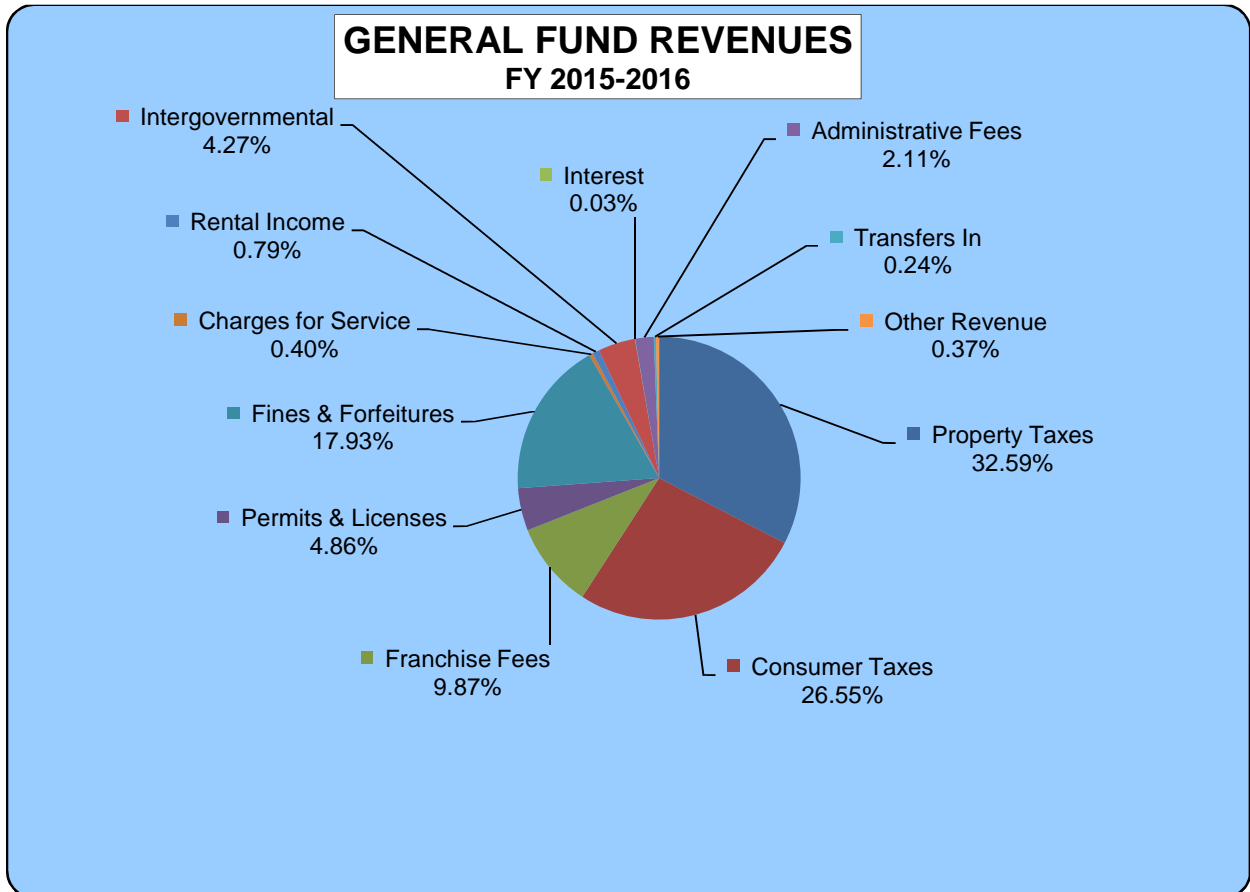
One of the major considerations in budgeting revenues is the increase or decrease in property values and their effect on the tax rate revenue generating capabilities. A major portion of the General Fund section is devoted to the tax rate analysis. An activity schedule for each function is included. Each operational area includes a summary of expenditures, a personnel schedule, departmental descriptions and goals and objectives.

GENERAL FUND

	ACTUAL FY <u>2012</u>	ACTUAL FY <u>2013</u>	ACTUAL FY <u>2014</u>	ESTIMATED FY <u>2015</u>	BUDGETED FY <u>2016</u>
Beginning Fund Balances	\$338,806	\$812,990	\$1,165,574	\$1,558,012	\$1,695,417
REVENUE SOURCES					
Property Taxes	\$757,783	\$646,141	\$633,101	\$1,215,646	\$1,363,508
Payment in Lieu of Taxes	50,000	0	0	0	0
Consumer Taxes	1,040,435	1,114,863	1,101,010	1,091,865	1,110,500
Franchise Fees	385,146	379,944	412,414	429,545	412,750
Licenses & Permits	105,215	116,118	274,688	151,606	203,320
Fines and Forfeitures	587,681	681,972	783,683	735,364	750,000
Charges for Services	10,002	19,003	18,447	17,521	16,750
Rental Income	39,295	32,231	32,107	32,307	33,000
Intergovernmental	321,766	195,752	183,716	181,693	178,513
Interest	1,712	1,793	1,169	1,719	1,200
Administration Fees	174,401	102,413	115,495	88,200	88,200
Transfer In	142,949	108,570	0	10,000	10,000
Other Revenue	161,927	14,132	105,951	139,961	15,500
Grants Revenue	52,129	19,174	25,754		0
TOTAL REVENUES	\$3,741,999	\$3,432,106	\$3,687,537	\$4,095,427	\$4,183,241
EXPENSES/USES					
General Government	\$395,796	\$399,697	\$ 496,561	\$ 708,875	\$659,310
Community Development	189,782	133,759	168,638	207,759	240,953
Public Safety	2,266,751	2,149,877	2,211,221	2,464,109	2,694,387
Public Works	139,418	125,739	122,753	258,059	178,501
Culture / Recreational	276,068	270,450	295,927	319,220	571,032
TOTAL EXPENSES	\$3,068,855	\$3,079,522	\$3,295,100	\$3,958,022	\$4,344,183
Ending Fund Balances	<u>\$812,990</u>	<u>\$1,165,574</u>	<u>\$1,558,012</u>	<u>\$1,695,417</u>	<u>\$1,534,475</u>

General Fund Revenues

	FY 2014-15		FY 2015-16	
	<u>BUDGETED</u>	<u>%</u>	<u>BUDGETED</u>	<u>%</u>
Property Taxes	\$1,215,646	19.04%	\$1,363,508	32.59%
Consumer Taxes	1,091,865	34.28%	1,110,500	26.55%
Franchise Fees	429,545	10.56%	412,750	9.87%
Permits & Licenses	151,606	5.15%	203,320	4.86%
Fines & Forfeitures	735,364	18.97%	750,000	17.93%
Charges for Service	17,521	.46%	16,750	.40%
Rental Income	32,307	.92%	33,000	.79%
Intergovernmental	181,693	5.00%	178,513	4.27%
Interest	1,719	.05%	1,200	.03%
Administrative Fees	88,200	3.29%	88,200	2.11%
Transfers In	10,000	0%	10,000	.24%
Other Revenue	139,961	1.55%	15,500	.37%
Total	\$4,095,427	100.0%	\$4,183,241	100.0%

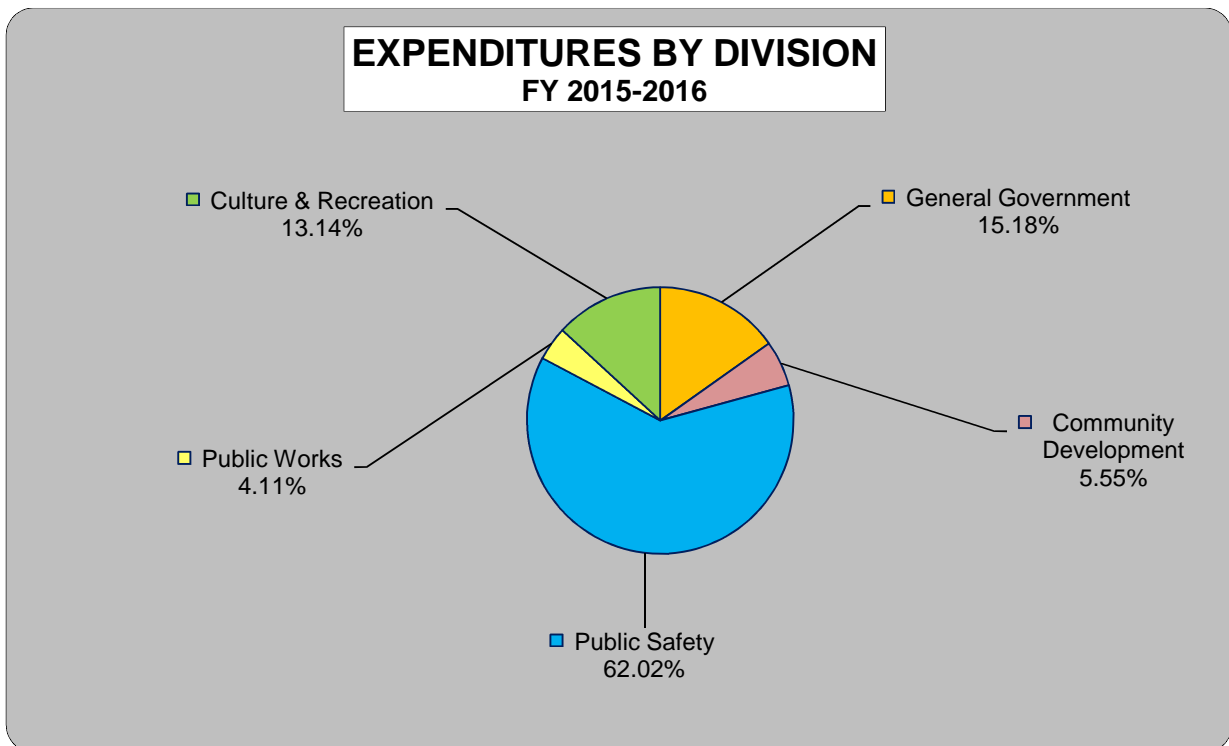


Expenditures by Division

The General Fund is responsible for providing basic services to the residents of the City. These services include General Government (Administration); Community Development (Code Services); Public Safety (Police, Fire, Municipal Court, Animal Control); Public Works (Streets); Culture and Recreation (Parks Maintenance, Library, Senior Center/Community Center). The Divisions below represent functions. The Public Safety division represents the largest expenditure for the 2015-2016 fiscal year. This division concentrates on all aspects of safety for the City of Alvarado.

The graph and table below show the overall breakdown of the divisions for fiscal year 2015-2016.

	2014-15 Budgeted	%	2015-16 Budgeted	%
General Government	\$523,194	12.96%	\$659,310	15.18%
Community Development	199,571	4.94%	240,953	5.55%
Public Safety	2,554,587	63.28%	2,694,387	62.02%
Public Works	249,858	6.19%	178,501	4.11%
Culture and Recreation	509,704	12.63%	571,032	13.14%
Total	<u>\$3,505,252</u>	<u>100.0%</u>	<u>\$4,344,183</u>	<u>100.0%</u>



City of Alvarado

Administration

Description

The City Administration is charged with the responsibility of direction overall City operations, long-term planning, and advice to the elected officials of the City Council. The City Manager prepares City Council agendas and attends numerous commission meetings and work sessions throughout the year, in order to maintain a cohesive integrated policy and direction for City services and projects. It is the responsibility of the City Manager to bring to the attention of the elected City Council items of occurrence, which are significant and seek the Council's direction in those areas. The City Manager is the chief administrative officer of the City and has sole authority over personnel matters and daily operational decisions. The City Council has the sole responsibility for financial decisions. Once the Council has made those decisions, the City Manager and his supportive staff execute the administration of the City's finances.

Goals

To effectively execute City Council policies, programs and directives.

To ensure that all City operations are conducted efficiently and effectively.

To respond promptly to citizen comments and requests.

Objectives

Implement all policies, programs and directives with their respective time frames.

Monitor the productivity and effectiveness of all City operations on a daily basis.

Provide administrative support, including the completion of all major reports, to the City Council in a timely manner.

Respond to citizen requests within one working day of receipt.

<u>Departmental Personnel</u>	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>	<u>Budgeted 2015-16</u>
City Manager	1	1	1	1
City Secretary	1	1	1	1
Director of Finance	1	1	1	1
Total	3	3	3	3

City of Alvarado

Administration

		ACTUAL	ACTUAL	ESTIMATED	ADOPTED
		2012-2013	2013-2014	2014-2015	BUDGET
					2015-2016
01-5101-111	Regular Salaries	171,757	178,701	188,633	195,157
01-5101-114	Certification Pay	0	0	360	360
01-5101-115	Christmas Bonus	600	600	600	600
01-5101-116	Longevity Pay	840	1,066	1,200	1,380
01-5101-117	Auto Allowance	1,800	1,869	4,546	6,000
01-5101-118	Workers Compensation	534	655	575	601
01-5101-119	Group Insurance	18,018	18,425	20,999	18,946
01-5101-120	Retirement - TMRS	6,332	7,071	7,479	9,270
01-5101-121	Social Security	10,410	10,501	10,880	12,617
01-5101-122	Medicare	2,360	2,456	2,544	2,950
01-5101-123	TWC Expense	27	621	27	621
01-5101-203	Engineering Services	0	0	0	3,000
01-5101-204	Janitorial Services	3,427	3,459	3,427	3,500
01-5101-205	Utilities	3,659	3,267	3,143	3,583
01-5101-206	Communications	2,517	2,500	2,727	2,893
01-5101-207	Advertisements & Notices	3,775	4,541	4,382	5,000
01-5101-208	Property & Liability Ins.	1,713	2,052	1,433	1,166
01-5101-209	Dues & Subscriptions	933	1,462	1,670	2,200
01-5101-210	Election Costs	2,294	0	0	2,500
01-5101-212	Postage	1,435	1,841	1,627	2,000
01-5101-213	Travel & Training	3,432	1,716	87	2,000
01-5101-216	Mileage	196	46	0	0
01-5101-230	Website Development	550	550	0	0
01-5101-301	Office Supplies	3,409	4,181	3,484	4,500
01-5101-303	Janitorial Supplies	526	546	541	600
01-5101-304	Fuel & Lubricants	0	0	0	1,500
01-5101-310	Clothing & Uniforms	0	0	29	1,167
01-5101-401	Vehicle Maintenance	0	0	0	1,500
01-5101-403	Building Maintenance	2,142	2,137	3,329	3,100
01-5101-404	Equipment Maintenance	775	0	348	1,000
01-5101-405	Maintenance Contracts	7,887	8,437	7,163	8,843
01-5101-601	Lease & Note Payments	6,541	4,906	0	0
TOTAL ADMINISTRATION		257,889	263,606	271,233	298,554

City of Alvarado

Police Department

Description

The Alvarado Police Department is dedicated to providing the highest level of service to the citizens by protecting our community through teamwork and professionalism. We faithfully pledge to perform our duties with Honor, Integrity, Dedication, and Courage in order to provide a safe community for all. The leadership and management of the Alvarado Police Department are the principal responsibilities of the Chief of Police and his department.

Goals

The Chief's office strives to provide a safe and secure working environment, maintain trained personnel and up to date equipment.

Maintain accurate, secure files that may be properly retrieved for use by the department, other law enforcement agencies and the general public.

An efficient records department to provide accurate Uniform Crime Reports, and make available information needed by the public and the law enforcement personnel.

Research funding sources that may be available outside the City and secure applicable grants to enhance and broaden police department programs and services to the public.

Objectives

To provide a stable career path for the department's employees and ensure that the police department meets the needs of the community it serves.

<u>Departmental Personnel</u>	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>	<u>Budgeted 2015-16</u>
Police Chief	1	1	1	1
Police Captain				1
Sergeant	3	1	1	2
Corporal	3	4	3	4
Lieutenant	2	2	2	2
Patrol Officer	6	7	8	6
Administrative Assistant	1	1	1	1
	<hr/>	<hr/>	<hr/>	<hr/>
Total	16	16	16	17

City of Alvarado

Police Department

		ACTUAL	ACTUAL	ESTIMATED	ADOPTED
		2012-2013	2013-2014	2014-2015	BUDGET
		2015-2016			
01-5201-111	Regular Salaries	602,564	634,484	679,502	736,117
01-5201-113	Overtime	11,765	12,523	13,473	10,500
01-5201-114	Certification Pay	3,808	4,209	6,411	6,038
01-5201-115	Christmas Bonus	2,800	3,000	3,200	3,354
01-5201-116	Longevity Pay	2,082	3,023	3,547	3,960
01-5201-118	Workers Comp Ins	16,476	21,209	17,768	20,208
01-5201-119	Insurance - Employees	87,286	94,826	108,658	101,426
01-5201-120	Retirement - TMRS	23,138	26,284	27,564	35,550
01-5201-121	Social Security	38,453	40,175	42,035	48,389
01-5201-122	Medicare	8,993	9,396	9,832	11,317
01-5201-123	TWC Expenses	520	3,265	165	3,471
01-5201-125	Uniform Allowance	18,050	19,600	19,200	20,501
01-5201-204	Janitorial Services	7,114	7,114	7,114	7,114
01-5201-205	Utilities	10,675	13,694	12,295	14,443
01-5201-206	Communications	16,032	17,637	18,178	16,445
01-5201-207	Advertisements & Notices	0	0	0	200
01-5201-208	Property & Liab Ins.	13,797	15,756	15,148	14,418
01-5201-209	Dues & Subscriptions	2,758	805	787	800
01-5201-212	Postage	2,240	2,386	2,324	2,700
01-5201-213	Travel & Training	6,129	8,671	9,199	9,000
01-5201-215	Medical Costs	375	35	210	500
01-5201-222	Emergency Public Services	50,419	50,200	0	1,000
01-5201-229	Forensic Investigations	956	2,455	2,364	3,000
01-5201-235	IT Expense	0	0	1,050	0
01-5201-239	Task Force	4,854	4,854	4,854	4,854
01-5201-301	Office Supplies	13,500	6,759	7,183	7,000
01-5201-302	Office Furniture & Equip	973	0	901	500
01-5201-303	Janitorial Supplies	909	1,328	1,293	1,500
01-5201-304	Fuel & Lubricants	65,550	63,076	43,438	57,232
01-5201-306	Materials & Supplies	665	1,228	3,030	1,500
01-5201-307	Minor Tools & Equipment	6,482	4,701	4,762	5,000
01-5201-310	Clothing & Uniforms	14,689	12,907	14,773	12,800
01-5201-312	Community Service	0	470	153	470
01-5201-401	Vehicle Maintenance	13,170	16,606	19,986	26,900
01-5201-403	Building Maintenance	2,948	2,894	6,511	4,600
01-5201-404	Equipment Maintenance	332	240	0	1,000
01-5201-405	Maintenance Contracts	19,880	20,822	33,743	34,902
01-5201-550	Capital Outlay	52,708	7,986	42,502	0
01-5201-601	Lease & Note Payments	85,989	85,998	85,962	98,755
TOTAL POLICE DEPARTMENT		1,209,079	1,220,616	1,269,115	1,327,464

City of Alvarado

Fire Department

Description

The Alvarado Fire Department is staffed by 9 full-time firefighters a fire chief, a fire marshal and a training officer as well as utilizing volunteers. The fire department is responsible for fire suppression, prevention, inspection, and safety education programs, and provides first response for medical assistance for emergency medical service calls. All volunteers participate in state firefighter certification training and ongoing in-service training courses and programs.

With structural, grass, and other suppression and prevention, fires represent the focus of this department's resources and attention. A significant portion of its actual emergency runs occurs as first responder units for emergency medical service calls.

Goals

Provide comprehensive fire prevention and safety awareness programs.

Identify measures to enhance the occupational safety and health of all Fire Department members.

Enforce fire codes.

Educate the citizens of the City.

Objectives

Maintain respond time of six minutes of receipt of call.

Continue weekly in-service training sessions.

To reduce the number of fires through education and business inspections.

<u>Departmental Personnel</u>	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>	<u>Budgeted 2015-2016</u>
Fire Chief	1	1	1	1
Fire Marshal/Asst. Chief	1	1	1	1
Fire Captain	3	3	3	2
Firefighter	6	6	6	7
Training Officer				1
Total	11	11	11	12

City of Alvarado

Fire Department

		ACTUAL	ACTUAL	ESTIMATED	ADOPTED
		2012-2013	2013-2014	2014-2015	BUDGET
					2015-2016
01-5204-111	Regular Salaries	445,018	461,223	502,646	533,415
01-5204-113	Overtime	9,451	5,816	10,421	14,000
01-5204-114	Certification Pay	3,047	2,437	3,960	6,840
01-5204-115	Christmas Bonus	2,200	2,200	2,200	2,400
01-5204-116	Longevity Pay	3,187	3,420	3,713	4,380
01-5204-118	Workers Compensation Ins	10,013	12,298	11,678	11,888
01-5204-119	Group Insurance	58,323	59,979	77,624	77,167
01-5204-120	Retirement - TMRS	16,719	18,422	19,901	25,555
01-5204-121	FICA	27,519	27,663	29,289	34,784
01-5204-122	Medicare	6,436	6,460	6,850	8,135
01-5204-123	TWC Expense	277	2,284	108	2,484
01-5204-124	Retirement - Vol Fire	3,204	2,628	1,944	4,320
01-5204-205	Utilities	9,157	10,708	10,736	12,589
01-5204-206	Communications	5,499	6,240	6,247	5,904
01-5204-208	Property & Liab Ins	7,077	10,128	8,835	8,642
01-5204-209	Dues & Subscriptions	3,249	2,690	2,696	4,845
01-5204-212	Postage	416	453	424	550
01-5204-213	Travel & Training	8,376	9,579	12,310	27,397
01-5204-214	Employee Recognition	0	0	0	1,000
01-5204-215	Medical Costs	2,470	105	2,010	2,500
01-5204-217	Internet Services	828	925	80	0
01-5204-235	IT Expense	597	818	1,031	5,692
01-5204-243	Emergency Managements	3,827	5,073	4,597	6,494
01-5204-301	Office Supplies	657	358	988	1,000
01-5204-302	Office Furniture & Equip	220	5,650	208	1,000
01-5204-304	Fuel & Lubricants	19,749	17,799	14,825	16,643
01-5204-305	First Aid Supplies	690	343	422	2,000
01-5204-310	Clothing & Uniforms	7,129	16,884	20,790	30,758
01-5204-311	Firefighting Equipment	6,767	10,398	11,415	13,100
01-5204-312	Community Events	1,113	4,144	3,613	5,100
01-5204-313	Station Supplies	0	2,670	3,722	3,600
01-5204-401	Vehicle Maintenance	28,603	21,769	39,415	34,225
01-5204-403	Building Maintenance	7,965	4,262	2,803	5,500
01-5204-405	Maintenance Contracts	1,650	3,106	7,601	4,590
01-5204-410	Repairs - SCBA	2,015	1,254	2,126	2,775
01-5204-505	Light/Med Trucks	0	0	0	14,000
01-5204-550	Capital Outlay	0	0	0	0
01-5204-601	Lease & Note Payments	12,291	12,291	12,291	12,291
01-5204-662	Transfer to Special Projects	0	0	0	32,500
TOTAL FIRE SERVICES		715,739	752,477	839,519	980,063

City of Alvarado Municipal Court

Description

The Municipal Court is a court of law charged with jurisdiction over violations of city ordinances, traffic laws, class C misdemeanors, and similar statutes within its legal boundaries. The court meets once each month and is presided over by a City Council-Appointed Municipal Court Judge.

With the city's increased emphasis on both the correction of junk and trash accumulation and similar code violations and the reduction of juvenile offenses, the Municipal Courts' judicial role is also taking on added importance, particularly as it fits into an overall community improvement strategy.

Employees include 3 court clerks and a warrant officer to assist with collections for Court.

Goals

To maintain efficient and accurate information system as support services for municipal court operations and monthly court sessions.

To implement and maintain a successful training program for Court personnel.

To maintain a contract with an outside agency to collect warrants which remain outstanding after 90 days after effort to collect is exhausted in-house.

Provide citizens with clear information on all court procedures.

To implement and maintain a successful training program.

Continue to process cash for the court assuring that financial guidelines are followed and audited as necessary.

Objectives

To input 95% of citations received within one day.

Attend selected court clerk certification training courses. To have court clerk and deputy court clerk certified through the Texas Court Clerks Association.

Explain information thoroughly to citizens to alleviate any misunderstandings. Answer all questions politely and courteously, and handle any problem in a professional manner.

Set up a policy for the collection of outstanding warrants, including phone contact, written contact and personal contact.

<u>Departmental Personnel</u>	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>	<u>Budgeted 2015-16</u>
Senior Court Clerk	1	1	1	1
Court Clerk	1	1	1.5	2
Warrant Officer			1	1
Total	2	2	3.5	4

City of Alvarado

Municipal Court

		ACTUAL	ACTUAL	ESTIMATED	ADOPTED
		2012-2013	2013-2014	2014-2015	BUDGET
					2015-2016
01-5203-111	Salaries and Wages	69,323	85,285	134,249	137,310
01-5203-113	Overtime	195	245	239	300
01-5203-114	Certification Pay	0	0	969	720
01-5203-115	Christmas Bonus	400	400	800	800
01-5203-116	Longevity Pay	1,080	1,251	1,237	960
01-5203-118	Workers Comp Insurance	212	262	721	1,362
01-5203-119	Insurance - Employees	12,271	15,938	24,061	22,460
01-5203-120	Retirement - Employees	2,610	3,395	5,325	6,440
01-5203-121	Social Security	4,201	5,111	8,183	8,766
01-5203-122	Medicare	982	1,195	1,913	2,050
01-5203-123	TWC Expense	18	642	38	828
01-5203-125	Uniform Allowance	0	0	1,300	1,300
01-5203-201	Legal Services	8,160	10,027	7,364	11,000
01-5203-204	Janitorial Services	2,218	2,238	2,218	2,220
01-5203-205	Utilities	1,814	2,039	1,958	2,221
01-5203-206	Communications	2,420	1,994	2,963	3,606
01-5203-208	Property & Liability Ins	703	1,464	1,074	971
01-5203-209	Dues & Subscriptions	86	60	96	160
01-5203-212	Postage	1,551	2,700	2,285	2,642
01-5203-213	Travel & Training	409	778	895	1,000
01-5203-215	Medical Costs	0	35	35	100
01-5203-218	Warrant Fees - Johnson Co	0	0	25,688	30,000
01-5203-223	Interpreters & Sign Lang	1,274	0	212	2,000
01-5203-224	Municipal Judge	14,400	14,400	18,000	18,000
01-5203-301	Office Supplies	5,545	5,073	4,548	5,500
01-5203-303	Janitorial Supplies	342	367	368	400
01-5203-308	Credit Card Services	9,532	11,127	10,199	11,000
01-5203-309	Warrant Round-Up	90	0	0	500
01-5203-310	Clothing & Uniforms	0	0	0	500
01-5203-403	Building Maintenance	1,260	1,330	873	1,720
01-5203-405	Maintenance Contracts	0	50	215	280
	TOTAL COURT	141,096	167,406	258,026	277,116

City of Alvarado

Animal Control

Description

Animal Services is responsible for responding to all calls for animal related problems including pets, wildlife, livestock and exotics. The Animal Control Division investigates all cruelty allegations toward animals; enforces all City and State laws pertaining to animals; handles nuisance calls concerning stray animals; responds to animal bites and supervises quarantine procedures. As its name implies, animal control in the form of dog and cat licensing and vaccinations, animal housing and restraints, catching, impounding, and releasing or euthanasia of unlicensed stray animals is what this department is about.

Although a local animal census has not been conducted, the annual volume of stray, unlicensed and dead animals (primarily dogs and cats in all three categories) picked up by city animal control personnel indicates a relatively significant animal population.

Goals

Provide 24-hour service response to animal control calls.

Participate in yearly rabies clinic.

Evaluate possibility of outreach program to local elementary schools concerning pet ownership.

Increase City licenses compliance by special water bill mailings.

Objectives

Respond to animal control service calls within one hour of call receipt during normal business hours.

Respond to animal bite calls within 15 to 30 minutes of call receipt.

Respond to after-hours emergency animal control calls within 15 to 30 minutes of call receipt.

Use water bill inserts and the newsletters to encourage pet owners to use such ID programs as collars and tags

<u>Departmental Personnel</u>	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>	<u>Budgeted 2015-16</u>
Animal Control Officer	1	1	2	2
Animal Shelter Clerk (part-time)		.5		
Total	1	1.5	2	2

City of Alvarado

Animal Control

	ACTUAL	ACTUAL	ESTIMATED	ADOPTED
	2012-2013	2013-2014	2014-2015	BUDGET
	2015-2016			
01-5205-11 Regular Salaries	26,167	27,038	48,952	50,604
01-5205-112 Part-Time Salaries	1,158	8,181	0	0
01-5205-113 Overtime	141	508	270	500
01-5205-115 Christmas Bonus	200	300	400	400
01-5205-116 Longevity Pay	60	127	187	300
01-5205-118 Workers Compensation Ins	806	1,188	1,142	1,754
01-5205-119 Insurance - Employees	5,058	5,766	15,414	13,609
01-5205-120 Retirement - TMRS	1,001	1,086	1,906	2,360
01-5205-121 FICA	1,716	2,234	2,925	3,212
01-5205-122 Medicare	401	522	684	751
01-5205-123 TWC Expense	9	347	87	414
01-5205-205 Utilities	1,507	5,354	5,471	5,925
01-5205-206 Communications	568	748	1,233	1,296
01-5205-208 Property & Liability Ins.	828	900	1,260	1,206
01-5205-213 Travel & Training	85	400	50	1,000
01-5205-215 Medical Costs	13	0	1,332	320
01-5205-230 Website Maintenance	215	275	100	375
01-5205-301 Office Supplies	332	632	797	800
01-5205-303 Janitorial Supplies	10	297	190	350
01-5205-304 Fuel & Lubricants	1,826	1,361	1,341	1,693
01-5205-306 Materials & Supplies	24,047	2,211	2,055	6,400
01-5205-308 Animal Food	0	71	63	200
01-5205-310 Clothing & Uniforms	674	1,196	505	725
01-5205-314 Animal Disposal	1,639	648	108	250
01-5205-316 Vet Supplies	2,408	2,775	6,085	4,000
01-5205-401 Vehicle Maintenance	1,731	295	454	2,000
01-5205-403 Building Maintenance	702	3,040	4,441	3,300
01-5205-550 Capital Outlay	10,666	0	0	6,000
TOTAL ANIMAL CONTROL	83,968	67,500	97,452	109,744

City of Alvarado

Code Services

Description

This department is responsible for the application and enforcement of zoning regulations, subdivision regulation, building, electric, plumbing, and heat and air condition regulations. The abatement of weed lots, trash/debris, junk vehicles, substandard structures and other life, health, and safety concerns. The code compliance department is also the liaison for the Planning and Zoning Commission and the Board of Adjustments and Appeals.

Goals

To ensure that minimum code and material standards are applied to new and rebuilt structures, and that these structures are reasonably safe for the citizens of Alvarado.

Building Inspection/Code Enforcement will also ensure that all zoning districts are properly maintained and will strive to facilitate development in a practical and timely manner.

Objectives

To respond to daily inspections within 24 hours of notice each working day.

To review plans and issue permits within an average of 3 days

To respond to complaints regarding code violation and supply notice of disposition within 5 working days of complaint.

<u>Departmental Personnel</u>	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>	<u>Budgeted 2015-16</u>
Building Inspector	1	1	1	1
Code Enforcement Officer	1	1	1	1
Total	2	2	2	2

City of Alvarado

Code Services

	ACTUAL	ACTUAL	ESTIMATED	ADOPTED
	2012-2013	2013-2014	2014-2015	BUDGET
				2015-2016
01-5102-111 Regular Salaries	64,665	68,400	71,524	73,570
01-5102-113 Overtime	0	0	0	300
01-5102-115 Christmas Bonus	400	400	400	400
01-5102-116 Longevity Pay	960	1,126	1,200	1,320
01-5102-118 Workers Compensation	445	572	502	506
01-5102-119 Group Insurance	11,048	10,902	12,486	11,062
01-5102-120 Retirement - TMRS	2,385	2,713	2,805	3,443
01-5102-121 FICA	4,090	4,332	4,343	4,687
01-5102-122 Medicare	956	1,013	1,016	1,096
01-5102-123 TWC Expense	18	414	18	414
01-5102-204 Janitorial Services	2,218	2,238	2,218	2,220
01-5102-205 Utilities	1,814	2,039	1,947	2,221
01-5102-206 Communications	3,061	3,602	4,203	3,172
01-5102-208 Property & Liability Ins	1,549	1,752	1,382	1,302
01-5102-209 Dues & Subscriptions	175	387	175	507
01-5102-212 Postage	1,697	1,452	1,176	1,200
01-5102-213 Travel & Training	155	1,063	480	1,600
01-5102-219 Platting & Zoning	617	163	219	500
01-5102-245 Back-Up Inspections	10,405	38,135	40,974	41,400
01-5102-245 Back-Up for Prairielands	0	0	0	49,000
01-5102-301 Office Supplies	2,087	3,858	2,795	1,800
01-5102-303 Janitorial Supplies	342	356	347	350
01-5102-304 Fuel & Lubricants	3,611	2,915	2,012	2,663
01-5102-306 Materials & Supplies	213	269	124	400
01-5102-310 Clothing & Uniforms	288	0	130	1,000
01-5102-315 Demolitions	6,020	7,266	19,527	20,000
01-5102-316 Mowing	3,290	3,560	4,690	5,500
01-5102-401 Vehicle Maintenance	881	988	203	1,000
01-5102-403 Building Maintenance	1,247	1,318	766	1,668
01-5102-405 Maintenance Contracts	4,748	4,263	5,183	6,152
01-5102-505 Light/Med Trucks	0	0	24,017	0
01-5102-518 Easement & Deed Expense	605	319	899	500
01-5102-601 Lease & Note Payments	3,766	2,824	0	0
TOTAL CODE	133,756	168,639	207,761	240,953

City of Alvarado

Streets

Description

This department provides both corrective and preventative maintenance to the City's vehicular circulation and flood control/drainage systems. Operationally, a broad array of maintenance tasks are performed, including pothole patching, curb and gutter repair, sweeping, traffic control signal and sign repair and replacement, drainage ditch and channel dredging and cleaning, and much more. Maintenance work is typically undertaken on either a scheduled (weather permitting) or condition-responsive basis.

Goals

Maintain streets in a condition that enables the public to move efficiently throughout the City.

Perform maintenance of drainage and street system in a manner that puts forth a positive image for the city and the public.

Maintain all signs and markings to meet the requirements of the Manual Uniform Traffic Control Devices.

Conduct annual street inventory.

Increase operation efficiency in responding to street repairs and drainage system cleaning.

Objectives

Repair; replace sight-obstructed intersections, malfunctioning traffic signals, within one hour of notification.

Maintain a system log that tracks response time for street repairs and drainage system cleaning complaints.

<u>Departmental Personnel</u>	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>	<u>Budgeted 2015-16</u>
Laborer	1	1	1	1
Total	1	1	1	1

City of Alvarado

Library

Description

The Library provides an organized collection of print and non-print materials for patrons of all ages that meet their informational, educational, and recreational needs. The Alvarado Public Library's relatively large and growing collection of books, reference materials, newspapers, magazines, audio and videotapes, and computer services make a trip to the library and experience on its own.

Goals

To serve the needs of the patrons and all citizens of Alvarado. The Library strives to deliver cost effective services in a personal, responsive and innovative manner.

To continue to encourage children's interest in and appreciation of reading through development of the collection and programming

Provide increased access to technology through the Internet and CD-ROM resources

Pursue grants to help purchase new computers to provide web-based on-line catalog and children's computer center.

Objectives

To make a wide variety of materials available to residents by evaluating the collection and remaining responsive to community needs.

Continue to develop multi-purpose computer center to enhance existing reference services and to provide the capability for patrons to produce research papers resumes, and other products.

Increase the number of Library cardholders by at least 20% per year.

To provide information and recreation to an increasing number of citizens through adult, young adult and children's programs.

<u>Departmental Personnel</u>	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>	<u>Budgeted 2015-16</u>
Library Director	1	1	1	1
Assistant Librarian	1	1	1	1
Clerk (part-time)(2)	1	1	1	1
Total	3	3	3	3

City of Alvarado

Library

	ACTUAL	ACTUAL	ESTIMATED	ADOPTED
	2012-2013	2013-2014	2014-2015	BUDGET
				2015-2016
01-5401-111 Regular Salaries	64,518	65,694	65,138	65,902
01-5401-112 Part-Time Salaries	15,714	17,807	19,447	19,817
01-5401-115 Christmas Bonus	600	600	600	600
01-5401-116 Longevity Pay	1,320	1,500	1,382	960
01-5401-118 Workers Compensation	243	303	278	269
01-5401-119 Group Insurance	10,461	11,028	11,552	11,251
01-5401-120 Retirement - TMRS	2,373	2,624	2,640	3,064
01-5401-121 FICA	5,057	5,297	5,174	5,411
01-5401-122 Medicare	1,183	1,239	1,210	1,266
01-5401-123 TWC Expense	166	703	145	828
01-5401-204 Janitorial Service	5,760	5,760	5,760	5,760
01-5401-205 Utilities	9,183	9,952	9,823	11,638
01-5401-206 Communications	995	1,131	1,627	2,490
01-5401-208 Property & Liability Ins	1,773	4,704	1,525	1,492
01-5401-212 Postage	98	41	37	100
01-5401215 Medical Costs	0	0	35	0
01-5401-217 Internet Services	489	482	90	0
01-5401-235 IT Expense	0	1,400	647	1,500
01-5401-301 Office Supplies	5,102	5,884	3,186	5,000
01-5401-306 Materials & Supplies	5,722	6,742	7,512	7,500
01-5401-310 Clothing & Uniforms	0	0	0	667
01-5401-325 Storytime	36	27	37	100
01-5401-327 Summer Reading Program	2,656	2,800	2,807	3,000
01-5401-328 Library Book Losses	0	0	183	1,000
01-5401-403 Building Maintenance	8,868	5,520	2,856	5,000
01-5401-404 Equipment Maintenance	110	248	0	500
01-5401-405 Maintenance Contracts	2,275	2,724	2,846	3,270
01-5401-550 Capital Outlay	5,800	8,420	0	
TOTAL LIBRARY	150,502	162,630	146,537	158,385

City of Alvarado

Senior Services

Description

This department provides multiple services and activities for the senior citizens of Alvarado and surrounding areas. Services include recreational activities, exercise and fitness opportunities and a host of other social activities and support services. All of this is designed to afford senior adults opportunities to continue to utilize their considerable wisdom, experience, and talents in productive, worthwhile, and rewarding ways.

Goals

Continue to help older adults build a brighter future for themselves and their community by enabling them to live independently with dignity.

Objectives

Outreach into the community to make people aware of our services.

Manage and monitor volunteers to overall better the organization of the center.

<u>Departmental Personnel</u>	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>	<u>Budgeted 2015-16</u>
Senior Services Director	1	1	1	1
Total	1	1	1	1

City of Alvarado

Senior Services

	ACTUAL	ACTUAL	ESTIMATED	ADOPTED
	2012-2013	2013-2014	2014-2015	BUDGET
				2015-2016
01-5402-111 Regular Salaries	30,684	31,200	32,756	33,593
01-5402-113 Christmas Bonus	200	200	200	200
01-5402-116 Longevity Pay	480	563	600	660
01-5402-118 Workers Compensation	95	120	110	112
01-5402-119 Group Insurance	5,068	5,294	6,109	5,437
01-5402-120 Retirement - TMRS	1,183	1,294	1,311	1,660
01-5402-121 FICA	1,981	2,031	2,006	2,260
01-5402-122 Medicare	463	475	469	529
01-5402-123 TWC Expense	9	207	9	207
01-5402-128 SCC Open/Close Fees	1,400	1,775	800	2,000
01-5402-204 Janitorial Services	4,800	4,400	4,800	4,800
01-5402-205 Utilities	7,155	7,378	7,291	8,010
01-5402-206 Communications	634	595	757	428
01-5402-208 Property & Liability Ins	1,297	1,848	1,941	2,027
01-5402-212 Postage	5	5	2	25
01-5402-301 Office Supplies	0	126	1	500
01-5402-302 Office Furniture & Equip	496	0	0	3,000
01-5402-304 Fuel & Lubricants	0	0	0	300
01-5402-306 Materials & Supplies	829	937	875	900
01-5402-310 Clothing & Uniforms	0	0	0	167
01-5402-401 Vehicle Maintenance	153	0	26	400
01-5402-403 Building Maintenance	2,486	5,906	3,318	3,500
01-5402-404 Equipment Maintenance	0	0	0	100
01-5402-550 Capital Outlay	0	0	0	0
TOTAL SENIOR SERVICES	59,418	64,354	63,381	70,815

City of Alvarado

Park Maintenance

Description

The Parks Maintenance Department is responsible for the grounds maintenance production, landscaping enhancement, beautification, and development of the City's parks.

This year an additional full-time employee was added to the staff to keep up with park maintenance.

Goals

To maintain all common, right-of-way, and drainage areas at a standard and acceptable manner which reflect a positive light on the community and its citizenry.

To maintain and improve the overall appearance of the City's parkland, major municipal sites, and right-of-way areas throughout the City.

Objectives

The improvement of smaller parks, including but not limited to security lighting, parking areas, picnic areas, playgrounds and play areas.

To assist in the support and operation of City sponsored special events and activities, to include other departments and programs throughout the City.

<u>Departmental Personnel</u>	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>	<u>Budgeted 2015-16</u>
Park Maintenance Worker	1	1	2	2
Part-Time Workers	2	2	3	3
Total	3	3	5	5

City of Alvarado

Park Maintenance

	ACTUAL	ACTUAL	ESTIMATED	ADOPTED
	2012-2013	2013-2014	2014-2015	BUDGET
				2015-2016
01-5403-111 Regular Salaries	19,838	22,459	44,441	47,133
01-5403-112 Part-time Salaries	4,912	5,536	5,568	6,912
01-5403-113 Overtime	1,120	2,813	396	3,500
01-5403-115 Christmas Bonus	200	200	400	400
01-5403-116 Longevity Pay	0	62	0	60
01-5403-118 Workers Compensation Ins	887	1,147	975	1,602
01-5403-119 Group Insurance	4,498	5,604	13,262	11,251
01-5403-120 Retirement - TMRS	766	994	1,721	2,327
01-5403-121 FICA	1,588	1,876	3,028	3,596
01-5403-122 Medicare	371	439	708	841
01-5403-123 TWC Expenses	164	386	261	621
01-5403-206 Communications	358	417	790	842
01-5403-208 Property & Liability Ins	1,177	936	1,355	1,376
01-5403-215 Medical Costs	210	30	250	400
01-5403-301 Office Supplies	0	29	0	200
01-5403-304 Fuel & Lubricants	5,824	6,222	5,561	7,071
01-5403-306 Materials & Supplies	471	982	720	1,000
01-5403-307 Minor Tools & Equipment	2,157	92	1,347	2,500
01-5403-310 Clothing & Uniforms	731	927	2,008	2,500
01-5403-317 Chemicals	25	65	646	500
01-5403-401 Vehicle Maintenance	684	1,202	411	1,500
01-5403-404 Equipment Maintenance	1,002	2,059	2,030	2,000
01-5403-408 Parks Maintenance	9,943	10,292	19,532	173,100
01-5403-409 Dam Maintenance	0	576	293	25,000
01-5403-412 Cemetery Maintenance	3,600	3,600	3,600	3,600
01-5403-503 Special Purpose Equipment	0	0	0	12,000
01-5403-505 Light/Med Trucks/Autos	0	0	0	30,000
TOTAL PARKS MAINTENANCE	60,526	68,945	109,303	341,832

City of Alvarado Non-Departmental

		ACTUAL	ACTUAL	ESTIMATED	ADOPTED
		2012-2013	2013-2014	2014-2015	BUDGET
		<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>
01-5103-201	Legal Services	61,765	47,464	25,515	40,000
01-5103-202	Audit & Accounting	10,900	11,800	12,500	13,200
01-5103-206	Communications	600	600	600	1,456
01-5103-209	Dues & Subscriptions	2,586	2,012	2,115	2,980
01-5103-213	Travel & Training	0	0	0	2,000
01-5103-214	Employee Recognition	4,863	4,640	8,007	7,600
01-5103-217	Internet Services	3,000	2,500	7,800	8,640
01-5103-231	Gas Drillng Inspector	0	17,875	38,500	35,750
01-5103-232	TASC Expense	1,996	2,925	1,643	2,500
01-5103-233	Code Revision	7,818	2,616	2,642	2,500
01-5103-235	IT Computer Services	8,826	31,405	27,677	72,224
01-5103-236	Hazardous Waste Collection	0	0	0	4,000
01-5103-238	Land Rental Expense	100	100	100	100
01-5103-241	Contingency Fund	8,579	15,212	9,379	19,895
01-5103-242	Clean-Up Landfill	4,000	4,000	4,000	4,000
01-5103-250	Johnson County Tax Office	3,590	5,468	10,727	11,800
01-5103-251	Central Appraisal District	17,801	20,899	53,992	33,000
01-5103-252	Johnson Co Transportation	3,065	3,024	3,030	3,030
01-5103-253	Mosquito Control	0	13,780	15,120	8,000
01-5103-254	MERP Expenses	0	0	0	8,000
01-5103-304	Fuel & Lubricants	769	575	183	750
01-5103-310	Clothing & Uniform	0	0	241	250
01-5103-312	Community Events	0	23,854	13,062	15,000
01-5103-320	Council Chamber Expenses	1,551	1,291	810	3,660
01-5103-550	Capital Outlay		20,915	200,000	60,421
TOTAL NON-DEPARTMENTAL		<u>141,809</u>	<u>232,955</u>	<u>437,643</u>	<u>360,756</u>

City of Alvarado

FY 2015-2016

Annual Budget

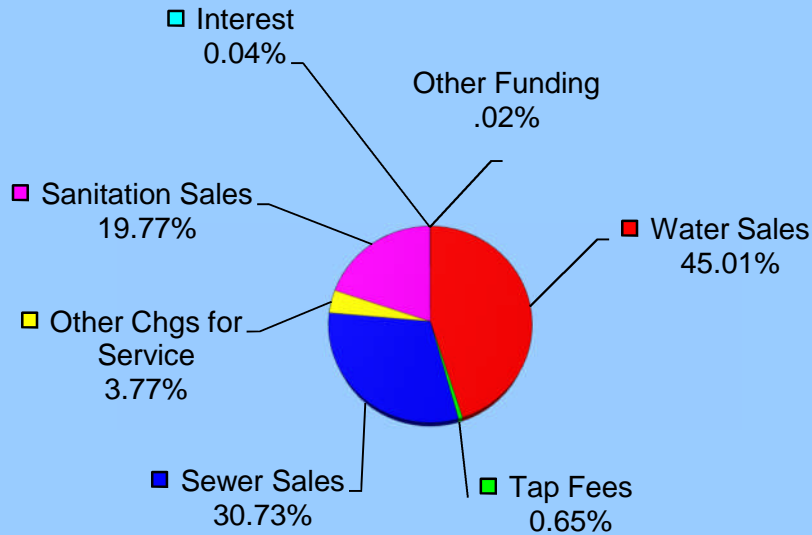
Water and Sewer Fund

The Water and Sewer Fund is used to account for the provision of water, wastewater and sanitation services to the residents of the City. All activities necessary to provide such services are accounted for in this fund, including, but not limited to administration, operations, maintenance, and financing, and related debt service. The operations of the Water and Sewer Fund are financed and operated in a manner similar to private business enterprises where the expenses (including depreciation) of providing goods or services to the general public be financed or recovered primarily through user charges. An overview of the Water and Wastewater Systems is included as well as a summary of expenses, a personnel schedule, departmental descriptions, goals and objectives.

	<u>ACTUAL FY 2012</u>	<u>ACTUAL FY 2013</u>	<u>ACTUAL FY 2014</u>	<u>ESTIMATE FY 2015</u>	<u>BUDGET FY 2016</u>
REVENUES/SOURCES					
Property Taxes					
Consumer Taxes					
Franchise Fees					
Licenses & Permits					
Fines and Forfeitures					
Charges for Service	\$2,468,749	\$2,541,166	\$2,577,692	\$2,587,260	\$2,520,100
Intergovernmental					
Interest	2,788	2,205	1,382	1,597	1,000
Interfund Transfers					
Other Funding	281	540	3,897	456	500
TOTAL REVENUES	<u>\$2,471,818</u>	<u>\$2,543,911</u>	<u>\$2,582,971</u>	<u>\$2,589,313</u>	<u>\$2,521,600</u>
EXPENDITURES/USES					
General Government					
Public Safety					
Public Works	\$2,567,206	\$2,567,206	\$2,356,851	\$2,127,591	\$2,490,297
Public Health					
Culture/Recreation					
Interfund Transfers					
Other					
DEBT SERVICE					
Principal & Interest	338,558	338,558	332,460	331,467	330,330
TOTAL EXPENDITURES	<u>\$2,905,764</u>	<u>\$2,905,764</u>	<u>\$2,689,311</u>	<u>\$2,459,058</u>	<u>2,820,627</u>

WATER AND SEWER FUND REVENUES

WATER AND SEWER FUND REVENUES FY 2015-2016

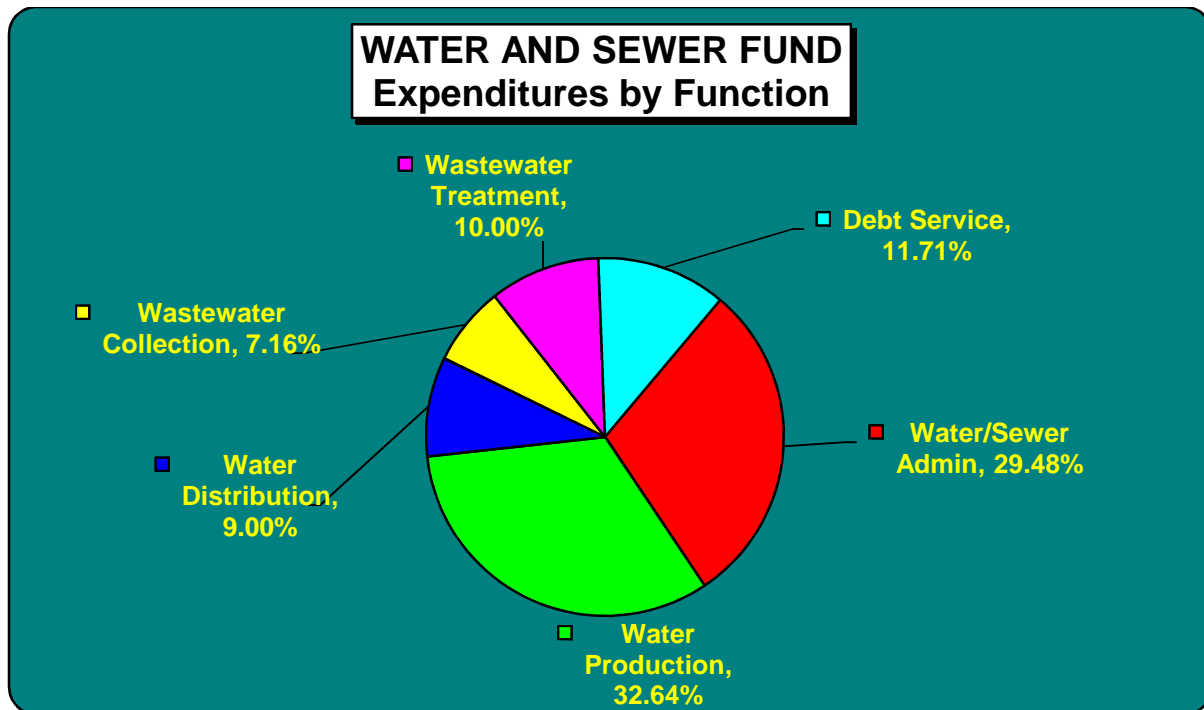


	2014-2015		2015-2016	
	<u>Estimated</u>	<u>%</u>	<u>Budgeted</u>	<u>%</u>
Water Sales	\$1,186,652	45.84%	\$1,135,000	45.01%
Sewer Sales	792,154	30.59%	775,000	30.73%
Sanitation Sales	510,102	19.70%	498,600	19.77%
Other Charges for Service	97,254	3.76%	95,000	3.77%
Tap Fees	1,100	.04%	16,500	.65%
Interest	1,598	.06%	1,000	.04%
Other Funding	456	.01%	500	.02%
Total	<u>\$2,589,316</u>	<u>100.0%</u>	<u>\$2,521,600</u>	<u>100.0%</u>

Expenditures By Function

The major expenditures in the Water and Sewer Fund are budgeted in the administration of the City's water and sewer systems at 29.48%. The water system expenses account for 41.64%, including production at 32.64% and distribution at 9.00%. The wastewater system expenses account for 17.16%, including wastewater collection at 7.16% and wastewater treatment at 10.0%. Debt service costs are 11.71% of the total budget.

The table and chart below shows the overall breakdown in the Water and Sewer Fund.



	2014-15		2015-16	
	<u>Actual</u>	<u>%</u>	<u>Budget</u>	<u>%</u>
Water/Sewer Administration	\$811,236	30.46%	\$831,614	29.48%
Water Production	766,346	28.78%	920,793	32.64%
Water Distribution	245,009	9.20%	253,875	9.00%
Wastewater Collection	253,793	9.53%	202,093	7.16%
Wastewater Treatment	255,255	9.58%	281,922	10.00%
Debt Service	331,530	12.45%	330,330	11.71%
Total	\$2,823,477	100.00%	\$2,820,627	100.00%

City of Alvarado

Water & Sewer Administration and Utility Billing

Description

The Water and Sewer Administration provides the administration and operations personnel and other expenses necessary to oversee the water and sewer operations of the City. This department serves as a citizen information and utility payment center for the City. Its functions range from receiving water and sewer payments and answering questions about City programs and services. In addition to the accounts receivable function for water, wastewater and sanitation services, this division is also responsible for receipting and depositing monies collected by other departments on a daily basis. The costs of employees for maintenance and operations of the water systems and the sewer systems of the City are in this department.

Goals

Establish positive customer relations by providing courteous, efficient, and timely transactions and problem resolutions.

Deposit all monies received on a timely basis and in compliance with both City policies and generally accepted cash-handling procedures.

Promote efficient office operations.

To read and help maintain over 1,510 water meters so that the water customers receive a fair and consistent billing based on individual usage.

To process consumption and bill water customers in a timely manner.

Objectives

Respond to customer service requests within one workday of the request receipt.

To provide accurate meter readings to over 1,510 customers monthly in an accurate, professional, and timely manner.

To process 100% of payments within one day of receipts.

Respond to citizen's requests and complaints 98% of the time within two hours.

<u>Departmental Personnel</u>	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>	<u>Budget 2015-16</u>
Public Works Director	1	1	1	1
Asst. Public Works Director	1	1	1	1
Customer Service Clerks	2	2	2	2
Water/Sewer Laborers	7	7	7	7
Total	11	11	11	11

City of Alvarado

Water & Sewer Administration/Utility Billing

	ACTUAL 2012-13	ACTUAL 2013-14	ESTIMATED 2014-15	ADOPTED BUDGET 2015-16
02-5101-111 Regular Salaries	184,007	152,716	152,683	163,460
02-5101-113 Overtime	2,164	1,000	4,642	4,000
02-5101-114 Certification Pay	1,121	607	720	720
02-5101-115 Christmas Bonus	1,000	800	800	800
02-5101-116 Longevity Pay	1,710	1,260	1,770	2,460
02-5101-118 Workers Compensation Ins.	4,328	3,489	2,884	3,309
02-5101-119 Insurance - Employees	26,121	24,531	24,723	22,313
02-5101-120 Retirement - Employees	6,865	6,065	6,130	7,809
02-5101-121 Social Security	11,273	9,703	9,027	10,629
02-5101-122 Medicare	2,636	2,270	2,107	2,486
02-5101-123 TWC Expenses	45	1,084	36	828
02-5101-202 Audit & Accounting	9,540	10,400	10,980	11,610
02-5101-204 Janitorial Services	2,228	2,218	2,218	2,220
02-5101-205 Utilities	1,814	2,000	1,958	2,221
02-5101-206 Communications	4,255	3,415	4,050	3,124
02-5101-207 Advertisements & Notices	0	250	0	200
02-5101-208 Property & Liability Ins.	1,136	1,653	1,684	1,636
02-5101-212 Postage	10,569	11,000	0	12,440
02-5101-213 Travel & Training	984	3,000	11,965	2,000
02-5101-215 Medical Cost	0	200	0	100
02-5101-216 Mileage	0	100	0	100
02-5101-217 Internet Services	3,000	3,000	0	0
02-5101-225 Collection Agency Fees	642	800	658	500
02-5101-235 IT Services	6,000	6,000	6,000	525
02-5101-237 Garbage Pickup Service	445,439	447,000	552,100	450,000
02-5101-240 Careflite Expense for Citizens	0	12,000	14,991	15,100
02-5101-241 Contingency Fund	18,716	54,101	27,589	14,839
02-5101-244 Bad Debt Expense	18,595	15,000	10,166	15,000
02-5101-301 Office Supplies	3,339	4,000	3,185	4,000
02-5101-302 Office Furniture & Equipment	0	1,000	0	3,000
02-5101-303 Janitorial Supplies	332	500	347	400
02-5101-306 Materials & Supplies	0	500	71	250
02-5101-308 Credit Card Services	8,298	8,600	11,699	12,000
02-5101-310 Clothing & Uniforms	2,795	2,000	1,774	2,700
02-5101-403 Building Maintenance	1,359	1,865	860	1,718
02-5101-404 Equipment Maintenance	351	1,000	471	500
02-5101-405 Maintenance Contracts	4,556	4,978	6,389	6,380
02-5101-503 Special Purpose Equipment	0	9,475	5,560	0
02-5101-509 Hydrants & Meters	2,565	6,000	6,352	6,000
02-5101-601 Lease & Note Pymts	5,946	4,460	0	0
02-5101-650 Administrative Fees to GF	28,548	32,735	24,000	24,000
02-5101-660 Transfers Out	2,180	12,750	0	20,237
02-5101-706 Series 2008A Principal	27,000	29,000	30,000	31,000
02-5101-707 Series 2008A Interest	100,620	99,406	98,100	96,750
02-5101-711 Series 2008B Principal	140,000	145,000	150,000	155,000
02-5101-712 Series 2008B Interest	64,516	59,086	53,367	47,580
TOTAL WATER/SEWER ADMIN	<u>1,156,593</u>	<u>1,198,017</u>	<u>1,242,056</u>	<u>1,161,944</u>

City of Alvarado

Water Production

Description

Water Production reflect the costs of the production and disaffection of water produced by 5 city owned wells. This department also reflects the costs of emergency repairs to the water system. The City entered into an agreement on October 1, 2009 with Johnson County Special Utility District for the purchase of additional water when added.

Goals

Ensure adequate quality and quantity of water supplied to each customer.

Comply with all State and Federal regulations governing public water systems.

Maintain an effective Water Production System.

To obtain TNRCC Certifications for all water department employees.

Objectives

Monitor water quality to ensure compliance with all Safe Drinking Water Act rules and regulation as applicable.

To repair water main breaks on an average of 72 hours or less of notification.

Properly operation and maintain all water system equipment and facilities to ensure the safety of the potable water delivered to the customer.

Perform routine maintenance to improve system reliability.

City of Alvarado

Water Production Expenses

	ACTUAL 2012-13	ACTUAL 2013-14	ESTIMATED 2014-15	ADOPTED BUDGET 2015-16
02-5201-111 Salaries and Wages	29,499	49,631	49,133	49,661
02-5201-113 Overtime	3,094	0	0	0
02-5201-114 Certification	0	0	0	0
02-5201-115 Christmas Bonus	200	400	400	400
02-5201-116 Longevity Pay	23	0	53	180
02-5201-118 Workers Compensation Ins.	835	1,815	1,373	1,556
02-5201-119 Insurance - Employees	5,847	11,361	11,829	10,873
02-5201-120 Retirement - Employees	1,201	1,953	1,918	2,289
02-5201-121 Social Security	2,008	3,124	2,950	3,115
02-5201-122 Medicare	469	731	694	729
02-5201-123 TWC Expenses	18	542	111	414
02-5201-127 Call Out Compensation	0	0	206	0
02-5201-203 Engineering Services	0	0	0	2,500
02-5201-205 Utilities	92,396	115,000	106,117	101,452
02-5201-206 Communications	357	900	479	1,465
02-5201-208 Property and Liability Ins.	4,816	1,718	3,946	4,170
02-5201-209 Dues and Subscriptions	481	350	375	375
02-5201-213 Travel and Training	1,321	3,000	648	2,000
02-5201-215 Medical Costs	130	200	0	200
02-5201-301 Office Supplies	27	250	63	250
02-5201-304 Fuel and Lubricants	3,690	4,450	3,230	3,179
02-5201-306 Materials and Supplies	288	2,000	232	4,000
02-5201-307 Minor Tools and Equipment	790	2,200	71	1,500
02-5201-310 Clothing and Uniforms	997	2,000	2,306	2,500
02-5201-317 Chemicals	6,949	6,000	6,394	6,000
02-5202-318 TCEQ Fees	3,004	3,004	3,038	3,500
02-5201-319 Water and Sewer Analysis	2,455	3,000	5,862	3,000
02-5201-321 Purchased Water Expense	345,788	530,912	340,411	412,195
02-5201-322 Prairielands Groundwater Fees	22,189	17,000	25,019	25,500
02-5201-401 Vehicle Maintenance	867	1,500	813	1,500
02-5201-403 Building Maintenance	961	1,300	99	500
02-5201-411 System Maintenance	24,019	83,535	78,058	221,500
02-5201-601 Lease and Note Payments	458	3,980	3,981	13,230
02-5201-650 Administrative Fees to GF	16,950	19,436	14,250	14,250
02-5201-651 W/S Lines Franchise to GF	26,810	26,810	26,810	26,810
Total Water Production Expenses	598,937	898,102	690,869	920,793

City of Alvarado

Water Distribution

Description

Water Distribution reflects the costs of the distribution of potable water throughout the City from the time it enters the City's system. This responsibility consists of maintaining an adequate supply of water in storage reservoirs to meet the peak periods of usage, maintaining water pressure throughout the City, and maintaining pumping facilities, which convey water from the production facilities to the customers. This department also reflects the costs of emergency repairs to the water distribution system.

Goals

Ensure adequate quality and quantity of water supplied to each customer.

Comply with all State and Federal regulations governing public water systems.

Maintain an effective water distribution system.

To obtain TNRCC Certifications for all water department employees.

Objectives

Monitor water quality to ensure compliance with all Safe Drinking Water Act rules and regulations as applicable.

To repair water main breaks on an average of 72 hours or less of notification.

Properly operate and maintain all water system equipment and facilities to ensure the safety of the potable water delivered to the customer.

Perform routine maintenance to improve system reliability.

City of Alvarado Water Distribution Expenses

		ACTUAL 2012-13	ACTUAL 2013-14	ESTIMATED 2014-15	ADOPTED BUDGET 2015-16
02-5202-111	Salaries and Wages	64,395	68,607	58,776	71,642
02-5202-113	Overtime	2,247	21,000	9,985	21,000
02-5202-114	Certification Pay	0	125	360	720
02-5202-115	Christmas Bonus	400	400	200	400
02-5202-116	Longevity Pay	420	540	494	540
02-5202-118	Workers Comp Ins	2,114	3,378	2,674	3,123
02-5202-119	Insurance - Employees	11,071	11,964	12,579	13,651
02-5202-120	Retirement - Employees	2,647	3,784	2,861	4,594
02-5202-121	Social Security	4,465	6,065	4,142	6,253
02-5202-122	Medicare	1,045	1,418	969	1,462
02-5202-123	TWC Expenses	18	542	21	414
02-5202-127	Call Out Compensation	6,976	6,552	5,274	6,552
02-5202-204	Janitorial Services	1,151	1,124	1,843	1,850
02-5202-205	Utilities	2,046	2,350	3,114	2,678
02-5202-206	Communications	1,536	2,184	2,104	1,452
02-5202-208	Property & Liability Ins.	2,348	1,688	1,386	1,375
02-5202-213	Travel & Training	1,035	3,000	448	2,000
02-5202-215	Medical Costs	0	200	230	200
02-5202-301	Office Supplies	27	250	18	250
02-5202-303	Janitorial Supplies	144	250	584	750
02-5202-304	Fuel and Lubricants	4,206	4,450	3,221	3,179
02-5202-306	Materials and Supplies	8,846	12,000	20,850	15,000
02-5202-307	Minor Tools and Equip	2,448	2,500	682	2,500
02-5202-310	Clothing and Uniforms	1,821	2,200	2,002	2,500
02-5202-401	Vehicle Maintenance	1,078	1,500	810	1,500
02-5202-403	Building Maintenance	377	700	585	1,000
02-5202-404	Equipment Maintenance	5,105	3,000	969	3,000
02-5202-405	Maintenance Contracts	103	100	1,576	0
02-5202-411	System Maintenance	23,702	30,000	4,926	30,000
02-5202-601	Lease & Note Payments	453	3,980	3,648	13,230
02-5202-650	Administrative Fees to GF	16,950	19,436	14,250	14,250
02-5202-651	W/S Lines Franchise to GF	26,810	26,810	26,810	26,810
Total Water Distribution Expenses		195,984	242,097	188,391	253,875

City of Alvarado

Wastewater Collection

Description

This department is responsible for the collection and transmission of wastewater.

Repair, maintenance, monitoring and proper flows within the sewer collection system are the city's responsibility. Preventative maintenance (to avoid stoppages and sewer backups) and condition-responsive repair work represent a large part of the workload of this department.

This department periodically installs new mains or replaces existing ones. This is normally done to correct repeated stoppages in low places, to replace old and deteriorated mains, or to accommodate a capital improvement project.

Goals

Ensure the sewer collection system infrastructure integrity through system maintenance and evaluation as required.

Manhole inspection and rehabilitation to reduce inflow and infiltration.

Minimize sanitary sewer interruptions.

Comply with all State and Federal regulations governing the treatment of wastewater.

Objectives

Increase enforcement and identify violators of liquid waste ordinances to release grease and suspended solids in waste water system.

Minimize sewer main stoppages by regular inspection and cleaning of existing sewer collection on a preventive maintenance basis.

Minimize infiltration/inflow through existing manhole walls by performing maintenance to manholes throughout the collection system.

City of Alvarado

Wastewater Collection Expenses

		ACTUAL	ACTUAL	ESTIMATED	ADOPTED
		2012-13	2013-14	2014-15	BUDGET
		2012-13	2013-14	2014-15	2014-15
02-5301-111	Salaries and Wages	43,327	43,932	40,692	47,996
02-5301-113	Overtime	3,293	0	0	0
02-5301-114	Certification Pay	0	208	140	720
02-5301-115	Christmas Bonus	400	400	400	400
02-5301-116	Longevity Pay	0	120	0	0
02-5301-118	Workers Compensation Ins.	1,240	1,572	1,398	1,468
02-5301-119	Insurance - Employees	10,471	11,964	10,785	12,423
02-5301-120	Retirement - Employees	1,711	1,723	1,491	2,126
02-5301-121	Social Security	2,807	2,756	2,426	3,070
02-5301-122	Medicare	656	645	564	712
02-5301-123	TWC Expenses	18	542	147	414
02-5301-203	Engineering / Survey Services	2,450	5,000	1,345	2,500
02-5301-204	Janitorial Services	1,160	1,124	1,843	900
02-5301-205	Utilities	6,886	6,850	9,294	6,727
02-5301-206	Communications	1,284	1,765	1,390	1,920
02-5301-208	Property & Liability Ins.	2,257	1,929	1,800	1,871
02-5301-213	Travel and Training	347	3,000	577	2,000
02-5301-215	Medical Costs	60	200	190	260
02-5301-301	Office Supplies	27	250	18	250
02-5301-303	Janitorial Supplies	144	250	584	250
02-5301-304	Fuel and Lubricants	4,206	4,450	3,230	3,710
02-5301-306	Materials and Supplies	998	2,000	3,748	2,500
02-5301-307	Minor Tools and Equipment	2,060	1,500	154	1,500
02-5301-310	Clothing and Uniforms	1,821	2,000	2,192	2,500
02-5301-317	Chemicals	85	1,500	0	1,000
02-5301-401	Vehicle Maintenance	1,003	1,500	810	1,500
02-5301-403	Building Maintenance	1,338	1,500	584	1,000
02-5301-404	Equipment Maintenance	2,933	5,000	3,253	3,000
02-5301-405	Maintenance Contracts	51	100	4,020	40
02-5301-411	System Maintenance	4,942	60,000	15,151	85,000
02-5301-601	Lease and Note Payments	988	10,886	9,979	10,887
02-5301-650	Administrative Fees to GF	13,382	15,344	11,250	11,250
02-5301-651	W/S Lines Franchise to GF	21,065	21,065	21,065	21,065
02-5301-662	Transfer to Special Projects	0	0	0	22,834
Total Wastewater Collection Expenses		133,410	211,075	150,520	253,793

City of Alvarado

Wastewater Treatment

Description

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

The City's wastewater treatment plant began production in 2009. Additional improvements are included in the capital projects budget for 2015-2016.

Goals

Maintain compliance with State and Federal requirements for operation and maintenance of the wastewater treatment plant.

Operate the facility in the most cost efficient manner possible while maintaining effluent quality.

Objectives

Require operator to receive classroom training hours and stay informed of the latest technologies and innovations.

Modify ordinances and industrial pretreatment program to keep the plant in compliance with EPA mandates.

Provide routine scheduled maintenance of pumps and mechanical equipment.

City of Alvarado

Wastewater Treatment Expenses

		ACTUAL	ACTUAL	ESTIMATED	ADOPTED
		2012-13	2013-14	2014-15	BUDGET
					2015-16
02-5302-111	Salaries and Wages	26,011	31,950	33,974	33,743
02-5302-113	Overtime	8,155	0	0	0
02-5302-114	Certification Pay	0	125	360	720
02-5302-115	Christmas Bonus	200	200	200	200
02-5302-116	Longevity Pay	180	240	300	360
02-5302-118	Workers Compensation Ins.	839	1,180	861	1,084
02-5302-119	Insurance - Employees	5,058	5,680	6,297	5,626
02-5302-120	Retirement - Employees	1,243	1,269	1,370	1,595
02-5302-121	Social Security	1,951	2,031	1,933	2,171
02-5302-122	Medicare	456	475	452	508
02-5302-123	TWC Expenses	9	271	9	207
02-5302-205	Utilities	54,531	64,300	69,476	90,903
02-5302-206	Communications	4,550	4,500	3,457	3,420
02-5302-208	Property & Liability Ins.	6,867	2,743	5,727	5,796
02-5302-213	Travel and Training	629	2,000	826	2,000
02-5302-215	Medical Costs	0	100	0	100
02-5302-301	Office Supplies	100	250	220	250
02-5302-304	Fuel and Lubricants	5,768	8,750	3,221	3,179
02-5302-306	Materials and Supplies	339	2,000	615	2,500
02-5302-307	Minor Tools and Equipment	1,009	1,000	399	1,000
02-5302-310	Clothing and Uniforms	1,021	1,000	1,030	1,240
02-5302-317	Chemicals	5,904	1,200	3,024	3,000
02-5302-318	TCEQ Fees	2,714	5,000	4,932	5,000
02-5302-319	Water and Sewer Analysis	32,057	31,000	30,660	33,000
02-5302-401	Vehicle Maintenance	824	1,500	810	1,500
02-5302-403	Building Maintenance	0	500	1,191	1,500
02-5302-404	Equipment Maintenance	4,398	3,000	2,792	3,000
02-5302-405	Maintenance Contracts	0	7,787	2,664	2,775
02-5302-411	System Maintenance	16,506	30,000	11,095	30,000
02-5302-601	Lease and Note Payments	458	3,980	3,648	13,230
02-5302-650	Administrative Fees to GF	13,382	15,344	11,250	11,250
02-5302-651	W/S Lines Franchise to GF	21,065	21,065	21,065	21,065
	Total Wastewater Treatment Expenses	216,224	250,440	223,858	281,922

City of Alvarado

FY 2015-2016 Annual Budget

Debt Service

DEBT MANAGEMENT POLICY

Debt Issuance – The City issues debt only for the purpose of acquiring or constructing capital assets for the general benefit of its citizens, and to allow the fulfillment of its various missions as a City. Debt may be issued for the purposes of purchasing land or right-of-way and/or improvements to land, for construction projects to provide for the general good, or for capital equipment. The City will uphold all related bond covenant agreements associated with bond issues. Bond issues will be conducted after consultation with an outside financial advisor. The City will maintain good communications with bond rating agencies, financial advisors, independent auditors, investors, and citizens regarding its financial condition.

General Obligation Bonds (GO's) – General Obligation Bonds are used to fund capital assets of the general government such as facilities, streets, and drainage. They are not to be used to fund operating needs of the City. A general obligation bond is a legal debt instrument used to finance permanent projects within the City limits. The bond is backed by the tax base and the City's ability to tax for repayment of indebtedness. The bond is also backed by the full faith and credit of the issuing government. State law requires an incorporated city to submit the proposed bond issue to a public referendum and to receive voter authorization prior to issuance of bonds.

Revenue Bonds (RB's) – Revenue Bonds are issued to provide for the capital needs of an activity that requires continuation or expansion of a service that produces revenue, and for which the asset may reasonably be expected to provide for a revenue stream to fund the debt service requirements. A revenue bond is a legal debt instrument used to finance permanent public projects. Unlike the GO bonds, the revenue bond does not require voter approval. The City Council is authorized to approve the bond and set the user rates to pay the annual principal and interest.

Certificates of Obligation (CO's) – Certificates of Obligation are used to fund capital requirements that are not otherwise covered under either Revenue Bonds or General Obligation Bonds. Debt Service for CO's may be either from general revenues or backed by a specific revenue stream or streams or by a combination of both. Generally, CO's are used to fund capital assets not requiring full bond issues because of the cost of the asset(s) to be funded through the instrument.

Contractual Obligations – Contractual Obligations are used to fund capital assets that require smaller amounts of funding than traditional obligations. They are generally issued when the life of the asset is less than ten years. This is done to match the depreciable life of the asset to the actual cost of the asset. Debt service for contractual obligations is paid from ad valorem taxes.

Disclosure – Full disclosure of operations will be made to the bond rating agencies and other users of financial information. City staff, with the assistance of financial advisors and bond counsel, will prepare necessary materials for presentation to the rating agencies, aid in the production of Official Statements, and take responsibility for the accuracy of all financial information releases.

Federal Requirements – The City will maintain procedures to comply with arbitrage rebate and other Federal requirements.

Debt Limit – The State of Texas limits the ad valorem tax rate to \$2.50 per \$100 valuation. The City Charter limits the ad valorem tax rate to \$1.50 per \$100 valuation of taxable property within the City. The City of Alvarado proposed rate of \$ 0.665469 falls well below this limit.

Bond Ratings – Alvarado’s bond ratings are as follows:

The City has maintained a “AA” rating from Standard & Poor’s Ratings Services since November 2013, which indicates a stable outlook on Alvarado, Texas’ General Obligation Debt.

These ratings directly affect the cost of debt. The City’s policies are focused on issues that maintain high bond ratings and keep debt costs reasonable. The City’s bond or “credit” rating is an assessment of the City’s ability and willingness, and its legal obligation, to make full and timely payments of principal and interest on the debt security over the course of its maturity schedule. Ratings are designed exclusively for the purpose of grading debt instruments according to their credit qualities and do not constitute a recommendation to buy or sell a security.

The rating process evaluates the past performance and trends, and evaluates estimated future prospects. Both qualitative data and quantitative data are considered. Historical trends and current conditions, in addition to prepared projections, are utilized when making evaluations about future performance. Evaluations are generally based on what has taken place over the last five to ten years.

When applying for a credit rating, the items required of the City include audit reports, current budget documents, current capital improvement program, statements of long and short-term debt, and an indication of appropriate authority for debt issuance. Standard & Poor’s ratings range from AAA to BBB with AAA being the highest rating. Moody’s has nine basic rating categories for long term obligations. They range from Aaa to C. An Aaa rating indicates the issuer has an extremely strong ability to meet its debt obligations, whereas a C rating represents an adequate ability to meet debt requirements.

The City currently uses Southwest Securities, Dallas, Texas in capacity of financial advisor. They coordinate the debt issuance for the City and determine the City’s capacity to authorize, issue, and service debt. On the basis of this determination and with the approval of the City Council they will proceed with the sale of the debt instruments. When a bid for the debt instruments is accepted by the City, the financial advisor directs the closing of the sale.

City of Alvarado

FY 2015-2016 Annual Budget

General Debt Service

DEBT SERVICE FUND

The Debt Service Fund, also known as General Obligation Interest and Sinking Fund, provides for the payment of bond principal and interest as they come due and capital lease payments. Debt issuance finances the City's purchase of land, buildings, land improvements, and construction and reconstruction of streets and drainage facilities.

The property tax rate and tax levy are required to be computed and levied to provide the money required to pay principal and interest as it comes due. This fund is also used to provide for the payment of fiscal agent fees. The General Obligation debt is financed by property taxes and interest earned on investments.

As an operational policy, the annual general obligation debt service should not exceed 50% of the total tax rate. Once the debt service portion of the tax rate exceeds a 50% pro-rata share, a city's ability to adjust the operations levy to adapt to changes in the tax base and in operational needs is hindered. The inflexibility in the tax rate places further stress upon other sources of revenue.

For the 2015-2016 fiscal year, the debt service portion of the proposed tax rate is \$0.280215 per \$100 of assessed value. This represents 38.23% of the proposed total adopted rate of \$0.773 per \$100 of assessed value. Debt principal payments paid from ad valorem tax revenues are paid annually. Interest payments on tax-supported debt are made semi-annually. The City will not issue notes to finance operating deficits.

The City issued General Obligation Refunding Bonds, Series 2011, in February, 2012 in the amount of \$3,960,000 to refinance the City's debt. These Refunding Bonds were issued to pay the balance remaining in the Combination Tax and Revenue Certificates of Obligation, Series 2001 and the Combination Tax and Revenue Certificates of Obligation, Series 1994. The certificates are secured by a pledge of surplus net revenues derived from the operation of the City's combined Waterworks and Sewer System as approved by the City Council on August 15, 2011. The certificates are further secured from the ad valorem tax levied annually within the limits prescribed by law against all taxable property in the City of Alvarado.

The City issued Combination Tax and Revenue Certificates of Obligation, Series 2012 in the amount of \$4,810,000 to be used for the purpose of constructing improvements to the City's water and sewer system including water storage tanks, connection lines and a new water well. These Certificates were approved by the City Council On June 18, 2012. The Certificates constitute direct obligations of the City payable from an annual ad valorem tax levied against all taxable property therein, within the limits prescribed by law, and further secured by a limited pledge of net revenues of the City's combined Waterworks and Sewer System.

The City issued Combination Tax and Revenue Certificates of Obligation, Series 2015 in the amount of \$3,475,000 to be used to replace sewer lines and to improve streets and relocate the utility lines relating thereto and for the legal, fiscal, engineering, architectural professional services related to these improvements. These Certificates were issued on August 12, 2015. They constitute direct obligations of the City payable from an annual ad valorem tax levied against all taxable property therein, within the limits prescribed by law, and further secured by a limited pledge of net revenues of the City's combined Waterworks and Sewer System.

GENERAL DEBT SERVICE

	<u>ACTUAL FY 2012</u>	<u>ACTUAL FY 2013</u>	<u>ACTUAL FY 2014</u>	<u>ESTIMATED FY 2015</u>	<u>BUDGET FY 2016</u>
Beginning Fund Balances	\$(16,086)	\$(44,603)	\$(58,401)	\$(54,297)	\$(21,719)
REVENUES/SOURCES					
Property Taxes	\$603,336	\$763,543	\$808,278	\$836,735	\$840,848
Consumer Taxes					
Franchise Fees					
Licenses & Permits					
Fines and Forfeitures					
Charges for Service					
Intergovernmental					
Interest					
Transfers	63,329				
Other Funding					
TOTAL REVENUES	\$666,665	\$763,543	\$808,278	\$836,735	\$840,848
EXPENDITURES/USES					
General Government					
Public Safety					
Public Works					
Public Health					
Culture/Recreation					
Transfers					
Other					
DEBT SERVICE					
Principal	\$534,969	\$485,000	\$525,000	\$540,000	\$475,000
Interest	159,312	291,842	277,874	262,856	364,548
Other – Fiscal Agent Fee	900	500	1,300	1,300	1,300
TOTAL EXPENDITURES	\$695,181	\$777,342	\$804,174	\$804,156	\$840,848
Ending Fund Balances	<u>\$(44,603)</u>	<u>\$(58,401)</u>	<u>\$(58,297)</u>	<u>\$(21,719)</u>	<u>\$(21,719)</u>

**SUMMARY OF GENERAL OBLIGATION BONDS
PRINCIPAL AND INTEREST REQUIREMENTS**

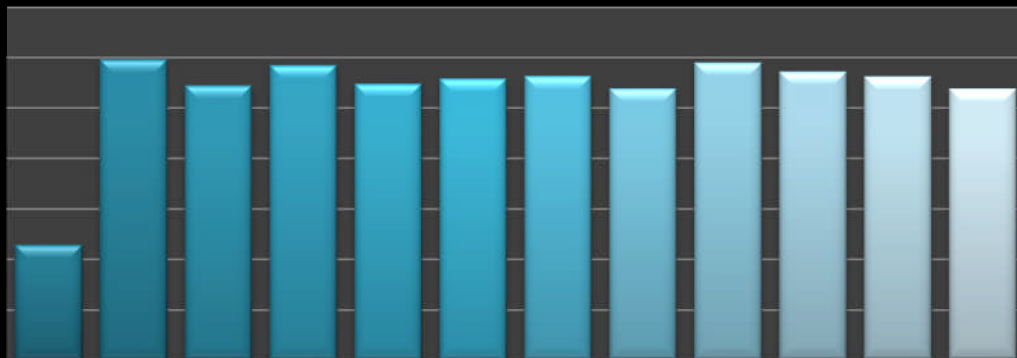
2015-2016 REQUIREMENTS

	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
2011 REFUNDING BONDS	\$220,000	\$99,950	\$319,950
2012 BOND	130,000	147,463	277,463
2015 BOND	125,000	117,135	242,135
	<hr/>	<hr/>	<hr/>
G. O. DEBT SERVICE REQUIREMENTS FOR 2015-16	<u>\$475,000</u>	<u>\$364,548</u>	<u>\$839,548</u>

**TOTAL OUTSTANDING G. O. DEBT SERVICE REQUIREMENTS
AS OF OCTOBER 1, 2015**

	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
2011 REFUNDING BONDS	\$2,905,000	\$697,650	\$3,602,650
2012 BOND	4,535,000	2,187,791	6,722,791
2015 BOND	<u>3,475,000</u>	<u>1,327,660</u>	<u>4,802,660</u>
	<hr/>	<hr/>	<hr/>
TOTAL REQUIREMENTS	<u>\$10,915,000</u>	<u>\$4,213,101</u>	<u>\$15,128,101</u>

**G. O. BOND REQUIREMENTS
THROUGH MATURITY**



City of Utility

FY 2015-2016 Annual Budget

Utility Debt Service

The City authorized the issuance of Combination Tax and Revenue Certificates of Obligations, Series 2008A in the amount of \$2,346,000 and issued Combination Tax and Revenue Certificates of Obligations, Series 2008B in the amount of \$2,200,000 in March 2008 to be used for the purpose of constructing, acquiring and installing improvements, additions and extensions to the City's sanitary sewer system acquisition, including construction of a wastewater treatment plant and a water transmission line, and the acquisition of land and interests in land as necessary and for the legal, fiscal, design and engineering fees incurred in connection with such projects. The certificates are secured by a pledge of surplus net revenues derived from the operation of the City's combined Waterworks and Sewer System as approved by the City Council on March 17, 2008. The certificates are further secured from the ad valorem tax levied annually within the limits prescribed by law.

**SUMMARY OF WATERWORKS & SEWER SYSTEM REVENUE REFUNDING
BONDS AND COMBINATION TAX & REVENUE CERTIFICATES OF OBLIGATION
PRINCIPAL AND INTEREST REQUIREMENTS**

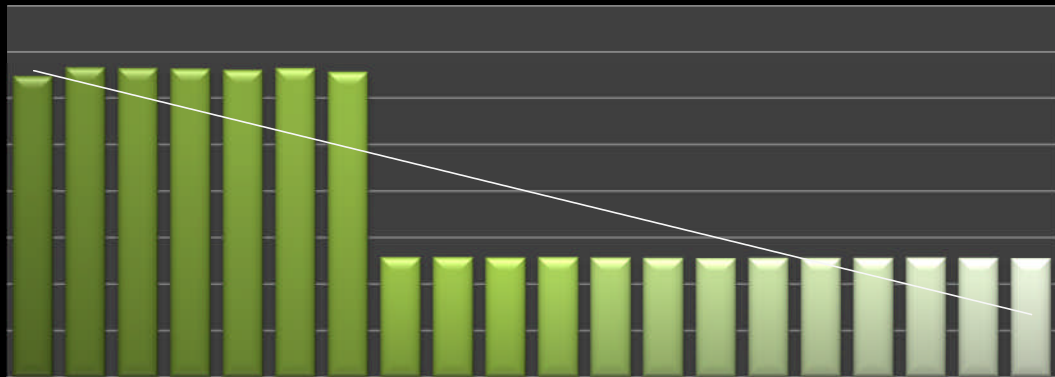
2015-2016 REQUIREMENTS

	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
2008A SERIES	\$31,000	\$96,750	\$127,750
2008B SERIES	<u>155,000</u>	<u>47,580</u>	<u>202,580</u>
WATER & SEWER DEBT SERVICE REQUIREMENTS FOR 2012-13	<u>\$186,000</u>	<u>\$144,330</u>	<u>\$330,330</u>

**TOTAL DEBT SERVICE REQUIREMENTS
FROM WATERWORKS & SEWER SYSTEM REVENUE
AS OF OCTOBER 1, 2015**

	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
2008A SERIES	\$2,150,000	\$1,946,247	\$4,096,247
2008B SERIES	<u>1,220,000</u>	<u>197,336</u>	<u>1,417,336</u>
TOTAL OUTSTANDING WATER & SEWER DEBT SERVICE REQUIREMENTS	<u>\$3,370,000</u>	<u>\$2,143,583</u>	<u>\$5,513,583</u>

**WATER AND SEWER SYSTEMS
BOND REQUIREMENTS
THROUGH MATURITY**



City of Alvarado

FY 2015-2016 Annual Budget

Special Revenue Funds

SPECIAL REVENUE FUNDS

The Special Revenue Funds were established to account for the proceeds of specific revenue sources that are restricted to expenditures for specific purposes. Descriptions and financial information are located in this section for the following funds:

ECONOMIC DEVELOPMENT CORPORATION FUND (4B)

HOTEL OCCUPANCY TAXES FUND (HOT)

MINERAL LEASES AND ROYALTIES FUND

COURT FUNDS

ECONOMIC DEVELOPMENT CORPORATION

The special revenue fund was established to record receipts collected by the state for a one-half percent sales tax on taxable items sold within the City of Alvarado. The tax was authorized by voter referendum. Previously, in 1991, the State Legislature had approved an amendment to the Development Corporation Act of 1979 (Article 5190.6 Vernon Civil Statutes) to allow qualifying cities to impose with voter approval, an additional one-half cent sales tax for projects as defined by 4B of the Act, primarily Parks and Recreation projects, if their sales tax rate at the time of the election does not exceed 7.25%

After passage of the tax, the Economic Development Corporation was formed in March 2001 and is comprised of seven directors. By-laws for the Corporation were written and structured within the framework of the Development Corporation Act of 1979, Section 4B. Authorized categories under this section include, among other items, land, buildings, or equipment for professional and amateur sports facilities, park facilities and events, entertainment and tourist facilities, and affordable housing.

MISSION STATEMENT

COMMITTED TO IMPROVING THE QUALITY OF LIFE FOR ALL CITIZENS THROUGH ECONOMIC DEVELOPMENT AND THE DEVELOPMENT, IMPLEMENTATION AND MAINTENANCE OF CITY PARKS, RECREATION AND FACILITIES.

**ECONOMIC
DEVELOPMENT FUND**