



“They put themselves at great personal risk to make sure the citizens were not put at an even greater risk.” - quote from Hereford Police Department Captain Kirsten Williams in reference to an elevator fire put out by the Hereford Volunteer Fire Department in August 2016.

City of Hereford

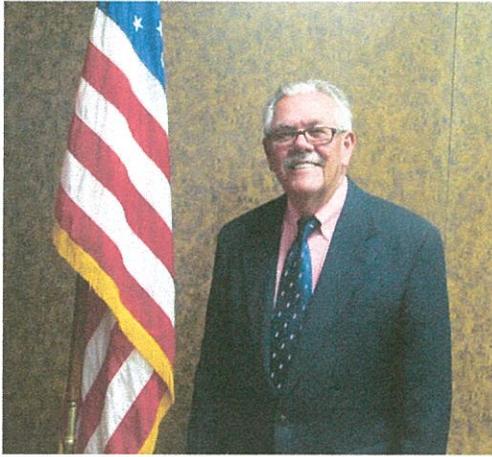
Municipal Budget

Fiscal Year October 1, 2016 - September 30, 2017

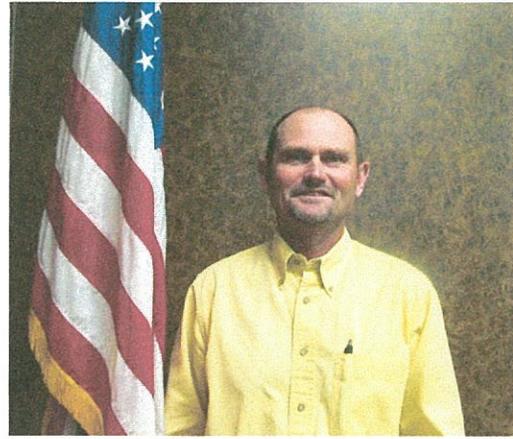
A special thanks to our first responders!



“I’ve always seen first responders as unsung heroes and very special people because, when everyone else is running away from danger, they run into it.” Dwayne Johnson.



*Tom Simons, Mayor
Serving the City since 2015*



*Charlie Kerr, Mayor Pro-Tem
Serving the City since 2005*



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



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



*Linda Cumpton, Place Four
Serving the City since 2014*



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



*Marcos Castro, Place Six
Serving the City since 2016*

CITY OF HEREFORD, TEXAS

GENERAL BUDGET

October 1, 2016 - September 30, 2017

TOM SIMONS, MAYOR

COMMISSIONERS

JOSE GARZA

ANGIE ALONZO

CHARLIE KERR

LINDA CUMPTON

CATHY BUNCH

MARCOS CASTRO

RICK L. HANNA, CITY MANAGER

STEVE BARTELS, ASSISTANT CITY MANAGER

SUZANNE FINCH, CITY SECRETARY

TABLE OF CONTENTS

Budget Ordinance

Taxes:

Tax Levies, Collections & Analysis	1
Bonded Indebtedness & Tax Bonds	2

Revenue & Expense Summary - All Funds	3
---------------------------------------	---

General Fund Departmental Detail

Administration	8
Building & Zoning	11
Food Safety	14
Municipal Court	17
Fire	20
Health	23
Park	26
Aquatic Center	29
Golf Course	32
Police	35
Animal Control	38
Street	41
Airport	44
Non-Departmental	47

Water & Sewer Fund Departmental Detail

Finance	49
Utility Maintenance	52
Water Production	55
Wastewater Treatment	58
Non-Departmental	61

H.E.D.C. Fund Detail

H.E.D.C.	63
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Personnel Schedule	67
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ORDINANCE NO. 09.19.16C

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, 2016, AND ENDING SEPTEMBER 30, 2017

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, 2016, and ending September 30, 2017, 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 19, 2016.

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, 2016 and ending September 30, 2017 is approved.
2. That the sum of \$9,591,458.00 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 \$5,422,729.00 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 \$760,000.00 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 Cathy Bunch, seconded by Commissioner Marcos Castro, and by a vote of Mayor Tom Simons – aye; Commissioner Jose Garza – aye; Commissioner Angie Alonzo – abstained; Commissioner Charlie Kerr – aye; Commissioner Cathy Bunch – aye; Commissioner Marcos Castro – aye; the Commission duly adopted and ordered filed this the 19th day of September, 2016.



Tom Simons, Mayor
City of Hereford, Texas

ATTEST:



Suzanne Finch, City Secretary

Tax Levies and Collections

2010			2011		
	<u>Actual</u>	%		<u>Actual</u>	%
Tax Roll	\$1,660,644	100.00	Tax Roll	\$1,659,100	100.00
Collections	\$1,622,936	97.73	Collections	\$1,622,655	97.80
Delinquent	\$33,285	2.00	Delinquent	\$27,166	1.64
2012			2013		
	<u>Actual</u>	%		<u>Actual</u>	%
Tax Roll	\$1,674,599	100.00	Tax Roll	\$1,710,969	100
Collections	\$1,623,233	96.93	Collections	\$1,657,484	96.87
Delinquent	\$34,738	2.25	Delinquent	\$19,028	1.11
2014			2015		
	<u>Actual</u>	%		<u>Actual</u>	%
Tax Roll	\$1,728,772	100.00	Tax Roll	\$1,739,670	100.00
Collections	\$1,701,552	98.42	Collections	\$1,712,765	98.45
Delinquent	\$4,615	0.27	Delinquent	\$27,028	1.55

Property Valuation Analysis

Year	Total Taxable Property	Total Real Property	Total Personal Property
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
2014	538,725,936	434,166,436	104,559,500
2015	545,520,737	441,637,837	103,882,900
2016	562,619,745	456,144,645	106,475,100

Tax Rate Analysis

Fiscal Year 2015-2016

Tax Rate \$0.313761 per \$100.00 Valuation	
I & S Fund	\$0.000000
General Fund	\$0.313761

Fiscal Year 2016-2017

Tax Rate \$0.330000 per \$100.00 Valuation	
I & S Fund	\$0.000000
General Fund	\$0.330000

Total Assessed Valuation 2016	\$562,619,745
Total Tax Roll @ \$0.330000 Rate	\$1,856,645
Estimated Collections @ 95%	\$1,763,813

ANNUAL BUDGET

Revenue and Expense Summary General Fund

Account Number	Classification	Budgeted 2015-2016	Actual 2015-2016	Proposed 2016-2017
General Fund Revenue				
101101	Property Taxes - Current	\$1,475,000	\$1,712,195	\$1,858,000
101102	Property Taxes - Delinquent	216,000	928	0
101103	Property Taxes - Penalty & Interest	17,000	24,116	0
101104	Property Taxes - Delinquent Prior Years	20,500	27,622	0
101106	Garbage Billing	2,086,896	2,093,344	2,125,000
101107	Municipal Court Receipts	265,000	248,722	265,000
101108	Municipal Court Tech Fund Revenue	10,000	8,909	10,000
101109	Court Costs & Sales Tax Discounts	5,000	212	5,000
101110	Franchise Fees	1,060,200	1,054,168	1,060,200
101111	Building & Zoning Fees	34,000	46,703	34,000
101112	Building & Zoning Inspections	4,000	4,463	4,000
101113	Airport Hangar & Tie-down Revenue	35,000	33,861	35,000
101114	Airport Taxable Revenue	155	92	155
101115	Juvenile Officer - D.S.C. & H.I.S.D.	25,400	10,806	25,400
101116	Interest Earned	1,800	2,558	1,800
101117	Airport Fuel Sales Revenue	150,000	153,432	150,000
101118	Golf Course - Non-Taxable Revenue	170,000	170,138	170,000
101119	Licenses	4,000	2,243	4,000
101120	Miscellaneous Revenue	6,000	14,664	6,000
101121	Landfill Revenue	70,000	74,867	70,000
101122	H.A.C. - Non-Taxable Revenue	50,000	59,672	50,000
101123	Fire Agreement - D. S. County	266,000	230,633	266,000
101124	Mosquito Spraying	20,000	22,446	20,000
101125	Community Center Revenue & Donations	16,000	22,671	20,000
101126	Golf Course - Taxable Revenue	110,000	91,877	110,000
101127	City Sales & Mixed Drink Tax	1,508,800	1,563,432	1,500,000
101128	Motel Occupancy Tax	170,000	210,479	170,000
101129	Sale of Fixed Assets	0	19,976	0
101131	H.A.C. Taxable Revenue	1,500	1,442	1,500
101132	Municipal Court Security Fund Revenue	6,000	6,605	6,000
101133	Nita Lea Lease Purchase Revenue	0	0	0
101136	Loan Proceeds	0	0	0
101137	Food Safety Permits	0	0	0
101140	L.E.O.S.E. Training Revenue	3,000	2,194	3,000
101180	Operating Transfers In	1,522,000	900,000	1,625,000
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>\$9,329,251</u>	<u>\$8,815,469</u>	<u>\$9,595,055</u>

ANNUAL BUDGET

Revenue and Expense Summary General Fund Continued

Account Number	Classification	Budgeted 2015-2016	Actual 2015-2016	Proposed 2016-2017
<i>General Fund Expenditures</i>				
01-110	Administration	\$383,861	\$337,715	\$389,111
01-112	Building & Zoning	223,474	214,759	231,324
01-115	Food Safety	67,000	67,657	70,450
01-150	Municipal Court	153,500	149,539	161,550
01-210	Fire Department	475,173	391,535	466,271
01-310	Health Department	1,579,677	1,462,552	1,601,500
01-410	Parks Department	579,450	595,559	597,350
01-411	Hereford Aquatic Center	333,200	362,080	400,375
01-412	Golf Course	677,600	861,336	687,400
01-510	Police Department	2,926,875	2,954,833	2,993,750
01-512	Animal Control	133,350	101,723	129,600
01-610	Street Department	1,387,881	1,520,486	1,443,081
01-710	Municipal Airport	321,300	279,620	333,600
01-910	Non-Departmental	<u>86,096</u>	<u>108,392</u>	<u>86,096</u>
<i>General Fund Expenditure Total:</i>		<u>\$9,328,437</u>	<u>\$9,407,786</u>	<u>\$9,591,458</u>

ANNUAL BUDGET

Revenue and Expense Summary Water & Sewer Fund

Account Number	Classification	Budgeted 2015-2016	Actual 2015-2016	Proposed 2016-2017
<i>Water & Sewer Fund Revenue</i>				
101201	Water Billing	\$4,400,000	\$4,677,071	\$4,532,000
101202	Sewer Billing	1,484,000	1,509,904	1,529,000
101203	Service Taps	6,000	9,700	6,000
101205	Penalties on Water Billing	168,160	174,526	168,160
101210	Capital Fund Revenue	0	0	0
101214	Lease Revenue-Water Tower Space	25,000	1,200	25,000
101215	Lease Revenue-City Farm	100,500	62,500	75,000
101216	Interest Earned	7,000	6,384	7,000
101219	Farm Revenue	2,400	0	2,400
101220	Miscellaneous Revenue	2,500	4,800	2,500
101221	Sale of Fixed Assets	0	2,025	0
101223	Donations-Water Acquisition	<u>0</u>	<u>0</u>	<u>0</u>
	<i>Water & Sewer Fund Revenue Total:</i>	<u>\$6,195,560</u>	<u>\$6,448,110</u>	<u>\$6,347,060</u>

Water & Sewer Fund Expenditures

02-110	Finance Office	\$454,145	\$439,855	\$493,495
02-210	Utility Maintenance	1,047,050	1,018,645	1,150,200
02-310	Water Production	965,900	1,039,949	986,300
02-410	Wastewater Treatment	312,534	364,607	314,534
02-910	Non-Departmental	<u>2,368,550</u>	<u>1,422,523</u>	<u>2,478,200</u>
	<i>Water & Sewer Fund Expenditure Total:</i>	<u>\$5,148,179</u>	<u>\$4,285,579</u>	<u>\$5,422,729</u>

ANNUAL BUDGET

Revenue and Expense Summary
Voluntary Park Fund

Account Number	Classification	Budgeted 2015-2016	Actual 2015-2016	Proposed 2016-2017
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Voluntary Park Fund Revenues

101101	Voluntary Park Revenue	<u>\$39,000</u>	<u>\$41,026</u>	<u>\$39,000</u>
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	<i>Voluntary Park Fund Revenue Total:</i>	<u>\$39,000</u>	<u>\$41,026</u>	<u>\$39,000</u>
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Voluntary Park Fund Expenditures

211090	Voluntary Park Capital Improvements	<u>\$39,000</u>	<u>\$19,813</u>	<u>\$39,000</u>
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	<i>Voluntary Park Fund Expenditure Total:</i>	<u>\$39,000</u>	<u>\$19,813</u>	<u>\$39,000</u>
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ANNUAL BUDGET

Revenue and Expense Summary
All Funds

Account Number	Classification	Budgeted 2015-2016	Actual 2015-2016	Proposed 2016-2017
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Revenues

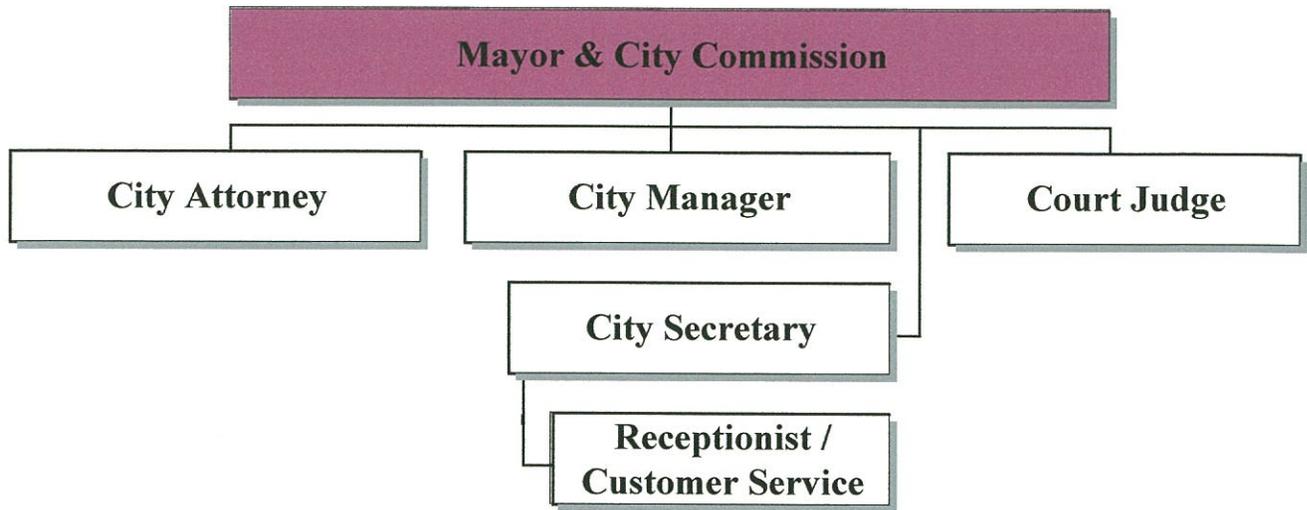
01	General Fund	\$9,329,251	\$8,815,469	\$9,595,055
02	Water & Sewer Fund	6,195,560	6,448,110	6,347,060
04	Voluntary Park Fund	<u>39,000</u>	<u>41,026</u>	<u>39,000</u>

Revenue Total: \$15,563,811 \$15,304,603 \$15,981,115

Expenditures

01	General Fund	\$9,328,437	\$9,407,786	\$9,591,458
02	Water & Sewer Fund	5,148,179	4,285,579	5,422,729
04	Voluntary Park Fund	<u>39,000</u>	<u>19,813</u>	<u>39,000</u>

Expenditure Total: \$14,515,616 \$13,713,179 \$15,053,187



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 in 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 2015-2016	Actual 2015-2016	Proposed 2016-2017
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Personnel Services

211010	Salaries	\$162,500	\$158,769	\$169,000
211011	Overtime	0	0	0
211012	City Commission Salaries	2,400.00	2,362.50	2,400.00
211013	Auto Allowance	9,000.00	9,000.00	9,000.00
211014	Uniforms	1,000.00	800	1,000.00
211015	Health Insurance	14,100.00	13,525.20	14,000.00
211016	W/C & Unemployment Insurance	1,000.00	332.88	1,100.00
211017	Life & LTD Insurance	900	1,190.40	950
211018	TMRS Retirement	18,500.00	17,924.13	19,750.00
211019	Social Security	13,250.00	11,048.50	13,750.00

Total Personnel Services: **\$222,650** **\$214,953** **\$230,950**

Supplies

211020	Supplies	\$7,000	\$9,105	\$7,000
211026	Fuel & Oil	<u>4,050</u>	<u>1,825</u>	<u>4,050</u>

Total Supplies: **\$11,050** **\$10,930** **\$11,050**

Maintenance

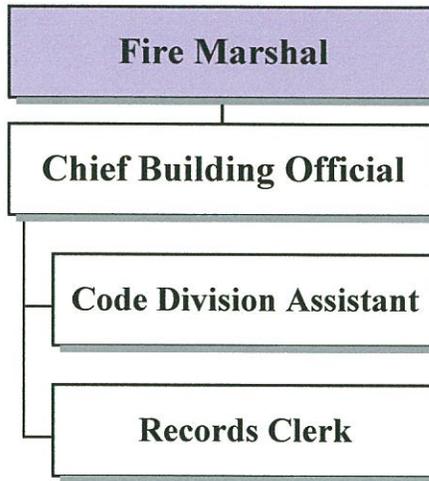
211030	Maintenance - Equipment	\$3,700	\$3,519	\$3,700
211033	Maintenance - Building	<u>2,000</u>	<u>1,500</u>	<u>2,000</u>

Total Maintenance: **\$5,700** **\$5,019** **\$5,700**

Utilities

211040	Natural Gas	\$1,000	\$676	\$1,000
211041	Electricity	2,800	1,907	2,800
211045	Telephone	<u>5,500</u>	<u>5,592</u>	<u>5,900</u>

Total Utilities: **\$9,300** **\$8,175** **\$9,700**



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 2015-2016	Actual 2015-2016	Proposed 2016-2017
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Personnel Services

211210	Salaries	\$147,500	\$145,850	\$152,000
211214	Uniforms	1,200	1,276	1,300
211215	Health Insurance	18,950	18,885	20,000
211216	W/C & Unemployment Insurance	1,000	623	1,100
211217	Life & LTD Insurance	900	765	900
211218	TMRS Retirement	16,000	15,620	17,750
211219	Social Security	<u>11,500</u>	<u>11,615</u>	<u>11,750</u>

Total Personnel Services: **\$197,050** **\$194,635** **\$204,800**

Supplies

211220	Supplies	\$3,500	\$1,544	\$3,500
211226	Fuel & Oil	<u>4,124</u>	<u>2,185</u>	<u>4,124</u>

Total Supplies: **\$7,624** **\$3,729** **\$7,624**

Maintenance

211230	Maintenance - Equipment	\$4,000	\$5,451	\$4,000
211233	Maintenance - Building	<u>2,000</u>	<u>1,500</u>	<u>2,000</u>

Total Maintenance: **\$6,000** **\$6,951** **\$6,000**

Utilities

211240	Natural Gas	\$500	\$298	\$500
211241	Electricity	1,400	874	1,400
211245	Telephone	<u>2,200</u>	<u>2,125</u>	<u>2,200</u>

Total Utilities: **\$4,100** **\$3,298** **\$4,100**

ANNUAL BUDGET

Department
Building & Zoning
(Cont.)

Fund
General

Dept. No.
01-112

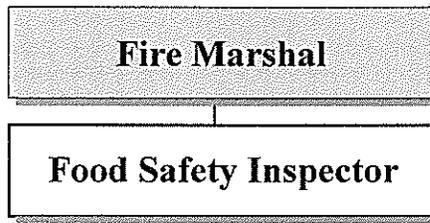
Account Number	Classification	Budgeted 2015-2016	Actual 2015-2016	Proposed 2016-2017
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Other Charges

211280	Dues & Registration	\$2,000	\$1,350	\$2,000
211282	Travel Expense	3,000	1,237	3,000
211283	Subscriptions & Advertising	500	127	500
211286	Lease Equipment	1,700	1,934	1,700
211287	Property & Liability Insurance	<u>1,500</u>	<u>1,500</u>	<u>1,600</u>
	<i>Total Other Charges:</i>	<u>\$8,700</u>	<u>\$6,147</u>	<u>\$8,800</u>

Capital Expense

211290	Capital	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	<i>Total Capital Expense:</i>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	Building & Zoning Total:	<u>\$223,474</u>	<u>\$214,759</u>	<u>\$231,324</u>



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 2015-2016	Actual 2015-2016	Proposed 2016-2017
<i>Personnel Services</i>				
211510	Salaries	\$46,500	\$45,428	\$47,750
211514	Uniforms	400	400	400
211515	Health Insurance	6,900	6,662	7,000
211516	W/C & Unemployment Insurance	250	101	250
211517	Life & LTD Insurance	300	250	300
211518	TMRS Retirement	5,000	4,864	6,300
211519	Social Security	<u>3,600</u>	<u>3,590</u>	<u>3,750</u>
	<i>Total Personnel Services:</i>	<u>\$62,950</u>	<u>\$61,295</u>	<u>\$65,750</u>
<i>Supplies</i>				
211520	Supplies	\$600	\$222	\$600
211526	Fuel & Oil	<u>0</u>	<u>0</u>	<u>0</u>
	<i>Total Supplies:</i>	<u>\$600</u>	<u>\$222</u>	<u>\$600</u>
<i>Maintenance</i>				
211530	Maintenance - Equipment	\$500	\$2,220	\$1,100
211533	Maintenance - Building	<u>0</u>	<u>0</u>	<u>0</u>
	<i>Total Maintenance:</i>	<u>\$500</u>	<u>\$2,220</u>	<u>\$1,100</u>
<i>Utilities</i>				
211540	Natural Gas	\$0	\$0	\$0
211541	Electricity	0	0	0
211545	Telephone	<u>950</u>	<u>941</u>	<u>950</u>
	<i>Total Utilities:</i>	<u>\$950</u>	<u>\$941</u>	<u>\$950</u>

ANNUAL BUDGET

Department
Food Safety
(Cont.)

Fund
General

Dept. No.
01-115

Account Number	Classification	Budgeted 2015-2016	Actual 2015-2016	Proposed 2016-2017
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Other Charges

211580	Dues & Registration	\$350	\$665	\$350
211582	Travel Expense	1,500	2,205	1,500
211587	Property & Liability Insurance	<u>150</u>	<u>109</u>	<u>200</u>

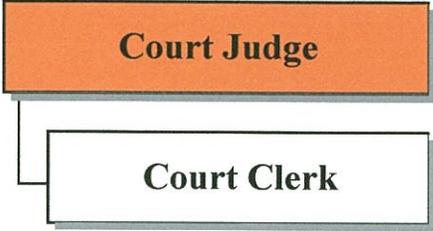
Total Other Charges: **\$2,000** **\$2,979** **\$2,050**

Capital Expense

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

Food Safety Total: **\$67,000** **\$67,657** **\$70,450**



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 2015-2016	Actual 2015-2016	Proposed 2016-2017
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Personnel Services

215010	Salaries	\$99,500	\$98,581	\$103,000
215014	Uniforms	800	800	800
215015	Health Insurance	12,650	12,223	14,000
215016	W/C & Unemployment Insurance	500	211	500
215017	Life & LTD Insurance	600	520	600
215018	TMRS Retirement	10,750	10,554	12,500
215019	Social Security	<u>7,700</u>	<u>7,999</u>	<u>7,900</u>

Total Personnel Services: **\$132,500** **\$130,888** **\$139,300**

Supplies

215020	Supplies	<u>\$2,800</u>	<u>\$4,707</u>	<u>\$3,500</u>
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Total Supplies: **\$2,800** **\$4,707** **\$3,500**

Maintenance

215030	Maintenance - Equipment	\$900	\$951	\$900
215033	Maintenance - Building	750	1,500	1,000
215035	Tech Fund Expense	<u>4,500</u>	<u>6,823</u>	<u>4,500</u>

Total Maintenance: **\$6,150** **\$9,274** **\$6,400**

Utilities

215040	Natural Gas	\$750	\$296	\$750
215041	Electricity	1,400	953	1,400
215045	Telephone	<u>400</u>	<u>536</u>	<u>600</u>

Total Utilities: **\$2,550** **\$1,786** **\$2,750**

ANNUAL BUDGET

Department
Municipal Court
(Cont.)

Fund
General

Dept. No.
01-150

Account Number	Classification	Budgeted 2015-2016	Actual 2015-2016	Proposed 2016-2017
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Other Charges

215080	Dues & Registration	\$1,000	\$671	\$1,000
215082	Travel Expense	2,000	919	2,000
215083	Subscriptions & Advertising	5,000	56	5,000
215087	Property & Liability Insurance	1,100	1,119	1,200
215088	Jury Trial Expense	<u>400</u>	<u>120</u>	<u>400</u>

Total Other Charges: **\$9,500** **\$2,885** **\$9,600**

Capital Expense

215090	Capital	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
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Total Capital Expense: **\$0** **\$0** **\$0**

Municipal Court Total: **\$153,500** **\$149,539** **\$161,550**

Fire Marshal

**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

<u>Department</u>	<u>Fund</u>	<u>Dept. No.</u>
Fire	General	01-210

Account Number	Classification	Budgeted 2015-2016	Actual 2015-2016	Proposed 2016-2017
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Personnel Services

221010	Salaries	\$129,000	\$128,076	\$132,750
221012	Part-Time/Fires & Drills	18,000	16,500	18,000
221013	Firefighter Retirement	28,000	22,580	28,000
221014	Uniforms	1,500	700	1,500
221015	Health Insurance	12,650	12,774	14,000
221016	W/C & Unemployment Insurance	5,000	5,045	5,250
221017	Life & LTD Insurance	750	638	750
221018	TMRS Retirement	13,900	13,717	15,750
221019	Social Security	<u>9,900</u>	<u>10,255</u>	<u>10,250</u>

<i>Total Personnel Services:</i>	<u>\$218,700</u>	<u>\$210,284</u>	<u>\$226,250</u>
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Supplies

221020	Supplies	\$20,000	\$13,768	\$20,000
221026	Fuel & Oil	<u>17,285</u>	<u>7,127</u>	<u>17,285</u>

<i>Total Supplies:</i>	<u>\$37,285</u>	<u>\$20,895</u>	<u>\$37,285</u>
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Maintenance

221030	Maintenance - Equipment	\$20,000	\$25,508	\$20,000
221033	Maintenance - Building	<u>5,000</u>	<u>6,150</u>	<u>5,000</u>

<i>Total Maintenance:</i>	<u>\$25,000</u>	<u>\$31,658</u>	<u>\$25,000</u>
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Utilities

221040	Natural Gas	\$7,200	\$7,844	\$8,000
221041	Electricity	12,186	7,301	12,186
221045	Telephone	<u>8,000</u>	<u>7,370</u>	<u>8,000</u>

<i>Total Utilities:</i>	<u>\$27,386</u>	<u>\$22,515</u>	<u>\$28,186</u>
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ANNUAL BUDGET

Department
Fire
(Cont.)

Fund
General

Dept. No.
01-210

Account Number	Classification	Budgeted 2015-2016	Actual 2015-2016	Proposed 2016-2017
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Other Charges

221077	Civil Defense	\$800	\$0	\$800
221080	Dues & Registration	7,500	4,352	7,500
221082	Travel Expense	12,000	5,717	12,000
221083	Subscriptions & Advertising	250	323	250
221084	LEOSE Training	500	0	500
221086	Lease Equipment	85,752	84,734	92,500
221087	Property & Liability Insurance	10,000	11,057	11,000

Total Other Charges: **\$116,802** **\$106,183** **\$124,550**

Capital Expense

221090	Capital	\$50,000	\$0	\$25,000
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Total Capital Expense: **\$50,000** **\$0** **\$25,000**

Fire Department Total: **\$475,173** **\$391,535** **\$466,271**

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 2015-2016	Actual 2015-2016	Proposed 2016-2017
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Personnel Services

231010	Salaries	\$32,750	\$32,454	\$33,750
231011	Overtime	3,500	2,185	3,000
231014	Uniforms	400	150	300
231015	Health Insurance	6,350	6,112	6,600
231016	W/C & Unemployment Insurance	1,500	1,497	1,600
231017	Life & LTD Insurance	250	199	250
231018	TMRS Retirement	3,900	3,710	5,100
231019	Social Security	<u>2,800</u>	<u>3,197</u>	<u>2,900</u>

Total Personnel Services: **\$51,450** **\$49,504** **\$53,500**

Supplies

231020	Supplies	\$0	\$0	\$0
231021	Chemicals	0	0	0
231026	Fuel & Oil	<u>0</u>	<u>0</u>	<u>0</u>

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

Maintenance

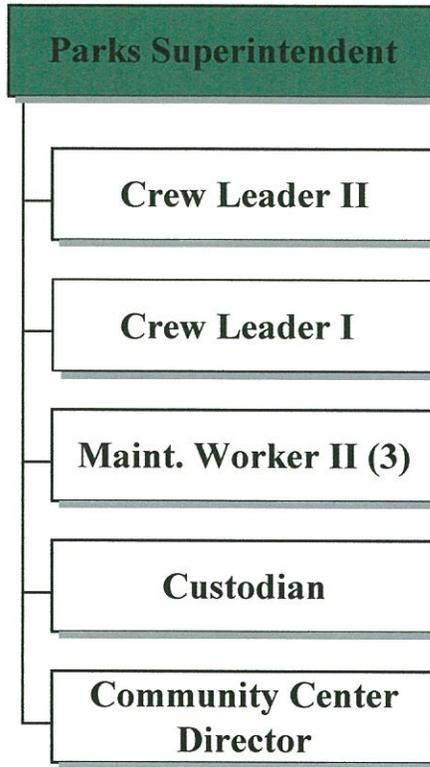
231030	Maintenance - Equipment	\$0	\$0	\$0
231033	Maintenance - Building	<u>0</u>	<u>0</u>	<u>0</u>

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

Utilities

231040	Natural Gas	\$0	\$0	\$0
231041	Electricity	0	0	0
231045	Telephone	<u>0</u>	<u>0</u>	<u>0</u>

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



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 Josserand Aquatic, 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

<u>Department</u>	<u>Fund</u>	<u>Dept. No.</u>
Parks	General	01-410

Account Number	Classification	Budgeted 2015-2016	Actual 2015-2016	Proposed 2016-2017
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Personnel Services

241010	Salaries	\$296,250	\$296,751	\$306,000
241011	Overtime	8,000	8,239	10,000
241012	Part-Time	0	0	0
241014	Uniforms	3,200	2,351	2,500
241015	Health Insurance	51,100	48,893	53,000
241016	W/C & Unemployment Insurance	7,600	7,507	7,600
241017	Life & LTD Insurance	1,900	1,735	1,900
241018	TMRS Retirement	32,750	32,656	35,900
241019	Social Security	<u>23,300</u>	<u>23,789</u>	<u>24,250</u>

Total Personnel Services: **\$424,100** **\$421,922** **\$441,150**

Supplies

241020	Supplies	\$8,500	\$7,051	\$8,500
241021	Chemicals	7,500	5,639	7,500
241026	Fuel & Oil	<u>18,000</u>	<u>14,703</u>	<u>18,000</u>

Total Supplies: **\$34,000** **\$27,393** **\$34,000**

Maintenance

241030	Maintenance - Equipment	\$15,000	\$29,055	\$15,000
241032	Maintenance - Facilities	<u>22,000</u>	<u>36,209</u>	<u>22,000</u>

Total Maintenance: **\$37,000** **\$65,264** **\$37,000**

Utilities

241040	Natural Gas	\$10,500	\$7,127	\$10,500
241041	Electricity	25,000	19,290	25,000
241045	Telephone	<u>2,600</u>	<u>2,251</u>	<u>2,600</u>

Total Utilities: **\$38,100** **\$28,668** **\$38,100**

ANNUAL BUDGET

Department
Parks
(Cont.)

Fund
General

Dept. No.
01-410

Account Number	Classification	Budgeted 2015-2016	Actual 2015-2016	Proposed 2016-2017
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Other Charges

241080	Dues & Registration	\$750	\$317	\$750
241082	Travel Expense	500	115	500
241083	Subscriptions & Advertising	1,500	240	1,500
241087	Property & Liability Insurance	4,500	4,953	4,750

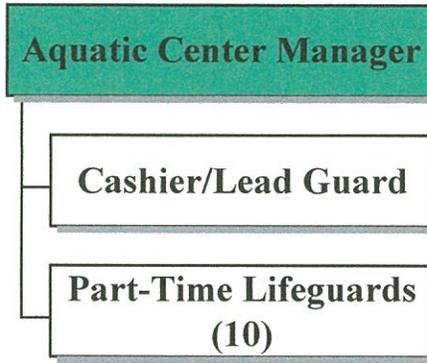
Total Other Charges: **\$7,250** **\$5,625** **\$7,500**

Capital Expense

241090	Capital	\$39,000	\$46,686	\$39,600
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Total Capital Expense: **\$39,000** **\$46,686** **\$39,600**

Park Department Total: **\$579,450** **\$595,559** **\$597,350**



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 2015-2016	Actual 2015-2016	Proposed 2016-2017
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Personnel Services

241110	Salaries	\$68,500	\$70,719	\$77,500
241111	Overtime	2,400	12,194	3,500
241112	Part-Time	80,000	105,918	90,000
241115	Health Insurance	12,650	12,223	13,500
241116	W/C & Unemployment Insurance	3,500	2,089	3,250
241117	Life & LTD Insurance	450	449	475
241118	TMRS Retirement	7,750	7,572	10,000
241119	Social Security	11,750	14,898	13,100

Total Personnel Services: **\$187,000** **\$226,062** **\$211,325**

Supplies

241120	Supplies	\$16,500	\$29,875	\$16,500
241121	Chemicals	14,000	16,964	14,000
241128	Concession Expense	2,500	3,884	2,500

Total Supplies: **\$33,000** **\$50,724** **\$33,000**

Maintenance

241130	Maintenance - Equipment	\$10,000	\$6,899	\$10,000
241133	Maintenance - Building	8,000	10,028	8,000

Total Maintenance: **\$18,000** **\$16,927** **\$18,000**

Utilities

241140	Natural Gas	\$55,000	\$43,049	\$55,000
241141	Electricity	19,800	12,164	19,800
241145	Telephone	2,700	2,201	2,700

Total Utilities: **\$77,500** **\$57,414** **\$77,500**

ANNUAL BUDGET

Department
Aquatic Center
(Cont.)

Fund
General

Dept. No.
01-411

Account Number	Classification	Budgeted 2015-2016	Actual 2015-2016	Proposed 2016-2017
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Other Charges

241180	Dues & Registration	\$1,800	\$1,948	\$1,800
241182	Travel Expense	500	993	500
241183	Subscriptions & Advertising	1,500	3,705	1,500
241187	Property & Liability Insurance	<u>2,500</u>	<u>2,586</u>	<u>2,750</u>

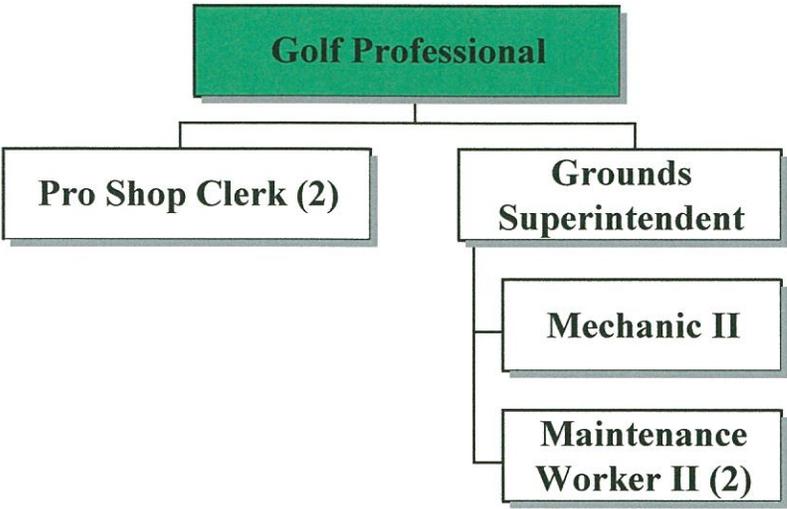
Total Other Charges: **6,300** **\$9,233** **6,550**

Capital Expense

241190	Capital	<u>\$11,400</u>	<u>\$1,721</u>	<u>\$54,000</u>
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Total Capital Expense: **\$11,400** **\$1,721** **\$54,000**

Aquatic Center Total: **\$333,200** **\$362,080** **\$400,375**



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 2015-2016	Actual 2015-2016	Proposed 2016-2017
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Personnel Services

241210	Salaries	\$286,250	\$285,259	\$298,500
241211	Overtime	8,000	8,396	8,000
241212	Part-Time	5,000	13,171	10,000
241214	Uniforms	2,400	1,721	1,500
241215	Health Insurance	45,500	42,781	46,500
241216	W/C & Unemployment Insurance	5,000	3,949	4,750
241217	Life & LTD Insurance	1,800	1,589	1,800
241218	TMRS Retirement	31,700	31,428	35,000
241219	Social Security	<u>22,900</u>	<u>23,930</u>	<u>24,000</u>

Total Personnel Services: **\$408,550** **\$412,224** **\$430,050**

Supplies

241220	Supplies - Pro Shop	\$6,000	\$6,642	\$6,000
241221	Chemicals	25,000	29,597	25,000
241222	Supplies-Grounds	6,500	11,633	6,500
241226	Fuel & Oil	<u>15,700</u>	<u>4,083</u>	<u>15,700</u>

Total Supplies: **\$53,200** **\$51,954** **\$53,200**

Maintenance

241230	Maintenance - Equipment - Pro Shop	\$1,500	\$1,478	\$1,500
241231	Maintenance - Irrigation	8,000	40,507	8,000
241232	Maintenance - Golf Carts	2,000	4,733	2,000
241233	Maintenance - Building	2,000	105,641	2,000
241234	Maintenance - Grounds	16,000	17,091	16,000
241235	Cart Path Fund Expense	<u>10,000</u>	<u>0</u>	<u>10,000</u>

Total Maintenance: **\$39,500** **\$169,450** **\$39,500**

Utilities

241240	Natural Gas	\$4,900	\$6,264	\$4,900
241241	Electricity	15,000	12,895	15,000
241245	Telephone	<u>5,500</u>	<u>4,212</u>	<u>5,500</u>

Total Utilities: **\$25,400** **\$23,371** **\$25,400**

ANNUAL BUDGET

Department
Golf Course
(Cont.)

Fund
General

Dept. No.
01-412

Account Number	Classification	Budgeted 2015-2016	Actual 2015-2016	Proposed 2016-2017
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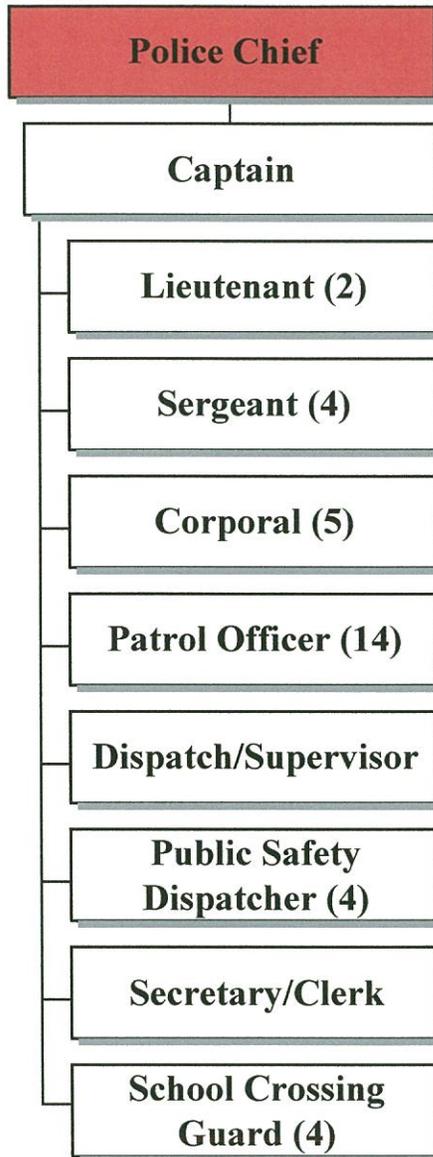
Other Charges

241280	Dues & Registration	\$1,250	\$1,276	\$1,250
241282	Travel Expense	1,000	529	1,000
241283	Subscriptions & Advertising	2,500	0	2,500
241286	Lease Equipment	81,000	72,869	56,000
241287	Property & Liability Insurance	<u>3,200</u>	<u>3,369</u>	<u>3,500</u>
	<i>Total Other Charges:</i>	<u>88,950</u>	<u>\$78,043</u>	<u>64,250</u>

Capital Expense

241290	Capital	<u>\$62,000</u>	<u>\$126,294</u>	<u>\$75,000</u>
	<i>Total Capital Expense:</i>	<u>\$62,000</u>	<u>\$126,294</u>	<u>\$75,000</u>

Golf Course Total: \$677,600 \$861,336 \$687,400



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 2015-2016	Actual 2015-2016	Proposed 2016-2017
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Personnel Services

251010	Salaries	\$1,690,000	\$1,625,676	\$1,740,000
251011	Overtime	55,000	102,307	65,000
251012	Part-Time	20,000	16,726	20,000
251013	Auto Allowance	6,000	6,000	6,000
251014	Uniforms	12,800	8,621	13,200
251015	Health Insurance	201,000	199,956	220,000
251016	W/C & Unemployment Insurance	28,500	24,898	29,000
251017	Life & LTD Insurance	9,750	8,322	10,000
251018	TMRS Retirement	188,125	185,273	200,500
251019	Social Security	<u>135,500</u>	<u>134,387</u>	<u>140,250</u>

Total Personnel Services: \$2,346,675 \$2,312,165 \$2,443,950

Supplies

251020	Supplies	\$36,000	\$39,507	\$36,000
251026	Fuel & Oil	<u>65,800</u>	<u>33,834</u>	<u>65,800</u>

Total Supplies: \$101,800 \$73,341 \$101,800

Maintenance

251030	Maintenance - Equipment	\$15,000	\$45,765	\$15,000
251033	Maintenance - Building	<u>5,500</u>	<u>29,873</u>	<u>5,500</u>

Total Maintenance: \$20,500 \$75,638 \$20,500

Utilities

251040	Natural Gas	\$4,700	\$4,254	\$4,700
251041	Electricity	7,200	6,298	7,200
251045	Telephone	<u>17,500</u>	<u>19,026</u>	<u>17,500</u>

Total Utilities: \$29,400 \$29,577 \$29,400

ANNUAL BUDGET

Department
Police
(Cont.)

Fund
General

Dept. No.
01-510

Account Number	Classification	Budgeted 2015-2016	Actual 2015-2016	Proposed 2016-2017
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Other Charges

251080	Dues & Registration	\$10,000	\$16,688	\$10,000
251082	Travel Expense	12,000	4,980	12,000
251083	Subscriptions & Advertising	600	1,389	600
251084	L.E.O.S.E. Training	2,000	3,430	2,000
251085	Miscellaneous	2,500	8,046	2,500
251086	Lease Equipment	4,000	3,120	4,000
251087	Property & Liability Insurance	23,000	32,135	23,500
251088	Prisoner Expense	125,000	186,497	125,000
251089	Narcotics	<u>3,000</u>	<u>0</u>	<u>3,000</u>

Total Other Charges: **\$182,100** **\$256,285** **\$182,600**

Capital Expense

251090	Capital	<u>\$246,400</u>	<u>\$207,826</u>	<u>\$215,500</u>
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Total Capital Expense: **\$246,400** **\$207,826** **\$215,500**

Police Department Total: **\$2,926,875** **\$2,954,833** **\$2,993,750**

Animal Control Officer (2)

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 2015-2016	Actual 2015-2016	Proposed 2016-2017
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Personnel Services

251210	Salaries	\$64,000	\$53,626	\$67,250
251211	Overtime	15,000	6,795	7,500
251212	Part-Time	0	0	0
251214	Uniforms	600	370	600
251215	Health Insurance	13,250	10,709	13,500
251216	W/C & Unemployment Insurance	750	703	800
251217	Life & LTD Insurance	450	222	450
251218	TMRS Retirement	8,500	6,464	9,250
251219	Social Security	<u>6,100</u>	<u>5,079</u>	<u>5,750</u>

Total Personnel Services: **\$108,650** **\$83,969** **\$105,100**

Supplies

251220	Supplies	\$2,600	\$2,000	\$2,600
251226	Fuel & Oil	<u>6,000</u>	<u>2,892</u>	<u>6,000</u>

Total Supplies: **\$8,600** **\$4,892** **\$8,600**

Maintenance

251230	Maintenance - Equipment	\$800	\$1,941	\$800
251233	Maintenance - Building	<u>800</u>	<u>30</u>	<u>800</u>

Total Maintenance: **\$1,600** **\$1,971** **\$1,600**

Utilities

251240	Natural Gas	\$2,000	\$3,126	\$2,000
251241	Electricity	2,400	4,545	2,400
251245	Telephone	<u>400</u>	<u>406</u>	<u>400</u>

Total Utilities: **\$4,800** **\$8,077** **\$4,800**

ANNUAL BUDGET

Department
Animal Control
(Cont.)

Fund
General

Dept. No.
01-512

Account Number	Classification	Budgeted 2015-2016	Actual 2015-2016	Proposed 2016-2017
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Other Charges

251280	Dues & Registration	\$400	\$715	\$400
251283	Subscriptions & Advertising	200	0	200
251287	Property & Liability Insurance	300	226	350
251288	Rabies Expense	\$800	-\$3,320	\$800

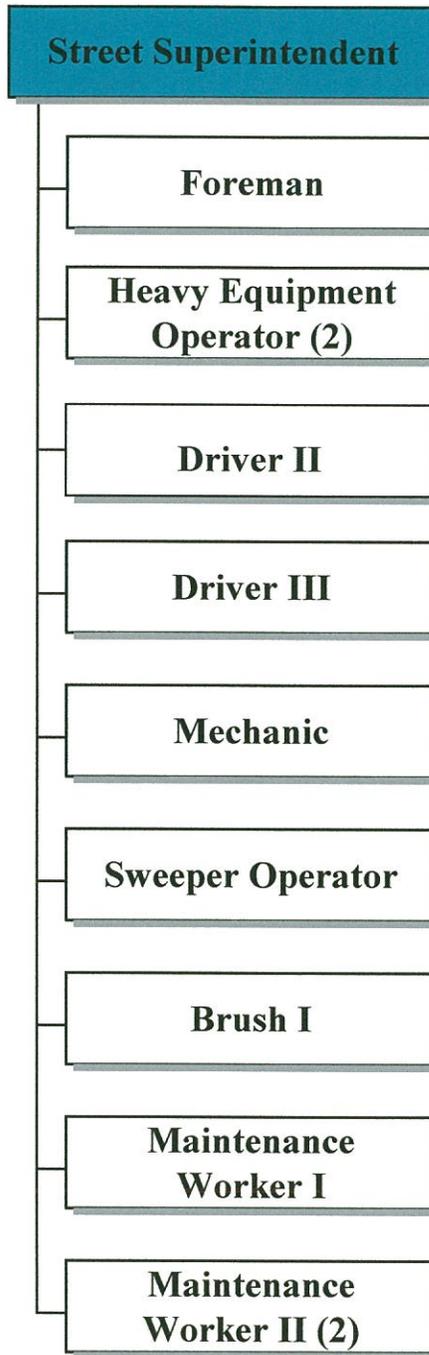
Total Other Charges: **1,700** **-\$2,379** **1,750**

Capital Expense

251290	Capital	\$8,000	\$5,193	\$7,750
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Total Capital Expense: **\$8,000** **\$5,193** **\$7,750**

Animal Control Total: **\$133,350** **\$101,723** **\$129,600**



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

Department
Street
(Cont.)

Fund
General

Dept. No.
01-610

Account Number	Classification	Budgeted 2015-2016	Actual 2015-2016	Proposed 2016-2017
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Other Charges

261080	Dues & Registration	\$2,500	\$1,656	\$2,500
261082	Travel Expense	1,200	718	1,200
261083	Subscriptions & Advertising	250	0	250
261086	Lease Equipment	84,500	84,452	85,000
261087	Property & Liability Insurance	<u>9,000</u>	<u>10,292</u>	<u>10,500</u>
	<i>Total Other Charges:</i>	<u>97,450</u>	<u>\$97,118</u>	<u>99,450</u>

Capital Expense

261090	Capital	<u>\$34,000</u>	<u>\$38,116</u>	<u>\$25,000</u>
	<i>Total Capital Expense:</i>	<u>\$34,000</u>	<u>\$38,116</u>	<u>\$25,000</u>

Street Department Total: \$1,387,881 \$1,520,486 \$1,443,081



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 2015-2016	Actual 2015-2016	Proposed 2016-2017
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Personnel Services

271010	Salaries	\$86,500	\$86,021	\$91,000
271011	Overtime	1,300	3,444	2,000
271012	Part Time	0	0	0
271014	Uniforms	800	982	500
271015	Health Insurance	12,650	12,223	13,500
271016	W/C & Unemp Insurance	1,400	1,118	1,500
271017	Life & LTD Insurance	600	485	550
271018	TMRS Retirement	9,500	9,581	11,300
271019	Social Security	<u>6,750</u>	<u>7,302</u>	<u>7,250</u>

Total Personnel Services: **\$119,500** **\$121,155** **\$127,600**

Supplies

271020	Supplies	\$2,500	\$4,591	\$2,500
271026	Fuel & Oil- Airport Auto	2,000	1,568	2,000
271027	Aviation Fuel	75,000	53,076	75,000
271028	Jet Fuel	75,000	48,248	75,000
271029	Aviation Oil	<u>400</u>	<u>48</u>	<u>400</u>

Total Supplies: **\$154,900** **\$107,531** **\$154,900**

Maintenance

271030	Maintenance - Equipment	<u>\$15,000</u>	<u>\$24,002</u>	<u>\$15,000</u>
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Total Maintenance: **\$15,000** **\$24,002** **\$15,000**

Utilities

271040	Natural Gas	\$3,800	\$3,090	\$3,800
271041	Electricity	12,900	9,771	12,900
271045	Telephone	<u>2,600</u>	<u>3,244</u>	<u>2,600</u>

Total Utilities: **\$19,300** **\$16,105** **\$19,300**

ANNUAL BUDGET

Department
 Airport
 (cont)

Fund
 General

Dept. No.
 01-710

Account Number	Classification	Budgeted 2015-2016	Actual 2015-2016	Proposed 2016-2017
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Other Charges

271080	Dues & Registration	\$300	\$240	\$300
271082	Travel Expense	2,000	1,436	2,000
271087	Property & Liability Insurance	<u>8,300</u>	<u>9,151</u>	<u>9,500</u>

Total Other Charges: **\$10,600** **\$10,827** **\$11,800**

Capital Expense

271090	Capital	\$2,000	\$0	\$5,000
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Total Capital Expense: **\$2,000** **\$0** **\$5,000**

Airport Total: **\$321,300** **\$279,620** **\$333,600**

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 2015-2016	Actual 2015-2016	Proposed 2016-2017
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Non-Departmental Expenses

291053	Hotel/Motel Tax - DSC Chamber	\$73,596	\$83,392	\$73,596
291059	YMCA Annual Donation	12,500	12,500	12,500
291065	Municipal Court Tech Fund Expense	<u>0</u>	<u>0</u>	<u>0</u>

Total Non-Departmental: **\$86,096** **\$95,892** **\$86,096**

Assistant City Manager

**Customer Service
Representative (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 2015-2016	Actual 2015-2016	Proposed 2016-2017
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Personnel Services

211010	Salaries	\$264,000	\$254,021	\$275,000
211011	Overtime	500	152	500
211013	Auto Allowance	3,000	3,000	3,000
211014	Uniforms	1,500	1,200	1,500
211015	Health Insurance	30,000	28,055	30,000
211016	W/C & Unemployment Insurance	1,000	650	1,100
211017	Life & LTD Insurance	1,500	1,225	1,600
211018	TMRS Retirement	29,000	27,553	31,500
211019	Social Security	<u>20,500</u>	<u>19,349</u>	<u>21,500</u>

Total Personnel Services: **\$351,000** **\$335,204** **\$365,700**

Supplies

211020	Supplies	<u>\$60,000</u>	<u>\$59,546</u>	<u>\$60,000</u>
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Total Supplies: **\$60,000** **\$59,546** **\$60,000**

Maintenance

211030	Maintenance - Equipment	\$16,000	\$14,844	\$16,000
211033	Maintenance - Building	<u>4,000</u>	<u>5,846</u>	<u>4,000</u>

Total Maintenance: **\$20,000** **\$20,690** **\$20,000**

Utilities

211040	Natural Gas	\$1,500	\$979	\$1,500
211041	Electricity	3,145	2,145	3,145
211045	Telephone	<u>4,000</u>	<u>6,689</u>	<u>7,250</u>

Total Utilities: **\$8,645** **\$9,813** **\$11,895**

ANNUAL BUDGET

Department
Finance Office
(Cont.)

Fund
Water & Sewer

Dept. No.
02-110

Account Number	Classification	Budgeted 2015-2016	Actual 2015-2016	Proposed 2016-2017
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Other Charges

211080	Dues & Registration	\$2,500	\$1,048	\$2,500
211081	Bank Charges	0	0	0
211082	Travel Expense	2,500	2,388	2,500
211083	Subscriptions & Advertising	200	342	200
211084	Annual Audit Expense	5,600	6,750	6,750
211086	Lease Equipment	2,200	2,382	2,200
211087	Property & Liability Insurance	<u>1,500</u>	<u>1,692</u>	<u>1,750</u>

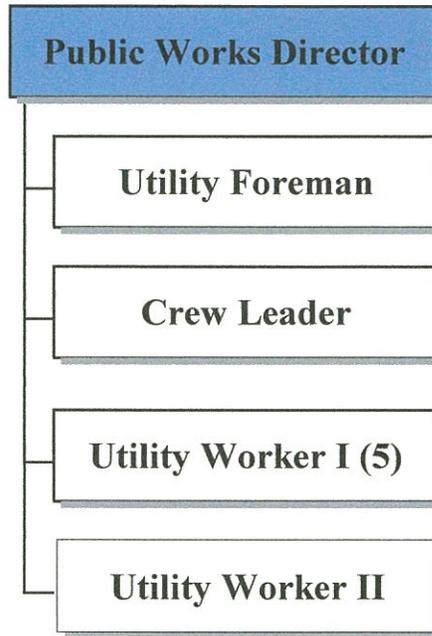
Total Other Charges: **\$14,500** **\$14,602** **\$15,900**

Capital Expense

211090	Capital	\$0	\$0	\$20,000
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Total Capital Expense: **\$0** **\$0** **\$20,000**

Finance Office Total: **\$454,145** **\$439,855** **\$493,495**



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 2015-2016	Actual 2015-2016	Proposed 2016-2017
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Personnel Services

221010	Salaries	\$470,250	\$466,487	\$489,000
221011	Overtime	50,000	31,221	50,000
221012	Part-Time	0	0	0
221014	Uniforms	3,600	2,879	2,500
221015	Health Insurance	61,100	56,004	63,000
221016	W/C & Unemployment Insurance	12,000	11,539	12,500
221017	Life & LTD Insurance	2,800	2,169	2,900
221018	TMRS Retirement	56,000	53,346	60,500
221019	Social Security	40,000	36,892	41,250

Total Personnel Services: **\$695,750** **\$660,537** **\$721,650**

Supplies

221020	Supplies	\$20,000	\$27,993	\$20,000
221021	Chemicals	5,000	7,461	5,000
221026	Fuel & Oil	32,000	13,362	32,000

Total Supplies: **\$57,000** **\$48,816** **\$57,000**

Maintenance

221030	Maintenance - Equipment	\$30,000	\$45,129	\$30,000
221031	Maintenance - System	200,000	196,082	200,000
221033	Maintenance - Building	0	10,626	0

Total Maintenance: **\$230,000** **\$251,836** **\$230,000**

Utilities

221040	Natural Gas	\$3,900	\$1,857	\$3,900
221041	Electricity	6,500	4,769	6,500
221045	Telephone	6,000	7,455	6,000

Total Utilities: **\$16,400** **\$14,081** **\$16,400**

ANNUAL BUDGET

Department
Utility Maintenance
(Cont.)

Fund
Water & Sewer

Dept. No.
02-210

Account Number	Classification	Budgeted 2015-2016	Actual 2015-2016	Proposed 2016-2017
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Other Charges

221080	Dues & Registration	\$5,800	\$5,392	\$5,800
221082	Travel Expense	5,500	7,339	5,500
221083	Subscriptions & Advertising	100	0	100
221086	Lease Equipment	0	0	30,000
221087	Property & Liability Insurance	<u>5,000</u>	<u>5,327</u>	<u>5,750</u>
<i>Total Other Charges:</i>		<u>\$16,400</u>	<u>\$18,058</u>	<u>\$47,150</u>

Capital Expense

221090	Capital - Equipment	31,500	25,317	78,000
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>\$31,500</u>	<u>\$25,317</u>	<u>\$78,000</u>

Utility Maintenance Total: \$1,047,050 \$1,018,645 \$1,150,200

**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 2015-2016	Actual 2015-2016	Proposed 2016-2017
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Personnel Services

231010	Salaries	\$90,500	\$96,133	\$98,000
231011	Overtime	34,000	39,053	37,000
231014	Uniforms	800	362	700
231015	Health Insurance	13,700	13,237	13,500
231016	W/C & Unemployment Insurance	3,200	3,018	3,500
231017	Life & LTD Insurance	600	515	750
231018	TMRS Retirement	13,500	14,473	16,000
231019	Social Security	<u>9,750</u>	<u>10,799</u>	<u>10,500</u>

Total Personnel Services: **\$166,050** **\$177,590** **\$179,950**

Supplies

231020	Supplies	\$5,800	\$7,447	\$5,800
231021	Chemicals	20,000	22,347	20,000
231026	Fuel & Oil	<u>17,000</u>	<u>6,680</u>	<u>17,000</u>

Total Supplies: **\$42,800** **\$36,475** **\$42,800**

Maintenance

231030	Maintenance - Equipment	<u>\$70,000</u>	<u>\$224,047</u>	<u>\$70,000</u>
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Total Maintenance: **\$70,000** **\$224,047** **\$70,000**

Utilities

231040	Natural Gas	\$3,400	\$3,980	\$3,400
231041	Electricity	525,000	471,918	525,000
231045	Telephone	<u>4,000</u>	<u>2,464</u>	<u>4,000</u>

Total Utilities: **\$532,400** **\$478,362** **\$532,400**

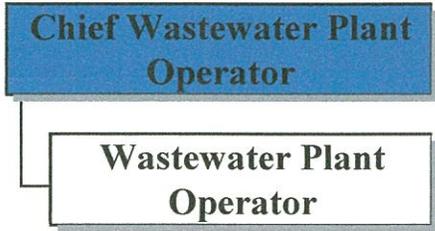
ANNUAL BUDGET

Department
Water Production
(Cont.)

Fund
Water & Sewer

Dept. No.
02-310

Account Number	Classification	Budgeted 2015-2016	Actual 2015-2016	Proposed 2016-2017
<i>Other Charges</i>				
231080	Dues & Registration	\$900	\$961	\$900
231082	Travel Expense	125	0	125
231083	Subscriptions & Advertising	125	0	125
231085	Water Purchases	45,000	0	45,000
231087	Property & Liability Insurance	12,000	14,296	14,000
231088	Laboratory Expense	6,500	6,306	6,500
231089	Permits & Fees	<u>12,000</u>	<u>11,288</u>	<u>12,000</u>
	<i>Total Other Charges:</i>	<u>\$76,650</u>	<u>\$32,851</u>	<u>\$78,650</u>
<i>Capital Expense</i>				
231090	Capital	<u>\$78,000</u>	<u>\$90,624</u>	<u>\$82,500</u>
	<i>Total Capital Expense:</i>	<u>\$78,000</u>	<u>\$90,624</u>	<u>\$82,500</u>
	Water Production Total:	<u>\$965,900</u>	<u>\$1,039,949</u>	<u>\$986,300</u>



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 2015-2016	Actual 2015-2016	Proposed 2016-2017
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Personnel Services

241010	Salaries	\$94,000	\$97,467	\$97,250
241011	Overtime	18,000	20,411	21,000
241014	Uniforms	800	538	700
241015	Health Insurance	12,650	12,223	13,500
241016	W/C & Unemployment Insurance	2,000	1,787	2,100
241017	Life & LTD Insurance	600	531	600
241018	TMRS Retirement	12,250	12,623	14,100
241019	Social Security	<u>8,750</u>	<u>9,385</u>	<u>9,100</u>

Total Personnel Services: **\$149,050** **\$154,967** **\$158,350**

Supplies

241020	Supplies	\$5,000	\$5,691	\$5,000
241021	Chemicals	5,000	4,510	5,000
241026	Fuel & Oil	<u>7,300</u>	<u>7,074</u>	<u>7,300</u>

Total Supplies: **\$17,300** **\$17,276** **\$17,300**

Maintenance

241030	Maintenance - Equipment	\$14,000	\$48,832	\$14,000
241031	Maintenance - City Farm	<u>15,000</u>	<u>24,207</u>	<u>15,000</u>

Total Maintenance: **\$29,000** **\$73,039** **\$29,000**

Utilities

241040	Natural Gas	\$1,200	\$2,134	\$1,200
241041	Electricity	94,000	69,272	94,000
241045	Telephone	<u>2,150</u>	<u>1,845</u>	<u>2,150</u>

Total Utilities: **\$97,350** **\$73,251** **\$97,350**

ANNUAL BUDGET

Department
Wastewater
(Cont.)

Fund
Water & Sewer Fund

Dept. No.
02-410

Account Number	Classification	Budgeted 2015-2016	Actual 2015-2016	Proposed 2016-2017
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Other Charges

241050	Property Tax-Farm	\$3,884	\$6,251	\$3,884
241080	Dues & Registration	1,200	631	1,200
241082	Travel Expense	900	993	900
241083	Subscriptions & Advertising	150	423	150
241087	Property & Liability Insurance	900	957	1,100
241088	Laboratory expense	3,500	3,201	3,500
241089	Permits & Fees	<u>1,800</u>	<u>1,349</u>	<u>1,800</u>

Total Other Charges: **\$12,334** **\$13,805** **\$12,534**

Capital Expense

241090	Capital	\$7,500	\$8,995	\$0
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Total Capital Expense: **\$7,500** **\$8,995** **\$0**

Wastewater Total: **\$312,534** **\$341,333** **\$314,534**

**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 2015-2016	Actual 2015-2016	Proposed 2016-2017
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Non-Departmental Expenses

291054	Water Rights Loan Payments	\$340,750	\$18,473	\$340,750
291055	Bond Retirement	445,000	445,000	465,000
291056	Interest on Bonds	58,300	58,300	44,950
291057	Bond Pay Agent	2,500	750	2,500
291058	Bond Issue Expense	0	0	0
291079	Operating Transfers Out	<u>1,522,000</u>	<u>900,000</u>	<u>1,625,000</u>

Total Non-Departmental: \$2,368,550 \$1,422,523 \$2,478,200



Facts

Physical Features: Panhandle High Plains county, partly broken; chocolate and sandy loam soils; drains to Palo Duro and Tierra Blanca creeks.

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

History: Created 1876, from Bexar District; organized 1890. Named for famed scout in the Texas Revolution, Erastus (Deaf) Smith.

Recreation: Hereford has several excellent parks, an 18-hole golf course, a museum, and the Aquatic Center. In addition, Hereford is within easy driving distance of Palo Duro State Park, several lakes and the beautiful skiing slopes of New Mexico.

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



P.O. Box 1266 • Hereford, TX 79045
(806) 364-0613 or (800) 758-0613
Fax (806) 364-0615 • email:
hedc@wtrt.net

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.

Picture & Facts from HEDC website designed and maintained by:



ANNUAL BUDGET

Department
H.E.D.C.

Fund
H.E.D.C.

Dept. No.
08-100

Account Number	Classification	Budgeted 2015-2016	Actual 2015-2016	Proposed 2016-2017
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Revenues

101101	Tax Revenue	\$754,400	\$778,829	\$750,000
101116	Interest	10,000	13,259	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: **\$764,400** **\$792,088** **\$760,000**

ANNUAL BUDGET

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

Fund
H.E.D.C.

Dept. No.
08-100

Account Number	Classification	Budgeted 2015-2016	Actual 2015-2016	Proposed 2016-2017
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Personnel Services

210010	Salaries	\$92,800	\$90,226	\$94,725
210013	Auto Allowance	12,000	12,000	12,000
210015	Health Insurance	6,950	6,112	6,600
210016	W/C & Unemp Insurance	400	178	250
210017	Life & LTD Insurance	500	482	500
210018	TMRS Retirement	11,000	10,945	11,800
210019	Social Security	<u>8,000</u>	<u>7,820</u>	<u>8,175</u>

Total Personnel Services: **\$131,650** **\$127,763** **\$134,050**

Supplies & Services

210020	Supplies	\$4,500	\$2,559	\$4,500
210041	Contracted Services	<u>19,800</u>	<u>19,800</u>	<u>19,800</u>

Total Supplies & Services: **\$24,300** **\$22,359** **\$24,300**

Maintenance

210033	Building Maintenance	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
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Total Maintenance: **\$0** **\$0** **\$0**

Utilities

210045	Telephone	<u>\$3,000</u>	<u>\$1,950</u>	<u>\$3,000</u>
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Total Utilities: **\$3,000** **\$1,950** **\$3,000**

Other Charges

210050	Legal Services	\$6,000	\$3,280	\$6,000
210080	Training	8,000	1,640	8,000
210082	Travel	7,500	4,546	7,500
210083	Advertising	10,000	2,840	10,000
210087	Property & Liability Insurance	<u>1,000</u>	<u>957</u>	<u>1,000</u>

Total Other Charges: **\$32,500** **\$13,263** **\$32,500**

ANNUAL BUDGET

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

Fund
H.E.D.C.

Dept. No.
08-100

Account Number	Classification	Budgeted 2015-2016	Actual 2015-2016	Proposed 2016-2017
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Capital Expense

210090	Capital	<u>\$1,000</u>	<u>\$0</u>	<u>\$1,000</u>
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<i>Total Capital Expense:</i>		<u>\$1,000</u>	<u>\$0</u>	<u>\$1,000</u>
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Economic Development Expense

210091	Business Development	<u>\$571,950</u>	<u>\$14,120</u>	<u>\$565,150</u>
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<i>Economic Development Expense:</i>		<u>\$571,950</u>	<u>\$14,120</u>	<u>\$565,150</u>
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H.E.D.C. Total:		<u>\$764,400</u>	<u>\$179,455</u>	<u>\$760,000</u>
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2016-2017 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
3 Maintenance Worker II
1 Crew Leader I
1 Crew Leader II
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 II
2 Pro Shop Clerk
2 Maintenance Worker II

7

HEDC

1 Executive Director

1

Police Department

1 Chief
1 Captain
2 Lieutenant
4 Sergeant
5 Corporal
14 Patrol Officer
1 Public Safety Dispatcher/ Supervisor
1 Secretary/Clerk
4 Public Safety Dispatcher

33
4 Crossing Guards

Animal Control

2 Animal Control Officer

2

Streets

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

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
5 Utility Worker I
1 Utility Worker II

9.5

Water Production

1 Chief Operator
1 Operator

2

Wastewater Treatment

1 Chief Operator
1 Operator

2