

CITY OF SNYDER

FISCAL YEAR 2013-2014

ANNUAL BUDGET COVER PAGE

This budget will raise more revenue from property taxes than last year's budget by an amount of \$88,185, which is a 5.33% increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$18,814.

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

FOR: Councilmembers Bill Harris, Stephanie Ducheneaux, Abel De Loera, and Frank Toland.

AGAINST: Councilmember Vernon Clay.

PRESENT and not voting: None.

ABSENT: Councilmember Steve Highfield.

Property Tax Rate Comparison

	2013-2014	2012-2013
Property Tax Rate	\$0.4445/100	\$0.4445/100
Effective Tax Rate	\$0.4220/100	\$0.4327/100
Effective Maintenance & Operations Tax Rate	\$0.00	\$0.00
Rollback Tax Rate	\$0.4588/100	\$0.4660/100
Debt Rate	\$0.00	\$0.00

Total debt obligation for the City of Snyder secured by property taxes is \$0.00.

ANNUAL BUDGET
OF THE
CITY OF SNYDER, TEXAS
FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2013

CITY COUNCIL

Terry Martin, Mayor

Bill Harris, Mayor Pro-Tem

Vernon Clay, Councilmember

Stephanie Ducheneaux, Councilmember

Steve Highfield, Councilmember

Abel De Loera, Councilmember

Frank Toland, Councilmember

ADMINISTRATIVE STAFF

Merle Taylor City Manager

Patricia Warren Treasurer/Director
of Finance

Ben Smith Attorney for the City

CITY OF SNYDER, TEXAS
ORGANIZATIONAL CHART

MAYOR & COUNCIL (7) ----- BOARDS AND COMMISSIONS

- CITY MANAGER (1)
 - SECRETARY (1)
- FINANCE (1)
 - SENIOR CLERK (2)
 - LABORER (1)
- PLANNING & ZONING (1)
 - INSPECTOR (2)
- MUNICIPAL COURT (1)
 - SENIOR CLERK (1)
 - CLERK 2 (1)
- CITY SECRETARY/RECORDS MANAGEMENT (1)
 - SENIOR CLERK (1)
- DATA PROCESSING (1)
- POLICE (23)
- ANIMAL CONTROL (3)
- FIRE (10)
- PUBLIC WORKS (1)
 - STREETS (5)
 - SANITATION COLLECTION (5)
 - LANDFILL (5)
 - SANITARY SEWER (2)
 - WATER DISTRIBUTION (2)
 - INTERNAL SERVICE (1)
- WATER & WASTEWATER (1)
 - SEWAGE TREATMENT (3)
 - WATER PRODUCTION (5)
- UTILITY (1)
 - SENIOR CLERK (1)
 - CLERK (2)
 - METER CREW (2)

(87) NUMBER OF FULL TIME EQUIVALENT POSITIONS, EXCLUDING COMMISSION

CITY OF SNYDER, TEXAS
ANNUAL BUDGET 2013-2014
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THE CITY OF SNYDER, TEXAS

P.O. Box 1341 • 1925 24th Street • 79550-1341
325/573-4957 • 325/573-7505 Fax
www.ci.snyder.tx.us

September 30, 2013

Honorable Mayor and City Council
City of Snyder
Snyder, Texas 79549

Honorable Mayor, Members of City Council and Citizens of Snyder,

The adopted fiscal year 2014 budget is a balance between the City's strategic objectives and available resources. It reflects the diligent efforts of City staff to produce an operating budget plan that is driven by the policies, goals and objectives of City Council. The budget is streamlined to control costs, while maximizing customer-service and service delivery. It is also flexible and adaptable, while maintaining a focus on our core services and fiscal readiness.

We have, after evaluating and prioritizing, compiled an Annual Operating Budget for FY 2013-14 which totals \$17,181,115 an increase of \$763,330 or 4.65% over appropriations for FY 2012-13. We seek to maintain the City's present level of municipal services, contribute to Water Fund reserve, and prepare for pending capital expenditures by combining the ad valorem tax rate of .4445 with a 5% increase in water rates and an increase in gate charges at the Landfill. The budget is presented by fund and department within each fund starting with the Governmental Funds, then the Proprietary Funds, and the Fiduciary Fund, as illustrated below:

- I. Governmental Fund Types:
 - 1. General Fund
 - General Government Administration
 - Finance
 - Planning & Zoning
 - Municipal Court
 - Community Service
 - Accounting
 - Data Processing
 - Records Management
 - Public Safety
 - Police
 - Animal Control
 - Fire
 - Public Works
 - Streets
 - 2. Special Revenue Funds
 - Motel
- II. Proprietary Fund Types:
 - 1. Enterprise Fund
 - Sanitation
 - Water & Sewer
 - 2. Internal Service Funds
 - Central Garage
 - Self-Insurance

III. Fiduciary Fund Types:
D.C.O.S. (not available for current year)

Each fund summary is presented in a past, current and budget year financial position. Each fund is profiled, in detail, by revenue and expenditure. This operating budget has been prepared in accordance with generally accepted accounting principles and practices.

BUDGET DEVELOPMENT

In preparation of this year's operating budget, the Finance Department provided each department with budget packets. The budget packets included a budget calendar, general instructions, personnel evaluations, prior year's actual expenditures, and five-year capital improvement programs.

General instructions provided to department heads were:

Submit and review dates according to Budget Calendar.

Departments were requested to maintain status quo on operational expenses as in the previous FY 12-13.

Departments with capital improvement projects were asked to prioritize those projects and give justification on all requests.

The City had maintained a pay-as-you-go approach to major capital plant improvement, as opposed to bonded indebtedness. In 1989 the City issued a Water and Sewer Revenue Bond for lines to the new State Prison, which retired in July of 2010. The new Sewage Treatment Plant's cost of \$4.375M was funded through the Texas Water Development Board's low interest (5-1/2 - 6%) SRF loan program, which retired in 2013. In 2010 the City issued Certificates of Obligation in the amount of \$3,495,000 for an energy analysis and service agreement. The bulk of this amount is for an automatic meter reading system for the City. In 1995 the City issued Certificates of Obligation in the amount of \$3.290M for a 5mgd expansion to the water treatment plant. Refunding Bonds in the amount of \$1,340,000 were used for refinancing of the 1995 Series. The Certificates of Obligation will mature in 2025, the Refunding Bonds in 2015. An equipment lease/purchase agreement for the amount of \$2,985,314 to finance the automation equipment at the Water Plant and Waste Water Plant, along with the pump stations and lift stations will mature in 2028.

Normal scale for new employees should be budgeted.

Staff members have reviewed and revised, as necessary, the operational levels of the various departments. The City's five-year Capital Improvement Plan has been updated and utility fees (Water, Sewer & Sanitation) have been reviewed for enterprise deposition. A representative of the City, County and College has reviewed budget requests from the Senior Citizen's Center, an external non-profit agency.

PERSONNEL

The Council allotted 3.25% C.O.L.A. increase to the pay plan and an additional overall adjustment to the pay plan in the 13-14 Budget.

REVENUE AND EXPENDITURES

The City's General Fund reflects the stabilization and expansion of the local economy. We have estimated Sales Tax revenue to increase by 15.76% from budgeted FY 12-13. The tax rate for FY 2013 was .4445. Property valuations have increased by 5.43% (\$19,839,108) causing the effective tax rate for FY 13-14 to be .4220. The City has elected to adopt the proposed tax rate of .4445.

General Fund expenditures are up \$697,885 (10.95%) over FY 2012-13 budget, with personnel and sundry charges accounting for most of the increase.

Water sales revenue is projected to decrease by 8.16% with a 5% increase in tier rates. Sewage charges have increased by .68%. Sanitation collection charges have increased by .49% with no increase in rates. The maintenance of revenues is necessary to cover operating costs of the wastewater treatment plant and the Subtitle D Landfill. Our Capital Improvements budget decreased from \$3,967,855 to \$3,237,330 or (16.14%) less than last year. Primary projects include replacing a three police vehicles (\$81,000), waterlines (\$100,000), a dump truck for the Street Department (\$150,000), Cell 3A (\$1,500,000), a loader (\$200,000) at the Landfill, and a 33 yard sanitation truck (\$175,000).

BUDGET AND FISCAL POLICIES

Budget policies, as provided in the Charter of the City of Snyder and applicable to State Statutes were followed:

1. The City Manager, at least sixty (60) days prior to the beginning of each budget year (October 1), shall submit to the City Council a proposed budget and explanatory budget message.
2. The City Council provides at least one public hearing for the general public in which all public comments are heard.
3. The operating budget is legally enacted by the City Council through the passage of an ordinance not later than September 1st of each respective year.
4. Upon written recommendation of the City Manager, the Council may at any time transfer any unencumbered appropriation balance or any portion thereof within a department to another department.
5. Budgeting control is maintained at the departmental level with the assistance of monthly expense reports. The reports list the budgetary items by line, fund, department, etc. The accounting department maintains an encumbrance system incorporated with its purchase order procedure and this allows us to monitor strict cash flow.

FINANCIAL POLICY

The City of Snyder's informal long range financial policy to improve the City's financial position is as follows:

1. Continually update the City's 5-year Capital Improvements Plan and adjust when needed.
2. Seek the Award of Distinguished Budget Presentation in compliance with financial standards established by the Government Finance Officers Association.
3. Continually provide working capital levels in all funds sufficient to meet current operating needs.
4. Maintain equipment and vehicle replacement programs.
5. Maintain an unreserved fund balance equal to 3 months operational expenses.
6. Continue to improve the financial position of the City in order to obtain the best possible bond rating for the City.
7. Continue to finance capital improvement projects in a yearly cash flow pay-as-you-go basis.

8. Compile a comprehensive financial report that seeks to comply with the Certificate of Conformance standards as established by the Government Finance Officers Association.
9. Continue to seek government grants to offset capital budget expenditures.
10. Try to maintain a 20 year average for Capital purchases.
11. The City of Snyder is presently meeting its long range policies regarding financial management.

GOALS AND OBJECTIVES

In summarizing this year's service levels to the community the following should be noted by the City Council:

1. Continue to support extension of FM 161 as a truck route around the central business district.
2. Continue regularly scheduled meetings with the heads of the Chamber of Commerce, School Boards, College Board, County Commissioner's Court, Hospital Board, and Appraisal District.
3. Continue the development of a long range capital improvements program.
4. Continue seal coating of 200,000 square yards of city streets per year.
5. Continue support of the Senior Citizens Center with funding of approximately \$42,215.
6. Continue to support the Development Corporation of Snyder in marketing Snyder's industrial development sites.
7. Continue to support consolidation of municipal and county services in order to eliminate duplication of costs. (i.e. PD/Sheriff's office communication consolidation of 911).
8. Continue to support local efforts to locate a second 1,000 or 2,250 inmate state correctional facility in Snyder for the West Texas Region. This may require discretionary financial contributational assistance from the City of Snyder.
9. Continue mapping all water and sewer mains, lines, valves, etc., for eventual computer assisted graphics adaptation.
10. Continue to encourage EMT certification for members of the Fire Department.
11. Continue to support Economic Development efforts by all organizations.
12. Continue to seek and support Federal designation of a four-lane divided highway between I-27 and I-20.
13. Continue to seek Price Daniel inmates on City capital construction projects and ongoing maintenance.
14. Continue to support the STAR program with funding of \$50,000.
15. Continue School Resource Officer Program with funding of approximately \$76,800.

OBSERVATION

The overall financial position of the City of Snyder remains healthy. We have an eye to the future and are proactively preparing for known capital expenditures. We continue to support the pay-as-you-go

philosophy for major capital projects and equipment replacement. We have sought to maintain a timely program of capital equipment rotation. The City has taken measured steps to ensure adequate reserve levels in all funds. My sincere appreciation to the Department Heads and their employees in assembling the information and data required for this year's 2013-2014 City Budget.

Respectively submitted,



Merle Taylor
City Manager

ORDINANCE NO. 1082

**AN ORDINANCE MAKING
APPROPRIATION FOR THE SUPPORT TO
THE CITY GOVERNMENT FOR THE
FISCAL YEAR BEGINNING OCTOBER 1,
2013 AND ENDING SEPTEMBER 30, 2014.**

WHEREAS, THE City Manager has prepared and submitted to the City Council a budget estimate of expenditures and revenues of all city departments for the fiscal year beginning October 1, 2013 and ending September 30, 2014, which has been approved.

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

SECTION 1: THAT the sum of \$7,018,575 is hereby appropriated out of the General Fund for the payment of expenses of the city government hereinafter itemized, to wit:

<u>FUND</u>	<u>APPROPRIATION</u>
General Fund	\$ 7,018,575

SECTION 2: THAT the sum of \$400,000 is hereby appropriated out of the Special Revenue Fund as hereinafter itemized, to wit:

<u>FUND</u>	<u>APPROPRIATION</u>
Motel Tax Fund	\$ 400,000

SECTION 3: THAT the sum of \$9,534,960 is hereby appropriated out of the Enterprise Fund as hereinafter itemized, to wit:

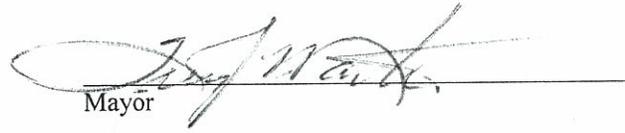
<u>FUND</u>	<u>APPROPRIATION</u>
Water and Sewer	\$ 6,461,480
Sanitation	3,073,480
Total Enterprise Fund	<u>\$ 9,534,960</u>

SECTION 4: THAT the sum of \$363,480 is hereby appropriated out of the Internal Service Fund as hereinafter itemized, to wit:

<u>FUND</u>	<u>APPROPRIATION</u>
Self Insurance Fund	\$ -0-
Central Garage Fund	363,480
Total Internal Service Fund	<u>\$ 363,480</u>

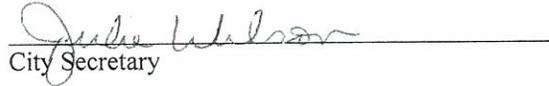
<u>TOTAL BUDGET</u> (Memo Only)	\$ 17,317,015
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PASSED AND APPROVED by the City Council on first reading this 12th day of August, 2013.



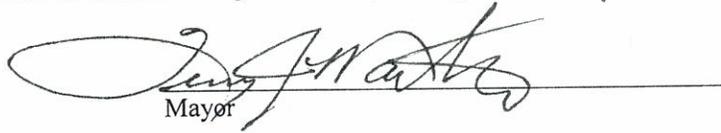
Mayor

ATTEST:



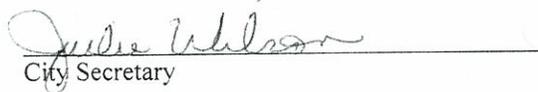
City Secretary

PASSED AND ADOPTED by the City Council on second reading this 26th day of August, 2013.



Mayor

ATTEST:



City Secretary

ORDINANCE NO. 1084

AN ORDINANCE SETTING THE TAX RATE AND LEVYING A TAX UPON ALL PROPERTY SUBJECT TO TAXATION WITHIN THE CITY OF SNYDER, TEXAS, FOR THE YEAR 2013, APPORTIONING SAID LEVY AMONG THE VARIOUS FUNDS AND ITEMS FOR WHICH REVENUE MUST BE RAISED; AND ASSESSING PENALTY AND INTEREST FOR THE NON-PAYMENT OF SUCH TAXES WITHIN THE TIME SET THEREFORE,

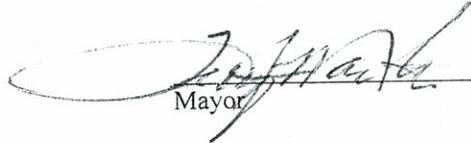
BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SNYDER, TEXAS:

SECTION 1. THAT there shall be levied and assessed upon property subject to taxation within the City of Snyder, Texas, for the year 2013 the sum of \$.4445 per One Hundred Dollars (\$100.00) valuation thereof, and the same shall be applied to the General Fund.

SECTION 2. THAT all ad valorem taxes shall be paid before the 1st day of February, 2014, and taxes not paid by that date shall be delinquent, and all persons or property owners failing to pay any taxes owing on or before its delinquent date shall be charged interest at the rate of one-half of one percent (1/2 of 1%) for each month or fraction thereof, and, in addition, shall be charged a penalty of one percent (1%) of the principal amount due for the first month or part of month, or such delinquency, and thereafter, in addition to interest a penalty of one percent (1%) of the principal amount due for each additional month or fraction thereof, provided that the aggregate penalties to be charged shall never exceed ten percent (10%) on the original principal amount and such penalties shall not bear interest.

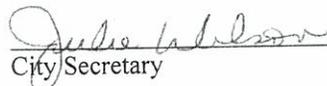
This tax rate will raise more taxes for maintenance and operations than last year's tax rate. The tax rate will effectively be raised by 5.33 percent over the effective tax rate and will raise taxes for maintenance and operations on a \$100,000 home by approximately \$0.

PASSED AND APPROVED on first reading by the City Council on first reading this 12th day of August, 2013.



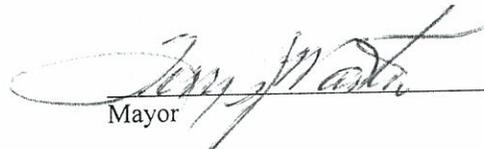
Mayor

ATTEST:



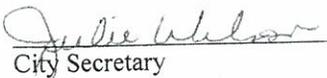
City Secretary

PASSED AND ADOPTED on second reading by the City Council on second reading this 26th day of August, 2013.



Mayor

ATTEST:



City Secretary

2013-2014 BUDGET SUMMARY

GOVERNMENTAL FUNDS

	GENERAL	SPECIAL REVENUE	2013-2014 TOTAL	PRIOR YEARS TOTALS		
				BUDGETED 2012-2013	ACTUAL 2011-2012	ACTUAL 2010-2011
WORKING CAPITAL 10/01/13	5,750,821	(3,093)	5,747,728	4,841,743	4,841,744	4,192,221
ESTIMATED RECEIPTS	7,018,575	400,000	7,418,575	6,579,280	7,195,665	6,490,633
PLUS: NON-CASH TRANSACTIONS	-	-	-	-	-	-
LESS: CASH TRANSACTIONS RESERVED FUND BAL.	-	-	-	-	-	-
TOTAL FUNDS AVAILABLE	12,769,396	396,907	13,166,303	11,421,023	12,037,409	10,682,854
PROPOSED EXPENDITURES	7,018,575	400,000	7,418,575	6,579,280	6,289,680	5,841,110
WORKING CAPITAL 9/30/14	5,750,821	(3,093)	5,747,728	4,841,743	5,747,729	4,841,744
INCREASE/(DECREASE)	-	-	-	-	905,985	649,523

PROPRIETARY FUNDS

	ENTERPRISE	INTERNAL SERVICE	2013-2014 TOTAL	PRIOR YEARS TOTALS		
				BUDGETED 2012-2013	ACTUAL 2011-2012	ACTUAL 2010-2011
CASH & CASH EQUIVALENTS B-O-Y	4,573,783	348,292	4,922,075	7,043,625	4,398,600	7,185,695
Cash Flows from Operating Activities	2,805,458	-	2,805,458	3,200,430	1,503,872	1,801,668
Cash Flows from Interfund Loans	-	-	-	-	-	-
Cash flows from Capital Activities	(3,290,683)	(170,500)	(3,461,183)	(5,062,980)	821,563	(3,719,462)
Cash flows from Investing Activities	12,400	-	12,400	(259,000)	319,590	(869,301)
Net Increase or (Decrease) in Cash	(472,825)	(170,500)	(643,325)	(2,121,550)	2,645,025	(2,787,095)
CASH & CASH EQUIVALENTS E-O-Y	4,100,958	177,792	4,278,750	4,922,075	7,043,625	4,398,600

CITY OF SNYDER, TEXAS
 COMBINED STATEMENT OF REVENUES, EXPENSES AND CHANGES IN
 FUND BALANCE/WORKING CAPITAL - ALL GOVERNMENTAL FUNDS TYPES

2013-2014 BUDGET

	Governmental Fund Types		Totals
	General	Special Revenue	Proposed 2013-2014 Budget
Revenues:			
Taxes	5,510,685	400,000	5,910,685
Licenses and Permits	53,410	-	53,410
Intergovernmental	120,000	-	120,000
Charges for Services	1,143,830	-	1,143,830
Fines and Forfeitures	115,000	-	115,000
Interest	20,000	-	20,000
Contributions & donations	-	-	-
Miscellaneous	55,650	-	55,650
Total Revenues	7,018,575	400,000	7,418,575
Expenditures:			
General Government	1,953,285	-	1,953,285
Public Safety	3,722,345	-	3,722,345
Public Works	1,342,945	-	1,342,945
Culture and Recreation	-	400,000	400,000
Total Expenditures	7,018,575	400,000	7,418,575
Excess (Deficiency) of Revenues over Expenditures	-	-	-
Other Financing Sources (Uses):			
Sale of Fixed Assets	-	-	-
Proceeds from Notes Payable	-	-	-
Proceeds from Cert. of Oblig.	-	-	-
Transfers Out	-	-	-
Excess (Deficiency) of Rev. & Other Sources over Expenditures	-	-	-
Fund Balance B-O-Y	5,750,821	(3,093)	5,747,729
Plus depreciation	-	-	-
Changes in inventory	-	-	-
Changes in accounting prin.	-	-	-
Fund Balance E-O-Y	5,750,821	(3,093)	5,747,728

CITY OF SNYDER, TEXAS
 COMBINED STATEMENT OF REVENUES, EXPENSES AND CHANGES IN
 FUND BALANCE/WORKING CAPITAL - ALL GOVERNMENTAL FUNDS TYPES

Prior Year's Totals

	Budgeted 2012-2013	Actual 2011-2012	Actual 2010-2011	Actual 2009-2010
Revenues:				
Taxes	5,270,235	5,407,170	5,218,258	4,417,020
Licenses and Permits	29,250	34,316	30,226	22,908
Intergovernmental	95,160	127,482	88,371	93,355
Charges for Services	1,008,695	945,425	966,058	640,742
Fines and Forfeitures	110,000	107,594	110,432	102,716
Interest	20,000	22,384	22,769	19,969
Contributions & donations		496,536	-	-
Miscellaneous	51,150	54,758	54,520	41,709
Total Revenues	6,584,490	7,195,665	6,490,633	5,338,419
Expenditures:				
General Government	1,760,040	1,989,252	1,485,411	1,446,438
Public Safety	3,490,905	2,959,952	2,949,709	2,895,851
Public Works	1,121,745	930,535	1,075,144	934,454
Culture and Recreation	211,800	409,941	330,846	249,666
Total Expenditures	6,584,490	6,289,680	5,841,110	5,526,410
Excess (Deficiency) of Revenues over Expenditures	-	905,985	649,523	(187,991)
Other Financing Sources (Uses):				
Sale of Fixed Assets		-	-	-
Proceeds from Notes Payable		-	-	-
Proceeds from Cert. of Oblig.		-	-	-
Transfers Out		-	-	-
Excess (Deficiency) of Rev. & Other Sources over Expenditures		905,985	649,523	(187,991)
Fund Balance B-O-Y	5,747,729	4,841,744	4,192,221	4,380,212
Plus depreciation		-	-	-
Changes in inventory		-	-	-
Changes in accounting prin.		-	-	-
Fund Balance E-O-Y	5,747,729	5,747,729	4,841,744	4,192,221

CITY OF SNYDER, TX
 COMBINED STATEMENT OF REVENUES, EXPENSES AND CHANGES
 IN WORKING CAPITAL - ALL PROPRIETARY FUND TYPES

2013-2014 BUDGET

	Proprietary Fund Types		Totals
	Enterprise	Internal Service	Proposed 2013-2014 Budget
Operating Revenues:			
Billings to Departments	-	353,480	353,480
Water Sales	4,500,000	-	4,500,000
Sewer Charges	1,498,145	-	1,498,145
Sanitation Charges	2,000,000	-	2,000,000
Landfill Gate Fees	700,000	-	700,000
Billings & Collections for Sanitation	354,320	-	354,320
Water & Sewer Taps	40,000	-	40,000
Plumbing Permits & Inspc.	14,000	-	14,000
Miscellaneous	35,250	10,000	45,250
Grant Proceeds	-	-	-
Total Oper. Revenues	9,141,715	363,480	9,505,195
Operating Expenses:			
Personnel Services	2,119,570	16,155	2,135,725
Supplies	886,970	300,400	1,187,370
Maintenance	882,225	9,685	891,910
Services	3,219,815	20,800	3,240,615
Sundry Charges	304,860	2,640	307,500
Depreciation	1,933,620	13,800	1,947,420
Premiums	-	-	-
Claims	-	-	-
Total Oper. Expenses	9,347,060	363,480	9,710,540
Operating Income or (Loss)	(205,345)	-	(205,345)
Non-Oper. Revenues/(Expenses):			
Interest Income	12,400	-	12,400
Gain (Loss) on Sale of Asset	(187,900)	-	(187,900)
Amortized Issuance Cost	-	-	-
Debt Service	-	-	-
Total Non-Oper.	(175,500)	-	(175,500)
Net Income (Loss)	(380,845)	-	(380,845)
Add Depre. trans. to contr. cap.	-	-	-
Working Capital B-O-Y	4,573,783	794,434	5,368,217
Adjustments	(472,825)	-	(472,825)
Working Capital E-O-Y	4,100,958	794,434	4,895,392

CITY OF SNYDER, TEXAS
 COMBINED STATEMENT OF REVENUES, EXPENSES AND CHANGES IN
 WORKING CAPITAL - ALL PROPRIETARY FUND TYPES

PRIOR YEAR'S TOTALS

	Proprietary Fund Types			
	Budgeted 2012-2013	Actual 2011-2012	Actual 2010-2011	Actual 2009-2010
Operating Revenues:				
Billings to Departments	419,845	956,890	977,128	931,297
Water Sales	4,900,000	4,171,819	3,686,005	2,911,530
Sewer Charges	1,488,050	1,472,644	1,453,552	1,484,204
Sanitation Charges	1,990,235	1,698,827	1,634,266	1,512,783
Landfill Gate Fees	680,000	612,594	610,876	504,177
Billings & Collections for Sanitation	349,395	312,012	176,246	168,214
Water & Sewer Taps	17,000	22,185	12,350	6,050
Plumbing Permits & Inspc.	10,000	17,300	9,518	7,138
Miscellaneous	462,550	29,357	66,532	66,977
Grant Proceeds	-	37,908	252,092	27,000
Total Oper. Revenues	10,317,075	9,331,536	8,878,565	7,619,370
Operating Expenses:				
Personnel Services	2,025,525	1,797,797	1,929,222	1,823,814
Supplies	1,107,630	989,448	1,068,160	845,417
Maintenance	652,555	628,987	711,709	541,608
Services	3,274,400	2,901,207	2,561,118	2,214,825
Sundry Charges	214,415	219,185	176,126	167,061
Depreciation	1,933,870	1,637,896	1,255,908	1,223,297
Premiums	-	619,663	544,331	590,620
Claims	420,000	371,658	395,250	32,503
Total Oper. Expenses	9,628,395	9,165,841	8,641,824	7,439,145
Operating Income or (Loss)	688,680	165,695	236,741	180,225
Non-Oper. Revenues/(Expenses):	24,500	14,045	32,428	35,133
Interest Income	-	171,424	1,456	(741)
Gain (Loss) on Sale of Asset	-	(18,174)	(18,174)	(29,711)
Amortized Issuance Cost	(210,110)	(147,973)	(56,272)	(210,054)
Debt Service				
Total Non-Oper.	(185,610)	19,322	(40,562)	(205,373)
Net Income (Loss)	503,070	185,017	196,179	(25,148)
Add Depre. trans. to contr. cap.	-	-	-	-
Working Capital B-O-Y	6,695,333	3,434,473	5,989,831	4,325,650
Adjustments	(2,121,550)	3,260,860	(2,555,358)	2,775,529
Working Capital E-O-Y	4,573,783	6,695,333	3,434,473	7,101,179



GENERAL FUND
NARRATIVE
FISCAL YEAR 2013-2014 BUDGET

Sales tax revenues are projected to increase by 15.76% for FY 2013-14 and current Ad Valorem tax collections are anticipated to be \$88,184 more than last year due to a higher property valuation. Franchise taxes will decrease by \$40,000 or 4.76%. The increase in budgeted revenue for the FY 2013-14 is due primarily to the increase in sales tax. Administrative fees will increase 12.70%.

The City had an increase in property valuation creating an effective rate of .4220. The ad valorem rate of .4445 was adopted to fund the expenditures budgeted for 2013-14.

Anticipated revenues for the General Fund total \$7,018,575 an increase of \$5645,885 or 10.14% over the preceding year's budget (see graph on page 8). The amount of revenues from various sources and the change from last year are shown in the following tabulation:

<u>Revenue Source</u>	<u>Amount</u>	<u>Percent of Total</u>	<u>Increase (Decrease) from FY 2013</u>
Taxes	\$5,510,685	78.52%	\$457,465
Licenses & Permits	53,410	0.76	24,160
Intergovernmental	120,000	1.71	24,840
Charges for Services	1,143,830	16.30	135,130
Fines & Forfeitures	115,000	1.64	5,000
Interest	20,000	0.28	-0-
Miscellaneous	55,650	0.79	4,500
<u>Total</u>	<u>\$7,018,575</u>	<u>100.00%</u>	<u>\$651,095</u>

Ad valorem taxes, both current and delinquent, are expected to produce 25.66% of the General Fund revenues for FY 2014 as compared to 26.81% of the budgeted revenues for FY 2013, (refer to graph page 8). Sales tax revenues which amounted to 41.32% of the total for FY 2013 have increased to 15.76% for FY 2014.

The City's property tax is levied each October 1, on 100 percent of assessed value listed for all real and personal property (business property) located in the City. Assessed values are established by the Scurry County Appraisal District and certified by the Board of Review. Total appraised value for the City of Snyder for FY 2014 is \$385,179,707 an increase of \$19,839,105 (5.43%) from FY 2013.

The City is permitted by Article II, Section 5 of the State of Texas Constitution to levy taxes up to \$2.50 per \$100 of assessed valuation for general governmental services including the payment of principal and interest on general obligation long-term debt. Taxes are due by January 31, following the October 1 tax levy date.

Beginning in 1982, the Appraisal District is required under the Property Tax Code to assess all property within the Appraisal District on the basis of 100 percent of its appraised market value and is prohibited from applying any assessment ratios. The value of property within the Appraisal District must be reviewed every four years; however, the City may at its own expense, require annual reviews of appraised values. The City may challenge appraised values established by the Appraisal District through various appeals and if necessary, legal action. Under this legislation, the City continues to set tax rates on City property. However, if the tax rate, excluding tax rates on bonds and other contractual obligations, adjusted for new improvements, exceeds the rollback rate, qualified voters of the City may petition for an election to determine whether to limit the tax rate to the rollback rate. The rollback tax rate calculated by the County Tax Assessor/Collector for FY 2014 is \$.4589 per \$100 of assessed valuation.

Expenditures for the General Fund total \$7,018,575 for FY 2014, an increase of 10.14 percent over FY 2013, (see graph page 10). Changes in levels of expenditures for major functions of the City over the preceding year are shown in the following tabulation:

<u>Function</u>	<u>Current</u>	<u>Percent of Total</u>	<u>Increase (Decrease) From FY 2013</u>
General Government	\$ 1,953,285	27.83%	\$ 219,290
Public Safety	3,722,345	53.04	231,440
Public Works	1,342,945	19.13	200,365
<u>Total</u>	<u>\$7,018,575</u>	<u>100.00%</u>	<u>\$ 651,095</u>

The major functions and their percentage of the total General Fund expenditures are shown in the pie-chart, page 20.

General Government budgeted expenditures have increased by 10.98% over last year. Personnel increased 12.56% due to a 3.25% cost of living adjustment and pay plan adjustment. A decrease is budgeted in supplies of 11.93%, services by 3.84%, as well as sundry charges by 9.64%, and capital outlay by 31.96%. Maintenance increased by 31.95%.

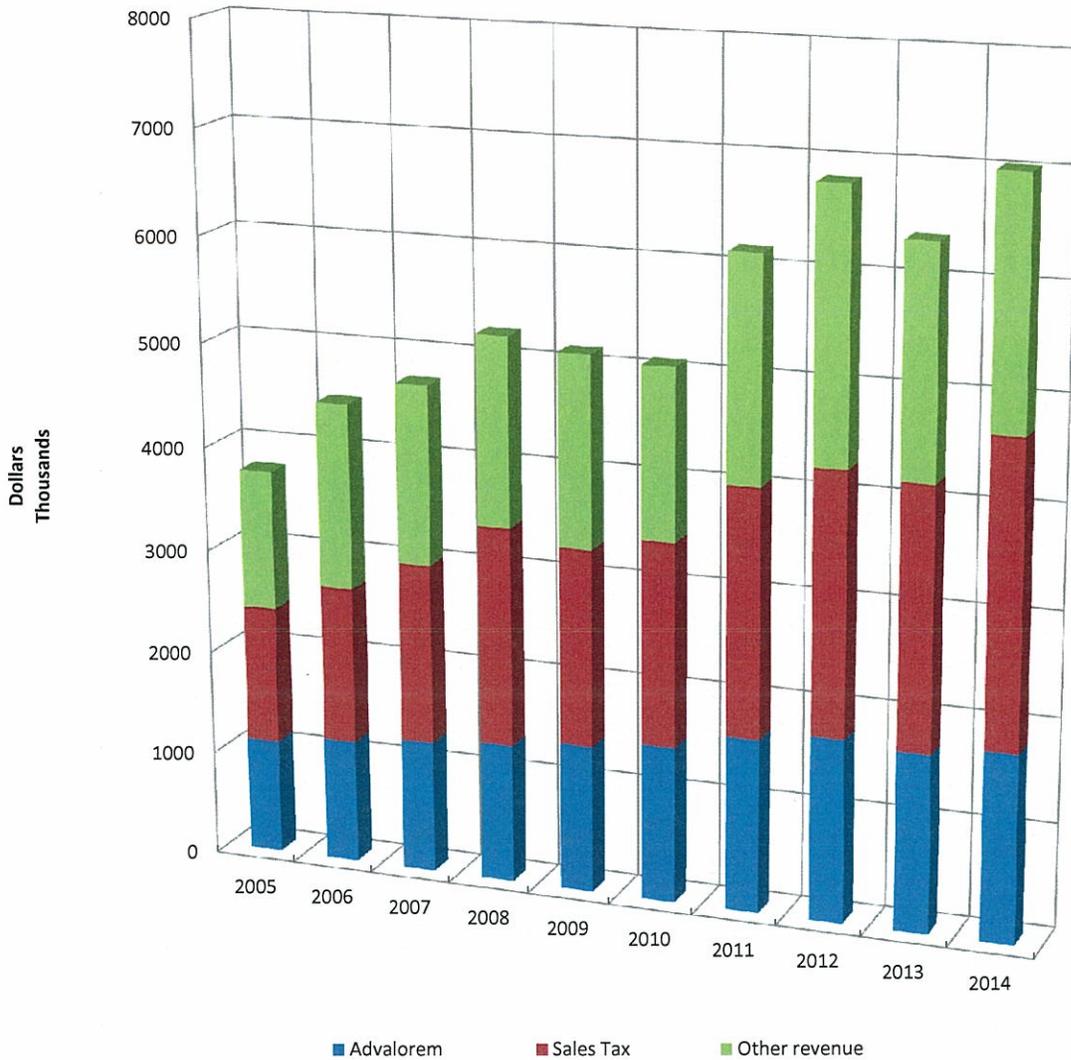
Public Safety budgeted expenditures increased by 6.63%. Personnel increased by 11.64% due to a 3.25% cost of living adjustment and pay plan adjustment. Supplies increased by 1.78%, maintenance by 2.11%. services by 13.24%, sundry charges by 173.67% (due to Workers Comp.), and capital outlay also decreased by 50.49%.

Public Works (Street Department) budgeted expenditures increased by 10.14%. Personnel increased by 7.09%, supplies by 53.49%, maintenance by 18.88%, as well as services by 10.58%. Sundry charges also increased by 125.55%, and capital outlay increased by 41.64%.

The budgeted Undesignated Fund Balance at the end of FY 2014 is expected to reflect no change from the FY 2013 balance. The relationship between annual actual expenditures and undesignated fund balance for the ten-year period FY 2005 - FY 2014 can be viewed on the graph on page 12. It is apparent from the graph that the relationship between expenditures and designated fund balances has held relatively stable in the past three years.

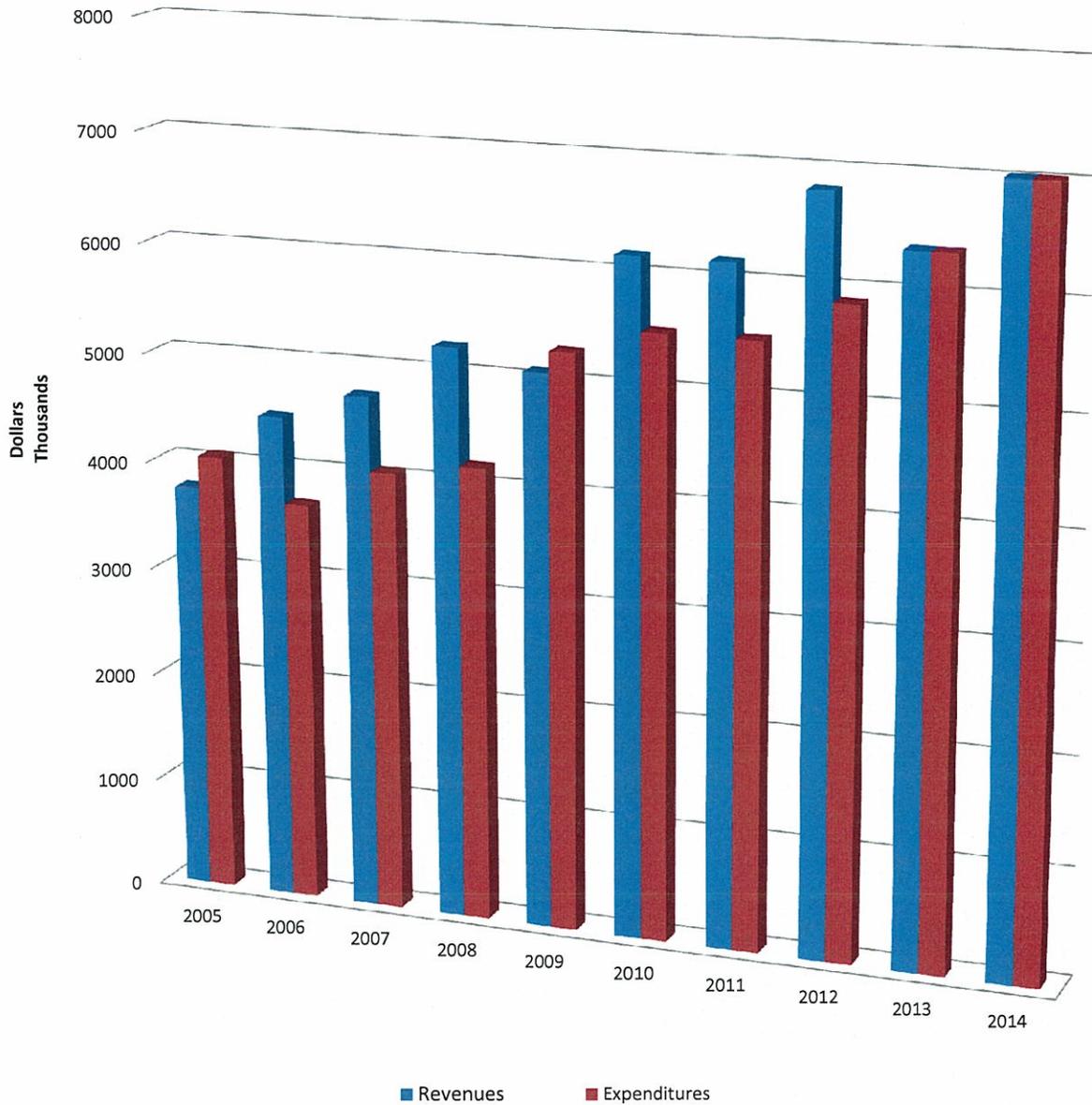
The Capital Improvement Plan (CIP), page 154, sets out the schedule of capital expenses for the five-year period which includes FY 2014. Capital expenditures for 2014 are \$685,230 as compared to \$782,805 for the previous fiscal year. The expenditures for capital improvements are found in all departmental budgets.

General Fund Ad Valorem, Sales Tax, Other Revenue 2013-2014



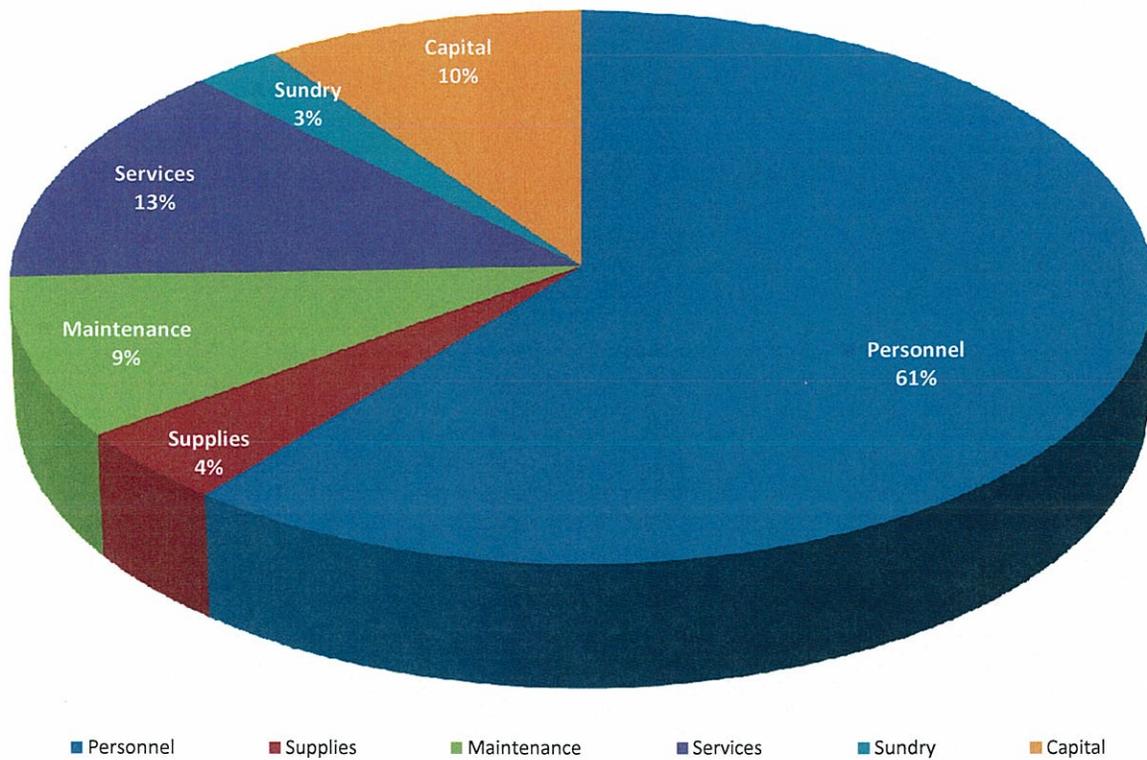
Description: This graph shows the relationship between Ad Valorem and Sales Tax to Total Revenue in the General Fund for the period Fiscal Year 2005 to Fiscal Year 2014

General Fund Revenues & Expenditures



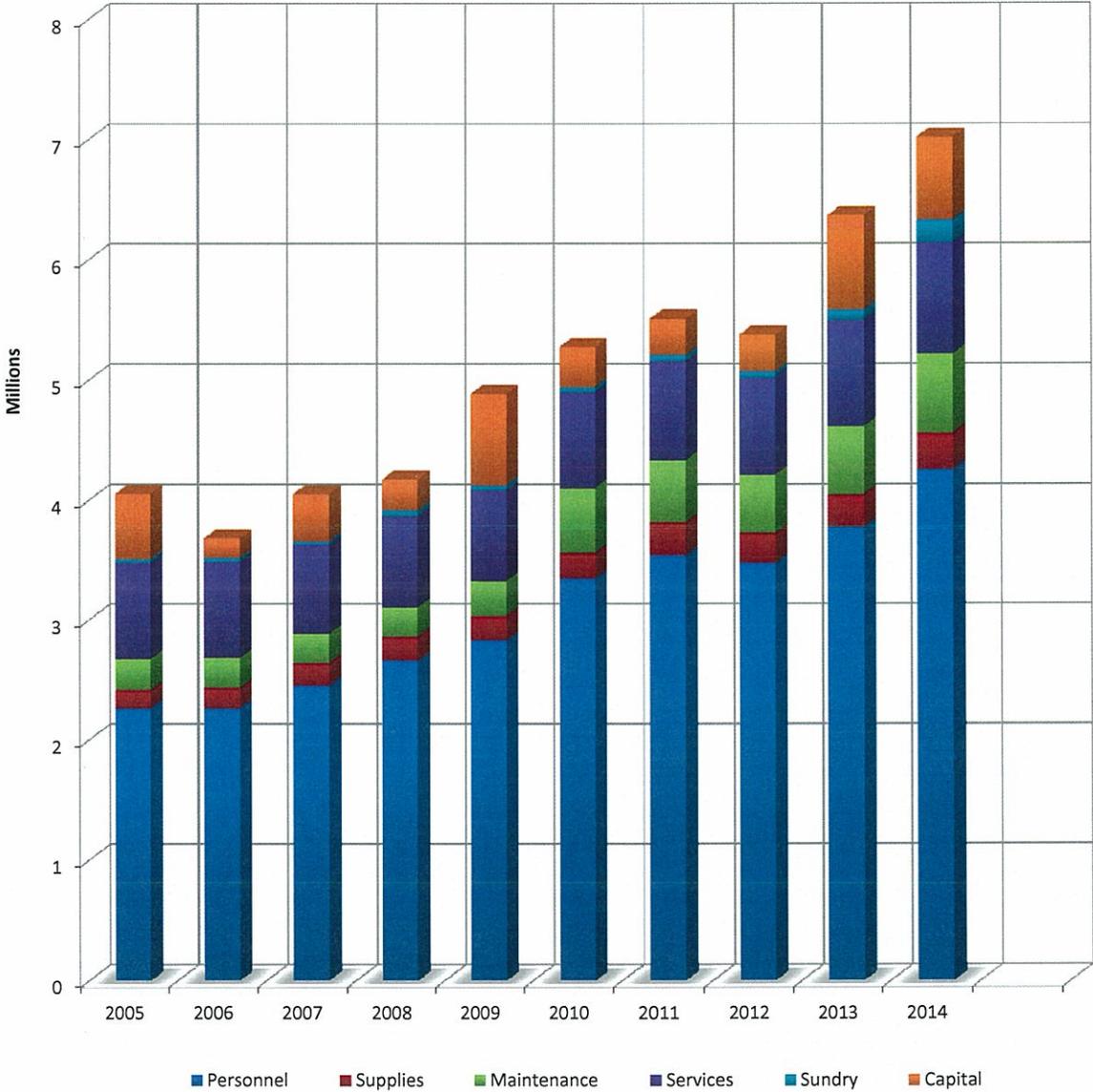
Description: This graph shows the General Fund Revenues and Expenditures for Fiscal Year 2005 to Fiscal Year 2014.

General Fund Expenditures Fiscal Year 2014



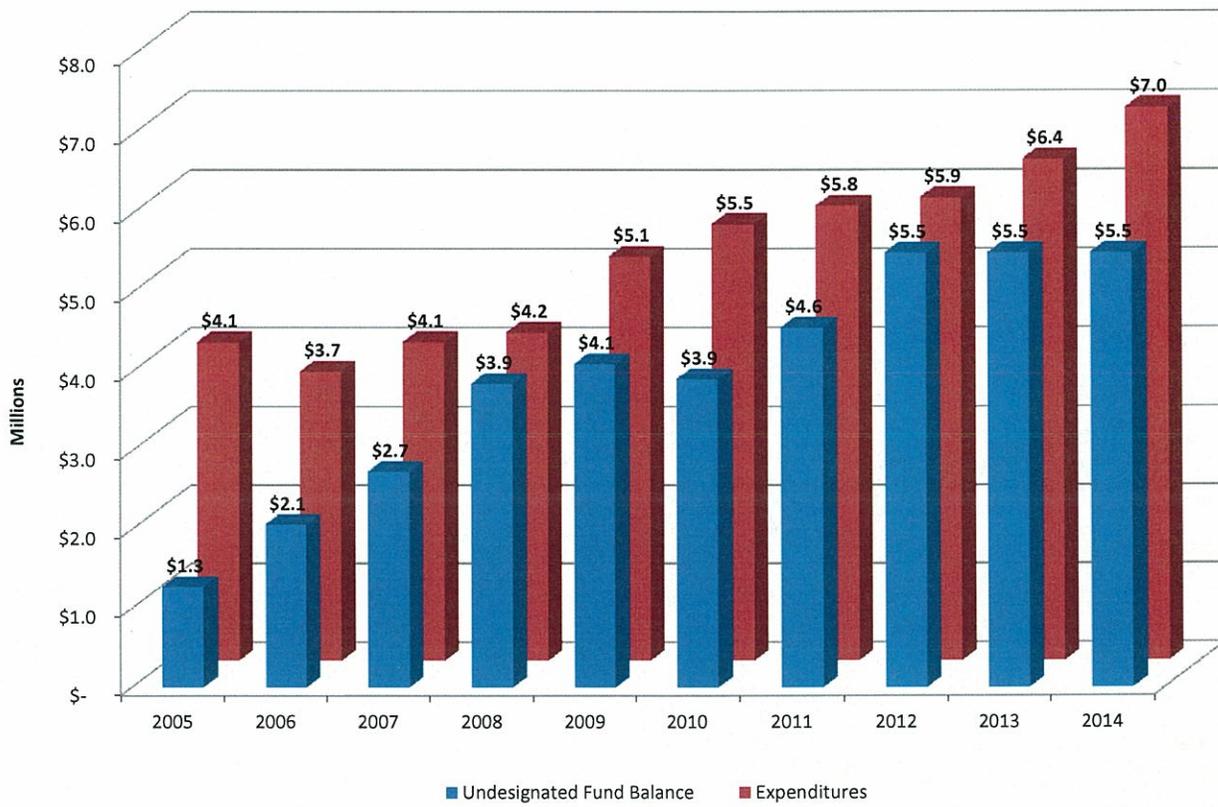
Description: This pie chart visually shows the percentage of General Fund Expenditures allocated to the various major categories for the budget for Fiscal Year 2014.

General Fund Expenditures Fiscal Years 2005 - 2014



Description: This graph shows a visual comparison of expenditure allocations for Fiscal Years 2005 through 2014.

General Fund Undesignated Fund Balance/Expenditures



Description: This graph shows the relationship between General Fund Expenditures and Undesignated Fund Balance at year's end for the period Fiscal Year 2005 to Fiscal Year 2014.

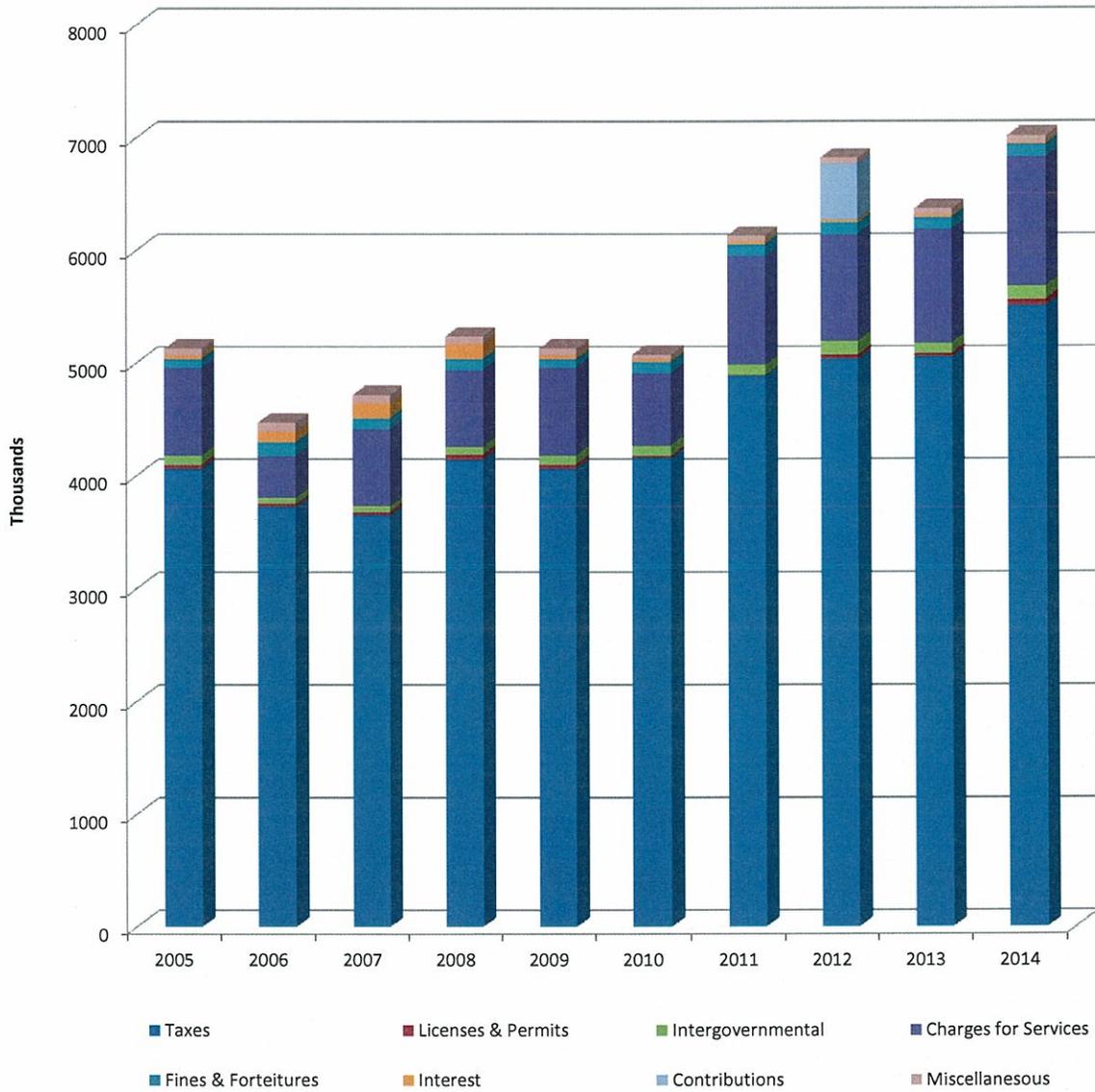
CITY OF SNYDER, TEXAS
GENERAL FUND

COMPARATIVE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE/WORKING CAPITAL

2013-2014 BUDGET

	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Proposed Budget
Revenues:				
Taxes	4,890,527	5,036,081	5,058,435	5,510,685
Licenses and Permits	30,226	34,316	29,250	53,410
Intergovernmental	88,371	127,482	95,160	120,000
Charges for Services	966,058	945,425	1,008,695	1,143,830
Fines and Forfeitures	110,432	107,594	110,000	115,000
Interest	22,769	22,384	20,000	20,000
Miscellaneous	54,520	54,758	51,150	55,650
Contributions		496,536		
Total Revenues	6,162,903	6,824,576	6,372,690	7,018,575
Expenditures:				
Personnel	3,514,087	3,477,113	3,782,470	4,259,585
Supplies	275,975	253,063	272,170	303,220
Maintenance	543,191	481,259	565,915	654,785
Services	821,381	812,407	881,955	923,420
Sundry Charges	53,841	50,554	87,375	192,335
Capital Outlay	301,789	805,343	782,805	685,230
Total Expenditures	5,510,264	5,879,739	6,372,690	7,018,575
Excess (Deficiency) of Rev. over Exp.	652,639	944,837	-	-
Other Financing Sources (Uses):				
Sale of Asset	-	-	-	-
Excess (Deficiency) of Rev. & Other Sources over Expenditures	<u>652,639</u>	<u>944,837</u>	<u>-</u>	<u>-</u>
Fund Balance at B-O-Y	\$4,153,345	\$4,805,984	\$5,750,821	\$5,750,821
Reserve for economic development	-	-	-	-
Fund Balance at E-O-Y	\$ 4,805,984	\$ 5,750,821	\$ 5,750,821	\$ 5,750,821

GENERAL FUND Revenues



Description: This graph describes Taxes, Licenses and Permits, Intergovernmental, Charges for Services, Fines & Forfeitures, and Miscellaneous Revenues for the Period Fiscal Year 2005 to Fiscal Year 2014.

CITY OF SNYDER, TEXAS
GENERAL FUND

STATEMENT OF REVENUES

2013-2014 BUDGET

	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Proposed Budget
Taxes:				
Sales Taxes	2,375,209	2,511,844	2,505,215	2,900,000
Ad valorem Taxes	1,667,672	1,761,229	1,707,220	1,800,685
Franchise Taxes	842,262	757,649	840,000	800,000
Liquor Taxes	5,384	5,359	6,000	10,000
Total Taxes	4,890,527	5,036,081	5,058,435	5,510,685
Licenses and Permits	30,226	34,316	29,250	53,410
Intergovernmental:				
Civil Defense Contract	7,527	41,699	15,360	42,000
LEOSE - Fire	2,544	-	1,800	-
Snyder Public Schools Resource Officers	78,300	76,850	78,000	78,000
Citizens Corp - Grant	-	-	-	-
LEOSE- Police	-	-	-	-
Juvenile Case Manager Fee	-	8,933	-	-
Step Grant - Waves	-	-	-	-
Bullet Proof Vest Program	-	-	-	-
Homeland Security	-	-	-	-
Drug Enforcement	-	-	-	-
Total Intergovernmental	88,371	127,482	95,160	120,000
Charges for Services:				
Administrative Fees	887,669	896,959	957,935	1,079,565
Municipal Court Fees	46,046	40,096	36,760	53,265
Billings for Emergency Services	29,411	5,272	11,000	7,000
Credit Card Fees	2,932	3,098	3,000	4,000
Total Charges for Services	966,058	945,425	1,008,695	1,143,830
Fines & Forfeitures	110,432	107,594	110,000	115,000
Miscellaneous:				
Interest	22,769	22,384	20,000	20,000
Miscellaneous	54,520	54,758	51,150	55,650
Total Miscellaneous	77,289	77,142	71,150	75,650
Contributions		496,536		
Total Revenues	\$ 6,162,903	\$ 6,824,576	\$ 6,372,690	\$ 7,018,575

CITY OF SNYDER, TEXAS
GENERAL FUND

DESCRIPTION OF REVENUES

2013-2014 BUDGET

TAXES

Sales Tax \$2,900,000

The sales tax revenue received by the city is the result of both retail and certain industrial purchases. Major exemptions from sales tax include food, drugs, services, and equipment or materials used in manufacturing or agricultural procedures. Sales tax revenues are collected by the State Comptroller of Public Accounts and remitted to each city levying the tax on a monthly basis. At the close of each month, the state distributes all available funds specifically deposited to the credit of each city. The Comptroller deducts 2 percent for administration from the collections deposited.

Ad Valorem Taxes

Current Taxes \$ 1,712,125

Current taxes refers to ad valorem, or property taxes which are due during the current fiscal year, as opposed to the taxes due last year. Property taxes are assessed upon property or real estate, buildings, and for business on their equipment and inventory. The City, however, exempts some of the value on residential property.

Property valuations are established by the Scurry County Appraisal District and given to the City Council from which the tax rate is set. Taxes due on October 1st of each year become delinquent or past due on February 1st. Generally, the City can expect to collect about 94% of the taxes due.

Delinquent Taxes \$ 43,000

Delinquent taxes are those property or ad valorem taxes which were due in prior years. The City, through the Scurry County Tax Collector's Office attempts to collect delinquent taxes.

Penalty & Interest \$ 38,500

Property taxes which are paid after they become delinquent are assessed penalties and interest. Generally speaking, the penalty is 1% of principal due for the first month, plus 1% for each additional month delinquent, to a maximum of 10%.

Interest is assessed at ½ of 1% for each month or portion of month the tax remains delinquent.

Tax Certificate \$ 810

Business and Personal Property \$ 2,750

Overages/Variances	\$ 3,5000
Franchise Tax	\$ 800,000
<p>Franchise tax payments are made to the City by TXU Electric Delivery, Big Country Electric, Atmos Energy, Cebridge Cable, Southwestern Bell, West Texas State Bank, American State Bank and Snyder National Bank based upon a percentage of gross receipts and paid in return for using city streets, alleys or easements for service limits.</p>	
Liquor Tax	\$ 10,000
<p>50% of the face value of all facets of the Texas Alcohol and Beverage Commission issued permits.</p>	
TOTAL TAXES	
	\$5,510,685

LICENSES & PERMITS

Building Permits	\$ 25,000
<p>Buildings which undergo structural alterations or new construction require a building permit. Permit fees are: \$40.00 minimum up to 500 square feet, \$.10 per square foot thereafter to a maximum of \$50,000.00</p>	
Moving Permits	\$ -0-
Electrical Permits	\$ 14,000
<p>Electrical permits are required for alterations, remodeling, repairs, additions, or new construction. Fees vary, and are based upon building type and wiring complications.</p>	
Electrical License	\$ -0-
<p>The City issues electrical licenses within the city limits. Fees cover testing and license issuance costs.</p>	
Dog License	\$ 250
<p>The City charges \$2.00 per license.</p>	
Pound Fee	\$ 8,000
<p>Pound fee is \$5.00 for reclaimed animals.</p>	
Peddler's Fee	\$ 400
<p>The City's fee for each peddler's license is \$50.00.</p>	
Miscellaneous Fees	\$ 1,935
<p>Zone changes, variance cases, special use permits, dump truck fees.</p>	

Demolition Fees	\$	-0-
The City's fee for demolition.		
Beer & Wine Permit & License	\$	1,600
The City's permit fee for the sale of beer and wine.		
Vehicle for Hire	\$	-0-
The City's fee for the operation of taxicab/limousine and novelty vehicle for hire within the City.		
Package Store Permit	\$	950
The City's permit fee for the sale of alcoholic beverages.		
Carnival Permit	\$	75
The City's permit fee for the operation of a carnival.		
Fire Inspection Service Fee	\$	1,200
The City's permit fee for annual inspections of specified commercial and residential facilities.		
TOTAL LICENSES AND PERMITS		\$ 53,410

INTERGOVERNMENTAL

Civil Defense Contract	\$	42,000
SISD Special Resource Officer	\$	78,000
TOTAL INTERGOVERNMENTAL		\$ 120,000

CHARGES FOR SERVICES

Administrative Fees		
The Enterprise Fund is charged a fee for administrative and accounting services provided by the General Fund.		\$ 1,079,565
The Municipal Court is allowed to charge an administrative fee for teen court, safe driving courses, and deferrals.		\$ 4,600
Billings for Emergency Services	\$	7,000
The Fire Department is allowed to charge insurance companies for vehicle fires, wash-down at a wreck, extrication, commercial structure fire, mobile home fire, hazardous material, special rescue,		

and 1st responder.

Court Costs \$ 48,665

Fees are established by the State and the City retains 10% of the fees prior to remittance to the state.

Credit Card Fees \$ 4,000

TOTAL CHARGES FOR SERVICES \$ 1,143,830

FINES & FORFEITURES

Municipal Court \$ 115,000

Collections through the assessment of fines for traffic violations and city ordinance violations.

TOTAL FINES & FORFEITURES \$ 115,000

MISCELLANEOUS

Interest Income \$ 20,000

Includes interest earnings on city deposits.

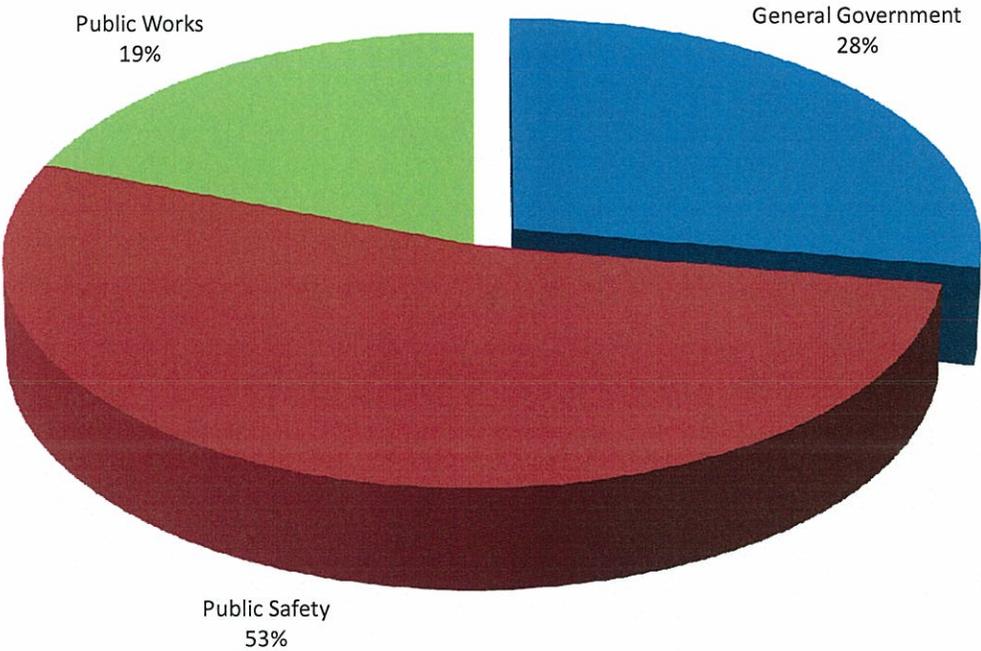
Other \$ 55,650

Includes gain/loss on sale of equipment.

TOTAL MISCELLANEOUS \$ 75,650

TOTAL GENERAL FUND REVENUE \$ 7,018,575

**GENERAL FUND FUNCTION EXPENSE
Fiscal Year 2014**



■ General Government ■ Public Safety ■ Public Works

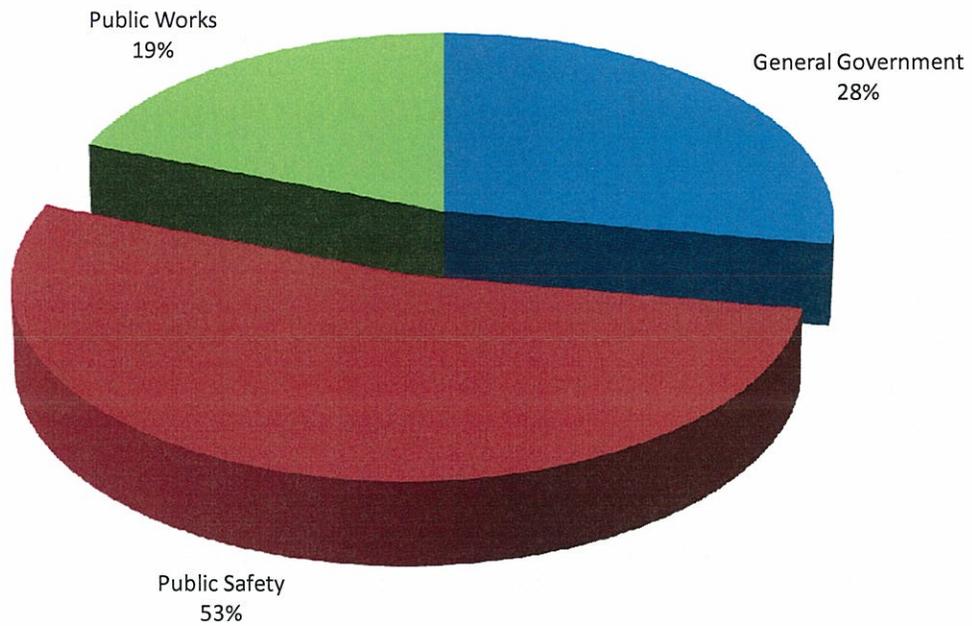
Description: This pie chart highlights the "General Government" function and amount of the General Fund Expenditures that are appropriated for each major function and the relationship between the functional areas.

CITY OF SNYDER, TEXAS
GENERAL FUND
STATEMENT OF EXPENDITURES
2013-2014 BUDGET

	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Proposed Budget
GENERAL GOVERNMENT:				
Administration:				
Personnel Services	198,174	196,430	209,730	227,510
Supplies	4,544	2,500	5,300	4,500
Maintenance	4,152	4,629	6,045	5,510
Services	70,618	41,611	82,065	48,205
Sundry Charges	7,349	4,493	8,500	6,405
Capital Outlay	105	1,454	900	900
Totals	284,942	251,117	312,540	293,030
Finance:				
Personnel Services	173,776	176,982	303,920	305,485
Supplies	1,479	1,913	3,175	4,150
Maintenance	5,491	4,100	16,340	15,755
Services	36,581	33,996	35,160	38,710
Sundry Charges	2,546	1,409	5,420	3,375
Capital Outlay	129	1,750	450	-
Totals	220,002	220,150	364,465	367,475
Zoning & Building:				
Personnel Services	152,405	140,702	168,205	252,875
Supplies	6,712	4,423	5,600	5,600
Maintenance	9,572	7,766	12,800	18,055
Services	9,395	10,291	10,035	10,435
Sundry Charges	675	558	1,100	1,395
Capital Outlay	-	16,169	-	47,040
Totals	178,759	179,909	197,740	335,400
Municipal Court:				
Personnel Services	145,487	141,710	191,330	209,300
Supplies	3,393	3,743	3,450	4,300
Maintenance	7,622	7,219	200	9,270
Services	23,254	23,495	26,870	27,870
Sundry Charges	1,168	1,065	2,165	3,010
Capital Outlay	2,171	2,022	200	1,550
Totals	183,095	179,254	224,215	255,300

	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Proposed Budget
Community Services:				
Personnel Services	-	-	-	-
Supplies	4,588	4,997	7,200	7,450
Maintenance	184	5,066	1,720	1,720
Services	238,225	237,848	227,875	229,540
Sundry Charges	226	600	5,200	6,305
Capital Outlay	6,062	519,142	165,580	163,480
Totals	249,285	767,653	407,575	408,495
City Secretary/Records:				
Personnel Services	115,893	145,630	140,590	151,350
Supplies	3,531	4,284	2,300	3,450
Maintenance	41,721	17,522	3,295	4,025
Services	4,972	5,262	6,710	15,765
Sundry Charges	2,794	2,450	1,075	615
Capital Outlay	-	2,566	355	-
Totals	168,911	177,714	154,325	175,205
Data Processing:				
Personnel Services	104,296	106,034	79,445	84,055
Supplies	602	642	850	1,750
Maintenance	7,543	4,473	8,295	9,920
Services	2,984	2,985	7,290	10,290
Sundry Charges	130	352	300	365
Capital Outlay	-	628	3,000	12,000
Totals	115,555	115,114	99,180	118,380
Records Management:				
Personnel Services	78,009	84,486	-	-
Supplies	839	785	-	-
Maintenance	2,548	2,637	-	-
Services	3,338	2,639	-	-
Sundry Charges	130	290	-	-
Capital Outlay	-	7,504	-	-
Totals	84,864	98,341	-	-
TOTAL GENERAL GOVERNMENT	1,485,413	1,989,252	1,760,040	1,953,285

GENERAL FUND FUNCTION EXPENSE Fiscal Year 2014

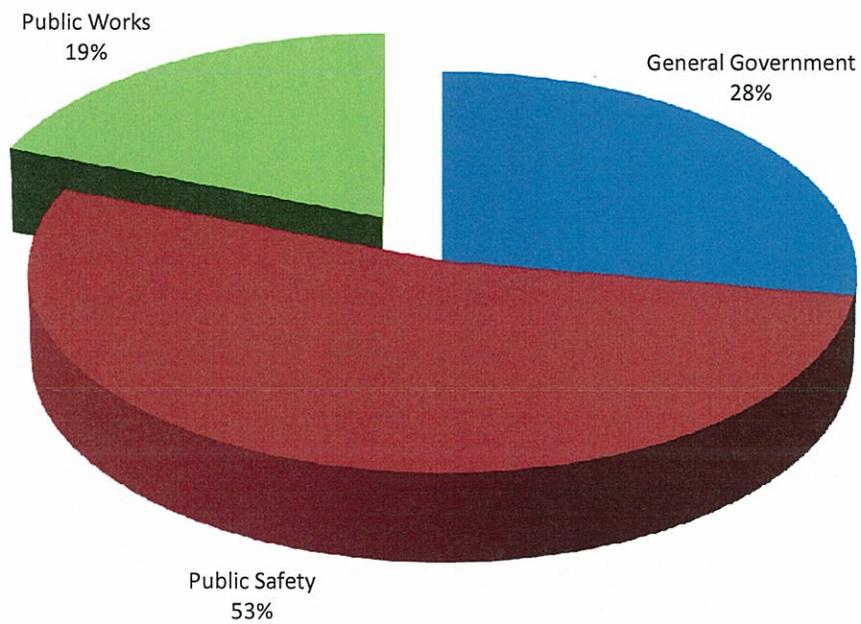


■ General Government ■ Public Safety ■ Public Works

Description: This pie chart highlights the "Public Safety" function and amount of the General Fund Expenditures that are appropriated for each major function and the relationship between the functional areas.

	2010-2011	2011-2012	2012-2013	2013-2014 Proposed
	Actual	Actual	Budget	Budget
PUBLIC SAFETY:				
Police:				
Personnel Services	1,427,726	1,380,833	1,563,180	1,810,015
Supplies	92,513	99,457	102,550	103,350
Maintenance	43,388	53,208	56,220	57,700
Services	37,455	50,451	60,230	61,750
Sundry Charges	23,047	20,461	34,295	126,345
Capital Outlay	79,012	127,001	157,420	143,710
Totals	1,703,141	1,731,411	1,973,895	2,302,870
Animal Control:				
Personnel Services	140,901	142,221	150,210	156,155
Supplies	12,322	13,083	16,800	17,800
Maintenance	4,150	2,397	8,175	8,175
Services	10,404	12,379	15,740	33,360
Sundry Charges	1,322	1,891	3,910	4,875
Capital Outlay	295	2,699	2,000	2,900
Totals	169,394	174,670	196,835	223,265
Fire:				
Personnel Services	774,382	708,518	737,425	807,495
Supplies	81,889	66,214	79,750	81,500
Maintenance	43,757	80,951	80,715	82,300
Services	111,384	99,186	121,120	128,075
Sundry Charges	11,645	12,929	18,765	24,690
Capital Outlay	54,117	86,073	282,400	72,150
Totals	1,077,174	1,053,871	1,320,175	1,196,210
TOTAL PUBLIC SAFETY	2,949,709	2,959,952	3,490,905	3,722,345

GENERAL FUND FUNCTION EXPENSE
Fiscal Year 2014

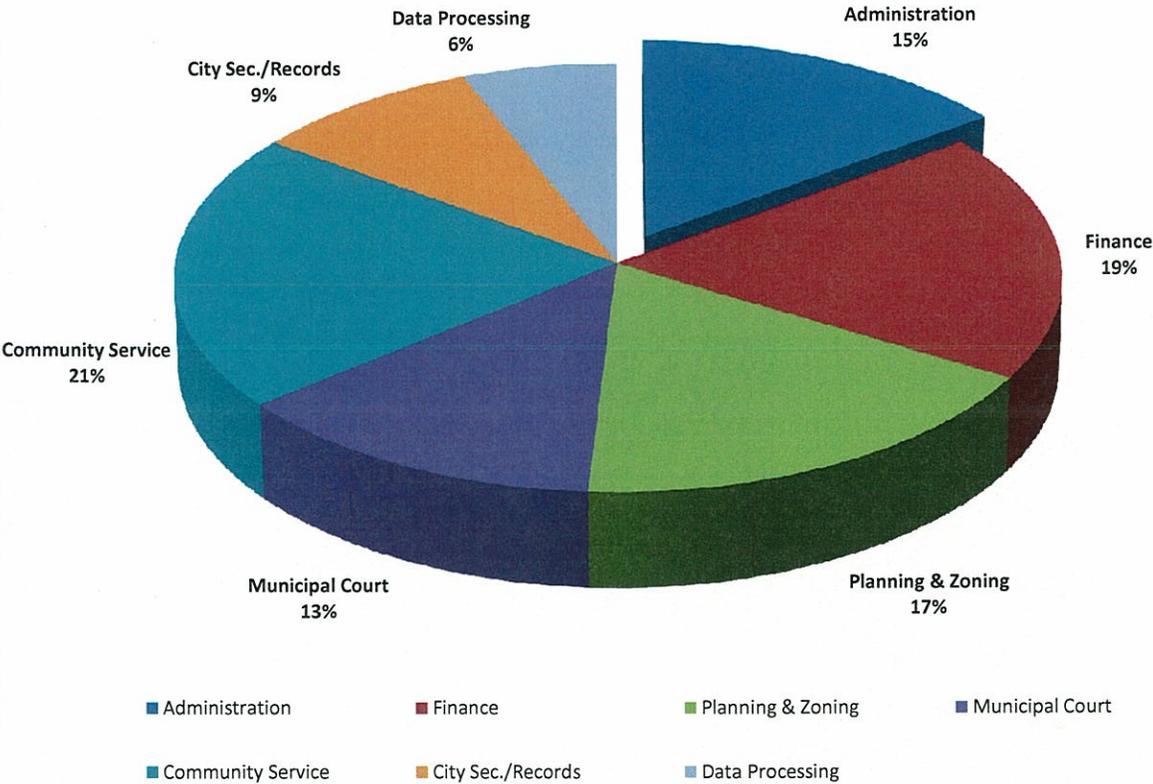


■ General Government ■ Public Safety ■ Public Works

Description: This pie chart highlights the "Public Works" function and amount of the General Fund Expenditures that are appropriated for each major function and the relationship between the functional areas.

	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Proposed Budget
PUBLIC WORKS;				
Street Maintenance:				
Personnel Services	203,038	253,567	238,435	255,345
Supplies	63,563	51,022	45,195	69,370
Maintenance	373,063	291,291	372,110	442,355
Services	272,771	292,264	288,860	319,420
Sundry Charges	2,809	4,056	6,645	14,955
Capital Outlay	159,898	38,335	170,500	241,500
Totals	<u>1,075,142</u>	<u>930,535</u>	<u>1,121,745</u>	<u>1,342,945</u>
TOTAL PUBLIC WORKS	<u>1,075,142</u>	<u>930,535</u>	<u>1,121,745</u>	<u>1,342,945</u>
TOTAL EXPENSES	<u>\$ 5,510,264</u>	<u>5,879,739</u>	<u>\$ 6,372,690</u>	<u>\$ 7,018,575</u>

General Government Function Expense Fiscal Year 2013-2014



Description: This pie chart highlights the relationship between the department "Administration" and the other departments within the General Government Functional area.

BUDGET SUMMARY

Fund	Function	Administration	Department Number 1	
General				
	Expend. Class	Actual 2011-12	Budgeted 2012-13	Proposed 2013-14
	Personnel Services	\$ 196,430	\$ 209,730	\$ 227,510
	Supplies	2,500	5,300	4,500
	Maintenance	4,629	6,045	5,510
	Services	41,611	82,065	48,205
	Sundry Charges	4,493	8,500	6,405
	Capital Outlay	1,454	900	900
	TOTAL ALL ACCOUNTS	\$ 251,117	\$ 312,540	\$ 293,030

PERSONNEL ALLOCATION

Classification	Salary Range	Pay Level	Employees	
			Present	Proposed
City Manager	Unclassified	N/A	1.00	1.00
Secretary/Receptionist	2,881 to 3,151	10	1.00	1.00
TOTAL			2.00	2.00

Mission Statement

The implementation of policies established by the City Council as fairly, effectively and efficiently as possible.

Description

City Administration consists of the City Manager and receptionist/secretary.

The City Manager is the chief administrative officer of the city referencing the City Charter to administer the policies of the City Council and the overall coordination of the city's activities for the efficient operation of the City of Snyder.

Goal

Provide administrative oversight that the City operations are responsive and sensitive to citizen desires.

Objectives

1. Consolidation of City/County services and eliminate duplication of costs.
2. Secure discretionary federal funding for Homeland Security and American Recovery.
3. Meet with City/School/Chamber/Hospital/WTC officials monthly.
4. Meet with West Central Texas Council of Governments on a regular basis.
5. Support local economic development efforts in conjunction with the Development Corporation of Snyder, SISD, Scurry County, Snyder Chamber of Commerce, Cogdell Hospital, West Texas Council of Governments, and TxDot.
6. Support city wide recycling programs when feasible.
7. Develop and implement city wide beautification projects.
8. Development of Deep Creek Beautification Project.
9. Seek CDBG Grant Funding for City projects.
10. Continue demolition of sub-standard structures.
11. Meet with U.S. Air Force officials and support the Scoring Facility located at Winston Field.
12. Utilize Price Daniel Unit personnel on City and Community projects.
13. Completion of a Master Plan for the City.
14. Long-term City street reconstruction.

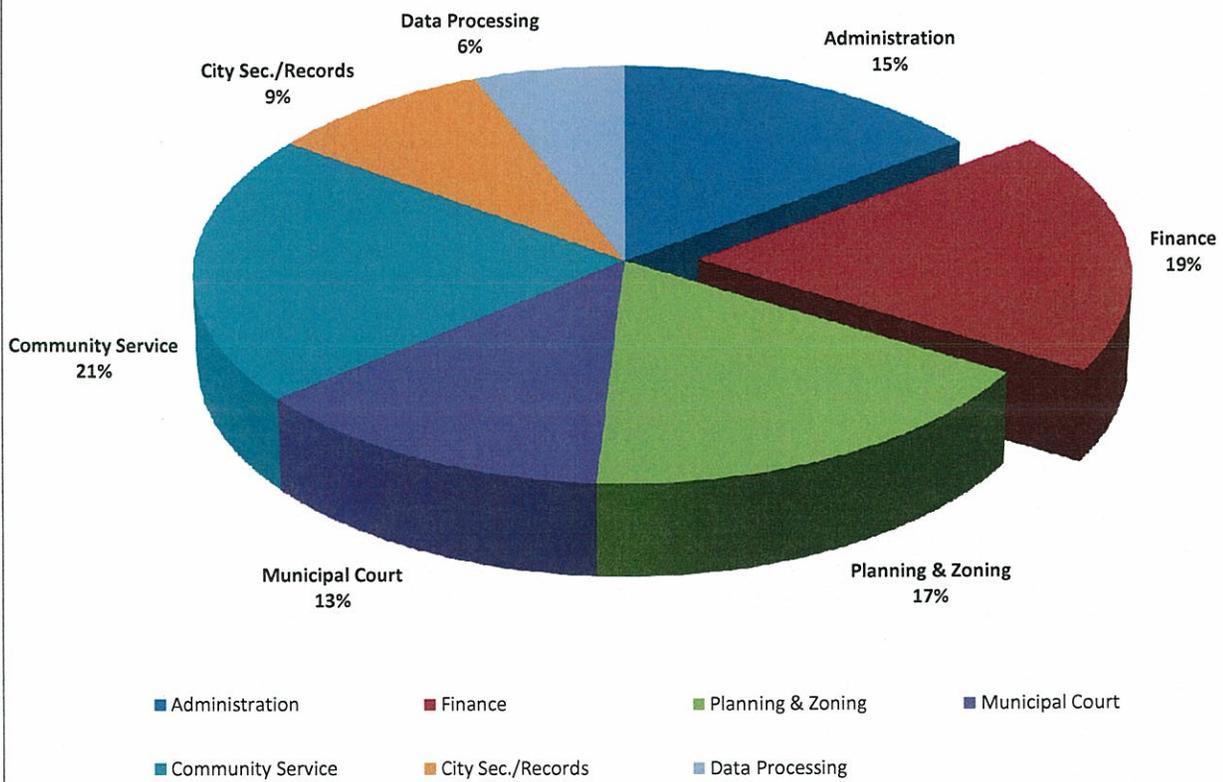
ADMINISTRATION - DEPARTMENT NO. 1

EXPENDITURES - FUND 01

	ACTUAL 2011-2012	BUDGETED 2012-2013	PROPOSED 2013-2014
PERSONNEL SERVICES			
601-101 SUPERVISION	110,610	117,745	130,465
601-102 CLERICAL	33,402	35,590	37,680
601-105 LONGEVITY	323	435	300
601-106 OVERTIME	-	180	180
601-107 PART-TIME	-	-	-
601-108 FICA EXPENSE	8,738	9,545	10,455
601-109 TMRS EXPENSE	27,822	29,175	30,740
601-110 INSURANCE EXPENSE	13,491	14,825	15,245
601-111 MEDICARE EXPENSE	2,044	2,235	2,445
601-112 ACCRUED COMP. ABSENCES	-	-	-
Sub Total	196,430	209,730	227,510
SUPPLIES & MATERIALS			
601-201 OFFICE SUPPLIES	853	1,300	1,300
601-205 TIRES & TUBES	-	900	900
601-206 MOTOR VEHICLE SUPPLIES	1,468	1,800	1,800
601-208 JANITORIAL SUPPLIES	178	300	300
601-210 BOTANICAL & AGRICUL.	-	-	-
601-215 OTHER SUPPLIES	1	1,000	200
Sub Total	2,500	5,300	4,500
MAINTENANCE OF BUILDINGS			
601-301 BUILDINGS & GROUNDS	1,313	2,500	2,500
Sub Total	1,313	2,500	2,500
MAINTENANCE OF EQUIPMENT			
601-401 OFFICE EQUIPMENT	1,172	1,170	1,170
601-403 MAINTENANCE OF EQUIPMENT	-	-	-
601-404 AUTOMOTIVE EQUIPMENT	979	800	250
601-407 SOFTWARE MAINTENANCE	1,165	1,575	1,590
Sub Total	3,316	3,545	3,010
MISCELLANEOUS SERVICES			
601-501-01 TELEPHONE	5,689	4,500	7,200
601-501-02 CELLULAR	2,090	1,600	2,200
601-501-03 INTERNET	1,104	1,125	2,000
601-502 RENTAL OF EQUIPMENT	1,099	1,195	1,195
601-503 INSURANCE	71	840	555

	ACTUAL 2011-2012	BUDGETED 2012-2013	PROPOSED 2013-2014
601-504 SPECIAL SERVICES	603	1,300	450
601-505 ADVERTISING	10,942	6,000	10,000
601-506 BUSINESS & TRANSPORTATION	9,522	9,000	12,250
601-508 FEE BASIS SERVICE	3,560	47,200	4,000
601-510 CONTRACTUAL SERVICES	484	655	655
601-511-01 ELECTRICITY	6,167	8,000	7,000
601-511-02 GAS	280	450	500
601-512 DATA PROCESSING	-	200	200
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Sub Total	41,611	82,065	48,205
SUNDRY CHARGES			
601-602 MEMBERSHIP & SUBSCR.	3,872	5,800	5,800
601-604 WORKER'S COMP.	326	540	255
601-605 UNEMPLOYMENT	60	60	-
601-606 FREIGHT EXPENSE	21	100	100
601-607 PRINTING EXPENSE	214	2,000	250
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Sub Total	4,493	8,500	6,405
CAPITAL OUTLAY			
601-901 OFFICE EQUIPMENT	1,454	900	900
601-902 AUTOMOTIVE EQUIPMENT	-	-	-
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Sub Total	1,454	900	900
TOTAL BUDGET	\$ 251,117	\$ 312,540	\$ 293,030

General Government Function Expense Fiscal Year 2013-2014



Description: This pie chart highlights the relationship between the department "Finance" and the other departments within the General Government Functional area.

BUDGET SUMMARY

Fund General	Function Accounting Personnel/Payables	Finance	Department Number 2		
Expend. Class			Actual 2011-12	Budgeted 2012-13	Proposed 2013-14
Personnel Services			\$ 173,982	\$ 277,875	\$ 305,485
Supplies			1,913	3,175	4,150
Maintenance			4,100	16,340	15,755
Services			33,996	35,160	38,710
Sundry Charges			1,409	5,420	3,375
Capital Outlay			1,750	450	-
TOTAL ALL ACCOUNTS			\$ 220,150	\$ 338,420	\$ 367,475

PERSONNEL ALLOCATION

Classification	Salary Range	Pay Level	Employees	
			Present	Proposed
Director of Finance/Treasurer	Unclassified	N/A	1.00	1.00
Human Resources/Risk Mgmt.	4,354 to 4,762	22	1.00	1.00
Payables/Receivables	3,928 to 4,297	19	1.00	1.00
Laborer	2,597 to 2,840	7	1.00	1.00
TOTAL			4.00	4.00

Mission Statement

To provide for the efficient financial operation of the City and safeguarding the City's assets. To insure that the City adheres to state and federal laws as they apply to personnel and payroll.

To invest funds which will provide the highest investment return with the maximum security and conforming to all statutes governing the investment of the City's funds.

Description

The Finance Department is responsible for the administration and overall planning for the City's financial activities. Also included in this department are the personnel functions.

Goal

Provide effective protection of the city's financial assets through accurate financial reporting, sound investment policies and the safekeeping of city records. Provide nondiscriminatory personnel policies.

Objectives

1. Continue to maintain the 100% ratio of invested funds to total funds available at the highest possible rate of return.
2. Process financial data as received.
3. Continue to produce accurate financial statements on a real time basis.
4. To continue to produce a Comprehensive Annual Financial Report that meets the Certificate of Conformance Standards of the Government Finance Officers Association (GFOA).
5. Implement changes in financial reports when published by the Governmental Accounting Standards Board (GASB).
6. To produce a budget that meets the Distinguished Budget Presentation standards of the GFOA.
7. Pay bills on a timely basis to avoid late fees.
8. Fill all personnel requisitions with the most qualified applicants as soon as possible.

Indicators

	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>
Number of payable checks issued	2,859	3,414	3,011
Number of positions filled	11	9	15
Applications reviewed	189	164	117

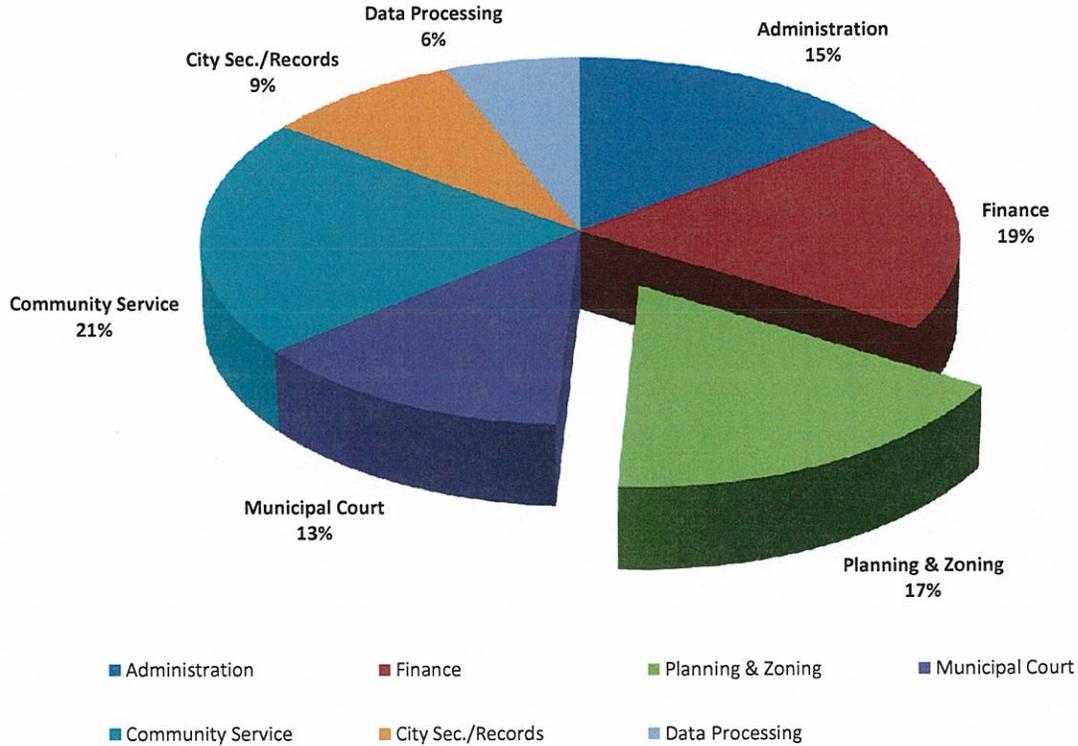
FINANCE - DEPARTMENT NO. 2

EXPENDITURES - FUND 01

	ACTUAL 2011-2012	BUDGETED 2012-2013	PROPOSED 2013-2014
PERSONNEL SERVICES			
602-101 SUPERVISION	84,725	93,720	83,830
602-102 CLERICAL	41,394	92,340	98,675
602-103 OPERATIONS	-	29,810	-
602-104 MAINTENANCE	157		31,870
602-105 LONGEVITY	1,752	3,200	3,185
602-106 OVERTIME	715	850	900
602-107 PART-TIME	-	-	-
602-108 FICA EXPENSE	7,991	12,425	13,545
602-109 TMRS EXPENSE	24,805	37,980	39,825
602-110 INSURANCE EXPENSE	13,574	30,270	30,490
602-111 MEDICARE EXPENSE	1,869	3,325	3,165
602-112 ACCRUED COMP. ABSENCES	-	-	-
Sub Total	176,982	303,920	305,485
SUPPLIES & MATERIALS			
602-201 OFFICE SUPPLIES	1,748	1,500	2,400
602-202 FORMS	-	675	400
602-204 UNIFORMS	-	800	275
602-207 MINOR TOOLS & APPARATUS			850
602-208 JANITORIAL SUPPLIES	165	200	225
602-215 OTHER SUPPLIES	-	-	-
Sub Total	1,913	3,175	4,150
MAINTENANCE OF BUILDINGS			
602-301 BUILDINGS & GROUNDS	-	125	170
Sub Total	-	125	170
MAINTENANCE OF EQUIPMENT			
602-401 OFFICE EQUIPMENT	263	1,430	135
602-407 SOFTWARE MAINTENANCE	3,837	14,785	15,450
Sub Total	4,100	16,215	15,585
MISCELLANEOUS SERVICES			
602-501-01 TELEPHONE	1,253	1,400	900
602-501-02 CELLULAR	882	-	-
602-501-03 INTERNET	961	1,125	1,125
602-502 RENTAL OF EQUIPMENT	920	1,015	1,015
602-503 INSURANCE	70	70	70
602-504 SPECIAL SERVICES	52	100	950

	ACTUAL 2010-2012	BUDGETED 2012-2013	PROPOSED 2013-2014
602-505 ADVERTISING	1,729	150	1,700
602-506 BUSINESS & TRANSPORTATION	3,173	3,200	4,850
602-508 FEE BASIS SERVICE	24,875	28,000	28,000
602-510 CONTRACTUAL SERVICES	81	100	100
602-512 DATA PROCESSING	-	-	-
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Sub Total	33,996	35,160	38,710
SUNDRY CHARGES			
602-602 MEMBERSHIP & SUBSCR.	268	1,510	1,900
602-604 WORKER'S COMP.	326	2,150	525
602-605 UNEMPLOYMENT	60	120	-
602-606 FREIGHT EXPENSE	44	50	50
602-607 PRINTING EXPENSE	711	1,590	900
602-608 BAD DEBT EXPENSE	-	-	-
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Sub Total	1,409	5,420	3,375
CAPITAL OUTLAY			
602-701 BUILDING	-	-	-
602-901 OFFICE EQUIPMENT	1,750	450	-
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Sub Total	1,750	450	-
TOTAL BUDGET	\$ 220,150	\$ 364,465	\$ 367,475

General Government Function Expense Fiscal Year 2013-2014



Description: This pie chart highlights the relationship between the department "Planning & Zoning" and the other departments within the General Government Functional area.

BUDGET SUMMARY

Fund	Function	Planning and Zoning	Department Number 3
General			
Expend. Class		Actual 2011-12	Budgeted 2012-13
		Proposed 2013-14	
Personnel Services		\$ 140,702	\$ 168,205
Supplies		4,423	5,600
Maintenance		7,766	12,800
Services		10,291	10,035
Sundry Charges		558	1,100
Capital Outlay		16,169	-
TOTAL ALL ACCOUNTS		\$ 179,909	\$ 197,740
		\$ 335,400	

PERSONNEL ALLOCATION

Classification	Salary Range	Pay Level	Employees	
			Present	Proposed
Zoning Administrator	5,176 to 5,661	27	1.00	1.00
Inspector	4,997 to 5,467	26	1.00	2.00
TOTAL			2.00	3.00

Mission Statement

To provide a safe and healthy environment free from unsightly weeds, unsafe building practices, and maintain the integrity of the zoning regulations. To keep records of all building permits, plumbing permits, and electrical permits. Insure that all trades people who work within the city are properly licensed and bonded. Review all proposed neighborhood development, commercial development, etc., and verify that all set backs front, side, and rear are maintained. Maintain the City water and sewer distribution maps, keeping them up to date with extensions. Keep records of water line breaks and sewer line stops and dispatch crews to problems. Keep city street maps current and keep records of street conditions on inventory, potholes, rutted alleys, etc. Maintain and enforce the “Federal Emergency Management Agency” Floodplain Regulations insuring that any development in the floodplain is in accordance with FEMA regulations.

Description

The Planning & Zoning Department is responsible for the supervision and administration of the various codes to safeguard life, health, public welfare, protection of property, and in general maintaining the quality of life that the citizens have grown to expect. This is achieved by physically inspecting all complaints, new construction, irrigation installations, electrical work, plumbing work, Natural Gas and L.P. Gas installations, insuring all vacant property and buildings are maintained and secure from public endangerment. This department also provides staff assistance in preparing background information and material as well as keeping the minutes of meetings conducted by The Zoning Board of Adjustment, The Planning & Zoning Commission, and The Builders Board of Appeals. In addition, this department also provides the City Council with information stemming from the various board meetings.

Goals and Objectives

Our intention is to provide timely and uniform application of building and mechanical codes, health, sanitation, nuisance, and zoning ordinances in order to maintain the standards outlined by the City Council and the public concern. Our objective is to keep our city in step with the current objectives of similar cities our size and maintain a wholesome and progressive identity, thus encouraging economic development.

Indicators

Number of Inspections

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>
Commercial	220	93	110
Residential	112	180	220
Electrical	144	178	154
Plumbing	198	540	594
Zoning Inspection	10	8	9
Health & Sanitation	30	28	35
Public nuisance	85	77	60

Permits Issued

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>
Building Permits	160	120	141
Electrical Permits	124	138	133
Plumbing Permits	236	218	530
Moving Permits	2	3	1
Demolition Permits	17	18	14
Sign Permits	7	4	2

Board Meetings

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>
Planning & Zoning	3	3	5
Board of Adjustment	1	1	1
Builders Board of Appeal	0	0	0

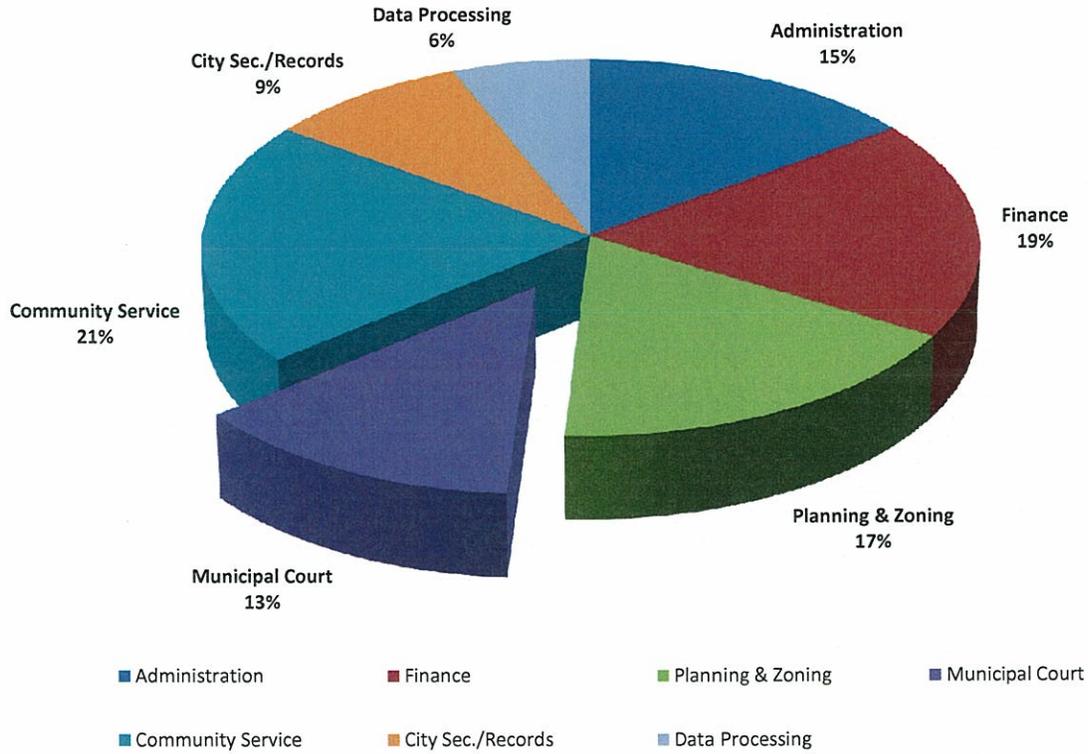
ZONING & BUILDING - DEPARTMENT NO. 3

EXPENDITURES - FUND 01

	ACTUAL 2011-2012	BUDGETED 2012-2013	PROPOSED 2013-2014
PERSONNEL SERVICES			
603-101 SUPERVISION	56,283	59,410	63,540
603-103 OPERATIONS	40,694	56,710	114,010
603-105 LONGEVITY	1,364	1,530	1,670
603-106 OVERTIME	2,699	3,500	3,500
603-108 FICA EXPENSE	6,535	7,510	11,330
603-109 TMRS EXPENSE	19,849	22,960	33,310
603-110 INSURANCE EXPENSE	11,750	14,830	22,865
603-111 MEDICARE EXPENSE	1,528	1,755	2,650
603-112 ACCRUED COMP. ABSENCES	-	-	-
Sub Total	140,702	168,205	252,875
SUPPLIES & MATERIALS			
603-201 OFFICE SUPPLIES	663	1,300	1,300
603-202 FORMS	695	-	-
603-204 UNIFORM & CLOTHING	-	800	800
603-205 TIRES & TUBES	-	100	100
603-206 MOTOR VEHICLE SUPPLIES	2,884	3,000	3,000
603-207 MINOR TOOLS & APPARATUS	-	150	150
603-208 JANITORIAL SUPPLIES	173	150	150
603-215 OTHER SUPPLIES	8	100	100
Sub Total	4,423	5,600	5,600
MAINTENANCE OF BUILDINGS			
603-301 BUILDINGS & GROUNDS	-	200	200
Sub Total	-	200	200
MAINTENANCE OF EQUIPMENT			
603-401 OFFICE EQUIPMENT	-	-	-
603-404 AUTOMOTIVE EQUIPMENT	255	500	500
603-406 MINOR TOOLS & EQUIPMENT	-	100	100
603-407 SOFTWARE MAINTENANCE	7,511	12,000	17,255
Sub Total	7,766	12,600	17,855
MISCELLANEOUS SERVICES			
603-501-01 TELEPHONE	1,451	1,600	1,600
603-501-02 CELLULAR	1,159	900	1,350
603-501-03 INTERNET	915	1,125	1,125
	-	-	-

	ACTUAL 2011-2012	BUDGETED 2012-2013	PROPOSED 2013-2014
603-502 RENTAL OF EQUIPMENT	920	1,015	1,015
603-503 INSURANCE	83	725	675
603-504 SPECIAL SERVICES	340	800	800
603-505 ADVERTISING	1,072	600	600
603-506 BUSINESS & TRANSPORTATION	1,978	3,000	3,000
603-508 FEE BASIS SERVICES	-	-	-
603-510 CONTRACTUAL SERVICES	2,373	100	100
603-512 DATA PROCESSING	-	170	170
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Sub Total	10,291	10,035	10,435
SUNDRY CHARGES			
603-602 MEMBERSHIP & SUBSCR.	173	300	300
603-604 WORKER'S COMP.	325	540	895
603-605 UNEMPLOYMENT	60	60	-
603-606 FREIGHT EXPENSE	-	-	-
603-607 PRINTING EXPENSE	-	200	200
603-608 BAD DEBT EXPENSE	-	-	-
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Sub Total	558	1,100	1,395
CAPITAL OUTLAY			
603-901 OFFICE EQUIPMENT	-	-	900
603-902 AUTOMOTIVE EQUIPMENT	16,169	-	19,000
603-903 MACHINERY	-	-	27,140
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Sub Total	16,169	-	47,040
TOTAL BUDGET	\$ 179,909	\$ 197,740	\$ 335,400

General Government Function Expense Fiscal Year 2013-2014



Description: This pie chart highlights the relationship between the department "Municipal Court" and the other departments within the General Government Functional area.

BUDGET SUMMARY

Fund	Function	Department Number		
		Municipal Court	4	
General				
	Expend. Class	Actual 2011-12	Budgeted 2012-13	Proposed 2013-14
	Personnel Services	\$ 141,710	\$ 191,330	\$ 209,300
	Supplies	3,743	3,450	4,300
	Maintenance	7,219	200	9,270
	Services	23,495	26,870	27,870
	Sundry Charges	1,065	2,165	3,010
	Capital Outlay	2,022	200	1,550
	TOTAL ALL ACCOUNTS	\$ 179,254	\$ 224,215	\$ 255,300

PERSONNEL ALLOCATION

Classification	Salary Range	Pay Level	Employees	
			Present	Proposed
Court Administrator	4,997 to 5,467	26	1.00	1.00
Senior Clerk	3,928 to 4,297	19	1.00	1.00
Clerk II	3,306 to 3,615	14	1.00	1.00
TOTAL			3.00	3.00

Mission Statement

To provide swift and impartial disposition of misdemeanor criminal matters arising within the corporate limits of Snyder under the laws of the City of Snyder (City Charter and Ordinance) and of the State of Texas where the fine does not exceed \$2,000.00.

Description

The Municipal Court activity includes daily and monthly reports on traffic and parking tickets and criminal cases filed in Municipal Court, computerized citation and payment entries, processing Defensive Driving Course (DDC) applicants, processing extension on tickets, dismissals upon completion of DDC, Deferred Dispositions, processing failure to appear letters on tickets past 20 days, issuing warrants for which enforcement is provided by police officers serving them, providing for additional trials, preparing complaint forms for trial, notifying witnesses and attorneys, subpoena officers, sending out jury notices. Legal matters are handled by retainer.

Goals

To prepare for: (1) Fair and impartial legal proceedings; (2) The efficient handling of office procedures and citizen inquiries, to cooperate with other agencies; (3) The enforcement of municipal ordinances; and, (4) The promotion of public safety and order.

Objectives

1. To provide a fair and competent Judge to conduct legal proceedings.
2. To provide adequate notice (10 days) of trials to defendants and witnesses.
3. To refer appropriate offenders to Defensive Driving courses.
4. To reduce the number of outstanding warrants.
5. Reduce the number of trials on docket.

Indicators

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>
1. Total dispositions prior to court appearance or trial.	1,932	1,846	1,395
2. Total dispositions at court appearance or trial.	117	82	471
3. Number of cases dismissed through Defensive Driving.	156	137	151
4. Number of warrants issued.	529	651	461
5. Number of cases dismissed for presenting proof of insurance.	104	77	86
6. Number of cases dismissed through compliance by remedied defect or nuisance.			418

Activity Summary (Cases Filed)

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>
1. State Law (PI, D/C, etc.)	608	603	462
2. City Ordinances	161	129	141
3. Parking Citations	23	43	89
4. Traffic Citations	2,099	1,685	2,598
Total Cases	2,891	2,460	3,290
Total Fees/Fines Revenue	\$274,054	\$276,267	\$314,015 (\$142,642 to State)

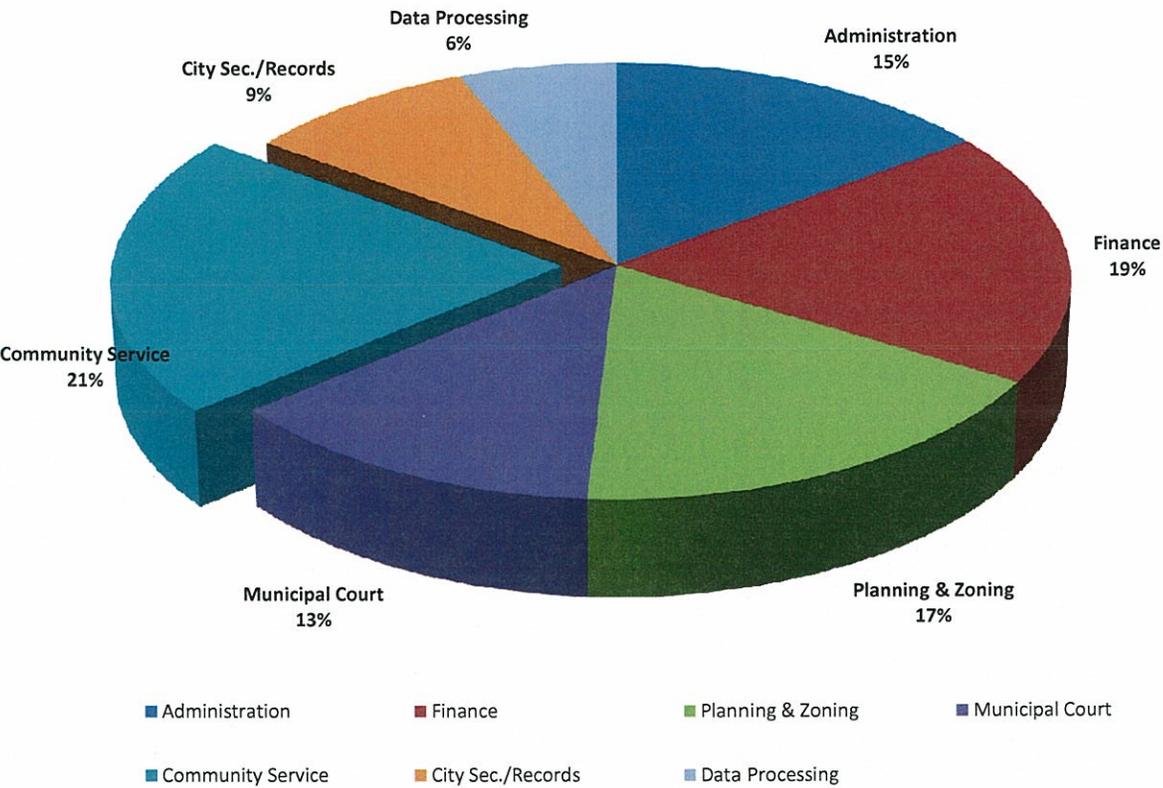
MUNICIPAL COURT - DEPARTMENT NO. 4

EXPENDITURES - FUND 01

	ACTUAL 2011-2012	BUDGETED 2012-2013	PROPOSED 2013-2014
PERSONNEL SERVICES			
604-101 SUPERVISION	26,852	55,750	59,530
604-102 CLERICAL	70,021	75,865	86,185
604-103 OPERATIONS	-	-	-
604-105 LONGEVITY	804	1,245	1,390
604-106 OVERTIME	514	700	1,000
604-107 PART-TIME	-	-	-
604-108 FICA EXPENSE	6,184	8,280	9,180
604-109 TMRS EXPENSE	18,932	25,310	27,000
604-110 INSURANCE EXPENSE	16,957	22,240	22,865
604-111 MEDICARE EXPENSE	1,446	1,940	2,150
604-112 ACCRUED COMP. ABSENCES	-	-	-
Sub Total	141,710	191,330	209,300
SUPPLIES & MATERIALS			
604-201 OFFICE SUPPLIES	3,570	3,000	3,600
604-202 FORMS	173	-	250
604-208 JANITORIAL SUPPLIES	-	250	250
604-215 OTHER SUPPLIES	-	200	200
Sub Total	3,743	3,450	4,300
MAINTENANCE OF BUILDINGS			
604-301 BUILDINGS & GROUNDS	-	200	200
Sub Total	-	200	200
MAINTENANCE OF EQUIPMENT			
604-401 OFFICE EQUIPMENT	-	-	-
604-407 SOFTWARE MAINTENANCE	7,219	-	9,070
Sub Total	7,219	-	9,070
MISCELLANEOUS SERVICES			
604-501-01 TELEPHONE	729	1,100	1,100
604-501-02 CELLULAR	-	-	-
604-501-03 INTERNET	915	1,125	1,125
604-502 RENTAL OF EQUIPMENT	920	1,015	1,015
604-503 INSURANCE	-	140	140
			-

	ACTUAL 2011-2012	BUDGETED 2012-2013	PROPOSED 2013-2014
604-504 SPECIAL SERVICES	1,533	1,700	1,700
604-505 ADVERTISING	90	1,100	1,100
604-506 BUSINESS & TRANSPORTATION	1,029	2,000	3,000
604-508 FEE BASIS SERVICES	18,000	18,000	18,000
604-510 CONTRACTUAL SERVICES	81	100	100
604-512 DATA PROCESSING	-	160	160
604-516 JURY PAYMENTS	198	430	430
	<hr/>	<hr/>	<hr/>
Sub Total	23,495	26,870	27,870
SUNDRY CHARGES			
604-601 TRAINING & EDUCATION	236	600	2,000
604-602 MEMBERSHIP & SUBSCR.	126	115	120
604-604 WORKER'S COMP.	408	810	390
604-605 UNEMPLOYMENT	75	90	-
604-606 FREIGHT EXPENSE	33	150	150
604-607 PRINTING EXPENSE	187	400	350
604-608 BAD DEBT/CHARGE OFFS	-	-	-
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Sub Total	1,065	2,165	3,010
CAPITAL OUTLAY			
604-701 BUILDINGS	-	-	-
604-901 OFFICE EQUIPMENT	2,022	200	1,550
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Sub Total	2,022	200	1,550
TOTAL BUDGET	\$ 179,254	\$ 224,215	\$ 255,300

General Government Function Expense Fiscal Year 2013-2014



Description: This pie chart highlights the relationship between the department "Community Service" and the other departments within the General Government Functional area.

BUDGET SUMMARY

Fund	Function	Community Services	Department Number 5		
General					
	Expend. Class		Actual 2011-12	Budgeted 2012-13	Proposed 2013-14
	Personnel Services		\$ -	\$ -	\$ -
	Supplies		4,997	7,200	7,450
	Maintenance		5,066	1,720	1,720
	Services		237,848	227,875	229,540
	Sundry Charges		600	5,200	6,305
	Capital Outlay		22,606	165,580	163,480
	TOTAL ALL ACCOUNTS		\$ 271,117	\$ 407,575	\$ 408,495

Mission Statement

It is the mission of this department to provide support for Community Service Projects, City Elections, Senior Citizens' Center, Intergovernmental Contracts, and City Council projects as needed.

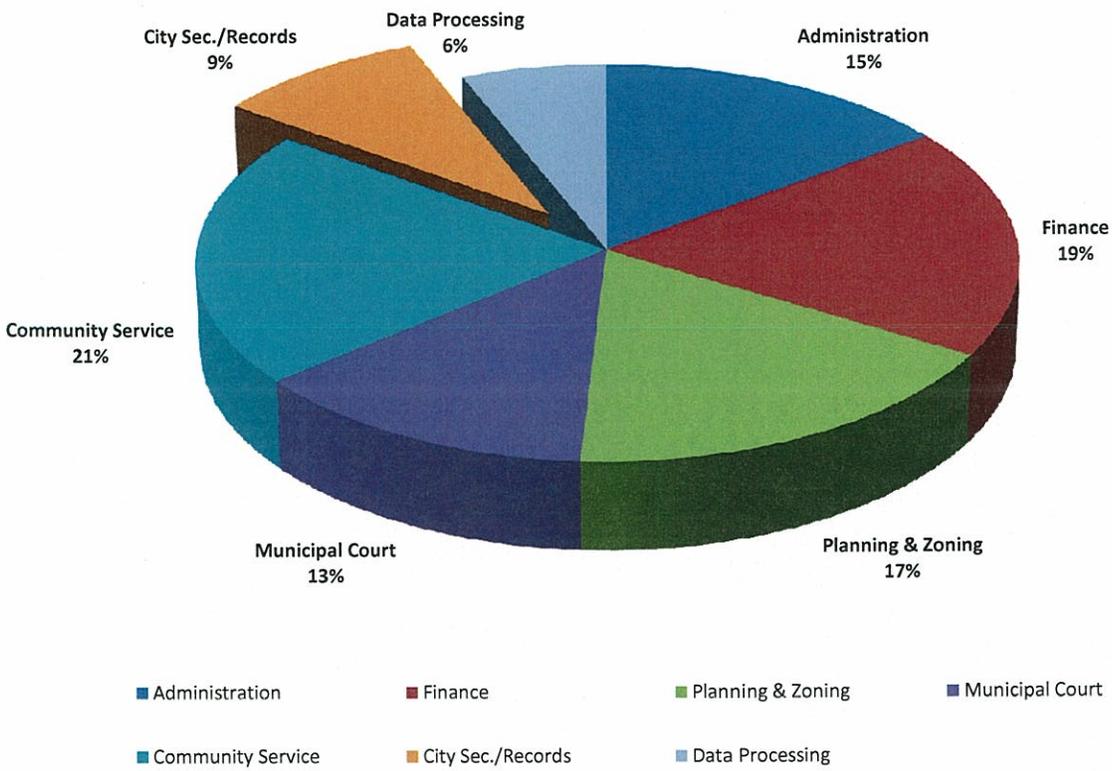
COMMUNITY SERVICE - DEPARTMENT NO. 5

EXPENDITURES - FUND 01

	ACTUAL 2011-2012	BUDGETED 2012-2013	PROPOSED 2013-2014
SUPPLIES & MATERIALS			
605-201 OFFICE SUPPLIES	103	500	150
605-202 FORMS-PROCEDURAL	-	-	-
605-205 TIRES AND TUBES	-	600	600
605-206 MOTOR VEHICLES SUPPLIES	318	600	400
605-207 MINOR TOOLS & APPR.	-	-	-
605-208 JANITORIAL SUPPLIES	11	200	200
605-210 BOTANICAL & AGRICUL.	-	-	-
605-211 ELECTION SUPPLIES	4,505	2,700	6,000
605-215 OTHER SUPPLIES	60	2,600	100
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Sub Total	4,997	7,200	7,450
MAINTENANCE OF BUILDINGS			
605-301 BUILDINGS & GROUNDS	5,051	1,300	1,300
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Sub Total	5,051	1,300	1,300
MAINTENANCE OF EQUIPMENT			
605-401 OFFICE EQUIPMENT	-	100	100
605-404 AUTOMOTIVE EQUIPMENT	15	300	300
605-406 MINOR TOOLS & APPR.	-	-	-
605-407 SOFTWARE MAINTENANCE	-	20	20
	<hr/>	<hr/>	<hr/>
Sub Total	15	420	420
MISCELLANEOUS SERVICES			
605-501-02 CELLULAR	744	-	790
605-501-03 INTERNET	1,205	1,125	825
605-502 RENTAL OF EQUIPMENT	214	230	230
605-503 INSURANCE	6,877	13,675	15,450
605-504 SPECIAL SERVICES	14,323	14,000	18,000
605-505 ADVERTISING	846	1,500	1,000
605-506 BUSINESS & TRANSPORTATION	50	6,000	3,500
605-507 DIESEL FUEL TAX	3	-	-
605-508 FEE BASIS SERVICES	79,343	60,000	60,000
605-510 CONTRACTUAL SERVICES	125,442	122,845	120,445
605-512 DATA PROCESSING	-	-	-
605-514 TAX COLLECTION	8,801	8,500	9,300
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Sub Total	237,848	227,875	229,540

	ACTUAL 2011-2012	BUDGETED 2012-2013	PROPOSED 2013-2014
SUNDRY CHARGES			
605-601 TRAINING & EDUCATION	-	-	-
605-602 MEMBERSHIP & SUBSCR.	548	5,000	5,000
605-604 WORKERS COMPENSATION			805
605-606 FREIGHT EXPENSE	52	200	200
605-607 PRINTING EXPENSE	-	-	300
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Sub Total	600	5,200	6,305
CAPITAL OUTLAY			
605-701 BUILDINGS	-	159,480	163,480
605-801 BETTERMENTS TO LAND	496,536	-	-
605-806 OTHER IMPROVEMENTS	-	4,000	-
605-901 OFFICE EQUIPMENT	-	2,100	-
605-902 AUTOMOTIVE EQUIPMENT	22,606	-	-
605-903 MACHINERY & OTHER EQUIP.	-	-	-
	<hr/>	<hr/>	<hr/>
Sub Total	519,142	165,580	163,480
 TOTAL BUDGET	 \$ 767,653	 \$ 407,575	 \$ 408,495

General Government Function Expense Fiscal Year 2013-2014



Description: This pie chart highlights the relationship between the department "City Secretary/Records" and the other departments within the General Government Functional area.

BUDGET SUMMARY

Fund	Function	City Secretary/Records Management	Department Number 6
General			
	Expend. Class	Actual 2011-12	Budgeted 2012-13
	Personnel Services	\$ 145,630	\$ 140,590
	Supplies	4,284	2,300
	Maintenance	17,522	3,295
	Services	5,262	6,710
	Sundry Charges	2,450	1,075
	Capital Outlay	2,566	355
	TOTAL ALL ACCOUNTS	\$ 177,714	\$ 154,325

PERSONNEL ALLOCATION

Classification	Salary Range	Pay Level	Employees	
			Present	Proposed
City Secretary	4,997 to 5,467	26	1.00	1.00
Sr. Clerk(Records)/Dep. City Secretary	3,928 to 4,297	19	1.00	1.00
TOTAL			2.00	2.00

Mission Statement

To insure that the City adheres to state and federal laws as they apply to public information and records control schedules. Also included in this department are the City Secretary duties.

Description

The Records Management activity includes daily filing and retrieval of city records located in the vault for safekeeping, scanning documents into the Laserfiche program for retrieval, destruction of records that have met the retention date, and ensuring information is made available to the public.

The City Secretary or Deputy City Secretary shall attend all meetings of the City Council and keep accurate minutes of its proceedings; shall preserve and keep in order all books, papers, documents, records, and files of the City Council; shall have custody of the seal of the City; shall ensure compliance with the Texas Open Meetings Act. The City Secretary shall be in charge of all City election services to voters and candidates so that they may be involved in the decision making process.

Goals

1. To provide for an efficient and economic records management program that will afford ease in creation, maintenance, retrieval and disposition of all city records regardless of format.
2. Make information available to the public in a timely manner.
3. Protect information that is confidential by law.
4. To get all city records on Laserfiche.
5. Ensure that all City Council Agendas are posted correctly and posted on the City's website.

Objectives

1. Continue improvements in the recording and safe-keeping of city records.
2. Scan all city records on Laserfiche program.
3. Maintain reports archived from Incode.
4. Properly dispose of records when retention is reached.
5. Provide support, assistance, and information to the City Council so that they have the resources they need to make decisions.

Indicators

	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>
Public information requests	101	93	105
Number of records laserfiched	36,990	31,800	13,890
Number of records disposed	3,526	4,446	10,393
City Council agendas prepared	25	22	21
Municipal elections held	0	1	1

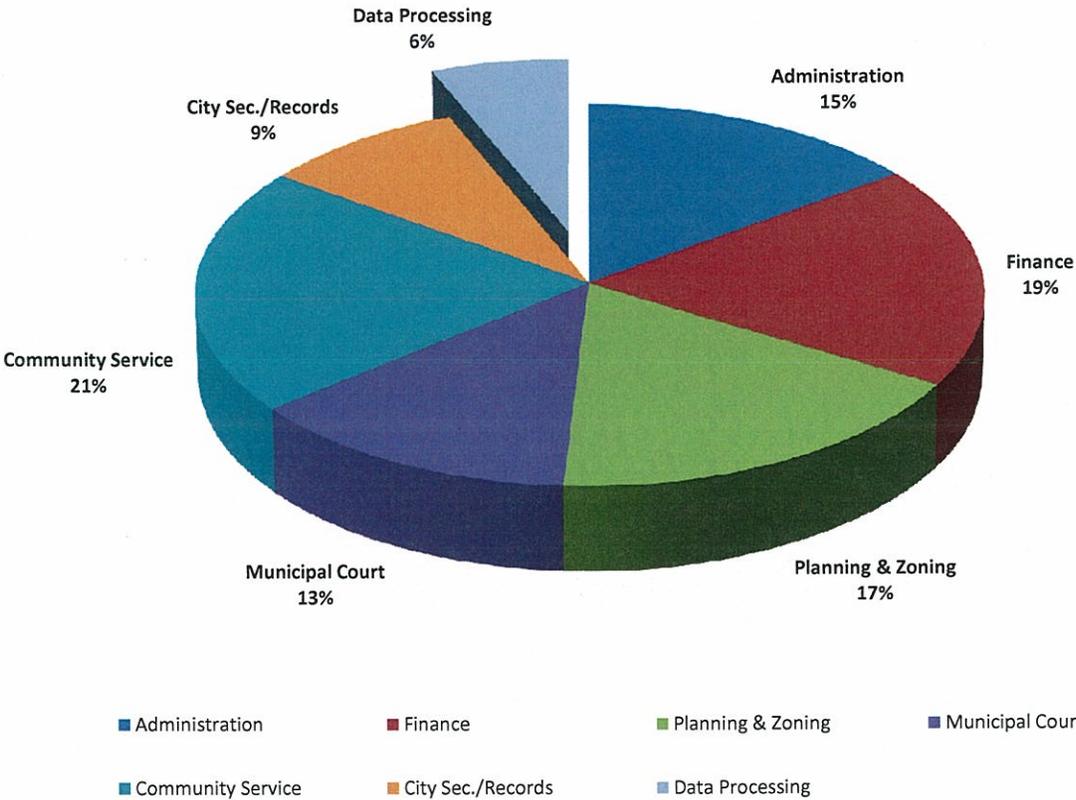
CITY SECRETARY/RECORDS - DEPARTMENT NO. 6

EXPENDITURES - FUND 01

	ACTUAL 2011-2012	BUDGETED 2012-2013	PROPOSED 2013-2014
PERSONNEL SERVICES			
606-101 SUPERVISION	28,599	55,750	59,530
606-102 CLERICAL	210	41,930	46,800
606-103 OPERATIONS	41,860	-	-
606-104 MAINTENANCE	27,303	-	-
606-105 LONGEVITY	2,227	660	890
606-106 OVERTIME	1,182	1,000	900
606-108 FICA EXPENSE	6,285	6,160	6,705
606-109 TMRS EXPENSE	19,543	18,825	19,710
606-110 INSURANCE EXPENSE	16,951	14,825	15,245
606-111 MEDICARE EXPENSE	1,470	1,440	1,570
606-112 ACCRUED COMP. ABSENCES	-	-	-
Sub Total	145,630	140,590	151,350
SUPPLIES & MATERIALS			
606-201 OFFICE SUPPLIES	2,759	1,900	2,600
606-202 FORMS	557	200	200
606-204 UNIFORM & CLOTHING	795	-	-
606-208 JANITORIAL SUPPLIES	173	200	500
606-215 OTHER SUPPLIES	-	-	150
Sub Total	4,284	2,300	3,450
MAINTENANCE OF BUILDINGS			
606-301 BUILDINGS & GROUNDS	-	125	175
Sub Total	-	125	175
MAINTENANCE OF EQUIPMENT			
606-401 OFFICE EQUIPMENT	2,748	265	150
606-407 SOFTWARE MAINTENANCE	14,774	2,905	3,700
Sub Total	17,522	3,170	3,850
MISCELLANEOUS SERVICES			
606-501-01 TELEPHONE	515	800	1,800
606-501-02 CELLULAR	-	-	-
606-501-03 INTERNET	832	1,125	1,125
606-502 RENTAL OF EQUIPMENT	920	1,015	1,015
606-503 INSURANCE	-	70	75
606-504 SPECIAL SERVICES	815	100	100

	ACTUAL 2011-2012	BUDGETED 2012-2013	PROPOSED 2013-2014
606-505 ADVERTISING	41	300	2,200
606-506 BUSINESS & TRANSPORTATION	1,958	2,800	3,700
606-508 FEE BASIS SERVICES	100	400	150
606-510 CONTRACTUAL SERVICES	81	100	100
606-512 DATA PROCESSING	-	-	5,500
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Sub Total	5,262	6,710	15,765
SUNDRY CHARGES			
606-602 MEMBERSHIP & SUBSCR.	1,299	300	210
606-604 WORKER'S COMP.	1,055	540	255
606-605 UNEMPLOYMENT	75	60	
606-606 FREIGHT EXPENSE	21	75	50
606-607 PRINTING EXPENSE	-	100	100
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Sub Total	2,450	1,075	615
CAPITAL OUTLAY			
606-901 OFFICE EQUIPMENT	2,566	355	-
	<hr/>	<hr/>	<hr/>
Sub Total	2,566	355	-
TOTAL BUDGET	\$ 177,714	\$ 154,325	\$ 175,205

General Government Function Expense Fiscal Year 2013-2014



Description: This pie chart highlights the relationship between the department "Data Processing" and the other departments within the General Government Functional area.

BUDGET SUMMARY

Fund	Function	Purchasing/Data Processing	Department Number 7	
General				
	Expend. Class	Actual 2011-12	Budgeted 2012-13	Proposed 2013-14
	Personnel Services	\$ 106,034	\$ 79,445	\$ 84,055
	Supplies	642	850	1,750
	Maintenance	4,473	8,295	9,920
	Services	2,985	7,290	10,290
	Sundry Charges	352	300	365
	Capital Outlay	628	3,000	12,000
	TOTAL ALL ACCOUNTS	\$ 115,114	\$ 99,180	\$ 118,380

PERSONNEL ALLOCATION

Classification	Salary Range	Pay Level	Employees	
			Present	Proposed
Dept. Head	4,997 to 5,467	26	1.00	1.00
Inventory Control	3,540 to 3,871	16	Shown in Dept. 80	
TOTAL			1.00	1.00

Mission Statement

To insure that the City adheres to state and federal laws as they apply to purchasing. The Data Processing Department maintains all computer hardware and is familiar with software applications within all departments of the City of Snyder.

Description

The Purchasing/Data Processing Department is responsible for purchasing activities and inventory control at the barn and for assisting any user with any problems that they may have with their computer equipment or printers. This department is also responsible for any software updates or new software that is required to run correctly. Data Processing also installs new hardware along with copying any existing files from one computer to another. Also keeps track of equipment warranties on all computers within the City. Data Processing also checks on any upgrades to run the most current release of Incode software. Protects the security of the computer system with up to date anti-virus software. Maintaining the vehicle software and keeping track of the fleet inventory within the city fuel card system, City's PEG Channel and the City's Web Page.

Goals

1. To maintain performance and security of the computer system.
2. Provide assistance to all employees within the City for any computer problem.
3. To control inventory at the Barn.

Objectives

1. To provide an up to date inventory of all hardware within all departments.
2. To keep the performance of the computer system at optimum level and to continue to provide any assistance needed by users.
3. To make all purchases as required by the specification for the best price that is most advantageous to the City of Snyder.

Indicators

	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>
Number of PO's issued	331	362	316

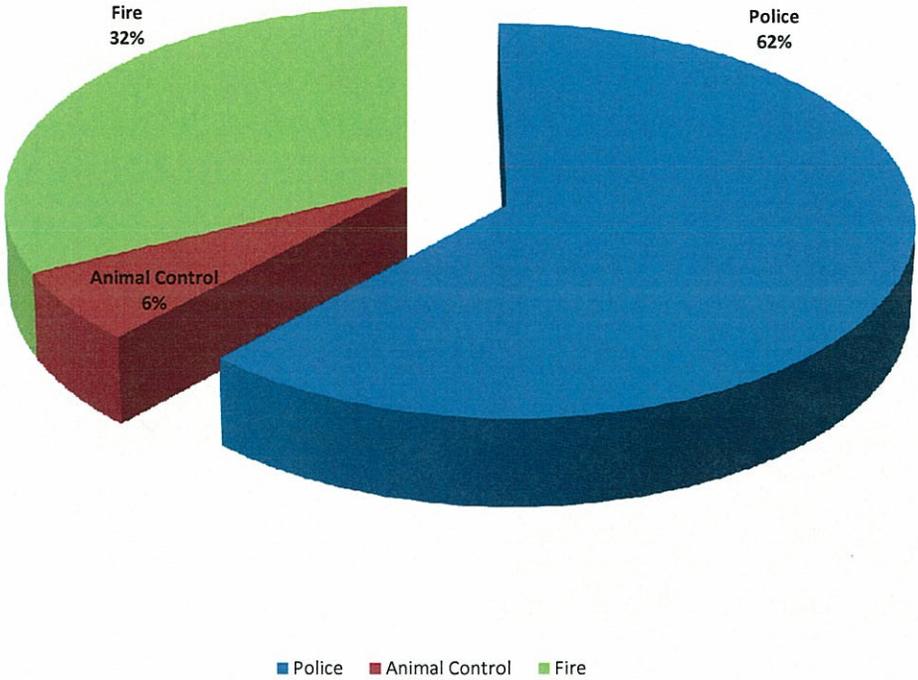
DATA PROCESSING - DEPARTMENT NO. 7

EXPENDITURES - FUND 01

	ACTUAL 2011-2012	BUDGETED 2012-2013	PROPOSED 2013-2014
PERSONNEL SERVICES			
607-101 SUPERVISION	28,599	55,750	59,530
607-102 CLERICAL	-	-	-
607-103 OPERATIONS	44,701	-	-
607-105 LONGEVITY	1,056	545	590
607-106 OVERTIME	1,193	600	600
607-108 FICA EXPENSE	4,667	3,530	3,765
607-109 TMRS EXPENSE	14,558	10,780	11,070
607-110 INSURANCE EXPENSE	10,169	7,415	7,620
607-111 MEDICARE EXPENSE	1,091	825	880
607-112 ACCRUED COMP. ABSENCES	-	-	-
Sub Total	106,034	79,445	84,055
SUPPLIES & MATERIALS			
607-201 OFFICE SUPPLIES	469	600	1,500
607-208 JANITORIAL SUPPLIES	173	250	250
607-215 OTHER SUPPLIES	-	-	-
Sub Total	642	850	1,750
MAINTENANCE OF BUILDINGS			
607-301 BUILDINGS & GROUNDS	-	50	50
Sub Total	-	50	50
MAINTENANCE OF EQUIPMENT			
607-401 OFFICE EQUIPMENT	-	-	1,430
607-407 SOFTWARE MAINTENANCE	4,473	8,245	8,440
Sub Total	4,473	8,245	9,870
MISCELLANEOUS SERVICES			
607-501-01 TELEPHONE	647	750	750
607-501-02 CELLULAR	-	-	1,200
607-501-03 INTERNET	1,176	1,125	1,125
607-502 RENTAL OF EQUIPMENT	869	1,015	1,015
607-504 SPECIAL SERVICES	-	3,100	3,100

	ACTUAL 2011-2012	BUDGETED 2012-2013	PROPOSED 2013-2014
607-506 BUSINESS & TRANSPORTATION	-	1,200	3,000
607-510 CONTRACTUAL SERVICES	145	100	100
607-512 DATA PROCESSING	148	-	-
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Sub Total	2,985	7,290	10,290
607-602 MEMBERSHIPS & SUBSCRIPTIONS	50		50
607-604 WORKER'S COMP.	244	270	315
607-605 UNEMPLOYMENT	45	30	-
607-606 SHIPPING	13	-	-
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Sub Total	352	300	365
CAPITAL OUTLAY			
607-901 OFFICE EQUIPMENT	628	3,000	12,000
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Sub Total	628	3,000	12,000
TOTAL BUDGET	\$ 115,114	\$ 99,180	\$ 118,380

**PUBLIC SAFETY FUNCTION EXPENSE
Fiscal Year 2013**



Description: This pie chart highlights the relationship between the department " Police Department" and the other departments within the Public Safety Functional area.

BUDGET SUMMARY

Fund General	Function Public Safety	Police	Department Number 16		
Expend. Class			Actual 2011-12	Budgeted 2012-13	Proposed 2013-14
Personnel Services			\$ 1,380,833	\$ 1,563,180	\$ 1,810,015
Supplies			99,457	102,550	103,350
Maintenance			53,208	56,220	57,700
Services			50,451	60,230	61,750
Sundry Charges			20,461	34,295	126,345
Capital Outlay			127,001	157,420	143,710
TOTAL ALL ACCOUNTS			\$ <u>1,731,411</u>	\$ <u>1,973,895</u>	\$ <u>2,302,870</u>

PERSONNEL ALLOCATION

Classification	Salary Range	Pay Level	Employees	
			Present	Proposed
Chief	Unclassified	N/A	1.00	1.00
Lieutenant	5,542 to 6,061	29	1.00	1.00
Sergeant	4,665 to 5,104	24	6.00	6.00
Corporal	4,209 to 4,603	21	4.00	4.00
Patrolman	3,928 to 4,297	19	8.00	9.00
Senior Clerk	3,928 to 4,297	19	1.00	1.00
Secretary/Receptionist	3,194 to 3,493	13	1.00	1.00
Part-time	1 at 7.25 hour			

TOTAL

22.00

23.00

Mission Statement

The mission of the Snyder Police Department continues to be to react to calls for service from any person needing its services. In addition to this function, the Police Department has also undertaken the

responsibility of searching for problem areas and attempting to find solutions to these problems. This is typically referred to as “Proactive Policing” or “Community Policing” in law enforcement groups.

Description

The Snyder Police Department currently consists of twenty-three (23) total personnel and is broken down as follows: Chief of Police; Lieutenant; six (6) Sergeants; four (4) Corporals; nine (9) Police Officers; one (1) Senior Clerk and one (1) Secretary/Receptionist.

At the current time, the Department is split into three (3) distinct divisions. These are: Patrol, Criminal Investigations and Special Services/School Resource.

The Department currently maintains a fleet of twenty (20) vehicles. A police vehicle is assigned to each police officer as of March 1, 1997.

Activities of the Police Department include traffic law enforcement, traffic accident investigation, criminal investigation, narcotic and dangerous drug investigation and response to calls for service received on a day to day 24-hour a day basis.

Other activities include maintenance of criminal records and files, as well as arrest records and files. Also included are completion and filing of local/state/federal reports (monthly and annually), grand jury and court appearances, funeral and other escorts. The Special Services Division works closely with all segments of the community to act on prevention and education activities.

Goals

Goals of the coming year and beyond include:

1. Continue to expand Community Relations activities and functions so that crime prevention education is provided to citizens of Snyder, with special attention placed in the school setting.
2. Continue to expand on narcotic law enforcement by adding an additional officer, vehicle and drug dog in the future, establish a canine program and to assist the school district by providing random searches.
3. Continue the ability to respond to calls for service in a timely manner. Respond to all calls as quickly as possible and render aid as needed. Assure that response times to calls for service are as low as possible.
4. Maintain training levels and raise employment standards for police officers. Promote educational advancement of all officers. Place an emphasis on college degree programs and specialized instruction. Emphasize and promote supervisory and leadership skills for supervisors.
5. Make the City of Snyder a comfortable and safe place to live.
6. Make a positive impact on juvenile crime. Take whatever steps are necessary to minimize youth involvement in criminal activities.
7. Make the Snyder Police Department a model department for police departments of its size. This will involve the continued purchase of state of the art equipment and the hiring of professional police officers. Maintain a competitive salary and other appropriate measures to retain trained and qualified officers.
8. Increase the visibility of police officers and police cars in all areas of the city in an effort to reduce crime. A complete fleet of assigned police vehicles and encouragement of officers off duty use of police cars in town will accomplish this.

9. Continue to maintain diligent efforts to enforce the junk vehicle ordinance and remove junk vehicles from the city.
10. Continue with the School Resource Officer Program. Under this program, two Snyder Police Officers are assigned full time to the Snyder Independent School District. One officer is assigned to Snyder High School; the other officer is assigned to Snyder Junior High School. Both officers will work to serve the elementary campus.
11. Become more pro-active in traffic enforcement to encourage voluntary compliance.

Objectives

1. Promote community safety and a feeling of security among Snyder residents done primarily through preservation of public peace.
2. Protect all citizens' rights and liberties.
3. Provide police services to all persons in a fair, honest, prompt and courteous manner. Assure all persons that the department is prepared and able to respond whenever necessary.
4. Increase the visibility of officers and police vehicles as well as reduce response times to calls for service. Officers are encouraged to be easily accessible to all citizens and to be prepared to interact in a positive manner. The use of selective enforcement will provide coverage in areas where frequency and seriousness of crimes/offenses indicate special attention is necessary. Full implementation of the assigned police car program will greatly enhance our abilities in this area.
5. Place a strong emphasis on furthering the education and training of officers in order that they may become the most qualified in their profession. It has long been established that an organization with well trained employees is much more effective and less susceptible to liability than one with insufficiently trained employees.
6. Continue to expand the functions and services of the Special Services Division in order to provide education in all phases of crime prevention, safety measures, alcohol and drug abuse prevention, and removing impaired drivers from the roadways of the city.
7. Greatly expand the Department's response to illegal drugs and narcotics.
8. Continue to work diligently toward an overall reduction in criminal activity.
9. Promote traffic safety programs in an effort to reduce traffic accidents.

Indicators

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>
1. Traffic citations	2,824	3,099	3,105
2. Traffic warnings	3,666	3,350	3,329
3. Traffic accidents	195	183	210
4. DWI	49	58	51
5. DWLS	35	78	24
6. Burglary	274	174	162
7. Theft	146	141	158
8. Criminal mischief	87	85	92
9. Robbery	5	7	6
10. Assault	60	53	58
11. Sexual assault	22	14	20

12.	Homicide	0	0	0
13.	Juvenile arrest	95	53	36
14.	Adult arrest	717	761	499
15.	Burglar alarms	325	539	659
16.	Emergency messages	8	3	8
17.	House watches	88	116	68
18.	Open doors/windows	159	159	125
19.	Motorist assists	118	100	49
20.	In-service Training	25	54	45
	A. Traffic	4	7	5
	B. Investigations	15	16	16
	C. Firearms	2	2	2
	D. Specialized	4	29	23
21.	Public Education Programs	26	37	33
	A. Youth	24	23	20
	B. Civic Clubs/Groups	2	3	4
	C. Home Inspections	0	5	3
	D. Business Inspections	0	6	6

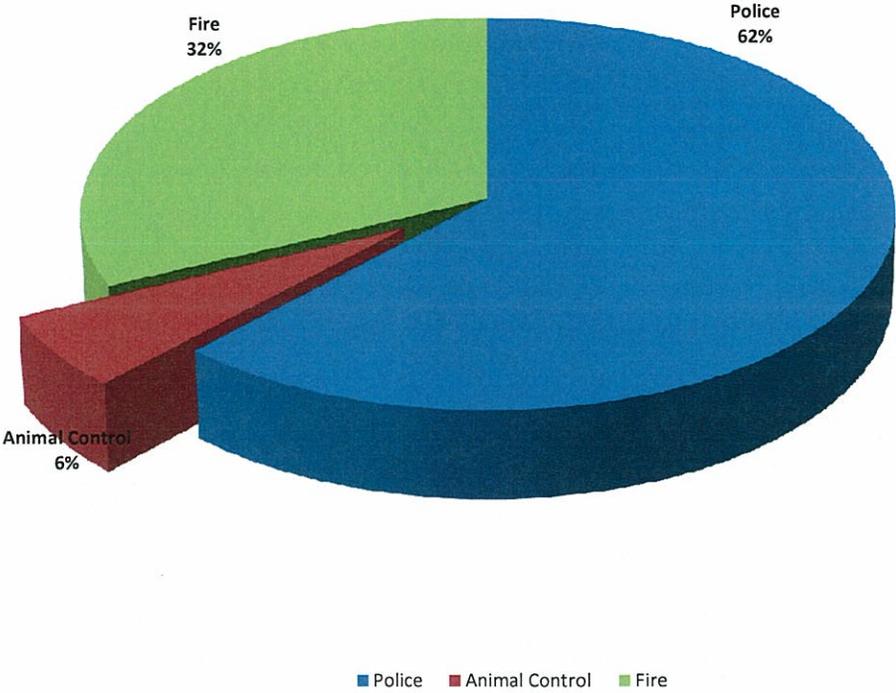
POLICE - DEPARTMENT NO. 16

EXPENDITURES - FUND 01

	ACTUAL 2011-2012	BUDGETED 2012-2013	PROPOSED 2013-2014
PERSONNEL SERVICES			
616-101 SUPERVISION	74,803	79,645	83,435
616-102 CLERICAL	75,891	80,710	86,270
616-103 OPERATIONS	741,015	850,635	1,039,955
616-105 LONGEVITY	7,963	9,135	9,000
616-106 OVERTIME	73,931	73,765	73,765
616-107 PART-TIME	3,331	7,250	7,250
616-108 FICA EXPENSE	61,308	68,270	80,580
616-109 TMRS EXPENSE	185,312	207,290	235,610
616-110 INSURANCE EXPENSE	142,941	170,510	175,305
616-111 MEDICARE EXPENSE	14,338	15,970	18,845
616-112 ACCRUED COMP. ABSENCES	-	-	-
Sub Total	1,380,833	1,563,180	1,810,015
SUPPLIES & MATERIALS			
616-201 OFFICE SUPPLIES	8,523	12,000	12,000
616-202 FORMS	2,431	1,300	2,000
616-204 UNIFORM & CLOTHING	7,619	7,500	7,500
616-205 TIRES & TUBES	4,955	4,000	4,000
616-206 MOTOR VEHICLE SUPPLIES	70,090	71,000	71,000
616-207 MINOR TOOLS & APPARATUS	246	200	300
616-208 JANITORIAL SUPPLIES	379	550	550
616-209 CHEMICAL & MECHANICAL SUPPLY	-	-	-
616-210 BOTANICAL & AGRICULTURAL	-	-	-
616-215 OTHER SUPPLIES	5,214	6,000	6,000
616-216 CANINE MAINTENANCE SUPPLIES	-	-	-
Sub Total	99,457	102,550	103,350
MAINTENANCE OF BUILDINGS			
616-301 BUILDINGS & GROUNDS	571	1,000	1,000
Sub Total	571	1,000	1,000
MAINTENANCE OF EQUIPMENT			
616-401 OFFICE EQUIPMENT	9,144	9,025	10,550
616-403 EQUIPMENT	879	3,000	3,000
616-404 AUTOMOTIVE EQUIPMENT	23,815	25,000	25,000
616-406 MINOR TOOLS & EQUIPMENT	-	50	50
616-407 SOFTWARE MAINTENANCE	11,906	10,645	10,600
616-411 RADIO INSTALLATION	6,893	7,500	7,500
Sub Total	52,637	55,220	56,700

	ACTUAL 2011-2012	BUDGETED 2012-2013	PROPOSED 2013-2014
MISCELLANEOUS SERVICES			
616-501-01 TELEPHONE	10,349	12,000	12,000
616-501-02 CELLULAR	10,631	9,600	12,000
616-501-03 INTERNET	2,725	2,880	3,000
616-502 RENTAL OF EQUIPMENT	2,770	3,050	3,050
616-503 INSURANCE	5,845	13,200	13,200
616-504 SPECIAL SERVICES	5,596	5,000	5,000
616-505 ADVERTISING	304	1,500	1,500
616-506 BUSINESS & TRANSPORTATION	1,345	1,500	1,500
616-508 FEE BASIS SERVICES	4,800	5,000	5,000
616-509 CUSTODY SUPPORT SERVICES	-	-	-
616-510 CONTRACTUAL SERVICES	481	500	500
616-511-01 ELECTRICITY	-	-	-
616-511-02 GAS	-	-	-
616-512 DATA PROCESSING	5,605	6,000	5,000
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Sub Total	50,451	60,230	61,750
SUNDRY CHARGES			
616-601 TRAINING & EDUCATION	8,213	15,000	15,000
616-602 MEMBERSHIP & SUBSCR.	1,014	1,170	1,170
616-604 WORKER'S COMP.	10,077	16,665	109,375
616-605 UNEMPLOYMENT	660	660	-
616-606 FREIGHT EXPENSE	465	500	500
616-607 PRINTING EXPENSE	32	300	300
616-608 BAD DEBT EXPENSE	-	-	-
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Sub Total	20,461	34,295	126,345
CAPITAL OUTLAY			
616-701 BUILDINGS	-	-	-
616-812 OTHER IMPROVEMENTS	-	-	-
616-901 OFFICE EQUIPMENT	3,740	15,810	8,010
616-902 AUTOMOTIVE EQUIPMENT	123,261	141,610	128,700
616-903 MACHINERY & EQUIPMENT	-	-	7,000
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Sub Total	127,001	157,420	143,710
TOTAL BUDGET	\$ 1,731,411	\$ 1,973,895	\$ 2,302,870

**PUBLIC SAFETY FUNCTION EXPENSE
Fiscal Year 2013**



Description: This pie chart highlights the relationship between the department "Animal Control " and the other departments within the Public Safety Functional area.

BUDGET SUMMARY

Fund General	Function Public Safety	Animal Control	Department Number 17	
Expend. Class		Actual 2011-12	Budgeted 2012-13	Proposed 2013-14
Personnel Services		\$ 142,221	\$ 150,210	\$ 156,155
Supplies		13,083	16,800	17,800
Maintenance		2,397	8,175	8,175
Services		12,379	15,740	33,360
Sundry Charges		1,891	3,910	4,875
Capital Outlay		2,699	2,000	2,900
TOTAL ALL ACCOUNTS		\$ 174,670	\$ 196,835	\$ 223,265

PERSONNEL ALLOCATION

Classification	Salary Range	Pay Level	Employees	
			Present	Proposed
Animal Control Officer	2,978 to 3,257	11	2.00	2.00
Laborer	2,597 to 2,840	7	1.00	1.00
TOTAL			3.00	3.00

Mission Statement

The City of Snyder Animal Control Services' mission is to protect the health and safety of the citizens from rabies, diseased or dangerous animals, eliminate disturbances to citizens due to stray animals through stricter enforcement of the animal control ordinances, strive to reunite lost pets with their owners, and to adopt animals out to good homes.

Description

The department is responsible for enforcement of all city codes and ordinances pertaining to animals, and for the apprehension and control of stray animals within the city limits.

The department has two full-time animal control officers who regularly patrol the city and respond to calls for service regarding animal complaints from citizens, apprehend and impound animals running at large, pick up dead and injured animals, provide education to citizens on animal control issues and issue citations to pet owners who are found to be in violation of a city animal code or ordinance.

This department also maintains the animal control facility that is staffed by one full-time shelter employee, who maintains the shelter and cares for the animals that are housed in the facility.

Goals

1. To promote animal care to the general public through education.
2. Prevent the spread of disease through animals.
3. Minimize the inconvenience to the public from stray animals.
4. Provide timely response to the public concerning animal complaints.
5. Increase code enforcement of the leash law.
6. Increase the number of pets adopted.
7. Decrease the number of animals to be destroyed.

Objectives

1. Reduce the stray animal and livestock population within the city by increasing the number of animal patrols per year, the number of animals impounded, and the number of citations issued.
2. Decrease the number of dead animals picked up from city streets.
3. Continue to provide a community education program on pet problems and rabies for newspaper, radio and talks to schools and civic groups.
4. To utilize the new website.

Indicators

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>
1. Animals picked up	1,291	1,225	1,375
2. Animals reclaimed	166	182	190
3. Animals destroyed	684	976	1,088
4. Animals died in pound	14	11	16
5. Dead animals picked up	352	302	317
6. Animal bite cases	30	17	36
7. Ordinance enforcements	62	74	52
8. Dog running at large citations	63	77	44
9. Pound fees collected	\$6,215	\$7,195	\$6,570
10. Dog tags sold	\$ 248	\$ 218	\$ 194
11. Micro chip fees	\$2,130	\$1,785	\$2,045

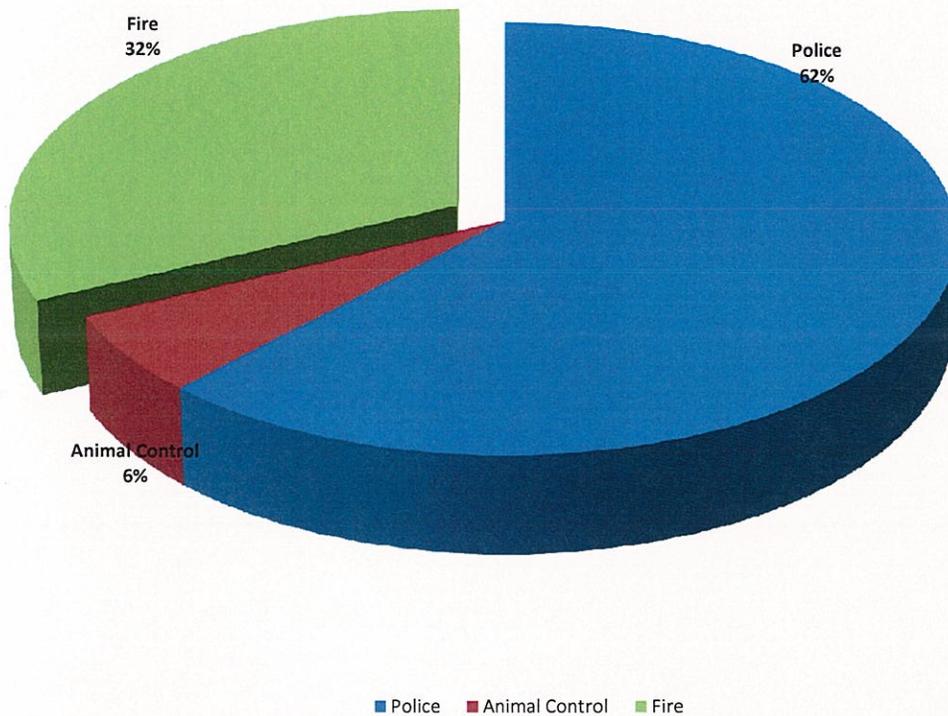
ANIMAL CONTROL - DEPARTMENT NO. 17

EXPENDITURES - FUND 01

	ACTUAL 2011-2012	BUDGETED 2012-2013	PROPOSED 2013-2014
PERSONNEL SERVICES			
617-103 OPERATIONS	64,835	68,160	71,425
617-104 MAINTENANCE	26,526	28,935	30,935
617-105 LONGEVITY	1,189	1,375	910
617-106 OVERTIME	3,547	2,615	2,615
617-107 PARTTIME	-	-	-
617-108 FICA EXPENSE	5,952	6,265	6,565
617-109 TMRS EXPENSE	18,492	19,155	19,305
617-110 INSURANCE EXPENSE	20,288	22,240	22,865
617-111 MEDICARE EXPENSE	1,392	1,465	1,535
617-112 ACCRUED COMP. ABSENCES	-	-	-
Sub Total	142,221	150,210	156,155
SUPPLIES & MATERIALS			
617-201 OFFICE SUPPLIES	1,398	2,500	2,500
617-202 FORMS	-	500	500
617-204 UNIFORM & CLOTHING	1,178	1,200	1,400
617-205 TIRES & TUBES	-	700	700
617-206 MOTOR VEHICLE SUPPLIES	5,578	7,000	7,000
617-207 MINOR TOOLS & APPARATUS	191	500	500
617-208 JANITORIAL SUPPLIES	1,987	1,400	2,000
617-209 CHEMICALS	904	800	1,000
617-215 OTHER SUPPLIES	237	200	200
617-216 CANINE MAINTENCE SUPPLIES	1,610	2,000	2,000
Sub Total	13,083	16,800	17,800
MAINTENANCE OF BUILDINGS			
617-301 BUILDINGS & GROUNDS	834	5,000	5,000
Sub Total	834	5,000	5,000
MAINTENANCE OF EQUIPMENT			
617-401 OFFICE EQUIPMENT	-	-	-
617-403 EQUIPMENT	3	200	200
617-404 AUTOMOTIVE EQUIPMENT	1,242	2,000	2,000
617-407 SOFTWARE MAINTENANCE	318	475	475
617-411 RADIO INSTALLATION	-	500	500
Sub Total	1,563	3,175	3,175

	ACTUAL 2011-2012	BUDGETED 2012-2013	PROPOSED 2013-2014
MISCELLANEOUS SERVICES			
617-501-01 TELEPHONE	1,389	1,700	1,700
617-501-02 CELLULAR	895	1,000	1,000
617-501-03 INTERNET	819	840	840
617-502 RENTAL	685	745	745
617-503 INSURANCE	154	1,255	1,215
617-504 SPECIAL SERVICES	3,106	3,000	1,000
617-505 ADVERTISING EXPENSE	70	-	150
617-506 BUSINESS & TRANSPORTATION	22	250	250
617-508 FEE BASIS SERVICES	903	650	20,160
617-509 CUSTODY SUPPORT SERVICES	-	200	200
617-510 CONTRACTUAL SERVICES	-	-	-
617-511-01 ELECTRICITY	4,336	6,000	6,000
617-511-02 GAS	-	-	-
617-512 DATA PROCESSING	-	100	100
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Sub Total	12,379	15,740	33,360
SUNDRY CHARGES			
617-601 TRAINING & EDUCATION	156	1,000	1,000
617-602 MEMBERSHIPS & SUBSCRIPTIONS	116	100	120
617-604 WORKER'S COMP.	1,463	2,420	3,455
617-605 UNEMPLOYMENT	90	90	-
617-606 FREIGHT EXPENSE	66	100	100
617-607 PRINTING EXPENSE	-	100	100
617-608 BAD DEBT EXPENSE/CHARGE OFFS	-	100	100
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Sub Total	1,891	3,910	4,875
CAPITAL OUTLAY			
617-701 BUILDINGS	-	-	-
617-806 OTHER IMPROVEMENTS	-	2,000	-
617-901 OFFICE EQUIPMENT	1,574	-	900
617-902 AUTOMOTIVE EQUIPMENT	-	-	-
617-903 MACHINERY & OTHER EQUIP.	1,125	-	2,000
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Sub Total	2,699	2,000	2,900
TOTAL BUDGET	\$ 174,670	\$ 196,835	\$ 223,265

PUBLIC SAFETY FUNCTION EXPENSE Fiscal Year 2013



Description: This pie chart highlights the relationship between the department "Fire Department" and the other departments within the Public Safety Functional area.

BUDGET SUMMARY

Fund	Function	Fire	Department Number	
General	Public Safety		18	
Expend. Class		Actual 2011-12	Budgeted 2012-13	Proposed 2013-14
Personnel Services		\$ 708,518	\$ 737,425	\$ 807,495
Supplies		66,214	79,750	81,500
Maintenance		80,951	80,715	82,300
Services		99,186	121,150	128,075
Sundry Charges		12,929	18,765	24,690
Capital Outlay		86,073	282,400	72,150
TOTAL ALL ACCOUNTS		\$ 1,053,871	\$ 1,320,175	\$ 1,196,210

PERSONNEL ALLOCATION

Classification	Salary Range	Pay Level	Employees	
			Present	Proposed
Chief	Unclassified	N/A	1.00	1.00
Deputy Fire Marshall/Arson Investigator	4,997 to 5,467	26	1.00	1.00
Deputy Fire Marshall/Deputy EMC	4,508 to 4,931	23	0.00	1.00
Captain	3,928 to 4,297	19	1.00	0.00
Lieutenant	3,928 to 4,297	19	.00	2.00
EMMgt./Asst. Firefighter	3,794 to 4,149	18	1.00	0.00
Fireman	3,667 to 4,010	17	6.00	5.00
TOTAL			10.00	10.00

Mission Statement

To serve and protect lives and property in Snyder and Scurry County from loss due to fire, natural and/or man-made disasters, mishaps and terrorism. To provide prompt response and suppression of fires while rendering the scene safe. To provide advanced level rescue capability, both confined space and high angle. To provide "all hazard" emergency management for all situations within the City of Snyder and

Scurry County, through training, mitigation, preparation, planning, response and recovery. To meet the intent of the National Incident Management Plan related to Homeland Security, and to enforce state and local laws regarding fire safety and fire prevention while providing fire education at various levels.

Description

The Snyder Fire Department is comprised of 10 paid fire personnel, working in conjunction with the Snyder Volunteer Fire Department Inc., a volunteer organization. The Chief for the Snyder Fire Department is also the Chief for the SVFD. Total personnel include: 1 Chief, who also serves as the Snyder/Scurry County Emergency Management Coordinator and Fire Marshal, 1 Deputy Fire Marshal/Arson Investigator, 1 Deputy Fire Marshal/Deputy EMC, 3 Volunteer Captains, 5 Lieutenants (2 paid, 3 volunteer), 5 paid Firefighters, and approximately 37 additional volunteer firefighters. The SVFD functions as a 1st response agency for the local EMS through several of its members. Of the total personnel, there are approximately 4 Paramedics, 2 EMT-Intermediates, 14 EMTs and 2 ECA's. All paid personnel are required to maintain EMT (or higher) certification with the State Department of Health Services. Several paid firefighters are certified Fire Department instructors, and certification range from Basic to Advanced. The Chief, in addition to Advanced TCFP certification, is a certified Paramedic, Certified Fire Investigator (CFI), Certified Wildland Fire Investigator (CWLFI), Level-II Fire Instructor, EMS Program Instructor/Examiner (Paramedic Level), TECLEOSE Instructor and Certified Emergency Manager through EMI/FEMA. The Deputy Fire Marshal/Captain, in addition to Advanced TCFP certification, is an EMT, Advanced Certified Peace Officer, Advanced Fire and Arson Investigator, TECLEOSE Instructor and Level-II Fire Instructor. The Deputy Fire Marshal/Deputy EMC is Intermediate TCFP Certified by the Commission in fire inspection and fire investigation. He also is certified by The Emergency Management Institute as a Basic Emergency Manager. The Chief, Deputy Fire Marshal and Deputy EMC maintain offices in the main station, with normal office hours Monday – Friday.

The Chief/EMC currently maintains all required Emergency Management Documents, and is the chief EM Planner for both the City and County. The Deputy EMC handles the routine practical aspects of Emergency Management operations and planning under the oversight of the Chief. These include local disaster planning and the all hazards EM plan, and the EOC preparedness.

Fire Operations are from one central station, staffed 24/7/365 by at least two certified paid fire fighters, and this facility houses the 6 primary response apparatus to include three Class-A Engines, one Booster truck, one Tanker truck, and an 85' Tower Ladder (Class-A Engine) which also doubles as the Hazardous Materials Unit. Additionally, a sub-station houses one CAFS (compressed air foam) multi-purpose unit, 7 Brush Fire apparatus (5 owned by the County), two tactical rescue trailers, and a high volume pump trailer. Two water transports (18 wheelers) are also provided by the County. The department has a mobile command and communications vehicle. The central station also houses the emergency management facility, to include 2,000 sq. foot below ground Emergency Operations Center (EOC) and redundant communications equipment for both the City and County emergency response agencies. This is the local warning point for Emergency Management. CATV alert and other public warning systems are controlled from this facility. Additionally, SKYWARN (weather watching/warning) is coordinated out of the EOC by approximately 17 spotters trained annually by the National Weather Service. The Chief serves as one of 8 regional coordinators for the Midland NWS (MAF/NE Region).

Training is conducted primarily in-house by a team of certified fire instructors, both Volunteer and paid. The Deputy Fire Marshal is the certified training coordinator for the SFFMA training program. Training is conducted twice monthly for all personnel, while paid firefighters obtain other required continuing education regularly. A Technical Rescue Training Field is maintained by the VFD at no cost to the City, and a city Fire Suppression Training Facility is maintained adjacent to the rescue training facility. All volunteer personnel are required to obtain a minimum certification of SFFMA Introductory Certification within one year of joining the department and Certifications range from Introductory to Master.

FCC Licenses Held

Expiration Date

KKV – 620 (Fire)	154.355/153.950	6-18-2022
WNFX – 525 (Emergency Management)	155.100/153.755	2-20-2021

The Department is compliant with recent changes mandated by the Federal Communications Commission, and in line with the Texas State Interoperability Plan, and the WCTCOG Regional Communications Plan. The Department is P25 digital capable, and interoperable. The Snyder SVF is likewise interoperable and P25 capable.

Goals

1. To serve all citizens through prevention response, control, and recovery efforts by safeguarding from fires, hazardous materials, natural disasters, and terrorism.
2. To safeguard the general economy and welfare of the community through prevention, protection, and planning of essential industry, business, and both public and private property.
3. To protect individual property, and the economic well being of the citizens from destructive fires, explosions, and other hazards. In meeting this goal, all property deserves to have equivalent degrees of protection, regardless of the geographical location, or monetary value of the property, with life safety as the first goal.

Objectives

1. To provide a performance level that meets or exceeds the expectations of the citizens of Snyder and Scurry County.
2. To provide a life safety level that meets or exceeds the expectations of the citizens of Snyder and Scurry County.
3. To afford a prompt response and adequate stabilization of incidents to an acceptable level of the occupants and/or owners concerned.
4. To suppress fires with the least amount of property damage possible.
5. To provide selected emergency services as related to life safety and property damage, both man made, natural and terrorism related.
6. To meet or exceed performance levels that have been established under a favorable ratio of cost-to-performance effectiveness.
7. To adequately evaluate, mitigate, prepare, plan, respond, and perform all situations under the jurisdiction of Fire.

Indicators

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>
1. Volunteer man-hours	2,181	5,882	1,737
2. Home Inspections	20	92	26
Facility Inspections	95	12	37
3. Public Education Programs	35	42	24
4. ISO Rating	3	3	3

Activity Summary

Fire Dept. responses in city	166	186	172
Fire Dept. responses in county	205	337	194
Mutual aid	22	56	6
Weather spotting	2	2	1
	(County)		
Total fire calls	393	579	372

Fire Runs by Type FY 11-12

TYPE	COUNT
Accident	69
Appliance	4
Brush (Primary)	15
Controlled Burn	21
Cotton	3
Dwelling	13
Electrical	13
False Alarm	14
Gas Leak	19
Grass (Primary)	53
Hay	3
Hazardous Mat.	4
Other	8
Petroleum	4
Public Service	32
Rescue	21
Smoke Scare	24
Structure (non dwelling)	4
Trash	22
Vehicle	11
Weather Spotting	1
Full Scale Drill	3
Medical Assistance	14
Fire Complex	0

Fire Runs by Location FY 11-12

Scurry County	
Pct-1	44
Pct-2	58
Pct-3	34
Pct-4	58
City of Snyder	172
Mutual Aid	
Borden Co.	2
Fisher Co.	1
Garza Co.	0
Kent Co.	1
Mitchell Co.	2
Nolan Co.	0
Howard Co.	0

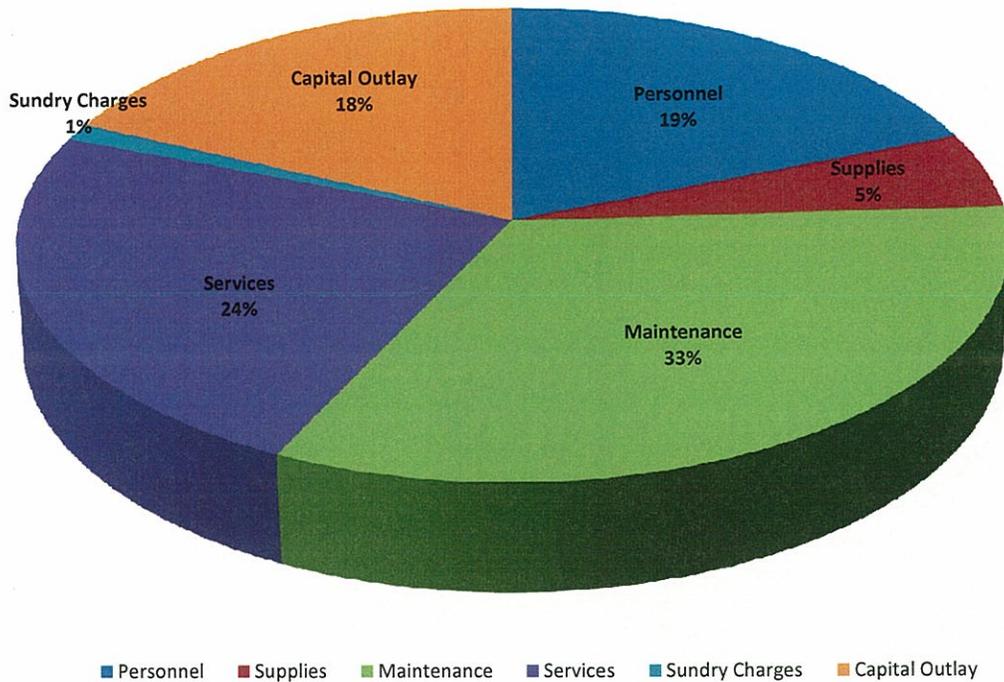
FIRE - DEPARTMENT NO. 18

EXPENDITURES - FUND 01

	ACTUAL 2011-2012	BUDGETED 2012-2013	PROPOSED 2013-2014
PERSONNEL SERVICES			
618-101 SUPERVISION	66,899	71,230	78,420
618-103 OPERATIONS	368,342	385,320	434,675
618-105 LONGEVITY	4,263	3,910	4,370
618-106 OVERTIME	67,207	63,465	63,465
618-108 FICA EXPENSE	31,860	32,485	36,020
618-109 TMRS EXPENSE	97,552	99,285	105,900
618-110 INSURANCE EXPENSE	64,944	74,135	76,220
618-111 MEDICARE EXPENSE	7,451	7,595	8,425
618-112 ACCRUED COMP. ABSENCES	-	-	-
Sub Total	708,518	737,425	807,495
SUPPLIES & MATERIALS			
618-201 OFFICE SUPPLIES	1,523	1,450	1,600
618-204 UNIFORM & CLOTHING	27,223	32,400	32,400
618-205 TIRES & TUBES	4,820	3,000	7,700
618-206 MOTOR VEHICLE SUPPLIES	18,847	30,000	25,000
618-207 MINOR TOOLS & APPARATUS	5,062	3,500	5,000
618-208 JANITORIAL SUPPLIES	1,222	1,200	1,600
618-209 CHEM. & MECH. SUPPLIES	5,830	6,000	6,000
618-215 OTHER SUPPLIES	1,687	2,200	2,200
Sub Total	66,214	79,750	81,500
MAINTENANCE OF BUILDINGS			
618-301 BUILDINGS & GROUNDS	16,498	17,200	17,200
Sub Total	16,498	17,200	17,200
MAINTENANCE OF EQUIPMENT			
618-401 OFFICE EQUIPMENT	-	300	300
618-402 MACHINERY	15	700	700
618-403 EQUIPMENT	24,432	33,500	33,500
618-404 AUTOMOTIVE EQUIPMENT	32,585	24,000	24,000
618-405 SHOP EQUIPMENT	-	-	-
618-406 MINOR TOOLS & EQUIPMENT	338	600	600
618-407 SOFTWARE MAINTENANCE	2,876	1,415	3,000
618-411 RADIO INSTALLATION	4,207	3,000	3,000
Sub Total	64,453	63,515	65,100

	ACTUAL 2011-2012	BUDGETED 2012-2013	PROPOSED 2013-2014
MISCELLANEOUS SERVICES			
618-501-01 TELEPHONE COMMUNICATION	6,235	7,400	7,400
618-501-02 CELLULAR	1,391	2,100	2,500
618-501-03 INTERNET	3,479	3,720	4,000
618-502 RENTAL OF EQUIPMENT	1,933	1,885	2,500
618-503 INSURANCE	2,193	5,405	2,975
618-504 SPECIAL SERVICES	58,962	74,000	77,200
618-505 ADVERTISING	1,330	500	1,500
618-506 BUSINESS & TRANSPORTATION	3,567	3,200	5,000
618-507 DIESEL FUEL TAX	656	1,250	-
618-508 FEE BASIS SERVICE	3,400	5,500	5,500
618-510 CONTRACTUAL SERVICE	3,747	3,560	6,400
618-511 UTILITY SERVICES	-	-	-
618-511-01 ELECTRICITY	9,692	9,000	10,000
618-511-02 GAS	2,601	3,000	2,500
618-512 DATA PROCESSING	-	600	600
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Sub Total	99,186	121,120	128,075
SUNDRY CHARGES			
618-601 TRAINING & EDUCATION	6,984	9,000	12,000
618-602 MEMBERSHIP & SUBSCRIPTIONS	221	200	300
618-604 WORKER'S COMP.	4,868	8,065	11,190
618-605 UNEMPLOYMENT	300	300	-
618-606 FREIGHT EXPENSE	556	1,000	1,000
618-607 PRINTING EXPENSE	-	200	200
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Sub Total	12,929	18,765	24,690
CAPITAL OUTLAY			
618-701 BUILDINGS	4,629	5,000	-
618-806 OTHER IMPROVEMENTS	-	-	-
618-901 OFFICE EQUIPMENT	12,053	12,950	950
618-902 AUTOMOTIVE EQUIPMENT	36,389	260,000	71,200
618-903 OTHER EQUIPMENT	33,002	4,450	-
	<hr/>	<hr/>	<hr/>
Sub Total	86,073	282,400	72,150
TOTAL BUDGET	\$ 1,053,871	\$ 1,320,175	\$ 1,196,210

PUBLIC WORKS EXPENDITURES Fiscal Year 2014



Description: This pie chart visually shows the percentage of Street Department expenditures allocated to the various major categories for the Fiscal Year 2014

BUDGET SUMMARY

Fund General	Function Public Works	Street & Alley Maintenance	Department Number 25		
Expend. Class			Actual 2011-12	Budgeted 2012-13	Proposed 2013-14
	Personnel Services		\$ 253,567	\$ 238,440	\$ 255,345
	Supplies		51,022	45,195	69,370
	Maintenance		291,291	372,110	442,355
	Services		292,264	288,860	319,420
	Sundry Charges		4,056	6,645	14,955
	Capital Outlay		38,335	170,500	241,500
	TOTAL ALL ACCOUNTS		<u>\$ 930,535</u>	<u>\$ 1,121,750</u>	<u>\$ 1,342,945</u>

PERSONNEL ALLOCATION

Classification	Salary Range	Pay Level	Employees	
			Present	Proposed
Public Works Director	Unclassified	N/A	0.00	.20
Superintendent	5,176 to 5,661	27	.25	0.00
Foreman	3,540 to 3,871	16	0.00	.50
Maintenance 3	3,422 to 3,743	15	2.00	1.00
Maintenance 2	3,085 to 3,374	12	2.00	2.00
Maintenance 1	2,597 to 2,840	7	0.00	.25
Part-time	1 at 7.25 hour			
TOTAL			4.25	3.95

Mission Statement

To provide efficient economic access to desired destinations, such as employment, shopping and other facilities in a quick, convenient and safe manner for all population groups in the community.

Description

Activities of the Street Department include the maintenance of: paved streets, unpaved streets, paved alleys, unpaved alleys, drainage ways, street sweeping, mowing of right-of-ways, drainage channels and city owned lots; and, making and maintenance of street signs.

Goals

The provision of well maintained streets for the convenience and safety of the public, and for the provision of all-weather alleys for use by the various utility providers.

Objectives

1. To patch and repair streets as needed.
2. To make longer lasting repairs in the alleys.
3. To seal coat all of the paved streets in a seven year cycle.
4. Water and care for the shrubs and remove trash three times a week.
5. To facilitate and assist contract street sweeping service as necessary.
6. To continue the flood control and drainage way maintenance for proper storm water removal.
7. Maintain an efficient weed abatement program for city streets and sidewalks, to effectively remove weeds and grasses.
8. Increase training of assigned personnel in public works and traffic engineering by providing training videos and by attending public works seminars and traffic engineering schools.
9. Repair and maintain street signs within city limits for safety of citizens.

Indicators

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>
1. Blocks Seal Coated	140	177	80
2. Blocks Treated with Emulsion	0	0	0
3. Street Sweeper Hours of Operation	422.5	450.5	300
4. Number of Utility Cuts Repaired	0	43	40
5. Alleys Bladed and Stabilized	14	9	50
6. Number of Seminars & Engineering Schools Attended	4	0	2
7. Number of Training Videos Shown	0	0	0

STREET - DEPARTMENT NO. 25

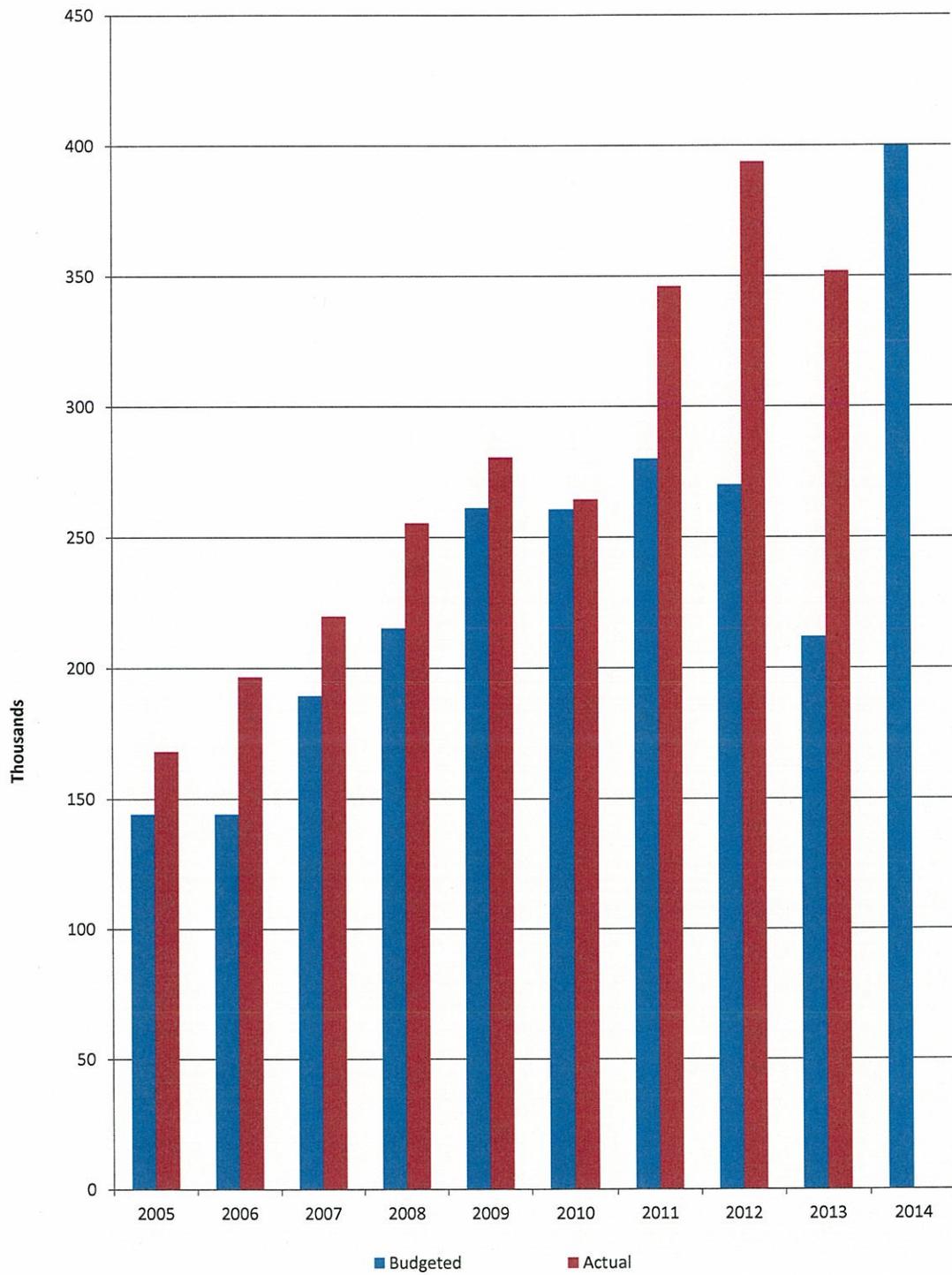
EXPENDITURES - FUND 01

	ACTUAL 2011-2012	BUDGETED 2012-2013	PROPOSED 2013-2014
PERSONNEL SERVICES			
625-101 SUPERVISION	15,058	18,360	15,850
625-104 MAINTENANCE	143,123	131,145	142,860
625-105 LONGEVITY	1,852	2,120	1,015
625-106 OVERTIME	13,695	8,340	13,000
625-107 PART-TIME	3,751	7,250	7,250
625-108 FICA EXPENSE	11,146	10,380	11,160
625-109 TMRS EXPENSE	33,648	30,350	31,490
625-110 INSURANCE EXPENSE	28,687	28,065	30,110
625-111 MEDICARE	2,607	2,425	2,610
625-112 ACCRUED COMP. ABSENCES	-	-	-
	<hr/>	<hr/>	<hr/>
Sub Total	253,567	238,435	255,345
SUPPLIES & MATERIALS			
625-201 OFFICE SUPPLIES	28	70	100
625-204 UNIFORM & CLOTHING	2,589	2,000	6,000
625-205 TIRES & TUBES	3,675	6,000	6,000
625-206 MOTOR VEHICLE SUPPLIES	38,200	28,000	49,270
625-207 MINOR TOOLS & APPARATUS	2,289	1,800	2,300
625-208 JANITORIAL SUPPLIES	335	25	400
625-209 CHEM. & MECH. SUPPLIES	3,643	7,000	5,000
625-210 BOTANICAL & AGRICULTURAL	-	-	-
625-215 OTHER SUPPLIES	263	300	300
	<hr/>	<hr/>	<hr/>
Sub Total	51,022	45,195	69,370
MAINTENANCE OF BUILDINGS			
625-301 BUILDINGS & GROUNDS	428	-	-
625-302 BRIDGES	-	-	-
625-306 STORM SEWER	-	-	-
625-308 STREET & ALLEYS	271,686	352,680	417,125
	<hr/>	<hr/>	<hr/>
Sub Total	272,114	352,680	417,125
MAINTENANCE OF EQUIPMENT			
625-401 OFFICE EQUIPMENT	695	-	-
625-402 MACHINERY	-	400	700
625-403 EQUIPMENT	2,640	-	-
625-404 AUTOMOTIVE EQUIPMENT	8,975	15,000	20,000

	ACTUAL 2011-2012	BUDGETED 2012-2013	PROPOSED 2013-2014
625-406 MINOR TOOLS & APPARATUS	-	200	200
625-407 SOFTWARE MAINTENANCE	-	30	30
625-410 SIGNAL & SIGN SYSTEM	6,787	3,500	4,000
625-411 RADIO INSTALLATION	80	300	300
	<hr/>	<hr/>	<hr/>
Sub Total	19,177	19,430	25,230
MISCELLANEOUS SERVICES			
625-501-01 TELEPHONE	-	-	-
625-501-02 CELLULAR	1,003	665	1,100
625-502 RENTAL OF EQUIPMENT	391	430	430
625-503 INSURANCE	766	6,805	6,350
625-504 SPECIAL SERVICES	886	8,620	500
625-505 ADVERTISING	140	-	-
625-506 BUSINESS & TRANSPORTATION	476	600	1,000
625-507 DIESEL FUEL TAX	1,209	1,700	-
625-508 FEE BASIS SERVICES	100	-	-
625-510 CONTRACTUAL SERVICES	249	-	-
625-511-01 ELECTRICITY	287,044	270,000	310,000
625-511-02 GAS	-	40	40
	<hr/>	<hr/>	<hr/>
Sub Total	292,264	288,860	319,420
SUNDRY CHARGES			
625-601 TRAINING & EDUCATION	48	500	2,000
625-602 MEMBERSHIPS & SUBSCRIPTIONS	34	100	100
625-604 WORKER'S COMP.	3,449	5,715	12,255
625-605 UNEMPLOYMENT	128	130	-
625-606 FREIGHT EXPENSE	397	200	600
625-608 BAD DEBT	-	-	-
	<hr/>	<hr/>	<hr/>
Sub Total	4,056	6,645	14,955
CAPITAL OUTLAY			
625-802 STREET IMPROVEMENTS	-	-	-
625-805 TRAFFIC ENGR. IMPROVEMENTS	-	-	-
625-902 AUTOMOTIVE EQUIPMENT	-	150,500	233,000
625-903 MACHINERY & OTHER EQUIP.	38,335	20,000	8,500
	<hr/>	<hr/>	<hr/>
Sub Total	38,335	170,500	241,500
TOTAL BUDGET	\$ 930,535	\$ 1,121,745	\$ 1,342,945



Motel Tax Revenue



Description: This graph shows the increase in Motel Tax Revenue from Fiscal Year 2005 through Fiscal Year 2014

CITY OF SNYDER, TEXAS
SPECIAL REVENUE FUND
MOTEL TAX

COMPARATIVE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE

2013-2014 BUDGET

	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Proposed Budget
Revenues:				
Occupancy Tax	327,731	371,089	211,800	400,000
Contributions & donations	-	-	-	-
Total Revenues	327,731	371,089	211,800	400,000
Total Expenditures	330,847	409,941	211,800	400,000
Excess (Deficiency) of Revenues over Expenditures	(3,116)	(38,852)	-	-
Fund Balance at B-O-Y Prior Period Adjustment	38,875 -	35,759 -	(3,093)	(3,093)
Fund Balance at E-O-Y	\$ 35,759	\$ (3,093)	\$ (3,093)	\$ (3,093)

ENTERPRISE FUNDS
NARRATIVE
FISCAL YEAR 2013-2014 BUDGET

An increase in sanitation collection charges were required to cover anticipated expenses in FY 2014.

Anticipated revenues for the Enterprise Funds total \$9,141,715, a decrease of \$325,515 or 3.44% under the preceding year's budget. The graph, page 91, showing Enterprise Fund revenues for the period FY 2005 through 2014 reflects recent increases necessary to cover rising expenses due to State and Federal regulations. The material deviation is caused by the approval of rate increases for sanitation to cover increased debt service for major capital improvements.

Water sales (49.22%), sewer charges (16.39%), and sanitation charges (21.88%) combined, amount to 87.49% of the total revenue for the fund. Sewage treatment charges are dependent on water sales and together are generally indicators of growth in the city. Drought conditions, however, also impact on these totals as water consumption increases during drought conditions. The decrease in non-operating revenue indicates decrease in investment funds and interest rates. The amount of revenues from various sources and the usage from last year are shown in the following tabulation:

<u>Revenue Source</u>	<u>Amount</u>	<u>Percent of Total</u>	<u>Increase (Decrease) from FY 2013</u>
Water Sales	\$4,500,000	50.20%	(\$400,000)
Sewer Charges	1,498,145	16.71	10,095
Sanitation Charges	2,000,000	22.31	9,765
Landfill Gate Fees	700,000	7.81	20,000
Billings & Collection (Sanitation)	354,320	3.95	4,925
Water & Sewer Taps	40,000	0.45	23,000
Permits & Inspections	14,000	0.16	4,000
Miscellaneous	35,250	0.39	2,700
Non-operating	(177,900)	(1.98)	8,710
<u>Total</u>	<u>\$8,963,815</u>	<u>100.00%</u>	<u>(\$316,805)</u>

Expenses for the Enterprise Funds total \$9,347,060 for FY 2014, an increase of 6.48 percent over FY 2013 (see graph, page 92). Changes in levels of expenditures for the individual departments over the preceding year are shown in the following tabulation:

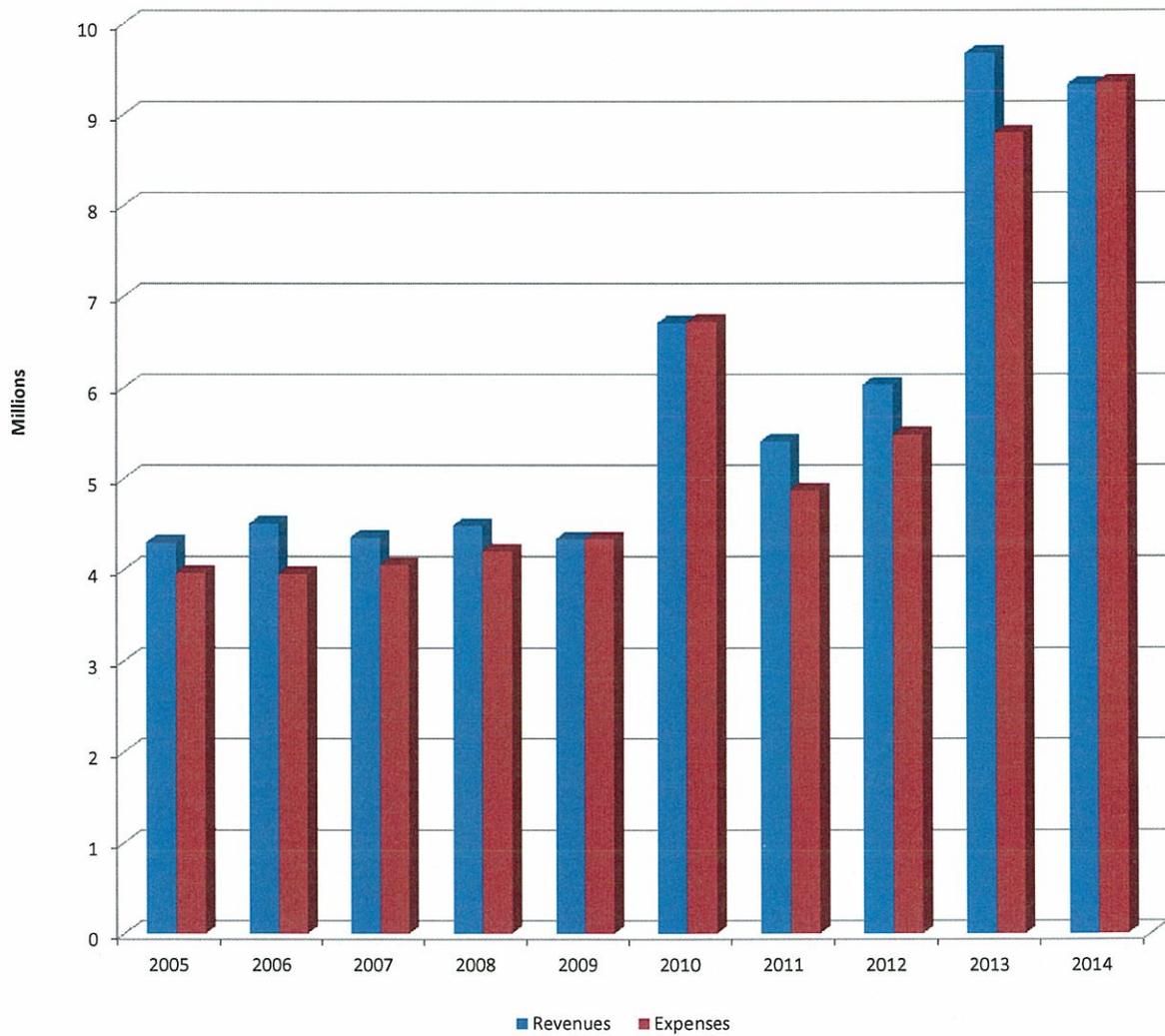
<u>Department</u>	<u>Amount</u>	<u>Percent of Total</u>	<u>Increase (Decrease) from FY 2013</u>
Sanitation-Collection	\$1,034,180	10.85%	\$192,850
Sanitation-Landfill	2,039,300	21.39	53,100
Sanitary Sewer	395,380	4.15	82,505
Sewage Treatment	923,365	9.68	(31,360)
Water Production	3,079,880	32.30	52,925
Water Distribution	864,960	9.07	101,200
Utility Billing & Collection	1,009,995	10.59	117,290
Debt Service	187,900	1.97	(22,210)
<u>TOTAL</u>	<u>\$9,534,960</u>	<u>100.00%</u>	<u>(\$546,300)</u>

The Debt Service amount of \$187,900 (1.97%) of the total expense budget for 2014 is the anticipated interest payments on construction of a \$3,255,000 Water Treatment Plant. Also, in 2010, the City issued

Certificates of Obligation in the amount of \$3,495,000 for an energy analysis and service agreement for an automatic meter reading system and \$1,340,000 Refunding Bonds were used to refinance the 1995 Series.

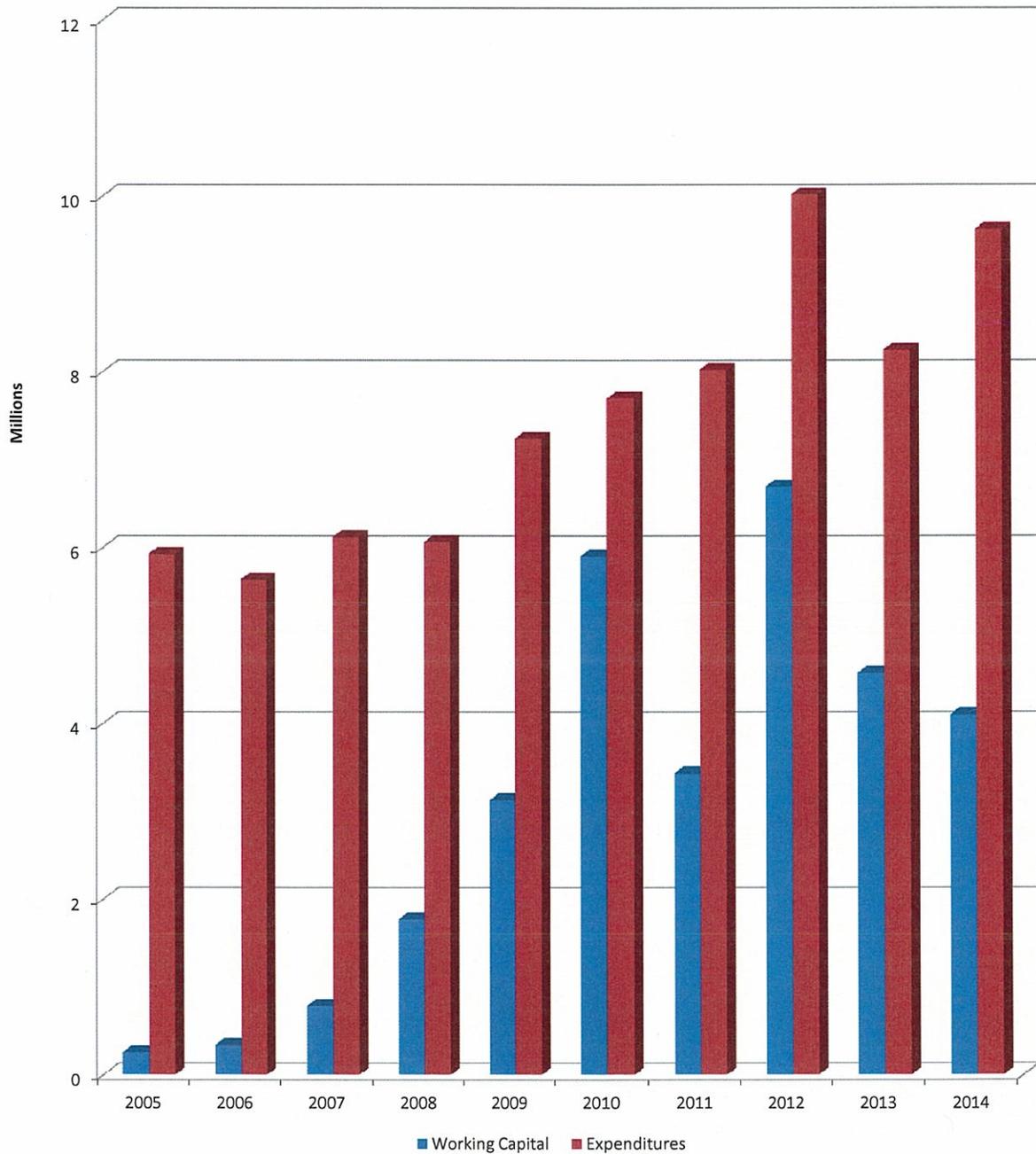
Personnel costs increased by 7.84%, maintenance by 36.31%, supplies 14.78%, and depreciation .39%, over the FY 2012-13 budget. Services decreased by 1.06%, debt service .39% and sundry charges by 43.17%.

ENTERPRISE FUND Revenues & Expenses



Description: This graph shows the Enterprise Fund Revenues and Expenses for the Fiscal Year 2005 through Fiscal Year 2014.

ENTERPRISE FUND Working Capital and Expenditures



Description: This graph shows the relationship between Enterprise Fund Working Capital and Expenditures at year end for the Fiscal Year 2005 through Fiscal Year 2014

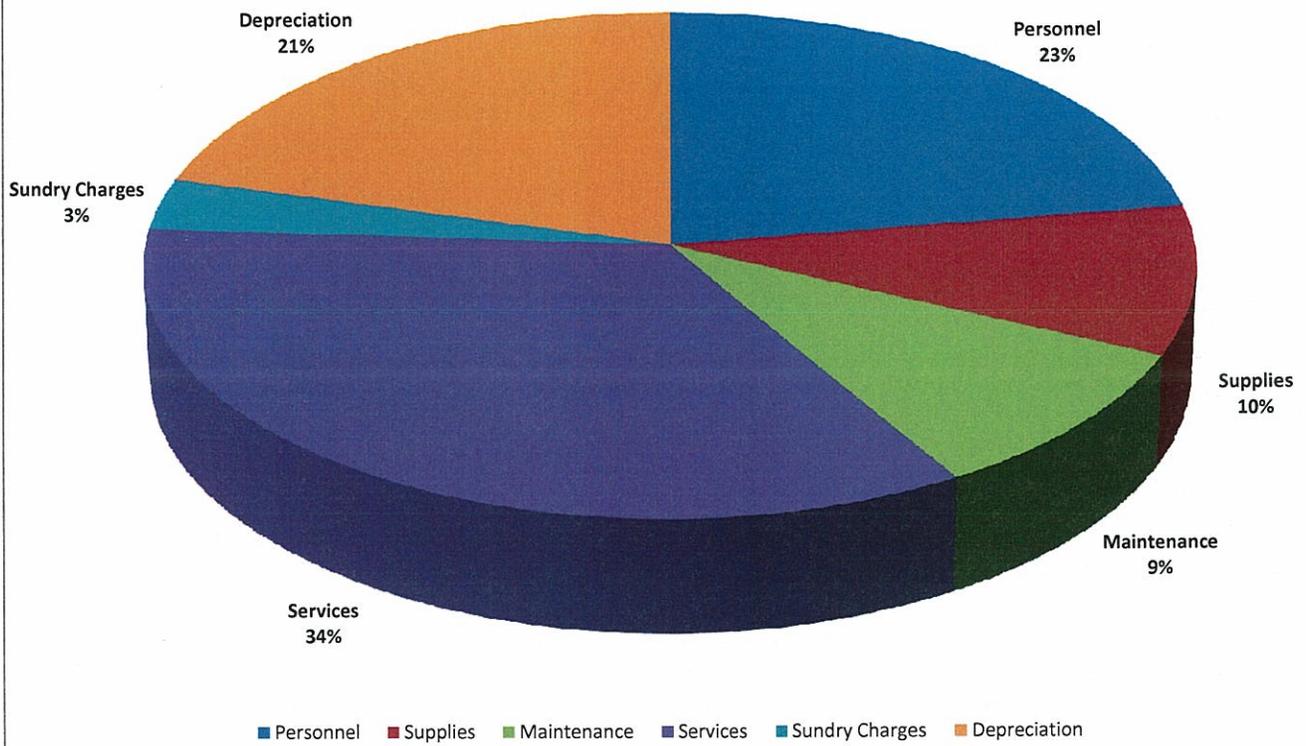
CITY OF SNYDER, TEXAS
ENTERPRISE FUND

COMBINING STATEMENT OF OPERATING REVENUES,
EXPENSES AND CHANGES IN WORKING CAPITAL

2013-2014 BUDGET

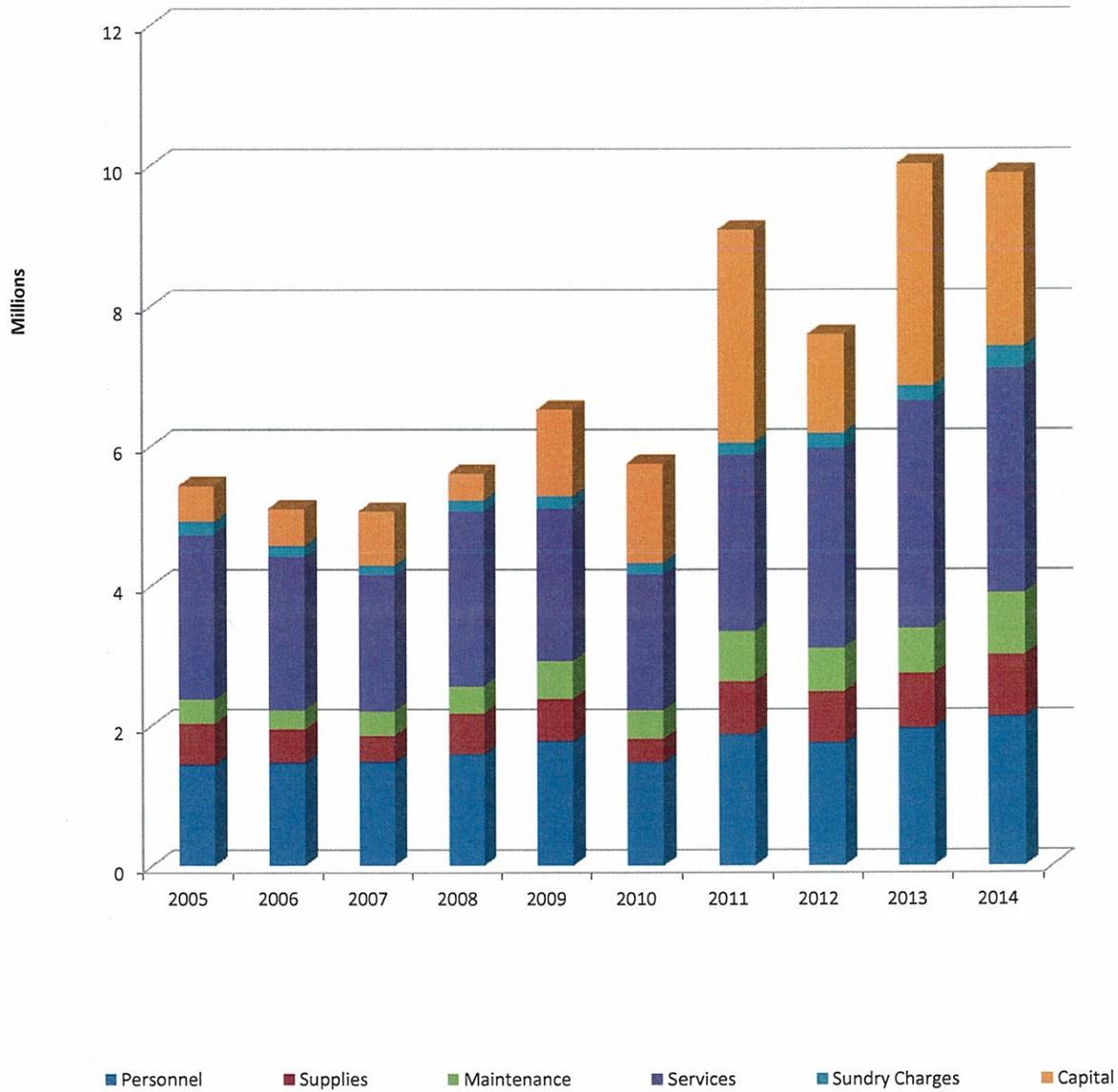
	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Proposed Budget
Operating Revenues:				
Water Sales	3,686,005	4,171,819	4,900,000	4,500,000
Sewer Charges	1,453,551	1,472,644	1,488,050	1,498,145
Sanitation Charges	1,634,265	1,698,827	1,990,235	2,000,000
Landfill Gate Fees	610,876	612,594	680,000	700,000
Billings & Collections for Sanitation	176,246	312,012	349,395	354,320
Water & Sewer Taps	12,350	22,185	17,000	40,000
Plumbing Permits & Inspec.	9,518	17,300	10,000	14,000
TCDP Grant Proceeds	252,092	37,908	-	-
Miscellaneous	66,532	29,357	32,550	35,250
Total Oper. Revenues	7,901,435	8,374,646	9,467,230	9,141,715
Operating Expenses:				
Personnel Services	1,872,651	1,747,785	1,965,455	2,119,570
Supplies	756,348	735,675	772,730	886,970
Maintenance	706,581	620,369	647,220	882,225
Services	2,534,592	2,859,725	3,254,175	3,219,815
Sundry Charges	175,618	218,287	212,940	304,860
Depreciation	1,254,316	1,632,174	1,926,030	1,933,620
Total Oper. Expenses	7,300,106	7,814,015	8,778,550	9,347,060
Operating Income or (Loss)	601,329	560,631	688,680	(205,345)
Non-Oper. Revenues/(Expenses):				
Interest Income	31,296	13,206	23,500	12,400
Gain (Loss) on Sale of Asset	1,456	171,424	-	-
Amortized Issuance Cost	(18,174)	(18,174)	-	-
Debt Service-Interest	(74,446)	(147,973)	(210,110)	(187,900)
Total Non-Oper.	(59,868)	18,483	(186,610)	(175,500)
Net Income (Loss)	\$ 541,461	\$ 579,114	\$ 502,070	\$ (380,845)
Cash and Cash Equivalents B-O-Y	5,989,831	3,434,473	6,695,333	4,573,783
Cash Flows from Operating Activities				
Cash Flows from Operating Activities	2,029,216	2,090,224	3,200,430	2,805,458
Cash Flows from Interfund Loans	-	-	-	-
Cash Flows from Capital Activities	(3,714,141)	851,885	(5,062,980)	(3,290,683)
Cash Flows from Investing Activities	(870,433)	318,751	(259,000)	12,400
Net Increase or (Decrease) in Cash	(2,555,358)	3,260,860	(2,121,550)	(472,825)
Cash and Cash Equivalents E-O-Y	\$ 3,434,473	\$ 6,695,333	\$ 4,573,783	\$ 4,100,958

ENTERPRISE FUND EXPENSES Fiscal Year 2014



Description: This pie chart visually shows the percentage of Enterprise Fund expenses allocated to the various major categories for the budget for Fiscal Year 2014

Enterprise Fund Expenditures Fiscal Years 2005 through 2014



Description: This graph shows a visual comparison of expenditure allocations for Fiscal Years 2005 through 2014

CITY OF SNYDER, TEXAS
ENTERPRISE FUND
SANITATION

COMPARATIVE STATEMENT OF REVENUES, EXPENSES
AND CHANGES IN WORKING CAPITAL

2013-2014 BUDGET

	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Proposed Budget
Operating Revenues:				
Sanitation Charges	1,634,265	1,698,827	1,990,235	2,000,000
Landfill Gate Fees	610,876	612,594	680,000	700,000
COG Grant	30,000	10,000	-	-
Miscellaneous	6,435	1,399	6,650	4,350
Total Oper. Revenues	2,281,576	2,322,820	2,676,885	2,704,350
Operating Expenses:				
Personnel Services	726,030	653,352	714,345	713,490
Supplies	260,361	274,632	248,590	306,700
Maintenance	209,544	146,121	190,660	202,970
Services	637,581	741,687	812,305	896,525
Sundry Charges	157,117	171,484	171,985	203,065
Depreciation	487,565	480,080	736,365	745,360
Total Oper. Expenses	2,478,198	2,467,356	2,874,250	3,068,110
Operating Income or (Loss)	(196,622)	(144,536)	(197,365)	(363,760)
Non-Oper. Revenues/(Expenses):				
Interest Income	17,685	2,140	17,500	-
Gain (Loss) on Sale of Asset	1,500	149,956	-	-
Interest Expense	(544)	-	-	-
Total Non-Oper.	18,641	152,096	17,500	-
Net Income (Loss)	\$ (177,981)	\$ 7,560	\$ (179,865)	\$ (363,760)
Cash and Cash Equivalents B-O-Y	2,336,010	2,196,003	2,492,426	2,172,246
Cash Flows from Operating Activities				
Cash Flows from Operating Activities	442,048	409,738	585,720	376,230
Cash Flows from Interfund Loans	-	-	-	-
Cash Flows from Capital Activities	1,989	(221,000)	(923,400)	(2,029,900)
Cash Flows from Investing Activities	(584,044)	107,685	17,500	2,400
Net Increase or (Decrease) in Cash	(140,007)	296,423	(320,180)	(1,651,270)
Cash and Cash Equivalents E-O-Y Reserved for Closure/Post Closure	\$2,196,003 (1,363,937)	\$2,492,426 (1,776,553)	\$2,172,246 (1,931,180)	\$520,976 (2,091,280)

CITY OF SNYDER, TEXAS
SANITATION ENTERPRISE FUND

DESCRIPTION OF REVENUES
2013-2014 BUDGET

COLLECTION CHARGES \$ 2,000,000

Sanitation rates within the corporate limits for the City of Snyder shall be as follows:

Residential (two collections per week)

Minimum monthly charge: \$24.15

Commercial and Business (two collections per week) to include motels, hotels, nursing homes, hospitals, schools, churches, industrial, government entities, apartments, two-plex or larger, and restaurants.

Minimum monthly charge: \$46.71

Commercial individual account per container (multiple collections per week) inside city limits:

Depends on container size and number of collections ranging from \$89.36 for a 3-yard container and 2 collections per week to \$521.30 for a 4-yard container and 10 collections per week.

Sanitation rates outside the city limits:

Rural individual account depends on the size container and the distance in miles ranging from \$121.00 for a 3-yard container at 3.0 miles to \$340.00 for a 4-yard container at 20.0 miles.

LANDFILL GATE FEES \$ 700,000

Disposal of contaminated waste dirt and concrete shall be charged at \$73.87/ton, minimum 0-1600 lbs. \$59.70.

Disposal of rock, bricks, construction materials, demolition materials, trees, limbs, lumber and any similar type materials shall be charged at \$26.50 per ton for Non-Commercial Scurry County Residents and \$31.00 for Commercial Scurry County Residents. Non-Scurry County Resident or Solid Waste Disposal Service Provider - \$31.00/ton.

MISCELLANEOUS \$ 1,950

Includes any revenue that would not fit into another account and sales tax.

INTEREST \$ 2,400

TOTAL SANITATION \$ 2,704,350

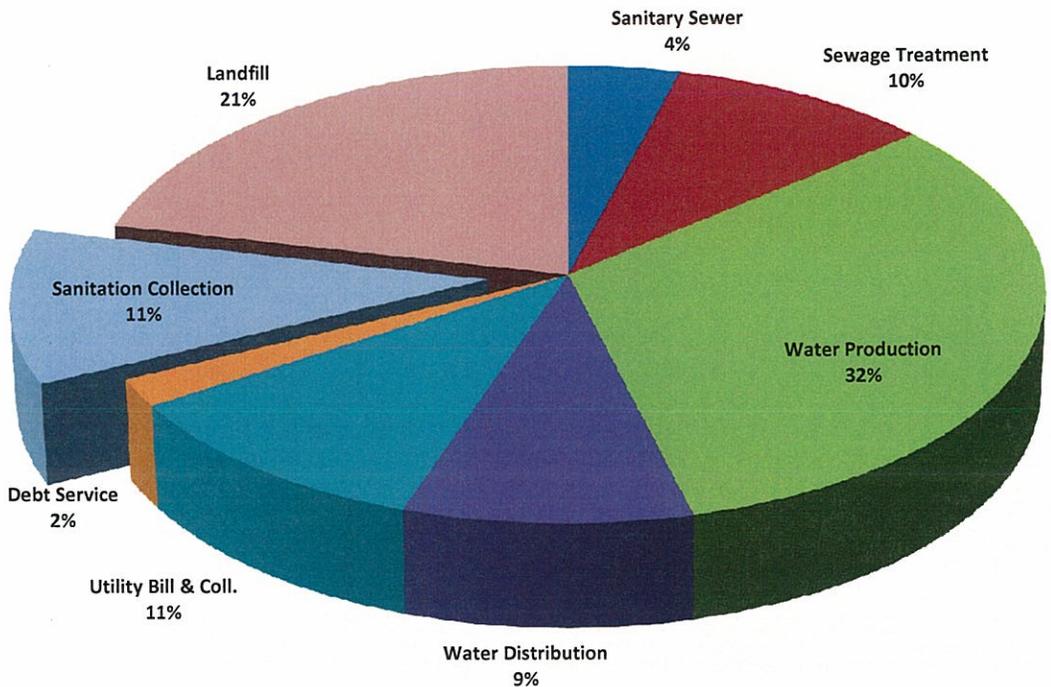
CITY OF SNYDER, TEXAS
ENTERPRISE FUND
SANITATION

STATEMENT OF EXPENDITURES

2013-2014 BUDGET

	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Proposed Budget
SANITATION				
Collection:				
Personnel Services	289,032	230,297	278,025	323,260
Supplies	99,543	101,065	101,490	115,700
Maintenance	113,722	101,494	103,490	117,700
Services	193,996	235,205	241,140	282,710
Sundry Charges	3,052	6,098	8,415	17,190
Depreciation	94,428	89,866	155,490	172,250
Totals	793,773	764,025	888,050	1,028,810
Landfill:				
Personnel Services	436,998	423,055	436,320	390,230
Supplies	160,818	173,567	147,100	191,000
Maintenance	95,822	44,627	87,170	85,270
Services	443,585	506,482	571,165	613,815
Sundry Charges	154,065	165,386	163,570	185,875
Depreciation	393,137	390,214	580,875	573,110
Totals	1,684,425	1,703,331	1,986,200	2,039,300
Debt Service:				
Interest	544	-	-	-
Totals	544	-	-	-
TOTAL EXPENSES	\$ 2,478,742	\$ 2,467,356	\$ 2,874,250	\$ 3,068,110

ENTERPRISE FUNCTION EXPENSE Fiscal Year 2014



- Sanitary Sewer
- Sewage Treatment
- Water Production
- Water Distribution
- Utility Bill & Coll.
- Debt Service
- Sanitation Collection
- Landfill

Description: This pie chart highlights the "Sanitation Collection" department in relationship to the other departments within the Enterprise Funds.

BUDGET SUMMARY

Fund Enterprise	Function Municipal Services	Sanitation Collection	Department Number 30
Expend. Class		Actual 2011-12	Budgeted 2012-13
Personnel Services		\$ 230,298	\$ 278,025
Supplies		101,065	101,490
Maintenance		107,280	56,770
Services		235,205	241,140
Sundry Charges		6,097	8,415
Depreciation		89,866	155,490
TOTAL ALL ACCOUNTS		\$ 769,811	\$ 841,330
			\$ 1,034,180

PERSONNEL ALLOCATION

Classification	Salary Range	Pay Level	Employees	
			Present	Proposed
Public Works Director	Unclassified	N/A	0.00	.20
Superintendent	5,176 to 5,661	27	.25	0.00
Foreman	3,540 to 3,871	16	0.00	.25
Driver/Operator	3,085 to 3,374	12	5.00	5.00
Maintenance 1	2,597 to 2,840	7	0.00	.25

TOTAL 5.25 5.70

Mission Statement

The department is responsible for the collection and disposal of solid waste generated by residential and commercial establishments in the City.

Description

The department collects solid waste as follows:

1. Eight routes within the city, from which 1,952 refuse dumpsters are emptied on a daily or twice-weekly basis. The rural route includes weekly pick up of 49 dumpsters. There are six 33-yard,

full automated, side load sanitation trucks, four of which are used for daily routes, one used for backup.

2. A roll-off can be parked overnight, free of charge, at a requested location to be used for large quantities of refuse such as tree trimmings and remodeling project trash. The roll-off is picked up the following morning and driven to the landfill.
3. A pick up route for recyclables is scheduled for once a week, primarily for paper and cardboard products.

Goals

To promote the health and safety of the residents and to enhance the aesthetics of the community by providing an environment free from the hazards and unpleasantness of uncollected refuse and brush, with the least possible inconvenience to residents, while maintaining the containers in a near-new condition.

Objectives

1. To complete all of the collection routes on schedule without missing any collection points.

Indicators

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>
1. Side Load Sanitation Truck Loads	2,174	2,153	2,057
2. Containers Repaired	65	32	0
3. Containers Painted	1	2	0

SANITATION COLLECTION- DEPARTMENT NO. 30

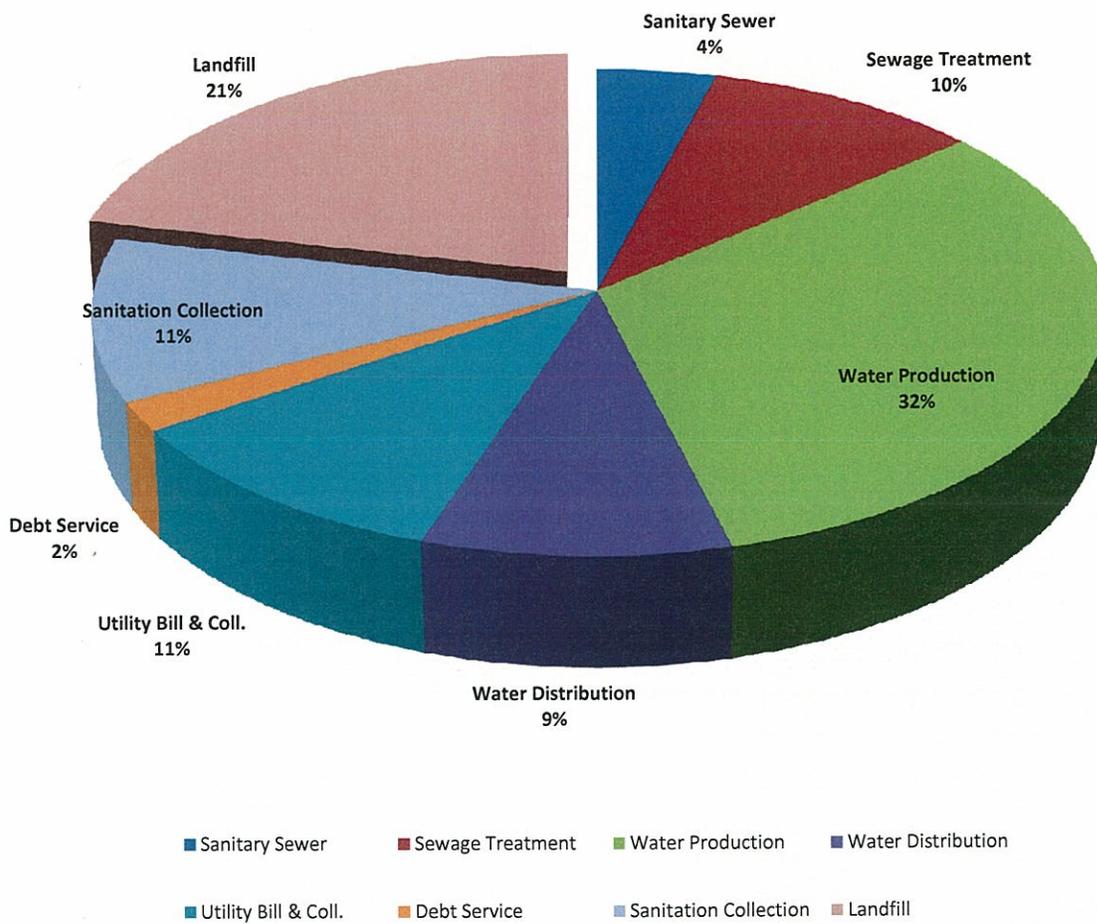
EXPENDITURES - FUND 04

	ACTUAL 2011-2012	BUDGETED 2012-2013	PROPOSED 2013-2014
PERSONNEL SERVICES			
630-101 SUPERVISION	15,057	15,300	15,850
630-103 OPERATIONS	138,159	169,510	202,190
630-105 LONGEVITY	1,140	1,235	1,425
630-106 OVERTIME	3,008	2,820	2,820
630-107 PART-TIME	-	-	-
630-108 FICA EXPENSE	9,740	11,710	13,780
630-109 TMRS EXPENSE	30,451	35,790	40,525
630-110 INSURANCE EXPENSE	28,786	38,920	43,445
630-111 MEDICARE	2,278	2,740	3,225
630-112 ACCRUED COMP. ABSENCES	1,678	-	-
Sub Total	230,297	278,025	323,260
SUPPLIES & MATERIALS			
630-201 OFFICE SUPPLIES	7	50	100
630-202 FORMS	-	-	-
630-204 UNIFORM & CLOTHING	1,728	1,240	4,000
630-205 TIRES & TUBES	14,343	8,600	20,000
630-206 MOTOR VEHICLE SUPPLIES	84,130	90,000	90,000
630-207 MINOR TOOLS & APPARATUS	354	500	500
630-208 JANITORIAL SUPPLIES	8	-	-
630-209 CHEM. & MECH. SUPPLIES	458	1,000	1,000
630-215 OTHER SUPPLIES	37	100	100
Sub Total	101,065	101,490	115,700
MAINTENANCE OF BUILDINGS			
630-301 BUILDINGS & GROUNDS	429	2,000	2,000
Sub Total	429	2,000	2,000
MAINTENANCE OF EQUIPMENT			
630-401 OFFICE EQUIPMENT	-	40	40
630-402 MACHINERY	-	-	-
630-403 EQUIPMENT	29,607	28,500	30,000
630-404 AUTOMOTIVE EQUIPMENT	77,230	26,000	90,000
630-405 SHOP EQUIPMENT	14	-	-
630-407 SOFTWARE MAINTENANCE	-	30	30
630-411 RADIO INSTALLATION	-	200	1,000
Sub Total	107,709	58,770	125,070

	ACTUAL 2011-2012	BUDGETED 2012-2013	PROPOSED 2013-2014
MISCELLANEOUS SERVICES			
630-501 COMMUNICATION	-	-	-
630-501-01 TELEPHONE	361	950	950
630-501-02 CELLULAR	-	-	-
630-502 RENTAL OF EQUIPMENT	391	430	430
630-503 INSURANCE	323	3,070	2,755
630-504 SPECIAL SERVICES	881	1,895	695
630-505 ADVERTISING	594	-	500
630-506 BUSINESS & TRANSPORTATION	-	600	600
630-507 DIESEL FUEL TAX	3,905	4,000	-
630-508 FEE BASIS SERVICES	228,711	230,045	276,630
630-510 CONTRACTUAL SERVICES	39	150	150
630-511-01 ELECTRICITY	-	-	-
	<hr/>	<hr/>	<hr/>
Sub Total	235,205	241,140	282,710
SUNDRY CHARGES			
630-601 TRAINING & EDUCATION	-	1,000	2,000
630-602 MEMBERSHIPS & SUBSCRIPTIONS	-	100	100
630-603 SOLID WASTE MGMT. PROGRAM	-	-	-
630-604 WORKER'S COMPENSATION	4,261	7,055	14,990
630-605 UNEMPLOYMENT COMPENSATION	1,554	160	-
630-606 FREIGHT EXPENSE	283	100	100
630-607 PRINTING EXPENSE	-	-	-
630-608 BAD DEBT EXPENSE	-	-	-
630-614 PENALTY & INTEREST EXPENSE	-	-	-
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Sub Total	6,098	8,415	17,190
CAPITAL OUTLAY			
630-701 BUILDING *	-	-	-
630-901 OFFICE EQUIPMENT *	-	-	-
630-902 AUTOMOTIVE EQUIPMENT *	-	-	175,000
630-903 MACHINERY & OTHER EQUIP. *	-	800	1,500
630-904 REFUSE COLLEC. EQUIP. *	-	170,000	40,000
630-910 DEPRECIATION	89,866	155,490	172,250
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Sub Total	89,866	155,490	172,250
TOTAL BUDGET	\$ 769,811	\$ 841,330	\$ 1,034,180

* MEMORANDUM ONLY

ENTERPRISE FUNCTION EXPENSE Fiscal Year 2014



Description: This pie chart highlights the "Landfill" department in relationship to the other departments within the Enterprise Funds.

BUDGET SUMMARY

Fund	Function		Department Number
Enterprise	Municipal Services	Sanitation Landfill	31
Expend. Class		Actual 2011-12	Budgeted 2012-13
		Proposed 2013-14	
Personnel Services		\$ 423,055	\$ 436,320
Supplies		173,567	147,100
Maintenance		44,627	87,170
Services		506,482	571,165
Sundry Charges		165,386	163,570
Depreciation		390,214	580,875
TOTAL ALL ACCOUNTS		\$ 1,703,331	\$ 1,986,200

PERSONNEL ALLOCATION

Classification	Salary Range	Pay Level	Employees	
			Present	Proposed
Public Works Director	Unclassified	N/A	0.00	.20
Superintendent	5,176 to 5,661	27	1.00	0.00
Senior Clerk	3,928 to 4,297	19	1.00	1.00
Foreman	3,540 to 3,871	16	0.00	1.00
Heavy Equip. Op.	3,422 to 3,743	15	4.00	3.00

TOTAL 6.00 5.20

Mission Statement

The department is responsible for operating the Sanitary Landfill which is permitted by the Texas Commission on Environmental Quality and disposes of approximately 150 tons per day. The hours of operations are:

Monday thru Friday	8:00 a.m. to 5:00 p.m.
Saturday	8:00 a.m. to 12:00 p.m.
Sunday	Closed

Description

The department disposes of solid waste as follows:

1. Maintains the Landfill in compliance with Subtitle D Regulations.
2. Disposes of approximately 150 tons of solid waste per day.
3. Collects gate fees for individual loads of waste brought to the landfill.

Goals

To dispose of waste in a safe, healthy and environmentally sound and aesthetically acceptable manner.

Objectives

1. To reduce the amount of blowing trash at the landfill.
2. To continue to operate the landfill in compliance with Subtitle D, regulated by the Texas Commission on Environmental Quality.

SANITATION LANDFILL - DEPARTMENT NO. 31

EXPENDITURES - FUND 04

	ACTUAL 2011-2012	BUDGETED 2012-2013	PROPOSED 2013-2014
PERSONNEL SERVICES			
631-101 SUPERVISION	57,494	60,025	15,850
631-102 CLERICAL	44,720	45,455	48,480
631-103 OPERATIONS	151,804	156,670	167,590
631-105 LONGEVITY	2,030	2,355	1,590
631-106 OVERTIME	43,524	45,000	45,000
631-107 PART-TIME	-	-	-
631-108 FICA EXPENSE	18,660	19,190	17,270
631-109 TMRS EXPENSE	57,959	58,655	50,775
631-110 INSURANCE EXPENSE	39,716	44,480	39,635
631-111 MEDICARE	4,364	4,490	4,040
631-112 ACCRUED COMP. ABSENCES	2,784	-	-
Sub Total	423,055	436,320	390,230
SUPPLIES & MATERIALS			
631-201 OFFICE SUPPLIES	1,424	1,850	3,000
631-202 FORMS	-	-	-
631-204 UNIFORM & CLOTHING	4,860	3,250	6,000
631-205 TIRES & TUBES	1,644	3,500	3,500
631-206 MOTOR VEHICLE SUPPLIES	161,467	130,000	170,000
631-207 MINOR TOOLS & APPARATUS	32	2,000	2,000
631-208 JANITORIAL SUPPLIES	2,195	3,000	3,000
631-209 CHEM. & MECH. SUPPLIES	-	500	500
631-215 OTHER SUPPLIES	1,945	3,000	3,000
Sub Total	173,567	147,100	191,000
MAINTENANCE OF BUILDINGS			
631-301 BUILDINGS & GROUNDS	16,264	23,000	23,000
Sub Total	16,264	23,000	23,000
MAINTENANCE OF EQUIPMENT			
631-401 OFFICE EQUIPMENT	-	190	190
631-402 MACHINERY	-	-	-
631-403 EQUIPMENT	86	2,000	150
631-404 AUTOMOTIVE EQUIPMENT	27,062	60,000	60,000
631-405 SHOP EQUIPMENT	-	200	200
631-406 MINOR TOOLS & EQUIP.	-	100	100
631-407 SOFTWARE MAINTENANCE	1,000	1,280	1,230
631-411 RADIO INSTALLATION	215	400	400
Sub Total	28,363	64,170	62,270

	ACTUAL 2011-2012	BUDGETED 2012-2013	PROPOSED 2013-2014
MISCELLANEOUS SERVICES			
631-501-01 TELEPHONE	1,422	1,715	1,715
631-501-02 CELLULAR	931	600	1,000
631-501-03 INTERNET	888	880	1,000
631-502 RENTAL OF EQUIPMENT	1,208	1,440	1,440
631-503 INSURANCE	1,158	9,250	9,175
631-504 SPECIAL SERVICES	2,120	600	1,500
631-505 ADVERTISING	438	300	300
631-506 BUSINESS & TRANSPORTATION	449	150	150
631-507 DIESEL FUEL TAX	13	160	160
631-508 FEE BASIS SERVICES	493,002	549,920	593,000
631-510 CONTRACTUAL SERVICES	1,097	475	475
631-511-01 ELECTRICITY	3,756	5,675	3,900
631-511-02 GAS	-	-	-
631-512 DATA PROCESSING	-	-	-
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Sub Total	506,482	571,165	613,815
SUNDRY CHARGES			
631-601 TRAINING & EDUCATION	4,902	4,000	4,000
631-602 MEMBERSHIPS & SUBSCRIPTIONS	332	300	500
631-603 SOLID WASTE MGMT. PROGRAM	4,219	-	-
631-604 WORKER'S COMP.	180	6,990	13,875
631-605 UNEMPLOYMENT	750	180	-
631-606 FREIGHT EXPENSE	-	1,000	1,000
631-607 PRINTING EXPENSE	-	-	-
631-608 BAD DEBT EXPENSE	6,131	300	6,400
631-614 PENALTY AND INTEREST	-	-	-
631-615 LANDFILL CLOSURE/POST CLOSURE CARE	148,872	150,800	160,100
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Sub Total	165,386	163,570	185,875
CAPITAL OUTLAY			
631-701 BUILDINGS *	-	-	-
631-801 BETTERMENTS TO LAND *	-	-	-
631-806 LANDFILL IMPROVEMENTS *	-	128,000	75,000
631-812 OTHER IMPROVEMENTS *	-	1,500,000	1,500,000
631-901 OFFICE EQUIPMENT *	-	-	-
631-902 AUTOMOTIVE EQUIPMENT *	-	700,000	230,000
631-903 OTHER EQUIPMENT *	-	1,600	8,400
631-910 DEPRECIATION	390,214	580,875	573,110
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Sub Total	390,214	580,875	573,110
TOTAL BUDGET	\$ 1,703,331	\$ 1,986,200	\$ 2,039,300

* MEMORANDUM ONLY

CITY OF SNYDER, TEXAS
ENTERPRISE FUND
WATER & SEWER

COMPARATIVE STATEMENT OF REVENUES, EXPENSES
AND CHANGES IN WORKING CAPITAL

2013-2014 BUDGET

	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Proposed Budget
Operating Revenues:				
Water Sales	3,686,005	4,171,819	4,900,000	4,500,000
Sewer Charges	1,453,551	1,472,644	1,488,050	1,498,145
Billings & Collections for Sanitation	176,246	312,012	349,395	354,320
Water Taps	7,750	14,210	10,000	25,000
Sewer Taps	4,600	7,975	7,000	15,000
Plumbing Permits & Inspc.	9,518	17,300	10,000	14,000
TDCP Grant Proceeds	222,092	27,908	-	-
Miscellaneous	60,097	27,958	25,900	30,900
Total Oper. Revenues	5,619,859	6,051,826	6,790,345	6,437,365
Operating Expenses:				
Personnel Services	1,146,621	1,094,433	1,251,110	1,406,080
Supplies	495,987	461,043	524,140	580,270
Maintenance	497,037	468,462	503,280	673,885
Services	1,897,011	2,118,038	2,441,870	2,323,290
Sundry Charges	18,501	46,803	40,955	101,795
Depreciation	766,751	1,152,094	1,189,665	1,188,260
Total Oper. Expenses	4,821,908	5,340,873	5,951,020	6,273,580
Operating Income or (Loss)	797,951	710,953	839,325	163,785
Non-Oper. Revenues/(Expenses):				
Investment earnings	13,611	11,066	6,000	10,000
Interest and fees expense	(73,902)	(147,973)	(210,110)	(187,900)
Gain (Loss) on Sale of Asset	(44)	21,468	-	-
Amortized issuance cost	(18,174)	(18,174)	-	-
Total Non-Oper.	(78,509)	(133,613)	(204,110)	(177,900)
Net Income (Loss)	\$ 719,442	\$ 577,340	\$ 635,215	\$ (14,115)
Cash and Cash Equivalents B-O-Y	3,653,821	1,238,470	4,202,907	2,401,537
Cash Flows from Operating Activities	1,587,168	1,680,486	2,614,710	1,789,006
Cash Flows from Interfund Loans	-	-	-	-
Cash Flows from Capital Activities	(3,716,130)	1,072,885	(4,139,580)	(1,260,783)
Cash Flows from Investing Activities	(286,389)	211,066	(276,500)	10,000
Net Increase or (Decrease) in Cash	(2,415,351)	2,964,437	(1,801,370)	538,223
Cash and Cash Equivalents E-O-Y	\$1,238,470	\$4,202,907	\$2,401,537	\$2,939,760

CITY OF SNYDER, TEXAS
WATER & SEWER ENTERPRISE FUND

DESCRIPTION OF REVENUES

2013-2014

WATER SALES

\$ 4,500,000

Includes the sale of treated water through the distribution system within the city, and also to the cities of Ira, Rotan, Union/Fluvanna, and to the industrial users; Parks and Walker.

Minimum charge for single family dwelling:
\$22.66 / 2,000 gal.

Monthly Consumption Tier	Rate per Thousand Gallons
2,001 to 10,000	\$4.85
10,001 to 25,000	\$5.90
25,001 to 40,000	\$6.43
Over 40,001	\$6.95

Minimum charge for apartments, multiple family unit dwellings and multiple business unit occupancy when supplied through a single meter shall be as follows:

1. \$33.99 / 4,000 gal. Two family unit or two business unit
2. \$45.32 / 6,000 gal. Three family unit or three business unit
3. \$56.65 / 8,000 gal. Four family unit or four business unit
4. \$67.98 / 10,000 gal. Five family unit or five business unit

For more than five units the minimum charge shall be \$22.66 for the first dwelling or business unit plus \$11.33 (or 50% of \$22.66) times the remaining number of family or business units, for the first 2,000 gallons each unit.

Minimum charge per month outside city limits for 2,000 gallons or less, \$22.66. Multiple dwellings or business units, supplied by a single meter, the minimum charge shall be \$22.66 times the total number of family or business units for the first 2,000 gallons each unit.

Water rates for water purchased direct from city facilities are as follows: Fire hydrant with meter, the charge shall be a monthly service charge at \$22.66 plus a usage rate at \$4.72 per 1,000 gallons. Deposit on City owned fire hydrant is \$300.00, other than the City's is \$1,000.00. Coin operated meter per 1,000 gal. \$4.72. Deposit on coin operated meter is \$200.00.

WASTE WATER RATES

\$ 1,498,145

Sewer rates within the corporate limits of the city are as follows:

Minimum charge per service:

Base \$10.48

+ an additional charge of \$2.69 per thousand gallons
calculated at 90% of water consumption.

Industrial Wastewater rates:

Minimum charge per service:

BOD/TSS 200-250 (mg/l) Base \$9.98
+ \$3.17 per thousand gallons

BILLINGS AND COLLECTIONS FOR SANITATION \$ 354,320

The utility billings and collections department is fully expensed in the Water and Sewer Fund. The amount to be charged for the time to bill and collect for sanitation charges is then charged to the Sanitation Fund.

WATER AND SEWER TAPS \$ 40,000

Includes the fee for tying onto the city distribution system and the wastewater collection system. The fee covers 100% of the cost.

PLUMBING PERMITS AND INSPECTION \$ 14,000

\$15.00 permit charge for any work involving water, sewer and gas. Inspection fees range from \$5.00 to \$15.00 depending on work that is inspected.

MISCELLANEOUS \$ 30,900

Includes any revenue that would not fit into another account.

INTEREST \$ 10,000

TOTAL WATER & SEWER **\$ 6,447,365**

CITY OF SNYDER
ENTERPRISE FUND
WATER & SEWER

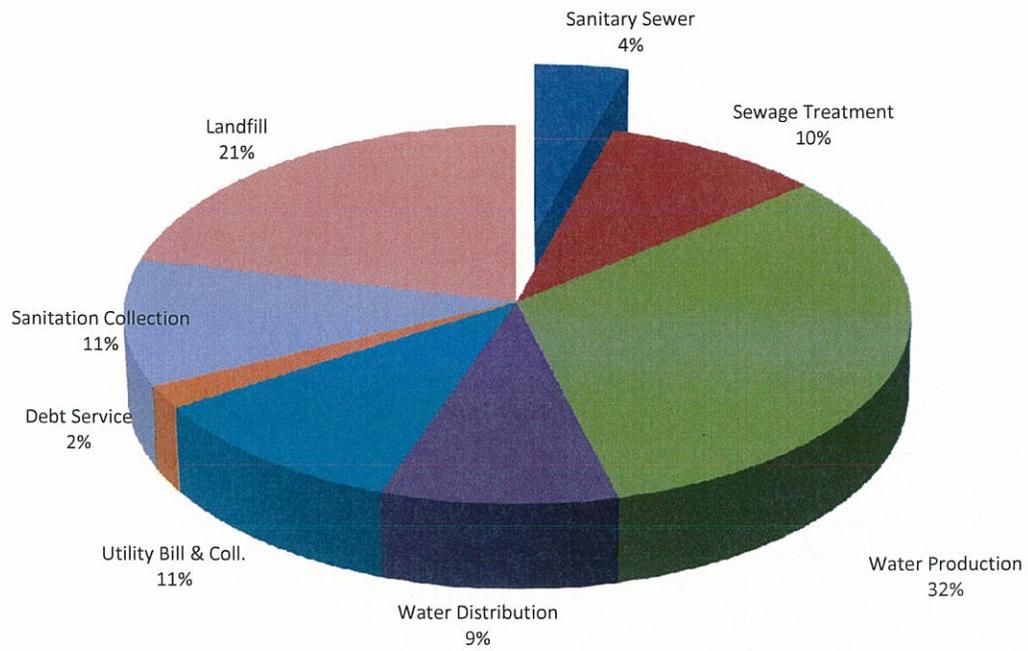
STATEMENT OF EXPENDITURES

2013-2014 BUDGET

	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Proposed Budget
SEWER:				
Sanitary sewer:				
Personnel Services	109,573	94,047	133,405	187,520
Supplies	37,972	37,268	4,620	42,500
Maintenance	9,004	11,012	9,730	14,730
Services	36,443	35,368	71,405	58,245
Sundry Charges	1,731	3,420	3,985	20,545
Depreciation	77,621	77,932	89,730	71,840
Totals	272,344	259,047	312,875	395,380
Sewage Treatment:				
Personnel Services	301,981	304,883	318,705	275,790
Supplies	31,329	31,699	39,500	39,450
Maintenance	131,409	72,594	116,645	150,145
Services	271,656	246,518	252,030	254,695
Sundry Charges	3,084	5,758	10,880	8,330
Depreciation	192,812	193,900	216,965	194,955
Totals	932,271	855,352	954,725	923,365
WATER:				
Water Production:				
Personnel Services	294,738	301,910	312,715	384,590
Supplies	333,629	298,716	395,580	399,900
Maintenance	218,317	236,159	218,500	298,450
Services	1,475,201	1,615,189	1,844,560	1,723,805
Sundry Charges	5,898	8,505	15,280	17,155
Depreciation	245,834	254,080	238,700	255,980
Totals	2,573,617	2,714,559	3,025,335	3,079,880

	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Proposed Budget
Water Distribution:				
Personnel Services	109,671	82,987	134,925	189,990
Supplies	58,514	58,503	48,720	64,220
Maintenance	99,928	89,731	107,230	147,130
Services	27,869	94,404	157,710	141,395
Sundry Charges	2,739	3,566	4,265	20,825
Depreciation	240,415	265,849	310,910	301,400
Totals	539,136	595,040	763,760	864,960
Utility Department:				
Personnel Services	330,658	310,606	351,360	368,190
Supplies	34,543	34,857	34,100	34,200
Maintenance	38,379	58,966	51,175	63,430
Services	85,842	126,559	116,165	145,150
Sundry Charges	5,049	25,554	6,545	34,940
Depreciation	10,069	360,333	333,360	364,085
Totals	504,540	916,875	892,705	1,009,995
Debt Service:				
Interest	55,728	147,973	149,980	187,100
Fees				800
Totals	55,728	147,973	149,980	187,900
TOTAL EXPENSES	\$ 4,877,636	\$ 5,488,846	\$ 6,099,380	\$ 6,461,480

ENTERPRISE FUNCTION EXPENSE Fiscal Year 2014



Description: This pie chart highlights the "Sanitary Sewer" department in relationship to the other departments within the Enterprise Funds.

BUDGET SUMMARY

Fund	Function	Sanitary Sewer	Department Number
Water & Sewer	Distribution		35
	Expend. Class	Actual	Budgeted
		2011-12	2012-13
		2013-14	
	Personnel Services	\$ 94,047	\$ 133,405
	Supplies	37,268	4,620
	Maintenance	11,012	9,730
	Services	35,368	71,405
	Sundry Charges	3,420	3,985
	Depreciation	77,932	89,730
	TOTAL ALL ACCOUNTS	\$ 259,047	\$ 312,875
			\$ 395,380

PERSONNEL ALLOCATION

Classification	Salary Range	Pay Level	Employees	
			Present	Proposed
Public Works Director	Unclassified	N/A	0.00	.20
Superintendent	5,176 to 5,661	27	.25	0.00
Foreman	3,540 to 3,871	16	.50	1.00
Maintenance 3	3,422 to 3,743	15	.50	.50
Maintenance 2	3,085 to 3,374	12	1.00	1.00
Maintenance 1	2,597 to 2,840	7	0.00	.25
TOTAL			2.25	2.95

Mission Statement

To insure reliable collection of all Snyder system wastewater, delivering it to the wastewater treatment plant.

Description

The department is responsible for the operation and maintenance of the wastewater collection system. Included tasks are making of sewer taps, laying of new sewer lines, cleaning of line stoppages, repairing or replacing damaged lines.

Goals

1. To maintain the collection system so that it will provide consistently reliable service to all customers.
2. To make necessary repairs with a minimum disruption of service.

Objectives

1. To train department employees to be able to properly deal with all of the collection system problems to be encountered.
2. To increase certification levels of all department employees.
3. To locate chronic problem areas, and to determine how a permanent cure may be affected.

Indicators

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>
Service Line Stop	13	10	10
Sewer Main Stoppages	96	97	90
Customer Taps	15	19	19
Sewer Mains Installed (Footage)	45'	40'	0

SANITARY SEWER - DEPARTMENT NO. 35

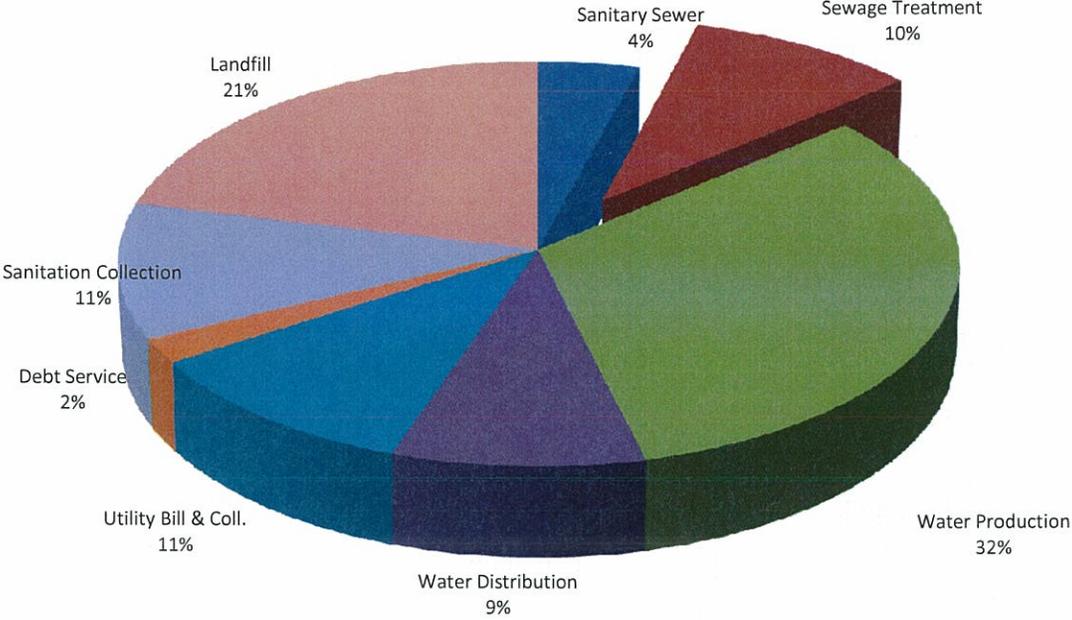
EXPENDITURES - FUND 02

	ACTUAL 2011-2012	BUDGETED 2012-2013	PROPOSED 2013-2014
PERSONNEL SERVICES			
635-101 SUPERVISION	15,058	15,300	15,850
635-102 CLERICAL	-	-	-
635-104 MAINTENANCE	44,207	70,140	108,180
635-105 LONGEVITY	423	725	1,040
635-106 OVERTIME	3,614	6,035	6,035
635-107 PARTTIME	-	-	-
635-108 FICA EXPENSE	3,971	5,715	8,130
635-109 TMRS EXPENSE	12,346	17,475	23,900
635-110 INSURANCE EXPENSE	13,180	16,680	22,485
635-111 MEDICARE EXPENSE	929	1,335	1,900
635-112 ACCRUED COMP. ABSENCES	319	-	-
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Sub Total	94,047	133,405	187,520
SUPPLIES & MATERIALS			
635-201 OFFICE SUPPLIES	6	20	100
635-204 UNIFORM & CLOTHING	485	700	3,000
635-205 TIRES & TUBES	238	300	1,000
635-206 MOTOR VEHICLE SUPPLIES	36,312	2,000	37,000
635-207 MINOR TOOLS & APPARATUS	61	600	1,000
635-208 JANITORIAL	8	-	-
635-209 CHEMICAL & MECHANICAL SUPPLIES	154	1,000	300
635-215 OTHER SUPPLIES	4	-	100
	<hr/>	<hr/>	<hr/>
Sub Total	37,268	4,620	42,500
MAINTENANCE OF BUILDINGS			
635-304 SEWER LINES	10,504	5,000	8,000
635-306 STORM SEWER	-	-	-
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Sub Total	10,504	5,000	8,000
MAINTENANCE OF EQUIPMENT			
635-401 OFFICE EQUIPMENT	-	-	-
635-402 MACHINERY	440	1,000	3,000
635-404 AUTOMOTIVE EQUIPMENT	68	3,500	600
635-406 MINOR TOOLS & APPARATUS	-	200	3,100
635-407 SOFTWARE MAINTENANCE	-	30	30
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Sub Total	508	4,730	6,730

	ACTUAL 2011-2012	BUDGETED 2012-2013	PROPOSED 2013-2014
MISCELLANEOUS SERVICES			
635-501-01 TELEPHONE	-	-	-
635-501-02 CELLULAR	208	165	500
635-502 RENTAL OF EQUIPMENT	226	195	400
635-503 INSURANCE	612	1,665	7,000
635-504 SPECIAL SERVICES	1,245	30,710	500
635-505 ADVERTISING EXPENSE	127	-	-
635-506 BUSINESS & TRANSPORTATION	1,214	1,200	1,200
635-507 DIESEL FUEL TAX	27	-	-
635-508 FEE BASIS SERVICES	31,610	37,270	48,445
635-510 CONTRACTUAL SERVICES	99	200	200
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Sub Total	35,368	71,405	58,245
SUNDRY CHARGES			
635-601 TRAINING & EDUCATION	24	900	2,000
635-602 MEMBERSHIPS & SUBSCRIPTIONS	-	-	-
635-604 WORKER'S COMP.	1,825	3,020	18,545
635-605 UNEMPLOYMENT	1,571	65	-
635-606 FREIGHT EXPENSE	-	-	-
635-607 PRINTING EXPENSE	-	-	-
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Sub Total	3,420	3,985	20,545
CAPITAL OUTLAY			
635-804 SEWER SYSTEM IMPROV. *	-	-	-
635-807 NEW SEWER SYSTEM *	-	-	-
635-902 AUTOMOTIVE EQUIPMENT *	-	-	-
635-903 MACHINERY *	-	4,000	6,400
635-910 DEPRECIATION	77,932	89,730	71,840
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Sub Total	77,932	89,730	71,840
TOTAL BUDGET	\$ 259,047	\$ 312,875	\$ 395,380

* MEMORANDUM ONLY

**ENTERPRISE FUNCTION EXPENSE
Fiscal Year 2014**



- Sanitary Sewer
- Sewage Treatment
- Water Production
- Water Distribution
- Utility Bill & Coll.
- Debt Service
- Sanitation Collection
- Landfill

Description: This pie chart highlights the "Sewage Treatment" department in relationship to the other departments within the Enterprise Funds.

BUDGET SUMMARY

Fund	Function	Department Number	
	Wastewater Treatment – Sewage	36	
Water & Sewer			
Expend. Class	Actual	Budgeted	Proposed
	2011-12	2012-13	2013-14
Personnel Services	\$ 304,883	\$ 318,705	\$ 275,790
Supplies	31,699	39,500	39,450
Maintenance	72,594	116,645	150,145
Services	246,518	252,030	254,695
Sundry Charges	5,758	10,880	8,330
Depreciation	193,900	216,965	194,955
TOTAL ALL ACCOUNTS	<u>\$ 855,352</u>	<u>\$ 954,725</u>	<u>\$ 923,365</u>

PERSONNEL ALLOCATION

Classification	Salary Range	Pay Level	Employees	
			Present	Proposed
Superintendent	5,176 to 5,661	27	.50	.50
Plant Operator	3,306 to 3,615	14	4.00	3.00
TOTAL			4.50	3.50

Mission Statement

To provide proper treatment of all wastewater received from the Snyder sanitary sewer and to appropriately dispose of plant effluent according to state and federal agency requirements.

Description

The department is responsible for the operation of the wastewater treatment plant which treats the wastewater from the Snyder sanitary sewer. The plant is operated by operators certified by the Texas Commission on Environmental Quality. Treated effluent is utilized for irrigation on the City alfalfa field and the Western Texas College golf course with the remainder channeled into Deep Creek.

Goals

1. To insure that the plant is operated in accordance with all regulatory agencies.
2. To insure that the quality of the plant effluent exceeds the quality required by the discharge permit.
3. To maintain the plant in an attractive efficient manner.

Objectives

1. To continue formal training of operators to increase certification levels.
2. To continue the appearance improvements programs.

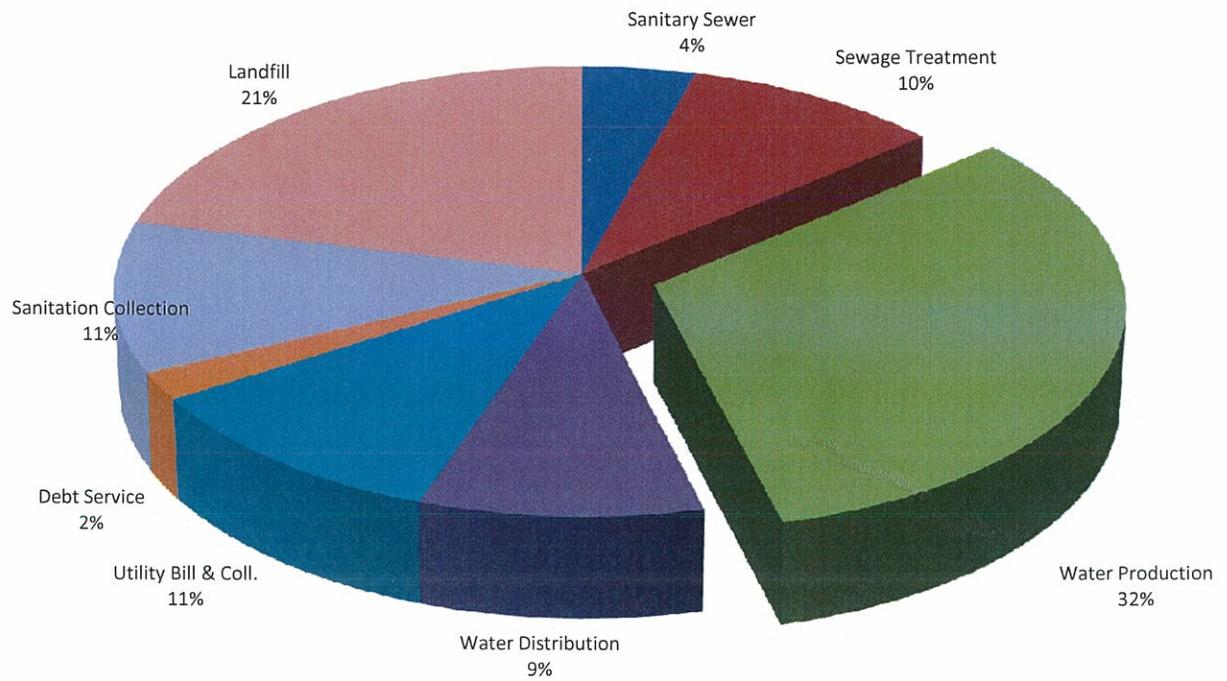
SEWAGE TREATMENT - DEPARTMENT NO. 36

EXPENDITURES - FUND 02

	ACTUAL 2011-2012	BUDGETED 2012-2013	PROPOSED 2013-2014
PERSONNEL SERVICES			
636-101 SUPERVISION	28,174	30,000	32,090
636-103 OPERATIONS	145,118	152,410	122,810
636-105 LONGEVITY	2,661	2,980	3,000
636-106 OVERTIME	42,614	40,000	40,000
636-108 FICA EXPENSE	13,618	13,975	12,270
636-109 TMRS EXPENSE	42,176	42,710	36,075
636-110 INSURANCE EXPENSE	24,180	33,360	26,675
636-111 MEDICARE EXPENSE	3,185	3,270	2,870
636-112 ACCRUED COMP. ABSENCES	3,157	-	-
Sub Total	304,883	318,705	275,790
SUPPLIES & MATERIALS			
636-201 OFFICE SUPPLIES	2,140	1,200	2,200
636-202 FORMS	-	-	-
636-203 SHOP SUPPLIES	2,810	3,000	3,000
636-204 UNIFORM & CLOTHING	1,555	1,650	1,650
636-205 TIRES & TUBES	290	1,200	600
636-206 MOTOR VEHICLE SUPPLIES	11,691	10,000	10,000
636-207 MINOR TOOLS & APPARATUS	1,669	2,500	2,500
636-208 JANITORIAL SUPPLIES	1,513	2,500	2,500
636-209 CHEM. & MECH. SUPPLIES	10,031	17,000	17,000
636-210 BOTANICAL & AGRICULTURAL	-	-	-
636-215 OTHER SUPPLIES	-	450	-
Sub Total	31,699	39,500	39,450
MAINTENANCE OF BUILDINGS			
636-301 BUILDINGS & GROUNDS	5,864	8,000	8,000
636-305 SEWAGE TREATMENT PLANT	4,435	4,500	4,500
636-315 OTHER	-	-	-
Sub Total	10,299	12,500	12,500
MAINTENANCE OF EQUIPMENT			
636-401 OFFICE EQUIPMENT	-	40	40
636-402 MACHINERY	3,789	4,000	5,000

	ACTUAL 2011-2012	BUDGETED 2012-2013	PROPOSED 2013-2014
636-403 EQUIPMENT	8,343	45,000	45,000
636-404 AUTOMOTIVE EQUIPMENT	1,655	2,500	2,500
636-406 MINOR TOOLS & APPARATUS	-	-	-
636-407 SOFTWARE MAINTENANCE	-	105	105
636-411 RADIOS	-	-	-
636-422 WASTEWATER SYSTEM EQUIPMENT	48,508	52,500	85,000
Sub Total	62,295	104,145	137,645
MISCELLANEOUS SERVICES			
636-501-01 TELEPHONE	1,193	1,400	1,400
636-501-02 CELLULAR	613	-	475
636-501-03 INTERNET	244	365	365
636-502 RENTAL OF EQUIPMENT	2,078	-	2,500
636-503 INSURANCE	682	5,550	5,425
636-504 SPECIAL SERVICES	97	1,120	-
636-505 ADVERTISING	216	150	150
636-506 BUSINESS & TRANSPORTATION	-	1,200	1,200
636-507 DIESEL FUEL TAX	274	300	300
636-508 FEE BASIS SERVICE	135,172	136,405	137,340
636-510 CONTRACTUAL SERVICES	2,210	2,040	2,040
636-511-01 ELECTRICITY	102,553	102,000	102,000
636-511 GAS	1,059	1,500	1,500
636-512 DATA PROCESSING.	-	-	-
Sub Total	246,391	252,030	254,695
SUNDRY CHARGES			
636-601 TRAINING & EDUCATION	1,716	4,000	4,000
636-602 MEMBERSHIPS & SUBSCRIPTIONS	127	200	200
636-604 WORKER'S COMP.	3,650	6,045	3,630
636-605 UNEMPLOYMENT	135	135	-
636-606 FREIGHT EXPENSE	257	500	500
636-607 PRINTING EXPENSE	-	-	-
Sub Total	5,885	10,880	8,330
CAPITAL OUTLAY			
636-701 BUILDINGS *	-	-	-
636-804 SEWER SYSTEM IMPROVEMENTS *	-	-	-
636-806 OTHER IMPROVEMENTS *	-	-	-
636-901 OFFICE FURNITURE & EQUIP. *	-	-	-
636-902 AUTOMOTIVE EQUIPMENT *	-	30,000	-
636-903 MACHINERY & OTHER EQUIP. *	-	321,000	8,500
636-910 DEPRECIATION	193,900	216,965	194,955
Sub Total	193,900	216,965	194,955
TOTAL BUDGET	\$ 855,352	\$ 954,725	\$ 923,365
* MEMORANDUM ONLY			

ENTERPRISE FUNCTION EXPENSE Fiscal Year 2014



Description: This pie chart highlights the "Water Production" department in relationship to the other departments within the Enterprise Funds.

BUDGET SUMMARY

Fund	Function	Water	Department Number	
Water & Sewer	Treatment		74	
Expend. Class	Actual	Proposed	Proposed	
	2011-12	2012-13	2013-14	
Personnel Services	\$ 301,910	\$ 312,715	\$ 384,590	
Supplies	298,716	397,200	399,900	
Maintenance	236,159	218,500	298,450	
Services	1,615,189	1,844,560	1,723,805	
Sundry Charges	8,505	15,280	17,155	
Depreciation	254,080	238,700	255,980	
TOTAL ALL ACCOUNTS	\$ 2,714,559	\$ 3,026,955	\$ 3,079,880	

PERSONNEL ALLOCATION

Classification	Salary Range	Pay Level	Employees	
			Present	Proposed
Superintendent	5,176 to 5,661	27	.50	.50
Water Plant Oper.	3,306 to 3,615	14	4.00	5.00
TOTAL			4.50	5.50

Mission Statement

To provide potable water for use by the City's residential, commercial, industrial and wholesale contract customers and to do so in a manner which meets or exceeds requirements of regulatory agencies.

Description

The department operates two water treatment plants, which receive raw water from the Colorado River Municipal Water District. Included responsibilities are operation and preventative maintenance of the water plants, daily testing of water quality, and periodic bacterial and chemical sampling of the distribution system to meet Texas Commission on Environmental Quality requirements. The plants are operated 16 hours a day during the winter and 24 hours a day in the summer by operators certified by the TCEQ.

Goals

1. To improve efficiency and quality of operation and maintenance of the water treatment plants.
2. To anticipate the future requirements of the Water Quality Act and to furnish water which will continue to meet those requirements.

3. To assure that the customers receive an adequate supply of high quality potable water.

Objectives

1. To install additional equipment to aid plant operation and decrease maintenance.
2. To continue the formal training program for department employees.

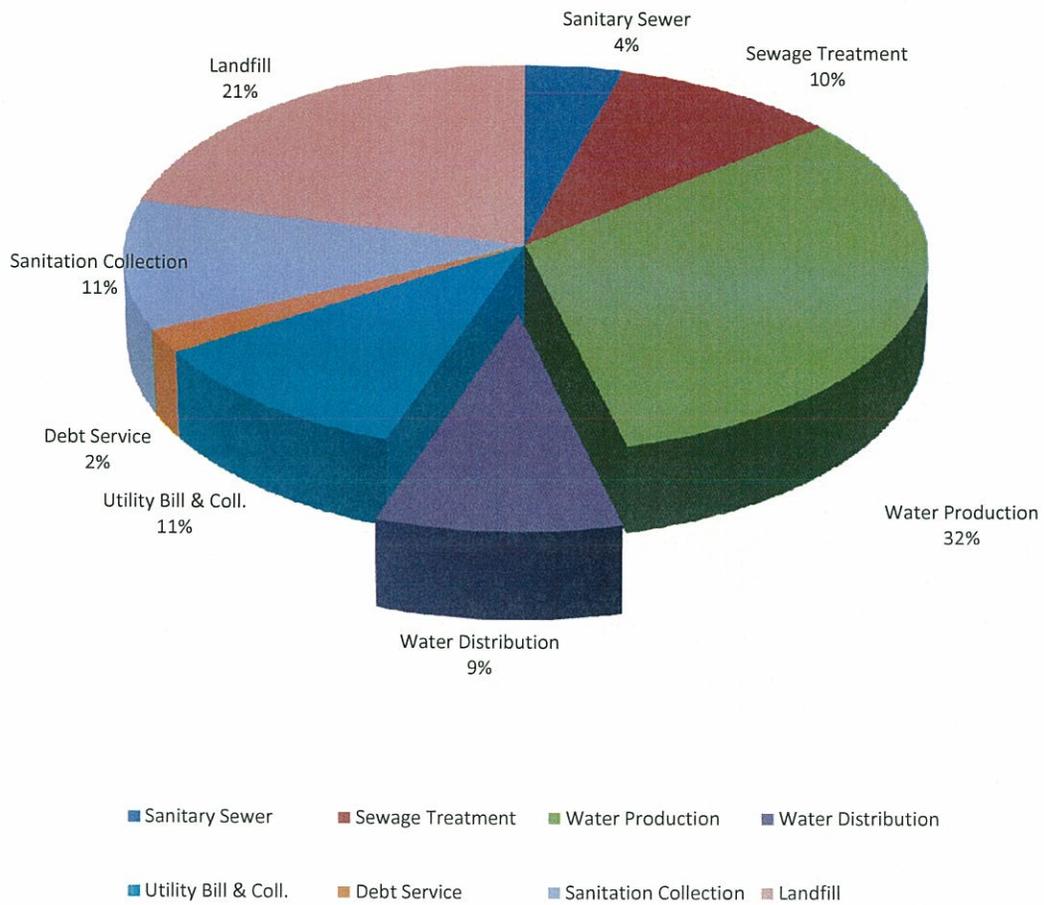
WATER PRODUCTION - DEPARTMENT NO. 74

EXPENDITURES - FUND 02

	ACTUAL 2011-2012	BUDGETED 2012-2013	PROPOSED 2013-2014
PERSONNEL SERVICES			
674-101 SUPERVISION	28,175	30,000	32,090
674-103 OPERATIONS	140,460	148,850	198,070
674-105 LONGEVITY	1,900	1,810	2,060
674-106 OVERTIME	34,497	40,000	40,000
674-108 FICA EXPENSE	12,658	13,680	16,880
674-109 TMRS EXPENSE	39,526	41,815	49,625
674-110 INSURANCE EXPENSE	37,192	33,360	41,920
674-111 MEDICARE EXPENSE	2,960	3,200	3,945
674-112 ACCRUED COMP. ABSENCES	4,542	-	-
Sub Total	301,910	312,715	384,590
SUPPLIES & MATERIALS			
674-201 OFFICE SUPPLIES	5,096	3,500	4,500
674-203 SHOP SUPPLIES	3,950	6,000	6,000
674-204 UNIFORM & CLOTHING	1,980	180	2,500
674-205 TIRES & TUBES	30	600	600
674-206 MOTOR VEHICLE SUPPLIES	7,274	5,000	6,000
674-207 MINOR TOOLS & APPARATUS	1,141	2,000	2,000
674-208 JANITORIAL SUPPLIES	2,375	3,000	3,000
674-209 CHEM. & MECH. SUPPLIES	276,818	375,000	375,000
674-210 BOTANICAL & AGRICULTURAL	-	-	-
674-215 OTHER SUPPLIES	52	300	300
Sub Total	298,716	395,580	399,900
MAINTENANCE OF BUILDINGS			
674-301 BUILDINGS & GROUNDS	37,501	7,000	37,000
674-303 WATER PLANT	14,927	4,800	4,800
674-307 STAND PIPE, RESRV.& STRG.TANKS	1,892	-	-
674-314 WATER TOWER & TANKS	58,150	75,000	75,000
Sub Total	112,470	86,800	116,800
MAINTENANCE OF EQUIPMENT			
674-401 OFFICE EQUIPMENT	27	40	40
674-402 MACHINERY	-	1,000	1,000
674-403 EQUIPMENT	19,311	20,000	20,000
674-404 AUTOMOTIVE EQUIPMENT	-	150	150
674-405 SHOP EQUIPMENT	-	-	-
674-406 MINOR TOOLS & EQUIPMENT	23	230	230
674-407 SOFTWARE MAINTENANCE	123	280	230

	ACTUAL 2011-2012	BUDGETED 2012-2013	PROPOSED 2013-2014
674-422 WATER SYSTEM EQUIPMENT	104,205	110,000	160,000
Sub Total	123,689	131,700	181,650
MISCELLANEOUS SERVICES			
674-501 COMMUNICATION	-	-	-
674-501-01 TELEPHONE	3,400	3,000	3,500
674-501-02 CELLULAR	714	530	850
674-501-03 INTERNET	284	560	560
674-502 RENTAL OF EQUIPMENT	3,313	1,175	1,175
674-503 INSURANCE	2,396	19,570	19,080
674-504 SPECIAL SERVICES	212	-	-
674-505 ADVERTISING	637	-	-
674-506 BUSINESS & TRANSPORTATION	58	2,000	2,000
674-507 DIESEL FUEL TAX	3	-	-
674-508 FEE BASIS SERVICES	362,267	373,465	432,380
674-510 CONTRACUAL SERVICES	1,340	1,260	1,260
674-511-01 ELECTRICITY	99,276	98,000	98,000
674-511-02 GAS	55	-	-
674-512 DATA PROCESSING	-	-	-
674-516 COST OF WATER (CRMWD)	1,141,234	1,345,000	1,165,000
Sub Total	1,615,189	1,844,560	1,723,805
SUNDRY CHARGES			
674-601 TRAINING & EDUCATION	2,892	3,500	3,500
674-602 MEMBERSHIPS & SUBSCRIP.	254	200	200
674-604 WORKER'S COMP.	3,650	6,045	8,055
674-605 UNEMPLOYMENT	135	135	-
674-606 FREIGHT EXPENSE	1,574	3,000	3,000
674-607 PRINTING EXPENSE	-	2,400	2,400
Sub Total	8,505	15,280	17,155
CAPITAL OUTLAY			
674-806 BUILDING @ PRISON BOOSTER	*	-	-
674-901 OFFICE EQUIPMENT	*	900	900
674-902 AUTOMOTIVE EQUIPMENT	*	-	-
674-903 OTHER EQUIPMENT	*	108,200	139,000
674-910 DEPRECIATION		238,700	255,980
Sub Total	254,080	238,700	255,980
TOTAL BUDGET	\$ 2,714,559	\$ 3,025,335	\$ 3,079,880
* MEMORANDUM ONLY			

ENTERPRISE FUNCTION EXPENSE Fiscal Year 2014



Description: This pie chart highlights the "Water Distribution" department in relationship to the other departments within the Enterprise Funds.

BUDGET SUMMARY

Fund	Function Distribution	Water	Department Number 75		
Water & Sewer					
	Expend. Class		Actual 2011-12	Budgeted 2012-13	Proposed 2013-14
	Personnel Services		\$ 82,987	\$ 134,925	\$ 189,990
	Supplies		58,503	48,720	64,220
	Maintenance		89,731	107,230	147,130
	Services		94,404	157,710	141,395
	Sundry Charges		3,566	4,265	20,825
	Depreciation		265,849	310,910	301,400
	TOTAL ALL ACCOUNTS		\$ 595,040	\$ 763,760	\$ 864,960

PERSONNEL ALLOCATION

Classification	Salary Range	Pay Level	Employees	
			Present	Proposed
Public Works Director	Unclassified	N/A	0.00	.20
Superintendent	5,176 to 5,661	27	.25	0.00
Foreman	3,540 to 3,871	16	.50	1.00
Maintenance 3	3,422 to 3,743	15	0.00	.50
Maintenance 2	3,085 to 3,374	12	1.00	.50
Maintenance 1	2,597 to 2,840	7	0.00	.75
TOTAL			2.25	2.95

Mission Statement

To operate and maintain all pipelines and pertinent equipment necessary to distribute potable water in adequate quantity to meet the needs of Water Department customers.

Description

The department is responsible for the operation and maintenance of the Snyder water distribution system. Included in the responsibility are all piping, valves, fittings, fire hydrants in the system. Water taps, laying of new lines, replacing or repairing damaged lines and related responsibilities also fall within the scope of this department's mission.

Goals

1. To replace all of the small size mains which have substandard pressure and capacity.
2. To locate and replace all chronically troublesome water mains.
3. To repair all leaks on a timely basis.
4. To reduce the system loss percentage.

Objectives

1. To change out 10 deficient fire hydrants and repaint all fire hydrants according to nationally recognized capacity code systems.
2. To increase certification levels of all department employees.

Indicators

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>
1. Service Lines Repaired	61	88	80
2. Main Lines Repaired	55	82	40
3. Fire Hydrants Repaired	1	0	2
4. Fire Hydrants Replaced	2	4	2
5. Valve Boxes Replaced	1	2	2
6. Customer Taps	32	38	24

WATER DISTRIBUTION - DEPARTMENT NO. 75

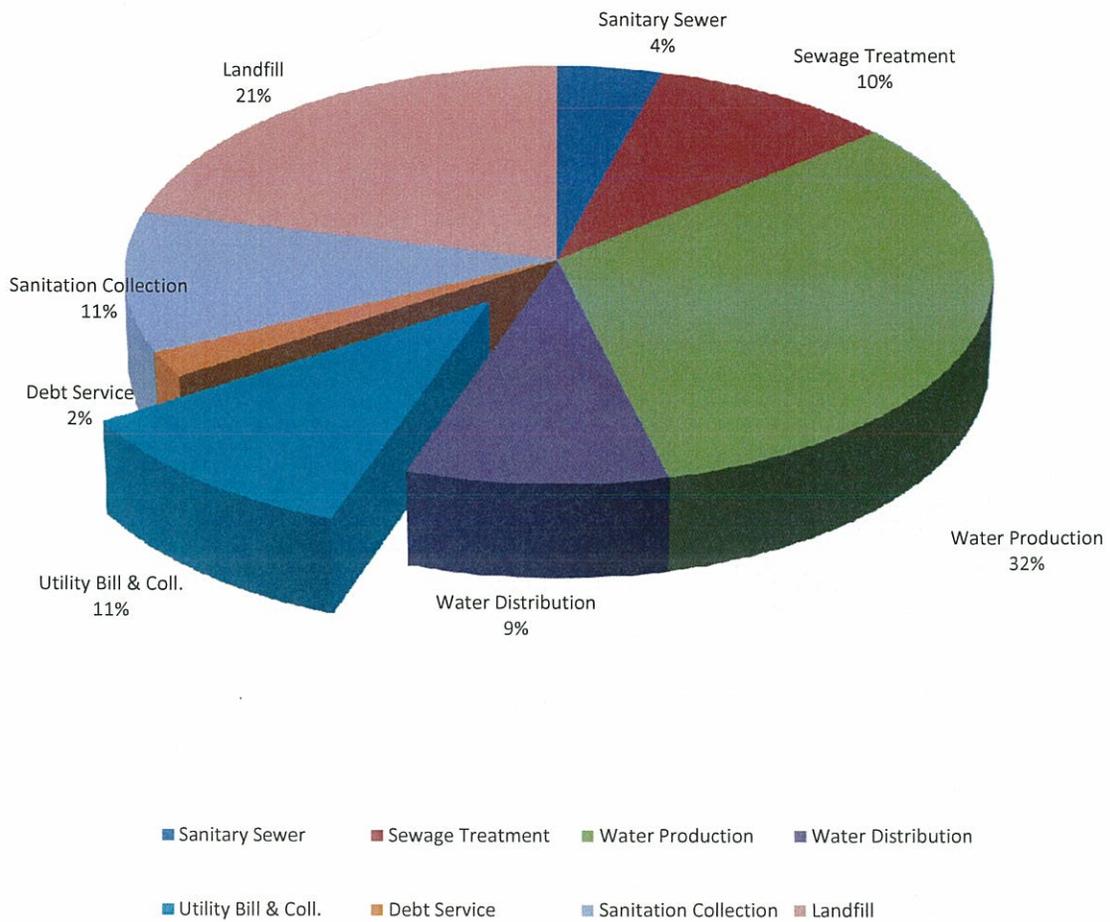
EXPENDITURES - FUND 02

	ACTUAL 2011-2012	BUDGETED 2012-2013	PROPOSED 2013-2014
PERSONNEL SERVICES			
675-101 SUPERVISION	15,058	15,300	15,850
675-102 CLERICAL	-	-	-
675-103 OPERATIONS	-	-	-
675-104 MAINTENANCE	35,440	70,140	108,180
675-105 LONGEVITY	424	725	1,040
675-106 OVERTIME	3,614	7,235	8,000
675-107 PART-TIME	-	-	-
675-108 FICA EXPENSE	3,428	5,790	8,250
675-109 TMRS EXPENSE	10,722	17,700	24,260
675-110 INSURANCE EXPENSE	13,180	16,680	22,480
675-111 MEDICARE	802	1,355	1,930
675-112 ACCRUED COMP. ABSENCES	319	-	-
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Sub Total	82,987	134,925	189,990
SUPPLIES & MATERIALS			
675-201 OFFICE SUPPLIES	6	100	500
675-202 FORMS	-	-	-
675-204 UNIFORM & CLOTHING	1,689	2,000	3,500
675-205 TIRES & TUBES	2,468	1,500	3,000
675-206 MOTOR VEHICLE SUPPLIES	49,485	42,000	52,000
675-207 MINOR TOOLS & APPARATUS	2,960	1,900	3,000
675-208 JANITORIAL SUPPLIES	-	120	120
675-209 CHEM. & MECH. SUPPLIES	1,843	1,000	2,000
675-215 OTHER SUPPLIES	52	100	100
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Sub Total	58,503	48,720	64,220
MAINTENANCE OF BUILDINGS			
675-301 BUILDINGS & GROUNDS	-	-	-
675-304 WATER LINES	42,586	50,000	70,000
675-307 STAND PIPE, RESERVOIRS & STRG.	-	-	-
675-308 STREETS AND ALLEYS	40,501	35,000	45,000
675-314 WATER TOWERS & TANKS	-	-	-
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Sub Total	83,087	85,000	115,000
MAINTENANCE OF EQUIPMENT			
675-401 OFFICE EQUIPMENT	-	-	-
675-402 MACHINERY	2,244	100	2,500
675-403 EQUIPMENT	1,743	1,000	1,500
675-404 AUTOMOTIVE EQUIPMENT	2,631	6,000	8,000
675-406 MINOR TOOLS & APPARATUS	21	-	-
675-407 SOFTWARE MAINTENANCE	-	30	30
675-411 RADIO INSTALLATION	-	100	100
675-422 WATER SYSTEM EQUIPMENT	-	15,000	20,000
675-425 METERS & SETTINGS	-	-	-
675-426 OTHER	5	-	-
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Sub Total	6,644	22,230	32,130

	ACTUAL 2011-2012	BUDGETED 2012-2013	PROPOSED 2013-2014
MISCELLANEOUS SERVICES			
675-501-01 TELEPHONE	-	-	-
675-501-02 CELLULAR	208	250	700
675-502 RENTAL OF EQUIPMENT	466	195	700
675-503 INSURANCE	-	3,540	3,315
675-504 SPECIAL SERVICES	830	36,805	900
675-505 ADVERTISING	335	-	-
675-506 BUSINESS & TRANSPORTATION	16	2,000	2,000
675-507 DIESEL FUEL TAX	432	350	350
675-508 FEE BASIS SERVICES	69,978	93,470	110,065
675-510 CONTRACTUAL SERVICES	-	365	365
675-511-01 ELECTRICITY	22,139	20,735	23,000
675-511-02 GAS	-	-	-
Sub Total	94,404	157,710	141,395
SUNDRY CHARGES			
675-601 TRAINING & EDUCATION	24	900	2,000
675-602 MEMBERSHIPS & SUBSCRIPTIONS	-	100	100
675-603 WATER CONSERVATION REQUIREMENT	-	-	-
675-604 WORKER'S COMP.	1,824	3,020	18,545
675-605 UNEMPLOYMENT	1,571	65	-
675-606 FREIGHT EXPENSE	147	180	180
675-608 BAD DEBT/CHARGE OFFS	-	-	-
Sub Total	3,566	4,265	20,825
CAPITAL OUTLAY			
675-701 BUILDINGS *	-	-	-
675-803 WATER SYSTEM IMPROV. *	-	100,000	-
675-809 NEW WATER LINES *	-	-	100,000
675-902 AUTOMOTIVE EQUIPMENT *	-	21,000	165,000
675-903 MACHINERY & OTHER EQUIP. *	-	60,000	8,000
675-910 DEPRECIATION	265,849	310,910	301,400
Sub Total	265,849	310,910	301,400
TOTAL BUDGET	\$ 595,040	\$ 763,760	\$ 864,960

* MEMORANCUM ONLY

ENTERPRISE FUNCTION EXPENSE Fiscal Year 2014



Description: This pie chart highlights the "Utility Billing & Collections" department in relationship to the other departments within the Enterprise Funds.

BUDGET SUMMARY

Fund	Function	Department Number		
Water & Sewer	Billings & Collections – Utility			76
Expend. Class	Actual 2011-12	Budgeted 2012-13	Proposed 2013-14	
Personnel Services	\$ 310,606	\$ 351,360	\$ 368,190	
Supplies	34,857	34,100	34,200	
Maintenance	58,966	51,175	63,430	
Services	126,559	116,165	145,150	
Sundry Charges	25,554	6,545	34,940	
Depreciation	360,333	333,360	364,085	
TOTAL ALL ACCOUNTS	\$ 916,875	\$ 892,705	\$ 1,009,995	

PERSONNEL ALLOCATION

Classification	Salary Range	Pay Level	Employees	
			Present	Proposed
Administrator	4,997 to 5,467	26	1.00	1.00
Senior Clerk	3,928 to 4,297	19	1.00	1.00
Foreman	3,540 to 3,871	16	1.00	1.00
Meter Reader and Repairman (2)	2,978 to 3,257	11	1.00	1.00
Clerk	2,881 to 3,151	10	2.00	2.00
TOTAL			6.00	6.00

Mission Statement

The Utility Department is responsible for billing and collections of water, sewer and sanitation receivables for services rendered by the City of Snyder; repairing and reading the meters; collection of 90 day past due accounts and preparing records for collection agency; keeping accurate records on customer accounts; modifications to and the addition of new service accounts; mailouts for water conservation and recycling; processing and reporting on all complaints within the City organization; assist customer in all areas needed to the best of our ability; and various other duties. Monitoring customers water leak issues and making sure that leaks are repaired in a timely manner.

Description

Duties of the Utility Department include processing of orders from the start to termination of utility services, receiving and processing utility payments and deposits on a daily basis, handling of customer service, billing problems and complaints, billing finals on a daily basis, billing of customers on a once-a-month basis for utility services, and preparing monthly balance reports and monthly Departmental Reports for the Accounting Department. Personnel in this department are also responsible for re-reads, meter repairs, meter readings and assuring that the consumption billed is accurate. We are also responsible for records and billings for rural sanitation service and extra pick-ups within the city limits; billings for landfill fee charges and recycling programs. We now have the ability to monitor leaks through Fixed Base and AMR meters. We are also scanning Service Agreements onto Laserfiche so that we can be more efficient and to cut the chances of access to customers personal information.

Goals

1. To provide the best possible service and to assist residential, commercial and industrial customers in obtaining and terminating utility services in a timely manner.
2. To maintain the financial integrity of the water, sewer and garbage revenue through accurate billing, collection and accounting for services provided and reduce bad debts.
3. To maintain meters and boxes in the best possible condition and to continue having a high percentage of accurate readings.
4. To perform all other duties of this department at an optimum level.
5. To monitor leaks through Fixed Base and get the information to the customers so that we can keep the loss of water due to leaks to a minimum.

Objectives

1. To process all customer orders for start and termination of services within the same day the order was received.
2. To bill both zones for utility services monthly with a 99.9% rate of accuracy.
3. To interface with other departments in an efficient and courteous manner.
4. To be aware at all times of the possibility of collecting bad debts from prior years.
5. To always be willing to do everything possible to satisfy the customer.
6. To replace older water meters and meter boxes on a regular maintenance program.
7. To keep the City's line loss at a percentage that is acceptable to both the Texas Water Development Board and the City.

Indicators

	<u>Actual</u> <u>2009-10</u>	<u>Actual</u> <u>2010-11</u>	<u>Actual</u> <u>2011-12</u>
1. % of orders for start and termination processed within same day order was received	100.0%	100.0%	100.0%
2. % of utility bills without errors	99.5%	99.7%	99.4%
3. % of utility payments processed & posted to customer account on date of receipt	100.0%	100.0%	100.0%
4. Number of days that cash drawers were not balanced by the end of the working day	0	0	0
5. Meters changed out	4,707	5	64
6. New meters set	31	18	12
7. Meters repaired	0	0	29
8. Meter boxes repaired	496	15	16
9. Flush lines	33	11	4
10. Pressure test	13	10	6
11. Pulled meters	46	158	14
12. Repair water leaks	61	56	12

UTILITY OFFICE - DEPARTMENT NO. 76

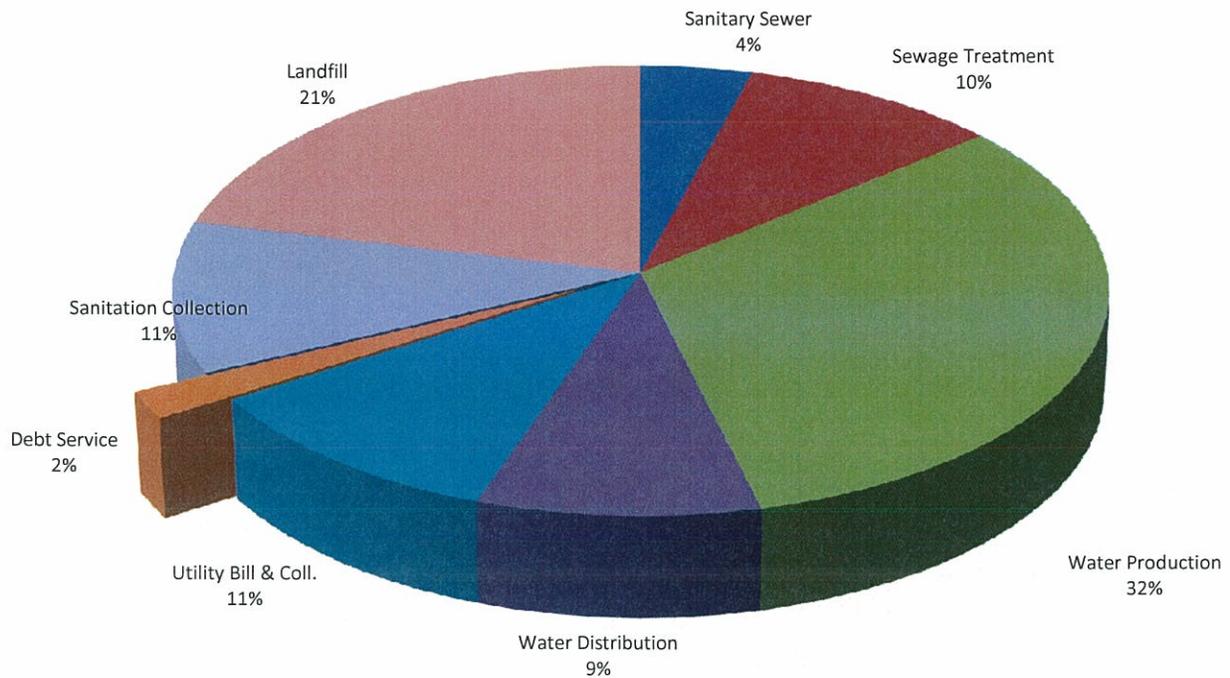
EXPENDITURES - FUND 02

	ACTUAL 2011-2012	BUDGETED 2012-2013	PROPOSED 2013-2014
PERSONNEL SERVICES			
676-101 SUPERVISION	54,480	58,020	61,970
676-102 CLERICAL	91,487	107,640	115,440
676-103 OPERATIONS	69,017	73,920	76,620
676-104 MAINTENANCE	-	-	-
676-105 LONGEVITY	2,132	2,470	1,785
676-106 OVERTIME	398	350	350
676-107 PART-TIME	-	-	-
676-108 FICA EXPENSE	13,838	15,030	15,880
676-109 TMRS EXPENSE	41,939	45,935	46,700
676-110 INSURANCE EXPENSE	37,866	44,480	45,730
676-111 MEDICARE	3,236	3,515	3,715
676-112 ACCRUED COMP. ABSENCES	(3,787)	-	-
Sub Total	310,606	351,360	368,190
SUPPLIES & MATERIALS			
676-201 OFFICE SUPPLIES	22,598	21,000	21,000
676-202 FORMS	2,533	2,500	2,500
676-204 UNIFORM & CLOTHING	478	500	500
676-205 TIRES & TUBES	180	550	550
676-206 MOTOR VEHICLE SUPPLIES	8,542	9,000	9,000
676-207 MINOR TOOLS & APPARATUS	339	250	350
676-208 JANITORIAL SUPPLIES	173	200	200
676-215 OTHER SUPPLIES	14	100	100
Sub Total	34,857	34,100	34,200
MAINTENANCE OF BUILDINGS			
676-301 BUILDINGS & GROUNDS	196	200	200
Sub Total	196	200	200
MAINTENANCE OF EQUIPMENT			
676-401 OFFICE EQUIPMENT	1,428	1,430	1,430
676-403 EQUIPMENT	19,966	20,250	17,500
676-404 AUTOMOTIVE EQUIPMENT	527	1,200	600
676-406 MINOR TOOLS & APPARATUS	-	100	100
676-407 SOFTWARE MAINTENANCE	13,373	12,895	13,500
676-411 RADIO INSTALLATION	1,440	100	100

	ACTUAL 2011-2012	BUDGETED 2012-2013	PROPOSED 2013-2014
676-425 METERS AND SETTINGS	22,036	15,000	30,000
Sub Total	58,770	50,975	63,230
MISCELLANEOUS SERVICES			
676-501-01 TELEPHONE	1,249	1,400	1,510
676-501-02 CELLULAR	917	670	2,525
676-501-03 INTERNET	915	1,125	1,125
676-502 RENTAL OF EQUIPMENT	920	1,015	1,020
676-503 INSURANCE	141	1,150	1,150
676-504 SPECIAL SERVICES	6,725	5,500	7,900
676-505 ADVERTISING	2,047	2,000	2,000
676-506 BUSINESS & TRANSPORTATION	-	130	1,500
676-508 FEE BASIS SERVICES	105,767	94,775	118,520
676-510 CONTRACTUAL SERVICES	81	100	100
676-511-01 ELECTRICITY	7,517	8,000	7,500
676-511-02 GAS	280	300	300
676-512 DATA PROCESSING	-	-	-
Sub Total	126,559	116,165	145,150
SUNDRY CHARGES			
676-601 TRAINING & EDUCATION	60	200	200
676-602 MEMBERSHIPS & SUBSCRIP.	-	200	200
676-603 WATER CONSV.REQUIREMENTS	-	1,110	-
676-604 WORKER'S COMP.	2,268	3,760	3,445
676-605 UNEMPLOYMENT	180	180	-
676-606 FREIGHT EXPENSE	886	750	750
676-607 PRINTING EXPENSE	-	345	345
676-608 BAD DEBT EXPENSE	22,160	-	30,000
Sub Total	25,554	6,545	34,940
CAPITAL OUTLAY			
676-901 OFFICE EQUIPMENT *	-	950	9,700
676-902 AUTOMOTIVE EQUIPMENT *	-	18,000	-
676-903 MACHINERY & EQUIPMENT *	-	700	4,200
676-910 DEPRECIATION	360,333	333,360	364,085
Sub Total	360,333	333,360	364,085
TOTAL BUDGET	\$ 916,875	\$ 892,705	\$ 1,009,995

* MEMORANDUM ONLY

ENTERPRISE FUNCTION EXPENSE Fiscal Year 2014



Description: This pie chart highlights the "Debt Service" department in relationship to the other departments within the Enterprise Funds.

BUDGET SUMMARY

Fund	Function	Department Number 78		
		Debt Service		
Water & Sewer		Actual	Budgeted	Proposed
	Expend. Class	2011-12	2012-13	2013-14
	Principal Combination Tax & Surplus Revenue 2010	\$ 245,000	\$ 245,000	\$ 260,000
	Interest Combination Tax & Surplus Revenue 2010	21,110	21,115	11,115
	Principal Certificate of Obligation 2003	320,000	335,000	-
	Interest Certificate of Obligation 2003	17,945	6,070	-
	Principal Certificate of Obligation 2010	190,000	190,000	205,000
	Interest Certificate of Obligation 2010	136,230	109,805	94,105
	Principal Energy & Water Conservation Project	-	124,430	166,985
	Interest Energy & Water Conservation Project	-	84,185	81,880
	TOTAL ALL ACCOUNTS	\$ 903,860	\$1,15,605	\$ 819,085

These certificates of obligation are to pay for the renovation of the water treatment plant and have been refunded by Combination Tax & Surplus Revenue Bonds.

Combination Tax & Surplus Revenue Bonds
 Certificates of Obligation
 Series 2010 \$1,340,000
 Last payment 9-01-2015

These Certificates of Obligation are the result of refunding Series 1992.

Tax and Waterworks and Sewer System Revenue
 Certificates of Obligation
 Series 2003 \$2,895,000
 Last Payment 3-01-2013

These Certificates of Obligation are to pay for energy savings (automatic water meter reading system).

Combination Tax & Surplus Revenue
 Certificates of Obligation
 Series 2010 \$3,495,000
 Last payment 9-01-2023

Energy & Water Conservation Project for Water and Wastewater Plant

Last Payment 2-10-2028 \$3,732,970

CITY OF SNYDER, TEXAS
INTERNAL SERVICE FUNDS

COMBINING STATEMENT OF OPERATING REVENUES,
EXPENSES AND CHANGES IN WORKING CAPITAL

2013-2014 BUDGET

	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Proposed Budget
Operating Revenues:				
Billings to Departments-Insurance	579,150	614,449	-	-
Billings to Departs.-Garage	381,300	333,779	419,845	353,480
Miscellaneous	16,677	8,662	430,000	10,000
Total Oper. Revenues	977,127	956,890	849,845	363,480
Operating Expenses:				
Personnel Services	56,572	50,011	60,070	16,155
Supplies	311,812	253,773	334,900	300,400
Maintenance	5,128	8,618	5,335	9,685
Services	26,527	41,483	20,225	20,800
Sundry Charges	508	898	1,475	2,640
Depreciation	1,592	5,722	7,840	13,800
Premiums	544,331	619,663	-	-
Claims	395,250	371,658	420,000	-
Total Oper. Expenses	1,341,720	1,351,826	849,845	363,480
Operating Income or (Loss)	(364,593)	(394,936)	-	-
Non-Oper. Revenues:				
Interest Income	1,132	839	1,000	-
(Loss) on Sale of Asset	-	-	-	-
Total Non-Oper.	1,132	839	1,000	-
Net Income (Loss)	\$ (363,461)	\$ (394,097)	\$ 1,000	\$ -
Cash and Cash Equivalents E-O-Y	1,195,864	964,127	348,292	329,392
Cash Flows from Operating Activities	(227,548)	(586,352)	-	-
Cash Flows from Interfund Loans	-	-	-	-
Cash Flows from Capital Activities	(5,321)	(30,322)	(19,900)	(170,500)
Cash Flows from Investing Activities	1,132	839	1,000	-
Net Increase or (Decrease) in Cash	(231,737)	(615,835)	(18,900)	(170,500)
Cash and Cash Equivalents E-O-Y	964,127	348,292	329,392	158,892

CITY OF SNYDER, TEXAS
INTERNAL SERVICE FUND
CENTRAL GARAGE

COMPARATIVE STATEMENT OF REVENUES, EXPENSES
AND CHANGES IN WORKING CAPITAL

2013-2014 BUDGET

	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Proposed Budget
Operating Revenues:				
Billings to Departments	381,300	333,779	419,845	353,480
Miscellaneous	11,159	2,754	10,000	10,000
Gain/Loss on sale of asset	-	-	-	-
Total Oper. Revenues	392,459	336,533	429,845	363,480
Operating Expenses:				
Personnel Services	56,572	50,011	60,070	16,155
Supplies	311,812	253,773	334,900	300,400
Maintenance	5,128	8,618	5,335	9,685
Services	16,997	17,511	20,225	20,800
Sundry Charges	508	898	1,475	2,640
Depreciation	1,592	5,722	7,840	13,800
Total Oper. Expenses	392,609	336,533	429,845	363,480
Operating Income or (Loss)	(150)	-	-	-
Non-Oper. Revenues:				
Gain on Sale of Asset	-	-	-	-
Total Non-Oper.	-	-	-	-
Net Income (Loss)	\$ (150)	\$ -	\$ -	\$ -
Cash and Cash Equivalents B-O-Y	90,151	-	(56,037)	(75,937)
Cash Flows from Operating Activities	(84,830)	(25,715)	-	-
Cash Flows from Interfund Loans	-	-	-	-
Cash Flows from Capital Activities	(5,321)	(30,322)	(19,900)	(170,500)
Cash Flows from Investing Activities	-	-	-	-
Net Increase or (Decrease) in Cash	(90,151)	(56,037)	(19,900)	(170,500)
Cash and Cash Equivalents E-O-Y	-	(56,037)	(75,937)	(246,437)

CITY OF SNYDER, TEXAS
INTERNAL SERVICE FUND
SELF INSURANCE

COMPARATIVE STATEMENT OF REVENUES, EXPENSES
AND CHANGES IN WORKING CAPITAL

2013-2014 BUDGET

	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Proposed Budget
Operating Revenues:				
Billings to Departments-Health	565,603	614,449	-	-
Billings to Departs.-Worker's Comp	13,547	-	420,000	-
Miscellaneous	5,518	5,908	-	-
	<u>584,668</u>	<u>620,357</u>	<u>420,000</u>	<u>-</u>
Operating Expenses:				
Administrative Fees	9,530	23,972	-	-
Premiums	544,331	619,663	-	-
Claims	395,250	371,658	420,000	-
	<u>949,111</u>	<u>1,015,293</u>	<u>420,000</u>	<u>-</u>
Operating Income or (Loss)	(364,443)	(394,936)	-	-
Non-Oper. Revenues:				
Interest Income	1,132	839	1,000	-
	<u>1,132</u>	<u>839</u>	<u>1,000</u>	<u>-</u>
Net Income (Loss)	\$ (363,311)	\$ (394,097)	\$ 1,000	\$ -
Cash and Cash Equivalents B-O-Y	1,105,713	964,127	404,329	405,329
Cash Flows from Operating Activities	(142,718)	(560,637)	-	-
Cash Flows from Interfund Loans	-	-	-	-
Cash Flows from Capital Activities	-	-	-	-
Cash Flows from Investing Activities	1,132	839	1,000	-
Net Increase or (Decrease) in Cash	(141,586)	(559,798)	1,000	-
Cash and Cash Equivalents E-O-Y	964,127	404,329	405,329	405,329

BUDGET SUMMARY

Fund	Function	Central Garage	Department Number 80
Intergovernmental			
Expend. Class		Actual 2011-12	Budgeted 2012-13
		Proposed 2013-14	
Personnel Services		\$ 50,011	\$ 60,070
Supplies		253,773	334,900
Maintenance		8,618	5,335
Services		17,510	20,225
Sundry Charges		899	1,475
Depreciation		5,722	7,840
TOTAL ALL ACCOUNTS		\$ 336,533	\$ 429,845
			\$ 363,480

PERSONNEL ALLOCATION

Classification	Salary Range	Pay Level	Employees	
			Present	Proposed
Inventory Foreman	3,540 to 3,871	16	1.00	.25

TOTAL 1.00 .25

MISSION STATEMENT

Description

This department is responsible for maintaining stock of materials used in maintenance of city vehicles, such as filters, fluids, grease and fuel. Personnel consists of an inventory foreman under the supervision of the Finance Director.

Goals

To provide inventory as needed. Additionally, to provide a maintenance and fueling center and wash bay for all City departments' vehicles.

Objectives

Maintain accurate inventory records.

CENTRAL GARAGE - DEPARTMENT NO. 80

EXPENDITURES - FUND 03

	ACTUAL 2011-2012	BUDGETED 2012-2013	PROPOSED 2013-2014
PERSONNEL SERVICES			
680-102 CLERICAL	-	-	-
680-103 OPERATIONS	33,605	40,680	10,980
680-104 MAINTENANCE	-	-	-
680-105 LONGEVITY	654	815	245
680-106 OVERTIME	-	95	95
680-107 PART-TIME	-	-	-
680-108 FICA EXPENSE	2,202	2,580	700
680-109 TMRS EXPENSE	6,637	7,880	2,065
680-110 INSURANCE EXPENSE	6,790	7,415	1,905
680-111 MEDICARE EXPENSE	515	605	165
680-112 ACCRUED COMP. ABSENCES	(392)	-	-
Sub Total	50,011	60,070	16,155
SUPPLIES & MATERIALS			
680-201 OFFICE SUPPLIES	1,020	450	1,650
680-202 FORMS	-	-	-
680-203 SHOP SUPPLIES	1,318	1,300	2,600
680-204 UNIFORM & CLOTHING	452	500	500
680-205 TIRES & TUBES	-	-	-
680-206 MOTOR VEHICLE SUPPLIES	530	500	700
680-207 PARTS PURCHASED	443	800	1,000
680-208 JANITORIAL SUPPLIES	1,827	2,000	2,000
680-209 CHEMICAL & MECH. SUPPLIES	79	450	450
680-212 GAS PURCHASED	115,988	145,000	116,000
680-213 DIESEL PURCHASED	123,353	165,000	143,000
680-214 OIL PURCHASED	(5,011)	8,000	16,000
680-215 OTHER SUPPLIES	1,723	2,500	2,500
680-216 TIRE PURCHASES	12,051	8,400	14,000
Sub Total	253,773	334,900	300,400
MAINTENANCE OF BUILDINGS			
680-301 BUILDINGS & GROUNDS	1,998	2,250	3,500
Sub Total	1,998	2,250	3,500
MAINTENANCE OF EQUIPMENT			
680-401 OFFICE EQUIPMENT	-	100	100
680-403 EQUIPMENT	868	-	-
680-404 AUTOMOTIVE EQUIPMENT	40	-	-
680-405 SHOP EQUIPMENT	3,849	900	4,000
680-406 MINOR TOOLS & APPARATUS	-	-	-
680-407 SOFTWARE MAINTENANCE	1,863	2,085	2,085

	ACTUAL 2011-2012	BUDGETED 2012-2013	2013-2014
680-411 RADIO EQUIPMENT	-	-	-
Sub Total	6,620	3,085	6,185
MISCELLANEOUS SERVICES			
680-501 COMMUNICATION	-	-	-
680-501-01 TELEPHONE	2,570	2,500	2,900
680-502 CELLULAR			900
680-501-03 INTERNET	441	755	1,000
680-502 RENTAL OF EQUIPMENT	1,101	900	1,200
680-503 INSURANCE	2,514	3,570	2,200
680-504 SPECIAL SERVICES	-	-	-
680-506 BUSINESS & TRANSPORTATION	-	1,200	1,200
680-507 DIESEL FUEL TAX	6	-	-
680-508 FEE BASIS SERVICES	1,361	1,100	1,100
680-510 CONTRACTUAL SERVICES	260	300	300
680-511-01 ELECTRICITY	3,411	3,900	4,000
680-511-02 GAS	5,847	6,000	6,000
680-512 DATA PROCESSING	-	-	-
Sub Total	17,511	20,225	20,800
SUNDRY CHARGES			
680-601 TRAINING & EDUCATION	12	-	2,000
680-604 WORKER'S COMP.	797	1,345	540
680-605 UNEMPLOYMENT	30	30	-
680-606 FREIGHT EXPENSE	59	100	100
680-607 PRINTING EXPENSE	-	-	-
Sub Total	898	1,475	2,640
CAPITAL OUTLAY			
680-701 BUILDINGS *	-	-	-
680-801 BETTERMENTS TO LAND *	-	-	-
680-812 OTHER IMPROVEMENTS *	-	-	-
680-901 OFFICE EQUIPMENT *	-	900	-
680-902 AUTOMOTIVE EQUIPMENT *	-	-	-
680-903 MACHINERY & OTHER EQUIP. *	-	19,000	-
680-910 DEPRECIATION	5,722	7,840	13,800
Sub Total	5,722	7,840	13,800
TOTAL BUDGET	\$ 336,533	\$ 429,845	\$ 363,480

* MEMORANDUM ONLY

PAY PLAN

ADOPTED BY COUNCIL OCTOBER 1, 1999

The following items and explanations are for use in administering the pay plan:

- **Personnel Schedule for 2013-2014 Budget.** This schedule lists the approved positions in each department.
- **Position Levels, Base and Maximum Salary.** This alphabetical list will allow one to quickly see the level of each position, the base salary for that position, and the maximum salary approved for the position. This schedule also indicates the positions for which there are currently pay incentives.
- **Basic Pay Schedule in Monthly Amounts.** The rows down the left are the levels that correspond to the levels indicated for each position. The columns across are steps within each level. As indicated at the top of the page, there is 3.50% between levels, 3.00% between steps 1, 2, 3, & 4 (Base), and 1.00% between merit steps.
 - a.) A **newly hired** employee may be hired at Entry 1 (Step 1) or Entry 2 (Step 2) according to direct experience for the position. After six (6) months, the employee may be moved to Step 3 with approval from the Department Head. At the end of one year of employment, the employee is moved to Base (Step 4).
 - b.) When an employee is **promoted** to a budgeted position, the employee's pay is increased to the level for the new position at the same step as in the current position. Merits are not given on top of promotions.
 - c.) **Transferred** employees maintain their merit step level.
- **Incentive Benefits.** A schedule describing how incentives will be earned and paid is in the blocked area at the top of the page titled *Incentive Benefits*. The first column is the type of incentive, the second column indicates the accepted source of the incentive, the third column indicates the amount of the incentive, and the last column on the right states the position for which the incentive is applicable. This form also determines the basic requirements for a position by the statement of applicable positions. An employee must have at least one year of prior service with the City of Snyder to be eligible for incentive pay.
- **Evaluations.** The evaluation form should be filled out for all employees, whether they are eligible for merit or not. The amount of the merit recommended, if any, should not be discussed with the employee until the Department Head has met with the City Manager to discuss all merit or promotion recommendations. The annual evaluation should be accomplished in August.
- **Merit Increases.** Complete steps must be given. The limit for merit steps within one year is six steps.

PERSONNEL SCHEDULE
2013-2014 BUDGET

PAY GRADE	POSITION	ACTUAL 2011-2012	ACTUAL 2012-2013	BUDGET 2013-2014
ADMINISTRATION (Dept. 1)				
Unclassified	City Manager	1.00	1.00	1.00
13	Receptionist/Secretary	1.00	1.00	1.00
		2.00	2.00	2.00
FINANCE (Dept. 2)				
Unclassified	Director of Finance/ City Secretary/Treasurer	1.00	0.00	0.00
Unclassified	Director of Finance/Treasurer	0.00	1.00	1.00
22	Human Resources/Risk Management	0.00	1.00	1.00
19	Senior Secretary/Deputy City Secretary	1.00	0.00	0.00
19	Senior Clerk	0.00	1.00	1.00
7	Laborer	0.00	1.00	1.00
		2.00	4.00	4.00
PLANNING & ZONING (Dept. 3)				
27	Superintendent	1.00	1.00	1.00
26	Inspector	1.00	1.00	2.00
		2.00	2.00	3.00
MUNICIPAL COURT (Dept. 4)				
26	Dept. Head	0.50	1.00	1.00
19	Senior Clerk	1.00	1.00	1.00
10	Clerk	1.00	1.00	0.00
14	Clerk 2	0.00	0.00	1.00
		2.50	3.00	3.00
CITY SECRETARY/RECORDS MANAGEMENT (Dept. 6) (was accounting dept.)				
26	City Secretary	0.00	1.00	1.00
19	Senior Clerk/Deputy City Secretary	0.00	1.00	1.00
26	Dept. Head	0.50	0.00	0.00
19	Senior Clerk	1.00	0.00	0.00
7	Laborer	1.00	0.00	0.00
		2.50	2.00	2.00
PURCHASING/DATA PROCESSING (Dept. 7)				
26	Administrator	0.00	1.00	1.00
26	Dept. Head	0.50	0.00	0.00
21	PC/Networking Technician	1.00	0.00	0.00
		1.50	1.00	1.00
RECORDS MANAGEMENT (Dept. 8) (no longer a department)				
26	Dept. Head	0.50	0.00	0.00
10	Clerk	1.00	0.00	0.00
		1.50	0.00	0.00

POLICE (Dept. 16)				
Unclassified	Chief	1.00	1.00	1.00
29	Lieutenant	1.00	1.00	1.00
24	Sergeant	6.00	6.00	6.00
21	Corporal	4.00	4.00	5.00
19	Patrolman	8.00	8.00	8.00
19	Senior Clerk	1.00	1.00	1.00
13	Secretary/Receptionist	1.00	1.00	1.00
		<hr/>	<hr/>	<hr/>
		22.00	22.00	23.00
ANIMAL CONTROL (Dept. 17)				
11	Animal Warden	2.00	2.00	2.00
7	Laborer	1.00	1.00	1.00
		<hr/>	<hr/>	<hr/>
		3.00	3.00	3.00
FIRE (Dept. 18)				
Unclassified	Chief	1.00	1.00	1.00
26	Deputy Fire Marshall/Captain	1.00	1.00	0.00
26	Deputy Fire Marshall/Arson Investigator	0.00	0.00	1.00
23	Deputy Fire Marshall/Deputy EMC	0.00	0.00	1.00
20	Captain	0.00	1.00	0.00
19	Lieutenant	2.00	0.00	2.00
17	Fireman	5.00	6.00	5.00
17	Emerg Mgt Asst/Fireman	1.00	1.00	0.00
		<hr/>	<hr/>	<hr/>
		10.00	10.00	10.00
STREET (Dept. 25)				
Unclassified	Public Works Director	0.00	0.00	0.20
27	Superintendent	0.25	0.25	0.00
16	Foreman	0.00	0.00	0.50
15	Heavy Equipment Operator	2.00	0.00	0.00
12	Driver Operator	2.00	0.00	0.00
12	Maintenance 2	0.00	2.00	2.25
15	Maintenance 3	0.00	2.00	1.00
		<hr/>	<hr/>	<hr/>
		4.25	4.25	3.95
SANITATION/COLLECTION (Dept. 30)				
Unclassified	Public Works Director	0.00	0.00	0.20
27	Superintendent	0.25	0.25	0.00
16	Foreman	0.00	0.00	0.25
12	Driver Operator	5.00	5.00	5.00
7	Maintenance 2	0.00	0.00	0.25
		<hr/>	<hr/>	<hr/>
		5.25	5.25	5.70
SANITATION/LANDFILL (Dept. 31)				
Unclassified	Public Works Director	0.00	0.00	0.20
27	Superintendent	1.00	1.00	0.00
16	Foreman	0.00	0.00	1.00
15	Heavy Equipment Operator	4.00	4.00	3.00
19	Senior Clerk	1.00	1.00	1.00
		<hr/>	<hr/>	<hr/>
		6.00	6.00	5.20

SANITARY SEWER (Dept. 35)				
Unclassified	Public Works Director	0.00	0.00	0.20
27	Superintendent	0.25	0.25	0.00
16	Foreman	0.50	0.50	1.00
15	Heavy Equipment Operator	0.50	0.00	0.00
12	Driver Operator	1.00	0.00	0.00
12	Maintenance 2	0.00	1.00	1.25
15	Maintenance 3	0.00	0.50	0.50
		<u>2.25</u>	<u>2.25</u>	<u>2.95</u>
WASTEWATER TREATMENT-SEWAGE (Dept. 36)				
27	Superintendent	0.50	0.50	0.50
14	Plant Operator	4.00	4.00	3.00
		<u>4.50</u>	<u>4.50</u>	<u>3.50</u>
TREATMENT - WATER (Dept. 74)				
27	Superintendent	0.50	0.50	0.50
14	Water Plant Operator	4.00	4.00	5.00
		<u>4.50</u>	<u>4.50</u>	<u>5.50</u>
DISTRIBUTION - WATER (Dept. 75)				
Unclassified	Public Works Director	0.00	0.00	0.20
27	Superintendent	0.25	0.25	0.00
16	Foreman	0.50	0.50	1.00
15	Heavy Equipment Operator	0.50	0.00	0.00
12	Driver Operator	1.00	0.00	0.00
12	Maintenance 2	0.00	1.00	1.25
15	Maintenance 3	0.00	0.50	0.50
		<u>2.25</u>	<u>2.25</u>	<u>2.95</u>
UTILITY (Dept. 76)				
26	Dept. Head	1.00	1.00	1.00
16	Foreman/Utility	1.00	1.00	1.00
19	Senior Clerk	1.00	1.00	1.00
10	Clerk	2.00	2.00	2.00
11	Meter Reader/Repairman	1.00	1.00	1.00
		<u>6.00</u>	<u>6.00</u>	<u>6.00</u>
INTERGOVERNMENTAL (Dept. 80)				
16	Foreman	1.00	1.00	0.25
		<u>1.00</u>	<u>1.00</u>	<u>0.25</u>
	TOTAL	<u><u>85.00</u></u>	<u><u>85.00</u></u>	<u><u>87.00</u></u>

**POSITIONS, LEVELS, BASE AND MAXIMUM SALARY
FOR THE FISCAL YEAR 2013-2014**

TITLE	LEVEL	BASE	MAXIMUM SALARY	INCENTIVE PAY
ADMINISTRATOR/DEPT. HEAD	26	4961	5427	
ANIMAL CONTROL OFFICER	11	2956	3233	(*)
CITY SECRETARY/RECORDS MANAGEMENT	26	4961	5427	
CLERK	10	2860	3128	*
CLERK 2	14	3282	3589	
DRIVER/OPERATOR	12	3062	3350	*
FIRE CAPTAIN	20	4037	4415	*
FIREMAN	17	3641	3982	*
FIRE LIEUTENANT	19	3900	4265	*
FIRE MARSHALL, DEPUTY/ARSON INVGT	26	4961	5427	*
FIRE MARSHALL, DEPUTY/DEPUTY EMC	23	4476	4896	
HEAVY EQUIPMENT OPERATOR	15	3397	3715	(*)
HUMAN RESOURCES/RISK MANAGEMENT	22	4323	4728	
INSPECTOR	26	4961	5427	*
LABORER	7	2578	2820	*
MAINTENANCE 1	7	2578	2820	(*)
MAINTENANCE 2	12	3062	3350	*
MAINTENANCE 3	15	3397	3715	(*)
METER READER/REPRMN.	11	2956	3233	*
PATROLMAN	19	3900	4265	*
PLANT OPERATORS	14	3282	3589	*
POLICE CORPORAL	21	4179	4570	*
POLICE SERGEANT	24	4632	5066	*
POLICE LIEUTENANT	29	5502	6018	*
SECRETARY/RECEPTIONIST	13	3171	3468	*
SENIOR CLERK	19	3900	4265	*
SENIOR SECRETARY	19	3900	4265	*
SUPERINTENDENT	27	5139	5620	*
SUPERVISOR/FOREMAN	16	3515	3845	*

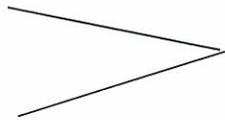
(*) specific positions

CITY MANAGER



SALARY SET BY COUNCIL

FINANCE DIRECTOR
FIRE CHIEF
POLICE CHIEF
PUBLIC WORKS DIRECTOR



SALARY SET BY CITY MANAGER
WITH APPROVAL OF COUNCIL

BASIC PAY SCHEDULE IN MONTHLY AMOUNTS
 3.50 PERCENT BETWEEN LEVELS
 3.00 PERCENT BETWEEN STEPS 1, 2, 3 & 4
 1.00 PERCENT BETWEEN MERIT STEPS
 WITH 3.25% C.O.L. INCREASE FOR 2013-2014

LEVEL	ENTRY 1	ENTRY 2	6 MONS.	BASE	MERIT	5	MERIT	6	MERIT	7	MERIT	8	MERIT	9	MERIT	10	MERIT	11	MERIT	12	MERIT	13
1	1,917	1,974	2,033	2,094	2,115	2,136	2,157	2,179	2,201	2,223	2,245	2,267	2,290									
2	1,983	2,043	2,104	2,167	2,189	2,211	2,233	2,255	2,278	2,301	2,324	2,347	2,370									
3	2,054	2,116	2,179	2,244	2,266	2,289	2,312	2,335	2,358	2,382	2,406	2,430	2,454									
4	2,123	2,187	2,253	2,321	2,344	2,367	2,391	2,415	2,439	2,463	2,488	2,513	2,538									
5	2,201	2,267	2,335	2,405	2,429	2,453	2,478	2,503	2,528	2,553	2,579	2,605	2,631									
6	2,279	2,347	2,417	2,489	2,514	2,539	2,564	2,590	2,616	2,642	2,668	2,695	2,722									
7	2,359	2,430	2,503	2,578	2,604	2,630	2,656	2,683	2,710	2,737	2,764	2,792	2,820									
8	2,443	2,516	2,591	2,669	2,696	2,723	2,750	2,778	2,806	2,834	2,862	2,891	2,920									
9	2,527	2,603	2,681	2,761	2,789	2,817	2,845	2,873	2,902	2,931	2,960	2,990	3,020									
10	2,617	2,696	2,777	2,860	2,889	2,918	2,947	2,976	3,006	3,036	3,066	3,097	3,128									
11	2,705	2,786	2,870	2,956	2,986	3,016	3,046	3,076	3,107	3,138	3,169	3,201	3,233									
12	2,802	2,886	2,973	3,062	3,093	3,124	3,155	3,187	3,219	3,251	3,284	3,317	3,350									
13	2,902	2,989	3,079	3,171	3,203	3,235	3,267	3,300	3,333	3,366	3,400	3,434	3,468									
14	3,003	3,093	3,186	3,282	3,315	3,348	3,381	3,415	3,449	3,483	3,518	3,553	3,589									
15	3,109	3,202	3,298	3,397	3,431	3,465	3,500	3,535	3,570	3,606	3,642	3,678	3,715									
16	3,217	3,314	3,413	3,515	3,550	3,586	3,622	3,658	3,695	3,732	3,769	3,807	3,845									
17	3,332	3,432	3,535	3,641	3,677	3,714	3,751	3,789	3,827	3,865	3,904	3,943	3,982									
18	3,447	3,550	3,657	3,767	3,805	3,843	3,881	3,920	3,959	3,999	4,039	4,079	4,120									
19	3,569	3,676	3,786	3,900	3,939	3,978	4,018	4,058	4,099	4,140	4,181	4,223	4,265									
20	3,694	3,805	3,919	4,037	4,077	4,118	4,159	4,201	4,243	4,285	4,328	4,371	4,415									
21	3,824	3,939	4,057	4,179	4,221	4,263	4,306	4,349	4,392	4,436	4,480	4,525	4,570									
22	3,956	4,075	4,197	4,323	4,366	4,410	4,454	4,499	4,544	4,589	4,635	4,681	4,728									
23	4,096	4,219	4,346	4,476	4,521	4,566	4,612	4,658	4,705	4,752	4,800	4,848	4,896									
24	4,239	4,366	4,497	4,632	4,678	4,725	4,772	4,820	4,868	4,917	4,966	5,016	5,066									
25	4,389	4,521	4,657	4,797	4,845	4,893	4,942	4,991	5,041	5,091	5,142	5,193	5,245									
26	4,541	4,677	4,817	4,961	5,011	5,061	5,112	5,163	5,215	5,267	5,320	5,373	5,427									
27	4,703	4,844	4,989	5,139	5,190	5,242	5,294	5,347	5,400	5,454	5,509	5,564	5,620									
28	4,864	5,010	5,160	5,315	5,368	5,422	5,476	5,531	5,586	5,642	5,698	5,755	5,813									
29	5,035	5,186	5,342	5,502	5,557	5,613	5,669	5,726	5,783	5,841	5,899	5,958	6,018									
30	5,214	5,370	5,531	5,697	5,754	5,812	5,870	5,929	5,988	6,048	6,108	6,169	6,231									

INCENTIVE BENEFITS

Incentive pay will be awarded to employees who have received or qualify for the following certificates, degrees, classifications, or licenses, as long as they are not necessary to meet the minimum requirements of the position. To be eligible an employee must have at least one year of prior service with the City of Snyder. Degrees must have been awarded by a state accredited university of college. Certificates, classifications, and licenses must have been awarded by the appropriate state agency having licensing authority.

All awarded incentive amounts are subject to maintaining the status of each certification. Revocation of any certificate or license will result in a reduction in the incentive payment amount.

Incentive payments can be accumulated up to a maximum of \$300.00 per month. The following amounts will apply or any combination thereof up to the maximum.

TYPE	AGENCY	AMOUNT	APPLICABLE POSITION
Masters Degree	College	120.00	Department Head
Bachelor Degree	College	100.00	Superintendent, Lieutenant
Associate Degree (applied field)	College	80.00	Secretarial, Clerical, Accounting, Superintendent
Master Certificate	TCLEOSE	100.00	Police Sergeant & Lieutenant
Advanced Certificate	TCLEOSE	80.00	Patrolman, Corporal & Sergeant
Intermediate Certificate	TCLEOSE	60.00	Patrolman & Corporal
Administrative Certification	TACA	80.00	Sergeant over Animal Warden
Advanced Certification	TACA	60.00	Animal Warden
Animal Euthanasia Certificate	ACT	40.00	Animal Warden
Master Certificate	TCFP	100.00	Lieutenant & Deputy Fire Marshall
Advanced Certificate	TCFP	80.00	Firefighters & Lieutenant
Intermediate Certificate	TCFP	60.00	Firefighter
Paramedic	TDH	80.00	Firefighter, Lieutenant, & Deputy Fire Marshall
EMT Intermediate	TDH	60.00	Firefighter & Lieutenant
EMT	TDH	60.00	Firefighter
SCBA AirPack Technician	MSA	40.00	Firefighter
EmgMgt Certificate	FEMA	60.00	Emergency Mgt Asst/Firefighter
Wastewater Treatment Plant Operator & Waterworks Operator			
A & A Certificates	TNRCC	160.00	Plant Operators
B & B Certificates	TNRCC	120.00	Plant Operators
C & C Certificates	TNRCC	80.00	Plant Operators
Wastewater Collection Systems Operator or Wastewater Treatment Plant Operator & Waterworks Operator			
Class II or A and A Certifications	TNRCC	160.00	Water & Sewer Line Foreman
Class II or B and B Certifications	TNRCC	120.00	Water & Sewer Line Crew & Foreman
Class II or C and C Certifications	TNRCC	80.00	Water & Sewer Line Crew & Foreman
Waterworks/Wastewater works Operator C	TNRCC	60.00	Meter Foreman, Water Sewer Crew
Waterworks/Wastewater works Operator D	TNRCC	40.00	Meter Crew, Water Sewer Crew
Solid Waste Class A Letter of Comp.	TNRCC	80.00	Landfill Gate Attendant & Landfill Hvy. Equip. Oper.
Solid Waste Class B Letter of Comp.	TNRCC	60.00	Heavy Equipment Operators & Landfill Gate Attendant
Pesticide Applicator Certification (Mosquito)	TDH	40.00	Street Dept. Employees
Pesticide Applicator Certification (Weeds)	TDH	20.00	Street Dept. Employees
Backflow Prevention Assembly Cert.	TNRCC	40.00	Inspector
Asbestos Contractor/Supervisor Training	EPA	40.00	Inspector, Public Works, Water & Wastewater

UNCLASSIFIED SALARY STRUCTURE

For Fiscal Year 2013-2014

Title	Monthly Salary
City Manager Masters Degree in related field required.	\$10,872.00 <hr/> \$10,872.00
	City Vehicle
Director of Finance/Treasurer	\$6,986.00
Police Chief Bachelors Degree in related field Masters Certification required.	\$6,893.00 \$60.00 <hr/> \$6,953.00
	Clothing Allowance City Vehicle
Fire Chief Bachelors Degree in related field and/or Advanced Firefighter and Intermediate Fire/Arson Investigator and Basic EMT	\$6,505.00 \$30.00 <hr/> \$6,535.00
	Clothing Allowance City Vehicle
Public Works Director	6,605.00 <hr/> \$6,605.00
	City Vehicle

BENEFIT SUMMARY FOR FISCAL YEAR 2013-2014

- **Vacation.** Each employee (other than in the Fire Department) earns two weeks (10 days) vacation for years 1 through 10, three weeks (15 days) for years 11-20, and four weeks (20 days) for 21 years and over.

Fire Department employees on 24 hour shift, earn 4 shifts for years 1 through 10, 6 shifts for years 11-20, and 8 shifts for 21 years and over.

All vacation time must be taken within an employee's anniversary year or it is forfeited. The City Manager and Department Heads have an additional three-month period following their anniversary to take vacation days.

- **Sick Days.** Each employee (other than in the Fire Department) earns 1 sick day per month. Any unused sick days at the end of the Fiscal Year (September 30) are moved to the employee's sick bank. If an employee has not used any of the twelve sick days during a year, he can be paid \$75.00 or be given three additional vacation days.

Fire Department employees on 24 hour shifts, earn ½ shift (12 hrs.) per month. Unused sick shifts are moved to the employee's sick bank at the end of the fiscal year. Fire department employees who have not used any of the 6 shifts earned during the year, can earn an additional \$75.00 or 1½ shifts of vacation time.

Employees are not paid for unused sick time upon termination.

- **Sick Bank.** Employees may accumulate up to 180 days in the sick bank for use during a long term illness or incapacity.
- **Uniform Allowance.** The employees in the Police, Animal Control, and Fire departments receive \$30.00 per month for uniform allowance. The plainclothes officers and the Police Chief receive \$60.00 per month.
- **Longevity Pay.** Each employee is paid \$4.00 per month in longevity pay for each year the employee works for the City, not to exceed \$100.00 per month.
- **Health & Life Insurance.** The City provides health and life Insurance for all full time employees. Life amount is \$10,000 per employee.
- **Retirement.** The City contributes to the Texas Municipal Retirement System for each employee at a ratio of 2:1. The employee contributes 7% of salary. The City updates service credit on an annual basis.
- **Holidays.** The City observes 12 paid holidays during the year as listed below:
(The Firemen receive 6 paid holiday shifts.)

New Year's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Columbus Day

Veteran's Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve
Christmas Day
1 Floating Holiday



CAPITAL OUTLAY IN GENERAL FUND
NEXT 5 YEARS
Fire Department - Dept. 18

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Description		2014	2015	2016	2017	2018
2012 Ford P.U. 18-01	Westmoreland	\$	\$	\$	\$	\$45,000
2007 CAFS 18-02						
2001 GMC Engine 18-04						
2004 American 18-06						
2013 Engine 13-18-07						
2003 Mack 18-08						
1999 Ford SUV 18-09			34,000			
2005 GMC Booster 18-10						
1994 KME Engine 18-11						
2010 Ford P.U. 18-12	Posey					
2006 Chevrolet SUV 18-19	Emer. Mgmt.					
AirPaks (4)		22,000		23,000		24,000
SCBA Cylinders		2,800		4,000		4,400
Pagers (6)		2,600			3,200	
Training Facility						
Roof on Building						
Overhead Doors						
Chemical Suits			4,800			
Radio Upgrade		5,000			10,000	
Jaws of Life				17,000		
Breathing Air Compressor			24,000			
Exhaust fans						4,800
Generators port. & EOC						
Ventilation Saw			2,200			
Flow Tester						
500 PSI Hose Tester						1,850
Portable Generator						2,400
Telephone System						2,450
Evaporative Coolers (3)		12,000		2,300		
Shop Air Compressor (2)		2,300			1,400	
Table & Chairs (Classroom)						
Engine Room Heaters						
Roof Repairs						
Multimedia Projector						
Ice Machine & Cleaner						
Carpet					12,000	
Emerg. Lighting 1801, 1809						
Simplex Locks			1,200			3,000
Air Cond. Day Room						
Air Cond. Dispatch						
Printers						
Office Chairs						1,000
Bedroom Mattresses						
Pressure Washer				3,400		
Dump Tank						

CAPITAL OUTLAY IN GENERAL FUND
NEXT 5 YEARS
Street Department - Dept. 25

Description	2014	2015	2016	2017	2018
1991 Hamm Compactor 25-01	\$	\$	\$	\$	\$ 25,000
1996 6yd.Dmptrk 25-02			45,000		
1997 Tractor 25-03					
2003 Chevrolet Dump Truck25-04	150,000				
1980 Water Truck 25-06					
2000 14yd. Dmptrk 25-07				110,000	
1997 544G Loader 25-08					
1966 Asphalt Trl. 25-09					
1995 Motor Grader 25-11			140,000		
1978 Tampo Roller 25-12					
1994 F150 Pick-up 25-14		28,000			
1981 953 Trk Lodr. 25-15				150,000	
1998 PJ CF202 Trailer 25-16					
Paint Striper 25-17				3,500	
2002 Tractor TL80 25-18	55,000				
1994 Bushhog Shredder 25-20					
Superior Broom 25-22					
2008 Sterling 25-25					
1975 Tank Trailer 25-26				1,000	
1992 Chev. P.U. 25-29					
2009 Farmall 25-30					
Ford Roll-Off Truck 25-31					
4-Wheel Util.Trlr. 25-37					3,000
1998 Mosquito fogger 25-41				4,000	
2004 Chev. PU 25-42	28,000				
2007 New Holland Tractor 25-45					55,000
2008 Sweeper 25-46					
Peterbilt Water Truck 25-48		60,000			
Street Improvements					
Shredder		18,300			
2-Way Radios			1,500		1,500
Swenson spreader			5,000		
1997 Batwing Shredder		12,500			
Mosquito Sprayer	8,500				
Walden Sweeper					
1991 Hamm Compactor					
2003 Bush Hog Shredder		12,000			
Preston Trail					
1995 KW Truck		30,000			
1991 Challenger Trailer					
Crack Filling Machine					
2006 John Deere Shredder					
Asphalt Zipper					
TOTAL	\$241,500	\$160,800	\$191,500	\$268,500	\$84,500

CAPITAL OUTLAY IN SANITATION FUND
NEXT 5 YEARS
Sanitation Landfill - Dept. 31

Description		2014	2015	2016	2017	2018
2006 Ford P.U. 31-01	Torres	\$	\$	\$	\$	\$
2000 Ford 150 P.U. 31-03		30,000				
1994 Brush Chipper 31-12						
1998 140H Cat. Grader 31-13						275,000
1997 Port/WD Chipper 31-14				30,000		
2003 Cat Compactor 31-15					700,000	
2000 Multi-Equip Pump 31-21						
1998 Frtliner Water Trk 31-22				140,000		
2006 John Deere Loader 31-23		200,000				
2000 GMC 3/4T P.U. 31-24						28,000
2002 D6R Cat Dozer 31-25				365,000		
2002 623 Scraper 31-26			685,000			
Service Building						
2000 Washer/util. Trailer						
Office Furniture						
Lenovo PC350 466DX-2						900
Lenovo PC350 P166 16 MB						900
Lenova Thinkcenter					900	
Back-up PC						
Air Compressor		3,400				
Diesel Pump						
Radiation Monitor						
Metal Building						
Fence for Landfill						
Texas Gas Analyzer					7,000	
Remote Cont. Transmitter						
Honda 6300 Pump						
Radio for Scraper					600	
Groundwater Sampling System						
Generator		5,000				
Portable Air Compressor					12,000	
Cell 3A	1,500,000					
2 Channel 40W Radio						
Ice Machine						
Hoist for Building						
Mad Vac						
Drainage Improvements	75,000					
Utility Trailer						
Software						
TOTAL	\$1,575,000	\$238,400	\$685,000	\$535,000	\$720,500	\$304,800

CAPITAL OUTLAY IN WATER & SEWER FUND
NEXT 5 YEARS
Water Production - Dept. 74

Page 1

Description	2014	2015	2016	2017	2018
2005 Ford PU 74-01	\$	\$	\$	\$	\$
2003 Chevrolet 74-03			30,000		
20,000 Steel Storage Tank					
Chlorine Disinfection					
Chlorine Disinfection					
250,000 Gal. Grnd Strg Tnk					
Upgrade Filter Controls					
Vacuum Pump					
Water Disinfection Mod.					
12,000 BTU Air Cond.	1,500				1,500
Hach Turbidimeter					7,000
Foot Brothers Rotary Table					
Wallace Tiernan Crbn Fedr					
Neptune Microflock Filters				50,000	
Surface Wash					
Filter Control					
Air Compressor				3,000	
Hoists (2)					
Floculator					
Mettler H10 Balance			6,000		
Oxygen Meter					2,000
Wallace & Tiernan Chlorinators	10,000				15,000
Hach One PH Meter Portable		1,500			
Capital Chloride Analyzer			3,500		
Ross Altitude Valve		20,000			
Volumatic Feeder		5,000			
2100N Turbidimeter				8,000	
PH Meter Model EC10					
PC & Monitor	900				900
Ultrasonic Bath					
Chemical Metering Pumps					
Turbidity Analyzers (2)	10,000				
Turbidity Sensors	7,500				7,500
Marathon Motor - TDS					
Amperometric Titrator				3,500	
Chemical Control Panel					
2 CL2 Meters Online					
VFD #4 Pump					
Upgrade Scada					
Backwash Pump					
Jar Test Machine					
Bldg. at Prison Booster					
Backup Generator f/Water Plant					
Transfer Switch for Generator					

CAPITAL OUTLAY IN WATER & SEWER FUND
NEXT 5 YEARS
Water Distribution - Dept. 75

Page 1

Description	2014	2015	2016	2017	2018
2008 Sterling Service Truck 75-01	\$	\$	\$60,000	\$	\$
2011 Ford Dump Truck 75-03					
1999 Air Compressor 75-04			16,000		
2000 310E JD Backhoe 75-05					
2002 420 Cat 75-06	105,000				
1996 Int'l 6Yd Dump Truck 75-07					
2000 Int'l Service Truck 75-08	60,000				
1989 Ford 3/4 Ton 75-11					
1994 Ford 75-14					
1993 Trailer Mixer 75-18				1,500	
1997 Air Comp. Trailer 75-19					
1990 Int'l Dump Truck 75-20					
2004 Ford P.U. 75-21					
1996 Mastercraft 75-22		25,000			
2005 Sterling Dump Truck 75-23		65,000			
2" Hammer Mole	3,500				
Wachs TM4 Turning Machine					
Mueller Tapping Machine					
Pneumatic Paving Breaker					
I.R. Pneumatic Tamper		1,500			
Honda Portable Generator		1,200			
Mot. 2-Way 4Ch. Radio					
Compaction Wh. for Backhoe					
Heath Aqua-Scope					
I.R. Air Tamper		1,500			
7W-6 Scope Pipe & Cable Loc.					
Metal Bldg. Pipe Storage					
Uniden Force Walkie Talkie					
Stanley Trash Pump					
K-7500 Ridgid Machine					
Poulan 614 Cut Off Saw			1,500		
Paving Breaker	1,500				
Fisher Pipe & Cable Locator		3,000			3,500
Water Line Repair					
Power Generator/Honda Gen.	3,000				
14" Air Chop Saw			5,000		
16" Air Chain Saw				6,000	
16' Utility Trailer					
Honda Trash Pump (Hydraulic)			3,500		
Fisher XLT-20 Leak Detector					
Honda Portable Power Gen.					
I.R. Air Compressor				1,000	
Asphalt Cutter					2,500
18" Used Backhoe Bucket					

CITY OF SNYDER

Classification of Expenditures by Object Code
Classification and Explanation

CODE

100 – 199 **PERSONNEL SERVICES**

Compensation to individuals in form of salaries and wages.

101 Supervision
Administration and direction.

102 Clerical
Clerical services or services of that nature.

103 Operations
Services including policemen, firemen, plant operators and other full-time personnel.

104 Maintenance
Maintenance services including street, sanitation sewer, etc.

105 Longevity
Additional pay based on years of service.

106 Overtime

107 Part-time
Employees who work less than 40 hours per week or employees who are full-time for the summer months only.

108 FICA
City share of contribution to the Social Security System.

109 TMRS
City share of contribution to the Texas Municipal Retirement System.

110 Insurance Expense
Includes life insurance, hospitalization, medical, surgical and major medical insurance coverage. City share of contribution to the Insurance System.

111 Medicare Expense
City share of contributions to Medicare for part-time employees.

112 Accrued Compensated Absences

200 – 299 **SUPPLIES AND MATERIALS**

Includes expendable materials and operating supplies necessary to operate a department.
No capital outlay items are included in this classification.

- 201 Office
Includes supplies for the operation of an office such as storage files, paper supplies, film processing, postage, etc.
- 202 Forms
Includes all preprinted forms
- 203 Shop supplies, Lab supplies – Water Plant
- 204 Uniform Clothing
To include all purchased clothing & rental uniforms (protective material, etc.)
- 205 Tires & Tubes
- 206 Motor Vehicle Supplies
To include antifreeze, batteries, etc.
- 207 Minor Tools & Apparatus
Articles normally of small unit value costing less than \$100, which are subject to loss or rapid deterioration. These items are not capitalized.
- 208 Janitorial Supplies
All cleaning supplies.
- 209 Chemical and Mechanical Supplies
Includes chemical, mechanical, paint, medical supplies, foam wet water recharge, etc.
- 210 Botanical and Agricultural
Includes purchasing of indoor and outdoor plants.
- 211 Election Supplies
Includes all supplies needed in order to conduct the General Election.
- 212 Gas Purchases
- 213 Diesel Purchases
- 214 Oil Purchases
- 215 Other Supplies
- 216 Canine Maintenance Supplies

300 – 399 MAINTENANCE OF BUILDINGS, STRUCTURES, & LAND

Includes all material or contract expenditures covering repair and replacement of property that is already existing.

- 301 Buildings and Grounds
Includes all material and services required in the maintenance of buildings and structures, including walks, drives, fences, paint, fixtures, etc.
- 302 Bridges
- 303 Water Filtration Plant

304	Water Lines and Sewer Lines
305	Sewage Treatment Plant
306	Storm Sewer
307	Stand Pipe, Reservoirs and Storage Tanks
308	Streets and Alleys Includes seal coating, rock and emulsion, etc.
309	Unassigned
310	Unassigned
311	Unassigned
312	Unassigned
313	Unassigned
314	Water Towers and Tanks Includes all water towers and related apparatus, such as, valves, fittings, piping, painting, etc.
315	Other
400 – 499	<u>MAINTENANCE OF EQUIPMENT, MACHINERY, TOOLS & INSTALLATION</u>
	Includes all material, services, or contract expenditures covering maintenance of equipment, machinery and tools.
401	Office Equipment Includes all expenditure in maintenance and repair of office equipment such as; typewriters, adding machines, calculators, desks and chairs; also including all maintenance contracts.
402	Machinery and Equipment Includes maintenance of machinery or equipment that does not require gas or oil.
403	Unassigned
404	Automotive Equipment Includes all material and services required in the maintenance and repair of all automobiles, trucks, pickups, trailers, ambulances, and attachments and appendages to vehicles.
405	Shop Equipment Includes all material and services to maintain all battery chargers, air compressors, welders, cutters, drills, generators, jacks, etc. Does not include small hand tools.

- 406 Minor Tools and Equipment
Maintenance and repair of small hand tools and equipment with unit value less than \$100.
- 410 Signal and Sign System
Includes all material and services used in maintenance of traffic lights, school zone lights, stop and yield signs and other traffic control devices.
- 411 Radio Installation
Includes all material and services required for the proper maintenance of 2-way radio equipment including the removal and installation of radios, consoles, etc.
- 422 Water System Equipment
Includes maintenance of water distribution system equipment such as, water mains, booster pumps, gate valves, repair saddles, water well pumping equipment and fire hydrants, etc.
- 423 Unassigned
- 425 Meters and Settings
Includes all expenditures in the maintenance and repair of water meters and settings; also includes maintenance service provided through contracts.
- 426 Other

500 – 599 MISCELLANEOUS SERVICES

Includes those expenses which do not fall into any category.

- 501 Communication
To include telephone and teletype.
- 502 Rental of Equipment
Includes payments for use of all non-owned equipment: postage meter, copier, air bottles, etc.
- 503 Insurance
Includes Fire and all Extended Coverage Insurance, Notary Bonds, Surety Bonds and Insurance Umbrella.
- 504 Special Services
Includes services provided for the City by another agency such as; Retired Senior Center, R.S.V.P., summer recreation programs, employee service awards functions, boy scouts, Snyder Volunteer Fire Department and Firemen's Pension Fund.
- 505 Advertising
Includes cost of advertising, publication of public notices, ordinance, bid invitations, etc.
- 506 Business and Transportation
Includes transportation, meals, lodging and other approved expenses incurred in the performance of official business. Mileage to be calculated at the rate set by the IRS each year.
- 507 Tax Collection Costs
(Department 5 only)

- 508 Fee Basis Services
Includes any special professional services paid on a fee basis such as, legal fees, certified public accountants, architectural, election workers, jury fees, auditor, city attorney, municipal judge, breathing air test, etc.
- 509 Custody Support Services
For departmental use; includes food and support for persons or animals in custody of the City (jail prisoners, etc.).
- 510 Contractual Services
Services contracted by the City such as, ambulance service contract, water meter repair contract, coffee service, Perdue Brandon & Blair, appraisal district, etc.
- 511 Utility Services
Electrical, gas, and all utility services.
- 512 Data Processing
Includes report forms, computer software, etc.
- 513 Junk Vehicles
- 514 Miscellaneous Expenditures, other.
Includes advertising, promotion, convention and visitors' activities.
- 515 Other Services
- 516 Cost of Water from CRMWD
Includes monthly fixed charges from the District and the cost of purchased water.
- 517 Jury Payments
The City pays \$6.00 to jurors.

600 – 699 OTHER SERVICES AND CHARGES

Includes those expenses which are obligations of the City as a public operation.

- 601 Training & Education
- 602 Memberships and Subscriptions
Includes annual dues to the West Central Texas Council of Governments and the Texas Municipal League, Texas Fire Chief Association, Fireman's and Fire Marshal's Association, Texas Town and Cities, etc. Memberships; subscriptions from professional organizations, publications and local dues.
- 603 Water Conservation Requirement
- 604 Workers Compensation
Includes payments to the self-insurance fund for on-the-job injuries, loss of life, and medical expenses.
- 605 Unemployment Compensation
Includes payments to self-insurance fund for compensation to former employees who meet certain unemployment criteria.
- 606 Freight

607	Printing Includes envelopes, letterheads, reports, zone ordinances, etc.
608	Bad Debt Expense/Charge Offs
609	Unassigned
610	Unassigned
611	Unassigned
612	Unassigned
613	Unassigned
614	Penalty & Interest
615	Closure/Post Closure Care Cost

700 – 799 CAPITAL IMPROVEMENTS TO LAND AND BUILDINGS

Capital Outlay includes the purchase of all real property such as land, buildings, and other improvements, and any expenditures that increase the actual value of same.

701	Buildings Includes all buildings and structures, wells, pump houses, park buildings, fire stations, refuse disposal, canopies for sanitation trucks, etc.
751	Land Includes all costs of acquiring land such as purchase price, commission, abstracts, court costs, filing fees, appraisals, attorney's fees, etc.

800 – 899 IMPROVEMENTS OTHER THAN BUILDINGS

801	Betterments to Land Includes all expenditures covering cost of drainage, engineering, inspections, sodding, grading, etc.
802	Street Improvements Includes street paving, sidewalks, curbs, gutters, culverts, storm drains, etc.
803	Water System Improvements Includes water mains, meters and settings, fire hydrants, storage tanks, water towers, water wells, pumping units, controller panel, backwash controllers, etc. Does not apply to material purchased from pro-rata construction fund – See account 813.
804	Sewer System Improvements Includes sewer lift stations, sewer mains, storm sewers & sewage treatment installation.
805	Traffic Engineering Improvements Includes expenditures relating to design and location of traffic control devices, and for installation of traffic control devices such as, traffic signals, street name signs and traffic signs.
806	Other Improvements

Includes fences, sprinkler irrigation system, tennis courts, parking lot paving, firing range, etc.

809 New Water Lines

810 New Sewer Systems

813 Pro-Rata Water and Sewer Improvements

Includes expenditures for construction of water and sewer extensions to areas not previously served by the City. This applies only to funds expended from the pro-rata construction fund. This fund controls funds deposited by citizens for construction of lines under City supervision.

814 Unassigned

900 – 999 EQUIPMENT & MACHINERY

The purchase of items for property that meet the following requirements:

Must have an estimated life or more than 2 years.

Must be capable of being permanently identified as an individual unit of property.

Must belong to one of the general classes of property which are commonly considered as fixed assets in accordance with generally accepted accounting practice. Fixed assets are defined as the items of more or less an enterprise. As a general rule, an item which meets the first two requirements and has a unit cost of \$1,000 or more should be classified as Capital Outlay, while items costing less than \$1,000 should be classified under supplies and materials.

901 Office Equipment

Includes all new or used additions to office equipment such as, typewriters, adding machines, calculators, duplicating machines, desks, chairs, filing cabinets, modem converter box, PC, printer, lab equipment, drive-in window equipment and installation, draperies, etc.

902 Automotive Equipment

Includes the purchase price of all automobiles, trucks, trailers, attachments, and appendages. All major items purchased to equip the vehicle for service are to be charged to this account. This includes such items as power takeoff, winch, siren, beacon lights, etc.

903 Machinery & Other Equipment

Includes the purchase price of all tractors, ditching machines, dozers, booms, power mowers, sweepers, jack hammer, tamper, pumps and other heavy construction equipment

904 Refuse Collection Equipment

Includes purchase price & related expenses of front-load boxes, side-load containers and packer type bodies for trash collection.

910 Depreciation Expense

Classification of Expenditures by Program or Project.

An account number will be assigned to a program or project and all expenditures related to the project will be charged to this account number. Expenditures charged to a program

or project will apply to special funds and projects only and will not apply to City Departmental budgets.

GLOSSARY

AGENCIES: Federal agency securities.

ASKED: The price at which securities are offered.

BANKERS' ACCEPTANCE (BA): A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

BID: The price offered by a buyer of securities. (When you are selling securities, you ask for a bid). See Offer.

BROKER: A broker brings buyers and sellers together for a commission.

CERTIFICATE OF DEPOSIT (CD): A time deposit with a specific maturity evidenced by a certificate. Large-denomination CD's are typically negotiable.

COLLATERAL: Securities, evidence of deposit or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR): The official annual report for the City of Snyder. It includes five combined statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

COUPON: (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.

DEALER: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

DEBENTURE: A bond secured only by the general credit of the issuer.

DELIVERY VERSUS PAYMENT: There are two methods of delivery of securities, delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

DISCOUNT: The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

DISCOUNT SECURITIES: Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g. U.S. Treasury Bills.

DIVERSIFICATION: Dividing investment funds among a variety of securities offering independent returns.

FEDERAL CREDIT AGENCIES: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., S&L's small business firms, students, farmers, farm cooperatives, and exporters.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A federal agency that insures bank deposits, currently up to \$100,000 per deposit.

FEDERAL FUNDS RATE: The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

FEDERAL HOME LOAN BANKS (FHLB): The institutions that regulate and lend to savings and loan associations. The Federal Home loan Banks play a role analogous to that played by the Federal Reserve Banks vis-à-vis member commercial banks.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA): FNMA, like GNMA, was chartered under the Federal national Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

FEDERAL OPEN MARKET COMMITTEE (FOMC): Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

FEDERAL RESERVE SYSTEM: The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D.C., 12 regional banks and about 5,700 commercial banks that are members of the system.

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae): Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. Security holder is protected by full faith and credit of the U.S. Government. Ginnie Mae securities are backed by the FHA, VA or FMHM mortgages. The term "passthroughs" is often used to describe Ginnie Maes.

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

LOCAL GOVERNMENT INVESTMENT POOL (LGIP): The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

MARKET VALUE: The price at which a security is trading and could presumably be purchased or sold.

MASTER REPURCHASE AGREEMENT: A written contract covering all future transactions between the parties to repurchase – reverse repurchase agreements that establishes each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

MATURITY: The date upon which the principal or stated value of an investment becomes due and payable.

MONEY MARKET: The market in which short-term debt instruments (bills, commercial paper, banker's acceptances, etc.) are issued and traded.

OFFER: The price asked by a seller of securities. (When you are buying securities, you ask for an offer.) See Asked and Bid.

OPEN MARKET OPERATIONS: Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserves' most important and most flexible monetary policy tool.

PORTFOLIO: Collection of securities held by an investor.

PRIMARY DEALER: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC) – registered securities broker-dealers, banks, and a few unregulated firms.

PRUDENT PERSON RULE: An investment standard. In some states, the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody state – the so-called legal which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

QUALIFIED PUBLIC DEPOSITORIES: A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

REPURCHASE AGREEMENT (RP OR REPO): A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security “buyer” in effect lends the “seller” money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use RP extensively to finance their positions. Exception: when the Fed is said to be doing RP, it is lending money, that is, increasing bank reserves.

SAFEKEEPING: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

SECONDARY MARKET: A market made for the purchase and sale of outstanding issues following the initial distribution.

SECURITIES & EXCHANGE COMMISSION: Agency created by Congress to protect investors in securities transactions by administering securities legislation.

SEC RULE 15C3-1: See Uniform Net Capital Rule.

TREASURY BILLS: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

TREASURY BOND: Long-term U.S. Treasury securities having initial maturities of more than 10 years.

TREASURY NOTES: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months or one year.

UNIFORM NET CAPITAL RULE: Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

YIELD: The rate of annual income return on an investment, expressed as a percentage. (a) **INCOME YIELD** is obtained by dividing the current dollar income by the current market price for the security. (b) **NET YIELD OR YIELD TO MATURITY** is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.