

# FY 2015 BUDGET

FOR THE  
CITY OF TUTTLE

AND THE  
TUTTLE PUBLIC WORKS AUTHORITY



Grady

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# I. BUDGET MESSAGE



# Budget Message for FY 2015

November 26, 2014

Dear Honorable Mayor, Councilmembers, and Tuttle Citizens,

I am pleased to present to you this proposed detailed budget for the City of Tuttle for Fiscal Year 2015. FY 2014 was a strong year financially for the City of Tuttle. Many challenges had to be overcome while moving forward with some very expensive community improvements, including the reconstruction of S Cimarron Rd and other projects that have been planned for many years. Now, we are ready to begin 2015 having overcome these challenges and experiencing positive growth in almost all revenue areas. Accordingly, a budget plan has been developed that is operationally balanced and recommends labor investment as our community continues to grow.

**General Labor Costs.** The largest expense for the entire City is labor. In June 2013, the Mayor and City Council charged staff with creating a pay scale for employees. The pay scale was adopted and implemented at the beginning of FY 2014, increasing labor costs by 6.6% or \$170,000. Turnover has decreased in most departments, and worker productivity has increased as a result. The implementation of the pay plan is a two-year project. Several employees did not receive their full salary increases due to budgetary constraints during FY 2014. Most of these employees will receive their additional increases during FY 2015.

The pay scale grants all full-time employees performing satisfactorily an annual step increase within their grade at 2.0%, up to Step 12. Additionally, all employees will also receive any cost-of-living adjustment granted by the City Council through the budget approval process. For FY 2015, a cost-of-living increase of 1.5% is recommended. The budgetary impact of the annual pay raise will be \$81,000 for the upcoming year.

Healthcare is the second largest labor expense, behind only wages and salaries. The City of Tuttle pays 100% of the premium for coverage of all employees. The City Council approved a new health insurance provider beginning July 2014. Overall, the premiums the City pays for the employee did not increase, and the city was able to increase its contribution towards employee spouse and family plans in an effort to make family coverage more affordable for employees. In FY 2015, \$256,000 is budgeted for employee health insurance premiums, including dental. However, the overall trend in healthcare is for costs to increase. \$20,000 is set aside in both the General Fund and the TPWA Fund, for a total of \$40,000 to cover the likely increases. Staff will continue to monitor health care insurers for the City in order to ensure we are receiving the best pricing for public and value for the employees.

Workers Compensation is another major expense for labor. A significant factor in the premiums the City pays for workers compensation insurance is past claim history. It is possible to lower the premiums paid by the City by 40% by preventing and mitigating worker injuries. Efforts will be made during FY 2015 to focus on employee safety – not only to lower our workers compensation insurance costs, but also because we do not want to see anyone harmed.

The number of full time employees will increase in this budget from 47 to 51. A part-time parks coordinator position will be converted to a full-time administration position, retaining a focus on the recreation. A full-time firefighter position will be created, with two additional full-time firefighter positions created beginning July 2014.

## GENERAL FUND

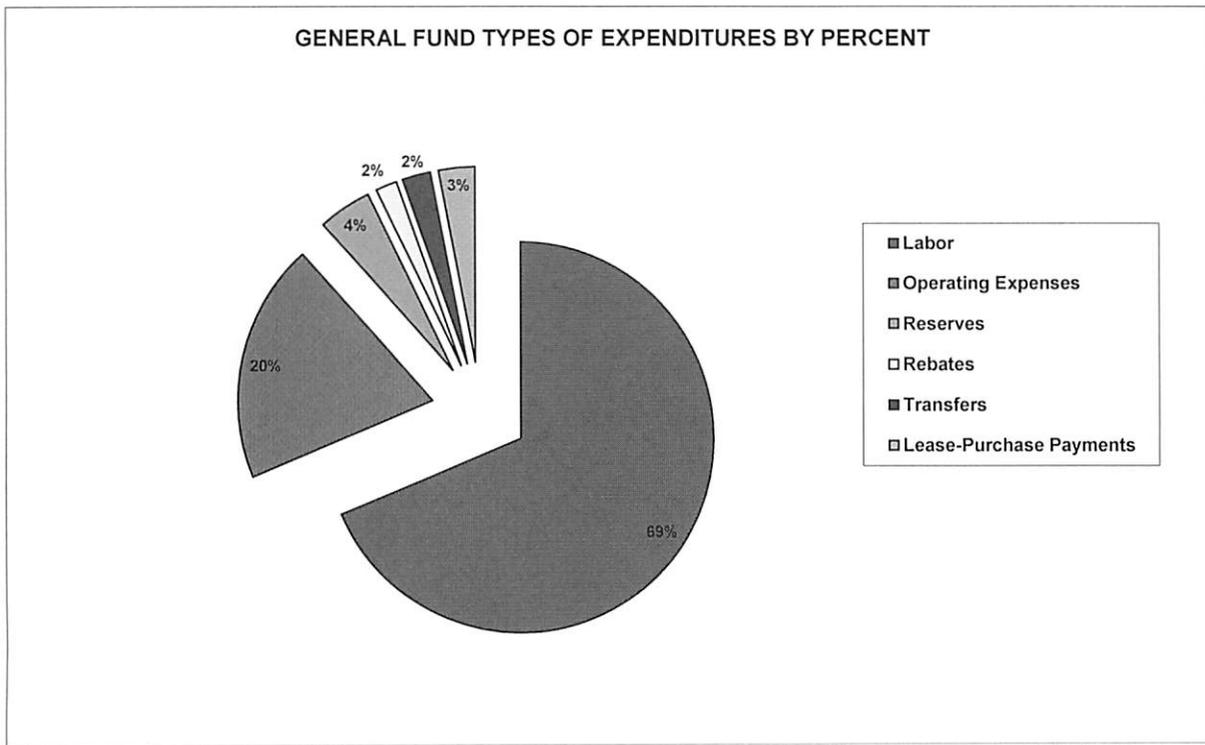
**Revenue.** The General Fund is the primary fund for city government. Many basic services, including administration, public safety, and parks, receive their appropriations through the General Fund.

The largest source of revenue for the General Fund is sales tax. Tuttle levies a 3% sales tax for the General Fund, plus a 1% sales tax for the Street & Alley Fund. The 1% equivalent for sales tax collections will reach a new record high in FY 2014, with a projection of \$438,000, or \$1.32 million for the entire 3% sales tax. Strong housing growth, along with a new restaurant that recently opened, along with another restaurant and a new shopping center that will open in 2015, are expected to contribute towards continued sales tax growth. For FY 2015, a 5% increase in sales tax collections is budgeted over FY 2014 estimates, for a total of \$1.38 million.

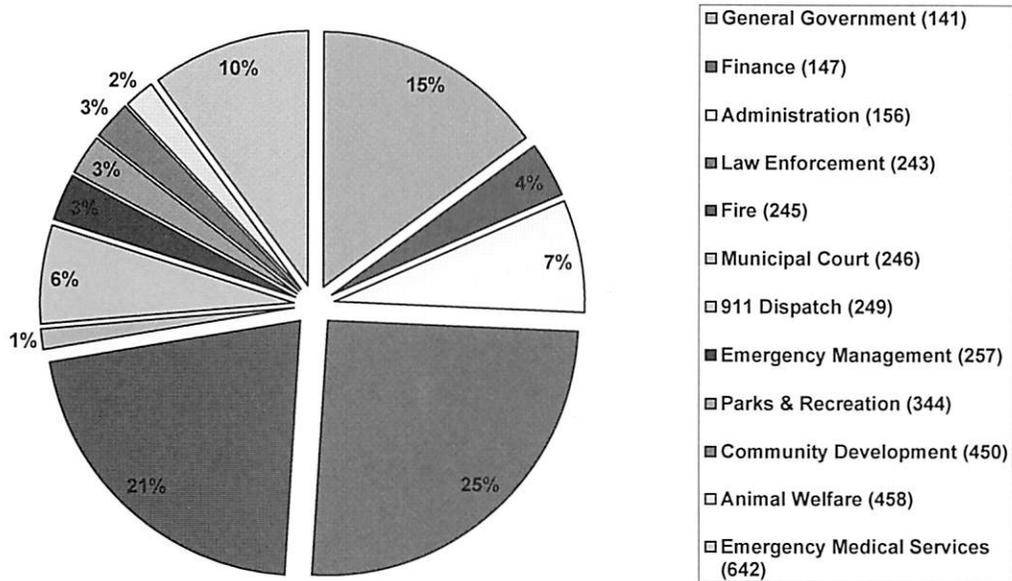
The second largest source of revenue for the General Fund is Use Tax. This is a tax typically levied on items, such as building materials and out-of-state purchases that are not physically purchased in town, but is delivered to one's home or site. It is the equivalent of a sales tax. Tuttle's Use Tax rates are equal to the Sales Tax rates. Use Tax collections are projected to generate \$132,000 in FY 2014, a slight decrease from the prior year. As strong building construction continues in 2015, Use Tax collections are also expected to increase. Use Tax collections are forecast to generate \$145,000 in FY 2015. This is a very conservative estimate since it is more dependent on the pace of construction. It does appear, however, that 2015 may be a record year for new home construction in Tuttle.

A transfer from the Tuttle Public Works Authority is necessary in FY 2015. For FY 2015, the transfer is scheduled to be \$319,000, a decrease of \$31,000 from FY 2014. This continues the trend of decreasing the transfers necessary for the General Fund to balance. It is important to note that while the transfer is programmed into the budget in an effort to keep the budget balanced, a transfer will only occur if necessary. Not all of the FY 2014 budgeted \$350,000 transfer will occur in 2014.

**General Fund Appropriations.** \$3,375,282 is recommended to be appropriated from the General Fund. Labor costs are the largest expenditure in the General Fund, at \$2,319,000 or 68.7% of total expenses. This is about right for municipal General Funds, giving some leeway to cut back on materials and purchases should revenue sources begin to slip.



### GENERAL FUND EXPENDITURES BY DEPARTMENT



**General Government.** The budget for General Government is higher than was appropriated for FY 2014. This is necessary to account for moving the Fire Trucks lease-purchase payments from the General Fund to the Capital Improvement Fund.

**Finance/City Clerk.** No notable changes are proposed.

**Administration.** The part-time parks coordinator position has been moved to the Administration Department as a full-time parks coordinator/office specialist. The Treasurer's position was also combined with the Financial Officer position.

**Law Enforcement.** No notable changes are proposed.

**Fire Department.** The City of Tuttle switched from an all-volunteer fire department to a combination full-time and part-volunteer fire department in 2011. Currently, 6 full-time firefighters are budgeted for. For FY 2015, three new full-time firefighter positions will be created. One firefighter position will begin in January 2015, and the other two will begin July 2015. All three positions will be non-paramedic firefighters. These positions are created with some refocusing of costs from the Intern program that has served Tuttle well over the years, and decreasing allocated EMS part-time hours.

The passage of the Grady County Fire Sales Tax, beginning in 2015, will provide Tuttle with an estimated \$40,000 to use for fire equipment and maintenance. Tuttle is expected to receive \$60,000 annually when the tax is fully implemented. Since the tax cannot be used to fund personnel, Tuttle will use the funds to cover part of the annual \$82,000 fire trucks lease purchase, freeing up general fund revenue to be used for to help fund the new firefighter positions.

**Library.** This is a new department to track the revenues received by the City from the Friends of the Tuttle Public Library and used to reimburse some of the City's expenses for the library building, such as electricity. The library, opened in 2014, is a volunteer library operated by the Friends of the Tuttle Public Library.

**Parks & Recreation.** A part-time parks coordinator position was created in 2014 to work closely with the Parks Board and some with the Cemetery Board to organize and oversee their events and activities. This

position will be converted to a full-time position to assist with other departments and moved to the Administration Department.

**Community Development.** One building inspector position is funded in the Community Development Department. The City Manager doubles as the Community Development Director. Tuttle has been experiencing rapid residential growth, making it one of the busiest suburban building departments in the state. In future years, additional labor investment will be needed in this department.

Mapping services are also a need for the City. Currently, the City Manager also is the GIS specialist when time permits. It is important to map many functions of the community, including the water, gas, and sewer systems. In future years, additional labor investment in a part-time GIS specialist will be needed.

The code enforcement/animal welfare officer will be moved to the Animal Welfare Department since the position is focusing more on animal welfare tasks. This position will still assist with code enforcement activities, but will report directly to the Police Chief.

**Animal Welfare.** The code enforcement/animal welfare position will be moved back to this department.

**Emergency Medical Services.** The three full-time positions in the EMS Department will be reorganized to focus manpower for the ambulances. Some of the part-time funds will also be redirected to the Fire Department to help fund the new firefighter positions.

### **STREET & ALLEY FUND**

The Street & Alley Fund is primarily funded with a dedicated 1% sales tax. Unfortunately, it is not near enough to regularly schedule major street rebuilding and rehabilitation projects on a regular basis. When combined with the very little amount of funding Tuttle receives from the State's fuel and motor vehicle taxes, a significant portion of the total funding available for streets is used for right-of-way mowing, street repairs, street lights, snow removal, and other street maintenance and operation expenses. Street lights alone account for 6% of the annual operating costs.

In FY 2015, \$100,000 will be allocated for overlaying streets. Assuming help from Grady County, staff estimates about one mile of road can be overlaid for this amount. The City Council will select the streets to be overlaid.

Street repair and maintenance will also be increased by \$35,000 to \$100,000 to focus on filling potholes, crack sealing, and replacing small sections of roadways that have failed.

### **CEMETERY OPERATIONS FUND**

The City Council raised fees for the Cemetery in 2014 to address the increasing costs to operate and maintain the cemeteries. While the increased fees solved the current operational deficits, it was not projected to generate additional revenues for projects or increased expenditures for cemetery care.

One grooming lawn mower that will be dedicated to cemetery maintenance is budgeted for FY 2015.

### **CAPITAL IMPROVEMENT FUND**

The Capital Improvement Fund is primarily funded with the Capital Improvement Fee adopted by the City Council in 2010. This \$6.50 fee is assessed to every TPWA utility account in Tuttle. The fee can only be used for capital projects. The fee is forecast to generate \$203,600 in FY 2015. Of this, \$140,000 is appropriated to be transferred to the TPWA to help cover the debt service on the 2011 Sewer Improvement Note.

Many smaller dedicated fees are also accounted for in the Capital Improvement Fund. This includes the impact fees for the sanitary sewer, water, and natural gas utilities, and a impound fee for law enforcement. This will be the third year these fees will be in the Capital Improvement Fund. Reserve line items have been set up to keep the money in reserve, combined with the revenues the fees generated in previous years that

were not spent.

Many major projects are scheduled in FY 2015. Most of these projects are possible because of grants the City has been aggressively pursuing over the past several years. Notable projects identified for funding in the Capital Improvement Fund are as follows:

- Purchase of 2 law enforcement vehicles;
- Construction of new recreation trails at new 40-acre park (grant);
- Replacement of the library building roof;
- Construction of City Hall 2nd Floor Offices;
- Construction of soccer fields at new 40-acre park (grant);
- Purchase of a gas pipe trailer (impact fees);
- Purchase of a new ambulance (522 Board); and
- Purchase of new digital message signs.

A grant will likely be used, combined with using some of the water impact fees, to install a new water well.

The match portion of these projects combined are requiring transfers of carryover funds from the TPWA. The law enforcement vehicles are funded using carryover fund transfers from the General Fund. A portion of the fire trucks lease purchase is funded with a transfer using sales tax revenue from the General Fund.

#### **TUTTLE PUBLIC WORKS AUTHORITY (TPWA) FUND**

The TPWA funds the utility operations for Tuttle. Massive investments in our utility systems began in 2007, and continue today. The TPWA fund is also used to help pay for the funding gaps in the General Fund and some capital improvements.

**General Operations & Government.** The carryover funds were significantly high from FY 2013 to FY 2014. Much of these carryover funds, comprised of unspent cash, funds intentionally saved, and proceeds from loans, were used during FY 2014 to help pay for the Cimarron Rd reconstruction (specifically the water line and gas line relocations). The 2011 sewer note proceeds were used to complete Lift Station #2 and the forced main project and the City's share of the SW 4<sup>th</sup> St sewer rehabilitation project. For FY 2015, the carryover balances will be significantly less since these projects are constructed.

At the end of 2014, the TPWA paid off the 5-year note on the Jefferies land purchase. However, the funds used to pay the debt service on the note will now be applied to the 2010 City Hall Note. The 2010 City Hall Note's principle payments increase almost \$90,000 in FY 2015, by design, to account for paying off the Jefferies note and the 1998 Water Sewer Gas Note.

A transfer of \$82,000 to the Capital Improvement Fund is appropriated to help fund the match portions of the new park grants.

\$5,000 is set aside for possible construction of a new city website.

**Natural Gas.** The largest expense in the Natural Gas Department is the fuel we purchase from Constellation Energy for our system. After many years of warmer than average winters, 2014 was closer to normal. We are expecting pricing to generally stay stable in 2015.

No major projects are scheduled for the Gas Department during FY 2015, although additional allocations may need to be made to expand natural gas lines into new neighborhoods that may be constructed during the year, and into neighborhoods that are requesting natural gas service. Potential increases in propane gas prices may help increase interest and demand from potential natural gas customers. Funding sources will have to be examined prior to moving ahead with any unbudgeted projects.

New line locator equipment is scheduled to be purchased in FY 2015.

**Water.** FY 2014 was the first full year Rural Water #6 did not purchase water from the TPWA. Combined with a second consecutive year with cool and wet summers, revenues are estimated to be \$140,000 less than actually received in FY 2012. The good news is the TPWA did not have to purchase water from our neighboring communities in FY 2014 to meet demand. However, the loss of revenues is hurting the bottom

line for the TPWA. With the rapid new homes construction in Tuttle's water system is continuing its growth also. To reflect the trends and impacts affecting the water system demand, the water sales forecast and assumptions for FY 2015 have been decreased an additional \$63,000.

A maintenance contract will begin in FY 2014 for the Cimarron Rd Water Tower constructed in 2009 at an additional cost of \$45,000 a year.

No major projects are planned for the water system. Planning may begin on examining the feasibility of extending water service to some neighborhoods not currently served today.

A new pickup truck is also appropriated for purchase in FY 2015.

**Sanitary Sewer.** FY 2012 was the first year that the TPWA assessed sanitary sewer bills based on the users' average winter consumption. Revenues grew slightly in FY 2012 and 2013. In FY 2014, building permits began to be issued to construct homes in the new Deer Ridge Run Subdivision, which offers sanitary sewer to every lot. The first home occupant established service in November 2014, and many more new connections are expected to be established in FY 2015.

About \$400,000 remains unspent from the 2011 Sewer Improvements Note. A project has not been identified for inclusion in the proposed FY 2015 budget at this time. When a project has been identified and authorized by the TPWA, a budget supplement will need to be approved by the TPWA Board of Trustees.

**Sanitation.** Revenues and expenditures are expected to remain steady in FY 2015, with some slight growth due to residential growth. \$15,000 is budgeted for the construction of a recycling center at a to-be-determined location.

**TPWA Administration.** \$4,500 has been appropriated for the purchase of work order management software.

**Billing Department.** No notable changes are proposed.

I would like to thank our wonderful staff. They are able to perform incredible work with the minimum resources we have available. We are very blessed to have them. I would especially like to express my thanks and gratitude for Julius Conley. He was instrumental in helping examine every detail of the budget.

Sincerely,



Tim Young  
City Manager

## II. BUDGET INSIGHT



**CITY OF TUTTLE  
RESOLUTION NO. 2014-28**

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF TUTTLE, GRADY COUNTY, STATE OF OKLAHOMA, ADOPTING THE FISCAL YEAR 2015 BUDGET FOR THE CITY OF TUTTLE, OKLAHOMA IN ACCORDANCE WITH THE PROVISIONS OF THE MUNICIPAL BUDGET ACT**

**WHEREAS**, the provisions of the Municipal Budget Act (Section 17-201 through 17-216 of Title 11) have been adopted by the City Council of the City of Tuttle, Oklahoma; and

**WHEREAS**, Section 17-209A requires the annual budget to be adopted by the City Council of the City of Tuttle, Oklahoma by resolution no later than seven (7) days prior to the beginning of the fiscal year.

**NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF TUTTLE, GRADY COUNTY, STATE OF OKLAHOMA:**

**SECTION 1.** The accompanying annual budget document sets forth the estimated revenue and appropriations for the General Fund, the Street & Alley Fund, the Cemetery Fund, the Capital Improvement Fund, the Springwood Acres Fund, and the Tuttle Public Works Authority as approved by the City Council.

**SECTION 2.** The accompanying budget document complies with the requirements of the Act by including:

1. The Budget Message.
2. The Budget Summary -- All Funds.
3. The Fund Budget Summaries.
4. The Departmental Appropriations by Account Category.

**SECTION 3.** In accordance with Section 17-215 D, the City Council of the City of Tuttle, Oklahoma has determined that expenditures and encumbrances may not be authorized that exceed the legal level of control by Department of any fund.

**SECTION 4.** All budget amendments, including supplemental, decrease or transfer appropriations, to the legal level of control as defined above will require City Council approval.

**SECTION 5.** The proposed budget summary and announcement of a public hearing regarding the proposed budget was published in the Tuttle Times on Wednesday, November 26th, 2014.

**SECTION 6.** A public hearing was conducted on December 8th, 2014.

**ADOPTED AND APPROVED** this 8<sup>th</sup> day of December, 2014.

\_\_\_\_\_  
Tommy Joe Chester, MAYOR

ATTEST:

\_\_\_\_\_  
Wendy Marble, CITY CLERK  
(SEAL)

**TUTTLE PUBLIC WORKS AUTHORITY  
RESOLUTION NO. 2014-01**

**A RESOLUTION OF THE CHAIRPERSON AND TRUSTEES OF THE TUTTLE PUBLIC WORKS AUTHORITY, CITY OF TUTTLE, GRADY COUNTY, STATE OF OKLAHOMA, ADOPTING THE FISCAL YEAR 2015 BUDGET FOR THE TUTTLE PUBLIC WORKS AUTHORITY**

**BE IT RESOLVED BY THE CHAIRPERSON AND TRUSTEES OF THE TUTTLE PUBLIC WORKS AUTHORITY, CITY OF TUTTLE, GRADY COUNTY, STATE OF OKLAHOMA:**

**SECTION 1.** The accompanying annual budget document sets forth the estimated revenue and appropriations for the Tuttle Public Works Authority for Fiscal Year 2015.

**ADOPTED AND APPROVED** this 8<sup>th</sup> day of December, 2014.

\_\_\_\_\_  
Tommy Joe Chester, CHAIRPERSON

ATTEST:

\_\_\_\_\_  
Wendy Marble, TPWA SECRETERY  
(SEAL)

## PUBLIC NOTICE

The City of Tuttle operates under the Municipal Budget Act, Title 11, Sections 17-201 through 17-216 of the Oklahoma Statutes, as revised.

The City of Tuttle Council Members will hold a public hearing on **Monday, December 8, 2014, at 6:00 p.m.** at the Tuttle City Hall, 221 W Main, Tuttle, Oklahoma. The purpose of this public hearing is to receive comments on the proposed Budgets for Fiscal Year 2015.

The City Council encourages your comments. Any person wishing to comment on the proposed budget may do so in writing or in person at the public hearing. The proposed budget summary is as follows:

### BUDGET SUMMARY FISCAL YEAR 2015

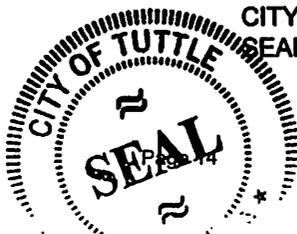
Estimated Revenue	General Fund	TPWA	Springwood Acres	Capital Improvements	Cemetery	Streets	Total
Taxes	\$ 1,759,250.00	\$ -	\$ -	\$ 40,000.00	\$ -	\$ 501,400.00	\$ 2,300,650.00
522 Funds	\$ 207,500.00	\$ -	\$ -	\$ 140,000.00	\$ -	\$ -	\$ 347,500.00
EMS Collections	\$ 388,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 388,000.00
Fines & Forfeitures	\$ 215,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 215,000.00
Gas Utilities & Fees	\$ -	\$ 1,108,500.00	\$ -	\$ -	\$ -	\$ -	\$ 1,108,500.00
Water Utilities & Fees	\$ -	\$ 833,000.00	\$ 22,000.00	\$ -	\$ -	\$ -	\$ 855,000.00
Sewer	\$ -	\$ 194,500.00	\$ -	\$ -	\$ -	\$ -	\$ 194,500.00
Sanitation	\$ -	\$ 742,000.00	\$ -	\$ -	\$ -	\$ -	\$ 742,000.00
Grants	\$ 10,000.00	\$ -	\$ -	\$ 311,000.00	\$ -	\$ -	\$ 321,000.00
Cemetery Fees	\$ -	\$ -	\$ -	\$ -	\$ 55,100.00	\$ -	\$ 55,100.00
Financing Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Revenues	\$ 189,600.00	\$ 51,000.00	\$ 200.00	\$ 271,300.00	\$ 11,200.00	\$ 21,100.00	\$ 544,400.00
E 911 Allocations	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00
Transfer In	\$ 319,000.00	\$ 140,000.00	\$ -	\$ 184,000.00	\$ -	\$ -	\$ 643,000.00
Fund Balance	\$ 285,282.00	\$ 327,800.00	\$ 20,000.00	\$ 500,180.00	\$ 201,000.00	\$ 113,500.00	\$ 1,447,562.00
<b>Total Revenue</b>	<b>\$ 3,375,832.00</b>	<b>\$ 3,388,600.00</b>	<b>\$ 42,200.00</b>	<b>\$ 1,448,480.00</b>	<b>\$ 287,300.00</b>	<b>\$ 638,000.00</b>	<b>\$ 8,164,212.00</b>

Appropriations	General Fund	TPWA	Springwood Acres	Capital Improvements	Cemetery	Streets	Total
General Government	\$ 505,500.00	\$ 510,700.00	\$ -	\$ 339,000.00	\$ -	\$ -	\$ 1,355,200.00
E.M.S.	\$ 340,000.00	\$ -	\$ -	\$ 140,000.00	\$ -	\$ -	\$ 480,000.00
Police	\$ 855,000.00	\$ -	\$ -	\$ 83,700.00	\$ -	\$ -	\$ 938,700.00
Fire	\$ 723,000.00	\$ -	\$ -	\$ 83,000.00	\$ -	\$ -	\$ 806,000.00
Park	\$ 87,000.00	\$ -	\$ -	\$ 434,000.00	\$ -	\$ -	\$ 521,000.00
Municipal Court	\$ 43,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 43,000.00
Animal Welfare	\$ 65,000.00	\$ -	\$ -	\$ 6,500.00	\$ -	\$ -	\$ 71,500.00
Emergency Management	\$ 97,782.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 97,782.00
Clerk	\$ 119,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 119,500.00
Community Development	\$ 83,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83,500.00
Library	\$ -	\$ -	\$ -	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
Street & Alley	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 638,000.00	\$ 638,000.00
Cemetery	\$ -	\$ -	\$ -	\$ -	\$ 285,000.00	\$ -	\$ 285,000.00
Gas	\$ -	\$ 849,600.00	\$ -	\$ 49,800.00	\$ -	\$ -	\$ 899,400.00
Water	\$ -	\$ 730,300.00	\$ 42,200.00	\$ 70,200.00	\$ -	\$ -	\$ 842,700.00
Sewer	\$ -	\$ 215,000.00	\$ -	\$ 176,100.00	\$ -	\$ -	\$ 391,100.00
Sanitation	\$ -	\$ 411,000.00	\$ -	\$ -	\$ -	\$ -	\$ 411,000.00
Administration	\$ 241,000.00	\$ 108,500.00	\$ -	\$ -	\$ -	\$ -	\$ 349,500.00
E 911 Communications	\$ 215,000.00	\$ -	\$ -	\$ 44,000.00	\$ -	\$ -	\$ 259,000.00
Billing	\$ -	\$ 172,500.00	\$ -	\$ -	\$ -	\$ -	\$ 172,500.00
Transfer Out	\$ -	\$ 401,000.00	\$ -	\$ -	\$ -	\$ -	\$ 401,000.00
<b>Total Appropriations</b>	<b>\$ 3,375,282.00</b>	<b>\$ 3,388,600.00</b>	<b>\$ 42,200.00</b>	<b>\$ 1,448,100.00</b>	<b>\$ 285,000.00</b>	<b>\$ 638,000.00</b>	<b>\$ 8,161,182.00</b>

POSTED \_\_\_\_\_  
 TIME \_\_\_\_\_  
 SIGNED \_\_\_\_\_

CITY CLERK \_\_\_\_\_

*Verdy Marble*

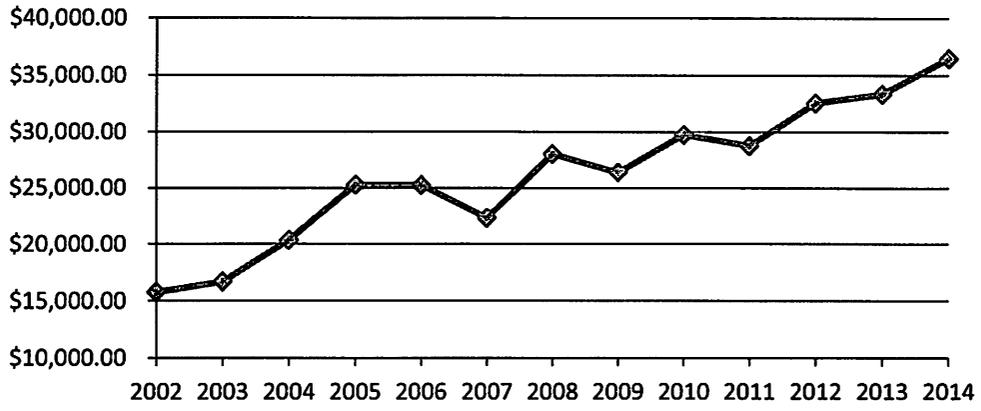


## City of Tuttle, Oklahoma 1% Sales Tax History Report

	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	% Change
January	\$ 19,005.69	\$ 12,379.48	\$ 25,374.82	\$ 21,388.17	\$ 25,260.11	\$ 20,307.60	\$ 27,223.70	\$ 25,164.08	\$ 26,951.20	\$ 27,209.60	\$ 37,119.03	\$ 33,819.72	\$ 30,068.30	-11.09%
February	\$ 15,033.34	\$ 12,380.03	\$ 17,842.02	\$ 22,621.57	\$ 21,907.52	\$ 23,759.43	\$ 24,752.24	\$ 28,457.82	\$ 27,174.53	\$ 22,792.56	\$ 26,306.44	\$ 30,599.06	\$ 33,807.41	10.49%
March	\$ 7,561.52	\$ 12,500.00	\$ 17,493.25	\$ 22,705.09	\$ 26,669.51	\$ 21,401.77	\$ 28,353.54	\$ 26,398.94	\$ 22,886.97	\$ 28,544.23	\$ 28,536.43	\$ 28,053.82	\$ 35,910.08	28.00%
April	\$ 17,247.19	\$ 12,500.00	\$ 17,680.59	\$ 21,592.20	\$ 22,036.54	\$ 22,819.15	\$ 25,165.42	\$ 24,510.39	\$ 25,610.49	\$ 31,942.95	\$ 30,466.93	\$ 30,662.73	\$ 32,994.53	7.60%
May	\$ 16,598.29	\$ 15,154.66	\$ 21,014.98	\$ 26,245.29	\$ 29,271.64	\$ 22,340.79	\$ 29,025.30	\$ 28,898.79	\$ 30,076.76	\$ 30,681.43	\$ 29,775.50	\$ 28,713.98	\$ 36,121.19	25.80%
June	\$ 16,988.26	\$ 20,673.98	\$ 15,760.24	\$ 26,457.21	\$ 30,247.75	\$ 22,779.45	\$ 28,121.48	\$ 29,029.34	\$ 29,544.20	\$ 29,667.35	\$ 30,813.53	\$ 35,943.45	\$ 36,908.68	2.69%
July	\$ 12,379.22	\$ 19,047.92	\$ 18,963.34	\$ 25,660.19	\$ 26,563.96	\$ 22,304.26	\$ 26,530.56	\$ 24,038.08	\$ 35,502.11	\$ 26,214.01	\$ 30,845.21	\$ 38,815.44	\$ 36,540.21	-5.86%
August	\$ 17,862.72	\$ 18,232.56	\$ 20,115.18	\$ 28,695.71	\$ 26,504.85	\$ 21,687.86	\$ 29,743.43	\$ 23,512.44	\$ 38,521.47	\$ 28,624.43	\$ 29,963.42	\$ 34,346.47	\$ 44,799.25	30.43%
September	\$ 12,776.62	\$ 20,882.77	\$ 24,349.04	\$ 26,480.36	\$ 23,227.33	\$ 22,536.33	\$ 30,585.59	\$ 27,249.03	\$ 36,825.74	\$ 27,471.42	\$ 38,017.21	\$ 34,660.82	\$ 34,353.93	-0.89%
October	\$ 19,859.09	\$ 19,402.67	\$ 22,490.28	\$ 31,531.74	\$ 24,815.86	\$ 22,137.20	\$ 25,085.39	\$ 26,612.12	\$ 31,316.62	\$ 33,983.77	\$ 37,759.89	\$ 37,467.26	\$ 38,914.00	3.86%
November	\$ 17,059.00	\$ 19,146.06	\$ 21,163.72	\$ 27,555.27	\$ 23,922.02	\$ 21,109.52	\$ 34,838.00	\$ 28,697.31	\$ 26,441.05	\$ 32,753.81	\$ 31,182.59	\$ 33,073.25	\$ 41,020.07	24.03%
December	\$ 16,942.17	\$ 18,092.19	\$ 21,882.83	\$ 22,462.29	\$ 22,809.32	\$ 24,642.64	\$ 27,197.71	\$ 24,156.66	\$ 26,200.75	\$ 25,632.08	\$ 39,860.23	\$ 34,327.25		-100.00%
<b>Total</b>	<b>\$ 189,313.11</b>	<b>\$ 200,392.31</b>	<b>\$ 244,130.29</b>	<b>\$ 303,395.08</b>	<b>\$ 303,236.40</b>	<b>\$ 267,825.99</b>	<b>\$ 336,622.36</b>	<b>\$ 316,724.99</b>	<b>\$ 357,051.87</b>	<b>\$ 345,517.62</b>	<b>\$ 390,646.39</b>	<b>\$ 400,483.24</b>	<b>\$ 401,437.64</b>	
FY Monthly Average	\$ 15,776.09	\$ 16,699.36	\$ 20,344.19	\$ 25,282.92	\$ 25,269.70	\$ 22,318.83	\$ 28,051.86	\$ 26,393.75	\$ 29,754.32	\$ 28,793.14	\$ 32,553.87	\$ 33,373.60	\$ 36,494.33	9.35%
FY % Change from Prior FY	-8.07%	5.85%	21.83%	24.28%	-0.05%	-11.68%	25.69%	-5.91%	12.73%	-3.23%	13.06%	2.52%	9.35%	

----- Represents new record monthly sales tax revenue amount

### 1% Sales Tax History Tuttle, Oklahoma



## TPWA RESOLUTION 2012-02

### **A RESOLUTION ESTABLISHING FEES AND CHARGES FOR THE WATER, SEWER, GAS, AND SANITATION UTILITIES AND OTHER SERVICES AS PROVIDED FOR THE TUTTLE PUBLIC WORKS AUTHORITY**

**WHEREAS**, the Tuttle Public Works Authority (hereinafter "Authority") is required to ascertain and recover certain Authority costs from fees and charges levied therefore in providing utility services, products and regulations; and

**WHEREAS**, The Board of Trustees of the Authority shall periodically cause a review of Authority fees and charges to recover the percentage of Authority costs in providing City services, products and regulations and recommend adjustments; and

**WHEREAS**, the Board of Trustees of the Authority last adjusted utility rates October 10<sup>th</sup>, 2011; and

**WHEREAS**, the Board of Trustees of the Authority has caused a review of all Authority fees and charges and determined the cost for such fees; and

**WHEREAS**, the Board of Trustees is leaving all rates unchanged except for the mark-up charged for natural gas.

NOW THEREFORE BE IT RESOLVED BY THE CHAIRPERSON AND TRUSTEES OF THE TUTTLE PUBLIC WORKS AUTHORITY, CITY OF TUTTLE, OKLAHOMA, that;

**SECTION 1.** That the following fees, rates and charges in Attachment "A" are hereby approved to become effective for the utility bills processed for January 1, 2013; and the General Manager and City Clerk are hereby authorized to execute same for, and on behalf of, the Authority, and to do all other lawful things necessary to carry out the terms and conditions of this Resolution.

**SECTION 2.** That all base, minimum, and other mandatory per customer charges for multi-tenant accounts with shared services are assessed on a per unit basis, regardless of occupancy. For minimum charges on shared accounts, the minimum consumption shall be multiplied by the number of units covered (i.e. a shared water account with 10 residential units will be billed for a minimum of 20,000 gallons of water with \$121.20 as the base fee, and the additional per 1,000 gallons will be billed for actual usage above 20,000 gallons).

**SECTION 3.** The sewer user charge for each single-family residential or housekeeping unit of a residential domestic user may be calculated, based upon a "winter period consumption base."

(1) *Established accounts.* For established accounts, said winter period consumption base shall be the average amount of water consumed by a residential or housekeeping unit during three billing months ending between December 1 of any one year and March 1 of the subsequent year. The winter period consumption base shall be recalculated annually and shall become effective after the last billing period of the base setting months.

(2) *New accounts.* If a residential domestic sewer user does not have a winter period consumption base at their current residential or housekeeping unit, for whatever reason, and had not relocated within the service area as provided in Subsection (3), a winter period consumption base of 7,000 gallons shall be assigned for his new residential or housekeeping unit until a winter period consumption base, as provided in Subsection (1) above, shall be established for said user at said residential or housekeeping unit.

(3) *Customers relocating within the service area.* A residential domestic sewer user relocating within the service area to a similar residential or housekeeping unit during or after their winter period consumption base has been established shall be charged on the basis of either the winter period consumption base established at his previous premises or facility, or a winter period consumption base of 7,000 gallons, or a winter period consumption base in accordance with similar uses at similar premises, until such time as the

new winter period consumption base is established for said residential or housekeeping unit as stated in Subsection (1). The City Clerk, or their designated representative, shall decide which base would provide a reasonable sewer user charge for the new unit.

(4) *Multi-family units.* Winter averaging shall not be available to multi-family housing units with shared utility accounts.

PASSED ADOPTED AND APPROVED THIS 12<sup>th</sup> DAY OF NOVEMBER, 2012.

Tuttle Public Works Authority

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Bobby Williams, Chairperson

ATTEST:

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Lacy Kelly, City Clerk

(SEAL)

**TUTTLE PUBLIC WORKS AUTHORITY FEE SCHEDULE**

As of November 12, 2012

**Water Rates (per unit)**

First 2,000 gallons .....	\$12.12 (minimum)
Next 5,000 gallons .....	\$6.11/1,000 gallons
All above 7,000 gallons .....	\$6.16/1,000 gallons
Customers outside of city limits .....	120% of in-city rates

**Water Tap/Connection Fees**

¾" meter only .....	\$300.00
¾" tap/meter .....	\$650.00
1" meter only .....	\$400.00
1" tap/meter .....	\$800.00
1 ½" meter only .....	\$850.00
1 ½" tap/meter .....	\$1,250.00
2" meter only .....	\$1,200.00
2" tap/meter .....	\$1,800.00
All other sizes .....	Actual cost + \$200

**Other Water Fees**

New service initiation fee .....	\$100.00
New service impact fee .....	\$300.00
Temporary service fee .....	\$20.00
Water truck and tank filling fee (during business hours) .....	\$20.00/hour + \$20.00/1,000 gallons (\$50.00 minimum)
Water truck and tank filling fee (during non-business hours) .....	\$20.00/hour + \$20.00/1,000 gallons (\$100.00 minimum)
Hydrant meter rental .....	\$20.00/day + cost of water
Pool filling fee (during business hours for water customers) .....	\$20.00/hour + \$7.00/1,000 gallons (no minimum)
Pool filling fee (during business hours) .....	\$20.00/hour + \$10.00/1,000 gallons (\$50.00 minimum)
Pool filling fee (during non-business hours) .....	\$40.00/hour + \$10.00/1,000 gallons (\$100.00 minimum)

**Sewer Rates – Residential (per unit)**

First 2,000 gallons of water consumed .....	\$13.00
Next 3,000 gallons (2,000 to 4,999 gallons of water consumed) .....	\$2.50/1,000 gallons
Next 1,000 gallons (5,000 to 6,999 gallons of water consumed) .....	\$2.75/1,000 gallons
Each additional 1,000 gallons consumed above 7,000 gallons .....	\$3.00/1,000 gallons
Customers outside of city limits .....	120% of in-city rates

**Sewer Rates – Commercial (per unit)**

First 2,000 gallons of water consumed .....	\$20.50
Next 3,000 gallons (2,000 to 4,999 gallons of water consumed) .....	\$2.00/1,000 gallons
Each additional 1,000 gallons consumed above 5,000 gallons .....	\$2.50/1,000 gallons
Customers outside of city limits .....	120% of in-city rates

**Sewer Rates – Non-Profit (per unit)**

First 2,000 gallons of water consumed .....	\$20.50
Next 3,000 gallons (2,000 to 4,999 gallons of water consumed) .....	\$2.00/1,000 gallons
Each additional 1,000 gallons consumed above 5,000 gallons .....	\$2.50/1,000 gallons

**Other Sewer Fees**

Residential taps.....	\$750.00
Commercial taps .....	\$750.00
New service initiation fee .....	\$100.00
New service impact fee.....	\$700.00 + \$0.03/sq. ft. of property served

**Natural Gas Rates** (per unit)

Base rate residential .....	\$9.95/month + fuel/service fees
Base rate commercial .....	\$9.95/month + fuel/service fees
Fuel/service fees .....	wholesale cost of fuel, transportation/delivery, line loss, + \$3.00/mcf used
Customers outside of city limits .....	120% of in-city rates

**Natural Gas Tap/Connection Fees**

250 CFH meter only .....	\$550.00
250 CFH tap/meter.....	\$1,000.00
425 CFH meter only .....	\$725.00
425 CFH tap/meter.....	\$1,200
All other sizes .....	Actual cost + \$200 processing fee

**Other Natural Gas Fees**

New service initiation fee .....	\$100.00
New service impact fee.....	\$300.00

**Sanitation Rates Residential** (per unit)

Single polycart.....	\$20.00
Additional polycart.....	\$6.50 each
Single polycart – disability assistance.....	\$15.00
Single polycart – senior citizen.....	\$15.00

**Sanitation Rates Commercial** (per unit)

Single polycart.....	\$20.00
Additional polycart.....	\$8.50 each
Commercial bin locks .....	\$3.00 each

**Dumpster Rates** (per unit)

	2 yard	3 yard	4 yard	6 yard	8 yard
1x per week	\$56.00	\$67.00	\$81.00	\$106.00	\$134.00
2x per week	\$95.00	\$111.00	\$127.00	\$159.00	\$185.00

**Miscellaneous Fees**

Capitol Improvement (CIP) Fee (per unit) .....	\$6.50
Late fee .....	5.0%
Service interruption fee (for non-emergency repairs) .....	\$25.00
Service interruption fee (for after-hours, non-emergency repairs).....	\$100.00
Transfer of service fee .....	\$20.00/utility
Cutoff fee.....	\$25.00
Restoration of service fee (after cutoff of utility) per §16-160 .....	\$25.00
Reconnection fee .....	\$50.00

# FY 2015 ORGANIZATION CHART FOR THE CITY OF TUTTLE

**Boards & Commissions**

- Planning Commission
- Board of Adjustment
- Parks, Recreation, & Beautification Advisory Board
- Cemetery Advisory Board

Voters

Public Works  
Authority

Mayor &  
City Council

City Manager/  
Administration

City Attorney

Treasurer

Municipal Judge

Community Services	
<p style="text-align: center;"><b>Community Development</b></p> <ul style="list-style-type: none"> <li>• Building Inspections</li> <li>• Code Enforcement</li> <li>• Planning &amp; Zoning</li> <li>• GIS/Mapping</li> <li>• Engineering</li> <li>• Permitting &amp; Licensing</li> </ul>	<p style="text-align: center;"><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Council Support</li> <li>• Project Management</li> <li>• Budget</li> <li>• Economic Development</li> <li>• Accounting/Finance</li> <li>• Audit</li> </ul>
<p style="text-align: center;"><b>Parks &amp; Recreation</b></p> <ul style="list-style-type: none"> <li>• Parks &amp; Facilities Maintenance</li> <li>• Parks &amp; Recreation Programming</li> </ul>	<p style="text-align: center;"><b>Library</b></p>
<p style="text-align: center;"><b>Emergency Management/IT</b></p> <ul style="list-style-type: none"> <li>• Emergency Mgmt</li> <li>• Shelter Operations</li> <li>• Storm Spotting</li> <li>• Grants</li> <li>• Technology</li> <li>• Floodplain Mgmt</li> <li>• Safety</li> </ul>	<p style="text-align: center;"><b>Cemetery</b></p> <ul style="list-style-type: none"> <li>• Cemetery Maintenance</li> </ul> <p>• Library is operated by the Friends of the Tuttle Public Library                      • City Manager will supervise Community Services                      • Admin will assist with Planning &amp; Zoning                      • TPWA Admin will assist with Parks Maintenance                      • Fire will assist with safety and storm spotting                      • Law Enforcement &amp; Animal Control will assist with code enforcement                      • TPWA Admin will assist with cemetery maintenance</p>

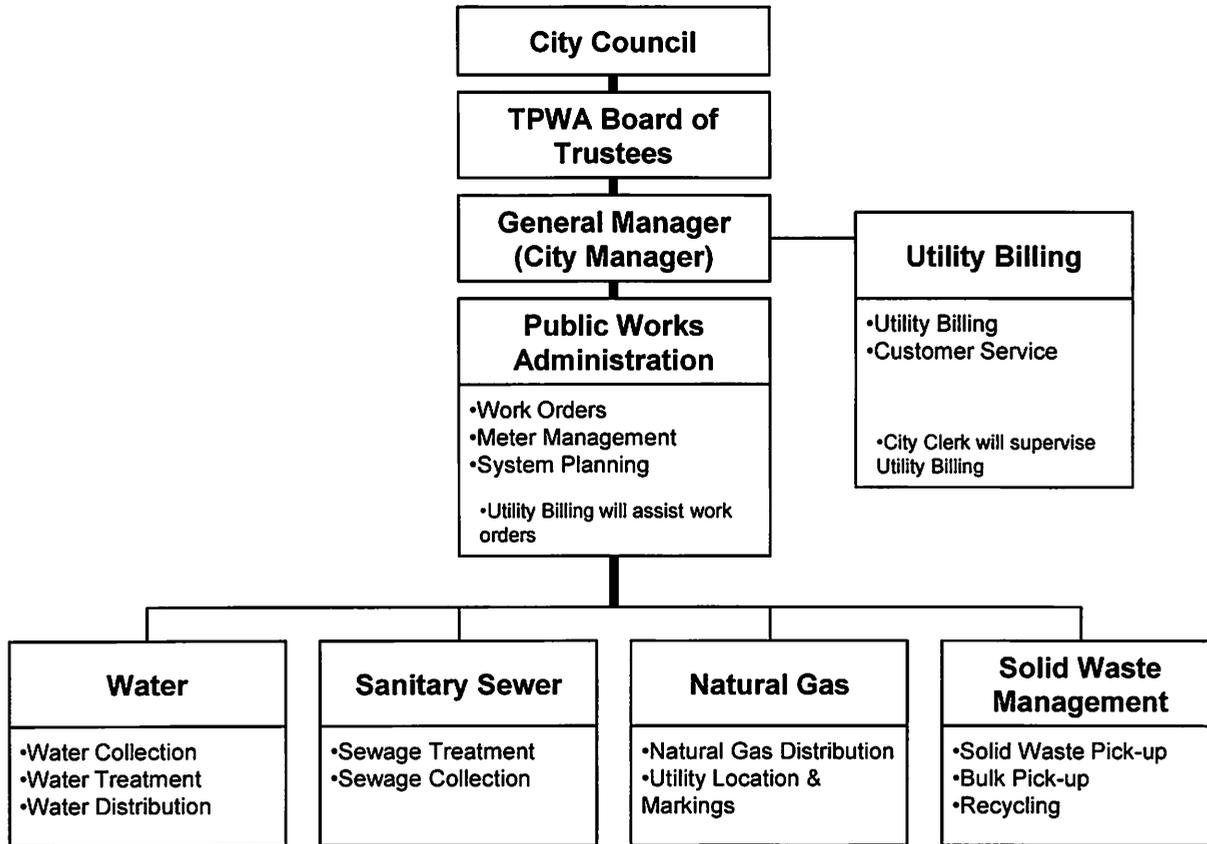
City Clerk
<p><b>City Clerk</b></p> <ul style="list-style-type: none"> <li>• City Clerk</li> <li>• Records</li> <li>• Payroll</li> <li>• Human Resources</li> <li>• Accounts Payable</li> <li>• Accounts Receivable</li> <li>• Cemetery Billing &amp; Records</li> <li>• EMS &amp; Fire Billing</li> </ul>
<p><b>Municipal Court</b></p> <ul style="list-style-type: none"> <li>• Court Operations</li> <li>• Juvenile Court Operations</li> <li>• Citation Management</li> <li>• Court Records</li> </ul> <p>• Billing will assist with City Clerk, Municipal Court and EMS/Fire billing functions                      • Admin will assist with human resources</p>

Maintenance & Field Services
<p><b>Streets &amp; Alleys</b></p> <ul style="list-style-type: none"> <li>• Street &amp; Alley Maintenance</li> <li>• ROW Mowing &amp; Maintenance</li> <li>• Stormwater Drainage</li> </ul>
<p><b>Grady Tuttle Water System</b></p> <ul style="list-style-type: none"> <li>• TPWA water will assist with Grady Tuttle Water</li> <li>• Public Works will supervise Maintenance &amp; Field Services</li> </ul>

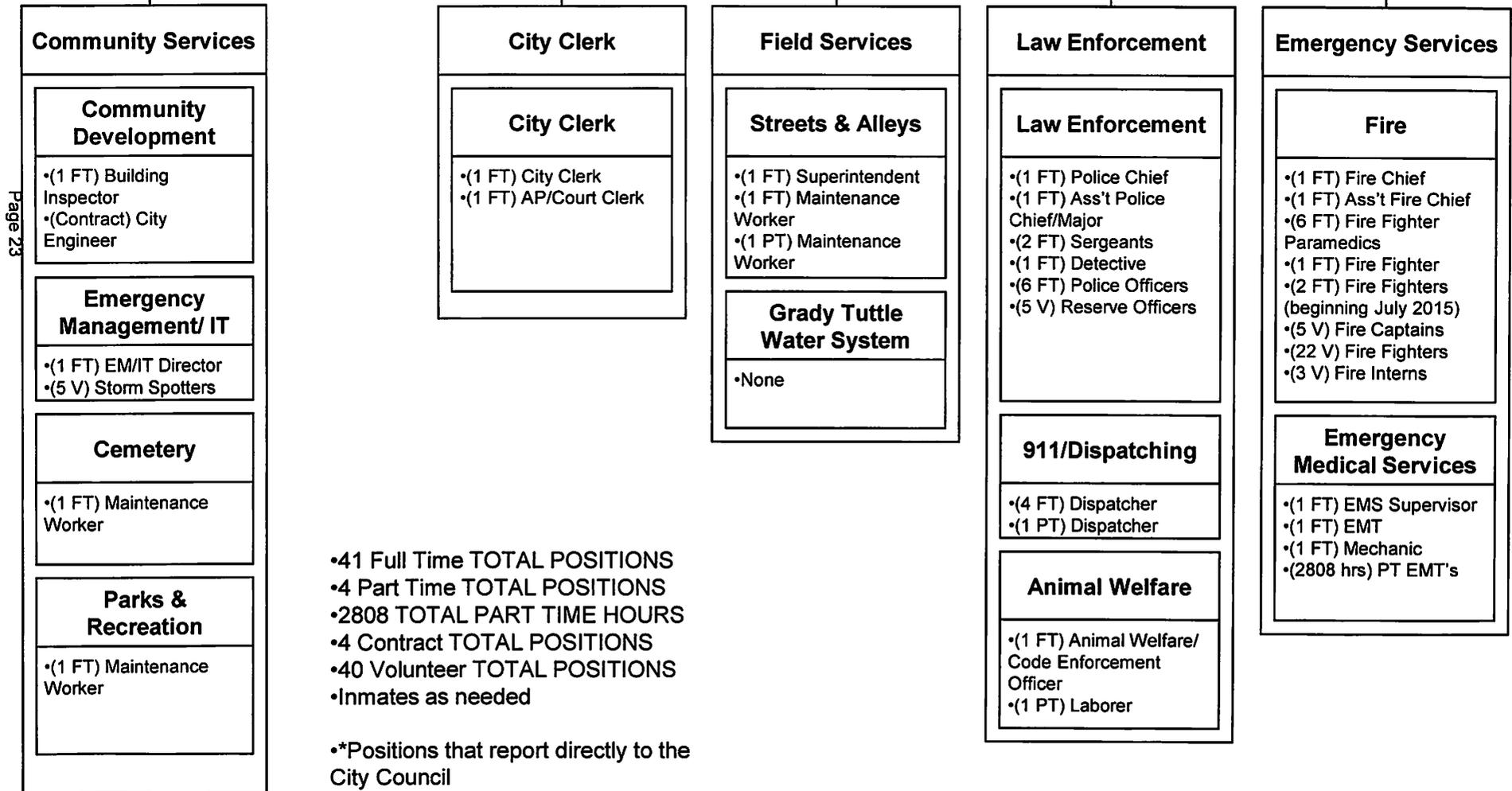
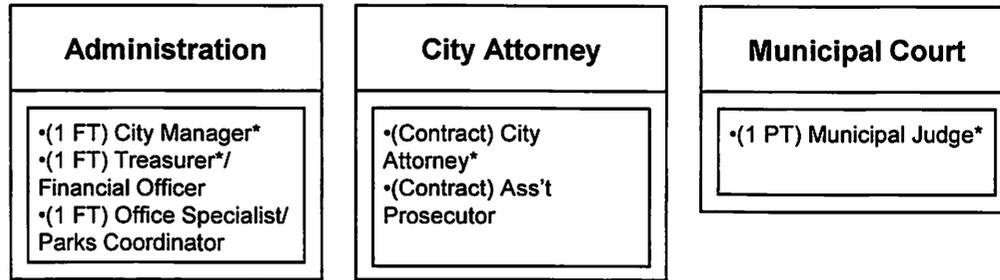
Law Enforcement
<p><b>Law Enforcement</b></p> <ul style="list-style-type: none"> <li>• Police Patrol</li> <li>• Criminal Investigations</li> <li>• School Resources</li> </ul>
<p><b>911 Communications</b></p> <ul style="list-style-type: none"> <li>• 911</li> <li>• Dispatching</li> </ul>
<p><b>Animal Welfare</b></p> <ul style="list-style-type: none"> <li>• Animal Shelter</li> <li>• Animal Control</li> </ul>

Emergency Services
<p><b>Fire</b></p> <ul style="list-style-type: none"> <li>• Fire &amp; Rescue</li> </ul>
<p><b>EMS</b></p> <ul style="list-style-type: none"> <li>• EMS</li> <li>• Fleet Maintenance</li> </ul> <p>• Fleet Maintenance will be limited due to the refocusing of staffing priorities</p>

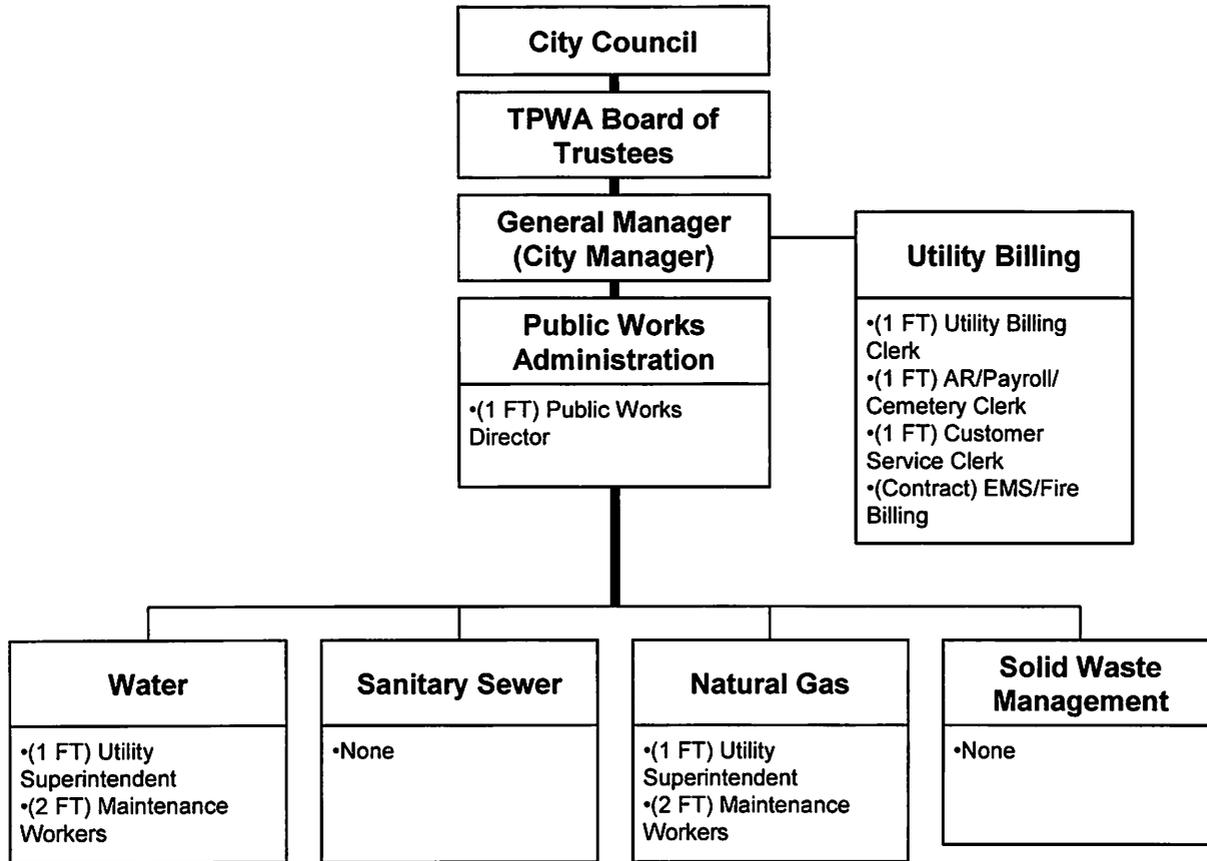
# FY 2015 ORGANIZATION CHART FOR THE TUTTLE PUBLIC WORKS AUTHORITY



# FY 2015 STAFFING CHART FOR THE CITY OF TUTTLE



# FY 2015 STAFFING CHART FOR THE TUTTLE PUBLIC WORKS AUTHORITY



- 10 Full Time TOTAL POSITIONS
- 1 Contract TOTAL POSITIONS
- Inmates as needed

# 2015

## City of Tuttle Pay Scale

Grade		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
A	Office Specialist I	\$ 11.38	\$ 11.61	\$ 11.84	\$ 12.08	\$ 12.32	\$ 12.57	\$ 12.82	\$ 13.08	\$ 13.34	\$ 13.61	\$ 13.88	\$ 14.16
	Maintenance Worker I												
	Dispatch I Animal Control Officer	\$ 23,670	\$ 24,149	\$ 24,627	\$ 25,126	\$ 25,626	\$ 26,146	\$ 26,666	\$ 27,206	\$ 27,747	\$ 28,309	\$ 28,870	\$ 29,453
B	Office Specialist II	\$ 13.17	\$ 13.44	\$ 13.70	\$ 13.98	\$ 14.26	\$ 14.54	\$ 14.84	\$ 15.13	\$ 15.44	\$ 15.74	\$ 16.06	\$ 16.38
	Maintenance Worker II												
	Code Enforcement Dispatch II EMT General	\$ 27,394	\$ 27,955	\$ 28,496	\$ 29,078	\$ 29,661	\$ 30,243	\$ 30,867	\$ 31,470	\$ 32,115	\$ 32,739	\$ 33,405	\$ 34,070
C	Office Specialist III	\$ 15.26	\$ 15.56	\$ 15.87	\$ 16.19	\$ 16.51	\$ 16.84	\$ 17.18	\$ 17.52	\$ 17.84	\$ 18.23	\$ 18.59	\$ 18.97
	Maintenance Worker III												
	Dispatch III Mechanic	\$ 31,741	\$ 32,365	\$ 33,010	\$ 33,675	\$ 34,341	\$ 35,027	\$ 35,734	\$ 36,442	\$ 37,107	\$ 37,918	\$ 38,667	\$ 39,458
D	City Inspector	\$ 16.82	\$ 17.15	\$ 17.50	\$ 17.84	\$ 18.21	\$ 18.56	\$ 18.94	\$ 19.32	\$ 19.70	\$ 20.10	\$ 20.50	\$ 20.91
	Finance Specialist	\$ 34,986	\$ 35,672	\$ 36,400	\$ 37,107	\$ 37,877	\$ 38,605	\$ 39,395	\$ 40,186	\$ 40,976	\$ 41,808	\$ 42,640	\$ 43,493
E	EMS Supervisor	\$ 20.44	\$ 20.85	\$ 21.26	\$ 21.69	\$ 22.13	\$ 22.57	\$ 23.02	\$ 23.48	\$ 23.95	\$ 24.43	\$ 24.92	\$ 25.42
		\$ 42,515	\$ 43,368	\$ 44,221	\$ 45,115	\$ 46,030	\$ 46,946	\$ 47,882	\$ 48,838	\$ 49,816	\$ 50,814	\$ 51,834	\$ 52,874
F	Utility Superintendent	\$ 21.46	\$ 21.88	\$ 22.32	\$ 22.77	\$ 23.22	\$ 23.69	\$ 24.17	\$ 24.64	\$ 25.14	\$ 25.64	\$ 26.16	\$ 26.67
		\$ 44,637	\$ 45,510	\$ 46,426	\$ 47,362	\$ 48,298	\$ 49,275	\$ 50,274	\$ 51,251	\$ 52,291	\$ 53,331	\$ 54,413	\$ 55,474
G	City Clerk	\$ 22.53	\$ 22.98	\$ 23.45	\$ 23.91	\$ 24.39	\$ 24.88	\$ 25.38	\$ 25.88	\$ 26.40	\$ 26.93	\$ 27.47	\$ 28.01
		\$ 46,862	\$ 47,798	\$ 48,776	\$ 49,733	\$ 50,731	\$ 51,750	\$ 52,790	\$ 53,830	\$ 54,912	\$ 56,014	\$ 57,138	\$ 58,261
H	Assistant Police Chief	\$ 24.85	\$ 25.34	\$ 25.84	\$ 26.36	\$ 26.89	\$ 27.43	\$ 27.97	\$ 28.53	\$ 29.11	\$ 29.69	\$ 30.29	\$ 30.89
	Assistant Fire Chief Emergency Management/IT Director	\$ 51,688	\$ 52,707	\$ 53,747	\$ 54,829	\$ 55,931	\$ 57,054	\$ 58,178	\$ 59,342	\$ 60,549	\$ 61,755	\$ 63,003	\$ 64,251
I	Public Works Director	\$ 29.75	\$ 30.35	\$ 30.95	\$ 31.57	\$ 32.20	\$ 32.85	\$ 33.50	\$ 34.17	\$ 34.86	\$ 35.55	\$ 36.27	\$ 36.99
	Fire Chief Police Chief	\$ 61,880	\$ 63,128	\$ 64,376	\$ 65,666	\$ 66,976	\$ 68,328	\$ 69,680	\$ 71,074	\$ 72,509	\$ 73,944	\$ 75,442	\$ 76,939

\* Scale will be adjusted yearly for- Cost of Living Adjustment  
 \* Annual salary is based on 2080 hours

# 2015

## City of Tuttle Pay Scale - Fire Fighters

Grade		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
A	Firefighter	\$ 10.55	\$ 10.76	\$ 10.98	\$ 11.20	\$ 11.42	\$ 11.65	\$ 11.88	\$ 12.12	\$ 12.36	\$ 12.61	\$ 12.86	\$ 13.12
		\$ 29,943	\$ 30,541	\$ 31,152	\$ 31,775	\$ 32,411	\$ 33,059	\$ 33,720	\$ 34,395	\$ 35,082	\$ 35,784	\$ 36,500	\$ 37,230
B	Firefighter - Paramedic	\$ 12.34	\$ 12.59	\$ 12.84	\$ 13.09	\$ 13.36	\$ 13.62	\$ 13.90	\$ 14.17	\$ 14.46	\$ 14.75	\$ 15.04	\$ 15.34
		\$ 35,018	\$ 35,718	\$ 36,432	\$ 37,161	\$ 37,904	\$ 38,662	\$ 39,435	\$ 40,224	\$ 41,029	\$ 41,849	\$ 42,686	\$ 43,540
C	Fire Captian	\$ 14.31	\$ 14.59	\$ 14.88	\$ 15.18	\$ 15.49	\$ 15.79	\$ 16.11	\$ 16.43	\$ 16.76	\$ 17.10	\$ 17.44	\$ 17.79
		\$ 40,600.0	\$ 41,412.0	\$ 42,240.2	\$ 43,085.0	\$ 43,946.7	\$ 44,825.7	\$ 45,722.2	\$ 46,636.6	\$ 47,569.4	\$ 48,520.8	\$ 49,491.2	\$ 50,481.0

\*For a fire fighter that works a 24 hour shift their pay is based on 2758 regular hours plus 80 holiday hours annually.

\*The annual salary for these employees does not include the 162 hours of typical overtime pay needed to achieve 24 hour staffing.

### III. GENERAL FUND



## GENERAL FUND (01) SUMMARY

REVENUE	Prior Year Actual FY 2013	Budget Year FY 2014	Current Year Actual (Est) FY 2014	Budget Year FY 2015
General Operations (140)	\$2,320,360	\$2,555,000	\$2,225,593	\$2,601,250
Fire (245)	\$1,353	\$22,730	\$12,730	\$15,000
911 Dispatch (249)	\$1,757	\$2,000	\$1,560	\$2,000
Emergency Management (257)	\$0	\$20,000	\$20,000	\$15,282
Library (326)	\$0	\$0	\$0	\$0
Parks & Recreation (344)	\$15,015	\$14,500	\$19,315	\$18,500
Community Development (450)	\$128,802	\$130,000	\$130,506	\$128,000
Animal Welfare (458)	\$100	\$500	\$195	\$100
Emergency Medical Services (642)	\$362,694	\$566,500	\$462,860	\$595,500
<b>TOTAL</b>	<b>\$2,830,081</b>	<b>\$3,311,230</b>	<b>\$2,872,758</b>	<b>\$3,375,632</b>

EXPENDITURE	Prior Year Actual FY 2013	Budget Year FY 2014	Current Year Actual (Est) FY 2014	Budget Year FY 2015
General Government (141)	\$251,494	\$476,500	\$297,983	\$505,500
Clerk (147)	\$86,578	\$116,000	\$108,507	\$119,500
Administration (156)	\$181,702	\$197,500	\$173,790	\$241,000
Law Enforcement (243)	\$719,464	\$833,000	\$787,784	\$855,000
Fire (245)	\$651,933	\$761,290	\$714,963	\$723,000
Municipal Court (246)	\$26,877	\$32,500	\$22,759	\$43,000
911 Dispatch (249)	\$156,392	\$192,500	\$170,108	\$211,000
Emergency Management (257)	\$72,939	\$100,500	\$72,939	\$101,782
Library (326)	\$0	\$0	\$0	\$0
Parks & Recreation (344)	\$71,331	\$97,631	\$89,303	\$87,000
Community Development (450)	\$83,359	\$131,000	\$66,057	\$83,500
Animal Welfare (458)	\$9,928	\$30,000	\$37,809	\$65,000
Emergency Medical Services (642)	\$347,233	\$343,750	\$328,691	\$340,000
<b>TOTAL</b>	<b>\$2,659,230</b>	<b>\$3,312,171</b>	<b>\$2,870,692</b>	<b>\$3,375,282</b>

# **General Operations Department**

FY 2015 Departmental Summary

## **DEPARTMENTAL DESCRIPTION**

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The General Operations Department is the typical home for general revenue sources.

## DEPARTMENT REVENUE SUMMARY

DEPARTMENT: General Operations (140)

FUND: General (01)

REVENUE CLASSIFICATION	Prior Year Actual FY 2013	Budaet Year FY 2014	Current Year Actual (Est) FY 2014	Budaet Year FY 2015
Sales Tax (41001)	\$1,198,331	\$1,268,000	\$1,315,000	\$1,380,750
Use Tax (41002)	\$150,847	\$150,000	\$132,299	\$145,000
AEP Franchise Tax (41003)	\$68,917	\$75,000	\$82,301	\$80,000
OEC Franchise Tax (41004)	\$72,483	\$70,000	\$78,832	\$75,000
Telephone 2% Assessment Fee (41004)	\$10,782	\$17,000	\$11,459	\$14,000
ONG Franchise Tax (41062)	\$2,229	\$2,500	\$2,933	\$2,500
Cigarette/Tobacco Tax (41063)	\$19,888	\$20,000	\$20,233	\$20,000
Tuttle Housing Payments (41099)	\$0	\$2,000	\$1,984	\$2,000
Alcoholic Beverage Tax (42012)	\$42,368	\$41,000	\$37,184	\$40,000
EMS Collections (43023)	\$0	\$0	\$0	\$0
City Permits (44010)	\$0	\$0	\$0	\$0
Gas & Oil Well Inspection Fee (44026)	\$0	\$0	\$0	\$0
City Planning (44040)	\$0	\$0	\$0	\$0
Court Collections (45031)	\$213,165	\$252,000	\$158,000	\$215,000
Interest (46041)	\$5,077	\$5,000	\$3,109	\$3,500
Oil & Gas Royalty Interest (47007)	\$2,610	\$2,500	\$3,023	\$2,500
Rent & Leases (47021)	\$20,520	\$20,000	\$22,230	\$22,000
Miscellaneous Revenue (47051)	\$61,442	\$0	\$72,005	\$0
Transfers in from TPWA (48050)	\$250,000	\$350,000	\$200,000	\$319,000
Transfer from TPWA-Sales Tax (48055)	\$0	\$0	\$0	\$0
Miscellaneous Police Fees (54094)	\$0	\$0	\$0	\$0
Fund Balance Carryover	\$201,701	\$280,000	\$85,000	\$280,000
<b>TOTAL REVENUE</b>	<b>\$2,320,360</b>	<b>\$2,555,000</b>	<b>\$2,225,593</b>	<b>\$2,601,250</b>

# General Government Department

FY 2015 Departmental Summary

## DEPARTMENTAL DESCRIPTION

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The General Government Department is the typical home general and non-department-specific expenditures. This includes, but is not limited to, the general reserves for the General Fund, common phone and communication expenses, copier leases, legal expenses, auditing expenses, liability insurance premiums, and inter-fund transfers.

## DEPARTMENT BUDGET SUMMARY

DEPARTMENT: General Government (141)

FUND: General (01)

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 2013	Budget Year FY 2014	Current Year Actual (Est) FY 2014	Budget Year FY 2015
Personal Services (51)	\$113	\$0	\$0	\$0
Materials & Supplies (52)	\$11,882	\$10,000	\$9,200	\$10,000
Other Services & Charges (53)	\$187,366	\$180,500	\$158,776	\$180,500
Capital Outlay (54)	\$0	\$0	\$0	\$0
Transfers & Reserves (56)	\$49,810	\$283,000	\$127,684	\$312,000
Debt Service (57)	\$2,323	\$3,000	\$2,323	\$3,000
<b>TOTAL</b>	<b>\$251,494</b>	<b>\$476,500</b>	<b>\$297,983</b>	<b>\$505,500</b>

### DETAIL OF TRANSFERS & RESERVES:

Transfer to TPWA Sales Tax (56003)	\$0	\$0	\$0	\$0
General Reserve (56004)	\$0	\$48,000	\$0	\$50,000
Grant Match Reserve (56005)	\$0	\$10,000	\$0	\$10,000
Severance/Vac Buyback Reserve (56006)	\$0	\$40,000	\$0	\$40,000
Insurance Premium Reserve (56008)	\$0	\$20,000	\$2,000	\$20,000
Fuel Reserve (56011)	\$0	\$30,000	\$0	\$30,000
Sales Tax Rebate Reserve (56013)	\$49,810	\$55,000	\$45,684	\$60,000
Transfer to CIF (56021)	\$0	\$80,000	\$80,000	\$102,000
<b>TOTAL</b>	<b>\$49,810</b>	<b>\$283,000</b>	<b>\$127,684</b>	<b>\$312,000</b>

### DETAIL OF DEBT SERVICE:

Loan Payments (57001)				
Copier Lease-Purchase	\$2,323	\$3,000	\$2,323	\$3,000
<b>TOTAL</b>	<b>\$2,323</b>	<b>\$3,000</b>	<b>\$2,323</b>	<b>\$3,000</b>

## **City Clerk Department**

### **FY 2015 Departmental Summary**

#### **DEPARTMENTAL DESCRIPTION**

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The City Clerk Department oversees a variety of administrative programs and tasks. The City Clerk is responsible for maintaining all official records and documents, including the official minutes of the City Council. Other program areas include:

1. Payroll;
2. Human resources;
3. Accounts payable;
4. Accounts receivable;
5. Cemetery billing and records;
6. EMS & fire billing;
7. Utility billing; and
8. Customer service.

#### **GOALS**

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1. Have all Finance Department and Billing Department complete customer service trainings.
2. Implement all of the audit recommendations.

#### **STAFFING for FY 2015**

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(1 FT) City Clerk  
(1 FT) AP Clerk

## DEPARTMENT BUDGET SUMMARY

DEPARTMENT: Clerk (147)  
FUND: General (01)

<b>EXPENDITURE CLASSIFICATION</b>	<b>Prior Year Actual FY 2013</b>	<b>Budget Year FY 2014</b>	<b>Current Year Actual (Est) FY 2014</b>	<b>Budget Year FY 2015</b>
Personal Services (51)	\$82,424	\$108,500	\$104,500	\$112,000
Materials & Supplies (52)	\$2,426	\$4,500	\$1,684	\$4,500
Other Services & Charges (53)	\$1,728	\$3,000	\$2,323	\$3,000
Capital Outlay (54)	\$0	\$0	\$0	\$0
Transfers & Reserves (56)	\$0	\$0	\$0	\$0
Debt Service (57)	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$86,578</b>	<b>\$116,000</b>	<b>\$108,507</b>	<b>\$119,500</b>

# Administration Department

## FY 2015 Departmental Summary

### DEPARTMENTAL DESCRIPTION

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The Administration Department, led by the City Manager, oversees the administration of all departments, programs, and services. This includes, project management, economic development, public relations, and providing support to the members of the City Council. The Treasure/Finance Specialist is responsible for reviewing the finances of the City, including the administration of the day-to-day accounting functions, including the development of the comprehensive Annual Financial Report (CAFR) and Audit, as well as the annual Budget.

### GOALS

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1. Review and update the Employee Handbook;
2. Create a Strategic Water Plan;
3. Create a Strategic Street Plan; and
4. Create a strategic 5-year capital plan.

### STAFFING for FY 2015

---

(1 FT) City Manager  
(1 FT) Treasurer/Finance Specialist  
(1 FT) Parks Coordinator/Office Specialist

## DEPARTMENT BUDGET SUMMARY

**DEPARTMENT:** Administration (156)  
**FUND:** General (01)

<b>EXPENDITURE CLASSIFICATION</b>	<b>Prior Year Actual FY 2013</b>	<b>Budget Year FY 2014</b>	<b>Current Year Actual (Est) FY 2014</b>	<b>Budget Year FY 2015</b>
Personal Services (51)	\$173,593	\$184,000	\$164,000	\$227,500
Materials & Supplies (52)	\$2,389	\$6,000	\$2,500	\$6,000
Other Services & Charges (53)	\$5,720	\$7,500	\$7,290	\$7,500
Capital Outlay (54)	\$0	\$0	\$0	\$0
Transfers & Reserves (56)	\$0	\$0	\$0	\$0
Debt Service (57)	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$181,702</b>	<b>\$197,500</b>	<b>\$173,790</b>	<b>\$241,000</b>

# Law Enforcement Department

## FY 2015 Departmental Summary

### DEPARTMENTAL DESCRIPTION

---

The Police Department is led by the Police Chief, who oversees the administration of all departments, programs, and services. The Police Department is a full service organization which is responsible for general law enforcement and peace-keeping. It has among its many responsibilities: improving the quality of life in the community, preserving public order, protecting life and property, investigating crimes, apprehending criminal offenders, investigating traffic collisions and enforcing criminal and traffic laws.

The backbone of the Tuttle Police Department is the Patrol Division, whose primary function is to provide rapid response to emergency and non-emergency calls for service, traffic enforcement, reporting and documentation of crimes and unusual incidents, arrests of suspects, resolution of disputes, and random patrol of our residential and business communities. Patrol investigates traffic collisions, enforces the provisions of the Oklahoma Vehicle Code and conducts DUI/Drivers License checkpoints.

The Investigative unit is called upon to investigate serious crimes within the community. These crimes cannot typically be handled by patrol officers due to the complexity or seriousness of the crime. The Detective assigned to the Unit receive specialized training in the investigative techniques that these serious crimes entail. The Detective prepares all reports for the District Attorney Office when filing charges. The Detective also oversees all of the evidence and is responsible for the cataloguing of all evidence coming and going from the police department

### GOALS

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1. Finish up radio system to include GPS tracking in order to improve response times.
2. Update Policy and Procedures to be in compliance with new state law.
3. Continue community oriented outreach programs by using Twitter, Facebook and other public service announcement type of articles for the newspaper.
4. Stay fully staffed for the year.

### STAFFING FY 2015

---

(1 FT) Police Chief  
(1 FT) Assistant Chief  
(2 FT) Sergeants  
(1 FT) Detective  
(6 FT) Police Officers  
(5 V) Reserve Officers

## DEPARTMENT BUDGET SUMMARY

DEPARTMENT: Law Enforcement (243)  
FUND: General (01)

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 2013	Budget Year FY 2014	Current Year Actual (Est) FY 2014	Budget Year FY 2015
Personal Services (51)	\$592,907	\$709,000	\$690,903	\$721,000
Materials & Supplies (52)	\$76,064	\$84,000	\$59,100	\$92,000
Other Services & Charges (53)	\$39,144	\$40,000	\$37,781	\$42,000
Capital Outlay (54)	\$11,349	\$0	\$0	\$0
Transfers & Reserves (56)	\$0	\$0	\$0	\$0
Debt Service (57)	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$719,464</b>	<b>\$833,000</b>	<b>\$787,784</b>	<b>\$855,000</b>

# Fire Department

## FY 2015 Departmental Summary

### DEPARTMENTAL DESCRIPTION

---

The Fire Department exists to save lives and protect property. This is accomplished through a variety of actions. Among those actions are:

1. Fire Suppression;
2. Pre-Incident Inspections of Businesses;
3. Fire Prevention;
4. Public Education;
5. Fire Training; and
6. Response to alarms (fire, medical, haz-mat, traffic accidents, etc.).

### GOALS

---

1. Complete the Training Ground props.
2. Complete a Building Inspection of all commercial buildings in 2015.
3. Have all firefighters recertify NWCG wild fire training.

### STAFFING FY 2015

---

(1 FT) Fire Chief  
(1 FT) Assistant Fire Chief  
(6 FT) Firefighter-Paramedics  
(3 FT\*) Firefighters  
(5V) Fire Captains  
(22 V) Fire Fighters  
(3 V) Fire Interns

\*2 of the firefighter positions are not budgeted until July 2015

## DEPARTMENT BUDGET SUMMARY

**DEPARTMENT:** Fire (245)  
**FUND:** General (01)

REVENUE	Prior Year Actual FY 2013	Budget Year FY 2014	Current Year Actual (Est) FY 2014	Budget Year FY 2015
Fire Grant Revenue (42018)	\$1,353	\$7,730	\$7,730	\$0
Fire Collections (43027)	\$0	\$15,000	\$5,000	\$15,000
<b>TOTAL REVENUE</b>	<b>\$1,353</b>	<b>\$22,730</b>	<b>\$12,730</b>	<b>\$15,000</b>

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 2013	Budget Year FY 2014	Current Year Actual (Est) FY 2014	Budget Year FY 2015
Personal Services (51)	\$434,493	\$494,684	\$476,174	\$605,000
Materials & Supplies (52)	\$69,439	\$99,366	\$92,500	\$72,000
Other Services & Charges (53)	\$54,213	\$70,250	\$50,100	\$36,000
Capital Outlay (54)	\$12,266	\$14,990	\$14,667	\$10,000
Transfers & Reserves (56)	\$0	\$0	\$0	\$0
Debt Service (57)	\$81,522	\$82,000	\$81,522	\$0
<b>TOTAL EXPENDITURE</b>	<b>\$651,933</b>	<b>\$761,290</b>	<b>\$714,963</b>	<b>\$723,000</b>

**DETAIL OF DEBT SERVICE:**

Loan Payments (57001)				
Four Fire Trucks Lease-Purchase	\$81,522	\$82,000	\$81,522	\$0
<b>TOTAL</b>	<b>\$81,522</b>	<b>\$82,000</b>	<b>\$81,522</b>	<b>\$0</b>

**DETAIL OF CAPITAL OUTLAY:**

Material Purchases (54040)	\$12,367	\$9,000	\$8,677	\$0
Training Props (New)	\$0	\$0	\$0	\$5,000
Building Improvements (New)	\$12,367	\$9,000	\$8,677	\$5,000
F MAG (54092)	\$0	\$1,506	\$1,506	\$0
Operational Grant (54097)	\$0	\$4,484	\$4,484	\$0
<b>TOTAL</b>	<b>\$12,367</b>	<b>\$14,990</b>	<b>\$14,667</b>	<b>\$10,000</b>

# **Municipal Court Department**

## **2015 Departmental Summary**

### **DEPARTMENTAL DESCRIPTION**

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The Municipal Court is the judicial branch of city government. The fundamental purpose of the Municipal Court is to provide an impartial forum for citizens to be heard in a professional and courteous environment in matters related to violations of city ordinances by upholding the U.S. Constitution, the Statutes of the State of Oklahoma, and the Ordinances of the City of Tuttle. The Municipal Court is responsible for the collection of fines, fees, and State costs; filing citations/complaints; docket scheduling; issuing, tracking and clearing warrants; maintaining court records of collections, convictions, and statistical data.

The Court Services Department has three divisions of municipal courts of limited jurisdiction and not of record (cases heard by Oklahoma Municipal Courts 'not of record' are limited to violations of municipal ordinances) - (1) Municipal Criminal Court; (2) Municipal Traffic/Complaint Court; (3) Municipal Juvenile Court.

### **GOALS**

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1. Increase the collection rate on uncollected fines from 1% to 5% in FY 2015.
2. Improve processing efficiency by making procedures more automated.
3. Implement and start operating a juvenile municipal court.

### **STAFFING FY 2015**

---

(1 PT) Municipal Judge

## DEPARTMENT BUDGET SUMMARY

**DEPARTMENT:** Municipal Court (246)  
**FUND:** General (01)

<b>EXPENDITURE CLASSIFICATION</b>	<b>Prior Year Actual FY 2013</b>	<b>Budget Year FY 2014</b>	<b>Current Year Actual (Est) FY 2014</b>	<b>Budget Year FY 2015</b>
Personal Services (51)	\$8,703	\$9,500	\$8,350	\$20,000
Materials & Supplies (52)	\$233	\$2,000	\$250	\$2,000
Other Services & Charges (53)	\$17,941	\$21,000	\$14,159	\$21,000
Capital Outlay (54)	\$0	\$0	\$0	\$0
Transfers & Reserves (56)	\$0	\$0	\$0	\$0
Debt Service (57)	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$26,877</b>	<b>\$32,500</b>	<b>\$22,759</b>	<b>\$43,000</b>

# 911 Dispatch Department

## FY 2015 Departmental Summary

### DEPARTMENTAL DESCRIPTION

---

Communications Division led by the Police Chief, who oversees the administration of all departments, programs, and services. Dispatchers are responsible for monitoring all emergency and non-emergency telephone and wireless communication for the Police, Fire and EMS Departments. Police dispatchers answer incoming 9-1-1 emergency calls, provide information and advice to citizens, provide current crime information to officers and enter calls for service into our CAD system. The dispatchers are responsible for prioritizing calls and workload, sending officers to calls, maintaining an accurate status on each on-duty officer, entering wanted or stolen vehicles, missing persons and guns into the nationwide database to provide information to other agencies, as well as documenting every call, every status change, and every request or entry that the police department receives.

Dispatch also performs Records duties that range from administrative and clerical, to assisting the general public at the front counter and on the telephone. Record keeping is a critical law enforcement responsibility. Dispatch is the keeper for all police reports that require photocopying, distributing and filing. This includes arrests, traffic accidents, incident, citation, subpoenas and other miscellaneous reports. Dispatch personnel assist the court clerk by providing traffic records on citations to the courts, as well as distributing other paperwork to various local and state agencies. Another important component of records is the maintenance and security of police records. Dispatch personnel must be aware of and apply the legal exemptions to the release of information to protect individual privacy, safety, reputation and ongoing investigations. The intent of the exemptions is to protect law enforcement investigations, not to shield information from legitimate scrutiny. Dispatch personnel are responsible for ensuring that police records are released according to law. The records division generates revenue by collecting fees for incident reports, traffic collision reports, impound vehicles and traffic citation fees.

### GOALS

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1. Increase Dispatcher training hours.
2. Update Policy and Procedure.

### STAFFING FY 2015

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(4 FT) Dispatcher  
(1 PT) Dispatcher

## DEPARTMENT BUDGET SUMMARY

**DEPARTMENT:** 911 Dispatch (249)  
**FUND:** General (01)

REVENUE	Prior Year Actual FY 2013	Budget Year FY 2014	Current Year Actual (Est) FY 2014	Budget Year FY 2015
911 Allocation (42032)	\$1,757	\$2,000	\$1,560	\$2,000
<b>TOTAL REVENUE</b>	<b>\$1,757</b>	<b>\$2,000</b>	<b>\$1,560</b>	<b>\$2,000</b>

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 2013	Budget Year FY 2014	Current Year Actual (Est) FY 2014	Budget Year FY 2015
Personal Services (51)	\$143,400	\$166,500	\$151,780	\$189,000
Materials & Supplies (52)	\$1,243	\$1,000	\$1,000	\$1,000
Other Services & Charges (53)	\$9,385	\$20,000	\$16,228	\$16,000
Capital Outlay (54)	\$2,364	\$5,000	\$1,100	\$5,000
Transfers & Reserves (56)	\$0	\$0	\$0	\$0
Debt Service (57)	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$156,392</b>	<b>\$192,500</b>	<b>\$170,108</b>	<b>\$211,000</b>

# Emergency Management Department

FY 2015 Departmental Summary

## DEPARTMENTAL DESCRIPTION

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The Emergency Management Department, led by the Emergency Management Director:

- Identifies community-wide hazards and works to minimize their impacts;
- Coordinates planning & preparedness for potential disasters;
- Assists responders with response to large-scale incidents;
- Leads the City's recovery from disasters;
- Manages the City's technical systems;
- Writes and administers the City's grants;
- Develops training & assists with supervision for 911; and
- Oversees miscellaneous projects & programs, such as the City's floodplains.

The Emergency Management Department also oversees the City's information technology infrastructure and assists with grants and other special projects.

## GOALS

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1. Complete the City's Emergency Operations Plan.
2. Further develop the relationship with the Schools to address resource sharing.
3. Adjust the Emergency Management volunteer program as needed to increase participation, particularly with respect to storm spotting and storm shelter operations.

## STAFFING FY 2015

---

(1 FT) Emergency Management Manager

## DEPARTMENT BUDGET SUMMARY

DEPARTMENT: EM (257)  
FUND: General (01)

REVENUE CLASSIFICATION	Prior Year Actual FY 2013	Budaet Year FY 2014	Curent Year Actual (Est) FY 2014	Budaet Year FY 2015
EMA/SLA Grant Revenue (42018)	\$0	\$20,000	\$20,000	\$10,000
Fund Balance	\$0	\$0	\$0	\$5,282
<b>TOTAL</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$15,282</b>

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 2013	Budaet Year FY 2014	Current Year Actual (Est) FY 2014	Budaet Year FY 2015
Personal Services (51)	\$63,407	\$66,000	\$64,000	\$68,000
Materials & Supplies (52)	\$0	\$3,500	\$2,740	\$3,500
Other Services & Charges (53)	\$4,492	\$6,000	\$1,600	\$10,000
Capital Outlay (54)	\$5,040	\$25,000	\$17,672	\$20,282
Transfers & Reserves (56)	\$0	\$0	\$0	\$0
Debt Service (57)	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$72,939</b>	<b>\$100,500</b>	<b>\$86,012</b>	<b>\$101,782</b>

## **Library Department**

### **FY 2015 Departmental Summary**

#### **DEPARTMENTAL DESCRIPTION**

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The Tuttle Public Library opened in 2014 and is operated and primarily funded by the Friends of the Tuttle Public Library.

#### **STAFFING FY 2015**

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None

## DEPARTMENT BUDGET SUMMARY

**DEPARTMENT:** Library (326)  
**FUND:** General (01)

REVENUE	Prior Year Actual FY 2013	Budget Year FY 2014	Current Year Actual (Est) FY 2014	Budget Year FY 2015
Library Revenue (New)	\$0	\$0	\$0	\$0
<b>TOTAL REVENUE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 2013	Budget Year FY 2014	Current Year Actual (Est) FY 2014	Budget Year FY 2015
Personal Services (51)	\$0	\$0	\$0	\$0
Materials & Supplies (52)	\$0	\$0	\$0	\$0
Other Services & Charges (53)	\$0	\$0	\$0	\$0
Capital Outlay (54)	\$0	\$0	\$0	\$0
Transfers & Reserves (56)	\$0	\$0	\$0	\$0
Debt Service (57)	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

# **Parks and Recreation Department**

FY 2015 Departmental Summary

## **DEPARTMENTAL DESCRIPTION**

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The Parks and Recreation Department strives to meet the community's recreational needs and enjoyment of public park facilities. The Parks Department maintains the City's three parks through general property maintenance and repair.

## **GOALS**

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To be set by Parks & Recreation Board.

## **STAFFING FY 2015**

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(1 FT) Maintenance Worker

## DEPARTMENT BUDGET SUMMARY

**DEPARTMENT:** Parks & Recreation (344)  
**FUND:** General (01)

REVENUE	Prior Year Actual FY 2013	Budget Year FY 2014	Current Year Actual (Est) FY 2014	Budget Year FY 2015
Parks & Recreation Fees (43100)	\$3,000	\$2,500	\$2,915	\$2,500
Donations (47048)				
Ice Cream Festival Fees (43110)	\$12,015	\$12,000	\$16,400	\$16,000
<b>TOTAL REVENUE</b>	<b>\$15,015</b>	<b>\$14,500</b>	<b>\$19,315</b>	<b>\$18,500</b>

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 2013	Budget Year FY 2014	Current Year Actual (Est) FY 2014	Budget Year FY 2015
Personal Services (51)	\$39,526	\$53,275	\$54,500	\$42,000
Materials & Supplies (52)	\$18,400	\$24,356	\$24,000	\$25,000
Other Services & Charges (53)	\$9,179	\$10,000	\$8,736	\$10,000
Capital Outlay (54)	\$4,226	\$10,000	\$2,067	\$10,000
Transfers & Reserves (56)	\$0	\$0	\$0	\$0
Debt Service (57)	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$71,331</b>	<b>\$97,631</b>	<b>\$89,303</b>	<b>\$87,000</b>

# Community Development Department

## FY 2015 Departmental Summary

### DEPARTMENTAL DESCRIPTION

---

Working with the Planning Commission and the Board of Adjustment, the Community Development Department is responsible for the implementation of the Comprehensive Plan (or the Master Plan) for the community. This is achieved through the reviewing permit and development requests for compatibility with the Zoning Code, Subdivision Code, and other development codes and statutes. The Community Development Department also is responsible for overseeing life-safety issues, including the implementation of the various building and trade codes, as required by the Oklahoma Uniform Building Code Commission. Code enforcement works with property owners to ensure minimum property standards are met to protect the health, safety, and property values of Tuttle's neighborhoods. Community Development also assists with the programming of the Parks and Recreation Department, planning of utility expansion, and with economic development as overseen by the City Manager.

### GOALS

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1. Complete a comprehensive inventory of all available commercial/industrial properties and buildings for purchase or lease.
2. Using GIS, update the zoning and land use maps electronically.
3. Implement a community beautification program.
4. Perform a comprehensive review of the building permit and inspections program.

### STAFFING for FY 2014

---

(1 FT) Building Inspector  
(Contract) City Engineer

## DEPARTMENT BUDGET SUMMARY

**DEPARTMENT:** Community Development (450)  
**FUND:** General (01)

REVENUE	Prior Year Actual FY 2013	Budget Year FY 2014	Current Year Actual (Est) FY 2014	Budget Year FY 2015
Garage Sale Permits (13099)	\$2,000	\$2,000	\$2,000	\$2,000
Building Permits (44010)	\$37,212	\$40,000	\$39,624	\$40,000
Trade Licenses (44011)	\$14,940	\$15,000	\$17,132	\$15,000
Gas & Oil Well Inspections (44026)	\$70,000	\$70,000	\$67,000	\$67,000
Community Development Fees (44040)	\$4,650	\$3,000	\$4,750	\$4,000
<b>TOTAL REVENUE</b>	<b>\$128,802</b>	<b>\$130,000</b>	<b>\$130,506</b>	<b>\$128,000</b>

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 2013	Budget Year FY 2014	Current Year Actual (Est) FY 2014	Budget Year FY 2015
Personal Services (51)	\$58,887	\$96,000	\$31,000	\$48,500
Materials & Supplies (52)	\$12,965	\$5,000	\$3,828	\$5,000
Other Services & Charges (53)	\$11,507	\$30,000	\$31,229	\$30,000
Capital Outlay (54)	\$0	\$0	\$0	\$0
Transfers & Reserves (56)	\$0	\$0	\$0	\$0
Debt Service (57)	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$83,359</b>	<b>\$131,000</b>	<b>\$66,057</b>	<b>\$83,500</b>

# **Animal Welfare Department**

## **FY 2015 Departmental Summary**

### **DEPARTMENTAL DESCRIPTION**

---

The Animal Welfare Division is led by the Police Chief, who oversees the administration of all departments, programs, and services. Animal Welfare's mission is to promote public health and safety and represent the values of the community through the humane care and protection of all its animals. This mission is attainable through the high standards of professionalism in education, investigation, enforcement, adjudication, rescue, rehabilitation and the adoption process.

The community can best be served through common decency in caring and direct action to bring about an immediate resolution to all the problems concerning animal welfare through honest, fair and impartial enforcement of city ordinances and state laws.

### **GOALS**

---

1. 80% adoption rate of adoptable animals.
2. Continue social media to raise awareness about animal welfare.
3. Develop long term goals for becoming a no kill shelter.

### **STAFFING FY 2015**

---

(2 FT) Animal Welfare/Code Enforcement Officer  
(1 PT) Laborer

## DEPARTMENT BUDGET SUMMARY

**DEPARTMENT:** Animal Welfare (458)  
**FUND:** General (01)

REVENUE	Prior Year Actual FY 2013	Budget Year FY 2014	Current Year Actual (Est) FY 2014	Budget Year FY 2015
Adoption Fees (47022)	\$0	\$400	\$0	\$0
Donations (47048)	\$100	\$100	\$195	\$100
<b>TOTAL REVENUE</b>	<b>\$100</b>	<b>\$500</b>	<b>\$195</b>	<b>\$100</b>

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 2013	Budget Year FY 2014	Current Year Actual (Est) FY 2014	Budget Year FY 2015
Personal Services (51)	\$1,921	\$10,000	\$28,216	\$45,000
Materials & Supplies (52)	\$3,509	\$10,000	\$5,757	\$10,000
Other Services & Charges (53)	\$4,498	\$10,000	\$3,836	\$10,000
Capital Outlay (54)	\$0	\$0	\$0	\$0
Transfers & Reserves (56)	\$0	\$0	\$0	\$0
Debt Service (57)	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$9,928</b>	<b>\$30,000</b>	<b>\$37,809</b>	<b>\$65,000</b>

# Emergency Medical Services Department

## FY 2015 Departmental Summary

### DEPARTMENTAL DESCRIPTION

---

The EMS Department exists to save lives by responding to and treating medical conditions, both traumatic and non-traumatic in nature. This is accomplished through a variety of actions. Among those actions are:

1. EMS response to cardiac events (heart attacks, strokes, chest pain, etc.);
2. EMS response to trauma calls (falls, traffic accidents, blunt injuries, gun shot wounds, etc.);
3. Public Education;
4. EMS Training; and
5. Response to alarms (fire, medical, haz-mat, traffic accidents, etc.).

### GOALS

---

1. Implement electronic data entry system.
2. Reduce average EMS response time within the City limits to 5 minutes for 90% of responses.

### STAFFING FY 2015

---

(1 FT) EMS Supervisor  
(1 FT) EMT  
(1 FT) Mechanic  
(2808 hrs) Part-time EMT's

## DEPARTMENT BUDGET SUMMARY

**DEPARTMENT:** Emergency Medical Services (642)  
**FUND:** General (01)

REVENUE	Prior Year Actual FY 2013	Budaet Year FY 2014	Current Year Actual (Est) FY 2014	Budaet Year FY 2015
Grady Co EMS (522 Fees) (42033)	\$171,116	\$179,000	\$178,669	\$207,500
EMS Collections (43023)	\$103,607	\$300,000	\$197,500	\$300,000
EMS Subscription Res (47075)	\$85,781	\$85,000	\$83,791	\$85,000
EMS Subscription No Res (47076)	\$2,190	\$2,500	\$2,900	\$3,000
<b>TOTAL REVENUE</b>	<b>\$362,694</b>	<b>\$566,500</b>	<b>\$462,860</b>	<b>\$595,500</b>

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 2013	Budaet Year FY 2014	Current Year Actual (Est) FY 2014	Budaet Year FY 2015
Personal Services (51)	\$251,027	\$236,000	\$235,476	\$232,000
Materials & Supplies (52)	\$85,614	\$89,750	\$77,761	\$90,000
Other Services & Charges (53)	\$10,592	\$18,000	\$15,453	\$18,000
Capital Outlay (54)	\$0	\$0	\$0	\$0
Transfers & Reserves (56)	\$0	\$0	\$0	\$0
Debt Service (57)	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$347,233</b>	<b>\$343,750</b>	<b>\$328,691</b>	<b>\$340,000</b>

## IV. STREET & ALLEY FUND



## **Street & Alley Fund Street Department**

FY 2015 Departmental Summary

### **DEPARTMENTAL DESCRIPTION**

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The Street Department, primarily funded through the 1% Street & Alley Sales Tax, maintains the City's miles of streets and right-of-ways. This includes maintenance of the roads, drainage, shoulders and signage. The Street Department is also responsible for mowing the rural sections of the State Highway Network in Tuttle, along with maintaining the highway drainage system. Other expenses in the Street & Alley Fund include electricity for street lights and traffic lights.

### **GOALS**

---

1. Develop a major road resurface and repair schedule.
2. Replace all regulatory and warning signage as required by the US Department of Transportation.
3. Fill/repair 75% of all reported potholes within 3 business days.

### **STAFFING for FY 2015**

---

(1 FT) Superintendent  
(1 FT) Maintenance Worker  
(1 PT) Laborer

**STREET & ALLEY FUND (02) SUMMARY**

<b>REVENUES</b>	<b>Prior Year Actual FY 2013</b>	<b>Budget Year FY 2014</b>	<b>Current Year Actual (Est) FY 2014</b>	<b>Budget Year FY 2015</b>
Streets (540)	\$831,392	\$1,100,486	\$928,272	\$636,000
<b>TOTAL</b>	<b>\$831,392</b>	<b>\$1,100,486</b>	<b>\$928,272</b>	<b>\$636,000</b>

<b>EXPENDITURES</b>	<b>Prior Year Actual FY 2013</b>	<b>Budget Year FY 2014</b>	<b>Current Year Actual (Est) FY 2014</b>	<b>Budget Year FY 2015</b>
Streets (540)	\$428,676	\$1,098,221	\$928,256	\$636,000
<b>TOTAL</b>	<b>\$428,676</b>	<b>\$1,098,221</b>	<b>\$928,256</b>	<b>\$636,000</b>

## REVENUE SUMMARY

**DEPARTMENT:** Streets (540)  
**FUND:** Street & Alley (02)

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 2013	Budaet Year FY 2014	Current Year Actual (Est) FY 2014	Budaet Year FY 2015
Sales Tax (41001)	\$399,443	\$423,000	\$438,300	\$449,400
Grant Revenue (42018)	\$36,425	\$200,000	\$200,000	\$0
Safe Crossings Sidewalk Grant	\$36,425	\$0	\$0	\$0
Safe Routes to School Sidewalk Grant	\$0	\$200,000	\$200,000	\$0
Vehicle Tax (42045)	\$48,836	\$40,000	\$42,754	\$40,000
Gasoline Tax (42047)	\$11,024	\$12,000	\$12,064	\$12,000
Interest (46041)	\$2,733	\$2,500	\$2,137	\$2,000
Miscellaneous Revenue (47051)	\$0	\$4,532	\$5,017	\$1,100
Street Impact Fee (47053)	\$18,000	\$15,000	\$18,000	\$18,000
Transfer from CI Fund (49002)	\$0	\$0	\$0	\$0
Fund Balance Carryover	\$314,931	\$403,454	\$210,000	\$113,500
<b>TOTAL</b>	<b>\$831,392</b>	<b>\$1,100,486</b>	<b>\$928,272</b>	<b>\$636,000</b>

## DEPARTMENT BUDGET SUMMARY

**DEPARTMENT:** Streets (540)  
**FUND:** Street & Alley (02)

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 2013	Budaet Year FY 2014	Curent Year Actual (Est) FY 2014	Budaet Year FY 2015
Personal Services (51)	\$94,827	\$118,000	\$100,000	\$138,000
Materials & Supplies (52)	\$39,320	\$53,000	\$55,500	\$70,000
Other Services & Charges (53)	\$147,223	\$70,000	\$75,000	\$80,000
Capital Outlay (54)	\$118,158	\$727,221	\$668,608	\$218,000
Transfers & Reserves (56)	\$0	\$100,000	\$0	\$100,000
Debt Service (57)	\$29,148	\$30,000	\$29,148	\$30,000
<b>TOTAL</b>	<b>\$428,676</b>	<b>\$1,098,221</b>	<b>\$928,256</b>	<b>\$636,000</b>

### DETAIL OF CAPITAL OUTLAY:

Equipment Purchases (54032)	\$14,129	\$10,000	\$8,305	\$10,000
Streets Overlay (54050)	\$0	\$23,221	\$23,221	\$100,000
Project Engineering & Design (54034)	\$84,000	\$63,000	\$62,239	
Cimarron Engineering	\$35,000	\$5,000	\$0	\$0
Safe Crossings Engineering	\$9,000	\$0	\$0	\$0
Safe Routes to School Engineering	\$0	\$0	\$0	\$0
Silver Ridge/River Ridge Drainage Engineering	\$25,000	\$15,000	\$0	\$0
Waldon Dr Paving Engineering	\$15,000	\$1,000	\$0	\$0
Other Capital Projects (54055)	\$57,910	\$563,000	\$522,343	\$5,000
Cimarron Rd Reconstruction	\$0	\$358,000	\$357,972	\$0
Safe Crossings Sidewalk	\$57,910	\$0	\$0	\$0
Safe Routes to School Sidewalks	\$0	\$205,000	\$164,371	\$0
Silver Ridge/River Ridge Drainage Imps	\$0	\$0	\$0	\$0
Other WFS	\$0	\$0	\$0	\$5,000
Street Repair & Maintenance (54080)	\$37,529	\$65,000	\$52,500	\$100,000
Sidewalk Maintenance (54081)	\$0	\$1,000	\$0	\$1,000
Drainage Maintenance (54082)	\$123	\$2,000	\$0	\$2,000
<b>TOTAL</b>	<b>\$193,691</b>	<b>\$727,221</b>	<b>\$668,608</b>	<b>\$218,000</b>

### DETAIL OF TRANSFERS & RESERVES:

General Reserve (56004)	\$0	\$80,000		\$80,000
Grant Match Reserve (56005)	\$0	\$20,000		\$20,000
<b>TOTAL</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$100,000</b>

### DETAIL OF DEBT SERVICE:

Loan Payments (57001)				
Pothole Patch Truck Lease-Purchase	\$29,148	\$30,000	\$29,148	\$30,000
<b>TOTAL</b>	<b>\$29,148</b>	<b>\$30,000</b>	<b>\$29,148</b>	<b>\$30,000</b>

# V. CEMETERY FUND



**Cemetery Fund  
Cemetery Department**

FY 2015 Departmental Summary

**DEPARTMENTAL DESCRIPTION**

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The Cemetery Department oversees the maintenance and operations of the Fairview Cemetery and Historic Silver City Cemetery. The Cemetery Advisory Board advises the Cemetery Department on its upkeep and policies, and helps solicit donations for improvements.

**GOALS**

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1. Eliminate weeds, including sand burrs, at both cemeteries through a lawn care and chemical treatment program

Other goals will be set by the Cemetery Advisory Board

**STAFFING for FY 2015**

---

(1 FT) Maintenance Worker

**CEMETERY OPERATIONS FUND (03) SUMMARY**

<b>REVENUES</b>	<b>Prior Year Actual FY 2013</b>	<b>Budget Year FY 2014</b>	<b>Current Year Actual (Est) FY 2014</b>	<b>Budget Year FY 2015</b>
Cemetery (740)	\$270,921	\$255,400	\$259,731	\$267,300
<b>TOTAL</b>	<b>\$270,921</b>	<b>\$255,400</b>	<b>\$259,731</b>	<b>\$267,300</b>

<b>EXPENDITURES</b>	<b>Prior Year Actual FY 2013</b>	<b>Budget Year FY 2014</b>	<b>Current Year Actual (Est) FY 2014</b>	<b>Budget Year FY 2015</b>
Cemetery (740)	\$72,789	\$255,400	\$45,000	\$265,000
<b>TOTAL</b>	<b>\$72,789</b>	<b>\$255,400</b>	<b>\$45,000</b>	<b>\$265,000</b>

## REVENUE SUMMARY

**DEPARTMENT:** Cemetery (740)  
**FUND:** Cemetery Operations (03)

REVENUE CLASSIFICATION	Current Year Actual FY 2013	Budget Year FY 2014	Current Year Actual (Est) FY 2014	Budget Year FY 2015
Cemetery Marker Fee (43032)	\$0	\$0	\$150	\$2,100
Interment Fees (43046)	\$17,625	\$21,000	\$23,993	\$26,500
Interest - Checking (46041)	\$565	\$500	\$452	\$500
Interest - CD - Cemetery (46056)	\$405	\$300	\$100	\$100
Oil & Gas Royalty Interest (47007)	\$5,356	\$5,000	\$4,910	\$5,000
Lot Sales (47044)	\$20,323	\$22,000	\$21,950	\$26,500
Donations (47048)	\$4,302	\$0	\$3,809	\$0
Farm Lease (47049)	\$5,637	\$5,600	\$5,637	\$5,600
Fund Balance Restricted Carryover	\$76,707	\$77,000	\$78,734	\$80,000
Fund Balance Assigned Carryover	\$102,987	\$90,000	\$82,616	\$83,000
Fund Balance Unassigned Carryover	\$37,014	\$34,000	\$37,530	\$38,000
<b>TOTAL</b>	<b>\$270,921</b>	<b>\$255,400</b>	<b>\$259,731</b>	<b>\$267,300</b>

## DEPARTMENT BUDGET SUMMARY

DEPARTMENT: Cemetery (740)  
 FUND: Cemetery Operations (03)

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 2013	Budget Year FY 2014	Current Year Actual (Est) FY 2014	Budget Year FY 2015
Personal Services (51)	\$41,559	\$44,000	\$26,500	\$44,000
Materials & Supplies (52)	\$8,787	\$10,000	\$6,500	\$10,000
Other Services & Charges (53)	\$5,019	\$10,000	\$12,000	\$10,000
Capital Outlay (54)	\$17,424	\$0	\$0	\$10,000
Transfers & Reserves (56)	\$0	\$191,400	\$0	\$191,000
Debt Service (57)	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$72,789</b>	<b>\$255,400</b>	<b>\$45,000</b>	<b>\$265,000</b>

### DETAIL OF CAPITAL OUTLAY:

Equipment Purchases (54032)	\$10,399	\$0	\$0	\$10,000
Capital Improvements Projects (54094)	\$7,025	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$17,424</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000</b>

### DETAIL OF TRANSFERS & RESERVES:

General Reserve (56004)	\$0	\$191,400	\$0	\$191,000
Restricted Funds	\$0	\$77,000	\$0	\$80,000
Assigned Funds	\$0	\$90,000	\$0	\$83,000
Unassigned Funds	\$0	\$24,400	\$0	\$28,000
<b>TOTAL</b>	<b>\$0</b>	<b>\$191,400</b>	<b>\$0</b>	<b>\$191,000</b>

# VI. CAPITAL IMPROVEMENT FUND



# **Capital Improvements Fund All Departments**

FY 2015 Departmental Summary

## **FUND DESCRIPTION**

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The Capital Improvements Fund is a statutory fund used to keep track of funding and appropriations for major capital improvements and equipment purchases. In 2011, the City Council adopted a Capital Improvements Fee that is assessed to all Tuttle utility customers. This fee is the primary, dedicated funding source for this fund. Many projects are funded through grants. Street, cemetery, and many utility-system projects are appropriated through their respective, dedicated funds.

## CAPITAL IMPROVEMENT FUND (07) SUMMARY

REVENUE	Current Year	Budget Year	Current Year	Budget Year
	Actual		Actual (Est)	
	FY 2013	FY 2014	FY 2014	FY 2015
General Operations (140)	\$306,971	\$458,000	\$343,196	\$580,580
General Government (141)	\$200,000	\$221,000	\$213,789	\$184,000
Law Enforcement (243)	\$14,600	\$16,800	\$38,359	\$35,000
Fire (245)	\$0	\$0	\$0	\$40,000
911 Dispatch (249)	\$0	\$0	\$0	\$0
Emergency Management (257)	\$0	\$156,000	\$156,000	\$0
Library (326)	\$0	\$0	\$0	\$0
Parks & Recreation (344)	\$49,974	\$247,500	\$48,000	\$311,000
Animal Welfare (458)	\$0	\$0	\$0	\$0
Emergency Medical Services (642)	\$130,000	\$0	\$0	\$140,000
Natural Gas (851)	\$14,600	\$25,000	\$32,100	\$49,600
Water (852)	\$22,600	\$38,000	\$45,000	\$70,200
Sanitary Sewer (853)	\$7,100	\$174,300	\$99,479	\$36,100
<b>TOTAL</b>	<b>\$745,845</b>	<b>\$1,336,600</b>	<b>\$975,923</b>	<b>\$1,446,480</b>

EXPENDITURE	Current Year	Budget Year	Current Year	Budget Year
	Actual		Actual (Est)	
	FY 2013	FY 2014	FY 2014	FY 2015
General Operations (140)	\$0	\$0	\$0	\$0
General Government (141)	\$7,264	\$226,500	\$173,449	\$339,000
Law Enforcement (243)	\$121,064	\$101,800	\$95,062	\$93,700
Fire (245)	\$0	\$0	\$0	\$83,000
911 Dispatch (249)	\$43,395	\$44,000	\$43,395	\$44,000
Emergency Management (257)	\$47,625	\$156,000	\$156,000	\$0
Library (326)	\$0	\$0	\$0	\$10,000
Parks & Recreation (344)	\$171,655	\$358,000	\$84,100	\$434,000
Animal Welfare (458)	\$7,759	\$8,000	\$7,759	\$6,500
Emergency Medical Services (642)	\$123,880	\$0	\$0	\$140,000
Natural Gas (851)	\$0	\$12,000	\$0	\$49,600
Water (852)	\$0	\$38,000	\$0	\$70,200
Sanitary Sewer (853)	\$0	\$252,300	\$237,974	\$176,100
<b>TOTAL</b>	<b>\$522,642</b>	<b>\$1,196,600</b>	<b>\$797,739</b>	<b>\$1,446,100</b>

## DEPARTMENT BUDGET SUMMARY

DEPARTMENT: General Operations (140)  
 FUND: Capital Improvements (07)

REVENUE CLASSIFICATION	Prior Year Actual FY 2013	Budget Year FY 2014	Current Year Actual (Est) FY 2014	Budget Year FY 2015
City Hall Building (42017)	\$0	\$0	\$0	\$0
Capital Improvement Fee (43080)	\$187,829	\$193,000	\$198,450	\$203,600
Transfer in from GF (48054)	\$0	\$80,000	\$80,000	\$102,000
Transfer in from TPWA (48050)	\$0	\$118,000	\$0	\$82,000
Fund Balance Carryover	\$119,142	\$67,000	\$64,746	\$192,980
<b>TOTAL REVENUE</b>	<b>\$306,971</b>	<b>\$458,000</b>	<b>\$343,196</b>	<b>\$580,580</b>

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 2013	Budget Year FY 2014	Current Year Actual (Est) FY 2014	Budget Year FY 2015
Personal Services (51)	\$0	\$0	\$0	\$0
Materials & Supplies (52)	\$0	\$0	\$0	\$0
Other Services & Charges (53)	\$0	\$0	\$0	\$0
Capital Outlay (54)	\$0	\$0	\$0	\$0
Transfers & Reserves (56)	\$0	\$0	\$0	\$0
Debt Service (57)	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**DETAIL OF TRANSFERS & RESERVES:**

General Reserve (56004)	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## DEPARTMENT BUDGET SUMMARY

**DEPARTMENT:** General Government (141)  
**FUND:** Capital Improvements (07)

REVENUE	Prior Year Actual FY 2013	Budget Year FY 2014	Current Year Actual (Est) FY 2014	Budget Year FY 2015
City Hall Building (42017)	\$0	\$0	\$0	\$0
Energy Grant (New)	\$0	\$29,000	\$21,053	\$0
Energy Grant for Library Building	\$0	\$29,000	\$21,053	\$0
Fund Balance Carryover	\$200,000	\$192,000	\$192,736	\$184,000
<b>TOTAL REVENUE</b>	<b>\$200,000</b>	<b>\$221,000</b>	<b>\$213,789</b>	<b>\$184,000</b>

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 2013	Budget Year FY 2014	Current Year Actual (Est) FY 2014	Budget Year FY 2015
Personal Services (51)	\$0	\$0	\$0	\$0
Materials & Supplies (52)	\$0	\$0	\$0	\$15,000
Other Services & Charges (53)	\$0	\$0	\$0	\$0
Capital Outlay (54)	\$7,264	\$226,500	\$33,449	\$184,000
Transfers & Reserves (56)	\$0	\$0	\$140,000	\$140,000
Debt Service (57)	\$0	\$0	\$0	
<b>TOTAL</b>	<b>\$7,264</b>	<b>\$226,500</b>	<b>\$173,449</b>	<b>\$339,000</b>

**DETAIL OF CAPITAL OUTLAY:**

New City Hall & Storm Shelter (54030)	\$7,264	\$190,000	\$7,765	\$184,000
Energy Grant Expenses (New)	\$0	\$36,500	\$25,684	\$0
<b>TOTAL</b>	<b>\$7,264</b>	<b>\$226,500</b>	<b>\$33,449</b>	<b>\$184,000</b>

**DETAIL OF TRANSFERS & RESERVES:**

Transfer to Street & Alley (New)	\$0	\$0	\$0	\$0
Transfer to TPWA (56050)	\$0	\$0	\$140,000	\$140,000
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$140,000</b>	<b>\$140,000</b>

## DEPARTMENT BUDGET SUMMARY

**DEPARTMENT:** Law Enforcement (243)  
**FUND:** Capital Improvements (07)

REVENUE	Prior Year Actual FY 2013	Budaet Year FY 2014	Current Year Actual (Est) FY 2014	Budaet Year FY 2015
Impound Fee (47079)	\$7,800	\$8,000	\$18,200	\$10,000
Fund Balance Carryover	\$6,800	\$8,800	\$20,159	\$25,000
<b>TOTAL REVENUE</b>	<b>\$14,600</b>	<b>\$16,800</b>	<b>\$38,359</b>	<b>\$35,000</b>

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 2013	Budaet Year FY 2014	Current Year Actual (Est) FY 2014	Budaet Year FY 2015
Personal Services (51)	\$0	\$0	\$0	\$0
Materials & Supplies (52)	\$0	\$0	\$0	\$0
Other Services & Charges (53)	\$0	\$0	\$0	\$0
Capital Outlay (54)	\$116,223	\$85,000	\$81,796	\$70,000
Transfers & Reserves (56)	\$4,841	\$16,800	\$13,266	\$23,700
Debt Service (57)	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$121,064</b>	<b>\$101,800</b>	<b>\$95,062</b>	<b>\$93,700</b>

**DETAIL OF CAPITAL OUTLAY:**

Vehicle Purchases (54031)	\$105,509	\$80,000	\$78,741	\$70,000
Buildings (54011)				
Storm Shelter				
NVR Camera System	\$0	\$5,000	\$3,055	\$0
Equipment Purchases (54032)				
Lidar and "Your Speed" Signs	\$10,714	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$116,223</b>	<b>\$85,000</b>	<b>\$81,796</b>	<b>\$70,000</b>

**DETAIL OF TRANSFERS & RESERVES:**

Impound Fee Reserve (56009)	\$4,841	\$16,800	\$13,266	\$23,700
<b>TOTAL</b>	<b>\$4,841</b>	<b>\$16,800</b>	<b>\$13,266</b>	<b>\$23,700</b>

## DEPARTMENT BUDGET SUMMARY

DEPARTMENT: Fire (245)  
 FUND: Capital Improvements (07)

REVENUE	Prior Year Actual FY 2013	Budget Year FY 2014	Current Year Actual (Est) FY 2014	Budget Year FY 2015
Grady County Fire Tax (New)	\$0	\$0	\$0	\$40,000
<b>TOTAL REVENUE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$40,000</b>

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 2013	Budget Year FY 2014	Current Year Actual (Est) FY 2014	Budget Year FY 2015
Personal Services (51)	\$0	\$0	\$0	\$0
Materials & Supplies (52)	\$0	\$0	\$0	\$0
Other Services & Charges (53)	\$0	\$0	\$0	\$0
Capital Outlay (54)	\$0	\$0	\$0	\$0
Transfers & Reserves (56)	\$0	\$0	\$0	\$0
Debt Service (57)	\$0	\$0	\$0	\$83,000
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$83,000</b>

**DETAIL OF CAPITAL OUTLAY:**

Equipment Purchases (54032)	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**DETAIL OF DEBT SERVICE:**

Loan Payments (57001)				
Four Fire Truck Lease-Purchase	\$0	\$0	\$0	\$83,000
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$83,000</b>

## DEPARTMENT BUDGET SUMMARY

**DEPARTMENT:** 911 Dispatch (249)  
**FUND:** Capital Improvements (07)

REVENUE	Prior Year Actual FY 2013	Budaet Year FY 2014	Current Year Actual (Est) FY 2014	Budaet Year FY 2015
Loan Proceeds (47059)	\$0	\$0	\$0	\$0
Fund Balance Carryover	\$0	\$0	\$0	\$0
<b>TOTAL REVENUE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 2013	Budaet Year FY 2014	Current Year Actual (Est) FY 2014	Budaet Year FY 2015
Personal Services (51)	\$0	\$0	\$0	\$0
Materials & Supplies (52)	\$0	\$0	\$0	\$0
Other Services & Charges (53)	\$0	\$0	\$0	\$0
Capital Outlay (54)	\$0	\$0	\$0	\$0
Transfers & Reserves (56)	\$0	\$0	\$0	\$0
Debt Service (57)	\$43,395	\$44,000	\$43,395	\$44,000
<b>TOTAL</b>	<b>\$43,395</b>	<b>\$44,000</b>	<b>\$43,395</b>	<b>\$44,000</b>

**DETAIL OF CAPITAL OUTLAY:**

Equipment Purchases (54032)	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**DETAIL OF DEBT SERVICE:**

Loan Payments (57001)				
2012 Radio Equipment	\$43,395	\$44,000	\$43,395	\$44,000
<b>TOTAL</b>	<b>\$43,395</b>	<b>\$44,000</b>	<b>\$43,395</b>	<b>\$44,000</b>

## DEPARTMENT BUDGET SUMMARY

**DEPARTMENT:** Emergency Management (257)  
**FUND:** Capital Improvements (07)

REVENUE	Prior Year Actual FY 2013	Budget Year FY 2014	Current Year Actual (Est) FY 2014	Budget Year FY 2015
Donations (47048)	\$0	\$0	\$0	\$0
Shelter Rebate Grant (42018)	\$0	\$156,000	\$156,000	\$0
<b>TOTAL REVENUE</b>	<b>\$0</b>	<b>\$156,000</b>	<b>\$156,000</b>	<b>\$0</b>

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 2013	Budget Year FY 2014	Current Year Actual (Est) FY 2014	Budget Year FY 2015
Personal Services (51)	\$0	\$0	\$0	\$0
Materials & Supplies (52)	\$0	\$0	\$0	\$0
Other Services & Charges (53)	\$0	\$0	\$0	\$0
Capital Outlay (54)	\$47,625	\$156,000	\$156,000	\$0
Transfers & Reserves (56)	\$0	\$0	\$0	\$0
Debt Service (57)	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$47,625</b>	<b>\$156,000</b>	<b>\$156,000</b>	<b>\$0</b>

**DETAIL OF CAPITAL OUTLAY:**

Equipment Purchases (54032)				
Storm Sirens	\$47,625	\$0	\$0	\$0
Shelter Grant Expenses (54092)	\$0	\$156,000	\$156,000	\$0
<b>TOTAL</b>	<b>\$47,625</b>	<b>\$156,000</b>	<b>\$156,000</b>	<b>\$0</b>

## DEPARTMENT BUDGET SUMMARY

DEPARTMENT: Library (326)  
 FUND: Capital Improvements (07)

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 2013	Budaet Year FY 2014	Current Year Actual (Est) FY 2014	Budaet Year FY 2015
Personal Services (51)	\$0	\$0	\$0	\$0
Materials & Supplies (52)	\$0	\$0	\$0	\$0
Other Services & Charges (53)	\$0	\$0	\$0	\$0
Capital Outlay (54)	\$0	\$0	\$0	\$10,000
Transfers & Reserves (56)	\$0	\$0	\$0	\$0
Debt Service (57)	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000</b>

**DETAIL OF CAPITAL OUTLAY:**

Buildings (54011)	\$0	\$0	\$0	\$10,000
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000</b>

## DEPARTMENT BUDGET SUMMARY

**DEPARTMENT:** Parks & Recreation (344)  
**FUND:** Capital Improvements (07)

REVENUE	Prior Year Actual FY 2013	Budaet Year FY 2014	Current Year Actual (Est) FY 2014	Budaet Year FY 2015
Water & Land Conservation Grant (42019)	\$49,974	\$87,500	\$48,000	\$151,000
2011 Ballfield Light Grant	\$49,974	\$87,500	\$48,000	\$10,000
2013 LWCF	\$0	\$0	\$0	\$141,000
Regional Trail Program Grant (New)	\$0	\$160,000	\$0	\$160,000
Donations (47048)	\$0	\$0	\$0	\$0
<b>TOTAL REVENUE</b>	<b>\$49,974</b>	<b>\$247,500</b>	<b>\$48,000</b>	<b>\$311,000</b>

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 2013	Budaet Year FY 2014	Current Year Actual (Est) FY 2014	Budaet Year FY 2015
Personal Services (51)	\$0	\$0	\$0	\$0
Materials & Supplies (52)	\$0	\$0	\$0	\$0
Other Services & Charges (53)	\$0	\$0	\$0	\$0
Capital Outlay (54)	\$162,888	\$284,000	\$75,100	\$425,000
Transfers & Reserves (56)	\$0	\$65,000	\$0	\$0
Debt Service (57)	\$8,767	\$9,000	\$9,000	\$9,000
<b>TOTAL</b>	<b>\$171,655</b>	<b>\$358,000</b>	<b>\$84,100</b>	<b>\$434,000</b>

### DETAIL OF CAPITAL OUTLAY:

Equipment Purchases (54032)	\$81,444	\$264,000	\$75,100	\$160,000
Ball Field Lighting Phase II	\$81,444	\$64,000	\$75,100	\$0
Trails Grant Expenses	\$0	\$200,000	\$0	\$160,000
Other Capital Purchases (54091)	\$0	\$20,000	\$0	\$265,000
Sod for Soccer Fields	\$0	\$20,000	\$0	\$0
LWCF 13	\$0	\$0	\$0	\$265,000
<b>TOTAL</b>	<b>\$162,888</b>	<b>\$284,000</b>	<b>\$75,100</b>	<b>\$425,000</b>

### DETAIL OF TRANSFERS & RESERVES:

Grant Match Reserve (56005)	\$0	\$65,000	\$0	\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$65,000</b>	<b>\$0</b>	<b>\$0</b>

### DETAIL OF DEBT SERVICE:

Loan Payments (57001)				
Lease-purchase of Ball Field Lighting Phase I	\$8,767	\$9,000	\$9,000	\$9,000
<b>TOTAL</b>	<b>\$8,767</b>	<b>\$9,000</b>	<b>\$9,000</b>	<b>\$9,000</b>

## DEPARTMENT BUDGET SUMMARY

**DEPARTMENT:** Animal Welfare (458)  
**FUND:** Capital Improvements (07)

REVENUE	Prior Year Actual FY 2013	Budget Year FY 2014	Current Year Actual (Est) FY 2014	Budget Year FY 2015
Donations (47048)	\$0	\$0	\$0	\$0
<b>TOTAL REVENUE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 2013	Budget Year FY 2014	Current Year Actual (Est) FY 2014	Budget Year FY 2015
Personal Services (51)	\$0	\$0	\$0	\$0
Materials & Supplies (52)	\$0	\$0	\$0	\$0
Other Services & Charges (53)	\$0	\$0	\$0	\$0
Capital Outlay (54)	\$0	\$0	\$0	\$0
Transfers & Reserves (56)	\$0	\$0	\$0	\$0
Debt Service (57)	\$7,759	\$8,000	\$7,759	\$6,500
<b>TOTAL</b>	<b>\$7,759</b>	<b>\$8,000</b>	<b>\$7,759</b>	<b>\$6,500</b>

**DETAIL OF DEBT SERVICE:**

Loan Payments (57001)

2010 Lease-purchase of animal welfare truck	\$7,759	\$8,000	\$7,759	\$6,500
<b>TOTAL</b>	<b>\$7,759</b>	<b>\$8,000</b>	<b>\$7,759</b>	<b>\$6,500</b>

## DEPARTMENT BUDGET SUMMARY

**DEPARTMENT:** Emergency Medical Services (642)  
**FUND:** Capital Improvements (07)

REVENUE	Prior Year Actual FY 2013	Budaet Year FY 2014	Current Year Actual (Est) FY 2014	Budaet Year FY 2015
522 Revenues (New)	\$130,000	\$0	\$0	\$140,000
<b>TOTAL REVENUE</b>	<b>\$130,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$140,000</b>

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 2013	Budaet Year FY 2014	Current Year Actual (Est) FY 2014	Budaet Year FY 2015
Personal Services (51)	\$0	\$0	\$0	\$0
Materials & Supplies (52)	\$0	\$0	\$0	\$0
Other Services & Charges (53)	\$0	\$0	\$0	\$0
Capital Outlay (54)	\$123,880	\$0	\$0	\$140,000
Transfers & Reserves (56)	\$0	\$0	\$0	\$0
Debt Service (57)	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$123,880</b>	<b>\$0</b>	<b>\$0</b>	<b>\$140,000</b>

**DETAIL OF CAPITAL OUTLAY:**

Vehicle Purchases (54031)	\$123,880	\$0	\$0	\$140,000
<b>TOTAL</b>	<b>\$123,880</b>	<b>\$0</b>	<b>\$0</b>	<b>\$140,000</b>

## DEPARTMENT BUDGET SUMMARY

DEPARTMENT: Gas (851)  
 FUND: Capital Improvements (07)

REVENUE	Prior Year Actual FY 2013	Budget Year FY 2014	Current Year Actual (Est) FY 2014	Budget Year FY 2015
Impact Fee - Gas (47054)	\$14,600	\$13,000	\$17,500	\$17,500
Fund Balance Carryover	\$0	\$12,000	\$14,600	\$32,100
<b>TOTAL REVENUE</b>	<b>\$14,600</b>	<b>\$25,000</b>	<b>\$32,100</b>	<b>\$49,600</b>

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 2013	Budget Year FY 2014	Current Year Actual (Est) FY 2014	Budget Year FY 2015
Personal Services (51)	\$0	\$0	\$0	\$0
Materials & Supplies (52)	\$0	\$0	\$0	\$0
Other Services & Charges (53)	\$0	\$0	\$0	\$0
Capital Outlay (54)	\$0	\$0	\$0	\$0
Transfers & Reserves (56)	\$0	\$12,000	\$0	\$49,600
Debt Service (57)	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$12,000</b>	<b>\$0</b>	<b>\$49,600</b>

**DETAIL OF TRANSFERS & RESERVES:**

Impact Fee Reserve - Gas (56012)	\$0	\$12,000	\$0	\$49,600
Gas Line Trailer	\$0	\$0	\$0	\$6,000
Reserve	\$0	\$12,000	\$0	\$43,600
<b>TOTAL</b>	<b>\$0</b>	<b>\$12,000</b>	<b>\$0</b>	<b>\$49,600</b>

## DEPARTMENT BUDGET SUMMARY

DEPARTMENT: Water (852)  
 FUND: Capital Improvements (07)

REVENUE	Prior Year Actual FY 2013	Budaet Year FY 2014	Current Year Actual (Est) FY 2014	Budaet Year FY 2015
Impact Fee - Water (47054)	\$22,600	\$18,000	\$22,400	\$25,200
Fund Balance Carryover	\$0	\$20,000	\$22,600	\$45,000
<b>TOTAL REVENUE</b>	<b>\$22,600</b>	<b>\$38,000</b>	<b>\$45,000</b>	<b>\$70,200</b>

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 2013	Budaet Year FY 2014	Current Year Actual (Est) FY 2014	Budaet Year FY 2015
Personal Services (51)	\$0	\$0	\$0	\$0
Materials & Supplies (52)	\$0	\$0	\$0	\$0
Other Services & Charges (53)	\$0	\$0	\$0	\$0
Capital Outlay (54)	\$0	\$0	\$0	\$0
Transfers & Reserves (56)	\$0	\$38,000	\$0	\$70,200
Debt Service (57)	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$38,000</b>	<b>\$0</b>	<b>\$70,200</b>

**DETAIL OF TRANSFERS & RESERVES:**

Impact Fee Reserve - Water (56012)	\$0	\$38,000	\$0	\$70,200
<b>TOTAL</b>	<b>\$0</b>	<b>\$38,000</b>	<b>\$0</b>	<b>\$70,200</b>

## DEPARTMENT BUDGET SUMMARY

**DEPARTMENT:** Sewer (853)  
**FUND:** Capital Improvements (07)

REVENUE	Prior Year Actual FY 2013	Budget Year FY 2014	Current Year Actual (Est) FY 2014	Budget Year FY 2015
CDBG Grant Revenue (New)	\$0	\$160,000	\$78,379	\$0
4th St Sewer Rehab	\$0	\$160,000		
Impact Fee - Sewer (47054)	\$7,100	\$8,000	\$14,000	\$15,000
Fund Balance Carryover	\$0	\$6,300	\$7,100	\$21,100
<b>TOTAL REVENUE</b>	<b>\$7,100</b>	<b>\$174,300</b>	<b>\$99,479</b>	<b>\$36,100</b>

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 2013	Budget Year FY 2014	Current Year Actual (Est) FY 2014	Budget Year FY 2015
Personal Services (51)	\$0	\$0	\$0	\$0
Materials & Supplies (52)	\$0	\$0	\$0	\$0
Other Services & Charges (53)	\$0	\$0	\$0	\$0
Capital Outlay (54)	\$0	\$98,000	\$97,974	\$0
Transfers & Reserves (56)	\$0	\$154,300	\$140,000	\$176,100
Debt Service (57)	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$252,300</b>	<b>\$237,974</b>	<b>\$176,100</b>

**DETAIL OF CAPITAL OUTLAY:**

CDBG Expenditures (New)		\$98,000	\$97,974	\$0
SW 4th St Sewer Rehab	\$0	\$98,000	\$97,974	\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$98,000</b>	<b>\$97,974</b>	<b>\$0</b>

**DETAIL OF TRANSFERS & RESERVES:**

Impact Fee Reserve - Sewer (56012)	\$0	\$14,300	\$0	\$36,100
Transfer to TPWA (56050)	\$0	\$140,000	\$140,000	\$140,000
<b>TOTAL</b>	<b>\$0</b>	<b>\$154,300</b>	<b>\$140,000</b>	<b>\$176,100</b>

# VII. TUTTLE PUBLIC WORKS AUTHORITY FUND



## TUTTLE PUBLIC WORKS AUTHORITY FUND (01) SUMMARY

<b>REVENUE</b>	<b>Prior Year Actual FY 2013</b>	<b>Budget Year FY 2014</b>	<b>Current Year Actual (Est) FY 2014</b>	<b>Budget Year FY 2015</b>
General Operations (140)	\$1,335,599	\$1,491,070	\$995,294	\$518,600
Gas (851)	\$905,457	\$1,129,000	\$1,157,405	\$1,108,500
Water (852)	\$812,593	\$895,300	\$799,900	\$833,000
Sewer (853)	\$181,682	\$189,300	\$269,993	\$194,500
Sanitation (854)	\$665,715	\$684,000	\$716,700	\$742,000
TPWA Administration (855)	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$3,901,046</b>	<b>\$4,388,670</b>	<b>\$3,939,292</b>	<b>\$3,396,600</b>

<b>EXPENDITURE</b>	<b>Prior Year Actual FY 2013</b>	<b>Budget Year FY 2014</b>	<b>Current Year Actual (Est) FY 2014</b>	<b>Budget Year FY 2015</b>
General Government (141)	\$1,069,230	\$921,900	\$483,700	\$911,700
Gas (851)	\$643,190	\$910,000	\$900,500	\$849,600
Water (852)	\$699,401	\$951,270	\$942,373	\$730,300
Sewer (853)	\$908,671	\$959,500	\$951,583	\$215,000
Sanitation (854)	\$357,130	\$383,000	\$382,000	\$411,000
TPWA Administration (855)	\$105,679	\$98,000	\$87,950	\$106,500
Billing (856)	\$117,734	\$165,000	\$150,185	\$172,500
<b>TOTAL</b>	<b>\$3,901,035</b>	<b>\$4,388,670</b>	<b>\$3,898,291</b>	<b>\$3,396,600</b>

# **General Operations Department**

FY 2015 Departmental Summary

## **DEPARTMENTAL DESCRIPTION**

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The General Operations Department is the typical home for the general revenue sources of the TPWA. This includes penalty and reconnection fees.

## DEPARTMENT REVENUE SUMMARY

DEPARTMENT: General Operations (140)  
 FUND: TPWA (50)

REVENUE CLASSIFICATION	Prior Year Actual FY 2013	Budget Year FY 2014	Current Year Actual (Est) FY 2014	Budget Year FY 2015
Penalty Charges (43030)	\$23,672	\$23,000	\$25,200	\$25,000
Reconnect Fees (43031)	\$29,525	\$26,000	\$18,450	\$20,000
Interest - Checking (46041)	\$91	\$5,000	\$5	\$0
Interest - Cert of Deposits (46042)	\$0	\$0	\$0	\$0
Rent & Leases (47021)	\$3,000	\$6,000	\$5,000	\$6,000
Miscellaneous Revenue (47051)	\$98,210	\$0	\$1,000	\$0
Transfer from CI Fund (49022)	\$0	\$140,000	\$140,000	\$140,000
Fund Balance Carryover	\$1,181,101	\$1,291,070	\$805,639	\$327,600
<b>TOTAL REVENUE</b>	<b>\$1,335,599</b>	<b>\$1,491,070</b>	<b>\$995,294</b>	<b>\$518,600</b>

# General Government Department

FY 2015 Departmental Summary

## DEPARTMENTAL DESCRIPTION

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The General Government Department is the typical home general and non-department-specific expenditures. This includes, but is not limited to, the general reserves for the TPWA Fund, legal expenses, auditing expenses, liability insurance premiums, and inter-fund transfers.

## DEPARTMENT BUDGET SUMMARY

**DEPARTMENT:** General Government (141)  
**FUND:** TPWA (50)

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 2013	Budaet Year FY 2014	Current Year Actual (Est) FY 2014	Budaet Year FY 2015
Personal Services (51)	\$0	\$0	\$0	\$0
Materials & Supplies (52)	\$4,432	\$10,000	\$9,800	\$10,000
Other Services & Charges (53)	\$151,354	\$150,000	\$134,500	\$160,000
Capital Outlay (54)	\$480,508	\$5,000	\$500	\$5,000
Transfers & Reserves (56)	\$250,000	\$618,000	\$200,000	\$551,000
Debt Service (57)	\$182,936	\$138,900	\$138,900	\$185,700
<b>TOTAL</b>	<b>\$1,069,230</b>	<b>\$921,900</b>	<b>\$483,700</b>	<b>\$911,700</b>

### DETAIL OF TRANSFERS & RESERVES:

Transfer to General Fund (56001)	\$250,000	\$350,000	\$200,000	\$319,000
General Reserve (56004)	\$0	\$70,000	\$0	\$70,000
Grant Match Reserve (56005)	\$0	\$10,000	\$0	\$10,000
Insurance Premium Reserve (56008)	\$0	\$20,000	\$0	\$20,000
Severence/Vac Buyback Reserve (56006)	\$0	\$50,000	\$0	\$50,000
Transfer to CIF (56020)	\$0	\$118,000	\$0	\$82,000
<b>TOTAL</b>	<b>\$250,000</b>	<b>\$618,000</b>	<b>\$200,000</b>	<b>\$551,000</b>

### DETAIL OF DEBT SERVICE:

Loan Payments (57001)				
2010 City Hall Note	\$101,960	\$96,500	\$96,500	\$185,700
Jeffries 40-Acres Purchase Agreement	\$44,800	\$42,400	\$42,400	\$0
Tuttle Lumber Store Purchase Note	\$7,176	\$26,985	\$26,945	\$26,985
BOK Trustee Fee	\$5,000	\$5,000	\$5,000	\$5,000
<b>TOTAL</b>	<b>\$158,936</b>	<b>\$138,900</b>	<b>\$138,900</b>	<b>\$185,700</b>

# **Natural Gas Department**

## **FY 2015 Departmental Summary**

### **DEPARTMENTAL DESCRIPTION**

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The Natural Gas Department is responsible for the operation of the City's natural gas system which includes two border stations where gas is purchased, a regulator station, and the distribution system. It maintains compliance with the Oklahoma Corporation Commission and US Department of Transportation regulations through proper operation, data collection and reporting. Natural gas is purchased from Constellation Energy.

### **GOALS**

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1. Develop and implement a schedule to replace steel mains.
2. Install 50 automated meters.
3. Develop a plan to increase gas supply to meet future demands.

### **STAFFING for FY 2015**

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(1 FT) Utility Superintendent  
(2 FT) Maintenance Workers

## DEPARTMENT BUDGET SUMMARY

**DEPARTMENT:** Gas (851)  
**FUND:** TPWA (50)

REVENUE	Prior Year Actual FY 2013	Budget Year FY 2014	Current Year Actual (Est) FY 2014	Budget Year FY 2015
Utility Sales (43028)	\$859,421	\$1,099,000	\$1,101,000	\$1,060,500
Tap Fees (43029)	\$38,422	\$20,000	\$47,500	\$39,000
Reconnect Fees (43031)	\$0	\$3,000	\$0	\$0
Initiation Fees (43060)	\$4,887	\$7,000	\$6,900	\$7,000
Interest - Checking (46041)	\$2,727	\$0	\$2,005	\$2,000
Miscellaneous Revenue (47051)	\$0	\$0	\$0	\$0
<b>TOTAL REVENUE</b>	<b>\$905,457</b>	<b>\$1,129,000</b>	<b>\$1,157,405</b>	<b>\$1,108,500</b>

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 2013	Budget Year FY 2014	Current Year Actual (Est) FY 2014	Budget Year FY 2015
Personal Services (51)	\$81,491	\$149,500	\$140,500	\$160,000
Materials & Supplies (52)	\$479,843	\$664,195	\$664,000	\$626,500
Other Services & Charges (53)	\$18,666	\$25,000	\$29,000	\$30,000
Capital Outlay (54)	\$39,190	\$47,305	\$43,000	\$9,100
Transfers & Reserves (56)	\$0	\$0	\$0	\$0
Debt Service (57)	\$24,000	\$24,000	\$24,000	\$24,000
<b>TOTAL EXPENDITURE</b>	<b>\$643,190</b>	<b>\$910,000</b>	<b>\$900,500</b>	<b>\$849,600</b>

### DETAIL OF CAPITAL OUTLAY:

Vehicle Purchases (54031)	\$20,000	\$0	\$0	\$0
Equipment Purchases (54032)	\$0	\$0	\$0	\$4,100
Tool Purchases (54033)	\$800	\$1,000	\$0	\$0
Capital Outlay (54052)	\$12,000	\$42,000	\$41,808	\$0
New Taps & Service Lines (54053)	\$1,947	\$4,305	\$1,192	\$5,000
<b>TOTAL</b>	<b>\$34,747</b>	<b>\$47,305</b>	<b>\$43,000</b>	<b>\$9,100</b>

### DETAIL OF DEBT SERVICE:

Loan Payments (57001)				
ODOT Gas Line Relocation 1993	\$24,000	\$24,000	\$24,000	\$24,000
<b>TOTAL</b>	<b>\$24,000</b>	<b>\$24,000</b>	<b>\$24,000</b>	<b>\$24,000</b>

## **Water Department**

### **FY 2015 Departmental Summary**

#### **DEPARTMENTAL DESCRIPTION**

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The Water Department is responsible for operation of the City's water system which includes wells, a collection system, a treatment plant, water storage facilities and distribution system. It is also responsible for maintaining compliance with the Oklahoma Department of Environmental Quality (ODEQ) regulations through proper operation, data collection and reporting.

#### **GOALS**

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1. Install 50 automated meters.
2. Connect the Springwood Acres water system to the TPWA water system.

#### **STAFFING for FY 2015**

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(1 FT) Utility Superintendent  
(2 FT) Maintenance Workers

## DEPARTMENT BUDGET SUMMARY

**DEPARTMENT:** Water (852)

**FUND:** TPWA (50)

REVENUE	Prior Year Actual FY 2013	Budget Year FY 2014	Current Year Actual (Est) FY 2014	Budget Year FY 2015
Utility Sales (43028)	\$776,373	\$863,000	\$760,000	\$800,000
Tap Fees (43029)	\$21,858	\$20,000	\$23,800	\$22,000
Initiation Fees (43060)	\$7,525	\$10,000	\$8,400	\$9,000
Interest - Checking (46041)	\$2,515	\$2,300	\$2,000	\$2,000
Miscellaneous Revenue (47051)	\$4,322	\$0	\$5,700	\$0
<b>TOTAL REVENUE</b>	<b>\$812,593</b>	<b>\$895,300</b>	<b>\$799,900</b>	<b>\$833,000</b>

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 2013	Budget Year FY 2014	Current Year Actual (Est) FY 2014	Budget Year FY 2015
Personal Services (51)	\$140,725	\$149,500	\$149,100	\$151,000
Materials & Supplies (52)	\$106,334	\$88,000	\$84,372	\$94,000
Other Services & Charges (53)	\$173,489	\$98,470	\$97,480	\$140,000
Capital Outlay (54)	\$147,622	\$295,000	\$291,320	\$39,000
Transfers & Reserves (56)	\$0	\$0	\$0	\$0
Debt Service (57)	\$131,231	\$320,300	\$320,101	\$306,300
<b>TOTAL EXPENDITURE</b>	<b>\$699,401</b>	<b>\$951,270</b>	<b>\$942,373</b>	<b>\$730,300</b>

### DETAIL OF CAPITAL OUTLAY:

Water Line Extension (54029)	\$91,656	\$143,000	\$134,160	\$0
E SCR Water Line Ext	\$0	\$133,000	\$122,538	\$0
Other	\$91,656	\$10,000	\$11,622	\$0
Vehicle Purchases (54031)	\$26,500	\$30,000	\$4,250	\$30,000
Equipment Purchases (54032)	\$0	\$1,000	\$1,625	\$2,000
Tool Purchases (54033)	\$0	\$1,000	\$300	\$2,000
Project Engineering & Design (54034)	\$22,466	\$5,000	\$21,390	\$0
Heavy Equipment Purchases (54035)	\$7,000	\$0	\$0	\$0
Capital Outlay (54052)	\$0	\$110,000	\$124,695	\$0
Cimarron Rd Water Line Replacement	\$0	\$110,000	\$119,280	\$0
Other	\$0	\$0	\$5,435	\$0
New Taps & Service Lines (54053)	\$0	\$5,000	\$4,900	\$5,000
<b>TOTAL</b>	<b>\$147,622</b>	<b>\$295,000</b>	<b>\$291,320</b>	<b>\$39,000</b>

### DETAIL OF DEBT SERVICE:

Loan Payments (57001)	\$275,943	\$320,300	\$320,101	\$306,300
2008 OWRB Note	\$124,777	\$0	\$0	\$0
2013 SSB Water Note	\$0	\$314,000	\$313,851	\$300,000
1998 Water Sewer Gas Note	\$144,916	\$0	\$0	\$0
1998 Jason White Water Tower No	\$6,250	\$6,300	\$6,250	\$6,300
<b>TOTAL</b>	<b>\$275,943</b>	<b>\$320,300</b>	<b>\$320,101</b>	<b>\$306,300</b>

## **Sewer Department**

### **FY 2015 Departmental Summary**

#### **DEPARTMENTAL DESCRIPTION**

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The Sewer Department is responsible for operation of the City's sanitary sewer system which includes a collection system and treatment facility. It maintains compliance with the Oklahoma Department of Environmental Quality regulations through proper operation, data collection and reporting.

#### **GOALS**

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1. Development of a schedule to replace deteriorated mains.

## DEPARTMENT BUDGET SUMMARY

**DEPARTMENT:** Sewer (853)  
**FUND:** TPWA (50)

REVENUE	Prior Year Actual FY 2013	Budaet Year FY 2014	Current Year Actual (Est) FY 2014	Budaet Year FY 2015
Grant Revenue (New)	\$0	\$0	\$81,620	\$0
Utility Sales (43028)	\$179,079	\$186,800	\$184,150	\$189,500
Tap Fees (43029)	\$1,703	\$1,500	\$3,223	\$3,000
Initiation Fees (43060)	\$900	\$1,000	\$1,000	\$2,000
<b>TOTAL REVENUE</b>	<b>\$181,682</b>	<b>\$189,300</b>	<b>\$269,993</b>	<b>\$194,500</b>

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 2013	Budaet Year FY 2014	Current Year Actual (Est) FY 2014	Budaet Year FY 2015
Personal Services (51)	\$0	\$0	\$0	\$0
Materials & Supplies (52)	\$2,033	\$5,000	\$1,213	\$5,000
Other Services & Charges (53)	\$22,604	\$30,000	\$28,043	\$35,000
Capital Outlay (54)	\$743,250	\$757,000	\$755,234	\$5,000
Transfers & Reserves (56)	\$0	\$0	\$0	\$0
Debt Service (57)	\$140,784	\$167,500	\$167,093	\$170,000
<b>TOTAL EXPENDITURE</b>	<b>\$908,671</b>	<b>\$959,500</b>	<b>\$951,583</b>	<b>\$215,000</b>

### DETAIL OF CAPITAL OUTLAY:

Equipment Purchases (54032)	\$6,899	\$2,500	\$0	\$2,500
Tool Purchases (54033)	\$695	\$1,000	\$0	\$1,000
Project Engineering & Design (54034)	\$1,896	\$1,500	\$4,944	\$1,500
Heavy Equipment Purchases (54035)	\$6,000	\$0	\$0	\$0
Real Estate Purchases (54044)	\$3,000	\$0	\$0	\$0
Capital Outlay (54052)	\$2,750	\$10,000	\$10,000	\$0
Pump replacement at Lift Station #1		\$10,000	\$10,000	\$0
Capital Outlay Sewer Loan (54098)	\$722,010	\$742,000	\$740,290	\$0
Forced Main Project		\$416,000	\$415,295	\$0
CDBG 12		\$140,000	\$139,974	\$0
Cimarron Rd Sewer Replacement		\$186,000	\$185,021	\$0
<b>TOTAL</b>	<b>\$743,250</b>	<b>\$757,000</b>	<b>\$755,234</b>	<b>\$5,000</b>

### DETAIL OF DEBT SERVICE:

Loan Payments (57001)				
2011 Sewer Note	\$140,784	\$167,500	\$167,093	\$170,000
<b>TOTAL</b>	<b>\$140,784</b>	<b>\$167,500</b>	<b>\$167,093</b>	<b>\$170,000</b>

## **Sanitation Department**

### **FY 2015 Departmental Summary**

#### **DEPARTMENTAL DESCRIPTION**

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The Tuttle Public Works Authority contracts with Allied Waste to pick up and dispose of sanitary trash. Curbside pickup for residential customers is once a week.

#### **GOALS**

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1. Development a plan for providing recycling opportunities for residential sanitation customers.

## DEPARTMENT BUDGET SUMMARY

**DEPARTMENT:** Sanitation (854)  
**FUND:** TPWA (50)

REVENUE	Prior Year Actual FY 2013	Budaet Year FY 2014	Current Year Actual (Est) FY 2014	Budaet Year FY 2015
Utility Sales (43028)	\$665,715	\$684,000	\$716,700	\$742,000
<b>TOTAL REVENUE</b>	<b>\$665,715</b>	<b>\$684,000</b>	<b>\$716,700</b>	<b>\$742,000</b>

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 2013	Budaet Year FY 2014	Current Year Actual (Est) FY 2014	Budaet Year FY 2015
Personal Services (51)	\$0	\$0	\$0	\$0
Materials & Supplies (52)	\$0	\$0	\$0	\$0
Other Services & Charges (53)	\$357,130	\$368,000	\$382,000	\$396,000
Capital Outlay (54)	\$0	\$15,000	\$0	\$15,000
Transfers & Reserves (56)	\$0	\$0	\$0	\$0
Debt Service (57)	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURE</b>	<b>\$357,130</b>	<b>\$383,000</b>	<b>\$382,000</b>	<b>\$411,000</b>

**DETAIL OF CAPITAL OUTLAY:**

Buildings (54011)	\$0	\$15,000	\$0	\$15,000
<b>TOTAL</b>	<b>\$0</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$15,000</b>



## **Public Works Administration Department**

FY 2015 Departmental Summary

### **DEPARTMENTAL DESCRIPTION**

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The Tuttle Public Works Department is primarily responsible for the operation, maintenance and repair of the city owned utilities, streets and properties. It has a Director and is comprised of the Water, Sewer, Gas, Streets, Parks, and Cemetery departments along with responsibility for construction projects pertaining to those areas.

### **GOALS**

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1. Develop and implement a software system for maintenance, repair, and asset tracking.
2. Improve training and employee certification in respective departments.
3. Improve utilization and organization of the Public Works storage and operating facilities.

### **STAFFING for FY 2015**

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(1 FT) Public Works Director

## DEPARTMENT BUDGET SUMMARY

**DEPARTMENT:** TPWA Administration (855)  
**FUND:** TPWA (50)

REVENUE	Prior Year Actual FY 2013	Budget Year FY 2014	Current Year Actual (Est) FY 2014	Budget Year FY 2015
Cash Short-Long (47071)	\$0	\$0	\$0	\$0
<b>TOTAL REVENUE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 2013	Budget Year FY 2014	Current Year Actual (Est) FY 2014	Budget Year FY 2015
Personal Services (51)	\$89,536	\$80,000	\$74,500	\$87,000
Materials & Supplies (52)	\$7,495	\$8,000	\$4,250	\$5,000
Other Services & Charges (53)	\$8,648	\$10,000	\$9,200	\$14,500
Capital Outlay (54)	\$0	\$0	\$0	\$0
Transfers & Reserves (56)	\$0	\$0	\$0	\$0
Debt Service (57)	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURE</b>	<b>\$105,679</b>	<b>\$98,000</b>	<b>\$87,950</b>	<b>\$106,500</b>

# Billing Department

FY 2015 Departmental Summary

## DEPARTMENTAL DESCRIPTION

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TPWA Billing is comprised of several customer service divisions:

- Financial Services – Utility statement production, reconciliation of financial transactions, and complete service order process;
- Contractual Services – Establishes new service, maintains customer contracts, initiate active and inactive collections;
- Customer Services – Taking customer calls and posting incoming payment transactions;
- Meter Services – Monthly input of readings of all gas and water meters.

Our mission is to offer each citizen exceptional Customer Services.

## GOALS

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1. Enhance our customer communications in all 4 service areas.
2. Cross train employees to ensure productivity continues in times of transition.
3. Monitor customer satisfaction through a survey.

## STAFFING FY 2015

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(3 FT) Clerks

## DEPARTMENT BUDGET SUMMARY

**DEPARTMENT:** Billing (856)  
**FUND:** TPWA (50)

<b>EXPENDITURE CLASSIFICATION</b>	<b>Prior Year Actual FY 2013</b>	<b>Budget Year FY 2014</b>	<b>Current Year Actual (Est) FY 2014</b>	<b>Budget Year FY 2015</b>
Personal Services (51)	\$116,584	\$138,000	\$134,600	\$145,500
Materials & Supplies (52)	\$1,150	\$1,000	\$1,285	\$1,000
Other Services & Charges (53)	\$0	\$26,000	\$14,300	\$26,000
Capital Outlay (54)	\$0	\$0	\$0	\$0
Transfers & Reserves (56)	\$0	\$0	\$0	\$0
Debt Service (57)	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURE</b>	<b>\$117,734</b>	<b>\$165,000</b>	<b>\$150,185</b>	<b>\$172,500</b>

**VIII. SPRINGWOOD ACRES WATER  
SYSTEM FUND  
(GRADY TUTTLE WATER)**



# **Springwood Acres Water Fund Springwood Acres Water Department**

FY 2015 Departmental Summary

## **DEPARTMENTAL DESCRIPTION**

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The Springwood Acres Water Department was gifted to the City of Tuttle in 2011. This water system is under the direct control of the City Council, versus the TPWA which is under the direction of the TPWA Board of Trustees. Springwood Acres Water System has its own fee structure, and is permitted separately with the Oklahoma Water Resources Board and the Oklahoma Department of Environmental Quality. It is the intent of the City of Tuttle to formally merge this system with the TPWA. Until then, the City is required to account for the revenues and expenditures separately.

## **GOALS**

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1. Merge the Springwood Acres Water System with the TPWA.

**SPRINGWOOD ACRES FUND (55) SUMMARY**

<b>REVENUES</b>	<b>Prior Actual FY 2013</b>	<b>Budget Year FY 2014</b>	<b>Current Year Actual (EST) FY 2014</b>	<b>Budget Year FY 2015</b>
Water (852)	\$42,292	\$40,200	\$45,140	\$42,200
<b>TOTAL</b>	<b>\$42,292</b>	<b>\$40,200</b>	<b>\$45,140</b>	<b>\$42,200</b>

<b>EXPENDITURES</b>	<b>Prior Actual FY 2013</b>	<b>Budget Year FY 2014</b>	<b>Current Year Actual (EST) FY 2014</b>	<b>Budget Year FY 2015</b>
Water (852)	\$7,039	\$40,200	\$19,500	\$42,200
<b>TOTAL</b>	<b>\$7,039</b>	<b>\$40,200</b>	<b>\$19,500</b>	<b>\$42,200</b>

## REVENUE SUMMARY

**DEPARTMENT:** Water (852)  
**FUND:** Springwood Acres (55)

<b>EXPENDITURE CLASSIFICATION</b>	<b>Prior Actual FY 2013</b>	<b>Budget Year FY 2014</b>	<b>Current Year Actual (EST) FY 2014</b>	<b>Budget Year FY 2015</b>
Penalty Charges (430300)	\$162	\$200	\$140	\$200
Water Sales (43028)	\$21,767	\$20,000	\$25,000	\$22,000
Fund Balance Carryover	\$20,363	\$20,000	\$20,000	\$20,000
<b>TOTAL</b>	<b>\$42,292</b>	<b>\$40,200</b>	<b>\$45,140</b>	<b>\$42,200</b>

## DEPARTMENT BUDGET SUMMARY

DEPARTMENT: Water (852)  
 FUND: Springwood Acres (55)

EXPENDITURE CLASSIFICATION	Prior Actual FY 2013	Budget Year FY 2014	Current Year Actual (EST) FY 2014	Budget Year FY 2015
Personal Services (51)	\$0	\$0	\$0	\$0
Materials & Supplies (52)	\$0	\$0	\$0	\$0
Other Services & Charges (53)	\$7,039	\$20,200	\$19,500	\$20,000
Capital Outlay (54)	\$0	\$0	\$0	\$0
Transfers & Reserves (56)	\$0	\$20,000	\$0	\$22,200
Debt Service (57)	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$7,039</b>	<b>\$40,200</b>	<b>\$19,500</b>	<b>\$42,200</b>

**DETAIL OF TRANSFERS & RESERVES:**

General Reserve (56004)	\$0	\$20,000	\$0	\$22,200
<b>TOTAL</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$22,200</b>

City  
of  
Tuttle

1/1/14-12/31/14

Budget  
Amendments



























# Budget Amendment & Override WORKSHEET

Department: <u>EMS</u>	Date Prepared: 12/15/14	Worksheet Prepared By: Julius Conley
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	Fund	G/L Account Number	Account Name	Current Budgeted Amount	Total YTD GL Account Activity <sup>1</sup>	Budget Amount Increase/Decrease	Adjusted Budget Amount
Budget Amendment	1	642-51001	Salaries	\$169,500.00	\$174,388.00	\$6,000.00	\$175,500.00
	1	642-52056	Fuel	\$40,250.00	\$26,880.00	-\$6,000.00	\$34,250.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
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							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
	<b>TOTAL BUDGET IMPACT<sup>2</sup></b>						<b>\$0.00</b>
Explain Need for Budget Amendment: Corrected previous amendment sheet for monies moved to balance line items.							

<sup>1</sup> Include encumbered funds and funds in reserve  
<sup>2</sup> Budget impacts should equal zero.

WPA 12/30/14  
 Department Head (date)

\_\_\_\_\_  
 Verified By (date)

[Signature]  
 Approval of City Manager (date)







# Budget Amendment & Override WORKSHEET

Department: Sewer	Date Prepared: 12/2/14	Worksheet Prepared By: Julius Conley
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Budget Amendment	Fund	G/L Account Number	Account Name	Current Budgeted Amount	Total YTD GL Account Activity <sup>1</sup>	Budget Amount Increase/ Decrease	Adjusted Budget Amount
	7	853-42018	Grant Revenue	-\$160,000.00	-\$78,419.64	\$81,579.36	-\$78,420.64
	50	853-42018	Grant Revenue	\$0.00	-\$81,579.36	-\$81,579.36	-\$81,579.36
	7	853-54092	Grant Expense	\$238,000.00	\$98,025.00	-\$139,974.42	\$98,025.58
	50	853-54098	Capital Outlay Sewer Note	\$602,000.00	\$740,291.25	\$139,974.42	\$741,974.42
<b>TOTAL BUDGET IMPACT<sup>2</sup></b>						<b>\$0.00</b>	

Explain Need for Budget Amendment: Corrected previous amendment sheet for monies moved to balance line items.

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<sup>1</sup> Include encumbered funds and funds in reserve

<sup>2</sup> Budget impacts should equal zero.

Department Head \_\_\_\_\_ (date) \_\_\_\_\_  
 Verified By *Jimmy J. Chester* \_\_\_\_\_ (date)

Approval of City Manager \_\_\_\_\_ (date)



# Budget Amendment & Override WORKSHEET

Department: Sewer	Date Prepared: 11/6/2014	Worksheet Prepared By: Julius Conley
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Budget Amendment	Fund	G/L Account Number	Account Name	Current Budgeted Amount	Total YTD GL Account Activity <sup>1</sup>	Budget Amount Increase/Decrease	Adjusted Budget Amount
		50	853-54098	Capital Outlay Sewer Loan	\$572,000.00	\$600,316.00	\$30,000.00
	50		Fund Balance			-\$30,000.00	-\$30,000.00
<b>TOTAL BUDGET IMPACT<sup>2</sup></b>						<b>\$0.00</b>	
Explain Need for Budget Amendment: Corrected previous amendment sheet for monies moved to balance line items.							

<sup>1</sup> Include encumbered funds and funds in reserve

<sup>2</sup> Budget impacts should equal zero.

  
 \_\_\_\_\_  
 Verified By (date)

Department Head (date)

Approval of City Manager (date)



# Budget Amendment & Override WORKSHEET

Department: Streets	Date Prepared: 11/7/2014	Worksheet Prepared By: Julius Conley
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Budget Amendment	Fund	G/L Account Number	Account Name	Current Budgeted Amount	Total YTD GL Account Activity <sup>1</sup>	Budget Amount Increase/Decrease	Adjusted Budget Amount
	2	540-47051	Misc Revenue	\$0.00	-\$3,237.10	-\$4,532.02	-\$4,532.02
	2		Fund Balance			-\$18,689.57	-\$18,689.57
	2	540-54080	Street Repair and Maint.	\$62,250.00	\$75,103.35	\$23,221.59	\$85,471.59
<b>TOTAL BUDGET IMPACT<sup>2</sup></b>						<b>\$0.00</b>	
Explain Need for Budget Amendment: Corrected previous amendment sheet for monies moved to balance line items.							

<sup>1</sup> Include encumbered funds and funds in reserve

<sup>2</sup> Budget impacts should equal zero.

Department Head \_\_\_\_\_ (date)

  
 Verified By \_\_\_\_\_ (date)

Approval of City Manager \_\_\_\_\_ (date)



# Budget Amendment & Override WORKSHEET

Department: Gas	Date Prepared:	Worksheet Prepared By: Julius Conley
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Budget/Amendment	Fund	G/L Account Number	Account Name	Current Budgeted Amount	Total YTD GL Account Activity <sup>1</sup>	Budget Amount Increase/ Decrease	Adjusted Budget Amount
	50	851-43028	Utility Sales	-\$874,000.00	-\$910,247.00	-\$225,000.00	-\$1,099,000.00
	50	851-52020	Utility Purchases	\$400,000.00	\$517,074.00	\$193,000.00	\$593,000.00
	50	851-54052	Capital Outlay	\$10,000.00	\$39,778.00	\$32,000.00	\$42,000.00
<b>TOTAL BUDGET IMPACT:</b>						<b>\$0.00</b>	
Explain Need for Budget Amendment: Corrected previous amendment sheet for monies moved to balance line items.							

<sup>1</sup> Include encumbered funds and funds in reserve

<sup>2</sup> Budget Impacts should equal zero.

Department Head \_\_\_\_\_ (date) \_\_\_\_\_  
 Verified By James Chester \_\_\_\_\_ (date) \_\_\_\_\_

Approval of City Manager \_\_\_\_\_ (date)



# Budget Amendment & Override WORKSHEET

Department: Fire	Date Prepared: 11/6/14	Worksheet Prepared By: Julius Conley
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Budget Amendment	Fund	G/L Account Number	Account Name	Current Budgeted Amount	Total YTD GL Account Activity <sup>1</sup>	Budget Amount Increase/ Decrease	Adjusted Budget Amount
	1	245-42018	Fire Grant Revenue	\$2,806.28	\$7,730.63	-\$4,484.35	-\$1,678.07
	1	245-54097	Operational Grant	\$0.00	\$2,463.45	\$4,484.35	\$4,484.35
<b>TOTAL BUDGET IMPACT<sup>2</sup></b>						<b>\$0.00</b>	
Explain Need for Budget Amendment: Corrected previous amendment sheet for monies moved to balance line items.							
Fire Operational Grant							

<sup>1</sup> Include encumbered funds and funds in reserve  
<sup>2</sup> Budget impacts should equal zero.

Department Head	(date)		Verified By	(date)	Approval of City Manager	(date)
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# BUDGET AMENDMENT & OVERRIDE WORKSHEET

Department: <b>CD</b>	Date Prepared: <b>11/7/14</b>	Worksheet Prepared By: <b>SEAN DOUGLAS</b>
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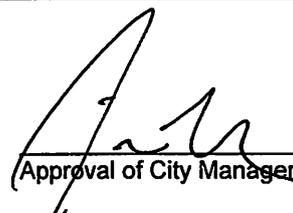
<b>Budget Override</b>	Requisition No.:	Requisition Amount:
	GL Fund & Account #:	GL Account Name:
	Override Authorized By:	Date:
	Reason Override is Necessary:	

	Fund	G/L Account Number	Account Name	Current Budgeted Amount	Total YTD GL Account Activity <sup>1</sup>	Budget Amount Increase/Decrease	Adjusted Budget Amount
<b>Budget Amendment</b>	01	450-53015	VEHICLE MAINT	2000	225.00	- 735.44	1,264.56
	01	450-54032	EQUIP PURCH	0	-610.44	+ 735.44	735.94

**TOTAL BUDGET IMPACT:** **0**

Explain Need for Budget Amendment: **BALANCE EQUIP PURCHASES LINE AND ALLOW FUNDS FOR VEHICLE DECALS PURCHASE**

<sup>1</sup> Include encumbered funds and funds in reserve  
<sup>2</sup> Budget impacts should equal zero.

Department Head \_\_\_\_\_ (date) Approval of City Manager  \_\_\_\_\_ (date)

Office Use Only			
Date Received	Processed Date	Authorized By	Comments
City Council necessary? Y / N	City Council Action Date	Distribution List <small>City Manager    City Clerk    City Treasurer    Department Heads</small>	





# BUDGET AMENDMENT & OVERRIDE WORKSHEET

Department: <u>FM</u>	Date Prepared: <u>11/5/14</u>	Worksheet Prepared By: <u>SEAN DOUGLAS</u>
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Budget Override	Requisition No.:	Requisition Amount:
	GL Fund & Account #:	GL Account Name:
	Override Authorized By:	Date:
	Reason Override is Necessary:	

Budget Amendment	Fund	G/L Account Number	Account Name	Current Budgeted Amount	Total YTD GL Account Activity <sup>1</sup>	Budget Amount Increase/ Decrease	Adjusted Budget Amount
	01	257-53034	REPAIR & EQUIP MAINTENANCE	44.50	254.31	- 4195.69	254.31
	01	257-53081	TRAINING & TRAVEL	500	0	- 500.00	0
	01	257-53082	MEMBERSHIP DUES	200	0	- 200.00	0
	01	257-54032	EQUIP PURCHASES	5000	563.33	+ 4895.69	9895.69

**TOTAL BUDGET IMPACT<sup>2</sup>** 0

Explain Need for Budget Amendment: COVER COSTS OF COMPLETION OF MOBILE COMM. POST PROJECT.

<sup>1</sup> Include encumbered funds and funds in reserve

<sup>2</sup> Budget impacts should equal zero.

[Signature]  
Department Head 11/5/14  
(date)

[Signature]  
Approval of City Manager 11/6/2014  
(date)

Office Use Only			
Date Received	Processed Date	Authorized By	Comments
City Council necessary? Y N	City Council Action Date	Distribution List	
		City Manager	City Clerk    City Treasurer    Department Heads





# BUDGET AMENDMENT & OVERRIDE WORKSHEET

Department: <b>FIRE</b>	Date Prepared: <b>10/23/2014</b>	Worksheet Prepared By: <b>Bruce Anthony</b>
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<b>Budget Override</b>	Requisition No.:	Requisition Amount:
	GL Fund & Account #:	GL Account Name:
	Override Authorized By:	Date:
	Reason Override is Necessary:	

<b>Budget Amendment</b>	Fund	G/L Account Number	Account Name	Current Budgeted Amount	Total YTD GL Account Activity <sup>1</sup>	Budget Amount Increase/Decrease	Adjusted Budget Amount
		01	245-52080	Fire Equipment	8000.00	7759.88	+3200.00
	01	245-52011	Social Security	3284.00	34.44	-3200.00	84.00
<b>TOTAL BUDGET IMPACT<sup>2</sup></b>						<b>\$0</b>	

Explain Need for Budget Amendment: Monies moved to balance expenditures for fire equipment purchases

<sup>1</sup> Include encumbered funds and funds in reserve  
<sup>2</sup> Budget impacts should equal zero.

 10/23/14  
 Department Head (date)

  
 Approval of City Manager (date)

Office Use Only		Date Received	Processed Date	Authorized By	Comments
City Council necessary? Y N	City Council Action Date	Distribution List		City Manager ___ City Clerk ___ City Treasurer ___ Department Heads	

# BUDGET AMENDMENT & OVERRIDE WORKSHEET

Department: <b>FIRE</b>	Date Prepared: <b>10/27/2014</b>	Worksheet Prepared By: <b>Bruce Anthony</b>
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<b>Budget Override</b>	Requisition No.:	Requisition Amount:
	GL Fund & Account #:	GL Account Name:
	Override Authorized By:	Date:
	Reason Override is Necessary:	

<b>Budget Amendment</b>	Fund	G/L Account Number	Account Name	Current Budgeted Amount	Total YTD GL Account Activity <sup>1</sup>	Budget Amount Increase/ Decrease	Adjusted Budget Amount
		01	245-53057	Vehicle Repair & Maintenance	0	0	+1300.00
	01	245-54092	FMAG	2806.28	0	-1300.00	1506.28
<b>TOTAL BUDGET IMPACT<sup>2</sup></b>						<b>\$0</b>	

Explain Need for Budget Amendment: Monies moved to balance expenditures for fire equipment service tests

<sup>1</sup> Include encumbered funds and funds in reserve  
<sup>2</sup> Budget impacts should equal zero.

MBA 10/27/14  
 Department Head (date)

[Signature]  
 Approval of City Manager (date)

<b>Office Use Only</b>			
Date Received	Processed Date	Authorized By	Comments
City Council necessary? Y N	City Council Action Date	Distribution List City Manager ___ City Clerk ___ City Treasurer ___ Department Heads	

# BUDGET AMENDMENT & OVERRIDE WORKSHEET

Department: EMS	Date Prepared: 10/27/14	Worksheet Prepared By: Bruce Anthony
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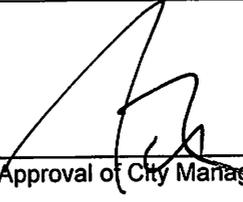
Budget Override	Requisition No.:	Requisition Amount:
	GL Fund & Account #:	GL Account Name:
	Override Authorized By:	Date:
	Reason Override is Necessary:	

Budget Amendment	Fund	G/L Account Number	Account Name	Current Budgeted Amount	Total YTD GL Account Activity <sup>1</sup>	Budget Amount Increase/ Decrease	Adjusted Budget Amount
	01	642-52057	Tools and equipment	2700.00	4194.60	+3643.00	6343.00
	01	642-53009	Software agreement	1075.00	0	-1075.00	0
	01	642-53034	Repair & Equipment maintenance	2925.00	356.00	-2568.00	357.00
	01	642-52076	Drugs/Medications	7500.00	8259.47	+2000.00	9500.00
	01	642-52056	Fuel	44750.00	22586.00	-4500.00	40250.00
	01	642-52015	Communications Equipemnt	500.00	2790.42	+2500.00	3000.00
<b>TOTAL BUDGET IMPACT:</b>						\$0	

Explain Need for Budget Amendment: Monies moved purchase medical equipment and balance other budget lines

<sup>1</sup> Include encumbered funds and funds in reserve  
<sup>2</sup> Budget impacts should equal zero.

 10/27/14  
 Department Head (date)

  
 Approval of City Manager (date)

Office Use Only			
Date Received	Processed Date	Authorized By	Comments
City Council necessary? Y N	City Council Action Date	Distribution List City Manager City Clerk City Treasurer Department Heads	



# Budget Amendment & Override WORKSHEET

Department:	Date Prepared:	Worksheet Prepared By: Julius Conley
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Budget Amendment	Fund	G/L Account Number	Account Name	Current Budgeted Amount	Total YTD GL Account Activity <sup>1</sup>	Budget Amount Increase/ Decrease	Adjusted Budget Amount
	1	156-53081	Training and Travel	\$3,500.00	\$2,275.00	\$500.00	\$4,000.00
	1	156-51002	Overtime	\$500.00	\$0.00	-\$500.00	\$0.00
							\$0.00
<b>TOTAL BUDGET IMPACT<sup>2</sup></b>						<b>\$0.00</b>	

Explain Need for Budget Amendment: Corrected previous amendment sheet for monies moved to balance line items.

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<sup>1</sup> Include encumbered funds and funds in reserve

<sup>2</sup> Budget impacts should equal zero.

  
 \_\_\_\_\_  
 Department Head (date)

\_\_\_\_\_  
 Verified By (date)

  
 \_\_\_\_\_  
 Approval of City Manager (date)

# BUDGET AMENDMENT & OVERRIDE WORKSHEET

Department: FIRE	Date Prepared: 08/27/2014	Worksheet Prepared By: Bruce Anthony
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<b>Budget Override</b>	Requisition No.:	Requisition Amount:
	GL Fund & Account #:	GL Account Name:
	Override Authorized By:	Date:
	Reason Override is Necessary:	

<b>Budget Amendment</b>	Fund	G/L Account Number	Account Name	Current Budgeted Amount	Total YTD GL Account Activity <sup>1</sup>	Budget Amount Increase/Decrease	Adjusted Budget Amount
	01	245-52002	Building maintenance	1500.00	1460.00	+500.00	2000.00
	01	245-54040	Capital Materials	95000.00	5066.00	-500.00	9000.00
<b>TOTAL BUDGET IMPACT<sup>2</sup></b>						<b>\$0</b>	

Explain Need for Budget Amendment: Monies moved to balance expenditures for building maintenance (paint for ceiling and walls of bay areas in station 1 where insulation was sprayed).

<sup>1</sup> Include encumbered funds and funds in reserve  
<sup>2</sup> Budget impacts should equal zero.

WBA 8/27/14  
 Department Head (date)

[Signature]  
 Approval of City Manager (date)

Office Use Only		Date Received	Processed Date	Authorized By	Comments
City Council necessary? Y N	City Council Action Date	Distribution List		City Manager ___ City Clerk ___ City Treasurer ___ Department Heads	

# BUDGET AMENDMENT & OVERRIDE WORKSHEET

Department: FIRE	Date Prepared: 07/31/2014	Worksheet Prepared By: Bruce Anthony
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<b>Budget Override</b>	Requisition No.:	Requisition Amount:
	GL Fund & Account #:	GL Account Name:
	Override Authorized By:	Date:
	Reason Override is Necessary:	

<b>Budget Amendment</b>	Fund	G/L Account Number	Account Name	Current Budgeted Amount	Total YTD GL Account Activity <sup>1</sup>	Budget Amount Increase/Decrease	Adjusted Budget Amount
	01	245-52002	Building maintenance	1000.00	960.00	+500.00	1500.00
	01	245-54040	Capital Materials	10000.00	5066.00	-500.00	9500.00
<b>TOTAL BUDGET IMPACT<sup>2</sup></b>						<b>\$0</b>	

Explain Need for Budget Amendment: Monies moved to balance expenditures for building maintenance (paint for ceiling and walls of bay areas in station 1 where insulation was sprayed).

<sup>1</sup> Include encumbered funds and funds in reserve  
<sup>2</sup> Budget impacts should equal zero.

MPA 8/12/14  
 Department Head (date)

[Signature]  
 Approval of City Manager (date)

Office Use Only			
Date Received	Processed Date	Authorized By	Comments
City Council necessary? Y N	City Council Action Date	Distribution List ___ City Manager ___ City Clerk ___ City Treasurer ___ Department Heads	

# BUDGET AMENDMENT & OVERRIDE WORKSHEET

Department: EMS	Date Prepared: 07/31/2014	Worksheet Prepared By: Bruce Anthony
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Budget Override	Requisition No.:	Requisition Amount:
	GL Fund & Account #:	GL Account Name:
	Override Authorized By:	Date:
	Reason Override is Necessary:	

Budget Amendment	Fund	G/L Account Number	Account Name	Current Budgeted Amount	Total YTD GL Account Activity <sup>1</sup>	Budget Amount Increase/ Decrease	Adjusted Budget Amount
	01	642.52010	Vehicle maintenance	5000.00	7425.00	+5000.00	10000.00
	01	<del>645</del> 52056	Fuel	49750.00	<del>33561.00</del> 15714.32	-5000.00	42750.00
<b>TOTAL BUDGET IMPACT<sup>2</sup></b>						\$0	
Explain Need for Budget Amendment: Monies moved to balance expenditures for vehicle maintenance							

<sup>1</sup> Include encumbered funds and funds in reserve  
<sup>2</sup> Budget impacts should equal zero.

MBA 7/31/14  
 Department Head (date)

[Signature]  
 Approval of City Manager (date)

Office Use Only			
Date Received	Processed Date	Authorized By	Comments
City Council necessary? Y N		City Council Action Date	Distribution List
			City Manager City Clerk City Treasurer Department Heads

# BUDGET AMENDMENT & OVERRIDE WORKSHEET

Department: FIRE	Date Prepared: 07/31/2014	Worksheet Prepared By: Bruce Anthony
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Budget Override	Requisition No.:	Requisition Amount:
	GL Fund & Account #:	GL Account Name:
	Override Authorized By:	Date:
	Reason Override is Necessary:	

Budget Amendment	Fund	G/L Account Number	Account Name	Current Budgeted Amount	Total YTD GL Account Activity <sup>1</sup>	Budget Amount Increase/ Decrease	Adjusted Budget Amount
	01	245-52010	Vehicle maintenance	15000.00	15182.12	+10000 <del>0</del> .00	25000.00
	01	245-53189	Firefighter calls	20000.00	4475.00	-10000.00	10000.00
<b>TOTAL BUDGET IMPACT<sup>2</sup></b>						\$0	

Explain Need for Budget Amendment: Monies moved to balance expenditures for vehicle maintenance

<sup>1</sup> Include encumbered funds and funds in reserve  
<sup>2</sup> Budget impacts should equal zero.

 7/31/14  
 Department Head (date)

  
 Approval of City Manager (date)

Office Use Only			
Date Received	Processed Date	Authorized By	Comments
City Council necessary? Y N	City Council Action Date	Distribution List	
		City Manager	City Clerk City Treasurer Department Heads



# BUDGET AMENDMENT & OVERRIDE WORKSHEET

Department: FIRE	Date Prepared: 07/24/2014	Worksheet Prepared By: Bruce Anthony
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Budget Override	Requisition No.:	Requisition Amount:
	GL Fund & Account #:	GL Account Name:
	Override Authorized By:	Date:
	Reason Override is Necessary:	

Budget Amendment	Fund	G/L Account Number	Account Name	Current Budgeted Amount	Total YTD GL Account Activity <sup>1</sup>	Budget Amount Increase/ Decrease	Adjusted Budget Amount
	01	245-53081	Training and travel	5000.00	1687.00	-1050.00	3950.00
01	245-52005	Office Furniture & Equipment	1000.00	1046.00	+1050.00	2050.00	
<b>TOTAL BUDGET IMPACT<sup>2</sup></b>						<b>\$0</b>	

Explain Need for Budget Amendment: Monies moved to balance expenditures for purchase of TV for upstairs training room

<sup>1</sup> Include encumbered funds and funds in reserve  
<sup>2</sup> Budget impacts should equal zero.

 7/25/14  
 Department Head (date)

 \_\_\_\_\_  
 Approval of City Manager (date)

Office Use Only		Date Received	Processed Date	Authorized By	Comments
City Council necessary? Y N	City Council Action Date	Distribution List			

# Budget Amendment & Override WORKSHEET

Department: PARKS	Date Prepared: 6-5-14	Worksheet Prepared By: Julius Conley
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Budget Amendment	Fund	G/L Account Number	Account Name	Current Budgeted Amount	Total YTD GL Account Activity <sup>1</sup>	Budget Amount Increase/ Decrease	Adjusted Budget Amount
	1	344-43110	Ice Cream Fest. Fees	\$12,000.00	\$16,132.08	-\$4,132.08	\$7,867.92
	1	344-52093	Ice Cream Fest.	\$7,000.00	\$8,756.38	\$1,756.38	\$8,756.38
	1	344-52150	Recreational Program Gen.	\$0.00	\$1,070.00	\$1,100.00	\$1,100.00
	1	344-51001	Salaries and Wages	\$37,000.00	\$26,232.88	\$1,275.70	\$38,275.70
<b>TOTAL BUDGET IMPACT<sup>2</sup></b>						<b>\$0.00</b>	

Explain Need for Budget Amendment: Corrected previous amendment sheet for monies moved to balance line items.

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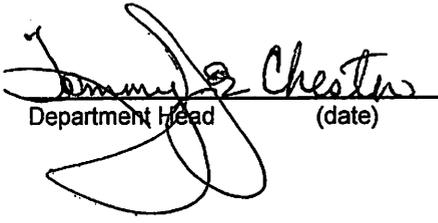


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<sup>1</sup> Include encumbered funds and funds in reserve  
<sup>2</sup> Budget impacts should equal zero.

  
 Department Head (date)

Verified By \_\_\_\_\_ (date)

Approval of City Manager \_\_\_\_\_ (date)

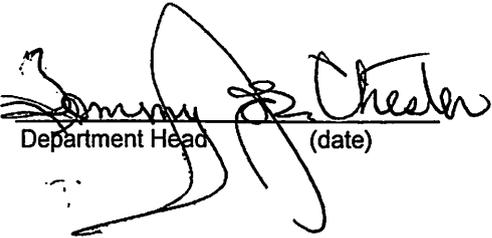


# Budget Amendment & Override WORKSHEET

Department: fire	Date Prepared: 5/8/14	Worksheet Prepared By: Julius Conley
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Budget Amendment	Fund	G/L Account Number	Account Name	Current Budgeted Amount	Total YTD GL Account Activity <sup>1</sup>	Budget Amount Increase/ Decrease	Adjusted Budget Amount
	1	245-42018	Grant Revenue	\$0.00	-\$2,806.28	-\$2,806.28	-\$2,806.28
	1	245-54092	Fmag	\$0.00	\$0.00	\$2,806.28	\$2,806.28
							\$0.00
<b>TOTAL BUDGET IMPACT<sup>2</sup></b>						<b>\$0.00</b>	
Explain Need for Budget Amendment: Corrected previous amendment sheet for monies moved to balance line items.							

<sup>1</sup> Include encumbered funds and funds in reserve  
<sup>2</sup> Budget impacts should equal zero.

  
 Department Head \_\_\_\_\_ (date)

Verified By \_\_\_\_\_ (date)

Approval of City Manager \_\_\_\_\_ (date)





# Budget Amendment & Override WORKSHEET

Department:	Date Prepared:	Worksheet Prepared By: Julius Conley
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Budget Amendment	Fund	G/L Account Number	Account Name	Current Budgeted Amount	Total YTD GL Account Activity <sup>1</sup>	Budget Amount Increase/ Decrease	Adjusted Budget Amount
	50	852-54029	Water Line Ext.	\$143,000.00	\$133,212.00	\$3,000.00	\$146,000.00
	50	852-53073	Other Contractual Svc.	\$0.00	\$285.00	\$8,470.00	\$8,470.00
	50	852-54052	Capital Outlay	\$127,000.00	\$108,674.67	-\$11,470.00	\$115,530.00
							\$0.00
<b>TOTAL BUDGET IMPACT<sup>2</sup></b>						<b>\$0.00</b>	

Explain Need for Budget Amendment: Corrected previous amendment sheet for monies moved to balance line items.

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<sup>1</sup> Include encumbered funds and funds in reserve  
<sup>2</sup> Budget impacts should equal zero.

Paul Slattery 5/6/14  
 Department Head (date)

\_\_\_\_\_  
 Verified By (date)

[Signature]  
 Approval of City Manager (date)

# Budget Amendment & Override WORKSHEET

Department:	Date Prepared:	Worksheet Prepared By: Julius Conley
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Budget Amendment	Fund	G/L Account Number	Account Name	Current Budgeted Amount	Total YTD GL Account Activity <sup>1</sup>	Budget Amount Increase/ Decrease	Adjusted Budget Amount
	1	450-53004	Nuisance Abatement	\$5,000.00	\$5,100.00	\$2,000.00	\$7,000.00
	1	141-56004	General Reserve	\$50,000.00	\$0.00	-\$2,000.00	\$48,000.00
<b>TOTAL BUDGET IMPACT<sup>2</sup></b>						<b>\$0.00</b>	

Explain Need for Budget Amendment: Corrected previous amendment sheet for monies moved to balance line items.

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<sup>1</sup> Include encumbered funds and funds in reserve

<sup>2</sup> Budget impacts should equal zero.

\_\_\_\_\_  
Department Head (date)

\_\_\_\_\_  
Verified By (date)

  
 \_\_\_\_\_  
 Approval of City Manager (date)



# Budget Amendment & Override WORKSHEET

Department:	Date Prepared:	Worksheet Prepared By: Julius Conley
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Budget Amendment	Fund	G/L Account Number	Account Name	Current Budgeted Amount	Total YTD GL Account Activity <sup>1</sup>	Budget Amount Increase/Decrease	Adjusted Budget Amount
	50	141-57002	Lease Purchase	\$0.00	\$0.00	\$7,500.00	\$7,500.00
	50		Fund Balance	\$0.00	\$0.00	-\$7,500.00	-\$7,500.00
<b>TOTAL BUDGET IMPACT<sup>2</sup></b>						<b>\$0.00</b>	
Explain Need for Budget Amendment: Corrected previous amendment sheet for monies moved to balance line items.							

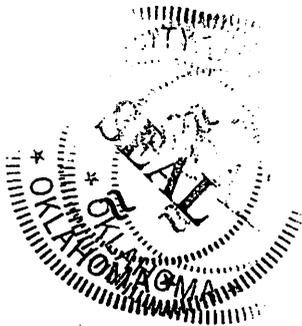
<sup>1</sup> Include encumbered funds and funds in reserve

<sup>2</sup> Budget impacts should equal zero.

\_\_\_\_\_  
Department Head (date)

\_\_\_\_\_  
Verified By (date)

  
Approval of City Manager (date)



# Budget Amendment & Override WORKSHEET

Department:	Date Prepared:	Worksheet Prepared By: Julius Conley
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Budget Amendment	Fund	G/L Account Number	Account Name	Current Budgeted Amount	Total YTD GL Account Activity <sup>1</sup>	Budget Amount Increase/ Decrease	Adjusted Budget Amount
	7	245-42018	Grant Revenue	\$0.00	\$0.00	\$14,250.00	\$14,250.00
	7	245-54092	Grant Expense	\$0.00	\$0.00	\$5,776.70	\$5,776.70
<b>TOTAL BUDGET IMPACT<sup>2</sup></b>						<b>\$20,026.70</b>	

Explain Need for Budget Amendment: Corrected previous amendment sheet for monies moved to balance line items.

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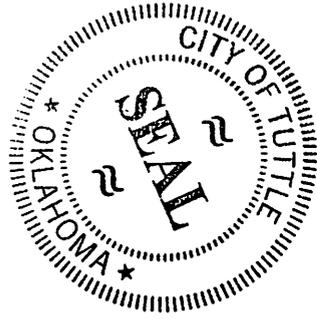
<sup>1</sup> Include encumbered funds and funds in reserve  
<sup>2</sup> Budget impacts should equal zero.

\_\_\_\_\_  
 Department Head (date)

\_\_\_\_\_  
 Verified By (date)



\_\_\_\_\_  
 Approval of City Manager (date)



# Budget Amendment & Override WORKSHEET

Department:	Date Prepared:	Worksheet Prepared By: Julius Conley
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Budget Amendment	Fund	G/L Account Number	Account Name	Current Budgeted Amount	Total YTD GL Account Activity <sup>1</sup>	Budget Amount Increase/Decrease	Adjusted Budget Amount
	50	852-54052	Capital Outlay	\$110,000.00	\$103,240.00	\$17,000.00	\$127,000.00
	50		Fund Balance Carryover			-\$17,000.00	-\$17,000.00
	50	853-54098	Capital Outlay	\$496,000.00	\$159,695.00	\$76,000.00	\$572,000.00
	50		Fund Balance Carryover			-\$76,000.00	-\$76,000.00
<b>TOTAL BUDGET IMPACT<sup>2</sup></b>						<b>\$0.00</b>	
Explain Need for Budget Amendment: Corrected previous amendment sheet for monies moved to balance line items.							

<sup>1</sup> Include encumbered funds and funds in reserve  
<sup>2</sup> Budget impacts should equal zero.

Department Head \_\_\_\_\_ (date)

  
 Verified By \_\_\_\_\_ (date)

  
 Approval of City Manager \_\_\_\_\_ (date)



# Budget Amendment & Override WORKSHEET

Department:	Date Prepared:	Worksheet Prepared By: Julius Conley
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	Fund	G/L Account Number	Account Name	Current Budgeted Amount	Total YTD GL Account Activity <sup>1</sup>	Budget Amount Increase/Decrease	Adjusted Budget Amount
Budget Amendment	2	540-54031	Vehicle Purchases	\$0.00	\$0.00	\$4,250.00	\$4,250.00
	2	540-54032	Equipt. Purchases	\$10,000.00	\$8,440.99	-\$1,500.00	\$8,500.00
	2	540-54080	Street Repair	\$65,000.00	\$27,591.75	-\$2,750.00	\$62,250.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
<b>TOTAL BUDGET IMPACT<sup>2</sup></b>						<b>\$0.00</b>	
Explain Need for Budget Amendment: Corrected previous amendment sheet for monies moved to balance line items.							

<sup>1</sup> Include encumbered funds and funds in reserve  
<sup>2</sup> Budget impacts should equal zero.

*Paul Slattery*  
 Department Head (date)

\_\_\_\_\_  
 Verified By (date)

*[Signature]*  
 Approval of City Manager (date)

# Budget Amendment & Override WORKSHEET

Department:	Date Prepared:	Worksheet Prepared By: Julius Conley
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Budget Amendment	Fund	G/L Account Number	Account Name	Current Budgeted Amount	Total YTD GL Account Activity <sup>1</sup>	Budget Amount Increase/ Decrease	Adjusted Budget Amount
	1	450-52005	Office Furniture	\$500.00	\$0.00	\$1,000.00	\$1,500.00
	1	450-53004	Nuisance Abatement	\$3,900.00		\$1,100.00	\$5,000.00
	1	450-54032	Equipment Purchases	\$0.00	\$0.00	-\$2,100.00	-\$2,100.00
<b>TOTAL BUDGET IMPACT<sup>2</sup></b>						<b>\$0.00</b>	
Explain Need for Budget Amendment: Corrected previous amendment sheet for monies moved to balance line items.							

<sup>1</sup> Include encumbered funds and funds in reserve

<sup>2</sup> Budget impacts should equal zero.

  
 \_\_\_\_\_  
 Department Head (date)

  
 \_\_\_\_\_  
 Verified By (date)

  
 \_\_\_\_\_  
 Approval of City Manager (date)

# Budget Amendment & Override WORKSHEET

Department:	Date Prepared:	Worksheet Prepared By: Julius Conley
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Budget Amendment	Fund	G/L Account Number	Account Name	Current Budgeted Amount	Total YTD GL Account Activity <sup>1</sup>	Budget Amount Increase/Decrease	Adjusted Budget Amount
	55	852-54055	Other Capital Projects	\$0.00	\$0.00	\$1,000.00	\$1,000.00
	55	852-56004	Reserve	\$32,000.00	\$0.00	-\$1,000.00	\$31,000.00
<b>TOTAL BUDGET IMPACT<sup>2</sup></b>						<b>\$0.00</b>	

Explain Need for Budget Amendment: Corrected previous amendment sheet for monies moved to balance line items.

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<sup>1</sup> Include encumbered funds and funds in reserve  
<sup>2</sup> Budget impacts should equal zero.

\_\_\_\_\_  
 Department Head (date)

*Julius Conley* 2/28/14  
 Verified By (date)

*[Signature]*  
 Approval of City Manager (date)

# Budget Amendment & Override WORKSHEET

Department:	Date Prepared:	Worksheet Prepared By: Julius Conley
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Budget Amendment	Fund	G/L Account Number	Account Name	Current Budgeted Amount	Total YTD GL Account Activity <sup>1</sup>	Budget Amount Increase/ Decrease	Adjusted Budget Amount
	1	450-52005	Office Furniture	\$1,500.00	\$0.00	-\$1,000.00	\$500.00
	1	450-53004	Nuisance abatement	\$5,000.00	\$0.00	-\$1,100.00	\$3,900.00
	1	450-54032	Equipment Purchases	\$0.00	\$0.00	\$2,100.00	\$2,100.00
<b>TOTAL BUDGET IMPACT<sup>2</sup></b>						<b>\$0.00</b>	

Explain Need for Budget Amendment: Corrected previous amendment sheet for monies moved to balance line items.

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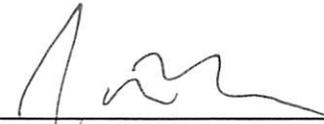
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<sup>1</sup> Include encumbered funds and funds in reserve

<sup>2</sup> Budget impacts should equal zero.

  
 Department Head \_\_\_\_\_  
 (date) 2/2/14

  
 Verified By \_\_\_\_\_  
 (date) \_\_\_\_\_

  
 Approval of City Manager \_\_\_\_\_  
 (date) \_\_\_\_\_



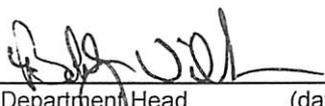
# Budget Amendment & Override WORKSHEET

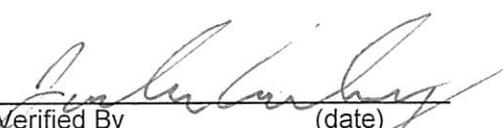
Department: EM	Date Prepared: 2/5/14	Worksheet Prepared By: Julius Conley
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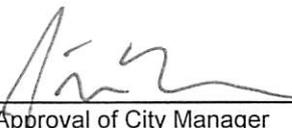
Budget Amendment	Fund	G/L Account Number	Account Name	Current Budgeted Amount	Total YTD GL Account Activity <sup>1</sup>	Budget Amount Increase/Decrease	Adjusted Budget Amount
	1	257-42018	EMA/SLA Grant Revenue	\$0.00	\$0.00	\$20,000.00	\$20,000.00
	1	257-54092	EMA/SLA Grant Expenditures	\$0.00	\$0.00	\$20,000.00	\$20,000.00
							\$0.00
							\$0.00
<b>TOTAL BUDGET IMPACT<sup>2</sup></b>						<b>\$40,000.00</b>	
Explain Need for Budget Amendment: Corrected previous amendment sheet for monies moved to balance line items.							

<sup>1</sup> Include encumbered funds and funds in reserve

<sup>2</sup> Budget impacts should equal zero.

  
 \_\_\_\_\_  
 Department Head (date)

  
 \_\_\_\_\_  
 Verified By (date)

  
 \_\_\_\_\_  
 Approval of City Manager (date)

# BUDGET AMENDMENT & OVERRIDE WORKSHEET

Department: <b>EMS</b>	Date Prepared: <b>02/06/14</b>	Worksheet Prepared By: <b>Bruce Anthony</b>
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<b>Budget Override</b>	Requisition No.:	Requisition Amount:
	GL Fund & Account #:	GL Account Name:
	Override Authorized By:	Date:
	Reason Override is Necessary:	

<b>Budget Amendment</b>	Fund	G/L Account Number	Account Name	Current Budgeted Amount	Total YTD GL Account Activity <sup>1</sup>	Budget Amount Increase/ Decrease	Adjusted Budget Amount
	01	642-53081	training	2000.00	0	-170.00	1830.00
	01	642-53084	miscellaneous	0	0	+170.00	170.00
<b>TOTAL BUDGET IMPACT<sup>2</sup></b>						<b>\$0</b>	
Explain Need for Budget Amendment: Monies moved to keep documentation as accurate as possible for expenses.							

<sup>1</sup> Include encumbered funds and funds in reserve

<sup>2</sup> Budget impacts should equal zero.

  
 Department Head \_\_\_\_\_ (date)

  
 Approval of City Manager \_\_\_\_\_ (date)

<b>Office Use Only</b>				
Date Received	Processed Date	Authorized By	Comments	
City Council necessary? Y N	City Council Action Date	Distribution List		
		City Manager	City Clerk	City Treasurer
			Department Heads	

# BUDGET AMENDMENT & OVERRIDE WORKSHEET

Department: <b>EMS</b>	Date Prepared: <b>02/07/14</b>	Worksheet Prepared By: <b>Bruce Anthony</b>
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<b>Budget Override</b>	Requisition No.:	Requisition Amount:
	GL Fund & Account #:	GL Account Name:
	Override Authorized By:	Date:
	Reason Override is Necessary:	

<b>Budget Amendment</b>	Fund	G/L Account Number	Account Name	Current Budgeted Amount	Total YTD GL Account Activity <sup>1</sup>	Budget Amount Increase/ Decrease	Adjusted Budget Amount
	01	642-52057	Tools and equipment	1500.00	0	+1200.00	2700.00
	01	642-52056	fuel	50950.00	2273.00	-1200.00	49750.00
<b>TOTAL BUDGET IMPACT<sup>2</sup></b>						<b>\$0</b>	
Explain Need for Budget Amendment: Monies moved purchase medical equipment.							

<sup>1</sup> Include encumbered funds and funds in reserve  
<sup>2</sup> Budget impacts should equal zero.

*[Signature]* 2/7/14  
 Department Head (date)

*[Signature]*  
 Approval of City Manager (date)

Office Use Only		Date Received		Processed Date	Authorized By	Comments
City Council necessary? Y N			City Council Action Date		Distribution List	
					City Manager	City Clerk
					City Treasurer	Department Heads

# Budget Amendment & Override WORKSHEET

Department:	Date Prepared:	Worksheet Prepared By: Julius Conley
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Budget Amendment	Fund	G/L Account Number	Account Name	Current Budgeted Amount	Total YTD GL Account Activity <sup>1</sup>	Budget Amount Increase/Decrease	Adjusted Budget Amount
	1	344-54032	Equipment Purch	\$5,000.00	\$0.00	-\$1,600.00	\$3,400.00
	1	344-54040	Material Purch.	\$0.00	\$0.00	\$1,600.00	\$1,600.00
							\$0.00
							\$0.00
							\$0.00
<b>TOTAL BUDGET IMPACT:</b>						<b>\$0.00</b>	

Explain Need for Budget Amendment: Corrected previous amendment sheet for monies moved to balance line items.

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<sup>1</sup> Include encumbered funds and funds in reserve

<sup>2</sup> Budget impacts should equal zero.

\_\_\_\_\_ (date)                      \_\_\_\_\_ (date)                       \_\_\_\_\_ (date)  
 Department Head                      Verified By                      Approval of City Manager

# BUDGET AMENDMENT & OVERRIDE WORKSHEET

Department: <b>FIRE</b>	Date Prepared: <b>02/26/14</b>	Worksheet Prepared By: <b>Bruce Anthony</b>
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<b>Budget Override</b>	Requisition No.:	Requisition Amount:
	GL Fund & Account #:	GL Account Name:
	Override Authorized By:	Date:
	Reason Override is Necessary:	

<b>Budget Amendment</b>	Fund	G/L Account Number	Account Name	Current Budgeted Amount	Total YTD GL Account Activity <sup>1</sup>	Budget Amount Increase/Decrease	Adjusted Budget Amount
	01	245-53073 <i>53073</i>	Other contractual services	1500.00	1432.00	+1200.00	2700.00
	01	245-53034	Repair and Equipment Mntc	2500.00	380.00	-1200.00	1300.00
<b>TOTAL BUDGET IMPACT<sup>2</sup></b>						<b>\$0</b>	
Explain Need for Budget Amendment: Monies moved to balance expenditures for annual service fee on Emergency Reporting program for FD.							

<sup>1</sup> Include encumbered funds and funds in reserve  
<sup>2</sup> Budget impacts should equal zero.

*[Signature]* 2/26/14  
 Department Head (date)

*[Signature]*  
 Approval of City Manager (date)

Office Use Only		Date Received	Processed Date	Authorized By	Comments
City Council necessary? Y N		City Council Action Date		Distribution List	
				City Manager	City Clerk
				City Treasurer	Department Heads

# BUDGET AMENDMENT & OVERRIDE WORKSHEET

Department: EMS	Date Prepared: 02/27/14	Worksheet Prepared By: Bruce Anthony
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Budget Override	Requisition No.:	Requisition Amount:
	GL Fund & Account #:	GL Account Name:
	Override Authorized By:	Date:
	Reason Override is Necessary:	

Budget Amendment	Fund	G/L Account Number	Account Name	Current Budgeted Amount	Total YTD GL Account Activity <sup>1</sup>	Budget Amount Increase/ Decrease	Adjusted Budget Amount
	01	642-53084	Miscellaneous	170.00	170.00	+250.00	420.00
	01	642-52001	Office supplies	1750.00	696.96	-250.00	1500.00
<b>TOTAL BUDGET IMPACT<sup>2</sup></b>						<b>\$0</b>	
Explain Need for Budget Amendment: Monies moved to purchase misc items that don't fit anywhere else in description.							

<sup>1</sup> Include encumbered funds and funds in reserve  
<sup>2</sup> Budget impacts should equal zero.

MBA 2/27/14  
 Department Head (date)

[Signature]  
 Approval of City Manager (date)

Office Use Only		Date Received		Processed Date	Authorized By	Comments
City Council necessary? Y N		City Council Action Date		Distribution List		
				City Manager	City Clerk	City Treasurer Department Heads

# Budget Amendment & Override WORKSHEET

Department: <u>Parks</u>	Date Prepared: <u>3/17/14</u>	Worksheet Prepared By: <u>Julius Conley</u>
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Budget Amendment	Fund	G/L Account Number	Account Name	Current Budgeted Amount	Total YTD GL Account Activity <sup>1</sup>	Budget Amount Increase/ Decrease	Adjusted Budget Amount
	1	344-52070	Other Materials& Supplies	\$1,500.00	\$165.00	-\$1,335.00	\$165.00
	1	344-52071	Park Furniture	\$0.00	\$0.00	\$1,335.00	\$1,335.00
<b>TOTAL BUDGET IMPACT:</b>						<b>\$0.00</b>	

Explain Need for Budget Amendment: Corrected previous amendment sheet for monies moved to balance line items.

<sup>1</sup> Include encumbered funds and funds in reserve  
<sup>2</sup> Budget impacts should equal zero.

  
 \_\_\_\_\_  
 Department Head (date)

  
 \_\_\_\_\_  
 Verified By (date) 3/17/14

  
 \_\_\_\_\_  
 Approval of City Manager (date)

# Budget Amendment & Override WORKSHEET

Department: Gas	Date Prepared: 12/2/14	Worksheet Prepared By: Julius Conley
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Budget Amendment	Fund	G/L Account Number	Account Name	Current Budgeted Amount	Total YTD GL Account Activity <sup>1</sup>	Budget Amount Increase/ Decrease	Adjusted Budget Amount
	50	851-43029	Tap Fees	-\$20,000.00	-\$46,436.00	-\$25,000.00	-\$45,000.00
	50	851-52074	Meters	\$35,000.00	\$38,076.00	\$25,000.00	\$60,000.00
<b>TOTAL BUDGET IMPACT:</b>						<b>\$0.00</b>	

Explain Need for Budget Amendment: Corrected previous amendment sheet for monies moved to balance line items.

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<sup>1</sup> Include encumbered funds and funds in reserve

<sup>2</sup> Budget Impacts should equal zero.

\_\_\_\_\_  
 Department Head (date)      *Jimmy J. Chester*  
 Verified By (date)

\_\_\_\_\_  
 Approval of City Manager (date)





