

# City of Odessa

---

FY 2016-17

Adopted Budget

## Water and Sewer Fund Overview

# WATER AND SEWER FUND

## OVERVIEW

	2014-15 Actual	2015-16 Estimated	2015-16 Budget	2016-17 Budget
<b>Beginning Fund Balance</b>	\$17,720,079	\$19,289,522	\$14,813,120	\$14,280,083
TMRS Prior Period Adjustment	\$1,687,070			
Adjusted Beginning Balance	\$16,033,009			
Budget Stabilization Account	1,000,000	1,000,000	1,000,000	1,000,000
<b>AVAILABLE FUND BALANCE</b>	<b>\$15,033,009</b>	<b>\$18,289,522</b>	<b>\$13,813,120</b>	<b>\$13,280,083</b>
<b>CURRENT REVENUES</b>				
Water Revenue	\$32,710,828	\$34,014,124	\$33,872,300	\$34,582,825
Sewer Revenue	13,846,953	13,457,755	13,367,000	13,392,000
Interest Income	91,103	92,568	32,000	47,000
Sales and Charges	876,284	1,203,564	951,000	1,076,000
Transfer In	0	0	0	0
Pioneer Contract	0	3,054,595	3,000,000	8,072,839
Other Revenue	621,843	30,571	10,000	10,000
<b>TOTAL CURRENT REVENUES</b>	<b>\$48,147,011</b>	<b>\$51,853,177</b>	<b>\$51,232,300</b>	<b>\$57,180,664</b>
<b>TOTAL FINANCING SOURCES</b>	<b>\$63,180,020</b>	<b>\$70,142,699</b>	<b>\$65,045,420</b>	<b>\$70,460,747</b>
<b>Expenditures</b>				
Personal Services	\$7,381,198	\$8,432,007	\$9,004,832	\$8,879,929
Supplies	16,848,330	19,136,181	19,126,799	19,127,069
Services	4,948,360	4,835,894	4,818,917	4,724,766
Maintenance	1,691,694	2,001,730	1,834,925	1,834,425
Capital Outlay	442,958	325,089	325,089	991,989
Other Requirements				
GF Administrative Fee	2,214,199	2,415,902	2,415,902	2,767,524
Gross Receipt Payment	2,480,863	2,507,735	2,507,735	2,683,741
In Lieu of Tax	1,280,258	1,295,553	1,295,553	1,344,830
Debt Service	7,602,638	6,684,600	6,684,600	6,683,600
Pioneer Contract	0	3,000,000	3,000,000	8,072,839
Housing Incentive Program	0	50,050	0	0
<b>Total Operating Expenditures</b>	<b>\$44,890,498</b>	<b>\$50,684,741</b>	<b>\$51,014,352</b>	<b>\$57,110,712</b>
Suppl. Expenditures 2015	0	6,177,875	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$44,890,498</b>	<b>\$56,862,616</b>	<b>\$51,014,352</b>	<b>\$57,110,712</b>
<b>ENDING AVAILABLE BALANCE</b>	<b>\$18,289,522</b>	<b>\$13,280,083</b>	<b>\$14,031,068</b>	<b>\$13,350,035</b>
Budget Stabilization Account	1,000,000	1,000,000	1,000,000	1,000,000
<b>ENDING FUND BALANCE</b>	<b>\$19,289,522</b>	<b>\$14,280,083</b>	<b>\$15,031,068</b>	<b>\$14,350,035</b>

# WATER AND SEWER FUND

---

## OVERVIEW

The City of Odessa Water and Sewer Fund is a utility enterprise fund which provides for the treatment of water entering the system, the distribution of water to customers, wastewater collection and reclamation processes, laboratory services to ensure customer safety and compliance with federal and state mandates, and the billing and collection of the costs of service to both water and sewer customers.

In 2015-16, there were 41,224 customer accounts for water services. This is an 9.06% increase in customer accounts over the last five years. The majority of the same customers have sewer accounts as well. The billing and collection office currently handles an average of 440 customer account resolutions per day, whether by phone or walk-in. Approximately 750 customers per day pay their bills in person.

Raw water transportation is administered by the Colorado River Municipal Water District and delivered to the City's water treatment plant. A total of 5.999 billion gallons of water was processed and distributed throughout the system in fiscal year 2015-16. This delivery is 1.17% lower than the 5-year annual average of 6.07 billion gallons. The maximum demand was 24.03 million gallons per day (mgd).

The infrastructure needed to meet this demand each day consists of 720.18 miles of water mains. Two booster pump stations (Golder PS and Yukon PS) aid in keeping the water distributed through the system and 2,787 fire hydrants provide emergency access to water for fire services. Water storage in the system consists of 3 elevated tanks holding a total of 6 million gallons of treated water, and 4 ground storage tanks with a capacity of 14.0 million gallons of treated water.

In most cases, demand for treated water reciprocally creates the demand for wastewater collection. In fiscal year 2015-16, wastewater customer accounts numbered 33,536, a 7.24% increase compared to 2011-2012 numbers. Approximately 2.38 billion gallons of wastewater was treated in 2015-16, representing a 5.36% increase compared to the previous year. The amount of effluent treated is 2.58% lower than the 5-year annual average of 2.32 billion gallons. The maximum daily flow of wastewater to the Bob Derrington Water Reclamation Plant is 17.27 million gallons per day (mgd) through 525 miles of sewer mains. Seven lift stations aid in delivering wastewater to the plant and 7,804 manholes allow for continued maintenance of the system. Residential billing of wastewater services is calculated based on water consumption during the winter months of December, January and February of each year.

While the average customer base and water delivery have not varied dramatically over the past five years, incremental increases in water and sewer rates have been necessary to cover rising overhead costs and the higher prices of raw water, chemicals, equipment maintenance and electricity.

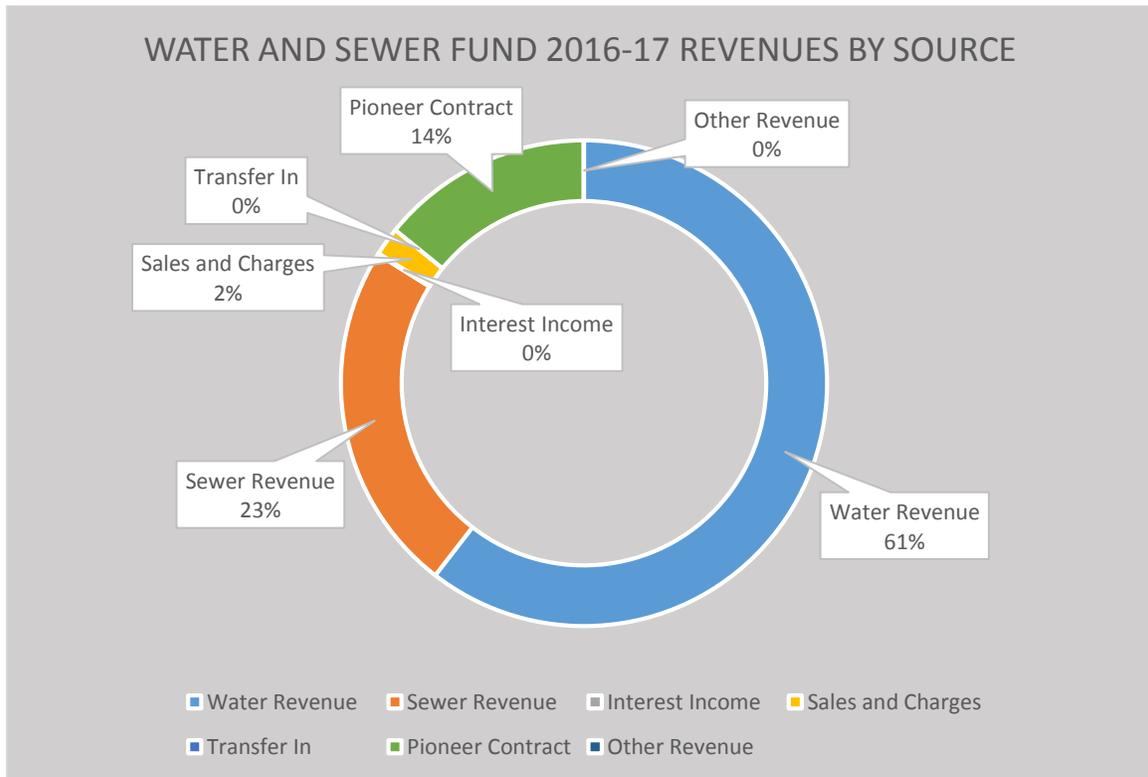
Water and Sewer revenue accounts for 83.9% of the total revenue supporting the fund. The following discussion illustrates the resulting revenue requirements based on the above trends, while also driven by the requisite expansion in operating expenditures.

# WATER AND SEWER FUND

## OVERVIEW

### Revenues

	<b>2014-15 Actual</b>	<b>2015-16 Estimated</b>	<b>2015-16 Budget</b>	<b>2016-17 Budget</b>
Water Revenue	\$32,710,828	\$34,014,124	\$33,872,300	\$34,582,825
Sewer Revenue	13,846,953	13,457,755	13,367,000	13,392,000
Interest Income	91,103	92,568	32,000	47,000
Sales and Charges	876,284	1,203,564	951,000	1,076,000
Transfer In	0	0	0	0
Pioneer Contract	0	3,054,595	3,000,000	8,072,839
Other Revenue	621,843	30,571	10,000	10,000
<b>Total Revenue</b>	<b>\$48,147,011</b>	<b>\$51,853,177</b>	<b>\$51,232,300</b>	<b>\$57,180,664</b>



# WATER AND SEWER FUND

## OVERVIEW

### Revenues

The Water and Sewer Fund is an “Enterprise Fund” which is self-supported by user fees. The City uses a tiered water rate plan in order to encourage water conservation. A base rate covers the cost of the first 2,000 gallons of water. Thereafter, the cost per 1,000 gallons increases at various levels of consumption. Revenue generated is used for the operation and maintenance of the water and sewer system, infrastructure improvements, plant security and for annual debt service requirements of revenue bonds issued for the construction of system facilities. The following is a comparative summary of Water and Sewer Fund revenues.

### Source

	2016-17 Budget		Increase / (Decrease) from 2015-16 Budget	
	Amount	%	Amount	%
Water Revenue	\$34,582,825	60.48%	\$710,525	2.10%
Sewer Revenue	13,392,000	23.42%	25,000	0.19%
Interest Income	47,000	0.08%	15,000	46.88%
Sales and Charges	1,076,000	1.88%	125,000	13.14%
Pioneer Contract	8,072,839	14.12%	5,072,839	169.09%
Other Revenue	10,000	0.02%	0	0.00%
<b>TOTAL</b>	<b>\$57,180,664</b>	<b>100.00%</b>	<b>\$5,948,364</b>	<b>11.61%</b>

The total revenue for the Water and Sewer Fund is \$57,180,664 for FY 2016-17. This represents an increase of \$710,525 compared to 2015-16 numbers. Water Revenue will reach \$34,582,825, making up the majority of the increase. Sewer Revenue is expected to increase by \$25,000, or 0.19% in the upcoming fiscal year.

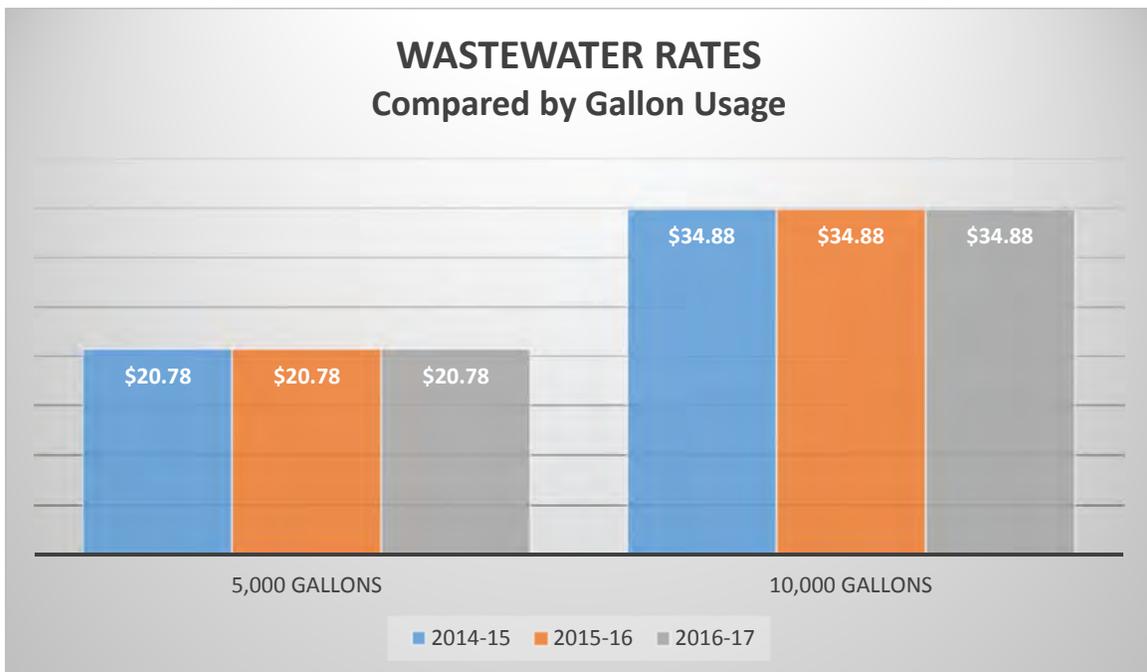
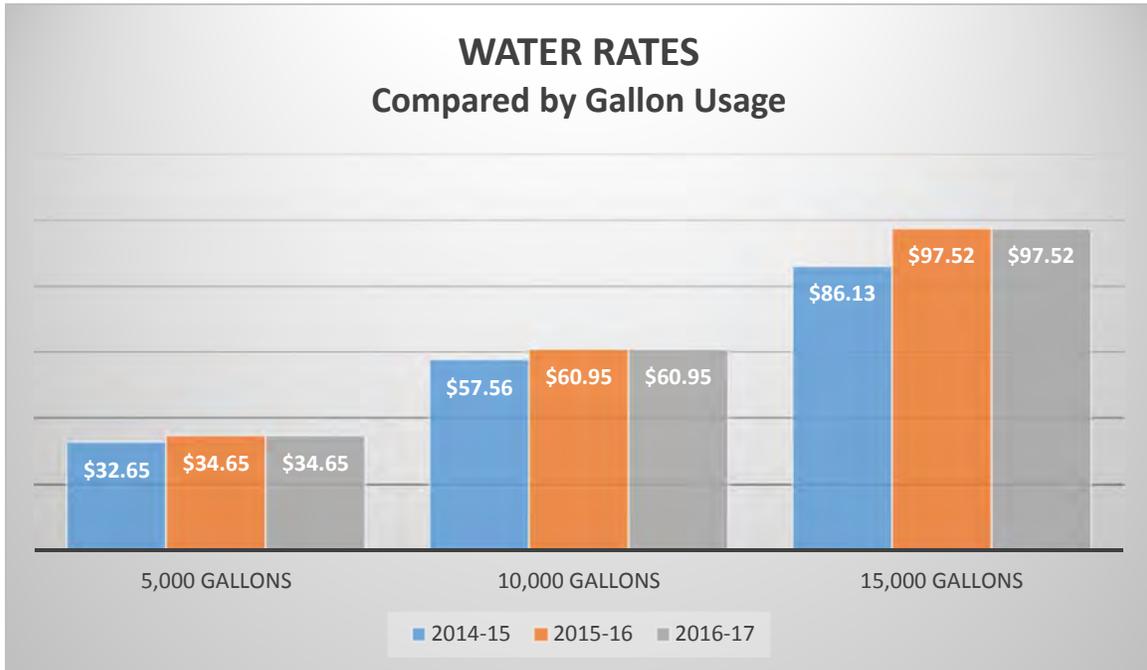
The projection for Interest Income in the upcoming fiscal year is \$47,000, an increase of \$15,000 compared to the 2015-16 budget. Sales and Charges are expected to generate \$1,076,000 in revenue, up \$125,000, or 13.14%, over last year’s number. This line item includes revenue generated from returned check fees, delinquent account fees, and Gulf Coast Waste Disposal Authority payments.

During FY2015-16, the City collected the first payment from Pioneer Natural Resources on a ten-year contract to purchase the City’s reclaimed/reuse water. The total collections expected for 2016-17 is \$8,072,839, a \$5,072,839 increase over the prior year budgeted amount. Other Revenue, generated by the sale of scrap or junk, and water for construction projects, is expected to generate \$10,000 in revenue in the upcoming fiscal year, the same amount that was budgeted last year.

The graph on the following page illustrates the impact that the FY2016-17 water and sewer rates will have on consumers.

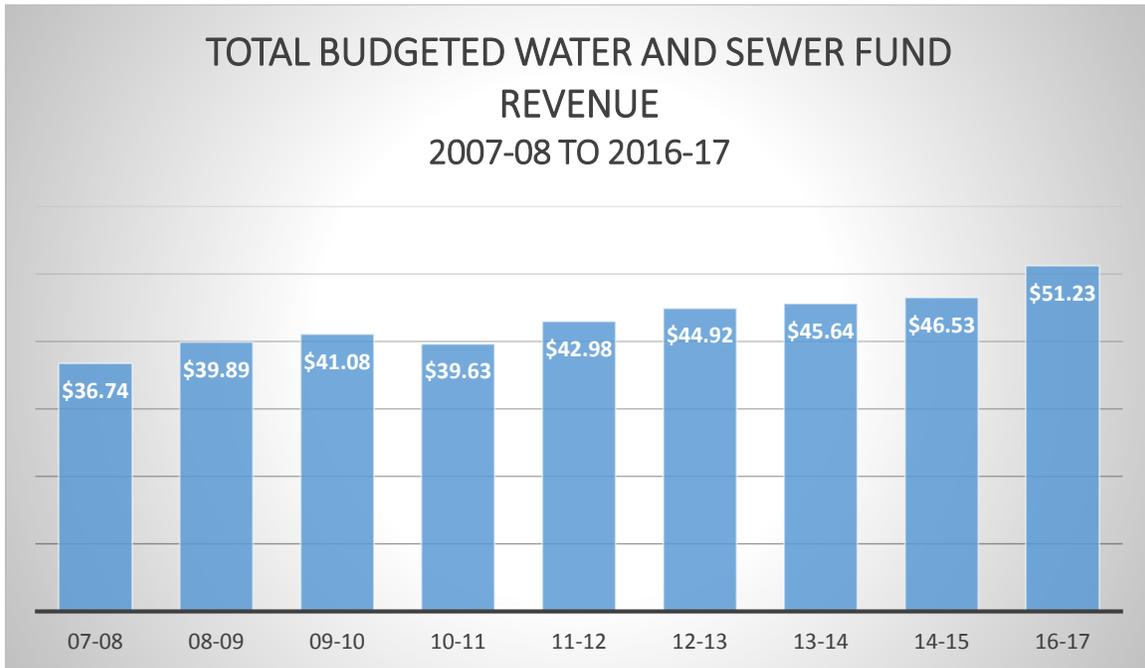
# WATER AND SEWER FUND

## OVERVIEW



# WATER AND SEWER FUND

## OVERVIEW



DOLLARS (MILLIONS)

Source: City of Odessa Finance Department

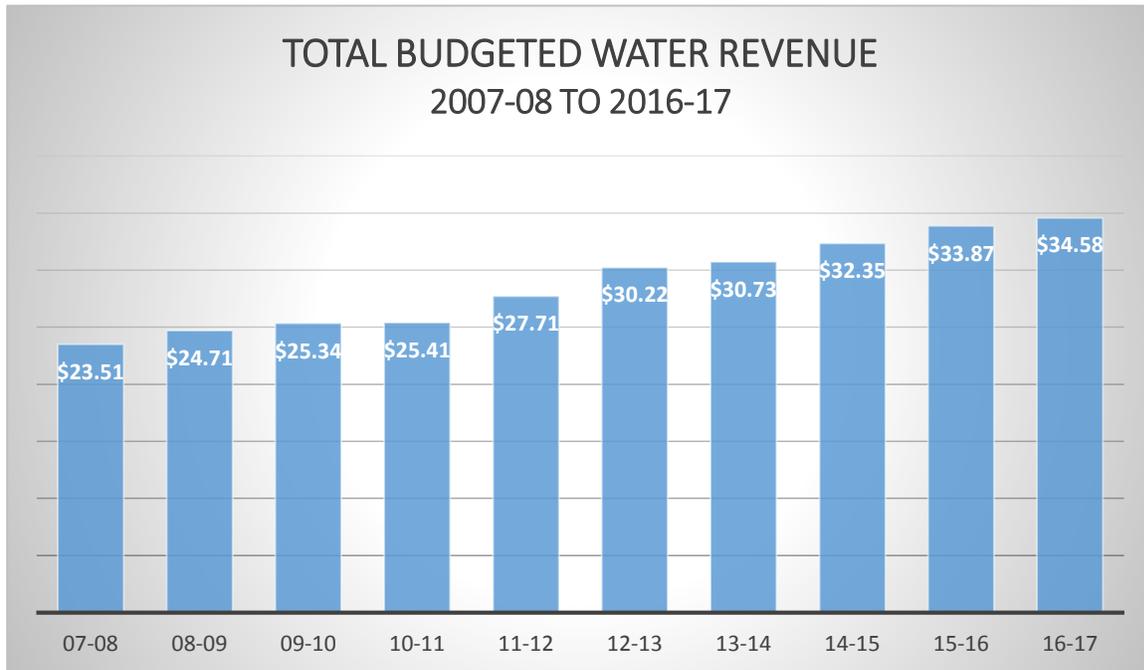
As the Water and Sewer Fund is an enterprise fund, its revenues must be adequate to offset its expenditures. Consequently, it has been necessary to increase water and sewer rates several times over the past ten years to cover normal operating costs, fund improvements, and maintain regulatory compliance.

For years, an extended drought and the increased demand for water have contributed to the depletion of the area's water supply. In FY 2012, in an effort to curb consumption, the City passed watering restrictions, increased water and sewer rates, and implemented a tiered water rate schedule. The Colorado River Municipal Water District (CRMWD) introduced water restrictions later that same year, reducing the amount of water available for the City to purchase. As a result, the City was forced to tighten existing water restrictions even further. The restrictions, coupled with the rate hikes, negatively impacted other water and sewer revenues. By the end of the year, revenues were not sufficient to cover normal operating costs.

No rate increases were implemented in 2013-14 or 2014-15. Another water rate hike was implemented in 2015-2016. All water rates, with the exception of senior citizens' and disabled citizens' base water rates, were increased by 8%. Sewer rates remained at 2011-12 levels. Total Water and Sewer Fund revenues for the upcoming fiscal year are expected to reach \$57.18 million.

# WATER AND SEWER FUND

## OVERVIEW



DOLLARS (MILLIONS)

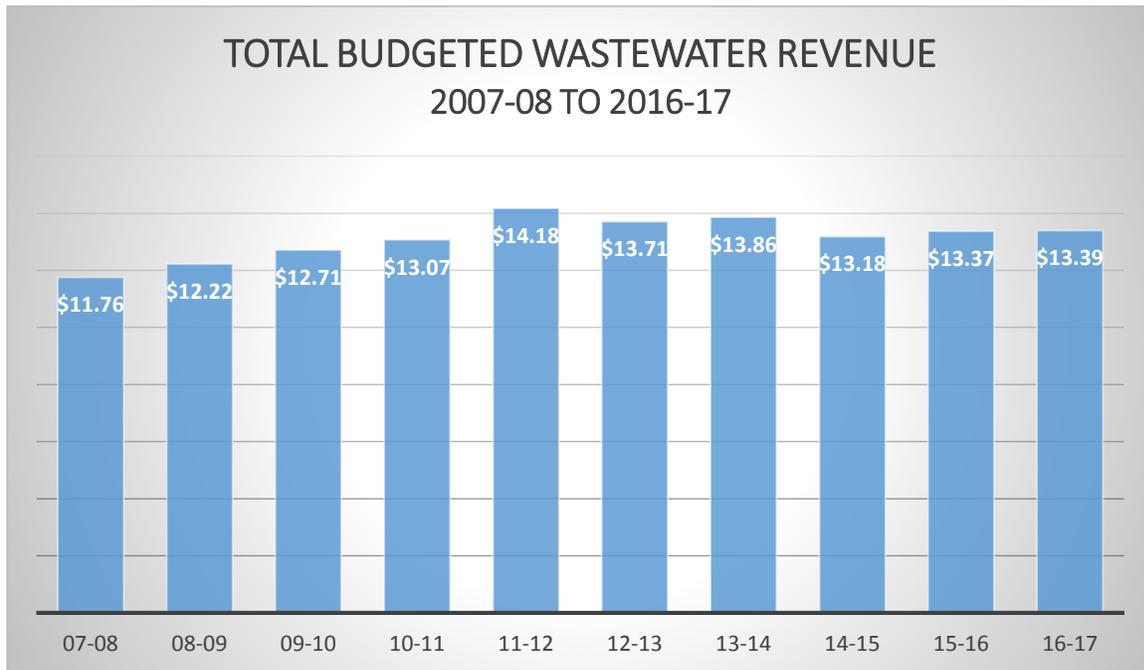
Source: City of Odessa Finance Department

Over the years, the City of Odessa has invested significantly in the areas of water infrastructure, water analysis, treatment and distribution efficiencies, and maintenance of regulatory compliance. During this same time period, electrical and overhead costs and the City's cost in purchasing water from the Colorado Municipal Water District (CRMWD) have risen significantly. As operating costs increase, so too must revenues. In order to generate sufficient revenue to ensure the high quality of service that has always been provided by the Water and Sewer Fund, water rates have been increased in seven of the past ten years.

Water revenues have risen from \$23.51 million to \$34.58 million since 2007-08, an increase of \$11.07 million, or 47.09%, in a ten-year period. Revenues have realized smaller gains in the past few years due to watering restrictions and rate increases that were implemented to reduce consumption. In FY 2016, projected revenues are expected to come in \$710,525 higher than the previous year, with most of the additional revenue being attributed to a larger single-family customer base and water rate increase.

# WATER AND SEWER FUND

## OVERVIEW



DOLLARS (MILLIONS)

Source: City of Odessa Finance Department

The City of Odessa allocates substantial monies toward the funding of numerous wastewater capital improvements, collection/reclamation efficiencies, and state and federal regulatory compliance issues. Over the past ten years, thousands of feet of sewer lines and thousands of manholes have been replaced or rehabilitated. During this time period, wastewater rates have been increased six times in order to continue to maintain and improve the sewer infrastructure and provide high quality service to the citizens of Odessa.

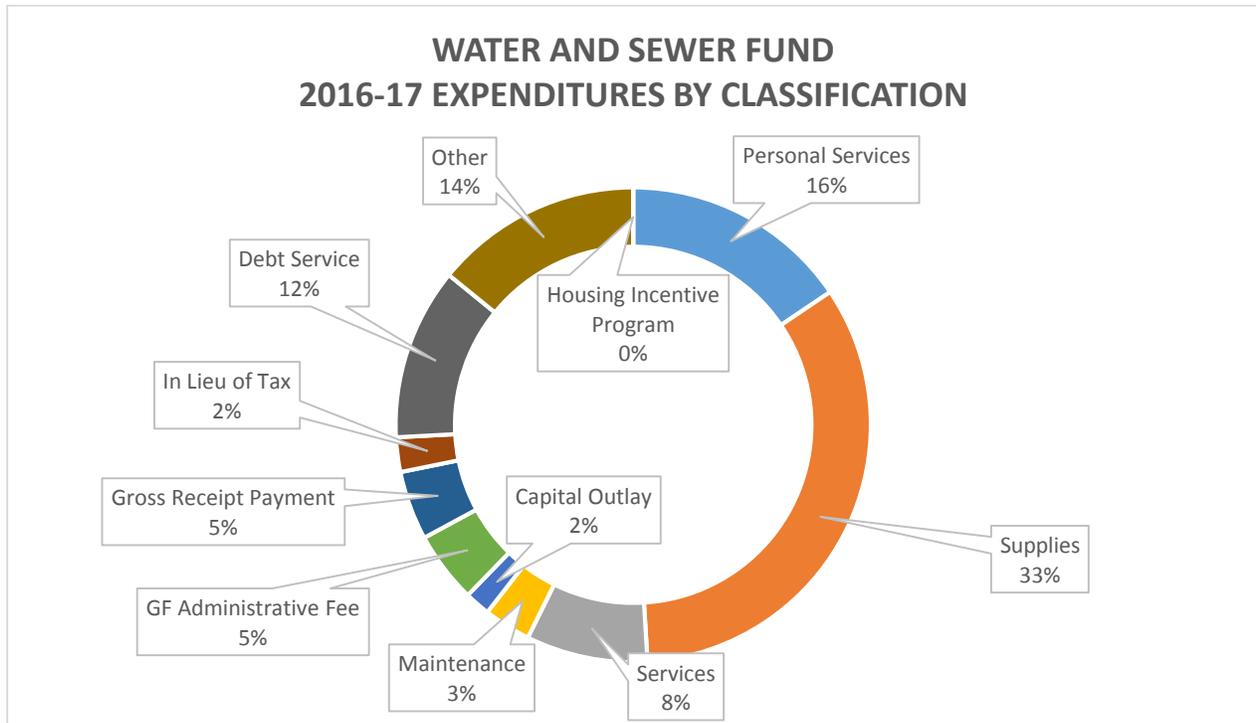
From 2007-08 through 2011-12, wastewater revenues trended upward as the population grew and the demand for wastewater services increased. In 2012-13, however, wastewater revenues were projected to be \$470,000 lower than the previous year due to reduced water consumption. (Wastewater rates are based on water consumption during the winter months of December, January, and February.) The decrease in revenue would have been even more significant, had the City not implemented a new wastewater rate plan in FY 2012. In 2016-17, revenues were projected at \$13.39 million, a 0.15% increase over 2015-16 numbers. There will be no rate increases in FY 2017.

# WATER AND SEWER FUND

## OVERVIEW

### Expenditures by Classification

	2014-15 Actual	2015-16 Estimated	2015-16 Budget	2016-17 Budget
Personal Services	\$7,381,198	\$8,432,007	\$9,004,832	\$8,879,929
Supplies	16,848,330	19,136,181	19,126,799	19,127,069
Services	4,948,360	4,835,894	4,818,917	4,724,766
Maintenance	1,691,694	2,001,730	1,834,925	1,834,425
Capital Outlay	442,958	325,089	325,089	991,989
GF Administrative Fee	2,214,199	2,415,902	2,415,902	2,767,524
Gross Receipt Payment	2,480,863	2,507,735	2,507,735	2,683,741
In Lieu of Tax	1,280,258	1,295,553	1,295,553	1,344,830
Debt Service	7,602,638	6,684,600	6,684,600	6,683,600
Other	0	3,000,000	3,000,000	8,072,839
Housing Incentive Program	0	50,050	0	0
<b>Total Expenditures</b>	<b>\$44,890,498</b>	<b>\$50,684,741</b>	<b>\$51,014,352</b>	<b>\$57,110,712</b>



# WATER AND SEWER FUND

## OVERVIEW

### Expenditures

The implementation of the new employee compensation plan, and the purchase and replacement of major equipment highlight the Water and Sewer Fund budget for the 2016-17 fiscal year. Total operating expenditures for 2016-17 are \$57,110,712, up 11.95% compared to 2015-16 numbers.

Source	2016-17 Budget		Increase / (Decrease)	
			from 2015-16 Budget	
	Amount	%	Amount	%
Personal Services	\$8,879,929	15.55%	(\$124,903)	(1.39%)
Supplies	19,127,069	33.49%	270	0.00%
Services	4,724,766	8.27%	(94,151)	(1.95%)
Maintenance	1,834,425	3.21%	(500)	(0.03%)
Capital Outlay	991,989	1.74%	666,900	205.14%
Other Requirements	14,868,934	26.03%	5,649,744	61.28%
Debt Service	6,683,600	11.71%	(1,000)	(0.01%)
<b>TOTAL OPERATING</b>	<b>\$57,110,712</b>	<b>100.00%</b>	<b>\$6,096,360</b>	<b>11.95%</b>
CIP Program	0	0.00%	0	0.00%
<b>TOTAL</b>	<b>\$57,110,712</b>	<b>100.00%</b>	<b>\$6,096,360</b>	<b>11.95%</b>

In 2016-17, the staffing level of the Water and Sewer Fund is at 133 positions, which is the same number of positions for the previous year. The Personal Services budget is \$8,879,929, a \$124,903, or 1.39%, decrease over the previous year. The Supplies category is budgeted at \$19,127,069, an increase of \$270 compared to last year's budget.

The Services category will experience a \$94,151, or 1.95%, decrease compared to last year's budget, largely due to reduced fleet maintenance and replacement costs. The \$1,834,425 budget for Maintenance reflects a \$500 decrease over the previous year. The Capital Outlay category has realized an increase of \$666,900. The budget for this category varies from year to year, depending upon the need to purchase big-ticket items.

# WATER AND SEWER FUND

---

## OVERVIEW

### Expenditures (cont.)

Other Requirements is expected to increase by \$5,649,744 in the upcoming fiscal year. This category includes reimbursement payments to the General Fund for administrative fees, gross receipt payments, and Water and Sewer assessment charges. This category also includes the \$5,072,839 Pioneer contract expenses related to the same increase in revenues. An indirect costs allocation plan to determine administrative cost reimbursement due to the General Fund is performed each year by an outside consultant. In keeping with the percentage assessed to other utilities operating in Odessa, a 5% is charged on actual gross receipts. This category also includes the potential expenses of water system enhancements and/or raw water development.

The debt service requirement has been budgeted at \$6,683,600. This represents a decrease of \$1,000, or 0.01% compared to the 2015-16 budget.

### Fund Balance

In 2015-16, fund balance is expected to decrease by \$5,009,439, or -25.97%, compared to the 2014-15 ending fund balance of \$19,289,522. In 2016-17, revenues are expected to be \$57,180,664 and expenditures are estimated to be \$57,110,712, resulting in a projected fund balance of \$14,350,035.

# WATER AND SEWER FUND

## OVERVIEW

<b>Expenditures by Division</b>	<b>2014-15 Actual</b>	<b>2015-16 Estimated</b>	<b>2015-16 Budget</b>	<b>2016-17 Budget</b>
Billing and Collection	\$2,436,375	\$2,555,312	\$2,585,789	\$2,592,381
Non-Departmental	6,968,529	10,053,106	10,053,961	15,709,940
Debt Service	7,602,638	6,684,600	6,684,600	6,683,600
<b>TOTAL FINANCE</b>	<b>\$17,007,542</b>	<b>\$19,293,018</b>	<b>\$19,324,350</b>	<b>\$24,985,921</b>
Utilities Administration	\$631,924	\$1,095,226	\$1,160,877	\$1,188,904
Water Distribution	2,400,536	2,272,033	2,278,086	2,287,687
Water Treatment	2,484,246	3,037,838	3,172,006	3,077,085
Bob Derrington W/R Plant	2,861,959	3,338,925	3,541,288	3,936,238
Wastewater Collection	1,266,411	1,332,303	1,408,278	1,347,040
Laboratory	1,097,782	1,173,288	1,172,022	1,265,193
Utilities GIS	171,828	198,172	198,497	263,696
Repair and Replacement	1,098,717	1,082,769	947,829	947,829
Water Purchase	15,582,671	17,361,119	17,361,119	17,361,119
Gulf Coast	274,549	250,000	250,000	250,000
Housing Incentive Program	0	50,050	0	0
Participation In Line Extensions	12,333	200,000	200,000	200,000
2015 Supplemental Expenditures	0	6,177,875	0	0
<b>TOTAL UTILITIES</b>	<b>\$27,882,956</b>	<b>\$37,569,598</b>	<b>\$31,690,002</b>	<b>\$32,124,791</b>
Capital Improvement Program	\$0	\$0	\$0	\$0
<b>TOTAL CIP PROGRAM</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Expenditures</b>	<b>\$44,890,498</b>	<b>\$56,862,616</b>	<b>\$51,014,352</b>	<b>\$57,110,712</b>

# WATER AND SEWER FUND

## CAPITAL OUTLAY

Fund and Department/Division	Item	Item Total	Total
<b>WATER &amp; SEWER FUND</b>			
Billing & Collection	Furniture and Office Equipment	\$4,000	
	Data Processing Equipment	9,816	
	<b>Subtotal Billing &amp; Collection</b>		\$13,816
Non-Departmental	Data Processing Equipment	\$35,000	
	<b>Subtotal Non-Departmental</b>		\$35,000
<b>Utilities</b>			
Utility Administration	Data Processing Equipment	\$1,041	
	<b>Subtotal Administration</b>		\$1,041
Water Distribution	Machinery and Equipment	\$55,000	
	<b>Subtotal Water Distribution</b>		\$55,000
Water Treatment	Machinery & Equipment	\$32,500	
	Data Processing Equipment	1,500	
	<b>Subtotal Water Treatment</b>		\$34,000
Bob Derrington Plant	Machinery & Equipment	\$536,870	
	<b>Subtotal Derrington Plant</b>		\$536,870
Laboratory	Machinery and Equipment	\$50,000	
	Data Processing Equipment	2,000	
	<b>Subtotal Laboratory</b>		\$52,000
Utilities GIS	Automotive Equipment	\$61,900	
	Furniture & Office Equipment	2,362	
	<b>Subtotal Utilities GIS</b>		\$64,262
Utilities Infrastructure	Line Extensions	\$200,000	
	<b>Subtotal Utilities Infrastructure</b>		\$200,000
<b>TOTAL CAPITAL OUTLAY – WATER / SEWER FUND</b>			<b>\$991,989</b>

# City of Odessa

---

FY 2016-17

Adopted Budget

Water and Sewer Fund  
Detail by Department/Division

# BILLING AND COLLECTION

---

## MISSION

To provide outstanding service to the citizens and City of Odessa through timely and accurate billing and collection for utility, ambulance, license and permit and miscellaneous accounts receivable transactions. To partner with the citizens of Odessa in meeting their information and service needs in relation to the variety of services provided.

## SERVICES PROVIDED

Billing and Collection provides service for water, sewer, and refuse to the City of Odessa and its citizens. They also handle the billing for all sectors of the City, which in part includes Beverages, Ambulance, and Miscellaneous Receivable. To better provide service to the citizens of Odessa there is a teller window inside City Hall that is open from 8:00 a.m. to 5:00 p.m. Monday through Friday except on holidays, and a drive through window open from 7:30 a.m. to 5:30 p.m. Monday through Friday except on holidays.

## FY2016 ACCOMPLISHMENTS

- B&C Added a Payment Kiosk to our convenient payment repertoire, which provides customers the ability to make real-time payments.
- Completed Automated Meter Reading System for the entire city of Odessa. AMR eliminates the “Manual read” procedure from the billing process.
- Added Customer “Consumption Reporting”, this will allow Billing and Collection the ability to provide the customer with hourly water usage.
- Reduced our overall write-off amount by utilizing an enhanced collection method for “Ambulance Billing”

## HIGHLIGHTS OF BUDGET CHANGES

The Billing and Collection Department realized an overall increase of \$6,592 from the previous year’s budget. These changes can be attributed to an increase in personal services from the one-time payment for employees, a small increase in technology charges, and a decrease in fleet maintenance.

## CONTACT INFORMATION

Agapito Bernal  
Director of Billing and Collection  
abernal @odessa-tx.gov  
432-335-3203

# BILLING AND COLLECTION

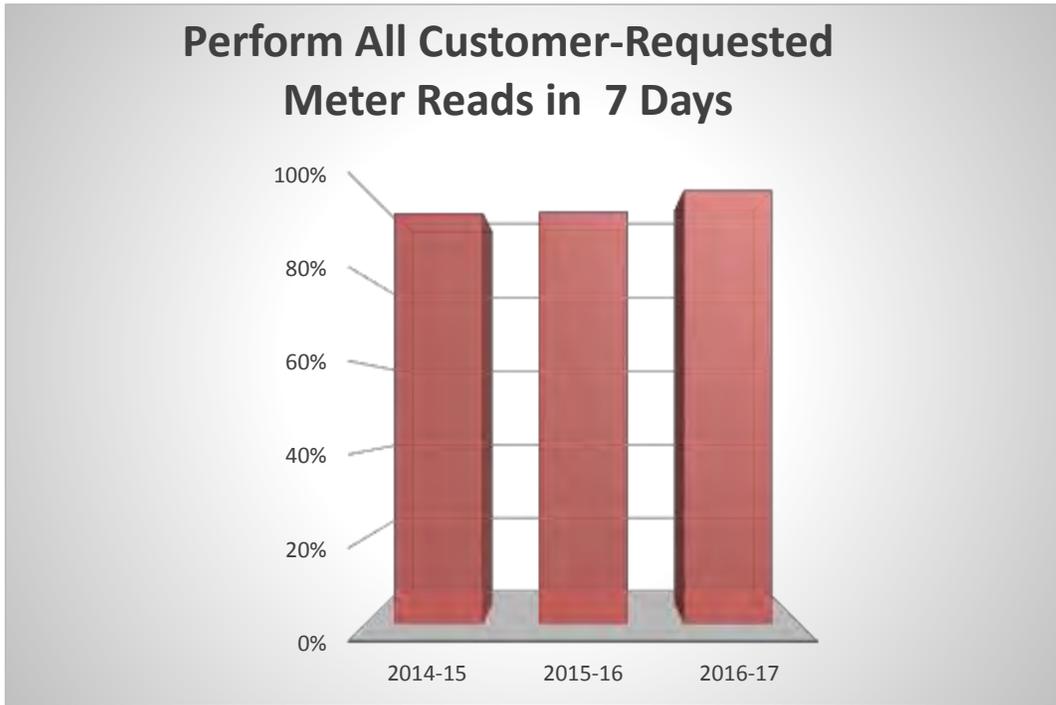
## GOALS

GOAL	OBJECTIVE	TERM
1. Allow customers to make payments online and to access the interactive voice response telephone system, 24 hours per day, 7 days a week./(Service)	Provide convenient methods of payment remittance.	LONG
2 Improve the quality of customer service using the voice recording management equipment as a principal training tool in the Quality Assurance Monitoring Program./(Excellence)	Maintain and improve on a high standard on Customer service.	LONG
3. Improve the efficiency of operations through utilization of our software vendor. /(Excellence)	Provide customer superior customer service.	LONG
4. Process mail-in payments more efficiently using electronic remittance technology. /(Excellence)	Provide our customer same day payment processing.	LONG

## PERFORMANCE MEASURES AND ANALYSIS

EFFECTIVENESS	FY 2014-15 ACTUAL	FY 2015-16 ESTIMATE	FY 2016-17 TARGET
1. Maintain meter reading accuracy at an annual average of 99.8% or greater.	99.15%	99.75%	99.80%
2. Perform all customer requested re-reads in 7 days or less.	94.70%	95%	100%
3. Collect 60% of billed ambulance charges annually.	57.96%	66%	70%
4. Percentage of payments processed through automated means.	40.77%	44%	45%
5. Notify all license and permit customers 30 days prior to expiration of their licenses.	100%	100%	100%
6. Quality assurance monitoring of customer service - maintain an average rating of 90%.	70.72%	80%	90%

# BILLING AND COLLECTION



## EXPENDITURES BY CLASSIFICATION

	<b>2014-15 ACTUAL</b>	<b>2015-16 ESTIMATED</b>	<b>2015-16 BUDGET</b>	<b>2016-17 BUDGET</b>
Personal Services	\$1,786,707	\$1,846,527	\$1,883,147	\$1,902,858
Supplies	226,967	222,062	221,713	221,713
Services	347,424	369,979	364,715	351,596
Maintenance	64,488	102,928	102,398	102,398
Capital Outlay	<u>10,789</u>	<u>13,816</u>	<u>13,816</u>	<u>13,816</u>
<b>Total Expenditures</b>	<b>\$2,436,375</b>	<b>\$2,555,312</b>	<b>\$2,585,789</b>	<b>\$2,592,381</b>

# BILLING AND COLLECTION

## PERSONNEL BY JOB TITLE

	2014-15 FISCAL YEAR	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR
Director of Billing and Collection	1	1	1
Customer Service Supervisor	1	1	1
Billing and Collection Manager	1	1	1
Utility Field Supervisor	1	1	1
Cashier Supervisor	1	1	1
Senior Administrative Assistant	1	1	1
Office Support Specialist	1	1	1
Citizen Liaison	0	0	1
Cashier	4	4	4
Utility Field Collector	2	2	2
Utility Billing Clerk	2	2	2
Customer Service Representative *	7	7	7
Utility Field Representative	2	2	2
Water Meter Reader	5	5	4
EMS Billing Coordinator	3	3	3
EMS Billing Clerk	1	1	1
Billing Supervisor	<u>1</u>	<u>1</u>	<u>1</u>
Utility and EMS Billing Supervisor			
<b>Total Personnel</b>	<b>34</b>	<b>34</b>	<b>34</b>
Funding Sources			
Water & Sewer	33	33	33
Solid Waste Fund *	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Personnel</b>	<b>34</b>	<b>34</b>	<b>34</b>

# UTILITIES ADMINISTRATION

## MISSION

The Utilities Administration Division assumes overall responsibility for providing water and wastewater treatment as well as distribution and collection services, ensuring regulatory compliance, monitoring customer satisfaction, providing managerial and clerical support to all Utilities divisions, and overseeing the Utilities Capital Improvement Program.

## SERVICES PROVIDED

The Administration Division provides overall Utility Department Management including budget, personnel, operations, maintenance, regulatory permitting and reporting for water and wastewater functions. Divisions with oversight are Water Distribution, Water Treatment, Wastewater Collection, Wastewater Treatment, Utility Laboratory, Utility GIS, Reuse Water Sales Contracts including Pioneer Natural Resources and Odessa Country Club, Gulf Coast Waste Disposal Authority Wastewater Treatment Contract, Ector County Utility District Water Supply Contract and Colorado Municipal Water Supply Raw Water Supply Contract. The Division manages the TCEQ (State) regulatory permits for the Bob Derrington Water Reclamation Plant, City Water Treatment Plant and Reuse Water System. The Administration Division manages major project functions and engineering /construction advisement for water and wastewater functions.

## FY2016 ACCOMPLISHMENTS

1. Implementation of Pioneer Natural Resources Contract. Pioneer began taking water in January 2016 and continues.
2. Completed Industrial Pump Station and Piping improvements at the BDWRP for the Pioneer project.
3. Full deployment of AMI in City Limits and ECUD service area.
4. Reduction of Water System Losses from 15% to 9%.
5. Contracted Water Treatment Plant Evaluation and Assessment.
6. Issued RFQ for Water and Wastewater Master Plans.
7. Repaired BDWRP Belt Press.
8. Rehabilitated BDWRP Clarifier #1.
9. Constructed Vacuum Truck Building.

## HIGHLIGHTS OF BUDGET CHANGES

Water rates were increased by 8% in the previous fiscal year in response to an increase of raw water cost implemented by the Colorado River Municipal Water District (CRMWD). The CRMWD set rates for the FY17 indicating a 1.9% decrease in the monthly fixed charge, and a \$0.02 reduction in the rate per 1000 gallons of water, compared to the previous fiscal year. City revenues and expenses appear to be stable to maintain service levels. The Water / Wastewater Master Plan conducted over the next 18 months will provide financial planning for future capital improvements and infrastructure expansion.

## CONTACT INFORMATION

Thomas G. Kerr, P.E.	Director of Public Works / Utilities tkerr@odessa-tx.gov	432-335-3244
Cynthia Patterson	Utilities Project Coordinator cpatterson@odessa-tx.gov	432-335-4639
Ben Jordan	Assistant Director of Utilities – Treatment bjordan@odessa-tx.gov	432-335-4636
Richard Salinas	Assistant Director of Utilities – Field Operations rsalinas@odessa-tx.gov	432-335-4637

# UTILITIES ADMINISTRATION

## GOALS

GOAL	OBJECTIVE	TERM
<ol style="list-style-type: none"> <li>1. Provide reliable water and sewer service to the customers of the City of Odessa./ (Service)</li> <li>2. Ensure the availability and conservation of water supply assets./ (Service)</li> <li>3. Ensure the treatment of potable water and wastewater is in full compliance with all regulatory standards and to the benefit of the City of Odessa and citizens./ (Service)</li> <li>4. Manage funding and expenditures to provide for an effective and efficient water and wastewater utility, ensuring long term viability and sustainability at the most effective long term cost possible./ (Direction)</li> <li>5. Manage Capital Improvements Program./ (Direction)</li> </ol>	100%	Long

## PERFORMANCE MEASURES AND ANALYSIS

EFFECTIVENESS	FY 2014-15 ACTUAL	FY 2015-16 ESTIMATE	FY 2016-17 TARGET
1. Percentage of Customers Requesting Water and Sewer Maintenance Services Surveyed as to Their Level of Satisfaction (Goal: 100%)	100%	100%	100%
2. Percentage of Customers Satisfied with Utilities Administration's Handling of Maintenance Requests (Goal: 100% Satisfaction)	97%	97%	100%
3. Percentage of State, Treatment Plants, and Contract Customer Reports Which are Reported Within Established Time Frames (Goal: 100% of the Time)	99%	99%	100%
4. Percentage of Capital Improvement Program Projects Initiated in Fiscal Year Proposed (Goal: 100% of the Time)	100%	100%	100%

# UTILITIES ADMINISTRATION

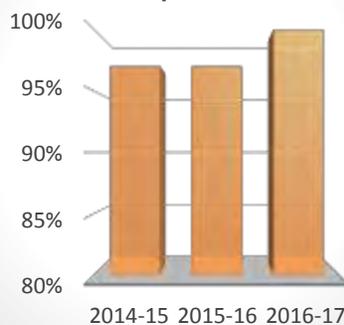
## EXPENDITURES BY CLASSIFICATION

	2014-15 ACTUAL	2015-16 ESTIMATED	2015-16 BUDGET	2016-17 BUDGET
Personal Services	\$538,162	\$886,975	\$952,781	\$916,109
Supplies	26,186	36,102	35,947	35,947
Services	51,428	96,610	96,610	161,309
Maintenance	770	74,498	74,498	74,498
Capital Outlay	<u>15,378</u>	<u>1,041</u>	<u>1,041</u>	<u>1,041</u>
<b>Total Expenditures</b>	<b>\$631,924</b>	<b>\$1,095,226</b>	<b>\$1,160,877</b>	<b>\$1,188,904</b>

## PERSONNEL BY JOB TITLE

	2014-15 FISCAL YEAR	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR
Director of Public Works*	1	1	1
Assistant Director Utilities-Treatment	1	1	1
Assistant Director Utilities - Field	1	1	1
Utilities Engineer	1	1	1
Utility Project Coordinator	1	1	1
SCADA Specialist	1	1	1
Utilities Office Manager	1	1	0
Office Support Specialist	2	2	2
Plant Operator D	1	1	0
Utilities Field Supervisor	1	1	1
Utilities Compliance Coordinator	<u>0</u>	<u>0</u>	<u>1</u>
<b>Total Personnel</b>	<b>11</b>	<b>11</b>	<b>10</b>
Funding Sources:			
Water & Sewer Fund	11	11	9.5
General Fund *	<u>0</u>	<u>0</u>	<u>0.5</u>
<b>Total Personnel</b>	<b>11</b>	<b>11</b>	<b>10</b>

Percent of Customers Satisfied Regarding Maintenance Requests



# WATER DISTRIBUTION

## MISSION

The Water Distribution Division maintains the water distribution system through a proactive operations and maintenance program so that a safe potable water supply is delivered to customers continuously and in compliance with state regulations.

## SERVICES PROVIDED

The City of Odessa Water Distribution department maintains approximately 690 Miles of water mains, 10,700 Valves, 2,725 fire hydrants and 41,158 service connections throughout the City. Water Distribution repairs Fire Hydrants to ensure fire protection for our citizens.

## FY2016 ACCOMPLISHMENTS

Water Distribution assisted with the installation and inspection of over 30,000 automated reading meters through the City and continues to assist until completion of this project.  
 Distribution crews helped maintain mission critical functions in the distribution system during a severe winter cold spell by isolating and repairing a large number of broken mains.  
 Distribution replaced several large valves at our water tanks in order to maintain pressure in the system.

## HIGHLIGHTS IN BUDGET CHANGES

The goal this year is not to increase the budget line items and manage within the same budget as last year. We will work to control expenditures with the help of all employees. Future training with employees, the ultimate goal is to come in below established budget.

## CONTACT INFORMATION

Richard L. Salinas  
 Assistant Utilities Director, Field Operations  
 City Of Odessa TX. 79761  
 432-335-4637  
 rsalinas@odessas-tx.gov

## GOALS

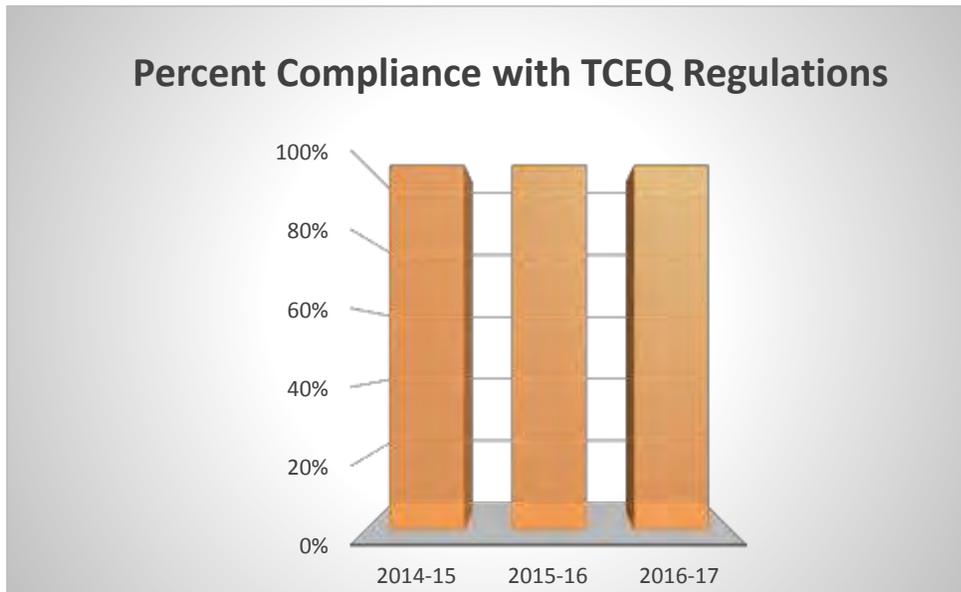
GOAL	OBJECTIVE	TERM
With the assistance of Engineering and/or outside agencies, identify, design, and contract CIP and infrastructure rehabilitation program projects for the distribution system./(Organization)	To provide the City and the public a better understanding of our current infrastructure and future needs. To have a 100% completed Master plan by 2017.	Short term goal in gathering information but also costly to complete and requires large sums of money and time.
Continue developing standard operating procedures for the remaining tasks and functions./(Direction)	This allows both existing employees as well as new employees a guild to perform the duties of this department properly, effectively and efficiently. 100% of last year's functions to be completed in 2016-2017 fiscal year	Short term goal but is reviewed and revised yearly.
Develop task-oriented training program for new and existing employees./(Excellence)	Safety is of course our main objective and the need to always have a well-trained and knowledgeable employee. Training should be held weekly.	Long term goal that is kept up with as new employees are hired.

# WATER DISTRIBUTION

Complete the small AMI meter change out project./((Direction)	Once this project is completed it will allow a better meter read system for the City and the Customers. This will allow our customers the ability to better monitor their water use and waste of water. This should be completed 100% in 2016-2017 year.	Short Term
---	--	------------

## GOALS

EFFECTIVENESS	FY 2014-15 ACTUAL	FY 2015-16 ESTIMATE	FY 2016-17 TARGET
1. Percentage of Compliance with TCEQ Regulations  (Goal: 100%)	100%	100%	100%
WORKLOAD			
1. Line breaks response time to be within 1 hour of call being received at office.	100%	100%	100%
2. On-call and weekend calls responded to within 1 hour of call being received.	100%	100%	100%
3. Amount of customer complaints responded to by a supervisor or manager within 1 hour of call being received.	100%	100%	100%



# WATER DISTRIBUTION

## EXPENDITURES BY CLASSIFICATION

	2014-15 ACTUAL	2015-16 ESTIMATED	2015-16 BUDGET	2016-17 BUDGET
Personal Services	\$1,405,178	\$1,442,712	\$1,466,296	\$1,487,683
Supplies	34,523	40,437	39,484	39,484
Services	710,692	640,414	640,414	571,628
Maintenance	33,152	148,470	131,892	133,892
Capital Outlay	216,991	0	0	55,000
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Expenditures</b>	<b>\$2,400,536</b>	<b>\$2,272,033</b>	<b>\$2,278,086</b>	<b>\$2,287,687</b>

## PERSONNEL BY JOB TITLE

	2014-15 FISCAL YEAR	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR
Utilities Radio Dispatcher	1	1	1
Utilities Payroll/ Purchasing Clerk	1	1	1
Utilities Field Supervisor	3	3	3
Utilities Field Crewleader	5	5	5
Meter Shop Coordinator	1	1	1
Utilities Equipment Operator	4	4	4
Utilities Field Maintenance Technician	<u>6</u>	<u>6</u>	<u>6</u>
<b>Total Personnel</b>	<b>21</b>	<b>21</b>	<b>21</b>

# WATER TREATMENT PLANT

## MISSION

The Water Treatment Plant treats raw water to produce potable water meeting all federal and state primary drinking water standards and delivers treated water of sufficient volume and pressure to meet state requirements.

## SERVICES PROVIDED

The Water Treatment plant is responsible for the effective, production, filtration, and quality control of water for the City of Odessa. The Water Treatment plant responsibility starts at the source of raw water and extends through out the treatment process. The Water Treatment plant processes on averages 15 million gallons of water per day. The Water Treatment plant staff is dedicated to implementing improvements to produce good quality water for the citizens of Odessa.

## FY2016 ACCOMPLISHMENTS

1. Meet or exceed each and every regulatory requirement for providing drinking water to residents.
2. Provide uninterrupted supply of portable water 100% of time each and every day.
3. Continue implementation of Water Treatment Capital projects.

## HIGHLIGHTS OF BUDGET CHANGES

Personal Services decreased from the previous year due to high turnover within the department. The department also saved with a small decrease in Fleet Maintenance from FY16.

## CONTACT INFORMATION

Thomas Kerr  
Director PW/Utilities  
432-335-4634  
[TKerr@odessa-tx.gov](mailto:TKerr@odessa-tx.gov)

Ben Jordan  
Assistant Director of Utilities Treatment  
432-335-4636  
[bjordan@odessa-tx.gov](mailto:bjordan@odessa-tx.gov)

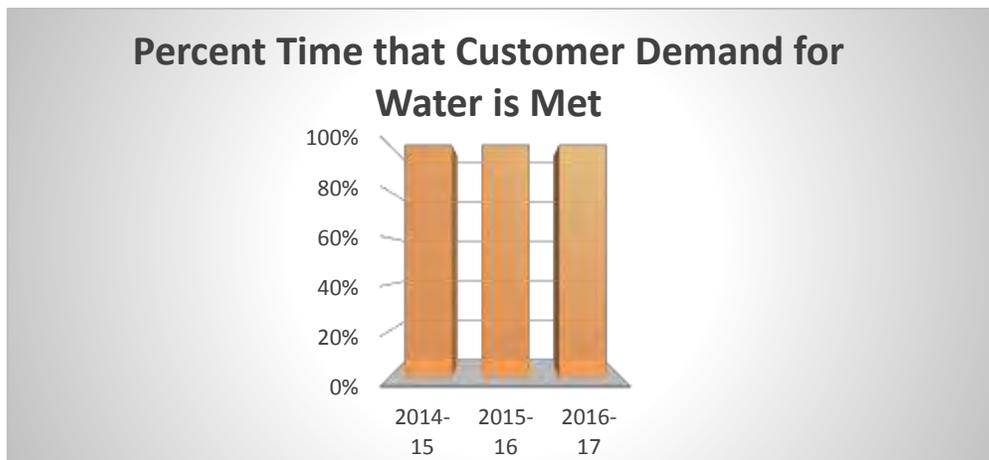


# WATER TREATMENT PLANT



## GOALS

GOAL	TERM
<ol style="list-style-type: none"> <li>1. Maintain minimum of 4 out of 9 operator positions with individuals possessing a TCEQ B license or higher./.(Excellence)</li> <li>2. Implement a plan to convert all data collection and reporting capabilities to Hach WIMS (Direction)</li> <li>3. Replace and repair aging equipment and set up a preventative maintenance program./.(Direction)</li> </ol>	Long



# WATER TREATMENT PLANT

## PERFORMANCE MEASURES AND ANALYSIS

EFFECTIVENESS	FY 2014-15 ACTUAL	FY 2015-16 ESTIMATE	FY 2016-17 TARGET
1. Comply with state and federal Primary Drinking Water Standards 100% of the time.	100%	100%	100%
2. Meet customer water quantity demands 100% of the time.	100%	100%	100%
3. Maintain TCEQ requirements for water system pressures 100% of the time.	100%	100%	100%
4. Ensure that, during days of peak usage, less than 90% of plant capacity is used 100% of the time.	100%	100%	100%

## EXPENDITURES BY CLASSIFICATION

	2014-15 ACTUAL	2015-16 ESTIMATED	2015-16 BUDGET	2016-17 BUDGET
Personal Services	\$839,447	\$915,316	\$1,056,724	\$963,709
Supplies	528,546	1,055,394	1,055,394	1,055,394
Services	930,389	839,358	839,358	837,452
Maintenance	179,767	193,770	186,530	186,530
Capital Outlay	<u>6,097</u>	<u>34,000</u>	<u>34,000</u>	<u>34,000</u>
<b>Total Expenditures</b>	<b>\$2,484,246</b>	<b>\$3,037,838</b>	<b>\$3,172,006</b>	<b>\$3,077,085</b>

## PERSONNEL BY JOB TITLE

	2014-15 FISCAL YEAR	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR
Water Plant Chief Operator	1	1	1
Water Treatment Supervisor	1	1	1
Plant Operator D	2	2	2
Plant Operator C	2	2	2
Plant Operator B	4	4	4
Utilities Maintenance Technician	<u>2</u>	<u>2</u>	<u>2</u>
<b>Total Personnel</b>	<b>12</b>	<b>12</b>	<b>12</b>

# BOB DERRINGTON WATER PLANT

---

## MISSION

The operation personnel of the Bob Derrington Water Reclamation Plant provide outstanding treatment of wastewater so that the requirements of the state permits are consistently met and the effluent is suitable for industrial and irrigation reuse. The inspection personnel work with commercial and industrial customers through inspection and monitoring activities to ensure that their discharges. Will not adversely affect plant operations and will consistently meet local, state, and federal requirements.

## SERVICES PROVIDED

The Bob Derrington Water Reclamation Plant is responsible for treating all wastewater generated within the City of Odessa distribution system. The maintenance staff and plant operators are responsible for the operation and maintenance of an advanced level treatment system utilizing biological nutrient removal technology. The Derrington plant is designed for 12.7mgd (million gallons per day) wastewater flow into the Derrington plant averages 6.2mgd but can handle excess flow during rain events. Wastewater staff also dewater bio- solids generated from wastewater process which is hauled to landfill. The Wastewater Treatment staff is dedicated to implementing improvements to produce high quality effluent for industrial and irrigation customers of Odessa.

## FY2016 ACCOMPLISHMENTS

1. Started providing Pioneer industries with effluent water
2. Continue efforts to upgrade data collection systems to Hach/Wims
3. Refine wastewater treatment plant processes to ensure efficiency and effectiveness

## HIGHLIGHTS OF BUDGET CHANGES

The department's capital outlay increased by \$500,000 due to a one-time supplemental award for the upgrades of the Faudree Lift Station. The budget for water and sewer and fleet maintenance decreased from the previous budget year by \$10,000 and \$38,343 respectively, and savings were also seen in personnel incentive projections by \$57,232.

## CONTACT INFORMATION

Thomas Kerr  
Director PW/Utilities  
432- 335-4634  
[TKerr@odessa-tx.gov](mailto:TKerr@odessa-tx.gov)

Ben Jordan  
Assistant Director of Utilities Treatment  
432-335-4636  
[bjordan@odessa-tx.gov](mailto:bjordan@odessa-tx.gov)

# BOB DERRINGTON WATER PLANT

---



**PIONEER INDUSTRIES INDUSTRIAL RECLAIM LINE**

# BOB DERRINGTON WATER PLANT



**BOB DERRINGTON FINAL EFFLUENT**

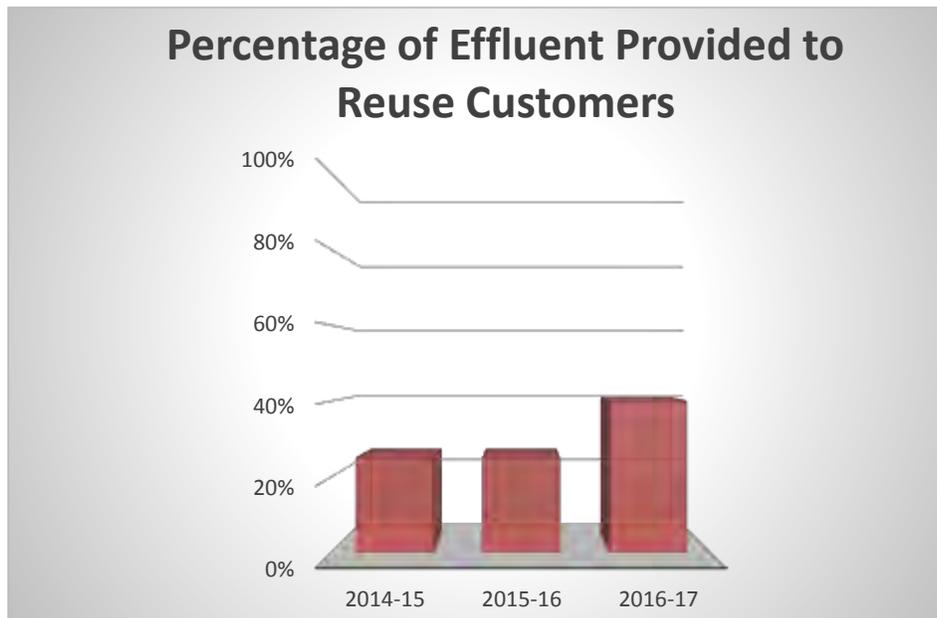
## GOALS

GOAL	TERM
1. Maintain minimum of 5 of 10 operators with a TCEQ B license or higher.	<b>Long</b>
2. Fill all operations & maintenance positions with qualified applicants.	<b>Long</b>
3. Implement a plan to convert all data collection and reporting capabilities to Hach WIMS.	<b>Long</b>
4. Replace and repair aging equipment and set up a preventative maintenance program.	<b>Long</b>

# BOB DERRINGTON WATER PLANT

## PERFORMANCE MEASURES AND ANALYSIS

EFFECTIVENESS	FY 2014-15 ACTUAL	FY 2015-16 ESTIMATE	FY 2016-17 TARGET
1. Percentage of Compliance with TCEQ Permit Requirements (Goal: 100%)	95%	100%	100%
2. Percentage of Compliance with TCEQ Reuse Requirements (Goal: 100%)	100%	100%	100%
3. Percentage of Effluent Provided to Reuse Customers (Goal: 50%)	25%	25%	40%
4. Percentage of Significant Industrial Users Inspected (Goal: 100%)	100%	100%	100%
5. Update all required Commercial/Industrial Discharge applications (Goal: 100% of those required for the year)	100%	100%	100%
6. Percentage of New Commercial/Industrial Customers That Complete a Wastewater Discharge Application (Goal: 100%)	100%	100%	100%



# BOB DERRINGTON WATER PLANT

## EXPENDITURES BY CLASSIFICATION

	2014-15 ACTUAL	2015-16 ESTIMATED	2015-16 BUDGET	2016-17 BUDGET
Personal Services	\$1,253,226	\$1,469,084	\$1,684,464	\$1,627,232
Supplies	259,143	217,632	211,960	211,960
Services	1,052,927	1,310,444	1,310,444	1,262,626
Maintenance	254,888	304,895	297,550	297,550
Capital Outlay	<u>41,775</u>	<u>36,870</u>	<u>36,870</u>	<u>536,870</u>
<b>Total Expenditures</b>	<b>\$2,861,959</b>	<b>\$3,338,925</b>	<b>\$3,541,288</b>	<b>\$3,936,238</b>

## PERSONNEL BY JOB TITLE

	2014-15 FISCAL YEAR	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR
Reclamation Plant Chief Operator	1	1	1
Utilities Inspector	2	2	2
Administrative Assistant	1	1	1
Wastewater Operations Manager	1	1	1
Plant Operator D	2	3	3
Plant Operator B	5	4	5
Utilities Maintenance Supervisor	1	1	1
Plant Operator C	3	3	3
Utilities Maintenance Technician	2	2	2
Utilities Electronics Technician	2	2	2
Liquid Waste Inspector *	1	1	1
Utilities Maintenance Worker	3	3	3
Utilities Truck Driver	<u>2</u>	<u>2</u>	<u>2</u>
<b>Total Personnel</b>	<b>26</b>	<b>26</b>	<b>27</b>
Funding Sources:			
Water & Sewer Fund	25	25	26
Liquid Waste Fund *	<u>1</u>	<u>1</u>	<u>1</u>
Total Personnel	26	26	27

# WASTEWATER COLLECTION

## MISSION

The Wastewater Collection Division maintains the wastewater collection system through a proactive operations and maintenance program so that wastewater services are delivered to customers continuously and in compliance with state regulations.

## SERVICES PROVIDED

The Collections department maintains over 550 miles of sewer mains throughout the City and over 41,000 services. This division repairs any mains or services broken by contractors. They clean mains on a daily basis and ensure the delivery of sewer to the reclamation facility for treatment.

## FY2016 ACCOMPLISHMENTS

The Wastewater department met and exceeded the SSO requirement set by the TCEQ for year 2014. This division repaired over 30 Manholes to prevent infiltration.

## HIGHLIGHTS OF BUDGET CHANGES

The Wastewater Collection division saw an overall decrease in their budget due to reductions in personal services and fleet maintenance.

## CONTACT INFORMATION

Richard Salinas  
Assistant Utilities Director  
City Of Odessa TX 79760  
432.335.4638  
[rsalinas@odessa-tx.gov](mailto:rsalinas@odessa-tx.gov)

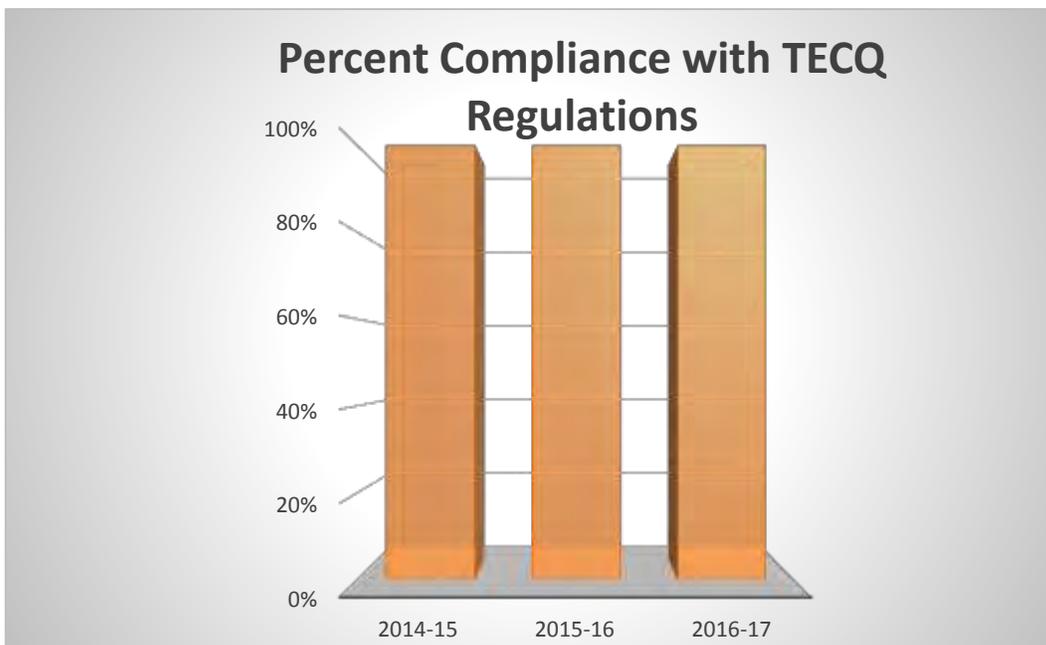
## GOALS

GOAL	OBJECTIVE	TERM
1. Continue developing standard operating procedures for remaining tasks & functions./.(Direction)	To allow existing and new employees a guild to perform the duties properly	Short Term
2. With the assistance of Engineering and/or outside agencies, identify, design, and contract CIP and infrastructure rehabilitation program projects for the collection system./.(Organization)	To provide the City and the public a better understanding of our current infrastructure and future needs. To have a 100% completed Master plan by 2017	Short/ Long term goal, in gathering information but also would be costly to complete and would take large sums of money and time.
3. Comply with SSO initiative plan./.(Direction)	To meet and exceed regulatory compliance goals set by the State.	Short Term
4. Implement more aggressive TV inspection and line cleaning programs./.(Excellence)	To assist the department in finding broken or bad conditions in our system as a preventive measure.	Short Term

# WASTEWATER COLLECTION

## PERFORMANCE MEASURES AND ANALYSIS

EFFECTIVENESS	FY 2014-15 ACTUAL	FY 2015-16 ESTIMATE	FY 2016-17 TARGET
1. Percentage of Compliance with TCEQ Regulations (Goal: 100%)	100%	100%	100%
WORKLOAD			
1. Respond to sewer backups within 1 hour of the time the call was received in the office.	100%	100%	100%
2. On-call and weekend calls responded to within 1 hour of the call being received.	100%	100%	100%
3. Amount of customer complaints responded to by a Supervisor or Manager within 1 hour of the call being received.	100%	100%	100%



# WASTEWATER COLLECTION

## EXPENDITURES BY CLASSIFICATION

	2014-15 ACTUAL	2015-16 ESTIMATED	2015-16 BUDGET	2016-17 BUDGET
Personal Services	\$576,750	\$789,428	\$867,015	\$833,579
Supplies	56,130	61,952	61,952	61,952
Services	487,192	425,695	424,083	396,281
Maintenance	20,093	55,228	55,228	55,228
Capital Outlay	<u>126,246</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Expenditures</b>	\$1,266,411	\$1,332,303	\$1,408,278	\$1,347,040

## PERSONNEL BY JOB TITLE

	2014-15 FISCAL YEAR	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR
Utilities Field Operations Manager	1	1	1
Utilities Field Supervisor	1	1	1
Utilities Field Crewleader	3	3	3
Utilities Equipment Operator	4	4	4
Utilities Field Maintenance Technician	<u>4</u>	<u>4</u>	<u>4</u>
<b>Total Personnel</b>	13	13	13

# LABORATORY SERVICES

## MISSION

The Laboratory Services Division generates, interprets, and reports analytical data in a timely and reliable manner to: assist in the current and future operation of the water, wastewater and industrial treatment facilities, provide water quality information, provide quality service to internal and external customers and ensure compliance with federal and state regulations governing the operation of the Utilities Department.

## SERVICES PROVIDED

The Laboratory Services Division collects and analyzes a minimum of 100 drinking water total coliform samples per month from the distribution system as required by the TCEQ. We collect and analyze drinking water total coliform construction samples for the Engineering Department as needed. We perform permit required and process control analyses for the Bob Derrington Water Reclamation Plant and Water Treatment Plant. We prepare chemicals for both plants for their on-site testing. We coordinate monthly, quarterly, and annual permit required sampling from the plants and the shipping to our contract labs. We analyze samples for the Pretreatment Division. We enter testing results into HACH WIMS for viewing by other Utilities Department divisions. We perform drinking water analysis for public customers and the Ector County Health Department. We perform permit required and process control wastewater analysis for Gulf Cost Waste Disposal Authority and other public customers. We have over 100 external customers.

## FY2016 ACCOMPLISHMENTS

- Received a favorable TCEQ NELAP Assessment in August 2015.
- Completed Assessment Corrective Action Responses October/September 2015.
- Added significant new customer (Water Fleet) November 2015.
- HACH SL1000 put into use to enhance distribution system monitoring August 2015.
- Assessed and updated distribution sample siting plan as part of the Revised Total Coliform Rule March 2016.
- Coordinated and implemented TCEQ required Nitrification Action Plan March-April 2016.
- **Awards/Licenses**
  - Myra Juarez received the Texas Water Utilities Association Outstanding Lab Analyst Award March 2015.
  - Gilbert Luera received a Quality Service Award for exemplary service 2<sup>nd</sup> Quarter 2015.
  - Jason Wells and Melissa Pipes earned TWUA Class A Laboratory Analyst Certificates December 2014.
  - Gilbert Luera received TCEQ Surface Water Operator Certification March 2015.
  - Michael Harris received TCEQ Wastewater Operator Certification May 2015.
  - Cheryl Phillips received TCEQ Wastewater Operator Certification September 2015.
  - Gilbert Luera received TCEQ Wastewater Operator Certification September 2015.
- **Successfully trained:**
  - Lance Ward: IC(4/15), SimPlate(8/15), HACH SL1000(1/16)
  - Myra Juarez: SimPlate(5/15)
  - Armando Cruz: Colilert(4/15), Ammonia (4/15), HR TOC(4/15), Nitrite(9/15), Total Phosphate(9/15), SimPlate(10/15), IC(11/15), LR TOC(12/15), UV(1/16)
  - Cheryl Phillips: Colilert(7/15), Ammonia(7/15), HR TOC(9/15), Nitrite(1/16), Total Phosphate(1/16), IC(2/16), SimPlate(2/16), LR TOC(3/16)
  - Gilbert Luera: Colisure(11/14), TDS/Alkalinity/Conductivity/Chloride Titration/Hardness/Turbidity(11/14), O&G(1/15), Colilert(7/15)
  - Michael Harris: pH(3/15), BOD(3/15), TSS/VSS/TS/VS(6/15), Colilert(10/15), Colisure(11/15), added to the weekend rotation(11/15)
  - Joe Vasquez: HACH SL1000(12/15)
- **Outside Training Received:**
  - Jason Wells attended the TCEQ Environmental Trade Fair May 2015.
  - Jason Wells attended the TCEQ Drinking Water Conference August 2015.
  - Melissa Pipes attended National Environmental Monitoring Conference and received training

# LABORATORY SERVICES

- for writing corrective action reports and analyzing root causes August 2015.
- Melissa Pipes attended EPA Region 6 Quality Assurance Conference October 2015.
- Jason Wells attended TCEQ Revised Total Coliform Rule Workshop January 2016.
- Jason Wells attended Texas Rural Water Association Revised Total Coliform Rule Workshop February 2016.
- Jason Wells attended the Texas Water Utilities Association Annual School February 2016.
- Jason Wells and Melissa Pipes attended The NELAC Institute Forum on Lab Accreditation January 2016.
- Lance Ward attended PittCon March 2016.

## HIGHLIGHTS OF BUDGET CHANGES

- Increased personal services costs due to the one-time payment and increased overtime.
- Decreased Operating line item due to overestimating the amount of Argon needed last year.
- Increase Wearing Apparel line item to accommodate increased staff and increased lab coat prices.
- Decrease Tuitions and Special Training line item since whenever travel is required the training costs come out of the Trans/Mem/Luncheons line item. A good portion of our training requires travel.
- Need to increase Trans/Mem/Luncheons line item to transfer some of the decrease from the Tuitions and Special Training line item to cover training.
- Increased Capital Outlay for a one time purchase of lab equipment.

## CONTACT INFORMATION

Jason Wells-Laboratory Manager  
 City of Odessa Laboratory Services  
 Work Phone: 432-368-3536  
 Cell Phone: 432-528-1623

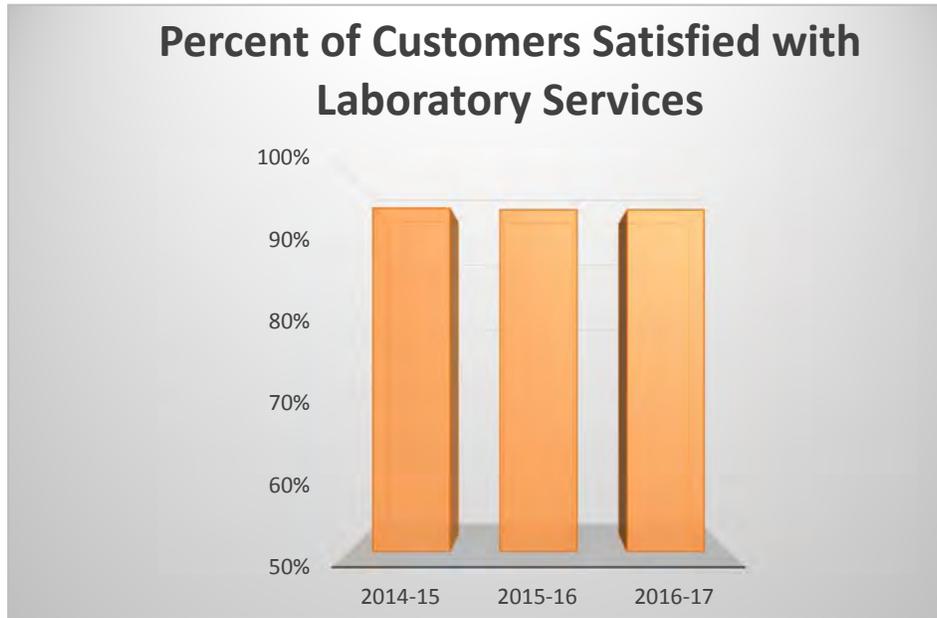
## GOALS

GOAL	OBJECTIVE	TERM
Provide ongoing audits and updates for all procedures and quality control criteria./ (Direction)  Maintain NELAP accreditation./ (Excellence)  Provide analytical reporting and customer service which meet internal and external customer needs./ (Direction)  Enroll laboratory staff in TCEQ-approved training to earn credit hours for licensing.	<ul style="list-style-type: none"> <li>● To demonstrate compliance with TNI requirements</li> <li>● To allow the Laboratory to conduct analysis for TCEQ reporting purposes</li> <li>● To allow customers to meet TCEQ reporting requirements</li> <li>● To allow Laboratory staff to maintain TCEQ licenses</li> </ul>	Long
Train Gilbert Luera on chemical station analysis. Train Myra Juarez on metals analysis Train Armando Cruz on microbiological analysis. Train Michael Harris on water tests station analysis. Hire and begin training a chemist to fill the open position. Prepare for the 2017 TCEQ NELAP Assessment.	<ul style="list-style-type: none"> <li>● To develop the skills and knowledge of the chemists</li> <li>● To become fully staffed and optimize our productivity</li> <li>● To maintain NELAP accreditation and to continue to provide services for customers</li> </ul>	Short

# LABORATORY SERVICES

## PERFORMANCE MEASURES AND ANALYSIS

EFFECTIVENESS	FY 2014-15 ACTUAL	FY 2015-16 ESTIMATE	FY 2016-17 TARGET
1. Percentage of results submitted in NELAP Proficiency Test (PT) that are evaluated as acceptable	98.9%	97%	100%
2. Percentage of analytical results that meet the Quality Control Acceptance Criteria established by the Laboratory	99.5%	99%	98%
2. Survey internal and external customers to determine level of satisfaction with Laboratory services. (Goal: 95%)	95.2%	95%	95%



# LABORATORY SERVICES

## EXPENDITURES BY CLASSIFICATION

	2014-15 ACTUAL	2015-16 ESTIMATED	2015-16 BUDGET	2016-17 BUDGET
Personal Services	\$788,044	\$876,585	\$888,669	\$937,661
Supplies	131,248	137,883	135,630	135,900
Services	127,661	117,648	106,723	103,132
Maintenance	39,819	39,172	39,000	36,500
Capital Outlay	<u>11,010</u>	<u>2,000</u>	<u>2,000</u>	<u>52,000</u>
<b>Total Expenditures</b>	<b>\$1,097,782</b>	<b>\$1,173,288</b>	<b>\$1,172,022</b>	<b>\$1,265,193</b>

## PERSONNEL BY JOB TITLE

	2014-15 FISCAL YEAR	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR
Laboratory Manager	1	1	1
Chemist I	5	5	4
Chemist II	0	0	1
Chemist III	0	0	1
Laboratory Supervisor	1	1	1
Laboratory Field Specialist	1	1	1
Laboratory Specialist	1	1	1
Lab Sample Custodian	1	1	1
Laboratory Q/A Officer	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Personnel</b>	<b>12</b>	<b>12</b>	<b>12</b>

# UTILITIES GIS

## MISSION

The Utilities GIS maintains the accuracy of the distribution and collection digital mapping system, through constant updates via field observations and research so that it may assist in timely service to customers and management.

## SERVICES PROVIDED

- Cost savings and increased efficiency
- Better and faster decision making
- Improved communication
- Better and permanent recordkeeping
- Aids capitol planning
- Improved confidence in utility management – all aspects
- Meet regulatory reporting compliance
- Work order management decisions
- Create / validate hydraulic modeling
- Water system & Wastewater maps
- Analyze trends in discrepancies
- Line locates for Texas 811

## FY2016 ACCOMPLISHMENTS

- Completed over 7000 line locates in 2015
- Maps are updated daily with new information

## HIGHLIGHTS OF BUDGET CHANGES

The Water/Sewer GIS Division realized an increase in their overall budget due to one-time supplemental awards for the purchase of two vehicles for operations.

## CONTACT INFORMATION

Michael Beard  
 Utilities GIS Supervisor  
 432-335-4649  
[mbeard@odessa-tx.gov](mailto:mbeard@odessa-tx.gov)

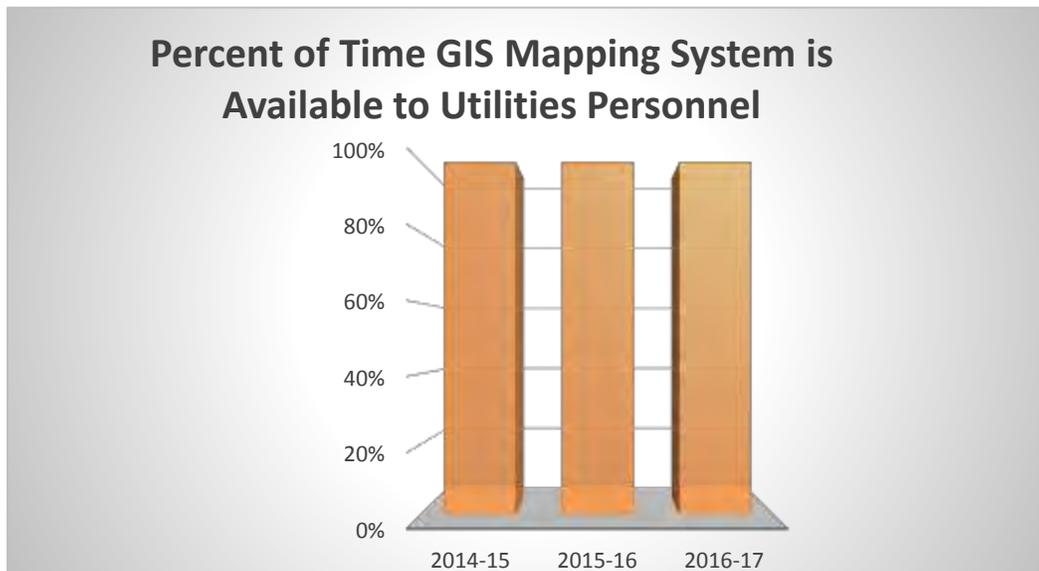
## GOALS

GOAL	OBJECTIVE	TERM
1. Provide the Utilities Department with mapping information which will facilitate the efficient maintenance and operation of the distribution and collection systems./ (Service) 2. Collect GPS coordinates for CIP and new water/sewer line construction projects for the Geographical Information System (GIS)./(Organization) 3. Provide locates of underground facilities for DigTess./ (Direction) 4. Assist in complying with the Sanitary Sewer Overflow Initiative Plan./ (Direction)	<ul style="list-style-type: none"> <li>• To continuously updates our maps with information.</li> <li>• To collect the most accurate data possible to ensure that our GIS maps are up to date and the correct information is provided.</li> <li>• To provide the most accurate spotting of our utility lines to prevent damage</li> <li>• To eliminate overflows and predict where future overflows could happen.</li> </ul>	Long

# UTILITIES GIS

## PERFORMANCE MEASURES AND ANALYSIS

EFFECTIVENESS	FY 2014-15 ACTUAL	FY 2015-16 ESTIMATE	FY 2016-17 TARGET
<ul style="list-style-type: none"> <li>Percentage of time that the GIS mapping system is available to Utilities personnel (Goal: 100%)</li> </ul>	100%	100%	100%
<ul style="list-style-type: none"> <li>Percentage of GPS collections completed for CIP and new construction projects in fiscal year (Goal: 100%)</li> </ul>	100%	100%	100%
<ul style="list-style-type: none"> <li>Percentage of responses to non-emergency line locate requests that are made within the allotted 48-hour time period (Goal: 100% of the Time)</li> </ul>	100%	100%	100%
<ul style="list-style-type: none"> <li>Percentage of responses to emergency line locate requests that are made within the allotted 2-hour time period (Goal: 100% of the Time)</li> </ul>	100%	100%	100%
<ul style="list-style-type: none"> <li>5. Percentage of line locates that have been marked in which subsequent digging resulted in no water or wastewater system interruption. (Goal: 100% of the Time)</li> </ul>	100%	100%	100%



## UTILITIES GIS

### PERSONNEL BY JOB TITLE

	2014-15 FISCAL YEAR	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR
Utilities GIS Supervisor	1	1	1
Utilities GIS Analyst	1	1	1
Utilities GIS Technician	<u>2</u>	<u>2</u>	<u>2</u>
<b>Total Personnel</b>	4	4	4

### EXPENDITURES BY CLASSIFICATION

	2014-15 ACTUAL	2015-16 ESTIMATED	2015-16 BUDGET	2016-17 BUDGET
Personal Services	\$153,280	\$162,422	\$162,747	\$168,075
Supplies	2,916	3,600	3,600	3,600
Services	13,293	29,788	29,788	27,759
Maintenance	0	0	0	0
Capital Outlay	<u>2,339</u>	<u>2,362</u>	<u>2,362</u>	<u>64,262</u>
<b>Total Expenditures</b>	\$171,828	\$198,172	\$198,497	\$263,696

# WATER AND SEWER FUND

## REPAIR AND REPLACEMENT

	2014-15 ACTUAL	2015-16 ESTIMATED	2015-16 BUDGET	2016-17 BUDGET
Personal Services	\$0	\$0	\$0	\$0
Supplies	0	0	0	0
Services	0	0	0	0
Maintenance	1,098,717	1,082,769	947,829	947,829
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Expenditures</b>	<b>\$1,098,717</b>	<b>\$1,082,769</b>	<b>\$947,829</b>	<b>\$947,829</b>

## NON-DEPARTMENTAL EXPENDITURES

	2014-15 ACTUAL	2015-16 ESTIMATED	2015-16 BUDGET	2016-17 BUDGET
Personal Services *	\$40,404	\$42,958	\$42,989	\$43,023
Supplies	0	0	0	0
Services	952,805	755,958	756,782	762,983
Maintenance	0	0	0	0
Capital Outlay	0	35,000	35,000	35,000
Other	<u>5,975,320</u>	<u>9,219,190</u>	<u>9,219,190</u>	<u>14,868,934</u>
<b>Total Expenditures</b>	<b>\$6,968,529</b>	<b>\$10,053,106</b>	<b>\$10,053,961</b>	<b>\$15,709,940</b>

\* Funds ½ of Financial Reporting Accountant position.

## HOUSING INCENTIVE PROGRAM

	2014-15 ACTUAL	2015-16 ESTIMATED	2015-16 BUDGET	2016-17 BUDGET
Housing Incentive Program	<u>\$0</u>	<u>\$50,050</u>	<u>\$0</u>	<u>\$0</u>
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$50,050</b>	<b>\$0</b>	<b>\$0</b>

# WATER AND SEWER FUND

## WATER PURCHASE EXPENDITURES

	2014-15 ACTUAL	2015-16 ESTIMATED	2015-16 BUDGET	2016-17 BUDGET
Supplies & Materials	<u>15,582,671</u>	<u>\$17,361,119</u>	<u>\$17,361,119</u>	<u>\$17,361,119</u>
<b>Total Expenditures</b>	\$15,582,671	\$17,361,119	\$17,361,119	\$17,361,119

## GULF COAST EXPENDITURES

	2014-15 ACTUAL	2015-16 ESTIMATED	2015-16 BUDGET	2016-17 BUDGET
Other Service Payments	<u>\$274,549</u>	<u>\$250,000</u>	<u>\$250,000</u>	<u>\$250,000</u>
<b>Total Expenditures</b>	\$274,549	\$250,000	\$250,000	250,000

## DEBT SERVICE PAYMENT

	2014-15 ACTUAL	2015-16 ESTIMATED	2015-16 BUDGET	2016-17 BUDGET
Debt Service Payments	<u>\$7,602,638</u>	<u>\$6,684,600</u>	<u>\$6,684,600</u>	<u>\$6,683,600</u>
<b>Total Expenditures</b>	\$7,602,638	\$6,684,600	\$6,684,600	\$6,683,600

# WATER AND SEWER FUND

## PARTICIPATION IN LINE EXTENSIONS

	2014-15 ACTUAL	2015-16 ESTIMATED	2015-16 BUDGET	2016-17 BUDGET
Personal Services	\$0	\$0	\$0	\$0
Supplies	0	0	0	0
Services	0	0	0	0
Maintenance	0	0	0	0
Capital Outlay	<u>12,333</u>	<u>200,000</u>	<u>200,000</u>	<u>200,000</u>
<b>Total Expenditures</b>	<b>\$12,333</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>

## SUPPLEMENTAL EXPENDITURES

	2014-15 ACTUAL	2015-16 ESTIMATED	2015-16 BUDGET	2016-17 BUDGET
2015-16 One-Time Expenditures	<u>\$0</u>	<u>6,177,875</u>	<u>\$0</u>	<u>\$0</u>
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$6,177,875</b>	<b>\$0</b>	<b>\$0</b>

# City of Odessa

---

FY 2016-17

Adopted Budget

Solid Waste Fund  
Overview

# SOLID WASTE FUND

## OVERVIEW

	2014-15 Actual	2015-16 Estimated	2015-16 Budget	2016-17 Budget
<b>Financing Sources:</b>				
<b>BEGINNING FUND BALANCE</b>	\$1,134,136	(\$672,218)	\$45,992	(\$1,462,560)
TMRS Prior Period Adjustment	(\$758,923)			
	375,213			
<b>CURRENT REVENUES</b>				
Single Family	\$6,490,734	\$6,487,883	\$6,600,000	\$7,194,000
Multi-Family	1,364,536	1,383,972	1,400,000	1,526,000
Commercial	3,205,006	3,946,467	4,006,110	4,006,110
Roll-Off Charges	1,383,657	1,631,494	1,783,500	1,783,500
Interest Income	2,372	1,513	0	0
Transfer In	0	0	0	0
Other Revenue	180,739	159,492	193,000	193,000
<b>TOTAL CURRENT REVENUES</b>	\$12,627,044	\$13,610,821	\$13,982,610	\$14,702,610
<b>TOTAL FINANCING SOURCES</b>	\$13,002,257	\$12,938,603	\$14,028,602	\$13,240,050
<b>Expenditures</b>				
Personal Services	\$3,375,015	\$3,601,494	\$3,682,732	\$3,676,836
Supplies	91,453	70,635	63,656	67,256
Services	8,636,795	8,293,693	8,293,693	7,741,224
Maintenance	363,080	471,474	471,474	462,874
Capital Outlay	0	121,594	121,593	10,500
Other Requirements				
GF Administrative Fee	496,808	540,032	540,032	568,582
Gross Receipt Payment	669,153	786,168	786,168	687,183
In Lieu of Tax	42,171	48,237	48,237	46,783
Suppl. Expenditures 2015	0	467,836	0	0
<b>Total Expenditures</b>	\$13,674,475	\$14,401,163	\$14,007,585	\$13,261,238
<b>Ending Fund Balance</b>	(\$672,218)	(\$1,462,560)	\$21,017	(\$21,188)

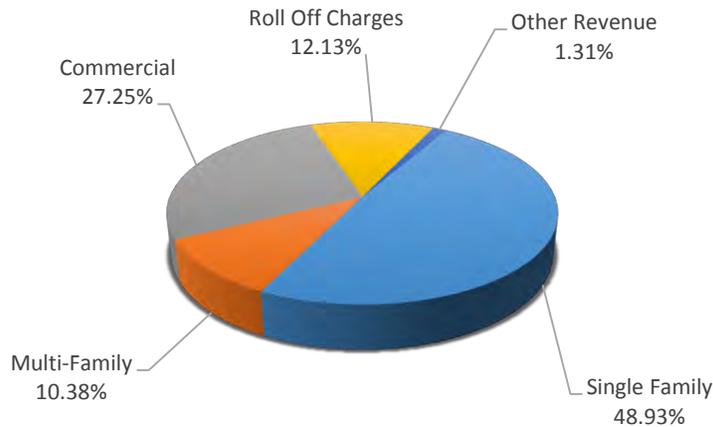
# SOLID WASTE FUND

## OVERVIEW

### REVENUES

	2014-15 Actual	2015-16 Estimated	2015-16 Budget	2016-17 Budget
Single Family	\$6,490,734	\$6,487,883	\$6,600,000	\$7,194,000
Multi-Family	1,364,536	1,383,972	1,400,000	1,526,000
Commercial	3,205,006	3,946,467	4,006,110	4,006,110
Roll-Off Charges	1,383,657	1,631,494	1,783,500	1,783,500
Interest Income	2,372	1,513	0	0
Transfer In	0	0	0	0
Other Revenue	180,739	159,492	193,000	193,000
<b>Total Revenue</b>	<b>\$12,608,903</b>	<b>\$13,610,821</b>	<b>\$13,982,610</b>	<b>\$14,702,610</b>

### SOLID WASTE FUND 2016-17 REVENUES BY SOURCES



■ Single Family ■ Multi-Family ■ Commercial ■ Roll Off Charges ■ Other Revenue

# SOLID WASTE FUND

## OVERVIEW

### Revenues

Solid Waste has operated as an Enterprise Fund in the City of Odessa since 1995-96. The functions of this cost enter were formerly within the General Fund, Department of Public Works. As with all enterprise funds, this separate fund has been established to account for operations that are financed and operated in a manner similar to private businesses. The rate schedules for these services were established to ensure that revenues would be adequate to meet all necessary expenditures. The following is a comparative summary of revenues by source of the Solid Waste Fund.

Source	2016-17 Budget		Increase/(Decrease) from 2015-16 Budget	
	Amount	%	Amount	%
Single Family	\$7,194,000	48.93%	\$594,000	9.00%
Multi-Family	1,526,000	10.38%	126,000	9.00%
Commercial	4,006,110	27.25%	0	0.00%
Roll-Off Charges	1,783,500	12.13%	0	0.00%
Other Revenue	193,000	1.31%	0	0.00%
<b>Total</b>	<b>\$14,702,610</b>	<b>100.00%</b>	<b>\$720,000</b>	<b>5.15%</b>

The major revenues for the Solid Waste Fund, Single Family (48.93%), Commercial (27.25%), and Roll-Off Charges (12.13%), account for 88.31% of the fund's total revenue. An increase in the number of customer accounts, anticipated growth within the city limits, and demand for roll-off container usage in commercial and construction areas drive these revenue items. The total revenue for 2016-17 is expected to increase by 5.15% compared to the previous year's budget. Single Family and Multi-Family revenue will increase by 9% and 9%, respectively. Commercial revenue, Other Revenue and Roll-Off Charges will remain the same as last year's budget.

Although there were no rate increases for commercial customers there were rates increases for single family or multi-family customers for FY 2016-17. Single family accounts will be charged 19.93 per month, while the rates for multi-family customers have been set at \$10.42 per month. The commercial rate for a 3 cubic yard container with twice a week pick up is \$77.31 per month. However, commercial customers who are willing to share a 3 cubic yard container with another business can reduce their rate to \$39.45 for twice a week pick up. Restaurants customers and heavy commercial customers (as determined by the Solid Waste Superintendent or a representative) will not be allowed to share receptacles. Other rates apply for more frequent pick-ups and/or 4 cubic yard containers.

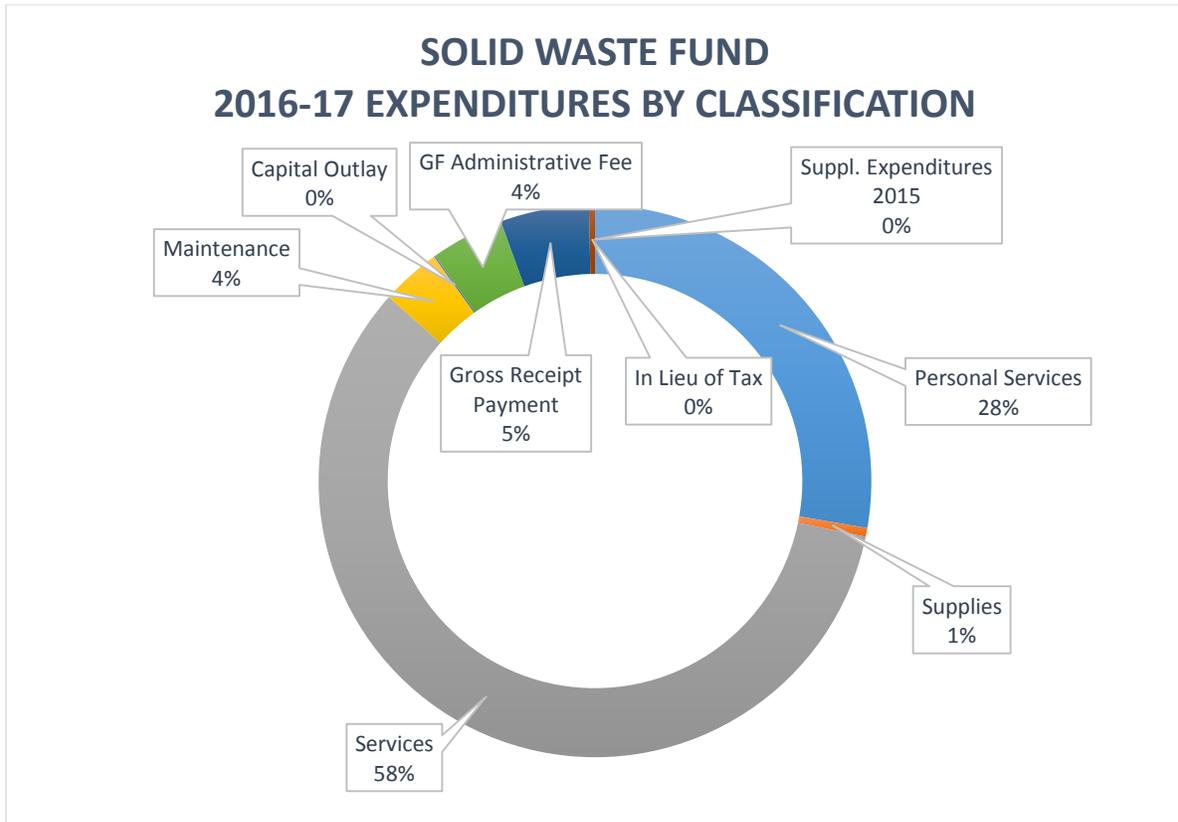
Solid waste services may be provided to commercial customers outside the city limits, but only if approved by the Solid Waste Superintendent. Outside city-limit customers pay a higher rate for solid waste service than do those located within the city limits. In 2016-17, commercial customers will pay \$59.95 per month, for once-a-week service. The higher rate is charged in order to defray the additional costs involved in providing service to customers living beyond the city limits

# SOLID WASTE FUND

## OVERVIEW

### Expenditures by Classification

	<b>2014-15 Actual</b>	<b>2015-16 Estimated</b>	<b>2015-16 Budget</b>	<b>2016-17 Budget</b>
Personal Services	\$3,375,015	\$3,601,494	\$3,682,732	\$3,676,836
Supplies	91,453	70,635	63,656	67,256
Services	8,636,795	8,293,693	8,293,693	7,741,224
Maintenance	363,080	471,474	471,474	462,874
Capital Outlay	0	121,594	121,593	10,500
GF Administrative Fee	496,808	540,032	540,032	568,582
Gross Receipt Payment	669,153	786,168	786,168	687,183
In Lieu of Tax	42,171	48,237	48,237	46,783
Suppl. Expenditures 2015	0	467,836	0	0
<b>Total Expenditures</b>	<b>\$13,674,475</b>	<b>\$14,401,163</b>	<b>\$14,007,585</b>	<b>\$13,261,238</b>



# SOLID WASTE FUND

## OVERVIEW

### Expenditures

Approved expenditures for 2016-17 total \$13,261,211. This represents a decrease of 5.33% compared to the previous year. Below is a comparative summary of expenditures by classification.

Classification	2016-17 Budget		Increase/(Decrease) from 2015-16 Budget	
	Amount	%	Amount	%
Personal Services	\$3,676,836	27.73%	(\$5,896)	0.16%
Supplies	67,256	0.51%	3,600	5.66%
Services	7,741,224	58.37%	(552,469)	6.66%
Maintenance	462,874	3.49%	(8,600)	1.83%
Capital Outlay	10,500	0.08%	(111,093)	91.36%
Other Requirements	1,302,548	9.82%	(71,889)	5.23%
<b>Total</b>	<b>\$13,261,238</b>	<b>100.00%</b>	<b>(746,347)</b>	<b>5.33%</b>

The Personal Services budget is \$3,676,836, which includes funding for overtime expenses to ensure full staffing on all routes. In addition, temporary labor funds are set aside to provide backup personnel for those times when the department is not fully staffed. This category' funding level reflects a decrease of \$5,896. The Solid Waste Fund funds 60.5 positions, the same number that was funded in the previous year.

Supplies have a budget of \$67,256, which is an increase of \$3,600, or 5.66%. The budget for Services will decrease by \$552,469, since there is less fleet maintenance and replacement costs. The 2016-17 Maintenance budget will decrease by \$8,600 in the upcoming fiscal year. The \$462,874 budget covers maintenance costs for furniture, equipment, trash receptacles and software. The Solid Waste Capital Outlay budget of \$10,500 reflects an \$111,093 decrease over last year's budget. There were no large, one time purchases planned for the FY2017 year.

Other Requirements includes payments made to the General Fund for administrative fees, gross receipt payments, payments in lieu of tax, and lease payments. The administrative fees are based on the cost of services provided by General Fund to the Solid Waste Fund. Gross receipt payments are calculated by taking 5% of the gross receipts collected from solid waste customers. The gross receipt fee is paid to the General Fund as compensation for the use of streets, alleys, and other right-of-way. In 2016-2017, the budget for Other requirements will realize a \$71,889 decrease compared to the previous year, primarily due to decrease in the gross receipt payments.

### Fund Balance

In 2015-16, the fund balance decreased by \$790,342, or 117.62%, compared to the 2014-15 ending fund balance of (\$672,218). In the upcoming fiscal year, revenues are expected to reach \$14,702,610, and expenditures are estimated to be \$13,261,238 resulting in a projected fund balance of (\$21,188).

# SOLID WASTE FUND

## CAPITAL OUTLAY

Fund and Department/Division	Item	Item Total	Total
<b>SOLID WASTE FUND</b>			
Keep Odessa Beautiful	Data Processing Equipment	<u>\$3,000</u>	
	Subtotal Keep Odessa Beautiful		\$3,000
Solid Waste	Machinery & Equipment	2,500	
	Data Processing Equipment	<u>5,000</u>	
	Subtotal Solid Waste		\$7,500
<b>TOTAL CAPITAL OUTLAY - SOLID WASTE FUNDS</b>			<b>\$10,500</b>

# City of Odessa

---

FY 2016-17

Adopted Budget

Solid Waste Fund  
Detail by Department/Division

# SOLID WASTE

---

## MISSION

The Solid Waste Division's mission is to provide a reliable and efficient system of collection and transportation of municipal solid waste from residential and commercial customers in a professional, cost effective and environmentally safe method, resulting in the enhancement of public welfare.

## SERVICES PROVIDED

- Provides residential and commercial customers with regular trash service.
- Provides a recycle option for commercial customers.
- Provides recycle drop off locations for residents.
- Provides scheduled route pick up for bulk items, and tree limbs.
- Offers a drop off location for city residential tree limbs, and bulk items.
- Provides Odessa residents a drop point for household hazardous waste material, paints, pesticide, herbicides, and do it yourself motor oil changes.
- Offers Keep Odessa Beautiful support in education and cleanup programs.
- Provides vector control as needed inside city limits.
- Provides support and trash service to all other city departments such as Code Enforcement, OFD, PD, Parks, Traffic, Engineering, Streets, nonprofit organizations, and etc.

## FY2016 ACCOMPLISHMENTS

- Responded to major winter storm emergency by moving and managing over 40,000 cubic yards of fallen trees and limbs.
- Completed 10 major bulk item clean up events.
- Eliminated over 1200 outside city limit residential accounts and helped former customers find other providers.
- Changed out ECISD containers to make ready for fall semester 2015.
- Increased rollout customers by 486.
- Secured Recycle Center and HHW grounds by adding new gates and fencing.
- Repainted Recycle Center.
- Added a recycle drop off point at Muskingum & Grant, and one behind Fire station # 5, 7155 East Ridge Rd.
- Moved complaint and service request from Billing & Collection to Solid Waste.

## HIGHLIGHTS OF BUDGET CHANGES

Actual Budget 2014-15 had an increase due to activity due to growth in the oil economy. Loss of experienced drivers and experienced mechanics at Equipment Service, plus increased tonnage made it necessary to work overtime increasing actual budget expenses. FY 2015-16 Estimate, a drop in tonnage and a drop of 1200 outside city limit residential customers on the actual budget amount show an increase of 14.86 in Operating & Maintenance per refuse account. With the down trend in the current oil economy, the Target Budget for 2016-17 shows an estimated decrease of \$88,784 in tipping fee. It drops the Operating & Maintenance expenditures per disposal account by \$2.7. FTE increases with a full staff.

# SOLID WASTE

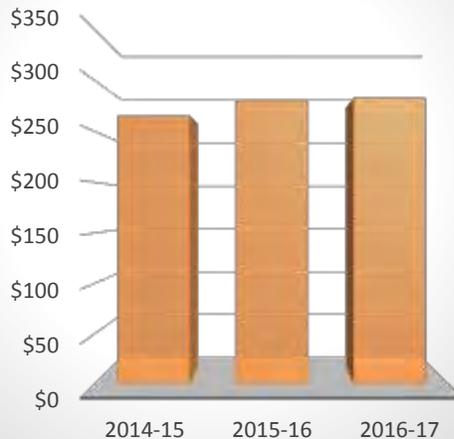
## CONTACT INFORMATION

Oscar Maldonado  
 Solid Waste Superintendent  
 (432)368-3509  
[omaldonado@odessa-tx.gov](mailto:omaldonado@odessa-tx.gov)

## GOALS

GOAL	OBJECTIVE	TERM
<ol style="list-style-type: none"> <li>1. Improve residential collection operation</li> <li>2. Make Commercial collection operation more profitable</li> <li>3. Improve the recycle facility and operation.</li> <li>4. Household Hazardous Waste facility, and education./(Excellence)</li> </ol>	<ol style="list-style-type: none"> <li>1. Separate residential from commercial accts.</li> <li>2. Separation of residential and commercial accounts.</li> <li>3. Continuous education, add more recycle collection locations.</li> <li>4. Become more proactive by educating personnel and public on HHW.</li> </ol>	Long Term
<ol style="list-style-type: none"> <li>1. Improve Bulk Item collection</li> </ol>	<ol style="list-style-type: none"> <li>1. Improve overhead clearances from tree limb. Complete routes in less time.</li> </ol>	Short Term

### Operating & Maintenance Expenditures Per Refuse Collection



# SOLID WASTE

## PERFORMANCE MEASURES AND ANALYSIS

EFFECTIVENESS	FY 2014-15 ACTUAL	FY 2015-16 ESTIMATE	FY 2016-17 TARGET
<ul style="list-style-type: none"> <li>• Median Number of Containers Collected per Refuse Vehicle per Hour</li> </ul>	35	35	35
EFFICIENCY			
<ul style="list-style-type: none"> <li>• Operating and Maintenance Expenditures per Refuse Collection Account</li> </ul>	\$265.35	\$280.21	\$282.87
<ul style="list-style-type: none"> <li>• Operating and Maintenance Expenditures for Disposal per Account</li> </ul>	\$86.04	\$86.13	\$83.47
WORKLOAD			
<ul style="list-style-type: none"> <li>• Solid Waste Customer Accounts</li> </ul>	34,577	33,377	33,377
<ul style="list-style-type: none"> <li>• FTE's per 1,000 Refuse Collection Accounts</li> </ul>	1.51	1.56	1.74
<ul style="list-style-type: none"> <li>• Landfill Tonnage</li> </ul>	113,587	110,184	106,781
<ul style="list-style-type: none"> <li>• Number of Containers Refurbished</li> </ul>	1200	1,200	1,500
<ul style="list-style-type: none"> <li>• Bulk Items Picked Up (Tons)</li> </ul>	2,040	1,538	1,500
<ul style="list-style-type: none"> <li>• Tree Limbs Recycled (Cubic Yards)</li> </ul>	70,900	13,332	32,000
<ul style="list-style-type: none"> <li>• Household Hazardous Waste Collected (Lbs.)</li> </ul>	22008	27,812	33,930
<ul style="list-style-type: none"> <li>• Number of cleanups</li> </ul>	8	8	8

# SOLID WASTE FUND

## SOLID WASTE DIVISION

### EXPENDITURES BY CLASSIFICATION

	2014-15 ACTUAL	2015-16 ESTIMATED	2015-16 BUDGET	2016-17 BUDGET
Personal Services	\$3,255,368	\$3,357,692	\$3,436,395	\$3,425,885
Supplies	47,293	58,879	53,128	56,728
Services	8,486,445	8,052,941	8,052,941	7,507,312
Maintenance	360,830	760,697	468,111	459,511
Capital Outlay	0	218,740	90,593	7,500
<b>Total Expenditures</b>	<b>\$12,149,930</b>	<b>\$12,448,949</b>	<b>\$12,101,168</b>	<b>\$11,456,936</b>

### PERSONNEL BY JOB TITLE

	2014-15 FISCAL YEAR	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR
Solid Waste Superintendent	1	1	1
Administrative Assistant	1	1	1
Mechanic	1	1	1
Container Maintenance Technician	2	2	2
Route Support Supervisor	1	1	1
Solid Waste Collection Supervisor	3	4	4
Roll-Off Supervisor	1	1	1
Solid Waste Driver	38	38	38
Solid Waste Worker	3	4	4
Household Hazardous Waste Coordinator	0	1	1
Customer Service Representative	0	1	1
Welder	1	1	1
Solid Waste Operations Manager	1	1	1
<b>Total Personnel</b>	<b>53</b>	<b>57</b>	<b>57</b>

# SOLID WASTE

## CODE ENFORCEMENT

### EXPENDITURES BY CLASSIFICATION

	2014-15 ACTUAL	2015-16 ESTIMATED	2015-16 BUDGET	2016-17 BUDGET
Personal Services	\$89,482	\$97,953	\$96,266	\$99,623
Supplies	1,309	528	528	528
Services	67,006	93,333	93,333	87,897
Maintenance	2,250	2,363	2,363	2,363
Capital Outlay	0	0	0	0
<b>Total Expenditures</b>	<b>\$160,047</b>	<b>\$194,177</b>	<b>\$192,490</b>	<b>\$190,411</b>

### PERSONNEL BY JOB TITLE

	2014-15 FISCAL YEAR	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR
Director of Community Development*	1	1	1
Code Enforcement Supervisor* ***	1	1	1
Administrative Assistant***	1	1	1
Code Enforcement Coordinator *	1	1	1
Code Enforcement Clerk *	1	1	1
Code Enforcement Officer *	11	14	14
<b>Total Personnel</b>	<b>16</b>	<b>19</b>	<b>19</b>
<b>Funding Sources</b>			
General Fund *	13.5	17.5	17.5
Community Development **	1	0	0
Solid Waste***	1.5	1.5	1.5
<b>Total Personnel</b>	<b>16</b>	<b>19</b>	<b>19</b>

# KEEP ODESSA BEAUTIFUL

---

## MISSION

The mission of Keep Odessa Beautiful (KOB) is to educate Odessans on the benefits of recycling, litter prevention, and beautification, and empower them to improve the quality of life for the entire community.

## SERVICES PROVIDED

Keep Odessa Beautiful offers on-going educational visits to speak to local organizations, businesses, schools, churches, and civic groups. We offer individuals and groups the opportunity to complete community service hours. We implement programs throughout the city to encourage litter prevention, recycling, and beautification including “Don’t Mess with Texas,” “Make a Difference Day,” “Texas Recycles Day,” bulky item drop off days, and our Adopt a Spot program is offered year-round. To encourage recycling, we also offer groups the opportunity to use our recycle bins for their events through our “Lend a Bin” program.

## FY2016 ACCOMPLISHMENTS

Our 2015-2016 accomplishments include:

Last year our citizens recycled more than 27 tons of electronic items, and properly discarded 144 tons of bulk waste items through the City of Odessa.

Through various events and service opportunities, our dedicated volunteers also collected more than a ton of loose litter throughout the city.

### **2015 Accomplishments:**

- Don’t Mess With Texas – community cleanup with 1,300 volunteers.
- Earth Day – In collaboration with H-E-B, 1,000 reusable bags were given to our citizens.
- Burnet Elementary- Recycle bins were placed on school grounds.
- Movies in the Park – Recycle bins were placed at various Parks and educational materials were provided.
- Bulky Item Drop Offs – 107 tons of bulky waste collected.
- Firecracker Fandango - more than 31 volunteers, assisted in litter collection.
- Make a Difference Day (MADD) – Community cleanup, 1,400 volunteers.
- National Night Out – KOB team in collaboration with Odessa Police Department visited with neighborhood groups.
- Odessa Fire/Rescue Open House – KOB Team visited with more than 500 citizens regarding keeping our community clean, recycling, and promoted our Adopt a Spot Program; provided educational materials.
- Fall Festival at McKinney Park – We educated children on plant growth and importance of beautification.
- Texas Recycles Day – More than 40 volunteers; 12.48 tons of bulky waste collected.
- H-E-B Feast of Sharing – More than 500 volunteers; collected 220 lbs. of aluminum cans; collected and recycled approximately 1,200 plastic bottles.
- As of January 2016, we have initiated a more consistent bulky item drop off schedule every other month through the year of 2016 to help curb excess illegal dumping.

# KEEP ODESSA BEAUTIFUL

## HIGHLIGHTS OF BUDGET CHANGES

With last year's rollover in advertising, plus what we were given this year, we have taken our increased amount of \$127,104 to embark on a year-long television, radio, and social media advertising campaign. We are using this campaign to not only educate the community about litter prevention, recycling, and beautification, but also to make them aware of KOB and what we do as an organization. We are also using this avenue to inform them of our events, programs, and fellow partners including the Recycle Center, and Household Hazardous Waste.

## CONTACT INFORMATION

Crystale Galindo  
 Program Manager  
 Keep Odessa Beautiful  
[cgalindo@odessa-tx.gov](mailto:cgalindo@odessa-tx.gov)

Phone: (432) 335-4686

## GOALS

GOAL	OBJECTIVE	TERM
Rebrand Keep Odessa Beautiful: <ul style="list-style-type: none"> <li>Focus on recycling and beautification events</li> <li>Stay active and participate in local events</li> <li>Implement aggressive marketing campaign</li> </ul>	Change community perception of the organization; and increase community involvement.	2016-2018
Increase private funding for the Nonprofit side of the organization <ul style="list-style-type: none"> <li>Increase contact through phone, email, in person visits, and letters</li> <li>Research available grants and target sponsors</li> <li>Plan events with a fundraising component</li> </ul>	Increase donor base, grants, and fundraising opportunities through events.	2016-2018
Increase knowledge of our Board of Directors <ul style="list-style-type: none"> <li>Train board on bylaws, roles, and responsibilities</li> <li>Develop concrete policies and procedures</li> </ul>	Train all board members on roles and responsibilities, policies & procedures.	2016-2018
Plan and initiate an appreciation awards luncheon	Create a long-lasting credible organization event	2016-2018

# KEEP ODESSA BEAUTIFUL

## PERFORMANCE MEASURES AND ANALYSIS

<b>WORKLOAD</b>	<b>FY 2014-15 ACTUAL</b>	<b>FY 2015-16 ESTIMATE</b>	<b>FY 2016-17 TARGET</b>
1. Bulk Items Picked Up (Tons)	2040.39	4,000	3,000
2. Tree Limbs Recycled (Cubic Yard)	70,900	60,000	50,000
3. Household Hazardous Waste Collected (Lbs.)	22,008	25,000	25,000
4. Average Tonnage Collected per Clean-Up	29.11	40	30
5. Average Number of Bags Collected per Clean-Up	25,000	30,000	25,000

# SOLID WASTE

## KEEP ODESSA BEAUTIFUL

### EXPENDITURES BY CLASSIFICATION

	2014-15 ACTUAL	2015-16 ESTIMATED	2015-16 BUDGET	2016-17 BUDGET
Personal Services	\$102,974	\$145,849	\$150,071	\$151,328
Supplies	4,771	11,228	10,000	10,000
Services	38,080	146,899	99,795	95,861
Maintenance	0	1,000	1,000	1,000
Capital Outlay	0	31,000	31,000	3,000
<b>Total Expenditures</b>	<u>\$145,825</u>	<u>335,976</u>	<u>\$291,866</u>	<u>\$261,189</u>

### PERSONNEL BY JOB TITLE

	2014-15 FISCAL YEAR	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR
Keep Odessa Beautiful Program Manager	1	1	1
Executive Assistant	1	1	1
<b>Total Personnel</b>	<u>2</u>	<u>2</u>	<u>2</u>

# SOLID WASTE

## NON-DEPARTMENTAL DIVISION

### NON-DEPARTMENTAL EXPENDITURES

	2014-15 ACTUAL	2015-16 ESTIMATED	2015-16 BUDGET	2016-17 BUDGET
Personal Services	\$0	\$0	\$0	\$0
Supplies	0	0	0	0
Services	45,484	47,624	47,624	50,154
Maintenance	0	0	0	0
Capital Outlay	0	0	0	0
Other	1,208,132	1,374,437	1,374,437	1,302,548
<b>Total Expenditures</b>	<b>\$1,253,616</b>	<b>\$1,422,061</b>	<b>\$1,422,061</b>	<b>\$1,352,702</b>

# City of Odessa

---

FY 2016-17

Adopted Budget

## Liquid Waste Fund Overview

# LIQUID WASTE FUND

## OVERVIEW

	2014-15 Actual	2015-16 Estimated	2015-16 Budget	2016-17 Budget
<b>BEGINNING FUND BALANCE</b>	\$278,861	\$374,132	\$333,203	\$436,219
<b>CURRENT REVENUES</b>				
Liquid Waste Fees	\$101,256	\$96,520	\$90,000	\$90,000
Interest Income	835	1,537	0	0
<b>TOTAL CURRENT REVENUES</b>	\$102,091	\$98,057	\$90,000	\$90,000
<b>TOTAL FINANCING SOURCES</b>	\$380,952	\$472,189	\$423,203	\$526,219
<b>EXPENDITURES</b>				
Personal Services	\$0	\$31,346	\$55,079	\$53,672
Supplies	3,671	1,075	1,075	1,075
Services	269	609	609	609
Maintenance	0	0	0	0
Capital Outlay	0	0	0	0
Other	2,880	2,940	2,940	3,087
<b>TOTAL EXPENDITURES</b>	\$6,820	\$35,970	\$59,703	\$58,443
<b>ENDING FUND BALANCE</b>	\$374,132	\$436,219	\$363,500	\$467,776

# City of Odessa

---

FY 2016-17

Adopted Budget

## Ratliff Ranch Golf Course Fund Overview

# RATLIFF RANCH GOLF COURSE FUND

## OVERVIEW

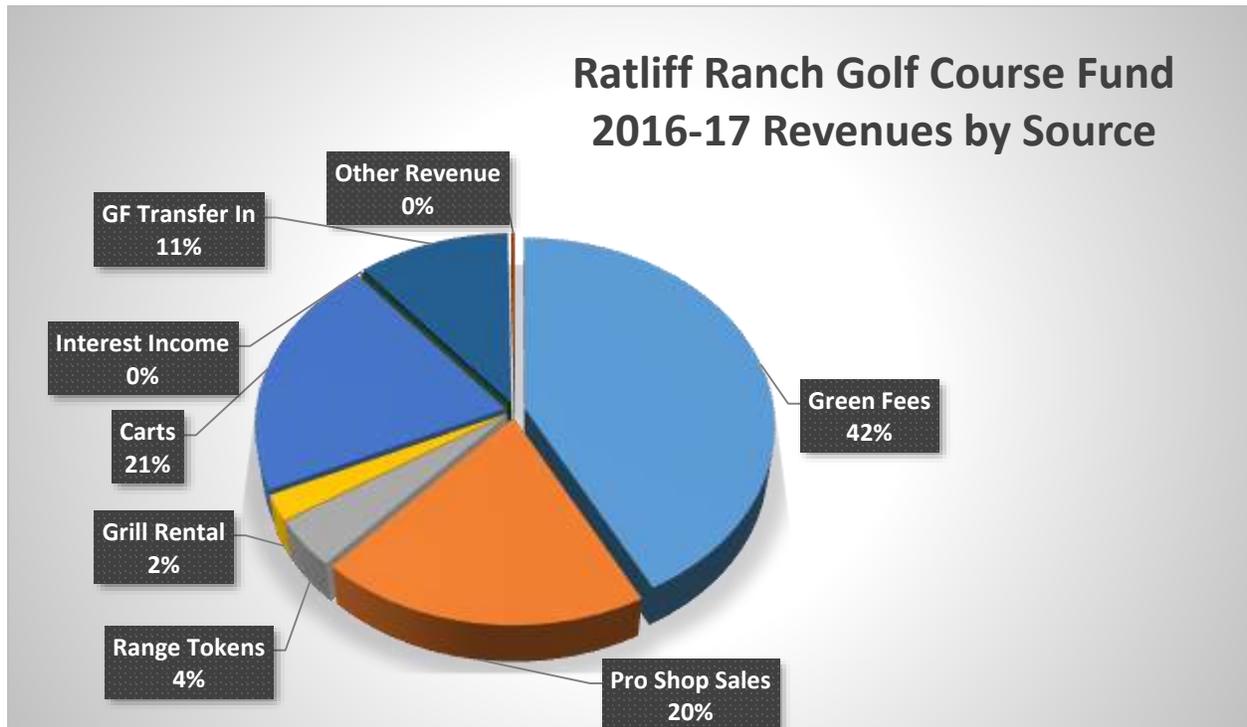
	2014-15 Actual	2015-2016 Estimated	2015-16 Budget	2016-17 Budget
<b>BEGINNING FUND BALANCE</b>	(\$221,400)	(\$544,512)	(\$116,968)	(\$399,185)
TMRS Prior Period Adjustment	<u>(\$145,760)</u>			
Adjusted Beginning Balance	(\$367,160)			
<b>CURRENT REVENUES</b>				
Green Fees	\$750,136	\$804,605	\$783,264	\$783,264
Pro Shop Sales	383,340	371,436	363,322	363,322
Range Tokens	83,747	84,370	76,596	76,596
Grill Rental	42,218	40,008	41,303	41,303
Carts	360,103	375,881	385,985	385,985
Interest Income	3	0	0	0
GF Transfer In	200,000	200,000	200,000	200,000
Other Revenue	5,600	5,717	5,000	5,000
<b>TOTAL CURRENT REVENUES</b>	\$1,825,147	\$1,882,017	\$1,855,470	\$1,855,470
<b>TOTAL FINANCING SOURCES</b>	\$1,457,987	\$1,337,505	\$1,738,502	\$1,456,285
<b>EXPENDITURES</b>				
Personal Services	\$837,448	\$833,579	\$852,516	\$861,817
Supplies	424,305	231,235	225,883	225,883
Services	659,541	614,104	614,042	623,981
Maintenance	81,205	57,772	57,772	57,772
Capital Outlay	0	0	0	0
<b>TOTAL EXPENDITURES</b>	\$2,002,499	\$1,736,690	\$1,750,213	\$1,769,453
<b>ENDING FUND BALANCE</b>	(\$544,512)	(\$399,185)	(\$11,711)	(\$313,168)

# RATLIFF RANCH GOLF COURSE FUND

## OVERVIEW

### Revenues

	2014-15 Actual	2015-16 Estimated	2015-16 Budget	2016-17 Budget
Green Fees	\$750,136	\$804,605	\$783,264	\$783,264
Pro Shop Sales	383,340	371,436	363,322	363,322
Range Tokens	83,747	84,370	76,596	76,596
Grill Rental	42,218	40,008	41,303	41,303
Carts	360,103	375,881	385,985	385,985
Interest Income	3	0	0	0
GF Transfer In	200,000	200,000	200,000	200,000
Other Revenue	5,600	5,717	5,000	5,000
<b>Total Revenue</b>	<b>\$1,825,147</b>	<b>\$1,882,017</b>	<b>\$1,855,470</b>	<b>\$1,855,470</b>



# RATLIFF RANCH GOLF COURSE FUND

## OVERVIEW

### Revenues

The City of Odessa purchased the Ratliff Ranch Golf Course in December 2005, with the intention of providing the general public with access to its first municipal golf course. Over the years, several improvements have been made to the golf course. Together with an advertising campaign, these improvements are aimed at building the customer base, attendance and revenues.

The following is a comparative summary of Ratliff Ranch Golf Course Revenues.

Source	2016-17 Budget		Increase/(Decrease) from 2015-16 Budget	
	Amount	%	Amount	%
	Green Fees	\$783,264	42.21%	\$0
Pro Shop Sales	363,322	19.58%	0	0%
Range Tokens	76,596	4.13%	0	0%
Grill Rental	41,303	2.23%	0	0%
Carts	385,985	20.80%	0	0%
GF Transfer In	200,000	10.78%	0	0%
Other Revenue	5,000	0.27%	0	0%
<b>TOTAL</b>	<b>\$1,855,470</b>	<b>100.00%</b>	<b>0</b>	<b>0%</b>

In 2016-17, it is anticipated that Golf Course revenues will reach \$1,855,470. This represents no change compared to last year's projection. The Green Fees category is the single largest source of income for the Golf Course, comprising 42.21% of the overall budget. Projections indicate that this category will remain the same compared to 2015-16 numbers.

The second largest source of revenue, Golf Cart Rentals, accounts for 20.80% of the total revenue for this fund. This category is expected to bring \$385,985 in revenue in 2016-17. Pro Shop Sales, Range Tokens, and Grill Rental will bring in revenues of \$363,322, \$76,596, and \$41,303, respectively. Together, these categories make up 25.94% of the total Golf Course revenue.

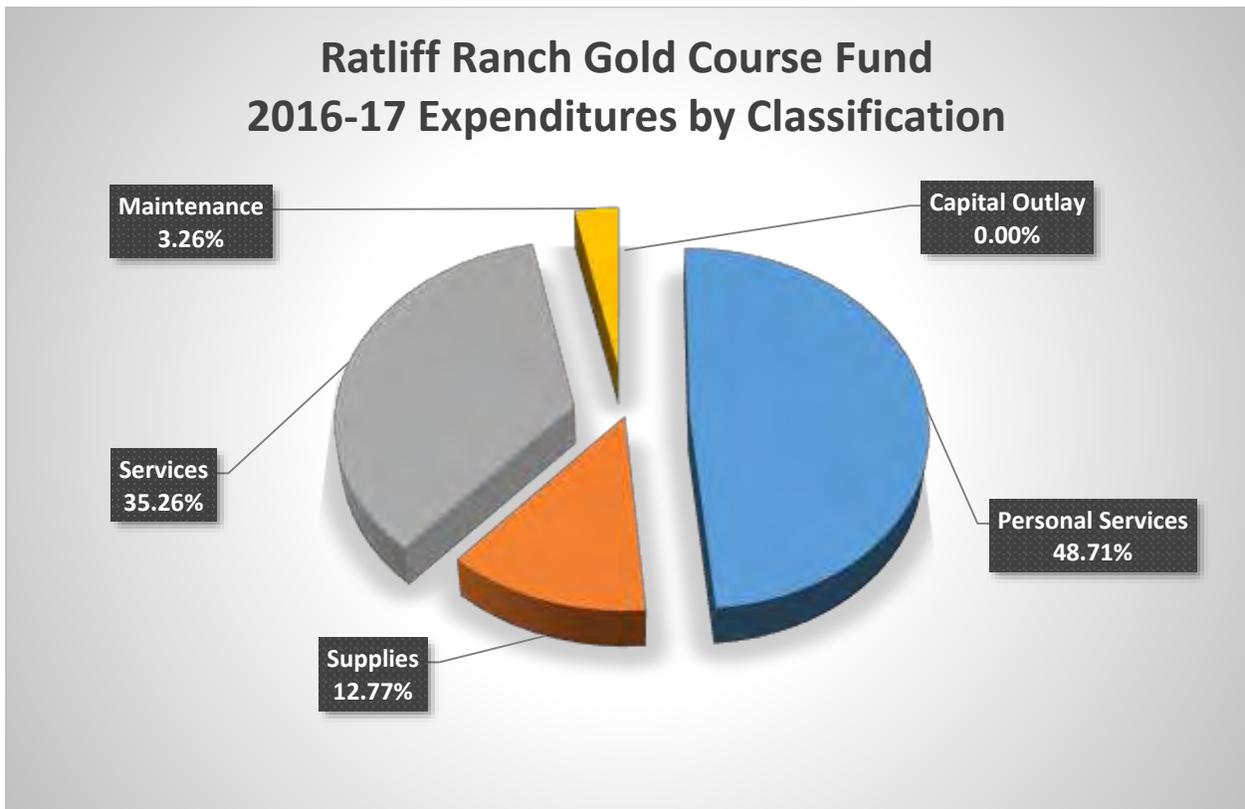
The General Fund transfer-in for the upcoming fiscal year is \$200,000, the same as it was last year. The budget for this line item accounts for 10.78% of all Golf Course revenues. The budget for Other Revenue will remain the same compared to last year. This category accounts for \$5,000, or 0.27%, of the total revenue for this fund.

# RATLIFF RANCH GOLF COURSE FUND

## OVERVIEW

### Expenditures by Classification

	2014-15 Actual	2015-16 Estimated	2015-16 Budget	2016-17 Budget
Personal Services	\$837,448	\$833,579	\$852,516	\$861,817
Supplies	424,305	231,235	225,883	225,883
Services	659,541	614,104	614,042	623,981
Maintenance	81,205	57,772	57,772	57,772
Capital Outlay	0	0	0	0
	\$2,002,499	\$1,736,690	\$1,750,213	\$1,769,453



# RATLIFF RANCH GOLF COURSE FUND

## OVERVIEW

### Expenditures

Ratliff Ranch Golf Course Fund's budgeted expenditures are \$1,769,453 for 2016-17. This represents an increase of 3.61% compared to last year's budget. The major factors contributing to the increase include the one-time payment for employees, and increased utility costs for the facility and grounds. Below is a comparative summary of budgeted expenditures by classification.

### Source

	2016-17 Budget		Increase / (Decrease) from 2015-16 Budget	
	Amount	%	Amount	%
Personal Services	\$861,817	48.70%	\$9,301	1.09%
Supplies	225,883	12.77%	0	0.00%
Services	623,981	35.26%	9,939	1.62%
Maintenance	57,772	3.26%	0	0.00%
<b>TOTAL</b>	<b>\$1,769,453</b>	<b>100.00%</b>	<b>\$19,240</b>	<b>1.09%</b>

In 2016-17, the Golf Course budgeted for 13 positions, the same number of positions that was funded in the previous year. The Personal Services budget of \$861,817 covers salary and benefit costs for the Golf Course. This category is expected to realize an increase of \$9,301 or 1.09%, compared to the 2015-16 budget. The majority of the increase will be used to fund the one-time payment for employees.

Together, the Supplies and Maintenance budgets comprise 16.03% of the total Golf Course budget. Funding levels for both categories will remain the same as last year, as it is anticipated that no additional funds will be necessary to cover normal operating costs. Services expenditures make up 35.26% of the total Golf Course budget. This category's budget is used to maintain the fleet, lease golf carts, and pay for water and electricity. An increase in water/sewer and electricity costs are responsible for the \$9,939 increase in this category's budget.

### Fund Balance

The 2014-15 actual ending fund balance was (\$544,512). By 2015-16, the estimated fund balance was (\$399,185). This reflects a \$145,327, or 26.69%, increase over the previous year. In 2016-17, revenues are projected to be \$1,855,470, and expenditures are estimated to be \$1,769,453, resulting in a negative fund balance of (\$313,168.)

# RATLIFF RANCH GOLF COURSE

## MISSION

Ratliff Ranch Golf Links is responsible in providing an outstanding golf experience at an affordable price through superior customer service, high quality playing conditions and a wide variety of golf support services to all ages and skill level.

## SERVICES PROVIDED

We provide a regulation 18-hole golf course for public play, as well as a full service golf shop with name brand golf apparel, equipment and accessories.

## FY2016 ACCOMPLISHMENTS

We had a record number of players in the Parent / Child (198 players) as well as the Men's City Championship. We had 40,722 rounds played last year and sold over \$386,000 in merchandise.

## HIGHLIGHTS OF BUDGET CHANGES

The Golf Course budget realized an increase in personal services due to the one-time payment for employees, and saw an additional increase in Services from water, sewer and electrical service for the grounds.

## CONTACT INFORMATION

Chris McQuatters-Golf Pro Manager

[cmcquatters@odessa-tx.gov](mailto:cmcquatters@odessa-tx.gov)

432-550-8181

## GOALS

GOAL	TERM
1. Provide and maintain a high quality public golf course for the citizens of Odessa.	Long and Short Term
2. Develop and implement a wide variety of programs to advance the playing ability of all skill levels.	
3. Increase rounds and tournaments through promotions and networking.	
4. Provide high quality merchandise and equipment for the patrons of Ratliff Ranch Golf Links.	

# RATLIFF RANCH GOLF COURSE

## PERFORMANCE MEASURES AND ANALYSIS

EFFECTIVENESS	FY 2014-15 ACTUAL	FY 2015-16 ESTIMATE	FY 2016-17 TARGET
• Average expenditure per irrigated acre	\$ 11,521	\$ 13,514	\$13,514
• Number of irrigated acres maintained Per full time golf course maintenance employee (based on 1 employees)	13.89	13.89	13.89
• Number of rounds	40,722	42,500	43,500
• Total golf shop / food and beverage sales	\$428,961	\$425,000	\$450,000
• Number of player development / clinics provided	5	5	6
• Number of Tournaments	40	40	40

## EXPENDITURES BY CLASSIFICATION

	2014-15 ACTUAL	2015-16 ESTIMATED	2015-16 BUDGET	2016-17 BUDGET
Personal Services	\$837,448	\$833,579	\$852,516	\$861,817
Supplies	424,305	231,235	225,883	225,883
Services	659,541	614,104	614,042	623,981
Maintenance	81,205	57,772	57,772	57,772
Capital Outlay	0	0	0	0
<b>Total Expenditures</b>	<b>\$2,002,499</b>	<b>\$1,736,690</b>	<b>\$1,750,213</b>	<b>\$1,769,453</b>

# RATLIFF RANCH GOLF COURSE

## PERSONNEL BY JOB TITLE

	2014-15 FISCAL YEAR	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR
Golf Course Pro / Manager	1	1	1
Assistant Golf Course Pro	3	3	3
Golf Course Superintendent	1	1	1
Assistant Golf Course Superintendent	1	1	1
Parks/Golf Equipment Mechanic	1	1	1
Parks/Golf Equipment Operator	7	7	7
<b>Total Personnel</b>	<b>14</b>	<b>14</b>	<b>14</b>
Funding Sources			
Golf Course Fund	13	13	13
Equipment Service Fund	1	1	1
Total Personnel	14	14	14

# City of Odessa

---

FY 2016-17

Adopted Budget

## Storm Water Fund Overview

# STORM WATER FUND

## OVERVIEW

	2014-15 Actual	2015-16 Estimated	2015-16 Budget	2016-17 Budget
<b>Financing Sources:</b>				
<b>BEGINNING FUND BALANCE</b>	\$436,106	\$86,215	\$159,350	(\$187,524)
TMRS Prior Period Adjustment	(\$111,189)			
Adjusted Beginning Balance	\$324,917			
<b>CURRENT REVENUES</b>				
Storm Water Fees	\$758,475	\$760,111	\$755,323	\$1,643,396
Interest Income	914	751	0	0
Transfer In	0	0	0	0
<b>TOTAL CURRENT REVENUES</b>	\$759,389	\$760,862	\$755,323	\$1,643,396
<b>TOTAL FINANCING SOURCES</b>	\$1,084,306	\$847,077	\$914,673	\$1,455,872
<b>Expenditures</b>				
Personal Services	\$373,849	\$457,671	\$404,875	\$588,219
Supplies	6,870	6,000	6,000	13,650
Services	399,895	422,824	422,824	597,946
Maintenance	63,711	83,886	83,886	123,966
Capital Outlay	40,691	0	0	97,650
GF Administrative Fee	113,075	64,220	64,220	35,169
<b>Total Expenditures</b>	\$998,091	\$1,034,601	\$981,805	\$1,456,600
<b>Ending Fund Balance</b>	\$86,215	(\$187,524)	(\$67,132)	(\$728)

# STORM WATER FUND

## OVERVIEW

### Revenues

	<b>2014-15 Actual</b>	<b>2015-16 Estimated</b>	<b>2015-16 Budget</b>	<b>2016-17 Budget</b>
Storm Water Fees	\$758,475	\$760,111	\$755,323	\$1,643,396
Interest Income	914	751	0	0
<b>Total Revenue</b>	<b>\$759,389</b>	<b>\$760,862</b>	<b>\$755,323</b>	<b>\$1,643,396</b>

**Storm Water Fund  
2016-17 Revenue by Source**



# STORM WATER FUND

## OVERVIEW

### Revenues

On December 8, 1999, the final Phase II Storm Water Rules were published in the Federal Register. These rules address the implementation of Urban Run-Off Management Programs in cities across the country. More specifically, they regulate the discharge of storm water to surface water in the state from municipal separate storm sewer systems. (“Surface water in the state” includes lakes, bays, ponds, springs, rivers, creeks, wetlands, marshes, canals, the Gulf of Mexico, impounding reservoirs, etc.)

In Texas, cities will look to the Texas Commission on Environmental Quality (TCEQ) for instruction and guidance in the establishment of storm water programs. Odessa’s Storm Water Program has been approved and fully implemented. The City of Odessa’s program will continue to be evaluated and its effectiveness documented as required by the permit.

The following is a summary of budgeted Storm Water Fund revenues.

### Source

	2016-17 Budget		Increase/(Decrease) from 2015-16 Budget	
	Amount	%	Amount	%
Storm Water Fees	\$1,643,396	100.00%	\$888,073	117.58%
<b>TOTAL</b>	<b>\$1,643,396</b>	<b>100.00%</b>	<b>\$888,073</b>	<b>117.58%</b>

During the 2015-16 fiscal year, Stormwater proposed implementing a new rate structure to City Management and the City Council. The existing rate structure was not bringing in sufficient amounts of revenue to maintain operations and federal requirements. In the end, the City elected to revise the storm water fee based on the square footage of the customer’s property and continue billing the fee as part of the monthly water bill. This seemed to be the most efficient and equitable way to fund the operational costs of the new program.

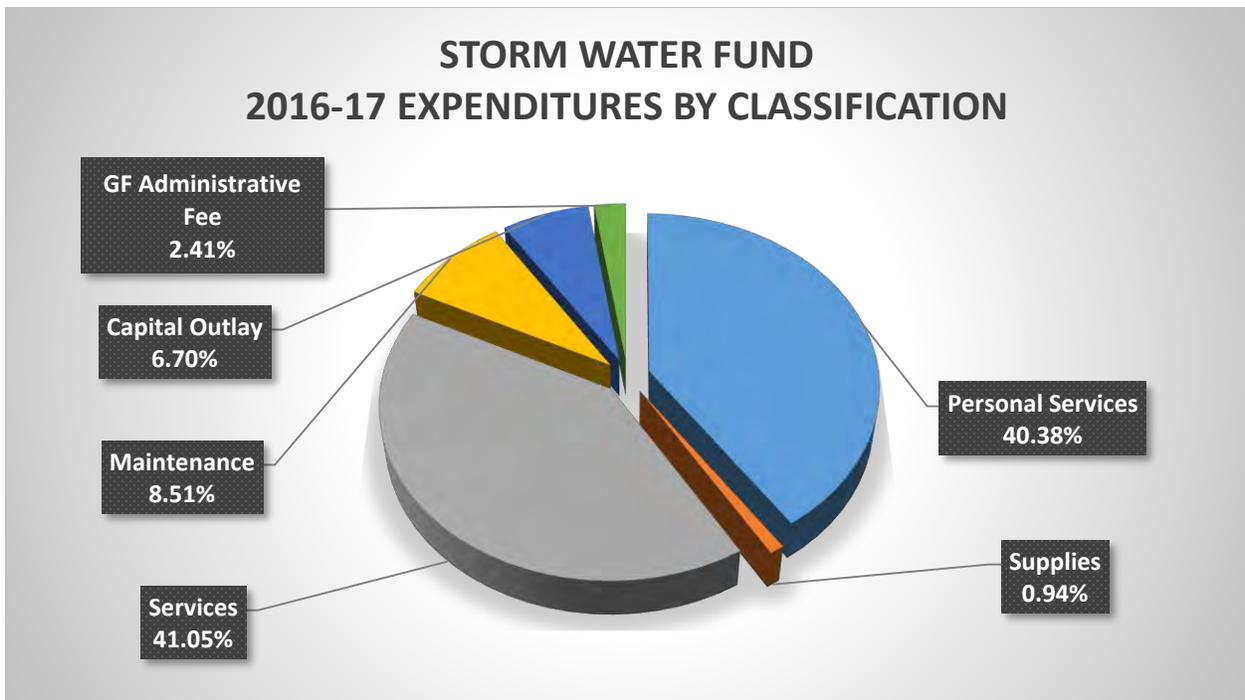
It is anticipated that the Storm Water fee will generate \$1,643,396 in 2016-17. These monies will be used to cover the cost of fees and program activities, including street sweeping and drainage system maintenance functions.

# STORM WATER FUND

## OVERVIEW

### Expenditures by Classification

	<b>2014-15 Actual</b>	<b>2015-16 Estimated</b>	<b>2015-16 Budget</b>	<b>2016-17 Budget</b>
Personal Services	\$373,849	\$457,671	\$404,875	\$588,218
Supplies	6,870	6,000	6,000	13,650
Services	399,895	422,824	422,824	597,946
Maintenance	63,711	83,886	83,886	123,966
Capital Outlay	40,691	0	0	97,650
GF Administrative Fee	113,075	64,220	64,220	35,169
<b>Total Expenditures</b>	<b>\$998,091</b>	<b>\$1,034,601</b>	<b>\$981,805</b>	<b>\$1,456,600</b>



# STORM WATER FUND

## OVERVIEW

### Expenditures

The Storm Water program is federally mandated. However, in Texas, cities work closely with a state agency, the Texas Commission on Environmental Quality (TCEQ), to ensure compliance with regulations as set forth in the final Phase II Storm Water Rules that were published in the Federal Register on December 8, 1999.

The Storm Water Fund will operate as an Enterprise Fund, meaning that its operation is financed in a manner similar to that of a private business. To that end, storm water fee will be included on each customer's monthly water bill to cover the cost of the program. Storm water discharge fee has been changed from a fixed rate to a rate based on total square footage. Below is a summary of budgeted expenditures for the Storm Water Fund.

Classification	2016-17		Increase /(Decrease)	
	Budget		From 2015-16 Budget	
	Amount	%	Amount	%
Personal Services	\$588,219	40.38%	\$183,344	45.28%
Supplies	13,650	0.94%	7,650	127.5%
Services	597,946	41.05%	175,122	41.42%
Maintenance	123,966	8.51%	40,080	47.78%
Capital Outlay	97,650	6.70%	97,650	100%
Other	35,169	2.41%	(29,051)	(45.24%)
<b>TOTAL</b>	<b>\$1,456,600</b>	<b>100.00%</b>	<b>\$474,795</b>	<b>48.36%</b>

Personal Services comprises 40.38% of the 2016-17 Storm Water budget and provides funding for nine full-time positions. Budget increases are contributed by the addition of two new positions since last year, a Storm Water Program Technician and an Administrative Assistant as well as a promotion of the program manager. This category will experience a \$183,344 increase compared to last year's budget. The budget for Supplies will increase compared to last year, by \$7,650 or a 127.5% increase, primarily due to the new full time positions in the 16-17 budget. Due to the increase in infrastructure maintenance, maintenance will increase by \$40,080 or 47.78%, respectively.

The Services category reflects a budget of \$597,946, up \$175,122 compared to last year's number. Most of the increase will be used to offset the rising cost of fleet maintenance and replacement, additional Storm Water services as required, as well as transport, memberships, and luncheons. The Capital Outlay budget increased by \$97,650 compared to last year. This was due to a one-time supplemental request for a new Mechanical Dirt Swifter, the purchase of automotive equipment for the department, and adding expenses for data processing equipment.

# STORM WATER FUND

## OVERVIEW

This category's budget fluctuates from year to year, depending upon the need for large-ticket items. The \$29,051 decrease in Other expenditures is due to a reduction in the administrative fee. This fee is paid by the Storm Water Fund to the General Fund in exchange for certain services.

### Fund Balance

In 2015-16, fund balance decreased by \$273,739, compared to the 2014-15 ending fund balance of \$86,215. The decrease was expected during the budget process as the rate increase was not yet adopted, and required to cover operational costs. In 2016-17, revenues are expected to reach \$1,643,396 and expenditures are estimated to be \$1,456,600 resulting in a projected fund balance of (\$728).

### Capital Outlay

<b>Fund and Department/Division</b>	<b>Item</b>	<b>Item Total</b>	<b>Total</b>
<hr/>			
STORM WATER FUND			
<hr/>			
Storm Water	Automotive Equipment	\$33,600	
	Machinery and Equipment	60,000	
	Data Processing Equipment	4,050	
	Subtotal Storm Water		<u>\$97,650</u>
<hr/>			
TOTAL CAPITAL OUTLAY - STORM WATER FUND			<b>\$97,650</b>

# STORM WATER FUND

## PERFORMANCE MEASURES

### MISSION

The Storm Water Management Section provides reporting and services for City compliance with the General Permit (TXR040000) to discharge Storm Water for small Municipal Separate Storm Sewer Systems (MS4).

### DEPARTMENTAL GOALS

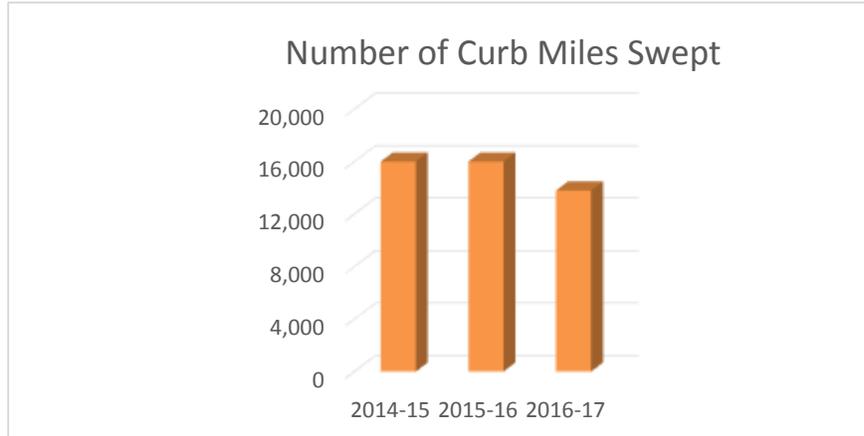
1. Maintain compliance as a Phase II MS4./.(Excellence)
2. Perform and monitor activities of the six minimum control measures./.(Direction)

### OBJECTIVES / PERFORMANCE MEASURES

	FY 2014-15 ACTUAL	FY 2015-16 ESTIMATE	FY 2016-17 TARGET
<b>EFFECTIVENESS</b>			
1. Prepare required annual reporting document.	100%	100%	100%
<b>WORKLOAD</b>			
2. Conduct community-wide clean ups/educational events with Keep Odessa Beautiful.	2	2	2
3. Conduct household hazardous waste collection events.	2	2	2
4. Conduct good housekeeping/pollution prevention employee training (number of employees trained)	150	150	60
5. Number of curb miles swept.	16,000	16,000	13,798
6. Conduct visual inspection and cleaning of drainage facilities.	4	4	4
7. Conduct walk-through inspections of construction sites.	10,000	10,000	8,114
8. Provide timely review of construction storm water pollution prevention plans.	600	600	494

# STORM WATER FUND

## PERFORMANCE MEASURES



### EXPENDITURES BY CLASSIFICATION

	2014-15 ACTUAL	2015-16 ESTIMATED	2015-16 BUDGET	2016-17 BUDGET
Personal Services	\$373,849	\$457,671	\$404,875	\$588,219
Supplies	6,870	6,000	6,000	13,650
Services	399,895	422,824	422,824	597,946
Maintenance	63,711	83,886	83,886	123,966
Capital Outlay	40,691	0	0	97,650
Other	113,075	64,220	64,220	35,169
<b>Total Expenditures</b>	<b>\$998,091</b>	<b>\$1,034,601</b>	<b>\$981,805</b>	<b>\$1,456,600</b>

### PERSONNEL BY JOB TITLE

	2014-15 FISCAL YEAR	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR
Storm Water Program Manager	1	1	1
Storm Water Program Technician	1	1	2
Sweeper Operator	5	5	5
Administrative Assistant	0	0	1
<b>Total Personnel</b>	<b>7</b>	<b>7</b>	<b>9</b>

# City of Odessa

---

FY 2016-17

Adopted Budget

## Equipment Service Fund Overview

# EQUIPMENT SERVICE FUND

## OVERVIEW

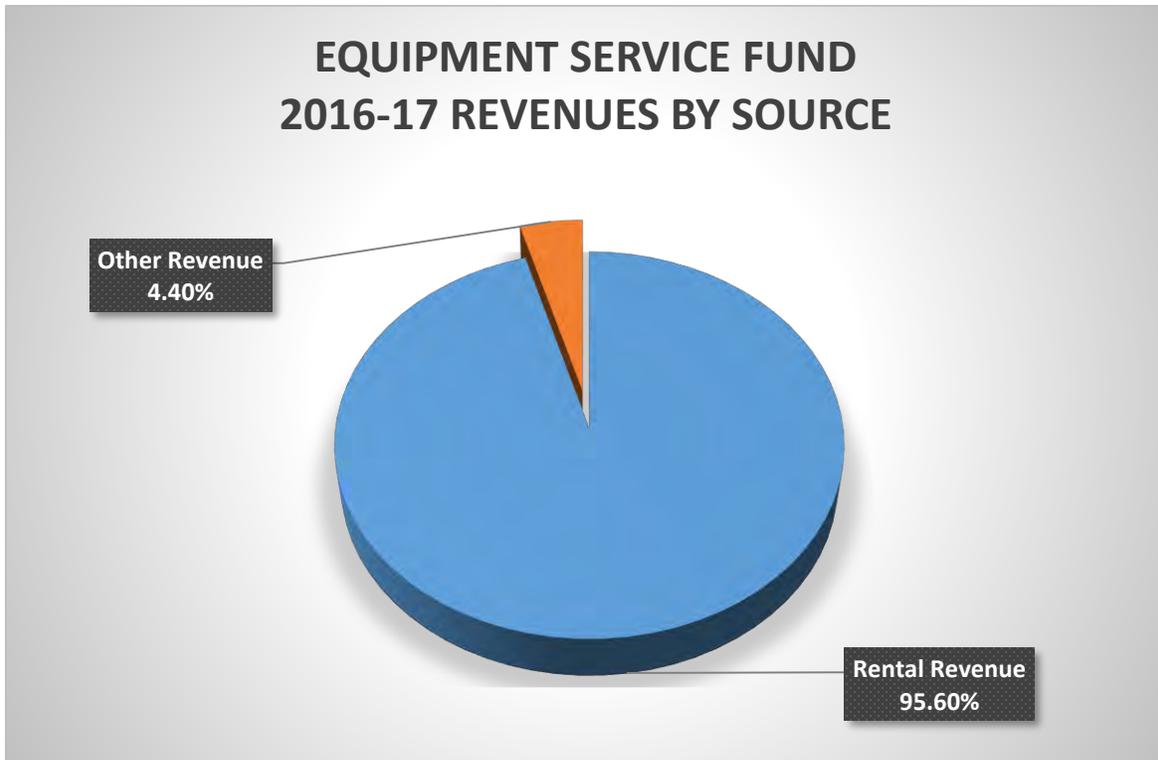
	2014-15 Actual	2015-16 Estimated	2015-16 Budget	2016-17 Budget
<b>BEGINNING FUND BALANCE</b>	\$7,962,001	\$11,150,039	\$6,404,116	\$8,536,245
TMRS Prior Period Adjustment	(\$301,324)			
Adjusted Beginning Balance	\$7,660,677			
<b>CURRENT REVENUES</b>				
Rental Revenue	\$15,721,552	\$16,857,236	\$16,857,236	\$16,586,369
Interest Income	35,292	36,404	0	0
Transfer In	0	0	0	0
Other Revenue	1,322,610	619,613	229,452	764,202
<b>TOTAL CURRENT REVENUES</b>	\$17,079,454	\$17,513,253	\$17,086,688	\$17,350,571
<b>TOTAL FINANCING SOURCES</b>	\$24,740,131	\$28,663,292	\$23,490,804	\$25,886,816
<b>EXPENDITURES</b>				
Personal Services	\$1,256,730	\$1,486,196	\$1,705,274	\$1,677,059
Supplies	2,027,767	2,869,970	2,869,500	2,121,300
Services	522,978	536,368	535,471	515,545
Maintenance	5,325,203	2,558,560	2,528,940	4,667,540
Capital Outlay	0	0	195,000	195,000
GF Administrative Fee	326,727	334,806	334,806	311,693
<b>Total Operating Expenditures</b>	\$9,459,405	\$7,785,900	\$8,168,991	\$9,488,137
Equipment Replacement	4,130,687	12,341,147	8,009,500	5,900,000
<b>TOTAL EXPENDITURES</b>	\$13,590,092	\$20,127,047	\$16,178,491	\$15,388,137
<b>ENDING FUND BALANCE</b>	\$11,150,039	\$8,536,245	\$7,312,313	\$10,498,679

# EQUIPMENT SERVICE FUND

## OVERVIEW

### Revenues

	2014-15 Actual	2015-16 Estimated	2015-16 Budget	2016-17 Budget
Rental Revenue	\$15,721,552	\$16,857,236	\$16,857,236	\$16,586,369
Interest Income	35,292	36,404	0	0
Other Revenue	1,322,610	619,613	229,452	764,202
<b>Total Revenue</b>	<b>\$17,079,454</b>	<b>\$17,513,253</b>	<b>\$17,086,688</b>	<b>\$17,350,571</b>



# EQUIPMENT SERVICE FUND

## OVERVIEW

### Revenues

The City provides for the maintenance and replacement of its fleet and heavy equipment through an internal fund that receives rental revenue from the operating funds. The cost to replace the equipment is calculated as part of the rental rate. The replacement cost of a piece of equipment or vehicle is calculated based on the projected useful life of the equipment combined with the original purchase price. Also included in the rental rate is the estimated cost of maintaining the equipment based on historical maintenance costs.

For fiscal year 2016-17, the Equipment Service Fund total revenue will increase by \$263,883 over the last year's budget. The following is a comparative summary of revenues by source of the Equipment Service Fund.

### Source

	2016-17 Budget		Increase / (Decrease) from 2015-16 Budget	
	Amount	%	Amount	%
Rental Revenue	\$16,586,369	95.60%	(\$270,867)	-1.61%
Other Revenue	764,202	4.40%	534,750	233.06%
<b>TOTAL</b>	<b>\$17,350,571</b>	<b>100.00%</b>	<b>\$263,883</b>	<b>1.54%</b>

Rental Revenue decreased by \$270,867 or 1.61%, as fluctuating fuel prices decreased due to the local oil and gas economy. Overhead costs also have a direct effect on the cost of maintaining the fleet. Fuel and overhead costs are included in Rental Revenue since all operating costs incurred by user departments must be reimbursed to this fund. In 2016-17, Rental Revenue will decrease by 1.61% compared to the previous year, and will account for over 95% of the total revenue for this fund. Other Revenue includes various miscellaneous sources of revenue and is budgeted at \$764,202. This category makes up 4.40% of the fund's total revenue and is expected to increase by \$534,750, or 233.06%, compared to last year's budget. The increase is due to the Fire Department paying \$534,750 annually into the Equipment Services Fund for Fire Truck Replacement.

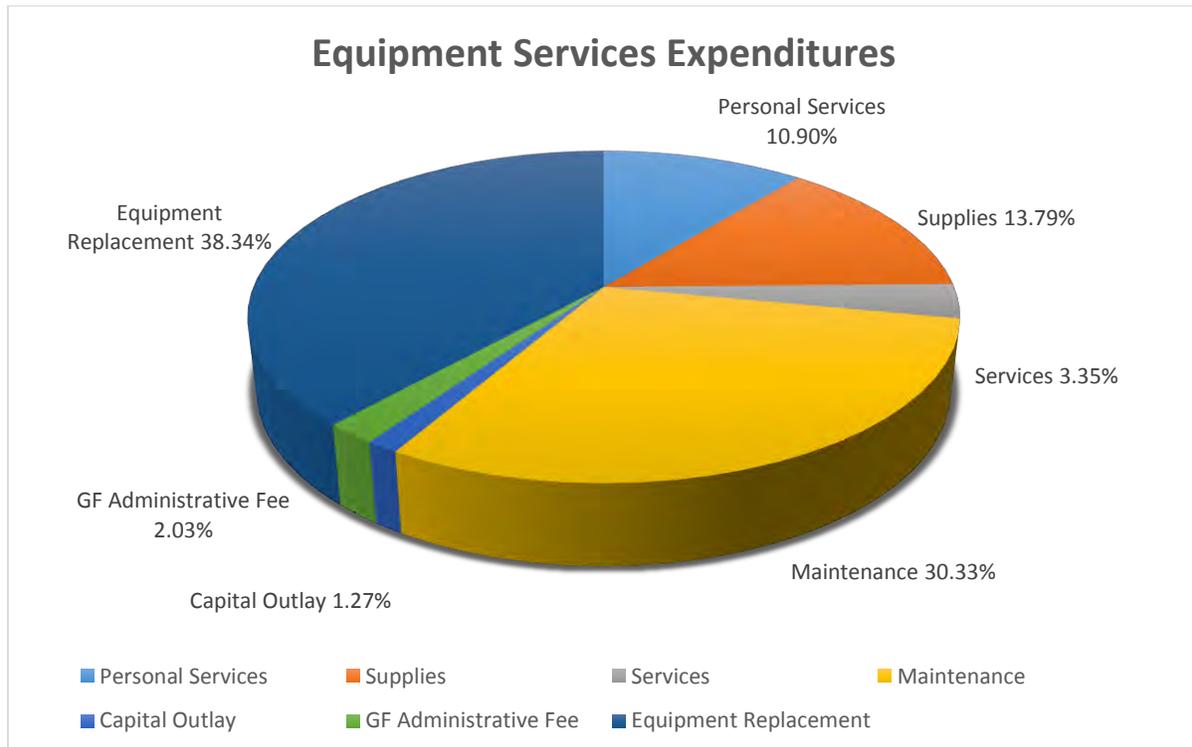
One critical aspect of the Equipment Service fund is to maintain an adequate fund balance to replace the City's fleet. Rental rates are based on the actual costs of the assets. However, the cost to replace an old asset with a new similar asset usually exceeds the funds collected due to inflation. As a result, each year, rental rates are reviewed and adjusted to ensure the stability of this fund.

# EQUIPMENT SERVICE FUND

## OVERVIEW

### Expenditures by Classification

	2014-15 Actual	2015-16 Estimated	2015-16 Budget	2016-17 Budget
Personal Services	\$1,256,730	\$1,486,196	\$1,705,274	\$1,677,059
Supplies	2,027,767	2,869,970	2,869,500	2,121,300
Services	522,978	536,368	535,471	515,545
Maintenance	5,325,203	2,558,560	2,528,940	4,667,540
Capital Outlay	0	0	195,000	195,000
GF Administrative Fee	326,727	334,806	334,806	311,693
Equipment Replacement	4,130,687	12,341,147	8,009,500	5,900,000
<b>Total Expenditures</b>	<b>\$13,590,092</b>	<b>\$20,127,047</b>	<b>\$16,178,491</b>	<b>\$15,388,137</b>



## Expenditures

The operating expenditures for fiscal year 2016-17 are expected to increase by \$1,319,146 compared to 2015-16 budgeted operating expenditures. The overall budget for this fund, including Equipment Replacement, will decrease by a total of \$790,354 or 4.89%. The following is a comparative summary of expenditures by classification.

### Classification

	2016-17 Budget		Increase/(Decrease) From 2015-16 Budget	
	Amount	%	Amount	%
Personal Services	\$1,677,059	10.90%	(\$28,215)	(1.65%)
Supplies	2,121,300	13.78%	(748,200)	(26.07%)
Services	515,545	3.35%	(19,926)	(3.72%)
Maintenance	4,667,540	30.33%	2,138,600	(84.57)
Capital Outlay	195,000	1.27%	0	0.00
GF Administrative Fee	311,693	2.03%	(23,113)	(6.90%)
<b>Total Operating</b>	<b>\$9,488,137</b>	<b>61.66%</b>	<b>1,319,146</b>	<b>16.15</b>
Equipment Replacement	5,900,000	38.34%	(2,109,500)	(26.34%)
<b>TOTAL</b>	<b>\$15,388,137</b>	<b>100.00%</b>	<b>(\$790,354)</b>	<b>(4.89%)</b>

The 2016-17 staffing level for the Equipment Service Fund is at 25, the same number of positions than was funded in the previous year. The budget for this category is \$1,677,059. This reflects a \$28,215 or 1.65% decrease over last year's number. The Supplies budget covers the cost of motor fuel and oil, in addition to normal operating supplies. The budget for this category decreases by \$748,200 or 26.07% compared to last year, at \$2,121,300. Due to the economic down turn and the price of oil and gas, the department was able to reduce fuel costs and charges to each department.

The Services category is budgeted at \$515,545 and comprises 3.35% of the budget. The services Category will decrease by \$19,926 or 3.72% compared to the previous year, due to a decrease in information technology charges as well as a decrease in special services. The Maintenance category is budgeted at \$4,667,540, an increase of \$2,138,600 or 84.57% from FY 2015-16. Maintenance costs are expected to be high this year due to the required maintenance on the old fire engines and garbage trucks.

The budget for Capital Outlay will remain the same as FY 2015-16 at \$195,000. Funding for this category can fluctuate year to year, based on the need for big ticket items. The General Fund Administrative Fee is paid as compensation for services that the General Fund provides to the Equipment Service Fund. The 2016-17 budget for this line item will reflect a decrease of \$23,113 or 6.90%. Equipment Replacement has decreased by \$2,109,500 or 26.34%, compared to the 2015-16 budget. Scheduling of replacement is based on the life of the equipment or vehicle at the time of original purchase and is subject to review during the budget process.

## Fund Balance

In 2015-16, the estimated fund balance decreased by \$2,613,794 or 23.44%, compared to the 2014-15 ending fund balance of \$11,150,039. Revenues are expected to reach \$17,350,571 in 2016-17, and expenditures are estimated at \$15,388,137 resulting in an ending fund balance of \$10,498,679.

# 2016-17 EQUIPMENT REPLACEMENT - CAPITAL OUTLAY

Department/Description	Cost
(1) Crane	\$87,550
(1) RTV	17,170
(1) Paver	121,500
(1) Service Van	28,850
(1) Outfitted Utility Van	216,300
(6) Side Load Refuse Trucks	1,780,000
(2) Rotary Mowers	132,000
(15) PPV Patrol Tahoes	1,155,000
(3) PPV K-9 Units	239,475
(1) PPV Sedan	35,985
(6) Fork Lifts	216,000
(22) Various Duty Trailers	190,000
(8) Light Duty Trucks	203,940
(1) SUV	32,960
(5) Multi-Purpose Tractors	172,319
(1) Spray Rig	39,140
(1) Skid Steer Grappler	3,000
(3) Squad Ambulances	675,000
(2) Street Sweepers	480,000
(30) AVL Purchases	30,000
Other	43,811
	<b>EQUIPMENT REPLACEMENT TOTAL</b>
	<b><u>\$5,900,000</u></b>
Fire Replacement-Capital Outlay	95,000
	<b>FIRE REPLACEMENT TOTAL</b>
	<b><u>\$95,000</u></b>

# City of Odessa

---

FY 2016-17

Adopted Budget

Equipment Service Fund  
Detail by Department/Division

# EQUIPMENT SERVICES

## MISSION

The Equipment Services Division provides the service and maintenance needed to ensure the automotive and machinery fleet is in a safe and high degree of operational readiness for all internal departments. The service is to be provided in a professional, timely, cost effective, and customer friendly manner.

## SERVICES PROVIDED

Equipment Services provides maintenance, service and repair to approximately 750 fleet vehicles. Vehicles include heavy duty equipment, light duty vehicles and miscellaneous pieces of equipment such as mowers and trailers.

## FY2016 ACCOMPLISHMENTS

Equipment Services has operated on a reduced mechanic force due to a lack of applicants for open positions. During this time period of a lighter workforce, Equipment Services has maintained a high standard of work output and avoided costly delays in fleet service. Equipment Services staff has also become more efficient in their production which allows the departments to complete their tasks of serving citizens. Improvements have been made to allow for cross training from light and heavy duty mechanics to be able to assist when one side is overloaded with work orders compared to the other. This process avoids major delays in the output of fleet vehicles so departments may serve out citizens.

## HIGHLIGHTS OF BUDGET CHANGES

Equipment replacement costs for Solid Waste and Fire/Rescue have been increased to 6% as compared to the previous 3% as this is more in line with industry standards of inflation of costs with these types of equipment.

## CONTACT INFORMATION

Phillip J. Urrutia.  
Director of Purchasing  
purrutia@odessa-tx.gov  
(432)335-4825

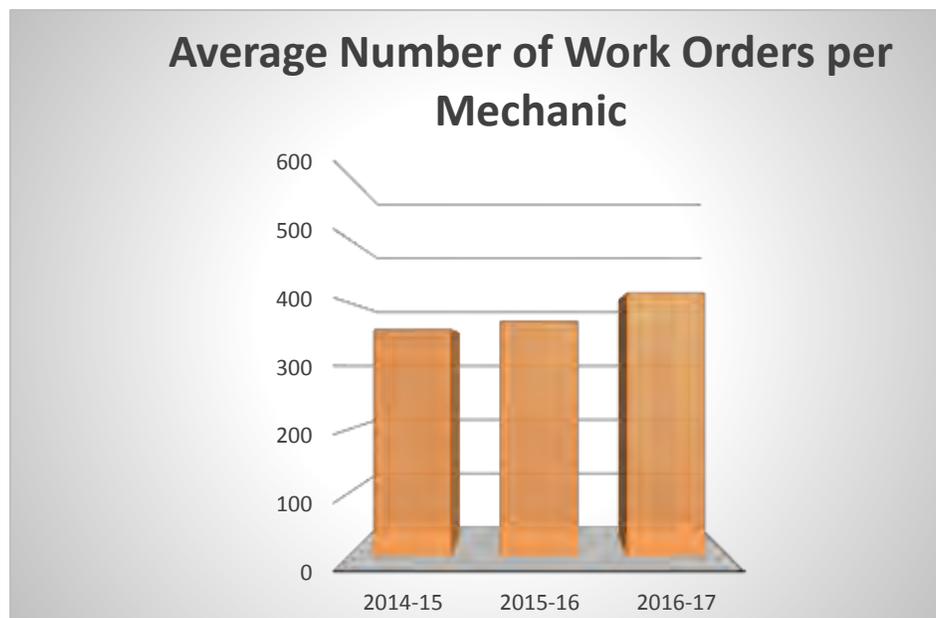
## GOALS

GOAL	TERM
1. Administer the Equipment Services budget to achieve a sound basis for analysis, planning, and management of the city fleet./(Service)	On-Going
2. Implement our new PMM (Performance Measures & Meters) Module./(Service)	On-Going
3. Maintain and invest the capital and labor to sustain a growing fleet./(Service)	On-Going

# EQUIPMENT SERVICES

## PERFORMANCE MEASURES AND ANALYSIS

WORKLOAD	FY 2014-15 ACTUAL	FY 2015-16 ESTIMATE	FY 2016-17 TARGET
<ul style="list-style-type: none"> <li>Labor Hours</li> </ul>	15,000	11,406	12,000
<ul style="list-style-type: none"> <li>Work Orders Written</li> </ul>	5,000	4,443	5,000
EFFECTIVENESS			
<ul style="list-style-type: none"> <li>Maintenance Costs – Total Fleet</li> </ul>	\$4,500,000	\$5,072,232	\$3,950,00
<ul style="list-style-type: none"> <li>Number of Mechanics</li> </ul>	14	12	12
EFFICIENCY			
<ul style="list-style-type: none"> <li>Average Number of Work Orders per Mechanic</li> </ul>	357	370	415
<ul style="list-style-type: none"> <li>Average Number of Hours per Work Order</li> </ul>	3	2.57	2.4



# EQUIPMENT SERVICE FUND

## EXPENDITURES BY CLASSIFICATION

	2014-15 ACTUAL	2015-16 ESTIMATED	2015-16 BUDGET	2016-17 BUDGET
Personal Services	\$1,256,730	\$1,486,196	\$1,705,274	\$1,677,059
Supplies	2,027,767	2,869,970	2,869,500	2,121,300
Services	522,978	536,368	535,471	515,545
Maintenance	5,325,203	2,588,560	2,528,940	4,667,540
Capital Outlay	0	0	195,000	195,000
Other Requirements	326,727	334,806	334,806	311,693
<b>Total Expenditures</b>	<u>\$9,459,405</u>	<u>\$7,785,900</u>	<u>\$8,168,991</u>	<u>\$9,488,137</u>

## PERSONNEL BY JOB TITLE

	2014-15 FISCAL YEAR	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR
Equipment Services Manager	1	1	1
Garage Supervisor	2	2	2
Senior Administrative Assistant	1	1	1
Service Advisor	1	1	1
Paint & Body Technician	1	1	1
Master Mechanic	9	9	9
Senior Master Mechanic	3	3	3
Lubrication Technician	2	2	3
Fleet Worker	3	3	2
Fleet Asset Manager	1	1	1
Equipment Services Clerk	1	1	1
<b>Total Personnel</b>	<u>25</u>	<u>25</u>	<u>25</u>

# EQUIPMENT SERVICE FUND

---

## MISSION

Equipment Replacement is for the replacement of vehicles, machinery, and equipment. Replacement is scheduled when equipment has reached the end of its economic useful life. Replacement was established as a means of providing a funding mechanism that would help alleviate wide fluctuations in expenditures that occur on a year-to-year basis with regard to the equipment replacement needs of the City. Annual transfers are made to the Equipment Service Fund from user departments as rental charges for vehicles, machinery, and communication equipment. After the useful life of the asset has been exhausted, the equipment is replaced using rental funds paid by user departments.

### EQUIPMENT REPLACEMENT

	2014-15 ACTUAL	2015-16 ESTIMATED	2015-16 BUDGET	2016-17 BUDGET
Personal Services	\$0	\$0	\$0	\$0
Supplies	0	0	0	0
Services	0	0	0	0
Maintenance	0	0	0	0
Capital Outlay	4,130,687	12,341,147	8,009,500	5,900,000
<b>Total Expenditures</b>	<b>\$4,130,687</b>	<b>\$12,341,147</b>	<b>\$8,009,500</b>	<b>\$5,900,000</b>

# EQUIPMENT SERVICE FUND

---

**SPECIAL REPLACEMENT -  
FIRE**

	<b>2014-15 ACTUAL</b>	<b>2015-16 ESTIMATED</b>	<b>2015-16 BUDGET</b>	<b>2016-17 BUDGET</b>
Personal Services	\$0	\$0	\$0	\$0
Supplies	0	0	0	0
Services	0	0	0	0
Maintenance	0	0	0	0
Capital Outlay	671,455	109,585	95,000	95,000
<b>Total Expenditures</b>	<u>\$671,455</u>	<u>\$109,585</u>	<u>\$95,000</u>	<u>\$95,000</u>

City of Odessa

---

FY 2016-17

Adopted Budget

Information Technology Fund  
Overview

# INFORMATION TECHNOLOGY FUND

## OVERVIEW

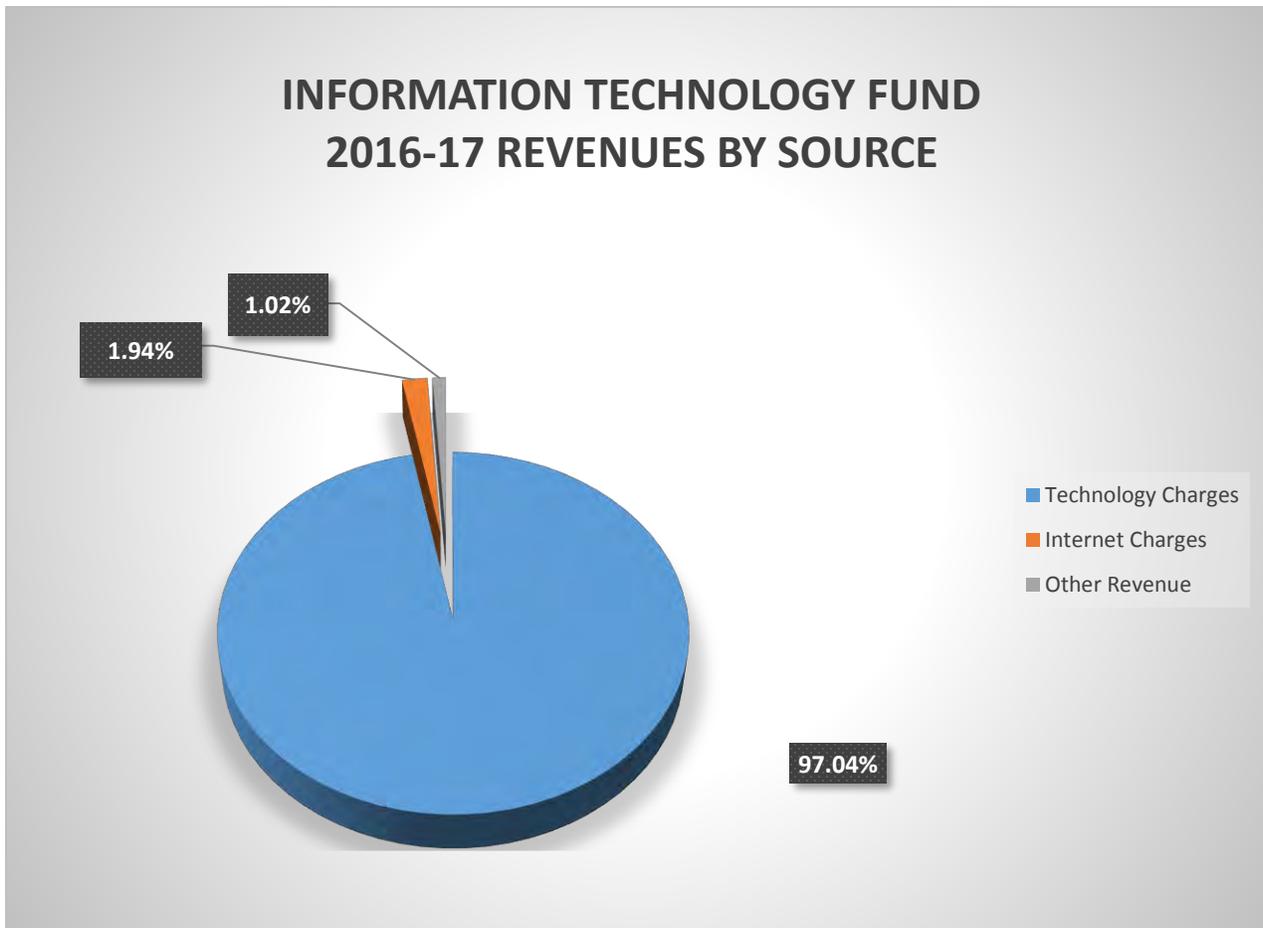
	2014-15 Actual	2015-16 Estimated	2015-16 Budget	2016-17 Budget
<b>Financing Sources:</b>				
<b>BEGINNING FUND BALANCE</b>	\$1,391,315	\$1,899,196	\$729,963	\$1,356,708
TMRS Propr Period Adjustment	(\$97,968)			
Adjusted Beginning Balance	\$1,293,347			
<b>CURRENT REVENUES</b>				
Internet Charges	67,800	71,400	71,400	75,725
Technology Charges	3,258,425	3,669,896	3,669,718	3,787,930
Interest Income	4,346	5,629	0	0
Transfer In	0	0	0	0
Other Revenue	103,646	40,000	123,097	40,000
<b>TOTAL CURRENT REVENUES</b>	\$3,434,217	\$3,786,925	\$3,864,215	\$3,903,655
<b>TOTAL FINANCING SOURCES</b>	\$4,727,564	\$5,686,121	\$4,594,178	\$5,260,363
<b>Expenditures</b>				
Personal Services	\$1,425,350	\$1,648,496	\$1,699,193	\$1,699,656
Supplies	277,250	744,405	281,582	68,032
Services	218,695	404,543	249,137	226,596
Maintenance	604,079	1,073,304	1,046,955	1,252,024
Capital Outlay	11,631	14,513	28,441	13,000
<b>Total Expenditures</b>	\$2,537,005	\$3,885,261	\$3,305,308	\$3,259,308
Computer Replacement	291,363	444,152	400,000	429,971
<b>TOTAL EXPENDITURES</b>	\$2,828,368	\$4,329,413	\$3,705,308	\$3,689,279
<b>Ending Fund Balance</b>	\$1,899,196	\$1,356,708	\$888,870	\$1,571,084

# INFORMATION TECHNOLOGY FUND

## OVERVIEW

### Revenues

	2014-15 Actual	2015-16 Estimated	2015-16 Budget	2016-17 Budget
Internet Charges	\$67,800	\$71,400	\$71,400	\$75,725
Technology Charges	3,258,425	3,669,896	3,669,718	3,787,930
Interest Income	4,346	5,629	0	0
Transfer In	0	0	0	0
Other Revenue	103,646	40,000	123,097	40,000
<b>Total Revenue</b>	<b>\$3,434,217</b>	<b>\$3,786,925</b>	<b>\$3,864,215</b>	<b>\$3,903,655</b>



# INFORMATION TECHNOLOGY FUND

## OVERVIEW

### Revenues

The Information Technology Fund is an internal service fund that was established in 2012-13. It receives revenue from City departments in exchange for the services it provides. Currently, this fund receives three types of revenue: Technology Charges revenue, Internet Charges revenue, and Other revenue.

Technology Charges revenue covers Information Technology operating costs and funds the replacement of data processing equipment. Previously, departments were responsible for replacing their own computer equipment. However, in 2012-13, the Information Technology Department implemented the computer replacement program. Departments are assessed Technology Charges based upon the quantity, cost, and useful life of their data processing equipment.

Internet Charges revenue covers the cost of Internet access. Departments are charged based upon the number of Internet accounts and devices.

Other revenue includes payments made by other government entities in exchange for the use of the City's 800 MHz radio infrastructure and Motorola PremierOne public safety software system. These payments help offset infrastructure maintenance and replacement costs.

The following is a summary of budgeted Information Technology revenues.

Source	2016-17 Budget		Increase/(Decrease) from 2015-16 Budget	
	Amount	%	Amount	%
Technology Charges	\$3,787,930	97.04%	\$118,212	3.22%
Internet Charges	75,725	1.94%	4,325	6.06%
Other Revenue	40,000	1.02%	(83,097)	(67.51%)
<b>TOTAL</b>	<b>\$3,903,655</b>	<b>100.00%</b>	<b>\$39,440</b>	<b>1.01%</b>

Together, Internet Charges and Other revenue are expected to generate \$115,725 or 2.96%, of the total fund revenue in 2016-17. Internet Charges are projected to reach \$75,725, an increase of \$4,325 compared to the previous year. Other revenue is projected to be \$40,000, which is a decrease of \$83,097 compared to FY 2015-16.

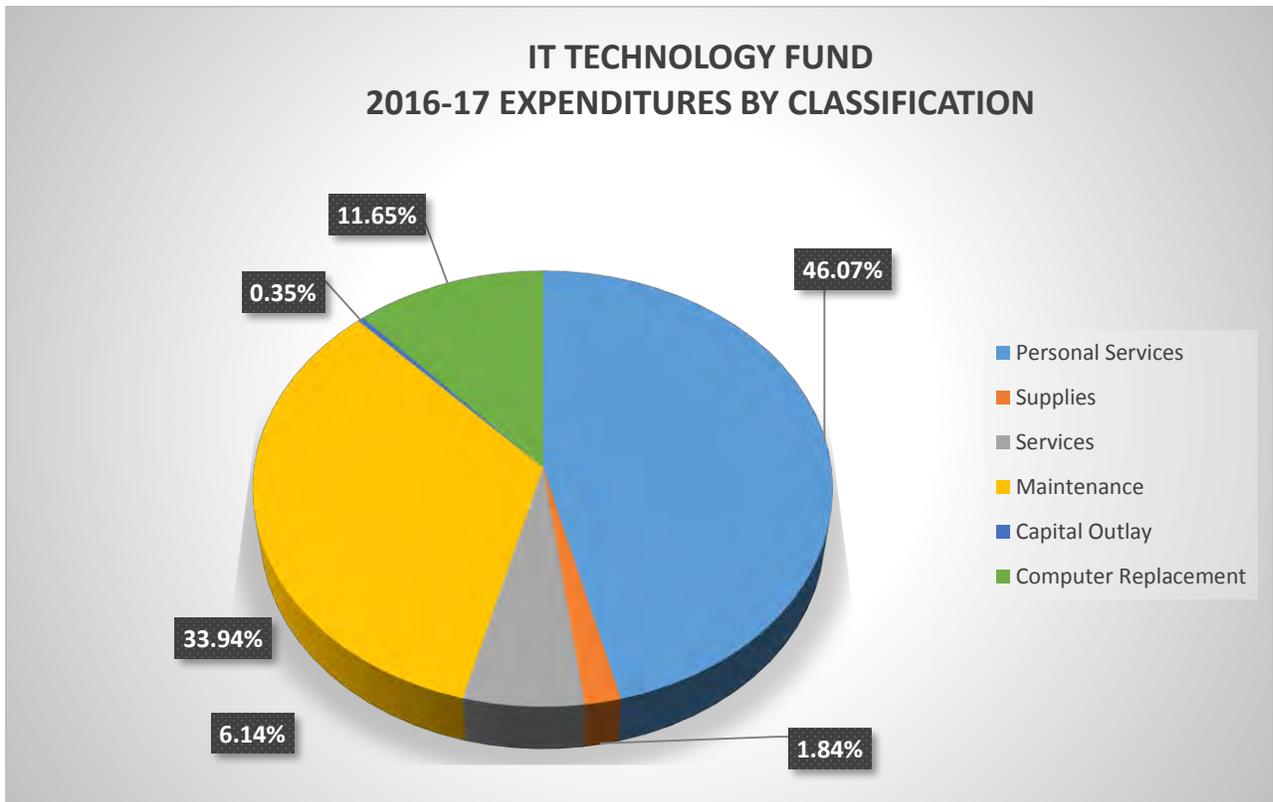
Technology Charges revenue is expected to reach \$3,787,930 in the upcoming fiscal year, accounting for 97.04% of the Information Technology Fund's budgeted revenue. Projections indicate that in 2016-17, Technology Charges will generate \$118,212 or 3.22%, more revenue than was generated in 2015-16.

# INFORMATION TECHNOLOGY FUND

## OVERVIEW

### Expenditures by Classification

	<b>2014-15</b>	<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>
	<b>Actual</b>	<b>Estimated</b>	<b>Budget</b>	<b>Budget</b>
Personal Services	\$1,425,350	\$1,648,496	\$1,699,193	\$1,699,656
Supplies	277,250	744,405	281,582	68,032
Services	218,695	404,543	249,137	226,596
Maintenance	604,079	1,073,304	1,046,955	1,252,024
Capital Outlay	11,631	14,513	28,441	13,000
Computer Replacement	291,363	444,152	400,000	429,971
<b>Total Expenditures</b>	<b>\$2,828,368</b>	<b>\$4,329,413</b>	<b>\$3,705,308</b>	<b>\$3,689,279</b>



# INFORMATION TECHNOLOGY FUND

## OVERVIEW

### Expenditures

The 2016-17 operating expenditures for the Information Technology Fund are expected to reach \$3,259,308. The total budget for this fund, including \$429,971 in Computer Replacement costs, is \$3,689,279. Below is a summary of budgeted expenditures for the Information Technology Fund.

Classification	2016-17 Budget		Increase/(Decrease) from 2015-16 Budget	
	Amount	%	Amount	%
Personal Services	\$1,699,656	46.07	\$463	0.00
Supplies	68,032	1.84	(213,550)	(75.84)
Services	226,596	6.14	(22,541)	(9.05)
Maintenance	1,252,024	33.94	205,069	19.59
Capital Outlay	13,000	0.35	(15,441)	(54.29)
Total Operating	3,259,308	88.33	(46,000)	(1.39)
Computer Replacement	429,971.00	11.66	29,971	7.49
<b>TOTAL</b>	<b>\$3,689,279.00</b>	<b>100.00</b>	<b>\$(16,029)</b>	<b>(0.43)</b>

The 2016-17 Personal Services budget of \$1,699,656 comprises 46.07% of the Information Technology budget and provides funding for twenty full-time positions. Funding for this category essentially remained the same as last year. The Supplies category reflects a budget of \$68,032 and accounts for 1.84% of the total budget, a decrease of 75.84% from the previous year. The budget for Services is \$226,596, a \$22,541 decrease over the previous year.

The \$1,252,024 budget for Maintenance represents a \$205,069 or 19.59%, increase compared to the 2015-16 budget. The entire increase will be used to cover software maintenance costs. The Capital Outlay budget of \$13,000 is used to purchase or replace office machinery and equipment. Funding for this category decreased 54.29% from the 2015-16 level. The 2016-17 Computer Replacement budget of \$429,971 represents a 7.49% increase compared to the 2015-16 funding level. Annual technology charges will increase this budget over time, making it possible to replace computers every four years.

### Fund Balance

The 2015-16 estimated fund balance expected to increase by \$467,838, or 52.63% greater than the budgeted 2015-16 fund balance of \$888,870. In 2016-17, revenues are projected at \$3,903,655 and expenditures are estimated at \$3,689,279 resulting in a projected fund balance of \$1,571,084.

# INFORMATION TECHNOLOGY FUND

---

## CAPITAL OUTLAY

Fund and Department/Division	Item	Item Total	Total
<b>INFORMATION TECHNOLOGY FUND</b>			
Information Technology	Data Processing Equipment	\$429,971	
	Machinery and Equipment	<u>13,000</u>	
	Subtotal Information Technology		\$442,971
<b>TOTAL CAPITAL OUTLAY – IT FUND</b>			<b>\$442,971</b>

# INFORMATION TECHNOLOGY

---

## MISSION

Information Technology provides City department's technology support; project management and consulting services. Information Technology proactively uses strategic planning, governance and a highly communicative and participative process to align with the City of Odessa's business and service mission goals while employing the highest level of customer service.

## SERVICES PROVIDED

The Information Technology Department offers a three tiered approach that delivers IT services that provides value to the customer. The customer support team analyses work orders for potential resolution. If further diagnostics is needed it is escalated to either the Software Support Team or the Infrastructure team. The IT staff maintains a secure network environment insuring confidentiality, integrity and availability of critical information and systems.

## FY2016 ACCOMPLISHMENTS

- Completion of three-year network infrastructure re-architecture.
- Implemented virtual redundancy and work load balancing on thirty-five applications servers.
- Completed IT services in 75 additional take-home Police Tahoes.
- Replacement of 236 desktop and laptop computers.
- Provided design, installation and support of new Utility Billing Kiosk machine at City Hall.
- Installation of network services between the Police Department and Ector County Courthouse.

## HIGHLIGHTS OF BUDGET CHANGES

- 2015 -2016 Increase in "Computer Replacement" account for replacement disparate servers namely the Police In-Car Video system equipment.
- Increase in "Maintenance" account due to the warranty expiration of the Motorola Premier One software

## CONTACT INFORMATION

Jana Walker

Director of Information Technology

[jwalker@odessa-tx.gov](mailto:jwalker@odessa-tx.gov)

(432)-335-4112

# INFORMATION TECHNOLOGY

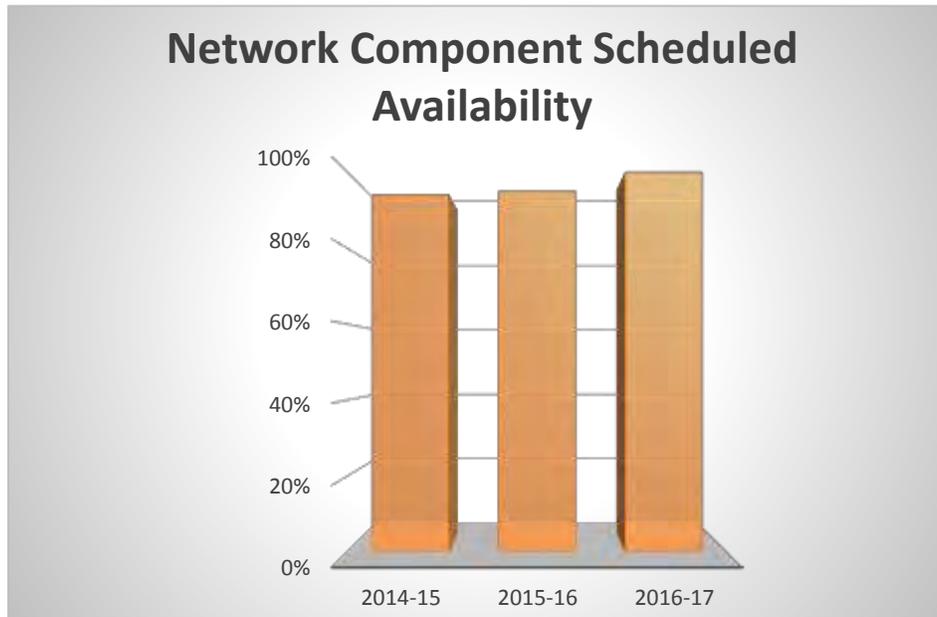
## GOALS

GOAL	OBJECTIVE	TERM
Continue the study of replacement of the Motorola ARC4000 and supporting equipment.	To upgrade 2 RF sites and 1 dispatch site connected to a compatible master site to provide public safety communications.	Short
Implement a secured City wide wireless cloud for seamless connection of any city owned device.	To provide additional location options for public safety access to wireless uploads of video.	Short
Continue to centralize Microsoft software spending and establish large discounts and software upgradeability in the future by purchasing a Microsoft Enterprise purchasing agreement.	Implement 900 seat license of Microsoft Office 365.	Short
Study Enterprise Resource Planning software	Implement ERP system to replace SunGard HTE.	Short
Replacement of Fire Records software	To provide support for the implementation of Firehouse and integration with CAD	Short
Continue to provide extensive training to IT staff to maintain the knowledge and skill sets required to support best of breed applications.	Increase the knowledge/skills in SQL and SharePoint.	Long
Establish controlled portfolio management	Provide documents of design and operations of all systems	Long
Continue to manage the computer/network assets replacement program to maintain quality data equipment for all department computer and application users.	Computer replacement – 4 years Server replacement – 6 years Cisco switch replacement -6 years	Long
Establish and Implement ITIL processes to offer continual service improvement.	Implement strategy, design, transition, operations and continual service improvement processes.	Long

# INFORMATION TECHNOLOGY

## PERFORMANCE MEASURES AND ANALYSIS

EFFECTIVENESS	FY 2014-15 ACTUAL	FY 2015-16 ESTIMATE	FY 2016-17 TARGET
1. Provide application availability to meet all critical application scheduling requirements.	98%	100%	100%
2. Maintain critical network component availability at 95% or better of scheduled availability.	95%	95%	100%
3. Number of closed help-desk tickets.	4,717	5000	4,500
4. Number of computers replaced in replacement program (started in 2013-2014 fiscal year), need replaced/replaced.	231/181	236/236	169/169
5. Maintain a customer work order satisfaction level of good/excellent 95% of the time.	100%	100%	100%
6. Projects – open/completed	27/14	28/21	29/25



# INFORMATION TECHNOLOGY

## EXPENDITURES BY CLASSIFICATION

	2014-15 ACTUAL	2015-16 ESTIMATED	2015-16 BUDGET	2016-17 BUDGET
Personal Services	\$1,425,350	\$1,648,496	\$1,699,193	\$1,699,656
Supplies	277,250	744,405	281,582	68,032
Services	218,695	404,543	249,137	226,596
Maintenance	604,079	1,073,304	1,046,955	1,252,024
Capital Outlay	11,631	14,513	28,411	13,000
<b>Total Expenditures</b>	<b>\$2,537,005</b>	<b>\$3,885,261</b>	<b>\$3,305,308</b>	<b>\$3,259,308</b>

## PERSONNEL BY JOB TITLE

	2014-15 FISCAL YEAR	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR
Director of Information Technology	1	1	1
H.T.E. Systems Analyst	1	1	1
H.T.E. Systems Supervisor	1	1	1
IT Infrastructure Supervisor	1	1	1
IT Mobile Support Analyst	1	2	2
IT Support Analyst	1	1	1
IT Support Specialist	3	3	3
Network Support Specialist	1	1	1
Projects and Support Supervisor	1	1	1
Software Systems Analyst	1	1	1
Software Systems Specialist	2	2	2
Software Systems Supervisor	1	1	1
Senior Administrative Assistant	1	1	1
System Administrator	1	1	1
Database Support Specialist	1	1	1
IT Training Specialist	1	1	1
<b>Total Personnel</b>	<b>19</b>	<b>20</b>	<b>20</b>

City of Odessa

---

FY 2016-17

Adopted Budget

Risk Management Fund  
Overview

## RISK MANAGEMENT FUND

### OVERVIEW

	2014-15 Actual	2015-16 Estimated	2015-16 Budget	2016-17 Budget
<b>BEGINNING FUND BALANCE</b>	\$2,566,107	\$2,517,092	\$1,715,087	\$3,002,937
TMRS Propr Period Adjustment	(\$166,264)			
Adjusted Beginning Balance	\$2,399,843			
<b>CURRENT REVENUES</b>				
Medical/Dental	\$8,180,407	\$8,778,006	\$8,839,100	\$8,854,100
General Liability	877,874	877,874	890,000	890,000
Workers' Compensation	1,410,418	1,448,949	1,400,000	1,460,000
Insurance Claim Recovery	1,587,193	1,182,929	40,000	300,000
Interest Income	13,717	12,691	0	0
Transfer In	0	0	0	0
Other	0	0	0	0
<b>TOTAL CURRENT REVENUES</b>	\$12,069,609	\$12,300,449	\$11,169,100	\$11,504,100
<b>TOTAL FINANCING SOURCES</b>	\$14,469,452	\$14,817,541	\$12,884,187	\$14,507,037
<b>EXPENDITURES</b>				
Administration	\$538,825	\$548,489	\$543,740	\$559,232
Benefits	1,905,033	3,178,554	3,177,983	3,309,342
Medical/Dental Claims	6,663,082	5,037,851	4,389,859	5,500,000
General Liability	726,574	1,000,922	1,000,922	978,589
Workers' Compensation	985,896	922,570	922,570	986,845
Health and Wellness	214,009	235,869	241,635	298,461
Clinical Services	493,460	461,344	463,386	577,801
GF Administrative Fee	425,481	429,005	429,005	490,443
<b>TOTAL EXPENDITURES</b>	\$11,952,360	\$11,814,604	\$11,169,100	\$12,700,713
<b>ENDING FUND BALANCE</b>	\$2,517,092	\$3,002,937	\$1,715,087	\$1,806,324

# RISK MANAGEMENT FUND

## OVERVIEW

### Revenues

	2014-15 Actual	2015-16 Estimated	2015-16 Budget	2016-17 Budget
<b>Medical/Dental</b>				
Insurance Claim Recovery	\$1,239,681	\$992,944	\$10,000	\$250,000
Self-Funding Insurance	8,035,212	8,653,006	8,714,100	8,714,100
Life Insurance	145,195	125,000	125,000	140,000
Miscellaneous	17,924	6,345	0	0
Interest	8,683	10,098	0	0
<b>Subtotal Revenue</b>	<b>\$9,446,695</b>	<b>\$9,787,393</b>	<b>\$8,849,100</b>	<b>\$9,104,100</b>
<b>General Liability</b>				
Self-Funding Insurance	\$877,874	\$877,874	\$890,000	\$890,000
Auto Claim Recovery	28,709	24,152	10,000	30,000
G/L Claim Recovery	19,418	12,839	10,000	10,000
Property Insurance Recovery	0	0	0	0
Interest	852	944	0	0
<b>Subtotal Revenue</b>	<b>\$926,853</b>	<b>\$915,809</b>	<b>\$910,000</b>	<b>\$930,000</b>
<b>Worker's Compensation</b>				
Self-Funding Insurance	\$1,410,418	\$1,448,949	\$1,400,000	\$1,460,000
WC Claim Recovery	281,461	146,651	10,000	10,000
Interest	1,556	1,647	0	0
<b>Subtotal Revenue</b>	<b>\$1,693,435</b>	<b>\$1,597,247</b>	<b>\$1,410,000</b>	<b>\$1,470,000</b>
<b>Total Revenue</b>	<b>\$12,066,984</b>	<b>\$12,300,449</b>	<b>\$11,169,100</b>	<b>\$11,504,100</b>



# RISK MANAGEMENT FUND

## OVERVIEW

### Revenues

It is the policy of the City not to purchase commercial insurance for the risks of losses to which it is exposed, except for certain stop-loss provisions. Instead, the City believes it is more economical to manage its risks internally and set aside assets for claim settlements in the Risk Management Fund. The fund is responsible for all claims for risk of loss to which the City is exposed, including general liability, property and casualty, employee health and accident, environmental, and antitrust. Medical claims exceeding \$250,000 per covered individual and workers' compensation claims in excess of \$350,000 (civilian) and \$500,000 (public safety) are covered through private insurance carriers. The City also carries catastrophic stop-loss reinsurance for general liability claims exceeding \$250,000. All other City funds participate in this fund.

The cost of providing claim servicing and claim payments are allocated by charging a "premium" to each fund. This revenue is obtained through internal service deductions to all applicable funds employing full-time personnel, dependent coverage premiums collected through payroll deduction, and retiree premium collections. Workers' Compensation premiums are charged by a percentage of salary per type of position and General Liability premiums are charged to each fund based on its percentage of the total budget.

The City has taken a pro-active approach to containing the cost of health care by creating the Family Health Program, which focuses on health rather than medicine. The benefit plan includes well-care for men, women, and children under the age of twelve. Annual well-man, well-woman, and well-child visits are free of charge. Depending upon which insurance plan the employee chooses, the co-pay for emergency room visits costs between \$80 and \$160, and the co-pay for hospital stays co-pays between \$240 and \$480. Through contract providers, preferred providers, co-pays, and the employee health clinic and fitness center, employees enjoy a wide array of benefits while the City maintains costs.

### Source

	2016-17 Budget		Increase/(Decrease) from 2015-16 Budget	
	Amount	%	Amount	%
Medical/Dental	\$9,104,100	79.14%	\$255,100	2.88%
General Liability	930,000	8.08%	20,000	2.20%
Workers' Compensation	1,410,000	12.78%	60,000	4.26%
<b>TOTAL</b>	<b>\$11,504,100</b>	<b>100.00%</b>	<b>\$335,100</b>	<b>3.00%</b>

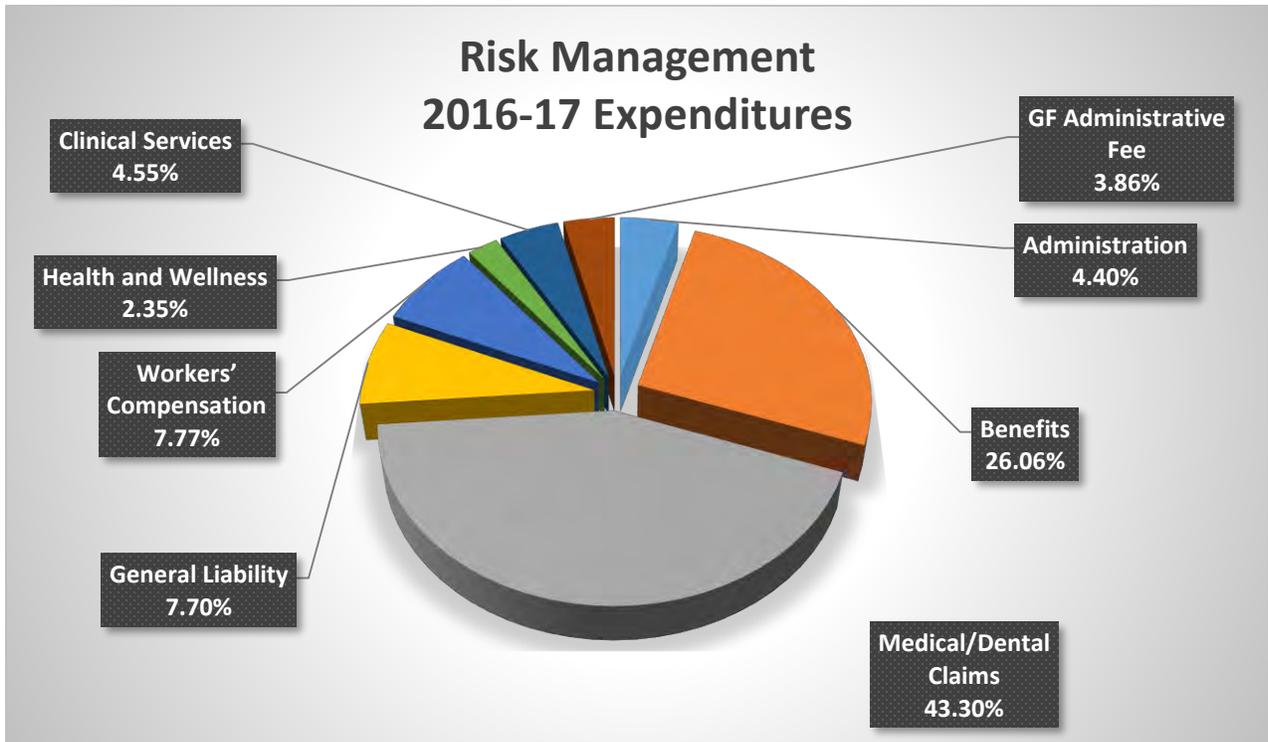
The 2016-17 projected revenue totals is \$11,504,100. Medical/Dental is the largest source of revenue for this fund and is projected at \$9,104,100, comprising 79.14% of all fund revenue. Worker's Compensation and General Liability follow, making up 12.78% and 8.08% of fund revenues, respectively.

# RISK MANAGEMENT FUND

## OVERVIEW

### Expenditures by Classification

	2014-15 Actual	2015-16 Estimated	2015-16 Budget	2016-17 Budget
Administration	\$538,825	\$548,489	\$543,740	\$559,232
Benefits	1,905,033	3,178,554	3,177,983	3,309,342
Medical/Dental Claims	6,663,082	5,037,851	4,389,859	5,500,000
General Liability	726,574	1,000,922	1,000,922	978,589
Workers' Compensation	985,896	922,570	922,570	986,845
Health and Wellness	214,009	235,869	241,635	298,461
Clinical Services	493,460	461,344	463,386	577,801
GF Administrative Fee	425,481	429,005	429,005	490,443
<b>Total Expenditures</b>	<b>\$11,952,360</b>	<b>\$11,814,604</b>	<b>\$11,169,100</b>	<b>\$12,700,713</b>



# RISK MANAGEMENT FUND

## OVERVIEW

### Expenditures

The total projected expenditures for the 2016-17 fiscal year is anticipated to increase by \$1,531,613 over the 2015-16 adopted budget. The following is a comparative summary of expenditures by classification.

Classification	Increase/(Decrease)			
	2016-17 Budget		From 2015-16 Budget	
	Amount	%	Amount	%
Administration	\$559,232	4.40%	\$15,492	2.85%
Benefits	3,309,342	26.06%	131,359	4.13%
Medical/Dental Claims	5,500,000	43.30%	1,110,141	25.29%
General Liability	978,589	7.70%	(22,333)	(2.23%)
Workers' Compensation	986,845	7.77%	64,275	6.97%
Health & Wellness	298,461	2.35%	56,826	23.52%
Clinical Services	577,801	4.55%	114,415	24.69%
GF Administrative Fee	490,443	3.86%	61,438	14.32%
<b>TOTAL</b>	<b>\$12,700,713</b>	<b>100.00%</b>	<b>\$1,531,613</b>	<b>13.71%</b>

In 2016-17, the Risk Management Fund will fund 15 positions, the same number of positions that was funded in the previous year. Total expenditures will see an increase of 13.71%. The Administration budget for the upcoming fiscal year is \$559,232, up \$15,492 over last year's number. The additional funding will primarily be used to cover the costs of the one-time \$1,000 payment, and an increase in the part-time budget.

The Benefits Division will realize a net increase of \$131,359, an 4.13% increase compared to the previous year's budget.

The Medical/Dental Claims budget of \$5,500,000 will increase by 1,110,141 or 25.29% compared to the previous year, and was determined to be necessary to cover the increasing costs of benefits.

The budget for General Liability is \$978,589, down \$22,333 or 2.23% compared to last year's budget. The budget for Workers' Compensation will increase by \$64,275, compared to last year's budget. Worker's Compensation will have a balance of \$986,845.

The Health and Wellness division will experience a budgetary increase of \$56,826 in 2016-17, up 23.52% compared to the previous year. These increases will supply new fitness equipment and training supplies, fitness equipment maintenance and professional services.

# RISK MANAGEMENT FUND

## OVERVIEW

The Clinical Services budget for the upcoming fiscal year will be \$577,801, an increase of \$114,415, or 24.69%, compared to last year's budget. The increase can be attributed to the rise in laboratory and medical costs, immunization and screening procedures, and special services.

The Administrative Fee is paid to the General Fund as compensation for services that the General Fund provides to the Risk Management Fund. In 2016-17, the General Fund Administrative Fee will be \$490,443. This represents an increase of \$61,438 compared to the previous year's budget.

### Fund Balance

In 2014-15, the actual ending fund balance for the Risk Management Fund was \$2,517,092. In 2015-16, the estimated fund balance was \$3,002,937, a \$485,845, or 19.30%, increase compared to the previous year's actual balance. The increase in fund balance is due to the fact that insurance claims recoveries exceeded projections. In 2016-17, revenues are projected at \$11,504,100, and expenditures are estimated at \$12,700,713, resulting in an ending fund balance of \$1,806,324.

### Capital Outlay

<b>Fund and Department/Division</b>	<b>Item</b>	<b>Item Total</b>	<b>Total</b>
<b><u>RISK MANAGEMENT FUND</u></b>			
Family Health Benefits	Office Equipment	<u>\$2,368</u>	\$2,368
Health and Wellness	Machinery and Equipment	\$28,860	
	Data Processing Equipment	<u>3,500</u>	
	Subtotal Health and Wellness		\$32,360
Clinical Services	Data Processing Equipment	<u>\$10,000</u>	
	Subtotal Clinical Services		\$10,000
<b>TOTAL CAPITAL OUTLAY – RISK MANAGEMENT FUND</b>			<b>\$44,728</b>

# City of Odessa

---

FY 2016-17

Adopted Budget

Risk Management Fund  
Detail by Department/Division

# RISK MANAGEMENT

---

## MISSION

Risk Management provides services in the following areas: Employee Health Services, Personnel Safety and Property Loss Prevention, Property and Liability Insurance/Self-Insurance, Medical and Dental Insurance, and Workers' Compensation. Risk Management endeavors to control the cost of risk through activities that relate to risk finance, risk control, risk avoidance, and risk transfer. The department works to improve employees' safety and health, and thereby reduce the costs associated with injury and illness. The department also works to reduce claims for injury and damage from the public, and attempts to control their costs through investigation, negotiation and defense. Communication with employees, the public, City Management and key vendors and providers of services is key to the success of the Risk Management service mission.

## SERVICES PROVIDED

Risk Management including Insurance/Self-Insurance Claims Management for: Property, General and Automobile Liability, Law Enforcement Liability, Public Officials Liability, Employment Liability, Environmental Liability, and various other Municipal Government exposures:

### Personnel Safety

- Health & Wellness, Disease Management
- Fitness Center
- Onsite Employee Health Clinic
- Employee Benefits
- Medical
- Dental
- Prescription Drug
- Life Insurance
- Voluntary Benefits

## FY2016 ACCOMPLISHMENTS

- Issued 13,547 EOB's and 7,367 checks totaling \$5,623,581.04 in payments for group benefits including medical, dental and Prescription Drug.
- Received and resolved numerous claims from citizens arising out of a range of municipal operations including automobile liability, utilities water distribution, parks, streets and other matters.
- Oriented and communicated and enrolled new employees, conducted open enrollments for existing employees and dependents and special enrollments where necessary.
- Provided Safety Training, Accident Investigation and Claims Management services.
- Conducted Health & Wellness programs.
- Operated Fitness Center.
- Operated an onsite employee health clinic.
- Participated in Mediation of lawsuits and managed ongoing litigation for various personal injury lawsuits.

# RISK MANAGEMENT

## Check & EOB Production Summary

Date: 4/6/2016

Case Range: FHP00 - FHP12

Run Date Range: 1/1/2015 - 12/31/2015

Case	Format	# of EOB's	Status	# of Checks	Check Amt
FHP00	COO	242	Check	166	139,265.36
			Void	3	-1,395.57
Check Format: COO		242		169	137,869.79
Totals for Case #: FHP00		242		169	137,869.79
FHP11	COO	13,131	Check	6,994	5,485,179.94
			Refund	29	-28,260.46
			Stop Pay	4	-457.57
			Void	17	-3,663.32
Check Format: COO		13,131		7,044	5,452,798.59
Totals for Case #: FHP11		13,131		7,044	5,452,798.59
FHP12	COO	174	Check	154	33,012.66
Check Format: COO		174		154	33,012.66
Totals for Case #: FHP12		174		154	33,012.66
<b>Report Total</b>		<b>13,547</b>		<b>7,367</b>	<b>5,623,681.04</b>

### HIGHLIGHTS OF BUDGET CHANGES

FY 2014-2015 Total Expenditures=\$10,297,532

FY 2015-2016 Total Expenditures=\$11,169,100

Medical/Dental Line item was split and a new line item for Prescription Drugs was added

### CONTACT INFORMATION

Darrell Wells-Director  
Risk Management  
Health and Wellness Center

[dwells@odessa-tx.gov](mailto:dwells@odessa-tx.gov)

432-335-4697

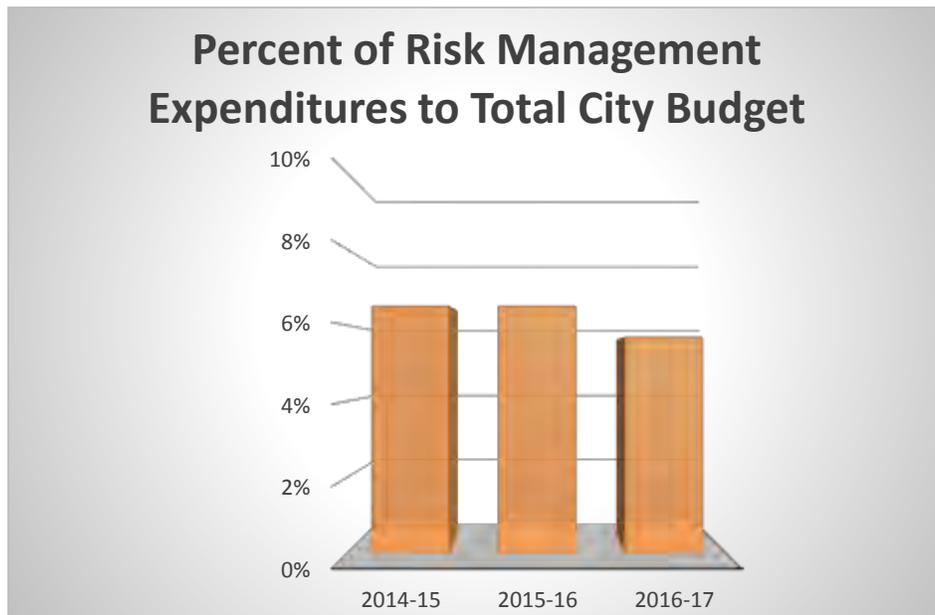
### GOALS

GOAL	TERM
Continue developing Direct Provider Network./(Service)	Long
Renew/renegeotiate all insurances without increases./ (Excellence)	Long
Continue maintaining control over costs./(Direction)	Long

# RISK MANAGEMENT

## PERFORMANCE MEASURES AND ANALYSIS

EFFECTIVENESS	FY 2014-15 ACTUAL	FY 2015-16 ESTIMATE	FY 2016-17 TARGET
1. Percentage of Risk Management Expenditures to Total City Budget	6.50%	6.50%	5.68%
2. At Fault Motor Vehicle Accidents	37	8	10
3. Workers' Compensation Lost Work Days	689	306	322
4. Workers' Compensation Expenditures per Lost Work Day	\$1,000	\$321	\$382
5. Average Cost Per Medical/Dental/Rx Claims per Member per Year	\$2,500	\$3,267	\$3,500
Compare chart below with PMPY Cost in 5. above			



City of Odessa 2016-17 Adopted Budget, 321

# RISK MANAGEMENT

## EXPENDITURES BY CLASSIFICATION (ADMINISTRATION)

	2014-15 ACTUAL	2015-16 ESTIMATED	2015-16 BUDGET	2016-17 BUDGET
Personal Services	\$349,609	\$357,766	\$358,374	\$365,600
Supplies	22,658	30,806	26,800	30,806
Services	166,558	159,417	158,066	162,326
Maintenance	0	500	500	500
Capital Outlay	0	0	0	0
GF Administrative Fee	425,481	429,005	429,005	490,443
<b>Total Expenditures</b>	<b>\$964,306</b>	<b>\$977,494</b>	<b>\$972,745</b>	<b>\$1,049,675</b>

## PERSONNEL BY JOB TITLE

	2014-15 FISCAL YEAR	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR
Director of Risk Management	1	1	1
Claims Processor	2	2	2
Health and Wellness Coordinator	1	1	1
Director of Employee Health Services	1	1	1
Medical Assistant	2	2	2
Clinical Coordinator	1	1	1
Benefits Supervisor	1	1	1
Utilization Review Coordinator	1	1	1
Benefits Coordinator	1	1	1
Benefits Customer Service Representative	1	1	1
Safety Coordinator	1	1	1
Claims Coordinator	1	1	1
Fitness Coordinator	1	1	1
<b>Total Personnel</b>	<b>15</b>	<b>15</b>	<b>15</b>

# RISK MANAGEMENT FUND

## BENEFITS/MEDICAL & DENTAL CLAIMS

	2014-15 ACTUAL	2015-16 ESTIMATED	2015-16 BUDGET	2016-17 BUDGET
Personal Services	\$320,506	\$349,803	\$350,779	\$337,460
Supplies	7,619	18,514	20,882	13,514
Services	620,033	1,626,741	1,626,741	1,916,600
Maintenance	13,906	9,000	9,000	9,000
Capital Outlay	0	2,368	0	2,368
Insurance Requirements	7,606,051	6,209,979	5,560,440	6,530,400
<b>Total Expenditures</b>	<u>\$8,568,115</u>	<u>\$8,216,405</u>	<u>\$7,567,842</u>	<u>\$8,809,342</u>

## HEALTH AND WELLNESS

	2014-15 ACTUAL	2015-16 ESTIMATED	2015-16 BUDGET	2016-17 BUDGET
Personal Services	\$133,308	\$140,385	\$150,977	\$152,977
Supplies	18,372	25,425	39,330	47,425
Services	21,980	13,283	22,628	36,283
Maintenance	3,804	29,416	25,200	29,416
Capital Outlay	36,547	17,360	3,500	32,360
<b>Total Expenditures</b>	<u>\$214,009</u>	<u>\$235,869</u>	<u>\$241,635</u>	<u>\$298,461</u>

# RISK MANAGEMENT FUND

## GENERAL LIABILITY EXPENDITURES

	2014-15 ACTUAL	2015-16 ESTIMATED	2015-16 BUDGET	2016-17 BUDGET
Personal Services		\$11,844	\$10,612	\$14,388
Supplies	\$19,466	0	0	0
Services	0	0	0	0
Maintenance	0	0	0	0
Capital Outlay	0	0	0	0
Insurance Requirements	707,108	989,078	990,310	964,201
<b>Total Expenditures</b>	<b>\$726,574</b>	<b>\$1,000,922</b>	<b>\$1,000,922</b>	<b>\$978,589</b>

## WORKERS' COMPENSATION EXPENDITURES

	2014-15 ACTUAL	2015-16 ESTIMATED	2015-16 BUDGET	2016-17 BUDGET
Personal Services	\$0	\$0	\$0	\$0
Supplies	0	0	0	0
Services	0	0	0	0
Maintenance	0	0	0	0
Capital Outlay	0	0	0	0
Insurance Requirements	985,896	922,570	922,570	986,845
<b>Total Expenditures</b>	<b>\$985,896</b>	<b>\$922,570</b>	<b>\$922,570</b>	<b>\$986,845</b>

## CLINICAL SERVICES

	2014-15 ACTUAL	2015-16 ESTIMATED	2015-16 BUDGET	2016-17 BUDGET
Personal Services	\$296,224	\$293,187	\$307,174	\$307,174
Supplies	161,863	99,130	97,490	190,600
Services	31,509	56,527	46,222	67,527
Maintenance	0	2,500	2,500	2,500
Capital Outlay	3,864	10,000	10,000	10,000
<b>Total Expenditures</b>	<b>\$493,460</b>	<b>\$461,344</b>	<b>\$463,386</b>	<b>\$577,801</b>

# City of Odessa

---

FY 2016-17

Adopted Budget

Appendix

## ESTIMATED STATE AND FEDERAL MANDATES

State Mandates	FY 2014-15 Estimated	FY 2015-16 Estimated	FY 2016-17 Estimated
<u>General Fund:</u>			
Election Mandates	\$30,000	\$30,000	\$30,000
Legal - State Bar Association Training	15,000	15,000	15,000
Parks Backflow Prevention	4,000	4,000	4,000
Aquatic Facility Operator Certification Fees/Renewal	1,000	1,000	1,000
Structural Pest Control Certification Fees/Renewal	1,500	1,000	1,000
Texas Irrigator Certification Fees/Renewal	1,800	2,000	2,000
Texas Department of Agriculture	1,100	2,000	2,000
Pool Water Testing	25,000	5,000	5,000
Bob Derrington Elevator Insp. (Bldg Serv-1 elevator)	600	600	600
RM Elevator Inspection (Bldg Serv-1 elevator)	600	600	600
City Hall Elevator Inspection (Bldg Serv-2 elevators)	1,200	1,200	1,200
PD Elevator Inspection (Bldg Serv-2 elevators)	1,200	1,200	1,200
Municipal Plaza Elevator Inspection	600	600	600
Firefighter / EMS Protective Clothing - Title 37	70,000	70,000	70,000
SCBA Testing & Certification	3,500	3,500	3,500
Firefighter Inoculations	2,500	2,500	5,500
Fire Code Enforcement Training	5,127	5,127	5,127
EMS Materials - IFSTA	5,000	5,000	5,000
Haz - Mat Physicals	3,000	15,000	15,000
Firefighter / EMS Certification Fees & Renewal	20,000	20,000	95,400
Certification of Ambulances	1,060	1,060	2,490
Breathing Air Quality Test	3,506	3,506	7,823
Annual Ladder Test	3,100	3,100	3,100
Training Facility Certification (every 3 years)	5,000	5,000	5,000
Fire Extinguishers	1,015	1,015	1,015
Hose Test	500	500	500
Pump Test	500	500	3,000
Rescue Tool Service	2,895	3,000	3,000
Public Safety VTCA Code Compliance	12,875	12,875	13,600
Police Open Records Act	34,752	36,490	38,315
Police Training	224,640	244,640	262,725
Police Officer ID Cards	10,000	10,000	10,000
Carbon Monoxide Chamber (Animal Control)	6,150	0	0
Animal Control Officer Certification	790	790	1,300
<u>Public Safety - Other Mandates:</u>			
Psychological Testing of Police Applicants	17,500	17,500	18,750
Police Fire Alarm Extinguisher System Inspection	2,420	2,590	2,720
Crime Victim Compensation Coordinator	44,934	44,934	51,350
Police NCIC / TCIC Validation of all Entries	21,021	21,021	21,021
Sexual Assault Exam	11,330	11,330	11,330
Sexual Offender Registration	10,000	10,000	10,000
Uniform Crime Report (U.C.R.)	27,500	27,500	27,500
Auction of Abandoned Vehicle-Public Notice	11,500	11,500	12,075
Dispatcher Training (TCLEOSE/DPS/EMD/TDD/TLETS)	16,000	33,000	45,000
Public Safety Communications Logging Recorder	0	0	0
Total General Fund	\$654,715	\$694,473	\$815,341

# ESTIMATED STATE AND FEDERAL MANDATES

State Mandates	FY 2014-15 Estimated	FY 2015-16 Estimated	FY 2016-17 Estimated
<u>Solid Waste:</u>			
Solid Waste - Landfill Gas Management	\$40,000	\$68,000	\$40,000
Solid Waste - Groundwater Monitoring	60,000	50,000	50,000
TDA Structural Pest Control Certification	1,400	1,500	1,800
Total Solid Waste Fund	\$101,400	\$119,500	\$91,800
<u>Water / Sewer Fund:</u>			
Water Conservation Information - TWDB	\$5,000	\$5,000	\$5,000
Water Quality Assessment & Wastewater			
Plant Inspection Fee - TCEQ	85,000	85,000	85,000
Water Plant Inspection Fee	100,000	100,000	10,000
Landfill Tipping Fee - TCEQ (Water/Wwater)	18,000	18,000	18,100
Operator Licensing Training - TCEQ	18,100	18,100	18,000
Operator Licensing Renewal Fees - TCEQ	444	555	666
Overhead Crane Inspections	2,000	2,000	2,000
NELAC Laboratory Certification	14,000	171,623	175,134
Sludge Transportation Fee	750	750	750
Sanitary Sewer Overflow Initiative **	4,424,000	2,850,000	3,000,000
Bacteriological Testing	30,000	44,184	44,965
Annual Certification of Backflow Assemblies	2,000	550	550
Elevator Inspection/Maintenance	2,000	2,000	2,000
Fire Alarm Inspection	500	500	500
Manhole Installation Requirements	32,000	32,000	32,000
Total Water / Sewer Fund	\$4,733,794	\$3,330,262	\$3,484,665
<u>Equipment Services Fund:</u>			
Underground Fuel Storage Tanks Activity	\$0	\$0	\$0
Total Equipment Services Fund	\$0	\$0	\$0
<u>Community Development:</u>			
Asbestos Survey	\$5,000	\$5,000	\$5,000
Asbestos Abatement	50,000	50,000	50,000
Total Community Development Fund	\$55,000	\$55,000	\$55,000
<u>Risk Management Fund:</u>			
Workers' Compensation	\$657,220	\$922,570	\$1,153,213
Total Risk Management Fund	\$657,220	\$922,570	\$1,153,213
Total State Mandates	\$6,202,129	\$5,121,805	\$5,600,019

\*\* Includes rehab of wastewater collection lines to reduce sanitary sewer overflows.

# ESTIMATED STATE AND FEDERAL MANDATES

Federal Mandates	FY 2014-15 Estimated	FY 2015-16 Estimated	FY 2016-17 Estimated
<u>General Fund:</u>			
Freedom of Information Act / Open Records	\$4,000	\$4,000	\$32,908
Police Record Keeping per Library of Congress	399,578	419,557	440,535
Pre-Employment Exams	25,000	35,000	60,000
ADA Compliance	7,500	7,500	7,500
GASB 43 & 45 Financial Reporting	1,500,000	1,500,000	1,500,000
Storm Water Rules - EPA	902,000	980,000	1,643,396
Overtime Due to FLSA	92,000	92,000	50,000
Overtime Due to 2-In-2-Out Policy	90,000	90,000	50,000
Total General Fund	\$3,020,078	\$3,128,057	\$3,784,339
<u>Equipment Services Fund:</u>			
Oil Filter Disposal - EPA	\$0	\$0	\$0
Battery Disposal Fee - EPA	0	0	0
Vehicle Wash Waste Disposal - EPA	6,000	0	6,000
Shop Hazardous Waste Disposal - EPA	12,000	0	12,000
Total Equip. Services Fund	\$18,000	\$0	\$18,000
<u>Water / Sewer Fund:</u>			
Lead / Copper Monitoring - EPA/TCEQ	\$0	\$3,887	\$3,887
Biomonitoring - EPA / TCEQ	2,000	2,105	2,105
Consumer Confidence Report - EPA/TCEQ	12,000	12,000	6,000
Wastewater Permit Testing - EPA/TCEQ *	13,575	83,954	85,741
Stormwater Permit - EPA/TCEQ	300	300	300
Long-Term Enhanced Surf. Water Trtmnt-EPA/TCEQ	0	450,000	1,500
TCEQ Treatment Plant Testing	39,000	39,000	39,000
Unreg. Contaminant Monitoring Rule 3 - EPA/TCEQ	0	2,114	2,114
Disinfection By-Product Testing - TCEQ/EPA	10,000	5,541	5,541
Total Water / Sewer Fund	\$76,875	\$598,901	\$146,188
<u>Risk Management Fund:</u>			
Commercial Drivers Testing - DOT	\$10,000	\$10,000	\$10,000
HIPPA	25,000	25,000	25,000
Patient Centered Outcomes Research Trust Fund	0	0	2,500
Total Risk Management Fund	\$35,000	\$35,000	\$35,000
Total Federal Mandates	\$3,149,953	\$3,761,958	\$3,983,527
Total State and Federal Mandates	\$9,352,082	\$8,883,763	\$9,583,546

\* Included in NELAC Laboratory Certification.

# APPENDIX

## DEBT RATIO CALCULATION

### Ratio of Annual Debt Service Expenditures for General Bonded Debt to Total General Expenditures Ten Year Period Ended September 30, 2015

Fiscal Year	Total Current General Fund Expenditures	Total Debt Service Expenditures	Percentage	\$ Ratio
2003-04	\$42,536,447	\$1,899,498	4.47%	\$22.39 TO 1
2004-05	\$44,646,621	\$1,935,881	4.34%	\$23.06 TO 1
2005-06	\$52,586,659	\$2,047,128	3.89%	\$25.69 TO 1
2006-07	\$51,368,955	\$2,072,162	4.03%	\$24.79 TO 1
2007-08	\$55,240,644	\$2,637,148	4.77%	\$20.95 TO 1
2008-09	\$62,519,727	\$2,924,318	4.68%	\$21.38 TO 1
2009-10	\$57,804,473	\$2,508,212	4.34%	\$23.05 TO 1
2010-11	\$59,417,637	\$2,930,461	4.93%	\$20.28 TO 1
2011-12	\$62,167,605	\$9,698,795	16.04%	\$6.24 TO 1
2012-13	\$75,279,117	\$2,906,505	3.86%	\$25.89 TO 1
2013-14	\$94,652,384	\$6,919,350	7.31%	\$13.68 TO 1
2014-15	\$86,012,481	\$6,869,541	7.99%	\$12.52 TO 1

**Note:**

The City of Odessa is governed by the home rule amendment to the Constitution of the State of Texas and, consequently, has no legal debt margin requirement.

# APPENDIX

## PER CAPITA DEBT CALCULATION

### Net General Bonded Debt to Assessed Value and Net General Bonded Debt per Capita Ten Year Period Ended September 30, 2015

Fiscal Year	Population	Assessed Value	Gross General Bonded Debt	Amount in Debt Service Fund	% of Net General Bonded Debt To Assessed Value	Net General Bonded Debt Per Capita
2004-05	93,952	\$2,266,305,457	\$25,170,000	\$217,553	1.11%	\$268
2005-06	96,948	\$2,431,976,336	\$24,345,000	\$311,979	1.00%	\$251
2006-07	98,214	\$2,715,109,284	\$33,650,000	\$378,704	1.24%	\$343
2007-08	100,118	\$3,135,144,279	\$36,860,000	\$308,390	1.18%	\$368
2008-09	102,876	\$3,548,501,378	\$35,520,000	\$517,217	1.00%	\$345
2009-10	103,704	\$3,878,228,854	\$34,135,000	\$541,064	0.88%	\$329
2010-11	101,459	\$3,906,950,316	\$32,680,000	\$545,365	0.84%	\$322
2011-12	101,459	\$4,056,585,367	\$31,020,000	\$644,531	0.76%	\$306
2012-13	107,158	\$5,317,028,880	\$80,670,000	\$646,781	1.52%	\$753
2013-14	107,158	\$6,093,172,099	\$76,635,000	\$666,327	1.26%	\$715
2014-15	110,720	\$6,681,657,459	\$72,820,000	\$699,288	1.09%	\$658

**Note:**

The City of Odessa is governed by the home rule amendment to the Constitution of the State of Texas, and consequently has no legal debt limit.

Source of Population Data: City of Odessa Planning and Development Department

**RESOLUTION NO. 2016R-105**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ODESSA, TEXAS, ADOPTING THE ANNUAL BUDGET FOR THE CITY OF ODESSA, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016 THROUGH SEPTEMBER 30, 2017, A SUMMARY COPY OF WHICH IS ATTACHED HERETO AS EXHIBIT "A"; ESTABLISHING POLICY FOR ENCUMBERED AND UNENCUMBERED FUNDS; AND DECLARING AN EFFECTIVE DATE.

**WHEREAS**, in compliance with Chapter 102 of the Local Government Code, the City Manager filed with the City Secretary a copy of the budget of the proposed expenditures for the fiscal year beginning October 1, 2016 and ending September 30, 2017, such filing being done thirty (30) days prior to the date on which the City Council makes its tax levy for said fiscal year; and

**WHEREAS**, a public hearing, notice of which was published in a newspaper of general circulation in the City of Odessa, Ector County, Texas, was held to consider said budget; and

**WHEREAS**, all legal requirements of Chapter 102, Local Government Code, Section 72 of the Charter of the City of Odessa, as well as all other pertinent laws, have been complied with and fulfilled;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ODESSA, TEXAS:**

**Section 1.** That the budget for the proposed expenditures for the fiscal year beginning October 1, 2016 and ending September 30, 2017, a summary copy of which is attached hereto as Exhibit "A", and a complete copy of which is located in the Finance Department on the 2<sup>nd</sup> floor of City Hall and available for inspection, is hereby approved and adopted as the official budget for the City of Odessa, Texas, for the fiscal year beginning October 1, 2016 and ending September 30, 2017.

**Section 2.** That all unencumbered or unobligated funds for the prior fiscal year shall lapse at the end of the prior fiscal year. All appropriations for encumbered or obligated funds shall carry over to the subsequent fiscal year and be considered committed in order to complete these transactions.

**Section 3.** That this resolution shall be effective at the time of its adoption.

The foregoing resolution was approved and adopted on the 13th day of September, A.D., 2016, by the following vote:

Amye McNeil	AYE
Dewey Bryant	AYE
Barbara Graff	AYE
Michael Gardner	AYE
Filiberto Gonzales	AYE

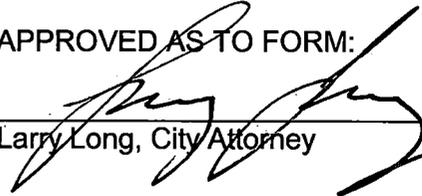
Approved the 13th day of September, A.D., 2016.

  
\_\_\_\_\_  
David R. Turner, Mayor

ATTEST:

  
\_\_\_\_\_  
Norma Aguilar-Grimaldo, City Secretary

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Larry Long, City Attorney



**BUDGET SUMMARY**  
**ALL FUNDS 2016-17**

<b>Financing Sources:</b>	<b>Total All Funds</b>
<b>Beginning Fund Balance</b>	\$71,024,701
<b>Less Required Reserves</b>	21,679,080
<b>Available Fund Balance</b>	<b>\$49,345,621</b>
<b>CURRENT REVENUES:</b>	
Property Tax	\$32,839,609
Sales Tax	29,907,251
Franchise/Gross Receipts	0
Other Operating Revenues	40,747,801
Water and Sewer	47,974,825
Rental Revenue	20,374,299
Interest Income	172,000
Intergovernmental	11,541,268
Other Revenue	16,102,239
Administrative Transfers	0
General Fund	299,856
Water/Sewer	2,767,524
Equipment Service	311,693
Risk Management	490,443
Solid Waste	568,582
Storm Water	35,169
Liquid Waste	3,087
Hotel-Motel	36,723
Odessa Development Corp.	229,221
Motor MPO	6,000
<b>Total Current Revenues</b>	<b>\$204,407,590</b>
<b>Total Financing Sources</b>	<b>\$253,753,211</b>
<b>CURRENT EXPENDITURES:</b>	
Personal Services	\$76,174,131
Supplies	23,955,439
Services	37,337,553
Maintenance	11,736,060
Capital Outlay	1,948,499
Other Requirements	18,175,136
Debt Service/Lease	13,689,425
Insurance Requirements	8,481,446
Outside Agencies	3,253,111
Transfers Out	438,479
<b>Total Current Expenditures</b>	<b>\$195,189,279</b>
Capital Outlay-Replacement	
<b>Total Expenditures</b>	<b>\$201,519,250</b>
<b>Ending Available Balance</b>	<b>\$52,233,961</b>
Plus Required Reserves	21,679,080
<b>Ending Fund Balance</b>	<b>\$73,913,041</b>

**ORDINANCE NO. 2016-36**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ODESSA, TEXAS, LEVYING TAXES FOR THE OPERATION OF THE MUNICIPAL GOVERNMENT OF THE CITY OF ODESSA, TEXAS, FOR THE 2016 TAX YEAR AND THE 2016-2017 FISCAL YEAR; ESTABLISHING THE AD VALOREM TAX RATE OF 47.0590 CENTS PER ONE HUNDRED DOLLARS PROPERTY VALUATION; PROVIDING FOR THE APPORTIONMENT OF TAXES FOR INTEREST AND SINKING FUND FOR CERTAIN BOND INDEBTEDNESS AND FOR GENERAL OPERATING NEEDS; AND DECLARING AN EFFECTIVE DATE OF OCTOBER 1, 2016.

**WHEREAS**, a budget has been adopted by the City Council of the City of Odessa, Texas, covering the proposed expenditures of the municipal government of the City of Odessa for the fiscal year beginning October 1, 2016 and ending September 30, 2017; and

**WHEREAS**, said budget reflects the needs for revenue to meet the expenses proposed therein; and

**WHEREAS**, the City is required to accumulate interest and a sinking fund for certain outstanding bond indebtednesses; and

**WHEREAS**, it has been moved that property taxes be increased by the adoption of a tax rate of Forty-Seven and Five Hundred Ninety Ten Thousandths Cents (47.0590¢) on each One Hundred Dollars (\$100.00) property valuation;

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

**Section 1.** That there is hereby levied, and there shall be collected, for the use and support of the municipal government of the City of Odessa, Texas, and to provide the legally required interest and sinking fund on certain outstanding bond indebtednesses for the 2016 tax year and the 2016-2017 fiscal year upon all property, real, personal or mixed within the corporate limits of Odessa, Texas, which is subject to taxation, an ad valorem tax of Forty-Seven and Five Hundred Ninety Ten Thousandths Cents (47.0590¢) on each One Hundred Dollars (\$100.00) property valuation, said tax levied for and apportioned to the following specified purposes:

- (1) The rate of 9.6377¢ on each One Hundred Dollars (\$100.00) valuation of taxable property to be levied, assessed and ordered collected for the purpose of paying the interest on and creating a sinking fund for the redemption of the City of Odessa, Texas Series 2006, 2007 and 2013 Certificates of Obligation, plus 2006, 2009, 2012, 2014, and 2015 Refunding Issues.
- (2) The rate of 37.4213¢ on each One Hundred Dollars (\$100.00) valuation of taxable property to be levied, ordered and collected for the purpose of creating a General Fund for the City operations, as provided by law and ordered collected to meet the requirements.

**Section 2.** That the citizens of Odessa are hereby advised:

**THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.**

**THIS BUDGET WILL RAISE MORE TOTAL PROPERTY TAXES THAN LAST YEAR'S BUDGET BY \$1,142,282, AND OF THAT AMOUNT, \$751,107 OR 2.99% IS TAX REVENUE TO BE RAISED FROM NEW PROPERTY ADDED TO THE ROLL THIS YEAR.**

**Section 3.** That there is hereby levied and there shall be collected from every person, partnership firm, association or corporation pursuing any occupation or business whatsoever which is taxable by the City of Odessa under the general laws of the State of Texas, an annual occupation tax equal in each instance to one-half of the State occupation tax on each such person, partnership, firm, association or corporation, and said taxes shall be paid annually in advance except where otherwise provided by State laws, in which event the same may be paid to the City in the manner as is provided by State law.

**Section 4.** That there is hereby levied and there shall be collected from every person, partnership, corporation, association or firm holding any permit under the Texas Liquor Control Act and which is subject to the imposition of a license fee by municipalities by virtue of said Texas Liquor Control Act, a license fee in the maximum amount that municipalities are authorized to impose pursuant to said Act.

**Section 5.** That all monies collected under this ordinance for the specific items described in Section 1, shall be and the same are hereby appropriated and set apart for the specific purposes indicated in each item and the Assessor and Collector of taxes and the Comptroller shall keep these accounts so as to readily and distinctly show the amount collected and the amounts expended and the amount on hand at any time belonging to such funds. It is hereby made the duty of the Assessor and Collector of taxes and the Controller at the time of depositing any monies, to make a statement showing to what fund such deposit should be made and from what sources it was received. All receipts for the City not specifically apportioned by this ordinance are hereby made payable to the General Fund of the City.

**Section 6.** That at the time of first approval on September 13, 2016, the Council Members voting on the ordinance announced and declared by the approval of this ordinance that the City Council will finally vote on the tax rate on September 27, 2016, 6:00 p.m., City Council Chambers, 411 W. 8<sup>th</sup> Street, Odessa, Texas, and such notice shall be published. Section 6 is effective on September 27, 2016.

**Section 7.** That this ordinance shall go into effect on October 1, 2016.

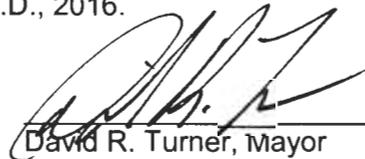
The foregoing ordinance was first approved on the 13th day of September, A.D., 2016, by the following vote:

Amye McNeil	AYE
Dewey Bryant	AYE
Barbara Graff	AYE
Michael Gardner	AYE
Filiberto Gonzales	AYE

The foregoing ordinance was adopted on second and final approval on the 27th day of September, A.D., 2016, by the following vote:

Amye McNeil	AYE
Dewey Bryant	ABSENT
Barbara Graff	AYE
Michael Gardner	AYE
Filiberto Gonzales	AYE

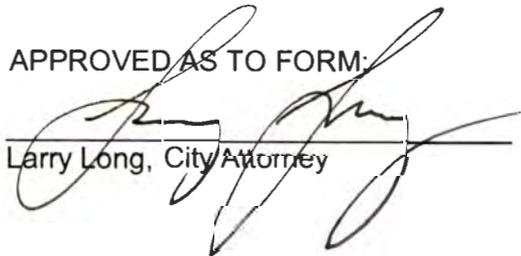
Approved this the 27th day of September, A.D., 2016.

  
David R. Turner, Mayor

ATTEST:

  
Norma Aguilar-Grimaldo, City Secretary

APPROVED AS TO FORM:

  
Larry Long, City Attorney



# City of Odessa

---

FY 2016-17

Adopted Budget

**GLOSSARY**

# APPENDIX

## GLOSSARY

The Annual Budget contains specialized and/or technical terminology, along with acronyms, that are unique to public finance and budgeting. To assist the reader in understanding the Annual Budget document, a glossary of terms is provided.

**Account Classification:** A basis for distinguishing types of expenditures. The five major classifications used by the City of Odessa are: personal services (001's), supplies/materials (002's), services (003's), maintenance (004's), and capital outlay (005's).

**Accrual Basis of Accounting:** A method of accounting wherein revenue and expenses are recorded in the period in which they are earned or incurred regardless of whether cash is received or disbursed in that period. This is the accounting basis that generally is required to be used in order to conform to generally accepted accounting principles (GAAP) in preparing financial statements for external users.

**Ad Valorem Taxes:** Also referred to as property tax, this is the charge levied on all real personal, and mixed property according to the property's assessed valuation and the tax rate, in compliance with the State Property Tax Code.

**Aeration Disc:** A component of a machine that mechanically beats wastewater to oxygenate it during treatment.

**Annual Budget:** The total budget as approved by the City Council, as revised.

**Appropriation:** A legal authorization made by the City Council, which permits City officials to incur obligations against and to make expenditures of governmental resources.

**Assessed Property Valuation:** A value established by the Ector County Appraisal District which approximates market value of real or personal property. By state law, one hundred percent (100%) of the property value is used for determining the basis for levying property taxes.

**Balanced Budget:** A budget in which the expenditures incurred during a given period are matched by revenues.

**Bond:** A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayments of the principal are detailed in a bond ordinance. The most common type of bonds are general obligation (G.O.) and revenue bonds. These are most frequently used for construction for large capital projects, such as buildings, streets, and water and sewer lines.

**Budget:** A financial plan for a specified period of time (fiscal year) that matches planned revenues with appropriations. The "preliminary" budget designates the financial plan initially developed by departments and presented by the City Manager to the Council for approval. The "adopted budget" is the plan as modified and finally approved by that body. The "approved" budget is authorized by resolution and thus specifies the legal spending limits for the fiscal year.

**Budget Contingency Plan:** Details various courses of action that may be undertaken when varying levels of revenue shortfalls are anticipated.

# APPENDIX

## GLOSSARY

**Budget Document:** The compilation of the spending plans for the various funds, along with supporting schedules, tables and charts which, in total, comprises the annual revenue and expenditure plan.

**Budget Highlights:** Significant changes in expenditures or programs within a fund, department or division.

**Budget Message:** The opening section of the budget provides the City Council and the public with a general summary of the most important aspects of the budget. The message explains principal budget issues against the background of financial experience in recent years, and represents the assumptions and policies upon which the City's budget is based.

**Budget Stabilization Account:** Monies set aside in the General Fund or the Water & Sewer Fund for those years that expenditures exceed revenues.

**Budget Summary:** Provides a listing of revenues, expenditures, and available resources for all funds.

**Budgetary Integration:** The means by which expenses are incurred during one fiscal year and paid in the next. (Examples of such expenditures include purchase orders and contracts.)

**Capital Budget:** Covers outlays for the acquisition of major long-lived assets, including assets to be purchased from restricted monies, and the resources (current monies and debt) to be employed for purchase of the assets.

**Capital Outlay:** Expenditures for equipment, vehicles, or machinery, and other improvements that result in the acquisition of assets with an estimated useful life of more than one year, a unit cost of \$1,000 or more, and capable of being identified as an individual unit of property.

**Certificates of Obligation:** Legal debt instruments that finance a variety of public projects such as streets, building, and improvements. These bonds are backed by the full faith and credit of the issuing government and are financed through property tax revenues. In Texas, Certificates of Obligation do not have to be authorized by public referenda.

**Certified Property Values:** To be in compliance with the Property Tax Code, the chief appraiser certifies the approved appraisal roll to each taxing unit on or before July 25.

**Compensated Absences Account:** Funds that are set aside to compensate employees for unileave and/or old sick leave upon their retirement, resignation, or termination from the City.

**Co-Pay:** A per-service charge paid by employees for approved medical services.

**CopLogic:** The name of an online police reporting system made available for citizens' use.

**Council of Governments:** A voluntary association of local governments formed under Texas law to deal with the problems and planning needs that cross the boundaries of individual local governments or that require regional attention. (Also referred to as regional planning commissions, associations of governments, regional councils and area councils.)

# APPENDIX

## GLOSSARY

**Curb Miles:** Linear miles of actual curbing multiplied by two when both edges of the street have curbing.

**Debt Service Fund:** A fund used to account for the monies set aside for the payment of interest and principal to holders of the City's general obligation and revenue bonds, the sale of which finances long-term capital improvements, such as facilities, streets and drainage, parks and water/wastewater systems.

**Delinquent Taxes:** Real or personal property taxes that remain unpaid on and after February 1st of each year, and upon which penalties and interest are assessed.

**Department:** A major administrative segment responsible for management of operating Divisions that provide services within a functional area.

**Depreciation:** A method of recovering the cost of an asset over the asset's useful life or recovery period.

**Disposition Rate:** Rate that court cases are finalized and closed within a 12-month period.

**Division:** A basic organizational unit that is functionally unique and provides service under the administrative direction of a Department.

**Economic Diversification:** Having more than one financial or monetary factor, industry or sector contributing to the production, development and consumption of commodities within a specific region.

**Effective Tax Rate:** The prior year's taxes divided by the current year's taxable values of properties that were on the tax roll in both years. Excludes taxes on properties no longer in the taxing unit and the current taxable value of new properties.

**Encumbrances:** Commitments for the expenditure of monies.

**Enterprise Fund:** A fund established to account for operations that are financed and operated in a manner similar to private business. The rate schedules are established to insure that revenues are adequate to meet all necessary expenditures. The Water/Sewer Fund, Solid Waste Fund and Natural Gas Fund are enterprise funds in the City of Odessa.

**Entitlement:** Funds supporting or distributed by a government program which provides benefits to members of a specified group.

**Estimated Revenue:** A formal estimate of how much revenue will be earned from a specific revenue source for some future period; typically, a future fiscal year.

**Expenditure:** Funds spent in accordance with budgeted appropriations on assets or goods and services obtained.

**Family Health Clinic:** Free health clinic created for all city employees and their dependents covered under the City's health plan.

# APPENDIX

## GLOSSARY

**Fines & Forfeitures:** Monies imposed as penalty for an offense and collected as revenue by the municipal court for the city.

**Fiscal Year:** A consecutive 12-month period that signifies the beginning and ending dates for recording financial transactions. The City of Odessa's fiscal year begins October 1 and ends September 30 of the following calendar year. This is also called the budget year.

**Fund:** An accounting device established to control receipt and disbursement of income from sources set aside to support specific activities or attain certain objectives. Each fund is treated as a distinct fiscal entity with a self-balancing set of accounts. In the budget process, a formal Annual Budget is adopted for the General Fund, General Debt Service Fund, Water/Sewer Fund, Solid Waste Fund, Risk Management Fund, Convention & Visitors Fund, and Community Development Fund.

**Fund Balance:** The excess of current assets over current liabilities, representing the cumulative effect of revenues and other financing sources over expenditures and other financing uses.

**GASB 31:** A statement issued by the Government Accounting Standards Board, requiring that investments be reported in financial statements at their fair value.

**GASB 34:** Requires state and local governments to report the value of their infrastructure assets, including roads, bridges, water and sewer facilities, and dams, in their annual financial reports on an accrual accounting basis.

**GASB 39:** Amends Statement 14 to provide additional guidance to determine whether certain organizations for which the primary government is not financially accountable should be reported as component units. Generally, it requires reporting , as a component unit, an organization that raises and holds economic resources for the direct benefit of a governmental unit. Organizations that are legally separate, tax-exempt entities and that meet certain criteria are also required to be presented as component units.

**GASB 43:** Establishes uniform financial reporting standards for Other Post-employment Benefit (OPEB) plans and supersedes the interim guidance included in Statement 26.

**GASB 45:** Establishes standards for the measurement, recognition, and display of Other Post-employment Benefit expenditures and related liabilities (assets), note disclosures, and, if applicable, required supplementary information in the financial reports of state and local governmental employers.

**GASB 54:** Enhances the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions.

**General Fund:** The largest fund within the City, the General Fund accounts for the majority of the financial resources of the government. General Fund revenues include property taxes, sales taxes, licenses and permits, service charges, and other type of revenue. This fund includes most of the basic operating functions such as fire and police protection, municipal court, finance, planning and inspection, public works, parks/recreation, and general administration.

# APPENDIX

## GLOSSARY

**General Obligation (G.O.) Bonds:** Legal debt instruments that finance a variety of public projects such as streets, building, and improvements. These bonds are backed by the full faith and credit of the issuing government and are financed through property tax revenues. In Texas, G.O. Bonds must be authorized by public referenda.

**Geographic Information System:** A system which has the ability to translate implicit geographic data (such as a street address, national grid coordinates or latitude and longitude coordinates) into an explicit map location.

**Goal:** Long-term continuing target of an organization (vision of the future).

**Government Access Channel:** A type of TV channel created by government entities. Government Access TV programming generally deals with public affairs, board meetings, explanation of government services, and other public service related programming.

**Governmental Fund:** Any fund that is not a profit and loss fund (e.g. enterprise fund, internal service fund, or trust and agency fund). Examples of governmental funds include: general fund, special assessment fund, special revenue fund, capital projects fund, and debt service fund.

**Gulf Coast Authority:** Operates the Industrial Wastewater Treatment Plant.

**Homestead:** A tax-exempt qualifying declaration by a property taxpayer for his actual dwelling place or home.

**Hospital District:** Entity within the city supported by a portion of sales taxes for the local hospital.

**Industrial District Contract:** Contract with businesses in the Industrial District for water, sewer and/or trash services.

**Infrastructure:** General fixed assets consisting of certain improvements other than buildings, including roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, and lighting systems.

**Infrastructure Transfer:** Funds that have been set aside to encourage development in certain areas by extending water and sewer mains to those areas.

**Intergovernmental Revenue:** Grants, entitlements and cost reimbursements from another federal, state or local governmental unit.

**Internal Service Fund:** Accounts for the financing of goods or services provided by one City department to other departments of the governmental unit on a cost reimbursement basis. The Equipment Services Fund and the Risk Management Fund are operated as internal service funds in the City of Odessa.

**Lane Miles:** Centerline miles of actual lane(s) multiplied by the number of lanes.

**Levy:** To impose or collect by legal authority. The City Council has the authority to levy taxes, special assessments, and service charges as stated in the City Charter.

# APPENDIX

## GLOSSARY

**Lift Station:** A type of pump station that pumps wastewater to the waste treatment plant when there is a lack of gravitational flow.

**Limited Tax Note:** Direct obligations of the City payable from ad valorem taxes levied against taxable property located therein, within the limits prescribed by law.

**Long Term Debt:** Debt with a maturity of more than one year after the date of issuance.

**Mandates or Mandated Expenses:** Any expenses relating to an authoritative command or instruction. Refers to the federal and state mandates governing municipalities, such as regulations establishing testing for water quality.

**Metropolitan Statistical Area:** A cluster of heavily settled communities that are geographically, socially and economically related to one another and to a central urban core. A core consists of at least one central city having at least 50,000 inhabitants, or "twin cities with a combined population of at least 50,000.

**Minimum Control Measures:** Six minimum control measures that must be included in a storm water management program for municipal separate storm sewer systems (MS4s).

**Modified Accrual Basis of Accounting:** A method of accounting that is a mixture of the cash and accrual basis. The modified accrual basis should be used for governmental funds. To be recognized as a revenue or expenditure, the actual receipt or disbursement of cash must occur soon enough after a transaction or event has occurred to have an impact on current spendable resources. In other words, revenues must be both measurable and available to pay for the current period's liabilities. Revenues are considered available when collectible either during the current period or after the end of the current period, but in time to pay year-end liabilities. Expenditures are recognized when a transaction or event is expected to draw upon current spendable resources rather than future resources.

**MOTOR-MPO:** A state-funded agency that is involved with metropolitan transportation issues.

**Neighborhood Sweep:** An organized neighborhood clean up event within the city utilizing city personnel and community volunteers.

**Net Assets:** Net Assets represent the difference between assets and liabilities.

**Net Taxable Value:** The total assessed value of all property within the city that is available for taxation minus property eligible for tax exemption.

**Objectives:** Time bound and measurable result of an organization's activity which advances the organization toward a goal.

**Odessa Development Corporation:** Separate entity responsible for pursuing, negotiating and administering economic development tax monies to enhance increased development within the community.

# APPENDIX

## GLOSSARY

**Operating Budget:** Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending, and service delivery activities of the City are controlled. The use of an annual operating budget is required by State law.

**Ordinance:** A statute or regulation especially enacted by a city government.

**Outside Agencies:** Non-profit service organizations funded partially or entirely by the General Fund.

**Participation In Line Extensions:** Miscellaneous projects for upgrading the size of lines or otherwise participate in construction of utilities in areas of new development.

**Payment In Lieu Of Tax:** Monies received for provision of city services to property owners located outside the municipal taxing district.

**Performance Measures:** Specific quantitative and qualitative measures of work performed or results obtained within an activity or program.

**Personal Services:** Costs relating to compensating employees, including salaries, wages, insurance, payroll taxes, and retirement contributions (account classification 001's).

**Pick-Six Cities (or Pick-Six Comparables):** Six Texas cities that Odessa compares itself to in several areas, including salaries, services, permit fees, property tax rates, performance measures.

**Property Tax:** Also called ad valorem tax, this is the charge levied on all real, personal, and mixed property according to the property's valuation and the tax rate, in compliance with the State Property Tax Code.

**Proprietary Fund:** The activities of proprietary funds closely resemble those of ongoing businesses in which the purpose is to conserve and add to basic resources while meeting operating expenses from current revenues. The activities are usually financed with user charges that are directly related to the services received. Proprietary funds include enterprise funds and internal service funds.

**Reserve:** An account used to indicate that a portion of fund resources is restricted for a specific purpose, or is not available for appropriation and subsequent spending.

**Resolution:** A formal statement of a decision, determination or course of action placed before a city council and adopted.

**Revenue Bonds:** Legal debt instruments that finance public projects for such services as water or sewer. Revenues from the public project are pledged to pay principal and interest of the bonds. In Texas, revenue bonds may or may not be authorized by public referenda.

# APPENDIX

## GLOSSARY

**Revenues:** Funds received by the government as income, including tax payments, fees for specific services, receipts from other governments, fines and forfeitures, grants and interest income.

**Right-of-Way:** Land over which public roads/access are located.

**Roll Year:** Refers to the calendar year in which the property valuations that form the basis for the current fiscal year's property tax revenue projections were certified.

**Rollback Rate:** A property tax rate that is 3 percent above the effective tax rate.

**Roll-Off Containers:** Large open top rectangular containers for holding trash, debris, brush and other non-food waste. There is a charge for container use depending on the size of the container and the amount of use.

**Seal Coat:** Asphalt restoration and maintenance technique used to recondition city streets and thoroughfares.

**Service and Work Programs:** Tangible "end products" provided to the public or user department/division.

**Services:** Professional or technical expertise purchased from external sources (account classification 003's).

**Special Revenue Fund:** A separate fund that accounts for resources that are legally restricted to expenditures for specific operational purposes. Convention and Visitors Fund would be an example of a special revenue fund.

**Standard Metropolitan Statistical Area:** See "metropolitan statistical area".

**Storm Water Program:** A program that is implemented by government entities to control storm water runoff in urban areas.

**Strategy:** A plan to achieve an objective.

**Street Miles:** Centerline miles of actual street.

**Supplies:** Cost of goods consumed by the City in the course of its operation (account classification 002's).

**Tax Rate:** The amount of tax levied for each \$100 of assessed value for real, personal, or mixed property. The rate is set by September 1 of each year by the City Council of the City of Odessa, Texas.

**Taxes:** Compulsory charges levied by a government for the purpose of financing services performed for the common benefit.

# APPENDIX

## GLOSSARY

**Tiburon:** Tiburon, Inc. provides fully integrated command and control, information management and analysis solutions to public safety organizations.

**Total Tax Rate:** Property tax rate including both of the portions used for operations and that for debt service.

**Transfer In Revenue:** Primarily reflects administrative services provided by the General Fund to other funds. An independent study is conducted each year by an outside firm to determine the distribution of costs associated with the administrative services provided to the other funds.

**Transmittal Letter:** A general discussion of the proposed budget presented in writing by the City Manager to the Mayor and City Council. The transmittal letter highlights the major budget items including any changes made in the current budget year, issues affecting the decisions and priorities of the current year, and actions incorporated into the adopted budget.

**Trend Analysis:** Graphs which analyze historical data, projected information, or comparisons from one year to the next. A brief narrative or summary data is included with the graphs.

**Unileave:** Paid Employee Leave; A combination of Sick Leave and Vacation Leave. Can be used for any reason.

**Urban Run-Off Management Program:** A program implemented by government entities to control storm water run-off in urban areas.

**User Fee (User Charge):** The payment of a fee for direct receipt of a public service by the part benefiting from the service.

**Voice Over IP:** Voice Over Internet Protocol phone system can be a benefit for reducing communication and infrastructure costs by routing phone calls over existing data networks and avoiding duplicate network systems.

**West Texas Intermediate:** Also known as Texas Light Sweet is a type of crude oil used as a benchmark in oil pricing and oil futures contracts. Very relative to the economy of Odessa, Texas.

**Working Capital:** The difference between current assets and current liabilities. Working Capital measures the margin of protection for current creditors and reflects the ability of a company to finance current operations.

# APPENDIX

## ACRONYMS

<b>ADA</b>	American Disabilities Act
<b>ALS</b>	Advanced Life Support
<b>AMR</b>	Automated Meter Reading (Water Meters)
<b>AS/400</b>	Network Computer System
<b>C&amp;V</b>	Convention and Visitors
<b>CAD/RMS</b>	Computer Aided Dispatch/Record Management System
<b>CAFR</b>	Certified Annual Financial Report
<b>CD</b>	Community Development Fund
<b>CDBG</b>	Community Development Block Grant
<b>CIP</b>	Capital Improvements Program
<b>CO</b>	Certificate of Obligation
<b>COGA</b>	City of Odessa Grant Application
<b>CRMWD</b>	Colorado River Municipal Water District
<b>C.S.A.</b>	Combined Statistical Area
<b>CV</b>	Crown Victoria
<b>DOT</b>	Department of Transportation
<b>DPS</b>	Department of Public Safety
<b>DRW</b>	Dual Rear Wheel
<b>E.C.I.S.D.</b>	Ector County Independent School District
<b>EMD</b>	Emergency Medical Dispatcher
<b>EMS</b>	Emergency Medical Services
<b>EPA</b>	Environmental Protection Agency
<b>ES</b>	Equipment Service Fund
<b>FMLA</b>	Family Medical Leave Act
<b>FTE</b>	Full-Time Employee
<b>FWT</b>	Fiesta West Texas
<b>FY</b>	Fiscal Year
<b>GAAP</b>	Generally Accepted Accounting Principles
<b>GASB</b>	Governmental Accounting Standards Board
<b>GC</b>	Golf Course Fund
<b>GF</b>	General Fund
<b>GFOA</b>	Government Finance Officers Association
<b>GIS</b>	Graphical Interface System
<b>G/L</b>	General Liability
<b>GO</b>	General Obligation (Bond)
<b>GPS</b>	Global Positioning System
<b>HAZMAT</b>	Hazardous Materials
<b>H.E.</b>	Heavy Equipment
<b>HIPAA</b>	Health Insurance Portability and Accountability Act
<b>HOME</b>	Home Investment Partnerships Program
<b>hp</b>	Horse Power
<b>HR</b>	Human Resources (Department)
<b>H.T.E.</b>	Accounting Software Company
<b>HVAC</b>	Heating Vent Air Conditioning
<b>ID</b>	Identification
<b>IFSTA</b>	International Fire Service Training Association
<b>ISD</b>	Independent School District
<b>IT</b>	Information Technology

# APPENDIX

## ACRONYMS

<b>IVR</b>	Interactive Voice Response
<b>JBS</b>	John Ben Shepperd (Parkway), a local thoroughfare
<b>K-9</b>	Canine
<b>KOB</b>	Keep Odessa Beautiful
<b>LED</b>	Light-Emitting Diode
<b>LGC</b>	Local Government Code
<b>MC</b>	Municipal Court
<b>mgd</b>	Millions of Gallons per Day
<b>MOTOR-MPO</b>	Midland-Odessa Transportation Organization – Metropolitan Planning Organization
<b>MS4</b>	Municipal Separate Storm Sewer System
<b>NCIC/TCIC</b>	National Crime Information Center/Texas Crime Information Center
<b>NDS</b>	Neighborhood Development Services
<b>NELAC</b>	National Environmental Laboratory Accreditation Conference
<b>NELAP</b>	National Environmental Laboratory Accreditation Program
<b>NFPA</b>	National Fire Protection Association
<b>OC</b>	Odessa College
<b>OCAH</b>	Odessa Council for the Arts & Humanities
<b>ODC</b>	Odessa Development Corporation
<b>P25</b>	Project 25
<b>PB</b>	Permian Basin
<b>PD</b>	Police Department
<b>PH</b>	Phase
<b>PLC</b>	Programmable Logic Controller
<b>PSAP</b>	Public Safety Answering Point
<b>PT</b>	Proficiency Test
<b>PTC</b>	Property Tax Code
<b>RF</b>	Risk Management Fund
<b>RIO</b>	Rho Iota Omega
<b>RM</b>	Risk Management
<b>RTV</b>	Rough Terrain Vehicle
<b>Rx</b>	Medical Prescription
<b>SCADA</b>	Supervisory Control and Data Acquisition
<b>SCBA</b>	Self Contained Breathing Apparatus
<b>SSO</b>	Sanitary Sewer Overflow
<b>ST</b>	Storm Water Fund
<b>SW</b>	Solid Waste, Solid Waste Fund
<b>T-Bill</b>	Treasury Bill
<b>TCAP</b>	Texas Coalition for Affordable Power
<b>TCEQ</b>	Texas Commission on Environmental Quality
<b>TCLEOSE</b>	Texas Commission on Law Enforcement Officer Standards and Education
<b>TDA</b>	Texas Department of Agriculture
<b>TDD</b>	Telecommunication Device for the Deaf
<b>TLETS</b>	Texas Law Enforcement Telecommunication System
<b>TWDB</b>	Texas Water Development Board
<b>UCR</b>	Uniform Crime Report

<b>US</b>	United States
<b>USA</b>	United States of America
<b>UT</b>	University of Texas
<b>UTPB</b>	University of Texas of the Permian Basin
<b>VTCA</b>	Vernon's Texas Civil Statutes Annotations
<b>WC</b>	Workers' Compensation
<b>W/R</b>	Water Reclamation
<b>WS</b>	Water and Sewer Fund
<b>WT</b>	Water Treatment
<b>W/W</b>	Wastewater

# City of Odessa

---

FY 2016-17

Adopted Budget

INDEX

# APPENDIX

## INDEX

<b>A</b>	
Accounting Policies .....	30
Acronyms.....	348-350
Ad Valorem Tax Revenue .....	45
Adoption of Budget.....	14
Approved Budget Filed.....	14
Average Household Income .....	4
<b>B</b>	
Basis of Accounting .....	35
Billing and Collection.....	218-221
Bob Derrington Water Reclamation Plant .....	230
Budget Calendar.....	20
Budget Compliance .....	13
Budget Contingency Plan .....	29
Budget Development Phases .....	15
Budget Policies .....	27
Budget Summary All Funds .....	40
Community Development.....	163
Convention and Visitors.....	170
Drug Forfeiture Fund .....	173
Equipment Service Fund .....	287
General Debt Service .....	177
General Fund.....	67
Grants.....	174
Information Technology Fund.....	301
Liquid Waste Fund .....	267
Municipal Court Bldg. Security Fund.....	171
Municipal Court Technology Fund .....	172
Ratliff Ranch Golf Course Fund .....	269
Risk Management Fund .....	312
Solid Waste Fund .....	249
Storm Water Fund.....	278
Water & Sewer Fund.....	203
Building Inspection.....	134-136
Building Services.....	106-108
<b>C</b>	
Capital Improvements Program .....	189-190
Capital Outlay-Community Development.....	165
Capital Outlay-Equipment Services.....	293
Capital Outlay-General Fund.....	84-85
Capital Outlay-Information	
Technology Fund.....	306
Capital Outlay-Risk Management Fund .....	318
Capital Outlay-Solid Waste Fund .....	254
Capital Outlay-Water & Sewer Fund.....	215
Cash and Investments Policies.....	30
Certified Appraisal Summary .....	45
Chart: City of Odessa Organization Chart .....	40
Changes in Budget .....	14
City Attorney.....	93-96
City Council .....	88-89
City Manager's Letter of Transmittal .....	i
City Secretary .....	90-91
Community Development Division .....	166
Community Development Fund Overview.....	164
Community Development Summary	
of Revenues and Allocations .....	165
Community Profile .....	1
Construction Permits .....	10
Construction Values.....	9
Convention and Visitors Fund Overview.....	170
<b>D</b>	
Debt Management Policies.....	26
Debt Service Narrative – General Fund .....	178
Debt Service Narrative –	
Water and Sewer Fund .....	179
Debt Service Overview.....	177
Debt Service Schedule – General Fund.....	180-184
Debt Service Schedule –	
Water & Sewer Fund .....	185-186
Debt Statistics .....	329-330
Detail Summary of All Funds.....	40
Downtown Odessa.....	100-102
Drug Forfeiture Fund .....	173
<b>E</b>	
Economy by Sector .....	8
Emergency Procedures .....	14
Employment Shifts .....	7
Encumbrances.....	30
Engineering .....	131-133
Enterprise Fund Definition.....	38

# APPENDIX

## INDEX

<b>E (cont'd)</b>		Goals, Long-Term .....	195
Equipment Replacement Division .....	298	Governmental Funds Definition.....	37
Equipment Service Fund		Grants.....	174
Expenditure Overview.....	291-292	Graphs	
Equipment Service Fund		Average Household Income.....	4
Expenditure Summary .....	290	CIP Funding Sources.....	198
Equipment Service Fund Overview .....	287	Equipment Service Fund	
Equipment Service Fund		Expenditures .....	290
Revenue Overview .....	289	Equipment Service Fund Revenues .....	288
Equipment Service Fund		Ethnic Projections in Ector County .....	11
Revenue Summary .....	288	General Fund Budgets by	
Equipment Services Division .....	295-296	Function.....	83
Ethnic Projections.....	11	General Fund Expenditures .....	77
		General Fund Revenue .....	74-76
<b>F</b>		General Fund Expenditure Forecast .....	17
Federal Mandates .....	328	General Fund Revenue Forecast.....	16
Finance .....	114-116	Historical General Fund Balance.....	23
Financial Forecasting/Budget Relationship.....	15	Information Technology Fund	
Financial Policies .....	22	Expenditures .....	304
Fire.....	149-154	Information Technology Fund	
Flow Chart - Budget.....	21	Revenues.....	302
Full-Time Positions .....	56	Net Bonded Debt Per Capita.....	26
Fund Definitions.....	37	Net Taxable Values .....	46
Fund Structure Chart.....	36	New Construction Permits.....	10
		New Construction Values .....	9
<b>G</b>		Odessa's Economy by Sector .....	8
General Debt Service Fund Overview .....	177	Odessa's Employment Shifts.....	7
General Debt Service Narrative .....	178	Odessa's Land Allocation .....	2
General Debt Service Schedule .....	180	Odessa's Population .....	2
General Fund Balance – Historical .....	23	Percent of Debt to Taxable Value .....	26
General Fund Balance – Projected.....	24	Personnel History.....	56
General Fund Code Enforcement.....	158	Projected General Fund Balance .....	24
General Fund Expenditure Overview .....	78	Property Tax Comparison .....	47
General Fund Expenditure Summary .....	77	Property Tax Rate .....	44
General Fund Expenditure Forecast.....	17	Property Tax Revenue.....	75
General Fund Expenditures by Function.....	82	Risk Management Fund Expenditures .....	316
General Fund Overview.....	67	Risk Management Fund Revenues.....	314
General Fund Revenue Forecast .....	16	RR Golf Course Fund Expenditures .....	272
General Fund Revenue Overview.....	70	RR Golf Course Fund Revenues .....	270
General Fund Revenue Summary.....	69	Sales Tax Revenue.....	76
GIS Division (Public Works) .....	143	Sales Tax Revenue - Percent Change .....	72
GIS Division (Utilities).....	242	Solid Waste Fund Expenditures .....	252
Glossary of Budget Terms .....	339-350	Solid Waste Fund Revenues.....	250
		Storm Water Fund Expenditures .....	281
		Storm Water Fund Revenues.....	279
		Water & Sewer Fund Expenditures .....	211

# APPENDIX

## INDEX

<b>G (cont'd)</b>	<b>M</b>
Graphs (cont'd)	Mandates ..... 326-328
Water & Sewer Fund Revenues .....205	Medical and Dental..... 323
Water Rate Comparison.....122	Municipal Court ..... 120-122
Water Revenue .....209	Municipal Court Building Security Fund..... 171
Wastewater Revenue.....210	Municipal Court Technology Fund ..... 172
<b>H</b>	<b>N</b>
Health and Wellness .....323	Net Bonded Debt Per Capita.....26
Housing Incentive Program .....245	Net Taxable Values.....46
Human Resources ..... 103-105	Non-Departmental-General Fund .....126
<b>I</b>	Non-Departmental-Solid Waste Fund.....265
Information Furnished for Budget .....13	Non-Departmental-Water & Sewer Fund ..... 245
Information Technology Division .....307	<b>O</b>
Information Technology Fund	Office of the City Manager.....97
Expenditure Overview.....304	Operating Transfers Out .....127
Information Technology Fund	Ordinance - Taxes ..... 334-337
Expenditure Summary .....305	Organization Chart - City of Odessa.....48
Information Technology Fund Overview.....301	Outside Agencies Convention
Information Technology Fund	And Visitors Fund.....170
Revenue Overview .....302	Outside Agencies General Fund.....127
Information Technology Fund	<b>P</b>
Revenue Summary .....303	Parks and Recreation .....148
Internal Service Funds Definition .....38	Participation in Line Extensions .....247
Itemized Budget and Contents.....13	Percent of Debt to Taxable Value .....26
<b>J</b>	Personnel History.....55
Judges Municipal Court..... 123-125	Planning and Development..... 112-113
<b>L</b>	Police..... 155-157
Laboratory Services ..... 238-241	Population.....2
Land Allocation.....2	Property Tax Comparison .....47
Lease Agreements .....187	Property Tax Rate.....44
Levy of Taxes .....14	Property Tax Revenue.....75
Liability Insurance .....324	Proposed Budget Filed .....13
Liquid Waste Fund.....267	Public Hearings on Proposed Budget.....13
Long-Term Goals .....195	Public Safety Communications..... 109-111
	Public Works Administration ..... 128-130
	Public Works (GIS)..... 143-144
	Purchasing..... 117-119

# APPENDIX

## INDEX

<b>R</b>	
Ratio of Annual Debt Service	
To General Fund Expenditures.....	329
Ratliff Ranch Golf Course Fund	
Expenditure Overview.....	304
Ratliff Ranch Golf Course Fund	
Expenditure Summary .....	273
Ratliff Ranch Golf Course Fund	
Overview .....	272
Ratliff Ranch Golf Course Fund	
Revenue Overview .....	271
Ratliff Ranch Golf Course Fund	
Revenue Summary .....	270
Ratliff Ranch Golf Course Division.....	274-276
Repair and Replacement.....	245
Reserve Policy .....	22
Resolution - Budget.....	331-333
Revenue Policies.....	22
Risk Management Division.....	319-321
Risk Management-Clinical Services.....	324
Risk Management Fund	
Expenditure Overview.....	316-317
Risk Management Fund	
Expenditure Summary .....	315
Risk Management Fund Overview .....	312
Risk Management Fund	
Revenue Overview .....	314
Risk Management Fund	
Revenue Summary .....	313
Risk Management-General Liability .....	324
Risk Management-Health and Wellness .....	323
Risk Management-Medical and Dental.....	323
Risk Management-Worker’s	
Compensation .....	324
<b>S</b>	
Sales Tax Revenue .....	76
Sales Tax Revenue – Percent Change.....	72
Schedule of Outstanding Bonded Debt.....	180
Schedule of Payments	
General Debt Service .....	180
Water & Sewer Revenue Bonds.....	185
Solid Waste Division.....	256
Solid Waste Fund Expenditure Overview.....	253
Solid Waste Fund Expenditure Summary .....	252
Solid Waste Fund Overview .....	249
Solid Waste Fund Revenue Overview .....	251
Solid Waste Fund Revenue Summary .....	250
Solid Waste – Code Enforcement .....	260
Special Revenue Fund Definition .....	37
State Mandates.....	326-327
Storm Water Division.....	284-285
Storm Water Fund Expenditure Overview ..	282-283
Storm Water Fund	
Expenditure Summary .....	281
Storm Water Fund Overview .....	278
Storm Water Fund Revenue Overview .....	280
Storm Water Fund Revenue Summary .....	279
Street.....	140-142
Summary of Funding Sources .....	51
Summary of Operating Funds-Three	
Year Comparison of Expenditures .....	49
Summary of Operating Funds-Three	
Year Comparison of Revenues .....	53
Supplemental Expenditures.....	126
<b>T</b>	
Tax Ordinance .....	334-337
Traffic Engineering .....	137-139
Transmittal Letter .....	i
<b>U</b>	
Utilities Administration .....	221-223
Utilities GIS Division .....	242-244
<b>W</b>	
Wastewater Collection.....	235-237
Water & Sewer Debt Service Narrative .....	179
Water & Sewer Debt	
Service Payments.....	246
Water & Sewer Debt Service Schedule.....	185
Water & Sewer Fund	
Expenditure Overview .....	213-214
Water & Sewer Fund	
Expenditure Summary .....	211

# APPENDIX

## INDEX

### W (cont'd)

Water & Sewer Fund	
Expenditures by Function .....	214
Water & Sewer Fund Overview.....	203
Water & Sewer Fund	
Revenue Overview .....	206
Water & Sewer Fund	
Revenue Summary .....	205
Water & Sewer Fund	
Repair and Replacement.....	245
Water & Sewer Fund System	
Overview and Trend Analysis.....	204
Water & Sewer Rates .....	207
Water Distribution .....	224-226
Water Purchases .....	246
Water Treatment Plant .....	227-229
Worker's Compensation .....	324