

REQUIRED STATEMENT

Local Government Code, Chapter 102 Municipal Budget -
Required statement effective September 1, 2007 in Section 102.005:

A 2.2658 cent property tax increase is expected to net \$36,631,136 in property tax revenue for FY18. Including this amount, this budget will raise more total property taxes for General Fund than last year's budgeted revenues by \$2,165,832, or 8.38%

On September 12, 2017, the members of the governing body voted on the adoption of the 2017-18 Proposed Budget as follows:

FOR: Malcolm Hamilton, Dewey Bryant, Barbara Graff,
Michael Gardner, Filiberto Gonzales

AGAINST: N/A

ABSTAINING: N/A

ABSENT: N/A

Tax Rates:

	2016-17	2017-18
Property Tax Rate	\$0.470590	\$0.493248
Effective Tax Rate	\$0.475499	\$0.465450
Effective M&O Tax Rate	\$0.370931	\$0.367194
Rollback Tax Rate	\$0.496203	\$0.493249
Debt Tax Rate	\$0.099659	\$0.096679

The City of Odessa's municipal debt obligations for 2016-17 total \$65,135,000.

The right place in Texas™

Odessa



ANNUAL BUDGET

CITY OF ODESSA, TEXAS

Fiscal Year

October 1, 2017 through September 30, 2018

CITY COUNCIL

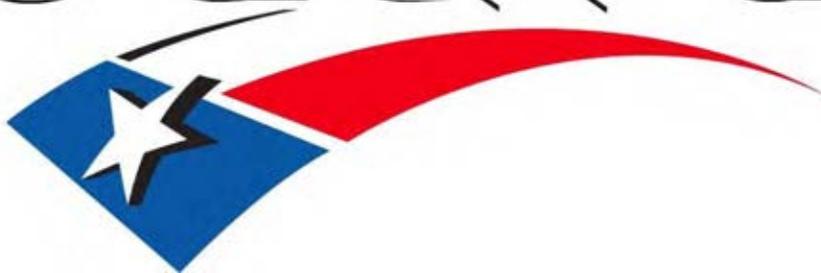
David R. Turner, Mayor
Malcolm Hamilton, District 1
Dewey Bryant, District 2
Barbara Graff, District 3
Michael Gardner, District 4
Filiberto Gonzales, Mayor Pro Tem, District 5

Michael Marrero, City Manager

Adopted
September 12, 2017

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Odessa



City of Odessa 2017-2018 Annual Budget

Prepared by

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City Council



David R. Turner
Mayor



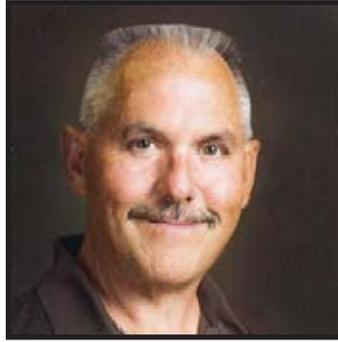
Malcolm Hamilton
District 1



Dewey Bryant
District 2



Barbara Graff
Mayor Pro Tem, District 3



Michael Gardner
District 4



Filiberto Gonzales
District 5

MISSION STATEMENT

Motivated by a proactive, independent and diverse heritage, the City of Odessa will embrace the future through innovative and progressive leadership. Working in partnership with citizens of the community as well as other governmental agencies, we will provide Odessans of today and tomorrow with outstanding services and facilities that will protect and enhance the quality of life.

Adopted by Mayor and City Council on August 10, 1999

VALUE STATEMENT

We believe the quality of life in the city of **ODESSA** depends on a partnership between the citizens, business community, elected officials and City employees. We, as City employees, are committed to the following:

ORGANIZATION

Working together as teams and individuals toward common goals.

DIRECTION

Striving constantly to improve service to the community while preserving the quality of life and promoting growth in Odessa.

EXCELLENCE

Providing high levels of service for our community with available resources.

SERVICE

Consistently performing tasks with courtesy, pride, sincerity and professionalism in a timely fashion.

SUPPORT

Empowering all with the freedom and authority to accomplish tasks through sound work ethics and policies.

ATTITUDE

Responding positively to the needs of citizens with sincere honesty, integrity and loyalty.



Left to right: Michael Marrero, City Manager; Richard Morton, Former City Manager;
Konrad Hildebrandt, Assistant City Manager Administrative Services

City of Odessa

FY 2017-18

Adopted Budget

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City of Odessa

FY 2017-18

Adopted Budget

Budget Message



October 1, 2017

To the Citizens of the City of Odessa, Texas,
Honorable Mayor David Turner, and
Members of the City Council:

I am pleased to submit the 2017-18 Annual Budget for the City of Odessa, Texas. This budget is the culmination of our combined efforts to determine the proper allocation of resources for the City based on our goals and objectives. The Budget is one of the most important policy documents produced by the City because it presents, in financial terms, the overall plan to accomplish the Council's program of services and priorities during the upcoming fiscal year.

The 2017-2018 Annual Budget also provides funding for some of the priorities identified in the City's Adopted Comprehensive Master Plan. City Council's priorities of the Master Plan are listed in the Budget Summary Section of the book in order to illustrate the City's efforts to address these needs. The departments responsible for carrying out specific priorities of the Comprehensive Master Plan have goals within their individual performance measures highlighted with the *Envision Odessa* Logo. The City staff will continue to address the priorities outlined by the City Council's agenda, and supply periodic updates to the City Manager to inform Council of their progression.

The 2017-2018 Annual Budget projects total revenues of \$211 million and total expenditures of \$207 million, including a \$5.9 million allocation for the replacement of big-ticket items such as vehicles and heavy equipment. In comparison with last year's budget, revenues have risen by 3.20%, and expenditures by 2.82%. The increase in expenditures is largely due to the 3% cost of living salary increase for all full-time employees who received satisfactory performance evaluations. The Water/Sewer Fund saw a slight increase due to additional revenues from the Pioneer Contract. Risk Management also experienced an increase in anticipated expenditures due to the rising cost of Medical and Dental claims and other benefits.

ECONOMIC CONDITION AND OUTLOOK

The City of Odessa has historically been very dependent on the highs and lows of the oil and gas industry. FY16 and the beginning of FY17 was especially hard on Odessa's economy; however, the oil industry has begun to recover. Since October of 2015, West Texas average rig counts have increased by 64.77%. The average price of oil dipped to a low of \$30 in February 2016 but has since risen to approximately \$49 per barrel. During this same period, the average unemployment rate increased from 4.7% in October 2015, to 5.7% in 2016 and then decreased to 4.3% in August 2017.

The City of Odessa has been proactive in attempting to diversify its economy by working with dedicated community leaders who understand the importance of economic development and diversification. Odessa leaders, along with the Odessa Development Corporation, are proactive in pursuing new opportunities within the City.

GENERAL FUND

Decisions made by the City Council that affect the general operating fund budget have a major impact on public services and on the quality of life in the City of Odessa. Each year the City faces the challenge of balancing the public's need for services against limited financial resources.

On September 26, 2017, the City Council approved a property tax rate of 49.3248 cents per \$100 of valuation; a rate above the effective tax rate, and a 2.2658 cent increase over the FY17 rate. The new tax rate is expected to generate \$27,999,616 in FY 2018, up \$2,165,832 compared to the previous year, with the increase being attributed to higher property valuations and the annexation of new property into the City. Assessed values for 2017-18 total \$7,426,514,789.

The General Fund's projected revenues of \$88.56 million will fund current expenditures of \$86.68 million as a balanced budget. Revenues will increase by \$4,675,725, or 5.58%, over last year's numbers. Expenditures will increase by \$2,794,044, or 3.33%.

The estimate for 2017-18 sales tax revenues is conservatively projected at \$31,465,079. This represents an increase of \$857,828 or 2.87% over last fiscal year. This number includes a \$700,000 sales tax rebate for business incentives, resulting in a net amount of \$30,765,079. Sales tax revenue continues to be the General Fund's single largest source of revenue.

In the upcoming fiscal year, the General Fund will see a net increase of ten (10) positions. In addition, the City Council approved a 3% increase for all full-time personnel that received a satisfactory performance evaluation.

In total, 718 positions have been approved for the 2017-18 General Fund budget. The Public Safety step/incentive pay plan for sworn employees, designed to attract and retain qualified personnel, will continue at a cost of \$364,714. Each year, qualifying Police and Fire department personnel are promoted to their next corresponding "step" according to a pre-determined schedule.

Technology charges for the General Fund total \$3,124,504, a \$122,386, or 4.08%, increase compared to last year's budget. Departments are assessed technology charges based on the quantity, cost, and useful life of their data processing equipment. These charges fund the operating costs of the Information Technology Fund and provide for the scheduled replacement of data processing equipment.

Equipment Service Rental Rates will decrease by \$1,355,321 in 2017-18. These charges fund the Equipment Service Fund's operating budget and cover the maintenance and replacement costs of the City's fleet. Rental rates increase almost every year; however, the purchase of new fire fleet in 2016 removed the maintenance costs of the older fire engines. Replacement costs almost always exceed the original purchase price of any capital asset. This is especially true when a capital asset is replaced several years after the original date of purchase. Outsourced maintenance contracts have been eliminated to help reduce expenses.

The General Fund budget for FY2018 includes approximately \$2,312,049 for supplemental expenses; \$2,189,999 for ongoing expenses and \$122,050 for one-time expenses for the various departments.

GENERAL FUND - FUND BALANCE

The fund balance for the General Fund is segregated into two major classifications: Unassigned and Assigned. Within the Unassigned classification, the City has the 60-Day Requirement, the Budget Stabilization Account, and Unassigned Fund Balance. The 60-Day Requirement includes enough funding to provide for at least 60 days of emergency operation, based on the current year's adopted budget. The Budget Stabilization Account provides sufficient funding to support operations for 25 days, based on the current year's budget. One portion of the Budget Stabilization Account reflects up to a 15% sales tax revenue reduction. The remaining balance protects against a 10% decline in property tax revenues or any other revenue loss. Unassigned Fund Balance allows the City to allocate funds for special and unforeseeable projects, as they are needed. The Compensated Absences account is classified as Assigned. These funds are set aside to pay employees for accrued unileave and/or old sick leave upon their resignation, termination, or retirement.

WATER AND SEWER FUND

Water and Sewer revenues are expected to reach \$59,466,870 in 2017-18, an increase of \$2,286,206, or 4.00%, compared to last year's budget. There will be no increases to the water or sewer rates in the upcoming fiscal year.

Water and Sewer operating expenditures are proposed at \$59,466,870, a \$2,356,158, or 4.13%, increase compared to the previous year's adopted budget. The Water and Sewer Fund budget increases are primarily due to the 3% salary increase for eligible employees, increase in budgeted overtime, operating supplies, and fleet replacement/maintenance. Most Water and Sewer Capital Improvements initiated in 2017-18 will be allocated and funded from the 2007 bond issue.

SOLID WASTE FUND

In 2017-18, Solid Waste revenues are projected at \$14,147,148, a \$555,462, or 3.78%, decrease compared to the previous year. The major contributing revenue sources for the Solid Waste Fund are Single-Family Residential (50.19%), Commercial (27.12%), and Multi-Family (10.79%). These

three sources of revenue account for over 88% of the total revenue for this fund. The current rate structure is based upon the type of account, the number of pick-ups per week, and the size of the solid waste receptacle. There will be no increases to the solid waste rates for the 2017-18 fiscal year.

Solid Waste expenditures are projected at \$13,265,940, an increase of \$4,702, or 0.04%, in the upcoming fiscal year. One additional position was approved for the Solid Waste division, a Household Hazardous Waste Attendant. \$387,159 in supplemental awards were provided to the Solid Waste department during the 2017-18 fiscal year, including \$300,000 to conduct a Solid Waste Comprehensive Master Plan.

Other changes include an increase to the 5% Gross Receipts Tax by \$28,077 or 3.83%.

The garbage trucks were moved to an eight-year replacement schedule instead of the five-year schedule, which will increase maintenance costs to adequately maintain garbage trucks.

Keep Odessa Beautiful continues to provide education to the public on various environmental issues, including recycling, backyard composting, tree limb recycling, and household hazardous waste disposal. While this division is funded through the Solid Waste Fund, it reports to the City Manager's Office.

EQUIPMENT SERVICES FUND

This fund is an internal service fund, which receives rental revenue from other operating funds in order to provide for the maintenance and replacement of the City's fleet. Equipment Service Fund revenues for FY 2017-18 are expected to reach \$15.93 million. Expenditures are budgeted at \$15.03 million, with \$9.13 million being allocated for operating expenditures, and \$5.9 million being allocated for equipment replacement. Fleet Maintenance will realize a savings of \$496,000 as a result of replacing the fire truck fleet in FY17.

INFORMATION TECHNOLOGY FUND

The Information Technology Fund is an internal service fund; it receives revenue from City departments in exchange for the services it provides. This fund provides technical support for hardware, software, and network-related issues. It also oversees the scheduled replacement of data processing equipment for all of the departments. It is funded by two major sources of revenue: Internet Charges and Technology Charges.

In 2017-18, Information Technology revenues are projected at \$4,003,341. This represents a \$99,686 increase compared to the previous year. Total expenditures are budgeted at \$4,000,500, a \$311,221, or 8.44%, increase over 2016-17 numbers. Of this amount, \$429,971 will be set aside to cover the cost of computer replacement in FY 2018.

RISK MANAGEMENT FUND

In 2017-18, Risk Management Fund revenues are expected to reach \$13,379,973 million: \$10.53 million in Medical/Dental revenues, \$990,969 in General Liability revenues, \$1.52 million in Workers' Compensation revenues, and \$320,000 in Insurance Claim Recovery.

Expenditures are budgeted at \$13,379,973 million. This represents a \$679,260, or 5.35%, increase compared to the previous year. The Medical/Dental insurance program represents the largest portion of expenditures for the Risk Management Fund, with a budget of \$6.12 million, an increase of \$620,000 from the previous fiscal year. Costs continue to rise, especially for medical and dental claims.

The rising costs of claims initiated the necessity to increase insurance premiums for the 2017-18 budget. A 15% increase was adopted for active employees, while those retirees under 65 saw an increase of 7.5%. Premium increases were not required for those retirees over 65 years of age. These increases are adding approximately \$1,037,170 to the City's cost of benefits for the employees, and creating estimated revenues of \$36,841 from active employee premiums.

Over the past several years, the Family Health Clinic, Health and Wellness Program, and Fitness Center have all assisted in controlling medical claim costs. The Family Health Clinic provides medical services to employees and their dependents free of charge, encouraging them to seek medical attention before health issues become more serious and costly. The Health and Wellness Program and the full-service Fitness Center, made available to employees covered by the City's medical plan and their dependents, have encouraged many employees and dependents to take preventative steps toward greater health, decreasing the need for medical services.

GOLF COURSE FUND

The Ratliff Ranch Golf Course continues to benefit the citizens of Odessa by providing a quality municipal golf course. Major revenues for this fund include Green Fees (44.10%), Golf Cart Rentals (22.25%), and Pro-Shop Sales (17.22%). Together, these revenue sources account for over 83% of the fund's total revenue.

In order to provide continued customer service and maintenance for the Ratliff Ranch Golf Course, new rates were adopted, effective October 12, 2017.

In 2017-18, Golf Course Fund revenues are projected at \$1,872,478, and expenditures are estimated at \$1,800,801, with a net \$31,348 decrease from the previous year. Two long-term vacant positions were not budgeted for FY18 resulting in personnel savings while still allowing a 3% salary increase for eligible employees. The Golf fund was awarded \$71,500 in one-time supplemental expenditures for maintenance and capital outlay items.

STORM WATER FUND

The Storm Water Fund was established in 2009-10 in response to a federally mandated regulation for storm water run-off. During the 2015-16 fiscal year, a new rate schedule was proposed and adopted by the City Council; a method of allocation that seemed fair and equitable for all citizens. The new rate schedule will provide revenues to allow the department to operate successfully while implementing the required federal mandates.

Revenues for this fund are projected at \$1,643,369 in 2017-18, consistent with the previous year's budget. Expenditures are expected to reach \$1,466,418, reflecting an increase of \$9,818, or 0.67%. The department realized one new position, an additional Storm Water Program Technician, to assist with day-to-day operations.

CONCLUSION

This Annual Budget provides for a sound financial plan, reflects the priorities and policies of the City Council, and provides the citizens of Odessa with quality municipal services. We commit our best efforts to the Mayor and City Council to ensure that the needs of our customers are met or exceeded.

The City's 2016-17 Annual Budget document received the Government Finance Officer Association's (GFOA) Distinguished Budget Presentation Award, marking the thirtieth consecutive year that Odessa has received this honor. In order to continue participating in this program, we have attempted to incorporate recommended revisions, which were suggested by GFOA, into the 2017-18 Annual Budget.

Respectfully submitted,

Michael Marrero
City Manager

City of Odessa

FY 2017-18

Adopted Budget

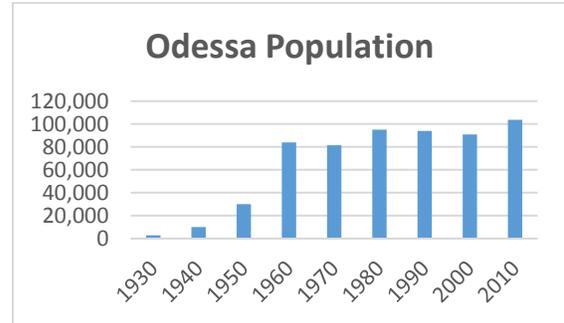
Community Profile

COMMUNITY PROFILE

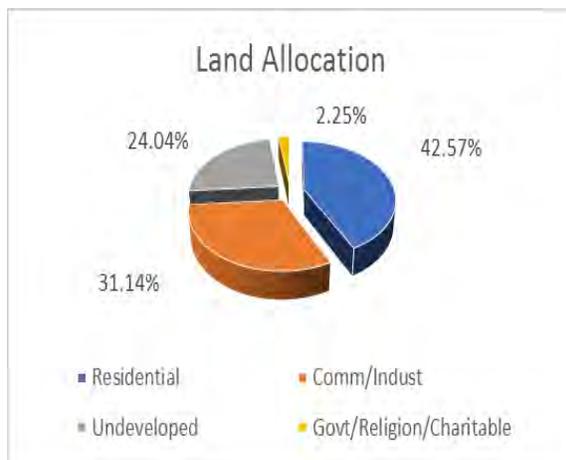
The City of Odessa is located in the heart of West Texas between Dallas/Ft. Worth and El Paso along Interstate 20. Odessa, located in Ector County, covers approximately 47.66 square miles and is 2,851 feet above sea level.



Odessa is located in the Permian Basin, a geological phenomenon that contains one of the nation's largest reserves of oil and natural gas. Above ground, the terrain is relatively flat or slightly undulating.



Odessa's population is 124,964. For statistical purposes, Odessa is grouped together with a neighboring city, Midland, to form the Midland-Odessa Combined Statistical Area (C.S.A.) This C.S.A. consists of approximately 325,750 people, making it the largest in West Texas, the 11th largest in Texas, and the 138th largest in the U.S.



Odessans enjoy an average of 256 sunny days a year, and an average rainfall of approximately 14.65 inches. The mean temperature is 64.85 degrees. Winds average 14.23 miles per hour, which puts Odessa in the top 84% of the windiest cities in the U.S.

COMMUNITY PROFILE



The City of Odessa was incorporated in April 1927, and adopted a home rule charter in April 1945. The Council-Manager form of government was adopted in December 1969. The Council consists of a Mayor at Large plus five Council Members representing the different districts within the City of Odessa.

The City Manager serves as the budget officer of the City of Odessa. He is required to prepare an annual budget of the proposed expenditures of the City. However, only the elected City Council is authorized to set the appropriate revenue mix, thereby also determining the appropriate expenditure levels. When the City Council formally approves the proposed budget, the budget is adopted.

SERVICE STATISTICS

FIRE

Fire Stations	8
Professional Firefighters	175
Fire Inspectors/Investigators	8
Support Personnel	3
Fire Safety House	1
ALS Fire Engines	6
ALS Quint Apparatus	2
Hazmat Truck	1
ALS Ambulances	11
Tankers	3
Reserve Engines	2

POLICE

Police Station	1
Sworn Officers	166
Marked Patrol Cars	146
Other Marked Police Vehicles	17
Tactical K-9's	4

MAJOR EMPLOYERS IN ODESSA

Saulsbury Companies	2,454
Halliburton	1,100
Wal-Mart	960
Weatherford	800
Odessa Regional Medical Center	750
Bobby Cox Companies	572
Nurses Unlimited, Inc.	542
HEB	540
Keane Group	500
Albertson's/Market Street	494

*NOTE: All figures are based on actual number of employees.

TOP TEN TAX PAYERS IN ODESSA

Halliburton Energy Services	\$272,607,310
B J Titan Service Co	75,013,935
Odessa Regional Hospital LP	63,331,426
Family Dollar Distribution LP	58,893,720
Oncor Electric Delivery Company LLC	43,946,190
MCM Properties LTD	28,507,713
Brixmor Winwood Town Center	27,055,562
Andalucia Apartments LLC	26,716,326
Excel Odessa LLC	24,891,744
Faudree LLC	22,313,937

COMMUNITY PROFILE

POPULATION AND ECONOMIC CHARACTERISTICS

Population by Sex
(U.S. Census Bureau – 2016 Estimates)

Male	50.3%
Female	49.7%

Population by Age
(U.S. Census Bureau – 2016 Estimates)

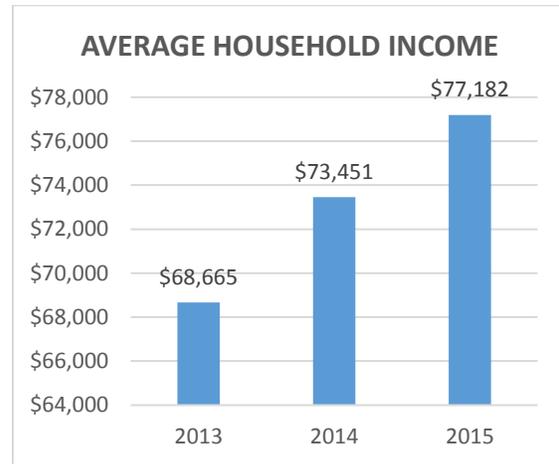
Under 5 years	8.7%
5 to 19 years	22.8%
20 to 24 years	8.4%
25 to 44 years	28.5%
45 to 64 years	21.6%
65 to 74 years	5.3%
75 years and older	4.7%
Median Age	31.0

Population by Race/Ethnicity
(2015 American Community Survey)

Hispanic	54.1%
Anglo	38.0%
African-American	4.80%
Other	3.10%

Single Family Homesteads
(ECAD – 2017 Estimates)

Less than \$50,000	7.06%
\$50,001 to \$99,000	25.07%
\$99,001 to \$149,000	26.29%
\$149,001 to \$299,000	34.81%
\$299,001 or more	6.76%



COMMUNITY AND RECREATIONAL RESOURCES

Baseball Fields	12
Basketball Courts	12
Community Centers	5
Dog Park	1
Football/Multipurpose Fields	3
Picnic Pavilions	23
Playgrounds	28
Practice Field/ Back Stops	49
Skate Park	1
Soccer Fields	31
Softball Fields	14
Spraygrounds	2
Swimming Pools	3
Tennis Courts	16
Trails	10.1 miles
Volleyball Courts	12

COMMUNITY PROFILE

QUALITY OF LIFE

PUBLIC EDUCATION IN ODESSA

Elementary Schools	25
Early Education Centers *	2
Junior High Schools	6
High Schools	3
Advanced Technical Center *	1
Alternative Center *	1
Youth Center *	1
Junior College	1
University	1
Health Science Center	1

* *Special School District Programs*

Odessans are served by two hospitals: the 402-bed Medical Center Hospital (shown below), and Odessa Regional Medical Center with 230 beds.



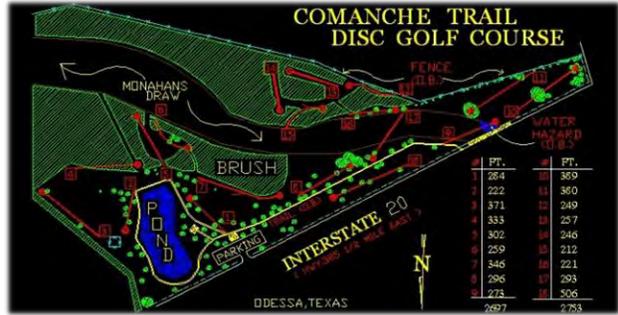
The University of Texas of the Permian Basin, a 600- acre campus, is located on Odessa’s east side. UTPB opened its doors in 1973 as a public upper-level university, and became a four-year university in 1991. Two of its schools, Business and Education, and two programs, Social Work and Visual Arts, are nationally accredited. Two new degrees, the B.S. in Mechanical Engineering and the Ed.D in Educational Leadership (in collaboration with UT San Antonio), were added in 2009, along with a bachelor’s in Petroleum Engineering in 2011 and a B.S. in Nursing in fall 2013. Construction began on the new Science and Technology Building in the summer of 2008 and was completed in fall 2011. In addition, ground was broken in the spring of 2009 for a state-of-the-art performing arts center midway between Odessa and Midland and for a student multipurpose center on the main campus. The Wagner Noël Performing Arts Center was completed in late 2011, and hosted its opening event in the first quarter of 2012.

Odessa is also home to Odessa College. Established in 1946, this two-year community college offers freshman and sophomore university-parallel courses for students planning to complete four-year degrees. OC also offers a variety of occupational-technical programs, in addition to providing credit and non-credit continuing educational programs.

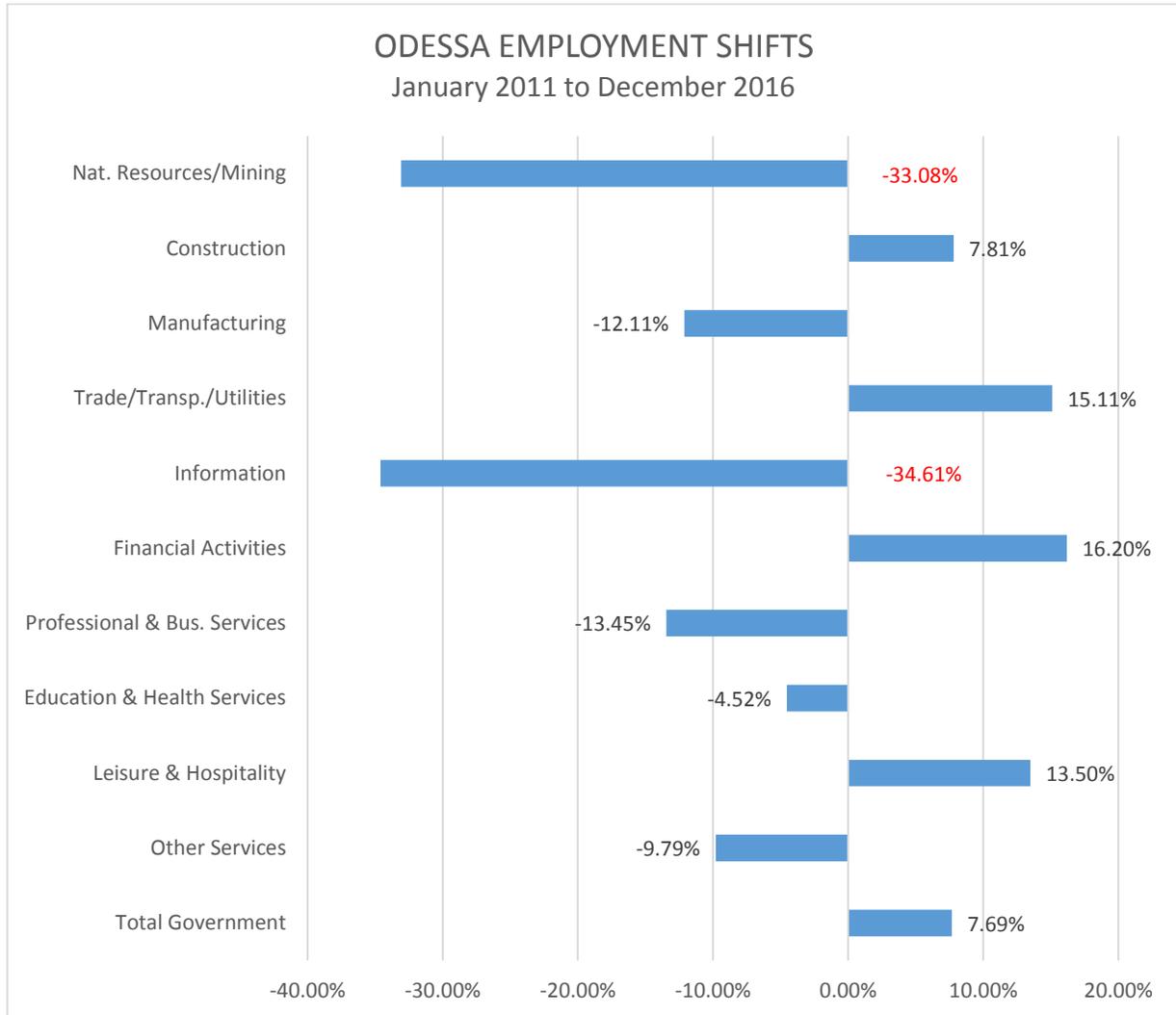


COMMUNITY PROFILE

The Citizens of Odessa enjoy a diverse variety of recreational and cultural amenities year round. From active pursuits to more serene pastimes. Citizens can support our Odessa Jackalopes Hockey Team or be in attendance to the Permian Basin Fiestas typically held at the Ector County Coliseum. Many attend the Heritage Holiday events, including the annual Christmas Tree Lighting Ceremony and Starbright Village. Active pursuits can be found utilizing trails and ponds we have in Odessa. Enjoy the outdoors for a jog, game, or to cast out a line. Comanche Trails is one of the trails citizens can visit and enjoy some fresh air. Amenities available are Disc golf, which is a twist on golfing involving Frisbees to be thrown a distance to a designated net. For citizens who have a fishing license, a fishing pond can be found on the trail where trout can be caught and released. Trails have multipurpose, ranging from biking, hiking, jogging, and walking for family and pets of all ages. Other trails and ponds are the UTPB Tail and Buffalo Wallow. Golf courses are also a leisure pastime for Odessa citizens. Many can enjoy golfing with friends and family at the Ratliff Ranch and Sunset Country golf courses. Many attend fine arts and concerts that are performed at the Globe of the Great Southwest Theatre, the Permian Playhouse, the Art Institute of the Permian Basin, as well as Wagner Noel Performing Arts Center. Retail shopping at the Music City Mall, Parks Legado, Chimney Rock and East 8th Street shopping centers is great fun for everyone to get good eats and treats. Night Life for Odessa Citizens can be dining out at our local restaurants or out watching a movie in the Hollywood or Century 21 movie theatre. Odessa also has a few lounges where many can enjoy an adult beverage. Some popular locations are The Oasis which is inside our MCM Elegante hotel, Cork and Pig Tavern, and Toby's inside MCM Fundome Hotel.



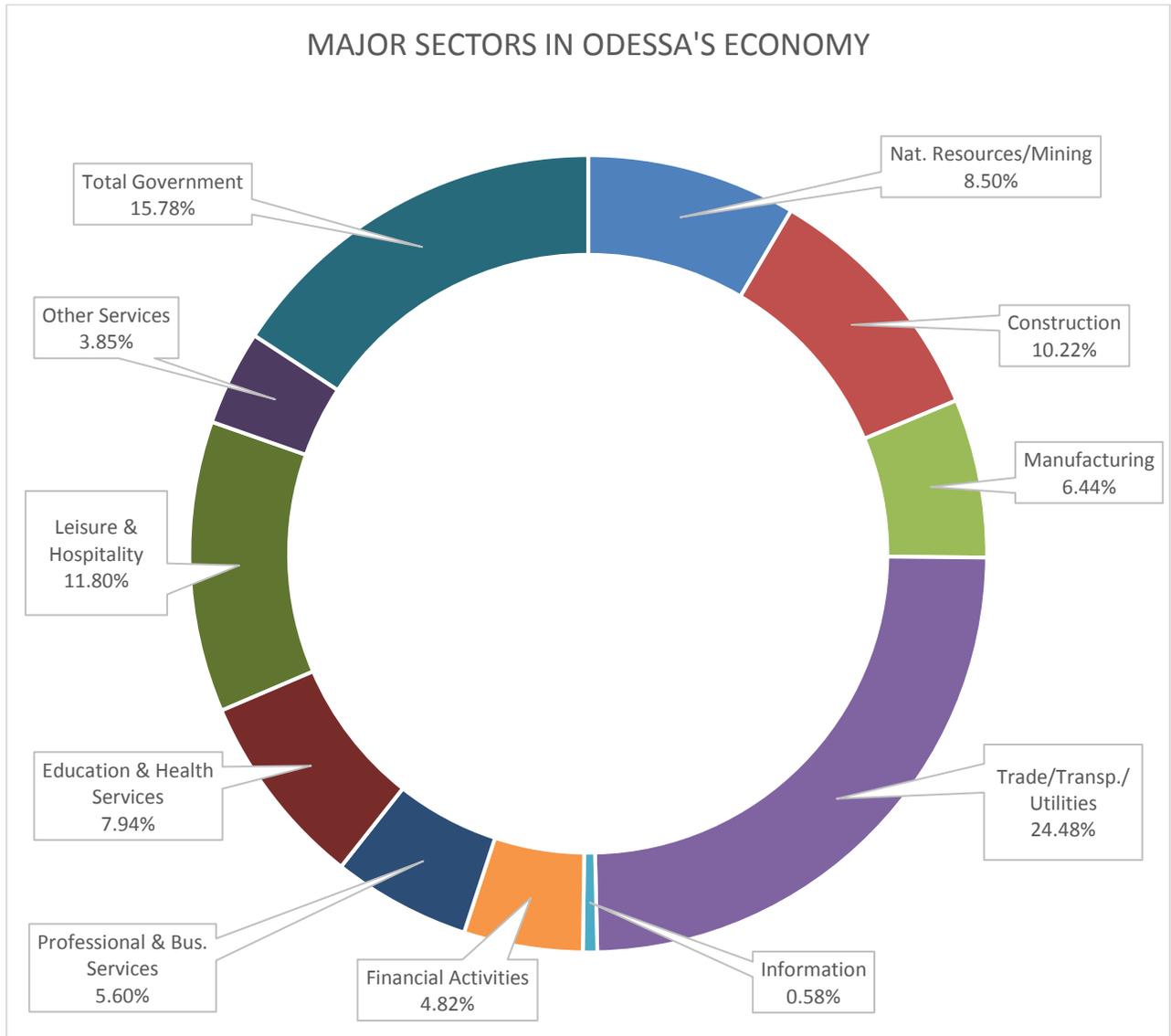
COMMUNITY PROFILE



Source: Labor Market and Career Information (LMCI)

Over the past five years, fluctuating oil prices have resulted in significant shifts in Odessa’s employment sectors. Financial Activities experienced the largest employment gains, with a 16.20% increase, followed by Trade/Transportation/Utilities (15.11%), Leisure and Hospitality (13.50%), Construction (7.81%), and Total Government at 7.69%. The largest employment losses were seen in Information at -34.61%, followed by Natural Resources/Mining (-33.08%), followed by Professional and Business Services (-13.45%), Manufacturing (-12.11%), and Other Services (-9.79%).

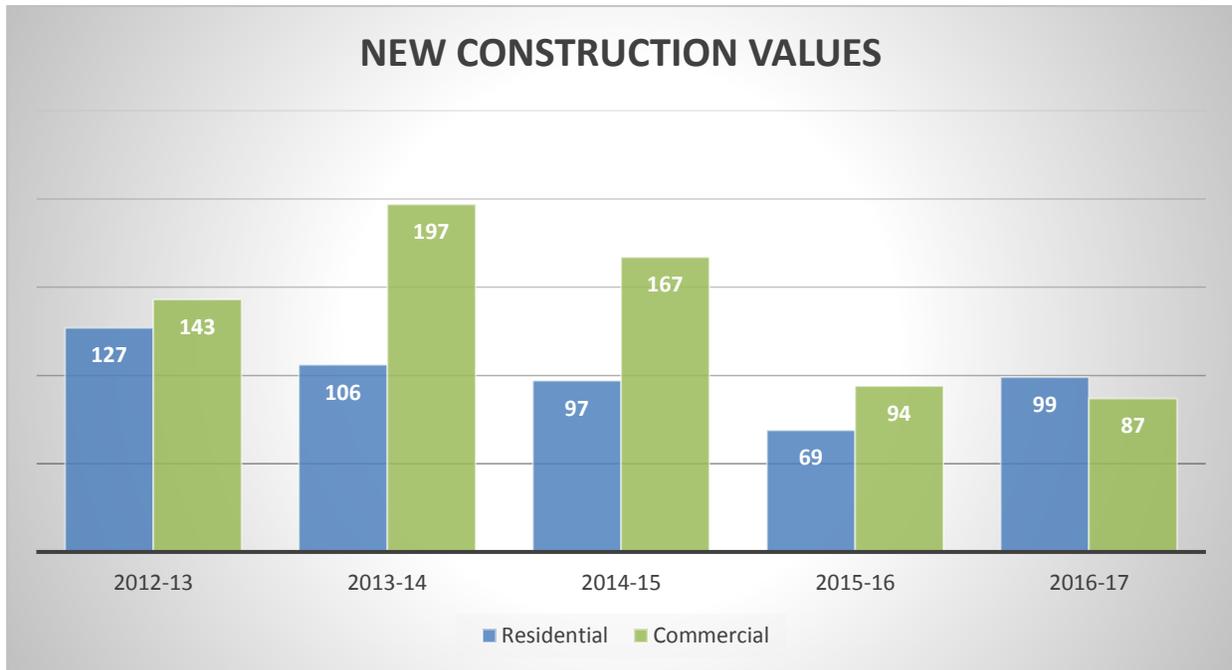
COMMUNITY PROFILE



Source: Labor Market and Career Information (LMCI)

Odessa's economy is comprised of many sectors of employment. The largest sector in Odessa's economy is Trade/Transportation/Utilities at 24.48%, followed by Total Government at 15.78%, Leisure and Hospitality at 11.80%, and Construction at 10.22%. This is followed by Natural Resources/Mining (8.50%), Education and Health Services (7.94%), Manufacturing (6.44%), and Professional and Business Services at 5.60%. The 2 smallest sectors are Financial Activities (4.82%), Other Services (3.85%), and Information at 0.58%.

COMMUNITY PROFILE



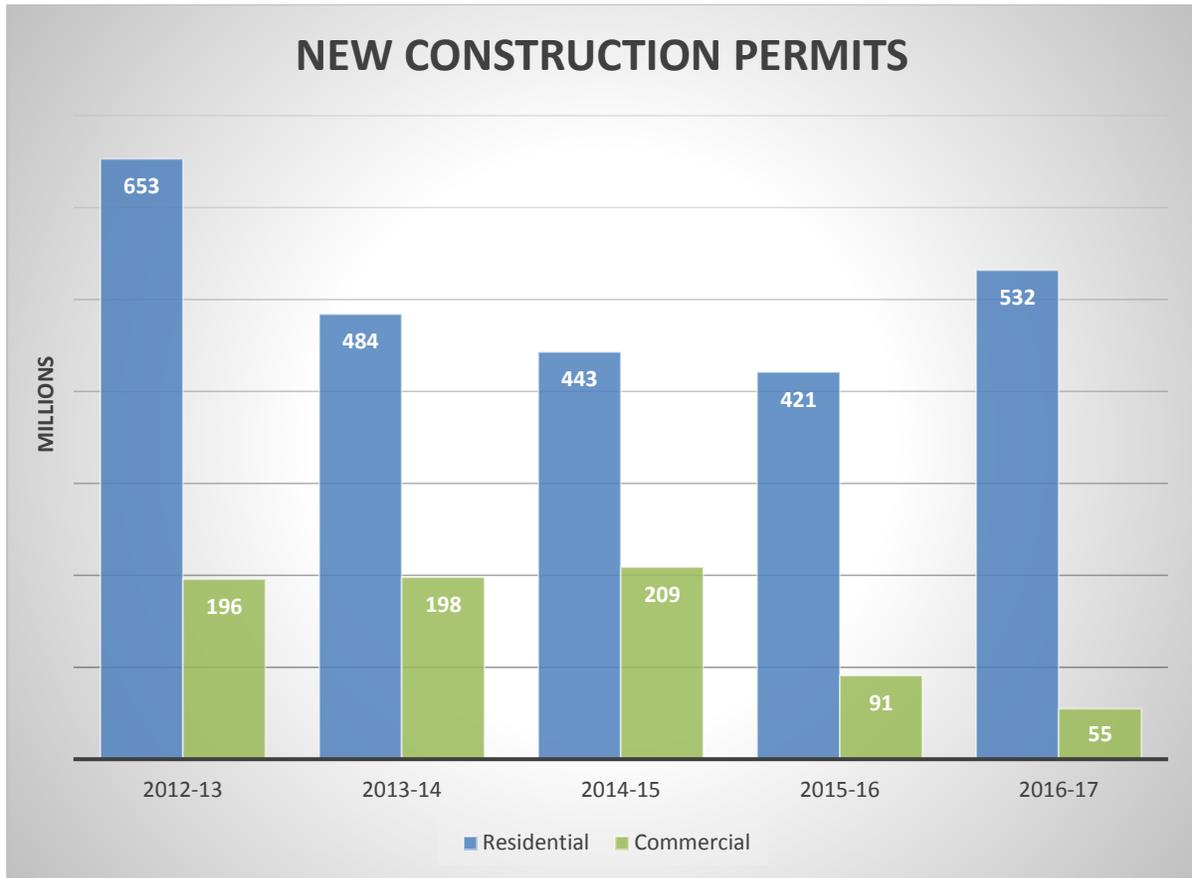
DOLLARS (MILLIONS)

Over the past five years, new residential construction values have fluctuated between \$127 million and \$69 million. Values have, for the most part, trended downward during this period. This is most significantly illustrated by the price of crude oil; the price has decreased from \$94.80 per barrel in May 2013 to \$48.51 per barrel in May 2017.

Between October 2012 and September 2017, the average value of a single-family house decreased by 6.72%. City sales tax revenue (see p. 71) saw a significant increase beginning in January of 2017 with superior growth over state sales revenues. The number of annualized single-family permits also increased 6.52% from October 2012 to September 2017, contributing to the optimistic economic outlook of the city.

New commercial construction values are also affected by the economic factors described above. However, there is not always a direct cause-and-effect relationship between them. This, in part, is due to the nature of commercial construction. A few major commercial projects can skew the construction values for an entire year. There are four major construction projects underway in FY18: the Downtown Hotel and Convention Center, a new three-story apartment complex by Odessa Housing, and the City's own parking garage project.

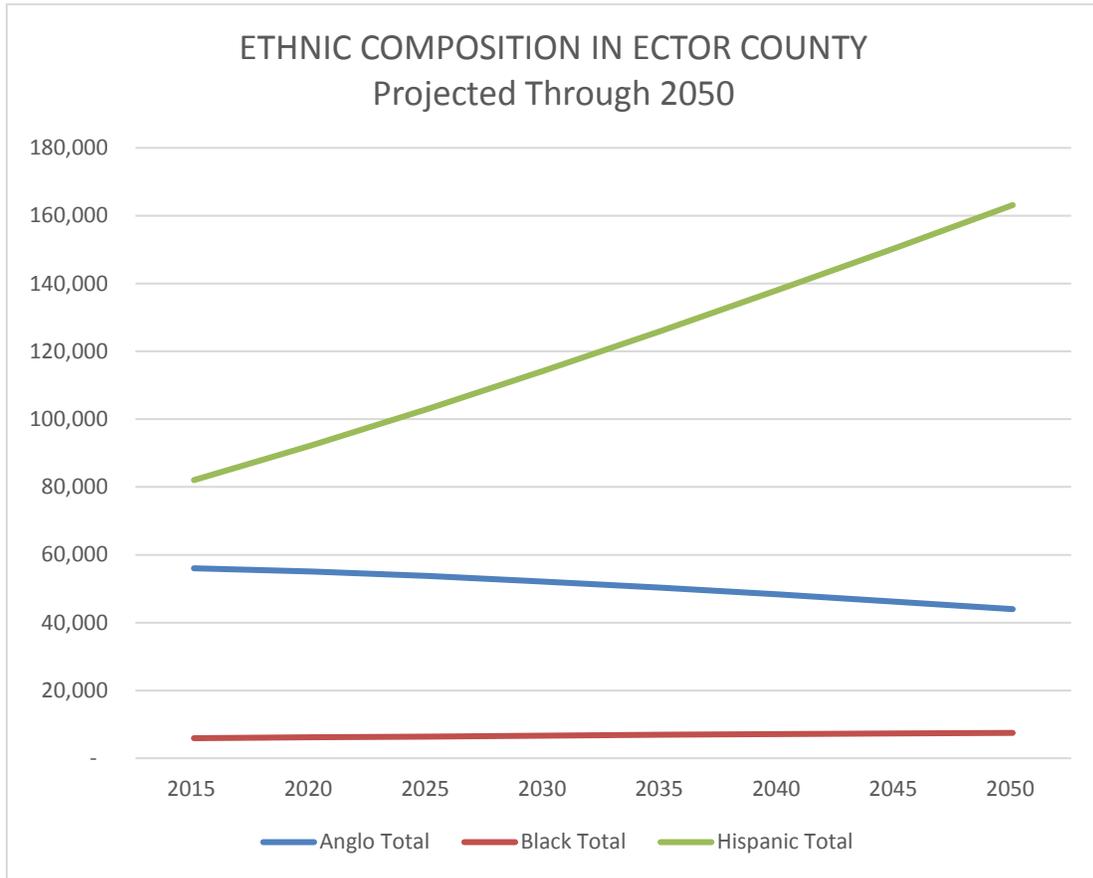
COMMUNITY PROFILE



Between 2012-13 and 2016-17, the average price of oil decreased from \$95.64 to \$49.36 per barrel. The decrease in oil prices impacted the local economy resulting in a decrease for housing demands through FY 2015-16. The overall economic outlook began to improve during January 2017, resulting in an increase in the number of single-family permits issued by 26.4%.

Commercial construction has slowed considerably within the last two years, based in part on the decreasing price of oil. However, new businesses are continuing to move into the area and existing businesses are expanding. During 2016-17, 55 new commercial construction permits were issued, representing a decrease of 65.45% compared to the previous year.

COMMUNITY PROFILE



SOURCE: Texas Demographic Center

The chart above projects the changes in ethnic composition in Ector County, the county in which the City of Odessa is located, over a period of 35 years. The most current race/ethnicity projections by the Texas State Data Center indicate that 56.98% of Ector County's current estimated population is Hispanic, 38.91% of the population is Anglo, and the remaining 4.11% is comprised of African-Americans and other races.

Over the next 35 years, the Hispanic population will continue to rise, while the Anglo population continues to fall. Current projections indicate that by the year 2050, Odessa will be comprised of a population that is 76.02% Hispanic and 20.49% Anglo. The remaining population, including African-Americans, will account for 3.48% of the total.

City of Odessa

FY 2017-18

Adopted Budget

Policy Statements

POLICY STATEMENTS

BUDGET COMPLIANCE

BUDGET COMPLIANCE

The 2017-18 approved operating budget for the City of Odessa is submitted in accordance with the city charter and all applicable state laws. The budget for the City of Odessa is based upon separate funds and sets forth the anticipated revenues and expenditures for the fiscal year for the General Fund, Special Revenue Funds including the Community Development Fund and Convention and Visitors Fund, Debt Service Fund, Water and Sewer Fund, Solid Waste Fund, Liquid Waste Fund, Golf Course Fund, Storm Water Fund, Equipment Service Fund, Information Technology Fund, Risk Management Fund, and other miscellaneous funds.

ITEMIZED BUDGET AND CONTENTS

The annual budget developed by the City of Odessa is regulated throughout the process by the Local Government Code (LGC), which is the state statute regulating municipal budgets in Texas. State law requires an incorporated City to develop an annual budget which itemizes proposed expenditures in comparison to actual expenditures for the preceding year, and shows as definitely as possible each project for which expenditures are appropriated in the budget, (LGC, Sections 102.003, 102.003b). The annual operating budget developed by the City of Odessa contains a complete financial statement that shows:

- 1) the outstanding obligations of the municipality;
- 2) the funds received from all sources during the preceding year;
- 3) the funds available from all sources during the ensuing year;
- 4) the estimated revenue available to cover the proposed budget; and
- 5) the estimated tax rate required to cover the proposed budget.

INFORMATION FURNISHED

In preparing the budget, the budget officer (City Manager) may require any City officer or board to furnish information necessary for the budget officer to properly prepare the budget, (LGC, Section 102.004).

PROPOSED BUDGET FILED

The proposed budget is filed with the City Secretary and is available for public inspection at least thirty (30) days prior to the date when the City Council sets the property tax rate for the next fiscal year, (LGC, Section 102.005). The City Manager filed the 2017-18 Proposed Budget on August 7, 2017, which was more than 30 days prior to the scheduled adoption of the property tax rate on September 26, 2017.

PUBLIC HEARINGS ON PROPOSED BUDGET

The City Council shall hold a public hearing on the proposed budget in which any taxpayer may attend and participate. The Council shall set the hearing for a date occurring after the fifteenth (15th) day after the date the proposed budget was filed, but before the date on which the City Council sets the property tax rate for the next fiscal year. Public notice of the date, time, and location of the hearing must be provided, (LGC, Section 102.006).

The City of Odessa published notices as required by law on August 7, 2017, in the local newspaper, on the City of Odessa's web site, and on the local Government Access Channel, announcing a public hearing on the proposed budget on August 22, 2017.

POLICY STATEMENTS

BUDGET COMPLIANCE

ADOPTION OF BUDGET

At the conclusion of the public hearing, the City Council shall take action on the proposed budget; it may make any changes to the budget it considers warranted by law or deemed to be in the best interest of the taxpayers, (LGC, Section 102.007).

The City of Odessa conducted a public hearing on August 22, 2017, as required by state law, and on September 12, 2017, adopted the annual budget.

APPROVED BUDGET FILED

After adoption by the City Council, the approved budget is filed with the City Secretary and the County Clerk, (LGC, Sections 102.008, 102.009d).

A complete copy of the final published budget document will be filed with the City Secretary and County Clerk. A copy of the annual budget is also placed in the Ector County Library for public access.

LEVY OF TAXES

The City may levy taxes only in accordance with the budget, (LGC, Section 102.009a). However, the adoption of the tax rate must be separate from the vote adopting the budget, (Property Tax Code, (PTC), Section 26.05b). The tax rate consists of two components, the amount of taxes to pay maintenance and operation expenditures, and the amount of taxes to pay debt service, (PTC, Section 26.05a). Should the tax rate adopted by the governing body exceed the calculated effective tax rate, additional legal notices and public hearings will be required (PTC, Section 26.05d).

On September 26, 2017, the City Council adopted a total tax rate of \$0.493248 per \$100 dollars of property valuation for the purpose of paying for City operations (\$0.396569) and for debt service payment (\$0.096679). The adopted tax rate was above the effective tax rate of \$0.467729, and therefore required two public hearings by law. Public hearings were held for the sole purpose of allowing citizens the opportunity to speak, and two separate votes were held to adopt the tax levy as required by the City Charter.

EMERGENCY PROCEDURES

After final approval of the budget, the City Council may spend funds only in strict compliance with the budget, except in an emergency. The City Council may authorize emergency expenditures as an amendment to the original budget only in a case of public necessity to meet an unusual and unforeseen condition that could not have been included in the original budget. If the budget is amended, a copy of the resolution shall be filed with the City Secretary and the County Clerk, (LGC, Section 102.009b,c,d).

CHANGES IN BUDGET

The City Council is not prevented from making changes to the budget for municipal purposes, (LGC, Section 102.010).

During the fiscal year, the City Manager is authorized to transfer budgeted amounts between departments of any fund. All funds are subject to appropriation, and uses of additional revenue received during the fiscal year are appropriated through City Council approval, resulting in an amendment to the budget. Changes to the budget that would increase the total appropriations to any fund must meet the appropriate legal requirements for public notice and citizen participation and must be approved by the City Council.

POLICY STATEMENTS

BUDGET DEVELOPMENT

BUDGET DEVELOPMENT PHASES

Annual budgeting is a dynamic activity of resource allocation. Forecasting and the setting of strategic priorities start the cycle every spring. After the departments are given direction, they reassess their goals and objectives, and request their budgets. The City Manager compiles a proposed budget and presents it to Council. After input from citizens and council members, the Council adopts an operating budget. This new budget takes effect on October 1, at which time all departments receive their new funding. All budgets are continually monitored throughout the year to ensure compliance.

FINANCIAL FORECASTING/BUDGET RELATIONSHIP

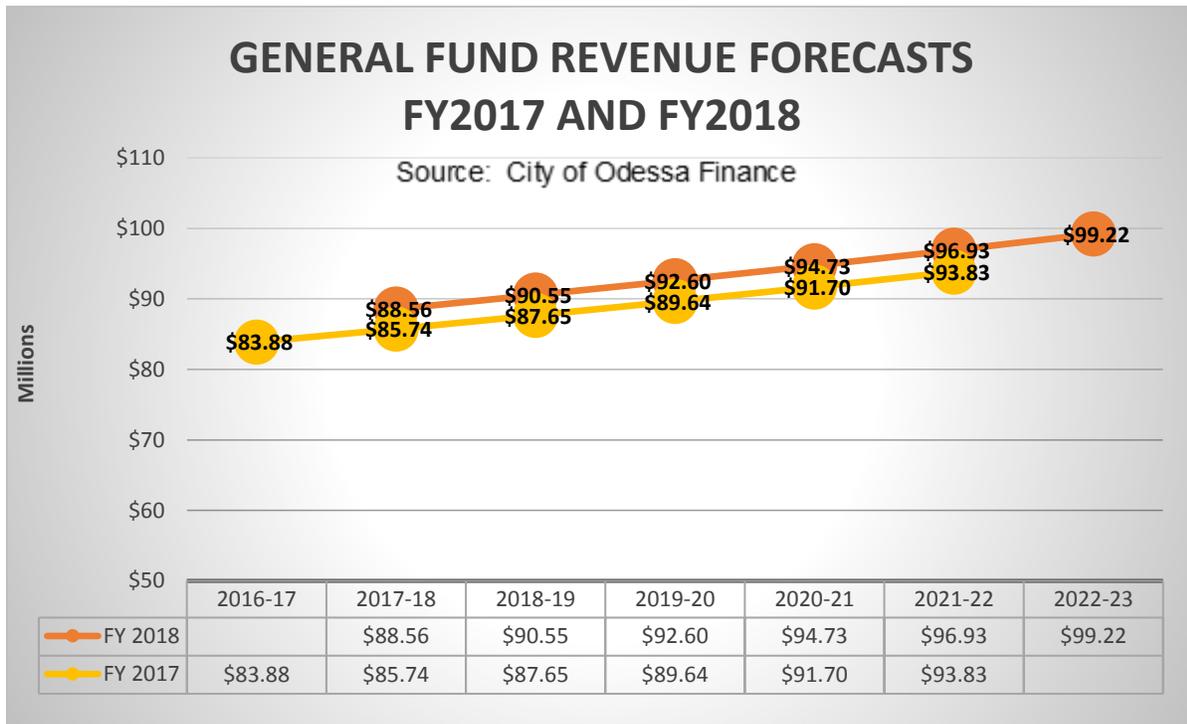
Financial forecasting is requisite to the success of the budgeting process, aiding in proper decision-making for current and future years. Long-range and short-range projections for revenues, reserves, and expenditures are updated annually, based on current service levels for the General Fund. Trend and experiential analyses are used to calculate expenditure and revenue patterns. For most revenue categories, a five-year historical review is considered in determining various behaviors and trends of each particular account when applicable.

Sales Tax receipts began to increase from economic improvement during the middle of the fiscal year. Following January 2017, receipts increased each month ranging from 20% up to 44% over the previous year. In 2017-18, Gross Sales Tax revenues are projected conservatively at \$31,465,079, a 2.8% increase from last year's projection. Property taxes are expected to generate \$27,999,616, up 8.38% compared to FY 2017 revenues, with a projected annual increase of 4.00% through FY 2023. Franchise Fees (gross receipts tax from major utilities projects) and Fines, Fees and Forfeiture Revenues (revenues generated by the issuance of citations) are also projected to grow by 3.00% for each of the next five fiscal years. Together, FY 2018 receipts for these four categories projects a net increase of \$3,114,610 or 4.64% from the previous budget year. Between 2018-19 and 2022-23, total General Fund revenues are anticipated to moderately increase at 2.3% each year, from \$90.55 million to \$99.22 million.

The major expenditure categories for the General Fund budget include Personal Services, Supplies, Services, Maintenance, and Capital Outlay. Personal Services makes up 68.81% of the General Fund budget. It funds the City's current compensation package, which has been designed to recruit and retain qualified employees. The FY 2018 forecast projects a 3.00% annual increase in Personal Services over the next five years to cover the costs associated with maintaining the salary and benefit compensation strategy that is currently in place. From 2018-19 and 2022-23, the Supplies, Services and Maintenance categories are all expected to realize annual increases of 2.00%. The adjustments to future budgets will help cover the rising cost of supplies, material, and external labor. Capital Outlay costs vary from year to year, depending upon the City's needs. For this reason, the forecast does not include an annual increase for Capital Outlay. Over the next five years, total General Fund expenses are expected to grow from \$88.99 million to \$98.89 million, at an average annual rate of 2.67%.

POLICY STATEMENTS

BUDGET DEVELOPMENT



The above graph compares the revenue forecasts made in FY 2017 with those made in FY 2018. The FY 2018 forecast begins \$2,825,435 higher than last year’s projection. The increase between the annual projections is due to economic gains from the gradual recovery of the oil industry.

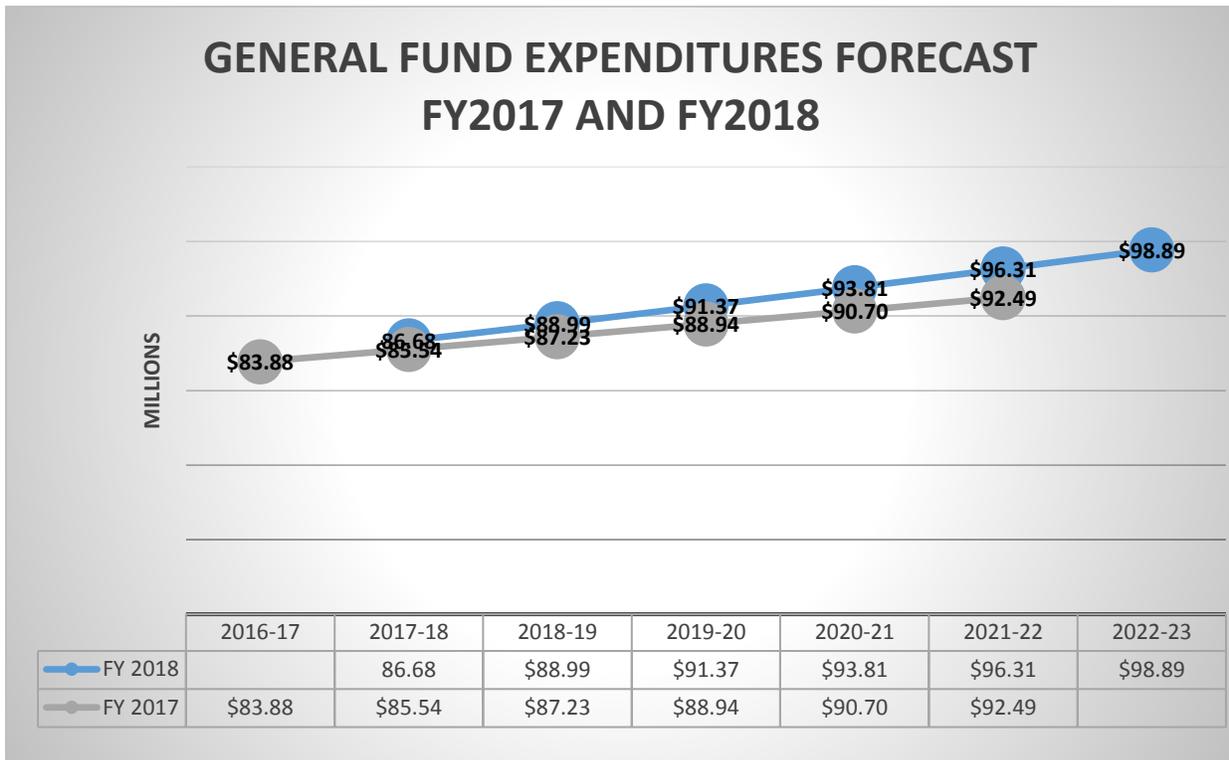
The City’s estimated net sales tax revenues for current FY 2018 are \$30,765,079, which is \$857,828 more than the FY 2017 projection of \$29,907,251. Due to the economic downturn of FY16, the City proposed to maintain long-term sales tax projections at the FY 2017 estimate of \$29,907,251. This year, however, sales taxes is anticipated to generate \$30,765,079, an increase of 2.87% and a projection based on currents trends.

Property Tax revenue projections for FY 2018 did exceed the FY 2017 projection. With an adopted tax rate of \$0.493248, FY 2018 property tax revenues are expected to reach \$28,749,616, representing a 7.6% increase over last year’s projection. Evading the FY 2016 economic decline in oil and gas prices, the City has been able to maintain property values. The City has seen a slight gain in new construction, and residential sales for FY 2017 saw their greatest return in a decade, with \$25.75 million in sales. Property values remain to be a consistent and reliable source of revenue for the City. Over the next five years, property tax revenues are projected to increase at an average annual rate of 4.00%.

The FY 2018 forecast of General Fund revenues is \$88,563,707. By FY 2023, revenues are expected to reach \$99,216,652, an increase of \$10,652,945 in five years. During this time, General Fund revenues are projected to realize an average annual increase of 2.3%.

POLICY STATEMENTS

BUDGET DEVELOPMENT



The FY 2018 financial forecast for expenditures begins with a projection of \$86.68 million, \$1,141,974 higher than the 2016-17 projection set forth in the FY 2017 financial forecast. The increase is primarily the result of a 3% salary increase for all eligible City employees who receive a satisfactory performance evaluation. The projected General Fund Expenditures are \$2,794,044 higher than the previous year's budget. Economic growth since January of 2017 provided additional sales tax revenues, which the City Council allocated towards an employee compensation plan and departmental supplemental requests. Projecting from this point in time, expenditures are expected to increase by \$12,208,883 over a five-year period, at an average annual growth rate of 2.67%.

In 2017-18, the City will fund 1,015 full-time positions; a net gain of ten (10) positions compared to 2016-17 numbers. Ten positions will be added to the **General Fund** in the upcoming year. One (1) Carpenter and one (1) Journeyman Plumber were added to Building Services. One (1) Legal Assistant was added to the City Attorney's office. An additional (1) Fire Inspector was created for the Fire Inspection division. Parks and Recreation were awarded four new positions: one (1) Chemical Application Technician, one (1) Maintenance Worker, one (1) Athletics Equipment Operator, and one (1) Parks Repairer. The Animal Control division gained an additional Animal Control Clerk (1), and Engineering was allowed one (1) new Registered Public Land Surveyor.

POLICY STATEMENTS

BUDGET DEVELOPMENT

STRATEGIC PRIORITIES PHASE

Council develops a consensus on the direction the City should take in the coming year. Council meets at a retreat to identify priorities, issues, and trends in order to determine the City's goals and objectives. These strategic priorities form the framework of the budget.

DEPARTMENTAL REQUESTS PHASE 1

Departments are given the strategic direction to formulate their budget requests from the Council's goals and objectives, and six-month expenditure reports are distributed. Target dollar amounts are determined for each department based on a projected revenue stream. Budget manuals containing instructions to the departments are distributed, and computer training is made available to those who will enter departmental data. Departmental due dates are established and budgeting guidelines are given.

DEPARTMENTAL REQUESTS PHASE 2

Departments formulate their budget requests within the target amount, assessing current conditions, programs, and needs. Departments are encouraged during this phase to thoroughly examine all activities for any way to achieve more efficiency, and each department then prepares preliminary budget requests. Department effectiveness and efficiency are measured against the results of addressing customer concerns. Supplemental requests from each department are identified at this stage.

PROPOSED BUDGET PHASE

Budget requests are reviewed and the initial work on the operating budget is begun. The City Manager conducts budget meetings with department directors regarding their budget requests, and the Finance Department examines each departmental budget request and supplemental request during this phase. Departmental goals and objectives are also analyzed as part of this resource allocation process. The City receives preliminary property values from the appraisal district and uses these estimated revenues to shape the proposed budget.

BUDGET ADOPTION PHASE 1

The City Manager presents the proposed budget to Council. This budget contains all proposed expenditures and financing sources for all City departments, and it is filed with the City Secretary. The City Manager holds budget workshops with Council.

BUDGET ADOPTION PHASE 2

The operating budget is formally adopted in this phase. Legal notices for public hearings on the budget and tax rate are published in the local newspaper, posted on the City's website, and advertised on the Government Access Channel. Public hearings are conducted to obtain citizen comments. The operating budget and corresponding ad valorem rate (property tax rate) are then adopted by Council vote, and the Tax Assessor is notified of the adopted tax rate.

BUDGET IMPLEMENTATION PHASE

The new fiscal year begins October 1, and all departments operate under their new budgetary levels. Published copies of the approved operating budget are filed with the City Secretary and County Clerk. Budget documents are distributed to Council, department directors, and other interested parties.

POLICY STATEMENTS

BUDGET DEVELOPMENT

BUDGET MONITORING PHASE

This final phase in the budget process is an ongoing one. To ensure budgetary compliance, all budgets are monitored at least monthly, comparing actual expenditures to budgeted expenditures. Variances are investigated, and appropriation adjustments are made when necessary. Appropriation adjustments are an accounting reallocation which neither increases, nor decreases, City budget amounts. In this way, expenditures can be accurately tracked, thus providing a history from which budget trends can be derived.

OPERATIONAL AND CAPITAL BUDGET RELATIONSHIP/ORGANIZATION

The Capital Improvement Plan is summarized in the policy section of the budget document, with more detailed information for each project provided in a separate section. Projects accounted for in enterprise funds are included in the capital improvement plan, as well as all future year operating impacts following project completion.

The City of Odessa prepares separate, functional capital budgets from the operating budget, but they are all closely linked. The Capital Improvement Program, as distinguished from the operating budget, is a multi-year financial plan for the acquisition, expansion, or rehabilitation of infrastructure, capital assets, or productive capacity of City services. Capital projects typically apply to (1) expenditures which take place over two or more years requiring continuing appropriations beyond a single fiscal year; (2) funding with debt because of significant costs to be shared by current and future beneficiaries; and (3) scheduled replacement or maintenance of specific elements of physical assets.

Expenditures for the Capital Improvement Program are presented on a budget basis. Budget for an entire contract is appropriated in the period in which a contract is entered. Any unspent funds at fiscal year-end are carried forward to the next budget year.

Revenues for the Capital Improvement plan are derived primarily from general obligation certificate sales, grant funding, and current revenues. Unlike the adopted operating budget, the Capital Improvement plan is a five-year plan that is updated annually.

As part of the Capital Improvements Program, each department identifies those capital projects that have an operating budget impact.

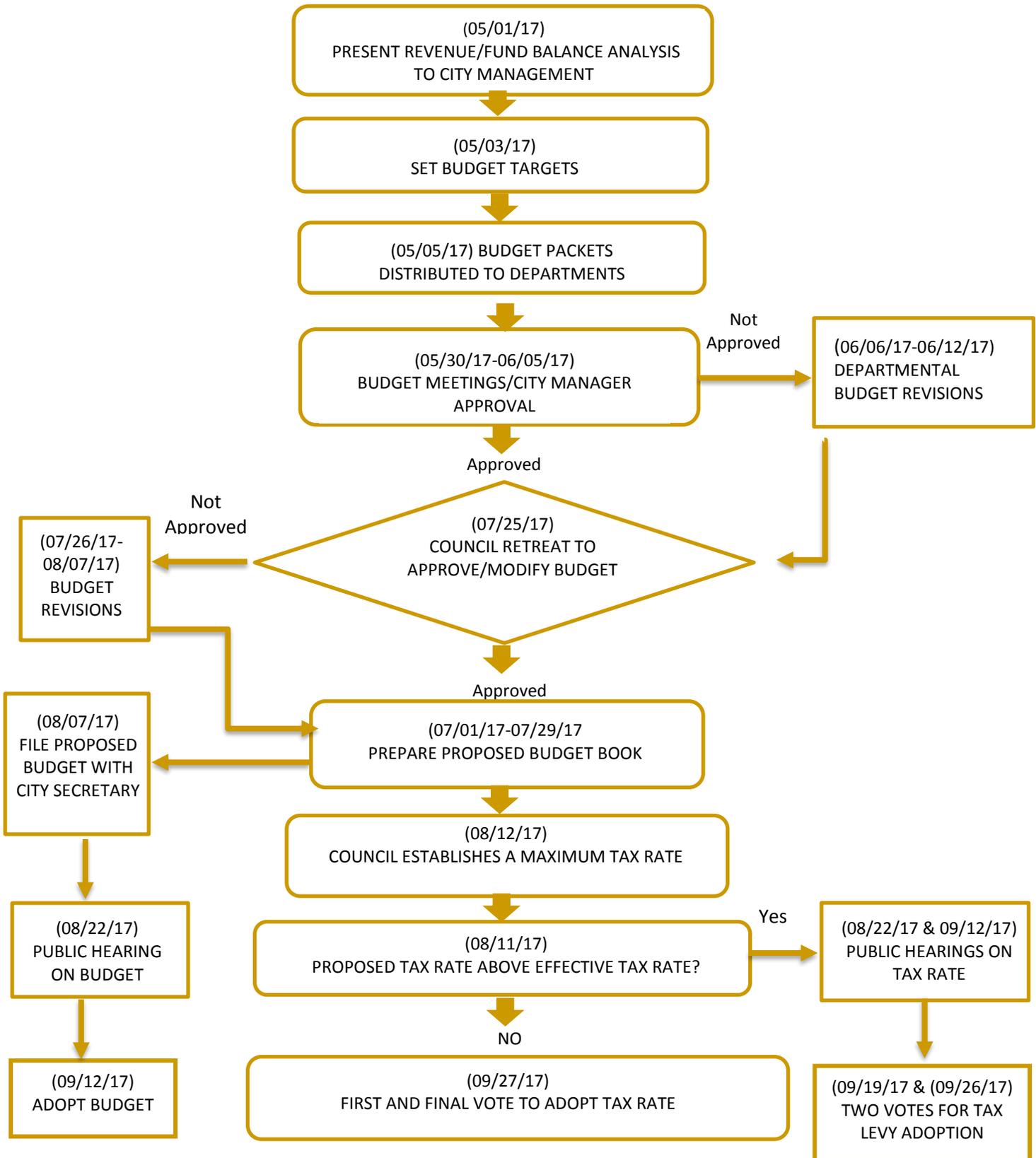
POLICY STATEMENTS

BUDGET CALENDAR

- May 1, 2017 The revenue and fund balance analysis is presented to City Management
- May 3, 2017 Departmental budget targets are set
- May 5, 2017 Budget Packets are distributed to department directors. The packets include all of the information the directors need to finalize their budgets and enter them into the system. The deadlines for small, medium, and large departments to submit their budgets are May 10th, May 17th, and May 19th, respectively.
- May 30-June 5 2017 Departments requesting supplemental funding for the upcoming year meet with management to discuss their requests. Following the meetings, management determines which request will be funded.
- Jul. 1-28, 2017 Budget Staff prepares the proposed budget book
- Jul. 25, 2017 City Council meets at its annual retreat to review the budget and make any changes it deems necessary
- Aug. 7, 2017 The City Manager files the proposed budget book with the City Secretary and the County Clerk's Office.
- Aug. 22, 2017 The City holds the public hearing on the budget, and the first required public hearing on the tax levy.
- Sept. 12, 2017 The City Council votes to adopt the proposed budget, and conducts the second required public hearing on the tax levy.
- Sept. 19, 2017 The City Council conducts a special meeting for the first reading and first vote in support of the FY18 tax levy.
- Sept. 26, 2017 The City Council conducts the final reading of the FY18 tax levy ordinance, followed by the Council Member's final vote to approve the FY18 tax rate.

POLICY STATEMENTS

BUDGET CALENDAR



POLICY STATEMENTS

FINANCIAL POLICIES

FINANCIAL POLICIES:

1. **REVENUE POLICIES.** Projected revenues are estimated using a realistic, objective, and analytical approach based upon economic trends. An outside firm is used to review the City's administrative fees and to determine whether the current fees are providing for full cost recovery.

Enterprise funds establish user charges sufficient to finance the costs of providing goods/services to the public. Water and sewer rates are periodically reviewed to determine if they meet this criterion and are in compliance with the City's debt covenants. Solid Waste rates must strike a delicate balance between funding operational costs and competing with private commercial pick-up service. Storm water rates must be sufficient to fund whatever costs are necessary to ensure compliance with EPA regulations for storm water. (See fund narratives for detail of major revenue sources / trends / analysis.)

2. **FUND BALANCE POLICIES.** The City should maintain the fund balances of the various operating funds at levels sufficient to protect the City's credit worthiness, and its financial position, in the event of an emergency.

Several years ago, the City Council established a fiscal requirement that legally segregated a portion of the General Fund balance for a specific future use. The segregated fund balance should be sufficient to provide financing for 60 days of emergency operation. In 1999, the City Council revised the Fund Balance Policy for the General Fund (Ordinance No. 99-04) to include a separate portion for a Budget Stabilization Account. The amount segregated is equal to the cost of operating the General Fund for 25 days, based on the current year's adopted budget. This account increases/decreases each year in proportion to the General Fund budgeted expenditures. One portion of the Budget Stabilization Account accommodates an approximate 15% sales tax revenue decline, and the remaining balance protects against a 10% decline in property tax revenues or any other revenue loss. In 2005-06, a portion of the fund balance was segregated as "Compensated Absences". These funds have been set aside to reimburse employees for accumulated unileave and/or old sick leave upon their resignation, termination, or retirement from the city.

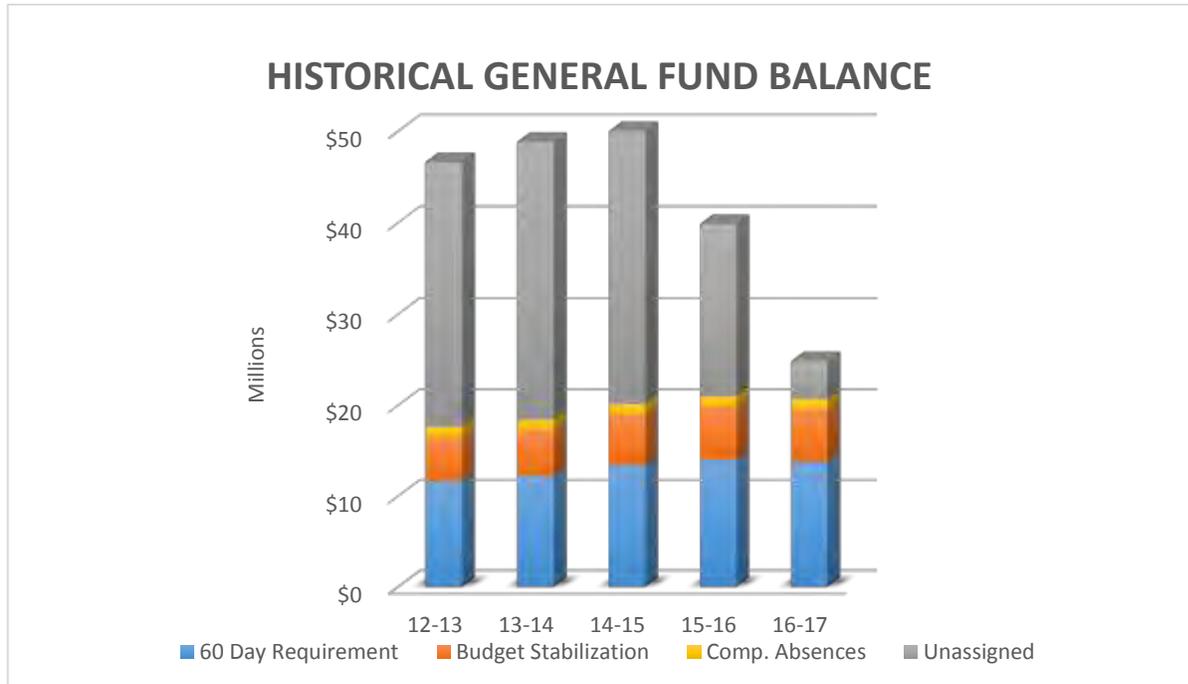
In accordance with GASB 54, the City revised its fund balance policy for governmental funds to comply with the requirements of this new reporting standard. For reporting purposes, fund balance of governmental funds will be classified as non-spendable, restricted, committed, assigned, and unassigned. Non-spendable, restricted, and committed balances are determined and reported based on certain constraints. All other remaining balances are reported as assigned or unassigned within the governmental funds.

The 60-Day Emergency Requirement and the Budget Stabilization accounts within the General Fund continue in effect as before and are classified as unassigned. Compensated Absences is classified as assigned. All other remaining funds are classified as unassigned. City Council may appropriate any unassigned General Fund balance for emergency expenditures, one-time capital project expenditures, or any special project. (See fund narratives for detail of fund balance changes and uses.)

In 1998, the City Council established a \$1,000,000 reserve for Rate Stabilization for the Water and Sewer Fund to be used for unexpected water revenue fluctuations.

POLICY STATEMENTS

FINANCIAL POLICIES



	2012-13	2013-14	2014-15	2015-16	2016-17
ASSIGNED:					
Comp. Absences	\$1,143,523	\$1,143,523	\$1,143,523	\$1,143,523	\$1,143,523
UNASSIGNED:					
60 Day Reqmnt.	11,641,796	13,428,296	13,428,296	14,007,127	13,789,805
Stabilization Acct.	4,850,748	5,595,123	5,595,123	5,836,303	5,745,752
Unassigned	28,980,450	30,430,827	32,962,610	18,865,013	4,171,203
FUND BALANCE:	\$46,616,517	\$50,597,769	\$53,129,552	\$39,851,966	\$24,850,283

Source: Odessa Finance Department

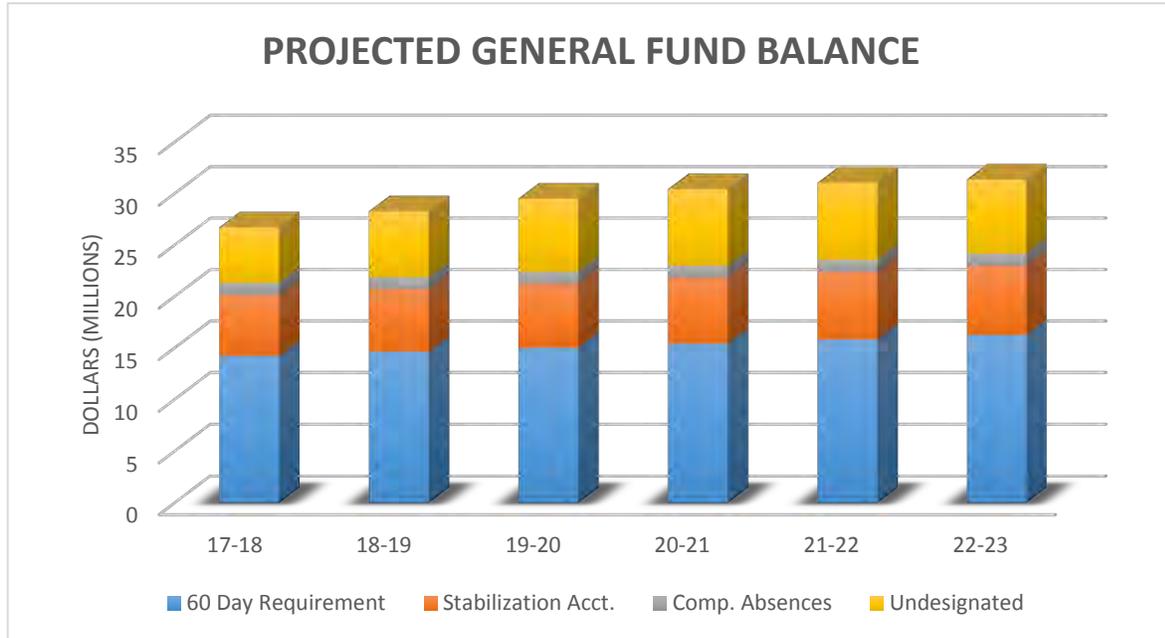
FUND BALANCE HISTORY

Unassigned fund balance for the General Fund is comprised of a 60-day operating requirement, a 25-day budget stabilization account, and a remaining unassigned account. Compensated absences are included in assigned fund balance. Between fiscal years 2012-13 and 2016-17, the fund balance fluctuations have resulted in an overall decrease of 46.76%. The total fund balance is estimated to be \$24.85 million by the end of the 2016-17 fiscal year.

The above graph presents the actual fund balance for the General Fund for fiscal years 2012-13 through 2015-16 and the estimated fund balance for 2016-17.

POLICY STATEMENTS

FINANCIAL POLICIES



Source: Finance Department

	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
ASSIGNED:						
Comp. Absences	\$1,143,523	\$1,143,523	\$1,143,523	\$1,143,523	\$1,143,523	\$1,143,523
UNASSIGNED:						
60 Day Reqmnt.	14,249,100	14,628,810	15,019,056	15,420,136	15,832,359	16,256,040
Stabilization Acct.	5,937,125	6,095,338	6,257,940	6,425,057	6,596,816	6,773,350
Unassigned	5,402,216	6,419,464	7,102,148	7,457,482	7,493,482	7,219,010
FUND BALANCE:	\$26,731,964	\$28,287,135	\$29,522,667	\$30,446,198	\$31,066,180	\$31,391,923

FUND BALANCE PROJECTIONS

The ending fund balance estimate for fiscal year 2017-18 is \$14.25 million in the 60-day operating requirement, \$5.94 million in the budget stabilization account, \$1.14 million in the compensated absences requirement, and \$5.40 million as unassigned. This is a total fund balance of \$26.73 million.

Projections indicate that for each of the next five years, revenues will be sufficient to maintain the 60-day operating requirement, the 25-day stabilization account, the compensated absences requirement, and an adequate unassigned fund balance.

The above graph presents the ending fund balance projections for the General Fund for fiscal years 2017-18 through 2022-23.

POLICY STATEMENTS

FINANCIAL POLICIES

3. **FINANCIAL REPORTING POLICIES.** The financial reporting policies of the City will conform to accounting principles generally accepted in the United States of America and standards of the Government Finance Officers Association.

The monthly and annual financial reports will present a summary of financial activity by major fund type. The operations of each fund, as shown in the annual budget, are accounted for with a separate set of self-balancing accounts that comprise its revenues and expenditures as appropriate.

An independent accounting firm will perform an annual audit of the financial statements of the City and will publicly issue an opinion. The annual audit is conducted at the end of each fiscal year.

4. **GRANT POLICY.** The City of Odessa will seek a fair share of available state and federal financial support unless conditions attached to that assistance are contrary to the City's best current and future interests. Prior to applying for and accepting intergovernmental aid, the City will examine the matching requirements so that the source and availability of these funds may be determined before the grant application is made. The City will also assess the merits of a particular program as if it were funded with local tax dollars. Local tax dollars will not be used to make up for losses of intergovernmental aid without first reviewing the program and its merits.

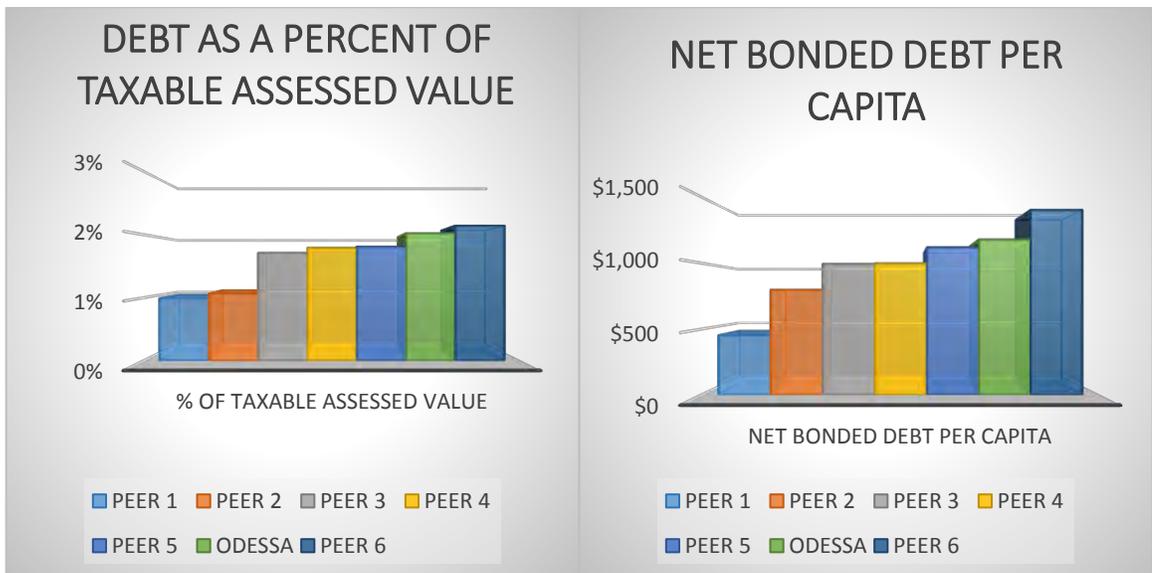
All departments requesting appropriations to participate in specific grants for the upcoming fiscal year are required to submit a City of Odessa Grant Application (COGA) form. This form can be submitted during one of the two review months (January or June) of each fiscal year. Departments will direct all requests to the Finance department for collective review by the Finance Committee and the City Council. The submission of the COGA will ensure adequate planning in funding the grant(s) for the next fiscal year (October 1 through September 30). All budget estimates in the COGA for the upcoming fiscal year will need to be submitted by either January 1 (or) June 1 of each year, regardless of the granting authority application due date.

POLICY STATEMENTS

FINANCIAL POLICIES

5. **DEBT MANAGEMENT POLICIES.** The objective of the City of Odessa debt management policy is to maintain the City's ability to incur present and future debt at the most beneficial interest rates, and in the amounts needed, to finance the Capital Improvements Program without adversely affecting the City's ability to finance essential services. When long-term debt financing is utilized, the City will ensure that repayment will be made by levying sufficient ad valorem taxes to service general obligation debt and realizing sufficient net revenues to service revenue debt while upholding all related bond covenant agreements.
- i. A five-year Capital Improvements Program (CIP) will be developed and updated annually, along with the corresponding anticipated funding sources.
 - ii. It is the intent of the City to issue new certificates of obligation (CO) debt for general purpose CIP as old debt is retired, thus avoiding the need for additional revenues for debt service.
 - iii. Efforts will be made to maintain or improve the City's bond rating. Effective communication will continue with bond rating agencies, financial advisors, independent auditors, investors, and citizens regarding its financial condition.
 - iv. The City will develop and update comparative debt information in the form of ratios to determine the appropriate debt level for financing capital projects prior to the issuance of new debt. (Note: All debt is tax supported and does not include enterprise or overlapping debt.)

Below is a sample of the various comparative debt ratios as of September 30, 2016. The City selects certain neighboring cities as a peer group to compare debt information. As the graphs show, Odessa's net general bonded debt as a percentage of taxable assessed value (2.02%) ranks sixth in the group. Odessa also ranks sixth in net general bonded debt per capita (\$1,178).



POLICY STATEMENTS

FINANCIAL POLICIES

BUDGET POLICIES:

Staff and City Council follow established procedures in producing budgetary data.

1. In accordance with the city charter, the City Manager is responsible for preparing and recommending an operating budget for City Council consideration prior to September 1. The operating budget includes proposed expenditures and the means of financing them for the upcoming year, along with estimates for the current year and actual data for the preceding year. The city charter requires that the budget be submitted in summary form. In addition, more detailed line-item budgets are included for administrative control.
2. A multi-year financial forecast is prepared as a planning tool in developing the operating budget.
3. Budget work sessions and public hearings are conducted with public notice being given within statutory limits, for the purpose of obtaining taxpayer comments. Copies of the proposed budget are made available for City Council, media, and citizens' review prior to any work sessions or public hearings.
4. The City gives the highest priority to funding daily operational costs from current revenues and funding capital assets or non-recurring expenditures from one-time revenues or unreserved fund balance.
5. Each department's operational budget is developed within a targeted dollar amount designated by Finance. The target amount is based on the total projected revenues and the department's percentage of the previous year's budget. Any proposed increases or decreases in service levels to the citizens are noted. Requests requiring funds in addition to the targeted amount are submitted for consideration in a supplemental request along with suggestions on how to fund the request.
6. A high priority is placed on continuing the compensation plan adopted by Council. In setting the target amount for departmental budgets, Finance takes into consideration the funding of the merit pay plan and other increases in employee benefits.
7. The budget requests submitted by the departments are evaluated based on a customer focus measurement and customer concerns.
8. Budgeted revenues and expenditures for each fund should be realistic and based upon current trends.
9. Every effort is made to create a balanced budget (a budget in which revenues equal expenditures) for the General Fund. Property tax revenue is one of two major sources of revenue for the General Fund. This policy ensures that any revenues generated by an increase in the property tax rate are used to cover necessary expenditures, rather than to increase the fund balance.

POLICY STATEMENTS

FINANCIAL POLICIES

10. All departments providing services that are based on a user-fee concept should make every effort to be self-supported by those fees.
11. The budget provides for adequate maintenance, repair, and replacement of capital assets. Postponing of such items to balance the budget would only lead to short-term gain at the expense of long-term financial security.
12. Prior to October 1, the budget is legally enacted through passage of a resolution.
13. Activities of the General Fund, Internal Service Funds, Special Revenue Funds and Debt Service Fund are included in the annual appropriated budget, legally adopted. The City includes all proprietary funds in the annual budget adopted, but only as a financial plan.
14. Capital projects are budgeted over the life of the respective projects rather than on a fiscal year basis.
15. Once the budget is adopted, the City Manager is authorized to transfer budgeted amounts between departments within any fund; however, any revisions that increase budgeted appropriations of any fund must be approved by the City Council after appropriate public notice.
16. Reports prepared monthly compare actual revenues, expenditures and encumbrances to budgeted amounts. The monitoring of expenditures to budgeted appropriations, at the departmental level, is employed as a budgetary management tool for the General Fund, Internal Service Funds, Special Revenue Funds, and Debt Service Fund.
17. Encumbrances outstanding at year-end are reported as committed fund balances in financial accounting unless otherwise restricted by constraints placed on them. For budgetary accounting, any appropriations for encumbered or obligated funds are carried over to the subsequent fiscal year in order to complete these transactions.
18. Appropriations that are not expended or encumbered at the end of the fiscal year lapse at the end of that fiscal year. The unencumbered appropriation balances of any capital projects do not lapse at year-end.

POLICY STATEMENTS

BUDGET CONTINGENCY PLAN

BUDGET CONTINGENCY PLAN

A budget contingency plan was developed in 1991-92 which details various courses of action that may be undertaken when varying levels of revenue shortfalls are anticipated. The basic provisions of the plan are:

If an anticipated shortfall in revenue is equal to:

1% Shortfall

- Prohibit unbudgeted expenditures. Budget amendments will not be made from fund balances.
- City Manager, Assistant City Managers, and department directors will be required to review, monitor, and control planned expenditures.
- Department directors must re-justify planned capital outlay purchases to City Manager or Assistant City Managers prior to all expenditures.
- All overtime must be pre-approved by City Manager.

2% Shortfall

- Eliminate planned capital outlay.
- Eliminate travel and training.
- Freeze all vacant positions.

3% Shortfall

- Reduce all operating departmental budgets by 2%.

4% Shortfall

- Reduce all operating departmental budgets by 3%

Over 4% Shortfall

- Reduce service levels.
- Eliminate specific programs.
- Reduce personnel.
- Re-evaluate funding for outside agencies.

POLICY STATEMENTS

ACCOUNTING POLICIES

ACCOUNTING POLICIES

The accounting policies of the City conform to accounting principles generally accepted in the United States of America.

1. PRINCIPLES DETERMINING SCOPE OF REPORTING ENTITY. Component units generally are legally separate entities for which the primary government is considered to be financially accountable. Financial accountability ordinarily involves meeting both of the following criteria: the primary government is accountable for the potential component unit (i.e., the primary government appoints the voting majority of its board) and the primary government is able to impose its will upon the potential component unit, or there is a possibility that the potential component unit may provide specific financial benefits to impose specific financial burdens on the primary government. Additionally, the primary government may determine, in management's professional judgment, that the inclusion of an entity that does not meet the financial accountability criteria is necessary to prevent the reporting entity's financial statement from being misleading.
2. INTERNAL CONTROLS. City management is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. Management is also charged with ensuring that adequate accounting data is compiled to allow for the preparation of financial statements in conformity with accounting principles generally accepted in the United States of America. The cost of a control should not exceed the benefits likely to be derived. The valuation of costs and benefits requires estimates and judgments by management.
3. SINGLE AUDIT. A single audit is made to determine the adequacy of the internal control structure, including that portion related to federal financial assistance programs, as well as to determine that the City has complied with applicable laws and regulations.

The City is required to undergo an annual single audit in conformity with the provisions of the Single Audit Amendments of 1996 and the audit requirements of Title 2 of the U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

4. ENCUMBRANCES. Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to set aside that portion of the applicable appropriation, is employed as an extension of budgetary integration in the General Fund and Special Revenue Funds. Encumbrances outstanding at year-end are reported as either restricted or assigned fund balances, and do not constitute expenditures or liabilities, because the commitments will be honored during the subsequent year.
5. CASH AND INVESTMENTS. Cash includes amounts in demand deposits as well as short-term investments with maturity dates no longer than three months. The City's investments are stated at fair value, except for external investment pools. Fair value is based on quoted market prices as of the valuation date. Management's intent is to hold all investments to maturity and thereby recover the full value of the various investments made.

POLICY STATEMENTS

ACCOUNTING POLICIES

5. CASH AND INVESTMENTS (CONT). The City of Odessa is required to comply with the Public Funds Investment Act, Chapter 2256, Texas Government Code. It is the policy of the City of Odessa to invest public funds to provide the highest investment return with the maximum security while meeting the daily cash flow demands of the City. The investment policies must conform to all state and local statutes governing the investment of public funds.
6. WATER AND SEWER RECEIVABLES. The City's Water and Sewer Enterprise Fund operates on a monthly billing cycle, issuing bills continuously throughout the month.
7. TRANSACTIONS BETWEEN FUNDS. Transactions between funds that would be treated as revenues, expenditures, or expenses if they involved an organization external to the governmental unit are accounted for as revenues, expenditures, or expenses in the funds involved. Reimbursements from one fund to another for expenditures or expenses already made are recorded as expenditures or expenses in the reimbursing fund.

Non-recurring or non-routine transfers of equity between funds are treated as transfers and are reported as results of operations for governmental funds, and as contributed capital for proprietary funds for transfers to, or as a reduction of, results of operations for transfers out. All other operating type transfers are treated as transfers and are included in the results of operations of both governmental and proprietary funds.

8. INVENTORIES. Inventories are valued at cost, which approximates market, using the first-in, first-out method and are recorded under the consumption method. Inventories in the General Fund consist of expendable supplies. The cost of individual items is included as inventory when acquired and included in expenditures as supplies are used.
9. RESTRICTED ASSETS. These assets consist of cash, certificates of deposit, and other short-term investments legally restricted for various purposes.
10. GENERAL FIXED ASSETS AND GENERAL LONG-TERM DEBT ACCOUNT GROUPS. The accounting and reporting treatment applied to the fixed assets and long-term liabilities associated with a fund are determined by its measurement focus. All governmental funds are accounted for on a spending or "financial flow" measurement focus. This means that only current assets and current liabilities are generally included on their balance sheets. Their reported fund balance (net current assets) is considered a measure of "available spendable resources." Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of "available spendable resources" during a period.

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the general fixed asset account group, rather than in governmental funds. Public domain ("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 are capitalized along with other general fixed assets.

All fixed assets are valued at historical cost or estimated cost if actual historical cost is not available. Donated fixed assets are valued at their fair market value on the date donated. Interest costs incurred on debt-financed construction is capitalized during the construction period.

POLICY STATEMENTS

ACCOUNTING POLICIES

10. GENERAL FIXED ASSETS AND GENERAL LONG-TERM DEBT ACCOUNT GROUPS (CONT).

Because of their spending measurement focus, expenditure recognition for governmental fund types is limited to exclude amounts represented by noncurrent liabilities. Since they do not affect net current assets, such long-term amounts are not recognized as governmental fund type expenditures or fund liabilities. They are instead reported as liabilities in the general long-term debt account group.

The two account groups are not “funds.” They are concerned only with the measurement of financial position. They are not involved with measurement of results of operations. They are, however, reported in the entity-wide financial statements with related depreciation, amortization and other related assets and liabilities.

Special reporting methods are applied to governmental fund inventories using the consumption method to indicate that they do represent “available spendable resources.”

All proprietary and pension trust funds are accounted for on a cost of services of “capital maintenance” measurement focus. This means that all assets and liabilities (whether current or noncurrent) associated with their activity are included on their balance sheets. Their reported fund equity (net total assets) is segregated into contributed capital and net assets components. Proprietary fund type operating statements present increases (revenues) and decreases (expenses) in net total assets.

11. DEPRECIATION. Depreciation of all exhaustible fixed assets used by proprietary funds and governmental activities is charged as an expense against their operations. Accumulated depreciation is reported on proprietary fund and governmental activities balance sheets. Depreciation has been provided over the estimated useful lives using the straight-line method. The estimated useful lives are as follows:

Buildings	25 - 40 years
Improvements	25 - 40 years
Infrastructure	25 years
Furniture and Office Equipment	7 - 10 years
Machinery and Equipment	5 - 20 years
Data Processing Equipment	3 - 5 years
Automotive Equipment	3 - 10 years
Radio Equipment	5 - 10 years

12. GENERAL LONG-TERM OBLIGATIONS. All unmatured long-term indebtedness other than that directly related to, and expected to be paid from, proprietary or fiduciary funds is reported in the general long-term obligations account group. This debt is secured by the full faith and credit of the City.

POLICY STATEMENTS

ACCOUNTING POLICIES

13. ACCRUED EMPLOYEE BENEFITS PAYABLE.

During the year ending September 30, 1998, the City approved amendments to the personnel policy to implement a consolidated leave for sick leave, vacation, and emergency leave, to be referred to as unileave. The rate at which employees accrue unileave time is dependent upon length of service and ranges from seventeen days to twenty-seven days per year. Any unileave not used within the year in which it is accrued may be carried over to the following year without limitation, until termination of employment, at which time it will be paid to the employee at his or her current salary per hour. The vacation time that had accrued prior to the inception of the unileave policy was transferred to the employee's unileave account and considered to be the beginning unileave balance. All sick leave an employee accrued prior to this policy was placed in an old plan accrual account. This sick leave is available to the employee to be utilized after the employee has utilized five consecutive full days of unileave and needs additional days for the same reason. At termination, those employees with sick leave hours remaining under the old plan will be paid for those hours at a rate of one-for-two, which means the employee will receive one hour of current pay for every two hours of sick leave accrued. The City accrues a liability for compensated absences that meets the following criteria:

- A. The City's obligation relating to employees' rights to receive compensation for future absences is attributable to employees' service already rendered.
- B. The obligation relates to rights that vest or accumulate.
- C. Payment of the compensation is probable.
- D. The amount can be reasonably estimated.

In accordance with the above criteria, the City has accrued a liability for unileave, remaining sick leave, and compensatory time which has been earned but not taken by City employees. For governmental funds, the liability for compensated absences has been recorded in the general long-term group of accounts. The liability for compensated absences is recorded in proprietary fund types as an accrued liability.

14. BOND DISCOUNTS AND PREMIUMS. Bond discounts and premiums for proprietary funds and governmental activities are deferred and amortized over the term of the bonds using the bonds-outstanding method, which approximates the effective interest method. Bond discounts are presented as a reduction of the face amount of bonds payable, whereas bond premiums are added to the face amount of bonds payable.

15. FUND EQUITY. The City records classifications of fund equity to indicate that portions of the fund equity are segregated for a specific future use or for possible future use. The following is a list of all classifications of fund equity used by the City, along with a description of each:

- A. UNRESTRICTED FUND BALANCE: Non-spendable fund balance represents amounts that are required to be maintained intact. Restricted fund balance is defined as that portion of fund balance that can be spent only for the specific purposes stipulated by constitution, external resource, or through enabling legislation. Committed fund balance includes amounts constrained to specific purposes determined by a formal action of the City itself, using its highest level of decision-making authority. Assigned fund balance amounts are intended to be used by the government for specific purposes but do not meet the criteria to be restricted or committed. Unassigned fund balance is the residual classification of the General Fund. Within the General Fund unassigned fund balance, the City has established the following:

POLICY STATEMENTS

ACCOUNTING POLICIES

60 Day Requirement – funds appropriated by City Council Resolution 83R-62 for the purpose of providing for contingencies with an amount based upon a minimum of 60 days emergency operation.

Budget Stabilization – funds set aside by City Council Ordinance 99-04 for the purpose of protecting the City for an up-to-15% sales tax revenue decline and a 10% decline in property tax revenues or any other revenue loss. This amount is based upon a 25-day operations balance based on the last adopted budget.

B. NET INVESTMENT IN CAPITAL ASSETS:

- a. Invested in Capital Assets, net of Related Debt - This component of net assets consists of capital assets, net of accumulated depreciation, and reduced by any outstanding debt attributable to those capital assets.
- b. Restricted for Rate Stabilization - Funds necessary for unexpected water rate fluctuations.
- c. Unrestricted Net Assets - This component of net assets includes all net assets that do not meet the definition of "restricted" or "invested in capital assets, net of debt".

16. REVENUE RECOGNITION - PROPERTY TAXES. Property taxes attach as an enforceable lien on property as of January 1. Taxes are levied on the following October 1 and are due and payable at that time. Taxes are collected by the collecting agency beginning on September 1. All unpaid taxes levied October 1 become delinquent as of February 1 of the following year.

Property tax revenues are recognized when they become available. Available includes those property tax receivables expected to be collected soon enough after year-end to be used to pay current expenditures. This is approximately sixty (60) days after year-end.

General property taxes are limited by home rule charter to \$2.00 per \$100.00 of assessed valuation. There is no limitation within the \$2.00 ceiling for debt service.

Billing and collections are processed by the Ector County Appraisal District, which acts as an agent on the City's behalf. The Appraisal District also maintains the property tax rolls and processes all delinquent tax collections. Taxes collected by the appraisal district for the coming fiscal year before September 30 are recognized as unearned revenue.

State statutes limit the debt service tax rate to an amount no greater than that needed to meet current year principal and interest requirements, but does provide for an allowance for the uncollected current year's tax levy. The City has adopted a policy to record all delinquent taxes in the General Fund. The effect of accounting for the delinquent taxes in this manner is to maximize the tax revenue earmarked for debt service and is not significant to the financial statements.

17. FEDERAL AND STATE GRANTS AND ENTITLEMENTS. Grants, entitlements, and shared revenues may be accounted for within any of the fund types. The purpose and requirement of each grant or entitlement are carefully analyzed to determine the proper fund type in which to record the related transactions. Grants or entitlements received for purposes normally financed through a particular fund type may be accounted for in that fund type provided that applicable legal restrictions can be appropriately satisfied.

POLICY STATEMENTS

ACCOUNTING / BUDGETARY BASIS

BASIS OF ACCOUNTING

Governmental and Agency funds are accounted for using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when they become measurable and available as net current assets. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Exceptions to this general rule include unmatured principal and interest on general long-term obligations which are recognized when due. This exception is in conformity with accounting principles generally accepted in the United States of America.

Property tax revenues and sales tax receipts are considered measurable and available when collected by the respective intermediary collecting agency and recognized as revenue at that time. Taxes collected by the collecting agency for the coming fiscal year before September 30 are recognized as unearned revenue. Licenses and permits, fines and forfeitures, and miscellaneous revenues are recorded as revenues when received in cash because they are generally not measurable until actually received. Investment earnings are recorded on the accrual basis in all funds. Grant and entitlement revenues are recorded on a basis applicable to the legal and contractual requirements of the various individual grant programs.

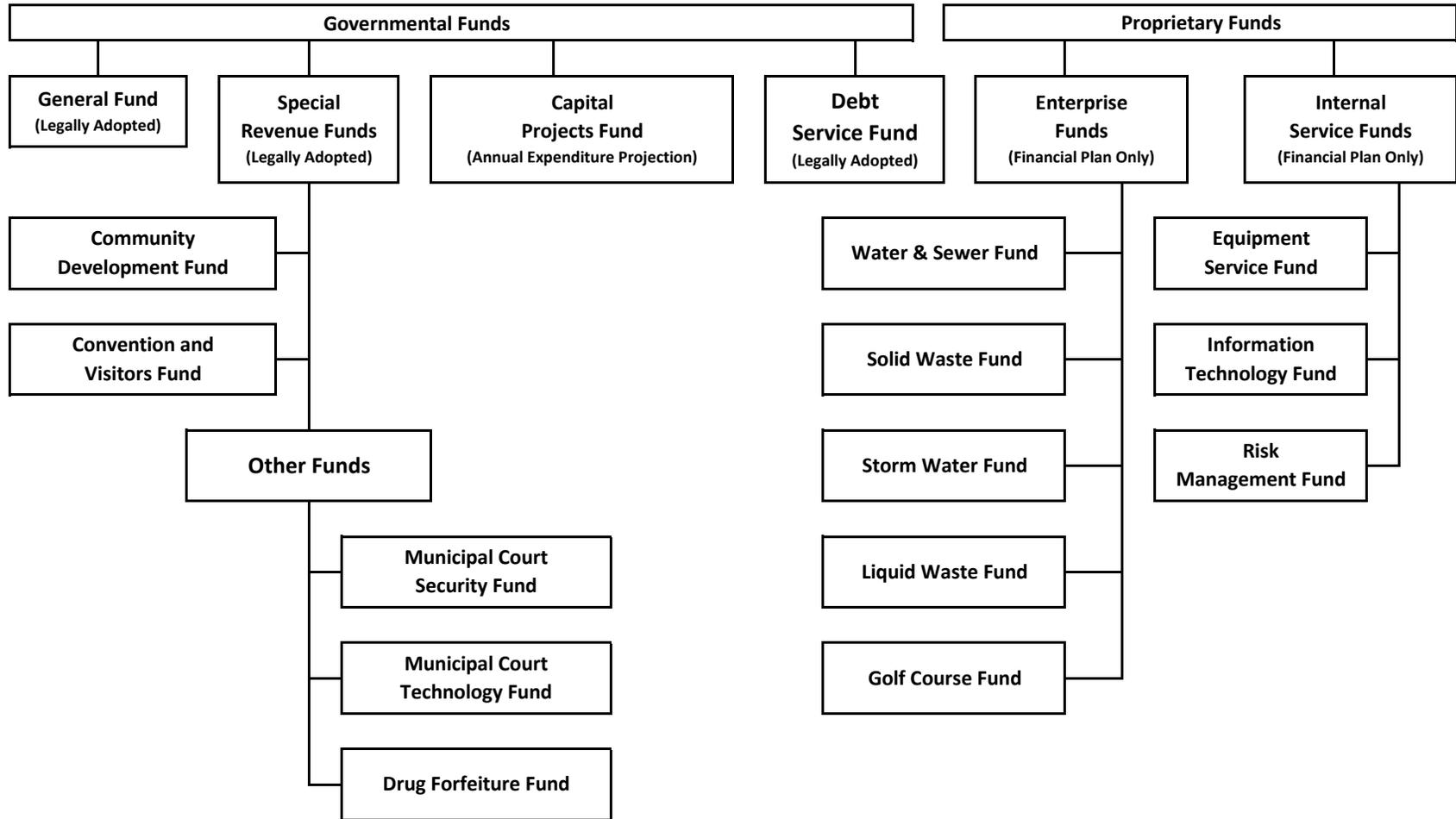
All enterprise, internal service, special revenue, and nonexpendable trust funds are accounted for using the accrual basis of accounting and “economic resources” measurement focus. Their revenues are recognized when they are earned, and their expenses are recognized when they are incurred.

BUDGETARY ACCOUNTING

This budget is adopted on a basis consistent with accounting principles generally accepted in the United States of America (GAAP) except for certain items that are adjusted on the City’s accounting system at fiscal year end. During the year, the City’s accounting system is maintained on the same basis as the adopted budget. This enables departmental budgets to be easily monitored via accounting system reports on a monthly basis. The major differences between this adopted budget and GAAP for governmental funds are a) encumbrances are recorded as the equivalent of expenditures (budget) as opposed to a constraint of fund balance (GAAP); b) certain revenues and expenditures, (e.g., compensated absences) not recognized for budgetary purposes are accrued (GAAP). Enterprise fund differences consist of the following: a) encumbrances are recorded as the equivalent of expenses (budget basis) as opposed to an expense of the following accounting period (GAAP); b) certain items, e.g., principal expenses and capital outlay, are recorded as expenditures for budgetary purposes, as opposed to adjustments of the appropriate balance sheet accounts (GAAP); c) depreciation is recorded as an expense (GAAP), and not recognized for budgetary purposes.

CITY OF ODESSA

ANNUAL ADOPTED BUDGETS FOR FUNDS



POLICY STATEMENTS

FUND DEFINITIONS

BASIS OF PRESENTATION - FUND ACCOUNTING

Accounts are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund, as shown in the annual budget, are accounted for with a separate set of self-balancing accounts that comprise its revenues and expenditures, as appropriate. Government resources are allocated to and accounted for in individual funds, based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

GOVERNMENTAL FUNDS

The **General Fund** is the general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects.

The **Community Development Fund** is funded entirely by federal or state grants that are used to fund projects that benefit low and moderate-income individuals, families, or areas.

The **Convention and Visitors Fund** is funded through receipts from an occupancy tax on local hotels/motels. This revenue must be used to fund projects that attract conventions and tourists to Odessa. This is not a City-operated department/division as the City collects and disburses the revenue. The City receives an administrative fee and audit reimbursement fee from the hotel/motel tax dollars.

The other Special Revenue Funds are restricted by state statute or by grant contracts. The **Drug Forfeiture Funds** accounts for funds received from the sale of narcotics-related, confiscated property. The **Municipal Court Building Security Fund's** revenue is generated by a \$3 court cost that is assessed for each misdemeanor conviction. This revenue is used to fund the security needs of the court. The **Municipal Court Technology Fund's** revenue is generated by a fee that is assessed for each misdemeanor conviction. These funds can only be used to purchase technology that will aid the court. Various federal and state grants are budgeted under this category for convenience. Each has a specific purpose, which is discussed in the Special Revenue Funds section of the budget book.

The **General Debt Service Fund** is used to account for and report financial resources that are restricted, committed, or assigned to expenditure for payment of general long-term debt principal, interest, and related costs. Financing is provided by property tax levies.

The **Capital Projects** funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets (other than those financed by enterprise funds).

POLICY STATEMENTS

FUND DEFINITIONS

ENTERPRISE FUNDS

The **Water and Sewer Fund**, **Solid Waste Fund**, **Storm Water Fund**, **Liquid Waste Fund**, and **Golf Course Fund** are enterprise funds. Enterprise funds are used to account for operations:

- 1) which are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs of providing goods/services to the general public on a continuing basis be financed primarily through user charges; or
- 2) where the governing body has decided that periodic determination of revenue earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. These revenues are also used to retire revenue bond debt and to fund various capital construction projects.

INTERNAL SERVICE FUNDS

Internal service funds are used to account for the financing of goods/services provided by one department or agency to other departments or agencies of the City on a cost-reimbursement basis.

The **Equipment Service Fund** is primarily financed through monthly charges to other City departments/divisions, which pay for vehicle rental, maintenance, other services and capital replacement.

The **Risk Management Fund** is an internal service fund and is financed by operating transfers from other funds, and by charges to employees for benefits.

The **Information Technology Fund** is an internal service fund that provides other City departments/divisions with network, internet, applications, and communications support. Departments are charged monthly technology fees to finance this fund's operations and to cover the cost of computer replacement.

City of Odessa

FY 2017-18

Adopted Budget

Budget Summary

BUDGET SUMMARY

ALL FUNDS 2017-18

The accounts of the City of Odessa are organized by Fund. Each Fund is a separate accounting entity established to track specific revenues and expenditures.

FUND NAME	PROJECTED BEGINNING BALANCE	REVENUES	EXPENDITURES	PROJECTED ENDING BALANCE	CHANGE IN FUND BALANCE
GENERAL	\$24,850,283	\$88,563,707	\$86,682,026	\$26,731,964	\$1,881,681
WATER AND SEWER	19,404,335	59,466,870	59,466,870	19,404,335	0
SOLID WASTE	(604,388)	14,147,148	13,265,940	276,820	881,208
STORM WATER	260,576	1,643,396	1,466,418	437,554	176,978
EQUIPMENT SERVICE	13,147,246	15,932,114	15,028,033	14,051,327	904,081
INFORMATION TECHNOLOGY	1,849,811	4,003,341	4,000,500	1,852,652	2,841
RISK MANAGEMENT	83,079	13,379,973	13,379,973	83,079	0
GOLF COURSE	(813,139)	1,872,478	1,800,801	(741,462)	71,677
DEBT SERVICE	724,881	7,166,275	7,166,275	724,881	0
COMMUNITY DEVELOPMENT	0	1,019,462	1,019,462	0	0
CONVENTION & VISITORS	1,688,594	3,300,000	2,867,723	2,120,871	432,277
OTHER FUNDS:					
DRUG FORFEITURE	721,537	30,000	651,000	100,537	(621,000)
MUNICIPAL CT. SECURITY	53,963	130,000	102,859	81,104	27,141
MUNICIPAL CT. TECHNOLOGY	113,709	127,000	158,683	82,026	(31,683)
LIQUID WASTE	466,724	90,000	60,034	496,690	29,966
SCHOOL ATTENDANCE CT.	0	79,275	79,275	0	0
TOTAL	\$61,947,211	\$210,951,039	\$207,195,872	\$65,702,378	\$3,755,167

BUDGET SUMMARY

ALL FUNDS 2017-18

Financing Sources:	General Fund	Water and Sewer Fund	Solid Waste Fund	Storm Water Fund	Equipment Service Fund
Beginning Fund Balance	\$24,850,283	\$19,404,335	(\$604,388)	\$260,576	\$13,147,246
Less Required Reserves	21,329,748	1,000,000			
Available Fund Balance	\$3,520,535	\$18,404,335	(\$604,388)	\$260,576	\$13,147,246
CURRENT REVENUES:					
Property Tax	\$27,999,616				
Sales Tax	30,765,079				
Franchise/Gross Receipts	7,398,500				
Other Operating Revenues			\$13,974,148	\$1,643,396	
Water and Sewer		\$49,528,550			
Rental Revenue					\$14,787,912
Interest Income	200,000	91,000			
Intergovernmental	1,135,434	9,703,890			
Other Revenue	16,616,636	143,430	173,000		1,144,202
Administrative Transfers					
General Fund					
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				
Total Current Revenues	\$88,563,707	\$59,466,870	\$14,147,148	\$1,643,396	\$15,932,114
Total Financing Sources	\$92,084,242	\$77,871,205	\$13,542,760	\$1,903,972	\$29,079,360
CURRENT EXPENDITURES:					
Personal Services	\$59,647,134	\$9,029,505	\$3,703,442	\$596,407	\$1,772,797
Supplies	1,845,749	19,168,169	73,056	13,650	2,124,500
Services	20,050,180	4,805,395	7,604,084	629,326	516,003
Maintenance	4,128,492	1,835,925	492,074	124,216	4,193,040
Capital Outlay	352,072	804,089	62,659	67,650	210,000
Other Requirements		17,266,787	1,330,625	35,169	311,693
Debt Service/Lease		6,557,000			
Insurance Requirements					
Outside Agencies	219,920				
Transfers Out	438,479				
Total Current Expenditures	\$86,682,026	\$59,466,870	\$13,265,940	\$1,466,418	\$9,128,033
Capital Outlay-Replacement					5,900,000
Total Expenditures	\$86,682,026	\$59,466,870	\$13,265,940	\$1,466,418	\$15,028,033
Ending Available Balance	\$5,402,216	\$18,404,335	\$276,820	\$437,554	\$14,051,327
Plus Required Reserves	21,329,748	1,000,000	0	0	0
Ending Fund Balance	\$26,731,964	\$19,404,335	\$276,820	\$437,554	\$14,051,327

BUDGET SUMMARY

ALL FUNDS 2017-18

Information Tech. Fund	Risk Mngmnt Fund	Golf Course Fund	Debt Service Fund	CDBG/HOME Funds	Convention & Visitors Fund	Other Funds	Total All Funds
\$1,849,811	\$83,079	(\$813,139)	\$724,881	\$0	\$1,688,594	\$1,355,933	\$61,947,211 22,329,748
\$1,849,811	\$83,079	(\$813,139)	\$724,881	\$0	\$1,688,594	\$1,355,933	\$39,617,463
			\$7,166,275				\$35,165,891 30,765,079 7,398,500
\$77,300	\$13,359,973	\$1,667,478			\$3,300,000	\$280,000	34,302,295 49,528,550
3,886,041							18,673,953
40,000	20,000						311,000
				\$1,019,462		79,275	11,978,061 18,082,268
		5,000					0
		200,000				97,000	297,000 2,767,524
							311,693 490,443
							568,582 35,169
							3,087 36,723
							229,221 6,000
\$4,003,341	\$13,379,973	\$1,872,478	\$7,166,275	\$1,019,462	\$3,300,000	\$456,275	\$210,951,039
\$5,853,152	\$13,463,052	\$1,059,339	\$7,891,156	\$1,019,462	\$4,988,594	\$1,812,208	\$250,568,502
\$1,647,639	\$1,213,073	\$751,106		\$209,364		\$306,215	\$78,876,682
68,032	271,345	300,883		37,283		423,542	24,326,209
222,511	2,180,772	619,540		319,108	\$42,723	22,223	37,011,865
1,135,515	41,416	74,272		311,707		15,750	12,352,407
496,832	54,728	55,000		142,000		281,034	2,526,064
	490,443					3,087	19,437,804
			\$7,166,275				13,723,275
	9,128,196						9,128,196
					2,825,000		3,044,920 438,479
\$3,570,529	\$13,379,973	\$1,800,801	\$7,166,275	\$1,019,462	\$2,867,723	\$1,051,851	\$200,865,901
429,971							6,329,971
\$4,000,500	\$13,379,973	\$1,800,801	\$7,166,275	\$1,019,462	\$2,867,723	\$1,051,851	\$207,195,872
\$1,852,652	\$83,079	(\$741,462)	\$724,881	\$0	\$2,120,871	\$760,357	\$43,372,630
0	0	0	0	0	0	0	22,329,748
\$1,852,652	\$83,079	(\$741,462)	\$724,881	\$0	\$2,120,871	\$760,357	\$65,702,378

BUDGET SUMMARY

AD VALOREM TAXES

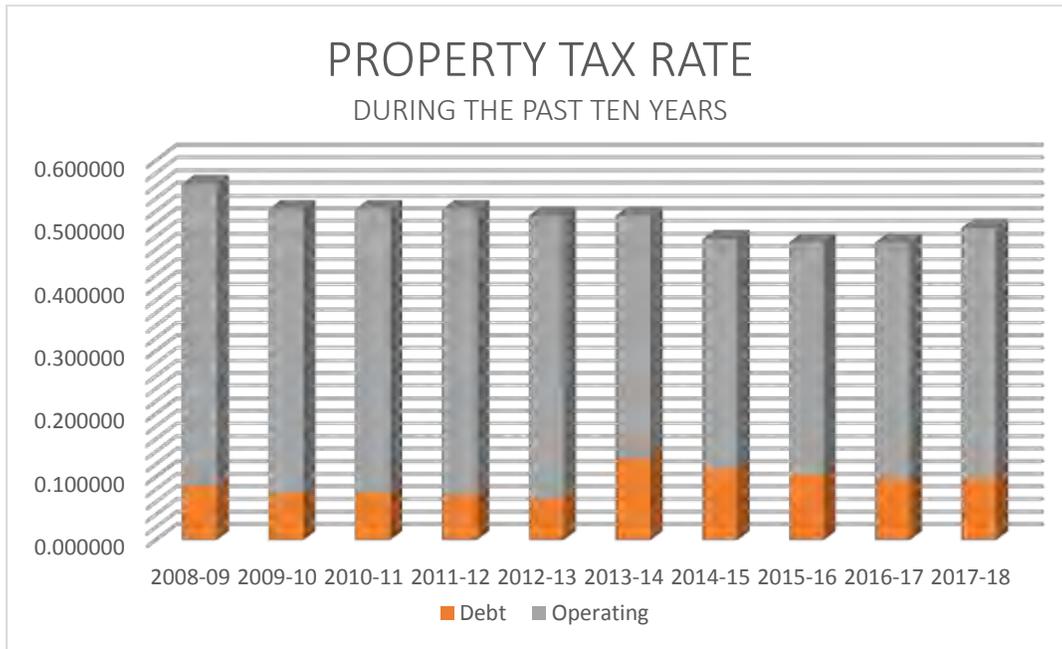
Ad Valorem Tax Revenue and Distribution 2017-18 Budget

Certified 2017 Total Taxable Value	\$7,426,514,789
Tax Rate per \$100	0.493248
Total Tax Levy	\$36,631,136
Estimated Collection Rate	96.00%
Estimated Current Collections	\$35,165,891

	Amount
General Fund	\$27,999,616
Debt Service Fund	7,166,275
TOTAL	\$35,165,891

BUDGET SUMMARY

AD VALOREM TAXES



	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18
Debt	0.085221	0.074512	0.074635	0.072616	0.064644	0.130176	0.111395	0.104202	0.096377	0.096679
Operating	0.477069	0.448238	0.448115	0.450134	0.448106	0.382574	0.364450	0.366388	0.374213	0.396569
Total	0.562290	0.522750	0.522750	0.522750	0.512750	0.512750	0.475845	0.470590	0.470590	0.493248

Source: City of Odessa Finance Department

Between 2008-09 and 2017-18, Odessa’s economy has strengthened and grown significantly overall, as a result of the booming oil industry. Despite the initial downturn in the economy during 2014, low unemployment, higher wages and the increased demand for housing have maintained continued increases in assessed valuations. The steady rise in assessed values has positively impacted property tax revenues, allowing the City to reduce or maintain the tax rate throughout the past ten years while still generating sufficient revenue to fund operational costs.

From 2008-09 to 2009-10, the tax rate fell from \$0.562290 to \$0.522750, a decrease of \$3.954 cents or 7.03%. For the next two years, the tax rate remained unchanged. However, in 2012-2013, a one-cent decrease brought the rate down to \$0.512750. In 2014-15, the tax rate was again reduced by \$3.69 cents, and again slightly in 2015-16 by \$0.5255, approximately half a cent. The City proposed an increase of \$2.2658 cents for the Fiscal year 2017-18 to maintain a consistent revenue supply and also to decrease dependency on sales tax revenue. Over the past decade the tax rate has decreased \$6.90 cents.

The above graph presents the actual property tax rates for the General Fund for fiscal years 2008-09 through 2017-18.

BUDGET SUMMARY

AD VALOREM TAXES

Schedule of Property Valuations 2008 Through 2017 2017-18 Budget

<u>Roll Year</u>	<u>Total Market Value</u>	<u>%</u>	<u>Non-Taxable Values</u>	<u>%</u>	<u>Assessed Valuations</u>	<u>%</u>
2008	\$5,180,679,886	100%	\$1,632,178,508	31.51%	\$3,548,501,378	68.49%
2009	5,533,312,418	100%	1,655,083,564	29.91%	3,878,228,854	70.09%
2010	5,413,762,192	100%	1,506,811,876	27.83%	3,906,950,316	72.17%
2011	5,497,474,611	100%	1,440,889,244	26.21%	4,056,585,367	73.79%
2012	5,944,811,511	100%	1,455,997,639	24.49%	4,488,813,872	75.51%
2013	6,883,001,685	100%	1,565,972,805	22.75%	5,317,028,880	77.25%
2014	7,682,818,504	100%	1,589,646,405	20.69%	6,093,172,099	79.31%
2015	8,322,390,742	100%	1,640,733,283	19.71%	6,681,657,459	80.29%
2016	8,947,229,093	100%	1,678,099,036	18.76%	7,269,130,057	81.24%
2017	9,204,327,866	100%	1,777,813,077	19.31%	7,426,514,789	80.69%

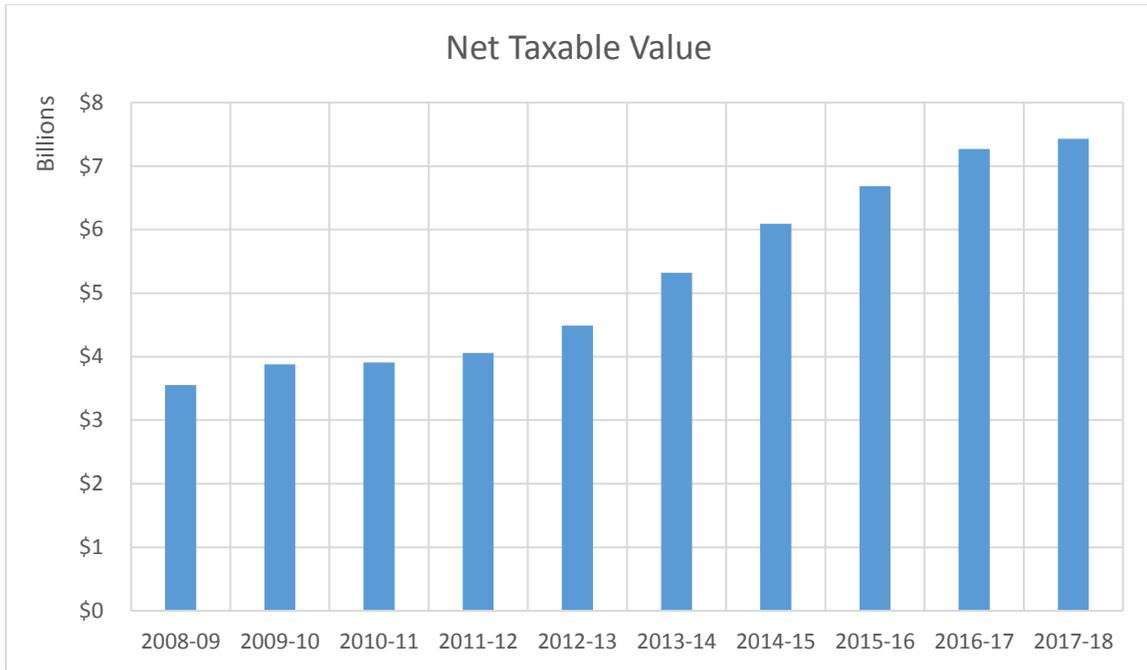
NOTES:

The Roll Year is one year prior to the Fiscal Year. For example, the 2017 roll is used to determine the Fiscal Year 2017-18 property tax revenues.

In addition to Constitutional Exemptions for property taxation, the City of Odessa provides a general residential homestead exemption and tax exemptions for senior citizens, disabled veterans, and disabled persons.

BUDGET SUMMARY

AD VALOREM TAXES



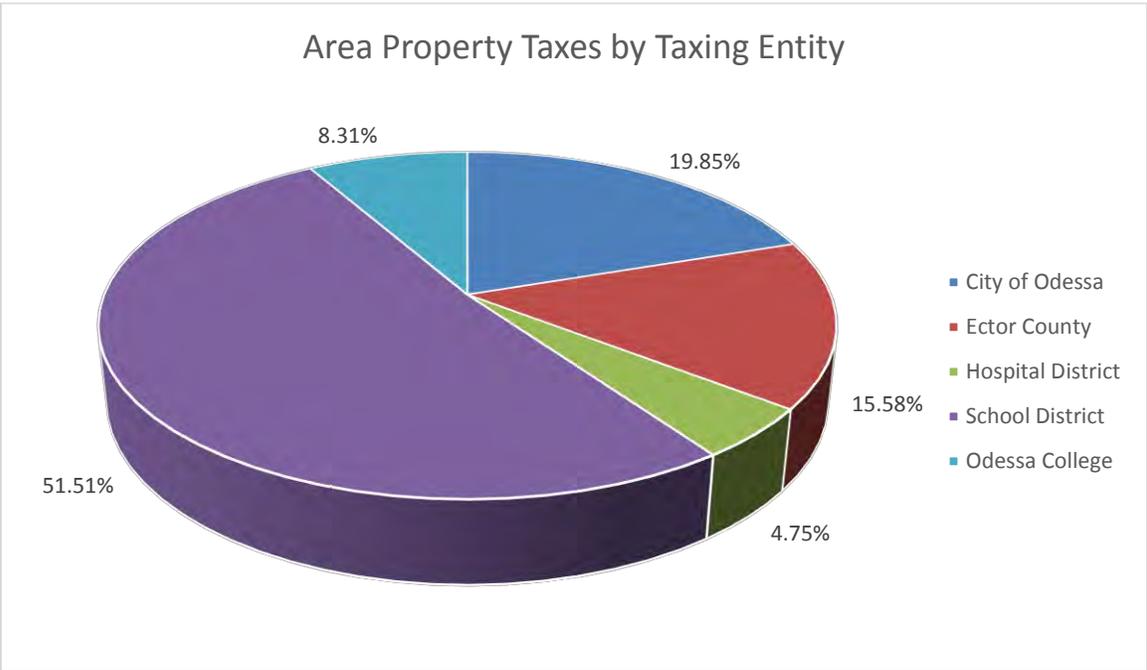
Source: Ector County Appraisal District

Over the past ten years, net taxable values have increased by more than 109%. During this time, the local economy boomed due to significant increases in the price of oil. Wages increased, unemployment fell, and the population grew as people moved into the area in search of jobs. The increased demand for homes drove up housing prices that, in turn, caused net taxable values to rise. Despite the recent downturn in the local economy, 2017 Assessed Values continued the upward trend.

From FY 2009 to FY 2013, assessed values moderately grew from \$3.55 billion to \$4.49 billion, an increase of 26.48% in a five-year period. Oil prices during this period had decreased due to the Great Recession occurring nationwide. However, oil prices quickly recovered, resulting in more substantial gains. Between FY 2013 and FY 2017, net taxable values climbed from \$4.49 billion to \$7.43 billion. This represents a 65.48% increase in a five-year period, or an average annual gain of 13.1%.

BUDGET SUMMARY

AD VALOREM TAXES

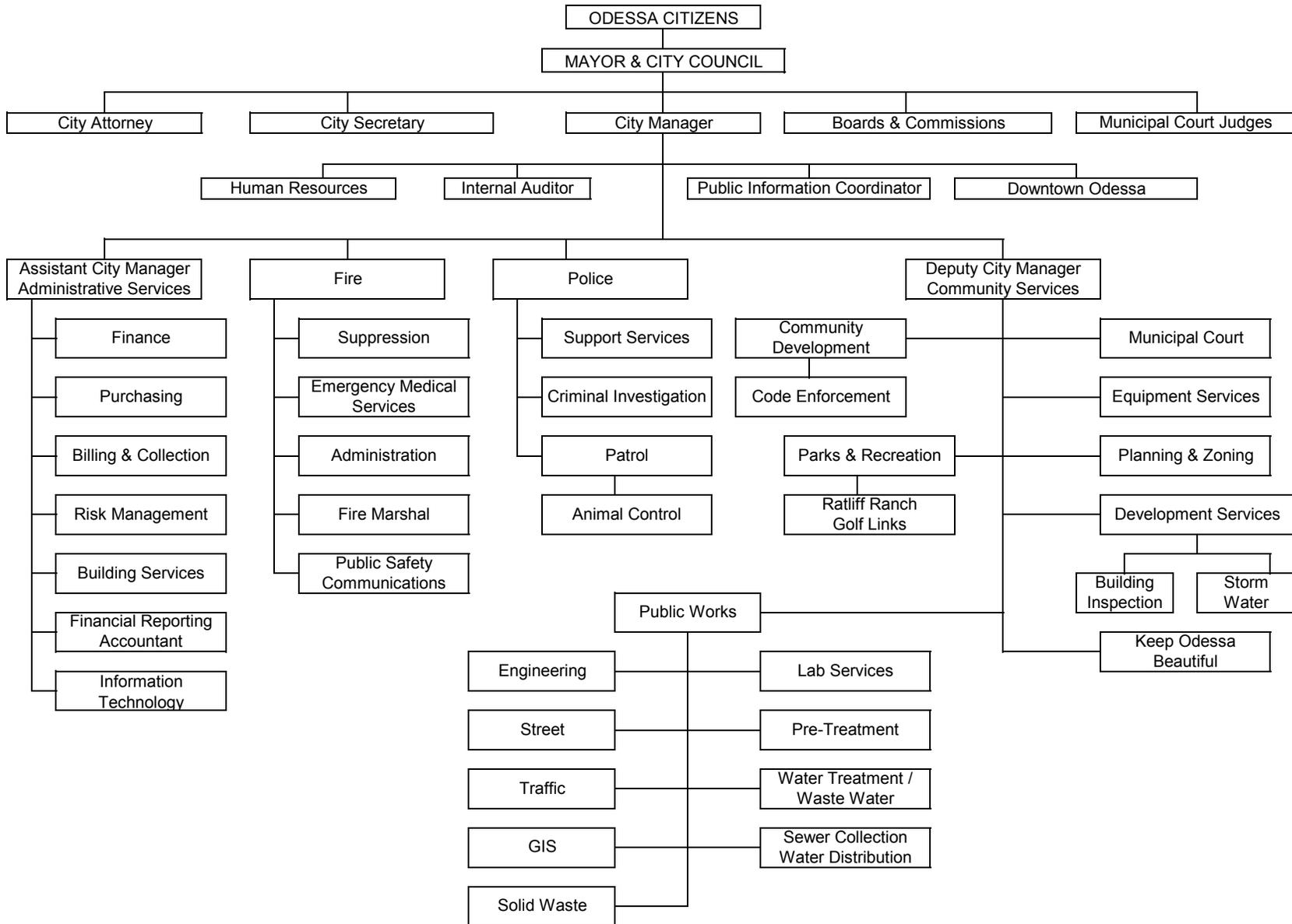


Source: Ector County Appraisal District

The 2017-18 area property taxes include those from the City of Odessa, Ector County, the Hospital District, the School District, and Odessa College. Every year, each of these entities receives its certified property values from the Ector County Appraisal District and adopts its own ad valorem rate (property tax rate). These ad valorem rates are then applied per \$100 of assessed value.



CITY OF ODESSA ORGANIZATION CHART



BUDGET SUMMARY

ALL FUNDS 2017-18

THREE YEAR COMPARISON ADOPTED BUDGET REVENUES

	2015-16 Budget	2016-17 Budget	% Change	2017-18 Budget	% Change
GENERAL FUND					
Property Tax	\$24,098,019	\$26,583,784	10.32%	\$28,749,616	8.15%
Sales Tax	33,214,406	\$29,907,251	-9.96%	\$30,765,079	2.87%
Franchise/Gross Receipts	7,074,500	\$7,309,500	3.32%	\$7,398,500	1.22%
Sales and Charges	2,930,700	\$3,149,200	7.46%	\$3,113,420	-1.14%
Fines and Forfeitures	3,038,600	\$3,138,600	3.29%	\$3,265,550	4.04%
Other Revenue	9,775,393	\$8,102,237	-17.12%	\$9,487,666	17.10%
Interest Income	100,000	\$125,000	25.00%	\$200,000	60.00%
Intergovernmental	1,036,133	\$1,123,968	8.48%	\$1,135,434	1.02%
Administrative Transfer In	3,942,269	\$4,448,442	12.84%	\$4,448,442	0.00%
TOTAL GENERAL FUND	\$85,210,020	\$83,887,982	-1.55%	\$88,563,707	5.57%
WATER & SEWER FUND					
Water Revenue	\$33,872,300	\$34,582,825	2.10%	\$34,945,550	1.05%
Sewer Revenue	13,367,000	\$13,392,000	0.19%	\$13,327,000	-0.49%
Interest Income	32,000	\$47,000	46.88%	\$91,000	93.62%
Sales and Charges	951,000	\$1,076,000	13.14%	\$1,256,000	16.73%
Other Revenue	3,010,000	\$8,082,839	168.53%	\$9,847,320	21.83%
TOTAL WATER & SEWER FUND	\$51,232,300	\$57,180,664	11.61%	\$59,466,870	4.00%
SOLID WASTE FUND					
Single Family	\$6,600,000	\$7,194,000	9.00%	\$7,100,000	-1.31%
Multi-Family	1,400,000	\$1,526,000	9.00%	\$1,526,000	0.00%
Commercial	4,006,110	\$4,006,110	0.00%	\$3,836,653	-4.23%
Roll-Off Charges	1,783,500	\$1,783,500	0.00%	\$1,511,495	-15.25%
Other Revenue	193,000	\$193,000	0.00%	\$173,000	-10.36%
TOTAL SOLID WASTE FUND	\$13,982,610	\$14,702,610	5.15%	\$14,147,148	-3.78%
STORM WATER FUND	\$755,323	\$1,643,396	117.58%	\$1,643,396	0.00%
EQUIPMENT SERVICE FUND					
Rental Revenue	\$16,857,236	\$16,586,369	-1.61%	\$14,787,912	-10.84%
Other Revenue	229,452	\$764,202	233.06%	\$1,144,202	49.73%
TOTAL EQUIP. SERVICES FUND	\$17,086,688	\$17,350,571	1.54%	\$15,932,114	-8.18%
INFO. TECHNOLOGY FUND	\$3,864,215	\$3,903,655	1.02%	\$4,003,341	2.55%
RISK MANAGEMENT FUND	\$11,169,100	\$11,504,100	3.00%	\$13,379,973	16.31%
GOLF COURSE FUND	\$1,855,470	\$1,855,470	0.00%	\$1,872,478	0.92%
COMMUNITY DEV. FUND	\$1,237,992	\$1,142,309	-7.73%	\$1,019,462	-10.75%

BUDGET SUMMARY

ALL FUNDS 2017-18

THREE YEAR COMPARISON ADOPTED BUDGET REVENUES

	2015-16 Budget	2016-17 Budget	% Change	2017-18 Budget	% Change
CONVENTION & VISITORS FUND	\$3,800,000	\$3,800,000	0.00%	\$3,300,000	-13.16%
GENERAL DEBT SERVICE FUND	\$6,962,465	\$7,005,825	0.62%	\$7,166,275	2.29%
MISCELLANEOUS FUNDS	<u>\$429,866</u>	<u>\$431,008</u>	<u>0.27%</u>	<u>\$456,275</u>	<u>5.86%</u>
TOTAL ALL FUNDS	\$197,586,049	\$204,407,590	3.45%	210,951,039	3.20%

BUDGET SUMMARY

ALL FUNDS 2017-18

DEPARTMENTS BY FUNCTION AND FUNDING SOURCE

FUNDING SOURCE KEY

GF	GENERAL FUND
WS	WATER AND SEWER FUND
SW	SOLID WASTE FUND
ST	STORM WATER FUND
ES	EQUIPMENT SERVICE FUND
CD	COMMUNITY DEVELOPMENT FUND
IT	INFORMATION TECHNOLOGY FUND
RF	RISK MANAGEMENT FUND
GC	GOLF COURSE FUND

The breakdown on the following page makes it easier to locate the divisions' budgets in the budget book. To find a division's budget, look at the name of the fund listed across from it. Then go to the section of the book pertaining to that fund. (Some divisions are funded by more than one fund, so they appear in more than one section of the budget book.)

BUDGET SUMMARY

ALL FUNDS 2017-18

DEPARTMENTS BY FUNCTION AND FUNDING SOURCE									
Division	General Gov't	Internal Services	Finance	Public Works	Parks	Public Safety	Water/ Sewer	Risk Mngt.	Comm Dev.
Building Services		GF							
City Attorney	GF								
City Council	GF								
City Secretary	GF								
Clinical Services								RF	
Community Development									CD
Equipment Replacement		ES							
Downtown Odessa	GF								
Equipment Services		ES							
Finance			GF						
Fire Department						GF			
General Liability								RF	
Golf Course					GC				
Health and Wellness								RF	
Human Resources	GF								
Information Technology			IT						
Keep Odessa Beautiful	SW								
Medical & Dental Self Insurance								RF	
Municipal Court			GF						
Judges – Municipal Court			GF						
Code Enforcement	GF			SW					CD
Non-Departmental			GF	SW			WS		
Office of the City Manager	GF								
Outside Agencies			GF						
Parks & Recreation					GF				
Planning & Development	GF								
Police Department						GF			
Public Safety Communications						GF			
Public Works-Administration				GF					
Public Works-Building Inspection				GF					
Public Works-Engineering				GF					
Public Works – GIS				GF					
Public Works-Solid Waste				SW					
Public Works-Street				GF					
Public Works-Traffic Engineering				GF					
Public Works Storm Water				ST					
Purchasing			GF						
Risk Management Administration								RF	
Utilities Administration							WS		
Utilities Billing & Collection			WS						
Utilities Derrington W/W Plant							WS		
Utilities GIS							WS		
Utilities Laboratory							WS		
Utilities Repair & Replacement							WS		
Utilities W/W Collection							WS		
Utilities Water Distribution							WS		
Utilities Water Treatment							WS		
Workers' Compensation								RF	

BUDGET SUMMARY

ALL FUNDS 2017-18

THREE YEAR COMPARISON ADOPTED BUDGET EXPENDITURES

	2015-16 Budget	2016-17 Budget	% Change	2017-18 Budget	% Change
GENERAL FUND					
City Council	\$37,622	\$37,497	-0.33%	\$38,820	3.53%
City Secretary	\$240,055	\$238,610	-0.60%	\$241,775	1.33%
City Attorney	\$1,713,684	\$1,797,231	4.88%	\$1,907,530	6.14%
City Manager	\$1,245,346	\$1,166,518	-6.33%	\$1,242,924	6.55%
Downtown Odessa	\$60,000	\$60,000	0.00%	\$60,000	0.00%
Human Resources	\$677,366	\$700,148	3.36%	\$702,870	0.39%
Building Services	\$1,760,682	\$1,592,760	-9.54%	\$1,717,883	7.86%
Public Safety Communications	\$2,204,539	\$2,199,414	-0.23%	\$2,216,090	0.76%
Planning and Development	\$401,507	\$419,321	4.44%	\$417,306	-0.48%
Finance	\$1,210,751	\$1,207,652	-0.26%	\$1,275,094	5.58%
Purchasing	\$709,020	\$709,708	0.10%	\$653,014	-7.99%
Municipal Court Administration	\$1,179,343	\$1,165,447	-1.18%	\$1,144,524	-1.80%
Judges Municipal Court	\$526,077	\$496,478	-5.63%	\$528,859	6.52%
Public Works	\$12,935,732	\$12,766,386	-1.31%	\$13,662,862	7.02%
Parks and Recreation	\$5,833,016	\$5,746,011	-1.49%	\$6,368,406	10.83%
Fire	\$20,531,419	\$21,845,683	6.40%	\$22,780,571	4.28%
Police	\$28,446,285	\$27,505,947	-3.31%	\$27,293,513	-0.77%
Code Enforcement	\$1,829,960	\$1,578,894	-13.72%	\$1,424,890	-9.75%
Non-Departmental	\$3,039,217	\$2,005,878	-34.00%	\$2,346,696	16.99%
External Agencies	\$189,920	\$209,920	10.53%	\$219,920	4.76%
Operating Transfers Out	\$438,479	\$438,479	0.00%	\$438,479	0.00%
TOTAL GENERAL FUND	\$85,210,020	\$83,887,982	-1.55%	86,682,026	3.33%
WATER AND SEWER FUND					
Billing and Collection	\$2,585,789	\$2,592,381	0.25%	\$2,563,341	-1.12%
Utilities Administration	\$1,160,877	\$1,188,904	2.41%	\$1,197,907	0.76%
Water Distribution	\$2,278,086	\$2,287,687	0.42%	\$2,464,265	7.72%
Water Treatment	\$3,172,006	\$3,077,085	-2.99%	\$3,032,663	-1.44%
Bob Derrington W/W Plant	\$3,541,288	\$3,936,238	11.15%	\$3,401,561	-13.58%
Wastewater Collection	\$1,408,278	\$1,347,040	-4.35%	\$1,759,849	30.65%
Laboratory	\$1,172,022	\$1,265,193	7.95%	\$1,432,937	13.26%
Utilities GIS	\$198,497	\$263,696	32.85%	\$215,699	-18.20%
Repair and Replacement	\$947,829	\$947,829	0.00%	\$947,829	0.00%
Non-Departmental	\$10,053,961	\$15,709,940	56.26%	\$18,082,700	15.10%
Water Purchases	\$17,361,119	\$17,361,119	0.00%	\$17,361,119	0.00%
Gulf Coast	\$250,000	\$250,000	0.00%	\$250,000	0.00%
Debt Service	\$6,684,600	\$6,683,600	-0.01%	\$6,557,000	-1.89%
Participation in Line Extensions	\$200,000	\$200,000	0.00%	\$200,000	0.00%
TOTAL WATER & SEWER FUND	\$51,014,352	\$57,110,712	11.95%	\$59,466,870	4.13%

BUDGET SUMMARY

ALL FUNDS 2017-18

THREE YEAR COMPARISON ADOPTED BUDGET EXPENDITURES

	2015-16 Budget	2016-17 Budget	% Change	2017-18 Budget	% Change
SOLID WASTE FUND					
Keep Odessa Beautiful	291,866	261,189	-10.51%	263,130	0.74%
Solid Waste Division	12,101,168	11,456,936	-5.32%	11,436,196	-0.18%
Code Enforcement	192,490	190,411	-1.08%	180,581	-5.16%
Non-Departmental	1,422,061	1,352,702	-4.88%	1,386,033	2.46%
External Agencies	0	0	N/A	0	N/A
TOTAL SOLID WASTE FUND	\$14,007,585	\$13,261,238	-5.33%	13,265,940	0.04%
STORM WATER FUND	\$981,805	\$1,456,600	48.36%	1,466,418	0.67%
EQUIPMENT SERVICE FUND					
Equipment Services	\$8,073,991	9,392,137	16.33%	9,032,033	-3.83%
Equipment Replacement	8,009,500	5,900,000	-26.34%	5,900,000	0.00%
Fire - Special Replacement	95,000	96,000	9.23%	96,000	0.00%
TOTAL EQUIPMENT SERVICES	\$16,178,491	\$15,388,137	-4.89%	15,028,033	-2.34%
INFO. TECHNOLOGY FUND	3,705,308	3,689,279	-0.43%	4,000,500	8.44%
RISK MANAGEMENT FUND	11,169,100	12,700,713	13.71%	13,379,973	5.35%
GOLF COURSE FUND	1,750,213	1,769,453	1.10%	1,800,801	1.77%
COMMUNITY DEV. FUND	1,237,992	1,142,309	-7.73%	1,019,462	-10.75%
CONVENTION & VISITORS FUND	3,800,000	3,085,914	-18.79%	2,867,723	-7.07%
GENERAL DEBT SERVICE FUND	6,962,465	7,005,825	0.62%	7,166,275	2.29%
MISCELLANEOUS FUNDS	421,398	1,021,088	142.31%	1,051,851	3.01%
SUBTOTAL ALL FUNDS	\$196,438,729	\$201,519,250	2.59%	207,195,872	2.82%
WATER & SEWER CIP	\$0	\$0	N/A	0	N/A
TOTAL ALL FUNDS WTH CIP	\$196,438,729	\$201,519,250	2.59%	\$207,195,872	2.82%

BUDGET SUMMARY

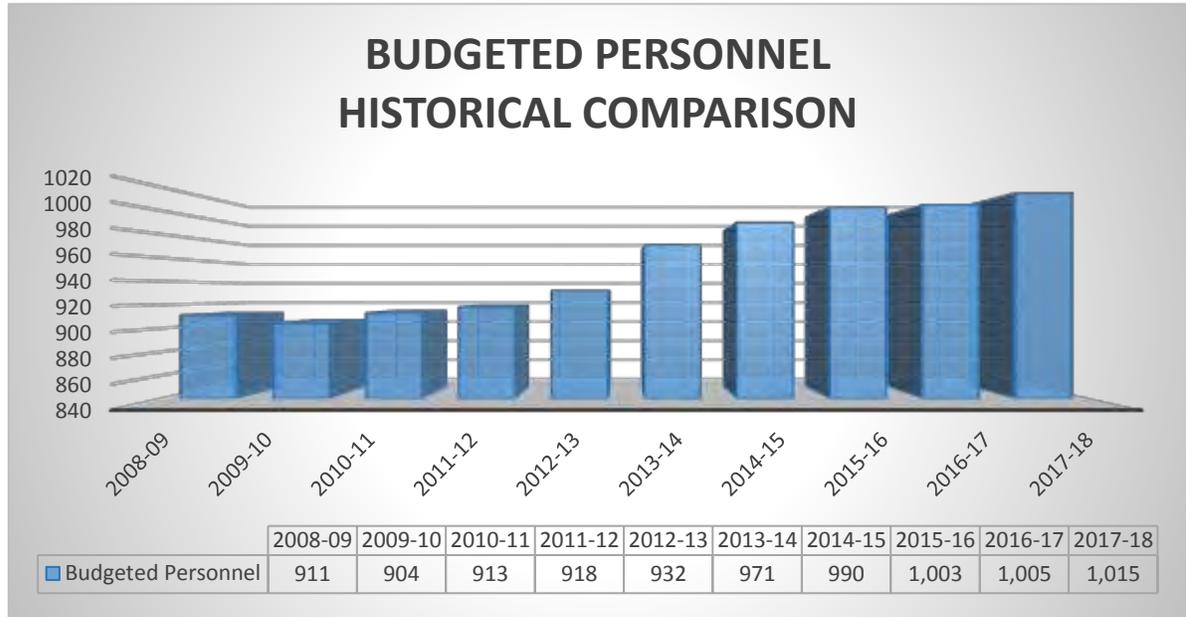
PERSONNEL

PERSONNEL HISTORY OF FULL-TIME POSITIONS BY FUNDING SOURCE

DEPARTMENT	08/09	09/10	10/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18
City Secretary	2	2	2	2	2	2	2	2	2	2
City Attorney	9.5	9.5	10.5	10.5	11.5	13.5	13.5	14.5	14.5	15.5
City Manager	6	6	6	8	8	8	8	8	7	7
Code Enforcement	6	6	6	6	6	13.5	13.5	17.5	17.5	17.5
Human Resources	6	6	6	6	6	6	6	6	6	6
Building Services	13	13	13	13	13	13	13	13	13	15
Public Safety Communications	28.5	25.5	29.5	30	31	31	31	31	31	31
Planning and Development	4	4	4	4	5	5	5	5	5	5
Finance	11	11	11	11	11	11	12	13	13	13
Non-Departmental	0	0	.5	.5	.5	.5	.5	.5	.5	.5
Purchasing	8	8	8	8	8	8	8	8	8	8
Municipal Court	24	21	19	20	16	16	16	16	16	16
Judges Municipal Court	0	0	0	0	4	4	4	4	4	4
Information Technology	15	15	14	14	14	0	0	0	0	0
Building Inspection	0	0	0	0	0	0	20	20	20	20
Public Works	91	84	86	89	89	94	79	79	79.5	80.5
Parks and Recreation	40	38	39	40	40	42	50	50	50	54
Fire	171	172	172	171	179	183	186	186	186	187
Police	222	222	224	228	231	233	234	235	235	236
GENERAL FUND	657	643	650.5	661	661	683.5	701.5	708.5	708	718
Billing and Collection	32.5	33.5	33.5	33.5	33.5	32.5	32.5	33.5	33.5	33.5
Utilities	102	102	102.5	102.5	101.5	102.5	99.5	99.5	100	100
Bond Funds	0	1	1	1	0	0	3	3	3	3
WATER/SEWER FUND	135.5	136.5	137	137	134	135	135	136	136.5	136.5
SOLID WASTE FUND	49.5	49.5	49.5	49.5	53.5	61.5	61.5	65.5	65.5	66.5
STORM WATER FUND	0	7	7	7	7	7	7	7	9	10
GOLF COURSE FUND	9	9	9	9	9	13	13	13	13	11
EQUIP SERV FUND	25.5	25.5	26.5	25	22	26	26	26	26	26
CDBG / HOME	9.5	9.5	9.5	8.5	7.5	6	5	4	4	4
RISK MGMT. FUND	14	15	15	15	15	15	15	15	15	15
LIQUID WASTE FUND	1	1	1	1	1	1	1	1	1	1
MC SECURITY FUND	2	2	2	2	2	2	2	2	2	2
MC TECHNOLOGY FUND	0	1	1	1	1	1	1	1	1	1
HOTEL-MOTEL TAX FUND	0	0	0	0	0	0	2	3	3	3
GRANTS (VARIOUS)	8	5	5	2	1	1	1	1	1	1
INFORMATION TECH. FUND	0	0	0	0	18	19	19	20	20	20
TOTAL PERSONNEL	911	904	913	918	932	971	990	1,003	1,005	1,015

BUDGET SUMMARY

PERSONNEL



Since 2008-09, Odessa’s population has steadily grown, increasing the demand for City services. In order to meet this demand while continuing to maintain the quality of City services, it has been necessary to increase the City workforce in nine of the past ten years.

In 2017-18, the City will fund 1,015 full-time positions; a net gain of ten (10) positions compared to 2016-17 numbers. Ten positions will be added to the **General Fund** in the upcoming year. One (1) Carpenter and one (1) Journeyman Plumber were added to Building Services. One (1) Legal Assistant was added to the City Attorney’s office. An additional (1) Fire Inspector was created for the Fire Inspection division. Parks and Recreation were awarded four new positions: one (1) Chemical Application Technician, one (1) Maintenance Worker, one (1) Athletics Equipment Operator, and one (1) Parks Repairer. The Animal Control division gained an additional Animal Control Clerk (1), and Engineering was allowed one (1) new Registered Public Land Surveyor.

The **Storm Water Fund** added one (1) additional Stormwater Program Technician. The **Solid Waste Fund** created one (1) new position titled Household Hazardous Waste Attendant.

Finally, two positions were eliminated from the **Golf Course Fund**; two (2) Golf Course Grounds Maintenance Workers.

City of Odessa Comprehensive Master Plan

The following section describes the Action Plan of the City of Odessa’s Comprehensive Master Plan, including each goal, policy, the actions required, and the City department responsible for implementation. Furthermore, the City Council prioritized these goals into an order they would prefer to see them implemented. The City’s departmental performance measures indicate, with the Envision Odessa Logo (footer of this page), which of their goals will accomplish actions to fulfill the Comprehensive Master Plan objectives.

Action Plan

At the end of each section of *Envision Odessa* is a “We Envision” statement. Each of these statements is intended to serve as a goal for Comprehensive Plan implementation. Under each “We Envision” statement there are multiple policies listed. These policies explain the intent behind each of the goals and give direction as to what the community’s values are. These goals and policies are intended to be used as points of advocacy and action for our community and should be used by City staff, City leaders and residents alike. When decisions on our growth, appearance and quality of life are made, or when public expenditures are being considered, the goals and policies should serve as a guide so that the community’s vision and values are incrementally achieved.

The following Action Plan organizes each of the goals and policies by topic area. Each goal and policy area contains actions that can help start the process of achieving the identified policies. Each policy is also ranked based upon its implementation priority. At the conclusion of the Action Plan are the top priorities of the Plan. These priorities are intended to jumpstart implementation and get progress in motion.

Who is Responsible for Implementation?



	Goal	Policy	Actions	Responsible Party
Transportation	Attractive Roadways	Incorporate More Landscaping (Xeriscape)	<ul style="list-style-type: none"> • Update Roadway Design Standards • Dedicate 10% of Roadway Projects to Aesthetic Enhancements 	• Public Works
		Incorporate Medians in Key Areas		
		Continue Intersection Enhancements & Public Art		
	Create Major Community Gardens			
	Enforce Truck Routes			
	Add Traffic Calming Techniques on 42nd Street			
	Safe Roadways	Reduce Speeds in Our Neighborhoods	<ul style="list-style-type: none"> • Public Relations Program for Trucking Violations/Employee Notification 	• Public Information Coordinator
		Advocate for Grade-Separated Interchanges Along Loop 338		
	Connected Roadways	Incorporate Sidewalks in Roadway Design	<ul style="list-style-type: none"> • Update Subdivision Ordinance • Create a Bicycle Linkage Plan 	<ul style="list-style-type: none"> • Planning and Zoning • Public Works
		Include Bike Facilities Near Odessa College and UTPB Well as in the Downtown and Southside Neighborhoods		
		Require Street Connections Between Subdivisions		
		Continue Transit Partnership and Make Transit More Effective		
Context Sensitive Roadways	Design our Roadways with Collaboration	<ul style="list-style-type: none"> • Create Roadway Design Standards for the Urban Village Areas • Develop "Right-Sized Streets" Policies and Guidelines • Create a Context Sensitive Solution Policy 	• Public Works	
	Design Roadways with Land Use Context in Mind			
	Use our Roadways to Create Places			
	Right-Size Streets When Excess Capacity Exists			



	Goal	Policy	Actions	Responsible Party
Land Use	Vibrant New Neighborhoods	Create Attractive and Resilient Neighborhoods	<ul style="list-style-type: none"> • Create a Housing Menu of Amenity/Design Options for Developers • Incorporate Average Lot Sizes into Zoning Districts • Create a Landscaping Committee to Evaluate Landscaping Options 	<ul style="list-style-type: none"> • Community Development • Planning and Zoning
		Incorporate Parks, Open Space, Trails and Recreational Options into New Neighborhoods		
		Provide a Diverse Range of Housing Products		
		Encourage Landscaping and Exterior Upkeep		
	Reinvigorated Neighborhoods	Encourage Infill Residential Development	<ul style="list-style-type: none"> • Develop an Infill Housing Incentive Program • Create a Prototype Housing Program using TND Standards • Update Manufactured Home Standards and Regulations • Launch a Code Compliance Campaign every 4 Months 	<ul style="list-style-type: none"> • Community Development • Planning and Zoning • Public Information Coordinator
		Utilize Traditional Neighborhood Design (TND) for Redevelopment		
		Incentivize Residential Development in Mixed-Use, Downtown and Southside Areas		
		Encourage the Use of Modular/Pre-Fabricated Homes in Core Neighborhoods		
	Mixed-Use, Connected Centers	Create Code Enforcement Campaigns for Maintenance and Upkeep	<ul style="list-style-type: none"> • Create a List of Redevelopment Incentives for Urban Village Areas • Create Redevelopment Incentive with Odessa Development Corporation Partnership <ul style="list-style-type: none"> • Acquire Key Redevelopment Sites for Development Partnerships and Incentives • Perform Streetscape Enhancements in Urban Village Areas 	<ul style="list-style-type: none"> • Community Development • Public Works
		Encourage Mixed-Use Developments in Odessa		
		Facilitate a Mixed-Use Neighborhood Center for the Southside Community		
		Facilitate a Mixed-Use Neighborhood Center for the Westside Community		
		Develop a Regional Mixed-Use Commercial Center at Interstate 20 and Loop 338 to Leverage Interstate 20 Traffic		
	Revitalized Corridors	Follow Urban Design Protocol in Regards to Building Design, Setbacks, Sidewalks and Parking	<ul style="list-style-type: none"> • Create an Incentive Program for Façade Improvement and Retail Rehabilitation • Identify 3 Obsolete Retail Sites for Transition to Multifamily 	<ul style="list-style-type: none"> • Community Development
		Create a Retail Landscaping Program		
Create a Façade Improvement Program				
Create a Retail Rehabilitation Program				

	Goal	Policy	Actions	Responsible Party
	Strategic Investments by our City	Focus Incentives in Urban Village Areas	<ul style="list-style-type: none"> Participate in a Public/Private Partnership within One of the Urban Village Areas Create a Marketing Campaign for Incentives Being Offered 	<ul style="list-style-type: none"> Public Information Coordinator Community Development
		Participate in Public Private Partnerships for Redevelopment		
		Create and Promote Housing Infill Incentives		
		Advertise and Market Odessa's Programs		

	Goal	Policy	Actions	Responsible Party
Housing	Reinvestment in Core Neighborhoods	Protect Neighborhoods with Code Enforcement	<ul style="list-style-type: none"> Create a Code Enforcement Campaign that Targets One Issue Quarterly Facilitate Two Community Assistance Days Annually Create an Incentive Program for Exterior Maintenance Facilitate the Creation of Neighborhood Groups Create a Public-Private Partnership in the Southside Urban Village 	Community Development
		Facilitate Organizational Involvement		
		Provide Incentives for Property Maintenance		
		Facilitate and Organize Neighborhood Empowerment		
		Take an Active Role in Reinvigorating Our Neighborhoods		
	A Diverse Range of Housing	Make Odessa a Life-Cycle Community	<ul style="list-style-type: none"> Ensure Zoning Ordinance Permits a Variety of Housing Types Support Local Organizations that Provide Homeless Assistance 	Community Development Planning and Zoning
		Create Mixed-Income Housing Projects		
		Coordinate with Local Groups for Homeless Accommodations		
	Workforce and Affordable Housing	Create Affordable Housing through Private Initiatives	<ul style="list-style-type: none"> Make Public Funding Contingent Upon Affordable Unit Provisions Approach Energy Companies for Housing Partnerships and Donations Create a United Partnership to Secure Funding Allocations 	Community Development
		Coordinate our Resources to Secure Funding		
		Include Energy Companies as Housing Partners		
		Collectively Advocate for Odessa's Housing Issues		

	Goal	Policy	Actions	Responsible Party
Downtown Odessa	Vibrant Downtown	Create a Downtown Financing District	<ul style="list-style-type: none"> • Define and Establish a Tax Increment Financing District in Downtown Odessa • Participate in a Public/Private Partnership for a Downtown Catalyst Project • Create Special Use Permit for Temporary and Transitional Uses that Create Activity • Identify Funding and Partnerships for an Active Downtown Park 	<ul style="list-style-type: none"> • Community Development • Planning and Zoning
		Build a Catalyst Downtown Project		
		Encourage Temporary and Transitional Uses		
		Build an Active Downtown Park		
		Encourage Block Parties and Street Festivals		
		Rehabilitate Abandoned Buildings and Eyesores		
	Livable Downtown	Provide a Range of New Housing Products Downtown	<ul style="list-style-type: none"> • Participate in a Catalyst Mixed-Income Residential Project • Develop Specific Downtown Design Standards • Create Two Bicycle Corridors through Downtown • Assist Prospective Redevelopers with Asbestos Remediation Grant Applications 	<ul style="list-style-type: none"> • Community Development • Planning and Zoning • Public Works
		Encourage the Conversion of Vacant Structures into Residential Uses		
		Create Mixed-Income Residential Communities		
		Make Downtown Walkable and Bike-Friendly		
		Create a Downtown Design Guidebook		
	Workable Downtown	Encourage Startup Companies and Collaborative Workspaces	<ul style="list-style-type: none"> • Partner with Odessa Development Corporation to Create Collaborative Workspace for Startups • Facilitate a Weekly Food Truck Event with Downtown Odessa, Inc. • Consolidate Downtown into a Single Police Beat • Create an Incentive for Asbestos Remediation 	<ul style="list-style-type: none"> • Community Development • Planning and Zoning • Police
		Coordinate Employment Objectives with Downtown Odessa, Inc. and Odessa Development Corporation		
		Reduce Barriers for Additional Downtown Eateries		
		Ensure the Safety of Downtown Workers, Visitors, and Residents		

	Goal	Policy	Actions	Responsible Party
Livability	Attractive Commercial Centers	Increase Building Development Standards	<ul style="list-style-type: none"> • Update Zoning Ordinance • Create a Landscape Ordinance • Create a Sign Ordinance • Establish an Official Development Review Process 	<ul style="list-style-type: none"> • Planning and Zoning
		Enhance our Image by Requiring Landscaping Standards		
		Reduce Visual Clutter on our Corridors Through Enhanced Signage Standards		
		Ensure that our Development Procedures Are Customer Friendly and are Consistently Applied		
	Resilient Neighborhoods	Develop Quality New Neighborhoods that Maintain Their Long-Term Value	<ul style="list-style-type: none"> • Create a Neighborhood Design Menu for Developers to Choose Desired Neighborhood Amenities • Develop a Park Dedication Ordinance • Create a Yard Replacement Program for Xeriscape Landscaping • Create a Committee to Define Landscape Requirements in New Construction 	<ul style="list-style-type: none"> • Community Development • Planning and Zoning
		Incorporate Neighborhood Amenities to Encourage Investment and Reinvestment		
		Implement Park Priorities for Quality of Life Enhancement		
		Ensure that our Neighborhoods Maintain their Curb Appeal		
	Attractive Community	Incorporate Roadway Aesthetics as a Component of all Roadway Projects	<ul style="list-style-type: none"> • Dedicate 10% of Roadway Rehabilitation Projects and 5% of New Roadway Projects to Aesthetic Enhancements • Coordinate Enhancements with the OCA Arts Master Plan • Create Oil and Gas Screening Standards in Conformance with State Law • Enhance the Interstate 20 at Grant Street Gateway 	<ul style="list-style-type: none"> • Public Works • Planning and Zoning • Community Development
		Incorporate Public Art in Visible Areas		
		Ensure that Oil and Gas Drilling Facilities Are Properly Screened		
		Provide Gateways in Key Areas to Invite Visitors into Odessa		

Action Priorities

The Odessa City Council convened in a planning workshop in June 2016 to prioritize and consider the Envision Odessa actions and recommendations. In keeping with the format of the plan, the Council prioritized the recommendations by chapter. In many cases the prioritization reflects a range of topics with varying timeframes. This is good because it gives City staff leverage and direction to pursue a variety of strategies depending on available time and resources. It should be noted that in some cases the rankings resulted in a tie.

Transportation

The transportation priorities represent a mixture of long and short-term actions as well as a sampling of different transportation topics. For example, the top two priorities pertain to enforcement of existing regulations while the remaining top five address roadway capacity and efficiency, partnerships, and aesthetics.

Ranking	Transportation Priorities
1	Enforce Truck Routes
2	Reduce Speeds in our neighborhood
3	Right-Size Streets When Excess Capacity Exists
4	Continue Transit Partnership and Make Transit More Effective
5	Incorporate More Landscaping
6	Add Traffic Calming Techniques on 42nd Street
7	Incorporate Medians in Key Areas
8	Design our Roadways with Collaboration
9	Require Street Connections Between Subdivisions
9	Use our Roadways to Create Places
10	Advocate for Grade- separated Interchanges along Loop 338
11	Include Bike Facilities Near Odessa College and UTPB as well as Downtown and Southside Neighborhoods
12	Incorporate Sidewalks in Roadway Design
13	Continue Intersection Enhancements & Public Art
14	Create Major Community Garden
15	Design Roadways with Land Use Context in mind

Land Use

In the land use prioritization, the Council selected more than five top issues, indicating that land use is an important topic to Council. Three of the priorities address landscaping and aesthetics, two address infill, and one addresses incorporating mixed use land uses.

Ranking	Land Use Priorities
1	Create a Retail Landscape Program
2	Encourage Infill Residential Development
3	Create and Promote Housing Infill Incentives
4	Incentivize Residential Development in Mixed-use, Downtown and Southside Areas
5	Create Attractive and Resilient Neighborhoods
5	Encourage Landscape and Exterior Upkeep
6	Create code Enforcement campaigns for Maintenance and upkeep
6	Participate in Public Private Partnerships for Redevelopment
7	Encourage Mixed-Use Developments in Odessa
8	Facilitate a Mixed-Use Neighborhood Center for the Southside Community
9	Facilitate a Mixed-Use Neighborhood Center for the West-side Community
10	Follow Urban Design Protocol in Regards to Building Design, Setbacks, Sidewalks and Parking
11	Create a Façade Improvement Plan
12	Focus Incentives in Urban Village Areas
12	Advertise and Market Odessa Programs
13	Create a Retail Rehabilitation Program
14	Develop a Regional Mixed-Use Commercial Center at Interstate 20 and Loop 338 to Leverage Interstate 20 Traffic
15	Incorporate Parks, Open Space, Trails and Recreational Options into New Neighborhoods
16	Utilize Traditional Neighborhood Design for Redevelopment
17	Encourage the Use of Modular/Pre-Fabricated Homes in core neighborhoods
18	Provide a Diverse Range of Housing Products

Housing

The top five housing priorities represent a diverse mixture of issues: code enforcement, community involvement and empowerment, revitalization, and inclusion of affordable housing.

Ranking	Housing Priorities
1	Protect Neighborhoods with Code Enforcement
2	Facilitate and Organize Neighborhood Empowerment
3	Take an active Role in Reinvigorating our Neighborhoods
4	Facilitate Organizational Involvement
5	Create Affordable Housing through Private Initiatives
6	Provide Incentives for Property Maintenance
7	Coordinate our Resources to Secure Funding
8	Coordinate with local groups for Homeless Accommodations
9	Include Energy Companies as Housing Partners
10	Create Mixed-Income Housing Projects
11	Make Odessa a Life-Cycle Community
12	Collectively Advocate for Odessa's Housing Issues

Downtown Odessa

The top five Downtown priorities include economic development and partnerships, rehabilitation and aesthetics, safety, financing, and land use.

Ranking	Downtown Odessa Priorities
1	Build a Catalyst Downtown Project
2	Rehabilitate Abandoned Buildings and Eyesores
3	Ensure the Safety of Downtown Workers, Visitors and Residents
4	Create a Downtown Financing District
4	Encourage the Conversion of Vacant Structures Into Residential Uses
5	Coordinate Employment Objectives with Downtown Odessa Inc. and Odessa Development Corporation
6	Encourage Block Parties and Street Festivals
7	Provide a range of New Housing Projects Downtown
8	Reduce Barriers for Additional Downtown Eateries

Ranking	Downtown Odessa Priorities
9	Build an Active Downtown park
10	Make Downtown walkable and Bike Friendly
11	Encourage Startup Companies and Collaborative Workspaces
12	Create a Downtown Design Guidebook
13	Create Mixed-Income Residential Communities
14	Encourage Temporary and Transitional Use

Livability

The priorities for livability indicate focus on specific issues. Of the top five priorities, four pertain to branding/image, aesthetics, and perception. The outlying priority relates to customer service and consistent application of regulations by the City.

Ranking	Livability Priorities
1	Enhance our Image by Requiring Landscape Standards
2	Ensure that our Development Procedures Are Customer Friendly and are Consistently Applied
3	Ensure that our Neighborhoods Maintain Their Curb Appeal
4	Ensure that Oil and Gas Drilling Facilities Are Properly Screened
5	Provide Gateways in Key Areas to Invite Visitors into Odessa
6	Implement Park Priorities for Quality of Life Enhancement
7	Incorporate Roadway Aesthetics as a Component of all Roadway Projects
8	Incorporate Neighborhood Amenities to Encourage Investment and Reinvestment
9	Reduce Visual Clutter on our Corridors Through Enhanced Signage Standards
9	Incorporate Public Art in Visible Areas
10	Develop Quality New Neighborhoods that Maintain Their Long-Term Value
11	Increase Building Development Standards

City of Odessa

FY 2017-18

Adopted Budget

General Fund Overview

GENERAL FUND

OVERVIEW

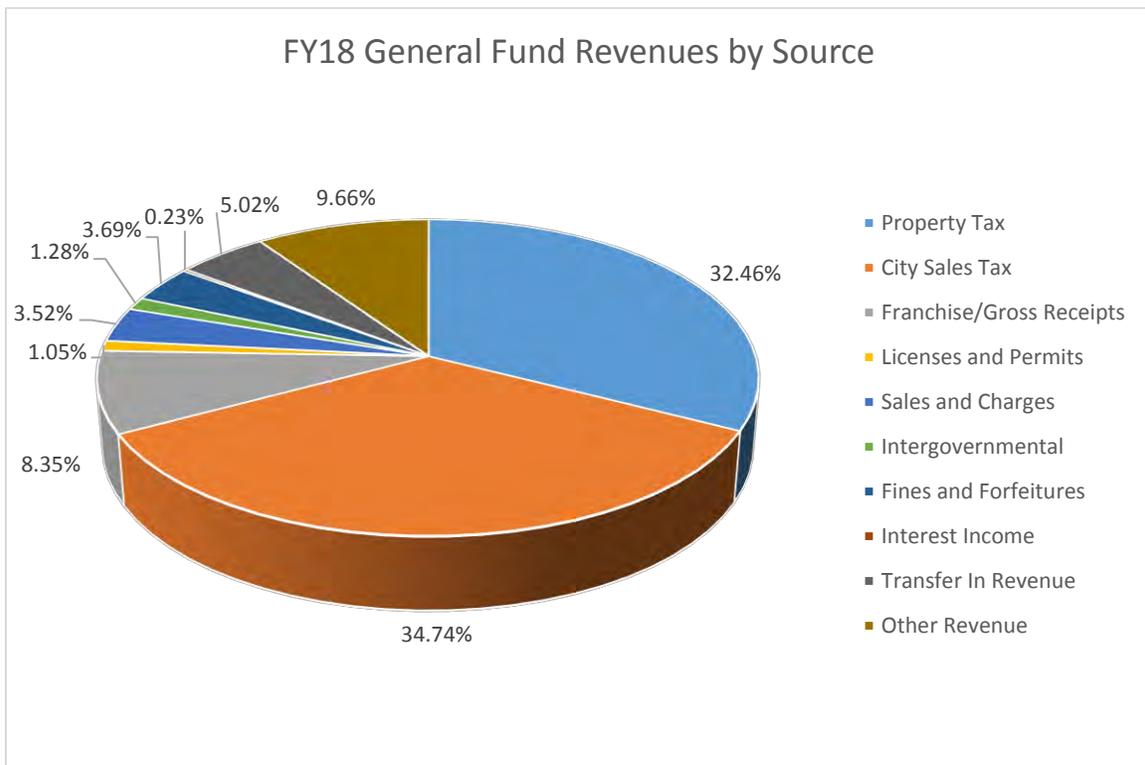
	2015-16 Actual	2016-17 Estimated	2016-17 Budget	2017-18 Budget
BEGINNING FUND BALANCE	\$53,129,552	\$44,683,951	\$44,683,951	\$24,850,283
Compensated Absences	1,143,523	1,143,523	1,143,523	1,143,523
60-Day Requirement	14,007,127	13,789,805	13,789,805	14,249,100
Budget Stabilization Account	5,836,303	5,745,752	5,745,752	5,937,125
AVAILABLE FUND BALANCE	\$32,142,599	\$24,004,871	\$24,004,871	\$3,520,535
CURRENT REVENUES				
Operating	\$79,108,682	\$81,808,119	\$78,190,572	\$82,779,831
Interest Income	272,304	291,503	125,000	200,000
Intergovernmental	1,247,543	1,123,968	1,123,968	1,135,434
Administrative Transfers In	3,942,269	4,448,442	4,448,442	4,448,442
TOTAL CURRENT REVENUES	\$84,570,798	\$87,672,032	\$83,887,982	\$88,563,707
TOTAL FINANCING SOURCES	\$116,713,397	\$111,676,903	\$107,892,853	\$92,084,242
EXPENDITURES				
Personal Services	\$58,242,827	\$58,527,251	\$57,165,407	\$59,647,134
Supplies	2,754,297	1,754,858	1,690,498	1,845,749
Services	19,293,774	20,730,011	20,467,313	20,050,180
Maintenance	3,016,322	3,289,783	3,280,293	4,128,492
Capital Outlay	793,911	2,235,583	236,072	352,072
Outside Agencies	205,812	209,920	209,920	219,920
Transfers Out	6,200,000	438,479	438,479	438,479
Lease Payment	1,134,750	400,000	400,000	0
Suppl. Expenditures 2016 & Prior	1,374,706	14,184,127	0	0
HVAC for PD,MC and MP	0	3,500,000	0	0
FY17 One- Time Suppl. Award	0	2,235,688	0	0
TOTAL EXPENDITURES	\$93,016,399	\$107,505,700	\$83,887,982	\$86,682,026
ENDING AVAILABLE BALANCE	\$23,696,998	\$4,171,203	\$24,004,871	\$5,402,216
Compensated Absences	1,143,523	1,143,523	1,143,523	1,143,523
60-Day Requirement	14,007,127	13,789,805	13,789,805	14,249,100
Budget Stabilization Account	5,836,303	5,745,752	5,745,752	5,937,125
ENDING FUND BALANCE	\$44,683,951	\$24,850,283	\$44,683,951	\$26,731,964

GENERAL FUND

OVERVIEW

General Fund Revenue

	2015-16	2016-17	2016-17	2017-18
	<u>Actual</u>	<u>Estimated</u>	<u>Budget</u>	<u>Budget</u>
Property Tax	\$26,308,460	\$26,845,979	\$26,583,784	\$28,749,616
City Sales Tax	30,083,963	31,739,113	29,907,251	30,765,079
Franchise/Gross Receipts	7,184,602	7,492,268	7,309,500	7,398,500
Licenses and Permits	1,067,385	936,876	963,700	934,250
Sales and Charges	3,202,567	3,122,199	3,149,200	3,113,420
Intergovernmental	1,247,543	1,123,968	1,123,968	1,135,434
Fines and Forfeitures	3,378,541	3,398,297	3,138,600	3,265,550
Interest Income	272,304	291,503	125,000	200,000
Transfer In Revenue	3,942,269	4,448,442	4,448,442	4,448,442
Other Revenue	7,883,164	8,273,387	7,138,537	8,553,416
<i>Total Revenue</i>	<u><u>\$84,570,798</u></u>	<u><u>\$87,672,032</u></u>	<u><u>\$83,887,982</u></u>	<u><u>\$88,563,707</u></u>



GENERAL FUND

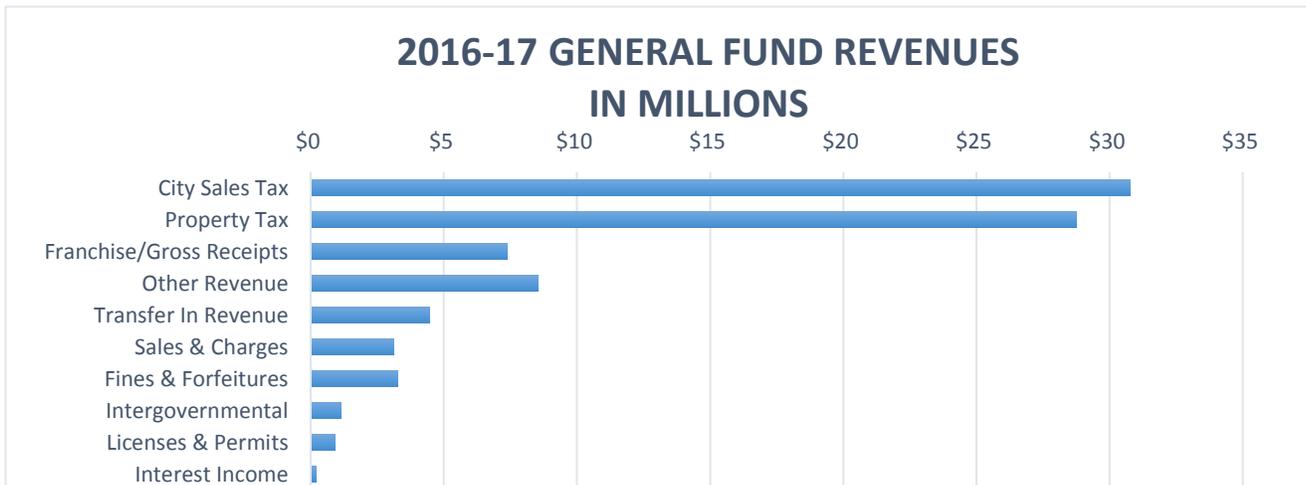
OVERVIEW

Revenues

The 2017-18 adopted budget for General Fund reflects realistic revenue projections of \$88,563,707, based on historical information and economic trends. A comparative summary below lists major revenue sources, the amount of revenue generated, and other pertinent data.

Total budgeted revenue reflects an increase of \$4,675,725, or 5.57%, compared to the previous year.

Source	2017-18 Budget		Increase/(Decrease) Over 2016-17 Budget	
	Amount	%	Amount	%
City Sales Tax	\$30,765,079	34.74%	\$857,828	2.87%
Property Tax	28,749,616	32.46%	2,165,832	8.15%
Franchise/Gross Receipts	7,398,500	8.35%	89,000	1.22%
Other Revenue	8,553,416	9.66%	1,414,879	19.82%
Transfer In Revenue	4,448,442	5.02%	0	0%
Sales and Charges	3,113,420	3.52%	(35,780)	(1.14)%
Fines and Forfeitures	3,265,550	3.69%	126,950	4.04%
Intergovernmental	1,135,434	1.28%	11,466	1.02%
Licenses and Permits	934,250	1.05%	(29,450)	(3.06)%
Interest Income	200,000	0.15%	75,000	60%
TOTAL	\$88,563,707	100.00%	\$4,675,725	5.57%

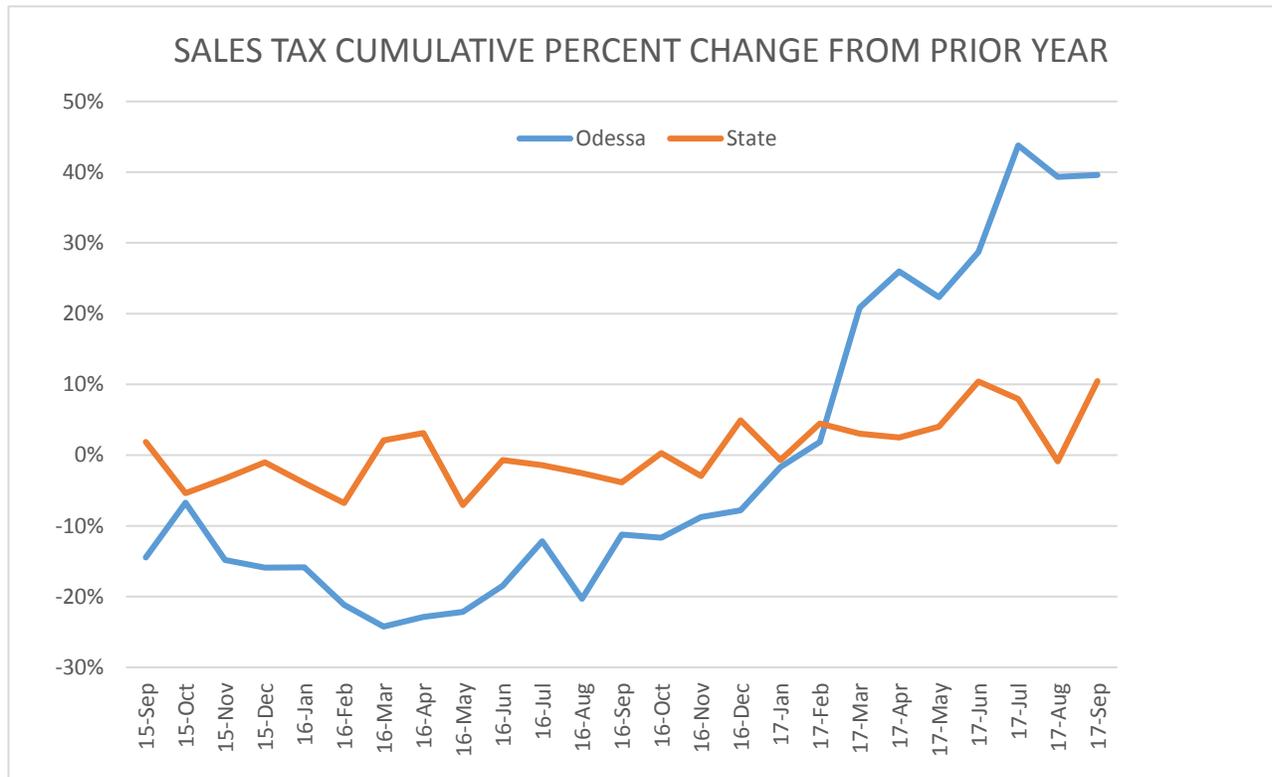


GENERAL FUND

OVERVIEW

City Sales Tax Revenue is the largest source of General Fund revenue for the City. It accounts for 34.74% of General Fund revenue, and is projected to net \$30,765,079 in 2017-18. This represents a 2.87% increase compared to last year's sales tax revenue projection. The line graph on the following page plots the annual percent change in monthly sales tax collections for the City of Odessa and the State of Texas. As illustrated by the graph, the annual percent change in Odessa's monthly sales tax collections ranges from -24.24% to 43.78%. The City saw significant growth in sales tax revenues during the 2nd, 3rd and 4th quarters of FY17. In comparison, the annual percent change in the State's monthly collections ranges from -7.06% to 10.47%. Sales tax revenue is significantly impacted by the state of the economy. The City opted to continue estimating sales tax projections in a conservative manner due to its volatility.

The sales tax rate in the City of Odessa is 8.25% of goods and services sold within the city boundaries. At the point of sale, businesses collect the tax and remit it to the State's Comptroller of Public Accounts on a monthly or quarterly basis. (Of the 8.25% tax, the City of Odessa receives 1%, the Hospital District receives 0.75%, the Odessa Development Corporation receives 0.25%, and the State retains 6.25%.) The State distributes tax proceeds to local entities within forty days following the period for which the tax is collected by the businesses.



Property Tax Revenue accounts for 32.46 % of the General Fund total revenue, and is the second largest source of General Fund revenue for the City. Thus, any fluctuation in property values will have a major impact on General Fund revenues. The assessed taxable value for the roll of January 1, 2017, upon which the fiscal year 2018 levy is based, is \$7,426,514,789. Net taxable property values have increased by 2.17% compared to last year's values. This revenue is based on the assessed value of real estate, personal property and minerals within the taxing jurisdiction.

GENERAL FUND

OVERVIEW

In the 2017-18 budget, the ad valorem tax rate will increase to \$49.3248 cents per \$100 valuation. The total property tax rate is comprised of the portion of taxes allocated to debt service (debt rate of \$0.096679) and the appropriations for the city's operating needs (O & M rate of \$0.396569).

Taxes are due January 31st following the October 1st levy date and are considered delinquent after January 31st of each year. Based upon historical collection trends, current tax collections for 2017-18 are estimated to be 96.00% of levy and will generate \$35,165,891 in revenue, of which General Fund's portion is \$27,999,616. The city has budgeted \$125,000 in property tax rebates for economic development purposes, while delinquent taxes and penalties are expected to generate \$875,000. Accounting for these components, the city anticipates to gain \$28,749,616 in General Fund property tax revenue. This represents an overall increase of \$2,165,832 compared to the 2016-17 budget. The growth trend for property tax revenue is expected to average 4% per year for future fiscal year projections.

Franchise/Gross Receipt Taxes are a set percentage of the gross receipts of the utility companies of gas (5%), electricity (4%), telephone (growth factor), and cable (5%). Franchise fees are assessed for the use of the City's streets, alleys, highways, and other public ways and places as authorized by ordinance. Projections are based on historical data trends, adjusted for population and other factors known to impact this revenue. Franchise/gross receipt taxes represent 8.35% of General Fund revenue and are expected to increase by \$89,000 compared to the previous year's budget.

The projection for Transfer-In Revenue is \$4,448,442, consistent with FY17 gains. Transfer-In revenues are monies that other funds pay to the General Fund in exchange for certain administrative services. An independent study is conducted each year by an outside firm to determine the cost of these administrative services. Transfer-in revenues account for 5.02% of General Fund revenue. Below is a breakdown of the inter-fund transfers.

SOURCE	2017-18 <u>Budget</u>	2016-17 <u>Budget</u>	Increase/ <u>Decrease</u>
Water and Sewer Fund	\$2,767,524	\$2,767,524	\$0
Equipment Service Fund	311,693	311,693	0
Risk Management Fund	490,443	490,443	0
Hotel-Motel Tax Fund	36,723	36,723	0
Solid Waste Fund	568,582	568,582	0
Storm Water Fund	35,169	35,169	0
Odessa Development Corporation Fund	229,221	229,221	0
Liquid Waste Fund	3,087	3,087	0
MOTOR-MPO Fund	<u>6,000</u>	<u>6,000</u>	<u>0</u>
TOTAL	\$4,448,442	\$4,448,442	\$0

GENERAL FUND

OVERVIEW

Fines and Forfeitures Revenue is generated by police citations and represents 3.69% of all General Fund revenues. Projections indicate that this source of revenue will increase by \$126,950, or 4.04%, in 2017-18.

Sales and Charges Revenue is generated by fees that the City charges for certain services. The largest revenue item in this category consists of sales and charges for services provided for emergency medical service (EMS). EMS Revenue is projected to reach \$2.6 million in 2017-18. Overall, the entire Sales and Charges budget will decrease by \$35,780, or -1.14%

Intergovernmental Revenue makes up 1.28% of the General Fund budget and is projected to increase by \$11,466 compared to last year's numbers. The Fire Department maintains a Fire/EMS contract for first response services to a portion of the county. This contract generates the majority of the revenue in this category. Other items reimbursed under this category include expenditures for highway lighting, emergency management, and school crossing guards.

Licenses and Permits Revenue represents 1.05% of General Fund revenue and is expected to decrease by \$29,450, or 3.06% in the upcoming year. The decrease in revenue reflects the reduction in construction, specifically building, mechanical and electrical permits, due to the economic downturn in FY16.

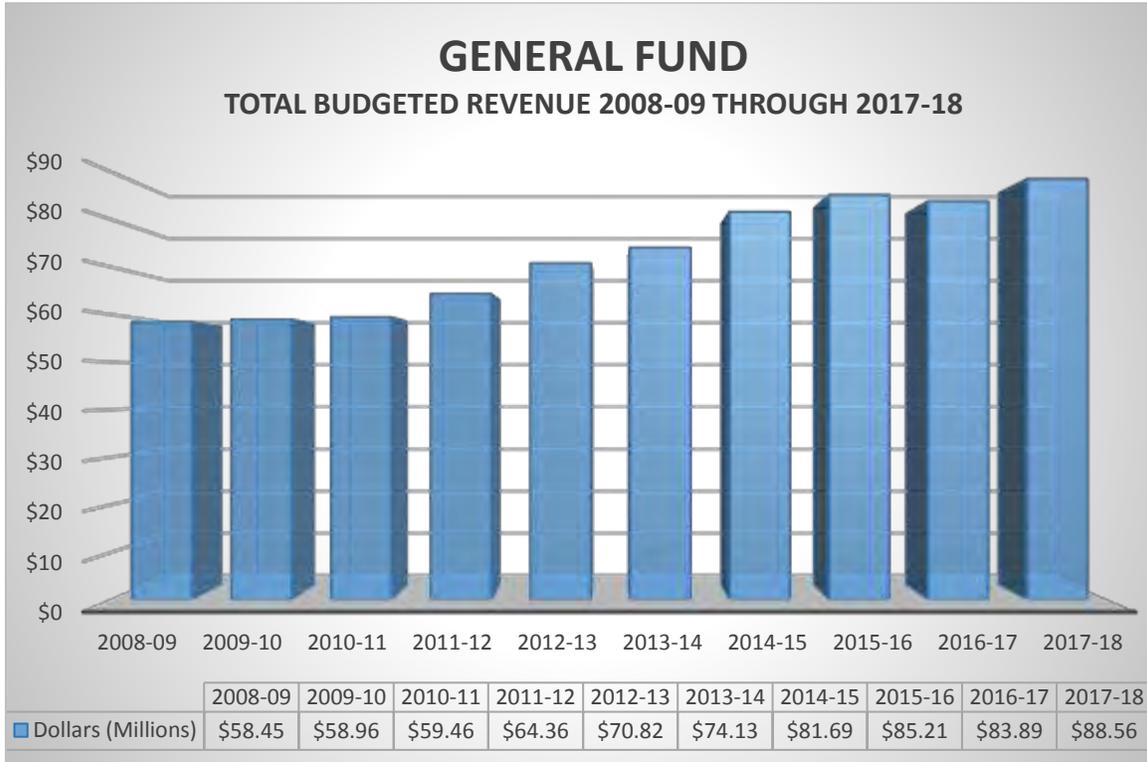
Interest Income comprises 0.15% of General Fund Revenue and is expected to generate \$200,000 in revenue; an increase of 60%.

Other Revenue includes revenue from several sources. The majority of Other Revenue is generated by Industrial District Contracts for water, sewer, and trash services provided by the City to districts outside the city limits. Another major source of income for this category is Payments in Lieu of Taxes (Assessment) from the Water and Sewer Fund and the Solid Waste Fund. These payments include a 5% franchise fee on gross receipts and an assessment of property similar to an ad valorem tax. Other Revenue accounts for 9.66% of General Fund revenues and is expected to increase by 19.82% compared to the 2016-17 budget. The majority of the increase is due to the addition of Industrial Contracts, combined with the growth of gross receipts and assessment of property from the Water/Sewer and Solid Waste Funds.

SOURCE	2017-18 Budget	2016-17 Budget	Increase/ (Decrease)
Water/Sewer Gross Receipts	\$3,388,970	\$2,683,741	\$705,229
Water/Sewer Assessment	1,406,403	1,344,830	61,573
Solid Waste Gross Receipts	707,382	687,183	20,199
Solid Waste Assessment	54,661	46,783	7,878
Industrial Contracts In Lieu of Tax	2,600,000	2,000,000	600,000
Other Revenue	<u>396,000</u>	<u>376,000</u>	<u>20,000</u>
TOTAL	\$8,553,416	\$7,138,537	\$1,414,879

GENERAL FUND

OVERVIEW



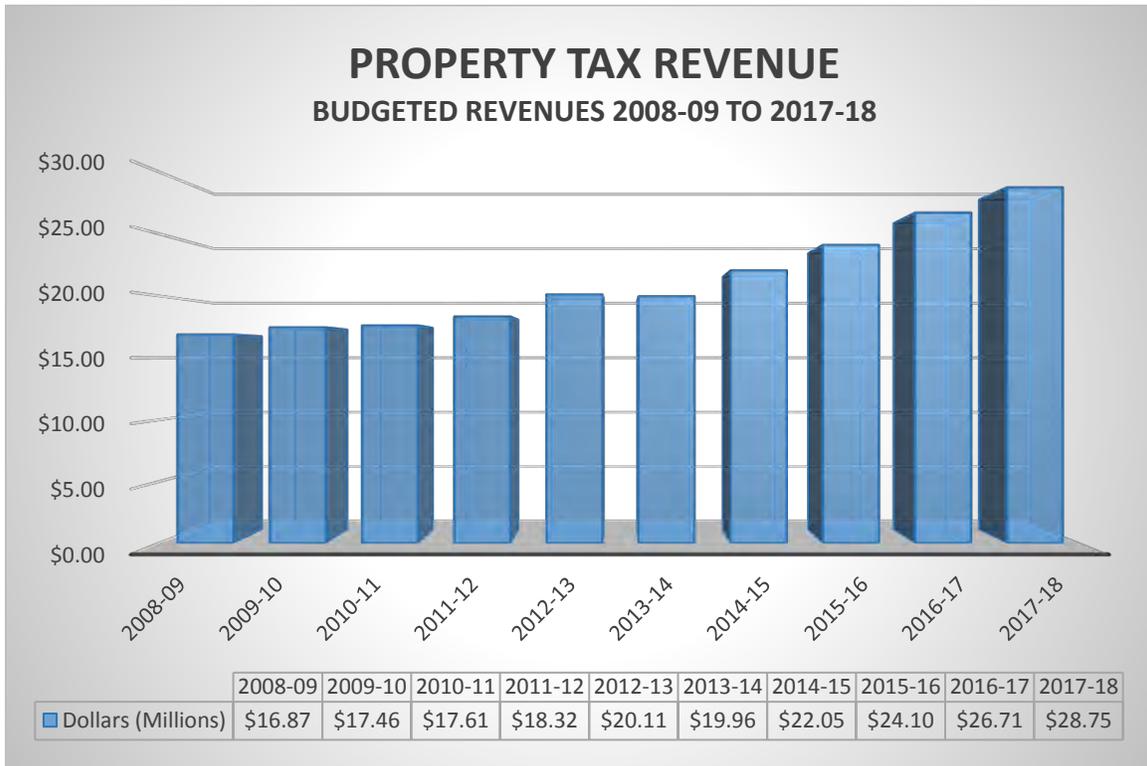
Over the past ten years, a booming oil industry has strengthened the local economy, resulting in increased property values and a higher average disposable income. These changes have had a major effect on property tax revenue and sales tax receipts, the City’s two major sources of income. As a result, General Fund Revenue has realized continued growth, topping out at \$88.56 million in 2017-18. Overall, budgeted revenues reflect a \$30.11 million, or 51.51%, increase over 2008-09 revenues.

Between 2008-09 and 2010-11, oil prices dropped dramatically, bringing about a downturn in the local economy. Sales Tax revenues did not reach projected levels. As a result, the General Fund realized revenue increases of less than 1% for fiscal years 2009-10 and 2010-11.

By 2010-11, the economy had begun to recover. Over the next five years, General Fund Revenue projections increased from \$59.46 million to \$85.21 million. This growth totaled \$25.75 million, or 43.31%. Oil prices again decreased in 2014-15, resulting in a deficit of sales tax receipts during 2015-16. The following year, 2016-17, sales tax revenues saw a significant increase in the second quarter, continuing through the end of the fiscal year. Budgeted revenues for 2017-18 are projected at \$88.56 million, a 5.57% increase from the previous year.

GENERAL FUND

OVERVIEW



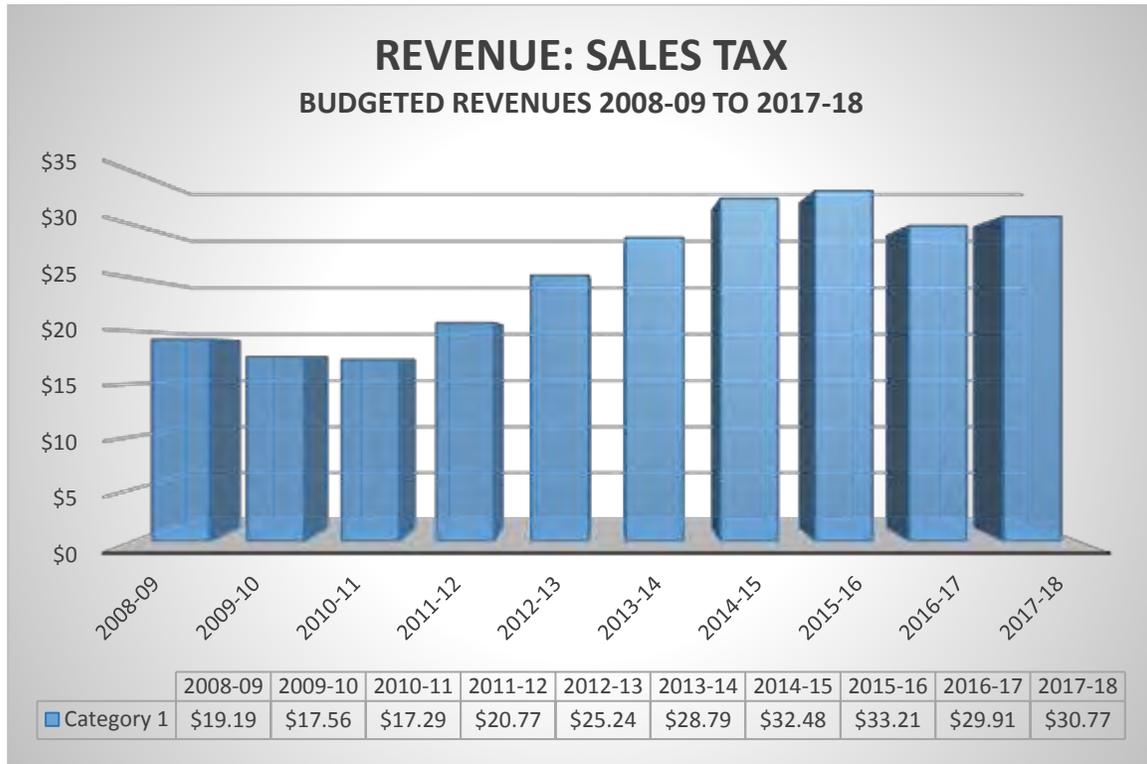
Property tax revenue is the second largest source of revenue for the General Fund, and accounts for 32.46% of all General Fund revenues in 2017-18. Since 2008-09, the local economy has realized sustained growth due to the booming oil industry. The strength of the economy has had a positive impact on property values and, by extension, property tax revenues. Between 2008-09 and 2012-13, property tax revenues increased by \$3.24 million, or 19.21%.

In 2013-14, budgeted revenues decreased by \$156,145 due to the 2013 bond issue. The bond issue caused the City's debt requirement to increase, so a larger portion of the property tax revenues had to be allocated to the Debt Service Fund in order to cover the higher annual debt payment. This reduced the tax revenue allocation for General Fund operations. However, since 2013-14, property tax revenues have seen consistent growth. Values increased by \$2.09 million in 2014-15, 2.05 million during 2015-16, and 2.61 million for the 2016-17 fiscal year.

This year's tax rate will increase to \$0.493248 per \$100 valuation. This is the first tax rate increase in approximately fifteen years, a 2.2658 cent increase from last year's tax levy. This tax rate is anticipated to generate \$28.75 million in property tax revenues in 2017-18.

GENERAL FUND

OVERVIEW



Source: City of Odessa Finance Department

Sales tax revenue is the single largest source of income for the General Fund, accounting for 34.74% of all General Fund revenues in 2017-18.

During 2008-09, the Great Recession instigated a plunge in values of oil and gas. The West Texas rig count dropped, and the local unemployment rate soared from 3.5% to 9.9% in a 10-month period. By March of 2009, the price of oil began to trend upward, and began to stabilize by 2010. However, sales tax revenues trailed behind the previous year's receipts. As a result, revenues were projected conservatively for 2009-10 and 2010-11, at \$17.56 million and \$17.29 million, respectively.

Sales tax receipts began to recover in 2010-11 and throughout the next few years annual collections consistently exceeded projections. During this time, rising oil prices had driven up wages, created more jobs, and brought more businesses into the area. The positive changes in the economy increased the average household's disposable income. Consequently, citizens made more purchases, generating more sales tax revenue for the City.

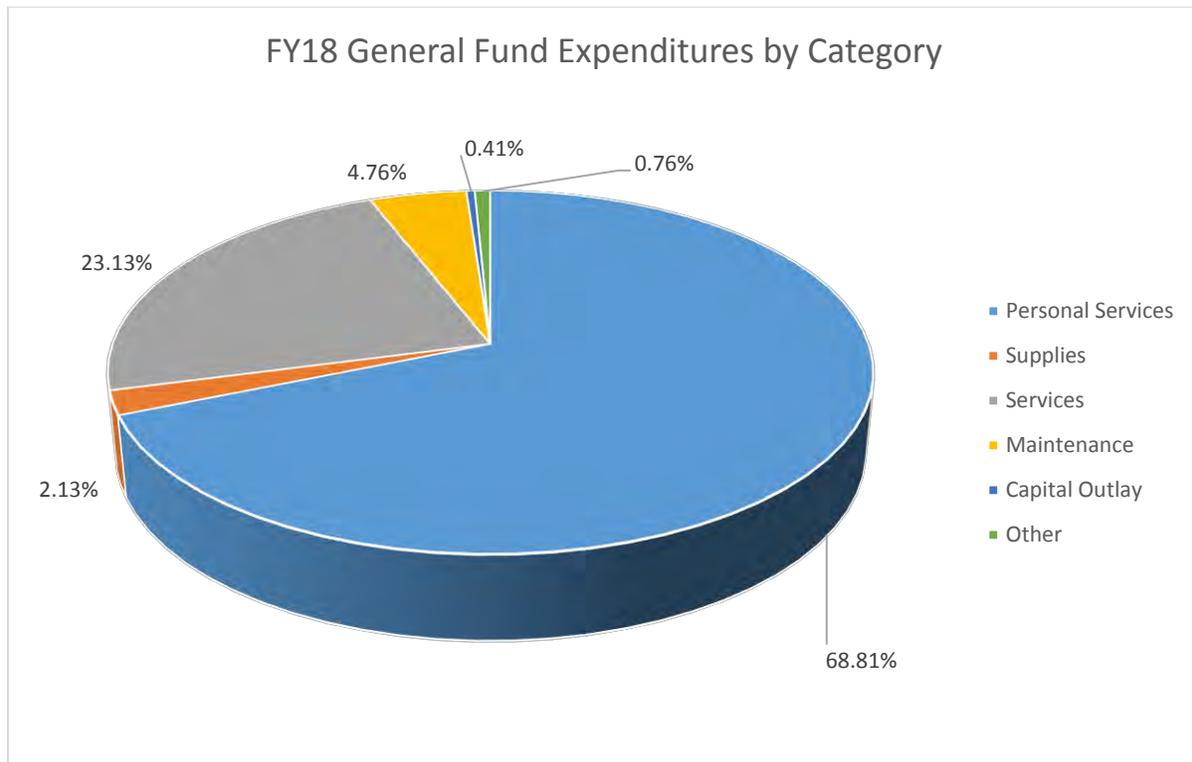
In 2015-16, the price of oil and gas once again declined. Revenues for 2015-16 did not meet estimated projections, resulting in a reduced projection for 2016-17. Due to the volatile nature of oil and gas prices, projections for 2017-18 were estimated conservatively at \$30,765,079, 2.87% above 2016-17 projections.

GENERAL FUND

OVERVIEW

Expenditures by Classification

	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Estimated</u>	<u>2016-17</u> <u>Budget</u>	<u>2017-18</u> <u>Budget</u>
Personal Services	\$58,242,827	\$58,527,251	\$57,165,407	\$59,647,134
Supplies	2,754,297	1,754,858	1,690,498	1,845,749
Services	19,293,774	20,730,011	20,467,313	20,050,180
Maintenance	3,016,322	3,289,783	3,280,293	4,128,492
Capital Outlay	793,911	2,235,583	236,072	352,072
Subtotal	\$84,101,131	\$86,537,486	\$82,839,583	\$86,023,627
Outside Agencies	205,812	209,920	209,920	219,920
Operating Transfers Out	6,200,000	438,479	438,479	438,479
Lease Payments	1,134,750	400,000	400,000	0
Suppl. Expenditures 2016 & Prior	1,374,706	14,184,127	0	0
HVAC for PD,MC, and MP	0	3,500,000	0	0
One-time approved Suppl. FY17	0	2,235,688	0	0
Total Expenditures and Other Uses of Funds	\$93,016,399	\$107,505,700	\$83,887,982	\$86,682,026



GENERAL FUND

OVERVIEW

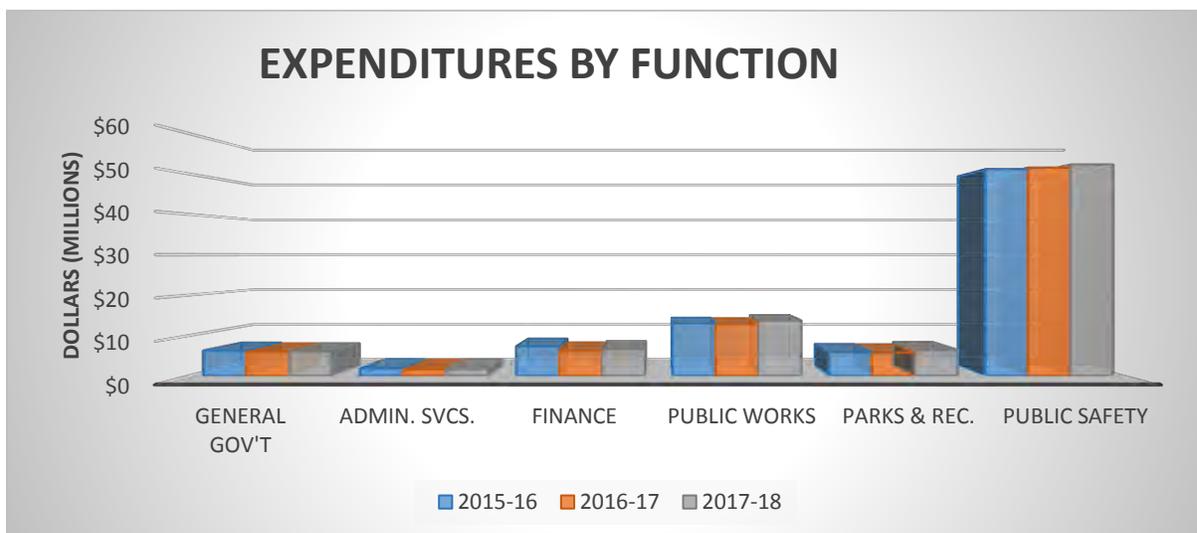
Expenditures

For the 2017-18 fiscal year, General Fund budgeted expenditures are \$86,682,026, which is an increase of \$2,794,044, or 3.33%, over the 2016-17 adopted budget. The major factors contributing to the increase include:

- The budget awarded ten new positions to departments in the General Fund.
- The budget provided a three percent salary increase to all full-time employees with a satisfactory performance evaluation, in addition to the step and incentive plan for sworn-personnel.
- The budget made available to departments one-time supplemental awards in the amount of \$2,189,999, in addition to \$122,050 in on-going supplemental requests.

As the chart below reflects, the resources allocated for General Fund operations of the new fiscal year can be broken down into six main functions of service.

Function	2017-18 Budget		Increase / Decrease From 2016-17 Budget	
	Amount	%	Amount	%
General Government	\$6,036,115	6.96	\$37,896	0.63
Administrative Services	1,717,883	1.98	125,123	7.86
Finance	6,606,586	7.62	373,024	5.98
Public Works	13,662,862	15.76	896,476	7.02
Parks & Recreation	6,368,406	7.35	622,395	10.83
Public Safety	<u>52,290,174</u>	<u>60.32</u>	<u>739,130</u>	<u>1.43</u>
TOTAL	\$86,682,026	100.00	\$2,794,044	3.33



GENERAL FUND

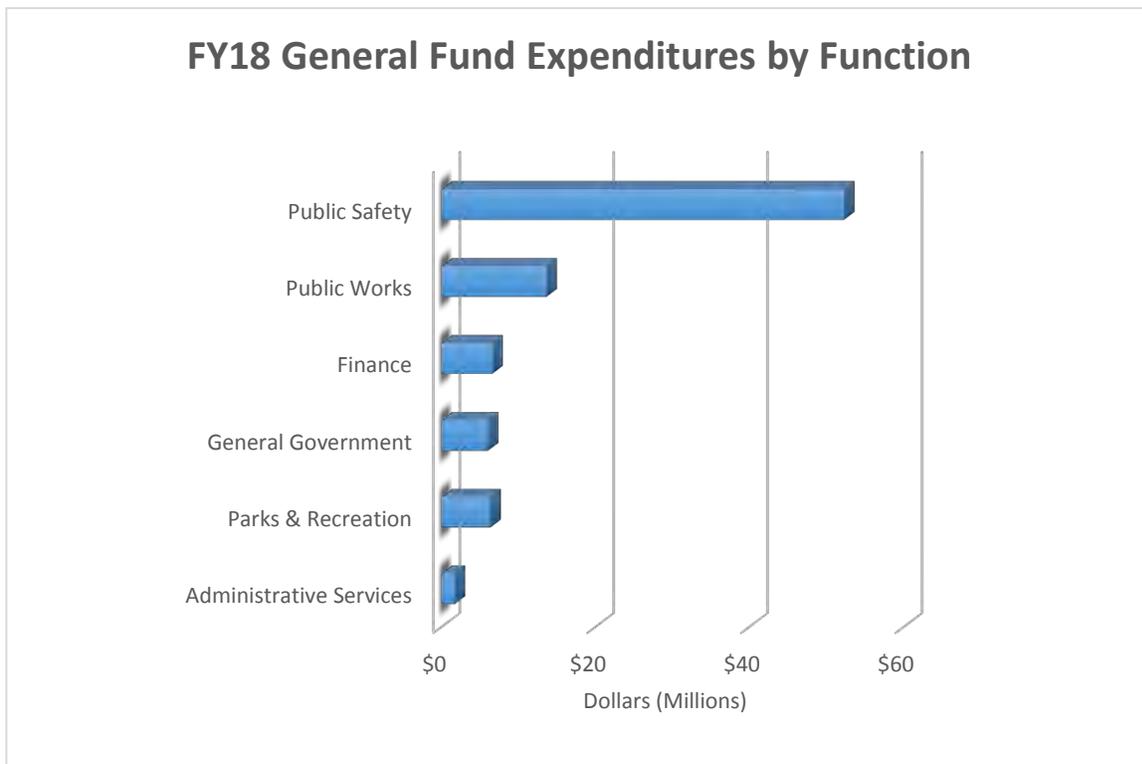
OVERVIEW

Expenditures (cont'd)

The General Fund is comprised of six functions: Public Safety, Public Works, Finance, Parks and Recreation, General Government, and Administrative Services. All functions will realize budgetary increases in FY 2018.

The **General Government** function includes the departments of the City Council, City Secretary, City Attorney, Office of the City Manager, Human Resources, Planning and Development, and Code Enforcement. Total expenditures for this function will increase by \$37,896, or 0.63%. The City Attorney's office added a budgeted position. The other departmental budgets increased slightly from small various requests awarded by Council. General Government funds 53 full-time positions

The **Finance** function consists of the Finance, Purchasing, Municipal Court, and Judges Municipal Court departments. This function also includes Non-Departmental, Outside Agency funding, Special Projects, and Operating Transfers-Out. As the comparative summary reflects, this function has a total budget of \$6,606,586; an increase of \$373,024 compared to the previous year's funding level. Last year's budget included one-time funding for the demolition of unsafe properties and equipment for the Police department. These amounts were removed from the budget for 2017-18. The Finance function funds 41.5 positions, consistent with the number funded in FY 2017.



GENERAL FUND

OVERVIEW

Expenditures (cont'd.)

Parks and Recreation expenditures for the 2017-18 budget are expected to increase by \$622,395. The costs are primarily due to four new positions and an increase in overtime and part-time expenses. Also included is additional funding for park and irrigation improvements. Newly constructed and/or improved community centers and the addition of the new UTPB spray ground will increase contracted special services for cleaning and maintenance. The total Parks and Recreation budget of \$6,368,406 funds 54 positions.

Public Safety includes the Police, Fire, and Public Safety Communications departments. The function of Public Safety accounts for 60.32% of the total General Fund budget. The 2017-18 budget reflects an increase of \$739,130, or 1.43% over the previous year.

The Police Department's budget funds 236 full-time positions. The budget for FY18 decreased by \$212,434 from the previous year, or 0.77%.

The FY 2018 Fire Department's \$22,780,571 budget funds 187 positions, and represents an increase of \$934,888 compared to the previous year. \$365,025 can be attributed to adding additional skill pay and the cost of personnel training and staff development. One additional Fire Inspector was approved, and includes the costs of fleet and equipment for the position. Finally, an increase of \$380,000 was added to the budget to increase annual savings for the replacement of fire fleet.

The Public Safety Communications Department runs the dispatch service for emergency calls for Police and Fire. The budget of \$2,216,090 funds 31 positions, consistent with the position count of the previous year. The increase of \$16,676 is primarily due to the approval of additional skill pay, a master level incentive.

The **Public Works** function includes the divisions of Public Works Administration, Engineering, Building Inspection, Traffic, Street, and Public Works GIS. Total expenditures for this function will increase by \$896,476, or 7.02%, compared to the 2016-17 adopted budget. The majority of the increase is due to the addition of a Registered Public Land Surveyor position in Engineering, and increased operational and maintenance costs. This function funds 100.5 positions.

The **Administrative Services** function is comprised of the Building Services department in the General Fund. The total budget of \$1,717,883 will be an increase of \$125,123, or 7.86%, compared to last year's budget. The majority of the increase can be attributed to the addition of two positions and maintenance to the elevators in the Municipal Plaza. Administrative Services funds 15 full-time positions, an increase of two positions from the previous year.

Expenditures are grouped into eight major categories within each fund. As the chart on the following page indicates, **Personal Services** accounts for the largest portion of the General Fund budget at 68.81% of the total cost of operations. The 2017-18 budget for Personal Services will fund 718 positions, a net increase of 10 positions from last year. The budget includes funding for a 3% salary increase for full-time employees with a satisfactory performance evaluation, step increases, and increases in skills/incentive pay for sworn personnel who meet requirements.

GENERAL FUND

OVERVIEW

Expenditures (cont'd.)

The **Supplies** category will increase \$155,251 in the upcoming fiscal year. An increase is seen in office supplies, janitorial supplies, wearing apparel, pool supplies, computer programs, and special training supplies for the Fire Department.

The **Services** category reflects a net decrease of \$417,133 from last year's expenses. Although a variety of contracted services saw an increase from the previous year, the overall decrease is primarily due to a significant reduction in Fleet Maintenance following the purchase of new fire fleet.

The **Maintenance** function shows an increase of \$848,199, or 25.86%, compared to last year's budget. This is a combination of the increase costs of infrastructure maintenance and septic cleaning.

Capital Outlay will realize an increase of \$116,000 in 2017-18. This category's budget fluctuates from year to year, depending upon the need for large-ticket items. This year the cost is due to the purchase of new fleet for additional positions.

The **Other** category is comprised of Outside Agencies, Transfers Out, and Lease Payments. The total budget of \$658,399 reflects a decrease of \$390,000 from last year's budget. Last year the City paid the final payment on the Fire Truck Lease which lowered the total lease payment substantially.

Expenditures by Category	2017-18 Budget		2016-17 Budget	
	Amount	%	Amount	%
Personal Services	\$59,647,134	68.81	\$57,165,407	65.95
Supplies	1,845,749	2.13	1,690,498	1.95
Services	20,050,180	23.13	20,467,313	23.61
Maintenance	4,128,492	4.76	3,280,293	3.78
Capital Outlay	352,072	0.41	236,072	0.27
Outside Agencies	219,920	0.25	209,920	0.24
Transfers Out	438,479	0.51	438,479	0.51
Lease Payments	0	0.00	400,000	0.46
TOTAL	\$86,682,026	100.00	\$83,887,982	100.00

Fund Balance

In 2013-14, the audited total fund balance rose to \$50,597,769, an increase of 8.5%, compared to the previous year. During 2014-15 additional revenues were received in excess of the anticipated budget, and the audited total fund balance climbed to \$53,129,552. During the 2015-16 fiscal year, several expenses were taken from Fund Balance for the Downtown Improvement Plan and the Hotel and Convention Center Project, dropping the fund balance to \$44,683,951. The 2016-17 budget required several amendments for the further development of the downtown revitalization project, and the City purchased several dilapidated properties for economic development. This fiscal year also required the replacement of HVAC systems in three city buildings, requiring the fund balance to cover these costs. The ending fund balance of 2016-17 was estimated at \$24,850,283. The 2017-18 ending fund balance is projected to be \$26,731,964.

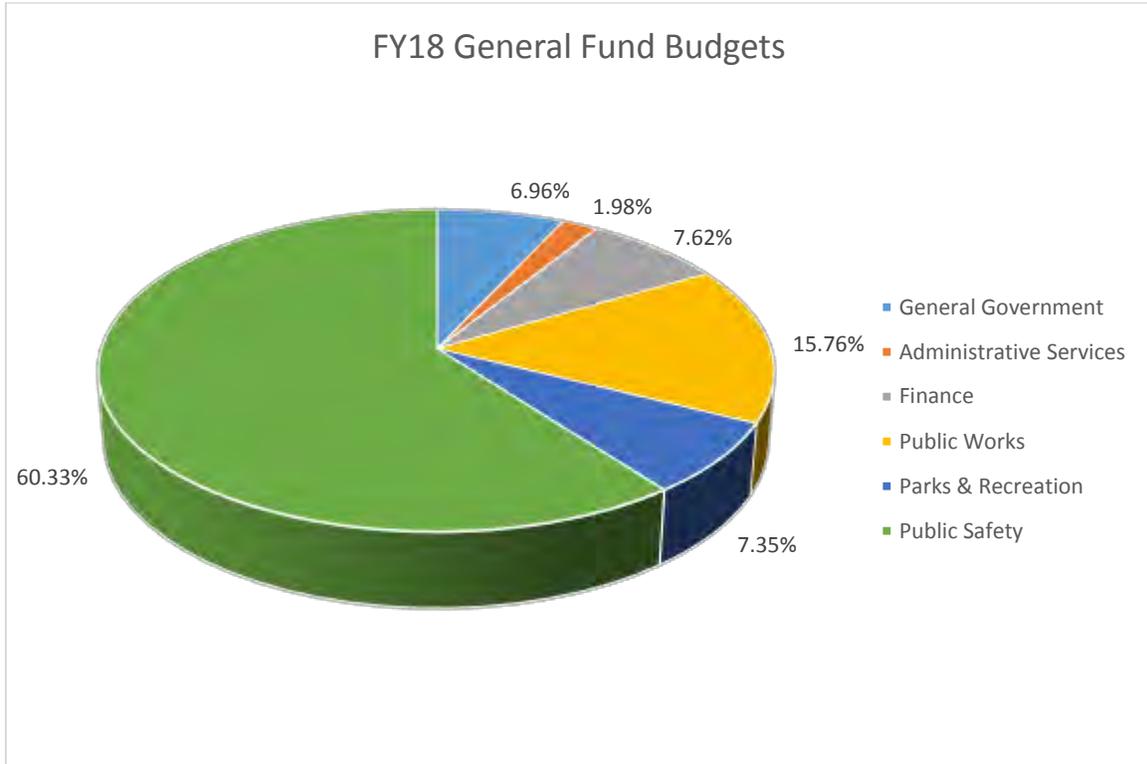
GENERAL FUND

OVERVIEW

Expenditures by Division	2015-16 Actual	2016-17 Estimated	2016-17 Budget	2017-18 Budget
City Council	\$38,911	\$37,439	\$37,497	\$38,820
City Secretary	219,198	239,191	238,610	241,775
City Attorney	1,695,803	1,799,419	1,797,231	1,907,530
Office of the City Manager	1,159,379	1,171,782	1,166,518	1,242,924
Downtown Odessa	148,392	60,739	60,000	60,000
Human Resources	650,489	709,168	700,148	702,870
Planning and Development	387,499	414,282	419,321	417,306
Code Enforcement	1,576,717	1,359,793	1,578,894	1,424,890
TOTAL GENERAL GOVERNMENT	\$5,876,388	\$5,791,813	\$5,998,219	\$6,036,115
Building Services	\$1,778,183	\$1,653,371	\$1,592,760	\$1,717,883
TOTAL ADMINISTRATIVE SRVS.	\$1,778,183	\$1,653,371	\$1,592,760	\$1,717,883
Finance	\$1,080,673	\$1,157,176	\$1,207,652	\$1,275,094
Purchasing	677,520	648,056	709,708	653,014
Municipal Court	1,171,031	1,132,891	1,165,447	1,144,524
Judges Municipal Court	519,092	496,122	496,478	528,859
Non-Departmental	2,400,453	4,281,092	2,005,878	2,346,696
Outside Agencies	205,813	209,920	209,920	219,920
Operating Transfers Out	6,208,222	438,479	438,479	438,479
Supplemental Expend. 2015 Prior	1,374,706	14,184,127	0	0
Supplemental Expenditures 2016	0	3,500,000	0	0
One-time Approved Suppl. FY16	0	2,235,688	0	0
TOTAL FINANCE	\$13,637,510	\$28,283,551	\$6,233,562	\$6,606,586
Public Works Administration	\$263,009	\$220,457	\$259,178	\$266,614
Engineering	1,785,838	1,647,413	1,650,891	1,720,446
Building Inspection	1,664,342	1,534,365	1,654,598	1,628,062
Traffic Engineering	1,733,642	1,772,584	1,790,745	1,805,066
Street	6,399,863	6,726,305	6,740,007	7,549,364
Public Works GIS	748,700	651,977	670,967	693,310
TOTAL PUBLIC WORKS	\$12,595,394	\$12,553,101	\$12,766,386	\$13,662,862
Parks and Recreation	\$6,721,534	\$5,945,149	\$5,746,011	\$6,368,406
TOTAL PARKS AND RECREATION	\$6,721,534	\$5,945,149	\$5,746,011	\$6,368,406
Fire	\$21,181,539	\$22,171,564	\$21,845,683	\$22,780,571
Police	28,820,475	28,695,430	27,505,947	27,293,513
Public Safety Communications	2,405,376	2,411,721	2,199,414	2,216,090
TOTAL PUBLIC SAFETY	\$52,407,390	\$53,278,715	\$51,551,044	\$52,290,174
Total Expenditures	\$93,016,399	\$107,505,700	\$83,887,982	\$86,682,026

GENERAL FUND

OVERVIEW



SOURCE: City of Odessa Finance Department

The Public Safety function, including Fire (26.28%), Police (31.49%) and Public Safety Communications (2.56%), comprises 60.33% of the total General Fund budget for 2017-18. The next largest use of the General Fund is the Public Works function (15.76%). Sharing the remaining 23.91% of the current General Fund budget are the Finance (7.62%), Parks and Recreation (7.35%), General Government (6.96%), and Administrative Services (1.98%) functions.

GENERAL FUND

CAPITAL OUTLAY

Fund & Department/Division	Item	Item Total	Total
City Attorney	Data Processing Equipment	<u>\$1,500</u>	
	Subtotal City Attorney		\$1,500
City Manager Downtown Odessa	Data Processing Equipment	\$1,900	
	Furniture & Office Equipment	<u>\$2,000</u>	
	Subtotal City Manager		\$3,900
Human Resources	Data Processing Equipment	<u>\$2,000</u>	
	Subtotal Human Resources		\$2,000
Public Safety Communications	Furniture & Office Equipment	<u>\$8,600</u>	
	Subtotal Public Safety		\$8,600
Finance	Furniture & Office Equipment	<u>\$1,000</u>	
	Subtotal Finance		\$1,000
Public Works			
Engineering	Data Processing Equipment	\$10,200	
	Automotive Equipment	\$25,000	
Building Inspection	Office Equipment	\$6,368	
	Data Processing Equipment	\$2,619	
Traffic Engineering	Traffic Infrastructure Improvements	\$24,998	
GIS	Data Processing Equipment	<u>\$5,000</u>	
	Subtotal Public Works		\$74,185
Parks	Automotive Equipment	<u>\$48,000</u>	
	Subtotal Parks		\$48,000
Fire Department			
Administration	Data Processing Equipment	\$3,128	
Inspection	Furniture & Office Equipment	\$1,800	
	Data Processing Equipment	\$3,000	
	Automotive Equipment	<u>\$40,000</u>	
	Subtotal Fire		\$47,928
Police Department			
Patrol Operations	Machinery & Equipment	\$56,014	
	Data Processing Equipment	\$13,745	
	Technology Replacement	<u>\$100,000</u>	
	Subtotal Police		\$169,759
<u>TOTAL CAPITAL OUTLAY – GENERAL FUND</u>			\$356,872

City of Odessa

FY 2017-18

Adopted Budget

General Fund Detail
by Department/Division

GENERAL FUND

DEPARTMENTS/DIVISIONS

City Council
City Secretary
City Attorney
Office of the City Manager
Human Resources
Building Services
Public Safety Communications
Planning and Development
Finance
Purchasing
Municipal Court
Judges Municipal Court
Building Inspection
Public Works Administration
Engineering
Traffic Engineering
Street
Public Works GIS
Parks and Recreation
Fire
Police
Code Enforcement
Non-Departmental
Outside Agencies
Downtown Odessa
Operating Transfers Out
Special Projects

CITY COUNCIL

MISSION

The City Council will provide an efficient, effective, and responsive government for the citizens of Odessa and improve the quality of life through quality service, innovations, and leadership.

SERVICES PROVIDED

- Work to improve existing services and develop policies to meet the needs of the community.
- Work in partnership with the citizens and government agencies for the best interest of the entire community.
- Engage citizen participation through appointment of serving on boards and commissions.
- Set the vision for the City's future.

FY2017 ACCOMPLISHMENTS

- Provided a State of the City Address on current projects for the citizens.
- Completed the Comprehensive Master Plan.

HIGHLIGHTS OF BUDGET CHANGES

City Council members will be compensated for Finance Committee meetings resulting in a supplemental of \$1,150.

CONTACT INFORMATION

Norma Aguilar-Grimaldo
City Secretary
432-335-4163
ngrimaldo@odessa-tx.us

CITY COUNCIL

GOALS & PERFORMANCE MEASURES

GOAL	OBJECTIVE	PERFORMANCE MEASURE	FY 2015-16 ACTUAL	2016-17 ESTIMATE	2017-18 TARGET
To provide quality municipal and public safety services in a cost efficient manner.	Have a sound fiscal budget.	Provide cost effective and efficient City services to the citizens of Odessa.	12	12	12
To address and maintain public infrastructure and quality of life issues for the citizens of Odessa.	Inform citizens of City projects and departmental activities.	Maintain on-going programs through the Capital Improvement Program.	100%	100%	100%
To communicate with the citizens.		Provide consistent and informative communication. Offer the opportunity for citizen involvement and input. Encourage citizen involvement by the appointment of citizens to boards and commissions.			
To engage in participation of mutually beneficial relations with other governmental agencies. 	Keep open communication and share information to other entities.	Review opportunities to consolidate like-services with other governmental entities.	100%	100%	100%

CITY COUNCIL

EXPENDITURES BY CLASSIFICATION

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$2,555	\$2,599	\$2,657	\$3,807
Supplies	8,396	10,000	10,000	8,500
Services	27,960	24,840	24,840	26,513
Maintenance	0	0	0	0
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	\$38,911	\$37,439	\$37,497	\$38,820

PERSONNEL BY JOB TITLE

	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR	2017-18 FISCAL YEAR
Mayor	1	1	1
Council Members	<u>5</u>	<u>5</u>	<u>5</u>
Total Personnel	6	6	6

CITY SECRETARY

MISSION

The City Secretary ensures protecting and preserving official City records, serves in accordance with federal, state and local laws, and fulfills the office with fair and efficient customer services to the citizens and the City Council.

SERVICES PROVIDED

- Maintain, preserve, and archive the official records for the City of Odessa.
- Attends and records City Council meetings.
- Provide City Council staff support.
- Prepares the City Council agenda.
- Meet legal requirements by posting and publishing legal and public notices.
- Maintains and tracks Boards and Commissions term expiration, vacancies, and new applicants then notifies City Council.
- Oversees municipal elections.
- Administers the Oath of Office.
- Oversee the Records Management Program.
- Serves as custodian of the City corporate seal.
- Coordinating the codification of City Ordinances.
- Serves as assistant secretary to the Odessa Development Corporation.

FY2017 ACCOMPLISHMENTS

- Oversaw Municipal Elections.
- Archive Odessa Development Corporation's resolutions and minutes.
- Directed the updates of the Code of Ordinances

CONTACT INFORMATION

Norma Aguilar-Grimaldo
City Secretary
432-335-4163
ngrimaldo@odessa-tx.gov

CITY SECRETARY

GOALS AND PERFORMANCE MEASURES

GOAL	OBJECTIVE	PERFORMANCE MEASURE	FY 2015-16 ACTUAL	2016-17 ESTIMATE	2017-18 TARGET
Accurately prepare and record City Council agendas and minutes.	Ensure effective and accurate documents.	Accurately record and transcribe the minutes of City Council and other meetings within 5 days.	100%	100%	100%
Provide responsive customer service with their requests.	Keep records in an orderly filing system for easy retrieval.	Provide retrieval of information for citizens and staff within 5 days.	95%	95%	95%
Preserve, protect, and archive Ordinances, resolutions, minutes, and contracts.	Provide effective safekeeping of records and archive in Laserfiche.	Scan all ordinances & resolutions for easy retrieval. Systematically maintain all ordinances, minutes, and resolutions in the Council Minute Books. Maintain official documents in an organized manner that provides quick retrieval of accurate information and the safe archival of records.	95%	95%	95%
Administer the Records Management Program for department.	Encourage departments to dispose records according to the retention schedule.	Provide updated records retention schedules to the departments.	85%	85%	90%
Oversee municipal elections.	Ensure fair and impartial city elections.	Ensure that the municipal elections are conducted in accordance with all state and federal laws.	NA	100%	NA

CITY SECRETARY

EXPENDITURES BY CLASSIFICATION

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$168,682	\$169,838	\$171,005	\$172,109
Supplies	9,650	8,628	6,880	6,685
Services	40,866	60,725	60,725	62,981
Maintenance	0	0	0	0
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	\$219,198	\$239,191	\$238,610	\$241,775

PERSONNEL BY JOB TITLE

	2014-15 FISCAL YEAR	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR
City Secretary	1	1	1
Deputy City Secretary	<u>1</u>	<u>1</u>	<u>1</u>
Total Personnel	2	2	2

CITY ATTORNEY

MISSION

The mission of the Legal Department of the City is to serve the City Council, City Departments, and the public by providing legal counsel, preparing contracts and other legal documents. It is also to provide legislative assistance and representation before courts and boards, with ability and in a timely, courteous and professional manner. This includes insuring the legality of City operations and protecting the legal rights of the City, reducing liability risk and assisting the City in accomplishing its goals and objectives

SERVICE PROVIDED

Under the City Code of Ordinances, the City Attorney shall be the chief legal adviser of the City of Odessa and has the entire charge of all litigation of the City, in the municipal courts and in the county, district and appellate courts of the state of Texas and in the Federal courts of the United States.

The services provided by the Legal Department are as follows:

1. Consult with and advise the Mayor and City Council on all legal matters concerning the City of Odessa, including but not limited to legislation; ordinances, liability and economic development.
2. Provide legal counsel, document preparation and representation for the City Manager, his staff and all department heads and assistant directors.
3. Provide prosecution of the violators of any City ordinance or any State or Federal statutes or regulations under the City's jurisdiction generated through the Police Department, Code Enforcement or other City officers.
4. Provide the adjudication of all school attendance issues and any necessary prosecution or judicial administration pursuant to an inter local agreement with ECISD.
5. Provide for the legal assessment of Freedom of Information request's to the Police Department and all other city departments and prepare the proper written response to either release or protect the requested information.
6. Prepare and/or review all contracts and other legal documents prior to their execution.

FY2017 ACCOMPLISHMENTS

Contracts

- Advised various City departments in the negotiation of and prepared a wide variety of contracts such as professional, consultant, license, lease, water, hotel-motel funding, CDBG funding, utility, franchise, and creation of new industrial districts. Prepared extension contracts for industrial district agreements with the property owners in Industrial Districts No. 2, No. 3, and No. 4.

Downtown Odessa Inc.

- Provided legal counsel and assistance to Downtown Odessa, Inc. regarding development of the downtown area; continued to identify and pursue acquisition of properties for the revitalization/economic development of

CITY ATTORNEY

downtown; and assisted in the preparation of several contracts for façade and infrastructure improvements of existing downtown properties.

Economic Development

- Provided legal counsel and assistance to the Odessa Development Corporation Board, the ODC Compliance Committee and the Enterprise Zone Committee regarding economic development of the city of Odessa, which included preparation of various contracts for economic development grants, assistance in the review of budgeting procedures, and drafting of preliminary documents for implementation of Tax Increment Reinvestment Zone (TIRZ).

Hotel / Conference Center

- Continued to identify, pursue and acquire properties for the Hotel/Convention Center area; completed the Ground Lease and License Agreement, Conference Center Lease Agreement, Parking Space Lease Agreement, and the Plaza Lease; and began construction of the hotel/conference center.

Legislation

- In the 85TH Legislative Session 2017(R) and the Special Called Session, tracked bills regarding legislative matters on municipal issues such as tax revenue, appraisal caps, revenue caps, sovereign immunity, municipal annexation issues and unfunded mandates; worked in conjunction with Representative Brooks Landgraf and Senator Kel Seliger in the defeat of bills relating to procedures for municipal annexations and revenue caps.

Municipal Court

- Prosecuted Medical Center, UTPB and ECISD violations from their respective police forces; provided assistance in the referral of truant students to non-profit organizations for education.

Public Works/Real Estate

- Assisted in negotiating acquisition of land from property owners along University Blvd for the University Blvd. Improvements (widening) Project; prepared deeds and right-of-way documents necessary for acquisition of property for the University Blvd project; assisted in TxDOT road projects; and annexed 31.74 acres into the city limits.

HIGHLIGHTS OF BUDGET CHANGES

The position of Legal Assistant was created to increase personnel staff causing the overall budget to increase.

CONTACT INFORMATION

Larry Long- City Attorney

City Hall

432-335-3228

llong@odessa-tx.gov

CITY ATTORNEY

GOALS AND PERFORMANCE MEASURES

GOAL	OBJECTIVE	PERFORMANCE MEASURE	FY 2015-16 ACTUAL	2016-17 ESTIMATE	2017-18 TARGET	
Increase the Legal Departments level of performance for the 2017-18 fiscal year./ (Excellence)	Provide accurate contracts, resolutions and ordinances for city business in a timely manner	Contracts Prepared – Includes the following types of contracts: Consultant, Franchise & Public Utility, General (including CDBG and Outside Agencies), Leases, Water and Economic Development	276	230	230	
		Industrial District contracts renew every seven years. District 2, 3, 4 contracts expiring in 2017 were extended through 2018.	NA	NA	150	
		Resolutions and Ordinances Prepared	209	143	150	
	File and collect upon legal action taken by the City of Odessa	Finalized Cases:				
		Pretrial	1561	1320	1320	
		Chapter 47 Hearings	21	16	16	
		Bench Trails	77	55	55	
	Jury Trials	20	14	15		

CITY ATTORNEY

EXPENDITURES BY CLASSIFICATION

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$1,534,705	\$1,655,823	\$1,653,635	\$1,751,739
Supplies	14,369	26,030	17,230	30,170
Services	126,213	109,826	109,826	122,021
Maintenance	20,313	6,240	15,040	2,100
Capital Outlay	<u>203</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
Total Expenditures	\$1,695,803	\$1,799,419	\$1,797,231	\$1,907,530

PERSONNEL BY JOB TITLE

	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR	2017-18 FISCAL YEAR
City Attorney	1	1	1
Senior Assistant Attorney	4	4	3
Assistant City Attorney	2	2	3
Juvenile Case Manager	1	1	1
Juvenile Case Assistant *	1	1	1
Legal Assistant **	2	2	3
Legal Assistant – Criminal	1	1	1
Legal Secretary	1	1	1
Executive Legal Secretary	1	1	1
Administrative Legal Secretary – Civil	1	1	1
Administrative Legal Secretary – Criminal	<u>1</u>	<u>1</u>	<u>1</u>
Total Personnel	16	16	17
Funding Sources:			
General Fund	14.5	14.5	15.5
School Attendance Court Grant*	1	1	1
Water and Sewer **	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
Total Personnel	16	16	17

CITY MANAGER

MISSION

On behalf of City Council directives and policies, the Office of the City Manager administers City affairs to provide for all basic municipal services within set financial guidelines, advising the City Council on the financial condition, administrative activities and internal and external needs of the City, including plans for the City's future development, while acting as a liaison between the governing body, municipal employees, and the public.

SERVICE PROVIDED

- Overall city-wide assistance and direction
- Work Closely with Manager and city council
- Work closely with community leaders and organizations
- Work closely with residents
- Direct Supervision of all city departments

FY2017 ACCOMPLISHMENTS

- Construction began on the new Downtown Hotel and Convention Center with a ground-breaking ceremony held on April 18, 2017.
- New live-action webcam showing progress of Hotel and Convention Center on website.
- Sales tax revenue improved beginning in the 2nd and 3rd quarters of FY17.
- New rates were approved for the Ratliff Ranch Golf Course to provide improved customer service and maintenance.
- City Management has observed a more stabilized economy and has budgeted FY18 accordingly.
- A 2.2658 cent property tax increase was implemented to reduce the City's reliance on sales tax revenue.
- Citizen's Police and Fire Academies were reinstated to involve more citizens in public safety.

CONTACT INFORMATION

Michael Marrero- Interim City Manager

432-335-3232

mmarrero@odessa-tx.gov

Konrad Hildebrandt- Assistant City Manager

khildebrandt@odessa-tx.gov

CITY MANAGER

GOALS AND PERFORMANCE MEASURES

GOAL	OBJECTIVE	PERFORMANCE MEASURE	FY 2015-16 ACTUAL	2016-17 ESTIMATE	2017-18 TARGET
Provide leadership to the organization based on the City's core values of organization, direction, support excellence, service, & attitude / (Direction)	Maximize accountability and work productivity	Continue School Attendance Court – E.C.I.S.D	100%	100%	100%
		TCAP Membership – Co-op Electrical Purchases.	100%	100%	100%
		Continuation of step increases, incentive pays for qualifying employees.	100%	100%	100%
		Partner with schools/colleges to promote careers in public service.	95%	100%	100%
Ensure that the goals and objectives of City departments fulfill City Council directives. 	Move City in direction prescribed by CC	Support development of South JBS Parkway.	100%	100%	100%
		Continue to provide enhanced IVR system 24/7 for water, sewer, and trash customer payment arrangements.	100%	100%	100%
		Normal Equipment Replacement (\$)	\$8,588,714	\$8,009,500	\$5,900,000
Provide leadership and coordinate the City's role in local, regional, state, and federal intergovernmental issues./ (Direction) 	Help obtain city goals through partnership	Oversee operation of storm water management program.	100%	100%	100%
		Neighborhood "Sweeps" Cleanup Campaign (Tons)	803	843	900
		Maintain status as Tree City USA.	100%	100%	100%
		Guide Parks Master Plan priorities	100%	100%	100%
		(Empty cell for alignment)	100%	100%	100%

CITY MANAGER

Provide leadership and communicate with citizens and the news media on city-wide issues	Constantly inform residents transparency	Continue Citizens On Patrol.	100%	100%	100%
		Support Cop Logic online reporting for citizens.	100%	100%	100%
		Continue advertising PD safe zones.	100%	100%	100%

EXPENDITURES BY CLASSIFICATION

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$1,022,038	\$1,037,353	\$1,032,165	\$1,045,906
Supplies	39,359	19,130	19,054	55,568
Services	97,982	111,649	111,649	137,800
Maintenance	0	1,750	1,750	1,750
Capital Outlay	<u>0</u>	<u>1,900</u>	<u>1,900</u>	<u>1,900</u>
Total Expenditures	\$1,159,379	\$1,171,782	\$1,166,518	\$1,242,924

PERSONNEL BY JOB

	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR	2017-18 FISCAL YEAR
City Manager	1	1	1
Assistant City Manager / Administrative Services	1	1	1
Deputy City Manager/Community Services	1	1	1
Internal Auditor	1	1	1
Public Information Coordinator	1	1	1
Multi Media Specialist	1	1	1
Development Coordinator	1	0	0
Financial Reporting Accountant *	1	1	1
Executive Assistant to the City Manager	<u>1</u>	<u>1</u>	<u>1</u>
Total Personnel	9	8	8
Funding Sources:			
General Fund	8.5	7.5	7.5
Water and Sewer Fund *	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
Total Personnel	9	8	8

DOWNTOWN ODESSA

MISSION

The primary objective of Downtown Odessa, Inc. is to develop and revitalize Downtown Odessa through sustainable economic development strategies and ongoing event production in downtown.

SERVICES PROVIDED

- Retain and recruit new businesses to Downtown Odessa. (Service/Economic Development)
- Eliminate slum and blight through nonprofit fundraisers, beautification grants and economic development strategies. (Service/Economic Development)
- Provide more events in Downtown Odessa to accomplish a holistic approach to revitalization, making Downtown an attraction. (Service/Community Events & Quality of Life)
- Create development opportunities and grant programs/incentives for developers (retail and residential) to build in Downtown. (Service/Economic Development)

FY2017 ACCOMPLISHMENTS

Downtown Odessa saw a wide array of successes and notable accomplishments in the 2016-17 fiscal year. The most notable are listed below.

- Introduced a new annual event, Tap Into Downtown Odessa, a craft beer and wine tasting festival. The 2nd annual will be held on September 30, 2017.
- Extended Hot Summer Nights by one night, totaling 9 nights of free outdoor music for the community.
- Facilitated the Downtown Façade and Infrastructure Improvement Program as an incentive to help revitalize business infrastructure in Downtown Odessa, in partnership with the City of Odessa and the Odessa Development Corporation.
- An estimate of eight new businesses opened in Downtown Odessa.
- Accomplished the second half of the contract deliverables with Gateway Planning and moved into the implementation phase.

HIGHLIGHTS OF BUDGET CHANGES

The FY17 budget for Downtown Odessa was \$410,642. The agency was granted \$450,000 for FY18. With this increased budget, we will expand and improve current events and introduce a new event in 2018.

CONTACT INFORMATION

Haley Howey
Event Coordinator
432-335-4682
hhowey@odessa-tx.gov

DOWNTOWN ODESSA

GOALS AND PERFORMANCE MEASURES

GOAL	OBJECTIVE	PERFORMANCE MEASURE	FY 2015-16 ACTUAL	2016-17 ESTIMATE	2017-18 TARGET
<p>Retain and recruit new businesses to Downtown Odessa.</p> 	<p>Bring new retail and restaurant/entertainment options into Downtown Odessa utilizing Buxton as a recruitment resource and the SBDC as a small business resource.</p>	<p>Attract 5 new businesses or more to downtown</p>	2	8	10
<p>Eliminate slum & blight through nonprofit fundraisers, beautification grants and economic development strategies.</p> 	<p>Fundraise through Downtown Odessa, Inc. events and campaigns, and apply for CDBG funds and other grants to develop and execute beautification projects in Downtown Odessa.</p> <p>Create incentive for façade improvements and retail rehabilitation</p>	<p>Increase residential living units in downtown by 50%</p> <p>Eliminate slum and blight in downtown by creating an identity in Downtown Odessa through an urban planner.</p>	5 100%	10 100%	15 100%
<p>Provide more events in Downtown Odessa to accomplish a holistic approach to revitalization, making Downtown an attraction.</p>	<p>Continue to grow and expand current events in Downtown Odessa and look to create new events in the area through partnerships with other entities in Downtown Odessa to create a vibrant gathering place.</p>	<p>Create at least one new event and one new fundraising event per year and expand upon current events.</p>	5	5	6
<p>Create development opportunities and grant programs/incentives for developers (retail and residential) to build in Downtown.</p> 	<p>Work to complete the Design Overlay for Downtown Odessa with City Staff and Gateway Planning Group to begin roll-out of the Façade Grant through the Odessa Development Corporation, and continue working with current and new businesses on the Downtown Infrastructure Improvement Program through ODC.</p>	<p>Catalyst Downtown project percent complete</p>	50%	100%	100%

DOWNTOWN ODESSA

EXPENDITURES BY CLASSIFICATION

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$0	\$0	\$0	\$0
Supplies	360	3,035	2,296	2,296
Services	135,794	55,704	55,704	55,704
Maintenance	0	0	0	0
Capital Outlay	<u>12,238</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
Total Expenditures	\$148,392	\$60,739	\$60,000	\$60,000

PERSONNEL BY JOB TITLE

	2014-15 FISCAL YEAR	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR
Downtown Odessa Director	1	1	1
Downtown Odessa Events Coordinator	0	1	1
Downtown Odessa Executive Assistant	<u>1</u>	<u>1</u>	<u>1</u>
Total Personnel	2	3	3
Funding Sources:			
General Fund	0	0	0
Convention and Visitors Fund *	<u>2</u>	<u>3</u>	<u>3</u>
Total Personnel	2	3	3

HUMAN RESOURCES

MISSION

The Human Resources department is dedicated to partnering with the City of Odessa organization to maximize the potential of our greatest asset – our employees. We are focused on delivering professional customer service and are committed to the recruitment, development, and retention our city workforce, while providing equitable administration of policies and procedures thus fostering a work environment conducive to employee accountability and success.

VALUES

Human Resources operates with the guiding principles of “**HEART**”

H (Honesty); **E** (Excellence); **A** (Accountability); **R** (Respect) and **T** (Teamwork)

SERVICES PROVIDED

- Recruitment – Human Resources works collaboratively with other City departments to recruit outstanding individuals, who have the potential/ability to bring much to our organizational family.
- Retention – Human Resources is cognizant of the municipal compensation “market” and initiates developmental and compliance programming opportunities in an effort to maintain its competitiveness and provide professional and personal growth opportunities for employees.
- Risk Aversion – Human Resources works collaboratively with other City departments to encourage and value diversity in our workforce, develop training opportunities in an effort to ensure compliance with statutes, laws, ordinances, policies, etc. and safeguard non-discrimination efforts and equal opportunities in all aspects of employment.

FY2017 ACCOMPLISHMENTS

- Volunteer Recognition
- Annual Employee Recognition Banquet
- Streamlined New Hire forms
- Began revising position descriptions
- Management/Supervisory Training
- Initiated West Texas HR Roundtable group
- Deepened FML training for supervisors and subordinates
- Initiated Records Retention project
- Work Toward Staff HR Certifications

HIGHLIGHTS OF BUDGET CHANGES

Overall the budget stayed relatively similar to last year.

CONTACT INFORMATION

Bonita J. Hall, Director
Human Resources
432-335-4158
bhall@odessa-tx.gov

HUMAN RESOURCES

GOALS AND PERFORMANCE MEASURES

GOAL	OBJECTIVE	PERFORMANCE MEASURE	FY 2015-16 ACTUAL	2016-17 ESTIMATE	2017-18 TARGET
Assist in making the City of Odessa a premier employer in the Permian Basin	Recruit & hire quality employees.	Jobs posted within 48 hours of receiving a completed Requisition	97%	98%	100%
		Properly assess & assign all post-conditional offers of employment examinations	NA	95%	100%
	Remain abreast of current compensation and classification trends and information.	Participate & complete salary surveys within the requisite time.	NA	95%	100%
	Decrease the percentage of employees leaving City employment for non-monetary reasons.	Exit interviews that do <u>not</u> indicate employee relations or a lack of training opportunities as a primary reason for leaving.	NA	NA	85%
Valuing, Encouraging and Supporting a Diverse Workforce.	Remain abreast of employee/supervisor relations	Investigate complaints and report conclusions within 30 days of receipt	NA	100%	100%
		Provide minimum of 3 supervisory training opportunities per year.	NA	100%	100%
	Properly Administer City Benefits	Upon notification, communicate FML rights and responsibilities within 48 hours.	NA	98%	100%
		Upon notification, disseminate ADA/AA paperwork within 48 hours.	NA	100%	100%
		Upon request, complete TMRS retirement paperwork within 15 days.	NA	100%	100%
	Ensure Regulatory Compliance	Respond to Inquiries and Requests for Information is made within 72 hours of receipt in HR	0%	90%	100%

HUMAN RESOURCES

		Respond to and complete EEO-4 when requested	100%	100%	100%
		Once received, respond to employee inquiries (VOE, Reference checks, DOT, etc. within 3 days	NA	85%	100%
Creating an Environment conducive to Employee Development and Success.	Develop program(s) to better acclimate new employees.	% of new employees who are more comfortable about their decision to work at the City of Odessa	NA	0%	100%
	Professional development for HR staff members	HR employees attend minimum of two training opportunities per year.	NA	83%	100%
		HR employees read and present a minimum of one job specific topic per year.	NA	100%	100%
		% of HR employees better able to assume greater responsibility/ higher positions.	NA	100%	85%
	Develop-and launch various Citywide training initiatives.	Employees who, after actively participating in and completing HR developed/sponsored training, are better able to perform their assigned responsibilities	NA	50%	75%
Creating and Enhancing Strategic Partnerships.	Develop/Maintain various relationships/ partnerships.	Participate, as needed, with area school and college programming (Skills/Training)	NA	100%	100%
		Participate/network, as needed, with area public sector employers (Collaborate/ not "reinventing the wheel")	NA	100%	100%
		Work with other departments, as needed regarding specific areas of need	NA	100%	100%

HUMAN RESOURCES

Enhancing Services through Technology.	Continuously update HR processes (Hiring, Training, records retention, etc.).	-Classification/ Reclassification Requests, once all materials are in, are Processed Within 28 Days	NA	99%	100%
		Open records requests, once received, and are completed within 10 working days.	NA	100%	100%
		Upon receipt, make changes to employee personal information within 24 hours.	NA	100%	100%
		Upon receipt, make changes in employee benefits within 24 hours	NA	100%	100%

EXPENDITURES BY CLASSIFICATION

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$482,519	\$495,661	\$499,111	\$506,204
Supplies	12,815	11,783	11,783	15,300
Services	135,541	185,281	173,351	165,463
Maintenance	17,968	14,443	13,903	13,903
Capital Outlay	<u>1,646</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
Total Expenditures	\$650,489	\$709,168	\$700,148	\$702,870

PERSONNEL BY JOB

	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR	2017-18 FISCAL YEAR
Director of Human Resources	1	1	1
Sr. Human Resources Generalist	1	1	1
Human Resources Generalist	2	2	2
Human Resources Assistant	1	1	1
Human Resource Clerk	<u>1</u>	<u>1</u>	<u>1</u>
Total Personnel	6	6	6

BUILDING SERVICES

MISSION

Maintain and operate all City owned and operated buildings in a cost efficient, safe and comfortable manner.

SERVICES PROVIDED

HVAC, electrical, plumbing. Carpentry work, AC filter replacement, graffiti removal, furniture moving, repair minor leaks, open and close buildings.

FY2017 ACCOMPLISHMENTS

Remodeled public restrooms at Municipal Plaza, OPD Briefing to Patrol, OPD Records and Criminalistics, 5th floor Municipal Plaza IT offices, Equipment Services office and conference room. Replaced City Hall chiller, OPD basement and sewer line replacement. New roof at Fire Station #2 and Yukon Pump Station and Lab. New City yard gate lock, replaced parking lot lights at Crisis Center on Grant, and various HVAC replacements.

HIGHLIGHTS OF BUDGET CHANGES

There was an increase in Additional Services account for elevator maintenance, as well as wearing apparel to provide uniforms and work boots to the staff. Supplementals were approved for a sewer camera, roof repairs, valve replacements, an elevator, and an HVAC system. Additionally, the positions Carpenter and Journeyman were created.

CONTACT INFORMATION

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BUILDING SERVICES

GOALS AND PERFORMANCES

GOAL	OBJECTIVE	PERFORMANCE MEASURE	FY 2015-16 ACTUAL	2016-17 ESTIMATE	2017-18 TARGET
Improving City Building appearance and operations.	Remove graffiti and cover paint to return facilities to their original texture./(Service)	Clean and paint out 2,000 square feet of graffiti each month. Clean, paint out graffiti on all major thoroughfares. Percentage of citizen survey responses indicating that neighborhood problems (including graffiti) are “not at all a problem” or “only a small problem” in the community.	90%	90%	90%
	Provide training & cross-training to further employees’ growth and development./(Excellence)	Cross-train 100% of employees each year in multiple skills: carpenter-painter, plumber-HVAC technician, electrician-carpenter.	85%	85%	90%
	Remodel certain rooms in City-owned buildings as requested./(Service)	Remodeled public restrooms at Municipal Plaza, OPD Briefing to Patrol, OPD Records and Criminalistics, 5th floor Municipal Plaza IT offices, Equipment Services office and conference room.	100%	100%	100%
Provide safer buildings	Installing and maintaining code locks.	Installing code locks when requested to secure areas.	NA	NA	NA
	Maintain safe environment for the public and employees	Inspect 100% of buildings for black mold annually.	NA	NA	NA
	Maintain buildings with the most efficient ways possible.	Total Cost per Square Foot of City Office Buildings Maintained Operating Cost (Minus Personal Services) per Square Foot of City Office Buildings Maintained Costs	\$3.19 \$1.05	\$4.40 \$1.12	\$4.78 \$1.55

BUILDING SERVICES

EXPENDITURES BY CLASSIFICATION

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$857,779	\$931,478	\$883,292	\$1,006,327
Supplies	8,857	12,030	12,030	13,030
Services	676,777	546,648	546,648	547,736
Maintenance	234,770	163,215	150,790	150,790
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	\$1,778,183	\$1,653,371	\$1,592,760	\$1,717,883

PERSONNEL BY JOB TITLE

	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR	2017-18 FISCAL YEAR
Director of Building Services	1	1	1
Building Maintenance Superintendent	1	1	1
Building Maintenance Supervisor	1	1	1
Senior Administrative Assistant	1	1	1
Journeyman Electrician	1	1	1
Journeyman Plumber	1	1	2
Carpenter	1	1	2
HVAC Technician	1	1	1
Senior Building Maintenance Technician	2	2	2
Building Maintenance Technician	<u>3</u>	<u>3</u>	<u>3</u>
Total Personnel	13	13	15

PUBLIC SAFETY COMMUNICATIONS

MISSION

The Odessa Public Safety Communications Department is the first of the first responders. We are the primary Public Safety Answering Point for Ector County. We are committed to answering 9-1-1 and non-emergency calls with professionalism, integrity, and compassion while efficiently dispatching police, fire, and emergency medical services. Customer service is essential to our success, so we treat each caller with empathy and respect. Our dedicated and highly trained professionals routinely offer life-saving medical instructions in addition or providing accurate public safety information. We strive to: send the right thing, in the right way, at the right time, to the right place.

SERVICES PROVIDED

Odessa Public Safety Communications (PSC) is the primary answering point for all of Ector County. All 911 calls that are made in Ector County ring at PSC first. When the calls are received, the dispatcher determines if it requires Police, Fire, or ambulance. Once the call is answered, the dispatcher will determine the location and the problem, utilizing the Priority Dispatch Protocols. If the call is for another agency, the dispatcher will immediately transfer the call to the appropriate agency. PSC dispatches calls to The City of Odessa's Police Department, Animal Control, and The Odessa Emergency Medical Service. After 5:00 PM, on weekends and holidays, PSC answer phones for the water department, solid waste, billing and collections, and parks.

FY2017 ACCOMPLISHMENTS

This current Fiscal Year, Public Safety Communications has had some highs and lows. Morale has always been an issue with our chosen career. For the past several months, morale has been on an increase and everyone is happier and eager to come to work. Customer service has always been a focal point in dispatch. Employees are working very hard at giving outstanding customer service. Supervisors are now reviewing calls just based on customer service. A Supervisor Manual and a Trainer's Manual were created and put into place for use. The training for new hires has been streamlined and more efficient for getting them ready to train out on the dispatch floor. After looking in to the purchase of new dispatch chairs, which were going to cost around \$1500-\$2000 per chair (ten total), it was discovered that the current ones were still under warranty. The replacement parts were ordered at no cost and the current chairs were fixed. Employee retention was better than the previous year. Quality Assurance has increased by 5%. Training for current employees and public presentations has increased.

We are looking forward to a positive and productive upcoming fiscal year for Odessa Public Safety Communications.

HIGHLIGHTS OF BUDGET CHANGES

The department had a slight increase in Office Supplies demand, and a decrease in Technology charges from last year. Personal services was increased due to additional part time labor. Overall the budget experienced a slight increase.

CONTACT INFORMATION

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PUBLIC SAFETY COMMUNICATIONS

WORKLOAD	FY 2015-16 ACTUAL	FY 2016-17 ESTIMATE	FY 2017-18 TARGET
1. All Telephone Calls to PSAP Serving Ector County	<u>Monthly Avg.</u> 25,500	<u>Monthly Avg.</u> 30,000	<u>Monthly Avg.</u> 30,000
2. Incoming Calls That Are 9-1-1	8,071	15,000	15,000
3. Police Administration	9,375	10,000	10,000
4. Fire Administration Lines	1,183	2,000	2,000

GOALS AND PERFORMANCE MEASURES

GOAL	OBJECTIVE	PERFORMANCE MEASURE	FY2015-16 ACTUAL	FY 2016-17 ESTIMATED	FY 2017-18 TARGET
Respond to an industry-wide 9-1-1 public safety shortage	Recruit & retain staff	83% of staff retained past year 8 new recruits (these figures include part-time personnel)	19 hires 8 retained 42%	8 hires 4 retained 7 additional staff left 30% loss	Hire 6 new employees Retain 90%
Improve process and skills for Police/Fire emergency calls	Quality Assurance - Performing random supervisor review of calls & offering specific coaching	Supervisors reviews calls for customer service issues Quality Assurance Specialist reviews random calls for protocol performance measures	90%	90-95%	95-99%
	Improving EMD, EFD, EPD review	Medical (Delta) Responses Entered Into CAD per EMS Protocol	95%	90%	99%
		Fire Responses Entered Into CAD Within 30/50 Seconds Following Call-Taking Interview	95%	90%	99%
		Police (Priority 1) Calls Entered Into CAD Within 60 Seconds Following Call-Taking Interview	95%	90%	99%
		Police (Priority 2) Calls Entered Into CAD Within 90 Seconds Following Call-Taking Interview	95%	90%	99%
		EMS (Delta) Calls Dispatched in 40 Seconds	95%	90%	99%
		Police (Priority 1) Calls Dispatched in 60 Seconds or Advise Police Field Supervisor of Pending Priority Call	95%	90%	99%

PUBLIC SAFETY COMMUNICATIONS

Improve process and skills for Police/Fire emergency calls	Improving EMD, EFD, EPD review	Police (Priority 2) Calls Dispatched in 120 Seconds or Advise	95%	90%	90%
		Police Field Supervisor of Pending Priority Call Fire Calls Dispatched in 30/50 Seconds	95%	90%	99%
	Increasing annual "continuing education" hours by both class and resource material	1-2 classes held in house for whole staff	Active Shooter Class	EPD additional training Protection Order Training	Opportunities for staff to take online courses and/or classroom training
		Designated month to recertify in all required classes	Everyone in Compliance	January all staff recertified	January all staff recertified
		Training Materials provided to staff monthly.	Priority Dispatch Classes	Monthly training 12/12 months	Monthly training 12/12 months
Improve the reputation that PSC has with the public	Provide Education to the Public, monitor the PSC dispatchers, and provide required staff training to maintain an effective, and high level of service to the public, PD and EMS.	3-4 presentations to organizations within the city. Provide presentation to area schools	1 media interview	2 media interviews 1 Presentation to COP's 2 presentations Neighborhood Watch & Optimist Club	2-3 media interviews 3-4 presentations to clubs/groups
		Have organizations come for tours	3 Citizen's On Patrol Tours	2 Citizen's on Patrol Tours	Continue tours of our center
		Train Staff 2x monthly to maintain high level of service to public	Customer Service class	Weekly customer service reviews of incoming calls	Continue customer service enhancement & reviews

PUBLIC SAFETY COMMUNICATIONS

Maintain up to date standard operating policies and procedures, revising as needed when mandated changes are implemented. Provide staff resources to be successful.	Webinars, online, classroom training, conferences, PET (public education training, and TNT meetings.	1-2 trainings per quarter 1-2 conferences per year for training staff	3 conferences for training staff 4 meetings TNT/PET	2 Webinars 1 conference	3 meetings TNT/PET 3-4 Conferences Quarterly Training Meetings
	In house meetings to share info.	3-4 meetings per year	3 meetings held Monthly Shift Training	Revised some of the SOP's as a supervisory staff Monthly Shift Training	Monthly Shift Training Review /Update current SOP's Review Training material for each section of the department

EXPENDITURES BY CLASSIFICATION

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$2,113,327	\$2,121,789	\$1,909,482	\$1,953,760
Supplies	25,227	28,957	28,957	28,957
Services	211,686	210,361	210,361	182,759
Maintenance	38,080	42,014	42,014	42,014
Capital Outlay	<u>17,056</u>	<u>8,600</u>	<u>8,600</u>	<u>8,600</u>
Total Expenditures	\$2,405,376	\$2,411,721	\$2,199,414	\$2,216,090

PUBLIC SAFETY COMMUNICATIONS

PERSONNEL BY JOB

	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR	2017-18 FISCAL YEAR
Director of Public Safety Communications	1	1	1
Dispatcher III	4	3	2
Dispatcher II	2	2	2
Dispatcher I	7	7	8
Dispatch Supervisor	2	2	3
Dispatcher Supervisor Night	2	2	1
Dispatch Training Coordinator	1	1	1
Dispatcher III Night	4	2	2
Dispatcher II Night	2	4	3
Dispatcher I Night	4	5	6
Senior Administrative Assistant	1	1	1
Dispatch Q/A Specialist	<u>1</u>	<u>1</u>	<u>1</u>
Total Personnel	31	31	31

PLANNING AND DEVELOPMENT

MISSION

The Planning Department is responsible for coordinating the comprehensive planning activities of the city, administering the subdivision regulations, and coordinating the pre-development phase of the development of private property. The program activities include: processing zoning change requests, special use permits, preliminary plats, final plats, replats, technical site plans, variances, special exceptions, appeals, certificates of appropriateness, and provides assistance with annexations.

SERVICES PROVIDED

The department is responsible for maintaining and updating the zoning ordinance based on state law, demographic database, and development trends. The Department provides staff support to the City Council, Planning and Zoning Commission, Historic Preservation Commission and Zoning Board of Adjustment and applicants.

FY2017 ACCOMPLISHMENTS

- Amended and updated the Subdivision Ordinance, held review meetings and submitted the final ordinance to Legal for review and submittal to Council.
- In the process of rewriting and reformatting the Zoning Code incorporating changes and making it more user friendly and technically searchable.
- Worked with the Downtown Odessa group to develop the Downtown Overlay Zone Ordinance to encourage redevelopment in Odessa's downtown area.
- Converting over to electronic plans and permit reviews.
- Converting old case files to electronic searchable files

HIGHLIGHTS OF BUDGET CHANGES

The planning budget had a slight decrease in technology charges from the previous year, with an overall decrease in the budget.

CONTACT INFORMATION

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PLANNING AND DEVELOPMENT

GOALS AND PERFORMANCE MEASURES

Goal	Objective	Performance Measure	FY2015-16 ACTUAL	FY2016-17 ESTIMATE	FY2017-18 TARGET
Provide Planning and Zoning Commission, Zoning Board of Adjustment & Historic Preservation Commission with agenda, backup & professional staff support.	Processed and presented requests within the state legally mandated time frame.	Average 3 hrs. per agenda item per staff member	27 meetings/ 3 items per agenda/ 243 staff hours	30 Meetings/ 270 staff hours	30 meetings
Respond to inquiries in a timely and accurate manner good customer/ (Service)	Responds to inquiries and questions at the time of submittal or within 24 hrs.	Average Cost per Information Request/average requests per day	\$12 per request/ 6 requests a day	\$72 day/ 260 days	\$70 day/ 260 days
Create a Retail Landscape Program 	Landscape Ordinance passed	Landscape plans as part of plan review.	Accomplished	10 plans 20 hours review \$400.00	10 plans
	Implement commercial landscape program	Work with Admin. To develop incentive program	NA	30 hours work to design program	Fund incentive program for 10 plans
Provide quality and cost-effective services to the public.	Amend the fee schedule related to site plan approvals;	Ordinance to amend created	NA	Review by Finance Committee. Present to Council for approval	Utilization
	Amend and revise the subdivision and zoning ordinances	Completed revised ordinances for approval	NA	Present to Council for approval	Utilization
	Aid Downtown Odessa 	Create a Downtown Design Guidebook	Work with Downtown Odessa to develop Guidebook	NA	Review by Design Committee, Planning Commission

PLANNING AND DEVELOPMENT

<p>Make Downtown walkable and bike friendly</p> 	<p>Work with Traffic to develop a joint use pathway directed to downtown</p>	<p>Submit TxDOT set-aside grant for joint use pathway</p>	<p>NA</p>	<p>Construction design/public hearings and land use agreements approved</p>	<p>Construction of project</p>
<p>Develop quality new neighborhoods that maintain their long-term value</p> 	<p>Create a neighborhood design menu for developers to select amenities from</p>	<p>Ordinance requiring neighborhood amenities</p>	<p>NA</p>	<p>Review and approval by Planning Commission and City Council</p>	<p>Utilization</p>

EXPENDITURES BY CLASSIFICATION

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$352,762	\$362,236	\$367,275	\$371,875
Supplies	3,353	3,800	3,800	3,800
Services	31,384	48,246	48,246	41,631
Maintenance	0	0	0	0
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	\$387,499	\$414,282	\$419,321	\$417,306

PERSONNEL BY JOB TITLE

	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR	2017-18 FISCAL YEAR
Director of Planning	1	1	1
Planner	2	2	2
Planning Technician	1	1	1
Senior Administrative Assistant	<u>1</u>	<u>1</u>	<u>1</u>
Total Personnel	5	5	5

FINANCE

MISSION

The Finance Department strives to provide timely and accurate financial information to the citizens, Council, and the employees of the City of Odessa. The main objective is to minimize short and long term costs of financial services by efficiently monitoring and managing City resources.

SERVICES PROVIDED

Finance is comprised of Accounting, Accounts Payable, Payroll, and Budgeting processes for the City of Odessa. The department overall is responsible for the processing and recording of City financial transactions, while ensuring the accuracy of assets, liabilities, fund balances, revenues, and expenses within the accounting system. Accounting is responsible for the day to day financial transactions and operations of the City. Accounts Payable processes all payments to vendors and outside agencies for City Operations and Projects. Payroll provides checks to employees, and is responsible to ensure benefit and incentive rates are calculated properly in the system. Budget is responsible for tracking economic trends, forecasting revenue and expenditures, preparing the City's annual operating budget and providing analytical and financial information to the City Management, City Council and other departments.

FY2017 ACCOMPLISHMENTS

Finance has been through multiple personnel changes throughout the year, finally achieving a full staff. The Governmental Finance Officers Association awarded the City both the Distinguished Budget Award and the Certificate of Achievement for Financial Reporting for the 29th and 30th years, consecutively.

HIGHLIGHTS OF BUDGET CHANGES

Changes to the Finance budget include increases in special services as well as computer programs due to ongoing Supplementals requests for transparency and audit systems.

CONTACT INFORMATION

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FINANCE

GOALS AND PERFORMANCE MEASURES

GOAL	OBJECTIVE	PERFORMANCE MEASURE	FY 2015-16 ACTUAL	2016-17 ESTIMATE	2017-18 TARGET
Administer the budget process as a sound basis for planning, financial analysis and decision making for departments, management and Council./(Service)	Research best practices and implement suggestions from GFOA annually to make improvements to Budget Document and identify where budgetary processes can become more efficient and effective.	Annual GFOA Certificate of Achievement for Financial Reporting Adding at least two suggestions/improvements a year	29 NA	30 NA	31 2
	Annually identify budgetary savings and revenue enhancements during the creation of the target budget	Budget annually reviews departments/funds for potential excess and cost reductions.	NA	100%	100%
	Provide oversight of salary projections, benefit costs, tax revenues and interfund charges to ensure accuracy and legitimacy.	Budget provides accurate projections between salary and benefits' budgeted rates and source documents	95%	98%	98%
Efficiently monitor and manage City Resources, while providing financial transparency and customer service internally and externally.	Account, analyze, and report financial data internally and externally on a timely basis./(Excellence)	Accounts Payable responds to and resolves all vendor disputes within 5 business days. Input all financial transactions to complete month end close by the 15th of every month.	90% 50%	95% 80%	95% 80%
	Generate cash disbursements in an accurate and timely manner./(Support)	Respond to and resolve all Payroll inquiries within five business days. Accounts Payable processes all vendor payments within 30 days of receipting invoice.	100% 90%	100% 95%	100% 95%
	Invest & maintain city funds in an efficient & prudent manner for maximum fiscal stability./(Excellence)	Certified Annual Financial Report (CAFR) Awarded a "Clean Opinion" in External Audit	100%	100%	100%

FINANCE

EXPENDITURES BY CLASSIFICATION

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$882,208	\$956,040	\$1,007,684	\$1,014,555
Supplies	40,853	26,168	25,000	54,500
Services	147,201	169,968	169,968	201,039
Maintenance	891	4,000	4,000	4,000
Capital Outlay	<u>9,520</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Total Expenditures	\$1,080,673	\$1,157,176	\$1,207,652	\$1,275,094

PERSONNEL BY JOB TITLE

	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR	2017-18 FISCAL YEAR
Director of Finance	1	1	1
Controller	1	1	1
Chief Accountant	1	1	1
A/P Supervisor	1	1	1
Payroll Assistant	1	1	1
Budget Manager	1	1	1
Payroll Coordinator	1	1	1
Accountant	2	2	2
Budget Analyst	1	1	1
Senior Administrative Assistant	1	1	1
Accounting Clerk	<u>2</u>	<u>2</u>	<u>2</u>
Total Personnel	13	13	13

PURCHASING

MISSION

- To be recognized by internal departments and vendors for our exemplary customer service and support.
- To be recognized by our colleagues as a “best-in-class” organization.
- To develop strategic supplier relationships that enable the City to get “best value” goods and services.
- To establish and maintain a record of success in continuously expanding opportunities with local and cooperative contract vendors.
- To conduct business in a professional manner with integrity, openness and fairness to all involved.

SERVICES PROVIDED

The purchasing departments function is to process all departmental requests for goods and or services that are required for daily operations and to exercise responsibility for their timely procurement and delivery. Requests are processed in a competitive environment where all suppliers and the representatives are treated in a fair and courteous manner. Purchasing also operates a central warehouse and print shop/mail room that offers internal support to City personnel for delivery of commonly used goods and production of mass prints.

FY 2017 ACCOMPLISHMENTS

Purchasing has assisted in many exciting and major projects for the citizens of Odessa. The projects include the design and renovation of ten neighborhood parks that include work from new soccer fields to a new spray ground. Purchasing has also worked on a standardization of city fleet vehicle purchased to reduce operation costs by reducing variety of parts to be kept in inventory and reduce training costs on multiple types of vehicles.

HIGHLIGHTS OF BUDGET CHANGES

The Purchasing department budget has remained constant except for decreases made in personal services.

CONTACT INFORMATION

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PURCHASING

GOALS AND PERFORMANCE MEASURES

Goal	Objective	Performance Measure	FY2015-16 ACTUAL	FY2016-17 ESTIMATE	FY2017-18 TARGET
Obtain from user departments a minimum rating of "satisfactory" for process time.	Process routine requisitions (under \$500) within three (3) days.	% of routine requisitions processed within 3 days	93%	95%	96%
	Process standard requisitions (informal) within ten (10) days.	% of standard requisitions processed within 10 days	90%	92%	93%
	Process emergency requisitions within two (2) days.	% of emergency requisitions processed within 2 days	95%	95%	96%
Obtain from user departments a rating which indicates that Purchasing personnel are helpful throughout the purchasing process	Receive ratings that indicate satisfactory performance of Purchase personnel	% of ratings received that indicates satisfactory performance of Purchasing personnel	100%	100%	100%
Maintain vendor base for formal bids in an effort to maintain a competitive environment./ (Organization)	Building on to the existing vendor pool will allow for my competitive pricing to ensure proper expenditure of tax funds.	% of user specifications for goods/services met	100%	100%	100%
Expand local and cooperative market for all purchases./ (Excellence)	The inclusion of our local businesses allows for possible benefit to the local economy. Cooperative purchasing expands time and cost effective purchasing.	% of purchases that have been made from local vendors.	42%	45%	45%

PURCHASING

EXPENDITURES BY CLASSIFICATION	2015-16	2016-17	2016-17	2017-18
	ACTUAL	ESTIMATED	BUDGET	BUDGET
Personal Services	\$522,703	\$495,255	\$561,806	\$504,785
Supplies	11,616	14,038	13,829	13,829
Services	120,456	117,810	117,810	118,137
Maintenance	6,647	17,644	16,263	16,263
Capital Outlay	<u>16,098</u>	<u>3,309</u>	<u>0</u>	<u>0</u>
Total Expenditures	\$677,520	\$648,056	\$709,708	\$653,014

PERSONNEL BY JOB TITLE	2015-16	2016-17	2017-18
	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR
Director of Purchasing	1	1	1
Purchasing Manager	1	1	1
Buyer	1	1	1
Warehouse Supervisor	1	1	1
Warehouse Assistant	1	1	1
Print Shop Supervisor	1	1	1
Print Shop Assistant	1	1	1
Senior Administrative Assistant	<u>1</u>	<u>1</u>	<u>1</u>
Total Personnel	8	8	8

MUNICIPAL COURT

MISSION

The Municipal Court exists to provide defendants and all other individuals and agencies involved in the judicial process with impartial, competent, effective, and efficient case management.

SERVICES PROVIDED

- Cash flow management from filing to final disposition.
- Case entry
- Appearance settings
- Event tracking
- Event notifications
- Case status updates
- Document processing
- Records management
- Payment processing
- Payment plan tracking
- Warrant processing
- Proper recording, allocation, and distribution of numerous court costs for local and state authorities
- Provide specific information in specific cases to all parties involved in the legal process
- Provide general information to interested parties about court procedures and policies
- Recording and tracking of case disposition
- Create, maintain, track, and benchmark statistical data
- Report statistical data to local and state authorities

FY2017 ACCOMPLISHMENTS

- Retained high level of quality staffing
- Continued improvement of quality and continuous training
- Maintained flow and quality of information between court and collection agency
- Processed 54,000 filings.
- Disposed 39,000 cases.
- Collected and appropriately distributed over 6 million dollars in fines, costs, and fees

HIGHLIGHTS OF BUDGET CHANGES

Currently we are fully staffed and dealing with increased workload. Change in employment laws means that supervisory staff are now eligible for overtime pay. The court services the technology needs of the judge's and prosecutor's office as they relate to municipal court filings. The court's software is reaching end of life and the Technology Specialist position will need to be revisited to determine if the level of expertise needed for such a transition exists within the position. The court's current technology fund balance will not be sufficient to cover cost of new software and continue funding the Technology Specialist Position.

CONTACT INFORMATION

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MUNICIPAL COURT

GOALS AND PERFORMANCE MEASURES

GOAL	OBJECTIVE	PERFORMANCE MEASURE	FY 2015-16 ACTUAL	2016-17 ESTIMATE	2017-18 TARGET
Begin preparations for current software end of life.	Prepare pending, past due and disposed cases for current software end of life.	Purge disposed case data that has met its legal retention period.	N/A	N/A	100%
		Inventory past due cases in collection status, warrant status, and DL hold status.	N/A	N/A	75% - 100%
		Catch up on cases pending the Disposed and Finalized court process.	N/A	N/A	50%-100%
		Make sure past due cases have been placed into warrant, collection, and/or DL hold status.	N/A	N/A	100%
Improve team model for clerical staff./ (Excellence)	Continue improving upon two person teams with rotating job functions to foster a thriving work environment	Customers are to reach the service window within 10 minutes.	10 minutes	15 minutes	10 minutes
		A clerk is to complete a customer's transaction within 10 minutes of reaching the window.	10 minutes	10 minutes	10 minutes
		All mailed payments processed within 24 hours of receipt.	3 days	3 days	1-2 days
		New citations should be entered into the system within 2 working days.	10 days	10 Days	7 days
Continue improving continuous training/mentoring program to foster uninterrupted efficiency and leadership within the department	Continue improving upon training of staff to ensure continued efficiency in the court operations and continue improving upon mentoring other members of the leadership team to perform leadership roles in director's absences.	100% of all certified clerks should receive training each year to maintain certification.	100%	100%	100%

MUNICIPAL COURT

EXPENDITURES BY CLASSIFICATION

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$876,159	\$906,524	\$939,445	\$935,315
Supplies	41,121	28,481	28,481	28,481
Services	253,751	190,474	190,109	173,316
Maintenance	0	7,412	7,412	7,412
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	\$1,171,031	\$1,132,891	\$1,165,447	\$1,144,524

PERSONNEL BY JOB TITLE

	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR	2017-18 FISCAL YEAR
Director of Municipal Court	1	1	1
Bailiff *	2	2	2
Municipal Court Supervisor	2	2	2
Deputy Court Clerk	13	13	13
Court Technology Specialist / Supervisor **	<u>1</u>	<u>1</u>	<u>1</u>
Total Personnel	19	19	19
Funding Sources:			
General Fund	16	16	16
Municipal Court Building Security Fund *	2	2	2
Municipal Court Technology Fund **	<u>1</u>	<u>1</u>	<u>1</u>
Total Personnel	19	19	19

JUDGES MUNICIPAL COURT

MISSION

Our goal is to expedite the movement of all cases through the court system consistent with the rules of law under which we operate.

SERVICES PROVIDED

Municipal Court

- Review and accept all pleas on charges in traffic, Texas Penal Code, and City ordinance cases. Personally see all defendants who plead not guilty.
- Personally see all juveniles and their parents for all charges filed in Municipal Court.
- Conduct trials and hear evidence on all cases where a request is made for a non-jury trial.
- Preside over jury trials. Summon the juries and instruct the jurors as to the law.
- Issue warrants on all defendants who fail to appear or fail to pay their fine.
- Preside over special Truancy dockets, personally seeing all offenders.
- Conducts Show Cause Hearings to determine compliance with Court orders.

Magistrates

- Review probable cause affidavits, set bonds, and give Miranda warnings to all individuals arrested by the Odessa Police Department on all charges.
- Review and issue arrest warrants on felony and misdemeanor cases.
- Review and issue Protective Orders in family violence cases.
- Review and issue search warrants.
- Review and approve returns on search warrants.
- Personally admonish any juvenile prior to any questioning by the Odessa Police Department.
- On call 24 hours a day, 7 days a week for the issuance of arrest and/or search warrants.
- Conduct Examining Trials when requested in felony cases. This is a procedure done prior to a grand jury indictment to determine whether there is probable cause for the case to continue.

Administrative Hearing Officers

- Issue orders to enter on property for the removal of trash accumulations or junked vehicles.
- Conduct hearings to determine if the accumulations/junked vehicles are violations of City ordinance codes.
- Conduct hearings to determine if seized property should be returned to the owner.
- Issue orders for the seizure of dangerous or abused animals.
- Conduct hearings to determine if seized animals are dangerous.
- Create and preside over specially-created dockets as needed. Examples: Water violation dockets, Community Development violations.
- Review and enter orders for the destruction of dangerous and unsafe properties.
- Review and enter orders for emergency repairs for dangerous and unsafe properties.

JUDGES MUNICIPAL COURT

FY 2017 ACCOMPLISHMENTS

October 2016 through April 2017

- Search Warrants Issued: 146
- Community Development: 81
- Juvenile Magistrations: 44
- Animal Control Hearings: 5
- Board of Survey Hearings: 1
- Arrest Warrants Issued Felonies: 366
- Arrest Warrants Issued Misdemeanors: 322
- Chapter 47 hearings: 15

Disposition of Filed Court Cases

Oct	2016	3,465
Nov	2016	4,937
Dec	2016	5,692
Jan	2017	6,083
Feb	2017	6,483
Mar	2017	7,750
Apr	2017	6,861
May	2017	6,802
June	2017	5,031
July	2017	2,972

Total: 52,611

CONTACT INFORMATION

Carol Gregg
Presiding Judge
432-335-3385
cgregg@odessa-tx.gov

JUDGES MUNICIPAL COURT

GOALS AND PERFORMANCE MEASURES

GOAL	OBJECTIVE	PERFORMANCE MEASURE	FY 2015-16 ACTUAL	2016-17 ESTIMATE	2017-18 TARGET
As the courts backlog decreases, we will establish the number of jury trial settings necessary to keep the docket current.	Maximize case disposal with jury and non-jury trials.	Maintain the number of available jury weeks consistent with cases needing to be tried; meaning the number of week's juries are called and available to hear defendants' cases.	24 Week	24 Weeks	24 Weeks
		Cases should reach setting for final disposition within 4 months of filing	4 Months	4 months	4 Months
Retain experienced employees.	Encourage good manager/ staff relations. Provide ongoing professional training and continuing education for all judges and staff	100% of judges and staff should receive required training.	100%	100%	100%
Continue to explore new processes to increase the courts efficiency	Work closely with the Municipal Court Clerk's office, the Prosecutors' Office, and all other City of Odessa Departments to serve our citizens with courteous attention and striving to streamline the judicial process while reducing docket congestion and court delays.	Update the fine schedule annually.	100%	100%	100%

JUDGES MUNICIPAL COURT

EXPENDITURES BY CLASSIFICATION

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2016-17 BUDGET
Personal Services	\$432,753	\$436,755	\$439,321	\$467,672
Supplies	4,242	8,192	5,982	5,982
Services	48,097	51,175	51,175	55,205
Maintenance	0	0	0	0
Capital Outlay	<u>34,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	\$519,092	\$496,122	\$496,478	\$528,859

PERSONNEL BY JOB TITLE

	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR	2017-18 FISCAL YEAR
Municipal Court Judge	1	1	1
Associate Municipal Court Judge	1	1	1
Court Recorder	1	1	1
Judicial Assistant	<u>1</u>	<u>1</u>	<u>1</u>
Total Personnel	4	4	4

GENERAL FUND - NON-DEPARTMENTAL

MISSION

General Fund Non-Departmental provides services beneficial to all General Fund operations. These include: general liability, property insurance, City-wide memberships, property appraisal, and collection of taxes by the Ector County Appraisal District.

EXPENDITURES BY CLASSIFICATION

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services *	\$125,096	\$818,328	\$243,024	\$243,970
Supplies	0	0	0	0
Services	1,656,714	1,708,526	1,762,854	2,102,726
Maintenance	28,742	0	0	0
Capital Outlay	<u>589,901</u>	<u>1,754,238</u>	<u>0</u>	<u>0</u>
Total Expenditures	\$2,400,453	\$4,281,092	\$2,005,878	\$2,346,696
* Funds ½ of Financial Reporting Accountant position.				

OUTSIDE AGENCIES

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Teen Court	\$70,813	\$59,920	\$59,920	\$59,920
Crime Stoppers	55,000	55,000	55,000	55,000
PB Community Centers	75,000	75,000	75,000	75,000
Young Professionals Odessa	5,000	10,000	10,000	20,000
UTPB: First 5 Permian Basin	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
Total Expenditures	\$205,813	\$209,920	\$209,920	\$219,920

OPERATING TRANSFERS OUT

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Operating Transfers Out	\$6,208,222	\$438,479	\$438,479	\$438,479

GENERAL FUND - NON-DEPARTMENTAL

SUPPLEMENTAL EXPENDITURES

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
2008 One-Time Expenditures	\$55,327	\$28,391	\$0	\$0
2011 One-Time Expenditures	214,760	3,687,710	0	0
2012 One-Time Expenditures	68,385	109,808	0	0
2013 One-Time Expenditures	267,896	2,498,008	0	0
2014 One-Time Expenditures	718,338	584,679	0	0
2015 One-Time Expenditures	50,000	4,705,044	0	0
2016 One-Time Expenditures	0	2,570,487	0	0
2017 One-Time Expenditures	<u>0</u>	<u>5,735,688</u>	<u>0</u>	<u>0</u>
Total Expenditures	\$1,374,706	\$19,919,815	\$0	\$0

PUBLIC WORKS ADMINISTRATION

MISSION

Public Works Administration provides direction and coordination of divisions in Public Works, consisting of Engineering, Street, Traffic, Solid Waste (including Household Hazardous Waste Management), and Public Works GIS.

SERVICES PROVIDED

The Public Works Administration responds to requests from interdepartmental divisions and coordinates responses to private citizens, developers, and other governmental entities. It provides direction and coordination to City of Odessa divisions that provide vital services to Odessa's citizens. These divisions of Public Works are responsible for the design, operation, and maintenance of public works improvements including streets, alleys, drainage improvements, trash pick-up and disposal, signing and traffic signal light improvements.

FY 2017 ACCOMPLISHMENTS

- MPO priority listing
- Groundbreaking and project construction initiation of downtown hotel and conference center
 - City website live-action camera
- University Blvd. right-of-way completed
- Phase I East channel basin improvements completed
- 87th Street construction completed
- Reconstruction of 31st Street from Andrews to Maple is nearing completion

HIGHLIGHTS OF BUDGET CHANGES

The budget was increased for Tuitions and Special Training for our Director and Assistant Director to receive special training.

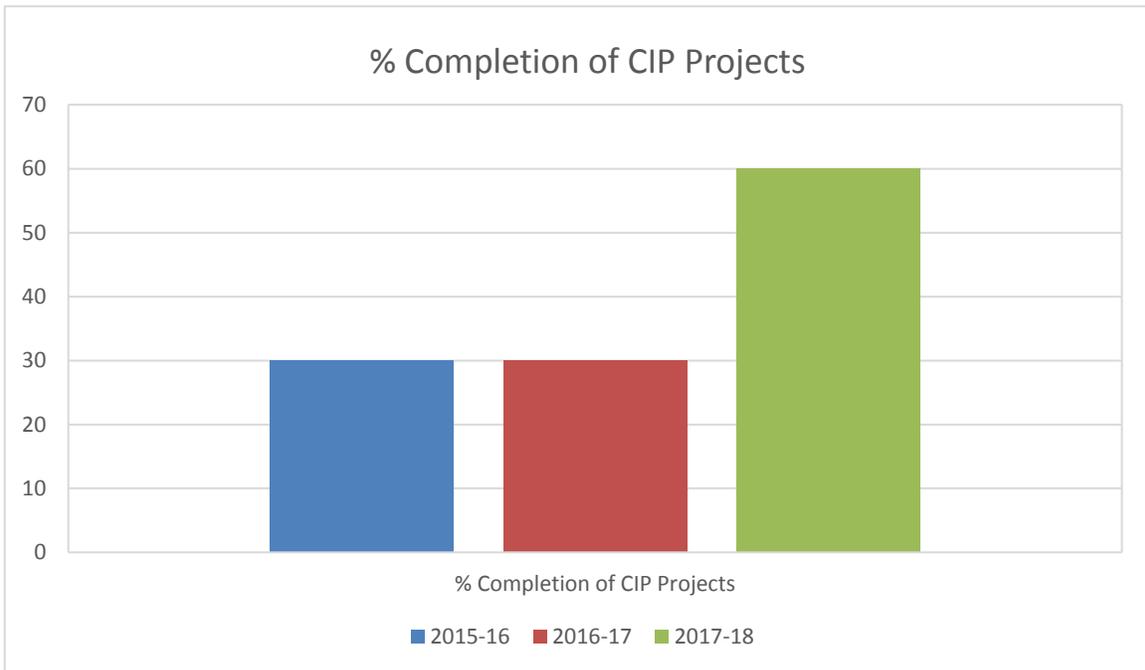
CONTACT INFORMATION

Thomas Kerr
Director of Public Works
432-335-4634
pw@odessa-tx.gov

PUBLIC WORKS ADMINISTRATION

GOALS AND PERFORMANCE MEASURES

Goal	Objective	Performance Measure	FY2015-16 ACTUAL	FY2016-17 ESTIMATE	FY2017-18 TARGET
Implementation of Public Works Infrastructure Capital Improvement Plan./ (Service)	Promote development and make infrastructure improvements throughout the city./ (Direction)	Percent of completion of projects in the Public Works Infrastructure Capital Improvements Plan.	30%	30%	60%
	Facilitate private development and construction by continuing to coordinate between developers and City departments to provide information for proposed projects, measured by the value of completed right-of-way construction.	Completed right-of-way construction values	\$19M	\$18M	\$15M



PUBLIC WORKS ADMINISTRATION

EXPENDITURES BY CLASSIFICATION

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$240,157	\$209,350	\$248,071	\$250,471
Supplies	842	1,687	1,687	1,687
Services	22,010	9,170	9,170	14,206
Maintenance	0	250	250	250
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	\$263,009	\$220,457	\$259,178	\$266,614

PERSONNEL BY JOB TITLE

	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR	2017-18 FISCAL YEAR
Director of Public Works* **	1	1	1
Assistant Director of Public Works*	0	1	1
Senior Administrative Assistant*	<u>1</u>	<u>1</u>	<u>1</u>
Total Personnel	2	3	3
Funding Sources:			
General Fund*	2	2.5	2.5
Water & Sewer **	<u>0</u>	<u>0.5</u>	<u>0.5</u>
Total Personnel	2	3	3

ENGINEERING

MISSION

In order to promote public safety and accessibility and to maintain the quality of design, information and construction standards, the Engineering Division provides clear and concise technical design advice and services, and implements City ordinances in a courteous and timely manner for City divisions, governmental agencies, private entities, and citizens.

SERVICES PROVIDED

- Floodplain Management (elevation certificates, floodplain development permits, establishing minimum floor elevation, Community Rating System)
- Plat reviews
- Plan reviews
- Right-of-Way Permits
- Right-of-Way Inspection
- Building permits
- In-House design (water, sewer, paving, drainage, city buildings, public art)
- Surveying
- Construction inspection

FY2017 ACCOMPLISHMENTS

East Channel Drainage Basin Improvements..... completed
East Channel Drainage Basin Improvements, Phase II under design
East Channel Improvements completed
24" Water line from Dawn to 52nd completed
87th Street Improvements completed
31st Street improvements..... under construction
23rd Street Improvements under design
3rd Street Improvements under construction

HIGHLIGHTS OF BUDGET CHANGES

There was an increase in automotive equipment compared to last year of \$25,000. The new position of a registered Public Land Surveyor was also created.

CONTACT INFORMATION

Yervand Hmayakyan
City Engineer
432-335-3242
yhmayaky@odessa-tx.gov

ENGINEERING

GOALS AND PERFORMANCE MEASURES

GOAL	OBJECTIVE	PERFORMANCE MEASURE	FY 2015-16 ACTUAL	2016-17 ESTIMATE	2017-18 TARGET
Review plans within 10 days. (Service)	10 days	Timely Plan Review	<12 Days	<10 Days	<10 Days
		Flood Permits/ Elevation Certificates Issued	84	80	80
		Building Permit Plan Reviews	95	80	80
		Construction Contracts Awarded	557	400	400
Provide right-of-way inspections no later than 30 minutes after requested. (Service)	30 min.	Timely Right-of-Way Inspections	<30 Minutes	<30 Minutes	<30 Minutes
		Right-of-Way Permits Issued	499	300	300
Provide 300 man-hours of training to division personnel. (Support)	300-Man Hours	Division Personnel Training (Goal: 300 Man-Hours)	200 Hours	250 Hours	300 Hours
		Plats Processed	66	50	50

ENGINEERING

EXPENDITURES BY CLASSIFICATION

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$1,473,623	\$1,329,659	\$1,334,952	\$1,393,684
Supplies	24,536	26,210	26,210	26,210
Services	259,149	252,585	248,585	231,408
Maintenance	27,882	31,759	33,944	33,944
Capital Outlay	<u>648</u>	<u>7,200</u>	<u>7,200</u>	<u>35,200</u>
Total Expenditures	\$1,785,838	\$1,647,413	\$1,650,891	\$1,720,446

PERSONNEL BY JOB TITLE

	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR	2017-18 FISCAL YEAR
City Engineer	1	1	1
Assistant City Engineer	1	1	1
Civil Engineer *	1	1	2
Civil Engineer Associate	1	1	1
Survey Party Chief	2	2	2
Construction Supervisor	1	1	1
Drafting Supervisor	1	1	1
Right-of-Way Technician	2	2	2
Right-of-Way/Construction Inspector**	5	5	5
Senior Drafting Technician	2	2	2
Drafting Technician**	2	2	2
Survey Instrument Technician	2	2	2
Administrative Assistant	1	1	1
Registered Public Land Surveyor (RPLS)	<u>0</u>	<u>0</u>	<u>1</u>
Total Personnel	22	22	23
Funding Sources:			
General Fund	18	18	19
Water & Sewer *	1	1	1
Bond**			
(2 RoW Const Insp; 1 Draft Tech)	<u>3</u>	<u>3</u>	<u>3</u>
Total Personnel	22	22	23

BUILDING INSPECTION

MISSION

The Building Inspection Division protects the property, life, health, and welfare of the community by enforcing state and local building codes and provides courteous, efficient plan review, inspections, code enforcement, and technical assistance to community building construction/planning advisory boards.

SERVICES PROVIDED

The Building Inspections Department provides plan review for the City Of Odessa. In addition, we inspect all construction projects within the city for code compliance and for existing buildings for unsafe building status.

FY2017 ACCOMPLISHMENTS

Updated building codes from 2006 to 2015. Plan to update to 2018 codes by January 1st, 2018. Hired new Building Official and Assistant Building Official.

HIGHLIGHTS OF BUDGET CHANGES

Building Inspections budget stayed relatively the same except for slight decreases in personal services and technology charges.

CONTACT INFORMATION

Vanessa Shrauner
Development Services Manager
432-335-3821
vshrauner@odessa-tx.gov

BUILDING INSPECTION

GOALS AND PERFORMANCE MEASURES

GOAL	OBJECTIVE	PERFORMANCE MEASURE	FY 2015-16 ACTUAL	2016-17 ESTIMATE	2017-18 TARGET
Review residential plans submitted for permits within 4 days	To ensure timely permit issuance for all customers	Provide timely review of residential plans submitted for permits. (5 days)	N/A	5 days	8 days
Review commercial plans submitted for permits within 11 days	To ensure timely permit issuance for all customers	Provide timely review of commercial plans submitted for permits. (11 days)	N/A	10 days	10 days
Provide timely response for requests for inspections.	Provide timely inspections to keep construction projects progressing	Provide timely response for requests for inspections. (4 hrs. average)	N/A	24 Working Hours	24 Working Hours
Annually update the building, electrical, plumbing, fuel gas, and mechanical and energy codes as required by law.	Keep current with International Building Standards	Annually update all International Building Codes	Update to 2012 codes by year end	Update to 2015 codes by year end	Update to 2018 codes by Jan. 2018
Revitalize corridors, downtown, and overall livability.	<p>Aid in the creation of retail landscape program.</p> <p>Rehabilitate abandoned buildings/eyesores.</p> <p>Requiring landscape standards, ensure development procedures are friendly / applied</p>	<p>-New Residential Construction Permits Issued</p> <p>-New Commercial Construction Permits Issued</p> <p>-Total New Residential Construction Value</p> <p>-Total New Commercial Construction Value</p> <p>-Total Permits Issued</p>	<p>498</p> <p>225</p> <p>\$109,854,175</p> <p>\$352,495,909</p> <p>9,500</p>	<p>445</p> <p>48</p> <p>\$83,382,131</p> <p>\$75,417,603</p> <p>4,738</p>	<p>445</p> <p>48</p> <p>\$83,382,131</p> <p>\$75,417,603</p> <p>4,738</p>

BUILDING INSPECTION

EXPENDITURES BY CLASSIFICATION

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$1,322,112	\$1,185,039	\$1,312,684	\$1,289,126
Supplies	22,288	32,112	30,565	30,565
Services	303,895	291,683	291,683	288,705
Maintenance	396	10,873	10,679	10,679
Capital Outlay	<u>15,651</u>	<u>14,658</u>	<u>8,987</u>	<u>8,987</u>
Total Expenditures	\$1,664,342	\$1,534,365	\$1,654,598	\$1,628,062

PERSONNEL BY JOB TITLE

	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR	2017-18 FISCAL YEAR
Development Services Manager	1	1	1
Building Official	1	1	1
Assistant Building Official	1	1	1
Plans Examiner	3	3	3
Building Code Inspector	5	5	5
Building Code Inspector, Senior	4	4	4
Administrative Assistant	1	1	1
Office Support Specialist	<u>4</u>	<u>4</u>	<u>4</u>
Total Personnel	20	20	20

TRAFFIC ENGINEERING

MISSION

The Traffic Division installs and maintains uniform traffic control devices and responds to citizen requests and concerns in a timely, consistent manner in order to provide the safe and efficient movement of people and goods for the Odessa community.

SERVICES PROVIDED

- Maintain the Opticom (emergency access) system for the Fire Department.
- Make and install signs for other City departments.
- Continue to address traffic signal progression issues with the ever changing traffic volumes around town.

FY2017 ACCOMPLISHMENTS

1. **Installed two overhead flashing school zones.**
 - a. **Added two county maintained signals.**

HIGHLIGHTS OF BUDGET CHANGES

Several changes were made to the Traffic Department's budget including the following: a reduction in rental equipment and traffic signals, but an increase in maintenance infrastructure and technology charges. Overall the budget increased slightly.

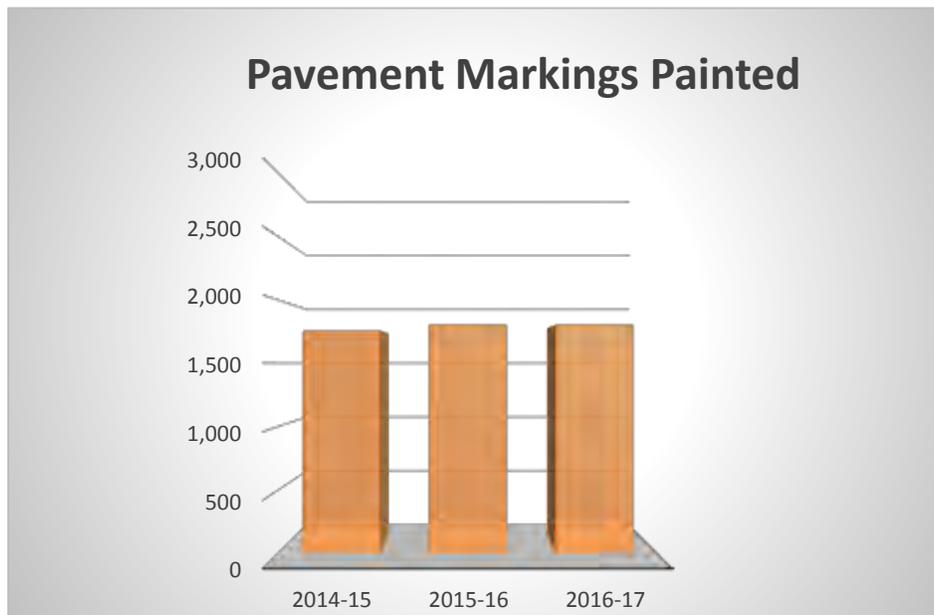
CONTACT INFORMATION

Hal Feldman

P.E.

432-335-3239

hfeldman@odessa-tx.gov



TRAFFIC ENGINEERING

GOALS AND PERFORMANCE MEASURES

Goal	Objective	Performance Measures	FY 2015-16 ACTUAL	2016-17 ESTIMATE	2017-18 TARGET
Provide safe roadways for citizens (CMP) 	Enforce Truck Routes	Number of ads/social media/marketing tactics implemented for public relations program	0	0	10
		Number of truck routes signs installed	0	0	35
	Reduce Speeds in our Neighborhoods	Number of signs repaired or replaced	1,000	900	720
	Convert two school zones to mast arms per year to increase driver awareness	Number of Upgraded school zone signals	0	2	2
	Ensure smooth operation of traffic equipment	Signal maintenance calls (LED replacement, controller/detector malfunctions, other calls).	1,000	900	900
Improve visibility and performance of pavement markings	Continue to install thermoplastic pavement legends	Pavement markings painted (crosswalks, stop bars, arrow, etc.).	1,800	1,800	1,800
Evaluate new technology for video and traffic count data collection.	Install/upgrade video detection at key signalized intersections.	Traffic counts completed.	100	100	100
		Number of Intersections with new or updated video detection	NA	3	4

TRAFFIC ENGINEERING

EXPENDITURES BY CLASSIFICATION

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$1,027,151	\$1,043,918	\$1,065,374	\$1,071,079
Supplies	13,495	7,150	7,150	7,150
Services	398,414	431,423	431,423	412,639
Maintenance	166,340	261,800	261,800	289,200
Capital Outlay	<u>128,242</u>	<u>28,293</u>	<u>24,998</u>	<u>24,998</u>
Total Expenditures	\$1,733,642	\$1,772,584	\$1,790,745	\$1,805,066

PERSONNEL BY JOB TITLE

	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR	2017-18 FISCAL YEAR
Traffic Operations Superintendent	1	1	1
Signal Technician Supervisor	1	1	1
Traffic Administration Supervisor	1	1	1
Signal Technician	2	1	1
Senior Signal Technician	2	3	3
Traffic Counter Technician	1	1	1
Traffic Operations Supervisor	1	1	1
Traffic Signs/Marking Foreman	3	3	3
Traffic Signs/Marking Technician	<u>4</u>	<u>4</u>	<u>4</u>
Total Personnel	16	16	16

STREET

MISSION

The Street Division provides well-maintained streets, alleys, and drainage channels. We respond to customer complaints in a courteous and efficient manner so that the public may enjoy clean, smooth, and safe roadways.

SERVICES PROVIDED

For the public we provide: Alley fill and maintenance, drainage channels, street sweeping, pavement patching (potholes), unsafe structures, mowing of vacant structure clean-up, help TXU, and Atoms cone for emergencies. For the city we provide: Concrete work, patching for utilities, cones for Police and Fire Departments, Demo unsafe structures for Community Development, Board up buildings, hot mix parking lots, crack seal streets, and Solid Waste fence repairs.

FY2017 ACCOMPLISHMENTS

Complete seal coat and rejuvenation in a timely manner. Able to respond to customer request during ice storm and flash floods in a timely manner.

HIGHLIGHTS OF BUDGET CHANGES

There was a one-time supplemental awarded for wearing apparel due to cost increases. There is a maintenance infrastructure increase due to a one-time supplemental for seal coat and pavement rejuvenation.

CONTACT INFORMATION

Danny Garcia
Street Superintendent
432-770-4013
dgarcia@odessa-tx.gov

STREET

GOALS AND PERFORMANCE MEASURES

GOAL	OBJECTIVE	PERFORMANCE MEASURES	FY 2015-16 ACTUAL	2016-17 ESTIMATE	2017-18 TARGET
Maintain the safety and functionality of the City of Odessa streets	Maintain condition of streets/roads	Alleys Maintained Lane Miles	13.53	14.00	14.00
		Seal Coat Lane Miles	11.09	11.00	11.00
		Crack Seal Lane Miles	33.04	35.00	38.00
	Maintain cleanliness of streets	Total Time Residential Streets Were Swept	14.00	14.50	14.50
	Maintain vacant lots	Number of Vacant Lots Mowed	1,396	1,380	1,380
		Number of Times Vacant Lots Were Mowed	6,733	5,000	5,000

STREET

EXPENDITURES BY CLASSIFICATION

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$2,018,530	\$2,101,859	\$2,127,351	\$2,126,750
Supplies	41,758	34,930	34,930	45,230
Services	2,625,170	2,588,410	2,588,410	2,688,068
Maintenance	1,692,886	2,001,106	1,989,316	2,689,316
Capital Outlay	<u>21,519</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	\$6,399,863	\$6,726,305	\$6,740,007	\$7,549,364

PERSONNEL BY JOB TITLE

	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR	2017-18 FISCAL YEAR
Street Superintendent	1	1	1
Street Operations Manager	1	1	1
Heavy Equipment Supervisor	1	1	1
Administrative Assistant	1	1	0
Senior Administrative Assistant	0	0	1
Mechanic	1	1	1
Heavy Equipment Operator	4	4	4
Heavy Equipment Operator (SR)	1	1	1
Street Maintenance Supervisor	2	2	2
Sweeper Supervisor	1	1	1
Street Maintenance Crewleader	5	5	5
Street Equipment Operator	4	5	5
Street Maintenance Worker	13	13	13
Solid Waste Worker *	<u>4</u>	<u>4</u>	<u>4</u>
Total Personnel	40	40	40
Funding Sources:			
General Fund	36	36	36
Solid Waste Fund *	<u>4</u>	<u>4</u>	<u>4</u>
Total Personnel	40	40	40

PUBLIC WORKS GIS

MISSION

Creating a Geo-Centric environment for the City of Odessa and its citizens.

SERVICES PROVIDED

The GIS Division provides leadership, expertise, communication, coordination, and relevant services to support the core business functions of the City of Odessa in an effort to increase operational effectiveness, ensure GIS data integrity, and to oversee the distribution and alignment of reliable, accurate, high-quality, and accessible geospatial data. Using the Geographic Information System (GIS), the staff will enable the managers and citizens to make decisions impacting the future of the City of Odessa in an informed and logical manner.

FY2017 ACCOMPLISHMENTS

In August 2015, the Storm Water Division requested that an impervious coverage layer be created by the end of the year. This task required that we create a polygon for every residential and commercial structure and commercial paved area. These areas were then associated with "Location IDs" provided by the Billing and Collections Department and "PIN" numbers provided by the Ector County Appraisal District in order to make the layer interoperable with future developments. In the latter part of 2015, Solid Waste was incorporated into the GIS system by developing an inventory classification structure for the Solid Waste containers. This project was completed at the end of 2016. Furthermore, an inventory system for the Streets Department was implemented during the summer of 2017.

HIGHLIGHTS OF BUDGET CHANGES

There was a slight increase in office supplies due to one-time Supplementals awarded. Overall the budget only experienced a slight increase.

CONTACT INFORMATION

Eddie Landrum Jr.
GIS Division Manager
432-335-4196
elandrum@odessa-tx.gov

PUBLIC WORKS GIS

GOALS AND PERFORMANCE MEASURES

GOAL	OBJECTIVE	PERFORMANCE MEASURE	FY2015-16 ACTUAL	FY2016-17 ESTIMATED	FY2017-18 TARGET
Development of parcel fabric layer	Build every plat and align with GPS control.	Complete 130 plats per year.	100%	100%	100%
Development of Solid Waste Department facility layers	Attach containers Database to GIS using SSID.	Create SSID	0%	50%	100%
	Analyze data for best route solution	Use SSID and Road centerline to create flow	0%	50%	100%
Employee Training	GIS apps training to various city departments	10 hours per month	100%	100%	100%

PUBLIC WORKS GIS

EXPENDITURES BY CLASSIFICATION

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$467,846	\$468,827	\$487,817	\$489,020
Supplies	8,310	13,092	13,092	15,092
Services	95,683	109,661	109,661	122,062
Maintenance	50,000	55,397	55,397	62,136
Capital Outlay	<u>126,861</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
Total Expenditures	\$748,700	\$651,977	\$670,967	\$693,310

PERSONNEL BY JOB TITLE

	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR	2017-18 FISCAL YEAR
GIS Manager	1	1	1
GIS Coordinator	1	1	1
GIS Specialist	1	1	1
GIS Senior Analyst	1	1	1
Developer / Programmer	1	1	1
GIS Analyst	<u>2</u>	<u>2</u>	<u>2</u>
Total Personnel	7	7	7

PARKS AND RECREATION

MISSION

The Parks and Recreation Department is responsible for creating and maintaining a system of parks dedicated to providing quality services to improve the quality of life for the citizens of Odessa. The Recreation Division is responsible for offering various training classes and activities for the citizens of Odessa.

SERVICES PROVIDED

The Parks and Recreation Department provides affordable recreational, physical and cultural opportunities for all residents, with a focus on families, youth development and building healthy communities. The programs and services offered by the Department provide excellent value and quality and emphasize the equitable distribution of resources throughout the City. Programs are offered in safe, attractive and well-maintained facilities that reflect the public's needs and interests.

FY2017 ACCOMPLISHMENTS

Completion of the following park or facility projects

- UTPB Park sprayground
- Slator Park Redevelopment
- Murry Fly Park Improvement
- Salinas Park Improvements
- Lawndale Community Center
- Lawndale Park
- Sherwood Community Center Abatement
- Jim Parker Park Playground
- Comanche Trails Soccer Facility Redevelopment

Completion of cost recovery analysis of Community Center rental fees

Addition of the following recreation programs

- 3 verses 3 Basketball Tournament
- Adult flag football program
- Partnered with Cookies and Canvas to host monthly art classes
- Weekly Yoga classes offered at Lawndale Community Center

HIGHLIGHTS OF BUDGET CHANGES

- \$552,466 ongoing supplementals approved for FY18.
- \$48,000 one-time supplementals approved for FY18.
- Four new positions added to FY18 budget: Chemical Application Technician, Parks Maintenance Worker, Parks/Golf Equipment Operator, and Parks Repairer.

PARKS AND RECREATION

CONTACT INFORMATION

Steve Patton
 Director Parks and Recreation
 432-368-3548
spatton@odessa-tx.gov

PERFORMANCE MEASURES

GOAL	OBJECTIVE	PERFORMANCE MEASURE	FY2015-16 ACTUAL	FY2016-17 ESTIMATE	FY2017-18 TARGET
Continue to provide recreational facilities and programs that address the needs of all residents. 	Provide recreational offerings at parks that are targeted to a particular age demographic, particularly those facilities that would expand the opportunities for teens, senior citizens, and families	Recreation Program/Special Events	42	45	45
		Attendance Level at Floyd Gwin Pool	11,000	10,000	11,000
		Attendance Level at Sherwood Pool	31,000	25,000	30,000
		Attendance Level at Woodson Pool	22,000	16,000	20,000
	Work with various agencies within the community to host civic events	Research and consider alternative advertising schemes to promote more public involvement in programs.	100%	100%	100%
	Inform, educate, and encourage residents of ongoing recreation projects and programs, educate them of all the recreational benefits, and encourage broader input from residents	Provide support for a wide range of user groups. Continue to work with non-profits, organizations, local sports associations, and other recreation-based groups to promote and encourage their activities	100%	100%	100%
		Develop follow up surveys for participants of various recreation programs	50%	100%	100%

PARKS AND RECREATION

<p>Continue to provide recreational facilities and programs that address the needs of all residents (cont.)</p> 	<p>Enhance facilities within the parks system including but not limited to additional picnic tables, benches, and pavilions</p>	<p>Update amenities inventory for all park sites. Work within the departments operational budget to address deficiencies</p>	90%	100%	100%
	<p>Enhance facilities within the parks system including but not limited to additional picnic tables, benches, and pavilions</p>	<p>Complete the construction of a dog park at Slator Park</p>	50%	90%	100%
		<p>Take further advantage of the Inner-Local Agreement with ECISD which allows the department utilize school facilities for additional recreational programming</p>	50%	100%	100%
		<p>Research and consider alternative advertising schemes to promote more public involvement in programs.</p>	100%	100%	100%
<p>Inform, educate, and encourage residents of ongoing recreation projects and programs, educate them of all the recreational benefits, and encourage broader input from residents</p>	<p>Provide support for a wide range of user groups. Continue to work with non-profits, organizations, local sports associations, and other recreation-based groups to promote and encourage their activities</p>	100%	100%	100%	
	<p>Develop follow up surveys for participants of various recreation programs</p>	50%	100%	100%	
	<p>Track maintenance activities through the use of a cost tracking program</p>	<p>Average Expenditure per Developed Acre</p>	\$115	\$115	\$115

PARKS AND RECREATION

<p>Continually strive to improve existing facilities while seeking opportunities for future development as documented in the 2014 Parks & Recreation Open Space & Master Plan</p> 	<p>Track maintenance activities through the use of a cost tracking program</p>	<p>Number of Acres Maintained (Developed)</p>	<p>560</p>	<p>560</p>	<p>560</p>
<p>Continue to monitor efficiency levels versus service levels to determine cost effectiveness.</p>	<p>Continue to track facility rentals verses cost recovery price points</p>	<p>Number of Acres per FTE (Maintenance) 44</p>	<p>14.3</p>	<p>12.7</p>	<p>12.7</p>
		<p>Evaluate Departmental Rental Fees (community centers, pavilions, mobile stage, tents, sports courts)</p>	<p>50%</p>	<p>100%</p>	<p>50%</p>
<p>Evaluate cost effectiveness of rental facilities</p>	<p>Continue to track facility rentals verses cost recovery price points</p>	<p>Average Cost per Community Center Rental</p>	<p>100%</p>	<p>100%</p>	<p>100%</p>
<p>Maintain the City's recognition from the National Arbor Day Foundation as a Tree City USA recipient.</p>	<p>In conjunction with Keep Odessa Beautiful, adhere to the objectives established by the National Arbor Day Foundation</p>	<p>% of objectives adhered to</p>	<p>100%</p>	<p>100%</p>	<p>100%</p>

PARKS AND RECREATION

EXPENDITURES BY CLASSIFICATION

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$3,163,038	\$3,058,482	\$3,104,820	\$3,452,377
Supplies	271,422	277,786	262,763	295,763
Services	2,081,161	2,095,613	2,087,613	2,161,451
Maintenance	462,397	280,575	290,815	410,815
Capital Outlay	<u>743,516</u>	<u>233,093</u>	<u>0</u>	<u>48,000</u>
Total Expenditures	\$6,721,534	\$5,945,549	\$5,746,011	\$6,368,406

PERSONNEL BY JOB TITLE

	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR	2017-18 FISCAL YEAR
Director of Parks & Recreation	1	1	1
Assistant Director - Parks & Recreation	1	1	1
Irrigation Supervisor	1	1	1
Horticulturist	2	2	2
Recreation / Special Events Coordinator	2	2	2
Senior Administrative Assistant	1	1	1
Administrative Assistant	1	1	1
Parks/Golf Equipment Mechanic	1	1	1
Irrigation Technician	5	5	5
Parks Operations Supervisor	1	1	1
Parks Maintenance Supervisor	2	2	2
Athletic Field Supervisor	1	1	1
Parks/Golf Equipment Operator	10	10	10
Parks Maintenance Worker	14	14	15
Parks Repairer	2	2	3
Aquatics Technician	1	1	1
Parks Superintendent	1	1	1
ROW / Facility Supervisor	1	1	1
Journeyman Electrician	1	1	1
Journeyman Plumber	1	1	1
Chemical Application Technician	0	0	1
Athletic Equipment Operator	<u>0</u>	<u>0</u>	<u>1</u>
Total Personnel	50	50	54

FIRE

MISSION

Odessa Fire Rescue is dedicated in providing the community with the highest level of service excellence through emergency response, prevention, and community support.

TRAINING DIVISION

The Training Division is dedicated to providing the newest technology, techniques, and education possible to Odessa Fire Rescue. We strive to incorporate the safety of our personnel and citizens as the number one priority. Quality training is a critical function of any modern Fire and EMS agency. As our work becomes more complex and dangerous; the knowledge required, government regulations, and professional standards continue to grow which leads to increasing needs in overall training for Odessa Fire Rescue for the citizens of Odessa.

Goals:

- Increase Haz Mat Technician level training for Haz Mat team
- Increase Incident Safety Officer Academy training and certifications by 10% annually
- Continue Leadership training and mentoring for future Officers annually
- Offer National Fire Academy training for officers annually
- Implement Traffic Incident Management for the department in accordance with Texas Commission on Fire Protection Standards



FIRE MARSHAL'S DIVISION

The Fire Marshal's Division is dedicated to the safety and education of our citizens. We strive to reduce the number of fires, injuries, and deaths through fire code enforcement, public education, and fire investigation. Each member is encouraged to use every opportunity to educate our citizens in various areas of prevention. In addition to the protection of our citizens and property, our efforts also help protect firefighters and other first responders.

Goals:

- Continue to increase the number of annual maintenance district fire inspections.
- We will provide training additional OFR personnel in child safety seat installation & inspections.
- Continue to meet the needs of new construction projects as they arise.
- Continue the smoke alarm installation programs.
- Continue partnership with Safe Riders of Texas for child safety seat distributions & inspections.
- Initiate a partnership program with the Midland Fire Marshal Division in order to identify & address common issues between both cities to improve customer service.
- Initiate an FTO program in the FMO. Continue our focus on public education programs for schools and any other public entity requesting programs.
- Continue conducting public service announcements with PIO (Andrea Goodson) and implement a bilingual version.

FIRE

- Initiate the compliance engine in order to better manage the condition of automatic sprinkler systems, fire alarm systems, and fire suppression systems.
- Continue to improve the plans review process to better serve our community.
- Maintain operational readiness through training on various disciplines including fire inspections, fire investigations, public education and plans review.
- Implement in house training for internal and external fire personnel for the continuation of CE hours.
- Continue with our peer review program to continue quality fire reports and follow-up investigations.
- Continue with our Teddy Bear Pediatric Program. This program allows interaction between Odessa Fire Rescue Medics and pediatric patients that are hospitalized.

EMERGENCY MANAGEMENT

- **Goals:**
 - Maintain advanced level of qualification with the Division of Emergency Management
 - Conduct one full-scale exercise with a minimum of three other agencies/ elected official
 - Continue to develop long range plan to relocate the emergency operations center
 - Implement EOC activation system at appropriate level anytime Ector County is in a "Warning" status on a daily basis or as needed
 - Participate in/on DPAC, ECAP, PBRPC Interoperability working group, and the LEPC
 - Participate and expand education of emergency management in the community

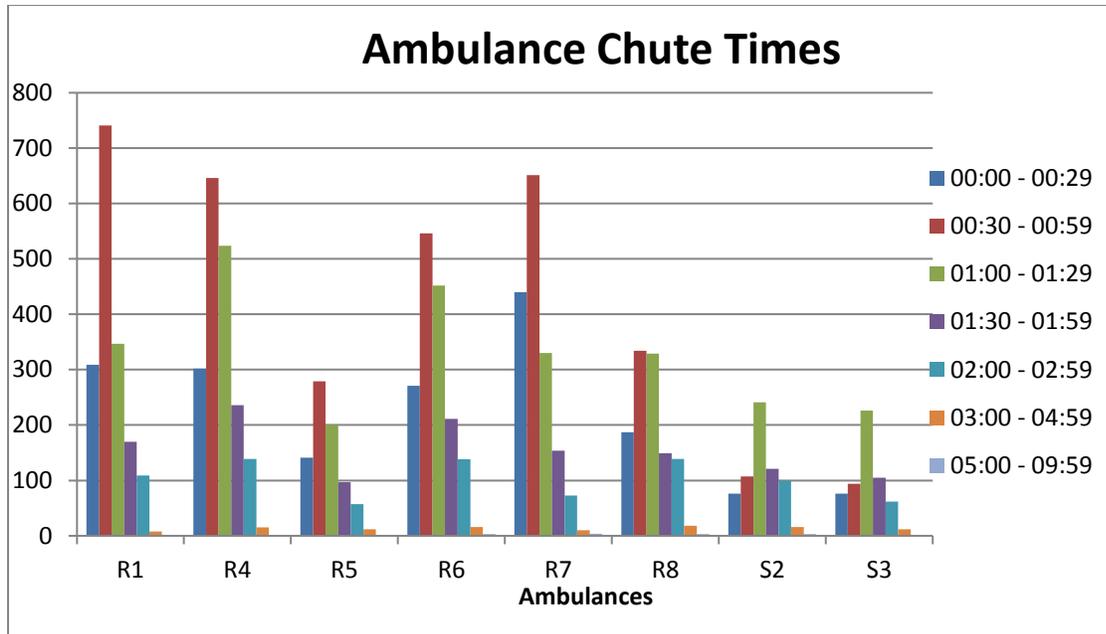
EMS DIVISION

The EMS Division continues to be a vital part of Odessa Fire Rescue. EMS delivery continues to be an essential service provided by this department to the citizens of Odessa and Ector County. We will continue to strive to stay on the leading edge of EMS delivery.

Goals:

- Continue to provide state of the art EMS delivery to all of the citizens of Odessa and Ector County in a timely and efficient manner.
- Encourage EMS personnel to obtain additional National Registry of Emergency Medical Technicians and American Heart Association course completions by 10% Department wide. This will assist EMS personnel to stay abreast of the latest changes in emergency medical delivery.
- Continue to work with Medical Center Hospital and Odessa Regional Medical Center to improve heart attack patient outcomes by utilizing a proactive system of care that saves and improves lives - from symptom onset through cardiac rehabilitation. We will strive to remain an American Heart Association Mission Lifeline recognized EMS provider.
- Work in partnership with Medical Center Hospital and Odessa Regional Medical Center to replace the aging fleet of cardiac monitors by the end of the year. The current cardiac monitors are ten years of age and new cardiac monitors have advanced technological features for better and improved patient care.

FIRE



FIRE SUPPRESSION DIVISION

The Operations division continues to be an integral part of Odessa Fire Rescue. Incident responses have grown in magnitude. We will continue to meet the demands and challenges that are brought forward with a motivated and determined force. As always, the Operations division in the Fire Department is grateful for the support that is provided by city management. We will continue to seek new ways to stay on the leading edge in the fire service.

Goals:

- Communicate, educate and remain active in the 16 Firefighter Life Safety Initiatives, to reduce injuries by 10% or fatalities in the department within the upcoming year.
- Incorporate with the current operations a “Standard of Cover” for the Fire/EMS responses to decrease response time by 5%.
- Maintain 100% readiness on mutual aid deployment for the Incident Management Team.
- Continue the process to meet the “Best Practices” approach in operations by next year.
- Seek new ways to improve the service delivery in the community through operational readiness in the upcoming year.
- Purchase and incorporate new fleet of apparatus within the next year.
- Decrease response times to meet NFPA1710 standards

FIRE

EXPENDITURES BY CLASSIFICATION

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$17,045,297	\$17,045,856	\$16,732,990	\$17,852,521
Supplies	532,990	353,945	344,314	399,814
Services	2,672,592	4,573,951	4,573,951	4,282,008
Maintenance	165,817	194,684	191,300	198,300
Capital Outlay	232,246	3,128	3,128	47,928
Lease Payments	<u>532,597</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	\$21,181,539	\$22,171,564	\$21,845,683	\$22,780,571

PERSONNEL BY JOB TITLE

	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR	2017-18 FISCAL YEAR
Fire Chief	1	1	1
Assistant Fire Chief/Operations	1	1	1
Assistant Fire Chief/EMS	1	1	1
Assistant Fire Chief/Administration	1	1	1
Fire Battalion Chief – Training Officer	1	1	1
Fire Battalion Chief	3	3	3
Division Captain	3	3	3
Fire Training Captain	1	1	1
Paramedic Training Captain	1	1	1
Fire Captain	24	24	24
Firefighter / Engineer / Driver	131	137	137
Fire Cadet	6	0	0
Paramedic	1	1	1
Fire Inspector	6	6	7
Assistant Fire Marshal	1	1	1
Fire Marshal	1	1	1
Senior Administrative Assistant	1	1	1
Administrative Assistant	1	1	1
Office Support Specialist	<u>1</u>	<u>1</u>	<u>1</u>
Total Personnel	186	186	187

POLICE

MISSION

To protect life and property in the most professional and ethical manner by providing the highest levels of contemporary law enforcement service while efficiently utilizing given resources to the maximum allowable extent.

SERVICES PROVIDED

- Crime Prevention, Detection and Investigation
- Maintain Enforcement Records
- Process Crime Scene and Forensic Lab
- Conduct Police Academy
- Protect Life, Property and Publics' Safety
- Traffic Enforcement and Crash Investigation
- Respond to Emergency/Non-Emergency calls for assistance
- Animal Control and Shelter Services

FY2017 ACCOMPLISHMENTS

- Created method to deliver reports to County and District Attorney electronically
- Completed the Special Vehicle storage building
- Initiated Gun Violence Task Force
- Reinstated Citizen Police Academy
- Lowered Crime Rate
- Assisted in creating Social Hosting Ordinance

HIGHLIGHTS OF BUDGET CHANGES

The Police Department saw a net decrease in the overall budget by \$212,434. The additional position of Animal Control Clerk was created.

CONTACT INFORMATION

Chief Mike Gerke
Police Station
432-335-3310
mgerke@odessa-tx.gov

POLICE

GOALS AND PERFORMANCE MEASURES

GOAL	OBJECTIVE	PERFORMANCE MEASURE	FY2015-16 ACTUAL	FY2016-17 ESTIMATED	FY2017-18 TARGET
<p>Work with citizens, businesses and other law enforcement agencies to reduce crime.</p> 	Integrate Services with other Local, State and Federal Agencies in partnership with citizens	Develop community-based crime enforcement and prevention program.	4	4	5
Establish a more proactive approach to prevent crime.	Staff Community Response Unit	Increase self-initiated activity.	42,218	37,929	42,929
Improve road safety. /Safe roadways from CPM	Complete Traffic study and analysis to construct targeted enforcement	Decrease the number of injury-related traffic crashes.	700	780	650
Obtain grants for various purposes.	Seek financial assistance to benefit Agency operations	Maintain grant funding.	\$244,900	\$259,845	\$255,009
Increase authorized resource strength.	Establish proper ratio of Officers to Citizens by adding 25 sworn personnel	Recruit and hire qualified applicants. (Number of applicants/number of new hires.)	448/17	550/40	fill all open positions
Continue to improve effectiveness & efficiency of law enforcement goals by integration of technology (i.e. radio system CAD)	Build multi agency infrastructure to unify criminal tracking process	Implement technology projects to enhance efficiency.	5	5	6

POLICE

EXPENDITURES BY CLASSIFICATION

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$21,194,984	\$20,638,609	\$19,915,803	\$20,612,223
Supplies	745,149	776,867	751,192	707,992
Services	6,592,157	6,542,880	6,104,784	5,639,130
Maintenance	98,135	165,410	164,409	164,409
Capital Outlay	190,050	171,664	169,759	169,759
Lease Payments	<u>0</u>	<u>400,000</u>	<u>400,000</u>	<u>0</u>
Total Expenditures	\$28,820,475	\$28,695,430	\$27,505,947	\$27,293,513

PERSONNEL BY JOB TITLE

	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR	2017-18 FISCAL YEAR
Chief of Police	1	1	1
Deputy Chief	2	2	2
Police Captain	4	4	4
Police Lieutenant	8	8	8
Police Sergeant	27	27	27
Police Corporal	45	45	66
Police Officer	92	92	48
Administrative Assistant / Sr. Administrative Asst.	4	4	4
Crime Analyst / Criminal Intelligence Analyst	3	3	3
Police Cadet / Police Recruit	1	1	24
Clerk	13	13	13
Supervisor	3	3	3
Information Specialist	1	1	1
Parking Control Officer	2	2	2
Animal Control Manager	1	1	1
Animal Control Shelter Manager	1	1	1
Animal Control Adoption Coordinator	1	1	1
Animal Control Officer	6	6	6
Animal Control Clerk	0	0	1
Kennel Attendant	4	4	4
Crime Scene Unit Technician	6	6	6
Property Evidence Technician	3	3	3
Public Safety Telephone Response Specialist	4	4	4
Research and Grants Specialist	1	1	1
Police Training Coordinator	1	1	1
Personnel Specialist (PD)	<u>1</u>	<u>1</u>	<u>1</u>
Total Personnel	235	235	236

CODE ENFORCEMENT

MISSION

The mission of Code Enforcement is to foster safe, healthy, and clean neighborhoods in Odessa. Code Enforcement is committed to preventing blight in Odessa neighborhoods and having a positive impact in our community through education, outreach, and enforcement of city codes and ordinances.

SERVICES PROVIDED

The division conducts neighborhood sweeps, distributes education materials to citizens, and issues notices of violations for properties that are in violation of city codes and ordinances. Ordinances and codes enforced including health and sanitation, solid waste, junk vehicles, water nuisance violations, and various zoning ordinances.

FY2017 ACCOMPLISHMENTS

- A total of 136 alley sweeps were conducted to remove illegally dumped items and debris from alleys.
- The staff distributed 6,774 brochures regarding common code violations to citizens.
- A total of 1,482 junked vehicles were removed from properties during the 2016 fiscal year. Citizen voluntarily removed 1,419 of the vehicles and the City towed 63 vehicles.
- During fiscal year 2016 23,948 notices of violations were issued to citizens.
- Over 785 tons of junk and debris was removed from our alleys.

HIGHLIGHTS OF BUDGET CHANGES

There was a reduction in technology charges, and an increase in wearing apparel and minor tools in equipment.

CONTACT INFORMATION

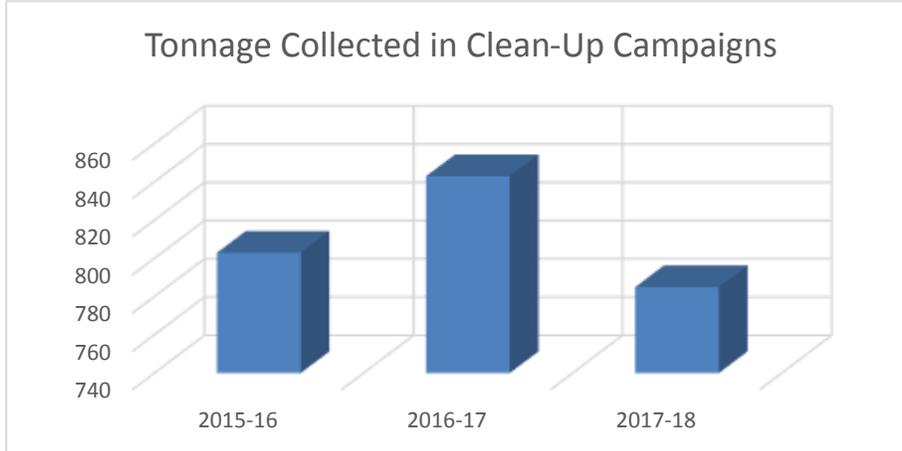
Merita Sandoval,
Director of Community Development
432-335-4819
msandova@odessa-tx.gov

CODE ENFORCEMENT

GOALS AND PERFORMANCE MEASURES

GOAL	OBJECTIVE	PERFORMANCE MEASURE	FY 2015-16 ACTUAL	2016-17 ESTIMATE	2017-18 TARGET
Educate citizens on common code violations and other code enforcement ordinances. 	Conduct neighborhood meetings (30) and Provide educational materials to citizens. (50,000) Conduct monthly neighborhood sweeps. (60)	Number of neighborhood meetings conducted	9	10	10
		Number of brochures, flyers, PSA's and videos distributed	6,774	10,000	10,000
		Number of neighborhood sweeps conducted.	136	140	140
Develop relationships and work with outside agencies and other departments, including Keep Odessa Beautiful, Ector County Environmental Enforcement, Health Department and service organizations. 	Attend monthly KOB Board Meetings (60) Quarterly meetings with Ector County Environmental Enforcement, Health Department. (20) Presentations to service organizations of opportunities to get involved. (12)	Number of Keep Odessa Board Meetings attended	12	12	12
		Number of meetings with outside agencies and service organizations.	3	4	4
Maintain open case load to no more than 300 per quarter.	Assess number of open cases quarterly. (20)	Number of quarters where open cases were less than 300.	3	4	4
Provide access to continued education for staff.	Conduct quarterly continued education trainings. (20)	Number of staff trainings held.	15	15	15

CODE ENFORCEMENT



EXPENDITURES BY CLASSIFICATION

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$916,798	\$1,055,976	\$1,125,643	\$1,133,109
Supplies	41,601	33,839	33,273	43,098
Services	533,111	238,767	238,767	217,472
Maintenance	5,058	31,211	31,211	31,211
Capital Outlay	<u>80,149</u>	<u>0</u>	<u>150,000</u>	<u>0</u>
Total Expenditures	\$1,576,717	\$1,359,793	\$1,578,894	\$1,424,890

PERSONNEL BY JOB TITLE

	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR	2017-18 FISCAL YEAR
Director of Community Development*	1	1	1
Code Enforcement Supervisor ***	1	1	1
Code Enforcement Coordinator *	1	1	1
Code Enforcement Officer *	14	14	14
Code Enforcement Clerk *	1	1	1
Senior Administrative Assistant **	<u>1</u>	<u>1</u>	<u>1</u>
Total Personnel	19	19	19
Funding Sources:			
General Fund *	17.5	17.5	17.5
Solid Waste **	<u>1.5</u>	<u>1.5</u>	<u>1.5</u>
Total Personnel	19	19	19

City of Odessa

FY 2017-18

Adopted Budget

SPECIAL REVENUE FUNDS

SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects.

The Community Development Fund is funded entirely by federal or state grants that are used to fund projects that benefit low and moderate-income individuals, families, or areas.

The Convention and Visitors Fund is funded through receipts from an occupancy tax on local hotels/motels. This revenue must be used to fund projects that attract conventions and tourists to Odessa. This is not a City-operated department/division as the City collects and disburses the revenue. The City receives an administrative fee and audit reimbursement fee from the hotel/motel tax dollars.

The other Special Revenue Funds are restricted by state statute or by grant contracts. The Drug Forfeiture Fund accounts for funds received from the sale of narcotics-related, confiscated property. The Municipal Court Building Security Fund's revenue is generated by a \$3 court cost that is assessed for each misdemeanor conviction. This revenue is used to fund the security needs of the court. The Municipal Court Technology Fund's revenue is generated by a fee that is assessed for each misdemeanor conviction. These funds can only be used to purchase technology that will aid the court. Various federal and state grants are budgeted under this category for convenience. Each has a specific purpose, which is discussed in the Special Revenue Funds section of the budget book.

City of Odessa

FY 2017-18

Adopted Budget

Community Development Fund Overview

COMMUNITY DEVELOPMENT FUND

OVERVIEW

	2014-15 Budget	2015-16 Budget	2016-17 Budget	2017-18 Budget
BEGINNING FUND BALANCE	\$0	\$0	\$0	\$0
CURRENT REVENUES				
Block Grant Funds (CDBG)	\$767,935	\$744,768	\$778,374	\$798,675
Unprogrammed Funds	99,530	271,277	65,722	387,002 *
HOME Grant Funds	405,190	209,468	295,357	287,378 *
GF Transfer In	12,479	12,479	2,856	0
TOTAL CURRENT REVENUES	\$1,285,134	\$1,237,992	\$1,142,309	\$1,473,055
TOTAL FINANCING SOURCES	\$1,285,134	\$1,237,992	\$1,142,309	\$1,473,055
EXPENDITURES				
Personal Services	\$267,757	\$268,577	\$152,183	\$209,364
Supplies	37,012	27,500	34,364	37,283
Services	145,149	111,797	192,500	109,120
Maintenance	17,500	0	0	0
Capital Outlay	14,313	14,313	0	0
Projects/Programs	803,403	815,805	763,262	1,117,288
TOTAL EXPENDITURES	\$1,285,134	\$1,237,992	\$1,142,309	\$1,473,055
ENDING FUND BALANCE	\$0	\$0	\$0	\$0
<p>*CDBG UNPROGRAMMED AND HOME PROGRAM INCOME ARE MONIES FROM HUD AWARDED AND BUDGETED DURING A PREVIOUS FISCAL YEAR. THEREFORE, THEY ARE NOT A PART OF THE TOTAL FY18 BUDGET.</p>				

COMMUNITY DEVELOPMENT FUND

OVERVIEW

2017-18

Budget

Current Revenues

Block Grant Funds (CDBG)	\$798,675
Unprogrammed Funds	387,002
HOME Grant Funds	220,787
HOME Program Income	66,591
General Fund Transfer In	0

Total Current Revenues

\$1,473,055

Expenditures:

Program Administration	\$155,674
Housing Rehabilitation	625,498
Demolition Program	194,517
Elderly and Disabled Lawn Program	20,000
HOME Program	287,378
Meals on Wheels	42,861
Odessa Affordable Housing	25,000
Family Promise	10,000
Salinas Park- Basketball Court Lighting	40,920
Woodson Park Parking Lot Lighting	40,920
Greater Opportunities- Whitiker Head Start	15,125
Salvation Army	15,162

Total Expenditures

\$1,473,055

COMMUNITY DEVELOPMENT

MISSION

The primary objective of the Community Development Block Grant Program and the HOME Program is to develop and revitalize communities by providing decent housing, a suitable living environment, and expanding economic opportunities and human services for persons of low and moderate income.

SERVICES PROVIDED

The Community Development Department is responsible for administering the Community Development Block Grant Program (CDBG) and the HOME Investment Partnership Program. The staff is responsible for overseeing the Housing Rehabilitation/Reconstruction Program, the Minor Repair and Emergency Repair Program, the Demolition Program, as well as administering a Homebuyer Assistance Program and the Infill Housing Program. In addition, staff also ensures any outside agency that receives grant funds meets both HUD and contract requires by on-site and desk monitoring of the programs funded with CDBG funds.

FY2017 ACCOMPLISHMENTS

- To date the Housing Rehab/Reconstruction Program has completed the construction of two (2) homes and currently has four (4) other homes in various stages of being rebuilt with one (1) home pending the approval of plans. There has also been three (3) minor repair projects completed and one (1) project underway.
- The Demolition Program has removed 17 structures and the bid was awarded for the removal of asbestos and the demolition of commercial structures. A total seven (7) additional buildings were removed.
- Current sub recipients, Meals on Wheels, The Crisis Center and Odessa Affordable Housing, Inc. have served 59 persons to date with services provided with the CDBG funds.

CONTACT INFORMATION

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432-335-4819
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COMMUNITY DEVELOPMENT

GOALS AND PERFORMANCE MEASURES

GOAL	OBJECTIVE	PERFORMANCE MEASURE	FY 2015-16 ACTUAL	2016-17 ESTIMATE	2017-18 TARGET
Expand Homeownership Opportunities	Provide direct financial assistance to income qualified homebuyers.	Number of persons provided down payment and closing cost assistance.	1	1	1
Eliminate slum & blight	Removal of unsafe buildings.	Number of unsafe structures removed Infill housing Program enrollment	21	20	20
Encourage mixed-use developments in Odessa 	Encourage infill residential development Create incentive with development corporation partnership		0	0	1
Preserve Existing Housing Stock	Provide rehab, minor repair and emergency assistance to eligible applicants. (25)	Number of households served with rehab, reconstruction, minor or emergency repairs.	11	10	15
To make services available through public service activities.	Provide funding to agencies for services.	Number of people receiving human services assistance	63	50	50
Reinvestment in core neighborhoods 	Code enforcement campaign, community assistance days annually, incentives for exterior maintenance, neighborhoods groups, Partnership in Southside urban village	Number of reinvigorated Neighborhoods that underwent redevelopment	0	2	2

COMMUNITY DEVELOPMENT

EXPENDITURES BY CLASSIFICATION

	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$267,757	\$268,577	\$152,183	\$209,364
Supplies	37,012	27,500	34,364	37,283
Services	145,149	111,797	192,500	109,120
Maintenance	17,500	0	0	0
Capital Outlay	14,313	14,313	0	0
Projects/Programs	<u>803,803</u>	<u>815,805</u>	<u>763,262</u>	<u>1,117,288</u>
Total Expenditures	\$1,285,134	\$1,237,992	\$1,142,309	\$1,473,055

PERSONNEL BY JOB TITLE

	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR	2017-18 FISCAL YEAR
Director of Community Development ***	1	1	1
Community Development/Housing Manager *	1	1	0
Community Development/Housing Assistant *	0	0	1
Housing Assistant *	1	1	1
Demolition Inspector *	1	1	1
Housing Construction Manager *	1	1	1
Code Enforcement Supervisor ** ***	1	1	1
Code Enforcement Coordinator ***	1	1	1
Code Enforcement Officer ***	14	14	14
Code Enforcement Clerk ***	1	1	1
Administrative Assistant **	<u>1</u>	<u>1</u>	<u>1</u>
Total Personnel	23	23	23
Funding Sources:			
Community Development *	4	4	4
Solid Waste Fund **	1.5	1.5	1.5
General Fund ***	<u>17.5</u>	<u>17.5</u>	<u>17.5</u>
Total Personnel	23	23	23

City of Odessa

FY 2017-18

Adopted Budget

Other Funds Overview

CONVENTION AND VISITORS FUND

OVERVIEW

	2015-16 Actual	2016-17 Estimated	2016-17 Budget	2017-18 Budget
BEGINNING FUND BALANCE	\$16,096,843	\$3,554,671	\$3,554,671	\$1,688,594
CURRENT REVENUES				
Hotel/Motel Tax	\$3,353,289	\$3,353,289	\$3,800,000	\$3,300,000
Interest Income	63,184	30,819	0	0
Other	16,000	0	0	0
TOTAL CURRENT REVENUES	\$3,432,473	\$3,384,108	\$3,800,000	\$3,300,000
TOTAL FINANCING SOURCES	\$19,529,316	\$6,938,779	\$7,354,671	\$4,988,594
EXPENDITURES				
Black Cultural Council	\$45,000	\$50,000	\$50,000	\$45,000
Blackshear HS Reunion	15,000	0	0	0
BLST Triathlon, Inc	0	10,000	10000	0
Commemorative Air Force	50,000	50,000	50000	50,000
Convention and Visitors Bureau	1,005,360	976,480	976,480	975,000
C&V Bureau - Sporting Events	51,900	40,000	40,000	100,000
Downtown Odessa	359,119	415,987	410,642	450,000
Friends of Ector Theatre	82,790	0	0	0
FWT Odessa Productions, Inc.	60,000	50,000	50,000	30,000
Jr. Jacks Youth Hockey	0	10,000	10,000	10,000
Junior League of Odessa	15,155	15,000	15,000	15,000
Odessa Council for Arts/Human.	809,232	450,000	450,000	350,000
Odessa Hispanic Chamber	7,583	0	0	0
Odessa Jackalopes	70,000	35,000	35,000	30,000
Odessa Links - Conference	10,000	7,000	7,000	10,000
Odessa Links - Hope Fest	35,000	25,000	25,000	10,000
Odessa Student Crime Stoppers	24,893	0	0	0
Parks-Fall Festival	72,473	83,712	75,000	60,000
Parks-Ratliff Ranch Golf Links	137,620	127,510	35,000	0
Parks-Starbright Village	199,187	144,674	123,600	100,000
Permian Basin Fair & Exposition	110,000	100,000	100,000	100,000
Region 18 Education Svc. Ctr.	12,500	0	0	0
Rock the Desert	50,000	50,000	50,000	50,000
Sandhills Stock Show & Rodeo	75,000	75,000	75,000	75,000
Texas Tours Entertainment	50,366	50,000	50,000	25,000
University of Texas-Permian Basin	0	436,630	200,000	200,000
USATF West Texas	50,000	0	0	0
Wagner Noel 5th Yr Anniversary	0	40,469	40,469	0
West Texas Track Club	55,000	55,000	55,000	50,000
White-Pool House Friends	40,000	60,000	60,000	40,000
Ector County Coliseum	50,000	50,000	50,000	50,000
Administrative Cost/Audit Fees	31,467	42,723	42,723	42,723
TOTAL EXPENDITURES	\$3,574,645	\$3,450,185	\$3,085,914	\$2,867,723
Transferred for Convention Center	\$12,400,000	\$1,800,000	\$0	\$0
Adjusted Total Expenditure	\$15,974,645	\$5,250,185	\$3,085,914	\$2,867,723
ENDING FUND BALANCE	\$3,554,671	\$1,688,594	\$4,268,757	\$2,120,871

MUNICIPAL COURT SECURITY FUND

OVERVIEW

	2015-16 Actual	2016-17 Estimated	2016-17 Budget	2017-18 Budget
BEGINNING FUND BALANCE	\$10,463	\$10,649	\$10,649	\$53,963
CURRENT REVENUES				
MC Security Fee	\$77,355	\$74,619	\$60,000	\$60,000
Interest Income	89	57	0	0
Transfers In	0	70,000	70,000	70,000
TOTAL CURRENT REVENUES	\$77,444	\$144,676	\$130,000	\$130,000
TOTAL FINANCING SOURCES	\$87,907	\$155,325	\$140,649	\$183,963
EXPENDITURES				
Personal Services	\$77,258	\$101,362	\$95,665	\$102,859
Supplies	0	0	0	0
Services	0	0	0	0
Maintenance	0	0	0	0
Capital Outlay	0	0	0	0
TOTAL EXPENDITURES	\$77,258	\$101,362	\$95,665	\$102,859
ENDING FUND BALANCE	\$10,649	\$53,963	\$44,984	\$81,104

MUNICIPAL COURT TECHNOLOGY FUND

OVERVIEW

	2015-16 Actual	2016-17 Estimated	2016-17 Budget	2017-18 Budget
BEGINNING FUND BALANCE	\$168,027	\$170,748	\$170,748	\$113,709
CURRENT REVENUES				
MC Technology Fee	\$102,986	\$99,390	\$75,000	\$100,000
Interest	882	1,059	0	0
Transfers In	0	0	27,000	27,000
TOTAL CURRENT REVENUES	\$103,868	\$100,449	\$102,000	\$127,000
TOTAL FINANCING SOURCES	\$271,895	\$271,197	\$272,748	\$240,709
EXPENDITURES				
Personal Services	\$71,756	\$72,704	\$72,135	\$73,899
Supplies	0	5,000	5,000	5,000
Services	0	20,000	20,000	20,000
Maintenance	0	15,750	15,750	15,750
Capital Outlay	29,391	44,034	44,034	44,034
TOTAL EXPENDITURES	\$101,147	\$157,488	\$156,919	\$158,683
ENDING FUND BALANCE	\$170,748	\$113,709	\$115,829	\$82,026

DRUG FORFEITURE FUND

OVERVIEW

	2015-16 Actual	2016-17 Estimated	2016-17 Budget	2017-18 Budget
BEGINNING FUND BALANCE	\$663,606	\$769,955	\$769,955	\$721,537
CURRENT REVENUES				
State Funds	\$145,042	\$85,374	\$25,000	\$25,000
Federal Funds	0	0	0	0
Interest Income	3,548	13,284	5,000	5,000
Other	0	4,220	0	0
	0	0	0	0
TOTAL CURRENT REVENUES	\$148,590	\$102,878	\$30,000	\$30,000
TOTAL FINANCING SOURCES	\$812,196	\$872,833	\$799,955	\$751,537
EXPENDITURES				
Personal Services	\$0	\$0	\$0	\$0
Supplies	36,262	17,750	315,527	414,000
Services	0	66,339	0	0
Capital Outlay	5,979	67,207	315,526	237,000
Transfers Out	0	0	0	0
TOTAL EXPENDITURES	\$42,241	\$151,296	\$631,053	\$651,000
ENDING FUND BALANCE	\$769,955	\$721,537	\$168,902	\$100,537

2017-18 GRANT PROGRAMS

2017-18 GRANT SUMMARY

School Attendance Court Grant - Ector County has awarded the City the School Attendance Court Grant in an effort to address the issue of truancy in the Ector County ISD.

Grant Name and Description		Total Program Cost	Grant Reimbursement	Net City Contribution
<u>MUNICIPAL COURT</u>				
School Attendance Court	Term: (Oct-Sep)	\$7,500	\$7,500	
	Incentive pay	\$7,500	\$7,500	\$0
<u>CITY ATTORNEY</u>				
School Attendance Court	Term: (Oct-Sep)			
	Salaries & Wages	\$66,694	\$66,694	
	Supplies	3,467	3,467	
	Services	1,614	1,614	
		\$71,775	\$71,775	\$0
Total FY 2017-18 Grants		\$79,275	\$79,275	\$0

City of Odessa

FY 2017-18

Adopted Budget

Debt Service Fund Overview

DEBT SERVICE FUND

OVERVIEW

	2015-16 Actual	2016-17 Estimated	2016-17 Budget	2017-18 Budget
BEGINNING FUND BALANCE	\$704,006	\$715,229	\$715,229	\$724,881
CURRENT REVENUES				
Ad Valorem Tax Revenue	\$6,962,465	\$7,006,825	\$7,005,825	\$7,166,275
Interest Income	10,173	9,652	0	0
TOTAL CURRENT REVENUES	\$6,972,638	\$7,016,477	\$7,005,825	\$7,166,275
TOTAL FINANCING SOURCES	\$7,676,644	\$7,731,706	\$7,721,054	\$7,891,156
EXPENDITURES				
2006 Certificates of Obligation	489,840	0	0	0
2006 Refunding Issue	710,500	721,000	721,000	720,300
2007 Certificates of Obligation	48,375	46,125	46,125	0
2009 Refunding Issue	385,900	387,200	387,200	392,800
2012 Refunding Issue	575,500	597,300	597,300	648,200
2013 Certificates of Obligation	3,999,300	3,999,850	3,999,850	3,995,175
2014 Refunding Issue	562,150	1,063,950	1,063,950	1,186,100
2015 Refunding Issue	185,650	185,650	185,650	219,950
Bond Issuance	0	0	0	0
Payment to Escrow	0	0	0	0
Bank Service Charges	4,200	5,750	4,750	3,750
TOTAL EXPENDITURES	\$6,961,415	\$7,006,825	\$7,005,825	\$7,166,275
ENDING FUND BALANCE	\$715,229	\$724,881	\$715,229	\$724,881

SCHEDULE OF OUTSTANDING DEBT

OVERVIEW

General Debt Service Fund

General Debt Service is used to account for the monies set aside for the payment of principal and interest to holders of the City's general obligation bonds, the sale of which finance long-term capital improvements such as facilities, streets, drainage, and parks.

A general obligation (GO) bond is a legal debt instrument used to finance permanent public projects within city limits. The GO bond is backed by the tax base and the City's ability to tax for repayment of indebtedness. The state requires incorporated cities to submit proposed bond issues to a public referendum and receive voter authorization prior to bond issuance (Article 701). City Council must issue a "Public Notice" on the same day for two successive weeks, fourteen days prior to the bond election (Article 704). City Council is authorized to enact a tax rate sufficient to pay annual principal and interest requirements (Article 707). State law allows an incorporated city to refund a bond issue in order to reduce bonded indebtedness (Article 802b-2).

General Obligation Refunding Bonds, Series 2006 were issued in 2006-07 in the amount of \$18,735,000 at a 4% interest rate. Of this amount, \$5,905,000 was issued to advance refund a portion of the outstanding Certificates of Obligation, Series 2000 in the amount of \$5,580,000. The issuance of the advance refunding bonds reduced the City's total debt service requirements by \$299,897 over the life of the issue. After the 2007-08 Proposed Budget was filed, City Council authorized the issuance of \$4,345,000 in Certificates of Obligation, Series 2007 to fund park, street, and traffic improvements. In 2008-09, the 2009 Refunding Bonds were issued to refund the Series 1998 Certificates of Obligation in the amount of \$3,195,000, for a present-value savings of 4.674%

The City issued \$6,780,000 in Refunding Bonds in 2011-12 to pay off the \$1,810,000 balance of the 2001 bond series and pay \$5,085,000 against the 2004 bond series balance. The refunding issue resulted in a present value savings of \$810,758. In 2012-13, Certificates of Obligation, Series 2013 were issued in the amount of \$51,335,000. Proceeds from this issue were designated to fund street, parks, and drainage improvements.

In FY 2014, the Series 2014 G.O. Refunding Bonds were issued in the amount of \$10,060,000. Of this amount, \$4,225,000 was used to advance refund a portion of the outstanding Certificates of Obligation, Series 2005, and \$6,285,000 to advance refund a portion of the outstanding Certificates of Obligation, Series 2006. This refunding issue resulted in a present value savings of \$646,270. In FY 2015, the Series 2015, Refunding Bonds were issued to refund the Series 2007 Certificate of Obligation in the amount of \$3,740,000, for a present value savings of \$278,666. The debt service requirement for the upcoming fiscal year is \$7,166,275 a 2.29% increase compared to 2017.

SCHEDULE OF OUTSTANDING DEBT

OVERVIEW

Legal Debt Margin Information

At the start of fiscal year 2017-18, the City's debt limit based on assessed property tax value was \$148,248,282 and total net debt applicable to the limit was \$64,410,119, resulting in a legal debt margin of \$83,838,163.

Note: General property taxes are limited by Home Rule Charter to \$2.00 per \$100 for assessed valuation. There is no limitation within the \$2.00 ceiling for debt service.

Water and Sewer Debt Service

Water and Sewer Debt Service is used to finance long-term capital improvements. A revenue bond is a legal debt instrument used to finance permanent public projects. The bond is backed by the full faith and credit of the issuing government, and is paid for by revenue from user rates. Unlike GO bonds, revenue bonds do not require voter approval. The City Council is authorized to approve the bond and set the user rates to make the annual payments. State law allows an incorporated city to refund a bond as a method to reduce bonded indebtedness (Article 802b-2).

After the 2007-08 proposed budget was filed, Certificates of Obligation, Series 2007 were issued in the amount of \$62,855,000. Proceeds were designated for major water and sewer improvements, including water and sewer line replacements, Water Treatment Plant improvements, and other major water and sewer projects.

No new water and sewer debt was issued between 2009-10 and 2013-14. During this time, CIP monies and proceeds from the 2007 bond issue were sufficient to cover the cost of all major water and sewer projects. In FY 2015, General Obligation Refunding Bonds, Series 2015 were issued to refund the series 2007 Certificate of Obligation in the amount of \$51,825,000, for a present-value savings of \$3,861,464. In FY 2018, the debt service requirement is \$6,557,000, down \$126,600 compared to the FY 2017 payment.

GENERAL DEBT SERVICE FUND

GENERAL DEBT SERVICE 2017-18

CITY OF ODESSA COMBINED SCHEDULE OF GENERAL DEBT SERVICE SEPTEMBER 30, 2017

SERIES 2006 REFUNDING ISSUE

	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
2018	\$ 655,000	\$ 65,300	\$ 720,300
2019	690,000	38,400	728,400
2020	615,000	12,300	627,300
2021	-	-	-
2022	-	-	-
2023	-	-	-
2024	-	-	-
2025	-	-	-
2026	-	-	-
2027	-	-	-
2028	-	-	-
2029	-	-	-
2030	-	-	-
2031	-	-	-
2032	-	-	-
2033	-	-	-
2034	-	-	-
	<u>\$ 1,960,000</u>	<u>\$ 116,000</u>	<u>\$ 2,076,000</u>

GENERAL DEBT SERVICE FUND

GENERAL DEBT SERVICE 2017-18

CITY OF ODESSA COMBINED SCHEDULE OF GENERAL DEBT SERVICE SEPTEMBER 30, 2017

SERIES 2009 REFUNDING ISSUE

	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
2018	\$ 370,000	\$ 22,800	\$ 392,800
2019	385,000	7,700	392,700
2020	-	-	-
2021	-	-	-
2022	-	-	-
2023	-	-	-
2024	-	-	-
2025	-	-	-
2026	-	-	-
2027	-	-	-
2028	-	-	-
2029	-	-	-
2030	-	-	-
2031	-	-	-
2032	-	-	-
2033	-	-	-
2034	-	-	-
	<u>\$ 755,000</u>	<u>\$ 30,500</u>	<u>\$ 785,500</u>

GENERAL DEBT SERVICE FUND

GENERAL DEBT SERVICE 2017-18

CITY OF ODESSA COMBINED SCHEDULE OF GENERAL DEBT SERVICE SEPTEMBER 30, 2017

	SERIES 2012 REFUNDING ISSUE			SERIES 2013 CERTIFICATES OF OBLIGATION		
	PRINCIPAL	INTEREST	TOTAL	PRINCIPAL	INTEREST	TOTAL
2018	\$ 485,000	\$ 163,200	\$ 648,200	\$ 1,865,000	\$ 2,130,175	\$ 3,995,175
2019	520,000	150,550	670,550	1,965,000	2,034,425	3,999,425
2020	695,000	132,325	827,325	2,065,000	1,933,675	3,998,675
2021	1,025,000	106,525	1,131,525	2,170,000	1,827,800	3,997,800
2022	785,000	79,375	864,375	2,280,000	1,716,550	3,996,550
2023	825,000	51,100	876,100	2,400,000	1,599,550	3,999,550
2024	865,000	17,300	882,300	2,510,000	1,486,213	3,996,213
2025	-	-	-	2,620,000	1,375,563	3,995,563
2026	-	-	-	2,750,000	1,249,500	3,999,500
2027	-	-	-	2,890,000	1,108,500	3,998,500
2028	-	-	-	3,035,000	960,375	3,995,375
2029	-	-	-	3,195,000	804,625	3,999,625
2030	-	-	-	3,355,000	640,875	3,995,875
2031	-	-	-	3,530,000	468,750	3,998,750
2032	-	-	-	3,710,000	287,750	3,997,750
2033	-	-	-	3,900,000	97,500	3,997,500
2034	-	-	-	-	-	-
	<u>\$ 5,200,000</u>	<u>\$ 700,375</u>	<u>\$ 5,900,375</u>	<u>\$ 44,240,000</u>	<u>\$ 19,721,826</u>	<u>\$ 63,961,826</u>

GENERAL DEBT SERVICE FUND

GENERAL DEBT SERVICE 2017-18

CITY OF ODESSA COMBINED SCHEDULE OF GENERAL DEBT SERVICE SEPTEMBER 30, 2017

	SERIES 2014 REFUNDING BONDS			SERIES 2015 REFUNDING Bonds		
	PRINCIPAL	INTEREST	TOTAL	PRINCIPAL	INTEREST	TOTAL
2018	\$ 810,000	\$ 376,100	\$ 1,186,100	\$ 35,000	\$ 184,950	\$ 219,950
2019	860,000	342,700	1,202,700	45,000	183,350	228,350
2020	1,010,000	305,300	1,315,300	55,000	181,350	236,350
2021	1,050,000	264,100	1,314,100	425,000	169,625	594,625
2022	1,095,000	215,725	1,310,725	450,000	147,750	597,750
2023	1,175,000	158,975	1,333,975	460,000	125,000	585,000
2024	1,210,000	105,400	1,315,400	500,000	101,000	601,000
2025	1,285,000	55,500	1,340,500	515,000	75,625	590,625
2026	745,000	14,900	759,900	580,000	48,250	628,250
2027	-	-	-	675,000	16,875	691,875
2028	-	-	-	-	-	-
2029	-	-	-	-	-	-
2030	-	-	-	-	-	-
2031	-	-	-	-	-	-
2032	-	-	-	-	-	-
2033	-	-	-	-	-	-
2034	-	-	-	-	-	-
	<u>\$ 9,240,000</u>	<u>\$ 1,838,700</u>	<u>\$ 11,078,700</u>	<u>\$ 3,740,000</u>	<u>\$ 1,233,775</u>	<u>\$ 4,973,775</u>

GENERAL DEBT SERVICE FUND

GENERAL DEBT SERVICE 2017-18

CITY OF ODESSA COMBINED SCHEDULE OF GENERAL DEBT SERVICE SEPTEMBER 30, 2017

	<u>PRINCIPAL</u>	<u>TOTAL INTEREST</u>	<u>TOTAL</u>
2018	\$ 4,220,000	\$ 2,942,525	\$ 7,162,525
2019	4,465,000	2,757,125	7,222,125
2020	4,440,000	2,564,950	7,004,950
2021	4,670,000	2,368,050	7,038,050
2022	4,610,000	2,159,400	6,769,400
2023	4,860,000	1,934,625	6,794,625
2024	5,085,000	1,709,913	6,794,913
2025	4,420,000	1,506,688	5,926,688
2026	4,075,000	1,312,650	5,387,650
2027	3,565,000	1,125,375	4,690,375
2028	3,035,000	960,375	3,995,375
2029	3,195,000	804,625	3,999,625
2030	3,355,000	640,875	3,995,875
2031	3,530,000	468,750	3,998,750
2032	3,710,000	287,750	3,997,750
2033	3,900,000	97,500	3,997,500
2034	-	-	-
	<u>\$ 65,135,000</u>	<u>\$ 23,641,176</u>	<u>\$ 88,776,176</u>

SCHEDULE OF REVENUE BOND REQUIREMENT

WATER AND SEWER DEBT 2017-18

**CITY OF ODESSA
COMBINED SCHEDULE OF REVENUE BOND REQUIREMENTS
SEPTEMBER 30, 2017**

**SERIES 2015
REFUNDING BONDS**

	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
2018	\$ 4,180,000	\$ 2,377,000	\$ 6,557,000
2019	4,355,000	2,206,300	6,561,300
2020	4,530,000	2,028,600	6,558,600
2021	4,745,000	1,819,375	6,564,375
2022	4,980,000	1,576,250	6,556,250
2023	5,240,000	1,320,750	6,560,750
2024	5,510,000	1,052,000	6,562,000
2025	5,795,000	769,375	6,564,375
2026	6,090,000	472,250	6,562,250
2027	6,400,000	160,000	6,560,000
	<u>\$ 51,825,000</u>	<u>\$ 13,781,900</u>	<u>\$ 65,606,900</u>

2017-18 OUTSTANDING LEASE AGREEMENTS

**CITY OF ODESSA, TEXAS
SCHEDULE OF CAPITAL LEASE REQUIREMENTS**

MOTOROLA LEASE

Year	Principal	Interest	Total
2017-18	\$ 755,822	\$ 42,157	\$ 797,979
2018-19	776,615	21,364	797,979
TOTAL	\$ 1,532,437	\$ 63,521	\$ 1,595,958

City of Odessa

FY 2017-18

Adopted Budget

Capital Projects Funds Overview

CAPITAL IMPROVEMENT PROGRAM

OVERVIEW

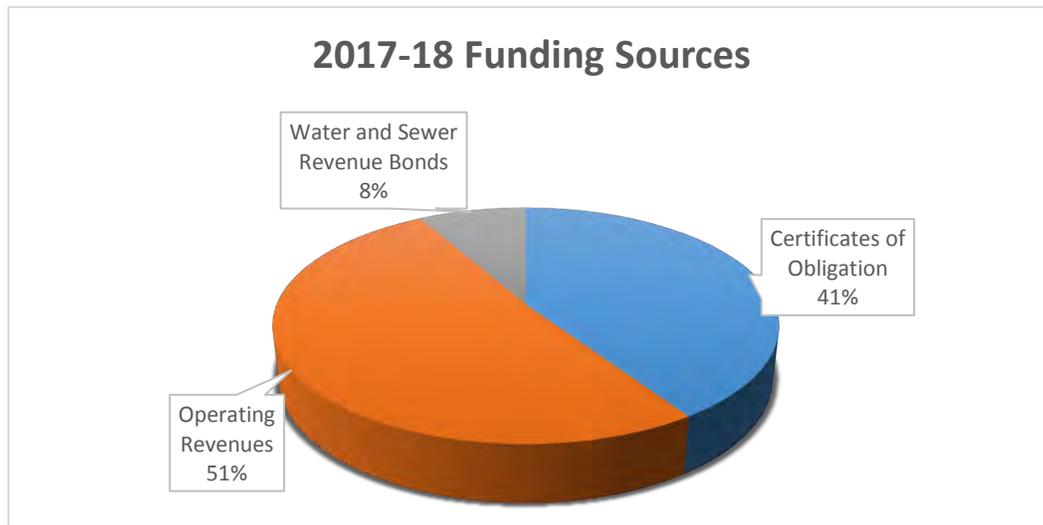
Overview

The total Work In Process Capital Improvement Program (CIP) for the City of Odessa totals \$60,685,696 for the 2017-18 fiscal year, an decrease of \$11,099,331 million, or 15.46 % compared to 2016-17 numbers. This year’s program focuses on street and drainage improvements, the installation of information technology infrastructure, park improvements, building improvements, the convention center, parking garage and Ector Theater, along with water and sewer line improvements.

The CIP program is grouped into two major capital programs: the General Purpose Capital Program and the Enterprise Fund Capital Program. Both capital programs are five-year plans that are reviewed and updated annually. All projects are part of the work-in-process CIP and are presented below in a comparative summary of capital budgets.

Summary of Work In Process Capital Improvements Program

	Planned WIP 2016-17	Planned WIP 2017-18
General Purpose		
Parks / Golf Improvements	\$8,314,776	\$2,313,052
Public Works Improvements	30,720,456	24,003,467
Information Tech Improvements	2,223,666	200,885
Miscellaneous / Contingencies	148,726	0
Building Improvements	2,240,013	627,876
Convention Center, Parking Garage and Plaza	18,976,484	26,497,658
Enterprise Fund		
Water and Sewer Revenue Bonds	9,160,906	7,042,758
Total Work in Process Capital Budget	\$71,785,027	\$60,685,696



CAPITAL IMPROVEMENT PROGRAM

OVERVIEW

General Purpose Projects

General Purpose Capital Projects include drainage improvements, park improvements, street infrastructure, and technology infrastructure. These types of projects are funded by operating revenues or by the issuance of certificates of obligation.

Enterprise Fund Capital Projects

Enterprise Fund Capital Projects include water treatment plant improvements, water and sewer line replacements and/or extensions, and improvements at the Bob Derrington Water Reclamation Plant. These projects ensure compliance with state regulations, maintain and improve existing infrastructure, and expand the infrastructure to meet the needs of a growing community. All Enterprise Fund Capital Projects are funded by Water and Sewer bond monies.

Operational Impact of Capital Improvement Program

CIP projects that are funded by Certificates of Obligation or Revenue Bonds directly impact the total debt incurred by the City, as well as the amount of the debt payment in any given year. Currently, General Debt has an outstanding balance of \$65,135,000 and a 2017-18 debt payment of \$7,166,275. The outstanding debt for Water and Sewer Debt is \$51,825,000, with a 2017-18 payment of \$6,557,000.

In addition to the impact made on the Debt Service Budgets, CIP Projects also affect maintenance costs. It is estimated that, for every lane mile of street infrastructure constructed, an additional \$6,790 is spent per year on maintenance costs. The estimated annual maintenance costs for water and sewer lines increase at a rate of \$4,245 per mile and \$3,035 per mile, respectively. Park improvements can cause operational costs to increase, or decrease. Certain improvements, such as the addition of athletic fields, tennis courts, basketball courts, outdoor restrooms, or walking paths, increase costs because additional funding must be set aside to maintain the new features. However, some projects, such as the construction of water wells at City parks, decrease operational costs by reducing the amount of water that must be purchased. Reductions in maintenance costs also occur when replacements for existing equipment, infrastructure, or amenities require less maintenance than the capital assets they replace.

CIP Projects have increased personnel costs in the Public Works Department. Engineering, a division of Public Works, is very involved in both the General Purpose and Enterprise Fund Capital Programs. Over the years, the Engineering Division has hired additional personnel to keep pace with CIP schedules. In order to defray increasing personnel costs, three Engineering positions are currently funded out of the Series 2013 Certificates of Obligation.

CAPITAL IMPROVEMENT PROGRAM



87th Median Project



CAPITAL IMPROVEMENT PROGRAM



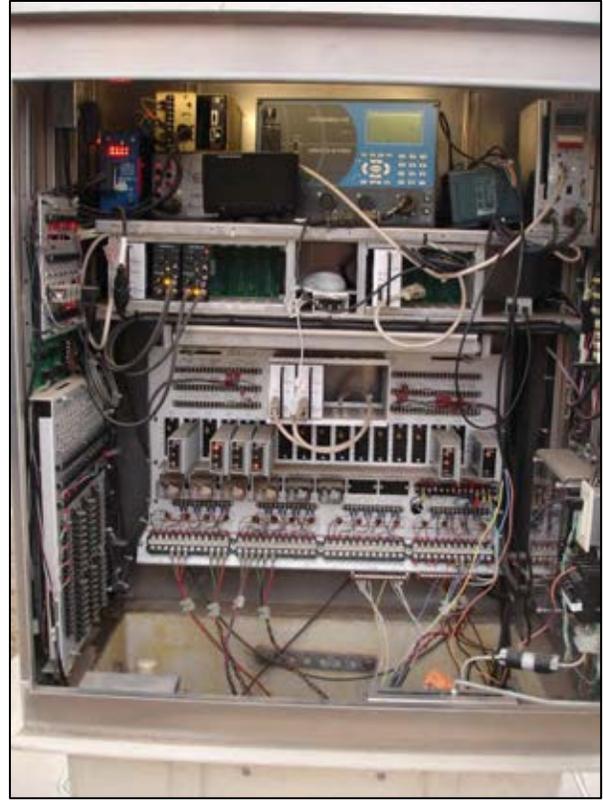
Downtown Paving Project

CAPITAL IMPROVEMENT PROGRAM



Drainage Basin (Bastrop & Giotto)

CAPITAL IMPROVEMENT PROGRAM



Traffic Signal Improvements

CAPITAL IMPROVEMENT PROGRAM

OVERVIEW

Long-Term Goals

The City has developed four strategic plans to identify the needs of a growing community, assess the City's role in meeting those needs, and implement and fund projects that will assist in accomplishing the City's goals. These plans include: 1) the Comprehensive Plan, 2) the Parks, Recreation, Open Space, and Urban Landscapes Master Plan, 3) the Information Technology Strategic Plan, and 4) the Public Works Capital Improvement Program.

At the end of fiscal year 2012-13, bids were accepted to update the existing Comprehensive Plan, which had not been updated since 1988. Freese and Nichols, a multi-discipline consulting firm based in Dallas, Texas, was awarded the bid. In early 2013-14, Council appointed a Steering Committee, comprised of private citizens, to make recommendations to the consultant on the community's behalf. The consultant held meetings with the committee members and the public for the last two years to solicit their input. The Comprehensive Master plan was adopted in the summer of 2016. The City of Odessa was recognized by the Texas Chapter of the American Planning Association and presented an award in October of 2016.

Implementation of the plan will occur over the next 10-20 years and will address such issues as future land use, the development of public facilities and infrastructure, reasonable annexation, downtown revitalization and the redevelopment of distressed areas. The priorities outlined in the plan will be re-evaluated every four or five years by City staff.

The Parks, Recreation, Open Space, and Urban Landscapes Master Plan (Parks Master Plan) was implemented in 1995 and updated in 2005. The Texas Parks and Wildlife Department calls for the plan to be updated every ten years and re-evaluated every five years. The second update was completed by Halff and Associates out of Dallas, Texas and accepted by the City Council in April 2014. The consultant performed an evaluation of the community, the existing park system, and available resources. Public input was solicited by means of surveys and public meetings. Recommendations made by the City Council, City Management, the Parks Department, the Parks Foundation, and the Parks Advisory Board were considered for inclusion in the plan.

The Parks Master Plan serves as a tool for the future development and redevelopment of the parks system, and includes the following key recommendations:

PROJECT	STATUS
1. Adopt a Parkland Dedication Ordinance	Expected date of completion: March 2018
2. Adopt a Landscaping Ordinance	Completed
3. Repurpose/Redevelop Existing Parks	-Completion of Slator Park redevelopment -Improvements completed: Murry Fly Park, Salinas Park, Lawndale Park, Lions Club Park, Woodson Park
4. Renovate/Develop Neighborhood Park Sites	Completion of: -Lawndale Community Center -Sherwood Community Center Abatement -Added 3 recreation programs (3 vs. 3 Basketball tournament, adult flag football program, Cookies and Canvas monthly art classes) -Weekly yoga classes offered at Lawndale Community Center

CAPITAL IMPROVEMENT PROGRAM

OVERVIEW

5. Develop New Aquatic Facility in North or East	Expected acceptance of project: April 2018
6. More Shade, Playgrounds, Lighting, and Public Art in Existing Parks	Completion of Jim Parker Park Playground improvements
7. Additional Rental Pavilions at Existing Parks	Completion of cost recovery analysis of Community Center rental fees
8. Improve Practice Fields at Existing Parks	Completion of Comanche Trails Soccer Facility redevelopment
9. Develop 90 Acre Metropolitan Park at Eastridge Road and Billy Hext Road	Waiting for fund approval
10. Additional Jogging and Biking Trails in All Parks	Waiting for fund approval
11. Add More Backstops at Existing Parks	Waiting for fund approval
12. Improve Practice Fields at Existing Parks	Athletic Associations will have assigned parks for practice.

Long-Term Goals (Cont'd)

In 2011-12, the City contracted with eGov Consulting Services to develop a five-year Information Technology Strategic Plan. The consultant conducted surveys, researched existing applications and systems, and interviewed users from every City department. The information collected was compared to other municipalities of a similar size and measured against technology best practices in the technology industry. The consultant then submitted to the Technology Advisory Committee its recommendations for improvement in the following areas: technology use, data security, innovation, cost efficiencies, and wise future investment for the entire City of Odessa organization. The Technology Advisory Committee prioritized the projects to determine when the projects would be implemented and funded.

The Information Technology Strategic Plan will be used to guide the Information Technology Department in providing appropriate, cost-effective technologies that support the efficient delivery of quality municipal services, while minimizing the City's infrastructural investment and ongoing support costs. The goals of the Information Technology Strategic Plan are listed below. Every five years, the plan will be re-evaluated and updated to ensure that the City's technology needs are being met.

<p>1. Replace numerous and disparate systems and applications with fewer and larger enterprise level applications</p>	<ul style="list-style-type: none"> a. Purchased Tyler Technologies Munis product as the new ERP application replacing a 20 year application. Financials scheduled to be live in October 2018. Human Resources and Payroll to be live January 2019 and Utility Billing scheduled for 2020. b. Moved to Office 365 including SharePoint will allow the replacement of an outdated Lotus Notes platform. Office 365 will offer employees access to files anywhere, greater file storage, collaboration using Skype for Business, and tools for teamwork all in the cloud. c. Implemented Virtual Environment to replace disparate servers. Disaster recovery with failover as well as snapshot backups. Currently 62 virtual servers. d. Replacement of 169 desktop and laptop computers. e. Replacement of Police in-car video hardware.
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CAPITAL IMPROVEMENT PROGRAM

OVERVIEW

	<ul style="list-style-type: none"> f. Replacement of Motorola Trunked Land Mobile Radio System (LMR). g. Replacement and upgrade Pool Road tower lights to LED
2. Simplify the technical environment by adopting quality management practices and enterprise standards that reduce technical complexity	<ul style="list-style-type: none"> a. In 2011, the IT department hired a Projects and Support Supervisor to manage all IT projects as well as offer quality service to our customers. b. In 2016, the IT department began implementing the ITIL IT Service Management best practices. c. Implemented desktop replacement cycle to eliminate outdated equipment.
3. Shift core applications to the cloud to lessen demand on limited internal technical resources and improve the City's ability to recover its systems from a significant disruption	<ul style="list-style-type: none"> a. In 2016, the City of Odessa's websites were shifted to the cloud. b. In 2017 moved email to Office 365.
4. Improve IT governance by appointing representatives from some of the larger departments to the Technology Advisory Committee	In 2016 added two additional members to the Technology Advisory Committee.
5. Make staff investments designed to improve customer service standards, skill aptitude and professionalism, team building, and higher service expectations	The reorganization of the IT department created a customer service area to improve customer service needs. Established training goals for IT employees that are evaluated each year as industry standards change. Developed cross-training plan to ensure uninterrupted coverage of core systems.
6. Engage City Departments in both strategic decision-making and day-to-day activities	The IT department continues to partner with City departments working to implement long term strategic goals as well as the minor day to day tasks such as providing support for software application, computer installations, and network resources.
7. Improve core network utility	Redesign of network infrastructure including replacement of fiber backbone to data centers, implemented network management tools to plan capacity and monitor trends as well as performance. Completed in 2016.

The Public Works Capital Improvement Program is administered by the Public Works Department. Public Works oversees many General Purpose and Enterprise Fund Projects, including drainage projects, traffic signal improvements, the rehabilitation of existing water and sewer lines, the extension of water and sewer lines, and the extension of street infrastructure.

The Engineering Division designs many of the projects in-house, particularly the water and sewer line rehabilitation projects, while other projects are designed by engineering consultants. Contractors are selected through a bidding process, and their contracts are approved by City Council.

The Public Works Department works closely with other departments to prioritize projects and establish time frames for their completion. A list of projects is compiled, spanning a period of at least five years. The list is re-evaluated and updated annually.

The five-year goals of the Public Works Capital Improvement Program are listed below:

CAPITAL IMPROVEMENT PROGRAM

OVERVIEW

CIP PROJECTS- WATER AND SEWER

1. 18" Waterline Parallel Along Dixie Blvd from 56th St. to Yukon Rd. Pump Station	Bidding
2. Replacement of 12" Waterline Along S. Dixie from E 2nd St. to Clements Rd.	Bidding
3. Bob Derrington Water Reclamation Plant Aeration Basin Rehabilitation	Under design
4. Areawide Water Line Rehabilitation	Under design

CIP PROJECTS- PAVING AND DRAINAGE

1. East Channel Drainage Basin Improvements Phase II & III Excavation and Stormwater Improvements	Design/ Pending master drainage plan
2. Reconstruct & Widen University Blvd Ph II & III	Bidding/Design
3. Dawn Ave Design and Construction	Under Design
4. Reconstruct 23rd St. (Kermit Hwy to Andrews Hwy)	Bidding
5. Downtown Street Rehab Phase – Resurface streets and Sidewalks.	Under Design

CITY OF ODESSA - 2017-18 GENERAL PURPOSE CAPITAL PROJECTS

Project Type	Project Description	Funded by Operating Rev.	Funded by CO's	2017-18 Total Budget	Recurring vs. Non-Recurring
Parks	Improvements at Various Parks	890,973	511,977	1,402,950	Non-Recurring
Parks	Aquatic Facilities Improvements	66,000	-	66,000	Non-Recurring
Parks	Unallocated 2013 Bond Issue Funds-Park Imprv.	-	844,102	844,102	Recurring
	Subtotal Parks Improvements	\$ 956,973	\$ 1,356,079	\$ 2,313,052	
Public Works	Drainage Improvements	\$ -	\$ 213,497	\$ 213,497	Recurring
Public Works	Traffic Signal Improvements	699,000	-	699,000	Non-Recurring
Public Works	Street Improvements		13,930,939	13,930,939	Recurring
Public Works	Unallocated 2013 Bond Issue Funds-Street Imprv.	-	9,160,031	9,160,031	Recurring
	Subtotal Public Works Improvements	\$ 699,000	\$ 23,304,467	\$ 24,003,467	
Info. Technology	Network Infrastructure	200,885		200,885	Non-Recurring
	Subtotal Information Technology Improvements	\$ 200,885	\$ -	\$ 200,885	
City Wide	Building Improvements	627,876		627,876	Non-Recurring
	Subtotal City Improvements	\$ 627,876	\$ -	\$ 627,876	
City Manager's Office	Convention Center, Parking Garage and Ector Theater	\$ 26,497,658		\$ 26,497,658	Non-Recurring
	Subtotal City Manager Improvements	\$ 26,497,658	\$ -	\$ 26,497,658	
	TOTAL GENERAL PURPOSE CAPITAL PROJECTS	\$ 28,982,392	\$ 24,660,546	\$ 53,642,938	

CITY OF ODESSA - 2017-18 ENTERPRISE FUND CAPITAL PROJECTS

Project Description	Funding Source	Water Funds	Sewer Funds	2017-18 Total Budget	Recurring vs. Non-Recurring
Unallocated 2007 Bond Issue Funds - W/S Impr.	W/S Revenue Bonds	2,477,274	2,477,275	4,954,549	Recurring
Water Project	Operating Revenue	1,006,686		1,006,686	Recurring
Raw Water Pump Station	Other Sources	900,834		900,834	Non-Recurring
Contingencies	Operating Revenue	180,689	-	180,689	Recurring
TOTAL ENTERPRISE FUND CAPITAL PROJECTS		\$ 4,565,483	\$ 2,477,275	\$ 7,042,758	

**SUMMARY OF PROPOSED CAPITAL PROJECTS
FISCAL YEARS 2019-2023**

Project Type	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
<u>General Purpose</u>						
Public Works Street Improvements *	\$7,500,000	\$12,500,000	\$0	\$0	\$0	\$20,000,000
Public Works Traffic Improvements	0	0	0	0	0	0
Public Works Other Improvements	0	0	0	0	0	0
<u>Enterprise Fund</u>						
Water and Sewer Projects **	0	0	0	0	0	0
TOTAL CAPITAL IMPROVEMENTS	\$7,500,000	\$12,500,000	\$0	\$0	\$0	\$20,000,000

* Street improvement projects are to be funded from the unallocated 2013 bond funds for street improvements.

** Water & Sewer Projects Allocated From 2007 Bond Issue of \$62 Million

CAPITAL IMPROVEMENT PROGRAM

OVERVIEW

General Purpose Capital Improvement Program

Five Year Proposed Projects

Operational Impact

Fiscal Year Budget	Total Funding Needs	Estimated Operational Impact
2018-19	\$7,500,000	\$375,000
2019-20	12,500,000	625,000
2020-21	0	0
2021-22	0	0
2022-23	0	0
TOTAL	\$20,000,000	\$1,000,000

City of Odessa

FY 2017-18

Adopted Budget

Water and Sewer Fund Overview

WATER AND SEWER FUND

OVERVIEW

	2015-16 Actual	2016-17 Estimated	2016-17 Budget	2017-18 Budget
Beginning Fund Balance	\$18,709,000	\$21,255,108	\$21,255,108	\$19,404,335
Budget Stabilization Account	1,000,000	1,000,000	1,000,000	1,000,000
AVAILABLE FUND BALANCE	\$17,709,000	\$20,255,108	\$20,255,108	\$18,404,335
CURRENT REVENUES				
Water Revenue	\$34,941,202	\$34,511,084	\$34,582,825	\$34,945,550
Sewer Revenue	13,623,901	13,239,445	13,392,000	13,327,000
Interest Income	148,285	209,749	47,000	91,000
Sales and Charges	971,418	1,407,173	1,076,000	1,256,000
Transfer In	0	0	0	0
Pioneer Contract	4,930,938	8,072,839	8,072,839	9,703,890
Other Revenue	2,690,546	2,693,091	10,000	143,430
TOTAL CURRENT REVENUES	\$57,306,290	\$60,133,381	\$57,180,664	\$59,466,870
TOTAL FINANCING SOURCES	\$75,015,290	\$80,388,489	\$77,435,772	\$77,871,205
Expenditures				
Personal Services	\$8,711,337	\$8,593,609	\$8,879,929	\$9,029,505
Supplies	18,576,748	19,145,811	19,127,069	19,168,169
Services	5,760,114	4,729,542	4,724,766	4,805,395
Maintenance	2,222,178	1,934,830	1,834,425	1,835,925
Capital Outlay	681,476	1,237,900	991,989	804,089
Other Requirements				
GF Administrative Fee	2,415,902	2,767,524	2,767,524	2,767,524
Gross Receipt Payment	2,507,735	2,683,741	2,683,741	3,388,970
In Lieu of Tax	1,295,553	1,344,830	1,344,830	1,406,403
Debt Service	6,684,600	6,683,600	6,683,600	6,557,000
Pioneer Contract	4,930,938	8,072,839	8,072,839	9,703,890
Housing Incentive Program	0	50,050	0	0
Total Operating Expenditures	\$53,786,581	\$57,244,276	\$57,110,712	\$59,466,870
Suppl. Expenditures 2015	973,601	4,739,878	0	0
TOTAL EXPENDITURES	\$54,760,182	\$61,984,154	\$57,110,712	\$59,466,870
ENDING AVAILABLE BALANCE	\$20,255,108	\$18,404,335	\$20,325,060	\$18,404,335
Budget Stabilization Account	1,000,000	1,000,000	1,000,000	1,000,000
ENDING FUND BALANCE	\$21,255,108	\$19,404,335	\$21,325,060	\$19,404,335

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 2016-17, there were 40,507 customer accounts for water services. This is an 5.70% 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 355 customer account resolutions per day, whether by phone or walk-in. Approximately 558 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 5.718 billion gallons of water was processed and distributed throughout the system in fiscal year 2015-16. This delivery is 5.80% lower than the 5-year annual average of 6.07 billion gallons. The maximum demand was 24.365 million gallons per day (mgd).

The infrastructure needed to meet this demand each day consists of 728 miles of water mains. Two booster pump stations (Golder PS and Yukon PS) aid in keeping the water distributed through the system and 2,816 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 2016-17, wastewater customer accounts numbered 34,318, an 8.28% increase compared to 2011-2012 numbers. Approximately 2.38 billion gallons of wastewater was treated in 2016-17, representing a 5.36% increase compared to the previous year. The amount of effluent treated is 2.59% higher 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.

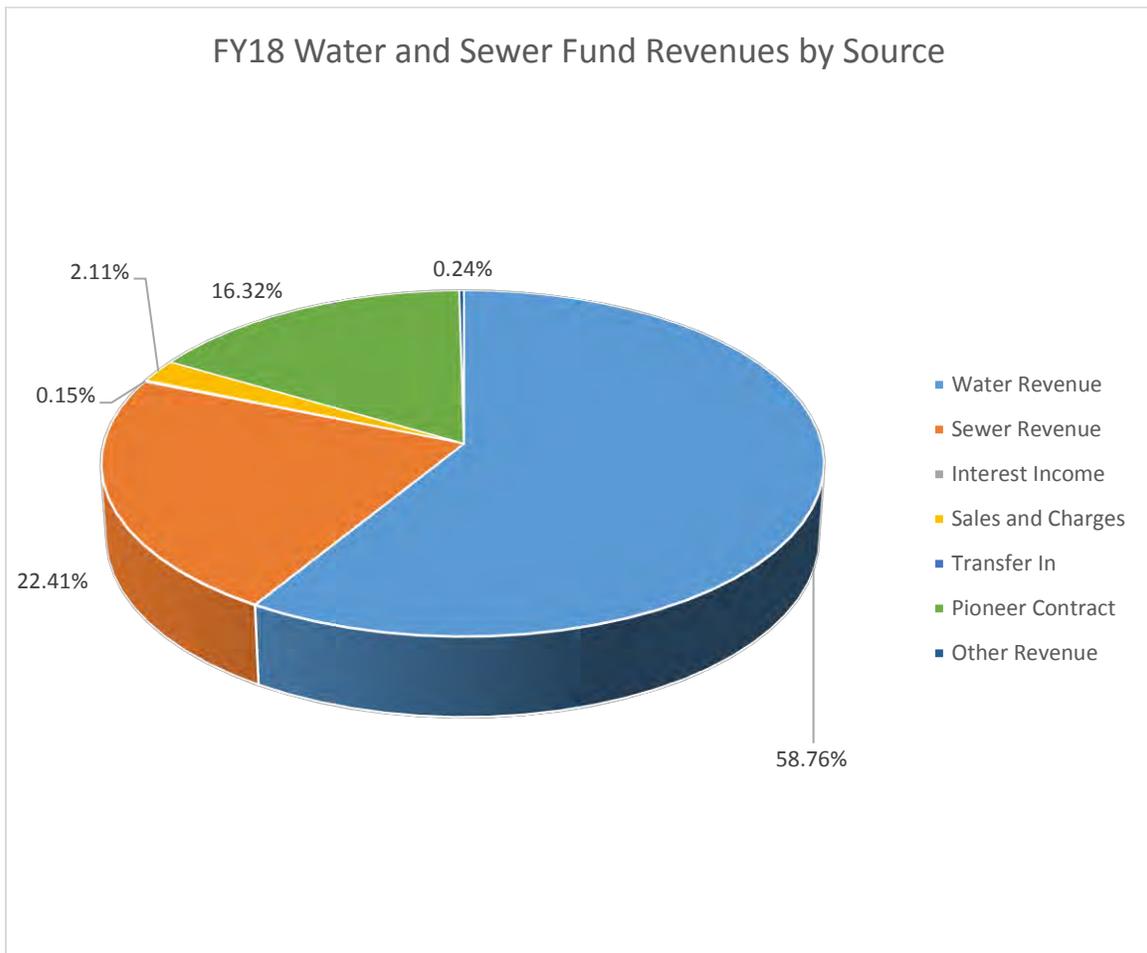
Water and Sewer revenue accounts for 83.29% of the total revenue supporting the fund. The following discussion illustrates the resulting revenue requirements based on the above trends, while also driven by the requisite expansion in operating expenditures.

WATER AND SEWER FUND

OVERVIEW

Revenues

	2015-16 Actual	2016-17 Estimated	2016-17 Budget	2017-18 Budget
Water Revenue	\$34,941,202	\$34,511,084	\$34,582,825	\$34,945,550
Sewer Revenue	13,623,901	13,239,445	13,392,000	13,327,000
Interest Income	148,285	209,749	47,000	91,000
Sales and Charges	971,418	1,407,173	1,076,000	1,256,000
Transfer In	0	0	0	0
Pioneer Contract	4,930,938	8,072,839	8,072,839	9,703,890
Other Revenue	2,690,546	2,693,091	10,000	143,430
Total Revenue	\$57,306,290	\$60,133,381	\$57,180,664	\$59,466,870



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

	2017-18 Budget		Increase / (Decrease) from 2016-17 Budget	
	Amount	%	Amount	%
Water Revenue	\$34,945,550	58.76	\$362,725	1.05
Sewer Revenue	13,327,000	22.41	(65,000)	(0.49)
Interest Income	91,000	0.15	44,000	93.62
Sales and Charges	1,256,000	2.11	180,000	16.73
Pioneer Contract	9,703,890	16.32	1,631,051	20.20
Other Revenue	143,430	0.24	133,430	1,334.30
TOTAL	\$59,466,870	100.00	\$2,286,206	4.00

The total revenue for the Water and Sewer Fund is \$59,466,870 for FY 2017-18. This represents an increase of \$2,286,206 compared to 2016-17 numbers. Pioneer Contract will reach \$9,703,890, making up the majority of the increase. Sewer Revenue is expected to decrease by \$65,000, or 0.49% in the upcoming fiscal year.

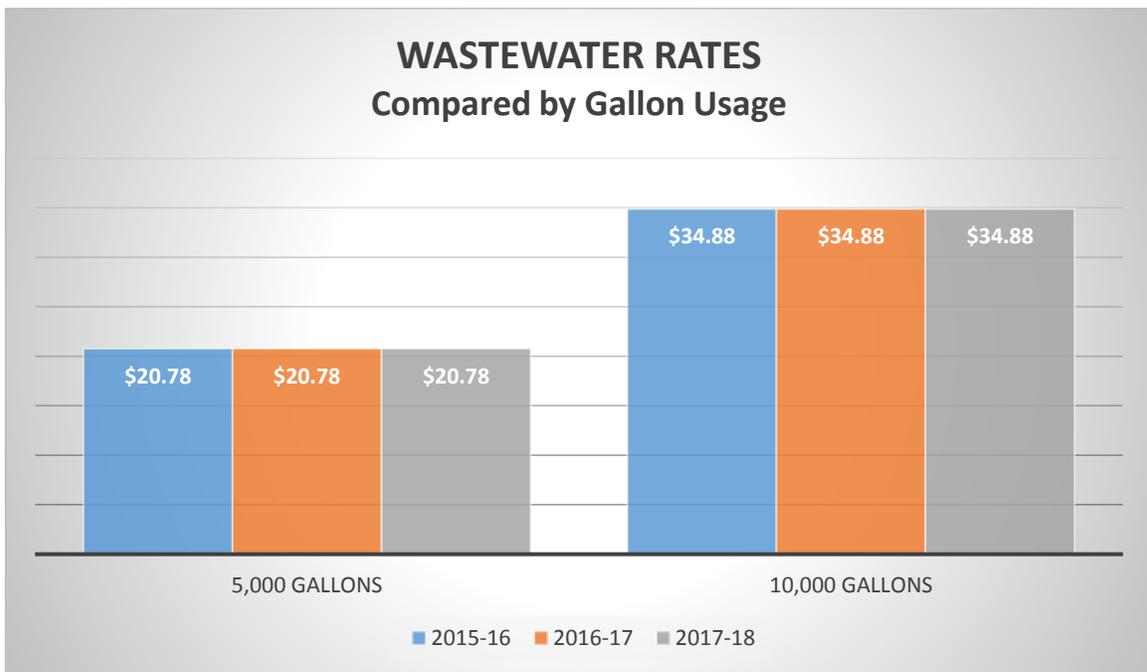
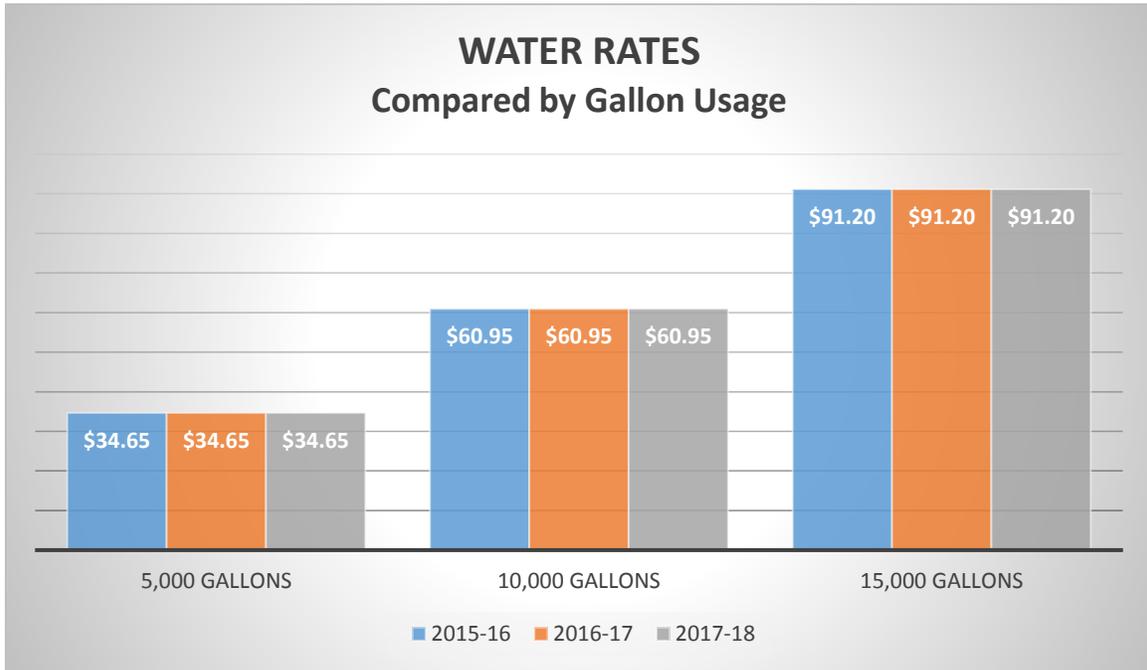
The projection for Interest Income in the upcoming fiscal year is \$91,000, an increase of \$44,000 compared to the 2016-17 budget. Sales and Charges are expected to generate \$1,256,000 in revenue, up \$180,000, or 16.73%, over last year’s number. This line item includes revenue generated from returned check fees, delinquent account fees, and Gulf Coast Waste Disposal Authority payments.

Other Revenue, generated by the sale of scrap or junk, and water for construction projects, is expected to generate \$143,430 in revenue in the upcoming fiscal year, a change compared to what was budgeted last year.

The graph on the following page illustrates the impact that the FY2017-18 water and sewer rates will have on consumers.

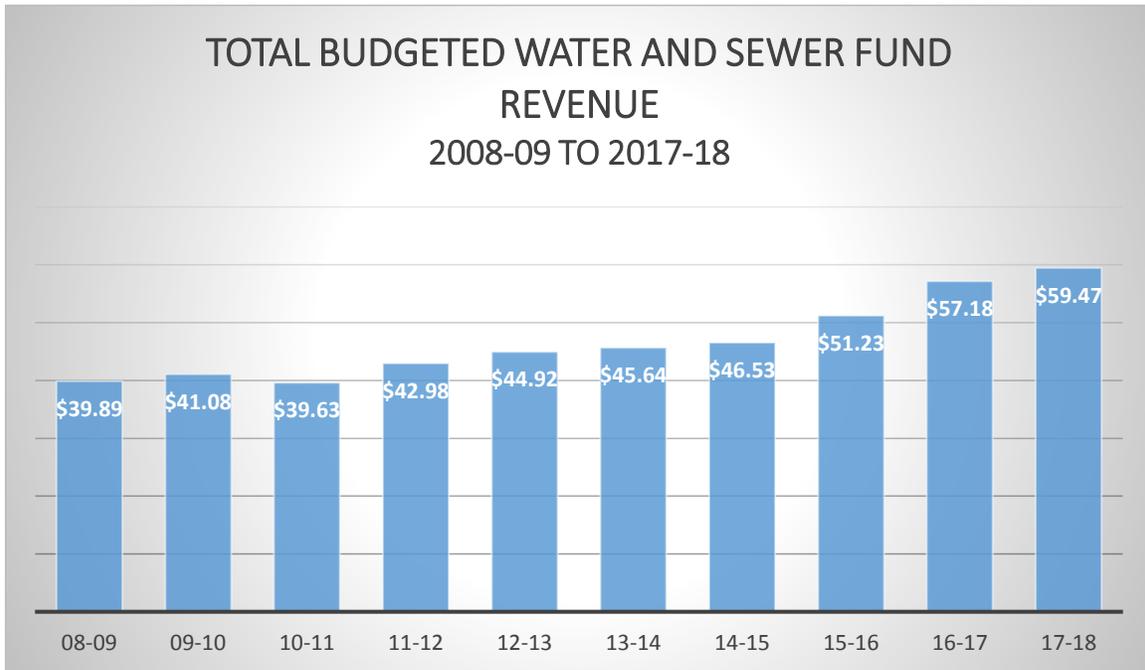
WATER AND SEWER FUND

OVERVIEW



WATER AND SEWER FUND

OVERVIEW



DOLLARS (MILLIONS)

Source: City of Odessa Finance Department

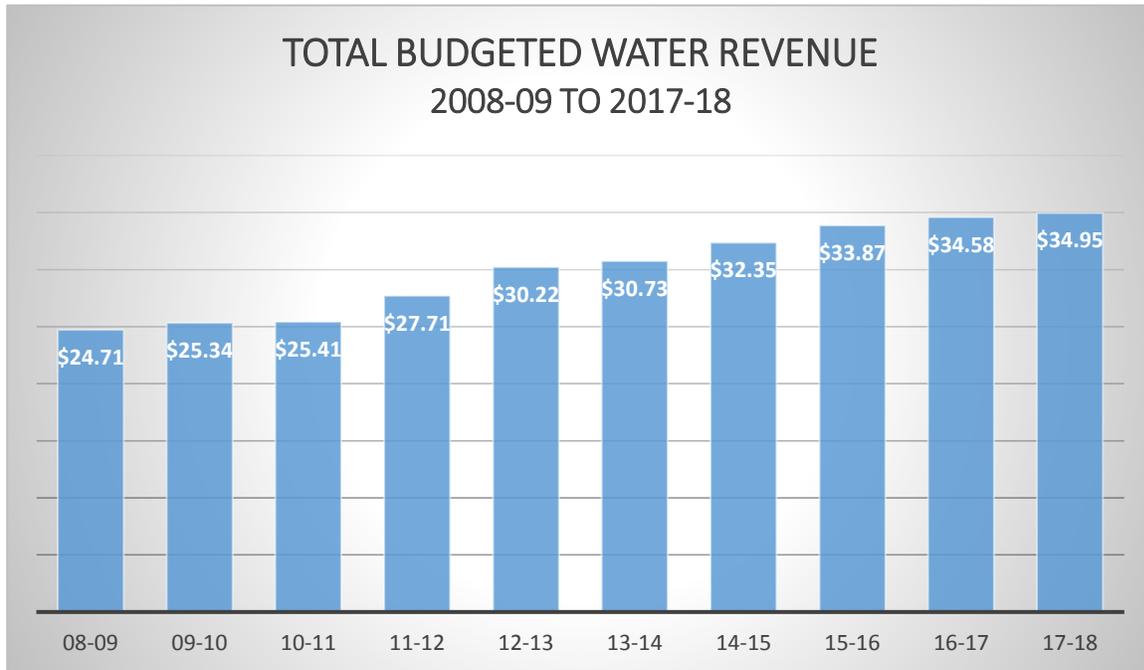
As the Water and Sewer Fund is an enterprise fund, its revenues must be adequate to offset its expenditures. Consequently, it has been necessary to increase water and sewer rates several times over the past ten years to cover normal operating costs, fund improvements, and maintain regulatory compliance.

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.

The water restrictions were lifted by 2014, although a rate increase of eight percent was implemented in 2015-16. No additional rate increases have been enacted since, and FY18 rates will remain unchanged. Sewer rates remain at 2011-12 levels. Total Water and Sewer Fund revenues for the upcoming fiscal year are expected to reach \$59.47 million.

WATER AND SEWER FUND

OVERVIEW



DOLLARS (MILLIONS)

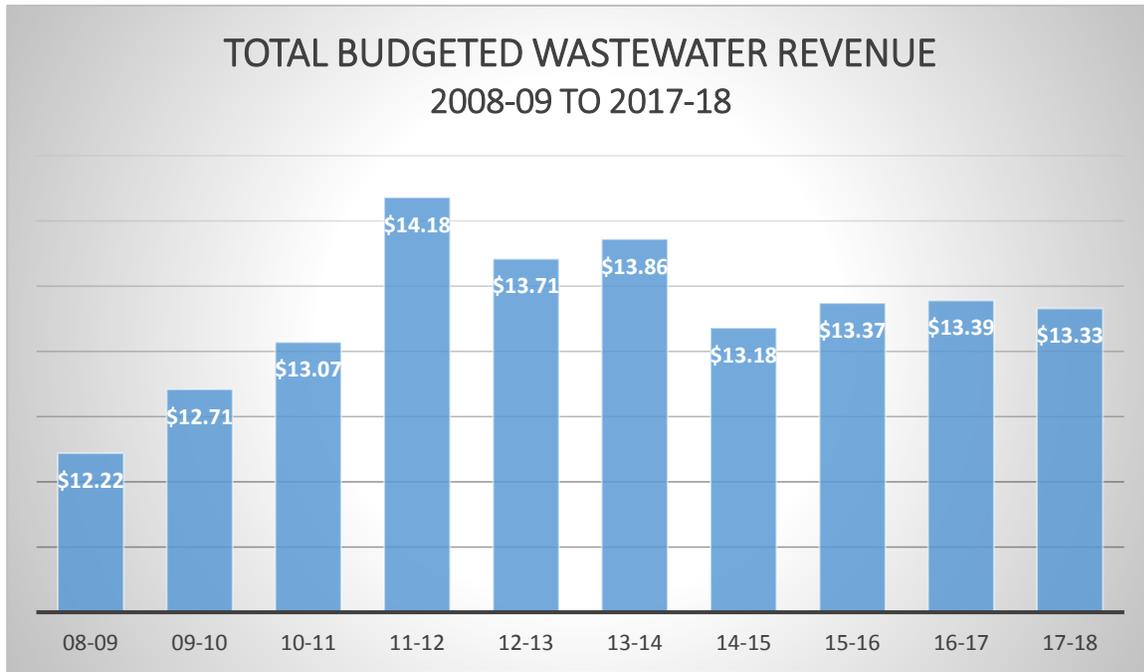
Source: City of Odessa Finance Department

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 provided by the Water and Sewer Fund, water rates have been increased in five of the past ten years.

Water revenues have risen from \$24.71 million to \$34.95 million since 2008-09, an increase of \$10.24 million, or 41.44%, in a ten-year period. Revenues have realized small gains in the past few years due to the removal of watering restrictions and the water supply increase. In FY 2018, projected revenues are expected to be \$362,725 higher than the previous year, with most of the additional revenue being attributed to the sale of reuse water.

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 three times, remaining stable since FY12, to continue to maintain and improve the sewer infrastructure and provide high quality service to the citizens of Odessa.

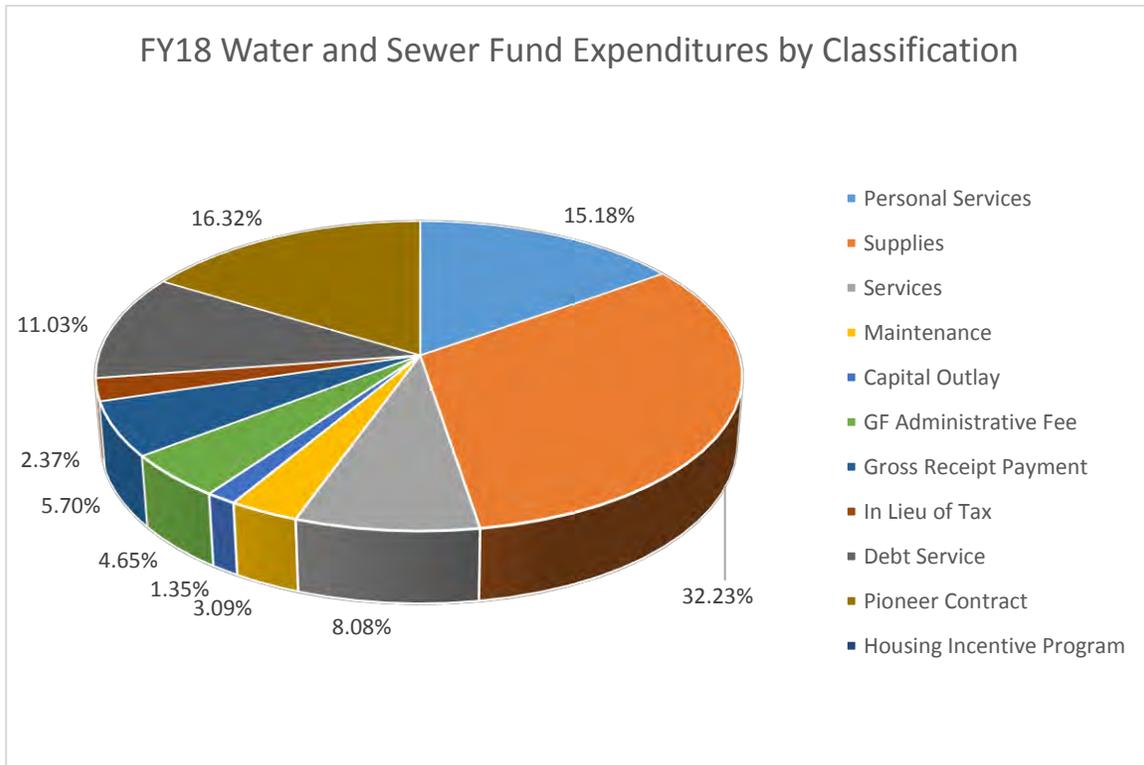
From 2008-09 through 2011-12, wastewater revenues trended upward as the population grew and the demand for wastewater services increased. In 2012-13, however, wastewater revenues were projected to be \$470,000 lower than the previous year due to reduced water consumption. (Wastewater rates are based 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. Wastewater operations have maintained sufficiently at this rate into the present day. In 2017-18, revenues are projected at \$13.33 million, a 0.45% decrease from FY17 estimates. The wastewater rate will remain equivalent to FY17 rates.

WATER AND SEWER FUND

OVERVIEW

Expenditures by Classification

	2015-16 Actual	2016-17 Estimated	2016-17 Budget	2017-18 Budget
Personal Services	\$8,711,337	\$8,593,609	\$8,879,929	\$9,029,505
Supplies	18,576,748	19,145,811	19,127,069	19,168,169
Services	5,760,114	4,729,542	4,724,766	4,805,395
Maintenance	2,222,178	1,934,830	1,834,425	1,835,925
Capital Outlay	681,476	1,237,900	991,989	804,089
GF Administrative Fee	2,415,902	2,767,524	2,767,524	2,767,524
Gross Receipt Payment	2,507,735	2,683,741	2,683,741	3,388,970
In Lieu of Tax	1,295,553	1,344,830	1,344,830	1,406,403
Debt Service	6,684,600	6,683,600	6,683,600	6,557,000
Pioneer Contract	4,930,938	8,072,839	8,072,839	9,703,890
Housing Incentive Program	0	50,050	0	0
Total Expenditures	\$53,786,581	\$57,244,276	\$57,110,712	\$59,466,870



WATER AND SEWER FUND

OVERVIEW

Expenditures

The implementation of a three percent employee compensation plan, and Other Requirements (such as the Gross Receipt Tax and the Payments in Lieu of Tax) highlight the increases of the Water and Sewer Fund budget during FY18. Total operating expenditures for 2017-18 are \$59,466,870, up 4.13% compared to 2016-17 numbers.

Source

	2017-18 Budget		Increase / (Decrease) from 2016-17 Budget	
	Amount	%	Amount	%
Personal Services	\$9,029,505	15.18	\$149,576	1.68
Supplies	19,168,169	32.23	41,100	0.21
Services	4,805,395	8.08	80,629	1.71
Maintenance	1,835,925	3.09	1,500	0.08
Capital Outlay	804,089	1.35	(187,900)	(18.94)
Other Requirements	17,266,787	29.04	2,397,853	16.13
Debt Service	6,557,000	11.03	(126,600)	(1.89)
TOTAL OPERATING	\$59,466,870	100.00	\$2,356,158	4.13
CIP Program	0	0.00	0	0.00
TOTAL	\$59,466,870	100.00	\$2,356,158	4.13

In 2017-18, the staffing level of the Water and Sewer Fund is at 135.5 positions, which is an increase in number of positions from the previous year. The Personal Services budget is \$9,029,505, up \$149,576, or 1.68%, over the previous year. The growth is primarily due to a three percent salary increase for employees, and additional overtime funding allowed for the Wastewater and Water Distribution divisions. The Supplies category is budgeted at \$19,168,169, an increase of \$41,100 compared to last year's budget.

The Services category will experience an \$80,629, or 1.71%, increase compared to last year's budget due to the increase in fleet maintenance and replacement. The \$1,835,925 budget for Maintenance reflects a \$1,500 increase over the previous year. The Capital Outlay category realized a decrease of \$187,900, due to the removal of one-time budgeted purchases in FY17. 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 are expected to increase by \$2,397,853 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 increase of \$1,631,051 for 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 \$6,557,000. This represents a decrease of \$126,600, or -1.89% compared to the 2016-17 budget.

Fund Balance

In 2017-18, the fund balance is expected to decrease by \$1,920,725, or -9.01%, compared to the budgeted 2016-17 ending fund balance of \$21,325,060. In 2017-18, there is a balanced budget with revenues and expenditures estimated at \$59,466,870, resulting in a projected fund balance of \$19,404,335.

WATER AND SEWER FUND

OVERVIEW

Expenditures by Division	2015-16 Actual	2016-17 Estimated	2016-17 Budget	2017-18 Budget
Billing and Collection	\$2,840,750	\$2,581,631	\$2,592,381	\$2,563,341
Non-Departmental	7,343,440	7,643,359	7,637,101	8,378,810
Debt Service	6,684,600	6,683,600	6,683,600	6,557,000
TOTAL FINANCE	\$16,868,790	\$16,908,590	\$16,913,082	\$17,499,151
Utilities Administration	\$992,952	\$1,183,079	\$1,188,904	\$1,197,907
Water Distribution	2,467,821	2,282,740	2,287,687	2,464,265
Water Treatment	2,741,329	3,050,005	3,077,085	3,032,663
Bob Derrington W/R Plant	3,266,769	3,995,338	3,936,238	3,401,561
Wastewater Collection	1,311,112	1,289,088	1,347,040	1,759,849
Laboratory	1,211,352	1,350,349	1,265,193	1,432,937
Utilities GIS	174,348	245,203	263,696	215,699
Repair and Replacement	2,311,401	1,005,876	947,829	947,829
Water Purchase	17,184,384	17,361,119	17,361,119	17,361,119
Gulf Coast	308,595	250,000	250,000	250,000
Pioneer Contract	4,930,938	8,072,839	8,072,839	9,703,890
Housing Incentive Program	0	50,050	0	0
Participation In Line Extensions	16,790	200,000	200,000	200,000
2016 & Prior Supplemental Expenditures	973,601	4,739,878	0	
TOTAL UTILITIES	\$37,891,392	\$45,075,564	\$40,197,630	\$41,967,719
Capital Improvement Program	\$0	\$0	\$0	\$0
TOTAL CIP PROGRAM	\$0	\$0	\$0	\$0
Total Expenditures	\$54,760,182	\$61,984,154	\$57,110,712	\$59,466,870

WATER AND SEWER FUND

CAPITAL OUTLAY

Fund and Department/Division	Item	Item Total	Total
WATER & SEWER FUND			
Billing & Collection	Furniture and Office Equipment	\$4,000	
	Data Processing Equipment	<u>9,816</u>	
	Subtotal Billing & Collection		\$13,816
Non-Departmental	Data Processing Equipment	<u>\$35,000</u>	
	Subtotal Non-Departmental		\$35,000
Utilities			
Utility Administration	Data Processing Equipment	<u>\$1,041</u>	
	Subtotal Administration		\$1,041
Water Treatment	Machinery & Equipment	\$32,500	
	Data Processing Equipment	<u>1,500</u>	
	Subtotal Water Treatment		\$34,000
Bob Derrington Plant	Machinery & Equipment	<u>\$36,870</u>	
	Subtotal Derrington Plant		\$36,870
Wastewater Collection	Machinery & Equipment	<u>\$300,000</u>	
	Subtotal Wastewater Collection		\$300,000
Laboratory	Machinery and Equipment	\$180,000	
	Data Processing Equipment	<u>1,000</u>	
	Subtotal Laboratory		\$181,000
Utilities GIS	Furniture & Office Equipment	<u>\$2,362</u>	
	Subtotal Utilities GIS		\$2,362
Utilities Infrastructure	Line Extensions	<u>\$200,000</u>	
	Subtotal Utilities Infrastructure		\$200,000
TOTAL CAPITAL OUTLAY – WATER / SEWER FUND			<u>\$804,089</u>

City of Odessa

FY 2017-18

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.

FY2017 ACCOMPLISHMENTS

- Implemented higher security on our payment systems to protect your customers.
- Continued to improve payment systems for customers by utilizing technology, such as customer dashboards and kiosks. Customers now have more options to pay.
- Customer service is our top priority; Billing and Collections introduced and implemented a new customer service approach, which targets customer experience.

HIGHLIGHTS OF BUDGET CHANGES

The Billing and Collection Department realized an overall decrease in budget of \$29,040 from the previous year's budget. This can be attributed to a decrease in rental service equipment.

CONTACT INFORMATION

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BILLING AND COLLECTION

GOALS AND PERFORMANCE MEASURES

GOAL	OBJECTIVE	PERFORMANCE MEASURE	FY 2015-16 ACTUAL	2016-17 ESTIMATE	2017-18 TARGET
Maintain and improve on a high standard of Customer service.	Improve the quality of customer service using the voice recording management equipment as a principal training tool in the Quality Assurance Monitoring Program.	Quality assurance monitoring of customer service - maintain an average rating of 90%.	91.24%	90%	95%
	Improve the efficiency of operations through utilization of our software vendor.	Notify all license and permit customers 30 days prior to expiration of their licenses.	100%	100%	100%
	Operations with Staff in the field.	Maintain meter reading accuracy at an annual average of 99.8% or greater.	99.98%	99.8%	100%
		Perform all customer requested re-reads in 7 days or less	93.82%	100%	100%
Provide convenient methods of payment remittance.	Process mail-in payments more efficiently using electronic remittance technology.	Percentage of payments processed through automated means.	44%	51%	47%
	Allow customers to make payments online and to access the interactive voice response telephone system, 24 hours per day, 7 days a week.	Percentage of payments made online or through the phone.	NA	NA	NA

BILLING AND COLLECTION

EXPENDITURES BY CLASSIFICATION

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$1,961,180	\$1,877,696	\$1,902,858	\$1,904,787
Supplies	249,822	222,398	221,713	224,913
Services	366,260	351,596	351,596	317,427
Maintenance	72,186	110,221	102,398	102,398
Capital Outlay	<u>191,302</u>	<u>19,720</u>	<u>13,816</u>	<u>13,816</u>
Total Expenditures	\$2,840,750	\$2,581,631	\$2,592,381	\$2,563,341

PERSONNEL BY JOB TITLE

	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR	2017-18 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	1	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	4	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			
Total Personnel	34	34	34
Funding Sources:			
Water & Sewer	33	33	33
Solid Waste Fund *	<u>1</u>	<u>1</u>	<u>1</u>
Total Personnel	34	34	34

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.

FY2017 ACCOMPLISHMENTS

- Completed Industrial Pump Station and Piping improvements at the BDWRP for the Pioneer project.
- Reduction of Water System Losses from 15% to 9%.
- Contracted Water Treatment Plant Evaluation and Assessment.
- Issued RFQ for Water and Wastewater Master Plans.
- Repaired BDWRP Belt Press.
- Rehabilitated BDWRP Clarifier #1.
- Constructed Vacuum Truck Building.
- Installation of Backup Generator for Utilities Lab.

HIGHLIGHTS OF BUDGET CHANGES

The overall budget only slightly increased compared to last year.

CONTACT INFORMATION

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UTILITIES ADMINISTRATION

GOALS AND PERFORMANCE MEASURES

GOAL	OBJECTIVE	PERFORMANCE MEASURE	FY 2015-16 ACTUAL	2016-17 ESTIMATE	2017-18 TARGET
Provide reliable water and sewer service to the customers of the City of Odessa.	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.	Percentage of State, Treatment Plants, and Contract Customer Reports which are Reported Within Established Time Frames	100%	100%	100%
	Provide a high level of customer service administratively and in the field regarding maintenance requests.	Percentage of Customers Requesting Water and Sewer Maintenance Services Surveyed as to Their Level of Satisfaction	97%	99%	100%
		Percentage of Customers Satisfied with Utilities Administration's Handling of Maintenance Requests	97%	99%	100%
	Manage Capital Improvements Program.	Percentage of Capital Improvement Program Projects Initiated in Fiscal Year Proposed	100%	100%	100%
Ensure the availability and conservation of water supply assets.	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.	Percentage of funding to effectively and efficiently ensure the viability and sustainability of the water and wastewater utility	100%	100%	100%

UTILITIES ADMINISTRATION

EXPENDITURES BY CLASSIFICATION

	2015-16	2016-17	2016-17	2017-18
	ACTUAL	ESTIMATED	BUDGET	BUDGET
Personal Services	\$860,149	\$908,819	\$916,109	\$920,072
Supplies	30,782	36,037	35,947	35,947
Services	50,750	162,684	161,309	166,349
Maintenance	1,251	74,498	74,498	74,498
Capital Outlay	<u>50,020</u>	<u>1,041</u>	<u>1,041</u>	<u>1,041</u>
Total Expenditures	\$992,952	\$1,183,079	\$1,188,904	\$1,197,907

PERSONNEL BY JOB TITLE

	2015-16	2016-17	2017-18
	FISCAL YEAR	FISCAL YEAR	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	0	0
Office Support Specialist	2	2	2
Plant Operator D	1	0	0
Utilities Field Supervisor	1	1	1
Utilities Compliance Coordinator	<u>0</u>	<u>1</u>	<u>1</u>
Total Personnel	11	10	10
Funding Sources:			
Water & Sewer Fund	11	9.5	9.5
General Fund *	<u>0</u>	<u>0.5</u>	<u>0.5</u>
Total Personnel	11	10	10

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.

FY2017 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 replaced several large valves at our water tanks in order to maintain pressure in the system.

HIGHLIGHTS IN BUDGET CHANGES

There was a significant increase in overtime of \$130,000. Additionally, there was an increase in rental service equipment. Therefore, the budget increased compared to last year.

CONTACT INFORMATION

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WATER DISTRIBUTION

GOALS AND PERFORMANCE MEASURES

GOAL	OBJECTIVE	EFFECTIVENESS	FY2015-16 ACTUAL	2016-17 ESTIMATE	2017-18 TARGET
<p>With the assistance of Engineering and/or outside agencies, identify, design, and contract CIP and infrastructure rehabilitation program projects for the distribution system</p> <p>Install the automated meter system throughout the City and better serve our customers and our Billing process.</p>	<p>Complete a Master Plan by 2017 to provide the City/Public a better understanding of our current and future infrastructure needs.</p>	<p>Will allow Utilities to replace the most problem areas and replace more effectively.</p>	25%	90%	100%
	<p>Complete the small AMI meter change out project.</p>	<p>98 Percent of AMI meter change out project completed</p>	25%	95%	100%
<p>Maintain 100% Compliance with TCEQ Regulations</p>	<p>Continue developing standard operating procedures for the remaining tasks and functions.</p>	<p>Line breaks response time to be within 1 hour of call being received at office.</p>	40%	60%	100%
		<p>On-call and weekend calls responded to within 1 hour of call being received.</p>	80%	98%	100%
		<p>Amount of customer complaints responded to by a supervisor or manager within 1 hour of call being received.</p>	90%	95%	100%
	<p>Develop task-oriented training program for new and existing employees./ (Excellence)</p>	<p>Hold Safety training weekly on sites and bi monthly at the office.</p>	80%	90%	100%

WATER DISTRIBUTION

EXPENDITURES BY CLASSIFICATION

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$1,491,590	\$1,478,972	\$1,487,683	\$1,606,661
Supplies	36,434	39,484	39,484	39,484
Services	630,341	571,628	571,628	684,228
Maintenance	309,456	137,656	133,892	133,892
Capital Outlay	0	55,000	55,000	0
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	\$2,467,821	\$2,282,740	\$2,287,687	\$2,464,265

PERSONNEL BY JOB TITLE

	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR	2017-18 FISCAL YEAR
Utilities Radio Dispatcher	1	1	1
Utilities Payroll/ Purchasing Clerk	1	1	1
Utilities Field Supervisor	3	3	3
Utilities Field Crew leader	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>
Total Personnel	21	21	21

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.

FY2017 ACCOMPLISHMENTS

1. Replaced Golder Pump # 3 at North Golder Pump Station.
2. Pilot plant for Reverse Osmosis water study is operational.

HIGHLIGHTS OF BUDGET CHANGES

There were no significant changes to the budget. Overall there was a slight decrease compared to last year.

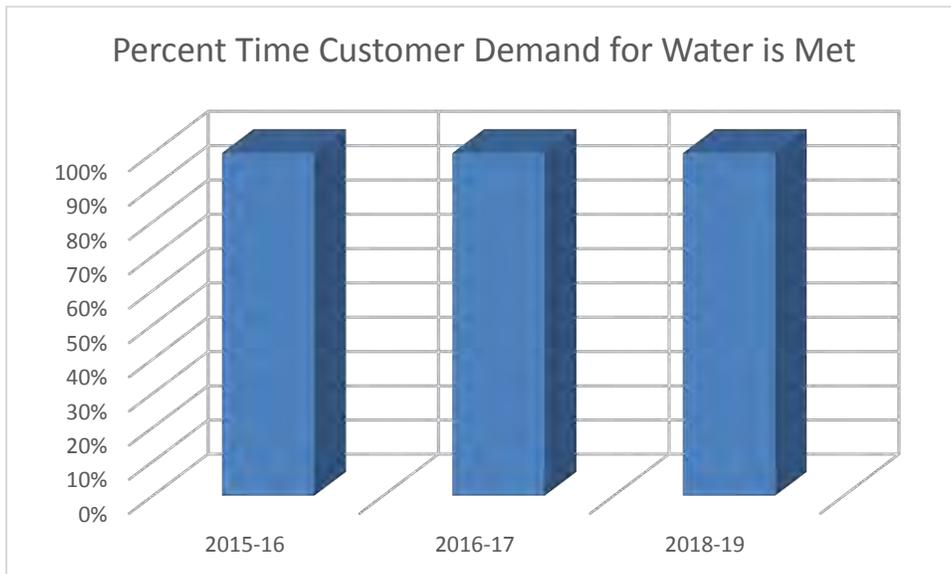
CONTACT INFORMATION

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WATER TREATMENT PLANT



WATER TREATMENT PLANT

GOALS AND PERFORMANCE MEASURES

GOAL	Objective	Measure	FY 2015-16 ACTUAL	2016-17 ESTIMATE	2017-18 TARGET
Provide a high standard of drinking water to the citizens of Odessa	Comply with state and federal Primary Drinking Water Standards 100% of the time.	No violations with TCEQ.	100%	100%	100%
	Meet customer water quantity demands 100% of the time without exceeding plant capacity.	No interruptions of service 100% of the time. Ensure that the incoming water into the plant does not exceed 90% of plant capacity.	100%	100%	100%
	Maintain TCEQ requirements for water system pressures 100% of the time.	Maintain 25 PSI 100% of the time in water distribution system.	100%	100%	100%
	Replace and repair aging equipment and set up a preventative maintenance program.	Accomplish 50% of preventive maintenance and 25% of replacement of ageing equipment annually.	100%	100%	100%

WATER TREATMENT PLANT

EXPENDITURES BY CLASSIFICATION

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$959,936	\$924,418	\$963,709	\$940,256
Supplies	690,382	1,060,556	1,055,394	1,069,394
Services	969,039	838,100	837,452	816,483
Maintenance	101,122	187,190	186,530	172,530
Capital Outlay	<u>20,850</u>	<u>39,741</u>	<u>34,000</u>	<u>34,000</u>
Total Expenditures	\$2,741,329	\$3,050,005	\$3,077,085	\$3,032,663

PERSONNEL BY JOB TITLE

	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR	2017-18 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>
Total Personnel	12	12	12

BOB DERRINGTON WATER RECLAMATION 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 which averages 6.2mgd but can handle excess flow during rain events. Wastewater staff also dewater bio-solids generated from wastewater processes which is then hauled to landfill. The Wastewater Treatment staff is dedicated to implementing improvements to produce high quality effluent for industrial and irrigation customers of Odessa.

FY2017 ACCOMPLISHMENTS

- 1 Construction of Loop 338 pump station to provide raw water to reuse irrigators
- 2 Provide Pioneer natural resources with effluent for oilfield use

HIGHLIGHTS OF BUDGET CHANGES

The department's capital outlay decreased by \$500,000, leading to an overall decrease in budget.

CONTACT INFORMATION

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BOB DERRINGTON WATER RECLAMATION PLANT

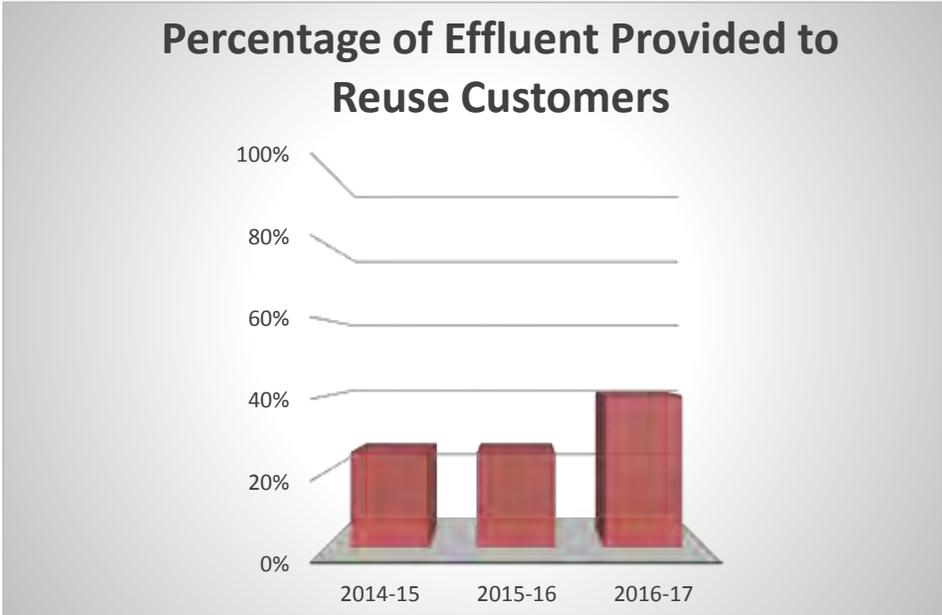


PIONEER INDUSTRIES INDUSTRIAL RECLAIM LINE

BOB DERRINGTON WATER RECLAMATION PLANT



BOB DERRINGTON FINAL EFFLUENT



BOB DERRINGTON WATER RECLAMATION PLANT

GOALS AND PERFORMANCE MEASURES

GOAL	OBJECTIVE	PERFORMANCE MEASURE	FY 2015-16 ACTUAL	2016-17 ESTIMATE	2017-18 TARGET
Maintain Effective Operations and Follow TCEQ Standards.	Comply with TCEQ Effluent and reuse standard requirements 100% of the time.	No TCEQ Violation	95%	100%	100%
	Meet Effluent Reuse customers' quantities demands on a daily basis.	No interruptions of service 100% of the time.	100%	100%	100%
	Ensure all commercial/industrial customers update and complete wastewater survey.	Have no more than 10% of wastewater surveys past due at any time.	100%	100%	100%
	Replace and Repair aging equipment and set up a preventive maintenance program.	Accomplish 50% of preventive maintenance and 25% of replacement of aging equipment annually.	75%	100%	100%

BOB DERRINGTON WATER RECLAMATION PLANT

EXPENDITURES BY CLASSIFICATION

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$1,421,144	\$1,522,327	\$1,627,232	\$1,588,644
Supplies	209,750	213,257	211,960	228,960
Services	1,015,491	1,262,626	1,262,626	1,249,537
Maintenance	425,866	321,801	297,550	297,550
Capital Outlay	<u>194,518</u>	<u>684,327</u>	<u>536,870</u>	<u>36,870</u>
Total Expenditures	\$3,266,769	\$3,995,338	\$3,936,238	\$3,401,561

PERSONNEL BY JOB TITLE

	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR	2017-18 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	3	3	6
Plant Operator B	4	5	3
Utilities Maintenance Supervisor	1	1	1
Plant Operator C	3	3	2
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>
Total Personnel	26	27	27
Funding Sources:			
Water & Sewer Fund	25	26	26
Liquid Waste Fund *	<u>1</u>	<u>1</u>	<u>1</u>
Total Personnel	26	27	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.

FY2017 ACCOMPLISHMENTS

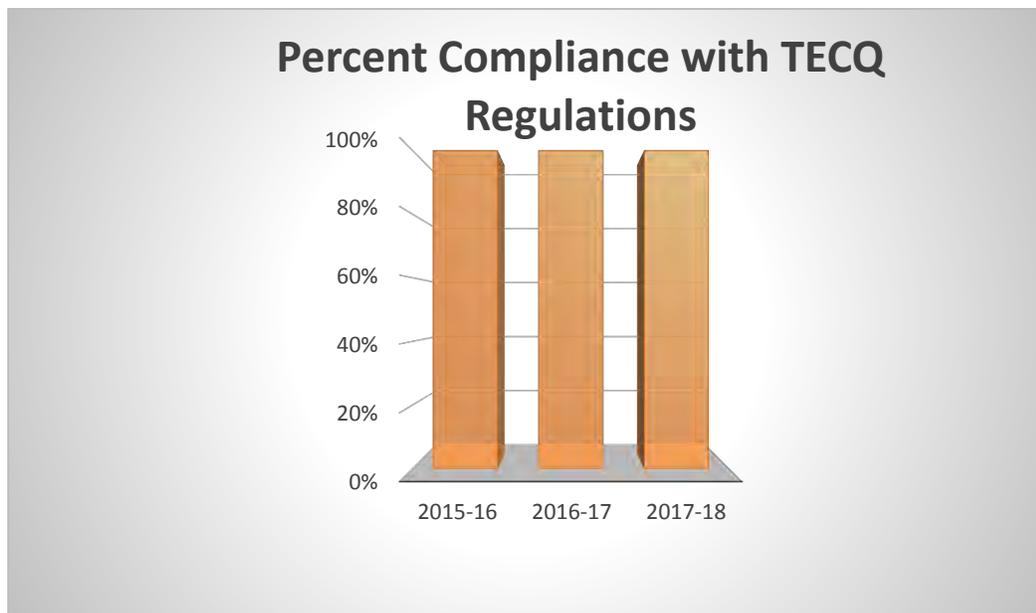
The Wastewater department met and exceeded the SSO requirement set by the TCEQ for year 2015. This division repaired over 30 Manholes to prevent infiltration.

HIGHLIGHTS OF BUDGET CHANGES

The Wastewater Collection division saw an overall increase in their budget due to increases in personal services due to significant additions to overtime. A one-time supplemental of \$300,000 was awarded for a pipe bursting machine.

CONTACT INFORMATION

Richard Salinas
Assistant Utilities Director
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rsalinas@odessa-tx.gov



WASTEWATER COLLECTION

GOALS AND PERFORMANCE MEASURES

GOAL	OBJECTIVE	PERFORMANCE MEASURE	FY 2015-16 ACTUAL	2016-17 ESTIMATE	2017-18 TARGET
<p>With the assistance of Engineering and/or outside agencies, identify, design, and contract CIP and infrastructure rehabilitation program projects for the collection system.</p> <p>Purchase a new TV inspection Van and equipment this year.</p>	<p>Complete a Master Plan by 2017 to provide the City/Public a better understanding of our current and future infrastructure needs.</p>	<p>Percent of Master plan completed.</p>	40%	60%	100%
	<p>Implement aggressive TV inspection and line cleaning program</p>	<p>Clean and inspect Over 150,000 ft. of mains cleaned/yr.</p>	145,000 ft.	150,000 ft.	170,000 ft.
<p>Maintain 100% Compliance with TCEQ Regulation</p> <p>Lower accidents, Prevent injuries and train employees.</p>	<p>Continue developing and updating standard operating procedures for the remaining tasks and functions./ (Direction)</p>	<p>Respond to sewer backups within 1 hour of the time the call is received in the office.</p>	90%	95%	100%
		<p>On-call and weekend calls responded to within 1 hour of the call received.</p>	90%	95%	100%
		<p>Amount of customer complaints responded to by a Supervisor or Manager within 1 hour the call is received.</p>	90%	95%	100%
	<p>Develop task-oriented training program for new and existing employees.</p>	<p>Hold safety meeting bi monthly and crews hold tailgate safety meetings weekly.</p>	90%	95%	100%

WASTEWATER COLLECTION

EXPENDITURES BY CLASSIFICATION

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$749,286	\$773,834	\$833,579	\$910,029
Supplies	31,621	61,952	61,952	61,952
Services	420,565	396,281	396,281	432,640
Maintenance	13,155	57,021	55,228	55,228
Capital Outlay	<u>96,485</u>	<u>0</u>	<u>0</u>	<u>300,000</u>
Total Expenditures	\$1,311,112	\$1,289,088	\$1,347,040	\$1,759,849

PERSONNEL BY JOB TITLE

	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR	2017-18 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>
Total Personnel	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 about 115 external customers.

FY 2017 ACCOMPLISHMENTS

- Initiated use of the HACH SL1000 field meter (January 2016) to measure additional water quality parameters in the field and to comply with required testing for the Nitrification Action Plan.
- Became fully staffed in June 2016.
- Updated 8 of 20 Technical SOPs from the 21st to the 22nd Edition of Standard Methods July-Sept 2016.
- Added significant new customer (Basin Wastewater) August 2016.
- **Awards/Licenses**
 - Melissa Pipes received the Texas Water Utilities Association Leadership Award March 2016.
 - Michael Harris received TCEQ Class C Surface Water Operator Certification July 2016.
 - Armando Cruz received TWUA Class D Laboratory Analyst Certification August 2016.
- **Successfully trained:**
 - Lance Ward: HACH SL1000(1/16)
 - Armando Cruz: IC(11/15), SimPlate(11/15), LR TOC(12/15), UV(1/16)
 - Cheryl Phillips: Nitrite(1/16), Total Phosphate(1/16), IC(2/16), SimPlate(2/16), LR TOC(3/16), UV(3/16)
 - Gilbert Luera: HR TOC(5/16), Ammonia(5/16), IC(9/16)
 - Michael Harris: Colilert(10/15), Colisure(11/15), Alkalinity(6/16), Hardness(6/16), Chloride(6/16), Conductivity(6/16), Turbidity(6/16), TDS(6/16), O&G(7/16)
 - Kirsten Taylor: TSS(8/16), TS(8/16), VS(8/16)
- **Outside Training Received:**
 - Melissa Pipes attended EPA Region 6 Quality Assurance Conference October 2015.
 - Lance Ward attended TWUA Activated Sludge Course October 2015.
 - Jason Wells attended TWUA Utility Calculations Online Course October 2015.
 - Myra Miller attended TWUA Utility Calculations Online Course October 2015.
 - Cheryl Phillips attended TWUA Water Utility Management Online Course December 2015.

LABORATORY SERVICES

- Gilbert Luera attended TWUA Water Utility Management Online Course December 2015.
- Jason Wells attended TCEQ Revised Total Coliform Rule Workshop January 2016.
- Jason Wells and Melissa Pipes attended The NELAC Institute Forum on Lab Accreditation January 2016.
- Jason Wells attended TWUA Special Topics for Laboratory Analysts Course February 2016.
- Jason Wells attended Texas Rural Water Association Revised Total Coliform Rule Workshop Feb 2016.
- Lance Ward attended PittCon Conference and Expo March 2016.
- Jason Wells attended the TCEQ Environmental Trade Fair and Conference May 2016.
- Lance Ward attended TWUA Pumps and Pumping Course May 2016.
- Armando Cruz attended TWUA Water Laboratory Course May 2016.
- Michael Harris attended TWUA Surface Water II Course May 2016.
- Jason Wells and Melissa Pipes attended National Environmental Monitoring Conference August 2016.
- Cheryl Phillips attended TWUA Water Utility Safety Course August 2016.
- Michael Harris attended TWUA Water Utility Safety Course August 2016.
- Olivia Holguin attended TWUA Water Utility Safety Course August 2016.
- Kirsten Taylor attended TWUA Basic Wastewater Course August 2016.
- Michael Harris attended TEEX Water Laboratory Course September 2016.

HIGHLIGHTS OF BUDGET CHANGES

- Decreased Wearing Apparel line item.
- Decreased 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.
- Increased Capital Outlay for a one-time purchase of lab equipment.

CONTACT INFORMATION

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LABORATORY SERVICES

GOALS AND PERFORMANCE MEASURES

Goal	Objective	Performance Measure	FY2015-16 ACTUAL	FY2016-17 ESTIMATE	FY2017-18 TARGET
Provide ongoing audits and updates for all procedures and quality control criteria./ (Direction)	To demonstrate compliance with TNI requirements	Percentage of 75 scheduled Internal Audits completed.	100%	100%	100%
Monitor quality control analyses to ensure data integrity	To allow the Laboratory to conduct analysis for TCEQ reporting purposes	Percentage of analytical results that meet the Quality Control Acceptance Criteria established by the Laboratory	99.4%	99.0%	98.0%
Provide analytical reporting and customer service which meet internal and external customer needs./ (Direction)	To allow customers to meet TCEQ reporting requirements	Survey internal and external customers to determine level of satisfaction with Laboratory services. (Goal: 95%)	97.1%	95.0%	95.0%
Enroll laboratory staff in TCEQ-approved training to earn credit hours for licensing.	To allow Laboratory staff to maintain TCEQ and TWUA licenses	Credit hours earned.	309	310	275
Train employees on proper analysis procedures	To develop the skills and knowledge of the chemists	To become fully staffed and optimize our productivity	83.3% staffed; 66.7% trained	100% staffed; 76.2% trained	100% staffed; 83.3% trained
Analyze double-blind proficiency samples./ (Excellence)	To maintain NELAP accreditation and to continue to provide services for customers	Percentage of results submitted in NELAP Proficiency Test (PT) that are evaluated as acceptable	96.0%	97.0%	100.0%

LABORATORY SERVICES

Prepare for the 2017 TCEQ NELAP Assessment.	To pass the assessment with no critical findings	Update all SOPs to comply with any changes to state, federal, and TNI requirements	Pass	Pass	Pass
Continue to implement use of new instrumentation	To utilize up to date technology and replace discontinued equipment	Perform demonstrations of capability with the new instruments	Pass	Pass	Pass
Procure and maintain back-up power generator	To eliminate loss of data and revenue due to prolonged power outage	Install a back-up power generator that meets the electrical needs of the laboratory	Fail	Pass	Pass
Improve the safety of laboratory operations	To eliminate exposure of analysts to harmful vapors, gasses, and electrical hazards	Install fume hoods appropriate to laboratory needs and repair roof to avoid equipment failure due to water leaks	Fail	Pass	Pass

EXPENDITURES BY CLASSIFICATION

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$922,857	\$914,633	\$937,661	\$951,900
Supplies	140,943	147,408	135,900	142,800
Services	107,735	99,932	103,132	105,237
Maintenance	28,945	49,567	36,500	52,000
Capital Outlay	<u>10,872</u>	<u>138,809</u>	<u>52,000</u>	<u>181,000</u>
Total Expenditures	\$1,211,352	\$1,350,349	\$1,265,193	\$1,432,937

LABORATORY SERVICES

PERSONNEL BY JOB TITLE

	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR	2017-18 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>
Total Personnel	12	12	12

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

FY17 ACCOMPLISHMENTS

- Completed over 7000 line locates in 2016
- Maps are updated daily with new information

HIGHLIGHTS OF BUDGET CHANGES

The Water/Sewer GIS Division realized a significant decrease in automotive equipment, which led to an overall decrease in the budget.

CONTACT INFORMATION

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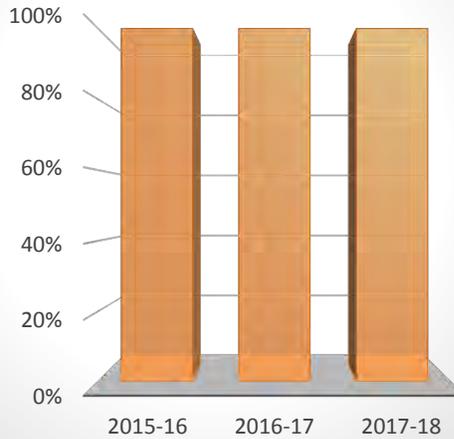
UTILITIES GIS

GOALS AND PERFORMANCE MEASURES

GOAL	OBJECTIVE	PERFORMANCE MEASURE	FY 2015-16 ACTUAL	2016-17 ESTIMATE	2017-18 TARGET
Provide the Utilities Department with mapping information which will facilitate the efficient maintenance and operation of the distribution and collection systems.	To continuously updates our maps with information.	Percentage of time that the GIS mapping system is available to Utilities personnel (Goal: 100%)	100%	100%	100%
Collect GPS coordinates for CIP and new water/sewer line construction projects for the Geographical Information System (GIS).	To collect the most accurate data possible to ensure that our GIS maps are up to date and the correct information is provided.	Percentage of GPS collections completed for CIP and new construction projects in fiscal year (Goal: 100%)	100%	100%	100%
Provide locates of underground facilities for Dig Tess.	To provide the most accurate spotting of our utility lines to prevent damage	Percentage of responses to non-emergency line locate requests that are made within the allotted 48-hour time period	100%	100%	100%
		Percentage of responses to emergency line locate requests that are made within the allotted 2-hour time period Percentage of line locates that have been marked in which subsequent digging resulted in no water or wastewater system interruption.	100%	100%	100%
Assist in complying with the Sanitary Sewer Overflow Initiative Plan.	To eliminate overflows and predict where future overflows could happen	Percentage of lines that are marked on the map as being stopped up.	100%	100%	100%

UTILITIES GIS

Percent of Time GIS Mapping System is Available to Utilities Personnel



EXPENDITURES BY CLASSIFICATION

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$150,347	\$149,582	\$168,075	\$163,186
Supplies	2,630	3,600	3,600	3,600
Services	18,556	27,759	27,759	46,551
Maintenance	0	0	0	0
Capital Outlay	<u>2,815</u>	<u>64,262</u>	<u>64,262</u>	<u>2,362</u>
Total Expenditures	\$174,348	\$245,203	\$263,696	\$215,699

PERSONNEL BY JOB TITLE

	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR	2017-18 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>
Total Personnel	4	4	4

WATER AND SEWER FUND

REPAIR AND REPLACEMENT

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$0	\$0	\$0	\$0
Supplies	0	0	0	0
Services	0	0	0	0
Maintenance	2,311,401	1,005,876	947,829	947,829
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	\$2,311,401	\$1,005,876	\$947,829	\$947,829

NON-DEPARTMENTAL EXPENDITURES

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services *	\$194,849	\$43,328	\$43,023	\$43,970
Supplies	0	0	0	0
Services	929,401	768,936	762,983	736,943
Maintenance	0	0	0	0
Capital Outlay	0	35,000	35,000	35,000
Other	<u>6,219,190</u>	<u>6,796,095</u>	<u>6,796,095</u>	<u>7,562,897</u>
Total Expenditures	\$7,343,440	\$7,643,359	\$7,637,101	\$8,378,810

* Funds ½ of Financial Reporting Accountant position.

HOUSING INCENTIVE PROGRAM

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Housing Incentive Program	<u>\$0</u>	<u>\$50,050</u>	<u>\$0</u>	<u>\$0</u>
Total Expenditures	\$0	\$50,050	\$0	\$0

WATER AND SEWER FUND

WATER PURCHASE EXPENDITURES

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Supplies & Materials	<u>17,184,384</u>	<u>\$17,361,119</u>	<u>\$17,361,119</u>	<u>\$17,361,119</u>
Total Expenditures	\$17,184,384	\$17,361,119	\$17,361,119	\$17,361,119

GULF COAST EXPENDITURES

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Other Service Payments	<u>\$308,595</u>	<u>\$250,000</u>	<u>\$250,000</u>	<u>\$250,000</u>
Total Expenditures	\$308,595	\$250,000	\$250,000	250,000

DEBT SERVICE PAYMENT

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Debt Service Payments	<u>\$6,684,600</u>	<u>\$6,683,600</u>	<u>\$6,683,600</u>	<u>\$6,557,000</u>
Total Expenditures	\$6,684,600	\$6,683,600	\$6,683,600	\$6,557,000

WATER AND SEWER FUND

PARTICIPATION IN LINE EXTENSIONS

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 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>16,790</u>	<u>200,000</u>	<u>200,000</u>	<u>200,000</u>
Total Expenditures	\$16,790	\$200,000	\$200,000	\$200,000

SUPPLEMENTAL EXPENDITURES

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Supplemental Awards 2016 & Prior	<u>\$973,601</u>	<u>\$4,739,878</u>	<u>\$0</u>	<u>\$0</u>
Total Expenditures	\$973,601	\$4,739,878	\$0	\$0

City of Odessa

FY 2017-18

Adopted Budget

Solid Waste Fund Overview

SOLID WASTE FUND

OVERVIEW

	2015-16 Actual	2016-17 Estimated	2016-17 Budget	2017-18 Budget
BEGINNING FUND BALANCE	(\$672,218)	(\$1,475,650)	(\$1,475,650)	(\$604,388)
CURRENT REVENUES				
Single Family	\$6,510,291	\$7,117,893	\$7,194,000	\$7,100,000
Multi-Family	1,394,807	1,521,446	1,526,000	1,526,000
Commercial	3,838,914	3,868,578	4,006,110	3,836,653
Roll-Off Charges	1,503,975	1,517,579	1,783,500	1,511,495
Interest Income	1,106	1,267	0	0
Transfer In	0	0	0	0
Other Revenue	179,658	170,103	193,000	173,000
TOTAL CURRENT REVENUES	\$13,428,751	\$14,196,866	\$14,702,610	\$14,147,148
TOTAL FINANCING SOURCES	\$12,756,533	\$12,721,216	\$13,226,960	\$13,542,760
Expenditures				
Personal Services	\$3,983,427	\$3,709,232	\$3,676,836	\$3,703,442
Supplies	170,610	69,208	67,256	73,056
Services	8,269,883	7,748,572	7,741,224	7,604,084
Maintenance	348,588	485,544	462,874	492,074
Capital Outlay	82,238	10,500	10,500	62,659
Other Requirements				
GF Administrative Fee	540,032	568,582	568,582	568,582
Gross Receipt Payment	789,168	687,183	687,183	707,382
In Lieu of Tax	48,237	46,783	46,783	54,661
Suppl. Expenditures	0	0	0	0
TOTAL EXPENDITURES	\$14,232,183	\$13,325,604	\$13,261,238	\$13,265,940
ENDING FUND BALANCE	(\$1,475,650)	(\$604,388)	(\$34,278)	\$276,820

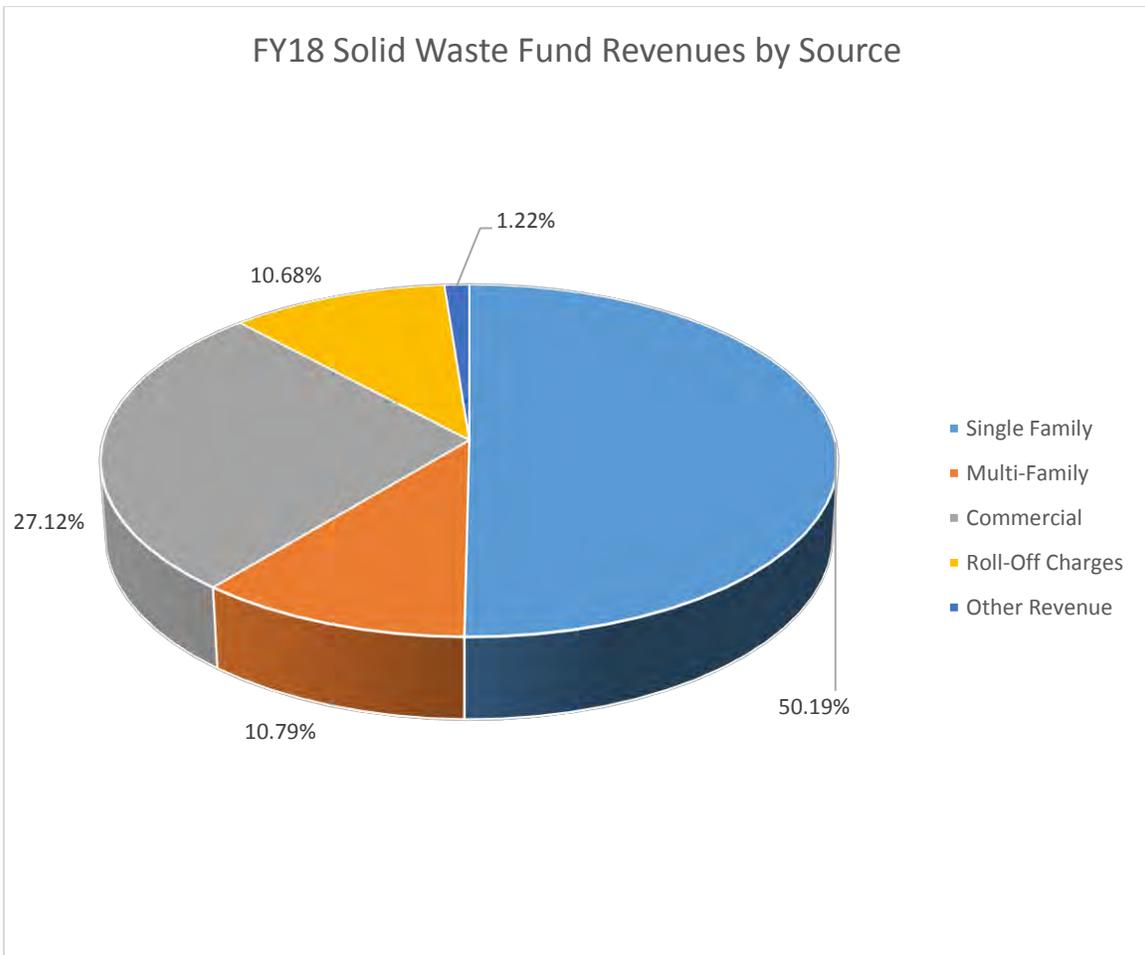
SOLID WASTE FUND

OVERVIEW

REVENUES

	2015-16 Actual	2016-17 Estimated	2016-17 Budget	2017-18 Budget
Single Family	\$6,510,291	\$7,117,893	\$7,194,000	\$7,100,000
Multi-Family	1,394,807	1,521,446	1,526,000	1,526,000
Commercial	3,838,914	3,868,578	4,006,110	3,836,653
Roll-Off Charges	1,503,975	1,517,579	1,783,500	1,511,495
Interest Income	1,106	1,267	0	0
Transfer In	0	0	0	0
Other Revenue	179,658	170,103	193,000	173,000
Total Revenue	\$13,428,751	\$14,196,866	\$14,702,610	\$14,147,148

FY18 Solid Waste Fund Revenues by Source



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 enterprise 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	2017-18 Budget		Increase/(Decrease) from 2016-17 Budget	
	Amount	%	Amount	%
Single Family	\$7,100,000	50.19	(\$94,000)	(1.31)
Multi-Family	1,526,000	10.68	0	0.00
Commercial	3,836,653	27.12	(169,457)	(4.23)
Roll-Off Charges	1,511,495	10.79	(272,005)	(15.25)
Other Revenue	173,000	1.22	(20,000)	(10.36)
Total	\$14,147,148	100.00%	(\$555,462)	(3.78)

The major revenues for the Solid Waste Fund are Single Family (50.19%), Commercial (27.12%), and Multi-Family (10.68%), which together account for 88.10% 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 2017-18 is expected to decrease by 3.78% compared to the previous year's budget. Single Family will decrease by 1.31%. Multi-family will remain the same as last year's budget.

There were no rate increases in any Solid Waste category for FY 2017-18. Single-family accounts will remain \$19.93 per month, and the rates for multi-family customers will stay 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 2017-18, 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

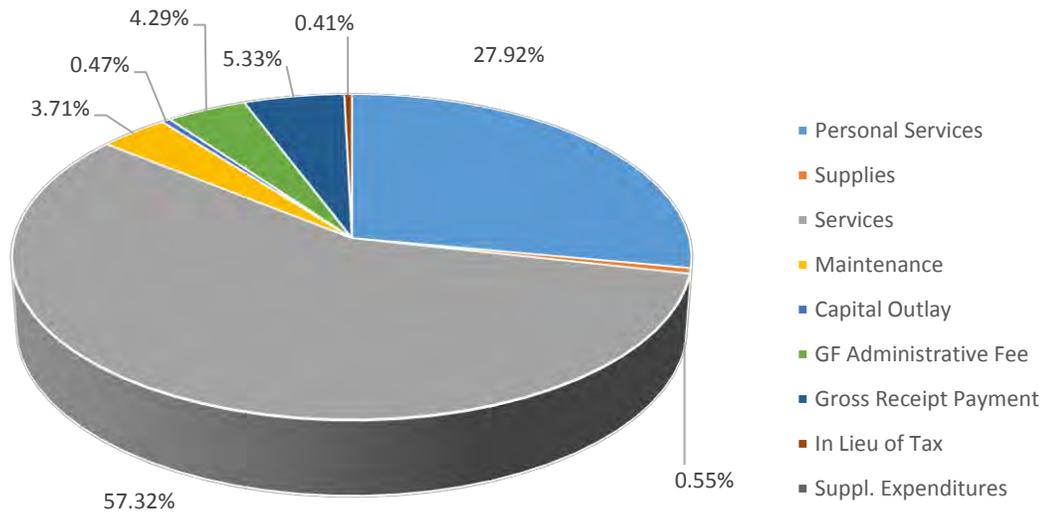
SOLID WASTE FUND

OVERVIEW

Expenditures by Classification

	2015-16 Actual	2016-17 Estimated	2016-17 Budget	2017-18 Budget
Personal Services	\$3,983,427	\$3,709,232	\$3,676,836	\$3,703,442
Supplies	170,610	69,208	67,256	73,056
Services	8,269,883	7,748,572	7,741,224	7,604,084
Maintenance	348,588	485,544	462,874	492,074
Capital Outlay	82,238	10,500	10,500	62,659
GF Administrative Fee	540,032	568,582	568,582	568,582
Gross Receipt Payment	789,168	687,183	687,183	707,382
In Lieu of Tax	48,237	46,783	46,783	54,661
Suppl. Expenditures	0	0	0	0
Total Expenditures	\$14,232,183	\$13,325,604	\$13,261,238	\$13,265,940

FY18 Solid Waste Fund Expenditures by Classification



SOLID WASTE FUND

OVERVIEW

Expenditures

Approved expenditures for 2017-18 total \$13,265,940. This represents an increase of 0.04% compared to the previous year. Below is a comparative summary of expenditures by classification.

Classification	2017-18 Budget		Increase/(Decrease) from 2016-17 Budget	
	Amount	%	Amount	%
Personal Services	\$3,703,442	27.92	\$26,606	0.72
Supplies	73,056	0.55	5,800	8.62
Services	7,604,084	57.32	(137,140)	(1.77)
Maintenance	492,074	3.71	29,200	6.31
Capital Outlay	62,659	0.47	52,159	496.75
Other Requirements	1,330,625	10.03	28,077	2.16
Total	\$13,265,940	100.00	\$4,702	0.04

The Personal Services budget is \$3,703,442 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 an increase of \$26,606. The Solid Waste Fund funds 65.5 positions.

Supplies have a budget of \$73,056, which is an increase of \$5,800, or 8.62%. The budget for Services will decrease by \$137,140, since there is less fleet maintenance and replacement costs. The 2017-18 Maintenance budget will increase by \$29,200 in the upcoming fiscal year. The \$492,074 budget covers maintenance costs for furniture, equipment, trash receptacles and software. The Solid Waste Capital Outlay budget of \$62,659 reflects a \$52,159 increase over last year's budget. The increase in funds will be utilized for the timely replacement of radio and GPS equipment.

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 2017-18, the budget for Other Requirements will realize a \$28,077 increase compared to the previous year.

Fund Balance

In 2016-17, the fund balance increased by \$871,262, or 59.04%, compared to the 2015-16 ending fund balance of (\$1,475,650). In the upcoming fiscal year, revenues are expected to reach \$14,147,148, and expenditures are estimated to be \$13,265,940 resulting in a projected fund balance of \$276,820.

SOLID WASTE FUND

CAPITAL OUTLAY

Fund and Department/Division	Item	Item Total	Total
SOLID WASTE FUND			
Keep Odessa Beautiful	Data Processing Equipment	<u>\$3,000</u>	
	Subtotal Keep Odessa Beautiful		\$3,000
Solid Waste	Machinery & Equipment	23,986	
	Communications Equipment	30,673	
	Data Processing Equipment	<u>5,000</u>	
	Subtotal Solid Waste		\$59,659
TOTAL CAPITAL OUTLAY - SOLID WASTE FUNDS			\$62,659

City of Odessa

FY 2017-18

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 information to residents and businesses on properly disposing of large amounts of hazardous waste not accepted by HHW.
- Provides Household Hazardous Waste Educational Programs to local schools.
- 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, and nonprofit organizations.

FY2017 ACCOMPLISHMENTS

- Recycled back to the public and landscaping projects approximately 16,000 cubic yards of mulch.
- Completed seven major bulk item clean up events. 192.73 tons of bulk, 3.52 tons in electronics, and 36.76 tons of recyclables were disposed of or recycled.
- Initiated a cooking oil-recycling and rechargeable battery-recycling program in a cost effective manner.
- Traveled to multiple schools to teach children about recycling and household hazardous waste.
- Set up informative tables at city events, grocery stores, and schools to inform, provide answers, and engage with the public on HHW issues.
- Started a gardening program with New Tech High School to teach students about methods of gardening that lessens the use of pesticides.
- Opened the HHW and Bulk Item drop to 6 days per week.
- Removed traffic, and parking problems at the Recycle Center by adding a concrete pad to set cardboard and newspaper recycle roll off containers on.
- Washed 240 ECISD recycle containers to make ready for fall semester 2016.
- Increased rollout cart customers by 458.
- Added an additional articulated side load to the collection fleet.

SOLID WASTE

HIGHLIGHTS OF BUDGET CHANGES

Actual Budget FY 2016-17 had an approximate 7% decrease to landfill activity. FY2017-18 shows an estimated decrease of 2,229 tons for the year at an estimated tipping fee of \$2,643,302. The position Household Hazardous Waste Attendant was created.

CONTACT INFORMATION

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 Solid Waste Superintendent
 432-368-3509
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GOAL AND PERFORMANCE MEASURES

GOAL	OBJECTIVE	TERM	FY 2015-16 ACTUAL	2016-17 ESTIMATE	2017-18 TARGET
Improve Effectiveness and Efficiency in Collections Operations	Consider change to service schedules for roll out carts to improve service.	Median Number of Containers Collected per Refuse Vehicle per Hour	35	61	68
		Operating and Maintenance Expenditures per Refuse Collection Account	198.74	191.75	191.13
	Make Commercial collection operation more profitable.	Operating and Maintenance Expenditures for Disposal per Account	60.17	56.94	56.76
		Number of Solid Waste Customer Accounts	33,198	36,227	36,377
	FTE's per 1,000 Refuse Collection Accounts	1.34	1.34	1.33	
	Improve the recycle facility and operation.	Provide recycling education to citizens of Odessa	Number of Containers Refurbished	1045	1,100
Tree Limbs Recycled (Cubic Yards)			27,650	31,330	31,500
Add additional recycle collection locations to reduce bulk collection days.		Landfill Tonnage	106,010	103,781	104,949
		Number of cleanups	7	8	6

SOLID WASTE

Household Hazardous Waste facility, and education.	Continue to educate the public and school children on HHW hazards and prevention.	Household Hazardous Waste Collected (lbs.)	27,650	31,000	31,250
Improve Bulk Item collection	Improve overhead clearances from tree limb. Complete routes in less time.	Bulk Items Picked Up (Tons)	1458	1364	1266

EXPENDITURES BY CLASSIFICATION

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$3,725,054	\$3,465,655	\$3,425,885	\$3,453,101
Supplies	160,531	56,728	56,728	59,528
Services	8,035,862	7,507,312	7,507,312	7,375,197
Maintenance	348,588	482,181	459,511	488,711
Capital Outlay	<u>59,536</u>	<u>7,500</u>	<u>7,500</u>	<u>59,659</u>
Total Expenditures	\$12,329,571	\$11,519,376	\$11,456,936	\$11,436,196

PERSONNEL BY JOB TITLE

	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR	2017-18 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	3	4
Roll-Off Supervisor	1	1	1
Solid Waste Driver	38	38	38
Solid Waste Worker	4	4	4
Household Hazardous Waste Coordinator	1	1	1
Household Hazardous Waste Attendant	0	0	1
Customer Service Representative	0	0	1
Welder	1	1	1
Solid Waste Operations Manager	<u>1</u>	<u>1</u>	<u>1</u>
Total Personnel	57	57	58

SOLID WASTE

NON-DEPARTMENTAL EXPENDITURES

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$0	\$0	\$0	\$0
Supplies	0	0	0	0
Services	47,624	50,154	50,154	55,408
Maintenance	0	0	0	0
Capital Outlay	0	0	0	0
Other	<u>1,377,437</u>	<u>1,302,548</u>	<u>1,302,548</u>	<u>1,330,625</u>
Total Expenditures	\$1,425,061	\$1,352,702	\$1,352,702	\$1,386,033

SOLID WASTE – CODE ENFORCEMENT

EXPENDITURES BY CLASSIFICATION

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$103,811	\$100,549	\$99,623	\$102,200
Supplies	755	528	528	528
Services	92,096	87,897	87,897	75,490
Maintenance	0	2,363	2,363	2,363
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	\$196,662	\$191,337	\$190,411	\$180,581

PERSONNEL BY JOB TITLE

	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR	2017-18 FISCAL YEAR
Director of Comm. 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 * **	<u>14</u>	<u>14</u>	<u>14</u>
Total Personnel	19	19	19
Funding Sources:			
General Fund *	17.5	17.5	17.5
Community Development **	0	0	0
Solid Waste ***	<u>1.5</u>	<u>1.5</u>	<u>1.5</u>
Total Personnel	19	19	19

KEEP ODESSA BEAUTIFUL

MISSION

The mission of Keep Odessa Beautiful (KOB) is to empower Odessans to recycle, prevent litter, and beautify our 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 spearhead and implement programs throughout the city to encourage proper trash disposal and beautification including neighborhood and park tree plantings, free bulk item drop off events, a free daily citizens bulk drop off center, and the City Household Hazardous Waste facility. Keep Odessa Beautiful also actively promotes litter prevention and recycling through various events and opportunities including our annual Don't Mess with Texas spring cleanup, Planet Troopers summer cleanups for our elementary aged children, our annual Make a Difference Day fall cleanup, and Texas Recycle Day. The KOB Adopt a Spot program is encouraged year-round and we offer groups the opportunity to use our recycle bins for their events through our "Lend a Bin" program.

FY2017 ACCOMPLISHMENTS

Keep Odessa Beautiful strives to reach out to our community to educate every one of our citizens on the importance of litter prevention, beautification in our city, and the benefits of recycling. Over the last year, we have worked alongside City Parks and Recreation, Solid Waste, Code Enforcement and Community Development, and Downtown Odessa, Inc. to help in meeting our mission. With our community partnerships, support and volunteer base, we planted 100 trees, and our citizens recycled more than 27 tons of electronic items, properly discarded 200 tons of bulk waste items, and have collected more than a ton of loose litter.

2017 Accomplishments:

- Don't Mess with Texas, our annual spring citywide cleanup. In 2016, we hosted more than 1,450 volunteers who picked up 610 bags of loose litter around the City.
- Crosstown Campus Cleanup Rivalry, where we challenge Permian, and Odessa High School to keep their respective campuses clean. 131 bags of trash were collected, along with 16 bags of recyclable items.
- Celebration of Texas State Arbor Day and National Arbor Day through planting trees in our community.
- Bulky Item Drop Off opportunities and our Citizens Collection Station—both are utilized to end illegal dumping through offering ample opportunities to properly dispose of their large bulk items legally and for free.
- School visits at all grade levels are important to us to implement taking care of our community with our children, our future leaders.
- Planet Troopers, is our summer program that invites kids, ages 8-14, to become a superhero for our community and help clean up our City parks. For Summer 2016, we hosted 300 kids, and collected 200 bags of trash at Woodson, Floyd Gwin, and Sherwood Parks.

KEEP ODESSA BEAUTIFUL

- The KOB Annual Recycle Fashion Show, a fun and creative take to encourage our youth to reduce, reuse, and recycle. Participants create a fashion item out of a reused or recyclable material to model down the runway. Judges select a first, second, and third place winner.
- Participation in community events such as the annual Fall Festival, Fire and Rescue Open House, Movies in the Park, and Hot Summer Nights, etc. This gives Keep Odessa Beautiful the chance to talk to our citizens one on one and answer any questions they may have about giving back to our community and the ongoing effort of keeping our city beautiful.
- Make a Difference Day, our annual citywide fall cleanup. 1,550 volunteers and more than 500 trash bags. The lower number of bags at our fall cleanup reflects a lower amount of litter around the City.
- Texas Recycles Day, held each year to promote recycling and educate our citizens on the benefits of recycling.
- Adopt a Spot—offering our community the opportunity to adopt a location around town to be responsible for and keep clean. This program is utilized by our individuals, local churches, businesses, groups, families, and organizations.
- Mayor Makes a Difference: Adopt a Block, a brand new initiative where we had the opportunity to work alongside Mayor Turner, our fellow city officials, schools, and local churches to help rebuild our city from the inside out—beginning with our neighborhoods that need help with minor home repairs, yard work, and removal of bulk items.

HIGHLIGHTS OF BUDGET CHANGES

With our 2015/2016 advertising budget of \$127,104 we were able to run an aggressive marketing campaign in 2016 in the form of TV, radio, and social media, in addition to purchasing a solid quantity of promotional items to share in the . As the 2016-2017 fiscal year began, although our advertising budget was reduced to \$80,000, we were still able to maintain strong marketing efforts toward our mission. We transitioned from our “aggressive” marketing strategy to a more “sustained/consistent” marketing. This, coupled with our external event participation has kept our organization strong and sustained throughout the community.

CONTACT INFORMATION

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KEEP ODESSA BEAUTIFUL

GOALS AND PERFORMANCE MEASURES					
Goal	Objective	Performance Measure	FY 2015-16 ACTUAL	FY 2016-17 ESTIMATE	FY 2017-18 TARGET
Continue focusing on recycling and beautification events: 	Increase community involvement	Bulk Items picked up (Tons)	1,538	1,500	1,500
		Tree limbs recycled (Cubic Yard)	13,332	32,000	35,000
		Household Hazardous Waste Collected (Lbs.)	30,208	35,000	40,000
		Average Tonnage Collected per Clean-Up	29.11	30	40
		Average Number of Bags Collected per Clean-Up	1,900	1,500	1,000
Spread word about who we are and what we do	Continue our school and organizational visits	Schools visited	10	20	25
	Stay active and participate in local events	Local Events	15	15	15
Increase private funding for the Nonprofit side of the organization	Increase donor base, grants, and fundraising opportunities through events.	Amount of money raised	\$25,000	\$27,000	\$35,000
	Increase contact through phone, email, in person visits, and letters Plan events with a fundraising component	Fundraising events hosted	0	1	2
Increase knowledge of our Board of Directors	Develop concrete policies and procedures	Policies created	4	4	4
	Add Board Members	Board members added	2	4	4
	Training opportunities through Nonprofit Management Center	Number of training opportunities	6	6	8

KEEP ODESSA BEAUTIFUL

EXPENDITURES BY CLASSIFICATION

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$154,562	\$143,028	\$151,328	\$148,141
Supplies	9,324	11,952	10,000	13,000
Services	94,301	103,209	95,861	97,989
Maintenance	0	1,000	1,000	1,000
Capital Outlay	<u>22,702</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
Total Expenditures	\$280,889	\$262,189	\$261,189	\$263,130

PERSONNEL BY JOB TITLE

	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR	2017-18 FISCAL YEAR
Downtown Odessa Director	0	0	1
Keep Odessa Beautiful Program Manager	1	1	1
Executive Assistant	<u>1</u>	<u>1</u>	<u>1</u>
Total Personnel	2	2	3

City of Odessa

FY 2017-18

Adopted Budget

Liquid Waste Fund Overview

LIQUID WASTE FUND

OVERVIEW

	2015-16 Actual	2016-17 Estimated	2016-17 Budget	2017-18 Budget
BEGINNING FUND BALANCE	\$374,134	\$430,929	\$430,929	\$466,724
CURRENT REVENUES				
Liquid Waste Fees	\$90,356	\$92,641	\$90,000	\$90,000
Interest Income	2,109	2,656	0	0
TOTAL CURRENT REVENUES	\$92,465	\$95,297	\$90,000	\$90,000
TOTAL FINANCING SOURCES	\$466,599	\$526,226	\$520,929	\$556,724
EXPENDITURES				
Personal Services	\$30,597	\$54,731	\$53,672	\$55,263
Supplies	1,864	1,075	1,075	1,075
Services	269	609	609	609
Maintenance	0	0	0	0
Capital Outlay	0	0	0	0
Other	2,940	3,087	3,087	3,087
TOTAL EXPENDITURES	\$35,670	\$59,502	\$58,443	\$60,034
ENDING FUND BALANCE	\$430,929	\$466,724	\$462,486	\$496,690

City of Odessa

FY 2017-18

Adopted Budget

Ratliff Ranch Golf Course Fund Overview

RATLIFF RANCH GOLF COURSE FUND

OVERVIEW

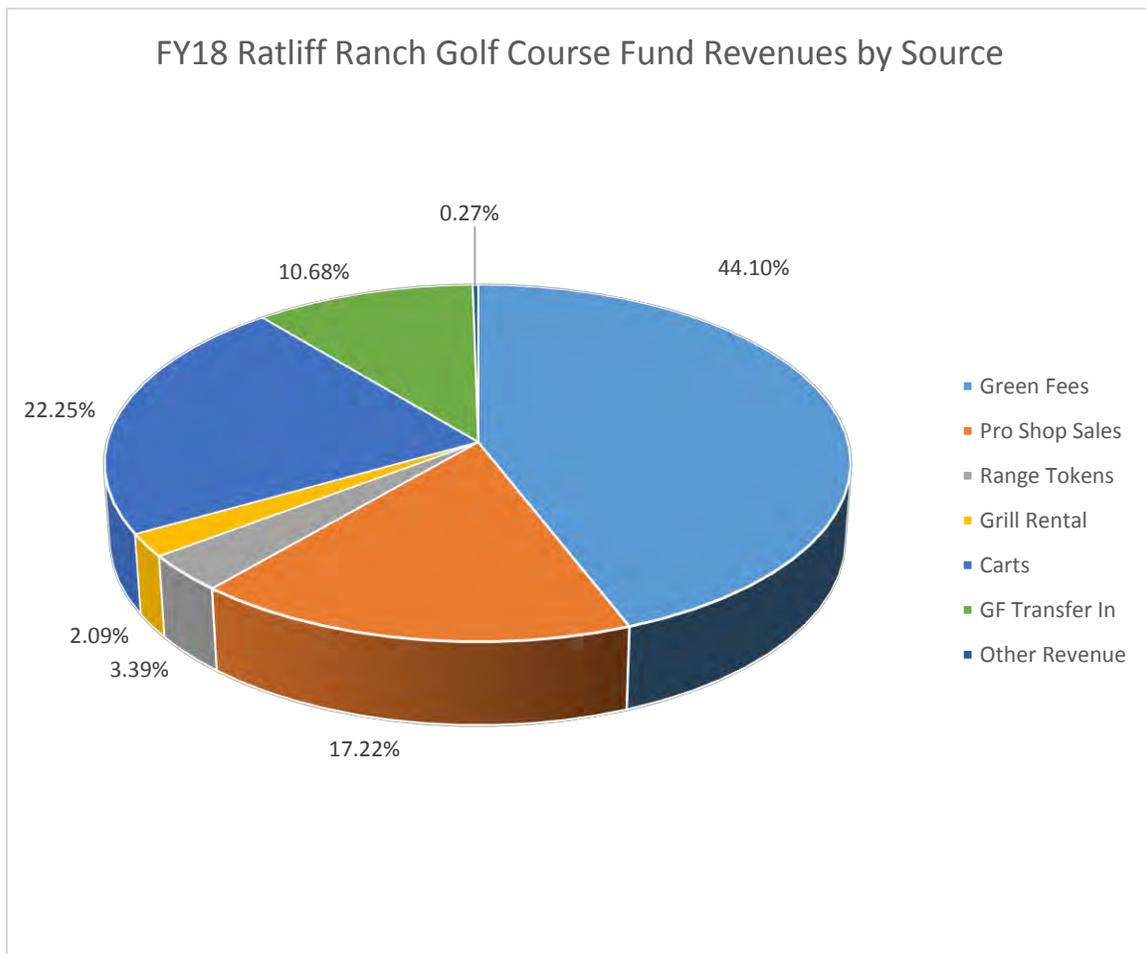
	2015-16 Actual	2016-17 Estimated	2016-17 Budget	2017-18 Budget
BEGINNING FUND BALANCE	(\$544,512)	(\$760,941)	(\$760,941)	(\$813,139)
CURRENT REVENUES				
Green Fees	\$634,315	\$705,497	\$783,264	\$825,724
Pro Shop Sales	342,888	321,533	363,322	322,443
Range Tokens	76,553	72,390	76,596	63,539
Grill Rental	38,765	35,873	41,303	39,059
Carts	364,383	356,060	385,985	416,713
Interest Income	0	0	0	
GF Transfer In	200,000	200,000	200,000	200,000
Other Revenue	23,608	5,285	5,000	5,000
TOTAL CURRENT REVENUES	\$1,680,512	\$1,696,638	\$1,855,470	\$1,872,478
TOTAL FINANCING SOURCES	\$1,136,000	\$935,697	\$1,094,529	\$1,059,339
EXPENDITURES				
Personal Services	\$864,209	\$834,600	\$861,817	\$751,106
Supplies	387,986	225,883	225,883	300,883
Services	583,270	623,981	623,981	619,540
Maintenance	61,476	64,372	57,772	74,272
Capital Outlay	0	0	0	55,000
TOTAL EXPENDITURES	\$1,896,941	\$1,748,836	\$1,769,453	\$1,800,801
ENDING FUND BALANCE	(\$760,941)	(\$813,139)	(\$674,924)	(\$741,462)

RATLIFF RANCH GOLF COURSE FUND

OVERVIEW

Revenues

	2015-16 Actual	2016-17 Estimated	2016-17 Budget	2017-18 Budget
Green Fees	\$634,315	\$705,497	\$783,264	\$825,724
Pro Shop Sales	342,888	321,533	363,322	322,443
Range Tokens	76,553	72,390	76,596	63,539
Grill Rental	38,765	35,873	41,303	39,059
Carts	364,383	356,060	385,985	416,713
Interest Income	0	0	0	0
GF Transfer In	200,000	200,000	200,000	200,000
Other Revenue	23,608	5,285	5,000	5,000
Total Revenue	\$1,680,512	\$1,696,638	\$1,855,470	\$1,872,478



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. In order to provide continued customer service and maintenance for Ratliff Ranch Golf Course, new rates were adopted for the FY18 budget year.

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

Source	2017-18 Budget		Increase/(Decrease) from 2016-17 Budget	
	Amount	%	Amount	%
Green Fees	\$825,724	44.10	\$42,460	5.42
Pro Shop Sales	322,443	17.22	(40,879)	(11.25)
Range Tokens	63,539	3.39	(13,057)	(17.05)
Grill Rental	39,059	2.09	(2,244)	(5.43)
Carts	416,713	22.25	30,728	7.96
GF Transfer In	200,000	10.68	0	0.00
Other Revenue	5,000	0.27	0	0.00
TOTAL	\$1,872,478	100.00	\$17,008	0.92

In 2017-18, it is anticipated that Golf Course revenues will reach \$1,872,478. This represents a 0.92% change compared to last year's projection. The Green Fees category is the single largest source of income for the Golf Course, comprising 44.10% of the overall budget.

The second largest source of revenue, Golf Cart Rentals, accounts for 22.25% of the total revenue for this fund. This category is expected to bring \$416,713 in revenue in 2017-18. Pro Shop Sales, Range Tokens, and Grill Rental will bring in revenues of \$322,443, \$63,539, and \$39,059, respectively. Together, these categories make up 22.70% of the total Golf Course revenue.

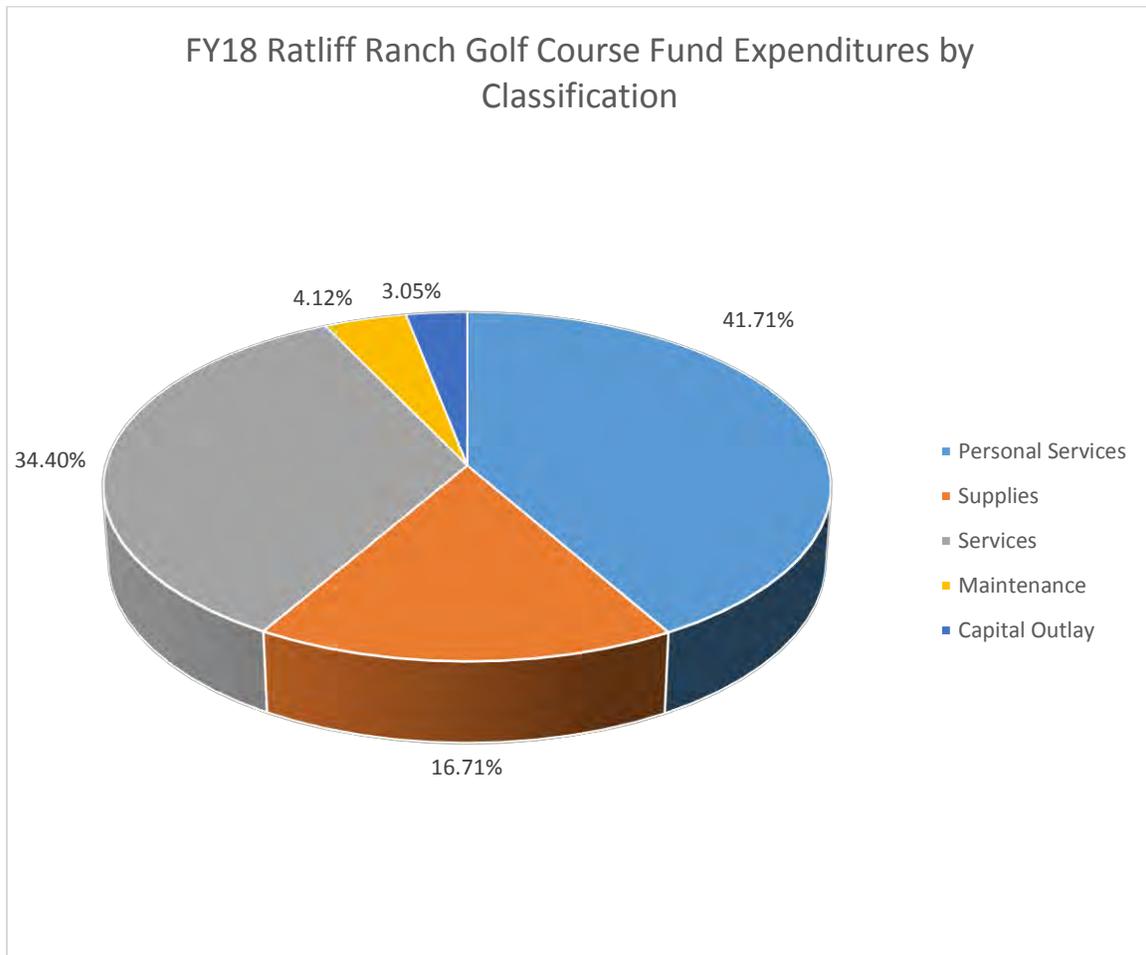
The General Fund transfer-in for the upcoming fiscal year is again \$200,000. The budget for this line item accounts for 10.68% of all Golf Course revenues. The budget for Other Revenue will remain constant with FY17, and accounts for \$5,000, or 0.27%, of the total revenue for this fund.

RATLIFF RANCH GOLF COURSE FUND

OVERVIEW

Expenditures by Classification

	2015-16 Actual	2016-17 Estimated	2016-17 Budget	2017-18 Budget
Personal Services	\$864,209	\$834,600	\$861,817	\$751,106
Supplies	387,986	225,883	225,883	300,883
Services	583,270	623,981	623,981	619,540
Maintenance	61,476	64,372	57,772	74,272
Capital Outlay	0	0	0	55,000
	\$1,896,941	\$1,748,836	\$1,769,453	\$1,800,801



RATLIFF RANCH GOLF COURSE FUND

OVERVIEW

Expenditures

Ratliff Ranch Golf Course Fund's budgeted expenditures are \$1,800,801 for 2017-18. This represents an increase of 1.77% compared to last year's budget. Below is a comparative summary of budgeted expenditures by classification.

Source

	2017-18 Budget		Increase / (Decrease) from 2016-17 Budget	
	Amount	%	Amount	%
Personal Services	\$751,106	41.71	(\$110,711)	(12.85)
Supplies	300,883	16.71	75,000	33.20
Services	619,540	34.40	(4,441)	(0.71)
Maintenance	74,272	4.12	16,500	28.56
Capital Outlay	55,000	3.05	55,000	NA
TOTAL	\$1,800,801	100.00%	\$31,348	1.77

The Personal Services budget of \$751,106 covers salary and benefit costs for the Golf Course. In FY18, the Golf Course budgeted for 12 positions, freezing two positions previously funded in FY17. The removal of the two vacant positions did not inhibit operations, and allowed the funds to be used towards the 3% salary increase for existing employees. This category is expected to realize a decrease of \$110,711, or 12.85%, compared to the 2016-17 budget.

The Supplies budget reflects 16.71% of the total Golf Course budget. The budget allowed an increase of \$75,000 for additional purchases in Pro-Shop inventory. Services expenditures make up 34.40% of the total Golf Course budget. This category's budgeted purpose is to maintain the fleet, lease golf carts, and pay for water and electricity. The slight decrease in this budget is primarily due to a savings in the cost of Utilities. Maintenance saw an increase of 28.56% for the FY18 budget due to one-time maintenance costs to replace carpet and paint in the Golf Offices and Pro-Shop.

The budget for Capital Outlay remained consistent with the FY17 budget at \$55,000. However, this year the funds will be used for upgrades and equipment replacement to enhance golf course operations and the satisfactory experience of the paying customers.

Fund Balance

The 2015-16 actual ending fund balance was (\$760,941). The estimated ending fund balance for FY17 is projected to be (\$813,139). This reflects a (\$52,198), or 6.86% decrease, over the previous year. Following the new rate structure implementation for FY18, with revenues projected at \$1,872,478 and expenditures estimated at \$1,800,801, the ending fund balance is anticipated to be (\$741,462).

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.

FY2017 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 an overall budget increase. Personal services decreased due to two Grounds Maintenance Worker positions being eliminated. There was a \$75,000 increase in Pro shop inventory. Lastly, there was an increase in maintenance due to one-time Supplementals awarded.

CONTACT INFORMATION

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RATLIFF RANCH GOLF COURSE

GOALS AND PERFORMANCE MEASURES

GOAL	OBJECTIVE	PERFORMANCE MEASURE	FY 2015-16 ACTUAL	2016-17 ESTIMATE	2017-18 TARGET
Implement Park Priorities for Quality of Life Enhancement	Provide and maintain a high quality public golf course for the citizens of Odessa.	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 employee)	13.89	13.89	13.89
	Develop and implement a wide variety of programs to advance the playing ability of all skill levels.	Number of player development / clinics provided	5	5	6
	Increase rounds and tournaments through promotions and networking.	Number of rounds	40,722	42,500	43,500
	Provide high quality merchandise and equipment for the patrons of Ratliff Ranch Golf Links.	Total golf shop / food and beverage sales	\$428,961	\$425,000	\$450,000

RATLIFF RANCH GOLF COURSE

EXPENDITURES BY CLASSIFICATION

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$864,209	\$834,600	\$861,817	\$751,106
Supplies	387,986	225,883	225,883	300,883
Services	583,270	623,981	623,981	619,540
Maintenance	61,476	64,372	57,772	74,272
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>55,000</u>
Total Expenditures	\$1,896,941	\$1,748,836	\$1,769,453	\$1,800,801

PERSONNEL BY JOB TITLE

	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR	2017-18 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	<u>7</u>	<u>7</u>	<u>5</u>
Total Personnel	14	14	12
Funding Sources:			
Golf Course Fund	13	13	11
Equipment Service Fund *	<u>1</u>	<u>1</u>	<u>1</u>
Total Personnel	14	14	12

City of Odessa

FY 2017-18

Adopted Budget

Storm Water Fund Overview

STORM WATER FUND

OVERVIEW

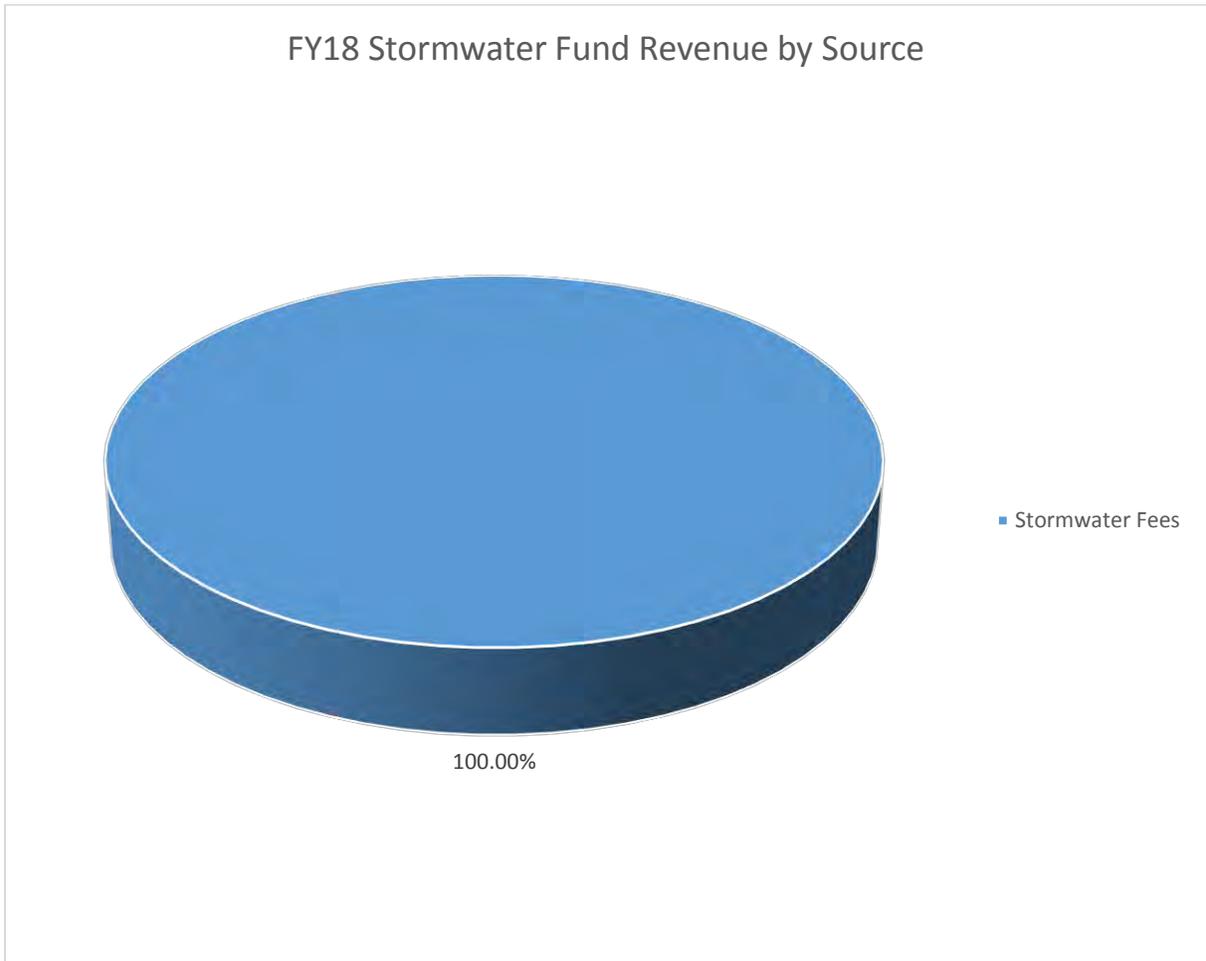
	2015-16 Actual	2016-17 Estimated	2016-17 Budget	2017-18 Budget
BEGINNING FUND BALANCE	\$86,215	(\$79,187)	(\$79,187)	\$260,576
CURRENT REVENUES				
Storm Water Fees	\$864,472	\$1,702,707	\$1,643,396	\$1,643,396
Interest Income	543	924	0	0
Transfer In	0	0	0	0
TOTAL CURRENT REVENUES	\$865,015	\$1,703,631	\$1,643,396	\$1,643,396
TOTAL FINANCING SOURCES	\$951,230	\$1,624,444	\$1,564,209	\$1,903,972
EXPENDITURES				
Personal Services	\$480,869	\$495,487	\$588,219	\$596,407
Supplies	1,208	13,650	13,650	13,650
Services	436,402	597,946	597,946	629,326
Maintenance	47,718	123,966	123,966	124,216
Capital Outlay	0	97,650	97,650	67,650
Other	64,220	35,169	35,169	35,169
TOTAL EXPENDITURES	\$1,030,417	\$1,363,868	\$1,456,600	\$1,466,418
ENDING FUND BALANCE	(\$79,187)	\$260,576	\$107,609	\$437,554

STORM WATER FUND

OVERVIEW

Revenues

	2015-16 Actual	2016-17 Estimated	2016-17 Budget	2017-18 Budget
Storm Water Fees	\$864,472	\$1,702,707	\$1,643,396	\$1,643,396
Interest Income	543	924	0	0
Total Revenue	\$865,015	\$1,703,631	\$1,643,396	\$1,643,396



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

	2017-18 Budget		Increase/(Decrease) from 2016-17 Budget	
	Amount	%	Amount	%
Storm Water Fees	\$1,643,396	100.00	\$0	0.00
TOTAL	\$1,643,396	100.00	\$0	0.00

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.

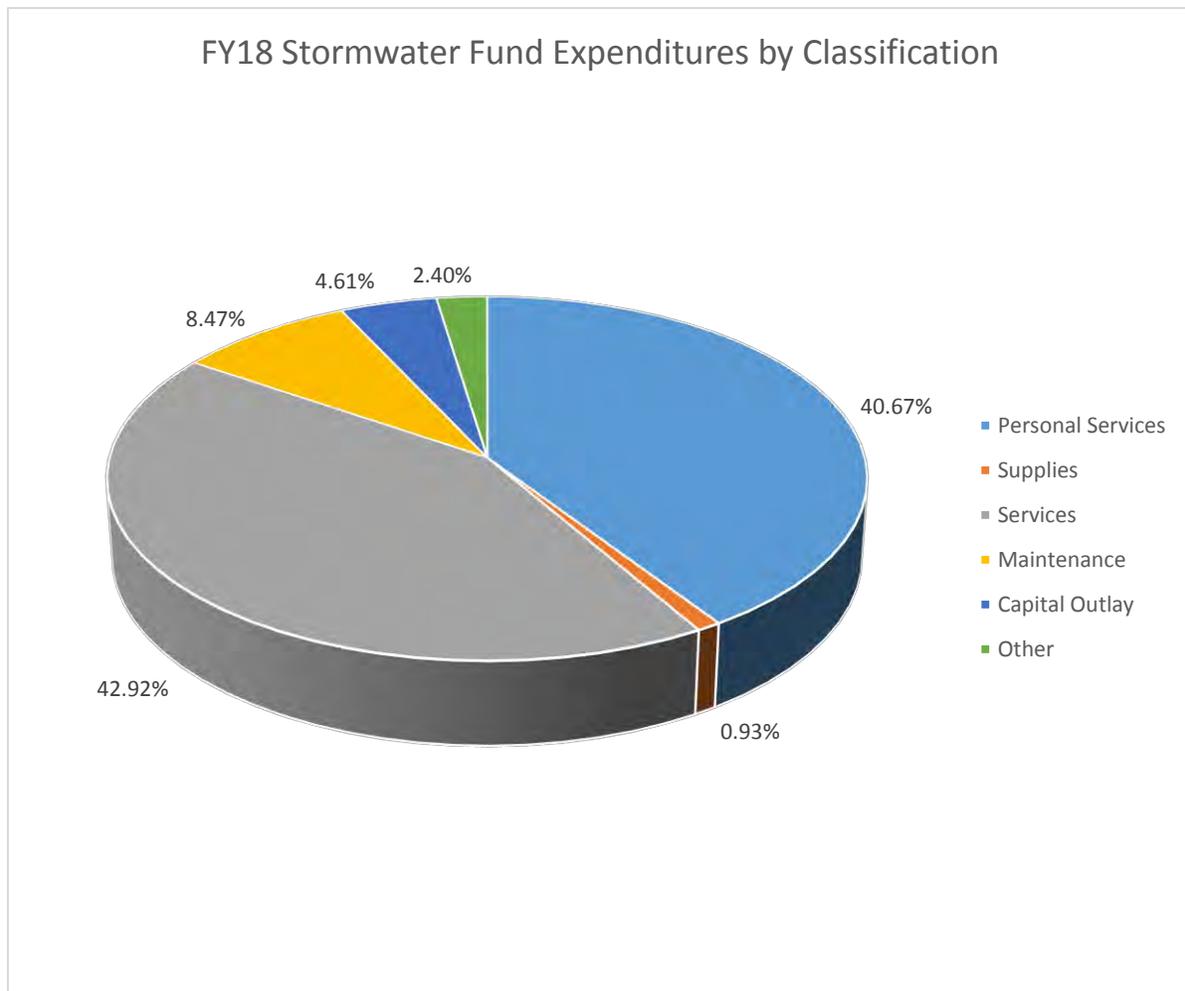
It is anticipated that the Storm Water fee will generate \$1,643,396 in 2017-18, the same as the previous year. These monies will be used to cover the cost of fees and program activities, including street sweeping and drainage system maintenance functions.

STORM WATER FUND

OVERVIEW

Expenditures by Classification

	2015-16 Actual	2016-17 Estimated	2016-17 Budget	2017-18 Budget
Personal Services	\$480,869	\$495,487	\$588,219	\$596,407
Supplies	1,208	13,650	13,650	13,650
Services	436,402	597,946	597,946	629,326
Maintenance	47,718	123,966	123,966	124,216
Capital Outlay	0	97,650	97,650	67,650
Other	64,220	35,169	35,169	35,169
Total Expenditures	\$1,030,417	\$1,363,868	\$1,456,600	\$1,466,418



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, a 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	2017-18		Increase /(Decrease)	
	Budget		From 2016-17 Budget	
	Amount	%	Amount	%
Personal Services	\$596,407	40.67	\$8,188	1.39
Supplies	13,650	0.93	-	0.00
Services	629,326	42.92	31,380	5.25
Maintenance	124,216	8.47	250	0.20
Capital Outlay	67,650	4.61	(30,000)	(30.72)
Other	35,169	2.40	-	0.00
TOTAL	\$1,466,418	100.00	\$9,818	0.67

Personal Services comprises 40.67% of the 2017-18 Storm Water budget and provides funding for ten full-time positions. This category will experience an \$8,188 increase compared to last year's budget, mostly due to the 3% salary increase approved by council. The department did add one additional position, a Storm Water Program Technician, to the FY18 budget year. The overtime budget was utilized to fund this permanent position, therefore additional funding was not required. The budget for Supplies will remain the same as the previous year.

The Services category reflects a budget of \$629,326, up \$31,380 compared to last year's number. The increase is primarily a result of fleet maintenance and replacement, as Storm Water acquired additional pieces of equipment this year. Additionally, Storm Water services increased in IT Tech Charges and transportation, memberships, and luncheons.

The Supplies category remained constant with the previous year, and maintenance will increase slightly by \$250, or 0.20%, respectively. The Capital Outlay budget decreased by \$30,000 compared to last year due to the budget removal of a one-time expense.

STORM WATER FUND

OVERVIEW

This category's budget fluctuates from year to year, depending upon the need for large-ticket items. No change in Other expenditures is due to a constant in the administrative fee. This fee is paid by the Storm Water Fund to the General Fund in exchange for certain services.

Fund Balance

For 2016-17, fund balance increased by \$339,763, estimating an ending fund balance of \$260,576. FY18 revenues are expected to reach \$1,643,396 and expenditures are estimated to be \$1,466,418, resulting in a projected fund balance of \$437,554.

Capital Outlay

Fund and Department/Division	Item	Item Total	Total
<hr/>			
STORM WATER FUND			
<hr/>			
Storm Water	Automotive Equipment	\$33,600	
	Machinery and Equipment	30,000	
	Data Processing Equipment	4,050	
	Subtotal Storm Water		\$67,650
<hr/>			
TOTAL CAPITAL OUTLAY - STORM WATER FUND			\$67,650

STORMWATER FUND

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).

SERVICES PROVIDED

- 12 educational sessions
- Continual street sweeping
- Inspection of construction sites for SWPP compliance
- Conduct employee good housekeeping training
- Inspect properties for MS4 compliance
- Conduct SWPPP plan review

FY2017 ACCOMPLISHMENTS

- Hired 1 new Stormwater Program Technician
- Educational series on MSG permit requirements
- Cleared 2,646.64 tons of trash/debris from the city
- Identified and disposed of 4,686.79 gallons of liquid pollutants

HIGHLIGHTS OF BUDGET CHANGES

There was a substantial budget cut in Additional Services of over \$107,000. There was an increase in Rental Equipment Services, leading to an overall increase in other services. Additionally, the position of Stormwater Program Technician was created.

CONTACT INFORMATION

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STORMWATER FUND

GOALS AND PERFORMANCE MEASURES

GOAL	OBJECTIVE	PERFORMANCE MEASURE	FY 2015-16 ACTUAL	2016-17 ESTIMATE	2017-18 TARGET
Maintain compliance as a Phase II MS4./(Excellence)	Prepare required annual reporting document	Timely completion of annual reporting documents	Submitted On-time	Submit On-time	Submit On-time
	Conduct visual inspection and cleaning of drainage facilities.	Number of curb miles swept.	13798	14000	14000
	Provide timely review of construction storm water pollution prevention plans.	Educate, review and approve SWPPP's	490	490	490
Perform and monitor activities of the six minimum control measures./(Direction)	Conduct community-wide clean ups/ educational events with Keep Odessa Beautiful.	Conduct household hazardous waste collection events.	7500 lbs	7500 lbs	7500 lbs
	Conduct good housekeeping/pollution prevention employee training	Number of employees trained	203	200	200
	Conduct walk-through inspections of construction sites.	Number of construction sites inspections	8115	9000	9000

STORMWATER FUND

EXPENDITURES BY CLASSIFICATION

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$480,869	\$495,487	\$588,219	\$596,407
Supplies	1,208	13,650	13,650	13,650
Services	436,402	597,946	597,946	629,326
Maintenance	47,718	123,966	123,966	124,216
Capital Outlay	0	97,650	97,650	67,650
Other	<u>64,220</u>	<u>35,169</u>	<u>35,169</u>	<u>35,169</u>
Total Expenditures	\$1,030,417	\$1,363,868	\$1,456,600	\$1,466,418

PERSONNEL BY JOB TITLE

	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR	2017-18 FISCAL YEAR
Administrative Assistant	0	1	0
Storm Water Program Manager	1	1	1
Senior Administrative Assistant	0	0	1
Senior Storm Water Program Technician	0	0	1
Storm Water Program Technician	1	2	2
Sweeper Operator	<u>5</u>	<u>5</u>	<u>5</u>
Total Personnel	7	9	10

City of Odessa

FY 2017-18

Adopted Budget

Equipment Service Fund Overview

EQUIPMENT SERVICE FUND

OVERVIEW

	2015-16 Actual	2016-17 Estimated	2016-17 Budget	2017-18 Budget
BEGINNING FUND BALANCE	\$11,150,039	\$12,569,415	\$12,569,415	\$13,147,246
CURRENT REVENUES				
Rental Revenue	\$16,857,236	\$16,681,895	\$16,586,369	\$14,787,912
Interest Income	46,880	47,827	0	0
Transfer In	0	0	0	0
Other Revenue	379,787	1,025,809	764,202	1,144,202
TOTAL CURRENT REVENUES	\$17,283,903	\$17,755,531	\$17,350,571	\$15,932,114
TOTAL FINANCING SOURCES	\$28,433,942	\$30,324,946	\$29,919,986	\$29,079,360
EXPENDITURES				
Personal Services	\$1,343,973	\$1,576,649	\$1,677,059	\$1,772,797
Supplies	2,135,256	2,121,300	2,121,300	2,124,500
Services	493,314	515,651	515,545	516,003
Maintenance	3,947,064	4,712,984	4,667,540	4,193,040
Capital Outlay	0	2,039,423	195,000	210,000
Other	334,806	311,693	311,693	311,693
TOTAL OPERATING EXPENDITURES	\$8,254,413	\$11,277,700	\$9,488,137	\$9,128,033
Equipment Replacement	7,610,114	5,900,000	5,900,000	5,900,000
TOTAL EXPENDITURES	\$15,864,527	\$17,177,700	\$15,388,137	\$15,028,033
ENDING FUND BALANCE	\$12,569,415	\$13,147,246	\$14,531,849	\$14,051,327

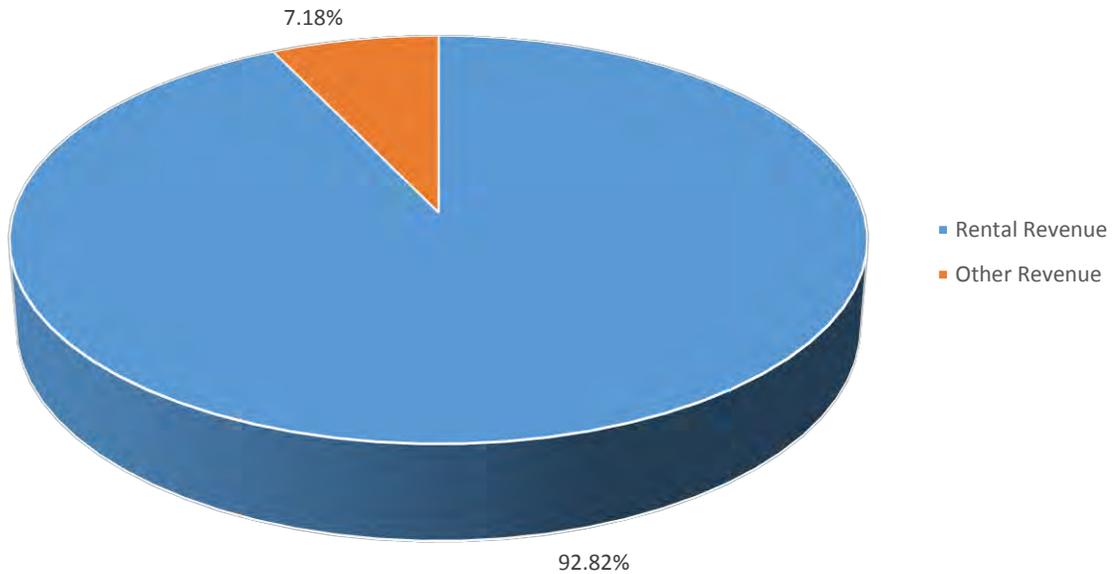
EQUIPMENT SERVICE FUND

OVERVIEW

Revenues

	2015-16 Actual	2016-17 Estimated	2016-17 Budget	2017-18 Budget
Rental Revenue	\$16,857,236	\$16,681,895	\$16,586,369	\$14,787,912
Interest Income	46,880	47,827	-	-
Other Revenue	379,787	1,025,809	764,202	1,144,202
Total Revenue	\$17,283,903	\$17,755,531	\$17,350,571	\$15,932,114

FY18 Equipment Service Fund Revenues by Source



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 2017-18, the Equipment Service Fund total revenue will decrease by \$1,418,457 over the last year's budget. The following is a comparative summary of revenues by source of the Equipment Service Fund.

Source

	2017-18 Budget		Increase / (Decrease) from 2016-17 Budget	
	Amount	%	Amount	%
Rental Revenue	\$14,787,912	92.82	(\$1,798,457)	(10.84)
Other Revenue	1,144,202	7.18	380,000	49.73
TOTAL	\$15,932,114	100.00%	(\$1,418,457)	(8.18)

Rental Revenue decreased by \$1,798,457 or 10.84%. The decrease resulted from two factors; the Solid Waste Fleet changed from a five-year replacement schedule to an 8-year replacement schedule, and in FY17, the City replaced seven fire engines and three ladder trucks, removing the excessive maintenance charges of the older fleet. 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 2017-18, Rental Revenue will account for over 92% of the total revenue for this fund. Other Revenue includes various miscellaneous sources of revenue and is budgeted at \$1,144,202. This category makes up 7.18% of the fund's total revenue and is expected to increase by \$380,000, or 49.73%, compared to last year's budget. In FY17 the Fire Department was paying \$534,750 annually into the Equipment Services Fund to build a reserve for fleet replacement. The budget for FY18 increased to \$914,750, fostering the development of a reserve that reflects actual fleet replacement.

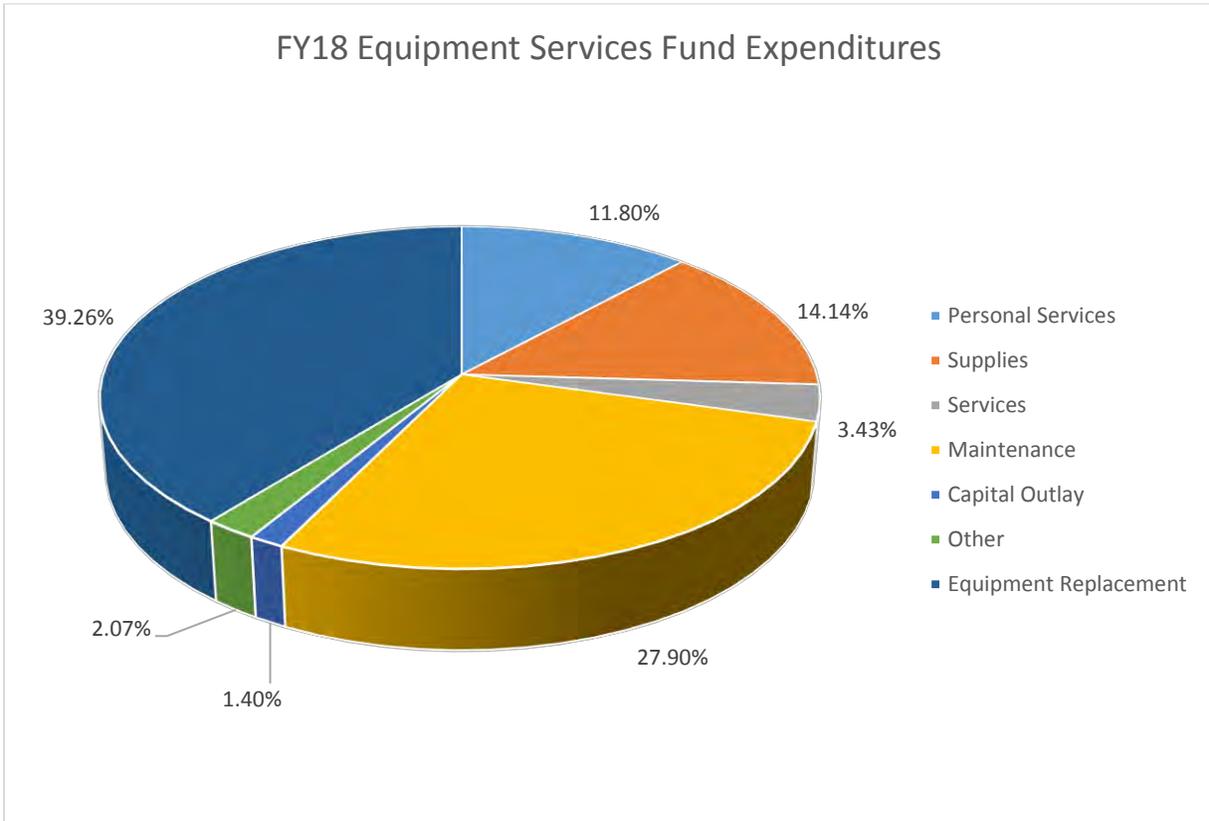
One critical aspect of the Equipment Service fund is to maintain an adequate fund balance to replace the City's fleet. Rental rates are based on the actual costs of the assets. However, the cost to replace an old asset with a new similar asset usually exceeds the funds collected due to inflation. As a result, each year, rental rates are reviewed and adjusted to ensure the stability of this fund. Equipment services provided \$4,268,438 of the fund balance in FY16 to assist in the purchase of the seven new engines and three ladder trucks received in FY17.

EQUIPMENT SERVICE FUND

OVERVIEW

Expenditures by Classification

	2015-16 Actual	2016-17 Estimated	2016-17 Budget	2017-18 Budget
Personal Services	\$1,343,973	\$1,576,649	\$1,677,059	\$1,772,797
Supplies	2,135,256	2,121,300	2,121,300	2,124,500
Services	493,314	515,651	515,545	516,003
Maintenance	3,947,064	4,712,984	4,667,540	4,193,040
Capital Outlay	0	2,039,423	195,000	210,000
Other	334,806	311,693	311,693	311,693
Equipment Replacement	7,610,114	5,900,000	5,900,000	5,900,000
Total Expenditures	\$15,864,527	\$17,177,700	\$15,388,137	\$15,028,033



EQUIPMENT SERVICE FUND

OVERVIEW

Expenditures

The operating expenditures for fiscal year 2017-18 are expected to decrease by \$360,104 compared to 2016-17 budgeted operating expenditures. The overall budget for this fund, including Equipment Replacement, will decrease by a total of \$480,522 or 3.31%. The following is a comparative summary of expenditures by classification.

Classification

	2017-18 Budget		Increase/(Decrease) From 2016-17 Budget	
	Amount	%	Amount	%
Personal Services	1,772,797	11.80	95,738	5.71
Supplies	2,124,500	14.14	3,200	0.15
Services	516,003	3.43	458	0.09
Maintenance	4,193,040	27.90	(474,500)	(10.17)
Capital Outlay	210,000	1.40	15,000	7.69
Other	311,693	2.07	0	0.00
Total Operating	9,128,033	60.74	(360,104)	(3.80)
Equipment Replacement	5,900,000	39.26	5,900,000	0.00
TOTAL	15,028,033	100.00%	(360,104)	(2.34)

The 2017-18 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 \$1,772,797. This reflects a \$95,738 or 5.71%, increase 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 increased by \$3,200 or 0.15% 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 \$516,003 and comprises 3.43% of the budget. The Services category will increase by \$458 or 0.09% compared to the previous year. The Maintenance category is budgeted at \$4,193,040, a decrease of \$474,500 or 10.17% from FY 2016-17.

The budget for Capital Outlay will increase compared to FY 2016-17 BY \$15,000. 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 2017-18 budget for this line item will remain the same. Equipment Replacement will remain the same at

EQUIPMENT SERVICE FUND

OVERVIEW

\$5,900,000. 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 2016-17, the estimated fund balance decreased by \$577,831, or 4.60%, compared to the 2015-16 ending fund balance of \$12,569,415. Revenues are expected to reach \$15,932,114 in 2017-18, and expenditures are estimated at \$15,028,033 resulting in an ending fund balance of \$14,051,327.

2017-18 Equipment Replacement – Capital Outlay

Department/Description	Cost
(1) Ambulance	\$309,000.00
(4) Generators	\$720,000.00
(18) Light & Medium Duty Trucks	\$765,920.00
(12) Mowers/ Mowing Decks, Turf Care	\$471,860.00
(15) Police Package Tahoes	\$1,112,400.00
(2) Rearload Refuse Trucks	\$515,000.00
(5) Sedans	\$128,750.00
(3) Sideload Refuse Trucks	\$855,000.00
(1) Swat Truck	\$150,000.00
(4) Tractors	\$132,120.00
(8) Trailers	\$82,400.00
(1) Tree Spade	\$236,900.00
(9) Utility Vehicles	\$129,780.00
AVL Purchases	\$30,000.00
Professional Services	\$20,000.00
EQUIPMENT REPLACEMENT TOTAL	\$5,659,130
Fire Replacement-Capital Outlay	95,000
FIRE REPLACEMENT TOTAL	\$95,000

City of Odessa

FY 2017-18

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 to serve the citizens of Odessa. 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.

FY2017 ACCOMPLISHMENTS

Equipment Services continues to operate 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 with prioritizing work and contracting outside services when needed. Equipment Services staff has also become more efficient in their production which allows the departments to complete their tasks of serving citizens. Staff continues to be come well rounded with the service of vehicles with cross training, product training and fleet professional certifications. This process ensure high quality work output of fleet vehicles so departments may serve our citizens.

HIGHLIGHTS OF BUDGET CHANGES

There was a reduction in maintenance of automotive equipment of over \$400,000. \$25,500 were awarded in Supplementals for office updates and a fence screen. Overall there was a decrease in the budget.

CONTACT INFORMATION

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EQUIPMENT SERVICES

GOALS AND PERFORMANCE MEASURES

GOAL	OBJECTIVE	PERFORMANCE MEASURE	FY 2015-16 ACTUAL	FY 2016-17 ESTIMATE	FY 2017-18 TARGET
Administer the Equipment Services budget to achieve a sound basis for analysis, planning, and management of the city fleet.	Continued to reduce costs with stringent use of outside vendors and proper preventative maintenance.	Maintenance Costs – Total Fleet	\$5,072,232	\$3,950,000	\$4,147,500
Implement our new PMM (Performance Measures & Meters) Module.	Monitor staff output by supervisors to ensure efficient and balanced service.	Number of Mechanics	12	12	12
		Average Number of Work Orders per Mechanic	370	415	426
		Average Number of Hours per Work Order	2.57	2.4	2.6
Maintain and invest the capital and labor to sustain a growing fleet.	The average fleet unit within the City is 4 years old; proper maintenance by staff will keep units in service.	Labor Hours	11,406	12,000	12,600
		Work Orders Written	4,443	5,000	5,260

EQUIPMENT SERVICES

EXPENDITURES BY CLASSIFICATION

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$1,343,973	\$1,576,649	\$1,677,059	\$1,772,797
Supplies	2,134,085	2,120,300	2,120,300	2,123,500
Services	493,314	515,651	515,545	516,003
Maintenance	3,947,064	4,712,984	4,667,540	4,193,040
Capital Outlay	0	0	100,000	115,000
Other Requirements	<u>334,806</u>	<u>311,693</u>	<u>311,693</u>	<u>311,693</u>
Total Expenditures	\$8,253,242	\$9,237,277	\$9,392,137	\$9,032,033

PERSONNEL BY JOB TITLE

	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR	2017-18 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	<u>1</u>	<u>1</u>	<u>1</u>
Total Personnel	25	25	25

EQUIPMENT SERVICES

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

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 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>7,509,239</u>	<u>6,884,038</u>	<u>5,900,000</u>	<u>5,900,000</u>
Total Expenditures	\$7,509,239	\$6,884,038	\$5,900,000	\$5,900,000

SPECIAL REPLACEMENT- FIRE

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$0	\$0	\$0	\$0
Supplies	1,171	1,000	1,000	1,000
Services	0	0	0	0
Maintenance	0	0	0	0
Capital Outlay	<u>100,875</u>	<u>1,055,385</u>	<u>95,000</u>	<u>95,000</u>
Total Expenditures	\$102,046	\$1,056,385	\$96,000	\$96,000

City of Odessa

FY 2017-18

Adopted Budget

Information Technology Fund
Overview

INFORMATION TECHNOLOGY FUND

OVERVIEW

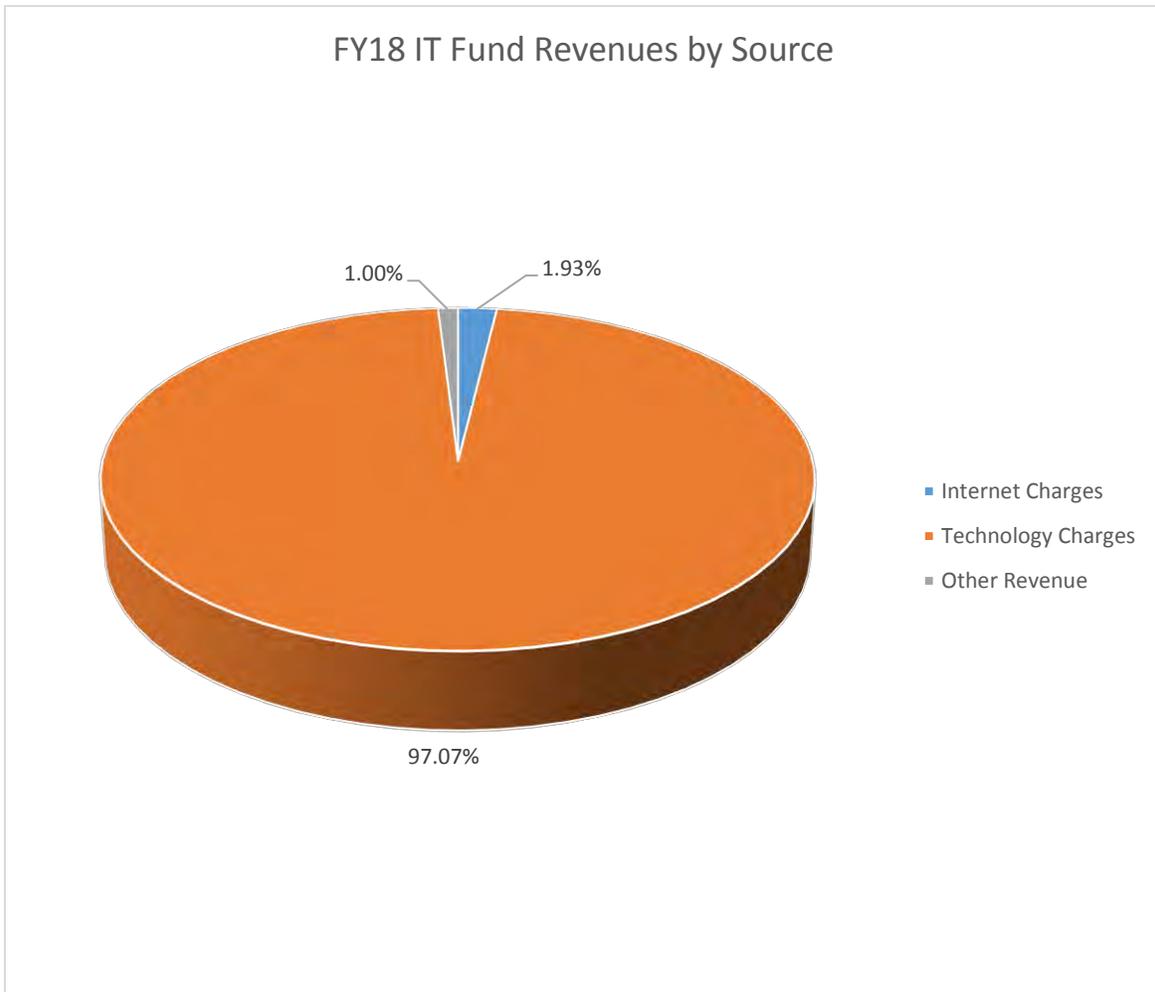
	2015-16 Actual	2016-17 Estimated	2016-17 Budget	2017-18 Budget
BEGINNING FUND BALANCE	\$1,899,196	\$1,705,314	\$1,705,314	\$1,849,811
CURRENT REVENUES				
Internet Charges	71,400	75,725	75,725	77,300
Technology Charges	3,669,718	3,787,930	3,787,930	3,886,041
Interest Income	10,286	12,669	0	0
Transfer In	0	0	0	0
Other Revenue	0	0	40,000	40,000
TOTAL CURRENT REVENUES	\$3,751,404	\$3,876,324	\$3,903,655	\$4,003,341
TOTAL FINANCING SOURCES	\$5,650,600	\$5,581,638	\$5,608,969	\$5,853,152
EXPENDITURES				
Personal Services	\$1,783,824	\$1,592,684	\$1,699,656	\$1,647,639
Supplies	416,100	163,708	68,032	68,032
Services	295,797	227,591	226,596	222,511
Maintenance	918,064	1,267,024	1,252,024	1,135,515
Capital Outlay	0	50,849	13,000	496,832
TOTAL EXPENDITURES	\$3,413,785	\$3,301,856	\$3,259,308	\$3,570,529
Computer Replacement	531,501	429,971	429,971	429,971
TOTAL EXPENDITURES	\$3,945,286	\$3,731,827	\$3,689,279	\$4,000,500
ENDING FUND BALANCE	\$1,705,314	\$1,849,811	\$1,919,690	\$1,852,652

INFORMATION TECHNOLOGY FUND

OVERVIEW

Revenues

	2015-16 Actual	2016-17 Estimated	2016-17 Budget	2017-18 Budget
Internet Charges	\$71,400	\$75,725	\$75,725	\$77,300
Technology Charges	3,669,718	3,787,930	3,787,930	3,886,041
Interest Income	10,286	12,669	-	-
Transfer In	-	-	-	-
Other Revenue	-	-	40,000	40,000
Total Revenue	\$3,751,404	\$3,876,324	\$3,903,655	\$4,003,341



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	2017-18 Budget		Increase/(Decrease) from 2016-17 Budget	
	Amount	%	Amount	%
Technology Charges	\$3,886,041	97.07	\$98,111	2.59
Internet Charges	77,300	1.93	1,575	2.08
Other Revenue	40,000	1.00	-	0.00
TOTAL	\$4,003,341	100.00	\$99,686	2.55

Together, Internet Charges and Other revenue are expected to generate \$117,300 or 2.93%, of the total fund revenue in 2017-18. Internet Charges are projected to reach \$77,300, an increase of \$1,575 compared to the previous year. Other revenue is projected to be \$40,000, which is the same compared to FY 2016-17.

Technology Charges revenue is expected to reach \$3,886,041 in the upcoming fiscal year, accounting for 97.07% of the Information Technology Fund's budgeted revenue. Projections indicate that in 2017-18, Technology Charges will generate \$98,111 or 2.59%, more revenue than was generated in 2016-17.

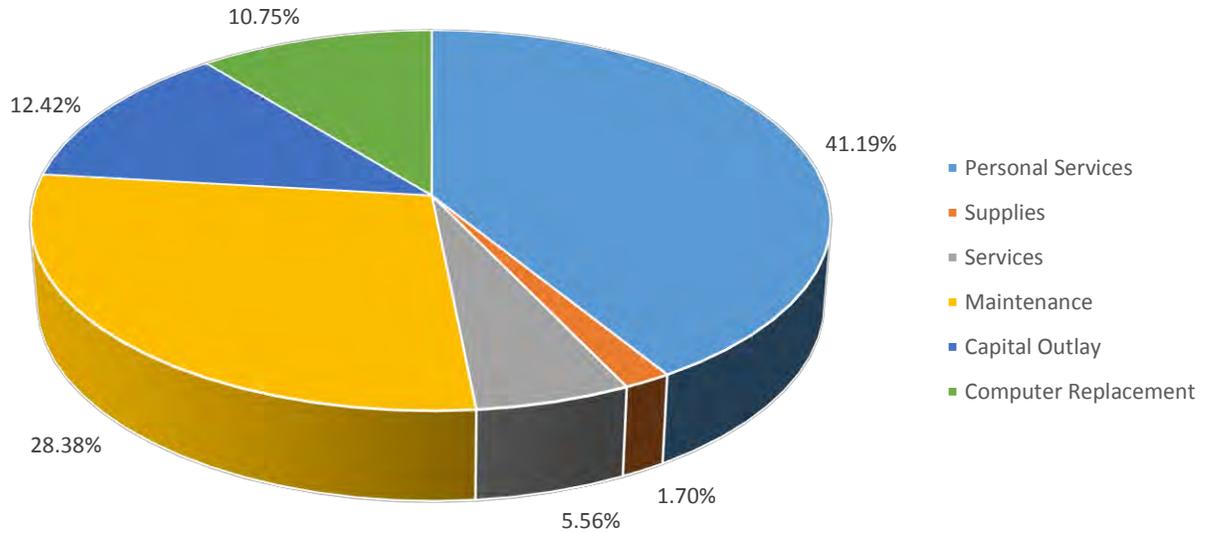
INFORMATION TECHNOLOGY FUND

OVERVIEW

Expenditures by Classification

	2015-16 Actual	2016-17 Estimated	2016-17 Budget	2017-18 Budget
Personal Services	\$1,783,824	\$1,592,684	\$1,699,656	\$1,647,639
Supplies	416,100	163,708	68,032	68,032
Services	295,797	227,591	226,596	222,511
Maintenance	918,064	1,267,024	1,252,024	1,135,515
Capital Outlay	0	50,849	13,000	496,832
Computer Replacement	531,501	429,971	429,971	429,971
Total Expenditures	\$3,945,286	\$3,731,827	\$3,689,279	\$4,000,500

FY18 IT Fund Expenditures by Classification



INFORMATION TECHNOLOGY FUND

OVERVIEW

Expenditures

The 2017-18 operating expenditures for the Information Technology Fund are expected to reach \$3,570,529. The total budget for this fund, including \$429,971 in Computer Replacement costs, is \$4,000,500. Below is a summary of budgeted expenditures for the Information Technology Fund.

Classification	2017-18 Budget		Increase/(Decrease) from 2016-17 Budget	
	Amount	%	Amount	%
Personal Services	\$1,647,639	41.19	(\$52,017)	(3.06)
Supplies	68,032	1.70	-	0.00
Services	222,511	5.56	(4,085)	(1.80)
Maintenance	1,135,515	28.38	(116,509)	(9.31)
Capital Outlay	496,832	12.42	483,832	3,721.78
Total Operating	3,570,529	89.25	311,221	9.55
Computer Replacement	429,971	10.75	0	0.00
TOTAL	\$4,000,500	100.00	\$311,221	8.44

The 2017-18 Personal Services budget of \$1,647,639 comprises 41.19% of the Information Technology budget and provides funding for twenty full-time positions. The Supplies category reflects a budget of \$68,032 and accounts for 1.70% of the total budget, equivalent to the previous year. The budget for Services is \$222,511, resulting in a \$4,085 decrease from the previous year.

The \$1,135,515 budget for Maintenance represents an \$116,509 or -9.31%, decrease compared to the 2016-17 budget. The Capital Outlay budget of \$496,832 increased dramatically for a one time purchase and installation of 80 Panasonic Laptops for the Police Department Fleet. The 2017-18 Computer Replacement budget of \$429,971 will remain consistent to the 2016-17 funding level. Annual technology charges will increase this budget over time, making it possible to replace computers every four years.

Fund Balance

The 2017-18 estimated fund balance expected to decrease by \$67,038, or 3.49% less than the budgeted 2016-17 fund balance of \$1,919,690. In 2017-18, revenues are projected at \$4,003,341 and expenditures are estimated at \$4,000,500, resulting in a projected fund balance of \$1,852,652.

INFORMATION TECHNOLOGY FUND

CAPITAL OUTLAY

Fund and Department/Division	Item	Item Total	Total
INFORMATION TECHNOLOGY FUND			
Information Technology	Data Processing Equipment	\$913,803	
	Machinery and Equipment	<u>13,000</u>	
	Subtotal Information Technology		\$926,803
TOTAL CAPITAL OUTLAY – IT FUND			\$926,803

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.

FY2017 ACCOMPLISHMENTS

- Replacement of Police In-Car Video hardware
- Implemented virtual redundancy and work load balancing on twenty-four application servers.
- Replacement of Motorola Trunked Land Mobile Radio System (LMR)
- Migration of email services to Microsoft Office 365
- Replacement and upgrade Pool Road Tower lights to LED
- Replacement of 169 desktop and laptops computers

HIGHLIGHTS OF BUDGET CHANGES

There is a substantial increase in data processing equipment of almost \$500,000 compares to last year's budget due to a one time supplemental awarded to purchase and install approximately 80 Panasonic Laptops.

CONTACT INFORMATION

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INFORMATION TECHNOLOGY

GOALS AND PERFORMANCE MEASURES

GOAL	OBJECTIVE	PERFORMANCE MEASURE	FY 2015-16 ACTUAL	2016-17 ESTIMATE	2017-18 TARGET
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.	Purchase and implement replacement radio system.	Contracted	90%	100%
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.	Provide application availability to meet all critical application scheduling requirements.	98%	100%	100%
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.	Complete migration of email services to Microsoft Office 365.	N/A	100%	N/A
Study Enterprise Resource Planning software	Implement ERP system to replace SunGard HTE.	Purchase and implement ERP application.	N/A	Contracted	50%
Replacement of Fire Records software	To provide support for the implementation of Firehouse and integration with CAD	Purchase and implement Firehouse.	Contracted	80%	100%
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.	Obtain completion certificates or certifications.	100%	100%	100%

INFORMATION TECHNOLOGY

Establish controlled portfolio management	Provide documents of design and operations of all systems.	Complete documentation of all design of all systems.	N/A	50%	80%
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.	Documented replacement of hardware.	95%	95%	100%
Establish and Implement ITIL processes to offer continual service improvement.	Implement strategy, design, transition, operations and continual service improvement processes.	Continued Service Improvement.	N/A	20%	40%
Provide application availability to meet all critical application scheduling requirements	Maintain 95% availability of critical applications.	Limit non-scheduled outages.	95%	100%	100%
Provide critical network component availability at 95% or better of scheduled availability.	Maintain 95% availability of critical network infrastructure.	Limit non-scheduled outages.	95%	100%	100%
Number of closed help-desk tickets.	Maintain customer communications by way of help-desk tickets.	Reported closed help-desk tickets.	5000	4500	4000
Number of computers replaced in replacement program.	Four year computer replacement program.	Reported computers replaced.	236/236	169/169	225/225
Projects – open/completed	Define a project's scope to effectively execute, monitor and control products or services.	Reported projects.	28/21	29/25	32/25

INFORMATION TECHNOLOGY

EXPENDITURES BY CLASSIFICATION

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$1,783,824	\$1,592,684	\$1,699,656	\$1,647,639
Supplies	416,100	163,708	68,032	68,032
Services	295,797	227,591	226,596	222,511
Maintenance	918,064	1,267,024	1,252,024	1,135,515
Capital Outlay	<u>531,501</u>	<u>480,820</u>	<u>442,971</u>	<u>926,803</u>
Total Expenditures	\$3,945,286	\$3,731,827	\$3,689,279	\$4,000,500

PERSONNEL BY JOB TITLE

	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR	2017-18 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	<u>1</u>	<u>1</u>	<u>1</u>
Total Personnel	20	20	20

City of Odessa

FY 2017-18

Adopted Budget

Risk Management Fund Overview

RISK MANAGEMENT FUND

OVERVIEW

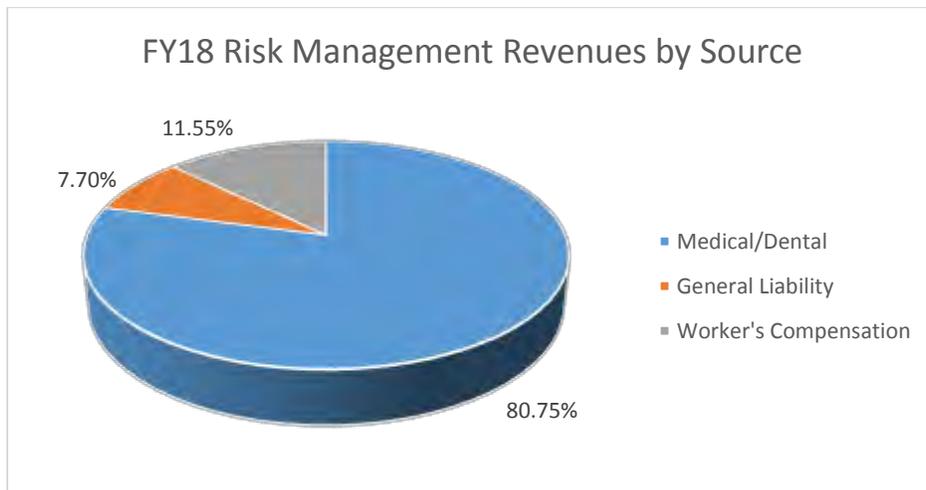
	2015-16 Actual	2016-17 Estimated	2016-17 Budget	2017-18 Budget
BEGINNING FUND BALANCE	\$2,517,092	\$1,603,951	\$1,603,951	\$83,079
CURRENT REVENUES				
Medical/Dental	\$8,721,620	\$8,715,146	\$8,854,100	\$10,534,004
General Liability	877,874	877,874	890,000	990,969
Workers' Compensation	1,488,475	1,474,288	1,460,000	1,515,000
Insurance Claim Recovery	248,480	390,463	300,000	320,000
Interest Income	22,117	24,416	0	20,000
TOTAL CURRENT REVENUES	\$11,358,566	\$11,482,187	\$11,504,100	\$13,379,973
TOTAL FINANCING SOURCES	\$13,875,658	\$13,086,138	\$13,108,051	\$13,463,052
EXPENDITURES				
Administration	\$602,954	\$565,410	\$559,232	\$552,108
Benefits	3,093,879	3,329,969	3,309,342	3,362,918
Medical/Dental Claims	5,386,956	5,800,000	5,500,000	6,120,000
General Liability	943,754	1,131,179	978,589	978,589
Workers' Compensation	1,054,209	986,845	986,845	986,845
Health and Wellness	209,761	235,869	298,461	305,548
Clinical Services	551,189	463,344	577,801	583,522
GF Administrative Fee	429,005	490,443	490,443	490,443
TOTAL EXPENDITURES	\$12,271,707	\$13,003,059	\$12,700,713	\$13,379,973
ENDING FUND BALANCE	\$1,603,951	\$83,079	\$407,338	\$83,079

RISK MANAGEMENT FUND

OVERVIEW

Revenues

	2015-16 Actual	2016-17 Estimated	2016-17 Budget	2017-18 Budget
Medical/Dental				
Insurance Claim Recovery	\$168,103	\$ 300,588	\$250,000	\$250,000
Self-Funding Insurance	8,580,747	8,582,622	8,714,100	10,389,804
Life Insurance	140,873	132,524	140,000	144,200
Interest	17,344	19,340	0	20,000
Subtotal Revenue	\$8,907,067	\$9,035,074	\$9,104,100	\$10,804,004
General Liability				
Self-Funding Insurance	\$877,874	\$877,874	\$890,000	\$990,969
Auto Claim Recovery	18,180	16,198	30,000	30,000
G/L Claim Recovery	1,855	27,179	10,000	10,000
Interest	3,021	3,201	0	0
Subtotal Revenue	\$900,930	\$924,452	\$930,000	\$1,030,969
Worker's Compensation				
Self-Funding Insurance	\$1,488,475	\$1,474,288	\$1,460,000	\$1,515,000
WC Claim Recovery	60,342	46,498	10,000	30,000
Interest	1,752	1,875	0	0
Subtotal Revenue	\$1,550,569	\$1,522,661	\$1,470,000	\$1,545,000
Total Revenue	\$11,358,566	\$11,482,187	\$11,504,100	\$13,379,973



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 \$350,000 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 \$350,000. 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	2017-18 Budget		Increase/(Decrease) from 2016-17 Budget	
	Amount	%	Amount	%
	Medical/Dental	10,804,004	80.75	1,699,904
General Liability	1,030,969	7.70	100,969	10.86
Workers' Compensation	1,545,000	11.55	75,000	5.10
TOTAL	\$13,379,973	100.00	1,875,873	16.31

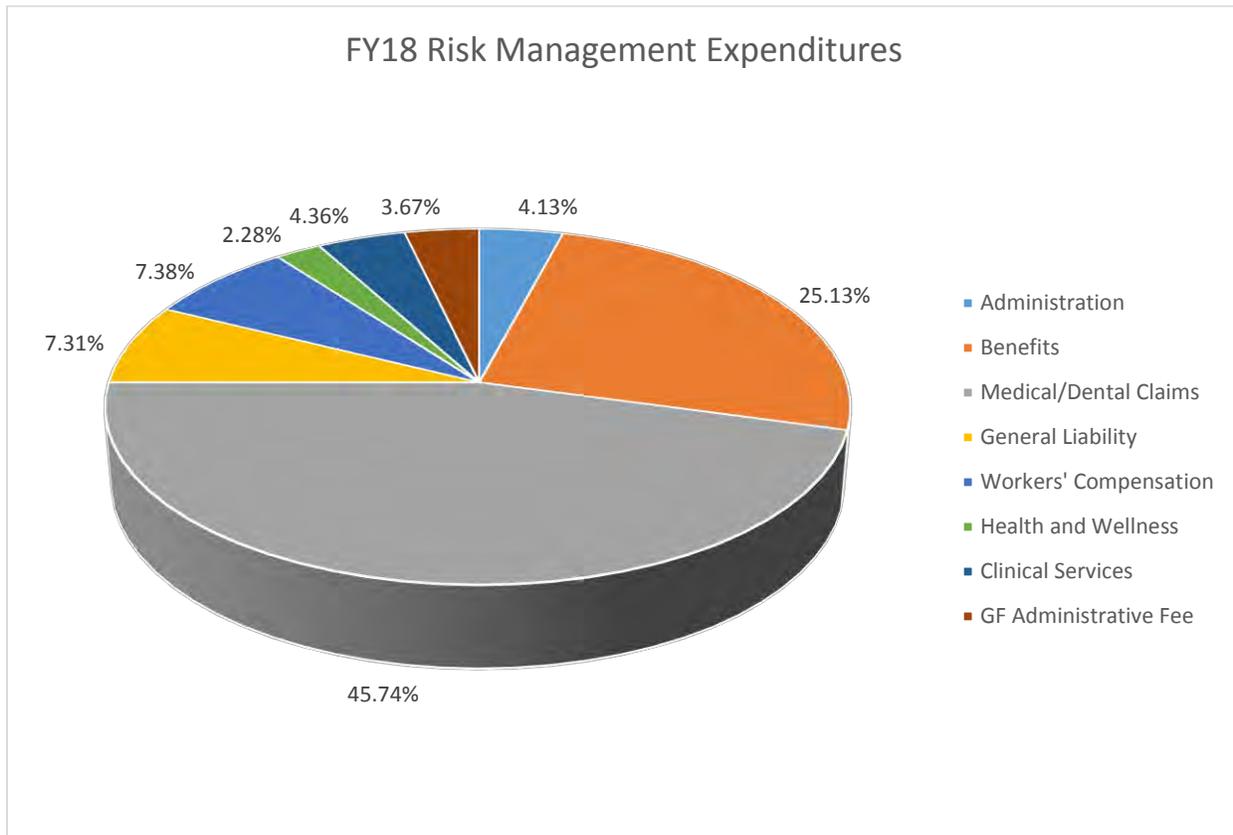
The 2017-18 projected revenue totals is \$13,379,973. Medical/Dental is the largest source of revenue for this fund and is projected at \$10,534,004, comprising 80.78% of all fund revenue. Due to the increased cost of Medical Claims in FY17, it was necessary to increase medical premiums by 15%. The City employees, retirees, and the contribution from the General Fund will result in \$1.68 million in additional revenue. Worker's Compensation and General Liability follow, making up 11.55% and 7.70% of fund revenues, respectively.

RISK MANAGEMENT FUND

OVERVIEW

Expenditures by Classification

	2015-16 Actual	2016-17 Estimated	2016-17 Budget	2017-18 Budget
Administration	\$602,954	\$565,410	\$559,232	\$552,108
Benefits	3,093,879	3,329,969	3,309,342	3,362,918
Medical/Dental Claims	5,386,956	5,800,000	5,500,000	6,120,000
General Liability	943,754	1,131,179	978,589	978,589
Workers' Compensation	1,054,209	986,845	986,845	986,845
Health and Wellness	209,761	235,869	298,461	305,548
Clinical Services	551,189	463,344	577,801	583,522
GF Administrative Fee	429,005	490,443	490,443	490,443
Total Expenditures	\$12,271,707	\$13,003,059	\$12,700,713	\$13,379,973



RISK MANAGEMENT FUND

OVERVIEW

Expenditures

The total projected expenditures for the 2017-18 fiscal year is anticipated to increase by \$679,260 over the 2016-17 adopted budget. The following is a comparative summary of expenditures by classification.

Classification	2017-18 Budget		Increase/(Decrease) From 2016-17 Budget	
	Amount	%	Amount	%
	Administration	\$552,108	4.13	(\$7,124)
Benefits	3,362,918	25.13	53,576	1.62
Medical/Dental Claims	6,120,000	45.74	620,000	11.27
General Liability	978,589	7.31	0	0.00
Workers' Compensation	986,845	7.38	0	0.00
Health & Wellness	305,548	2.28	7,087	2.37
Clinical Services	583,522	4.36	5,721	0.99
GF Administrative Fee	490,443	3.67	0	0.00
TOTAL	\$13,379,973	100.00	\$679,260	5.35

In 2017-18, 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 5.35%. The Administration budget for the upcoming fiscal year is \$552,108, down \$7,124 from last year's number.

The Benefits Division will realize a net increase of \$53,576, a 1.62% increase compared to the previous year's budget. The Medical/Dental Claims within the Benefits Division is budgeted at \$6,120,000, an increase of \$620,000, or 11.27%. This increase for the FY18 budget has resulted from the consistent escalation in the cost of benefits.

The budget for General Liability is \$978,589 is the same compared to last year's budget. The budget for Workers' Compensation will also remain the same compared to last year's budget.

The Health and Wellness division will experience a slight budgetary increase of \$7,087 in 2017-18, up 2.37% compared to the previous year. These increases will supply new fitness equipment and training supplies, and additional professional services.

RISK MANAGEMENT FUND

OVERVIEW

The Clinical Services budget for the upcoming fiscal year will be \$583,522, an increase of \$5,721, or 0.99%, compared to last year's budget. The increase is attributed to the 3% cost of living increase for personnel, and other 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 2017-18, the General Fund Administrative Fee will be \$490,443.

Fund Balance

In 2015-16, the actual ending fund balance for the Risk Management Fund was \$1,603,951. In 2016-17, the estimated fund balance was \$83,079, a \$1,520,872, or 94.82%, decrease compared to the previous year's actual balance. In 2017-18, revenues are projected at \$13,379,973, and expenditures are estimated at \$13,379,973, resulting in an ending fund balance of \$83,079.

Capital Outlay

Fund and Department/Division	Item	Item Total	Total
<u>RISK MANAGEMENT FUND</u>			
Family Health Benefits	Office Equipment	<u>\$2,368</u>	\$2,368
Health and Wellness	Machinery and Equipment	\$38,860	
	Data Processing Equipment	<u>3,500</u>	
	Subtotal Health and Wellness		\$42,360
Clinical Services	Data Processing Equipment	<u>\$10,000</u>	
	Subtotal Clinical Services		\$10,000
TOTAL CAPITAL OUTLAY – RISK MANAGEMENT FUND			\$54,728

City of Odessa

FY 2017-18

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

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

FY2017 ACCOMPLISHMENTS

- Issued 14,671 EOB's and 7,750 checks totaling \$5,597,992.75 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: 3/29/2017

Case Range: FHP00 - FHP12

Run Date Range: 1/1/2016 - 12/31/2016

Case	Format	# of EOB's	Status	# of Checks	Check Amt
FHP00	COO	203	Check	160	68,814.11
			Void	3	-373.68
Check Format: COO		203		163	68,440.43
Totals for Case #: FHP00		203		163	68,440.43
FHP11	COO	14,335	Check	7,417	5,515,437.90
			Refund	34	-9,006.37
			Stop Pay	5	-785.24
			Void	14	-10,673.94
Check Format: COO		14,335		7,470	5,494,972.35
Totals for Case #: FHP11		14,335		7,470	5,494,972.35
FHP12	COO	133	Check	116	35,663.73
			Refund	1	-1,083.76
Check Format: COO		133		117	34,579.97
Totals for Case #: FHP12		133		117	34,579.97
Report Total		14,671		7,750	5,597,992.75

HIGHLIGHTS OF BUDGET CHANGES

FY 2015-2016 Total Expenditures=\$12,271,707

FY 2016-17 Total Expenditures= \$12,700,713

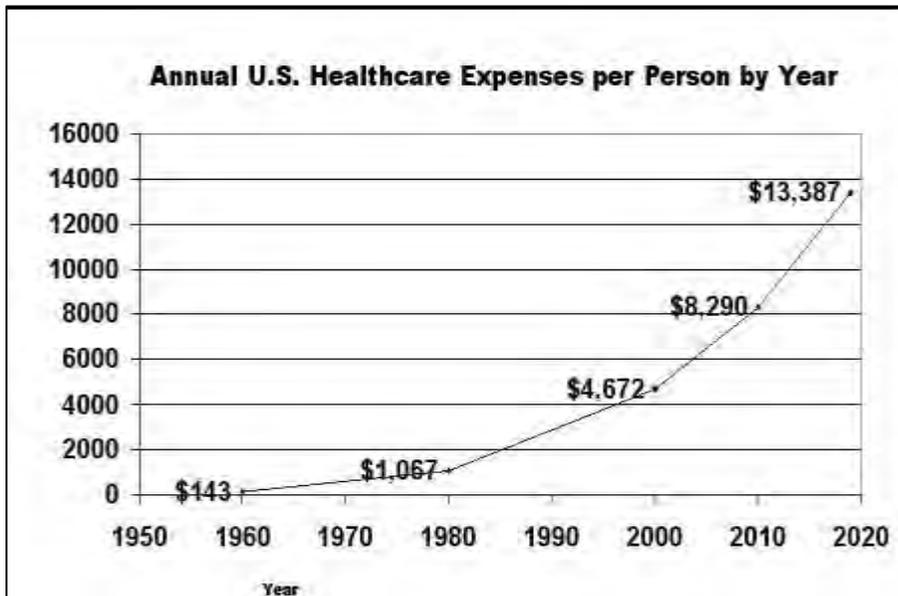
CONTACT INFORMATION

Darrell Wells-Director
 Risk Management
 432-335-4697
dwells@odessa-tx.gov

RISK MANAGEMENT

GOALS AND PERFORMANCE MEASURES

GOAL	OBJECTIVE	PERFORMANCE MEASURE	FY2015-16 ACTUAL	FY2016-17 ESTIMATE	FY2017-18 TARGET
Continue developing Direct Provider Network./ (Service)	Renew/reneegotiate all insurances without increases.	Percentage of Risk Management Expenditures to Total City Budget	5.68%	6.30%	6.37%
Continue maintaining control over costs./ (Direction)	Identify Preventable Vehicular Accidents	At Fault Motor Vehicle Accidents	14	8	10
	Track losses due to Lost Work Days	Workers' Compensation Lost Work Days	1055	1100	1125
		Workers' Compensation Expenditures per Lost Work Day	\$345	\$290	\$244
	Track Employee Insurance Claims	Average Cost Per Medical/Dental/Rx Claims per Member per Year	\$2,528	\$2,700	\$2,950



RISK MANAGEMENT

EXPENDITURES BY CLASSIFICATION-ADMIN

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$424,411	\$367,630	\$365,600	\$372,413
Supplies	24,670	34,954	30,806	30,806
Services	153,873	162,326	162,326	148,389
Maintenance	0	500	500	500
Capital Outlay	0	0	0	0
GF Administrative Fee	<u>429,005</u>	<u>490,443</u>	<u>490,443</u>	<u>490,443</u>
Total Expenditures	\$1,031,959	\$1,055,853	\$1,049,675	\$1,042,551

PERSONNEL BY JOB TITLE

	2015-16 FISCAL YEAR	2016-17 FISCAL YEAR	2017-18 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	<u>1</u>	<u>1</u>	<u>1</u>
Total Personnel	15	15	15

RISK MANAGEMENT

BENEFITS/MEDICAL & DENTAL CLAIMS

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$357,153	\$357,908	\$337,460	\$364,286
Supplies	11,454	13,693	13,514	13,514
Services	1,804,204	1,916,600	1,916,600	1,916,600
Maintenance	14,566	9,000	9,000	9,000
Capital Outlay	2,368	2,368	2,368	2,368
Insurance Requirements	<u>6,291,090</u>	<u>6,830,400</u>	<u>6,530,400</u>	<u>7,177,150</u>
Total Expenditures	\$8,480,835	\$9,129,969	\$8,809,342	\$9,482,919

HEALTH AND WELLNESS

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$154,323	\$150,630	\$152,977	\$149,414
Supplies	15,545	15,998	47,425	42,425
Services	27,656	18,141	36,283	41,933
Maintenance	12,237	34,339	29,416	29,416
Capital Outlay	<u>0</u>	<u>16,761</u>	<u>32,360</u>	<u>42,360</u>
Total Expenditures	\$209,761	\$235,869	\$298,461	\$305,548

GENERAL LIABILITY EXPENDITURES

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$24,652	\$14,388	\$14,388	\$14,388
Supplies	0	0	0	0
Services	0	0	0	0
Maintenance	0	0	0	0
Capital Outlay	0	0	0	0
Insurance Requirements	<u>919,102</u>	<u>1,116,791</u>	<u>964,201</u>	<u>964,201</u>
Total Expenditures	\$943,754	\$1,131,179	\$978,589	\$978,589

RISK MANAGEMENT

WORKER'S COMPENSATION EXPENDITURES

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 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	<u>1,054,209</u>	<u>986,845</u>	<u>986,845</u>	<u>986,845</u>
Total Expenditures	\$1,054,209	\$986,845	\$986,845	\$986,845

CLINICAL SERVICES

	2015-16 ACTUAL	2016-17 ESTIMATED	2016-17 BUDGET	2017-18 BUDGET
Personal Services	\$310,757	\$307,214	\$307,174	\$312,572
Supplies	182,480	99,020	190,600	184,600
Services	57,933	57,110	67,527	73,850
Maintenance	19	0	2,500	2,500
Capital Outlay	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>10,000</u>
Total Expenditures	\$551,189	\$463,344	\$577,801	\$583,522

City of Odessa

FY 2017-18

Adopted Budget

Appendix

APPENDIX

DEBT RATIO CALCULATION

Ratio of Annual Debt Service Expenditures for General Bonded Debt to Total General Expenditures Ten Year Period Ended September 30, 2016

Fiscal Year	Total Current General Fund Expenditures	Total Debt Service Expenditures	Percentage	\$ Ratio
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
2016-17	\$93,016,399	\$6,961,415	7.48%	\$13.36 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, 2016

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
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
2015-16	114,597	\$7,269,130,057	\$69,055,000	\$704,006	0.95%	\$603

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. 2017R-103

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, 2017 THROUGH SEPTEMBER 30, 2018, 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, 2017 and ending September 30, 2018, 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, a 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, 2017 and ending September 30, 2018, 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 2nd 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, 2017 and ending September 30, 2018.

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 12th day of September, A.D., 2017, by the following vote:

Malcolm Hamilton	AYE
Dewey Bryant	AYE
Barbara Graff	AYE
Michael Gardner	AYE
Filiberto Gonzales	AYE

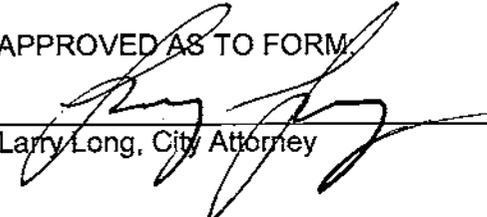
Approved the 12th day of September, A.D., 2017.


David R. Turner, Mayor

ATTEST:


Norma Aguilar-Grimaldo, City Secretary

APPROVED AS TO FORM.


Larry Long, City Attorney



BUDGET SUMMARY

Financing Sources:	Total All Funds
Beginning Fund Balance	\$63,185,586
Less Required Reserves	22,329,748
Available Fund Balance	\$40,855,838
CURRENT REVENUES:	
Property Tax	\$35,165,891
Sales Tax	30,765,079
Franchise/Gross Receipts	7,398,500
Other Operating Revenues	34,277,295
Water and Sewer	49,528,550
Rental Revenue	18,673,953
Interest Income	311,000
Intergovernmental	11,977,794
Other Revenue	18,082,268
Administrative Transfers	0
General Fund	297,000
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
Total Current Revenues	\$210,925,772
Total Financing Sources	\$251,781,610
CURRENT EXPENDITURES:	
Personal Services	\$78,876,682
Supplies	24,326,209
Services	37,011,865
Maintenance	12,352,407
Capital Outlay	2,526,064
Other Requirements	19,437,804
Debt Service/Lease	13,723,275
Insurance Requirements	9,128,196
Outside Agencies	3,044,920
Transfers Out	438,479
Total Current Expenditures	\$200,865,901
Capital Outlay-Replacement	
Total Expenditures	\$207,195,872
Ending Available Balance	\$44,585,738
Plus Required Reserves	22,329,748
Ending Fund Balance	\$66,915,486

ORDINANCE NO. 2017-43

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 2017 TAX YEAR AND THE 2017-2018 FISCAL YEAR; ESTABLISHING THE AD VALOREM TAX RATE OF 49.3248 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, 2017.

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, 2017 and ending September 30, 2018; 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 49.3248¢ 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 2017 tax year and the 2017-2018 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 49.3248¢ on each One Hundred Dollars (\$100.00) property valuation, said tax levied for and apportioned to the following specified purposes:

- (1) The rate of 9.6495¢ 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 2013 Certificates of Obligation, plus 2006, 2009, 2012, 2014, and 2015 Refunding Issues.
- (2) The rate of 39.6753¢ 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.

THE TAX RATE WILL EFFECTIVELY BE RAISED BY FOUR AND EIGHT HUNDRED FIFTEEN THOUSANDTHS PERCENT (4.815%) AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY TWENTY TWO DOLLARS AND SIXTY-SIX CENTS (\$22.66).

THIS BUDGET WILL RAISE MORE TOTAL PROPERTY TAXES THAN LAST YEAR'S BUDGET BY \$2,165,832 OR 8.38%, AND OF THAT AMOUNT, \$557,309 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 25, 2017, 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 26, 2017, 6:00 p.m., Texas Tech Health Sciences Center Auditorium, Suite 1A08, 800 W. 4th Street, Odessa, Texas, and such notice shall be published. Section 6 is effective on September 26, 2017.

Section 7. That this ordinance shall go into effect on October 1, 2017.

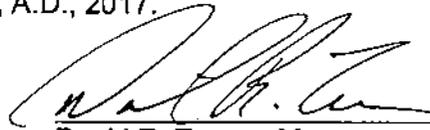
The foregoing ordinance was first approved on the 25th day of September, A.D., 2017, by the following vote:

Malcolm Hamilton	ABSENT
Dewey Bryant	AYE
Barbara Graff	AYE
Michael Gardner	NAY
Filiberto Gonzales	AYE

The foregoing ordinance was adopted on second and final approval on the 26th day of September, A.D., 2017, by the following vote:

Malcolm Hamilton	ABSENT
Dewey Bryant	AYE
Barbara Graff	AYE
Michael Gardner	NAY
Filiberto Gonzales	AYE

Approved this the 26th day of September, A.D., 2017.



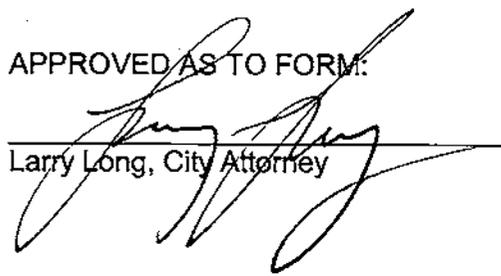
David R. Turner, Mayor

ATTEST:



Norma Aguilar-Grimaldo, City Secretary

APPROVED AS TO FORM:



Larry Long, City Attorney



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.

Bond Discount: A reduction of the face amount of bonds payable.

Bond Premium: An addition to the face amount of bonds payable.

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.

APPENDIX

GLOSSARY

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

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 unleave 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.

APPENDIX

GLOSSARY

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.)

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.

APPENDIX

GLOSSARY

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

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.

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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.

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.

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GLOSSARY

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.

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.

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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.

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.

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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.

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

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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

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

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ACRONYMS

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

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ACRONYMS

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

City of Odessa

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Adopted Budget

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