

City of Weatherford, Texas

FY17 Proposed General City Budget

As presented on August 9, 2016 to
the Weatherford City Council.

This budget will raise more total property taxes than last year's budget by \$704,000, or 11.1%. Of that amount, \$185,345 is tax revenue to be raised from new property added to the tax roll this year.

Dollars raised from the proposed tax increase over the effective rate would total \$470,000, or 7.4% over the FY16 revenue.

For more information, visit <http://www.weatherfordtx.gov>

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FY17 Proposed Budget City Manager's Message

August 9, 2016

To: Honorable Mayor and Weatherford City Council Members

In accordance with Chapter 102 of the Local Government Code and the City of Weatherford Code of Ordinances, Title 1, Chapter 8, Section 1-8-5 (g), the FY17 proposed budget is hereby submitted for review and consideration. The budget that follows will provide for operations and maintenance of the City of Weatherford from October 1, 2016, through September 30, 2017. It has been developed under the principles and guidance of sound budgeting practices. Said practices assure that revenues are realistically estimated to cover the cost of essential services while leaving a prudent amount of fund balance for emergency or unforeseen circumstances.

Purpose of the Budget

This proposed budget serves as the Annual Operating Plan of the City of Weatherford. It establishes levels of service, determines the allocation of municipal resources, and acts as an operational tool and planning guide. Most importantly, it is a statement about the values and goals of our community. The budget process is the primary time during which staff, citizens, and the City Council engage in a conversation about how to allocate our limited resources towards the objectives that have been laid out.

For several years, Weatherford has made structural improvements and revenue enhancements designed to both make up the ground the City lost with the Great Recession while also planning adequately for all foreseeable future costs. The major results of these actions have been employee raises and market adjustments, strategic improvements to parks and street maintenance, dedicated stormwater funding, the creation of Weatherford's first Tax Increment Reinvestment Zone, beginning a fleet rotation schedule, and planning for major retiree costs that are slated on the horizon. These actions are emblematic of staff's and Council's passion to see Weatherford continue to grow and prosper in a financially sound manner. This FY17 budget proposal aims to continue the spirit of those actions, ensuring that the progress already made continues through the next several years.

As we entered this fiscal year, the City was on the fourth year of its newly adopted Strategic Plan. This plan was the outcome of months of evaluation of the City's strategic position following years of budget cuts and has been used to chart a new course for Weatherford. In February of this year, staff engaged Council to update and clarify this plan in preparation for the budget process. A brief graphic of the plan is as follows:

City Manager's Transmittal Letter

Focus Areas ->	Communicate with Citizens	Concentrate on Infrastructure	Re-Align Funding Sources	Control our Own Destiny (Plan for Future)	Improve Marketability	Ensure Sustainable Services
Stated Goals						
Conduct a Citizen Survey	X					X
Upgrade Infrastructure		X				X
Convene a Capital Advisory Committee	X	X		X		
Evaluate Resources put toward "Non Resident" Services			X	X		X
Prepare a New Comprehensive Plan		X		X		X
Explore New Revenue Opportunities			X			X
Focus on Developing Downtown, 1 st Monday, and York Avenue				X	X	
Improve Tourism and Marketing				X	X	
Ensure Quality Development				X	X	
Focus on Internal Needs						X
Focus on Transportation		X				
Revitalize the Library						X

While current resources are unable to make headway on all priorities, the FY17 proposed budget does touch on a number of them, with a major focus on planning for the City's internal needs and maximizing its funding structure.

This submission offers three proposals to continue our focus on the City's internal needs. In brief, those are to (1) increase the funding for our newly created fleet rotation, (2) reserve a portion of the General Fund's ample balance to alleviate approximately 60%-65% of the costs associated with the City's substantial number of employees currently eligible for retirement, and (3) implement a tax increase dedicated to creating ongoing capital cash-funding for upcoming needs. Other focused include increased facilities maintenance, keeping street maintenance services consistent, implementing a mostly non-recurring compensation package for employees, and continuing the development of the First Monday grounds at Heritage Park.

City Manager's Transmittal Letter

Budget Overview

Budgeted expenditures for all funds of the City of Weatherford for FY17 total \$48,098,950, and are allocated as follows:

Group	Proposed Budget	% of Total
General Fund	\$31,122,829	65%
Debt Service Fund	\$7,495,328	16%
Stormwater Utility Fund	\$3,240,730	7%
Solid Waste Fund	\$2,967,225	6%
Special Revenue Funds	\$2,722,838	5%
Capital Projects Funds	\$550,000	1%
	\$48,098,950	100%

The General Fund, accounting for 65% of the total budget, funds the primary operating departments of the City, including police, fire, street maintenance, parks and recreation, libraries, and various other community services and administrative offices. The Capital Projects funds, accounting for approximately 1%, appropriates funding for continued development of First Monday grounds at Heritage Park and Weatherford's Hike and Bike trail, paid for through landfill royalties. Funds budgeted for capital projects do not re-appropriate funds already obligated for particular projects by City Council. Funds presented in this budget for appropriation are unobligated funds that are not already appropriated and under construction. The annual debt service requirements on the City's general obligation debt make up 16% of proposed expenditures. Operation of solid waste collections, stormwater utility, Chandor Gardens, and various other funds make up the remaining 18% of the budget.

Budget Process Methodology

The FY17 budget process remains largely unchanged from last year. Departments were directed to submit a line-item budget that held their costs at the same operational level that was adopted in the current budget and submit any requests above that amount individually, with justification, and ranked according to their priorities.

In preparing their budget requests, staff was directed to keep the aforementioned strategic priorities of the City Council in mind.

Major Proposals

Retiree Funding

With this budget proposal, the General Fund will end with over 120 days of total fund balance, although staff is proposing a significant modification: to reserve \$1.5 million of this fund balance for future retiree costs. This would functionally reduce Council's preferred 120-day "rainy day" reserve to a 100-day reserve. At Council's direction, staff can make building this reserve back to 120 days a priority for future years. However, the City's immediate need for these funds is to utilize them for our projected retiree

City Manager's Transmittal Letter

liability. Doing this would effectively fund close to 85% of the total projected cost through 2018, and greatly reduce the operating pressure this liability has been putting on the fund.

Property Tax Increase for Capital Planning

Property taxes in this budget would increase a total of \$704,000 for maintenance & operations, and \$51,700 for interest & sinking (debt service). This increase comes from a proposed tax increase of 2.5 cents over the published effective rate, and 3.497 cents over the FY16 rate. In most instances, a City's effective tax rate (i.e. the rate a City would have to charge properties that existed on both tax rolls to receive the same amount of revenue in both years) would be at least equal to or marginally lower than the current fiscal year's rate, indicating that property values increased year-over-year. In the case of Weatherford, however, the aggregate values on properties that existed on both of those rolls actually decreased almost 1% from FY16 values. This means that City Council would have to approve a rate higher than the current rate in order to raise the same revenue from properties that existed in both years. In addition to this, staff is recommending that Council approve a tax rate that is a further 2.5 cents higher than the effective rate. The revenue from this increase would be used to first purchase two pieces of land for the future expansion of City Hall and the Police Department in FY17. This revenue would be used in later years to cash fund similar capital projects, such as facility renovations, dispatch upgrades, and large vehicle/equipment replacements. Combined with Weatherford's sales tax increment (i.e. the amount of sales tax considered non-recurring and available for one-time items), the City would make significant headway on cash-funding its forthcoming capital needs, similar to recent actions Council took with the Utility Fund.

Continued Vehicle Rotation Funding & Sales Tax Projections

For FY17, staff has chosen to hold Weatherford's sales tax flat at its FY16 level. There are a few reasons for this. First, while the trajectory for FY16 has been positive, it still represents a significant slowing from FY15. Maintaining sales tax at its current budgeted level for next fiscal year is financially prudent, and consistent with Weatherford's value of being financially conservative. Second, while the newly created Tax Increment Reinvestment Zone is bringing "big box" stores into Weatherford's limits, it is unknown to what extent this will change the landscape of the City's largest revenue stream. To be sure, these stores will bring new revenue into the City, but it is entirely possible that a portion of their business will be taken from existing stores within city limits. To say this another way, a portion of a new store's business may cause a slight decrease in a like store's business. While this would likely still yield a net increase to sales tax revenues, the quantity of that increase is difficult to project and rely on at this point. It therefore follows Weatherford's fiscally conservative principles to hold off on relying on any increases here from new development for FY17.

Regardless, the fact that Weatherford looks to be meeting its sales tax projections for FY16 means that the City can continue the second year of its fleet funding schedule. A further \$600,000 in vehicles will be replaced in FY17, and ongoing dollars are being allocated to ensure the next round of replacements will be fully funded. After this year, a full 17 vehicles will have been placed on the fleet rotation.

City Manager's Transmittal Letter

Staffing and Compensation

Given the lack of operational capacity in this fiscal year, staff was instructed to hold-the-line on new positions. Accordingly, this proposal includes no new full-time positions. With many staffing needs across the City, however, Council should be prepared for new position requests in the years following FY17.

Similarly, this proposal does not include an ongoing salary increase for employees, other than some strategic position reclassifications. It does offer a non-recurring 2% bonus for employees, but that increase is not slated to continue past FY17. Staff's hope is that this will help keep compensation competitive with surrounding cities, albeit temporarily, until further recurring resources are identified for a long-term compensation solution. The same philosophy was used in considering increases to health insurance. The rates staff received from the City's health insurance provider indicated a 7%-8% increase in costs across the board. Staff is requesting that this increase be funded on a mostly non-recurring basis, giving administration time to formulate a long-term solution without significantly impacting employee benefits, and also giving employees advanced notice of any potential changes coming after this fiscal year. The one recurring component of this package is to keep dental benefits level with FY16, requiring a modest \$21,000 in ongoing funding.

Revenue enhancements

Other than the requested property tax increase, staff is working on two initiatives that will help maximize existing revenues in the General Fund and the Hotel Tax Fund. The City has been working with Petty & Associates to review Planning and Development fees in order to ensure that they are competitive and reasonable, while recouping as much of that Department's costs as possible. This review is currently taking place, and staff hopes to have a conclusion and recommendation going forward before the beginning of FY17. If that timeline is maintained, the Budget Office will make the necessary modifications to our proposed budget to incorporate any changes in revenue.

Additionally, staff has begun working with MuniServices, the City's sales tax and hotel tax reporting contractor, to perform audits on hotels within Weatherford's limits. These audits will ensure that the proper amount of hotel taxes are being collected from Weatherford's lodging establishments. Staff expects these actions to have a positive effect on the revenue coming in to the Hotel Tax Fund.

Looking Forward

Although a lot will be accomplished through this proposal, there is still much to be done. A property tax increase is always a difficult item to discuss, but it is integral for Weatherford's operational and capital health. The 2.5 cent increase over the effective rate would represent an approximately \$35 annual increase in the average homeowner's tax bill, and it would provide the City with funds for much-needed facility maintenance and improvements. Any cash gained from this action would also offset possible future debt financing needs.

With Weatherford's recent action to control sales tax reliance and plan for fleet rotation funding, staff's opinion is that a portion of the General Fund's 120-day fund balance could be put to better use as a

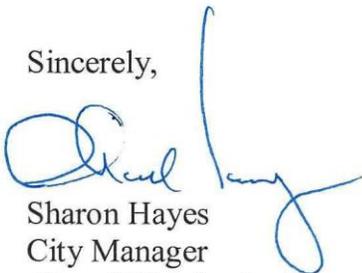
City Manager's Transmittal Letter

reserve for retiree compensation. As employees retire and are paid for their accrued sick and vacation time, this reserve would ease the impact of those payments. The proposed \$1.5 million reserve would satisfy these needs for the next several years, and functionally take care of over 80% of the total projected need for retiree compensation through 2018. As the large number of eligible employees retire and the City meets its obligation to them, the ongoing need for this reserve will diminish greatly, and retirement costs will normalize. For now, staff's proposal represents a major step in the right direction.

Current employee compensation is also an issue that will not go away anytime soon. Attempting to contain health insurance costs are an important part of maintaining Weatherford's financial health, but future budgets will have to weigh the cost of that insurance with the cost of employee retention. Similarly, although pay increases cannot be expected every year, a long-term compensation plan must be considered in order to aid employee retention in future years.

In conclusion, I wish to thank each department director and supervisor who spent many hours in the preparation of this budget. I especially wish to thank Assistant City Manager James Hotopp and Chief Financial Officer Brad Burnett, both of whom provided invaluable assistance during this process. The City of Weatherford has achieved great things during the current fiscal year. With the leadership of the City Council, we will continue taking steps in the right direction toward providing outstanding services at the best possible cost, and we respectfully submit this budget for consideration.

Sincerely,



Sharon Hayes
City Manager
City of Weatherford
Weatherford, Texas

Service-Area Summary

City of Weatherford
FY17 Program of Services

Service Area Summary

	Actual FY14	Actual FY15	Adopted FY16	Projected FY16	Proposed FY17
Internal Services					
Organizational Management					
City Administration	640,697	845,929	1,185,547	1,164,201	709,855
City Attorney	126,981	82,833	151,490	128,117	137,490
City Council	47,926	140,685	133,034	125,729	68,410
Finance					
Administration	221,613	244,646	245,763	254,580	269,056
Accounting	260,721	285,915	373,971	351,952	364,571
Management & Budget	118,135	121,039	123,012	159,303	198,765
Human Resources	345,454	353,783	377,423	384,747	398,503
*Non Departmental	664,465	336,443	840,006	878,969	785,176
Total Organizational Management	2,425,992	2,411,271	3,430,246	3,447,598	2,931,824
Asset Management					
Information Technology	1,685,771	2,032,492	2,167,765	2,171,420	1,943,281
Municipal & Community Services					
Facilities Maintenance	589,701	765,307	779,110	767,731	865,541
Vehicle Replacement Fund	-	-	604,071	604,071	596,560
Fleet Maintenance	165,211	160,238	234,645	201,671	177,138
Total Asset Management	2,440,682	2,958,037	3,785,591	3,744,893	3,582,520
Total Internal Services	4,866,675	5,369,309	7,215,837	7,192,491	6,514,345
External					
Growth & Development					
Economic Development	174,253	178,327	240,796	225,728	244,296
City Administration					
Public Relations	-	-	-	-	118,623
Planning & Development - General Fund	790,270	806,394	1,064,041	1,030,372	883,833
Main Street Program	64,101	28,567	63,443	55,972	76,045
Total Growth & Development	1,028,624	1,013,288	1,368,280	1,312,072	1,322,797
Infrastructure					
Transportation & Public Works					
Administration	375,631	425,298	508,049	548,687	511,593
Field Services	154,178	156,294	235,727	191,035	87,761
Traffic	204,293	180,738	207,920	224,383	222,351
Streets	2,611,057	2,830,163	2,819,121	2,779,847	2,802,804
Storm Water Utility	389,082	335,124	1,260,500	2,236,114	3,240,730
Capital Projects	4,136,314	4,673,486	1,888,925	2,422,872	-
Total Infrastructure	7,870,554	8,601,103	6,920,242	8,402,938	6,865,239

City of Weatherford
FY17 Program of Services

Service Area Summary

	Actual FY14	Actual FY15	Adopted FY16	Projected FY16	Proposed FY17
Community Quality					
Library					
Library	1,094,894	1,066,618	1,072,959	1,051,980	1,081,974
Tech Services Grant	10,008	-	-	-	-
PEACH Grant	48,873	18,946	38,394	38,394	-
Library Special Revenue	12,811	25,131	30,750	33,450	144,750
Permanent Library Fund	100	-	13	13	129
Municipal & Community Services					
Administration	156,532	168,827	120,464	136,076	-
Parks & Recreation					
First Monday	135,638	156,198	-	-	-
Parks & Properties	1,435,412	1,483,973	1,225,183	1,307,179	1,325,549
Recreation	459,425	512,398	631,373	588,740	617,113
Special Events (HOT Fund)	21,874	59,493	80,572	79,850	80,572
Admin (HOT Fund)	151,042	176,400	192,000	179,497	179,897
Chandor Gardens	333,360	333,544	403,672	403,110	401,237
First Monday Capital	450,000	550,000	550,000	550,000	550,000
Park Dedication	97,140	122,137	204,947	204,947	200,000
Park Special Rev	160,721	-	-	60,000	25,000
Planning & Development					
Code Enforcement	177,013	154,764	204,340	219,393	216,005
Total Community Quality	4,744,842	4,828,429	4,754,667	4,852,629	4,822,226
Public Safety					
Consumer Health	99,046	128,675	158,022	155,050	154,285
City Administration					
Emergency Management	-	-	-	-	97,392
Finance					
Municipal Court	324,936	353,102	383,840	399,128	385,079
Muni-Court Tech	2,509	5,315	15,000	15,000	50,000
Muni-Court Security	-	18,858	10,030	40,000	10,000
Juvenile Case Manager	-	-	36,487	6,526	15,662
Fire Services					
Fire Department	5,251,796	7,022,097	5,937,189	5,927,266	6,029,370
Grants	-	767	725	-	-
Animal Services					
Animal Shelter	832,495	943,288	1,089,625	1,074,757	1,166,453
Animal Shelter Fund	24,036	22,042	88,125	151,781	70,000
Municipal & Community Services					
Solid Waste	2,776,672	2,776,672	2,736,090	2,685,986	2,967,225
Police Services					
Police Department	7,324,845	7,453,103	8,139,291	8,079,835	7,928,250
Grants	33	13	3,225	3,225	-
Forfeiture Funds	48,409	175,442	255,000	359,221	386,000
Total Public Safety	16,688,448	18,904,551	18,852,650	18,897,774	19,259,715
Total External Services	30,332,469	33,347,372	31,895,839	33,465,414	32,269,977

City of Weatherford
FY17 Program of Services

Service Area Summary

	Actual FY14	Actual FY15	Adopted FY16	Projected FY16	Proposed FY17
Other Administrative Funds					
SFX Grant Fund	22,368	24,233	22,368	22,368	22,368
Aerospace Grant Fund	54,790	-	-	-	-
Beautification Fund	-	-	2,402	-	-
Debt Service	6,249,064	6,249,064	6,319,452	14,312,674	6,547,968
Total Expenditures*	41,525,366	44,989,977	45,455,898	54,992,947	45,354,659
Interfund Transfers					
General Fund					
Transfer to Chandor	35,753	35,753	35,753	35,753	35,753
Transfer to Heritage Park	-	-	45,400	45,400	48,000
Transfer to VERF	-	-	658,334	604,580	596,560
Transfer to Debt Service	119,854	-	152,000	152,000	152,000
Solid Waste					
Transfer to General Fund	346,608	346,608	346,608	346,608	346,608
Utilities/GF Admin Charges	197,681	197,681	194,882	194,882	193,165
Transfer to Capital Fund	450,000	550,000	550,000	550,000	550,000
Hotel Fund					
Transfer to Chandor	215,000	234,147	318,344	318,344	308,889
Transfer to Debt Service	132,632	128,437	128,437	128,437	550,000
All Internal & External Expenditures*					
Organizational Management	2,425,992	2,411,271	3,430,246	3,447,598	2,931,824
Asset Management	2,440,682	2,958,037	3,785,591	3,744,893	3,582,520
Growth & Development	1,028,624	1,013,288	1,368,280	1,312,072	1,322,797
Infrastructure	7,870,554	8,601,103	6,920,242	8,402,938	6,865,239
Community Quality	4,744,842	4,828,429	4,754,667	4,852,629	4,822,226
Public Safety	16,688,448	18,904,551	18,852,650	18,897,774	19,259,715
	35,199,144	38,716,680	39,111,676	40,657,905	38,784,322

*Does not include interfund transfers or other administrative funds.

General Fund Summary



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City of Weatherford
FY17 Program of Services

General Fund

The General Fund is the primary operating fund for the City of Weatherford. It is used to account for all financial resources except those required to be accounted for in another fund. This fund is accounted for on the modified accrual basis of accounting. Revenues are recorded when available and measurable, and expenditures are recorded when the liability is incurred.

Revenues are comprised of general taxes (ad valorem, sales, and franchise) , service charges, intergovernmental transfers and grants, fines, and transfers from other city funds.

These revenues finance general municipal operations, including law enforcement, fire protection, street maintenance, recreational activities, library services, plan review and permitting, human resources, financial services, and others.

City of Weatherford
FY17 Program of Services

General Fund Summary

	Actual FY14	Actual FY15	Adopted FY16	Projected FY16	Proposed FY17
Beginning Fund Balance	11,508,329	12,000,723	12,532,196	12,532,196	10,565,103
Revenues					
Property Taxes	5,501,475	6,010,925	6,424,155	6,424,155	7,128,533
Sales Taxes	10,591,223	11,303,851	11,173,000	11,173,000	11,173,000
Other Taxes	765,657	872,013	855,000	809,465	815,000
Licenses	489,768	602,127	587,608	646,782	623,417
Intragovernmental Revenue	626,683	622,580	972,103	956,618	899,794
Service Charges	1,042,242	1,110,581	979,711	1,190,550	1,150,513
Fines & Forfeitures	477,088	436,117	481,440	488,806	490,000
Miscellaneous Revenue	244,956	449,097	395,938	517,128	194,517
Transfers & Other Sources	5,355,596	6,520,792	5,313,436	5,340,289	5,243,870
Intergovernmental Services	2,080,957	2,021,338	2,148,345	2,148,345	2,174,895
Total Revenue	27,175,645	29,949,420	29,330,735	29,695,135	29,893,539
Available Resources	38,683,974	41,950,144	41,862,931	42,227,331	40,458,642
 Expenditures					
City Administration	640,697	845,929	1,185,547	1,164,201	925,869
City Attorney	126,981	82,833	151,490	128,117	137,490
Consumer Health	99,046	128,675	158,022	155,050	154,285
City Council	47,926	140,685	133,034	125,729	68,410
Economic Development	174,253	178,327	240,796	225,728	244,296
Finance	925,405	1,004,702	1,126,586	1,164,963	1,217,470
Fire Services	5,251,796	7,022,864	5,937,914	5,927,266	6,029,370
Human Resources	345,454	353,783	377,423	384,747	398,503
Information Technology	1,685,771	2,032,492	2,167,765	2,171,420	1,943,281
Library	1,153,775	1,085,563	1,111,353	1,090,374	1,081,974
Animal Shelter	832,495	943,288	1,089,625	1,074,757	1,166,453
Municipal & Community Services	911,444	1,094,372	1,134,219	1,105,478	1,042,679
Non Departmental	820,072	372,196	1,731,492	1,716,702	1,020,929
Parks & Recreation	2,030,475	2,152,569	1,856,556	1,895,919	1,942,662
Planning & Code	967,283	961,158	1,268,381	1,249,765	1,099,838
Police Services	7,328,550	7,458,293	8,142,516	8,083,060	7,928,250
Transportation & Public Works	3,345,159	3,592,493	3,770,817	3,743,952	3,624,509
Total Expenditures	26,686,582	29,450,222	31,583,538	31,407,228	30,026,269

City of Weatherford
FY17 Program of Services

General Fund Summary

	Actual FY14	Actual FY15	Adopted FY16	Projected FY16	Proposed FY17
Total Revenue	27,175,645	29,949,420	29,330,735	29,695,135	29,893,539
Total Expenditures	26,686,582	29,450,222	31,583,538	31,407,228	30,026,269
Other Adjustments					
Transfer to Veh. Repl. Fund**					(596,560)
Property Tax for Capital					(500,000)
Other Misc.	3,331	32,274		(255,000)	
Addit'l Reserve for Retirees				-	-
Ending Fund Balance	<u>12,000,723</u>	<u>12,532,196</u>	<u>10,279,393</u>	<u>10,565,103</u>	<u>9,335,813</u>
Ending Days*	159	166	136	140	123

One Time Costs	1,503,596
Sales Tax Freeze	793,000
One-Time Revenue	69,535
Ongoing Revenue	28,531,004
Ongoing Costs	<u>28,522,673</u>
Ongoing Over/(Under)	8,330

Working Day Cost Calculation

Ongoing Costs	28,522,673
Direct Revenue Offsets	
Library Grants	
Three FF's from ESD	(195,000)
Utility Patching	(150,000)
Fleet Contributions	(262,923)
ACO Agreements	(114,000)
School Resource Officers	(160,003)
Subtotal Offsets	(881,926)

Total Working Cost 27,640,747

Daily Cost 75,728.07

Balance **9,335,813**

 Retiree Reserve 1,500,000

 100 Day Reserve 7,572,807

 Available 263,006

*All ending days calculations are made based on FY17 daily cost.

**Budgeted in Non-Departmental (901)

**City of Weatherford
FY17 Program of Services**

General Fund Revenue Summary

	Actual FY14	Actual FY15	Adopted FY16	Projected FY16	Proposed FY17
Property Taxes					
110 Property Taxes - Current	5,371,601	5,898,774	6,297,603	6,297,603	7,001,981
111 Property Taxes - Delinquent	74,607	60,137	66,552	66,552	66,552
112 Penalty & Interest	55,267	52,015	60,000	60,000	60,000
Total Property Taxes	5,501,475	6,010,925	6,424,155	6,424,155	7,128,533
Sales Taxes					
125 Retail Sales Tax	10,591,223	11,303,851	11,173,000	11,173,000	11,173,000
Total Sales Taxes	10,591,223	11,303,851	11,173,000	11,173,000	11,173,000
Other Taxes					
127 Mixed Beverage Tax	92,016	94,465	80,000	94,465	100,000
131 Gross Receipts Tax	673,641	777,549	775,000	715,000	715,000
Total Other Taxes	765,657	872,013	855,000	809,465	815,000
Licenses & Permits					
207 Professional And Occupational	-	-	202	-	202
208 Solicitors	950	1,320	1,000	1,000	1,000
209 Vendor/Special Events Permits*	905	45	-	-	-
210 Blding, Structures, & Equipmnt	330,144	375,397	382,191	432,191	430,000
211 Alcoholic Beverage Permit	2,560	20,200	32,000	15,063	15,000
213 Contractor Registration Fee	-	20,945	-	14,470	-
214 Animal Return To Owner Fees	42,005	46,751	45,000	56,508	50,000
215 Animal Adoption Fees	50,263	65,263	60,000	60,000	60,000
216 Animal Owner Surrender Fee	1,867	2,990	1,200	2,395	1,200
229 Health/Food Service Classes	2,320	2,340	3,600	2,340	3,600
230 Health/Food Srvc Op. Permits	53,225	58,346	56,350	56,350	56,350
233 Credit Access Business Registration	-	-	-	400	-
235 Fire Permits	3,475	5,185	4,010	4,010	4,010
240 Mowing Violation Fee	-	550	-	-	-
299 Miscellaneous	2,055	2,795	2,055	2,055	2,055
Total Licenses & Permits	489,768	602,127	587,608	646,782	623,417
Intergovernmental Revenue					
303 State Library Grants	63,335	18,039	-	-	-
314 Bja-Bulletproof Vest Grant	3,479	5,235	-	735	-
321 Lease Grant Revenue	5,161	5,295	-	725	-
322 Library Telecom Infrastr. Grnt	-	-	35,000	35,000	-
328 SB55 Tobacco Grant	8,250	4,125	-	1,800	-
332 WISD	160,003	160,000	160,003	160,003	160,003

**City of Weatherford
FY17 Program of Services**

General Fund Revenue Summary

	Actual FY14	Actual FY15	Adopted FY16	Projected FY16	Proposed FY17
333 Parker County Library Grant	45,100	45,100	45,100	45,100	45,100
334 NCTCOG Grant	-	21,937	-	-	-
336 ESD Fees - City Fire Services	146,802	235,285	731,500	694,191	694,191
337 County Fire Agreement	61,976	72,964	-	-	-
338 TIFMAS Grant Asst Program	-	-	500	1,220	500
343 Assist To Firefighters Grant	82,339	-	-	-	-
355 DOJ LEO Task Force Obligation	17,000	18,770	-	7,089	-
356 DEO Obligation	13,287	12,061	-	4,037	-
351 TXDOT Step Wave Grant	19,950	23,769	-	6,717	-
Total Intergovernmental Revenue	626,683	622,580	972,103	956,618	899,794
Charges for Services					
403 Zoning & Subdivision Fees	15,109	19,517	15,000	29,575	25,000
404 Inspection Service Fee	59,788	11,884	86,431	144,782	10,000
405 Sale-Maps & Publications	651	1,511	651	1,955	1,500
406 Plan Review Fee	74,840	88,617	78,750	113,750	120,000
407 Certification, Photostat	5,853	8,280	5,000	-	5,000
409 County/City Animal Shltr Srvc	394,636	449,011	437,833	483,037	483,037
411 Swimming Pool Fees	94,913	100,059	92,500	92,500	100,000
412 Facility Rental Revenue	52,552	57,421	50,000	65,565	55,000
414 Cherry Park Rental Fee	-	535	-	-	-
422 First Monday Parking Fees*	20,060	14,010	-	-	-
423 Public Market Rental	115,047	119,925	110,000	110,000	110,000
425 First Monday Rental Fee*	109,317	106,828	-	-	-
426 FM Grounds Rental Other Thn FM	760	780	-	-	-
428 Athletic Activities Fee	(280)	-	1,000	1,000	1,000
429 Recreation Program Fees	66,504	53,120	70,000	53,120	53,000
431 Loading Zone Rentals	750	2,555	1,000	1,000	1,000
434 Finger Printing Fees	1,500	1,940	450	1,940	1,900
436 Lab/Testing Fees	130	802	263	263	263
441 Animal Testing/Service Fees	380	243	63	313	63
442 PEACH Festival	-	20,802	-	-	-
446 Soldier Springs PK Utility Fees	1,411	8,643	4,820	6,854	6,000
455 Street Services	15,104	40,412	-	56,217	150,000
460 Interlibrary Loan Fee	385	331	250	250	250
486 Plat Filing Fee	-	-	-	328	-
488 Health Plan Review Fee	450	500	200	1,575	1,000
490 Reinspection Fees	575	1,525	500	1,525	1,500
495 Police Overtime Reimbursements	11,808	1,330	25,000	25,000	25,000
Total Charges for Services	1,042,242	1,110,581	979,711	1,190,550	1,150,513

**City of Weatherford
FY17 Program of Services**

General Fund Revenue Summary

	Actual FY14	Actual FY15	Adopted FY16	Projected FY16	Proposed FY17
Fines & Forfeitures					
501 Fines	447,454	406,853	451,440	461,440	460,000
502 Library Fines	25,012	24,483	25,000	22,366	25,000
503 Library Title Replacement	4,111	4,572	4,500	4,500	4,500
508 Returned Check Charges	510	210	500	500	500
Total Fines & Forfeitures	477,088	436,117	481,440	488,806	490,000
Miscellaneous Revenue					
601 Interest Income	45,308	96,087	50,000	96,079	110,000
602 Net Chg In Fair Value - Invest	13,237	13,781	-	(53,924)	-
604 Sale Of Fixed Assets	29,665	58,026	27,000	179,000	-
608 Contrib From Private Source	1,136	909	-	(7,386)	-
609 Private Source Reimbursements	71,575	5,920	150,000	93,783	-
609 Traffic Control Reimbursements	-	2,570	-	-	-
611 Donations	8,535	8,087	94,287	104,017	3,550
612 Sale Of Salvage	3,301	9,840	-	251	-
615 Background Check Reimbursements	-	495	-	-	-
621 Directional Signage Program	2,655	13,444	3,684	5,000	10,000
623 Sale of Real Estate	-	136,016	-	-	-
635 Credit Card Processing Fees	-	-	-	2,304	-
636 On-Line C/C Processing Fees	-	-	-	1,100	-
638 Concessions	15,613	11,674	10,000	11,674	10,000
640 Library Sales	-	72	2,500	2,500	2,500
642 Returned Checks	-	-	-	170	-
644 Late Payment Fees	-	353	-	538	-
651 Fire - Miscellaneous	1,416	3,381	-	15	-
651 Police - Miscellaneous	-	859	-	23,540	-
651 Miscellaneous	52,514	87,585	58,467	58,467	58,467
Total Miscellaneous Revenue	244,956	449,097	395,938	517,128	194,517
Transfers & Other Sources					
806 Proceeds from Tax Notes	-	985,000	-	-	-
810 Proceeds from Lease/Purch Finan	85,080	253,924	95,000	95,000	95,000
816 Proceeds from Tax Note Premium	-	22,979	-	-	-
819 Other Non-Revenue Received	346,608	346,608	397,619	397,619	402,399
823 Transfer from Offsite Water Sale	11,851	7,113	10,000	10,000	10,000
824 Transfer from Utility System	4,898,282	4,784,824	4,802,001	4,802,001	4,736,471
850 Proceeds from Insurance	13,776	120,344	1,816	35,668	-
846 Transfer from Storm Water Utility	-	-	7,000	1	-

**City of Weatherford
FY17 Program of Services**

General Fund Revenue Summary

	Actual FY14	Actual FY15	Adopted FY16	Projected FY16	Proposed FY17
Total Transfers & Other Sources	5,355,596	6,520,792	5,313,436	5,340,289	5,243,870
Intergovernmental Services					
909 Utility Admin Service	1,924,860	1,891,917	1,994,761	1,994,761	2,021,124
910 Solid Waste Admin Service	156,097	129,421	153,584	153,584	153,771
911 Other Governmental Services	-	-	-	-	-
Total Intergovernmental Services	2,080,957	2,021,338	2,148,345	2,148,345	2,174,895
Total General Fund	27,175,645	29,949,420	29,330,735	29,695,136	29,893,539

City of Weatherford
FY17 Program of Services

Ad Valorem Revenue Summary

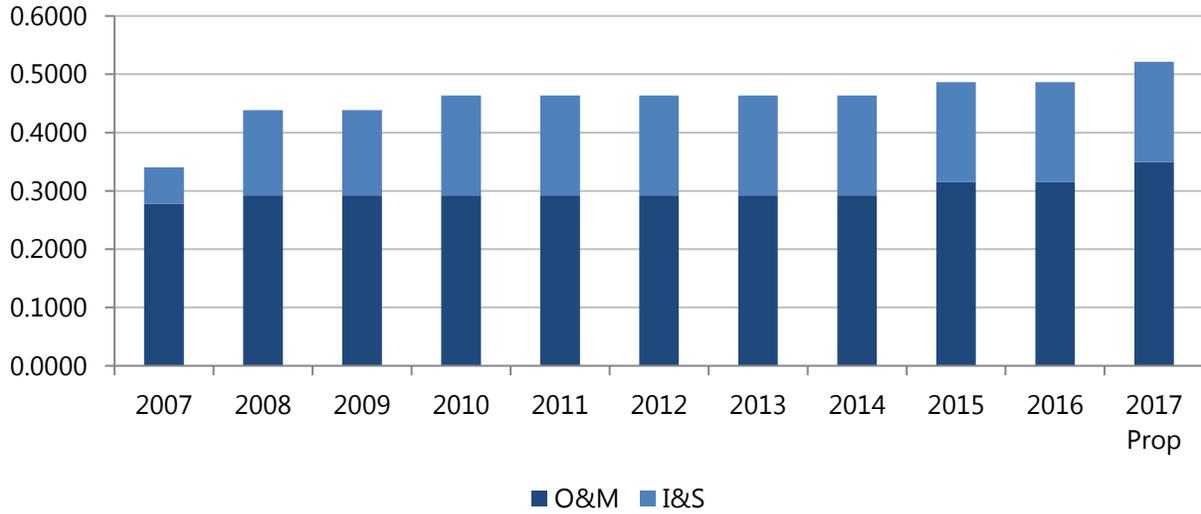
2016 Taxable Value	2,128,986,143
Less Value of Over 65/Disabled Homestead Exemptions	<u>(270,480,465)</u>
Net Taxable Value	1,858,505,678
Tax Rate per \$100	0.5213
Total Tax Levy	9,688,301
Estimated Collection Rate	98%
Estimated Collection	9,470,314
Plus Estimated Collections on Frozen Properties	<u>967,630</u>
Total Estimated Collections	<u><u>10,437,944</u></u>

Distribution of Ad Valorem Collections

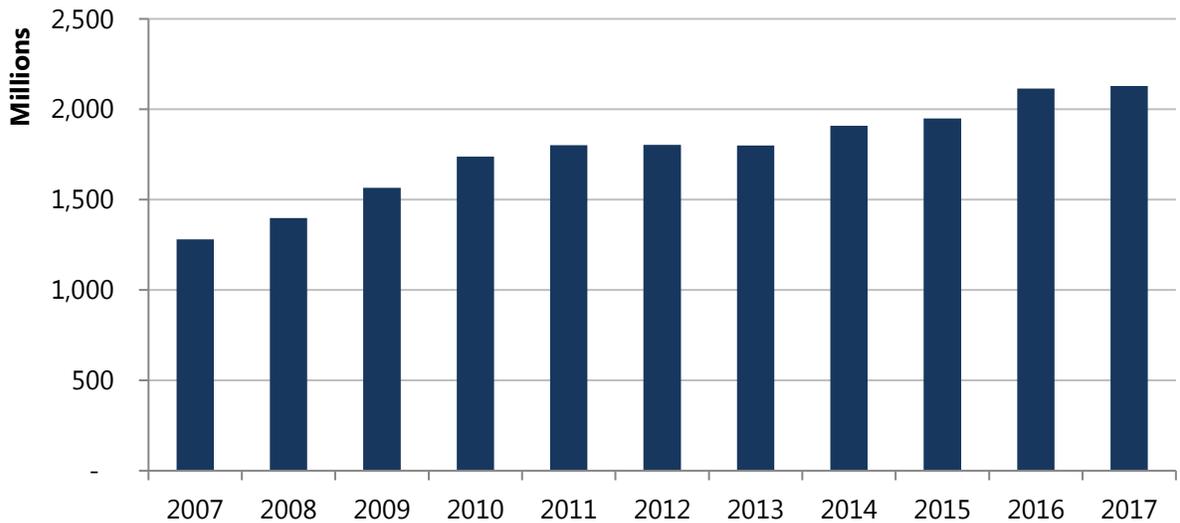
	Collections	Rate	Allocation %
General Fund (O&M)	7,001,981	0.3497	67.08%
Debt Services (I&S)	3,435,963	0.1716	32.92%
	<u>10,437,944</u>	<u>0.5213</u>	<u>100.00%</u>

City of Weatherford
FY17 Program of Services

Historical Property Tax Rates (per \$100) by Fiscal Year



Historical Assessed Property Values by Fiscal Year



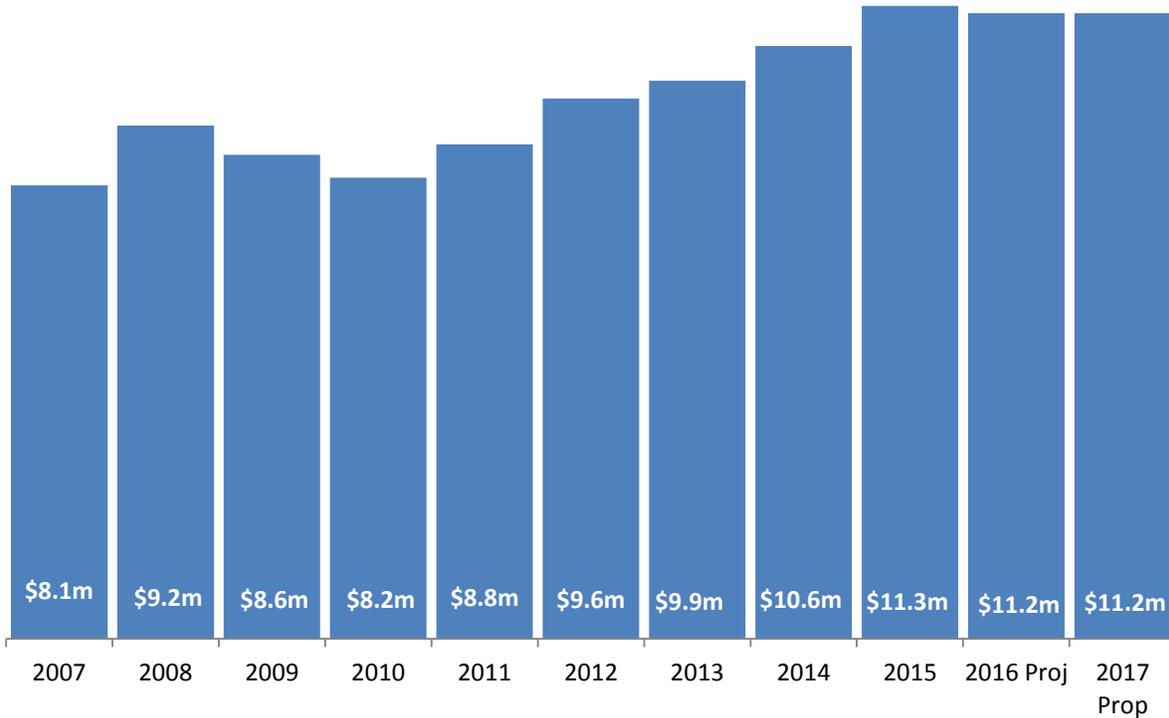
**City of Weatherford
FY17 Program of Services**

Sales Tax Revenue Summary

FY15 Actual	11,303,851
FY16 Adopted	11,173,000
Estimated End of Year Total Collections	11,173,000
Net End of Year Revenue	<u>11,173,000</u>
Build Sustainable Growth	10,380,000
Variable Growth (for one-time funding)	793,000
FY17 Proposed	<u><u>11,173,000</u></u>

*Note: The City has set aside a sizeable portion of our fund balance for possible Economic Development Agreement sales tax rebates.

Historical Sales Tax Collections





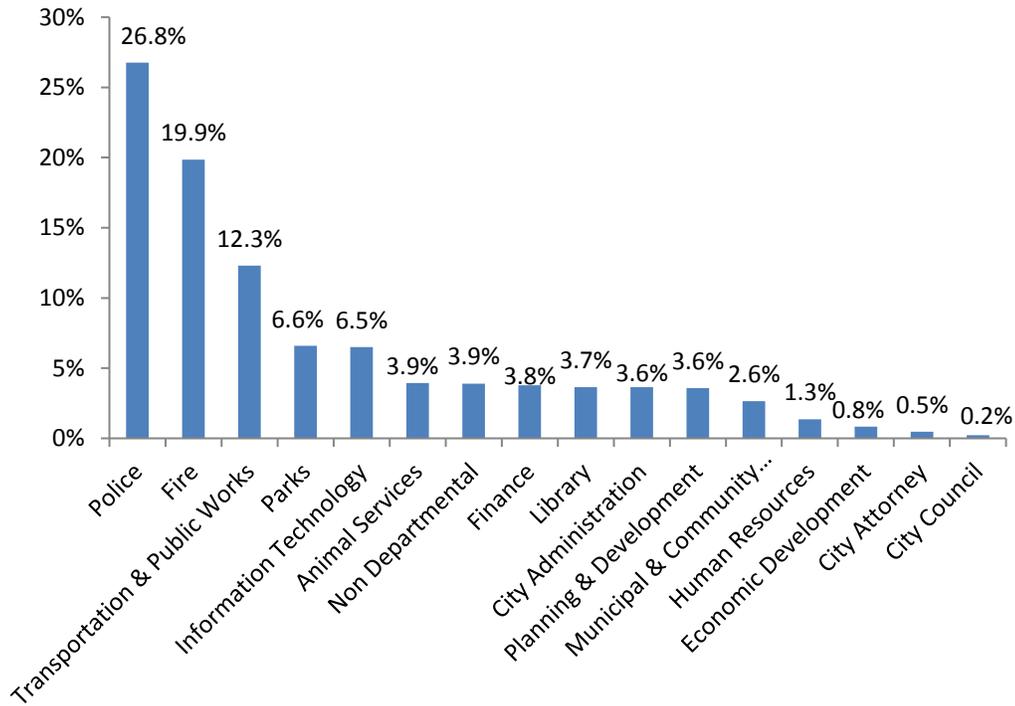
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**City of Weatherford
FY17 Program of Services**

General Fund Expenditure Summary

The below information shows the City's total ongoing budget, broken down by department. The column to the right breaks down the percentage of the total ongoing budget that each department is responsible for. This information is represented graphically as well.

Ongoing Budget		
	Dept Budget	% of Total
Police	\$ 7,765,623	26.76%
Fire	\$ 5,762,247	19.85%
Transportation & Public Works	\$ 3,571,917	12.31%
Parks	\$ 1,910,742	6.58%
Information Technology	\$ 1,887,359	6.50%
Animal Services	\$ 1,144,724	3.94%
Non Departmental	\$ 1,130,929	3.90%
Finance	\$ 1,094,380	3.77%
Library	\$ 1,059,538	3.65%
City Administration	\$ 1,057,628	3.64%
Planning & Development	\$ 1,036,439	3.57%
Municipal & Community Services	\$ 765,956	2.64%
Human Resources	\$ 391,183	1.35%
Economic Development	\$ 239,802	0.83%
City Attorney	\$ 137,490	0.47%
City Council	\$ 66,715	0.23%
Total	\$ 29,022,673	

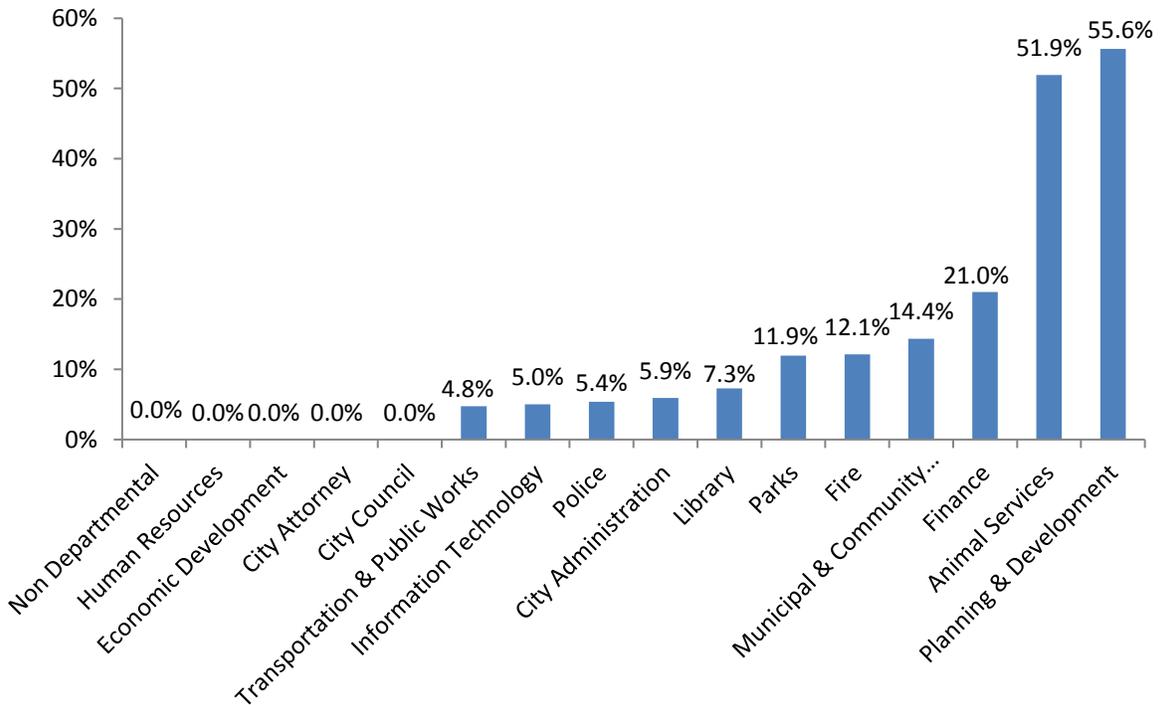


**City of Weatherford
FY17 Program of Services**

General Fund Expenditure Summary

Weatherford's revenue structure is such that the top three funding sources are (1) sales tax, (2) property tax, and (3) return on investment/gross receipts tax from the Utility Fund. However, there are certain revenue streams that are generated directly from a department, such as zoning fees, Library fines, and interlocal agreements. The below information shows which departments generate revenue, and the percentage of their budget that it covers. Please note that this does not include inter-fund service charges to the Utility Funds.

Ongoing Budget		
	Dept Budget	% Self Supported
Non Departmental	\$ 1,130,929	0.00%
Human Resources	\$ 391,183	0.00%
Economic Development	\$ 239,802	0.00%
City Attorney	\$ 137,490	0.00%
City Council	\$ 66,715	0.00%
Transportation & Public Works	\$ 3,571,917	4.76%
Information Technology	\$ 1,887,359	5.03%
Police	\$ 7,765,623	5.37%
City Administration	\$ 1,057,628	5.90%
Library	\$ 1,059,538	7.30%
Parks	\$ 1,910,742	11.93%
Fire	\$ 5,762,247	12.14%
Municipal & Community Services	\$ 765,956	14.36%
Finance	\$ 1,094,380	21.02%
Animal Services	\$ 1,144,724	51.92%
Planning & Development	\$ 1,036,439	55.62%
Total	\$ 29,022,673	11.23%





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FY17: Major Proposals & 5-year Outlook

General Fund Five-Year Forecast and New Major Initiatives

The Office of Budget and Purchasing updates its General Fund five-year forecast annually in conjunction with the budget process. The initial year of the forecast is the budget year, which then extends four years out.

Baseline Assumptions

The initial five-year forecast is built under a “baseline” assumption. It is not intended to be a forecast of future events, but a benchmark against which future budget decisions can be measured. It assumes that current programs are maintained at current service levels during the forecast window. This baseline assumption is primarily used to avoid assuming any specific policy decisions that the City Council may or may not enact during the forecast window.

Major revenue items were projected in detail using trend analysis, including property and sales taxes, and transfers from other funds. Property taxes were projected by evaluating assessed value trends and taking into account any development projects underway or scheduled for completion during the forecast window, and any economic development agreements that may reduce the amount of revenue to be collected. Sales tax projections were developed using a similar method, accounting for possible economic development agreements and business turnover that may limit revenue growth.

For expenditure projections, the primary focus was placed on personnel costs, which represent the largest single cost incurred by the city. The baseline assumption required that no net new positions were added during the forecast window, while personnel costs increased at a modest rate due to expected increases in health insurance and other benefit costs. No salary increases were assumed, as those are approved by Council via the budget process. Additionally, fuel, electricity, and street repair costs were considered individually. Other expenditure items were projected based on historical growth trends relative to expected inflation rates.



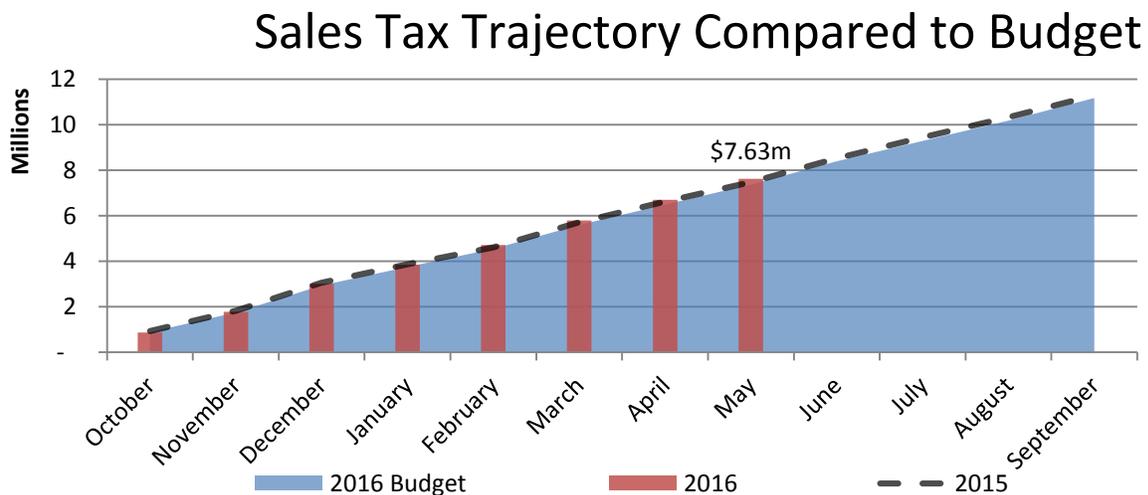
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Revenue Considerations

Sales Tax—Short Trajectory

While fiscal year 2015 brought an unexpectedly high growth in sales tax, FY16 has leveled out. Year-to-date collections (through July's disbursement) are up 2.1% from last fiscal year, and 3.1% from the City's initial budget trajectory. The graph below shows this trajectory (the area in blue) based on previous years' collections, compared with the FY16 actuals (red bars) and the FY15 actuals (dotted black line). For convenience, the YTD FY16 collections are noted in millions.

The dollar increase YTD over FY16 is approximately \$155,000.



Sales Tax—Growth Considerations

Weatherford's sales tax is coming off of several years of prominent growth. This growth initially began back in FY14, led by the agricultural, manufacturing, utilities, and construction sectors. However, near the end of FY14 and continuing through FY15, the growth expanded to include all industries. Throughout FY16, this growth has been in retail and food establishments. Projections for the remainder of this fiscal year are right in line with budget, and no loss is expected.

In light of recent trends and of the City's tendency to be conservative, the FY17 proposed budget assumes no sales tax growth over FY16. As mentioned earlier, staff has been seeing a slowing of the growth in sales tax receipts in FY16, and does not anticipate major changes here through the next 12-18 months. However, anticipated retail growth does increase revenue here from 2018 through 2021.

Sales Tax—Baseline vs. Full Projection

In FY15, the City introduced a new method of budgeting for sales tax. Following this method, staff will budget for the full projection in sales tax collections--\$11.173m in the case of FY17. However, only a portion of the sales tax is relied upon for recurring expenditures--\$10.38m in this case. This is referred to as the sales tax baseline. The remainder is referred to as the sales tax increment.

Sales Tax Baseline: \$10,380,000 (this is the amount the City will use for recurring operations)

Sales Tax increment: \$793,000 (this is the amount the City will use for non-recurring items)

Full FY17 Sales Tax: \$11,173,000 (this is the full amount; the baseline plus the increment)

By following this method, the City lags its sales tax growth in order to mitigate sharp downturns and their effect on operations. To help set this baseline, staff will consider (1) the last three years (including current year projected) collections for sales tax as well as (2) the largest year-over-year decrease the City has experienced. As of FY17, staff is recommending keeping this baseline close to 93% of the full sales tax projection. This leaves a gap of 7%, or \$793,000 starting, for economic stabilization. For reference, the largest single-year decline in sales tax was 5.7%. Staff believes the City's current structure here is both responsible and sufficient, and will help to keep it financially sound.

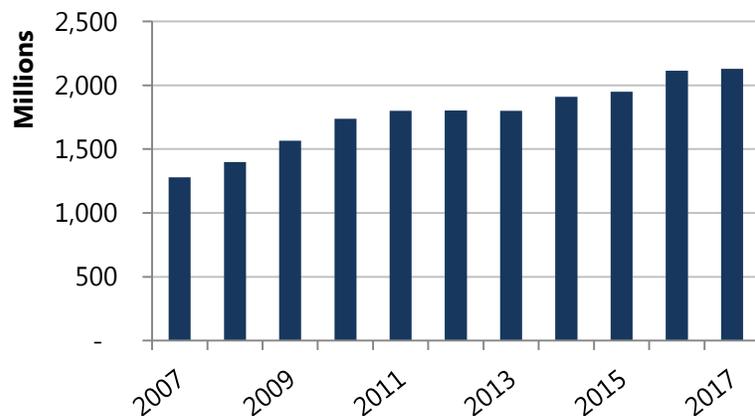
The City's General Fund forecast takes this budgeting method into consideration. The forecast keeps this revenue flat in FY17, and then grows at an average pace of 2.3% annually through 2021. This is close to the average annual growth the City has experienced from 2008 on.

Property Tax—Growth

Considerations

Over the past ten years, the city has seen average assessed value growth of 5.3%. However, the bulk of this growth came before the effects of the Great Recession could be felt in taxable values. Since the City began recovering over the last 6 years, that average growth has been

around 3%. The largest growth in that period came in last budget year, with an 8.5% tax value increase. Because this is an unusual turn of events, staff looked at the previous 5-year growth average (FY11-FY15), which was closer to 2%. The forecast continues this more modest growth through 2021. This is consistent with general economic implications, as property tax revenue growth/decline tends to be a slow, yet steady earner, and lag at least one year behind the growth/decline in general economic conditions.



Financial Risk Factors – Setting the Stage for FY17

Over the last several years, the City of Weatherford has identified some major risk areas to its operational and financial health. The primary ones identified are as follows:

1. Adequate funding for fleet replacements,
2. The inadequacy of aging facilities,
3. Considering the large number of employees near retirement age and the subsequent payouts,
4. An overreliance on sales tax,
5. Sufficient annual street funding dollars, and
6. Keeping pay consistent with the market for each position.

These areas created an environment whereby Weatherford's operations could take a substantial hit in any given year, and put the City in a strategically deficient position. However, the City was able to make significant strides in these areas in the last year, and continues to do so with this proposed budget. The property tax rate was increased in FY15 in order to help balance the General Fund's reliance on sales tax with a more controllable and reliable revenue stream. Additionally, the increase in revenue was partially dedicated to shoring up annual street maintenance to recommended levels, implementing market increases for targeted positions, and creating ongoing funding for two large Fire department apparatus. During the FY16, the City began its first round of funding for a fleet replacement schedule, completed market adjustments and allowed for a 2% cost-of-living increase, initiated ongoing funding for retiree payouts, and made sure no ground is lost in annual street maintenance funding.

A look at Weatherford's 5-year forecast is as follows:

General Fund Five-Year Forecast

	FY16 Proj	FY17	FY18	FY19	FY20	FY21
Beginning FB	12,532,196	10,565,103	9,335,813	9,400,582	9,486,392	9,840,874
Revenues						
Property Tax	6,424,155	7,128,533	7,271,104	7,416,526	7,564,856	7,716,153
Sales Tax	11,173,000	11,173,000	11,284,730	11,623,272	12,088,203	12,209,085
Other Taxes	809,465	815,000	852,750	868,785	901,476	935,433
Licenses and Permits	646,782	623,417	645,809	656,632	659,349	663,025
Intergov't Revenue	956,618	899,794	903,493	910,928	922,191	937,435
Charges for Services	1,190,550	1,150,513	1,159,200	1,193,574	1,228,491	1,266,603
Fines and Forfeitures	488,806	490,000	499,350	509,036	519,064	529,445
Miscellaneous Revenue	517,128	194,517	195,490	197,444	200,406	204,414
Transfers	5,340,289	5,243,870	5,291,760	5,340,653	5,390,569	5,441,532
Intragov't Services	2,148,345	2,174,895	2,128,599	2,150,041	2,174,558	2,202,312
Grand Total	29,695,136	29,893,539	30,232,284	30,866,890	31,649,163	32,105,439
Expenditures						
City Administration Total	1,319,250	1,080,155	1,062,019	1,067,725	1,074,807	1,083,347
City Attorney Total	128,117	137,490	139,209	141,645	144,832	148,815
City Council Total	125,729	68,410	67,487	68,480	69,705	71,175
Economic Development Total	225,728	244,296	240,749	241,967	243,502	245,340
Finance Total	1,164,963	1,217,470	1,098,549	1,103,861	1,110,369	1,118,145
Fire Services Total	5,927,266	6,029,370	5,784,942	5,812,028	5,844,351	5,881,558
Human Resources Total	384,747	398,503	392,676	394,614	397,016	399,910
Information Technology Total	2,171,420	1,943,281	1,927,645	1,972,540	2,022,263	2,077,088
Library Total	1,090,374	1,081,974	1,064,355	1,070,333	1,077,845	1,086,655
Animal Shelter Total	1,074,757	1,166,453	1,151,331	1,159,479	1,169,664	1,181,573
Municipal & Community Services T	1,105,478	1,042,679	886,335	1,208,111	1,379,693	1,392,835
Non Departmental	1,716,702	1,020,929	635,869	642,871	652,031	663,479
Non Departmental Total	1,716,702	1,020,929	635,869	642,871	652,031	663,479
Parks & Recreation Total	1,895,919	1,942,662	1,923,366	1,938,013	1,957,298	1,978,919
Planning & Development Total	1,249,765	1,099,838	1,039,675	1,043,571	1,048,158	1,053,475
Police Department Total	8,083,060	7,928,250	7,795,069	7,829,025	7,868,156	7,912,289
Transportation & Public Works Tot:	3,743,952	3,624,509	3,668,308	3,773,188	3,888,817	4,013,994
Grand Total	31,407,228	30,026,269	28,877,584	29,467,451	29,948,506	30,308,595
Surplus/Deficit	(1,712,093)	(132,730)	1,354,700	1,399,439	1,700,657	1,796,844
Property Tax Increment/Sales Tax Increment		(500,000)	(1,289,931)	(1,313,629)	(1,346,174)	(1,354,636)
Other Misc/Transfer to Fleet	(255,000)	(596,560)				
Operating Revenues	28,172,580	28,531,004	28,942,352	29,553,261	30,302,988	30,750,803
Operating Expenses	28,167,688	28,522,673	28,877,584	29,467,451	29,948,506	30,308,595
Operating Capacity	4,892	8,330	64,769	85,810	354,483	442,208

FY17 Major Initiatives: What does this forecast show?

Capital Planning

As Citizens and Councilmembers know full-well, Weatherford experienced strong growth in the last 15 years. City operations increased to accommodate this growth, adding both personnel and vehicles/major equipment to keep services at their expected levels. Adding in both of these areas has put major pressure on the City's capital needs in two main ways. The first is to budget for an ongoing vehicle and equipment rotation, ensuring that staff has safe and reliable vehicles to perform their jobs, even in economically unfavorable years. Weatherford staff and Council has begun addressing this issue through its sales tax baseline method, as discussed above. Placing major General Fund vehicles and equipment on an ongoing rotation would likely cost between \$900,000 and \$1 million annually. The current funding level of this rotation is \$415,000, or between 40% and 45% of the need. This forecast looks to reach this level of funding by 2020 and 2021, solely from capturing any increases to the sales tax base in each year explicitly for this purpose. Because the fleet replacement costs are an ever-changing value, staff will incorporate this planning into the comprehensive capital budget process, which will kick off in the fall of 2016.

Additionally, the City Manager's Proposed FY17 budget includes another modest property tax increase of 2.5 cents over the effective rate. (It should be noted that the City's FY17 effective rate is actually higher than the current tax rate of 48.66 cents, as existing property lost value between the two years.)

This tax increase would give the City approximately \$470,000 over the effective rate. Staff recommends using this revenue to help create ongoing funding for capital needs. The increase is proposed to fund two large land purchases for the eventual expansion of the Police Department and City Hall, but future capital needs would also include fleet replacements and major facility renovations and upgrades. Staff will be putting together a comprehensive needs list on these facility renovations/upgrades over the next several months, but a few identified areas are as follows:

- Land purchases for expansion of City Hall and the Police Station;
- Expansion of City Hall in conjunction with needed staff increases over the next several years as well as moving the Parks and Planning Departments into more adequate facilities;
- Renovation and/or expansion of the Weatherford Police Department, as current facility is having significant maintenance issues and is inadequate for the staffing level;
- Renovation and/or expansion of the Weatherford Public Library;
- Replacement of a large back-log of aging vehicles and equipment, amounting to hundreds of thousands of dollars over the next five years;
- Possible overhaul of the City's public safety dispatch system;
- Miscellaneous maintenance needs identified across the City, totaling close to \$500,000;
- And an outdoor warning system for citizens of Weatherford.

The City of Weatherford has a history with utilizing a hybrid of debt and cash financing for upcoming capital improvements. The most recent example of this can be found in the Water and Wastewater Utilities, as rate increases over the last three years have provided much needed cash which is intended to fund capital needs. This cash-funding has also been supplemented with bond proceeds. By applying a modest tax increase in the General Fund and combining that with utilization of Weatherford’s sales tax increment, Council would be creating a similar cash-funding mechanism for the City’s general capital needs.

Retiree Funding

One of the largest liabilities Weatherford is facing is in its retiree exposure. Currently, the City has a significant number of staff members nearing retirement. On top of losing valuable institutional knowledge when an employee leaves, the City must also pay accrued sick and vacation hours to the retiring employee. Prior to 2008, these hours did not have a limit, and thus staff was able to accrue a large balance to be paid upon their retirement. The total projected cost of this balance is currently around \$2 million. While Weatherford has begun to put aside approximately \$150,000 annually for this balance, the Fund has a unique opportunity to make significant headway in FY17. Although Weatherford’s financial policies only require 90 days of fund balance on hand as a reserve, Council has made it a preference to keep 120 days. Given the important actions the City has taken to create funding cushions and plan for future costs, staff recommends reducing the fund balance preference from 120 days to 100. The \$1.5 million difference would be designated for the large retiree funding balance. By doing this, Council can effectively take care of close to 85% of the forthcoming liability through 2018, and still have a 100-day, rainy-day reserve of over \$7.5 million. Through 2021, this liability could be fully funded under this plan.

Continued funding for Current Operations, but a lack of Growing room

Weatherford always strives to be an operationally sound City. Our forecast shows that current service levels can be maintained, with a minor surplus beginning in FY18 and FY19. The forecast then shows that, as the City reaches the out-years of FY20 and FY21 and is able to fully fund its fleet rotation, excess dollars from any change in the sale tax baseline can be absorbed into other operational areas. This creates larger surpluses (also called “Operating Capacity”) in these out-years.

	FY16 Proj	FY17	FY18	FY19	FY20	FY21
Operating Revenues	28,172,580	28,531,004	28,942,352	29,553,261	30,302,988	30,750,803
Operating Expenses	28,167,688	28,522,673	28,877,584	29,467,451	29,948,506	30,308,595
Operating Capacity	4,892	8,330	64,769	85,810	354,483	442,208

However, it is important to notice that these dollars are insufficient for major personnel changes. New staff will need to be added and employee compensation will need to increase at some point during this forecast to keep competitive with like-employers, improving employee retention. Depending on how appraised values increase, and how non-tax sources of revenue behave, further adjustments may be

necessary to provide much-needed operational funding. Staff will continue to update this forecast on an annual basis, and provide recommendations to City Council.

General Fund Department Summaries

City of Weatherford
FY17 Program of Services

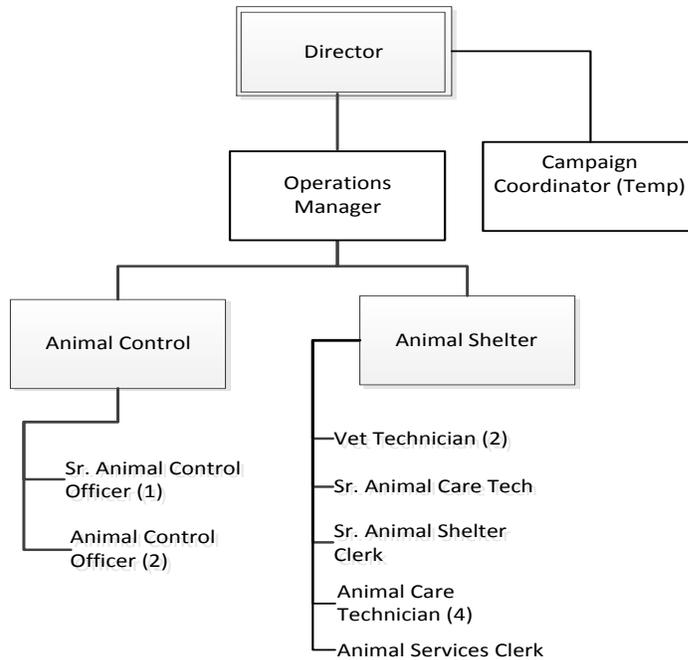
	FY17 Budget	FY17 Position Count
Internal Services		
<i>Organizational Management</i>		
City Administration	\$ 709,855	4
City Attorney	\$ 137,490	1
City Council	\$ 68,410	4
Finance		
Administration	\$ 269,056	2
Accounting	\$ 364,571	3
Management & Budget	\$ 198,765	2
Human Resources	\$ 398,503	3
*Non Departmental	\$ 1,020,929	0
<i>Total Organizational Management</i>	<i>\$ 3,167,577</i>	<i>19</i>
 <i>Asset Management</i>		
Information Technology	\$ 1,943,281	7
Municipal & Community Services		
Facilities Maintenance	\$ 865,541	8
Fleet Maintenance	\$ 177,138	2
<i>Total Asset Management</i>	<i>\$ 2,985,960</i>	<i>17</i>
Total Internal Services	\$ 6,153,538	36
 External		
<i>Growth & Development</i>		
Economic Development	\$ 244,296	2
City Administration		
Public Relations	\$ 118,623	2
Planning & Development	\$ 883,833	11
<i>Total Growth & Development</i>	<i>\$ 1,246,751</i>	<i>15</i>
 <i>Infrastructure</i>		
Transportation & Public Works		
Administration	\$ 511,593	5
Field Services	\$ 87,761	1
Traffic	\$ 222,351	4
Streets	\$ 2,802,804	12
<i>Total Infrastructure</i>	<i>\$ 3,624,509</i>	<i>22</i>

City of Weatherford
FY17 Program of Services

	<u>FY17 Budget</u>	<u>FY17 Position Count</u>
<i>Community Quality</i>		
Library		
Library	\$ 1,081,974	18
PEACH Grant*	\$ -	2
Parks & Recreation		
Parks & Properties	\$ 1,325,549	21
Recreation	\$ 617,113	7
Planning & Development		
Code Enforcement	\$ 216,005	2
<i>Total Community Quality</i>	<i>\$ 3,240,642</i>	<i>50</i>
 <i>Public Safety</i>		
Consumer Health	\$ 154,285	2
City Administration		
Emergency Management	\$ 97,392	1
Finance		
Municipal Court	\$ 385,079	7
Fire Services		
Fire Department	\$ 6,029,370	60
Animal Services		
Animal Shelter	\$ 1,166,453	15
Police Services		
Police Department	\$ 7,928,250	81
<i>Total Public Safety</i>	<i>\$ 15,760,828</i>	<i>166</i>
Total External Services	\$ 23,872,731	253
 Grand Total	 \$ 30,026,269	 289

* Funded out of Library Special Revenue Fund for FY17.

Animal Services



Service Type External
Service Area Public Safety
Fund General
Department Animal Shelter
Division Animal Shelter

Related Strategic Areas

Ensure Sustainable Services

The City of Weatherford is experiencing a period of strong population growth and the City's strategic plan reflects such. The City Council and staff are focusing on growing City operations in a smart way to ensure we maintain our key service levels due to population growth. The Animal Services Department is a member of our Public Safety service area and will continue to focus on providing support necessary to ensure our City can manage our animal population, both presently and into the future.

Purpose and Description of the Service

The Weatherford/Parker County Animal Shelter is dedicated to maintaining a sanitary and safe environment to ensure a comprehensive animal impound and adoption program, as well as controlling the animal population with aggressive spay and neuter programs. The shelter is also responsible for ensuring that all ordinances and laws regarding stray, abandoned, abused, vicious, or nuisance animals both domestic and wild are enforced.

Our mission is to be the model shelter for both rural and urban shelter; to support a healthy and responsible pet community; to be a leading resource for animal related inquiries; to improve and protect the abandoned and unwanted pets and animals in our community; to provide public education and outreach to help others understand the importance of responsible pet ownership, enrich the lives of families, communities and pets through adoptions and permanent placement opportunities; work towards eliminating animal cruelty and animal overpopulation; as well as oversee the enforcement of animal related city, state and federal code and respond to animal control calls for service.

General Departmental Goals

- 1 Increase return to owners.
- 2 Increase public outreach and education opportunities.
- 3 Increase ACO patrolling and overall compliance.
- 4 Continue providing and facilitating adoption opportunities to enrich the lives of families.
- 5 Support a healthy and responsible pet community by hosting events.

Animal Services

Service Type External
Service Area Public Safety
Fund General
Department Animal Shelter
Division Animal Shelter

FY15 or FY16 Noteworthy Accomplishments

- 1 Continued excellence in achieving high live release rates.
- 2 Came in fourth place for highest adoptions during Clear the Shelters which included shelters such as SPCA, HSNT, City of Dallas, and other large cities and shelters in Texas.
- 3 Helped the citizens of Horseshoe Bend during both flooding emergencies and provided free spay/neuter, vaccinations, and microchipping to the residents.
- 4 Participated/Hosted over 24 events to promote the City of Weatherford, Weatherford Parker County Animal Shelter, adoptions, education, and responsible pet ownership.
- 5

FY17 Objectives

- 1 Increase return to owners by 10%.
- 2 Continue to achieve 90% or higher live release rate.
- 3 Increase the amount of public education and outreach events.
- 4 Strive to achieve 100% customer service satisfaction.
- 5 Increase the number of active volunteers by 10%.

Performance Dashboard

Workload Measures		FY13	FY14	FY15
1	Number of animals intaken	4,329	4,483	4,935
2	Number of animals dispositioned, less euthanasia	2,964	3,689	4,427
3	Number of customers assisted	5,939	5,615	5,858
4	Number of surgeries completed	1,613	2,147	2,753
5	Number of Bite Reports	21	13	122
6	Calls for Service	1,928	1,814	2,696

Key Result Indicators		FY13	FY14	FY15
1	Goal of 90% or higher live release rate			
2	Number of incidents closed	1,942	1,810	2,703
3	Number of events participated in/hosted			
4	Number of Return to Owners	679	752	817

Budgetary Issues

With increasing intake numbers, the shelter has a need to expand their facilities. With this expansion will come an increase in operational costs that could be realized within the next five years. Staff will work closely with the Budget Office to adequately plan for this increase in cost.

Animal Services

Service Type External
Service Area Public Safety
Fund General
Department Animal Shelter
Division Animal Shelter

Position Summary	FY14	FY15	FY16	FY17
AC Vet Tech (Full Time)	1	2	2	2
Animal Care Tech (Full Time)	3	3	4	4
Animal Control Officer (Full Time)	2	2	2	2
Animal Service Clerk (Full Time)	1	1	1	1
Campaign Coordinator (Part Time, Temporary)	0	0	1	1
Director Animal Services (Full Time)	1	1	1	1
Operations Manager (Full Time)	1	1	1	1
Sr. Animal Care Tech (Full Time)	1	1	1	1
Sr. Animal Control Officer (Full Time)	0	1	1	1
Sr. Shelter Clerk (Full Time)	1	1	1	1
Total	11	13	15	15

Budget Summary	FY14	FY15	FY16 Bdg	FY16 Prj	FY17
Personnel	\$ 515,759	\$ 610,635	\$ 676,022	\$ 674,276	\$ 838,949
Supplies	\$ 133,542	\$ 112,000	\$ 186,050	\$ 179,842	\$ 148,850
Contractual	\$ 169,267	\$ 185,072	\$ 196,654	\$ 189,739	\$ 178,654
Capital	\$ 13,928	\$ 35,581	\$ 30,900	\$ 30,900	\$ -
Total	\$ 832,495	\$ 943,288	\$ 1,089,625	\$ 1,074,757	\$ 1,166,453

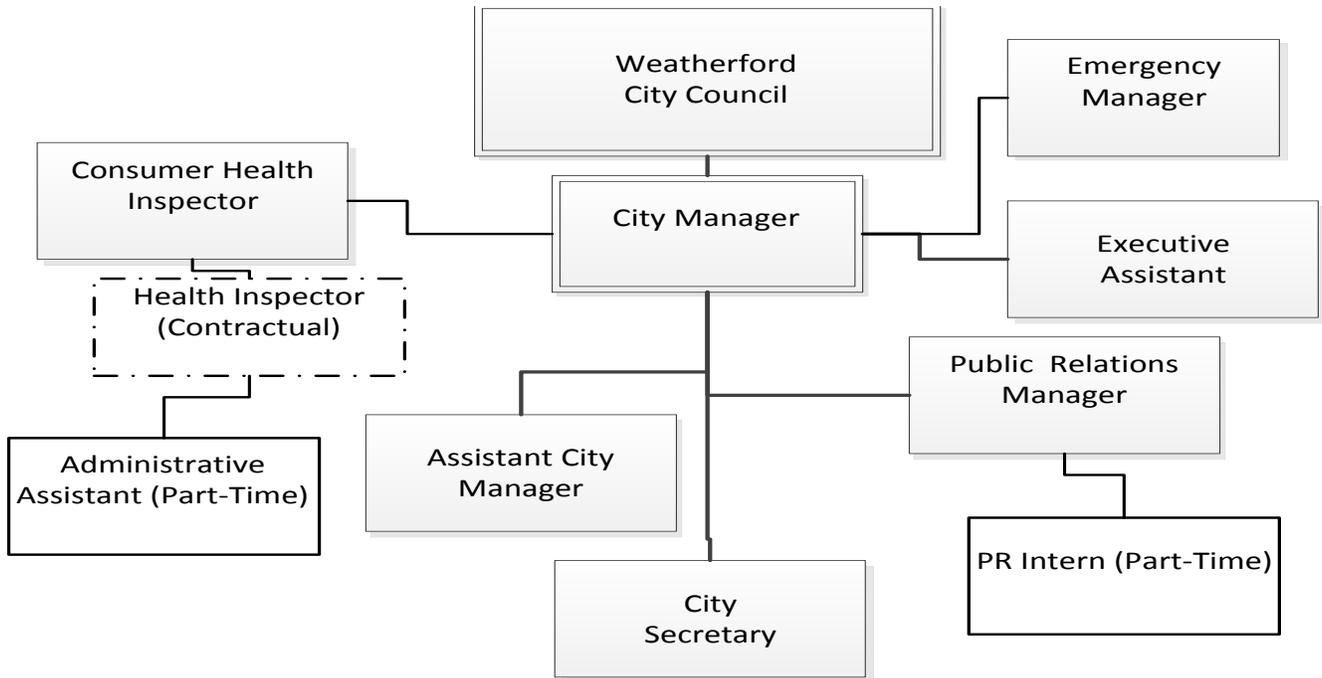
Significant Budget Changes

Prior to FY16, the Animal Services Department was split between two cost centers, one of which funded the director position. This position was folded into this cost center for FY17, and will therefore reflect the increase in personnel dollars.



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City Administration



Service Type Internal
Service Area Organizational Management
Fund General
Department City Administration
Division City Manager's Office

Related Strategic Areas

All

As the central administration arm for the City, the City Manager's Office is in charge of all progress made toward the Council-identified strategic goals. Weatherford's City Manager ensures adequate plans are made in pursuit of each goal and that those plans are subsequently carried out.

Purpose and Description of the Service

The City Manager serves at the direction of the City Council and is responsible for the administration of City operations. Additionally, the City Manager serves as the Director of Utilities. Consequently, this office is responsible for seeing that all Strategic Plan goals are achieved, policies are carried out, and the operations of the City are conducted in an efficient and effective manner. The City Manager accomplishes this through a leadership team consisting of one Assistant City Manager, one Executive Assistant, a Health Inspector, a City Secretary, an Emergency Manager, and the Office of Public Relations.

City Administration

Service Type Internal
Service Area Organizational Management
Fund General
Department City Administration
Division City Manager's Office

General Departmental Goals

- 1 Provide advice and policy recommendations to the City Council on issues, activities, and operations.
- 2 Ensure the delivery of quality services through effective management and efficient administration.
- 3 Ensure the development and implementation of goals and objectives set forth by the City Council.

FY15 or FY16 Noteworthy Accomplishments

- 1 Led and administered set up of Tax Increment Reinvestment Zone.
- 2 Worked with HR to initiate City-wide training curriculum.
- 3 Continued improvements at First Monday Trade Days, allowing for new, City-wide events to take place.

FY17 Objectives

- 1 Continue to look for opportunities to utilize improvements at Heritage Park.
- 2 Maintain all fund balance reserves at policy levels.
- 3 Consider options for a long-term, sustainable employee compensation and insurance plan.

Budgetary Issues

Increased development throughout the City is putting pressure on several operating departments that are already at their service-level capacity. The City needs a long-term plan for service-level adjustments to keep up with growth, as well as keeping all employee compensation and insurance at competitive, yet reasonable levels.

Position Summary	FY14	FY15	FY16	FY17
City Manager (Full Time)	1	1	1	1
City Secretary (Full Time)	1	1	1	1
Assistant City Manager (Full Time)	1	1	1	1
Exec. Asst. To Cm (Full Time)	1	1	1	1
Total	4	4	4	4

Budget Summary	FY14	FY15	FY16 Bdg	FY16 Prj	FY17
Personnel	\$ 532,111	\$ 664,133	\$ 844,527	\$ 830,701	\$ 565,369
Supplies	\$ 13,028	\$ 17,474	\$ 28,850	\$ 30,891	\$ 11,820
Contractual	\$ 95,559	\$ 164,322	\$ 188,170	\$ 178,608	\$ 132,666
Capital	\$ -	\$ -	\$ 124,000	\$ 124,000	\$ -
Total	\$ 640,697	\$ 845,929	\$ 1,185,547	\$ 1,164,201	\$ 709,855

Significant Budget Changes

In fiscal years 2015 and 2016, both the Public Relations and Emergency Management Divisions were contained in this Department. For FY17, the City is moving those divisions into their own cost centers.

City Administration

Service Type Internal
Service Area Organizational Management
Fund General
Department City Administration
Division Emergency Management

Related Strategic Areas

Ensure Sustainable Services

As the leader for disaster preparedness for the City, Emergency Management exists to ensure adequate plans are in place to keep key services running, even during crisis events. As a part of this, the Division has been preparing a comprehensive Emergency Operations Plan, and will begin a Continuity of Operations Plan in FY17.

Purpose and Description of the Service

The City of Weatherford's Office of Emergency Management (OEM) is charged with coordinating the City of Weatherford's emergency management program. This is accomplished by developing emergency plans, offering disaster preparedness training, conducting drills and exercises, and participating in public education programs. The program operates through the four phases of emergency management in an all hazards approach in order to properly prepare for disasters, coordinate response efforts, provide timely recovery assistance, and implement projects to try to prevent and/or lessen the impacts of disasters.

General Departmental Goals

- 1 Help the City of Weatherford become disaster resilient.
- 2 Help Educate the Citizens of Weatherford on emergency preparedness
- 3 Establish and constantly Improve the City's Alert and early notifications systems
- 4 Build partnerships with other jurisdictions and businesses through mutual aid agreements.
- 5

FY15 or FY16 Noteworthy Accomplishments

- 1 Conducted a Multiagency Full-Scale Exercise with Parker County, Life Care, Weatherford ISD, and Weatherford Regional Hospital.
- 2 Arranged for 5 State Conducted Certified Trainings to be taught in the City of Weatherford.
- 3 Helped Secure Grant Funded Equipment from the PWERT Group
- 4 Completed the 2nd Citizens Fire Academy
- 5 Established Active Shooter Policy and Training for the City

FY17 Objectives

- 1 Finish Emergency Operations Plan
- 2 Begin Continuity of Operations Plan
- 3 Plan for installation of Outdoor Warning System
- 4 Increase training exercises
- 5 Bring in more trainings

City Administration

Service Type Internal
Service Area Organizational Management
Fund General
Department City Administration
Division Emergency Management

Performance Dashboard

Workload Measures		FY13	FY14	FY15
1	Exercises			1
2	Certificate Trainings			5
3	Public Outreach Events			5
4	Emergency Operations Plan meetings			12

Budgetary Issues

Need to concentrate on funding for outdoor warning systems, an adequate vehicle that meets this position's needs, and comprehensive public outreach for disaster preparedness.

Position Summary	FY14	FY15	FY16	FY17
Emergency Management Specialist (Full Time)	1	1	1	1
Total	1	1	1	1

Budget Summary	FY14	FY15	FY16 Bdg	FY16 Prj	FY17
Personnel	\$ -	\$ -	\$ -	\$ -	\$ 76,392
Supplies	\$ -	\$ -	\$ -	\$ -	\$ 14,000
Contractual	\$ -	\$ -	\$ -	\$ -	\$ 7,000
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ 97,392

Significant Budget Changes

Prior to FY17, this division was funded out of the City Manager's Office.

City Administration

Service Type Internal
Service Area Organizational Management
Fund General
Department City Administration
Division Public Relations

Related Strategic Areas

Communication with Citizens
Improve Marketability

Specific Goals

Improve tourism and marketing for the City

The Public Relations Division was added to the budget in FY15, and its purpose is to serve as the primary communications and marketing office for the City. In line with that purpose, the office has led several initiatives to improve communications with citizens, such as Citizens' University and the Youth Advisory Council. The Division is also responsible for producing marketing materials for events and other City-wide initiatives.

Purpose and Description of the Service

The public relations office is responsible for planning and conducting community relations programs for the City of Weatherford. Activities include production of the annual report, website development, internal communications and social media oversight. The public relations office also responds to media requests and assists with special events to promote local tourism while working with other departments to promote education and outreach initiatives.

The public relations office collaborates with citizens and local partners to:

1. Reinforce and increase the City of Weatherford's visibility in the public.
2. Increase community engagement outreach efforts.
3. Advance and protect the City of Weatherford's mission and vision.
4. Develop and evaluate tourism programs.
5. Serve as a consultant on Capital Project Planning.

General Departmental Goals

- 1 Communicate City's mission, values and brand to public.
- 2 Direct community and media relations effectively and efficiently.
- 3 Provide marketing and communication services in an effort to enhance tourism.
- 4 Serve as a consultant to departments and capital projects.
- 5 Provide internal communication that enables better efficiency Citywide.

FY15 or FY16 Noteworthy Accomplishments

- 1 Performed website redesign.
- 2 Developed a partnership with Nextdoor.
- 3 Developed social media presence (Facebook).
- 4 Won award of honor from the Texas Association of Municipal Information Officers (TAMIO) for Annual Report.
- 5 Created and implement Youth Advisory Council and Citizen University.

City Administration

Service Type Internal
Service Area Organizational Management
Fund General
Department City Administration
Division Public Relations

FY17 Objectives

- 1 Develop and implement a video program.
- 2 Enhance print services for City departments.
- 3 Complete PIO emergency management plan in conjunction with Emergency Management.
- 4 Develop tourism marketing materials.
- 5 Develop strategic communications plan for the City.

Performance Dashboard

Workload Measures	FY13	FY14	FY15
1 Number of new boards developed and being managed. (YAC)			1
2 Number of new outreach programs developed and being managed. (Citizen University)			1
3 Number of news releases produced and distributed.			50

Key Result Indicators	FY13	FY14	FY15
1 Texas Association of Municipal Information Officers (TAMIO) Award of Excellence received for annual report.			1
2 Spotlight City at regional CivicPlus website conference.			1

Budgetary Issues

Budget is currently below average for services provided. The budget is not enough to fulfil City Council's goal to increase communication/marketing efforts. The public relations office would like to get a definition or understanding of what City Council specifically wants in regard to communication/marketing. A clear understanding will provide direction to staff on what should and should not be done. Our goal is to fulfill the needs and goals of City Council.

Position Summary	FY14	FY15	FY16	FY17
Public Relations Manager (Full Time)	1	1	1	1
Public Relations Coord (Part Time)	1	1	1	1
Total	2	2	2	2

Budget Summary	FY14	FY15	FY16 Bdg	FY16 Prj	FY17
Personnel	\$ -	\$ -	\$ -	\$ -	\$ 103,623
Supplies	\$ -	\$ -	\$ -	\$ -	\$ 3,100
Contractual	\$ -	\$ -	\$ -	\$ -	\$ 11,900
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ 118,623

Significant Budget Changes

Prior to FY17, this division was funded out of the City Manager's Office.

City Administration

Service Type External
Service Area Public Safety
Fund General
Department City Administration
Division Consumer Health

Related Strategic Areas

Ensure sustainable services

As the City grows and realizes new development, the Consumer Health division will be responsible for keeping up with that growth. New commercial establishments will mean more health inspections to ensure businesses are following the proper procedures for serving the citizens of Weatherford.

Purpose and Description of the Service

The Consumer Health division conducts inspections of food establishments, child care facilities, mobile food units, convenient stores, retail grocery stores, public swimming pools and spas, and temporary food establishments (includes seasonal food vendors and food vendors at special events). Department is also responsible for investigating environmental complaints (restaurant complaints, public swimming pool/spa complaints, hotel/motel complaints, mosquito complaints), conducting plan reviews, overseeing the City of Weatherford's Mosquito Surveillance Response Plan/Program, managing/editing the City of Weatherford Consumer Health webpage, conducting pre-openings inspections for new businesses and walk thru for extensive remodeling on existing businesses. Lastly, the division provides education in food safety by providing food handler classes to employees in both English & Spanish.

General Departmental Goals

- 1 Ensure a healthy environment in food service facilities by trying to prevent foodborne illnesses and conditions that cause illness.
- 2 Consumer Health Dept. ensures healthy environment in food service facilities by a routine system of periodic inspections, plan review, operator education, and regulation enforcement.

FY15 or FY16 Noteworthy Accomplishments

- 1 Worked with the IT Dept. and found a mobile software for conducting food safety inspections out in the field.
- 2 Organized each establishment's file chronologically and removed/shredded old documents from Fiscal Years 1981-2011.
- 3 Adopted the new food establishment rules and regulations set forth in the Texas Administrative Code, Title 25, Chapter 228.
- 4 Able to make the Part Time Administrative Assistant position in the Consumer Health Dept. ongoing.

FY17 Objectives

- 1 Making all of the Consumer Health applications so that they can be completed online by food facilities/vendors and then sending them electronically to the Consumer Health Dept.
- 2 Work on having online bill pay available for food facilities/vendors to pay for their permits/fees that are due.
- 3 Continue contracting outside professional contract services for mosquito management services (training, disease testing, reports, and adult mosquito control).

City Administration

Service Type External
Service Area Public Safety
Fund General
Department City Administration
Division Consumer Health

Performance Dashboard

Workload Measures		FY13	FY14	FY15
1	Number of Inspections Conducted(This Includes Routine, Compliance, Pre-Openings,	493	616	684
2	Number of Plan Reviews Conducted	3	22	19
3	Number of Food Handler Classes Taught	11	9	8
4	Number of Complaints Received	26	25	33

Key Result Indicators		FY13	FY14	FY15
1	Number of re-inspection/compliance inspections completed on time			90%
2	Number of establishments that scored 10 points or higher on their re-			85%
3	Number of establishments that passed initial inspection with a score of an 80 or higher			80%

Budgetary Issues

The City's growth and addition of food establishments have put more pressure on this Division. It is anticipated that additional personnel will be needed in the next several years to keep up with this growth.

Position Summary	FY14	FY15	FY16	FY17
Consumer Health Inspector (Full Time)	1	1	1	1
Admin Assistant (Part Time)	0	1	1	1
Total	1	2	2	2

Budget Summary	FY14	FY15	FY16 Bdg	FY16 Prj	FY17
Personnel	\$ 58,411	\$ 74,554	\$ 84,835	\$ 83,478	\$ 87,043
Supplies	\$ 3,120	\$ 1,336	\$ 5,000	\$ 4,200	\$ 13,000
Contractual	\$ 37,515	\$ 52,785	\$ 68,187	\$ 67,372	\$ 54,242
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 99,046	\$ 128,675	\$ 158,022	\$ 155,050	\$ 154,285

City Attorney

Service Type Internal
Service Area Organizational Management
Fund General
Department City Attorney
Division City Attorney

Related Strategic Areas

All

As the City pursues its strategic areas and their related goals, it will be the responsibility of the City Attorney Office to provide legal support in all endeavors.

Purpose and Description of the Service

The City Attorney provides legal services to the city as requested by staff and serves as chief legal advisor to the city. This position is appointed by the City Council, and is responsible for attending City Council and Municipal Utility Board Meetings, evaluating responses to public information requests, and providing legal assistance to the City Manager, among other services.

General Departmental Goals

- 1 Provide of legal services to the City in a professional and responsive manner, consistent with all ethical obligations to the client.

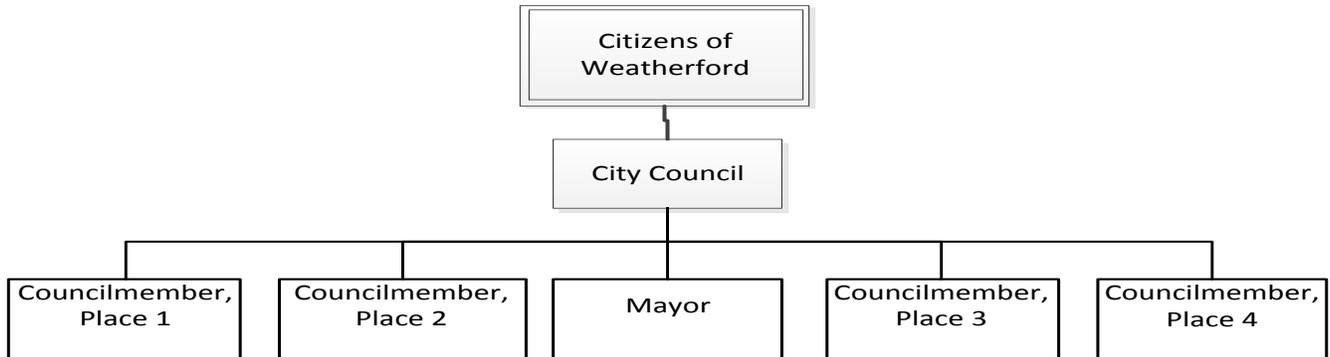
Position Summary	FY14	FY15	FY16	FY17
City Attorney (Contract)	1	1	1	1
Total	1	1	1	1

Budget Summary	FY14	FY15	FY16 Bdg	FY16 Prj	FY17
Personnel	\$ 63,742	\$ 46,395	\$ 95,000	\$ 85,861	\$ 81,000
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual	\$ 63,238	\$ 36,438	\$ 56,490	\$ 42,256	\$ 56,490
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 126,981	\$ 82,833	\$ 151,490	\$ 128,117	\$ 137,490



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City Council



Service Type External
Service Area Organizational Management
Fund General
Department City Council
Division City Council

Related Strategic Areas
All

As the policy-making body of the City of Weatherford, the City Council dictates the Strategic Plan and approves all initiatives in pursuit of the stated goals.

Purpose and Description of the Service

The City Council is the governing body of the City of Weatherford. The City Council defines the direction of the City by establishing goals and enacting legislation that provides for City programs, services, and policies. The City Council provides direction to the City Manager and oversight of the Manager's work. The City Council adopts the annual Program of Services

General Departmental Goals

- 1 Set goals and objectives for the City that address the needs and values of the Community.
- 2 Provide necessary regulatory authority for the community by the passing of ordinances, resolutions, and actions.
- 3 Provide necessary budgetary oversight.
- 4 Levy and assess taxes and fees that provide for the program development, implementation, and service delivery to meet the goals and objectives of the City.
- 5 Provide political leadership on issues and needs of the community.

City Council

Service Type External
Service Area Organizational Management
Fund General
Department City Council
Division City Council

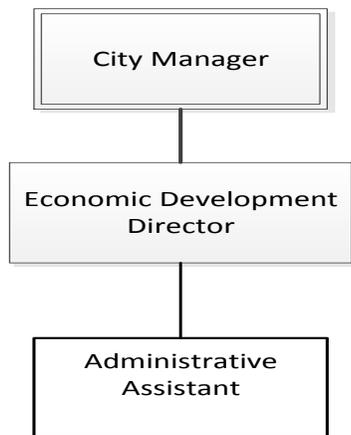
Position Summary	FY14	FY15	FY16	FY17
Mayor	1	1	1	1
Council Members	4	4	4	4
Total	4	4	4	4

Budget Summary	FY14	FY15	FY16 Bdg	FY16 Prj	FY17
Personnel	\$ 20,734	\$ 18,150	\$ 24,600	\$ 17,414	\$ 26,476
Supplies	\$ 4,919	\$ 10,046	\$ 12,700	\$ 12,700	\$ 12,700
Contractual	\$ 22,273	\$ 112,489	\$ 95,734	\$ 95,615	\$ 29,234
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 47,926	\$ 140,685	\$ 133,034	\$ 125,729	\$ 68,410

Significant Budget Changes

In FY16, staff moved the City's audit expense into City Council's budget. For FY17, this expense will be moved back into Non-Departmental.

Economic Development



Service Type External
Service Area Growth/Development
Fund General
Department Economic Development
Division Economic Development

Related Strategic Areas

Growth & Development

Specific Goals

Focus on developing downtown & York Ave.
[New business] Marketing for the city
Ensure quality development

As a key member of the Growth & Development service area, the Economic Development Department is responsible for attracting and retaining quality business development and growth for the City, which enhances Weatherford's standing as a regional retail shopping destination and as the Western Gateway Business Centre of the DFW Metroplex, which strengthens the local economy.

Purpose and Description of the Service

In July 2013, the Weatherford City Council adopted amendments to Title II, Commissions and Boards, of the City's Code of Ordinances to create the Economic Development Board and City Eco Dev Department (EDD). The Weatherford Economic Development Authority, Inc. (WEDA) is an independent, non-profit 501(c) (6) economic development business corporation, created by the City Council in 2003. The City EDD and the Weatherford Economic Development Authority, Inc. (WEDA, Inc.) are designated by the City Council as the lead organizations for the marketing and promotion of the economy and the community to Business and Industry. 1) To lead the promotion, marketing, attraction & retention for the City of Weatherford, TX for new & existing commercial, retail & industrial/manufacturing prospects; the marketing of industrial & commercial sites; to identify target commercial & industrial enterprises; and to provide real estate, incentives, demographics and economic indicator resources. 2) The board creates a partnership of the community, including: the City of Weatherford, Weatherford Municipal Utility Board, Weatherford Independent School District, Weatherford College, Parker County Hospital District and the Weatherford Chamber of Commerce.

Economic Development

Service Type External
Service Area Growth/Development
Fund General
Department Economic Development
Division Economic Development

General Departmental Goals

- 1 Increase Job Diversity: a) Retail dev & recruitment, b) industrial/manufacturing & commercial & c) community marketing to increase [maintain] jobs, tax base & sales tax.
- 2 Engage historic fabric & Quality of Life: a) diverse Hist. Downtwn & Northside mixed use: residential, technology, retail & commercial dev., b) market & recruit entertainment & recreation.
- 3 Diversify Development and Infrastructure: a) market & promote 2016 TIRZ #1, 2013 CTP Thoroughfare Plan, PC East Loop, & 2016/2017 P&D General Plan, b) due-diligence on infrastructure & dev. with city depts.
- 4 Build Board & community resources; a) Business leadership committee - business insight; b) source for business incentives, programs & implementation strategies with City Council, WEDB, CMO, P&D/P&Z, CIP/PW, MUB & Main St.

FY15 or FY16 Noteworthy Accomplishments

- 1 FY15-new business dev./expansion: 4 with 142 new/83 retained jobs; est. CI \$29.3M; 171K SF
- 2 FY16 YTD - new business dev./expansion: 4 with 52 new jobs; est. CI \$5.25M; 22.5K SF, Including: 3 Retail - Downtwn NEZ 2.5K SF Justice Burger, 5K Sf Rasing Canes franchise @ WalMart, Downtwn NEZ 9K SF Jordan Taylor & Co.; 1 Commercial - 7K SF QT Travel Center.
- 3 4 Economic Development Agreements and City TIRZ #1:Power Service - 103K SF WH (2 Supp Agrmnts), Justice Burger - NEZ, Jordan Taylor & Co-NEZ. Total eco impact - \$12.25M Cap Investmnt, 28 jobs, 114.5K new SF.
- 4 6 Annual Eco Dev Agreements "Criteria Audits" - Sweet Springs Winery, Weatherford Ridge Phase III, Lowes 10-year final, KEG1 O'neal Distro Center, Just Peachy Home Décor, Twisted Snifter.
- 5 "Leadership Weatherford" Industry Day BRE (existing) business tours of KEG1 O'Neal, RIM Mfgr., Power Service Products, JAMAK Fabrications.

FY17 Objectives

- 1 WEDB Goals & Marketing Plan is developed by the Board & WEDD staff in Sept. 2015 - review & integrate (3Q 2016) the 03.2016 eco dev "Strategic Plan" as applicable.
- 2 Market, promote and implement strategies & steps to engage the 03.2016 "TIP" TIRZ #1 [IH20 corridor] with city depts. for targetted retail/commercial/ residential development .
- 3 Explore and consider funding for a "destination" Market Study and direct recruitment effort for Downtown vacancies - partner w/ CMO-Main Street-Chamber; a) continue support/prospect response (4 to date) of SEQ owners 03.2016 initiated direct-mail campaign.
- 4 Oversight & manage the WPCEDC Board (non-profit) & Hobson Industrial park for land sales and possible MUB reimbursements.

Economic Development

Service Type External
Service Area Growth/Development
Fund General
Department Economic Development
Division Economic Development

Performance Dashboard

Workload Measures		FY14	FY15	FY16 (YTD)
1	Prospects	96	88	42
	Industrial/Retail/Commercial	20/38/38	14/39/35	11/17/13
2	Site Visits	46	55	35
	Industrial/Retail/Commercial	12/19/15	12/18/25	11/19/5
3	RFI	82	73	40

Key Result Indicators		FY14	FY15	FY16 (YTD)
1	New Businesses	9	4 YTD	4
	Industrial/Retail/Commercial	1/6/2	0/3/1	0/3/1
2	Est. Capital Investment (millions \$)	\$18.3m	\$29.3MM	\$5.25 MM
3	New Square Footage	153.3k	171K	2.5K
4	New Jobs	135-145	142 new/83 retained	52

Position Summary	FY14	FY15	FY16	FY17
Economic Development Director (Full Time)	1	1	1	1
Administrative Secretary (Full Time)	0	1	1	1
Total	1	2	2	2

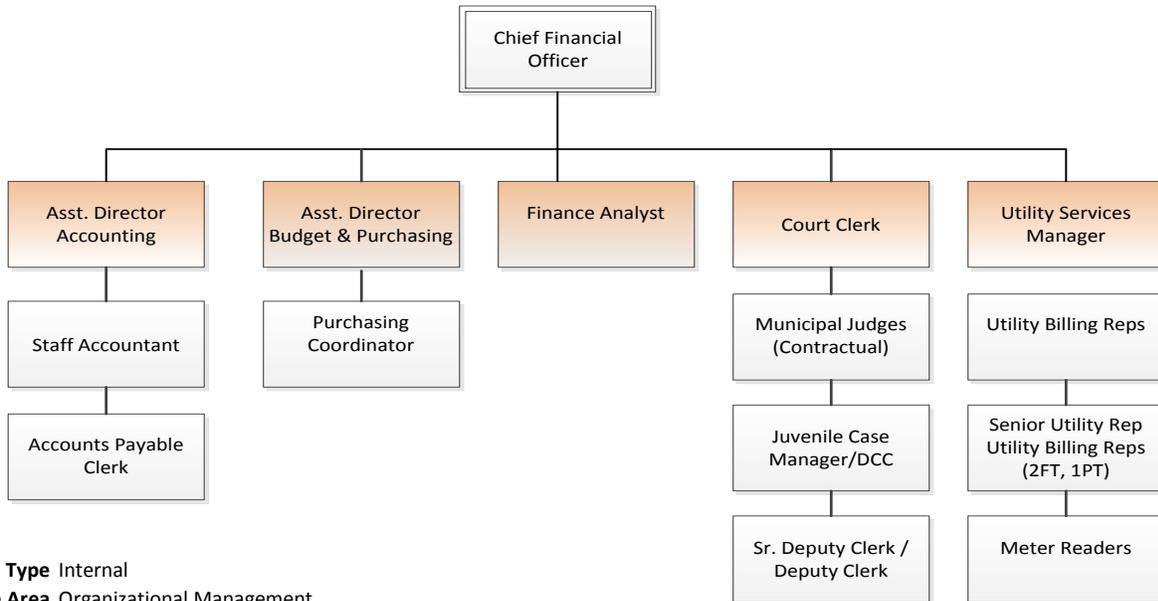
Budget Summary	FY14	FY15	FY16 Bdg	FY16 Prj	FY17
Personnel	\$ 136,495	\$ 138,070	\$ 186,696	\$ 172,109	\$ 190,196
Supplies	\$ 2,619	\$ 3,825	\$ 6,150	\$ 6,150	\$ 5,900
Contractual	\$ 35,139	\$ 36,433	\$ 47,950	\$ 47,470	\$ 48,200
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 174,253	\$ 178,327	\$ 240,796	\$ 225,728	\$ 244,296



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Finance

Under the direction of the Chief Financial Officer, the Finance Department oversees the Administration, Accounting, Budget/Purchasing, Municipal Court, and Utility Billing divisions. The Municipal Court Judges employed by the City are Council-appointees, and report directly to the City Council. The Finance Department works to ensure that best practices are utilized for all financial transactions, budgeting, and accounting, and provides Comprehensive Annual Financial Reports to the City Council and Citizens of Weatherford.



Service Type Internal
Service Area Organizational Management
Fund General
Department Finance
Division Finance Administration

Related Strategic Areas

- Re-Align Funding Structures
- Ensure Sustainable Services

Specific Goals

- Evaluate resources put toward "Non-Resident" services
- Explore new revenue opportunities
- Focus on the City's internal needs

The Finance Administration division, along with the Accounting and Budget divisions, is the key analytical arm for Weatherford's funding structure and outstanding liabilities. This division's expertise assists all other city staff in evaluating services offered to non-residents, provides recommendations and analysis on new revenue opportunities, and proposes methods to fully fund any internal needs the City may be facing.

Finance

Service Type Internal
Service Area Organizational Management
Fund General
Department Finance
Division Finance Administration

Purpose and Description of the Service

The Finance Administration division is responsible for the management of financial operations for the City. The Chief Financial Officer directs the activities of Administration, Accounting, Purchasing, Utility Billing and administrative functions of the Municipal Court. Municipal Court Judges report directly to the City Council. Other responsibilities include payroll, cash and debt management, long range financial planning, development of and adherence to financial policies, procedures, and laws, various internal and external financial reports, miscellaneous accounts receivable processing for all departments, and advising management on the city's financial matters.

General Departmental Goals

- 1 Update Chart of Accounts
- 2 V.10 INCODE or New software for Financial Operations
- 3 Financial Dashboard for City, similar to Utilities
- 4 Utilize Investment Strategies
- 5 Resructure Vacation and Sick benefits

FY15 or FY16 Noteworthy Accomplishments

- 1 Update Investment Report & Policy
- 2 TIRZ financial
- 3 Cash Handling & Red Flag Reules
- 4 Purchase Card import to INCODE and Travel Policy with Docusign
- 5 Cash Flow analysis and Bank Balancing

FY17 Objectives

- 1 Produce Financial Statements by 20th of the following month
- 2 Inhouse Training for manager & staff twice a month
- 3 Have Audit adjustment finialized by December 15th of each year

Position Summary	FY14	FY15	FY16	FY17
Finance Analyst (Full Time)	1	1	1	1
Director of Finance (Full Time)	1	1	1	1
Total	2	2	2	2

Budget Summary	FY14	FY15	FY16 Bdg	FY16 Prj	FY17
Personnel	\$ 194,907	\$ 211,779	\$ 215,804	\$ 218,009	\$ 229,747
Supplies	\$ 3,348	\$ 2,797	\$ 1,500	\$ 1,967	\$ 1,500
Contractual	\$ 23,358	\$ 30,069	\$ 28,459	\$ 34,604	\$ 37,809
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 221,613	\$ 244,646	\$ 245,763	\$ 254,580	\$ 269,056

Finance

Service Type Internal
Service Area Organizational Management
Fund General
Department Finance
Division Accounting

Related Strategic Areas

Re-Align Funding Structures
Ensure Sustainable Services

Specific Goals

Evaluate resources put toward "Non-Resident" services
Explore new revenue opportunities
Focus on the City's internal needs

The Accounting Division has a unique look at the City's financial position. As the primary custodian of Weatherford's financial resources and assets, this division is a key player in the evaluation of funding needs and capacity for growth.

Purpose and Description of the Service

The Accounting Division accurately records and timely reports all financial transactions of the city in accordance with state and local laws and generally accepted accounting principles. This division also maintains a system of internal controls so as to safeguard the city's financial resources and assets, and works closely with the external auditors.

General Departmental Goals

- 1 Continue to receive GFOA Certificate of Achievement for Excellence in Financial Reporting.
- 2 Pay the City's bills in a timely fashion.
- 3 Maintain cash balances to earn as much as possible while making sure expenses are covered.
- 4 Assist City departments in recording expenses/revenues properly and evaluate accounts for proper recording.

FY15 or FY16 Noteworthy Accomplishments

- 1 Received GFOA Certificate of Achievement for Excellence in Financial Reporting for the FYE 09/30/14 (24th consecutive award).
- 2 With assistance of Finance Analyst, went from entering all p-card transactions into financial software individually to uploading them from Excel which saves a couple of days time.
- 3 Began utilizing pay cards for gym membership payments. If this goes well, we will explore using paycards for all employee payments/reimbursements, including payroll.

Finance

Service Type Internal
Service Area Organizational Management
Fund General
Department Finance
Division Accounting

FY17 Objectives

- 1 Apply for and receive GFOA Certificate of Achievement for Excellence in Financial Reporting
- 2 Assist CFO in creating and establishing a new Chart of Accounts
- 3 Begin process to migrate from Incode V9 to Incode V10
- 4 Evaluate procedures and create procedure instruction manuals

Performance Dashboard

Workload Measures		FY13	FY14	FY15
1	Number of invoices received	6,712	6,919	8,030
2	Number of Accounts Payable Checks Issued	3,942	3,887	6,812
3	Number of Wire Transfers Issued and Processed	56	87	88
4	Number of Journal Entries Processed	1,215	1,318	1,472

Key Result Indicators		FY13	FY14	FY15
1	GFOA Certificate of Achievement for Excellence in Financial Reporting received	1	1	1
2	Number of Auditor Requested Journal Entries	3	3	2
3	Accounts Payable Invoices Paid within 30 Days	99%	99%	99%
4	Vendor Checks Voided due to Accounting Division Error	3	3	0

Position Summary	FY14	FY15	FY16	FY17
Assistant Director Of Finance (Full Time)	1	1	1	1
Accounts Payable Clerk (Full Time)	2	2	1	1
Staff Accountant (Full Time)	1	1	1	1
Total	4	4	3	3

Budget Summary	FY14	FY15	FY16 Bdg	FY16 Prj	FY17
Personnel	\$ 247,772	\$ 268,741	\$ 256,829	\$ 246,082	\$ 225,429
Supplies	\$ 3,861	\$ 2,961	\$ 3,000	\$ 3,000	\$ 3,000
Contractual	\$ 9,088	\$ 14,214	\$ 114,142	\$ 102,871	\$ 136,142
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 260,721	\$ 285,915	\$ 373,971	\$ 351,952	\$ 364,571

Significant Budget Changes

During FY16, the Finance Department reorganized and converted one Accounts Payable Clerk into a Purchasing Coordinator, and subsequently relocated that position in the newly created Budget & Purchasing Division. As a part of this, the Budget & Strategic Planning Manager was reclassified to Assistant Director over Budget & Purchasing.

Finance

Service Type Internal
Service Area Organizational Management
Fund General
Department Finance
Division Budget and Purchasing

Related Strategic Areas

Re-Align Funding Structures
Ensure Sustainable Services

Specific Goals

Evaluate resources put toward "Non-Resident" services
Explore new revenue opportunities
Focus on the City's internal needs

The Budget and Purchasing division is one of the key analytical arms for Weatherford's funding structure and outstanding liabilities, as well as the central office for municipal purchases. This division's expertise assists all other city staff in major purchasing, capital asset tracking, evaluating services offered to non-residents, provides recommendations and analysis on new revenue opportunities, and proposes methods to fully fund any internal needs the City may be facing.

Purpose and Description of the Service

Budget and Purchasing is the city's budget, management analysis, and research arm. Additionally, this division serves as the central purchasing function for the City of Weatherford, and as such it ensures all legal and ethical requirements are followed in making purchases. As the city's budget arm, this division is responsible for preparing and monitoring the annual budget for all funds, and produces quarterly end-of-year revenue and expenditure estimates. It is also responsible for preparing a regular five-year financial forecast of projected revenues and expenditures for the General Fund and Utilities Fund. It also provides management analysis and assistance for all city departments, and serves as the chief data office of the city, coordinating public data collection and sharing to enhance transparency and performance measurements.

The purchasing portion of this division strives to obtain the most cost-effective goods and services on behalf of all city departments and to assure compliance with applicable state and local laws relating to the expenditure of public funds. This division works with current and potential vendors and other departments in a timely and courteous manner.

Finance

Service Type Internal
Service Area Organizational Management
Fund General
Department Finance
Division Budget and Purchasing

General Departmental Goals

- 1 Prepare and manage the annual budget.
- 2 Ensure budgetary compliance during the year, and provide early feedback on the status of various revenue sources.
- 3 Ensure that budgeted programs and services are tied to broad strategic goals, and that their performance is being measured accurately and reasonably.
- 4 Continue purchasing procedures to obtain supplies and services that provide the best value to the city and that are in accordance with state and local guidelines.

FY15 or FY16 Noteworthy Accomplishments

- 1 Published the General and Utility Fund Operating budgets on time.
- 2 Implemented a retiree reserve and vehicle rotation.
- 3 Received GFOA's Distinguished Budget Presentation Award.
- 4 Implemented OpenBudget system.

FY17 Objectives

- 1 Implement OpenExpenditures system, allowing City stakeholders to get a clear look at Weatherford's checkbook.
- 2 Roll out new Purchasing Manual and procedures and implement training.

Performance Dashboard

Workload Measures		FY13	FY14	FY15
1	Number of re-estimates completed during the year	3	3	4
2	Fomal Budget Adjustments put through Council and Utility Board	7	6	7
3	Number of Purchase orders issued	547	608	610
4	Sealed bids processed	18	15	15

Key Result Indicators		FY13	FY14	FY15
1	GFOA Distinguished Budget Presentation Award received	1	1	1
2	Number of purchasing disputes resulting in rebid	0	0	0
3	Adjustments made due to over projection of revenues	0	0	0

Budgetary Issues

The city's budget process has typically involved a large number of manual processes, which result in a misallocation of resources, not just in OMB but across the city. A modern budget software package could increase productivity during the budget process by up to 20% or more, while also improving the accuracy and reliability of data.

Finance

Service Type Internal
Service Area Organizational Management
Fund General
Department Finance
Division Budget and Purchasing

Position Summary	FY14	FY15	FY16	FY17
Assistant Director: Budget & Purchasing (Full Time)	0	0	1	1
Purchasing Coordinator (Full Time)	0	0	1	1
Budget & Strategic Planning Manager (Full Time)	1	1	0	0
Total	1	1	2	2

Budget Summary	FY14	FY15	FY16 Bdg	FY16 Prj	FY17
Personnel	\$ 103,631	\$ 102,652	\$ 104,084	\$ 142,073	\$ 175,437
Supplies	\$ 1,476	\$ 478	\$ 1,600	\$ 1,600	\$ 1,600
Contractual	\$ 13,028	\$ 17,908	\$ 17,328	\$ 15,630	\$ 21,728
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 118,135	\$ 121,039	\$ 123,012	\$ 159,303	\$ 198,765

Significant Budget Changes

During FY16, the Finance Department reorganized and converted one Accounts Payable Clerk into a Purchasing Coordinator, and subsequently relocated that position in the newly created Budget & Purchasing Division. As a part of this, the Budget & Strategic Planning Manager was reclassified to Assistant Director over Budget & Purchasing.

Finance

Service Type Internal
Service Area Organizational Management
Fund General
Department Finance
Division Non Departmental

Purpose and Description of the Service

Non Departmental is a non-operational department that houses costs not directly borne by a particular department.

Budget Summary	FY14	FY15	FY16 Bdg	FY16 Prj	FY17
Personnel	\$ -	\$ -	\$ 150,956	\$ 150,956	\$ 150,956
Supplies	\$ -	\$ 3,260	\$ -	\$ -	\$ -
Contractual	\$ 631,955	\$ 368,935	\$ 1,400,537	\$ 1,383,537	\$ 869,973
Capital	\$ 188,118	\$ -	\$ 180,000	\$ 182,210	\$ -
Total	\$ 820,072	\$ 372,196	\$ 1,731,492	\$ 1,716,702	\$ 1,020,929

Significant Budget Changes

Significant one-time costs came out of the budget in FY17.

Finance

Service Type External
Service Area Public Safety
Fund General
Department Finance
Division Municipal Court

Related Strategic Areas

Ensure Sustainable Services

The City of Weatherford is experiencing a period of strong population growth and the City's strategic plan reflects such. The City Council and staff are focusing on growing City operations in a smart way to ensure we maintain our key service levels due to population growth. The Municipal Court is a member of our Public Safety service area and will continue to focus on providing support necessary to ensure any violation of the State of Texas along with our City's codes and ordinances are properly and consistently handled.

Purpose and Description of the Service

Under the direct supervision of the CFO the Municipal Court handles the judicial processing of Class C misdemeanors that originate from traffic citations, penal code offenses, city code violations, and misdemeanor arrests. The Court also prepares dockets, schedules trials, processes juries, records and collects fine payments, magistrations duties and issues warrants.

General Departmental Goals

- 1 Conduct fair and impartial hearings.
- 2 Set proper fines and penalties that are commensurate with the offense.
- 3 Review and process warrants as applicable.
- 4 Maintain formal training of Court personnel to assure knowledgeable performance of duties.
- 5 Provide efficient and courteous service to all who appear before the Court.

FY15 or FY16 Noteworthy Accomplishments

- 1 Filled a new JCM/Deputy Court Clerk position that can focus on juveniles and programs that will be beneficial to the citizens and youth of our City.
- 2 Automated court calls to defendants past their appearance date which has increased revenue.
- 3 Increase in online payments with the QR code printed on postcards and letters which directs defendants to our website payment portal.
- 4 Judge issued standing orders recently to where clerks can process certain options without seeing the judge.
- 5 Remodeling the court area for security and space.

FY17 Objectives

- 1 Going paperless with a document management program.
- 2 Training our new JCM in juvenile duties and have her present programs to the school for public awareness.
- 3 Implement a new collections/warrant software to increase our monies on collections and warrants.
- 4 Streamline our court processes with one judge with our new standing orders to reduce the amount of dockets and the amount of time that people are currently having to return to court.
- 5 Implement a juvenile community service program where juveniles can go for community service when they receive tickets in our court.

Finance

Service Type External
Service Area Public Safety
Fund General
Department Finance
Division Municipal Court

Performance Dashboard

Workload Measures		FY13	FY14	FY15
1	Citations Filed	5,824	4,541	4,705
2	Pre-Trials	686	425	451
3	Cases Disposed	5,503	5,524	4,062

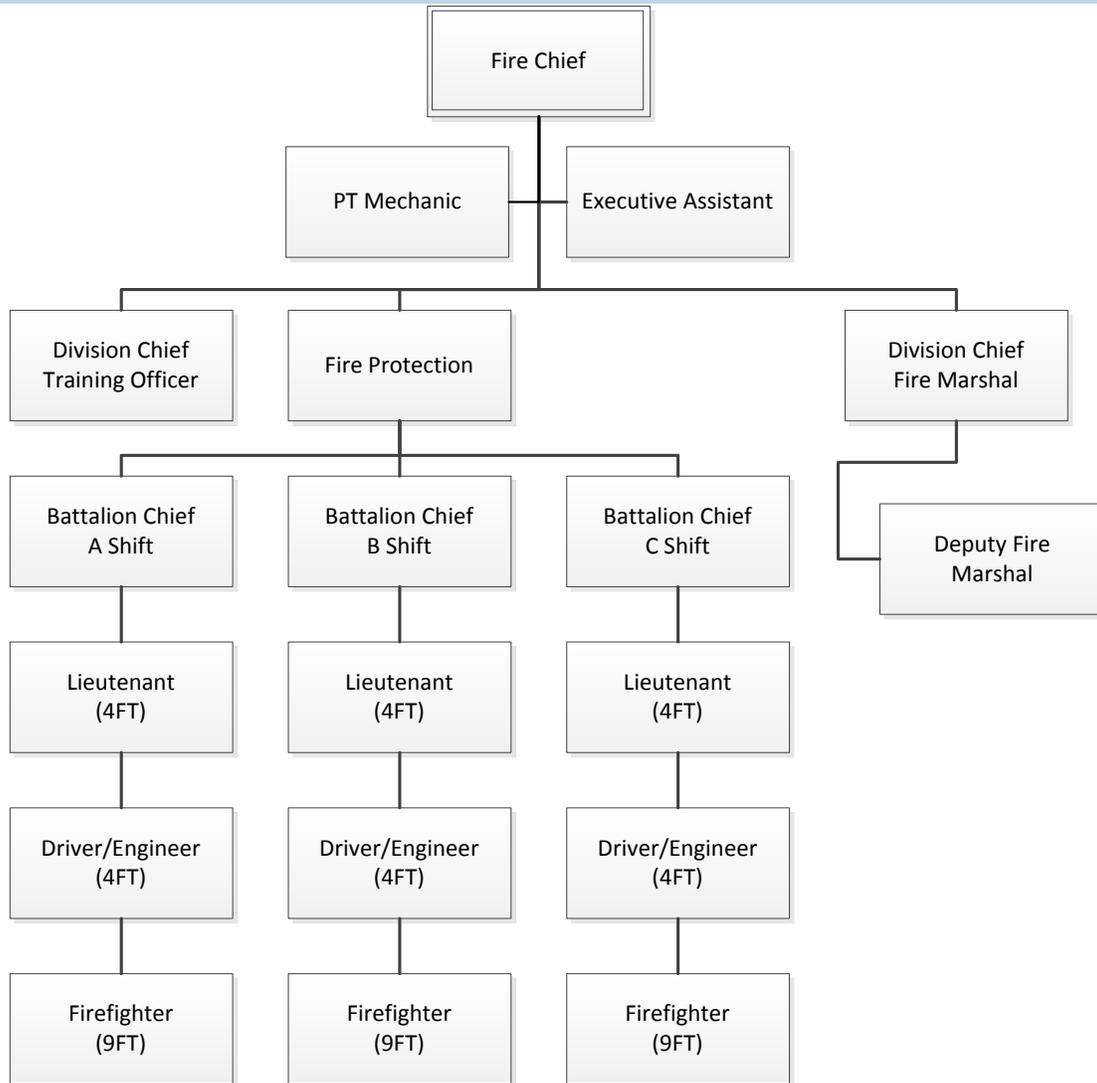
Key Result Indicators		FY13	FY14	FY15
1	Percentage of cases closed within 30 days	38%	30%	37%
2	Percentage of cases closed within 90 days	53%	48%	67%
3	Percentage of cases closed within 180 days	77%	71%	86%
4	Percentage of cases closed 180 or more	23%	29%	14%

Position Summary	FY14	FY15	FY16	FY17
Court Clerk (Full Time)	1	1	1	1
Sr. Deputy Clerk (Full Time)	1	1	1	1
Municipal Judge (Contract)	2	2	2	2
Deputy Court Clerk (Part Time)	1	1	0	0
Deputy Court Clerk (Full Time)	2	2	1	1
Juvenile Case Mgr/DCC (Full Time)	0	0	1	1
Court Administrator (Full Time)	0	0	1	1
Total	7	7	7	7

Budget Summary	FY14	FY15	FY16 Bdg	FY16 Prj	FY17
Personnel	\$ 268,107	\$ 250,973	\$ 236,447	\$ 250,845	\$ 275,686
Supplies	\$ 2,416	\$ 8,006	\$ 5,450	\$ 5,559	\$ 7,450
Contractual	\$ 54,413	\$ 94,123	\$ 121,943	\$ 122,724	\$ 101,943
Capital	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ -
Total	\$ 324,936	\$ 353,102	\$ 383,840	\$ 399,128	\$ 385,079

Fire Department

The Fire Department is organized into the following divisions: Administration, Fire Prevention, Operations, and Training. The Administration division, staffed by the Fire Chief and an Executive Assistant, is responsible for providing overall direction of the department. It provides policy and guidance to the divisions of Fire Prevention, Operations, and Training. Fire Prevention is carried out primarily by the Fire Marshal and Deputy Fire Marshal. This division determines cause, purpose, and legal outcome of fire investigations, directs public safety through code compliance and inspections, and champions public fire safety education. The Training Division is comprised of a Division Chief of Training. The Division Chief of Training is responsible for the design and delivery of fire, rescue, and EMS continuing education and training. The Operations Division is composed of firefighters who are each assigned to one of three 24-hour shifts and spread among four fire stations. Each shift is comprised of a Battalion Chief, four Lieutenants, four Driver Engineers, and nine Firefighters. This division responds to the needs of the citizenry by providing timely suppression, rescue, first responder (EMS) activities, hazardous materials mitigation, and pre-incident planning.



Service Type External
Service Area Public Safety
Fund General
Department Fire Services
Division Fire Services

Fire Department

Service Type External
Service Area Public Safety
Fund General
Department Fire Services
Division Fire Services

Related Strategic Areas

Ensure Sustainable Services

The City of Weatherford is experiencing a period of strong population growth and the City's strategic plan reflects such. The City Council and staff are focusing on growing City operations in a smart way to ensure we maintain our key service levels due to population growth. Fire Services is a key member of our Public Safety service area and will continue to focus on providing the necessary support to ensure our citizens and business-owners, as well their property, is safe, both presently and into the future.

General Departmental Goals

- 1 Respond rapidly to fire calls and carry out effective firefighting operations.
- 2 Educate the public on fire protection measures. Promote public awareness on fire safety.
- 3 Provide effective and efficient rescue services.
- 4 First respond expeditiously to medical calls, providing optimal initial medical care.
- 5 Establish professional development programs that prepare our members for the challenges of today; as well as, future.

FY15 or FY16 Noteworthy Accomplishments

- 1 Reached ten year joint operating agreement with Emergency Services District #3
- 2 With the purchase of a 105' aerial device, we developed a truck company to serve the community
- 3 Purchased a pickup truck, Squad 1, to run medical incidents from Station 1.
- 4 Successfully completed the first Citizens Fire Academy
- 5 Obtained an improved ISO PPC Rating of 2.

FY17 Objectives

- 1 Implement a pre-incident program for facilities deemed as "target hazards"
- 2 Develop an ongoing leadership program for all supervisors
- 3 Work jointly with PD to improve dispatch / communications
- 4 Develop a fire safety education program for the elderly
- 5 Initiate an annual medical surveillance program for our firefighters

Fire Department

Service Type External
Service Area Public Safety
Fund General
Department Fire Services
Division Fire Services

Performance Dashboard

Workload Measures		FY13	FY14	FY15
1	Total number of incidents	4,505	5,201	5,392
2	Total fire inspection activities	557	520	904
3	Total number of training classes offered	396	443	716

Key Result Indicators		FY13	FY14	FY15
1	Overall Average Response Time	6:57	5:27	5:57
2	Average Number of Firefighters per Structure Fire	9.22	8.26	9.48
3	Total Dollar Loss to Fire (with City of Weatherford)	\$1,028,722	\$671,011	\$840,241

Budgetary Issues

Build a vehicle replacement fund to allow for the future replacement of fire apparatus. Complete market adjustment raises to get all firefighters' pay competitive with comparable cities.

Position Summary	FY14	FY15	FY16	FY17
Battalion Chief (Full Time)	3	3	3	3
Deputy Fire Marshal (Full Time)	1	1	1	1
Division Chief Of Training (Full Time)	1	1	1	1
Division Chief/Fire Marshal (Full Time)	1	1	1	1
Driver/Engineer (Full Time)	12	12	12	12
Firefighter-Emt (Full Time)	27	25	28	28
Executive Assistant (Full Time)	1	1	1	1
Fire Apparatus Mechanic (Part Time)	1	1	1	1
Fire Chief (Full Time)	1	1	1	1
Fire Lieutenant (Full Time)	11	11	11	11
Total	59	57	60	60

Budget Summary	FY14	FY15	FY16 Bdg	FY16 Prj	FY17
Personnel	\$ 4,853,801	\$ 5,012,220	\$ 5,256,984	\$ 5,257,789	\$ 5,347,531
Supplies	\$ 228,912	\$ 344,694	\$ 234,609	\$ 223,385	\$ 244,902
Contractual	\$ 169,083	\$ 181,468	\$ 378,178	\$ 378,914	\$ 303,212
Capital	\$ -	\$ 1,483,714	\$ 67,418	\$ 67,178	\$ 133,725
Total	\$ 5,251,796	\$ 7,022,097	\$ 5,937,189	\$ 5,927,266	\$ 6,029,370



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Human Resources

The Human Resources Department recruits, develops and retains a high-performing workforce and fosters a healthy, safe, and productive work environment for employees in order to maximize individual and organizational potential. The HR administers, develops, and directs employment and risk management policies for all departments within the city. Benefit programs administered include TMRS, deferred compensation, medical, life, dental and vision insurance coverage, vacation, sick leave, longevity pay, and any other benefits provided by the city. The Human Resources Department counsels with employees on employment grievances and/or complaints in an attempt to resolve such grievances in a timely and effective manner. The Risk Manager educates employees, supervisors and managers in safety, workers compensation, and liability issues. Additionally, the Risk Manager works closely with citizens to resolve liability claims against the city.



Service Type Internal
Service Area Organizational Management
Fund General
Department Human Resources
Division Human Resources

Related Strategic Areas

Ensure Sustainable Services

As Weatherford grows as a city, so will the services it provides to its citizens and business-owners. Human Resources will be involved in ensuring sustainable services across the City through providing internal support as pertains to all employees and benefits throughout each department.

General Departmental Goals

- 1 Improve the performance appraisal system to more effectively communicate with and utilize employees
- 2 Develop competencies that enhance individual and organization performance
- 3 Apply new approaches to work process design, succession planning and career development.

Human Resources

Service Type Internal
Service Area Organizational Management
Fund General
Department Human Resources
Division Human Resources

FY15 or FY16 Noteworthy Accomplishments

- 1 Started New hire orientation for better onboarding and retention
- 2 Had monthly training for mid-level managers to enhance skill and knowledge.

FY17 Objectives

- 1 Revamp the performance appraisal system
- 2 Increase employee engagement
- 3 Decrease worker related illnesses and on the job injuries
- 4 Educate the employees on consumer driven health care to aid in lowering their out of pocket expenses and to lower the cities loss ratio

Performance Dashboard

Workload Measures		FY13	FY14	FY15
1	Number of applications processed	2,200	2,303	3,016
2	Number of new hires	70	68	64
3	Number of Worker's comp claims	40	55	49

Key Result Indicators		FY13	FY14	FY15
1	Employee Turnover	17%	16.00%	15.00%

Budgetary Issues

As more and more employees become eligible to retire, Human Resources will experience higher separation costs from employee awards and end-of-service gifts.

Position Summary	FY14	FY15	FY16	FY17
H/R Specialist (Full Time)	1	1	1	1
Risk & Training Manager (Full Time)	1	1	1	1
Director Of Human Resources (Full Time)	1	1	1	1
Total	3	3	3	3

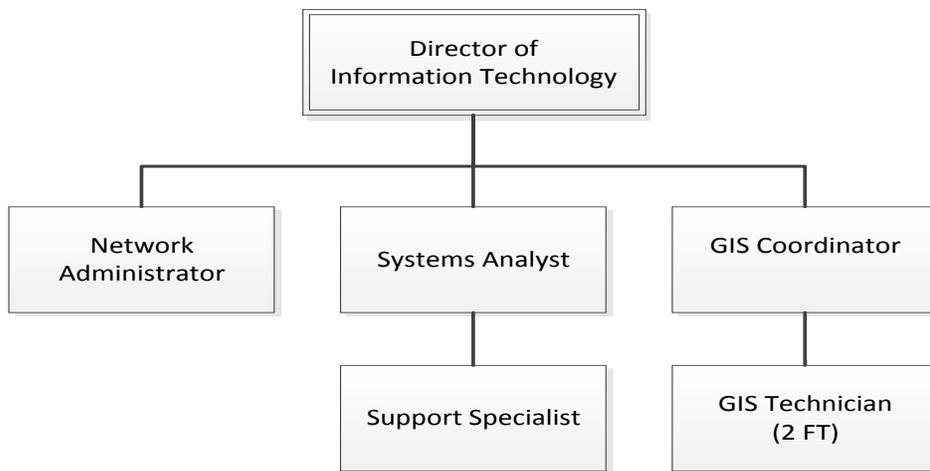
Budget Summary	FY14	FY15	FY16 Bdg	FY16 Prj	FY17
Personnel	\$ 282,980	\$ 303,266	\$ 306,426	\$ 305,471	\$ 316,006
Supplies	\$ 10,000	\$ 2,987	\$ 5,250	\$ 5,250	\$ 5,250
Contractual	\$ 52,473	\$ 47,531	\$ 65,747	\$ 74,026	\$ 77,247
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 345,454	\$ 353,783	\$ 377,423	\$ 384,747	\$ 398,503

Significant Budget Changes

During FY16 and continuing into FY17, the City will continue its contract with a staff training provider. This adds a substantial cost to the Human Resources Department's budget.

Information Technology

The Information Technology Division is responsible for ensuring the efficient operations of the City's computers, networking systems, and Geographical Information Systems (GIS). The Wide Area Network (WAN), GIS, and computer support operations are managed under the Information Technology Division. Maintenance of the WAN involves networking hardware and software troubleshooting, network device upgrades, contract negotiations, fiber optic coordination, data management, and administration. GIS employees manage functions of mapping services to all users including database integrity and data validation. The GIS system supports 18 applications and is used by internal departments and outside consultants to make decisions and recommendations regarding daily operations and future needs. HelpDesk/PC Support performs hardware and software troubleshooting, incident management for city staff, HelpDesk problem resolution for approximately 1,200 connected devices including computers, thin clients, phones and mobile devices throughout the City. Information Technology is under the direction of the Director of Information Technology and reports directly to the City Manager.



Service Type Internal
Service Area Internal Asset Management
Fund General
Department Information Technology
Division Information Technology

Related Strategic Areas

Ensure Sustainable Services

As Weatherford grows as a city, so will the services it provides to its citizens and business-owners. Information Technology will be involved in ensuring sustainable services across the City through providing internal support on software and hardware management, data and work processing solutions, and mobile device management.

Information Technology

Service Type Internal
Service Area Internal Asset Management
Fund General
Department Information Technology
Division Information Technology

Purpose and Description of the Service

The Information Technology Division manages the Wide Area Network (WAN), which involves networking hardware and software troubleshooting, network device upgrades, contract negotiations, fiber optic coordination, data management, and network administration duties. The Geographical Information System (GIS) system supports internal departments and outside consultants to make decisions and recommendations regarding infrastructure improvements and changes. HelpDesk/PC Support performs PC hardware and software troubleshooting, incident management for all city staff, HelpDesk problem resolution.

General Departmental Goals

- 1 Implement and maintain technology solutions that improve the delivery of quality services to our citizens.
- 2 Ensuring responsive communications and improving customer service through effective deployment of technology.
- 3 Provide timely and accurate information to City Council, city staff, and citizens through the continued expansion of Geographical Information System (GIS) and web-based technologies.

FY15 or FY16 Noteworthy Accomplishments

- 1 Implemented central power distribution unit for management of critical technology systems.
- 2 Completed Milsoft System intergration that enables Weatherford Electric to achieve optimum efficiency, productivity, reliability and customer service.
- 3 Finalized computer deployment process that encompasses a three year hardware refresh coupled with operating system upgrades.
- 4 Completed expansion of geographic information system centric work order and tracking system to Transportation and Public Works, Parks, and Customer Service.
- 5 Setup mobile device management for city asset management of iPads, iPhones, and other mobile devices.

FY17 Objectives

- 1 Complete Electronic Content Management pilot project to assist with records retention policies.
- 2 Migrate existing on-premise email infrastructure to cloud based solution for increased redundancy.
- 3 Replace existing in-car cameras and mobile data laptops for the Police Department
- 4 Implement call center enhancements to provide increased customer service across multipul departmnets.
- 5 Continue to assist in extracting data for Business Intelligence used to provide transparency.

Information Technology

Service Type Internal
Service Area Internal Asset Management
Fund General
Department Information Technology
Division Information Technology

Performance Dashboard

Workload Measures		FY13	FY14	FY15
1	Technology support issues completed	1,985	2,365	2,455
2	Geographic Information System web mapping request	3,200	2,833	3,052
3	Technology accounts supported	575	589	662
4	Technology devices supported	843	940	990

Key Result Indicators		FY13	FY14	FY15
1	Average time to complete support request	50 minutes	55 minutes	60 minutes
2	Information Technology needs satisfaction survey	88%	89%	91%
3	Information Technology execution satisfaction survey	86%	90%	90%
4	Information Technology communication satisfaction survey	87%	92%	88%

Budgetary Issues

Priority should be placed on adding additional full time employees that were planned for inclusion since the FY2009-2010 budget process. To maintain high levels of stakeholder satisfaction, IT will be prevented from taking on new projects and strategic initiatives since the IT staff are already 100% utilized just to achieve existing core services and related support. Failure to add additional staffing will not serve the organization well in the future as it is IT's duty to help advance the City through wise investments in strategic technologies.

Position Summary	FY14	FY15	FY16	FY17
Director Of Information Technology (Full Time)	1	1	1	1
GIS Coordinator (Full Time)	1	1	1	1
GIS Tech (Full Time)	1	1	1	1
Sr. Network Administrator (Full Time)	1	1	1	1
System Analyst (Full Time)	1	1	1	1
GIS Analyst (Full Time)	1	1	1	1
IT Specialist (Full Time)	1	1	1	1
Total	7	7	7	7

Budget Summary	FY14	FY15	FY16 Bdg	FY16 Prj	FY17
Personnel	\$ 611,876	\$ 682,641	\$ 645,444	\$ 650,558	\$ 679,885
Supplies	\$ 203,297	\$ 393,473	\$ 217,836	\$ 217,059	\$ 217,836
Contractual	\$ 790,104	\$ 885,658	\$ 983,082	\$ 982,301	\$ 986,277
Capital	\$ 80,493	\$ 70,719	\$ 321,403	\$ 321,503	\$ 59,283
Total	\$ 1,685,771	\$ 2,032,492	\$ 2,167,765	\$ 2,171,420	\$ 1,943,281

Significant Budget Changes

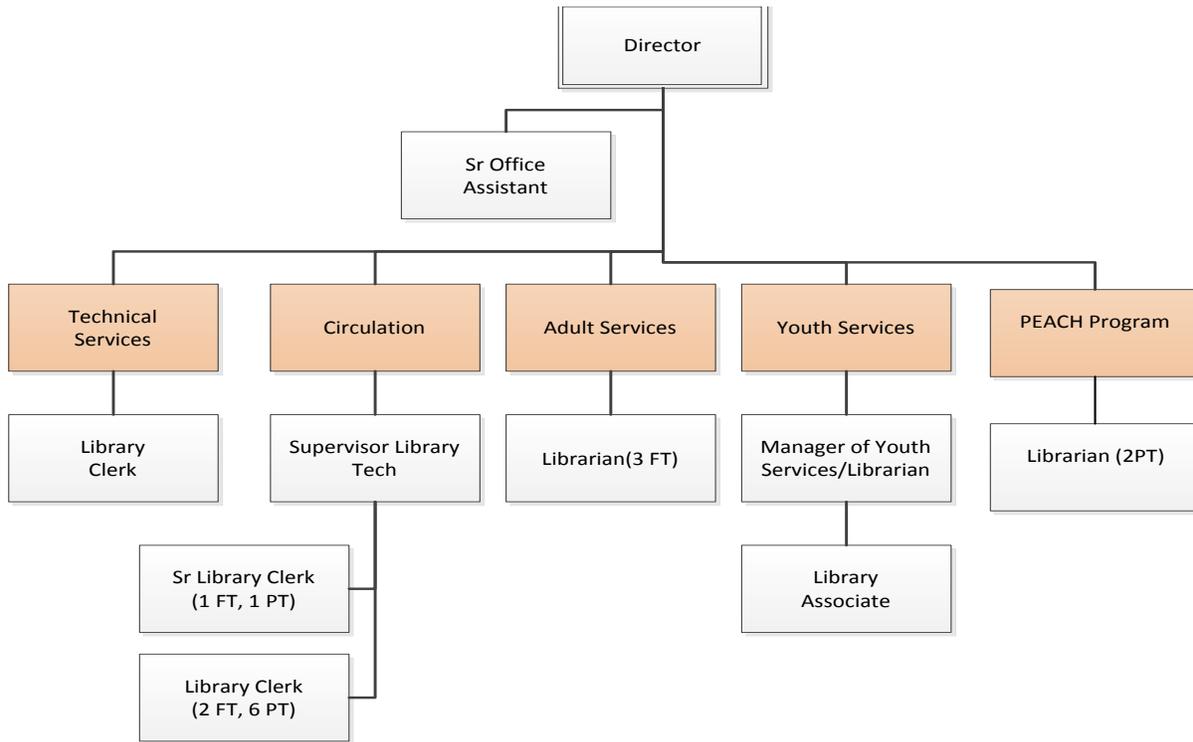
Significant non-recurring expenditures were budgeted here for FY16. These came out for FY17.



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Library Services

The Weatherford Public Library provides library services for the City of Weatherford and neighboring areas of Parker County. The Library is located on Charles Street in southwest Weatherford, and provides meeting space, book and media checkout, Internet services, genealogical research, and other services. In addition to the main library, the department manages various grant and donation funds.



Service Type Internal
Service Area Internal Asset Management
Fund General
Department Library
Division Library

Related Strategic Areas
 Ensure Sustainable Services

Specific Goals
 Revitalize the City's library, focusing on renovation of current facilities and, if feasible, expansion

Weatherford's strategic plan singles out the Library as an area for facility improvement. The department will be completing a facility needs assessment during FY16, and this will help set the stage for staff to meet this strategic goal.

Purpose and Description of the Service

The Weatherford Public Library provides library services for the City of Weatherford and Parker County. The Library is located on Charles Street on the western edge of Weatherford, and provides meeting space, book and media checkout, Internet, genealogical research, and other services. In addition to the main library, the department manages various grant and donation funds. The Weatherford Public Library exists to promote reading, support the formal educational efforts of the community, and provide resources for life-long learning for all citizens. To achieve these goals, a well-trained and professional staff collects and organizes current materials focusing on educational, informational, civic, cultural, business and recreational interests. The staff provides assistance in the use of print and online reference sources; organizes and offers events that advance the growth of the individual; preserves city and county documents of historical, genealogical, or governmental interest; and serves as a referral source for other community services.

Library Services

Service Type Internal
Service Area Internal Asset Management
Fund General
Department Library
Division Library

General Departmental Goals

- 1 Provide staffing and hours of service that meet community needs.
- 2 Provide for the delivery of accurate and timely content and services that focus on satisfying the informational and recreational needs of the community.
- 3 Offer meaningful events designed to meet the needs of the community.
- 4 Increase community awareness of the library and the services offered.
- 5 Review all aspects of the library's operation to improve current services and explore innovations.

FY15 or FY16 Noteworthy Accomplishments

- 1 Completed facility needs assessment
- 2 Began offering events and programming series for adults
- 3 Borrowed XXXX items for Weatherford library users via the PCLA (through July 30)
- 4 Increased Summer Reading Challenge registrations XXXX

FY17 Objectives

- 1 Increase attendance at all events by 5%
- 2 Increase circulation by 5%
- 3 Earn Texas Municipal Library Directors Association Achievement of Library Excellence Award
- 4 Increase library's score on the national Edge Assessment

Performance Dashboard

Workload Measures	FY13	FY14	FY15
1 Number of events sponsored	243	233	280
2 Internet sessions provided*	28,157	26,193	56,063
3 Internet hours provided*	16,746	14,290	29,047

Key Result Indicators	FY13	FY14	FY15
1 Youth event attendance	9,453	8,963	10,518
2 Teen event attendance	1,187	856	693
3 Adult event attendance	30	20	945
4 Items circulated	336,294	347,745	353,854

*Began effective tracking of wireless usage in 2015.

Budgetary Issues

As the Library completes its needs assessment, staff will need to make sure to calculate any increase in operational costs resulting from expansion and renovation plans.

Library Services

Service Type Internal
Service Area Internal Asset Management
Fund General
Department Library
Division Library

Position Summary	FY14	FY15	FY16	FY17
Sr. Library Clerk (Full Time)	2	2	2	2
Library Associate (Full Time)	1	1	1	1
Sr. Library Clerk (Part Time)	1	1	1	1
Director Of Library Srv (Full Time)	1	1	1	1
Assistant Director Of Library Srv (Full Time)	1	0	0	0
Supervising Library Technician (Full Time)	1	1	1	1
Manager Of Youth Services (Full Time)	1	1	1	1
Reference Librarian (Full Time)	1	1	1	1
Library Clerk (Part Time)	6	6	6	6
Librarian (Part Time)	1	1	1	1
Librarian (Full Time)	1	1	1	1
Library Circulation Clerk (Full Time)	1	1	1	1
Sr. Office Assistant (Full Time)	1	1	1	1
Total	19	18	18	18

Budget Summary	FY14	FY15	FY16 Bdg	FY16 Prj	FY17
Personnel	\$ 861,023	\$ 828,229	\$ 818,861	\$ 808,518	\$ 840,634
Supplies	\$ 144,264	\$ 142,986	\$ 149,406	\$ 143,936	\$ 140,906
Contractual	\$ 89,608	\$ 95,404	\$ 104,692	\$ 99,526	\$ 100,434
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 1,094,894	\$ 1,066,618	\$ 1,072,959	\$ 1,051,980	\$ 1,081,974

Library Services

Service Type Internal
Service Area Internal Asset Management
Fund General
Department Library
Division PEACH Program

Related Strategic Areas
 Ensure Sustainable Services

Position Summary	FY14	FY15	FY16	FY17
Librarian (Part Time)	1	1	1	1
Librarian (Part Time)	1	1	1	1
Total	2	2	2	2

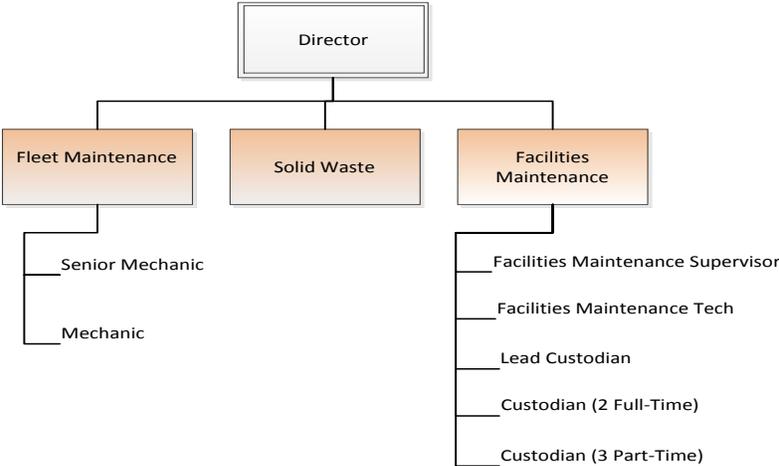
Budget Summary	FY14	FY15	FY16 Bdg	FY16 Prj	FY17
Personnel	\$ 37,499	\$ 18,946	\$ 34,000	\$ 34,000	\$ -
Supplies	\$ 8,321	\$ -	\$ 4,394	\$ 4,394	\$ -
Contractual	\$ 3,053	\$ -	\$ -	\$ -	\$ -
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 48,873	\$ 18,946	\$ 38,394	\$ 38,394	\$ -

Significant Budget Changes

For FY17, this division will be funded out of the Library Special Revenue Fund.

Municipal & Community Services

Municipal & Community Services is responsible for providing a variety of services to internal and external customers, including City Departments and residents of Weatherford. Divisions include: Facilities Maintenance, Fleet Maintenance, and Sanitation (located in the Solid Waste Fund).



Service Type Internal
Service Area Infrastructure Management
Fund General
Department Municipal & Community Services
Division Fleet Maintenance

Related Strategic Areas
Ensure Sustainable Services

Specific Goals
Focus on the City's internal needs

As a part of the Internal Asset Management service area, Fleet Maintenance supports departments' rolling assets, providing routine maintenance as well as expertise in purchasing, if needed. As the City transitions into an ongoing fleet rotation program, this division will play an integral and more central role in managing vehicle and equipment needs.

Municipal & Community Services

Service Type Internal
Service Area Infrastructure Management
Fund General
Department Municipal & Community Services
Division Fleet Maintenance

Purpose and Description of the Service

Under the supervision of the Director of Municipal & Community Services, the Vehicle/Equipment Maintenance Division is responsible for maintenance of all vehicles and equipment in the General Fund & Solid Waste Departments. Assistance is also available to other departments of the city on an as-needed or emergency basis. In prior years, this Division was operated as a city-wide maintenance facility in the Internal Services Fund.

General Departmental Goals

- 1 Provide a comprehensive maintenance program and assure that all city vehicles and equipment are serviced and maintained according to manufacturer specifications.
- 2 Continue to provide accurate, detailed Fleet reports to department Directors.
- 3 Maintain 30 day notification schedule for all vehicles and equipment due for preventative maintenance.

FY15 or FY16 Noteworthy Accomplishments

- 1 Have fulfilled the demands of various departments with the comprehensive maintenance program in place.
- 2 Have fulfilled most repair requests of various departments in General Fund & Solid Waste.
- 3 Fleet Operation will contact various departments for scheduling when there is a preventative maintenance due therefore reducing wait

FY17 Objectives

- 1 Continue to fulfill demands of various departments.
- 2 Fleet Services will provide detailed and accurate reports that will allow department heads to monitor costs of vehicle and equipment

Municipal & Community Services

Service Type Internal
Service Area Infrastructure Management
Fund General
Department Municipal & Community Services
Division Fleet Maintenance

Performance Dashboard

Workload Measures		FY13	FY14	FY15
1	All Service Requests	738	643	715
2	Scheduled Maintenance Requests	218	238	310
3	Unscheduled Maintenance Requests	86	121	70
4	Total Service Hours	2,278	2,757	2,974.50

Key Result Indicators		FY13	FY14	FY15
1	% of Vehicles with On-Time Preventative Maintenance	98%	96%	96%
2	Average Labor Hours per Service Request	3.09	4.29	4.16

Position Summary	FY14	FY15	FY16	FY17
Senior Mechanic (Full Time)	1	1	1	1
Mechanic (Full Time)	1	1	1	1
Total	2	2	2	2

Budget Summary	FY14	FY15	FY16 Bdg	FY16 Prj	FY17
Personnel	\$ 132,923	\$ 134,138	\$ 190,252	\$ 160,525	\$ 132,745
Supplies	\$ 10,081	\$ 8,440	\$ 13,300	\$ 13,300	\$ 13,300
Contractual	\$ 22,207	\$ 17,659	\$ 31,093	\$ 27,847	\$ 31,093
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 165,211	\$ 160,238	\$ 234,645	\$ 201,671	\$ 177,138

Significant Budget Changes

Personnel costs increased significantly in FY16 due to a retirement. These costs will return to normal in FY17.



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Municipal & Community Services

Service Type Internal
Service Area Internal Asset Management
Fund General
Department Municipal & Community Services
Division Facilities Maintenance

Related Strategic Areas

Ensure Sustainable Services

Specific Goals

Focus on the City's internal needs

As a part of the Internal Asset Management service area, Facilities Maintenance supports departments' building maintenance, providing routine upkeep as well as expertise in expansion, if needed. As the City begins to address more of these needs, this division will play an integral and more central role in coordinating all facility renovations.

Purpose and Description of the Service

The Facilities Maintenance Division's responsibilities include: janitorial, electrical, plumbing, painting, structural, mechanical, alterations, and/or remodels through in-house staff or contract services.

General Departmental Goals

- 1 Maintain and sustain the integrity of all city owned buildings and facilities.
- 2 Standardize building materials and equipment throughout city buildings.
- 3 Conduct a thorough assessment of city buildings and structures to identify needs.

FY15 or FY16 Noteworthy Accomplishments

- 1 Completed work on the barn and shed at Animal Shelter.
- 2 Completing remodel of City Hall.
- 3 Installed new roof on fire training facility.
- 4 Installed ADA automatic doors at the Library.
- 5 Installed new roof and siding on the Parks Maintenance shop.

FY17 Objectives

- 1 Install gate and security access to TPW.
- 2 Update air conditioning at Library.

Municipal & Community Services

Service Type Internal
Service Area Internal Asset Management
Fund General
Department Municipal & Community Services
Division Facilities Maintenance

Performance Dashboard

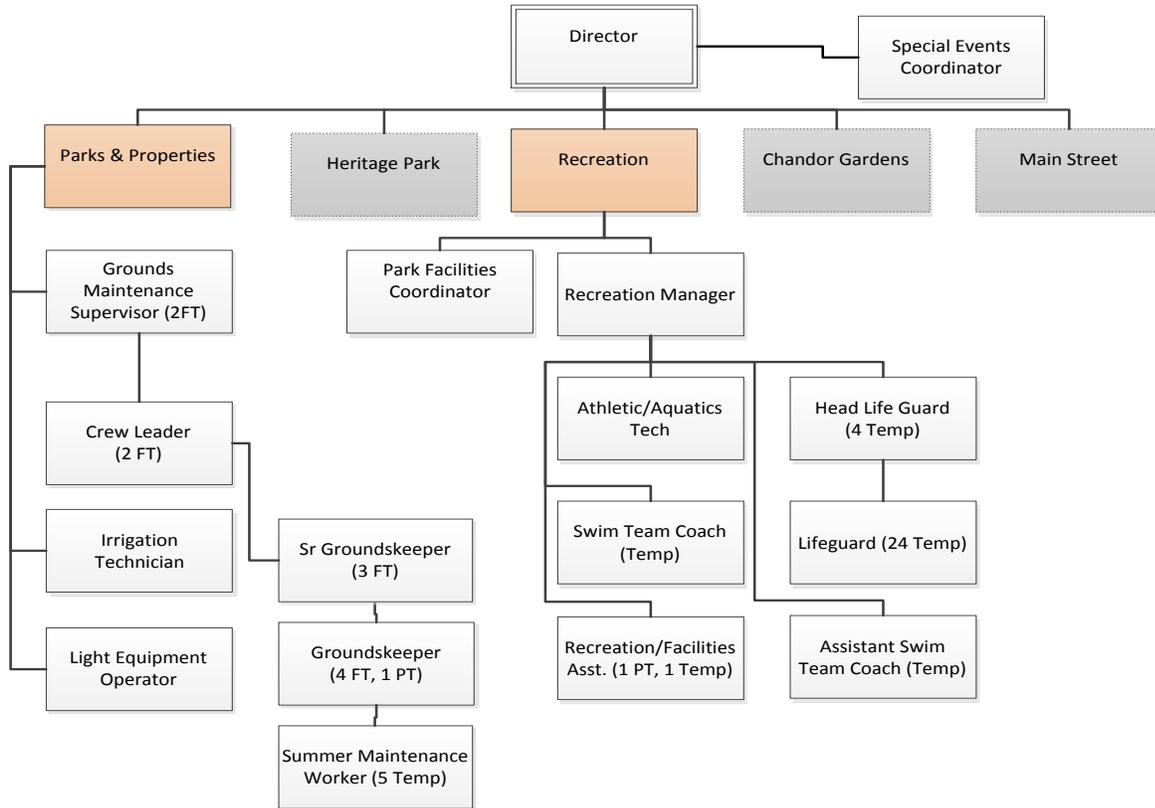
Workload Measures		FY13	FY14	FY15
1	Work orders submitted.	475	490	490
2	Work orders completed	475	480	480

Position Summary	FY14	FY15	FY16	FY17
Custodian (Full Time)	2	2	2	2
Lead Custodian (Full Time)	1	1	1	1
Custodian (Part Time)	3	3	3	3
Facilities Maintenance Mgr (Full Time)	1	1	1	1
Facility Maintenance Tech (Full Time)	1	1	1	1
Total	8	8	8	8

Budget Summary	FY14	FY15	FY16 Bdg	FY16 Prj	FY17
Personnel	\$ 321,932	\$ 297,874	\$ 305,072	\$ 309,215	\$ 316,003
Supplies	\$ 37,978	\$ 32,277	\$ 41,200	\$ 37,585	\$ 41,800
Contractual	\$ 201,633	\$ 183,462	\$ 392,124	\$ 361,617	\$ 400,783
Capital	\$ 28,157	\$ 251,695	\$ 40,714	\$ 59,314	\$ 106,955
Total	\$ 589,701	\$ 765,307	\$ 779,110	\$ 767,731	\$ 865,541

Parks & Recreation

The Parks & Recreation Department is responsible for the maintenance and upkeep of all city parks, landscaping of city facilities, operations of First Monday Trade Days, and all recreation programming. It is also responsible for maintenance and operations of Chandor Gardens and coordinates any Special Events within the city. This department manages several Special Events which includes Weatherford Blooms, Spark in the Park, and Holiday in the Park each year. As of FY16, the First Monday division is located in a separate fund, called the Heritage Park Events Fund.



Service Type External
Service Area Community Quality
Fund General
Department Parks & Properties
Division Parks & Properties

Related Strategic Areas

Ensure Sustainable Services

As residential development strengthens, Parks & Properties will need to evaluate service levels on its increasing customer load. This will, in turn, effect needed equipment and personnel.

Purpose and Description of the Service

Parks and Properties maintains Weatherford parks as a major real estate asset. The program’s strategic focus will be a continuous process for creating efficiencies and cost savings while maintaining a superior park system for citizens of Weatherford. An estimated 856 acres of land are maintained within Weatherford. The maintenance program also includes all 15 parks and park properties including the Historic Downtown Weatherford, recreational buildings and pavilions, athletic fields, the Cherry Park Pool Facility, open space city-owned property and land, and city facilities. This division plays a vital part in special projects funded by the Parks Dedication Fees to include design, order, installation and construction of amenities within the park system. This division also manages mowing contracts for city cemeteries.

Parks & Recreation

Service Type External
Service Area Community Quality
Fund General
Department Parks & Properties
Division Parks & Properties

General Departmental Goals

- 1 To increase productivity among staff.
- 2 To manage increased acquisition of park properties in a more effective manner.

FY15 or FY16 Noteworthy Accomplishments

- 1 Completion of the Amphitheater area, Heritage Park - Capital Projects
- 2 Completion of the North Lot Park, Heritage Park - Capital Projects
- 3 Completion of 12 Horseshoe Pits, Love Street Park - Park Dedication Fund
- 4 Completion of Restroom Facilities, Cherry Park - Park Dedication Fund

FY17 Objectives

- 1 To complete field renovation for youth athletic activities, Cartwright Park - Park Dedication Fund
- 2 To complete lighting for Veterans Memorial, Soldier Spring Park - Park Dedication Fund
- 3 To complete Master Plan for park system - Park Dedication Fund
- 4 To complete future plans for Heritage Park - Capital Projects

Budgetary Issues

The increasing need for equipment and personnel to keep up with the growing use of park properties.

Position Summary	FY14	FY15	FY16	FY17
Groundskeeper (Full Time)	5	5	5	5
Groundskeeper (Part Time)	1	1	1	1
Light Equipment Operator (Full Time)	1	1	1	1
Summer Maintenance (Full Time)	6	6	6	6
Licensed Irrigator (Full Time)	1	1	1	1
Athletic & Aquatic Tech (Full Time)	1	1	0	0
Grounds Maint Supervisor (Full Time)	2	2	2	2
Groundskeeper (Full Time)	2	2	2	2
Assistant Director (Full Time)	1	0	0	0
Crew Leader (Full Time)	2	2	2	2
Sr. Groundskeeper (Full Time)	1	1	1	1
Total	23	22	21	21

Budget Summary	FY14	FY15	FY16 Bdg	FY16 Prj	FY17
Personnel	\$ 806,498	\$ 779,087	\$ 730,645	\$ 792,074	\$ 811,511
Supplies	\$ 207,116	\$ 170,327	\$ 194,382	\$ 189,857	\$ 191,882
Contractual	\$ 303,042	\$ 285,713	\$ 300,157	\$ 325,248	\$ 322,156
Capital	\$ 118,756	\$ 248,847	\$ -	\$ -	\$ -
Total	\$ 1,435,412	\$ 1,483,973	\$ 1,225,183	\$ 1,307,179	\$ 1,325,549

Parks & Recreation

Service Type External
Service Area Community Quality
Fund General
Department Parks & Properties
Division Recreation

Related Strategic Areas

Ensure Sustainable Services

Similar to Parks & Properties, the Recreation division will need to evaluate service levels on its increasing customer load. This will, in turn, effect needed equipment and personnel.

Purpose and Description of the Service

The Recreation Division enriches lives by providing staff, facilities, and resources for a variety of leisure activities, programs, and opportunities in both structured and unstructured settings. These services are available to a broad demographic segment of the population. The division operates the municipal pool, oversees building, pavilion & ball field rentals, and coordinates recreation, athletic, and special events. The division also provides support services for various city sponsored Special Events, First Monday Trade Days, and Chandor Gardens. Recreation division also offers and organizes staff development activities for employees.

General Departmental Goals

- 1 Increase various summer activities within all parks
- 2 Promote increased participation of all recreational activities through advertisements

FY15 or FY16 Noteworthy Accomplishments

- 1 3 seasons of a successful adult soft ball league program - Spring, Summer, Fall at Holland Fields
- 2 2 seasons of a successful Blastball program - Spring and Fall at Cartwright Park
- 3 Successful participation in Youth Tournaments at Holland Lake Ball Fields
- 4 Successful participation in Learn to Swim Program at Cherry Park Pool
- 5 Successful participation in KIDFISH event at Holland Lake Park

FY17 Objectives

- 1 Archery Safety Course and Activity for a Summer Program with instructors
- 2 Establish a local Horseshoe play activity at Love Street Park
- 3 Promote Volunteerism Program for recreational activities

Budgetary Issues

Need for additional funds in operational budget to enhance more participation in established programs and to promote new activities for a Summer Program to increase youth participation.

Parks & Recreation

Service Type External
Service Area Community Quality
Fund General
Department Parks & Properties
Division Recreation

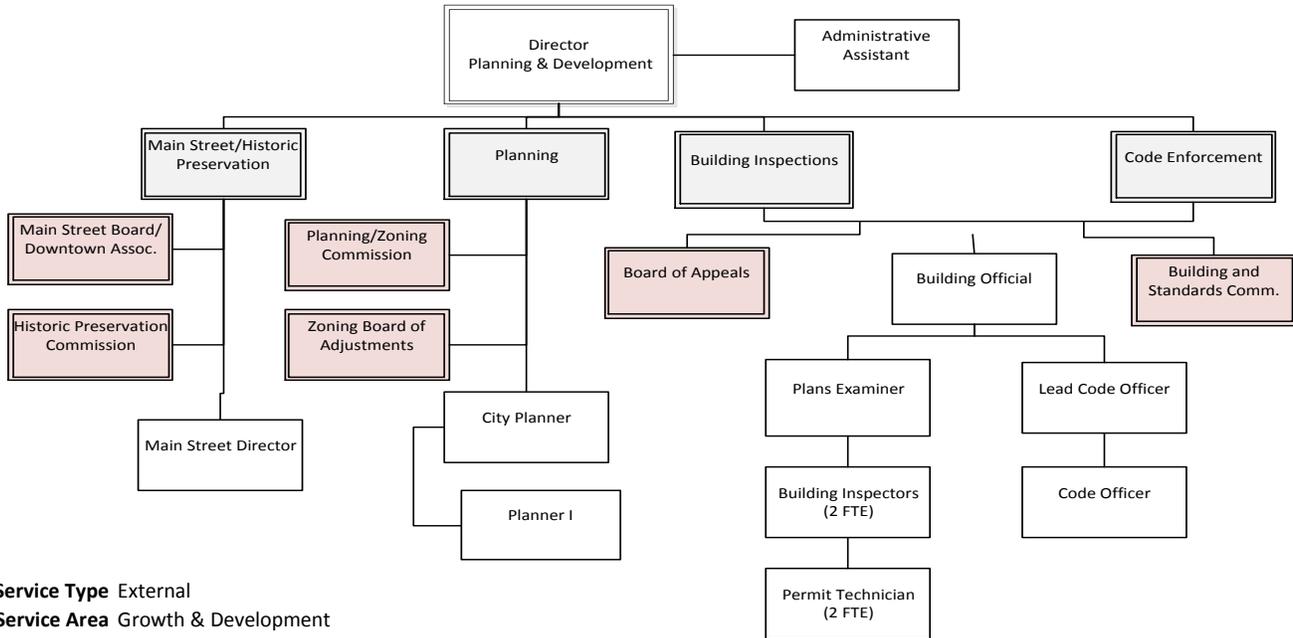
Position Summary*	FY14	FY15	FY16	FY17
Recreation Assist (Part Time)	1	1	1	1
Director Parks & Rec (Full Time)	1	1	1	1
Park Facilities Assist (Part Time)	1	1	1	1
Special Events Coord. (Full Time)	0	1	1	1
Athletic & Aquatic Tech (Full Time)	0	0	1	1
Parks Department Coord (Full Time)	1	1	1	1
Recreation Manager (Full Time)	1	1	1	1
Total	5	6	7	7

* The Recreation Division is responsible for staffing the City's pools in the Summer months. Various part-time personnel will be hired during those months, which will add to the Division's position count.

Budget Summary	FY14	FY15	FY16 Bdg	FY16 Prj	FY17
Personnel	\$ 334,648	\$ 375,002	\$ 494,395	\$ 460,468	\$ 473,285
Supplies	\$ 69,017	\$ 87,455	\$ 71,760	\$ 71,086	\$ 78,758
Contractual	\$ 55,760	\$ 49,941	\$ 65,218	\$ 57,185	\$ 65,070
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 459,425	\$ 512,398	\$ 631,373	\$ 588,740	\$ 617,113

Planning & Development

The Planning and Development Department facilitates building and development processes, with a focus on advocating economic vitality, safe, livable neighborhoods and preservation of Weatherford’s unique cultural and historic character; advises developers, builders, and the general public regarding city ordinances and regulations; serves as a liaison for individual developers and builders to various city departments and state agencies and provides review and evaluation of development plans. Current services offered by the department can be categorized into three divisions: the Planning Division, the Building Division, and the Code Compliance Division.



Service Type External
Service Area Growth & Development
Fund General
Department Planning & Development
Division Planning & Development

Related Strategic Areas

- Plan for Future
- Improve Marketability

Specific Goals

- Conduct a citizens' survey
- Prepare a new comprehensive plan
- Focus on developing downtown, Heritage Park, and York Avenue areas
- Improve tourism and marketing for the City
- Ensure quality development

With its specific focus on future growth and land use, Planning & Development is at the center of the City's strategic plan. Staff is currently working on a new City-wide comprehensive plan, which includes citizen interaction via "town-hall" meetings. It is anticipated that the plan will be completed in the first half of FY17. The Department also plays an integral role in the development of targeted areas of the City, thereby improving Weatherford's marketability.

Planning & Development

Service Type External
Service Area Growth & Development
Fund General
Department Planning & Development
Division Planning & Development

Purpose and Description of the Service

Planning and Development Services oversees four major functions. The Planning Division is responsible for regulating land use development by implementing the policies and regulations established by the City Council and the State of Texas. Those duties include: professional planning and zoning research, providing information to the public regarding the city's Comprehensive Plan, zoning requirements, subdivision rules and development standards, and facilitating historic preservation. The Building Division ensures that commercial buildings and residential homes constructed, altered, or maintained in the City of Weatherford meet the adopted standard for building safety. Duties include commercial and residential plan review, permitting, and inspections. The Code Enforcement Division insures that neighborhoods, properties and buildings meet the maintenance and nuisance codes of the City. The Main Street/Historic Preservation Division improves the Downtown, works with the Association to increase tourism and marketing. It also works with the downtown, neighborhoods and individual properties to preserve Weatherford's history.

General Departmental Goals

- 1 Continue revising and streamlining development ordinances and processes
- 2 Facilitate Quality Development and work with applicants to increase knowledge of codes/permitting
- 3 Expand code enforcement efforts to become neighborhood preservation with incentives
- 4 Develop plans for one stop building permit department in remodeled old City Hall

FY15 or FY16 Noteworthy Accomplishments

- 1 Adopted Historic Preservation ordinance amendments/tax incentives, masonry & tree ord. revisions
- 2 Initiated Inaugural Bankhead Celebration for September 2016
- 3 1300 residential lots master planned, building permits -Film Alley, Academy, Hobby Lobby, Roger Wiams
- 4 Hired Main Street Director, Downtown Coordinator and Historic Preservation Officer, Downtown Asso.
- 5 Initiated General Plan, related base maps, land use; held citizen and advisory committee meetings (55%)

FY17 Objectives

- 1 Complete General Plan, implement zoning amendments, development code revisions, incentives
- 2 Develop programs for rental housing, code enforcement to protect neighborhoods
- 3 Help set up program for desperate single family homeowners needing assistance in housing
- 4 Help downtown association to implement at least one major tourist event per month
- 5 Develop plans for one stop building permit department in remodeled old City Hall

Planning & Development

Service Type External
Service Area Growth & Development
Fund General
Department Planning & Development
Division Planning & Development

Performance Dashboard

Workload Measures		FY13	FY14	FY15
1	Plats and zoning cases processed	28	31	37
2	Code enforcement cases opened/substandard structures handled	660	420	413
3	Number of Public Meetings staffed by P&D	63	87	113

Key Result Indicators		FY13	FY14	FY15
1	Number of permits issued	1,651	2,049	2,400
2	New single family homes	192	197	220
3	Substandard Structures Handled	7	18	22
4	# of downtown special events assisted by Main St.	4	3	13 proj

Budgetary Issues

The Department has several budgetary needs it is currently facing:
First, there are three vehicles that will need replacing as soon as funds are available.
Second, the Department has concentrated on downtown improvements, and would like to recommend several improvements, including restrooms, landscaping, lighting, and seating.
Finally, the Department would also benefit from technological upgrades regarding TRAKit software, on-line permitting, and GIS improvements.

Position Summary	FY14	FY15	FY16	FY17
Building Inspector (Full Time)	2	2	2	2
Building Official (Full Time)	1	1	1	1
Planning Tech (Full Time)	0	1	1	1
Plans Examiner (Full Time)	1	1	1	1
Director Of Plan & Dev (Full Time)	1	1	1	1
City Planner (Full Time)	1	1	1	1
Permit Tech (Full Time)	2	2	2	2
Admin Assistant (Part Time)	2	1	1	1
Main Street Coordinator (Full Time)*	1	1	1	1
Total	11	11	11	11

* This position is partially funded out of the Hotel/Motel Tax Fund.

Budget Summary	FY14	FY15	FY16 Bdg	FY16 Prj	FY17
Personnel	\$ 676,677	\$ 716,122	\$ 754,211	\$ 726,661	\$ 799,503
Supplies	\$ 13,416	\$ 34,046	\$ 21,400	\$ 20,813	\$ 21,400
Contractual	\$ 45,631	\$ 52,726	\$ 288,430	\$ 282,898	\$ 62,930
Capital	\$ 54,546	\$ 3,500	\$ -	\$ -	\$ -
Total	\$ 790,270	\$ 806,394	\$ 1,064,041	\$ 1,030,372	\$ 883,833

Significant Budget Changes

A significant non-recurring cost was budgeted here for FY16. This cost does not appear in FY17.

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Planning & Development

Service Type External
Service Area Community Quality
Fund General
Department Planning & Development
Division Code Enforcement

Related Strategic Areas

Plan for Future
Improve Marketability

Specific Goals

Ensure quality development

Weatherford's Code Enforcement division helps to fulfill the strategic goal of ensuring quality development through enforcing codes, ensuring all development is held to the quality standards of the City.

Purpose and Description of the Service

The mission of the Weatherford Code Enforcement Team is to have a positive impact on the City as a whole and to improve the quality of life throughout the community. Code Enforcement is responsible for preserving the quality and value of public and private property, and maintaining a high standard of living by eliminating conditions that threaten the health, safety, life and general welfare of the public. Code Enforcement is responsible for preserving the quality and value of public and private property and maintaining a high standard of living by eliminating conditions that threaten the life, health, safety, and general welfare of the public.

General Departmental Goals

- 1 Develop and establish specific brochures/resources for providing ongoing training on property maintenance guidelines.
- 2 Research and develop list of organizations and groups to assist citizens who need help with violation compliance.
- 3 Create new lines of communication through social media.

FY15 or FY16 Noteworthy Accomplishments

- 1 Developed a clear streamlined process for processing substandard building demolitions.
- 2 Completed the new guidelines for handling typical property maintenance violations.
- 3 Better defined Code Officer duties as related to enforcement.
- 4 Increased voluntary demolition of substandard building.

FY17 Objectives

- 1 Increase number of processed substandard buildings.
- 2 Establish citizen based action committee for North and South quadrants of the city.
- 3 Incorporate new research tools and software to expedite and shorten compliance timelines.
- 4 Establish a Building Board of Appeals Committee.

Planning & Development

Service Type External
Service Area Community Quality
Fund General
Department Planning & Development
Division Code Enforcement

Performance Dashboard

Workload Measures		FY13	FY14	FY15
1	Number of citizen complaint responses resulting in cases opened	941	660	419
2	Number of citizen complaints handled per officer	235	220	209

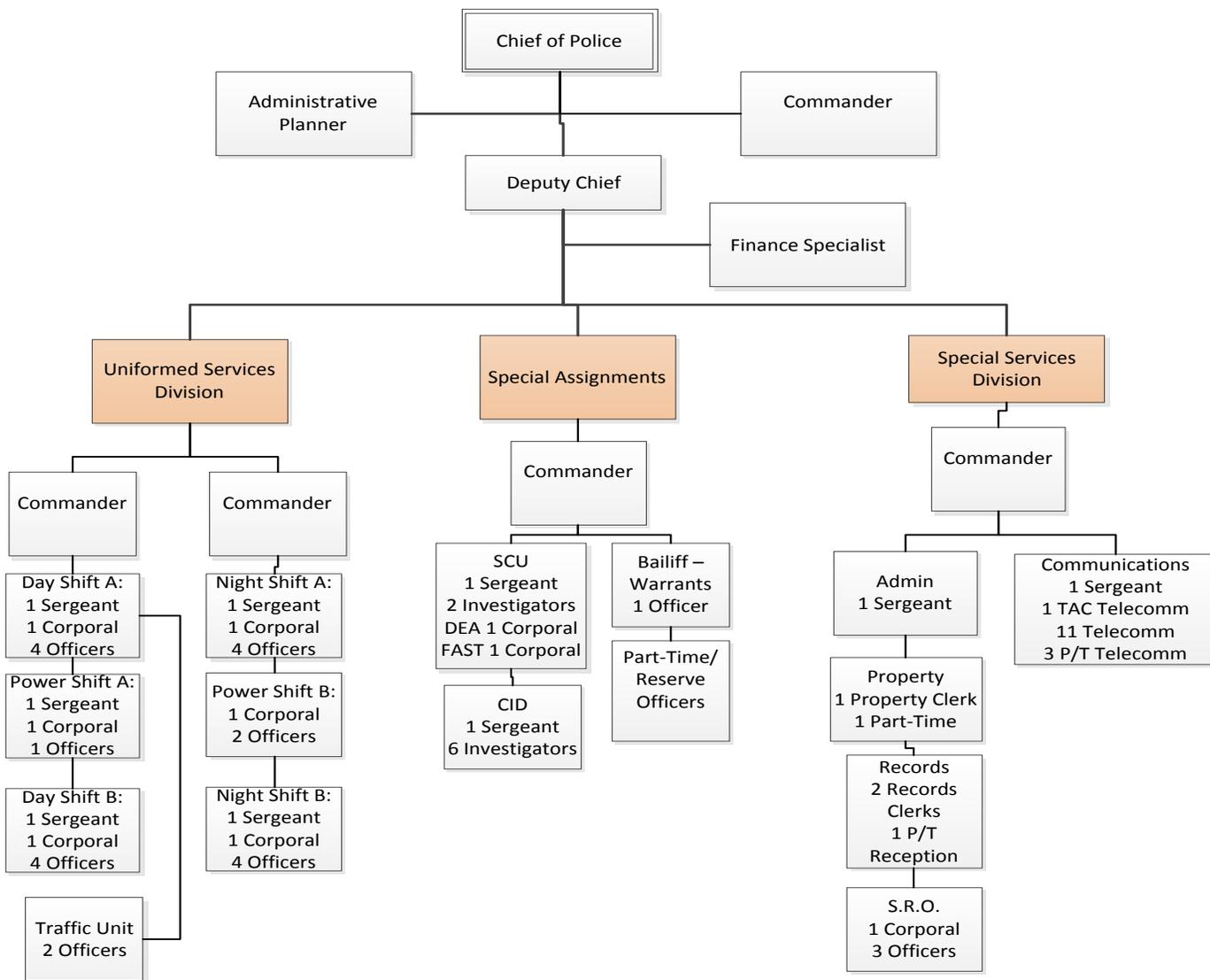
Key Result Indicators		FY13	FY14	FY15
1	Average days to resolve case from initial complaint to compliance	13	11	7
2	Percentage of cases closed based upon compliance received	95%	97%	99%
3	Percentage of repeatative violation properties	14%	25%	11%

Position Summary	FY14	FY15	FY16	FY17
Code Enforcement Officer (Full Time)	1	1	1	1
Code Enforcement Officer (Part-Time)	1	0	0	0
Lead Code Compliance Officer (Full Time)	1	1	1	1
Total	3	2	2	2

* This position is partially funded out of the Hotel/Motel Tax Fund.

Budget Summary	FY14	FY15	FY16 Bdg	FY16 Prj	FY17
Personnel	\$ 166,149	\$ 139,004	\$ 138,096	\$ 157,396	\$ 139,421
Supplies	\$ 5,837	\$ 3,614	\$ 9,900	\$ 6,610	\$ 9,900
Contractual	\$ 5,027	\$ 12,146	\$ 56,344	\$ 55,387	\$ 26,684
Capital	\$ -	\$ -	\$ -	\$ -	\$ 40,000
Total	\$ 177,013	\$ 154,764	\$ 204,340	\$ 219,393	\$ 216,005

Police Department



Service Type External
Service Area Public Safety
Fund General
Department Police
Division Police

Related Strategic Areas

Ensure Sustainable Services

The City of Weatherford is experiencing a period of strong population growth and the City’s strategic plan reflects such. The City Council and staff are focusing on growing City operations in a smart way to ensure we maintain our key service levels due to population growth. The police department is a member of our Public Safety service area and will continue to focus on providing support necessary to ensure our City is safe, both presently and into the future.

Police Department

Service Type External
Service Area Public Safety
Fund General
Department Police
Division Police

Purpose and Description of the Service

The Weatherford Police Department (WPD) provides a variety of law enforcement services for the City of Weatherford. Under the direction of the Chief of Police, WPD enforces traffic laws, investigates criminal offenses, and provides a deterrent for potential criminal activity. WPD's operating budget is composed of general tax dollars. Special programs and capital purchases are financed through tax dollars, grants, and seized funds. The Weatherford Police Department is organized into three operational divisions: Uniformed Services, Special Assignments, and Support Services. Uniform Services consist of Patrol and Traffic Unit. The Special Assignments division consist of Criminal Investigations, Special Crimes Investigations, Fugitive Apprehension Team, DEA Task Force, and Court Bailiff. Support Services consist of Communications, Records, Property, and School Resource Officers.

General Departmental Goals

- 1 Improve the quality of life for our citizens by adopting a low tolerance for criminal activity or any other activity that disturbs the well being of our citizens.
- 2 Reduce traffic accidents and traffic related complaints.
- 3 Criminal Investigations Division: to become more proficient with computer forensics and digital evidence and focus on proactive measures to reduce crime.
- 4 Records Division: to continue to create a warm and friendly environment for the citizens of Weatherford. To provide timely and accurate service to the general public, other agencies, and other divisions within our department. To continue to develop strong working relationships with all personnel within the Weatherford Police Department and to strive for excellence.
- 5 Property Division: to increase the ability to restore property to its rightful owner or legally disposing of the property in a timely manner.

FY15 or FY16 Noteworthy Accomplishments

- 1 Obtained and implemented a Grant to fund Mental Health Peace Officer Training to all sworn members of the Department.
- 2 Began process to obtain Recognized status from Texas Police Chief's Association
- 3 Crime Rate remains below median for city the size of Weatherford.

FY17 Objectives

- 1 Maintain position as low crime rate city.
- 2 Increase training to ensure recognized status is achieved and maintained.

Police Department

Service Type External
Service Area Public Safety
Fund General
Department Police
Division Police

Performance Dashboard

Workload Measures		FY13	FY14	FY15
1	Calls for Service	20,355	17,757	
2	Number of 9-1-1 Calls	13,811	15,676	
3	Citations Issued	6,701	4,541	
4	Traffic Stops	12,140	10,999	

Key Result Indicators		FY13	FY14	FY15
1	Recognition from TPCA to be achieved 2016-2017	1.00	1.00	1.00

Budgetary Issues

Departments increased overtime requirements are straining budget i.e; mandatory staffing, vacation/holiday time cap, reduced officer staffing. Aging fleet continues to be an issue, although steps are being taken to alleviate the issue in the next 2 years. Changing law enforcement duties/philosophy in general may impact the budget in the future.

Position Summary	FY14	FY15	FY16	FY17
Office Assistant (Part Time)	1	1	1	1
Background Investigator (Part Time)	1	1	1	1
Police Telecomm Officer (Part Time)	1	1	1	1
Police Chief (Full Time)	1	1	1	1
Police Commander (Full Time)	5	5	5	5
Police Corporal (Full Time)	14	14	14	14
Police Court Bailiff (Full Time)	1	1	1	1
Police Deputy Chief (Full Time)	1	1	1	1
Police Finance Specialist (Full Time)	1	1	1	1
Police Officer (Full Time)	29	27	27	27
Police Plan & Dev Coord (Full Time)	1	1	1	1
Police Prop & Evid Tech (Full Time)	1	1	1	1
Police Records Clerk (Full Time)	2	2	2	2
Police Sergeant (Full Time)	9	9	9	9
Police TCO (Full Time)	11	11	11	11
Police TCO/TAC (Full Time)	1	1	1	1
Prop & Evidence Tech (Part Time)	1	1	1	1
Reserve Police Officer (Paid) (Part Time)	2	2	2	2
Total	83	81	81	81

Budget Summary	FY14	FY15	FY16 Bdg	FY16 Prj	FY17
Personnel	\$ 6,556,241	\$ 6,673,532	\$ 7,020,977	\$ 7,000,303	\$ 7,055,901
Supplies	\$ 370,237	\$ 363,528	\$ 344,785	\$ 298,181	\$ 354,363
Contractual	\$ 276,804	\$ 295,693	\$ 697,082	\$ 678,351	\$ 517,986
Capital	\$ 121,562	\$ 120,351	\$ 76,446	\$ 103,000	\$ -
Total	\$ 7,324,845	\$ 7,453,103	\$ 8,139,291	\$ 8,079,835	\$ 7,928,250

Significant Budget Changes

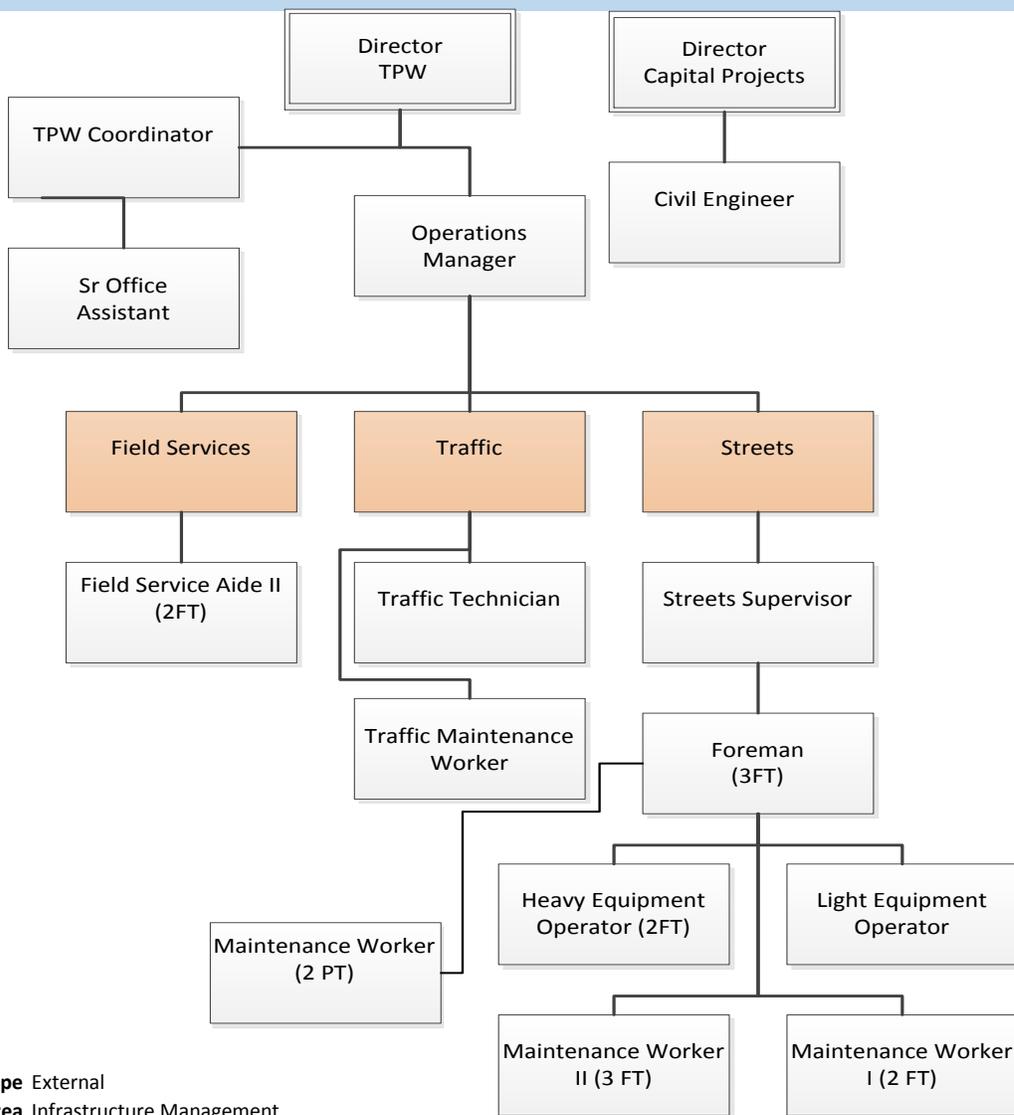
The Police Department has a significant number of employees who are eligible to retire. In FY15 and FY16, some of these employees left the City, resulting in large, non-recurring personnel costs.

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Transportation & Public Works

Transportation and Public Works oversees TPW Administration, Field Services, Traffic, Streets, and Capital Improvement Projects. Each division has specific areas of expertise that relates to each of the other divisions in unique ways. Administration oversees all department operations. Field Services provides inspection and surveying services. Traffic monitors and maintains all traffic control devices on city streets. Streets provides preventive maintenance and reconstruction of city streets, mows city rights-of-way, and maintains the drainage system.



Service Type External
Service Area Infrastructure Management
Fund General
Department Transportation & Public Works
Division Transportation & Public Works Administration

Transportation & Public Works

Service Type External
Service Area Infrastructure Management
Fund General
Department Transportation & Public Works
Division Transportation & Public Works Administration

Related Strategic Areas

Concentrate on Infrastructure

Specific Goals

Upgrade Infrastructure
Convene a Capital Advisory Committee
Focus on Revitalizing Transportation throughout the City

Weatherford's Transportation and Public Works Department is focused on improving City streets, traffic flow, and drainage, while also working with developers on inspections. As the Administrative arm of Transportation and Public Works, this division is responsible for administering all transportation improvement projects undertaken by the City.

Purpose and Description of the Service

TPW Administration coordinates the efforts of all divisions into a useful tool that is designed to meet the community's need for a well-planned transportation system.

General Departmental Goals

- 1 Develop a strategy for promoting and directing growth to correlate with the City's comprehensive thoroughfare plan.
- 2 Maintain and operate the City's transportation system.
- 3 Ensure transportation services meet the need of residents, customers and employees through the developments of annual department goals, objectives, and strategic budgeting.
- 4 Develop clear avenues of communications with citizens and respond to citizens' inquiries, complaints and/or suggestions in a timely manner.

FY15 or FY16 Noteworthy Accomplishments

- 1 Created and adopted a Right-of-Way management ordinance including a new R.O.W. construction permit process.
- 2 Implemented a new work order system to track and manage operational duties.
- 3 Updated street rehabilitation projects in conjunction with other public and private utility entities.
- 4 Continue developing a strategic preventive maintenance program.
- 5 Completed IH20 frontage road project through Pass Through Toll Program.

FY17 Objectives

- 1 Process Right-of-Way construction permits within 48 hours.
- 2 Coordinate with all public and private entities in planning for all transportation projects.
- 3 Respond to citizen requests, e-mails and telephone calls within 24 hours of receipt.

Transportation & Public Works

Service Type External
Service Area Infrastructure Management
Fund General
Department Transportation & Public Works
Division Transportation & Public Works Administration

Performance Dashboard

Workload Measures		FY13	FY14	FY15
1	Number of citizen request processed	197	201	300
2	number of R.O.W. construction permits processed	286	290	300
3	Work Orders processed	1,390	1,500	1,600

Key Result Indicators		FY13	FY14	FY15
1	Citizen requests resolved	90%	90%	95%
2	R.O.W. Construction permits completed on time	99%	99%	99%

Budgetary Issues

As the economy recovers, there is more development which there is an increase in construction activity. More permits and inspections are processed increasing the workload for TPW administration.

Position Summary	FY14	FY15	FY16	FY17
Dir Of Capit Improv Proj-Tran (Full Time)*	1	1	1	1
Dir Of Trans P&W (Full Time)	1	1	1	1
Trans & PW Coord. (Full Time)	0	0	1	1
Civil Engineer (Full Time)*	1	1	0	0
TPW Operations Manager (Full Time)	1	1	1	1
Sr. Office Assistant (Full Time)	1	1	1	1
Total	5	5	5	5

* These positions were partially funded out of bond funds prior to FY16.

Budget Summary	FY14	FY15	FY16 Bdg	FY16 Prj	FY17
Personnel	\$ 336,394	\$ 349,652	\$ 429,435	\$ 469,590	\$ 432,476
Supplies	\$ 4,686	\$ 4,312	\$ 7,950	\$ 8,677	\$ 16,453
Contractual	\$ 34,551	\$ 71,334	\$ 70,664	\$ 70,420	\$ 62,664
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 375,631	\$ 425,298	\$ 508,049	\$ 548,687	\$ 511,593

Significant Budget Changes

An employee's retirement pushed the personnel budget here significantly higher. This cost will normalize for FY17.



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Transportation & Public Works

Service Type External
Service Area Infrastructure Management
Fund General
Department Transportation & Public Works
Division Field Services

Related Strategic Areas

Concentrate on Infrastructure

Specific Goals

Upgrade Infrastructure
Ensure quality development
Focus on Revitalizing Transportation throughout the City

The Field Services division helps infrastructure management in Weatherford through ensuring all construction projects meet the standards of Weatherford.

Purpose and Description of the Service

Field Services provides survey services for design needs of construction projects within the city's rights-of-way, as well as inspection and testing services on right-of-way excavation and capital road projects. Field services staff also coordinate and manage street rehabilitation projects with street division and other private or public entities.

General Departmental Goals

- 1 Perform accurately and timely inspections of private utility company construction and public infrastructure construction projects to ensure
- 2 Ensure efficient and timely construction of infrastructure improvements assigned to the Department.
- 3 Respond in a timely manner and facilitate appropriate and feasible resolution to concerns and issues posed by internal and external
- 4 Perform accurately and timely surveying/ CAD services for street projects and other departments.

FY15 or FY16 Noteworthy Accomplishments

- 1 Inspected and approved construction infrastructure on 4 major residential developments.
- 2 Completed CIP inspection on IH20 frontage roads.
- 3 Surveyed and Designed 2 miles street rehabilitation projects.
- 4 Surveyed and Designed 350 LF of storm drainage system.
- 5

Transportation & Public Works

Service Type External
Service Area Infrastructure Management
Fund General
Department Transportation & Public Works
Division Field Services

FY17 Objectives

- 1 Improve timeliness of development inspections to encourage economic development within City of Weatherford.
- 2 Improve timeliness of Right-of-Way inspections to expedite street repairs and/or traffic flow.
- 3 Accurately perform surveys and street designs more efficiently and effectively.
- 4 Respond to citizen requests, e-mails and telephone calls within 24 hours of receipt.

Performance Dashboard

Workload Measures		FY13	FY14	FY15
1	Private Development construction inspections performed	70	60	500
2	Capital Improvement Project inspections performed	450	650	400
3	Right-of-Way construction inspections performed	280	250	300
4	Surveys and CAD requests/performed	200	220	300

Key Result Indicators		FY13	FY14	FY15
1	Inspections completed within 24 hours	90%	90%	95%
2	Surveys completed on schedule	100%	100%	100%
3	CAD plans completed on schedule	100%	100%	100%

Budgetary Issues

Increase in developments occurs as the economy recovers. With the increase in developments, staff is being inundated with inspections. Already contracting inspection services. Either increase funding for inspection services or acquire a FT construction inspector.

Transportation & Public Works

Service Type External
Service Area Infrastructure Management
Fund General
Department Transportation & Public Works
Division Field Services

Position Summary	FY14	FY15	FY16	FY17
Field Service Tech (Full Time)	0	0	1	1
Field Service Aid (Full Time)	2	2	0	0
Total	2	2	1	1

Budget Summary	FY14	FY15	FY16 Bdg	FY16 Prj	FY17
Personnel	\$ 112,165	\$ 112,701	\$ 114,749	\$ 64,639	\$ 65,204
Supplies	\$ 16,391	\$ 11,017	\$ 11,551	\$ 18,404	\$ 11,551
Contractual	\$ 16,472	\$ 32,576	\$ 109,426	\$ 107,992	\$ 11,006
Capital	\$ 9,150	\$ -	\$ -	\$ -	\$ -
Total	\$ 154,178	\$ 156,294	\$ 235,727	\$ 191,035	\$ 87,761

Significant Budget Changes

One Field Service Aid was moved from the Field Services Division and placed in TPW Administration in FY16.



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Transportation & Public Works

Service Type External
Service Area Infrastructure Management
Fund General
Department Transportation & Public Works
Division Traffic

Related Strategic Areas

Concentrate on Infrastructure

Specific Goals

Upgrade Infrastructure
Focus on Revitalizing Transportation throughout the City

As development increases throughout the City, so will traffic flow. This division will work to assess traffic needs and plan for the best method of meeting those needs.

Purpose and Description of the Service

The Traffic Division is responsible for assessing short and long-term traffic flow needs by constantly monitoring traffic volumes. Proper installation, repair, and maintenance of all traffic control devices are also under the division's direction. The increased traffic volumes within the city make this division and its functions critical to the city's economic vitality and the quality of life for citizens.

General Departmental Goals

- 1 Ensure traffic signs meet City's, State, and Federal guidelines.
- 2 Continually improve and maintain City's pavement markings and traffic control.
- 3 Continue developing guidelines and acquiring traffic count data for assessment of traffic impacts.
- 4 Continue assisting public and private special events with traffic control.
- 5 Continue assisting citizens and motorists on residential traffic calming programs.

FY15 or FY16 Noteworthy Accomplishments

- 1 Successfully upgraded 75% of the City's street name signs to meet State and Federal guidelines.
- 2 Acquired traffic sign plotter which has had savings on material and labor cost.
- 3 Implemented new sign standard which will help street name signs be more sturdy and require less maintenance in the future.

FY17 Objectives

- 1 Continue maintaining and improving City's traffic signs and pavement markings.
- 2 Continue assisting departments and private entities with traffic control for special events.
- 3 Respond to citizen requests, e-mails and telephone calls within 24 hours of receipt.

Transportation & Public Works

Service Type External
Service Area Infrastructure Management
Fund General
Department Transportation & Public Works
Division Traffic

Performance Dashboard

Workload Measures		FY13	FY14	FY15
1	Number of traffic signs replaced, repaired, and installed	2,300	2,300	2,500
2	Linear feet of pavement markings installed	4,800	2,600	4,500
3	Hours of Traffic Control for special events, departments, emergency, etc.	73	86	250

Key Result Indicators		FY13	FY14	FY15
1	Traffic signs placed on schedule	100%	100%	100%
2	Traffic Control placed on schedule	100%	100%	100%
3	Citizen Requests completed within 48 hours	100%	100%	100%

Budgetary Issues

Special events continue to increase every year which staff is working more hours increasing work loads and over time.

Position Summary	FY14	FY15	FY16	FY17
Traffic Technician (Full Time)	1	1	2	1
Traffic Maintenance Worker I (Full Time)	1	1	1	1
Traffic Maintenance Worker (Part Time)	0	0	2	2
Total	2	2	5	4

* This position is partially funded out of the Hotel/Motel Tax Fund.

Budget Summary	FY14	FY15	FY16 Bdg	FY16 Prj	FY17
Personnel	\$ 97,966	\$ 100,177	\$ 122,985	\$ 126,805	\$ 137,416
Supplies	\$ 102,907	\$ 79,127	\$ 75,135	\$ 71,270	\$ 80,135
Contractual	\$ 3,420	\$ 1,434	\$ 9,800	\$ 9,209	\$ 4,800
Capital	\$ -	\$ -	\$ -	\$ 17,100	\$ -
Total	\$ 204,293	\$ 180,738	\$ 207,920	\$ 224,383	\$ 222,351

Transportation & Public Works

Service Type External
Service Area Infrastructure Management
Fund General
Department Transportation & Public Works
Division Streets

Related Strategic Areas

Concentrate on Infrastructure

Specific Goals

Upgrade Infrastructure
Focus on Revitalizing Transportation throughout the City

This division exists to ensure proper working roads exist to serve citizens and ensure proper infrastructure for development.

Purpose and Description of the Service

The Street Maintenance Division is responsible for the maintenance of all paved and unpaved streets and city-owned parking lots. Activities include major and minor construction and re-construction of streets by stabilizing and paving with hot mix, cold mix, or penetration services. Other activities include crack sealing, repairing pot holes and minor street failures, street sweeping, R.O.W. mowing and tree trimming, maintaining gutters and street shoulders, and repairing utility cuts; and concrete maintenance which is responsible for City sidewalks, driveways, approaches, City ADA ramps, curbs and gutters, and concrete repairs.

General Departmental Goals

- 1 Protect the investment in public streets through adequate repair to assure maximum street life of 20 years for asphalt streets.
- 2 Ensure public safety for all who drive on City streets.
- 3 Maintain all public right-of-ways to provide the best appearance possible by mowing, litter pick-up, tree trimming, etc.
- 4 Perform quality street rehabilitation projects by utilizing a complete reclamation construction process.
- 5 Continually improve and maintain City's storm drainage systems.

FY15 or FY16 Noteworthy Accomplishments

- 1 Rehabilitated approximately 3.5 miles of City streets through department neighborhood rehabilitation program.
- 2 Placed 1.5 miles of slurry seal part of the preventative maintenance program.
- 3 Installed 450 LF of storm drainage pipe and installed 7 drainage inlets.

FY17 Objectives

- 1 Continue to rehab 3.5 miles part of the Five year street rehabilitation program.
- 2 Continue to slurry seal 1.5 miles part of preventative maintenance program.
- 3 Respond to citizen requests, e-mails and telephone calls within 24 hours of receipt.

Transportation & Public Works

Service Type External
Service Area Infrastructure Management
Fund General
Department Transportation & Public Works
Division Streets

Performance Dashboard

Workload Measures		FY13	FY14	FY15
1	Squared Yards of HMAC streets rehabilitated	80,000	82,000	82,500
2	Square yards of preventative maintenance performed	30,000	31,000	35,000
3	Number of street repairs including pot holes	6,500	6,000	7,200
4	Linear feet of drainage improvements	360	500	450

Key Result Indicators		FY13	FY14	FY15
1	Streets rehabilitated on schedule	99%	99%	99%
2	Street failures including pot holes repaired within 48 hours	95%	95%	95%
3	Citizen Requests resolved	90%	90%	90%

Budgetary Issues

With the current staff level it is difficult to address service requests in a timely manner while continuing normal maintenance operation duties and projects. Our service requests have increased within the past years which have increased work orders. Normal maintenance operational duties are being delayed so that other maintenance service requests can be addressed. Our department goal is to prioritize all service requests and work orders, responding within 48 hours or sooner. Many of these request or work orders are considered top priority which are based on safety, property damage, or mobility. A majority of these work orders require a typical crew of 3 workers, but others require a full crew of 6 workers. During paving projects, the entire street division (12 FTE) is required to accomplish the job.

Position Summary	FY14	FY15	FY16	FY17
Heavy Equipment Operator (Full Time)	3	3	3	3
Light Equipment Operator (Full Time)	1	1	1	1
Street Supervisor (Full Time)	1	1	1	1
Crew Leader (Full Time)	1	1	1	1
Maintenance Worker (Full Time)	4	5	5	5
Street Crew Leader (Full Time)	1	1	1	1
Total	11	12	12	12

Budget Summary	FY14	FY15	FY16 Bdg	FY16 Prj	FY17
Personnel	\$ 692,511	\$ 719,935	\$ 800,472	\$ 768,793	\$ 730,496
Supplies	\$ 847,953	\$ 1,085,654	\$ 1,168,519	\$ 1,155,849	\$ 1,106,580
Contractual	\$ 709,859	\$ 880,818	\$ 833,460	\$ 809,647	\$ 965,728
Capital	\$ 360,734	\$ 143,756	\$ 16,671	\$ 45,558	\$ -
Total	\$ 2,611,057	\$ 2,830,163	\$ 2,819,121	\$ 2,779,847	\$ 2,802,804



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Solid Waste Fund Summary

**City of Weatherford
FY17 Program of Services**

Solid Waste Fund Summary

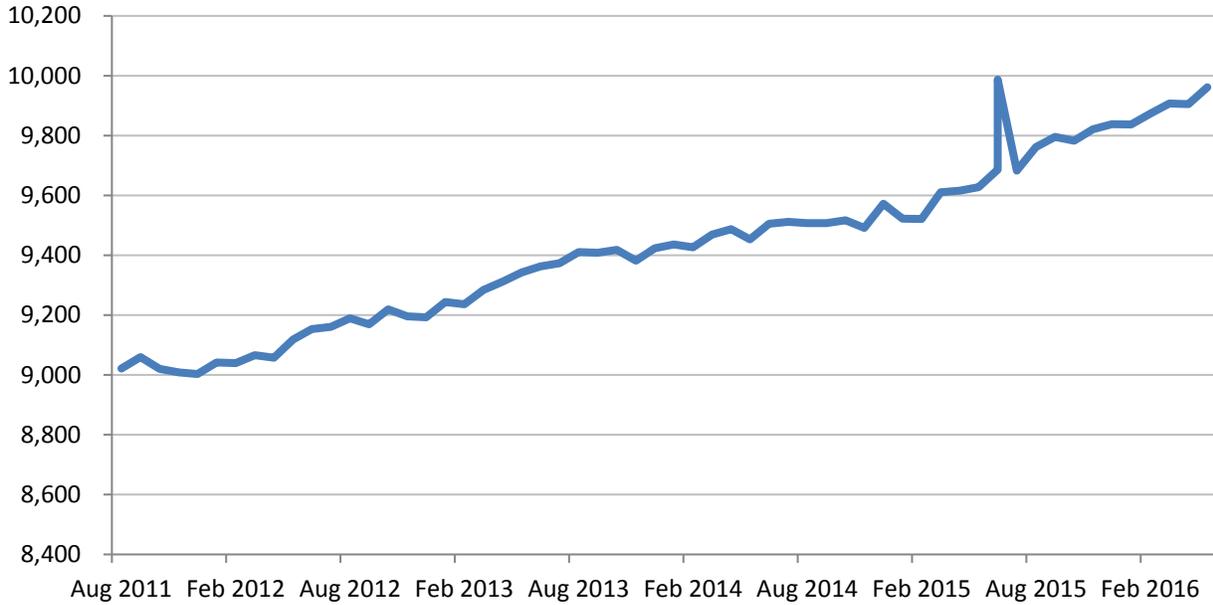
	Actual FY14	Actual FY15	Adopted FY16	Projected FY16	Proposed FY17
Beginning Fund Balance	1,653,149	1,672,724	1,690,512	1,690,512	1,811,521
Revenues					
Licenses & Permits	1,500	1,000	1,500	1,500	1,500
Charges for Services	2,100,726	2,130,336	2,225,239	2,209,654	2,239,743
Miscellaneous Revenue	694,021	663,123	550,500	595,841	564,000
Total Revenue	2,796,247	2,794,459	2,777,239	2,806,995	2,805,243
Available Resources	4,449,396	4,467,183	4,467,751	4,497,507	4,616,764
Expenditures					
Sanitation	1,397,943	1,397,943	1,244,600	1,173,921	1,302,452
Non-Departmental	1,378,729	1,378,729	1,491,490	1,512,064	1,664,773
Total Expenditures	2,776,672	2,776,672	2,736,090	2,685,986	2,967,225
Net Operating Balance	19,575	17,787	41,149	121,010	(161,982)
Non-Budgetary					
Working Capital Adjustments	-	-	-	-	-
Ending Working Capital	1,672,724	1,690,512	1,731,660	1,811,521	1,649,539
				Reserve for Capital Equipment Replacement	108,596
				Target Fund Balance (90 days operations)	549,129
				Total Available	991,814

FY17 Operations Breakdown

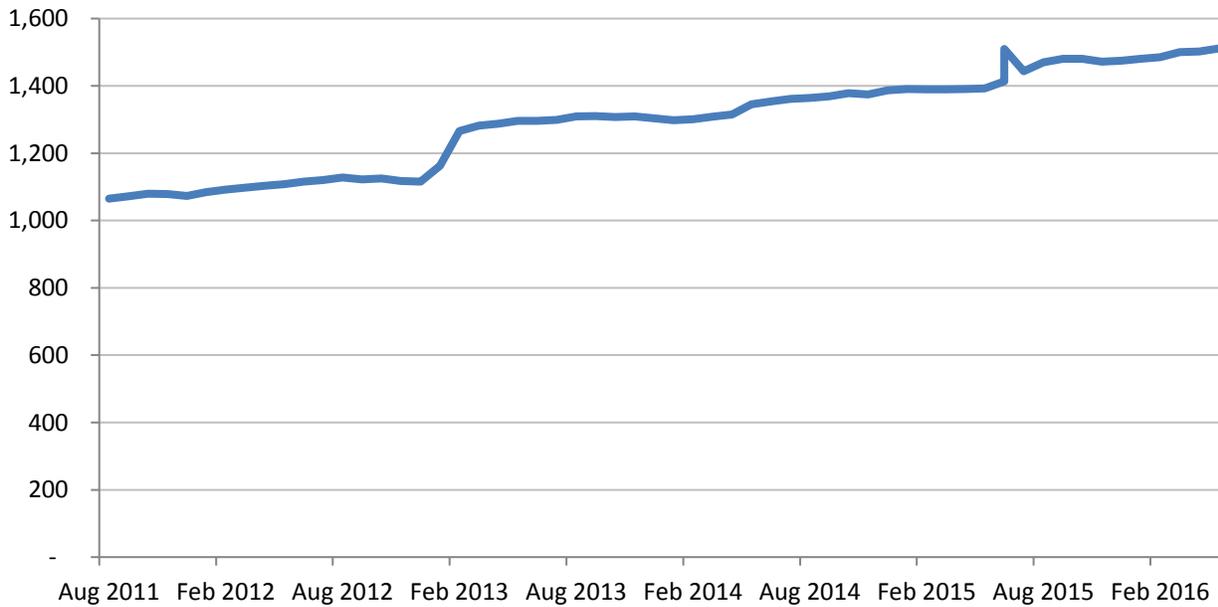
	Ongoing	One-Time	Total
Revenue	2,255,243	550,000	2,805,243
Expenses	2,227,025	740,200	2,967,225
Over/(Under)	28,218	(190,200)	(161,982)

City of Weatherford
FY17 Program of Services

Historical Monthly Sanitation Customers

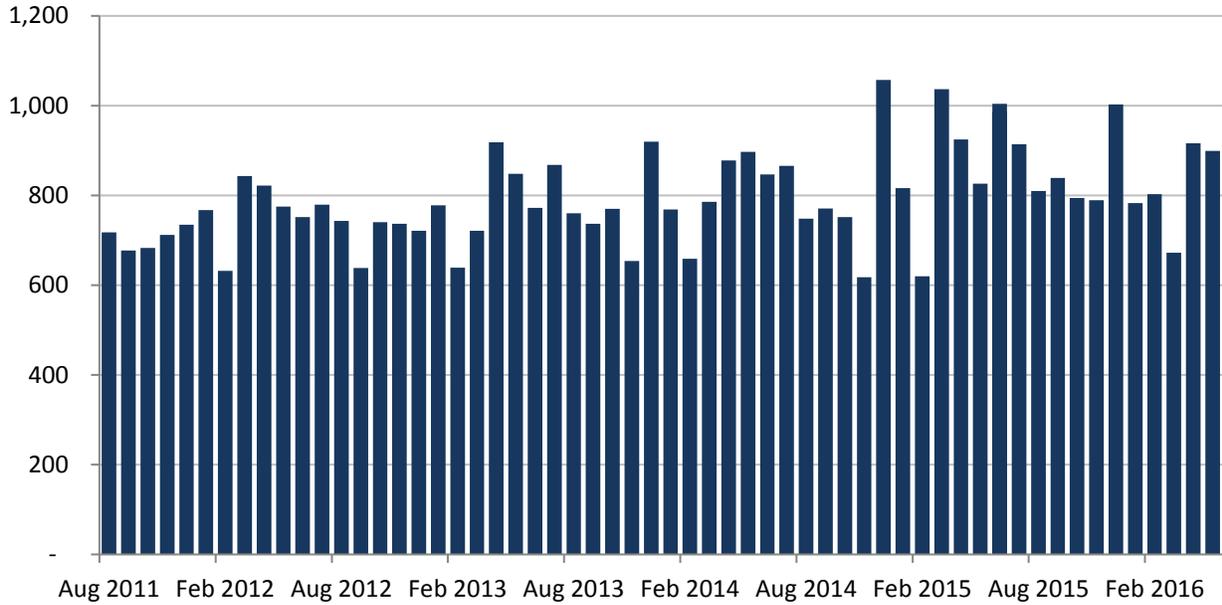


Historical Monthly Curbside Recycling Customers

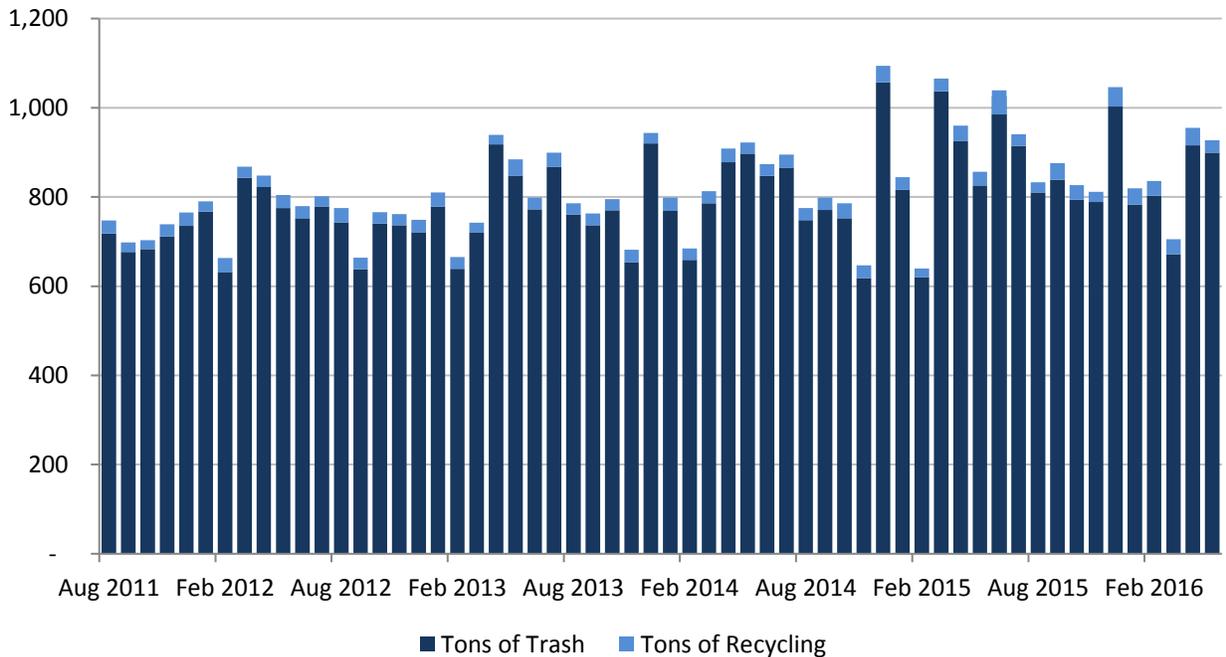


City of Weatherford
 FY17 Program of Services

Historical Tonnage Collected (Sanitation)



Historical Trash Collected and Recycled (Tons)



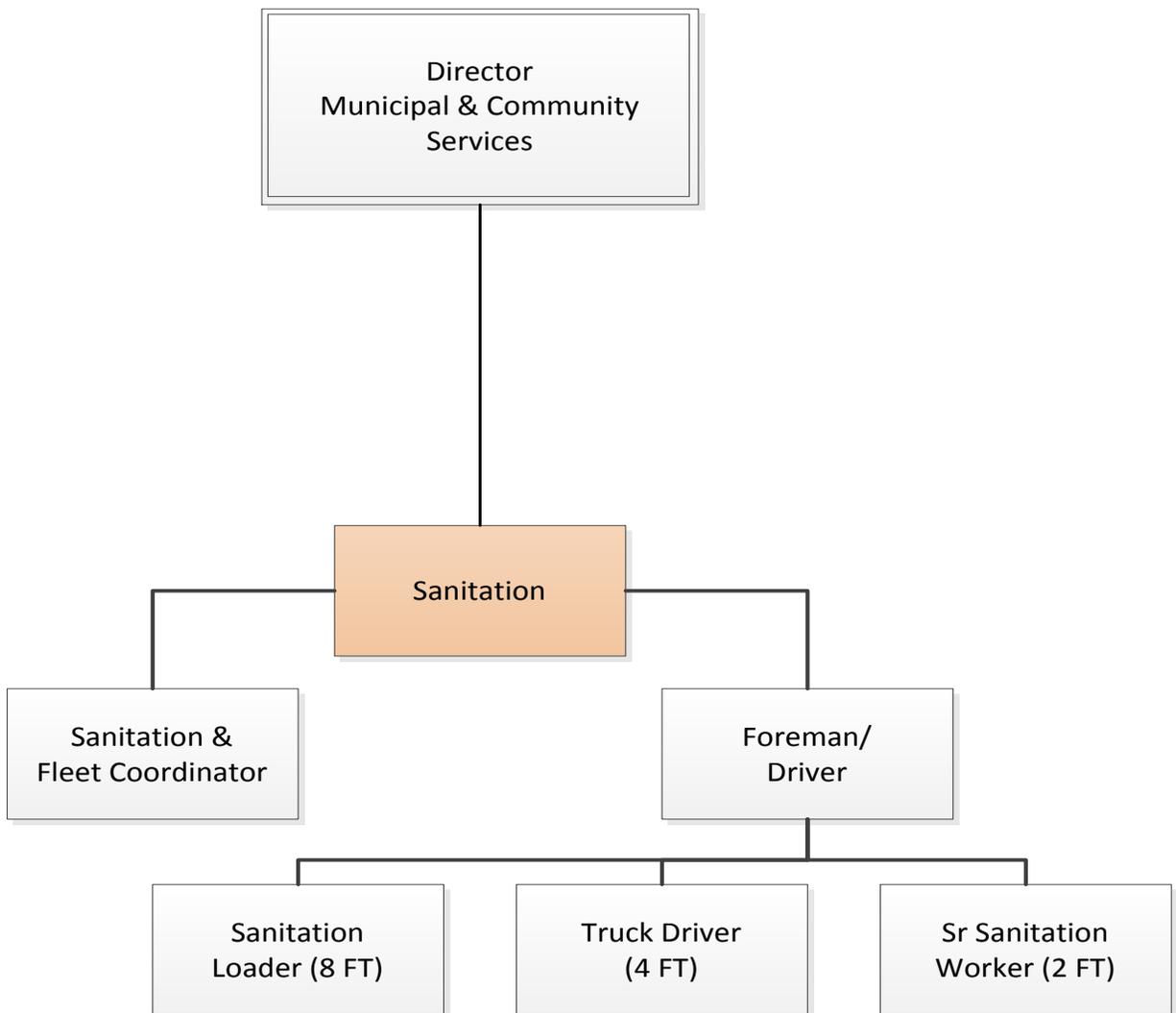
City of Weatherford
FY17 Program of Services

Solid Waste Fund
Municipal & Community Services

Department Summary

The Municipal & Community Services Department provides a wide variety of services for the public and for other City departments. The main programs in this department are Code Enforcement and Fleet Maintenance in the General Fund, and Sanitation in the Solid Waste Fund.

Organizational Chart



City of Weatherford
FY17 Program of Services

Solid Waste Fund
Sanitation Collection (443)

Address	612 Fort Worth Highway, Weatherford, TX 76086
Phone Number	(817) 598-4145
Hours of Operation	Monday to Friday, 7:00 am to 4:00 pm
Program Description	To ensure a clean and healthy environment for the City of Weatherford residents, Solid Waste provides curbside collection on a twice weekly basis for each resident and on a "as needed basis" for commercial customers. In addition, the Solid Waste department supports various organizations throughout the City such as Peach Festival, Christmas on the Square, carnivals, First Monday Trade Days and various activities provided to residents and visitors alike. Solid Waste also promotes a Waste Reduction Program by providing a voluntary Recycle Program where residents may recycle paper, various metals, cardboard and plastics to further ensure a positive stewardship of the environment. Finally to further assist our customers, Brush and Bulk collection consists of brush and bulk collections on a four week schedule from our customers residence.
Major Division Goals	<ol style="list-style-type: none">1 Provide curbside solid waste collection services to the residents and commercial firms of Weatherford to ensure a clean and healthy environment.2 Contribute to the cleanliness of the City and enhance community awareness.3 Encourage waste minimization and recycling of solid waste.
FY15 Accomplishments	<ol style="list-style-type: none">1 By promoting a Waste Reduction Program, Solid Waste successfully increased the residential curbside recycling program to 15% participation, up 2% from FY 2013; therefore reducing solid waste being shipped to the landfill.2 Utilized the blackboard communication system to inform customers of holidays and other scheduling issues that pertains to Solid Waste.
FY16 Objectives	<ol style="list-style-type: none">1 Continue to promote a Waste Reduction Program by offering a one time incentive on recycling cart fees to reach more recycling customers2 Provide outstanding customer service to our city and commercial customers. In addition, to welcome, assist and serve any prospective customers searching for information about our city.3 Promote the City of Weatherford House Hold Hazardous Waste program to encourage residents to utilize this resource and reduce the risk of contaminating the landfill.
Budgetary Issues	None at this time.

**City of Weatherford
FY17 Program of Services**

Solid Waste Fund

Sanitation Collection (443)

Expenditure Summary	Actual	Approved	Projected	Proposed
Category	FY14	FY15	FY15	FY16
Personnel	785,823	906,420	883,686	954,252
Supplies	311,742	302,180	258,009	309,200
Contractual	20,662	36,000	32,226	39,000
Capital Outlay	279,716	-	-	-
Total	1,397,943	1,244,600	1,173,921	1,302,452

Personnel Schedule (FTE)		Actual	Approved	Projected	Proposed
Positions	Classification	FY14	FY15	FY15	FY16
MACS Director	36	1.00	0.50	0.50	0.50
Foreman	14	1.00	1.00	1.00	1.00
Sanitation/Fleet Coordinator	13	1.00	1.00	1.00	1.00
Truck Driver	11	4.00	4.00	4.00	4.00
Sr Sanitation Worker	8	2.00	2.00	2.00	2.00
Sanitation Worker	6	8.00	8.00	8.00	8.00
Total		17.00	16.50	16.50	16.50

Significant Budget Changes	Ongoing	One-Time
Compensation Package		\$ 15,220

Performance Measures	FY12	FY13	FY15
Input			
1 Citizen service request completed	3,341	2,942	2,786
2 Programmed pickup (residential pickups)	9,060	9,166	9,185
3 Programmed curbside recycling pick ups	1,103	1,288	1,388
Output			
1 Citizen service requests completed	3,341	2,942	2,786
Efficiency			
1 Total tons of household garbage picked up	8,706	9,239	9,319
Total tons of bulk debris picked up			
2 (programmed)	1,668	1,733	1,606
Total tons of Recycling Diverted from the			
3 landfill	340	325	378
4 Total landfill disposal fee avoided	5,243	5,785	5,824
Effectiveness			
1 Citizen satisfaction	98%	98%	98%
Programmed pickup completed within			
2 scheduled cycle	98%	98%	98%
Programmed pickup bulk debris within			
3 programmed cycle	100%	100%	100%

**City of Weatherford
FY17 Program of Services**

Solid Waste Fund

Non Departmental (905)

Program Description Non-Departmental is used for non-operational expenses including transfers.

Expenditure Summary	Actual	Approved	Projected	Proposed
Category	FY14	FY15	FY15	FY16
Personnel	-	-	-	-
Supplies	-	-	-	-
Contractual	1,378,729	1,491,490	1,512,064	1,664,773
Capital Outlay	-	-	-	-
Total	1,378,729	1,491,490	1,512,064	1,664,773

Personnel Schedule (FTE)		Actual	Approved	Projected	Proposed
Positions	Classification	FY14	FY15	FY15	FY16
None					
Total		-	-	-	-

Significant Budget Changes		Ongoing	One-Time
Transfer to Capital Projects Fund			175,000

Performance Measures

None

Special Revenue Funds

**City of Weatherford
FY17 Program of Services**

Hotel Motel Tax Fund (13)

	Actual FY14	Actual FY15	Approved FY16	Projected FY16	Proposed FY17
Beginning Fund Balance	667,255	759,216	825,398	825,398	688,175
<u>Revenues</u>					
113 - Hotel/Motel Tax	676,407	687,665	689,935	619,935	640,000
601 - Interest Income	203	229	500	892	1,000
Other	-	5,332	-	4,050	4,000
Total Revenues	676,610	693,226	690,435	624,877	645,000
<u>Expenditures</u>					
Main Street Program	64,101	28,567	63,443	55,972	76,045
Tourism & Promotion					
Special Events	21,874	59,493	80,572	79,850	80,572
Professional Services	23,042	-	30,600	20,600	21,000
Other Improvements	-	-	-	-	-
Chamber of Commerce*	114,529	146,400	131,400	128,897	128,897
Doss Historical & Cultural Center*	13,471	30,000	30,000	30,000	30,000
Chandor Gardens Debt Service	132,632	128,437	128,437	128,437	550,000
Transfer to Chandor Gardens	215,000	234,147	318,344	318,344	308,889
Other Miscellaneous	-	-	-	-	-
Total Expenditures	584,649	627,044	782,796	762,100	1,195,403
Over/(Under)	91,961	66,182	(92,361)	(137,223)	(550,403)
Ending Fund Balance	759,216	825,398	733,037	688,175	137,772
				One-Time Expenses	583,745
				Ongoing Revenues	645,000
				Ongoing Expenses	611,658
				Operating Surplus	33,342
				Target Fund Balance (20% Operations)	122,332
				Reserved for OPEB	9,612
				Available Balance	5,829

* Funding decisions on outside programs are made by City Council during budget discussions and are therefore not assumed in this proposed budget.



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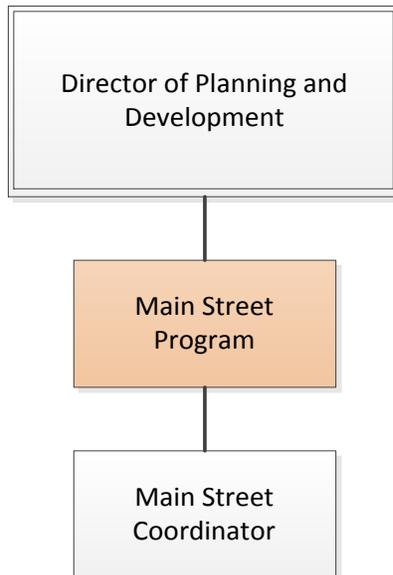
**City of Weatherford
FY17 Program of Services**

**Planning & Development
Main Street Program (105)**

Department Summary

The Texas Main Street Program is part of the Texas Historical Commission’s Community Heritage Development Division. The Main Street Program was created to assist Texas Cities revitalize historic downtowns through preservation and economic development strategies. As of FY14, the Main Street Program has moved under the perview of Planning and Development.

Organizational Chart



**City of Weatherford
FY17 Program of Services**

Planning & Development

Main Street Program

Address 303 Palo Pinto, Weatherford, TX 76086
Phone Number (817) 598-4034

Hours of Operation Monday to Friday, 8:00 am to 5:00 pm

- Major Division Goals**
- 1 Enhance the pedestrian environment by including streetscape, lighting, parking area plans and way-finding signage.
 - 2 Support current businesses within the downtown area and create a recruitment program for new businesses.
 - 3 Create a mix of uses downtown that will allow the center of Weatherford to be revitalized.
 - 4 Support historic preservation within the downtown area.
 - 5 Create residential opportunities downtown. Implement more activity and special events downtown to encourage growth and tourism.

- FY17 Objectives**
- 1 Continue working with the Weatherford Downtown Business Alliance Association – becoming a leading entity downtown, with 50 members, promotions, events and business programs scheduled throughout the year.
 - 2 Assist in the downtown enhancements including sidewalks, and in finding adequate funding for said enhancements (matching grants, etc.)
 - 3 Begin a Business Development Center, acquiring free rental and offering programs to all small businesses, focused on the downtown area.
 - 4 Assess capabilities for enhanced parking areas, a restroom facility, fund raising, and annual events, such as the Bankhead Festival.

Expenditure Summary	Actual	Approved	Projected	Proposed
Category	FY15	FY16	FY16	FY17
Personnel	25,942	32,293	25,422	50,045
Supplies	869	23,500	23,500	2,000
Contractual	1,755	7,650	7,050	13,000
Capital Outlay	-	-	-	-
Total	28,567	63,443	55,972	65,045

Personnel Schedule (FTE)		Actual	Approved	Projected	Proposed
Positions	Classification	FY15	FY16	FY16	FY17
Main Street Coordinator*	16	1.00	1.00	1.00	0.50
Total		1.00	1.00	1.00	0.50

* Main Street Coordinator position funded partially out of General Fund.

Significant Budget Changes	Ongoing	One-Time
Set up Telecommunications for Main Street Coordinator		\$ 10,000
Compensation Package		\$ 1,000

**City of Weatherford
FY17 Program of Services**

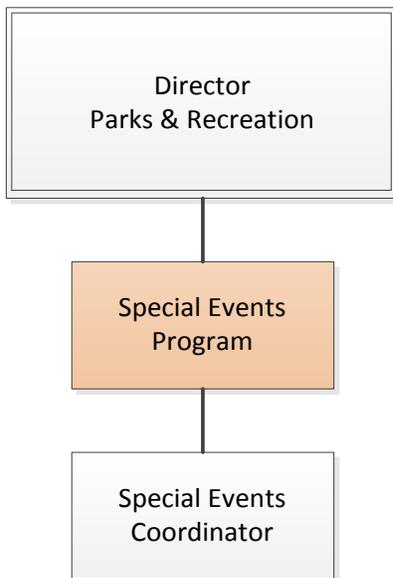
Parks & Recreation

Special Events (109)

Department Summary

During FY14, the City broke out the Special Events program budget from the Main Street budget. It is now managed by a Special Events Coordinator, who's position is funded from the General Fund. The Special Events Division manages several city sponsored events during the year and coordinates with other departments, agencies, businesses and the community for a successful program.

Organizational Chart



City of Weatherford
FY17 Program of Services

Parks & Recreation

Special Events (109)

Address 303 Palo Pinto, Weatherford, TX 76086

Phone Number (817) 598-4034

Hours of Operation Monday to Friday, 8:00 am to 5:00 pm

Related Strategic Areas

- 1 Plan for future
- 2 Improve Marketability

Specific Strategic Goals

Explore new revenue opportunities
Improve tourism and marketing for the City.

Special Events goal is to establish a great working relationship with the community while informing event organizers about the safety of planning an event on public or private property while adding events which will bring tourism to the City of Weatherford as well as promoting local shopping.

FY15/FY16

- 1 Successful event - Holiday in the Park (over 10,000 visitors) - Heritage Park
- 2 Successful event - Spark in the Park (over 7,000 visitors) - Heritage Park
- 3 Successful event - Weatherford Blooms (over 4,000 visitors) - Downtown Quadrants

FY17 Objectives

- 1 Continue with successful events to establish attraction to the City.
- 2 Obtain sponsorship for larger events.

**City of Weatherford
FY17 Program of Services**

Parks & Recreation

Special Events (109)

Expenditure Summary	Actual	Approved	Projected	Proposed
Category	FY15	FY16	FY16	FY17
Personnel	-	-	-	-
Supplies	24,075	13,950	7,978	13,950
Contractual	35,419	66,622	71,872	66,622
Capital Outlay	-	-	-	-
Total	59,493	80,572	79,850	80,572

Significant Budget Changes

	Ongoing	One-Time
Volunteer Food	\$ 2,000	
Postage	\$ 500	

Performance Measures	Strategic Plan	FY14	FY15	FY16
Input				
Estimated Attendance				
<i>Weatherford Blooms Festival</i>		3,500	3,000	4,000
<i>Holiday in the Park</i>			7500	10,000
<i>Spark in the Park</i>		N/A	N/A	7,000



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City of Weatherford
FY17 Program of Services

Chandor Gardens Fund (35)

	Actual FY14	Actual FY15	Approved FY16	Projected FY16	Proposed FY17
Beginning Fund Balance	96,011	64,213	63,304	63,304	84,685
<u>Revenues</u>					
412 - Facility Rental Fees	40,386	53,779	60,000	60,000	60,000
414 - Labor Use Fees	890	-	1,000	1,000	1,000
435 - Garden Tour Fees	7,292	8,310	7,000	8,310	8,000
437 - Sale of Goods	346	642	500	813	600
601 - Interest Income	27	4	300	21	-
608 - Contributions	1,867	-	-	-	-
651 - Miscellaneous	1	1	-	250	-
822 - Transfer From Gen Fund	35,753	35,753	35,753	35,753	35,753
825 - Transfer from HOT Fund	215,000	234,147	318,344	318,344	308,889
Total Revenues	301,562	332,636	422,897	424,491	414,242
<u>Expenditures</u>					
Chandor Gardens	333,360	333,544	403,672	403,110	401,237
Total Expenditures	333,360	333,544	403,672	403,110	401,237
Over/(Under)	(31,798)	(909)	19,225	21,381	13,005
Ending Fund Balance	64,213	63,304	82,529	84,685	97,690
				One-Time Expenses	9,800
				Ongoing Revenues	391,497
				Ongoing Expenses	391,437
				Operating Surplus	60
				Target Fund Balance (20% Operations)	78,287
				Reserved for OPEB	19,224
				Available	179

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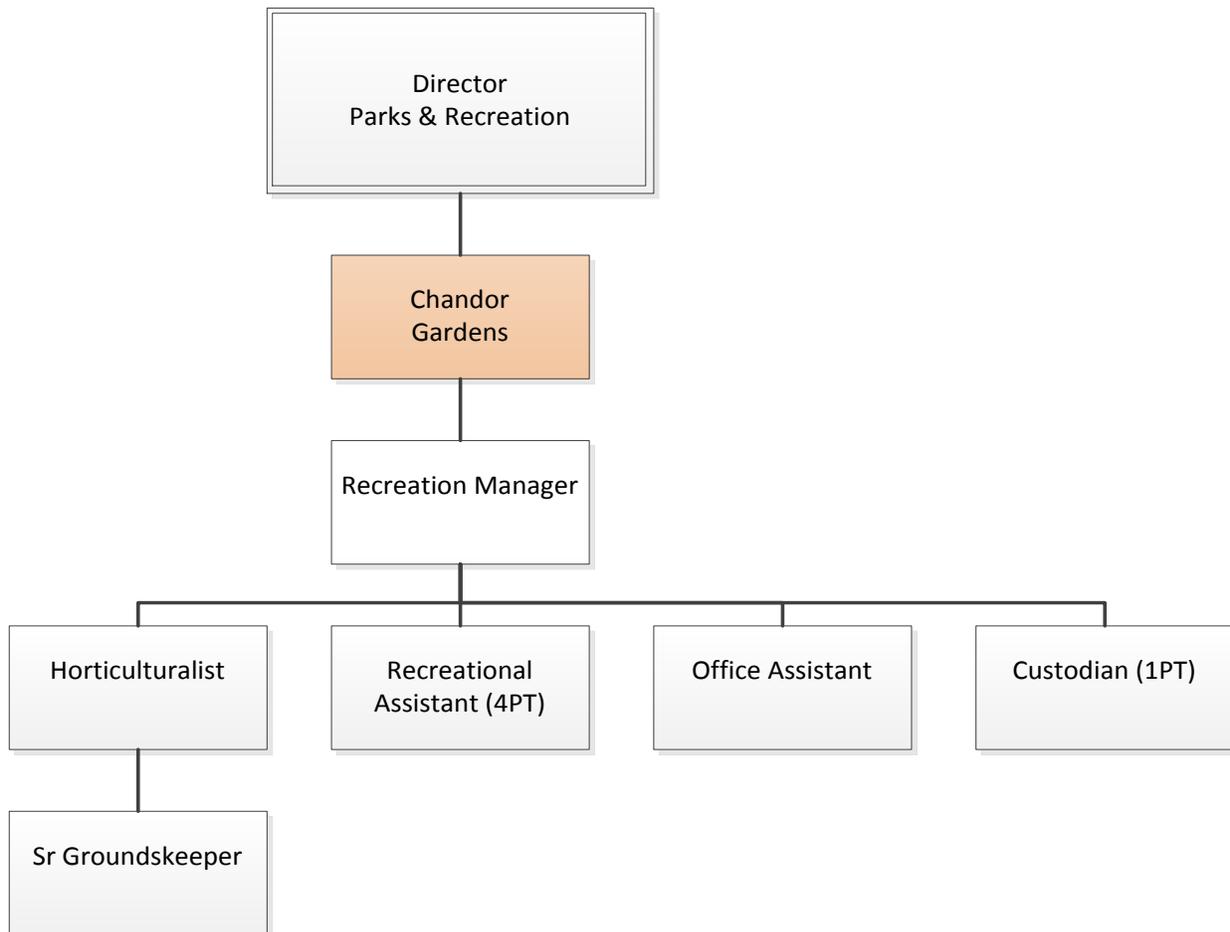
City of Weatherford
FY17 Program of Services

Parks & Recreation
Chandor Gardens

Department Summary

Chandor Gardens consists of 3.5 developed acres that include a 5,685 square foot residence, Chinese gardens, and 4 adjacent buildings to the Mansion. The undeveloped property, located due west of the residence, consists of 13 acres. Chandor Gardens is available for public and private tours, as well as special events, weddings, and other such celebrations. Convention, retreat, and meeting room facilities are also available.

Organizational Chart



**City of Weatherford
FY17 Program of Services**

**Parks & Recreation
Chandor Gardens (490)**

Address	711 W Lee Street, Weatherford, TX 76086
Phone Number	(817) 613-1700
Related Strategic Areas	<ol style="list-style-type: none">1 Plan for future2 Improve Marketability
Specific Strategic Goals	<p>Explore new revenue opportunities Improve tourism and marketing for the City.</p> <p>As one of the more maintenance-heavy parks, Chandor Gardens has been heavily subsidized by Hotel/Motel dollars since the City acquired it. Administration is currently focused on increasing the visibility of Chandor Gardens, which has the added possibility of greater revenue coming from the facility.</p>
Major Division Goals	<ol style="list-style-type: none">1 Develop property within the estate grounds to include educational, recreational, and group meeting venues.
FY15/FY16 Accomplishments	<ol style="list-style-type: none">1 Completed Pergola reconstruction, replaced Bridge, and installed Exterior Lighting, trimmed Trees.2 Mansion-New Archway installed, all floors refinished, rug cleaned, window panes & exterior wood replaced.3 Resurfaced Main Canal and Pixie Pond.4 Updated Bridal Cottage with paint & new furnishings and created new seating areas throughout Garden.5 Installed Wet Wall at Greenhouse.
FY17 Objectives	<ol style="list-style-type: none">1 Create more accessibility on walking paths.2 Housekeeping and Maintenance services.3 Refinish floors and repair archway in Chandor mansion.4 Cable old growth trees in the Garden.5 Repair and replace wooden pergula in Silver Garden.
Budgetary Issues	Need for additional funds for projects within the Chandor Gardens as the existing facilities require updating.

**City of Weatherford
FY17 Program of Services**

Parks & Recreation

Chandor Gardens (490)

Expenditure Summary	Actual	Approved	Projected	Proposed
Category	FY15	FY16	FY16	FY17
Personnel	247,159	253,072	251,143	268,037
Supplies	24,462	50,050	39,780	50,050
Contractual	61,924	100,550	97,499	73,350
Capital Outlay	-	-	14,688	-
Total	333,544	403,672	403,110	391,437

Personnel Schedule (FTE)		Actual	Approved	Projected	Proposed
Positions	Classification	FY15	FY16	FY16	FY17
Recreation Manager	18	1.00	1.00	1.00	1.00
Horticulturalist	17	1.00	1.00	1.00	1.00
Facility Coordinator	16	1.00	-	-	-
Sr Groundskeeper	8	1.00	1.00	1.00	1.00
PT Custodian	6	0.50	0.50	0.50	0.50
PT Recreation Assistant	6	2.00	2.00	2.00	2.00
Office Assistant	7	-	1.00	1.00	1.00
Total		6.50	6.50	6.50	6.50

Significant Budget Changes		Ongoing	One-Time
Ice Maker			\$ 5,000
Compensation Package			\$ 4,800

Performance Measures	FY13	FY14	FY15
Output			
Facility Rentals	85	85	85
Garden Tours	50	55	50
Maintained Acreage	3.5	3.5	3.5
Efficiency			
Facility Rental Revenues	150,000	140,000	150,000
Garden Tour Revenues	7,000	7,000	7,000
Volunteer Hours	570	575	575
Effectiveness			
Repeat Visits & Events	15%	15%	15%
Referrals	25%	25%	25%



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**City of Weatherford
FY17 Program of Services**

**Heritage Park Revolving Fund
Revenue and Expense Summary**

	Actual FY14	Actual FY15	Adopted FY16	Projected FY16	Proposed FY17
Beginning Fund Balance	-	-	-	208	28,866
Revenue					
Vendor/Special Events Permits	905	45	1,000	1,500	1,500
First Monday Parking Fees	20,060	14,010	22,000	27,262	29,250
Heritage Park Utility Fee	-	-	-	6,500	6,500
First Monday Rental Fee	109,317	106,828	110,720	110,720	115,720
Fm Grounds Rental Other Thn Fm	760	780	-	925	2,000
Gen Fund Xfer	4,595	34,535	45,400	45,400	48,000
Total Revenue	<u>135,637</u>	<u>156,198</u>	<u>179,120</u>	<u>192,307</u>	<u>202,970</u>
Expenses					
Personnel	79,350	94,812	112,993	101,986	131,593
Supplies	11,462	14,037	11,600	12,370	11,600
Contractual	44,825	47,349	54,319	49,293	59,096
Capital Outlay	-	-	-	-	-
Total Expenses	<u>135,637</u>	<u>156,198</u>	<u>178,912</u>	<u>163,650</u>	<u>202,289</u>
Revenue Over/(Under) Expenses	-	-	208	28,657	681
Ending Fund Balance	-	-	208	28,866	29,546

*In FY16, the City of Weatherford has opted to set up a revolving fund for Heritage Park. As events are scheduled and revenues from those events come in, the City will designate those funds to pay for future events.

Target Fund Balance	39,558
Available Balance	(10,011)

This being the second year of this fund, it is anticipated that the balance will build up over time.

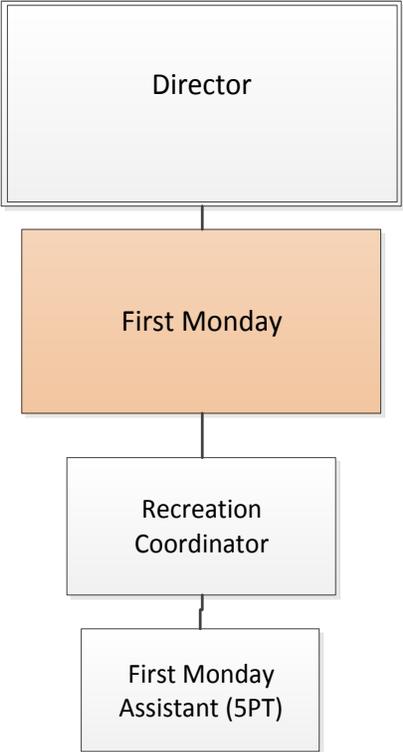
**City of Weatherford
FY17 Program of Services**

Parks & Recreation

Department Summary

The Parks & Recreation Department is responsible for the maintenance and upkeep of all city parks, landscaping of city facilities, operations of First Monday Trade Days, and all recreation programming. It is also responsible for maintenance and operations of Chandor Gardens and coordinates any Special Events within the city. This department manages several Special Events which includes Weatherford Blooms, Spark in the Park, and Holiday in the Park each year. As of FY16, the First Monday division is located in a separate fund, called the Heritage Park Events Fund.

Organizational Chart



**City of Weatherford
FY17 Program of Services**

Community Services

Parks & Recreation

First Monday (462)

Related Strategic Areas

- 1 Plan for future
- 2 Improve Marketability

Specific Strategic Goals

Explore new revenue opportunities
Improve tourism and marketing for the City.

New developments at Heritage Park offer the opportunity to hold a greater number of events at the grounds which include a new Amphitheater area with amenities such as picnic tables, open space, and food truck area to host special events, movies in the park, concert series, and food truck rallies. Staff is committed to capitalizing on the developments, helping to market this historic area of Weatherford as an event-destination while increasing revenue throughout the City.

Program Description

The First Monday Trade Days event is held the weekend before the first Monday of each month and is considered to be one of the oldest flea markets in the state. The event grounds have been renovated and resembles a park like atmosphere. The main market area has approximately 500 vendor spaces with an average size of 15 ft. x 25 ft. which are available to rental each month on the event weekend.

Major Division Goals

- 1 Generate more interest for visitors concerning any Heritage Park event.

FY15/FY16 Accomplishments

- 1 Hosted Heritage Park Events: Blooming Car Show, Weatherford Goes Red, Holiday in the Park, Spark in the Park, Movies in Park, Concert Series, Hounds for Heros, Kook'n for Kids

FY17 Objectives

- 1 Establish Farm to Market Event with demonstrations of how to use organic
- 2 Generate Truck Food Rallies on a quarterly basis
- 3 Better utilization of the South Lot after renovation

**City of Weatherford
FY17 Program of Services**

Parks & Recreation

Performance Measures	FY12	FY13	FY14	FY15
Output				
1 Average Number of General Vendor Spaces Rented per Month	219	303	319	333
2 Average Number of Food Vendor Spaces Rented per Month	6	9	11	11
3 Average Number of Farm & Ranch Spaces Rented Per Month	18	13	12	12
4 Average Parking Fees Collected Per Month	1,450	2,258	2,375	1,875
5 Average Number of RV Spaces Rented Per Month	0	0	6	6
Output				
6 Number of Event Days Open For the Year (Thurs-Sun)	48	48	48	48
Efficiency				
1 Average Monthly Capacity Reached (Pertains to All Vendors)	83%	82%	96%	100%
Effectiveness				
1 Average Number of Returning Vendors Per Month (Pertains to All Vendors)	189	234	257	280



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City of Weatherford
FY17 Program of Services

Federal Forfeiture Fund (46)

	Actual FY14	Actual FY15	Approved FY16	Projected FY16	Proposed FY17
Beginning Fund Balance	636,880	673,605	592,001	592,001	288,780
<u>Revenues</u>					
601 - Interest Income	187	258	500	1,000	800
651 - Forfeited Funds	64,163	39,929	30,000	40,000	40,000
810 - Proceeds from Lease	-	40,000	-	-	
Total Revenues	64,350	80,187	30,500	41,000	40,800
<u>Expenditures</u>					
Police Personnel Services	-	-			
Police Supplies & Equipment	13,525	55,295		50,000	
Informants & Investigations & Services	14,100		90,000	84,221	320,000
Capital	-	66,495	150,000	210,000	
Transfer to Debt Service Fund	-	40,000			
Total Expenditures	27,625	161,790	240,000	344,221	320,000
Over/(Under)	36,725	(81,604)	(209,500)	(303,221)	(279,200)
Ending Fund Balance	673,605	592,001	382,501	288,780	9,580

City of Weatherford
FY17 Program of Services

State Forfeiture Fund (06)

	Actual FY14	Actual FY15	Approved FY16	Projected FY16	Proposed FY17
Beginning Fund Balance	64,435	54,153	62,847	62,847	56,847
<u>Revenues</u>					
601 - Interest Income	30	-	60	-	-
604 - Sale of Fixed Assets	-	-	-	-	-
651 - Forfeited Funds	10,472	22,346	10,000	9,000	10,000
Total Revenues	10,502	22,346	10,060	9,000	10,000
<u>Expenditures</u>					
Police Supplies & Equipment	20,784	13,652	-	-	-
Contractual Services	-	-	15,000	15,000	66,000
Capital	-	-	-	-	-
Total Expenditures	20,784	13,652	15,000	15,000	66,000
Over/(Under)	(10,283)	8,694	(4,940)	(6,000)	(56,000)
Ending Fund Balance	54,153	62,847	57,907	56,847	847

City of Weatherford
FY17 Program of Services

TCDP - SFX Grant Fund (20)

	Actual FY14	Actual FY15	Approved FY16	Projected FY16	Proposed FY17
Beginning Fund Balance	1,864	1,864	-	-	-
<u>Revenues</u>					
620 - Rent Income	22,368	22,368	22,368	22,368	22,368
Total Revenues	22,368	22,368	22,368	22,368	22,368
<u>Expenditures</u>					
Rent Expense	22,368	24,233	22,368	22,368	22,368
Total Expenditures	22,368	24,233	22,368	22,368	22,368
Over/(Under)	-	(1,864)	-	-	-
Ending Fund Balance	1,864	-	-	-	-

City of Weatherford
FY17 Program of Services

TCDP - Weatherford Aerospace Grant Fund (21)

	Actual FY14	Actual FY15	Approved FY16	Projected FY16	Proposed FY17
Beginning Fund Balance	-	-	-	-	-
<u>Revenues</u>					
620 - Rent Income	54,790	-	-	-	-
Total Revenues	54,790	-	-	-	-
<u>Expenditures</u>					
Rent Expense	54,790	-	-	-	-
Total Expenditures	54,790	-	-	-	-
Over/(Under)	-	-	-	-	-
Ending Fund Balance	-	-	-	-	-

City of Weatherford
FY17 Program of Services

Municipal Court Technology Fund (32)

	Actual FY14	Actual FY15	Approved FY16	Projected FY16	Proposed FY17
Beginning Fund Balance	33,021	44,448	52,432	52,432	50,452
<u>Revenues</u>					
501 - Municipal Court Fees	13,916	13,299	13,000	13,000	13,000
601 - Interest Income	20	-	20	20	-
Total Revenues	13,935	13,299	13,020	13,020	13,000
<u>Expenditures</u>					
Computer Equipment	-	4,627	-	-	-
Small Tools & Equipment	-	-	-	-	-
Other Professional Services	-	425	7,000	7,000	50,000
R&M Office Equipment	2,509	263	8,000	8,000	-
Office Equipment	-	-	-	-	-
Total Expenditures	2,509	5,315	15,000	15,000	50,000
Over/(Under)	11,426	7,984	(1,980)	(1,980)	(37,000)
Ending Fund Balance	44,448	52,432	50,452	50,452	13,452

City of Weatherford
FY17 Program of Services

Municipal Court Building Security Fund (44)

	Actual FY14	Actual FY15	Approved FY16	Projected FY16	Proposed FY17
Beginning Fund Balance	39,245	49,670	40,778	40,778	10,778
<u>Revenues</u>					
501 - Municipal Court Fees	10,402	9,966	10,000	10,000	10,000
601 - Interest Income	22	-	30		
Total Revenues	10,424	9,966	10,030	10,000	10,000
<u>Expenditures</u>					
Personnel Services	-	-	-		
Supplies	-	2,561	8,530	-	8,500
Contractual Services	-	427	1,500	-	1,500
Capital Outlay	-	15,870	-	40,000	
Total Expenditures	-	18,858	10,030	40,000	10,000
Over/(Under)	10,424	(8,892)	-	(30,000)	-
Ending Fund Balance	49,670	40,778	40,778	10,778	10,778

City of Weatherford
FY17 Program of Services

Municipal Court Juvenile Case Manager Fund (47)

	Actual FY14	Actual FY15	Approved FY16	Projected FY16	Proposed FY17
Beginning Fund Balance	3,279	3,481	3,591	3,591	2,765
<u>Revenues</u>					
501 - Municipal Court Fees	200	110	32,922	5,700	16,000
601 - Interest Income	2	-	-	-	
Total Revenues	202	110	32,922	5,700	16,000
<u>Expenditures</u>					
Personnel Services	-	-	22,000	6,526	15,662
Supplies	-	-	14,487		
Total Expenditures	-	-	36,487	6,526	15,662
Over/(Under)	202	110	(3,565)	(826)	338
Ending Fund Balance	3,481	3,591	26	2,765	3,102

Major FY16 Initiative:

The Juvenile Case Manager position was reinstated for FY16. This position will provide services in cases involving juvenile offenders before a court consistent with the municipal court's statutory powers. They will assist the court in administering the juvenile docket and in supervising its orders in juvenile cases. Additionally, the case manager may also perform intake duties on complaints filed, operate diversion programs, implement dispositional orders by providing supervisory services, and initiate proceedings for enforcing those orders in the event of a violation.

City of Weatherford
FY17 Program of Services

Library Special Revenue Fund (14)

	Actual FY14	Actual FY15	Approved FY16	Projected FY16	Proposed FY17
Beginning Fund Balance	75,725	108,864	110,764	110,764	133,153
<u>Revenues</u>					
407 - Charges for Services	10,424	16,871	10,500	10,500	10,500
601 - Interest Income	31	27	150	100	100
608 - Contributions	35,394	10,133	3,000	38,000	10,000
640 - Library Sales	-	-	-	7,226	-
828 - Incomes from Trust	100	-	100	13	-
Total Revenues	45,950	27,031	13,750	55,839	20,600
<u>Expenditures</u>					
Personnel	-	-	-	-	34,000
Supplies	10,099	16,529	20,000	-	100,000
Services	2,712	8,601	10,750	33,450	10,750
Capital	-	-	-	-	-
Total Expenditures	12,811	25,131	30,750	33,450	144,750
Over/(Under)	33,139	1,900	(17,000)	22,389	(124,150)
Ending Fund Balance	108,864	110,764	93,764	133,153	9,003

City of Weatherford
FY17 Program of Services

Permanent Library Fund (15)

Retain Permanent \$50,000

	Actual FY14	Actual FY15	Approved FY16	Projected FY16	Proposed FY17
Beginning Fund Balance	50,069	49,986	50,012	50,012	50,064
<u>Revenues</u>					
601 - Interest Income	17	26	15	65	65
Total Revenues	17	26	15	65	65
<u>Expenditures</u>					
Equipment, Supplies, Materials	-	-	-	-	-
Transfer to Library Special Revenue Fund	100	-	13	13	129
Total Expenditures	100	-	13	13	129
Over/(Under)	(83)	26	2	52	(64)
Ending Fund Balance	49,986	50,012	50,014	50,064	50,000

City of Weatherford
FY17 Program of Services

Animal Shelter Fund (38)

	Actual FY14	Actual FY15	Approved FY16	Projected FY16	Proposed FY17
Beginning Fund Balance	67,988	86,038	118,125	118,125	22,394
<u>Revenues</u>					
601 - Interest Income	41	-	50	50	-
608 - Contributions	15,743	11,241	4,000	33,000	30,000
651 - Miscellaneous	26,302	42,888	25,000	23,000	20,000
Total Revenues	42,086	54,129	29,050	56,050	50,000
<u>Expenditures</u>					
Personnel Expenses					33,600
Improvements to Shelter	24,036	22,042	88,125	151,781	70,000
Total Expenditures	24,036	22,042	88,125	151,781	70,000
Over/(Under)	18,050	32,087	(59,075)	(95,731)	(20,000)
Ending Fund Balance	86,038	118,125	59,050	22,394	2,394

City of Weatherford
FY17 Program of Services

Weatherford Beautification Fund (07)

	Actual FY14	Actual FY15	Approved FY16	Projected FY16	Proposed FY17
Beginning Fund Balance	2,401	2,402	2,402	2,402	2,402
<u>Revenues</u>					
601 - Interest Income	1	-	-		
Total Revenues	1	-	-	-	-
<u>Expenditures</u>					
Botanical Supplies	-	-	2,402		
Total Expenditures	-	-	2,402	-	-
Over/(Under)	1	-	(2,402)	-	-
Ending Fund Balance	2,402	2,402	(0.2)	2,402	2,402

City of Weatherford
FY17 Program of Services

Park Special Revenue Fund (26)

	Actual FY14	Actual FY15	Approved FY16	Projected FY16	Proposed FY17
Beginning Fund Balance	28,658	27,925	55,398	55,398	23,198
<u>Revenues</u>					
440 - Ball Field User Fee	40,133	27,473	25,000	27,800	25,000
601 - Interest Income	2	-	-	-	
Total Revenues	159,989	27,473	25,000	27,800	25,000
<u>Expenditures</u>					
Miscellaneous	-	-	-	-	-
Debt Service	160,721	-	-	-	-
Other Improvements		-	-	60,000	25,000
Total Expenditures	160,721	-	-	60,000	25,000
Over/(Under)	(732)	27,473	25,000	(32,200)	-
Ending Fund Balance	27,925	55,398	80,398	23,198	23,198

Note: In FY12, this fund was repurposed to provide a separate accounting for the purchase and installation of a lighting system at Soldier Springs Park.

City of Weatherford
FY17 Program of Services

Park Dedication Fund (28)

	Actual FY14	Actual FY15	Approved FY16	Projected FY16	Proposed FY17
Beginning Fund Balance	277,245	282,847	264,234	264,234	144,587
<u>Revenues</u>					
Interest Income	92	99	100	300	100
Park Dedication Fees	102,650	103,425	100,000	85,000	100,000
Total Revenues	102,742	103,524	100,100	85,300	100,100
<u>Expenditures</u>					
Other	97,140	122,137	204,947	204,947	200,000
Heritage Master Plan	-	-	-	-	-
Total Expenditures	97,140	122,137	204,947	204,947	200,000
Over/(Under)	5,602	(18,613)	(104,847)	(119,647)	(99,900)
Ending Fund Balance	282,847	264,234	159,387	144,587	44,687

**City of Weatherford
FY17 Program of Services**

Stormwater Utility Fund (51)

	Actual FY14	Actual FY15	Approved FY16	Projected FY16	Proposed FY17
Beginning Fund Balance	149,351	600,057	1,117,932	1,117,932	2,074,040
<u>Revenues</u>					
Interest Income	190	996	500	12,000	1,000
Stormwater User Fees	839,597	852,003	1,260,000	1,180,222	1,284,000
Bond Proceeds	-	-	-	2,000,000	
Total Revenues	839,787	853,000	1,260,500	3,192,222	1,285,000
<u>Expenditures</u>					
Administrative	73,347	131,269	-	-	
Contractual Services	-	-	-	-	
Drainage Projects	315,735	163,688	1,019,770	1,995,384	3,000,000
Debt Service	-	40,167	240,730	240,730	240,730
Transfers to General Fund	-	-	-	-	
Total Expenditures	389,082	335,124	1,260,500	2,236,114	3,240,730
Over/(Under)	450,706	517,876	-	956,108	(1,955,730)
Ending Fund Balance	600,057	1,117,932	1,117,932	2,074,040	118,310

City of Weatherford
FY17 Program of Services

Vehicle and Equipment Replacement Fund
Revenue and Expense Summary

	Proposed FY17	Projected FY18	Projected FY19	Projected FY20	Projected FY21
Beginning Available Working Capital	-	297,923	595,762	893,600	1,039,863
Revenue					
GF Transfer (One-time Set Up)	596,560	-	-	-	-
Charge-backs					
General Fund	262,923	262,839	262,839	266,028	269,468
Attorney	-	-	-	-	-
City Admin	-	-	-	-	-
Code	-	-	-	-	-
Council	-	-	-	-	-
Economic Dev	-	-	-	-	-
Finance	-	-	-	-	-
Fire	88,530	88,530	88,530	88,530	88,530
HR	-	-	-	-	-
Library	-	-	-	-	-
MACS	-	-	-	-	-
Parks & Recreation	4,500	4,416	4,416	4,416	4,510
Planning	-	-	-	-	-
Police	123,159	123,159	123,159	126,348	129,695
TPW	46,734	46,734	46,734	46,734	46,734
Utilities Fund	17,500	17,500	17,500	17,500	17,500
Electric	-	-	-	-	-
Water	-	-	-	-	-
Wastewater	17,500	17,500	17,500	17,500	17,500
Customer Service	-	-	-	-	-
Solid Waste	-	-	-	-	-
Storm Water	-	-	-	-	-
Total Revenue	894,483	297,839	297,839	301,028	304,468
Expenses					
Capital Purchases					
<i>General Fund</i>	596,560	-	-	154,765	77,798
Attorney	-	-	-	-	-
City Admin	-	-	-	-	-
Code	-	-	-	-	-
Council	-	-	-	-	-
Economic Dev	-	-	-	-	-
Finance	-	-	-	-	-
Fire	49,197	-	-	-	-

City of Weatherford
FY17 Program of Services

	Proposed FY17	Projected FY18	Projected FY19	Projected FY20	Projected FY21
Expenses					
HR	-	-	-	-	-
Library	-	-	-	-	-
MACS	-	-	-	-	-
Parks	-	-	-	-	22,082
Planning	-	-	-	-	-
**Police	267,363	-	-	154,765	55,716
TPW	280,000	-	-	-	-
<i>Utilities Fund</i>	-	-	-	-	-
Electric	-	-	-	-	-
Water	-	-	-	-	-
Wastewater	-	-	-	-	-
Customer Service	-	-	-	-	-
Solid Waste	-	-	-	-	-
Storm Water	-	-	-	-	-
Total Expenses	596,560	-	-	154,765	77,798
Revenue Over/(Under) Expenses	297,923	595,762	893,600	1,039,863	1,266,533

*Due to backlogging of fleet vehicles, initial replacements of \$1.2 million will be funded over a two-year period, the second year of which is FY17. Other vehicles will be added to the rotation as funding is available.

**The Police Department is the first in our schedule to reach its second rotation round within our five-year window. Three patrol cars with a shelf-life of four years are slated to be replaced during 2020.



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Capital Projects Funds

Capital Projects Funds Summary

Capital projects funds are used to account for the acquisition and construction of major capital facilities other than those financed by proprietary and trust funds. Capital Project budgets are approved by project. Projects may go into different fiscal years, so unused but appropriated funds will roll into the new fiscal year until the project is completed. Upon completion, unused funds will be returned to fund balance totals.

General Capital Projects Fund - This fund is used to account for capital asset acquisition and construction from general government services.

Series 2006 CO Fund - This fund was established to account for proceeds from the issuance of certificates of obligation for design of Holland Lake Park improvements and Causbie Road (Highway 171/51) improvements. Remaining funds are being used for TxDOT projects.

Series 2007 CO Fund - This fund was established to account for proceeds from the issuance of certificates of obligation for the TxDOT projects.

Series 2007 GO Fund - This fund was established to account for the issuance of a general obligation bond in 2007 for Fire Station No. 4 and street improvement projects. Remaining funds are being used for TxDOT projects.

Series 2008 CO Fund - This fund was established to account for proceeds from the issuance of certificates of obligation for transportation projects including BB Fielder East. Remaining funds are being used for TxDOT projects.

Series 2011 CO Fund - This fund was established to account for proceeds from the issuance of certificates of obligation for the TxDOT projects.

Series 2012 CO Fund - This fund was established to account for proceeds from the issuance of certificates of obligation for the TxDOT projects.



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**City of Weatherford
FY17 Program of Services**

General Capital Projects Fund (17)

	Actual FY14	Actual FY15	Budgeted FY16	Projected FY16	Proposed FY17
Beginning Fund Balance	3,478,082	1,546,775	1,642,536	1,642,536	1,416,536
<u>Revenues</u>					
320 - Grant Revenue	12,411	-	-	-	-
601 - Interest Income	1,520	872	4,000	4,000	1,000
605 - Royalties	116,112	58,373	150,000	40,000	40,000
651 - Miscellaneous	-	-	-	-	-
822 - Transfer from General Fund	-	-	-	-	-
833 - Transfer from Solid Waste	450,000	500,000	500,000	500,000	550,000
Total Revenues	580,043	559,246	654,000	544,000	591,000
<u>Expenditures</u>					
Town Creek Trail Project	-	-	-	-	-
Transfer to Water/WW	639,484	-	-	-	-
Signal at Texas & Washington General	-	-	-	-	-
	1,420	-	-	-	-
TxDOT Projects	1,520,000	-	-	-	-
Hike and Bike Project	-	-	-	-	300,000
First Monday Projects	350,446	463,485	770,000	770,000	250,000
Total Expenditures	2,511,350	463,485	770,000	770,000	550,000
Over/(Under)	(1,931,307)	95,761	(116,000)	(226,000)	41,000
Ending Fund Balance	1,546,775	1,642,536	1,526,536	1,416,536	1,457,536
Gas Well Royalties Reserve	173,288	231,662	323,288	271,662	311,662
Estimated Remaining Balance (Less Gas Well Royalties)	1,373,487	1,410,875	1,203,248	1,144,875	1,145,875

City of Weatherford
FY17 Program of Services

Series 2006 CO Fund (39)

	Actual FY14	Actual FY15	Budget FY16	Proposed FY16	Proposed FY17
Beginning Fund Balance	354,387	20	-	-	-
<u>Revenues</u>					
Interest Income	105	-	-	-	-
Total Revenues	105	-	-	-	-
<u>Expenditures</u>					
TxDOT Projects	354,472	20	-	-	-
Total Expenditures	354,472	20	-	-	-
Over/(Under)	(354,367)	(20)	-	-	-
Ending Fund Balance	20	-	-	-	-

Note: The balance of these funds has been transferred to Fund 50 in order to finish off the outstanding TxDOT funded projects.

City of Weatherford
FY17 Program of Services

Series 2007 CO Fund (42)

	Actual FY14	Actual FY15	Budget FY16	Projected FY16	Proposed FY17
Beginning Fund Balance	3,645,976	11,948	11,948	11,948	-
<u>Revenues</u>					
Interest Income	1,005	0.09	-	-	-
Debt Proceeds/Other	-	-	-	-	-
Total Revenues	1,005	0.09	-	-	-
<u>Expenditures</u>					
Jack Borden Way	-	-	-	-	-
SH171/51 to Causbie	-	-	-	-	-
Grouped IH20 Projects	-	-	-	-	-
WB Frontage - 1884 to Bowie	-	-	-	-	-
EB Frontage - 1884 to Bowie	-	-	-	-	-
SH171 from IH20 to 1884	-	-	-	-	-
TXDOT Projects	3,635,033	-	-	11,948	-
General Costs	-	-	11,948	-	-
Transfer to General Debt Svc	-	-	-	-	-
Total Expenditures	3,635,033	-	11,948	11,948	-
Over/(Under)	(3,634,028)	0.09	(11,948)	(11,948)	-
Ending Fund Balance	11,948	11,948	-	-	-

City of Weatherford
FY17 Program of Services

Series 2007 GO Bond Fund (43)

	Actual FY14	Actual FY15	Budget FY15	Actual FY16	Proposed FY17
Beginning Fund Balance	1,619,924	85	-	-	-
<u>Revenues</u>					
601 - Interest Income	483	-	-	-	-
807 - Debt Proceeds	-	-	-	-	-
Total Revenues	483	-	-	-	-
<u>Expenditures</u>					
BB Fielder West	-	-	-	-	-
TxDOT Projects	1,620,322	85	-	-	-
Total Expenditures	1,620,322	85	-	-	-
Over/(Under)	(1,619,839)	(85)	-	-	-
Ending Fund Balance	85	-	-	-	-

City of Weatherford
FY17 Program of Services

Series 2008 CO Fund (45)

	Actual FY14	Actual FY15	Budget FY16	Projected FY16	Proposed FY17
Beginning Fund Balance	820,204	-	-	-	-
<u>Revenues</u>					
601 - Interest Income	-	-	-	-	-
Total Revenues	-	-	-	-	-
<u>Expenditures</u>					
Transportation Improvements	820,204	-	-	-	-
Total Expenditures	820,204	-	-	-	-
Over/(Under)	(820,204)	-	-	-	-
Ending Fund Balance	-	-	-	-	-

City of Weatherford
FY17 Program of Services

Series 2011 CO Fund (50)

	Adopted FY14	Actual FY15	Adopted FY16	Projected FY16	Proposed FY17
Beginning Fund Balance	1,958,450	5,334,721	5,334,721	666,027	(175,470)
<u>Revenues</u>					
601 - Interest Income	1,718	4,791	8,400	1,100	-
807 - Debt Proceeds	-	-	-	-	-
Interfund Transfers	7,510,867	-	-	11,948	175,470
Miscellaneous Income	-	-	1,604,593	1,604,593	-
Total Revenues	7,512,585	4,791	1,612,993	1,617,641	175,470
<u>Expenditures</u>					
Debt Issuance Costs	-	-	-	-	-
TxDOT Projects	4,136,314	4,673,486	1,888,925	2,459,138	-
S Main IH20 to Bethel	-	-	-	-	-
Total Expenditures	4,136,314	4,673,486	1,888,925	2,459,138	-
Over/(Under)	3,376,271	(4,668,694)	(275,932)	(841,497)	175,470
Ending Fund Balance	5,334,721	666,027	5,058,789	(175,470)	0

*The City of Weatherford will identify funds to transfer into this capital fund to finish out the existing projects.



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Debt Service Fund

City of Weatherford
FY17 Program of Services

General Debt Service Fund (03)

	Actual FY15	Approved FY16	Projected FY16	Adopted FY17
Revenue Summary				
Current Taxes	3,213,256	3,389,137	3,402,581	3,435,963
Delinquent Taxes & Penalties	37,270	35,000	41,066	35,000
Interest Income	9,310	4,300	21,810	4,300
Miscellaneous Income	-	-	-	-
Proceeds from Refunding Issuance	7,345,000	-	-	-
Proceeds from GO Premium	675,483	-	-	-
Transfer from General Fund	-	152,000	114,000	152,000
Transfer from Hotel/Motel Fund	128,437	128,437	128,437	128,437
Reimbursement from TxDOT	4,977,837	4,100,000	4,798,873	4,800,000
	<u>16,386,591</u>	<u>7,808,874</u>	<u>8,506,767</u>	<u>8,555,700</u>
Expenditure Summary				
Interest	2,413,051	2,404,612	2,404,612	2,383,728
Issuance Costs	117,551	-	-	-
Fiscal Agent Fees	1,600	1,600	2,400	1,600
Lease Purchase	58,508	60,000	60,017	60,000
Payment to Escrow	7,857,973	-	-	-
Principle Retirement	3,875,000	4,075,000	4,075,000	5,050,000
	<u>14,323,683</u>	<u>6,541,212</u>	<u>6,542,029</u>	<u>7,495,328</u>
Revenues Over (Under) Expenditures	2,062,908	1,267,662	1,964,738	1,060,372
Beginning Fund Balance	6,405,510	8,468,418	8,468,418	10,433,156
Ending Fund Balance	<u>8,468,418</u>	<u>9,736,081</u>	<u>10,433,156</u>	<u>11,493,528</u>

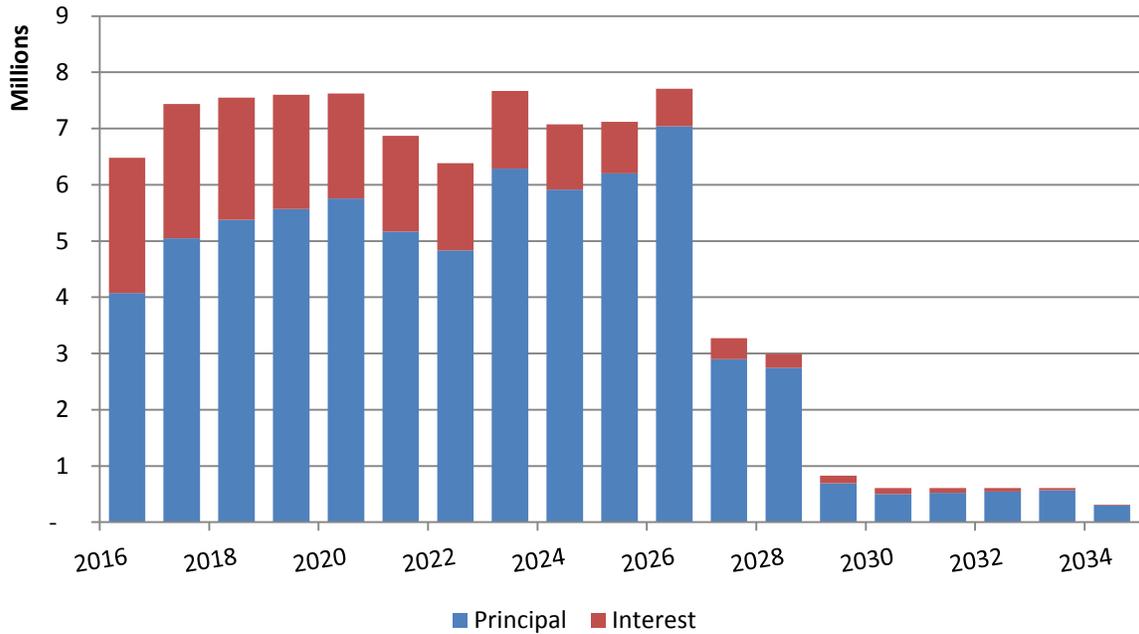


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**City of Weatherford
FY17 Program of Services**

Annual Principal & Interest Requirements - All Issues

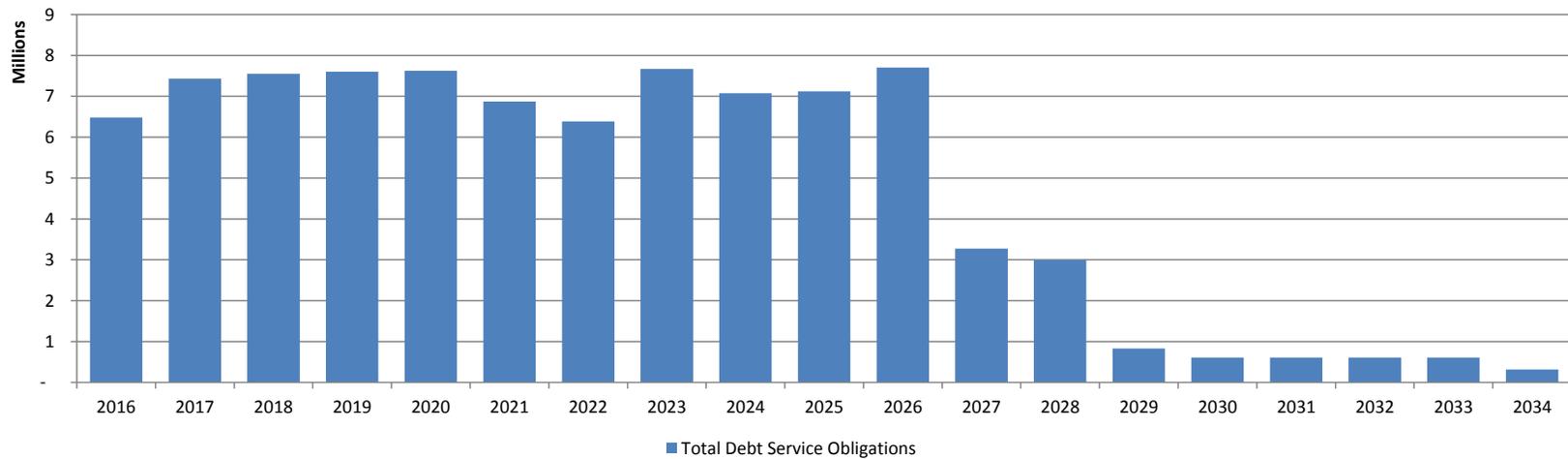
Fiscal Year	Principal Due 3/1/15	Principal Due 9/1/15	Interest Due 3/1/15	Interest Due 9/1/15	Total
2016	3,950,000	125,000	1,200,971	1,203,640	6,479,612
2017	4,920,000	130,000	1,190,476	1,193,252	7,433,728
2018	5,240,000	135,000	1,086,466	1,089,348	7,550,813
2019	5,425,000	145,000	1,013,253	1,016,349	7,599,601
2020	5,605,000	150,000	933,568	936,770	7,625,338
2021	5,015,000	155,000	848,849	852,159	6,871,008
2022	4,675,000	160,000	772,794	776,210	6,384,004
2023	6,120,000	170,000	687,927	691,557	7,669,484
2024	5,740,000	175,000	577,615	581,351	7,073,966
2025	6,015,000	185,000	457,015	460,965	7,117,980
2026	6,850,000	190,000	330,709	334,765	7,705,474
2027	2,700,000	200,000	184,089	188,359	3,272,448
2028	2,535,000	210,000	123,479	127,963	2,996,442
2029	480,000	215,000	64,098	68,688	827,785
2030	500,000	-	53,898	53,898	607,795
2031	520,000	-	43,148	43,148	606,295
2032	545,000	-	31,838	31,838	608,675
2033	570,000	-	19,575	19,575	609,150
2034	300,000	-	6,750	6,750	313,500
Total	67,705,000	2,345,000	9,626,516	9,676,581	89,353,097



**City of Weatherford
FY17 Program of Services**

Annual Debt Service Requirements - By Issue

Fiscal Year	CO Series 2006	CO Series 2008	GO Series 2010	CO Series 2011	GO Series 2012	GO Series 2014	Tax Notes Series 2014	Tax Notes Series 2015	Total
2016	302,538	222,463	1,075,756	605,305	3,370,150	751,400	152,000	-	6,479,612
2017	345,938	222,019	988,525	601,455	3,454,950	751,100	149,300	920,442	7,433,728
2018	342,338	221,361	988,525	602,455	3,576,950	750,600	151,600	916,985	7,550,813
2019	348,263	225,383	988,525	598,155	3,611,250	754,900	153,800	919,326	7,599,601
2020	348,393	224,085	988,525	600,555	3,637,500	758,900	150,900	916,481	7,625,338
2021	342,980	222,573	988,525	602,355	2,884,000	759,125	153,000	918,450	6,871,008
2022	347,230	220,848	3,533,525	603,555	-	758,650	-	920,196	6,384,004
2023	350,570	223,802	4,816,725	604,155	-	757,475	-	916,757	7,669,484
2024	428,250	221,436	5,059,525	604,155	-	760,600	-	-	7,073,966
2025	429,750	223,750	5,101,325	603,555	-	759,600	-	-	7,117,980
2026	425,250	220,744	5,694,525	602,355	-	762,600	-	-	7,705,474
2027	-	222,418	1,680,075	605,555	-	764,400	-	-	3,272,448
2028	-	223,664	2,165,263	607,515	-	-	-	-	2,996,442
2029	-	219,590	-	608,195	-	-	-	-	827,785
2030	-	-	-	607,795	-	-	-	-	607,795
2031	-	-	-	606,295	-	-	-	-	606,295
2032	-	-	-	608,675	-	-	-	-	608,675
2033	-	-	-	609,150	-	-	-	-	609,150
2034	-	-	-	313,500	-	-	-	-	313,500
Total	4,011,498	3,114,134	34,069,344	11,194,735	20,534,800	9,089,350	910,600	6,428,637	89,353,097



City of Weatherford
FY17 Program of Services

General Obligation Debt

Certificates of Obligation - Series 2006

Fiscal Year	Principal Due 3/1/15	Principal Due 9/1/15	Interest Due 3/1/15	Interest Due 9/1/15	Total
2016	165,000	-	68,769	68,769	302,538
2017	215,000	-	65,469	65,469	345,938
2018	220,000	-	61,169	61,169	342,338
2019	235,000	-	56,631	56,631	348,263
2020	245,000	-	51,696	51,696	348,393
2021	250,000	-	46,490	46,490	342,980
2022	265,000	-	41,115	41,115	347,230
2023	280,000	-	35,285	35,285	350,570
2024	370,000	-	29,125	29,125	428,250
2025	390,000	-	19,875	19,875	429,750
2026	405,000	-	10,125	10,125	425,250
Total	3,040,000	-	485,749	485,749	4,011,498

\$4,000,000 2006 Certificates of Obligation, for constructing and improving park and recreational facilities and street improvements, due in annual installments through March 1, 2026, 4.00% - 5.00%.

City of Weatherford
FY17 Program of Services

General Obligation Debt

Certificates of Obligation - Series 2008

Fiscal Year	Principal Due 3/1/15	Principal Due 9/1/15	Interest Due 3/1/15	Interest Due 9/1/15	Total
2016	-	125,000	47,397	50,066	222,463
2017	-	130,000	44,622	47,397	222,019
2018	-	135,000	41,739	44,622	221,361
2019	-	145,000	38,644	41,739	225,383
2020	-	150,000	35,441	38,644	224,085
2021	-	155,000	32,132	35,441	222,573
2022	-	160,000	28,716	32,132	220,848
2023	-	170,000	25,086	28,716	223,802
2024	-	175,000	21,350	25,086	221,436
2025	-	185,000	17,400	21,350	223,750
2026	-	190,000	13,344	17,400	220,744
2027	-	200,000	9,074	13,344	222,418
2028	-	210,000	4,590	9,074	223,664
2029	-	215,000	-	4,590	219,590
Total	-	2,345,000	359,534	409,600	3,114,134

\$3,000,000 2008 Certificates of Obligation, for acquiring, constructing and improving roads, streets, and highways within the City due in annual installments through September 1, 2028, 4.27%.

City of Weatherford
FY17 Program of Services

General Obligation Debt

General Obligation Refunding Bonds - Series 2010

Fiscal Year	Principal Due 3/1/15	Principal Due 9/1/15	Interest Due 3/1/15	Interest Due 9/1/15	Total
2016	85,000	-	495,378	495,378	1,075,756
2017	-	-	494,263	494,263	988,525
2018	-	-	494,263	494,263	988,525
2019	-	-	494,263	494,263	988,525
2020	-	-	494,263	494,263	988,525
2021	-	-	494,263	494,263	988,525
2022	2,545,000	-	494,263	494,263	3,533,525
2023	3,930,000	-	443,363	443,363	4,816,725
2024	4,330,000	-	364,763	364,763	5,059,525
2025	4,545,000	-	278,163	278,163	5,101,325
2026	5,320,000	-	187,263	187,263	5,694,525
2027	1,525,000	-	77,538	77,538	1,680,075
2028	2,075,000	-	45,131	45,131	2,165,263
Total	24,355,000	-	4,857,172	4,857,172	34,069,344

\$25,130,000 2010 General Obligation Refunding Bonds, refunding Series 2000 G.O.'s, 2001 C.O.'s and a portion of the 2007 C.O.'s, due in annual installments through March 1, 2028, 2.00% - 4.35%.

City of Weatherford
FY17 Program of Services

General Obligation Debt

Certificates of Obligation - Series 2011

Fiscal Year	Principal Due 3/1/15	Principal Due 9/1/15	Interest Due 3/1/15	Interest Due 9/1/15	Total
2016	295,000	-	155,153	155,153	605,305
2017	300,000	-	150,728	150,728	601,455
2018	310,000	-	146,228	146,228	602,455
2019	315,000	-	141,578	141,578	598,155
2020	330,000	-	135,278	135,278	600,555
2021	345,000	-	128,678	128,678	602,355
2022	360,000	-	121,778	121,778	603,555
2023	375,000	-	114,578	114,578	604,155
2024	390,000	-	107,078	107,078	604,155
2025	405,000	-	99,278	99,278	603,555
2026	420,000	-	91,178	91,178	602,355
2027	440,000	-	82,778	82,778	605,555
2028	460,000	-	73,758	73,758	607,515
2029	480,000	-	64,098	64,098	608,195
2030	500,000	-	53,898	53,898	607,795
2031	520,000	-	43,148	43,148	606,295
2032	545,000	-	31,838	31,838	608,675
2033	570,000	-	19,575	19,575	609,150
2034	300,000	-	6,750	6,750	313,500
Total	7,660,000	-	1,767,368	1,767,368	11,194,735

\$8,645,000 2011 Certificates of Obligation, for street construction and improvements, due in annual installments through March 1, 2034, 3.00% - 4.50%.

City of Weatherford
FY17 Program of Services

General Obligation Debt

General Obligation Refunding Bonds - Series 2012

Fiscal Year	Principal Due 3/1/15	Principal Due 9/1/15	Interest Due 3/1/15	Interest Due 9/1/15	Total
2016	2,755,000	-	307,575	307,575	3,370,150
2017	2,950,000	-	252,475	252,475	3,454,950
2018	3,190,000	-	193,475	193,475	3,576,950
2019	3,320,000	-	145,625	145,625	3,611,250
2020	3,450,000	-	93,750	93,750	3,637,500
2021	2,800,000	-	42,000	42,000	2,884,000
Total	18,465,000	-	1,034,900	1,034,900	20,534,800

\$27,325,000 2012 General Obligation Refunding Bonds, refunding Series 2002 G.O.'s, 2003 G.O.'s and a portion of the 2007 C.O.'s, due in annual installments through March 1, 2028, 2.00% - 4.35%.

General Obligation Refunding Bonds - Series 2014

Fiscal Year	Principal Due 3/1/15	Principal Due 9/1/15	Interest Due 3/1/15	Interest Due 9/1/15	Total
2016	515,000	-	118,200	118,200	751,400
2017	525,000	-	113,050	113,050	751,100
2018	535,000	-	107,800	107,800	750,600
2019	550,000	-	102,450	102,450	754,900
2020	565,000	-	96,950	96,950	758,900
2021	585,000	-	87,063	87,063	759,125
2022	605,000	-	76,825	76,825	758,650
2023	625,000	-	66,238	66,238	757,475
2024	650,000	-	55,300	55,300	760,600
2025	675,000	-	42,300	42,300	759,600
2026	705,000	-	28,800	28,800	762,600
2027	735,000	-	14,700	14,700	764,400
Total	7,270,000	-	909,675	909,675	9,089,350

\$7,345,000 2014 General Obligation Refunding Bonds, Series 2014, due in annual installments through March 1, 2027, 2.00% - 4.00%.

City of Weatherford
FY17 Program of Services

Tax Notes - Series 2014

Fiscal Year	Principal Due 3/1/15	Principal Due 9/1/15	Interest Due 3/1/15	Interest Due 9/1/15	Total
2016	135,000	-	8,500	8,500	152,000
2017	135,000	-	7,150	7,150	149,300
2018	140,000	-	5,800	5,800	151,600
2019	145,000	-	4,400	4,400	153,800
2020	145,000	-	2,950	2,950	150,900
2021	150,000	-	1,500	1,500	153,000
Total	850,000	-	30,300	30,300	910,600

\$985,000 General Obligation Tax Notes were issued in the winter of 2014 (FY15) in order to provide for the purchase of two large apparatus for the Fire Department. This is paid for by general revenues of the City.

Tax Notes - Series 2016

Fiscal Year	Principal Due 3/1/15	Principal Due 9/1/15	Interest Due 3/1/15	Interest Due 9/1/15	Total
2016	-	-	-	-	-
2017	795,000	-	62,721	62,721	920,442
2018	845,000	-	35,993	35,993	916,985
2019	860,000	-	29,663	29,663	919,326
2020	870,000	-	23,241	23,241	916,481
2021	885,000	-	16,725	16,725	918,450
2022	900,000	-	10,098	10,098	920,196
2023	910,000	-	3,379	3,379	916,757
Total	6,065,000	-	181,819	181,819	6,428,637



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Appendix A:
Request and Major Changes
Summary

Compensation Package Breakdown

Whenever possible, City Administration strives to keep all employee compensation competitive compared to other cities and like employers. For FY17, it was not possible to initiate permanent raises across-the-board, but staff has budgeted in non-recurring pay increases for all full-time employees.

Department - General Fund	One-Time	Ongoing	Total
Police	\$ 162,626	\$ 6,493	\$ 169,120
Fire	\$ 121,142	\$ 5,041	\$ 126,183
Transportation & Public Works	\$ 34,089	\$ 1,709	\$ 35,798
Parks	\$ 31,920	\$ 1,623	\$ 33,544
Planning & Development	\$ 23,399	\$ 1,025	\$ 24,425
Finance	\$ 23,090	\$ 1,025	\$ 24,115
Library	\$ 22,436	\$ 940	\$ 23,376
Animal Services	\$ 21,728	\$ 1,196	\$ 22,924
City Administration	\$ 20,027	\$ 598	\$ 20,625
Information Technology	\$ 16,542	\$ 598	\$ 17,140
Municipal & Community Services	\$ 12,724	\$ 598	\$ 13,322
Human Resources	\$ 7,320	\$ 256	\$ 7,576
Economic Development	\$ 4,493	\$ 171	\$ 4,664
City Council	\$ 1,694	\$ -	\$ 1,694
	\$ 503,232	\$ 21,275	\$ 524,506

Department - Other Funds	One-Time	Ongoing	Total
Solid Waste	\$ 15,078	\$ 1,281	\$ 16,359
Chandor Gardens	\$ 4,734	\$ 342	\$ 5,076
Heritage Park	\$ 2,245	\$ 85	\$ 2,330
Hotel Occupancy Tax	\$ 930	\$ 85	\$ 1,015
	\$ 22,987	\$ 1,793	\$ 24,780

Grand Total	\$ 526,219	\$ 23,068	\$ 549,286
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Other Supplemental Funding Items - General Fund

Division	Description	City Administration		Total
		One-Time	Ongoing	
Environmental Health	Health Inspection Application	\$ -	\$ 8,000	\$ 8,000
Environmental Health	Contract Health Inspections	\$ 2,500	\$ -	\$ 2,500
		\$ 2,500	\$ 8,000	\$ 10,500

Division	Description	Finance		Total
		One-Time	Ongoing	
Administration	Travel & Training	\$ -	\$ 9,350	\$ 9,350
		\$ -	\$ 9,350	\$ 9,350

Division	Description	Fire Department		Total
		One-Time	Ongoing	
Fire	Command Vehicle Replacement	\$ 72,000	\$ -	\$ 72,000
Fire	Radio Replacement Program	\$ 39,125	\$ -	\$ 39,125
Fire	Thermal Imager Replacement	\$ 13,100	\$ -	\$ 13,100
Fire	Heart Monitor Replacement	\$ 9,500	\$ -	\$ 9,500
Fire	WFD TIFMAS Program	\$ 536	\$ 5,000	\$ 5,536
Fire	Rope Rescue Equipment	\$ 5,220	\$ -	\$ 5,220
Fire	Training Facility Improvement	\$ 5,000	\$ -	\$ 5,000
Fire	Driver Engineer Skills Training	\$ 1,500	\$ -	\$ 1,500
Fire	Secondary Notification On Incidents (Active911)	\$ -	\$ 675	\$ 675
		\$ 145,981	\$ 5,675	\$ 151,656

Division	Description	Human Resources		
		One-Time	Ongoing	Total
Human Resources	John Stigliano Training	\$ -	\$ 25,000	\$ 25,000
Human Resources	Counseling for First Responders	\$ -	\$ 5,000	\$ 5,000
Human Resources	Awards And Recognition	\$ -	\$ 4,500	\$ 4,500
Human Resources	R&M Safety Equipment	\$ -	\$ 2,000	\$ 2,000
		\$ -	\$ 36,500	\$ 36,500

Division	Description	Information Technology		
		One-Time	Ongoing	Total
Info Tech	Cisco Contact Call Center	\$ 39,380	\$ 1,225	\$ 40,605
Info Tech	Support Contracts	\$ -	\$ 33,472	\$ 33,472
Info Tech	Multi-Function Printer/Copier	\$ -	\$ 18,000	\$ 18,000
		\$ 39,380	\$ 52,697	\$ 92,077

Division	Description	Library		
		One-Time	Ongoing	Total
Library	Position Upgrade	\$ -	\$ 8,096	\$ 8,096
Library	Software Maintenance	\$ -	\$ 994	\$ 994
Library	Library Electronic Database Fees	\$ -	\$ 748	\$ 748
		\$ -	\$ 9,838	\$ 9,838

Division	Description	Municipal & Community Services		
		One-Time	Ongoing	Total
Facilities Maintenance	Old City Hall Remodel	\$ 180,000	\$ -	\$ 180,000
Facilities Maintenance	Library Air Conditioning	\$ 45,000	\$ -	\$ 45,000
Facilities Maintenance	TPW Gate	\$ 15,000	\$ -	\$ 15,000
Facilities Maintenance	TPW Security	\$ 10,000	\$ -	\$ 10,000
Facilities Maintenance	Facilities Storage/Shop	\$ 8,000	\$ -	\$ 8,000
Facilities Maintenance	Police Property Room A/C	\$ 6,000	\$ -	\$ 6,000
		\$ 264,000	\$ -	\$ 264,000

Division	Description	Non Departmental		Total
		One-Time	Ongoing	
Non Departmental	Land Purchases	\$ -	\$ 500,000	\$ 500,000
Non Departmental	GF Grants	\$ 75,000	\$ -	\$ 75,000
Non Departmental	CMO Contingency	\$ 75,000	\$ -	\$ 75,000
Non Departmental	Sales Tax Audit	\$ 15,000	\$ -	\$ 15,000
		\$ 165,000	\$ 500,000	\$ 665,000

Division	Description	Parks & Properties		Total
		One-Time	Ongoing	
	Building & Grounds Maintenance			
Recreation	Supplies for Parks	\$ -	\$ 4,000	\$ 4,000
Parks and Props	Overtime	\$ -	\$ 2,500	\$ 2,500
Parks and Props	Travel Expense	\$ -	\$ 2,000	\$ 2,000
Recreation	Vehicle Fuel & Oil	\$ -	\$ 1,000	\$ 1,000
Recreation	Vehicle Parts & Labor	\$ -	\$ 1,000	\$ 1,000
Recreation	Office Equipment Rental	\$ -	\$ 850	\$ 850
		\$ -	\$ 11,350	\$ 11,350

Division	Description	Planning & Development		Total
		One-Time	Ongoing	
Code Enforcement	2017 Dodge Ram Fleet Pickup (2)	\$ 40,000	\$ -	\$ 40,000
		\$ 40,000	\$ -	\$ 40,000

Division	Description	Police		Total	Notes
		One-Time	Ongoing		
Police	Department Training Equipment	\$ 18,381	\$ 1,320	\$ 19,701	Optional, but must use seized funds for first year
Police	Department Weapons And Weapon Accessories/Upgrades	\$ 16,609	\$ -	\$ 16,609	Optional, but must use seized funds
Police	Special Operations Group Assignment Pay	\$ -	\$ 15,893	\$ 15,893	
Police	Duty Handgun Replacement Program	\$ -	\$ 9,360	\$ 9,360	
Police	Ballistic Vehicle Glass	\$ -	\$ 3,218	\$ 3,218	
Police	Accident Investigation Equipment	\$ -	\$ 3,100	\$ 3,100	Optional, but must use seized funds for first year
		\$ 34,990	\$ 32,891	\$ 67,881	

Division	Description	Transportation & Public Works		Total
		One-Time	Ongoing	
Street Maintenance	Street Maintenance Service - Cost Increase	\$ -	\$ 121,000	\$ 121,000
TPW Admin	Update Technical Construction Standards And Specifications Manual	\$ 10,000	\$ -	\$ 10,000
TPW Admin	Autocad Software License	\$ 8,503	\$ -	\$ 8,503
Traffic	Position Reclassification	\$ -	\$ 6,425	\$ 6,425
Field Services	Position Reclassification	\$ -	\$ 6,308	\$ 6,308
		\$ 18,503	\$ 133,733	\$ 152,236
Total General Fund		\$ 1,213,586	\$ 821,309	\$ 2,034,894

Other Supplemental Funding Items - Other Funds

Division	Description	Heritage Park Events Fund		
		One-Time	Ongoing	Total
Heritage Park Events Fund	Increase in Professional Svcs	\$ -	\$ 3,000	\$ 3,000
Heritage Park Events Fund	Laundry & Sanitation Services	\$ -	\$ 1,277	\$ 1,277
Heritage Park Events Fund	Building/Grounds Maintenance	\$ -	\$ 500	\$ 500
		\$ -	\$ 4,777	\$ 4,777

Division	Description	Chandor Gardens		
		One-Time	Ongoing	Total
Chandor Gardens	Replace Ice Maker	\$ 5,000	\$ -	\$ 5,000
		\$ 5,000	\$ -	\$ 5,000

Division	Description	Hotel Tax Fund		
		One-Time	Ongoing	Total
Hotel Tax Fund	Volunteer Food	\$ -	\$ 2,000	\$ 2,000
Hotel Tax Fund	Postage	\$ -	\$ 500	\$ 500
		\$ -	\$ 2,500	\$ 2,500



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Appendix B:

Outside Agency Grant Requests

Outside Agency Funding Requests

October 1, 2016 through September 30, 2017

Every year the City of Weatherford sends out applications to Outside Agencies that have requested funds from the City in the past, these requests are for the new fiscal year 2017 (October 1, 2016 through September 30, 2017).

Attached are request forms and policy statements for the two types of funding requests: Hotel Occupancy Tax (HOT) and General Fund Revenue.

In addition, if an Outside Agency has received funding from the City of Weatherford in the past attached is a Post-Funding Analysis report that details how the funding has been used in the current year.

FY17 General Fund Revenue Requests

FY2016

CASA-Hope for Children	\$ 2,500	\$ 0
Center of Hope	\$ 10,000	\$ 6,050
Crossroads	\$ 6,000	\$ 6,000
Freedom House	\$ 20,000	\$ 20,000
Manna Storehouse	\$ 10,000	\$ 10,000
PC Committee on Ageing	\$ 40,000	\$ 35,000

FY17 Hotel Occupancy Tax (HOT)

FY2016

Doss Center	\$ 30,000	\$ 30,000
Weatherford Chamber	\$ 106,400	\$131,400

FY17 Request Total	\$ 224,900	\$ 238,450
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CASA – Hope for Children



Application/Request for City of Weatherford General Fund Revenue

Date: June 20, 2016

Organization Information

Name: CASA – Hope for Children, Inc.

Address: 305 S. Rusk

Contact Name: Barb Tucker Phone : 817-599-6224

URL for event /activity/facility/organization

Tax Status: 501C3 For Profit _____

Tax ID #: 205027578

Organization Creation Date: May 30, 2006

Purpose/Mission of Organization: Speak for the best interests of abused and neglected children within the court system utilizing trained community volunteers.

Request Information

This request is for: (Please check one and provide applicable information)

Annual funding for the year of 2016 - 2017

A special event/activity/facility named Breakfast with Santa

If an event, it will be held on Saturday, December 10, 2016

and this will be the only time in 2016 _____ time this event has been held.

Has the Organization used General Funds for this in the past? No___ (Yes/No)

If yes, please explain the results:

Detail how the funds will be used:

Supplies for event include pancake mix, bacon, sausage, milk, orange juice, butter, syrup, all paper goods, crafts for children, refreshments (hot cocoa and candy canes), face painting supplies, goody bags for children with small items, balloons, clowns, picture with Santa items (photo paper, toner, Christmas cards).

How does the organization plan to directly enhance the quality of life in the City of Weatherford through the use of General Fund revenue?

CASA – Hope for Children invites all the foster children with their families and siblings from all the other placements outside of the county. Most of the 373 foster children from our county are placed in Dallas or Tarrant county. We give free tickets to Center of Hope, Freedom House, Pythian Home and the Bunk House. We only charge \$5 for community children and parents get in for free.

Funding Request

In-kind services requested? _____

Amount of General Fund revenue requested? \$2,500

Desired payout schedule? One-Time X____ Quarterly _____ Monthly _____

Economic Impact

How does the organization expect to use other Weatherford businesses while carrying out the purpose/mission of the organization or event (printing, catering, rentals, etc.)?

Application/Request for City of Weatherford General Fund Revenue

Effective June 15, 2016

Printing, food purchase from several different businesses, craft supply purchases.

What is the expected attendance or draw of visitors for your organization or event?

300

Please list the amount financially committed to each media outlet your organization plans to use:

Paid Advertising:	\$_0_____	Newspaper:	\$__0_____
Radio:	\$_0_____	TV:	\$_0_____
Direct Mailings to Out-of-Town Recipients			\$_250_____
Press Releases:	\$_0_____	Other	\$_____

What specific geographic areas do your advertising materials and promotions reach?

Parker County, Palo Pinto County and Tarrant County.

How many individuals located in another city/county will your proposed marketing reach?

2,000

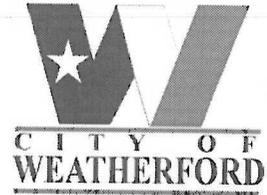
Additional sheets may be attached for further information.

Please file this completed form with:

Tomara Holloway
City of Weatherford, Finance Department
303 Palo Pinto Street
Weatherford, Texas 76086

Or email to tholloway@weatherfordtx.gov

Center of Hope



Application/Request for City of Weatherford General Fund Revenue

Date: July 26, 2016

Organization Information

Name: Center of Hope

Address: P O Box 190, Weatherford, TX 76086

Contact Name: Paula Robinson Phone: 817-594-0266

URL for event /activity/facility/organization

Tax Status: Non-Profit XX For Profit

Tax ID # 75-2762501

Organization Creation Date 1998

Purpose/Mission of Organization: Center of Hope is best known for short-term crisis help with groceries, hot meals, utility assistance, prescriptions, dental assistance and resource referrals, but we go far beyond to offer long-term solutions such as: Job/career preparation, internship opportunities at The Hope Chest, computer classes, Adult Basic Education, financial education, financial coaching, mentoring, and personal accountability. For families with children, we provide Camp Hope each summer to reach children on school lunch programs with food and life skills, and additional opportunities during the school year through our Study Club program. We strive to provide some type of assistance in every age group, for our neighbors in Weatherford and Parker County. Center of Hope is able to accomplish great things in our community because we are a Christ-centered ministry dedicated to helping others break the cycle of poverty in Parker County.

Request Information

This request is for: (Please check one and provide applicable information)

Annual funding for the year of 2016 – 2017

A special event/activity/facility named _____.

If an event, it will be held on _____,

and this will be the _____ time this event has been held.

Has the Organization used General Funds for this in the past? Y_ (Yes/No)

If yes, please explain the results:

\$1050 – used to buy books and supplies for Jobs for Life class

\$3000 – used to help with adult basic education; student resource packs, teacher guides and student book license and scholarships for the GED testing

\$2000 – used for curriculum and supplies for children in Family Empowerment Program

Detail how the funds will be used:

Requested funds for the 2016-2017 year will be used in our Education and Career Development Program. There will be over 3000 classroom hours in Computer Skills for Business; over 600 classroom hours in Jobs for Life; 500 hours of life coach appointments, and an additional 300 plus hours of tutoring in adult basic education. Funds to help with books, supplies, GED testing fees - 2500, ten percent of staff costs to train and monitor the volunteers who teach all these classes – 3600, funds to help with transportation assistance - \$1500 and childcare costs so single parents can attend classes - \$2400.

How does the organization plan to directly enhance the quality of life in the City of Weatherford through the use of General Fund revenue?

Many people enter the program withdrawn, discouraged and drained of hope. After participating with our programs, they emerge with a set of new skills, a network of support, confidence in themselves, plans for a brighter future, and a team of new friends and mentors to help them address challenges as they move forward. Center of Hope serves mainly the low-income population, but also families/individuals at higher income levels in a unique way. Through education, mentoring and faith, we help those who initially come to us for crisis

assistance to get through a tough period in their lives and become self-sustaining, with a newfound ability to give back to the community. The quality of life for individual families is enhanced because families are able to keep a job, pay their bills, and become contributing members to our city.

Funding Request

In-kind services requested? No_____

Amount of General Fund revenue requested? \$10,000

Desired payout schedule? One-Time X Quarterly _____ Monthly _____

Economic Impact

How does the organization expect to use other Weatherford businesses while carrying out the purpose/mission of the organization or event (printing, catering, rentals, etc.)?

Center of Hope's service model is based on building close working relationships with individuals, businesses, schools, agencies and churches in Weatherford and Parker County. As we infuse over \$1.5MM into our local economy each year through the many services we give our participants, we draw the Weatherford community and greater Parker County community as well, into the process of helping our neighbors learn how to step into a better more productive and satisfying lifestyle.

What is the expected attendance or draw of visitors for your organization or event?

Center of Hope engages over 5,000 different individuals each year as we reach into our community to help make a difference in the lives of our struggling neighbors.

In addition, we have over 3,500 volunteers each year that work at Center of Hope.

Please list the amount financially committed to each media outlet your organization plans to use:

Paid Advertising:	\$ <u>5,500</u>	Newspaper:	\$ _____
Radio:	\$ _____	TV:	\$ _____
Direct Mailings to Out-of-Town Recipients			\$ _____
Press Releases:	\$ _____	Other	\$ <u>5,000</u>

What specific geographic areas do your advertising materials and promotions reach?

Our boundary is Parker County but we know that our newsletters and word-of-mouth contacts reach a much wider range of individuals outside of our county.

How many individuals located in another city/county will your proposed marketing reach?

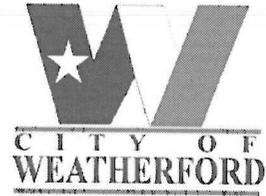
Counting Weatherford, we have participants in 30 different zip codes.

Additional sheets may be attached for further information.

Please file this completed form by July 15, 2016:

Tomara Holloway
City of Weatherford, Finance Department
303 Palo Pinto Street
Weatherford, Texas 76086

Or email to tholloway@weatherfordtx.gov



Post-Funding Report for City of Weatherford General Fund Revenue

Date: July 27, 2016

Organization Information

Name Center of Hope

Address P.O. Box 190

Contact Name Paula Robinson Phone 817-594-0266 x305

This report is for: (Please check one and provide applicable information)

Annual funding for the year of 2015- 2016.

A special event/activity/facility named _____
held on _____.

Amount of General Fund revenues received: \$ 6,050

Has the Organization used General Funds for this in the past? YES (Yes/No)

Results

Please detail how your funding was used:

\$1050 – used to buy books and supplies for Jobs for Life class

\$3000 – used to help with adult basic education; student resource packs, teacher guides and student book license and scholarships for the GED testing

\$2000 – used for curriculum and supplies for children in Family Empowerment Program

How did your organization directly enhance the quality of life in the City of Weatherford through the use of General Fund revenues?

Many people enter the program withdrawn, discouraged and drained of hope. After participating with our programs, they emerge with a set of new skills, a network of support, confidence in themselves, plans for a brighter future, and a team of new friends and mentors to help them address challenges as they move forward. Center of Hope serves mainly the low-income population, but also families/individuals at higher income levels in a unique way. Through education, mentoring and faith, we help those who initially come to us for crisis assistance to get through a tough period in their lives and become self-sustaining, with a newfound ability to give back to the community. The quality of life for individual families is enhanced because families are able to keep a job, pay their bills, and become contributing members to our city.

How did your organization use other Weatherford businesses while carrying out the purpose/mission of the organization or event (printing, catering, rentals, etc.)?

As we help our participants overcome obstacles we also help many local businesses. Over the past 12 months, we paid the City of Weatherford over \$23,000 helping with utilities for our participants; we paid Davis Pharmacy and Tackett Pharmacy over \$28,000; local hotels \$7,000; Weatherford dentist \$60,000; and a multitude of other businesses for things such as tires, gasoline and groceries.

What was the estimated attendance or draw of visitors for your organization or event?

Center of Hope engages well over 5,000 different individuals each year as we reach into our community to help make a significant difference in the lives of our struggling neighbors.

In addition, we have over 3,500 volunteers in year that work at Center of Hope.

Please list the amount expensed to each media outlet your organization used:

Paid Advertising:	\$__7,900__	Newspaper:	\$_____
Radio:	\$_____	TV:	\$_____
Direct Mailings to Out-of-Town Recipients			\$_1,000__ (Newsletter)
Press Releases:	\$_____	Other	\$_1,000__ (Newsletter)

What specific geographic areas did your advertising materials and promotions reach?

Our boundary is Parker County but we know that our newsletters and word-of-mouth contacts reach a much wider range of individuals outside of our county.

How many individuals located in another city/county did your marketing reach?

Counting Weatherford, we have participants in 30 different zip codes.

Additional sheets may be attached for further information.

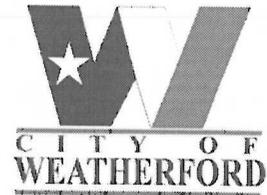
Please file this completed form by July 15, 2016:

Tomara Holloway
City of Weatherford, Finance Department
303 Palo Pinto Street
Weatherford, Texas 76086

Or email to tholloway@weatherfordtx.gov

Crossroads Youth Ministry

City of Weatherford, Texas
Office of Management and Budget



Application/Request for City of Weatherford General Fund Revenue

Date July 15, 2016

Organization Information

Name Crossroads Youth Ministries of Parker County, Inc.

Address 318 W. Spring Street, Weatherford, Texas 76086

Contact Name Cindy Hanna, Executive Director Phone 817-341-1909 office; 817-223-2624 cell

URL for event /activity/facility/organization www.crossroads-wfd.org

Tax Status: Non-Profit 501 (c)(3) For Profit _____

Tax ID # 20-0645883

Organization Creation Date 2004

Purpose/Mission of Organization As a faith based organization, the mission of Crossroads Youth Ministries, is to mentor, model and teach life skills within an ethical and moral framework to today's challenged youth so that they will be equipped to become successful and productive members to society.

Request Information

This request is for: (Please check one and provide applicable information)

annual funding for the year of 2016 – 2017

a special event/activity/facility named _____.

If an event, it will be held on _____.

and this will be the _____ time this event has been held.

Has the Organization used General Funds for this in the past? Yes (Yes/No)

If yes, please explain the results:

Detail how the funds will be used:

Funds will enhance programs and services provided by Crossroads Youth Ministries in order to promote Personal, Emotional, and Physical Wellness to At-Risk youth through participation in the key areas of our program.

\$2,000.00 1) Individual, Group Mentoring and Life Skills Classes

Skill Development Activities

Tutoring and Education

- Evidence Based Curriculum and Facilitator Trainings
- Student Workbooks, printing, classroom supplies, etc.
- Stipend for Licensed, Qualified Professionals conducting group discussions/sessions (as Needed only)
- Program operating expenses (utilities for Haven day facility and group meeting space, staff)

\$2,000.00 2) Transportation for youth classes; field trips and community outreach activities.

- Fuel
- Vehicle maintenance, registration, and insurance

\$1,000.00 3) Meals

- Groceries for after school meals, snacks, meals out with youth
- Paper Goods

\$500.00 4) Community Service Projects

- Construction, Cleaning and Gardening Supplies for specified community project

\$500.00 5) Field Trips

- Entrance Fees

How does the organization plan to directly enhance the quality of life in the City of Weatherford through the use of General Fund revenue?

1) Individual, Group Mentoring and Life Skills Classes:

- ✓ Purposeful relationships allow for greater input and facilitate the process of change.
- ✓ Education on topics relevant to youth (drug and alcohol use, safe relationships, personal health and hygiene, anger management, goal setting, etc.)

2) Skills Development Activities:

- A. Clinics provide youth a chance to experience activities not easily accessible, due to poverty, economic hardships, or living proximity to current resources.
- B. Clinics evoke interest as hobbies or possible future careers.
 - ✓ Activities provide a physical outlet.
 - ✓ Activities keep youth engaged instead of boredom which leads to criminal behaviors.

3) Tutoring and Education:

- A. One-On-One tutoring for youth who do not have access to after school tutoring provided by WISD primarily due to economic hardships and living proximity to current resources.

4) Transportation

- A. Transportation is provided to/from all Crossroads classes, activities, groups and projects.
 - ✓ Without transportation services, 98% of participating youth would not receive services.

5) Meals

- A. Meals are provided following all Crossroads classes, activities, groups and projects.
- B. Meals are well balanced and follow the recommended guidelines.
 - ✓ For many youth, the meals received at Crossroads Youth Ministries are the only nutritious meal(s) received weekly.

6) Community Service Projects

- A. Community interaction allows for direction and reinforces lessons learned.
- B. Projects assist community members and businesses complete small tasks to enhance safety, beautification, and City and County code compliances.
 - ✓ Community projects allow youth to develop personal and social skills.
 - ✓ Project completion builds self-esteem.
 - ✓ Allows youth to give back to the community.

7) Field Trips

- A. Provide learning opportunities.
 - ✓ Expose youth to new environments, behaviors and cultures.

Funding Request

In-kind services requested? _____

Amount of General Fund revenue requested? \$6,000

Desired payout schedule? One-Time X Quarterly _____ Monthly _____

Economic Impact

How does the organization expect to use other Weatherford businesses while carrying out the purpose/mission of the organization or event (printing, catering, rentals, etc.)?

1) Skills Development Activities; Tutoring and Education; Meals; Community Service Projects;

- 100% of all necessary supplies and materials purchased from Weatherford retailers.
- Utilize City of Weatherford Parks and Recreation areas for activities (pool, pavilion, ball fields, etc.)

2) Office Supplies and Marketing Materials

- 100% of all office supplies and marketing materials purchased from Weatherford retailers.

What is the expected attendance or draw of visitors for your organization or event?

Crossroads Youth Ministries of Parker County, Inc. expects to serve 150 youth during 2016.

Please list the amount financially committed to each media outlet your organization plans to use:

Paid Advertising:	\$ _____	Newspaper:	\$ _____
Radio:	\$ _____	TV:	\$ _____
Direct Mailings to Out-of-Town Recipients			\$ _____
Press Releases:	\$ _____	Other	\$ _____

What specific geographic areas do your advertising materials and promotions reach?

1) Areas of low income:

- Fox Hollow Community
- Cypress View Community
- Area North of Courthouse
- Western Lake Estates

2) Law Enforcement

- City of Weatherford Police Department
- School Resource Officers
- City of Weatherford Municipal Court
- Juvenile Probation
- Justice of the Peace Offices

3) Schools

- WISD campuses serving youth ages 12-18

4) Churches and Non Profits in Weatherford

How many individuals located in another city/county will your proposed marketing reach? NA

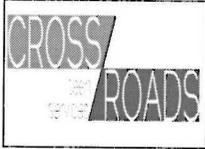
Additional sheets may be attached for further information.

Please file this completed form by July 15, 2016:

Tomara Holloway
City of Weatherford, Finance Department
303 Palo Pinto Street
Weatherford, Texas 76086

Or email to tholloway@weatherfordtx.gov

Crossroads Youth Ministries of Parker County, Inc.



318 W. Spring Street * Weatherford, Texas 76086
817-341-1909 * www.crossroads-wfd.org

Tomara Holloway
City of Weatherford, Finance Department
303 Palo Pinto Street
Weatherford, Texas 76086

Dear Ms Holloway,

On behalf of the Board of Directors, staff and the at-risk youth we assist, I am submitting the enclosed proposal for a grant through the City of Weatherford General Fund in the amount of \$6,000. The funds will enhance programs and services provided to the homeless and at-risk youth in Parker County served by Crossroads Youth Ministries.

Crossroads Background and Mission:

In 2001 Sheila Frosch, a member of Central Christian Church in Weatherford, stumbled upon several youth living in a local park. After bringing clothes and food to these homeless, Ms. Frosch developed a Christ-centered relationship with them. Determining that their primary need was for someone to listen to their stories without judgment or fear, and to mentor, coach and educate these youth on other challenges such as drug and alcohol use, promiscuous sex, and problems at home and school putting them at risk for further criminal behaviors and health issues.

With the support of Central Christian Church, Crossroads Youth Ministries of Parker County, Inc. was founded in 2003 as a 501(c)(3) non-profit organization, with the mission being:

“As a faith based organization, the mission of Crossroads Youth Ministries of Parker County, Inc. is to (mentor), model and teach life skills within an ethical and moral framework to today’s challenged youth so that they will be equipped to become successful and ethical members to society.”

Who We Serve:

Youth ages 12-18, living in Parker County, who may be trapped in a cycle of destructive, abusive, or unhealthy behavior.

Youth who may be experiencing:

- Homelessness
- Abuse (physical, sexual and emotional)
- Abandonment or Neglect
- Anger, Depression
- Suicide or Self Harm
- Drugs and Alcohol

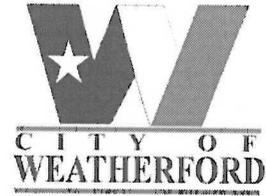
- Incarceration or Involvement with Juvenile Justice System
- Teenage Pregnancy, Sexually Transmitted Diseases
- Truancy or School Drop out
- Destructive and Criminal Behavior
- Poverty (financial, emotional)

For thirteen years (14), Crossroads Youth Ministries has been a pillar of support for hundreds of at-risk youth and families who have a need that cannot be met through normal channels due to their non-traditional economic or family structure.

Crossroads appreciates the opportunity to submit the enclosed application to the City of Weatherford for General Funds in order to enhance programs and services provided to the at-risk youth in our community. If you have any further questions, please do not hesitate to contact me by phone at 817-223-2624 or email at cindyhannacrossroads@yahoo.com

Respectfully submitted,

Cindy Hanna
Executive Director
Crossroads Youth Ministries of Parker County, Inc.
318 W. Spring Street
Weatherford, Texas 76086



Post-Funding Report for City of Weatherford General Fund Revenue

Date: July 12, 2016

Organization Information

Name Crossroads Youth Ministries of Parker County, Inc., dba Crossroads Teen Services

Address 318 W. Spring Street, Weatherford, Texas

Contact Name Cindy Hanna

Phone 817-223-2624

This report is for: (Please check one and provide applicable information)

Annual funding for the year of 2015- 2016.

A special event/activity/facility named _____
held on _____.

Amount of General Fund revenues received: \$6, 000.00

Has the Organization used General Funds for this in the past? Yes (Yes/No)

Results

Please detail how your funding was used: Funds were used to enhance programs and services provided by Crossroads Teen Services in order to promote Personal, Emotional, and Physical wellness to at-risk youth. All funding through the General Fund Revenue was used in providing direct services to clients.

- 30 % of youth served from March 1, 2016 to June 30, 2016 lived within the City of Weatherford.
- 7% of youth served from March 1, 2016 to June 30, 2016 were classified as homeless.

Funds used as:

\$808.30 Skill Development Activities: arts & crafts, sporting equipment

\$1643.17 Transportation: fuel, van inspection and registration

\$898.93 Meals: groceries for after school meals, snacks, meals out with youth

\$63.82 Field Trip: entrance fees +

\$1050.67 Utilities: for Haven; youth day facility and meeting space.

\$500.00 Stipend for group facilitator(s)

**\$750.00 *Why Try Curriculum*, evidence based curriculum aimed at reducing school drop out and delinquent behaviors, while building resiliency through developing individual interpersonal strengths. Curriculum will be purchased September 1st at the next available training date located in the State of Texas (Irving, Texas). New agencies and facilitators must attend training prior to distribution of materials.

+ Additional funding will be used during months of July and August to provide youth field trips.

How did your organization directly enhance the quality of life in the City of Weatherford through the use of General Fund revenues?

The aim of Crossroads Teen Services is to promote the emotional, physical, and spiritual well-being of youth (ages 12-18), who may be trapped in a cycle of destructive, abusive, or unhealthy behavior by offering a place where youth struggling with life's challenges can find a safe place with supportive staff that strives to help them discover their intrinsic value. The purpose of Crossroads is to provide a day facility where youth, whether homeless or in need of respite from difficult home lives, can receive direct mentoring, team building activities, education groups, field trips, meals, counseling and other social service referrals.

How did your organization use other Weatherford businesses while carrying out the purpose/mission of the organization or event (printing, catering, rentals, etc.)?

Crossroads relies heavily on Weatherford businesses to assist in the delivery of services to the youth. The majority of all program supplies used in service delivery are purchased from Weatherford businesses including but not limited to: grocery stores, restaurants, entertainment, sporting goods, craft stores, printing services, catering services. Crossroads also utilizes many Weatherford service providers including but not limited to: insurance services, vehicle maintenance, car wash, and maintenance/repair services.

What was the estimated attendance or draw of visitors for your organization or event? **NA**

Please list the amount expensed to each media outlet your organization used: **NA**

Paid Advertising:	\$_____	Newspaper:	\$_____
Radio:	\$_____	TV:	\$_____
Direct Mailings to Out-of-Town Recipients			\$____ (Newsletter)
Press Releases:	\$_____	Other	\$____ (Newsletter)

What specific geographic areas did your advertising materials and promotions reach? **NA**

How many individuals located in another city/county did your marketing reach? **NA**

Additional sheets may be attached for further information.

Please file this completed form by July 15, 2016:

Tomara Holloway
City of Weatherford, Finance Department
303 Palo Pinto Street
Weatherford, Texas 76086

Or email to tholloway@weatherfordtx.gov

Freedom House



Application/Request for City of Weatherford General Fund Revenue

Date: July 5, 2016_____

Organization Information

Name: Freedom House

Address: PO Box 1626, Weatherford, TX 76086

Contact Name: Catherine A Tietjen

Phone : 817 596 7543

URL for event /activity/facility/organization

Tax Status: Non Profit For Profit _____

Tax ID #: 75-2610646

Organization Creation Date: 1995

Purpose/Mission of Organization: We seek to end abuse and violence through prevention and intervention. Freedom House serves victims of violent interpersonal crime, primarily victims of family, dating, assault and sexual violence. We also serve survivors of human trafficking, torture, and family members of murder victims.

Request Information

This request is for: (Please check one and provide applicable information)

Annual funding for the year of 2016 - 2017

A special event/activity/facility named _____.

If an event, it will be held on _____,

and this will be the _____ time this event has been held.

Has the Organization used General Funds for this in the past? Yes

If yes, please explain the results:

Victims served from 6/1/2015 through 5/31/2016

<i>Victimization</i>	<i>Weatherford</i>	<i>All</i>	<i>% Weatherford</i>
<i>Family Violence</i>	<i>200</i>	<i>353</i>	<i>57%</i>
<i>Sexual Violence</i>	<i>89</i>	<i>170</i>	<i>52%</i>
<i>Other</i>	<i>1</i>	<i>1</i>	<i>100%</i>
<i>Total</i>	<i>290</i>	<i>524</i>	<i>55%</i>

Freedom House received 719 Hotline calls through the hotline.

39 people used Shelter Services

998 Therapy Session were provided

Services are provided depending on the unique needs of the victims. They include crisis services, safety planning, transportation, therapy, play therapy, support groups, referral assistance, advocacy, shelter, assistance with groceries and/or clothing, accompaniment to law enforcement and court, self-sufficiency services including assistance in obtain a job and other services as needed.

1194 Weatherford School Children received programing designed to stop bullying, educate about sexting and dating violence through our prevention program.

Detail how the funds will be used:

These funds will be used to provide crisis services to victims of violent crime in Weatherford. The funds supplement the funding that we receive from the federal and state governments. This year, we have increased our Federal Funding. But we must show local support. We need \$80,993.27 in match to be able to utilize these funds. Through these funds, victims will receive emergency shelter; receive crisis intervention and safety planning; get help in finding stabilizing resources and have therapy so that they heal from the trauma they have suffered.

How does the organization plan to directly enhance the quality of life in the City of Weatherford through the use of General Fund revenue?

For victims of crime there are three sections of the criminal justice system. The first is law enforcement, the Sheriff's Department, second is the court system and the third is victim services. Freedom House is Weatherford's victim services agency. We are the experts at helping

a victim find their way after a violent crime has taken place. We are experts in trauma healing and resources for survivors.

We don't only help after a crime is committed but before. We provide education to both adults and children concerning healthy relationships, social media and dating violence.

Through our annual fundraiser we have been able to purchase, upgrade and build three facilities that enhance life for Weatherford residents. We own the facilities we use. We are able to let the community use our meeting rooms for free. No survivor of violence is ever charged for the services they receive from Freedom House.



Services Office



Transitional Housing



Emergency Shelter

Effective June 15, 2016

Funding Request

In-kind services requested? _____

Amount of General Fund revenue requested? \$20,000

Desired payout schedule? One-Time Quarterly _____ Monthly _____

Economic Impact

How does the organization expect to use other Weatherford businesses while carrying out the purpose/mission of the organization or event (printing, catering, rentals, etc.)?

What is the expected attendance or draw of visitors for your organization or event?

We expect to have 250-300 guests at our annual Safari Fund Raiser on Thursday September 15, 2016 at The Brooks of Weatherford.

Please list the amount financially committed to each media outlet your organization plans to use:

Paid Advertising:	\$989 Yellow Page Ad	Newspaper:	\$_____
Radio:	\$_____	TV:	\$_____
Direct Mailings to Out-of-Town Recipients		\$150 Newsletter	
Press Releases:	\$_____	Other	\$350 Newsletter

What specific geographic areas do your advertising materials and promotions reach?

Parker County with a few individuals outside of the County and State.

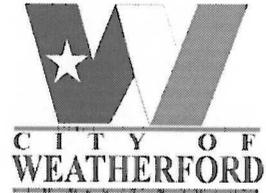
How many individuals located in another city/county will your proposed marketing reach?

For service provision we focused on Parker County. Our newsletter goes to approximately 140 other Parker county households and 60 households outside of Parker County.

Additional sheets may be attached for further information.

Please file this completed form with:

Tomara Holloway
City of Weatherford, Finance Department
303 Palo Pinto Street
Weatherford, Texas 76086
Or email to tholloway@weatherfordtx.gov



Post-Funding Report for City of Weatherford General Fund Revenue

Date: 6/30/2016

Organization Information

Name: Freedom House

Address: PO Box 1626, Weatherford, TX 76086

Contact Name: Catherine A Tietjen Phone: 817 596 7543

This report is for: (Please check one and provide applicable information)

Annual funding for the year of 2015 - 2016.

A special event/activity/facility named _____
held on _____.

Amount of General Fund revenues received: \$20.000

Has the Organization used General Funds for this in the past? Yes

Results

Please detail how your funding was used:

Freedom House used the funds to provided crisis services to victims of violent crime in Weatherford. These funds are used to supplement Federal and State funding. Between June 1, 2105 thru May 31, 2016, we served 200 Weatherford residents who were victims of family violence. Agency wide we served 353 victims of family violence. 57% of the Family Violence victims we served, were from Weatherford. We served 89 Weatherford residents who were victims of sexual violence. Agency wide we served 170 victims of sexual violence. 52% of the Sexual Violence Victims were from Weatherford. These numbers represent victims that received

personalized assistance from advocates and therapists. Services were provided depending on the unique needs of the victims. They included crisis services, safety planning, transportation, therapy, play therapy, support groups, referral assistance, advocacy, shelter, assistance with groceries and/or clothing, accompaniment to law enforcement and court, self-sufficiency services including assistance in obtain a job and other services as needed. The prevention program assists adults and children in building healthy relationships, dangers of sexting, dating violence and stopping Bullying. 1194 Weatherford School Children benefited from this program this past school year.

Freedom House received 719 Hotline calls through the hotline, 39 people used Shelter Services and 998 Therapy Session were provided. We have been averaging 90 therapy session per month for the last 3 months. 91% expressed satisfaction with the services they received.

How did your organization directly enhance the quality of life in the City of Weatherford through the use of General Fund revenues?

We provide the place where Weatherford residents can find safety and healing. Providing safety in terms of safety planning or emergency shelter prevents violence from occurring. Freedom House's purpose is to support the victim and assist the victim in healing and moving forward with their lives so they can once again be productive members of the community. The prevention program directly enhanced the quality of life for youth and their families as together they develop effective communication and problem solving skills. The atmosphere both at home and at school improves.

How did your organization use other Weatherford businesses while carrying out the purpose/mission of the organization or event (printing, catering, rentals, etc.)?

We use other Weatherford businesses to provide for the agency needs whenever possible. We buy food from local grocery stores, use local pharmacies to assist victims in getting medication, use the catering services of Weatherford restaurants for our annual fundraiser and fuel our vehicle in Weatherford. We use computer assistance from Weatherford.

What was the estimated attendance or draw of visitors for your organization or event?

N/A

Please list the amount expensed to each media outlet your organization used:

Paid Advertising:	\$989 for a Yellow Page Ad.	Newspaper:	\$ _____
Radio:	\$ _____	TV:	\$ _____
Direct Mailings to Out-of-Town Recipients			\$150 (Newsletter)

Press Releases: \$ _____ Other \$350 (Newsletter)

What specific geographic areas did your advertising materials and promotions reach?

Parker County with a few individuals outside of the County and State.

How many individuals located in another city/county did your marketing reach?

For service provision we focused on Parker County. Our newsletter goes to approximately 140 other Parker county households and 60 households outside of Parker County.

Additional sheets may be attached for further information.

Please file this completed form with:

Tomara Holloway
City of Weatherford, Finance Department
303 Palo Pinto Street
Weatherford, Texas 76086

Or email to tholloway@weatherfordtx.gov

Manna Storehouse



Application/Request for City of Weatherford General Fund Revenue

Date: 6/29/2016

Organization Information

Name: Manna Storehouse, Inc.

Address: 1129 E Spring, P.O. Box 9, Weatherford, TX 76086

Contact Name: Janice Smith Phone: 817-269-4542

URL for event /activity/facility/organization

Tax Status: 501C3 For Profit _____

Tax ID #: 75-2090577

Organization Creation Date: 1985

Purpose/Mission of Organization: Serving Needy in Parker County

Request Information

This request is for: (Please check one and provide applicable information)

Annual funding for the year of 2016 - 2017

A special event/activity/facility named _____.

If an event, it will be held on _____

and this will be the _____ time this event has been held.

Has the Organization used General Funds for this in the past?

(Yes)/No

If yes, please explain the results: *Providing utility assistance to Weatherford residents - all funding used*

Detail how the funds will be used:

Again, to provide utility assistance, within our eligibility guidelines, to City of Weatherford residents in need.

How does the organization plan to directly enhance the quality of life in the City of Weatherford through the use of General Fund revenue? *Providing help to those in need*

Funding Request

In-kind services requested? _____

Amount of General Fund revenue requested? *\$ 10,000*

Desired payout schedule? One-Time Quarterly ^{or} Monthly _____

Economic Impact

How does the organization expect to use other Weatherford businesses while carrying out the purpose/mission of the organization or event (printing, catering, rentals, etc.)?

What is the expected attendance or draw of visitors for your organization or event?

Please list the amount financially committed to each media outlet your organization plans to use:

Paid Advertising:	\$ _____	Newspaper:	\$ _____
Radio:	\$ _____	TV:	\$ _____
Direct Mailings to Out-of-Town Recipients			\$ _____
Press Releases:	\$ _____	Other	\$ _____

What specific geographic areas do your advertising materials and promotions reach?

How many individuals located in another city/county will your proposed marketing reach?

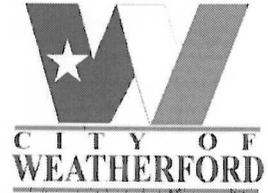
Additional sheets may be attached for further information.

Please file this completed form with:

Tomara Holloway
City of Weatherford, Finance Department
303 Palo Pinto Street
Weatherford, Texas 76086

Or email to tholloway@weatherfordtx.gov

Parker County Committee on Aging



Application/Request for City of Weatherford General Fund Revenue

Date: July 11, 2016

Organization Information

Name: Parker County Committee on Aging, Inc.

Address: 1225 Holland Lake Road, Weatherford, TX 76086

Contact Name: Shelly Mowery Phone: 817-596-4640

URL for event /activity/facility/organization

Tax Status: Non Profit For Profit

Tax ID # 23-7457158

Organization Creation Date 1975

Purpose/Mission of Organization The mission of the Parker County Committee on Aging is to identify and assess the needs of the frail, homebound elderly of Parker County and to provide the services they need to live out their lives with dignity in the safety and comfort of their homes. The organization's active Senior Center serves persons aged 60 and over with nutritional, educational, recreational and social programs.

Request Information

This request is for: (Please check one and provide applicable information)

Annual funding for the year of 2016 – 2017

A special event/activity/facility named _____.

If an event, it will be held on _____,

and this will be the _____ time this event has been held.

Has the Organization used General Funds for this in the past? ____ (Yes/No)

If yes, please explain the results:

Detail how the funds will be used: General Fund Revenues received from the City of Weatherford help Parker County Committee on Aging continue to expand our services to the seniors over the age of 60 in the Weatherford area. We provide nutritional services to local seniors through Meals on Wheels home delivered meals, congregate meals (served at our senior center), food pantry groceries, transportation, recreational opportunities, and fellowship with other seniors.

How does the organization plan to directly enhance the quality of life in the City of Weatherford through the use of General Fund revenue? Helping our seniors maintain their independence through daily interaction is very important. Our Meals on Wheels volunteers deliver a meal Monday through Friday to our seniors in the city limits. Often this is the only interaction these seniors have during the week. Our volunteers and staff spend time with them and are aware of their needs. We encourage our seniors that are mobile to come to the senior center. We have senior yoga classes three days a week. Participation in these classes have helped our seniors with their strength, balance and overall mobility. We also offer exercise equipment for their use and have exercise classes. Many of our seniors participate in bingo, square dancing, line dancing and other group activities offered daily.

The City of Weatherford General Fund Revenue helps us to continue to improve and increase the services we offer our local seniors. These services help them maintain their independence and mobility and encourages them to be active members of their community, neighborhood and local churches.

Funding Request

In-kind services requested? _____

Amount of General Fund revenue requested? \$40,000

Desired payout schedule? One-Time Quarterly _____ Monthly _____

Economic Impact

How does the organization expect to use other Weatherford businesses while carrying out the purpose/mission of the organization or event (printing, catering, rentals, etc.)? PCCOA utilized

Weatherford businesses for purchases to fill our food pantry, many of our volunteers are owners, operators or employees of Weatherford businesses. All of our banking is with locally owned and operated banks. We encourage our local business operators to come visit the Senior Center and educate our seniors about what they have to offer with in our community.

What is the expected attendance or draw of visitors for your organization or event?

PCCOA expects during the 2015-16 fiscal year to serve over 66,000 nutritional lunches through our congregate and Meals on Wheels programs to seniors in Weatherford and Parker County. Additionally, we transport seniors to/from our senior center, medical appointments and daily shopping needs. Our forecast reflects that we will serve an additional 6,700 meals during this fiscal year over last year. We attribute this to better and more productive activities and our increased community outreach through all outlets of media.

Please list the amount financially committed to each media outlet your organization plans to use:

Paid Advertising:	\$__9,000__	Newspaper:	\$_____
Radio:	\$_____	TV:	\$_____
Direct Mailings to Out-of-Town Recipients			\$_____
Press Releases:	\$_____	Other	\$_7,000__

What specific geographic areas do your advertising materials and promotions reach?

PCCOA's main focus is the Weatherford/Parker County area. However, through our increased presence in social media we have many followers throughout the county. We currently have over 23,000 followers on Facebook. This interaction has been appreciated by our senior's family and friends who do not live in the Weatherford area.

How many individuals located in another city/county will your proposed marketing reach?

Through social media we are able to post our daily activities and also showcase our consumers participating these activities on a real time basis. This is helpful in giving our consumer's family and friend's knowledge of what their loved ones are doing.

Additional sheets may be attached for further information.

Please file this completed form by July 15, 2016:

Tomara Holloway

City of Weatherford, Finance Department

303 Palo Pinto Street

Weatherford, Texas 76086

Or email to tholloway@weatherfordtx.gov



Post-Funding Report for City of Weatherford General Fund Revenue

Date: July 11, 2016 _____

Organization Information

Name Parker County Committee on Aging, Inc. _____

Address 1225 Holland Lake Road, Weatherford, TX 76086

Contact Name Shelly Mowery, Executive Director _____ Phone 817-596-4640 _____

This report is for: (Please check one and provide applicable information)

Annual funding for the year of 2016- 2017.

A special event/activity/facility named _____
held on _____.

Amount of General Fund revenues received: \$ 35,000 _____

Has the Organization used General Funds for this in the past? Yes (Yes/No)

Results

Please detail how your funding was used:

How did your organization directly enhance the quality of life in the City of Weatherford through the use of General Fund revenues? The City of Weatherford General Fund revenues help PCCOA continue to enhance the quality of life of our City of Weatherford seniors by providing nutritional services such as Meals on Wheels. This program helps our local seniors continue to live independently in their own homes. Our transportation services help support

local businesses by transporting Weatherford seniors to medical appointments, as well as local businesses to take care of their personal shopping needs.

How did your organization use other Weatherford businesses while carrying out the purpose/mission of the organization or event (printing, catering, rentals, etc.)?

Typically we utilize local businesses for the catering of our fund raising events, printing of business cards and stationary products. When we have the opportunity to purchase food for our pantry we use our local grocery stores. All of our banking is done with banks in Weatherford.

What was the estimated attendance or draw of visitors for your organization or event?

In the past year we served over 66,000 nutritional meals to seniors in the Weatherford area. In addition, we have local volunteers give over 20,000 hours to help our seniors.

Please list the amount expensed to each media outlet your organization used:

Paid Advertising:	\$__9,000_____	Newspaper:	\$_____
Radio:	\$_____	TV:	\$_____
Direct Mailings to Out-of-Town Recipients			\$____ (Newsletter)
Press Releases:	\$_____	Other	\$__7,500___ (Newsletter)

What specific geographic areas did your advertising materials and promotions reach?

Our main goal was to reach residences and businesses in the Weatherford and Parker County area.

How many individuals located in another city/county did your marketing reach?

With Social media as it is today, our opportunities to reach individuals outside of Weatherford is endless. We have over 22,000 followers on Facebook. Many of our followers are family or friends of our local seniors and love having the chance to keep up with what is going on in Weatherford.

Additional sheets may be attached for further information.

Please file this completed form by July 15, 2016:

Tomara Holloway
City of Weatherford, Finance Department
303 Palo Pinto Street
Weatherford, Texas 76086

Or email to tholloway@weatherfordtx.gov

**Appendix B2:
Hotel Fund
Grant Applications**

Doss Cultural Center

City of Weatherford, Texas
Office of Management and Budget

Application/Request for City of Weatherford Hotel Occupancy Tax (HOT) Revenue

Date July 15th, 2016

Organization Information

Name Doss Heritage and Culture Center

Address P.O.Box 215 / 1400 Texas Drive Weatherford, Texas 76086

Contact Name Dean Hungate Phone (817)599-6168

URL for event /activity/facility/organization www.dosscenter.org

Tax Status: Non Profit

Tax ID # 20-3011216

Organization Creation Date March 9th, 2005

Purpose/Mission of Organization

The Mission of the James and Dorothy Doss Heritage and Culture Center is to collect, preserve, and interpret the history of Parker County through cultural and educational events that raise community awareness and pride in our western heritage.

Request Information

This request is for: (Please check one and provide applicable information)

Annual funding for the year of 2017.

A special event/activity/facility named _____
If an event, it will be held on _____,
and this will be the _____ time this event has
been held.

Has the Organization used HOT funds for this in the past? YES(Yes/No)

If yes, please explain the results:

In 2016 the DHCC received \$30,000.00 in HOT funds. It was used to increase traffic through the museum and Weatherford through advertising and across several mediums.

Below are the details of how our 2016 HOT funds were used:

\$10,000 - Print and Web advertising for the Museum, Museum events, the venue, and tourism targeted to the surrounding counties.

\$6,000 - Used for mailing outside of Parker County to promote visitors to the DHCC and Weatherford.

\$7,000 - Used for the development of a Multi County Log Cabin Driving Tour which highlights cabins in Parker County. Guide will be printed in Fall of 2016 and include hotels and restaurants in Weatherford to stop and eat along the way.

\$7,000 Used for tourism programming to draw in visitors from outside Parker County and marketing materials that were distributed outside of the County.

Detail how the HOT funds will be used:

For 2017, we will continue to develop Pioneer Cabin Park at the Doss and we are requesting a portion of our HOT funds be used to help move the Double Log Cabin and the J.J.Hamilton Cabin from Holland Lake Park to the DHCC property. This would fall under the HOT funds historic restoration and preservation project category. In June of 2016 the DHCC held a fundraiser to raise money to move the Holland Lake Cabins. We raised \$15,000.00 that will go directly to the Holland Lake Cabin moving/restoration expenses. We are asking for the City of Weatherford to match that \$15,000 with \$15,000 from the Hotel Occupancy

*Application/Request for City of Weatherford Hotel Occupancy Tax (HOT) Revenue
Effective June 15, 2016*

Tax fund. This would give us \$30,000.00 in total to go toward moving the Holland Lake Cabins. The estimated cost based on bids to move the two cabins at Holland Lake Park to the DHCC and set them on new pier foundations, allowing for the period appropriate restoration work and floors to be reconstructed is between \$75 thousand to \$100 thousand dollars. This includes removing the roofs on both cabins, moving the cabins from the park, replacing rotted sill logs and first few bottom logs on the Double Log cabin, setting both cabins on pier foundations that will support a historically accurate floor, and re-roofing the cabins once at Pioneer Cabin Park with period appropriate style roofs. We are asking the city to match funds raised to date for the moving of the Holland Lake Cabins through our HOT funds request to also allow us to go after additional private grants. Having financial support from the City of Weatherford will allow us to show a community investment through our fundraising efforts and the City's investment through their grant of HOT funds dollars. This will make us more competitive for larger grant dollars.

Our timeline is funding contingent but we plan to move the Holland Lake Cabins in 2017. The DHCC has already secured the funding to complete the site work necessary and enough funds to move the first single pen cabin in 2016. Pioneer Cabin Park is not just a historic preservation project which meets one of the HOT Funds statutory categories it will also be a tourism draw for our community upon completion. The cabins once restored will be furnished with period appropriate furniture and open to the public to enjoy free of charge. We also plan to increase tourism programming through events utilizing the unique educational opportunities that the cabins offer.

If granted, we will also use HOT funds in 2017 to continue to expand our marketing and programming to draw in more visitors from surrounding counties and across the state. We will focus our marketing efforts to outside counties by utilizing a combination of different advertising mediums but focusing a significant portion of our funds to online and print marketing, where we have seen the biggest return over the past few years. We are requesting \$15,000.00 to go directly towards marketing, advertising, and tourism programming.

How does the organization plan to directly enhance and promote tourism and the convention and hotel industry in the City of Weatherford through the use of HOT funds (Part-One Test)?

The DHCC plans to directly enhance and promote tourism and the hotel industry in the City of Weatherford by continuing our plans for Pioneer Cabin Park, a historical restoration and preservation project that will create a new destination for tourists to visit in Weatherford. Historical restoration and preservation projects are part of the statutory categories that HOT funds expenditures must fall under.

We also plan to directly enhance and promote tourism through unique historical and cultural programming that highlights the history of Weatherford and Parker County by connecting it to the lives of today's tourist. Some of our programming from this past year included Heritage Christmas, a free event held during the Candlelight tour of Homes where we provided heritage crafts and activities for kids to increase the family audience

visiting our area during that event. We also developed the Log Cabin Driving Tour Guide which includes 5 sites where Log Cabins are located in three counties. We partnered with the Log Cabin village in Fort Worth, Millsap Heritage Society, and the Old Jail Museum Complex in Palo Pinto. This tour guide includes places to stay and eat in Weatherford along the driving tour route. We want to get people excited about log cabins as we continue to develop Pioneer Cabin Park. This guide will be available in print by Fall of 2016. We use funding from HOT funds to help market and promote these activities, meeting another statutory category for HOT funds expenditures that requires the promotion of the arts and advertising, and conducting solicitations and promotional programs to attract tourists.

Which of the following statutory categories apply to this funding request and why (Part-TwoTest)?

Convention center facilities of visitor information centers

Registration of convention delegates

Advertising and conducting solicitations and promotional programs to attract tourists and convention delegates

Promotion of the arts

Historical restoration and preservation projects or activities

Event expenses related to sporting events which substantially increase economic activity

Transportation systems

Funding Request

In-kind services requested?

Amount of HOT funds requested? \$30,000

Desired payout schedule? One-Time X Quarterly Monthly

Economic Impact

How does the organization expect to use other Weatherford businesses while carrying out the purpose/mission of the organization or event (printing, catering, rentals, etc.)?

The DHCC makes it a priority to use local business for our printing, catering, rentals, programs, etc. whenever possible. We work hard to find local companies for all of our business needs. The engineering firm we used for Pioneer Cabin Park is a Weatherford firm, the contractor we have selected to do the site work for Pioneer Cabin Park is a Weatherford company. We do most of our promotional printing at the local printers.

When our venue is rented for weddings and events we provide the clients with a list of catering companies, florists and rental suppliers that are 90% Weatherford/Parker County businesses. We also suggest their guests stay in the area hotels which are in close proximity to the DHCC.

What is the expected attendance or draw of visitors for your organization or event?

The DHCC hosts more than 20 thousand guests per year between events, programs and leisure travelers. The creation of Pioneer Cabin Park is expected to increase that number by providing a unique experience in Weatherford for tourists. With our increased programming, the added driving tour, and increased marketing to new areas we expect that number to continue to grow.

How many of those would your organization expect to use Weatherford hotels, motels, inns, or bed-and-breakfast establishments? 35%

How many nights will they stay?2 nights on average

How will your organization measure the impact of your organization/event on area hotel activity?

We have a sign in sheet at the front desk where we record all visitors names, contact information, where they are traveling from, if they are staying overnight, and how they heard about the DHCC. We then follow-up with those visitors and maintain contact through our database to promote return tourism. This system also helps us to track how our marketing is working and has allowed us to make adjustments to where we spend our valuable marketing dollars. This is how we learned that our online marketing was having the most significant reach outside of Parker County.

Please list the amount financially committed to each media outlet your organization plans to

use:

Paid Advertising: \$5,000.00

Direct Mailings to Out-of-Town Recipients: \$ 6,000.00

*Application/Request for City of Weatherford Hotel Occupancy Tax (HOT) Revenue
Effective June 15, 2016*

Other: Tourism Programming and Marketing to targeted areas outside of Parker
County \$4,000.00

What specific geographic areas do your advertising materials and promotions reach?

Surrounding Counties with a focus in: Tarrant, Dallas, Denton, Johnson, Hood, Wise, Palo Pinto, Erath, Archer, Jack, Baylor, Shackelford, Montague, Cooke, Hill, Eastland, Young, Clay and Stephens.

Web and print marketing will be reaching tourists across the state and surrounding states.

How many individuals located in another city/county will your proposed marketing reach?

Between our contacts in our database and our web and print advertisements we expect to reach over 100,000 thousand people in our marketing for 2017.

Additional sheets may be attached for further information.

Please file this completed form with:

Tomara Holloway
City of Weatherford, Finance Department
303 Palo Pinto Street
Weatherford, Texas 76086

Or email to tholloway@weatherfordtx.gov



Post-Funding Report for City of Weatherford Hotel Occupancy Tax (HOT) Revenue

Date: July 15th 2016

Organization Information

Name: Doss Heritage and Culture Center

Address: Physical: 1400 Texas Drive Weatherford, Texas 76086

Mailing: P.O.Box 215 Weatherford, Texas 76086

Contact Name: Dean Hungate Phone: (817)599-6168

This report is for: (Please check one and provide applicable information)

Annual funding for the year of 2015 - 2016.

A special event/activity/facility named

_____ held on _____.

Amount of HOT FUNDS revenues received: \$ 30,000.00 (HOT Funds)

Has the Organization used HOT Funds for this in the past? YES (Yes/No)

Results

Please detail how your funding was used:

\$10,000 - Print and Web advertising for the Museum, Museum events, the venue, and tourism in the surrounding counties.

\$6,000 - Used for mailing outside of Parker County to promote visitors to the DHCC and Weatherford.

\$7,000 - Used for the Development of a Multi County Log Cabin Driving Tour which highlights cabins in Parker County. Guide will be printed in Fall of 2016 and include hotels and restaurants in Weatherford to stop and eat along the way.

\$7,000 Used for Programming to draw in visitors from outside Parker County and marketing materials that were distributed outside of the County.

How did your organization directly enhance the quality of life in the City of Weatherford through the use of HOT Funds revenues?

The museum provides a free cultural activity for residents of Weatherford as well as any visitors from the county and tourists passing through. We provide a space where the history of Weatherford and Parker County can be displayed and preserved through exhibits, educational programs, and events. We ensure the preservation of our collections to be able to hold the history of this area in perpetuity. With the addition of Pioneer Cabin Park we will be able to expand the educational offerings of the Doss to include a living history component which will be a valuable educational resource for our area.

We also host events which draw people to Weatherford and through those events we encourage people to use Weatherford area businesses for their event needs such as hotels, catering, florists, rentals, etc.

How did your organization use other Weatherford businesses while carrying out the purpose/mission of the organization or event (printing, catering, rentals, etc.)?

As of June 16th, 2016 the DHCC has spent \$148,268.84 at Weatherford businesses to carry out our daily operations during this fiscal year. The DHCC makes it a goal to try and use local businesses whenever possible to help create strong bonds in our community and support the local businesses that do so much to support our mission.

We carry that into the spending of our allotted H.O.T. funds and continue to try and use Weatherford businesses whenever possible. The following are how we spent 2016 H.O.T funds in Weatherford.

We use local printers for marketing materials when possible and use local advertisers to reach outside the county when possible. For our tourism programming we use local Weatherford businesses to buy promotional incentives, food, supplies and decorations.

What was the estimated attendance or draw of visitors for your organization or event?

From June of 2015 to May of 2016 the museum has drawn over 18,000 visitors. We have continued our pledge to be a free admission museum in 2016. This has allowed us to reach an ever broader audience because no one has a financial barrier to prevent them from coming to the museum. We have continued to offer free monthly programs for children which have brought visitors in from the metroplex. We also continue to host weddings and events during the week and on weekends which bring people in from all over and help to promote local hotels, florists, catering companies, wedding planners, bakeries, and more vendors.

Please list the amount expended to each media outlet your organization used:

Paid Advertising: \$___14,000.00 (web and print)_____ Newspaper: \$_____

Radio: \$_____ TV: \$_____

Direct Mailings to Out-of-Town Recipients \$__6,000.00__

Press Releases: \$_____ Other \$_____

What specific geographic areas did your advertising materials and promotions reach?

Surrounding Counties with a focus in: Tarrant, Dallas, Denton, Johnson, Hood, Wise, Palo Pinto, Erath, Archer, Jack, Baylor, Shackelford, Montague, Cooke, Hill, Eastland, Young, Clay, and Stephens.

Web and print marketing materials will be reaching tourists across the state and in the surrounding states.

Our Log Cabin Driving tour guide will be placed at visitor centers throughout the State allowing us to expand our reach through educational marketing.

How many individuals

By focusing more on online paid advertising and marketing we have been able to reach a significantly larger audience. Our ads now reach thousands of people across the state through targeting. We also utilize direct mailings to out-of-town recipients which reach 10-20 thousand homes outside of Parker County.

How many individuals located in another city/county did your marketing reach?

Our marketing averages approximately six thousand people per month through online advertising with some ads reaching a larger audience. We target our ads to residents in the surrounding counties and the DFW metroplex. We also do mailings throughout the year that reach 10-20 thousand homes outside of Parker County.

Additional sheets may be attached for further information.

Please file this completed form with:

Tomara Holloway
City of Weatherford, Finance Department
303 Palo Pinto Street
Weatherford, Texas 76086

Or email to tholloway@weatherfordtx.gov

Weatherford Chamber of Commerce



Application/Request for City of Weatherford Hotel Occupancy Tax (HOT) Revenue

Date June 24, 2016

Organization Information

Name Weatherford Chamber of Commerce=
Address 401 Fort Worth Hwy., Weatherford, TX 76086

Contact Name Tammy Gazzola Phone 817-596-3801

URL for event /activity/facility/organization www.weatherford-chamber.com

Tax Status: Non Profit
Tax ID # 75-0641880-9

Organization Creation Date 1925

Purpose/Mission of Organization

Partner with City of Weatherford to serve as CVB.

Make Weatherford a destination for visitors and educate them of amenities Weatherford offers.

Request Information

- Annual funding for the year of 2016-2017.

Has the Organization used HOT funds for this in the past? yes

If yes, please explain the results:

We have had a busy tourism year! LOTS of tour groups and many request. One BIG accomplishment this year was an update to the Visitor Guide. This booklet went from 8 pages to over 20 with all the things to see and do in Weatherford. We have received nothing but compliments from everyone that has seen the new publication. We have included examples for you. We have also included a list of tourism activity for your review. (Tour groups and Travel Shows)

Detail how the HOT funds will be used:

Please see attached budget.

How does the organization plan to directly enhance and promote tourism as well as the convention and hotel industry in the City of Weatherford through the use of HOT funds (Part-One Test)?

Serve as CVB: Convention & Visitors Bureau

1. Office staffed 6 days a week
2. Host very informative website & Social Media pages
3. Promote Weatherford as a tourism destination by providing information as requested by visitors and serve as tour guide to groups as requested.
4. Use various medias to promote Weatherford: TV, Magazine, Internet & Radio
5. Participate in network groups: DFW Area Tourism Council
Texas Lakes Trail
NCHA
Texas Travel Industry Association
TACVB

Tourism committee works several travel & trade shows.

Which of the following statutory categories apply to this funding request and why (Part-Two Test)?

Convention center facilities of visitor information centers

Registration of convention delegates

Advertising and conducting solicitations and promotional programs to attract tourists and convention delegates

Promotion of the arts

Historical restoration and preservation projects or activities

Event expenses related to sporting events which substantially increase economic activity at hotels

Transportation systems

Funding Request

In-kind services requested? NO

Amount of HOT funds requested? \$106,400

Desired payout schedule? One-Time

Quarterly

Monthly

Economic Impact

How does the organization expect to use other Weatherford businesses while carrying out the purpose/mission of the organization or event (printing, catering, rentals, etc.)?

SHOP WEATHERFORD FIRST!

Use of local printers, caterers, cleaning company, lawn care

Purchase supplies locally. Rarely do we ever purchase anything outside of our area. We ALWAYS promote Shop Weatherford FIRST! Our Shop Local Campaign is very successful iChamberShop!

What is the expected attendance or draw of visitors for your organization or event?

Thousands _____

How many of those would your organization expect to use Weatherford hotels, motels, inns, or bed-and-breakfast establishments? Peach Festival & Christmas on the Square have large impact on hotels. We also host LOTS of tour groups throughout the year!

Non-Chamber events also have huge impacts such as Greenwood Horse Farms, Sheriff's Posse Rodeo and Chandor Gardens among the largest. Heritage Tourism is becoming a big draw to our area as well. We find lots of people like to come tour our historic buildings and homes. A new trend we have seen the past few years is an increase in out of town guests for weddings in the area. We give out lots of visitor info to wedding parties. We have also seen an increase in groups hosting small (less than 100 attendee) conferences.

How many nights will they stay? Average 2 nights

How will your organization measure the impact of your organization/event on area hotel activity? The most important measure is communication with local hoteliers. We personally deliver visitor guides to them and be accessible for recommendations. We follow the Hotel/Motel Occupancy thru Source Strategies and compare the Weatherford occupancy to other like communities. We have also done Peach Festival Economic Impact study.

Please list the amount financially committed to each media outlet your organization plans to use: Please See Attached Budget

What specific geographic areas do your advertising materials and promotions reach?

Locally-local news sources for events. Social Media.

Regional -DFW Area Visitor Guide, DFW Area Drive Guide, Texas Lakes & Trails Map

State- Texas State Travel Guide. Texas Highways Magazine. We also hand deliver and ship visitor guides to each Visitor Center. Visitor Info to Tour group companies.

National- Publications with concentration of interest groups: equine, historical, garden, antique and bus tours

Application/Request for City of Weatherford Hotel Occupancy Tax (HOT) Revenue

How many individuals located in another city/county will your proposed marketing reach?

Millions: regionally, state wide and nationally

Additional sheets may be attached for further information.

Please file this completed form by July 15, 2016:

Tomara Holloway
City of Weatherford, Finance Department
303 Palo Pinto Street
Weatherford, Texas 76086

Or email to tholloway@weatherfordtx.gov

Weatherford Chamber of Commerce
 2016-17 Proposed Budget/ October 1, 2016 through September 30, 2017
 Hotel Motel Occupancy Tax Funds

Tourism Funds Requested	\$106,400.00
Total Funds Available October 1, 2016- September 30, 2017	\$ 106,400.00
<hr/>	
Expenditures for Fiscal Year	\$ 106,400.00
Administrative Expense.....	\$ 46,015.00
Depreciation of Equipment.....	\$ 700.00
Salaries (Tourism Specialist & Weekend Staff)	\$40,000.00
Payroll Tax Expense.....	\$ 2,765.00
Misc.....	\$ 50.00
Supplies.....	\$2,500.00
Total.....	<u>\$46,015.00</u>
Advertising and Promotion Expense.....	\$ 32,270.00
Cutting Horse Advertising Program.....	\$ 3,250.00
Promotion of Weatherford as the Cutting Horse Capital of the World to Cutting & Horse enthusiasts and sponsorship to keep the NCHA's 3 major events in North Texas which brings visitors to Weatherford as a secondary destination.	
Special Event Promotion.....	\$10,000.00
Promotion of Weatherford's major events thru print media, live radio broadcast TV and radio commercials. These events include but are not limited to the PC Sheriff's Posse Rodeo and Candlelight Tour of Homes.	
Texas Events Calendar	\$1,400.00
Promotion of Weatherford as a tourism destination.	
Metro Area Ads	\$6,000.00
DFW Area Tourism Visitor Guide & Drive Guides to encourage weekend get-a-ways. With the rising cost of fuel, these are ideal areas to target.	
Promotion of Greenwood Farm Horse Trials.....	\$600.00
Postage for registration forms for the Greenwood Farm Horse Trials.	

Weatherford Chamber of Commerce
 2016-17 Proposed Budget/ October 1, 2016 through September 30, 2017
 Hotel Motel Occupancy Tax Funds

Advertising and Promotion Expenditures Continued

Travel Group Give-aways.....	\$1,400.00	
Give-a-way items that reflect the Weatherford area to be given to visitors groups and potential visitors at trade shows.		
Additional Tourism Advertising.....	\$9,620.00	
Texas State Travel Guide Advertising Weatherford as a tourist and overnight destination thru Cable commercials, mini billboards, coop advertising, and other programs as requested by tourism committee. This will include Team Texas Co-ops, magazine advertising.		
Total.....	<u>\$32,270.00</u>	
Dues, Memberships, & Subscriptions.....		\$ 2,215.00
Texas Assoc. of Convention & Visitors Bureau.....	\$350.00	
Texas Hotel/Motel Association.....	\$ 240.00	
D/FW Area Tourism Council.....	\$ 500.00	
Texas Lakes & Trails	\$ 250	
Source Strategies.....	\$ 330.00	
Texas Travel Industry Association	\$ 250.00	
Texas Downtown Association	\$295.00	
Total.....	<u>\$ 2,215.00</u>	
Mailing, Postage, Printing & Photography.....		\$ 12,500.00
Postage for Tourism.....	\$ 5,000.00	
Printing.....	\$ 7,500.00	
Continue to update tourism guides. Historic Walking & Driving Tours, Courthouse Brochure, Dining, Lodging & Shopping Guides.		
Total.....	<u>\$12,500.00</u>	
Seminars, Conferences, & Travel.....		\$ 2,400.00
Attend educational seminars, meetings & conferences.	\$ 2,400.00	
TTIA, TACVB, DFW Area Tourism Council, Texas Lakes & Trails		
Total.....	<u>\$ 2,400.00</u>	

Weatherford Chamber of Commerce
2016-17 Proposed Budget/ October 1, 2016 through September 30, 2017
Hotel Motel Occupancy Tax Funds

Maintenance of Visitor Center.....	\$11,000.00
Partial reimbursement for day to day operation of the Visitor's Center. Includes maintenance of the ground, utilities, telephone, signage, lawn care and building maintenance.	
<hr/>	
Total Expenditures for the Fiscal Year.....	\$ 106,400.00
Tourism Fund Balance as of September 30, 2016	\$ -

Appendix C:

Glossary

Glossary of Key Budget Terms

Accrual Accounting: A basis of accounting in which revenues are recognized in the accounting period in which they are earned, and expenses are recognized in the period in which they are incurred.

Ad Valorem Tax: A tax assess against property (land, improvements, and personal property) for the purpose of financing general operations of the City and debt service requirements.

Advanced Refunding: A transaction in which new debt is issued to provide monies to pay interest on old, outstanding debt as it becomes due, and to pay the principal on the old debt either as it matures or at an earlier call date.

Allocation: A part of a lump-sum appropriation, which is designed for expenditures by specific organization units and/or for special purposes, activities, or objects.

Appraised Value: The market value of real and personal property located in the City as of January 1 each year, determined by the Parker County Appraisal District.

Appropriation: The maximum level of spending for each fund and for each department as authorized annually by the City Council.

Appropriation Ordinance: The official enactment by the legislative body by means of which appropriations are given legal effect. It is the method by which the expenditure side of the annual operating budget is enacted into law by the legislative body.

Assessed Valuation: A value that is established for real or personal property for use as a basis for levying property taxes. The Parker County Appraisal District establishes property values in Weatherford.

Assessment Ratio: The ratio at which tax rate is applied to tax base. State Law currently sets the assessment ratio at 100%.

Assets: Resources owned or held by the City, which have monetary value.

Balanced Budget: A budget where expenditures are equal to income or sometimes where expenditures are less than income. A balanced budget can include a planned draw down of fund balances within set guidelines.

Basis of Accounting: The timing of recognition, that is, when the effects of transactions or events should be recognized for financial reporting purposes.

Bond: A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date in the future, call the maturity date, together with periodic interest at a specified rate. The most common types of bonds are general obligation and revenue bonds. There are most frequently used for construction of large capital projects, such as buildings, streets and bridges.

Budget: A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year.

Budget Calendar: The schedule of key dates or milestones, which the City departments follow in the preparation, adoption and administration of the budget.

Budget Document: The instrument used by the budget-making authority to present a comprehensive financial plan of operations to the City Council.

Budgetary Control: The control or management of a governmental or enterprise fund in accordance with an approved budget to keep expenditures within the limitations of available appropriations of revenue.

Capital Budget: A plan for the financing and completion of designated capital projects, financed for the most part with proceeds from general obligation bond issues. The “capital improvements program” is similar multi-year plan, which includes the year covered by the “capital budget”.

Capital Projects Fund: A fund created to account for financial resources to be used for the acquisitions or the construction of major capital facilities or equipment.

Capital Outlay: type of expenditure within the budget, which results in the acquisition of an asset which has a value of at least \$5,000 and a useful life of more than one year.

Certificate of Obligation: A type of municipal debt that is unconditionally backed that can be issued without voter approval, usually by a vote of the City Council. Often used for smaller projects.

City Charter: The document of a home rule City similar to a constitution, which established the City’s government structure and provides for the distribution of powers and duties among the various branches of government.

City Council: The Mayor and four (4) Council members collectively acting as the legislative and policymaking body of the City.

Comprehensive Annual Financial Report (CAFR): This report is published to provide to the Council, the representatives of financial institutions, our citizens and other interested persons, detailed information concerning the financial condition of the City government.

Contractual Services: The cost related to services performed for the City by individuals, business, or utilities.

Current Refunding: A refunding transaction in which the proceeds of the refunding debt are applied immediately to redeem the debt to be refunded.

Current Taxes: Property taxes that are levied and due within one year.

Debt Service: The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

Debt Service Fund: A fund established to account for the accumulation of resources for the payment of principal and interest on long term debt. May also be called Interest and Sinking Fund.

Delinquent Taxes: Taxes that remain unpaid on and after the date which penalty for non-payment is attached.

Department: A major administrative organizational unit of the City, which indicates overall management responsibility for one or more divisions.

Depreciation: The portion of the cost of a fixed asset charged as an expense during a particular period. In accounting for depreciation, the cost of a fixed asset, less any salvage value, is prorated over the estimated service life of such an asset. Through this process, the entire cost of the asset is ultimately charged off as an expense.

Division: A minor administrative organizational unit of the City, which indicates overall management responsibility for one or more activities.

Effectiveness: The degree to which an entity, program, or procedure is successful at achieving its goals and objectives.

Effective Tax Rate: State law in Texas prescribes a formula for calculating the effective tax rate for cities. The net effect of the formula is to produce a tax rate that decreases when property values rise because of inflation and vice versa. The intent is to generate a rate that produces approximately the same revenue as the year before. The formula does make adjustments for newly annexed property and newly constructed property for the effective tax rate calculation; however, for notice and hearing requirements, the benefit of new growth is excluded.

Efficiency: The degree to which an entity, program, or procedure is successful at achieving its goals and objectives with the least use of scarce resources.

Encumbrances: Obligations in the form of purchase orders and contracts, which are chargeable to an appropriation and for which a part of the appropriation is reserved because the goods or services have not been received. When paid, the encumbrance is liquidated.

Enterprise Fund: A governmental accounting fund in which the services provided are financed and operated similarly to those of a private business. The rate schedules for these services are established to insure that revenues are adequate to meet all necessary expenditures.

Estimated Revenue: The amount of projected revenues to be collected during the fiscal year.

Expenditure: Decreases in net financial resources. Expenditures include current operating expenses require the present or future use of net current assets, debt service and capital outlay.

Expenses: This term refers to the outflows or other using up of assets or incurrence of liabilities from rendering services or carrying out other activities that constitute the City’s major operations.

Fiduciary Fund: A fund used to report and record assets held in trust or as in an agency capacity for others.

Fiscal Management Policy Statements: Financial policies are used to enable the City to achieve a sound financial position. They are in writing and are periodically updated and endorsed.

Fiscal Year: The 12-month period covered by the budget. For the City of Weatherford, the fiscal year begins October 1 and ends September 30.

Fixed Assets: Assets of long-term character, which are intended to continue to be held or used, such as buildings, machinery and equipment.

Franchise Fee: A fee paid by public service utilities for use of public property in providing their services to the citizens of the community.

Fund: An accounting entity with a separate set of self-balancing accounts, which comprise its assets, liabilities, fund balances, revenues and expenditures.

Fund Balance: The assets of a fund less liabilities, as determined at the end of each fiscal year. Any reservations of fund balance are deducted to result in an “unreserved fund balance”.

Fund Type: In governmental accounting, all funds are classified into eight fund types: General, Special Revenue, Debt Service, Capital Projects, Special Assessment, Enterprise, Internal Service, and Trust and Agency.

GAAP: Generally accepted accounting principles as determined through common practice or as promulgated by the Governmental Accounting Standards Board, Financial Accounting Standards Board, or various other accounting standard setting bodies.

General Fund: The General Fund accounts for most of the financial resources of the government. General Fund revenues include property taxes, licenses and permits, local taxes, service charges, and other types of revenue. This fund usually includes most of the basic operating services, such as fire and police protection, park and recreation, library, public works and general administration.

General Obligation Bonds: Bonds that finance a variety of public projects, which pledge the full faith and credit of the City.

Governmental Accounting Standards Board: The ultimate authoritative accounting and financial reporting standard – setting body for state and local governments.

Governmental Fund: A fund used to account for mainly tax-supported activities.

Impact Fees: Fees charged to developers to cover, in whole or in part, the anticipated cost of improvements that will be necessary as a result of the development.

Infrastructure: The underlying permanent foundation or basic framework.

Interest and Sinking Fund: See Debt Service Fund.

Interest Earnings: The earnings from available funds invested during the year in investments authorized by the City of Weatherford Investment Policy.

Interfund Transfer: Amounts transferred from one fund to another.

Internal Service Fund: A fund used to account for the financing of goods or services provided by one department to another on a cost reimbursement basis.

Investments: Securities, bonds and real property (land or buildings) held for the production of revenues in the form of interest, dividends, rentals or lease payments. The term does not include fixed assets used in the normal course of governmental operations.

Levy: To impose taxes, special assessments, or service charges for the support of the City services.

Liabilities: Debt or other legal obligations arising out of transactions in the past, which must be liquidated, renewed or refunded at some future date.

Long-term Debt: Debt with a maturity of more than one year after the date earmarked for its retirement.

Maintenance & Operations (M&O): Represents the portion of taxes assessed for the maintenance and operations of the General Fund Services.

Materials and Supplies: Expendable materials and operating supplies necessary to conduct departmental activity.

Modified Accrual Accounting: A basis of accounting in which revenues are recognized in the accounting period when they become available and measurable. Expenditures are recognized in the accounting period in which the fund liability is incurred.

Net Bonded Debt: Gross bonded debt less any cash or other assets available and earmarked for its retirement.

Non-Departmental Expense: Expenses that benefit the fund as a whole rather than a particular department within the fund.

Operating Budget: A financial plan outlining estimated revenues and expenditures and other information for a specified period (usually a fiscal year). The “proposed budget” is the financial plan presented by the City Manager for consideration by the City Council, and the “adopted budget” is the financial plan ultimately approved and authorized by the City Council.

Ordinance: A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a State statute or constitutional provision, it has the full

force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Revenue raising measures, such as the imposition of taxes, special assessments and service charges, universally require ordinances. Ordinances and other legislation are not passed until the plans for and costs of endorsements are known.

Overlapping Debt: Proportionate share that property within a government must bear of the debts of other local governments located wholly or in part within the geographic boundaries of the reporting government.

Paying (Fiscal) Agent Fee: Fee paid to the financial institution that receives and disburses bond payments made on the City's debt obligations.

Per Capita Costs: The cost of service per person. Per capital costs are based on the population estimates provided by the North Texas Council of Governments.

Performance Measures: Specific quantitative measures of work performed within a City department.

Personnel Services: The costs associated with compensating employees for their labor. This includes salaries and fringe benefits.

Proprietary Fund: A fund to account for activities that focus on operating income and cash flows. Such activities are often business like whether internal or external in operations to the organization.

Refunding: The issuance of new debt whose proceeds are used to repay previously issued debt.

Reserve: An account used to indicate that a portion of a fund balance is restricted for a specific purpose.

Revenues: All amounts of money earned or received by the City from external sources.

Revenue Bonds: Bonds usually sold for constructing a project that will produce revenue for the governmental entity. All or part of the produced revenue is used to pay the principle and interest of the bond.

SCADA: Supervisory Control and Data Acquisition is an automated system that is the normal daily means of water system operation. This automated system records flow data, operates pumps and valves.

Special Revenue Fund: A governmental fund, which is used to account for activities in which a specific revenue source is legally restricted for a specific activity.

Tap Fees: Fees charged to join or to extend an existing utility system.

Tax Anticipation Notes: Short-term, interest bearing note issued by a government in anticipation of tax revenues to be received at a later date.

Taxes: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. The term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges as, for example, sewer service charges.

Tax Levy: The resultant product when the tax rate per one hundred dollars is multiplied by the tax base.

Tax Rate: An amount applied to the taxable value of assessed property, expressed as so many cents per \$100 of assessed property.

Tax Roll: The official list of taxable property for a given tax year and the amount of taxes levied against each taxpayer.

Texas Municipal Retirement System (T.M.R.S.): An agent multiple-employer public retirement system. Weatherford provides pension benefits for all permanent employees through a joint contributory plan in the state wide Texas Municipal Retirement System.

Utility Franchise Tax: A tax paid by the utilities for a special privilege granted by the Weatherford City Council, permitting the continued use of public property, such as city streets, and usually involving the elements of monopoly and regulation.

Warrants: A legal writ authorizing an officer to make an arrest, seizure, or search.

Appendix D: Financial Policies

City of Weatherford Financial Management Policy Statement

These policy statements were prepared to provide a framework for fiscal decision-making to ensure that financial resources are available to meet the present and future needs of the citizens of Weatherford.

The benefits of a financial policy are:

- Improve and streamline the decision-making process by allowing elected officials and staff to consider approaches to financial management from a long-term perspective.
- Enhanced credibility with the public, investors, and bond rating agencies.
- Provide a sense of continuity as changes occur in elected officials and staff.
- Provide a means for dealing with fiscal emergencies.

Financial policies should be reviewed periodically by the City Council and revised and updated as necessary.

The following are the fiscal objectives of this policy:

- **Revenues:** Design, maintain, and administer revenues that will ensure reliable, equitable, and sufficient amounts to support desired services.
 - A. **Balance and Diversify Revenue Sources:** Maintain a balanced and diversified revenue system to avoid fluctuations in any one source due to changes in economic conditions that adversely impact that source.
 - B. **Property Tax Revenues:** Strive to reduce reliance on property tax revenues by implementation of user fees, economic development, and revenue diversification.
 - C. **User fees:** Establish and collect fees to recover the costs for services that benefit specific users. When feasible, the City shall recover full direct and indirect costs. These fees should be reviewed on a regular basis to calculate full cost recovery levels, compare them with current structures, and recommend adjustments when necessary.
 - D. **Utility/Enterprise Fund Service Fees:** Utility rates shall be set at sufficient levels to recover operating expenditures, meet debt obligations, provide funding for capital improvements, and provide an adequate level of working capital.
 - E. **Administrative Service Charges:** An annual administrative service charges due to or from the General Fund from enterprise and special revenue funds for overhead and staff support shall be established.

- F. Revenue Estimates for Budgeting: A conservative, objective, and analytical approach shall be used when preparing revenue estimates. This should include an analysis of probable economic changes, historical collection rates, and trends in revenues. This should maintain a stable level of services, and reduce the probability of actual revenues being short of budget estimates.
 - G. Revenue Collection: The revenue system should be as simple as possible in order to expedite payments. Since a revenue should exceed the cost of producing it, administrative costs should be controlled and reduced as much as possible. The City shall pursue to the full extent allowed by law all delinquent taxpayers and others overdue in their payments to the City.
 - H. One-Time and/or Unpredictable Revenues: One-time and/or unpredictable revenues shall only be used for non-recurring capital equipment purchases or retained in fund balance or working capital balances. At no time may the funds be used for recurring costs (salaries, dues, etc...), except for cases of emergency as defined by City Council.
- **Expenditures:** Prioritize services, establish appropriate levels of service, and administer the resources to ensure that fiscal stability is attained and that services are delivered in an effective, efficient manner.
 - A. Current Funding Basis: Expenditures shall be budgeted and controlled to not exceed current revenues plus the planned use of fund balance accumulated through prior year saving. (Use of fund balance discussed in another section).
 - B. Operating Deficits: Immediate corrective action should be taken if at any time during a fiscal year expenditures are projected to be greater than projected revenues at year-end. Corrective actions could include, but are not limited to expenditure reductions, fee increases, or use of fund balances. Short-term loans, use of one-time revenue sources, or expenditure deferral to the following fiscal year should be avoided.
 - C. Capital Asset Maintenance: As resources are available each year, capital assets and infrastructure should be maintained at sufficient levels to minimize future replacement and repair costs, to continue prescribed service levels and to protect the City's investment in the assets. Capitalization of capital asset shall only occur with assets that have a useful life of at least two years following the date of acquisition, are applied to individual items purchased only and only grouped like assets if it is a material portion of total capital assets, and is not less than \$5,000 for any individual item. Assets shall be reasonably safeguarded, properly accounted for, and prudently insured.

- D. Program Reviews: Periodic staff and third-party reviews of programs should be made to ensure efficiency and effectiveness. Privatization and contracting with other governmental agencies should be considered as alternative approaches for service delivery. Programs that are determined to be inefficient or ineffective should be eliminated.
 - E. Purchasing: Every effort should be made to maximize discounts offered by vendors. Competitive bidding should be used to receive the most advantageous prices on good and services. All State and local purchasing policies and laws shall be followed. See City of Weatherford Purchasing Procedures under a separate cover. The use of co-ops and/or interlocal agreements that have already been competitively bid may be used and are even preferred methods of procurement at times.
- **Fund Balances/Working Capital:** Maintain fund balances/working capital in the various funds at sufficient levels to protect the creditworthiness of the City, mitigate current and future risks, and to ensure stable rates.
 - A. Governmental Fund's Fund Balance Categories: City fund balances are divided and designated into various categories based on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in a fund can be spent.
 - 1. Non-Spendable Fund Balance are amounts of the City's fund balance that are:
 - i. not in a spendable form including inventory and prepaid items,
 - ii. cannot be converted to cash within the current period including long-term portion of loans receivable and non-financial assets held for resale, or
 - iii. are required to be maintained intact pursuant to legal or contractual requirements including an endowment or permanent fund.

The City has various amounts of non-spendable monies in various funds but only has one permanent fund and it is the Permanent Library Fund.

- 2. Restricted Fund Balance are amounts of the City's fund balance that reflect resources that are subject to externally enforceable legal restrictions including those imposed by:
 - i. creditors (through debt covenants),
 - ii. grantors,
 - iii. contributors, and
 - iv. other government's legislation or regulations.

City Special Revenue Funds that fall in this category shall maintain a positive restricted fund balance and those same funds that pay any personnel services shall maintain a target twenty percent (20%) of operating budget in restricted fund balance. This twenty percent (20%) fund balance should only be used in emergency situations where mid-

year unanticipated budgetary shortfalls in excess of ten percent (10%) of fund revenues arise. Should the use reduce the balance below the appropriate level of unassigned funds, recommendations will be made on how to restore the balance to its appropriate level in a timely manner. The balance must be restored to its appropriate level within one fiscal year. Restricted special revenue funds of the City include State/Federal Forfeiture Funds, Hotel/Motel Tax Fund, Municipal Court Technology Fund, Municipal Court Building Security Fund, Juvenile Case Manager Fund, SFX Grant Fund, and Weatherford Aerospace Grant Fund. Other restricted funds include all capital bond issuance funds and the General Debt Service Fund.

3. Committed Fund Balance are the amounts of the City's fund balance that represent resources whose use is constrained by limitations of the City Council and that remain binding unless removed, modified, or rescinded by the City Council prior to the last day of the fiscal year for which the commitment is made.
 - i. Stabilization Arrangement for General Fund: It is the goal of the City to achieve and maintain a minimum of committed fund balance in the general fund of 90 days of the operating budget for that fiscal year. This amount is annually and formally, through this policy, set aside for use in emergency situations where mid-year unanticipated budgetary shortfalls in excess of ten percent (10%) of fund revenues arise or an unforeseen event occurs that costs the City more than five percent (5%) of budget appropriations. Should the use reduce the balance below the appropriate level of committed funds, recommendations will be made on how to restore the balance to its appropriate level in a timely manner. The balance must be restored to its appropriate level within one fiscal year.
 - ii. Other Post Employee Benefit Committed Fund Balance: This amount is annually and formally, through this policy, set aside by the amount appropriated through the budget ordinance, for each fund applicable for use to pay current and/or future other post employee benefits.
 - iii. Other Fund Committed Fund Balances: Funds created by the City for a specific service or purpose shall retain in each of those specific funds its remaining fund balance for use only in compliance with original purpose of the fund and/or revenue source. Any special revenue funds that pay any personnel services shall maintain a target twenty percent (20%) operating budget committed fund balance. This twenty percent (20%) fund balance should only be used in emergency situations where mid-year unanticipated budgetary shortfalls in excess of ten percent (10%) of fund revenues arise. Should the use reduce the balance below the appropriate level of committed funds, recommendations will be made on how to restore the balance to its appropriate level in a timely manner. The balance must be restored to its appropriate level within one fiscal year. Committed funds include Weatherford Beautification Fund, Chandor Gardens Fund, Library Fund, Animal Shelter Fund, General Capital Projects Fund, Park Development Fund, and Park Special Revenue Fund.

4. Assigned Fund Balance are those amounts of the City's fund balance that reflect the government's intended use of resources. This would include any future appropriation amounts of fund balance. The City Council has authorized the City Manager as the official authorized to assign fund balance to a specific purpose but retains the power of final appropriation of those funds.
 5. Unassigned Fund Balance are those amounts of the City's fund balance that are excess of what can properly be classified in one of the previous four categories. These funds are available for any purpose. Unassigned fund balance shall be held to mitigate financial risk that can occur from unforeseen revenues fluctuations and unanticipated expenditures, and provide cash flow for the City's general operations. Annual amounts may vary pending tolerable risk associated with volatility of the economy or exposure to natural risks. Fund unassigned balance should be used only for emergencies, major capital purchases or non-recurring expenditures that cannot be provided by savings in the current year.
- B. Order of Expenditure of Fund Balance: When multiple categories of fund balance are available for expenditure, the City will start with the most restricted category and spend those funds first before moving to the next category with available funds.
- C. If amounts in a non-spendable form would someday convert into a spendable form and those funds would then be restricted by one of the fund balance categories listed in this policy, those assets should always be classified into that category.
- D. Working Capital of Proprietary Funds: Positive working capital shall be maintained in enterprise operating funds in order to ensure that sufficient reserves are available for emergencies and revenue shortfalls. In the Municipal Utility Fund an operating reserve will be established and maintained at 60 days of the fiscal year's budget established for operations and maintenance (total budget less debt service and capital project expenditures). Consideration shall be made in the future to increase the number of days in the Utility Fund once rate structure is fully implemented. In the Solid Waste Enterprise Fund an operating reserve will be established and maintained at 90 days for the fiscal year's budget established for maintenance and operations. This reserve should only be used in emergency situations where mid-year unanticipated budgetary shortfalls in excess of ten percent (10%) of fund revenues arise or an unforeseen event occurs that costs the City more than five percent (5%) of budget appropriations. Should the reserve fall below the acceptable level, recommendations will be made on how to restore the reserve to its appropriate level in a timely manner. The reserve must be restored to its appropriate level within one fiscal year.

- **Capital Expenditures and Improvements:** Review and monitor the condition of capital equipment and infrastructure, establish priorities for replacement and repair based on needs and availability of resources.
 - A. Capital Improvement Planning Program: An annual review of the need for capital improvements and equipment should be conducted to evaluate the current status of the infrastructure, replacement and repair and any potential new projects. All projects, both ongoing and proposed, shall be prioritized based on an analysis of current needs and resource availability. All operations, maintenance, and replacement costs should be listed for every capital project.
 - B. Scheduled Replacement of Capital Assets: An annual schedule should be prepared for the replacement of non-infrastructure capital assets. As resources are available, these assets shall be replaced according to the schedule.
 - C. Capital Expenditure Financing: There are three methods of financing capital requirements:
 1. Budget funds from current revenues.
 2. Use funds from fund balance/working capital as allowed.
 3. Borrow money through debt.

Debt financing includes general obligations bonds, revenue bonds, certificates of obligation, tax notes, and lease/purchase agreements. Guidelines for assuming debt are established in the Debt Policy Statements.
 - D. Capital Projects Reserve Fund: A fund can be established and maintained to accumulate proceeds from the sale of real property, and transfers from the General Fund unassigned fund balance. This fund should be used to pay for capital improvements and equipment with an expected life of greater than 10 years.
- **Debt:** Establish guidelines for debt financing that will provide capital equipment and infrastructure improvements while minimizing the impact of principal and interest payments on current revenues.
 - A. Use of Debt Financing: Debt financing, including general obligation bonds, revenue bonds, certificates of obligation, tax notes, and lease/purchase agreements shall be used only when capital assets cannot be financed from current revenues or when the useful life of the asset or project exceeds the payout schedule of any debt.
 - B. Assumption of Additional Debt: Additional tax supported debt should not be assumed without conducting an analysis to determine the community's ability to support additional debt service payments.

- C. **Affordability Targets:** An objective analytical approach should be used to determine whether or not new general-purpose debt can be assumed beyond what is retired each year. Generally accepted standards of affordability should be used in the analysis. These include debt per capita, debt as a percent of taxable value or revenue source, debt service payments as a percent of current revenues and current expenditures, and the level of overlapping net debt of all local taxing jurisdictions. The direct costs and benefits of the proposed expenditures should be examined. The decision to assume new debt should be based on the costs and benefits plus the ability to assume the new debt without detriment to the City or its citizens.
 - D. **Debt Structure:** Debt payments should be structured to ensure level repayment. Level payment schedules improve budget planning and financial management.
 - E. **Bond Coverage Ratios and Reserves:** Bond covenant requirements shall be followed completely.
 - F. **Competitive v. Negotiated:** The City will analyze on a per issue and market basis the desire to utilize competitive versus negotiated sale of bonds.
- **Budget:** An annual strategic planning session at the start of the budget process in the early spring should occur. The City Manager shall prepare and submit to the governing body, prior to the beginning of each fiscal year, a budget of estimated income and proposed expenditures for the ensuing year, showing in as much detail as practicable the estimated amount required for the efficient operation of each department of the city government under his/her supervision and the reason for such estimated expenditures and be responsible for its administration after adoption. The submitted budget shall be a balanced budget with operating current revenues, exclusive of beginning resources, greater than or equal to operating expense / expenditures with consideration of previously stated use of one-time / unpredictable revenues, use of available fund balances, and the inclusion of sufficient fund balances as stated.
 - **Investments:** Invest the City's operating cash to ensure its safety, provide for necessary liquidity, insure public trust, and optimize yield.

Funds of the City should be invested in accordance with the City of Weatherford Investment Policy, which is under a separate cover, so as to ensure the absolute safety of principal and interest, to meet the liquidity needs of the City, insure public trust, and to optimize yield. Interest earned from investments shall be distributed to the operating and other City funds from which the money was provided.

- **Fiscal Monitoring:** Prepare and present regular reports that analyze, evaluate, and forecast the City's financial performance and economic condition.
 - A. Financial Status and Performance Reports: Monthly reports showing the cumulative income and expenditures of each department for the preceding months, and a comparison of such monthly expenditures by department with the monthly allowances made for such departments in the annual budget and outlining any remedial actions necessary to maintain the City's financial position shall be prepared for review by the City Manager and the City Council.

- **Financial Consultants:** With available resources, employ the assistance of qualified financial advisors and consultants, as needed, in the management and administration of the City's financial functions.

These areas include but are not limited to investments, debt administration, financial accounting systems, program evaluations and financial impact modeling. Advisors should be selected on a competitive basis using objective questionnaires and requests for proposals based on the scope of the work to be performed.

- **Accounting, Auditing and Financial Reporting:** Comply with prevailing federal, state and local regulations. Conform to generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board (GASB), the American Institute of Certified Public Accountants (AICPA), and the Government Finance Officers Association (GFOA).
 - A. External auditor rotation is not required but the City should circulate requests for proposals for audit services at least every five years.
 - B. Internal auditing should be performed as necessary, as risks warrant, and expanded as resources permit.
- **Internal Controls:** Provide reasonable assurance that assets are safeguarded against loss from unauthorized use or disposition. At all times the City shall maintain an environment conducive to good internal controls. Each Department Manager is responsible to ensure that good internal controls are followed throughout his/her department, that any and all guidelines on accounting and internal controls are implemented, and that all auditor recommendations are addressed.