

# FY2019-2020 ANNUAL BUDGET

Town of Pecos City  
City Council Budget Retreat  
July 11, 2019



- 07/11/2019:
  - *General Fund – Base Services*
- 08/05/2019:
  - *Utility Funds*
  - *Capital Improvement Funds*
  - *Hotel Occupancy Tax Funds*

# Budgets = Balanced Buckets

Taxes  
Charges and Fees  
Fines

Law Enforcement  
Community Development  
Parks and Recreation

General  
Fund



# Base Budget- Keeping Pace

- General Fund Factors influencing FY2019-2020
  - *Using technology to manage resources and growth*
    - ERP, GIS, GPS, HRIS, Permit/Planning, Solid Waste, Court, Project Mgt, Inventory, Asset Mgt.
  - *Moderate growth in property tax revenues (cannot exceed 8%)*
  - *Continued strong sales tax revenues (approximately 10%)*

# Base Budget- Keeping Pace

- General Fund Factors influencing FY2019-2020
  - *Significant growth in demand for base services and compliance efforts*
    - Police (9 Patrol, 1 Dispatch, 2 Investigations positions)
    - Municipal Court (1 Court Clerk, 2 alternate judge positions)
    - Facilities (1 Custodian)
    - Administrative activities: Finance, Human Resources, Communications
      - *(1 Acctg. Technician, 1 HR Generalist, 1 Community Engagement Specialist)*
    - Information Technology (1 IT Technician)

FY2019-  
2020  
Budget - Key  
Elements

Additional positions in nearly all departments and funds (18 full-time in General Fund)

Intensive investment in training and staff development (Memberships, Dues, & Licenses and Training/Travel)

# FY2019- 2020 Budget - Key Elements



Improved Communication Efforts  
and defined Communications  
Strategy



Updates to Fee Schedule, Policies,  
Procedures, and Reserves  
(Revenues and Policies)



Updated software and technology (IT  
Subscriptions & Maintenance,  
Supplies, Equipment, and Contractual  
Services)

# Administration- City Council, City Manager, City Secretary

Account	Amount
Salaries	483,085
Benefits	246,066
Equipment	4,600
Memberships, Dues, Licenses	8,786
Outside Services	210,800
Supplies	40,050
Other	
Capital Outlay	
Training & Travel	20,155
<b>Administration Total</b>	<b>1,014,442</b>

<u>Position</u>	<u>Count</u>
City Manager	1
Assistant City Manager	1
Project Manager	1
City Secretary	1
Receptionist	1
Community Engagement Specialist	1
	6
Mayor & City Council	6

# Community Development- Building & Permits, Code Enforcement

<u>Division</u>	<u>Position</u>	<u>Count</u>
Building & Permits	Director of Permits	1
Building & Permits	Permits Clerk	1
	Fire Marshall/	
Building & Permits	Inspector	1
Building & Permits	Chief Building Official	1
Building & Permits	Building Inspector	1
Code Enforcement	Code Enforcement	6
CD TOTAL		11

<u>Account</u>	<u>Amount</u>
Salaries	487,639
Benefits	266,860
Equipment	
Memberships, Dues, Licenses	4,335
Outside Services	5,500
Supplies	13,120
Other	
Capital Outlay	
Training & Travel	56,650
<b>Community Development Total</b>	<b>\$ 834,104</b>

# Finance- Finance, Municipal Court

<u>Division</u>	<u>Position</u>	<u>Count</u>
Finance	Accountant	1
Finance	Asst. Finance Director	1
Finance	Purchasing Specialist	1
Finance	Accounting Technician	3
Finance	Finance Director	1
Finance	Inventory Specialist	1
Municipal Court	Municipal Court Judge Alternate Municipal Judge(s)	1
Municipal Court	Municipal Court Clerk	2
Municipal Court	Court Bailiff	1
<b>FINANCE TOTAL</b>		<b>12</b>

<u>Account</u>	<u>Amount</u>
Salaries	642,375
Benefits	304,918
Equipment	
Memberships, Dues, Licenses	2,120
Outside Services	42,500
Supplies	15,500
Other	
Capital Outlay	
Training & Travel	39,200
<b>Finance Total</b>	<b>\$ 1,046,614</b>

# Base Budget- Keeping Pace

1 Municipal Court Clerk and additional Alternate Judges (exponential increase in caseload with increase in call volume, Code Enforcement and Police Patrol staffing)

	2017	2018	2019 (3 months)
# of court cases	1,658	2,087	1,259



# Human Resources

Account	Amount
Salaries	279,448
Benefits	116,677
Equipment	2,100
Memberships, Dues, Licenses	5,160
Outside Services	55,318
Supplies	12,500
Training- Citywide	35,500
Capital Outlay	
Training & Travel	32,900
<b>Human Resources Total</b>	<b>\$ 539,603</b>

<u>Position</u>	<u>Count</u>
Human Resources Generalist	1
HR/ Payroll Specialist	1
Human Resources Director	1
Summer Interns	
<b>HR TOTAL</b>	<b>3</b>

# Information Technology

Account	Amount
Salaries	164,590
Benefits	80,397
Equipment	64,600
Memberships, Dues, Licenses	300
Outside Services	460,000
Supplies	7,500
Other	
Capital Outlay	100,000
Training & Travel	24,950
<b>Information Technology Total</b>	<b>\$ 902,388</b>

<u>Position</u>	<u>Count</u>
IT Technician	2
IT Director	1
<b>IT TOTAL</b>	<b>3</b>

GIS Technician is funded by Water & Sewer and Streets Maintenance Funds

# Non- Departmental

Includes Attorney, consulting, and surveying services, Fire Department expense, and transfers to other funds.

Account	Amount
Other	
PEDC Sales Tax	900,000
Transfers to Other Funds	232,001
Debt Service	550,000
Memberships, Dues, Licenses	
Outside Services	465,000
Contingency	600,934
Capital Outlay	207,992
<b>Non-Departmental Total</b>	<b>\$ 2,854,992</b>

# Parks & Recreation- Parks, Facilities

<u>Division</u>	<u>Position</u>	<u>Count</u>
Facilities	Carpenter Helper	1
Facilities	Carpenter	1
Facilities	Custodian	2
	Ground Maintenance	
Parks	Operator	6
Parks	Parks & Recreation Director	1
<b>P &amp; R TOTAL</b>		<b>11</b>

Account	Amount
Salaries	430,450
Benefits	253,714
Equipment	50,000
Memberships, Dues, Licenses	525
Outside Services	
Supplies	7,500
Other	
Capital Outlay	
Training & Travel	2,000
<b>Parks &amp; Recreation Total</b>	<b>\$ 744,189</b>

# Pecos Proud

<u>Position</u>	<u>Count</u>
PECOS PROUD Worker	4
PECOS PROUD Crew Leader	1
<b>PECOS PROUD TOTAL</b>	<b>5</b>

<u>Account</u>	<u>Amount</u>
Salaries	214,760
Benefits	120,128
Equipment	
Memberships, Dues, Licenses	
Outside Services	
Supplies	5,000
Other	
Capital Outlay	
Training & Travel	1,000
<b>Pecos Proud Total</b>	<b>\$ 340,888</b>

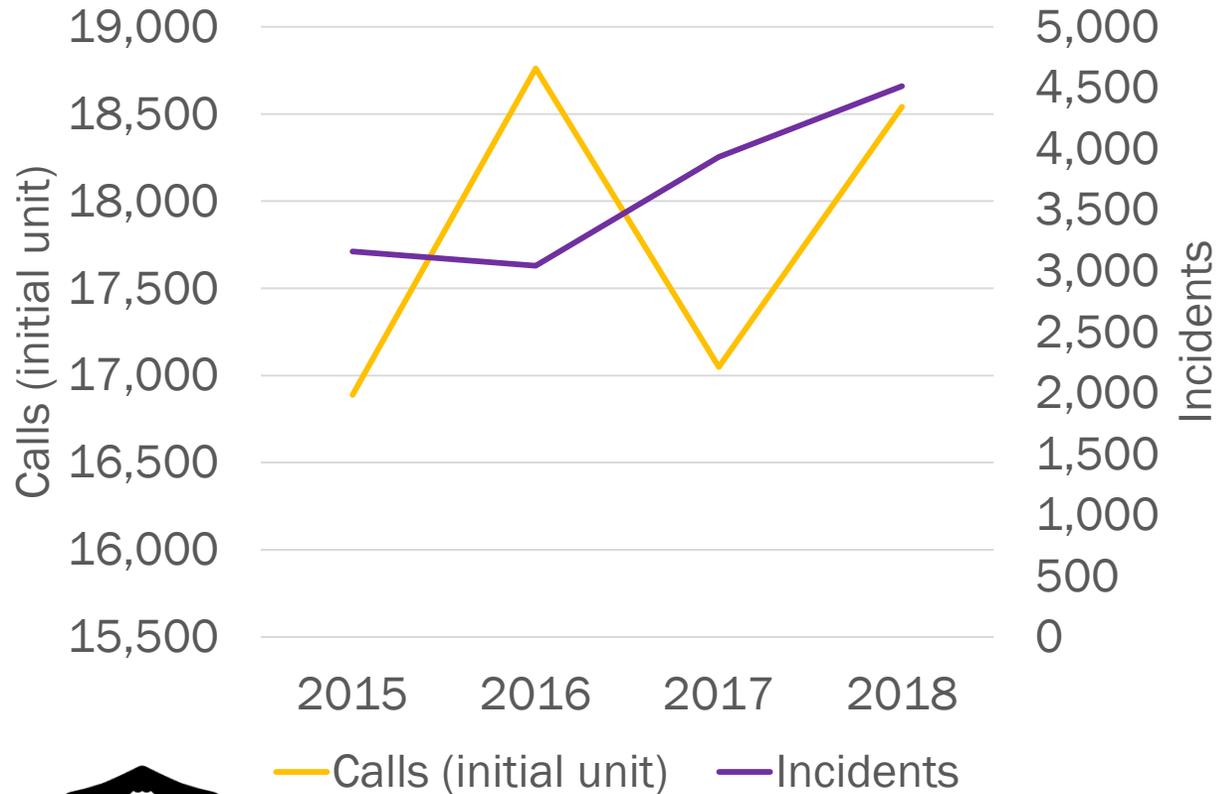
# Police- Patrol, Communications, Investigations, Animal Services

<u>Division</u>	<u>Position</u>	<u>Count</u>
Patrol	Police Officer	17
Patrol	Corporal	7
Patrol	Sergeant	4
Patrol	Captain	2
Patrol	Chief	1
Communications	Communications Officer	8
Communications	Communications Supervisor	1
Patrol	Admin Secty II	1
Animal Services	Animal Control Officer	2
Investigations	Sgt. Investigator	2
Investigations	Lieutenant Investigations Investigations/	1
Investigations	Communications Officer	2
<b>POLICE TOTAL</b>		<b>48</b>

<u>Account</u>	<u>Amount</u>
Salaries	2,339,828
Benefits	1,220,401
Equipment	184,497
Memberships, Dues, Licenses	600
Outside Services	66,000
Supplies	197,500
Other	
Capital Outlay	500,000
Training & Travel	78,170
<b>Police Total</b>	<b>\$ 4,586,995</b>

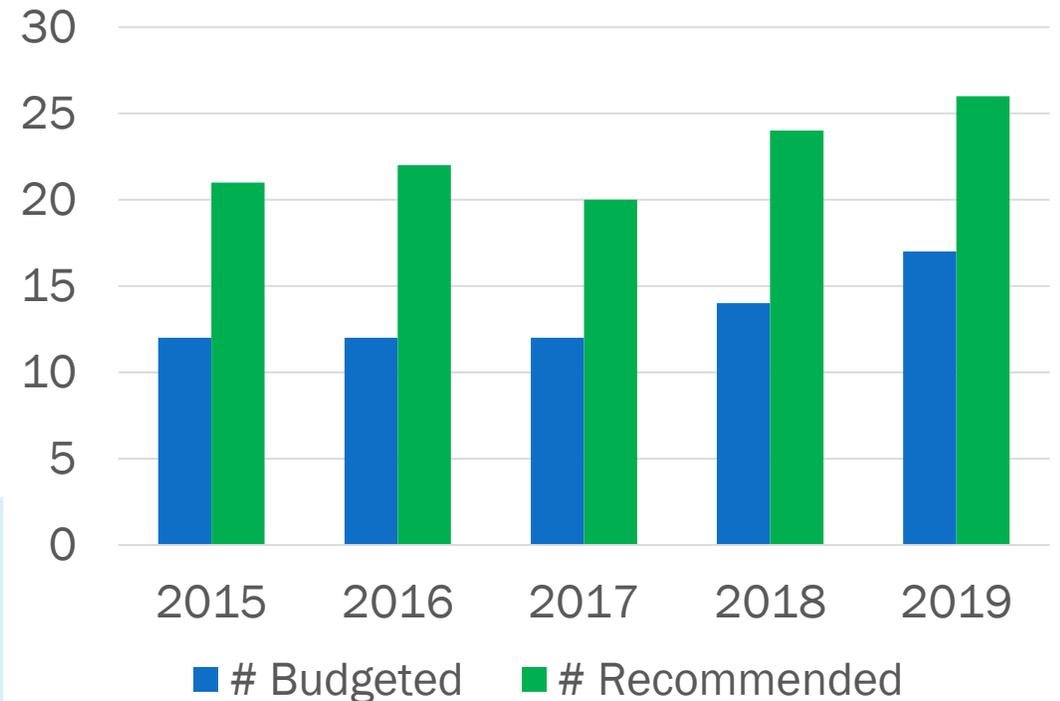
# Base Budget- Keeping Pace

## Police Patrol Activity



26 officers  
recommended for 2019  
per TPCA methodology

## Pecos Police Patrol Staffing



# Public Works- Administration, Streets

<u>Division</u>	<u>Position</u>	<u>Count</u>
Public Works	Public Works Director	1
Public Works	Admin. Asst.	1
Streets	Heavy Equipment Operator	2
Streets	Streets Foreman	1
Streets	Streets Operator*	1
PW General Fund TOTAL		6

\*Three Streets Operators are funded in Streets Maintenance Fund

<u>Account</u>	<u>Amount</u>
Salaries	307,755
Benefits	152,661
Equipment	
Memberships, Dues, Licenses	50
Outside Services	
Supplies	
Other	
Capital Outlay	
Training & Travel	2,000
<b>Public Works Total</b>	<b>\$ 462,466</b>

# General Fund Summary

Category	Amount
Taxes	(11,580,000.00)
Permits & Fees	(375,000.00)
Other Income	(1,371,680.00)
<b>REVENUE TOTAL</b>	<b>(13,326,680)</b>
Salaries	5,349,930
Benefits	2,761,823
Training & Travel	292,525
Memberships, Dues, Licenses	21,876
Equipment	305,797
Supplies	299,620
Outside Services	1,305,118
Other	2,282,001
Capital Outlay*	707,992
<b>EXPENDITURE TOTAL</b>	<b>13,326,680</b>

# Next Steps

- ~~Monday, July 8, 2019: City Council Budget Retreat~~
- ~~Thursday, July 11, 2019: City Council Budget Retreat (General Fund)~~
- Monday, August 5, 2019: City Council Budget Retreat (Utility Fund, HOT Fund, Capital Improvements- General and Utility)
- Thursday, August 8, 2019: Budget Introduction and Ordinances 1st Reading
- Thursday, August 22, 2019: Budget Adoption and Ordinances 2<sup>nd</sup> Reading
- Tuesday, October 1, 2019: Happy New Fiscal Year!





***Pecos Proud!***