



# ANNUAL BUDGET

2012-2013

MIDLAND, TEXAS

**THE CITY OF MIDLAND, TEXAS  
ANNUAL BUDGET**

Fiscal Year  
October 1, 2012 through September 30, 2013

Mayor W. Wesley Perry

Council Members

W. Jeffrey Sparks  
District 1

Vicky Hailey  
District 2

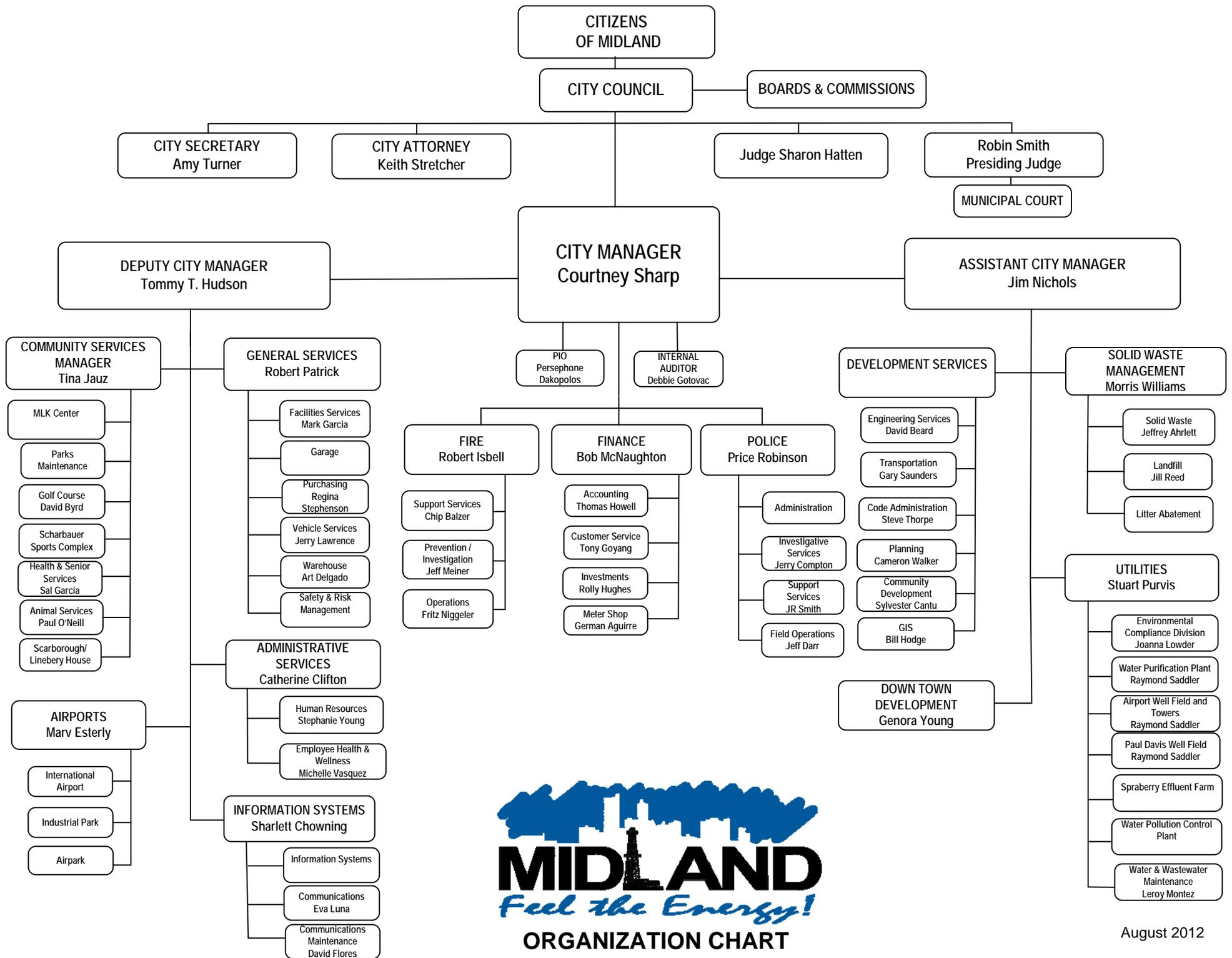
John H. James  
District 3

Michael B. Trost  
District 4

Jerry F. Morales  
Mayor Pro Tempore  
At-Large

A. Scott Dufford  
At-Large

Courtney B. Sharp, City Manager





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Midland  
Texas**

For the Fiscal Year Beginning

**October 1, 2011**

*Linda C. Dandow Jeffrey R. Emer*

President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Midland, Texas for its annual budget for the fiscal year beginning October 1, 2011. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

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**SECTION I**  
**INTRODUCTION**

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Office of  
City Manager

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August 27, 2012

TO: Honorable Mayor and City Council  
FROM: Courtney Sharp, City Manager  
SUBJECT: 2012 - 2013 Budget

The 2012/2013 budget for the operation of the City government is submitted for your consideration and approval. A budget is required under the provisions of Article 689a-13, Title 20, of the Revised Civil Statutes of the State of Texas and provisions of the Midland City Charter. It is submitted as the general operating plan for the City for the fiscal year beginning October 1, 2012 and ending September 30, 2013. The budget was prepared with a focus on the mission, "We, the employees of the City of Midland, are PASSIONATE and ENERGETIC about the service we provide to EACH OTHER and OUR COMMUNITY." This mission is realized by means of the guiding principles outlined in the City's vision statement with implementation of strategies accomplished through fiscally responsible organizational policies in budgeting revenues and expenditures.

Organizational policies implemented for and included in the 2012-2013 budget were as follows:

Policy: Healthy Economy – Review all revenue sources to achieve the best possible forecast of revenues. This policy is implemented through seeking the input of the individuals most closely associated with the subject revenues. Close scrutiny of estimates for reasonableness is inherent in the process to provide the best possible estimate of the resources available to be used in providing services during the budget year.

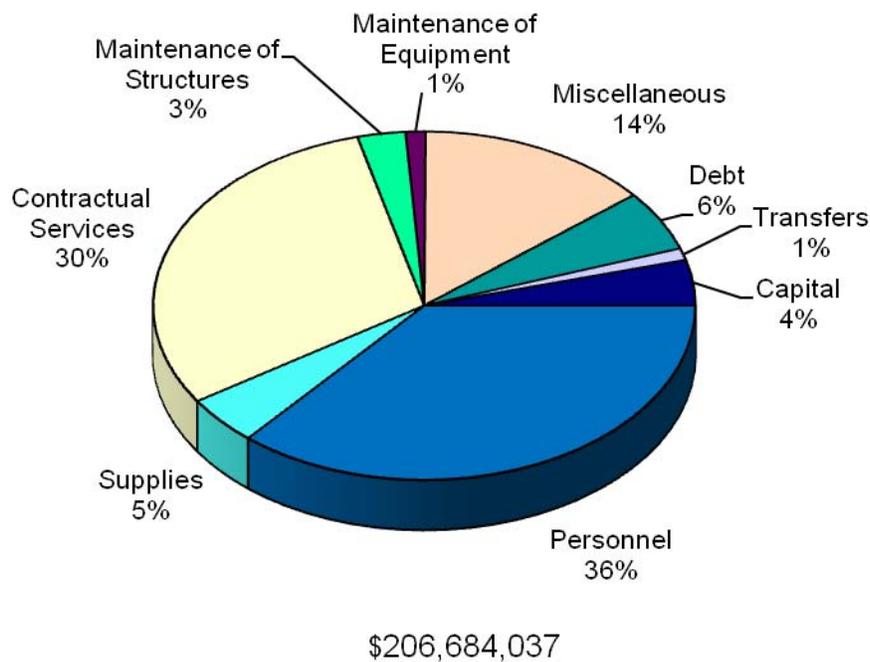
Policy: A Recognized Leader - The City's employees are the most important resource used in implementing the vision statement. Recognition of this policy is achieved through maintenance of the City's benefit programs.

Policy: Works Together - Provide quality services with a competitive cost. This is achieved through the use of technology, more efficient service delivery and close scrutiny of requests for expanded or enhanced services.

The focus for the budgetary process was on the allocation of limited resources while maintaining the current level of City services. A property tax rate of 46.1088 cents per \$100 valuation, which is the effective tax rate plus 3.05%, is included in the fiscal year 2012-2013 budget. This is a decrease of 0.9452 cents per \$100 valuation (2.0%). The effective tax rate is the ad valorem tax rate which, when applied to properties existing on last year's tax roll, adjusted for changes in appraisal values and other items, would yield the same tax revenues in the current year as in the previous year.

The budget presented for all City operations for the 2012-2013 fiscal year totals \$206,684,037. This is an 11.27% increase when compared to the fiscal year 2011-2012 budget of \$185,746,690.

### Combined Fund Expenditures / Expenses As Budgeted For Fiscal Year 2013



The fiscal year 2013 operating budget is supported by combined revenues of \$187,478,180, up \$16,370,156 from fiscal year 2012. Property tax revenue, sales tax receipts and water and sewer revenue reflect the largest amount of increase over fiscal year 2012, at \$2,114,135, \$5,108,338 and \$3,650,000, respectively. Other major components of this increase include \$1,118,000 in sanitation revenue, \$649,082 increase in Technology charges to other funds, and \$1,380,000 additional hotel/motel tax receipts. The difference between revenue and expense reflected in the following chart is related to the City policy to budget for depreciation and other noncash expenses.

	2012 Budget	2013 Budget	% Change
Total City Expenditure Budget	\$ 185,746,690	\$ 206,684,037	11.27%
Total City Revenue Budget	\$ 171,108,024	\$ 187,478,180	9.57%

The budgetary process began in January 2012 and was concluded on August 27 with the second reading of the budget ordinance and adoption of the tax rate. Significant dates and events during the budget preparation schedule were:

- May 21 - Start of Departmental budget reviews by City management
- June 26 - Working copies of budget delivered to City Council
- July 10 - Start of City Council budget workshops
- July 10 - Resolution amending City Council's Schedule of Regular Meetings to include meeting on August 21 and August 27, 2012. Set special meeting for August 7, 2012. Vote on proposal to consider tax increase and dates for public hearings.
- July 20 - Calculation of effective tax rate
- July 25 - Filing of budget for public inspection with City Secretary and post proposed budget on City's website
- August 7 - First public hearing on tax increase
- August 14 - Second public hearing on tax increase
- August 21 - Public Hearing on Budget; First reading of Budget Ordinance and vote to adopt Tax Rate Ordinance
- August 27 - Second reading of Budget Ordinance and vote to adopt Tax Rate Ordinance

All governmental type funds, i.e., the General Fund, Interest and Sinking Fund, and the Hotel/Motel Fund are budgeted on the modified accrual basis using a current financial resources measurement focus. This basis is consistent with generally accepted accounting principles and generally recognizes revenues when they are measurable and available and expenditures when the related liability is incurred. Proprietary funds, i.e., the Water and Sewer, Sanitation, Golf Course, Airport, Scharbauer Sports Complex, Garage, Warehouse and Technology funds, are budgeted on an accrual basis using a flow of economic resources measurement focus, consistent with generally accepted accounting principles. The accrual basis of accounting recognizes revenues in the accounting period in which they are earned and become measurable and expenses are recognized in the period incurred, if measurable.

In general, the economic outlook for the City is good. According to the Texas Workforce Commission, Midland has experienced a job growth rate of 2.7% since April 2011, adding 2,200 jobs. The commission also shows that Midland's unemployment rate had decrease to 3.5% in April 2012, still giving Midland the lowest rate in the state. Statewide unemployment for the same period was 6.5%. Midland has had the lowest unemployment rate in the state from April 2010 to April 2012. Population has been growing steadily with energy prices continuing to strengthen. A steady growth in the number of utility connections and annexations are creating more demand on the water system. However, the drought conditions and reduced consumption levels are leading to concerns over revenues to meet system operating costs and maintain compliance with debt covenants.

The Midland Development Corporation is a component unit of the City whose purpose is to both create jobs and help diversify the local economy. The sales tax is expected to provide approximately \$8.1 million this year for economic development to be guided by the board of the Midland Development Corporation.

The Tax Increment Reinvestment Zone (TIRZ) for downtown Midland was created in 2001 to fuel growth in the downtown portion of the City by reinvesting the tax revenues from the increased values in the Tax Increment Zone back into downtown. The TIRZ has a projected 30-year life during which it forecasts approximately \$28M will be spent for the renovation or transition of vacant and deteriorated commercial structures, site and infrastructure improvements, and the sound growth of retail, hotel, and residential development within the downtown area.

An intergovernmental effort with the City of Odessa created the Midland Odessa Urban Transportation District. This district provides mass transit to both cities. The Midland system currently consists of six fixed routes. In addition to the fixed-route service, the district also provides complementary paratransit service for Americans with Disabilities (ADA). This is curb-to-curb service for persons with disabilities who cannot use the regular bus service. The system operates Monday through Friday, 13 hours per day, and Saturday, 12 hours per day, with no service available on Sunday.

### **2011-12 ACTIVITIES AND ACHIEVEMENTS**

Growth in Midland during 2012 has been at a higher rate than the prior year. During fiscal year 2011, issuance of single-family building permits averaged 33 permits per month, compared to 58 per month during the first five months of 2012. The City is upgrading the Lamesa Road corridor with new water lines and street paving. Briarwood Avenue and Mockingbird Lane are slated for widening in the near future. The Wagner Noel Performing Arts Center has been completed and the Martin Luther King Center remodel is substantially complete, both of which will enhance the quality of life in Midland. Annexation of land along I-20, SH 191 and FM 1788 will allow for planned growth in this area with a large corporate office complex being planned in the SH 191 area. In addition, approximately 450 new apartment dwellings will become available in 2012 or 2013. Infrastructure needs are being addressed as the Water Purification Plant upgrade project has been completed.

### **2012-13 STRATEGIC PLAN**

Every year, the City Council sets a list of priorities as targets for action during the next year. The list is a product of the Strategic Planning Session where City Council and City Staff come together and design a blueprint for action. The City Council discussed the initiatives and directed staff to focus on these key points. Staff, with the direction from Council, will take these initiatives and develop a strategic plan that will have a long-lasting positive impact on the future of the community. They are all key items that will enhance the energy and quality of life in the City of Midland.

During the 2012 Strategic Planning Session, planning goals were ranked in order of importance for 2012-2013. A summary of the top five planning goals is listed below.

#### **STRATEGIC INITIATIVES**

- 4A: Develop a plan to facilitate Economic Development, dealing with Housing, Education, Infrastructure, Water and Technology. Review all opportunities; do not focus only on incentives.
- 4B: Develop education plan concerning the extension of collection of the ¼ cent sales tax after 2016. If tax dollars go away, the maintenance and capital cost of the Scharbauer Sports Complex will be transferred to the General Fund.
- Water: Educate all residents that water will be limited until the T Bar Ranch comes on line. Create Education Plan for Water Consumption to show how the cost of water may increase.
- Downtown Development: Review smart plan developed in 2007 and take advantage of opportunities that have no impact on the General Fund.
- Sales Tax Revenue: Develop a plan to use excess sales tax for non-recurring funds or one time capital improvements. Maintain reserves at 30%.

## **GENERAL FUND**

Total General Fund revenues are budgeted at \$90,554,398, an increase of \$7,787,643 for fiscal year 2013 from budgeted fiscal year 2012 revenues. This is the result of increases in sales tax revenue and property tax collections of \$5,108,338 and \$1,441,486, respectively.

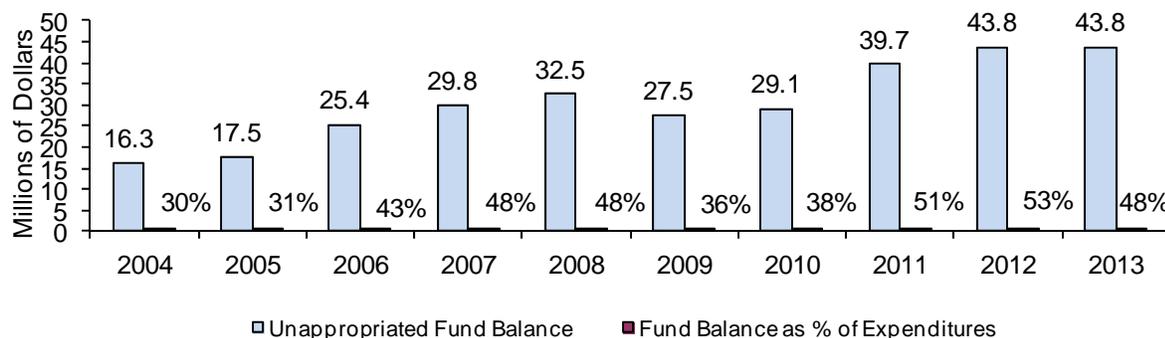
The increased collections from property taxes are the result of an improving property tax base and a decrease in the actual maintenance and operations tax rate from 41.845 to 40.4049 cents per \$100 valuation. Sales tax revenue is in a growth pattern, showing an increase from the previous year monthly sales tax collections since May 2010, with the exception of May 2012.

The expenditures budget for this fund is \$90,554,398. This yields a balanced budget for the 2012-2013 fiscal year. The General Fund Unappropriated Fund Balance, which is essential for bond ratings, self-insurance considerations, disaster recovery and major economic or regulatory changes, is projected to be \$43,828,448 at the beginning of Fiscal Year 2013 - 2014.

Significant changes in the 2012-2013 budget include the addition of six fire fighters, addition of five police officers, additional salary modifications, technology initiatives and a significant increase to the street paving program. Contractual services funded by the General Fund increased by \$1,596,732 for several reasons, including \$537,777 in hire of equipment-technology costs and \$292,662 in hardware/software maintenance costs related to technology initiatives. The amount budgeted for seal coating and maintenance of streets and roadways increased \$1,500,000 and \$985,000 respectively. These items comprise the budgetary highlights in the General Fund.

The City has a policy of maintaining a General Fund Unappropriated Fund Balance equal to at least twenty five percent (25%) of each fiscal year's operating expenditures. This level is an important factor in maintaining the City's general purpose bond ratings because of the cyclical nature of the energy industry, which is a major factor in the City's economy. It also provides a source of additional investment income to help maintain a level property tax rate.

**General Fund Unappropriated Fund Balance  
and Fund Balance as a Percentage of Expenditures  
Actual Fiscal Years 2004 through 2011;  
Estimated Fiscal Year 2012 and Projected Fiscal Year 2013**



## **INTEREST AND SINKING FUND - TAX SUPPORTED DEBT**

This fund is used to accumulate assets necessary to make the principal, interest and other debt associated payments on the City tax supported debt. All deposits to this fund are restricted by law to the payment of the amounts due associated with this debt. Deposits to this fund are made from the interest and sinking fund portion of the property tax levy and the interest earned on those deposits for each year.

The property tax levy for this purpose is 5.7039 cents per \$100 valuation, up 0.4949 cents per \$100 valuation from 5.209 cents per \$100 valuation for the 2011-2012 budget. Total tax supported debt expenditures for fiscal year 2012-2013 are \$4,311,970. Water and Sewer Funds provide for expenditures of \$107,584 to support a Housing and Urban Development Section 108 Loan which was used to help develop the Advanced Technology Center.

**HOTEL/MOTEL FUND**

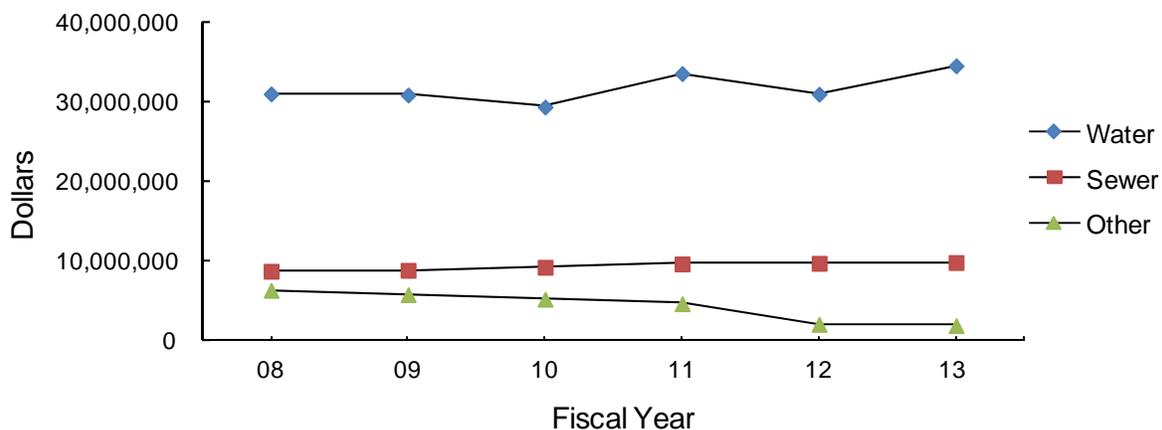
The Hotel/Motel Fund is used to segregate revenues received from local hotel/motel occupancy taxes, revenues received from Midland Center operations and the interest income associated with these dollars. Local hotel/motel occupancy taxes are 7% of adjusted gross receipts for hotels and motels located within the city limits. Hotel/Motel Tax revenues are expected to increase significantly and are budgeted at \$3,800,000 for fiscal year 2012-2013. Total fund revenues, estimated to increase by approximately 51.98% from fiscal year 2012, are budgeted at \$4,035,000.

Expenditures of these revenues must meet a two-part test to be considered an eligible expenditure: (1) the expenditure must “directly enhance and promote tourism and the convention and hotel industry” and (2) the expenditure must “clearly fit into one of five statutorily provided categories for expenditure of local hotel occupancy tax revenues.” Expenditures increased by 16.53% when compared to fiscal year 2011-2012.

**WATER AND SEWER FUND**

The Water and Sewer Fund revenues are estimated to increase by 8.11% from budgeted 2011 – 2012 revenues. This increase is based upon consideration of several factors, including completion of the T-Bar pipeline in May 2013, and a return to a more normal water consumption pattern. Annual water and sewer revenues as budgeted do not provide adequate cash flow for operations and to meet current debt covenants for the fund. This fund is required by debt covenants to maintain a net revenue to debt ratio of 1.5 times for junior lien revenue debt and a 1.25 times coverage for senior lien revenue debt. The current rate structure, coupled with the Water and Sewer Rate Stabilization Fund, will provide adequate revenues to meet this requirement.

**Water and Sewer Revenue Trends  
Actual 2008 through 2011; Estimated 2012; Budgeted 2013**



Water and Sewer Fund expenses are budgeted to increase \$8,103,524, a 15.75% increase from the previous fiscal year. The largest single component of this increase is the increase in cost of water.

An item of significant interest is the \$5,000,000 Water & Sewer Rate Stabilization Fund (W&SRSF). This fund was created by Ordinance 7889 and may be used for any lawful purpose to stabilize rates and charges of the water and sewer system. Additionally, and perhaps most important, use of dollars from this fund may be considered in meeting the net revenue to debt ratio bond covenants.

The ordinance set specific limitations on the timing and use of these dollars and the repayment of these dollars to the W&SRSF to insure the long-term viability of the fund and a stable water and sewer rate structure. This fund has never been reduced below its original amount at any time and no use of the original amount is anticipated in the proposed budget.

### **SANITATION FUND**

Sanitation Fund revenues, exclusive of revenue derived from the Litter Abatement Contributions, are estimated to increase by 10.5% during fiscal year 2012-2013. This increase is based upon consideration of several factors, including increased customer numbers and a 42.4% increase in landfill charges. Revenues generated should provide adequate cash flow to meet the operating needs of the fund and provide for small capital expenditures.

Expenses of this fund, exclusive of expenses to be incurred through expenditure of the Litter Abatement Contributions, increased 4.3%. Closure/postclosure care reflects an increase of \$269,850 while depreciation decreased \$276,355. An increase of \$645,016 in hire of equipment is related to the acquisition of new equipment. A portion of the landfill costs result from unfunded, federally mandated regulations and are mainly reflected in depreciation of capitalized costs and landfill closure costs.

Voluntary Litter Contributions were established, October 1, 2002, by the City to assist with litter abatement through a program of voluntary \$1.00 per month contributions from citizens on their utility bills. In November 2006, the contribution rate was reduced \$0.50. Expenses will be incurred through the use of revenues for abatement of litter problems. Revenues are budgeted at \$138,000 for this program and expenses at \$343,605.

### **GOLF COURSE FUND**

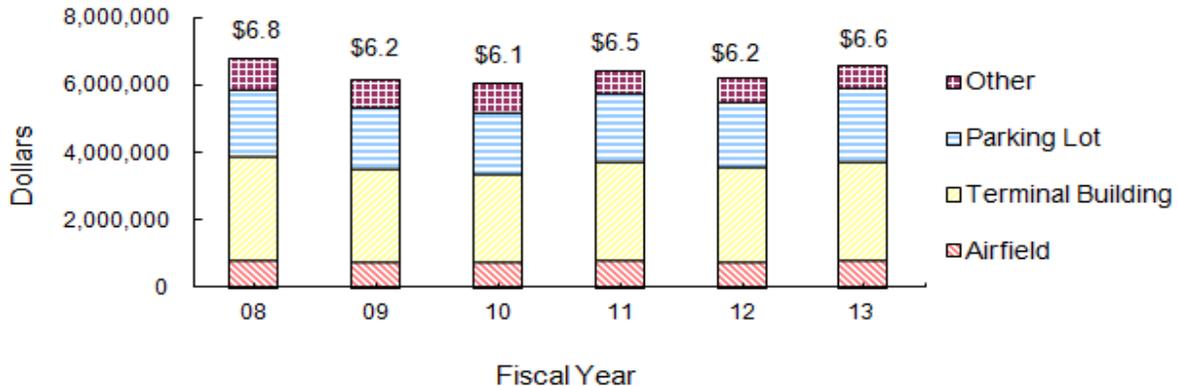
Golf Course revenues are budgeted at \$2,029,000, reflecting a 13.86% increase compared to fiscal year 2012 budgeted revenues of \$1,782,000. The Golf Course Player Facility Charge (GPFC) of \$1.00 per round is currently being used in its entirety to assist with debt service costs associated with construction of the new nine holes and expansion of other golf course facilities. In October of 2003, an additional \$2.75 GPFC was instituted to be used specifically for capital improvements of the Golf Course. The GPFC revenues are not available for general golf course operations and are not reflected in the revenue estimates. Expenses are budgeted to increase 13.02%.

### **AIRPORT FUND**

Airport working capital is anticipated to be approximately \$3,429,826 at the beginning of fiscal year 2012-2013. This working capital is critical to the operation of the Airport during the next few years. Working capital currently represents 29.8% of proposed Fiscal Year 2012 – 2013 expenses, 53.5% of expenses net of depreciation, and should be maintained at this level for reasonably sound financial operations.

Estimated Airport Fund revenues reflect an increase of \$367,100, with an increase in the parking lot revenue. Airport Passenger Facility Charge revenues to be used in capital construction projects and the repayment of a major portion of the debt issued for construction of the new terminal building at the airport are not included in this total due to use restrictions.

**Airport Revenues**  
**Actual 2008 through 2011; Estimated 2012; Budgeted 2013**



Airport expenses are expected to increase \$737,499 or 6.84%. Depreciation reflects an increase of \$439,084. Based upon a cost allocation study prepared by DMG Maximus in accordance with Office of Management and Budget Circular A-87 (OMB A-87), General Fund charges to the Airport were \$1,468,000.

**SCHARBAUER SPORTS COMPLEX FUND**

The Scharbauer Sports Complex Fund was established to account for all facets of the operations of the Scharbauer Sports Complex.

Fiscal Year 2013 revenues, \$3,656,069, are budgeted to cover expenses of \$5,455,308 including \$1,799,239 in depreciation expense.

The revenue stream from the contractual agreement between the Midland Football-Soccer and Baseball Complex Development Corporation, a Type B corporation, and the City is accounted for in a “subfund” of this fund. This agreement provides for the Midland Football-Soccer and Baseball Complex Development Corporation (MFSB) to remit all revenues received from a Type B sales tax to the City for use in paying debt service costs associated with the Series 2000 and 2001 Certificates of Obligation (CO) issued by the City to fund development of the Sports Complex, as well as the Series 2006 General Obligation Refunding Bonds issued to refund a portion of the Series 2000 Certificates of Obligation. The unrefunded portion of the Series 2000 CO was paid off in Fiscal Year 2010 and outstanding maturities of the 2001 CO were called at the March 31, 2011 call date. Receipts of sales tax in excess of principal and interest requirements on the debt may be used from time to time in paying any expenses that are within the purposes for which the sales tax was approved by the voters. Debt service payments for fiscal year 2013 will be \$2,904,778.

**INTERNAL SERVICE FUNDS**

The internal service funds of the City are the Garage Fund, Warehouse Fund, Technology Fund and Self-insurance funds. These funds derive their revenues from charges to the City funds that use their services and these revenues are budgeted in the other funds as expenses/expenditures. The only revenue not from this source is investment income associated with the funds.

The Garage Fund budget increased \$1,851,092 or 11.78% due to a combination of factors. Capital items represent the majority of this amount, including \$800,000 for a new Landfill compactor and \$185,000 for an Ambulance for the Fire Department, \$140,000 for 2 new Rescue Units for the Fire Department, and \$200,000 for a Water and Wastewater Sewer Jet Truck. Fuel costs are expected to decrease slightly from fiscal year 2012. Depreciation reflects an increase of \$318,929. Revenues are budgeted to decrease by \$358,716.

The Warehouse Fund expense budget is \$899,345 for fiscal year 2013 as compared to \$860,331 for fiscal year 2012.

The City's self-insurance funds, in the aggregate, appear to be financially sound for fiscal year 2013. The decrease for combined fund contributions to the General Liability Self-Insurance Fund totals \$44,050 bringing total General Liability contributions from all funds to \$541,800. Payments by the operating funds to the Workers' Compensation Self-insurance Fund for coverage in fiscal year 2013 had no significant changes from the prior year. Medical/Dental Self-Insurance contributions by the City for active employees remained stable for 2013.

The City periodically retains the services of an actuarial firm to conduct a study of the City's self-insurance funds. Rates and anticipated expenses, except for Medical/Dental rates, are established based upon actuarial recommendations contained in that study.

**CAPITAL IMPROVEMENT PROGRAM**

The purpose of the Capital Improvement Program (CIP) is to implement and facilitate the City's Master Plan. Generally, capital projects are in excess of \$15,000, have a useful life of more than five years and include such items as land purchases, building and/or renovating structures, roads, water and sewer line extensions, park developments and new City facilities such as fire stations, airports, or water treatment facilities. Major maintenance projects such as street resurfacing or a new roof for a building are not included in the CIP. The following table presents a comparison of funded projects between the 2012 and 2013 budget years.

	2012 Budget	2013 Budget	Difference
Total Capital Improvement Budget	\$ 112,818,803	\$ 133,381,684	\$ 20,562,881
Total Project Expenditures to Date	\$ 90,004,644	\$ 92,467,619	\$ 2,462,975
Unspent Capital Improvement Budget	\$ 22,814,159	\$ 40,914,065	\$ 18,099,906

Annually, a five-year CIP needs assessment is presented to City management by the various City departments. Inherent in this needs assessment is the consideration of the operating budget impact in future years of the proposed project as presented on the summary of the five years needs assessment. This needs assessment is evaluated and prioritized by City management. Tentative recommendations are made to City Council based upon this assessment. Council then evaluates, modifies and reviews management's tentative recommendations and adopts a CIP for the year.

A listing of all currently available capital projects funds is included in the Capital section of the budget. These are dollars which, subject to restrictions in bond covenants, may be used to fund some of the proposed CIP in conjunction with possible future debt issues, operating revenues, grants or other funding sources available to the City.

Inclusion of a project in the CIP does not insure that the project will be funded any time in the future, but it does assure that the project will be evaluated on its merits relative to other proposed CIP projects.

Budgetary policy and directive for the fiscal year 2012-2013 budget was similar to guidelines for previous years. However, the achievement of those directives while adhering to policy is often difficult and requires innovation and creativity on behalf of the City Council and staff. The entire City staff is to be commended for their efforts in developing a budget that adheres to City Council policy and achieves the fiscal objectives of the Council. It is through focusing on the guiding principles of the City's vision statement that these policies and directives are achieved.

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## **VISION**

Midland 2021  
Is a GROWING URBAN CENTER in Texas,  
With a HEALTHY ECONOMY and  
A VIBRANT DOWNTOWN.  
We enjoy GREAT LIVING, ABUNDANT LEISURE  
OPPORTUNITIES, and  
EFFECTIVE TRANSPORTATION/EASY  
MOVEMENT through our City.

Our diverse Midland Community WORKS  
TOGETHER for a bright sustainable future; our City is  
A RECOGNIZED LEADER.

## **MISSION**

WE, the employees of the City of Midland, are PASSIONATE and ENERGETIC  
about the service we provide to EACH OTHER and OUR COMMUNITY.

## **GUIDING PRINCIPLES: BELIEFS AND VALUES THAT DRIVE DAILY OPERATIONS**

1. Demonstrate INTEGRITY, RESPECT and VALUE everyone.
2. Exhibit PROFESSIONALISM by being ACCOUNTABLE and DEPENDABLE.
3. Exercise COOPERATION through a DEDICATION to serve others.

CITY OF MIDLAND, TEXAS

DEPARTMENTS BY FUNCTION AND FUNDING SOURCE

Organization	Admin / Other	Court / Legal	Information Sys	Communications	Financial	General Services	Development Services	Engineering	Community Services	Police	Fire	Utilities	Sanitation	Airport
Legislative	GN													
City Manager's Office	GN													
Internal Audit	GN													
Hotel/Motel Administration	HM													
Midland Center	HM													
Municipal Court		GN												
Legal		GN												
City Secretary	GN													
Administrative Services	GN													
Employee Health	GN													
Comm/Information Sys Admin			GN											
Communications				GN										
Information Systems			GN											
Communcations Maint				GN										
Accounting					GN									
Investments					GN									
Tax					GN									
Meter Shop					WS									
Customer Service					WS									
Purchasing						GN								
Facilities Services						GN								
Risk Management						GN								
Vehicle Service						GR								
Garage						GR								
Warehouse						WH								
Planning and Development							GN							
CDBG Administration							GN							
Code Administration							GN							
GIS Administration								GN						
Engineering Services								GN						
Transportation								GN						
Parks									GN					
Animal Services									GN					
Recreation									GN					
Health and Senior Services									GN					
Golf Course									GC					
Pro Shop Operations									GC					
Sports Complex Nondept									SC					
VCLG Program										GN				
Airport Police										GN				
Police Administration										GN				
Support Services										GN				
Field Operations										GN				
Investigative Services										GN				

DEPARTMENTS BY FUNCTION AND FUNDING SOURCE

Organization	Admin / Other	Court / Legal	Information Sys	Communications	Financial	General Services	Development Services	Engineering	Community Services	Police	Fire	Utilities	Sanitation	Airport
Fire											GN			
Fire Training											GN			
Fire Prevention											GN			
Emergency Medical Services											GN			
Airport Fire											GN			
Emergency Management											GN			
Utilities Administration												WS		
Environmental Compliance												WS		
Paul Davis Well Field Operation												WS		
Airport Well Field & Tower Ops												WS		
Water Pollution Control Plant												WS		
Spraberry Farm												WS		
Purification Plant												WS		
Water and Sewer Operations												WS		
Solid Waste Management													SN	
Landfill													SN	
Airport Operations														AR
Airport Terminal Building														AR
Airport Parking Lot														AR
Airport Industrial Park														AR

Legend:

GN	General Fund
HM	Hotel/Motel Fund
WS	Water and Sewer Fund
SN	Sanitation Fund
GC	Golf Course Fund
AR	Airport Fund
SC	Sports Complex Fund
GR	Garage Fund
WH	Warehouse Fund

This matrix is intended to clarify the relationship between functional units and financial structure within the City.

CITY OF MIDLAND, TEXAS

COMPARISON OF SOURCES AND USES BY FISCAL YEAR

OPERATING FUNDS

	Governmental Funds								
	General Fund			Debt Service			Special Revenue Fund		
	FY11 Actual	FY12 Estimate	FY13 Adopted	FY11 Actual	FY12 Estimate	FY13 Adopted	FY11 Actual	FY12 Estimate	FY13 Adopted
Revenues:									
Taxes	\$70,176,536	\$68,406,266	\$75,843,490	\$3,771,062	\$3,616,117	\$4,288,766	\$3,085,061	\$2,420,000	\$3,800,000
Licenses and Permits	1,604,258	1,138,800	1,260,730	-	-	-	-	-	-
Fines and Forfeitures	3,630,567	3,650,000	3,654,000	-	-	-	-	-	-
Charges for Services	6,662,203	6,698,257	7,136,964	-	-	-	188,949	180,000	195,000
Investment Income	674,492	715,000	504,000	17,069	12,000	10,000	57,358	55,000	40,000
Grants and Contributions	3,278,560	1,201,992	1,190,714	-	-	-	-	-	-
Nonoperating	-	-	-	-	-	-	-	-	-
Other	1,481,869	206,440	214,500	(12,084)	-	-	9,255	-	-
Total Revenues	87,508,485	82,016,755	89,804,398	3,776,047	3,628,117	4,298,766	3,340,623	2,655,000	4,035,000
Other financing sources:									
Interfund Transfers In	750,000	750,000	750,000	107,324	110,184	107,584	-	-	-
Proceeds of refunding bonds	-	-	-	-	-	-	-	-	-
Total revenues and other financing sources	\$88,258,485	\$82,766,755	\$90,554,398	\$3,883,371	\$3,738,301	\$4,406,350	\$3,340,623	\$2,655,000	\$4,035,000
Expenditures:									
Personnel Services	\$53,237,536	\$56,885,661	\$60,391,031	-	-	-	-	-	-
Commodities	1,982,499	1,712,818	1,778,991	-	-	-	-	-	-
Contractual Services	16,620,373	19,455,453	21,052,185	-	-	-	77,700	77,154	73,165
Maintenance - Structures	1,164,427	2,198,850	4,737,350	-	-	-	167	7,000	7,000
Maintenance - Equipment	390,435	568,090	604,829	-	-	-	-	-	-
Depreciation	-	-	-	-	-	-	-	-	-
Capital Outlay	325,990	836,093	690,460	-	-	-	14,705	50,000	-
Debt Service	-	-	-	-	-	-	-	-	-
Other	3,517,078	888,250	610,314	3,854,719	3,847,014	4,419,554	1,756,588	2,142,974	2,602,525
Total expenditures/expenses	77,238,338	82,545,215	89,865,160	3,854,719	3,847,014	4,419,554	1,849,160	2,277,128	2,682,690
Other financing uses:									
Interfund Transfers Out	586,248	515,103	689,238	-	-	-	-	-	-
Payment to refunding bond escrow agent	-	-	-	-	-	-	-	-	-
Total expenditures and other financing uses	\$77,824,586	\$83,060,318	\$90,554,398	\$3,854,719	\$3,847,014	\$4,419,554	\$1,849,160	\$2,277,128	\$2,682,690

CITY OF MIDLAND, TEXAS

COMPARISON OF SOURCES AND USES BY FISCAL YEAR

OPERATING FUNDS (con't)			INTERNAL SERVICE FUNDS						Totals		
Proprietary Funds											
Water and Sewer Fund			Other Enterprise Funds			Internal Service			(Memorandum Only)		
FY11	FY12	FY13	FY11	FY12	FY13	FY11	FY12	FY13	FY11	FY12	FY13
Actual	Estimate	Adopted	Actual	Estimate	Adopted	Actual	Estimate	Adopted	Actual	Estimate	Adopted
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$77,032,659	\$74,442,383	\$83,932,256
-	-	-	-	-	-	-	-	-	1,604,258	1,138,800	1,260,730
-	-	-	-	-	-	-	-	-	3,630,567	3,650,000	3,654,000
43,782,898	41,222,000	44,917,000	19,277,153	18,667,968	20,606,167	12,827,379	14,320,897	14,519,859	82,738,582	81,089,122	87,374,990
634,633	617,000	421,000	254,703	228,000	142,000	142,278	79,000	52,000	1,780,533	1,706,000	1,169,000
1,425,300	100,000	100,000	353,020	3,336,000	3,338,000	-	-	-	5,056,880	4,637,992	4,628,714
2,141,029	966,400	947,000	1,970,537	1,720,800	2,620,968	380,130	21,200	21,200	4,491,696	2,708,400	3,589,168
-	-	-	113,309	141,000	108,000	-	-	-	1,592,349	347,440	322,500
47,983,860	42,905,400	46,385,000	21,968,722	24,093,768	26,815,135	13,349,787	14,421,097	14,593,059	177,927,524	169,720,137	185,931,358
-	-	-	586,248	515,103	565,834	300,000	-	123,404	1,743,572	1,375,287	1,546,822
-	-	-	-	-	-	-	-	-	-	-	-
\$47,983,860	\$42,905,400	\$46,385,000	\$22,554,970	\$24,608,871	\$27,380,969	\$13,649,787	\$14,421,097	\$14,716,463	\$179,671,096	\$171,095,424	\$187,478,180
5,371,588	6,103,045	6,591,685	5,341,389	5,603,799	5,958,492	1,777,942	1,854,807	1,968,991	65,728,455	70,447,312	74,910,199
1,876,189	1,806,756	1,974,208	1,324,856	1,191,575	1,438,175	4,340,597	3,856,813	4,137,295	9,524,141	8,567,962	9,328,669
20,268,652	22,580,124	32,626,836	7,220,944	7,220,392	8,074,719	627,536	660,407	730,709	44,815,205	49,993,530	62,557,614
303,721	427,498	376,335	566,404	687,350	790,775	17,038	16,500	15,000	2,051,757	3,337,198	5,926,460
417,057	451,868	454,110	66,785	188,781	199,381	1,554,118	964,250	1,190,700	2,428,395	2,172,989	2,449,020
4,179,283	5,294,000	5,070,766	7,463,277	7,679,156	7,906,119	3,349,080	3,751,918	4,070,229	14,991,640	16,725,074	17,047,114
315,971	263,528	377,477	77,327	900,379	1,845,363	3,325,179	5,069,450	5,831,500	4,059,172	7,119,450	8,744,800
20,920,487	9,873,348	5,908,738	498,829	481,319	496,187	-	-	-	21,419,316	10,354,667	6,404,925
3,994,904	3,798,174	5,329,310	7,755,165	4,028,756	4,293,167	311,837	422,217	513,544	21,190,291	15,127,385	17,768,414
57,647,852	50,598,341	58,709,465	30,314,976	27,981,507	31,002,378	15,303,327	16,596,362	18,457,968	186,208,372	183,845,567	205,137,215
1,157,324	860,184	857,584	-	-	-	-	-	-	1,743,572	1,375,287	1,546,822
-	-	-	-	-	-	-	-	-	-	-	-
\$58,805,176	\$51,458,525	\$59,567,049	\$30,314,976	\$27,981,507	\$31,002,378	\$15,303,327	\$16,596,362	\$18,457,968	\$187,951,944	\$185,220,854	\$206,684,037

CITY OF MIDLAND, TEXAS

**SUMMARY OF REVENUES, APPROPRIATIONS/EXPENSES  
AND CHANGES IN FUND BALANCES/EQUITY**

**OPERATING FUNDS**

	General Fund	Debt Service	Water and Sewer Fund	Airport Fund	Sanitation Fund	Golf Course Fund	Hotel/Motel Fund
Estimated Balance 10/01/2012	\$46,021,416	\$ 357,325	\$177,993,232	\$76,877,839	\$ 1,461,983	\$ 3,795,613	\$ 4,635,979
<b>REVENUES</b>							
Taxes	75,843,490	4,288,766					3,800,000
Licenses and Permits	1,260,730						
Fines and Forfeitures	3,654,000						
Charges for Services	7,136,964	-	44,917,000	6,246,100	11,574,000	2,013,000	195,000
Miscellaneous	1,405,214						
Interest	504,000	10,000	421,000	35,000	80,000	15,000	40,000
Nonoperating			947,000	329,800	93,000	1,000	
Grants and Contributions			100,000	3,200,000	138,000		
<b>Total Revenues</b>	<b>89,804,398</b>	<b>4,298,766</b>	<b>46,385,000</b>	<b>9,810,900</b>	<b>11,885,000</b>	<b>2,029,000</b>	<b>4,035,000</b>
<b>APPROPRIATIONS/EXPENSES</b>							
Personnel Services	60,391,031		6,591,685	2,106,103	3,207,632	644,757	
Commodities	1,778,991		1,974,208	94,050	712,325	570,500	
Contractual Services	21,052,185		32,626,836	1,836,476	4,843,850	570,585	73,165
Maintenance - Structures	4,737,350		376,335	106,675	32,100	42,000	7,000
Maintenance - Equipment	604,829		454,110	79,800	61,081	13,500	
Debt Service		4,419,554	5,424,828	496,187		-	
Depreciation			5,070,766	5,116,084	790,645	200,000	
Miscellaneous	610,314		5,813,220	1,636,000	2,125,433	103,492	2,602,525
Lands - Buildings	100,000		135,000	9,000		75,000	
Equipment	590,460		242,477	40,795	33,000		
<b>Total Expenses</b>			<b>58,709,465</b>	<b>11,521,170</b>	<b>11,806,066</b>	<b>2,219,834</b>	
<b>Total Appropriations</b>	<b>89,865,160</b>	<b>4,419,554</b>					<b>2,682,690</b>
Debt Proceeds/(Uses)							
Interfund Transfers In/(Out)	60,762	107,584	(857,584)	-	-	-	-
Estimated Balance 9/30/2013	\$46,021,416	\$ 344,121	\$164,811,183	\$75,167,569	\$ 1,540,917	\$ 3,604,779	\$ 5,988,289

**SUMMARY OF FUNDS AVAILABLE FOR APPROPRIATION**

**OPERATING FUNDS**

	General Fund	Debt Service	Water and Sewer Fund	Airport Fund	Sanitation Fund	Golf Course Fund	Hotel/Motel Fund
Estimated Balance 10/01/2012	\$46,021,416	\$ 357,325	\$177,993,232	\$76,877,839	\$ 1,461,983	\$ 3,795,613	\$ 4,635,979
Estimated Changes	-	(13,204)	(13,182,049)	(1,710,270)	78,934	(190,834)	1,352,310
Estimated Balance 9/30/2013	\$46,021,416	\$ 344,121	\$164,811,183	\$75,167,569	\$ 1,540,917	\$ 3,604,779	\$ 5,988,289

CITY OF MIDLAND, TEXAS

**SUMMARY OF REVENUES, APPROPRIATIONS/EXPENSES  
AND CHANGES IN FUND BALANCES/EQUITY**

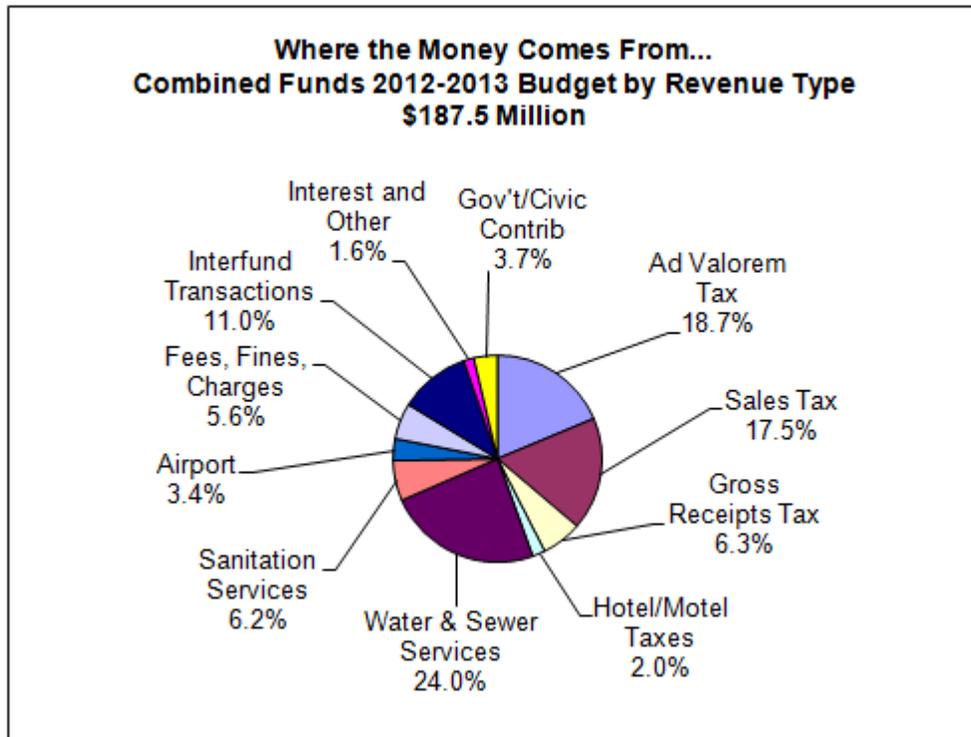
<b>OPERATING FUNDS</b>	<b>INTERNAL SERVICE FUNDS</b>			<b>NONOPERATING FUNDS</b>		<b>TOTAL</b>	
Scharbauer Sports Complex Fund	Garage Fund	Warehouse Fund	Technology Fund	Capital Projects	Proprietary Fund Debt	Memorandum	
\$30,174,198	\$22,144,870	\$ 1,065,538	\$ 258,004	\$21,538,850	\$32,989,610	\$419,314,457	Estimated Balance 10/01/2012
							<b>REVENUES</b>
						83,932,256	Taxes
						1,260,730	Licenses and Permits
						3,654,000	Fines and Forfeitures
778,067	13,083,168	847,000	589,691			87,379,990	Charges for Services
						1,405,214	Miscellaneous
12,000	50,000	2,000	-			1,169,000	Interest
2,300,168	21,200					3,692,168	Nonoperating
-						3,438,000	Grants and Contributions
3,090,235	13,154,368	849,000	589,691	-	-	185,931,358	Total Revenues
							<b>APPROPRIATIONS/EXPENSES</b>
	1,890,670	78,321				74,910,199	Personnel Services
61,300	3,416,895	720,400				9,328,669	Commodities
823,808	710,980	19,729				62,557,614	Contractual Services
610,000	15,000	-				5,926,460	Maintenance - Structures
45,000	1,190,700					2,449,020	Maintenance - Equipment
						10,340,569	Debt Service
1,799,239	4,019,347	50,882	-			17,046,963	Depreciation
428,393	483,531	30,013	-			13,832,921	Miscellaneous
1,687,568	52,500					2,059,068	Lands - Buildings
-	5,779,000					6,685,732	Equipment
5,455,308	17,558,623	899,345		-	-	108,169,811	Total Expenses
						96,967,404	Total Appropriations
				(3,984,741)	(16,791,153)	(20,775,894)	Debt Proceeds/(Uses)
565,834	-	-	123,404	-	-	-	Interfund Transfers In/(Out)
\$28,374,959	\$17,740,615	\$ 1,015,193	\$ 971,099	\$ 17,554,109	\$16,198,457	\$379,332,706	Estimated Balance 9/30/2013

**SUMMARY OF FUNDS AVAILABLE FOR APPROPRIATION**

<b>OPERATING FUNDS</b>	<b>INTERNAL SERVICE FUNDS</b>			<b>NONOPERATING FUNDS</b>		<b>TOTAL</b>	
Scharbauer Sports Complex Fund	Garage Fund	Warehouse Fund	Technology Fund	Capital Projects	Proprietary Fund Debt		
\$30,174,198	\$22,144,870	\$ 1,065,538	\$ 258,004	\$21,538,850	\$32,989,610	\$419,314,457	Estimated Balance 10/01/2012
(1,799,239)	(4,404,255)	(50,345)	713,095	(3,984,741)	(16,791,153)	(39,981,751)	Estimated Changes
\$28,374,959	\$17,740,615	\$ 1,015,193	\$ 971,099	\$ 17,554,109	\$16,198,457	\$379,332,706	Estimated Balance 9/30/2013

## REVENUES - MAJOR SOURCES AND TRENDS

Although the City's revenues are varied, a limited number of revenue types comprise the majority of its overall revenue. Water and sewer services (24.0%) produce the largest revenue stream. Ad valorem tax (18.7%) is the second largest revenue source, followed closely by sales tax (17.5%). The major component of interfund transactions (11.0%) is Garage Fund charges to other funds. Gross receipts tax (6.3%) is the City's fifth largest source of revenue.



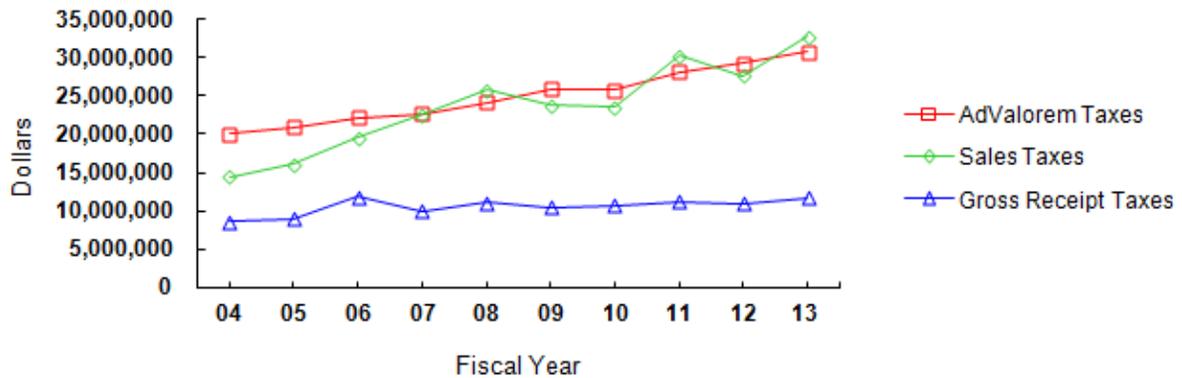
**GENERAL FUND** - There are three major revenue sources in this fund - Ad Valorem Taxes (34%), Sales Taxes (36%) and Gross Receipt Taxes (13%). Together, these represent 83% of all General Fund revenue.

- **Ad Valorem Taxes:** This tax is based on the assessed value of real estate, personal property and minerals within the City's taxing jurisdiction. The prior three years saw additions and valuation increases average 5.11%. The combined additions for this year total 6.34%. Based upon discussions with the Chief Appraiser for Midland Central Appraisal District, a review of permits issued and input from local realtors on the state of city property values, it is anticipated that the combined growth trend will average around 3% per year for next year and near future years.
- **Sales Tax:** During the four years prior to FY2003, Sales Tax grew by an average of 3.89%. A noticeable slowdown in sales tax revenues during FY2003 was followed by a nice recovery from FY2004 through FY2008. FY2009 was 1.7% below budget and FY2010 was 2.8% below budget. FY2011 was 32.21% over budget and FY 2012 is estimated to be 24.17% over budget. Sales tax revenue is affected by both changes in population and the state of the local economy. Trends in the oil and gas industry appear to reveal a strengthening of the base for a substantial part of our local economy which is revealed by a substantial growth in current year over previous year sales revenue in excess of 24%.

**REVENUES - MAJOR SOURCES AND TRENDS (continued)**

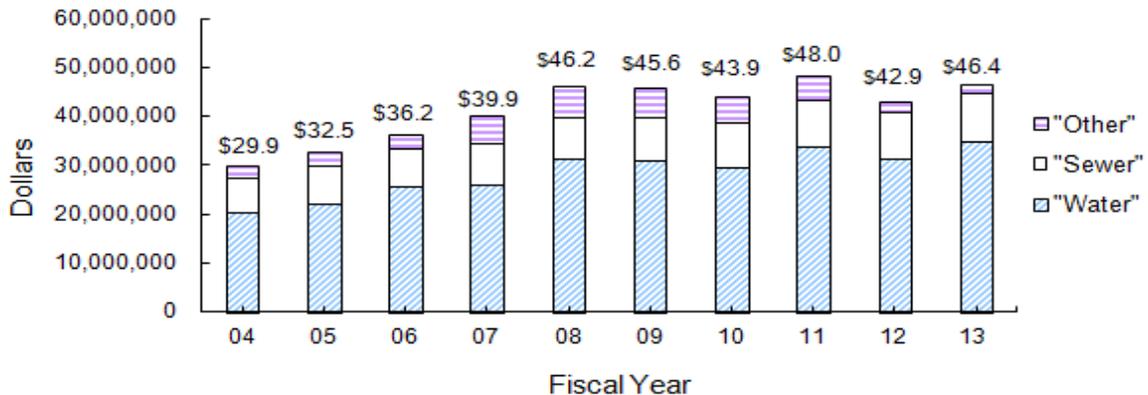
- Gross Receipts Taxes:** Gross receipts taxes are paid by utility providers for their use of City streets, alleys and property in providing their services. Projections are based on historical data trends, adjusted for population and other factors known to impact this revenue. Demands for utility services have continued to increase and escalation clauses in contracts continue in effect. Energy prices appear to have stabilized in a range which encourages increased activity, providing for more stable revenue streams of some service providers and resulting in a more level revenue stream to the City. This price stabilization has led to an improving projection for Fiscal Year 2013. Based upon the appearance of a stable local economy, this trend is expected to continue in a pattern of growth, similar to the trend in Ad Valorem base and Water & Sewer connections.

**General Fund Revenue Trends**  
Actual Fiscal Year 2004 through 2011; Estimated 2012; Budgeted 2013



**WATER AND SEWER FUND** - The major revenues are net water sales and net sewer service. The customer base has grown between 2% and 3% per year thru the last five years. The trend projection for new connections of a two percent increase is conservative. A tiered water rate system implemented in October 2006 and revised in 2012 created the increase in water sales depicted below. This increase was necessary to fund increasing operating costs and ongoing infrastructure replacement. The graphic below provides a clear picture of the changing nature of water revenues during the regional drought and the anticipated drier year of water revenues with rainfall below normal levels. The graph also demonstrates the stable nature of sewer revenues across years and a small, slightly variable, stream of other revenues.

**Water and Sewer Revenue Trends**  
Actual 2004 through 2011; Estimated 2012; Budgeted 2013

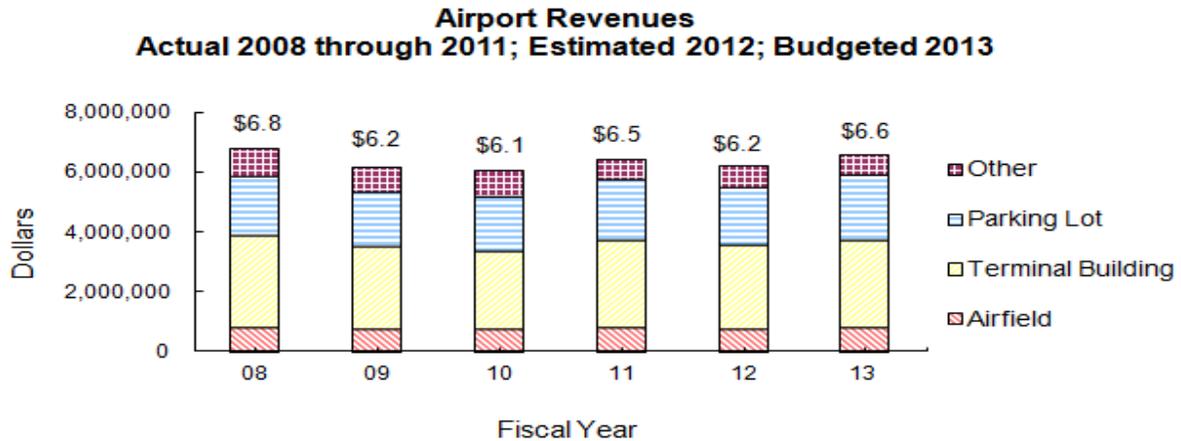


**REVENUES - MAJOR SOURCES AND TRENDS (continued)**

**SANITATION FUND** - The major revenue is net sanitation service to residential and commercial customers. This fee covers both the collection and disposal of waste, and is based on the number of current accounts plus anticipated growth. There is some competition for the commercial service. Revenues will increase because of an increase in rates to cover expanding service areas and continuing increases in landfill costs.

**GOLF COURSE FUND** – Major revenues for this fund include daily green fees and golf cart rentals. The thirty-six (36) hole capacity enables tournament play while maintaining daily fee play. Revisions to the management structure of the course were adopted during FY 2009 in an effort to make the course totally self-supporting. The fee structure coupled with cost containment efforts provides adequate revenues for the course to be self-supporting.

**AIRPORT FUND** - The major revenues of airfield landing fees, terminal building space rentals to the airlines, and parking fees to travelers are all connected to the volume of travel to and from Midland. Estimated Airport Fund revenues reflect Airport Improvement Program Grant revenues (other revenue in the graph below) of \$3.2 million dollars. The graph below provides four years of actual history for these revenue streams with an estimate for fiscal year 2012. Revenues in the graph for fiscal year 2013 are as budgeted.



**HOTEL/MOTEL FUND** - Occupancy Tax revenue is the primary revenue source in this fund, and is budgeted at \$1,380,000 above the previous year as a result of several new hotels. Historical trends are used as a basis for budget projections, tempered by population and economic factors. The trend is being driven by the recovering oil and gas markets.

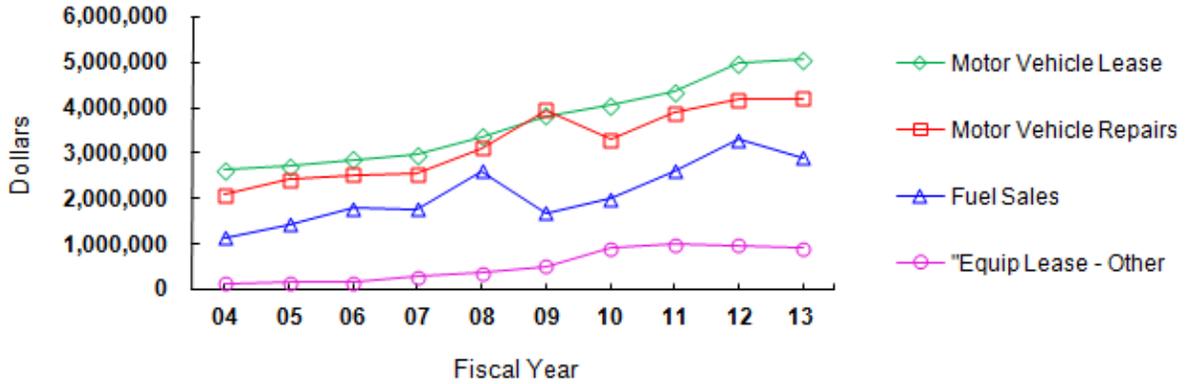
**DEBT SERVICE FUND** – The major revenue source for this fund is ad valorem taxes. The portion of ad valorem tax allocated to this fund is determined by calculating funding necessary to cover debt service requirements for the upcoming year after consideration of current fund balance and estimated interest earnings.

**GARAGE FUND** - This fund is an internal service fund which provides fleet, construction and maintenance equipment to the operating funds. The graph below depicts the four major sources of the charges to other funds. Vehicle lease and repairs are a function of the age of equipment used by the operating funds. Changes in fuel sales revenue is tied closely to the price of fuel.

**REVENUES - MAJOR SOURCES AND TRENDS (continued)**

The scope of the fund has been broadened in recent years to include the acquisitions of other major assets used by the operating funds.

**Garage Fund Revenue Trends**  
**Actual Fiscal Year 2004 through 2011; Estimated 2012; Budgeted 2013**

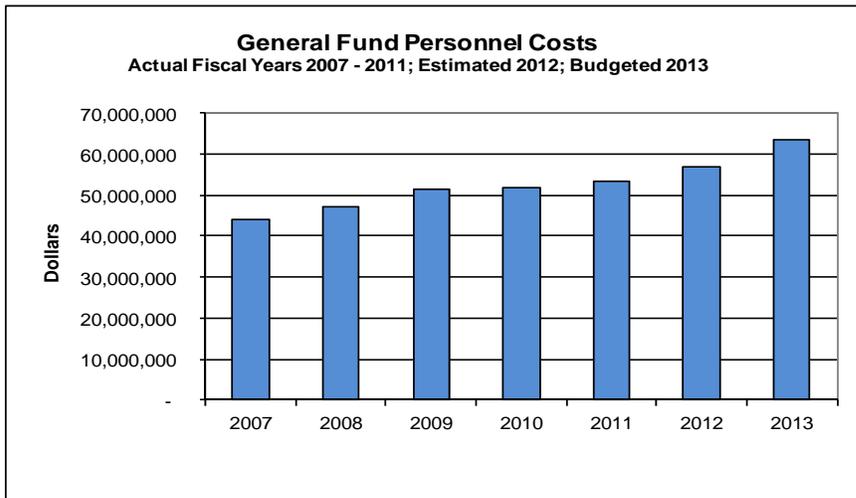


The revenues listed above represent over 75% of the total City operating budget. Please see the Budget message (page i through x) and Significant Changes in Revenue/ Expense (page xxii) for more detail and graphics of revenue history and trends.

**SIGNIFICANT CHANGES IN REVENUES, EXPENDITURES/EXPENSES  
AND CHANGES IN FUND BALANCES/EQUITY**

**GENERAL FUND** – Total General Fund revenues are anticipated to increase by \$7,787,643 for fiscal year 2013 over budgeted fiscal year 2012 revenues. Major components of this increase are a \$5,108,338 increase in sales tax revenue and a \$1,441,486 increase in property tax collections.

Significant expenditure changes include funding of the broadband plan for all non public safety employees and the step progression for all certified police officers and firemen, the addition of six fire fighters, technology initiatives and a significant the increase to the street paving program. Contractual services increased \$1,596,732 for several reasons, including \$537,777 in hire of

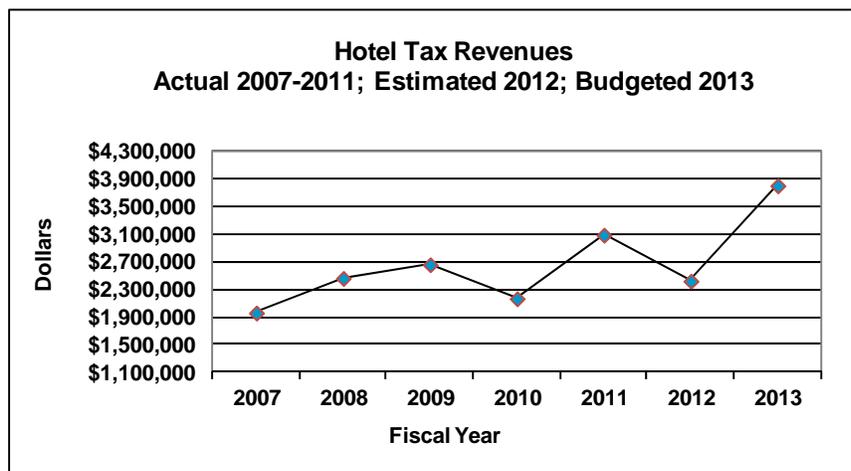


equipment - technology costs and \$292,662 in hardware / software maintenance costs related to technology initiatives. In addition, the amounts budgeted for seal coating and maintenance of streets and roadways increased \$1,500,000 and \$985,000 respectively.

Fund Balance is expected to remain unchanged from fiscal year 2012.

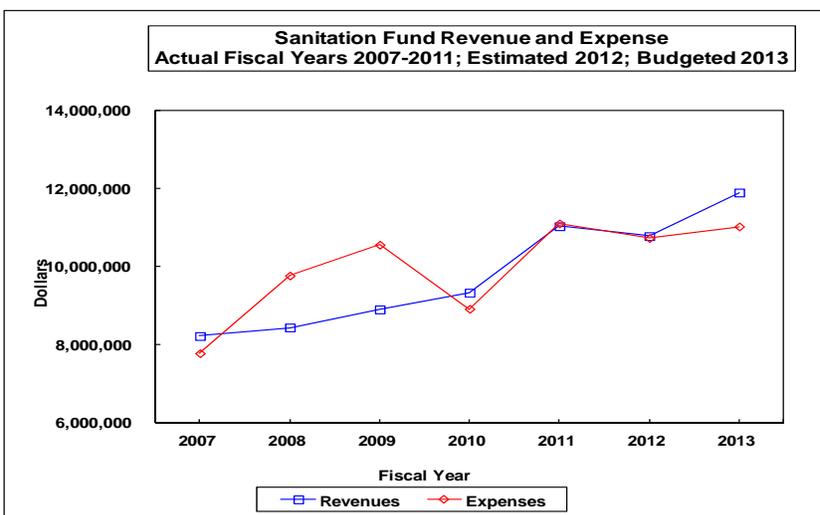
**DEBT SERVICE FUND** – There is a \$672,649 increase in budgeted ad valorem revenue for Fiscal Year 2013. Expenditures for debt service costs reflect an increase of \$572,540 due to the issuance of certificates of obligation in 2012. The ending balance for the fund is approximately one-twelfth of the anticipated Fiscal Year 2012 tax supported debt service costs for the issues serviced by the Fund.

**HOTEL/MOTEL FUND** – Hotel occupancy taxes are budgeted \$1,380,000 above the previous year as a result of anticipated higher occupancy rates and the addition of new hotels. This increase in tax revenue is reflected in an increased fund balance. Funds not appropriated in this budget will be used for other eligible expenditures in the near future.



**SIGNIFICANT CHANGES IN REVENUES, EXPENDITURES/EXPENSES  
AND CHANGES IN FUND BALANCES/EQUITY (continued)**

**WATER AND SEWER FUND** – This fund generates adequate working capital and provides adequate revenues to meet any bond covenant requirements. However, revenues at the current level do not completely cover all of the cost of depreciation and therefore results in a decreasing Fund Equity.



**SANITATION FUND** – An increase in commercial rates and changing the voluntary litter fee to mandatory and increasing the fee to \$1.00 were necessary to offset costs associated with unfunded federal mandates related to operation of the landfill and to improve fund equity in this fund. Revenues generated should provide adequate cash flow to meet the operating needs of the fund and provide for small capital expenditures.

**AIRPORT FUND** – The major revenues in this fund are airfield landing fees, terminal building rentals and parking lot fees. Estimated Airport Fund revenue reflects an increase of \$367,100 of fiscal year 2013 over the budgeted fiscal year 2012 revenue. Estimated Airport Fund expenses, exclusive of matching expenses on grants, are up \$699,274 mainly due to depreciation expense, which reflects \$439,084 more than fiscal year 2012.

**SCHARBAUER SPORTS COMPLEX FUND** – Fiscal year 2013 operating revenues, \$3,656,069, and expenses, \$5,455,308, are budgeted to provide a cash flow of \$0 after consideration of \$1,799,239 in depreciation expense. The Fund Balance is made up almost entirely of capitalized construction costs.

**GARAGE FUND** – This fund is an internal service fund which provides fleet, construction and maintenance equipment to the operating funds. The Garage Fund is anticipated to have a \$0.4 million negative cash flow in fiscal year 2013 and a budgeted \$1.5 million cash flow in FY2012. The Garage Fund budget increased \$1,851,092 or 11.78% due to a combination of factors. Capital items represent the majority of this amount and equipment maintenance costs are expected to increase \$226,450, or 23.5% above fiscal year 2012.

**NONOPERATING FUNDS** – The decrease in the Fund Balance of these funds is directly attributable to the expenditure of funds that have been appropriated for projects currently under way. Any additional appropriations for future projects will result in further decreases in these estimated balances.

**COMPARATIVE REVENUES AND EXPENDITURES  
OPERATING FUNDS**

	<u>CURRENT BUDGET* FY12</u>	<u>PROPOSED BUDGET FY13</u>	<u>INCREASE OR DECREASE</u>
<b>REVENUES:</b>			
General Fund Opns.**	\$ 82,766,755	\$ 90,554,398	\$ 7,787,643
Tax Supported Debt	3,738,301	4,406,350	668,049
Hotel/Motel	2,655,000	4,035,000	1,380,000
Water & Sewer	42,905,400	46,385,000	3,479,600
Sanitation	10,767,000	11,885,000	1,118,000
Golf Course***	1,782,000	2,029,000	247,000
Airport****	9,443,800	9,810,900	367,100
Scharbauer Sports Complex*****	2,628,671	3,656,069	1,027,398
Garage*****	13,513,084	13,154,368	(358,716)
Warehouse*****	844,000	849,000	5,000
Technology*****	64,013	713,095	649,082
<b>TOTAL REVENUE</b>	<b>\$ <u>171,108,024</u></b>	<b>\$ <u>187,478,180</u></b>	<b>\$ <u>16,370,156</u></b>
<b>EXPENDITURES:</b>			
General Fund Opns.	83,101,254	90,554,398	7,453,144
Tax Supported Debt	3,847,014	4,419,554	572,540
Hotel/Motel	2,302,128	2,682,690	380,562
Water & Sewer	51,463,525	59,567,049	8,103,524
Sanitation	11,323,263	11,806,066	482,803
Golf Course	1,964,170	2,219,834	255,664
Airport	10,783,671	11,521,170	737,499
Scharbauer Sports Complex	4,363,803	5,455,308	1,091,505
Garage	15,707,531	17,558,623	1,851,092
Warehouse	860,331	899,345	39,014
Technology	30,000	0	(30,000)
<b>TOTAL EXPENDITURES</b>	<b>\$ <u>185,746,690</u></b>	<b>\$ <u>206,684,037</u></b>	<b>\$ <u>20,937,347</u></b>

\* FY12 Operating budget as amended through 4-30-12.

\*\* General Fund as proposed requires \$0 from reserves.

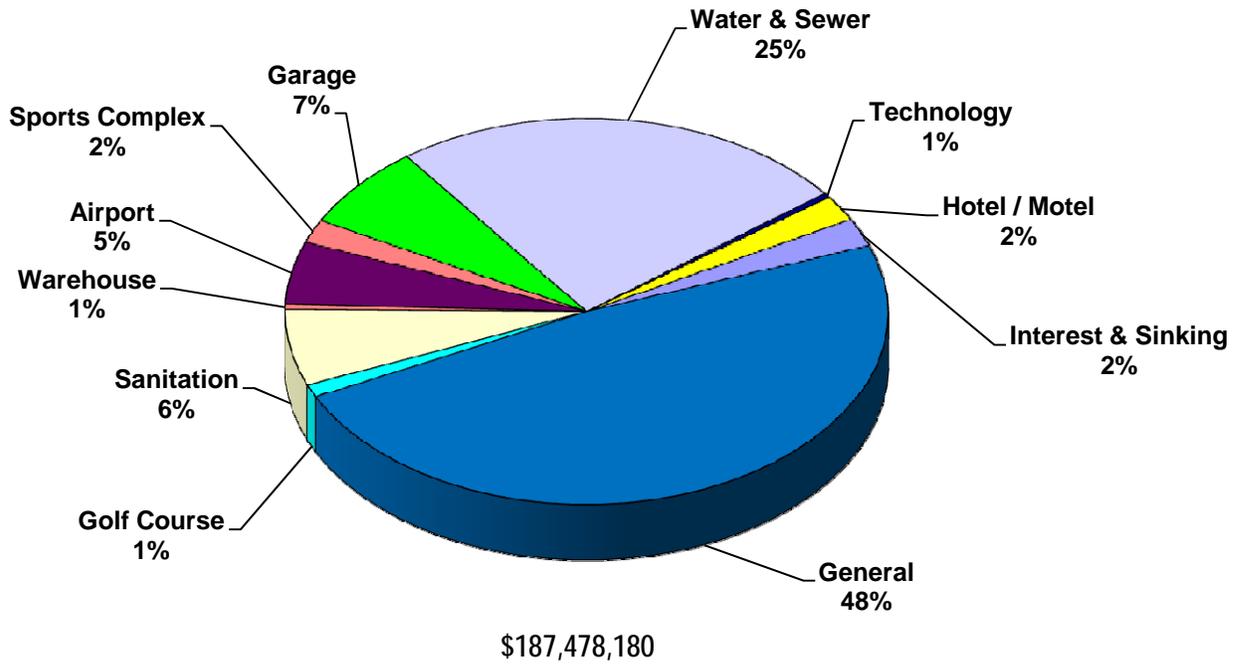
\*\*\* Golf Course includes a \$0 transfer from General Fund.

\*\*\*\* Sports Complex includes a \$565,834 transfer from General Fund and has \$2,287,568 from SCDC.

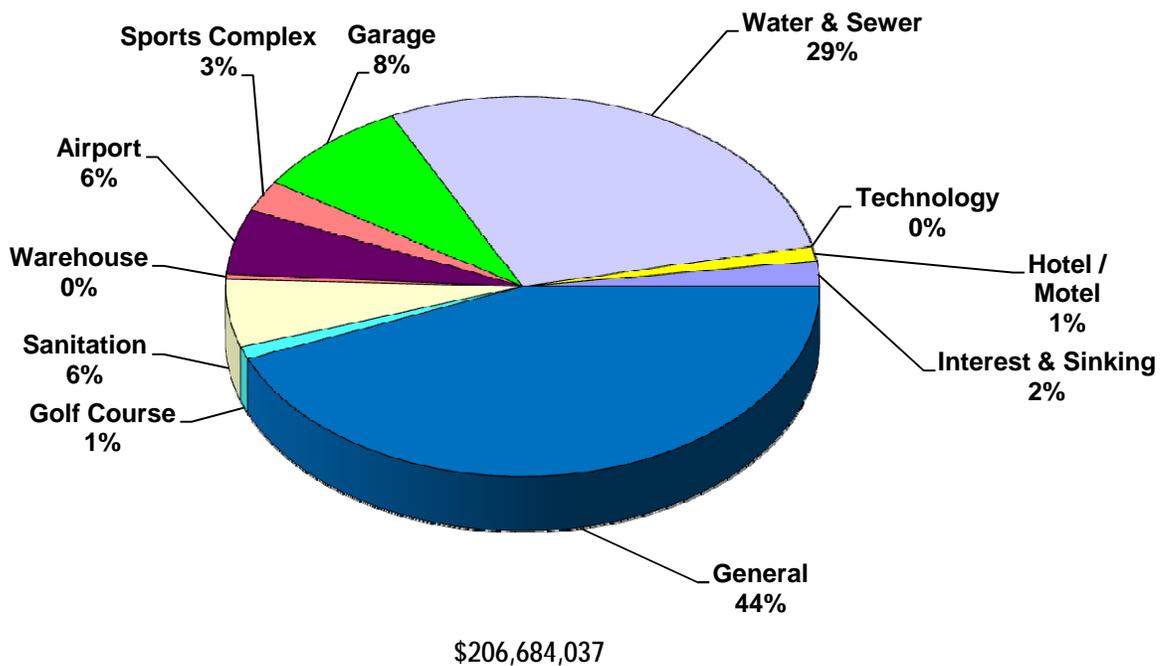
\*\*\*\*\* Includes \$3,200,000 of grant revenues restricted to FAA approved capital projects.

\*\*\*\*\* These Funds derive revenue from the other Operating Funds.

Combined Fund Revenues  
As Budgeted For Fiscal Year 2013



Combined Fund Expenditures / Expenses  
As Budgeted For Fiscal Year 2013



**ESTIMATED AD VALOREM TAX REVENUE  
BUDGET YEAR 2012-2013 (FY13)**

2012 ESTIMATED TAXABLE VALUE:		\$ 7,540,126,431
TAX RATE PER \$100 OF VALUATION		<u>0.461088</u>
TOTAL 2012 TAX LEVY (estimated)		<u><u>34,766,641</u></u>
ESTIMATED 2012 REVENUES AT COLLECTION RATE OF	98.00%	34,071,308
ESTIMATED DELINQUENT COLLECTIONS AT 2% OF PREVIOUS YEAR	\$33,384,453	<u>667,689</u>
ESTIMATED TOTAL COLLECTIONS		<u><u>34,738,997</u></u>
CURRENT INTEREST AND SINKING FUND LEVY		<u><u>4,300,800</u></u>
GENERAL FUND OPERATIONS		\$ <u><u>30,450,231</u></u>

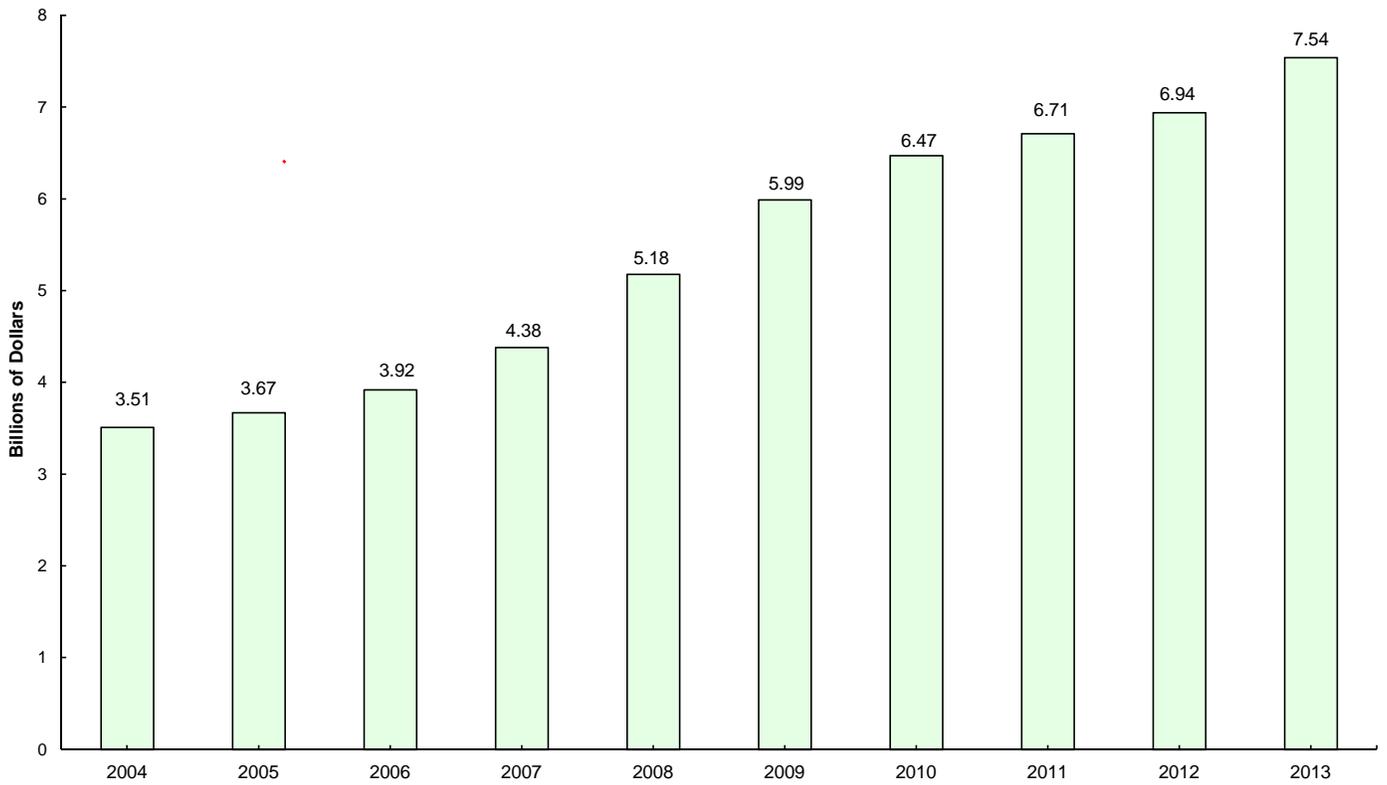
**ESTIMATED DISTRIBUTION OF  
TAX RATE AND REVENUE FROM 2011 AND PRIOR ROLLS**

	<u>RATE</u>	<u>PERCENT</u>	<u>AMOUNTS</u>
GENERAL	\$0.41845	88.92%	\$ 593,707
INTEREST AND SINKING FUND	<u>0.05209</u>	<u>11.08%</u>	<u>73,982</u>
TOTAL	<u><u>\$0.47054</u></u>	<u><u>100.00%</u></u>	<u><u>\$ 667,689</u></u>

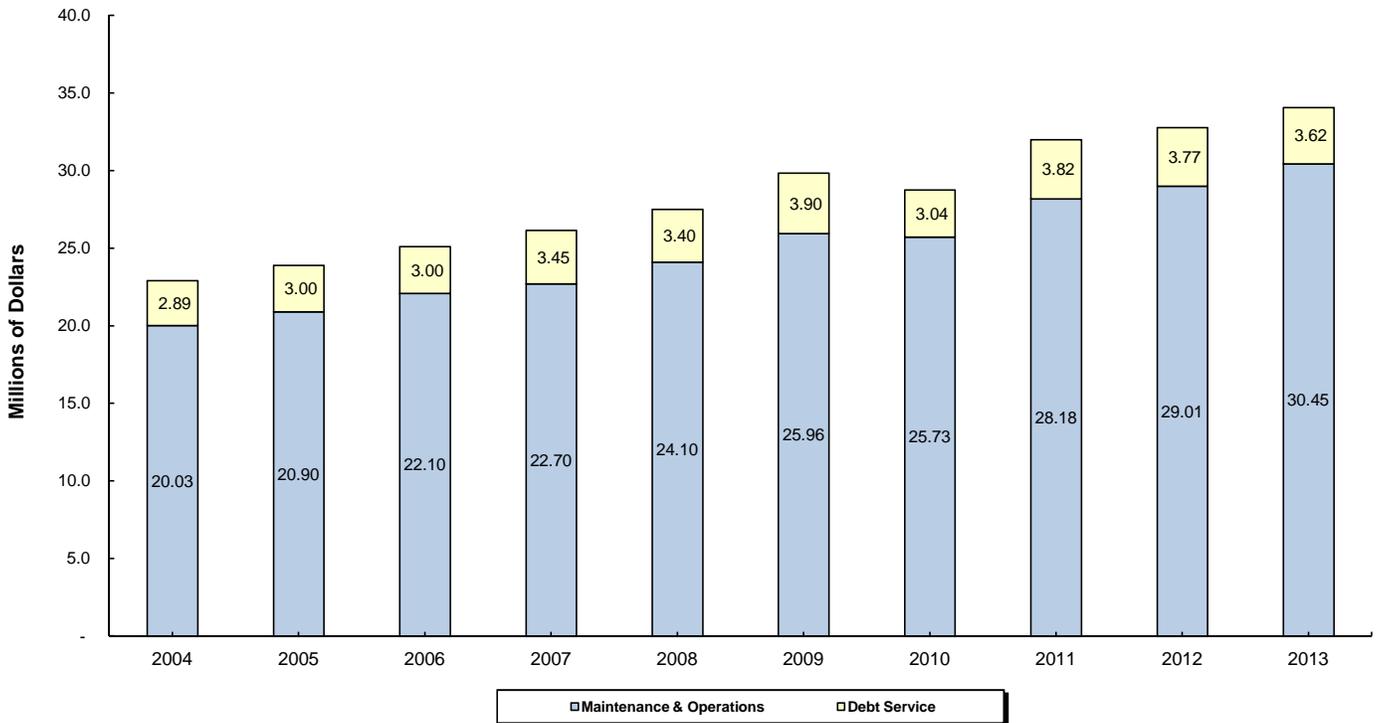
**PROPOSED DISTRIBUTION OF  
TAX RATE AND REVENUE FROM 2012 ROLL**

	<u>CURRENT RATE</u>	<u>CURRENT PERCENT</u>	<u>CURRENT AMOUNTS</u>
GENERAL	\$0.404049	87.63%	\$ 29,856,524
INTEREST AND SINKING FUND	<u>0.057039</u>	<u>12.37%</u>	<u>4,214,784</u>
TOTAL	<u><u>\$0.461088</u></u>	<u><u>100.00%</u></u>	<u><u>\$ 34,071,308</u></u>

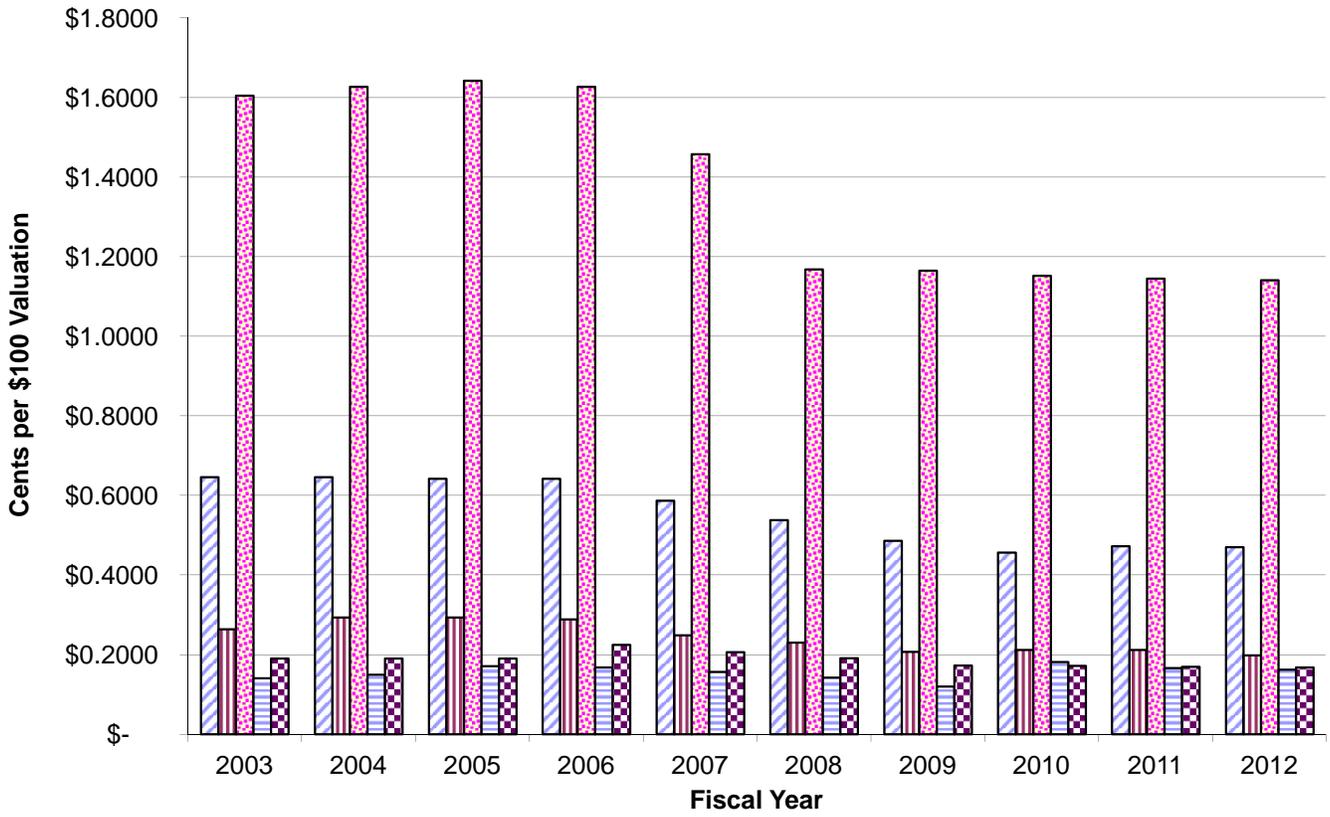
**Assessed Property Tax Valuations  
Actual Fiscal Years 2004 - 2012; Estimated 2013**



**Property Tax Collections  
Actual Fiscal Years 2004 - 2011; Estimated Fiscal Year 2012;  
Budgeted 2013**



**Overlapping Property Tax Rates  
Fiscal Years 2003 through 2012**



City County M.I.S.D. Hospital College

**City of Midland  
Overlapping Property Tax Rates  
Fiscal Years 2001 through 2011**

	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
City	\$ 0.6464	\$ 0.6464	\$ 0.6424	\$ 0.6420	\$ 0.5870	\$ 0.5386	\$ 0.4859	\$ 0.4568	\$ 0.47285	\$ 0.47054
County	0.2637	0.2938	0.2939	0.2885	0.2488	0.2305	0.2075	0.2118	0.21181	0.19821
M.I.S.D.	1.6050	1.6269	1.6425	1.6275	1.4575	1.1681	1.1651	1.1526	1.14505	1.14105
Hospital	0.1412	0.1499	0.1715	0.1684	0.1571	0.1423	0.1202	0.1813	0.16633	0.16220
College	<u>0.1906</u>	<u>0.1906</u>	<u>0.1906</u>	<u>0.2247</u>	<u>0.2062</u>	<u>0.1911</u>	<u>0.1729</u>	<u>0.1719</u>	<u>0.16990</u>	<u>0.16786</u>
<b>Total</b>	<b>\$ 2.8469</b>	<b>\$ 2.9076</b>	<b>\$ 2.9409</b>	<b>\$ 2.9511</b>	<b>\$ 2.6566</b>	<b>\$ 2.2706</b>	<b>\$ 2.1515</b>	<b>\$ 2.1744</b>	<b>\$ 2.1659</b>	<b>\$ 2.13986</b>

**SUMMARY OF PERSONNEL BY DEPARTMENT  
AND UNIT**

DEPARTMENT / UNIT	FULL-TIME EMPLOYEES		
	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
<b>Legislative (000)</b>			
Legislative (0000)	7.00	7.00	7.00
<b>Administration (005)</b>			
City Manager's Office (0005)	5.00	5.00	5.00
Public Information Office (0007)	0.00	2.00	2.00
Downtown Development (0008)	0.00	0.00	1.00
Internal Audit (0045)	1.00	1.00	1.00
TOTAL	<u>6.00</u>	<u>8.00</u>	<u>9.00</u>
<b>Municipal Court (010)</b>			
Municipal Court (0010)	22.00	23.00	23.00
<b>Legal (015)</b>			
Legal (0015)	8.00	7.50	8.50
<b>City Secretary (020)</b>			
City Secretary (0020)	4.00	4.00	4.00
<b>Administrative Services (025)</b>			
Administrative Services (0025)	6.00	5.00	5.00
Employee Health (0026)	2.00	3.00	2.00
TOTAL	<u>8.00</u>	<u>8.00</u>	<u>7.00</u>
<b>Information Systems (030)</b>			
Information Systems Administration (0030)	3.00	3.00	3.00
Communications (0031)	31.00	31.00	31.00
Information Systems (0032)	19.00	18.00	18.00
Communications Maintenance (0033)	1.00	1.00	2.00
TOTAL	<u>54.00</u>	<u>53.00</u>	<u>54.00</u>
<b>Finance (035)</b>			
Accounting (0035)	16.00	16.00	16.00
Investments (0037)	1.00	1.00	1.00
Meter Shop (0340)	6.00	6.00	6.00
Customer Service (0345)	24.00	24.00	25.00
TOTAL	<u>47.00</u>	<u>47.00</u>	<u>48.00</u>
<b>General Services (040)</b>			
Purchasing (0040)	5.05	5.05	5.05
Facilities Services (0041)	5.15	5.15	5.15
Risk Management (0042)	2.00	2.00	3.00
Vehicle Service (0751)	10.80	10.80	10.80
Garage (0752)	18.00	18.00	18.00
Warehouse (0760)	1.00	1.00	1.00
TOTAL	<u>42.00</u>	<u>42.00</u>	<u>43.00</u>

**SUMMARY OF PERSONNEL BY DEPARTMENT  
AND UNIT**

DEPARTMENT / UNIT	FULL-TIME EMPLOYEES		
	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
<b>Development Services (075)</b>			
Planning and Development (0055)	6.00	7.00	8.00
CDBG Administration (0056)	3.00	3.00	3.00
Code Administration (0060)	23.00	25.00	27.00
TOTAL	<u>32.00</u>	<u>35.00</u>	<u>38.00</u>
<b>Engineering Services (080)</b>			
GIS Administration (0075)	6.00	6.00	7.00
Engineering Services (0080)	15.00	16.00	16.00
Transportation (0085)	63.00	63.00	63.00
Water and Sewer Operations (0335)	32.00	32.00	32.00
TOTAL	<u>116.00</u>	<u>117.00</u>	<u>118.00</u>
<b>Community Services (090)</b>			
Parks (0090)	40.00	40.00	40.00
Animal Services (0091)	13.00	13.00	13.00
Recreation (0093)	4.00	7.00	7.00
Health and Senior Services (0100)	19.00	19.00	19.00
Golf Course (0410)	7.00	7.00	7.00
Pro Shop Operations	3.00	3.00	3.00
TOTAL	<u>86.00</u>	<u>89.00</u>	<u>89.00</u>
<b>Police (110)</b>			
VCLG Program (0105)	1.00	1.00	1.00
Airport Police (0107)	14.00	14.00	14.00
Police Administration (0111)	13.00	13.00	13.00
Support Services (0112)	43.00	44.00	44.00
Field Operations (0113)	122.00	120.00	126.00
Investigative Services (0114)	46.00	47.00	47.00
TOTAL	<u>239.00</u>	<u>239.00</u>	<u>245.00</u>
<b>Fire (115)</b>			
Fire (0115)	171.00	177.00	183.00
Fire Training (0116)	4.00	4.00	4.00
Fire Prevention (0119)	8.00	8.00	8.00
Emergency Medical Services (0120)	3.00	3.00	3.00
Airport Fire (0122)	13.00	13.00	13.00
TOTAL	<u>199.00</u>	<u>205.00</u>	<u>211.00</u>
<b>Nondepartmental (150)</b>			
Nondepartmental (0150)	<u>2.00</u>	<u>1.00</u>	<u>1.00</u>

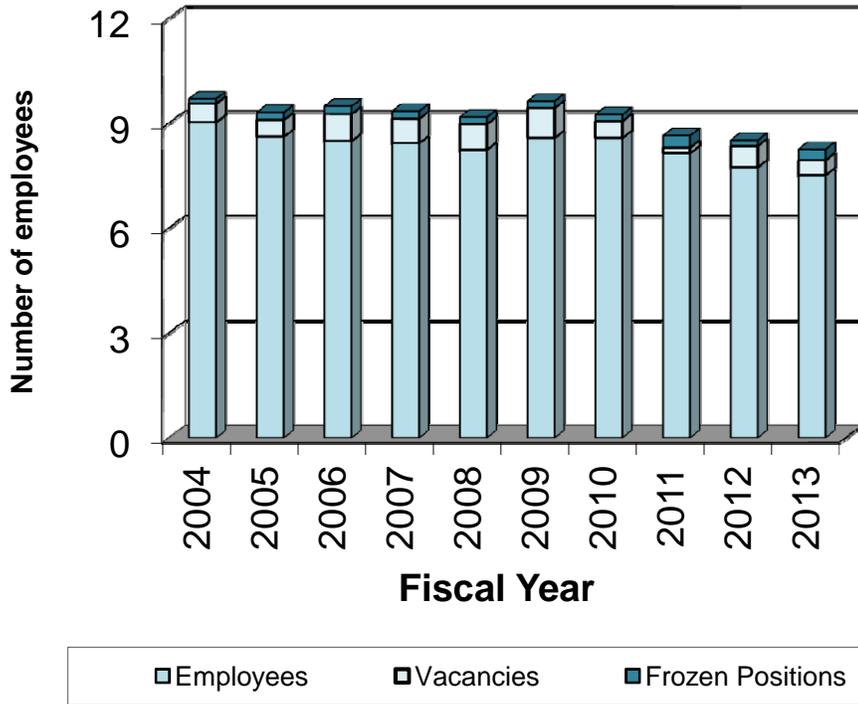
**SUMMARY OF PERSONNEL BY DEPARTMENT  
AND UNIT**

DEPARTMENT / UNIT	FULL-TIME EMPLOYEES		
	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
<b>Utilities (300)</b>			
Utilities Administration (0300)	4.00	4.00	3.00
Environmental Compliance (0301)	11.00	6.00	6.00
Paul Davis Well Field Operation (0305)	2.00	2.00	2.00
Airport Well Field & Tower Operation (0306)	2.00	2.00	2.00
Water Pollution Control Plant (0310)	11.00	14.00	15.00
Spraberry Farm (0315)	4.00	4.00	4.00
Purification Plant (0320)	15.00	17.00	18.00
TOTAL	<u>49.00</u>	<u>49.00</u>	<u>50.00</u>
<b>Sanitation (430)</b>			
Solid Waste Management (0400)	46.00	46.00	44.00
Recycle (0402)	0.00	0.00	4.00
Landfill (0405)	12.00	12.00	12.00
TOTAL	<u>58.00</u>	<u>58.00</u>	<u>60.00</u>
<b>Airport (500)</b>			
Airport Operations (0500)	34.00	34.00	34.00
 <b>TOTAL CITY PERSONNEL</b>	 <u><u>1,013.00</u></u>	 <u><u>1,026.50</u></u>	 <u><u>1,049.50</u></u>

**SUMMARY OF PERSONNEL BY FUND**

FUND	FULL-TIME EMPLOYEES		
	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
General Fund	770.20	783.70	802.70
Water and Sewer Fund	111.00	111.00	113.00
Sanitation Fund	58.00	58.00	60.00
Golf Course Fund	10.00	10.00	10.00
Airport Fund	34.00	34.00	34.00
Garage Fund	28.80	28.80	28.80
Warehouse Fund	1.00	1.00	1.00
TOTAL	<u><u>1,013.00</u></u>	<u><u>1,026.50</u></u>	<u><u>1,049.50</u></u>

**City of Midland  
Employees per 1,000 Population  
Fiscal Years 2004 through 2013**



In the graph above, Employees represents the actual number of employees on the City payroll, Vacancies are budgeted positions waiting to be filled. Frozen Positions are unfunded budget positions which may be filled only upon approval of the City Manager.

Fiscal Year	Population	Actual Number of Employees	Vacant Positions	Frozen Positions	Budget Positions
2004	98,285	887	47	21	955
2005	99,623	858	77	22	957
2006	102,073	866.5	71	22	959.5
2007	104,156	878	76	21	975
2008	106,561	878	91	21	990
2009	108,666	932	52.5	20	1004.5
2010	111,147	953	18	38	1009
2011	113,931	927	69	19	1013
2012	115,892	896.5	50	36	1026.5
2013	117,967	885.5	108	22	1049.5

Actual Number of Employees represents employees on the City payroll as of September 30 of each year. Fiscal year 2012 is estimated and 2013 is budgeted.

To meet the demands of a growing city, six additional firefighters are included in the 2013 budget at a cost of \$360,000. During 2012, the City added a Downtown Development Director. This was effective late in fiscal year 12 and is reflected in both 2012 and 2013 count. A reorganization of the Development Services and Utilities created the Engineering Department and moved GIS, Transportation, Water and Wasterwater Maintenance and Engineering to the new department. This reorganization had no budget impact but moved several positions for the 2013 budget. A minor reorganization within the Sanitation created the Recycle Division, this reorganization also had no budget impact but resulted in positions being moved within the department. Due to improved economic conditions, many of the frozen positions from previous years have been reopened. Vacancies, however, began to increase during 2011 due to a tight labor market. This trend is expected to continue in 2013 as competition with local employers increase.

**QUICK FACTS**

- \* **LOCATION:** West Texas, midway between Dallas / Fort Worth and El Paso along Interstate 20 with an area of 71.32 square miles
- \* **WEATHER:** March/71° ; June/93°  
September/86° ; December/58°
- \* **FORM OF GOVERNMENT:** Council-Manager
- \* **CITY PROPERTY TAX RATE:** .461088 / \$100 valuation
- \* **MEDIAN AGE:** Female - 35.15; Male - 32.74
- \* **MEDIAN HOUSEHOLD INCOME:** \$53,965
- \* **EDUCATION:**  
University of Texas at the Permian Basin - 4 year University  
Midland Community College - 2 year Community College  
Advanced Technology Center - Workforce Training Center  
Midland Independent School District -  
3 high schools  
2 freshman high schools  
4 junior high schools  
24 elementary campuses  
4 special purpose centers  
9 private schools
- \* **HEALTHCARE:**  
4 Hospital (5 Facilities)  
290 Doctors  
10 Nursing/Retirement Homes
- \* **CHURCHES:** 175 - All Denominations
- \* **ENTERTAINMENT:**  
14 Movie Screens/ 1 Movie Theatres  
Drive in Movie/ 3 Screens  
Midland Community Theatre  
Midland/Odessa Symphony and Chorale  
Commerative Air Force Museum  
Petroleum Museum  
Museum of the Southwest  
George W. Bush Childhood Home  
Midland Rockhounds AA Affiliate of Oakland A's



- \* **ETHNICITY PERCENT:**  
White - 75.5% ; Hispanic - 37.6% ;  
Black - 7.9% ;  
Asian Pacific Islander - 1.4%  
  
Due to methods used to determine ethnicity,  
the total of these numbers is greater than 100%
- \* **TRANSPORTATION:**  
3 Major airlines  
Interstate 20, State Highway 349  
East West Rail Line - Union Pacific  
Mass Transit - EZ Rider - 6 Routes
- \* **RECREATION:**  
41 playgrounds, 2 public pools  
2 public/daily fee gold courses  
4 private gold courses  
Tennis courts: 77 Community courts  
40 Private courts  
64 baseball and softball fields  
52 soccer fields, 50 park sites  
Skate Park, BMX Park, Dog Park  
Scharbauer Sports Complex:  
minor league baseball stadium  
high school football/soccer stadium  
One public community center  
One public library
- \* **MEDIA:**  
ABC, NBC, CBS, FOX,  
Univision, Telemundo, and PBS  
3 AM & 13 FM Radio Stations  
Midland Reporter -Telegram:  
22,000 plus circulation

**MAJOR EMPLOYERS IN THE CITY OF MIDLAND**

<u>Company</u>	<u>Type of Business</u>	<u>Estimated Employees</u>
Midland Independent School District	Public Education	2,887
Midland Memorial Hospital and Medical Center	Health Care	1,645
Dawson Geophysical	Oil and Gas	1,463
City of Midland	City Government	937
Pioneer National Gas Resources USA	Mineral Operations and Interests	900
Midland College	Education	787
Texas Health & Human Services	State Government Agency	700
Warren Equipment Companies	Manufacturing	620
Midland County	County Government	608
Basic Energy Services	Oil and Gas	582

**TOP TEN TAXPAYERS**

<u>Name of Taxpayer</u>	<u>Nature of Property</u>	<u>2012 Taxable Assessed Valuation</u>	<u>% of Total Taxable Assessed Valuation</u>
Midland Investors LLC	Real Estate	\$83,725,920	1.21%
Basic Energy Service	Oil and Gas	\$47,470,340	0.68%
Oncor Electric Delivery Co LLC	Electric Utility	\$42,373,150	0.61%
Midland Park Mall LP	Retail Sales	\$36,014,210	0.52%
Walmart Stores	Department Store	\$34,660,020	0.50%
Claydesta Buildings LP	Real Estate	\$30,178,140	0.44%
Pioneer Natural Resources	Oil and Gas	\$29,385,900	0.42%
Artificial Lift Div Of STC	Oil and Gas Equipment	\$24,861,820	0.36%
KLP Blue Ridge Apts LP	Real Estate	\$23,765,340	0.34%
SC Midland LLC	Real Estate	\$23,640,000	0.34%
		<b>\$376,074,840</b>	<b>5.42%</b>

**TEN LARGEST WATER AND WASTEWATER CUSTOMERS**

**WATER CONSUMPTION**

Customer	Type of Industry
City of Midland	Incorporated City
Midland Independent Schools	Public Schools
Midland College	Community College
Southwest Deli Group	Corporate Restaurant
Memorial Hospital	Hospital
Northridge Court Apartments LP	Apartments
American Opportunity(Bromley)	Apartments
Fasken Midland LLC	Corporate
The Summit Building	Corporate
Kington Properties	Apartments

**WASTEWATER VOLUME**

Customer	Type of Industry
Memorial Hospital	Hospital
Midland Independent Schools	Public Schools
The Summit Building	Corporate
Fasken Midland LLC	Corporate
Culligan Soft Water	Corporate
Midland College	Community College
H.E.BUTT Grocery	Corporate
Claydesta Centre	Corporate
Superwash Coin	Laundry
Midland County	County Administration

**POPULATION DATA\***

1920	1,795
1930	5,484
1940	9,352
1950	21,713
1960	62,625
1970	58,199
1980	70,525
1990	89,793
2000	94,996
2008	106,561**
2009	108,666**
2010	111,147*
2011	113,931*

\* Source: U.S. Census Bureau unless otherwise noted

\*\* Source: City of Midland estimate

## MISCELLANEOUS STATISTICAL DATA

Date of incorporation	January 11, 1911
Date of adoption of City Charter	November 5, 1940 Amended May 4, 1996
Miles of streets and alleys:	
Streets - Paved	741
Streets - Unpaved	28
Alleys - Paved	133
Miles of storm sewer:	43
Miles of sanitary sewer:	585
Number of street lights:	6,096
Number of signalized locations:	118
Police Protection:	
Number of stations:	1
Number of employees (including 49 civilians):	223
Fire Protection:	
Number of stations:	9
Number of employees (including 4 civilians):	184
Building permits:	
Permits issued:	8,161
Building valuations:	\$246,620,998
Municipal Water Utility:	
Number of active accounts:	37,767
Daily average consumption (MGD):	19
System capacity (gallons):	51,000,000
Miles of water mains:	771
Number of fire hydrants:	3,425
Airport:	
Passenger boardings:	463,874
Runway system:	
1 - 8,302' by 150' primary runway with high intensity lighting, VASI-4 and FAA-operated instrument landing system and precision instrument marking;	
1 - 9,501' by 150' secondary runway with high intensity lighting and VASI-4;	
1 - 4,605' by 75' general aviation runway; and	
1 - 4,339' by 100' general aviation runway.	

**SECTION II**

**PROCEDURE AND POLICY**

## INDEX OF PROCEDURES AND POLICIES

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## PROCEDURES

### THE BUDGETING PROCESS

Preparation and administration of a city government's budget is one of the most important activities in any municipal operation. Careful planning of revenues and expenditures has become increasingly significant in the face of an uncertain economy, stagnant revenues, and increasing demands for service. Budget preparation should be among the top priorities of departments and divisions. It is essential that departments examine their operations carefully during this process, to ensure that approved funding provides those services most needed and desired by the public, in the most efficient and economical manner possible.

A budget plans and coordinates revenues and expenditures. In our organization budget preparation begins at the lowest possible level of operations. These budgets are then reviewed at higher levels of management to assure that proposed programs serve the needs of the community and support the overall goals that have been identified by City Council and the public.

The City Manager reviews the budgets for each Department, as well as revenue estimates, and the city-wide budget is prepared which incorporates all funding requests and expected revenues.

The City Council reviews the proposed budgets for General, Enterprise, Internal Service, Special Revenue, and Interest and Sinking Funds, makes adjustments, sets the tax rate, and holds public hearings on the budget. After the second reading of the budget ordinance, the Council approves the budget and it becomes the official operating plan for the City of Midland for the upcoming Fiscal Year (October 1 - September 30).

The final budget is designed as a reference and resource tool, not only for internal use, but for use by bond rating agencies, insurance companies, external auditors, and other cities. It contains detailed expenditure information on personnel, supplies, maintenance, other charges, and capital outlays as budgeted for the current fiscal year and the approved budget for the next fiscal year.

The City of Midland uses traditional line item budgeting to determine its operating budget. During the budget process, we must annually reexamine existing program activities and analyze the effect of reducing or reallocating current levels of resources. Reevaluation of programs allows us to respond to our changing economic and political environment and the needs of the community, citizens, and our employees.

After budget adoption, the City Manager may make amendments to and between departments and divisions unless such amendments would increase the total appropriation within a fund. Department managers are authorized to approve amendments of amounts between line items within a division if such transfers do not significantly change the work program contemplated in the approved budget.

The budget process is designed to identify and plan the functions, activities and accomplishments of the City of Midland, as well as plan for its financial needs.

All employees should have a role in the budget process. They are responsible for promoting acceptance and understanding of the budget as a planning and management tool. The budget process gives our employees the opportunity to evaluate their operations, identify needed

### **THE BUDGETING PROCESS (continued)**

changes, and provides opportunities to make services more efficient and/or effective, and recommend allocating limited funds to best achieve divisional and organizational goals.

Each level of management performs a specific function. They are described below:

#### **I. The Department Head should:**

- A. Oversee the preparation of the appropriate budget(s).
- B. Meet with the Division Heads within his/her department to review and analyze budget requests to assure that programs and activities are needed, that objectives can be accomplished within established criteria, that adequate resources are requested, and that line item requests are consistent with the department's demonstrated historical need and in accordance with guidelines set in budget manuals and management directives.
- C. Review all available activity and performance measures to determine if they accurately reflect major activities.
- D. Prepare a recommended budget for the city Management Team to review, and make available any backup or historical information necessary to justify the amounts requested.

#### **II. The Deputy City Manager/Assistant City Manager should:**

- A. Meet with the Department Heads under his/her supervision and review their proposed budgets.
- B. Discuss and evaluate estimated expenditures to determine if proposed programs are consistent with the goals of the city organization. The Deputy City Manager/ Assistant City Manager should focus on the broader spectrum regarding services to be provided and ensure they help achieve the overall goals set by the City Council.
- C. Critically review recommended organizational restructuring, staffing level adjustments, and other changes to assure that the results will increase operating capabilities, productivity, and/or efficiency of the unit requesting the change.
- D. Identify and review major policy recommendations by subject and cost, and summarize their impact on city government.
- E. Coordinate proposed expenditures, review backup documentation related to questionable expenditures, provide for the availability of any additional information that may be necessary, and prepare a recommended budget for review by the City Manager.

#### **III. Finance and Accounting will:**

- A. Develop and implement a budgeting process that facilitates budget preparation on a city-wide basis.

**THE BUDGETING PROCESS (continued)****III. Finance and Accounting will: (continued)**

- B. Develop revenue projections to aid in determining expenditure levels.
- C. Provide budget forms, instructions, expenditure schedules, and other budgetary assistance and information to assure proper preparation of the final budget documentation.
- D. Review preliminary budget requests for accuracy, completeness, and preparation in accordance with budget manual instructions.
- E. Provide assistance to the City Manager during reviews, and provide any information or backup documentation required for thorough evaluation.
- F. Perform analyses and comparisons of proposed budget amounts to determine the effects proposed expenditures will have on the fiscal soundness of the City of Midland, and provide results to city management.
- G. Provide official proposed budget documents for review by Council, and provide preliminary budget document to be filed with the City Secretary. These documents will be provided at time intervals prescribed in the Budget Calendar.
- H. Coordinate printing of the adopted budget in its final form, assure that the document is properly filed with the County Clerk, and provide for distribution of approved budget documents to departments in a timely manner.

**IV. The City Manager should:**

- A. Review proposed budgets with Deputy City Manager, Assistant City Manager and Department Heads.
- B. Assure that proposed expenditures do not exceed expected revenues from municipal operations.
- C. Examine proposed organizational changes and review their proposed effectiveness in meeting the desired goals.
- D. Evaluate programs, backup information, and expenditures to determine the appropriateness of each in response to Council goals.
- E. Coordinate preparation of budget, and research the preparation budget summaries, schedules, and other information required for budget presentation to the City Council.
- F. Coordinate preparation of budget presentation and review sessions with the City Council.

**BUDGET DEVELOPMENT CALENDAR**

January	Budget team meets to review budget process for possible changes or major impacts and to establish budget calendar.
February	City manager reviews budgetary guidelines with City Council in briefing session.
Early March	Budget Preparation Packets are distributed to departments during a Budget Training Session. Packets contain instructions and information regarding personnel budget estimates, facility needs, equipment needs, computer hardware/ software and radio needs and the capital improvement program. Guidelines provided for budget preparation by Council. Letter sent to outside agencies asking for their budget requests and documentation. Departments submit Position Analysis Requests (PAQ's) to Human Resources for review.
Late March	Department submits request forms with justifications for equipment, facility needs, hardware/ software and radios for analysis.
Early April	Deadline for outside agency requests to City Manager.
Late April	Hardware/ software, radio, hire of equipment, and facilities justifications are returned to Department/ Division Heads with cost analysis. Departments complete revenue estimates and return them to Finance
April - June	Hotel/ Motel Advisory Board and Economic Development Advisory Board review of funding requests.
May	Personnel estimates are returned to Departments. (PAQ results included) Departments return completed budget requests and Capital Improvement Program data to Accounting for review and data entry. Revenue estimates are provided to City Manager.
May - June	Joint review of budgets by Department Heads. Budget Officers, and City Manger.
June	Final review and changes to budget requests prior to Council workshop. Budget delivered to City Council.
July	Budget workshops and briefing period held with City Council and Management. Calculation of effective tax rate. Proposed budget filed with City Secretary's Office and posted on City's website. Publish first "Notice of Public Hearing on Tax Increase."
August	Publish additional notices of public hearings, as required by state law, on tax increase, public hearing on budget, and vote on tax rate. Hold public hearings in accordance with applicable provisions of state law. Council votes to establish the tax rate and adopt the budget ordinance. Budget document finalized and sent to printer.
September	Budget distributed to Departments.

## **THE BUDGET AND THE CAPITAL IMPROVEMENT PROGRAM**

The CIP is separate and distinct from the operating budget of the City. However, the projects completed most generally have a budgetary impact in the year of completion. These impacts, if known or quantifiable, are presented in the Capital section on a project-by-project basis.

A listing of all CIP projects currently funded and in progress is provided in the Capital portion of the budget book as is a listing of projects in the five year capital needs assessment. Inherent in this needs assessment is the consideration of the operating budget impact in future years of the proposed project as presented on the summary of the five years needs assessment.

A listing of all currently available capital projects funds is included in the Capital section of the budget. These dollars, which, subject to restrictions in bond covenants, may be used to fund some of the proposed CIP in conjunction with possible future debt issues, operating revenues, grants, or other funding sources available to the City.

### **PROCEDURE**

Each department of the City of Midland will prepare and submit to the City Manager's Office a CIP Request Form for each requested project. These requests are reviewed by both the City Manager, and Finance office. Preliminary CIP's are presented to the City Council for review and approval.

#### **A. PROJECT DETERMINATION:**

Each department must assess its needs and develop a list highlighting priorities. Since needs are constantly changing, this list should be revisited and updated annually. Before stating a capital need, the Department Head should identify those needs by including the following:

1. The project's relationship to the City of Midland's Goals and Needs.
2. The projects relationship to Departmental Goals.
3. An evaluation of existing facilities and/or structures.
4. Necessary time periods (i.e. planning, construction and preparation)
5. The impact of not implementing/ including the project in the CIP.

#### **B. ORGANIZATION DECISION:**

If a capital requirement need requires a determination at a divisional level, then the department head should assign the responsibility to the appropriate division head. A review of all aspects of the request should be conducted by the department head.

The department head will determine which projects are to be included in the CIP request forms. The ability of the department's capacity to carry out all factors of the request should be considered.

#### **C. AMENDMENTS:**

An amendment request to a CIP should be submitted to the City Manager's Office on the Capital Improvement Request Form and clearly marked as an amendment. After a review by all concerned parties, the request will be submitted to the City Manager. The City Manager

**THE BUDGET AND THE CAPITAL IMPROVEMENT PROGRAM (continued)****PROCEDURE (continued)****C. AMENDMENTS: (continued)**

will review the proposed amendment and submit the request along with recommendation to the City Council.

**CALENDAR.**

Important dates to remember during the CIP process are summarized below:

April	(1st week)	CIP material sent to departments.
May	(1st week)	CIP requests due in to Assistant City Manager (ACM)
June	(1st week)	CIP requests reviewed and/or ranked by respective Assistant City Manager (ACM).
June	(2nd week)	Preliminary CIP requests sent to Finance.
July	(1st week)	ACM and Finance discuss CIP.
July	(2nd week)	ACM recommendations sent to City Manager (CM).
August	(1st week)	CM/ ACM/ Finance final review of CIP.
August	(2nd week)	CM presents tentatively approved CIP to City Council for adoption.
January-February	(1st week)	Bond issued when required.

## POLICIES

### CAPITAL IMPROVEMENT PROGRAM POLICY

#### I. PURPOSE

The purpose of the Capital Improvement Program (CIP) is to implement and facilitate the City's Master Plan. Also, new items and replacements may be considered for major public improvements. Due to the limited amount of available funds, the CIP serves to establish a priority for the many necessary projects. Therefore, the CIP will be updated annually in order to incorporate the changing priorities, needs, and funding sources.

The CIP is a necessary tool in the capital planning process, insuring that:

- A. City funds will be spent for improvements compatible with the City's long term goals and needs.
- B. City funds will be spent on high priority projects first.
- C. Improvements will not cause a financial burden on the City.

Generally, capital projects consist of purchasing, building, or renovating land and/or structures. Common CIP projects include but are not limited to roads, water & sewer line extensions, park developments and new city facilities such as: recreation centers, fire stations, airports, or water treatment facilities.

Major maintenance projects, such as street resurfacing or placing a new roof on a building, are not included in the CIP. Although these projects may meet the cost and useful life criteria for a CIP project they generally do not result in a new structure or a structure altered in design or use. Instead, these projects are periodically necessary to keep structures or facilities operating properly. These items will be included in the City's operating budget.

#### II. DEFINITIONS

- A. CITY OF MIDLAND MASTER PLAN:

A long range project plan to facilitate the development of the City.

- B. CAPITAL IMPROVEMENT PROGRAM (CIP):

A schedule of capital expenditures to be incurred over a five year period to carry out the City's program of public service.

- C. CAPITAL IMPROVEMENT:

An expenditure in excess of \$15,000 for the planning, design and construction of a physical improvement and/or associated fixed equipment and having a useful life of five years or more. An initial project cost shall include all factors of the project (i.e. land, buildings, machinery, and equipment). This definition is intended to include, but not limited to, the following:

**CAPITAL IMPROVEMENT PROGRAM POLICY (continued)****II. DEFINITIONS (continued)****C. CAPITAL IMPROVEMENT: (continued)**

1. Land: All related expenditures for land whether or not they meet the dollar limitation previously mentioned. This includes right-of-way acquisitions.
2. Structures: All related expenditures for structures regardless of cost (i.e., architectural, renovation, addition to, engineering).
3. Machinery and Equipment: All related expenditures for machinery, furnishings, and equipment that are a part of the structure at the time of initial acquisition or construction. Such items that are not related at initial acquisition or construction must have a useful life of seven (7) years or more and cost \$25,000 or more to be included in the capital improvement program.

**III. POTENTIAL FUNDING SOURCES**

The City raises funds to finance capital improvements primarily by using reserves, through user fees, by grants in aids from other governmental units, and by issuing bonds.

**A. EXPENDABLE/AVAILABLE RESERVES:**

They are the "reserves" of the City. They can be used for any purpose approved by the City Council, unless constrained by ordinance.

**B. ENTERPRISE FUNDS:**

The City of Midland operates five Enterprise Funds - Solid Waste, Utilities, Airport, Scharbauer Sports Complex, and the Golf Course. Each entity operates solely on the revenue it generates. This revenue comes in the form of service fees, assessment fees and participation fees (user fees).

**C. ASSISTANCE FROM OTHER GOVERNMENTS:**

1. Federal Assistance: The Federal Government provides monetary assistance in the form of grants for various programs and projects. Certain restrictions may be attached.
2. State Assistance: The State Government provides local governments with loans and other assistance to ensure the delivery of services. Certain restrictions may be attached.

**D. BONDS:**

The City of Midland has the ability to issue bonds and incur debt based on its ability to pay and its credit rating.

**CAPITAL IMPROVEMENT PROGRAM POLICY (continued)****III. POTENTIAL FUNDING SOURCES (continued)****D. BONDS: (continued)**

1. General Obligation (G.O.) Bonds: General Obligation Bonds pledge full faith and credit of the City; repaid by ad valorem taxes; require voter approval; and can be used to finance items approved by voters.
2. Certificate of Obligation (C.O.) Bonds: Certificate of Obligation Bonds pledge full faith and credit of the City; can be issued without voter approval - except upon notice of the city's intent to issue certificates, five percent of the qualified voters can force an election on the issue by submission of a petition. They can be issued to finance construction work, equipment, machinery, material, supplies, land etc.
3. Revenue Bonds: Revenue Bonds are repaid from a specific non-ad valorem (pledged) source; no voter approval (but subject to referendum); and can be used to finance either general government projects or enterprise projects.

**CAPITAL IMPROVEMENT PROGRAM AND DEBT LIMITS****Debt Limits and Debt Levels**

The City of Midland carefully plans debt acquisition to fund only capital replacement and construction. This process includes matching the maturity of the debt to the useful lives of the assets to be funded, as closely as possible. This allows for the use of debt to compliment operations by allowing for matching the cash flows of asset cost to the period deriving the benefit from the asset. Additionally, this allows the City to plan for and structure debt payments in such a manner that debt service tends to be fairly level across the years creating a known, even demand upon resources for debt service and limiting the demand upon resources to a managed level. As a result of the development and refinement of this process, the impact of current debt upon present and future operations is minimized and annual operations can be based upon a known level of expendable, available resources to respond to the immediate needs of the city.

The Constitution and Statutes of the State of Texas and the Charter of the City of Midland do not provide for a legal debt limit. The 8% debt limit rate used herein is that recommended by the Finance Advisory Board of the City of Midland and adopted by the City Council as a safe debt limit.

## FINANCIAL POLICIES

A calendar will be designed each year to provide a framework within which the interactions necessary to formulate a sound budget could occur. At the same time, it will ensure that the City will comply with all applicable State and Federal legal mandates.

The City's employees are the most important resource used in implementing the vision statement. Recognition of this policy was achieved through a market adjustment to the broadband pay plan for all City employees who are not firefighters or police officers, market adjustments to base salaries and maintenance of the pay progression plan for firefighters and police officers and maintenance of the City's benefit programs.

The City will provide quality services with a competitive cost. This was achieved through the use of technology, more efficient service delivery and close scrutiny of requests for expanded or enhanced services. The City's Managed Competition Committee has evaluated several areas of City services in an effort to assure that operations are cost effective. A business plan is being prepared for Water and Sewer.

The budget must be balanced for the General Fund. In other words, total anticipated revenues must equal total estimated expenditures.

All revenue sources will be reviewed to achieve the best possible forecast of revenues. This policy was implemented through seeking the input of the individuals most closely associated with the subject revenues. Close scrutiny of estimates for reasonableness was inherent in the process to provide the best possible estimate of the resources available to be used in providing services during the upcoming budget year.

The City has a policy of maintaining a General Fund Unappropriated Fund Balance equal to at least twenty five percent (25%) of each fiscal year's operating expenditures. This level is an important factor in maintaining the City's general purpose bond ratings because of the cyclical nature of the energy industry, which is a major factor in the City's economy. It also provides a source of additional investment income to help maintain a level property tax rate.

The enterprise operations of the City are to be self-supporting; i.e., current revenues will cover current expenditures, including debt service. Due to the inclusion of both capital outlays and depreciation, however, some enterprise funds appear to have more expenditures than revenue. An exception to this policy is the Scharbauer Sports Complex, which is currently not self-supporting due to the heavy investment in capital assets which must be recouped.

The City will coordinate development of the capital improvement budget with the development of the annual operating budget. Each capital improvement project is reviewed for its impact on the operating budget in terms of revenue generation, additional personnel required and additional operating expenses.

Charges for services rendered will be assessed by the General Fund against all enterprise and internal service funds of the City. This assessment will be based on either an OMB A-87 cost allocation plan or a full cost allocation plan generated by an independent organization and will be used to reimburse the General Fund for services provided to these funds.

## FUND STRUCTURE

The accounts of the City are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures, or expenses as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The following fund types and account groups are maintained by the City:

### I. GOVERNMENTAL FUND TYPES

General Fund - This fund accounts for the financial resources of the City which are not accounted for in any other fund. Principal sources of revenue are property taxes, sales taxes, gross receipts taxes, fines and forfeitures, licenses and permits, and billings for interfund services. Primary expenditures are for police protection, fire protection, public works, maintenance of parks and general administration.

Special Revenue Funds - Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. The Special Revenue Fund budgeted by the City is the Hotel/Motel Fund.

Interest and Sinking Fund - Tax Supported Debt - This Fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs.

Capital Project Funds - Capital Project Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds).

### II. PROPRIETARY FUND TYPES

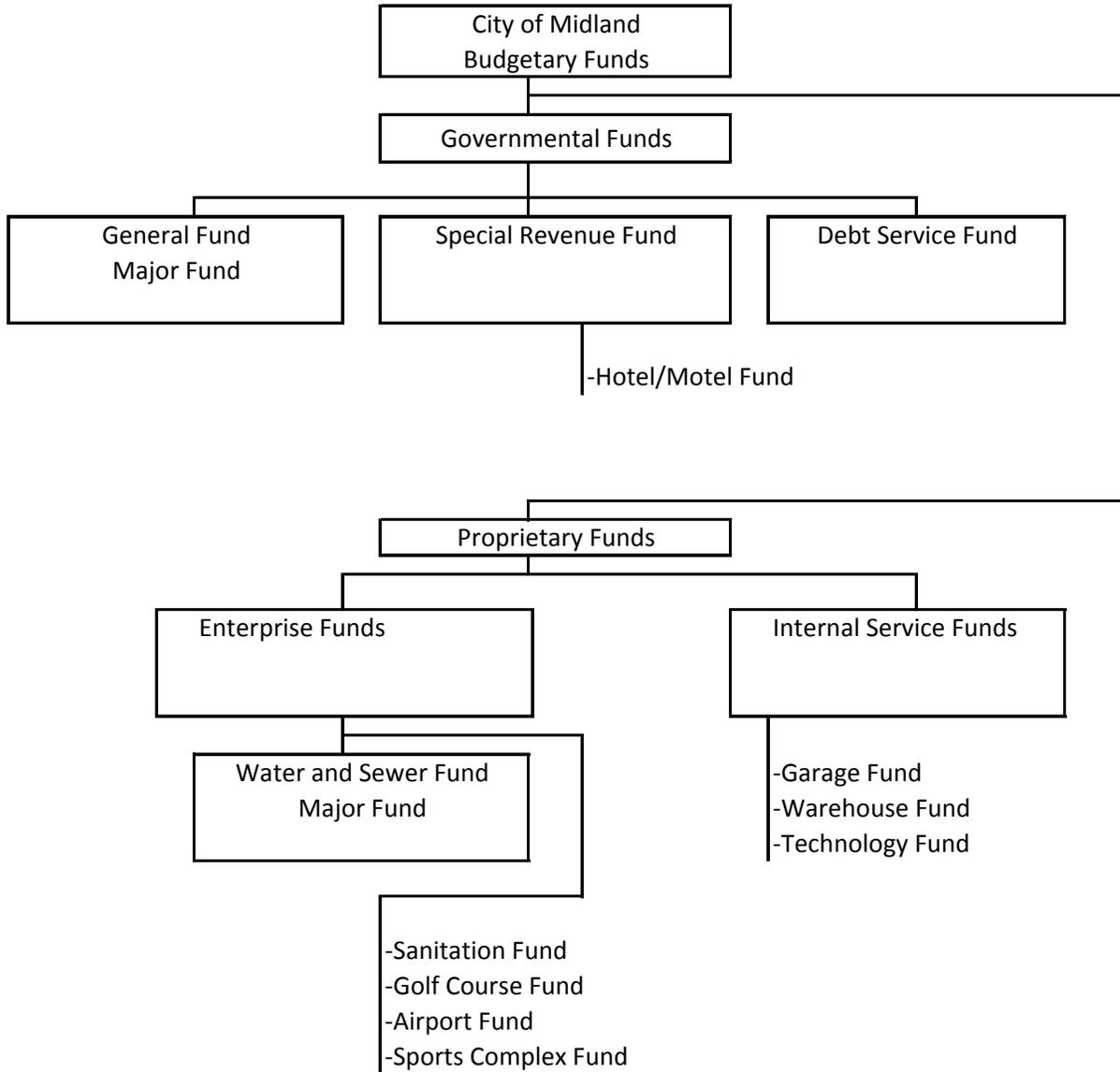
Enterprise Funds - Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (expenses including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges, or where the governing body has decided that periodic determination of revenues earned, expenses incurred, or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes. The five Enterprise Funds presented in the annual budget are the Water and Sewer Fund, Sanitation Fund, Golf Course Fund, Airport Fund, and the Scharbauer Sports Complex Fund.

Internal Service Funds - Internal Service Funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the City, or to other governmental units, on a cost-reimbursement basis. There are two Internal Service Funds presented, the Garage Fund and the Warehouse Fund.

Certain nonmajor funds included in the audited financial statements are not presented in the annual budget document. These include the City's self-insurance funds, which are internal service funds, and an agency fund.

**FUND STRUCTURE (continued)**

City of Midland Fund Structure



Major funds represent the significant activities of the City and basically include any fund whose revenues or expenditures, excluding other financing sources and uses, constitute more than 10% of the revenues or expenditures of the appropriated budget.

The General Fund, described on the previous page, is a major fund within the governmental funds.

The Water and Sewer Fund is a major enterprise fund that provides water and sewer services to the residents and commercial enterprises of the City and proximate area. These services include the operation and maintenance of a quality water supply system and the collection and treatment of wastewater.

## BASIS OF BUDGETING

All governmental type funds, i.e., the General Fund, Interest and Sinking Fund, and the Hotel/Motel Fund are accounted for and budgeted (with limited exceptions) on the modified accrual basis of accounting, using a current financial resources measurement focus. This basis is consistent with generally accepted accounting principles (GAAP) and generally recognizes revenues when they are measurable and available and expenditures when the related liability is incurred. A more detailed description of this basis of accounting may be found in the "Procedure and Policy" section of this book.

Exceptions to the modified accrual basis for budgetary purposes are listed below:

- Interfund charges are recorded as revenue (budget) instead of other financing sources (GAAP).
- Changes in fair value of investments are not considered (budget) as opposed to being treated as adjustments to revenue (GAAP).
- The budget for projects is based on project length and does not conform to a fiscal year (GAAP).
- The budget document does not include component units and various special revenue and capital project funds incorporated into the GAAP financial statements.

Financial statements for Proprietary funds, i.e., the Water and Sewer, Sanitation, Golf Course, Airport, Scharbauer Sports Complex, Garage, and Warehouse funds, are prepared on an accrual basis of accounting using a flow of economic resources measurement focus, consistent with generally accepted accounting principles. The accrual basis of accounting recognizes revenues in the accounting period in which they are earned and become measurable and expenses are recognized in the period incurred, if measurable. Budgets for the Proprietary funds are prepared on the same basis, with minor exceptions.

Exceptions to the accrual basis for budgetary purposes are listed below:

- Capital outlay is budgeted as an expenditure in the year of purchase (budget) versus recording as an asset (GAAP).
- Debt service principal payments are recorded as an expense (budget) rather than a reduction of a liability (GAAP).
- Grants received for construction of assets are shown as revenues (budget) and not as capital contributions (GAAP).

## ACCOUNTING POLICIES

### I. THE FINANCIAL REPORTING ENTITY

The financial reporting entity presented in the financial statements of the City of Midland includes the primary government, the City of Midland, and its component units. Component units are legally separate organizations for which the City is financially accountable and organizations which, if excluded, would cause the City's financial statements to be misleading or incomplete. GASB Statement 14, as amended by GASB Statement No. 39, establishes the criteria to be considered in determining component units of a primary government.

These criteria are financial accountability, appointment of board members, imposition of will, financial burden on or benefit to the primary government, dependency, and accuracy and completeness of the reporting entity's financial statements. In the absence of financial accountability, if the organization is a legally separate, tax-exempt entity meeting the following criteria, it should also be discretely presented as a component unit:

- A. The resources of the organization are entirely or almost entirely for the direct benefit of the City, its component units, or its constituents.
- B. The City, or its component units, is entitled to, or has access to a majority of the resources of the organization.
- C. The resources of the organization are significant to the City.

The Midland Football/Soccer and Baseball Complex Development Corporation (SCDC) and the Midland Development Corporation (MDC) are the only component units of the City and are discretely presented. The SCDC is discretely presented because it is a legally separate entity with a majority of its board appointed by the City and the City can impose its will upon the SCDC. Additionally, the City Council and the SCDC boards are not substantively the same and the SCDC does not provide services entirely or almost entirely to the City. The SCDC is a legally separate non-profit corporation organized under the Texas Development Corporation Act of 1979, Article 5190.6 Vernon's Texas Revised Civil Statutes Annotated as amended and governed by Section 4B of the Act. The purpose of the SCDC is to improve the quality of life and the public welfare of, for, and on behalf of the City by developing, implementing, providing, and financing the construction of a football-soccer stadium and baseball stadium and related infrastructure, streets, water and sewer facilities, landscaping, land acquisition, automobile parking facilities and other related infrastructure and improvements. Complete audited financial statements of the SCDC may be examined at City of Midland City Hall, 300 North Loraine, Room 320, Midland, Texas.

The MDC is discretely presented because it is a legally separate entity with a majority of its board appointed by the City and the City can impose its will upon the MDC. Additionally, the City Council and the MDC boards are not substantively the same and the MDC does not provide services entirely or almost entirely to the City.

The MDC is a legally separate non-profit corporation organized under the Texas Development Corporation Act of 1979, Article 5190.6 Vernon's Texas Revised Civil Statutes Annotated as amended and governed by Section 4A of the Act. The purposes of the MDC include, but are not limited to, keeping existing jobs and businesses in the City, expansion of

## **ACCOUNTING POLICIES (continued)**

### **I. THE FINANCIAL REPORTING ENTITY (continued)**

current and attraction of new business to the City, providing long term employment opportunities, and other such purposes as delineated in Article 4 of the Articles of Incorporation of the MDC.

Complete audited financial statements of the SCDC and MDC may be examined at City of Midland City Hall, 300 North Loraine, Room 320, Midland, Texas.

### **II. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS**

The basic financial statements of the City are presented at two basic levels, the government-wide level and the fund level. These statements focus on the City as a whole at the government-wide level and on major funds at the fund level. The government-wide financial statements (i.e. the statement of net assets and the statement of activities) report information on all of the nonfiduciary activities for the financial reporting entity of the City. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which are normally supported by taxes and intergovernmental revenues, are reported separately from business type activities, which rely to a significant extent on fees and charges for services.

Likewise, the City is reported separately from certain legally separate component units which meet the criteria for discrete presentation as set forth in GASB Statements No. 14 and 39.

The government-wide statement of net assets reports all financial and capital resources of the City and is presented in an "assets minus liabilities equal net assets" format with net assets reported in the order of relative liquidity. Also, assets and liabilities are presented in relative order of liquidity with liabilities which have an average maturity of more than one year separated into the amount due within one year and the amount due in more than one year.

The government-wide statement of activities identifies the relative financial burden of each of the City's functions (Development Services, Community Service, Fire, Police, etc.) or segments (Water and Sewer, Sanitation, Golf Course, Airport, etc.) on the taxpayers by identifying direct expenses and the extent of self support through program revenues. Direct expenses are clearly identifiable expenses that can be specifically associated with a function or segment. Program revenues are revenues derived directly from the function or segment or from other sources which reduce the net cost of the function to be financed from general government revenues.

Program revenues are 1) charges to customers who purchase, use, or directly benefit from services provided by a function or segment and which are generated by that function, 2) grants and contributions restricted to operating requirements of a function or segment and, 3) grants and contributions restricted to capital requirements of a function or segment. Items such as taxes, investment earnings and non-specific grants are not included as program revenues but are instead reported as general revenues which normally cover the net cost of a function or segment. The effect of internal service fund activities in the government-wide statements is eliminated to the extent possible to avoid the effect of "doubling up" internal

**ACCOUNTING POLICIES (continued)****II. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS (continued)**

service fund activity. Internal service funds report activities which provide goods or services to the financial reporting entity on a cost reimbursement basis. Any net profit or loss from these activities is allocated back to the function or segment that benefited from the goods or services provided based upon their proportionate benefit to the extent possible. Any residual assets of internal service funds, except the Warehouse Fund, are reported with governmental activities at the entity-wide level. Any residual assets of the Warehouse Fund are reported with business-type activities because this fund provides support predominantly to enterprise funds.

Fund level financial statements are presented for governmental funds, with a focus on major funds, proprietary funds, with a focus on major funds, and fiduciary funds, which are excluded from the government-wide financial statements because they do not represent assets which can be used to support the City's programs. A major fund is defined by GASB Statement No. 34, paragraph 76, as amended by GASB Statement No. 37, paragraph 15, as a fund meeting certain specific asset, liability, revenue, or expenditure / expense criteria relative to all funds of that type and relative to the total for all governmental and enterprise funds combined. Additionally, any fund deemed particularly important by the City may be reported as a major fund. The financial information for each major fund is presented in a separate column, with nonmajor funds aggregated and displayed in a single column, on either the governmental or proprietary fund financial statements. The fund level statements for proprietary funds also contain combined totals for all internal service funds. This information is presented in a separate column immediately to the right of the total column for all enterprise fund activity.

The focus of fiduciary funds is on net assets and changes in net assets. These funds report assets held in a trustee or agency capacity by the City for the benefit of others and cannot be used to support City activities. The City has no Trust Funds and only one Agency Fund, the Cafeteria Plan Fund. These assets are held in a custodial capacity only for the employees of the City.

**III. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING**

The government-wide statements and proprietary and fiduciary fund statements are prepared using the economic resources measurement focus and the accrual basis of accounting. Exchange and exchange-like transactions, transactions in which the City gives or receives value and receives or gives equal value, that create revenues, expenses, gains, losses, assets or liabilities are recognized when the exchange occurs. Nonexchange transactions, transactions in which the City gives or receives value without receiving or giving equal value in exchange, that result in revenues, expenses, gains, losses, assets or liabilities are recognized in accordance with GASB No. 33, as amended by GASB Statement Nos. 34 and 36. The treatment of Nonexchange transactions is grouped in four classes based upon the principal characteristics of the transaction and reported according to those characteristics. Property taxes are recognized in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements have been met. Capital assets are reported at historical cost and depreciated, except for inexhaustible assets such as land, in accordance with the City's depreciation policy.

**ACCOUNTING POLICIES (continued)****III. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING (continued)**

Governmental fund financial statements are reported using a current financial resources measurement focus and modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual, i.e., both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. In the case of property and sales taxes, available means due within the current period and collected within the current period or soon enough thereafter to be used to pay liabilities of the current period. Such time thereafter shall not exceed 60 days. Grant revenues are considered to be available if they are to be received within one year. Expenditures are generally recorded when a liability is incurred. However, expenditures related to general long term debt, compensated absences, and claims and judgments are recorded only when payment is due.

Governmental fund level revenues which have been accrued based upon the susceptible to accrual concept are:

General Fund - ad valorem taxes, sales taxes, interest and federal and state grant proceeds, except where such grants are expenditure driven and other requirements related to the grant have not been met.

Special Revenue Funds - federal and state grant proceeds and interest, except where such grants are expenditure driven and other requirements related to the grant have not been met.

Debt Service Fund - ad valorem taxes and interest.

Capital Projects Fund - interest. A deferred revenue is recorded for assessments which are not available to meet liabilities of the current period. This deferred revenue is offset against assessments receivable to present a net amount which is both measurable and available to meet the liabilities of the current period.

Proprietary fund activities are accounted for using the economic resources measurement focus and the accrual basis of accounting. This measurement focus includes all assets and liabilities on the balance sheet. Operating statements using this focus present a net total assets view of increases (revenues) and decreases (expenses) in the fund. These funds apply all applicable GASB pronouncements as well as all FASB Statements and Interpretations, APB Opinions and Accounting Research Bulletins issued on or before November 30, 1989, unless those pronouncements conflict with or contradict GASB pronouncements.

Proprietary fund operating statements distinguish between operating and non-operating revenues and expenses. Operating revenues and expenses generally are the result of providing or delivering goods or services in association with the fund's principal outgoing operations. The principal operating revenues of the City's water and sewer, sanitation, golf course, airport and sports complex fund are charges of this type. Operating expenses

## ACCOUNTING POLICIES (continued)

### III. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING (continued)

include the costs of administration, sales, services and depreciation; transactions resulting in operations. The principal operating revenues of the City's water and sewer, sanitation, golf course, airport and sports complex fund are charges of this type. Operating expenses include the costs of administration, sales, services and depreciation.

Transactions resulting in non-operating revenues and expenses are normally created by such items as cash flows from capital and related financing activities, noncapital financing activities, investing activities, and include most nonexchange and exchange-like revenues such as the Passenger Facility Charges (PFC) reported in the airport fund. It is the City's general policy to first use restricted assets, such as the PFC revenues, for costs which meet the resource restrictions and then unrestricted assets as needed.

The following major funds are used by the City:

#### A. Governmental Fund Types

1. General Fund - The principal operating unit of the City, this fund accounts for the primary activities of the City, such as police protection, fire protection, public works, maintenance of parks and general administration, which are not accounted for in any other fund.
2. Debt Service Fund - This fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs.
3. Other Governmental Funds - This is a summarization of all of the non-major governmental funds. Included are the following funds:
  - a. Special Revenue Funds - These funds are used to account for specific revenues that are legally restricted to expenditure for a specific purpose.
  - b. Capital Projects Funds - These funds account for financial resources to be used for the acquisition or construction of major capital assets other than those financed by business-type activities.

#### B. Proprietary Fund Types

1. Water and Sewer Fund - This fund is used to account for the operation of the City's water and sewer utility. Activities of the fund include administration, operation and maintenance of the water and sewer system, billing and collection for water and sewer services. The fund is also used to accumulate resources for certain capital projects and to meet - the requirements of bond indentures, obligations for capital leases and other long-term obligations of the system. Charges to customers, based upon rates which are reviewed on a regular basis, and investment income, provide the revenue stream to finance these costs.

**ACCOUNTING POLICIES (continued)****III. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING (continued)****B. Proprietary Fund Types (continued)**

2. Sanitation Fund - This fund is used to account for the collection of refuse, delivery of refuse to the landfill and landfill operations. The fund is also used to accumulate resources for certain capital projects and to meet the requirements of bond indentures, obligations for capital leases and other long-term obligations of the system. Charges to customers based upon rates, which are reviewed on a regular basis, and investment income provide the revenue stream to finance these costs.
3. Airport Fund - This fund is used to account for the operation and maintenance of the airfield, terminal building, parking facilities, general aviation airport, and industrial park. The fund is also used to accumulate resources for certain capital projects and to meet the requirements of bond indentures, and other long-term obligations of the airport. Charges to customers provide the revenue stream to finance operating costs, some capital projects costs, and other long-term obligations of the airport. The Passenger Facility Charge revenue, a nonoperating revenue, is used to supplement charges to customers in supporting the requirements of bond indentures and certain capital projects.
4. Scharbauer Sports Complex Fund - This fund is used to account for the operation and maintenance of the sports complex, accumulate resources for capital projects, and meet the requirements of bond indentures, obligations for capital leases and other long-term obligations of the system. Operations, maintenance costs and obligations for capital leases are financed through user charges. Revenues to provide for the retirement of long-term debt associated with the construction of the complex are provided from a contract with the Midland Football / Soccer and Baseball Development Corporation.
5. Golf Course Fund - This fund does not meet the criteria for inclusion as a major fund. However, this is the only remaining proprietary fund of the City and as such is presented in a separate column in the financial statements. This fund is used to account for the operation and maintenance of the golf course, accumulate resources for capital projects, and meet the requirements of bond indentures, and other long-term obligations of the system. All costs are financed through user charges.

**C. Other Fund Types**

1. Internal Service Funds - are used to report activities which provide goods or services to the financial reporting entity on a cost reimbursement basis.
2. An Agency Fund - is used to report assets which cannot be used to support City activities and are held in a trustee or agency capacity by the City for the benefit of others.

**ACCOUNTING POLICIES (continued)****III. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING (continued)****D. Non-Current Governmental Assets and Liabilities:**

Account Groups, which represent the long-term assets and liabilities of the Governmental funds of the City, were eliminated from presentation by GASB Statement No. 34. These records are maintained by the City and are incorporated to the Governmental Activities column in the government-wide Statement of Net Assets.

**IV. CASH, CASH EQUIVALENTS AND INVESTMENTS**

Cash and cash equivalents include any cash on hand, demand deposits, and any highly liquid investments that have an original maturity of three months or less from date of purchase. Investments in TexPool, TexStar, and LOGIC, 2a-7 like pools, are considered cash equivalents as the amounts are available on demand.

Investments, other than investments in 2a7-like pools, are recorded at fair value based upon verifiable market prices.

**V. INVENTORIES AND PREPAID ITEMS**

Inventories are valued at average cost. Inventories for all funds consist of expendable supplies and are recorded as expenditures or expenses, as appropriate, when consumed.

The City makes certain payments to vendors in the current year for expenses/ expenditures applicable to future accounting periods. A reserve for inventories and prepayments in governmental funds is recognized at the fund level to indicate that a portion of the fund balance is not appropriate for expenditure.

**VI. RECEIVABLES, PAYABLES AND INTERFUND TRANSACTIONS**

Short-term loans between funds are reported as interfund receivables in the fund making the loan and as interfund payables in the fund receiving the loan. Arms length transactions between funds for goods and services are reported as revenues in the selling fund and as expenses / expenditures in the acquiring fund. Any unpaid amounts are appropriately recorded as interfund receivables / payables. Flows of assets from one fund to another with no requirement for repayment or without an equivalent flow of assets in return are accounted for as transfers.

**VII. CAPITAL ASSETS**

Capital Assets are defined as a purchase or other acquisition of any equipment, facilities or other similar assets or the cost of construction of such asset the cost of which is in excess of \$5,000 and has a useful life of more than one year. These assets include property, plant, equipment, infrastructure, and all other tangible and intangible assets purchased or acquired. Purchased or constructed assets are carried at historical cost or estimated historical cost. Infrastructure assets, which include streets and associated drainage, sidewalks, bridges,

**ACCOUNTING POLICIES (continued)****VII. CAPITAL ASSETS (continued)**

drainage systems, water and sewer systems, runways and taxiways, lighting systems and other similar type assets, have been recorded at historical cost for all assets acquired after April 1986. Infrastructure assets prior to April 1986 and after June 1980, were capitalized based upon estimated historical cost obtained from bond documents used to obtain financing for construction of infrastructure assets. Contributed assets are recorded at estimated fair market value at the time of acquisition.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets for business-type activities is capitalized as part of the value of the asset.

Depreciable capital assets are depreciated using the straight-line method over the following estimated useful lives:

<u>Asset Classification</u>	<u>Years</u>
Buildings	10-40
Infrastructure	20-50
Improvements other than buildings	2-50
Machinery and equipment	4-30
Other	3-15

**VIII. COMPENSATED ABSENCES**

The City's employees earn vacation which may either be taken or accumulated, subject to a specified maximum, until paid upon retirement or termination. For employees whose service date is prior to January 1, 1985, unused sick leave is accumulated up to certain limits which are subject to specific reductions if paid in cash upon retirement or death. The City's employees are allowed to accumulate compensatory time up to a specified maximum.

The City has accrued vacation, sick leave, compensatory time and related salary payments based on the criteria set forth in GASB Statement Number 16. This liability has been accrued in the government-wide and proprietary fund statements. Governmental funds report liabilities only for the matured portion of these liabilities.

**IX. FEDERAL AND STATE GRANTS**

Community Development Block Grants, Texas Department of Housing and Community Affairs Home Program Grants, Federal and State of Texas Equitable Property Sharing proceeds and certain other public safety grants are accounted for within special revenue funds. Other grants and entitlements received for purposes normally financed through the general government are accounted for within the General Fund. Grant revenues are recognized when the expenditures are made and other related requirements are met.

**ACCOUNTING POLICIES (continued)****X. LONG-TERM DEBT**

General Obligation Bonds and Certificates of Obligation which have been issued to fund capital projects of the general government that are to be repaid from tax revenues of the City are reported in the government-wide statement of net assets. Certificates of Obligation, which are secured by tax revenues, and Revenue Bonds which have been issued to fund capital projects of proprietary funds that are to be repaid with funds from proprietary fund assets are reported in the proprietary funds. Bonds payable are reported net of the associated premium or discount at the government-wide level and in the fund level proprietary fund statements.

The government-wide and proprietary fund level statements defer bond premiums, discounts and issuance costs and amortize these items over the life of the issue using the effective interest rate method. In the fund level statements, governmental fund types recognize these items in the current period.

**XI. RETIREMENT PLANS**

The City has two separate defined benefit retirement plans which cover substantially all employees. The Texas Municipal Retirement System provides benefits for all full-time employees who are not firefighters. The Midland Firemen's Relief and Retirement Fund provides benefits for all full-time firefighters. The City's costs for both funds are recorded on an accrual basis.

**XII. INDIRECT AND CENTRALIZED EXPENSES**

The City does not allocate indirect expenses among functions. The City charges proprietary type funds for "centralized" expenses, which include an administrative overhead component, provided by the General Fund. These costs are determined on an annual basis through a full cost allocation study, except in the case of the Airport Fund. Airport Fund costs are determined in accordance with Office of Management and Budget Circular A-87. However the City does not charge the full cost determined through the A-87 study to the Airport. All charges for these "centralized" expenses are included in the direct expenses of the proprietary funds.

## INVESTMENT POLICY

### I. SCOPE

This policy is developed in accordance with the Public Funds Investment Act of 1987 as amended (the Act). This investment policy applies to all investment activities of the City of Midland. This policy serves to satisfy the statutory requirements to define and adopt a formal investment policy. This policy is to be used in conjunction with the Act to prescribe the investment activities of the City of Midland.

#### **FUNDS INCLUDED:**

All financial assets of all funds of the City of Midland, Texas at the present time and any funds to be created in the future shall be administered in accordance with the provisions of the Act and this policy. For investment purposes, all funds of the City shall be combined in a common pool, placed in a segregated fund, or placed with external manager(s), except as provided by applicable federal or state statute, City ordinance, or other law. In the common pool(s), investment earnings (losses) shall be proportionately allocated according to the source of funds.

#### **FUNDS EXCLUDED:**

None

### II. STRATEGY AND OBJECTIVES

The following objectives apply to both the common pool or discrete funds. The primary investment strategy for segregation of funds from the common pool is to further insure liquidity, i.e. bond funds for capital projects. Other funds with reduced liquidity needs may be segregated for longer term investments, i.e. for bond reserve funds. Separate fund segregation may be done to satisfy other ordinance or statute provisions.

The basic strategy, to be reviewed not less than quarterly, is to concentrate the portfolio(s) with shorter average maturity in periods of rising rates and consider longer maturities as rates fall.

The strategy to maintain most of the total portfolio in the common fund is to provide greater investment flexibility and enhance liquidity compared to small individual funds.

#### **SUITABILITY and the PUBLIC TRUST:**

All participants in the investment process shall act responsibly as custodians of the public trust, and they shall avoid any transactions that might impair public confidence. Investments shall be made not for speculation but for safety of capital, liquidity, as well as the probable income to be derived, taking not only the individual transaction but the portfolio as a whole into consideration.

#### **SAFETY:**

The primary objective of the City's investment policy is the preservation of capital. Each investment transaction shall seek to avoid capital losses from securities defaults and/or

**INVESTMENT POLICY (continued)****II. STRATEGY AND OBJECTIVES (continued)****SAFETY: (continued)**

erosion of market value. The market value of each investment shall be determined monthly based upon the last market day of the month from the Wall Street Journal or Bloomberg service where required. These valuations will be a part of the quarterly reports submitted annually to an independent auditor.

**LIQUIDITY AND MARKETABILITY:**

The City's investment portfolio(s) will remain sufficiently liquid to enable the City to meet operating requirements that might be reasonably anticipated. Liquidity shall be achieved by matching investment maturities with forecasted cash flow requirements. Liquidity and marketability will be ensured by investing in securities with active secondary markets.

**DIVERSIFICATION:**

The City's investment portfolio(s) shall be diversified by type of investment and maturities to reduce risks resulting from undue investment concentration.

Funds held for future capital projects shall be invested in securities that can be reasonably expected to produce sufficient income to offset inflationary construction cost increases. However, such funds shall never be exposed to market price risks or default risks that would jeopardize the assets available to accomplish their stated objective, or be invested in a manner inconsistent with applicable federal and state regulations.

**YIELD:**

The City's investment portfolio shall be structured with the objective of equaling or exceeding the rate of return on three month U.S. Treasury Bills. The investment program shall seek to augment returns above this threshold consistent with the Strategy and Objectives and Eligible Investments identified herein.

**ACTIVE PORTFOLIO MANAGEMENT:**

The City intends to pursue a moderately active versus a passive portfolio management philosophy. Securities may be sold before they mature if market conditions present an opportunity for the City to benefit from the transaction.

**DELEGATION:**

Management responsibility for the investment program is hereby delegated to the Treasurer of the City of Midland, or in his absence, Assistant Treasurer, or such other person specifically designated by the Treasurer. Day-to-day securities transactions will be done by the Investments Manager with coordination of the Treasurer. To insure internal control and integrity of each investment made under this policy, the City Manager, Deputy City Manager, or the City Attorney, shall review investment transactions within seven days.

**INVESTMENT POLICY (continued)****II. STRATEGY AND OBJECTIVES (continued)****DELEGATION: (continued)**

The Finance and Audit Committee, composed of at least two City Council Members, the Treasurer, and the City Manager, shall meet, as a minimum, quarterly to review general investment strategies and investment results. The Finance and Audit Committee shall provide and keep minutes of its meetings relating to this investment policy. The Finance and Audit Committee shall include in its deliberations such topics as: economic outlook, portfolio diversification, maturity structure, potential risk to the City's funds, authorized brokers and dealers, and the target rate of return on the investment portfolio.

**III. RESPONSIBILITY AND CONTROL****QUARTERLY REPORTS:**

The Treasurer shall submit quarterly an investment report on the investment portfolio to the City Manager and Council in accordance with the Act. The report shall present the portfolio's investments including rate of return, beginning market value, additions and changes, and ending market value, and include an appendix that discloses all transactions during the past quarter.

**ANNUAL REPORTS:**

The Treasurer shall present an annual report of the investment program and investment activity to Council. The annual report shall include a detail of the portfolio, transactions for the year, and recommendations regarding the policy.

**CONFLICTS OF INTEREST:**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the City Manager any material financial interest in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City's portfolio. Officers and employees shall subordinate their personal investment transactions to those of this jurisdiction, particularly with regard to the timing of purchases and sales.

**IV. INVESTMENTS****ELIGIBLE INVESTMENTS:**

Assets of funds of the government of the City of Midland may be invested with final stated maturities not to exceed ten years with no more than 30% exceeding seven years, except upon concurrence and written approval of the Director of Finance and City Manager in which case assets with final stated maturities of more than seven years may not exceed 50%, and dollar weighted average portfolio maturity not to exceed five years in:

**INVESTMENT POLICY (continued)****IV. INVESTMENTS (continued)****ELIGIBLE INVESTMENTS: (continued)**

1. Obligations of the United States or its agencies and instrumentalities:
  - A. United States of America Treasury Securities;
  - B. Farmers Home Administration ("FmHA") obligations backed by the full faith and credit of the United States;
  - C. Federal Home Loan Bank ("FHLBs") obligations;
  - D. Federal National Mortgage Association ("Fannie Mae" or "FNMA") obligations;
  - E. Farm Credit System Obligations;
  - F. Federal Home Loan Mortgage Corporation ("Freddie Mac" or "FHLMC") obligations, i.e. discount notes or debentures;
  
2. Direct obligations of the State of Texas or its agencies:
 

Texas State, City, County, or School District General Obligation Bonds with a remaining maturity of ten years or less having been rated as to investment quality by Moody's or Standard and Poor's (nationally recognized investment rating firms) and having received a rating of no less than "A" or its equivalent;
  
3. Certificates of Deposit issued by state and national banks domiciled in this state:
 

Certificates of Deposit issued by state and national banks domiciled in this state that are:

  - (1) guaranteed or insured by the Federal Deposit Insurance Corporation, or its successor; or
  - (2) secured by obligations that are described in V.T.C.A., Local Government Code Sections 105.001 et seq;
  
4. Fully collateralized repurchase agreements having a defined termination date:
 

Fully collateralized direct repurchase agreements and reverse repurchase agreements having a defined termination date of no more than ninety (90) days from the date such investment is purchased, and secured by obligations of the United States or its agencies and instrumentalities which have a market value of not less than the amount of the funds disbursed and held by a custodian for the City. Repurchase agreements must be purchased through a primary government securities dealer, as defined by the Federal Reserve, or a bank domiciled in Texas. Any investments made with funds resulting from a reverse repurchase agreement must mature within the period of the reverse repurchase agreement.

**INVESTMENT POLICY (continued)****IV. INVESTMENTS (continued)****ELIGIBLE INVESTMENTS: (continued)**

5. Investment Pools and Money Market Mutual Funds:
  - A. Investment Pools of public or private sponsorship as provided in the Act and approved by Council;
  - B. Money Market Mutual Funds as authorized by the Act of both public and private sponsorship and approved by Council;
6. Other securities or obligations:

Other such securities or obligations as authorized by State statute and approved by the City Council.

**V. SELECTION OF BANKS AND DEALERS****SELECTION PROCESS:**

The City depository shall be selected through the City's banking services procurement process and in compliance with state law.

**INSURABILITY:**

Banks seeking to establish eligibility for the City's competitive certificate of deposit purchase program shall submit audited financial statements, evidence of Federal Insurance and other information as required by the Treasurer.

**PRIMARY DEALERS AND APPROVED LIST:**

For brokers and dealers, the Treasurer shall select only those dealers reporting to the Market Reports Division of the Federal Reserve Bank of New York ("Primary Government Security Dealers") and certain "secondary" dealers possessing adequate financial condition to conduct public business. All brokers and dealers must have the ability to consummate each transaction on a delivery vs. payment or equivalent basis. All brokers and dealers must be authorized by the Finance and Audit Committee, and the complete list will be reviewed and approved annually by the Committee. All brokers and dealers must comply with provisions of the Act prior to any transaction with the City.

**VI. SAFEKEEPING AND CUSTODY****INSURANCE OR COLLATERAL:**

All deposits and investments of City funds in bank accounts, certificates of deposit, and repurchase agreements shall be secured by pledged collateral with a market value equal to no less than 100% of the deposits or investments less amounts insured by the FDIC.

**INVESTMENT POLICY (continued)****VI. SAFEKEEPING AND CUSTODY (continued)****INSURANCE OR COLLATERAL: (continued)**

Evidence of the pledged collateral shall be maintained by the Treasurer or a third party financial institution. Repurchase or reverse repurchase agreements shall be limited to those brokers or dealers that have executed an agreement with the Treasurer. All repurchase or reverse repurchase agreements shall be executed on a delivery vs. payment basis, or held by a custodian for the City.

**SAFEKEEPING AGREEMENT:**

All safekeeping arrangements shall be in accordance with a safekeeping agreement approved by the City of Midland. The agreement shall include and clearly define the procedural steps for gaining access to the collateral should the City of Midland determine that the City's funds are in jeopardy. The safekeeping institution, or Trustee, shall be the Federal Reserve Bank or an entity not affiliated with the firm pledging the collateral. The safekeeping agreement shall include the signature of the City of Midland, the firm pledging the collateral, and the Trustee.

**COLLATERAL DEFINED:**

The City of Midland shall accept only the following securities as collateral:

- A. FDIC insurance coverage.
- B. Securities allowed under V.T.C.A., Local Government Code Sections 105.001 et seq., shall be eligible to be pledged as collateral.

**DELIVERY VERSUS PAYMENT:**

Obligations of the United States or its agencies and instrumentalities or other securities of Section IV shall be purchased using the delivery vs. payment method. Pursuant to such method, funds shall not be wired or paid until verification has been obtained that the correct security has been received by the City of Midland or its designated Trustee. The security shall be held in the name of the City. The Trustee's records shall reflect that the City owns such securities. In the event that the security is held by Trustee, the safekeeping receipts shall be delivered to the City Treasurer.

**VII. MANAGEMENT AND INTERNAL CONTROLS**

The Treasurer shall establish a system of internal controls which shall be periodically reviewed by an independent auditor. Such controls shall be designed to safeguard the City's funds from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees. The Finance and Audit Committee will review this policy at least annually and recommend changes as needed to the Council. Council will review and approve the policy annually.

## CASH HANDLING POLICY

### I. PURPOSE

To assist all City departments by defining and communicating what is an acceptable level of control for cash-handling operations, this policy provides rules and guidance. Due to the decentralized nature of revenue collection within the City, procedures vary from location to location. Although the customer service impact of this structure is positive, the various control environments sometimes fall below what is acceptable to City management.

The objectives of this policy are to set forth minimum standards to ensure clear and consistent practice within the City for the handling of cash and for limiting not only the City's losses, but also the City's involvement in investigations of losses of funds. This policy will serve to standardize a sound system of cash controls within the City as well as to provide guidance to departments on improving cash handler skill and accountability. Overall compliance with this policy will allow the City to prevent or detect losses related to cash handling and to assign responsibility to an individual in a timely manner in order to minimize losses.

Further, the ability to ascertain individual accountability for each loss will reduce the impact of failing to protect honest employees from unnecessary suspicion. A sound system of cash controls should protect and support employees who do their job with integrity. Employees not involved in cash errors and/or irregularities deserve to work in an organization that insists on a control system that can show their innocence when errors and/or irregularities do occur.

Specifically, this policy is designed to avoid the following types of circumstances:

- A loss or losses of funds,
- An inability to detect missing funds,
- Detection of missing funds when recovery is no longer possible,
- An inability to determine who is responsible for a loss or losses, or
- An inability to investigate losses.

### II. RESPONSIBILITIES

Cash received by the City should be guarded carefully. Each employee, from a front-line cash handler to a Department Manager, is expected to demonstrate a positive attitude in protecting the assets of the City. A clear responsibility lies with management to install and maintain a cash-handling control system that will prevent, detect, or deter fraud.

#### A. DEPARTMENT MANAGERS HAVE THE RESPONSIBILITY TO:

1. Ensure the safeguarding of City funds.
2. Require clearly written and approved procedures for all areas of their department's cash-handling operation.

**CASH HANDLING POLICY (continued)****II. RESPONSIBILITIES (continued)****A. DEPARTMENT MANAGERS HAVE THE RESPONSIBILITY TO: (continued)**

3. Ensure that procedures in place in their departments comply with this policy and to assume accountability for exceptions to and deviations from this policy.
4. In the event of a loss, assure compliance with the procedures detailed in the City's administrative bulletin on reporting fraud.

**B. CASH HANDLERS HAVE THE RESPONSIBILITY TO:**

1. Use due diligence in handling City assets so that reasonable protection is provided to those assets at all times.
2. Report to their departmental management, or to the City Manager's Office, any instance which is deemed to be a serious failure to give proper care to cash, securities, or other valuables whether or not such failure has resulted in a loss.
3. Report to their departmental management, or to the City Manager's Office, any instance where a City employee has knowledge or suspicion of a defalcation or dishonest act by another City employee.

**C. OFFICE OF THE CITY AUDITOR HAS THE RESPONSIBILITY TO:**

1. Conduct whatever investigations or cash control reviews that are necessary.
2. Coordinate and collaborate with Midland Police Department where appropriate.
3. Review the policies and procedures of departments documenting exceptions to and deviations from this policy.
4. Upon request, assist departments with developing controls to mitigate the potential effects of exceptions or deviations from this policy.

**III. DEFINITIONS**

- A. Cash handling - As used in this policy statement, describes the receiving, transmitting, safeguarding, and depositing of all funds of any type received by the City.
- B. Cash handler - As used in this policy statement, denotes any employee whose job description includes responsibility for receiving, transmitting, safeguarding, and/or depositing of City funds of any type.
- C. Cash Over/Short - A cash handler is short when an unintentional collection error is made, i.e., does not obtain physical custody of money or a change-making error. A cash handler is over when too much money is collected and the excess cannot immediately be returned to the customer.

**CASH HANDLING POLICY (continued)****III. DEFINITIONS (continued)**

D. Loss of City money results when a cash handler obtains physical custody of money and then, due to negligence, an act of God (such as fire or flood), or a theft cannot deposit that money with the City. Leaving City money unattended and not properly safeguarded is an example of cash handler's negligence that could result in a loss.

E. Dual control describes processing where two individuals have responsibility for funds. The underlying theory is that the two individuals can vouch for each other's action. Theft is less likely in operations with dual control since it would require the complicity of two individuals.

One type of dual control is demonstrated when a safe requires two combinations or a combination and a key to open. When the combinations or combination and a key are assigned to two individuals, access requires dual control. In this circumstance, a vault or safe could not be opened without two people being present.

F. Single control occurs when an individual is solely responsible for funds. Since only one person has access to the funds, that one individual can be held accountable in the event of a loss.

If funds are under single control, they must not be accessible to others. Therefore, if a safe accessed by multiple cash handlers is used for overnight storage of funds under single control, those funds must be secured separately within the safe. This ensures that individuals with access to the safe do not also have access to the single-controlled funds.

G. Segregation of duties ensures that no single person handles a transaction from beginning to end. If possible, the following four basic functional categories should be performed by different people within a cash-handling operation:

1. Authorization or approval of transactions,
2. Recording of transactions,
3. Custody of funds, and Segregation of duties ensures that no single person handles a transaction from beginning to end. If possible, the following four basic functional categories should be performed by different people within a cash-handling operation
4. Monitoring to ensure compliance with control procedures.

If one person does perform two or more of these functions, there is no independent check for mistakes, and errors and /or irregularities are very likely to go undiscovered for long periods. If it's not practical to maintain strict segregation of duties due to a limited staff size, then add other control measures. Additional control measures include rotation of duties among personnel and stricter supervision to include special spot checking of a cash handler's work.

**CASH HANDLING POLICY (continued)****IV. CONTROL STANDARDS FOR CASH-HANDLING**

- A. Procedures should be in place which will ensure that all payments received are processed and that any payment may be traced from initial receipt to final disposition. Each cash-handling operation shall include the following controls, as appropriate;
1. Maintain strict control over all receipts.
  2. Use receipts, either manual or cash register generated, for all intakes of money.
  3. At a minimum, when issuing manual receipts, use triplicate receipts to allow for a customer copy, cash-handler copy, and a copy that remains in the manual receipt book.
  4. Have a space indicating mode of payment of manual receipt forms.
  5. Be sure that receipts are signed or initialed by the person issuing. Receipts generated by a cash register should also indicate the person issuing.
  6. Encourage all customers to obtain receipts for their payments.
  7. Have a separate cash box/drawer/register for each person taking in money. Funds accepted by cashiers should be under single control of the cashier. Shared drawers or cash registers accessed by more than one individual are not acceptable. Tellers should have sole access to their funds.
  8. Maintain strict control over the access to funds. Never leave cash or checks unsecured.
  9. Place a restrictive endorsement on checks at the time of receipt.
  10. Use change funds for making change only. No checks of any type may be substituted for cash. Except when appropriately authorized based on City policy **SUBSTITUTING or CASHING OF CHECKS USING CITY CASH IS STRICTLY PROHIBITED**. There are currently two authorizations for the substitution of checks for cash:
    - a. City of Midland Credit Union checks for \$50.00 or less may be cashed at the Central Cashiers' Office based upon the availability of funds in the Central Cashiers' Office.
    - b. City of Midland checks issued to replenish petty cash funds may be substituted for cash in a deposit to replenish the petty cash fund.
  11. Departmental policy should set the amount of cash which any one cash handler may hold (may be based on a percent of normal daily transactions). When funds at a cash handler's work station exceed this amount, an additional deposit or transfer of funds to a safe should be made.

**CASH HANDLING POLICY (continued)****IV. CONTROL STANDARDS FOR CASH-HANDLING (continued)**

12. In an environment where a cash register is used, the cash handling supervisor should understand register capabilities and limitations. Cash registers should be in good repair with all mechanical controls fully functional.

13. Mail Processing Controls

Proper management of mail collection is particularly important because the person making the payment is not present, and no receipt is issued at the time of collection. Until control over the receipt of mail payments is established, mail processing shall be performed under dual control. At a minimum:

- a. Mail should be opened daily to expedite processing of payments received.
- b. Mail should be worked independently of over-the-counter receipts
- c. Checks should be restrictively endorsed as soon as possible after being opened.
- d. Procedures should be established to describe how payments which can not be accounted for upon receipt should be handled, i.e., utility payment received without an accompanying utility bill or a parking fine paid without an accompanying ticket.

**B. SAFEGUARDING FUNDS**

Strict control must be maintained over the access to funds at all times. Dual control over the processing and storage of all cash funds should be used, where practical. It is the City's policy that access to vaults and safes shall be limited and the following controls over the processing and storage of all cash funds should be used, where practical.

1. Individuals handling cash should be provided separate and secure work areas. When single control over cash is expected, each individual should be provided space to achieve single control.
2. Private areas should be provided for cash reconciliation and deposit preparation. Only authorized individuals should be allowed in cash-handling areas.
3. Physical facilities for any cash handling operation should be inspected by the Midland Policy Department and reasonable efforts made to comply with suggestions for improved safety.
4. Each cash handler is responsible to see that their cash drawer, cash bag, or cash box is locked when they leave their station. No funds are to be left unattended and unsecured.

**CASH HANDLING POLICY (continued)****IV. CONTROL STANDARDS FOR CASH-HANDLING (continued)****B. SAFEGUARDING FUNDS (continued)**

5. During non-business hours and during business periods where access to cash is not required, all funds are required to be stored in a locked vault, safe or approved cash storage drawer.
6. Safes, vaults, or storage drawers should be positioned so that they are not visible to the general public. Partitions, rugs, or barriers should be positioned to hide cash storage receptacles.
7. Vault combinations should be limited to the smallest number of individuals practicable, given the business needs of the work unit.
8. Vault or safe combinations should never be written down in the cash-handling area. Safe combinations held by individuals who serve as back up to the everyday users of the safe, who may need to write down this combination, should keep the combination offsite of on their person.
9. When an individual who knows the vault or safe combination leaves the City employment, the safe combination should be changed promptly.
10. Cash handlers are to be in sole possession of their cash drawer, cash bag, or cash box key.
11. Duplicate keys will be placed in a locked key box under dual control.
12. It is the cash handler's responsibility to immediately notify their supervisor in the event a key is lost. No replacement key will be made, but the lock on the cash receptacle in question is to be promptly replaced.

**C. TRANSFERRING AND/OR TRANSPORTING FUNDS**

It is the City's policy to require witnessed cash counts and reconciliation's whenever City funds change hands. Whether transferring funds between cash handlers within a work unit or transporting funds between locations, individual accountability can only be maintained by protecting the chain of custody.

1. A cash count and reconciliation will occur whenever City funds change hands
2. Whether transferring funds between cash handlers within a work unit or transporting funds between locations, never allow the relinquishing custodian of the cash to leave before the receiving custodian has completed a cash count and reconciliation.
3. Both the relinquishing and receiving custodian of the cash will sign off on the cash count and reconciliation to complete the transfer of funds.

**CASH HANDLING POLICY (continued)****IV. CONTROL STANDARDS FOR CASH-HANDLING (continued)****C. TRANSFERRING AND/OR TRANSPORTING FUNDS (continued)**

4. Transfer of funds between locations or units should be performed under appropriate security. Regular cash deposits in excess of \$1,000 will be transported between departments to the City cashiers or between departments and the bank by armored car if possible.
5. All transports of cash between locations will be made in locked transport bags or sealed bank security bags. Couriers will not have keys to the transport bags; only the sending and receiving units will have keys.

**D. RECONCILING AND DEPOSITING FUNDS AND RECORDING TRANSACTIONS**

1. Any daily funds or accumulation of funds in excess of \$500 must be deposited daily. At a minimum, weekly deposits must be made even when the weekly accumulation of funds does not exceed \$500.
2. In an environment where a cash register is used, the cash handler's supervisor should maintain in his/her possession, and be responsible for, the key used to produce a cash register "Z" tape required to close out the register.
3. The cash handler's supervisor should ensure that the full "Z" tape sequence is accounted for in cash-handling environments where cash registers are used. Cash register "Z" tapes are sequentially numbered and maintain a running total of all transactions on the cash register. An unaccounted for "Z" tape may indicate a missing deposit.
4. Each cash handler should reconcile on a daily basis. A formal reconciliation should be prepared by the cashier and then approved by a supervisor. A supervisor's review should confirm that the amount of cash indicated on the reconciliation is accurate. Furthermore, the supervisor should ensure that the total receipts equal the cash totals. Finally, the supervisor should review and approve voids.
5. The cash-handling and accounts receivable functions should be separate.
6. Independent of the cash-handling operation, periodic reconciliation of bank accounts should be performed and reconciling items should be identified. Management information reports should be prepared and submitted to department management to ensure that all reconciling items are appropriately resolved.
7. Cash receipts documents should be prepared promptly and should be dated the same day as the funds are deposited in the bank. Additionally, the documents should be forwarded to the Finance Department or Central Cashiers' Office for prompt recording to the general ledger.

**CASH HANDLING POLICY (continued)**

**IV. CONTROL STANDARDS FOR CASH-HANDLING (continued)**

**E. HIRING, TRAINING, AND EVALUATING CASH-HANDLING POSITION.**

1. Minimum Hiring Qualifications:

An individual may not serve in a City cash-handling capacity with criminal history record information that reveals a recent (within last five years) and relevant (theft conviction of any kind) conviction.

2. Cash-Handling Training -All individuals required to handle City funds should be properly trained to do so.

**F. WRITTEN ROBBERY PROCEDURES**

1. Each area handling cash should have written procedures for use should a robbery take place. Cash handlers should be instructed in how to act during and after a robbery to ensure their safety and that of co-workers.

2. Each department should consult with Midland Police Department on the development of robbery procedures for their cash-handling environment.

**G. RECORD RETENTION REQUIREMENT**

1. According to the Local Records Retention Schedule of the Texas Local Government Code, cash collection sites are required to retain records pertaining to cash handling for three years after the close of each fiscal year.

## PURCHASING POLICY

### I. OBJECTIVE

To Govern goods and services expenditures incurred by the City of Midland for authorized City business.

### II. ORGANIZATION OF PURCHASING DIVISION

There is hereby established in the Department of Facilities and Fleet Management, the Division of Purchasing, the head of which shall be the City Purchasing Agent. The City Purchasing Agent shall be appointed by the Director of Facilities and Fleet Management subject to approval of the City Manager, and shall receive such salary as is duly appropriated therefor.

### III. DEFINITIONS

#### A. EMERGENCY

A case of public calamity caused by fire, flood, storm or other natural disasters or acts of God, or other emergency cases created by unforeseen damage to public property or equipment.

#### B. DELEGATION OF AUTHORITY

A written document granting limited authority to an individual to carry out certain purchasing activities on behalf of the City following the procedures, policies, statutes and/or guidelines set forth herein. The delegation is generally limited to the use of Departmental Purchase Orders and petty cash. Persons exceeding their authority can be held personally liable for commitments made which are beyond their scope of authority, or that are non-compliant with policies.

#### C. FORMAL SEALED BID

Formal sealed bids are those that are advertised, posted and sent out to solicit bids that will be returned in a sealed envelope and opened at a specified time and place. In addition, bids may be received by electronic means (Facsimile or e-mail) as long as systems are in place that prevent viewing before the specified bid opening date and time or as otherwise allowed by Chapters 252 and 271 of the Local Government Code.

#### D. INFORMAL SEALED BID

Informal sealed bids are those that are sent out to solicit bids that will be returned in a sealed envelope and opened at a specified time and place. They may or may not be posted and advertised at the Purchasing Agent's discretion. In addition bids may be received by electronic means (Facsimile or e-mail) as long as systems are in place that prevent viewing before the specified bid opening date and time.

## PURCHASING POLICY (continued)

### III. DEFINITIONS (continued)

#### E. POST & ADVERTISEMENT

Posting of bids is the placement of a copy of the bid in a noticeable place where prospective bidders may view the bid requirements. Advertising is placement of a legal notice in the local newspaper and on the City's web page. Web page posting is not mandatory.

### IV. SCOPE OF AUTHORITY AND DUTIES OF THE PURCHASING AGENT

#### A. SCOPE OF AUTHORITY

Whereas the Midland City Code at Title I, Chapter 5, Section 5(J) bestows upon the City Manager certain duties and authorities for the purchase of goods and services for the City, and permits the City Manager to delegate those duties and authorities, the City Manager hereby delegates to the Director of Facilities and Fleet Management the authority and it shall be his duty to purchase, or contract for all supplies, materials, equipment and contractual services needed by any and all departments of the City. The Director of Facilities and Fleet Management in turn delegates these duties and responsibilities to the City Purchasing Agent. Departments have no authority to order directly from, or in the absence of permission from the City Purchasing Agent, to negotiate with salesmen. Sales people who solicit business from Department Managers are to be referred to the purchasing office.

#### B. DUTIES OF THE PURCHASING AGENT

Under the general supervision of the Director of Facilities and Fleet Management and the City Manager, it shall be the duty of the Purchasing Agent:

1. Policy Enforcement: To observe and enforce the policies herein outlined and all related regulations.
2. Encourage Competitive Bidding: To discourage, so far as practical, any procedure other than purchasing by competitive bid, either formal or informal.
3. Buy Goods Made In USA: Purchase goods made in the United States when it is possible to obtain suitable and satisfactory materials, supplies, and equipment at fair and reasonable prices.
4. Maintain Ethical Behavior: To conduct the purchasing office in such a frank and open manner that bidders may be confident of the fairness of all awards and thus be encouraged to continue to furnish competitive bids so that the City shall secure the best service or articles of the highest quality at the best price at all times, meeting the intent of the *Principles and Standards of Purchasing Practices* published by the Institute of Supply Management (ISM), formerly know as the

**PURCHASING POLICY (continued)**

**IV. SCOPE OF AUTHORITY AND DUTIES OF THE PURCHASING AGENT (continued)**

**B. DUTIES OF THE PURCHASING AGENT (continued)**

4. Maintain Ethical Behavior (continued) National Association of Purchasing Management) (NAPM). All individuals performing any portion of the Purchasing Function shall adhere to these standards. (See Attachment B)
5. Investigate Possible Criminal Acts By Vendors: To investigate the possibility of collusion in cases of repeated bids or repeated awards to the same vendors. To investigate any instance where a conflict of interest may exist.
6. Maintain Records: To maintain a record of all bids, quotations, contracts, vendor and commodity lists, requisitions, policy documentation, policies and purchases for periods as prescribed by the official Records Retention schedule as published by the City Secretary's office and summarized as follows:
 

Purchase Orders, Requisitions, Bid Requests .....	End of FY + 3 years
Multi-Year Contracts for services, Purchase Agreements, Vendor 1099 information .....	4 years
Policy Documentation files, Policy statements, Total Cost Bids .....	5 years
Vendor and Commodity Lists, State Contracts.....	Until Superseded
7. Maintain Commodity Classifications: To prepare a classification of commodities and commodities by vendor for use in selecting vendors and preparing bid requests.
8. Specification Preparation: To prepare specifications where practical, governing purchases of various items, and to submit such specifications to the City Manager for his approval or the approval of the City Council, as the case may be. However, when it is proposed to purchase articles of a technical or scientific nature, or for special use, the head of the requisitioning department shall submit specifications to the Purchasing Agent for review and enhancement where necessary, or detailed information for specification preparation; and in the event of disagreement between the Department Manager and the Purchasing Agent regarding those enhancements, the matter shall be determined by the Director of Facilities and Fleet Management or City Manager.
9. Inspection & Testing: To provide for and/or require inspection and appropriate testing for goods delivered on purchase orders and make sure that inferior or unsatisfactory articles are rejected.
10. Warehousing: To anticipate the needs of departments and to work with the Warehouse Division so as to maintain an adequate supply of articles or commodities in general use in the City Warehouse or contract for same.

## PURCHASING POLICY (continued)

### IV. SCOPE OF AUTHORITY AND DUTIES OF THE PURCHASING AGENT (continued)

#### B. DUTIES OF THE PURCHASING AGENT (continued)

11. **Optimize Procurements:** Upon submittal of the annual budget by the City Manager, to ascertain what and when special purchases are contemplated; to be prepared to buy the same, or order for deferred delivery and payment, so as to take advantage of the best price and terms.
12. **Delegation Of Responsibility:** If, under any circumstances, the Purchasing Agent delegates in writing to another employee of the City to carry out any purchase transaction, it will be understood that such delegation of authority carries with it the responsibility to carry out those transactions fully in accordance with this policy and the understanding that the Purchasing Agent has full authority to revoke those privileges for non-compliance with the Policy.

### V. ESTIMATES

All departments of the City shall file with the Purchasing Agent detailed estimates of their requirements of supplies, materials, equipment and contractual services in such manner, at such time, and for such future periods as the City Purchasing Agent shall prescribe. This shall, in no way, prevent any department from filing with the City Purchasing Agent at any time, a requisition for supplies, materials, equipment or contractual services, the need for which was not foreseen when the detailed estimates were filed.

### VI. APPROVAL OF PLANS & SPECIFICATIONS/AUTHORIZATION TO ADVERTISE FOR BIDS

#### A. ALL PURCHASES & CONTRACTS - EXCLUDING PUBLIC WORKS

1. Budgeted: \$0 to \$25,000 - By Director of Facilities & Fleet Management  
\$25,000 or more - By City Manager
2. Non-budgeted: Under \$50,000 - By City Manager  
\$50,000 or more - By City Council

#### B. PUBLIC WORKS CONTRACTS

1. Budgeted: Under \$50,000 - By City Manager  
\$50,000 or more - By City Council
2. Non-budgeted: Under \$25,000 by City Manager  
\$25,000 or more by Council

**PURCHASING POLICY (continued)****VII. REQUISITIONS**

- A. Source of Forms: Each Department shall request purchases on requisition forms issued by the Purchasing Agent's office.
- B. Requisition Approval: Each requisition shall be signed by the operating executive or Department Manager in charge of the department issuing the requisition.
- C. Description/Specification: Each Department submitting a requisition shall specify in full upon the requisition, the article or service desired in such terms as to make all specifications as open to competition and as least restrictive as possible. Every effort must be made such that the stated specifications provide adequate competition among as many bidders as possible.
- D. Requirement For Requisitions Or Departmental Po's Purchasing Card Transaction Logs: Requisitions or Departmental Purchase Order's or Purchasing Card Transaction logs for purchases up to, and including \$1,000, are required for the purpose of control records, and payment advice even though the Purchasing Division may not have made the purchase.
- E. Routing Of Requisitions: All requisitions should be forwarded to the Finance Department for certification of funds and then to the Purchasing Agent in sufficient time to permit careful purchasing of the consolidated requirements of all departments of the City.
- F. Capital Outlay Requests: When required by the *Capital Asset Acquisition & Management Policy*, the *Capital Outlay Request* shall be completed and attached to the requisition. In addition, a *Request for Asset Disposition Authorization*, shall be attached for items being replaced.
- G. Requisition Scheduling: The Purchasing Agent may announce a schedule of dates or periods during which routine requisitions will be accepted.
- H. Splitting Of Orders: No splitting of orders is permitted as an evasion of the policy prescribed by Statute, Charter, Ordinance, or Administrative order. Penalties for violation are stated in paragraph XXIV, *Employee Responsibilities*.
- I. Budget Transfers: When funds are not specifically provided for in the appropriate expense classification, but are available in another expense classification in the current budget, the appropriate budget transfers shall be made through the use of the forms and procedures as provided by the Finance Department prior to submitting the requisition to the Purchasing Division.
- J. Requisitions Are Subject To Budgetary Control: Therefore requisitions shall have been certified by the Finance Department as to the availability of funds prior to receipt by purchasing; and no purchase order involving an amount in excess of \$1000 shall be issued unless and until the requisitions have been so certified, or in case of an emergency as stated herein.

**PURCHASING POLICY (continued)****VII. REQUISITIONS (continued)**

- K. Need For Correct Dollar Amounts: Where possible, requisitions and departmental purchase orders shall state the correct amount involved, to enable the City to know exactly where it stands in the matter of encumbrance of funds.
- L. Document Review: The Purchasing Agent is required to review all requisitions for completeness of description and other essential information. He will have the authority to:
1. Inventory Items: Remove any item from the requisition which can be supplied from the central storeroom or municipal warehouse.
  2. Request Explanations: Question an item and require an explanation in writing from the head of the requesting department. If resolution of the question can't be accomplished with such Department Manager, the matter shall be referred to the Director of Facilities and Fleet Management who will resolve the conflict or refer it to the City Manager for resolution.

**VIII. PROCEDURE FOR SECURING BIDS AND MAKING AWARDS**

To provide control and safeguards proportionate to the value involved, purchase transactions are divided into seven classes as follows:

- A. Fuels: Fuels shall be purchased on an as needed basis. Verbal, or fax bids shall be taken from as many bidders as practical each time. Award shall be made on a low total truckload bid. In addition to bidding the qualified major distributors and or producers, bids shall be sought from vendors listed on the Texas General Services Commission list of Historically Underutilized Businesses (HUB's) (see paragraph VIII.E for further discussion of HUB's) for Midland County as they become registered, in accordance with statutory requirements. This list is available from the Purchasing Division.
- B. Services, Repairs Other Than Those Made To Vehicles And Or Equipment: In order to verify that all contract, insurance and/or applicable statutory requirements are met, *ALL* requisitions and specifications or description of work or any procurement of services, repairs or other labor intensive work of amounts over \$2,000 shall be forwarded to the office of the Purchasing Agent for bidding and processing. There shall be no exception. For amounts of \$2,000 and less, a Departmental Contract may be used. **All contract requirements shall be complied with.**
- C. Commodity Purchases of \$1,000.00 or Less: Commodity purchases of \$1,000.00 or less may be made by the Department Manager, Division Manager, or authorized representative with written delegation from the Purchasing Agent by using the City of Midland Purchasing Card (See the Purchasing Card Policy for complete information) or Departmental Purchase Order form provided:
1. Inventoried Items: Items that are needed and are not available from Central Stock Room or Municipal Warehouse.

**PURCHASING POLICY (continued)****VIII. PROCEDURE FOR SECURING BIDS AND MAKING AWARDS (continued)****C. Commodity Purchases of \$1,000.00 or Less: (continued)**

2. Compliance with Parole Evidence and Statute of Frauds: Departmental Purchase Order document must be given to each vendor at time of purchase. The exception to this provision is the use of the Purchasing Card which precludes the issuance of a written order. (Ref: Business & Commerce Code; Title 1: Uniform Commercial Code; Chapter 2: Sales; §2.201 statute of Frauds; and §2.202: Parole or Extrinsic Evidence)
3. Competitive Bids Under \$200: The need for securing competitive bids under \$200 shall be at the discretion of the user. However, the user should be cognizant of the ever present opportunity to save tax dollars by taking bids. When bids are taken they shall be kept with the user copy of the Purchase Order and done in accordance with the instructions on the reverse side of the user copy.
4. Record Of Books Issued: The Purchasing Office shall maintain a record of issued Departmental Purchase Order and Contract books and to whom issued.
5. User Records: User department shall retain the department copy of all Departmental Purchase Order forms for a period of at least two years or as required by the records retention schedule.
6. Capital Outlay/Asset Disposition: When required by the *Capital Asset Acquisition & Management Policy*, the *Capital Outlay Request* shall be completed and forwarded to Accounting with the Accounting copy of the Purchase Order. In addition, a *Request for Asset Disposition Authorization*, shall be attached to the Purchasing copy for items being replaced.

**D. Purchases In Excess Of \$1,000.00 And Up To And Including \$3,000.00**

1. Determination of the Most Advantageous Bid: The City Purchasing Agent or User shall secure verbally, by telephone, telegraph, fax or letter, as he may determine, three or more proposals/bids. The City Purchasing Agent shall determine the most advantageous bid or reject any and all bids.
2. Less Than Three Bids: In situations where it is impossible to obtain three bids, the Director of Facilities and Fleet Management may approve recommendation of the most advantageous bid for the City from the bids that were obtained, or reject any or all bids received.
3. Suspension Of Bidding: The City Purchasing Agent, with the approval of the Director of Facilities and Fleet Management, may dispense with bidding if it is not to the advantage of the City to secure bids.

**PURCHASING POLICY (continued)****VIII. PROCEDURE FOR SECURING BIDS AND MAKING AWARDS (continued)**

- D. Purchases In Excess Of \$1,000.00 And Up To And Including \$3,000.00 (continued)
4. Purchase Approval: The final approval for purchase (Signature/ initials on requisition: "Authorized Purchase") for this range is made by the Purchasing Agent.
  5. Emergency Purchases: In case of an emergency as defined in Section III.A, the Department Manager, Division Manager, or his authorized representative may have discretion to make such purchases or obligations as necessary. ALL such actions shall be documented on a standard requisition form and supported by memo which completely explains the nature of the emergency. This documentation will be submitted to the Director of Facilities and Fleet Management within two working days and such action shall be approved by the Director of Facilities and Fleet Management.
- E. Purchases In Excess Of \$3,000 And Up To The Current Statutory Limit Requiring Advertisement For Sealed Bids.

Effective September 2001, legislative change in the bidding statues require that any solicitation under \$25,000, but over \$3,000 shall include at least two (2) inquiries to **Historically Under-utilized Businesses** or HUB's within the jurisdiction's County. These companies are certified through the State General Services Commission (GSC) and subsequently listed on the Texas General Services Website Furthermore, if there are no certified vendors listed, the requirement is subsequently nullified. In order to assure compliance, the following requirements have been implemented.

1. Purchasing Takes Bids: Bids shall be invited upon such specifications as have been previously approved in accordance with paragraph VI, above. A requisition, specifications and/or complete descriptions by the initiating department will be processed through the Purchasing Office. All bids for purchases in this range shall be obtained by the Purchasing Office, except as otherwise specifically approved by the Purchasing Agent.
2. Bid Format: Bids shall be requested by fax or letter. Sealed bids may be issued at the discretion of the Purchasing Agent. Irrespective of the method used to solicit bids, all bids received shall be held in strictest confidence until the bids are opened in accordance with the request for bids.
3. Bid Receiving Address: The bids shall be received in the office of the Purchasing Agent and opened (as applicable) at the time and place designated by him. The Purchasing Agent along and in cooperation with the requisitioning Department Manager(s) shall determine the most advantageous bid or he may reject any and all bids.

**PURCHASING POLICY (continued)****VIII. PROCEDURE FOR SECURING BIDS AND MAKING AWARDS (continued)**

- E. Purchases In Excess Of \$3,000 And Up To The Current Statutory Limit Requiring Advertisement For Sealed Bids. (continued)
4. Single Bid: In the case where only one bid can be obtained, acceptance or rejection of the single bid shall be at the discretion of the Director of Facilities and Fleet Management.
  5. Purchase Approval: The final approval for purchase (Signature/ initials on requisition: "Authorized Purchase") for this range is made by the Director of Facilities and Fleet Management.
  6. Emergency Purchases: In case of emergency, as defined in Section III.A, the Department Manager, Division Manager, or his authorized representative may have discretion to make such purchases or obligations as necessary. ALL such actions will be documented on standard requisition form and supported by memo which completely explains the nature of the emergency. This documentation will be submitted to the Director of Facilities and Fleet Management within two working days and such action shall be approved by the Director of Facilities and Fleet Management and City Manager.
- F. Purchases In Excess Of Statutory Limits (Currently \$25,000) And Up To \$50,000.
1. Sealed bids shall be invited upon such specifications as have been approved in accordance with paragraph VI, above. A requisition by the initiating department will be processed through the Purchasing Office.
  2. Advertisement of Bids: After approval of specifications, notice of the time, and place, when and where such bids shall be opened shall be published in the official newspaper and or alternative source as prescribed by statute once a week for two consecutive weeks prior to the time set for opening the bids, the date of the first publication is to be at least 14 days prior to the date set for opening said bids (in the case of a public works contract, the second advertisement for bids will be published no later than the 10th day before the first day on which bids may be submitted), and said contract shall be let to the lowest and/or most advantageous responsible bidder after approval by the City Manager or by the City Council as required. Any and all bids may be rejected.
  3. Place Of Bid Receipt: The sealed bids shall be received in the office of the Purchasing Agent and opened in a place designated in the notice. The Purchasing Agent along and in cooperation with the Department Manager(s) shall determine the most advantageous bid or he may reject any and all bids.

**PURCHASING POLICY (continued)****VIII. PROCEDURE FOR SECURING BIDS AND MAKING AWARDS (continued)**

- F. Purchases In Excess Of Statutory Limits (Currently \$25,000) And Up To \$50,000. (continued)
4. Single Bid: In the case where only one bid is received, it shall be opened in the City Secretary's Office. The results of the opened bid shall be recorded. Bids in the amount of \$25, 000 to \$50,000 will be sent to the City Manager with a recommendation to accept or reject the bid. Authorization to re-advertise for bids in this range will be by the City Manager. Any Single bid so opened over \$50,000, will be sent to the City Council with a recommendation to accept or reject the bid and any subsequent authorization for re-advertisement.(See par. VIII.G.4)
  5. Purchase Approval: The final approval for purchase (Signature/ initials on requisition: "Authorized Purchase") for this range is made by the City Manager.
  6. Emergency Purchases: In case of emergency as defined in Section III.A, the Department Manager, Division Manager, or his authorized representative may have discretion to make such purchases or obligations as necessary. ALL such actions will be documented on standard requisition form and supported by memo which completely explains the nature of the emergency. This documentation will be submitted to the Director of Facilities and Fleet Management within two working days and such action shall be approved by the Director of Facilities and Fleet Management and City Manager.
- G. Purchases Of \$50,000 And Over
1. Document Review: Completed requisitions, specifications, contracts, etc. shall be forwarded to Purchasing for specification and/or review and /or review and subsequent processing. This shall include any public works contract.
  2. Requisition Processing: Sealed bids shall be invited upon such specifications as have been previously approved in accordance with paragraph VI, above. A requisition by the initiating department will be processed through the Purchasing Office.
  3. Advertisement For Bids: After approval of specifications, notice of the time, and place, when and where such bids shall be opened shall be published in the official newspaper once a week for two consecutive weeks prior to the time set for opening the bids, the date of the first publication to be at least 14 days prior to the date set for opening said bids (in the case of a public works contract, the second advertisement for bids will be published no later than the 10th day before the first day on which bids may be submitted), and said contract shall be awarded to the lowest and/or most advantageous responsible bidder after approval by the City Council.

**PURCHASING POLICY (continued)****VIII. PROCEDURE FOR SECURING BIDS AND MAKING AWARDS (continued)****G. Purchases Of \$50,000 And Over (continued)****4. Bid Delivery Point:**

- a. All bids shall be sealed and delivered to the City Secretary's office. At the time announced, there will be a public opening of all bids received by him/her at such place as designated in the advertisement. The City Secretary or his/her designee will witness said bid openings and record bid amounts, which will be retained by the City Secretary's office. After the bid opening, custody of all documents will be given to the Purchasing Division for further action.
- b. In the event of a SINGLE bid, the bid will be opened in the City Secretary's Office. The results will be recorded as in paragraph 4.a. above. A recommendation will then be made to the City Council for acceptance or rejection and any subsequent authorization for re-advertisement for bid if required.

5. **Bid Tabulation:** The City Purchasing Agent and/or Department Manager involved shall tabulate and evaluate the bids and said bids shall remain on file in the office of the Purchasing Agent as stated in the official notice. A recommendation by the user department or division shall be made to the Purchasing Agent, who will then review the recommendation with the bids and make a final recommendation to the City Manager.

6. **Council Approval:** The City Council, upon recommendations from the Purchasing Office and City Manager, shall determine the most advantageous bid for the City and shall award the contract or proposal to such bidder, but the Council shall have the right to reject any and all bids, and, in the event all bids are rejected, may call for new bids which shall be advertised in like manner as the original bids.

7. **Specifications Available For Review:** Pending advertisement of such proposed contracts and/or purchases, the specifications shall be on file in the office of the City Purchasing Agent subject to the inspection of all persons and companies desiring to bid.

8. **Contract Execution:** Execution of any contract documents and verification of bonding and insurance compliance by the successful bidder shall take place in the Facilities & Fleet Management Offices. Subsequently, the signed original of the contract shall be placed in the care and keeping of the City Secretary's office.

9. **Emergency Purchases:** In case of emergency as defined in III.A. above, the Department Manager, Division Manager, or his authorized representative may have discretion to make such purchases or obligations as necessary. ALL such actions will be documented on standard requisition form and supported by memo

**PURCHASING POLICY (continued)****VIII. PROCEDURE FOR SECURING BIDS AND MAKING AWARDS (continued)****G. Purchases Of \$50,000 And Over (continued)**

9. Emergency Purchases: (continued) which completely explains the nature of the emergency. This documentation will be submitted to the Director of Facilities and Fleet Management within two working days and such action shall be submitted to the City Council for ratification.

**IX. REQUESTS FOR PROPOSALS**

- A. RFP's should be used sparingly, for complicated bids that require the vendor/contractor to provide a great deal of feedback on what is being procured.
- B. The procedure for an RFP shall be the same as any request with a couple of exceptions.
  1. The time frame can be very long from the time it is issued until the opening. Several months would not be unusual.
  2. No information is revealed to any proposers at the opening or until the award is made.
- C. For complete details and model information, RFP construction, evaluation, etc., see the RFP Manual.

**X. RELEASE OF INFORMATION TO BIDDERS OR OTHERS**

To reduce confusion and prevent misleading information from being divulged to participating bidders, ALL bidder requests for bid results (over \$1,000) prior to award shall be referred to the Purchasing Division.

**XI. PURCHASING AGENT'S SIGNATURE REQUIRED ON PURCHASE ORDER**

Before any purchase up to and including \$25,000 is released to the vendor, it shall bear the signature of the Purchasing Agent. Purchase Orders over that amount shall bear the Director of Facilities and Fleet Management's signature, except in instances where the Director has authorized the Purchasing Agent to sign the Purchase Order.

**XII. DEPOSIT OF GOOD FAITH MONEY - BID BONDS**

When so stated in the specifications or request for bids, each bid shall be accompanied by a certified check or surety bond in the amount of 5% of the bid, which shall be forfeited to the City in case the bidder to whom the business is awarded shall fail or refuse to comply with the terms of the bid.

**PURCHASING POLICY (continued)****XIII. PERFORMANCE AND PAYMENT BONDS**

When required by statute or so stated in the specifications or the request for bids, the successful bidder shall give to the City a good and sufficient bond in such amount as is required by the transaction as a guarantee of compliance. Forfeiture of such bond for noncompliance shall not preclude the action by the City stipulated in the following section.

**XIV. LOCAL PREFERENCE**

A local preference may be given as long as statutorily permitted by Section 271.905 of the Local Government Code, in the amount of 3%: "to a bidder whose principle place of business is in the local government if the governing body of the local government determines in writing, that the local bidder offers the local government the best combination of contract price and additional economic development opportunities for the local government and increased tax revenues to the local government".

**XV. IRRESPONSIBLE VENDOR**

Upon recommendation of the City Purchasing Agent and approval by the Director of Facilities and Fleet Management or City Manager, any vendor who fails to comply with the terms of the award may be declared an irresponsible vendor. Bids submitted by said vendor shall not be considered again for a minimum period of six months as determined by the City Manager, or Director of Facilities and Fleet Management.

**XVI. FOLLOW-UP, INSPECTION AND ACCEPTANCE**

The City Purchasing Agent shall be responsible for seeing that an inspection of all deliveries of supplies, materials, equipment or contractual services be made by the using department. He shall approve and/or enumerate and require chemical and physical tests to be conducted by the head of the using department on all supplies and services to determine compliance with the specifications. The Purchasing Agent shall have access to, and shall coordinate the use of, City laboratory facilities and, with the approval of the Director of Facilities and Fleet Management, use of any necessary outside laboratory in connection with chemical or physical tests of samples submitted with bids and samples of deliveries which are necessary to determine their quality and conformance with the specifications. Any related charges for such tests shall be borne by using and benefiting department. The Purchasing Agent may reject non-conforming articles and supplies and any such rejected materials shall not be used by any department.

**XVII. AUTOMOTIVE PARTS AND SUPPLIES FOR SPECIAL PURPOSES**

The Director of Facilities and Fleet Management may, at his discretion, delegate in writing to other appropriate individuals, authority to solicit bids or purchase automotive parts, repairs and supplies for special purposes such as electric supplies, laboratory supplies and the like, subject to the provisions of this Purchasing Policy.

**PURCHASING POLICY (continued)****XVIII. ACCEPTING EQUIPMENT "ON TRIAL"**

No equipment or accessory may be put to use by any department for the purpose of testing its suitability or fitness in advance of purchase without the express approval of the City Purchasing Agent. He shall require an understanding from the vendor that such trial and use and any possible purchase liability be presented in writing prior to commencement of such demonstration or test. Provided that in the event the purchase of equipment proposed to be demonstrated is not contemplated in the current budget, the matter shall be submitted to the Director of Facilities and Fleet Management.

**XIX. RENTAL OF EQUIPMENT**

- A. Approval Required: No equipment or accessory shall be rented or leased without an approved requisition and purchase order, except as provided in Section III.A for an emergency.
- B. Garage Action: ALL vehicular equipment rentals shall be made through the Garage Division ONLY.

**XX. ONLY "PUBLIC PURCHASES PERMITTED":**

Neither the Director of Facilities and Fleet Management or the City Purchasing Agent, any employee of his office, nor any Department Manager to whom authority to purchase may be delegated, shall, acting in his official capacity on behalf of the City, purchase automobile supplies or accessories for the personal or private account or use of any employee including those whose privately owned automobiles are rented for use in City business; or supplies or materials of any kind for personal or private use of any employee or other person(s), at a discount not consistent with that business' normal pricing policy.

The work and concern of all persons in any way associated with the business of the Purchasing Office shall be confined strictly to purchases of a public nature and for which funds are provided in the budget.

**XXI. TRANSFER OR SALE OF CITY OWNED PERSONAL PROPERTY**

- A. Auctions: Annually, an auction will be held by the Purchasing Agent to dispose of surplus, obsolete or otherwise unusable supplies and equipment, including materials from various "Lost and Found" depositories, Police confiscations and recovered/ unclaimed evidence that have been cleared for sale.
  - 1. This may include the use of online auctions where deemed appropriate and in the best interest of the City.
  - 2. The Purchasing Agent may also hold other auctions during the year where special conditions dictate the auction as being necessary. (When fair market value of City owned personal property can be reasonably ascertained, City owned personal property may be disposed of by direct sale. See paragraph XXI.B)

**PURCHASING POLICY (continued)****XXI. TRANSFER OR SALE OF CITY OWNED PERSONAL PROPERTY (continued)****A. Auctions (continued)**

3. All departments shall submit to the Director of Facilities and Fleet Management or Purchasing Agent, at such times and in such form as he shall prescribe, reports showing stocks of all supplies, materials, and equipment which are no longer used or which have become obsolete, worn out or scrapped.
  - a. The Director of Facilities and Fleet Management or Purchasing Agent may transfer such stock to another department that has need for and can use it, or hold such item in storage for future use as he may determine most advantageous for the city.
  - b. The Director of Facilities and Fleet Management or Purchasing Agent shall also have the authority to sell all such supplies, materials and equipment which have become unsuitable for public use, or to exchange for or trade in the same on new supplies, materials and equipment.
4. Department Managers may initiate the sale of obsolete, worn out, or scrap property of the City under their supervision by written memorandum to the Director of Facilities and Fleet Management or Purchasing Agent, describing the property and stating the reasons for proposed sale.

- B. Single Items Or Special Lots:** The Director of Facilities and Fleet Management or Purchasing Agent shall solicit bids; where required by statute, by public advertisement and posting on the bulletin board and shall review all proposed property sales and make written recommendation to the City Manager.

The City Manager shall approve all sales of City Owned Personal Property that is not sold at auction or through the solicitation of bids. Approval may be delegated to certain levels to the Director of Facilities and Fleet Management.

**XXII. BOARD OF STANDARDIZATION**

A Board of Standardization may be established at the direction of the City Council and/or City Manager, to be made up of the Mayor, City Manager, Director of Facilities and Fleet Management and Purchasing Agent personally or by deputy and who shall constitute the Board of Standardization. Members of this board shall serve without additional compensation. It shall be the duty of this Board to classify all supplies, materials and equipment used by the various departments of the City Government; to adopt as standards the minimum number of qualities, sizes and varieties of commodities consistent with the efficient operation of the City Government, and to prepare, adopt and promulgate written specifications describing such standards subject to the approval of the City Council. The Board of Standardization shall have power to make use of the laboratory and engineering facilities of the City and the technical staffs thereof in connection with its work of preparing and revising standards and written specifications.

**PURCHASING POLICY (continued)****XXII. BOARD OF STANDARDIZATION (continued)**

The Board shall also consult with the Department Managers and other officials of the City Government to determine requirements, and shall endeavor to prescribe those standards which meet the needs of the majority. All specifications must be definite and certain and permit competition. After its adoption each standard specification shall, until revised or rescinded, apply alike in terms and effect to every future purchase and contract for the commodity described in such specifications.

**XXIII. PETTY CASH FUNDS**

Petty cash funds not to exceed three hundred dollars (\$300.00) are established, upon approval by the Purchasing Agent, for the purpose of making purchases of thirty dollars (\$30.00) or less. Petty cash purchases shall be of the nature that they will benefit the operation of the City by saving time and money. Petty cash purchases shall not be made for the purpose of evading the Purchasing Policy, such as splitting purchases to evade the thirty dollar (\$30.00) limit. Petty cash purchases shall be documented with adequate receipts and all receipts shall be submitted to the Finance Department at least monthly for reimbursement.

**XXIV. EMPLOYEE RESPONSIBILITIES**

Employees not conforming to the current Purchasing Policy may be subject to the Adverse Action Policy covered under Chapter VIII of the City of Midland Personnel Policy.

**XXV. Flow Chart**

A flow chart, "Acquisition Flow Chart", has been provided to act as a quick reference of how to procure goods and services for your department/division.

*Revised June 12, 2003*  
Resolution No. 2001-328

# The Acquisition Process

# Flow Chart

User Determines Need

User solicits bids and issues a Departmental Contract

Will contract be over \$3,000?

Services

Goods

Will the total cost be more than \$1,000?

User takes bids (including shipping and handling) and uses P-Card to place order or issues a departmental Purchase Order.

P-Card = Purchasing Card

> is GREATER Than  
< is LESS than

User completes a requisition form, complete with accounting codes, Descriptions, Quantities, specifications, estimated cost and suggested bidders. Purchasing determines the Bid/Purchase method

NOTES:  
1. RFP's are handled in much the same way that bids are handled, except that the time frame is expanded to allow for responsive proposals. Contact Purchasing concerning preparation and issuance of RFP's.  
2. The results of the RFP are NOT divulged at the opening or at any time during the evaluation process.

NOTE: If item is a Public Works Contract or is a commodity that is estimated at \$50,000 or more and not budgeted, Purchasing will place it on the next Council agenda for approval of plans and specs and authorization to bid.

User may NOT take bids prior to submitting to Purchasing

Is estimated amount <\$3,000?

User may take bids prior to submitting to Purchasing. User has no authority to commit purchase except when specifically approved by Purchasing.

User routes requisition to Finance for fund approval. Accounting routes to Purchasing.

User routes requisition to Finance

Purchasing Receives Requisition and Logs Rect

P.O. Information is keyed into A-FIN, P.O. is printed and distributed.

Purchasing reviews, takes additional bids as appropriate and commits order to vendor.

Document Review and Specification development

Purchasing prepares bid Pkg. and issues a sealed bid request

Is estimated cost >\$50,000?

Public Works?

Bids received & opened in City Secretary's office

Back to User to rewrite specifications or make other changes

Council Approves Plans & Specifications

Rejected

Bids received and opened in Purchasing Agent's office

Purchasing solicits bids in accordance with Policy

Dir. of F & FM Approves Plans & Specs <\$25,000

City Manager Approves Plans & Specifications

Rejected

Once the bids have been received and opened according to applicable policies and or laws, Purchasing tabulates and evaluates them. If user input is deemed necessary, the tabulation with a request for recommendation is forwarded to the user. Purchasing reviews the comments from the user and makes final recommendation

Purchasing prepares Recommendation to Council based upon User selection and reasons for the selection in writing to the Purchasing Office.

>\$50,000 or needs fund appropriations?

User receives the Agency/ Org (Yellow) & Receiving (blue) copy of the P.O.

Council approves or rejects the purchase recommendation at the next regularly scheduled meeting on the 2nd or 4th Tuesday of the month.

Director of Facilities & Fleet Mgmt Approves purchases up to \$25,000

City Manager approves purchases \$25,000 to \$50,000

Purchase Order is entered in the system and the PO is produced on the next print run and distributed. Or Contract is completed and issued for execution

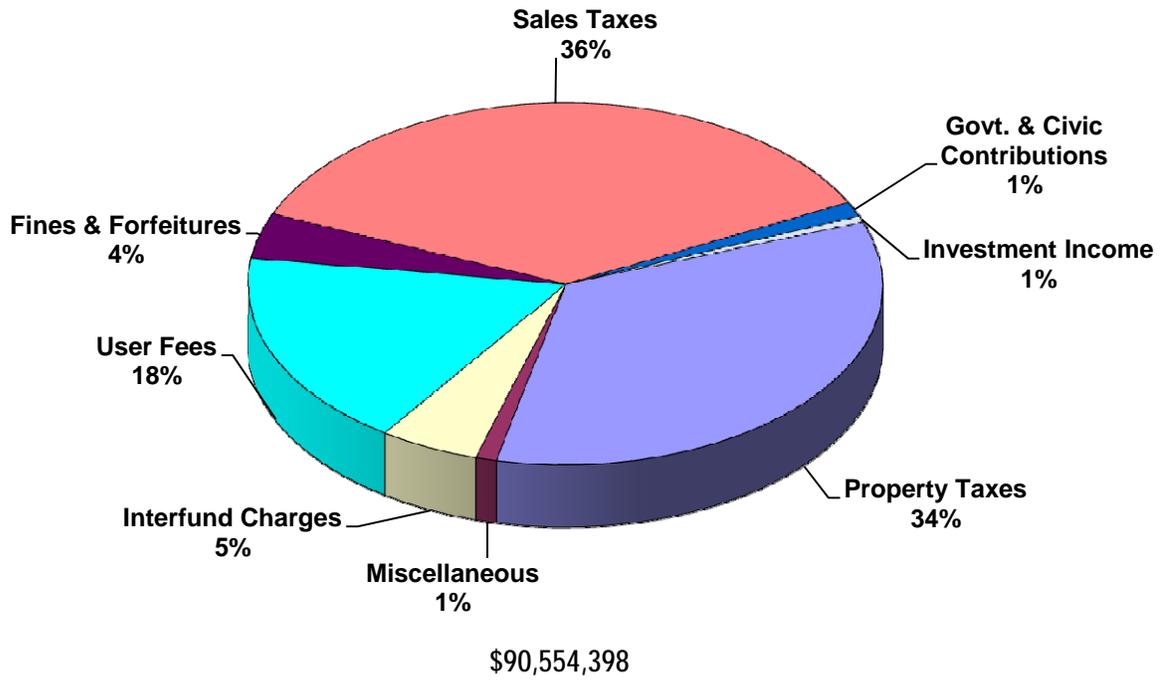
User receives all of the goods or services on the P.O., inspects them and signs the receiving copy, noting any discrepancies or approved changes and forwards it to accounting for processing.

User receives only a portion of the goods or services, inspects them and issues a Partial Receipt to Accounting authorizing payment for the actual portion received.

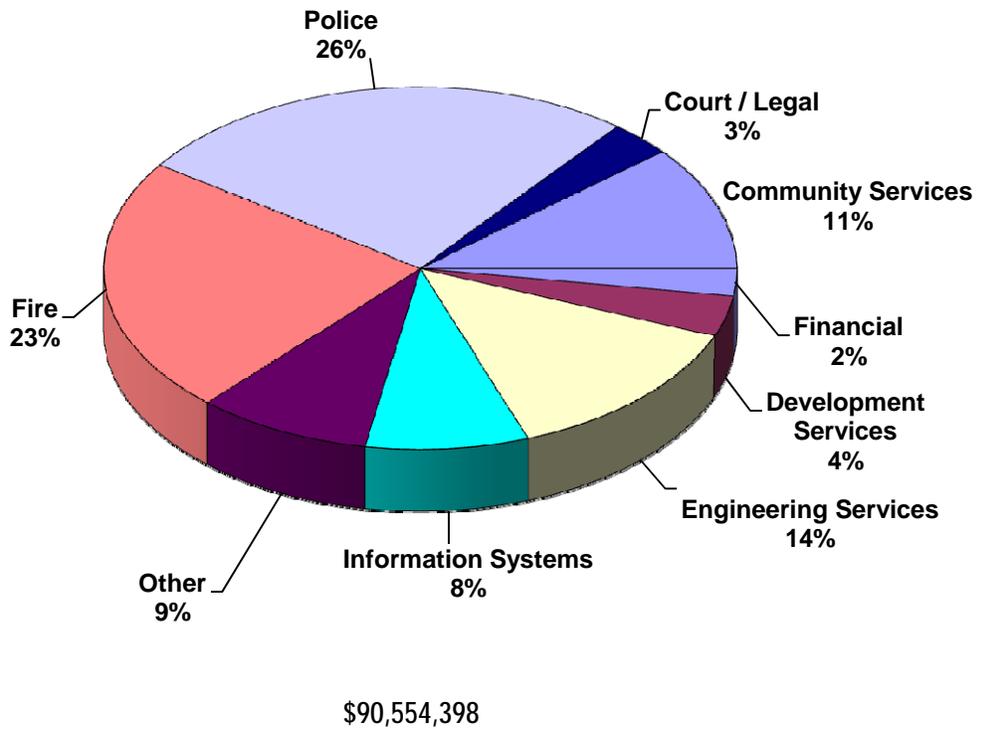


**SECTION III**  
**GENERAL FUND**

### General Fund Revenues As Budgeted For Fiscal Year 2013



### General Fund Expenditures / Expenses As Budgeted For Fiscal Year 2013



**GENERAL FUND  
REVENUE AND RECEIPTS**

	<b>ACTUAL 2010-2011</b>	<b>BUDGET 2011-2012</b>	<b>BUDGET 2012-2013</b>
<b>AD VALOREM TAXES</b>			
Current Levy	\$ 27,035,792	\$ 28,445,037	\$ 29,856,524
Delinquent Levies	<u>833,990</u>	<u>563,708</u>	<u>593,707</u>
Total Ad Valorem Taxes	<u>27,869,782</u>	<u>29,008,745</u>	<u>30,450,231</u>
<b>INTEREST AND PENALTIES</b>			
Interest and Penalties	324,713	300,000	325,000
Miscellaneous Tax Office Revenues	28,607	30,000	29,000
Tax Certificates	<u>470</u>	<u>600</u>	<u>600</u>
Total Interest and Penalties	<u>353,790</u>	<u>330,600</u>	<u>354,600</u>
<b>SALES TAX</b>			
City Sales Tax	<u>30,281,637</u>	<u>27,703,921</u>	<u>32,812,259</u>
Total Sales Taxes	<u>30,281,637</u>	<u>27,703,921</u>	<u>32,812,259</u>
<b>GROSS RECEIPTS TAXES</b>			
Telephone Utility	1,678,085	1,700,000	1,761,900
Electric Utility	4,124,133	3,900,000	4,300,000
Gas Utility	1,150,534	1,200,000	1,275,000
Water	2,599,173	2,448,000	2,667,000
Sanitation	420,441	405,000	440,000
Taxicab	7,455	5,000	7,500
Cable Television	<u>1,255,106</u>	<u>1,250,000</u>	<u>1,275,000</u>
Total Gross Receipts Taxes	<u>11,234,927</u>	<u>10,908,000</u>	<u>11,726,400</u>
<b>MIXED BEVERAGE TAX</b>			
Mixed Beverage Tax	<u>392,121</u>	<u>370,000</u>	<u>400,000</u>
Total Mixed Beverage Tax	<u>392,121</u>	<u>370,000</u>	<u>400,000</u>
<b>MISCELLANEOUS TAX</b>			
Bingo Tax	<u>94,527</u>	<u>85,000</u>	<u>100,000</u>
Total Miscellaneous Tax	<u>94,527</u>	<u>85,000</u>	<u>100,000</u>
<b>BUILDING PERMITS</b>			
Building Permits	506,761	219,000	350,000
Alterations and Repairs	281,983	130,000	130,000
Temporary Freight Containers	500	1,200	500
Fences, Signs, etc.	21,964	20,000	20,000
Electrical Permits	15,550	12,000	13,500
Mechanical Permits	15,135	12,000	12,000
Plumbing Permits	69,405	55,000	55,000
Demolition Permits	2,970	3,000	3,000
Work on Public Property	19,600	15,000	15,000

**GENERAL FUND  
REVENUE AND RECEIPTS**

	<b>ACTUAL 2010-2011</b>	<b>BUDGET 2011-2012</b>	<b>BUDGET 2012-2013</b>
<b>BUILDING PERMITS (continued)</b>			
Temporary Plumbing and Electrical	\$ 42,780	\$ 25,000	\$ 30,000
Temporary Sign Permits	4,200	7,000	4,000
Public Right of Way Use	<u>12,644</u>	<u>20,000</u>	<u>10,000</u>
Total Building Permits	<u>993,492</u>	<u>519,200</u>	<u>643,000</u>
<b>HEALTH PERMITS</b>			
Food Service Establishments	76,576	75,000	78,000
Daycare Permits	3,050	3,000	3,000
Mobile Vendors	6,370	7,000	7,000
Temporary Health Permits	4,180	4,000	4,000
Swimming Pool Permits	9,881	9,000	9,000
Miscellaneous Health Permits	<u>35,513</u>	<u>28,000</u>	<u>30,000</u>
Total Health Permits	<u>135,570</u>	<u>126,000</u>	<u>131,000</u>
<b>OCCUPATIONAL PERMITS</b>			
Drilling	92,000	52,000	68,000
Mobile Home Park Licenses	2,024	1,500	1,500
Beer License	3,665	65,000	32,000
Taxi and Peddler Permits	3,631	4,000	3,700
Certificate of Occupancy	<u>10,320</u>	<u>7,000</u>	<u>9,000</u>
Total Occupational Permits	<u>111,640</u>	<u>129,500</u>	<u>114,200</u>
<b>ZONING FEES</b>			
Zoning Fees	16,208	15,000	21,000
Subdivision Plat Fees	22,897	20,000	21,000
Board of Adjustment Fees	1,200	1,000	1,000
Review Fees	<u>3,450</u>	<u>2,500</u>	<u>2,400</u>
Total Zoning Fees	<u>43,755</u>	<u>38,500</u>	<u>45,400</u>
<b>OTHER</b>			
Lot Deposits	3,100	5,000	5,000
Vacation Fee	900	900	6,000
Sketch Plan Fee	10,525	4,800	5,800
Alarm Permit Fees	80,270	72,000	80,000
Certified Copies of Ordinances	30	0	0
Miscellaneous	<u>4,955</u>	<u>4,000</u>	<u>4,000</u>
Total Other	<u>99,780</u>	<u>86,700</u>	<u>100,800</u>
<b>ANIMAL CONTROL</b>			
Pet Licenses	89,127	100,000	100,000
Impoundment Fees	11,220	15,000	16,000
Adoption Fees	18,206	20,000	21,000
Microchipping	7,079	7,500	8,000

**GENERAL FUND  
REVENUE AND RECEIPTS**

	<b>ACTUAL 2010-2011</b>	<b>BUDGET 2011-2012</b>	<b>BUDGET 2012-2013</b>
<b>ANIMAL CONTROL (continued)</b>			
Pick up Fees	\$ 4,810	\$ 3,500	\$ 1,500
Euthanasia Fees	2,585	2,500	2,000
Boarding Fees	474	500	500
Quarantine Fees	8,660	8,000	5,000
Permit - Wild Animals	400	500	200
Dip	300	200	30
Spay/Neuter Deposits	65,715	75,000	70,000
Cremations	3,440	5,000	100
Miscellaneous	2,093	1,200	2,000
	<u>214,109</u>	<u>238,900</u>	<u>226,330</u>
<b>TOTAL ANIMAL CONTROL</b>	<b>214,109</b>	<b>238,900</b>	<b>226,330</b>
<b>FINES AND FORFEITURES</b>			
Municipal Court Receipts	3,581,959	3,600,000	3,600,000
Muni Court-Child Safety	28,144	30,000	30,000
Report Copies	20,483	20,000	24,000
	<u>3,630,586</u>	<u>3,650,000</u>	<u>3,654,000</u>
<b>TOTAL FINES AND FORFEITURES</b>	<b>3,630,586</b>	<b>3,650,000</b>	<b>3,654,000</b>
<b>RECREATION FEES</b>			
Showmobile	11,595	8,000	7,000
Facilities Rental	80,296	85,000	93,000
Recreation Fees	970	4,000	10,000
	<u>92,861</u>	<u>97,000</u>	<u>110,000</u>
<b>TOTAL RECREATION FEES</b>	<b>92,861</b>	<b>97,000</b>	<b>110,000</b>
<b>INTEREST INCOME</b>			
Interest	659,684	700,000	500,000
Interest - Non pooled	14,809	15,000	4,000
	<u>674,493</u>	<u>715,000</u>	<u>504,000</u>
<b>TOTAL INTEREST INCOME</b>	<b>674,493</b>	<b>715,000</b>	<b>504,000</b>
<b>HEALTH DEPARTMENT SERVICES</b>			
Water Sample Tests	12	0	0
Miscellaneous Health Tests	1,163	800	400
TB Testing	12,660	11,000	12,370
Clinical Visit	775	500	735
	<u>14,610</u>	<u>12,300</u>	<u>13,505</u>
<b>TOTAL HEALTH DEPARTMENT SERVICES</b>	<b>14,610</b>	<b>12,300</b>	<b>13,505</b>

**GENERAL FUND  
REVENUE AND RECEIPTS**

	<b>ACTUAL 2010-2011</b>	<b>BUDGET 2011-2012</b>	<b>BUDGET 2012-2013</b>
<b>AMBULANCE</b>			
Ambulance Revenue	\$ 3,185,882	\$ 3,100,000	\$ 3,600,000
Affadavit Preparation Fee	2,375	3,000	2,500
Uncollectible	<u>(1,500,000)</u>	<u>(1,500,000)</u>	<u>(1,700,000)</u>
<b>Total Ambulance</b>	<u>1,688,257</u>	<u>1,603,000</u>	<u>1,902,500</u>
<b>INTERGOVERNMENTAL CHARGES</b>			
Arrest Fees	6,205	6,300	6,000
Midland Emergency Communication Dist.	86,064	84,000	86,064
Midland Economic Development Corp.	205,962	239,760	188,551
Midland College	<u>12,962</u>	<u>12,962</u>	<u>12,962</u>
<b>Total Intergovernmental Charges</b>	<u>311,193</u>	<u>343,022</u>	<u>293,577</u>
<b>OTHER</b>			
Paving Cuts	31,805	40,000	40,000
Airport Security Service	24,841	26,000	23,000
Storage of Impounded Vehicles	30,000	30,000	30,000
Lot Clearing	27,521	20,000	15,000
TDH Program Income	15,094	12,000	15,000
TDH Immunization Program Income	<u>85,833</u>	<u>95,000</u>	<u>80,000</u>
<b>Total Other</b>	<u>215,094</u>	<u>223,000</u>	<u>203,000</u>
<b>INTERFUND TRANSFERS</b>			
Unclaimed Property Fund	488	0	0
General Construction Fund	91,006	0	0
Water and Sewer Fund	<u>750,000</u>	<u>750,000</u>	<u>750,000</u>
<b>Total Interfund Transfers</b>	<u>841,494</u>	<u>750,000</u>	<u>750,000</u>
<b>INTERFUND CHARGES</b>			
Hotel/Motel Fund	25,600	19,724	26,813
Water and Sewer Fund	1,469,396	1,371,654	1,388,229
Sanitation Fund	444,163	492,332	537,362
Golf Course Fund	82,120	99,218	103,341
Airport Operation Fund	1,410,971	1,418,000	1,468,000
Scharbauer Sports Complex Fund	390,103	372,595	360,393
Garage Fund	289,673	393,152	479,031
Warehouse Fund	20,534	24,565	30,013
Community Dev Fund Direct Charges	<u>197,210</u>	<u>207,851</u>	<u>200,000</u>
<b>Total Interfund Charges</b>	<u>4,329,770</u>	<u>4,399,091</u>	<u>4,593,182</u>

**GENERAL FUND  
REVENUE AND RECEIPTS**

	<b>ACTUAL 2010-2011</b>	<b>BUDGET 2011-2012</b>	<b>BUDGET 2012-2013</b>
<b>PARKING FEES</b>			
Parking Permits	\$ 3,197	\$ 3,000	\$ 3,000
Parking Lots	<u>9,600</u>	<u>9,600</u>	<u>9,600</u>
Total Parking Fees	<u>12,797</u>	<u>12,600</u>	<u>12,600</u>
<b>RENTALS</b>			
Commercial	6,524	5,592	6,000
Miscellaneous Rentals	<u>2,752</u>	<u>2,652</u>	<u>2,600</u>
Total Rentals	<u>9,276</u>	<u>8,244</u>	<u>8,600</u>
<b>GOVERNMENTAL CONTRIBUTIONS</b>			
Government Contributions	1,350,496	400,000	400,000
Emergency Management	143,222	142,092	45,000
State Dept of Highways - STEP	20,843	26,294	28,715
VCLG Program	34,451	41,863	41,863
State Department of Health	484,933	271,783	251,422
HIDTA Grant	139,975	159,400	168,714
Combating Underage Drinking	13,157	10,560	0
Homeland Security Grant	<u>56,432</u>	<u>0</u>	<u>15,000</u>
Total Governmental Contributions	<u>2,243,509</u>	<u>1,051,992</u>	<u>950,714</u>
<b>MISCELLANEOUS</b>			
Civic Contributions	1,111,762	150,000	240,000
Discounts Earned	26	0	0
Unclassified	29,717	40,000	40,000
Sale of Assets	28,345	2,000	10,000
Sale of Confiscated Equipment	14,673	12,500	12,500
Inc/Dec in Fair Value of Investments	(37,341)	0	0
Recovery of Damages to City Property	16,112	15,000	15,000
Legal Restitution	6,654	5,000	5,000
Miscellaneous	<u>1,337,506</u>	<u>131,940</u>	<u>132,000</u>
Total Miscellaneous	<u>2,507,454</u>	<u>356,440</u>	<u>454,500</u>
<b>TOTAL REVENUE</b>	<u>\$ 88,396,524</u>	<u>\$ 82,766,755</u>	<u>\$ 90,554,398</u>

**GENERAL FUND  
SUMMARY OF EXPENDITURES BY UNIT**

Unit No.	ORGANIZATION	ACTUAL 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
0000	Legislative	\$ 38,872	\$ 37,106	\$ 35,306
0005	City Manager's Office	856,274	812,919	858,553
0007	Public Information Officer	0	191,540	186,341
0008	Downtown Development	0	0	137,304
0010	Municipal Court	1,632,070	1,723,638	1,833,745
0015	Legal	886,189	917,350	1,053,675
0020	City Secretary	321,193	360,985	342,238
0025	Human Resources	497,892	500,239	513,401
0026	Employee Health & Wellness	163,631	192,486	187,605
0030	Communication & Information Systems Administration	789,414	834,606	921,504
0031	Communication	1,529,903	1,797,458	2,021,693
0032	Information Systems	3,121,199	3,579,424	4,008,796
0033	Communication Maintenance	581,362	601,183	596,723
0035	Accounting	1,499,606	1,549,091	1,638,937
0037	Investments	133,100	136,721	147,287
0040	Purchasing	427,582	391,982	365,455
0041	Facilities Services	1,205,886	1,119,211	1,159,014
0042	Risk Management	167,006	184,470	273,138
0045	Internal Audit	120,820	128,954	134,400
0050	Finance - Tax	358,180	360,898	396,550
0055	Planning & Development	473,240	640,744	881,142
0056	Community Development	196,916	210,225	219,967
0060	Code Administration	1,577,945	1,766,705	2,172,977
0075	GIS Administration	335,501	423,961	587,489
0080	Engineering Services	968,463	1,159,903	1,249,233
0085	Transportation	5,796,367	7,531,230	10,304,734
0090	Parks	5,432,213	6,406,623	6,454,962
0091	Animal Services	855,998	959,422	1,033,564
0093	Recreation	585,623	634,579	717,936
0100	Health & Senior Services	1,695,508	1,738,342	1,823,258
0105	VCLG Program	48,306	52,781	60,500
0107	Airport Police	1,443,357	1,422,292	1,505,528
0109	Special Operations - Step	25,813	31,125	0
0111	Police Administration	1,219,289	1,355,928	1,440,496
0112	Support Services Bureau	2,649,070	3,412,211	3,502,299
0113	Field Operations Bureau	10,965,903	12,198,610	12,369,584
0114	Investigative Services Bureau	4,756,480	4,909,742	4,990,046
0115	Fire	14,345,106	15,262,422	16,277,943
0116	Fire Training	448,305	477,591	502,208
0119	Fire Prevention	875,523	945,328	989,856
0120	Emergency Medical Service	1,571,791	1,687,621	1,660,388
0122	Airport Fire Division	1,392,035	1,377,702	1,454,751
0125	Emergency Management	71,032	160,652	64,652
0150	Nondepartmental	1,952,344	1,799,817	2,567,768
0199	Interfund Transfer	3,812,279	1,074,501	911,452
	<b>Total</b>	<u>\$ 77,824,586</u>	<u>\$ 83,060,318</u>	<u>\$ 90,554,398</u>

**GENERAL FUND  
SUMMARY OF EXPENDITURES  
BY CLASSIFICATION**

	<b>BUDGET 2012-2013</b>	<b>RATIO</b>
<b><u>OPERATING EXPENSES</u></b>		
<b>1000. PERSONNEL SERVICES</b>	\$ 60,391,031	66.690%
<b>2000. COMMODITIES</b>	1,778,991	1.965%
<b>3000. CONTRACTUAL SERVICES</b>	21,052,185	23.248%
<b>4000. MAINTENANCE - STRUCTURES</b>	4,737,350	5.231%
<b>5000. MAINTENANCE - EQUIPMENT</b>	604,829	0.668%
<b>6000. MISCELLANEOUS</b>	<u>1,299,552</u>	<u>1.436%</u>
<b>TOTAL OPERATING EXPENDITURES</b>	<u>89,863,938</u>	<u>99.238%</u>
<b><u>CAPITAL OUTLAY</u></b>		
<b>7000. LAND - BUILDINGS</b>	100,000	0.110%
<b>8000. EQUIPMENT</b>	<u>590,460</u>	<u>0.652%</u>
<b>TOTAL CAPITAL OUTLAY</b>	<u>690,460</u>	<u>0.762%</u>
<b>GRAND TOTAL</b>	<b>\$ <u>90,554,398</u></b>	<b><u>100.000%</u></b>

**SUMMARY**

FUND		DEPARTMENT	UNIT	
GENERAL 001		LEGISLATIVE 000	LEGISLATIVE 0000	
CLASSIFICATION			BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES			\$ 2,906	\$ 2,906
2000. COMMODITIES			1,000	1,000
3000. CONTRACTUAL SERVICES			25,200	23,400
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			0	0
6000. MISCELLANEOUS			<u>8,000</u>	<u>8,000</u>
<b>SUBTOTAL</b>			<u>37,106</u>	<u>35,306</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>0</u>	<u>0</u>
<b>TOTAL</b>			\$ <u><u>37,106</u></u>	\$ <u><u>35,306</u></u>

FUNCTION: The powers of government, as outlined by the City Charter and other laws, are maintained by the Mayor and Council. This body is responsible for policy leadership, the general direction of the City's government, and the appointment of various boards as the occasion arises.

**DETAIL**

FUND GENERAL 001	DEPARTMENT LEGISLATIVE 000	UNIT LEGISLATIVE 0000	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 2,700	\$ 2,700
Other Benefits		<u>206</u>	<u>206</u>
<b>TOTAL 1000</b>		<u>2,906</u>	<u>2,906</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		<u>1,000</u>	<u>1,000</u>
<b>TOTAL 2000</b>		<u>1,000</u>	<u>1,000</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3450. Consulting Fees		10,000	10,000
3510. Travel		10,000	10,000
3520. Dues & Subscriptions		4,000	1,000
3530. Training, Registration Fees, Etc.		<u>1,200</u>	<u>2,400</u>
<b>TOTAL 3000</b>		<u>25,200</u>	<u>23,400</u>
<b>6000. MISCELLANEOUS</b>			
6990 Miscellaneous		<u>8,000</u>	<u>8,000</u>
<b>TOTAL 6000</b>		<u>8,000</u>	<u>8,000</u>
<b>GRAND TOTAL</b>		\$ <u><u>37,106</u></u>	\$ <u><u>35,306</u></u>

# PERSONNEL SCHEDULE

FUND GENERAL 001	DEPARTMENT LEGISLATIVE 000		UNIT LEGISLATIVE 0000	
POSITION TITLE	EMPLOYEES			BUDGET 2012-2013
	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	
<b>SUPERVISION</b>				
Mayor	1	1	1	
Council Members	<u>6</u>	<u>6</u>	<u>6</u>	
TOTAL	<u><u>7</u></u>	<u><u>7</u></u>	<u><u>7</u></u>	
BASE SALARIES				\$ 2,700
FRINGE BENEFITS				<u>206</u>
GRAND TOTAL	<u><u>7</u></u>	<u><u>7</u></u>	<u><u>7</u></u>	\$ <u><u>2,906</u></u>

# SUMMARY

FUND GENERAL 001	DEPARTMENT ADMINISTRATION 005	UNIT CITY MANAGER'S OFFICE 0005	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b>1000. PERSONNEL SERVICES</b> <b>2000. COMMODITIES</b> <b>3000. CONTRACTUAL SERVICES</b> <b>4000. MAINTENANCE - STRUCTURES</b> <b>5000. MAINTENANCE - EQUIPMENT</b> <b>6000. MISCELLANEOUS</b>		\$ 768,119 8,200 33,600 0 0 3,000 <hr/> 812,919	\$ 809,393 8,000 37,660 0 0 3,500 <hr/> 858,553
<b>SUBTOTAL</b>		<hr/>	<hr/>
<b>CAPITAL OUTLAY</b> <b>7000. LANDS - BUILDINGS</b> <b>8000. EQUIPMENT</b>		0 0 <hr/> 0	0 0 <hr/> 0
<b>SUBTOTAL</b>		<hr/>	<hr/>
<b>TOTAL</b>		<b>\$ <u>812,919</u></b>	<b>\$ <u>858,553</u></b>

**FUNCTION:** The City Manager is the chief administrative officer of the City. He and his office are responsible directly to the Council for the execution of policies of the Council. This office is responsible for the enforcement of all laws, the appointment of all department managers with the approval of the Council, except the City Attorney, City Secretary, and the Municipal Court Judge and performs duties prescribed by the City Charter and the City Council.

### Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Return all citizen calls for service the same day and follow up each call for service within 48 hours.	100%	100%	100%
Address a minimum of 25 citizen and employee groups per year to communicate the objectives of the City.	25	25	25
Facilitate at least 12 annual open discussions between individual department managers and the Mayor and City Council.	12 of 12	12 of 12	12 of 12

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**DETAIL**

FUND GENERAL 001	DEPARTMENT ADMINISTRATION 005	UNIT CITY MANAGER'S OFFICE 0005	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 543,505	\$ 579,876
Other Benefits		<u>224,614</u>	<u>229,517</u>
<b>TOTAL 1000</b>		<u>768,119</u>	<u>809,393</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		7,700	7,500
2115. Minor Furniture & Fixtures		<u>500</u>	<u>500</u>
<b>TOTAL 2000</b>		<u>8,200</u>	<u>8,000</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3212. Equipment Rental - External		2,400	2,400
3213. Hire of Equipment - Technology		0	4,260
3240. Binding, Printing & Reproduction		2,500	2,500
3390. Other Special Services		1,000	1,000
3510. Travel		18,000	18,000
3520. Dues & Subscriptions		6,000	6,000
3530. Training, Registration Fees, Etc.		3,500	3,500
3900. Mileage		<u>200</u>	<u>0</u>
<b>TOTAL 3000</b>		<u>33,600</u>	<u>37,660</u>
<b>6000. MISCELLANEOUS</b>			
6990. Miscellaneous		<u>3,000</u>	<u>3,500</u>
<b>TOTAL 6000</b>		<u>3,000</u>	<u>3,500</u>
<b>GRAND TOTAL</b>		<u>\$ 812,919</u>	<u>\$ 858,553</u>



# SUMMARY

FUND GENERAL 001	DEPARTMENT ADMINISTRATION 005	UNIT PUBLIC COMMUNICATIONS 0007	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b>1000. PERSONNEL SERVICES</b> <b>2000. COMMODITIES</b> <b>3000. CONTRACTUAL SERVICES</b> <b>4000. MAINTENANCE - STRUCTURES</b> <b>5000. MAINTENANCE - EQUIPMENT</b> <b>6000. MISCELLANEOUS</b>		\$ 171,399 2,575 17,566 0 0 0 <hr/> 191,540	\$ 160,329 5,000 21,012 0 0 0 <hr/> 186,341
<b>SUBTOTAL</b>		<hr/> 191,540	<hr/> 186,341
<p style="text-align: center;"><b>CAPITAL OUTLAY</b></p> <b>7000. LANDS - BUILDINGS</b> <b>8000. EQUIPMENT</b>		0 0 <hr/> 0	0 0 <hr/> 0
<b>SUBTOTAL</b>		<hr/> 0	<hr/> 0
<b>TOTAL</b>		<hr/> <b>\$ 191,540</b>	<hr/> <b>\$ 186,341</b>

**FUNCTION:** The Public Communications Office handles all media and public relations for the City of Midland representing every department/division; handles special projects for the City Manager's Office and City Council including but not limited to Annual Report, Mayor's State of the City Address, and various public relations or marketing projects as they arise; assists in marketing and special projects for all other departments. Manages and oversees the Citizen's Action Center and various other resident communication tools such as City of Midland newsletters, educational programs (Such as Midland 101), social media memberships, and City TV programming. Manager of city branding, logos, and images; designs, maintains, and produces the City of Midland website, social media sites, and other promotional print material as directed.

Activity / Performance Measures

<u>Activity/Performance Measure</u>	<u>2011 Achievements</u>	<u>2012 Expectations</u>	<u>2013 Targets</u>
Send a minimum of 120 press releases to media outlets, employees and City Council. To educate the public.	N/A	N/A	100%
Return public information calls from the general public the same day the call originated.	N/A	N/A	100%
Script, shoot, and edit 12 editions of monthly Shorts and 12 editions of Midland Minute.	N/A	N/A	100%
Maintain daily activity on Social Media sites.	N/A	N/A	100%
Manage ongoing improvement and updating to city website by conducting weekly evaluations.	N/A	N/A	100%

**DETAIL**

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FUND GENERAL 001	DEPARTMENT ADMINISTRATION 005	UNIT PUBLIC COMMUNICATIONS 0007	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 123,600	\$ 118,342
Other Benefits		<u>47,799</u>	<u>41,987</u>
<b>TOTAL 1000</b>		<u>171,399</u>	<u>160,329</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		2,500	5,000
2620. Postage		<u>75</u>	<u>0</u>
<b>TOTAL 2000</b>		<u>2,575</u>	<u>5,000</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3210. Hire of Equipment - Garage - Vehicles		0	9,002
3213. Hire of Equipment - Technology		7,741	1,960
3220. Advertising		0	200
3240. Binding, Printing & Reproduction		1,725	1,700
3510. Travel		5,950	5,000
3520. Dues & Subscriptions		600	600
3530. Training, Registration Fees, Etc.		1,050	2,050
3990. Other		<u>500</u>	<u>500</u>
<b>TOTAL 3000</b>		<u>17,566</u>	<u>21,012</u>
<b>GRAND TOTAL</b>		\$ <u>191,540</u>	\$ <u>186,341</u>

# PERSONNEL SCHEDULE

FUND		DEPARTMENT		UNIT	
GENERAL 001		ADMINISTRATION 005		PUBLIC COMMUNICATIONS 0007	
POSITION TITLE		EMPLOYEES			BUDGET 2012-2013
		BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	
<b>MANAGEMENT</b>					
PIO		0	1	1	
TOTAL		<u>0</u>	<u>1</u>	<u>1</u>	
<b>PROFESSIONAL</b>					
Multimedia Developer		0	1	1	
TOTAL		<u>0</u>	<u>1</u>	<u>1</u>	
BASE SALARIES					\$ 118,342
LONGEVITY					207
FRINGE BENEFITS					<u>41,780</u>
GRAND TOTAL		<u>0</u>	<u>2</u>	<u>2</u>	\$ <u>160,329</u>

# SUMMARY

FUND GENERAL 001	DEPARTMENT ADMINISTRATION 005	UNIT DOWNTOWN DEVELOPMENT 0008	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES		\$ 0	\$ 137,304
2000. COMMODITIES		0	0
3000. CONTRACTUAL SERVICES		0	0
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		0	0
<b>SUBTOTAL</b>		0	137,304
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		0	0
<b>SUBTOTAL</b>		0	0
<b>TOTAL</b>		\$ 0	\$ 137,304

FUNCTION: Personnel of the Downtown Development Department are responsible for coordinating the resources available and necessary for the rejuvenation and redevelopment of downtown Midland. The Department serves as a resource for City Departments, Development partners, and the general public. Downtown Development works specifically within the TIRZ and DMMD boundaries. Downtown Development partners work together to anticipate and address existing and future potential parking challenges/issues.

### Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Create baseline/benchmark reports for measuring and monitoring development activities; establish and coordinate regular scheduled TIRZ Board meetings.	N/A	N/A	100%
Evaluate the creation of weekly Development Review Committee meetings involving all City Departments organizations, and resources relevant to downtown development.	N/A	N/A	100%
Research infrastructure needs in the downtown area and seek grants to leverage and layer with available local funding sources (TIRZ, DMMD, MDC, COC, etc).	N/A	N/A	100%

**DETAIL**

FUND GENERAL 001	DEPARTMENT ADMINISTRATION 005	UNIT DOWNTOWN DEVELOPMENT 0008	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<u>OPERATING SERVICES</u>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 0	\$ 105,000
Other Benefits		0	32,304
<b>TOTAL 1000</b>		<u>0</u>	<u>137,304</u>
<b>GRAND TOTAL</b>		<u>\$ 0</u>	<u>\$ 137,304</u>

**PERSONNEL SCHEDULE**

FUND GENERAL 001	DEPARTMENT ADMINISTRATION 005		UNIT DOWNTOWN DEVELOPMENT 0008	
POSITION TITLE	EMPLOYEES			BUDGET 2012-2013
	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	
<b>MANAGEMENT</b> Downtown Development Director TOTAL	<u>0</u> <u>0</u>	<u>0</u> <u>0</u>	<u>1</u> <u>1</u>	
BASE SALARIES FRINGE BENEFITS				\$ 105,000 <u>32,304</u>
GRAND TOTAL	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>1</u></u>	\$ <u><u>137,304</u></u>

**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>		<b>UNIT</b>	
GENERAL 001		MUNICIPAL COURT 010		MUNICIPAL COURT 0010	
<b>CLASSIFICATION</b>				<b>BUDGET 2011-2012</b>	<b>BUDGET 2012-2013</b>
<b>1000. PERSONNEL SERVICES</b>				\$ 1,551,186	\$ 1,657,443
<b>2000. COMMODITIES</b>				26,780	34,080
<b>3000. CONTRACTUAL SERVICES</b>				121,772	125,622
<b>4000. MAINTENANCE - STRUCTURES</b>				100	100
<b>5000. MAINTENANCE - EQUIPMENT</b>				6,000	6,000
<b>6000. MISCELLANEOUS</b>				<u>4,500</u>	<u>4,500</u>
<b>SUBTOTAL</b>				<u>1,710,338</u>	<u>1,827,745</u>
<b>CAPITAL OUTLAY</b>					
<b>7000. LANDS - BUILDINGS</b>				0	0
<b>8000. EQUIPMENT</b>				<u>13,300</u>	<u>6,000</u>
<b>SUBTOTAL</b>				<u>13,300</u>	<u>6,000</u>
<b>TOTAL</b>				<u>\$ 1,723,638</u>	<u>\$ 1,833,745</u>

FUNCTION: The Municipal Court Judge is appointed by the City Council and holds court five days a week. The office personnel are under the general direction of the Municipal Court Judge. The office prepares and maintains records and files which pertain to court procedure. The department also serves warrants and in general makes collections for all fines assessed by the Judge.

**DETAIL**

FUND GENERAL 001	DEPARTMENT MUNICIPAL COURT 010	UNIT MUNICIPAL COURT 0010	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 1,016,119	\$ 1,127,523
Overtime		15,608	15,608
Other Benefits		<u>519,459</u>	<u>514,312</u>
<b>TOTAL 1000</b>		<u>1,551,186</u>	<u>1,657,443</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		9,150	14,150
2115. Minor Furniture & Fixtures		1,800	1,800
2120. Minor Equipment, Instruments & Tools		2,400	2,400
2155. Minor Computer Hardware & Peripherals		500	500
2160. Computer Software & Supplies		2,700	5,000
2200. Food		130	130
2320. Medical Supplies		100	100
2540. Ammunition		600	600
2570. Clothing, Dry Goods, Etc.		2,700	2,700
2620. Postage		6,500	6,500
2630. Security Badges & Decal Supplies		<u>200</u>	<u>200</u>
<b>TOTAL 2000</b>		<u>26,780</u>	<u>34,080</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3210. Hire of Equipment - Garage - Vehicles		42,701	43,893
3212. Equipment Rental - External		2,784	2,784
3213. Hire of Equipment - Technology		360	0
3230. Laundry & Cleaning		2,000	2,000
3240. Binding, Printing & Reproduction		6,500	9,500
3270. Notary Bonds		220	220
3280. Temporary Help		2,325	2,325
3350. Bank Services		15,000	15,000
3360. Special Postage & Express Shipping		100	100
3390. Other Special Services		4,500	4,500
3490. Associate Judge Fees		20,000	20,000
3510. Travel		12,000	12,000
3520. Dues & Subscriptions		2,000	2,000
3525. Legal & Technical Reference Materials		6,000	6,000
3530. Training, Registration Fees, Etc.		4,250	4,250
3900. Mileage		600	600
3920. Rent		<u>432</u>	<u>450</u>
<b>TOTAL 3000</b>		<u>121,772</u>	<u>125,622</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Buildings & Grounds		<u>100</u>	<u>100</u>
<b>TOTAL 4000</b>		<u>100</u>	<u>100</u>

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**DETAIL**

FUND GENERAL 001	DEPARTMENT MUNICIPAL COURT 010	UNIT MUNICIPAL COURT 0010	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5020. Furniture, Fixtures, & Furnishings		\$ <u>6,000</u>	\$ <u>6,000</u>
<b>TOTAL 5000</b>		<u>6,000</u>	<u>6,000</u>
<b>6000. MISCELLANEOUS</b>			
6830. Court Cost, Jury & Filing Fees		<u>4,500</u>	<u>4,500</u>
<b>TOTAL 6000</b>		<u>4,500</u>	<u>4,500</u>
<b><u>CAPITAL OUTLAY</u></b>			
<b>8000. EQUIPMENT</b>			
8401. Furniture, Fixtures, & Office Machines		6,000	0
8481. Communication & Video Equipment		3,000	0
8490. Data Processing Equipment		3,000	0
8530. Other Equipment		<u>1,300</u>	<u>6,000</u>
<b>TOTAL 8000</b>		<u>13,300</u>	<u>6,000</u>
<b>GRAND TOTAL</b>		\$ <u><u>1,723,638</u></u>	\$ <u><u>1,833,745</u></u>

**PERSONNEL SCHEDULE**

FUND GENERAL 001	DEPARTMENT MUNICIPAL COURT 010		UNIT MUNICIPAL COURT 0010	
POSITION TITLE	EMPLOYEES			BUDGET 2012-2013
	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	
<b>MANAGEMENT</b>				
Municipal Court Judge	2	2	2	
Court Administrator	1	1	1	
TOTAL	<u>3</u>	<u>3</u>	<u>3</u>	
<b>TECHNICAL</b>				
Accounting Assistant	1	1	1	
Chief Warrant Officer	1	1	1	
Warrant Officer	2	2	2	
Bailiff	2	2	2	
TOTAL	<u>6</u>	<u>6</u>	<u>6</u>	
<b>CLERICAL</b>				
Account Clerk	3	4	4	
Administrative Assistant	1	1	1	
Executive Assistant	2	2	2	
Indigent Coordinator	1	1	1	
Juvenile Service Coordinator	1	1	1	
Records Specialist	4	4	4	
Records Supervisor	1	1	1	
TOTAL	<u>13</u>	<u>14</u>	<u>14</u>	
BASE SALARIES				\$ 1,127,523
LONGEVITY				18,564
CERTIFICATION PAY				6,840
EDUCATION PAY				2,664
SPECIAL PAY				11,333
CAR ALLOWANCE				19,140
OVERTIME				15,608
FRINGE BENEFITS				<u>455,771</u>
GRAND TOTAL	<u>22</u>	<u>23</u>	<u>23</u>	\$ <u>1,657,443</u>

**SUMMARY**

FUND		DEPARTMENT	UNIT	
GENERAL 001		LEGAL 015	LEGAL 0015	
CLASSIFICATION			BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES			\$ 852,386	\$ 981,353
2000. COMMODITIES			6,480	7,860
3000. CONTRACTUAL SERVICES			56,834	62,812
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			1,150	1,150
6000. MISCELLANEOUS			<u>500</u>	<u>500</u>
<b>SUBTOTAL</b>			<u>917,350</u>	<u>1,053,675</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>0</u>	<u>0</u>
<b>TOTAL</b>			\$ <u><u>917,350</u></u>	\$ <u><u>1,053,675</u></u>

FUNCTION: The City Attorney and his staff are responsible to the City Council. The department represents the City in all law suits and hearings; provides legal advice to all departments; and prepares necessary documents in relation to contracts, ordinances, resolutions, and other legal instruments as needed.

**DETAIL**

FUND		DEPARTMENT		UNIT	
GENERAL 001		LEGAL 015		LEGAL 0015	
CLASSIFICATION				BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>					
<b>1000. PERSONNEL SERVICES</b>					
				\$ 578,844	\$ 694,410
				12,000	12,000
				261,542	274,943
				<u>          </u>	<u>          </u>
			<b>TOTAL 1000</b>	<u>852,386</u>	<u>981,353</u>
<b>2000. COMMODITIES</b>					
			2010. Office Supplies	5,540	5,540
			2115. Minor Furniture & Fixtures	720	1,500
			2120. Minor Equipment, Instruments & Tools	200	200
			2155. Minor Computer Hardware & Peripherals	0	500
			2160. Computer Software & Supplies	0	100
			2620. Postage	20	20
				<u>          </u>	<u>          </u>
			<b>TOTAL 2000</b>	<u>6,480</u>	<u>7,860</u>
<b>3000. CONTRACTUAL SERVICES</b>					
			3212. Equipment Rental - External	2,721	3,221
			3213. Hire of Equipment - Technology	0	4,079
			3263. Employee Relocation Costs	1,400	1,400
			3270. Notary Bonds	150	150
			3280. Temporary Help	175	175
			3360. Special Postage & Express Shipping	100	100
			3390. Other Special Services	8,000	9,000
			3510. Travel	6,395	6,395
			3520. Dues & Subscriptions	7,983	8,382
			3525. Legal & Technical Reference Materials	24,000	24,000
			3530. Training, Registration Fees, Etc.	4,990	4,990
			3540. Educational Assistance	920	920
				<u>          </u>	<u>          </u>
			<b>TOTAL 3000</b>	<u>56,834</u>	<u>62,812</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>					
			5020. Furniture, Fixtures, & Furnishings	150	150
			5110. Machinery, Tools & Implements	1,000	1,000
				<u>          </u>	<u>          </u>
			<b>TOTAL 5000</b>	<u>1,150</u>	<u>1,150</u>
<b>6000. MISCELLANEOUS</b>					
			6830. Court Cost, Jury & Filing Fees	500	500
				<u>          </u>	<u>          </u>
			<b>TOTAL 6000</b>	<u>500</u>	<u>500</u>
<b>GRAND TOTAL</b>				<u>\$ 917,350</u>	<u>\$ 1,053,675</u>

**PERSONNEL SCHEDULE**

FUND		DEPARTMENT		UNIT	
GENERAL 001		LEGAL 015		LEGAL 0015	
POSITION TITLE	EMPLOYEES			BUDGET 2012-2013	
	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013		
<b>MANAGEMENT</b>					
City Attorney	1.00	1.00	1.00		
Executive Legal Asst/Office Mgr	0.00	1.00	1.00		
TOTAL	<u>1.00</u>	<u>2.00</u>	<u>2.00</u>		
<b>PROFESSIONAL</b>					
Assistant City Attorney	4.00	4.00	5.00		
Texas Public Information Act Coord.	0.50	0.50	0.50		
TOTAL	<u>4.50</u>	<u>4.50</u>	<u>5.50</u>		
<b>TECHNICAL</b>					
Legal Assistant	0.00	0.00	0.00		
TOTAL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		
<b>CLERICAL</b>					
Executive Legal Assistant	1.00	0.00	0.00		
Legal Secretary	1.00	1.00	1.00		
TOTAL	<u>2.00</u>	<u>1.00</u>	<u>1.00</u>		
BASE SALARIES				\$ 686,410	
PART TIME/TEMPORARY				8,000	
LONGEVITY				4,629	
CERTIFICATION PAY				1,500	
CAR ALLOWANCE				20,400	
SPECIAL PAY				17,257	
OVERTIME				12,000	
FRINGE BENEFITS				<u>231,157</u>	
GRAND TOTAL	<u>8</u>	<u>7.50</u>	<u>8.50</u>	\$ <u>981,353</u>	

**SUMMARY**

FUND GENERAL 001	DEPARTMENT CITY SECRETARY 020	UNIT CITY SECRETARY 0020	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES		\$ 298,909	\$ 288,882
2000. COMMODITIES		2,900	3,900
3000. CONTRACTUAL SERVICES		59,176	47,356
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		<u>0</u>	<u>0</u>
	<b>SUBTOTAL</b>	<u>360,985</u>	<u>340,138</u>
	<b>CAPITAL OUTLAY</b>		
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		<u>0</u>	<u>2,100</u>
	<b>SUBTOTAL</b>	<u>0</u>	<u>2,100</u>
	<b>TOTAL</b>	\$ <u><u>360,985</u></u>	\$ <u><u>342,238</u></u>

FUNCTION: This office carries out the duties outlined in the City Charter. The secretary is required to attend all Council meetings and keep accurate minutes of the proceedings; she maintains and files all documents, books, papers, and contracts of a legal nature; she countersigns all commissions and licenses. She is the keeper of the City Seal and affixes it to documents and papers as needed when legally authorized to do so; she maintains records of all appointments to various boards and commissions. The City Secretary attends bid openings which exceed \$25,000.

**DETAIL**

FUND GENERAL 001	DEPARTMENT CITY SECRETARY 020	UNIT CITY SECRETARY 0020	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries	\$ 199,404	\$ 202,216	
Overtime	853	853	
Other Benefits	<u>98,652</u>	<u>85,813</u>	
<b>TOTAL 1000</b>	<u>298,909</u>	<u>288,882</u>	
<b>2000. COMMODITIES</b>			
2010. Office Supplies	2,500	2,500	
2115. Minor Furniture & Fixtures	400	400	
2120. Minor Equipment, Instruments & Tools	<u>0</u>	<u>1,000</u>	
<b>TOTAL 2000</b>	<u>2,900</u>	<u>3,900</u>	
<b>3000. CONTRACTUAL SERVICES</b>			
3212. Equipment Rental - External	2,400	2,400	
3213. Hire of Equipment - Technology	30,966	3,056	
3220. Advertising	12,300	12,300	
3240. Binding, Printing & Reproduction	4,000	4,000	
3270. Notary Bonds	95	95	
3280. Temporary Help	450	450	
3360. Special Postage & Express Shipping	80	80	
3420. Legal Filing Fees	1,700	1,700	
3510. Travel	2,700	2,950	
3520. Dues & Subscriptions	1,110	1,150	
3525. Legal & Technical Reference Materials	150	150	
3530. Training, Registration Fees, Etc.	2,225	2,525	
3910. Elections	<u>1,000</u>	<u>16,500</u>	
<b>TOTAL 3000</b>	<u>59,176</u>	<u>47,356</u>	
<b><u>CAPITAL OUTLAY</u></b>			
<b>8000. EQUIPMENT</b>			
8401. Furniture, Fixtures, & Office Machines	<u>0</u>	<u>2,100</u>	
<b>TOTAL 8000</b>	<u>0</u>	<u>2,100</u>	
<b>GRAND TOTAL</b>	\$ <u>360,985</u>	\$ <u>342,238</u>	

# PERSONNEL SCHEDULE

FUND GENERAL 001	DEPARTMENT CITY SECRETARY 020	UNIT CITY SECRETARY 0020		
POSITION TITLE	EMPLOYEES			BUDGET 2012-2013
	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	
<b>MANAGEMENT</b>				
City Secretary	1	1	1	
TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
<b>CLERICAL</b>				
Deputy City Secretary	1	2	2	
Executive Assistant	1	0	0	
Secretary	1	1	1	
TOTAL	<u>3</u>	<u>3</u>	<u>3</u>	
BASE SALARIES				\$ 202,216
LONGEVITY				3,162
SPECIAL PAY				643
OVERTIME				853
FRINGE BENEFITS				<u>82,008</u>
GRAND TOTAL				\$ <u><u>288,882</u></u>

# SUMMARY

FUND GENERAL 001	DEPARTMENT ADMINISTRATIVE SERVICES 025	UNIT HUMAN RESOURCES 0025	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b>1000. PERSONNEL SERVICES</b> <b>2000. COMMODITIES</b> <b>3000. CONTRACTUAL SERVICES</b> <b>4000. MAINTENANCE - STRUCTURES</b> <b>5000. MAINTENANCE - EQUIPMENT</b> <b>6000. MISCELLANEOUS</b>		\$ 406,791 13,200 79,748 0 0 500 <hr/> 500,239 <hr/> 0 0 <hr/> 0 <hr/> \$ 500,239	\$ 403,623 15,600 93,478 0 0 700 <hr/> 513,401 <hr/> 0 0 <hr/> 0 <hr/> \$ 513,401
<b>SUBTOTAL</b>		<hr/> 500,239	<hr/> 513,401
<b>CAPITAL OUTLAY</b> <b>7000. LANDS - BUILDINGS</b> <b>8000. EQUIPMENT</b>		0 0 <hr/> 0 <hr/> 0	0 0 <hr/> 0 <hr/> 0
<b>SUBTOTAL</b>		<hr/> 0	<hr/> 0
<b>TOTAL</b>		<hr/> <hr/> \$ 500,239	<hr/> <hr/> \$ 513,401

FUNCTION: The objectives of this department are to serve all departments and divisions by recruiting permanent, part time, and seasonal employees. The division also maintains classification and compensation schedules; keeps personnel records on all employees; directs the City's employee benefit programs; serves as a central agency for employee recognition and training programs, and conducts other activities compatible with a sound human resource management system including policy development and enforcement.

### Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
An initial, documented response to all inquiries and requests for information within 48 hours.	98%	98%	98%
Jobs posted within 48 hours of receipt of authorized request.	98%	98%	98%
Positions filled within 45 days of posting date - excluding positions with lengthy testing requirements.	72%	75%	80%

**DETAIL**

FUND GENERAL 001	DEPARTMENT ADMINISTRATIVE SERVICES 025	UNIT HUMAN RESOURCES 0025	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 280,584	\$ 291,543
Other Benefits		<u>126,207</u>	<u>112,080</u>
<b>TOTAL 1000</b>		<u>406,791</u>	<u>403,623</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		4,000	4,000
2020. Educational & Training Supplies		800	800
2115. Minor Furniture & Fixtures		600	3,000
2160. Computer Software & Supplies		3,800	3,800
2200. Food		<u>4,000</u>	<u>4,000</u>
<b>TOTAL 2000</b>		<u>13,200</u>	<u>15,600</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3113. General Liability, Worker's Compensation Penalty		-132	0
3212. Equipment Rental - External		1,500	1,700
3213. Hire of Equipment - Technology		360	6,103
3220. Advertising		9,300	9,300
3240. Binding, Printing & Reproduction		2,700	2,700
3390. Other Special Services		20,000	20,000
3510. Travel		4,450	9,850
3520. Dues & Subscriptions		1,100	1,500
3530. Training, Registration Fees, Etc.		3,270	5,025
3545. Mid-Management Training		12,000	12,000
3550. Employee Awards		25,000	25,000
3900. Mileage		<u>200</u>	<u>300</u>
<b>TOTAL 3000</b>		<u>79,748</u>	<u>93,478</u>
<b>6000. MISCELLANEOUS</b>			
6810. Contributions, Gratuities, & Rewards		<u>500</u>	<u>700</u>
<b>TOTAL 6000</b>		<u>500</u>	<u>700</u>
<b>GRAND TOTAL</b>		\$ <u>500,239</u>	\$ <u>513,401</u>



# SUMMARY

<b>FUND</b> GENERAL 001	<b>DEPARTMENT</b> ADMINISTRATIVE SERVICES 025	<b>UNIT</b> EMPLOYEE HLTH & WELLNESS 0026	
<b>CLASSIFICATION</b>		<b>BUDGET 2011-2012</b>	<b>BUDGET 2012-2013</b>
1000. PERSONNEL SERVICES		\$ 142,626	\$ 121,720
2000. COMMODITIES		5,150	5,150
3000. CONTRACTUAL SERVICES		44,710	60,735
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		0	0
<b>SUBTOTAL</b>		192,486	187,605
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		0	0
<b>SUBTOTAL</b>		0	0
<b>TOTAL</b>		\$ 192,486	\$ 187,605

FUNCTION: The objective of this division is to promote health and wellness initiatives in the workplace, provide health and wellness services to eligible employees, retirees, and dependents via established programs and clinics. The division is also responsible for major workforce health related programs such as FMLA compliance, worker's compensation records and services, and pre-employment physical assessments.

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Workers compensation claims reported within first 24 hours	85%	85%	90%
Employees participating in annual Wellness testing programs	50%	50%	60%

**DETAIL**

FUND GENERAL 001	DEPARTMENT ADMINISTRATIVE SERVICES 025	UNIT EMPLOYEE HLTH & WELLNESS 0026	
CLASSIFICATION	BUDGET 2011-2012	BUDGET 2012-2013	
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries	\$ 100,440	\$ 86,597	
Other Benefits	42,186	35,123	
<b>TOTAL 1000</b>	<u>142,626</u>	<u>121,720</u>	
<b>2000. COMMODITIES</b>			
2010. Office Supplies	400	400	
2020. Educational & Training Supplies	1,000	1,000	
2160. Computer Software & Supplies	750	750	
2200. Food	500	500	
2320. Medical Supplies	2,500	2,500	
<b>TOTAL 2000</b>	<u>5,150</u>	<u>5,150</u>	
<b>3000. CONTRACTUAL SERVICES</b>			
3470. Lab Fees	17,000	0	
3480. Medical Examinations	22,250	54,000	
3510. Travel	3,100	2,900	
3520. Dues & Subscriptions	500	900	
3530. Training, Registration Fees, Etc.	1,660	2,735	
3900. Mileage	200	200	
<b>TOTAL 3000</b>	<u>44,710</u>	<u>60,735</u>	
<b>GRAND TOTAL</b>	<u>\$ 192,486</u>	<u>\$ 187,605</u>	



# SUMMARY

FUND GENERAL 001	DEPARTMENT COMM & INFO SYSTEMS 030	UNIT CIS - ADMINISTRATION 0030	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b>1000. PERSONNEL SERVICES</b> <b>2000. COMMODITIES</b> <b>3000. CONTRACTUAL SERVICES</b> <b>4000. MAINTENANCE - STRUCTURES</b> <b>5000. MAINTENANCE - EQUIPMENT</b> <b>6000. MISCELLANEOUS</b>		\$ 253,471 2,335 568,800 0 10,000 0 <hr/> 834,606	\$ 328,830 2,800 579,374 0 10,500 0 <hr/> 921,504
<b>SUBTOTAL</b>		<hr/> 834,606	<hr/> 921,504
<p style="text-align: center;"><b>CAPITAL OUTLAY</b></p> <b>7000. LANDS - BUILDINGS</b> <b>8000. EQUIPMENT</b>		0 0 <hr/> 0	0 0 <hr/> 0
<b>SUBTOTAL</b>		<hr/> 0	<hr/> 0
<b>TOTAL</b>		<hr/> <b>\$ 834,606</b>	<hr/> <b>\$ 921,504</b>

FUNCTION: The Administrative Division of Communications and Information Systems consists of the Department Director and Administrative Secretary. The Director is responsible for the management of the Communications and Information Systems Department. The Administrative Secretary, in addition to providing secretarial services for the Department Director, is responsible for all voice and data telecommunications orders and changes as well as review of all telecommunications invoices for payment.

### Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Respond to inter-Departmental inquiries for assistance within 1 working day.	95%	99%	99%
Process and implement new voice/data telecommunications orders within 5-7 working days.	98%	99%	99%
Respond to normal problem change orders for voice/ data telecommunications within 8 working hours/ within 1-2 hours for critical areas.	97%/ 96%	99%/ 99%	99%/ 99%
Evaluate computer/voice/data telecom contracts annually and recommend changes as needed to better meet the needs of the City and its Departments.	95%	99%	100%

**DETAIL**

FUND GENERAL 001	DEPARTMENT COMM & INFO SYSTEMS 030	UNIT CIS - ADMINISTRATION 0030	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries	\$ 173,365	\$ 248,981	
Overtime	1,218	1,218	
Other Benefits	<u>78,888</u>	<u>78,631</u>	
<b>TOTAL 1000</b>	<u>253,471</u>	<u>328,830</u>	
<b>2000. COMMODITIES</b>			
2010. Office Supplies	2,135	2,300	
2140. Electrical Parts & Supplies	<u>200</u>	<u>500</u>	
<b>TOTAL 2000</b>	<u>2,335</u>	<u>2,800</u>	
<b>3000. CONTRACTUAL SERVICES</b>			
3010. Communication	545,000	563,274	
3212. Equipment Rental - External	3,100	3,100	
3280. Temporary Help	15,000	2,000	
3510. Travel	3,000	4,100	
3520. Dues & Subscriptions	200	200	
3530. Training, Registration Fees, Etc.	<u>2,500</u>	<u>6,700</u>	
<b>TOTAL 3000</b>	<u>568,800</u>	<u>579,374</u>	
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5020. Furniture, Fixtures, & Furnishings	0	500	
5105. Communications Equipment	<u>10,000</u>	<u>10,000</u>	
<b>TOTAL 5000</b>	<u>10,000</u>	<u>10,500</u>	
<b>GRAND TOTAL</b>	<u>\$ 834,606</u>	<u>\$ 921,504</u>	

# PERSONNEL SCHEDULE

FUND GENERAL 001	DEPARTMENT COMM & INFO SYSTEMS 030	UNIT CIS - ADMINISTRATION 0030		
POSITION TITLE	EMPLOYEES			BUDGET 2012-2013
	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	
<b>MANAGEMENT</b>				
Chief Information Officer	0	1	1	
Information System Director	1	0	0	
TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
<b>PROFESSIONAL</b>				
Project Analyst	1	1	1	
TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
<b>CLERICAL</b>				
Administrative Assistant	1	1	1	
TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
BASE SALARIES				\$ 248,981
LONGEVITY				591
SPECIAL PAY				4,094
OVERTIME				1,218
FRINGE BENEFITS				<u>73,946</u>
GRAND TOTAL				\$ <u><u>328,830</u></u>

# SUMMARY

FUND GENERAL 001	DEPARTMENT COMM & INFO SYSTEMS 030	UNIT COMMUNICATIONS 0031	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b>1000. PERSONNEL SERVICES</b> <b>2000. COMMODITIES</b> <b>3000. CONTRACTUAL SERVICES</b> <b>4000. MAINTENANCE - STRUCTURES</b> <b>5000. MAINTENANCE - EQUIPMENT</b> <b>6000. MISCELLANEOUS</b>		\$ 1,649,363 10,750 136,345 0 1,000 0 <hr/> 1,797,458 <hr/> 0 0 <hr/> 0 <hr/> \$ 1,797,458	\$ 1,811,167 11,350 157,676 0 1,500 <hr/> 1,981,693 <hr/> 0 40,000 <hr/> 40,000 <hr/> \$ 2,021,693
<b>SUBTOTAL</b>		<b>1,797,458</b>	<b>1,981,693</b>
<b>CAPITAL OUTLAY</b>			
<b>7000. LANDS - BUILDINGS</b> <b>8000. EQUIPMENT</b>		0 0 <hr/> 0 <hr/> \$ 1,797,458	0 40,000 <hr/> 40,000 <hr/> \$ 2,021,693
<b>SUBTOTAL</b>		<b>0</b>	<b>40,000</b>
<b>TOTAL</b>		<b>\$ 1,797,458</b>	<b>\$ 2,021,693</b>

FUNCTION: The Communications Division is responsible for Midland's Public Safety telecommunications endeavor. This responsibility ranges from taking emergency 911 calls to communicating via a nationwide law enforcement computer network; from dispatching via two-way radio, to researching and installing state-of-the-art radio communications equipment. Since the 1991-92 fiscal year, the centralized dispatch center has provided dispatching services for the county sheriff's office, as well.

### Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Answer 9-1-1 calls within 6 seconds from the inception of the call	5.3 seconds	6 seconds	6 seconds
Dispatch ambulance calls within 60 seconds from the receipt of the call	47 seconds	1 minute	1 minute
Dispatch Fire calls within 30 seconds from the receipt of the call.	18 seconds	30 seconds	30 seconds
Dispatch Law Enforcement call within:			
1 minute for Emergency calls	1 minute 45 seconds	1 minute	1 minute
2 minutes for Priority One calls	2 minutes 03 seconds	2 minutes	2 minutes
5 minutes for Priority Two calls	5 minutes 22 seconds	5 minutes	5 minutes

**DETAIL**

FUND GENERAL 001	DEPARTMENT COMM & INFO SYSTEMS 030	UNIT COMMUNICATIONS 0031	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries	\$ 1,116,767	\$ 1,284,924	
Overtime	8,712	8,712	
Other Benefits	<u>523,884</u>	<u>517,531</u>	
<b>TOTAL 1000</b>	<u>1,649,363</u>	<u>1,811,167</u>	
<b>2000. COMMODITIES</b>			
2010. Office Supplies	3,000	3,000	
2020. Educational & Training Supplies	1,500	1,500	
2120. Minor Equipment, Instruments & Tools	2,000	2,500	
2160. Computer Software & Supplies	2,300	2,300	
2200. Food	500	500	
2570. Clothing, Dry Goods, Etc.	800	1,000	
2620. Postage	200	100	
2630. Security Badges & Decal Supplies	<u>450</u>	<u>450</u>	
<b>TOTAL 2000</b>	<u>10,750</u>	<u>11,350</u>	
<b>3000. CONTRACTUAL SERVICES</b>			
3212. Equipment Rental - External	2,800	2,800	
3213. Hire of Equipment - Technology	0	9,331	
3240. Binding, Printing & Reproduction	200	200	
3280. Temporary Help	58,000	88,000	
3320. Wrecker Services	100	100	
3390. Other Special Services	800	15,800	
3510. Travel	4,100	4,300	
3520. Dues & Subscriptions	43,200	10,000	
3525. Legal & Technical Reference Materials	198	198	
3530. Training, Registration Fees, Etc.	5,900	5,900	
3920. Rent	20,387	20,387	
3990. Other	<u>660</u>	<u>660</u>	
<b>TOTAL 3000</b>	<u>136,345</u>	<u>157,676</u>	
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5101. Noncontractual Hardware Repair	<u>1,000</u>	<u>1,500</u>	
<b>TOTAL 5000</b>	<u>1,000</u>	<u>1,500</u>	

# DETAIL

FUND GENERAL 001	DEPARTMENT COMM & INFO SYSTEMS 030	UNIT COMMUNICATIONS 0031	
CLASSIFICATION	BUDGET 2011-2012	BUDGET 2012-2013	
<u>CAPITAL OUTLAY</u>			
<b>8000. EQUIPMENT</b>			
8900. EDP Software (Over \$1,000)	\$ <u>0</u>	\$ <u>40,000</u>	
<b>TOTAL 8000</b>	<u>0</u>	<u>40,000</u>	
 <b>GRAND TOTAL</b>	 \$ <u><u>1,797,458</u></u>	 \$ <u><u>2,021,693</u></u>	



**SUMMARY**

FUND GENERAL 001	DEPARTMENT COMM & INFO SYSTEMS 030	UNIT INFORMATION SYSTEMS 0032	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b>1000. PERSONNEL SERVICES</b>		\$ 1,314,279	\$ 1,411,858
<b>2000. COMMODITIES</b>		109,772	33,500
<b>3000. CONTRACTUAL SERVICES</b>		1,659,760	2,210,318
<b>4000. MAINTENANCE - STRUCTURES</b>		40,000	0
<b>5000. MAINTENANCE - EQUIPMENT</b>		136,875	62,500
<b>6000. MISCELLANEOUS</b>		<u>0</u>	<u>0</u>
	<b>SUBTOTAL</b>	<u>3,260,686</u>	<u>3,718,176</u>
<b>CAPITAL OUTLAY</b>			
<b>7000. LANDS - BUILDINGS</b>		0	0
<b>8000. EQUIPMENT</b>		<u>318,738</u>	<u>290,620</u>
	<b>SUBTOTAL</b>	<u>318,738</u>	<u>290,620</u>
	<b>TOTAL</b>	<u>\$ 3,579,424</u>	<u>\$ 4,008,796</u>

FUNCTION: Information Systems is responsible for the computer processing of the financial, payroll/personnel, purchasing, inventory, equipment and vehicle preventative maintenance and utility billing information's systems for the City of Midland. The division's programming group is responsible for application software development, maintenance and enhancement of these computer systems. In addition, the programming group supports all personal computer installations in the City and provides programming support for the Engineering Geographical Data Base System.

## Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Respond to user problem phone calls within 1 hour or sooner	85%	95%	95%
Respond to 100% of production/network problems within 1 hour or sooner; clear 95% within 24 hours or sooner	85%/80%	95%/92%	95%/98%
95% of PC repairs made within 72 hours or sooner	80%	85%	90%
100% of application programming/projects completed on schedule.	81%	85%	85%
100% of production runs completed on schedule	95%	95%	95%

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**DETAIL**

FUND GENERAL 001	DEPARTMENT COMM & INFO SYSTEMS 030	UNIT INFORMATION SYSTEMS 0032	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 910,401	\$ 1,009,505
Overtime		3,548	3,548
Other Benefits		<u>400,330</u>	<u>398,805</u>
<b>TOTAL 1000</b>		<u>1,314,279</u>	<u>1,411,858</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		4,000	4,000
2020. Educational & Training Supplies		600	1,000
2115. Minor Furniture & Fixtures		8,510	4,500
2120. Minor Equipment, Instruments & Tools		2,000	2,000
2140. Electrical Parts & Supplies		1,000	1,000
2155. Minor Computer Hardware & Peripherals		19,128	6,000
2160. Computer Software & Supplies		74,434	15,000
2620. Postage		<u>100</u>	<u>0</u>
<b>TOTAL 2000</b>		<u>109,772</u>	<u>33,500</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3010. Communication		0	5,020
3113. General Liability, Worker's Compensation Penalty		0	-1,258
3210. Hire of Equipment - Garage - Vehicles		10,593	10,541
3211. Hire of Equipment - Garage - Other		735,512	735,512
3212. Equipment Rental - External		0	8,500
3213. Hire of Equipment - Technology		20,700	266,386
3360. Special Postage & Express Shipping		700	300
3390. Other Special Services		0	15,000
3405. Software Maintenance		861,255	978,220
3406. Hardware Maintenance		0	155,597
3510. Travel		10,000	10,000
3520. Dues & Subscriptions		1,500	1,000
3525. Legal & Technical Reference Materials		1,500	1,000
3530. Training, Registration Fees, Etc.		13,000	13,000
3540. Educational Assistance		1,500	8,000
3900. Mileage		1,000	1,000
3920. Rent		<u>2,500</u>	<u>2,500</u>
<b>TOTAL 3000</b>		<u>1,659,760</u>	<u>2,210,318</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Building & Grounds		<u>40,000</u>	<u>0</u>
<b>TOTAL 4000</b>		<u>40,000</u>	<u>0</u>

**DETAIL**

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FUND GENERAL 001	DEPARTMENT COMM & INFO SYSTEMS 030	UNIT INFORMATION SYSTEMS 0032	
CLASSIFICATION	BUDGET 2011-2012	BUDGET 2012-2013	
<b><u>OPERATING SERVICES</u></b>			
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5100. Data Processing Equipment	\$ 111,875	\$ 25,000	
5101. Noncontractual Hardware Repair	<u>25,000</u>	<u>37,500</u>	
<b>TOTAL 5000</b>	<u>136,875</u>	<u>62,500</u>	
<b><u>CAPITAL OUTLAY</u></b>			
<b>8000. EQUIPMENT</b>			
8490. Data Processing Equipment	190,442	47,270	
8900. EDP Software (Over \$1,000)	<u>128,296</u>	<u>243,350</u>	
<b>TOTAL 8000</b>	<u>318,738</u>	<u>290,620</u>	
<b>GRAND TOTAL</b>	<u>\$ 3,579,424</u>	<u>\$ 4,008,796</u>	

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**PERSONNEL SCHEDULE**

FUND		DEPARTMENT		UNIT	
GENERAL		COMM & INFO SYSTEMS		INFORMATION SYSTEMS	
001		030		0032	
POSITION TITLE	EMPLOYEES			BUDGET 2012-2013	
	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013		
<b>MANAGEMENT</b>					
IS Manager	1	1	1		
TOTAL	<u>1</u>	<u>1</u>	<u>1</u>		
<b>PROFESSIONAL</b>					
MultiMedia Developer	1	0	0		
Network/PC Specialist	2	2	1		
Programmer/Analyst	5	5	5		
Systems Administrator	3	4	5		
TOTAL	<u>11</u>	<u>11</u>	<u>11</u>		
<b>TECHNICAL</b>					
Computer Operator	2	2	2		
PC Specialist	4	3	3		
TOTAL	<u>6</u>	<u>5</u>	<u>5</u>		
<b>SUPERVISORY</b>					
Supervisor Computer Operations	1	1	1		
TOTAL	<u>1</u>	<u>1</u>	<u>1</u>		
BASE SALARIES				\$ 1,009,505	
LONGEVITY				15,414	
SPECIAL PAY				13,147	
OVERTIME				3,548	
FRINGE BENEFITS				<u>370,244</u>	
GRAND TOTAL				\$ <u><u>1,411,858</u></u>	

**SUMMARY**

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FUND		DEPARTMENT	UNIT	
GENERAL 001		COMM & INFO SYSTEMS 030	COMMUNICATIONS MAINT. 0033	
CLASSIFICATION			BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES			\$ 97,553	\$ 149,606
2000. COMMODITIES			53,400	46,700
3000. CONTRACTUAL SERVICES			44,724	53,318
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			215,895	247,259
6000. MISCELLANEOUS			0	0
<b>SUBTOTAL</b>			<u>411,572</u>	<u>496,883</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			189,611	99,840
<b>SUBTOTAL</b>			<u>189,611</u>	<u>99,840</u>
<b>TOTAL</b>			<u>\$ 601,183</u>	<u>\$ 596,723</u>

FUNCTION: This division is responsible for all radio maintenance for the entire City.

## Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Respond to radio system problems within 1 hour	97%	98%	98%
Respond to 100% of production/network problems within 1 hour or sooner; clear 95% within 24 hours or sooner	96%	98%	98%
95% of PC repairs made within 72 hours or sooner	95%	98%	98%
Clear minor system wide problems within 1 hour	95%	95%	95%
Clear major system wide problems within 48 hours	97%	97%	97%

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**DETAIL**

FUND GENERAL 001	DEPARTMENT COMM & INFO SYSTEMS 030	UNIT COMMUNICATIONS MAINT. 0033	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries	\$ 64,791	\$ 108,334	
Overtime	3,000	3,000	
Other Benefits	<u>29,762</u>	<u>38,272</u>	
<b>TOTAL 1000</b>	<u>97,553</u>	<u>149,606</u>	
<b>2000. COMMODITIES</b>			
2010. Office Supplies	200	200	
2115. Minor Furniture & Fixtures	500	500	
2120. Minor Equipment, Instruments & Tools	10,000	8,300	
2140. Electrical Parts & Supplies	37,500	37,500	
2155. Minor Computer Hardware & Peripherals	3,000	0	
2160. Computer Software & Supplies	2,000	0	
2310. Janitorial Supplies	100	100	
2570. Clothing, Dry Goods, Etc.	<u>100</u>	<u>100</u>	
<b>TOTAL 2000</b>	<u>53,400</u>	<u>46,700</u>	
<b>3000. CONTRACTUAL SERVICES</b>			
3010. Communication	2,400	2,400	
3030. Light & Power	5,100	5,100	
3210. Hire of Equipment - Garage - Vehicles	17,774	14,968	
3280. Temporary Help	2,500	13,900	
3510. Travel	2,000	2,000	
3520. Dues & Subscriptions	150	150	
3525. Legal & Technical Reference Materials	200	200	
3530. Training, Registration Fees, Etc.	4,000	4,000	
3540. Educational Assistance	600	600	
3920. Rent	<u>10,000</u>	<u>10,000</u>	
<b>TOTAL 3000</b>	<u>44,724</u>	<u>53,318</u>	
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5101. Noncontractual Hardware Repair	60,000	60,000	
5105. Communications Equipment	<u>155,895</u>	<u>187,259</u>	
<b>TOTAL 5000</b>	<u>215,895</u>	<u>247,259</u>	

**DETAIL**

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FUND GENERAL 001	DEPARTMENT COMM & INFO SYSTEMS 030	UNIT COMMUNICATIONS MAINT. 0033	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<u><b>CAPITAL OUTLAY</b></u>			
<b>8000. EQUIPMENT</b>			
8481. Communication & Video Equipment		\$ <u>189,611</u>	\$ <u>99,840</u>
<b>TOTAL 8000</b>		<u>189,611</u>	<u>99,840</u>
<b>GRAND TOTAL</b>		<u>\$ 601,183</u>	<u>\$ 596,723</u>



**SUMMARY**

FUND GENERAL 001	DEPARTMENT FINANCE 035	UNIT ACCOUNTING 0035	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b>1000. PERSONNEL SERVICES</b>		\$ 1,356,796	\$ 1,436,299
<b>2000. COMMODITIES</b>		15,900	15,900
<b>3000. CONTRACTUAL SERVICES</b>		175,895	186,238
<b>4000. MAINTENANCE - STRUCTURES</b>		0	0
<b>5000. MAINTENANCE - EQUIPMENT</b>		500	500
<b>6000. MISCELLANEOUS</b>		<u>0</u>	<u>0</u>
	<b>SUBTOTAL</b>	<u>1,549,091</u>	<u>1,638,937</u>
<b>CAPITAL OUTLAY</b>			
<b>7000. LANDS - BUILDINGS</b>		0	0
<b>8000. EQUIPMENT</b>		<u>0</u>	<u>0</u>
	<b>SUBTOTAL</b>	<u>0</u>	<u>0</u>
	<b>TOTAL</b>	<u>\$ 1,549,091</u>	<u>\$ 1,638,937</u>

**FUNCTION:** The Finance Department is supervised by the Director of Finance. The department is made up of the Accounting, Tax, Investments, Customer Service, and Water Meter Repair Shop Divisions.

Accounting maintains budgetary controls on all expenditures and revenues of the City; maintains central accounting records; distributes and maintains controls on payroll records; prepares financial statements; disburses on all City obligations; maintains City bank accounts; and has a general responsibility for financial forecasting and planning.

Activity / Performance Measures

<u>Activity/Performance Measure</u>	<u>2011 Achievements</u>	<u>2012 Expectations</u>	<u>2013 Targets</u>
Publish monthly budget/activity status reports to users within 10 working days of month end.	2 of 12 months*	9 of 12 months	12 of 12 months
Deliver monthly Financial Summary to City Manager within 20 working days following end of month.	3 of 12 months*	9 of 12 months	12 of 12 months
Receive Certificate of Achievement for Excellence in Financial Reporting and Distinguished Budget Presentation Award from GFOA.	2 received	2 submitted	2 submitted
Average annual collected balance in bank less than 1.00% (.0100) of portfolio.	1.02% (.0102)	0.79% (.0079)	1.00% (.010)

\* 2011 reflects partial year due to implementation of new financial software.

## CITY OF MIDLAND, TEXAS

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**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL 001		FINANCE 035	ACCOUNTING 0035	
CLASSIFICATION			BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
	Salaries		\$ 929,273	\$ 1,017,629
	Overtime		20,000	20,000
	Other Benefits		<u>407,523</u>	<u>398,670</u>
	<b>TOTAL 1000</b>		<u>1,356,796</u>	<u>1,436,299</u>
<b>2000. COMMODITIES</b>				
	2010. Office Supplies		10,000	10,000
	2115. Minor Furniture & Fixtures		500	500
	2120. Minor Equipment, Instruments & Tools		400	400
	2160. Computer Software & Supplies		<u>5,000</u>	<u>5,000</u>
	<b>TOTAL 2000</b>		<u>15,900</u>	<u>15,900</u>
<b>3000. CONTRACTUAL SERVICES</b>				
	3213. Hire of Equipment - Technology		0	8,925
	3220. Advertising		250	250
	3240. Binding, Printing & Reproduction		1,800	1,800
	3350. Bank Service		44,400	44,400
	3360. Special Postage & Express Shipping		250	100
	3390. Other Special Services		1,560	1,560
	3440. External Audit Fees		110,000	110,000
	3510. Travel		2,425	3,445
	3520. Dues & Subscriptions		6,100	5,843
	3525. Legal & Technical Reference Materials		200	200
	3530. Training - Registration Fees		5,085	6,640
	3540. Educational Assistance		3,750	3,000
	3900. Mileage		<u>75</u>	<u>75</u>
	<b>TOTAL 3000</b>		<u>175,895</u>	<u>186,238</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
	5110. Machinery, Tools, & Implements		<u>500</u>	<u>500</u>
	<b>TOTAL 5000</b>		<u>500</u>	<u>500</u>
<b>GRAND TOTAL</b>			<b>\$ <u>1,549,091</u></b>	<b>\$ <u>1,638,937</u></b>

**PERSONNEL SCHEDULE**

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FUND		DEPARTMENT		UNIT	
GENERAL 001		FINANCE 035		ACCOUNTING 0035	
POSITION TITLE	EMPLOYEES			BUDGET 2012-2013	
	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013		
<b>MANAGEMENT</b>					
Finance Director	1	1	1		
Comptroller	1	1	1		
Accounting Manager	1	1	1		
TOTAL	<u>3</u>	<u>3</u>	<u>3</u>		
<b>PROFESSIONAL</b>					
Accountant	6	6	6		
TOTAL	<u>6</u>	<u>6</u>	<u>6</u>		
<b>TECHNICAL</b>					
Accounting Assistant	2	2	2		
TOTAL	<u>2</u>	<u>2</u>	<u>2</u>		
<b>CLERICAL</b>					
Accounts Payable Specialist	4	4	4		
Administrative Assistant	1	1	1		
TOTAL	<u>5</u>	<u>5</u>	<u>5</u>		
BASE SALARIES				\$ 985,334	
PART TIME/TEMPORARY				32,295	
LONGEVITY				20,421	
CERTIFICATION PAY				2,400	
SPECIAL PAY				13,769	
OVERTIME				20,000	
FRINGE BENEFITS				<u>362,080</u>	
GRAND TOTAL	<u>16</u>	<u>16</u>	<u>16</u>	\$ <u>1,436,299</u>	

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# SUMMARY

FUND		DEPARTMENT	UNIT	
GENERAL 001		FINANCE 035	INVESTMENTS 0037	
CLASSIFICATION			BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES			\$ 122,096	\$ 132,171
2000. COMMODITIES			300	300
3000. CONTRACTUAL SERVICES			14,325	14,816
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			0	0
6000. MISCELLANEOUS			0	0
<b>SUBTOTAL</b>			<u>136,721</u>	<u>147,287</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			0	0
<b>SUBTOTAL</b>			<u>0</u>	<u>0</u>
<b>TOTAL</b>			<u>\$ 136,721</u>	<u>\$ 147,287</u>

FUNCTION: Investments determines cash flow needs for payrolls, commodities, special services, and projects and insures that funds will be available when required. Funds in excess of present requirements are carefully and professionally managed to preserve capital and optimize safe and secure return.

### Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Equal or exceed rate of return on 3-month T-Bills.	Exceeded 3-mo bill rate by 109 basis points	Exceed 3-mo bill rate by at least 80 basis points.	Exceed 3-mo bill rate by at least 100 basis points
Meet guidelines and restrictions on portfolio as outlined in Investment Policy.	4 of 4 Quarters	4 of 4 Quarters	4 of 4 Quarters
Provide timely and accurate information and reports to management and Council.	4 of 4 Quarters	4 of 4 Quarters	4 of 4 Quarters

**DETAIL**

FUND GENERAL 001	DEPARTMENT FINANCE 035	UNIT INVESTMENTS 0037	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 91,303	\$ 99,824
Other Benefits		<u>30,793</u>	<u>32,347</u>
<b>TOTAL 1000</b>		<u>122,096</u>	<u>132,171</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		<u>300</u>	<u>300</u>
<b>TOTAL 2000</b>		<u>300</u>	<u>300</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3213. Hire of Equipment - Technology		0	491
3446. Fund Management Subscriptions		12,300	12,300
3510. Travel		1,600	1,600
3530. Training, Registration Fees, Etc.		<u>425</u>	<u>425</u>
<b>TOTAL 3000</b>		<u>14,325</u>	<u>14,816</u>
<b>GRAND TOTAL</b>		\$ <u><u>136,721</u></u>	\$ <u><u>147,287</u></u>

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# PERSONNEL SCHEDULE

FUND		DEPARTMENT			UNIT
GENERAL 001		FINANCE 035			INVESTMENTS 0037
POSITION TITLE	EMPLOYEES			BUDGET 2012-2013	
	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013		
<b>MANAGEMENT</b> Investment Manager		<u>1</u>	<u>1</u>	<u>1</u>	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
BASE SALARIES					\$ 99,824
LONGEVITY					1,356
FRINGE BENEFITS					<u>30,991</u>
GRAND TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	\$ <u>132,171</u>

# SUMMARY

FUND GENERAL 001	DEPARTMENT GENERAL SERVICES 040	UNIT PURCHASING 0040	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES		\$ 374,572	\$ 339,621
2000. COMMODITIES		3,609	4,507
3000. CONTRACTUAL SERVICES		13,801	21,327
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		0	0
<b>SUBTOTAL</b>		391,982	365,455
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		0	0
<b>SUBTOTAL</b>		0	0
<b>TOTAL</b>		\$ 391,982	\$ 365,455

FUNCTION: The Purchasing Division is responsible either directly or through delegation of authority, for the purchase or contracting of all materials, supplies, equipment and contractual services needed by any and all departments of the City. The Purchasing Agent reports to the Director of Facilities and Fleet Management. The duty of the Purchasing Agent is to assure that the Division's responsibilities are carried out in compliance with policies and statutes.

### Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Requisitions of less than \$25,000 will be bid and PO issued within 7 to 14 calendar days.	>98%	>99%	100%
Re-bids will be held to 15 or less per year.	3	<15	<15
Number of sole source purchases shall be limited to 1% of total.	0.90%	<1%	<1%
Information requests shall be completed within 1 work day.	99%	100%	100%

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**DETAIL**

FUND GENERAL 001	DEPARTMENT GENERAL SERVICES 040	UNIT PURCHASING 0040	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 240,490	\$ 227,025
Overtime		2,060	2,060
Other Benefits		<u>132,022</u>	<u>110,536</u>
<b>TOTAL 1000</b>		<u>374,572</u>	<u>339,621</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		3,302	3,400
2115. Minor Furniture & Fixtures		0	800
2120. Minor Equipment, Instruments & Tools		128	128
2160. Computer Software & Supplies		<u>179</u>	<u>179</u>
<b>TOTAL 2000</b>		<u>3,609</u>	<u>4,507</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3212. Equipment Rental - External		2,570	2,570
3213. Hire of Equipment - Technology		0	4,901
3220. Advertising		3,325	4,500
3270. Notary Bonds		50	0
3360. Special Postage & Express Shipping		0	50
3510. Travel		2,370	2,370
3520. Dues & Subscriptions		1,218	1,218
3530. Training, Registration Fees, Etc.		1,218	1,218
3540. Educational Assistance		3,000	4,500
3900. Mileage		<u>50</u>	<u>0</u>
<b>TOTAL 3000</b>		<u>13,801</u>	<u>21,327</u>
<b>GRAND TOTAL</b>		<u>\$ 391,982</u>	<u>\$ 365,455</u>



# SUMMARY

FUND GENERAL 001	DEPARTMENT GENERAL SERVICES 040	UNIT FACILITIES SERVICES 0041	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b>1000. PERSONNEL SERVICES</b> <b>2000. COMMODITIES</b> <b>3000. CONTRACTUAL SERVICES</b> <b>4000. MAINTENANCE - STRUCTURES</b> <b>5000. MAINTENANCE - EQUIPMENT</b> <b>6000. MISCELLANEOUS</b>		\$ 304,454 7,050 742,707 60,000 5,000 <u>0</u>	\$ 318,241 7,100 733,673 95,000 5,000 <u>0</u>
	<b>SUBTOTAL</b>	<u>1,119,211</u>	<u>1,159,014</u>
<p style="text-align: center;"><b>CAPITAL OUTLAY</b></p> <b>7000. LANDS - BUILDINGS</b> <b>8000. EQUIPMENT</b>		0 <u>0</u>	0 <u>0</u>
	<b>SUBTOTAL</b>	<u>0</u>	<u>0</u>
	<b>TOTAL</b>	<u>\$ 1,119,211</u>	<u>\$ 1,159,014</u>

FUNCTION: This division maintains City Hall, Loraine Center, nine Fire Stations, Municipal Court, Animal Control, two Senior Centers, Health Department and several Operations Buildings, and does much of the maintenance of other City buildings. This division budget provides funds to pay for maintenance of heating and cooling equipment, janitorial services, general maintenance and remodeling services, and payment of electrical and natural gas bills for most of the above mentioned facilities.

### Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Insure that all occupied buildings are structurally sound and only minor maintenance work is required (Building Condition 2.)	Meet	Meet	Meet
Response time for general building maintenance requests will be within 8 working hours.	4 hours	4 hours	4 hours
Response time for emergency requests will be within 20 minutes.	Meet	Meet	Meet

**DETAIL**

FUND GENERAL 001	DEPARTMENT GENERAL SERVICES 040	UNIT FACILITIES SERVICES 0041	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 201,745	\$ 216,344
Overtime		8,700	8,700
Other Benefits		<u>94,009</u>	<u>93,197</u>
<b>TOTAL 1000</b>		<u>304,454</u>	<u>318,241</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		800	800
2020. Educational & Training Supplies		500	500
2115. Minor Furniture & Fixtures		400	400
2120. Minor Equipment, Instruments & Tools		800	800
2140. Electrical Parts & Supplies		1,000	1,000
2160. Computer Software & Supplies		400	400
2170. Welding Supplies		600	600
2310. Janitorial Supplies		750	750
2320. Medical Supplies		300	350
2330. Chemicals & Insecticides		500	500
2570. Clothing, Dry Goods, Etc.		<u>1,000</u>	<u>1,000</u>
<b>TOTAL 2000</b>		<u>7,050</u>	<u>7,100</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3020. Heat & Natural Gas		85,000	93,500
3030. Light & Power		300,000	320,000
3040. Water		33,000	33,000
3210. Hire of Equipment - Garage - Vehicle		51,145	51,037
3211. Hire of Equipment - Garage - Other		49,148	0
3213. Hire of Equipment - Technology		0	3,722
3230. Laundry and Cleaning		200	200
3235. Janitorial Services		140,000	146,000
3310. Exterminator		2,000	4,000
3375. HVAC Services		42,500	42,500
3390. Other Special Services		38,714	38,714
3510. Travel		500	500
3530. Training, Registration Fees, Etc.		<u>500</u>	<u>500</u>
<b>TOTAL 3000</b>		<u>742,707</u>	<u>733,673</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Buildings & Grounds		<u>60,000</u>	<u>95,000</u>
<b>TOTAL 4000</b>		<u>60,000</u>	<u>95,000</u>

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# DETAIL

FUND GENERAL 001	DEPARTMENT GENERAL SERVICES 040	UNIT FACILITIES SERVICES 0041	
CLASSIFICATION	BUDGET 2011-2012	BUDGET 2012-2013	
<b><u>OPERATING SERVICES</u></b>			
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5010. Heating & Cooling System	\$ <u>5,000</u>	\$ <u>5,000</u>	
<b>TOTAL 5000</b>	<u>5,000</u>	<u>5,000</u>	
 <b>GRAND TOTAL</b>	 \$ <u><u>1,119,211</u></u>	 \$ <u><u>1,159,014</u></u>	

**PERSONNEL SCHEDULE**

FUND GENERAL 001		DEPARTMENT GENERAL SERVICES 040		UNIT FACILITIES SERVICES 0041	
POSITION TITLE		EMPLOYEES			BUDGET 2012-2013
		BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	
<b>MANAGEMENT</b>					
General Services Director		0.15	0.15	0.15	
TOTAL		<u>0.15</u>	<u>0.15</u>	<u>0.15</u>	
<b>SUPERVISORY</b>					
Building Maintenance Superintendent		1	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
<b>SKILLED CRAFT</b>					
Building Maintenance Specialist		3	3	3	
TOTAL		<u>3</u>	<u>3</u>	<u>3</u>	
<b>CLERICAL</b>					
Administrative Assistant		1	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
BASE SALARIES					\$ 216,344
LONGEVITY					1,379
SPECIAL PAY					1,652
OVERTIME					8,700
FRINGE BENEFITS					<u>90,166</u>
GRAND TOTAL		<u>5.15</u>	<u>5.15</u>	<u>5.15</u>	\$ <u>318,241</u>

# SUMMARY

FUND GENERAL 001	DEPARTMENT GENERAL SERVICES 040	UNIT RISK MANAGEMENT 0042	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b>1000. PERSONNEL SERVICES</b> <b>2000. COMMODITIES</b> <b>3000. CONTRACTUAL SERVICES</b> <b>4000. MAINTENANCE - STRUCTURES</b> <b>5000. MAINTENANCE - EQUIPMENT</b> <b>6000. MISCELLANEOUS</b>		\$ 136,362 4,900 43,208 0 0 0 <hr/> 184,470	\$ 221,580 9,500 42,058 0 0 0 <hr/> 273,138
<b>SUBTOTAL</b>		<hr/>	<hr/>
<b>CAPITAL OUTLAY</b> <b>7000. LANDS - BUILDINGS</b> <b>8000. EQUIPMENT</b>		0 0 <hr/> 0	0 0 <hr/> 0
<b>SUBTOTAL</b>		<hr/>	<hr/>
<b>TOTAL</b>		\$ <u>184,470</u>	\$ <u>273,138</u>

FUNCTION: The Risk Management Division's objectives are to minimize risk, create a safe work environment and plan for or prevent events that could hinder the effectiveness of City government. Core functions include handling liability claims investigations and processing, conducting accident investigations, safety training, managing the worker's compensation program, administering employee drug and alcohol screening programs, chair and administer the Accident Review Board. The division is responsible for the operational management of general liability, general liability auto, and worker's compensation funds, and procurement and management of Property, Error and Omission, Law Enforcement Liability, Special Events and Aviation insurance coverage's.

### Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Conduct Safety Training for all production divisions once a quarter.	90%	92%	95%
Perform walk-through safety inspections of production divisions annually.	85%	85%	90%
Perform field observations on production divisions once a quarter.	85%	90%	90%
Risk Losses recovered	50%	50%	60%
Non-litigated general liability claims settled or an offer made within 30 days of receipt of completed claim	95%	95%	95%

**DETAIL**

FUND GENERAL 001	DEPARTMENT GENERAL SERVICES 040	UNIT RISK MANAGEMENT 0042	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 99,288	\$ 161,147
Other Benefits		<u>37,074</u>	<u>60,433</u>
<b>TOTAL 1000</b>		<u>136,362</u>	<u>221,580</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		1,500	2,000
2020. Educational & Training Supplies		2,500	4,000
2160. Computer Software & Supplies		500	900
2320. Medical Supplies		0	2,000
2650. Photographic Supplies		<u>400</u>	<u>600</u>
<b>TOTAL 2000</b>		<u>4,900</u>	<u>9,500</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3210. Hire of Equipment - Garage		11,938	11,644
3213. Hire of Equipment - Technology		0	1,474
3470. Lab Fees		24,090	18,000
3510. Travel		2,750	4,175
3520. Dues & Subscriptions		3,290	5,490
3530. Training, Registration Fees, Etc.		<u>1,140</u>	<u>1,275</u>
<b>TOTAL 3000</b>		<u>43,208</u>	<u>42,058</u>
<b>GRAND TOTAL</b>		\$ <u>184,470</u>	\$ <u>273,138</u>



# SUMMARY

FUND GENERAL 001	DEPARTMENT ADMINISTRATION 005	UNIT INTERNAL AUDIT 0045	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES		\$ 120,574	\$ 125,088
2000. COMMODITIES		2,130	2,130
3000. CONTRACTUAL SERVICES		6,250	7,182
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		0	0
	<b>SUBTOTAL</b>	128,954	134,400
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		0	0
	<b>SUBTOTAL</b>	0	0
	<b>TOTAL</b>	\$ 128,954	\$ 134,400

FUNCTION: Internal Audit performs a wide range of operational audit activities of various organizations within the City, as well as external entities under contract with the City.

### Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Percent of actual direct audit hours to total available hours.	85%	72%	75%
Percent of planned audit hours to actual audit hours for completed audits.	94%	85%	85%
Percent of audit recommendations accepted to total audit recommendations reported.	87%	80%	80%

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**DETAIL**

FUND GENERAL 001	DEPARTMENT ADMINISTRATION 005	UNIT INTERNAL AUDIT 0045	
CLASSIFICATION	BUDGET 2011-2012	BUDGET 2012-2013	
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries	\$ 80,711	\$ 84,744	
Other Benefits	39,863	40,344	
<b>TOTAL 1000</b>	<u>120,574</u>	<u>125,088</u>	
<b>2000. COMMODITIES</b>			
2010. Office Supplies	650	650	
2020. Educational & Training Supplies	80	80	
2160. Computer Software & Supplies	1,400	1,400	
<b>TOTAL 2000</b>	<u>2,130</u>	<u>2,130</u>	
<b>3000. CONTRACTUAL SERVICES</b>			
3213. Hire of Equipment - Technology	0	932	
3510. Travel	2,800	2,800	
3520. Dues & Subscriptions	450	450	
3530. Training, Registration Fees, Etc.	3,000	3,000	
<b>TOTAL 3000</b>	<u>6,250</u>	<u>7,182</u>	
<b>GRAND TOTAL</b>	<u>\$ 128,954</u>	<u>\$ 134,400</u>	



# SUMMARY

FUND GENERAL 001	DEPARTMENT FINANCE 035	UNIT TAX 0050	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES		\$ 0	\$ 0
2000. COMMODITIES		0	0
3000. CONTRACTUAL SERVICES		360,898	396,550
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>		<u>360,898</u>	<u>396,550</u>
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>		<u>0</u>	<u>0</u>
<b>TOTAL</b>		<u>\$ 360,898</u>	<u>\$ 396,550</u>

FUNCTION: This division accounts for the City of Midland's portion of the Midland Central Appraisal District budget.

**DETAIL**

FUND GENERAL 001	DEPARTMENT FINANCE 035	UNIT TAX 0050	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>3000. CONTRACTUAL SERVICES</b> 3390. Other Special Services		\$ <u>360,898</u>	\$ <u>396,550</u>
<b>TOTAL 3000</b>		<u>360,898</u>	<u>396,550</u>
<b>GRAND TOTAL</b>		<u>\$ 360,898</u>	<u>\$ 396,550</u>

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# SUMMARY

FUND GENERAL 001	DEPARTMENT DEVELOPMENT SERVICES 075	UNIT PLANNING & DEVELOPMENT 0055	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b>1000. PERSONNEL SERVICES</b> <b>2000. COMMODITIES</b> <b>3000. CONTRACTUAL SERVICES</b> <b>4000. MAINTENANCE - STRUCTURES</b> <b>5000. MAINTENANCE - EQUIPMENT</b> <b>6000. MISCELLANEOUS</b>		\$ 491,632 6,000 143,062 0 0 50 <hr/> 640,744	\$ 652,378 9,900 218,664 0 0 200 <hr/> 881,142
	<b>SUBTOTAL</b>	<hr/>	<hr/>
<p style="text-align: center;"><b>CAPITAL OUTLAY</b></p> <b>7000. LANDS - BUILDINGS</b> <b>8000. EQUIPMENT</b>		0 0 <hr/> 0	0 0 <hr/> 0
	<b>SUBTOTAL</b>	<hr/>	<hr/>
	<b>TOTAL</b>	<hr/> <b>\$ 640,744</b>	<hr/> <b>\$ 881,142</b>

FUNCTION: This division has the responsibility of providing technical assistance to the Planning and Zoning Commission and to the City Council on matters relating to land use, zoning, and the processing of subdivisions. This division conducts planning studies, maintains graphs and charts, land use maps, and zoning maps pertinent to planning the logical development of the City.

### Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Staff to return phone calls within same work day.	95%	96%	96%
Route sketch plans within 48 hours.	88%	90%	90%
Complete sketch comments within 15 working days.	80%	85%	85%
Update zoning maps within 5 working days of request.	95%	95%	100%

**DETAIL**

FUND GENERAL 001	DEPARTMENT DEVELOPMENT SERVICES 075	UNIT PLANNING & DEVELOPMENT 0055	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 345,457	\$ 473,654
Other Benefits		<u>146,175</u>	<u>178,724</u>
<b>TOTAL 1000</b>		<u>491,632</u>	<u>652,378</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		5,000	6,800
2115. Minor Furniture & Fixtures		0	1,200
2160. Computer Software & Supplies		700	1,900
2200. Food		<u>300</u>	<u>0</u>
<b>TOTAL 2000</b>		<u>6,000</u>	<u>9,900</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3113. General Liability, Worker's Compensation Penalty		0	-229
3210. Hire of Equipment - Garage - Vehicles		2,617	500
3213. Hire of Equipment - Technology		360	3,743
3220. Advertising		3,500	8,000
3240. Binding, Printing & Reproduction		50	50
3280. Temporary Help		0	12,000
3360. Special Postage & Express Shipping		0	45
3420. Legal Filing Fees		60	180
3450. Consulting Fees		125,000	180,000
3510. Travel		6,650	9,000
3520. Dues & Subscriptions		1,625	1,975
3530. Training, Registration Fees, Etc.		<u>3,200</u>	<u>3,400</u>
<b>TOTAL 3000</b>		<u>143,062</u>	<u>218,664</u>
<b>6000. MISCELLANEOUS</b>			
6990. Miscellaneous		<u>50</u>	<u>200</u>
<b>TOTAL 6000</b>		<u>50</u>	<u>200</u>
<b>GRAND TOTAL</b>		\$ <u>640,744</u>	\$ <u>881,142</u>

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**PERSONNEL SCHEDULE**

FUND GENERAL 001		DEPARTMENT DEVELOPMENT SERVICES 075		UNIT PLANNING & DEVELOPMENT 0055	
POSITION TITLE		EMPLOYEES			BUDGET 2012-2013
		BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	
<b>MANAGEMENT</b>					
Planning Division Manager		1	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
<b>PROFESSIONAL</b>					
Planner		3	4	4	
TOTAL		<u>3</u>	<u>4</u>	<u>4</u>	
<b>TECHNICAL</b>					
Associate Planner		1	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
<b>CLERICAL</b>					
Account Clerk		0	0	1	
Administrative Assistant		1	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>2</u>	
BASE SALARIES					\$ 473,654
LONGEVITY					6,363
SPECIAL PAY					3,893
FRINGE BENEFITS					<u>168,468</u>
GRAND TOTAL		<u>6</u>	<u>7</u>	<u>8</u>	\$ <u>652,378</u>

# SUMMARY

<b>FUND</b> GENERAL 001	<b>DEPARTMENT</b> DEVELOPMENT SERVICES 075	<b>UNIT</b> COMMUNITY DEVELOPMENT 0056	
<b>CLASSIFICATION</b>		<b>BUDGET 2011-2012</b>	<b>BUDGET 2012-2013</b>
1000. PERSONNEL SERVICES		\$ 194,699	\$ 204,464
2000. COMMODITIES		2,760	2,800
3000. CONTRACTUAL SERVICES		12,766	12,703
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		0	0
<b>SUBTOTAL</b>		210,225	219,967
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		0	0
<b>SUBTOTAL</b>		0	0
<b>TOTAL</b>		\$ 210,225	\$ 219,967

FUNCTION: This division is responsible for daily program management, oversight and coordination of the Community Development Block Grant (CDBG) program. The division prepares the annual application for funds, maintains the Consolidated Plan for Community Development and Housing Funds, contracts with subrecipient agencies, conducts fair housing programming and environmental reviews, monitors all CDBG projects, and addresses a variety of federal requirements on a general basis and for project specific situations. Additionally, the division administers the City housing programs - housing rehabilitation loans, emergency repair grants and home purchase assistance loans.

Activity / Performance Measures

<u>Activity/Performance Measure</u>	<u>2011 Achievements</u>	<u>2012 Expectations</u>	<u>2013 Targets</u>
Complete housing cases within the time established for each program.	92%	92%	92%
Perform necessary tasks so that funded projects or programs can have their administrative, contracting or procurement processes completed by the third City Council meeting after the requests for assistance was made.	92%	95%	95%
Complete the processing of all payment requests within two days of receipt.	98%	98%	97%

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**DETAIL**

FUND GENERAL 001	DEPARTMENT DEVELOPMENT SERVICES 075	UNIT COMMUNITY DEVELOPMENT 0056	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 134,971	\$ 147,455
Other Benefits		<u>59,728</u>	<u>57,009</u>
<b>TOTAL 1000</b>		<u>194,699</u>	<u>204,464</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		2,160	2,200
2120. Minor Equipment, Instruments & Tools		100	100
2155. Minor Computer Hardware & Peripherals		100	100
2160. Computer Software & Supplies		200	200
2570. Clothing, Dry Goods, Etc.		100	100
2620. Postage		<u>100</u>	<u>100</u>
<b>TOTAL 2000</b>		<u>2,760</u>	<u>2,800</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3210. Hire of Equipment - Garage - Vehicles		2,506	2,645
3213. Hire of Equipment - Technology		360	1,058
3220. Advertising		3,200	3,200
3240. Binding, Printing & Reproduction		200	200
3360. Special Postage & Express Shipping		200	200
3390. Other Special Services		1,500	1,500
3420. Legal Filing Fees		0	100
3510. Travel		2,800	2,800
3520. Dues & Subscriptions		1,200	200
3530. Training, Registration Fees, Etc.		<u>800</u>	<u>800</u>
<b>TOTAL 3000</b>		<u>12,766</u>	<u>12,703</u>
<b>GRAND TOTAL</b>		\$ <u>210,225</u>	\$ <u>219,967</u>

**PERSONNEL SCHEDULE**

FUND GENERAL 001		DEPARTMENT DEVELOPMENT SERVICES 075		UNIT COMMUNITY DEVELOPMENT 0056	
POSITION TITLE		EMPLOYEES			BUDGET 2012-2013
		BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	
<b>MANAGEMENT</b>					
Community Development Admin.		1	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
<b>PROFESSIONAL</b>					
Program Coordinator		1	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
<b>TECHNICAL</b>					
CDBG Program Specialist		1	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
BASE SALARIES					\$ 147,455
LONGEVITY					2,787
SPECIAL PAY					3,067
FRINGE BENEFITS					<u>51,155</u>
GRAND TOTAL		<u>3</u>	<u>3</u>	<u>3</u>	\$ <u>204,464</u>

# SUMMARY

FUND GENERAL 001	DEPARTMENT DEVELOPMENT SERVICES 075	UNIT CODE ADMINISTRATION 0060	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b>1000. PERSONNEL SERVICES</b> <b>2000. COMMODITIES</b> <b>3000. CONTRACTUAL SERVICES</b> <b>4000. MAINTENANCE - STRUCTURES</b> <b>5000. MAINTENANCE - EQUIPMENT</b> <b>6000. MISCELLANEOUS</b>		\$ 1,382,022 19,400 365,283 0 0 0 <hr/> 1,766,705	\$ 1,795,878 26,500 350,599 0 0 0 <hr/> 2,172,977
<b>SUBTOTAL</b>		<hr/>	<hr/>
<b>CAPITAL OUTLAY</b> <b>7000. LANDS - BUILDINGS</b> <b>8000. EQUIPMENT</b>		0 0 <hr/> 0	0 0 <hr/> 0
<b>SUBTOTAL</b>		<hr/>	<hr/>
<b>TOTAL</b>		<u>\$ 1,766,705</u>	<u>\$ 2,172,977</u>

**FUNCTION:** This division makes detailed inspections of all new building, plumbing, electrical facilities, and other mechanical installation; issues various construction permits, collects water and sewer pro rata and tap fees; enforces building, electrical, plumbing, zoning, sign, swimming pool, water well and trailer park ordinances; and property maintenance codes pertaining to such matters as dilapidated structures, junk vehicles, weeds and debris, and nuisance water in streets. The division seeks out code violations and attempts to bring them into compliance. Contracts are prepared and supervised for removal of dilapidated structures and clearing of weedy lots. Complaints are filed in Municipal Court when other code violations are not corrected. The division also processes appeals to the Building Code Board of Appeals and Zoning Board of Adjustment, and reviews and proposes updating of the various codes on a continuing basis as needed.

Activity / Performance Measures			
Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Review residential plans within 48 hours of receiving completed application.	1,150 of 1,283 permits 89.6%	1,200 of 1,300 permits 92.3%	1,225 of 1,300 permits 94.2%
Review commercial plans within 7 days of receiving completed application.	211 of 261 permits 80.8%	225 of 275 permits 81.8%	250 of 275 permits 90.9%
Respond to request for building inspection within 24 hours.	23,500 of 25,936 inspect 90.6%	23,750 of 26,000 inspect 91.3%	24,000 of 26,000 inspect 92.3%
Check each property within the city limits for property Code Compliance.	85%	90%	95%
Achieve compliance to City of Midland property Maintenance Codes.	60%	70%	80%

**DETAIL**

FUND GENERAL 001	DEPARTMENT DEVELOPMENT SERVICES 075	UNIT CODE ADMINISTRATION 0060	
CLASSIFICATION	BUDGET 2011-2012	BUDGET 2012-2013	
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries	\$ 918,069	\$ 1,254,721	
Other Benefits	<u>463,953</u>	<u>541,157</u>	
<b>TOTAL 1000</b>	<u>1,382,022</u>	<u>1,795,878</u>	
<b>2000. COMMODITIES</b>			
2010. Office Supplies	7,500	10,000	
2020. Educational & Training Supplies	2,500	2,500	
2115. Minor Furniture & Fixtures	2,000	2,000	
2120. Minor Equipment, Instruments & Tools	1,500	4,000	
2155. Minor Computer Hardware & Peripherals	500	1,000	
2160. Computer Software & Supplies	2,500	3,500	
2570. Clothing, Dry Goods, Etc.	<u>2,900</u>	<u>3,500</u>	
<b>TOTAL 2000</b>	<u>19,400</u>	<u>26,500</u>	
<b>3000. CONTRACTUAL SERVICES</b>			
3210. Hire of Equipment - Garage - Vehicles	147,923	150,443	
3213. Hire of Equipment - Technology	360	12,156	
3220. Advertising	1,000	1,000	
3240. Binding, Printing & Reproduction	4,000	4,000	
3420. Legal Filing Fees	10,000	10,000	
3510. Travel	8,000	21,000	
3520. Dues & Subscriptions	2,000	2,000	
3530. Training, Registration Fees, Etc.	7,000	15,000	
3930. Rehab of Residences	50,000	0	
3950. Cleaning Lots	65,000	65,000	
3955. Demolition of Dangerous Buildings	<u>70,000</u>	<u>70,000</u>	
<b>TOTAL 3000</b>	<u>365,283</u>	<u>350,599</u>	
<b>GRAND TOTAL</b>	<u>\$ 1,766,705</u>	<u>\$ 2,172,977</u>	

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**PERSONNEL SCHEDULE**

FUND		DEPARTMENT		UNIT	
GENERAL		DEVELOPMENT SERVICES		CODE ADMINISTRATION	
001		075		0060	
POSITION TITLE	EMPLOYEES			BUDGET 2012-2013	
	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013		
<b>MANAGEMENT</b>					
Development Services Director	0	1	1		
Asst Development Services Director	0	1	1		
Building Official	1	1	1		
Assistant Manager	1	1	1		
TOTAL	<u>2</u>	<u>4</u>	<u>4</u>		
<b>PROFESSIONAL</b>					
Commercial Plans Examiner	1	1	1		
TOTAL	<u>1</u>	<u>1</u>	<u>1</u>		
<b>TECHNICAL</b>					
Code Enforcement Officer	6	6	6		
Code Enforcement Supervisor	1	1	1		
Inspector	6	6	6		
Plan Reviewer	1	1	1		
TOTAL	<u>14</u>	<u>14</u>	<u>14</u>		
<b>OPERATIONS</b>					
Maintenance Specialist	3	3	4		
TOTAL	<u>3</u>	<u>3</u>	<u>4</u>		
<b>CLERICAL</b>					
Account Clerk	2	2	3		
Administrative Assistant	1	1	1		
TOTAL	<u>3</u>	<u>3</u>	<u>4</u>		
BASE SALARIES				\$ 1,254,721	
LONGEVITY				12,600	
SPECIAL PAY				12,779	
FRINGE BENEFITS				<u>515,778</u>	
GRAND TOTAL	<u>23</u>	<u>25</u>	<u>27</u>	\$ <u>1,795,878</u>	

# SUMMARY

<b>FUND</b> GENERAL 001	<b>DEPARTMENT</b> ENGINEERING 080	<b>UNIT</b> GIS ADMINISTRATION 0075	
<b>CLASSIFICATION</b>		<b>BUDGET 2011-2012</b>	<b>BUDGET 2012-2013</b>
1000. PERSONNEL SERVICES		\$ 368,311	\$ 464,373
2000. COMMODITIES		5,535	5,535
3000. CONTRACTUAL SERVICES		50,115	117,581
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		0	0
<b>SUBTOTAL</b>		423,961	587,489
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		0	0
<b>SUBTOTAL</b>		0	0
<b>TOTAL</b>		\$ 423,961	\$ 587,489

FUNCTION: This division is responsible for the City of Midland Geographic Information System (GIS) database. The division provides timely and accurate geographic data, maps and custom applications to city employees and the general public. The division also provides GIS training and support services to end users in multiple city departments and other outside agencies. Some examples of GIS data layers available include: property boundaries, infrastructure assets, administrative districts, etc.

### Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Manage the ArcSDE Enterprise Geodatabase Uptime.	99%	90%	99%
Keep GIS base map data current for internal and external users.	98%	99%	99%
Provide GIS end users and GIS staff with the necessary training and support so they can effectively use the GIS software.	99%	99%	99%
Develop requested GIS applications in a timely manner with the necessary functionality.	99%	99%	99%
Complete requested map products in 5 business days.	100%	100%	100%
Complete requested data orders in 10 business days.	100%	100%	100%

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**DETAIL**

FUND GENERAL 001	DEPARTMENT ENGINEERING 080	UNIT GIS ADMINISTRATION 0075	
CLASSIFICATION	BUDGET 2011-2012	BUDGET 2012-2013	
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries	\$ 259,554	\$ 335,036	
Other Benefits	<u>108,757</u>	<u>129,337</u>	
<b>TOTAL 1000</b>	<u>368,311</u>	<u>464,373</u>	
<b>2000. COMMODITIES</b>			
2010. Office Supplies	2,500	2,500	
2115. Minor Furniture & Fixtures	250	250	
2155. Minor Computer Hardware & Peripherals	2,585	2,585	
2570. Clothing, Dry Goods, Etc.	150	150	
2620. Postage	<u>50</u>	<u>50</u>	
<b>TOTAL 2000</b>	<u>5,535</u>	<u>5,535</u>	
<b>3000. CONTRACTUAL SERVICES</b>			
3210. Hire of Equipment - Garage - Vehicles	500	500	
3213. Hire of Equipment - Technology	0	7,466	
3360. Special Postage & Express Shipping	50	50	
3390. Other Special Services	30,000	90,000	
3405. Software Maintenance	4,400	4,400	
3510. Travel	5,500	5,500	
3520. Dues & Subscriptions	500	500	
3530. Training, Registration Fees, Etc.	8,165	8,165	
3540. Educational Assistance	<u>1,000</u>	<u>1,000</u>	
<b>TOTAL 3000</b>	<u>50,115</u>	<u>117,581</u>	
<b>GRAND TOTAL</b>	\$ <u>423,961</u>	\$ <u>587,489</u>	

**PERSONNEL SCHEDULE**

FUND GENERAL 001		DEPARTMENT ENGINEERING 080		UNIT GIS ADMINISTRATION 0075	
POSITION TITLE		EMPLOYEES			BUDGET 2012-2013
		BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	
<b>MANAGEMENT</b>					
GIS Division Manager		1	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
<b>PROFESSIONAL</b>					
GIS Database Administrator		1	1	1	
GIS Lead Analyst		1	1	1	
TOTAL		<u>2</u>	<u>2</u>	<u>2</u>	
<b>TECHNICAL</b>					
Engineering Technician		0	0	1	
GIS Specialist		1	1	1	
GIS Technician		2	2	2	
TOTAL		<u>3</u>	<u>3</u>	<u>4</u>	
BASE SALARIES					\$ 335,036
LONGEVITY					2,898
SPECIAL PAY					3,756
FRINGE BENEFITS					<u>122,683</u>
GRAND TOTAL		<u>6</u>	<u>6</u>	<u>7</u>	\$ <u>464,373</u>

# SUMMARY

FUND GENERAL 001	DEPARTMENT ENGINEERING 080	UNIT ENGINEERING SERVICES 0080	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES		\$ 1,045,315	\$ 1,119,843
2000. COMMODITIES		11,100	12,600
3000. CONTRACTUAL SERVICES		95,844	114,790
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		2,000	2,000
6000. MISCELLANEOUS		0	0
	<b>SUBTOTAL</b>	1,154,259	1,249,233
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		5,644	0
	<b>SUBTOTAL</b>	5,644	0
	<b>TOTAL</b>	\$ 1,159,903	\$ 1,249,233

FUNCTION: This division includes the office of the Engineering and Development Director who supervises and directs the activities of the Development Services Department. The divisions of the department include: Planning & Development, Community Development, Code Administration, Geographic Information System Administration, Engineering Services, and Transportation.

### Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Review plans for public works in 15 or fewer working days.	30 of 51 59%	85%	85%
Review site plans for building permits in 10 or fewer working days.	54 of 102 53%	85%	85%
Respond to requests for floodplain data within 3 working days.	162 of 253 69%	85%	85%

**DETAIL**

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FUND GENERAL 001	DEPARTMENT ENGINEERING 080	UNIT ENGINEERING SERVICES 0080	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 716,391	\$ 799,378
Overtime		10,716	10,716
Other Benefits		<u>318,208</u>	<u>309,749</u>
<b>TOTAL 1000</b>		<u>1,045,315</u>	<u>1,119,843</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		6,000	6,000
2110. Motor Vehicle Supplies		50	50
2115. Minor Furniture & Fixtures		500	1,500
2120. Minor Equipment, Instruments & Tools		1,200	1,200
2155. Minor Computer Hardware & Peripherals		1,000	1,000
2160. Computer Software & Supplies		1,000	1,000
2310. Janitor Supplies		50	50
2320. Medical Supplies		50	50
2570. Clothing, Dry Goods, Etc.		1,000	1,500
2620. Postage		<u>250</u>	<u>250</u>
<b>TOTAL 2000</b>		<u>11,100</u>	<u>12,600</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3210. Hire of Equipment - Garage - Vehicles		32,973	28,984
3212. Equipment Rental - External		1,561	1,561
3213. Hire of Equipment - Technology		360	32,865
3220. Advertising		500	500
3270. Notary Bonds		100	100
3360. Special Postage & Express Shipping		300	300
3405. Software Maintenance		21,000	21,000
3510. Travel		16,450	14,300
3520. Dues & Subscriptions		8,500	5,500
3530. Training, Registration Fees, Etc.		13,600	9,180
3540. Educational Assistance		<u>500</u>	<u>500</u>
<b>TOTAL 3000</b>		<u>95,844</u>	<u>114,790</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5120. Instruments & Apparatus (Major)		<u>2,000</u>	<u>2,000</u>
<b>TOTAL 5000</b>		<u>2,000</u>	<u>2,000</u>

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# DETAIL

FUND GENERAL 001	DEPARTMENT ENGINEERING 080	UNIT ENGINEERING SERVICES 0080	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<u>CAPITAL OUTLAY</u>			
<b>8000. EQUIPMENT</b>			
8401. Furniture, Fixtures, Office Equipment		\$ <u>5,644</u>	\$ <u>0</u>
<b>TOTAL 8000</b>		<u>5,644</u>	<u>0</u>
<b>GRAND TOTAL</b>		<u>\$ 1,159,903</u>	<u>\$ 1,249,233</u>

**PERSONNEL SCHEDULE**

FUND		DEPARTMENT		UNIT	
GENERAL 001		ENGINEERING 080		ENGINEERING SERVICES 0080	
POSITION TITLE		EMPLOYEES			BUDGET 2012-2013
		BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	
<b>MANAGEMENT</b>					
Engineering Director		1	1	1	
City Engineer		1	1	1	
Assistant City Engineer		1	1	1	
TOTAL		<u>3</u>	<u>3</u>	<u>3</u>	
<b>PROFESSIONAL</b>					
Engineer		1	2	2	
TOTAL		<u>1</u>	<u>2</u>	<u>2</u>	
<b>TECHNICAL</b>					
Engineering Technician		9	9	9	
TOTAL		<u>9</u>	<u>9</u>	<u>9</u>	
<b>SUPERVISORY</b>					
Chief City Surveyor		1	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
<b>CLERICAL</b>					
Administrative Assistant		1	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
BASE SALARIES					\$ 795,665
PART TIME/TEMPORARY					3,713
LONGEVITY					9,186
SPECIAL PAY					9,450
OVERTIME					10,716
FRINGE BENEFITS					<u>291,113</u>
GRAND TOTAL					\$ <u><u>1,119,843</u></u>

# SUMMARY

FUND GENERAL 001	DEPARTMENT ENGINEERING 080	UNIT TRANSPORTATION 0085	
CLASSIFICATION	BUDGET 2011-2012	BUDGET 2012-2013	
1000. PERSONNEL SERVICES	\$ 3,137,920	\$ 3,388,551	
2000. COMMODITIES	246,455	254,326	
3000. CONTRACTUAL SERVICES	2,183,255	2,152,257	
4000. MAINTENANCE - STRUCTURES	1,843,000	4,328,000	
5000. MAINTENANCE - EQUIPMENT	120,600	181,600	
6000. MISCELLANEOUS	<u>0</u>	<u>0</u>	
	<b>SUBTOTAL</b>	<u>7,531,230</u>	<u>10,304,734</u>
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS	0	0	
8000. EQUIPMENT	<u>0</u>	<u>0</u>	
	<b>SUBTOTAL</b>	<u>0</u>	<u>0</u>
	<b>TOTAL</b>	<u>\$ 7,531,230</u>	<u>\$ 10,304,734</u>

FUNCTION: The Transportation Division is one of six divisions within the Department of Development Services. The purpose of the division is to manage and maintain all public right-of-ways within the corporate limits of the City of Midland. This includes the operation, installation and maintenance of the city traffic signal system and traffic control devices as well as the maintenance and repair of all pavement surfaces with the municipal domain.

Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Respond to citizen:			
requests for Traffic Control Devices within 10	98%	98%	100%
days calls for information within the same day	98%	99%	100%
Respond to calls for malfunctioning traffic signals			
within 20 min. during normal working days/30	99%	99%	100%
minutes after hours.			
Pothole Repair			
a) complaint originated - respond within 3-5 days	96%	97%	99%
b) emergency potholes - respond within 24 hours	100%	100%	100%
Pavement Cut Repair	95%	98%	99%

**DETAIL**

FUND GENERAL 001	DEPARTMENT ENGINEERING 080	UNIT TRANSPORTATION 0085	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 1,961,216	\$ 2,207,738
Overtime		59,584	59,584
Other Benefits		<u>1,117,120</u>	<u>1,121,229</u>
<b>TOTAL 1000</b>		<u>3,137,920</u>	<u>3,388,551</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		9,785	9,785
2020. Educational & Training Supplies		400	400
2110. Motor Vehicle Supplies		600	600
2115. Minor Furniture & Fixtures		500	500
2120. Minor Equipment, Instruments & Tools		16,400	16,400
2150. Heating Fuel Supplies		0	400
2155. Minor Computer Hardware & Peripherals		2,100	5,500
2160. Computer Software & Supplies		2,200	2,200
2170. Welding Supplies		1,900	1,900
2200. Food		0	571
2220. Ice		2,820	2,820
2310. Janitor Supplies		2,700	2,700
2320. Medical Supplies		150	150
2330. Chemicals & Insecticides		8,350	8,350
2410. Traffic Supplies		178,000	178,000
2420. Barricades & Warning Signs		10,000	10,000
2570. Clothing, Dry Goods, Etc.		10,500	14,000
2620. Postage		<u>50</u>	<u>50</u>
<b>TOTAL 2000</b>		<u>246,455</u>	<u>254,326</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3020. Heat & Natural Gas		0	4,000
3030. Light & Power		230,000	180,000
3040. Water		4,000	3,000
3113. General Liability, Worker's Compensation Penalty		-871	-220
3200. Lab Tests - Streets		500	500
3210. Hire of Equipment - Garage - Vehicles		1,900,166	1,907,335
3212. Equipment Rental - External		4,600	4,600
3213. Hire of Equipment - Technology		360	2,242
3230. Laundry & Cleaning		4,820	4,820
3235. Janitorial Services		6,000	6,000
3280. Temporary Help		1,800	1,800
3320. Wrecker Services		500	500
3390. Other Special Services		1,000	5,000
3405. Software Maintenance		1,000	1,000
3510. Travel		13,000	14,700
3520. Dues & Subscriptions		1,900	1,900

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**DETAIL**

FUND GENERAL 001	DEPARTMENT ENGINEERING 080	UNIT TRANSPORTATION 0085	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>3000. CONTRACTUAL SERVICES (continued)</b>			
3530. Training, Registration Fees, Etc.		\$ 11,800	\$ 12,400
3540. Educational Assistance		1,000	1,000
3920. Rent		<u>1,680</u>	<u>1,680</u>
<b>TOTAL 3000</b>		<u>2,183,255</u>	<u>2,152,257</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Buildings & Grounds		5,500	5,500
4120. Storm Sewers		1,500	1,500
4210. Sidewalks, Curbs, Culverts, Etc.		21,000	21,000
4220. Streets, Roadways, Etc.		315,000	1,300,000
4240. Seal Coat Application		<u>1,500,000</u>	<u>3,000,000</u>
<b>TOTAL 4000</b>		<u>1,843,000</u>	<u>4,328,000</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5110. Machinery, Tools, & Implements		7,000	3,000
5120. Instruments & Apparatus (Major)		3,600	3,600
5210. Signal System		<u>110,000</u>	<u>175,000</u>
<b>TOTAL 5000</b>		<u>120,600</u>	<u>181,600</u>
<b>GRAND TOTAL</b>		\$ <u>7,531,230</u>	\$ <u>10,304,734</u>

**PERSONNEL SCHEDULE**

FUND		DEPARTMENT		UNIT	
GENERAL		ENGINEERING		TRANSPORTATION	
001		080		0085	
POSITION TITLE	EMPLOYEES			BUDGET 2012-2013	
	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013		
<b>MANAGEMENT</b>					
Transportation Manager	1	1	1		
Assistant Transportation Manager	1	1	1		
Superintendent	2	2	2		
TOTAL	<u>4</u>	<u>4</u>	<u>4</u>		
<b>TECHNICAL</b>					
Engineering Technician	2	2	2		
Operations Planner	1	1	1		
Traffic Signal Mechanic	1	1	1		
Traffic Signal Technician	3	3	3		
TOTAL	<u>7</u>	<u>7</u>	<u>7</u>		
<b>SUPERVISORY</b>					
Labor Supervisor	5	5	5		
Senior Traffic Engineer Technician	1	1	1		
Traffic Signal Supervisor	1	1	1		
TOTAL	<u>7</u>	<u>7</u>	<u>7</u>		
<b>SKILLED CRAFT</b>					
Sign Technician	1	1	1		
TOTAL	<u>1</u>	<u>1</u>	<u>1</u>		
<b>OPERATIONS</b>					
Equipment Operator	33	33	33		
Maintenance Specialist	8	8	8		
TOTAL	<u>41</u>	<u>41</u>	<u>41</u>		
<b>CLERICAL</b>					
Administrative Assistant	1	1	1		
Records Specialist	1	1	1		
Secretary	1	1	1		
TOTAL	<u>3</u>	<u>3</u>	<u>3</u>		
BASE SALARIES				\$ 2,182,117	
PART TIME/TEMPORARY				25,621	
LONGEVITY				29,520	
SPECIAL PAY				61,542	
OVERTIME				59,584	
FRINGE BENEFITS				1,055,034	
VACANCIES				<u>(24,867)</u>	
GRAND TOTAL	<u>63</u>	<u>63</u>	<u>63</u>	\$ <u>3,388,551</u>	

# SUMMARY

FUND GENERAL 001	DEPARTMENT COMMUNITY SERVICES 090	UNIT PARKS 0090	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES		\$ 2,027,038	\$ 2,169,434
2000. COMMODITIES		93,250	111,800
3000. CONTRACTUAL SERVICES		4,061,335	3,862,228
4000. MAINTENANCE - STRUCTURES		192,000	236,500
5000. MAINTENANCE - EQUIPMENT		8,000	10,500
6000. MISCELLANEOUS		<u>0</u>	<u>0</u>
	<b>SUBTOTAL</b>	<u>6,381,623</u>	<u>6,390,462</u>
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		<u>25,000</u>	<u>64,500</u>
	<b>SUBTOTAL</b>	<u>25,000</u>	<u>64,500</u>
	<b>TOTAL</b>	<u>\$ 6,406,623</u>	<u>\$ 6,454,962</u>

FUNCTION: The Community Services Director has general responsibility for all programs in Parks, Recreation, Health and Senior Services, Hogan Park Golf Course and Animal Services. The parks function of this division provides for general purpose public parks. This includes the development and maintenance of a park system throughout the city.

### Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
The number of park reservations during the year.	376	356	360
The number of waived rental fees during the year.	2	10	15
The total revenue collected from park reservations	\$28,105	\$26,840	\$28,000

**DETAIL**

FUND GENERAL 001	DEPARTMENT COMMUNITY SERVICES 090	UNIT PARKS 0090	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries	\$ 1,285,949	\$ 1,422,704	
Overtime	34,506	34,506	
Other Benefits	<u>706,583</u>	<u>712,224</u>	
<b>TOTAL 1000</b>	<u>2,027,038</u>	<u>2,169,434</u>	
<b>2000. COMMODITIES</b>			
2010. Office Supplies	3,000	4,000	
2020. Educational & Training Supplies	500	2,500	
2110. Motor Vehicle Supplies	500	0	
2115. Minor Furniture & Fixtures	750	1,000	
2120. Minor Equipment, Instruments & Tools	10,000	13,000	
2130. Plant Lubrication & Supplies	2,000	0	
2140. Electrical Parts & Supplies	30,000	30,000	
2150. Heating Fuel Supplies	200	500	
2170. Welding Supplies	3,000	4,000	
2200. Food	1,000	2,500	
2210. Water	1,500	1,500	
2220. Ice	1,000	2,000	
2310. Janitor Supplies	17,500	17,500	
2320. Medical Supplies	250	0	
2330. Chemicals & Insecticides	2,000	2,000	
2510. Recreational Supplies	0	8,000	
2520. Botanical & Agricultural Supplies	10,000	10,000	
2570. Clothing, Dry Goods, Etc.	8,500	10,000	
2620. Postage	1,300	1,300	
2640. Safety Supplies & Minor Equipment	250	1,000	
2650. Photographic Supplies	<u>0</u>	<u>1,000</u>	
<b>TOTAL 2000</b>	<u>93,250</u>	<u>111,800</u>	
<b>3000. CONTRACTUAL SERVICES</b>			
3020. Heat & Natural Gas	20,000	20,000	
3030. Light & Power	500,000	450,000	
3040. Water	950,000	900,000	
3113. General Liability, Worker's Compensation Penalty	0	-168	
3210. Hire of Equipment - Garage - Vehicles	372,675	380,359	
3212. Equipment Rental - External	7,500	10,000	
3213. Hire of Equipment - Technology	360	6,087	
3220. Advertising	0	2,000	
3235. Janitorial Services	5,000	5,000	
3240. Binding, Printing & Reproduction	200	5,000	
3310. Exterminator	500	500	
3360. Special Postage & Express Shipping	100	0	
3370. Grounds Maintenance	2,100,000	1,954,000	

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**DETAIL**

FUND GENERAL 001	DEPARTMENT COMMUNITY SERVICES 090	UNIT PARKS 0090	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>3000. CONTRACTUAL SERVICES (continued)</b>			
3390. Other Special Services		\$ 90,000	\$ 60,000
3450. Consulting Fees		0	50,000
3510. Travel		6,000	8,000
3520. Dues & Subscriptions		2,000	2,000
3530. Training, Registration Fees, Etc.		4,000	5,950
3540. Educational Assistance		2,500	2,500
3550. Employee Awards		500	1,000
<b>TOTAL 3000</b>		<u>4,061,335</u>	<u>3,862,228</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Buildings & Grounds		80,000	115,500
4012. Security Fencing		2,000	9,000
4210. Sidewalks, Curbs, Culverts, Etc.		5,000	7,000
4940. Irrigation Equipment		105,000	105,000
<b>TOTAL 4000</b>		<u>192,000</u>	<u>236,500</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5010. Heating & Cooling System		1,000	2,500
5110. Machinery, Tools & Implements		7,000	8,000
<b>TOTAL 5000</b>		<u>8,000</u>	<u>10,500</u>
<b><u>CAPITAL OUTLAY</u></b>			
<b>8000. EQUIPMENT</b>			
8441. Recreational Equipment		25,000	64,500
<b>TOTAL 8000</b>		<u>25,000</u>	<u>64,500</u>
<b>GRAND TOTAL</b>		<u>\$ 6,406,623</u>	<u>\$ 6,454,962</u>

**PERSONNEL SCHEDULE**

FUND		DEPARTMENT		UNIT	
GENERAL		COMMUNITY SERVICES		PARKS	
001		090		0090	
POSITION TITLE	EMPLOYEES			BUDGET 2012-2013	
	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013		
<b>MANAGEMENT</b>					
Community Services Director	1	1	1		
Assistant Comm Services Director	0	0	0		
Assistant Parks & Recreation Mgr	1	1	1		
Parks and Recreation Manager	1	1	1		
Parks Superintendent	1	1	1		
TOTAL	<u>4</u>	<u>4</u>	<u>4</u>		
<b>PROFESSIONAL</b>					
Urban Forester	1	1	1		
TOTAL	<u>1</u>	<u>1</u>	<u>1</u>		
<b>SUPERVISORY</b>					
Construction Supervisor	1	1	1		
Irrigation Supervisor	1	1	1		
Labor Supervisor	3	3	3		
TOTAL	<u>5</u>	<u>5</u>	<u>5</u>		
<b>SKILLED CRAFT</b>					
Construction Specialist	5	5	5		
Electrician Apprentice	1	1	1		
Irrigation Technician	6	7	7		
Small Engine Mechanic	1	1	1		
Welder	1	1	1		
TOTAL	<u>14</u>	<u>15</u>	<u>15</u>		
<b>OPERATIONS</b>					
Equipment Operator	2	2	2		
Maintenance Specialist	14	13	13		
TOTAL	<u>16</u>	<u>15</u>	<u>15</u>		
<b>CLERICAL</b>					
Administrative Assistant	0	0	0		
TOTAL	<u>0</u>	<u>0</u>	<u>0</u>		

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# PERSONNEL SCHEDULE

FUND GENERAL 001	DEPARTMENT COMMUNITY SERVICES 090		UNIT PARKS 0090	
POSITION TITLE	EMPLOYEES			BUDGET 2012-2013
	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	
BASE SALARIES				\$ 1,402,704
PART TIME/TEMPORARY				20,000
LONGEVITY				20,259
SPECIAL PAY				37,549
OVERTIME				34,506
FRINGE BENEFITS				674,416
VACANCIES				<u>(20,000)</u>
GRAND TOTAL	<u>40</u>	<u>40</u>	<u>40</u>	\$ <u>2,169,434</u>

**SUMMARY**

FUND GENERAL 001	DEPARTMENT COMMUNITY SERVICES 090	UNIT ANIMAL SERVICES 0091	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b>1000. PERSONNEL SERVICES</b>		\$ 611,768	\$ 657,932
<b>2000. COMMODITIES</b>		33,950	42,200
<b>3000. CONTRACTUAL SERVICES</b>		309,504	329,232
<b>4000. MAINTENANCE - STRUCTURES</b>		2,000	2,500
<b>5000. MAINTENANCE - EQUIPMENT</b>		800	700
<b>6000. MISCELLANEOUS</b>		<u>1,400</u>	<u>1,000</u>
	<b>SUBTOTAL</b>	<u>959,422</u>	<u>1,033,564</u>
<b>CAPITAL OUTLAY</b>			
<b>7000. LANDS - BUILDINGS</b>		0	0
<b>8000. EQUIPMENT</b>		<u>0</u>	<u>0</u>
	<b>SUBTOTAL</b>	<u>0</u>	<u>0</u>
	<b>TOTAL</b>	<u>\$ 959,422</u>	<u>\$ 1,033,564</u>

FUNCTION: This division picks up and impounds stray animals, picks up dead animals, keeps records of all animals impounded, issues receipts of all fees collected, maintains the shelter properly, and enforces ordinances as passed by the City Charter and state laws as mandated.

## Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Response Time: Complaint	30 minutes	30 minutes	30 minutes
Emergency	20 minutes	15 minutes	15 minutes
Daily Trap requests.	2	3	4
Month: Micro-chips sold	140	150	165
Licenses Issued	1,900	2,300	2,000
Pet reclaim	60	78	80
Pets adopted	47	40	40
Spary/Neuter Vouchers per month: Issued	226	250	255
Redeemed	200	224	230
Bite investigations per month	38	31	35

**DETAIL**

FUND GENERAL 001	DEPARTMENT COMMUNITY SERVICES 090	UNIT ANIMAL SERVICES 0091	
CLASSIFICATION	BUDGET 2011-2012	BUDGET 2012-2013	
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries	\$ 404,706	\$ 439,958	
Overtime	2,871	2,871	
Other Benefits	<u>204,191</u>	<u>215,103</u>	
<b>TOTAL 1000</b>	<u>611,768</u>	<u>657,932</u>	
<b>2000. COMMODITIES</b>			
2010. Office Supplies	2,800	2,200	
2020. Educational & Training Supplies	500	500	
2120. Minor Equipment, Instruments & Tools	4,100	3,500	
2310. Janitor Supplies	1,800	3,000	
2320. Medical Supplies	7,500	11,000	
2330. Chemicals & Insecticides	2,500	2,500	
2520. Botanical & Agricultural Supplies	200	0	
2530. Animal Feed	4,000	4,000	
2540. Ammunition	150	100	
2560. Laboratory Supplies	6,000	11,000	
2570. Clothing, Dry Goods, Etc.	3,000	3,000	
2610. Pet License Tag	<u>1,400</u>	<u>1,400</u>	
<b>TOTAL 2000</b>	<u>33,950</u>	<u>42,200</u>	
<b>3000. CONTRACTUAL SERVICES</b>			
3030. Light & Power	10,000	8,000	
3040. Water	13,000	9,000	
3210. Hire of Equipment - Garage - Vehicles	102,394	103,262	
3212. Equipment Rental - External	3,500	3,000	
3213. Hire of Equipment - Technology	360	5,570	
3220. Advertising	100	500	
3240. Binding, Printing & Reproduction	3,000	2,800	
3270. Notary Bonds	100	0	
3350. Bank Services	0	800	
3360. Special Postage & Express Shipping	1,200	1,500	
3390. Other Special Services	900	0	
3460. Veterinary Fees	165,000	185,000	
3470. Medical Lab Fees	100	0	
3510. Travel	5,900	5,000	
3520. Dues & Subscriptions	1,000	1,000	
3525. Legal & Technical Reference Material	450	0	
3530. Training, Registration Fees, Etc.	2,500	2,000	
3540. Educational Assistance	<u>0</u>	<u>1,800</u>	
<b>TOTAL 3000</b>	<u>309,504</u>	<u>329,232</u>	

**DETAIL**

FUND GENERAL 001	DEPARTMENT COMMUNITY SERVICES 090	UNIT ANIMAL SERVICES 0091	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Buildings & Grounds		\$ 1,800	\$ 2,500
4940. Irrigation Equipment		<u>200</u>	<u>0</u>
<b>TOTAL 4000</b>		<u>2,000</u>	<u>2,500</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5110. Machinery, Tools, & Implements		700	700
5120. Instruments & Apparatus (Major)		<u>100</u>	<u>0</u>
<b>TOTAL 5000</b>		<u>800</u>	<u>700</u>
<b>6000. MISCELLANEOUS</b>			
6990. Miscellaneous		<u>1,400</u>	<u>1,000</u>
<b>TOTAL 6000</b>		<u>1,400</u>	<u>1,000</u>
<b>GRAND TOTAL</b>		<u><u>\$ 959,422</u></u>	<u><u>\$ 1,033,564</u></u>

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**PERSONNEL SCHEDULE**

FUND GENERAL 001		DEPARTMENT COMMUNITY SERVICES 090		UNIT ANIMAL SERVICES 0091	
POSITION TITLE		EMPLOYEES			BUDGET 2012-2013
		BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	
<b>MANAGEMENT</b>					
	Animal Services Manager	1	1	1	
	TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
<b>TECHNICAL</b>					
	Animal Services Officer	5	5	5	
	TOTAL	<u>5</u>	<u>5</u>	<u>5</u>	
<b>SUPERVISORY</b>					
	Assistant Animal Services Manager	1	1	1	
	TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
<b>OPERATIONS</b>					
	Maintenance Specialist	3	3	3	
	TOTAL	<u>3</u>	<u>3</u>	<u>3</u>	
<b>CLERICAL</b>					
	Administrative Assistant	1	1	1	
	Records Specialist	2	2	2	
	TOTAL	<u>3</u>	<u>3</u>	<u>3</u>	
BASE SALARIES					\$ 439,958
LONGEVITY					4,209
SPECIAL PAY					3,694
OVERTIME					2,871
FRINGE BENEFITS					<u>207,200</u>
GRAND TOTAL		<u>13</u>	<u>13</u>	<u>13</u>	\$ <u>657,932</u>

**SUMMARY**

FUND GENERAL 001	DEPARTMENT COMMUNITY SERVICES 090	UNIT RECREATION 0093	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES		\$ 425,649	\$ 488,303
2000. COMMODITIES		62,200	67,850
3000. CONTRACTUAL SERVICES		96,230	99,283
4000. MAINTENANCE - STRUCTURES		47,500	59,500
5000. MAINTENANCE - EQUIPMENT		3,000	3,000
6000. MISCELLANEOUS		<u>0</u>	<u>0</u>
	<b>SUBTOTAL</b>	<u>634,579</u>	<u>717,936</u>
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		<u>0</u>	<u>0</u>
	<b>SUBTOTAL</b>	<u>0</u>	<u>0</u>
	<b>TOTAL</b>	<u>\$ 634,579</u>	<u>\$ 717,936</u>

FUNCTION: The Community Services Director has general responsibility for all programs in Parks, Recreation, Health and Senior Services, Hogan Park Golf Course, and Animal Services. The recreation function provides liaison support to numerous nonprofit and civic organizations which in turn provide for and carry out a full scope of recreational services for the citizens throughout the year. In addition to programs offered by the city, the recreational function is also carried out through a system of privatization contracts and operating agreements. The Martin Luther King Jr. Community Center provides a facility for the citizens to socialize and programming for wellness opportunities. Youth development activities are also housed in this facility. Rooms at the Martin Luther King Jr. Center are available for public use through a rental system, as are rentals of other city parks and park facilities.

## Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
The number of yearly: MLK facility reservations	0	180	180
MLK waived rental fees	0	17	20
pool facility rentals	25	45	45
The total revenue collected for Recreation Division programs and reservations during the year. (with pools)	\$52,284	\$77,322	\$80,000
The total number of Recreation Division participants during the year. (with pools)	61,552	108,332	110,000

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**DETAIL**

FUND GENERAL 001	DEPARTMENT COMMUNITY SERVICES 090	UNIT RECREATION 0093	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries	\$ 322,127	\$ 395,870	
Overtime	5,000	5,000	
Other Benefits	<u>98,522</u>	<u>87,433</u>	
<b>TOTAL 1000</b>	<u>425,649</u>	<u>488,303</u>	
<b>2000. COMMODITIES</b>			
2010. Office Supplies	4,000	4,000	
2020. Educational/ Training Supplies	800	1,500	
2115. Minor Furniture & Fixtures	2,000	2,000	
2120. Minor Equipment, Instruments & Tools	10,000	10,000	
2140. Electrical Parts & Supplies	200	750	
2200. Food	700	2,000	
2220. Ice	0	2,100	
2310. Janitor Supplies	6,000	6,000	
2320. Medical Supplies	1,000	1,000	
2330. Chemicals & Insecticides	18,000	18,000	
2510. Recreational Supplies	10,000	10,000	
2570. Clothing, Dry Goods, Etc.	6,000	6,000	
2620. Postage	500	500	
2640. Safety Supplies & Minor Equipment	3,000	3,000	
2650. Photographic Supplies	<u>0</u>	<u>1,000</u>	
<b>TOTAL 2000</b>	<u>62,200</u>	<u>67,850</u>	
<b>3000. CONTRACTUAL SERVICES</b>			
3020. Heat & Natural Gas	10,000	10,000	
3030. Light & Power	25,000	25,000	
3040. Water	15,000	10,000	
3210. Hire of Equipment - Garage - Vehicles	12,530	12,916	
3212. Equipment Rental - External	5,000	5,000	
3213. Hire of Equipment - Technology	0	2,817	
3220. Advertising	5,000	10,000	
3230. Laundry & Cleaning	0	1,000	
3235. Janitorial Services	2,500	2,500	
3240. Binding, Printing & Reproduction	2,500	2,500	
3310. Exterminator	900	500	
3315. Security Services	750	0	
3390. Other Special Services	5,000	5,000	
3510. Travel	5,300	5,300	
3520. Dues & Subscriptions	750	750	
3530. Training, Registration Fees, Etc.	<u>6,000</u>	<u>6,000</u>	
<b>TOTAL 3000</b>	<u>96,230</u>	<u>99,283</u>	

**DETAIL**

FUND GENERAL 001	DEPARTMENT COMMUNITY SERVICES 090	UNIT RECREATION 0093	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Buildings & Grounds		\$ 7,500	\$ 7,500
4920. Swimming Pools		<u>40,000</u>	<u>52,000</u>
<b>TOTAL 4000</b>		<u>47,500</u>	<u>59,500</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5010. Heating & Cooling System		<u>3,000</u>	<u>3,000</u>
<b>TOTAL 5000</b>		<u>3,000</u>	<u>3,000</u>
<b>GRAND TOTAL</b>		<u>\$ 634,579</u>	<u>\$ 717,936</u>

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**PERSONNEL SCHEDULE**

FUND		DEPARTMENT			UNIT
GENERAL		COMMUNITY SERVICES			RECREATION
001		090			0093
POSITION TITLE	EMPLOYEES			BUDGET 2012-2013	
	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013		
<b>MANAGEMENT</b>					
Assistant Manager Recreation	0	1	1		
Recreation Superintendent	1	0	0		
TOTAL	<u>1</u>	<u>1</u>	<u>1</u>		
<b>TECHNICAL</b>					
Aquatic Recreation Coordinator	1	1	1		
TOTAL	<u>1</u>	<u>1</u>	<u>1</u>		
<b>SKILLED CRAFT</b>					
Facility Operator	1	1	1		
TOTAL	<u>1</u>	<u>1</u>	<u>1</u>		
<b>OPERATIONS</b>					
Program Specialist	0	3	3		
TOTAL	<u>0</u>	<u>3</u>	<u>3</u>		
<b>CLERICAL</b>					
Records Specialist	1	0	0		
Secretary	0	1	1		
TOTAL	<u>1</u>	<u>1</u>	<u>1</u>		
BASE SALARIES				\$ 225,870	
PART TIME/TEMPORARY				170,000	
LONGEVITY				846	
OVERTIME				5,000	
FRINGE BENEFITS				<u>86,587</u>	
GRAND TOTAL	<u>4</u>	<u>7</u>	<u>7</u>	\$ <u>488,303</u>	

# SUMMARY

FUND GENERAL 001	DEPARTMENT COMMUNITY SERVICES 090	UNIT HEALTH & SENIOR SERVICES 0100	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b>1000. PERSONNEL SERVICES</b> <b>2000. COMMODITIES</b> <b>3000. CONTRACTUAL SERVICES</b> <b>4000. MAINTENANCE - STRUCTURES</b> <b>5000. MAINTENANCE - EQUIPMENT</b> <b>6000. MISCELLANEOUS</b>		\$ 1,158,209 117,850 450,383 1,000 200 100 <hr/> 1,727,742	\$ 1,214,124 109,219 498,615 1,000 200 100 <hr/> 1,823,258
<b>SUBTOTAL</b>		<hr/> <b>1,727,742</b>	<hr/> <b>1,823,258</b>
<p style="text-align: center;"><b>CAPITAL OUTLAY</b></p> <b>7000. LANDS - BUILDINGS</b> <b>8000. EQUIPMENT</b>		0 10,600 <hr/> 10,600	0 0 <hr/> 0
<b>SUBTOTAL</b>		<hr/> <b>10,600</b>	<hr/> <b>0</b>
<b>TOTAL</b>		<hr/> <b>\$ 1,738,342</b>	<hr/> <b>\$ 1,823,258</b>

FUNCTION: This department is concerned with the prevention of disease and promotion of good health and well being by community effort. Various programs carried out by this department are environmental sanitation, food establishment inspection, vector control, public health laboratory services, public health education, communicable disease control, public health laboratory services, and the maintenance of records on vital statistics such as immunization , and all illness.

### Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Communicable disease reports will be investigated within 8 hours.	85%	85%	90%
MHD patients ages 0-2 will have a 90% compliance rate for up-to-date immunizations.	65%	75%	90%
100% of environmental complaints will be investigated within 48 hours.	70%	85%	100%
100% of food service establishments will be inspected a minimum of 3 times per year.	70%	85%	100%

**DETAIL**

FUND GENERAL 001	DEPARTMENT COMMUNITY SERVICES 090	UNIT HEALTH & SENIOR SERVICES 0100	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries	\$ 768,323	\$ 844,760	
Other Benefits	389,886	369,364	
<b>TOTAL 1000</b>	<u>1,158,209</u>	<u>1,214,124</u>	
<b>2000. COMMODITIES</b>			
2010. Office Supplies	11,000	10,844	
2020. Educational & Training Supplies	800	800	
2115. Minor Furniture & Fixtures	6,000	6,000	
2120. Minor Equipment, Instruments & Tools	8,000	8,000	
2140. Electrical Parts & Supplies	500	500	
2155. Minor Computer Hardware & Peripherals	3,000	0	
2160. Computer Software & Supplies	2,800	2,000	
2310. Janitorial Supplies	300	300	
2320. Medical Supplies	28,000	28,000	
2321. TDH Medical Supplies	44,000	44,000	
2330. Chemicals & Insecticides	6,650	6,650	
2560. Laboratory Supplies	4,600	0	
2570. Clothing, Dry Goods, Etc.	2,000	2,000	
2620. Postage	200	125	
<b>TOTAL 2000</b>	<u>117,850</u>	<u>109,219</u>	
<b>3000. CONTRACTUAL SERVICES</b>			
3010. Communication	4,000	8,000	
3020. Heat & Natural Gas	10,000	10,000	
3030. Light & Power	36,000	36,000	
3040. Water	3,000	3,000	
3210. Hire of Equipment - Garage - Vehicles	40,993	40,609	
3212. Equipment Rental - External	2,500	3,500	
3213. Hire of Equipment - Technology	0	20,895	
3220. Advertising	1,000	1,000	
3235. Janitorial Services	350	350	
3240. Binding, Printing & Reproduction	2,700	2,700	
3270. Notary Bonds	100	100	
3300. Outside Sanitation Services	2,000	15,000	
3350. Bank Services	1,300	1,300	
3360. Special Postage & Express Shipping	0	2,000	
3390. Other Special Services	14,000	2,000	
3405. Software Maintenance	1,500	21,600	
3450. Consulting Fees	1,800	1,300	
3455. Health Care Professionals	27,500	27,500	
3510. Travel	12,579	12,700	
3520. Dues & Subscriptions	1,200	1,200	
3525. Legal & Technical Reference Materials	800	800	

**DETAIL**

FUND GENERAL 001	DEPARTMENT COMMUNITY SERVICES 090	UNIT HEALTH & SENIOR SERVICES 0100	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>3000. CONTRACTUAL SERVICES (continued)</b>			
3530. Training, Registration Fees, Etc.		\$ 5,100	\$ 5,100
3540. Educational Assistance		2,000	2,000
3920. Rent		1,000	1,000
3985. Community & Senior Services		<u>278,961</u>	<u>278,961</u>
<b>TOTAL 3000</b>		<u>450,383</u>	<u>498,615</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Buildings & Grounds		<u>1,000</u>	<u>1,000</u>
<b>TOTAL 4000</b>		<u>1,000</u>	<u>1,000</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5110. Machinery, Tools, & Implements		<u>200</u>	<u>200</u>
<b>TOTAL 5000</b>		<u>200</u>	<u>200</u>
<b>6000. MISCELLANEOUS</b>			
6990. Miscellaneous		<u>100</u>	<u>100</u>
<b>TOTAL 6000</b>		<u>100</u>	<u>100</u>
<b><u>CAPITAL OUTLAY</u></b>			
<b>8000. EQUIPMENT</b>			
8450. Health Equipment		<u>10,600</u>	<u>0</u>
<b>TOTAL 8000</b>		<u>10,600</u>	<u>0</u>
<b>GRAND TOTAL</b>		<b>\$ <u>1,738,342</u></b>	<b>\$ <u>1,823,258</u></b>

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**PERSONNEL SCHEDULE**

FUND		DEPARTMENT			UNIT
GENERAL		COMMUNITY SERVICES			HEALTH & SENIOR SERVICES
001		090			0100
POSITION TITLE	EMPLOYEES			BUDGET 2012-2013	
	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013		
<b>MANAGEMENT</b>					
Health/Senior Service Administrator	1	1	1		
TOTAL	<u>1</u>	<u>1</u>	<u>1</u>		
<b>PROFESSIONAL</b>					
Public Health Nurse *	5	5	5		
TOTAL	<u>5</u>	<u>5</u>	<u>5</u>		
<b>TECHNICAL</b>					
Health Inspector	5	5	5		
Immunization Program Educator	1	1	1		
Public Health Technician	2	2	2		
TOTAL	<u>8</u>	<u>8</u>	<u>8</u>		
<b>CLERICAL</b>					
Account Clerk	1	1	1		
Administrative Assistant	1	1	1		
Immunization Clerk *	1	1	1		
Records Specialist *	2	2	2		
TOTAL	<u>5</u>	<u>5</u>	<u>5</u>		
* Seven positions reimbursed by the Texas Department of Health:					
2 Public Health Nurses					
1 Records Specialist					
1 Immunization Clerk					
1 Health Inspector					
1 Public Health Technician					
1 Immunization Program Educator					
BASE SALARIES				\$ 842,107	
PART TIME/TEMPORARY				2,653	
LONGEVITY				10,635	
SPECIAL PAY				12,074	
FRINGE BENEFITS				<u>346,655</u>	
GRAND TOTAL	<u>19</u>	<u>19</u>	<u>19</u>	\$ <u>1,214,124</u>	

**SUMMARY**

FUND		DEPARTMENT		UNIT	
GENERAL 001		POLICE 110		VCLG PROGRAM 0105	
CLASSIFICATION				BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES				\$ 50,231	\$ 56,620
2000. COMMODITIES				0	0
3000. CONTRACTUAL SERVICES				2,550	3,880
4000. MAINTENANCE - STRUCTURES				0	0
5000. MAINTENANCE - EQUIPMENT				0	0
6000. MISCELLANEOUS				0	0
<b>SUBTOTAL</b>				<u>52,781</u>	<u>60,500</u>
CAPITAL OUTLAY					
7000. LANDS - BUILDINGS				0	0
8000. EQUIPMENT				0	0
<b>SUBTOTAL</b>				<u>0</u>	<u>0</u>
<b>TOTAL</b>				<u>\$ 52,781</u>	<u>\$ 60,500</u>

FUNCTION: The Victim Crime Liaison office will work to assist eligible victims of crime, guardians of victims, or relatives of deceased victims in obtaining benefits under the Crime Victim Compensation Act. This position is partially funded by a grant from the Texas Attorney General's office and is subject to renewal on a yearly basis.

## Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Number of Victims Served.	1,349	1,380	1,400
Public Awareness Presentation.	12	14	16

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**DETAIL**

FUND GENERAL 001	DEPARTMENT POLICE 110	UNIT VCLG PROGRAM 0105	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 33,951	\$ 39,908
Other Benefits		<u>16,280</u>	<u>16,712</u>
<b>TOTAL 1000</b>		<u>50,231</u>	<u>56,620</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3010. Communication		0	380
3510. Travel		1,600	1,600
3530. Training, Registration Fees, Etc.		<u>950</u>	<u>1,900</u>
<b>TOTAL 3000</b>		<u>2,550</u>	<u>3,880</u>
<b>GRAND TOTAL</b>		\$ <u><u>52,781</u></u>	\$ <u><u>60,500</u></u>

# PERSONNEL SCHEDULE

FUND		DEPARTMENT		UNIT	
GENERAL 001		POLICE 110		VCLG PROGRAM 0105	
POSITION TITLE		EMPLOYEES			BUDGET 2012-2013
		BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	
<b>TECHNICAL</b> Crime Victim Liaison					
TOTAL		$\frac{1}{1}$	$\frac{1}{1}$	$\frac{1}{1}$	
BASE SALARIES					\$ 39,908
LONGEVITY					453
FRINGE BENEFITS					$\underline{16,259}$
GRAND TOTAL		$\underline{\underline{1}}$	$\underline{\underline{1}}$	$\underline{\underline{1}}$	$\underline{\underline{\$ 56,620}}$

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# SUMMARY

FUND	DEPARTMENT	UNIT	
GENERAL 001	POLICE 110	AIRPORT POLICE 0107	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES		\$ 1,287,888	\$ 1,382,156
2000. COMMODITIES		500	1,100
3000. CONTRACTUAL SERVICES		133,404	121,772
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		500	500
<b>SUBTOTAL</b>		1,422,292	1,505,528
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		0	0
<b>SUBTOTAL</b>		0	0
<b>TOTAL</b>		\$ 1,422,292	\$ 1,505,528

**FUNCTION:** The function of the Airport Police is to provide 24 hour security for the Midland International Airport. Officers patrol secured areas of the airport and respond to aircraft alerts. They provide security at the screening checkpoint which ensures the safety of passengers and airport employees. The Airport Police work closely with Airport Operations, Midland Fire Department, US Transportation Safety Administration, US Immigrations and Customs Enforcement, and the Federal Aviation Administration. Additionally, they provide some patrol functions in the recently annexed areas near the airport.

### Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Have two officers on duty during operational hours of the security checkpoint 90% of the time.	100%	100%	100%
Response time to security checkpoint alarms will be 5 minutes or less 95% of the time.	100%	100%	100%

**DETAIL**

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FUND GENERAL 001	DEPARTMENT POLICE 110	UNIT AIRPORT POLICE 0107	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries	\$ 863,968	\$ 928,222	
Overtime	6,781	6,781	
Other Benefits	<u>417,139</u>	<u>447,153</u>	
<b>TOTAL 1000</b>	<u>1,287,888</u>	<u>1,382,156</u>	
<b>2000. COMMODITIES</b>			
2010. Office Supplies	300	300	
2120. Minor Equipment, Instruments & Tools	<u>200</u>	<u>800</u>	
<b>TOTAL 2000</b>	<u>500</u>	<u>1,100</u>	
<b>3000. CONTRACTUAL SERVICES</b>			
3210. Hire of Equipment - Garage - Vehicles	129,154	113,197	
3213. Hire of Equipment - Technology	0	2,945	
3510. Travel	2,550	2,880	
3520. Dues & Subscriptions	200	200	
3530. Training, Registration Fees, Etc.	<u>1,500</u>	<u>2,550</u>	
<b>TOTAL 3000</b>	<u>133,404</u>	<u>121,772</u>	
<b>6000. MISCELLANEOUS</b>			
6990. Miscellaneous	<u>500</u>	<u>500</u>	
<b>TOTAL 6000</b>	<u>500</u>	<u>500</u>	
<b>GRAND TOTAL</b>	<u>\$ 1,422,292</u>	<u>\$ 1,505,528</u>	



**SUMMARY**

FUND GENERAL 001	DEPARTMENT POLICE 110	UNIT SPECIAL OPERATIONS - STEP 0109	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES		\$ 31,125	\$ 0
2000. COMMODITIES		0	0
3000. CONTRACTUAL SERVICES		0	0
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		<u>0</u>	<u>0</u>
	<b>SUBTOTAL</b>	<u>31,125</u>	<u>0</u>
	<b>CAPITAL OUTLAY</b>		
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		<u>0</u>	<u>0</u>
	<b>SUBTOTAL</b>	<u>0</u>	<u>0</u>
	<b>TOTAL</b>	\$ <u><u>31,125</u></u>	\$ <u><u>0</u></u>

FUNCTION: This division is used to account for the overtime and fringes associated with the STEP program. Base salaries are accounted for in other divisions of the Police Department. The cost of this division is fully reimbursed by the Texas State Department of Highways and Public Transportation.

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# DETAIL

FUND GENERAL 001	DEPARTMENT POLICE 110	UNIT SPECIAL OPERATIONS-STEP 0109	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<u>OPERATING SERVICES</u>			
<b>1000. PERSONNEL SERVICES</b>			
Overtime		\$ 31,125	\$ 0
Other Benefits		<u>0</u>	<u>0</u>
<b>TOTAL 1000</b>		<u>31,125</u>	<u>0</u>
<b>GRAND TOTAL</b>		\$ <u><u>31,125</u></u>	\$ <u><u>0</u></u>

# SUMMARY

FUND	DEPARTMENT	UNIT	
GENERAL 001	POLICE 110	POLICE ADMINISTRATION 0111	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES		\$ 1,051,907	\$ 1,103,034
2000. COMMODITIES		101,650	113,150
3000. CONTRACTUAL SERVICES		199,671	221,612
4000. MAINTENANCE - STRUCTURES		500	500
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		<u>2,200</u>	<u>2,200</u>
<b>SUBTOTAL</b>		<u>1,355,928</u>	<u>1,440,496</u>
CAPITAL OUTLAY			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>		<u>0</u>	<u>0</u>
<b>TOTAL</b>		<u>\$ 1,355,928</u>	<u>\$ 1,440,496</u>

FUNCTION: This bureau is responsible for the administration of the entire department. In addition to those services, the Administrative Services Bureau is responsible for the offices of: Planning and Research; Law Enforcement Grant Coordinator; Internal Affairs; Purchasing and Supply; Crime Analysis; Accreditation; and Personnel and Recruiting.

### Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Maintain compliance with 480 (CALEA) Commission Accrediation for Law Enforcement Agencies National Standards	464	479	480
Recruitment of new Police Officers:			
Number of applicants tested	100	100	105
Number of hired *	18	12	15

\* based on year tested

**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL 001		POLICE 110	POLICE ADMINISTRATION 0111	
CLASSIFICATION			BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
	Salaries		\$ 695,479	\$ 758,821
	Overtime		3,771	3,771
	Other Benefits		<u>352,657</u>	<u>340,442</u>
	<b>TOTAL 1000</b>		<u>1,051,907</u>	<u>1,103,034</u>
<b>2000. COMMODITIES</b>				
	2010. Office Supplies		6,000	6,000
	2020. Educational & Training Supplies		1,000	1,000
	2115. Minor Furniture & Fixtures		2,000	2,000
	2120. Minor Equipment, Instruments & Tools		500	500
	2155. Minor Computer Hardware & Peripherals		200	200
	2160. Computer Software & Supplies		3,000	3,000
	2200. Food		1,200	1,200
	2320. Medical Supplies		3,250	3,250
	2570. Clothing, Dry Goods, Etc.		<u>84,500</u>	<u>96,000</u>
	<b>TOTAL 2000</b>		<u>101,650</u>	<u>113,150</u>
<b>3000. CONTRACTUAL SERVICES</b>				
	3210. Hire of Equipment - Garage - Vehicles		62,655	44,771
	3212. Equipment Rental - External		26,430	26,430
	3213. Hire of Equipment - Technology		0	10,995
	3220. Advertising		0	4,000
	3230. Laundry & Cleaning		42,000	42,000
	3240. Binding, Printing & Reproduction		6,000	7,000
	3260. Credit Bureau Fees		0	680
	3270. Notary Bonds		800	800
	3360. Special Postage & Express Shipping		250	250
	3390. Other Special Services		25,000	29,625
	3405. Software Maintenance		1,650	1,650
	3480. Medical Examinations		0	7,000
	3510. Travel		12,000	13,975
	3520. Dues & Subscriptions		2,586	2,586
	3525. Legal & Technical Reference Material		2,800	2,800
	3530. Training, Registration Fees, Etc.		4,000	4,850
	3540. Educational Assistance		<u>13,500</u>	<u>22,200</u>
	<b>TOTAL 3000</b>		<u>199,671</u>	<u>221,612</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>				
	4010. Buildings & Grounds		<u>500</u>	<u>500</u>
	<b>TOTAL 4000</b>		<u>500</u>	<u>500</u>

**DETAIL**

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FUND GENERAL 001	DEPARTMENT POLICE 110	UNIT POLICE ADMINISTRATION 0111	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<u>OPERATING SERVICES</u>			
<b>6000. MISCELLANEOUS</b>			
6990. Miscellaneous		\$ <u>2,200</u>	\$ <u>2,200</u>
<b>TOTAL 6000</b>		<u>2,200</u>	<u>2,200</u>
<b>GRAND TOTAL</b>		\$ <u><u>1,355,928</u></u>	\$ <u><u>1,440,496</u></u>

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**PERSONNEL SCHEDULE**

FUND		DEPARTMENT		UNIT	
GENERAL 001		POLICE 110		POLICE ADMINISTRATION 0111	
POSITION TITLE		EMPLOYEES			BUDGET 2012-2013
		BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	
<b>MANAGEMENT</b>					
Police Chief		1	1	1	
Accreditation Manager		1	1	1	
TOTAL		<u>2</u>	<u>2</u>	<u>2</u>	
<b>TECHNICAL</b>					
Crime Analysis Technician		1	1	1	
L.E. Planner & Grant Coordinator		1	1	1	
Supply Clerk		1	1	1	
TOTAL		<u>3</u>	<u>3</u>	<u>3</u>	
<b>SUPERVISORY</b>					
Crime Analysis Supervisor		1	1	1	
Police Lieutenant		1	1	1	
Police Sergeant		2	2	2	
TOTAL		<u>4</u>	<u>4</u>	<u>4</u>	
<b>CLERICAL</b>					
Administrative Assistant		1	1	1	
Secretary		3	3	3	
TOTAL		<u>4</u>	<u>4</u>	<u>4</u>	
BASE SALARIES					\$ 755,638
PART TIME/TEMPORARY					3,183
LONGEVITY					13,887
CERTIFICATION PAY					5,400
EDUCATION PAY					6,036
SPECIAL PAY					13,034
CAR ALLOWANCE					7,200
OVERTIME					3,771
FRINGE BENEFITS					<u>294,885</u>
GRAND TOTAL					\$ <u>1,103,034</u>

**SUMMARY**

FUND		DEPARTMENT	UNIT	
GENERAL 001		POLICE 110	SUPPORT SERVICES 0112	
CLASSIFICATION			BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES			\$ 2,585,120	\$ 2,640,580
2000. COMMODITIES			110,210	133,210
3000. CONTRACTUAL SERVICES			707,631	718,059
4000. MAINTENANCE - STRUCTURES			5,000	5,000
5000. MAINTENANCE - EQUIPMENT			3,050	4,050
6000. MISCELLANEOUS			<u>1,200</u>	<u>1,400</u>
<b>SUBTOTAL</b>			<u>3,412,211</u>	<u>3,502,299</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>0</u>	<u>0</u>
<b>TOTAL</b>			<u>\$ 3,412,211</u>	<u>\$ 3,502,299</u>

FUNCTION: The Support Services Bureau is responsible for training, community relations, telephone reporting, police records, data entry, and property and evidence. Some programs coordinated by this bureau include: Cadet Program, Citizen Police Academy, and National Night Out. In addition, this bureau is responsible for liaison between the Police Department and the Information Systems Department for communications and computers, and the Midland County Sheriff's Office for the housing of City prisoners.

## Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Community involvement in National Night Out: Number of neighborhood block parties	78	80	85
Percentage of officers meeting or exceeding the 50th percentile of national fitness standards	89%	90%	90%

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**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL 001		POLICE 110	SUPPORT SERVICES 0112	
CLASSIFICATION			BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
	Salaries		\$ 1,677,983	\$ 1,815,105
	Overtime		38,387	38,387
	Other Benefits		<u>868,750</u>	<u>787,088</u>
	<b>TOTAL 1000</b>		<u>2,585,120</u>	<u>2,640,580</u>
<b>2000. COMMODITIES</b>				
	2010. Office Supplies		15,000	15,000
	2020. Educational & Training Supplies		3,000	3,000
	2115. Minor Furniture & Fixtures		2,000	2,000
	2120. Minor Equipment, Instruments & Tools		10,250	10,250
	2140. Electrical Parts & Supplies		250	250
	2155. Minor Computer Hardware & Peripherals		0	3,000
	2160. Computer Software & Supplies		5,800	2,800
	2170. Welding Supplies		360	360
	2200. Food		1,500	2,500
	2310. Janitorial Supplies		2,000	2,000
	2330. Chemicals & Insecticides		400	400
	2540. Ammunition		65,500	85,500
	2570. Clothing, Dry Goods, Etc.		3,500	5,500
	2640. Safety Supplies & Minor Equipment		<u>650</u>	<u>650</u>
	<b>TOTAL 2000</b>		<u>110,210</u>	<u>133,210</u>
<b>3000. CONTRACTUAL SERVICES</b>				
	3030. Light & Power		13,500	13,500
	3040. Water		1,500	1,500
	3210. Hire of Equipment - Garage - Vehicles		161,926	163,213
	3213. Hire of Equipment - Technology		0	37,896
	3220. Advertising		4,500	500
	3237. Prisoner Lodging		469,000	469,000
	3240. Binding, Printing & Reproduction		1,000	0
	3260. Credit Bureau Fees		680	0
	3360. Special Postage & Express Shipping		750	800
	3390. Other Special Services		10,625	6,000
	3480. Medical Examinations		7,000	0
	3510. Travel		15,000	13,025
	3520. Dues & Subscriptions		2,200	2,225
	3530. Training, Registration Fees, Etc.		8,100	7,250
	3540. Education Assistance		8,700	0
	3990. Other		<u>3,150</u>	<u>3,150</u>
	<b>TOTAL 3000</b>		<u>707,631</u>	<u>718,059</u>

**DETAIL**

FUND GENERAL 001	DEPARTMENT POLICE 110	UNIT SUPPORT SERVICES 0112	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>4000. MAINTENANCE OF STRUCTURES</b> 4010. Buildings & Grounds		\$ <u>5,000</u>	\$ <u>5,000</u>
<b>TOTAL 4000</b>		<u>5,000</u>	<u>5,000</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b> 5110. Machinery, Tools, & Implements 5120. Instruments & Apparatus - Major		1,050 <u>2,000</u>	1,050 <u>3,000</u>
<b>TOTAL 5000</b>		<u>3,050</u>	<u>4,050</u>
<b>6000. MISCELLANEOUS</b> 6990. Miscellaneous		<u>1,200</u>	<u>1,400</u>
<b>TOTAL 6000</b>		<u>1,200</u>	<u>1,400</u>
<b>GRAND TOTAL</b>		<u>\$ 3,412,211</u>	<u>\$ 3,502,299</u>

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**PERSONNEL SCHEDULE**

FUND		DEPARTMENT		UNIT	
GENERAL		POLICE		SUPPORT SERVICES	
001		110		0112	
POSITION TITLE		EMPLOYEES			BUDGET 2012-2013
		BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	
<b>MANAGEMENT</b>					
Deputy Police Chief		1	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
<b>SUPERVISORY</b>					
Police Information Supervisor		1	1	1	
Police Lieutenant		2	2	2	
Police Sergeant		3	4	4	
Property Supervisor		1	1	1	
TRU Supervisor		1	1	1	
TOTAL		<u>8</u>	<u>9</u>	<u>9</u>	
<b>POLICE SAFETY</b>					
Police Officer		5	5	5	
Police Cadet		6	6	6	
TOTAL		<u>11</u>	<u>11</u>	<u>11</u>	
<b>OPERATIONS</b>					
Community Service Clerk		8	8	8	
Maintenance Specialist		1	1	1	
Property Clerk		2	2	2	
TOTAL		<u>11</u>	<u>11</u>	<u>11</u>	
<b>CLERICAL</b>					
Administrative Assistant		1	1	1	
Police Records Supervisor		2	2	2	
Records Technician		8	8	8	
Secretary		1	1	1	
TOTAL		<u>12</u>	<u>12</u>	<u>12</u>	

# PERSONNEL SCHEDULE

FUND GENERAL 001	DEPARTMENT POLICE 110		UNIT SUPPORT SERVICES 0112	
POSITION TITLE	EMPLOYEES			BUDGET 2012-2013
	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	
BASE SALARIES				\$ 1,765,185
PART TIME/TEMPORARY				49,920
LONGEVITY				23,520
CERTIFICATION PAY				15,360
EDUCATION PAY				20,952
SPECIAL PAY				15,166
OVERTIME				38,387
FRINGE BENEFITS				732,090
VACANCIES				<u>(20,000)</u>
GRAND TOTAL	<u>43</u>	<u>44</u>	<u>44</u>	\$ <u>2,640,580</u>

# SUMMARY

FUND GENERAL 001	DEPARTMENT POLICE 110	UNIT FIELD OPERATIONS 0113	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b>1000. PERSONNEL SERVICES</b> <b>2000. COMMODITIES</b> <b>3000. CONTRACTUAL SERVICES</b> <b>4000. MAINTENANCE - STRUCTURES</b> <b>5000. MAINTENANCE - EQUIPMENT</b> <b>6000. MISCELLANEOUS</b>		\$ 9,823,833 53,500 2,310,677 0 9,000 1,600 <hr/> 12,198,610	\$ 10,023,039 56,400 2,278,245 0 10,300 1,600 <hr/> 12,369,584
	<b>SUBTOTAL</b>	<hr/>	<hr/>
<b>CAPITAL OUTLAY</b> <b>7000. LANDS - BUILDINGS</b> <b>8000. EQUIPMENT</b>		0 0 <hr/> 0	0 0 <hr/> 0
	<b>SUBTOTAL</b>	<hr/>	<hr/>
	<b>TOTAL</b>	<hr/> <b>\$ 12,198,610</b>	<hr/> <b>\$ 12,369,584</b>

FUNCTION: The Field Operations Bureau is the department's largest bureau. The bureau's objective is to assist in the creation and implementation of policing procedures that not only combat the criminal element but also eliminate conditions that lead to crime. The bureau's purpose is to provide "first response" to all calls for police service. The bureau is comprised of: the Patrol Division and the Traffic section. Specialized units within the bureau consist of Field Training Office Program, the Explosive Ordinance Detail, Emergency Operations, Bicycle Patrol, the ATV (all-terrain vehicle) Unit, K-9 Unit, and the Gang Suppression Unit. Personnel assigned to the bureau are responsible for police patrol duties, traffic control, accident investigations, initial criminal investigations, handling of explosive devices, emergency operations, training newly graduated police recruits, and car program.

Activity / Performance Measures

<u>Activity/Performance Measure</u>	<u>2011 Achievements</u>	<u>2012 Expectations</u>	<u>2013 Targets</u>
Police Officers will handle calls for service and will reduce the number of repeat calls for service, thereby reducing overall number of calls for service.	80,320	80,100	79,900
Police officers will work to reduce the number of traffic accidents each year by focusing on the violations which cause accidents with the goal of reducing the total number of accidents.	3,279	*3,852	3,500

\* The current oil boom in the Permian Basin has caused a tremendous increase in traffic, resulting in the number of accidents rising sharply.

**DETAIL**

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FUND		DEPARTMENT	UNIT	
GENERAL 001		POLICE 110	FIELD OPERATIONS 0113	
CLASSIFICATION			BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
	Salaries		\$ 6,323,573	\$ 6,762,892
	Overtime		183,456	183,456
	Other Benefits		<u>3,316,804</u>	<u>3,076,691</u>
	<b>TOTAL 1000</b>		<u>9,823,833</u>	<u>10,023,039</u>
<b>2000. COMMODITIES</b>				
	2010. Office Supplies		10,800	10,800
	2115. Minor Furniture & Fixtures		2,000	2,000
	2120. Minor Equipment, Instruments & Tools		29,000	29,000
	2160. Computer Software & Supplies		3,400	6,800
	2220. Food		1,000	1,000
	2330. Chemicals & Insecticides		300	300
	2530. Animal Feed		5,000	5,000
	2650. Photographic Supplies		<u>2,000</u>	<u>1,500</u>
	<b>TOTAL 2000</b>		<u>53,500</u>	<u>56,400</u>
<b>3000. CONTRACTUAL SERVICES</b>				
	3113. General Liability, Worker's Compensation Penalty		-20,893	0
	3210. Hire of Equipment - Garage - Vehicles		1,949,719	1,825,337
	3213. Hire of Equipment - Technology		0	13,200
	3510. Travel		500	500
	3280. Temporary Help		339,639	394,240
	3320. Wrecker Services		1,000	1,000
	3360. Special Postage & Express Shipping		0	300
	3405. Software Maintenance		500	500
	3460. Veterinary Fees		5,000	5,231
	3510. Travel		15,000	15,000
	3520. Dues & Subscriptions		1,637	1,637
	3530. Training, Registration Fees, Etc.		<u>18,575</u>	<u>21,300</u>
	<b>TOTAL 3000</b>		<u>2,310,677</u>	<u>2,278,245</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
	5120. Instruments & Apparatus (Major)		<u>9,000</u>	<u>10,300</u>
	<b>TOTAL 5000</b>		<u>9,000</u>	<u>10,300</u>
<b>6000. MISCELLANEOUS</b>				
	6990. Miscellaneous		<u>1,600</u>	<u>1,600</u>
	<b>TOTAL 6000</b>		<u>1,600</u>	<u>1,600</u>
<b>GRAND TOTAL</b>			<u>\$ 12,198,610</u>	<u>\$ 12,369,584</u>

**PERSONNEL SCHEDULE**

FUND		DEPARTMENT		UNIT	
GENERAL 001		POLICE 110		FIELD OPERATIONS 0113	
POSITION TITLE		EMPLOYEES			BUDGET 2012-2013
		BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	
<b>MANAGEMENT</b>					
Deputy Police Chief		1	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
<b>TECHNICAL</b>					
Community Service Officer		3	3	4	
TOTAL		<u>3</u>	<u>3</u>	<u>4</u>	
<b>SUPERVISORY</b>					
Police Lieutenant		4	4	4	
Police Sergeant		17	16	16	
TOTAL		<u>21</u>	<u>20</u>	<u>20</u>	
<b>POLICE SAFETY</b>					
Police Officer		95	94	99	
TOTAL		<u>95</u>	<u>94</u>	<u>99</u>	
<b>CLERICAL</b>					
Administrative Assistant		1	1	1	
Secretary		1	1	1	
TOTAL		<u>2</u>	<u>2</u>	<u>2</u>	
BASE SALARIES					\$ 6,762,892
LONGEVITY					68,961
CERTIFICATION PAY					78,120
EDUCATION PAY					123,240
SPECIAL PAY					79,626
OVERTIME					183,456
FRINGE BENEFITS					2,761,744
VACANCIES					<u>(35,000)</u>
GRAND TOTAL		<u>122</u>	<u>120</u>	<u>126</u>	\$ <u>10,023,039</u>

# SUMMARY

FUND	DEPARTMENT	UNIT	
GENERAL 001	POLICE 110	INVESTIGATIVE SERVICES 0114	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES		\$ 4,243,234	\$ 4,302,256
2000. COMMODITIES		41,199	41,599
3000. CONTRACTUAL SERVICES		623,309	644,191
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		1,000	1,000
6000. MISCELLANEOUS		<u>1,000</u>	<u>1,000</u>
<b>SUBTOTAL</b>		<u>4,909,742</u>	<u>4,990,046</u>
CAPITAL OUTLAY			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>		<u>0</u>	<u>0</u>
<b>TOTAL</b>		<u><u>\$ 4,909,742</u></u>	<u><u>\$ 4,990,046</u></u>

FUNCTION: The purpose is to investigate all criminal offenses assigned to the various sections within the Bureau. Investigative Service Bureau personnel will initiate and conduct thorough investigations, prepare and execute arrest and/or search warrants, prepare case reports and any other documentation or assignments required to present complete cases to the appropriate prosecuting authority for successful prosecution of defendants. The Investigative Services Bureau gathers and disseminates information concerning criminal activity to other divisions within the Police Department.

### Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Detectives will solve over 40% of the cases assigned for investigation.	37%	40%	45%
Maintain an auto theft clearance rate of 40% or greater.	48%	50%	55%

**DETAIL**

FUND GENERAL 001	DEPARTMENT POLICE 110	UNIT INVESTIGATIVE SERVICES 0114	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries	\$ 2,683,540	\$ 2,825,174	
Overtime	107,795	107,795	
Other Benefits	<u>1,451,899</u>	<u>1,369,287</u>	
<b>TOTAL 1000</b>	<u>4,243,234</u>	<u>4,302,256</u>	
<b>2000. COMMODITIES</b>			
2010. Office Supplies	13,000	13,000	
2020. Educational & Training Supplies	500	500	
2115. Minor Furniture & Fixtures	3,000	3,000	
2120. Minor Equipment, Instruments & Tools	15,000	15,000	
2155. Minor Computer Hardware & Peripherals	2,949	2,949	
2160. Computer Software & Supplies	2,500	2,500	
2200. Food	600	1,000	
2320. Medical Supplies	650	650	
2640. Clothing, Dry Goods, Etc.	2,000	2,000	
2650. Photographic Supplies	<u>1,000</u>	<u>1,000</u>	
<b>TOTAL 2000</b>	<u>41,199</u>	<u>41,599</u>	
<b>3000. CONTRACTUAL SERVICES</b>			
3020. Heat and Natural Gas	0	4,052	
3030. Light and Power	0	550	
3210. Hire of Equipment - Garage - Vehicles	437,914	422,819	
3212. Equipment Rental - External	61,800	61,800	
3213. Hire of Equipment - Technology	0	32,695	
3360. Special Postage & Express Shipping	700	1,500	
3390. Other Special Services	50,000	50,000	
3510. Travel	16,500	16,500	
3520. Dues & Subscriptions	2,375	2,375	
3530. Training, Registration Fees, Etc.	8,000	8,000	
3920. Rent	21,660	19,200	
3990. Other	<u>24,360</u>	<u>24,700</u>	
<b>TOTAL 3000</b>	<u>623,309</u>	<u>644,191</u>	
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5120. Instruments & Apparatus (Major)	<u>1,000</u>	<u>1,000</u>	
<b>TOTAL 5000</b>	<u>1,000</u>	<u>1,000</u>	

**DETAIL**

FUND GENERAL 001	DEPARTMENT POLICE 110	UNIT INVESTIGATIVE SERVICES 0114	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
6000. MISCELLANEOUS 6990. Miscellaneous		\$ <u>1,000</u>	\$ <u>1,000</u>
<b>TOTAL 6000</b>		<u>1,000</u>	<u>1,000</u>
<b>GRAND TOTAL</b>		\$ <u><u>4,909,742</u></u>	\$ <u><u>4,990,046</u></u>

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**PERSONNEL SCHEDULE**

FUND		DEPARTMENT		UNIT	
GENERAL 001		POLICE 110		INVESTIGATIVE SERVICES 0114	
POSITION TITLE		EMPLOYEES			BUDGET 2012-2013
		BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	
<b>MANAGEMENT</b>					
Deputy Police Chief		1	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
<b>TECHNICAL</b>					
ID Specialist		4	4	4	
Intelligence Analyst		1	1	1	
TOTAL		<u>5</u>	<u>5</u>	<u>5</u>	
<b>SUPERVISORY</b>					
ID Supervisor		1	1	1	
Police Lieutenant		2	2	2	
Police Sergeant		5	5	5	
TOTAL		<u>8</u>	<u>8</u>	<u>8</u>	
<b>POLICE SAFETY</b>					
Police Officer		28	29	29	
TOTAL		<u>28</u>	<u>29</u>	<u>29</u>	
<b>OPERATIONS</b>					
Community Service Clerk		1	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
<b>CLERICAL</b>					
Administrative Assistant		1	1	1	
Secretary		2	2	2	
TOTAL		<u>3</u>	<u>3</u>	<u>3</u>	
BASE SALARIES					\$ 2,825,174
LONGEVITY					52,572
CERTIFICATION PAY					58,440
EDUCATION PAY					61,536
SPECIAL PAY					61,863
OVERTIME					107,795
FRINGE BENEFITS					1,154,876
VACANCIES					<u>(20,000)</u>
GRAND TOTAL		<u>46</u>	<u>47</u>	<u>47</u>	\$ <u>4,302,256</u>

**SUMMARY**

FUND		DEPARTMENT		UNIT	
GENERAL 001		FIRE 115		FIRE 0115	
CLASSIFICATION				BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES				\$ 13,731,361	\$ 14,521,934
2000. COMMODITIES				271,219	285,871
3000. CONTRACTUAL SERVICES				1,181,642	1,395,638
4000. MAINTENANCE - STRUCTURES				2,500	4,000
5000. MAINTENANCE - EQUIPMENT				15,000	17,500
6000. MISCELLANEOUS				<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>				<u>15,201,722</u>	<u>16,224,943</u>
CAPITAL OUTLAY					
7000. LANDS - BUILDINGS				0	0
8000. EQUIPMENT				<u>60,700</u>	<u>53,000</u>
<b>SUBTOTAL</b>				<u>60,700</u>	<u>53,000</u>
<b>TOTAL</b>				<u>\$ 15,262,422</u>	<u>\$ 16,277,943</u>

FUNCTION: This department, under the direction of the Fire Chief, is responsible for the protection of life and property, the enforcement of fire ordinances, fire prevention, fire suppression and rescue work. The department answers all fires and related emergency calls within Midland County.

## Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Investigate all complaints within 1 working day.	100%	100%	100%
Achieve emergency en route time of 1:40.	1:52	1:50	1:40
Complete required monthly training.	100%	100%	100%
Average one pre-fire plan/ month for every station.	11/year	12/year	12/year

**DETAIL**

FUND		DEPARTMENT		UNIT	
GENERAL 001		FIRE 115		FIRE 0115	
CLASSIFICATION				BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>					
<b>1000. PERSONNEL SERVICES</b>					
		Salaries		\$ 8,995,103	\$ 9,737,066
		Overtime		242,585	242,585
		Other Benefits		4,493,673	4,542,283
		<b>TOTAL 1000</b>		<u>13,731,361</u>	<u>14,521,934</u>
<b>2000. COMMODITIES</b>					
		2010. Office Supplies		7,000	7,000
		2020. Educational & Training Supplies		3,000	4,000
		2115. Minor Furniture & Fixtures		25,400	25,400
		2120. Minor Equipment, Instruments & Tools		48,000	57,700
		2140. Electrical Parts & Supplies		6,471	6,471
		2160. Computer Software & Supplies		5,200	6,000
		2170. Welding Supplies		100	0
		2200. Food		3,000	4,000
		2310. Janitorial Supplies		20,000	20,000
		2320. Medical Supplies		300	300
		2330. Chemicals & Insecticides		12,000	15,000
		2520. Botanical & Agricultural		1,148	500
		2570. Clothing, Dry Goods, Etc.		139,000	139,000
		2620. Postage		100	0
		2640. Safety Supplies & Minor Equipment		500	500
		<b>TOTAL 2000</b>		<u>271,219</u>	<u>285,871</u>
<b>3000. CONTRACTUAL SERVICES</b>					
		3040. Water		26,000	20,000
		3113. General Liability, Worker's Compensation Penalty		-16,940	-7,407
		3210. Hire of Equipment - Garage - Vehicles		1,091,627	1,282,605
		3212. Equipment Rental - External		5,200	5,200
		3213. Hire of Equipment - Technology		360	18,945
		3220. Advertising		600	1,500
		3230. Laundry & Cleaning		45,000	45,000
		3240. Binding, Printing & Reproduction		100	100
		3270. Notary Bonds		100	100
		3280. Temporary Help		845	845
		3370. Grounds maintenance		1,500	1,500
		3510. Travel		12,000	12,000
		3520. Dues & Subscriptions		1,000	1,000
		3530. Training, Registration Fees, Etc.		9,750	9,750
		3550. Employee Awards		4,500	4,500
		<b>TOTAL 3000</b>		<u>1,181,642</u>	<u>1,395,638</u>

**DETAIL**

FUND GENERAL 001	DEPARTMENT FIRE 115	UNIT FIRE 0115	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Buildings & Grounds		\$ 2,500	\$ 4,000
<b>TOTAL 4000</b>		<u>2,500</u>	<u>4,000</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5020. Furniture, Fixtures, & Furnishings		1,000	1,000
5110. Machinery, Tools, & Implements		5,000	7,500
5120. Instruments & Apparatus (Major)		<u>9,000</u>	<u>9,000</u>
<b>TOTAL 5000</b>		<u>15,000</u>	<u>17,500</u>
<b><u>CAPITAL OUTLAY</u></b>			
<b>8000. EQUIPMENT</b>			
8470. Firefighting Equipment		<u>60,700</u>	<u>53,000</u>
<b>TOTAL 8000</b>		<u>60,700</u>	<u>53,000</u>
<b>GRAND TOTAL</b>		<u>\$ 15,262,422</u>	<u>\$ 16,277,943</u>

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**PERSONNEL SCHEDULE**

FUND		DEPARTMENT		UNIT	
GENERAL 001		FIRE 115		FIRE 0115	
POSITION TITLE	EMPLOYEES			BUDGET 2012-2013	
	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013		
<b>MANAGEMENT</b>					
Fire Chief	1	1	1		
Assistant Fire Chief	1	1	1		
Fire Battalion Chief	3	3	3		
TOTAL	<u>5</u>	<u>5</u>	<u>5</u>		
<b>FIRE SAFETY</b>					
Fire Captain	27	27	27		
Fire Driver	48	48	48		
Fire Fighter	84	90	96		
Fire Cadet	6	6	6		
TOTAL	<u>165</u>	<u>171</u>	<u>177</u>		
<b>CLERICAL</b>					
Administrative Assistant	1	1	1		
TOTAL	<u>1</u>	<u>1</u>	<u>1</u>		
BASE SALARIES					\$ 9,687,146
PART TIME / TEMPORARY					49,920
LONGEVITY					141,582
CERTIFICATION PAY					192,960
EDUCATION PAY					137,868
SPECIAL PAY					124,940
CAR ALLOWANCE					6,600
OVERTIME					242,585
FRINGE BENEFITS					<u>3,938,333</u>
GRAND TOTAL					\$ <u><u>14,521,934</u></u>

# SUMMARY

FUND		DEPARTMENT		UNIT	
GENERAL 001		FIRE 115		FIRE TRAINING 0116	
CLASSIFICATION				BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES				\$ 370,702	\$ 378,687
2000. COMMODITIES				23,555	23,705
3000. CONTRACTUAL SERVICES				77,614	94,096
4000. MAINTENANCE - STRUCTURES				5,250	5,250
5000. MAINTENANCE - EQUIPMENT				470	470
6000. MISCELLANEOUS				<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>				<u>477,591</u>	<u>502,208</u>
CAPITAL OUTLAY					
7000. LANDS - BUILDINGS				0	0
8000. EQUIPMENT				<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>				<u>0</u>	<u>0</u>
<b>TOTAL</b>				<u>\$ 477,591</u>	<u>\$ 502,208</u>

FUNCTION: This division is under the direction of the Fire Chief, and is responsible for all areas of training for the Fire Department.

### Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
100% of all Midland Fire Department personnel: receive 20 hours of continuing education training	100%	100%	100%
maintain or acquire Haz-Mat Tech Certification	98%	100%	100%
Offer a minimum of 40 hours of EMS continuing education hours to all EMS personnel	40+	40+	40+
Offer three (3) TCFP certification courses	2 courses	3 courses	3 courses
95% compliancy w/ NIMS (100, 200, 300, 700 & 800) for certified personnel	95%	95%	95%

**DETAIL**

FUND GENERAL 001	DEPARTMENT FIRE 115	UNIT FIRE TRAINING 0116	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 245,800	\$ 254,314
Other Benefits		<u>124,902</u>	<u>124,373</u>
<b>TOTAL 1000</b>		<u>370,702</u>	<u>378,687</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		1,050	1,200
2020. Educational & Training Supplies		17,000	17,000
2115. Minor Furniture & Fixtures		1,300	1,300
2120. Minor Equipment, Instruments & Tools		2,385	2,385
2150. Fuel Supplies		1,150	1,150
2310. Janitorial Supplies		<u>670</u>	<u>670</u>
<b>TOTAL 2000</b>		<u>23,555</u>	<u>23,705</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3020. Heat and Natural Gas		0	2,000
3210. Hire of Equipment - Garage - Vehicles		32,143	34,113
3212. Equipment Rental - External		2,950	4,000
3213. Hire of Equipment - Technology		360	3,602
3310. Exterminator		1,000	1,000
3370. Grounds Maintenance		1,160	1,160
3390. Other Special Services		21,271	5,271
3510. Travel		5,360	8,000
3520. Dues & Subscriptions		9,650	25,650
3530. Training, Registration Fees, Etc.		3,720	8,800
3990. Other		<u>0</u>	<u>500</u>
<b>TOTAL 3000</b>		<u>77,614</u>	<u>94,096</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Building & Grounds		<u>5,250</u>	<u>5,250</u>
<b>TOTAL 4000</b>		<u>5,250</u>	<u>5,250</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5110. Machinery, Tools, & Implements		320	320
5120. Instruments & Apparatus (Major)		<u>150</u>	<u>150</u>
<b>TOTAL 5000</b>		<u>470</u>	<u>470</u>
<b>GRAND TOTAL</b>		\$ <u>477,591</u>	\$ <u>502,208</u>



# SUMMARY

FUND GENERAL 001	DEPARTMENT FIRE 115	UNIT FIRE PREVENTION 0119	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES		\$ 791,622	\$ 817,008
2000. COMMODITIES		51,690	72,690
3000. CONTRACTUAL SERVICES		101,516	99,158
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		500	1,000
6000. MISCELLANEOUS		<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>		<u>945,328</u>	<u>989,856</u>
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>		<u>0</u>	<u>0</u>
<b>TOTAL</b>		<u><u>\$ 945,328</u></u>	<u><u>\$ 989,856</u></u>

FUNCTION: This division is under the direction of the Fire Chief, and is headed up by the Fire Marshal. The division is responsible for all fire prevention activities as well as fire investigations and building code inspections.

### Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Maintain or increase the number to fire inspections with regular inspections and target hazards.	5,489	6,100	6,500
Maintain or increase the number of individuals contacted through public education programs.	9,425	10,000	10,250
Through ongoing fire prevention we will continue to reduce the occurrence of fires within the City of Midland.	449	360	350

**DETAIL**

FUND GENERAL 001	DEPARTMENT FIRE 115	UNIT FIRE PREVENTION 0119	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries	\$ 520,274	\$ 551,422	
Overtime	8,379	8,379	
Other Benefits	<u>262,969</u>	<u>257,207</u>	
<b>TOTAL 1000</b>	<u>791,622</u>	<u>817,008</u>	
<b>2000. COMMODITIES</b>			
2010. Office Supplies	1,000	1,000	
2020. Educational & Training Supplies	7,500	7,500	
2115. Minor Furniture & Fixtures	1,370	1,370	
2120. Minor Equipment, Instruments & Tools	1,000	2,000	
2160. Computer Software & Supplies	1,220	1,220	
2540. Ammunition	2,000	2,000	
2550. Fire Marshal Supplies	2,500	2,500	
2570. Clothing, Dry goods, Etc.	35,000	55,000	
2620. Postage	<u>100</u>	<u>100</u>	
<b>TOTAL 2000</b>	<u>51,690</u>	<u>72,690</u>	
<b>3000. CONTRACTUAL SERVICES</b>			
3210. Hire of Equipment - Garage - Vehicles	69,766	62,573	
3213. Hire of Equipment - Technology	0	4,835	
3240. Binding, Printing & Reproduction	250	250	
3390. Other Special Services	20,000	20,000	
3510. Travel	6,500	6,500	
3520. Dues & Subscriptions	2,000	2,000	
3530. Training, Registration Fees, Etc.	<u>3,000</u>	<u>3,000</u>	
<b>TOTAL 3000</b>	<u>101,516</u>	<u>99,158</u>	
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5120. Instruments & Apparatus (Major)	<u>500</u>	<u>1,000</u>	
<b>TOTAL 5000</b>	<u>500</u>	<u>1,000</u>	
<b>GRAND TOTAL</b>	<u>\$ 945,328</u>	<u>\$ 989,856</u>	

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# PERSONNEL SCHEDULE

FUND		DEPARTMENT		UNIT	
GENERAL 001		FIRE 115		FIRE PREVENTION 0119	
POSITION TITLE		EMPLOYEES			BUDGET 2012-2013
		BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	
<b>MANAGEMENT</b>					
Assistant Fire Chief		1	1	1	
	TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
<b>FIRE SAFETY</b>					
Assistant Fire Marshall		1	1	1	
Fire Inspector		5	5	5	
	TOTAL	<u>6</u>	<u>6</u>	<u>6</u>	
<b>CLERICAL</b>					
Secretary		1	1	1	
	TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
BASE SALARIES					\$ 551,422
LONGEVITY					9,657
CERTIFICATION PAY					10,080
EDUCATION PAY					10,716
SPECIAL PAY					10,944
OVERTIME					8,379
FRINGE BENEFITS					<u>215,810</u>
GRAND TOTAL					\$ <u><u>817,008</u></u>

# SUMMARY

FUND	DEPARTMENT	UNIT	
GENERAL 001	FIRE 115	EMERGENCY MEDICAL 0120	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES		\$ 1,039,259	\$ 929,367
2000. COMMODITIES		59,250	58,760
3000. CONTRACTUAL SERVICES		562,662	608,761
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		25,950	28,600
6000. MISCELLANEOUS		500	500
<b>SUBTOTAL</b>		1,687,621	1,625,988
CAPITAL OUTLAY			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		0	34,400
<b>SUBTOTAL</b>		0	34,400
<b>TOTAL</b>		\$ 1,687,621	\$ 1,660,388

FUNCTION: This division is under the direction of the Fire Chief, and operates the six ambulances stationed at the fire stations.

### Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Limit critical patient on-scene time to 20 minutes or less, 90% of the time.	94%	90%	90%
Achieve an average 4 minute response time to all in district EMS calls, 90% of the time.	41%	35%	90%
Reduce average county EMS response time to 9 minutes or less, 90% of the time.	40%	30%	90%

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**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL 001		FIRE 115	EMERGENCY MEDICAL 0120	
CLASSIFICATION			BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
	Salaries		\$ 180,017	\$ 195,987
	Overtime		12,413	12,413
	Other Benefits		846,829	720,967
	<b>TOTAL 1000</b>		<u>1,039,259</u>	<u>929,367</u>
<b>2000. COMMODITIES</b>				
	2020. Educational & Training Supplies		3,500	4,000
	2120. Minor Equipment, Instruments & Tools		7,150	11,000
	2155. Minor Computer Hardware & Peripherals		0	600
	2160. Computer Software & Supplies		300	500
	2170. Welding Supplies		300	300
	2200. Food		0	300
	2320. Medical Supplies		47,000	41,000
	2570. Clothing, Dry Goods, Etc.		1,000	1,000
	2620. Postage		0	60
	<b>TOTAL 2000</b>		<u>59,250</u>	<u>58,760</u>
<b>3000. CONTRACTUAL SERVICES</b>				
	3210. Hire of Equipment - Garage - Vehicles		305,677	351,111
	3240. Printing		300	300
	3250. Billing and Collection Fees		170,000	170,000
	3390. Other Special Services		18,000	18,000
	3480. Medical Examinations		43,000	43,000
	3510. Travel		7,610	7,900
	3520. Dues & Subscriptions		1,350	1,350
	3530. Training, Registration Fees, Etc.		12,025	12,100
	3540. Educational Assistance		4,700	5,000
	<b>TOTAL 3000</b>		<u>562,662</u>	<u>608,761</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
	5110. Machinery, Tools, & Implements		5,650	5,600
	5120. Instruments & Apparatus (Major)		20,300	23,000
	<b>TOTAL 5000</b>		<u>25,950</u>	<u>28,600</u>
<b>6000. MISCELLANEOUS</b>				
	6010. Medical Expense		500	500
	<b>TOTAL 6000</b>		<u>500</u>	<u>500</u>

**DETAIL**

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FUND GENERAL 001	DEPARTMENT FIRE 115	UNIT EMERGENCY MEDICAL 0120	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<u><b>CAPITAL OUTLAY</b></u>			
<b>8000. EQUIPMENT</b>			
8450. Health Equipment		\$ <u>          0</u>	\$ <u>      34,400</u>
<b>TOTAL 8000</b>		<u>          0</u>	<u>      34,400</u>
<b>GRAND TOTAL</b>		\$ <u>      1,687,621</u>	\$ <u>      1,660,388</u>

# PERSONNEL SCHEDULE

FUND		DEPARTMENT		UNIT	
GENERAL 001		FIRE 115		EMERGENCY MEDICAL 0120	
POSITION TITLE		EMPLOYEES			BUDGET 2012-2013
		BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	
<b>MANAGEMENT</b>					
Assistant Fire Chief		1	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
<b>TECHNICAL</b>					
Fire Information & Records Coord.		1	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
<b>CLERICAL</b>					
Secretary		1	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
BASE SALARIES					\$ 195,987
LONGEVITY					5,100
CERTIFICATION PAY					1,440
EMS CERTIFICATION PAY					636,900
EDUCATION PAY					3,000
SPECIAL PAY					2,210
CAR ALLOWANCE					1,920
OVERTIME					12,413
FRINGE BENEFITS					<u>70,397</u>
GRAND TOTAL		<u>3</u>	<u>3</u>	<u>3</u>	\$ <u>929,367</u>

**SUMMARY**

FUND		DEPARTMENT		UNIT	
GENERAL 001		FIRE 115		AIRPORT FIRE 0122	
CLASSIFICATION				BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES				\$ 1,249,140	\$ 1,310,822
2000. COMMODITIES				24,954	25,079
3000. CONTRACTUAL SERVICES				103,608	118,850
4000. MAINTENANCE - STRUCTURES				0	0
5000. MAINTENANCE - EQUIPMENT				0	0
6000. MISCELLANEOUS				0	0
<b>SUBTOTAL</b>				<u>1,377,702</u>	<u>1,454,751</u>
CAPITAL OUTLAY					
7000. LANDS - BUILDINGS				0	0
8000. EQUIPMENT				0	0
<b>SUBTOTAL</b>				<u>0</u>	<u>0</u>
<b>TOTAL</b>				<u>\$ 1,377,702</u>	<u>\$ 1,454,751</u>

FUNCTION: This division is responsible for all fire and crash rescue service at the Airport.

## Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Create a Training system that will prevent personnel from missing their required subjects and hours	10 hours	20 hours of Core subject matter per person	Review and modify as needed
Monthly training with all personnel	N/A	36 hours	Review and modify as needed
Maintain FAA requirements for on-time scene arrival	Maintain	4:00 minutes total 3:00 to midpoint	Maintain

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**DETAIL**

FUND GENERAL 001	DEPARTMENT FIRE 115	UNIT AIRPORT FIRE 0122	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries	\$ 807,917	\$ 858,278	
Overtime	24,335	24,335	
Other Benefits	<u>416,888</u>	<u>428,209</u>	
<b>TOTAL 1000</b>	<u>1,249,140</u>	<u>1,310,822</u>	
<b>2000. COMMODITIES</b>			
2010. Office Supplies	150	275	
2120. Minor Equipment, Instruments & Tools	1,500	1,500	
2330. Chemicals & Insecticides	15,000	15,000	
2570. Clothing, Dry Goods, Etc.	<u>8,304</u>	<u>8,304</u>	
<b>TOTAL 2000</b>	<u>24,954</u>	<u>25,079</u>	
<b>3000. CONTRACTUAL SERVICES</b>			
3210. Hire of Equipment - Garage - Vehicles	92,508	94,655	
3213. Hire of Equipment - Technology	0	1,255	
3510. Travel	4,100	8,940	
3530. Training, Registration Fees, Etc.	<u>7,000</u>	<u>14,000</u>	
<b>TOTAL 3000</b>	<u>103,608</u>	<u>118,850</u>	
<b>GRAND TOTAL</b>	<u>\$ 1,377,702</u>	<u>\$ 1,454,751</u>	

**PERSONNEL SCHEDULE**

FUND		DEPARTMENT		UNIT	
GENERAL 001		FIRE 115		AIRPORT FIRE 0122	
POSITION TITLE		EMPLOYEES			BUDGET 2012-2013
		BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	
<b>MANAGEMENT</b>					
District Chief		1	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
<b>FIRE SAFETY</b>					
Fire Captain		3	3	3	
Fire Driver		9	9	9	
TOTAL		<u>12</u>	<u>12</u>	<u>12</u>	
BASE SALARIES					\$ 858,278
LONGEVITY					21,828
CERTIFICATION PAY					18,720
EDUCATION PAY					16,656
SPECIAL PAY					23,239
CAR ALLOWANCE					3,752
OVERTIME					24,335
FRINGE BENEFITS					<u>344,014</u>
GRAND TOTAL		<u>13</u>	<u>13</u>	<u>13</u>	\$ <u>1,310,822</u>

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# SUMMARY

FUND		DEPARTMENT	UNIT	
GENERAL 001		FIRE 115	EMERGENCY MANAGEMENT 0125	
CLASSIFICATION			BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES			\$ 0	\$ 0
2000. COMMODITIES			15,660	20,820
3000. CONTRACTUAL SERVICES			30,392	34,332
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			2,100	9,500
6000. MISCELLANEOUS			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>48,152</u>	<u>64,652</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			<u>112,500</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>112,500</u>	<u>0</u>
<b>TOTAL</b>			<u>\$ 160,652</u>	<u>\$ 64,652</u>

FUNCTION: This division is under the Fire Chief. It is responsible for coordinating all the components of the emergency management system in the jurisdiction. These components consist of fire and police, emergency medical service, public works, volunteers, and other groups contributing to the management of emergencies. This division is to make certain that the components on the emergency management system know the threats to the jurisdiction, plan for emergencies, can operate effectively in an emergency, and can conduct recovery operations after a disaster.

### Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Training hours:			
(TEEX) Texas Engineering Extension Service	104	64	64
In-house	0	30	30
Radiological	24	0	24
Plan, coordinate and conduct at least one full scale or 2 table top Hazardous Materials drills yearly.	100% complete	100% complete	100%
To develop and deliver a public emergency awareness program.	3 programs	1 program	1 program

**DETAIL**

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FUND GENERAL 001	DEPARTMENT FIRE 115	UNIT EMERGENCY MANAGEMENT 0125	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>2000. COMMODITIES</b>			
2010. Office Supplies	\$ 800	\$ 800	
2020. Educational & Training Supplies	1,500	1,500	
2115. Minor Furniture and Fixtures	500	5,000	
2120. Minor Equipment, Instruments & Tools	8,800	8,800	
2155. Minor Computer Hardware & Peripherals	1,100	1,100	
2160. Computer Software and Supplies	1,000	1,000	
2200. Food	300	300	
2320. Medical Supplies	330	330	
2330. Chemicals	1,000	1,000	
2560. Lab Fees	55	55	
2570. Clothing, Dry Goods, Etc.	0	660	
2620. Postage	55	55	
2640. Safety Supplies & Minor Equipment	220	220	
<b>TOTAL 2000</b>	<u>15,660</u>	<u>20,820</u>	
<b>3000. CONTRACTUAL SERVICES</b>			
3010. Communication	8,266	8,266	
3030. Light & Power	3,300	3,300	
3213. Hire of Equipment - Technology	0	890	
3240. Binding, Printing & Reproduction	200	200	
3390. Other Special Services	1,000	1,000	
3510. Travel	5,850	6,750	
3520. Dues & Subscriptions	10,160	10,610	
3530. Training, Registration Fees, Etc.	1,616	3,316	
<b>TOTAL 3000</b>	<u>30,392</u>	<u>34,332</u>	
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5105. Communications Equipment	0	5,000	
5110. Machinery, Tools, & Implements	1,100	1,100	
5120. Instruments & Apparatus (Major)	1,000	3,400	
<b>TOTAL 5000</b>	<u>2,100</u>	<u>9,500</u>	
<b><u>CAPITAL OUTLAY</u></b>			
<b>8000. EQUIPMENT</b>			
8530. Other Equipment	<u>112,500</u>	<u>0</u>	
<b>TOTAL 8000</b>	<u>112,500</u>	<u>0</u>	
<b>GRAND TOTAL</b>	<u>\$ 160,652</u>	<u>\$ 64,652</u>	

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**SUMMARY**

FUND		DEPARTMENT	UNIT	
GENERAL 001		NONDEPARTMENTAL 150	NONDEPARTMENTAL 0150	
CLASSIFICATION			BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES			\$ -136,166	\$ -67,166
2000. COMMODITIES			84,500	89,500
3000. CONTRACTUAL SERVICES			1,447,681	2,083,034
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			0	0
6000. MISCELLANEOUS			<u>303,802</u>	<u>362,400</u>
<b>SUBTOTAL</b>			<u>1,699,817</u>	<u>2,467,768</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			100,000	100,000
8000. EQUIPMENT			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>100,000</u>	<u>100,000</u>
<b>TOTAL</b>			<u>\$ 1,799,817</u>	<u>\$ 2,567,768</u>

FUNCTION: This division was established to account for all expenditure items that are not found exclusively within the functional responsibilities of any one General Fund department. The costs cover a broad range of expenditures associated with general city operations.

**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL		NONDEPARTMENTAL	NONDEPARTMENTAL	
001		150	0150	
CLASSIFICATION			BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
Salaries			\$ 48,311	\$ 55,096
Other Benefits			-184,477	-122,262
<b>TOTAL 1000</b>			<u>-136,166</u>	<u>-67,166</u>
<b>2000. COMMODITIES</b>				
2010. Office Supplies			500	500
2200. Food			0	1,000
2620. Postage			84,000	88,000
<b>TOTAL 2000</b>			<u>84,500</u>	<u>89,500</u>
<b>3000. CONTRACTUAL SERVICES</b>				
3030. Light & Power			720,000	740,000
3110. Insurance - External			131,622	137,144
3112. General Liability Self-Insurance			203,843	188,028
3120. Group Insurance			0	616,569
3121. City Share - Retiree Insurance			431,737	453,324
3125. Workers' Compensation			-429,218	-461,731
3220. Advertising			9,000	6,500
3240. Binding, Printing & Reproduction			8,500	8,500
3280. Temporary Help			0	15,000
3390. Other Special Services			4,000	4,000
3450. Consulting Fees			73,000	68,000
3510. Travel			0	14,700
3520. Dues & Subscriptions			17,000	17,000
3530. Training, Registration Fees, Etc.			0	1,000
3550. Employee Awards			15,000	15,000
3904. MOU/D			250,000	250,000
3990. Other			13,197	10,000
<b>TOTAL 3000</b>			<u>1,447,681</u>	<u>2,083,034</u>
<b>6000. MISCELLANEOUS</b>				
6050. Mental Health, Mental Retardation			66,402	75,000
6055. Teen Court			27,500	27,500
6165. Hispanic Chamber of Commerce			0	40,000
6176. Crime Stoppers			19,000	29,000
6183. Small Business Development Center			60,000	60,000
6882. Recruitment Fees & Expenses			12,000	12,000
6884. Leadership Development Expense			15,000	15,000
6889. Sports Complex			3,900	3,900
6990. Miscellaneous			100,000	100,000
<b>TOTAL 6000</b>			<u>303,802</u>	<u>362,400</u>

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**DETAIL**

<b>FUND</b> GENERAL 001	<b>DEPARTMENT</b> NONDEPARTMENTAL 150	<b>UNIT</b> NONDEPARTMENTAL 0150	
<b>CLASSIFICATION</b>		<b>BUDGET                      2011-2012</b>	<b>BUDGET                      2012-2013</b>
<p style="text-align: center;"><u><b>CAPITAL OUTLAY</b></u></p>			
<p><b>7000. LAND, BUILDINGS AND OTHER IMPROVEMENTS</b>                      7020. Buildings</p>		\$ <u>100,000</u>	\$ <u>100,000</u>
<p style="text-align: center;"><b>TOTAL 7000</b></p>		<u>100,000</u>	<u>100,000</u>
<p><b>GRAND TOTAL</b></p>		\$ <u><u>1,799,817</u></u>	\$ <u><u>2,567,768</u></u>

# PERSONNEL SCHEDULE

FUND GENERAL 001	DEPARTMENT NONDEPARTMENTAL 150	UNIT NONDEPARTMENTAL 0150		
POSITION TITLE	EMPLOYEES			BUDGET 2012-2013
	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	
<b>MANAGEMENT</b>				
Public Information Officer	1	0	0	
TOTAL	<u>1</u>	<u>0</u>	<u>0</u>	
<b>CLERICAL</b>				
Receptionist	1	1	1	
TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
BASE SALARIES				\$ 30,096
LONGEVITY				0
PART TIME/TEMPORARY				25,000
FRINGE BENEFITS				13,932
VACANCIES				<u>(200,000)</u>
<b>GRAND TOTAL</b>				<b>\$ <u>(130,972)</u></b>

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**SUMMARY**

FUND		DEPARTMENT	UNIT	
GENERAL 001		NONDEPARTMENTAL 150	INTERFUND TRANSFER 0199	
CLASSIFICATION			BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES			\$ 0	\$ 0
2000. COMMODITIES			0	0
3000. CONTRACTUAL SERVICES			0	0
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			0	0
6000. MISCELLANEOUS			<u>1,074,501</u>	<u>911,452</u>
<b>SUBTOTAL</b>			<u>1,074,501</u>	<u>911,452</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>0</u>	<u>0</u>
<b>TOTAL</b>			<u>\$ 1,074,501</u>	<u>\$ 911,452</u>

FUNCTION: This division accounts for the transfers from the General Fund to other funds to support activities that those funds cannot fully support.

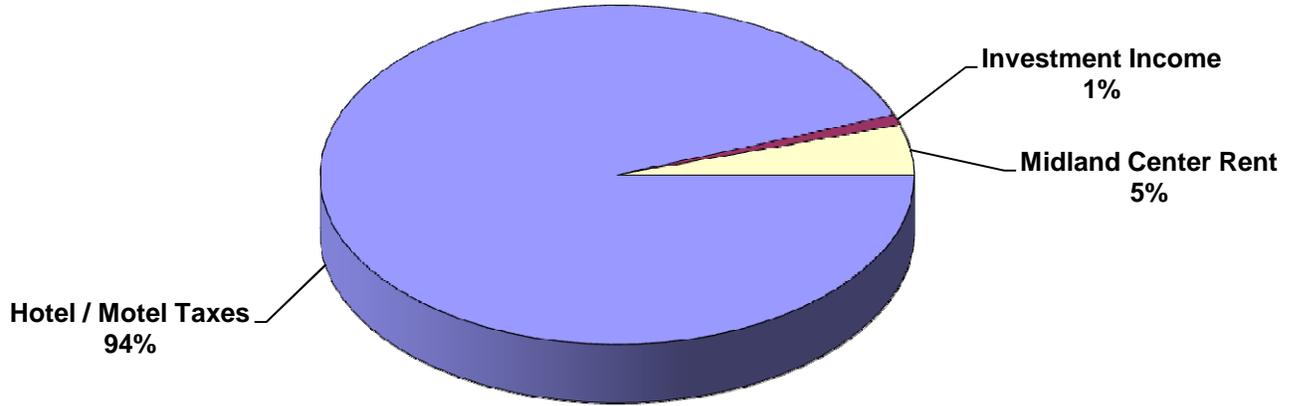
**DETAIL**

FUND GENERAL 001	DEPARTMENT NONDEPARTMENTAL 150	UNIT INTERFUND TRANSFER 0199	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>6000. MISCELLANEOUS</b>			
6299. General Construction Fund		\$ 559,398	\$ 222,214
6378. Scharbauer Sports Complex		515,103	565,834
6393. Technology Fund		<u>0</u>	<u>123,404</u>
<b>TOTAL 6000</b>		<u>1,074,501</u>	<u>911,452</u>
<b>GRAND TOTAL</b>		\$ <u><u>1,074,501</u></u>	\$ <u><u>911,452</u></u>



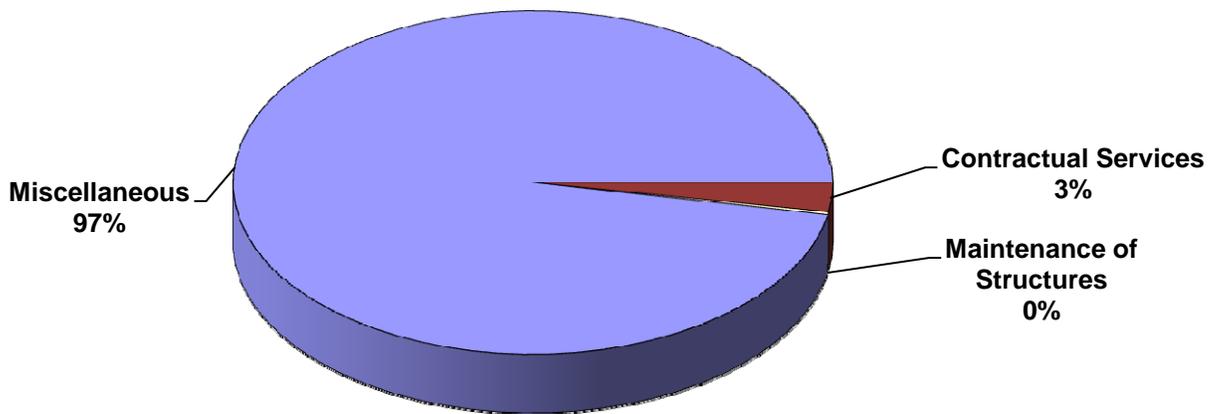
**SECTION IV**  
**HOTEL/MOTEL FUND**

### Hotel / Motel Fund Revenues As Budgeted For Fiscal Year 2013



\$4,035,000

### Hotel / Motel Fund Expenditures / Expenses As Budgeted For Fiscal Year 2013



\$2,682,690

**HOTEL/MOTEL FUND  
REVENUE AND RECEIPTS**

	<b>ACTUAL 2010-2011</b>	<b>BUDGET 2011-2012</b>	<b>BUDGET 2012-2013</b>
<b>REVENUE AND RECEIPTS</b>			
Hotel/Motel Occupancy Tax	\$ 3,085,061	\$ 2,420,000	\$ 3,800,000
Interest	57,358	55,000	40,000
Midland Center Rental	202,555	180,000	195,000
Net Increase in Fair Value of Investment	<u>9,255</u>	<u>0</u>	<u>0</u>
<b>TOTAL REVENUE AND RECEIPTS</b>	<u>\$ 3,354,229</u>	<u>\$ 2,655,000</u>	<u>\$ 4,035,000</u>

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**HOTEL/MOTEL FUND  
SUMMARY OF EXPENDITURES BY UNIT**

Unit No.	ORGANIZATION	ACTUAL 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
0199	Administration - Interfund Transfer	\$ 0	\$ 111,250	\$ 0
0690	Administration - Hotel/Motel	1,346,658	1,466,264	2,011,648
0691	Administration - Midland Center - Centennial Plaza	<u>502,502</u>	<u>699,614</u>	<u>671,042</u>
	<b>Total</b>	<u>\$ 1,849,160</u>	<u>\$ 2,277,128</u>	<u>\$ 2,682,690</u>

**HOTEL/MOTEL FUND  
SUMMARY OF EXPENDITURES  
BY CLASSIFICATION**

	<b>BUDGET 2012-2013</b>	<b>RATIO</b>
<b><u>OPERATING EXPENSES</u></b>		
1000. PERSONNEL SERVICES	\$ 0	0.000%
2000. COMMODITIES	0	0.000%
3000. CONTRACTUAL SERVICES	73,165	2.727%
4000. MAINTENANCE - STRUCTURES	7,000	0.261%
5000. MAINTENANCE - EQUIPMENT	0	0.000%
6000. MISCELLANEOUS	<u>2,602,525</u>	<u>97.012%</u>
<b>TOTAL OPERATING EXPENDITURES</b>	<u>2,682,690</u>	<u>100.000%</u>
<b><u>CAPITAL OUTLAY</u></b>		
7000. LAND - BUILDINGS	0	0.000%
8000. EQUIPMENT	<u>0</u>	<u>0.000%</u>
<b>TOTAL CAPITAL OUTLAY</b>	<u>0</u>	<u>0.000%</u>
<b>GRAND TOTAL</b>	<b>\$ <u>2,682,690</u></b>	<b><u>100.000%</u></b>

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# SUMMARY

FUND HOTEL/MOTEL 090	DEPARTMENT ADMINISTRATION 005	UNIT INTERFUND TRANSFER 0199	
CLASSIFICATION	BUDGET 2011-2012	BUDGET 2012-2013	
1000. PERSONNEL SERVICES	\$ 0	\$	0
2000. COMMODITIES	0		0
3000. CONTRACTUAL SERVICES	0		0
4000. MAINTENANCE - STRUCTURES	0		0
5000. MAINTENANCE - EQUIPMENT	0		0
6000. MISCELLANEOUS	<u>111,250</u>		<u>0</u>
<b>SUBTOTAL</b>	<u>111,250</u>		<u>0</u>
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS	0		0
8000. EQUIPMENT	<u>0</u>		<u>0</u>
<b>SUBTOTAL</b>	<u>0</u>		<u>0</u>
<b>TOTAL</b>	<u>\$ 111,250</u>	<u>\$</u>	<u>0</u>

FUNCTION: This division accounts for the transfers from the Hotel/Motel Fund to other funds.

**DETAIL**

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FUND HOTEL/MOTEL 090	AGENCY ADMINISTRATION 005	ORGANIZATION INTERFUND TRANSFER 0199	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>6000. MISCELLANEOUS</b>			
6323. Hotel/Motel Construction Fund		\$ <u>111,250</u>	\$ <u>0</u>
<b>TOTAL 6000</b>		<u>111,250</u>	<u>0</u>
<b>GRAND TOTAL</b>		<u>\$ 111,250</u>	<u>\$ 0</u>

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# SUMMARY

<b>FUND</b> HOTEL/MOTEL 090	<b>DEPARTMENT</b> ADMINISTRATION 005	<b>UNIT</b> HOTEL/MOTEL 0690	
<b>CLASSIFICATION</b>	<b>BUDGET</b> <b>2011-2012</b>	<b>BUDGET</b> <b>2012-2013</b>	
1000. PERSONNEL SERVICES	\$ 0	\$ 0	
2000. COMMODITIES	0	0	
3000. CONTRACTUAL SERVICES	12,340	14,704	
4000. MAINTENANCE - STRUCTURES	0	0	
5000. MAINTENANCE - EQUIPMENT	0	0	
6000. MISCELLANEOUS	<u>1,453,924</u>	<u>1,996,944</u>	
<b>SUBTOTAL</b>	<u>1,466,264</u>	<u>2,011,648</u>	
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS	0	0	
8000. EQUIPMENT	<u>0</u>	<u>0</u>	
<b>SUBTOTAL</b>	<u>0</u>	<u>0</u>	
<b>TOTAL</b>	\$ <u><u>1,466,264</u></u>	\$ <u><u>2,011,648</u></u>	

FUNCTION: These are the allocations made from the Hotel/Motel Tax to various agencies.

**DETAIL**

FUND HOTEL/MOTEL 090	DEPARTMENT ADMINISTRATION 005	UNIT HOTEL/MOTEL 0690	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>3000. CONTRACTUAL SERVICES</b>			
3110. Insurance - External		\$ 1,659	\$ 3,889
3112. General Liability Self-Insurance		9,081	8,615
3440. External Audit Fees		<u>1,600</u>	<u>2,200</u>
<b>TOTAL 3000</b>		<u>12,340</u>	<u>14,704</u>
<b>6000. MISCELLANEOUS</b>			
6202. General Fund Services		19,724	26,813
6990. Miscellaneous		<u>1,434,200</u>	<u>1,970,131</u>
<b>TOTAL 6000</b>		<u>1,453,924</u>	<u>1,996,944</u>
<b>GRAND TOTAL</b>		\$ <u><u>1,466,264</u></u>	\$ <u><u>2,011,648</u></u>

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**SUMMARY**

FUND		DEPARTMENT	UNIT	
HOTEL/MOTEL		ADMINISTRATION	MIDLAND CNTR/CENTENNIAL	
090		005	0691	
CLASSIFICATION			BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES			\$ 0	\$ 0
2000. COMMODITIES			0	0
3000. CONTRACTUAL SERVICES			64,814	58,461
4000. MAINTENANCE - STRUCTURES			7,000	7,000
5000. MAINTENANCE - EQUIPMENT			0	0
6000. MISCELLANEOUS			<u>577,800</u>	<u>605,581</u>
<b>SUBTOTAL</b>			<u>649,614</u>	<u>671,042</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			50,000	0
8000. EQUIPMENT			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>50,000</u>	<u>0</u>
<b>TOTAL</b>			<u>\$ 699,614</u>	<u>\$ 671,042</u>

FUNCTION: This division captures the cost of operating Midland Center and Centennial Plaza.

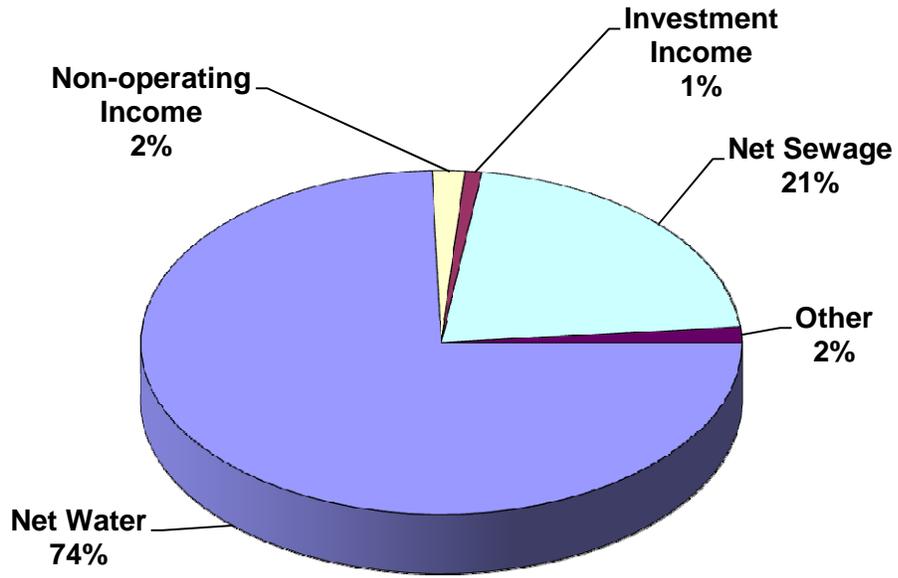
**DETAIL**

FUND HOTEL/MOTEL 090	DEPARTMENT ADMINISTRATION 005	UNIT MIDLAND CNTR/CENTENNIAL 0691	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>3000. CONTRACTUAL SERVICES</b>			
3030. Light & Power		\$ 50,000	\$ 45,000
3040. Water		5,000	4,500
3210. Hire of Equipment - Garage - Vehicles		2,168	1,961
3375. Maintenance of HVAC Equipment		<u>7,646</u>	<u>7,000</u>
<b>TOTAL 3000</b>		<u>64,814</u>	<u>58,461</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Buildings & Grounds		<u>7,000</u>	<u>7,000</u>
<b>TOTAL 4000</b>		<u>7,000</u>	<u>7,000</u>
<b>6000. MISCELLANEOUS</b>			
6120 Midland Center		<u>577,800</u>	<u>605,581</u>
<b>TOTAL 6000</b>		<u>577,800</u>	<u>605,581</u>
<b><u>CAPITAL OUTLAY</u></b>			
<b>7000. LAND, BUILDINGS AND OTHER IMPROVEMENTS</b>			
7020. Buildings		<u>50,000</u>	<u>0</u>
<b>TOTAL 7000</b>		<u>50,000</u>	<u>0</u>
<b>GRAND TOTAL</b>		<u>\$ 699,614</u>	<u>\$ 671,042</u>



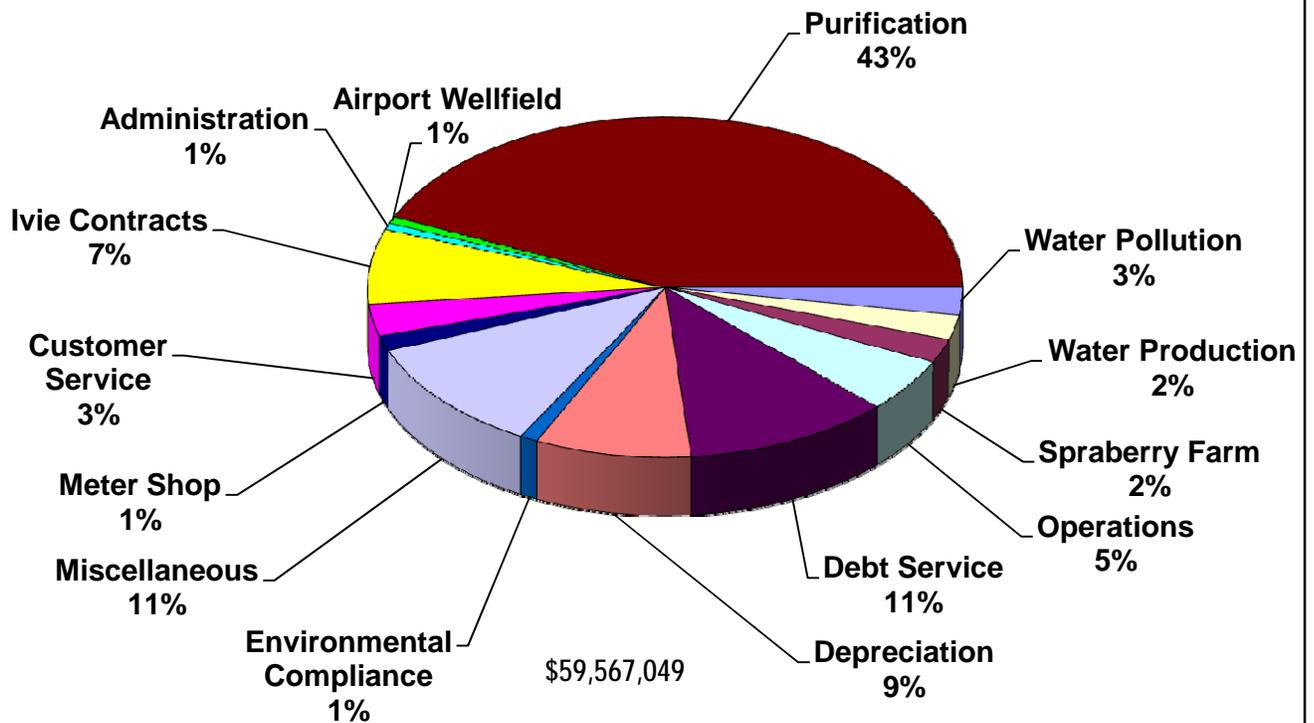
**SECTION V**  
**WATER & SEWER FUND**

### Water & Sewer Fund Revenues As Budgeted For Fiscal Year 2013



\$46,385,000

### Water & Sewer Fund Expenses As Budgeted For Fiscal Year 2013



\$59,567,049

**WATER AND SEWER FUND  
REVENUE AND RECEIPTS**

	<b>ACTUAL 2010-2011</b>	<b>BUDGET 2011-2012</b>	<b>BUDGET 2012-2013</b>
<b>RENTALS</b>			
Sewer Farm	97,151	76,600	76,600
Warehouse Building	1,600	1,600	1,600
Miscellaneous Rentals	63,817	55,000	55,000
	<u>162,568</u>	<u>133,200</u>	<u>133,200</u>
Total Rentals			
<b>WATER &amp; SEWER SERVICES</b>			
Water Sales	33,362,554	30,750,000	34,300,000
Sewer Charges	9,623,557	9,700,000	9,800,000
Pro Rata	13,451	0	0
Water Tap Fees	163,475	132,000	150,000
Sewer Tap Fees	80,800	90,000	100,000
Service Charges	73,508	75,000	75,000
Water Application Fees	50,900	50,000	50,000
Penalties	370,934	350,000	350,000
Farm Crop	24,210	15,000	17,000
Public Improvement District	17,270	0	0
Uncollectible	(75,000)	0	0
Miscellaneous	77,239	60,000	75,000
	<u>43,782,898</u>	<u>41,222,000</u>	<u>44,917,000</u>
Total Water and Sewer Services			
<b>NONOPERATING AND OTHER REVENUE</b>			
Interest	615,567	600,000	400,000
Interest - Non pooled	19,066	17,000	21,000
Unclassified	(388)	200	800
Sale of Right-of-Way	110,580	70,000	100,000
Gain/Loss on Sale of Fixed Assets	8,608	0	0
Oil and Gas Royalty	709,533	740,000	700,000
Legal Filing Fees Reimbursement	3,334	3,000	3,000
Net Increase in Fair Value of Investment	35,496	0	0
Recovery of Damages to City Property	0	20,000	10,000
Contributions	1,425,300	100,000	100,000
Operating Transfers In	1,111,298	0	0
	<u>4,038,394</u>	<u>1,550,200</u>	<u>1,334,800</u>
Total Nonoperating and Other Revenue			
<b>TOTAL REVENUE AND RECEIPTS</b>	<u>\$ 47,983,860</u>	<u>\$ 42,905,400</u>	<u>\$ 46,385,000</u>

**WATER AND SEWER FUND  
SUMMARY OF EXPENSES/EXPENDITURES BY UNIT**

Unit No.	ORGANIZATION	ACTUAL 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
0300	Utilities - Utilities Administration	\$ 369,179	\$ 490,158	\$ 385,580
0301	Utilities - Environmental Compliance	788,951	459,449	598,511
0305	Utilities - Paul Davis Well Field Operations	1,410,336	1,366,131	1,380,822
0306	Utilities - Airport Well Field & Tower Operations	265,484	451,881	395,157
0310	Utilities - Water Pollution Control Plant	1,085,254	1,587,316	1,598,831
0315	Utilities - Spraberry Farm	1,319,494	1,453,082	1,385,542
0320	Utilities - Water Purification Plant	13,103,183	15,660,809	25,819,439
0325	Utilities - Nondepartmental	13,610,587	13,912,536	14,046,160
0335	Utilities - Water & Wastewater Maintenance	2,466,664	2,987,908	3,171,590
0339	Utilities - Interfund Transfer	22,004,033	10,712,052	8,040,403
0340	Finance - Meter Shop	806,747	785,336	886,261
0345	Finance - Customer Service	1,575,267	1,591,867	1,858,753
	<b>Total</b>	<u>\$ 58,805,179</u>	<u>\$ 51,458,525</u>	<u>\$ 59,567,049</u>

**WATER AND SEWER FUND  
SUMMARY OF EXPENSES/EXPENDITURES  
BY CLASSIFICATION**

	<b>BUDGET 2012-2013</b>	<b>RATIO</b>
<b><u>OPERATING EXPENSES</u></b>		
<b>1000. PERSONNEL SERVICES</b>	\$ 6,591,685	11.066%
<b>2000. COMMODITIES</b>	1,974,208	3.314%
<b>3000. CONTRACTUAL SERVICES</b>	32,626,836	54.773%
<b>4000. MAINTENANCE - STRUCTURES</b>	376,335	0.632%
<b>5000. MAINTENANCE - EQUIPMENT</b>	454,110	0.762%
<b>6000. MISCELLANEOUS</b>	<u>17,166,398</u>	<u>28.819%</u>
<b>TOTAL OPERATING EXPENDITURES</b>	<u>59,189,572</u>	<u>99.366%</u>
<b><u>CAPITAL OUTLAY</u></b>		
<b>7000. LAND - BUILDINGS</b>	135,000	0.227%
<b>8000. EQUIPMENT</b>	<u>242,477</u>	<u>0.407%</u>
<b>TOTAL CAPITAL OUTLAY</b>	<u>377,477</u>	<u>0.634%</u>
<b>GRAND TOTAL</b>	<u>\$ 59,567,049</u>	<u>100.000%</u>

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# SUMMARY

FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300	UNIT UTILITIES ADMINISTRATION 0300	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES		\$ 386,308	\$ 306,457
2000. COMMODITIES		4,200	17,200
3000. CONTRACTUAL SERVICES		99,650	61,923
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		<u>0</u>	<u>0</u>
	<b>SUBTOTAL</b>	<u>490,158</u>	<u>385,580</u>
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		<u>0</u>	<u>0</u>
	<b>SUBTOTAL</b>	<u>0</u>	<u>0</u>
	<b>TOTAL</b>	<u>\$ 490,158</u>	<u>\$ 385,580</u>

FUNCTION: Personnel of the administrative division are responsible for the direction, supervision, and management of the following organizations within the Utilities Department: Water & Wastewater Operations, Paul Davis Well Field, Airport Well Field and Towers, Water Pollution Control Plant, Spraberry Farm, Water Purification Plant, Water & Wastewater Maintenance, Solid Waste Management and Landfill Divisions. Four Superintendents head these divisions.

### Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Respond to citizen calls the same working day.	290 of 300	450 of 600	290 of 300
Resolve problem within 48 hours.	48 of 50	48 of 50	48 of 50
Complete a project with another department.	2	2	2

**DETAIL**

FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300	UNIT UTILITIES ADMINISTRATION 0300	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 274,438	\$ 225,072
Other Benefits		<u>111,870</u>	<u>81,385</u>
<b>TOTAL 1000</b>		<u>386,308</u>	<u>306,457</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		2,200	2,200
2020. Educational & Training Supplies		200	200
2120. Minor Equipment, Instruments & Tools		400	400
2155. Minor Computer Hardware & Peripherals		500	500
2160. Computer Software & Supplies		450	450
2220. Food		450	450
2620. Postage		<u>0</u>	<u>13,000</u>
<b>TOTAL 2000</b>		<u>4,200</u>	<u>17,200</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3212. Equipment Rent - External		1,450	1,450
3213. Hire of Equipment - Technology		0	1,473
3220. Advertising		1,100	1,600
3240. Binding, Printing & Reproduction		1,100	200
3360. Special Postage & Express Shipping		500	500
3405. Software Maintenance		8,500	8,500
3450. Consulting Fees		70,150	35,000
3510. Travel		4,900	5,950
3520. Dues & Subscriptions		7,000	5,000
3530. Training, Registration Fees, Etc.		2,000	2,250
3540. Educational Assistance		<u>2,950</u>	<u>0</u>
<b>TOTAL 3000</b>		<u>99,650</u>	<u>61,923</u>
<b>GRAND TOTAL</b>		\$ <u>490,158</u>	\$ <u>385,580</u>

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# PERSONNEL SCHEDULE

FUND WATER & SEWER 300		DEPARTMENT UTILITIES 300		UNIT UTILITIES ADMINISTRATION 0300	
POSITION TITLE	EMPLOYEES			BUDGET 2012-2013	
	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013		
<b>MANAGEMENT</b>					
Utilities Director	1	1	1		
Assistant Utilities Director	1	1	1		
TOTAL	<u>2</u>	<u>2</u>	<u>2</u>		
<b>TECHNICAL</b>					
Engineering Technician	1	1	0		
TOTAL	<u>1</u>	<u>1</u>	<u>0</u>		
<b>CLERICAL</b>					
Administrative Assistant	1	1	1		
TOTAL	<u>1</u>	<u>1</u>	<u>1</u>		
BASE SALARIES					
				\$	225,072
LONGEVITY					
					879
SPECIAL PAY					
					1,249
FRINGE BENEFITS					
					<u>79,257</u>
GRAND TOTAL					
				\$	<u><u>306,457</u></u>

**SUMMARY**

FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300	UNIT ENVIRONMENTAL COMPLIANCE 0301	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES		\$ 367,745	\$ 379,611
2000. COMMODITIES		48,850	93,800
3000. CONTRACTUAL SERVICES		36,854	95,900
4000. MAINTENANCE - STRUCTURES		0	500
5000. MAINTENANCE - EQUIPMENT		6,000	6,000
6000. MISCELLANEOUS		<u>0</u>	<u>0</u>
	<b>SUBTOTAL</b>	<u>459,449</u>	<u>575,811</u>
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		<u>0</u>	<u>22,700</u>
	<b>SUBTOTAL</b>	<u>0</u>	<u>22,700</u>
	<b>TOTAL</b>	<u>\$ 459,449</u>	<u>\$ 598,511</u>

FUNCTION: Personnel of this division operate the water laboratory associated with the Health Department. This lab conducts tests for the City as well as other water systems in the region. They also operate the laboratory that provides information for control of the City's Water and Wastewater Plants.

## Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Meet analytical requirements for Plant operations and Regulatory compliance.	365 of 365 days	364 of 365 days	365 of 365 days
Provide next day service for samples submitted to Water Lab at the Health Department.	N/A	208 of 208 days	208 of 208 days
Maintain accreditation with Texas Commission on Environmental Quality.	N/A	365 of 365 days	365 of 365 days

**DETAIL**

FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300	UNIT ENVIRONMENTAL COMPLIANCE 0301	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 241,974	\$ 259,008
Other Benefits		<u>125,771</u>	<u>120,603</u>
<b>TOTAL 1000</b>		<u>367,745</u>	<u>379,611</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		1,000	3,500
2020. Educational & Training Supplies		400	2,500
2115. Minor Furniture & Fixtures		300	300
2120. Minor Equipment, Instruments & Tools		2,000	3,000
2140. Electrical Parts & Supplies		200	500
2155. Minor Computer Hardware & Peripherals		1,000	1,000
2160. Computer Software & Supplies		1,500	2,000
2200. Food		250	400
2210. Water		2,000	5,000
2310. Janitor Supplies		300	600
2320. Medical Supplies		50	50
2330. Chemical & Insecticides		1,000	1,000
2560. Lab		35,000	70,000
2570. Clothing, Dry Goods, Etc.		3,000	3,000
2620. Postage		300	400
2630. Security Badges & Decal Supplies		50	50
2640. Safety Supplies & Minor Equipment		<u>500</u>	<u>500</u>
<b>TOTAL 2000</b>		<u>48,850</u>	<u>93,800</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3010. Communication		895	895
3210. Hire of Equipment - Garage - Vehicles		16,421	23,590
3212. Equipment Rental - External		480	500
3213. Hire of Equipment - Technology		0	3,715
3230. Laundry & Cleaning		2,600	600
3240. Binding, Printing & Reproduction		0	200
3305. Environmental, Regulatory		6,500	50,000
3360. Special Postage & Express Shipping		2,000	2,000
3390. Other Special Services		200	5,000
3405. Software Maintenance		1,000	1,000
3450. Consulting Fees		0	2,000
3510. Travel		3,600	900
3520. Dues & Subscriptions		558	1,000
3530. Training, Registration Fees, Etc.		1,600	500
3540. Educational Assistance		<u>1,000</u>	<u>4,000</u>
<b>TOTAL 3000</b>		<u>36,854</u>	<u>95,900</u>

**DETAIL**

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FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300	UNIT ENVIRONMENTAL COMPLIANCE 0301	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>4000. MAINTENANCE OF STRUCTURES</b> 4010. Buildings & Grounds		\$ <u>0</u>	\$ <u>500</u>
<b>TOTAL 4000</b>		<u>0</u>	<u>500</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b> 5110. Machinery, Tools, & Implements 5120. Instruments & Apparatus (Major)		3,000 <u>3,000</u>	0 <u>6,000</u>
<b>TOTAL 5000</b>		<u>6,000</u>	<u>6,000</u>
<b><u>CAPITAL OUTLAY</u></b>			
<b>8000. EQUIPMENT</b> 8520. Laboratory Equipment		<u>0</u>	<u>22,700</u>
<b>TOTAL 8000</b>		<u>0</u>	<u>22,700</u>
<b>GRAND TOTAL</b>		\$ <u><u>459,449</u></u>	\$ <u><u>598,511</u></u>

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**PERSONNEL SCHEDULE**

FUND WATER & SEWER 300		DEPARTMENT UTILITIES 300		UNIT ENVIRONMENTAL COMPLIANCE 0301	
POSITION TITLE	EMPLOYEES			BUDGET 2012-2013	BUDGET 2012-2013
	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013		
<b>MANAGEMENT</b>					
Superintendent	1	0	0		
Lab Administrator	1	1	1		
TOTAL	<u>2</u>	<u>1</u>	<u>1</u>		
<b>TECHNICAL</b>					
Electronics Technician	3	0	0		
Lab Supervisor	1	0	0		
Lab Technician	3	3	3		
Lead Lab Technician	0	1	1		
Quality Assurance Coordinator	1	1	1		
TOTAL	<u>8</u>	<u>5</u>	<u>5</u>		
<b>CLERICAL</b>					
Administrative Assistant	1	0	0		
TOTAL	<u>1</u>	<u>0</u>	<u>0</u>		
BASE SALARIES				\$	259,008
LONGEVITY					1,539
SPECIAL PAY					6,799
FRINGE BENEFITS					<u>112,265</u>
GRAND TOTAL				\$	<u><u>379,611</u></u>

# SUMMARY

<b>FUND</b> WATER & SEWER 300	<b>DEPARTMENT</b> UTILITIES 300	<b>UNIT</b> PAUL DAVIS WELL FIELD OPER. 0305	
<b>CLASSIFICATION</b>		<b>BUDGET 2011-2012</b>	<b>BUDGET 2012-2013</b>
1000. PERSONNEL SERVICES		\$ 121,316	\$ 136,950
2000. COMMODITIES		20,015	20,015
3000. CONTRACTUAL SERVICES		1,157,125	1,156,182
4000. MAINTENANCE - STRUCTURES		32,225	32,225
5000. MAINTENANCE - EQUIPMENT		35,450	35,450
6000. MISCELLANEOUS		<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>		<u>1,366,131</u>	<u>1,380,822</u>
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>		<u>0</u>	<u>0</u>
<b>TOTAL</b>		<u>\$ 1,366,131</u>	<u>\$ 1,380,822</u>

FUNCTION: This division maintains our Paul Davis Well Field and is responsible for the operation and maintenance of the wells, well field collection lines and the supply lines to the City.

Activity / Performance Measures

<u>Activity/Performance Measure</u>	<u>2011 Achievements</u>	<u>2012 Expectations</u>	<u>2013 Targets</u>
Furnish supplemental water to the Water Purification Plant	360 of 365 days	365 of 365 days	365 of 365 days

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**DETAIL**

FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300	UNIT PAUL DAVIS WELL FIELD OPER. 0305		
CLASSIFICATION	BUDGET 2011-2012	BUDGET 2012-2013		
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
Salaries	\$ 73,320	\$ 86,811		
Overtime	1,218	1,218		
Other Benefits	46,778	48,921		
<b>TOTAL 1000</b>	<u>121,316</u>	<u>136,950</u>		
<b>2000. COMMODITIES</b>				
2010. Office Supplies	150	150		
2120. Minor Equipment, Instruments & Tools	400	400		
2130. Plant Lubrication & Supplies	400	400		
2140. Electrical Parts & Supplies	2,000	2,000		
2170. Welding Supplies	360	360		
2195. Water Meters	850	850		
2310. Janitorial Supplies	125	125		
2320. Medical Supplies	50	50		
2330. Chemicals & Insecticides	14,000	14,000		
2570. Clothing, Dry Goods, Etc.	480	480		
2630. Security Badges & Decal Supplies	100	100		
2640. Safety Supplies & Minor Equipment	1,100	1,100		
<b>TOTAL 2000</b>	<u>20,015</u>	<u>20,015</u>		
<b>3000. CONTRACTUAL SERVICES</b>				
3020. Heat & Natural Gas	3,000	3,000		
3030. Light & Power	300,000	300,000		
3040. Water	825,593	825,593		
3210. Hire of Equipment - Garage - Vehicles	23,782	22,839		
3212. Equipment Rental - External	50	50		
3305. Environmental & Regulatory	2,000	2,000		
3390. Other Special Services	1,000	1,000		
3510. Travel	800	800		
3520. Dues & Subscriptions	100	100		
3530. Training, Registration Fees, Etc.	800	800		
<b>TOTAL 3000</b>	<u>1,157,125</u>	<u>1,156,182</u>		
<b>4000. MAINTENANCE OF STRUCTURES</b>				
4010. Buildings & Grounds	2,500	2,500		
4012. Security Fencing	2,500	2,500		
4220. Streets, Roadways, Etc.	1,125	1,125		
4910. Standpipes, Tanks, Wells, Etc.	26,100	26,100		
<b>TOTAL 4000</b>	<u>32,225</u>	<u>32,225</u>		

**DETAIL**

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FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300	UNIT PAUL DAVIS WELL FIELD OPER. 0305	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5010. Heating & Cooling System		\$ 2,450	\$ 2,450
5110. Machinery, Tools, & Implements		2,000	2,000
5120. Instruments & Apparatus (Major)		1,000	1,000
5340. Pumps		20,000	20,000
5341. Valves		5,000	5,000
5345. Motors		<u>5,000</u>	<u>5,000</u>
<b>TOTAL 5000</b>		<u>35,450</u>	<u>35,450</u>
<b>GRAND TOTAL</b>		\$ <u>1,366,131</u>	\$ <u>1,380,822</u>

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# PERSONNEL SCHEDULE

FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300		UNIT PAUL DAVIS WELL FIELD OPER 0305	
POSITION TITLE	EMPLOYEES			BUDGET 2012-2013
	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	
<b>SKILLED CRAFT</b>				
Lead Well Field Technician	1	1	1	
Well Field Technician	1	1	1	
TOTAL	<u>2</u>	<u>2</u>	<u>2</u>	
BASE SALARIES				\$ 86,811
LONGEVITY				1,725
SPECIAL PAY				4,432
OVERTIME				1,218
FRINGE BENEFITS				<u>42,764</u>
GRAND TOTAL	<u>2</u>	<u>2</u>	<u>2</u>	\$ <u>136,950</u>

# SUMMARY

<b>FUND</b> WATER & SEWER 300	<b>DEPARTMENT</b> UTILITIES 300	<b>UNIT</b> AIRPORT WELL FIELD & TOWER 0306	
<b>CLASSIFICATION</b>		<b>BUDGET 2011-2012</b>	<b>BUDGET 2012-2013</b>
1000. PERSONNEL SERVICES		\$ 119,647	\$ 129,757
2000. COMMODITIES		13,650	13,650
3000. CONTRACTUAL SERVICES		267,949	201,115
4000. MAINTENANCE - STRUCTURES		30,885	30,885
5000. MAINTENANCE - EQUIPMENT		19,750	19,750
6000. MISCELLANEOUS		0	0
<b>SUBTOTAL</b>		451,881	395,157
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		0	0
<b>SUBTOTAL</b>		0	0
<b>TOTAL</b>		\$ 451,881	\$ 395,157

FUNCTION: This division maintains and operates the Airport Well Field, operates City water pumping stations and is responsible for the operation and maintenance of the well field collection and supply lines at Air Terminal and ground and elevated water storage reservoirs.

### Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Actively increase the weekly minimum testing cycle by 1 per week.		28 of 52 extra per year	52 of 52 extra per year
Maintain superior water rating status with Texas Commission on Environmental Quality.	1 of 1 time per year	1 of 1 time per year	1 of 1 time per year

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**DETAIL**

FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300	UNIT AIRPORT WELL FIELD & TOWER 0306	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 78,721	\$ 85,854
Other Benefits		40,926	43,903
<b>TOTAL 1000</b>		<u>119,647</u>	<u>129,757</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		150	150
2120. Minor Equipment, Instruments & Tools		1,000	1,000
2130. Plant Lubrication & Supplies		150	150
2140. Electrical Parts & Supplies		2,000	2,000
2150. Fuel Supplies		925	925
2170. Welding Supplies		350	350
2310. Janitor Supplies		125	125
2320. Medical Supplies		50	50
2330. Chemicals & Insecticides		7,000	7,000
2570. Clothing, Dry Goods, Etc.		400	400
2640. Office Supplies		1,500	1,500
<b>TOTAL 2000</b>		<u>13,650</u>	<u>13,650</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3020. Heat & Natural Gas		2,500	6,000
3030. Lights & Power		223,857	150,000
3210. Hire of Equipment - Garage - Vehicles		30,392	33,915
3305. Environment & Regulatory		2,500	2,500
3370. Grounds Maintenance		6,000	6,000
3390. Other Special Services		500	500
3510. Travel		1,000	1,000
3520. Dues & Subscriptions		200	200
3530. Training, Registration Fees, Etc.		1,000	1,000
<b>TOTAL 3000</b>		<u>267,949</u>	<u>201,115</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Buildings & Grounds		2,000	2,000
4012. Security Fencing		9,000	9,000
4910. Standpipes, Tanks, Wells, Etc.		18,385	18,385
4940. Irrigation Equipment		1,500	1,500
<b>TOTAL 4000</b>		<u>30,885</u>	<u>30,885</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5010. Heating & Cooling System		750	750
5110. Machines, Tools, & Implements		1,500	1,500
5120. Instruments & Apparatus (Major)		2,500	2,500

**DETAIL**

FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300	UNIT AIRPORT WELL FIELD & TOWER 0306	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>5000. MAINTENANCE OF EQUIPMENT (continued)</b>			
5340. Pumps		\$ 5,000	\$ 5,000
5341. Valves		5,000	5,000
5345. Motors		<u>5,000</u>	<u>5,000</u>
<b>TOTAL 5000</b>		<u>19,750</u>	<u>19,750</u>
<b>GRAND TOTAL</b>		\$ <u>451,881</u>	\$ <u>395,157</u>

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# PERSONNEL SCHEDULE

FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300		UNIT AIRPORT WELL FIELD & TOWER 0306	
POSITION TITLE	EMPLOYEES			BUDGET 2012-2013
	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	
<b>SKILLED CRAFT</b>				
Lead Well Field Technician	1	1	1	
Well Field Technician	1	1	1	
TOTAL	<u>2</u>	<u>2</u>	<u>2</u>	
BASE SALARIES				\$ 85,854
LONGEVITY				1,995
SPECIAL PAY				4,156
FRINGE BENEFITS				<u>37,752</u>
GRAND TOTAL	<u>2</u>	<u>2</u>	<u>2</u>	\$ <u>129,757</u>

# SUMMARY

FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300	UNIT WATER POLLUTION CONTROL 0310	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES		\$ 863,317	\$ 929,224
2000. COMMODITIES		20,001	20,001
3000. CONTRACTUAL SERVICES		649,398	595,006
4000. MAINTENANCE - STRUCTURES		7,000	7,000
5000. MAINTENANCE - EQUIPMENT		47,600	47,600
6000. MISCELLANEOUS		<u>0</u>	<u>0</u>
	<b>SUBTOTAL</b>	<u>1,587,316</u>	<u>1,598,831</u>
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		<u>0</u>	<u>0</u>
	<b>SUBTOTAL</b>	<u>0</u>	<u>0</u>
	<b>TOTAL</b>	<u>\$ 1,587,316</u>	<u>\$ 1,598,831</u>

FUNCTION: This division is responsible for the treatment of sewage according to the standards set by the Texas Commission on Environmental Quality (TCEQ). The division operates the plant every day on a 24 hour basis.

### Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Treat 100% of wastewater that is received at the treatment plant.	365 of 365 days	365 of 365 days	365 of 365 days
Send 100% of treated effluent to Spraberry Farm for irrigation.	365 of 365 days	365 of 365 days	365 of 365 days
Apply 100% of digested sludge to farm land application sites.	365 of 365 days	365 of 365 days	365 of 365 days

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**DETAIL**

FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300	UNIT WATER POLLUTION CONTROL 0310		
CLASSIFICATION	BUDGET 2011-2012	BUDGET 2012-2013		
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
Salaries	\$ 551,701	\$ 622,356		
Overtime	9,185	9,185		
Other Benefits	302,431	297,683		
	<hr/>	<hr/>		
<b>TOTAL 1000</b>	863,317	929,224		
	<hr/>	<hr/>		
<b>2000. COMMODITIES</b>				
2010. Office Supplies	800	800		
2020. Educational & Training Supplies	200	200		
2115. Minor Furniture & Fixtures	100	100		
2120. Minor Equipment, Instruments & Tools	1,450	1,450		
2130. Plant Lubrication & Supplies	800	800		
2140. Electrical Parts & Supplies	5,300	5,300		
2155. Minor Computer	900	900		
2160. Computer Software & Supplies	250	250		
2170. Welding Supplies	400	400		
2210. Water	750	750		
2310. Janitorial Supplies	2,100	2,100		
2320. Medical Supplies	576	576		
2330. Chemicals & Insecticides	3,000	3,000		
2560. Laboratory Supplies	500	500		
2570. Clothing, Dry Goods, Etc.	2,475	2,475		
2640. Safety Supplies & Minor Equipment	400	400		
	<hr/>	<hr/>		
<b>TOTAL 2000</b>	20,001	20,001		
	<hr/>	<hr/>		
<b>3000. CONTRACTUAL SERVICES</b>				
3020. Heat & Natural Gas	40,000	40,000		
3030. Light & Power	436,800	375,000		
3040. Water	7,800	7,800		
3113. General Liability, Worker's Compensation Penalty	-1,302	-113		
3210. Hire of Equipment - Garage - Vehicles	114,446	117,441		
3212. Equipment Rental - External	1,571	1,571		
3213. Hire of Equipment - Technology	0	3,224		
3230. Laundry & Cleaning	783	783		
3305. Environmental & Regulatory	20,000	20,000		
3310. Exterminator	400	400		
3370. Grounds Maintenance	10,000	10,000		
3390. Other Special Services	9,400	9,400		
3510. Travel	3,600	3,600		
3520. Dues & Subscriptions	900	900		
3530. Training, Registration Fees, Etc.	4,500	4,500		
3540. Educational Assistance	500	500		
	<hr/>	<hr/>		
<b>TOTAL 3000</b>	649,398	595,006		
	<hr/>	<hr/>		

**DETAIL**

FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300	UNIT WATER POLLUTION CONTROL 0310	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Buildings & Grounds		\$ 2,000	\$ 2,000
4130. Sewage Disposal Plant		<u>5,000</u>	<u>5,000</u>
<b>TOTAL 4000</b>		<u>7,000</u>	<u>7,000</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5010. Heating & Cooling System		10,000	10,000
5110. Machines, Tools, & Implements		9,000	9,000
5120. Instruments & Apparatus (Major)		5,000	5,000
5310. Meters		1,000	1,000
5340. Pumps		7,600	7,600
5341. Valves		5,000	5,000
5345. Motors		<u>10,000</u>	<u>10,000</u>
<b>TOTAL 5000</b>		<u>47,600</u>	<u>47,600</u>
<b>GRAND TOTAL</b>		<u>\$ 1,587,316</u>	<u>\$ 1,598,831</u>

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**PERSONNEL SCHEDULE**

FUND WATER & SEWER 300		DEPARTMENT UTILITIES 300		UNIT WATER POLLUTION CONTROL 0310	
POSITION TITLE	EMPLOYEES			BUDGET 2012-2013	
	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013		
<b>MANAGEMENT</b>					
Superintendent	0	1	1		
Assistant Superintendent	1	0	0		
Chief Operator	0	2	2		
TOTAL	<u>1</u>	<u>3</u>	<u>3</u>		
<b>TECHNICAL</b>					
Electronics Technician	0	1	1		
TOTAL	<u>0</u>	<u>1</u>	<u>1</u>		
<b>SUPERVISORY</b>					
Plant Maintenance Supervisor	1	0	0		
TOTAL	<u>1</u>	<u>0</u>	<u>0</u>		
<b>SKILLED CRAFT</b>					
Plant Maintenance Mechanic	2	2	2		
Utility Plant Operator	7	7	8		
TOTAL	<u>9</u>	<u>9</u>	<u>10</u>		
<b>CLERICAL</b>					
Administrative Assistant	0	1	1		
TOTAL	<u>0</u>	<u>1</u>	<u>1</u>		
BASE SALARIES					\$ 622,356
LONGEVITY					8,355
SPECIAL PAY					21,914
OVERTIME					9,185
FRINGE BENEFITS					<u>267,414</u>
GRAND TOTAL					\$ <u><u>929,224</u></u>

**SUMMARY**

FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300	UNIT SPRABERRY FARM 0315	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES		\$ 180,238	\$ 193,311
2000. COMMODITIES		236,800	236,800
3000. CONTRACTUAL SERVICES		691,245	610,632
4000. MAINTENANCE - STRUCTURES		77,299	77,299
5000. MAINTENANCE - EQUIPMENT		26,500	26,500
6000. MISCELLANEOUS		<u>0</u>	<u>0</u>
	<b>SUBTOTAL</b>	<u>1,212,082</u>	<u>1,144,542</u>
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		25,000	25,000
8000. EQUIPMENT		<u>216,000</u>	<u>216,000</u>
	<b>SUBTOTAL</b>	<u>241,000</u>	<u>241,000</u>
	<b>TOTAL</b>	<u>\$ 1,453,082</u>	<u>\$ 1,385,542</u>

FUNCTION: This division is responsible for effluent irrigation on nearly 6,000 acres of City-owned and leased land. The City in cooperation with the Lessees does operation and maintenance of the irrigation system. We currently have operating agreements with four lessees who do the actual farming, and an additional agreement to provide water to an operator for his farming operations.

## Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Use 100% of treated effluent water for irrigation.	365 of 365 days	365 of 365 days	365 of 365 days
Meet or exceed all Texas Commission on Environmental Quality requirements.	365 of 365 days	365 of 365 days	365 of 365 days

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**DETAIL**

FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300	UNIT SPRABERRY FARM 0315	
CLASSIFICATION	BUDGET 2011-2012	BUDGET 2012-2013	
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries	\$ 112,519	\$ 123,782	
Other Benefits	67,719	69,529	
<b>TOTAL 1000</b>	<u>180,238</u>	<u>193,311</u>	
<b>2000. COMMODITIES</b>			
2010. Office Supplies	100	100	
2120. Minor Equipment, Instruments & Tools	1,300	1,300	
2130. Plant Lubrication & Supplies	100	100	
2140. Electrical Parts & Supplies	4,500	4,500	
2170. Welding Supplies	500	500	
2330. Chemicals & Insecticides	145,000	145,000	
2520. Botanical & Agricultural Supplies	84,000	84,000	
2570. Clothing, Dry Goods, Etc.	1,300	1,300	
<b>TOTAL 2000</b>	<u>236,800</u>	<u>236,800</u>	
<b>3000. CONTRACTUAL SERVICES</b>			
3030. Light & Power	350,000	275,000	
3113. General Liability, Worker's Compensation Penalty	-4,896	0	
3210. Hire of Equipment - Garage - Vehicles	104,289	93,289	
3213. Hire of Equipment - Technology	0	491	
3305. Environmental & Regulatory	35,000	35,000	
3373. Effluent Disposal	204,092	204,092	
3390. Other Special Services	1,000	1,000	
3510. Travel	600	600	
3520. Dues & Subscriptions	210	210	
3530. Training, Registration Fees, Etc.	950	950	
<b>TOTAL 3000</b>	<u>691,245</u>	<u>610,632</u>	
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Buildings & Grounds	1,500	1,500	
4940. Irrigation Equipment	75,799	75,799	
<b>TOTAL 4000</b>	<u>77,299</u>	<u>77,299</u>	
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5110. Machinery, Tools, & Implements	3,500	3,500	
5120. Instruments & Apparatus (Major)	1,500	1,500	
5310. Meters	1,500	1,500	
5340. Pumps	7,000	7,000	
5341. Valves	6,000	6,000	
5345. Motors	7,000	7,000	
<b>TOTAL 5000</b>	<u>26,500</u>	<u>26,500</u>	

**DETAIL**

FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300	UNIT SPRABERRY FARM 0315	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<u><b>CAPITAL OUTLAY</b></u>			
<b>7000. LAND, BUILDINGS AND OTHER IMPROVEMENTS</b> 7101. Irrigation Systems		\$ <u>25,000</u>	\$ <u>25,000</u>
<b>TOTAL 7000</b>		<u>25,000</u>	<u>25,000</u>
<b>8000. EQUIPMENT</b> 8425. Irrigation Equipment		<u>216,000</u>	<u>216,000</u>
<b>TOTAL 8000</b>		<u>216,000</u>	<u>216,000</u>
<b>GRAND TOTAL</b>		<u>\$ 1,453,082</u>	<u>\$ 1,385,542</u>

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# PERSONNEL SCHEDULE

FUND		DEPARTMENT			UNIT
WATER & SEWER		UTILITIES			SPRABERRY FARM
300		300			0315
POSITION TITLE		EMPLOYEES			BUDGET 2012-2013
		BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	
<b>SUPERVISORY</b>					
Labor Supervisor		1	1	1	
	TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
<b>OPERATIONS</b>					
Field Operator		3	3	3	
	TOTAL	<u>3</u>	<u>3</u>	<u>3</u>	
BASE SALARIES					\$ 123,782
LONGEVITY					771
SPECIAL PAY					3,837
FRINGE BENEFITS					<u>64,921</u>
GRAND TOTAL					\$ <u><u>193,311</u></u>

# SUMMARY

FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300	UNIT PURIFICATION PLANT 0320	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES		\$ 930,492	\$ 1,028,608
2000. COMMODITIES		747,535	751,535
3000. CONTRACTUAL SERVICES		13,871,822	23,928,336
4000. MAINTENANCE - STRUCTURES		48,650	48,650
5000. MAINTENANCE - EQUIPMENT		62,310	62,310
6000. MISCELLANEOUS		<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>		<u>15,660,809</u>	<u>25,819,439</u>
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>		<u>0</u>	<u>0</u>
<b>TOTAL</b>		<u>\$ 15,660,809</u>	<u>\$ 25,819,439</u>

FUNCTION: This division is responsible for treating an adequate daily water supply according to standards set by the Texas Commission on Environmental Quality (TCEQ). The division operates every day on a 24-hour basis.

### Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Meet or exceed the minimum disinfection level established by Texas Commission on Environmental Quality 100% on a daily basis.	364 of 365 days	365 of 365 days	365 of 365 days
Meet or exceed Texas Commission on Environmental Quality minimum operating standards.	364 of 365 days	365 of 365 days	365 of 365 days
Stay within our systems allotted maximum daily raw water flow rate.		350 of 365 days	365 of 365 days
Meet the daily system flow demands of the city.	365 of 365 days	365 of 365 days	365 of 365 days

**DETAIL**

FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300	UNIT PURIFICATION PLANT 0320	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 602,141	\$ 687,779
Overtime		9,743	9,743
Other Benefits		<u>318,608</u>	<u>331,086</u>
<b>TOTAL 1000</b>		<u>930,492</u>	<u>1,028,608</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		2,000	2,000
2020. Educational & Training Supplies		150	150
2120. Minor Equipment, Instruments & Tools		8,950	8,950
2130. Plant Lubrication & Supplies		1,500	1,500
2140. Electrical Parts & Supplies		5,700	5,700
2155. Minor Computer		2,050	2,050
2160. Computer Software & Supplies		1,100	1,100
2170. Welding Supplies		700	700
2200. Food		1,450	1,450
2310. Janitorial Supplies		1,200	1,200
2320. Medical Supplies		50	50
2330. Chemicals & Insecticides		708,250	708,250
2560. Laboratory Supplies		5,000	8,000
2570. Clothing, Dry Goods, Etc.		2,875	2,875
2620. Postage		0	1,000
2630. Security Badges & Decal Supplies		60	60
2640. Safety Supplies & Minor Equipment		<u>6,500</u>	<u>6,500</u>
<b>TOTAL 2000</b>		<u>747,535</u>	<u>751,535</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3010. Communication		1,000	1,000
3020. Heat & Natural Gas		5,000	5,000
3030. Light & Power		750,000	750,000
3040. Water		12,814,850	22,867,000
3210. Hire of Equipment - Garage - Vehicles		43,402	44,865
3212. Equipment Rental - External		2,500	2,500
3213. Hire of Equipment - Technology		360	4,261
3230. Laundry & Cleaning		600	600
3235. Janitorial Services		7,700	6,700
3305. Environmental & Regulatory		200,000	208,000
3310. Exterminator		601	601
3370. Grounds Maintenance		20,404	12,404
3390. Other Special Services		5,000	5,000
3510. Travel		9,800	9,800
3520. Dues & Subscriptions		875	875

**DETAIL**

FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300	UNIT PURIFICATION PLANT 0320	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>3000. CONTRACTUAL SERVICES (continued)</b>			
3530. Training, Registration Fees, Etc.		\$ 9,230	\$ 9,230
3540. Educational Assistance		<u>500</u>	<u>500</u>
<b>TOTAL 3000</b>		<u>13,871,822</u>	<u>23,928,336</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Buildings & Grounds		4,500	10,000
4012. Security Fencing		20,350	14,850
4150. Water Purification Plant		<u>23,800</u>	<u>23,800</u>
<b>TOTAL 4000</b>		<u>48,650</u>	<u>48,650</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5010. Heating & Cooling System		5,010	5,010
5020. Furniture, Fixtures, & Furnishings		300	300
5110. Machinery, Tools, & Implements		5,000	5,000
5120. Instruments & Apparatus (Major)		12,000	12,000
5340. Pumps		20,000	20,000
5341. Valves		10,000	10,000
5345. Motors		<u>10,000</u>	<u>10,000</u>
<b>TOTAL 5000</b>		<u>62,310</u>	<u>62,310</u>
<b>GRAND TOTAL</b>		<u>\$ 15,660,809</u>	<u>\$ 25,819,439</u>

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**PERSONNEL SCHEDULE**

FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300		UNIT PURIFICATION PLANT 0320	
POSITION TITLE	EMPLOYEES			BUDGET 2012-2013
	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	
<b>MANAGEMENT</b>				
Superintendent	1	1	1	
Assistant Superintendent	1	1	1	
TOTAL	<u>2</u>	<u>2</u>	<u>2</u>	
<b>TECHNICAL</b>				
Electronics Technician	0	2	2	
TOTAL	<u>0</u>	<u>2</u>	<u>2</u>	
<b>SUPERVISORY</b>				
Plant Maintenance Supervisor	1	1	1	
TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
<b>SKILLED CRAFT</b>				
Plant Maintenance Mechanic	1	1	1	
Utility Plant Operator	10	10	11	
TOTAL	<u>11</u>	<u>11</u>	<u>12</u>	
<b>CLERICAL</b>				
Administrative Assistant	1	1	1	
TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
BASE SALARIES				\$ 687,779
LONGEVITY				7,608
SPECIAL PAY				18,689
OVERTIME				9,743
FRINGE BENEFITS				<u>304,789</u>
GRAND TOTAL	<u>15</u>	<u>17</u>	<u>18</u>	\$ <u>1,028,608</u>

**SUMMARY**

FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300	UNIT NONDEPARTMENTAL 0325	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES		\$ 0	\$ 9,645
2000. COMMODITIES		0	0
3000. CONTRACTUAL SERVICES		4,798,882	4,910,520
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		<u>9,113,654</u>	<u>9,125,995</u>
	<b>SUBTOTAL</b>	<u>13,912,536</u>	<u>14,046,160</u>
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		<u>0</u>	<u>0</u>
	<b>SUBTOTAL</b>	<u>0</u>	<u>0</u>
	<b>TOTAL</b>	\$ <u><u>13,912,536</u></u>	\$ <u><u>14,046,160</u></u>

FUNCTION: This division was established to account for all expense items that are not found exclusively within the functional responsibilities of any one Water & Sewer Fund department.

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**DETAIL**

FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300	UNIT NONDEPARTMENTAL 0325	
CLASSIFICATION	BUDGET 2011-2012	BUDGET 2012-2013	
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries	\$ 0	\$ 0	
Other Benefits	0	9,645	
<b>TOTAL 1000</b>	<u>0</u>	<u>9,645</u>	
<b>3000. CONTRACTUAL SERVICES</b>			
3110. Insurance - External	61,615	69,128	
3112. General Liability Self-Insurance	163,335	138,918	
3120. Group Insurance	0	109,169	
3121. City Share - Retiree Insurance	76,053	79,856	
3125. Workers' Compensation	-81,945	-96,626	
3211. Hire of Equipment - Garage - Other	121,208	121,208	
3340. Water Royalty Payments	50,000	50,000	
3342. Ivie Reservoir Maintenance	110,000	75,000	
3343. Ivie Dam Construction Contract	815,513	819,247	
3344. Ivie Pipeline Construction Contract	2,752,103	2,767,620	
3345. Ivie Pipeline Maintenance	523,000	550,000	
3350. Bank Services	100,000	105,000	
3440. External Audit Fees	60,000	72,000	
3450. Consulting Fees	48,000	50,000	
<b>TOTAL 3000</b>	<u>4,798,882</u>	<u>4,910,520</u>	
<b>6000. MISCELLANEOUS</b>			
6202. General Fund Services	1,371,654	1,388,229	
6885. Franchise Fees	2,448,000	2,667,000	
6910. Depreciation Expense	5,294,000	5,070,766	
<b>TOTAL 6000</b>	<u>9,113,654</u>	<u>9,125,995</u>	
<b>GRAND TOTAL</b>	<u>\$ 13,912,536</u>	<u>\$ 14,046,160</u>	

# PERSONNEL SCHEDULE

<b>FUND</b> WATER & SEWER 300	<b>DEPARTMENT</b> UTILITIES 300		<b>UNIT</b> NONDEPARTMENTAL 0325	
<b>POSITION TITLE</b>	<b>EMPLOYEES</b>			<b>BUDGET</b> <b>2012-2013</b>
	<b>BUDGET</b> <b>2010-2011</b>	<b>BUDGET</b> <b>2011-2012</b>	<b>BUDGET</b> <b>2012-2013</b>	
BASE SALARIES LONGEVITY PART TIME/TEMPORARY FRINGE BENEFITS VACANCIES				\$ 0 0 0 9,645 0
<b>GRAND TOTAL</b>	<u>0</u>	<u>0</u>	<u>0</u>	\$ <u>9,645</u>

**SUMMARY**

FUND		DEPARTMENT		UNIT	
WATER & SEWER 300		ENGINEERING 080		WATER & WASTEWTR MAINT 0335	
CLASSIFICATION				BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES				\$ 1,713,357	\$ 1,898,999
2000. COMMODITIES				164,068	178,750
3000. CONTRACTUAL SERVICES				738,716	679,988
4000. MAINTENANCE - STRUCTURES				231,439	179,776
5000. MAINTENANCE - EQUIPMENT				117,800	120,300
6000. MISCELLANEOUS				<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>				<u>2,965,380</u>	<u>3,057,813</u>
CAPITAL OUTLAY					
7000. LANDS - BUILDINGS				0	110,000
8000. EQUIPMENT				<u>22,528</u>	<u>3,777</u>
<b>SUBTOTAL</b>				<u>22,528</u>	<u>113,777</u>
<b>TOTAL</b>				<u>\$ 2,987,908</u>	<u>\$ 3,171,590</u>

FUNCTION: This division is responsible for the distribution of water and collection of sewage throughout the City. The division maintains water mains, fire hydrants, valves, sewer mains, manholes, and lift stations. Short main line extensions, line replacements and taps for service connections are installed by the division.

## Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Total miles of water line/employees at Water and Wastewater.	38.37	40.00	39.00
Total miles of sewer line/employees at Water and Wastewater.	29.14	30.00	29.50
Man hours/miles sewer line jetted.	26.80	25.00	26.95
Average Man hours/main repair.	24.63	22.00	23.75
Number stoppages/miles sewer line.	0.21	1.00	0.50
CCTV inspection/ miles sewer line.	4.01%	3.00%	3.50%

**DETAIL**

FUND WATER & SEWER 300	DEPARTMENT ENGINEERING 080	UNIT WATER & WASTEWTR MAINT 0335	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 1,070,563	\$ 1,218,072
Overtime		26,265	26,265
Other Benefits		<u>616,529</u>	<u>654,662</u>
<b>TOTAL 1000</b>		<u>1,713,357</u>	<u>1,898,999</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		1,800	2,000
2020. Educational & Training Supplies		150	150
2120. Minor Equipment, Instruments & Tools		17,088	17,500
2140. Electrical Parts & Supplies		600	600
2160. Computer Software & Supplies		9,000	9,000
2170. Welding Supplies		1,200	1,200
2190. Water & Sewer Taps		104,000	120,000
2200. Food		900	900
2220. Ice		1,930	0
2310. Janitorial Supplies		1,700	1,700
2320. Medical Supplies		200	200
2330. Chemicals & Insecticides		7,500	7,500
2420. Barricades & Warning Signs		5,700	5,700
2570. Clothing, Dry Goods, Etc.		<u>12,300</u>	<u>12,300</u>
<b>TOTAL 2000</b>		<u>164,068</u>	<u>178,750</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3030. Light & Power		28,500	28,500
3113. General Liability, Worker's Compensation Penalty		-2,286	-23,638
3200. Lab Tests - Streets		1,000	1,000
3210. Hire of Equipment - Garage - Vehicles		680,932	629,043
3212. Equipment Rental - External		2,200	2,200
3213. Hire of Equipment - Technology		360	1,473
3230. Laundry & Cleaning		13,600	13,600
3240. Binding, Printing & Reproduction		750	0
3310. Exterminator		460	750
3360. Special Postage & Express Shipping		100	460
3390. Other Special Services		0	100
3510. Travel		5,000	10,700
3520. Dues & Subscriptions		1,800	1,800
3530. Training, Registration Fees, Etc.		6,000	13,700
3920. Rent		<u>300</u>	<u>300</u>
<b>TOTAL 3000</b>		<u>738,716</u>	<u>679,988</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Building & Grounds		1,000	1,000
4110. Sanitary Sewers		102,766	102,766

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**DETAIL**

FUND WATER & SEWER 300	DEPARTMENT ENGINEERING 080	UNIT WATER & WASTEWTR MAINT 0335	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>4000. MAINTENANCE OF STRUCTURES (continued)</b>			
4220. Streets, Roadways, Etc.		\$ 24,010	\$ 24,010
4930. Water Mains		<u>103,663</u>	<u>52,000</u>
<b>TOTAL 4000</b>		<u>231,439</u>	<u>179,776</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5020. Furniture, Fixtures, & Furnishings		300	300
5110. Machinery, Tools, & Implements		14,250	14,250
5120. Instruments & Apparatus (Major)		6,250	6,250
5320. Water Service Connections		4,000	6,500
5330. Fire Hydrants		92,500	92,500
5410. Sewer Service Connections		<u>500</u>	<u>500</u>
<b>TOTAL 5000</b>		<u>117,800</u>	<u>120,300</u>
<b><u>CAPITAL OUTLAY</u></b>			
<b>7000. LAND, BUILDINGS AND OTHER IMPROVEMENTS</b>			
7560. Water Lines		<u>0</u>	<u>110,000</u>
<b>TOTAL 7000</b>		<u>0</u>	<u>110,000</u>
<b>8000. EQUIPMENT</b>			
8421. Construction Equipment		16,633	0
8530. Other Equipment		<u>5,895</u>	<u>3,777</u>
<b>TOTAL 8000</b>		<u>22,528</u>	<u>3,777</u>
<b>GRAND TOTAL</b>		<u>\$ 2,987,908</u>	<u>\$ 3,171,590</u>

**PERSONNEL SCHEDULE**

FUND WATER & SEWER 300		DEPARTMENT ENGINEERING 080		UNIT WATER & WASTEWTR MAINT 0335	
POSITION TITLE	EMPLOYEES			BUDGET 2012-2013	BUDGET 2012-2013
	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013		
<b>MANAGEMENT</b>					
Superintendent		1	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
<b>TECHNICAL</b>					
Instrument Technician		1	1	1	
Operations Planner		2	2	2	
TOTAL		<u>3</u>	<u>3</u>	<u>3</u>	
<b>SUPERVISORY</b>					
Labor Supervisor		2	2	2	
TOTAL		<u>2</u>	<u>2</u>	<u>2</u>	
<b>OPERATIONS</b>					
Crew Leader		5	5	5	
Equipment Operator		20	20	20	
Maintenance Specialist		1	1	1	
TOTAL		<u>26</u>	<u>26</u>	<u>26</u>	
BASE SALARIES					\$ 1,218,072
LONGEVITY					19,764
SPECIAL PAY					41,096
OVERTIME					26,265
FRINGE BENEFITS					<u>593,802</u>
GRAND TOTAL		<u>32</u>	<u>32</u>	<u>32</u>	\$ <u>1,898,999</u>

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**SUMMARY**

FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300	UNIT INTERFUND TRANSFER 0339	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES		\$ 0	\$ 0
2000. COMMODITIES		0	0
3000. CONTRACTUAL SERVICES		0	0
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		<u>10,712,052</u>	<u>8,040,403</u>
	<b>SUBTOTAL</b>	<u>10,712,052</u>	<u>8,040,403</u>
	<b>CAPITAL OUTLAY</b>		
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		<u>0</u>	<u>0</u>
	<b>SUBTOTAL</b>	<u>0</u>	<u>0</u>
	<b>TOTAL</b>	\$ <u><u>10,712,052</u></u>	\$ <u><u>8,040,403</u></u>

FUNCTION: This division accounts for the transfers to the Water and Sewer Debt Service accounts and transfers to support miscellaneous projects financed by operating funds.

**DETAIL**

FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300	UNIT INTERFUND TRANSFER 0339	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>6000. MISCELLANEOUS</b>			
6300. General Fund		\$ 750,000	\$ 750,000
6326. Interest & Sinking		2,500	0
6328. Hud Section 108 Loan Fund		107,684	107,584
6336. Water & Sewer 2012 GPCO		0	1,257,991
6341. Water & Sewer Construction		3,847,498	500,000
6345. Water & Sewer 2002 Refunding I & S		1,321,529	734,889
6349. Water & Sewer 2007 Refunding Sinking		597,968	603,522
6355. Water & Sewer 1999 Floating Rate Revenue I & S		973,119	957,334
6356. Water & Sewer 2007 CO I & S Fund		<u>3,111,754</u>	<u>3,129,083</u>
<b>TOTAL 6000</b>		<u>10,712,052</u>	<u>8,040,403</u>
<b>GRAND TOTAL</b>		\$ <u>10,712,052</u>	\$ <u>8,040,403</u>

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# SUMMARY

FUND WATER & SEWER 300	DEPARTMENT FINANCE 035	UNIT METER SHOP 0340	
CLASSIFICATION	BUDGET 2011-2012	BUDGET 2012-2013	
1000. PERSONNEL SERVICES	\$ 268,190	\$ 290,880	
2000. COMMODITIES	336,905	411,405	
3000. CONTRACTUAL SERVICES	59,041	62,776	
4000. MAINTENANCE - STRUCTURES	0	0	
5000. MAINTENANCE - EQUIPMENT	121,200	121,200	
6000. MISCELLANEOUS	0	0	
	<u>785,336</u>	<u>886,261</u>	
	<b>SUBTOTAL</b>		
	0	0	
	0	0	
	<u>0</u>	<u>0</u>	
	<b>SUBTOTAL</b>		
	\$ <u>785,336</u>	\$ <u>886,261</u>	
	<b>TOTAL</b>		

FUNCTION: This division is under the direction of the Supervisor of Customer Service. The function of the division is to repair and replace water meters.

Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Change out 20% of meters on all active accounts annually.	18%	20%	20%
Same day service for curb stop repairs, meter change outs, leak checks, meter sets, and replacement of meter boxes.	100%	100%	100%

**DETAIL**

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FUND WATER & SEWER 300	DEPARTMENT FINANCE 035	UNIT METER SHOP 0340	
CLASSIFICATION	BUDGET 2011-2012	BUDGET 2012-2013	
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries	\$ 168,034	\$ 184,190	
Overtime	366	366	
Other Benefits	<u>99,790</u>	<u>106,324</u>	
<b>TOTAL 1000</b>	<u>268,190</u>	<u>290,880</u>	
<b>2000. COMMODITIES</b>			
2010. Office Supplies	1,000	2,000	
2120. Minor Equipment, Instruments & Tools	2,500	6,000	
2195. Water Meters	330,000	400,000	
2220. Ice	960	960	
2310. Janitorial Supplies	300	300	
2570. Clothing, Dry Goods, Etc.	2,000	2,000	
2630. Security Badges & Decal Supplies	<u>145</u>	<u>145</u>	
<b>TOTAL 2000</b>	<u>336,905</u>	<u>411,405</u>	
<b>3000. CONTRACTUAL SERVICES</b>			
3020. Heat & Natural Gas	1,200	1,500	
3030. Light & Power	3,000	3,000	
3040. Water	1,500	1,500	
3113. General Liability, Worker's Compensation Penalty	-2,211	-1,131	
3210. Hire of Equipment - Garage - Vehicles	34,152	35,411	
3213. Hire of Equipment - Technology	0	596	
3280. Temporary Help	20,000	20,000	
3510. Travel	600	600	
3530. Training, Registration Fees, Etc.	500	1,000	
3550. Employee Awards	<u>300</u>	<u>300</u>	
<b>TOTAL 3000</b>	<u>59,041</u>	<u>62,776</u>	
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5110. Machinery, Tools, & Implements	200	200	
5310. Meters	1,000	1,000	
5320. Water Service Connections	<u>120,000</u>	<u>120,000</u>	
<b>TOTAL 5000</b>	<u>121,200</u>	<u>121,200</u>	
<b>GRAND TOTAL</b>	\$ <u>785,336</u>	\$ <u>886,261</u>	



**SUMMARY**

FUND WATER & SEWER 300	DEPARTMENT FINANCE 035	UNIT CUSTOMER SERVICE 0345	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES		\$ 1,152,435	\$ 1,288,243
2000. COMMODITIES		214,732	231,052
3000. CONTRACTUAL SERVICES		209,442	324,458
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		15,258	15,000
6000. MISCELLANEOUS		<u>0</u>	<u>0</u>
	<b>SUBTOTAL</b>	<u>1,591,867</u>	<u>1,858,753</u>
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		<u>0</u>	<u>0</u>
	<b>SUBTOTAL</b>	<u>0</u>	<u>0</u>
	<b>TOTAL</b>	<u>\$ 1,591,867</u>	<u>\$ 1,858,753</u>

FUNCTION: This office reports to the Finance Director. The division performs work related to new customers, preparation of bills, complaints and adjustments, bad order meters, the close-out of customers' accounts and the collection of delinquent utility bills.

## Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Same day service for turn on, turn off, and reconnection.	100%	100%	100%
Meter readings for billing cycles completed by reading dates.	100%	100%	100%
Water, sewer, and sanitation delinquent account write-offs less than 1%.	0.12%	0.20%	0.20%
Daily deposit by cashiers office is prepared and ready for pick up by noon.	100%	100%	100%

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**DETAIL**

FUND WATER & SEWER 300	DEPARTMENT FINANCE 035	UNIT CUSTOMER SERVICE 0345	
CLASSIFICATION	BUDGET 2011-2012	BUDGET 2012-2013	
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries	\$ 741,810	\$ 851,217	
Overtime	5,282	5,282	
Other Benefits	405,343	431,744	
	<u>405,343</u>	<u>431,744</u>	
<b>TOTAL 1000</b>	<u>1,152,435</u>	<u>1,288,243</u>	
<b>2000. COMMODITIES</b>			
2010. Office Supplies	15,000	15,000	
2012. Water Bills	26,000	30,000	
2120. Minor Equipment, Instruments & Tools	2,000	5,000	
2160. Computer Software & Supplies	480	500	
2310. Janitorial Supplies	125	125	
2330. Chemicals & Insecticides	50	50	
2570. Clothing, Dry Goods, Etc.	3,000	5,000	
2620. Postage	167,700	175,000	
2630. Security Badges & Decal Supplies	377	377	
	<u>377</u>	<u>377</u>	
<b>TOTAL 2000</b>	<u>214,732</u>	<u>231,052</u>	
<b>3000. CONTRACTUAL SERVICES</b>			
3210. Hire of Equipment - Garage - Vehicles	101,328	107,672	
3212. Equipment Rental - External	32,714	33,000	
3213. Hire of Equipment - Technology	0	9,386	
3240. Binding, Printing & Reproduction	600	600	
3270. Notary Bonds	142	142	
3280. Temporary Help	25,000	75,500	
3290. Armored Car Services	3,058	3,058	
3350. Bank Services	26,300	70,000	
3360. Special Postage & Express Shipping	300	300	
3390. Other Special Services	0	1,600	
3405. Software Maintenance	2,500	2,500	
3420. Legal Filing Fees	5,000	10,000	
3510. Travel	6,000	6,000	
3520. Dues & Subscriptions	1,500	1,500	
3530. Training, Registration Fees, Etc.	3,000	2,000	
3550. Employee Awards	1,800	1,000	
3900. Mileage	200	200	
	<u>200</u>	<u>200</u>	
<b>TOTAL 3000</b>	<u>209,442</u>	<u>324,458</u>	

**DETAIL**

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FUND WATER & SEWER 300	DEPARTMENT FINANCE 035	UNIT CUSTOMER SERVICE 0345	
CLASSIFICATION	BUDGET 2011-2012	BUDGET 2012-2013	
<b><u>OPERATING SERVICES</u></b>			
<b>5000. MAINTENANCE OF EQUIPMENT</b> 5110. Machinery, Tools, & Implements	\$ <u>15,258</u>	\$ <u>15,000</u>	
<b>TOTAL 5000</b>	<u>15,258</u>	<u>15,000</u>	
<b>GRAND TOTAL</b>	\$ <u><u>1,591,867</u></u>	\$ <u><u>1,858,753</u></u>	

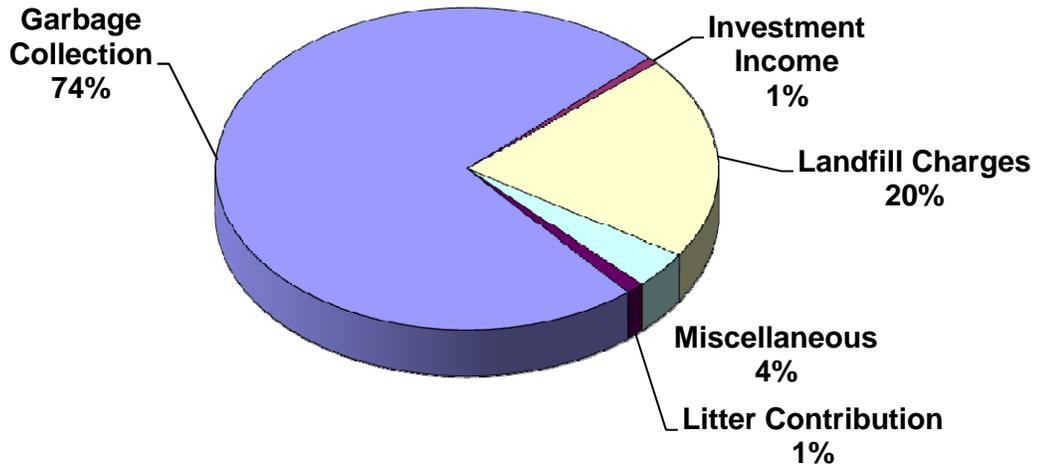
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**PERSONNEL SCHEDULE**

FUND WATER & SEWER 300	DEPARTMENT FINANCE 035		UNIT CUSTOMER SERVICE 0345	
POSITION TITLE	EMPLOYEES			BUDGET 2012-2013
	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	
<b>MANAGEMENT</b>				
Customer Service Manager	1	1	1	
Asst. Customer Service Manager	1	1	1	
TOTAL	<u>2</u>	<u>2</u>	<u>2</u>	
<b>SUPERVISORY</b>				
Billing Supervisor	1	1	1	
Service Representative Supervisor	1	1	1	
TOTAL	<u>2</u>	<u>2</u>	<u>2</u>	
<b>OPERATIONS</b>				
Billing Technician	0	0	0	
Customer Service Representative	5	5	6	
Meter Reader	5	5	5	
TOTAL	<u>10</u>	<u>10</u>	<u>11</u>	
<b>CLERICAL</b>				
Account Clerk	10	10	10	
TOTAL	<u>10</u>	<u>10</u>	<u>10</u>	
BASE SALARIES				\$ 851,217
LONGEVITY				9,894
SPECIAL PAY				15,193
OVERTIME				5,282
FRINGE BENEFITS				<u>406,657</u>
GRAND TOTAL				\$ <u>1,288,243</u>

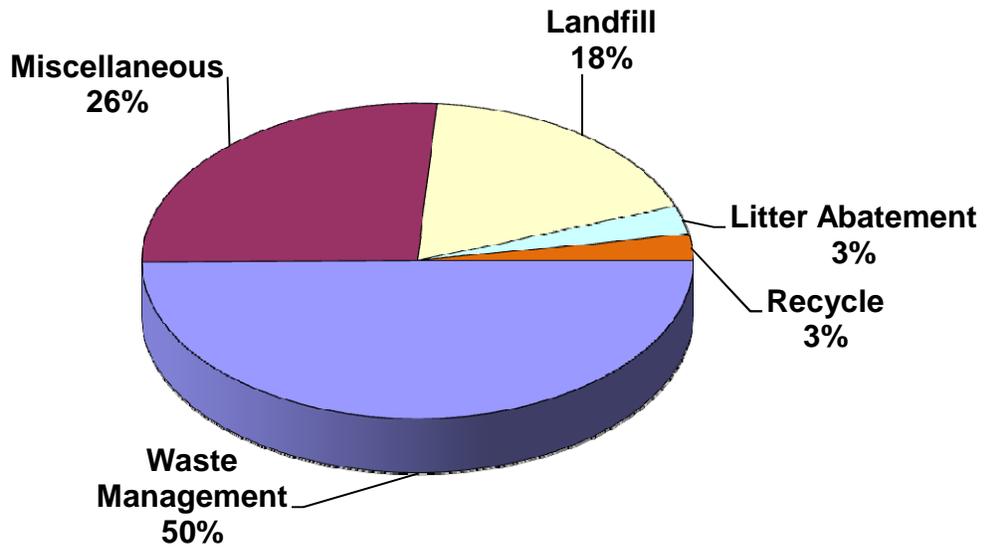
**SECTION VI**  
**SANITATION FUND**

### Sanitation Fund Revenues As Budgeted For Fiscal Year 2013



\$11,885,000

### Sanitation Fund Expenses As Budgeted For Fiscal Year 2013



\$11,806,066

**SANITATION FUND  
REVENUE AND RECEIPTS**

	<b>ACTUAL 2010-2011</b>	<b>BUDGET 2011-2012</b>	<b>BUDGET 2012-2013</b>
<b>CHARGES FOR CURRENT SERVICES</b>			
Garbage Collection Fees	\$ 8,105,654	\$ 8,400,000	\$ 8,800,000
Landfill Charges	2,159,662	1,700,000	2,420,000
Recycle Midland	568	0	0
Special Collections	75,581	35,000	40,000
Recycle Fee	214,239	210,000	210,000
Miscellaneous	3,310	30,000	25,000
Penalties	88,917	80,000	94,000
Uncollectible	<u>(15,000)</u>	<u>(15,000)</u>	<u>(15,000)</u>
Total Charges for Current Services	<u>10,632,931</u>	<u>10,440,000</u>	<u>11,574,000</u>
<b>NONOPERATING AND OTHER REVENUE</b>			
Interest	151,433	130,000	80,000
Discounts Earned	10,324	9,000	10,000
State Sanitation Grant	52,257	0	0
Sale of Minor Equipment	48,992	15,000	45,000
Litter Abatement Contribution	138,371	136,000	138,000
Unclassified	43,111	1,000	1,000
Net Increase in Fair Value of Investment	(2,527)	0	0
Sale of Recyclables	63,324	36,000	37,000
Interfund Transfers	<u>20,753</u>	<u>0</u>	<u>0</u>
Total Nonoperating and Other Revenue	<u>526,038</u>	<u>327,000</u>	<u>311,000</u>
<b>TOTAL REVENUE AND RECEIPTS</b>	<u>\$ 11,158,969</u>	<u>\$ 10,767,000</u>	<u>\$ 11,885,000</u>

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**SANITATION FUND**  
**SUMMARY OF EXPENSES/EXPENDITURES BY UNIT**

Unit No.	ORGANIZATION	ACTUAL 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
0400	Utilities - Solid Waste Management	\$ 5,898,115	\$ 6,007,275	\$ 6,039,108
0401	Utilities - Litter Abatement	160,866	318,605	343,605
0402	Utilities - Recycle	0	0	335,326
0405	Utilities - Landfill	1,688,987	1,640,829	2,187,806
0407	Utilities - Nondepartmental	3,372,622	2,750,764	2,900,221
0409	Utilities - Interfund Transfer	762,534	152,390	0
	<b>Total</b>	<u>\$ 11,883,124</u>	<u>\$ 10,869,863</u>	<u>\$ 11,806,066</u>

**SANITATION FUND  
SUMMARY OF EXPENSES/EXPENDITURES  
BY CLASSIFICATION**

	<b>BUDGET 2012-2013</b>	<b>RATIO</b>
<b><u>OPERATING EXPENSES</u></b>		
<b>1000. PERSONNEL SERVICES</b>	\$ 3,207,632	27.169%
<b>2000. COMMODITIES</b>	712,325	6.034%
<b>3000. CONTRACTUAL SERVICES</b>	4,843,850	41.028%
<b>4000. MAINTENANCE - STRUCTURES</b>	32,100	0.272%
<b>5000. MAINTENANCE - EQUIPMENT</b>	61,081	0.517%
<b>6000. MISCELLANEOUS</b>	<u>2,916,078</u>	<u>24.700%</u>
<b>TOTAL OPERATING EXPENDITURES</b>	<u>11,773,066</u>	<u>99.720%</u>
<b><u>CAPITAL OUTLAY</u></b>		
<b>7000. LAND - BUILDINGS</b>	0	0.000%
<b>8000. EQUIPMENT</b>	<u>33,000</u>	<u>0.280%</u>
<b>TOTAL CAPITAL OUTLAY</b>	<u>33,000</u>	<u>0.280%</u>
<b>GRAND TOTAL</b>	<u>\$ 11,806,066</u>	<u>100.000%</u>

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**SUMMARY**

FUND SANITATION 430	DEPARTMENT SANITATION 430	UNIT SOLID WASTE MANAGEMENT 0400	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b>1000. PERSONNEL SERVICES</b>		\$ 2,394,443	\$ 2,288,054
<b>2000. COMMODITIES</b>		667,325	668,675
<b>3000. CONTRACTUAL SERVICES</b>		2,849,476	2,986,348
<b>4000. MAINTENANCE - STRUCTURES</b>		4,600	4,600
<b>5000. MAINTENANCE - EQUIPMENT</b>		58,281	58,281
<b>6000. MISCELLANEOUS</b>		<u>150</u>	<u>150</u>
	<b>SUBTOTAL</b>	<u>5,974,275</u>	<u>6,006,108</u>
<b>CAPITAL OUTLAY</b>			
<b>7000. LANDS - BUILDINGS</b>		0	0
<b>8000. EQUIPMENT</b>		<u>33,000</u>	<u>33,000</u>
	<b>SUBTOTAL</b>	<u>33,000</u>	<u>33,000</u>
	<b>TOTAL</b>	<u>\$ 6,007,275</u>	<u>\$ 6,039,108</u>

FUNCTION: This division is responsible for the collection of refuse and its delivery to the landfill. They also collect recyclable materials from drop-off points for delivery to our recycle contractor; provide a large item pickup service; and provide hauling service for the yard waste sites.

## Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Number of containers changed out/ Total	3.48%	4.19%	5.00%
Number of containers repaired/ Total	6.15%	4.35%	6.00%
Hand pickups/ Customer	6.63%	3.90%	7.00%
Tons recycle/ Tons collected	1.65%	1.55%	3.00%
Tons collected/ Employee - hr	1.50	1.53	2.05

**DETAIL**

FUND SANITATION 430	DEPARTMENT SANITATION 430	UNIT SOLID WASTE MANAGEMENT 0400	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 1,491,034	\$ 1,468,399
Overtime		25,750	25,750
Other Benefits		<u>877,659</u>	<u>793,905</u>
<b>TOTAL 1000</b>		<u>2,394,443</u>	<u>2,288,054</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		6,000	6,000
2020. Educational & Training Supplies		1,500	1,500
2110. Motor Vehicle Supplies		600	1,000
2115. Minor Furniture & Fixtures		2,500	2,500
2120. Minor Equipment, Instruments & Tools		5,000	5,000
2130. Plant Lubrication & Supplies		500	500
2160. Computer Software & Supplies		1,000	1,000
2170. Welding Supplies		1,500	1,500
2180. Refuse Containers & Lids		620,000	620,000
2181. Roll Out Carts		8,000	8,000
2200. Food		1,500	1,500
2210. Water		150	1,000
2220. Ice		1,500	1,500
2310. Janitorial Supplies		750	750
2320. Medical Supplies		200	300
2330. Chemicals & Insecticides		2,250	2,250
2570. Clothing, Dry Goods, Etc.		13,500	13,500
2630. Security Badges & Decal Supplies		500	500
2640. Safety Supplies & Minor Equipment		<u>375</u>	<u>375</u>
<b>TOTAL 2000</b>		<u>667,325</u>	<u>668,675</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3030. Light & Power		2,500	2,500
3040. Water		600	600
3113. General Liability, Worker's Compensation Penalty		0	-35,864
3210. Hire of Equipment - Garage - Vehicles		2,806,996	2,976,174
3212. Equipment Rental - External		1,500	1,500
3213. Hire of Equipment - Technology		360	3,518
3220. Advertising		3,500	3,500
3240. Binding, Printing & Reproduction		400	400
3280. Temporary Help		3,000	3,000
3310. Exterminator		220	220
3380. Recycling Activities		2,900	0
3510. Travel		13,000	15,350
3520. Dues & Subscriptions		500	500
3530. Training, Registration Fees, Etc.		8,000	8,450

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**DETAIL**

FUND SANITATION 430	DEPARTMENT SANITATION 430	UNIT SOLID WASTE MANAGEMENT 0400	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>3000. CONTRACTUAL SERVICES (continued)</b>			
3540. Education Assistance		\$ 6,000	\$ 6,000
3550. Employee Awards		<u>0</u>	<u>500</u>
<b>TOTAL 3000</b>		<u>2,849,476</u>	<u>2,986,348</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Buildings & Grounds		3,600	3,600
4220. Streets, Roadways, Etc.		<u>1,000</u>	<u>1,000</u>
<b>TOTAL 4000</b>		<u>4,600</u>	<u>4,600</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5110. Machines, Tools, & Implements		750	750
5120. Instruments & Apparatus (Major)		500	500
5130. Motor Vehicles		500	500
5510. Refuse Containers		36,281	36,281
5520. Refuse Compactors		<u>20,250</u>	<u>20,250</u>
<b>TOTAL 5000</b>		<u>58,281</u>	<u>58,281</u>
<b>6000. MISCELLANEOUS</b>			
6990. Miscellaneous		<u>150</u>	<u>150</u>
<b>TOTAL 6000</b>		<u>150</u>	<u>150</u>
<b><u>CAPITAL OUTLAY</u></b>			
<b>8000. EQUIPMENT</b>			
8501. Sanitation Equipment		<u>33,000</u>	<u>33,000</u>
<b>TOTAL 8000</b>		<u>33,000</u>	<u>33,000</u>
<b>GRAND TOTAL</b>		<u>\$ 6,007,275</u>	<u>\$ 6,039,108</u>

**PERSONNEL SCHEDULE**

FUND		DEPARTMENT		UNIT	
SANITATION 430		SANITATION 430		SOLID WASTE MANAGEMENT 0400	
POSITION TITLE	EMPLOYEES			BUDGET 2012-2013	
	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013		
<b>MANAGEMENT</b>					
Solid Waste Management Director	1	1	1		
Superintendent	0	1	1		
Assistant Superintendent	1	0	0		
Environmental Compliance Spec.	1	1	0		
TOTAL	<u>3</u>	<u>3</u>	<u>2</u>		
<b>TECHNICAL</b>					
Environmental Officer	1	1	1		
Operations Planner	0	1	1		
TOTAL	<u>1</u>	<u>2</u>	<u>2</u>		
<b>SUPERVISORY</b>					
Labor Supervisor	3	3	3		
TOTAL	<u>3</u>	<u>3</u>	<u>3</u>		
<b>OPERATIONS</b>					
Maintenance Specialist	3	3	3		
Sanitation Driver	35	35	33		
TOTAL	<u>38</u>	<u>38</u>	<u>36</u>		
<b>CLERICAL</b>					
Administrative Assistant	1	0	1		
TOTAL	<u>1</u>	<u>0</u>	<u>1</u>		
BASE SALARIES				\$ 1,468,399	
LONGEVITY				21,273	
SPECIAL PAY				55,636	
OVERTIME				25,750	
FRINGE BENEFITS				<u>716,996</u>	
GRAND TOTAL	<u>46</u>	<u>46</u>	<u>44</u>	\$ <u>2,288,054</u>	

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# SUMMARY

FUND SANITATION 430	DEPARTMENT SANITATION 430	UNIT LITTER ABATEMENT 0401	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES		\$ 0	\$ 0
2000. COMMODITIES		6,650	6,650
3000. CONTRACTUAL SERVICES		181,900	181,900
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		<u>130,055</u>	<u>155,055</u>
<b>SUBTOTAL</b>		<u>318,605</u>	<u>343,605</u>
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>		<u>0</u>	<u>0</u>
<b>TOTAL</b>		<u>\$ 318,605</u>	<u>\$ 343,605</u>

FUNCTION: This division is responsible for the management of the Voluntary Litter Abatement Fee.

### Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Cubic yards of litter picked up	3,044.57	3,555.33	4,000
Litter abatement fee collections	\$139,196	\$143,856	\$140,000
Average participation	68%	68.13%	70%

**DETAIL**

FUND SANITATION 430	DEPARTMENT SANITATION 430	UNIT LITTER ABATEMENT 0401	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>2000. COMMODITIES</b>			
2010. Office Supplies	\$ 200	\$ 200	
2020. Educational & Training Supplies	5,000	5,000	
2180. Refuse Containers & Lids	1,150	1,150	
2200. Food	300	300	
	<u>300</u>	<u>300</u>	
<b>TOTAL 2000</b>	<u>6,650</u>	<u>6,650</u>	
<b>3000. CONTRACTUAL SERVICES</b>			
3220. Advertising	5,000	5,000	
3240. Binding, Printing & Reproduction	500	500	
3390. Other Special Services	25,000	25,000	
3950. Cleaning Lots	121,400	121,400	
3955. Demolition of Dangerous Building	30,000	30,000	
	<u>30,000</u>	<u>30,000</u>	
<b>TOTAL 3000</b>	<u>181,900</u>	<u>181,900</u>	
<b>6000. MISCELLANEOUS</b>			
6171. Keep Midland Beautiful	75,000	100,000	
6174. KMB - Cash for Trash	50,000	50,000	
6990. Miscellaneous	5,055	5,055	
	<u>5,055</u>	<u>5,055</u>	
<b>TOTAL 6000</b>	<u>130,055</u>	<u>155,055</u>	
<b>GRAND TOTAL</b>	<u>\$ 318,605</u>	<u>\$ 343,605</u>	

# SUMMARY

FUND SANITATION 430	DEPARTMENT SANITATION 430	UNIT RECYCLE 0402	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES		\$ 0	\$ 191,359
2000. COMMODITIES		0	9,500
3000. CONTRACTUAL SERVICES		0	134,467
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		0	0
	<b>SUBTOTAL</b>	0	335,326
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		0	0
	<b>SUBTOTAL</b>	0	0
	<b>TOTAL</b>	\$ 0	\$ 335,326

FUNCTION: This is a new division that was extracted from the Solid Waste and Landfill divisions. The division operates the Citizens Collection Station and is responsible for the collection of recyclable materials from drop-off points for delivery to our recycle contractor and the handling and processing of yard waste and large items taken in at the Citizen's Collection Station.

### Activity / Performance Measures

Activity/Performance Measure	* 2011 Achievements	* 2012 Expectations	2013 Targets
Recycle Fee Collection	\$214,239	\$217,000	\$220,000
Recycle Revenue - Butts Recycle	\$51,660	\$30,390	\$50,000
Materials recycled at Butts (in tons)	1,547	1,502	1,800

\* The Recycle Division has data that was tracked in the Solid Waste and Landfill divisions prior to being extracted from those divisions. The data listed above represents data from those divisions.

**DETAIL**

FUND SANITATION 430	DEPARTMENT SANITATION 430	UNIT RECYCLE 0402	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 0	\$ 120,206
Other Benefits		0	71,153
<b>TOTAL 1000</b>		<u>0</u>	<u>191,359</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		0	500
2020. Educational & Training Supplies		0	1,500
2120. Minor Equipment, Instruments & Tools		0	1,500
2180. Refuse Containers & Lids		0	3,000
2200. Food		0	300
2210. Water		0	250
2310. Janitorial Supplies		0	500
2320. Medical Supplies		0	125
2330. Chemicals & Insecticides		0	125
2570. Clothing, Dry Goods, Etc.		0	1,200
<b>TOTAL 2000</b>		<u>0</u>	<u>9,500</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3210. Hire of Equipment - Garage - Vehicles		0	114,029
3212. Equipment Rental - External		0	2,500
3213. Hire of Equipment - Technology		0	838
3220. Advertising		0	4,000
3950. Temporary Help		0	3,000
3380. Recycling Activities		0	10,000
<b>TOTAL 3000</b>		<u>0</u>	<u>134,467</u>
<b>GRAND TOTAL</b>		<u>\$ 0</u>	<u>\$ 335,326</u>

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# PERSONNEL SCHEDULE

FUND		DEPARTMENT		UNIT	
SANITATION 430		SANITATION 430		RECYCLE 0402	
POSITION TITLE		EMPLOYEES			BUDGET 2012-2013
		BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	
<b>OPERATIONS</b>					
Sanitation Driver		0	0	2	
Service Attendent-CCS		0	0	2	
TOTAL		<u>0</u>	<u>0</u>	<u>4</u>	
BASE SALARIES					\$ 120,206
LONGEVITY					1,110
SPECIAL PAY					3,600
FRINGE BENEFITS					<u>66,443</u>
GRAND TOTAL		<u>0</u>	<u>0</u>	<u>4</u>	\$ <u>191,359</u>

**SUMMARY**

FUND SANITATION 430	DEPARTMENT SANITATION 430	UNIT LANDFILL 0405	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES		\$ 600,131	\$ 723,654
2000. COMMODITIES		22,000	27,500
3000. CONTRACTUAL SERVICES		996,898	1,406,352
4000. MAINTENANCE - STRUCTURES		19,000	27,500
5000. MAINTENANCE - EQUIPMENT		2,800	2,800
6000. MISCELLANEOUS		<u>0</u>	<u>0</u>
	<b>SUBTOTAL</b>	<u>1,640,829</u>	<u>2,187,806</u>
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		<u>0</u>	<u>0</u>
	<b>SUBTOTAL</b>	<u>0</u>	<u>0</u>
	<b>TOTAL</b>	<u>\$ 1,640,829</u>	<u>\$ 2,187,806</u>

FUNCTION: This division operates the landfill according to the standards set by the Texas Commission on Environmental Quality (TCEQ). The landfill is open from 7:30 a.m. through 5:30 p.m., Monday through Saturday.

## Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Tons landfill	195,089.00	184,816.20	190,000
Cubic yards used/ Cubic yards total	0.89%	0.84%	0.90%
Tons yard waste diverted	2,791.85	5,000.00	5,000
Tons recyclables removed	1,622.28	2,000.00	3,400

**DETAIL**

FUND SANITATION 430	DEPARTMENT SANITATION 430	UNIT LANDFILL 0405	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 372,314	\$ 479,406
Overtime		8,869	8,869
Other Benefits		<u>218,948</u>	<u>235,379</u>
<b>TOTAL 1000</b>		<u>600,131</u>	<u>723,654</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		3,000	3,000
2110. Motor Vehicle Supplies		300	300
2115. Minor Furniture & Fixtures		1,000	1,000
2120. Minor Equipment, Instruments, Tools		5,000	7,000
2140. Electrical Parts & Supplies		500	1,500
2155. Minor Computer Hardware & Peripherals		500	500
2160. Computer Software & Supplies		800	800
2170. Welding Supplies		500	1,500
2200. Food		500	500
2210. Water		1,600	1,600
2310. Janitorial Supplies		1,500	2,000
2320. Medical Supplies		600	600
2330. Chemicals & Insecticides		700	700
2570. Clothing, Dry Goods, Etc.		5,000	5,500
2640. Safety Supplies and Minor Equipment		<u>500</u>	<u>1,000</u>
<b>TOTAL 2000</b>		<u>22,000</u>	<u>27,500</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3030. Light & Power		30,000	30,000
3113. General Liability, Worker's Compensation Penalty		0	-1,456
3210. Hire of Equipment - Garage - Vehicles		617,106	978,915
3212. Equipment Rental - External		2,500	2,500
3213. Hire of Equipment - Technology		0	2,348
3220. Advertising		2,000	0
3240. Binding, Printing & Reproduction		500	500
3280. Temporary Help		25,000	45,000
3304. Mulching		85,000	100,000
3305. Environmental, Regulatory		55,000	50,000
3310. Exterminator		220	220
3370. Grounds Maintenance		12,000	25,000
3386. Tipping Fees		160,000	160,000
3390. Other Special Services		1,000	1,000
3405. Software Maintenance		395	395
3510. Travel		2,525	5,425
3520. Dues & Subscriptions		200	500
3530. Training, Registration Fees, Etc.		2,702	5,255

**DETAIL**

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FUND SANITATION 430	DEPARTMENT SANITATION 430	UNIT LANDFILL 0405	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>3000. CONTRACTUAL SERVICES (continued)</b>			
3540. Educational Assistance		\$ 500	\$ 500
3550. Employee Awards		<u>250</u>	<u>250</u>
<b>TOTAL 3000</b>		<u>996,898</u>	<u>1,406,352</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Buildings & Grounds		3,000	6,000
4012. Security Fencing		5,000	5,000
4110. Sanitary Sewers		0	500
4220. Streets, Roadways, Etc.		10,000	15,000
4910. Standpipes, Tanks, Wells, Etc.		<u>1,000</u>	<u>1,000</u>
<b>TOTAL 4000</b>		<u>19,000</u>	<u>27,500</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5110. Machines, Tools, & Implements		2,500	2,500
5120. Instruments & Apparatus (Major)		<u>300</u>	<u>300</u>
<b>TOTAL 5000</b>		<u>2,800</u>	<u>2,800</u>
<b>GRAND TOTAL</b>		\$ <u>1,640,829</u>	\$ <u>2,187,806</u>

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**PERSONNEL SCHEDULE**

FUND		DEPARTMENT		UNIT	
SANITATION 430		SANITATION 430		LANDFILL 0405	
POSITION TITLE	EMPLOYEES			BUDGET 2012-2013	
	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013		
<b>MANAGEMENT</b>					
Environmental Compliance Spec.	0	0	1		
Landfill Manager	1	1	1		
TOTAL	<u>1</u>	<u>1</u>	<u>2</u>		
<b>SUPERVISORY</b>					
Labor Supervisor	2	2	2		
TOTAL	<u>2</u>	<u>2</u>	<u>2</u>		
<b>SKILLED CRAFT</b>					
Landfill Mechanic	0	0	1		
TOTAL	<u>0</u>	<u>0</u>	<u>1</u>		
<b>OPERATIONS</b>					
Equipment Operator	8	6	6		
Landfill Attendent	1	1	1		
Service Attendant-CCS	0	2	0		
TOTAL	<u>9</u>	<u>9</u>	<u>7</u>		
BASE SALARIES				\$	479,406
LONGEVITY					3,330
SPECIAL PAY					9,215
CAR ALLOWANCE					9,600
OVERTIME					8,869
FRINGE BENEFITS					<u>213,234</u>
GRAND TOTAL				\$	<u><u>723,654</u></u>

**SUMMARY**

FUND SANITATION 430	DEPARTMENT SANITATION 430	UNIT NONDEPARTMENTAL 0407	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES		\$ 0	\$ 4,565
2000. COMMODITIES		0	0
3000. CONTRACTUAL SERVICES		63,416	134,783
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		<u>2,687,348</u>	<u>2,760,873</u>
	<b>SUBTOTAL</b>	<u>2,750,764</u>	<u>2,900,221</u>
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		<u>0</u>	<u>0</u>
	<b>SUBTOTAL</b>	<u>0</u>	<u>0</u>
	<b>TOTAL</b>	<u>\$ 2,750,764</u>	<u>\$ 2,900,221</u>

FUNCTION: This division is used to account for payments to the General Fund for services rendered and to record overhead charges from other funds and depreciation expense.

**DETAIL**

FUND SANITATION 430	DEPARTMENT SANITATION 430	UNIT NONDEPARTMENTAL 0407	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 0	\$ 0
Other Benefits		0	4,565
<b>TOTAL 1000</b>		<u>0</u>	<u>4,565</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3110. Insurance - External		9,231	8,819
3112. General Liability Self-Insurance		35,034	34,892
3120. Group Insurance		0	67,859
3121. City Share - Retiree Insurance		27,761	29,149
3125. Workers' Compensation		-66,399	-67,224
3211. Hire of Equipment - Garage - Other		25,789	25,788
3350. Bank Services		23,000	23,000
3440. External Audit Fees		9,000	12,500
<b>TOTAL 3000</b>		<u>63,416</u>	<u>134,783</u>
<b>6000. MISCELLANEOUS</b>			
6202. General Fund Services		492,332	537,362
6865. Closure & Postclosure Care		723,016	992,866
6885. Franchise Fees		405,000	440,000
6910. Depreciation Expense		1,067,000	790,645
<b>TOTAL 6000</b>		<u>2,687,348</u>	<u>2,760,873</u>
<b>GRAND TOTAL</b>		<u>\$ 2,750,764</u>	<u>\$ 2,900,221</u>

# PERSONNEL SCHEDULE

<b>FUND</b> SANITATION 430	<b>DEPARTMENT</b> SANITATION 430		<b>UNIT</b> NONDEPARTMENTAL 0407	
<b>POSITION TITLE</b>	<b>EMPLOYEES</b>			<b>BUDGET</b> <b>2012-2013</b>
	<b>BUDGET</b> <b>2010-2011</b>	<b>BUDGET</b> <b>2011-2012</b>	<b>BUDGET</b> <b>2012-2013</b>	
BASE SALARIES LONGEVITY PART TIME/TEMPORARY FRINGE BENEFITS VACANCIES				\$ 0 0 0 4,565 0
<b>GRAND TOTAL</b>	<u>0</u>	<u>0</u>	<u>0</u>	\$ <u>4,565</u>

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# SUMMARY

FUND SANITATION 430	DEPARTMENT SANITATION 430	UNIT INTERFUND TRANSFER 0409	
CLASSIFICATION	BUDGET 2011-2012	BUDGET 2012-2013	
1000. PERSONNEL SERVICES	\$ 0	\$ 0	
2000. COMMODITIES	0	0	
3000. CONTRACTUAL SERVICES	0	0	
4000. MAINTENANCE - STRUCTURES	0	0	
5000. MAINTENANCE - EQUIPMENT	0	0	
6000. MISCELLANEOUS	<u>152,390</u>	<u>0</u>	
<b>SUBTOTAL</b>	<u>152,390</u>	<u>0</u>	
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS	0	0	
8000. EQUIPMENT	<u>0</u>	<u>0</u>	
<b>SUBTOTAL</b>	<u>0</u>	<u>0</u>	
<b>TOTAL</b>	<u>\$ 152,390</u>	<u>\$ 0</u>	

FUNCTION: This division accounts for the transfers to the Sanitation Debt Service accounts and transfers to support miscellaneous projects financed by operating funds.

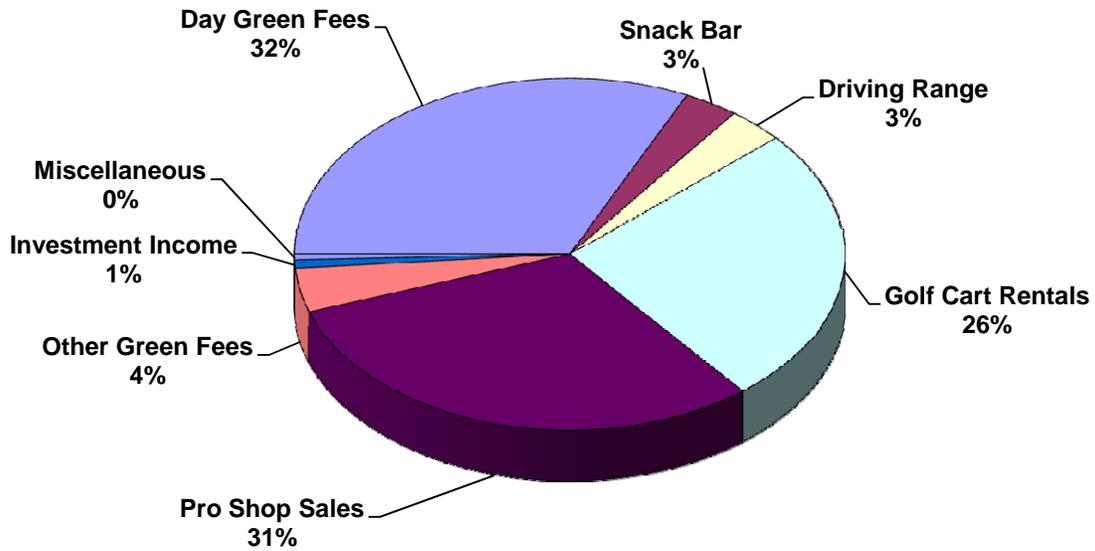
**DETAIL**

FUND SANITATION 430	DEPARTMENT SANITATION 430	UNIT INTERFUND TRANSFER 0409	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>6000. MISCELLANEOUS</b>			
6359. Sanitation Construction Fund		\$ <u>152,390</u>	\$ <u>0</u>
<b>TOTAL 6000</b>		<u>152,390</u>	<u>0</u>
<b>GRAND TOTAL</b>		<b>\$ <u><u>152,390</u></u></b>	<b>\$ <u><u>0</u></u></b>



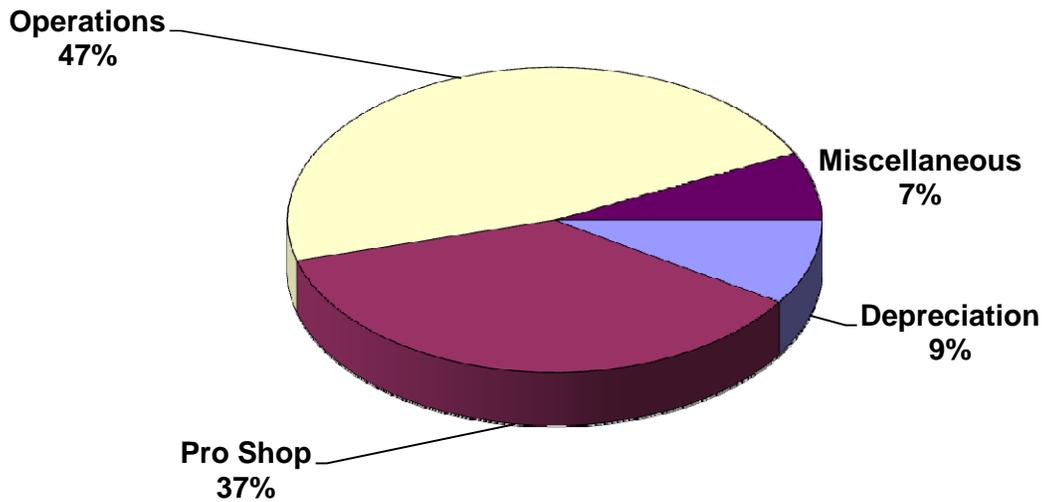
**SECTION VII**  
**GOLF COURSE FUND**

### Golf Course Fund Revenues As Budgeted For Fiscal Year 2013



\$2,029,000

### Golf Course Fund Expenses As Budgeted For Fiscal Year 2013



\$2,219,834

**GOLF COURSE FUND  
REVENUE AND RECEIPTS**

	<b>ACTUAL 2010-2011</b>	<b>BUDGET 2011-2012</b>	<b>BUDGET 2012-2013</b>
<b>RECREATION</b>			
Golf Cart Rentals	\$ 462,033	\$ 492,000	\$ 520,000
Daily Green Fees	615,129	640,000	650,000
Junior Rates	10,558	15,000	11,000
Senior Rates	43,952	10,000	40,000
Senior Annual Fees	9,900	11,000	11,000
Midland School Fees	4,528	2,000	4,000
Tournament Revenue	14,874	15,000	15,000
Snack Bar Rentals	53,911	65,000	65,000
Driving Range	67,864	60,000	67,000
Golf Pro Shop Rentals	10,571	6,000	10,000
Golf Pro Shop Sales	<u>559,896</u>	<u>440,000</u>	<u>620,000</u>
<b>Total Recreation</b>	<u>1,853,216</u>	<u>1,756,000</u>	<u>2,013,000</u>
<b>NONOPERATING AND OTHER REVENUE</b>			
Interest	24,980	25,000	15,000
Discounts Earned	1,273	1,000	1,000
Miscellaneous	1,216	0	0
Net Increase in Fair Value of Investment	(2,496)	0	0
Operating Transfers In	<u>3,780</u>	<u>0</u>	<u>0</u>
<b>Total Nonoperating and Other Revenue</b>	<u>28,753</u>	<u>26,000</u>	<u>16,000</u>
<b>TOTAL REVENUE AND RECEIPTS</b>	<u>\$ 1,881,969</u>	<u>\$ 1,782,000</u>	<u>\$ 2,029,000</u>

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**GOLF COURSE FUND**  
**SUMMARY OF EXPENSES/EXPENDITURES BY UNIT**

Unit No.	ORGANIZATION	ACTUAL 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
0410	Golf Course Operating	\$ 934,867	\$ 1,037,845	\$ 1,071,888
0411	Pro Shop Operations	717,412	597,370	831,513
0415	Golf Course - Nondepartmental	325,980	305,598	316,433
0419	Golf Course - Interfund Transfer	<u>0</u>	<u>23,357</u>	<u>0</u>
	<b>Total</b>	<u>\$ 1,978,259</u>	<u>\$ 1,964,170</u>	<u>\$ 2,219,834</u>

**GOLF COURSE FUND  
SUMMARY OF EXPENSES/EXPENDITURES  
BY CLASSIFICATION**

	<b>BUDGET 2012-2013</b>	<b>RATIO</b>
<b><u>OPERATING EXPENSES</u></b>		
<b>1000. PERSONNEL SERVICES</b>	\$ 644,757	29.045%
<b>2000. COMMODITIES</b>	570,500	25.700%
<b>3000. CONTRACTUAL SERVICES</b>	570,585	25.704%
<b>4000. MAINTENANCE - STRUCTURES</b>	42,000	1.892%
<b>5000. MAINTENANCE - EQUIPMENT</b>	13,500	0.608%
<b>6000. MISCELLANEOUS</b>	<u>303,492</u>	<u>13.672%</u>
<b>TOTAL OPERATING EXPENDITURES</b>	<u>2,144,834</u>	<u>96.621%</u>
<b><u>CAPITAL OUTLAY</u></b>		
<b>7000. LAND - BUILDINGS</b>	75,000	3.379%
<b>8000. EQUIPMENT</b>	<u>0</u>	<u>0.000%</u>
<b>TOTAL CAPITAL OUTLAY</b>	<u>75,000</u>	<u>3.379%</u>
<b>GRAND TOTAL</b>	<u>\$ 2,219,834</u>	<u>100.000%</u>

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# SUMMARY

FUND GOLF COURSE 440	DEPARTMENT COMMUNITY SERVICES 090	UNIT GOLF COURSE 0410	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES		\$ 407,070	\$ 424,307
2000. COMMODITIES		55,700	78,000
3000. CONTRACTUAL SERVICES		527,575	442,081
4000. MAINTENANCE - STRUCTURES		35,000	40,000
5000. MAINTENANCE - EQUIPMENT		12,500	12,500
6000. MISCELLANEOUS		<u>0</u>	<u>0</u>
	<b>SUBTOTAL</b>	<u>1,037,845</u>	<u>996,888</u>
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	75,000
8000. EQUIPMENT		<u>0</u>	<u>0</u>
	<b>SUBTOTAL</b>	<u>0</u>	<u>75,000</u>
	<b>TOTAL</b>	<u>\$ 1,037,845</u>	<u>\$ 1,071,888</u>

FUNCTION: This division is responsible for minor construction, maintenance, development, and operation of the Municipal Golf Course and related activities.

### Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Turf will be maintained to standards accepted by the golfing industry and within budget constraints.	95%	98%	98%
Plant 50 new trees yearly.	80%	50%	100%
Maintain a minimum of 125 golf carts for rental at any time.	85%	95%	98%

**DETAIL**

FUND GOLF COURSE 440	DEPARTMENT COMMUNITY SERVICES 090	UNIT GOLF COURSE 0410	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries	\$ 251,328	\$ 269,854	
Overtime	9,592	9,592	
Other Benefits	<u>146,150</u>	<u>144,861</u>	
<b>TOTAL 1000</b>	<u>407,070</u>	<u>424,307</u>	
<b>2000. COMMODITIES</b>			
2120. Minor Equipment, Instruments & Tools	3,500	3,500	
2130. Plant Lubrication & Supplies	1,200	1,200	
2310. Janitor Supplies	3,000	2,500	
2330. Chemicals & Insecticides	23,000	25,000	
2520. Botanical & Agricultural Supplies	25,000	45,000	
2570. Clothing, Dry Goods, Etc.	<u>0</u>	<u>800</u>	
<b>TOTAL 2000</b>	<u>55,700</u>	<u>78,000</u>	
<b>3000. CONTRACTUAL SERVICES</b>			
3020. Heat & Natural Gas	5,500	4,000	
3030. Light & Power	75,000	70,000	
3040. Water	1,700	1,500	
3210. Hire of Equipment - Garage - Vehicles	283,825	204,203	
3212. Equipment Rental - External	2,400	1,500	
3213. Hire of Equipment - Technology	0	1,578	
3230. Laundry & Cleaning	1,800	1,800	
3280. Temporary Help	150,500	150,500	
3510. Travel	3,000	3,000	
3520. Dues & Subscriptions	450	0	
3530. Training, Registration Fees, Etc.	1,000	1,000	
3920. Rent	<u>2,400</u>	<u>3,000</u>	
<b>TOTAL 3000</b>	<u>527,575</u>	<u>442,081</u>	
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Buildings & Grounds	25,000	30,000	
4910. Standpipes, Tanks, Wells, Etc.	<u>10,000</u>	<u>10,000</u>	
<b>TOTAL 4000</b>	<u>35,000</u>	<u>40,000</u>	
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5110. Machinery, Tools, & Implements	<u>12,500</u>	<u>12,500</u>	
<b>TOTAL 5000</b>	<u>12,500</u>	<u>12,500</u>	

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**DETAIL**

<b>FUND</b> GOLF COURSE 440	<b>DEPARTMENT</b> COMMUNITY SERVICES 090	<b>UNIT</b> GOLF COURSE 0410	
<b>CLASSIFICATION</b>	<b>BUDGET                      2011-2012</b>	<b>BUDGET                      2012-2013</b>	
<p style="text-align: center;"><u><b>CAPITAL OUTLAY</b></u></p> <p><b>7000. LAND, BUILDINGS AND OTHER IMPROVEMENTS</b>                      7020. Buildings</p> <p style="padding-left: 40px;"><b>TOTAL 7000</b></p> <p><b>GRAND TOTAL</b></p>	<p style="text-align: right;">\$ <u>0</u></p> <p style="text-align: right;"><u>0</u></p> <p style="text-align: right;">\$ <u><u>1,037,845</u></u></p>	<p style="text-align: right;">\$ <u>75,000</u></p> <p style="text-align: right;"><u>75,000</u></p> <p style="text-align: right;">\$ <u><u>1,071,888</u></u></p>	

**PERSONNEL SCHEDULE**

FUND GOLF COURSE 440		DEPARTMENT COMMUNITY SERVICES 090		UNIT GOLF COURSE 0410	
POSITION TITLE		EMPLOYEES			BUDGET 2012-2013
		BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	
<b>MANAGEMENT</b>					
Superintendent		1	1	1	
	TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
<b>OPERATIONS</b>					
Maintenance Specialist		5	5	5	
	TOTAL	<u>5</u>	<u>5</u>	<u>5</u>	
<b>CLERICAL</b>					
Pro Shop Assistant		1	1	1	
	TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
BASE SALARIES					\$ 269,854
LONGEVITY					4,998
SPECIAL PAY					11,151
OVERTIME					9,592
FRINGE BENEFITS					<u>128,712</u>
GRAND TOTAL		<u>7</u>	<u>7</u>	<u>7</u>	\$ <u>424,307</u>

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# SUMMARY

FUND GOLF COURSE 440	DEPARTMENT COMMUNITY SERVICES 090	UNIT PRO SHOP OPERATIONS 0411	
CLASSIFICATION	BUDGET 2011-2012	BUDGET 2012-2013	
1000. PERSONNEL SERVICES	\$ 208,625	\$ 219,382	
2000. COMMODITIES	287,500	492,500	
3000. CONTRACTUAL SERVICES	98,245	116,631	
4000. MAINTENANCE - STRUCTURES	2,000	2,000	
5000. MAINTENANCE - EQUIPMENT	1,000	1,000	
6000. MISCELLANEOUS	<u>0</u>	<u>0</u>	
<b>SUBTOTAL</b>	<u>597,370</u>	<u>831,513</u>	
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS	0	0	
8000. EQUIPMENT	<u>0</u>	<u>0</u>	
<b>SUBTOTAL</b>	<u>0</u>	<u>0</u>	
<b>TOTAL</b>	<u>\$ 597,370</u>	<u>\$ 831,513</u>	

FUNCTION: This division is responsible for minor construction, maintenance, development, and operation of the Municipal Golf Course and related activities.

### Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Maintain tournament levels.	102%	100%	100%
Staff will resolve complaints within 24 hours.	96%	100%	98%
Increase Shop Sales	23%	25%	20%

**DETAIL**

FUND GOLF COURSE 440	DEPARTMENT COMMUNITY SERVICES 090	UNIT PRO SHOP OPERATIONS 0411	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 133,513	\$ 146,547
Other Benefits		<u>75,112</u>	<u>72,835</u>
<b>TOTAL 1000</b>		<u>208,625</u>	<u>219,382</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		2,500	2,500
2120. Minor Equipment, Instruments & Tools		500	500
2510. Recreational Supplies		4,500	4,500
2590. Cost of Goods Sold		<u>280,000</u>	<u>485,000</u>
<b>TOTAL 2000</b>		<u>287,500</u>	<u>492,500</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3212. Equipment Rental - External		2,500	2,500
3213. Hire of Equipment - Technology		0	336
3220. Advertising		6,600	6,600
3240. Binding, Printing & Reproduction		2,500	2,500
3280. Temporary Help		54,000	59,000
3350. Bank Services		25,000	40,000
3390. Other Special Services		1,495	1,495
3510. Travel		1,500	1,200
3520. Dues & Subscriptions		1,000	1,000
3530. Training, Registration Fees, Etc.		2,650	500
3920. Rent		<u>1,000</u>	<u>1,500</u>
<b>TOTAL 3000</b>		<u>98,245</u>	<u>116,631</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Buildings & Grounds		<u>2,000</u>	<u>2,000</u>
<b>TOTAL 4000</b>		<u>2,000</u>	<u>2,000</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5110. Machinery, Tools, & Implements		<u>1,000</u>	<u>1,000</u>
<b>TOTAL 5000</b>		<u>1,000</u>	<u>1,000</u>
<b>GRAND TOTAL</b>		\$ <u>597,370</u>	\$ <u>831,513</u>

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# PERSONNEL SCHEDULE

FUND GOLF COURSE 440	DEPARTMENT COMMUNITY SERVICES 090	UNIT PRO SHOP OPERATIONS 0411		
POSITION TITLE	EMPLOYEES			BUDGET 2012-2013
	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	
<b>SUPERVISORY</b>				
Head Golf Professional	1	1	1	
TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
<b>SKILLED CRAFT</b>				
Assistant Golf Pro	2	2	2	
TOTAL	<u>2</u>	<u>2</u>	<u>2</u>	
BASE SALARIES				\$ 146,547
LONGEVITY				2,592
SPECIAL PAY				3,800
FRINGE BENEFITS				<u>66,443</u>
GRAND TOTAL				\$ <u><u>219,382</u></u>

**SUMMARY**

FUND GOLF COURSE 440	DEPARTMENT COMMUNITY SERVICES 090	UNIT NONDEPARTMENTAL 0415	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES		\$ 0	\$ 1,068
2000. COMMODITIES		0	0
3000. CONTRACTUAL SERVICES		6,380	11,873
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		<u>299,218</u>	<u>303,492</u>
	<b>SUBTOTAL</b>	<u>305,598</u>	<u>316,433</u>
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		<u>0</u>	<u>0</u>
	<b>SUBTOTAL</b>	<u>0</u>	<u>0</u>
	<b>TOTAL</b>	\$ <u><u>305,598</u></u>	\$ <u><u>316,433</u></u>

FUNCTION: The division was established to account for all expense items that are not found exclusively within the functional responsibilities of any one Golf Course Fund department.

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**DETAIL**

FUND GOLF COURSE 440	DEPARTMENT COMMUNITY SERVICES 090	UNIT NONDEPARTMENTAL 0415	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 0	\$ 0
Other Benefits		<u>0</u>	<u>1,068</u>
<b>TOTAL 1000</b>		<u>0</u>	<u>1,068</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3110. Insurance - External		1,891	1,965
3112. General Liability Self-Insurance		6,562	5,797
3120. Group Insurance		0	10,513
3125. Workers' Compensation		-4,173	-9,102
3440. External Audit Fees		<u>2,100</u>	<u>2,700</u>
<b>TOTAL 3000</b>		<u>6,380</u>	<u>11,873</u>
<b>6000. MISCELLANEOUS</b>			
6202. General Fund Services		99,218	103,341
6910. Depreciation Expense		<u>200,000</u>	<u>200,151</u>
<b>TOTAL 6000</b>		<u>299,218</u>	<u>303,492</u>
<b>GRAND TOTAL</b>		\$ <u><u>305,598</u></u>	\$ <u><u>316,433</u></u>

# PERSONNEL SCHEDULE

<b>FUND</b> GOLF COURSE 440	<b>DEPARTMENT</b> COMMUNITY SERVICES 090		<b>UNIT</b> NONDEPARTMENTAL 0415	
<b>POSITION TITLE</b>	<b>EMPLOYEES</b>			<b>BUDGET</b> <b>2012-2013</b>
	<b>BUDGET</b> <b>2010-2011</b>	<b>BUDGET</b> <b>2011-2012</b>	<b>BUDGET</b> <b>2012-2013</b>	
BASE SALARIES LONGEVITY PART TIME/TEMPORARY FRINGE BENEFITS VACANCIES				\$ 0 0 0 1,068 0
<b>GRAND TOTAL</b>	<u>0</u>	<u>0</u>	<u>0</u>	\$ <u>1,068</u>

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# SUMMARY

FUND GOLF COURSE 440	DEPARTMENT COMMUNITY SERVICES 090	UNIT INTERFUND TRANSFER 0419	
CLASSIFICATION	BUDGET 2011-2012	BUDGET 2012-2013	
1000. PERSONNEL SERVICES	\$ 0	\$ 0	
2000. COMMODITIES	0	0	
3000. CONTRACTUAL SERVICES	0	0	
4000. MAINTENANCE - STRUCTURES	0	0	
5000. MAINTENANCE - EQUIPMENT	0	0	
6000. MISCELLANEOUS	<u>23,357</u>	<u>0</u>	
<b>SUBTOTAL</b>	<u>23,357</u>	<u>0</u>	
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS	0	0	
8000. EQUIPMENT	<u>0</u>	<u>0</u>	
<b>SUBTOTAL</b>	<u>0</u>	<u>0</u>	
<b>TOTAL</b>	<u>\$ 23,357</u>	<u>\$ 0</u>	

FUNCTION: The division accounts for the transfers to support miscellaneous projects financed by operating funds.

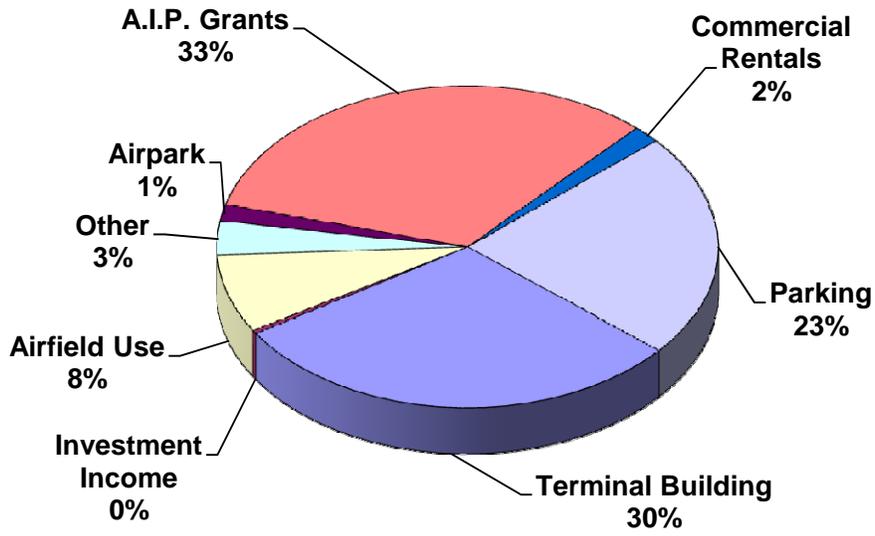
**DETAIL**

FUND GOLF COURSE 440	DEPARTMENT COMMUNITY SERVICES 090	UNIT INTERFUND TRANSFER 0419	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>6000. MISCELLANEOUS</b>			
6357. Golf Player Facility Charge		\$ <u>23,357</u>	\$ <u>0</u>
<b>TOTAL 6000</b>		<u>23,357</u>	<u>0</u>
<b>GRAND TOTAL</b>		\$ <u><u>23,357</u></u>	\$ <u><u>0</u></u>



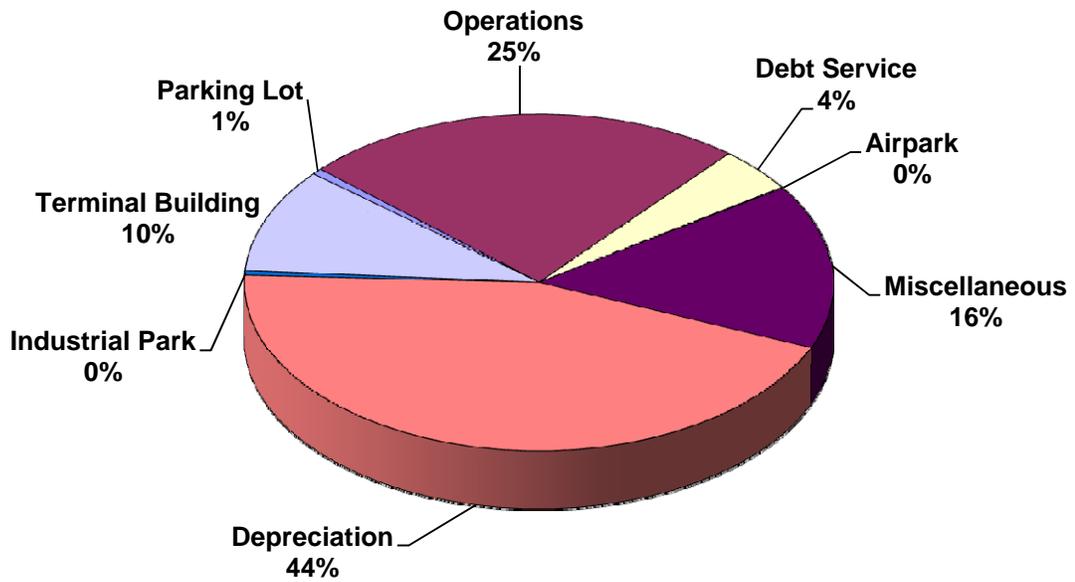
**SECTION VIII**  
**AIRPORT FUND**

### Airport Fund Revenues As Budgeted For Fiscal Year 2013



\$9,810,900

### Airport Fund Expenses As Budgeted For Fiscal Year 2013



\$11,521,170

**AIRPORT FUND  
REVENUE AND RECEIPTS**

	<b>ACTUAL 2010-2011</b>	<b>BUDGET 2011-2012</b>	<b>BUDGET 2012-2013</b>
<b>PARKING FEES</b>			
Parking Lot	\$ 2,042,317	\$ 1,906,500	\$ 2,183,600
Off Airport Parking	<u>14,329</u>	<u>26,000</u>	<u>24,000</u>
<b>Total Parking Fees</b>	<u>2,056,646</u>	<u>1,932,500</u>	<u>2,207,600</u>
<b>AIRPORT REVENUE</b>			
Commercial Rentals	145,659	146,000	173,000
Aviation Rentals	219,237	221,000	240,000
Terminal Building Rentals	2,924,152	2,820,000	2,930,000
Landing Fees	430,466	426,000	426,000
Gas and Oil Commissions	94,520	95,000	101,000
Airline Jetway and Carrousel	<u>1,629</u>	<u>5,000</u>	<u>5,000</u>
<b>Total Airport Revenue</b>	<u>3,815,663</u>	<u>3,713,000</u>	<u>3,875,000</u>
<b>AIR PARK</b>			
Aviation	144,432	146,000	146,000
Oil and Gas	<u>18,250</u>	<u>17,500</u>	<u>17,500</u>
<b>Total Air Park</b>	<u>162,682</u>	<u>163,500</u>	<u>163,500</u>
<b>NONOPERATING AND OTHER REVENUE</b>			
Interest	62,486	65,000	35,000
Farm	0	2,000	2,000
Water Royalty	62,033	53,000	53,000
Miscellaneous	127,609	311,800	272,200
Discounts Earned	2,556	2,500	2,600
Recovery of Damages to City Property	500	500	0
Net Increase in Fair Value of Investment	<u>(3,377)</u>	<u>0</u>	<u>0</u>
<b>Total Nonoperating and Other Revenue</b>	<u>251,807</u>	<u>434,800</u>	<u>364,800</u>
<b>CAPITAL CONTRIBUTIONS AND TRANSFERS</b>			
Government Contributions	162,392	3,200,000	3,200,000
Interfund Transfers	<u>14,874</u>	<u>0</u>	<u>0</u>
<b>Total Capital Contributions and Transfers</b>	<u>177,266</u>	<u>3,200,000</u>	<u>3,200,000</u>
<b>TOTAL REVENUE AND RECEIPTS</b>	<u>\$ 6,464,064</u>	<u>\$ 9,443,800</u>	<u>\$ 9,810,900</u>

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**AIRPORT FUND**  
**SUMMARY OF EXPENSES/EXPENDITURES BY UNIT**

Unit No.	ORGANIZATION	ACTUAL 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
0500	Airport - Operations	\$ 2,474,556	\$ 2,663,434	\$ 2,818,341
0505	Airport - Terminal Building	955,250	1,126,378	1,152,978
0510	Airport - Parking Lot	41,980	70,240	67,125
0515	Airport - Air Park	7,646	10,300	10,300
0520	Airport - Industrial Park	36,486	45,850	51,000
0545	Airport - Nondepartmental	6,333,363	6,409,507	6,925,239
0549	Airport - Interfund Transfer	<u>2,060,621</u>	<u>457,962</u>	<u>496,187</u>
	<b>Total</b>	<u>\$ 11,909,902</u>	<u>\$ 10,783,671</u>	<u>\$ 11,521,170</u>

**AIRPORT FUND**  
**SUMMARY OF EXPENSES/EXPENDITURES**  
**BY CLASSIFICATION**

	<b>BUDGET 2012-2013</b>	<b>RATIO</b>
<b><u>OPERATING EXPENSES</u></b>		
1000. PERSONNEL SERVICES	\$ 2,106,103	18.280%
2000. COMMODITIES	94,050	0.816%
3000. CONTRACTUAL SERVICES	1,836,476	15.940%
4000. MAINTENANCE - STRUCTURES	106,675	0.926%
5000. MAINTENANCE - EQUIPMENT	79,800	0.693%
6000. MISCELLANEOUS	<u>7,248,271</u>	<u>62.913%</u>
<b>TOTAL OPERATING EXPENDITURES</b>	<u>11,471,375</u>	<u>99.568%</u>
<b><u>CAPITAL OUTLAY</u></b>		
7000. LAND - BUILDINGS	9,000	0.078%
8000. EQUIPMENT	<u>40,795</u>	<u>0.354%</u>
<b>TOTAL CAPITAL OUTLAY</b>	<u>49,795</u>	<u>0.432%</u>
<b>GRAND TOTAL</b>	<b>\$ <u><u>11,521,170</u></u></b>	<b><u><u>100.000%</u></u></b>

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**SUMMARY**

FUND		DEPARTMENT	UNIT	
AIRPORT 500		AIRPORT 500	AIRPORT OPERATIONS 0500	
CLASSIFICATION			BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES			\$ 1,993,530	\$ 2,102,945
2000. COMMODITIES			73,450	69,800
3000. CONTRACTUAL SERVICES			547,415	591,526
4000. MAINTENANCE - STRUCTURES			23,700	23,975
5000. MAINTENANCE - EQUIPMENT			5,800	7,300
6000. MISCELLANEOUS			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>2,643,895</u>	<u>2,795,546</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			2,500	0
8000. EQUIPMENT			<u>17,039</u>	<u>22,795</u>
<b>SUBTOTAL</b>			<u>19,539</u>	<u>22,795</u>
<b>TOTAL</b>			<u>\$ 2,663,434</u>	<u>\$ 2,818,341</u>

FUNCTION: The division, under the direct supervision of the Aviation Director, is responsible for providing for the safety and convenience of the flying public. It is also responsible for the operation and maintenance of the runways, roads, ramps, electrical systems, and the repair and maintenance of warehouses, hangers, and buildings in the "aviation use area".

## Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Answer public inquiries within 2 working days	97%	100%	100%
Answer industry surveys within 2 weeks	97%	98%	100%
Complete tenant work orders within 2 working days	80%	90%	100%
Complete Airfield work order within 1 working day	80%	90%	100%
Lease all available airport owned property	98%	99%	100%
Maintain zero discrepancies in FAA part 139 inspections	100%	100%	100%

**DETAIL**

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FUND		DEPARTMENT	UNIT	
AIRPORT 500		AIRPORT 500	AIRPORT OPERATIONS 0500	
CLASSIFICATION			BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
	Salaries		\$ 1,299,172	\$ 1,408,426
	Overtime		20,600	20,600
	Other Benefits		<u>673,758</u>	<u>673,919</u>
	<b>TOTAL 1000</b>		<u>1,993,530</u>	<u>2,102,945</u>
<b>2000. COMMODITIES</b>				
	2010. Office Supplies		10,000	10,000
	2020. Educational & Training Supplies		5,400	400
	2110. Motor Vehicle Supplies		1,500	1,500
	2120. Minor Equipment, Instruments & Tools		3,000	3,000
	2130. Plant Lubrication & Supplies		400	400
	2140. Electrical Parts & Supplies		1,800	1,800
	2155. Minor Computer Hardware & Peripherals		2,150	2,500
	2160. Computer Software & Supplies		1,500	1,500
	2170. Welding Supplies		800	800
	2310. Janitorial Supplies		1,400	1,400
	2320. Medical Supplies		350	350
	2330. Chemicals & Insecticides		2,500	2,500
	2570. Clothing, Dry Goods, Etc.		3,700	3,700
	2600. Ice Control Supplies		27,000	27,000
	2620. Postage		150	150
	2630. Security Badges & Decal Supplies		11,000	12,000
	2640. Safety Supplies & Minor Equipment		<u>800</u>	<u>800</u>
	<b>TOTAL 2000</b>		<u>73,450</u>	<u>69,800</u>
<b>3000. CONTRACTUAL SERVICES</b>				
	3010. Communications		32,767	36,000
	3020. Heat & Natural Gas		8,000	8,000
	3030. Light & Power		50,000	50,000
	3210. Hire of Equipment - Garage - Vehicles		191,248	189,128
	3212. Equipment Rental - External		4,800	5,000
	3213. Hire of Equipment - Technology		360	5,258
	3220. Advertising		31,000	31,000
	3280. Temporary Help		130,000	160,000
	3350. Bank Services		41,000	50,000
	3360. Special Postage & Express Shipping		1,800	600
	3390. Other Special Services		13,440	13,440
	3510. Travel		21,400	21,400
	3520. Dues & Subscriptions		11,200	11,200
	3530. Training, Registration Fees, Etc.		8,400	8,500
	3920. Rent		<u>2,000</u>	<u>2,000</u>
	<b>TOTAL 3000</b>		<u>547,415</u>	<u>591,526</u>

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**DETAIL**

FUND AIRPORT 500	DEPARTMENT AIRPORT 500	UNIT AIRPORT OPERATIONS 0500	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Buildings & Grounds		\$ 4,500	\$ 4,500
4012. Security Fencing		5,000	5,000
4220. Streets, Roadways, Etc.		1,200	1,275
4230. Runways & Lighting		<u>13,000</u>	<u>13,200</u>
<b>TOTAL 4000</b>		<u>23,700</u>	<u>23,975</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5010. Heating & Cooling System		500	500
5100. Data Processing Equipment		0	1,500
5110. Machinery, Tools, & Implements		2,000	2,000
5120. Instruments & Apparatus (Major)		<u>3,300</u>	<u>3,300</u>
<b>TOTAL 5000</b>		<u>5,800</u>	<u>7,300</u>
<b><u>CAPITAL OUTLAY</u></b>			
<b>7000. LAND, BUILDINGS AND OTHER IMPROVEMENTS</b>			
7070. Leasehold Improvements		<u>2,500</u>	<u>0</u>
<b>TOTAL 7000</b>		<u>2,500</u>	<u>0</u>
<b>8000. EQUIPMENT</b>			
8490. Data Processing Equipment		2,039	0
8530. Other Equipment		0	21,795
8850. Other Mobile Equipment		<u>15,000</u>	<u>1,000</u>
<b>TOTAL 8000</b>		<u>17,039</u>	<u>22,795</u>
<b>GRAND TOTAL</b>		<u>\$ 2,663,434</u>	<u>\$ 2,818,341</u>

**PERSONNEL SCHEDULE**

FUND		DEPARTMENT		UNIT	
AIRPORT 500		AIRPORT 500		AIRPORT OPERATIONS 0500	
POSITION TITLE	EMPLOYEES			BUDGET 2012-2013	
	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013		
<b>MANAGEMENT</b>					
Aviation Director	1	1	1		
Deputy Aviation Director	1	1	1		
Accounting Manager	1	1	1		
AOCC Manager	1	1	1		
Superintendent	1	1	1		
TOTAL	<u>5</u>	<u>5</u>	<u>5</u>		
<b>TECHNICAL</b>					
Airport Operation Agent	4	4	4		
Aviation Operation Supervisor	4	4	4		
Electronics Specialist	1	1	1		
Electronics Technician	1	1	1		
HVAC Specialist	1	1	1		
TOTAL	<u>11</u>	<u>11</u>	<u>11</u>		
<b>SUPERVISORY</b>					
Cashier	1	1	1		
Labor Supervisor	1	1	1		
TOTAL	<u>2</u>	<u>2</u>	<u>2</u>		
<b>SKILLED CRAFT</b>					
Building Maintenance Specialist	1	1	1		
Welder	1	1	1		
TOTAL	<u>2</u>	<u>2</u>	<u>2</u>		
<b>OPERATIONS</b>					
Cashier	5	5	5		
Maintenance Specialist	5	5	5		
TOTAL	<u>10</u>	<u>10</u>	<u>10</u>		
<b>CLERICAL</b>					
Account Clerk	1	1	1		
Administrative Assistant	2	2	2		
Records Specialist	1	1	1		
TOTAL	<u>4</u>	<u>4</u>	<u>4</u>		

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# PERSONNEL SCHEDULE

FUND AIRPORT 500	DEPARTMENT AIRPORT 500		UNIT AIRPORT OPERATIONS 0500	
POSITION TITLE	EMPLOYEES			BUDGET 2012-2013
	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	
BASE SALARIES				\$ 1,408,426
LONGEVITY				21,024
SPECIAL PAY				20,303
CAR ALLOWANCE				40,200
OVERTIME				20,600
FRINGE BENEFITS				<u>592,392</u>
GRAND TOTAL	<u>34</u>	<u>34</u>	<u>34</u>	\$ <u>2,102,945</u>

**SUMMARY**

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FUND		DEPARTMENT		UNIT	
AIRPORT 500		AIRPORT 500		TERMINAL BUILDING 0505	
CLASSIFICATION				BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES				\$ 0	\$ 0
2000. COMMODITIES				11,200	10,500
3000. CONTRACTUAL SERVICES				984,978	1,004,378
4000. MAINTENANCE - STRUCTURES				63,600	63,000
5000. MAINTENANCE - EQUIPMENT				46,700	55,700
6000. MISCELLANEOUS				<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>				<u>1,106,478</u>	<u>1,133,578</u>
CAPITAL OUTLAY					
7000. LANDS - BUILDINGS				0	2,500
8000. EQUIPMENT				<u>19,900</u>	<u>16,900</u>
<b>SUBTOTAL</b>				<u>19,900</u>	<u>19,400</u>
<b>TOTAL</b>				<u>\$ 1,126,378</u>	<u>\$ 1,152,978</u>

FUNCTION: The division is responsible for providing for the convenience and necessities of the flying public and other persons using the Terminal Building and surrounding area. It is also responsible for the repair and maintenance, and operation of the Terminal Building, car rental building, and the control tower.

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**DETAIL**

FUND		DEPARTMENT	UNIT	
AIRPORT 500		AIRPORT 500	TERMINAL BUILDING 0505	
CLASSIFICATION			BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>				
<b>2000. COMMODITIES</b>				
2120. Minor Equipment, Instruments & Tools			\$ 2,200	\$ 1,500
2140. Electrical Parts & Supplies			8,200	8,200
2330. Chemicals & Insecticides			800	800
TOTAL 2000			<u>11,200</u>	<u>10,500</u>
<b>3000. CONTRACTUAL SERVICES</b>				
3010. Communication			1,400	4,800
3020. Heat & Natural Gas			60,000	60,000
3030. Light & Power			400,000	400,000
3040. Water			56,000	68,000
3235. Janitorial Supplies			437,728	437,728
3310. Exterminator			3,900	3,900
3390. Other Special Services			25,950	29,950
TOTAL 3000			<u>984,978</u>	<u>1,004,378</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>				
4010. Buildings & Grounds			47,600	47,000
4230. Runways & Lighting			16,000	16,000
TOTAL 4000			<u>63,600</u>	<u>63,000</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
5010. Heating & Cooling System			30,700	39,700
5120. Instruments & Apparatus (Major)			8,000	8,000
5610. Jetways			6,500	6,500
5620. Baggage Carrousel			1,500	1,500
TOTAL 5000			<u>46,700</u>	<u>55,700</u>
<b><u>CAPITAL OUTLAY</u></b>				
<b>7000. LAND, BUILDINGS AND OTHER IMPROVEMENTS</b>				
7070. Leasehold Improvements			0	2,500
TOTAL 7000			<u>0</u>	<u>2,500</u>
<b>8000. EQUIPMENT</b>				
8490. Data Processing Equipment			4,800	0
8530. Other Equipment			15,100	16,900
TOTAL 8000			<u>19,900</u>	<u>16,900</u>
<b>GRAND TOTAL</b>			<u>\$ 1,126,378</u>	<u>\$ 1,152,978</u>

**SUMMARY**

FUND AIRPORT 500	DEPARTMENT AIRPORT 500	UNIT PARKING LOT 0510	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES		\$ 0	\$ 0
2000. COMMODITIES		9,850	10,750
3000. CONTRACTUAL SERVICES		34,250	31,975
4000. MAINTENANCE - STRUCTURES		11,500	11,500
5000. MAINTENANCE - EQUIPMENT		11,700	11,800
6000. MISCELLANEOUS		<u>0</u>	<u>0</u>
	<b>SUBTOTAL</b>	<u>67,300</u>	<u>66,025</u>
	<b>CAPITAL OUTLAY</b>		
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		<u>2,940</u>	<u>1,100</u>
	<b>SUBTOTAL</b>	<u>2,940</u>	<u>1,100</u>
	<b>TOTAL</b>	\$ <u><u>70,240</u></u>	\$ <u><u>67,125</u></u>

FUNCTION: The division is responsible for the operation and policing of the parking lot during the hours the Terminal Building is open for business.

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**DETAIL**

FUND AIRPORT 500	DEPARTMENT AIRPORT 500	UNIT PARKING LOT 0510	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>2000. COMMODITIES</b>			
2010. Office Supplies		\$ 700	\$ 700
2120. Minor Equipment, Instruments & Tools		700	700
2140. Electrical Parts & Supplies		1,200	1,200
2310. Janitorial Supplies		350	350
2410. Traffic Supplies		100	100
2570. Clothing, Uniforms		1,200	1,200
2580. Ticket Supplies		5,600	6,500
<b>TOTAL 2000</b>		<u>9,850</u>	<u>10,750</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3030. Light & Power		28,000	26,000
3040. Water		1,500	1,500
3212. Equipment Rental		1,200	900
3290. Armored Car Services		3,300	3,325
3325. Vehicle Towing (Airport)		250	250
<b>TOTAL 3000</b>		<u>34,250</u>	<u>31,975</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Buildings & Grounds		2,500	2,500
4230. Runways & Lighting		9,000	9,000
<b>TOTAL 4000</b>		<u>11,500</u>	<u>11,500</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5100. Data Processing Equipment		11,700	11,800
<b>TOTAL 5000</b>		<u>11,700</u>	<u>11,800</u>
<b><u>CAPITAL OUTLAY</u></b>			
<b>8000. EQUIPMENT</b>			
8490. Data Processing Equipment		2,940	1,100
<b>TOTAL 8000</b>		<u>2,940</u>	<u>1,100</u>
<b>GRAND TOTAL</b>		\$ <u>70,240</u>	\$ <u>67,125</u>

**SUMMARY**

FUND AIRPORT 500	DEPARTMENT AIRPORT 500	UNIT AIR PARK 0515	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES		\$ 0	\$ 0
2000. COMMODITIES		500	500
3000. CONTRACTUAL SERVICES		6,600	6,600
4000. MAINTENANCE - STRUCTURES		3,200	3,200
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		<u>0</u>	<u>0</u>
	<b>SUBTOTAL</b>	<u>10,300</u>	<u>10,300</u>
	<b>CAPITAL OUTLAY</b>		
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		<u>0</u>	<u>0</u>
	<b>SUBTOTAL</b>	<u>0</u>	<u>0</u>
	<b>TOTAL</b>	\$ <u><u>10,300</u></u>	\$ <u><u>10,300</u></u>

FUNCTION: The division carries out activities related to the repair, maintenance, and operation of the Air Park.

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**DETAIL**

FUND AIRPORT 500	DEPARTMENT AIRPORT 500	UNIT AIR PARK 0515	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>2000. COMMODITIES</b>			
2140. Electrical Parts & Supplies		\$ <u>500</u>	\$ <u>500</u>
<b>TOTAL 2000</b>		<u>500</u>	<u>500</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3030. Light & Power		6,500	6,500
3390. Other Special Services		<u>100</u>	<u>100</u>
<b>TOTAL 3000</b>		<u>6,600</u>	<u>6,600</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Buildings & Grounds		2,500	2,500
4230. Runways & Lighting		<u>700</u>	<u>700</u>
<b>TOTAL 4000</b>		<u>3,200</u>	<u>3,200</u>
<b>GRAND TOTAL</b>		<u><u>\$ 10,300</u></u>	<u><u>\$ 10,300</u></u>

**SUMMARY**

FUND AIRPORT 500	DEPARTMENT AIRPORT 500	UNIT INDUSTRIAL PARK 0520	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES		\$ 0	\$ 0
2000. COMMODITIES		600	2,500
3000. CONTRACTUAL SERVICES		34,500	32,000
4000. MAINTENANCE - STRUCTURES		5,750	5,000
5000. MAINTENANCE - EQUIPMENT		5,000	5,000
6000. MISCELLANEOUS		<u>0</u>	<u>0</u>
	<b>SUBTOTAL</b>	<u>45,850</u>	<u>44,500</u>
	<b>CAPITAL OUTLAY</b>		
7000. LANDS - BUILDINGS		0	6,500
8000. EQUIPMENT		<u>0</u>	<u>0</u>
	<b>SUBTOTAL</b>	<u>0</u>	<u>6,500</u>
	<b>TOTAL</b>	\$ <u><u>45,850</u></u>	\$ <u><u>51,000</u></u>

FUNCTION: The division is under the general supervision of the Director of Airports. The employees of this division assist in the maintenance of buildings and grounds in the Industrial Park area to Air Terminal.

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**DETAIL**

FUND AIRPORT 500	DEPARTMENT AIRPORT 500	UNIT INDUSTRIAL PARK 0520	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>2000. COMMODITIES</b>			
2140. Electrical Parts & Supplies		\$ 600	\$ 2,500
<b>TOTAL 2000</b>		<u>600</u>	<u>2,500</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3020. Heat & Natural Gas		7,000	8,500
3030. Light & Power		20,000	16,000
3040. Water		<u>7,500</u>	<u>7,500</u>
<b>TOTAL 3000</b>		<u>34,500</u>	<u>32,000</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Buildings & Grounds		5,000	5,000
4230. Runways & Lightings		<u>750</u>	<u>0</u>
<b>TOTAL 4000</b>		<u>5,750</u>	<u>5,000</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5010. Heating & Cooling System		<u>5,000</u>	<u>5,000</u>
<b>TOTAL 5000</b>		<u>5,000</u>	<u>5,000</u>
<b><u>CAPITAL OUTLAY</u></b>			
<b>7000. LAND, BUILDINGS AND OTHER IMPROVEMENTS</b>			
7070. Leasehold Improvements		<u>0</u>	<u>6,500</u>
<b>TOTAL 7000</b>		<u>0</u>	<u>6,500</u>
<b>GRAND TOTAL</b>		\$ <u>45,850</u>	\$ <u>51,000</u>

**SUMMARY**

FUND AIRPORT 500	DEPARTMENT AIRPORT 500	UNIT NONDEPARTMENTAL 0545	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES		\$ 0	\$ 3,158
2000. COMMODITIES		0	0
3000. CONTRACTUAL SERVICES		146,507	169,997
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		<u>6,263,000</u>	<u>6,752,084</u>
	<b>SUBTOTAL</b>	<u>6,409,507</u>	<u>6,925,239</u>
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		<u>0</u>	<u>0</u>
	<b>SUBTOTAL</b>	<u>0</u>	<u>0</u>
	<b>TOTAL</b>	\$ <u><u>6,409,507</u></u>	\$ <u><u>6,925,239</u></u>

FUNCTION: This division was established to account for all expense items that are not found exclusively within the functional responsibilities of any one Airport Fund department.

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**DETAIL**

FUND		DEPARTMENT	UNIT	
AIRPORT 500		AIRPORT 500	NONDEPARTMENTAL 0545	
CLASSIFICATION			BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
	Salaries		\$ 0	\$ 0
	Other Benefits		0	3,158
	<b>TOTAL 1000</b>		<u>0</u>	<u>3,158</u>
<b>3000. CONTRACTUAL SERVICES</b>				
	3110. Insurance - External		82,515	96,319
	3112. General Liability Self-Insurance		34,389	30,558
	3120. Group Insurance		0	27,982
	3121. City Share - Retiree Insurance		13,302	13,967
	3125. Workers' Compensation		-18,999	-24,329
	3390. Other Special Services		500	500
	3440. External Audit Fees		33,000	25,000
	3450. Consulting Fees		1,800	0
	<b>TOTAL 3000</b>		<u>146,507</u>	<u>169,997</u>
<b>6000. MISCELLANEOUS</b>				
	6155. Foreign Trade Zone		168,000	168,000
	6202. General Fund Services		1,418,000	1,468,000
	6910. Depreciation Expense		4,677,000	5,116,084
	<b>TOTAL 6000</b>		<u>6,263,000</u>	<u>6,752,084</u>
<b>GRAND TOTAL</b>			<u>\$ 6,409,507</u>	<u>\$ 6,925,239</u>

# PERSONNEL SCHEDULE

FUND AIRPORT 500	DEPARTMENT AIRPORT 500		UNIT NONDEPARTMENTAL 0545	
POSITION TITLE	EMPLOYEES			BUDGET 2012-2013
	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	
BASE SALARIES LONGEVITY PART TIME/TEMPORARY FRINGE BENEFITS VACANCIES				\$ 0 0 0 3,158 <u>0</u>
GRAND TOTAL	<u>0</u>	<u>0</u>	<u>0</u>	\$ <u>3,158</u>

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**SUMMARY**

FUND		DEPARTMENT	UNIT	
AIRPORT		AIRPORT	INTERFUND TRANSFER	
500		500	0549	
CLASSIFICATION			BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES			\$ 0	\$ 0
2000. COMMODITIES			0	0
3000. CONTRACTUAL SERVICES			0	0
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			0	0
6000. MISCELLANEOUS			<u>457,962</u>	<u>496,187</u>
<b>SUBTOTAL</b>			<u>457,962</u>	<u>496,187</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>0</u>	<u>0</u>
<b>TOTAL</b>			\$ <u><u>457,962</u></u>	\$ <u><u>496,187</u></u>

FUNCTION: This division accounts for the transfers to the Airport Debt Service accounts and transfers to support miscellaneous projects financed by operating funds.

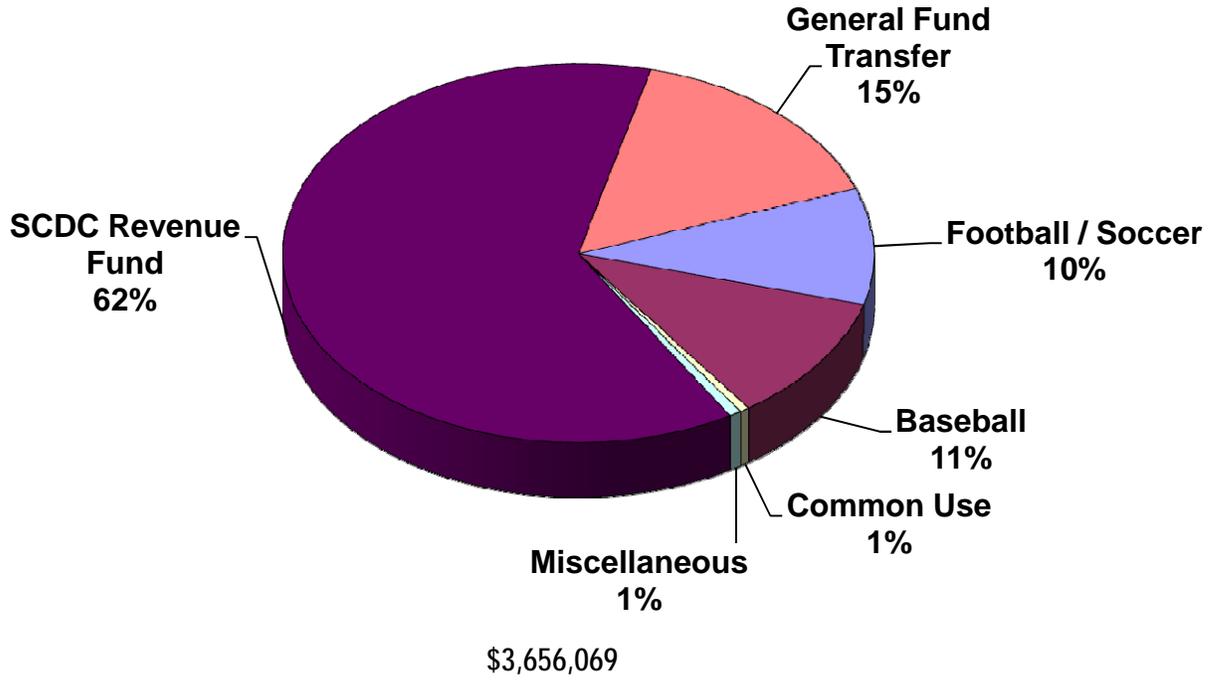
**DETAIL**

FUND AIRPORT 500	DEPARTMENT AIRPORT 500	UNIT INTERFUND TRANSFER 0549	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>6000. MISCELLANEOUS</b>			
6374. 2006A Airport General Obligation Refunding		4 <u>457,962</u>	4 <u>496,187</u>
<b>TOTAL 6000</b>		<u>457,962</u>	<u>496,187</u>
<b>GRAND TOTAL</b>		<b>\$ <u>457,962</u></b>	<b>\$ <u>496,187</u></b>

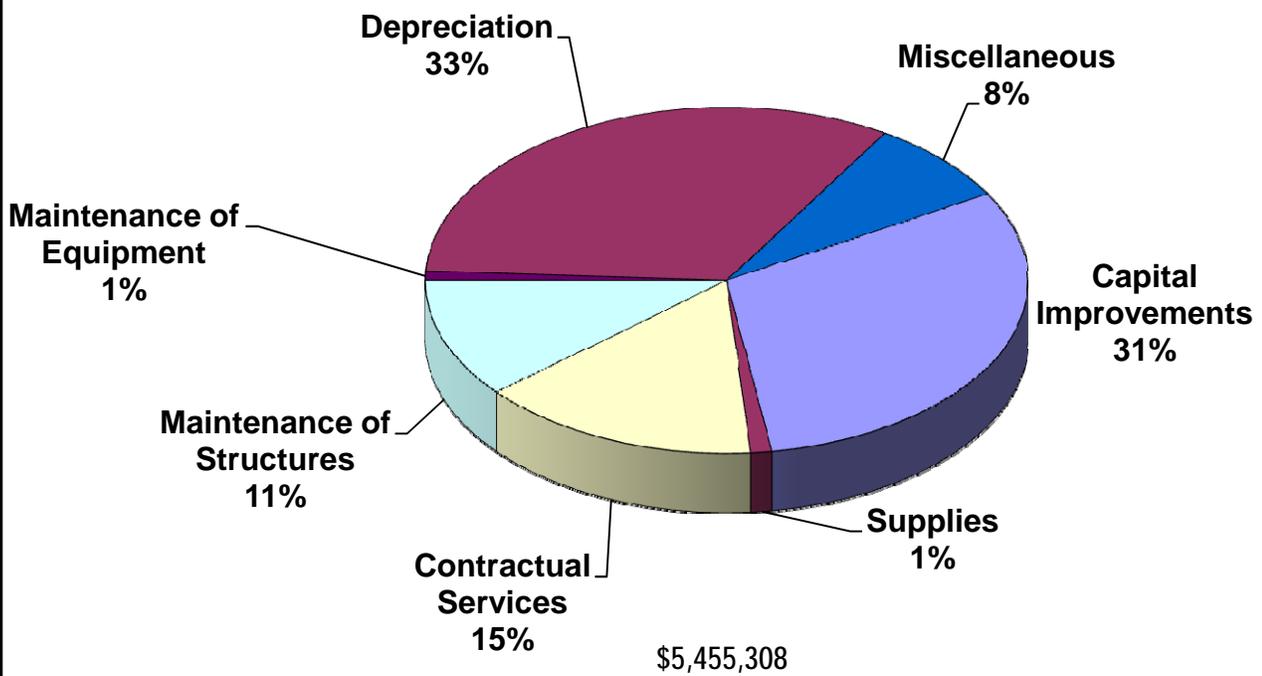


**SECTION IX**  
**SCHARBAUER SPORTS COMPLEX FUND**

### Scharbauer Sports Complex Fund Revenues As Budgeted For Fiscal Year 2013



### Scharbauer Sports Complex Fund Expenses As Budgeted For Fiscal Year 2013



**SCHARBAUER SPORTS COMPLEX FUND  
REVENUE AND RECEIPTS**

	<b>ACTUAL 2010-2011</b>	<b>BUDGET 2011-2012</b>	<b>BUDGET 2012-2013</b>
<b>FOOTBALL/SOCCER STADIUM</b>			
MISD Rental	\$ 54,500	\$ 54,500	\$ 54,500
MISD Operating Contribution	30,000	30,000	30,000
Football Concession	21,942	13,000	30,000
Naming Rights-Football	48,750	48,750	48,750
Advertising-Football	104,080	90,000	115,000
Other Rental-Football	<u>77,264</u>	<u>45,000</u>	<u>82,000</u>
Total Football/Soccer Stadium	<u>336,536</u>	<u>281,250</u>	<u>360,250</u>
<b>BASEBALL STADIUM</b>			
Rockhound Rental	178,260	185,600	195,000
Other Rental-Baseball	19,275	13,000	20,000
Baseball Concession	382	3,000	1,000
Naming Rights-Baseball	87,118	87,118	93,817
Advertising-Baseball	<u>89,200</u>	<u>78,000</u>	<u>89,000</u>
Total Baseball Stadium	<u>374,235</u>	<u>366,718</u>	<u>398,817</u>
<b>COMMON AREAS</b>			
Other Rental-Common Areas	9,870	8,000	11,000
Advertising-Common Areas	<u>37,000</u>	<u>12,000</u>	<u>8,000</u>
Total Common Areas	<u>46,870</u>	<u>20,000</u>	<u>19,000</u>
<b>NONOPERATING AND OTHER REVENUES</b>			
Interest	15,804	8,000	12,000
Net Increase in Fair Value of Investment	18,828	0	0
Miscellaneous	12,600	12,600	12,600
Interfund Transfers	<u>2,248,297</u>	<u>1,940,103</u>	<u>2,853,402</u>
Total Nonoperating and Other Revenue	<u>2,295,529</u>	<u>1,960,703</u>	<u>2,878,002</u>
<b>TOTAL REVENUE AND RECEIPTS</b>	\$ <u><u>3,053,170</u></u>	\$ <u><u>2,628,671</u></u>	\$ <u><u>3,656,069</u></u>

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**SCHARBAUER SPORTS COMPLEX FUND  
SUMMARY OF EXPENSES/EXPENDITURES BY UNIT**

Unit No.	ORGANIZATION	ACTUAL 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
0625	Nondepartmental	\$ 3,333,690	\$ 4,363,803	\$ 5,455,308
0629	Interfund Transfer	<u>1,210,000</u>	<u>0</u>	<u>0</u>
	<b>Total</b>	<u>\$ 4,543,690</u>	<u>\$ 4,363,803</u>	<u>\$ 5,455,308</u>

**SCHARBAUER SPORTS COMPLEX FUND  
SUMMARY OF EXPENSES/EXPENDITURES  
BY CLASSIFICATION**

	<b>BUDGET 2012-2013</b>	<b>RATIO</b>
<b><u>OPERATING EXPENSES</u></b>		
1000. PERSONNEL SERVICES	\$ 0	0.000%
2000. COMMODITIES	61,300	1.124%
3000. CONTRACTUAL SERVICES	823,808	15.101%
4000. MAINTENANCE - STRUCTURES	610,000	11.182%
5000. MAINTENANCE - EQUIPMENT	45,000	0.825%
6000. MISCELLANEOUS	<u>2,227,632</u>	<u>40.834%</u>
<b>TOTAL OPERATING EXPENDITURES</b>	<u>3,767,740</u>	<u>69.066%</u>
<b><u>CAPITAL OUTLAY</u></b>		
7000. LAND - BUILDINGS	1,687,568	30.934%
8000. EQUIPMENT	<u>0</u>	<u>0.000%</u>
<b>TOTAL CAPITAL OUTLAY</b>	<u>1,687,568</u>	<u>30.934%</u>
<b>GRAND TOTAL</b>	\$ <u>5,455,308</u>	<u>100.000%</u>

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**SUMMARY**

FUND SCHARBAUER SPORTS CMLX 620	DEPARTMENT SPORTS COMPLEX 620	UNIT NONDEPARTMENTAL 0625	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES		\$ 0	\$ 0
2000. COMMODITIES		56,800	61,300
3000. CONTRACTUAL SERVICES		742,252	823,808
4000. MAINTENANCE - STRUCTURES		519,000	610,000
5000. MAINTENANCE - EQUIPMENT		45,000	45,000
6000. MISCELLANEOUS		<u>2,175,751</u>	<u>2,227,632</u>
	<b>SUBTOTAL</b>	<u>3,538,803</u>	<u>3,767,740</u>
	<b>CAPITAL OUTLAY</b>		
7000. LANDS - BUILDINGS		325,000	1,687,568
8000. EQUIPMENT		<u>500,000</u>	<u>0</u>
	<b>SUBTOTAL</b>	<u>825,000</u>	<u>1,687,568</u>
	<b>TOTAL</b>	<u>\$ 4,363,803</u>	<u>\$ 5,455,308</u>

FUNCTION: This division was established to account for all expense items that are not found exclusively within the functional responsibilities of any one Scharbauer Sports Complex department.

**DETAIL**

FUND SCHARBAUER SPORTS COMPLEX 620	DEPARTMENT SPORTS COMPLEX 620	UNIT NONDEPARTMENTAL 0625	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>2000. COMMODITIES</b>			
2115. Minor Furniture	\$ 25,000	\$ 25,000	
2120. Minor Equipment, Instruments & Tools	5,300	5,300	
2130. Plant Lubrication	1,000	500	
2140. Electrical Parts & Supplies	10,000	15,000	
2310. Janitorial Supplies	10,000	10,000	
2320. Medical Supplies	500	500	
2330. Chemicals & Insecticides	5,000	5,000	
	<u>56,800</u>	<u>61,300</u>	
<b>TOTAL 2000</b>			
<b>3000. CONTRACTUAL SERVICES</b>			
3010. Communication	1,600	1,600	
3020. Heat & Natural Gas	14,000	13,000	
3030. Light & Power	300,000	270,000	
3040. Water	90,000	90,000	
3110. Insurance - External	24,968	28,484	
3112. General Liability Self-Insurance	6,210	8,506	
3210. Hire of Equipment	38,224	26,118	
3212. Equipment Rental - External	5,000	5,000	
3220. Advertising	0	40,000	
3235. Janitorial Services	100,000	120,000	
3310. Exterminator	2,500	2,500	
3315. Security Services	1,500	33,600	
3360. Special Postage & Express Shipping	250	0	
3370. Grounds Maintenance	46,000	96,000	
3390. Other Special Services	100,000	72,900	
3440. External Audit Fees	12,000	13,000	
3510. Travel	0	2,000	
3530. Training, Registration Fees, Etc.	0	1,100	
	<u>742,252</u>	<u>823,808</u>	
<b>TOTAL 3000</b>			
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Buildings & Grounds	509,000	600,000	
4940. Irrigation Equipment	10,000	10,000	
	<u>519,000</u>	<u>610,000</u>	
<b>TOTAL 4000</b>			
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5010. Heating & Cooling System	15,000	15,000	
5120. Instruments & Apparatus (Major)	30,000	30,000	
	<u>45,000</u>	<u>45,000</u>	
<b>TOTAL 5000</b>			

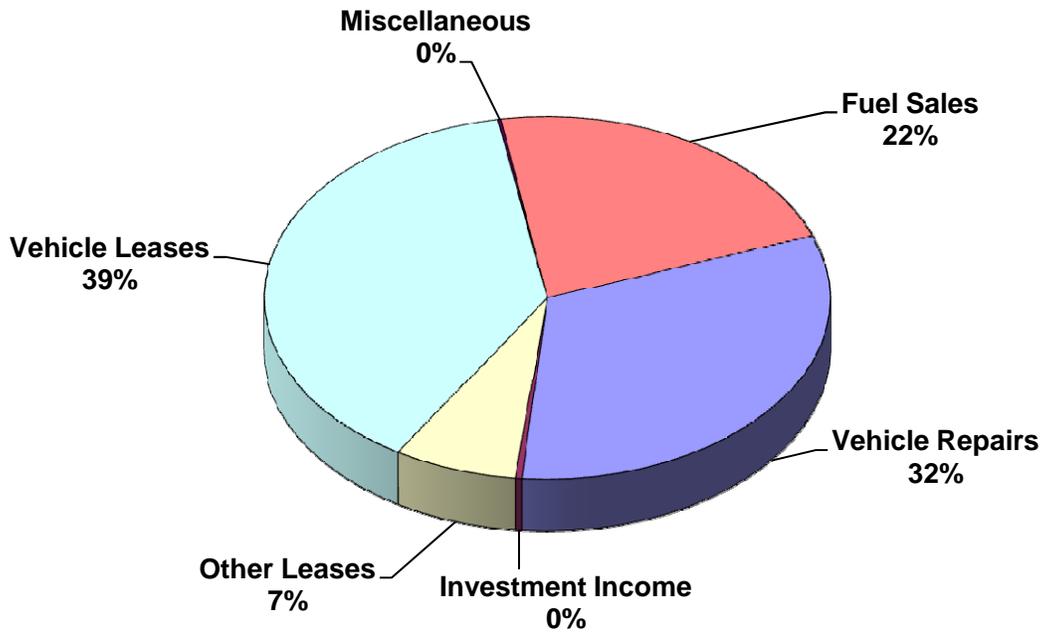
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**DETAIL**

FUND SCHARBAUER SPORTS COMPLEX 620	DEPARTMENT SPORTS COMPLEX 620	UNIT NONDEPARTMENTAL 0625	
CLASSIFICATION	BUDGET 2011-2012	BUDGET 2012-2013	
<b><u>OPERATING SERVICES</u></b>			
<b>6000. MISCELLANEOUS</b>			
6186. Midland Rockhounds	\$ 68,000	\$ 68,000	
6202. General Fund Services	372,595	360,393	
6910. Depreciation Expense	<u>1,735,156</u>	<u>1,799,239</u>	
<b>TOTAL 6000</b>	<u>2,175,751</u>	<u>2,227,632</u>	
<b><u>CAPITAL OUTLAY</u></b>			
<b>7000. LAND, BUILDINGS AND OTHER IMPROVEMENTS</b>			
7020. Buildings	0	370,000	
7810. Stadiums	0	1,303,568	
7860. Other Improvement Other Than Buildings	<u>325,000</u>	<u>14,000</u>	
<b>TOTAL 7000</b>	<u>325,000</u>	<u>1,687,568</u>	
<b>8000. EQUIPMENT</b>			
8481. Communication & Video Equipment	<u>500,000</u>	<u>0</u>	
<b>TOTAL 8000</b>	<u>500,000</u>	<u>0</u>	
<b>GRAND TOTAL</b>	<u>\$ 4,363,803</u>	<u>\$ 5,455,308</u>	

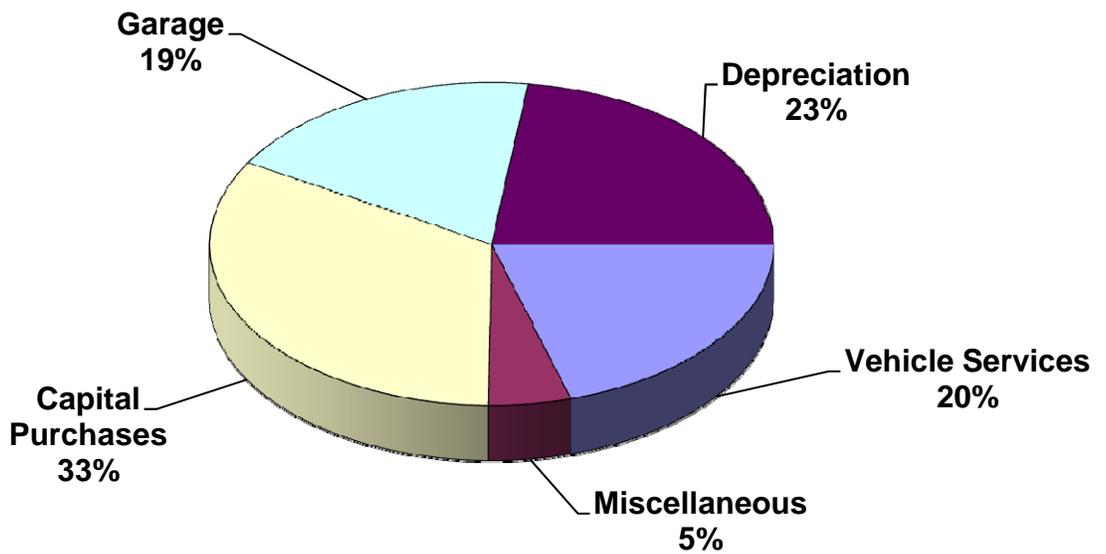
**SECTION X**  
**GARAGE FUND**

### Garage Fund Revenues As Budgeted For Fiscal Year 2013



\$13,154,368

### Garage Fund Expenses As Budgeted For Fiscal Year 2013



\$17,558,623

**GARAGE FUND  
REVENUE AND RECEIPTS**

	<b>ACTUAL 2010-2011</b>	<b>BUDGET 2011-2012</b>	<b>BUDGET 2012-2013</b>
<b>INTERFUND CHARGES</b>			
Motor Vehicle Repairs	\$ 3,896,998	\$ 4,172,740	\$ 4,200,000
Motor Vehicle Lease	4,347,513	4,977,463	5,058,835
Fuel	2,603,325	3,293,199	2,900,000
Equipment Lease-Other	<u>1,007,220</u>	<u>973,482</u>	<u>924,333</u>
<b>Total Interfund Charges</b>	<u>11,855,056</u>	<u>13,416,884</u>	<u>13,083,168</u>
<b>NONOPERATING AND OTHER REVENUE</b>			
Sale of Surplus Equipment	57,468	20,000	20,000
Interest Income	137,551	75,000	50,000
Recovery - Damages/City Property	137,568	0	0
Net Increase in Fair Value of Investment	(6,645)	0	0
Miscellaneous	<u>78,015</u>	<u>1,200</u>	<u>1,200</u>
<b>Total Nonoperating and Other Revenue</b>	<u>403,957</u>	<u>96,200</u>	<u>71,200</u>
<b>MISCELLANEOUS</b>			
Capital Contributions	<u>92,417</u>	<u>0</u>	<u>0</u>
<b>Total Nonoperating and Other Revenue</b>	<u>92,417</u>	<u>0</u>	<u>0</u>
<b>TOTAL REVENUE AND RECEIPTS</b>	<u>\$ 12,351,430</u>	<u>\$ 13,513,084</u>	<u>\$ 13,154,368</u>

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**GARAGE FUND**  
**SUMMARY OF EXPENSES/EXPENDITURES BY UNIT**

Unit No.	ORGANIZATION	ACTUAL 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
0751	Facilities & Fleet Mgmt - Vehicle Service	\$ 3,545,311	\$ 3,505,351	\$ 3,638,826
0752	Facilities & Fleet Mgmt - Garage	6,848,837	7,903,805	9,190,810
0755	Facilities & Fleet Mgmt - Nondepartmental	3,928,936	4,298,375	4,728,987
0759	Facilities & Fleet Mgmt - Interfund Transfer	<u>0</u>	<u>0</u>	<u>0</u>
	<b>Total</b>	<u>\$ 14,323,084</u>	<u>\$ 15,707,531</u>	<u>\$ 17,558,623</u>

**GARAGE FUND**  
**SUMMARY OF EXPENSES/EXPENDITURES**  
**BY CLASSIFICATION**

	<b>BUDGET 2012-2013</b>	<b>RATIO</b>
<b><u>OPERATING EXPENSES</u></b>		
<b>1000. PERSONNEL SERVICES</b>	\$ 1,890,670	10.768%
<b>2000. COMMODITIES</b>	3,416,895	19.460%
<b>3000. CONTRACTUAL SERVICES</b>	710,980	4.049%
<b>4000. MAINTENANCE - STRUCTURES</b>	15,000	0.085%
<b>5000. MAINTENANCE - EQUIPMENT</b>	1,190,700	6.781%
<b>6000. MISCELLANEOUS</b>	<u>4,502,878</u>	<u>25.645%</u>
<b>TOTAL OPERATING EXPENDITURES</b>	<u>11,727,123</u>	<u>66.788%</u>
<b><u>CAPITAL OUTLAY</u></b>		
<b>7000. LAND - BUILDINGS</b>	52,500	0.299%
<b>8000. EQUIPMENT</b>	<u>5,779,000</u>	<u>32.913%</u>
<b>TOTAL CAPITAL OUTLAY</b>	<u>5,831,500</u>	<u>33.212%</u>
<b>GRAND TOTAL</b>	<u>\$ 17,558,623</u>	<u>100.000%</u>

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# SUMMARY

FUND	DEPARTMENT	UNIT	
GARAGE 750	GENERAL SERVICES 040	VEHICLE SERVICE 0751	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES		\$ 645,402	\$ 697,576
2000. COMMODITIES		2,721,263	2,810,445
3000. CONTRACTUAL SERVICES		69,686	71,805
4000. MAINTENANCE - STRUCTURES		4,000	4,000
5000. MAINTENANCE - EQUIPMENT		56,000	46,000
6000. MISCELLANEOUS		<u>1,500</u>	<u>1,500</u>
<b>SUBTOTAL</b>		<u>3,497,851</u>	<u>3,631,326</u>
CAPITAL OUTLAY			
7000. LANDS - BUILDINGS		7,500	7,500
8000. EQUIPMENT		<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>		<u>7,500</u>	<u>7,500</u>
<b>TOTAL</b>		<u>\$ 3,505,351</u>	<u>\$ 3,638,826</u>

FUNCTION: This division is responsible for all the activities you would normally expect at a service station, including road service, for the entire City fleet. It's primary function is to provide preventative maintenance services.

### Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Oil change on light vehicles to be completed in 30 minutes or less on the average.	98%	97%	99%
All road calls will be completed within 1 hour.	97%	95%	96%
No down time on equipment left in the yard at night	98%	97%	98%

**DETAIL**

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FUND GARAGE 750	DEPARTMENT GENERAL SERVICES 040	UNIT VEHICLE SERVICE 0751	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries	\$ 424,614	\$ 476,457	
Overtime	3,193	3,193	
Other Benefits	<u>217,595</u>	<u>217,926</u>	
<b>TOTAL 1000</b>	<u>645,402</u>	<u>697,576</u>	
<b>2000. COMMODITIES</b>			
2010. Office Supplies	1,300	1,300	
2020. Educational & Training Supplies	50	50	
2110. Motor Vehicle Supplies	2,400,000	2,336,182	
2115. Minor Furniture & Fixtures	150	150	
2120. Minor Equipment, Instruments & Tools	4,000	6,000	
2160. Computer Software & Supplies	720	720	
2170. Welding Supplies	250	250	
2310. Janitorial Supplies	2,338	2,338	
2320. Medical Supplies	150	150	
2570. Clothing, Dry Goods, Etc.	2,000	3,000	
2590. Cost of Goods Sold	310,000	460,000	
2630. Security Badges & Decal Supplies	<u>305</u>	<u>305</u>	
<b>TOTAL 2000</b>	<u>2,721,263</u>	<u>2,810,445</u>	
<b>3000. CONTRACTUAL SERVICES</b>			
3020. Heat & Natural Gas	6,000	6,000	
3030. Light & Power	17,000	17,000	
3040. Water	3,500	3,500	
3113. General Liability, Worker's Compensation Penalty	0	-1,219	
3210. Hire of Equipment - Garage - Vehicles	39,186	38,175	
3212. Equipment Rental - External	1,100	1,100	
3213. Hire of Equipment - Technology	0	4,349	
3230. Laundry & Cleaning	250	250	
3310. Exterminator	750	750	
3390. Other Special Services	700	700	
3510. Travel	500	500	
3520. Dues & Subscriptions	200	200	
3530. Training, Registration Fees, Etc.	<u>500</u>	<u>500</u>	
<b>TOTAL 3000</b>	<u>69,686</u>	<u>71,805</u>	
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Buildings & Grounds	<u>4,000</u>	<u>4,000</u>	
<b>TOTAL 4000</b>	<u>4,000</u>	<u>4,000</u>	

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**DETAIL**

FUND GARAGE 750	DEPARTMENT GENERAL SERVICES 040	UNIT VEHICLE SERVICE 0751	
CLASSIFICATION	BUDGET 2011-2012	BUDGET 2012-2013	
<b><u>OPERATING SERVICES</u></b>			
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5110. Machinery, Tools, & Implements	\$ 6,000	\$ 6,000	
5130. Motor Vehicles	<u>50,000</u>	<u>40,000</u>	
<b>TOTAL 5000</b>	<u>56,000</u>	<u>46,000</u>	
<b>6000. MISCELLANEOUS</b>			
6875. EPA Licenses & Permits	<u>1,500</u>	<u>1,500</u>	
<b>TOTAL 6000</b>	<u>1,500</u>	<u>1,500</u>	
<b><u>CAPITAL OUTLAY</u></b>			
<b>7000. LAND, BUILDINGS AND OTHER IMPROVEMENTS</b>			
7020. Buildings	<u>7,500</u>	<u>7,500</u>	
<b>TOTAL 7000</b>	<u>7,500</u>	<u>7,500</u>	
<b>GRAND TOTAL</b>	\$ <u><u>3,505,351</u></u>	\$ <u><u>3,638,826</u></u>	

**PERSONNEL SCHEDULE**

FUND		DEPARTMENT		UNIT	
GARAGE 750		GENERAL SERVICES 040		VEHICLE SERVICES 0751	
POSITION TITLE		EMPLOYEES			BUDGET 2012-2013
		BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	
<b>MANAGEMENT</b>					
Facilities/Fleet Management Director		0.8	0.8	0.8	
Service Center Manager		<u>1</u>	<u>1</u>	<u>1</u>	
TOTAL		<u>1.8</u>	<u>1.8</u>	<u>1.8</u>	
<b>SUPERVISORY</b>					
Labor Supervisor		<u>2</u>	<u>2</u>	<u>2</u>	
TOTAL		<u>2</u>	<u>2</u>	<u>2</u>	
<b>OPERATIONS</b>					
Service Center Tech		<u>7</u>	<u>7</u>	<u>7</u>	
TOTAL		<u>7</u>	<u>7</u>	<u>7</u>	
BASE SALARIES					\$ 476,457
LONGEVITY					6,303
SPECIAL PAY					14,558
OVERTIME					3,193
FRINGE BENEFITS					<u>197,065</u>
GRAND TOTAL		<u>10.8</u>	<u>10.8</u>	<u>10.8</u>	\$ <u>697,576</u>

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# SUMMARY

FUND GARAGE 750	DEPARTMENT GENERAL SERVICES 040	UNIT GARAGE 0752	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES		\$ 1,139,545	\$ 1,190,035
2000. COMMODITIES		435,150	606,450
3000. CONTRACTUAL SERVICES		373,410	411,625
4000. MAINTENANCE - STRUCTURES		12,500	11,000
5000. MAINTENANCE - EQUIPMENT		908,250	1,144,700
6000. MISCELLANEOUS		3,000	3,000
<b>SUBTOTAL</b>		2,871,855	3,366,810
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		44,000	45,000
8000. EQUIPMENT		4,987,950	5,779,000
<b>SUBTOTAL</b>		5,031,950	5,824,000
<b>TOTAL</b>		\$ 7,903,805	\$ 9,190,810

FUNCTION: This division is responsible for the purchase, repair, maintenance and record keeping on all heavy, automotive and specialized equipment of the City. The division operates on a 2 shift basis, providing a comprehensive maintenance program, an emergency repair service, a cost and service record of each piece of equipment, and a program for driver's safety and maintenance education. The division analyzes City wide equipment needs and budgets fleet replacements and new acquisitions for the entire City.

### Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Fleet Size.	1,045	1,050	1,055
Percent of Fleet out of service at one time (5%)	5.0%	3.3%	5.0%
Comeback repairs (3%)	1.4%	0.5%	1.5%
Average vehicle downtime before start of work (4 hours or less.)	5.1 hours	4.2 hours	4.0 hours
Number of days to put new vehicles in service	2.2 days	2.4 days	2 days

**DETAIL**

FUND GARAGE 750	DEPARTMENT GENERAL SERVICES 040	UNIT GARAGE 0752	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 716,540	\$ 785,261
Overtime		3,655	3,655
Other Benefits		419,350	401,119
		<hr/>	<hr/>
<b>TOTAL 1000</b>		<u>1,139,545</u>	<u>1,190,035</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		3,000	3,000
2020. Educational & Training Supplies		1,000	1,000
2111. Motor Vehicle Accessories		16,550	164,600
2120. Minor Equipment, Instruments & Tools		15,000	15,000
2160. Computer Software & Supplies		7,500	7,000
2170. Welding Supplies		13,000	10,000
2200. Food		0	750
2210. Water		750	750
2310. Janitorial Supplies		1,300	1,700
2320. Medical Supplies		1,350	1,450
2330. Chemicals & Insecticides		200	200
2570. Clothing, Dry Goods, Etc.		7,500	10,000
2590. Cost of Goods Sold		365,000	385,000
2630. Security Badges & Decal Supplies		500	500
2640. Safety Supplies & Minor Equipment		2,500	5,500
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<b>TOTAL 2000</b>		<u>435,150</u>	<u>606,450</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3020. Heat & Natural Gas		11,000	12,500
3030. Light & Power		15,000	18,000
3040. Water		1,600	2,000
3113. General Liability, Worker's Compensation Penalty		-972	-10,961
3210. Hire of Equipment - Garage - Vehicles		228,032	228,292
3212. Equipment Rental - External		25,000	32,000
3213. Hire of Equipment - Technology		0	8,194
3230. Laundry & Cleaning		9,000	15,000
3235. Janitorial Services		13,500	15,000
3240. Binding, Printing, & Reproduction		750	750
3310. Exterminator		500	500
3315. Security Services		0	1,250
3320. Wrecker Services		8,500	8,500
3390. Other Special Services		10,000	8,000
3405. Software Maintenance		33,000	42,000
3510. Travel		11,250	14,900
3520. Dues & Subscriptions		2,000	6,000
3525. Legal & Technical Reference Materials		600	600

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**DETAIL**

FUND GARAGE 750	DEPARTMENT GENERAL SERVICES 040	UNIT GARAGE 0752	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>3000. CONTRACTUAL SERVICES(continued)</b>			
3530. Training, Registration Fees, Etc.		\$ 4,150	\$ 7,100
3540. Educational Assistance		500	2,000
<b>TOTAL 3000</b>		<u>373,410</u>	<u>411,625</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Buildings & Grounds		11,500	10,000
4012. Security Fencing		1,000	1,000
<b>TOTAL 4000</b>		<u>12,500</u>	<u>11,000</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5020. Furniture, Fixtures, & Furnishings		1,250	750
5110. Machinery, Tools, & Implements		6,500	5,000
5120. Instruments & Apparatus (Major)		500	750
5130. Motor Vehicles		900,000	1,138,200
<b>TOTAL 5000</b>		<u>908,250</u>	<u>1,144,700</u>
<b>6000. MISCELLANEOUS</b>			
6875. EPA Licenses & Permits		1,000	1,000
6990. Miscellaneous		2,000	2,000
<b>TOTAL 6000</b>		<u>3,000</u>	<u>3,000</u>
<b><u>CAPITAL OUTLAY</u></b>			
<b>7000. LAND, BUILDINGS AND OTHER IMPROVEMENTS</b>			
7020. Buildings		44,000	45,000
<b>TOTAL 7000</b>		<u>44,000</u>	<u>45,000</u>
<b>8000. EQUIPMENT</b>			
8421. Construction Equipment		1,237,500	750,000
8430. Shop Equipment		22,300	30,000
8470. Fire Fighting Equipment		550,000	600,000
8481. Communication & Video Equipment		195,000	430,500
8501. Sanitation Equipment		0	800,000
8530. Other Equipment		692,200	585,500
8800. Automobiles		429,000	198,000
8820. Light, Medium Trucks		480,950	1,432,000
8830. Heavy Trucks		645,000	920,000

**DETAIL**

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FUND GARAGE 750	DEPARTMENT GENERAL SERVICES 040	UNIT GARAGE 0752	
CLASSIFICATION	BUDGET 2011-2012	BUDGET 2012-2013	
<p style="text-align: center;"><u><b>CAPITAL OUTLAY</b></u></p> <p><b>8000. EQUIPMENT (continued)</b>  8840. Trailers  8850. Other Mobile Equipment</p> <p style="text-align: center;"><b>TOTAL 8000</b></p>			
<b>GRAND TOTAL</b>	\$ <u>7,903,805</u>	\$ <u>9,190,810</u>	

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**PERSONNEL SCHEDULE**

FUND		DEPARTMENT		UNIT	
GARAGE 750		GENERAL SERVICES 040		GARAGE 0752	
POSITION TITLE		EMPLOYEES			BUDGET 2012-2013
		BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	
<b>MANAGEMENT</b>					
Superintendent		1	1	1	
	TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
<b>SUPERVISORY</b>					
Parts Manager		1	1	1	
Service Manager		2	2	2	
	TOTAL	<u>3</u>	<u>3</u>	<u>3</u>	
<b>SKILLED CRAFT</b>					
Fleet Technician		9	9	9	
Welder		1	1	1	
	TOTAL	<u>10</u>	<u>10</u>	<u>10</u>	
<b>OPERATIONS</b>					
Parts Courier		3	3	3	
	TOTAL	<u>3</u>	<u>3</u>	<u>3</u>	
<b>CLERICAL</b>					
Administrative Assistant		1	1	1	
	TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
BASE SALARIES					\$ 785,261
LONGEVITY					15,141
SPECIAL PAY					37,829
OVERTIME					3,655
FRINGE BENEFITS					<u>348,149</u>
GRAND TOTAL					\$ <u><u>1,190,035</u></u>

**SUMMARY**

FUND GARAGE 750	DEPARTMENT GENERAL SERVICES 040	UNIT NONDEPARTMENTAL 0755	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES		\$ 0	\$ 3,059
2000. COMMODITIES		0	0
3000. CONTRACTUAL SERVICES		204,805	227,550
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		<u>4,093,570</u>	<u>4,498,378</u>
	<b>SUBTOTAL</b>	<u>4,298,375</u>	<u>4,728,987</u>
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		<u>0</u>	<u>0</u>
	<b>SUBTOTAL</b>	<u>0</u>	<u>0</u>
	<b>TOTAL</b>	\$ <u><u>4,298,375</u></u>	\$ <u><u>4,728,987</u></u>

FUNCTION: This division is used to record the payment the Garage Fund makes to the General Fund for services rendered, to record depreciation expense and this fund's share of general liability insurance and external audit fees.

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**DETAIL**

FUND GARAGE 750	DEPARTMENT GENERAL SERVICES 040	UNIT NONDEPARTMENTAL 0755	
CLASSIFICATION	BUDGET 2011-2012	BUDGET 2012-2013	
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries	\$ 0	\$ 0	
Other Benefits	0	3,059	
<b>TOTAL 1000</b>	<u>0</u>	<u>3,059</u>	
<b>3000. CONTRACTUAL SERVICES</b>			
3110. Insurance - External	43,877	42,276	
3112. General Liability Self-Insurance	124,115	123,777	
3120. Group Insurance	0	24,838	
3121. City Share - Retiree Insurance	4,375	4,594	
3125. Workers' Compensation	-17,387	-20,760	
3211. Hire of Equipment - Garage - Other	41,825	41,825	
3440. External Audit Fees	8,000	11,000	
<b>TOTAL 3000</b>	<u>204,805</u>	<u>227,550</u>	
<b>6000. MISCELLANEOUS</b>			
6202. General Fund Services	393,152	479,031	
6910. Depreciation Expense	3,700,418	4,019,347	
<b>TOTAL 6000</b>	<u>4,093,570</u>	<u>4,498,378</u>	
<b>GRAND TOTAL</b>	<u>\$ 4,298,375</u>	<u>\$ 4,728,987</u>	

# PERSONNEL SCHEDULE

<b>FUND</b> GARAGE 750	<b>DEPARTMENT</b> GENERAL SERVICES 040		<b>UNIT</b> NONDEPARTMENTAL 0755	
<b>POSITION TITLE</b>	<b>EMPLOYEES</b>			<b>BUDGET</b> <b>2012-2013</b>
	<b>BUDGET</b> <b>2010-2011</b>	<b>BUDGET</b> <b>2011-2012</b>	<b>BUDGET</b> <b>2012-2013</b>	
BASE SALARIES LONGEVITY PART TIME/TEMPORARY FRINGE BENEFITS VACANCIES				\$ 0 0 0 3,059 0
<b>GRAND TOTAL</b>	<u>0</u>	<u>0</u>	<u>0</u>	\$ <u>3,059</u>



**SECTION XI**  
**WAREHOUSE FUND**

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**WAREHOUSE FUND  
REVENUE AND RECEIPTS**

	<b>ACTUAL 2010-2011</b>	<b>BUDGET 2011-2012</b>	<b>BUDGET 2012-2013</b>
<b>INTERFUND CHARGES</b>			
Handling Charges	\$ 163,788	\$ 140,000	\$ 142,000
Charges for Cost of Sales	<u>774,885</u>	<u>700,000</u>	<u>705,000</u>
<b>Total Interfund Charges</b>	<u>938,673</u>	<u>840,000</u>	<u>847,000</u>
<b>NONOPERATING AND OTHER REVENUE</b>			
Interest Income	4,727	4,000	2,000
Net Increase in Fair Value of Investment	(1,042)	0	0
Miscellaneous	<u>48,387</u>	<u>0</u>	<u>0</u>
<b>Total Nonoperating and Other Revenue</b>	<u>52,072</u>	<u>4,000</u>	<u>2,000</u>
<b>TOTAL REVENUE AND RECEIPTS</b>	<u>\$ 990,745</u>	<u>\$ 844,000</u>	<u>\$ 849,000</u>

**WAREHOUSE FUND**  
**SUMMARY OF EXPENSES/EXPENDITURES BY UNIT**

Unit No.	ORGANIZATION	ACTUAL 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
0760	Facilities & Fleet Mgmt - Warehouse	\$ 860,667	\$ 780,573	\$ 813,272
0765	Facilities & Fleet Mgmt - Nondepartmental	<u>43,566</u>	<u>79,758</u>	<u>86,073</u>
	<b>Total</b>	<u>\$ 904,233</u>	<u>\$ 860,331</u>	<u>\$ 899,345</u>

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**WAREHOUSE FUND  
SUMMARY OF EXPENSES/EXPENDITURES  
BY CLASSIFICATION**

	<b>BUDGET 2012-2013</b>	<b>RATIO</b>
<b><u>OPERATING EXPENSES</u></b>		
<b>1000. PERSONNEL SERVICES</b>	\$ 78,321	8.709%
<b>2000. COMMODITIES</b>	720,400	80.102%
<b>3000. CONTRACTUAL SERVICES</b>	19,729	2.194%
<b>4000. MAINTENANCE - STRUCTURES</b>	0	0.000%
<b>5000. MAINTENANCE - EQUIPMENT</b>	0	0.000%
<b>6000. MISCELLANEOUS</b>	<u>80,895</u>	<u>8.995%</u>
<b>TOTAL OPERATING EXPENDITURES</b>	<u>899,345</u>	<u>100.000%</u>
<b><u>CAPITAL OUTLAY</u></b>		
<b>7000. LAND - BUILDINGS</b>	0	0.000%
<b>8000. EQUIPMENT</b>	<u>0</u>	<u>0.000%</u>
<b>TOTAL CAPITAL OUTLAY</b>	<u>0</u>	<u>0.000%</u>
<b>GRAND TOTAL</b>	<u>\$ 899,345</u>	<u>100.000%</u>

**SUMMARY**

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FUND WAREHOUSE 760	DEPARTMENT GENERAL SERVICES 040	UNIT WAREHOUSE 0760	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES		\$ 69,860	\$ 78,201
2000. COMMODITIES		700,400	720,400
3000. CONTRACTUAL SERVICES		8,813	14,671
4000. MAINTENANCE - STRUCTURES		1,500	0
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>		<u>780,573</u>	<u>813,272</u>
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>		<u>0</u>	<u>0</u>
<b>TOTAL</b>		<u>\$ 780,573</u>	<u>\$ 813,272</u>

FUNCTION: The central warehouse procures, inventories, and issues common items consisting of mechanical, electrical, civil, and general supplies, materials, and parts. This provides an ongoing service function to all City divisions, and provides economies of scale in using centralized purchasing, storage, and control. Time expended is reduced for individual divisions in separately obtaining such items. The central warehouse identifies, collects, and arranges through Purchasing for the disposal of surplus or obsolete materials and supplies, and also provides handling and storage of hazardous materials.

## Activity / Performance Measures

Activity/Performance Measure	2011 Achievements	2012 Expectations	2013 Targets
Normally stocked items will be 95% available within 36 hours of demand.	98%	98%	98%
Inventory turns per year will equal or exceed 3 times average inventory value.	4	4	4
Accuracy of the inventory as determined by year end counts will be within 97% of book value.	97%	99%	99%

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**DETAIL**

FUND WAREHOUSE 760	DEPARTMENT GENERAL SERVICES 040	UNIT WAREHOUSE 0760	
CLASSIFICATION	BUDGET 2011-2012	BUDGET 2012-2013	
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries	\$ 45,744	\$ 50,011	
Overtime	1,337	1,337	
Other Benefits	<u>22,779</u>	<u>26,853</u>	
<b>TOTAL 1000</b>	<u>69,860</u>	<u>78,201</u>	
<b>2000. COMMODITIES</b>			
2010. Office Supplies	50	50	
2310. Janitorial Supplies	50	50	
2330. Chemicals & Insecticides	100	100	
2570. Clothing, Dry Goods, Etc.	200	200	
2590. Cost of Goods Sold	<u>700,000</u>	<u>720,000</u>	
<b>TOTAL 2000</b>	<u>700,400</u>	<u>720,400</u>	
<b>3000. CONTRACTUAL SERVICES</b>			
3040. Water	500	800	
3210. Hire of Equipment - Garage - Vehicles	4,963	10,145	
3213. Hire of Equipment - Technology	0	876	
3230. Laundry & Cleaning	200	0	
3240. Binding, Printing & Reproduction	250	250	
3280. Temporary Help	1,000	1,000	
3510. Travel	200	0	
3530. Training, Registration Fees, Etc.	100	0	
3920. Rent	<u>1,600</u>	<u>1,600</u>	
<b>TOTAL 3000</b>	<u>8,813</u>	<u>14,671</u>	
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Buildings & Grounds	<u>1,500</u>	<u>0</u>	
<b>TOTAL 4000</b>	<u>1,500</u>	<u>0</u>	
<b>GRAND TOTAL</b>	\$ <u>780,573</u>	\$ <u>813,272</u>	

# PERSONNEL SCHEDULE

FUND WAREHOUSE 760		DEPARTMENT GENERAL SERVICES 040		UNIT WAREHOUSE 0760	
POSITION TITLE		EMPLOYEES			BUDGET 2012-2013
		BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	
<b>SUPERVISORY</b> Warehouse Supervisor  TOTAL		<u>1</u> <u>1</u>	<u>1</u> <u>1</u>	<u>1</u> <u>1</u>	
BASE SALARIES					\$ 50,011
LONGEVITY					1,563
SPECIAL PAY					3,453
OVERTIME					1,337
FRINGE BENEFITS					<u>21,837</u>
GRAND TOTAL		<u><u>1</u></u>	<u><u>1</u></u>	<u><u>1</u></u>	\$ <u><u>78,201</u></u>

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**SUMMARY**

FUND WAREHOUSE 760		DEPARTMENT GENERAL SERVICES 040	UNIT NONDEPARTMENTAL 0765	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013	
1000. PERSONNEL SERVICES		\$ 0	\$	120
2000. COMMODITIES		0		0
3000. CONTRACTUAL SERVICES		3,693		5,058
4000. MAINTENANCE - STRUCTURES		0		0
5000. MAINTENANCE - EQUIPMENT		0		0
6000. MISCELLANEOUS		<u>76,065</u>		<u>80,895</u>
	<b>SUBTOTAL</b>	<u>79,758</u>		<u>86,073</u>
<b>CAPITAL OUTLAY</b>				
7000. LANDS - BUILDINGS		0		0
8000. EQUIPMENT		<u>0</u>		<u>0</u>
	<b>SUBTOTAL</b>	<u>0</u>		<u>0</u>
	<b>TOTAL</b>	\$ <u><u>79,758</u></u>	\$	<u><u>86,073</u></u>

FUNCTION: This division is used to record the payment the Warehouse Fund makes to the General Fund for services rendered, to record depreciation expense and this fund's share of general liability insurance and external audit fees.

**DETAIL**

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FUND WAREHOUSE 760	DEPARTMENT GENERAL SERVICES 040	UNIT NONDEPARTMENTAL 0765	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 0	\$ 0
Other Benefits		0	120
		<hr/>	<hr/>
<b>TOTAL 1000</b>		0	120
		<hr/>	<hr/>
<b>3000. CONTRACTUAL SERVICES</b>			
3110. Insurance - External		1,172	1,686
3112. General Liability Self-Insurance		3,281	2,709
3120. Group Insurance		0	1,436
3125. Workers' Compensation		-1,410	-1,523
3440. External Audit Fees		650	750
		<hr/>	<hr/>
<b>TOTAL 3000</b>		3,693	5,058
		<hr/>	<hr/>
<b>6000. MISCELLANEOUS</b>			
6202. General Fund Services		24,565	30,013
6910. Depreciation Expense		51,500	50,882
		<hr/>	<hr/>
<b>TOTAL 6000</b>		76,065	80,895
		<hr/>	<hr/>
<b>GRAND TOTAL</b>		\$ <u>79,758</u>	\$ <u>86,073</u>



**SECTION XII**  
**TECHNOLOGY FUND**

**TECHNOLOGY FUND  
REVENUE AND RECEIPTS**

	<b>ACTUAL 2010-2011</b>	<b>BUDGET 2011-2012</b>	<b>BUDGET 2012-2013</b>
<b>INTERFUND CHARGES</b>			
Equipment Lease - Technology	\$ <u>          0</u>	\$ <u>      64,013</u>	\$ <u>      589,691</u>
<b>Total Interfund Charges</b>	<u>                  0</u>	<u>              64,013</u>	<u>           589,691</u>
<b>NONOPERATING AND OTHER REVENUE</b>			
Operating Transfers In	<u>      300,000</u>	<u>                  0</u>	<u>      123,404</u>
<b>Total Nonoperating and Other Revenue</b>	<u>          300,000</u>	<u>                  0</u>	<u>          123,404</u>
<b>TOTAL REVENUE AND RECEIPTS</b>	\$ <u><u>      300,000</u></u>	\$ <u><u>      64,013</u></u>	\$ <u><u>      713,095</u></u>

**TECHNOLOGY FUND**  
**SUMMARY OF EXPENSES/EXPENDITURES BY UNIT**

Unit No.	ORGANIZATION	ACTUAL 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
0770	Technology	\$ <u>82,009</u>	\$ <u>30,000</u>	\$ <u>0</u>
	<b>Total</b>	\$ <u><u>82,009</u></u>	\$ <u><u>30,000</u></u>	\$ <u><u>0</u></u>

**TECHNOLOGY FUND  
SUMMARY OF EXPENSES/EXPENDITURES  
BY CLASSIFICATION**

	<b>BUDGET 2012-2013</b>	<b>RATIO</b>
<b><u>OPERATING EXPENSES</u></b>		
<b>1000. PERSONNEL SERVICES</b>	\$ 0	0.000%
<b>2000. COMMODITIES</b>	0	0.000%
<b>3000. CONTRACTUAL SERVICES</b>	0	0.000%
<b>4000. MAINTENANCE - STRUCTURES</b>	0	0.000%
<b>5000. MAINTENANCE - EQUIPMENT</b>	0	0.000%
<b>6000. MISCELLANEOUS</b>	0	0.000%
<b>TOTAL OPERATING EXPENDITURES</b>	<u>0</u>	<u>0.000%</u>
<b><u>CAPITAL OUTLAY</u></b>		
<b>7000. LAND - BUILDINGS</b>	0	0.000%
<b>8000. EQUIPMENT</b>	0	0.000%
<b>TOTAL CAPITAL OUTLAY</b>	<u>0</u>	<u>0.000%</u>
<b>GRAND TOTAL</b>	<u>\$ 0</u>	<u>0.000%</u>

**SUMMARY**

FUND TECHNOLOGY 770	DEPARTMENT COMM & INFO SYSTEMS 030	UNIT TECHNOLOGY 0770	
CLASSIFICATION		BUDGET 2011-2012	BUDGET 2012-2013
1000. PERSONNEL SERVICES		\$ 0	\$ 0
2000. COMMODITIES		0	0
3000. CONTRACTUAL SERVICES		0	0
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		<u>0</u>	<u>0</u>
	<b>SUBTOTAL</b>	<u>0</u>	<u>0</u>
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		<u>30,000</u>	<u>0</u>
	<b>SUBTOTAL</b>	<u>30,000</u>	<u>0</u>
	<b>TOTAL</b>	\$ <u><u>30,000</u></u>	\$ <u><u>0</u></u>

FUNCTION: This division is responsible for the purchase of technological assets of the City. This division analyzes City wide technology needs and budgets replacements and new acquisitions for the entire City.

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# DETAIL

<b>FUND</b> TECHNOLOGY 770	<b>DEPARTMENT</b> COMM & INFO SYSTEMS 030	<b>UNIT</b> TECHNOLOGY 0770	
<b>CLASSIFICATION</b>	<b>BUDGET                      2011-2012</b>	<b>BUDGET                      2012-2013</b>	
<p style="text-align: center;"><u><b>CAPITAL OUTLAY</b></u></p> <p><b>8000. EQUIPMENT</b>                      8900. EDP Software (Over \$1,000)</p> <p style="padding-left: 40px;"><b>TOTAL 8000</b></p> <p><b>GRAND TOTAL</b></p>	<p style="text-align: right;">\$ <u>30,000</u></p> <p style="text-align: right;"><u>30,000</u></p> <p style="text-align: right;">\$ <u><u>30,000</u></u></p>	<p style="text-align: right;">\$ <u>0</u></p> <p style="text-align: right;"><u>0</u></p> <p style="text-align: right;">\$ <u><u>0</u></u></p>	

**SECTION XIII**  
**INTEREST AND SINKING FUND**

CITY OF MIDLAND, TEXAS

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Debt Limits and Debt Levels  
October 1, 2012

The City of Midland carefully plans debt acquisition to fund only capital replacement and construction. This process includes matching the maturity of the debt to the useful lives of the assets to be funded, as closely as possible. This allows for the use of debt to compliment operations by allowing for matching the cash flows of asset cost to the period deriving the benefit from the asset. Additionally, this allows the City to plan for and structure debt payments in such a manner that debt service tends to be fairly level across the years creating a known, even demand upon resources for debt service and limiting the demand upon resources to a managed level. As a result of the development and refinement of this process, the impact of current debt upon present and future operations is minimized and annual operations can be based upon a known level of expendable, available resources to respond to the immediate needs of the city.

The Constitution and Statutes of the State of Texas and the Charter of the City of Midland do not provide for a legal debt limit. The 8% debt limit rate used herein is that recommended by the Finance Advisory Board of the City of Midland and adopted by the City Council as a safe debt limit.

The taxable assessed value from each year's tax roll is multiplied by 8% (.08) to derive an amount that represents the maximum safe debt limit. This amount is then reduced by the net amount of all outstanding debt (outstanding debt less amounts restricted for repayment of those debts) to yield the debt margin.

CITY OF MIDLAND, TEXAS  
Computation of Estimated Debt Margin  
October 1, 2012

Assessed value 2012 tax roll		<u>\$7,540,126,431</u>
Debt limit, 8% of assessed value		\$ 603,210,114
Amount of debt applicable to debt limit:		
Total bonded debt	\$ <u>139,485,000</u>	
Less:		
Estimated Net assets in Debt Service Fund	357,325	
Estimated Water and Sewer bonds restricted assets	2,169,274	
Estimated Golf Course bonds restricted assets	39,979	
Estimated Airport bonds restricted assets	848,956	
Estimated Scharbauer Sports Complex bonds restricted assets	<u>1,198,421</u>	
Total estimated net assets restricted for debt service	\$ <u>4,613,955</u>	
Total bonded debt less assets restricted for debt service		<u>134,871,045</u>
Debt Margin		<u>\$ 468,339,069</u>

City of Midland  
Debt Service Requirements to Maturity  
September 30, 2012

CITY OF MIDLAND, TEXAS

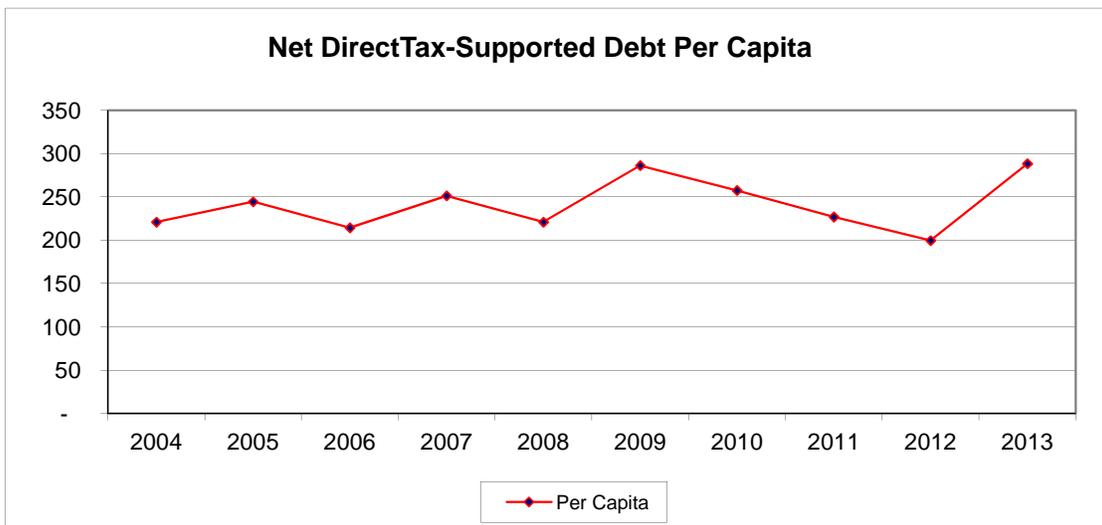
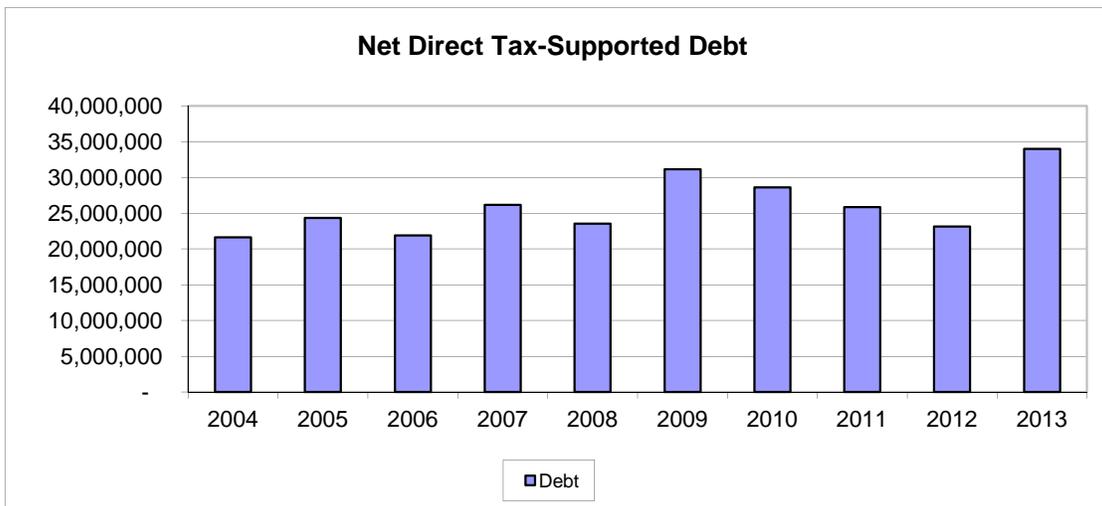
Fiscal Year Ending September 30,	Supported by General Government			Supported by Enterprise Funds						Total All Debt Service Requirements
	General Obligation Bonds, Certificates of Obligation and Notes Payable			Revenue Bonds		General Obligation Bonds, Certificates of Obligation and Notes Payable				
	Principal	Interest	Total	Principal	Interest	Principal	Interest	Total		
2013	\$ 2,818,125	\$ 1,600,143	\$ 4,418,268	\$ 1,820,000	\$ 156,954	\$ 5,131,875	\$ 4,324,737	\$ 11,433,566	\$ 15,851,834	
2014	2,982,154	1,253,110	4,235,264	610,000	88,809	5,662,846	3,787,676	10,149,331	14,384,595	
2015	2,655,857	1,154,288	3,810,145	645,000	82,563	5,909,143	3,519,222	10,155,928	13,966,073	
2016	2,659,728	1,059,042	3,718,770	685,000	75,946	6,180,272	3,244,255	10,185,473	13,904,243	
2017	2,150,000	975,036	3,125,036	725,000	68,929	4,150,000	2,998,101	7,942,030	11,067,066	
2018	2,230,000	891,511	3,121,511	770,000	61,492	4,335,000	2,810,851	7,977,343	11,098,854	
2019	1,850,000	817,418	2,667,418	815,000	53,603	4,515,000	2,634,756	8,018,359	10,685,777	
2020	1,925,000	746,791	2,671,791	865,000	45,247	4,720,000	2,430,936	8,061,183	10,732,974	
2021	1,550,000	677,479	2,227,479	920,000	36,367	4,950,000	2,198,005	8,104,372	10,331,851	
2022	1,615,000	614,969	2,229,969	975,000	26,938	3,080,000	2,015,018	6,096,956	8,326,925	
2023	1,675,000	549,336	2,224,336	1,030,000	16,959	2,340,000	1,901,434	5,288,393	7,512,729	
2024	1,750,000	478,719	2,228,719	1,095,000	6,388	2,450,000	1,795,281	5,346,669	7,575,388	
2025	1,825,000	402,804	2,227,804	-	-	2,565,000	1,678,481	4,243,481	6,471,285	
2026	1,900,000	327,099	2,227,099	-	-	2,685,000	1,560,656	4,245,656	6,472,755	
2027	1,975,000	253,146	2,228,146	-	-	2,800,000	1,446,593	4,246,593	6,474,739	
2028	1,495,000	185,596	1,680,596	-	-	2,915,000	1,327,431	4,242,431	5,923,027	
2029	1,555,000	126,425	1,681,425	-	-	3,040,000	1,202,106	4,242,106	5,923,531	
2030	885,000	82,722	967,722	-	-	3,175,000	1,068,991	4,243,991	5,211,713	
2031	920,000	51,113	971,113	-	-	3,320,000	922,381	4,242,381	5,213,494	
2032	950,000	17,219	967,219	-	-	3,475,000	767,494	4,242,494	5,209,713	
2033	-	-	-	-	-	2,485,000	626,125	3,111,125	3,111,125	
2034	-	-	-	-	-	2,615,000	498,625	3,113,625	3,113,625	
2035	-	-	-	-	-	2,745,000	364,625	3,109,625	3,109,625	
2036	-	-	-	-	-	2,885,000	223,875	3,108,875	3,108,875	
2037	-	-	-	-	-	3,035,000	75,875	3,110,875	3,110,875	
	<u>\$ 37,365,864</u>	<u>\$ 12,263,966</u>	<u>\$ 49,629,830</u>	<u>\$ 10,955,000</u>	<u>\$ 720,195</u>	<u>\$ 91,164,136</u>	<u>\$ 45,423,530</u>	<u>\$ 148,262,861</u>	<u>\$ 197,892,691</u>	

**HISTORICAL AND PROJECTED  
NET DIRECT TAX-SUPPORTED DEBT TRENDS**

Fiscal Year Ended September 30	Population(1)	Taxable Assessed Valuation (2)	Net Direct Tax-Supported Debt	Ratio of Net Direct Tax-Supported Debt to Taxable Value	Net Direct Tax-Supported Debt Per Capita
2004	97,837	3,515,876,755	21,616,386	0.61%	221
2005	99,623	3,701,043,301	24,340,964	0.66%	244
2006	102,073	3,947,384,495	21,882,294	0.55%	214
2007	104,156	4,401,435,936	26,173,421	0.59%	251
2008	106,499	5,178,075,141	23,518,401	0.45%	221
2009	108,896	6,009,120,829	31,155,904	0.52%	286
2010	111,147	6,513,681,359	28,610,434	0.44%	257
2011	113,931	6,711,555,451	25,848,974	0.39%	227
2012	115,892	6,936,423,398	23,133,538	0.33%	200
2013	117,967	7,540,126,431	34,008,619	0.45%	288

(1) Source: Fiscal Year 2010 - U.S. Census  
All years except 2010 - City of Midland estimates

(2) Source: Midland Central Appraisal District



**DEBT SERVICE****TAX SUPPORTED DEBT**Interest and Sinking Fund

	FY 11 Actual 2010-11	FY 12 Estimated 2011-12	FY 13 Proposed 2012-2013
<b>RESOURCES:</b>			
Resources at October 1	\$ 419,354	\$ 448,006	\$ 357,325
<b>Receipts:</b>			
Ad valorem taxes	3,771,062	3,635,650	4,288,766
Transfer from Water & Sewer Fund	107,324	110,184	107,584
Investment income	4,985	10,000	10,000
Accrued Interest Received	<u>0</u>	<u>499</u>	<u>0</u>
Total receipts	<u>3,883,371</u>	<u>3,756,333</u>	<u>4,406,350</u>
Total resources and receipts	<u>4,302,725</u>	<u>4,204,339</u>	<u>4,763,675</u>
<b>Expenditures:</b>			
Principal maturities	2,812,808	2,891,115	2,818,125
Interest maturities	1,040,860	954,844	1,600,143
Paying agents' fees	1,051	1,055	1,286
Other	0	0	0
Payment to Refunded Bond Escrow Agent	<u>0</u>	<u>0</u>	<u>0</u>
Total expenditures	<u>3,854,719</u>	<u>3,847,014</u>	<u>4,419,554</u>
Total Current Year Uses of Interest and Sinking Fund Assets	<u>3,854,719</u>	<u>3,847,014</u>	<u>4,419,554</u>
Resources at September 30	\$ <u><u>448,006</u></u>	\$ <u><u>357,325</u></u>	\$ <u><u>344,120</u></u>

**TAX SUPPORTED DEBT INTEREST AND REDEMPTION FUND  
STATEMENT OF BONDED INDEBTEDNESS AT OCTOBER 1, 2012 AND EXPENDITURES BY ISSUE 2012/13**

BOND ISSUES	SERIES	BONDED INDEBTEDNESS					EXPENDITURES 2012/13		
		DATE OF ISSUE	MATURITIES OUTSTANDING	INTEREST RATE	ORIGINAL ISSUE	OUTSTANDING 10-1-12	PRINCIPAL	INTEREST	TOTAL
HUD Section 108 Loan	2000	7-01-00	9-30-13/15	6.08%, 6.17%, 6.25%	1,045,000	285,000	90,000	17,584	107,584
Tax and Waterworks and Sewer System (Limited Pledge) Revenue Certificates of Obligation	2003	2-25-03	3-1-13/18	3.50%, 3.60%, 3.70% 3.80%, 4.00%	4,950,000	2,415,000	360,000	83,740	443,740
Tax and Waterworks and Sewer System (Limited Pledge) Revenue Certificates of Obligation	2005	2-15-05	3-1-13/20	3.50%, 3.60%, 4.00%	4,950,000	3,040,000	330,000	107,285	437,285
Tax and Limited Pledge Revenue Certificates of Obligation	2007	1-15-07	3-1-13/27	4.00%, 5.00%, 4.00%, 5.00%, 4.25%, 4.30%, 5.00%, 4.50%	6,910,000	5,860,000	280,000	262,705	542,705
Tax and Limited Pledge Revenue Certificates of Obligation	2009	1-27-09	3-1-13/29	3.00%, 3.05%, 3.35%, 3.60%, 3.70%, 3.80%, 3.90%, 4.00%, 4.05% 4.10%, 4.15%, 4.25%	9,855,000	8,930,000	400,000	316,163	716,163
General Obligation Refunding Bonds	2009	5-01-09	3-1-13/16	3.00%	7,708,926	3,245,864	1,118,125	80,604	1,198,729
Tax and Limited Pledge Revenue Certificates of Obligation	2012	1-15-12	3-1-13/32	3.00%,3.05%,3.35% 3.60%,3.70%,3.80% 3.90%,4.00%,4.05% 4.10%, 4.25%	13,590,000	13,590,000	240,000	732,063	972,063
Paying Agent/Other Fees									1,285
Total Expenditures					\$ 37,365,864	\$ 2,818,125	\$ 1,600,144	\$ 4,419,554	

**WATER AND SEWER  
REVENUE BONDS  
DEBT SERVICE**

	FY 12 Estimated 2011-12	FY 13 Proposed 2012-13
	<u>                    </u>	<u>                    </u>
<b>RESOURCES:</b>		
Resources at October 1	\$ <u>1,249,617</u>	\$ <u>922,871</u>
<b>Receipts:</b>		
Transfer from Water & Sewer Operations-Junior Lien Bonds	650,944	957,334
Transfer from Water & Sewer Operations-2002 Refunding Bonds	1,321,529	734,889
Interest on investments	<u>6,100</u>	<u>5,000</u>
Total receipts	<u>1,978,573</u>	<u>1,697,223</u>
Total resources and receipts	<u>3,228,190</u>	<u>2,620,094</u>
<b>Expenditures:</b>		
Principal maturities	1,730,000	1,820,000
Interest maturities	221,779	156,954
Paying agent's fees	11,540	5,300
Letter of credit fees	160,000	65,000
Remarketing fees	12,000	5,000
Issuer's fees	70,000	17,000
Program Expenses	<u>100,000</u>	<u>200,000</u>
Total expenditures	<u>2,305,319</u>	<u>2,269,254</u>
Resources at September 30	\$ <u><u>922,871</u></u>	\$ <u><u>350,840</u></u>

**WATER AND SEWER  
GENERAL OBLIGATION DEBT  
DEBT SERVICE**

	FY 12 Estimated 2011-12	FY 13 Proposed 2012-13
	<u>                    </u>	<u>                    </u>
<b>RESOURCES:</b>		
Resources at October 1	\$ <u>988,689</u>	\$ <u>1,246,403</u>
 Receipts:		
Transfer from Water & Sewer Operations-2007 Certificate of Obligation	3,111,754	3,129,083
Transfer from Water & Sewer Operations-2007 Refunding Bonds	597,968	603,522
Transfer from Water & Sewer Operations-2012 Certificate of Obligation	256,000	1,257,991
Interest on investments	<u>8,500</u>	<u>13,000</u>
 Total receipts	 <u>3,974,222</u>	 <u>5,003,596</u>
 Total resources and receipts	 <u>4,962,911</u>	 <u>6,249,999</u>
 Expenditures:		
Principal maturities	1,435,000	1,765,000
Interest maturities	2,280,568	3,076,739
Paying agent's fees	<u>940</u>	<u>1,210</u>
 Total expenditures	 <u>3,716,508</u>	 <u>4,842,949</u>
 Resources at September 30	 \$ <u><u>1,246,403</u></u>	 \$ <u><u>1,407,050</u></u>



**GOLF COURSE  
CERTIFICATES OF OBLIGATION  
DEBT SERVICE**

	FY 12 Estimated <u>2011-12</u>	FY 13 Proposed <u>2012-13</u>
<b>RESOURCES:</b>		
Resources at October 1	\$ <u>52,454</u>	\$ <u>39,979</u>
Receipts:		
Transfer from Golf Course PFC Fund	83,357	66,109
Interest on investments	<u>0</u>	<u>0</u>
Total receipts	<u>83,357</u>	<u>66,109</u>
Total resources and receipts	<u>135,811</u>	<u>106,088</u>
Expenditures:		
Principal maturities	88,885	66,875
Interest maturities	6,935	4,821
Paying agent's/Issuance fees	<u>12</u>	<u>12</u>
Total expenditures	<u>95,832</u>	<u>71,708</u>
Resources at September 30	\$ <u><u>39,979</u></u>	\$ <u><u>34,380</u></u>

**GOLF COURSE INTEREST AND REDEMPTION FUND  
STATEMENT OF BONDED INDEBTEDNESS AT OCTOBER 1, 2012 AND EXPENDITURES BY ISSUE 2012/13**

BOND ISSUES	SERIES	BONDED INDEBTEDNESS					EXPENDITURES 2011/12		
		DATE OF ISSUE	MATURITIES OUTSTANDING	INTEREST RATE	ORIGINAL ISSUE	OUTSTANDING 10-1-12	PRINCIPAL	INTEREST	TOTAL
General Obligation Refunding Bonds	2009	5-01-09	3-1-13/16	3.00%	\$ 461,074	\$ 194,136	\$ 66,875	\$ 4,821	\$ 71,696
Paying Agent's Fees									12
					\$ <u>194,136</u>	\$ <u>66,875</u>	\$ <u>4,821</u>	\$ <u>71,708</u>	

**AIRPORT  
GENERAL OBLIGATION REFUNDING BONDS, SERIES 06A  
DEBT SERVICE**

	FY 12 Estimated <u>2011-12</u>	FY 13 Proposed <u>2012-13</u>
<b>RESOURCES:</b>		
Resources at October 1	\$ <u>940,515</u>	\$ <u>848,956</u>
 <b>Receipts:</b>		
Transfer from Airport Operations	457,962	496,187
Transfer from Airport PFC Fund	1,080,889	1,171,107
Interest on investments	<u>6,340</u>	<u>10,000</u>
 Total receipts	 <u>1,545,191</u>	 <u>1,677,294</u>
 Total resources and receipts	 <u>2,485,706</u>	 <u>2,526,250</u>
 <b>Expenditures:</b>		
Principal maturities	1,320,000	1,390,000
Interest maturities	316,450	248,700
Paying agent's/Issuance fees	<u>300</u>	<u>300</u>
 Total expenditures	 <u>1,636,750</u>	 <u>1,639,000</u>
 Resources at September 30	 <u>\$ 848,956</u>	 <u>\$ 887,250</u>

**AIRPORT INTEREST AND REDEMPTION FUND  
STATEMENT OF BONDED INDEBTEDNESS AT OCTOBER 1, 2012 AND EXPENDITURES BY ISSUE 2012/13**

BOND ISSUES	SERIES	BONDED INDEBTEDNESS					EXPENDITURES 2011/12			
		DATE OF ISSUE	MATURITIES OUTSTANDING	INTEREST RATE		ORIGINAL ISSUE	OUTSTANDING 10-1-12	PRINCIPAL	INTEREST	TOTAL
General Obligation Refunding Bonds	2006A	1-15-06	3-1-12/16	5.00%	4.00%	13,160,000	5,990,000	1,390,000	248,700	1,638,700
Paying Agent's fees										300
						\$ 5,990,000	\$ 1,390,000	\$ 248,700		\$ 1,639,000

**SCHARBAUER SPORTS COMPLEX  
GENERAL OBLIGATION BONDS  
DEBT SERVICE**

	FY 12 Estimated 2011-12	FY 13 Proposed 2012-13
	<u>                    </u>	<u>                    </u>
<b>RESOURCES:</b>		
Resources at October 1	\$ <u>1,170,380</u>	\$ <u>1,198,421</u>
Receipts:		
Transfer from Sports Complex Operations	2,923,031	2,952,751
Interest on investments	<u>10,000</u>	<u>10,000</u>
Total receipts	<u>2,933,031</u>	<u>2,962,751</u>
Total resources and receipts	<u>4,103,411</u>	<u>4,161,172</u>
Expenditures:		
Principal maturities	1,830,000	1,910,000
Interest maturities	1,074,690	994,478
Paying agent's/Issuance fees	<u>300</u>	<u>300</u>
Total expenditures	<u>2,904,990</u>	<u>2,904,778</u>
Resources at September 30	\$ <u><u>1,198,421</u></u>	\$ <u><u>1,256,394</u></u>

**SCHARBAUER SPORTS COMPLEX INTEREST AND REDEMPTION FUND  
STATEMENT OF BONDED INDEBTEDNESS AT OCTOBER 1, 2012 AND EXPENDITURES BY ISSUE 2012/13**

BOND ISSUES	SERIES	BONDED INDEBTEDNESS					EXPENDITURES 2012/13		
		DATE OF ISSUE	MATURITIES OUTSTANDING	INTEREST RATE	ORIGINAL ISSUE	OUTSTANDING 10-1-12	PRINCIPAL	INTEREST	TOTAL
General Obligation Refunding Bonds	2006B	1-15-06	3-01-13/22	5.00%, 4.00%, 4.20% 5.00% ,4.25%	28,970,000	21,865,000	1,910,000	994,478	2,904,478
Paying Agent/Other Fees									300
Total Expenditures						\$ 21,865,000	\$ 1,910,000	\$ 994,478	\$ 2,904,778



## **SECTION XIV**

## **CAPITAL**

## CAPITAL IMPROVEMENT PROGRAM

The presentation in this “Capital” section of the operating budget is to give users an overview of the capital program in place for the City. A separately produced Capital Improvement Program document provides detail on all of the projects listed in the “Capital” section of this operating budget.

The purpose of the Capital Improvement Program (CIP) is to implement and facilitate the City’s Master Plan. Generally, capital projects are in excess of \$15,000 and include such items as land purchases, building and/or renovating structures, roads, water and sewer line extensions, park developments and new City facilities such as fire stations, airports, or water treatment facilities. Major maintenance projects such as street resurfacing or a new roof for a building are not included in the CIP.

A listing of all currently available capital project funds is included in the “Summary of Capital Resources Available”. These are dollars which, subject to restrictions in bond covenants, may be used to fund some of the proposed CIP in conjunction with possible future debt issues, operating revenues, grants or other funding sources available to the City.

Inherent in any consideration of capital expenditures is the consideration of finding the dollars to pay for and then maintain the proposed projects. A primary source of capital dollars is debt issued by the City. General guidelines for a “safe” level of debt have been established at approximately eight percent (8%) of taxable assessed valuation, with certain minor adjustments to this amount. A discussion of this calculation and some basic information relative to ad valorem considerations of debt issuance are presented in the fourth section of the CIP budget.

The consideration of ongoing maintenance of capital assets subsequent to construction is of concern in approving any capital project. In order to provide this information for the decision making process, one of the required sections to be completed on a Capital Improvement Request Form or Capital Improvement Activity Form is a description of the operating budget impact of the project. Submitting Departments are required to evaluate the ongoing costs subsequent to completion of a project associated with personnel, commodities, contractual services, maintenance and other costs for each project submitted. Copies of these forms for each project listed in this capital section may be found in the City’s Capital Improvement Program document.

All capital projects currently funded and underway are listed in the “Capital Projects Budget Summary.”

The five year CIP needs assessment is presented in a schedule labeled “Capital Improvement Needs Assessment Budget.” Inherent in this needs assessment is the consideration of the operating budget impact in future years.

The “Capital Improvement Project Requests” are evaluated and prioritized by City management and tentative recommendations are made to City Council. Council then evaluates, modifies and reviews management’s tentative recommendations and adopts a CIP for the year.

Inclusion of a project in the “Capital Improvement Project Requests” does not insure that the project will be funded at any time in the future, but it does assure that the project will be evaluated on its merits relative to other proposed CIP projects.

## SUMMARY OF RESOURCES AVAILABLE

FUND	FUND NAME		REMAINING BALANCE
070	POLICE SPECIAL PURPOSES -FEDERAL (1)	\$ 674,556	
071	POLICE SPECIAL PURPOSES-STATE (1)	41,508	
073	HIDTA FEDERAL SEIZURES (1)	7,789	
074	DEPT OF JUSTICE GRANT (JAG)	100	
	POLICE		\$ <u>723,953</u>
095	STREET IMPROVEMENT FUND (PERMIT FEES) (2)	\$ 1,295,413	
159	1999 GP CO-STREET IMPROVEMENTS	4,706	
163	2012 GP CO-STREETS AND DRAINAGE	2,500,786	
165	2001 GP CO-DRAINAGE IMPROVEMENTS	64,512	
168	2001 TRAFFIC IMPROVEMENTS BOND	4,700	
186	2005 GP CO-STREETS AND DRAINAGE	70,179	
191	2007 GP CO-STREETS AND DRAINAGE	44,128	
193	2007 GP CO-TRAFFIC SYSTEM IMPROVEMENT	26,300	
195	2009 GP CO-STREETS AND DRAINAGE	5,107,052	
	STREETS & TRAFFIC		\$ <u>9,117,776</u>
185	2005 GP CO-PUBLIC SAFETY EQUIPMENT		\$ <u>8,204</u>
092	MUNICIPAL COURT TECHNOLOGY (6)		\$ <u>290,713</u>
140	ANIMAL SHELTER FACILITY & EQUIPMENT		\$ <u>239,643</u>
160	2012 GP CO-COMMUNICATIONS SYSTEM		\$ <u>3,588,846</u>
161	2012 GP CO-FIRE FIGHTING FACILITIES		\$ <u>4,115,481</u>
167	2001 RECORDS STORAGE EQUIP BOND		\$ <u>3,764</u>
169	2001 PROFESSIONAL SERVICES BOND		\$ <u>7,430</u>
188	2005 GP CO-CITY FACILITY IMPROVEMENT	\$ 12,171	
192	2007 GP CO-CITY FACILITY IMPROVEMENT	90,898	
196	2009 GP CO-CITY FACILITY IMPROVEMENT	21,585	
	CITY FACILITY		\$ <u>124,654</u>
158	1999 GP CO-PARK & HERITAGE DISTRICT	\$ 12	
162	2012 GP CO-PARKS AND RECREATION	1,930,573	
182	2003 GP CO-PARK IMPROVEMENTS	18	
187	2005 GP CO-PARK IMPROVEMENTS	20,917	
190	2007 GP CO-PARK IMPROVEMENTS	85,122	
194	2009 GP CO-PARK IMPROVEMENTS	252,633	
	PARKS		\$ <u>2,289,275</u>
157	1998 GP CO-DOWNTOWN, CITY HALL, LAND	\$ 168,630	
184	2003 GP CO-DOWNTOWN IMPROVEMENTS	388,614	
189	2005 GP CO-DOWNTOWN IMPROVEMENTS	84,176	
	DOWNTOWN		\$ <u>641,420</u>
330	SPECIAL W&S SYSTEM IMPR & REPL CONSTRUCTION (3)	\$ 8,983,008	
340	T-BAR RANCH - WINKLER COUNTY IMPROVEMENTS (4)	2,094,778	
365	1993 W&S REV BOND CONSTRUCTION	12,983	
366	1996 W&S REV BOND CONSTRUCTION	20,351	
375	1999 W&S FLT RATE REV CONST (TEX-CAP)	485,178	
380	2007 GP CO-WATER AND SEWER IMPROVEMENTS	201,491	
381	2012 GP CO-WATER AND SEWER IMPROVEMENTS	2,915,239	
	WATER & SEWER		\$ <u>14,713,028</u>
509	AIRPORT RESTRICTED ASSET SALES (5)		\$ <u>76,140</u>
641	2001 SPORT COMPLEX C.O. CONSTRUCTION FUND		\$ <u>9,911</u>
776	2012 GP CO-INFORMATION TECHNOLOGY		\$ <u>1,399,378</u>
	TOTAL RESOURCES AVAILABLE		\$ <u>37,349,616</u>

(1)RESTRICTED TO SPECIAL POLICE MATTERS

(4)COUNCIL DESIGNATED RESERVE FOR WINKLER CO DEVELOPMEN

(2)RESTRICTED TO GENERAL STREET IMPROVEMENTS

(5)RESTRICTED TO FAA APPROVED PROJECTS

(3)FUNDS ARE PROVISIONS FOR REPLACEMENT OF ASSETS

(6)RESTRICTED TO MUNICIPAL COURT TECHNOLOGY

**CITY OF MIDLAND  
CAPITAL PROJECTS BUDGET SUMMARY  
BY PROJECT**

<b>Project Name</b>	<b>Funding Source</b>	<b>Responsible Department</b>	<b>Project Number</b>	<b>Estimated Total Cost</b>	<b>Total Project Expenditures</b>	<b>Anticipated Remaining Expenditures</b>	<b>Percent of Project Expended</b>
Rehabilitate Taxiway Systems	505	500	7003	4,513,487.00	3,531,923.64	981,563.36	78.25%
Rehabilitate Taxiway Systems	506	500	7003	237,552.00	184,844.34	52,707.66	77.81%
				<u>4,751,039.00</u>	<u>3,716,767.98</u>	<u>1,034,271.02</u>	
Terminal Rehabilitation	505	500	7004	4,158,815.00	4,110,208.65	48,606.35	98.83%
Terminal Rehabilitation	509	500	7004	46,539.00	46,539.00	0.00	100.00%
				<u>4,205,354.00</u>	<u>4,156,747.65</u>	<u>48,606.35</u>	
2009 JAG City Portion	074	110	7032	26,689.00	0.00	26,689.00	0.00%
				<u>26,689.00</u>	<u>0.00</u>	<u>26,689.00</u>	
Northwest Extension Project	505	500	7038	3,217,547.00	2,035,011.04	1,182,535.96	63.25%
Northwest Extension Project	509	500	7038	73,586.00	73,586.00	0.00	100.00%
				<u>3,291,133.00</u>	<u>2,108,597.04</u>	<u>1,182,535.96</u>	
Spark Park Target Area Infra 11	061	075	7052	492,939.00	54,441.12	438,497.88	11.04%
				<u>492,939.00</u>	<u>54,441.12</u>	<u>438,497.88</u>	
2010 JAG City Portion	074	110	7053	25,339.00	0.00	25,339.00	0.00%
				<u>25,339.00</u>	<u>0.00</u>	<u>25,339.00</u>	
Radio Sites Upgrade Project	005	030	7055	325,000.00	25,061.68	299,938.32	7.71%
				<u>325,000.00</u>	<u>25,061.68</u>	<u>299,938.32</u>	
Executive Apron Reconstruction	505	500	7056	3,527,363.00	777,031.37	2,750,331.63	22.03%
				<u>3,527,363.00</u>	<u>777,031.37</u>	<u>2,750,331.63</u>	
Runway 4/22 & 16L/34R Rehabilitation	505	500	7058	110,000.00	37,072.54	72,927.46	33.70%
				<u>110,000.00</u>	<u>37,072.54</u>	<u>72,927.46</u>	

**CITY OF MIDLAND  
CAPITAL PROJECTS BUDGET SUMMARY  
BY PROJECT**

<b>Project Name</b>	<b>Funding Source</b>	<b>Responsible Department</b>	<b>Project Number</b>	<b>Estimated Total Cost</b>	<b>Total Project Expenditures</b>	<b>Anticipated Remaining Expenditures</b>	<b>Percent of Project Expended</b>
I-20 Wildlife Preserve and Jenna Welch Nature Study Center	005	090	7062	2,000,000.00	1,727,261.17	272,738.83	86.36%
				2,000,000.00	1,727,261.17	272,738.83	
Centennial Plaza Phase 2	005	075	7063	190,000.00	26,638.82	163,361.18	14.02%
				190,000.00	26,638.82	163,361.18	
Sidewalk Improvements 12	062	075	7075	135,000.00	800.00	134,200.00	0.59%
				135,000.00	800.00	134,200.00	
2011 JAG City Portion	074	110	7077	21,751.00	0.00	21,751.00	0.00%
				21,751.00	0.00	21,751.00	
Executive Apron Reconstruction Area B	505	500	7081	16,200.00	0.00	16,200.00	0.00%
Executive Apron Reconstruction Area B	506	500	7081	1,800.00	0.00	1,800.00	0.00%
				18,000.00	0.00	18,000.00	
Emergency Roadway and Gates Rehab	505	500	7082	31,500.00	0.00	31,500.00	0.00%
Emergency Roadway and Gates Rehab	506	500	7082	3,500.00	0.00	3,500.00	0.00%
				35,000.00	0.00	35,000.00	
Northwest Taxilane Extension	505	500	7083	167,700.00	0.00	167,700.00	0.00%
				167,700.00	0.00	167,700.00	
Access Control System and Cable Upgrade	505	500	7084	30,000.00	0.00	30,000.00	0.00%
				30,000.00	0.00	30,000.00	
Stormwater Management Program	005	075	8469	309,000.00	301,356.74	7,643.26	97.53%
				309,000.00	301,356.74	7,643.26	

**CITY OF MIDLAND  
CAPITAL PROJECTS BUDGET SUMMARY  
BY PROJECT**

<b>Project Name</b>	<b>Funding Source</b>	<b>Responsible Department</b>	<b>Project Number</b>	<b>Estimated Total Cost</b>	<b>Total Project Expenditures</b>	<b>Anticipated Remaining Expenditures</b>	<b>Percent of Project Expended</b>
Hogan Park Renovations Project	182	090	8596	524,000.00	484,677.57	39,322.43	92.50%
Hogan Park Renovations Project	190	090	8596	100,000.00	8,088.56	91,911.44	8.09%
				<u>624,000.00</u>	<u>492,766.13</u>	<u>131,233.87</u>	
Wydewood/Fairmont Improvemnts	005	075	8611	16,187.00	0.00	16,187.00	0.00%
Wydewood/Fairmont Improvemnts	165	075	8611	150,000.00	124,655.11	25,344.89	83.10%
				<u>166,187.00</u>	<u>124,655.11</u>	<u>41,531.89</u>	
Windlands Water Conserv Learn	305	300	8618	15,000.00	9,275.00	5,725.00	61.83%
Windlands Water Conserv Learn	435	300	8618	15,000.00	10,528.75	4,471.25	70.19%
				<u>30,000.00</u>	<u>19,803.75</u>	<u>10,196.25</u>	
Wall St. Rehabilitation Proj	005	075	8651	1,025,000.00	1,025,000.00	0.00	100.00%
Wall St. Rehabilitation Proj	095	075	8651	1,391,050.00	1,391,050.00	0.00	100.00%
Wall St. Rehabilitation Proj	164	075	8651	373,590.00	373,590.00	0.00	100.00%
Wall St. Rehabilitation Proj	181	075	8651	580,526.00	580,526.00	0.00	100.00%
Wall St. Rehabilitation Proj	186	075	8651	5,800.00	879.05	4,920.95	15.16%
				<u>3,375,966.00</u>	<u>3,371,045.05</u>	<u>4,920.95</u>	
City Hall Hvac Renovations	005	040	8665	65,000.00	43,995.46	21,004.54	67.69%
City Hall Hvac Renovations	188	040	8665	375,000.00	375,000.00	0.00	100.00%
				<u>440,000.00</u>	<u>418,995.46</u>	<u>21,004.54</u>	
Holiday Hill Road Ext Proj 06	005	075	8730	1,849,233.00	1,331,613.10	517,619.90	72.01%
Holiday Hill Road Ext Proj 06	152	075	8730	329,000.00	329,000.00	0.00	100.00%
Holiday Hill Road Ext Proj 06	165	075	8730	260,000.00	260,000.00	0.00	100.00%
Holiday Hill Road Ext Proj 06	181	075	8730	220,000.00	220,000.00	0.00	100.00%

**CITY OF MIDLAND  
CAPITAL PROJECTS BUDGET SUMMARY  
BY PROJECT**

<b>Project Name</b>	<b>Funding Source</b>	<b>Responsible Department</b>	<b>Project Number</b>	<b>Estimated Total Cost</b>	<b>Total Project Expenditures</b>	<b>Anticipated Remaining Expenditures</b>	<b>Percent of Project Expended</b>
Holiday Hill Road Ext Proj 06	186	075	8730	403,207.00	397,755.08	5,451.92	98.65%
Holiday Hill Road Ext Proj 06	191	075	8730	104,496.00	104,496.00	0.00	100.00%
Holiday Hill Road Ext Proj 06	305	075	8730	61,352.00	61,352.00	0.00	100.00%
				<u>3,227,288.00</u>	<u>2,704,216.18</u>	<u>523,071.82</u>	
Water Purification Plant 06	305	300	8756	1,765,446.00	1,756,793.57	8,652.43	99.51%
Water Purification Plant 06	380	300	8756	22,295,061.00	22,295,061.00	0.00	100.00%
				<u>24,060,507.00</u>	<u>24,051,854.57</u>	<u>8,652.43</u>	
Effluent Reuse Satellite 06	305	300	8757	354,016.00	354,016.00	0.00	100.00%
Effluent Reuse Satellite 06	380	300	8757	435,998.00	227,157.13	208,840.87	52.10%
				<u>790,014.00</u>	<u>581,173.13</u>	<u>208,840.87</u>	
Distribution System Pipeline06	305	300	8758	1,001,459.00	548,382.54	453,076.46	54.76%
				<u>1,001,459.00</u>	<u>548,382.54</u>	<u>453,076.46</u>	
Shell Booster Station Proj 06	305	300	8759	611,991.00	611,991.00	0.00	100.00%
				<u>611,991.00</u>	<u>611,991.00</u>	<u>0.00</u>	
07 Northgate Sec22 Develop Agr	186	075	8783	250,000.00	130,759.25	119,240.75	52.30%
				<u>250,000.00</u>	<u>130,759.25</u>	<u>119,240.75</u>	
Centennial Plaza Enhancement07	005	075	8794	500,000.00	500,000.00	0.00	100.00%
Centennial Plaza Enhancement07	087	075	8794	800,000.00	800,000.00	0.00	100.00%
Centennial Plaza Enhancement07	091	075	8794	750,000.00	674,245.72	75,754.28	89.90%
Centennial Plaza Enhancement07	177	075	8794	10,190.00	10,190.00	0.00	100.00%
				<u>2,060,190.00</u>	<u>1,984,435.72</u>	<u>75,754.28</u>	

**CITY OF MIDLAND  
CAPITAL PROJECTS BUDGET SUMMARY  
BY PROJECT**

<b>Project Name</b>	<b>Funding Source</b>	<b>Responsible Department</b>	<b>Project Number</b>	<b>Estimated Total Cost</b>	<b>Total Project Expenditures</b>	<b>Anticipated Remaining Expenditures</b>	<b>Percent of Project Expended</b>
CGI Systems Upgrade Project 07	005	030	8817	216,220.00	97,015.23	119,204.77	44.87%
CGI Systems Upgrade Project 07	700	030	8817	187,500.00	187,500.00	0.00	100.00%
CGI Systems Upgrade Project 07	705	030	8817	187,500.00	187,500.00	0.00	100.00%
CGI Systems Upgrade Project 07	755	030	8817	2,150,000.00	2,150,000.00	0.00	100.00%
CGI Systems Upgrade Project 07	765	030	8817	125,000.00	125,000.00	0.00	100.00%
				<u>2,866,220.00</u>	<u>2,747,015.23</u>	<u>119,204.77</u>	
Equipment & Technology Project	005	110	8820	72,750.00	46,830.00	25,920.00	64.37%
				<u>72,750.00</u>	<u>46,830.00</u>	<u>25,920.00</u>	
Records Center Acquire&Imprv07	192	040	8821	450,000.00	418,550.15	31,449.85	93.01%
				<u>450,000.00</u>	<u>418,550.15</u>	<u>31,449.85</u>	
CAD/AVL Location System	005	030	8825	1,097,490.00	1,091,292.76	6,197.24	99.44%
CAD/AVL Location System	755	030	8825	2,200,000.00	2,200,000.00	0.00	100.00%
				<u>3,297,490.00</u>	<u>3,291,292.76</u>	<u>6,197.24</u>	
Paul Davis Well Fld Improve 08	305	300	8833	948,249.00	938,013.34	10,235.66	98.92%
				<u>948,249.00</u>	<u>938,013.34</u>	<u>10,235.66</u>	
Headworks & Digester Improve08	305	300	8844	243,544.00	168,513.13	75,030.87	69.19%
Headworks & Digester Improve08	380	300	8844	8,472,291.00	8,472,291.00	0.00	100.00%
				<u>8,715,835.00</u>	<u>8,640,804.13</u>	<u>75,030.87</u>	
Landfill Pit 2 Construction 08	435	300	8846	4,024,097.00	3,960,851.84	63,245.16	98.43%
				<u>4,024,097.00</u>	<u>3,960,851.84</u>	<u>63,245.16</u>	
Heritage Gardens 08 Project	005	090	8847	11,277.00	1,006.31	10,270.69	8.92%
Heritage Gardens 08 Project	158	090	8847	4,155.00	1,558.19	2,596.81	37.50%
				<u>15,432.00</u>	<u>2,564.50</u>	<u>12,867.50</u>	

**CITY OF MIDLAND  
CAPITAL PROJECTS BUDGET SUMMARY  
BY PROJECT**

<b>Project Name</b>	<b>Funding Source</b>	<b>Responsible Department</b>	<b>Project Number</b>	<b>Estimated Total Cost</b>	<b>Total Project Expenditures</b>	<b>Anticipated Remaining Expenditures</b>	<b>Percent of Project Expended</b>
Airport Water Treatment Plant	305	300	8850	40,171.00	22,250.20	17,920.80	55.39%
Airport Water Treatment Plant	380	300	8850	4,544,785.00	4,544,785.00	0.00	100.00%
				<u>4,584,956.00</u>	<u>4,567,035.20</u>	<u>17,920.80</u>	
Police Firearms Facility 08	005	110	8854	373,500.00	225,373.64	148,126.36	60.34%
				<u>373,500.00</u>	<u>225,373.64</u>	<u>148,126.36</u>	
Wpcp Improvements Project 08	305	300	8855	110,000.00	0.00	110,000.00	0.00%
Wpcp Improvements Project 08	380	300	8855	1,019,580.00	930,611.73	88,968.27	91.27%
				<u>1,129,580.00</u>	<u>930,611.73</u>	<u>198,968.27</u>	
Equipment & Tech BBB08 Project	005	110	8862	33,000.00	32,347.14	652.86	98.02%
				<u>33,000.00</u>	<u>32,347.14</u>	<u>652.86</u>	
Jal Draw Channel Lining	005	075	8880	3,744,000.00	2,583,221.23	1,160,778.77	69.00%
Jal Draw Channel Lining	154	075	8880	10,244.00	10,244.00	0.00	100.00%
Jal Draw Channel Lining	171	075	8880	48,412.00	48,412.00	0.00	100.00%
				<u>3,802,656.00</u>	<u>2,641,877.23</u>	<u>1,160,778.77</u>	
City Facilities Renovations 09	005	040	8881	332,517.00	254,876.31	77,640.69	76.65%
				<u>332,517.00</u>	<u>254,876.31</u>	<u>77,640.69</u>	
Solomon Estate Sec 2 Paving 09	186	075	8886	43,000.00	41,929.00	1,071.00	97.51%
				<u>43,000.00</u>	<u>41,929.00</u>	<u>1,071.00</u>	
Task Force Funds Project	005	110	8892	29,388.00	0.00	29,388.00	0.00%
				<u>29,388.00</u>	<u>0.00</u>	<u>29,388.00</u>	
Gateway Plaza Dev Participate	305	075	8897	570,800.00	494,610.92	76,189.08	86.65%
				<u>570,800.00</u>	<u>494,610.92</u>	<u>76,189.08</u>	

**CITY OF MIDLAND  
CAPITAL PROJECTS BUDGET SUMMARY  
BY PROJECT**

<b>Project Name</b>	<b>Funding Source</b>	<b>Responsible Department</b>	<b>Project Number</b>	<b>Estimated Total Cost</b>	<b>Total Project Expenditures</b>	<b>Anticipated Remaining Expenditures</b>	<b>Percent of Project Expended</b>
MLK Center Renovations	005	090	8906	500,000.00	500,000.00	0.00	100.00%
MLK Center Renovations	190	090	8906	200,000.00	200,000.00	0.00	100.00%
MLK Center Renovations	196	090	8906	1,500,000.00	1,462,633.21	37,366.79	97.51%
				<u>2,200,000.00</u>	<u>2,162,633.21</u>	<u>37,366.79</u>	
Equip & Fire Range Improve 07	005	110	8907	20,000.00	4,909.00	15,091.00	24.55%
				<u>20,000.00</u>	<u>4,909.00</u>	<u>15,091.00</u>	
Street Paving & Ancillary Uses	005	075	8912	1,789,800.00	123,235.25	1,666,564.75	6.89%
				<u>1,789,800.00</u>	<u>123,235.25</u>	<u>1,666,564.75</u>	
09-10 Street And Roadway Imprv	005	075	8917	145,967.00	0.00	145,967.00	0.00%
				<u>145,967.00</u>	<u>0.00</u>	<u>145,967.00</u>	
Municipal Court Building	196	010	8919	1,500,000.00	56,996.63	1,443,003.37	3.80%
				<u>1,500,000.00</u>	<u>56,996.63</u>	<u>1,443,003.37</u>	
Airport & Paul Davis Wells Imp	305	300	8921	873,016.00	773,564.21	99,451.79	88.61%
Airport & Paul Davis Wells Imp	380	300	8921	3,877,740.00	3,877,740.00	0.00	100.00%
				<u>4,750,756.00</u>	<u>4,651,304.21</u>	<u>99,451.79</u>	
Police Equipment & Technology	005	110	8922	108,025.00	0.00	108,025.00	0.00%
				<u>108,025.00</u>	<u>0.00</u>	<u>108,025.00</u>	
Paul Davis Wellfld Utilization	305	300	8926	124,840.00	118,360.30	6,479.70	94.81%
				<u>124,840.00</u>	<u>118,360.30</u>	<u>6,479.70</u>	
Spraberry Groundwater Project	305	300	8927	563,600.00	385,301.33	178,298.67	68.36%
				<u>563,600.00</u>	<u>385,301.33</u>	<u>178,298.67</u>	

**CITY OF MIDLAND  
CAPITAL PROJECTS BUDGET SUMMARY  
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<b>Project Name</b>	<b>Funding Source</b>	<b>Responsible Department</b>	<b>Project Number</b>	<b>Estimated Total Cost</b>	<b>Total Project Expenditures</b>	<b>Anticipated Remaining Expenditures</b>	<b>Percent of Project Expended</b>
Target Area Water & Sewer Impv	305	075	8928	314,980.00	311,859.45	3,120.55	99.01%
				314,980.00	311,859.45	3,120.55	
Halff Ratliff Taylor Park Impv	194	090	8931	300,000.00	283,407.59	16,592.41	94.47%
				300,000.00	283,407.59	16,592.41	
Commons Area Fence Project	625	620	8932	185,000.00	4,500.00	180,500.00	2.43%
				185,000.00	4,500.00	180,500.00	
Stonebridge Developer Agreemnt	191	075	8940	256,000.00	243,412.00	12,588.00	95.08%
Stonebridge Developer Agreemnt	305	075	8940	6,900.00	6,800.00	100.00	98.55%
				262,900.00	250,212.00	12,688.00	
NW Tower/Mockingbird Ln	305	300	8942	663,176.00	647,810.45	15,365.55	97.68%
				663,176.00	647,810.45	15,365.55	
BBB10 Equip, Tech & Supplies	005	110	8943	35,000.00	0.00	35,000.00	0.00%
				35,000.00	0.00	35,000.00	
Hogan Park Lighting Project	091	090	8944	100,000.00	95,940.32	4,059.68	95.94%
				100,000.00	95,940.32	4,059.68	
Lamesa Rd Paving & Drainage	195	075	8946	37,000.00	2,349.88	34,650.12	6.35%
				37,000.00	2,349.88	34,650.12	
Lamesa Rd W&S Reconstruction	305	075	8947	1,697,644.00	1,072,604.27	625,039.73	63.18%
				1,697,644.00	1,072,604.27	625,039.73	
Grasslands Estates West Dev	305	075	8951	119,296.00	0.00	119,296.00	0.00%
				119,296.00	0.00	119,296.00	

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<b>Project Name</b>	<b>Funding Source</b>	<b>Responsible Department</b>	<b>Project Number</b>	<b>Estimated Total Cost</b>	<b>Total Project Expenditures</b>	<b>Anticipated Remaining Expenditures</b>	<b>Percent of Project Expended</b>
Highway 191 Waterline Project	305	075	8953	6,000,000.00	0.00	6,000,000.00	0.00%
				6,000,000.00	0.00	6,000,000.00	
Mockingbird Oak Developer Agmt	191	075	8954	108,311.00	0.00	108,311.00	0.00%
				108,311.00	0.00	108,311.00	
Wastewater Modeling & Flow Reduction	305	300	8955	479,300.00	270,709.00	208,591.00	56.48%
				479,300.00	270,709.00	208,591.00	
Tanks Evaluation & Coating/Rehab	305	300	8958	211,000.00	168,098.83	42,901.17	79.67%
				211,000.00	168,098.83	42,901.17	
Citizens Collection/Recycling Center	435	430	8959	648,037.00	578,963.82	69,073.18	89.34%
				648,037.00	578,963.82	69,073.18	
Holiday Hill Road Expansion	005	075	8964	348,510.00	0.00	348,510.00	0.00%
				348,510.00	0.00	348,510.00	
Highway 191 Sewerline Project	305	075	8965	552,500.00	30,065.98	522,434.02	5.44%
				552,500.00	30,065.98	522,434.02	
Influent Screens Replacement	305	300	8966	5,860,182.00	3,983,593.69	1,876,588.31	67.98%
				5,860,182.00	3,983,593.69	1,876,588.31	
BBB11 Equip, Tech & Supplies	005	110	8967	40,000.00	0.00	40,000.00	0.00%
				40,000.00	0.00	40,000.00	
Sports Complex HVAC Project	625	620	8968	125,000.00	0.00	125,000.00	0.00%
				125,000.00	0.00	125,000.00	

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<b>Project Name</b>	<b>Funding Source</b>	<b>Responsible Department</b>	<b>Project Number</b>	<b>Estimated Total Cost</b>	<b>Total Project Expenditures</b>	<b>Anticipated Remaining Expenditures</b>	<b>Percent of Project Expended</b>
Airport and Shell Elevated Water Tower Rehab	305	300	8971	1,432,500.00	0.00	1,432,500.00	0.00%
				1,432,500.00	0.00	1,432,500.00	
Raw Water Project	381	300	8975	7,100,000.00	0.00	7,100,000.00	0.00%
				7,100,000.00	0.00	7,100,000.00	
Briarwood Paving & Drainage Improv	005	080	8976	36,413.00	0.00	36,413.00	0.00%
				36,413.00	0.00	36,413.00	
Mockingbird Paving & Drainage Improv	005	080	8977	19,478.00	0.00	19,478.00	0.00%
				19,478.00	0.00	19,478.00	
Midland Center Improv Project	091	040	8979	111,250.00	0.00	111,250.00	0.00%
				111,250.00	0.00	111,250.00	
Computer and Accessories Upgrade	776	030	8983	601,250.00	0.00	601,250.00	0.00%
				601,250.00	0.00	601,250.00	
MBR Satellite Reclaimed Water Production Facility	381	300	8984	6,540,000.00	0.00	6,540,000.00	0.00%
				6,540,000.00	0.00	6,540,000.00	
Landfill Cell 7 Project	435	430	8991	453,400.00	0.00	453,400.00	0.00%
				453,400.00	0.00	453,400.00	
Market St Paving & Water Utility Ext	005	080	8992	50,800.00	0.00	50,800.00	0.00%
Market St Paving & Water Utility Ext	305	080	8992	5,000.00	0.00	5,000.00	0.00%
				55,800.00	0.00	55,800.00	
<b>Grand Totals</b>				<b>133,229,294.00</b>	<b>92,409,292.33</b>	<b>40,820,001.67</b>	

**DESCRIPTION OF CAPITAL PROJECTS  
WITH ESTIMATED TOTAL COST IN EXCESS OF \$750,000**

<b>PROJECT NUMBER</b>	<b>PROJECT NAME</b>	<b>PROJECT DESCRIPTION</b>	<b>ESTIMATED TOTAL COST</b>
7003	Rehabilitate Taxiway Systems	Repair various areas of the taxiways.	4,751,039
7004	Terminal Rehabilitation	Repair various areas in Terminal Building.	4,205,354
7038	Northwest Extension Project	Extension of taxiway at Midland International Airport.	3,291,133
7056	Executive Apron Reconstruction	Reconstruct all pavement in the North Executive Hangar Area. This pavement was constructed in the 1970s and is in desperate need of repair.	3,527,363
7062	I-20 Wildlife Preserve and Jenna Welch Study	Development of the I-20 Wildlife Preserve.	2,000,000
8651	Wall St Rehabilitation Proj	Rehabilitation of Wall Street from Big Spring to Front. Project left open to pay for any costs associated with tear-down of adjacent buildings.	3,375,966
8730	Holiday Hill Road Ext Proj 06	Extension of Holiday Hill Rd from Briarwood to reliever route. Need to reseed, drill water well, and fix erosion before closing.	3,227,288
8756	Water Purification Plant 06	The City is not in compliance with the current arsenic regulations. To remedy this, the Water Purification Plant needs additional treated water storage, upgraded chemical storage and delivery systems, a raw water reservoir, and additional pumping capacity.	24,060,507
8757	Effluent Reuse Satellite 06	Design of interceptor plant for the treatment of wastewater to be used for irrigation at Midland College and Windlands Park.	790,014
8758	Distribution System Pipeline06	Design of distribution system lines and improvements to serve the new elevated tower and pump stations.	1,001,459
8794	Centennial Plaza Enhancement07	Renovation and redevelopment of Centennial Plaza.	2,060,190

**DESCRIPTION OF CAPITAL PROJECTS  
WITH ESTIMATED TOTAL COST IN EXCESS OF \$750,000**

<b>PROJECT NUMBER</b>	<b>PROJECT NAME</b>	<b>PROJECT DESCRIPTION</b>	<b>ESTIMATED TOTAL COST</b>
8817	CGI Systems Upgrade Project 07	Upgrade the City's financial, human resources, and payroll software.	2,866,220
8825	CAD/AVL Location System	Upgrade the City's Computer Aided Dispatch Software and add Automatic Vehicle Locator Software.	3,297,490
8833	Paul Davis Well Fld Improve 08	Design and construction services for design of mechanical, electrical instrumentation and control improvements at the well field to improve reliability, monitoring and control capabilities.	948,249
8844	Headworks & Digester Improve08	Replace the failing headworks, upgrade the SCADA system, and rehabilitate/replace the digesters at the Water Pollution Control Plant.	8,715,835
8846	Landfill Pit 2 Construction 08	Construction to open a new cell at the City of Midland Landfill.	4,024,097
8850	Airport Water Treatment Plant	Design and build a pump station located North of the airport on Highway 1788 to provide water supply for the UTPB Performing Arts Center.	4,584,956
8855	WPCP Improvements Project 08	Replace the failing headworks, upgrade the SCADA system, and rehabilitate/replace the digesters at the Water Pollution Control Plant.	1,129,580
8880	Jal Draw Channel Lining	Slope erosion protection of alley and homes backing up to Jal Draw.	3,802,656
8906	MLK Center Renovations	Renovation of the Martin Luther King Jr Community Center.	2,200,000
8912	Street Paving & Ancillary Uses	Construction of S Garfield from Carver to Cotton Flat.	1,789,800
8919	Municipal Court Building	Less than 90 square feet per person is available for Municipal Court employees due to volume of transactions undertaken by Court. Court is 20 plus years old.	1,500,000

**DESCRIPTION OF CAPITAL PROJECTS  
WITH ESTIMATED TOTAL COST IN EXCESS OF \$750,000**

<b>PROJECT NUMBER</b>	<b>PROJECT NAME</b>	<b>PROJECT DESCRIPTION</b>	<b>ESTIMATED TOTAL COST</b>
8921	Airport & Paul Davis Wells Imp	The replacement of all SCADA equipment are necessary to allow the system to operate with the system at the Water Purification Plant. This project will also replace some non-functioning valves and upgrade the chlorination system.	4,750,756
8947	Lamesa Rd W&S Reconstruction	Replace water main and make wastewater collection system improvements in Lamesa Rd - Dormard Ave to Walnut Ln.	1,697,644
8953	Highway 191 Waterline Project	Develop water lines along State Hwy 191 and FM 1788.	6,000,000
8966	Influent Screens Replacement	This will replace the primary screens and anaerobic gas digester piping at the water pollution control plant.	5,860,182
8971	Airport and Shell Elevated Water Tower Rehab	This project will rehab and recoat the Shell Elevated water tower and the Airport Elevated water tower.	1,432,500
8975	Raw Water Project	Purchase of CRMWD raw water reservoir location on site at the Water Purification Plant, modifications to Lake Peggy Sue, the City's Raw Water Reservoir, and addition of a pump station at the Water Purification Plant.	7,100,000
8984	MBR Satellite Reclaimed Water Production Facility	This project will construct a 100,000 gallon per day plant near Midland College to intercept and treat wastewater for use as irrigation water.	6,540,000

**CAPITAL IMPROVEMENT NEEDS ASSESSMENT BUDGET  
BY PROPOSED FUNDING SOURCE BY YEAR**

<b>Source of Proposed Funding</b>	<b>Year 1 2013 Cost</b>	<b>Year 2 2014 Cost</b>	<b>Year 3 2015 Cost</b>	<b>Year 4 2016 Cost</b>	<b>Year 5 2017 Cost</b>	<b>Estimated Total Cost</b>
Federal Grant	460,800	2,983,765	4,698,000	-	-	8,142,565
State Grant	1,527,163	-	-	300,000	-	1,827,163
C.O. Requests	18,535,000	17,908,090	19,867,500	22,770,400	6,544,900	85,625,890
Revenue Bonds	1,300,000	7,000,000	4,120,000	-	-	12,420,000
General Fund	1,305,000	-	-	-	-	1,305,000
W & S Fund	976,000	425,000	175,000	250,000	-	1,826,000
Sanitation Fund	1,122,000	1,000,000	-	-	-	2,122,000
Airport Fund	220,885	331,529	545,471	-	-	1,097,885
Airport PFC	-	-	-	-	-	-
Garage Fund	-	-	-	-	-	-
Other	4,355,000	726,133	726,133	726,134	726,134	7,259,534
<b>Annual Totals</b>	<b>29,801,848</b>	<b>30,374,517</b>	<b>30,132,104</b>	<b>24,046,534</b>	<b>7,271,034</b>	<b>121,626,037</b>

**CITY OF MIDLAND  
CAPITAL IMPROVEMENT PROJECT REQUESTS  
SORTED BY PROJECT**

Project Name	Fund	Dept	CIP Project Number	Source of Proposed Funding	Year 1 2013 Cost	Year 2 2014 Cost	Year 3 2015 Cost	Year 4 2016 Cost	Year 5 2017 Cost	Estimated Total Cost	Asset Life in Years	Operating Budget Impact	
												Anticipated Savings	Additional Expense
Oak Street Bridge Culvert Work	001	080	2000-11	C.O.	170,000	-	-	-	-	170,000	50	-	3,400
					170,000	-	-	-	-	170,000		-	3,400
Mockingbird Dr Extension - 349 to Midkiff	001	080	2000-13	State Grant	-	-	-	300,000	-	300,000	20	-	15,000
Mockingbird Dr Extension - 349 to Midkiff	001	080	2000-13	C.O.	-	1,000,000	1,000,000	1,000,000	-	3,000,000	20	-	150,000
					-	1,000,000	1,000,000	1,300,000	-	3,300,000		-	165,000
Midland Draw Excavation Phase 4	001	080	2000-15	C.O.	230,000	230,000	-	-	-	460,000	20	-	23,000
					230,000	230,000	-	-	-	460,000		-	23,000
Midland Draw Excavation Phase 2 & 3	001	080	2000-16	C.O.	345,000	345,000	-	-	-	690,000	20	-	34,500
					345,000	345,000	-	-	-	690,000		-	34,500
Midland Draw Excavation Phase 1	001	080	2000-17	C.O.	-	350,000	-	-	-	350,000	20	-	17,500
					-	350,000	-	-	-	350,000		-	17,500
Central Business District Traffic Signal Poles	001	080	2000-24	C.O.	87,000	87,000	87,000	-	-	261,000	20	-	13,050
					87,000	87,000	87,000	-	-	261,000		-	13,050
Municipal Court Building	001	040	2000-98	Other	4,000,000	726,133	726,133	726,134	726,134	6,904,534	40	-	172,613
					4,000,000	726,133	726,133	726,134	726,134	6,904,534		-	172,613
Beal Parkway (formerly known as W Illinois)	001	080	2005-04	C.O.	500,000	500,000	1,000,000	-	-	2,000,000	20	-	100,000
					500,000	500,000	1,000,000	-	-	2,000,000		-	100,000
Landfill Scale House and Scales	430	430	2006-04	Sanitation	300,000	1,000,000	-	-	-	1,300,000	40	-	32,500
					300,000	1,000,000	-	-	-	1,300,000		-	32,500
Idlewilde Detention Basin & Outfall	001	080	2006-06	C.O.	-	330,000	640,000	340,000	-	1,310,000	20	-	65,500
					-	330,000	640,000	340,000	-	1,310,000		-	65,500
Ballistic Training Module	001	110	2007-13	C.O.	1,215,000	-	-	-	-	1,215,000	40	-	30,375
					1,215,000	-	-	-	-	1,215,000		-	30,375
Longview Street	001	080	2008-01	C.O.	170,000	-	-	-	-	170,000	20	-	8,500
					170,000	-	-	-	-	170,000		-	8,500
Briarwood Avenue	001	080	2008-02	C.O.	-	-	-	575,000	-	575,000	20	-	28,750
					-	-	-	575,000	-	575,000		-	28,750
Midkiff Rd - Andrews Hwy to Wadley Ave	001	080	2008-03	C.O.	-	-	-	3,000,000	-	3,000,000	20	-	150,000
					-	-	-	3,000,000	-	3,000,000		-	150,000

**CITY OF MIDLAND  
CAPITAL IMPROVEMENT PROJECT REQUESTS  
SORTED BY PROJECT**

Project Name	Fund	Dept	CIP Project Number	Source of Proposed Funding	Year 1 2013 Cost	Year 2 2014 Cost	Year 3 2015 Cost	Year 4 2016 Cost	Year 5 2017 Cost	Estimated Total Cost	Asset Life in Years	Operating Budget Impact	
												Anticipated Savings	Additional Expense
Midkiff Rd - Wall St to Illinois Ave	001	080	2008-04	C.O.	-	2,230,000	-	-	-	2,230,000	20	-	111,500
					-	2,230,000	-	-	-	2,230,000		-	111,500
Illinois Ave - Marienfeld St to Andrews Hwy	001	080	2008-05	C.O.	-	2,600,000	640,000	-	-	3,240,000	20	-	162,000
					-	2,600,000	640,000	-	-	3,240,000		-	162,000
Midland Dr - Illinois Ave to Andrews Hwy	001	080	2008-06	C.O.	-	2,300,000	-	-	-	2,300,000	20	-	115,000
					-	2,300,000	-	-	-	2,300,000		-	115,000
Illinois Ave - Andrews Hwy to Midland Dr	001	080	2008-08	C.O.	-	-	5,000,000	-	-	5,000,000	20	-	250,000
					-	-	5,000,000	-	-	5,000,000		-	250,000
Garfield St - Tennessee Ave to Golf Course Rd	001	080	2008-09	C.O.	-	-	504,000	-	-	504,000	20	-	25,200
					-	-	504,000	-	-	504,000		-	25,200
Illinois Ave - Main St to Terrell St	001	080	2008-11	C.O.	-	-	-	750,000	-	750,000	20	-	37,500
					-	-	-	750,000	-	750,000		-	37,500
Golf Course Rd - Scharbauer Dr to Midkiff Rd	001	080	2008-12	C.O.	-	-	-	3,450,000	-	3,450,000	20	-	172,500
					-	-	-	3,450,000	-	3,450,000		-	172,500
"D" St Pavement and Valley Gutter	001	080	2008-13	C.O.	775,000	-	-	-	-	775,000	20	-	38,750
					775,000	-	-	-	-	775,000		-	38,750
Northwest Substation	001	110	2008-15	C.O.	150,000	-	-	-	-	150,000	40	-	3,750
					150,000	-	-	-	-	150,000		-	3,750
Training Facility Expansion	001	110	2008-20	C.O.	468,000	-	-	-	-	468,000	20	-	23,400
					468,000	-	-	-	-	468,000		-	23,400
Use-of-Force Training Technology	001	110	2009-02	Other	50,000	-	-	-	-	50,000	6	-	8,333
					50,000	-	-	-	-	50,000		-	8,333
City Wide Valley Gutter Installation	001	080	2009-32	C.O.	490,000	490,000	-	-	-	980,000	20	-	49,000
					490,000	490,000	-	-	-	980,000		-	49,000
Renovation of Doug Russell Pool	001	090	2010-01	C.O.	1,120,000	-	-	-	-	1,120,000	20	-	56,000
					1,120,000	-	-	-	-	1,120,000		-	56,000
Sex Offender Monitoring System	001	110	2010-09	Other	55,000	-	-	-	-	55,000	6	-	9,167
					55,000	-	-	-	-	55,000		-	9,167

**CITY OF MIDLAND  
CAPITAL IMPROVEMENT PROJECT REQUESTS  
SORTED BY PROJECT**

Project Name	Fund	Dept	CIP Project Number	Source of Proposed Funding	Year 1 2013 Cost	Year 2 2014 Cost	Year 3 2015 Cost	Year 4 2016 Cost	Year 5 2017 Cost	Estimated Total Cost	Asset Life in Years	Operating Budget Impact	
												Anticipated Savings	Additional Expense
Water Lab Building	300	300	2010-15	Revenue Bond	-	2,000,000	-	-	-	2,000,000	40	-	50,000
Water Lab Building	300	300	2010-15	W & S Fund	600,000	-	-	-	-	600,000	40	-	15,000
					600,000	2,000,000	-	-	-	2,600,000		-	65,000
Warehouse Rd	001	080	2011-02	C.O.	-	-	-	-	1,530,000	1,530,000	20	-	76,500
					-	-	-	-	1,530,000	1,530,000		-	76,500
4-yr Capital Outlay (Paving Improvements)	001	080	2011-03	C.O.	-	804,000	-	1,051,000	-	1,855,000	20	-	92,750
					-	804,000	-	1,051,000	-	1,855,000		-	92,750
Sinclair Drainage Basin & Outfall	001	080	2011-04	C.O.	-	-	1,080,000	-	-	1,080,000	20	-	54,000
					-	-	1,080,000	-	-	1,080,000		-	54,000
S Midland Dr	001	080	2011-05	C.O.	-	-	-	-	1,440,000	1,440,000	20	-	72,000
					-	-	-	-	1,440,000	1,440,000		-	72,000
N Midkiff Rd - Illinois Ave to Andrews Hwy	001	080	2011-06	C.O.	-	2,260,000	-	-	-	2,260,000	20	-	113,000
					-	2,260,000	-	-	-	2,260,000		-	113,000
Repaint/Rehab of Elevated Towers	300	300	2011-11	Revenue Bond	1,300,000	-	-	-	-	1,300,000	10	-	130,000
Repaint/Rehab of Elevated Towers	300	300	2011-11	W & S Fund	101,000	-	-	-	-	101,000	10	-	10,100
					1,401,000	-	-	-	-	1,401,000		-	140,100
Rehab of Edgewood Ground Storage Tank	300	300	2011-12	Revenue Bond	-	1,000,000	-	-	-	1,000,000	20	-	50,000
Rehab of Edgewood Ground Storage Tank	300	300	2011-12	W & S Fund	-	150,000	-	-	-	150,000	20	-	7,500
					-	1,150,000	-	-	-	1,150,000		-	57,500
Staircase Repair at Police and Comm Bldg	001	040	2012-01	General Fund	110,000	-	-	-	-	110,000	40	-	2,750
					110,000	-	-	-	-	110,000		-	2,750
Radio System Upgrade	001	110	2012-10	C.O.	8,000,000	-	-	-	-	8,000,000	6	-	1,333,333
					8,000,000	-	-	-	-	8,000,000		-	1,333,333
Police Department Expansion/Remodel	001	110	2012-11	C.O.	1,500,000	-	-	-	-	1,500,000	40	-	37,500
					1,500,000	-	-	-	-	1,500,000		-	37,500
Fire Training Facility Improvements	001	115	2012-12	C.O.	-	307,090	1,016,500	2,054,400	74,900	3,452,890	40	-	86,322
Fire Training Facility Improvements	001	115	2012-12	General Fund	45,000	-	-	-	-	45,000	40	-	3,625
					45,000	307,090	1,016,500	2,054,400	74,900	3,497,890		-	89,947

**CITY OF MIDLAND  
CAPITAL IMPROVEMENT PROJECT REQUESTS  
SORTED BY PROJECT**

Project Name	Fund	Dept	CIP Project Number	Source of Proposed Funding	Year 1 2013 Cost	Year 2 2014 Cost	Year 3 2015 Cost	Year 4 2016 Cost	Year 5 2017 Cost	Estimated Total Cost	Asset Life in Years	Operating Budget Impact	
												Anticipated Savings	Additional Expense
Spraberry Lift Station Rehabilitation	300	300	2012-13	Revenue Bond	-	-	2,400,000	-	-	2,400,000	20	-	120,000
Spraberry Lift Station Rehabilitation	300	300	2012-13	W & S Fund	-	150,000	100,000	-	-	250,000	20	-	12,500
					-	150,000	2,500,000	-	-	2,650,000		-	132,500
Spraberry Pump Station	300	300	2012-14	Revenue Bond	-	4,000,000	1,720,000	-	-	5,720,000	40	-	143,000
Spraberry Pump Station	300	300	2012-14	W & S Fund	275,000	125,000	75,000	-	-	475,000	40	-	11,875
					275,000	4,125,000	1,795,000	-	-	6,195,000		-	154,875
Runway/Taxiway Lighting Cable Replace	500	500	2012-18	Federal	73,800	1,620,000	-	-	-	1,693,800	20	-	84,690
Runway/Taxiway Lighting Cable Replace	500	500	2012-18	Airport Fund	8,200	180,000	-	-	-	188,200	20	-	9,410
					82,000	1,800,000	-	-	-	1,882,000		-	94,100
Refurbish Restrooms at City Hall	001	040	2013-01	General Fund	125,000	-	-	-	-	125,000	40	-	3,125
					125,000	-	-	-	-	125,000		-	3,125
Roofing Renovation for Various City Bldgs	001	040	2013-02	General Fund	750,000	-	-	-	-	750,000	40	-	18,750
					750,000	-	-	-	-	750,000		-	18,750
Upgrade Elevators at Police & Comm Bldg	001	040	2013-03	General Fund	275,000	-	-	-	-	275,000	40	-	6,875
					275,000	-	-	-	-	275,000		-	6,875
Hike Bike Trail Development	001	090	2013-04	C.O.	200,000	-	-	-	-	200,000	20	-	10,000
					200,000	-	-	-	-	200,000		-	10,000
Six Neighborhood Park Renovations	001	090	2013-05	C.O.	600,000	-	-	-	-	600,000	20	-	30,000
					600,000	-	-	-	-	600,000		-	30,000
Armored Response/Recovery Vehicle	001	110	2013-06	Other	250,000	-	-	-	-	250,000	10	-	25,000
					250,000	-	-	-	-	250,000		-	25,000
S Midkiff Rd Water Main Extension	001	080	2013-07	C.O.	350,000	350,000	-	-	-	700,000	50	-	14,000
					350,000	350,000	-	-	-	700,000		-	14,000
Onyx Rd Water Main Extension	001	080	2013-08	C.O.	440,000	-	-	-	-	440,000	50	-	8,800
					440,000	-	-	-	-	440,000		-	8,800
Briarwood Ave - Arterial Extension	001	080	2013-09	C.O.	225,000	1,475,000	3,275,000	2,525,000	-	7,500,000	20	-	375,000
					225,000	1,475,000	3,275,000	2,525,000	-	7,500,000		-	375,000
Mockingbird Lane - Arterial Extension	001	080	2013-10	C.O.	300,000	1,000,000	1,000,000	-	-	2,300,000	20	-	115,000
					300,000	1,000,000	1,000,000	-	-	2,300,000		-	115,000

**CITY OF MIDLAND  
CAPITAL IMPROVEMENT PROJECT REQUESTS  
SORTED BY PROJECT**

Project Name	Fund	Dept	CIP Project Number	Source of Proposed Funding	Year 1 2013 Cost	Year 2 2014 Cost	Year 3 2015 Cost	Year 4 2016 Cost	Year 5 2017 Cost	Estimated Total Cost	Asset Life in Years	Operating Budget Impact	
												Anticipated Savings	Additional Expense
Mockingbird Lane - Arterial Extension (2)	001	080	2013-11	C.O.	100,000	200,000	1,000,000	1,000,000	-	2,300,000	20	-	115,000
					100,000	200,000	1,000,000	1,000,000	-	2,300,000		-	115,000
Scharbauer Channel Relocation	001	080	2013-12	C.O.	-	700,000	3,000,000	5,500,000	2,000,000	11,200,000	50	-	224,000
					-	700,000	3,000,000	5,500,000	2,000,000	11,200,000		-	224,000
Golf Course Rd Water Main Extension	001	080	2013-13	C.O.	350,000	-	-	-	-	350,000	50	-	7,000
					350,000	-	-	-	-	350,000		-	7,000
Jal Draw Channel Study	001	080	2013-14	C.O.	50,000	50,000	-	-	-	100,000	15	-	6,667
					50,000	50,000	-	-	-	100,000		-	6,667
Midland Draw Channel Study	001	080	2013-15	C.O.	50,000	50,000	-	-	-	100,000	15	-	6,667
					50,000	50,000	-	-	-	100,000		-	6,667
Update Master Drainage Plan & Design Manual	001	080	2013-16	C.O.	75,000	75,000	-	-	-	150,000	15	-	10,000
					75,000	75,000	-	-	-	150,000		-	10,000
Regional Detention Basins Study	001	080	2013-17	C.O.	75,000	75,000	75,000	-	-	225,000	15	-	15,000
					75,000	75,000	75,000	-	-	225,000		-	15,000
New Operations Facility Complex	001	080	2013-18	C.O.	-	-	425,000	-	-	425,000	40	-	10,625
					-	-	425,000	-	-	425,000		-	10,625
Jal Draw Channel Lining Project	001	080	2013-19	C.O.	-	100,000	125,000	1,525,000	1,500,000	3,250,000	50	-	65,000
					-	100,000	125,000	1,525,000	1,500,000	3,250,000		-	65,000
New Permit Tracking Software	001	080	2013-20	C.O.	500,000	-	-	-	-	500,000	5	-	100,000
					500,000	-	-	-	-	500,000		-	100,000
Spraberry Office	300	300	2013-21	W & S Fund	-	-	-	250,000	-	250,000	40	-	6,250
					-	-	-	250,000	-	250,000		-	6,250
Interior Litter Fence - Cell 2	430	430	2013-22	Sanitation	375,000	-	-	-	-	375,000	10	-	37,500
					375,000	-	-	-	-	375,000		-	37,500
Landfill Drainage Upgrade	430	430	2013-23	Sanitation	82,000	-	-	-	-	82,000	20	-	4,100
					82,000	-	-	-	-	82,000		-	4,100
Site Road Upgrades	430	430	2013-24	Sanitation	275,000	-	-	-	-	275,000	20	-	13,750
					275,000	-	-	-	-	275,000		-	13,750

**CITY OF MIDLAND  
CAPITAL IMPROVEMENT PROJECT REQUESTS  
SORTED BY PROJECT**

Project Name	Fund	Dept	CIP Project Number	Source of Proposed Funding	Year 1 2013 Cost	Year 2 2014 Cost	Year 3 2015 Cost	Year 4 2016 Cost	Year 5 2017 Cost	Estimated Total Cost	Asset Life in Years	Operating Budget Impact	
												Anticipated Savings	Additional Expense
Solid Waste Routing Software	430	430	2013-25	Sanitation	90,000	-	-	-	-	90,000	6	-	15,000
					90,000	-	-	-	-	90,000		-	15,000
Midland Airpark Lighting & Paving Imprv	500	500	2013-26	State Grant	1,527,163	-	-	-	-	1,527,163	20	-	76,358
Midland Airpark Lighting & Paving Imprv	500	500	2013-26	Airport Fund	169,685	-	-	-	-	169,685	20	-	8,484
					1,696,848	-	-	-	-	1,696,848		-	84,842
Airport Drainage Improvements	500	500	2013-27	Federal	216,000	1,363,765	1,714,235	-	-	3,294,000	20	-	164,700
Airport Drainage Improvements	500	500	2013-27	Airport Fund	24,000	151,529	190,471	-	-	366,000	20	-	18,300
					240,000	1,515,294	1,904,706	-	-	3,660,000		-	183,000
Design 4/22 & 16L/34R Rehab	500	500	2013-28	Federal	108,000	-	2,398,765	-	-	2,506,765	20	-	125,338
Design 4/22 & 16L/34R Rehab	500	500	2013-28	Airport Fund	12,000	-	290,000	-	-	302,000	20	-	15,100
					120,000	-	2,688,765	-	-	2,808,765		-	140,438
Entrance Rd Pavement & Guidance Sign	500	500	2013-29	Federal	63,000	-	585,000	-	-	648,000	20	-	32,400
Entrance Rd Pavement & Guidance Sign	500	500	2013-29	Airport Fund	7,000	-	65,000	-	-	72,000	20	-	3,600
					70,000	-	650,000	-	-	720,000		-	36,000
<b>Grand Totals</b>					<b>29,801,848</b>	<b>30,374,517</b>	<b>30,132,104</b>	<b>24,046,534</b>	<b>7,271,034</b>	<b>121,626,037</b>		<b>-</b>	<b>6,110,032</b>

**DETAIL OF OPERATING BUDGET IMPACT  
ASSOCIATED WITH CAPITAL IMPROVEMENT PROJECTS**

<b>CIP PROJECT NUMBER</b>	<b>PROJECT NAME</b>	<b>DESCRIPTION OF BUDGETARY ITEM</b>	<b>ESTIMATED COST (SAVINGS)</b>
2000-11	Oak Street Bridge Culvert Work	Annual depreciation expense	3,400
2000-13	Mockingbird Dr Extension - 349 to Midkiff	Annual depreciation expense	165,000
2000-15	Midland Draw Excavation - Phase 4	Annual depreciation expense	23,000
2000-16	Midland Draw Excavation - Phase 2 & 3	Annual depreciation expense	34,500
2000-17	Midland Draw Excavation - Phase 1	Annual depreciation expense	17,500
2000-24	Central Business District Signal Poles	Annual depreciation expense	13,050
2000-98	Municipal Court Building	Annual depreciation expense	172,613
2005-04	Beal Parkway (formerly known as West Illinois)	Annual depreciation expense	100,000
2006-04	Landfill Scale House and Scales	Annual depreciation expense	32,500
2006-06	Idlewilde Retention Basin & Outfall	Annual depreciation expense	65,500
2007-13	Ballistic Training Module	Annual depreciation expense	30,375
2008-01	Longview Street	Annual depreciation expense	8,500
2008-02	Briarwood Avenue	Annual depreciation expense	28,750
2008-03	Midkiff Rd - Andrews Hwy to Wadley Ave	Annual depreciation expense	150,000

**DETAIL OF OPERATING BUDGET IMPACT  
ASSOCIATED WITH CAPITAL IMPROVEMENT PROJECTS**

<b>CIP PROJECT NUMBER</b>	<b>PROJECT NAME</b>	<b>DESCRIPTION OF BUDGETARY ITEM</b>	<b>ESTIMATED COST (SAVINGS)</b>
2008-04	Midkiff Rd - Wall St to Illinois Ave	Annual depreciation expense	111,500
2008-05	Illinois Ave - Marienfeld to Andrews Hwy	Annual depreciation expense	162,000
2008-06	Midland Dr - Illinois Ave to Andrews Hwy	Annual depreciation expense	115,000
2008-08	Illinois Ave - Andrews Hwy to Midland Dr	Annual depreciation expense	250,000
2008-09	Garfield St - Tennessee Ave to Golf Course Rd	Annual depreciation expense	25,200
2008-11	Illinois Ave - Main St to Terrell St	Annual depreciation expense	37,500
2008-12	Golf Course Rd - Scharbauer Dr to Midkiff Rd	Annual depreciation expense	172,500
2008-13	"D" Street Pavement and Valley Gutter	Annual depreciation expense	38,750
2008-15	Northwest Substation	Annual depreciation expense	3,750
2008-20	Training Facility Expansion	Annual depreciation expense	23,400
2009-02	Use-of Force Training Technology	Annual depreciation expense	8,333
2009-32	City Wide Valley Gutter Installation	Annual depreciation expense	49,000
2010-01	Renovation of Doug Russell Pool	Annual depreciation expense	56,000
2010-09	Sex Offender Monitoring System	Annual depreciation expense	9,167

**DETAIL OF OPERATING BUDGET IMPACT  
ASSOCIATED WITH CAPITAL IMPROVEMENT PROJECTS**

<b>CIP PROJECT NUMBER</b>	<b>PROJECT NAME</b>	<b>DESCRIPTION OF BUDGETARY ITEM</b>	<b>ESTIMATED COST (SAVINGS)</b>
2010-15	Water Lab Building	Annual depreciation expense	65,000
2011-02	Warehouse Road	Annual depreciation expense	76,500
2011-03	4-yr Capital Outlay (Paving Improvements)	Annual depreciation expense	92,750
2011-04	Sinclair Drainage Basin & Outfall	Annual depreciation expense	54,000
2011-05	S Midland Dr	Annual depreciation expense	72,000
2011-06	N Midkiff Rd - Illinois Ave to Andrews Hwy	Annual depreciation expense	113,000
2011-11	Repaint/Rehab of Elevated Towers	Annual depreciation expense	140,100
2011-12	Rehab of Edgewood Ground Storage Tank	Annual depreciation expense	57,500
2012-01	Staircase Repair at Police and Comm Bldg	Annual depreciation expense	2,750
2012-10	Radio System Upgrade	Annual depreciation expense	1,333,333
2012-11	Police Department Expansion/Remodel	Annual depreciation expense	37,500
2012-12	Fire Training Facility Improvement	Annual depreciation expense	87,447
2012-12	Fire Training Facility Improvement	Heating Fuel Supplies	2,500
2012-13	Spraberry Lift Station Rehabilitation	Annual depreciation expense	132,500

**DETAIL OF OPERATING BUDGET IMPACT  
ASSOCIATED WITH CAPITAL IMPROVEMENT PROJECTS**

<b>CIP PROJECT NUMBER</b>	<b>PROJECT NAME</b>	<b>DESCRIPTION OF BUDGETARY ITEM</b>	<b>ESTIMATED COST (SAVINGS)</b>
2012-14	Spraberry Pump Station	Annual depreciation expense	154,875
2012-18	Runway/Taxiway Lighting Cable Replace	Annual depreciation expense	94,100
2013-01	Refurbish Restrooms at City Hall	Annual depreciation expense	3,125
2013-02	Roofing Renovation for Various City Bldgs	Annual depreciation expense	18,750
2013-03	Upgrade Elevators at Police & Comm Bldg	Annual depreciation expense	6,875
2013-04	Hike Bike Trail Development	Annual depreciation expense	10,000
2013-05	Six Neighborhood Park Renovations	Annual depreciation expense	30,000
2013-06	Armored Response/Recovery Vehicle	Annual depreciation expense	25,000
2013-07	S Midkiff Rd Water Main Extension	Annual depreciation expense	14,000
2013-08	Onyx Rd Water Main Extension	Annual depreciation expense	8,800
2013-09	Briarwood Ave - Arterial Extension	Annual depreciation expense	375,000
2013-10	Mockingbird Lane - Arterial Extension	Annual depreciation expense	115,000
2013-11	Mockingbird Lane - Arterial Extension (2)	Annual depreciation expense	115,000
2013-12	Scharbauer Channel Relocation	Annual depreciation expense	224,000

**DETAIL OF OPERATING BUDGET IMPACT  
ASSOCIATED WITH CAPITAL IMPROVEMENT PROJECTS**

<b>CIP PROJECT NUMBER</b>	<b>PROJECT NAME</b>	<b>DESCRIPTION OF BUDGETARY ITEM</b>	<b>ESTIMATED COST (SAVINGS)</b>
2013-13	Golf Course Rd Water Main Extension	Annual depreciation expense	7,000
2013-14	Jal Draw Channel Study	Annual depreciation expense	6,667
2013-15	Midland Draw Channel Study	Annual depreciation expense	6,667
2013-16	Upgrade Master Drainage Plan & Design Manual	Annual depreciation expense	10,000
2013-17	Regional Detention Basins Study	Annual depreciation expense	15,000
2013-18	New Operations Facility Complex	Annual depreciation expense	10,625
2013-19	Jal Draw Channel Lining Project	Annual depreciation expense	65,000
2013-20	New Permit Tracking Software	Annual depreciation expense	100,000
2013-21	Spraberry Office	Annual depreciation expense	6,250
2013-22	Interior Litter Fence - Cell 2	Annual depreciation expense	37,500
2013-23	Landfill Drainage Upgrade	Annual depreciation expense	4,100
2013-24	Site Road Upgrades	Annual depreciation expense	13,750
2013-25	Solid Waste Routing Software	Annual depreciation expense	15,000
2013-26	Midland Airpark Lighting & Paving Imprv	Annual depreciation expense	84,842

**DETAIL OF OPERATING BUDGET IMPACT  
ASSOCIATED WITH CAPITAL IMPROVEMENT PROJECTS**

<b>CIP PROJECT NUMBER</b>	<b>PROJECT NAME</b>	<b>DESCRIPTION OF BUDGETARY ITEM</b>	<b>ESTIMATED COST (SAVINGS)</b>
2013-27	Airport Drainage Improvements	Annual depreciation expense	183,000
2013-28	Design 4/22 & 16L/34R Rehab	Annual depreciation expense	140,438
2013-29	Entrance Rd Pavement & Guidance Sign	Annual depreciation expense	36,000
		Total estimated cost (savings) expense	6,110,032



**SECTION XV**

**APPENDIX**

**ORDINANCE NO. 9052**

AN ORDINANCE OF THE CITY OF MIDLAND PROVIDING FUNDS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2012, AND ENDING SEPTEMBER 30, 2013, BY APPROVING THE BUDGET FOR SAID PERIOD AND APPROPRIATING AND SETTING ASIDE THE NECESSARY FUNDS OUT OF THE GENERAL AND OTHER REVENUES AND UNAPPROPRIATED FUND BALANCE OF THE CITY OF MIDLAND FOR SAID FISCAL YEAR FOR THE MAINTENANCE AND OPERATION OF THE VARIOUS DEPARTMENTS AND FOR VARIOUS ACTIVITIES AND IMPROVEMENTS TO THE CITY; AND PROVIDING FOR PARTICIPATION BY THE CITY OF MIDLAND IN THE SUPPLEMENTAL DEATH BENEFITS FUND OF THE TEXAS MUNICIPAL RETIREMENT SYSTEM, TO PROVIDE CERTAIN IN-SERVICE DEATH BENEFITS FOR EMPLOYEES, AND DEATH BENEFITS FOR ANNUITANTS WHOSE LAST EMPLOYMENT BEFORE RETIREMENT WAS WITH THE CITY OF MIDLAND, TEXAS; AND ORDERING PUBLICATION

**WHEREAS**, as required by Article IV, Section 14, of the City Charter, the City Manager has prepared and submitted to the City Council a Budget Estimate of expenditures and revenues of all City departments, activities, and offices for the year beginning October 1, 2012, and ending September 30, 2013; and

**WHEREAS**, said Budget has been filed with the City Secretary of the City of Midland, Texas, as required; and

**WHEREAS**, notices of a public hearing upon said Budget have been duly and legally made; and

**WHEREAS**, said public hearing has been held and full and final consideration given said Budget; and

**WHEREAS**, the City of Midland is a municipality participating on a full-salary basis in the several programs presently operated by the Texas Municipal Retirement System; and

**WHEREAS**, the City Council is of opinion that it is to the best interest of the City that employees and annuitants whose last covered employment under the System was as an

employee of the City shall participate in the Supplemental Death Benefits Fund operated by said System;

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

**SECTION ONE.** That for the purpose of providing the funds necessary and proposed to be expended in the Budget of the City of Midland for the fiscal year beginning October 1, 2012, and ending September 30, 2013, the Budget prepared by the City Manager and submitted to the City Council for its consideration and approval is hereby approved, and the available resources and revenues of the City of Midland as set forth in said Budget for said fiscal year, are hereby appropriated and set aside for the maintenance and operation of the various departments of the Government of the City of Midland, together with the various activities and improvements as set forth in said Budget; and the appropriations shall be strictly applied for the uses and purposes in the respective divisions as provided for in said Budget.

**SECTION TWO.** That the said Budget for the fiscal year beginning October 1, 2012, and ending September 30, 2013, approved herein shall be attached to and made a part of this ordinance the same as if copied in full herein. Said Budget being on file in the City Secretary's office referenced by the number and date of this Ordinance.

**SECTION THREE.** That expenditures during the fiscal year beginning October 1, 2012, and ending September 30, 2013, shall be made in accordance with the summary Budget approved by this ordinance unless otherwise authorized by a duly enacted resolution or ordinance of the City of Midland and subject to the following provisions and conditions to wit:

1. That no expenditure may be made without Council approval which shall increase the total appropriation for any one Fund.
2. That the City Manager may make amendments to and between departments and divisions unless such amendments would increase the total appropriation within a Fund.

3. That department managers are hereby authorized to approve amendments of amounts between line items within a division if such transfers do not significantly change the work program contemplated in the approved Budget.

**SECTION FOUR.** During each year while there is any liability by reason of the City's Personnel Policies or Employment Agreements, the City Council shall compute and ascertain the rate and amount of ad valorem tax, based on the latest approved tax rolls with full allowance being made for tax collection, which will be sufficient to raise the money required to pay any sums which may be or become due during any such year, in no instance to be less than two percent (2%) of such obligation, together with all interest thereon, because of the obligations assumed by the City's Personnel Policies or Employment Agreements. Said rate and amount of ad valorem tax will be ordered to be levied against all taxable property in the City for each year while any liability exists by reason of the obligations undertaken by the City's Personnel Policies or Employment Agreements, and said ad valorem tax shall be assessed and collected each year until all of the obligations incurred in the City's Personnel Policies or Employment Agreements shall have been discharged and all liability discharged.

**SECTION FIVE.** For the purpose of this ordinance certain words as used herein are defined as follows:

1. The term "agency" wherever used in the said Budget shall mean the same and be synonymous with the term "department" as used in the Charter, ordinances, resolutions, and other official documents and policies of the City of Midland, Texas.
2. The term "organization" wherever used in the said Budget shall mean the same and be synonymous with the term "division" as used in the Charter, ordinances, resolutions and other official documents and policies of the City of Midland, Texas.

**SECTION SIX.** All Departments of the City required to be established by the City Charter, State Law or Federal Law are deemed to be created.

**SECTION SEVEN.** That all transfers from the Water and Sewer Fund and Sanitation Fund are made in compliance with Sections 1502.057, 1502.058 and 1502.059 of the Texas Government Code.

**SECTION EIGHT.** That the City Manager shall give notice of water rate increases to appropriate individuals and entities as required by state law.

**SECTION NINE.** That the City of Midland hereby elects to participate in the Supplemental Death Benefits Fund of the Texas Municipal Retirement System for the purpose of providing in-service death benefits for each of the City's employees who are members of said System, and for the purpose of providing post-retirement death benefits for annuitants whose last covered employment was as an employee of the City, in the amounts and on the terms provided for in Section 852.004, 854.601 through 854.605, 855.313, 855.314, 855.408, and 855.502 of Title 8 Subtitle G, Texas Government Code, as amended.

**SECTION TEN.** The City of Midland is hereby authorized and directed to notify the Director of the System of adoption of this ordinance, and of the participation of the City in said Fund.

**SECTION ELEVEN.** Participation of the above mentioned employees and annuitants in the Supplemental Death Benefits Fund shall be effective on the first day of January, 2013.

The above and foregoing ordinance was duly proposed, read in full and adopted on first reading, the 21st day of August, A.D., 2012; and passed to second reading on motion of Council member Hailey, seconded by Council member Trost, by the following vote:

Council members voting "AYE": Morales, Trost, Hailey, Perry, Dufford, and Sparks.

Council members voting "NAY": James.

The above foregoing ordinance was read in full and finally adopted by the following vote, upon motion of Council member Hailey, seconded by Council member Morales, on the 27th day of August, A.D., 2012, at a regular meeting of the City Council:

Council members voting "AYE": Morales, Trost, Hailey, Perry, Dufford, and James.

Council members voting "NAY": None

PASSED AND APPROVED THIS 27th day of August, A.D., 2012.

/s/ W. Wesley Perry  
W. Wesley Perry, Mayor

ATTEST:

/s/ Amy M. Turner  
Amy M. Turner, City Secretary

APPROVED AS TO FORM:

/s/ Keith Stretcher  
Keith Stretcher, City Attorney

**GLOSSARY**

**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** - Refers to the tax assessed against real (land and buildings) and personal (equipment and furniture) property in compliance with the State Property Tax Code.

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

**ASSESSED VALUATION** - A value established by the Midland Central Appraisal District which approximates market value of real or personal property.

**BALANCED BUDGET** - A balanced budget occurs when the total sum of money a government has budgeted to collect in a year is equal to the amount it has budgeted to spend on goods, services, and debt.

**BOND** - A written promise to pay a sum of money on a specific date(s) at a specific interest rate. The interest payments and the repayment of the principal are detailed in a bond ordinance. Most commonly, these are General Obligation Bonds, Certificates of Obligation, or Revenue Bonds used for capital construction projects.

**BUDGET** - A financial plan, for a specified period, of operations that matches all planned revenues and expenditures with the services provided the residents of the City. The budget is approved by Ordinance and sets the legal spending limits for the fiscal year.

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

**BUDGET MESSAGE** - The opening section of the budget from the City Manager which provides the City Council and the public with a general summary of the most important aspects of the budget.

**BUDGET ORDINANCE** - The official enactment, by City Council, to legally authorize City staff to obligate and expend resources.

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

**CDBG** - Community Development Block Grant - an entitlement grant used to improve slum and blight areas of the city.

**CERTIFICATES OF OBLIGATION (CO)** - Legal debt instruments which finance a variety of public projects such as streets, buildings, and improvements. These bonds are backed by the full faith and credit of the issuing government and are financed through property tax revenues.

**GLOSSARY (continued)**

**CITY CHARTER** - The document of a home rule City similar to a constitution, which establishes 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 six (6) Council members collectively acting as the legislative and policy making body of the City.

**DEBT SERVICE FUND** - A fund established to account for the accumulation of resources for, and the payment of, long-term principal and interest.

**DELINQUENT TAXES** - Real or personal property taxes that remain unpaid on and after February 1st of each year, and upon which penalties and interest assessed.

**DEPARTMENT** - A major administrative organizational unit of the City which indicates overall management responsibility for one or more divisions.

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

**EFFECTIVE TAX RATE** - The ad valorem tax rate which, when applied to properties existing on last year's tax roll, adjusted for changes in appraisal values and other items, would yield the same tax revenues in the current year as in the previous year.

**ENCUMBRANCE** - The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a future expenditure.

**ENTERPRISE FUND** - Funds established to account for operations of the water and sewer system, sanitation, golf course and airport. These funds are operated in a manner similar to private business enterprises.

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

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

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

**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 self-balancing set of accounts that record financial transactions for specific activities or government functions.

**FUND BALANCE** - The difference between governmental fund assets and liabilities. An adequate fund balance is essential for several reasons, including the need to have sufficient cash for operations prior to receipt of property tax revenues, maximization of investment earnings, maintaining a financial position favorable to strong bond ratings, and funds availability in case of emergencies or unexpected events.

**GLOSSARY (continued)**

**FUND EQUITY** - The difference between proprietary assets and liabilities.

**GENERAL FUND** - The fund used to account for all financial resources except those required to be accounted for in another fund. Revenues are derived from taxes, user fees and franchise fees which support general public services such as public safety, development services, and community services.

**GENERAL OBLIGATION (GO) BONDS** - Legal debt instruments which finance a variety of public projects such as streets, buildings, and improvements. These bonds are backed by the full faith and credit of the issuing government and are financed through property tax revenues.

**GRANT** - A contribution by a government or other organization to support a particular function

**INFRASTRUCTURE** - The underlying permanent foundation or basic framework such as streets, drainage facilities, water and sewer mains.

**INTERGOVERNMENTAL REVENUE** - Grants, entitlements and cost reimbursements from another federal, state or local governmental unit.

**INTERNAL SERVICE FUND** - These funds account for the financing of goods or services provided by one City department to other departments of the governmental unit on a cost reimbursement basis. The Garage Fund and Warehouse Fund are operated as internal service funds in the City of Midland.

**INTEREST EARNINGS** - The earnings from available funds invested during the year.

**LEVY** - To impose or collect by legal authority vested in the City Council.

**LONG TERM DEBT** - Debt with a maturity of more than one year after the date of issuance.

**MAINTENANCE** - All materials or contract expenditures covering repair and upkeep of City buildings, machinery and equipment, systems, and land.

**MANDATE OR MANDATED EXPENSES** - Any expense relating to an authoritative command or instruction. Refers to the federal and state mandates governing municipalities, such as Subtitle D relating to landfill operations.

**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. Le., as in the General Fund.

**NET ASSETS (FUND EQUITY)** - The noncapital portion of proprietary fund net assets, including both restricted and unrestricted net assets.

**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.

**GLOSSARY (continued)**

**PERSONNEL SERVICES** - The costs associated with compensating employees for their labor. This includes salaries and fringe benefits.

**PROPERTY TAXES** - Used to describe all revenues received in a period from current taxes, delinquent taxes, penalties, and interest on delinquent taxes. Property taxes are levied on both real and personal property according to the property's valuation and tax rate.

**RESERVE** - An account used to indicate that a portion of a fund balance is restricted for a specific purpose.

**REVENUE** - Funds that the government receives as income.

**REVENUE BONDS** - A legal debt instrument which may be used to finance projects for enterprise funds. Revenues from the borrowing fund are pledged to pay principal and interest of the bonds.

**TAX BASE** - The total value of all real and personal property in the City as of January 1st of each year, as certified by the Appraisal Review Board. The tax base represents net value after all exemptions.

**TAX RATE** - The tax rate consists of two components, maintenance/operations and debt service, and is adopted by Ordinance by the City Council after a public hearing.

**ACRONYMS**

<b>ACM</b>	Assistant City Manager
<b>ADA</b>	Americans with Disabilities Act
<b>APB</b>	Accounting Principles Board
<b>ATC</b>	Advanced Technology Center
<b>CAF</b>	Commemorative Air Force
<b>CAFR</b>	Comprehensive Annual Financial Report
<b>CALEA</b>	Commission on Accreditation for Law Enforcement Agencies
<b>CDBG</b>	Community Development Block Grant
<b>CIP</b>	Capital Improvement Program
<b>CISD</b>	Communications and Information Systems Department
<b>CM</b>	City Manager
<b>C.O.</b>	Certificate of Obligation
<b>COM</b>	City of Midland
<b>CRMWD</b>	Colorado River Municipal Water District
<b>DARE</b>	Drug Abuse Resistance Education
<b>D-FY-IT</b>	Drug Free Youth In Texas
<b>EDP</b>	Electronic Data Processing
<b>EMS</b>	Emergency Medical Services
<b>EPSDT</b>	Early Prevention, Screening, Detection, Testing
<b>FAA</b>	Federal Aviation Administration
<b>FASB</b>	Financial Accounting Standards Board
<b>FEMA</b>	Federal Emergency Management Administration
<b>FY</b>	Fiscal year
<b>GAAP</b>	Generally Accepted Accounting Principles
<b>GASB</b>	Governmental Accounting Standards Board
<b>GFOA</b>	Government Finance Officers Association
<b>GFC</b>	General Services Commission
<b>GIS</b>	Geographic Information System
<b>G.O.</b>	General Obligation
<b>GPFC</b>	Golf Course Player Facility Charge
<b>HUD</b>	Housing and Urban Development
<b>I &amp; S</b>	Interest and Sinking
<b>ISM</b>	Institute of Supply Management
<b>LLEBG</b>	Local Law Enforcement Block Grant
<b>MCAD</b>	Midland Central Appraisal District
<b>MDC</b>	Midland Development Corporation
<b>MGD</b>	Million gallons per day
<b>M.I.S.D.</b>	Midland Independent School District
<b>MLK</b>	Martin Luther King
<b>MOHRE</b>	Midland Odessa Health & Retirement Endeavor
<b>MOTRAN</b>	Midland Odessa Transportation Alliance
<b>MOUTD</b>	Midland Odessa Urban Transportation District
<b>MUGS</b>	Midland United Girls Softball
<b>NAPM</b>	National Association of Purchasing Management
<b>OMB</b>	Office of Management and Budget

**ACRONYMS (continued)**

<b>PAQ</b>	Position Analysis Questionnaire
<b>PFC</b>	Passenger Facility Charges
<b>P.O.</b>	Purchase Order
<b>RFP</b>	Request for Proposal
<b>SCDC</b>	Sports Complex Development Corporation
<b>SWAT</b>	Special Weapons and Tactics
<b>TCEQ</b>	Texas Commission on Environmental Quality
<b>TDH</b>	Texas Department of Health
<b>TIRZ</b>	Tax Increment Reinvestment Zone
<b>TRU</b>	Telephone Reporting Unit
<b>UCR</b>	Uniform Crime Reporting
<b>UTPB</b>	University of Texas Permian Basin
<b>VCLG</b>	Victims Coordinator and Liaison Grant
<b>W&amp;SRSF</b>	Water & Sewer Rate Stabilization Fund
<b>WPCP</b>	Water Pollution Control Plant