



# ANNUAL BUDGET

2013-2014

MIDLAND, TEXAS

CITY OF MIDLAND, TEXAS

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

Fiscal Year  
October 1, 2013 through September 30, 2014

Mayor W. Wesley Perry

Council Members

W. Jeffrey Sparks  
Mayor Pro Tempore  
District 1

John Love III  
District 2

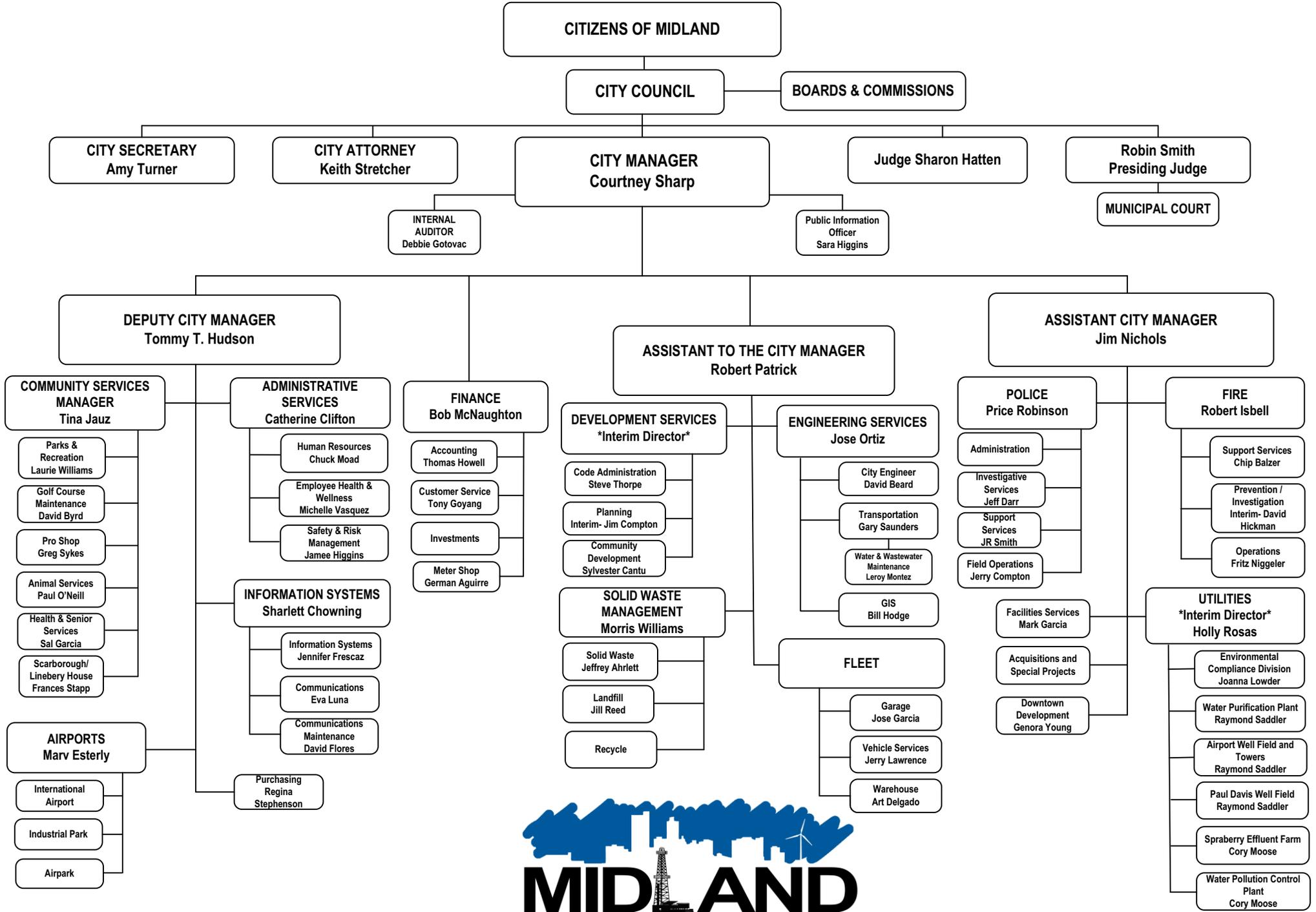
John H. James  
District 3

Michael B. Trost  
District 4

A. Scott Dufford  
At-Large

Jerry F. Morales  
At-Large

Courtney B. Sharp, City Manager





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
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**City of Midland  
Texas**

For the Fiscal Year Beginning

**October 1, 2012**

*Christopher P. Movill*      *Jeffrey R. Emen*

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, 2012. 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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CITY OF MIDLAND, TEXAS

**SECTION I**  
**INTRODUCTION**





Office of  
City Manager

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Midland, TX 79702-1152

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Fax 432.686.1600

August 27, 2013

TO: Honorable Mayor and City Council  
FROM: Courtney Sharp, City Manager   
SUBJECT: 2013 - 2014 Budget

The 2013/2014 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, 2013 and ending September 30, 2014. 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 2013-2014 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.

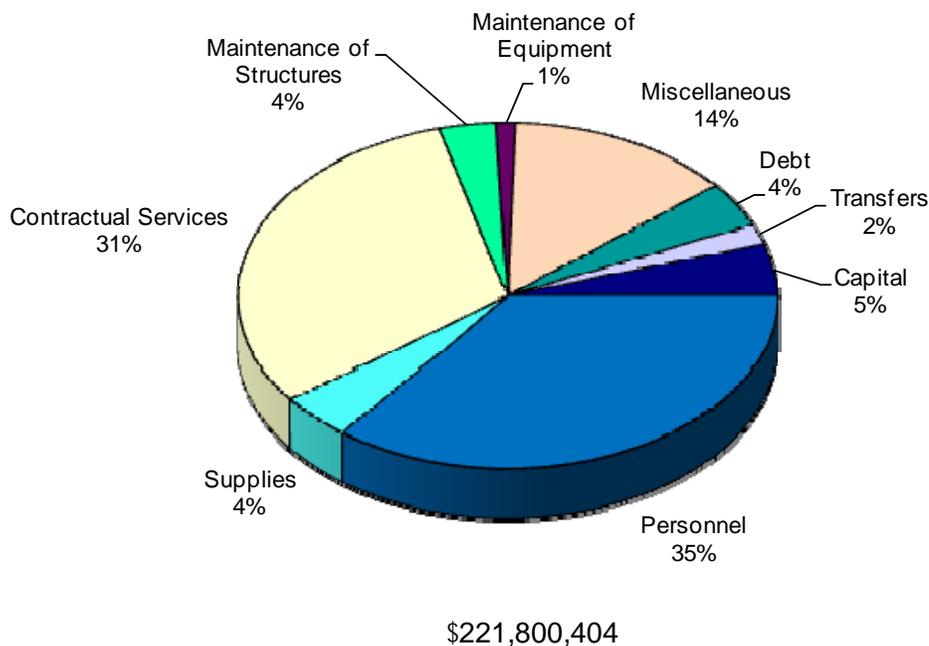
Policy: A Recognized Leader - The City's employees are the most important resource used in implementing the vision statement. Recognition of this policy is achieved through maintenance of the City's benefit programs.

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 43.1927 cents per \$100 valuation, which is the effective tax rate plus 2.78%, is included in the fiscal year 2013-2014 budget. This is a decrease of 2.9161 cents per \$100 valuation (6.3%). 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 2013-2014 fiscal year totals \$221,800,404. This is a 7.31% increase when compared to the fiscal year 2012-2013 budget of \$206,684,037.

### Combined Fund Expenditures / Expenses As Budgeted For Fiscal Year 2014



The fiscal year 2014 operating budget is supported by combined revenues of \$205,431,339, up \$17,953,159 from fiscal year 2013. Property tax revenue, sales tax receipts and water and sewer revenue reflect the largest amount of increase over fiscal year 2013, at \$2,331,476, \$3,789,223 and \$3,000,000, respectively. Other major components of this increase include \$1,624,500 in sanitation revenue and \$2,395,000 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.

	2013 Budget	2014 Budget	% Change
Total City Expenditure Budget	\$ 206,684,037	\$ 221,800,404	7.31%
Total City Revenue Budget	\$ 187,478,180	\$ 205,431,339	9.58%

The budgetary process began in January 2013 and was concluded on August 26 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 20 - Start of Departmental budget reviews by City management
- June 25 - Working copies of budget delivered to City Council
- June 25 - Resolution amending City Council's Schedule of Regular Meetings to include meeting on August 20 and August 26, 2013. Set special meeting for August 6, 2013. Vote on proposal to consider tax increase and dates for public hearings.
- July 8 - Start of City Council budget workshops
- July 22 - 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 6 - First public hearing on tax increase
- August 13 - Second public hearing on tax increase
- August 20 - Public Hearing on Budget; First reading of Budget Ordinance and vote to adopt Tax Rate Ordinance
- August 26 - 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 6.7% since April 2012, adding 5,800 jobs. The commission also shows that Midland's unemployment rate had decrease to 3.0% in April 2013, still giving Midland the lowest rate in the nation. Statewide unemployment for the same period was 6.4%. Midland has had the lowest unemployment rate in the state from April 2010 to April 2013. Population has been growing steadily with energy prices continuing to strengthen. Housing prices continue to rise with average sales price up 6.6 percent from April 2012 and up 35.3 percent from April 2011. Also, according to a cost of living index prepared by The Council for Community and Economic Research the cost of living index for Midland (99.8) is now equal to Houston (99.8) and greater than Fort Worth (96.1), Austin (93.1), Oklahoma City (91.4), San Antonio (90.3) or Tulsa (88.5). 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 water system operating costs.

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 \$8.9 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, 12 hours per day, and Saturday, 8 hours per day, with no service available on Sunday.

### **2012-13 ACTIVITIES AND ACHIEVEMENTS**

Growth in Midland during 2013 has continued the higher growth pattern rate from the prior year. Thus far in 2013, we have seen a 32 percent increase in the issuance of single-family building permits. 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. Construction of the Tradewinds Boulevard with the associated drainage and utility improvements will connect Thomason Drive and the Gateway Plaza Addition. A new shopping center has opened on the north side of Loop 250, and remodeling of the shopping center at Loop 250 and Midland Drive has begun. Work has continued on extending water and sewer lines along SH 191 to FM and will allow for planned growth in this area with a large corporate office complex being planned in the SH 191 area. There are currently four apartment complexes under construction with approximately 950 new apartment dwellings that should be completed in early 2014.

### **2013-14 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 2013 Strategic Planning Session, seven goals were refined and agreed upon as the top priorities for 2013-2014. A summary of the seven planning goals is listed below.

#### **STRATEGIC INITIATIVES**

- City-Wide Traffic Study: Set out plan to improve flow of traffic and begin immediate implementation of traffic mitigation efforts.
- Development Processes: Define a reasonable development process with options to fast track projects at developers' expense; ensure cost structures are in place that allow development to pay for itself.
- Transportation Network: Evaluate existing and future traffic conditions for the City and suggest short- and long-term infrastructure improvements to address the increases in traffic volume.
- Infrastructure Extension: Create infrastructure extension policies and plans to foster future

development in growing parts of the community.

- Land Banking: Develop a policy recommendation that includes partnership with local schools and developers in addition to aggressively pursuing options for future parks, open space and city facilities.
- Housing: Create tax credit strategies and aggressively pursue tax credits for eligible projects.
- Cost of Service: Complete an internal cost of service fee study through the budget process.

**GENERAL FUND**

Total General Fund revenues are budgeted at \$99,173,228, an increase of \$8,618,830 for fiscal year 2014 from budgeted fiscal year 2013 revenues. This is the result of increases in sales tax revenue and property tax collections of \$3,789,223 and \$2,643,148, respectively.

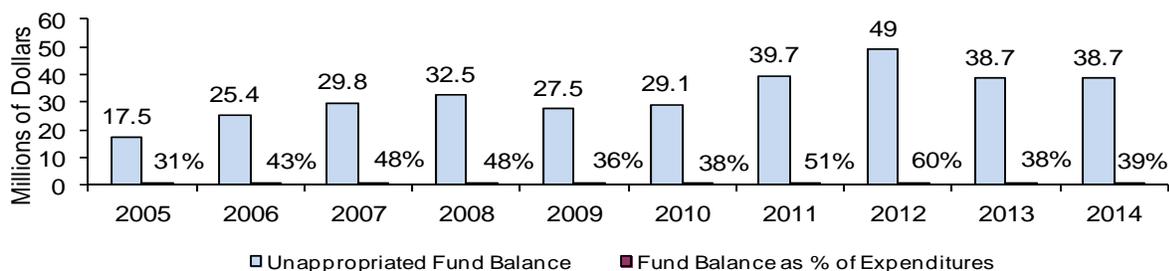
The increased collections from property taxes are the result of an improving property tax base and a decrease in the actual maintenance and operations tax rate from 40.4049 to 38.5719 cents per \$100 valuation. Sales tax revenue is in a growth pattern, showing an increase from the previous year monthly sales tax collections since May 2010, with the exception of May 2012.

The expenditures budget for this fund is \$99,173,228. This yields a balanced budget for the 2013-2014 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 \$38,656,584 at the beginning of Fiscal Year 2014 - 2015.

Significant changes in the 2013-2014 budget include the addition of six fire fighters, addition of two police officers, addition of two code enforcement officers, additional salary modifications, and a significant increase in to the street paving program. Contractual services funded by the General Fund increased by \$1,767,527 for several reasons, including \$404,635 for outside agency help with infrastructure needs in engineering, \$261,612 consulting fees for Planning and Code Enforcement and \$189,940 in Hardware / software maintenance costs related to technology initiatives. The amount budgeted for mill overlay increased \$1,300,000. 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 2005 through 2012;  
Estimated Fiscal Year 2013 and Projected Fiscal Year 2014**



### **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 4.6208 cents per \$100 valuation, down 1.0831 cents per \$100 valuation from 5.7039 cents per \$100 valuation for the 2012-2013 budget. Total tax supported debt expenditures for fiscal year 2013-2014 are \$4,129,441. Water and Sewer Funds provide for expenditures of \$107,112 to support a Housing and Urban Development Section 108 Loan which was used to help develop the Advanced Technology Center.

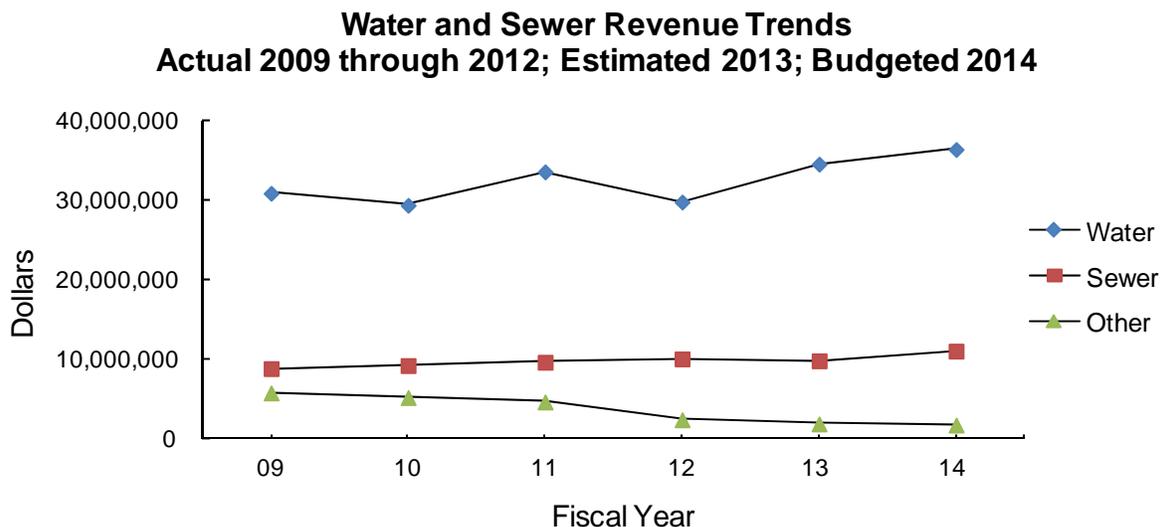
### **HOTEL/MOTEL FUND**

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 \$6,195,000 for fiscal year 2013-2014. Total fund revenues, estimated to increase by approximately 61.2% from fiscal year 2013, are budgeted at \$6,505,000.

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 16.4% when compared to fiscal year 2012-2013.

### **WATER AND SEWER FUND**

The Water and Sewer Fund revenues are estimated to increase by 6.29% from budgeted 2012 – 2013 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 for the fund.



Water and Sewer Fund expenses are budgeted to decrease \$964,185, a 1.52% increase from the previous fiscal year.

**SANITATION FUND**

Sanitation Fund revenues, exclusive of revenue derived from the Litter Abatement Contributions, are estimated to increase by 13.7% during fiscal year 2013-2014. This increase is based upon consideration of several factors, including increased customer numbers and a 48.8% 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, decreased 28.9%. The biggest component of the decrease was the expenditure of \$5,772,510 in fiscal year 2012-2013 for the construction of Landfill Cell Project. Closure/postclosure care reflects an increase of \$36,481 while depreciation decreased \$234,375. An increase of \$736,455 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.

Litter Abatement and Beautification Fee was established, October 1, 2012, by the City to assist with litter abatement through a program of voluntary \$1.00 per month contributions from citizens on their utility bills. Expenses will be incurred through the use of revenues for abatement of litter problems. Revenues are budgeted at \$370,000 for this program and expenses at \$343,605.

**GOLF COURSE FUND**

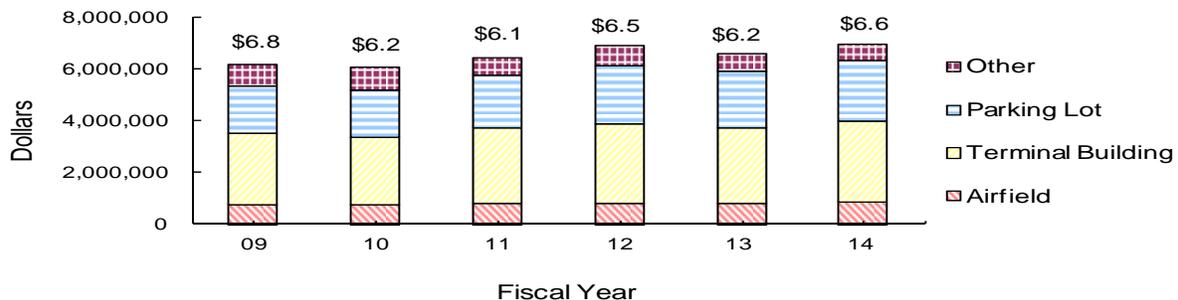
Golf Course revenues are budgeted at \$2,434,950, reflecting a 20.01% increase compared to fiscal year 2013 budgeted revenues of \$2,029,000. The Golf Course Player Facility Charge (GPFC) of \$1.00 per round is currently being used in its entirety to assist with debt service costs associated with construction 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 4.88%.

**AIRPORT FUND**

Airport working capital is anticipated to be approximately \$3,544,294 at the beginning of fiscal year 2013-2014. This working capital is critical to the operation of the Airport during the next few years. Working capital currently represents 31.1% of proposed Fiscal Year 2013 – 2014 expenses, 51.4% 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 \$342,900, 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 2009 through 2012; Estimated 2013; Budgeted 2014**



Airport expenses are expected to decrease \$413,537 or 3.5%. Depreciation reflects a decrease of \$597,319. 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 \$1,500,000.

### **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 2014 revenues, \$3,806,782, are budgeted to cover expenses of \$5,587,051 including \$1,780,269 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. 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 2014 will be \$2,906,778.

### **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 \$2,004,511 or 11.42% due to a combination of factors. Capital items represent the majority of this amount, including \$770,000 for a new Landfill dozer, \$800,000 for a new fire truck and \$500,000 to replace all self contained breathing apparatus for the Fire Department, \$140,000 for 2 new Rescue Units for the Fire Department, and \$1,100,000 for 5 Sanitation refuse trucks. Fuel costs are expected to decrease slightly from fiscal year 2013. Revenues are budgeted to increase by \$1,790,289.

The Warehouse Fund expense budget is \$900,790 for fiscal year 2014 as compared to \$899,345 for fiscal year 2013.

The City's self-insurance funds, in the aggregate, appear to be financially sound for fiscal year 2014. The increase for combined fund contributions to the General Liability Self-Insurance Fund totals \$37,800 bringing total General Liability contributions from all funds to \$579,600. Payments by the operating funds to the Workers' Compensation Self-insurance Fund for coverage in fiscal year 2014 increased \$548,701. Medical/Dental Self-Insurance contributions by the City for active employees and retirees increased 10% for 2014.

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 2013 and 2014 budget years.

	2013 Budget	2014 Budget	Difference
Total Capital Improvement Budget	\$ 133,229,294	\$ 156,179,683	\$ 22,950,389
Total Project Expenditures to Date	\$ 92,409,292	\$ 107,370,276	\$ 14,960,984
Unspent Capital Improvement Budget	\$ 40,820,002	\$ 48,809,407	\$ 7,989,405

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 2013-2014 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

Unit	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											
Communications Maint				GN										
Technology			TC											
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				

DEPARTMENTS BY FUNCTION AND FUNDING SOURCE

Unit	Admin / Other	Court / Legal	Information Sys	Communications	Financial	General Services	Development Services	Engineering	Community Services	Police	Fire	Utilities	Sanitation	Airport
Investigative Services										GN				
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
TC	Technology 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		
	FY12 Actual	FY13 Estimate	FY14 Adopted	FY12 Actual	FY13 Estimate	FY14 Adopted	FY12 Actual	FY13 Estimate	FY14 Adopted
<b>Revenues:</b>									
Taxes	\$76,802,704	\$75,843,490	\$82,530,661	\$3,695,569	\$4,288,766	\$3,977,094	\$4,606,037	\$3,800,000	\$6,195,000
Licenses and Permits	1,936,372	1,260,730	1,444,900	-	-	-	-	-	-
Fines and Forfeitures	3,791,949	3,654,000	4,302,000	-	-	-	-	-	-
Charges for Services	7,098,633	7,136,964	7,569,740	-	-	-	201,618	195,000	250,000
Investment Income	330,165	504,000	480,000	6,036	10,000	10,000	34,782	40,000	60,000
Grants and Contributions	1,611,155	1,190,714	1,833,927	-	-	-	-	-	-
Nonoperating	-	-	-	-	-	-	-	-	-
Other	292,402	214,500	262,000	959	-	-	3,467	-	-
<b>Total Revenues</b>	<b>91,863,380</b>	<b>89,804,398</b>	<b>98,423,228</b>	<b>3,702,564</b>	<b>4,298,766</b>	<b>3,987,094</b>	<b>4,845,904</b>	<b>4,035,000</b>	<b>6,505,000</b>
<b>Other financing sources:</b>									
Interfund Transfers In	750,001	750,000	750,000	110,184	107,584	109,612	-	-	-
Proceeds of refunding bonds	-	-	-	-	-	-	-	-	-
<b>Total revenues and other financing sources</b>	<b>\$92,613,381</b>	<b>\$90,554,398</b>	<b>\$99,173,228</b>	<b>\$3,812,748</b>	<b>\$4,406,350</b>	<b>\$4,096,706</b>	<b>\$4,845,904</b>	<b>\$4,035,000</b>	<b>\$6,505,000</b>
<b>Expenditures:</b>									
Personnel Services	\$57,525,591	\$60,414,907	\$63,577,221	-	-	-	-	-	-
Commodities	2,471,743	1,778,991	2,215,320	-	-	-	-	-	-
Contractual Services	17,015,225	21,052,185	22,819,712	-	-	-	88,544	68,165	75,555
Maintenance - Structures	711,526	1,737,350	6,206,682	-	-	-	87	7,000	7,000
Maintenance - Equipment	368,075	604,829	573,366	-	-	-	-	-	-
Depreciation	-	-	-	-	-	-	-	-	-
Capital Outlay	195,960	690,460	479,500	-	-	-	-	-	118,575
Debt Service	-	-	-	-	-	-	-	-	-
Other	4,495,218	10,632,270	2,710,490	3,847,010	4,419,554	4,236,553	3,953,354	2,682,690	2,921,613
<b>Total expenditures/expenses</b>	<b>82,783,338</b>	<b>96,910,992</b>	<b>98,582,291</b>	<b>3,847,010</b>	<b>4,419,554</b>	<b>4,236,553</b>	<b>4,041,985</b>	<b>2,757,855</b>	<b>3,122,743</b>
<b>Other financing uses:</b>									
Interfund Transfers Out	515,103	689,238	590,937	-	-	-	-	-	-
Payment to refunding bond escrow agent	-	-	-	-	-	-	-	-	-
<b>Total expenditures and other financing uses</b>	<b>\$83,298,441</b>	<b>\$97,600,230</b>	<b>\$99,173,228</b>	<b>\$3,847,010</b>	<b>\$4,419,554</b>	<b>\$4,236,553</b>	<b>\$4,041,985</b>	<b>\$2,757,855</b>	<b>\$3,122,743</b>

CITY OF MIDLAND, TEXAS

COMPARISON OF SOURCES AND USES BY FISCAL YEAR

OPERATING FUNDS (con't)						INTERNAL SERVICE FUNDS					
Proprietary Funds									Totals		
Water and Sewer Fund			Other Enterprise Funds			Internal Service			(Memorandum Only)		
FY12 Actual	FY13 Estimate	FY14 Adopted	FY12 Actual	FY13 Estimate	FY14 Adopted	FY12 Actual	FY13 Estimate	FY14 Adopted	FY12 Actual	FY13 Estimate	FY14 Adopted
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$85,104,310	\$83,932,256	\$92,702,755
-	-	-	-	-	-	-	-	-	1,936,372	1,260,730	1,444,900
-	-	-	-	-	-	-	-	-	3,791,949	3,654,000	4,302,000
40,440,872	44,917,000	48,016,000	21,254,575	20,621,167	23,303,795	13,501,847	14,519,859	16,276,173	82,497,545	87,389,990	95,415,708
293,856	421,000	346,000	117,454	142,000	132,000	87,868	52,000	89,000	870,161	1,169,000	1,117,000
375,333	100,000	100,000	382,984	3,338,000	3,200,000	-	-	-	2,369,472	4,628,714	5,133,927
1,298,871	947,000	841,200	1,953,782	2,608,368	2,593,300	136,024	3,053	68,000	3,388,677	3,558,421	3,502,500
-	-	-	95,197	108,000	100,000	-	-	-	392,025	322,500	362,000
42,408,932	46,385,000	49,303,200	23,803,992	26,817,535	29,329,095	13,725,739	14,574,912	16,433,173	180,350,511	185,915,611	203,980,790
(1)	-	-	515,103	565,834	590,937	-	123,404	-	1,375,287	1,546,822	1,450,549
-	-	-	-	-	-	-	-	-	-	-	-
\$42,408,931	\$46,385,000	\$49,303,200	\$24,319,095	\$27,383,369	\$29,920,032	\$13,725,739	\$14,698,316	\$16,433,173	\$181,725,798	\$187,462,433	\$205,431,339
5,392,602	6,591,685	6,608,208	5,757,717	5,958,492	6,361,103	1,818,543	1,968,991	2,054,566	70,494,453	74,934,075	78,601,098
1,805,380	1,974,208	2,061,439	1,346,965	1,438,175	1,469,178	4,607,214	4,137,295	3,968,572	10,231,302	9,328,669	9,714,509
18,451,978	32,626,836	35,893,661	8,040,039	8,074,719	9,095,237	748,687	730,709	1,055,819	44,344,473	62,552,614	68,939,984
412,906	376,335	547,769	427,565	776,759	892,775	17,440	15,000	18,500	1,569,524	2,912,444	7,672,726
335,035	534,210	431,910	123,112	199,381	172,350	1,474,616	1,190,700	1,249,000	2,300,838	2,529,120	2,426,626
5,812,162	5,070,766	6,434,078	7,408,079	7,906,119	7,057,975	3,801,718	4,070,229	4,086,001	17,021,959	17,047,114	17,578,054
310,562	377,477	362,500	760,016	1,583,078	2,054,300	3,689,206	5,831,500	7,753,860	4,955,744	8,482,515	10,768,735
12,424,420	8,271,594	4,224,580	457,962	496,187	496,230	-	-	-	12,882,382	8,767,781	4,720,810
4,293,183	5,353,200	5,002,145	5,818,464	10,522,530	4,468,092	419,596	513,544	588,420	22,826,825	34,123,788	19,927,313
49,238,228	61,176,311	61,566,290	30,139,919	36,955,440	32,067,240	16,577,020	18,457,968	20,774,738	186,627,500	220,678,120	220,349,855
860,184	857,584	859,612	-	-	-	-	-	-	1,375,287	1,546,822	1,450,549
-	-	-	-	-	-	-	-	-	-	-	-
\$50,098,412	\$62,033,895	\$62,425,902	\$30,139,919	\$36,955,440	\$32,067,240	\$16,577,020	\$18,457,968	\$20,774,738	\$188,002,787	\$222,224,942	\$221,800,404

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 10/01/2013	\$38,656,584	\$ 448,613	\$178,661,150	\$79,385,984	\$ 2,589,737	\$ 4,049,146	\$ 4,635,979
<b>REVENUES</b>							
Taxes	82,530,661	3,977,094					6,195,000
Licenses and Permits	1,444,900						
Fines and Forfeitures	4,302,000						
Charges for Services	7,569,740	-	48,016,000	6,760,600	13,413,500	2,418,450	250,000
Miscellaneous	2,095,927						
Interest	480,000	10,000	346,000	35,000	70,000	15,000	60,000
Nonoperating			841,200	158,200	41,000	1,500	
Grants and Contributions			100,000	3,200,000	0		
<b>Total Revenues</b>	<b>98,423,228</b>	<b>3,987,094</b>	<b>49,303,200</b>	<b>10,153,800</b>	<b>13,524,500</b>	<b>2,434,950</b>	<b>6,505,000</b>
<b>APPROPRIATIONS/EXPENSES</b>							
Personnel Services	63,577,221		6,608,208	2,263,285	3,384,936	712,882	
Commodities	2,215,320		2,061,439	93,350	710,325	602,200	
Contractual Services	22,819,712		35,893,661	1,974,480	5,700,540	597,263	75,555
Maintenance - Structures	6,206,682		547,769	109,675	32,100	43,000	7,000
Maintenance - Equipment	573,366		431,910	83,100	29,750	14,500	
Debt Service		4,236,553	3,724,580	496,230		-	
Depreciation			6,434,078	4,518,765	556,270	202,671	
Miscellaneous	2,710,490		5,502,145	1,676,000	2,233,978	110,589	2,921,613
Lands - Buildings	130,000		110,000	50,000		45,000	
Equipment	349,500		252,500	143,300	96,000		118,575
<b>Total Expenses</b>			<b>61,566,290</b>	<b>11,408,185</b>	<b>12,743,899</b>	<b>2,328,105</b>	
<b>Total Appropriations</b>	<b>98,582,291</b>	<b>4,236,553</b>					<b>3,122,743</b>
Debt Proceeds/(Uses)							
Interfund Transfers In/(Out)	159,063	109,612	(859,612)	-	-	-	-
Estimated Balance 9/30/2014	\$38,656,584	\$ 308,766	\$165,538,448	\$78,131,599	\$ 3,370,338	\$ 4,155,991	\$ 8,018,236

**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 10/01/2013	\$38,656,584	\$ 448,613	\$178,661,150	\$79,385,984	\$ 2,589,737	\$ 4,049,146	\$ 4,635,979
Estimated Changes	-	(139,847)	(13,122,702)	(1,254,385)	780,601	106,845	3,382,257
Estimated Balance 9/30/2014	\$38,656,584	\$ 308,766	\$165,538,448	\$78,131,599	\$ 3,370,338	\$ 4,155,991	\$ 8,018,236

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

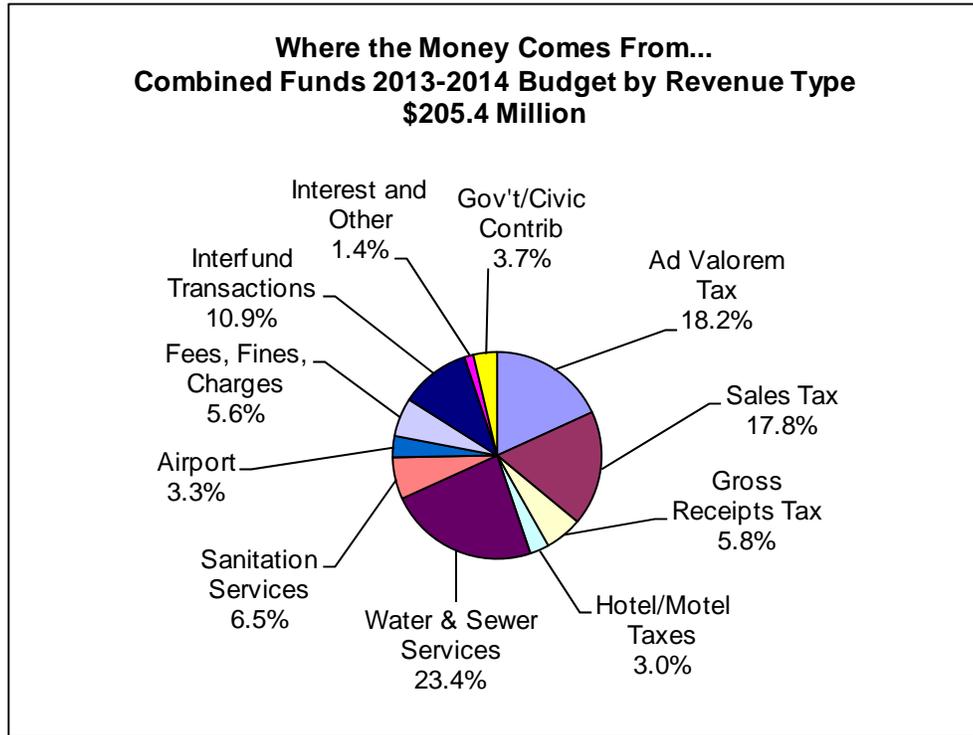
<b>OPERATING FUNDS</b>	<b>INTERNAL SERVICE FUNDS</b>			<b>NONOPERATING FUNDS</b>		<b>TOTAL</b>	
Scharbauer Sports Complex Fund	Garage Fund	Warehouse Fund	Technology Fund	Capital Projects	Proprietary Fund Debt	Memorandum	
\$29,976,829	\$20,752,500	\$ 1,015,644	\$ 463,981	\$21,973,496	\$19,445,065	\$402,054,708	Estimated Balance 10/01/2013
							<b>REVENUES</b>
						92,702,755	Taxes
						1,444,900	Licenses and Permits
						4,302,000	Fines and Forfeitures
771,245	14,789,657	867,000	619,516			95,475,708	Charges for Services
						2,095,927	Miscellaneous
12,000	87,000	2,000	-			1,117,000	Interest
2,432,600	68,000					3,542,500	Nonoperating
-						3,300,000	Grants and Contributions
3,215,845	14,944,657	869,000	619,516	-	-	203,980,790	<b>Total Revenues</b>
							<b>APPROPRIATIONS/EXPENSES</b>
	1,972,845	81,721				78,601,098	Personnel Services
63,303	3,235,482	720,450	12,640			9,714,509	Commodities
822,954	1,017,006	20,203	18,610			68,939,984	Contractual Services
708,000	17,000	1,500				7,672,726	Maintenance - Structures
45,000	1,195,000		54,000			2,426,626	Maintenance - Equipment
						8,457,363	Debt Service
1,780,269	4,025,115	50,882	10,004			17,578,054	Depreciation
447,525	562,386	26,034	-			16,190,760	Miscellaneous
1,720,000	52,500					2,107,500	Lands - Buildings
0	7,485,800		215,560			8,661,235	Equipment
5,587,051	19,563,134	900,790	310,814	-	-	114,408,268	<b>Total Expenses</b>
						105,941,587	<b>Total Appropriations</b>
				(8,651,142)	(4,431,976)	(13,083,118)	Debt Proceeds/(Uses)
590,937	-	-	-	-	-	-	Interfund Transfers In/(Out)
\$28,196,560	\$16,134,023	\$ 983,854	\$ 772,683	\$ 13,322,354	\$15,013,089	\$372,602,525	Estimated Balance 9/30/2014

**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	Technolgy Fund	Capital Projects	Proprietary Fund Debt		
\$29,976,829	\$20,752,500	\$ 1,015,644	\$ 463,981	\$21,973,496	\$19,445,065	\$402,054,708	Estimated Balance 10/01/2013
(1,780,269)	(4,618,477)	(31,790)	308,702	(8,651,142)	(4,431,976)	(29,452,183)	Estimated Changes
\$28,196,560	\$16,134,023	\$ 983,854	\$ 772,683	\$ 13,322,354	\$15,013,089	\$372,602,525	Estimated Balance 9/30/2014

**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 (23.4%) produce the largest revenue stream. Ad valorem tax (18.2%) is the second largest revenue source, followed closely by sales tax (17.8%). The major component of interfund transactions (10.9%) is Garage Fund charges to other funds. Sanitation services (6.5%) is the City's fifth largest source of revenue.



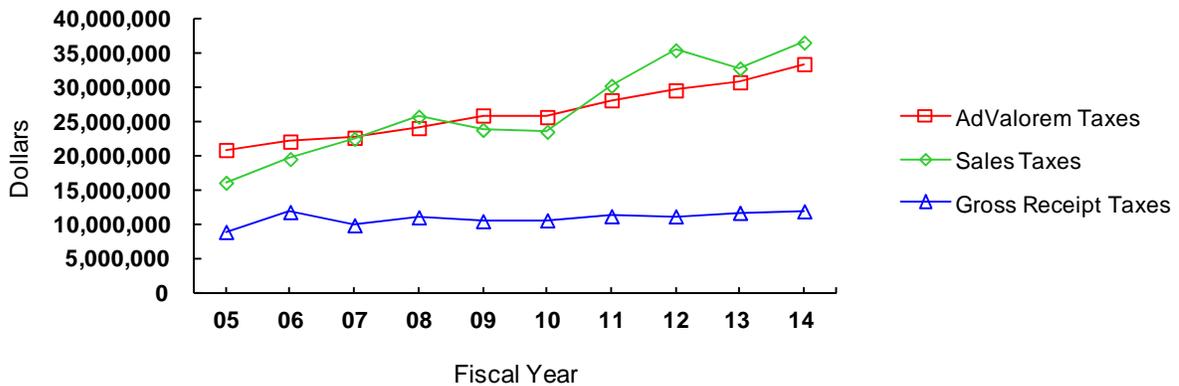
**GENERAL FUND** - There are three major revenue sources in this fund - Ad Valorem Taxes (34%), Sales Taxes (37%) and Gross Receipt Taxes (12%). Together, these represent 83% of all General Fund revenue.

- **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 5.76%. The combined additions for this year total 13.6%. 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:** For the nine years prior to FY2013, Sales Tax grew by an average of 11.98%. A noticeable slowdown in sales tax revenues during FY2009 and FY2010 was followed by a nice recovery in FY2011 through FY2013. FY2009 was 1.62% below budget and FY2010 was 2.81% below budget, FY2011 was 32.21% over budget, FY2012 was 28.04% over budget and FY 2013 is estimated to be 16.49% 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 tax revenue in excess of 14%.

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

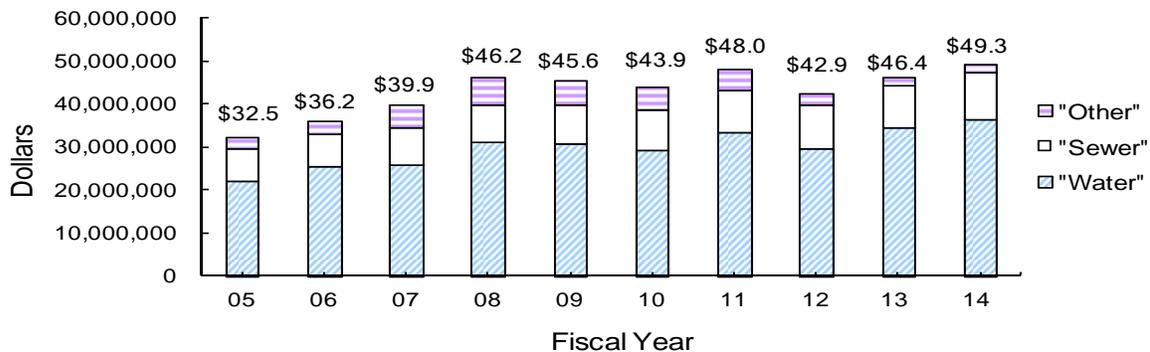
- Gross Receipts Taxes:** Gross receipts taxes are paid by utility providers for their use of City streets, alleys and property in providing their services. Projections are based on historical data trends, adjusted for population and other factors known to impact this revenue. Demands for utility services 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 2014. 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 2005 through 2012; Estimated 2013; Budgeted 2014



**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 2005 through 2012; Estimated 2013; Budgeted 2014



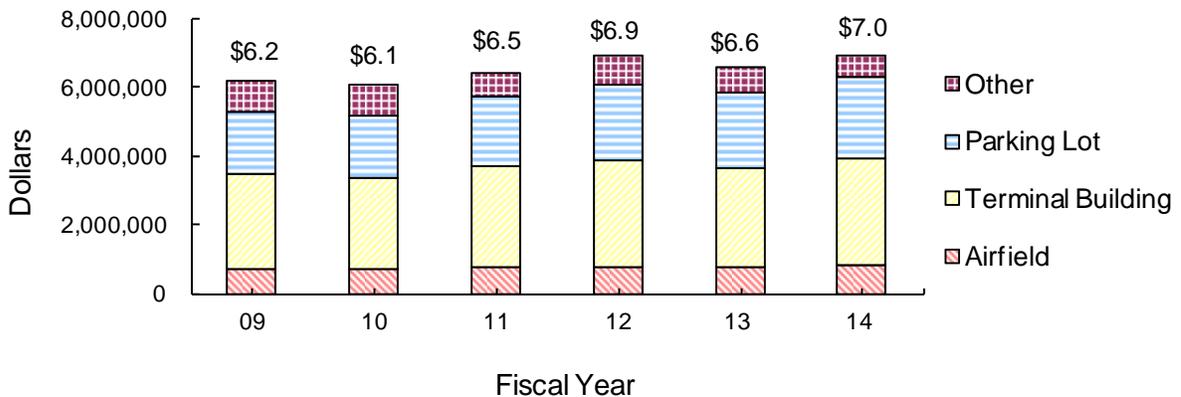
**REVENUES - MAJOR SOURCES AND TRENDS (continued)**

**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 2013. Revenues in the graph for fiscal year 2014 are as budgeted.

**Airport Revenues**  
**Actual 2009 through 2012; Estimated 2013; Budgeted 2014**



**HOTEL/MOTEL FUND** - Occupancy Tax revenue is the primary revenue source in this fund, and is budgeted at \$2,395,000 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.

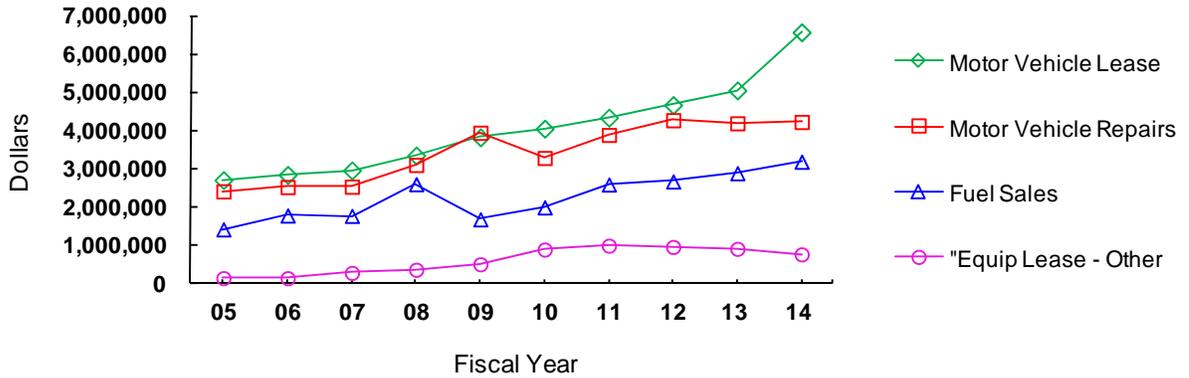
**DEBT SERVICE FUND** – The major revenue source for this fund is ad valorem taxes. The portion of ad valorem tax allocated to this fund is determined by calculating funding necessary to cover debt service requirements for the upcoming year after consideration of current fund balance and estimated interest 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 2005 through 2012; Estimated 2013; Budgeted 2014**

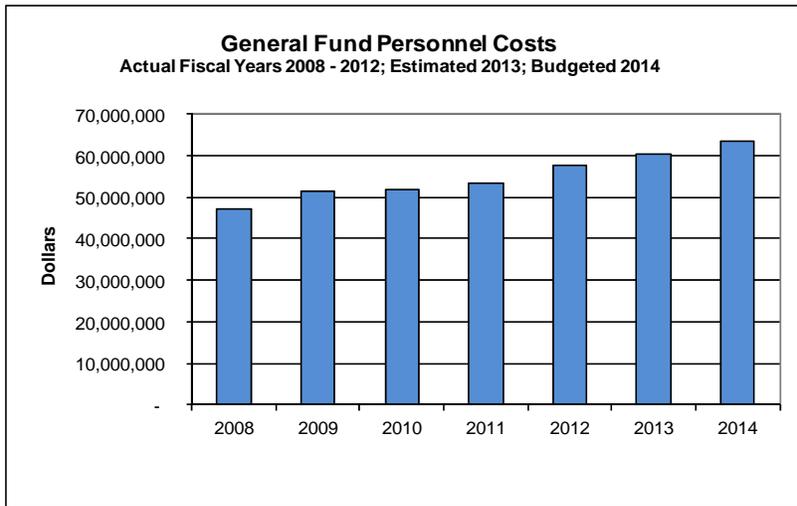


The revenues listed above represent over 75% of the total City operating budget. Please see the Budget message (page i through x) and Significant Changes in Revenue/ Expense (page xxii) for more detail and graphics of revenue history and trends.

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

**GENERAL FUND** – Total General Fund revenues are anticipated to increase by \$8,618,830 for fiscal year 2014 over budgeted fiscal year 2013 revenues. Major components of this increase are a \$3,789,223 increase in sales tax revenue and a \$2,643,148 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, additional salary modifications and a significant the increase to the street paving program. Contractual services increased \$1,767,527 for several reasons, including \$404,635 for

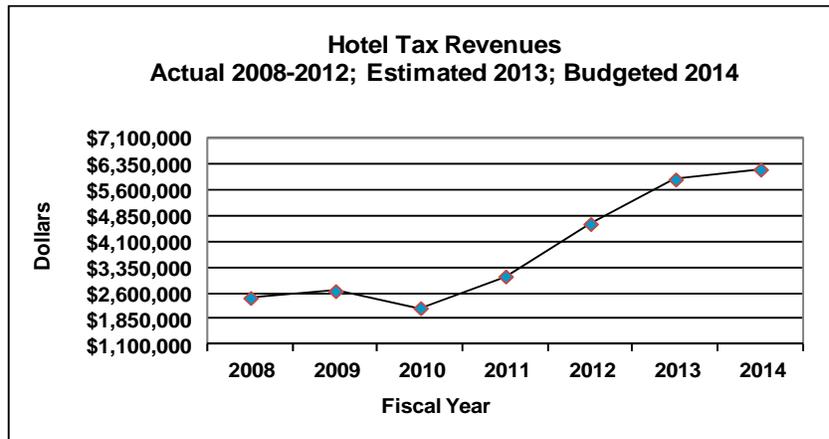


outside agency help with infrastructure needs in engineering, \$261,612 consulting fees for Planning and Code Enforcement and \$189,940 in Hardware / software maintenance costs related to technology initiatives. The amount budgeted for mill overlay increased \$1,300,000. These items comprise the budgetary highlights in the General Fund.

Fund Balance is expected to remain unchanged from fiscal year 2013.

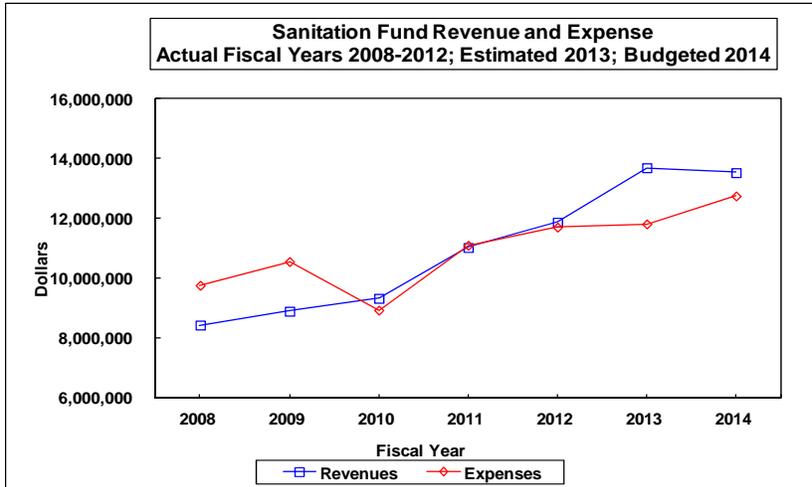
**DEBT SERVICE FUND** – There is a \$311,672 decrease in budgeted ad valorem revenue for Fiscal Year 2014. Expenditures for debt service costs remain relatively unchanged for Fiscal Year 2014. The ending balance for the fund is approximately one-twelfth of the anticipated Fiscal Year 2014 tax supported debt service costs for the issues serviced by the Fund.

**HOTEL/MOTEL FUND** – Hotel occupancy taxes are budgeted \$2,395,000 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** – Total Water and Sewer Fund revenues are anticipated to increase by \$2,918,200 for fiscal year 2014 over budgeted fiscal year 2013 revenues. This increase is based upon consideration of several factors, including the completion of the T-Bar pipeline and a return to a more normal water consumption pattern. 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** – Sanitation Fund revenues are estimated to increase by 13.7% during fiscal year 2013-2014. This increase is based upon several factors, including increased customer numbers and a 48.8% increase in landfill charges. 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. 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 \$342,900 of fiscal year 2014 over the budgeted fiscal year 2013 revenue. Estimated Airport Fund expenses, exclusive of matching expenses on grants, are expected to decrease \$413,537 mainly due to depreciation expense, which reflects a decrease of \$597,319.

**SCHARBAUER SPORTS COMPLEX FUND** – Fiscal year 2014 operating revenues, \$3,806,782, and expenses, \$5,587,051, are budgeted to provide a cash flow of \$0 after consideration of \$1,780,269 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 \$0.6 million negative cash flow in fiscal year 2014 and a budgeted \$0.4 million negative cash flow in FY2013. The Garage Fund budget increased \$2,004,511 or 11.42% due to a combination of factors. Capital items represent the majority of this amount and contractual services costs are budgeted to increase \$282,471, or 68.6% above fiscal year 2013.

**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.

CITY OF MIDLAND, TEXAS

**COMPARATIVE REVENUES AND EXPENDITURES  
OPERATING FUNDS**

	<u>CURRENT BUDGET* FY13</u>	<u>PROPOSED BUDGET FY14</u>	<u>INCREASE OR DECREASE</u>
REVENUES:			
General Fund Opns.**	\$ 90,554,398	\$ 99,173,228	\$ 8,618,830
Tax Supported Debt	4,406,350	4,096,706	(309,644)
Hotel/Motel	4,035,000	6,505,000	2,470,000
Water & Sewer	46,385,000	49,303,200	2,918,200
Sanitation	11,900,000	13,524,500	1,624,500
Golf Course***	2,029,000	2,434,950	405,950
Airport****	9,810,900	10,153,800	342,900
Scharbauer Sports Complex*****	3,656,069	3,806,782	150,713
Garage*****	13,154,368	14,944,657	1,790,289
Warehouse*****	849,000	869,000	20,000
Technology*****	713,095	619,516	(93,579)
<b>TOTAL REVENUE</b>	<b>\$ <u>187,493,180</u></b>	<b>\$ <u>205,431,339</u></b>	<b>\$ <u>17,938,159</u></b>
EXPENDITURES:			
General Fund Opns.	102,803,395	99,173,228	(3,630,167)
Tax Supported Debt	4,419,554	4,236,553	(183,001)
Hotel/Motel	2,682,690	3,122,743	440,053
Water & Sewer	63,390,087	62,425,902	(964,185)
Sanitation	17,781,276	12,743,899	(5,037,377)
Golf Course	2,219,834	2,328,105	108,271
Airport	11,821,722	11,408,185	(413,537)
Scharbauer Sports Complex	5,455,308	5,587,051	131,743
Garage	17,558,623	19,563,134	2,004,511
Warehouse	899,345	900,790	1,445
Technology	0	310,814	310,814
<b>TOTAL EXPENDITURES</b>	<b>\$ <u>229,031,834</u></b>	<b>\$ <u>221,800,404</u></b>	<b>\$ <u>(7,231,430)</u></b>

\* FY13 Operating budget as amended through 3-31-13.

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

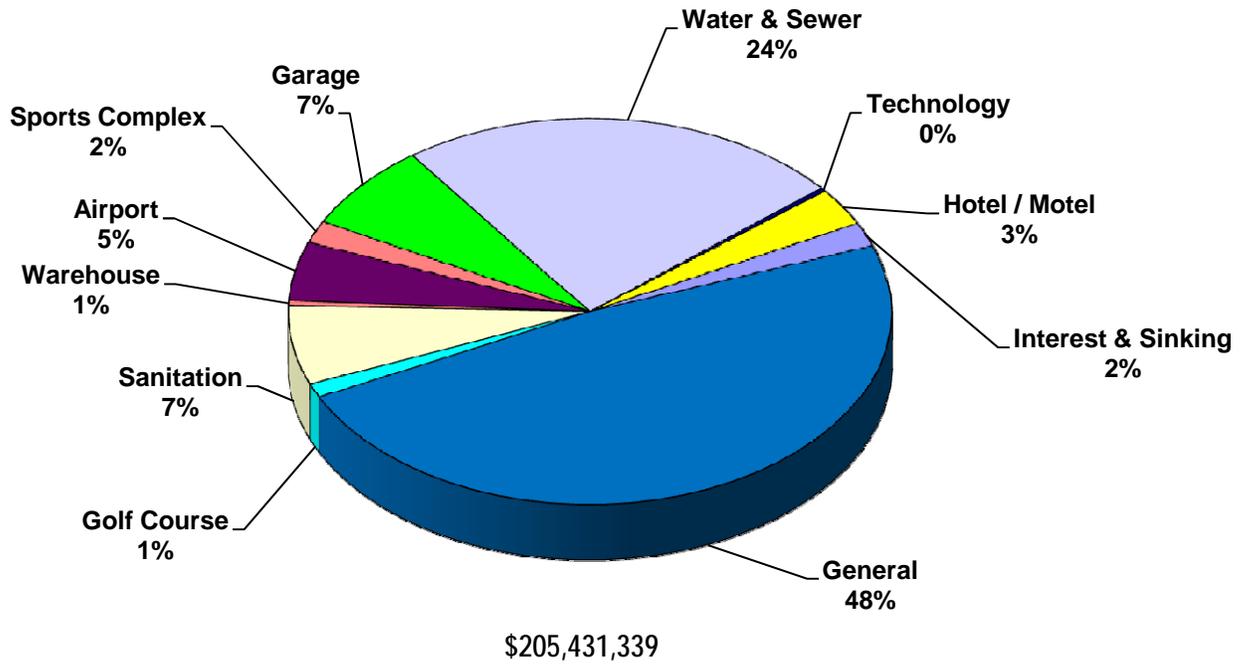
\*\*\* Golf Course includes a \$0 transfer from General Fund.

\*\*\*\* Sports Complex includes a \$590,937 transfer from General Fund and has \$2,420,000 from SCDC.

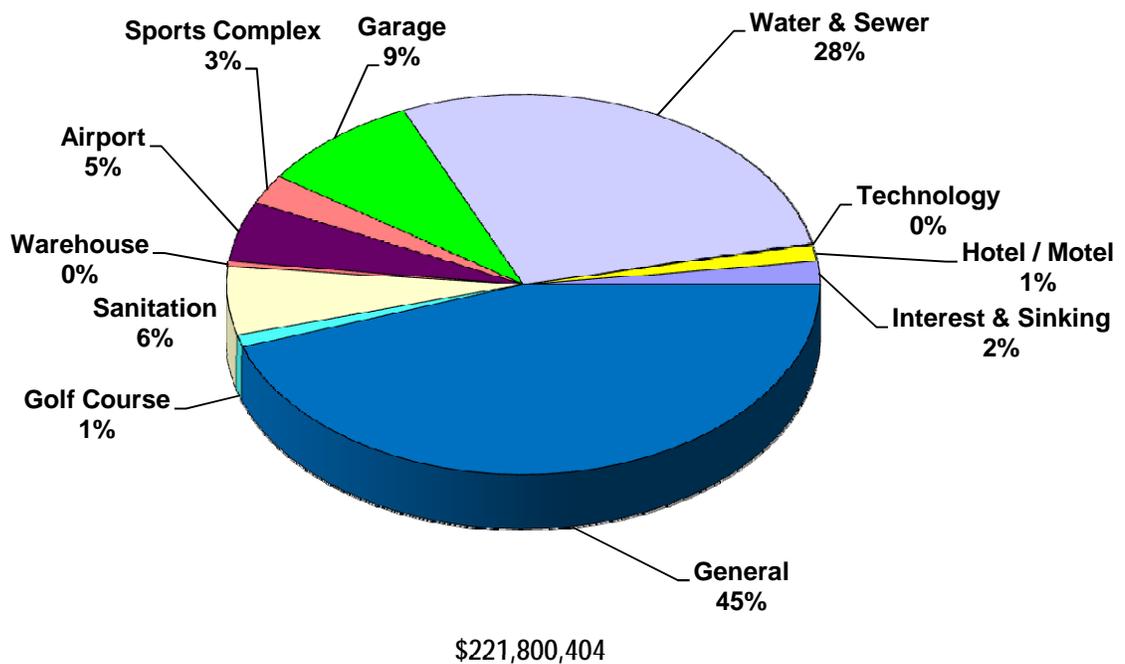
\*\*\*\*\* Includes \$3,200,000 of grant revenues restricted to FAA approved capital projects.

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

Combined Fund Revenues  
As Budgeted For Fiscal Year 2014



Combined Fund Expenditures / Expenses  
As Budgeted For Fiscal Year 2014



CITY OF MIDLAND, TEXAS

**ESTIMATED AD VALOREM TAX REVENUE  
BUDGET YEAR 2013-2014 (FY14)**

2013 ESTIMATED TAXABLE VALUE:		\$ 8,599,994,472
TAX RATE PER \$100 OF VALUATION		<u>0.431927</u>
TOTAL 2013 TAX LEVY (estimated)		<u>37,145,698</u>
ESTIMATED 2013 REVENUES AT COLLECTION RATE OF	98.00%	36,402,784
ESTIMATED DELINQUENT COLLECTIONS AT 2% OF PREVIOUS YEAR	\$33,384,453	<u>667,689</u>
ESTIMATED TOTAL COLLECTIONS		<u>37,070,473</u>
CURRENT INTEREST AND SINKING FUND LEVY		<u>3,973,909</u>
GENERAL FUND OPERATIONS		<u>\$ 33,093,379</u>

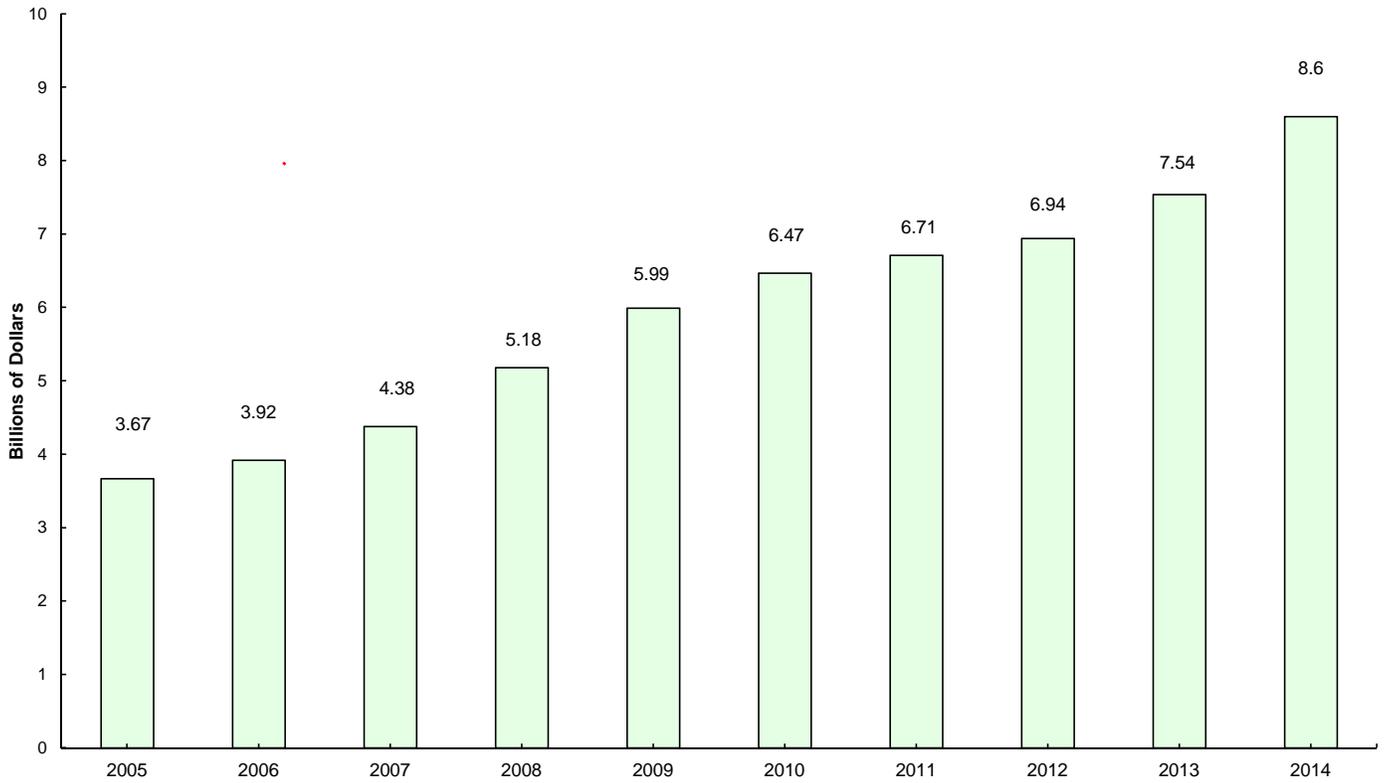
**ESTIMATED DISTRIBUTION OF  
TAX RATE AND REVENUE FROM 2012 AND PRIOR ROLLS**

	<u>RATE</u>	<u>PERCENT</u>	<u>AMOUNTS</u>
GENERAL	\$0.404049	87.63%	\$ 585,026
INTEREST AND SINKING FUND	<u>0.057039</u>	<u>12.37%</u>	<u>82,663</u>
TOTAL	<u>\$0.461088</u>	<u>100.00%</u>	<u>\$ 667,689</u>

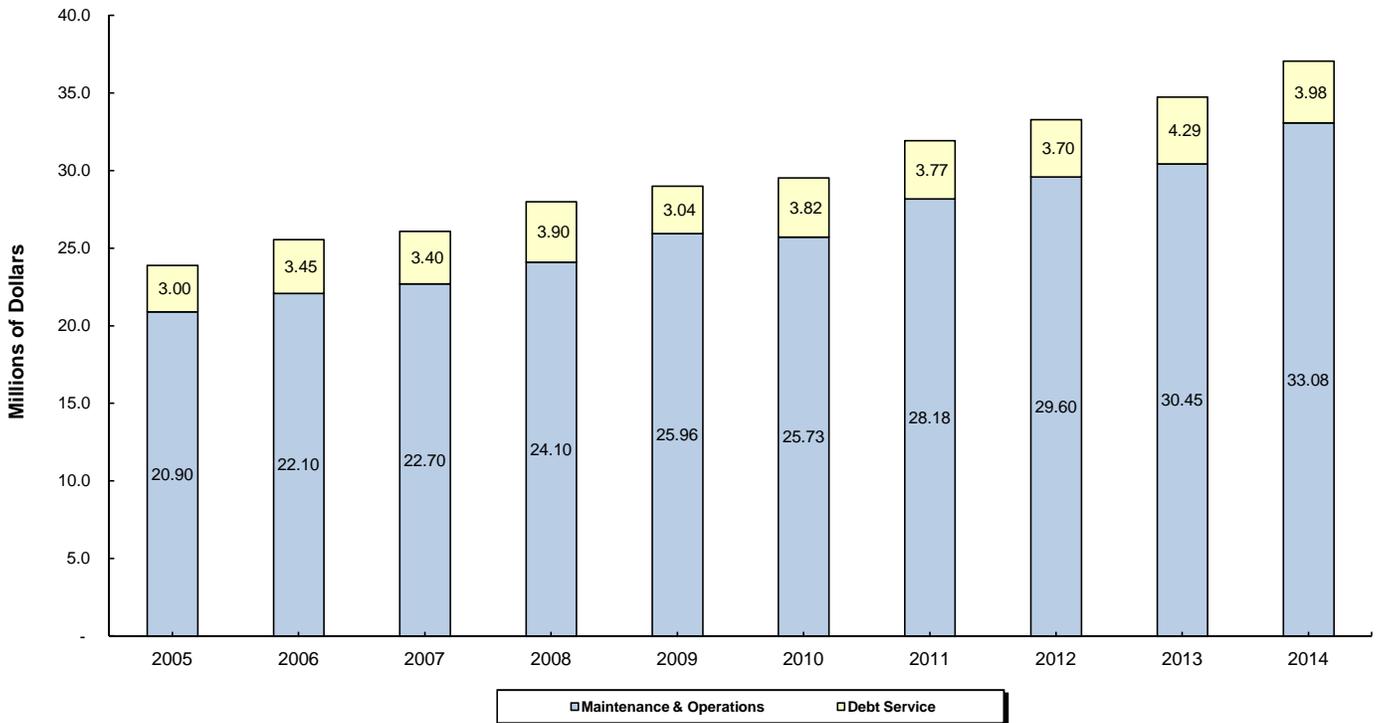
**PROPOSED DISTRIBUTION OF  
TAX RATE AND REVENUE FROM 2013 ROLL**

	<u>CURRENT RATE</u>	<u>CURRENT PERCENT</u>	<u>CURRENT AMOUNTS</u>
GENERAL	\$0.385719	89.30%	\$ 32,508,353
INTEREST AND SINKING FUND	<u>0.046208</u>	<u>10.70%</u>	<u>3,894,431</u>
TOTAL	<u>\$0.431927</u>	<u>100.00%</u>	<u>\$ 36,402,784</u>

**Assessed Property Tax Valuations  
Actual Fiscal Years 2005 - 2013; Estimated 2014**

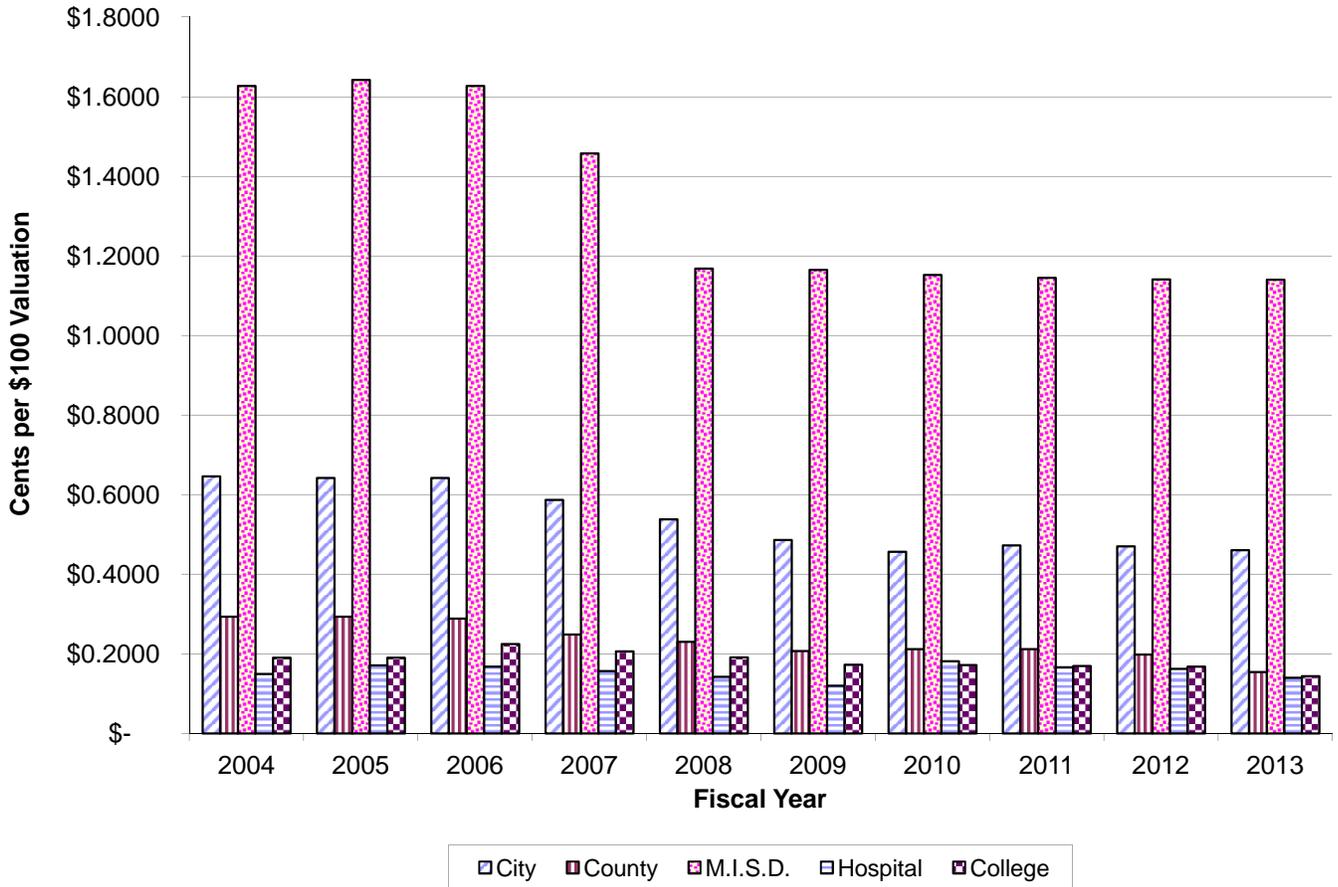


**Property Tax Collections  
Actual Fiscal Years 2005 - 2012; Estimated Fiscal Year 2013;  
Budgeted 2014**



CITY OF MIDLAND, TEXAS

**Overlapping Property Tax Rates  
Fiscal Years 2004 through 2013**



**City of Midland  
Overlapping Property Tax Rates  
Fiscal Years 2004 through 2013**

	<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>	<u>2013</u>
City	\$ 0.6464	\$ 0.6424	\$ 0.6420	\$ 0.5870	\$ 0.5386	\$ 0.4859	\$ 0.4568	\$ 0.47285	\$ 0.47054	\$ 0.46109
County	0.2938	0.2939	0.2885	0.2488	0.2305	0.2075	0.2118	0.21181	0.19821	0.15479
M.I.S.D.	1.6269	1.6425	1.6275	1.4575	1.1681	1.1651	1.1526	1.14505	1.14105	1.14005
Hospital	0.1499	0.1715	0.1684	0.1571	0.1423	0.1202	0.1813	0.16633	0.16220	0.13973
College	<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>	<u>0.14418</u>
<b>Total</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>\$ 2.1399</b>	<b>\$ 2.03984</b>

**SUMMARY OF PERSONNEL BY DEPARTMENT  
AND UNIT**

DEPARTMENT / UNIT	FULL-TIME EMPLOYEES		
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
<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)	2.00	2.00	2.00
Downtown Development (0008)	0.00	1.00	1.00
Internal Audit (0045)	1.00	1.00	1.00
TOTAL	<u>8.00</u>	<u>9.00</u>	<u>9.00</u>
<b>Municipal Court (010)</b>			
Municipal Court (0010)	23.00	23.00	23.00
<b>Legal (015)</b>			
Legal (0015)	7.50	8.50	8.50
<b>City Secretary (020)</b>			
City Secretary (0020)	4.00	4.00	4.00
<b>Administrative Services (025)</b>			
Administrative Services (0025)	5.00	5.00	6.00
Employee Health (0026)	3.00	2.00	3.00
TOTAL	<u>8.00</u>	<u>7.00</u>	<u>9.00</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)	18.00	18.00	18.00
Communcations Maintenance (0033)	1.00	2.00	2.00
TOTAL	<u>53.00</u>	<u>54.00</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	27.00	27.00
TOTAL	<u>47.00</u>	<u>50.00</u>	<u>50.00</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	3.00	2.00
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>43.00</u>	<u>42.00</u>

**SUMMARY OF PERSONNEL BY DEPARTMENT  
AND UNIT**

DEPARTMENT / UNIT	FULL-TIME EMPLOYEES		
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
<b>Development Services (075)</b>			
Planning and Development (0055)	7.00	8.00	8.00
CDBG Administration (0056)	3.00	3.00	3.00
Code Administration (0060)	25.00	27.00	29.00
TOTAL	<u>35.00</u>	<u>38.00</u>	<u>40.00</u>
<b>Engineering Services (080)</b>			
GIS Administration (0075)	6.00	7.00	7.00
Engineering Services (0080)	16.00	16.00	16.00
Transportation (0085)	63.00	63.00	63.00
Water and Sewer Operations (0335)	32.00	32.00	31.00
TOTAL	<u>117.00</u>	<u>118.00</u>	<u>117.00</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)	7.00	7.00	7.00
Health and Senior Services (0100)	19.00	19.00	19.00
Golf Course (0410)	7.00	7.00	8.00
Pro Shop Operations	3.00	3.00	3.00
TOTAL	<u>89.00</u>	<u>89.00</u>	<u>90.00</u>
<b>Police (110)</b>			
VCLG Program (0105)	1.00	1.00	1.00
Airport Police (0107)	14.00	14.00	14.00
CVE-Commercial Vehicle Enforcement (0108)	0.00	2.00	2.00
Police Administration (0111)	13.00	13.00	21.00
Support Services (0112)	44.00	44.00	36.00
Field Operations (0113)	120.00	121.00	123.00
Investigative Services (0114)	47.00	47.00	47.00
TOTAL	<u>239.00</u>	<u>242.00</u>	<u>244.00</u>
<b>Fire (115)</b>			
Fire (0115)	177.00	183.00	189.00
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>205.00</u>	<u>211.00</u>	<u>217.00</u>
<b>Nondepartmental (150)</b>			
Nondepartmental (0150)	1.00	1.00	0.00

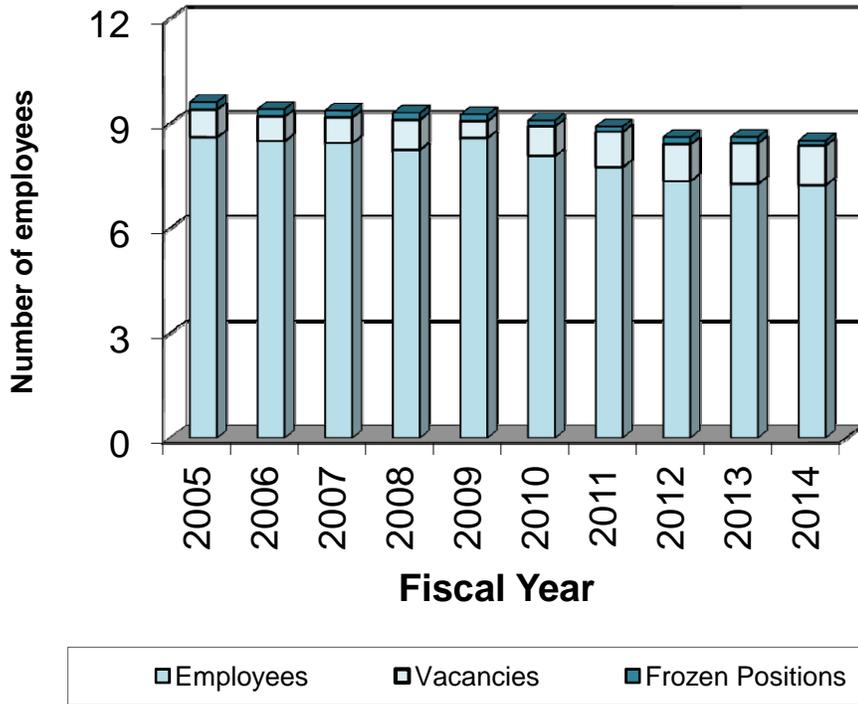
**SUMMARY OF PERSONNEL BY DEPARTMENT  
AND UNIT**

DEPARTMENT / UNIT	FULL-TIME EMPLOYEES		
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
<b>Utilities (300)</b>			
Utilities Administration (0300)	4.00	3.00	3.00
Environmental Compliance (0301)	6.00	6.00	7.00
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)	14.00	15.00	15.00
Spraberry Farm (0315)	4.00	4.00	4.00
Purification Plant (0320)	17.00	18.00	18.00
TOTAL	<u>49.00</u>	<u>50.00</u>	<u>51.00</u>
<b>Sanitation (430)</b>			
Solid Waste Management (0400)	46.00	44.00	44.00
Recycle (0402)	0.00	4.00	4.00
Landfill (0405)	12.00	12.00	12.00
TOTAL	<u>58.00</u>	<u>60.00</u>	<u>60.00</u>
<b>Airport (500)</b>			
Airport Operations (0500)	34.00	34.00	35.00
 <b>TOTAL CITY PERSONNEL</b>	 <u>1,026.50</u>	 <u>1,048.50</u>	 <u>1,060.50</u>

**SUMMARY OF PERSONNEL BY FUND**

FUND	FULL-TIME EMPLOYEES		
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
General Fund	783.70	799.70	809.70
Water and Sewer Fund	111.00	115.00	115.00
Sanitation Fund	58.00	60.00	60.00
Golf Course Fund	10.00	10.00	11.00
Airport Fund	34.00	34.00	35.00
Garage Fund	28.80	28.80	28.80
Warehouse Fund	1.00	1.00	1.00
TOTAL	<u>1,026.50</u>	<u>1,048.50</u>	<u>1,060.50</u>

**City of Midland  
Employees per 1,000 Population  
Fiscal Years 2005 through 2014**



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.

<u>Fiscal Year</u>	<u>Population</u>	<u>Actual Number of Employees</u>	<u>Vacant Positions</u>	<u>Frozen Positions</u>	<u>Budget Positions</u>
2005	99,623	856	79	22	957
2006	102,073	866	71.5	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	896	94	19	1009
2011	113,846	881	115	17	1013
2012	119,385	876	125.5	25	1026.5
2013	121,999	885.5	142	22	1049.5
2014	124,804	901.5	141	18	1060.5

Actual Number of Employees represents employees on the City payroll as of September 30 of each year. Fiscal year 2013 is estimated and 2014 is budgeted.

To meet the demands of a growing city, six additional firefighters, two additional police officers and two additional code enforcement officers are included in the 2014 budget. These additional employees should provide better service to a growing population. Due to improved economic conditions, many of the frozen positions from previous years have been reopened. Vacancies, however, began during 2011 due to a tight labor market. This trend is expected to continue in 2014 as competition with local employers increase due to a growing economy.

CITY OF MIDLAND, TEXAS

**QUICK FACTS**

\* **DESCRIPTION:** The City of Midland is a diverse, healthy, growing urban community in West Texas. Midland, Texas is located approximately 331 miles west of Dallas, Texas on Interstate 20. The City of Midland has been nicknamed "The Tall City" because of it's downtown skyline.



\* **LOCATION:** West Texas, midway between Dallas / Fort Worth and El Paso along Interstate 20 with an area of 72.07 square miles

\* **WEATHER:** March/70°; June/93°; September/87°; December/58°

\* **FORM OF GOVERNMENT:** Council-Manager

\* **CITY PROPERTY TAX RATE:** .431927 / \$100 valuation

\* **MEDIAN AGE:** Female - 36.10; Male - 33.5

\* **MEDIAN HOUSEHOLD INCOME:** \$57,399

\* **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          | 24 elementary campuses    |
| 2 freshman high schools | 4 special purpose centers |
| 4 junior high schools   | 9 private schools         |

\* **HEALTHCARE:**

- 4 Hospitals (5 Facilities)
- 303 Doctors
- 11 Nursing/Retirement Homes

\* **CHURCHES:** 168 - All Denominations

\* **ENTERTAINMENT:**

- 1 Movie Theatre/ 14 Screens
- 1 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 - 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:**

39 playgrounds, 2 public pools  
2 public/daily fee golf courses  
4 private golf courses  
Tennis courts: 77 Community courts  
40 Private courts  
64 baseball and softball fields  
49 soccer fields  
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:  
17,000 plus circulation

CITY OF MIDLAND, TEXAS

**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	3,009
Warren Equipment Companies	Manufacturing	2,008
Midland Memorial Hospital	Health Care	1,670
Dawson Geophysical	Oil and Gas	1,522
Midland College	Education	1,201
Schlumberger Oil Field Service	Oil and Gas	950
City of Midland	City Government	909
Wal-Mart Stores	Retail	790
Midland County	County Government	600
Concho Resources	Oil and Gas	509

**TOP TEN TAXPAYERS**

<u>Name of Taxpayer</u>	<u>Nature of Property</u>	<u>2013 Taxable Assessed Valuation</u>	<u>% of Total Taxable Assessed Valuation</u>
Midland Investors LLC	Real Estate	\$101,254,250	1.18%
Basic Energy Services	Oil and Gas	\$64,556,820	0.75%
Oncor Electric Delivery Co LLC	Electric Utility	\$45,046,200	0.52%
Mall at Midland Park LLC	Retail Sales	\$36,014,010	0.42%
Claydesta Buildings LP	Real Estate	\$34,970,780	0.41%
Fasken Midland LLC	Real Estate	\$26,857,390	0.31%
The Palms at Briarwood LLC	Real Estate	\$25,461,270	0.30%
COG Realty LLC	Real Estate	\$25,142,280	0.29%
SC Midland LLC	Real Estate	\$24,926,500	0.29%
KLP Blue Ridge Apts LP	Real Estate	\$24,050,400	0.28%
		<u>\$408,279,900</u>	<u>4.75%</u>

CITY OF MIDLAND, TEXAS

**TEN LARGEST WATER AND WASTEWATER CUSTOMERS**

**WATER CONSUMPTION**

<u>Customer</u>	<u>Type of Industry</u>
City of Midland	Incorporated City
Midland Schools	Public Schools
Midland Memorial Hospital	Hospital
Midland College	Community College
Northridge Court Apartments LP	Apartments
Summit Building	Office Building
Midland Memorial West Campus	Hospital
Fasken Midland LLC	Office Building
Blue Ridge C/O Velocity	Apartments
Kington Properties	Apartments

**WASTEWATER VOLUME**

<u>Customer</u>	<u>Type of Industry</u>
Midland Memorial Hospital	Hospital
Midland Schools	Public Schools
Summit Building	Office Building
Midland Memorial West Campus	Hospital
Fasken Midland LLC	Office Building
Culligan Soft Water	Water Purification
Midland College	Community College
Superwash Coin Laundry	Coin Operated Laundry
Midland County Auditor	County Administration
H.E. Butt Grocery Co.	Grocery Store

**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
2010	111,147
2011	113,846
2012	119,385

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

CITY OF MIDLAND, TEXAS

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	597
Streets - Unpaved	33
Alleys - Paved	128
Miles of storm sewer:	44
Miles of sanitary sewer:	591
Number of street lights:	6,209
Number of signalized locations:	118
Police Protection:	
Number of stations:	1
Number of employees (including 46 civilians):	225
Fire Protection:	
Number of stations:	9
Number of employees (including 5 civilians):	181
Building permits:	
Permits issued:	9,388
Building valuations:	\$336,477,768
Municipal Water Utility:	
Number of active accounts:	38,087
Daily average consumption (MGD):	16
System capacity (gallons):	51,000,000
Miles of water mains:	782
Number of fire hydrants:	3,418
Airport:	
Passenger boardings:	488,138
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 take 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 changes, and provides opportunities to make services more efficient and/or effective, and recommend allocating limited funds to best achieve divisional and organizational goals

**THE BUDGETING PROCESS (continued)**

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.
- 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.

**THE BUDGETING PROCESS (continued)**

**III. Finance and Accounting will: (continued)**

- 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.

CITY OF MIDLAND, TEXAS

**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's) 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 Manager.
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 will review the proposed amendment and submit the request along with recommendation to the City Council.

**THE BUDGET AND THE CAPITAL IMPROVEMENT PROGRAM**

**PROCEDURE (continued)**

C. AMENDMENTS: (continued)

**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, 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 four Enterprise Funds - Solid Waste, Utilities, Airport 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.

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.

**CAPITAL IMPROVEMENT PROGRAM POLICY (continued)**

**III. POTENTIAL FUNDING SOURCES (continued)**

D. BONDS: (continued)

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. 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 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 two Special Revenue Funds budgeted by the City are the Hotel/Motel Fund and the Sports Complex Development Corporation Revenue 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

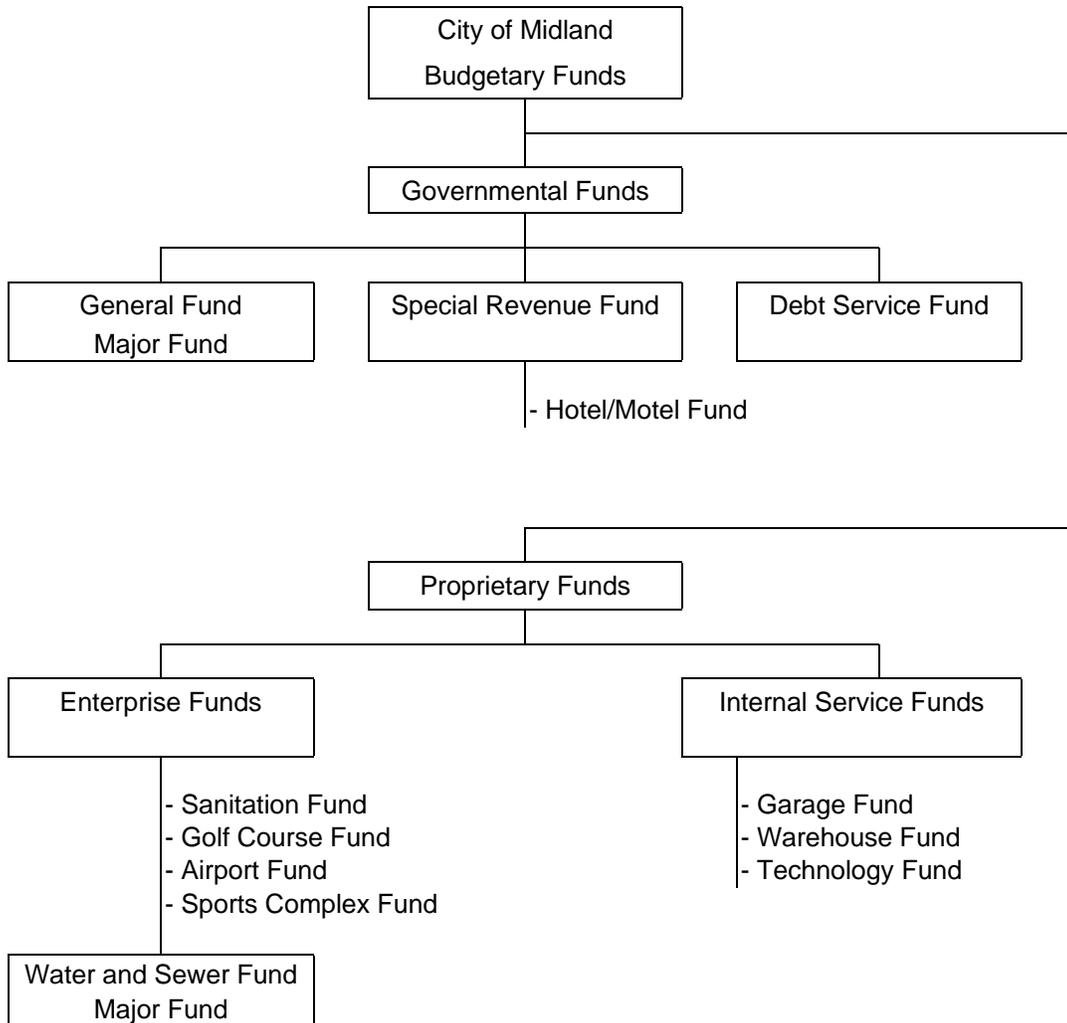
Enterprise Funds - Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (expenses including depreciation) of providing goods or services to the general public on 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. There four Enterprise Funds presented in the annual budget are the Water and Sewer Fund, Sanitation Fund, Golf Course Fund, and the Airport 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.

- 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 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.

**ACCOUNTING POLICIES (continued)**

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

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 whereas financial statements prior to GASB No. 34 focused on reporting by fund type. The government-wide financial statements (i.e. the statement of net position 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 position reports all financial and capital resources of the City and is presented in an “assets minus liabilities equal net position” format with net position 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 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.

**ACCOUNTING POLICIES (continued)**

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

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 position and changes in net position. 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.

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.

**ACCOUNTING POLICIES (continued)**

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

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 ongoing 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 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

**ACCOUNTING POLICIES (continued)**

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

A. Governmental Fund Types (continued)

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.
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.

**ACCOUNTING POLICIES (continued)**

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

B. Proprietary Fund Types (continued)

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 use 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.

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 into the Governmental Activities column in the government-wide Statement of Net Position.

**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 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.

**ACCOUNTING POLICIES (continued)**

**V. INVENTORIES AND PREPAID ITEMS (continued)**

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 appropriable 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, 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

**ACCOUNTING POLICIES (continued)**

**VIII. COMPENSATED ABSENCES (continued)**

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.

**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 position. Certificates of Obligation secured by tax revenues and Revenue Bonds issued to fund capital projects of proprietary funds are to be repaid with funds from proprietary fund assets and are reported in the proprietary funds section. 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 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.

**INVESTMENT POLICY (continued)**

**II. STRATEGY AND OBJECTIVES (continued)**

**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.

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.

**INVESTMENT POLICY (continued)**

**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:

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;

**INVESTMENT POLICY (continued)**

**IV. INVESTMENTS (continued)**

**ELIGIBLE INVESTMENTS: (continued)**

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.

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.

**RATINGS**

Any investment requiring a minimum rating from one of the recognized rating agencies shall be monitored for negative changes in rating that may affect the suitability of that investment for the City. Monitoring shall consist of quarterly reviews of changes in ratings by nationally recognized rating agencies. Should such an investment be negatively impacted by a change in rating to one lower than specified, such investment will be liquidated in accordance with PFIA Section 2256.021.

**INVESTMENT POLICY (continued)**

**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.

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:

**INVESTMENT POLICY (continued)**

**VI. SAFEKEEPING AND CUSTODY (continued)**

**COLLATERAL DEFINED: (continued)**

- 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.

**Resolution No. 2012 - 400**

## **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.
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.

**CASH HANDLING POLICY (continued)**

**II. RESPONSIBILITIES (continued)**

- A. DEPARTMENT MANAGERS HAVE THE RESPONSIBILITY TO: (continued)
  - 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.
- 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.

**CASH HANDLING POLICY (continued)**

**III. DEFINITIONS (continued)**

- 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.

**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.

**CASH HANDLING POLICY (continued)**

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

- 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; (continued)
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.
  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.

**CASH HANDLING POLICY (continued)**

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

- 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; (continued)

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.
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.

**CASH HANDLING POLICY (continued)**

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

**B. SAFEGUARDING FUNDS (continued)**

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.
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.

**CASH HANDLING POLICY (continued)**

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

**C. TRANSFERRING AND/OR TRANSPORTING FUNDS (continued)**

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.

**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.

**CASH HANDLING POLICY (continued)**

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

E. HIRING, TRAINING, AND EVALUATING CASH-HANDLING POSITION. (continued)

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**

**1. OBJECTIVE**

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

**2. CONFLICT WITH CHARTER**

Where any conflict exists between the Purchasing Policy and the City of Midland Charter, the City Charter shall govern.

**3. ORGANIZATION OF PURCHASING DIVISION**

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

**4. 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.

1. The delegation is generally limited to the use of Purchasing Cards, Departmental Purchase Orders, Departmental contracts and petty cash.
2. 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. RFB - REQUEST FOR BIDS**

A solicitation for price and delivery of specified goods or services that has a scheduled receipt date and place. The process may be Formal or Informal.

**1. FORMAL SEALED BID**

Formal sealed bids are those that are for an amount at or above the statutory Sealed Bid Limit and 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 (procurement software, facsimile or e-mail) as long as systems are in place that prevents viewing before the specified bid

**PURCHASING POLICY (continued)**

**4. DEFINITIONS (continued)**

C. RFB - REQUEST FOR BIDS (continued)

1. FORMAL SEALED BID (continued)

opening date and time or as otherwise allowed by Chapters 252 and 271 of the Local Government Code. Current statutory sealed bid limit is \$50,000.00.

2. INFORMAL SEALED BID

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

D. RFP - REQUEST FOR PROPOSALS

This is a formal solicitation used primarily for specified goods or services for which the requirements are not easily determined and may not result in an "apples to apples" comparison of the offers. See Request for Proposals on page 16.

E. RFQ - REQUEST FOR QUALIFICATIONS

A solicitation necessary to comply with the Professional Services Procurement Act. The solicitation shall be made to secure professional services within the scope of the practice, as defined by state law, of:

accounting;	optometry;
architecture;	professional engineering
landscape architecture;	real estate appraising; or
land surveying;	professional nursing.
medicine;	

See PP - 107.5 of the Purchasing Manual for more information on the use of an RFQ and securing Professional Services.

F. RFI - REQUEST FOR INFORMATION (RFI)

This may sometimes be the first step in an RFP process. The solicitation is to extract or "mine" information concerning the product or service being sought. Most times this will be a High Technology product. This process may or may not solicit pricing as part of the solicitation. If pricing is considered, it would be only of a budgetary interest, since a follow-up process would be an actual Request for Bids or Request for Proposals.

**PURCHASING POLICY (continued)**

**4. DEFINITIONS (continued)**

G. 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.

H. TCOPA - TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

The Texas Procurement and Support Services Cooperative Purchasing Program (State of Texas CO-OP) allows local governments to use the state's purchasing power by participating in state contracts. And using these services through the State of Texas CO-OP will meet competitive bidding requirements.

I. PURCHASING CARD PROGRAM

The Purchasing Card Program facilitates small purchases of up to and including \$1,000 through the use of a Procurement Card (a credit card for business purchases.) (See P-104, Purchasing Card Policy and PP-104 - PP-104.3 for information concerning the use of the Purchasing Card Program)

**5. SCOPE OF AUTHORITY AND DUTIES OF THE PURCHASING MANAGER**

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,

1. The City Manager hereby delegates to the Director of General Services the authority and it shall be his or her duty to purchase, or contract for all supplies, materials, equipment and contractual services needed by any and all departments of the City.
2. The Director of General Services in turn delegates these duties and responsibilities to the City Purchasing Manager.
3. Departments have no authority to order directly from, or in the absence of permission from the City Purchasing Manager, 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 MANAGER

Under the general supervision of the Director of General Services and the City Manager, it shall be the duty of the Purchasing Manager:

1. Policy Enforcement: To observe and enforce the policies herein outlined and all related regulations.

**PURCHASING POLICY (continued)**

**5. SCOPE OF AUTHORITY AND DUTIES OF THE PURCHASING MANAGER (continued)**

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

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 known as the National Association of Purchasing Management (NAPM). See **P-050 Conflict of Interest** and **P-060 Ethics** for an in-depth discussion of this area of interest.

**All individuals performing any portion of the Purchasing Function shall adhere to these standards.**

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
Contracts for services, Purchase Agreements, Vendor 1099 information	4 years after terms of agreements are fulfilled
Policy Documentation files, Policy statements, Total Cost Bids	End of FY + 5 years or until equipment is sold, whichever is longer
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.

**PURCHASING POLICY (continued)**

**5. SCOPE OF AUTHORITY AND DUTIES OF THE PURCHASING MANAGER (continued)**

B. DUTIES OF THE PURCHASING MANAGER (continued)

8. Specification Preparation: (continued)

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 Manager for review and enhancement where necessary, or detailed information for specification preparation, and in the event of disagreement between a Director and the Purchasing Manager regarding those enhancements, the matter shall be determined by the Director of General Services 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 to maintain an adequate supply of articles or commodities for general use in the City Warehouse or contract for same.

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 Manager 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 Manager has full authority to revoke those privileges for non-compliance with the Policy.

**6. ESTIMATES**

All departments of the City shall file with the Purchasing Manager 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 Manager shall prescribe. This shall, in no way, prevent any department from filing with the City Purchasing Manager 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.

**PURCHASING POLICY (continued)**

**7. APPROVAL OF PLANS & SPECIFICATIONS/AUTHORIZATION TO ADVERTISE FOR BIDS:**

A. ALL PURCHASES & CONTRACTS - excluding Public Works

Budgeted: \$0 to \$25,000 - By Director of General Services  
\$25,000 to \$50,000 - By City Manager  
\$50,000 or more - by Council

Non-budgeted: Under \$50,000 - By City Manager  
\$50,000 or more - By City Council

B. PUBLIC WORKS CONTRACTS

Budgeted: \$0 to \$25,000 - By Director of General Services  
\$25,000 to \$50,000 - By City Manager  
\$50,000 or more - by Council

Non-budgeted: Under \$50,000 - By City Manager  
\$50,000 or more - By City Council

**8. REQUISITIONS**

A. SOURCE OF FORMS:

Each Department shall request purchases on requisition forms issued by the Purchasing Manager's office or electronically through the designated procurement software.

B. REQUISITION APPROVAL:

Each requisition shall be signed or electronically signed by the Division Manager and operating executive or Director 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.

The use of brand name and model is acceptable with the statement "or equal meeting the following minimum specifications"; then, a specification listing the important features or requirements that are required to provide the desired level of functionality and or service.

D. REQUIREMENT FOR REQUISITIONS OR DEPARTMENTAL PURCHASE ORDERS AND PURCHASING CARD RECEIPTS:

Requisitions or Departmental Purchase Order's or Purchasing Card Receipts for purchases up to, and including \$1,000, are required for the purpose of controlling records, and payment advice even though the Purchasing Division may not have made the purchase.

**PURCHASING POLICY (continued)**

**8. REQUISITIONS (continued)**

**D. REQUIREMENT FOR REQUISITIONS OR DEPARTMENTAL PURCHASE ORDERS AND PURCHASING CARD RECEIPTS: (continued)**

1. Routing of Requisitions: All requisitions should be forwarded to the Finance Department for certification of funds and then to the Purchasing Manager in sufficient time to permit careful purchasing of the consolidated requirements of all departments of the City
2. 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. (See Asset Disposition Procedure PP-110)
3. Requisition Scheduling: The Purchasing Manager may announce a schedule of dates or periods during which routine requisitions will be accepted.
4. 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 ***Employee Responsibilities*** on page 20.
5. 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 before submitting the requisition to the Purchasing Division.
6. 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.
7. 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.
8. Document Review: The Purchasing Manager is required to review all requisitions for completeness of description and other essential information. He/she will have the authority for the following:
  - a. Inventory Items: Remove any item from the requisition that can be supplied from the central storeroom or municipal warehouse.
  - b. Request Explanations: Question an item and require an explanation in writing from the Director of the requesting department. If resolution of the question cannot be accomplished with such Director, the matter shall be referred to the Director of General Services who will resolve the conflict or refer it to the City Manager for resolution.

**PURCHASING POLICY (continued)**

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

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

- A. **FUELS:** Fuels shall be purchased on an as needed basis.
  - 1. Verbal, or fax bids shall be taken from as many bidders as practical each time.
  - 2. Award shall be made on a low total truckload bid.
  - 3. In a to bidding the qualified major distributors and or producers, bids shall be sought from vendors listed on the Texas Comptroller of Public Accounts, list of Historically Underutilized Businesses (HUB's) (see **HUB's** section 9E for further discussion) for Midland County as they become registered, in accordance with statutory requirements. This list is available on the Texas Comptroller of Public Accounts website.
  
- 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.
  - 1. ALL requisitions and specifications or statement of work or any procurement of services, repairs or other labor intensive work of amounts over \$3,000 shall be forwarded to the office of the Purchasing Manager for bidding and processing.
  - 2. For amounts of \$3,000 and less, a Departmental Contract may be used. Compliance with all contract requirements shall be maintained including, but not limited to solicitation of bids, and insurance requirements.
  
- C. **COMMODITY PURCHASES OF \$1,000.00 OR LESS:** Commodity purchases of \$1,000 or less may be made by: the Director, Division Manager, or authorized representative with written delegation from the Purchasing Manager 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, may be purchased using a Departmental Purchase Order or Purchasing Card (preferred).
  - 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 \$1,000: The need for securing competitive bids under \$1,000 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 or

**PURCHASING POLICY (continued)**

**9. PROCEDURE FOR SECURING BIDS AND MAKING AWARDS (continued)**

C. COMMODITY PURCHASES OF \$1,000.00 OR LESS: (continued)

3. Competitive Bids Under \$1,000: (continued)

Purchasing Card Receipt and done in accordance with the instructions on the reverse side of the department copy of the \$1,000 Purchase Order or Purchasing Card Policy.

4. Record of books Issued: The Purchasing Office shall maintain a record of issued Departmental Purchase Order and Contract books and to who 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 otherwise 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. In addition, a *Request for Asset Disposition Authorization* (for more information on Asset Disposition see procedure PP -112) shall be forwarded to the Purchasing Office for items being replaced.

D. PURCHASES IN EXCESS OF \$1,000.00 AND UP TO \$3,000.00

1. Determination of the Most Advantageous Bid: The City Purchasing Manager or User shall secure verbally, by telephone, e-mail fax or letter, as he may determine, three or more proposals/bids. The City Purchasing Manager 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 General Services 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 Manager, with the approval of the Director of General Services, may dispense with bidding if it is not to the advantage of the City to secure bids.

4. Purchase Approval: The final approval for purchase for this range is made by the Purchasing Manager.

5. Emergency Purchases: In case of an emergency as defined in **Emergency** under **definitions** on page 36, the Director, Division Manager, or his authorized representative may have discretion to make such purchases or obligations as necessary.

a. ALL such actions shall be documented on a standard requisition and supported by memo, which completely explains the nature of the emergency.

**PURCHASING POLICY (continued)**

**9. PROCEDURE FOR SECURING BIDS AND MAKING AWARDS (continued)**

D. PURCHASES IN EXCESS OF \$1,000.00 AND UP TO \$3,000.00 (continued)

5. Emergency Purchases: (continued)

- b. This documentation will be submitted to the Director of General Services within two working days and such action shall be approved by the Director of General Services.

E. PURCHASES OF \$3,000.00 AND OVER, UP TO THE CURRENT STATUTORY LIMIT REQUIRING ADVERTISEMENT FOR SEALED BIDS.

HUBs - Historically Underutilized Businesses: Effective September 2007, legislative changes in the bidding statutes require that any solicitation under the sealed bid limit as specified in Chapters 252 or 271 of the Local Government Code, but over \$3,000 shall include at least two (2) inquiries to **H**istorically **U**nder-utilized **B**usinesses or **HUB**'s on a rotating basis within the jurisdiction's County.

These companies are certified through the Texas Comptroller of Public Accounts (TCOPA) and subsequently listed on the Texas Comptroller of Public Accounts 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.

Purchasing staff will comply with Texas Local Government Code Sec. 252.0215. **COMPETITIVE BIDDING IN RELATION TO HISTORICALLY UNDERUTILIZED BUSINESS.** A municipality, in making an expenditure of more than \$3,000 but less than \$50,000, shall contact at least two historically underutilized businesses on a rotating basis, based on information provided by the comptroller pursuant to Chapter 2161, Government Code. If the list fails to identify a historically underutilized business in the county in which the municipality is situated, the municipality is exempt from this section.

1. Purchasing Takes Bids. Bids shall be invited upon such specifications as have been previously approved. 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 Manager.
2. Bid Format: Bids shall be requested by e-mail, fax or letter. Sealed bids may be issued at the discretion of the Purchasing Manager. The Solicitation may be advertised and/or posted at the discretion of the Purchasing Manager. Bids will be posted on the internet via the City's procurement software. 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 Manager and opened (as applicable) at the time and place designated by him or her. The Purchasing Manager along and in cooperation with the requisitioning Director(s) shall determine the most advantageous bid or any and all bids may be rejected.

**PURCHASING POLICY (continued)**

**9. PROCEDURE FOR SECURING BIDS AND MAKING AWARDS (continued)**

E. PURCHASES OF \$3,000.00 AND OVER, 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 for amounts of up to \$25,000 shall be at the discretion of the Director of General Services. Bids for between \$25,000 and \$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 \$50,000 and over, will be sent to the City Council with a recommendation to accept or reject the bid and any subsequent authorization for re-advertisement.
5. Purchase Approval: The final approval for purchase for this range up to \$25,000 is made by the Director of General Services. For amounts of \$25,000 up to \$50,000, final approval for the purchase is made by the City Manager.
6. Emergency Purchases: the Director, Division Manager, or his authorized representative may have discretion to make such purchases or obligations as necessary.

ALL such actions will be documented on a standard requisition and supported by memo which completely explains the nature of the emergency.

This documentation will be submitted to the Director of General Services **within two working days** and such action shall be approved by the Director of General Services and City Manager.

F. PURCHASES EXCEEDING THE SEALED BID LIMIT ESTABLISHED BY STATE LAW.

Sealed bids shall be invited upon such specifications as have been approved in accordance with **FORMAL SEALED BIDS** on Page 4. A requisition by the initiating department will be processed through the purchasing office.

1. Document Review: Completed requisitions, specifications, contracts, etc. shall be forwarded to Purchasing for specification 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 **Document Review**, 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

**PURCHASING POLICY (continued)**

**9. PROCEDURE FOR SECURING BIDS AND MAKING AWARDS (continued)**

F. PURCHASES EXCEEDING THE SEALED BID LIMIT ESTABLISHED BY STATE LAW.  
(continued)

3. Advertisement for Bids: (continued)

lowest and/or most advantageous responsive/ responsible bidder offering the best quality, product, or service, after approval by the City Council. Any or all bids may be rejected.

4. Bid Delivery Point: All bids shall be sealed and delivered to the City Secretary's Office.

- a. 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.
- b. 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.
- c. After the bid opening, custody of all documents will be given to the Purchasing Division for further action.

5. Single Bid: In the case where only one bid is received, it shall be opened in the City Secretary's Office.

- a. The results of the opened bid shall be recorded.
- b. Bids between \$25,000 to \$50,000 will be sent to the City Manager with a recommendation to accept or reject the bid.
- c. Authorization to re-advertise for bids in this range will be by the City Manager.
- d. 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.

6. Bid Tabulation: The City Purchasing Manager shall tabulate and with Director involved, evaluate the bids and said bids shall remain on file in the office of the Purchasing Manager as stated in the official notice. A recommendation by the user department or division shall be made to the Purchasing Manager, who will then review the recommendation with the bids and make a final recommendation to the City Council. See Purchase Approval below.

7. Purchase Approval:

For bids that actually fall below the \$50,000 Council Limit, the City Manager may approve the purchase. For Bids exceeding the Council Limit of \$50,000 the City Council, upon recommendations from the Purchasing Office and City Manager, shall determine the most advantageous bid for the City and shall authorize award of the contract or proposal to such bidder by resolution.

**PURCHASING POLICY (continued)**

**9. PROCEDURE FOR SECURING BIDS AND MAKING AWARDS (continued)**

F. PURCHASES EXCEEDING THE SEALED BID LIMIT ESTABLISHED BY STATE LAW.  
(continued)

7. Purchase Approval: (continued)

If the vendor or contractor cannot or will not deliver the commodity or service as approved by the City Council, or if the contractor does not return the executed contract, bonds and an insurance certification with correct endorsements within 21 days of the date of the transmittal letter, the City Manager has the option to take this purchase back to Council to award to the next low bidder.

However, Council shall have the right to reject any or 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.

If a bid is submitted by a local bidder, but is not the low bidder, and has completed the *Affidavit for Eligibility in Consideration of Location of Bidder's Principle Place of Business* and is within the statutory preference of a non-local bidder, the Purchasing Manager will evaluate the bidder's eligibility and make note in the recommendation to Council. (see PREFERENCE Below)

8. 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 Manager subject to the inspection of all persons and companies desiring to bid.

9. Contract Execution: After execution of any contract documents and verification of bonding and insurance compliance by the successful bidder, the signed original of the contract shall be placed in the care and keeping of the City Secretary's office.

10. Emergency Purchases: In case of emergency as defined in Emergency under Definitions on page 4, the Director, Division Manager, or His/her authorized representative may have discretion to make such purchases or obligations as necessary. ALL such actions will be documented on a standard requisition and supported by memo completely explaining the nature of the emergency. This documentation will be submitted to the Purchasing Manager within two working days. Such action shall then be approved by the Director of General Services for amounts of up to \$25,000, and for amounts between \$25,000 up to the Council Limit by the City Manager. Any amount exceeding the Council Limit shall be submitted to Council for ratification.

**10. REQUESTS FOR PROPOSALS (RFP)**

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.

**PURCHASING POLICY (continued)**

**10. REQUESTS FOR PROPOSALS (RFP) (continued)**

- B. The procedure for an RFP shall be the same as any request with a couple of exceptions. (continued)
  - 1. The time frame can be very long from the time it is issued until the opening. A period of several months is not unusual.
  - 2. No information is revealed to any proposers at the bid opening or up until the award is made.
  - 3. A Request for Proposals will *always* be by the “Sealed Bid” process.
- C. For complete details and model information, RFP construction, evaluation, etc., see the RFP Manual and section PP - 107.4 of the *Purchasing Manual*.

**11. 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.

**12. SIGNATURE REQUIRED ON PURCHASE ORDERS OVER \$1,000**

- A. Before any purchase up to and including \$25,000 is released to the vendor, it shall bear the signature of the Purchasing Manager.
- B. Purchase Orders over that amount shall bear the Director of General Service’s signature, except in instances where the Director has authorized the Purchasing Manager to sign the Purchase Order.

**13. BONDS:**

- A. Deposit of Good Faith Money:
  - 1. 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.
  - 2. 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 further action by the City.

**14. PREFERENCE TO LOCAL BIDDERS**

**Local Bidder** - “a bidder whose principal place of business is in the municipality” (within the city limits)

**PURCHASING POLICY (continued)**

**14. PREFERENCE TO LOCAL BIDDERS (continued)**

**3% Rule** Section 271.905 of the Texas Local Government Code) - applies to contracts for the purchase of real property (land) or personal property that is not affixed to real property (goods). Pursuant to Section 271.905 of the Texas Local Government Code, even if the bid received from a local bidder is not the lowest bid, a preference may still be given to a local bidder if their bid is within **3%** of the lowest bid price received from someone who is not a local bidder, if the City determines in writing that the local bidder offers the City the best combination of contract price and additional economic development opportunities for the City created by the contract award, including employment of residents of the City and increased tax revenues of the City.

**5% Rule** Section 271.9051 of the Texas Local Government Code) - applies to contracts for construction services in an amount less than \$100,000.00, or contracts in an amount less than \$500,000.00 for the purchase of real property (land), personal property that is not affixed to real property (goods), or services (other than construction services). The 5% Rule does not apply to the purchase of telecommunications or information services.

Pursuant to Section 271.9051 of the Texas Local Government Code, even if the bid received from a local bidder is not the lowest bid, a preference may still be given to a local bidder if their bid is within **5%** of the lowest bid price received from someone who is not a local bidder, if the City determines in writing that the local bidder offers the City the best combination of contract price and additional economic development opportunities for the City created by the contract award, including employment of residents of the City and increased tax revenues of the City.

A vendor wishing to claim the local preference, shall complete and submit the form: ***Consideration of Location of Bidder's Principal Place of Business - Affidavit of Eligibility***, which is sent with each bid over the sealed bid limit.

**15. IRRESPONSIBLE VENDOR**

Upon recommendation of the City Purchasing Manager and approval by the Director of General Services 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 General Services.

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

**When Necessary:**

The City Purchasing Manager shall be responsible for seeing that an inspection of all deliveries of supplies, materials, equipment or contractual services be made by the using department.

- A. He / she 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.

**PURCHASING POLICY (continued)**

**16. FOLLOW-UP, INSPECTION AND ACCEPTANCE (continued)**

- B. The Purchasing Manager shall have access to, and shall coordinate the use of, City laboratory facilities, with the approval of the Director of General Services, 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
- C. Any related charges for such tests shall be borne by using and benefiting department.
- D. The Purchasing Manager may reject non-conforming articles and supplies and any such rejected materials shall not be used by any department.

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

The Director of General Services 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. Necessary repairs due to unforeseen damage to public machinery or equipment is exempt from competitive bidding under Local Government Code Chapter 252, Subchapter B, Section 252.022 (a)(3).

**18. 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 Manager.

- A. He / she shall require an understanding from the vendor that such trial and use and any possible purchase liability be presented in writing before commencement of such demonstration or test.
- B. 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 General Services.

**19. 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 **Emergency** under **Definitions** on page 4.
- B. GARAGE ACTION: ALL vehicular equipment rentals shall be made through the Garage Division ONLY.

**20. ONLY “PUBLIC PURCHASES PERMITTED”**

Neither the Director of General Services or the City Purchasing Manager, any employee of his office, nor any Director 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

**PURCHASING POLICY (continued)**

**20. ONLY “PUBLIC PURCHASES PERMITTED” (continued)**

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.

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

A. AUCTIONS: Annually, or at any other convenient time, an auction will be held by the Purchasing Manager 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 Manager 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 Single Items or Special Lots on Page 19.
3. All departments shall submit to the Purchasing Manager, at such times and in such form as he/she 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 Purchasing Manager 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 Purchasing Manager shall also have the authority to sell all such supplies, materials and equipment that have become unsuitable for public use, or to exchange for or trade in the same on new supplies, materials and equipment.
4. Directors may initiate the sale of obsolete, worn out, or scrap property of the City under their supervision by written memorandum to the Purchasing Manager, describing the property and stating the reasons for proposed sale (see the Disposition Procedure and related forms).

B. SINGLE ITEMS OR SPECIAL LOTS: The Purchasing Manager 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 General Services.

**PURCHASING POLICY (continued)**

**22. PETTY CASH FUNDS**

Petty cash funds not to exceed three hundred dollars (\$300.00) are established, upon approval by the Director of General Services or the Purchasing Manager. Current limit for Petty cash funds single transaction is \$50.00.

- A. Petty cash purchases shall be of the nature that they will benefit the operation of the City by saving time and money.
- B. Petty cash purchases shall not be made for the purpose of evading the Purchasing Policy, such as splitting purchases to evade the stated limit.
- C. Petty cash purchase shall be documented with adequate receipts and all receipts shall be submitted to the Finance Department at least monthly for reimbursement.

**23. EMPLOYEES RESPONSIBILITIES:**

**Non-compliance with this Policy** may result in disciplinary action, up to and including termination. Misuse and/or abuse, including inappropriate or improper purchases, will be dealt with as follows:

**1<sup>st</sup> VIOLATION**

The Employee's Division Manager determines if the Employee should be individually responsible for the non-compliant activity, if the individual should retain purchasing privileges, and any disciplinary action. The Employee's Division Manager must notify the Purchasing Manager, in writing, of the disposition of the incident within five working days.

**2<sup>nd</sup> VIOLATION**

The Purchasing Manager will determine if the individual will continue purchasing privileges, and the Employee's Division Manager will determine disciplinary action. The Purchasing Manager must be notified in writing of the disposition of the incident by the Employee's Division Manager within five working days.

**3<sup>rd</sup> VIOLATION**

The Purchasing Manager will determines if the individual will continue purchasing privileges and will refer the matter to the Director of General Services' office for disciplinary determinations with the City Manager's office up to and including termination of employment of the Employee. The Director or the Purchasing Manager may terminate the division's Purchasing Privileges. The Purchasing Manager must be notified in writing of the disposition of the incident by the Employee's Division Manager within five working days.

**24. FLOW CHART**

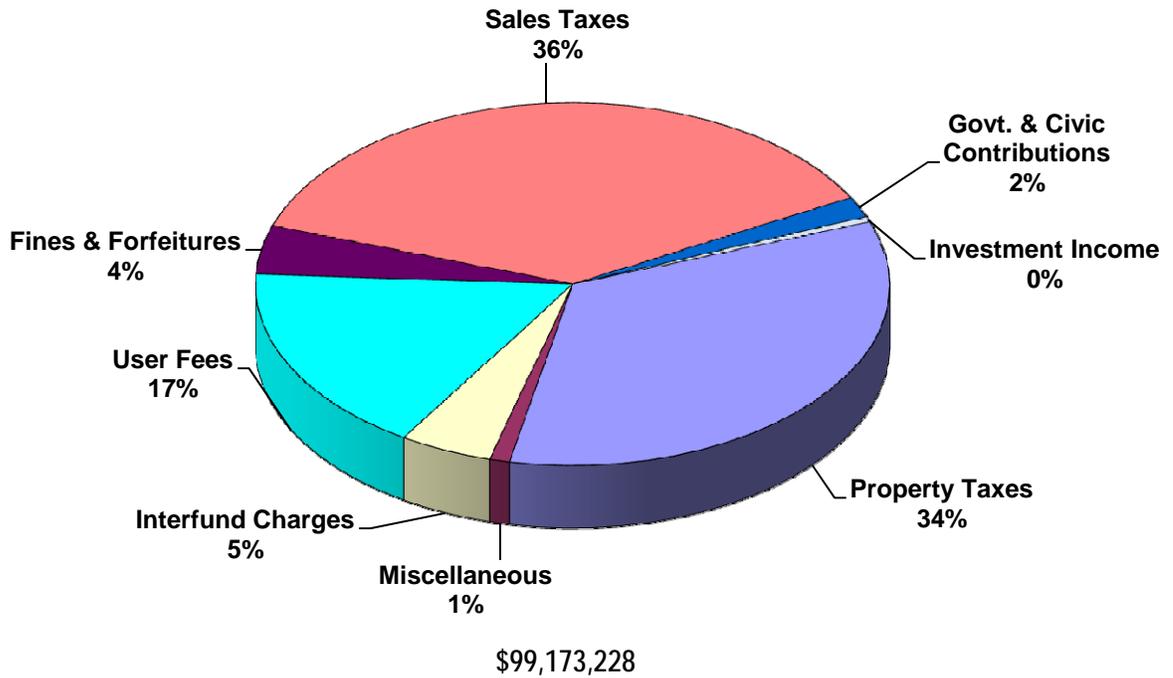
A flow chart, "Acquisition Flow Chart", has been provided to act as a quick reference of how to procure goods and services for your department / division.

**Resolution No. 2013 - 087**

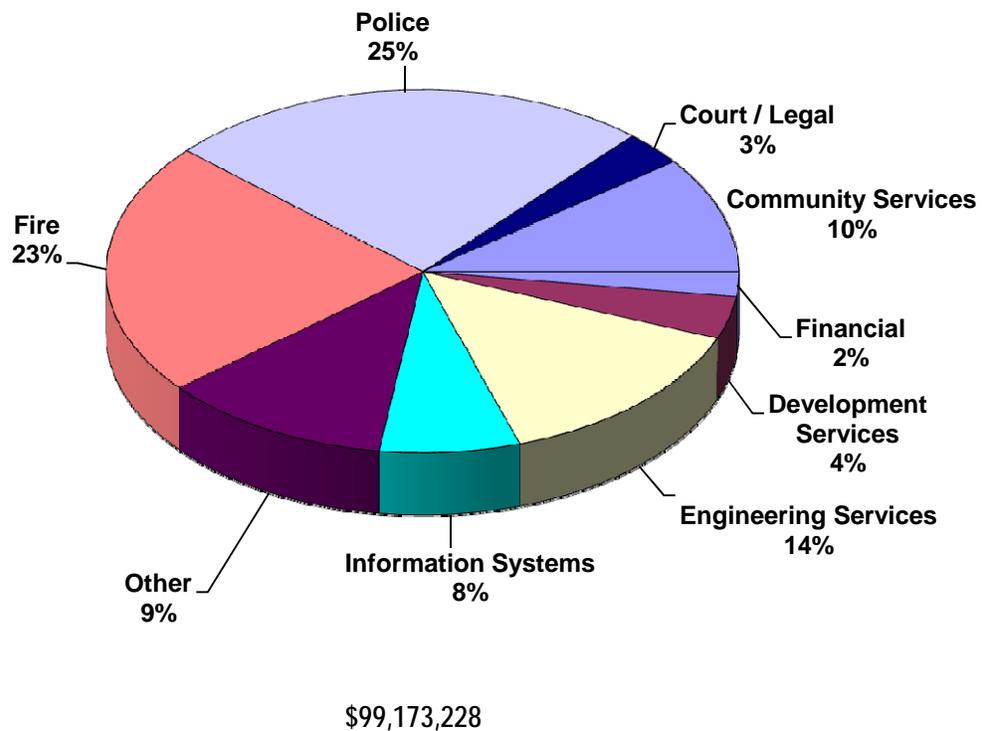


**SECTION III**  
**GENERAL FUND**

**General Fund Revenues  
As Budgeted For Fiscal Year 2014**



**General Fund Expenditures / Expenses  
As Budgeted For Fiscal Year 2014**



CITY OF MIDLAND, TEXAS

**GENERAL FUND  
REVENUE AND RECEIPTS**

	<b>ACTUAL 2011-2012</b>	<b>BUDGET 2012-2013</b>	<b>BUDGET 2013-2014</b>
<b>AD VALOREM TAXES</b>			
Current Levy	\$ 28,542,300	\$ 29,856,524	\$ 32,508,353
Delinquent Levies	<u>717,510</u>	<u>593,707</u>	<u>585,026</u>
Total Ad Valorem Taxes	<u>29,259,810</u>	<u>30,450,231</u>	<u>33,093,379</u>
<b>INTEREST AND PENALTIES</b>			
Interest and Penalties	338,893	325,000	325,000
Miscellaneous Tax Office Revenues	26,826	29,000	30,000
Tax Certificates	<u>703</u>	<u>600</u>	<u>600</u>
Total Interest and Penalties	<u>366,422</u>	<u>354,600</u>	<u>355,600</u>
<b>SALES TAX</b>			
City Sales Tax	<u>35,472,615</u>	<u>32,812,259</u>	<u>36,601,482</u>
Total Sales Taxes	<u>35,472,615</u>	<u>32,812,259</u>	<u>36,601,482</u>
<b>GROSS RECEIPTS TAXES</b>			
Telephone Utility	1,734,642	1,761,900	1,800,000
Electric Utility	4,209,473	4,300,000	4,300,000
Gas Utility	1,120,684	1,275,000	1,250,000
Water	2,398,143	2,667,000	2,850,000
Sanitation	436,372	440,000	444,800
Taxicab	5,426	7,500	5,400
Cable Television	<u>1,305,748</u>	<u>1,275,000</u>	<u>1,300,000</u>
Total Gross Receipts Taxes	<u>11,210,488</u>	<u>11,726,400</u>	<u>11,950,200</u>
<b>MIXED BEVERAGE TAX</b>			
Mixed Beverage Tax	<u>383,897</u>	<u>400,000</u>	<u>430,000</u>
Total Mixed Beverage Tax	<u>383,897</u>	<u>400,000</u>	<u>430,000</u>
<b>MISCELLANEOUS TAX</b>			
Bingo Tax	<u>109,508</u>	<u>100,000</u>	<u>100,000</u>
Total Miscellaneous Tax	<u>109,508</u>	<u>100,000</u>	<u>100,000</u>
<b>BUILDING PERMITS</b>			
Building Permits	730,847	350,000	500,000
Alterations and Repairs	190,246	130,000	175,000
Temporary Freight Containers	225	500	500
Fences, Signs, etc.	26,699	20,000	20,000
Electrical Permits	16,290	13,500	13,500
Mechanical Permits	12,105	12,000	12,000
Plumbing Permits	72,661	55,000	50,000
Demolition Permits	(1,250)	3,000	3,000
Work on Public Property	21,760	15,000	15,000

**GENERAL FUND  
REVENUE AND RECEIPTS**

	ACTUAL 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
<b>BUILDING PERMITS (continued)</b>			
Temporary Plumbing and Electrical	\$ 47,400	\$ 30,000	\$ 30,000
Temporary Sign Permits	2,650	4,000	4,000
Public Right of Way Use	41,090	10,000	15,000
	<u>1,160,723</u>	<u>643,000</u>	<u>838,000</u>
Total Building Permits			
<b>HEALTH PERMITS</b>			
Food Service Establishments	74,578	78,000	77,000
Daycare Permits	3,030	3,000	3,000
Mobile Vendors	7,560	7,000	7,000
Temporary Health Permits	4,140	4,000	4,000
Swimming Pool Permits	9,525	9,000	9,000
Miscellaneous Health Permits	52,150	30,000	40,000
	<u>150,983</u>	<u>131,000</u>	<u>140,000</u>
Total Health Permits			
<b>OCCUPATIONAL PERMITS</b>			
Drilling	106,000	68,000	60,000
Mobile Home Park Licenses	2,450	1,500	1,500
Beer License	53,124	32,000	20,000
Taxi and Peddler Permits	3,079	3,700	3,700
Certificate of Occupancy	10,770	9,000	5,000
	<u>175,423</u>	<u>114,200</u>	<u>90,200</u>
Total Occupational Permits			
<b>ZONING FEES</b>			
Zoning Fees	32,065	21,000	19,000
Subdivision Plat Fees	29,012	21,000	25,000
Board of Adjustment Fees	6,900	1,000	1,000
Review Fees	2,950	2,400	3,000
	<u>70,927</u>	<u>45,400</u>	<u>48,000</u>
Total Zoning Fees			
<b>OTHER</b>			
Lot Deposits	7,300	5,000	5,000
Vacation Fee	15,945	6,000	5,400
Sketch Plan Fee	10,325	5,800	15,000
Alarm Permit Fees	87,755	80,000	80,000
Miscellaneous	28,263	4,000	9,000
	<u>149,588</u>	<u>100,800</u>	<u>114,400</u>
Total Other			
<b>ANIMAL CONTROL</b>			
Pet Licenses	97,540	100,000	90,000
Impoundment Fees	14,495	16,000	13,000
Adoption Fees	25,850	21,000	25,000
Microchipping	7,404	8,000	7,500

CITY OF MIDLAND, TEXAS

**GENERAL FUND  
REVENUE AND RECEIPTS**

	<b>ACTUAL 2011-2012</b>	<b>BUDGET 2012-2013</b>	<b>BUDGET 2013-2014</b>
<b>ANIMAL CONTROL (continued)</b>			
Pick up Fees	\$ 3,880	\$ 1,500	\$ 1,800
Euthanasia Fees	2,330	2,000	2,000
Boarding Fees	366	500	400
Quarantine Fees	7,066	5,000	6,000
Permit - Wild Animals	250	200	500
Dip	480	30	100
Spay/Neuter Deposits	65,755	70,000	65,000
Cremations	40	100	0
Miscellaneous	3,572	2,000	3,000
	<u>229,028</u>	<u>226,330</u>	<u>214,300</u>
<b>TOTAL ANIMAL CONTROL</b>			
	<u>229,028</u>	<u>226,330</u>	<u>214,300</u>
<b>FINES AND FORFEITURES</b>			
Municipal Court Receipts	3,742,397	3,600,000	4,250,000
Muni Court-Child Safety	22,443	30,000	24,000
Report Copies	27,109	24,000	28,000
	<u>3,791,949</u>	<u>3,654,000</u>	<u>4,302,000</u>
<b>TOTAL FINES AND FORFEITURES</b>			
	<u>3,791,949</u>	<u>3,654,000</u>	<u>4,302,000</u>
<b>RECREATION FEES</b>			
Showmobile	9,178	7,000	6,000
Facilities Rental	95,173	93,000	97,000
Recreation Fees	17,028	10,000	12,000
	<u>121,379</u>	<u>110,000</u>	<u>115,000</u>
<b>TOTAL RECREATION FEES</b>			
	<u>121,379</u>	<u>110,000</u>	<u>115,000</u>
<b>INTEREST INCOME</b>			
Interest	325,181	500,000	475,000
Interest - Non pooled	4,983	4,000	5,000
	<u>330,164</u>	<u>504,000</u>	<u>480,000</u>
<b>TOTAL INTEREST INCOME</b>			
	<u>330,164</u>	<u>504,000</u>	<u>480,000</u>
<b>HEALTH DEPARTMENT SERVICES</b>			
Flu Shots	25,472	0	9,600
Immunizations	31,970	0	14,000
Vaccination	0	0	126,739
Miscellaneous Health Tests	5,278	400	4,200
TB Testing	0	12,370	2,260
Clinical Visit	500	735	500
	<u>63,220</u>	<u>13,505</u>	<u>157,299</u>
<b>TOTAL HEALTH DEPARTMENT SERVICES</b>			
	<u>63,220</u>	<u>13,505</u>	<u>157,299</u>

CITY OF MIDLAND, TEXAS

**GENERAL FUND  
REVENUE AND RECEIPTS**

	<b>ACTUAL 2011-2012</b>	<b>BUDGET 2012-2013</b>	<b>BUDGET 2013-2014</b>
<b>AMBULANCE</b>			
Ambulance Revenue	\$ 3,496,476	\$ 3,600,000	\$ 3,900,000
Affadavit Preparation Fee	2,825	2,500	2,800
Uncollectible	<u>(1,500,000)</u>	<u>(1,700,000)</u>	<u>(1,850,000)</u>
<b>Total Ambulance</b>	<u>1,999,301</u>	<u>1,902,500</u>	<u>2,052,800</u>
<b>INTERGOVERNMENTAL CHARGES</b>			
Arrest Fees	5,833	6,000	6,000
Economic Development	0	0	66,000
Midland Emergency Communication Dist.	91,216	86,064	102,400
Midland Economic Development Corp.	239,760	188,551	209,687
Midland College	<u>10,893</u>	<u>12,962</u>	<u>11,000</u>
<b>Total Intergovernmental Charges</b>	<u>347,702</u>	<u>293,577</u>	<u>395,087</u>
<b>OTHER</b>			
Paving Cuts	38,000	40,000	34,000
Airport Security Service	23,889	23,000	25,000
Storage of Impounded Vehicles	30,000	30,000	30,000
Lot Clearing	2,467	15,000	15,000
TDH Program Income	25,643	15,000	0
TDH Immunization Program Income	<u>30,717</u>	<u>80,000</u>	<u>47,000</u>
<b>Total Other</b>	<u>150,716</u>	<u>203,000</u>	<u>151,000</u>
<b>INTERFUND TRANSFERS</b>			
Unclaimed Property Fund	224	0	0
General Construction Fund	76,859	0	0
Water and Sewer Fund	<u>750,000</u>	<u>750,000</u>	<u>750,000</u>
<b>Total Interfund Transfers</b>	<u>827,083</u>	<u>750,000</u>	<u>750,000</u>
<b>INTERFUND CHARGES</b>			
Hotel/Motel Fund	19,724	26,813	21,613
Water and Sewer Fund	1,371,654	1,388,229	1,300,289
Sanitation Fund	492,332	537,362	598,626
Golf Course Fund	99,218	103,341	110,589
Airport Operation Fund	1,409,574	1,468,000	1,500,000
Scharbauer Sports Complex Fund	372,595	360,393	379,525
Garage Fund	393,152	479,031	550,586
Warehouse Fund	24,565	30,013	26,034
Community Dev Fund Direct Charges	<u>211,698</u>	<u>200,000</u>	<u>200,000</u>
<b>Total Interfund Charges</b>	<u>4,394,512</u>	<u>4,593,182</u>	<u>4,687,262</u>

CITY OF MIDLAND, TEXAS

**GENERAL FUND  
REVENUE AND RECEIPTS**

	<b>ACTUAL 2011-2012</b>	<b>BUDGET 2012-2013</b>	<b>BUDGET 2013-2014</b>
<b>PARKING FEES</b>			
Parking Permits	\$ 3,347	\$ 3,000	\$ 3,000
Parking Lots	<u>9,600</u>	<u>9,600</u>	<u>0</u>
Total Parking Fees	<u>12,947</u>	<u>12,600</u>	<u>3,000</u>
<b>RENTALS</b>			
Commercial	5,592	6,000	5,592
Miscellaneous Rentals	<u>2,752</u>	<u>2,600</u>	<u>2,700</u>
Total Rentals	<u>8,344</u>	<u>8,600</u>	<u>8,292</u>
<b>GOVERNMENTAL CONTRIBUTIONS</b>			
Government Contributions	900,666	400,000	769,904
Emergency Management	(28,679)	45,000	35,000
State Dept of Highways - STEP	16,853	28,715	34,100
VCLG Program	34,451	41,863	42,000
State Department of Health	330,949	251,422	307,123
HIDTA Grant	138,529	168,714	145,800
Combating Underage Drinking	9,615	0	0
Homeland Security Grant	<u>0</u>	<u>15,000</u>	<u>0</u>
Total Governmental Contributions	<u>1,402,384</u>	<u>950,714</u>	<u>1,333,927</u>
<b>MISCELLANEOUS</b>			
Civic Contributions	208,772	240,000	500,000
Discounts Earned	29	0	0
Unclassified	31,378	40,000	50,000
Sale of Assets	20,420	10,000	10,000
Sale of Confiscated Equipment	10,375	12,500	10,000
Inc/Dec in Fair Value of Investments	17,212	0	0
Recovery of Damages to City Property	8,766	15,000	16,000
Legal Restitution	2,762	5,000	6,000
Miscellaneous	<u>129,812</u>	<u>132,000</u>	<u>170,000</u>
Total Miscellaneous	<u>429,526</u>	<u>454,500</u>	<u>762,000</u>
<b>TOTAL REVENUE</b>	<u>\$ 92,618,639</u>	<u>\$ 90,554,398</u>	<u>\$ 99,173,228</u>

CITY OF MIDLAND, TEXAS

**GENERAL FUND  
SUMMARY OF EXPENDITURES BY UNIT**

<b>Unit No.</b>	<b>ORGANIZATION</b>	<b>ACTUAL 2011-2012</b>	<b>BUDGET 2012-2013</b>	<b>BUDGET 2013-2014</b>
0000	Legislative	\$ 30,251	\$ 35,306	\$ 36,807
0005	City Manager's Office	897,364	858,553	904,745
0007	Public Communications	163,289	186,341	168,338
0008	Downtown Development	0	137,304	170,267
0010	Municipal Court	1,748,492	1,833,745	1,899,683
0015	Legal	940,265	1,053,675	1,127,197
0020	City Secretary	344,973	342,238	327,131
0025	Human Resources	455,070	513,401	584,476
0026	Employee Health & Wellness	168,198	187,605	299,240
0030	Communication & Information Systems Administration	930,614	921,504	914,347
0031	Communication	1,715,246	2,021,693	2,072,698
0032	Information Systems	3,334,638	4,008,796	3,608,561
0033	Communication Maintenance	545,146	596,723	523,235
0035	Accounting	1,660,542	1,638,937	1,681,365
0037	Investments	135,606	147,287	112,572
0040	Purchasing	337,101	365,455	361,186
0041	Facilities Services	1,174,955	1,159,014	1,362,120
0042	Risk Management	168,493	273,138	215,366
0045	Internal Audit	127,468	134,400	140,734
0050	Finance - Tax	358,314	396,550	376,285
0055	Planning & Development	567,577	881,142	1,013,359
0056	Community Development	264,065	219,967	232,012
0060	Code Administration	1,825,395	2,172,977	2,477,193
0075	GIS Administration	356,465	587,489	660,643
0080	Engineering Services	963,127	1,249,233	1,637,067
0085	Transportation	5,315,705	7,304,734	11,646,360
0090	Parks	5,322,187	6,454,962	6,349,429
0091	Animal Services	944,587	1,033,564	1,037,614
0093	Recreation	626,658	717,936	794,671
0100	Health & Senior Services	1,747,431	1,823,258	2,085,145
0105	VCLG Program	47,246	60,500	56,568
0107	Airport Police	1,515,661	1,505,528	1,512,506
0108	CVE Commercial Vehicle Enforcement	0	8,100	191,731
0109	Special Operations - Step	27,053	23,876	0
0111	Police Administration	1,305,916	1,440,496	1,707,845
0112	Support Services Bureau	2,896,570	3,502,299	3,403,032
0113	Field Operations Bureau	11,858,406	12,361,484	12,861,583
0114	Investigative Services Bureau	4,894,775	4,990,046	5,057,044
0115	Fire	16,119,839	16,277,943	17,318,267
0116	Fire Training	451,580	502,208	518,789
0119	Fire Prevention	985,826	989,856	1,048,065
0120	Emergency Medical Service	1,703,615	1,660,388	2,025,255
0122	Airport Fire Division	1,608,216	1,454,751	1,487,528
0125	Emergency Management	31,130	64,652	69,867
0150	Nondepartmental	2,004,107	2,567,768	4,246,775
0199	Interfund Transfer	4,679,280	10,933,408	2,848,527
	<b>Total</b>	<u>\$ 83,298,442</u>	<u>\$ 97,600,230</u>	<u>\$ 99,173,228</u>

## CITY OF MIDLAND, TEXAS

**GENERAL FUND  
SUMMARY OF EXPENDITURES  
BY CLASSIFICATION**

	<b>BUDGET 2013-2014</b>	<b>RATIO</b>
<b><u>OPERATING EXPENSES</u></b>		
<b>1000. PERSONNEL SERVICES</b>	\$ 63,577,221	64.107%
<b>2000. COMMODITIES</b>	2,215,320	2.234%
<b>3000. CONTRACTUAL SERVICES</b>	22,819,712	23.010%
<b>4000. MAINTENANCE - STRUCTURES</b>	6,206,682	6.258%
<b>5000. MAINTENANCE - EQUIPMENT</b>	573,366	0.578%
<b>6000. MISCELLANEOUS</b>	<u>3,301,427</u>	<u>3.330%</u>
<b>TOTAL OPERATING EXPENDITURES</b>	<u>98,693,728</u>	<u>99.517%</u>
<b><u>CAPITAL OUTLAY</u></b>		
<b>7000. LAND - BUILDINGS</b>	130,000	0.131%
<b>8000. EQUIPMENT</b>	<u>349,500</u>	<u>0.352%</u>
<b>TOTAL CAPITAL OUTLAY</b>	<u>479,500</u>	<u>0.483%</u>
<b>GRAND TOTAL</b>	\$ <u>99,173,228</u>	<u>100.000%</u>

**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>		<b>UNIT</b>	
GENERAL 001		LEGISLATIVE 000		LEGISLATIVE 0000	
<b>CLASSIFICATION</b>				<b>BUDGET 2012-2013</b>	<b>BUDGET 2013-2014</b>
<b>1000. PERSONNEL SERVICES</b>				\$ 2,906	\$ 2,907
<b>2000. COMMODITIES</b>				1,000	8,000
<b>3000. CONTRACTUAL SERVICES</b>				23,400	24,900
<b>4000. MAINTENANCE - STRUCTURES</b>				0	0
<b>5000. MAINTENANCE - EQUIPMENT</b>				0	0
<b>6000. MISCELLANEOUS</b>				<u>8,000</u>	<u>1,000</u>
<b>SUBTOTAL</b>				<u>35,306</u>	<u>36,807</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>\$ 35,306</u>	<u>\$ 36,807</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 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 2,700	\$ 2,700
Other Benefits		<u>206</u>	<u>207</u>
<b>TOTAL 1000</b>		<u>2,906</u>	<u>2,907</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		1,000	1,000
2200. Food		<u>0</u>	<u>7,000</u>
<b>TOTAL 2000</b>		<u>1,000</u>	<u>8,000</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3450. Consulting Fees		10,000	12,000
3510. Travel		10,000	10,000
3520. Dues & Subscriptions		1,000	500
3530. Training, Registration Fees, Etc.		<u>2,400</u>	<u>2,400</u>
<b>TOTAL 3000</b>		<u>23,400</u>	<u>24,900</u>
<b>6000. MISCELLANEOUS</b>			
6990 Miscellaneous		<u>8,000</u>	<u>1,000</u>
<b>TOTAL 6000</b>		<u>8,000</u>	<u>1,000</u>
<b>GRAND TOTAL</b>		<u>\$ 35,306</u>	<u>\$ 36,807</u>



## SUMMARY

FUND	DEPARTMENT	UNIT	
GENERAL 001	ADMINISTRATION 005	CITY MANAGER'S OFFICE 0005	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 809,393	\$ 853,476
2000. COMMODITIES		8,000	11,916
3000. CONTRACTUAL SERVICES		37,660	35,853
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		3,500	3,500
<b>SUBTOTAL</b>		858,553	904,745
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		0	0
<b>SUBTOTAL</b>		0	0
<b>TOTAL</b>		\$ 858,553	\$ 904,745

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	2012 Achievements	2013 Expectations	2014 Targets
Return or direct 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 City initiatives, projects and programs	25	25	25
Facilitate at least 12 annual open discussions between individual department managers and the Mayor and City Council	12	12	12

**DETAIL**

FUND GENERAL 001	DEPARTMENT ADMINISTRATION 005	UNIT CITY MANAGER'S OFFICE 0005	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 579,876	\$ 620,369
Other Benefits		<u>229,517</u>	<u>233,107</u>
<b>TOTAL 1000</b>		<u>809,393</u>	<u>853,476</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		7,500	7,500
2115. Minor Furniture & Fixtures		500	500
2200. Food		<u>0</u>	<u>3,916</u>
<b>TOTAL 2000</b>		<u>8,000</u>	<u>11,916</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3212. Equipment Rental - External		2,400	2,400
3213. Hire of Equipment - Technology		4,260	2,453
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.		<u>3,500</u>	<u>3,500</u>
<b>TOTAL 3000</b>		<u>37,660</u>	<u>35,853</u>
<b>6000. MISCELLANEOUS</b>			
6990. Miscellaneous		<u>3,500</u>	<u>3,500</u>
<b>TOTAL 6000</b>		<u>3,500</u>	<u>3,500</u>
<b>GRAND TOTAL</b>		\$ <u>858,553</u>	\$ <u>904,745</u>

# PERSONNEL SCHEDULE

FUND GENERAL 001	DEPARTMENT ADMINISTRATION 005	UNIT CITY MANAGER'S OFFICE 0005		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
<b>MANAGEMENT</b>				
City Manager	1	1	1	
Deputy City Manager	1	1	1	
Assistant City Manager	1	1	1	
TOTAL	<u>3</u>	<u>3</u>	<u>3</u>	
<b>CLERICAL</b>				
Administrative Assistant	1	1	1	
Executive Assistant	1	1	1	
TOTAL	<u>2</u>	<u>2</u>	<u>2</u>	
BASE SALARIES				\$ 620,369
LONGEVITY				2,088
SPECIAL PAY				10,638
CAR ALLOWANCE				27,000
FRINGE BENEFITS				<u>193,381</u>
<b>GRAND TOTAL</b>	<u>5</u>	<u>5</u>	<u>5</u>	<b>\$ <u>853,476</u></b>

# SUMMARY

FUND	DEPARTMENT	UNIT	
GENERAL 001	ADMINISTRATION 005	PUBLIC COMMUNICATIONS 0007	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 160,329	\$ 142,824
2000. COMMODITIES		5,000	4,000
3000. CONTRACTUAL SERVICES		21,012	21,014
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		0	500
<b>SUBTOTAL</b>		186,341	168,338
CAPITAL OUTLAY			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		0	0
<b>SUBTOTAL</b>		0	0
<b>TOTAL</b>		\$ 186,341	\$ 168,338

**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

Activity/Performance Measure	2012 Achievements	2013 Expectations	2014 Targets
Send a minimum of 120 press releases to media outlets, employees, and City Council to educate the public	100%	100%	100%
Script, shoot, and edit at least 36 informational videos	36	36	36
Maintain daily activity on social media sites	100%	100%	100%
Manage city website updates and improvements by conducting weekly evaluations.	100%	100%	100%

**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL 001		ADMINISTRATION 005	PUBLIC COMMUNICATIONS 0007	
CLASSIFICATION			BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
	Salaries		\$ 118,342	\$ 104,937
	Other Benefits		<u>41,987</u>	<u>37,887</u>
	<b>TOTAL 1000</b>		<u>160,329</u>	<u>142,824</u>
<b>2000. COMMODITIES</b>				
	2010. Office Supplies		5,000	3,500
	2120. Minor Equipment, Instr, Tools		<u>0</u>	<u>500</u>
	<b>TOTAL 2000</b>		<u>5,000</u>	<u>4,000</u>
<b>3000. CONTRACTUAL SERVICES</b>				
	3210. Hire of Equipment - Garage - Vehicles		9,002	8,881
	3213. Hire of Equipment - Technology		1,960	1,458
	3220. Advertising		200	750
	3240. Binding, Printing & Reproduction		1,700	1,700
	3390. Other Special Services		0	500
	3510. Travel		5,000	4,500
	3520. Dues & Subscriptions		600	300
	3530. Training, Registration Fees, Etc.		2,050	2,925
	3990. Other		<u>500</u>	<u>0</u>
	<b>TOTAL 3000</b>		<u>21,012</u>	<u>21,014</u>
<b>6000. MISCELLANEOUS</b>				
	6990. Miscellaneous		<u>0</u>	<u>500</u>
	<b>TOTAL 6000</b>		<u>0</u>	<u>500</u>
<b>GRAND TOTAL</b>			<b>\$ <u>186,341</u></b>	<b>\$ <u>168,338</u></b>

# PERSONNEL SCHEDULE

FUND GENERAL 001	DEPARTMENT ADMINISTRATION 005	UNIT PUBLIC COMMUNICATIONS 0007		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
<b>MANAGEMENT</b> PIO  TOTAL	<u>1</u> <u>1</u>	<u>1</u> <u>1</u>	<u>1</u> <u>1</u>	
<b>PROFESSIONAL</b> Multimedia Developer  TOTAL	<u>1</u> <u>1</u>	<u>1</u> <u>1</u>	<u>1</u> <u>1</u>	
BASE SALARIES LONGEVITY FRINGE BENEFITS				\$ 104,937 177 <u>37,710</u>
<b>GRAND TOTAL</b>	<u><u>2</u></u>	<u><u>2</u></u>	<u><u>2</u></u>	\$ <u><u>142,824</u></u>

## SUMMARY

FUND	DEPARTMENT	UNIT	
GENERAL 001	ADMINISTRATION 005	DOWNTOWN DEVELOPMENT 0008	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 137,304	\$ 122,867
2000. COMMODITIES		0	7,700
3000. CONTRACTUAL SERVICES		0	39,700
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		0	0
<b>SUBTOTAL</b>		<u>137,304</u>	<u>170,267</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>\$ 137,304</u>	<u>\$ 170,267</u>

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, developers and the general public. Downtown Development scope of works focuses within the TIRZ and DMMD boundaries and assists in other development areas of the City where there is a potential connection to the downtown. Downtown Development partners work together to anticipate and address potential challenges and opportunities related but not limited to housing, parking, transportation and safety, events/activities, meeting space, and business retention/expansion in the downtown area.

### Activity / Performance Measures

Activity/Performance Measure	2012 Achievements	2013 Expectations	2014 Targets
Create a Developers'/ Investors' Promotional Packet (available buildings, projects, proposed, under construction, completed)	50%	75%	100%
Facilitate 10 TIRZ meetings each year	50%	90%	100%
Quarterly update, analyze retail sales, Mixed Beverage Tax Reports in TIRZ and DMMD for the purpose of tracking (positive/negative) downtown development activities	50%	75%	100%

**DETAIL**

FUND GENERAL 001	DEPARTMENT ADMINISTRATION 005	UNIT DOWNTOWN DEVELOPMENT 0008	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 105,000	\$ 93,960
Other Benefits		<u>32,304</u>	<u>28,907</u>
<b>TOTAL 1000</b>		<u>137,304</u>	<u>122,867</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		0	2,000
2120. Minor Equipment, Instr, Tools		0	100
2155. Minor Computer Hardware & Peripherals		0	800
2160. Computer Software & Supplies		0	1,100
2200. Food		0	2,000
2570. Clothing, Dry Goods, Etc.		0	200
2620. Postage		<u>0</u>	<u>1,500</u>
<b>TOTAL 2000</b>		<u>0</u>	<u>7,700</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3010. Communication		0	1,200
3220. Advertising		0	7,000
3240. Binding, Printing & Reproduction		0	5,000
3280. Temporary Help		0	13,000
3510. Travel		0	8,000
3520. Dues & Subscriptions		0	1,500
3530. Training, Registration Fees, Etc.		<u>0</u>	<u>4,000</u>
<b>TOTAL 3000</b>		<u>0</u>	<u>39,700</u>
<b>GRAND TOTAL</b>		<u>\$ 137,304</u>	<u>\$ 170,267</u>

# PERSONNEL SCHEDULE

FUND GENERAL 001	DEPARTMENT ADMINISTRATION 005	UNIT DOWNTOWN DEVELOPMENT 0008		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
<b>MANAGEMENT</b>				
Downtown Development Director	0	1	1	
TOTAL	<u>0</u>	<u>1</u>	<u>1</u>	
BASE SALARIES				\$ 93,960
LONGEVITY				90
FRINGE BENEFITS				<u>28,817</u>
GRAND TOTAL	<u><u>0</u></u>	<u><u>1</u></u>	<u><u>1</u></u>	\$ <u><u>122,867</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 2012-2013</b>	<b>BUDGET 2013-2014</b>
<b>1000. PERSONNEL SERVICES</b>				\$ 1,657,443	\$ 1,695,338
<b>2000. COMMODITIES</b>				34,080	34,880
<b>3000. CONTRACTUAL SERVICES</b>				125,622	142,865
<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>1,827,745</u>	<u>1,883,683</u>
<b>CAPITAL OUTLAY</b>					
<b>7000. LANDS - BUILDINGS</b>				0	0
<b>8000. EQUIPMENT</b>				<u>6,000</u>	<u>16,000</u>
<b>SUBTOTAL</b>				<u>6,000</u>	<u>16,000</u>
<b>TOTAL</b>				<u>\$ 1,833,745</u>	<u>\$ 1,899,683</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		DEPARTMENT	UNIT	
GENERAL 001		MUNICIPAL COURT 010	MUNICIPAL COURT 0010	
CLASSIFICATION			BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
	Salaries		\$ 1,127,523	\$ 1,160,758
	Overtime		15,608	15,608
	Other Benefits		514,312	518,972
	<b>TOTAL 1000</b>		<u>1,657,443</u>	<u>1,695,338</u>
<b>2000. COMMODITIES</b>				
	2010. Office Supplies		14,150	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		5,000	5,000
	2200. Food		130	130
	2320. Medical Supplies		100	100
	2540. Ammunition		600	900
	2570. Clothing, Dry Goods, Etc.		2,700	2,700
	2620. Postage		6,500	6,500
	2630. Security Badges & Decal Supplies		200	700
	<b>TOTAL 2000</b>		<u>34,080</u>	<u>34,880</u>
<b>3000. CONTRACTUAL SERVICES</b>				
	3210. Hire of Equipment - Garage - Vehicles		43,893	47,396
	3212. Equipment Rental - External		2,784	2,784
	3230. Laundry & Cleaning		2,000	3,000
	3240. Binding, Printing & Reproduction		9,500	13,000
	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	140
	3390. Other Special Services		4,500	4,500
	3490. Associate Judge Fees		20,000	26,500
	3510. Travel		12,000	14,200
	3520. Dues & Subscriptions		2,000	2,000
	3525. Legal & Technical Reference Materials		6,000	6,500
	3530. Training, Registration Fees, Etc.		4,250	4,250
	3900. Mileage		600	600
	3920. Rent		450	450
	<b>TOTAL 3000</b>		<u>125,622</u>	<u>142,865</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>				
	4010. Buildings & Grounds		100	100
	<b>TOTAL 4000</b>		<u>100</u>	<u>100</u>

**DETAIL**

FUND GENERAL 001	DEPARTMENT MUNICIPAL COURT 010	UNIT MUNICIPAL COURT 0010	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<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>			
8490. Data Processing Equipment		0	10,000
8530. Other Equipment		<u>6,000</u>	<u>6,000</u>
<b>TOTAL 8000</b>		<u>6,000</u>	<u>16,000</u>
<b>GRAND TOTAL</b>		<u>\$ 1,833,745</u>	<u>\$ 1,899,683</u>

# PERSONNEL SCHEDULE

FUND GENERAL 001	DEPARTMENT MUNICIPAL COURT 010	UNIT MUNICIPAL COURT 0010		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
<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	4	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>14</u>	<u>14</u>	<u>14</u>	
BASE SALARIES				\$ 1,160,758
LONGEVITY				17,916
CERTIFICATION PAY				6,840
EDUCATION PAY				2,664
SPECIAL PAY				11,333
CAR ALLOWANCE				19,140
OVERTIME				15,608
FRINGE BENEFITS				<u>461,079</u>
GRAND TOTAL	<u>23</u>	<u>23</u>	<u>23</u>	\$ <u>1,695,338</u>



**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL 001		LEGAL 015	LEGAL 0015	
CLASSIFICATION			BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
	Salaries		\$ 694,410	\$ 7,357,949
	Overtime		12,000	12,000
	Other Benefits		<u>274,943</u>	<u>-6,324,048</u>
	<b>TOTAL 1000</b>		<u>981,353</u>	<u>1,045,901</u>
<b>2000. COMMODITIES</b>				
	2010. Office Supplies		5,540	7,000
	2115. Minor Furniture & Fixtures		1,500	2,000
	2120. Minor Equipment, Instruments & Tools		200	200
	2155. Minor Computer Hardware & Peripherals		500	600
	2160. Computer Software & Supplies		100	200
	2620. Postage		<u>20</u>	<u>20</u>
	<b>TOTAL 2000</b>		<u>7,860</u>	<u>10,020</u>
<b>3000. CONTRACTUAL SERVICES</b>				
	3212. Equipment Rental - External		3,221	3,221
	3213. Hire of Equipment - Technology		4,079	6,476
	3263. Employee Relocation Costs		1,400	1,400
	3270. Notary Bonds		150	150
	3280. Temporary Help		175	400
	3360. Special Postage & Express Shipping		100	200
	3390. Other Special Services		9,000	9,000
	3510. Travel		6,395	7,594
	3520. Dues & Subscriptions		8,382	8,800
	3525. Legal & Technical Reference Materials		24,000	25,200
	3530. Training, Registration Fees, Etc.		4,990	5,515
	3540. Educational Assistance		<u>920</u>	<u>920</u>
	<b>TOTAL 3000</b>		<u>62,812</u>	<u>68,876</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
	5020. Furniture, Fixtures, & Furnishings		150	900
	5110. Machinery, Tools, & Implements		<u>1,000</u>	<u>1,000</u>
	<b>TOTAL 5000</b>		<u>1,150</u>	<u>1,900</u>
<b>6000. MISCELLANEOUS</b>				
	6830. Court Cost, Jury & Filing Fees		<u>500</u>	<u>500</u>
	<b>TOTAL 6000</b>		<u>500</u>	<u>500</u>
<b>GRAND TOTAL</b>			<u>\$ 1,053,675</u>	<u>\$ 1,127,197</u>

# PERSONNEL SCHEDULE

FUND GENERAL 001	DEPARTMENT LEGAL 015	UNIT LEGAL 0015		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
<b>MANAGEMENT</b>				
City Attorney	1.00	1.00	1.00	
Executive Legal Asst/Office Mgr	1.00	1.00	1.00	
TOTAL	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	
<b>PROFESSIONAL</b>				
Assistant City Attorney	4.00	5.00	5.00	
Texas Public Information Act Coord.	0.50	0.50	0.50	
TOTAL	<u>4.50</u>	<u>5.50</u>	<u>5.50</u>	
<b>CLERICAL</b>				
Legal Secretary	1.00	1.00	1.00	
TOTAL	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	
BASE SALARIES				\$ 734,949
PART TIME/TEMPORARY				8,000
LONGEVITY				5,169
CERTIFICATION PAY				1,500
CAR ALLOWANCE				20,400
SPECIAL PAY				17,257
OVERTIME				12,000
FRINGE BENEFITS				<u>246,626</u>
GRAND TOTAL	<u>8</u>	<u>8.50</u>	<u>8.50</u>	\$ <u>1,045,901</u>

**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>		<b>UNIT</b>	
GENERAL 001		CITY SECRETARY 020		CITY SECRETARY 0020	
<b>CLASSIFICATION</b>				<b>BUDGET 2012-2013</b>	<b>BUDGET 2013-2014</b>
<b>1000. PERSONNEL SERVICES</b>				\$ 288,882	\$ 269,205
<b>2000. COMMODITIES</b>				3,900	4,100
<b>3000. CONTRACTUAL SERVICES</b>				47,356	53,826
<b>4000. MAINTENANCE - STRUCTURES</b>				0	0
<b>5000. MAINTENANCE - EQUIPMENT</b>				0	0
<b>6000. MISCELLANEOUS</b>				0	0
<b>SUBTOTAL</b>				<u>340,138</u>	<u>327,131</u>
<b>CAPITAL OUTLAY</b>					
<b>7000. LANDS - BUILDINGS</b>				0	0
<b>8000. EQUIPMENT</b>				2,100	0
<b>SUBTOTAL</b>				<u>2,100</u>	<u>0</u>
<b>TOTAL</b>				<u>\$ 342,238</u>	<u>\$ 327,131</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		DEPARTMENT	UNIT	
GENERAL 001		CITY SECRETARY 020	CITY SECRETARY 0020	
CLASSIFICATION			BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
	Salaries		\$ 202,216	\$ 190,771
	Overtime		853	853
	Other Benefits		<u>85,813</u>	<u>77,581</u>
	<b>TOTAL 1000</b>		<u>288,882</u>	<u>269,205</u>
<b>2000. COMMODITIES</b>				
	2010. Office Supplies		2,500	2,600
	2115. Minor Furniture & Fixtures		400	400
	2120. Minor Equipment, Instruments & Tools		1,000	1,000
	2200. Food		<u>0</u>	<u>100</u>
	<b>TOTAL 2000</b>		<u>3,900</u>	<u>4,100</u>
<b>3000. CONTRACTUAL SERVICES</b>				
	3212. Equipment Rental - External		2,400	2,400
	3213. Hire of Equipment - Technology		3,056	3,201
	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
	3390. Other Special Services		0	3,300
	3420. Legal Filing Fees		1,700	1,700
	3510. Travel		2,950	6,100
	3520. Dues & Subscriptions		1,150	1,150
	3525. Legal & Technical Reference Materials		150	150
	3530. Training, Registration Fees, Etc.		2,525	2,400
	3910. Elections		<u>16,500</u>	<u>16,500</u>
	<b>TOTAL 3000</b>		<u>47,356</u>	<u>53,826</u>
<b><u>CAPITAL OUTLAY</u></b>				
<b>8000. EQUIPMENT</b>				
	8401. Furniture, Fixtures, & Office Machines		<u>2,100</u>	<u>0</u>
	<b>TOTAL 8000</b>		<u>2,100</u>	<u>0</u>
<b>GRAND TOTAL</b>			\$ <u><u>342,238</u></u>	\$ <u><u>327,131</u></u>



## SUMMARY

FUND GENERAL 001	DEPARTMENT ADMINISTRATIVE SERVICES 025	UNIT HUMAN RESOURCES 0025	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 403,623	\$ 468,748
2000. COMMODITIES		15,600	15,600
3000. CONTRACTUAL SERVICES		93,478	99,428
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		700	700
<b>SUBTOTAL</b>		513,401	584,476
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		0	0
<b>SUBTOTAL</b>		0	0
<b>TOTAL</b>		\$ 513,401	\$ 584,476

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	2012 Achievements	2013 Expectations	2014 Targets
An initial, documented response to all inquiries and requests for information within 48 hours	98%	98%	99%
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	75%	80%	80%

**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL 001		ADMINISTRATIVE SERVICES 025	HUMAN RESOURCES 0025	
CLASSIFICATION			BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
	Salaries		\$ 291,543	\$ 340,537
	Other Benefits		<u>112,080</u>	<u>128,211</u>
	<b>TOTAL 1000</b>		<u>403,623</u>	<u>468,748</u>
<b>2000. COMMODITIES</b>				
	2010. Office Supplies		4,000	4,000
	2020. Educational & Training Supplies		800	800
	2115. Minor Furniture & Fixtures		3,000	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>15,600</u>	<u>15,600</u>
<b>3000. CONTRACTUAL SERVICES</b>				
	3113. General Liability, Worker's Compensation Penalty		0	-1,827
	3212. Equipment Rental - External		1,700	1,700
	3213. Hire of Equipment - Technology		6,103	8,305
	3220. Advertising		9,300	9,300
	3240. Binding, Printing & Reproduction		2,700	2,700
	3390. Other Special Services		20,000	25,000
	3510. Travel		9,850	9,800
	3520. Dues & Subscriptions		1,500	1,500
	3530. Training, Registration Fees, Etc.		5,025	5,650
	3545. Mid-Management Training		12,000	12,000
	3550. Employee Awards		25,000	25,000
	3900. Mileage		<u>300</u>	<u>300</u>
	<b>TOTAL 3000</b>		<u>93,478</u>	<u>99,428</u>
<b>6000. MISCELLANEOUS</b>				
	6810. Contributions, Gratuities, & Rewards		<u>700</u>	<u>700</u>
	<b>TOTAL 6000</b>		<u>700</u>	<u>700</u>
<b>GRAND TOTAL</b>			<b>\$ <u>513,401</u></b>	<b>\$ <u>584,476</u></b>

# PERSONNEL SCHEDULE

FUND GENERAL 001	DEPARTMENT ADMINISTRATIVE SERVICES 025	UNIT HUMAN RESOURCES 0025		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
<b>MANAGEMENT</b>				
Administrative Services Director	1	1	1	
HR Manager	1	1	1	
TOTAL	<u>2</u>	<u>2</u>	<u>2</u>	
<b>TECHNICAL</b>				
Employee Development Coordinator	0	1	1	
HR Specialist	2	1	1	
TOTAL	<u>2</u>	<u>2</u>	<u>2</u>	
<b>CLERICAL</b>				
HR Assistant	1	1	1	
Receptionist	0	0	1	
TOTAL	<u>1</u>	<u>1</u>	<u>2</u>	
BASE SALARIES				\$ 340,537
LONGEVITY				951
SPECIAL PAY				7,391
FRINGE BENEFITS				<u>119,869</u>
GRAND TOTAL				\$ <u><u>468,748</u></u>

## SUMMARY

FUND	DEPARTMENT	UNIT	
GENERAL 001	ADMINISTRATIVE SERVICES 025	EMPLOYEE HLTH & WELLNESS 0026	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 121,720	\$ 201,490
2000. COMMODITIES		5,150	5,150
3000. CONTRACTUAL SERVICES		60,735	92,600
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		0	0
<b>SUBTOTAL</b>		187,605	299,240
CAPITAL OUTLAY			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		0	0
<b>SUBTOTAL</b>		0	0
<b>TOTAL</b>		\$ 187,605	\$ 299,240

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, workers' compensation records and services, and pre-employment physical assessments.

Activity/Performance Measure			
Activity/Performance Measure	2012 Achievements	2013 Expectations	2014 Targets
Workers' compensation claims reported within first 24 hours	85%	90%	90%
Employees participating in annual wellness testing programs	50%	60%	60%

**DETAIL**

FUND GENERAL 001	DEPARTMENT ADMINISTRATIVE SERVICES 025	UNIT EMPLOYEE HLTH & WELLNESS 0026	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 86,597	\$ 144,660
Other Benefits		<u>35,123</u>	<u>56,830</u>
<b>TOTAL 1000</b>		<u>121,720</u>	<u>201,490</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		<u>2,500</u>	<u>2,500</u>
<b>TOTAL 2000</b>		<u>5,150</u>	<u>5,150</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3470. Lab Fees		0	21,000
3480. Medical Examinations		54,000	60,000
3510. Travel		2,900	7,300
3520. Dues & Subscriptions		900	900
3530. Training, Registration Fees, Etc.		2,735	3,400
3900. Mileage		<u>200</u>	<u>0</u>
<b>TOTAL 3000</b>		<u>60,735</u>	<u>92,600</u>
<b>GRAND TOTAL</b>		\$ <u>187,605</u>	\$ <u>299,240</u>



## SUMMARY

FUND	DEPARTMENT	UNIT	
GENERAL 001	COMM & INFO SYSTEMS 030	CIS - ADMINISTRATION 0030	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 328,830	\$ 306,873
2000. COMMODITIES		2,800	3,000
3000. CONTRACTUAL SERVICES		579,374	593,974
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		10,500	10,500
6000. MISCELLANEOUS		0	0
<b>SUBTOTAL</b>		921,504	914,347
CAPITAL OUTLAY			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		0	0
<b>SUBTOTAL</b>		0	0
<b>TOTAL</b>		\$ 921,504	\$ 914,347

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	2012 Achievements	2013 Expectations	2014 Targets
Respond to inter departmental inquiries for assistance within 1 working day	99%	99%	99%
Process and implement new voice/data telecommunications orders within 5-7 working days	99%	99%	99%
Respond to normal problem change orders for voice/data telecommunications within 8 working hours/ with in 1-2 hours for critical areas	99%/99%	99%/100%/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	99%	100%	100%

**DETAIL**

FUND GENERAL 001	DEPARTMENT COMM & INFO SYSTEMS 030	UNIT CIS - ADMINISTRATION 0030	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries	\$ 248,981	\$ 226,359	
Overtime	1,218	1,218	
Other Benefits	<u>78,631</u>	<u>79,296</u>	
<b>TOTAL 1000</b>	<u>328,830</u>	<u>306,873</u>	
<b>2000. COMMODITIES</b>			
2010. Office Supplies	2,300	2,000	
2140. Electrical Parts & Supplies	500	500	
2200. Food	<u>0</u>	<u>500</u>	
<b>TOTAL 2000</b>	<u>2,800</u>	<u>3,000</u>	
<b>3000. CONTRACTUAL SERVICES</b>			
3010. Communication	563,274	563,274	
3212. Equipment Rental - External	3,100	3,000	
3280. Temporary Help	2,000	7,500	
3405. Software Maintenance	0	3,000	
3510. Travel	4,100	11,000	
3520. Dues & Subscriptions	200	200	
3530. Training, Registration Fees, Etc.	<u>6,700</u>	<u>6,000</u>	
<b>TOTAL 3000</b>	<u>579,374</u>	<u>593,974</u>	
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5020. Furniture, Fixtures, & Furnishings	500	500	
5105. Communications Equipment	<u>10,000</u>	<u>10,000</u>	
<b>TOTAL 5000</b>	<u>10,500</u>	<u>10,500</u>	
<b>GRAND TOTAL</b>	<u>\$ 921,504</u>	<u>\$ 914,347</u>	



## SUMMARY

<b>FUND</b> GENERAL 001	<b>DEPARTMENT</b> COMM & INFO SYSTEMS 030	<b>UNIT</b> COMMUNICATIONS 0031	
<b>CLASSIFICATION</b>		<b>BUDGET 2012-2013</b>	<b>BUDGET 2013-2014</b>
1000. PERSONNEL SERVICES		\$ 1,811,167	\$ 1,946,673
2000. COMMODITIES		11,350	12,100
3000. CONTRACTUAL SERVICES		157,676	95,236
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		1,500	18,689
6000. MISCELLANEOUS		<hr/>	<hr/>
<b>SUBTOTAL</b>		<hr/> <u>1,981,693</u>	<hr/> <u>2,072,698</u>
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		<hr/> <u>40,000</u>	<hr/> <u>0</u>
<b>SUBTOTAL</b>		<hr/> <u>40,000</u>	<hr/> <u>0</u>
<b>TOTAL</b>		<hr/> <u>\$ 2,021,693</u>	<hr/> <u>\$ 2,072,698</u>

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	2012 Achievements	2013 Expectations	2014 Targets
Answer 9-1-1 calls within 6 seconds from the inception of the call	7.3 seconds	7 seconds	7 seconds
Dispatch ambulance calls within 60 seconds from the receipt of the call	74 seconds	1 minute	1 minute
Dispatch fire calls within 30 seconds from the receipt of the call	92 seconds	1 minute	1 minute
Dispatch law enforcement call within:			
1 minute for emergency calls	2 minutes 4 seconds	1 minute	1 minute
2 minutes for priority one calls	2 minutes 57 seconds	3 minutes	3 minutes
5 minutes for priority two calls	6 minutes 35 seconds	6 minutes	6 minutes

Substantial increase in call volume in 2012 and 2013

**DETAIL**

FUND GENERAL 001	DEPARTMENT COMM & INFO SYSTEMS 030	UNIT COMMUNICATIONS 0031	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 1,284,924	\$ 1,411,156
Overtime		8,712	8,712
Other Benefits		<u>517,531</u>	<u>526,805</u>
<b>TOTAL 1000</b>		<u>1,811,167</u>	<u>1,946,673</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		2,500	2,500
2160. Computer Software & Supplies		2,300	2,300
2200. Food		500	750
2570. Clothing, Dry Goods, Etc.		1,000	1,500
2620. Postage		100	100
2630. Security Badges & Decal Supplies		<u>450</u>	<u>450</u>
<b>TOTAL 2000</b>		<u>11,350</u>	<u>12,100</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3212. Equipment Rental - External		2,800	2,800
3213. Hire of Equipment - Technology		9,331	18,291
3240. Binding, Printing & Reproduction		200	200
3280. Temporary Help		88,000	10,200
3320. Wrecker Services		100	100
3390. Other Special Services		15,800	30,800
3510. Travel		4,300	5,400
3520. Dues & Subscriptions		10,000	600
3525. Legal & Technical Reference Materials		198	198
3530. Training, Registration Fees, Etc.		5,900	5,600
3920. Rent		20,387	20,387
3990. Other		<u>660</u>	<u>660</u>
<b>TOTAL 3000</b>		<u>157,676</u>	<u>95,236</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5101. Noncontractual Hardware Repair		1,500	1,500
5105. Communications Equipment		<u>0</u>	<u>17,189</u>
<b>TOTAL 5000</b>		<u>1,500</u>	<u>18,689</u>

# DETAIL

FUND GENERAL 001	DEPARTMENT COMM & INFO SYSTEMS 030	UNIT COMMUNICATIONS 0031	
CLASSIFICATION	BUDGET 2012-2013	BUDGET 2013-2014	
<u><b>CAPITAL OUTLAY</b></u>			
<b>8000. EQUIPMENT</b>			
8900. EDP Software (Over \$1,000)	\$ <u>40,000</u>	\$ <u>0</u>	
<b>TOTAL 8000</b>	<u>40,000</u>	<u>0</u>	
 <b>GRAND TOTAL</b>	 \$ <u><u>2,021,693</u></u>	 \$ <u><u>2,072,698</u></u>	

# PERSONNEL SCHEDULE

FUND GENERAL 001	DEPARTMENT COMM & INFO SYSTEMS 030	UNIT COMMUNICATIONS 0031		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
<b>MANAGEMENT</b>				
Communications Manager	1	1	1	
TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
<b>TECHNICAL</b>				
Communications Supervisor	5	5	5	
Duty Supervisor	4	4	4	
Public Safety Dispatcher	17	17	17	
Technical Coordinator	1	1	1	
TOTAL	<u>27</u>	<u>27</u>	<u>27</u>	
<b>OPERATIONS</b>				
Public Safety Call Taker	3	3	3	
TOTAL	<u>3</u>	<u>3</u>	<u>3</u>	
BASE SALARIES				\$ 1,333,156
PART TIME/TEMPORARY				78,000
LONGEVITY				10,575
SPECIAL PAY				15,449
OVERTIME				8,712
FRINGE BENEFITS				530,781
VACANCIES				<u>(30,000)</u>
GRAND TOTAL				\$ <u><u>1,946,673</u></u>

**SUMMARY**

FUND		DEPARTMENT	UNIT	
GENERAL 001		COMM & INFO SYSTEMS 030	INFORMATION SYSTEMS 0032	
CLASSIFICATION			BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES			\$ 1,411,858	\$ 1,356,452
2000. COMMODITIES			33,500	23,100
3000. CONTRACTUAL SERVICES			2,210,318	2,218,009
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			62,500	11,000
6000. MISCELLANEOUS			0	0
<b>SUBTOTAL</b>			<u>3,718,176</u>	<u>3,608,561</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			290,620	0
<b>SUBTOTAL</b>			<u>290,620</u>	<u>0</u>
<b>TOTAL</b>			<u>\$ 4,008,796</u>	<u>\$ 3,608,561</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	2012 Achievements	2013 Expectations	2014 Targets
Respond to user problem phone calls within 1 hour or sooner	90%	92%	95%
Respond to 100% of production/network problems within 1 hour or sooner; clear 95% within 24 hours or sooner	98%/82%	92%/82%	95%/98%
95% of PC repairs made within 72 hours or sooner	85%	86%	90%
100% of application programming/projects completed on schedule	82%	85%	85%
100% of production runs completed on schedule	95%	95%	95%

**DETAIL**

<b>DETAIL</b>			
<b>FUND</b>	<b>DEPARTMENT</b>	<b>UNIT</b>	
GENERAL 001	COMM & INFO SYSTEMS 030	INFORMATION SYSTEMS 0032	
<b>CLASSIFICATION</b>		<b>BUDGET 2012-2013</b>	<b>BUDGET 2013-2014</b>
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
	Salaries	\$ 1,009,505	\$ 974,462
	Overtime	3,548	3,548
	Other Benefits	<u>398,805</u>	<u>378,442</u>
	<b>TOTAL 1000</b>	<u>1,411,858</u>	<u>1,356,452</u>
<b>2000. COMMODITIES</b>			
	2010. Office Supplies	4,000	4,000
	2020. Educational & Training Supplies	1,000	600
	2115. Minor Furniture & Fixtures	4,500	4,500
	2120. Minor Equipment, Instruments & Tools	2,000	2,000
	2140. Electrical Parts & Supplies	1,000	1,000
	2155. Minor Computer Hardware & Peripherals	6,000	6,000
	2160. Computer Software & Supplies	<u>15,000</u>	<u>5,000</u>
	<b>TOTAL 2000</b>	<u>33,500</u>	<u>23,100</u>
<b>3000. CONTRACTUAL SERVICES</b>			
	3010. Communication	5,020	5,000
	3113. General Liability, Worker's Compensation Penalty	-1,258	0
	3210. Hire of Equipment - Garage - Vehicles	10,541	8,603
	3211. Hire of Equipment - Garage - Other	735,512	591,230
	3212. Equipment Rental - External	8,500	8,500
	3213. Hire of Equipment - Technology	266,386	287,556
	3280. Temporary Help	0	10,000
	3360. Special Postage & Express Shipping	300	150
	3390. Other Special Services	15,000	15,000
	3405. Software Maintenance	978,220	1,180,220
	3406. Hardware Maintenance	155,597	60,000
	3510. Travel	10,000	10,950
	3520. Dues & Subscriptions	1,000	1,000
	3525. Legal & Technical Reference Materials	1,000	600
	3530. Training, Registration Fees, Etc.	13,000	30,700
	3540. Educational Assistance	8,000	5,000
	3900. Mileage	1,000	1,000
	3920. Rent	<u>2,500</u>	<u>2,500</u>
	<b>TOTAL 3000</b>	<u>2,210,318</u>	<u>2,218,009</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
	5100. Data Processing Equipment	25,000	11,000
	5101. Noncontractual Hardware Repair	<u>37,500</u>	<u>0</u>
	<b>TOTAL 5000</b>	<u>62,500</u>	<u>11,000</u>

**DETAIL**

FUND GENERAL 001	DEPARTMENT COMM & INFO SYSTEMS 030	UNIT INFORMATION SYSTEMS 0032	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<u><b>CAPITAL OUTLAY</b></u>			
<b>8000. EQUIPMENT</b>			
8490. Data Processing Equipment		\$ 47,270	\$ 0
8900. EDP Software (Over \$1,000)		<u>243,350</u>	<u>0</u>
<b>TOTAL 8000</b>		<u>290,620</u>	<u>0</u>
 <b>GRAND TOTAL</b>		\$ <u>4,008,796</u>	\$ <u>3,608,561</u>

# PERSONNEL SCHEDULE

FUND GENERAL 001	DEPARTMENT COMM & INFO SYSTEMS 030	UNIT INFORMATION SYSTEMS 0032		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
<b>MANAGEMENT</b>				
IS Manager	1	1	1	
TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
<b>PROFESSIONAL</b>				
Network/PC Specialist	2	1	1	
Programmer/Analyst	5	5	5	
Systems Administrator	4	5	5	
TOTAL	<u>11</u>	<u>11</u>	<u>11</u>	
<b>TECHNICAL</b>				
Computer Operator	2	2	2	
PC Specialist	3	3	3	
TOTAL	<u>5</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				\$ 974,462
LONGEVITY				10,821
SPECIAL PAY				13,147
OVERTIME				3,548
FRINGE BENEFITS				<u>354,474</u>
GRAND TOTAL	<u>18</u>	<u>18</u>	<u>18</u>	\$ <u>1,356,452</u>

# SUMMARY

FUND	DEPARTMENT	UNIT	
GENERAL 001	COMM & INFO SYSTEMS 030	COMMUNICATIONS MAINT. 0033	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 149,606	\$ 175,447
2000. COMMODITIES		46,700	47,050
3000. CONTRACTUAL SERVICES		53,318	63,431
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		247,259	237,307
6000. MISCELLANEOUS		0	0
<b>SUBTOTAL</b>		496,883	523,235
CAPITAL OUTLAY			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		99,840	0
<b>SUBTOTAL</b>		99,840	0
<b>TOTAL</b>		\$ 596,723	\$ 523,235

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

### Activity / Performance Measures

Activity/Performance Measure	2012 Achievements	2013 Expectations	2014 Targets
Respond to radio system problems within 1 hour	97%	98%	98%
Respond to 100% of production/radio system net-worth problems within 1 hour or sooner; clear 95% within 24 hours or sooner	98%	98%	98%
95% of PC repairs made within 72 hours or sooner	90%	95%	98%
Clear minor system wide problems within 1 hour	95%	98%	98%
Clear major system wide problems within 48 hours	97%	98%	98%

**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL 001		COMM & INFO SYSTEMS 030	COMMUNICATIONS MAINT. 0033	
CLASSIFICATION			BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
	Salaries		\$ 108,334	\$ 124,079
	Overtime		3,000	3,000
	Other Benefits		<u>38,272</u>	<u>48,368</u>
	<b>TOTAL 1000</b>		<u>149,606</u>	<u>175,447</u>
<b>2000. COMMODITIES</b>				
	2010. Office Supplies		200	250
	2115. Minor Furniture & Fixtures		500	500
	2120. Minor Equipment, Instruments & Tools		8,300	8,300
	2140. Electrical Parts & Supplies		37,500	37,500
	2310. Janitorial Supplies		100	100
	2570. Clothing, Dry Goods, Etc.		<u>100</u>	<u>400</u>
	<b>TOTAL 2000</b>		<u>46,700</u>	<u>47,050</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		14,968	15,235
	3213. Hire of Equipment - Technology		0	7,046
	3280. Temporary Help		13,900	13,900
	3510. Travel		2,000	2,500
	3520. Dues & Subscriptions		150	150
	3525. Legal & Technical Reference Materials		200	1,500
	3530. Training, Registration Fees, Etc.		4,000	5,000
	3540. Educational Assistance		600	600
	3920. Rent		<u>10,000</u>	<u>10,000</u>
	<b>TOTAL 3000</b>		<u>53,318</u>	<u>63,431</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
	5101. Noncontractual Hardware Repair		60,000	60,000
	5105. Communications Equipment		<u>187,259</u>	<u>177,307</u>
	<b>TOTAL 5000</b>		<u>247,259</u>	<u>237,307</u>
<b><u>CAPITAL OUTLAY</u></b>				
<b>8000. EQUIPMENT</b>				
	8481. Communication & Video Equipment		<u>99,840</u>	<u>0</u>
	<b>TOTAL 8000</b>		<u>99,840</u>	<u>0</u>
<b>GRAND TOTAL</b>			<u>\$ 596,723</u>	<u>\$ 523,235</u>



## SUMMARY

FUND	DEPARTMENT	UNIT	
GENERAL 001	FINANCE 035	ACCOUNTING 0035	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 1,436,299	\$ 1,468,706
2000. COMMODITIES		15,900	14,900
3000. CONTRACTUAL SERVICES		186,238	197,759
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		500	0
6000. MISCELLANEOUS		0	0
<b>SUBTOTAL</b>		1,638,937	1,681,365
CAPITAL OUTLAY			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		0	0
<b>SUBTOTAL</b>		0	0
<b>TOTAL</b>		\$ 1,638,937	\$ 1,681,365

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

Activity/Performance Measure	2012 Achievements	2013 Expectations	2014 Targets
Publish monthly budget/activity status reports to users within 10 working days of month end	9 of 12 months	12 of 12 months	12 of 12 months
Deliver monthly Financial Summary to City Manager within 20 working days following end of month	9 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	1.11% (.0111)	1.00% (.010)	1.00% (.010)

**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL 001		FINANCE 035	ACCOUNTING 0035	
CLASSIFICATION			BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
	Salaries		\$ 1,017,629	\$ 1,045,961
	Overtime		20,000	20,000
	Other Benefits		<u>398,670</u>	<u>402,745</u>
	<b>TOTAL 1000</b>		<u>1,436,299</u>	<u>1,468,706</u>
<b>2000. COMMODITIES</b>				
	2010. Office Supplies		10,000	9,500
	2115. Minor Furniture & Fixtures		500	900
	2120. Minor Equipment, Instruments & Tools		400	400
	2160. Computer Software & Supplies		5,000	4,000
	2200. Food		<u>0</u>	<u>100</u>
	<b>TOTAL 2000</b>		<u>15,900</u>	<u>14,900</u>
<b>3000. CONTRACTUAL SERVICES</b>				
	3212. Equipment Rental - External		0	3,500
	3213. Hire of Equipment - Technology		8,925	9,306
	3220. Advertising		250	250
	3240. Binding, Printing & Reproduction		1,800	1,500
	3350. Bank Service		44,400	44,000
	3360. Special Postage & Express Shipping		100	250
	3390. Other Special Services		1,560	1,560
	3410. Legal Fees		0	300
	3440. External Audit Fees		110,000	120,000
	3510. Travel		3,445	4,580
	3520. Dues & Subscriptions		5,843	5,153
	3525. Legal & Technical Reference Materials		200	300
	3530. Training - Registration Fees		6,640	5,560
	3540. Educational Assistance		3,000	1,500
	3900. Mileage		<u>75</u>	<u>0</u>
	<b>TOTAL 3000</b>		<u>186,238</u>	<u>197,759</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
	5110. Machinery, Tools, & Implements		<u>500</u>	<u>0</u>
	<b>TOTAL 5000</b>		<u>500</u>	<u>0</u>
<b>GRAND TOTAL</b>			<b>\$ <u>1,638,937</u></b>	<b>\$ <u>1,681,365</u></b>

# PERSONNEL SCHEDULE

FUND GENERAL 001	DEPARTMENT FINANCE 035	UNIT ACCOUNTING 0035		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
<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				\$ 1,013,666
PART TIME/TEMPORARY				32,295
LONGEVITY				19,785
CERTIFICATION PAY				2,400
SPECIAL PAY				13,769
OVERTIME				20,000
FRINGE BENEFITS				<u>366,791</u>
<b>GRAND TOTAL</b>				<b>\$ <u>1,468,706</u></b>

# SUMMARY

FUND	DEPARTMENT	UNIT	
GENERAL 001	FINANCE 035	INVESTMENTS 0037	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 132,171	\$ 112,572
2000. COMMODITIES		300	0
3000. CONTRACTUAL SERVICES		14,816	0
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		0	0
<b>SUBTOTAL</b>		<u>147,287</u>	<u>112,572</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>\$ 147,287</u>	<u>\$ 112,572</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	2012 Achievements	2013 Expectations	2014 Targets
Equal or exceed rate of return on 3-month T-bills	Exceeded 3-mo bill rate by 38 basis points	Exceed 3-mo bill rate by at least 100 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		DEPARTMENT	UNIT	
GENERAL 001		FINANCE 035	INVESTMENTS 0037	
CLASSIFICATION			BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
	Salaries		\$ 99,824	\$ 85,458
	Other Benefits		<u>32,347</u>	<u>27,114</u>
	<b>TOTAL 1000</b>		<u>132,171</u>	<u>112,572</u>
<b>2000. COMMODITIES</b>				
	2010. Office Supplies		<u>300</u>	<u>0</u>
	<b>TOTAL 2000</b>		<u>300</u>	<u>0</u>
<b>3000. CONTRACTUAL SERVICES</b>				
	3213. Hire of Equipment - Technology		491	0
	3446. Fund Management Subscriptions		12,300	0
	3510. Travel		1,600	0
	3530. Training, Registration Fees, Etc.		<u>425</u>	<u>0</u>
	<b>TOTAL 3000</b>		<u>14,816</u>	<u>0</u>
<b>GRAND TOTAL</b>			\$ <u><u>147,287</u></u>	\$ <u><u>112,572</u></u>



## SUMMARY

FUND GENERAL 001	DEPARTMENT GENERAL SERVICES 040	UNIT PURCHASING 0040	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 339,621	\$ 331,703
2000. COMMODITIES		4,507	4,278
3000. CONTRACTUAL SERVICES		21,327	25,205
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		0	0
<b>SUBTOTAL</b>		365,455	361,186
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		0	0
<b>SUBTOTAL</b>		0	0
<b>TOTAL</b>		\$ 365,455	\$ 361,186

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	2012 Achievements	2013 Expectations	2014 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	10	<15	<15
Number of sole source purchases shall be limited to 1% of total	0.97%	<1%	<1%
Information requests shall be completed within 1 work day	99%	100%	100%

**DETAIL**

FUND GENERAL 001	DEPARTMENT GENERAL SERVICES 040	UNIT PURCHASING 0040	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 227,025	\$ 222,679
Overtime		2,060	2,060
Other Benefits		<u>110,536</u>	<u>106,964</u>
<b>TOTAL 1000</b>		<u>339,621</u>	<u>331,703</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		3,400	3,600
2115. Minor Furniture & Fixtures		800	500
2120. Minor Equipment, Instruments & Tools		128	128
2160. Computer Software & Supplies		<u>179</u>	<u>50</u>
<b>TOTAL 2000</b>		<u>4,507</u>	<u>4,278</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3212. Equipment Rental - External		2,570	2,700
3213. Hire of Equipment - Technology		4,901	5,404
3240. Binding, Printing & Reproduction		0	30
3220. Advertising		4,500	5,500
3360. Special Postage & Express Shipping		50	70
3510. Travel		2,370	3,970
3520. Dues & Subscriptions		1,218	1,218
3530. Training, Registration Fees, Etc.		1,218	1,813
3540. Educational Assistance		<u>4,500</u>	<u>4,500</u>
<b>TOTAL 3000</b>		<u>21,327</u>	<u>25,205</u>
<b>GRAND TOTAL</b>		\$ <u>365,455</u>	\$ <u>361,186</u>

# PERSONNEL SCHEDULE

FUND GENERAL 001	DEPARTMENT GENERAL SERVICES 040	UNIT PURCHASING 0040		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
<b>MANAGEMENT</b>				
General Services Director	0.05	0.05	0.05	
Purchasing Agent	<u>1</u>	<u>1</u>	<u>1</u>	
TOTAL	<u>1.05</u>	<u>1.05</u>	<u>1.05</u>	
<b>PROFESSIONAL</b>				
System Administrator	<u>1</u>	<u>1</u>	<u>1</u>	
TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
<b>TECHNICAL</b>				
Purchasing Technician	<u>3</u>	<u>3</u>	<u>3</u>	
TOTAL	<u>3</u>	<u>3</u>	<u>3</u>	
BASE SALARIES				\$ 222,679
LONGEVITY				3,528
SPECIAL PAY				8,212
OVERTIME				2,060
FRINGE BENEFITS				<u>95,224</u>
GRAND TOTAL				\$ <u><u>331,703</u></u>

## SUMMARY

FUND GENERAL 001	DEPARTMENT GENERAL SERVICES 040	UNIT FACILITIES SERVICES 0041	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 318,241	\$ 332,538
2000. COMMODITIES		7,100	7,300
3000. CONTRACTUAL SERVICES		733,673	745,150
4000. MAINTENANCE - STRUCTURES		95,000	267,132
5000. MAINTENANCE - EQUIPMENT		5,000	10,000
6000. MISCELLANEOUS		0	0
<b>SUBTOTAL</b>		1,159,014	1,362,120
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		0	0
<b>SUBTOTAL</b>		0	0
<b>TOTAL</b>		\$ 1,159,014	\$ 1,362,120

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	2012 Achievements	2013 Expectations	2014 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		DEPARTMENT	UNIT	
GENERAL 001		GENERAL SERVICES 040	FACILITIES SERVICES 0041	
CLASSIFICATION			BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
	Salaries		\$ 216,344	\$ 226,165
	Overtime		8,700	8,700
	Other Benefits		93,197	97,673
	<b>TOTAL 1000</b>		<u>318,241</u>	<u>332,538</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	1,000
	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		350	350
	2330. Chemicals & Insecticides		500	500
	2570. Clothing, Dry Goods, Etc.		1,000	1,000
	<b>TOTAL 2000</b>		<u>7,100</u>	<u>7,300</u>
<b>3000. CONTRACTUAL SERVICES</b>				
	3020. Heat & Natural Gas		93,500	80,000
	3030. Light & Power		320,000	333,000
	3040. Water		33,000	33,000
	3210. Hire of Equipment - Garage - Vehicle		51,037	53,690
	3213. Hire of Equipment - Technology		3,722	3,746
	3230. Laundry and Cleaning		200	200
	3235. Janitorial Services		146,000	153,300
	3310. Exterminator		4,000	6,000
	3375. HVAC Services		42,500	42,500
	3390. Other Special Services		38,714	38,714
	3510. Travel		500	500
	3530. Training, Registration Fees, Etc.		500	500
	<b>TOTAL 3000</b>		<u>733,673</u>	<u>745,150</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>				
	4010. Buildings & Grounds		95,000	267,132
	<b>TOTAL 4000</b>		<u>95,000</u>	<u>267,132</u>

**DETAIL**

<b>FUND</b> GENERAL 001	<b>DEPARTMENT</b> GENERAL SERVICES 040	<b>UNIT</b> FACILITIES SERVICES 0041	
<b>CLASSIFICATION</b>		<b>BUDGET                      2012-2013</b>	<b>BUDGET                      2013-2014</b>
<p align="center"><b><u>OPERATING SERVICES</u></b></p>			
<p><b>5000. MAINTENANCE OF EQUIPMENT</b>                      5010. Heating &amp; Cooling System</p>		\$ <u>5,000</u>	\$ <u>10,000</u>
<p align="center"><b>TOTAL 5000</b></p>		<u>5,000</u>	<u>10,000</u>
<p><b>GRAND TOTAL</b></p>		\$ <u><u>1,159,014</u></u>	\$ <u><u>1,362,120</u></u>

# PERSONNEL SCHEDULE

FUND GENERAL 001	DEPARTMENT GENERAL SERVICES 040	UNIT FACILITIES SERVICES 0041		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
<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				\$ 226,165
LONGEVITY				1,631
SPECIAL PAY				1,652
OVERTIME				8,700
FRINGE BENEFITS				<u>94,390</u>
GRAND TOTAL				\$ <u><u>332,538</u></u>

## SUMMARY

FUND GENERAL 001	DEPARTMENT GENERAL SERVICES 040	UNIT RISK MANAGEMENT 0042	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 221,580	\$ 154,061
2000. COMMODITIES		9,500	13,600
3000. CONTRACTUAL SERVICES		42,058	47,705
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		0	0
<b>SUBTOTAL</b>		273,138	215,366
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		0	0
<b>SUBTOTAL</b>		0	0
<b>TOTAL</b>		\$ 273,138	\$ 215,366

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 workers' 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 workers' compensation funds, and procurement and management of Property, Error and Omission, Law Enforcement Liability, Special Events and Aviation insurance coverage.

Activity / Performance Measures			
Activity/Performance Measure	2012 Achievements	2013 Expectations	2014 Targets
Conduct safety training for all production divisions once a quarter	85%	80%	90%
Perform walk-through safety inspections of production divisions annually	75%	75%	85%
Perform field observations on production divisions once a quarter	75%	80%	90%
Risk losses recovered	40%	50%	60%
Non-litigated general liability claims settled or an offer made within 30 days of receipt of completed claim	85%	90%	95%

**DETAIL**

FUND GENERAL 001	DEPARTMENT GENERAL SERVICES 040	UNIT RISK MANAGEMENT 0042	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 161,147	\$ 113,594
Other Benefits		<u>60,433</u>	<u>40,467</u>
<b>TOTAL 1000</b>		<u>221,580</u>	<u>154,061</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		2,000	2,000
2020. Educational & Training Supplies		4,000	4,000
2160. Computer Software & Supplies		900	5,000
2320. Medical Supplies		2,000	2,000
2650. Photographic Supplies		<u>600</u>	<u>600</u>
<b>TOTAL 2000</b>		<u>9,500</u>	<u>13,600</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3210. Hire of Equipment - Garage		11,644	9,159
3213. Hire of Equipment - Technology		1,474	1,526
3470. Lab Fees		18,000	22,000
3510. Travel		4,175	6,150
3520. Dues & Subscriptions		5,490	5,000
3530. Training, Registration Fees, Etc.		<u>1,275</u>	<u>3,870</u>
<b>TOTAL 3000</b>		<u>42,058</u>	<u>47,705</u>
<b>GRAND TOTAL</b>		\$ <u><u>273,138</u></u>	\$ <u><u>215,366</u></u>



## SUMMARY

FUND GENERAL 001	DEPARTMENT ADMINISTRATION 005	UNIT INTERNAL AUDIT 0045	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 125,088	\$ 131,078
2000. COMMODITIES		2,130	1,690
3000. CONTRACTUAL SERVICES		7,182	7,966
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		0	0
<b>SUBTOTAL</b>		134,400	140,734
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		0	0
<b>SUBTOTAL</b>		0	0
<b>TOTAL</b>		\$ 134,400	\$ 140,734

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	2012 Achievements	2013 Expectations	2014 Targets
Percent of actual direct audit hours to total available hours	65%	72%	75%
Percent of planned audit hours to actual audit hours for completed audits	72%	75%	80%
Percent of audit recommendations accepted to total audit recommendations reported	88%	80%	80%

**DETAIL**

FUND GENERAL 001	DEPARTMENT ADMINISTRATION 005	UNIT INTERNAL AUDIT 0045	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 84,744	\$ 89,787
Other Benefits		<u>40,344</u>	<u>41,291</u>
<b>TOTAL 1000</b>		<u>125,088</u>	<u>131,078</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		650	650
2020. Educational & Training Supplies		80	80
2160. Computer Software & Supplies		<u>1,400</u>	<u>960</u>
<b>TOTAL 2000</b>		<u>2,130</u>	<u>1,690</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3212. Equipment Rental - External		0	300
3213. Hire of Equipment - Technology		932	976
3405. Software Maintenance		0	440
3510. Travel		2,800	2,800
3520. Dues & Subscriptions		450	450
3530. Training, Registration Fees, Etc.		<u>3,000</u>	<u>3,000</u>
<b>TOTAL 3000</b>		<u>7,182</u>	<u>7,966</u>
<b>GRAND TOTAL</b>		<u>\$ 134,400</u>	<u>\$ 140,734</u>



## SUMMARY

FUND GENERAL 001	DEPARTMENT FINANCE 035	UNIT TAX 0050	
CLASSIFICATION	BUDGET 2012-2013	BUDGET 2013-2014	
1000. PERSONNEL SERVICES	\$ 0	\$ 0	
2000. COMMODITIES	0	0	
3000. CONTRACTUAL SERVICES	396,550	376,285	
4000. MAINTENANCE - STRUCTURES	0	0	
5000. MAINTENANCE - EQUIPMENT	0	0	
6000. MISCELLANEOUS	<u>0</u>	<u>0</u>	
<b>SUBTOTAL</b>	<u>396,550</u>	<u>376,285</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>\$ 396,550</u>	<u>\$ 376,285</u>	

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

**DETAIL**

<b>FUND</b> GENERAL 001	<b>DEPARTMENT</b> FINANCE 035	<b>UNIT</b> TAX 0050	
<b>CLASSIFICATION</b>		<b>BUDGET                      2012-2013</b>	<b>BUDGET                      2013-2014</b>
<p align="center"><u><b>OPERATING SERVICES</b></u></p>			
<p><b>3000. CONTRACTUAL SERVICES</b>                      3390. Other Special Services</p>		\$ <u>396,550</u>	\$ <u>376,285</u>
<p align="center"><b>TOTAL 3000</b></p>		<u>396,550</u>	<u>376,285</u>
<p><b>GRAND TOTAL</b></p>		\$ <u><u>396,550</u></u>	\$ <u><u>376,285</u></u>

## SUMMARY

FUND	DEPARTMENT	UNIT	
GENERAL 001	DEVELOPMENT SERVICES 075	PLANNING & DEVELOPMENT 0055	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 652,378	\$ 657,287
2000. COMMODITIES		9,900	13,000
3000. CONTRACTUAL SERVICES		218,664	342,872
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		200	200
<b>SUBTOTAL</b>		881,142	1,013,359
CAPITAL OUTLAY			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		0	0
<b>SUBTOTAL</b>		0	0
<b>TOTAL</b>		\$ 881,142	\$ 1,013,359

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	2012 Achievements	2013 Expectations	2014 Targets
Increase/decrease of Application for:			
Plat cases	96	120	110
Zone cases	55	56	55
Specific Use Permit cases	18	16	16
Temporary Land Use Permit cases	16	14	16

**DETAIL**

FUND GENERAL 001	DEPARTMENT DEVELOPMENT SERVICES 075	UNIT PLANNING & DEVELOPMENT 0055	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 473,654	\$ 478,457
Other Benefits		<u>178,724</u>	<u>178,830</u>
<b>TOTAL 1000</b>		<u>652,378</u>	<u>657,287</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		6,800	7,000
2115. Minor Furniture & Fixtures		1,200	1,000
2160. Computer Software & Supplies		<u>1,900</u>	<u>5,000</u>
<b>TOTAL 2000</b>		<u>9,900</u>	<u>13,000</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3113. General Liability, Worker's Compensation Penalty		-229	0
3210. Hire of Equipment - Garage - Vehicles		500	6,197
3213. Hire of Equipment - Technology		3,743	0
3220. Advertising		8,000	10,000
3240. Binding, Printing & Reproduction		50	50
3280. Temporary Help		12,000	12,000
3360. Special Postage & Express Shipping		45	45
3420. Legal Filing Fees		180	180
3450. Consulting Fees		180,000	300,000
3510. Travel		9,000	9,000
3520. Dues & Subscriptions		1,975	2,000
3530. Training, Registration Fees, Etc.		<u>3,400</u>	<u>3,400</u>
<b>TOTAL 3000</b>		<u>218,664</u>	<u>342,872</u>
<b>6000. MISCELLANEOUS</b>			
6990. Miscellaneous		<u>200</u>	<u>200</u>
<b>TOTAL 6000</b>		<u>200</u>	<u>200</u>
<b>GRAND TOTAL</b>		<u>\$ 881,142</u>	<u>\$ 1,013,359</u>

# PERSONNEL SCHEDULE

FUND GENERAL 001	DEPARTMENT DEVELOPMENT SERVICES 075	UNIT PLANNING & DEVELOPMENT 0055		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
<b>MANAGEMENT</b>				
Planning Division Manager	1	1	1	
TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
<b>PROFESSIONAL</b>				
Planner	4	4	4	
TOTAL	<u>4</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	1	1	
Administrative Assistant	1	1	1	
TOTAL	<u>1</u>	<u>2</u>	<u>2</u>	
BASE SALARIES				\$ 478,457
LONGEVITY				6,969
SPECIAL PAY				3,893
FRINGE BENEFITS				<u>167,968</u>
GRAND TOTAL				\$ <u><u>657,287</u></u>

## SUMMARY

FUND	DEPARTMENT	UNIT	
GENERAL 001	DEVELOPMENT SERVICES 075	COMMUNITY DEVELOPMENT 0056	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 204,464	\$ 210,667
2000. COMMODITIES		2,800	1,200
3000. CONTRACTUAL SERVICES		12,703	20,145
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		0	0
<b>SUBTOTAL</b>		219,967	232,012
CAPITAL OUTLAY			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		0	0
<b>SUBTOTAL</b>		0	0
<b>TOTAL</b>		\$ 219,967	\$ 232,012

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

Activity/Performance Measure	2012 Achievements	2013 Expectations	2014 Targets
Complete housing cases within the time established for each program	95%	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	97%	97%	98%

**DETAIL**

FUND GENERAL 001	DEPARTMENT DEVELOPMENT SERVICES 075	UNIT COMMUNITY DEVELOPMENT 0056	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 147,455	\$ 151,956
Other Benefits		<u>57,009</u>	<u>58,711</u>
<b>TOTAL 1000</b>		<u>204,464</u>	<u>210,667</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		2,200	600
2120. Minor Equipment, Instruments & Tools		100	100
2155. Minor Computer Hardware & Peripherals		100	50
2160. Computer Software & Supplies		200	300
2570. Clothing, Dry Goods, Etc.		100	100
2620. Postage		<u>100</u>	<u>50</u>
<b>TOTAL 2000</b>		<u>2,800</u>	<u>1,200</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3210. Hire of Equipment - Garage - Vehicles		2,645	7,922
3212. Equipment Rental - External		0	1,800
3213. Hire of Equipment - Technology		1,058	1,623
3220. Advertising		3,200	3,200
3240. Binding, Printing & Reproduction		200	100
3360. Special Postage & Express Shipping		200	100
3390. Other Special Services		1,500	1,500
3420. Legal Filing Fees		100	100
3510. Travel		2,800	2,800
3520. Dues & Subscriptions		200	200
3530. Training, Registration Fees, Etc.		<u>800</u>	<u>800</u>
<b>TOTAL 3000</b>		<u>12,703</u>	<u>20,145</u>
<b>GRAND TOTAL</b>		\$ <u>219,967</u>	\$ <u>232,012</u>



## SUMMARY

FUND	DEPARTMENT	UNIT	
GENERAL 001	DEVELOPMENT SERVICES 075	CODE ADMINISTRATION 0060	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 1,795,878	\$ 1,875,196
2000. COMMODITIES		26,500	37,500
3000. CONTRACTUAL SERVICES		350,599	564,497
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		0	0
<b>SUBTOTAL</b>		<u>2,172,977</u>	<u>2,477,193</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>\$ 2,172,977</u>	<u>\$ 2,477,193</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	2012 Achievements	2013 Expectations	2014 Targets
Review residential plan permits within 48 hours of receiving completed application	1,180 of 1,307 90.2%	92%	94%
Review commercial plan permits within 7 days of receiving completed application	200 of 241 82.9%	85%	90%
Respond to request for building inspections within 24 hours	24,000 of 27,005 88.9%	90%	92%
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 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 1,254,721	\$ 1,321,806
Other Benefits		<u>541,157</u>	<u>553,390</u>
<b>TOTAL 1000</b>		<u>1,795,878</u>	<u>1,875,196</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		10,000	10,000
2020. Educational & Training Supplies		2,500	2,500
2115. Minor Furniture & Fixtures		2,000	5,000
2120. Minor Equipment, Instruments & Tools		4,000	4,000
2155. Minor Computer Hardware & Peripherals		1,000	1,000
2160. Computer Software & Supplies		3,500	10,000
2570. Clothing, Dry Goods, Etc.		<u>3,500</u>	<u>5,000</u>
<b>TOTAL 2000</b>		<u>26,500</u>	<u>37,500</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3210. Hire of Equipment - Garage - Vehicles		150,443	150,340
3213. Hire of Equipment - Technology		12,156	11,545
3220. Advertising		1,000	1,000
3240. Binding, Printing & Reproduction		4,000	4,000
3280. Temporary Help		0	20,000
3420. Legal Filing Fees		10,000	10,000
3450. Consulting Fees		0	139,612
3510. Travel		21,000	21,000
3520. Dues & Subscriptions		2,000	2,000
3530. Training, Registration Fees, Etc.		15,000	15,000
3950. Cleaning Lots		65,000	90,000
3955. Demolition of Dangerous Buildings		<u>70,000</u>	<u>100,000</u>
<b>TOTAL 3000</b>		<u>350,599</u>	<u>564,497</u>
<b>GRAND TOTAL</b>		\$ <u>2,172,977</u>	\$ <u>2,477,193</u>

**PERSONNEL SCHEDULE**

FUND		DEPARTMENT		UNIT	
GENERAL		DEVELOPMENT SERVICES		CODE ADMINISTRATION	
001		075		0060	
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014	
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014		
<b>MANAGEMENT</b>					
Development Services Director	1	1	1		
Asst Development Services Director	1	1	1		
Building Official	1	1	1		
Assistant Manager	1	1	1		
TOTAL	<u>4</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	8		
Code Enforcement Supervisor	1	1	1		
Inspector	6	6	6		
Plan Reviewer	1	1	1		
TOTAL	<u>14</u>	<u>14</u>	<u>16</u>		
<b>OPERATIONS</b>					
Maintenance Specialist	3	4	4		
TOTAL	<u>3</u>	<u>4</u>	<u>4</u>		
<b>CLERICAL</b>					
Account Clerk	2	3	3		
Administrative Assistant	1	1	1		
TOTAL	<u>3</u>	<u>4</u>	<u>4</u>		
BASE SALARIES				\$ 1,321,806	
LONGEVITY				12,957	
SPECIAL PAY				12,779	
OVERTIME				5,000	
FRINGE BENEFITS				<u>522,654</u>	
GRAND TOTAL				\$ <u><u>1,875,196</u></u>	

## SUMMARY

FUND	DEPARTMENT	UNIT	
GENERAL 001	ENGINEERING 080	GIS ADMINISTRATION 0075	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 464,373	\$ 477,067
2000. COMMODITIES		5,535	5,535
3000. CONTRACTUAL SERVICES		117,581	178,041
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		0	0
<b>SUBTOTAL</b>		587,489	660,643
CAPITAL OUTLAY			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		0	0
<b>SUBTOTAL</b>		0	0
<b>TOTAL</b>		\$ 587,489	\$ 660,643

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	2012 Achievements	2013 Expectations	2014 Targets
Manage the ArcSDE Enterprise Geodatabase Uptime	95%	98%	99%
Keep GIS base map data current for internal and external users	99%	98%	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%

**DETAIL**

FUND GENERAL 001	DEPARTMENT ENGINEERING 080	UNIT GIS ADMINISTRATION 0075	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 335,036	\$ 345,228
Other Benefits		<u>129,337</u>	<u>131,839</u>
<b>TOTAL 1000</b>		<u>464,373</u>	<u>477,067</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		7,466	4,741
3240. Binding, Printing & Reproduction		0	500
3360. Special Postage & Express Shipping		50	0
3390. Other Special Services		90,000	150,000
3405. Software Maintenance		4,400	4,400
3510. Travel		5,500	7,000
3520. Dues & Subscriptions		500	900
3530. Training, Registration Fees, Etc.		8,165	9,000
3540. Educational Assistance		<u>1,000</u>	<u>1,000</u>
<b>TOTAL 3000</b>		<u>117,581</u>	<u>178,041</u>
<b>GRAND TOTAL</b>		\$ <u>587,489</u>	\$ <u>660,643</u>

# PERSONNEL SCHEDULE

FUND GENERAL 001	DEPARTMENT ENGINEERING 080	UNIT GIS ADMINISTRATION 0075		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
<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	1	1	
GIS Specialist	1	1	1	
GIS Technician	2	2	2	
TOTAL	<u>3</u>	<u>4</u>	<u>4</u>	
BASE SALARIES				
				\$ 345,228
LONGEVITY				
				3,258
SPECIAL PAY				
				3,756
FRINGE BENEFITS				
				<u>124,825</u>
GRAND TOTAL				
	<u>6</u>	<u>7</u>	<u>7</u>	\$ <u>477,067</u>

## SUMMARY

FUND GENERAL 001	DEPARTMENT ENGINEERING 080	UNIT ENGINEERING SERVICES 0080	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<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>		\$ 1,119,843 12,600 114,790 0 2,000 0 <hr/> 1,249,233	\$ 1,169,858 13,400 451,809 0 2,000 0 <hr/> 1,637,067
<b>SUBTOTAL</b>		<hr/>	<hr/>
CAPITAL OUTLAY <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><u>1,249,233</u></u>	\$ <u><u>1,637,067</u></u>

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

Activity / Performance Measures			
Activity/Performance Measure	2012 Achievements	2013 Expectations	2014 Targets
* Review plans for public works in 15 or fewer working days	54 of 79 68%	85%	85%
* Review site plans for building permits in 10 or fewer working days	130 of 195 67%	85%	85%
Respond to requests for floodplain data within 5 working days	347 of 553 63%	85%	85%
* Review may include multiple submittals			

**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL 001		ENGINEERING 080	ENGINEERING SERVICES 0080	
CLASSIFICATION			BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
	Salaries		\$ 799,378	\$ 832,577
	Overtime		10,716	10,716
	Other Benefits		<u>309,749</u>	<u>326,565</u>
	<b>TOTAL 1000</b>		<u>1,119,843</u>	<u>1,169,858</u>
<b>2000. COMMODITIES</b>				
	2010. Office Supplies		6,000	6,000
	2110. Motor Vehicle Supplies		50	50
	2115. Minor Furniture & Fixtures		1,500	1,500
	2120. Minor Equipment, Instruments & Tools		1,200	2,000
	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.		1,500	1,500
	2620. Postage		<u>250</u>	<u>250</u>
	<b>TOTAL 2000</b>		<u>12,600</u>	<u>13,400</u>
<b>3000. CONTRACTUAL SERVICES</b>				
	3030. Light & Power		0	2,000
	3210. Hire of Equipment - Garage - Vehicles		28,984	29,408
	3212. Equipment Rental - External		1,561	1,561
	3213. Hire of Equipment - Technology		32,865	8,880
	3220. Advertising		500	500
	3240. Binding, Printing & Reproduction		0	50
	3270. Notary Bonds		100	150
	3360. Special Postage & Express Shipping		300	300
	3390. Other Special Services		0	350,000
	3405. Software Maintenance		21,000	6,000
	3510. Travel		14,300	28,600
	3520. Dues & Subscriptions		5,500	5,500
	3530. Training, Registration Fees, Etc.		9180	18360
	3540. Educational Assistance		<u>500</u>	<u>500</u>
	<b>TOTAL 3000</b>		<u>114,790</u>	<u>451,809</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>
<b>GRAND TOTAL</b>			<b>\$ <u>1,249,233</u></b>	<b>\$ <u>1,637,067</u></b>

# PERSONNEL SCHEDULE

FUND GENERAL 001	DEPARTMENT ENGINEERING 080	UNIT ENGINEERING SERVICES 0080		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
<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	2	2	2	
TOTAL	<u>2</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				\$ 828,864
PART TIME/TEMPORARY				3,713
LONGEVITY				9,645
SPECIAL PAY				9,450
OVERTIME				10,716
FRINGE BENEFITS				<u>307,470</u>
GRAND TOTAL	<u>16</u>	<u>16</u>	<u>16</u>	\$ <u>1,169,858</u>

## SUMMARY

FUND GENERAL 001	DEPARTMENT ENGINEERING 080	UNIT TRANSPORTATION 0085	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<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>		\$ 3,388,551 254,326 2,152,257 1,328,000 181,600 0	\$ 3,446,939 259,591 2,081,730 5,646,500 181,600 0
<b>SUBTOTAL</b>		7,304,734	11,616,360
<p style="text-align: center;"><b>CAPITAL OUTLAY</b></p> <b>7000. LANDS - BUILDINGS</b> <b>8000. EQUIPMENT</b>		0 0	30,000 0
<b>SUBTOTAL</b>		0	30,000
<b>TOTAL</b>		\$ 7,304,734	\$ 11,646,360

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 within the municipal domain.

### Activity / Performance Measures

Activity/Performance Measure	2012 Achievements	2013 Expectations	2014 Targets
Respond to citizen requests for Traffic Control Devices within 10 days	98%	99%	100%
Respond to calls for malfunctioning traffic signals within 20 minutes during normal working days/ 30 minutes after hours	99%	99%	100%
Pothole Repair			
a) complaint originated - respond within 3-5 days	97%	98%	99%
b) emergency potholes - respond within 24 hours	100%	100%	100%

**DETAIL**

FUND GENERAL 001	DEPARTMENT ENGINEERING 080	UNIT TRANSPORTATION 0085	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 2,207,738	\$ 2,248,676
Overtime		59,584	59,584
Other Benefits		<u>1,121,229</u>	<u>1,138,679</u>
<b>TOTAL 1000</b>		<u>3,388,551</u>	<u>3,446,939</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		9,785	10,000
2020. Educational & Training Supplies		400	850
2110. Motor Vehicle Supplies		600	600
2115. Minor Furniture & Fixtures		500	600
2120. Minor Equipment, Instruments & Tools		16,400	20,000
2150. Heating Fuel Supplies		400	400
2155. Minor Computer Hardware & Peripherals		5,500	5,500
2160. Computer Software & Supplies		2,200	3,000
2170. Welding Supplies		1,900	2,000
2200. Food		571	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.		14,000	14,000
2620. Postage		<u>50</u>	<u>50</u>
<b>TOTAL 2000</b>		<u>254,326</u>	<u>259,591</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3020. Heat & Natural Gas		4,000	4,000
3030. Light & Power		180,000	180,000
3040. Water		3,000	3,000
3113. General Liability, Worker's Compensation Penalty		-220	0
3200. Lab Tests - Streets		500	500
3210. Hire of Equipment - Garage - Vehicles		1,907,335	1,815,919
3212. Equipment Rental - External		4,600	4,600
3213. Hire of Equipment - Technology		2,242	18,371
3230. Laundry & Cleaning		4,820	4,820
3235. Janitorial Services		6,000	9,240
3280. Temporary Help		1,800	1,800
3320. Wrecker Services		500	500
3390. Other Special Services		5,000	5,000
3405. Software Maintenance		1,000	1,000
3510. Travel		14,700	14,700
3520. Dues & Subscriptions		1,900	1,900

**DETAIL**

FUND GENERAL 001	DEPARTMENT ENGINEERING 080	UNIT TRANSPORTATION 0085	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>3000. CONTRACTUAL SERVICES (continued)</b>			
3530. Training, Registration Fees, Etc.		\$ 12,400	\$ 12,700
3540. Educational Assistance		1,000	2,000
3920. Rent		<u>1,680</u>	<u>1,680</u>
<b>TOTAL 3000</b>		<u>2,152,257</u>	<u>2,081,730</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Buildings & Grounds		5,500	10,000
4120. Storm Sewers		1,500	1,500
4210. Sidewalks, Curbs, Culverts, Etc.		21,000	35,000
4220. Streets, Roadways, Etc.		1,300,000	1,300,000
4240. Seal Coat Application		<u>0</u>	<u>4,300,000</u>
<b>TOTAL 4000</b>		<u>1,328,000</u>	<u>5,646,500</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5110. Machinery, Tools, & Implements		3,000	3,000
5120. Instruments & Apparatus (Major)		3,600	3,600
5210. Signal System		<u>175,000</u>	<u>175,000</u>
<b>TOTAL 5000</b>		<u>181,600</u>	<u>181,600</u>
<b>7000. LAND, BUILDINGS AND OTHER IMPROVEMENTS</b>			
7320. Traffic Signal Systems		<u>0</u>	<u>30,000</u>
<b>TOTAL 7000</b>		<u>0</u>	<u>30,000</u>
<b>GRAND TOTAL</b>		<u>\$ 7,304,734</u>	<u>\$ 11,646,360</u>

# PERSONNEL SCHEDULE

FUND GENERAL 001	DEPARTMENT ENGINEERING 080	UNIT TRANSPORTATION 0085		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
<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	2	2	
Records Specialist	1	1	1	
Secretary	1	0	0	
TOTAL	<u>3</u>	<u>3</u>	<u>3</u>	
BASE SALARIES				\$ 2,223,055
PART TIME/TEMPORARY				25,621
LONGEVITY				30,381
SPECIAL PAY				56,742
OVERTIME				59,584
FRINGE BENEFITS				1,076,556
VACANCIES				<u>(25,000)</u>
GRAND TOTAL	<u>63</u>	<u>63</u>	<u>63</u>	\$ <u>3,446,939</u>

## SUMMARY

FUND	DEPARTMENT	UNIT	
GENERAL 001	COMMUNITY SERVICES 090	PARKS 0090	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 2,169,434	\$ 2,127,127
2000. COMMODITIES		111,800	111,550
3000. CONTRACTUAL SERVICES		3,862,228	3,685,752
4000. MAINTENANCE - STRUCTURES		236,500	214,500
5000. MAINTENANCE - EQUIPMENT		10,500	10,500
6000. MISCELLANEOUS		0	0
<b>SUBTOTAL</b>		6,390,462	6,149,429
CAPITAL OUTLAY			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		64,500	200,000
<b>SUBTOTAL</b>		64,500	200,000
<b>TOTAL</b>		\$ 6,454,962	\$ 6,349,429

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	2012 Achievements	2013 Expectations	2014 Targets
The number of park reservations during the year	416	325	400
The number of waived rental fees during the year	56	35	20
The total revenue collected from park reservations	\$69,668	\$46,400	\$60,000

**DETAIL**

FUND GENERAL 001	DEPARTMENT COMMUNITY SERVICES 090	UNIT PARKS 0090	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 1,422,704	\$ 1,398,361
Overtime		34,506	34,506
Other Benefits		<u>712,224</u>	<u>694,260</u>
<b>TOTAL 1000</b>		<u>2,169,434</u>	<u>2,127,127</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		4,000	4,000
2020. Educational & Training Supplies		2,500	2,500
2115. Minor Furniture & Fixtures		1,000	1,000
2120. Minor Equipment, Instruments & Tools		13,000	13,000
2140. Electrical Parts & Supplies		30,000	30,000
2150. Heating Fuel Supplies		500	500
2170. Welding Supplies		4,000	4,000
2200. Food		2,500	2,500
2210. Water		1,500	1,500
2220. Ice		2,000	2,000
2310. Janitor Supplies		17,500	17,500
2320. Medical Supplies		0	250
2330. Chemicals & Insecticides		2,000	2,000
2510. Recreational Supplies		8,000	8,000
2520. Botanical & Agricultural Supplies		10,000	10,000
2570. Clothing, Dry Goods, Etc.		10,000	10,000
2620. Postage		1,300	1,300
2640. Safety Supplies & Minor Equipment		1,000	1,000
2650. Photographic Supplies		<u>1,000</u>	<u>500</u>
<b>TOTAL 2000</b>		<u>111,800</u>	<u>111,550</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3020. Heat & Natural Gas		20,000	12,000
3030. Light & Power		450,000	450,000
3040. Water		900,000	700,000
3113. General Liability, Worker's Compensation Penalty		-168	-2,788
3210. Hire of Equipment - Garage - Vehicles		380,359	380,270
3212. Equipment Rental - External		10,000	10,000
3213. Hire of Equipment - Technology		6,087	4,370
3220. Advertising		2,000	2,000
3235. Janitorial Services		5,000	5,000
3240. Binding, Printing & Reproduction		5,000	3,000
3280. Temporary Help		0	13,000
3310. Exterminator		500	500
3370. Grounds Maintenance		1,954,000	2,000,000
3390. Other Special Services		60,000	45,000
3450. Consulting Fees		50,000	50,000
3510. Travel		8,000	5,300

**DETAIL**

FUND GENERAL 001	DEPARTMENT COMMUNITY SERVICES 090	UNIT PARKS 0090	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>3000. CONTRACTUAL SERVICES (continued)</b>			
3520. Dues & Subscriptions	\$ 2,000	\$ 1,500	
3530. Training, Registration Fees, Etc.	5,950	3,100	
3540. Educational Assistance	2,500	2,500	
3550. Employee Awards	<u>1,000</u>	<u>1,000</u>	
<b>TOTAL 3000</b>	<u>3,862,228</u>	<u>3,685,752</u>	
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Buildings & Grounds	115,500	115,500	
4012. Security Fencing	9,000	7,000	
4210. Sidewalks, Curbs, Culverts, Etc.	7,000	7,000	
4940. Irrigation Equipment	<u>105,000</u>	<u>85,000</u>	
<b>TOTAL 4000</b>	<u>236,500</u>	<u>214,500</u>	
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5010. Heating & Cooling System	2,500	2,500	
5110. Machinery, Tools, & Implements	<u>8,000</u>	<u>8,000</u>	
<b>TOTAL 5000</b>	<u>10,500</u>	<u>10,500</u>	
<b><u>CAPITAL OUTLAY</u></b>			
<b>8000. EQUIPMENT</b>			
8441. Recreational Equipment	<u>64,500</u>	<u>200,000</u>	
<b>TOTAL 8000</b>	<u>64,500</u>	<u>200,000</u>	
<b>GRAND TOTAL</b>	<u>\$ 6,454,962</u>	<u>\$ 6,349,429</u>	

# PERSONNEL SCHEDULE

FUND GENERAL 001	DEPARTMENT COMMUNITY SERVICES 090	UNIT PARKS 0090		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
<b>MANAGEMENT</b>				
Community Services Director	1	1	1	
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	7	6	6	
Small Engine Mechanic	1	1	1	
Welder	1	1	1	
TOTAL	<u>15</u>	<u>14</u>	<u>14</u>	
<b>OPERATIONS</b>				
Equipment Operator	2	2	2	
Maintenance Specialist	13	14	14	
TOTAL	<u>15</u>	<u>16</u>	<u>16</u>	

# PERSONNEL SCHEDULE

FUND GENERAL 001	DEPARTMENT COMMUNITY SERVICES 090	UNIT PARKS 0090		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
<p>BASE SALARIES</p> <p>PART TIME/TEMPORARY</p> <p>LONGEVITY</p> <p>SPECIAL PAY</p> <p>OVERTIME</p> <p>FRINGE BENEFITS</p> <p>VACANCIES</p> <p> </p> <p>GRAND TOTAL</p>	<p><u>40</u></p>	<p><u>40</u></p>	<p><u>40</u></p>	<p style="text-align: right;">\$ 1,378,361</p> <p style="text-align: right;">20,000</p> <p style="text-align: right;">16,689</p> <p style="text-align: right;">33,349</p> <p style="text-align: right;">34,506</p> <p style="text-align: right;">664,222</p> <p style="text-align: right;"><u>(20,000)</u></p> <p style="text-align: right;"> </p> <p style="text-align: right;">\$ <u>2,127,127</u></p>

## SUMMARY

FUND	DEPARTMENT	UNIT	
GENERAL 001	COMMUNITY SERVICES 090	ANIMAL SERVICES 0091	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 657,932	\$ 658,092
2000. COMMODITIES		42,200	46,670
3000. CONTRACTUAL SERVICES		329,232	328,652
4000. MAINTENANCE - STRUCTURES		2,500	2,500
5000. MAINTENANCE - EQUIPMENT		700	700
6000. MISCELLANEOUS		1,000	1,000
<b>SUBTOTAL</b>		1,033,564	1,037,614
CAPITAL OUTLAY			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		0	0
<b>SUBTOTAL</b>		0	0
<b>TOTAL</b>		\$ 1,033,564	\$ 1,037,614

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	2012 Achievements	2013 Expectations	2014 Targets
Response Time: Complaint	30 minutes	30 minutes	30 minutes
Emergency	15 minutes	15 minutes	15 minutes
Daily Trap requests.	3	4	4
Month: Micro-chips sold	150	165	165
Licenses issued	2,300	2,000	2,000
Pet reclaim	78	80	80
Pet adoption	40	40	40
Spay/Neuter Vouchers per month: Issued	250	255	270
Redeemed	224	230	240
Bite investigations per month	31	35	32

**DETAIL**

FUND GENERAL 001	DEPARTMENT COMMUNITY SERVICES 090	UNIT ANIMAL SERVICES 0091	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries	\$ 439,958	\$ 444,048	
Overtime	2,871	2,871	
Other Benefits	<u>215,103</u>	<u>211,173</u>	
<b>TOTAL 1000</b>	<u>657,932</u>	<u>658,092</u>	
<b>2000. COMMODITIES</b>			
2010. Office Supplies	2,200	2,500	
2020. Educational & Training Supplies	500	500	
2120. Minor Equipment, Instruments & Tools	3,500	3,500	
2170. Welding Supplies	0	170	
2310. Janitor Supplies	3,000	5,000	
2320. Medical Supplies	11,000	10,000	
2330. Chemicals & Insecticides	2,500	2,500	
2530. Animal Feed	4,000	6,000	
2540. Ammunition	100	100	
2560. Laboratory Supplies	11,000	12,000	
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>42,200</u>	<u>46,670</u>	
<b>3000. CONTRACTUAL SERVICES</b>			
3030. Light & Power	8,000	8,000	
3040. Water	9,000	9,000	
3210. Hire of Equipment - Garage - Vehicles	103,262	103,026	
3212. Equipment Rental - External	3,000	3,000	
3213. Hire of Equipment - Technology	5,570	4,626	
3220. Advertising	500	500	
3240. Binding, Printing & Reproduction	2,800	2,800	
3350. Bank Services	800	800	
3360. Special Postage & Express Shipping	1,500	2,000	
3460. Veterinary Fees	185,000	185,000	
3510. Travel	5,000	5,000	
3520. Dues & Subscriptions	1,000	1,000	
3530. Training, Registration Fees, Etc.	2,000	2,000	
3540. Educational Assistance	1,800	1,800	
3900. Mileage	<u>0</u>	<u>100</u>	
<b>TOTAL 3000</b>	<u>329,232</u>	<u>328,652</u>	
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Buildings & Grounds	<u>2,500</u>	<u>2,500</u>	
<b>TOTAL 4000</b>	<u>2,500</u>	<u>2,500</u>	

# DETAIL

FUND GENERAL 001	DEPARTMENT COMMUNITY SERVICES 090	UNIT ANIMAL SERVICES 0091	
CLASSIFICATION	BUDGET 2012-2013	BUDGET 2013-2014	
<u>OPERATING SERVICES</u>			
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5110. Machinery, Tools, & Implements	\$ <u>700</u>	\$ <u>700</u>	
<b>TOTAL 5000</b>	<u>700</u>	<u>700</u>	
<b>6000. MISCELLANEOUS</b>			
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>1,033,564</u></u>	\$ <u><u>1,037,614</u></u>	

# PERSONNEL SCHEDULE

FUND GENERAL 001	DEPARTMENT COMMUNITY SERVICES 090	UNIT ANIMAL SERVICES 0091		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
<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				\$ 444,048
LONGEVITY				4,695
SPECIAL PAY				3,694
OVERTIME				2,871
FRINGE BENEFITS				<u>202,784</u>
GRAND TOTAL	<u>13</u>	<u>13</u>	<u>13</u>	\$ <u>658,092</u>

## SUMMARY

FUND GENERAL 001	DEPARTMENT COMMUNITY SERVICES 090	UNIT RECREATION 0093	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 488,303	\$ 538,545
2000. COMMODITIES		67,850	81,650
3000. CONTRACTUAL SERVICES		99,283	111,976
4000. MAINTENANCE - STRUCTURES		59,500	59,500
5000. MAINTENANCE - EQUIPMENT		3,000	3,000
6000. MISCELLANEOUS		0	0
<b>SUBTOTAL</b>		717,936	794,671
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		0	0
<b>SUBTOTAL</b>		0	0
<b>TOTAL</b>		\$ 717,936	\$ 794,671

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	2012 Achievements	2013 Expectations	2014 Targets
The number of yearly: MLK facility reservations	173	100	150
MLK waived rental fees	10	10	8
Pool facility rentals	36	30	36
The total revenue collected for Recreation Division programs and reservations during the year (with pools)	\$56,820	\$40,500	\$50,000
The total number of Recreation Division participants during the year (with pools)	74,141	88,370	100,000

**DETAIL**

FUND GENERAL 001	DEPARTMENT COMMUNITY SERVICES 090	UNIT RECREATION 0093	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries	\$ 395,870	\$ 415,190	
Overtime	5,000	5,000	
Other Benefits	<u>87,433</u>	<u>118,355</u>	
<b>TOTAL 1000</b>	<u>488,303</u>	<u>538,545</u>	
<b>2000. COMMODITIES</b>			
2010. Office Supplies	4,000	4,000	
2020. Educational/ Training Supplies	1,500	1,500	
2115. Minor Furniture & Fixtures	2,000	2,000	
2120. Minor Equipment, Instruments & Tools	10,000	10,000	
2140. Electrical Parts & Supplies	750	750	
2200. Food	2,000	2,300	
2220. Ice	2,100	2,100	
2310. Janitor Supplies	6,000	6,000	
2320. Medical Supplies	1,000	500	
2330. Chemicals & Insecticides	18,000	32,000	
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>1,000</u>	<u>1,000</u>	
<b>TOTAL 2000</b>	<u>67,850</u>	<u>81,650</u>	
<b>3000. CONTRACTUAL SERVICES</b>			
3020. Heat & Natural Gas	10,000	10,000	
3030. Light & Power	25,000	25,000	
3040. Water	10,000	10,000	
3210. Hire of Equipment - Garage - Vehicles	12,916	12,607	
3212. Equipment Rental - External	5,000	5,000	
3213. Hire of Equipment - Technology	2,817	3,394	
3220. Advertising	10,000	20,000	
3230. Laundry & Cleaning	1,000	500	
3235. Janitorial Services	2,500	6,000	
3240. Binding, Printing & Reproduction	2,500	2,500	
3310. Exterminator	500	500	
3390. Other Special Services	5,000	5,000	
3510. Travel	5,300	4,650	
3520. Dues & Subscriptions	750	750	
3530. Training, Registration Fees, Etc.	<u>6,000</u>	<u>6,075</u>	
<b>TOTAL 3000</b>	<u>99,283</u>	<u>111,976</u>	

**DETAIL**

FUND GENERAL 001	DEPARTMENT COMMUNITY SERVICES 090	UNIT RECREATION 0093	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<u>OPERATING SERVICES</u>			
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Buildings & Grounds		\$ 7,500	\$ 7,500
4920. Swimming Pools		<u>52,000</u>	<u>52,000</u>
<b>TOTAL 4000</b>		<u>59,500</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><u>717,936</u></u>	\$ <u><u>794,671</u></u>

# PERSONNEL SCHEDULE

FUND GENERAL 001	DEPARTMENT COMMUNITY SERVICES 090	UNIT RECREATION 0093		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
<b>MANAGEMENT</b>				
Assistant Manager Recreation	1	1	1	
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	3	3	3	
TOTAL	<u>3</u>	<u>3</u>	<u>3</u>	
<b>CLERICAL</b>				
Secretary	1	1	1	
TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
BASE SALARIES				\$ 245,190
PART TIME/TEMPORARY				170,000
LONGEVITY				1,164
OVERTIME				5,000
FRINGE BENEFITS				<u>117,191</u>
<b>GRAND TOTAL</b>				<b>\$ <u>538,545</u></b>

# SUMMARY

FUND GENERAL 001	DEPARTMENT COMMUNITY SERVICES 090	UNIT HEALTH & SENIOR SERVICES 0100	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 1,214,124	\$ 1,235,068
2000. COMMODITIES		109,219	321,875
3000. CONTRACTUAL SERVICES		498,615	526,902
4000. MAINTENANCE - STRUCTURES		1,000	1,000
5000. MAINTENANCE - EQUIPMENT		200	200
6000. MISCELLANEOUS		100	100
<b>SUBTOTAL</b>		1,823,258	2,085,145
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		0	0
<b>SUBTOTAL</b>		0	0
<b>TOTAL</b>		\$ 1,823,258	\$ 2,085,145

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	2012 Achievements	2013 Expectations	2014 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%
85% of environmental complaints will be investigated within 48 hours	70%	85%	85%
90% of food service establishments will be inspected a minimum of 3 times per year	70%	85%	90%

**DETAIL**

FUND GENERAL 001	DEPARTMENT COMMUNITY SERVICES 090	UNIT HEALTH & SENIOR SERVICES 0100	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 844,760	\$ 867,590
Other Benefits		<u>369,364</u>	<u>367,478</u>
<b>TOTAL 1000</b>		<u>1,214,124</u>	<u>1,235,068</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		10,844	12,500
2020. Educational & Training Supplies		800	800
2115. Minor Furniture & Fixtures		6,000	5,000
2120. Minor Equipment, Instruments & Tools		8,000	7,000
2140. Electrical Parts & Supplies		500	500
2160. Computer Software & Supplies		2,000	2,000
2310. Janitorial Supplies		300	300
2320. Medical Supplies		28,000	28,000
2321. TDH Medical Supplies		44,000	256,000
2330. Chemicals & Insecticides		6,650	7,650
2570. Clothing, Dry Goods, Etc.		2,000	2,000
2620. Postage		<u>125</u>	<u>125</u>
<b>TOTAL 2000</b>		<u>109,219</u>	<u>321,875</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3010. Communication		8,000	8,000
3020. Heat & Natural Gas		10,000	10,000
3030. Light & Power		36,000	36,000
3040. Water		3,000	3,000
3113. General Liability, Worker's Compensation Penalty		0	-3,703
3210. Hire of Equipment - Garage - Vehicles		40,609	43,744
3212. Equipment Rental - External		3,500	3,500
3213. Hire of Equipment - Technology		20,895	19,872
3220. Advertising		1,000	2,000
3235. Janitorial Services		350	350
3240. Binding, Printing & Reproduction		2,700	2,000
3250. Billing & Collection Fees		0	10,139
3270. Notary Bonds		100	100
3300. Outside Sanitation Services		15,000	10,000
3350. Bank Services		1,300	1,300
3360. Special Postage & Express Shipping		2,000	1,000
3390. Other Special Services		2,000	7,000
3405. Software Maintenance		21,600	21,600
3450. Consulting Fees		1,300	1,300
3455. Health Care Professionals		27,500	27,500
3510. Travel		12,700	11,300
3520. Dues & Subscriptions		1,200	2,000
3525. Legal & Technical Reference Materials		800	800
3530. Training, Registration Fees, Etc.		5,100	5,100

**DETAIL**

FUND GENERAL 001	DEPARTMENT COMMUNITY SERVICES 090	UNIT HEALTH & SENIOR SERVICES 0100	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>3000. CONTRACTUAL SERVICES (continued)</b>			
3540. Educational Assistance		\$ 2,000	\$ 2,000
3920. Rent		1,000	1,000
3985. Community & Senior Services		<u>278,961</u>	<u>300,000</u>
<b>TOTAL 3000</b>		<u>498,615</u>	<u>526,902</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>GRAND TOTAL</b>		<u>\$ 1,823,258</u>	<u>\$ 2,085,145</u>

# PERSONNEL SCHEDULE

FUND GENERAL 001	DEPARTMENT COMMUNITY SERVICES 090	UNIT HEALTH & SENIOR SERVICES 0100		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
<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				\$ 864,937
PART TIME/TEMPORARY				2,653
LONGEVITY				11,763
SPECIAL PAY				10,874
FRINGE BENEFITS				<u>344,841</u>
<b>GRAND TOTAL</b>	<u>19</u>	<u>19</u>	<u>19</u>	<u>\$ 1,235,068</u>

## SUMMARY

FUND	DEPARTMENT	UNIT	
GENERAL 001	POLICE 110	VCLG PROGRAM 0105	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 56,620	\$ 52,174
2000. COMMODITIES		0	0
3000. CONTRACTUAL SERVICES		3,880	4,394
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		0	0
<b>SUBTOTAL</b>		60,500	56,568
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		0	0
<b>SUBTOTAL</b>		0	0
<b>TOTAL</b>		\$ 60,500	\$ 56,568

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	2012 Achievements	2013 Expectations	2014 Targets
Number of Victims Served	1,325	1,500	1,600
Public Awareness Presentation	6	8	10

**DETAIL**

FUND GENERAL 001	DEPARTMENT POLICE 110	UNIT VCLG PROGRAM 0105	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 39,908	\$ 36,962
Other Benefits		<u>16,712</u>	<u>15,212</u>
<b>TOTAL 1000</b>		<u>56,620</u>	<u>52,174</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3010. Communication		380	380
3213. Hire of Equipment - Technology		0	514
3510. Travel		1,600	1,600
3530. Training, Registration Fees, Etc.		<u>1,900</u>	<u>1,900</u>
<b>TOTAL 3000</b>		<u>3,880</u>	<u>4,394</u>
<b>GRAND TOTAL</b>		\$ <u><u>60,500</u></u>	\$ <u><u>56,568</u></u>



## SUMMARY

FUND	DEPARTMENT	UNIT	
GENERAL 001	POLICE 110	AIRPORT POLICE 0107	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 1,382,156	\$ 1,395,768
2000. COMMODITIES		1,100	1,100
3000. CONTRACTUAL SERVICES		121,772	115,138
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		500	500
<b>SUBTOTAL</b>		1,505,528	1,512,506
CAPITAL OUTLAY			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		0	0
<b>SUBTOTAL</b>		0	0
<b>TOTAL</b>		\$ 1,505,528	\$ 1,512,506

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

<u>Activity/Performance Measure</u>	<u>2012 Achievements</u>	<u>2013 Expectations</u>	<u>2014 Targets</u>
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**

FUND		DEPARTMENT	UNIT	
GENERAL 001		POLICE 110	AIRPORT POLICE 0107	
CLASSIFICATION			BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
	Salaries		\$ 928,222	\$ 931,860
	Overtime		6,781	6,781
	Other Benefits		<u>447,153</u>	<u>457,127</u>
	<b>TOTAL 1000</b>		<u>1,382,156</u>	<u>1,395,768</u>
<b>2000. COMMODITIES</b>				
	2010. Office Supplies		300	300
	2120. Minor Equipment, Instruments & Tools		<u>800</u>	<u>800</u>
	<b>TOTAL 2000</b>		<u>1,100</u>	<u>1,100</u>
<b>3000. CONTRACTUAL SERVICES</b>				
	3210. Hire of Equipment - Garage - Vehicles		113,197	106,334
	3213. Hire of Equipment - Technology		2,945	3,174
	3510. Travel		2,880	2,880
	3520. Dues & Subscriptions		200	200
	3530. Training, Registration Fees, Etc.		<u>2,550</u>	<u>2,550</u>
	<b>TOTAL 3000</b>		<u>121,772</u>	<u>115,138</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>\$ 1,505,528</u>	<u>\$ 1,512,506</u>



# SUMMARY

FUND	DEPARTMENT	UNIT	
GENERAL 001	POLICE 110	CVE 0108	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 0	\$ 188,731
2000. COMMODITIES		600	0
3000. CONTRACTUAL SERVICES		7,500	3,000
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		0	0
<b>SUBTOTAL</b>		8,100	191,731
CAPITAL OUTLAY			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		0	0
<b>SUBTOTAL</b>		0	0
<b>TOTAL</b>		\$ 8,100	\$ 191,731

FUNCTION: The basic function of the Commercial Vehicle Enforcement is weighing and checking commercial vehicle traffic operating over the public highways of this state so that compliance with the statutory provisions of law regulating weight, motor carrier safety, registration, transportation of persons, hazardous material and other property can be obtained.

### Activity / Performance Measures

Activity/Performance Measure	2012 Achievements	2013 Expectations	2014 Targets
CVE Unit Officers will conduct 450 commercial vehicle inspections	N/A	100%	100%
CVE Unit Officers will conduct 450 contacts with commercial vehicles operating within the City of Midland	N/A	100%	100%

**DETAIL**

FUND GENERAL 001	DEPARTMENT POLICE 110	UNIT CVE 0108	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 0	\$ 128,187
Overtime		0	6,781
Other Benefits		<u>0</u>	<u>53,763</u>
<b>TOTAL 1000</b>		<u>0</u>	<u>188,731</u>
<b>2000. COMMODITIES</b>			
2120. Minor Equipment, Instruments & Tools		<u>600</u>	<u>0</u>
<b>TOTAL 2000</b>		<u>600</u>	<u>0</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3210. Hire of Equipment - Garage - Vehicles		5,500	0
3510. Travel		<u>2,000</u>	<u>3,000</u>
<b>TOTAL 3000</b>		<u>7,500</u>	<u>3,000</u>
<b>GRAND TOTAL</b>		\$ <u><u>8,100</u></u>	\$ <u><u>191,731</u></u>



**SUMMARY**

FUND GENERAL 001	DEPARTMENT POLICE 110	UNIT SPECIAL OPERATIONS - STEP 0109	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 23,876	\$ 0
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>	<u>23,876</u>	<u>0</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><u>23,876</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.

**DETAIL**

<b>FUND</b> GENERAL 001	<b>DEPARTMENT</b> POLICE 110	<b>UNIT</b> SPECIAL OPERATIONS-STEP 0109	
<b>CLASSIFICATION</b>		<b>BUDGET                      2012-2013</b>	<b>BUDGET                      2013-2014</b>
<p style="text-align: center;"><u>OPERATING SERVICES</u></p>			
<p><b>1000. PERSONNEL SERVICES</b></p>			
<p style="padding-left: 20px;">Overtime</p>		\$ <u>23,876</u>	\$ <u>0</u>
<p style="padding-left: 40px;"><b>TOTAL 1000</b></p>		<u>23,876</u>	<u>0</u>
<p><b>GRAND TOTAL</b></p>		\$ <u><u>23,876</u></u>	\$ <u><u>0</u></u>

# SUMMARY

FUND	DEPARTMENT	UNIT	
GENERAL 001	POLICE 110	POLICE ADMINISTRATION 0111	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 1,103,034	\$ 1,356,698
2000. COMMODITIES		113,150	114,650
3000. CONTRACTUAL SERVICES		221,612	235,297
4000. MAINTENANCE - STRUCTURES		500	200
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		<u>2,200</u>	<u>1,000</u>
<b>SUBTOTAL</b>		<u>1,440,496</u>	<u>1,707,845</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>\$ 1,440,496</u>	<u>\$ 1,707,845</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	2012 Achievements	2013 Expectations	2014 Targets
Maintain compliance with 480 (CALEA) Commission Accrediation for Law Enforcement Agencies National Standards	480	482	482
Recruitment of new Police Officers:			
Number of applicants tested	112	125	135
Number of hired *	23	25	25

\* based on year tested

**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL 001		POLICE 110	POLICE ADMINISTRATION 0111	
CLASSIFICATION			BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
	Salaries		\$ 758,821	\$ 953,527
	Overtime		3,771	3,771
	Other Benefits		<u>340,442</u>	<u>399,400</u>
	<b>TOTAL 1000</b>		<u>1,103,034</u>	<u>1,356,698</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	0
	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>96,000</u>	<u>98,000</u>
	<b>TOTAL 2000</b>		<u>113,150</u>	<u>114,650</u>
<b>3000. CONTRACTUAL SERVICES</b>				
	3210. Hire of Equipment - Garage - Vehicles		44,771	25,942
	3212. Equipment Rental - External		26,430	26,892
	3213. Hire of Equipment - Technology		10,995	25,297
	3220. Advertising		4,000	4,000
	3230. Laundry & Cleaning		42,000	60,000
	3240. Binding, Printing & Reproduction		7,000	7,000
	3260. Credit Bureau Fees		680	680
	3270. Notary Bonds		800	800
	3360. Special Postage & Express Shipping		250	250
	3390. Other Special Services		29,625	29,625
	3405. Software Maintenance		1,650	1,650
	3480. Medical Examinations		7,000	7,000
	3510. Travel		13,975	13,975
	3520. Dues & Subscriptions		2,586	2,586
	3525. Legal & Technical Reference Material		2,800	2,800
	3530. Training, Registration Fees, Etc.		4,850	4,800
	3540. Educational Assistance		<u>22,200</u>	<u>22,000</u>
	<b>TOTAL 3000</b>		<u>221,612</u>	<u>235,297</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>				
	4010. Buildings & Grounds		<u>500</u>	<u>200</u>
	<b>TOTAL 4000</b>		<u>500</u>	<u>200</u>

**DETAIL**

FUND GENERAL 001	DEPARTMENT POLICE 110	UNIT POLICE ADMINISTRATION 0111	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>6000. MISCELLANEOUS</b>			
6990. Miscellaneous		\$ <u>2,200</u>	\$ <u>1,000</u>
<b>TOTAL 6000</b>		<u>2,200</u>	<u>1,000</u>
<b>GRAND TOTAL</b>		\$ <u><u>1,440,496</u></u>	\$ <u><u>1,707,845</u></u>

**PERSONNEL SCHEDULE**

FUND		DEPARTMENT		UNIT	
GENERAL 001		POLICE 110		POLICE ADMINISTRATION 0111	
POSITION TITLE		EMPLOYEES			BUDGET 2013-2014
		BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
<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	3	
TOTAL		<u>4</u>	<u>4</u>	<u>5</u>	
<b>POLICE SAFETY</b>					
Police Officer		0	0	1	
Police Cadet		0	0	6	
TOTAL		<u>0</u>	<u>0</u>	<u>7</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					\$ 900,424
PART TIME/TEMPORARY					53,103
LONGEVITY					16,026
CERTIFICATION PAY					8,040
EDUCATION PAY					8,436
SPECIAL PAY					13,034
CAR ALLOWANCE					7,200
OVERTIME					3,771
FRINGE BENEFITS					<u>346,664</u>
GRAND TOTAL					\$ <u>1,356,698</u>

## SUMMARY

FUND	DEPARTMENT	UNIT	
GENERAL 001	POLICE 110	SUPPORT SERVICES 0112	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 2,640,580	\$ 2,499,376
2000. COMMODITIES		133,210	181,050
3000. CONTRACTUAL SERVICES		718,059	711,006
4000. MAINTENANCE - STRUCTURES		5,000	6,000
5000. MAINTENANCE - EQUIPMENT		4,050	4,200
6000. MISCELLANEOUS		<u>1,400</u>	<u>1,400</u>
<b>SUBTOTAL</b>		<u>3,502,299</u>	<u>3,403,032</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>\$ 3,502,299</u>	<u>\$ 3,403,032</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	2012 Achievements	2013 Expectations	2014 Targets
Community involvement in National Night Out: Number of neighborhood block parties	75	80	80
Percentage of officers meeting or exceeding the 50th percentile of national fitness standards	80%	85%	85%

**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL 001		POLICE 110	SUPPORT SERVICES 0112	
CLASSIFICATION			BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
	Salaries		\$ 1,815,105	\$ 1,701,555
	Overtime		38,387	38,387
	Other Benefits		<u>787,088</u>	<u>759,434</u>
	<b>TOTAL 1000</b>		<u>2,640,580</u>	<u>2,499,376</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	10,000
	2120. Minor Equipment, Instruments & Tools		10,250	10,250
	2140. Electrical Parts & Supplies		250	250
	2155. Minor Computer Hardware & Peripherals		3,000	3,000
	2160. Computer Software & Supplies		2,800	2,000
	2170. Welding Supplies		360	500
	2200. Food		2,500	2,500
	2310. Janitorial Supplies		2,000	2,300
	2330. Chemicals & Insecticides		400	600
	2540. Ammunition		85,500	125,500
	2570. Clothing, Dry Goods, Etc.		5,500	5,500
	2640. Safety Supplies & Minor Equipment		<u>650</u>	<u>650</u>
	<b>TOTAL 2000</b>		<u>133,210</u>	<u>181,050</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		163,213	163,538
	3212. Equipment Rental - External		0	750
	3213. Hire of Equipment - Technology		37,896	28,163
	3220. Advertising		500	500
	3237. Prisoner Lodging		469,000	469,000
	3240. Binding, Printing & Reproduction		0	500
	3360. Special Postage & Express Shipping		800	800
	3390. Other Special Services		6,000	7,100
	3510. Travel		13,025	13,025
	3520. Dues & Subscriptions		2,225	2,225
	3530. Training, Registration Fees, Etc.		7,250	7,250
	3990. Other		<u>3,150</u>	<u>3,155</u>
	<b>TOTAL 3000</b>		<u>718,059</u>	<u>711,006</u>

**DETAIL**

FUND GENERAL 001	DEPARTMENT POLICE 110	UNIT SUPPORT SERVICES 0112	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Buildings & Grounds		\$ <u>5,000</u>	\$ <u>6,000</u>
<b>TOTAL 4000</b>		<u>5,000</u>	<u>6,000</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5110. Machinery, Tools, & Implements		1,050	1,200
5120. Instruments & Apparatus (Major)		<u>3,000</u>	<u>3,000</u>
<b>TOTAL 5000</b>		<u>4,050</u>	<u>4,200</u>
<b>6000. MISCELLANEOUS</b>			
6990. Miscellaneous		<u>1,400</u>	<u>1,400</u>
<b>TOTAL 6000</b>		<u>1,400</u>	<u>1,400</u>
<b>GRAND TOTAL</b>		<u>\$ 3,502,299</u>	<u>\$ 3,403,032</u>

# PERSONNEL SCHEDULE

FUND GENERAL 001	DEPARTMENT POLICE 110	UNIT SUPPORT SERVICES 0112		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
<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	4	4	3	
Property Supervisor	1	1	1	
TRU Supervisor	1	1	1	
TOTAL	<u>9</u>	<u>9</u>	<u>8</u>	
<b>POLICE SAFETY</b>				
Police Officer	5	5	4	
Police Cadet	6	6	0	
TOTAL	<u>11</u>	<u>11</u>	<u>4</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 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
BASE SALARIES				\$ 1,701,555
LONGEVITY				23,499
CERTIFICATION PAY				16,440
EDUCATION PAY				16,260
SPECIAL PAY				15,166
OVERTIME				38,387
FRINGE BENEFITS				708,069
VACANCIES				<u>(20,000)</u>
 GRAND TOTAL	 <u>44</u>	 <u>44</u>	 <u>36</u>	 \$ <u>2,499,376</u>

# SUMMARY

FUND	DEPARTMENT	UNIT	
GENERAL 001	POLICE 110	FIELD OPERATIONS 0113	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 10,023,039	\$ 10,345,828
2000. COMMODITIES		55,800	79,540
3000. CONTRACTUAL SERVICES		2,270,745	2,409,315
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		10,300	12,300
6000. MISCELLANEOUS		<u>1,600</u>	<u>1,600</u>
<b>SUBTOTAL</b>		<u>12,361,484</u>	<u>12,848,583</u>
CAPITAL OUTLAY			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		<u>0</u>	<u>13,000</u>
<b>SUBTOTAL</b>		<u>0</u>	<u>13,000</u>
<b>TOTAL</b>		<u>\$ 12,361,484</u>	<u>\$ 12,861,583</u>

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

Activity/Performance Measure	2012 Achievements	2013 Expectations	2014 Targets
Police officers will handle calls for service and will continue proactive enforcement	88,412	94,601	96,800
Police officers will work to reduce the number of traffic accidents each year by focusing on the violations which cause them. The goal is to reduce the total number of accidents	3,723	3,840	3,700

\* The current influx of people into Midland has caused the number of accidents to rise. In an effort to reduce the accidents, more citizen contacts have been made, which in turn increases the calls for service numbers.

**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL 001		POLICE 110	FIELD OPERATIONS 0113	
CLASSIFICATION			BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
	Salaries		\$ 6,762,892	\$ 6,994,434
	Overtime		183,456	183,456
	Other Benefits		<u>3,076,691</u>	<u>3,167,938</u>
	<b>TOTAL 1000</b>		<u>10,023,039</u>	<u>10,345,828</u>
<b>2000. COMMODITIES</b>				
	2010. Office Supplies		10,800	15,000
	2115. Minor Furniture & Fixtures		2,000	2,000
	2120. Minor Equipment, Instruments & Tools		28,400	33,400
	2160. Computer Software & Supplies		6,800	20,270
	2220. Food		1,000	1,000
	2330. Chemicals & Insecticides		300	1,370
	2530. Animal Feed		5,000	5,000
	2650. Photographic Supplies		<u>1,500</u>	<u>1,500</u>
	<b>TOTAL 2000</b>		<u>55,800</u>	<u>79,540</u>
<b>3000. CONTRACTUAL SERVICES</b>				
	3113. General Liability, Worker's Compensation Penalty		0	-1,358
	3210. Hire of Equipment - Garage - Vehicles		1,819,837	1,935,123
	3213. Hire of Equipment - Technology		13,200	12,488
	3220. Advertising		500	500
	3280. Temporary Help		394,240	417,894
	3320. Wrecker Services		1,000	1,000
	3360. Special Postage & Express Shipping		300	500
	3405. Software Maintenance		500	0
	3460. Veterinary Fees		5,231	5,231
	3510. Travel		13,000	15,000
	3520. Dues & Subscriptions		1,637	1,637
	3530. Training, Registration Fees, Etc.		<u>21,300</u>	<u>21,300</u>
	<b>TOTAL 3000</b>		<u>2,270,745</u>	<u>2,409,315</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
	5120. Instruments & Apparatus (Major)		<u>10,300</u>	<u>12,300</u>
	<b>TOTAL 5000</b>		<u>10,300</u>	<u>12,300</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>

# DETAIL

FUND GENERAL 001	DEPARTMENT POLICE 110	UNIT FIELD OPERATIONS 0113	
CLASSIFICATION	BUDGET 2012-2013	BUDGET 2013-2014	
<u>CAPITAL OUTLAY</u>			
<b>8000. EQUIPMENT</b>			
8461. Police Equipment	\$ <u>0</u>	\$ <u>13,000</u>	
<b>TOTAL 8000</b>	<u>0</u>	<u>13,000</u>	
 <b>GRAND TOTAL</b>	 \$ <u><u>12,361,484</u></u>	 \$ <u><u>12,861,583</u></u>	

# PERSONNEL SCHEDULE

FUND GENERAL 001	DEPARTMENT POLICE 110	UNIT FIELD OPERATIONS 0113		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
<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	4	4	
TOTAL	<u>3</u>	<u>4</u>	<u>4</u>	
<b>SUPERVISORY</b>				
Police Lieutenant	4	4	4	
Police Sergeant	16	16	16	
TOTAL	<u>20</u>	<u>20</u>	<u>20</u>	
<b>POLICE SAFETY</b>				
Police Officer	94	94	96	
TOTAL	<u>94</u>	<u>94</u>	<u>96</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				\$ 6,994,434
LONGEVITY				68,244
CERTIFICATION PAY				84,120
EDUCATION PAY				135,816
SPECIAL PAY				82,026
OVERTIME				183,456
FRINGE BENEFITS				2,832,732
VACANCIES				<u>(35,000)</u>
GRAND TOTAL				\$ <u><u>10,345,828</u></u>

# SUMMARY

FUND	DEPARTMENT	UNIT	
GENERAL 001	POLICE 110	INVESTIGATIVE SERVICES 0114	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 4,302,256	\$ 4,385,836
2000. COMMODITIES		41,599	49,600
3000. CONTRACTUAL SERVICES		644,191	619,608
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>4,990,046</u>	<u>5,057,044</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>\$ 4,990,046</u>	<u>\$ 5,057,044</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	2012 Achievements	2013 Expectations	2014 Targets
Detectives will solve over 40% of the cases assigned for investigation	40%	45%	48%
Maintain an auto theft clearance rate of 40% or greater	50%	45%	48%

**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL 001		POLICE 110	INVESTIGATIVE SERVICES 0114	
CLASSIFICATION			BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
	Salaries		\$ 2,825,174	\$ 2,898,095
	Overtime		107,795	107,795
	Other Benefits		<u>1,369,287</u>	<u>1,379,946</u>
	<b>TOTAL 1000</b>		<u>4,302,256</u>	<u>4,385,836</u>
<b>2000. COMMODITIES</b>				
	2010. Office Supplies		13,000	13,000
	2020. Educational & Training Supplies		500	0
	2115. Minor Furniture & Fixtures		3,000	3,000
	2120. Minor Equipment, Instruments & Tools		15,000	10,000
	2155. Minor Computer Hardware & Peripherals		2,949	2,950
	2160. Computer Software & Supplies		2,500	15,000
	2200. Food		1,000	1,000
	2320. Medical Supplies		650	650
	2640. Clothing, Dry Goods, Etc.		2,000	2,000
	2650. Photographic Supplies		<u>1,000</u>	<u>2,000</u>
	<b>TOTAL 2000</b>		<u>41,599</u>	<u>49,600</u>
<b>3000. CONTRACTUAL SERVICES</b>				
	3020. Heat & Natural Gas		4,052	2,602
	3030. Light & Power		550	2,000
	3210. Hire of Equipment - Garage - Vehicles		422,819	401,661
	3212. Equipment Rental - External		61,800	61,800
	3213. Hire of Equipment - Technology		32,695	27,770
	3360. Special Postage & Express Shipping		1,500	3,000
	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		19,200	19,200
	3990. Other		<u>24,700</u>	<u>24,700</u>
	<b>TOTAL 3000</b>		<u>644,191</u>	<u>619,608</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 2012-2013	BUDGET 2013-2014
<u>OPERATING SERVICES</u>			
6000. MISCELLANEOUS 6990. Miscellaneous		\$ <u>1,000</u>	\$ <u>1,000</u>
TOTAL 6000		<u>1,000</u>	<u>1,000</u>
GRAND TOTAL		\$ <u><u>4,990,046</u></u>	\$ <u><u>5,057,044</u></u>

# PERSONNEL SCHEDULE

FUND GENERAL 001	DEPARTMENT POLICE 110	UNIT INVESTIGATIVE SERVICES 0114		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
<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	29	29	29	
TOTAL	<u>29</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				\$ 2,898,095
LONGEVITY				52,026
CERTIFICATION PAY				55,440
EDUCATION PAY				59,928
SPECIAL PAY				55,407
OVERTIME				107,795
FRINGE BENEFITS				1,177,145
VACANCIES				<u>(20,000)</u>
<b>GRAND TOTAL</b>				<b>\$ <u>4,385,836</u></b>

## SUMMARY

FUND	DEPARTMENT	UNIT	
GENERAL 001	FIRE 115	FIRE 0115	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 14,521,934	\$ 15,396,105
2000. COMMODITIES		285,871	291,471
3000. CONTRACTUAL SERVICES		1,395,638	1,533,691
4000. MAINTENANCE - STRUCTURES		4,000	4,000
5000. MAINTENANCE - EQUIPMENT		17,500	18,000
6000. MISCELLANEOUS		0	0
<b>SUBTOTAL</b>		<b>16,224,943</b>	<b>17,243,267</b>
CAPITAL OUTLAY			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		53,000	75,000
<b>SUBTOTAL</b>		<b>53,000</b>	<b>75,000</b>
<b>TOTAL</b>		<b>\$ 16,277,943</b>	<b>\$ 17,318,267</b>

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	2012 Achievements	2013 Expectations	2014 Targets
Investigate all complaints within 1 working day	100%	100%	100%
Achieve emergency en route time of 1:40	1:50	1:40	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 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
	Salaries		\$ 9,737,066	\$ 10,341,230
	Overtime		242,585	242,585
	Other Benefits		<u>4,542,283</u>	<u>4,812,290</u>
	<b>TOTAL 1000</b>		<u>14,521,934</u>	<u>15,396,105</u>
<b>2000. COMMODITIES</b>				
	2010. Office Supplies		7,000	7,300
	2020. Educational & Training Supplies		4,000	5,000
	2115. Minor Furniture & Fixtures		25,400	25,400
	2120. Minor Equipment, Instruments & Tools		57,700	60,000
	2140. Electrical Parts & Supplies		6,471	6,471
	2160. Computer Software & Supplies		6,000	6,000
	2200. Food		4,000	4,000
	2310. Janitorial Supplies		20,000	22,000
	2320. Medical Supplies		300	300
	2330. Chemicals & Insecticides		15,000	15,000
	2520. Botanical & Agricultural		500	500
	2570. Clothing, Dry Goods, Etc.		139,000	139,000
	2640. Safety Supplies & Minor Equipment		<u>500</u>	<u>500</u>
	<b>TOTAL 2000</b>		<u>285,871</u>	<u>291,471</u>
<b>3000. CONTRACTUAL SERVICES</b>				
	3040. Water		20,000	20,000
	3113. General Liability, Worker's Compensation Penalty		-7,407	-19,898
	3210. Hire of Equipment - Garage - Vehicles		1,282,605	1,425,302
	3212. Equipment Rental - External		5,200	6,000
	3213. Hire of Equipment - Technology		18,945	18,442
	3220. Advertising		1,500	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	1,800
	3510. Travel		12,000	15,000
	3520. Dues & Subscriptions		1,000	1,000
	3530. Training, Registration Fees, Etc.		9,750	14,000
	3550. Employee Awards		<u>4,500</u>	<u>4,500</u>
	<b>TOTAL 3000</b>		<u>1,395,638</u>	<u>1,533,691</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>

**DETAIL**

FUND GENERAL 001	DEPARTMENT FIRE 115	UNIT FIRE 0115	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5020. Furniture, Fixtures, & Furnishings		\$ 1,000	\$ 1,000
5110. Machinery, Tools, & Implements		7,500	8,000
5120. Instruments & Apparatus (Major)		<u>9,000</u>	<u>9,000</u>
<b>TOTAL 5000</b>		<u>17,500</u>	<u>18,000</u>
<b><u>CAPITAL OUTLAY</u></b>			
<b>8000. EQUIPMENT</b>			
8470. Firefighting Equipment		<u>53,000</u>	<u>75,000</u>
<b>TOTAL 8000</b>		<u>53,000</u>	<u>75,000</u>
<b>GRAND TOTAL</b>		\$ <u><u>16,277,943</u></u>	\$ <u><u>17,318,267</u></u>

# PERSONNEL SCHEDULE

FUND GENERAL 001	DEPARTMENT FIRE 115	UNIT FIRE 0115		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
<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	90	96	102	
Fire Cadet	6	6	6	
TOTAL	<u>171</u>	<u>177</u>	<u>183</u>	
<b>CLERICAL</b>				
Administrative Assistant	1	1	1	
TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
				\$ 10,291,310
BASE SALARIES				49,920
PART TIME / TEMPORARY				142,842
LONGEVITY				181,440
CERTIFICATION PAY				138,000
EDUCATION PAY				124,940
SPECIAL PAY				6,600
CAR ALLOWANCE				242,585
OVERTIME				<u>4,218,468</u>
FRINGE BENEFITS				
<b>GRAND TOTAL</b>				<b>\$ <u>15,396,105</u></b>

## SUMMARY

FUND	DEPARTMENT	UNIT	
GENERAL 001	FIRE 115	FIRE TRAINING 0116	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 378,687	\$ 386,347
2000. COMMODITIES		23,705	23,705
3000. CONTRACTUAL SERVICES		94,096	103,017
4000. MAINTENANCE - STRUCTURES		5,250	5,250
5000. MAINTENANCE - EQUIPMENT		470	470
6000. MISCELLANEOUS		0	0
<b>SUBTOTAL</b>		502,208	518,789
CAPITAL OUTLAY			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		0	0
<b>SUBTOTAL</b>		0	0
<b>TOTAL</b>		\$ 502,208	\$ 518,789

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	2012 Achievements	2013 Expectations	2014 Targets
100% of all Midland Fire Department (MFD) personnel: receive a minimum of 20 hours of fire continuing education training	100%	100%	100%
Offer a minimum of 40 hours of EMS continuing education hours to all EMS personnel	40+	40+	40+
100% of all MFD personnel maintain or acquire COM Haz-Mat Tech Certification	98%	98%	100%
95% compliancy w/ NIMS (100, 200, 300, 700 & 800) for certified personnel	95%	95%	95%

**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL 001		FIRE 115	FIRE TRAINING 0116	
CLASSIFICATION			BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
	Salaries		\$ 254,314	\$ 259,044
	Other Benefits		<u>124,373</u>	<u>127,303</u>
	<b>TOTAL 1000</b>		<u>378,687</u>	<u>386,347</u>
<b>2000. COMMODITIES</b>				
	2010. Office Supplies		1,200	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>23,705</u>	<u>23,705</u>
<b>3000. CONTRACTUAL SERVICES</b>				
	3020. Heat & Natural Gas		2,000	2,000
	3210. Hire of Equipment - Garage - Vehicles		34,113	43,036
	3212. Equipment Rental - External		4,000	4,000
	3213. Hire of Equipment - Technology		3,602	3,600
	3310. Exterminator		1,000	1,000
	3370. Grounds Maintenance		1,160	1,160
	3390. Other Special Services		5,271	5,271
	3510. Travel		8,000	8,000
	3520. Dues & Subscriptions		25,650	25,650
	3530. Training, Registration Fees, Etc.		8,800	8,800
	3990. Other		<u>500</u>	<u>500</u>
	<b>TOTAL 3000</b>		<u>94,096</u>	<u>103,017</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>502,208</u>	\$ <u>518,789</u>

# PERSONNEL SCHEDULE

FUND GENERAL 001	DEPARTMENT FIRE 115	UNIT FIRE TRAINING 0116		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
<b>MANAGEMENT</b>				
Fire Training Chief	1	1	1	
District Chief	1	1	1	
Training Captain	1	1	1	
TOTAL	<u>3</u>	<u>3</u>	<u>3</u>	
<b>CLERICAL</b>				
Secretary	1	1	1	
TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
BASE SALARIES				\$ 259,044
LONGEVITY				5,919
CERTIFICATION PAY				4,320
EDUCATION PAY				2,748
SPECIAL PAY				7,363
FRINGE BENEFITS				<u>106,953</u>
<b>GRAND TOTAL</b>				<b>\$ <u>386,347</u></b>

## SUMMARY

FUND	DEPARTMENT	UNIT	
GENERAL 001	FIRE 115	FIRE PREVENTION 0119	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 817,008	\$ 850,883
2000. COMMODITIES		72,690	73,190
3000. CONTRACTUAL SERVICES		99,158	122,992
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		1,000	1,000
6000. MISCELLANEOUS		0	0
<b>SUBTOTAL</b>		989,856	1,048,065
CAPITAL OUTLAY			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		0	0
<b>SUBTOTAL</b>		0	0
<b>TOTAL</b>		\$ 989,856	\$ 1,048,065

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	2012 Achievements	2013 Expectations	2014 Targets
Maintain or increase the number of fire inspections with regular inspections and target hazards	6,792	6,100	6,100
Maintain or increase the number of individuals contacted through public education programs	9,211	10,000	10,000
Through ongoing fire prevention we will continue to reduce the occurrence of fires within the City of Midland	185	200	200

**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL 001		FIRE 115	FIRE PREVENTION 0119	
CLASSIFICATION			BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
	Salaries		\$ 551,422	\$ 575,139
	Overtime		8,379	8,379
	Other Benefits		<u>257,207</u>	<u>267,365</u>
	<b>TOTAL 1000</b>		<u>817,008</u>	<u>850,883</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		2,000	2,000
	2160. Computer Software & Supplies		1,220	1,220
	2540. Ammunition		2,000	2,500
	2550. Fire Marshal Supplies		2,500	2,500
	2570. Clothing, Dry goods, Etc.		55,000	55,000
	2620. Postage		<u>100</u>	<u>100</u>
	<b>TOTAL 2000</b>		<u>72,690</u>	<u>73,190</u>
<b>3000. CONTRACTUAL SERVICES</b>				
	3210. Hire of Equipment - Garage - Vehicles		62,573	81,278
	3213. Hire of Equipment - Technology		4,835	5,649
	3240. Binding, Printing & Reproduction		250	250
	3390. Other Special Services		20,000	20,000
	3510. Travel		6,500	10,215
	3520. Dues & Subscriptions		2,000	2,000
	3530. Training, Registration Fees, Etc.		<u>3,000</u>	<u>3,600</u>
	<b>TOTAL 3000</b>		<u>99,158</u>	<u>122,992</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>
<b>GRAND TOTAL</b>			<b>\$ <u>989,856</u></b>	<b>\$ <u>1,048,065</u></b>

# PERSONNEL SCHEDULE

FUND GENERAL 001	DEPARTMENT FIRE 115	UNIT FIRE PREVENTION 0119		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
<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				\$ 575,139
LONGEVITY				10,233
CERTIFICATION PAY				10,080
EDUCATION PAY				11,520
SPECIAL PAY				10,944
OVERTIME				8,379
FRINGE BENEFITS				<u>224,588</u>
<b>GRAND TOTAL</b>				<b>\$ <u>850,883</u></b>

# SUMMARY

FUND	DEPARTMENT	UNIT	
GENERAL 001	FIRE 115	EMERGENCY MEDICAL 0120	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 929,367	\$ 1,076,804
2000. COMMODITIES		58,760	136,460
3000. CONTRACTUAL SERVICES		608,761	733,491
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		28,600	31,000
6000. MISCELLANEOUS		500	2,000
<b>SUBTOTAL</b>		1,625,988	1,979,755
CAPITAL OUTLAY			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		34,400	45,500
<b>SUBTOTAL</b>		34,400	45,500
<b>TOTAL</b>		\$ 1,660,388	\$ 2,025,255

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	2012 Achievements	2013 Expectations	2014 Targets
Limit critical patient on-scene time to 20 minutes or less, 90% of the time	92%	90%	90%
Achieve an average 4 minute response time to all in district EMS calls, 90% of the time	38%	35%	90%
Reduce average county EMS response time to 9 minutes or less, 90% of the time	35%	30%	90%

**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL 001		FIRE 115	EMERGENCY MEDICAL 0120	
CLASSIFICATION			BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
	Salaries		\$ 195,987	\$ 201,774
	Overtime		12,413	12,413
	Other Benefits		<u>720,967</u>	<u>862,617</u>
	<b>TOTAL 1000</b>		<u>929,367</u>	<u>1,076,804</u>
<b>2000. COMMODITIES</b>				
	2020. Educational & Training Supplies		4,000	4,000
	2120. Minor Equipment, Instruments & Tools		11,000	15,000
	2155. Minor Computer Hardware & Peripherals		600	600
	2160. Computer Software & Supplies		500	500
	2170. Welding Supplies		300	0
	2200. Food		300	300
	2320. Medical Supplies		41,000	115,000
	2570. Clothing, Dry Goods, Etc.		1,000	1,000
	2620. Postage		<u>60</u>	<u>60</u>
	<b>TOTAL 2000</b>		<u>58,760</u>	<u>136,460</u>
<b>3000. CONTRACTUAL SERVICES</b>				
	3210. Hire of Equipment - Garage - Vehicles		351,111	459,048
	3213. Hire of Equipment - Technology		0	1,543
	3240. Printing		300	0
	3250. Billing and Collection Fees		170,000	200,000
	3390. Other Special Services		18,000	18,000
	3480. Medical Examinations		43,000	26,000
	3510. Travel		7,900	7,900
	3520. Dues & Subscriptions		1,350	800
	3530. Training, Registration Fees, Etc.		12,100	12,200
	3540. Educational Assistance		<u>5,000</u>	<u>8,000</u>
	<b>TOTAL 3000</b>		<u>608,761</u>	<u>733,491</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
	5110. Machinery, Tools, & Implements		5,600	6,000
	5120. Instruments & Apparatus (Major)		<u>23,000</u>	<u>25,000</u>
	<b>TOTAL 5000</b>		<u>28,600</u>	<u>31,000</u>
<b>6000. MISCELLANEOUS</b>				
	6010. Medical Expense		<u>500</u>	<u>2,000</u>
	<b>TOTAL 6000</b>		<u>500</u>	<u>2,000</u>

**DETAIL**

FUND GENERAL 001	DEPARTMENT FIRE 115	UNIT EMERGENCY MEDICAL 0120	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<u><b>CAPITAL OUTLAY</b></u>			
<b>8000. EQUIPMENT</b>			
8441. Recreational Equipment		\$           0	\$        9,000
8450. Health Equipment		<u>34,400</u>	<u>36,500</u>
<b>TOTAL 8000</b>		<u>34,400</u>	<u>45,500</u>
<b>GRAND TOTAL</b>		\$ <u><u>1,660,388</u></u>	\$ <u><u>2,025,255</u></u>

# PERSONNEL SCHEDULE

FUND GENERAL 001	DEPARTMENT FIRE 115	UNIT EMERGENCY MEDICAL 0120		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
<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				\$ 201,774
LONGEVITY				5,316
CERTIFICATION PAY				1,440
EMS CERTIFICATION PAY				637,200
EDUCATION PAY				3,000
SPECIAL PAY				2,210
CAR ALLOWANCE				1,920
OVERTIME				12,413
FRINGE BENEFITS				<u>211,531</u>
<b>GRAND TOTAL</b>				<b>\$ <u>1,076,804</u></b>

## SUMMARY

FUND	DEPARTMENT	UNIT	
GENERAL 001	FIRE 115	AIRPORT FIRE 0122	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 1,310,822	\$ 1,340,017
2000. COMMODITIES		25,079	32,079
3000. CONTRACTUAL SERVICES		118,850	112,932
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		0	2,500
6000. MISCELLANEOUS		0	0
<b>SUBTOTAL</b>		<u>1,454,751</u>	<u>1,487,528</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>\$ 1,454,751</u>	<u>\$ 1,487,528</u>

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

Activity / Performance Measures			
Activity/Performance Measure	2012 Achievements	2013 Expectations	2014 Targets
Create a training system that will prevent personnel from missing their required subjects and hours	20 hours of core subject matter per person	100%	Review and modify as needed
Monthly training with all personnel	36 hours	100%	Review and modify as needed
Maintain FAA requirements for on time scene arrival	4 min. total 3 min. to midpoint	100%	Maintain
Revise ARFF core personnel policies and procedures		100%	Policies reviewed & adjusted

**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL 001		FIRE 115	AIRPORT FIRE 0122	
CLASSIFICATION			BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
	Salaries		\$ 858,278	\$ 877,385
	Overtime		24,335	24,335
	Other Benefits		<u>428,209</u>	<u>438,297</u>
	<b>TOTAL 1000</b>		<u>1,310,822</u>	<u>1,340,017</u>
<b>2000. COMMODITIES</b>				
	2010. Office Supplies		275	275
	2120. Minor Equipment, Instruments & Tools		1,500	8,500
	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>25,079</u>	<u>32,079</u>
<b>3000. CONTRACTUAL SERVICES</b>				
	3210. Hire of Equipment - Garage - Vehicles		94,655	97,949
	3213. Hire of Equipment - Technology		1,255	1,543
	3510. Travel		8,940	8,940
	3530. Training, Registration Fees, Etc.		<u>14,000</u>	<u>4,500</u>
	<b>TOTAL 3000</b>		<u>118,850</u>	<u>112,932</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
	5110. Machinery, Tools, & Implements		<u>0</u>	<u>2,500</u>
	<b>TOTAL 5000</b>		<u>0</u>	<u>2,500</u>
<b>GRAND TOTAL</b>			<u>\$ 1,454,751</u>	<u>\$ 1,487,528</u>

# PERSONNEL SCHEDULE

FUND GENERAL 001	DEPARTMENT FIRE 115	UNIT AIRPORT FIRE 0122		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
<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				\$ 877,385
LONGEVITY				21,993
CERTIFICATION PAY				18,720
EDUCATION PAY				16,656
SPECIAL PAY				23,239
CAR ALLOWANCE				3,752
OVERTIME				24,335
FRINGE BENEFITS				<u>353,937</u>
GRAND TOTAL				\$ <u>1,340,017</u>

# SUMMARY

FUND	DEPARTMENT	UNIT	
GENERAL 001	FIRE 115	EMERGENCY MANAGEMENT 0125	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 0	\$ 0
2000. COMMODITIES		20,820	22,420
3000. CONTRACTUAL SERVICES		34,332	37,947
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		9,500	9,500
6000. MISCELLANEOUS		<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>		<u>64,652</u>	<u>69,867</u>
CAPITAL OUTLAY			
7000. LANDS - BUILDINGS		<u>0</u>	<u>0</u>
8000. EQUIPMENT		<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>		<u>0</u>	<u>0</u>
<b>TOTAL</b>		<u>\$ 64,652</u>	<u>\$ 69,867</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	2012 Achievements	2013 Expectations	2014 Targets
Training hours: for all certified personnel offer Minimum 24 hrs Hazardous Materials education	100%	100%	48
Plan, coordinate and conduct at least one full scale or 2 tabletop Hazardous Materials drills yearly	100%	100%	Maintain
To develop and deliver a public emergency awareness program	100%	100%	Maintain

**DETAIL**

FUND GENERAL 001	DEPARTMENT FIRE 115	UNIT EMERGENCY MANAGEMENT 0125	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<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	5,000	5,000	
2120. Minor Equipment, Instruments & Tools	8,800	10,400	
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.	660	660	
2620. Postage	55	55	
2640. Safety Supplies & Minor Equipment	<u>220</u>	<u>220</u>	
<b>TOTAL 2000</b>	<u>20,820</u>	<u>22,420</u>	
<b>3000. CONTRACTUAL SERVICES</b>			
3010. Communication	8,266	9,466	
3030. Light & Power	3,300	3,300	
3213. Hire of Equipment - Technology	890	3,169	
3240. Binding, Printing & Reproduction	200	200	
3390. Other Special Services	1,000	1,000	
3510. Travel	6,750	6,750	
3520. Dues & Subscriptions	10,610	10,746	
3530. Training, Registration Fees, Etc.	<u>3,316</u>	<u>3,316</u>	
<b>TOTAL 3000</b>	<u>34,332</u>	<u>37,947</u>	
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5105. Communications Equipment	5,000	5,000	
5110. Machinery, Tools, & Implements	1,100	1,100	
5120. Instruments & Apparatus (Major)	<u>3,400</u>	<u>3,400</u>	
<b>TOTAL 5000</b>	<u>9,500</u>	<u>9,500</u>	
<b>GRAND TOTAL</b>	<u>\$ 64,652</u>	<u>\$ 69,867</u>	

**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>	<b>UNIT</b>	
GENERAL 001		NONDEPARTMENTAL 150	NONDEPARTMENTAL 0150	
<b>CLASSIFICATION</b>			<b>BUDGET 2012-2013</b>	<b>BUDGET 2013-2014</b>
1000. PERSONNEL SERVICES			\$ -67,166	\$ 787,949
2000. COMMODITIES			89,500	89,700
3000. CONTRACTUAL SERVICES			2,083,034	2,835,726
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			0	0
6000. MISCELLANEOUS			<u>362,400</u>	<u>433,400</u>
<b>SUBTOTAL</b>			<u>2,467,768</u>	<u>4,146,775</u>
<b>CAPITAL OUTLAY</b>				
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>\$ 2,567,768</u>	<u>\$ 4,246,775</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 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
	Salaries		\$ 55,096	\$ 25,000
	Other Benefits		<u>-122,262</u>	<u>762,949</u>
	<b>TOTAL 1000</b>		<u>-67,166</u>	<u>787,949</u>
<b>2000. COMMODITIES</b>				
	2010. Office Supplies		500	200
	2200. Food		1,000	1,500
	2620. Postage		<u>88,000</u>	<u>88,000</u>
	<b>TOTAL 2000</b>		<u>89,500</u>	<u>89,700</u>
<b>3000. CONTRACTUAL SERVICES</b>				
	3030. Light & Power		740,000	740,000
	3110. Insurance - External		137,144	134,140
	3112. General Liability Self-Insurance		188,028	206,670
	3120. Group Insurance		616,569	948,762
	3121. City Share - Retiree Insurance		453,324	498,656
	3125. Workers' Compensation		-461,731	-103,702
	3220. Advertising		6,500	2,000
	3240. Binding, Printing & Reproduction		8,500	2,000
	3280. Temporary Help		15,000	15,000
	3390. Other Special Services		4,000	4,000
	3450. Consulting Fees		68,000	68,000
	3510. Travel		14,700	14,700
	3520. Dues & Subscriptions		17,000	28,500
	3530. Training, Registration Fees, Etc.		1,000	2,000
	3550. Employee Awards		15,000	15,000
	3904. MOU/D		250,000	250,000
	3990. Other		<u>10,000</u>	<u>10,000</u>
	<b>TOTAL 3000</b>		<u>2,083,034</u>	<u>2,835,726</u>
<b>6000. MISCELLANEOUS</b>				
	6050. Mental Health, Mental Retardation		75,000	75,000
	6055. Teen Court		27,500	27,500
	6165. Hispanic Chamber of Commerce		40,000	0
	6171. Keep Midland Beautiful		0	100,000
	6176. Crime Stoppers		29,000	30,000
	6183. Small Business Development Center		60,000	70,000
	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		<u>100,000</u>	<u>100,000</u>
	<b>TOTAL 6000</b>		<u>362,400</u>	<u>433,400</u>

**DETAIL**

<b>FUND</b> GENERAL 001	<b>DEPARTMENT</b> NONDEPARTMENTAL 150	<b>UNIT</b> NONDEPARTMENTAL 0150	
<b>CLASSIFICATION</b>		<b>BUDGET                      2012-2013</b>	<b>BUDGET                      2013-2014</b>
<p style="text-align: center;"><u><b>CAPITAL OUTLAY</b></u></p>			
<p><b>7000. LAND, BUILDINGS AND OTHER IMPROVEMENTS</b></p>			
<p style="padding-left: 20px;">7020. Buildings</p>		\$ <u>100,000</u>	\$ <u>100,000</u>
<p style="padding-left: 40px;"><b>TOTAL 7000</b></p>		<u>100,000</u>	<u>100,000</u>
<p><b>GRAND TOTAL</b></p>		\$ <u><u>2,567,768</u></u>	\$ <u><u>4,246,775</u></u>



## SUMMARY

FUND GENERAL 001	DEPARTMENT NONDEPARTMENTAL 150	UNIT INTERFUND TRANSFER 0199	
CLASSIFICATION	BUDGET 2012-2013	BUDGET 2013-2014	
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>10,933,408</u>	<u>2,848,527</u>	
<b>SUBTOTAL</b>	<u>10,933,408</u>	<u>2,848,527</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>\$ 10,933,408</u>	<u>\$ 2,848,527</u>	

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

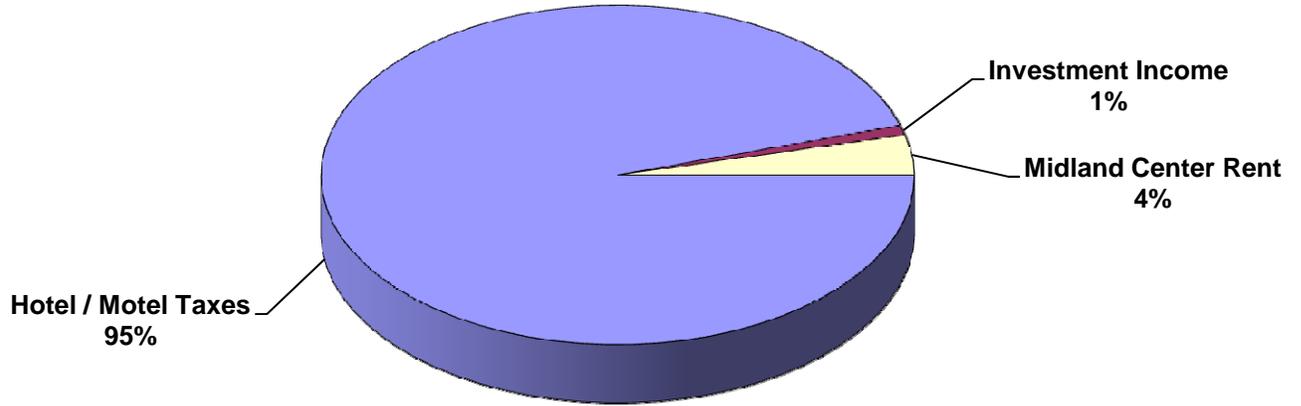
**DETAIL**

<b>FUND</b> GENERAL 001	<b>DEPARTMENT</b> NONDEPARTMENTAL 150	<b>UNIT</b> INTERFUND TRANSFER 0199	
<b>CLASSIFICATION</b>		<b>BUDGET 2012-2013</b>	<b>BUDGET 2013-2014</b>
<p style="text-align: center;"><u><b>OPERATING SERVICES</b></u></p>			
<p><b>6000. MISCELLANEOUS</b></p>			
<p>6299. General Construction Fund</p>		\$ 10,244,170	\$ 2,257,590
<p>6378. Scharbauer Sports Complex</p>		565,834	590,937
<p>6393. Technology Fund</p>		<u>123,404</u>	<u>0</u>
<p style="text-align: center;"><b>TOTAL 6000</b></p>		<u>10,933,408</u>	<u>2,848,527</u>
<p><b>GRAND TOTAL</b></p>		\$ <u>10,933,408</u>	\$ <u>2,848,527</u>



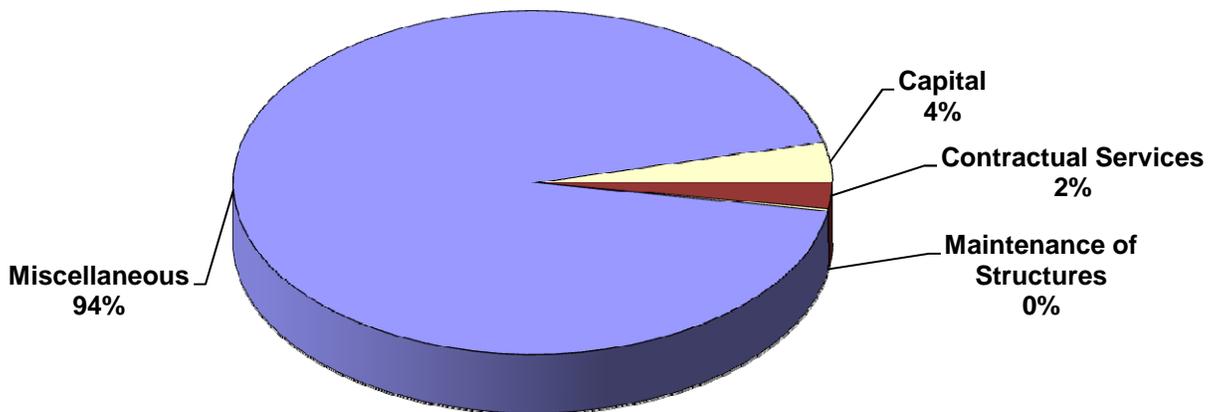
**SECTION IV**  
**HOTEL/MOTEL FUND**

Hotel / Motel Fund Revenues  
As Budgeted For Fiscal Year 2014



\$6,505,000

Hotel / Motel Fund Expenditures / Expenses  
As Budgeted For Fiscal Year 2014



\$3,122,743

**HOTEL/MOTEL FUND  
REVENUE AND RECEIPTS**

	<b>ACTUAL 2011-2012</b>	<b>BUDGET 2012-2013</b>	<b>BUDGET 2013-2014</b>
<b>REVENUE AND RECEIPTS</b>			
Hotel/Motel Occupancy Tax	\$ 4,606,037	\$ 3,800,000	\$ 6,195,000
Interest	34,782	40,000	60,000
Midland Center Rental	201,618	195,000	250,000
Net Increase in Fair Value of Investment	<u>3,467</u>	<u>0</u>	<u>0</u>
<b>TOTAL REVENUE AND RECEIPTS</b>	<b><u>\$ 4,845,904</u></b>	<b><u>\$ 4,035,000</u></b>	<b><u>\$ 6,505,000</u></b>

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

Unit No.	ORGANIZATION	ACTUAL 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
0199	Administration - Interfund Transfer	\$ 2,111,250	\$ 0	\$ 0
0690	Administration - Hotel/Motel	1,383,401	2,016,648	2,150,203
0691	Administration - Midland Center - Centennial Plaza	<u>547,334</u>	<u>666,042</u>	<u>972,540</u>
	<b>Total</b>	<u>\$ 4,041,985</u>	<u>\$ 2,682,690</u>	<u>\$ 3,122,743</u>

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

	<b>BUDGET 2013-2014</b>	<b>RATIO</b>
<b><u>OPERATING EXPENSES</u></b>		
1000. PERSONNEL SERVICES	\$ 0	0.000%
2000. COMMODITIES	0	0.000%
3000. CONTRACTUAL SERVICES	75,555	2.420%
4000. MAINTENANCE - STRUCTURES	7,000	0.224%
5000. MAINTENANCE - EQUIPMENT	0	0.000%
6000. MISCELLANEOUS	<u>2,921,613</u>	<u>93.559%</u>
<b>TOTAL OPERATING EXPENDITURES</b>	<u>3,004,168</u>	<u>96.203%</u>
<b><u>CAPITAL OUTLAY</u></b>		
7000. LAND - BUILDINGS	0	0.000%
8000. EQUIPMENT	<u>118,575</u>	<u>3.797%</u>
<b>TOTAL CAPITAL OUTLAY</b>	<u>118,575</u>	<u>3.797%</u>
<b>GRAND TOTAL</b>	<b>\$ <u>3,122,743</u></b>	<b><u>100.000%</u></b>

## SUMMARY

FUND HOTEL/MOTEL 090	DEPARTMENT ADMINISTRATION 005	UNIT HOTEL/MOTEL 0690	
CLASSIFICATION	BUDGET 2012-2013	BUDGET 2013-2014	
1000. PERSONNEL SERVICES	\$ 0	\$ 0	
2000. COMMODITIES	0	0	
3000. CONTRACTUAL SERVICES	14,704	19,640	
4000. MAINTENANCE - STRUCTURES	0	0	
5000. MAINTENANCE - EQUIPMENT	0	0	
6000. MISCELLANEOUS	<u>2,001,944</u>	<u>2,130,563</u>	
<b>SUBTOTAL</b>	<u>2,016,648</u>	<u>2,150,203</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>\$ 2,016,648</u>	<u>\$ 2,150,203</u>	

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

**DETAIL**

<b>DETAIL</b>			
<b>FUND</b>	<b>DEPARTMENT</b>	<b>UNIT</b>	
HOTEL/MOTEL 090	ADMINISTRATION 005	HOTEL/MOTEL 0690	
<b>CLASSIFICATION</b>		<b>BUDGET 2012-2013</b>	<b>BUDGET 2013-2014</b>
<b><u>OPERATING SERVICES</u></b>			
<b>3000. CONTRACTUAL SERVICES</b>			
3110. Insurance - External		\$ 3,889	\$ 3,889
3112. General Liability Self-Insurance		8,615	12,751
3440. External Audit Fees		<u>2,200</u>	<u>3,000</u>
<b>TOTAL 3000</b>		<u>14,704</u>	<u>19,640</u>
<b>6000. MISCELLANEOUS</b>			
6130. Convention Bureau - Chamber of Commerce		1,332,069	1,607,684
6170. Midland Arts Assembly		115,000	100,000
6173. Museum of the Southwest		20,000	35,000
6177. Commemorative Air Force		50,000	50,000
6178. City of Midland Swim Team		22,000	27,000
6179. Midland Community Theater		35,000	0
6180. Midland Soccer Association		20,000	20,000
6187. Midland Softball Association		242,850	136,350
6191. Petroleum Museum		20,712	20,916
6193. Downtown Midland Management District		0	50,000
6195. Rock the Desert		50,000	50,000
6197. President G. W. Bush Home		7,500	12,000
6202. General Fund Services		26,813	21,613
6990. Miscellaneous		<u>60,000</u>	<u>0</u>
<b>TOTAL 6000</b>		<u>2,001,944</u>	<u>2,130,563</u>
<b>GRAND TOTAL</b>		<u>\$ 2,016,648</u>	<u>\$ 2,150,203</u>

**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>		<b>UNIT</b>	
HOTEL/MOTEL 090		ADMINISTRATION 005		MIDLAND CNTR/CENTENNIAL 0691	
<b>CLASSIFICATION</b>			<b>BUDGET 2012-2013</b>	<b>BUDGET 2013-2014</b>	
<b>1000. PERSONNEL SERVICES</b>			\$ 0	\$ 0	
<b>2000. COMMODITIES</b>			0	0	
<b>3000. CONTRACTUAL SERVICES</b>			53,461	55,915	
<b>4000. MAINTENANCE - STRUCTURES</b>			7,000	7,000	
<b>5000. MAINTENANCE - EQUIPMENT</b>			0	0	
<b>6000. MISCELLANEOUS</b>			<u>605,581</u>	<u>791,050</u>	
		<b>SUBTOTAL</b>	<u>666,042</u>	<u>853,965</u>	
	<b>CAPITAL OUTLAY</b>				
<b>7000. LANDS - BUILDINGS</b>			0	0	
<b>8000. EQUIPMENT</b>			<u>0</u>	<u>118,575</u>	
		<b>SUBTOTAL</b>	<u>0</u>	<u>118,575</u>	
		<b>TOTAL</b>	<u>\$ 666,042</u>	<u>\$ 972,540</u>	

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

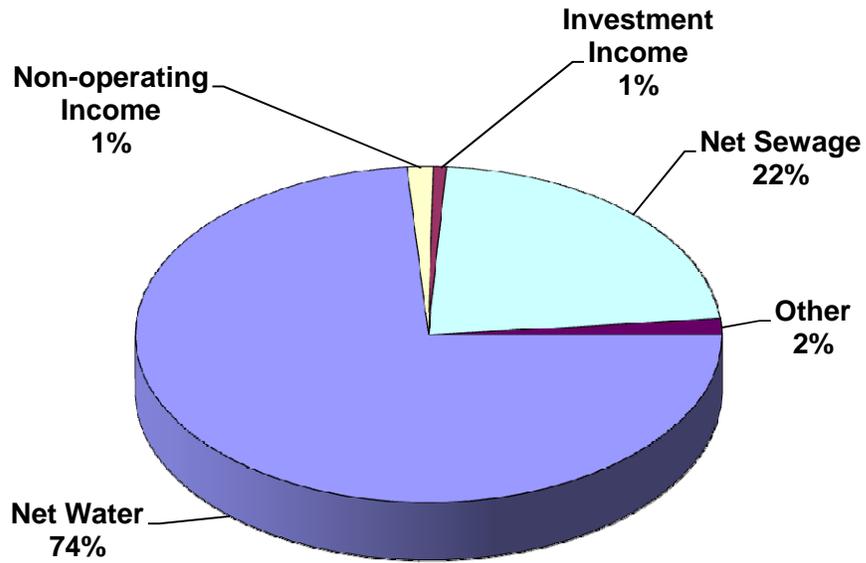
**DETAIL**

FUND HOTEL/MOTEL 090	DEPARTMENT ADMINISTRATION 005	UNIT MIDLAND CNTR/CENTENNIAL 0691	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>3000. CONTRACTUAL SERVICES</b>			
3030. Light & Power		\$ 41,000	\$ 40,000
3040. Water		4,000	7,500
3210. Hire of Equipment - Garage - Vehicles		1,961	1,915
3375. Maintenance of HVAC Equipment		<u>6,500</u>	<u>6,500</u>
<b>TOTAL 3000</b>		<u>53,461</u>	<u>55,915</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>605,581</u>	<u>791,050</u>
<b>TOTAL 6000</b>		<u>605,581</u>	<u>791,050</u>
<b><u>CAPITAL OUTLAY</u></b>			
<b>8000. EQUIPMENT</b>			
8481. Communication & Video Equipment		0	96,000
8490. Data Processing Equipment		<u>0</u>	<u>22,575</u>
<b>TOTAL 8000</b>		<u>0</u>	<u>118,575</u>
<b>GRAND TOTAL</b>		\$ <u>666,042</u>	\$ <u>972,540</u>



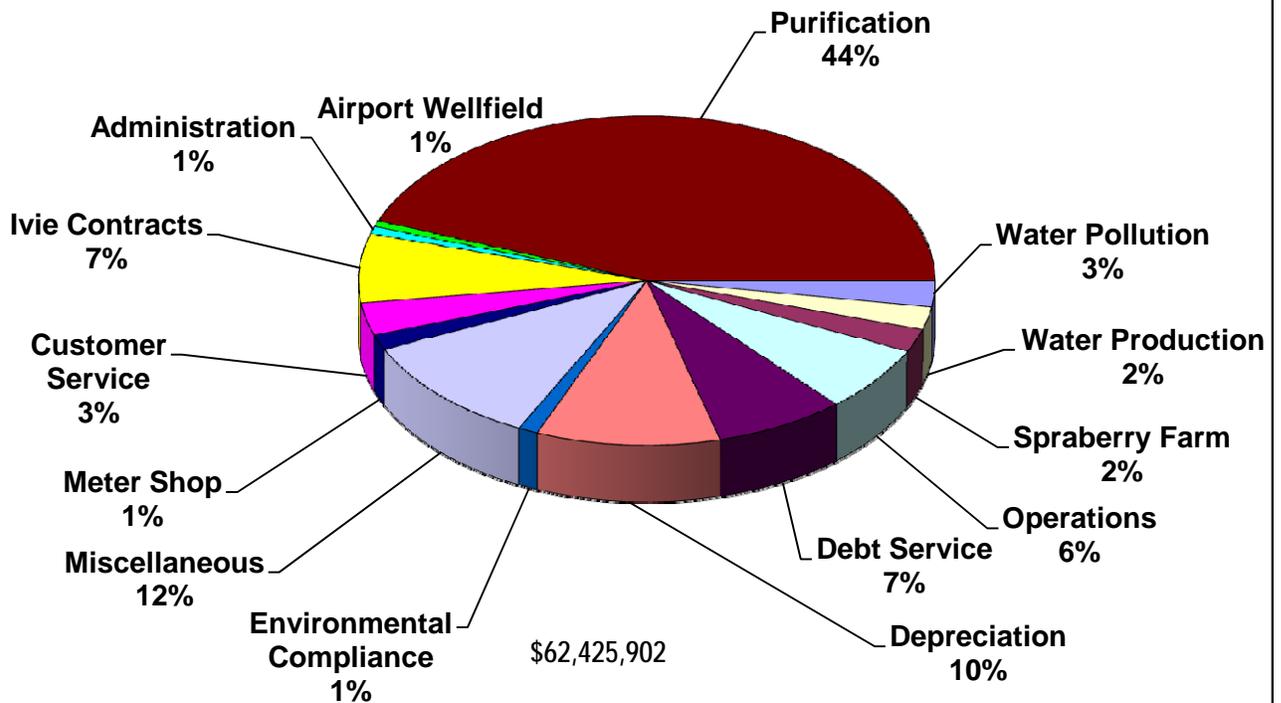
**SECTION V**  
**WATER AND SEWER FUND**

**Water & Sewer Fund Revenues  
As Budgeted For Fiscal Year 2014**



\$49,303,200

**Water & Sewer Fund Expenses  
As Budgeted For Fiscal Year 2014**



\$62,425,902

## CITY OF MIDLAND, TEXAS

**WATER AND SEWER FUND  
REVENUE AND RECEIPTS**

	<b>ACTUAL 2011-2012</b>	<b>BUDGET 2012-2013</b>	<b>BUDGET 2013-2014</b>
<b>RENTALS</b>			
Sewer Farm	97,151	76,600	76,600
Warehouse Building	1,600	1,600	1,600
Miscellaneous Rentals	53,075	55,000	50,000
	<u>151,826</u>	<u>133,200</u>	<u>128,200</u>
Total Rentals			
<b>WATER &amp; SEWER SERVICES</b>			
Water Sales	29,533,842	34,300,000	36,100,000
Sewer Charges	10,040,328	9,800,000	11,000,000
Pro Rata	6,006	0	0
Water Tap Fees	157,485	150,000	160,000
Sewer Tap Fees	109,350	100,000	105,000
Service Charges	70,986	75,000	75,000
Water Application Fees	55,325	50,000	55,000
Penalties	357,377	350,000	400,000
Farm Crop	10,709	17,000	11,000
Water Sample Tests	3,078	0	10,000
Miscellaneous	96,386	75,000	100,000
	<u>40,440,872</u>	<u>44,917,000</u>	<u>48,016,000</u>
Total Water and Sewer Services			
<b>NONOPERATING AND OTHER REVENUE</b>			
Interest	274,021	400,000	325,000
Interest - Non pooled	19,835	21,000	21,000
Unclassified	(402)	800	0
Sale of Right-of-Way	87,752	100,000	100,000
Gain/Loss on Sale of Fixed Assets	8,665	0	0
Oil and Gas Royalty	517,780	700,000	600,000
Legal Filing Fees Reimbursement	3,559	3,000	3,000
Net Increase in Fair Value of Investment	20,655	0	0
Recovery of Damages to City Property	8,000	10,000	10,000
Contributions	375,333	100,000	100,000
Operating Transfers In	501,035	0	0
	<u>1,816,233</u>	<u>1,334,800</u>	<u>1,159,000</u>
Total Nonoperating and Other Revenue			
<b>TOTAL REVENUE AND RECEIPTS</b>	<u>\$ 42,408,931</u>	<u>\$ 46,385,000</u>	<u>\$ 49,303,200</u>

CITY OF MIDLAND, TEXAS

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

<b>Unit No.</b>	<b>ORGANIZATION</b>	<b>ACTUAL 2011-2012</b>	<b>BUDGET 2012-2013</b>	<b>BUDGET 2013-2014</b>
0300	Utilities - Utilities Administration	\$ 441,613	\$ 385,580	\$ 438,096
0301	Utilities - Environmental Compliance	432,381	598,511	683,759
0305	Utilities - Paul Davis Well Field Operations	946,604	1,420,802	1,384,796
0306	Utilities - Airport Well Field & Tower Operations	248,781	475,257	376,119
0310	Utilities - Water Pollution Control Plant	1,367,830	1,598,831	1,593,312
0315	Utilities - Spraberry Farm	1,328,175	1,385,542	1,412,714
0320	Utilities - Water Purification Plant	11,815,018	25,819,439	27,518,642
0325	Utilities - Nondepartmental	14,812,874	14,046,160	16,100,919
0335	Utilities - Water & Wastewater Maintenance	2,210,330	3,171,590	4,063,649
0339	Utilities - Interfund Transfer	13,807,975	10,387,169	5,936,048
0340	Finance - Meter Shop	986,245	886,261	934,038
0345	Finance - Customer Service	<u>1,700,585</u>	<u>1,858,753</u>	<u>1,983,810</u>
	<b>Total</b>	<u>\$ 50,098,411</u>	<u>\$ 62,033,895</u>	<u>\$ 62,425,902</u>

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

	<b>BUDGET 2013-2014</b>	<b>RATIO</b>
<b><u>OPERATING EXPENSES</u></b>		
<b>1000. PERSONNEL SERVICES</b>	\$ 6,608,208	10.586%
<b>2000. COMMODITIES</b>	2,061,439	3.302%
<b>3000. CONTRACTUAL SERVICES</b>	35,893,661	57.498%
<b>4000. MAINTENANCE - STRUCTURES</b>	547,769	0.877%
<b>5000. MAINTENANCE - EQUIPMENT</b>	431,910	0.692%
<b>6000. MISCELLANEOUS</b>	<u>16,520,415</u>	<u>26.464%</u>
<b>TOTAL OPERATING EXPENDITURES</b>	<u>62,063,402</u>	<u>99.419%</u>
<b><u>CAPITAL OUTLAY</u></b>		
<b>7000. LAND - BUILDINGS</b>	110,000	0.177%
<b>8000. EQUIPMENT</b>	<u>252,500</u>	<u>0.404%</u>
<b>TOTAL CAPITAL OUTLAY</b>	<u>362,500</u>	<u>0.581%</u>
<b>GRAND TOTAL</b>	<u>\$ 62,425,902</u>	<u>100.000%</u>

## SUMMARY

FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300	UNIT UTILITIES ADMINISTRATION 0300	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<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>		\$ 306,457 17,200 61,923 0 0 0 <hr/> 385,580	\$ 338,690 17,700 81,706 0 0 0 <hr/> 438,096
	<b>SUBTOTAL</b>	<hr/>	<hr/>
CAPITAL OUTLAY <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>385,580</u></b>	<b>\$ <u>438,096</u></b>

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	2012 Achievements	2013 Expectations	2014 Targets
Respond to citizen calls the same working day	200 of 290	200 of 290	200 of 290
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 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 225,072	\$ 256,738
Other Benefits		<u>81,385</u>	<u>81,952</u>
<b>TOTAL 1000</b>		<u>306,457</u>	<u>338,690</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		2,200	2,400
2020. Educational & Training Supplies		200	0
2120. Minor Equipment, Instruments & Tools		400	0
2155. Minor Computer Hardware & Peripherals		500	500
2160. Computer Software & Supplies		450	0
2220. Food		450	800
2620. Postage		<u>13,000</u>	<u>14,000</u>
<b>TOTAL 2000</b>		<u>17,200</u>	<u>17,700</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3212. Equipment Rent - External		1,450	1,450
3213. Hire of Equipment - Technology		1,473	4,606
3220. Advertising		1,600	500
3240. Binding, Printing & Reproduction		200	12,000
3360. Special Postage & Express Shipping		500	500
3405. Software Maintenance		8,500	6,500
3450. Consulting Fees		35,000	40,000
3510. Travel		5,950	8,000
3520. Dues & Subscriptions		5,000	5,500
3530. Training, Registration Fees, Etc.		<u>2,250</u>	<u>2,650</u>
<b>TOTAL 3000</b>		<u>61,923</u>	<u>81,706</u>
<b>GRAND TOTAL</b>		\$ <u>385,580</u>	\$ <u>438,096</u>



## SUMMARY

FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300	UNIT ENVIRONMENTAL COMPLIANCE 0301	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 379,611	\$ 427,625
2000. COMMODITIES		93,800	97,700
3000. CONTRACTUAL SERVICES		95,900	132,234
4000. MAINTENANCE - STRUCTURES		500	200
5000. MAINTENANCE - EQUIPMENT		6,000	6,000
6000. MISCELLANEOUS		0	0
	<b>SUBTOTAL</b>	575,811	663,759
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		22,700	20,000
	<b>SUBTOTAL</b>	22,700	20,000
	<b>TOTAL</b>	\$ 598,511	\$ 683,759

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	2012 Achievements	2013 Expectations	2014 Targets
Meet analytical and regulatory compliance to assist operations	365 of 365 days	365 of 365 days	365 of 365 days
Provide next day service for samples at the Health Department Lab	240 of 240 days	240 of 240 days	240 of 240 days
Practice excellent customer service	365 of 365 days	365 of 365 days	365 of 365 days
Maintain accreditation with Texas Commission on Environmental Quality	240 of 240 days	240 of 240 days	240 of 240 days

**DETAIL**

FUND		DEPARTMENT	UNIT	
WATER & SEWER		UTILITIES	ENVIRONMENTAL COMPLIANCE	
300		300	0301	
CLASSIFICATION			BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
	Salaries		\$ 259,008	\$ 296,240
	Other Benefits		120,603	131,385
	<b>TOTAL 1000</b>		<u>379,611</u>	<u>427,625</u>
<b>2000. COMMODITIES</b>				
	2010. Office Supplies		3,500	3,500
	2020. Educational & Training Supplies		2,500	2,500
	2115. Minor Furniture & Fixtures		300	300
	2120. Minor Equipment, Instruments & Tools		3,000	3,000
	2140. Electrical Parts & Supplies		500	500
	2155. Minor Computer Hardware & Peripherals		1,000	1,000
	2160. Computer Software & Supplies		2,000	2,000
	2200. Food		400	400
	2210. Water		5,000	6,000
	2310. Janitor Supplies		600	600
	2320. Medical Supplies		50	50
	2330. Chemical & Insecticides		1,000	1,000
	2560. Lab		70,000	72,000
	2570. Clothing, Dry Goods, Etc.		3,000	3,000
	2620. Postage		400	800
	2630. Security Badges & Decal Supplies		50	50
	2640. Safety Supplies & Minor Equipment		500	1,000
	<b>TOTAL 2000</b>		<u>93,800</u>	<u>97,700</u>
<b>3000. CONTRACTUAL SERVICES</b>				
	3010. Communication		895	0
	3210. Hire of Equipment - Garage - Vehicles		23,590	26,128
	3212. Equipment Rental - External		500	500
	3213. Hire of Equipment - Technology		3,715	4,406
	3230. Laundry & Cleaning		600	500
	3240. Binding, Printing & Reproduction		200	400
	3305. Environmental, Regulatory		50,000	80,000
	3360. Special Postage & Express Shipping		2,000	2,000
	3390. Other Special Services		5,000	5,000
	3405. Software Maintenance		1,000	1,000
	3450. Consulting Fees		2,000	3,000
	3510. Travel		900	1,800
	3520. Dues & Subscriptions		1,000	1,000
	3530. Training, Registration Fees, Etc.		500	3,500
	3540. Educational Assistance		4,000	3,000
	<b>TOTAL 3000</b>		<u>95,900</u>	<u>132,234</u>

**DETAIL**

FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300	UNIT ENVIRONMENTAL COMPLIANCE 0301	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>4000. MAINTENANCE OF STRUCTURES</b> 4010. Buildings & Grounds		\$ <u>500</u>	\$ <u>200</u>
<b>TOTAL 4000</b>		<u>500</u>	<u>200</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b> 5120. Instruments & Apparatus (Major)		<u>6,000</u>	<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>22,700</u>	<u>20,000</u>
<b>TOTAL 8000</b>		<u>22,700</u>	<u>20,000</u>
<b>GRAND TOTAL</b>		\$ <u><u>598,511</u></u>	\$ <u><u>683,759</u></u>



## SUMMARY

FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300	UNIT PAUL DAVIS WELL FIELD OPER. 0305	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<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>		\$ 136,950 20,015 1,156,182 32,225 35,450 39,980 <hr/> 1,420,802 <hr/> 0 0 <hr/> 0 <hr/> \$ 1,420,802 <hr/>	\$ 140,584 20,015 1,156,522 32,225 35,450 0 <hr/> 1,384,796 <hr/> 0 0 <hr/> 0 <hr/> \$ 1,384,796 <hr/>
<b>SUBTOTAL</b>		<b>1,420,802</b>	<b>1,384,796</b>
<b>CAPITAL OUTLAY</b>			
<b>7000. LANDS - BUILDINGS</b> <b>8000. EQUIPMENT</b>		0 0 <hr/> 0 <hr/>	0 0 <hr/> 0 <hr/>
<b>SUBTOTAL</b>		<b>0</b>	<b>0</b>
<b>TOTAL</b>		<b>\$ 1,420,802</b>	<b>\$ 1,384,796</b>

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

Activity/Performance Measure	2012 Achievements	2013 Expectations	2014 Targets
Furnish supplemental water to the Water Purification Plant	365 of 365 days	365 of 365 days	365 of 365 days

**DETAIL**

FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300	UNIT PAUL DAVIS WELL FIELD OPER. 0305	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 86,811	\$ 89,385
Overtime		1,218	1,218
Other Benefits		<u>48,921</u>	<u>49,981</u>
<b>TOTAL 1000</b>		<u>136,950</u>	<u>140,584</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		<u>1,100</u>	<u>1,100</u>
<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		22,839	23,179
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.		<u>800</u>	<u>800</u>
<b>TOTAL 3000</b>		<u>1,156,182</u>	<u>1,156,522</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.		<u>26,100</u>	<u>26,100</u>
<b>TOTAL 4000</b>		<u>32,225</u>	<u>32,225</u>

**DETAIL**

FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300	UNIT PAUL DAVIS WELL FIELD OPER. 0305	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<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>6000. MISCELLANEOUS</b>			
6990. Miscellaneous		<u>39,980</u>	<u>0</u>
<b>TOTAL 6000</b>		<u>39,980</u>	<u>0</u>
<b>GRAND TOTAL</b>		\$ <u>1,420,802</u>	\$ <u>1,384,796</u>



## SUMMARY

FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300	UNIT AIRPORT WELL FIELD & TOWER 0306	
CLASSIFICATION	BUDGET 2012-2013	BUDGET 2013-2014	
1000. PERSONNEL SERVICES	\$ 129,757	\$ 105,560	
2000. COMMODITIES	13,650	18,861	
3000. CONTRACTUAL SERVICES	201,115	201,063	
4000. MAINTENANCE - STRUCTURES	30,885	30,885	
5000. MAINTENANCE - EQUIPMENT	99,850	19,750	
6000. MISCELLANEOUS	0	0	
<b>SUBTOTAL</b>	475,257	376,119	
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS	0	0	
8000. EQUIPMENT	0	0	
<b>SUBTOTAL</b>	0	0	
<b>TOTAL</b>	\$ 475,257	\$ 376,119	

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	2012 Achievements	2013 Expectations	2014 Targets
Actively increase the weekly minimum Bac-T sampling cycle by 1 per week	28 of 52 extra per year	52 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
Provide a minimum of 5 mgd of water from new water source (T-Bar)			300 of 365 days

**DETAIL**

FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300	UNIT AIRPORT WELL FIELD & TOWER 0306	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 85,854	\$ 70,800
Other Benefits		<u>43,903</u>	<u>34,760</u>
<b>TOTAL 1000</b>		<u>129,757</u>	<u>105,560</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	12,000
2560. Laboratory Supplies		0	211
2570. Clothing, Dry Goods, Etc.		400	400
2640. Office Supplies		<u>1,500</u>	<u>1,500</u>
<b>TOTAL 2000</b>		<u>13,650</u>	<u>18,861</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3020. Heat & Natural Gas		6,000	6,000
3030. Lights & Power		150,000	150,000
3210. Hire of Equipment - Garage - Vehicles		33,915	33,863
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.		<u>1,000</u>	<u>1,000</u>
<b>TOTAL 3000</b>		<u>201,115</u>	<u>201,063</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		<u>1,500</u>	<u>1,500</u>
<b>TOTAL 4000</b>		<u>30,885</u>	<u>30,885</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5010. Heating & Cooling System		750	750
5105. Communications Equipment		80,100	0

**DETAIL**

FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300	UNIT AIRPORT WELL FIELD & TOWER 0306	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>5000. MAINTENANCE OF EQUIPMENT (continued)</b>			
5110. Machinery, Tools, & Implements		\$ 1,500	\$ 1,500
5120. Instruments & Apparatus (Major)		2,500	2,500
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>99,850</u>	<u>19,750</u>
<b>GRAND TOTAL</b>		<u>\$ 475,257</u>	<u>\$ 376,119</u>





**DETAIL**

FUND		DEPARTMENT	UNIT	
WATER & SEWER 300		UTILITIES 300	WATER POLLUTION CONTROL 0310	
CLASSIFICATION			BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
	Salaries		\$ 622,356	\$ 562,153
	Overtime		9,185	9,185
	Other Benefits		<u>297,683</u>	<u>289,023</u>
	<b>TOTAL 1000</b>		<u>929,224</u>	<u>860,361</u>
<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	1,950
	2130. Plant Lubrication & Supplies		800	1,300
	2140. Electrical Parts & Supplies		5,300	7,800
	2155. Minor Computer		900	1,100
	2160. Computer Software & Supplies		250	250
	2170. Welding Supplies		400	400
	2210. Water		750	750
	2310. Janitorial Supplies		2,100	2,500
	2320. Medical Supplies		576	576
	2330. Chemicals & Insecticides		3,000	9,000
	2560. Laboratory Supplies		500	700
	2570. Clothing, Dry Goods, Etc.		2,475	2,850
	2640. Safety Supplies & Minor Equipment		<u>400</u>	<u>550</u>
	<b>TOTAL 2000</b>		<u>20,001</u>	<u>30,826</u>
<b>3000. CONTRACTUAL SERVICES</b>				
	3020. Heat & Natural Gas		40,000	40,000
	3030. Light & Power		375,000	405,000
	3040. Water		7,800	10,000
	3113. General Liability, Worker's Compensation Penalty		-113	0
	3210. Hire of Equipment - Garage - Vehicles		117,441	111,778
	3212. Equipment Rental - External		1,571	1,571
	3213. Hire of Equipment - Technology		3,224	2,893
	3230. Laundry & Cleaning		783	783
	3305. Environmental & Regulatory		20,000	24,000
	3310. Exterminator		400	800
	3370. Grounds Maintenance		10,000	6,000
	3390. Other Special Services		9,400	5,400
	3510. Travel		3,600	8,400
	3520. Dues & Subscriptions		900	900
	3530. Training, Registration Fees, Etc.		4,500	7,800
	3540. Educational Assistance		<u>500</u>	<u>0</u>
	<b>TOTAL 3000</b>		<u>595,006</u>	<u>625,325</u>

**DETAIL**

FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300	UNIT WATER POLLUTION CONTROL 0310	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Buildings & Grounds		\$ 2,000	\$ 2,500
4130. Sewage Disposal Plant		<u>5,000</u>	<u>6,000</u>
<b>TOTAL 4000</b>		<u>7,000</u>	<u>8,500</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5010. Heating & Cooling System		10,000	10,000
5110. Machines, Tools, & Implements		9,000	12,000
5120. Instruments & Apparatus (Major)		5,000	14,000
5310. Meters		1,000	1,500
5340. Pumps		7,600	11,600
5341. Valves		5,000	7,200
5345. Motors		<u>10,000</u>	<u>12,000</u>
<b>TOTAL 5000</b>		<u>47,600</u>	<u>68,300</u>
<b>GRAND TOTAL</b>		<u>\$ 1,598,831</u>	<u>\$ 1,593,312</u>



## SUMMARY

FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300	UNIT SPRABERRY FARM 0315	
CLASSIFICATION	BUDGET 2012-2013	BUDGET 2013-2014	
1000. PERSONNEL SERVICES	\$ 193,311	\$	208,995
2000. COMMODITIES	236,800		242,800
3000. CONTRACTUAL SERVICES	610,632		626,520
4000. MAINTENANCE - STRUCTURES	77,299		77,299
5000. MAINTENANCE - EQUIPMENT	26,500		41,100
6000. MISCELLANEOUS	0		0
<b>SUBTOTAL</b>	1,144,542		1,196,714
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS	25,000		0
8000. EQUIPMENT	216,000		216,000
<b>SUBTOTAL</b>	241,000		216,000
<b>TOTAL</b>	\$ 1,385,542	\$	1,412,714

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	2012 Achievements	2013 Expectations	2014 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

**DETAIL**

FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300	UNIT SPRABERRY FARM 0315	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 123,782	\$ 142,443
Other Benefits		<u>69,529</u>	<u>66,552</u>
<b>TOTAL 1000</b>		<u>193,311</u>	<u>208,995</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		100	100
2120. Minor Equipment, Instruments & Tools		1,300	1,300
2130. Plant Lubrication & Supplies		100	300
2140. Electrical Parts & Supplies		4,500	4,500
2170. Welding Supplies		500	500
2310. Janitorial Supplies		0	100
2330. Chemicals & Insecticides		145,000	145,000
2520. Botanical & Agricultural Supplies		84,000	90,000
2570. Clothing, Dry Goods, Etc.		<u>1,300</u>	<u>1,000</u>
<b>TOTAL 2000</b>		<u>236,800</u>	<u>242,800</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3030. Light & Power		275,000	294,000
3210. Hire of Equipment - Garage - Vehicles		93,289	82,990
3213. Hire of Equipment - Technology		491	0
3305. Environmental & Regulatory		35,000	35,000
3373. Effluent Disposal		204,092	210,220
3390. Other Special Services		1,000	1,000
3510. Travel		600	1,200
3520. Dues & Subscriptions		210	210
3530. Training, Registration Fees, Etc.		<u>950</u>	<u>1,900</u>
<b>TOTAL 3000</b>		<u>610,632</u>	<u>626,520</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Buildings & Grounds		1,500	1,500
4940. Irrigation Equipment		<u>75,799</u>	<u>75,799</u>
<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	1,100
5340. Pumps		7,000	12,000
5341. Valves		6,000	11,000
5345. Motors		<u>7,000</u>	<u>12,000</u>
<b>TOTAL 5000</b>		<u>26,500</u>	<u>41,100</u>

**DETAIL**

FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300	UNIT SPRABERRY FARM 0315	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<u><b>CAPITAL OUTLAY</b></u>			
<b>7000. LAND, BUILDINGS AND OTHER IMPROVEMENTS</b> 7101. Irrigation Systems		\$ <u>25,000</u>	\$ <u>0</u>
<b>TOTAL 7000</b>		<u>25,000</u>	<u>0</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>1,385,542</u>	\$ <u>1,412,714</u>

# PERSONNEL SCHEDULE

FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300	UNIT SPRABERRY FARM 0315		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
<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				\$ 142,443
LONGEVITY				306
SPECIAL PAY				1,437
FRINGE BENEFITS				<u>64,809</u>
GRAND TOTAL				\$ <u><u>208,995</u></u>

## SUMMARY

FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300	UNIT PURIFICATION PLANT 0320	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<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>		\$ 1,028,608 751,535 23,928,336 48,650 62,310 0	\$ 1,055,799 751,535 25,600,348 48,650 62,310 0
<b>SUBTOTAL</b>		<u>25,819,439</u>	<u>27,518,642</u>
CAPITAL OUTLAY <b>7000. LANDS - BUILDINGS</b> <b>8000. EQUIPMENT</b>		0 0	0 0
<b>SUBTOTAL</b>		<u>0</u>	<u>0</u>
<b>TOTAL</b>		<u>\$ 25,819,439</u>	<u>\$ 27,518,642</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	2012 Achievements	2013 Expectations	2014 Targets
Meet or exceed the minimum disinfection level established by Texas Commission on Environmental Quality 100% on a daily basis	365 of 365 days	100%	100%
Meet or exceed Texas Commission on Environmental Quality operating standards	365 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	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 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 687,779	\$ 706,966
Overtime		9,743	9,743
Other Benefits		<u>331,086</u>	<u>339,090</u>
<b>TOTAL 1000</b>		<u>1,028,608</u>	<u>1,055,799</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		8,000	8,000
2570. Clothing, Dry Goods, Etc.		2,875	2,875
2620. Postage		1,000	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>751,535</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		22,867,000	24,539,000
3210. Hire of Equipment - Garage - Vehicles		44,865	47,081
3212. Equipment Rental - External		2,500	2,500
3213. Hire of Equipment - Technology		4,261	2,057
3230. Laundry & Cleaning		600	600
3235. Janitorial Services		6,700	6,700
3305. Environmental & Regulatory		208,000	208,000
3310. Exterminator		601	601
3370. Grounds Maintenance		12,404	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 2012-2013	BUDGET 2013-2014
<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>23,928,336</u>	<u>25,600,348</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Buildings & Grounds		10,000	10,000
4012. Security Fencing		14,850	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>\$ 25,819,439</u>	<u>\$ 27,518,642</u>

# PERSONNEL SCHEDULE

FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300	UNIT PURIFICATION PLANT 0320		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
<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	2	2	2	
TOTAL	<u>2</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	11	11	
TOTAL	<u>11</u>	<u>12</u>	<u>12</u>	
<b>CLERICAL</b>				
Administrative Assistant	1	1	1	
TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
<b>BASE SALARIES</b>				
				\$ 706,966
<b>LONGEVITY</b>				
				7,827
<b>SPECIAL PAY</b>				
				18,689
<b>OVERTIME</b>				
				9,743
<b>FRINGE BENEFITS</b>				
				<u>312,574</u>
<b>GRAND TOTAL</b>				
	<u>17</u>	<u>18</u>	<u>18</u>	\$ <u>1,055,799</u>

**SUMMARY**

FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300	UNIT NONDEPARTMENTAL 0325	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 9,645	\$ 102,160
2000. COMMODITIES		0	0
3000. CONTRACTUAL SERVICES		4,910,520	5,414,392
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		<u>9,125,995</u>	<u>10,584,367</u>
	<b>SUBTOTAL</b>	<u>14,046,160</u>	<u>16,100,919</u>
		0	0
<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>\$ 14,046,160</u>	<u>\$ 16,100,919</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.

**DETAIL**

FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300	UNIT NONDEPARTMENTAL 0325	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 0	\$ 0
Other Benefits		9,645	102,160
<b>TOTAL 1000</b>		<u>9,645</u>	<u>102,160</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3030. Light & Power		0	350,000
3110. Insurance - External		69,128	69,128
3112. General Liability Self-Insurance		138,918	146,871
3120. Group Insurance		109,169	126,846
3121. City Share - Retiree Insurance		79,856	87,842
3125. Workers' Compensation		-96,626	-21,238
3211. Hire of Equipment - Garage - Other		121,208	121,208
3340. Water Royalty Payments		50,000	50,000
3342. Ivie Reservoir Maintenance		75,000	75,000
3343. Ivie Dam Construction Contract		819,247	825,284
3344. Ivie Pipeline Construction Contract		2,767,620	2,779,951
3345. Ivie Pipeline Maintenance		550,000	550,000
3350. Bank Services		105,000	120,000
3440. External Audit Fees		72,000	85,000
3450. Consulting Fees		50,000	48,500
<b>TOTAL 3000</b>		<u>4,910,520</u>	<u>5,414,392</u>
<b>6000. MISCELLANEOUS</b>			
6202. General Fund Services		1,388,229	1,300,289
6885. Franchise Fees		2,667,000	2,850,000
6910. Depreciation Expense		5,070,766	6,434,078
<b>TOTAL 6000</b>		<u>9,125,995</u>	<u>10,584,367</u>
<b>GRAND TOTAL</b>		<u>\$ 14,046,160</u>	<u>\$ 16,100,919</u>

# PERSONNEL SCHEDULE

FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300			UNIT NONDEPARTMENTAL 0325
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
FRINGE BENEFITS				\$ <u>102,160</u>
GRAND TOTAL	<u>0</u>	<u>0</u>	<u>0</u>	\$ <u>102,160</u>

## SUMMARY

FUND WATER & SEWER 300	DEPARTMENT ENGINEERING 080	UNIT WATER & WASTEWTR MAINT 0335	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<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>		\$ 1,898,999 178,750 679,988 179,776 120,300 0	\$ 1,673,619 180,950 1,672,270 350,010 60,300 0
<b>SUBTOTAL</b>		<u>3,057,813</u>	<u>3,937,149</u>
<b>CAPITAL OUTLAY</b> <b>7000. LANDS - BUILDINGS</b> <b>8000. EQUIPMENT</b>		110,000 3,777	110,000 16,500
<b>SUBTOTAL</b>		<u>113,777</u>	<u>126,500</u>
<b>TOTAL</b>		<u>\$ 3,171,590</u>	<u>\$ 4,063,649</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	2012 Achievements	2013 Expectations	2014 Targets
Water main breaks	52	50	45
Average man hours/main repair	25.05	24.00	22.00
Emergency sewer stoppages	289	275	250
CCTV inspection/ miles sewer line	1.00%	1.00%	2.00%

**DETAIL**

FUND WATER & SEWER 300	DEPARTMENT ENGINEERING 080	UNIT WATER & WASTEWTR MAINT 0335	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 1,218,072	\$ 1,075,887
Overtime		26,265	26,265
Other Benefits		<u>654,662</u>	<u>571,467</u>
<b>TOTAL 1000</b>		<u>1,898,999</u>	<u>1,673,619</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		2,000	2,000
2020. Educational & Training Supplies		150	150
2120. Minor Equipment, Instruments & Tools		17,500	17,500
2140. Electrical Parts & Supplies		600	600
2155. Minor Computer Hardware & Peripherals		0	2,000
2160. Computer Software & Supplies		9,000	9,000
2170. Welding Supplies		1,200	1,200
2190. Water & Sewer Taps		120,000	120,000
2200. Food		900	900
2310. Janitorial Supplies		1,700	1,700
2320. Medical Supplies		200	400
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>178,750</u>	<u>180,950</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3030. Light & Power		28,500	28,500
3040. Water		0	30,000
3113. General Liability, Worker's Compensation Penalty		-23,638	-23,516
3200. Lab Tests - Streets		1,000	1,000
3210. Hire of Equipment - Garage - Vehicles		629,043	602,596
3212. Equipment Rental - External		2,200	2,200
3213. Hire of Equipment - Technology		1,473	2,180
3230. Laundry & Cleaning		13,600	13,600
3240. Binding, Printing & Reproduction		0	200
3310. Exterminator		750	750
3360. Special Postage & Express Shipping		460	460
3390. Other Special Services		100	200
3510. Travel		10,700	6,000
3520. Dues & Subscriptions		1,800	1,800
3530. Training, Registration Fees, Etc.		13,700	6,000
3920. Rent		300	300
3990. Other		<u>0</u>	<u>1,000,000</u>
<b>TOTAL 3000</b>		<u>679,988</u>	<u>1,672,270</u>

**DETAIL**

FUND WATER & SEWER 300	DEPARTMENT ENGINEERING 080	UNIT WATER & WASTEWTR MAINT 0335	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Building & Grounds		\$ 1,000	\$ 1,000
4110. Sanitary Sewers		102,766	175,000
4220. Streets, Roadways, Etc.		24,010	24,010
4930. Water Mains		<u>52,000</u>	<u>150,000</u>
<b>TOTAL 4000</b>		<u>179,776</u>	<u>350,010</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		6,500	14,000
5330. Fire Hydrants		92,500	25,000
5410. Sewer Service Connections		<u>500</u>	<u>500</u>
<b>TOTAL 5000</b>		<u>120,300</u>	<u>60,300</u>
<b><u>CAPITAL OUTLAY</u></b>			
<b>7000. LAND, BUILDINGS AND OTHER IMPROVEMENTS</b>			
7560. Water Lines		<u>110,000</u>	<u>110,000</u>
<b>TOTAL 7000</b>		<u>110,000</u>	<u>110,000</u>
<b>8000. EQUIPMENT</b>			
8530. Other Equipment		<u>3,777</u>	<u>16,500</u>
<b>TOTAL 8000</b>		<u>3,777</u>	<u>16,500</u>
<b>GRAND TOTAL</b>		<u>\$ 3,171,590</u>	<u>\$ 4,063,649</u>

# PERSONNEL SCHEDULE

FUND WATER & SEWER 300	DEPARTMENT ENGINEERING 080	UNIT WATER & WASTEWTR MAINT 0335		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
<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	19	
Maintenance Specialist	1	1	1	
TOTAL	<u>26</u>	<u>26</u>	<u>25</u>	
BASE SALARIES				\$ 1,075,887
LONGEVITY				20,229
SPECIAL PAY				38,696
OVERTIME				26,265
FRINGE BENEFITS				<u>512,542</u>
GRAND TOTAL	<u>32</u>	<u>32</u>	<u>31</u>	\$ <u>1,673,619</u>

**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>		<b>UNIT</b>	
WATER & SEWER 300		UTILITIES 300		INTERFUND TRANSFER 0339	
<b>CLASSIFICATION</b>				<b>BUDGET 2012-2013</b>	<b>BUDGET 2013-2014</b>
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>10,387,169</u>	<u>5,936,048</u>
<b>SUBTOTAL</b>				<u>10,387,169</u>	<u>5,936,048</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>\$ 10,387,169</u>	<u>\$ 5,936,048</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 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>6000. MISCELLANEOUS</b>			
6300. General Fund		\$ 750,000	\$ 750,000
6326. Interest & Sinking		0	2,500
6328. Hud Section 108 Loan Fund		107,584	107,112
6336. Water & Sewer 2012 GPCO		1,257,991	851,856
6341. Water & Sewer Construction		2,846,766	500,000
6345. Water & Sewer 2002 Refund Sinking Fund		734,889	0
6349. Water & Sewer 2007 Refund Sinking Fund		603,522	600,391
6355. Water & Sewer 1999 Floating Rate Revenue I & S		957,334	0
6356. Water & Sewer 2007 CO I & S Fund		<u>3,129,083</u>	<u>3,124,189</u>
<b>TOTAL 6000</b>		<u>10,387,169</u>	<u>5,936,048</u>
 <b>GRAND TOTAL</b>		 <u>\$ 10,387,169</u>	 <u>\$ 5,936,048</u>

## SUMMARY

FUND WATER & SEWER 300	DEPARTMENT FINANCE 035	UNIT METER SHOP 0340	
CLASSIFICATION	BUDGET 2012-2013	BUDGET 2013-2014	
1000. PERSONNEL SERVICES	\$ 290,880	\$ 300,646	
2000. COMMODITIES	411,405	463,000	
3000. CONTRACTUAL SERVICES	62,776	46,692	
4000. MAINTENANCE - STRUCTURES	0	0	
5000. MAINTENANCE - EQUIPMENT	121,200	123,700	
6000. MISCELLANEOUS	0	0	
<b>SUBTOTAL</b>	886,261	934,038	
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS	0	0	
8000. EQUIPMENT	0	0	
<b>SUBTOTAL</b>	0	0	
<b>TOTAL</b>	\$ 886,261	\$ 934,038	

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	2012 Achievements	2013 Expectations	2014 Targets
Change out 20% of meters on all active accounts annually	12%	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**

FUND WATER & SEWER 300	DEPARTMENT FINANCE 035	UNIT METER SHOP 0340	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 184,190	\$ 192,845
Overtime		366	366
Other Benefits		<u>106,324</u>	<u>107,435</u>
<b>TOTAL 1000</b>		<u>290,880</u>	<u>300,646</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		2,000	2,000
2120. Minor Equipment, Instruments & Tools		6,000	7,000
2195. Water Meters		400,000	450,000
2220. Ice		960	1,500
2310. Janitorial Supplies		300	500
2570. Clothing, Dry Goods, Etc.		2,000	2,000
2630. Security Badges & Decal Supplies		<u>145</u>	<u>0</u>
<b>TOTAL 2000</b>		<u>411,405</u>	<u>463,000</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3020. Heat & Natural Gas		1,500	1,500
3030. Light & Power		3,000	3,000
3040. Water		1,500	1,500
3113. General Liability, Worker's Compensation Penalty		-1,131	0
3210. Hire of Equipment - Garage - Vehicles		35,411	33,725
3213. Hire of Equipment - Technology		596	2,167
3280. Temporary Help		20,000	2,000
3510. Travel		600	1,500
3530. Training, Registration Fees, Etc.		1,000	1,000
3550. Employee Awards		<u>300</u>	<u>300</u>
<b>TOTAL 3000</b>		<u>62,776</u>	<u>46,692</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5110. Machinery, Tools, & Implements		200	200
5310. Meters		1,000	3,500
5320. Water Service Connections		<u>120,000</u>	<u>120,000</u>
<b>TOTAL 5000</b>		<u>121,200</u>	<u>123,700</u>
<b>GRAND TOTAL</b>		\$ <u>886,261</u>	\$ <u>934,038</u>

# PERSONNEL SCHEDULE

FUND WATER & SEWER 300	DEPARTMENT FINANCE 035	UNIT METER SHOP 0340		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
<b>SUPERVISORY</b>				
Labor Supervisor	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>	
BASE SALARIES				\$ 192,845
LONGEVITY				2,853
SPECIAL PAY				6,180
OVERTIME				366
FRINGE BENEFITS				<u>98,402</u>
GRAND TOTAL				\$ <u><u>300,646</u></u>

## SUMMARY

FUND WATER & SEWER 300	DEPARTMENT FINANCE 035	UNIT CUSTOMER SERVICE 0345	
CLASSIFICATION	BUDGET 2012-2013	BUDGET 2013-2014	
1000. PERSONNEL SERVICES	\$ 1,288,243	\$ 1,394,169	
2000. COMMODITIES	231,052	238,052	
3000. CONTRACTUAL SERVICES	324,458	336,589	
4000. MAINTENANCE - STRUCTURES	0	0	
5000. MAINTENANCE - EQUIPMENT	15,000	15,000	
6000. MISCELLANEOUS	0	0	
<b>SUBTOTAL</b>	1,858,753	1,983,810	
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS	0	0	
8000. EQUIPMENT	0	0	
<b>SUBTOTAL</b>	0	0	
<b>TOTAL</b>	\$ 1,858,753	\$ 1,983,810	

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 closeout of customers' accounts and the collection of delinquent utility bills.

### Activity / Performance Measures

Activity/Performance Measure	2012 Achievements	2013 Expectations	2014 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%	0.11%	0.20%	0.20%
Daily deposit by cashiers office is prepared and ready for pick up by noon	100%	100%	100%

**DETAIL**

FUND WATER & SEWER 300	DEPARTMENT FINANCE 035	UNIT CUSTOMER SERVICE 0345	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries	\$ 851,217	\$ 923,802	
Overtime	5,282	5,282	
Other Benefits	431,744	465,085	
	<u>431,744</u>	<u>465,085</u>	
<b>TOTAL 1000</b>	<u>1,288,243</u>	<u>1,394,169</u>	
<b>2000. COMMODITIES</b>			
2010. Office Supplies	15,000	16,000	
2012. Water Bills	30,000	30,000	
2120. Minor Equipment, Instruments & Tools	5,000	5,000	
2160. Computer Software & Supplies	500	500	
2310. Janitorial Supplies	125	125	
2330. Chemicals & Insecticides	50	50	
2570. Clothing, Dry Goods, Etc.	5,000	6,000	
2620. Postage	175,000	180,000	
2630. Security Badges & Decal Supplies	377	377	
	<u>377</u>	<u>377</u>	
<b>TOTAL 2000</b>	<u>231,052</u>	<u>238,052</u>	
<b>3000. CONTRACTUAL SERVICES</b>			
3113. General Liability, Worker's Compensation Penalty	0	-2,225	
3210. Hire of Equipment - Garage - Vehicles	107,672	100,829	
3212. Equipment Rental - External	33,000	33,000	
3213. Hire of Equipment - Technology	9,386	9,385	
3240. Binding, Printing & Reproduction	600	600	
3270. Notary Bonds	142	142	
3280. Temporary Help	75,500	80,000	
3290. Armored Car Services	3,058	3,058	
3350. Bank Services	70,000	70,000	
3360. Special Postage & Express Shipping	300	300	
3390. Other Special Services	1,600	5,000	
3405. Software Maintenance	2,500	2,500	
3420. Legal Filing Fees	10,000	10,000	
3510. Travel	6,000	15,000	
3520. Dues & Subscriptions	1,500	1,500	
3530. Training, Registration Fees, Etc.	2,000	6,500	
3550. Employee Awards	1,000	1,000	
3900. Mileage	200	0	
	<u>200</u>	<u>0</u>	
<b>TOTAL 3000</b>	<u>324,458</u>	<u>336,589</u>	

**DETAIL**

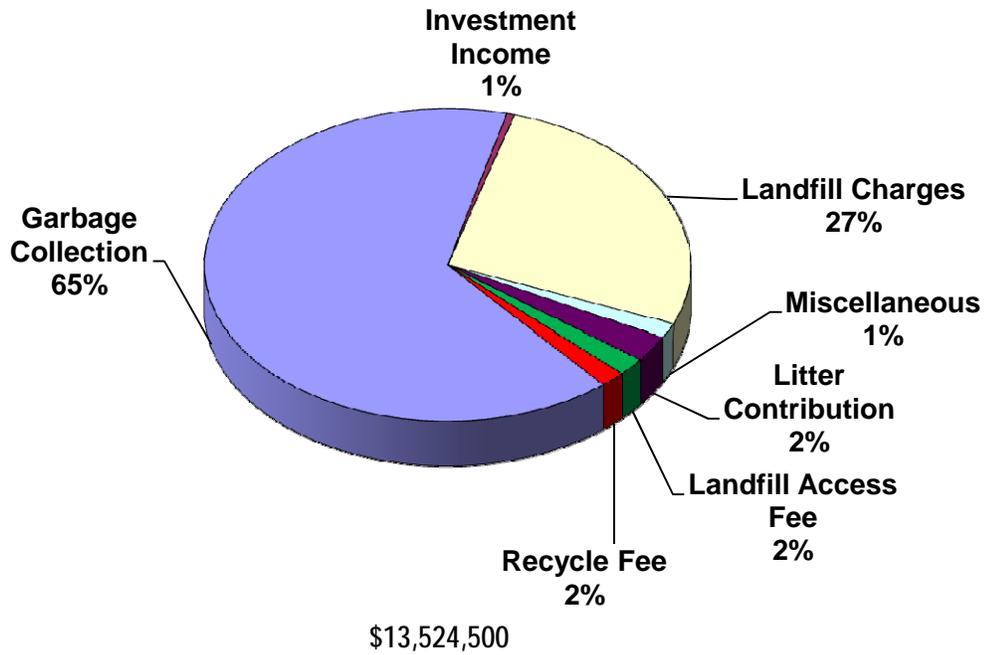
<b>FUND</b> WATER & SEWER 300	<b>DEPARTMENT</b> FINANCE 035	<b>UNIT</b> CUSTOMER SERVICE 0345	
<b>CLASSIFICATION</b>	<b>BUDGET 2012-2013</b>	<b>BUDGET 2013-2014</b>	
<p align="center"><u><b>OPERATING SERVICES</b></u></p>			
<p><b>5000. MAINTENANCE OF EQUIPMENT</b>                      5110. Machinery, Tools, &amp; Implements</p>	\$ <u>15,000</u>	\$ <u>15,000</u>	
<p align="center"><b>TOTAL 5000</b></p>	<u>15,000</u>	<u>15,000</u>	
<p><b>GRAND TOTAL</b></p>	\$ <u><u>1,858,753</u></u>	\$ <u><u>1,983,810</u></u>	

# PERSONNEL SCHEDULE

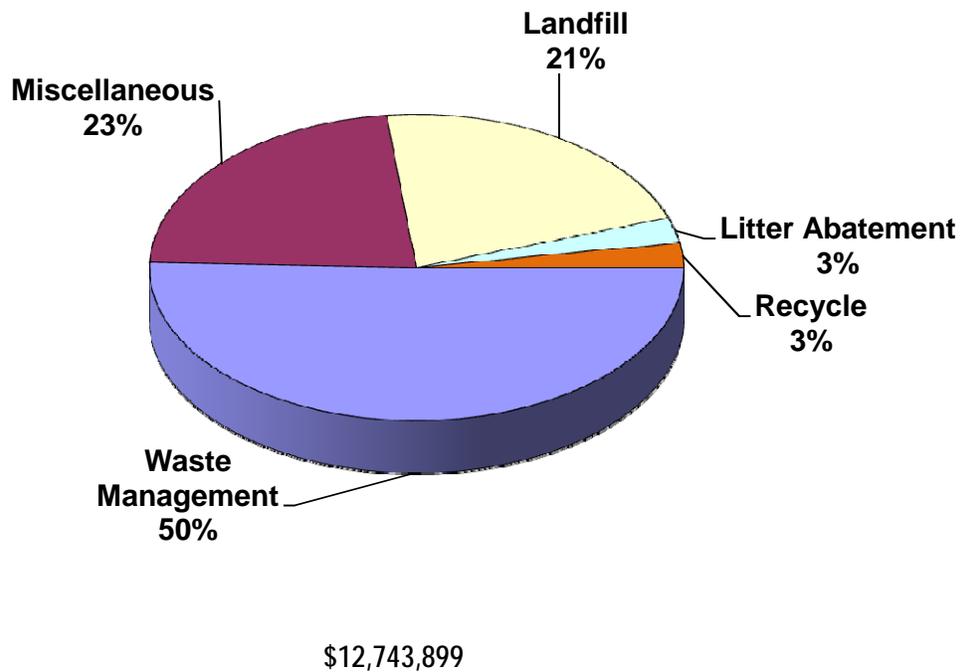
FUND WATER & SEWER 300	DEPARTMENT FINANCE 035	UNIT CUSTOMER SERVICE 0345		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
<b>MANAGEMENT</b>				
Customer Service Manager	1	1	1	
Asst. Customer Service Manager	1	1	1	
TOTAL	<u>2</u>	<u>2</u>	<u>2</u>	
<b>SUPERVISORY</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>				
Customer Service Representative	5	6	6	
Meter Reader	5	7	7	
TOTAL	<u>10</u>	<u>13</u>	<u>13</u>	
<b>CLERICAL</b>				
Account Clerk	10	10	10	
TOTAL	<u>10</u>	<u>10</u>	<u>10</u>	
BASE SALARIES				\$ 923,802
LONGEVITY				11,163
SPECIAL PAY				12,793
OVERTIME				5,282
FRINGE BENEFITS				<u>441,129</u>
GRAND TOTAL	<u>24</u>	<u>27</u>	<u>27</u>	\$ <u>1,394,169</u>

**SECTION VI**  
**SANITATION FUND**

**Sanitation Fund Revenues  
As Budgeted For Fiscal Year 2014**



**Sanitation Fund Expenses  
As Budgeted For Fiscal Year 2014**



## CITY OF MIDLAND, TEXAS

**SANITATION FUND  
REVENUE AND RECEIPTS**

	<b>ACTUAL 2011-2012</b>	<b>BUDGET 2012-2013</b>	<b>BUDGET 2013-2014</b>
<b>CHARGES FOR CURRENT SERVICES</b>			
Garbage Collection Fees	\$ 8,417,560	\$ 8,800,000	\$ 8,800,000
Landfill Charges	2,766,267	2,420,000	3,600,000
Recycle Midland	675	0	0
Special Collections	46,682	40,000	30,000
Haulers Permit Fee	0	0	45,000
Landfill Access Fee	0	0	250,000
Recycle Fee	220,631	210,000	225,000
Mandatory Litter Fee	0	0	370,000
Miscellaneous	12,700	25,000	12,500
Penalties	89,254	94,000	96,000
Uncollectible	<u>(15,000)</u>	<u>0</u>	<u>(15,000)</u>
Total Charges for Current Services	<u>11,538,769</u>	<u>11,589,000</u>	<u>13,413,500</u>
<b>NONOPERATING AND OTHER REVENUE</b>			
Interest	69,459	80,000	70,000
Discounts Earned	10,780	10,000	10,000
State Sanitation Grant	8,000	0	0
Sale of Minor Equipment	57,702	45,000	0
Litter Abatement Contribution	145,235	138,000	0
Unclassified	735	1,000	1,000
Net Increase in Fair Value of Investment	6,406	0	0
Sale of Recyclables	<u>78,153</u>	<u>37,000</u>	<u>30,000</u>
Total Nonoperating and Other Revenue	<u>376,470</u>	<u>311,000</u>	<u>111,000</u>
<b>TOTAL REVENUE AND RECEIPTS</b>	<u>\$ 11,915,239</u>	<u>\$ 11,900,000</u>	<u>\$ 13,524,500</u>

CITY OF MIDLAND, TEXAS

**SANITATION FUND  
SUMMARY OF EXPENSES/EXPENDITURES BY UNIT**

Unit No.	ORGANIZATION	ACTUAL 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
0400	Utilities - Solid Waste Management	\$ 6,323,727	\$ 6,039,108	\$ 6,438,985
0401	Utilities - Litter Abatement	133,482	343,605	343,605
0402	Utilities - Recycle	0	335,326	332,116
0405	Utilities - Landfill	2,120,741	2,187,806	2,735,565
0407	Utilities - Nondepartmental	3,058,572	2,900,221	2,893,628
0409	Utilities - Interfund Transfer	<u>613,790</u>	<u>5,772,510</u>	<u>0</u>
	<b>Total</b>	<u>\$ 12,250,312</u>	<u>\$ 17,578,576</u>	<u>\$ 12,743,899</u>

**SANITATION FUND  
SUMMARY OF EXPENSES/EXPENDITURES  
BY CLASSIFICATION**

	<b>BUDGET 2013-2014</b>	<b>RATIO</b>
<b><u>OPERATING EXPENSES</u></b>		
<b>1000. PERSONNEL SERVICES</b>	\$ 3,384,936	26.561%
<b>2000. COMMODITIES</b>	710,325	5.574%
<b>3000. CONTRACTUAL SERVICES</b>	5,700,540	44.732%
<b>4000. MAINTENANCE - STRUCTURES</b>	32,100	0.252%
<b>5000. MAINTENANCE - EQUIPMENT</b>	29,750	0.233%
<b>6000. MISCELLANEOUS</b>	<u>2,790,248</u>	<u>21.895%</u>
<b>TOTAL OPERATING EXPENDITURES</b>	<u>12,647,899</u>	<u>99.247%</u>
<b><u>CAPITAL OUTLAY</u></b>		
<b>7000. LAND - BUILDINGS</b>	0	0.000%
<b>8000. EQUIPMENT</b>	<u>96,000</u>	<u>0.753%</u>
<b>TOTAL CAPITAL OUTLAY</b>	<u>96,000</u>	<u>0.753%</u>
<b>GRAND TOTAL</b>	<u>\$ 12,743,899</u>	<u>100.000%</u>

## SUMMARY

FUND	DEPARTMENT	UNIT	
SANITATION 430	SANITATION 430	SOLID WASTE MANAGEMENT 0400	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 2,288,054	\$ 2,417,929
2000. COMMODITIES		668,675	666,675
3000. CONTRACTUAL SERVICES		2,986,348	3,226,881
4000. MAINTENANCE - STRUCTURES		4,600	4,600
5000. MAINTENANCE - EQUIPMENT		58,281	26,750
6000. MISCELLANEOUS		150	150
	<b>SUBTOTAL</b>	6,006,108	6,342,985
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		33,000	96,000
	<b>SUBTOTAL</b>	33,000	96,000
	<b>TOTAL</b>	\$ 6,039,108	\$ 6,438,985

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	2012 Achievements	2013 Expectations	2014 Targets
Number of containers changed out/ total	4.25%	4.84%	5.00%
Number of containers repaired/ total	3.56%	7.06%	7.00%
Hand pickups/ customer	4.11%	6.08%	7.00%
Tons recycled/ tons collected	1.59%	1.19%	2.00%
Tons collected/ employee - hr	1.52	1.81	2.05

**DETAIL**

FUND		DEPARTMENT	UNIT	
SANITATION 430		SANITATION 430	SOLID WASTE MANAGEMENT 0400	
CLASSIFICATION			BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
	Salaries		\$ 1,468,399	\$ 1,555,070
	Overtime		25,750	25,750
	Other Benefits		793,905	837,109
	<b>TOTAL 1000</b>		<u>2,288,054</u>	<u>2,417,929</u>
<b>2000. COMMODITIES</b>				
	2010. Office Supplies		6,000	6,000
	2020. Educational & Training Supplies		1,500	1,500
	2110. Motor Vehicle Supplies		1,000	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	2,000
	2180. Refuse Containers & Lids		620,000	575,000
	2181. Roll Out Carts		8,000	50,000
	2200. Food		1,500	1,500
	2210. Water		1,000	1,000
	2220. Ice		1,500	1,500
	2310. Janitorial Supplies		750	1,250
	2320. Medical Supplies		300	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		375	375
	<b>TOTAL 2000</b>		<u>668,675</u>	<u>666,675</u>
<b>3000. CONTRACTUAL SERVICES</b>				
	3030. Light & Power		2,500	2,500
	3040. Water		600	1,000
	3113. General Liability, Worker's Compensation Penalty		-35,864	-19,178
	3210. Hire of Equipment - Garage - Vehicles		2,976,174	3,184,468
	3212. Equipment Rental - External		1,500	1,500
	3213. Hire of Equipment - Technology		3,518	4,062
	3220. Advertising		3,500	3,500
	3235. Janitorial Services		0	3,600
	3240. Binding, Printing & Reproduction		400	400
	3280. Temporary Help		3,000	3,000
	3310. Exterminator		220	220
	3510. Travel		15,350	20,039
	3520. Dues & Subscriptions		500	500
	3530. Training, Registration Fees, Etc.		8,450	14,770

**DETAIL**

FUND SANITATION 430	DEPARTMENT SANITATION 430	UNIT SOLID WASTE MANAGEMENT 0400	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>3000. CONTRACTUAL SERVICES (continued)</b>			
3540. Education Assistance		\$ 6,000	\$ 6,000
3550. Employee Awards		<u>500</u>	<u>500</u>
<b>TOTAL 3000</b>		<u>2,986,348</u>	<u>3,226,881</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. Machinery, Tools, & Implements		750	1,250
5120. Instruments & Apparatus (Major)		500	0
5130. Motor Vehicles		500	500
5510. Refuse Containers		36,281	15,000
5520. Refuse Compactors		<u>20,250</u>	<u>10,000</u>
<b>TOTAL 5000</b>		<u>58,281</u>	<u>26,750</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>96,000</u>
<b>TOTAL 8000</b>		<u>33,000</u>	<u>96,000</u>
<b>GRAND TOTAL</b>		\$ <u>6,039,108</u>	\$ <u>6,438,985</u>

# PERSONNEL SCHEDULE

FUND SANITATION 430	DEPARTMENT SANITATION 430	UNIT SOLID WASTE MANAGEMENT 0400		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
<b>MANAGEMENT</b>				
Solid Waste Management Director	1	1	1	
Assistant Solid Waste Director	0	1	1	
Superintendent	1	0	0	
Environmental Compliance Spec.	1	0	0	
TOTAL	<u>3</u>	<u>2</u>	<u>2</u>	
<b>TECHNICAL</b>				
Environmental Officer	1	1	1	
Operations Planner	1	1	1	
TOTAL	<u>2</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	33	33	
TOTAL	<u>38</u>	<u>36</u>	<u>36</u>	
<b>CLERICAL</b>				
Administrative Assistant	0	1	1	
TOTAL	<u>0</u>	<u>1</u>	<u>1</u>	
<b>BASE SALARIES</b>				
				\$ 1,555,070
<b>LONGEVITY</b>				
				18,576
<b>SPECIAL PAY</b>				
				44,836
<b>OVERTIME</b>				
				25,750
<b>FRINGE BENEFITS</b>				
				<u>773,697</u>
<b>GRAND TOTAL</b>				
	<u>46</u>	<u>44</u>	<u>44</u>	\$ <u>2,417,929</u>

## SUMMARY

FUND	DEPARTMENT	UNIT	
SANITATION 430	SANITATION 430	LITTER ABATEMENT 0401	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
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>155,055</u>	<u>155,055</u>
<b>SUBTOTAL</b>		<u>343,605</u>	<u>343,605</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>\$ 343,605</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	2012 Achievements	2013 Expectations	2014 Targets
Cubic yards of litter picked up	2,002.93	2,704.50	4,000
Litter abatement fee collections	\$144,910	\$441,538	\$500,000
Average participation	69%	100.00%	100%

**DETAIL**

FUND SANITATION 430	DEPARTMENT SANITATION 430	UNIT LITTER ABATEMENT 0401	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<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	<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	<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	100,000	100,000	
6174. KMB - Cash for Trash	50,000	50,000	
6990. Miscellaneous	<u>5,055</u>	<u>5,055</u>	
<b>TOTAL 6000</b>	<u>155,055</u>	<u>155,055</u>	
<b>GRAND TOTAL</b>	<u>\$ 343,605</u>	<u>\$ 343,605</u>	

## SUMMARY

FUND SANITATION 430	DEPARTMENT SANITATION 430	UNIT RECYCLE 0402	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<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>		\$ 191,359 9,500 134,467 0 0 0 <hr/> 335,326	\$ 191,637 9,500 130,979 0 0 0 <hr/> 332,116
<b>SUBTOTAL</b>		<hr/> 335,326	<hr/> 332,116
<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>		\$ <u><u>335,326</u></u>	\$ <u><u>332,116</u></u>

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 Citizens Collection Station.

Activity / Performance Measures			
Activity/Performance Measure	2012 Achievements	2013 Expectations	2014 Targets
Recycle Fee Collection	\$210,967.50	\$225,559.71	\$250,000.00
Recycle Revenue - Butts Recycle	\$26,496.88	\$13,099.19	\$15,000.00
Materials recycled at Butts (in tons)	1,506	1,345	1,600

**DETAIL**

FUND SANITATION 430	DEPARTMENT SANITATION 430	UNIT RECYCLE 0402	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 120,206	\$ 123,003
Other Benefits		<u>71,153</u>	<u>68,634</u>
<b>TOTAL 1000</b>		<u>191,359</u>	<u>191,637</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		500	500
2020. Educational & Training Supplies		1,500	1,500
2120. Minor Equipment, Instruments & Tools		1,500	1,500
2180. Refuse Containers & Lids		3,000	3,000
2200. Food		300	300
2210. Water		250	250
2310. Janitorial Supplies		500	500
2320. Medical Supplies		125	125
2330. Chemicals & Insecticides		125	125
2570. Clothing, Dry Goods, Etc.		1,200	1,200
2640. Safety Supplies & Minor Equipment		<u>500</u>	<u>500</u>
<b>TOTAL 2000</b>		<u>9,500</u>	<u>9,500</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3210. Hire of Equipment - Garage - Vehicles		114,029	111,379
3212. Equipment Rental - External		2,500	2,500
3213. Hire of Equipment - Technology		838	0
3220. Advertising		4,000	4,000
3280 Temporary Help		3,000	3,000
3380. Recycling Activities		10,000	10,000
3550. Employee Awards		<u>100</u>	<u>100</u>
<b>TOTAL 3000</b>		<u>134,467</u>	<u>130,979</u>
<b>GRAND TOTAL</b>		\$ <u>335,326</u>	\$ <u>332,116</u>



## SUMMARY

FUND SANITATION 430	DEPARTMENT SANITATION 430	UNIT LANDFILL 0405	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 723,654	\$ 725,881
2000. COMMODITIES		27,500	27,500
3000. CONTRACTUAL SERVICES		1,406,352	1,951,684
4000. MAINTENANCE - STRUCTURES		27,500	27,500
5000. MAINTENANCE - EQUIPMENT		2,800	3,000
6000. MISCELLANEOUS		0	0
<b>SUBTOTAL</b>		2,187,806	2,735,565
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		0	0
<b>SUBTOTAL</b>		0	0
<b>TOTAL</b>		\$ 2,187,806	\$ 2,735,565

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	2012 Achievements	2013 Expectations	2014 Targets
Tons Landfill	194,085.23	225,324	250,000
Cubic yards used/ Cubic yards total	0.76%	0.88%	0.99%
Tons yard waste diverted	6,657.51	6,500	6,800
Tons recyclables removed	1,582.77	2,000	3,400
Hauler's permits Issued	N/A	95	100
Vehicle count	60,897	65,000	70,000

**DETAIL**

FUND		DEPARTMENT	UNIT	
SANITATION 430		SANITATION 430	LANDFILL 0405	
CLASSIFICATION			BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
	Salaries		\$ 479,406	\$ 477,174
	Overtime		8,869	8,869
	Other Benefits		<u>235,379</u>	<u>239,838</u>
	<b>TOTAL 1000</b>		<u>723,654</u>	<u>725,881</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		7,000	7,000
	2140. Electrical Parts & Supplies		1,500	1,500
	2155. Minor Computer Hardware & Peripherals		500	500
	2160. Computer Software & Supplies		800	800
	2170. Welding Supplies		1,500	1,500
	2200. Food		500	500
	2210. Water		1,600	1,600
	2310. Janitorial Supplies		2,000	2,000
	2320. Medical Supplies		600	600
	2330. Chemicals & Insecticides		700	700
	2570. Clothing, Dry Goods, Etc.		5,500	5,500
	2640. Safety Supplies and Minor Equipment		<u>1,000</u>	<u>1,000</u>
	<b>TOTAL 2000</b>		<u>27,500</u>	<u>27,500</u>
<b>3000. CONTRACTUAL SERVICES</b>				
	3010. Communication		0	1,000
	3030. Light & Power		30,000	30,000
	3113. General Liability, Worker's Compensation Penalty		-1,456	0
	3210. Hire of Equipment - Garage - Vehicles		978,915	1,509,726
	3212. Equipment Rental - External		2,500	2,500
	3213. Hire of Equipment - Technology		2,348	2,203
	3220. Advertising		0	500
	3240. Binding, Printing & Reproduction		500	2,500
	3280. Temporary Help		45,000	45,000
	3304. Mulching		100,000	100,000
	3305. Environmental, Regulatory		50,000	50,000
	3310. Exterminator		220	220
	3370. Grounds Maintenance		25,000	25,000
	3386. Tipping Fees		160,000	160,000
	3390. Other Special Services		1,000	1,000
	3405. Software Maintenance		395	395
	3510. Travel		5,425	12,191
	3520. Dues & Subscriptions		500	500
	3530. Training, Registration Fees, Etc.		5,255	8,199

**DETAIL**

FUND SANITATION 430	DEPARTMENT SANITATION 430	UNIT LANDFILL 0405	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>3000. CONTRACTUAL SERVICES (continued)</b>			
3540. Educational Assistance		\$ 500	\$ 500
3550. Employee Awards		250	250
<b>TOTAL 3000</b>		<u>1,406,352</u>	<u>1,951,684</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Buildings & Grounds		6,000	6,000
4012. Security Fencing		5,000	5,000
4110. Sanitary Sewers		500	500
4220. Streets, Roadways, Etc.		15,000	15,000
4910. Standpipes, Tanks, Wells, Etc.		1,000	1,000
<b>TOTAL 4000</b>		<u>27,500</u>	<u>27,500</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5110. Machinery, Tools, & Implements		2,500	3,000
5120. Instruments & Apparatus (Major)		300	0
<b>TOTAL 5000</b>		<u>2,800</u>	<u>3,000</u>
<b>GRAND TOTAL</b>		<u>\$ 2,187,806</u>	<u>\$ 2,735,565</u>

# PERSONNEL SCHEDULE

FUND SANITATION 430	DEPARTMENT SANITATION 430	UNIT LANDFILL 0405		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
<b>MANAGEMENT</b>				
Environmental Compliance Spec.	0	1	1	
Landfill Manager	1	1	1	
TOTAL	<u>1</u>	<u>2</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	1	1	
TOTAL	<u>0</u>	<u>1</u>	<u>1</u>	
<b>OPERATIONS</b>				
Equipment Operator	6	6	6	
Landfill Attendent	1	1	1	
Service Attendant-CCS	2	0	0	
TOTAL	<u>9</u>	<u>7</u>	<u>7</u>	
<b>BASE SALARIES</b>				
				\$ 477,174
<b>LONGEVITY</b>				
				2,199
<b>SPECIAL PAY</b>				
				5,615
<b>CAR ALLOWANCE</b>				
				9,600
<b>OVERTIME</b>				
				8,869
<b>FRINGE BENEFITS</b>				
				<u>222,424</u>
<b>GRAND TOTAL</b>				
				\$ <u><u>725,881</u></u>

**SUMMARY**

FUND SANITATION 430	DEPARTMENT SANITATION 430	UNIT NONDEPARTMENTAL 0407	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 4,565	\$ 49,489
2000. COMMODITIES		0	0
3000. CONTRACTUAL SERVICES		134,783	209,096
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		<u>2,760,873</u>	<u>2,635,043</u>
	<b>SUBTOTAL</b>	<u>2,900,221</u>	<u>2,893,628</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>2,900,221</u></u>	\$ <u><u>2,893,628</u></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 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 0	\$ 0
Other Benefits		4,565	49,489
<b>TOTAL 1000</b>		<u>4,565</u>	<u>49,489</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3110. Insurance - External		8,819	8,819
3112. General Liability Self-Insurance		34,892	37,616
3120. Group Insurance		67,859	70,300
3121. City Share - Retiree Insurance		29,149	32,064
3125. Workers' Compensation		-67,224	-15,492
3211. Hire of Equipment - Garage - Other		25,788	25,789
3350. Bank Services		23,000	35,000
3440. External Audit Fees		12,500	15,000
<b>TOTAL 3000</b>		<u>134,783</u>	<u>209,096</u>
<b>6000. MISCELLANEOUS</b>			
6202. General Fund Services		537,362	598,626
6865. Closure & Postclosure Care		992,866	1,035,347
6885. Franchise Fees		440,000	444,800
6910. Depreciation Expense		790,645	556,270
<b>TOTAL 6000</b>		<u>2,760,873</u>	<u>2,635,043</u>
<b>GRAND TOTAL</b>		<u>\$ 2,900,221</u>	<u>\$ 2,893,628</u>

# PERSONNEL SCHEDULE

FUND SANITATION 430	DEPARTMENT SANITATION 430	UNIT NONDEPARTMENTAL 0407		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
FRINGE BENEFITS				\$ <u>49,489</u>
GRAND TOTAL	<u>0</u>	<u>0</u>	<u>0</u>	\$ <u>49,489</u>

## SUMMARY

FUND SANITATION 430	DEPARTMENT SANITATION 430	UNIT INTERFUND TRANSFER 0409	
CLASSIFICATION	BUDGET 2012-2013	BUDGET 2013-2014	
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>5,772,510</u>	<u>0</u>	
<b>SUBTOTAL</b>	<u>5,772,510</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>\$ 5,772,510</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.

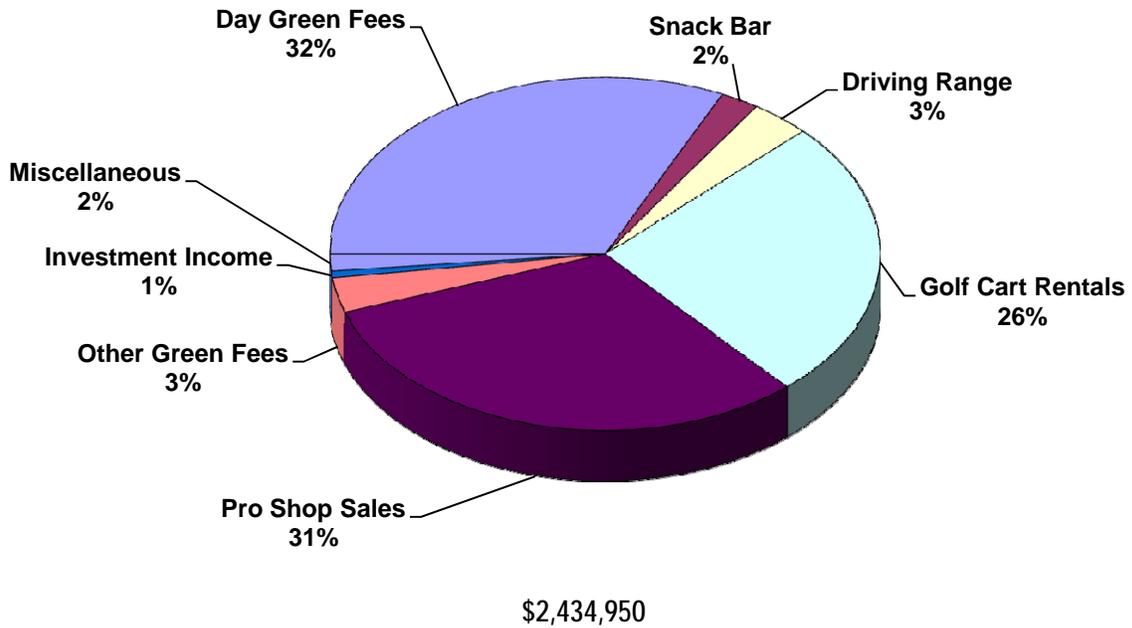
**DETAIL**

<b>FUND</b> SANITATION 430	<b>DEPARTMENT</b> SANITATION 430	<b>UNIT</b> INTERFUND TRANSFER 0409	
<b>CLASSIFICATION</b>		<b>BUDGET 2012-2013</b>	<b>BUDGET 2013-2014</b>
<p style="text-align: center;"><u><b>OPERATING SERVICES</b></u></p>			
<p><b>6000. MISCELLANEOUS</b> 6359. Sanitation Construction Fund</p>		\$ <u>5,772,510</u>	\$ <u>0</u>
<p style="text-align: center;"><b>TOTAL 6000</b></p>		<u>5,772,510</u>	<u>0</u>
<p><b>GRAND TOTAL</b></p>		\$ <u><u>5,772,510</u></u>	\$ <u><u>0</u></u>

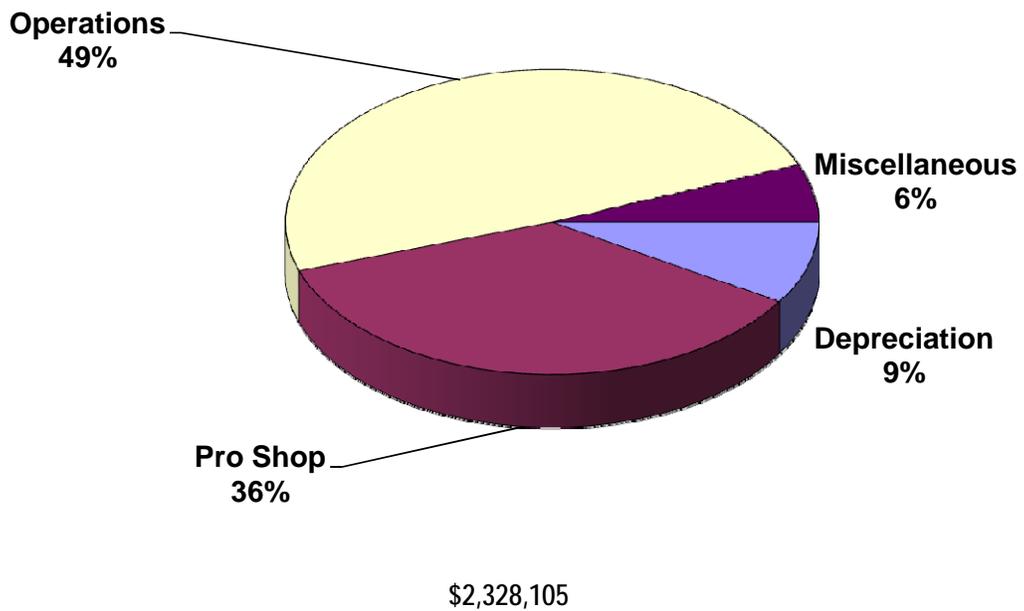


**SECTION VII**  
**GOLF COURSE FUND**

**Golf Course Fund Revenues  
As Budgeted For Fiscal Year 2014**



**Golf Course Fund Expenses  
As Budgeted For Fiscal Year 2014**



**GOLF COURSE FUND  
REVENUE AND RECEIPTS**

	<b>ACTUAL 2011-2012</b>	<b>BUDGET 2012-2013</b>	<b>BUDGET 2013-2014</b>
<b>RECREATION</b>			
Golf Cart Rentals	\$ 533,959	\$ 520,000	\$ 626,000
Daily Green Fees	672,244	650,000	780,000
Junior Rates	15,335	11,000	16,300
Senior Rates	47,252	40,000	52,000
Senior Annual Fees	7,575	11,000	6,000
Midland School Fees	1,893	4,000	1,950
Tournament Revenue	3,165	15,000	22,000
Snack Bar Rentals	51,828	65,000	55,000
Driving Range	77,145	67,000	85,000
Golf Pro Shop Rentals	12,311	10,000	14,200
Golf Pro Shop Sales	<u>697,691</u>	<u>620,000</u>	<u>760,000</u>
<b>Total Recreation</b>	<u>2,120,398</u>	<u>2,013,000</u>	<u>2,418,450</u>
<b>NONOPERATING AND OTHER REVENUE</b>			
Interest	11,593	15,000	15,000
Discounts Earned	1,497	1,000	1,500
Miscellaneous	1,176	0	0
Net Increase in Fair Value of Investment	<u>1,382</u>	<u>0</u>	<u>0</u>
<b>Total Nonoperating and Other Revenue</b>	<u>15,648</u>	<u>16,000</u>	<u>16,500</u>
<b>TOTAL REVENUE AND RECEIPTS</b>	<u>\$ 2,136,046</u>	<u>\$ 2,029,000</u>	<u>\$ 2,434,950</u>

**GOLF COURSE FUND  
SUMMARY OF EXPENSES/EXPENDITURES BY UNIT**

Unit No.	ORGANIZATION	ACTUAL 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
0410	Golf Course Operating	\$ 984,638	\$ 1,071,888	\$ 1,140,686
0411	Pro Shop Operations	837,770	831,513	842,198
0415	Golf Course - Nondepartmental	348,955	316,433	345,221
0419	Golf Course - Interfund Transfer	0	0	0
	<b>Total</b>	<u>\$ 2,171,363</u>	<u>\$ 2,219,834</u>	<u>\$ 2,328,105</u>

**GOLF COURSE FUND  
SUMMARY OF EXPENSES/EXPENDITURES  
BY CLASSIFICATION**

	<b>BUDGET 2013-2014</b>	<b>RATIO</b>
<b><u>OPERATING EXPENSES</u></b>		
<b>1000. PERSONNEL SERVICES</b>	\$ 712,882	30.621%
<b>2000. COMMODITIES</b>	602,200	25.867%
<b>3000. CONTRACTUAL SERVICES</b>	597,263	25.654%
<b>4000. MAINTENANCE - STRUCTURES</b>	43,000	1.847%
<b>5000. MAINTENANCE - EQUIPMENT</b>	14,500	0.623%
<b>6000. MISCELLANEOUS</b>	<u>313,260</u>	<u>13.456%</u>
<b>TOTAL OPERATING EXPENDITURES</b>	<u>2,283,105</u>	<u>98.068%</u>
<b><u>CAPITAL OUTLAY</u></b>		
<b>7000. LAND - BUILDINGS</b>	45,000	1.932%
<b>8000. EQUIPMENT</b>	<u>0</u>	<u>0.000%</u>
<b>TOTAL CAPITAL OUTLAY</b>	<u>45,000</u>	<u>1.932%</u>
<b>GRAND TOTAL</b>	<u>\$ 2,328,105</u>	<u>100.000%</u>

## SUMMARY

FUND GOLF COURSE 440	DEPARTMENT COMMUNITY SERVICES 090	UNIT GOLF COURSE 0410	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<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>		\$ 424,307 78,000 442,081 40,000 12,500 0 <hr/> 996,888	\$ 482,160 108,700 451,326 40,000 13,500 0 <hr/> 1,095,686
<b>SUBTOTAL</b>		<hr/>	<hr/>
<p style="text-align: center;"><b>CAPITAL OUTLAY</b></p> <b>7000. LANDS - BUILDINGS</b> <b>8000. EQUIPMENT</b>		75,000 0 <hr/> 75,000	45,000 0 <hr/> 45,000
<b>SUBTOTAL</b>		<hr/>	<hr/>
<b>TOTAL</b>		\$ <u><u>1,071,888</u></u>	\$ <u><u>1,140,686</u></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	2012 Achievements	2013 Expectations	2014 Targets
Turf will be maintained to standards accepted by the golfing industry and within budget constraints	90%	95%	98%
Plant 50 new trees yearly	50%	50%	80%
Maintain a minimum of 125 golf carts for rental at any time	90%	95%	98%

**DETAIL**

FUND GOLF COURSE 440	DEPARTMENT COMMUNITY SERVICES 090	UNIT GOLF COURSE 0410	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries	\$ 269,854	\$ 311,878	
Overtime	9,592	9,592	
Other Benefits	<u>144,861</u>	<u>160,690</u>	
<b>TOTAL 1000</b>	<u>424,307</u>	<u>482,160</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	2,500	2,500	
2330. Chemicals & Insecticides	25,000	45,000	
2520. Botanical & Agricultural Supplies	45,000	55,000	
2570. Clothing, Dry Goods, Etc.	<u>800</u>	<u>1,500</u>	
<b>TOTAL 2000</b>	<u>78,000</u>	<u>108,700</u>	
<b>3000. CONTRACTUAL SERVICES</b>			
3020. Heat & Natural Gas	4,000	4,000	
3030. Light & Power	70,000	75,000	
3040. Water	1,500	1,500	
3210. Hire of Equipment - Garage - Vehicles	204,203	204,586	
3212. Equipment Rental - External	1,500	1,500	
3213. Hire of Equipment - Technology	1,578	690	
3220. Advertising	0	1,000	
3230. Laundry & Cleaning	1,800	1,800	
3280. Temporary Help	150,500	150,500	
3450. Consulting Fees	0	4,000	
3510. Travel	3,000	2,250	
3520. Dues & Subscriptions	0	500	
3530. Training, Registration Fees, Etc.	1,000	1,000	
3920. Rent	<u>3,000</u>	<u>3,000</u>	
<b>TOTAL 3000</b>	<u>442,081</u>	<u>451,326</u>	
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Buildings & Grounds	30,000	30,000	
4910. Standpipes, Tanks, Wells, Etc.	<u>10,000</u>	<u>10,000</u>	
<b>TOTAL 4000</b>	<u>40,000</u>	<u>40,000</u>	
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5110. Machinery, Tools, & Implements	<u>12,500</u>	<u>13,500</u>	
<b>TOTAL 5000</b>	<u>12,500</u>	<u>13,500</u>	

**DETAIL**

<b>FUND</b> GOLF COURSE 440	<b>DEPARTMENT</b> COMMUNITY SERVICES 090	<b>UNIT</b> GOLF COURSE 0410	
<b>CLASSIFICATION</b>	<b>BUDGET 2012-2013</b>	<b>BUDGET 2013-2014</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>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>	<p style="text-align: right;">\$ <u>45,000</u></p> <p style="text-align: right;"><u>45,000</u></p> <p style="text-align: right;">\$ <u><u>1,140,686</u></u></p>

# PERSONNEL SCHEDULE

FUND GOLF COURSE 440	DEPARTMENT COMMUNITY SERVICES 090	UNIT GOLF COURSE 0410		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
<b>MANAGEMENT</b>				
Superintendent	1	1	1	
Assistant Superintendent	0	0	1	
TOTAL	<u>1</u>	<u>1</u>	<u>2</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				\$ 311,878
LONGEVITY				4,986
SPECIAL PAY				9,351
OVERTIME				9,592
FRINGE BENEFITS				<u>146,353</u>
<b>GRAND TOTAL</b>	<u><u>7</u></u>	<u><u>7</u></u>	<u><u>8</u></u>	<b>\$ <u><u>482,160</u></u></b>

## SUMMARY

FUND GOLF COURSE 440	DEPARTMENT COMMUNITY SERVICES 090	UNIT PRO SHOP OPERATIONS 0411	
CLASSIFICATION	BUDGET 2012-2013	BUDGET 2013-2014	
1000. PERSONNEL SERVICES	\$ 219,382	\$	221,095
2000. COMMODITIES	492,500		493,500
3000. CONTRACTUAL SERVICES	116,631		123,603
4000. MAINTENANCE - STRUCTURES	2,000		3,000
5000. MAINTENANCE - EQUIPMENT	1,000		1,000
6000. MISCELLANEOUS	0		0
<b>SUBTOTAL</b>	831,513		842,198
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS	0		0
8000. EQUIPMENT	0		0
<b>SUBTOTAL</b>	0		0
<b>TOTAL</b>	\$ 831,513	\$	842,198

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	2012 Achievements	2013 Expectations	2014 Targets
Maintain tournament levels	95%	100%	100%
Staff will resolve complaints within 24 hours	98%	98%	100%
Increase shop sales	100%	100%	Maintain 2013

**DETAIL**

FUND GOLF COURSE 440	DEPARTMENT COMMUNITY SERVICES 090	UNIT PRO SHOP OPERATIONS 0411	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 146,547	\$ 147,627
Other Benefits		<u>72,835</u>	<u>73,468</u>
<b>TOTAL 1000</b>		<u>219,382</u>	<u>221,095</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		2,500	2,500
2120. Minor Equipment, Instruments & Tools		500	500
2510. Recreational Supplies		4,500	5,500
2590. Cost of Goods Sold		<u>485,000</u>	<u>485,000</u>
<b>TOTAL 2000</b>		<u>492,500</u>	<u>493,500</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3212. Equipment Rental - External		2,500	2,500
3213. Hire of Equipment - Technology		336	2,258
3220. Advertising		6,600	6,600
3240. Binding, Printing & Reproduction		2,500	2,500
3280. Temporary Help		59,000	59,000
3350. Bank Services		40,000	40,000
3390. Other Special Services		1,495	1,495
3510. Travel		1,200	1,200
3520. Dues & Subscriptions		1,000	1,000
3530. Training, Registration Fees, Etc.		500	4,550
3920. Rent		1,500	1,500
3989. Tournament Expense		<u>0</u>	<u>1,000</u>
<b>TOTAL 3000</b>		<u>116,631</u>	<u>123,603</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Buildings & Grounds		<u>2,000</u>	<u>3,000</u>
<b>TOTAL 4000</b>		<u>2,000</u>	<u>3,000</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>831,513</u>	\$ <u>842,198</u>

# PERSONNEL SCHEDULE

FUND GOLF COURSE 440	DEPARTMENT COMMUNITY SERVICES 090	UNIT PRO SHOP OPERATIONS 0411		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
<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				\$ 147,627
LONGEVITY				2,535
SPECIAL PAY				3,800
FRINGE BENEFITS				<u>67,133</u>
<b>GRAND TOTAL</b>	<u><u>3</u></u>	<u><u>3</u></u>	<u><u>3</u></u>	<b>\$ <u><u>221,095</u></u></b>

**SUMMARY**

FUND GOLF COURSE 440	DEPARTMENT COMMUNITY SERVICES 090	UNIT NONDEPARTMENTAL 0415	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 1,068	\$ 9,627
2000. COMMODITIES		0	0
3000. CONTRACTUAL SERVICES		11,873	22,334
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		<u>303,492</u>	<u>313,260</u>
	<b>SUBTOTAL</b>	<u>316,433</u>	<u>345,221</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><u>316,433</u></u>	\$ <u><u>345,221</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 Golf Course Fund department.

**DETAIL**

FUND GOLF COURSE 440	DEPARTMENT COMMUNITY SERVICES 090	UNIT NONDEPARTMENTAL 0415	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 0	\$ 0
Other Benefits		1,068	9,627
<b>TOTAL 1000</b>		<u>1,068</u>	<u>9,627</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3110. Insurance - External		1,965	1,965
3112. General Liability Self-Insurance		5,797	6,434
3120. Group Insurance		10,513	12,917
3125. Workers' Compensation		-9,102	-1,982
3440. External Audit Fees		2,700	3,000
<b>TOTAL 3000</b>		<u>11,873</u>	<u>22,334</u>
<b>6000. MISCELLANEOUS</b>			
6202. General Fund Services		103,341	110,589
6910. Depreciation Expense		200,151	202,671
<b>TOTAL 6000</b>		<u>303,492</u>	<u>313,260</u>
<b>GRAND TOTAL</b>		<u>\$ 316,433</u>	<u>\$ 345,221</u>

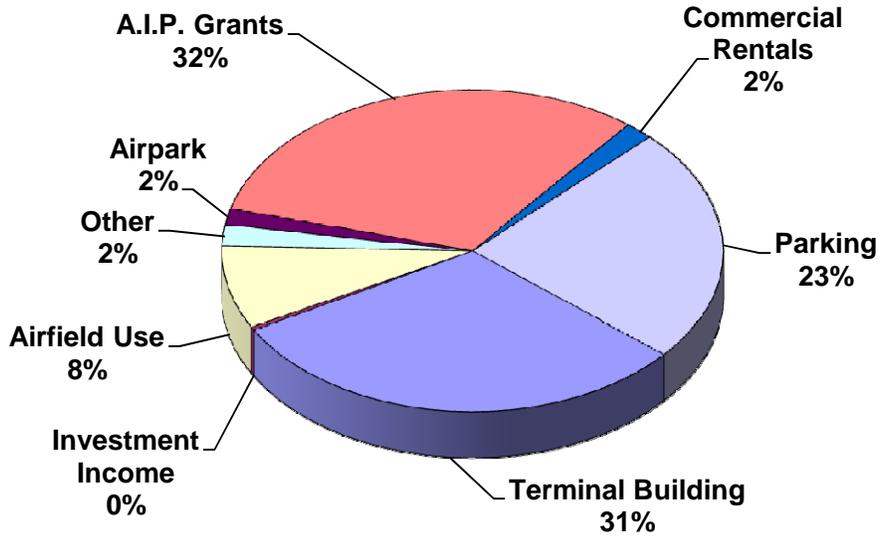
# PERSONNEL SCHEDULE

FUND GOLF COURSE 440	DEPARTMENT COMMUNITY SERVICES 090	UNIT NONDEPARTMENTAL 0415		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
FRINGE BENEFITS				\$ <u>9,627</u>
GRAND TOTAL	<u>0</u>	<u>0</u>	<u>0</u>	\$ <u>9,627</u>



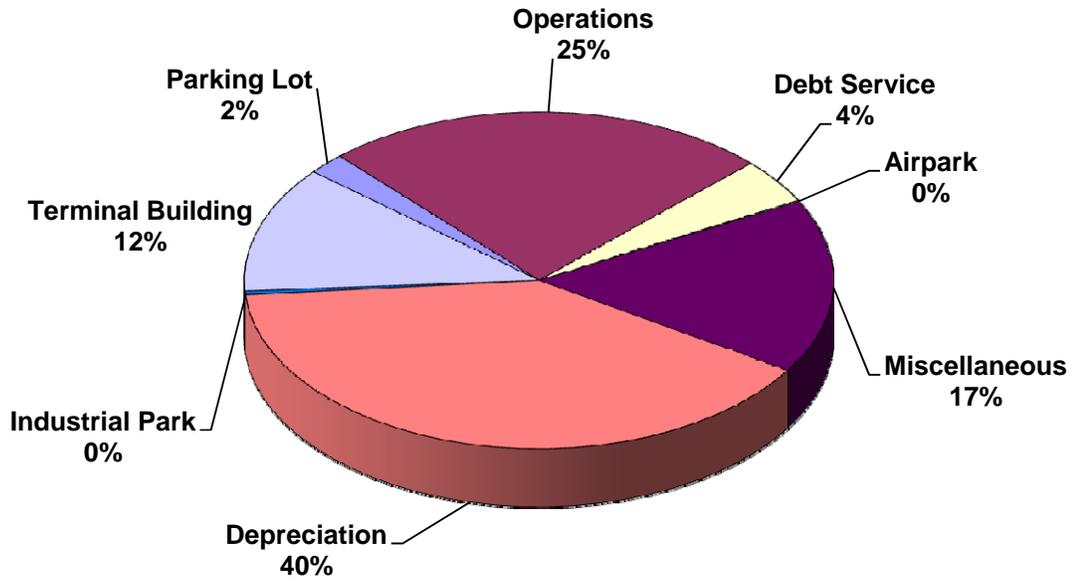
**SECTION VIII**  
**AIRPORT FUND**

**Airport Fund Revenues  
As Budgeted For Fiscal Year 2014**



\$10,153,800

**Airport Fund Expenses  
As Budgeted For Fiscal Year 2014**



\$11,408,185

**AIRPORT FUND  
REVENUE AND RECEIPTS**

	<b>ACTUAL 2011-2012</b>	<b>BUDGET 2012-2013</b>	<b>BUDGET 2013-2014</b>
<b>PARKING FEES</b>			
Parking Lot	\$ 2,281,179	\$ 2,183,600	\$ 2,355,600
Off Airport Parking	<u>15,785</u>	<u>24,000</u>	<u>36,000</u>
<b>Total Parking Fees</b>	<u>2,296,964</u>	<u>2,207,600</u>	<u>2,391,600</u>
<b>AIRPORT REVENUE</b>			
Commercial Rentals	181,789	173,000	186,000
Aviation Rentals	234,823	240,000	312,000
Terminal Building Rentals	3,107,199	2,930,000	3,120,000
Landing Fees	435,169	426,000	426,000
Gas and Oil Commissions	98,528	101,000	100,000
Airline Jetway and Carrousel	<u>0</u>	<u>5,000</u>	<u>5,000</u>
<b>Total Airport Revenue</b>	<u>4,057,508</u>	<u>3,875,000</u>	<u>4,149,000</u>
<b>AIR PARK</b>			
Aviation	145,220	146,000	146,000
Oil and Gas	<u>18,874</u>	<u>17,500</u>	<u>19,000</u>
<b>Total Air Park</b>	<u>164,094</u>	<u>163,500</u>	<u>165,000</u>
<b>NONOPERATING AND OTHER REVENUE</b>			
Interest	28,010	35,000	35,000
Farm	0	2,000	0
Water Royalty	55,827	53,000	55,000
Miscellaneous	151,551	272,200	155,200
Discounts Earned	3,043	2,600	3,000
Recovery of Damages to City Property	100	0	0
Net Increase in Fair Value of Investment	<u>2,539</u>	<u>0</u>	<u>0</u>
<b>Total Nonoperating and Other Revenue</b>	<u>241,070</u>	<u>364,800</u>	<u>248,200</u>
<b>CAPITAL CONTRIBUTIONS AND TRANSFERS</b>			
Government Contributions	<u>229,749</u>	<u>3,200,000</u>	<u>3,200,000</u>
<b>Total Capital Contributions and Transfers</b>	<u>229,749</u>	<u>3,200,000</u>	<u>3,200,000</u>
<b>TOTAL REVENUE AND RECEIPTS</b>	<u>\$ 6,989,385</u>	<u>\$ 9,810,900</u>	<u>\$ 10,153,800</u>

**AIRPORT FUND**  
**SUMMARY OF EXPENSES/EXPENDITURES BY UNIT**

Unit No.	ORGANIZATION	ACTUAL 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
0500	Airport - Operations	\$ 2,602,654	\$ 2,818,341	\$ 2,812,762
0505	Airport - Terminal Building	939,390	1,152,978	1,383,528
0510	Airport - Parking Lot	50,766	67,125	234,425
0515	Airport - Air Park	6,727	10,300	11,800
0520	Airport - Industrial Park	29,314	51,000	44,100
0545	Airport - Nondepartmental	6,267,162	6,925,239	6,425,340
0549	Airport - Interfund Transfer	1,351,864	676,739	496,230
	<b>Total</b>	<u>\$ 11,247,877</u>	<u>\$ 11,701,722</u>	<u>\$ 11,408,185</u>

**AIRPORT FUND  
SUMMARY OF EXPENSES/EXPENDITURES  
BY CLASSIFICATION**

	<b>BUDGET 2013-2014</b>	<b>RATIO</b>
<b><u>OPERATING EXPENSES</u></b>		
1000. PERSONNEL SERVICES	\$ 2,263,285	19.839%
2000. COMMODITIES	93,350	0.818%
3000. CONTRACTUAL SERVICES	1,974,480	17.308%
4000. MAINTENANCE - STRUCTURES	109,675	0.961%
5000. MAINTENANCE - EQUIPMENT	83,100	0.728%
6000. MISCELLANEOUS	<u>6,690,995</u>	<u>58.652%</u>
<b>TOTAL OPERATING EXPENDITURES</b>	<u>11,214,885</u>	<u>98.306%</u>
<b><u>CAPITAL OUTLAY</u></b>		
7000. LAND - BUILDINGS	50,000	0.438%
8000. EQUIPMENT	<u>143,300</u>	<u>1.256%</u>
<b>TOTAL CAPITAL OUTLAY</b>	<u>193,300</u>	<u>1.694%</u>
<b>GRAND TOTAL</b>	<b>\$ <u><u>11,408,185</u></u></b>	<b><u><u>100.000%</u></u></b>

## SUMMARY

FUND	DEPARTMENT	UNIT	
AIRPORT 500	AIRPORT 500	AIRPORT OPERATIONS 0500	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 2,102,945	\$ 2,229,563
2000. COMMODITIES		69,800	69,800
3000. CONTRACTUAL SERVICES		591,526	477,824
4000. MAINTENANCE - STRUCTURES		23,975	25,975
5000. MAINTENANCE - EQUIPMENT		7,300	7,300
6000. MISCELLANEOUS		0	0
<b>SUBTOTAL</b>		2,795,546	2,810,462
CAPITAL OUTLAY			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		22,795	2,300
<b>SUBTOTAL</b>		22,795	2,300
<b>TOTAL</b>		\$ 2,818,341	\$ 2,812,762

FUNCTION: This 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	2012 Achievements	2013 Expectations	2014 Targets
Complete all current work orders within 2 working days	76%	80%	85%
Maintain weekly activity on Airport social media site	N/A	80%	100%
Plan, coordinate, and conduct one tabletop drill yearly and one full-scale drill every three years	100%	100%	100%

**DETAIL**

FUND		DEPARTMENT	UNIT	
AIRPORT 500		AIRPORT 500	AIRPORT OPERATIONS 0500	
CLASSIFICATION			BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
	Salaries		\$ 1,408,426	\$ 1,499,253
	Overtime		20,600	20,600
	Other Benefits		<u>673,919</u>	<u>709,710</u>
	<b>TOTAL 1000</b>		<u>2,102,945</u>	<u>2,229,563</u>
<b>2000. COMMODITIES</b>				
	2010. Office Supplies		10,000	10,000
	2020. Educational & Training Supplies		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		2,500	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		12,000	12,000
	2640. Safety Supplies & Minor Equipment		<u>800</u>	<u>800</u>
	<b>TOTAL 2000</b>		<u>69,800</u>	<u>69,800</u>
<b>3000. CONTRACTUAL SERVICES</b>				
	3010. Communications		36,000	42,000
	3020. Heat & Natural Gas		8,000	6,500
	3030. Light & Power		50,000	60,000
	3210. Hire of Equipment - Garage - Vehicles		189,128	197,991
	3212. Equipment Rental - External		5,000	7,000
	3213. Hire of Equipment - Technology		5,258	5,420
	3220. Advertising		31,000	31,000
	3280. Temporary Help		160,000	0
	3350. Bank Services		50,000	53,000
	3360. Special Postage & Express Shipping		600	600
	3390. Other Special Services		13,440	27,000
	3510. Travel		21,400	22,400
	3520. Dues & Subscriptions		11,200	11,200
	3530. Training, Registration Fees, Etc.		8,500	9,150
	3550. Employee Awards		0	563
	3920. Rent		<u>2,000</u>	<u>4,000</u>
	<b>TOTAL 3000</b>		<u>591,526</u>	<u>477,824</u>

**DETAIL**

FUND AIRPORT 500	DEPARTMENT AIRPORT 500	UNIT AIRPORT OPERATIONS 0500	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Buildings & Grounds		\$ 4,500	\$ 6,500
4012. Security Fencing		5,000	5,000
4220. Streets, Roadways, Etc.		1,275	1,275
4230. Runways & Lighting		<u>13,200</u>	<u>13,200</u>
<b>TOTAL 4000</b>		<u>23,975</u>	<u>25,975</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5010. Heating & Cooling System		500	500
5100. Data Processing Equipment		1,500	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>7,300</u>	<u>7,300</u>
<b><u>CAPITAL OUTLAY</u></b>			
<b>8000. EQUIPMENT</b>			
8530. Other Equipment		21,795	2,300
8850. Other Mobile Equipment		<u>1,000</u>	<u>0</u>
<b>TOTAL 8000</b>		<u>22,795</u>	<u>2,300</u>
<b>GRAND TOTAL</b>		\$ <u>2,818,341</u>	\$ <u>2,812,762</u>

# PERSONNEL SCHEDULE

FUND AIRPORT 500	DEPARTMENT AIRPORT 500	UNIT AIRPORT OPERATIONS 0500		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
<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	5	
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>12</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>	

# PERSONNEL SCHEDULE

FUND AIRPORT 500	DEPARTMENT AIRPORT 500	UNIT AIRPORT OPERATIONS 0500		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
BASE SALARIES LONGEVITY SPECIAL PAY CAR ALLOWANCE OVERTIME FRINGE BENEFITS  GRAND TOTAL	<u>34</u>	<u>34</u>	<u>35</u>	\$ 1,499,253 22,410 19,103 40,200 20,600 <u>627,997</u>  \$ <u>2,229,563</u>

**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>	<b>UNIT</b>	
AIRPORT 500		AIRPORT 500	TERMINAL BUILDING 0505	
<b>CLASSIFICATION</b>			<b>BUDGET 2012-2013</b>	<b>BUDGET 2013-2014</b>
1000. PERSONNEL SERVICES			\$ 0	\$ 0
2000. COMMODITIES			10,500	8,700
3000. CONTRACTUAL SERVICES			1,004,378	1,061,528
4000. MAINTENANCE - STRUCTURES			63,000	64,000
5000. MAINTENANCE - EQUIPMENT			55,700	59,500
6000. MISCELLANEOUS			0	0
<b>SUBTOTAL</b>			<u>1,133,578</u>	<u>1,193,728</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			2,500	50,000
8000. EQUIPMENT			16,900	139,800
<b>SUBTOTAL</b>			<u>19,400</u>	<u>189,800</u>
<b>TOTAL</b>			<u>\$ 1,152,978</u>	<u>\$ 1,383,528</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, maintenance, and operation of the Terminal Building, car rental building, and the control tower.

**DETAIL**

FUND		DEPARTMENT	UNIT	
AIRPORT 500		AIRPORT 500	TERMINAL BUILDING 0505	
CLASSIFICATION			BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>				
<b>2000. COMMODITIES</b>				
2120. Minor Equipment, Instruments & Tools			\$ 1,500	\$ 2,900
2140. Electrical Parts & Supplies			8,200	5,000
2330. Chemicals & Insecticides			<u>800</u>	<u>800</u>
TOTAL 2000			<u>10,500</u>	<u>8,700</u>
<b>3000. CONTRACTUAL SERVICES</b>				
3010. Communication			4,800	4,800
3020. Heat & Natural Gas			60,000	55,000
3030. Light & Power			400,000	460,000
3040. Water			68,000	68,000
3235. Janitorial Supplies			437,728	437,728
3310. Exterminator			3,900	4,000
3390. Other Special Services			<u>29,950</u>	<u>32,000</u>
TOTAL 3000			<u>1,004,378</u>	<u>1,061,528</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>				
4010. Buildings & Grounds			47,000	45,000
4230. Runways & Lighting			<u>16,000</u>	<u>19,000</u>
TOTAL 4000			<u>63,000</u>	<u>64,000</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
5010. Heating & Cooling System			39,700	43,500
5120. Instruments & Apparatus (Major)			8,000	8,000
5610. Jetways			6,500	6,500
5620. Baggage Carrousel			<u>1,500</u>	<u>1,500</u>
TOTAL 5000			<u>55,700</u>	<u>59,500</u>
<b><u>CAPITAL OUTLAY</u></b>				
<b>7000. LAND, BUILDINGS AND OTHER IMPROVEMENTS</b>				
7070. Leasehold Improvements			2,500	0
7261. Lighting			<u>0</u>	<u>50,000</u>
TOTAL 7000			<u>2,500</u>	<u>50,000</u>

**DETAIL**

FUND AIRPORT 500	DEPARTMENT AIRPORT 500	UNIT TERMINAL BUILDING 0505	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<u><b>CAPITAL OUTLAY</b></u>			
<b>8000. EQUIPMENT</b>			
8490. Data Processing Equipment		\$           0	\$        4,800
8530. Other Equipment		<u>      16,900</u>	<u>     135,000</u>
<b>TOTAL 8000</b>		<u>      16,900</u>	<u>     139,800</u>
<b>GRAND TOTAL</b>		<u>  \$ 1,152,978</u>	<u>  \$ 1,383,528</u>

**SUMMARY**

FUND		DEPARTMENT	UNIT	
AIRPORT 500		AIRPORT 500	PARKING LOT 0510	
CLASSIFICATION			BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES			\$ 0	\$ 0
2000. COMMODITIES			10,750	10,850
3000. CONTRACTUAL SERVICES			31,975	199,175
4000. MAINTENANCE - STRUCTURES			11,500	11,500
5000. MAINTENANCE - EQUIPMENT			11,800	11,700
6000. MISCELLANEOUS			0	0
<b>SUBTOTAL</b>			<u>66,025</u>	<u>233,225</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			1,100	1,200
<b>SUBTOTAL</b>			<u>1,100</u>	<u>1,200</u>
<b>TOTAL</b>			<u>\$ 67,125</u>	<u>\$ 234,425</u>

FUNCTION: This division is responsible for the operation and policing of the parking lot during the hours the Terminal Building is open for business.

**DETAIL**

FUND		DEPARTMENT	UNIT	
AIRPORT 500		AIRPORT 500	PARKING LOT 0510	
CLASSIFICATION			BUDGET 2012-2013	BUDGET 2013-2014
<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	200
2570. Clothing, Uniforms			1,200	1,200
2580. Ticket Supplies			6,500	6,500
<b>TOTAL 2000</b>			<u>10,750</u>	<u>10,850</u>
<b>3000. CONTRACTUAL SERVICES</b>				
3030. Light & Power			26,000	32,000
3040. Water			1,500	2,700
3212. Equipment Rental			900	900
3280. Temporary Help			0	160,000
3290. Armored Car Services			3,325	3,325
3325. Vehicle Towing (Airport)			250	250
<b>TOTAL 3000</b>			<u>31,975</u>	<u>199,175</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			11,800	11,700
<b>TOTAL 5000</b>			<u>11,800</u>	<u>11,700</u>
<b><u>CAPITAL OUTLAY</u></b>				
<b>8000. EQUIPMENT</b>				
8490. Data Processing Equipment			1,100	1,200
<b>TOTAL 8000</b>			<u>1,100</u>	<u>1,200</u>
<b>GRAND TOTAL</b>			<u>\$ 67,125</u>	<u>\$ 234,425</u>

**SUMMARY**

FUND		DEPARTMENT	UNIT	
AIRPORT 500		AIRPORT 500	AIRPARK 0515	
CLASSIFICATION			BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES			\$ 0	\$ 0
2000. COMMODITIES			500	1,500
3000. CONTRACTUAL SERVICES			6,600	7,100
4000. MAINTENANCE - STRUCTURES			3,200	3,200
5000. MAINTENANCE - EQUIPMENT			0	0
6000. MISCELLANEOUS			0	0
<b>SUBTOTAL</b>			<u>10,300</u>	<u>11,800</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>\$ 10,300</u>	<u>\$ 11,800</u>

FUNCTION: This division carries out activities related to the repair, maintenance, and operation of the Airpark.

**DETAIL**

FUND AIRPORT 500	DEPARTMENT AIRPORT 500	UNIT AIR PARK 0515	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>2000. COMMODITIES</b>			
2140. Electrical Parts & Supplies		\$ <u>500</u>	\$ <u>1,500</u>
<b>TOTAL 2000</b>		<u>500</u>	<u>1,500</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3030. Light & Power		6,500	7,000
3390. Other Special Services		<u>100</u>	<u>100</u>
<b>TOTAL 3000</b>		<u>6,600</u>	<u>7,100</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>\$ 11,800</u></u>

**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>		<b>UNIT</b>	
AIRPORT 500		AIRPORT 500		INDUSTRIAL PARK 0520	
<b>CLASSIFICATION</b>				<b>BUDGET 2012-2013</b>	<b>BUDGET 2013-2014</b>
<b>1000. PERSONNEL SERVICES</b>				\$ 0	\$ 0
<b>2000. COMMODITIES</b>				2,500	2,500
<b>3000. CONTRACTUAL SERVICES</b>				32,000	32,000
<b>4000. MAINTENANCE - STRUCTURES</b>				5,000	5,000
<b>5000. MAINTENANCE - EQUIPMENT</b>				5,000	4,600
<b>6000. MISCELLANEOUS</b>				0	0
<b>SUBTOTAL</b>				<u>44,500</u>	<u>44,100</u>
<b>CAPITAL OUTLAY</b>					
<b>7000. LANDS - BUILDINGS</b>				6,500	0
<b>8000. EQUIPMENT</b>				0	0
<b>SUBTOTAL</b>				<u>6,500</u>	<u>0</u>
<b>TOTAL</b>				\$ <u><u>51,000</u></u>	\$ <u><u>44,100</u></u>

FUNCTION: This 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 next to Air Terminal.

**DETAIL**

FUND AIRPORT 500	DEPARTMENT AIRPORT 500	UNIT INDUSTRIAL PARK 0520	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>2000. COMMODITIES</b>			
2140. Electrical Parts & Supplies		\$ 2,500	\$ 2,500
<b>TOTAL 2000</b>		<u>2,500</u>	<u>2,500</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3020. Heat & Natural Gas		8,500	8,500
3030. Light & Power		16,000	16,000
3040. Water		<u>7,500</u>	<u>7,500</u>
<b>TOTAL 3000</b>		<u>32,000</u>	<u>32,000</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Buildings & Grounds		5,000	5,000
4230. Runways & Lightings		<u>0</u>	<u>0</u>
<b>TOTAL 4000</b>		<u>5,000</u>	<u>5,000</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5010. Heating & Cooling System		<u>5,000</u>	<u>4,600</u>
<b>TOTAL 5000</b>		<u>5,000</u>	<u>4,600</u>
<b><u>CAPITAL OUTLAY</u></b>			
<b>7000. LAND, BUILDINGS AND OTHER IMPROVEMENTS</b>			
7070. Leasehold Improvements		<u>6,500</u>	<u>0</u>
<b>TOTAL 7000</b>		<u>6,500</u>	<u>0</u>
<b>GRAND TOTAL</b>		\$ <u>51,000</u>	\$ <u>44,100</u>

**SUMMARY**

FUND		DEPARTMENT	UNIT	
AIRPORT 500		AIRPORT 500	NONDEPARTMENTAL 0545	
CLASSIFICATION			BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES			\$ 3,158	\$ 33,722
2000. COMMODITIES			0	0
3000. CONTRACTUAL SERVICES			169,997	196,853
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			0	0
6000. MISCELLANEOUS			<u>6,752,084</u>	<u>6,194,765</u>
<b>SUBTOTAL</b>			<u>6,925,239</u>	<u>6,425,340</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>\$ 6,925,239</u>	<u>\$ 6,425,340</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.

**DETAIL**

FUND		DEPARTMENT	UNIT	
AIRPORT 500		AIRPORT 500	NONDEPARTMENTAL 0545	
CLASSIFICATION			BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
	Salaries		\$ 0	\$ 0
	Other Benefits		<u>3,158</u>	<u>33,722</u>
	<b>TOTAL 1000</b>		<u>3,158</u>	<u>33,722</u>
<b>3000. CONTRACTUAL SERVICES</b>				
	3110. Insurance - External		96,319	96,319
	3112. General Liability Self-Insurance		30,558	31,067
	3120. Group Insurance		27,982	34,177
	3121. City Share - Retiree Insurance		13,967	15,364
	3125. Workers' Compensation		-24,329	-5,574
	3390. Other Special Services		500	500
	3440. External Audit Fees		<u>25,000</u>	<u>25,000</u>
	<b>TOTAL 3000</b>		<u>169,997</u>	<u>196,853</u>
<b>6000. MISCELLANEOUS</b>				
	6155. Foreign Trade Zone		168,000	176,000
	6202. General Fund Services		1,468,000	1,500,000
	6910. Depreciation Expense		<u>5,116,084</u>	<u>4,518,765</u>
	<b>TOTAL 6000</b>		<u>6,752,084</u>	<u>6,194,765</u>
<b>GRAND TOTAL</b>			<u>\$ 6,925,239</u>	<u>\$ 6,425,340</u>

# PERSONNEL SCHEDULE

FUND AIRPORT 500	DEPARTMENT AIRPORT 500	UNIT NONDEPARTMENTAL 0545		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
FRINGE BENEFITS				\$ <u>33,722</u>
GRAND TOTAL	<u>0</u>	<u>0</u>	<u>0</u>	\$ <u>33,722</u>

## SUMMARY

FUND AIRPORT 500	DEPARTMENT AIRPORT 500	UNIT INTERFUND TRANSFER 0549	
CLASSIFICATION	BUDGET 2012-2013	BUDGET 2013-2014	
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>676,739</u>	<u>496,230</u>	
<b>SUBTOTAL</b>	<u>676,739</u>	<u>496,230</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>\$ 676,739</u>	<u>\$ 496,230</u>	

FUNCTION: This division accounts for the transfers to the Airport Debt Service accounts and transfers to support miscellaneous projects financed by operating funds.

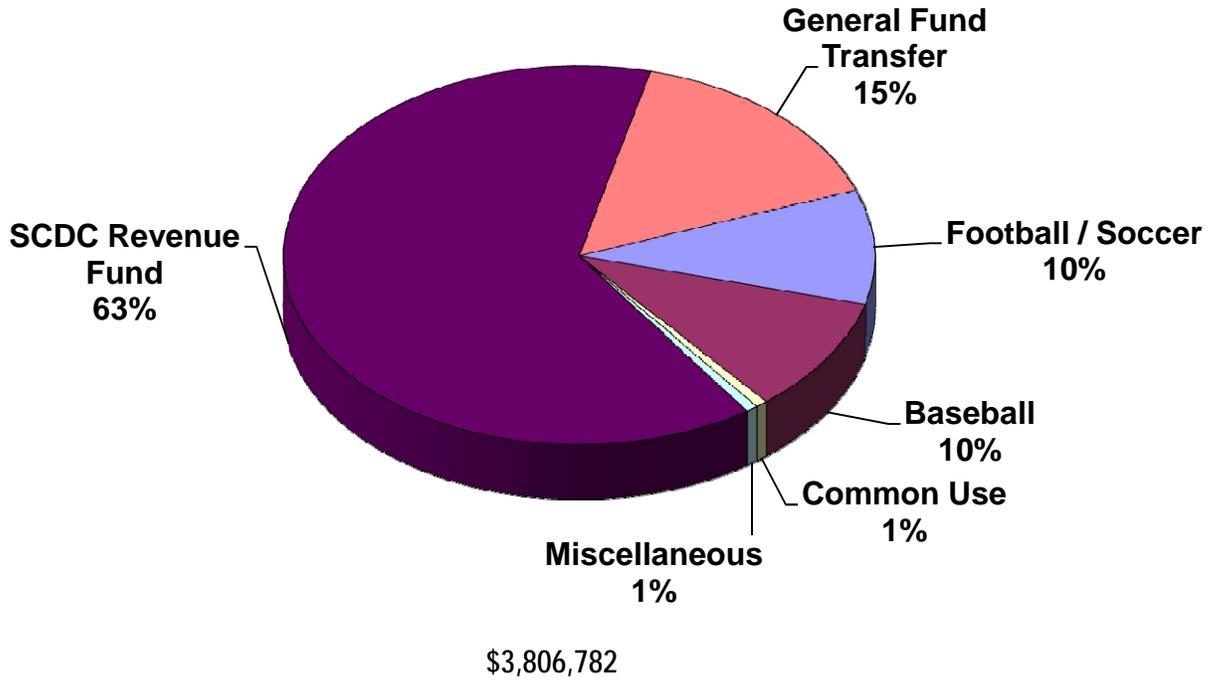
# DETAIL

FUND	DEPARTMENT	UNIT	
AIRPORT 500	AIRPORT 500	INTERFUND TRANSFER 0549	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<u>OPERATING SERVICES</u>			
<b>6000. MISCELLANEOUS</b>			
6365. Airport Construction Fund		\$ 180,552	\$ 0
6374. 2006A Airport General Obligation Refunding		<u>496,187</u>	<u>496,230</u>
<b>TOTAL 6000</b>		<u>676,739</u>	<u>496,230</u>
<b>GRAND TOTAL</b>		<u>\$ 676,739</u>	<u>\$ 496,230</u>

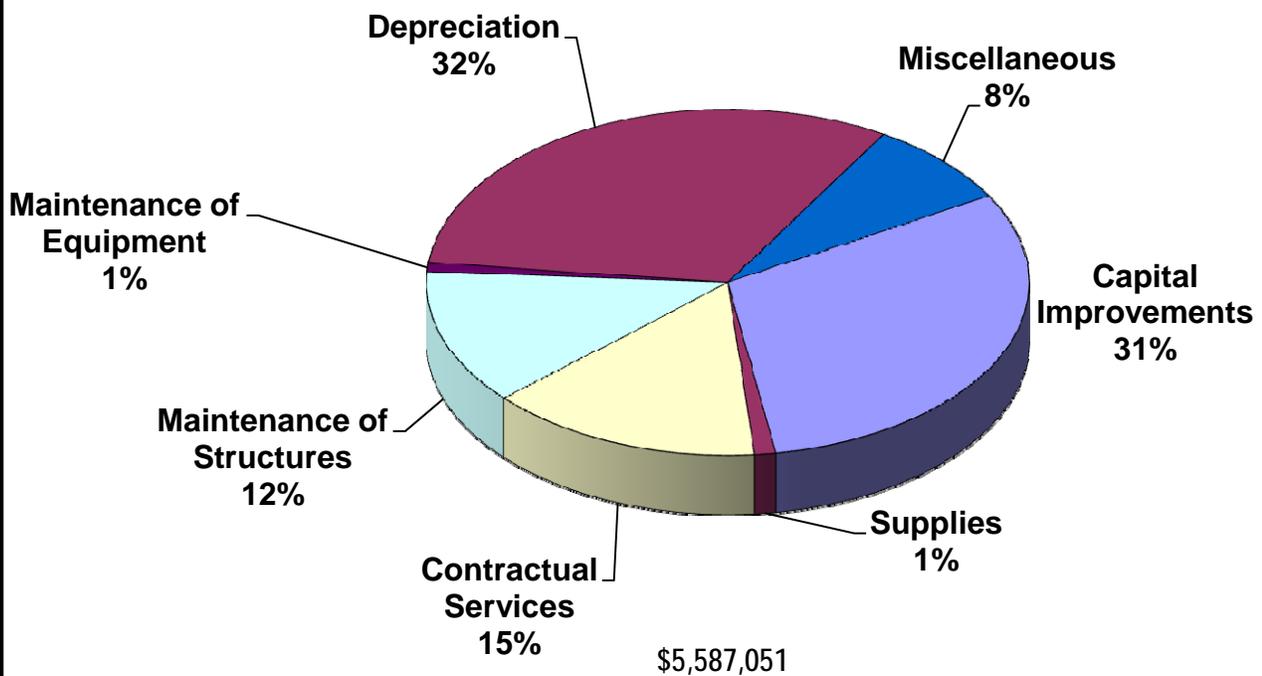
**SECTION IX**

**SCHARBAUER SPORTS COMPLEX FUND**

**Scharbauer Sports Complex Fund Revenues  
As Budgeted For Fiscal Year 2014**



**Scharbauer Sports Complex Fund Expenses  
As Budgeted For Fiscal Year 2014**



**SCHARBAUER SPORTS COMPLEX FUND  
REVENUE AND RECEIPTS**

	<b>ACTUAL 2011-2012</b>	<b>BUDGET 2012-2013</b>	<b>BUDGET 2013-2014</b>
<b>FOOTBALL/SOCCER STADIUM</b>			
MISD Rental	\$ 54,500	\$ 54,500	\$ 61,178
MISD Operating Contribution	30,000	30,000	30,000
Football Concession	29,122	30,000	30,000
Naming Rights-Football	48,750	48,750	48,750
Advertising-Football	193,440	115,000	125,000
Other Rental-Football	<u>92,142</u>	<u>82,000</u>	<u>73,000</u>
Total Football/Soccer Stadium	<u>447,954</u>	<u>360,250</u>	<u>367,928</u>
<b>BASEBALL STADIUM</b>			
Rockhound Rental	287,346	195,000	180,000
Other Rental-Baseball	117,086	20,000	20,000
Baseball Concession	460	1,000	1,500
Naming Rights-Baseball	89,296	93,817	93,817
Advertising-Baseball	<u>67,500</u>	<u>89,000</u>	<u>83,000</u>
Total Baseball Stadium	<u>561,688</u>	<u>398,817</u>	<u>378,317</u>
<b>COMMON AREAS</b>			
Other Rental-Common Areas	18,200	11,000	10,000
Advertising-Common Areas	<u>49,000</u>	<u>8,000</u>	<u>15,000</u>
Total Common Areas	<u>67,200</u>	<u>19,000</u>	<u>25,000</u>
<b>NONOPERATING AND OTHER REVENUES</b>			
Interest	8,392	12,000	12,000
Net Increase in Fair Value of Investment	61	0	0
Miscellaneous	12,600	12,600	12,600
Interfund Transfers	<u>2,193,119</u>	<u>2,853,402</u>	<u>3,010,937</u>
Total Nonoperating and Other Revenue	<u>2,214,172</u>	<u>2,878,002</u>	<u>3,035,537</u>
<b>TOTAL REVENUE AND RECEIPTS</b>	<u>\$ 3,291,014</u>	<u>\$ 3,656,069</u>	<u>\$ 3,806,782</u>

**SCHARBAUER SPORTS COMPLEX FUND  
SUMMARY OF EXPENSES/EXPENDITURES BY UNIT**

Unit No.	ORGANIZATION	ACTUAL 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
0625	Nondepartmental	\$ 4,053,850	\$ 5,179,007	\$ 5,587,051
0629	Interfund Transfer	416,516	276,301	0
	<b>Total</b>	<u>\$ 4,470,366</u>	<u>\$ 5,455,308</u>	<u>\$ 5,587,051</u>

**SCHARBAUER SPORTS COMPLEX FUND  
SUMMARY OF EXPENSES/EXPENDITURES  
BY CLASSIFICATION**

	<b>BUDGET 2013-2014</b>	<b>RATIO</b>
<b><u>OPERATING EXPENSES</u></b>		
<b>1000. PERSONNEL SERVICES</b>	\$ 0	0.000%
<b>2000. COMMODITIES</b>	63,303	1.133%
<b>3000. CONTRACTUAL SERVICES</b>	822,954	14.730%
<b>4000. MAINTENANCE - STRUCTURES</b>	708,000	12.672%
<b>5000. MAINTENANCE - EQUIPMENT</b>	45,000	0.805%
<b>6000. MISCELLANEOUS</b>	<u>2,227,794</u>	<u>39.875%</u>
<b>TOTAL OPERATING EXPENDITURES</b>	<u>3,867,051</u>	<u>69.215%</u>
<b><u>CAPITAL OUTLAY</u></b>		
<b>7000. LAND - BUILDINGS</b>	1,720,000	30.785%
<b>8000. EQUIPMENT</b>	<u>0</u>	<u>0.000%</u>
<b>TOTAL CAPITAL OUTLAY</b>	<u>1,720,000</u>	<u>30.785%</u>
<b>GRAND TOTAL</b>	<u>\$ 5,587,051</u>	<u>100.000%</u>

**SUMMARY**

<b>FUND</b> SCHARBAUER SPORTS CMLPX 620		<b>DEPARTMENT</b> SPORTS COMPLEX 620	<b>UNIT</b> NONDEPARTMENTAL 0625	
<b>CLASSIFICATION</b>		<b>BUDGET 2012-2013</b>	<b>BUDGET 2013-2014</b>	
<b>1000. PERSONNEL SERVICES</b>		\$ 0	\$ 0	
<b>2000. COMMODITIES</b>		61,300	63,303	
<b>3000. CONTRACTUAL SERVICES</b>		823,808	822,954	
<b>4000. MAINTENANCE - STRUCTURES</b>		595,984	708,000	
<b>5000. MAINTENANCE - EQUIPMENT</b>		45,000	45,000	
<b>6000. MISCELLANEOUS</b>		<u>2,227,632</u>	<u>2,227,794</u>	
<b>SUBTOTAL</b>		<u>3,753,724</u>	<u>3,867,051</u>	
<b>CAPITAL OUTLAY</b>				
<b>7000. LANDS - BUILDINGS</b>		1,425,283	1,720,000	
<b>8000. EQUIPMENT</b>		<u>0</u>	<u>0</u>	
<b>SUBTOTAL</b>		<u>1,425,283</u>	<u>1,720,000</u>	
<b>TOTAL</b>		\$ <u><u>5,179,007</u></u>	\$ <u><u>5,587,051</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 Scharbauer Sports Complex department.

**DETAIL**

FUND SCHARBAUER SPORTS COMPLEX 620	DEPARTMENT SPORTS COMPLEX 620	UNIT NONDEPARTMENTAL 0625	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<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	500	0	
2140. Electrical Parts & Supplies	15,000	15,000	
2310. Janitorial Supplies	10,000	10,000	
2320. Medical Supplies	500	500	
2330. Chemicals & Insecticides	5,000	5,000	
2570. Clothing, Dry Goods, Etc.	0	2,503	
<b>TOTAL 2000</b>	<b>61,300</b>	<b>63,303</b>	
<b>3000. CONTRACTUAL SERVICES</b>			
3010. Communication	1,600	1,600	
3020. Heat & Natural Gas	13,000	13,000	
3030. Light & Power	270,000	270,000	
3040. Water	90,000	90,000	
3110. Insurance - External	28,484	28,484	
3112. General Liability Self-Insurance	8,506	11,592	
3210. Hire of Equipment	26,118	24,278	
3212. Equipment Rental - External	5,000	5,000	
3220. Advertising	40,000	40,000	
3235. Janitorial Services	120,000	120,000	
3310. Exterminator	2,500	2,500	
3315. Security Services	33,600	33,600	
3370. Grounds Maintenance	96,000	96,000	
3390. Other Special Services	72,900	72,900	
3440. External Audit Fees	13,000	14,000	
3510. Travel	2,000	0	
3530. Training, Registration Fees, Etc.	1,100	0	
<b>TOTAL 3000</b>	<b>823,808</b>	<b>822,954</b>	
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Buildings & Grounds	585,984	700,000	
4940. Irrigation Equipment	10,000	8,000	
<b>TOTAL 4000</b>	<b>595,984</b>	<b>708,000</b>	
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5010. Heating & Cooling System	15,000	15,000	
5120. Instruments & Apparatus (Major)	30,000	30,000	
<b>TOTAL 5000</b>	<b>45,000</b>	<b>45,000</b>	

**DETAIL**

FUND SCHARBAUER SPORTS COMPLEX 620	DEPARTMENT SPORTS COMPLEX 620	UNIT NONDEPARTMENTAL 0625	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>6000. MISCELLANEOUS</b>			
6186. Midland Rockhounds		\$ 68,000	\$ 68,000
6202. General Fund Services		360,393	379,525
6910. Depreciation Expense		<u>1,799,239</u>	<u>1,780,269</u>
<b>TOTAL 6000</b>		<u>2,227,632</u>	<u>2,227,794</u>
<b><u>CAPITAL OUTLAY</u></b>			
<b>7000. LAND, BUILDINGS AND OTHER IMPROVEMENTS</b>			
7020. Buildings		107,715	1,195,000
7261. Lighting		0	125,000
7810. Stadiums		1,303,568	0
7860. Other Improvement Other Than Buildings		<u>14,000</u>	<u>400,000</u>
<b>TOTAL 7000</b>		<u>1,425,283</u>	<u>1,720,000</u>
<b>GRAND TOTAL</b>		\$ <u>5,179,007</u>	\$ <u>5,587,051</u>

**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>		<b>UNIT</b>	
SCHARBAUER SPORTS CMLX 620		SPORTS COMPLEX 620		INTERFUND TRANSFER 0629	
<b>CLASSIFICATION</b>				<b>BUDGET 2012-2013</b>	<b>BUDGET 2013-2014</b>
<b>1000. PERSONNEL SERVICES</b>				\$ 0	\$ 0
<b>2000. COMMODITIES</b>				0	0
<b>3000. CONTRACTUAL SERVICES</b>				0	0
<b>4000. MAINTENANCE - STRUCTURES</b>				0	0
<b>5000. MAINTENANCE - EQUIPMENT</b>				0	0
<b>6000. MISCELLANEOUS</b>				<u>276,301</u>	<u>0</u>
<b>SUBTOTAL</b>				<u>276,301</u>	<u>0</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>\$ 276,301</u>	<u>\$ 0</u>

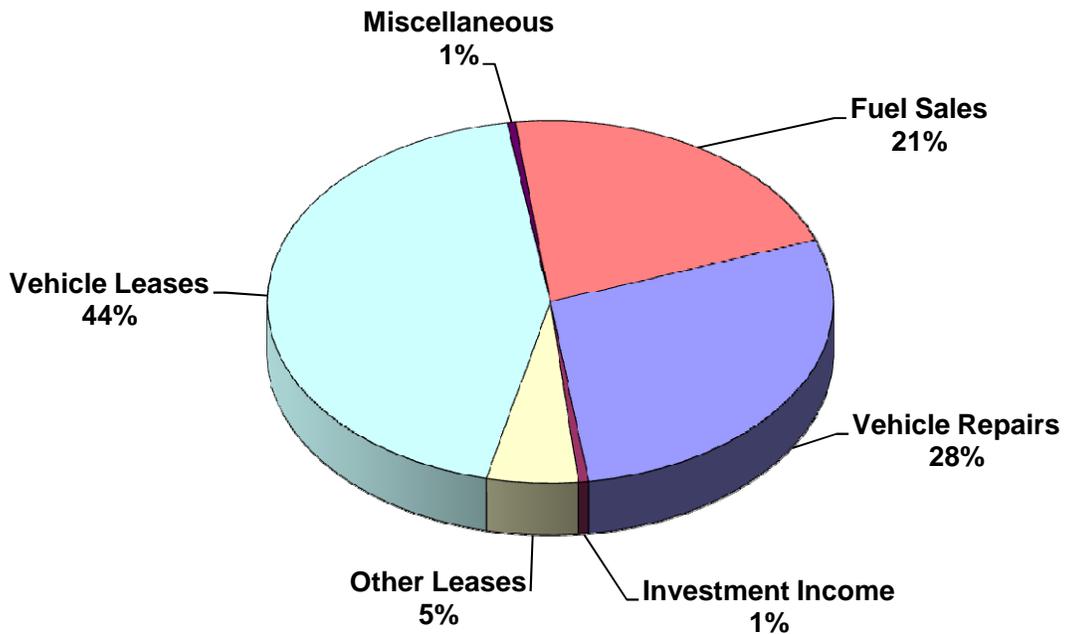
FUNCTION: This division was established to account for all expense items that are not found exclusively within the functional responsibilities of any one Scharbauer Sports Complex department.

# DETAIL

FUND SCHARBAUER SPORTS COMPLEX 620	DEPARTMENT SPORTS COMPLEX 620	UNIT INTERFUND TRANSFER 0629	
CLASSIFICATION	BUDGET 2012-2013	BUDGET 2013-2014	
<u>OPERATING SERVICES</u>			
<b>6000. MISCELLANEOUS</b>			
6398. Sports Complex Construction Fund	\$ <u>276,301</u>	\$ <u>0</u>	
<b>TOTAL 6000</b>	<u>276,301</u>	<u>0</u>	
 <b>GRAND TOTAL</b>	 \$ <u><u>276,301</u></u>	 \$ <u><u>0</u></u>	

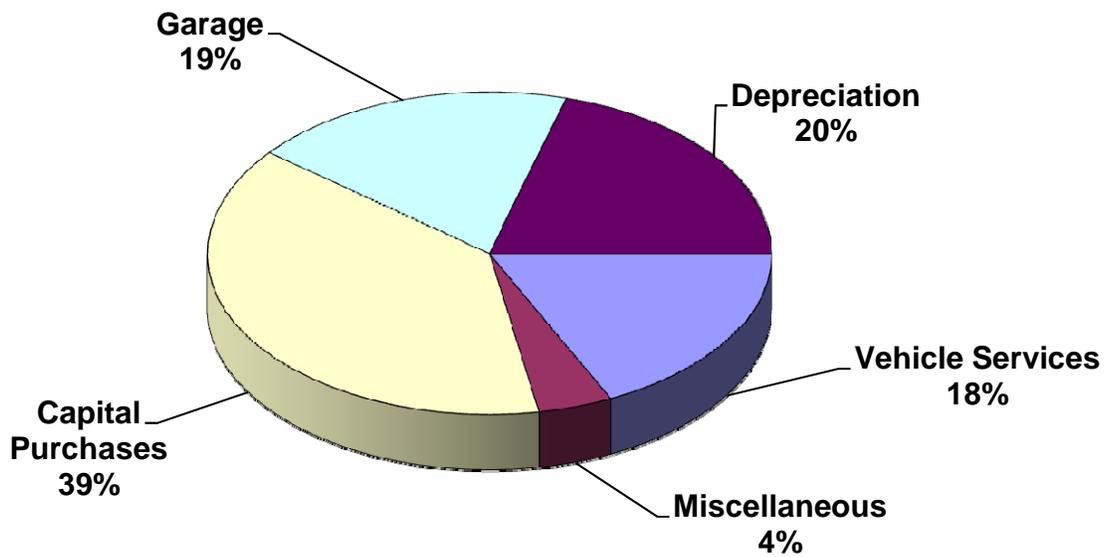
**SECTION X**  
**GARAGE FUND**

Garage Fund Revenues  
As Budgeted For Fiscal Year 2014



\$14,944,657

Garage Fund Expenses  
As Budgeted For Fiscal Year 2014



\$19,563,134

**GARAGE FUND  
REVENUE AND RECEIPTS**

	<b>ACTUAL 2011-2012</b>	<b>BUDGET 2012-2013</b>	<b>BUDGET 2013-2014</b>
<b>INTERFUND CHARGES</b>			
Motor Vehicle Repairs	\$ 4,279,897	\$ 4,200,000	\$ 4,236,839
Motor Vehicle Lease	4,676,714	5,058,835	6,574,810
Fuel	2,681,581	2,900,000	3,197,956
Equipment Lease-Other	<u>973,549</u>	<u>924,333</u>	<u>780,052</u>
<b>Total Interfund Charges</b>	<u>12,611,741</u>	<u>13,083,168</u>	<u>14,789,657</u>
<b>NONOPERATING AND OTHER REVENUE</b>			
Sale of Surplus Equipment	0	20,000	20,000
Interest Income	86,395	50,000	87,000
Recovery - Damages/City Property	40,646	0	0
Net Increase in Fair Value of Investment	1,892	0	0
Miscellaneous	<u>44,953</u>	<u>1,200</u>	<u>48,000</u>
<b>Total Nonoperating and Other Revenue</b>	<u>173,886</u>	<u>71,200</u>	<u>155,000</u>
<b>TOTAL REVENUE AND RECEIPTS</b>	<u>\$ 12,785,627</u>	<u>\$ 13,154,368</u>	<u>\$ 14,944,657</u>

**GARAGE FUND  
SUMMARY OF EXPENSES/EXPENDITURES BY UNIT**

Unit No.	ORGANIZATION	ACTUAL 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
0751	Facilities & Fleet Mgmt - Vehicle Service	\$ 3,587,449	\$ 3,638,826	\$ 3,508,578
0752	Facilities & Fleet Mgmt - Garage	7,561,232	9,190,810	11,193,884
0755	Facilities & Fleet Mgmt - Nondepartmental	4,451,610	4,728,987	4,860,672
0759	Facilities & Fleet Mgmt - Interfund Transfer	<u>0</u>	<u>0</u>	<u>0</u>
	<b>Total</b>	<u>\$ 15,600,291</u>	<u>\$ 17,558,623</u>	<u>\$ 19,563,134</u>

**GARAGE FUND  
SUMMARY OF EXPENSES/EXPENDITURES  
BY CLASSIFICATION**

	<b>BUDGET 2013-2014</b>	<b>RATIO</b>
<b><u>OPERATING EXPENSES</u></b>		
<b>1000. PERSONNEL SERVICES</b>	\$ 1,972,845	10.085%
<b>2000. COMMODITIES</b>	3,235,482	16.539%
<b>3000. CONTRACTUAL SERVICES</b>	1,017,006	5.199%
<b>4000. MAINTENANCE - STRUCTURES</b>	17,000	0.087%
<b>5000. MAINTENANCE - EQUIPMENT</b>	1,195,000	6.108%
<b>6000. MISCELLANEOUS</b>	<u>4,587,501</u>	<u>23.449%</u>
<b>TOTAL OPERATING EXPENDITURES</b>	<u>12,024,834</u>	<u>61.467%</u>
<b><u>CAPITAL OUTLAY</u></b>		
<b>7000. LAND - BUILDINGS</b>	52,500	0.268%
<b>8000. EQUIPMENT</b>	<u>7,485,800</u>	<u>38.265%</u>
<b>TOTAL CAPITAL OUTLAY</b>	<u>7,538,300</u>	<u>38.533%</u>
<b>GRAND TOTAL</b>	<u>\$ 19,563,134</u>	<u>100.000%</u>

## SUMMARY

FUND	DEPARTMENT	UNIT	
GARAGE 750	GENERAL SERVICES 040	VEHICLE SERVICE 0751	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 697,576	\$ 748,593
2000. COMMODITIES		2,810,445	2,629,432
3000. CONTRACTUAL SERVICES		71,805	67,553
4000. MAINTENANCE - STRUCTURES		4,000	6,000
5000. MAINTENANCE - EQUIPMENT		46,000	48,000
6000. MISCELLANEOUS		<u>1,500</u>	<u>1,500</u>
<b>SUBTOTAL</b>		<u>3,631,326</u>	<u>3,501,078</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>\$ 3,638,826</u>	<u>\$ 3,508,578</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. Its primary function is to provide preventative maintenance services.

### Activity / Performance Measures

Activity/Performance Measure	2012 Achievements	2013 Expectations	2014 Targets
Oil change on light vehicles to be completed in 30 minutes or less on the average	97%	98%	99%
All road calls will be completed within 1 hour	97%	95%	96%
No downtime on equipment left in the yard at night	98%	97%	98%

**DETAIL**

FUND		DEPARTMENT	UNIT	
GARAGE 750		GENERAL SERVICES 040	VEHICLE SERVICE 0751	
CLASSIFICATION			BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
	Salaries		\$ 476,457	\$ 503,016
	Overtime		3,193	3,193
	Other Benefits		<u>217,926</u>	<u>242,384</u>
	<b>TOTAL 1000</b>		<u>697,576</u>	<u>748,593</u>
<b>2000. COMMODITIES</b>				
	2010. Office Supplies		1,300	1,300
	2020. Educational & Training Supplies		50	50
	2110. Motor Vehicle Supplies		2,336,182	2,150,827
	2115. Minor Furniture & Fixtures		150	150
	2120. Minor Equipment, Instruments & Tools		6,000	8,000
	2160. Computer Software & Supplies		720	3,000
	2170. Welding Supplies		250	250
	2310. Janitorial Supplies		2,338	2,400
	2320. Medical Supplies		150	150
	2570. Clothing, Dry Goods, Etc.		3,000	3,000
	2590. Cost of Goods Sold		460,000	460,000
	2630. Security Badges & Decal Supplies		<u>305</u>	<u>305</u>
	<b>TOTAL 2000</b>		<u>2,810,445</u>	<u>2,629,432</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	3,800
	3113. General Liability, Worker's Compensation Penalty		-1,219	0
	3210. Hire of Equipment - Garage - Vehicles		38,175	31,763
	3212. Equipment Rental - External		1,100	1,100
	3213. Hire of Equipment - Technology		4,349	4,340
	3230. Laundry & Cleaning		250	900
	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>71,805</u>	<u>67,553</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>				
	4010. Buildings & Grounds		<u>4,000</u>	<u>6,000</u>
	<b>TOTAL 4000</b>		<u>4,000</u>	<u>6,000</u>

**DETAIL**

FUND GARAGE 750	DEPARTMENT GENERAL SERVICES 040	UNIT VEHICLE SERVICE 0751	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5110. Machinery, Tools, & Implements		\$ 6,000	\$ 8,000
5130. Motor Vehicles		<u>40,000</u>	<u>40,000</u>
<b>TOTAL 5000</b>		<u>46,000</u>	<u>48,000</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>\$ 3,638,826</u>	<u>\$ 3,508,578</u>

# PERSONNEL SCHEDULE

FUND GARAGE 750	DEPARTMENT GENERAL SERVICES 040	UNIT VEHICLE SERVICES 0751		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
<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				\$ 503,016
LONGEVITY				6,982
SPECIAL PAY				14,558
OVERTIME				3,193
FRINGE BENEFITS				<u>220,844</u>
<b>GRAND TOTAL</b>	<u>10.8</u>	<u>10.8</u>	<u>10.8</u>	<u>\$ 748,593</u>

## SUMMARY

FUND	DEPARTMENT	UNIT	
GARAGE 750	GENERAL SERVICES 040	GARAGE 0752	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 1,190,035	\$ 1,194,638
2000. COMMODITIES		606,450	606,050
3000. CONTRACTUAL SERVICES		411,625	694,096
4000. MAINTENANCE - STRUCTURES		11,000	11,000
5000. MAINTENANCE - EQUIPMENT		1,144,700	1,147,000
6000. MISCELLANEOUS		<u>3,000</u>	<u>10,300</u>
<b>SUBTOTAL</b>		<u>3,366,810</u>	<u>3,663,084</u>
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		45,000	45,000
8000. EQUIPMENT		<u>5,779,000</u>	<u>7,485,800</u>
<b>SUBTOTAL</b>		<u>5,824,000</u>	<u>7,530,800</u>
<b>TOTAL</b>		<u>\$ 9,190,810</u>	<u>\$ 11,193,884</u>

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	2012 Achievements	2013 Expectations	2014 Targets
Fleet size	1050	1074	1074
Percent of fleet out of service at one time (5%)	2.5%	4.0%	4.5%
Comeback repairs (3%)	1.2%	1.3%	1.5%
Average vehicle downtime before start of work (4 hours or less)	4.4 hours	4.5 hours	4.0 hours
Number of days to put new vehicles in service	2.4 days	2.7 days	2.5 days

**DETAIL**

FUND		DEPARTMENT	UNIT	
GARAGE 750		GENERAL SERVICES 040	GARAGE 0752	
CLASSIFICATION			BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
	Salaries		\$ 785,261	\$ 786,724
	Overtime		3,655	3,655
	Other Benefits		401,119	404,259
	<b>TOTAL 1000</b>		<u>1,190,035</u>	<u>1,194,638</u>
<b>2000. COMMODITIES</b>				
	2010. Office Supplies		3,000	3,500
	2020. Educational & Training Supplies		1,000	1,000
	2111. Motor Vehicle Accessories		164,600	113,700
	2120. Minor Equipment, Instruments & Tools		15,000	15,000
	2160. Computer Software & Supplies		7,000	7,000
	2170. Welding Supplies		10,000	10,000
	2200. Food		750	750
	2210. Water		750	750
	2310. Janitorial Supplies		1,700	1,700
	2320. Medical Supplies		1,450	1,450
	2330. Chemicals & Insecticides		200	200
	2570. Clothing, Dry Goods, Etc.		10,000	10,000
	2590. Cost of Goods Sold		385,000	435,000
	2630. Security Badges & Decal Supplies		500	500
	2640. Safety Supplies & Minor Equipment		5,500	5,500
	<b>TOTAL 2000</b>		<u>606,450</u>	<u>606,050</u>
<b>3000. CONTRACTUAL SERVICES</b>				
	3020. Heat & Natural Gas		12,500	12,500
	3030. Light & Power		18,000	18,000
	3040. Water		2,000	2,000
	3113. General Liability, Worker's Compensation Penalty		-10,961	0
	3210. Hire of Equipment - Garage - Vehicles		228,292	238,665
	3212. Equipment Rental - External		32,000	270,000
	3213. Hire of Equipment - Technology		8,194	8,331
	3230. Laundry & Cleaning		15,000	15,000
	3235. Janitorial Services		15,000	15,000
	3240. Binding, Printing, & Reproduction		750	750
	3310. Exterminator		500	500
	3315. Security Services		1,250	1,250
	3320. Wrecker Services		8,500	8,500
	3390. Other Special Services		8,000	8,000
	3405. Software Maintenance		42,000	65,000
	3510. Travel		14,900	14,900
	3520. Dues & Subscriptions		6,000	6,000
	3525. Legal & Technical Reference Materials		600	600

**DETAIL**

FUND		DEPARTMENT	UNIT	
GARAGE 750		GENERAL SERVICES 040	GARAGE 0752	
CLASSIFICATION			BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>				
<b>3000. CONTRACTUAL SERVICES(continued)</b>				
3530. Training, Registration Fees, Etc.			\$ 7,100	\$ 7,100
3540. Educational Assistance			<u>2,000</u>	<u>2,000</u>
<b>TOTAL 3000</b>			<u>411,625</u>	<u>694,096</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>				
4010. Buildings & Grounds			10,000	10,000
4012. Security Fencing			<u>1,000</u>	<u>1,000</u>
<b>TOTAL 4000</b>			<u>11,000</u>	<u>11,000</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
5020. Furniture, Fixtures, & Furnishings			750	1,000
5110. Machinery, Tools, & Implements			5,000	5,000
5120. Instruments & Apparatus (Major)			750	1,000
5130. Motor Vehicles			<u>1,138,200</u>	<u>1,140,000</u>
<b>TOTAL 5000</b>			<u>1,144,700</u>	<u>1,147,000</u>
<b>6000. MISCELLANEOUS</b>				
6875. EPA Licenses & Permits			1,000	1,000
6942. Purchase - Garage			0	6,800
6990. Miscellaneous			<u>2,000</u>	<u>2,500</u>
<b>TOTAL 6000</b>			<u>3,000</u>	<u>10,300</u>
<b><u>CAPITAL OUTLAY</u></b>				
<b>7000. LAND, BUILDINGS AND OTHER IMPROVEMENTS</b>				
7020. Buildings			<u>45,000</u>	<u>45,000</u>
<b>TOTAL 7000</b>			<u>45,000</u>	<u>45,000</u>
<b>8000. EQUIPMENT</b>				
8421. Construction Equipment			750,000	1,260,000
8430. Shop Equipment			30,000	30,000
8470. Fire Fighting Equipment			600,000	1,300,000
8481. Communication & Video Equipment			430,500	593,500
8501. Sanitation Equipment			800,000	0
8530. Other Equipment			585,500	888,200
8800. Automobiles			198,000	939,000
8820. Light, Medium Trucks			1,432,000	787,500
8830. Heavy Trucks			<u>920,000</u>	<u>1,050,000</u>

**DETAIL**

FUND GARAGE 750	DEPARTMENT GENERAL SERVICES 040	UNIT GARAGE 0752	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<u><b>CAPITAL OUTLAY</b></u>			
<b>8000. EQUIPMENT (continued)</b>			
8840. Trailers		\$ 33,000	\$ 274,600
8850. Other Mobile Equipment		<u>0</u>	<u>363,000</u>
<b>TOTAL 8000</b>		<u>5,779,000</u>	<u>7,485,800</u>
<b>GRAND TOTAL</b>		\$ <u>9,190,810</u>	\$ <u>11,193,884</u>

# PERSONNEL SCHEDULE

FUND GARAGE 750	DEPARTMENT GENERAL SERVICES 040	UNIT GARAGE 0752		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
<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				\$ 786,724
LONGEVITY				14,340
SPECIAL PAY				36,629
OVERTIME				3,655
FRINGE BENEFITS				<u>353,290</u>
GRAND TOTAL				\$ <u><u>1,194,638</u></u>

**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>		<b>UNIT</b>	
GARAGE 750		GENERAL SERVICES 040		NONDEPARTMENTAL 0755	
<b>CLASSIFICATION</b>				<b>BUDGET 2012-2013</b>	<b>BUDGET 2013-2014</b>
<b>1000. PERSONNEL SERVICES</b>				\$ 3,059	\$ 29,614
<b>2000. COMMODITIES</b>				0	0
<b>3000. CONTRACTUAL SERVICES</b>				227,550	255,357
<b>4000. MAINTENANCE - STRUCTURES</b>				0	0
<b>5000. MAINTENANCE - EQUIPMENT</b>				0	0
<b>6000. MISCELLANEOUS</b>				<u>4,498,378</u>	<u>4,575,701</u>
<b>SUBTOTAL</b>				<u>4,728,987</u>	<u>4,860,672</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>\$ 4,728,987</u>	<u>\$ 4,860,672</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.

**DETAIL**

FUND		DEPARTMENT	UNIT	
GARAGE 750		GENERAL SERVICES 040	NONDEPARTMENTAL 0755	
CLASSIFICATION			BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
	Salaries		\$ 0	\$ 0
	Other Benefits		<u>3,059</u>	<u>29,614</u>
	<b>TOTAL 1000</b>		<u>3,059</u>	<u>29,614</u>
<b>3000. CONTRACTUAL SERVICES</b>				
	3110. Insurance - External		42,276	42,276
	3112. General Liability Self-Insurance		123,777	121,673
	3120. Group Insurance		24,838	36,646
	3121. City Share - Retiree Insurance		4,594	5,053
	3125. Workers' Compensation		-20,760	-4,616
	3211. Hire of Equipment - Garage - Other		41,825	41,825
	3440. External Audit Fees		<u>11,000</u>	<u>12,500</u>
	<b>TOTAL 3000</b>		<u>227,550</u>	<u>255,357</u>
<b>6000. MISCELLANEOUS</b>				
	6202. General Fund Services		479,031	550,586
	6910. Depreciation Expense		<u>4,019,347</u>	<u>4,025,115</u>
	<b>TOTAL 6000</b>		<u>4,498,378</u>	<u>4,575,701</u>
<b>GRAND TOTAL</b>			<u>\$ 4,728,987</u>	<u>\$ 4,860,672</u>

# PERSONNEL SCHEDULE

FUND GARAGE 750	DEPARTMENT GENERAL SERVICES 040	UNIT NONDEPARTMENTAL 0755		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
FRINGE BENEFITS				\$ <u>29,614</u>
GRAND TOTAL	<u>0</u>	<u>0</u>	<u>0</u>	\$ <u>29,614</u>



**SECTION XI**  
**WAREHOUSE FUND**

**WAREHOUSE FUND  
REVENUE AND RECEIPTS**

	<b>ACTUAL 2011-2012</b>	<b>BUDGET 2012-2013</b>	<b>BUDGET 201-2014</b>
<b>INTERFUND CHARGES</b>			
Handling Charges	\$ 159,625	\$ 142,000	\$ 147,000
Charges for Cost of Sales	<u>730,483</u>	<u>705,000</u>	<u>720,000</u>
<b>Total Interfund Charges</b>	<u>890,108</u>	<u>847,000</u>	<u>867,000</u>
<b>NONOPERATING AND OTHER REVENUE</b>			
Interest Income	1,473	2,000	2,000
Net Increase in Fair Value of Investment	147	0	0
Miscellaneous	<u>(18,147)</u>	<u>0</u>	<u>0</u>
<b>Total Nonoperating and Other Revenue</b>	<u>(16,527)</u>	<u>2,000</u>	<u>2,000</u>
<b>TOTAL REVENUE AND RECEIPTS</b>	<u>\$ 873,581</u>	<u>\$ 849,000</u>	<u>\$ 869,000</u>

**WAREHOUSE FUND  
SUMMARY OF EXPENSES/EXPENDITURES BY UNIT**

Unit No.	ORGANIZATION	ACTUAL 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
0760	Facilities & Fleet Mgmt - Warehouse	\$ 889,468	\$ 813,272	\$ 816,801
0765	Facilities & Fleet Mgmt - Nondepartmental	<u>18,548</u>	<u>86,073</u>	<u>83,989</u>
	<b>Total</b>	<u><u>\$ 908,016</u></u>	<u><u>\$ 899,345</u></u>	<u><u>\$ 900,790</u></u>

**WAREHOUSE FUND  
SUMMARY OF EXPENSES/EXPENDITURES  
BY CLASSIFICATION**

	<b>BUDGET 2013-2014</b>	<b>RATIO</b>
<b><u>OPERATING EXPENSES</u></b>		
<b>1000. PERSONNEL SERVICES</b>	\$ 81,721	9.072%
<b>2000. COMMODITIES</b>	720,450	79.979%
<b>3000. CONTRACTUAL SERVICES</b>	20,203	2.243%
<b>4000. MAINTENANCE - STRUCTURES</b>	1,500	0.167%
<b>5000. MAINTENANCE - EQUIPMENT</b>	0	0.000%
<b>6000. MISCELLANEOUS</b>	<u>76,916</u>	<u>8.539%</u>
<b>TOTAL OPERATING EXPENDITURES</b>	<u>900,790</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>\$ 900,790</u>	<u>100.000%</u>

## SUMMARY

FUND WAREHOUSE 760	DEPARTMENT GENERAL SERVICES 040	UNIT WAREHOUSE 0760	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 78,201	\$ 80,538
2000. COMMODITIES		720,400	720,450
3000. CONTRACTUAL SERVICES		14,671	14,313
4000. MAINTENANCE - STRUCTURES		0	1,500
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		0	0
<b>SUBTOTAL</b>		813,272	816,801
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS		0	0
8000. EQUIPMENT		0	0
<b>SUBTOTAL</b>		0	0
<b>TOTAL</b>		\$ 813,272	\$ 816,801

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	2012 Achievements	2013 Expectations	2014 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%

**DETAIL**

FUND WAREHOUSE 760	DEPARTMENT GENERAL SERVICES 040	UNIT WAREHOUSE 0760	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 50,011	\$ 51,541
Overtime		1,337	1,337
Other Benefits		<u>26,853</u>	<u>27,660</u>
<b>TOTAL 1000</b>		<u>78,201</u>	<u>80,538</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	250
2590. Cost of Goods Sold		<u>720,000</u>	<u>720,000</u>
<b>TOTAL 2000</b>		<u>720,400</u>	<u>720,450</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3040. Water		800	800
3210. Hire of Equipment - Garage - Vehicles		10,145	10,563
3213. Hire of Equipment - Technology		876	0
3240. Binding, Printing & Reproduction		250	350
3280. Temporary Help		1,000	1,000
3920. Rent		<u>1,600</u>	<u>1,600</u>
<b>TOTAL 3000</b>		<u>14,671</u>	<u>14,313</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Buildings & Grounds		<u>0</u>	<u>1,500</u>
<b>TOTAL 4000</b>		<u>0</u>	<u>1,500</u>
<b>GRAND TOTAL</b>		\$ <u>813,272</u>	\$ <u>816,801</u>



**SUMMARY**

FUND WAREHOUSE 760	DEPARTMENT GENERAL SERVICES 040	UNIT NONDEPARTMENTAL 0765	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
1000. PERSONNEL SERVICES		\$ 120	\$ 1,183
2000. COMMODITIES		0	0
3000. CONTRACTUAL SERVICES		5,058	5,890
4000. MAINTENANCE - STRUCTURES		0	0
5000. MAINTENANCE - EQUIPMENT		0	0
6000. MISCELLANEOUS		<u>80,895</u>	<u>76,916</u>
	<b>SUBTOTAL</b>	<u>86,073</u>	<u>83,989</u>
		0	0
<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>86,073</u></u>	\$ <u><u>83,989</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**

FUND WAREHOUSE 760	DEPARTMENT GENERAL SERVICES 040	UNIT NONDEPARTMENTAL 0765	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 0	\$ 0
Other Benefits		<u>120</u>	<u>1,183</u>
<b>TOTAL 1000</b>		<u>120</u>	<u>1,183</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3110. Insurance - External		1,686	1,686
3112. General Liability Self-Insurance		2,709	2,666
3120. Group Insurance		1,436	1,085
3125. Workers' Compensation		-1,523	-347
3440. External Audit Fees		<u>750</u>	<u>800</u>
<b>TOTAL 3000</b>		<u>5,058</u>	<u>5,890</u>
<b>6000. MISCELLANEOUS</b>			
6202. General Fund Services		30,013	26,034
6910. Depreciation Expense		<u>50,882</u>	<u>50,882</u>
<b>TOTAL 6000</b>		<u>80,895</u>	<u>76,916</u>
<b>GRAND TOTAL</b>		\$ <u>86,073</u>	\$ <u>83,989</u>

# PERSONNEL SCHEDULE

FUND WAREHOUSE 760	DEPARTMENT GENERAL SERVICES 040	UNIT NONDEPARTMENTAL 0765		
POSITION TITLE	EMPLOYEES			BUDGET 2013-2014
	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	
FRINGE BENEFITS				\$ <u>1,183</u>
GRAND TOTAL	<u>0</u>	<u>0</u>	<u>0</u>	\$ <u>1,183</u>

**SECTION XII**  
**TECHNOLOGY FUND**

**TECHNOLOGY FUND  
REVENUE AND RECEIPTS**

	ACTUAL 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
<b>INTERFUND CHARGES</b>			
Equipment Lease - Technology	\$ <u>          0</u>	\$ <u>      589,691</u>	\$ <u>      619,516</u>
<b>Total Interfund Charges</b>	<u>          0</u>	<u>      589,691</u>	<u>      619,516</u>
<b>NONOPERATING AND OTHER REVENUE</b>			
Operating Transfers In	<u>          0</u>	<u>      123,404</u>	<u>              0</u>
<b>Total Nonoperating and Other Revenue</b>	<u>          0</u>	<u>      123,404</u>	<u>              0</u>
<b>TOTAL REVENUE AND RECEIPTS</b>	\$ <u><u>          0</u></u>	\$ <u><u>      713,095</u></u>	\$ <u><u>      619,516</u></u>

**TECHNOLOGY FUND  
SUMMARY OF EXPENSES/EXPENDITURES BY UNIT**

Unit No.	ORGANIZATION	ACTUAL 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
0770	Technology	\$ 184,393	\$ 0	\$ 298,250
0775	Technology - Nondepartmental	<u>0</u>	<u>0</u>	<u>12,564</u>
	<b>Total</b>	<u>\$ 184,393</u>	<u>\$ 0</u>	<u>\$ 310,814</u>

**TECHNOLOGY FUND  
SUMMARY OF EXPENSES/EXPENDITURES  
BY CLASSIFICATION**

	<b>BUDGET 2013-2014</b>	<b>RATIO</b>
<b><u>OPERATING EXPENSES</u></b>		
<b>1000. PERSONNEL SERVICES</b>	\$ 0	0.000%
<b>2000. COMMODITIES</b>	12,640	4.067%
<b>3000. CONTRACTUAL SERVICES</b>	18,610	5.988%
<b>4000. MAINTENANCE - STRUCTURES</b>	0	0.000%
<b>5000. MAINTENANCE - EQUIPMENT</b>	54,000	17.374%
<b>6000. MISCELLANEOUS</b>	<u>10,004</u>	<u>3.218%</u>
<b>TOTAL OPERATING EXPENDITURES</b>	<u>95,254</u>	<u>30.647%</u>
<b><u>CAPITAL OUTLAY</u></b>		
<b>7000. LAND - BUILDINGS</b>	215,560	69.353%
<b>8000. EQUIPMENT</b>	<u>0</u>	<u>0.000%</u>
<b>TOTAL CAPITAL OUTLAY</b>	<u>215,560</u>	<u>69.353%</u>
<b>GRAND TOTAL</b>	<u>\$ 310,814</u>	<u>100.000%</u>

## SUMMARY

FUND TECHNOLOGY 770	DEPARTMENT COMM & INFO SYSTEMS 030	UNIT TECHNOLOGY 0770	
CLASSIFICATION	BUDGET 2012-2013	BUDGET 2013-2014	
1000. PERSONNEL SERVICES	\$ 0	\$	0
2000. COMMODITIES	0		12,640
3000. CONTRACTUAL SERVICES	0		16,050
4000. MAINTENANCE - STRUCTURES	0		0
5000. MAINTENANCE - EQUIPMENT	0		54,000
6000. MISCELLANEOUS	0		0
<b>SUBTOTAL</b>	0		82,690
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS	0		0
8000. EQUIPMENT	0		215,560
<b>SUBTOTAL</b>	0		215,560
<b>TOTAL</b>	\$ 0	\$	298,250

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.

**DETAIL**

FUND TECHNOLOGY 770	DEPARTMENT COMM & INFO SYSTEMS 030	UNIT TECHNOLOGY 0770	
CLASSIFICATION	BUDGET 2012-2013	BUDGET 2013-2014	
<b><u>OPERATING SERVICES</u></b>			
<b>2000. COMMODITIES</b>			
2160. Computer Software & Supplies	\$ 0	\$ 12,640	
<b>TOTAL 2000</b>	<u>0</u>	<u>12,640</u>	
<b>3000. CONTRACTUAL SERVICES</b>			
3010. Communication	<u>0</u>	<u>16,050</u>	
<b>TOTAL 3000</b>	<u>0</u>	<u>16,050</u>	
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5100. Data Processing Equipment	0	40,800	
5105. Communications Equipment	<u>0</u>	<u>13,200</u>	
<b>TOTAL 5000</b>	<u>0</u>	<u>54,000</u>	
<b><u>CAPITAL OUTLAY</u></b>			
<b>8000. EQUIPMENT</b>			
8490. Data Processing Equipment	0	115,560	
8900. EDP Software (Over \$1,000)	<u>0</u>	<u>100,000</u>	
<b>TOTAL 8000</b>	<u>0</u>	<u>215,560</u>	
<b>GRAND TOTAL</b>	<u><u>\$ 0</u></u>	<u><u>\$ 298,250</u></u>	

## SUMMARY

FUND TECHNOLOGY 770	DEPARTMENT COMM & INFO SYSTEMS 030	UNIT NONDEPARTMENTAL 0775	
CLASSIFICATION	BUDGET 2012-2013	BUDGET 2013-2014	
1000. PERSONNEL SERVICES	\$ 0	\$	0
2000. COMMODITIES	0		0
3000. CONTRACTUAL SERVICES	0		2,560
4000. MAINTENANCE - STRUCTURES	0		0
5000. MAINTENANCE - EQUIPMENT	0		0
6000. MISCELLANEOUS	0		10,004
<b>SUBTOTAL</b>	0		12,564
<b>CAPITAL OUTLAY</b>			
7000. LANDS - BUILDINGS	0		0
8000. EQUIPMENT	0		0
<b>SUBTOTAL</b>	0		0
<b>TOTAL</b>	\$ 0	\$	12,564

FUNCTION: This division is used to record depreciation expense and this fund's share of general liability insurance and external audit fees.

**DETAIL**

FUND TECHNOLOGY 770	DEPARTMENT COMM & INFO SYSTEMS 030	UNIT NONDEPARTMENTAL 0775	
CLASSIFICATION		BUDGET 2012-2013	BUDGET 2013-2014
<b><u>OPERATING SERVICES</u></b>			
<b>3000. CONTRACTUAL SERVICES</b>			
3212. Equipment Rental - External		\$ 0	\$ 2,260
3440. External Audit Fees		<u>0</u>	<u>300</u>
<b>TOTAL 3000</b>		<u>0</u>	<u>2,560</u>
<b>6000. MISCELLANEOUS</b>			
6910. Depreciation Expense		<u>0</u>	<u>10,004</u>
<b>TOTAL 6000</b>		<u>0</u>	<u>10,004</u>
<b>GRAND TOTAL</b>		<u>\$ 0</u>	<u>\$ 12,564</u>

**SECTION XIII**  
**INTEREST AND SINKING FUND**

CITY OF MIDLAND, TEXAS

Debt Limits and Debt Levels

October 1, 2013

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, 2013

Assessed value 2013 tax roll		\$8,599,994,472
Debt limit, 8% of assessed value		\$ 687,999,558
Amount of debt applicable to debt limit:		
Total bonded debt	\$ 120,580,000	
Less:		
Estimated net position in Debt Service Fund	448,613	
Estimated Water and Sewer bonds restricted assets	1,702,573	
Estimated Golf Course bonds restricted assets	33,908	
Estimated Airport bonds restricted assets	882,209	
Estimated Scharbauer Sports Complex bonds restricted assets	<u>1,255,992</u>	
Total estimated net position restricted for debt service	\$ <u>4,323,295</u>	
Total bonded debt less assets restricted for debt service		<u>116,256,705</u>
Debt Margin		\$ <u>571,742,853</u>

# CITY OF MIDLAND, TEXAS

## City of Midland Debt Service Requirements to Maturity September 30, 2013

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			General Obligation Bonds, Certificates of Obligation and Notes Payable			
	Principal	Interest	Total	Principal	Interest	Total	
2014	\$ 2,982,154	\$ 1,253,110	\$ 4,235,264	\$ 5,662,846	\$ 3,787,677	\$ 9,450,523	\$ 13,685,787
2015	2,655,857	1,154,288	3,810,145	5,909,143	3,519,222	9,428,365	13,238,510
2016	2,659,728	1,059,042	3,718,770	6,180,272	3,244,256	9,424,528	13,143,298
2017	2,150,000	975,036	3,125,036	4,150,000	2,998,102	7,148,102	10,273,138
2018	2,230,000	891,511	3,121,511	4,335,000	2,810,852	7,145,852	10,267,363
2019	1,850,000	817,418	2,667,418	4,515,000	2,634,757	7,149,757	9,817,175
2020	1,925,000	746,791	2,671,791	4,720,000	2,430,937	7,150,937	9,822,728
2021	1,550,000	677,479	2,227,479	4,950,000	2,198,006	7,148,006	9,375,485
2022	1,615,000	614,969	2,229,969	3,080,000	2,015,017	5,095,017	7,324,986
2023	1,675,000	549,336	2,224,336	2,340,000	1,901,434	4,241,434	6,465,770
2024	1,750,000	478,719	2,228,719	2,450,000	1,795,281	4,245,281	6,474,000
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	1,446,594	4,246,594	6,474,740
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>\$ 34,547,739</u>	<u>\$ 10,663,823</u>	<u>\$ 45,211,562</u>	<u>\$ 86,032,261</u>	<u>\$ 41,098,800</u>	<u>\$ 127,131,061</u>	<u>\$ 172,342,623</u>

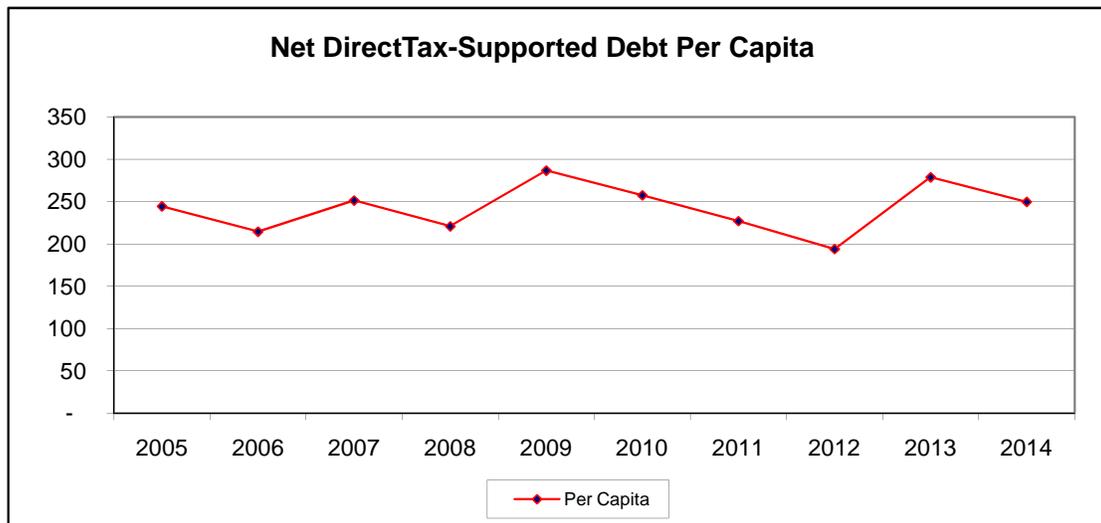
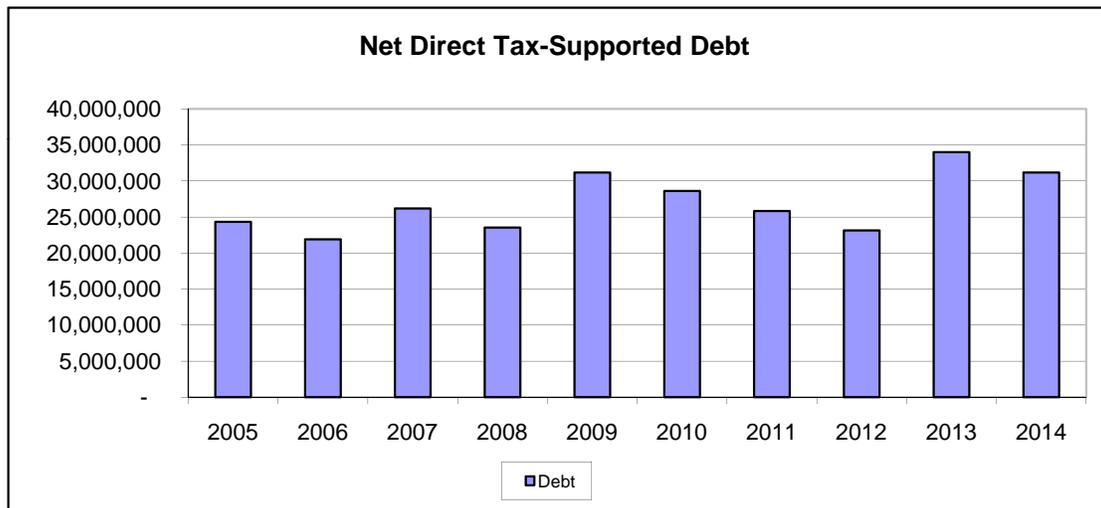
CITY OF MIDLAND, TEXAS

**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
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	106,561	5,178,075,141	23,518,401	0.45%	221
2009	108,666	6,009,120,829	31,155,904	0.52%	287
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	119,385	6,936,423,398	23,133,538	0.33%	194
2013	121,998	7,540,126,431	34,008,619	0.45%	279
2014	124,804	8,599,994,472	31,156,820	0.36%	250

(1) Source: Fiscal Year 2010 - U.S. Census  
All years except 2010 - City of Midland estimates

(2) Source: Midland Central Appraisal District



CITY OF MIDLAND, TEXAS

DEBT SERVICE

**TAX SUPPORTED DEBT**

Interest and Sinking Fund

	FY 12 Actual 2011-12	FY 13 Estimated 2012-13	FY 14 Proposed 2013-14
RESOURCES:			
Resources at October 1	\$ 448,006	\$ 413,744	\$ 448,613
Receipts:			
Ad valorem taxes	3,695,569	4,336,839	3,977,093
Transfer from Water & Sewer Fund	110,183	107,584	109,612
Investment income	6,496	10,000	10,000
Accrued Interest Received	499	0	0
Total receipts	<u>3,812,747</u>	<u>4,454,423</u>	<u>4,096,705</u>
Total resources and receipts	<u>4,260,753</u>	<u>4,868,167</u>	<u>4,545,318</u>
Expenditures:			
Principal maturities	2,891,115	2,818,125	2,982,155
Interest maturities	954,843	1,600,143	1,253,112
Paying agents' fees	1,051	1,286	1,286
Other	0	0	0
Payment to Refunded Bond Escrow Agent	0	0	0
Total expenditures	<u>3,847,009</u>	<u>4,419,554</u>	<u>4,236,553</u>
Total Current Year Uses of Interest and Sinking Fund Assets	<u>3,847,009</u>	<u>4,419,554</u>	<u>4,236,553</u>
Resources at September 30	\$ <u>413,744</u>	\$ <u>448,613</u>	\$ <u>308,765</u>

CITY OF MIDLAND, TEXAS

TAX SUPPORTED DEBT INTEREST AND REDEMPTION FUND  
STATEMENT OF BONDED INDEBTEDNESS AT OCTOBER 1, 2013 AND EXPENDITURES BY ISSUE 2013/14

BOND ISSUES	SERIES	DATE OF ISSUE	MATURITIES OUTSTANDING	BONDED INDEBTEDNESS		EXPENDITURES 2013/14			
				INTEREST RATE	ORIGINAL ISSUE	OUTSTANDING 10-1-13	PRINCIPAL	INTEREST	TOTAL
HUD Section 108 Loan	2000	7-01-00	9-30-14/15	6.17%, 6.25%	1,045,000	195,000	95,000	12,112	107,112
Tax and Waterworks and Sewer System (Limited Pledge) Revenue Certificates of Obligation	2003	2-25-03	3-1-14/18	3.60%, 3.70%, 3.80%, 4.00%	4,950,000	2,055,000	375,000	70,690	445,690
Tax and Waterworks and Sewer System (Limited Pledge) Revenue Certificates of Obligation	2005	2-15-05	3-1-14/20	3.50%, 3.60%, 4.00%	4,950,000	2,710,000	345,000	95,473	440,473
Tax and Limited Pledge Revenue Certificates of Obligation	2007	1-15-07	3-1-14/27	4.00%, 5.00%, 4.00%, 5.00%, 4.25%, 4.30%, 5.00%, 4.50%	6,910,000	5,580,000	290,000	251,305	541,305
Tax and Limited Pledge Revenue Certificates of Obligation	2009	1-27-09	3-1-14/29	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	8,530,000	410,000	304,013	714,013
General Obligation Refunding Bonds	2009	5-01-09	3-1-14/16	3.00%	7,708,926	2,127,739	967,155	49,325	1,016,480
Tax and Limited Pledge Revenue Certificates of Obligation	2012	1-15-12	3-1-14/32	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	13,350,000	500,000	470,194	970,194
Paying Agent/Other Fees									1,286
Total Expenditures					\$ 34,547,739	\$ 2,982,155	\$ 1,253,112	\$	\$ 4,236,553

CITY OF MIDLAND, TEXAS

**WATER AND SEWER  
GENERAL OBLIGATION DEBT  
DEBT SERVICE**

	FY 13 Estimated 2012-13	FY 14 Proposed 2013-14
	<u>                    </u>	<u>                    </u>
RESOURCES:		
Resources at October 1	\$ <u>1,543,526</u>	\$ <u>1,702,573</u>
Receipts:		
Transfer from Water & Sewer Operations-2007 Certificate of Obligation	3,129,083	3,124,189
Transfer from Water & Sewer Operations-2007 Refunding Bonds	603,522	600,391
Transfer from Water & Sewer Operations-2012 Certificate of Obligation	1,257,991	851,856
Interest on investments	<u>11,400</u>	<u>12,700</u>
Total receipts	<u>5,001,996</u>	<u>4,589,136</u>
Total resources and receipts	<u>6,545,522</u>	<u>6,291,709</u>
Expenditures:		
Principal maturities	1,765,000	2,135,000
Interest maturities	3,076,739	2,710,799
Paying agent's fees	<u>1,210</u>	<u>1,210</u>
Total expenditures	<u>4,842,949</u>	<u>4,847,009</u>
Resources at September 30	\$ <u><u>1,702,573</u></u>	\$ <u><u>1,444,700</u></u>

**WATER AND SEWER INTEREST AND REDEMPTION FUND  
STATEMENT OF BONDED INDEBTEDNESS AT OCTOBER 1, 2013 AND EXPENDITURES BY ISSUE 2013/14**

		BONDED INDEBTEDNESS					EXPENDITURES 2013/14		
BOND ISSUES	SERIES	DATE OF ISSUE	MATURITIES OUTSTANDING	INTEREST RATE	ORIGINAL ISSUE	OUTSTANDING 10-1-13	PRINCIPAL	INTEREST	TOTAL
Tax and Limited Pledge Revenue Certificates of Obligation	2012	1-15-12	3-1-14/32	3.00%,3.05%,3.35% 3.60%,3.70%,3.80% 3.90%,4.00%,4.05% 4.10%,4.25%	15,855,000	15,580,000	585,000	548,731	1,133,731
Tax and Limited Pledge Revenue Certificates of Obligation	2007	1-15-07	3-1-14/37	4.00%,5.00%,4.00% 5.00%,4.784%,4.25% 4.30%,5.00%,4.50% 5.00%	48,595,000	44,090,000	1,015,000	2,094,868	3,109,868
Combination Tax and Revenue Refunding Bonds	2007	1-15-07	5-1-14/16	4.00%	4,995,000	1,680,000	535,000	67,200	602,200
Paying Agent's fees									1,210
						\$ 61,350,000	\$ 2,135,000	\$ 2,710,799	\$ 4,847,009

CITY OF MIDLAND, TEXAS

**GOLF COURSE  
CERTIFICATES OF OBLIGATION  
DEBT SERVICE**

	FY 13 Estimated <u>2012-13</u>	FY 14 Proposed <u>2013-14</u>
<b>RESOURCES:</b>		
Resources at October 1	\$ <u>39,507</u>	\$ <u>33,908</u>
 Receipts:		
Transfer from Golf Course PFC Fund	66,109	47,165
Interest on investments	<u>0</u>	<u>0</u>
 Total receipts	 <u>66,109</u>	 <u>47,165</u>
 Total resources and receipts	 <u>105,616</u>	 <u>81,073</u>
 Expenditures:		
Principal maturities	66,875	57,846
Interest maturities	4,821	2,950
Paying agent's/Issuance fees	<u>12</u>	<u>12</u>
 Total expenditures	 <u>71,708</u>	 <u>60,808</u>
 Resources at September 30	 <u>\$ 33,908</u>	 <u>\$ 20,265</u>

**GOLF COURSE INTEREST AND REDEMPTION FUND  
STATEMENT OF BONDED INDEBTEDNESS AT OCTOBER 1, 2013 AND EXPENDITURES BY ISSUE 2013/14**

		BONDED INDEBTEDNESS				EXPENDITURES 2013/14			
BOND ISSUES	SERIES	DATE OF ISSUE	MATURITIES OUTSTANDING	INTEREST RATE	ORIGINAL ISSUE	OUTSTANDING 10-1-13	PRINCIPAL	INTEREST	TOTAL
General Obligation Refunding Bonds	2009	5-01-09	3-1-14/16	3.00%	\$ 461,074	\$ 127,261	\$ 57,846	\$ 2,950	\$ 60,796
Paying Agent's Fees									12
						\$ 127,261	\$ 57,846	\$ 2,950	\$ 60,808

CITY OF MIDLAND, TEXAS

**AIRPORT  
GENERAL OBLIGATION REFUNDING BONDS, SERIES 06A  
DEBT SERVICE**

	FY 13 Estimated <u>2012-13</u>	FY 14 Proposed <u>2013-14</u>
<b>RESOURCES:</b>		
Resources at October 1	\$ <u>848,701</u>	\$ <u>882,209</u>
 <b>Receipts:</b>		
Transfer from Airport Operations	496,187	496,230
Transfer from Airport PFC Fund	1,171,107	1,171,211
Interest on investments	<u>5,214</u>	<u>7,000</u>
 Total receipts	 <u>1,672,508</u>	 <u>1,674,441</u>
 Total resources and receipts	 <u>2,521,209</u>	 <u>2,556,650</u>
 <b>Expenditures:</b>		
Principal maturities	1,390,000	1,460,000
Interest maturities	248,700	177,450
Paying agent's/Issuance fees	<u>300</u>	<u>300</u>
 Total expenditures	 <u>1,639,000</u>	 <u>1,637,750</u>
 Resources at September 30	 <u><u>\$ 882,209</u></u>	 <u><u>\$ 918,900</u></u>

**AIRPORT INTEREST AND REDEMPTION FUND  
STATEMENT OF BONDED INDEBTEDNESS AT OCTOBER 1, 2013 AND EXPENDITURES BY ISSUE 2013/14**

BOND ISSUES	SERIES	DATE OF ISSUE	MATURITIES OUTSTANDING	INTEREST RATE	ORIGINAL ISSUE	OUTSTANDING 10-1-13	EXPENDITURES 2013/14		
							PRINCIPAL	INTEREST	TOTAL
General Obligation Refunding Bonds	2006A	1-15-06	3-1-13/16	5.00%	13,160,000	4,600,000	1,460,000	177,450	1,637,450
Paying Agent's fees									300
						\$ 4,600,000	\$ 1,460,000	\$ 177,450	\$ 1,637,750

CITY OF MIDLAND, TEXAS

**SCHARBAUER SPORTS COMPLEX  
GENERAL OBLIGATION BONDS  
DEBT SERVICE**

	FY 13 Estimated 2012-13	FY 14 Proposed 2013-14
	<u>                    </u>	<u>                    </u>
RESOURCES:		
Resources at October 1	\$ <u>1,201,019</u>	\$ <u>1,255,992</u>
Receipts:		
Transfer from Sports Complex Operations	2,952,751	2,948,138
Interest on investments	<u>7,000</u>	<u>7,000</u>
Total receipts	<u>2,959,751</u>	<u>2,955,138</u>
Total resources and receipts	<u>4,160,770</u>	<u>4,211,130</u>
Expenditures:		
Principal maturities	1,910,000	2,010,000
Interest maturities	994,478	896,478
Paying agent's/Issuance fees	<u>300</u>	<u>300</u>
Total expenditures	<u>2,904,778</u>	<u>2,906,778</u>
Resources at September 30	\$ <u><u>1,255,992</u></u>	\$ <u><u>1,304,352</u></u>

**SCHARBAUER SPORTS COMPLEX INTEREST AND REDEMPTION FUND  
STATEMENT OF BONDED INDEBTEDNESS AT OCTOBER 1, 2012 AND EXPENDITURES BY ISSUE 2013/14**

BOND ISSUES	SERIES	DATE OF ISSUE	BONDED INDEBTEDNESS			EXPENDITURES 2013/14				
			MATURITIES OUTSTANDING	INTEREST RATE	ORIGINAL ISSUE	OUTSTANDING 10-1-13	PRINCIPAL	INTEREST	TOTAL	
General Obligation Refunding Bonds	2006B	1-15-06	3-01-14/22	5.00%, 4.00%, 4.20% 5.00%, 4.25%	28,970,000	19,955,000	2,010,000	896,478	2,906,478	
Paying Agent/Other Fees										
									300	
Total Expenditures							<u>\$ 19,955,000</u>	<u>\$ 2,010,000</u>	<u>\$ 896,478</u>	<u>\$ 2,906,778</u>

**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 CAPITAL RESOURCES AVAILABLE

FUND	FUND NAME	REMAINING BALANCE
070	POLICE SPECIAL PURPOSES -FEDERAL (1)	\$ 432,298
071	POLICE SPECIAL PURPOSES-STATE (1)	71,786
073	HIDTA FEDERAL SEIZURES (1)	7,789
074	DEPT OF JUSTICE GRANT (JAG) POLICE	<u>118</u>
		\$ <u>511,991</u>
095	STREET IMPROVEMENT FUND (PERMIT FEES) (2)	\$ 1,854,554
159	1999 GP CO-STREET IMPROVEMENTS	3
163	2012 GP CO-STREETS AND DRAINAGE	2,259,326
165	2001 GP CO-DRAINAGE IMPROVEMENTS	5,803
168	2001 TRAFFIC IMPROVEMENTS BOND	4,706
186	2005 GP CO-STREETS AND DRAINAGE	161
191	2007 GP CO-STREETS AND DRAINAGE	304
193	2007 GP CO-TRAFFIC SYSTEM IMPROVEMENT	26,337
195	2009 GP CO-STREETS AND DRAINAGE STREETS & TRAFFIC	<u>2,646,866</u>
		\$ <u>6,798,060</u>
185	2005 GP CO-PUBLIC SAFETY EQUIPMENT	\$ <u>8,214</u>
092	MUNICIPAL COURT TECHNOLOGY (6)	\$ <u>271,357</u>
140	ANIMAL SHELTER FACILITY & EQUIPMENT	\$ <u>211,990</u>
160	2012 GP CO-COMMUNICATIONS SYSTEM	\$ <u>3,504,559</u>
161	2012 GP CO-FIRE FIGHTING FACILITIES	\$ <u>563</u>
167	2001 RECORDS STORAGE EQUIP BOND	\$ <u>3,769</u>
169	2001 PROFESSIONAL SERVICES BOND	\$ <u>7,443</u>
188	2005 GP CO-CITY FACILITY IMPROVEMENT	\$ 12,204
192	2007 GP CO-CITY FACILITY IMPROVEMENT	91,066
196	2009 GP CO-CITY FACILITY IMPROVEMENT CITY FACILITY	<u>23,663</u>
		\$ <u>126,933</u>
158	1999 GP CO-PARK & HERITAGE DISTRICT	\$ 15
162	2012 GP CO-PARKS AND RECREATION	1,122,927
182	2003 GP CO-PARK IMPROVEMENTS	65
187	2005 GP CO-PARK IMPROVEMENTS	20,944
190	2007 GP CO-PARK IMPROVEMENTS	85,360
194	2009 GP CO-PARK IMPROVEMENTS PARKS	<u>2,743</u>
		\$ <u>1,232,054</u>
157	1998 GP CO-DOWNTOWN, CITY HALL, LAND	\$ 171,973
184	2003 GP CO-DOWNTOWN IMPROVEMENTS	389,166
189	2005 GP CO-DOWNTOWN IMPROVEMENTS DOWNTOWN	<u>84,282</u>
		\$ <u>645,421</u>
330	SPECIAL W&S SYSTEM IMPR & REPL CONSTRUCTION (3)	\$ 11,032,602
340	T-BAR RANCH - WINKLER COUNTY IMPROVEMENTS (4)	1,269,069
365	1993 W&S REV BOND CONSTRUCTION	13,003
366	1996 W&S REV BOND CONSTRUCTION	20,418
375	1999 W&S FLT RATE REV CONST (TEX-CAP)	485,788
380	2007 GP CO-WATER AND SEWER IMPROVEMENTS	152,329
381	2012 GP CO-WATER AND SEWER IMPROVEMENTS WATER & SEWER	<u>1,889,878</u>
		\$ <u>14,863,087</u>
509	AIRPORT RESTRICTED ASSET SALES (5)	\$ <u>(3,267)</u>
641	2001 SPORT COMPLEX C.O. CONSTRUCTION FUND	\$ <u>9,921</u>
776	2012 GP CO-INFORMATION TECHNOLOGY	\$ <u>143,348</u>
	TOTAL RESOURCES AVAILABLE	\$ <u><u>28,335,443</u></u>

(1)RESTRICTED TO SPECIAL POLICE MATTERS

(4)COUNCIL DESIGNATED RESERVE FOR WINKLER CO DEVELOPMENT

(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>Expenditures to Date</b>	<b>Anticipated Remaining Expenditures</b>	<b>Percent of Project Expended</b>
Rehabilitate Taxiway Systems	505	500	7003	4,513,487.00	3,965,702.95	547,784.05	87.86%
Rehabilitate Taxiway Systems	506	500	7003	237,552.00	208,716.05	28,835.95	87.86%
				<u>4,751,039.00</u>	<u>4,174,419.00</u>	<u>576,620.00</u>	
Terminal Rehabilitation	505	500	7004	4,158,815.00	4,138,557.10	20,257.90	99.51%
Terminal Rehabilitation	509	500	7004	46,539.00	46,539.00	0.00	100.00%
				<u>4,205,354.00</u>	<u>4,185,096.10</u>	<u>20,257.90</u>	
Northwest Extension Project	505	500	7038	3,217,547.00	2,802,551.71	414,995.29	87.10%
Northwest Extension Project	509	500	7038	73,586.00	73,586.00	0.00	100.00%
				<u>3,291,133.00</u>	<u>2,876,137.71</u>	<u>414,995.29</u>	
Sparks Park Target Area Infra 11	061	075	7052	492,939.00	466,243.69	26,695.31	94.58%
Sparks Park Target Area Infra 11	159	075	7052	4,709.00	0.00	4,709.00	0.00%
Sparks Park Target Area Infra 11	186	075	7052	70,273.00	0.00	70,273.00	0.00%
Sparks Park Target Area Infra 11	191	075	7052	44,378.00	0.00	44,378.00	0.00%
Sparks Park Target Area Infra 11	195	075	7052	138,975.00	0.00	138,975.00	0.00%
				<u>751,274.00</u>	<u>466,243.69</u>	<u>285,030.31</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	3,340,690.80	186,672.20	94.71%
				<u>3,527,363.00</u>	<u>3,340,690.80</u>	<u>186,672.20</u>	
Runway 4/22 & 16L/34R Rehabilitation	505	500	7058	110,000.00	49,567.46	60,432.54	45.06%
				<u>110,000.00</u>	<u>49,567.46</u>	<u>60,432.54</u>	
Improvements at Midland Airpark	505	500	7061	120,000.00	120,000.00	0.00	100.00%
Improvements at Midland Airpark	509	500	7061	89,685.00	89,685.00	0.00	100.00%
				<u>209,685.00</u>	<u>209,685.00</u>	<u>0.00</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>Expenditures to Date</b>	<b>Anticipated Remaining Expenditures</b>	<b>Percent of Project Expended</b>
Centennial Plaza Phase 2	005	075	7063	190,000.00	28,757.62	161,242.38	15.14%
				190,000.00	28,757.62	161,242.38	
2011 JAG City Portion	074	110	7077	21,751.00	9,245.00	12,506.00	42.50%
				21,751.00	9,245.00	12,506.00	
Executive Apron Reconstruction Area B	505	500	7081	2,952,924.00	2,269,850.90	683,073.10	76.87%
Executive Apron Reconstruction Area B	506	500	7081	310,103.00	258,302.06	51,800.94	83.30%
				3,263,027.00	2,528,152.96	734,874.04	
Emergency Roadway and Gates Rehab	505	500	7082	31,500.00	17,657.32	13,842.68	56.05%
Emergency Roadway and Gates Rehab	506	500	7082	3,500.00	1,113.54	2,386.46	31.82%
				35,000.00	18,770.86	16,229.14	
Northwest Taxilane Extension	505	500	7083	167,700.00	122,234.79	45,465.21	72.89%
				167,700.00	122,234.79	45,465.21	
Access Control System and Cable Upgrade	505	500	7084	30,000.00	6,630.73	23,369.27	22.10%
				30,000.00	6,630.73	23,369.27	
2012 JAG City Portion	074	110	7089	19,145.00	0.00	19,145.00	0.00%
				19,145.00	0.00	19,145.00	
Taxiway P Aircraft Run-up	505	500	7103	92,000.00	8,885.60	83,114.40	9.66%
				92,000.00	8,885.60	83,114.40	
2007 Assistance to Firefighters Grant	005	115	7109	62,000.00	28,005.60	33,994.40	45.17%
2007 Assistance to Firefighters Grant	192	115	7109	12,400.00	7,001.40	5,398.60	56.46%
				74,400.00	35,007.00	39,393.00	
2012 Assistance to Firefighters Grant	005	115	7111	60,000.00	0.00	60,000.00	0.00%
				60,000.00	0.00	60,000.00	
Stormwater Management Program	005	075	8469	309,000.00	304,302.74	4,697.26	98.48%
				309,000.00	304,302.74	4,697.26	

**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>Expenditures to Date</b>	<b>Anticipated Remaining Expenditures</b>	<b>Percent of Project Expended</b>
Hogan Park Renovations Project	182	090	8596	524,000.00	524,000.00	0.00	100.00%
Hogan Park Renovations Project	190	090	8596	100,000.00	93,505.00	6,495.00	93.51%
				<u>624,000.00</u>	<u>617,505.00</u>	<u>6,495.00</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>	
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%
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	435,998.00	0.00	100.00%
Effluent Reuse Satellite 06	381	300	8757	607,980.00	508,904.30	99,075.70	83.70%
				<u>1,397,994.00</u>	<u>1,298,918.30</u>	<u>99,075.70</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>Expenditures to Date</b>	<b>Anticipated Remaining Expenditures</b>	<b>Percent of Project Expended</b>
Distribution System Pipeline06	305	300	8758	1,001,459.00	935,475.08	65,983.92	93.41%
				<u>1,001,459.00</u>	<u>935,475.08</u>	<u>65,983.92</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 Wireless Project 07	005	030	8814	170,120.00	137,586.08	32,533.92	80.88%
				<u>170,120.00</u>	<u>137,586.08</u>	<u>32,533.92</u>	
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	56,680.00	16,070.00	77.91%
				<u>72,750.00</u>	<u>56,680.00</u>	<u>16,070.00</u>	
Records Center Acquire&Imprv07	192	040	8821	437,600.00	427,701.15	9,898.85	97.74%
				<u>437,600.00</u>	<u>427,701.15</u>	<u>9,898.85</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>	

**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>Expenditures to Date</b>	<b>Anticipated Remaining Expenditures</b>	<b>Percent of Project Expended</b>
Paul Davis Well Fld Improve 08	305	300	8833	980,249.00	938,013.34	42,235.66	95.69%
				980,249.00	938,013.34	42,235.66	
Landfill Pit 2 Construction 08	435	300	8846	4,024,097.00	3,964,621.84	59,475.16	98.52%
				4,024,097.00	3,964,621.84	59,475.16	
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%
				15,432.00	2,564.50	12,867.50	
Police Firearms Facility 08	005	110	8854	373,500.00	237,773.94	135,726.06	63.66%
				373,500.00	237,773.94	135,726.06	
Wpcp Improvements Project 08	305	300	8855	110,000.00	88,556.35	21,443.65	80.51%
Wpcp Improvements Project 08	380	300	8855	1,069,580.00	1,019,580.00	50,000.00	95.33%
				1,179,580.00	1,108,136.35	71,443.65	
Jal Draw Channel Lining	005	075	8880	3,744,000.00	3,368,124.97	375,875.03	89.96%
Jal Draw Channel Lining	154	075	8880	10,244.00	10,244.00	0.00	100.00%
Jal Draw Channel Lining	165	075	8880	58,824.00	0.00	58,824.00	0.00%
Jal Draw Channel Lining	171	075	8880	48,412.00	48,412.00	0.00	100.00%
				3,861,480.00	3,426,780.97	434,699.03	
City Facilities Renovations 09	005	040	8881	332,517.00	310,964.15	21,552.85	93.52%
				332,517.00	310,964.15	21,552.85	
Solomon Estate Sec 2 Paving 09	186	075	8886	43,000.00	41,929.00	1,071.00	97.51%
				43,000.00	41,929.00	1,071.00	
Gateway Plaza Dev Participate	305	075	8897	570,800.00	494,610.92	76,189.08	86.65%
				570,800.00	494,610.92	76,189.08	
Street Paving & Ancillary Uses	005	075	8912	1,789,800.00	124,325.25	1,665,474.75	6.95%
				1,789,800.00	124,325.25	1,665,474.75	

**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>Expenditures to Date</b>	<b>Anticipated Remaining Expenditures</b>	<b>Percent of Project Expended</b>
09-10 Street And Roadway Imprv	005	075	8917	145,967.00	0.00	145,967.00	0.00%
				145,967.00	0.00	145,967.00	
Municipal Court Building	196	010	8919	1,500,000.00	65,496.63	1,434,503.37	4.37%
				1,500,000.00	65,496.63	1,434,503.37	
Airport & Paul Davis Wells Imp	305	300	8921	873,016.00	868,393.08	4,622.92	99.47%
Airport & Paul Davis Wells Imp	380	300	8921	3,877,740.00	3,877,740.00	0.00	100.00%
				4,750,756.00	4,746,133.08	4,622.92	
Police Equipment & Technology	005	110	8922	123,836.00	0.00	123,836.00	0.00%
				123,836.00	0.00	123,836.00	
Paul Davis Wellfld Utilization	305	300	8926	138,840.00	118,360.30	20,479.70	85.25%
				138,840.00	118,360.30	20,479.70	
Spraberry Groundwater Project	305	300	8927	629,500.00	564,499.82	65,000.18	89.67%
				629,500.00	564,499.82	65,000.18	
Stonebridge Developer Agreeemnt	191	075	8940	256,000.00	243,412.00	12,588.00	95.08%
Stonebridge Developer Agreeemnt	305	075	8940	6,900.00	6,800.00	100.00	98.55%
				262,900.00	250,212.00	12,688.00	
BBB10 Equip, Tech & Supplies	005	110	8943	35,000.00	23,947.50	11,052.50	68.42%
				35,000.00	23,947.50	11,052.50	
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	
Paul Davis Expansion Eval	305	300	8945	534,800.00	373,718.08	161,081.92	69.88%
				534,800.00	373,718.08	161,081.92	
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	
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	

**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>Expenditures to Date</b>	<b>Anticipated Remaining Expenditures</b>	<b>Percent of Project Expended</b>
Ward Street Bridge Project	005	075	8952	56,000.00	41,810.23	14,189.77	74.66%
				<u>56,000.00</u>	<u>41,810.23</u>	<u>14,189.77</u>	
Wastewater Modeling & Flow Reduction	305	300	8955	479,300.00	339,375.35	139,924.65	70.81%
				<u>479,300.00</u>	<u>339,375.35</u>	<u>139,924.65</u>	
Tanks Evaluation & Coating/Rehab	305	300	8958	211,000.00	204,973.70	6,026.30	97.14%
				<u>211,000.00</u>	<u>204,973.70</u>	<u>6,026.30</u>	
Citizens Collection/Recycling Center	435	430	8959	648,037.00	578,963.82	69,073.18	89.34%
				<u>648,037.00</u>	<u>578,963.82</u>	<u>69,073.18</u>	
Holiday Hill Road Expansion	005	075	8964	348,510.00	0.00	348,510.00	0.00%
				<u>348,510.00</u>	<u>0.00</u>	<u>348,510.00</u>	
Highway 191 Sewerline Project	305	075	8965	552,500.00	363,349.07	189,150.93	65.76%
				<u>552,500.00</u>	<u>363,349.07</u>	<u>189,150.93</u>	
Influent Screens Replacement	305	300	8966	6,185,735.00	6,181,221.30	4,513.70	99.93%
				<u>6,185,735.00</u>	<u>6,181,221.30</u>	<u>4,513.70</u>	
BBB11 Equip, Tech & Supplies	005	110	8967	40,000.00	0.00	40,000.00	0.00%
				<u>40,000.00</u>	<u>0.00</u>	<u>40,000.00</u>	
Airport and Shell Elevated Water Tower Rehab	305	300	8971	1,432,500.00	1,187,576.03	244,923.97	82.90%
Airport and Shell Elevated Water Tower Rehab	381	300	8971	163,970.00	0.00	163,970.00	0.00%
				<u>1,596,470.00</u>	<u>1,187,576.03</u>	<u>408,893.97</u>	
Raw Water Project	381	300	8975	7,366,979.00	5,951,475.76	1,415,503.24	80.79%
				<u>7,366,979.00</u>	<u>5,951,475.76</u>	<u>1,415,503.24</u>	
Briarwood Paving & Drainage Improv	005	080	8976	36,413.00	0.00	36,413.00	0.00%
				<u>36,413.00</u>	<u>0.00</u>	<u>36,413.00</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>Expenditures to Date</b>	<b>Anticipated Remaining Expenditures</b>	<b>Percent of Project Expended</b>
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	2,111,250.00	184,428.01	1,926,821.99	8.74%
				2,111,250.00	184,428.01	1,926,821.99	
Fairgrounds Road Paving & Drainage	005	080	8981	25,147.00	0.00	25,147.00	0.00%
				25,147.00	0.00	25,147.00	
Computer and Accessories Upgrade	776	030	8983	1,001,250.00	112,362.61	888,887.39	11.22%
				1,001,250.00	112,362.61	888,887.39	
MBR Satellite Reclaimed Water Production Facility	381	300	8984	6,540,000.00	4,955,143.11	1,584,856.89	75.77%
				6,540,000.00	4,955,143.11	1,584,856.89	
Central Hardware Upgrade Project	776	030	8985	258,500.00	23,926.69	234,573.31	9.26%
				258,500.00	23,926.69	234,573.31	
Software Upgrade Project	776	030	8986	350,000.00	54,187.42	295,812.58	15.48%
				350,000.00	54,187.42	295,812.58	
Wireless System Project	776	030	8987	250,000.00	45,478.16	204,521.84	18.19%
				250,000.00	45,478.16	204,521.84	
Market Street Water Line Project	305	300	8988	125,000.00	0.00	125,000.00	0.00%
				125,000.00	0.00	125,000.00	
Market Street Paving Project	005	080	8989	325,000.00	0.00	325,000.00	0.00%
				325,000.00	0.00	325,000.00	
Landfill Cell 7 Project	435	430	8991	6,225,910.00	1,170,912.88	5,054,997.12	18.81%
				6,225,910.00	1,170,912.88	5,054,997.12	
Market St Paving & Water Utility Ext	005	080	8992	50,800.00	34,335.38	16,464.62	67.59%
Market St Paving & Water Utility Ext	305	080	8992	5,000.00	0.00	5,000.00	0.00%
				55,800.00	34,335.38	21,464.62	

**CITY OF MIDLAND  
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South Midkiff Rd Water Main Ext	305	300	8993	800,000.00	0.00	800,000.00	0.00%
				<u>800,000.00</u>	<u>0.00</u>	<u>800,000.00</u>	
T-Bar Chlorination Station	340	300	8995	672,666.00	406,389.63	266,276.37	60.41%
				<u>672,666.00</u>	<u>406,389.63</u>	<u>266,276.37</u>	
Hike and Bike Trail Development Project	162	090	8996	200,000.00	0.00	200,000.00	0.00%
				<u>200,000.00</u>	<u>0.00</u>	<u>200,000.00</u>	
Hicks Ave and Gist Ave Street Improvements	163	080	8997	99,800.00	85,553.00	14,247.00	85.72%
				<u>99,800.00</u>	<u>85,553.00</u>	<u>14,247.00</u>	
FY'12 Mill and Overlay Project	005	080	8999	2,478,655.00	2,337,727.64	140,927.36	94.31%
				<u>2,478,655.00</u>	<u>2,337,727.64</u>	<u>140,927.36</u>	
Playa Del Pueblo Wastewater Main Ext	305	080	9000	265,558.00	0.00	265,558.00	0.00%
				<u>265,558.00</u>	<u>0.00</u>	<u>265,558.00</u>	
Commercial Space Launch Site Application	505	500	9005	628,502.00	439,111.40	189,390.60	69.87%
				<u>628,502.00</u>	<u>439,111.40</u>	<u>189,390.60</u>	
Fire Station #10	005	040	9006	664,030.00	0.00	664,030.00	0.00%
Fire Station #10	161	040	9006	4,008,989.00	103,126.50	3,905,862.50	2.57%
				<u>4,673,019.00</u>	<u>103,126.50</u>	<u>4,569,892.50</u>	
BBB12 Equipment, Technology & Supplies Project	005	110	9010	43,250.00	0.00	43,250.00	0.00%
				<u>43,250.00</u>	<u>0.00</u>	<u>43,250.00</u>	
Avalon Dr Paving & Wtr Main Ext	195	080	9011	162,846.00	0.00	162,846.00	0.00%
Avalon Dr Paving & Wtr Main Ext	305	080	9011	446,768.00	0.00	446,768.00	0.00%
				<u>609,614.00</u>	<u>0.00</u>	<u>609,614.00</u>	
SSC Maintenance Building Project	625	620	9012	512,285.00	9,595.88	502,689.12	1.87%
				<u>512,285.00</u>	<u>9,595.88</u>	<u>502,689.12</u>	

**CITY OF MIDLAND  
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Technology Acquisitions 2012 Project	005	030	9013	243,680.00	199,005.00	44,675.00	81.67%
				<u>243,680.00</u>	<u>199,005.00</u>	<u>44,675.00</u>	
Beal Parkway Improvements Project	195	080	9015	324,116.00	0.00	324,116.00	0.00%
				<u>324,116.00</u>	<u>0.00</u>	<u>324,116.00</u>	
Tradewinds Street and Sewer Project	005	080	9016	5,000,000.00	0.00	5,000,000.00	0.00%
Tradewinds Street and Sewer Project	305	080	9016	1,000,000.00	0.00	1,000,000.00	0.00%
				<u>6,000,000.00</u>	<u>0.00</u>	<u>6,000,000.00</u>	
Briarwood Avenue Extension Project	005	080	9017	1,500,000.00	0.00	1,500,000.00	0.00%
Briarwood Avenue Extension Project	195	080	9017	1,474,959.00	0.00	1,474,959.00	0.00%
				<u>2,974,959.00</u>	<u>0.00</u>	<u>2,974,959.00</u>	
Radio System Upgrade Project	160	030	9018	89,000.00	21,592.22	67,407.78	24.26%
				<u>89,000.00</u>	<u>21,592.22</u>	<u>67,407.78</u>	
Terminal Vehicle Parking Expansion	505	500	9019	67,000.00	23,781.54	43,218.46	35.49%
				<u>67,000.00</u>	<u>23,781.54</u>	<u>43,218.46</u>	
T-Bar Additional Supply Project	340	300	9023	95,000.00	0.00	95,000.00	0.00%
				<u>95,000.00</u>	<u>0.00</u>	<u>95,000.00</u>	
Animal Svc Building Renovation	140	090	9026	49,500.00	36,050.00	13,450.00	72.83%
				<u>49,500.00</u>	<u>36,050.00</u>	<u>13,450.00</u>	
Avalon Drive Legacy Addition	163	080	9029	98,552.00	0.00	98,552.00	0.00%
				<u>98,552.00</u>	<u>0.00</u>	<u>98,552.00</u>	
Avalon Drive Westridge Park 23 Project	163	080	9030	46,374.00	0.00	46,374.00	0.00%
				<u>46,374.00</u>	<u>0.00</u>	<u>46,374.00</u>	
Los Patios Drainage & Utilities Imprv	305	080	9031	102,035.00	0.00	102,035.00	0.00%
				<u>102,035.00</u>	<u>0.00</u>	<u>102,035.00</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>Expenditures to Date</b>	<b>Anticipated Remaining Expenditures</b>	<b>Percent of Project Expended</b>
Vineyard Addition Developer Agreement	305	080	9033	242,592.00	0.00	242,592.00	0.00%
				242,592.00	0.00	242,592.00	
Downtown Building Acquisition Project	005	040	9034	320,000.00	5,000.00	315,000.00	1.56%
				320,000.00	5,000.00	315,000.00	
Mockingbird Extension Midland-Holiday Hill Project	005	080	9035	457,355.00	0.00	457,355.00	0.00%
				457,355.00	0.00	457,355.00	
2013 Mill and Overlay Project	005	080	9036	4,870,225.00	2,251,857.09	2,618,367.91	46.24%
				4,870,225.00	2,251,857.09	2,618,367.91	
Doug Russell Pool Renovations	162	090	9037	30,000.00	0.00	30,000.00	0.00%
				30,000.00	0.00	30,000.00	
Lamesa Road Traffic Signal Replacement	195	080	9039	368,841.00	0.00	368,841.00	0.00%
				368,841.00	0.00	368,841.00	
Facilities Project	005	040	9040	2,450,000.00	2,231,766.06	218,233.94	91.09%
				2,450,000.00	2,231,766.06	218,233.94	
SCADA Engineering Services Project	305	300	9041	439,000.00	0.00	439,000.00	0.00%
				439,000.00	0.00	439,000.00	
Spraberry Effluent Pump Station	305	300	9043	591,600.00	0.00	591,600.00	0.00%
				591,600.00	0.00	591,600.00	
Ulmer Park Improvements Project	091	090	9044	71,904.00	0.00	71,904.00	0.00%
				71,904.00	0.00	71,904.00	
T-Bar Water Evaluation and Acquisition Project	305	300	9047	3,800,000.00	0.00	3,800,000.00	0.00%
				3,800,000.00	0.00	3,800,000.00	
<b>Grand Total</b>				<b>156,179,683.00</b>	<b>107,370,276.32</b>	<b>48,809,406.68</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
7052	Sparks Park Target Area Infra 11	Development includes the installation of water distribution and wastewater collection mains, street paving, and alley improvements in East Midland.	751,274
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
7081	Executive Apron Reconstruction Area B	Complete the reconstruction of the pavement in the Executive Hangar Area.	3,263,027
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.	1,397,994
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.	980,249
8846	Landfill Pit 2 Construction 08	Construction to open a new cell at the City of Midland Landfill.	4,024,097
8855	WPCP Improvements Project 08	Replace the failing headworks, upgrade the SCADA system, and rehabilitate/replace the digesters at the Water Pollution Control Plant.	1,179,580
8880	Jal Draw Channel Lining	Slope erosion protection of alley and homes backing up to Jal Draw.	3,861,480
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
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
8966	Influent Screens Replacement	This will replace the primary screens and anaerobic gas digester piping at the water pollution control plant.	6,185,735
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.	1,596,470

**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>
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.	7,366,979
8979	Midland Center Improv Project	Upgrade the Midland Center facility with HVAC replacement, new carpet for Exhibit Hall, digital signage, TVs for meeting rooms, and a security camera system.	2,111,250
8983	Computer and Accessories Upgrade	Replacements to standardize City computers, printers, and scanners throughout the organization.	1,001,250
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
8991	Landfill Cell 7 Project	Construction of a new landfill cell in order to continue accepting waste when the current cells are full to capacity.	6,225,910
8993	South Midkiff Rd Water Main Ext	Extending the water distribution system along South Midkiff Rd from Industrial Ave to the Otis Rd right-of-way, then East to the Horseshoe Arena.	800,000
8999	FY'12 Mill and Overlay Project	Repaving portions of Midkiff Rd, Illinois Ave, and A St.	2,478,655
9006	Fire Station #10	Construction of an additional fire station needed at 4501 Sinclair to adequately provide fire protection and EMT services to the citizens of Midland.	4,673,019
9016	Tradewinds Street and Sewer Project	Construct Tradewinds Blvd and necessary wastewater mains between Thomason Dr and the Gateway Plaza Addition.	6,000,000
9017	Briarwood Avenue Extension Project	Construct Briarwood Ave and necessary wastewater mains between Holiday Hill Rd and Avalon Dr.	2,974,959

**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>
9036	2013 Mill and Overlay Project	Repaving portions of Lamesa Rd, Fairgrounds Rd, Midland Dr, Cuthbert Ave, and Scharbauer Dr.	4,870,225
9040	Facilities Project	Purchase of property to facilitate downtown development.	2,450,000
9047	T-Bar Water Evaluation and Acquisition Project	Purchase of water and surface rights of the property in Winkler and Loving County in the vicinity of the T-Bar Ranch water field.	3,800,000

**CAPITAL IMPROVEMENT NEEDS ASSESSMENT BUDGET  
BY PROPOSED FUNDING SOURCE BY YEAR**

<b>Source of Proposed Funding</b>	<b>Year 1 2014 Cost</b>	<b>Year 2 2015 Cost</b>	<b>Year 3 2016 Cost</b>	<b>Year 4 2017 Cost</b>	<b>Year 5 2018 Cost</b>	<b>Estimated Total Cost</b>
Federal Grant	2,817,000	-	-	-	-	2,817,000
State Grant	1,770,000	-	-	300,000	-	2,070,000
C.O. Requests	20,059,090	11,767,500	22,696,400	12,739,900	6,470,000	73,732,890
Revenue Bonds	-	-	-	-	-	-
General Fund	1,800,000	550,000	-	-	-	2,350,000
W & S Fund	251,000	-	250,000	-	-	501,000
Sanitation Fund	1,122,000	1,000,000	-	-	-	2,122,000
Airport Fund	433,000	-	-	-	-	433,000
Airport PFC	-	-	-	-	-	-
Garage Fund	-	-	-	-	-	-
Other	930,000	-	-	-	-	930,000
<b>Annual Totals</b>	<b>29,182,090</b>	<b>13,317,500</b>	<b>22,946,400</b>	<b>13,039,900</b>	<b>6,470,000</b>	<b>84,955,890</b>

**CITY OF MIDLAND  
CAPITAL IMPROVEMENT PROJECT REQUESTS  
SORTED BY PROJECT**

Project Name	Fund	Dept	CIP Project Number	Source of Proposed Funding	Year 1 2014 Cost	Year 2 2015 Cost	Year 3 2016 Cost	Year 4 2017 Cost	Year 5 2018 Cost	Estimated Total Cost	Asset Life in Years	Operating Budget Impact	
												Anticipated Savings	Additional Expense
Oak St Bridge Culvert Work	001	080	2000-11	C.O.	-	170,000	-	-	-	170,000	50	-	3,400
					-	170,000	-	-	-	170,000		-	3,400
Mockingbird Ln Extension - 349 to Midkiff	001	080	2000-13	State Grant	-	-	-	300,000	-	300,000	20	-	15,000
Mockingbird Ln 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 Phases 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
Beal Parkway Construction	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
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
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
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
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
Northwest Substation	001	110	2008-15	C.O.	150,000	-	-	-	-	150,000	40	-	3,750
					150,000	-	-	-	-	150,000		-	3,750

**CITY OF MIDLAND  
CAPITAL IMPROVEMENT PROJECT REQUESTS  
SORTED BY PROJECT**

Project Name	Fund	Dept	CIP Project Number	Source of Proposed Funding	Year 1 2014 Cost	Year 2 2015 Cost	Year 3 2016 Cost	Year 4 2017 Cost	Year 5 2018 Cost	Estimated Total Cost	Asset Life in Years	Operating Budget Impact	
												Anticipated Savings	Additional Expense
Training Facility Expansion	001	110	2008-20	General Fund	50,000	-	-	-	-	50,000	20	-	2,500
Training Facility Expansion	001	110	2008-20	Other	120,000	-	-	-	-	120,000	20	-	6,000
					<u>170,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>170,000</u>			<u>8,500</u>
City Wide Valley Gutter Installation	001	080	2009-32	C.O.	490,000	490,000	-	-	-	980,000	20	-	49,000
					<u>490,000</u>	<u>490,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>980,000</u>			<u>49,000</u>
Water Lab Building	300	300	2010-15	C.O.	2,000,000	-	-	-	-	2,000,000	40	-	50,000
					<u>2,000,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,000,000</u>			<u>50,000</u>
Warehouse Rd	001	080	2011-02	C.O.	-	-	-	-	1,530,000	1,530,000	20	-	76,500
					<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,530,000</u>	<u>1,530,000</u>			<u>76,500</u>
Sinclair Drainage Basin & Outfall	001	080	2011-04	C.O.	-	-	1,080,000	-	-	1,080,000	20	-	54,000
					<u>-</u>	<u>-</u>	<u>1,080,000</u>	<u>-</u>	<u>-</u>	<u>1,080,000</u>			<u>54,000</u>
S Midland Dr	001	080	2011-05	C.O.	-	-	-	-	1,440,000	1,440,000	20	-	72,000
					<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,440,000</u>	<u>1,440,000</u>			<u>72,000</u>
Repaint and Rehab of Elevated Towers	300	300	2011-11	C.O.	1,300,000	-	-	-	-	1,300,000	10	-	130,000
Repaint and Rehab of Elevated Towers	300	300	2011-11	W & S Fund	101,000	-	-	-	-	101,000	10	-	10,100
					<u>1,401,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,401,000</u>			<u>140,100</u>
Rehab of Edgewood Ground Storage Tanks	300	300	2011-12	C.O.	1,000,000	-	-	-	-	1,000,000	20	-	50,000
Rehab of Edgewood Ground Storage Tanks	300	300	2011-12	W & S Fund	150,000	-	-	-	-	150,000	20	-	7,500
					<u>1,150,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,150,000</u>			<u>57,500</u>
Staircase Repair at Police and Comm Bldg	001	040	2012-01	General Fund	110,000	-	-	-	-	110,000	40	-	2,750
					<u>110,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>110,000</u>			<u>2,750</u>
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
					<u>352,090</u>	<u>1,016,500</u>	<u>2,054,400</u>	<u>74,900</u>	<u>-</u>	<u>3,497,890</u>			<u>89,947</u>
Spraberry Lift Station Rehabilitation	300	300	2012-13	C.O.	3,200,000	-	-	-	-	3,200,000	20	-	160,000
					<u>3,200,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,200,000</u>			<u>160,000</u>
Spraberry Pump Station	300	300	2012-14	C.O.	5,720,000	-	-	-	-	5,720,000	40	-	143,000
					<u>5,720,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,720,000</u>			<u>143,000</u>
Runway and Taxiway Lighting Cable Replacement	500	500	2012-18	Federal	2,025,000	-	-	-	-	2,025,000	20	-	101,250
Runway and Taxiway Lighting Cable Replacement	500	500	2012-18	Airport Fund	225,000	-	-	-	-	225,000	20	-	11,250
					<u>2,250,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,250,000</u>			<u>112,500</u>
Onyx Rd Water Main Extension	001	080	2013-08	C.O.	440,000	-	-	-	-	440,000	50	-	8,800
					<u>440,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>440,000</u>			<u>8,800</u>
Mockingbird Ln - Arterial Extension (2)	001	080	2013-11	C.O.	-	300,000	1,000,000	1,000,000	-	2,300,000	20	-	115,000
					<u>-</u>	<u>300,000</u>	<u>1,000,000</u>	<u>1,000,000</u>	<u>-</u>	<u>2,300,000</u>			<u>115,000</u>

**CITY OF MIDLAND  
CAPITAL IMPROVEMENT PROJECT REQUESTS  
SORTED BY PROJECT**

Project Name	Fund	Dept	CIP Project Number	Source of Proposed Funding	Year 1 2014 Cost	Year 2 2015 Cost	Year 3 2016 Cost	Year 4 2017 Cost	Year 5 2018 Cost	Estimated Total Cost	Asset Life in Years	Operating Budget Impact	
												Anticipated Savings	Additional Expense
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
Update Master Drainage Plan & Design Manual	001	080	2013-16	C.O.	75,000	75,000	-	-	-	150,000	8	-	18,750
					75,000	75,000	-	-	-	150,000		-	18,750
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
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
Landfill Site Road Upgrades	430	430	2013-24	Sanitation	275,000	-	-	-	-	275,000	20	-	13,750
					275,000	-	-	-	-	275,000		-	13,750
Solid Waste Routing Software	430	430	2013-25	Sanitation	90,000	-	-	-	-	90,000	6	-	15,000
					90,000	-	-	-	-	90,000		-	15,000
Airport Drainage Improvements	500	500	2013-27	Airport Fund	120,000	-	-	-	-	120,000	20	-	6,000
					120,000	-	-	-	-	120,000		-	6,000
Entrance Road Pavement and Guidance Sign	500	500	2013-29	Federal	585,000	-	-	-	-	585,000	20	-	29,250
Entrance Road Pavement and Guidance Sign	500	500	2013-29	Airport Fund	65,000	-	-	-	-	65,000	20	-	3,250
					650,000	-	-	-	-	650,000		-	32,500
Vehicle Services Bay Expansion	001	040	2014-01	General Fund	200,000	-	-	-	-	200,000	20	-	10,000
					200,000	-	-	-	-	200,000		-	10,000
Intersection Improvements	001	080	2014-02	C.O.	500,000	1,000,000	1,500,000	-	-	3,000,000	20	-	150,000
					500,000	1,000,000	1,500,000	-	-	3,000,000		-	150,000
Ballfield Lighting Improvements	001	090	2014-03	C.O.	800,000	-	-	-	-	800,000	20	-	40,000
Ballfield Lighting Improvements	001	090	2014-03	Other	700,000	-	-	-	-	700,000	20	-	35,000
					1,500,000	-	-	-	-	1,500,000		-	75,000
Beal Dog Park	001	090	2014-04	General Fund	125,000	-	-	-	-	125,000	20	-	6,250
					125,000	-	-	-	-	125,000		-	6,250

**CITY OF MIDLAND  
CAPITAL IMPROVEMENT PROJECT REQUESTS  
SORTED BY PROJECT**

Project Name	Fund	Dept	CIP Project Number	Source of Proposed Funding	Year 1 2014 Cost	Year 2 2015 Cost	Year 3 2016 Cost	Year 4 2017 Cost	Year 5 2018 Cost	Estimated Total Cost	Asset Life in Years	Operating Budget Impact	
												Anticipated Savings	Additional Expense
Dennis the Menace Park Renovations	001	090	2014-05	C.O.	100,000	800,000	-	-	-	900,000	20	-	45,000
					100,000	800,000	-	-	-	900,000		-	45,000
Greathouse Park Development	001	090	2014-06	C.O.	500,000	-	-	-	-	500,000	20	-	25,000
					500,000	-	-	-	-	500,000		-	25,000
Irrigation Renovations for Tree Replacement	001	090	2014-07	General Fund	250,000	250,000	-	-	-	500,000	20	-	25,000
					250,000	250,000	-	-	-	500,000		-	25,000
Martin Luther King, Jr. Community Center HVAC	001	090	2014-08	General Fund	125,000	-	-	-	-	125,000	15	-	8,333
					125,000	-	-	-	-	125,000		-	8,333
Park Land Acquisition	001	090	2014-09	General Fund	200,000	100,000	-	-	-	300,000	N/A	-	-
					200,000	100,000	-	-	-	300,000		-	-
Shade Struture Placement and Replacement	001	090	2014-10	General Fund	100,000	-	-	-	-	100,000	6	-	16,667
					100,000	-	-	-	-	100,000		-	16,667
Washington Park Tennis Courts	001	090	2014-11	General Fund	75,000	-	-	-	-	75,000	20	-	3,750
					75,000	-	-	-	-	75,000		-	3,750
Windlands Pavilion and Restroom Renovation	001	090	2014-12	General Fund	20,000	200,000	-	-	-	220,000	20	-	11,000
					20,000	200,000	-	-	-	220,000		-	11,000
Doug Russell Remodel	001	090	2014-13	C.O.	1,000,000	1,000,000	-	-	-	2,000,000	20	-	100,000
					1,000,000	1,000,000	-	-	-	2,000,000		-	100,000
Neighborhood Playground Renovations	001	090	2014-14	C.O.	600,000	-	-	-	-	600,000	20	-	30,000
					600,000	-	-	-	-	600,000		-	30,000
Hike and Bike Trail Development	001	090	2014-15	State Grant	1,770,000	-	-	-	-	1,770,000	20	-	88,500
Hike and Bike Trail Development	001	090	2014-15	General Fund	400,000	-	-	-	-	400,000	20	-	20,000
					2,170,000	-	-	-	-	2,170,000		-	108,500
Police Facility Assessment of the Loraine Center	001	110	2014-16	General Fund	100,000	-	-	-	-	100,000	40	-	2,500
					100,000	-	-	-	-	100,000		-	2,500
Remote Crime Surveillance Cameras	001	110	2014-17	Other	40,000	-	-	-	-	40,000	6	-	6,667
					40,000	-	-	-	-	40,000		-	6,667
Retrofit of the Mobile Police Substation	001	110	2014-18	Other	70,000	-	-	-	-	70,000	6	-	11,667
					70,000	-	-	-	-	70,000		-	11,667
Reservoir and Ponds Lining Project	300	300	2014-19	C.O.	-	-	2,000,000	-	-	2,000,000	20	-	100,000
					-	-	2,000,000	-	-	2,000,000		-	100,000
Design Airport Ramp Lighting System	500	500	2014-20	Federal	45,000	-	-	-	-	45,000	20	-	2,250
Design Airport Ramp Lighting System	500	500	2014-20	Airport Fund	5,000	-	-	-	-	5,000	20	-	250
					50,000	-	-	-	-	50,000		-	2,500

**CITY OF MIDLAND  
CAPITAL IMPROVEMENT PROJECT REQUESTS  
SORTED BY PROJECT**

Project Name	Fund	Dept	CIP Project Number	Source of Proposed Funding	Year 1 2014 Cost	Year 2 2015 Cost	Year 3 2016 Cost	Year 4 2017 Cost	Year 5 2018 Cost	Estimated Total Cost	Asset Life in Years	Operating Budget Impact	
												Anticipated Savings	Additional Expense
Environmental Assessment with Airport Noise	500	500	2014-21	Federal	162,000	-	-	-	-	162,000	15	-	10,800
Environmental Assessment with Airport Noise	500	500	2014-21	Airport Fund	18,000	-	-	-	-	18,000	15	-	1,200
					180,000	-	-	-	-	180,000		-	12,000
<b>Grand Totals</b>					<b>29,182,090</b>	<b>13,317,500</b>	<b>22,946,400</b>	<b>13,039,900</b>	<b>6,470,000</b>	<b>84,955,890</b>		<b>-</b>	<b>3,558,181</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 St Bridge Culvert Work	Annual depreciation expense	3,400
2000-13	Mockingbird Ln 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 Traffic Signal Poles	Annual depreciation expense	13,050
2005-04	Beal Parkway Construction	Annual depreciation expense	100,000
2006-04	Landfill Scale House and Scales	Annual depreciation expense	32,500
2007-13	Ballistic Training Module	Annual depreciation expense	30,375
2008-03	Midkiff Rd - Andrews Hwy to Wadley Ave	Annual depreciation expense	150,000
2008-05	Illinois Ave - Marienfeld St to Andrews Hwy	Annual depreciation expense	162,000
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

**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>
2008-12	Golf Course Rd - Scharbauer Dr to Midkiff Rd	Annual depreciation expense	172,500
2008-15	Northwest Substation	Annual depreciation expense	3,750
2008-20	Training Facility Expansion	Annual depreciation expense	8,500
2009-32	City Wide Valley Gutter Installation	Annual depreciation expense	49,000
2010-15	Water Lab Building	Annual depreciation expense	50,000
2011-02	Warehouse Rd	Annual depreciation expense	76,500
2011-04	Sinclair Drainage Basin & Outfall	Annual depreciation expense	54,000
2011-05	S Midland Dr	Annual depreciation expense	72,000
2011-11	Repaint and Rehab of Elevated Towers	Annual depreciation expense	140,100
2011-12	Rehab of Edgewood Ground Storage Tanks	Annual depreciation expense	57,500
2012-01	Staircase Repair at Police and Comm Bldg	Annual depreciation expense	2,750
2012-12	Fire Training Facility Improvements	Annual depreciation expense	87,447
2012-12	Fire Training Facility Improvements	Heating Fuel Supplies	2,500
2012-13	Spraberry Lift Station Rehabilitation	Annual depreciation expense	160,000

**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>
2012-14	Spraberry Pump Station	Annual depreciation expense	143,000
2012-18	Runway and Taxiway Lighting Cable Replace	Annual depreciation expense	112,500
2013-08	Onyx Rd Water Main Extension	Annual depreciation expense	8,800
2013-11	Mockingbird Ln - Arterial Extension (2)	Annual depreciation expense	115,000
2013-12	Scharbauer Channel Relocation	Annual depreciation expense	224,000
2013-16	Upgrade Master Drainage Plan & Design Manual	Annual depreciation expense	18,750
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
2013-21	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	Landfill Site Road Upgrades	Annual depreciation expense	13,750
2013-25	Solid Waste Routing Software	Annual depreciation expense	15,000

**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>
2013-27	Airport Drainage Improvements	Annual depreciation expense	6,000
2013-29	Entrance Road Pavement & Guidance Sign	Annual depreciation expense	32,500
2014-01	Vehicle Services Bay Expansion	Annual depreciation expense	10,000
2014-02	Intersection Improvements	Annual depreciation expense	150,000
2014-03	Ballfield Lighting Improvements	Annual depreciation expense	75,000
2014-04	Beal Dog Park	Annual depreciation expense	6,250
2014-05	Dennis the Menace Park Renovations	Annual depreciation expense	45,000
2014-06	Greathouse Park Development	Annual depreciation expense	25,000
2014-07	Irrigation Renovations for Tree Replacement	Annual depreciation expense	25,000
2014-08	Martin Luther King, Jr Community Center HVAC	Annual depreciation expense	8,333
2014-10	Shade Structure Placement and Replacement	Annual depreciation expense	16,667
2014-11	Washington Park Tennis Courts	Annual depreciation expense	3,750
2014-12	Windlands Pavilion and Restroom Renovation	Annual depreciation expense	11,000
2014-13	Doug Russell Remodel	Annual depreciation expense	100,000

**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>
2014-14	Neighborhood Playground Renovations	Annual depreciation expense	30,000
2014-15	Hike and Bike Trail Development	Annual depreciation expense	108,500
2014-16	Police Facility Assessment of the Loraine Center	Annual depreciation expense	2,500
2014-17	Remote Crime Surveillance Cameras	Annual depreciation expense	6,667
2014-18	Retrofit of the Mobile Police Substation	Annual depreciation expense	11,667
2014-19	Reservoir and Ponds Lining Project	Annual depreciation expense	100,000
2014-20	Design Airport Ramp Lighting System	Annual depreciation expense	2,500
2014-21	Environmental Assessment with Airport Noise	Annual depreciation expense	12,000
		Total estimated cost (savings) expense	<u><u>3,558,181</u></u>



**SECTION XV**

**APPENDIX**

**ORDINANCE NO. 9175**

AN ORDINANCE OF THE CITY OF MIDLAND PROVIDING FUNDS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2013, AND ENDING SEPTEMBER 30, 2014, 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 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, 2013, and ending September 30, 2014; 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, 2013, and ending September 30, 2014, the Budget prepared by the City Manager and submitted to the City

CITY OF MIDLAND, TEXAS

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, 2013, and ending September 30, 2014, 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, 2013, and ending September 30, 2014, 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

CITY OF MIDLAND, TEXAS

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.

The above and foregoing ordinance was duly proposed, read in full and adopted on first reading, the 20th day of August, A.D., 2013; and passed to second reading on motion of Council member Love seconded by Council member Dufford, by the following vote:

Council members voting "AYE": Love, Morales, Perry, Dufford, James

Council members voting "NAY": Trost

The above foregoing ordinance was read in full and finally adopted by the following vote, upon motion of Council member Sparks, seconded by Council member Dufford, on the 26th day of August, A.D., 2013, at a regular meeting of the City Council:

CITY OF MIDLAND, TEXAS

Council members voting "AYE": Love, Morales, Trost, Perry, Dufford, James, Sparks

Council members voting "NAY": None

PASSED AND APPROVED THIS 26th day of August, A.D., 2013.

/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. i.e., as in the General Fund.

**NET POSITION (FUND EQUITY)** - The noncapital portion of proprietary fund net position, including both restricted and unrestricted net position.

**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.

**PERSONNEL SERVICES** - The costs associated with compensating employees for their labor. This includes salaries and fringe benefits.

**GLOSSARY (continued)**

**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 Principals
<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

**ACRONYMS (continued)**

<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
<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