

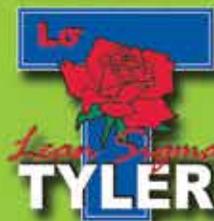


*A Natural Beauty*



# CITY OF TYLER ANNUAL BUDGET

**Fiscal Year 2013-2014**  
***"Responsible Restoration"***



**Setting the Standard for Performance Excellence in Local Government**





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Tyler  
Texas**

For the Fiscal Year Beginning

**October 1, 2012**

*Christopher P. Movill*

President

*Jeffrey R. Egan*

Executive Director

**TYLER  
CITY COUNCIL**



**MAYOR BARBARA BASS**



**EDWARD MOORE**  
*Councilmember - District 3*



**DARRYL BOWDRE**  
*Councilmember - District 2*



**SAM MEZAYEK**  
*Councilmember - District 1*

1850  
CITY OF TYLER  
TEXAS  
CITY HALL

## OUR MISSION

Our mission is to be a results-oriented service organization with a focus on responsiveness, efficiency, sound financial management and quality service to our citizens.

## OUR VISION

The City of Tyler's vision is to be the standard for performance excellence in local government.



MARTIN HEINES  
*Councilmember - District 4  
Mayor Pro Tem*



MARK WHATLEY  
*Councilmember - District 5*

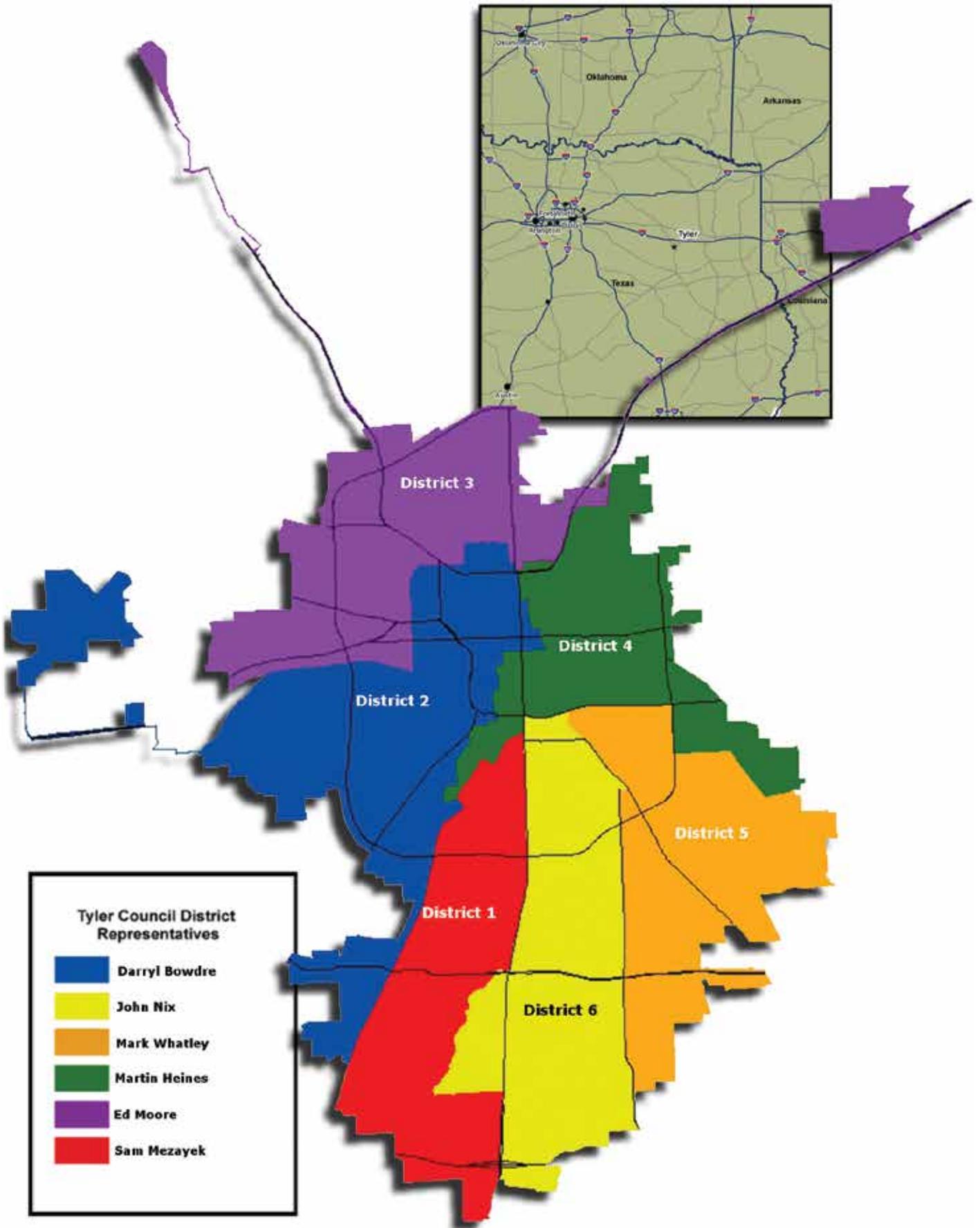


JOHN NIX  
*Councilmember - District 6*



ROSE CAPITAL  
OF  
AMERICA





## DEAR TYLER RESIDENTS,

*We in the City of Tyler believe that strategic planning and being fiscally responsible is at the heart of running a first-class municipal government. We demonstrate these things daily through our exceptionally low property tax rate, zero general obligation debt, AAA bond rating and paying cash for infrastructure projects.*

*Of course none of this happened overnight. Tyler is on a continuous journey for performance excellence, encouraging all city departments to meet higher goals through efficiency and effectiveness.*

*In 1997, Tyler adopted the “Blueprint” that has been the foundation for the city’s journey of continuous improvement. Since then, the City developed a comprehensive Lean Six Sigma program, an employee training program (City University), a three-year budget forecasting system and a business planning model. These are all part of Tyler’s Performance Excellence Program (PEP) to provide the best service to our residents.*

*Tyler is often in the news as a wonderful place to live, and last year we were named the Community of the Year for the State of Texas. I’m pleased to tell you the awards keep coming, as this year the Quality Texas Foundation identified Tyler for performance recognition on the Engagement Level meaning the organization “demonstrates deployment of systematic approaches to organizational management.”*

*Participating in third party independent reviews, such as this, help us determine how successful we have been and where we need to improve. The annual budget is just one part of the making our city successful, hence we put a tremendous amount of time and effort into making it the best that we can provide.*

*Thanks to all our citizens and employees for their commitment to Tyler, and remember, the best is yet to come!*



*Barbara Bass*

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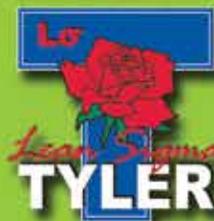
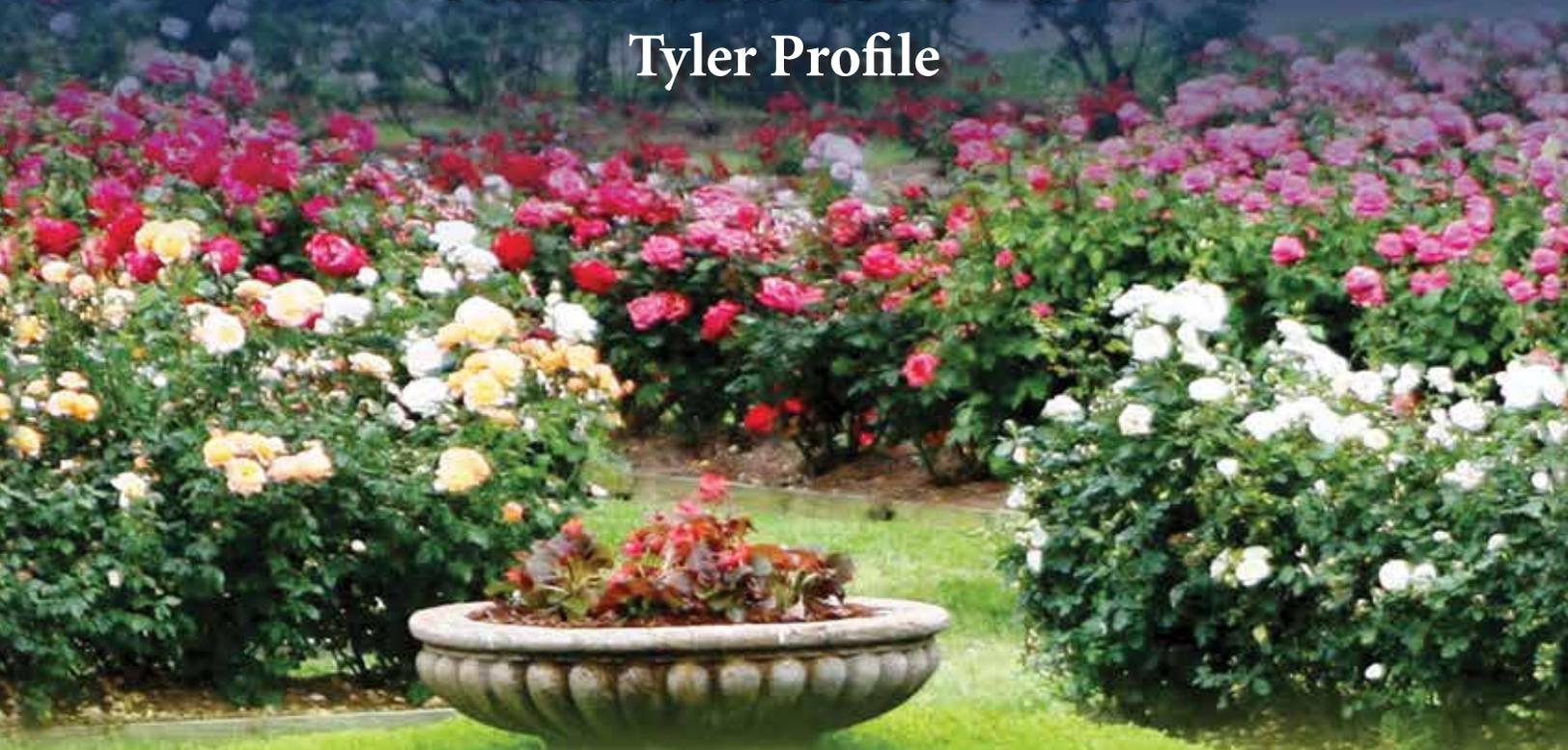
*A Natural Beauty*



# CITY OF TYLER ANNUAL BUDGET

## Fiscal Year 2013-2014

### Tyler Profile



**Setting the Standard for Performance Excellence in Local Government**



## CITY PROFILE

The City of Tyler, Texas, the county seat of Smith County, is considered the advanced manufacturing, health care, educational and retail center of East Texas. Tyler is located on U.S. Highway 69 just south of Interstate 20 equal distance (approximately 90 miles) between the cities of Dallas, Texas and Shreveport, Louisiana. The City, encompassing approximately 53 square miles, had a 2000 census population of 83,650, which is a 9.2% increase from the 1990 census population of 76,440. Currently, the City's population is estimated to be 104,368. The City is commonly referred to as the City of Roses.

The City, incorporated in 1850, is a home rule city operating under the Council-Manager form of government. The City Charter was adopted on February 9, 1937. The home rule corporation status is granted under the Constitution and Laws of the State of Texas. The City Council is comprised of the Mayor and six Council members who function as the policy-making body of the City's government, determining the overall goals, objectives and direction for City services, and adopting the annual operating budgets for all City departments. The City Manager is appointed by the City Council and is responsible for the daily management and implementation of policy of the City including appointing the various key leaders and department heads. The Mayor and Council members serve two-year terms, with general Council elections occurring each year based on district. The mayor is elected at large; the remaining Council members are elected by district.

The City is a full service municipality. Major services provided under general government and enterprise functions are: police and fire protection, water and sewer services, sanitation services, parks and recreational facilities, library services, street improvements, capital projects administration, municipal court, code enforcement, development and planning services and general administrative services. The City also offers an airport and a convention center. Internal services of the City, accounted for on a cost reimbursement basis, are the fleet services operations; technology services; property and facility management services; productivity pool; risk management services and the active and retired employee health and dental coverage. The Basic Financial Statements of the City include all government activities, organizations and functions for which the City is financially accountable including blended component units as defined by the Governmental Accounting Standards Board (GASB).

The City Charter provides that the City Council shall adopt by ordinance an annual budget prepared by

the City Manager. This budget is presented to the City Council and opportunities are provided for public comment during a series of public hearings before adoption. Budgetary control has been established at the individual fund level. The City Manager is authorized to transfer budgeted amounts between line items and departments within any fund; however, any revisions that alter the total revenues or expenditures of any fund must be approved by the City Council. Although the budget is adopted at a fund level, continued line item review and forecasting is done on a monthly and quarterly basis throughout the fiscal year to ensure compliance with the budget and completion of projects.

### Local Economy

The information presented in the budget document is perhaps best understood when it is considered from the broader perspective of the specific environment within which the City operates. The chief industries in and around Tyler include: health care and research; education; grocery distribution; retail and retail distribution; air conditioning unit manufacturing; cable, internet and phone services; government services; engineering services; banking services; meat packing and processing; cast iron pipes and fitting manufacturing; oil and gas refining; ready mix concrete production; tourism; and growing and shipping rose bushes. This diversification is evident in the fact that no single taxpayer represents more than 2.1% of assessed valuation in the City.

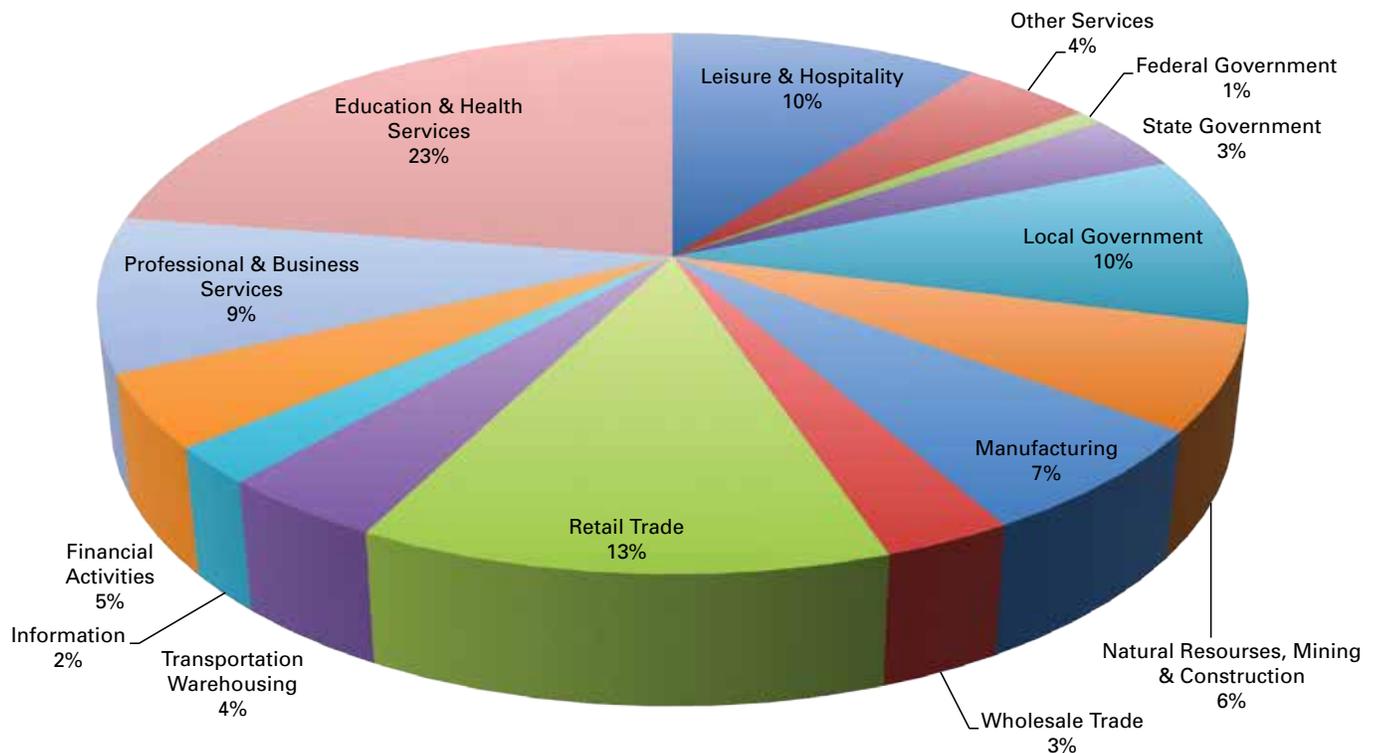
Four institutions of higher education are located in Tyler. They are The University of Texas at Tyler, The University of Texas Health Science Center, Texas College, and Tyler Junior College. Primary and secondary education is provided by several public school districts, two charter schools as well as twelve private / parochial schools in the Tyler area. Tyler is also the medical center of East Texas with three hospitals and numerous other supporting clinics, practices and specialty hospitals with a total of 967 beds. There are approximately 735 medical doctors and 87 dentists. Additionally, Tyler has many tourist attractions. The Texas Rose Festival includes the crowning of the Rose Queen attracting a large number of visitors each year. The Azalea Trails in the spring attracts additional tourism. Each September Tyler hosts the East Texas State Fair for one week providing midway, craft and 4H activities. Tyler State Park is located just north of Tyler and provides nature trails and camping in a scenic setting. Lake Tyler and Lake Tyler East, located twelve miles southeast of the City, are popular recreational and fishing sites. The City actively works with the Tyler Economic Development Corporation and

local industries to encourage expansions and relocations to our community. Two TIF/TIRZ zones were created in 2008, one in the downtown area and another in north Tyler in coordination with revitalization efforts. Land is available for development; the area has an abundant water supply and typically mild weather. The Tyler area cost of living index has consistently been 90-96% of the national average for the past five years. Economic incentives as well as historic preservation incentives are available to facilitate business expansions or relocations.

Because of its location in a region with a varied economic base, unemployment is relatively stable, and in

the last five years while trending with the State of Texas has remained consistently below the national average. During the past ten years, the unemployment rate has ranged from a low of 4.2 percent (2007) to a previous decade high of 7.7 percent (2009), only to end at the current rate of 6.8 percent. This figure indicates a decrease of 0.8 % over the prior year while remaining in line with the State and National trends. The total workforce for the Tyler region has increased from 43,411 in 1996 to 47,798 in 2012. Due to the diversity and educational opportunities within the local economy the City of Tyler and the local region is prepared to weather the current national economic recession.

## Workforce Breakown Tyler MSA



Population growth in the last five years was more than doubled that of the last decade and continues to grow. The population grew 10 percent from 1990 to the year 2000. From the year 2000 to the current year 2013, the growth has been an astounding 25 percent. Market and economic analysts estimate that as many as 270,000 people come to Tyler each day to work, attend school, seek medical services, or shop. Loop 49 Toll Project is complete from State Highway 110 to I20 to the west of Tyler. Loop 49 Toll will create a horseshoe loop around Tyler connecting the City's southern regions to I 20. The loop allows for increased traffic from I-20 into the City of Tyler for shopping and economic development purposes. Along with the Loop 49 project, the Northeast

Texas Regional Mobility Authority was authorized in 2004 to construct, operate and maintain turnpike projects in the state which includes the Tyler area. Including various other means of interstate access, the Tyler Pounds Regional Airport allows for secure and efficient air travel in and out of the region. Total flight boarding's have declined slightly due to the general economic climate nationwide from 77,942 in 2008 to a current level of 74,019 in 2012 but are up from 2011 level of 72,509. Tyler is the first Certified Retirement City in Texas. Tyler meets high standards for retiree living such as low cost of living, low crime rate, quality health care, abundant recreation and educational opportunities. Tyler is 16th in the nation for cost of living in Retirement Places

Rated: Special Millennium Edition.

The office space occupancy rate for the City of Tyler was 85.7 percent in 2012, up from 85 percent in 1999. The average lease rates for office space increased 1.3 % in 2012 while occupancy rates dropped an average 1% due to current economic conditions. The office lease space is comprised of five classes for total square footage of 2,154,210. Tyler had \$2.63 billion in retail trade gross sales in 2012 up from \$2.98 billion in 2003.

The economic outlook for Tyler is encouraging. Industrial, commercial and residential development has each experienced declines of various levels but are expected to follow State and National trends for improvement during the next one to two fiscal years. The potential for sustained development is present, and many governmental and business leaders are working to ensure the City is poised for economic growth. Sales Tax collections have begun to show signs of sustainable improvement in 2012 and will continue to be monitored throughout 2013.

## LARGEST AREA EMPLOYERS

COMPANY NAME	PRODUCT/SERVICE	EMPLOYEES†
Trinity Mother Frances*	Medical Care	3775
East Texas Medical Center*	Medical Care	3153
Brookshire Grocery Company*	Grocery Distribution	2599
Tyler Independent School District	Education	2468
The Trane Co. *	Air Conditioning Units	1500
Suddenlink	Cable, Internet, & Phone	1500
Wal-Mart	Retail	1311
The University of Texas at Tyler	Education	1121
UT Health Center at Tyler	Medical Care/Research	925
Tyler Junior College	Education	862
Smith County	Government	773
City of Tyler	Government	765
Target Distribution Center	Retail Distribution	650
Southside Bank*	Banking Services	614
John Soules Foods	USDA Meat Processing	485
Tyler Pipe	Cast Iron Pipe, Iron Fittings	373
Carrier Corporation	Air Conditioning Units	363
CB&I	Engineering Contracting	250

† Full-time equivalents

\* Company has headquarters in Tyler, Texas

Source: Tyler Economic Development Council

## MAJOR INITIATIVES

### Tyler 1st

Tyler's rapid growth and potential for change make this the critical moment for a new comprehensive plan to guide and shape future development. The comprehensive plan, entitled Tyler 1st, was adopted in late 2007 and sets out a strategic framework for making decisions about the long-term physical development of Tyler. It defines a vision for the future linked to overall goals and policies, and it contains strategies and action items for achieving those goals. During the planning process, residents and others with a stake in Tyler's future had the opportunity to articulate and review community values and goals through public discussion, create a vision for the kind of place they want Tyler to be for their children and grandchildren, and identify the key areas where the city must act – both to preserve enduring character and to shape change so that their vision for Tyler's future can be achieved.

Tyler 1st provides policy and strategic guidance on the physical development and redevelopment of the City; guides the City to actively seek positive change and deflect negative change, rather than simply react to change; provides predictability for developers, businesses and residents; helps the City save money because it plans for orderly investment in services, facilities and infrastructure; and helps Tyler preserve the sense of place and identity that make it unique.

A Comprehensive Plan must reflect the needs and aspirations of community residents. It must be a flexible document that can change according to circumstances to ensure that it stays a current and useful planning tool. The five-year update includes a summary of progress made on implementing the Plan, unforeseen circumstances—both opportunities and obstacles—that affect implementation, and a review of the overall vision, goals and principles of the Plan.

The plan calls for annual reports to City Council on the status of implementation as well as a comprehensive review every three to five years to revisit the vision, goals and principles. A steering committee was appointed by Mayor Barbara Bass to oversee this five-year update to the plan. The committee has met over the last year to review each chapter of the plan and to determine what revisions are needed to align the plan with changing community dynamics. A citizen survey was conducted in 2012 which reflected limited significant changes in

the community's vision since the original Tyler 21 Plan was adopted. The steering committee used this feedback as the basis for their recommendations. The recommendations and draft plan will be presented to the Planning and Zoning Commission for their recommendation in March 2014. The City Council will consider the updated Plan for adoption in April 2014.

### Upgraded Bond Rating

The City of Tyler received an upgrade to AAA for general obligation indebtedness by Standard and Poor during 2009. This rating increase was due in part to the current pay as you go environment and elimination of general obligation bond debt. This AAA rating was reaffirmed in 2012 by Standard and Poor. Additional planning initiatives that the City began during 2009 include a Lean Sigma program for standardizing and reducing costs as well as continued multiyear planning which includes replacement funding for fleet acquisitions, HVAC replacement and roof replacements.

### Industry Growth Initiative

In May 2010 an unprecedented joint meeting was held between the Tyler City Council and several community boards, the Tyler Industry Growth Initiative (IGI) was formally adopted as a shared vision for Tyler's strategic economic growth in the next 20 years.

Boards represented include the Tyler City Council, Smith County Commissioner's Court, Tyler Independent School District Board of Trustees, Tyler Junior College Board of Trustees, the Tyler Metro Chamber of Commerce and the Tyler Area Chamber of Commerce. Also represented at the meeting were members of the Leadership Roundtable, including the University of Texas – Tyler, UT Health Science Center, Texas College, East Texas Medical Center Regional Healthcare System, the Tyler Economic Development Council, Trinity Mother Frances Hospitals and Clinics, and others.

In early 2009, Mayor Barbara Bass and Senator Kevin Eltife brought together a group of community leaders to discuss shared issues facing the city and region. The first item addressed by the Leadership Roundtable was the need to market Tyler and to determine the industries that made the most sense for Tyler to pursue given our unique characteristics.

Consequently, the Leadership Roundtable began the development of the Industry Growth Initiative in mid-2009. The report recommends 10 primary building blocks that Tyler should develop to foster an Innovation Economy and take the Tyler region into the next 20 years of economic prosperity and growth. The 84 page report, which was commissioned and funded by members of the Leadership Roundtable, contains strategic tactics focused on achieving an Innovation Economy which brings higher paying jobs, economic growth, job creation and a higher standard of living.

The plan calls for the launch of a public private part-

nership that evolves from the Leadership Roundtable that will oversee the implementation of the strategies. Building blocks toward the Innovation Economy include strategies focused on Higher Education, Healthcare and Bio-Med, Tourism, Arts and Entertainment, 21st Century Energy, Retiree, Infrastructure, Graduate Education and 21st Century Transportation.

The draft plan was completed in December 2009 and vetted with community stakeholders. The plan was amended based upon that feedback adopted in May 2010 by boards representing the entire community.

## AWARDS AND ACKNOWLEDGEMENTS

The Government Finance Officers Association (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City for its comprehensive annual financial report for the fiscal year ended September 30, 2012. This is the twenty seventh consecutive year that the government has received this prestigious award. In order to be awarded a Certificate of Achievement, a governmental unit must publish an easily readable and efficiently organized comprehensive annual financial report whose contents conform to program standards. Such reports must satisfy both generally accepted accounting principles and applicable legal requirements. A Certificate of Achievement is valid for a period of one year only.

In addition, the City has received the Government Treasurer's Organization of Texas (GTOT) Investment Policy Certificate of Distinction for the annually adopted investment policy of the City for four consecutive periods. The award is valid for a two year period. In order to qualify for the award, the City must demonstrate compliance with the State investment act and fiscal responsibility of their investments.

For the third time, the City has been recognized with a "Gold Leadership Circle Award" for transparency in local government. The comptroller's leadership circle program recognizes local governments across Texas striving to meet a high standard for financial transparency online, in user-friendly format. Tyler was the first city to receive this award when it began in 2009





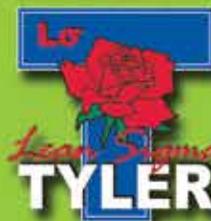
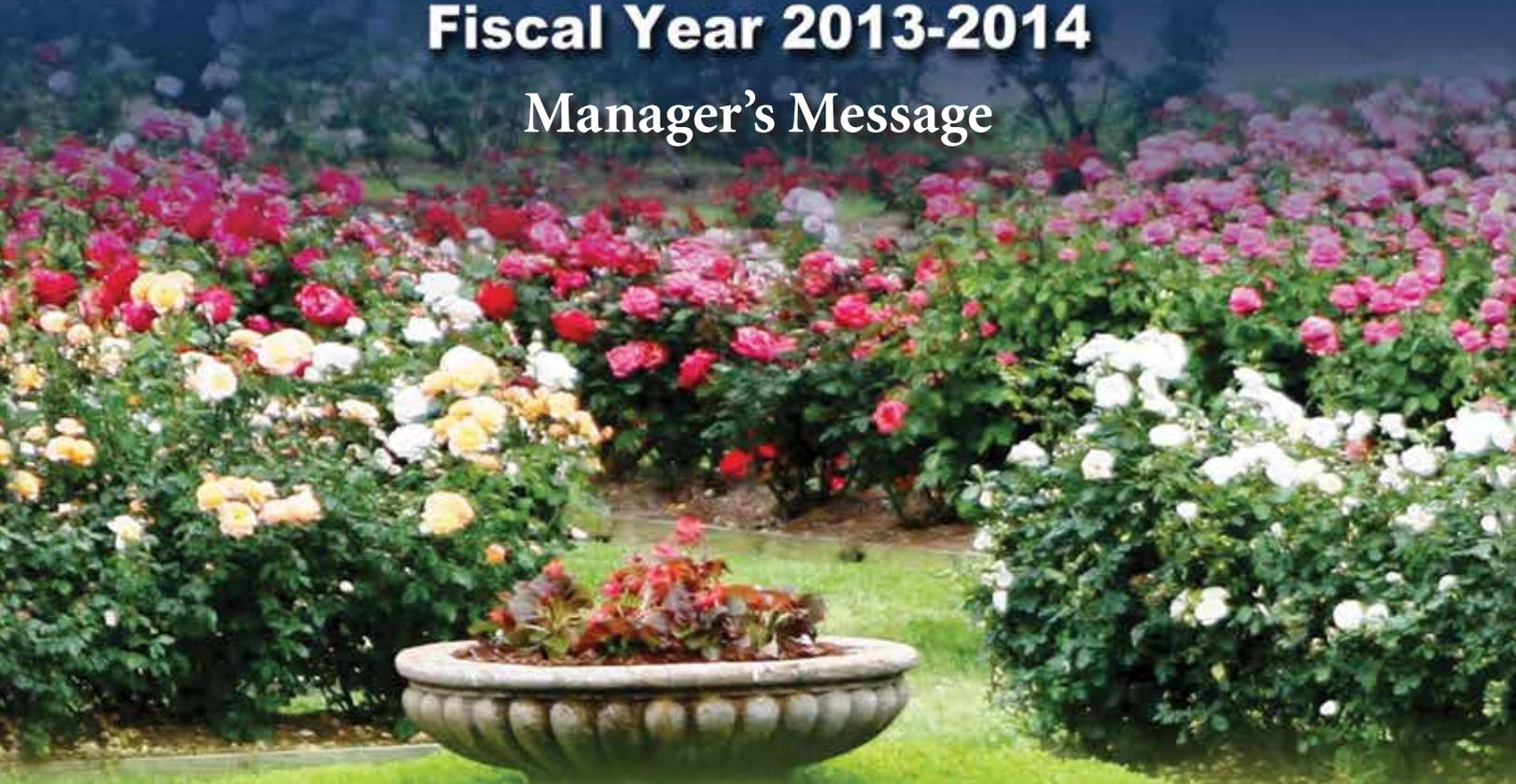
*A Natural Beauty*



# CITY OF TYLER ANNUAL BUDGET

## Fiscal Year 2013-2014

### Manager's Message



**Setting the Standard for Performance Excellence in Local Government**



# *Honorable Mayor, City Council Members and citizens of Tyler*

*Due to the recession and difficult economy of the last four years, the City has done everything possible to cut spending and gain efficiency to keep the property tax rate flat (and even lowering the rate in 2012) for our citizens.*

*Tyler has the lowest municipal property tax rate in the State of Texas among cities with more than 16,000 residents. In some cases it is as much as four times lower than communities of comparable size.*

*In 1994, Tyler had a property tax rate of 55.36 cents; the rate has decreased more than 60 percent to 22 cents per \$100 valuation, even in the face of steady growth in population as well as in the physical size of the community.*

*Through our Performance Excellence Program (PEP) we have been able to enhance our productivity and engage our employees. PEP includes Business Planning, our Called to SERVE Internal Communications, City University, our incredibly successful Lean Six Sigma Program, rigorous financial planning and much more.*

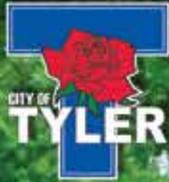
*The City's Lean Six Sigma program was launched in 2009 and has saved the City more than \$3.7 million. To date, 73 projects have been completed by City employees trained in the methodology.*

*While we have been successful in controlling costs, we must also continue to provide quality services to our citizens and ensure the City is prepared to remain financially healthy and meet citizen expectations for service levels.*

*My job as City Manager is to make recommendations to the Council that are in the best management and financial interests of the City and our citizens as a whole. This "responsible restoration" budget ensures long-term fiscal health and positions us to continue to set the standard for performance excellence in local government.*



A handwritten signature in black ink that reads "Mark W. David". The signature is written in a cursive style and is placed on a light-colored rectangular background.



CITY OF TYLER

## VISION

The City of Tyler's vision is to be the standard for performance excellence in local government.

## MISSION

Our mission is to be a results-oriented service organization with a focus on responsiveness, efficiency, sound financial management and quality service to our citizens.



## OUR FOUNDATION

The Tyler Blueprint was adopted in 1997 and represents the City's core values and goals for operational best practices.

## OUR GOAL IS TO SERVE

- S** **STREAMLINE**  
To improve the efficiency of; modernize; to contour economically or efficiently.
- E** **EMPOWER**  
To equip with an ability; enable; to give or delegate power or authority to; commission or make accountable.
- R** **RESPOND**  
To react positively or favorably; to render satisfaction; to be answerable with a sense of urgency.
- V** **VENTURE**  
To have the courage or presumption to do; a business enterprise.
- E** **EVALUATE**  
To rate; examine or judge carefully; ascertain or fix the value or worth of, appraise.

## THE BLUEPRINT CORE VALUES

- The highest premium is placed on responsiveness to citizens' needs.
- All City services are competitively or contractually delivered.
- Tyler's leadership employs strategic, fast-track thinking to keep the organization streamlined, adaptable to change and competitive.
- There is an organizational mindset for production, innovation, service excellence and results.
- All employees are fully trained and quantifiably productive.
- The City is postured with 21st century technology.
- There is a focus on minimizing liabilities and costs and improving service quality and delivery.
- The organization is constantly audited for performance productivity and operational effectiveness.
- The City Manager is the business manager for the City's Blueprint for competitive services, productive staff and technologically correct processes.
- The City will pursue the Tyler 21 Vision to become nationally known for a commitment to community, a robust business environment and the beauty of public places.

## HOW WE ARE DIFFERENT

### PERFORMANCE EXCELLENCE PROGRAM



We are the *Called to S-E-R-V-E* Difference

# EXECUTIVE SUMMARY

## Major Fiscal Expenditures

The Fiscal Year 2013-2014 Operating Budget provides funding for the following major items:

	ACTUAL 2011-2012	AMENDED BUDGET 2012-2013	PROJECTED 2012-2013	BUDGET 2013-2014
Tyler 1st	35,952	30,000	31,000	13,000
Area Development Plan/TIF	—	83,112	26,000	—
Library Projects	—	—	—	—
Early Warning System	40,761	50,000	—	—
Parks Improvements Projects	54,131	65,000	55,000	148,000
Coban Units	90,782	276,708	327,583	327,583
Fire Equipment	13,500	65,000	41,387	—
Animal Shelter	41,639	254,509	334,191	—
Street Improvement Program/Equipment	194,119	328,532	328,530	398,912
Traffic Management Enhancements	284,767	288,197	286,000	180,000
Contingency	—	200,000	—	150,000
<b>Total Expenditures</b>	<b>\$755,652</b>	<b>\$1,641,058</b>	<b>\$1,429,691</b>	<b>\$1,217,495</b>

## Staffing, Compensation and Benefits

A total of 20.5 positions were eliminated in the 2011-2012 Operating Budget including 11.5 in the General Fund. These positions had been frozen and vacant for at least two years before being eliminated. The City of Tyler is able to provide a higher level of service today with fewer actual employees on staff due to the focus on maintaining quality services and implementation of efficiency programs such as Lean Sigma and City University.

### Compensation

The City of Tyler continues to maintain a low employment turnover rate. We attribute the success of recruiting and retaining our highly skilled workforce to a progressive work environment with an emphasis on training, including programs such as City University and Leadership Academy, and our outstanding compensation and benefits package. The City continues to focus on preserving our greatest resource, our employees, by providing them with the tools they need to perform the job our citizens expect. Funding is included in the FY2013-2014 Annual Operating Budget for:

- A four percent adjustment to base salary for police officers and firefighters;
- A zero to four percent performance/productivity increase to base salary for non-civil service employees;
- A zero to three percent adjustment to base salary for department leaders and key leaders.
- Sick Leave Buy Back Program;

### Benefits

The City of Tyler has successfully funded the employees' health insurance for many years with small or no programmed increases in health insurance premiums. The 2013 Plan year included a premium increase of \$62 to \$138 per month to employees on the Buy up plan. The City, with assistance from the Third Party Administrator, has worked to effectively control health claim costs by utilizing a highly discounted PPO network for facilities and doctors as well as negotiating discounts for prescription drug coverage.

It is the City of Tyler's desire to provide the best benefits to the employees, while balancing the cost and minimizing the financial impact on the City, citizens and employees. This balancing act has become difficult to maintain due to rising costs, increased utilization and accumulating retiree health insurance financial liabilities associated with the City's employees' and retirees' health coverage. In an effort to mitigate the rising costs, the City has appointed an employee Health Insurance Task Force to identify areas for improvement and savings.

The clear recommendation from the Task Force is to keep the current plans in place but adjust employee premiums for the more costly Buy-up Plan. The current Buy-up Plan premium does not fully cover the costs associated with the employees and retirees enrolled in this option. Additionally, the task force identified the need for increased prescription drug co-pays to cover the costs of certain high dollar medications. The premium increase recommended for the 2014 Plan year

is the last year of a four year planned increase in Buy-up Plan premiums. The costs and claims will be evaluated

by staff and the Employee Task Force to determine recommendations for future increases.

## Strategic Tax Management

The FY2012-2013 total property tax rate as adopted was \$.207708 cents per \$100 of assessed property tax value. The property tax rate proposed for FY2013-2014 is \$.220000 cents per \$100 of valuation.

The property tax rate proposed for FY2013-2014 maintenance and operations (M&O) is a rate of \$.220000 per \$100 of assessed property tax value.

## Property Tax Value Comparison

	FY2012-2013	FY2013-2014
Total Taxable Value	\$6,844,787,994	\$7,012,396,334
Total Tax Rate	.207708	.220000
Total Tax Levy	14,217,172	15,427,272
Estimated Collection Rate	98.544%	98.544%
<b>TOTAL BUDGET</b>	<b>\$14,010,170</b>	<b>\$15,202,651</b>

## Debt Services Fund

The FY2013-2014 General Fund Operating Budget is supported by a total tax rate of \$.220000 cents, of which \$.000 cents is applied to fund General Obligation

debt. The City of Tyler is pleased to report that, it has no General Obligation Debt and the Debt Services Rate is \$.0000 cents per \$100 value.

## FUNDING FOR OTHER AGENCIES\*

The FY2013-2014 General Fund Operating Budget includes funding for the outside agencies as listed:

AGENCY	FY2012-2013	FY2013-2014
Northeast Texas Public Health District	\$409,500	\$409,500
Community Health Clinics of Northeast Texas	265,500	—
St. Paul Clinic	66,375	66,375
Smith County Appraisal District	199,731	207,545
Smith County Tax Assessor-Collector	33,430	33,430
SCPHD Animal/Vector Control	350,000	350,000
East Texas Council of Governments	14,535	14,535
Animal Shelter Services	136,000	175,000
Tyler/Smith County Child Welfare	27,997	27,997
Juvenile Attention Center	115,000	115,000
Tyler Civic Theatre	8,100	8,100
Bright and Fair Home	8,092	8,092
Center for Healthy Living	—	66,375
<b>Total</b>	<b>\$1,634,260</b>	<b>\$1,481,949</b>

\*Does not include funding allocated by other City funds, such as Community Development Block Grant (CDBG) or Hotel Occupancy Tax.

## General Projects Fund

The City's General Projects Fund serves as a supplemental resource to pay for one-time capital related expenditures on a pay-as-you-go basis. This fund was established from the General Fund annual

Area Development Plan	—
Tyler 21	\$13,000
Street Improvements/Equipment	\$398,912
COBAN Equipment Replacement	\$327,583

operating surplus over and above the 15 percent reserve and it enables the purchase of a number of infrastructure improvements and one-time capital expenditures that could not be funded otherwise.

Outdoor Warning Siren	—
Traffic Management Enhancements	\$180,000
Parks and Recreation Improvements – Scoreboards/Gym Renovation	\$148,000
Contingency	\$150,000

## TOURISM AND CONVENTION FACILITIES FUND

The FY2013-2014 Tourism and Convention Facilities Fund Operating Budget includes projected revenues

and inter-fund transfers of \$2,358,513, a carry-over fund balance of \$152,161 and expenditures of \$2,358,553.

## HOTEL/MOTEL OCCUPANCY TAX FUND

The FY2013-2014 Hotel/Motel Occupancy Tax Fund Operating Budget projects revenues of \$3,040,121 including transfers, a carry-over fund balance of \$2,224,038 and expenditures and transfers of \$3,006,195.

Projected FY2013-2014 Hotel-Motel tax revenue will support the promotion of conventions, Main Street, visitors and tourism activity in Tyler through funding operating costs of the Rose Garden Center, Liberty Hall, and Harvey Hall, as well as, providing appropriations for the following agencies:

SOURCE	FY2012-2013	FY2013-2014
Texas Rose Festival	\$9,000	\$9,000
East Texas Symphony Orchestra	25,000	25,000
Tyler Museum of Art	—	—
Arts and Innovation Institute	50,000	50,000
Smith County Historical Society/ Historic Museum	13,500	13,500
Convention and Visitors Bureau	675,000	675,000
Bonner-Whitaker-McClendon House	4,500	4,500
Historic Aviation Museum	13,500	13,500
Discovery Science Place	32,400	32,400
<b>TOTAL</b>	<b>\$822,900</b>	<b>\$822,900</b>

An additional two percent (2%) Hotel-Motel tax was approved by the State Legislature and passed by Ordinance on July 13, 2011 to be used for the

construction/expansion of visitor facilities. Hotels began collecting these funds as of September 1, 2011 due on October 20, 2011.

## WATER UTILITIES FUND

The FY2013-2014 Water Utilities Operating Budget projects revenues of \$34,905,725, a working capital

carry-over of \$5,597,407 and expenditures of \$36,679,764 including capital transfers.

## SOLID WASTE FUND

The FY2013-2014 Solid Waste Operating Budget projects revenues of \$10,760,000 (including transfers in), working capital carry-over of \$2,462,756

and expenditures of \$10,727,018 for residential and commercial Solid Waste collection services and operations; including a capital transfer of \$500,000.

## AIRPORT FUND

The FY2013-2014 Airport Fund Annual Operating Budget projects revenues of \$1,531,033 (including transfers in), working capital carry-over of \$348,344 and

expenditures of \$1,494,654. Airport operating budget continues to operate without general fund subsidy since the late 1990s.

## FLEET MAINTENANCE FUND

The FY2013-2014 Fleet Maintenance Services Annual Operating and Replacement Budget projects revenues of \$9,906,062 working capital carry-over of

\$6,651,005 and expenditures of \$10,051,410 including transfers.

## MAJOR BUDGET REVENUES/EXPENDITURES

The chart below shows FY2013-2014 revenues, expenditures and changes in working capital for the funds listed through out this section.

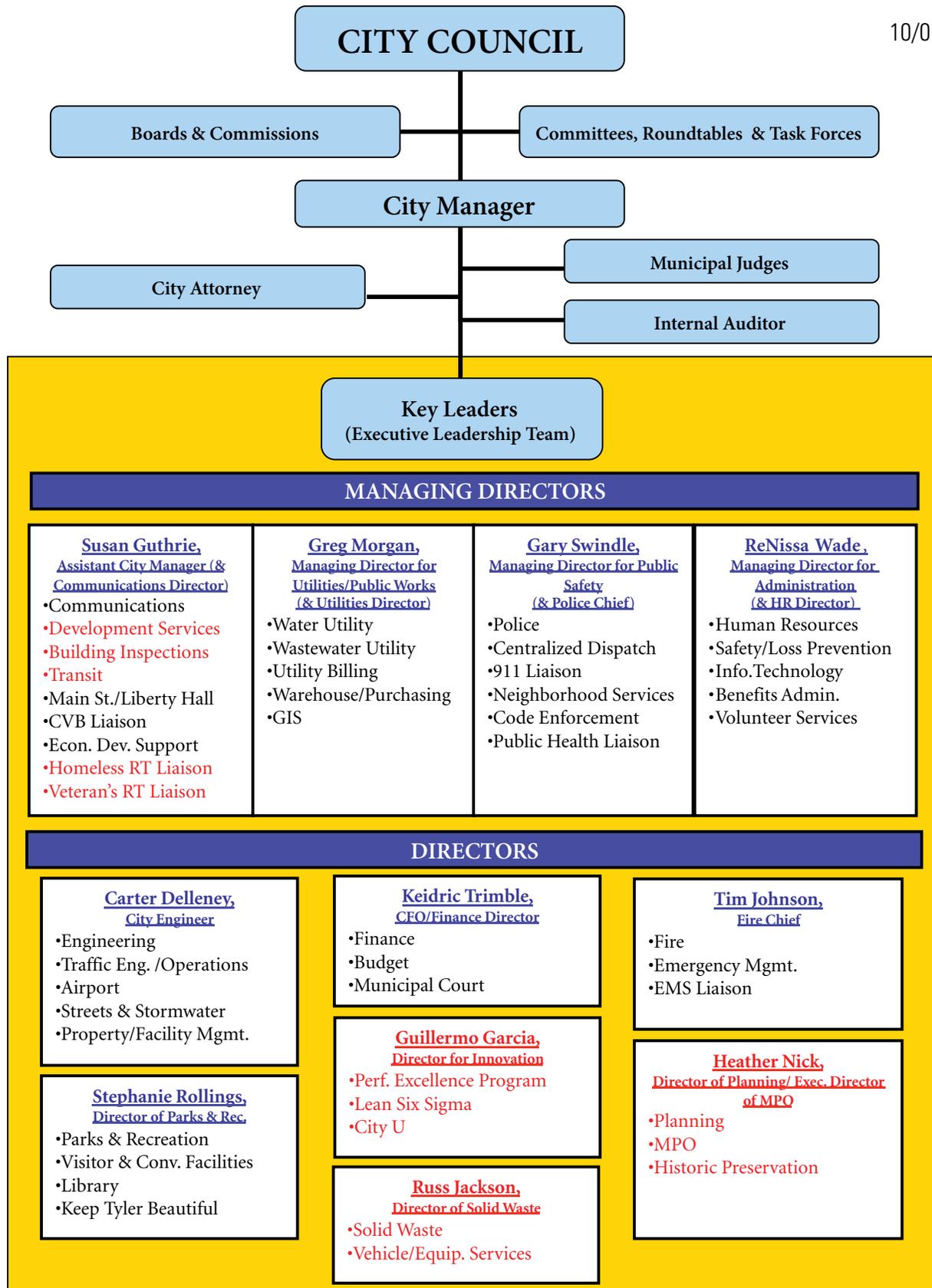
FUND	OPENING BALANCE	REVENUES	EXPENDITURES	TRANSFER IN/ TRANSFER OUT	CLOSING BALANCE
General Fund	9,368,623	61,380,376	60,408,779	(1,263,213)	9,077,007
Water Utilities Fund	5,597,407	34,905,725	24,868,713	(11,803,589)	3,830,830
Solid Waste Fund	2,462,756	10,760,000	10,278,808	(948,210)	1,995,738
Debt Services	—	—	—	—	—
Hotel/Motel Tax Fund	2,224,038	3,040,121	1,281,195	(1,725,000)	2,257,964
Airport Fund	348,344	1,290,853	1,494,654	240,180	384,723



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10/01/13



## CITY WIDE CIP SUMMARY

PROJECT	STATUS	FUNDING	ESTIMATED COST	DESIGN % COMPL	CONST % COMPL	MAINT & OPERATION	FUND IMPACTED
Tall Timbers Dual Certification	Est Completion FY15/16	Water	\$1,869,000	0	0	In Design Process	Water
Utility Relocation for Loop 323 at Bellwood Rd	Est. completion is January 30, 2014.	Water	\$500,000	10	0	no impact	Water
Grande Sewer Lift Station	Est. construction completion in August 2014.	Water	\$997,660	90	0	Approx \$23000	Water
Charleston Park Booster Pump Station	Est Completion FY15/16	Water	\$1,618,000	100	100	Approx \$23000	Water
Baxter Sewer Line Replacement	Est. completion is March 2014.	Water	\$1,682,296	100	1	no impact	Water
Golden Road WTP Backwash Pump Station	Est. construction completion is September 2014.	Water	\$1,000,000	75	0	no impact	Water
Lake Tyler Dam Repairs	Est. construction completion is September 2014.	Water	\$4,500,000	85	0	no impact	Water
Fleishel/Oakwood/Locust Sewer Line Replacement	Est. design completion is October 2013.	Water	\$1,546,000	25	0	no impact	Water
Water Line Looping Lollar to confederate	Est. construction completion is September 2014.	Water	\$111,177	0	0	no impact	Water
Taxiway K	Est. Completion Oct 2013.	90% FAA Grant and 10% Half Cent	\$7,898,318	99	5	\$8,000	Airport Operations
Runway 4-22 Safety area improvement project	Est. Completion Feb. 2012.	95%FAA grant and 5% Half Cent	\$5,499,099	100	99	no impact	Airport Operations
Fair Plaza Garage	Est Completion FY13/14	General/Half Cent	\$452,515	50	0	no impact	Half Cent
Cumberland Road	Est Completion FY15/16	Half Cent	\$1,118,201	25	0	no impact	Half Cent
Citywide Sidewalk Improvements	Est Completion Summer 2013	Half Cent	\$1,325,900	90	10	no impact	Half Cent
Tyler South Police Substation	Est Completion FY13/14	Half Cent	—	0	0	no impact	Half Cent
2012 Traffic Signal System Upgrades	Est Completion Summer 2013	Half Cent	\$167,515	100	35	\$2,500 per signalized intersection	Half Cent







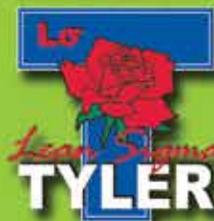
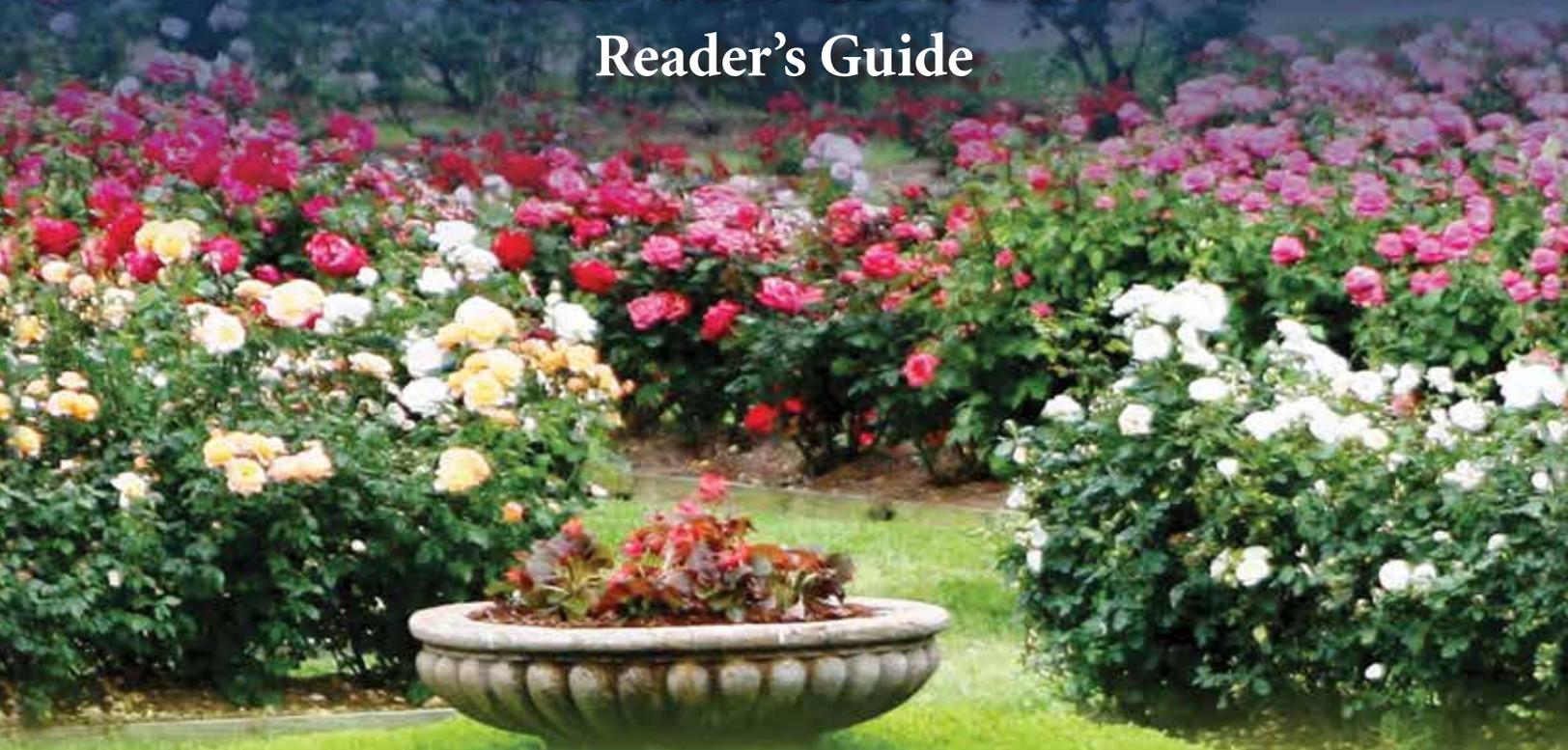
*A Natural Beauty*



# CITY OF TYLER ANNUAL BUDGET

## Fiscal Year 2013-2014

### Reader's Guide



**Setting the Standard for Performance Excellence in Local Government**



# BUDGET PROCESS

## Budget Adoption

The City's fiscal year is from October 1 through September 30. The City Charter requires public hearings and adoption of the budget by fund to be completed by the final City Council meeting in September. The City Council adopts the budget by ordinance in accordance with state statutes and the City Charter. Estimated expenditures of any fund may not exceed proposed revenue plus prior year unencumbered balances. During a budget cycle, any unused appropriations may be transferred to any item required for the same general purpose within the same department and/or fund with City Manager approval. Any transfer of budget amounts between funds or base increases in appropriations must be approved by the City Council. Appropriations lapse at fiscal year-end, unless lawfully re-appropriated in ensuing adopted budgets. Budgets of the governmental fund type are prepared on a cash basis of accounting, which is based on real-time cash flow. The budgeted estimates are expected to be collected and expended in the same fiscal budget year. The financial records are maintained on the modified accrual basis. Obligations in these funds are recorded as expenditures, and revenues are recognized only when they are actually received. Budgets of the enterprise fund types are also prepared on a cash basis, but financial records are maintained on the accrual basis of accounting. Not only are expenses recognized when a commitment is made but revenues are also recognized when they are obligated to the City.

Developed on a program basis, the budget depicts all services provided by the City and resources allocated for the provision of these services. Program priorities for the organization are developed by City Council, City staff and citizen input; and are used as major guidelines in the development of funding recommendations.

## Budget Amendments

Under emergency conditions which may arise and which could not reasonably have been foreseen in the normal process of planning the budget, the City Council may, by a majority vote of the full membership, amend or change the budget to provide for any additional expense in which the general welfare of the citizenry is involved. These amendments shall be by ordinance. Any budget amendment must adhere to the balanced budget requirement and cannot change the property tax levy or in any manner alter a taxpayer's liability.

The City of Tyler budget is a program-based budget that is adopted by fund. Ordinances approved by City

Council are required to increase or decrease appropriations in any fund. Although adopted by fund, budgets are prepared by line item and the City Manager approves budget adjustments within a fund between line items.

## Basis of Presentation

The accounts of the City of Tyler are organized and operated on the basis of funds or account groups. Each is considered to be a separate accounting entity with its own separate set of self-balancing accounts consisting of assets, liabilities, fund balances, net assets, revenues and expenditures or expenses. In accordance with Generally Accepted Accounting Principles (GAAP), the City's funds can be classified into one of three broad classifications of funds and categorized into one of seven fund types as listed below.

## Governmental Funds

Governmental funds are primarily used to account for tax-supported, externally mandated fee and grant activities. The measurement focus is toward determination of financial position and changes in financial position, rather than upon net income determination. These funds operate under the modified accrual basis of accounting. They recognize revenue as income only when it becomes measurable and available. The City recognizes expenditures when a liability has been incurred except for some long-term liabilities such as debt service, compensated absences, claims, and judgments, which are recognized when payment is due. The City utilizes the following governmental fund types:

*General* – the City operates one general fund as the Chief Operating Fund for the City. It is used to account for all financial resources of the City that are not legally required to be accounted for in another fund. The City utilizes Internal Service Funds to account for some benefit, maintenance and equipment purchase requirements associated with the General Fund.

*Debt Service* – this fund is used to accumulate resources to meet the current and future principal and interest payments on the City's general long-term debt. The City paid off all tax supported debt in fiscal year 2007-2008.

*Capital Projects* – the City operates two capital projects funds. The major fund associated with capital projects is the One-Half Cent Sales Tax Corporation, which is used for infrastructure improvements in an effort to eliminate tax-supported debt. This fund is not included in this document and has no formally adopted

budget by the City Council, but is included in the annual financial audit. The second capital projects fund is the General Capital Projects Fund. This fund is used as a supplemental resource to pay for one-time related capital expenditures from the General Fund.

*Permanent Funds* – the City operates two permanent funds for the perpetual care and maintenance of the City’s cemeteries. One of these funds operates in a trust environment and the other is an operations fund for the City cemeteries.

*Special Revenue* – the City uses special revenue funds to account for proceeds from specific revenue sources that are legally restricted to expenditures for specific purposes other than debt service or capital projects. These restrictions may be imposed either by parties outside the government or by the local governing body. The City operates with the following Special Revenue Funds:

- Development Services – established to account for the receipt and disbursement of funds related to Building Inspections and Planning and Zoning.
- Police Forfeiture – established to account for the receipt and disbursement of funds seized by the Police Department and subsequently awarded to the City through court-ordered judgments, primarily cases involving illegal drugs.
- Court Special Fee – established to track the receipt of court fees restricted for court related purchases.
- TIF/TIRZ #2 – established to account for the receipt and disbursement of funds related to the Tax Increment Financing Zone established for the Downtown Tyler region.
- TIF/TIRZ #3 – established to account for the receipt and disbursement of funds related to the Tax Increment Financing Zone established for the North Tyler region.
- Hotel-Motel Tax – established to account for the receipt and disbursement of funds generated by the Hotel-Motel Occupancy Tax.
- Donations – established to account for the receipt and disbursement of funds donated for specific projects. This fund is not included in this document and has no formally adopted budget by the City Council, but is included in the annual financial audit.
- Tourism – established to account for the operations of the Rose Garden, Rose Garden Center, Harvey Convention Center, Goodman Museum, Main Street and Liberty Hall.
- Airport Facility – established to account for the receipt and disbursement of passenger facility charges collected from ticketed passengers at Tyler Pounds

Regional Airport as well as rental car charges collected to facilitate special projects.

- Oil and Natural Gas – established to track revenue received from lease royalties to be used for future one-time projects identified by the City Council.
- PEG Fee – established to track receipt and disbursement of funds related to the 1% Public, Educational and Government Access Channel Fee collected and remitted by local cable franchise operations.
- Fair Plaza – established to track the tenant rental and parking income associated with the Fair building donated to the City of Tyler and the associated operating expenses.
- Homeownership/Housing – established to account for the receipt and disbursement of the overhead allowances in excess of actual costs in the Section 8 Grant Program.
- Community Development Block Grant (CDBG) – established to account for the receipt and disbursement of CDBG Grant monies allocated to the City.
- HOME – established to account for the receipt and disbursement of HOME Grant monies allocated to the City to provide affordable housing for low-income households.
- Housing Assistance Payment Program (HAPP) – established to account for the receipt and disbursement of Department of Housing and Urban Development – Housing Assistance Payments Program Funds.
- State and Federal Grants – created to account for the receipt and disbursement of Federal and State Grants related primarily to planning, transportation, library, public safety and human services. Only major grants with known awards are included in this document and have a formally adopted budget. All other budgets are adopted with the grant award documentation.
- Transit System – established to account for the receipt and disbursement of Federal and State Grant Funds received for the operation of the City’s Transit System.

## Proprietary Funds

**P**roprietary funds are used to account for business activities in which funding is provided by fees and charges for services. The measurement focus of proprietary funds is total economic resources. As such, these funds use the accrual basis of accounting, recognizing revenues when earned and expenses as the liability is incurred. For budgeting purposes, the proprietary fund types are budgeted on a cash basis to better manage available working capital. The City utilizes the follow-

ing proprietary fund types.

**Enterprise** – these funds cover the cost of their operations through fees charged to individual users.

- Utilities – accounts for the maintenance and operations of the infrastructure of the City's Water and Sewer system including administration, billing, distribution, treatment, waste collection, waste treatment, Lake Tyler, storm water drainage and Geographical Information Systems (GIS).
- Utility Construction – established to track the costs of capital improvements to the utility system.
- Utility Debt Service – established to track the debt service costs related to revenue bond indebtedness.
- Utility Debt Reserve – established to track debt service reserve requirements related to the 2009 utility debt issue.
- Solid Waste – accounts for the maintenance and operations of the garbage collection and litter abatement programs operated by the City of Tyler. This includes administration, residential collection, commercial collection, litter control and complex maintenance.
- Solid Waste Construction – established to track the costs of capital purchases and improvements to the garbage collection operations.
- Airport – accounts for the operations of the Tyler Pounds Regional Airport and the Federal Aviation Administration tower activity.

**Internal Service** – these funds are used to report activities that provide services for other funds within the City. The full cost of providing these services is charged back to the using funds. The City utilizes the following internal service funds:

- Productivity – established to track performance pay of City employees as well as the cost of internal audit and City University.
- Fleet Maintenance/Replacement – accounts for the maintenance and repair work on vehicles for all City departments. The fund also acquires vehicles and equipment for use by all City departments on an amortization replacement schedule.
- Property and Liability Insurance – accounts for the City's property, casualty, disability and worker's compensation insurance programs.
- Active Employee Benefits – accounts for the City's self-insurance program for health and dental benefits for active employees as well as life insurance benefits provided through traditional insurance.
- Property and Facility Management – established to account for facility maintenance and replacement costs associated with HVAC units, roofing and ADA requirements.

- Technology – established to account for the City's investment in technology and office automation, as well as current maintenance and repair items.
- Retiree Employee Benefits – accounts for the City's self-insurance program for health and dental insurance benefits for retired employees as well as life insurance benefits provided through traditional insurance.

## Fiduciary Funds

Fiduciary funds are used to account for activities that are held in trust by the City, with the funds themselves appropriated for other purposes or agencies. Because these funds are held by the City of Tyler for other agencies or individuals, there is no formally adopted budget for Fiduciary Funds and these funds are not included in the budget document. The City operates four Fiduciary funds including an Employee Benefit Trust – Section 125 Plan, Employee Benefits Trust - OPEB Trust, the Lindsey Private Purpose Trust and the Greenwood Landfill Private Purpose Trust. All funds are included in the annual financial audit.

The City has an external audit completed each year. The external auditors prepare the City's Comprehensive Annual Financial Report (CAFR) based on GAAP reflecting the City's financial position at the end of its fiscal year. The CAFR reports expenditures and revenues on both a GAAP basis and budget basis for the purpose of comparison. The following audit adjustments are made to adjust the City's financial records to GAAP:

- Enterprise and internal service funds budget for purchases of capital items as expenditures on a budget basis, but they are recorded as assets on a GAAP basis.
- Compensated absence liabilities are accrued as earned on a GAAP basis, but expensed when paid on a budget basis.
- Governmental funds record revenues when received and book expenditures as encumbrances at the point of commitment during the budget year. Audit adjustments recognize all revenue that is measurable and available within 60 days of year-end on a GAAP basis.
- Enterprise and internal service funds record depreciation and amortization on a GAAP basis only.
- Principal payments are recorded as a reduction of current liability on a GAAP basis, while being accounted for as debt service expenses on a budget basis.
- Accrued debt service interest expense is recorded as a liability on a GAAP basis, but only current year interest expense is recorded on a budget basis.

## Budget Phases

The City of Tyler begins in January with the development of next year's budget. The budget development process requires input from City staff, the City Council and citizens. In order for this input to be given appropriate consideration, the process begins approximately six-months before the budget is adopted. There are five distinct phases in the development of the City's budget.

### Triannual Forecast (Phase I)

*Budget Goals* – the process starts with the development of budget goals based on the City's Financial Plan and continuous feedback received from the City Council and citizens. After the goals are developed, meetings with the City's administrative team set the stage for budget formation as well as develop the budget calendar.

*Revenue Forecast Schedule and Strategy Development* – this phase also provides strategic fiscal forecasting, financial assumptions, revenue and reserve information as well as management's expectations about the development of departmental budgets. At the meetings, the budget calendar is established. The calendar includes internal and external deadlines. The calendar allows citizens and the City Council to be aware of the schedule and the official dates for public input.

### Departmental Hearings (Phase II and III)

*Budget Development* – departments develop their budgets based on the financial expectations and the guidelines they have been provided. After departments have entered their budget in the City's financial system, they are reviewed with the Budget Committee. This review meeting allows the departments to highlight changing trends in their service levels in addition to

making proposals for new services or changes to existing services. Phase II involves the development of the internal service fund budgets. Also, Phase II includes the review of all capital operating and debt service budgets.

*Capital Improvements Plan* – the Capital Improvements Plan is developed during this process as well. The City reviews all Capital Improvement projects on a monthly basis to ensure that they are staying on track with the annual plan. The City operates with a five-year plan where projects are added based on an objective scoring criteria established by the City Council. As the fund balances in each of the capital project funds are reviewed and analyzed for excess revenue, that revenue is considered for additional projects. Additional projects are prioritized and then placed on next year's schedule when funding is available.

### Budget Presentation (Phase IV)

Once all of the input is received, the budget is developed and the City Manager presents it to the City Council in August. The proposed budget will contain the proposed tax rate, water and wastewater rate, and sanitation rate as well as fee changes. The City Manager provides the City Council and the public with an overview of the budget and a summary of the major changes being recommended.

### Adoption Process (Phase V)

The City Council then receive public input through public hearings and community dialogue before adoption. Any additional information needed to understand changes within the budget will be provided to City Council during this time.

The City Council will adopt the budget by fund and adopt the new property tax rate before the start of the fiscal year on Oct. 1.

*CITY OF TYLER  
FY2013-14 BUDGET PREPARATION CALENDAR*

Phase I	January 22, 2013	Distribution of Tri-Annual Forecast Instructions to Departments (on P:Drive) and Open System up for Entry
	January 22, 2013	Training Offered – Tri-Annual Forecast
	January 23, 2013	Training Offered – Tri-Annual Forecast
	February 14, 2013	Tri-Annual Forecast Due to City Manager’s Office
	February 20 - March 20, 2013	Tri-Annual Review Sessions
Phase II	March 18, 2013	FY2013-14 Open Budget Entry for Internal Service Funds Only
	April 12, 2013	Internal Service Fund FY2013-14 Baseline Budget Requests Due
	April 15 - April 19, 2013	Internal Service Fund FY2013-14 Pre-budget session
Phase III	April 29, 2013	Distribution of FY2013-14 Budget Materials and Instructions (Payroll Projections)
	April 29, 2013	Training Offered
	April 30, 2013	Training Offered
	April 30, 2013	Estimate of Certified Tax roll due from the Chief Appraiser
	May 24, 2013	Deadline for Departments to Submit FY2013-14 Budget Requests
Phase IV	May 27- 31, 2013	Combine City Manager’s work file(h.t.e) and assemble binders for Budget Committee
	June 3 -July 19, 2013	Meetings to Review FY 2013-14 Departmental Budget Requests
	July 22 - August 9, 2013	City Manager Prepares FY 2013-14 Proposed Budget for City Council
	July 25, 2013	Certified Tax roll due from the Chief Appraiser
	August 7, 2013	Publish Effective and Rollback Tax Rates and Statement of Tax Increase or Decrease
	August 12, 2013	City Manager’s FY 2013-14 Proposed Budget Filed with the City Clerk and post on website.
Phase V	August 14, 2013	FY2013-14 Proposed Budget presented to City Council
	August 14, 2013	City Clerk publishes the “Notice of Proposed Budget Hearing scheduled for August 28”
	August 28, 2013	Public Hearing on FY2013-14 Proposed Budget/Schedule and Announce Meeting Date to Adopt Tax Rate
	August 28, 2013	City Clerk publishes the “Notice of Proposed Budget Hearing scheduled for September 11”***
	September 11, 2013	Public Hearing on FY2013-14 Proposed Budget/Schedule and Announce Meeting Date to Adopt Tax Rate***
	September 25, 2013	City Council Adoption of FY2013-14 Budget and Property Tax Rate

\*\*\* Only needed if the adopted tax rate is above the effective tax rate. If not needed then budget could be adopted on September 11





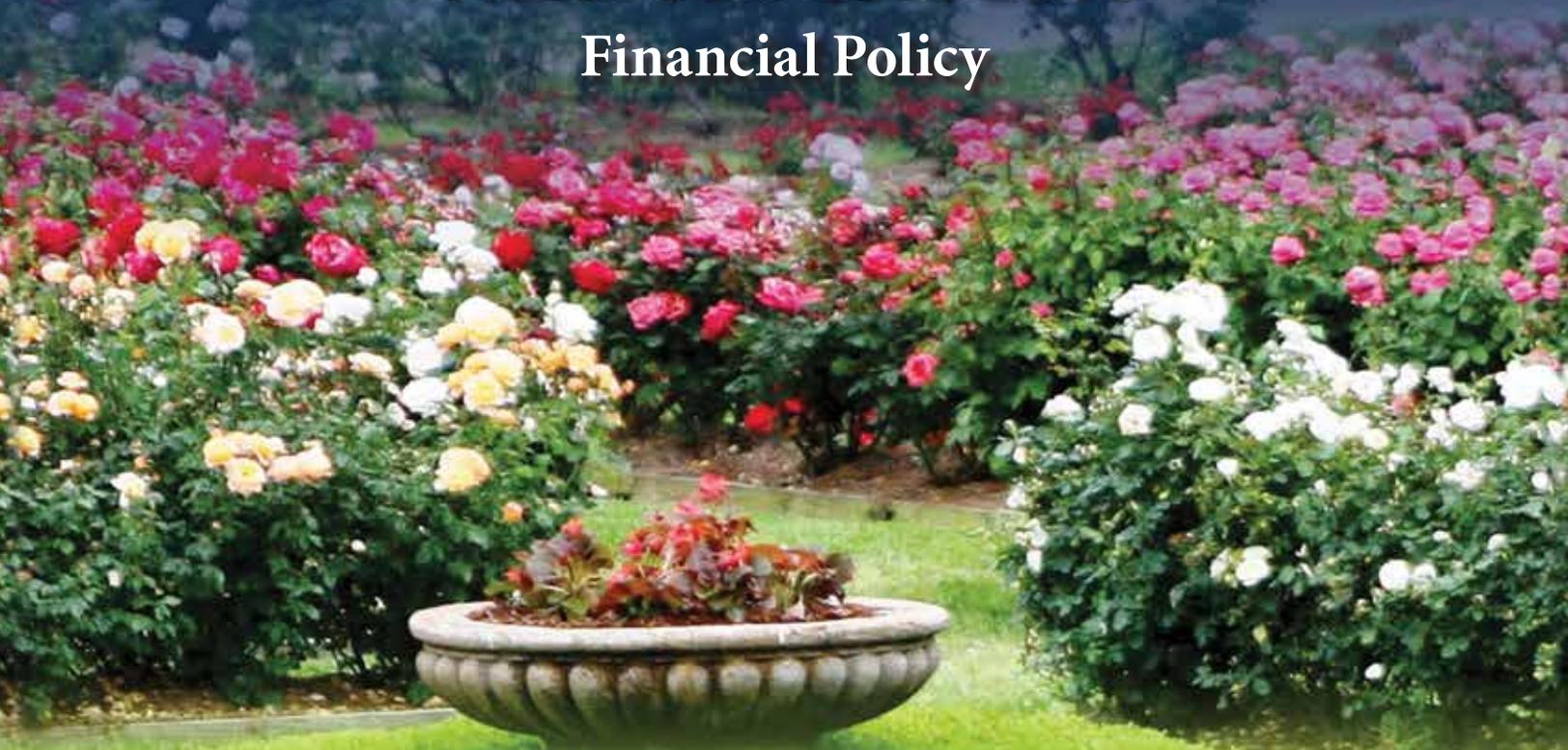
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# CITY OF TYLER ANNUAL BUDGET

## Fiscal Year 2013-2014

### Financial Policy



**Setting the Standard for Performance Excellence in Local Government**



# FINANCIAL POLICY

## Financial Management Performance Criteria

The City of Tyler's Financial Management Performance Criteria (FMPC) serves as the basis for the overall fiscal management of the City's resources. These policies guide the City Council and administration in making sound financial decisions and in maintaining Tyler's fiscal stability.

The policies outlined here are developed to address specific financial issues. These policies are reviewed annually and updated as needed. Listed below are financial policies, which are specifically related to the adoption and execution of the annual operating budget.

## Budgeting, Accounting, Auditing and Financial Planning Criteria

- Establish and maintain a central accounting system for all functions of accounting, financing, inventory and budgeting.
- Submit to the City Council quarterly revenue and expenditure reports to show the financial position of the City of Tyler. The reports include budgetary forecasts and year-to-date actual comparisons to show the financial condition of the major operating funds. In addition a quarterly investment report will be presented which meets / exceeds the requirements of the Public Funds Investment Act.
- File with the City Clerk for public review, a copy of the proposed ensuing fiscal year budget a minimum of 45 days prior to October 1st.
- City Council shall cause an independent audit to be made of the books of account, records and transactions of all the administrative departments of the City at least annually. The audit shall be conducted by a Certified Public Accountant. Auditors shall be selected for an initial one year period with an option for renewal up to five years. Mandatory rotation is required by City Council for external audit services every five years.
- The annual audit shall be conducted in accordance with the Generally Accepted Accounting Principles (GAAP).
- Long-range forecasts shall be made for major operating funds as necessary for financial planning.
- A system of internal controls shall be maintained to monitor revenues and expenses for municipal programs on a continuous basis. The internal auditor will perform periodic audits of departments to deter-

mine compliance with current controls and to make recommendations for change.

- It is the City's goal to annually strive for certification of its audit and budget from the Government Finance Officers' Association (GFOA).

## Operating Criteria

- Estimated expenditures shall in no case exceed proposed revenue plus prior year undesignated balances.
- Unused appropriations may be transferred to any item required for the same general purpose within the same department and/or fund if approved by the City Manager. All other transfers between funds and base increases to appropriations must be approved by the City Council.
- All annual appropriations shall lapse at the end of the fiscal year to the extent that they shall not have been expended and lawfully re-appropriated in subsequent year's adopted budgets.
- A fund balance shall be maintained at a level of 15 percent of estimated annual operating expenditures for the General Fund and at 15 percent of estimated annual operating expenses in the Utility Fund and Solid Waste Fund.
- Investments shall be managed in accordance with the current Investment Policy. Investments shall comply with Federal, State and local laws. Investments will consider protection of principal first, with the intent to diversify as well as provide for liquidity needs. Investments shall be made to maintain public trust and not speculate. Investment managers shall exercise prudence in managing the overall portfolio while trying to attain comparable rates of return.
- Fixed assets shall be managed in accordance with the current Fixed Asset Policy in order to properly classify, make record of and safeguard the assets. An inventory of the assets is to be maintained and is to include the description, cost, date of acquisition, department, location and asset identification number. Periodic inventory inspections of fixed assets shall be conducted. Fixed assets include items meeting both the dollar minimum of \$3,000 and having a useful life of two years or more. For constructed assets, the criteria apply to the completed project. Certain assets bought in bulk are capitalized as a group asset.
- The City Council shall designate a City depository in compliance with State statutes. The term of the bank depository shall be two years with three additional one year options for renewal.

## Capital Improvement Projects

- A comprehensive master plan will be developed to better plan and forecast future construction and capital improvements.
- Capital project forecasts shall be developed and shall identify the impact of implementing said projects on future annual operating budgets. Estimates of future revenues necessary for these expenditures shall be identified prior to the approval of such capital improvements.
- The life of a capital project fund shall correspond to the utilization of the resources in the fund.
- Expenditures shall not be incurred nor shall contracts be awarded without the appropriation of available funds.

## Debt Management

- Utility projects, financed through the issuance of bonds, shall be financed for a period not to exceed the expected weighted average useful life of the assets.

- Interest earnings on bond proceeds shall be credited to the debt service fund.
- The City of Tyler intends to pay for tax supported construction and capital improvements with cash.
- When appropriate, the City will consider the use of revenue debt to pay for utility system improvements if it is economically feasible.
- Revenue bond coverage requirements provide for financial stability in Enterprise Funds. Coverage requirements are defined as the amount of system net revenue available to pay average annual debt service. System net revenue equal to one and one half times average annual debt service is preferred. In no annual period shall the coverage fall below one and one tenth times based on current bond covenants.
- The City Council shall exhibit a willingness to raise the revenue necessary to fully fund the current debt obligations in order to implement the adopted capital improvement plan and to maintain the City's bond rating at or above current levels.







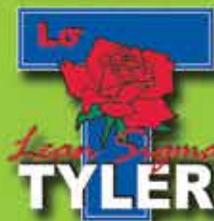
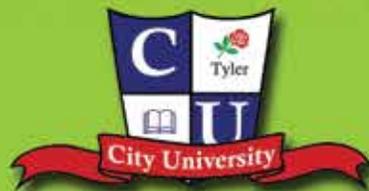
*A Natural Beauty*



# CITY OF TYLER ANNUAL BUDGET

## Fiscal Year 2013-2014

### Investment Policy



**Setting the Standard for Performance Excellence in Local Government**



# INVESTMENT POLICY

## Introduction And Scope

The Public Funds Investment Act, Chapter 2256, Texas Government Code, (the “PFIA”) requires each city to adopt a written investment policy that includes a written investment strategy, quarterly reports to City Council with market values, an annual review of the policy by Council and an annual compliance audit among other requirements. This Policy shall apply to the investment and management of all City funds under its control, other than those expressly excluded within this document or by applicable law or valid agreement. The Fire Pension Fund is excluded from this Policy because it is separately organized and managed by contract with investment companies as directed by the Fire Pension Board, and the Lindsey Police and Firefighters’ Endowment Fund is also excluded from this Policy because it is separately organized and managed by contract with an investment company as directed by the Lindsey Police and Firefighters’ Fund Board. The Employees Deferred Compensation Agency Fund and the Retirees Health Benefits Trust Fund are also excluded. This Policy shall not supersede the restrictions on investment of specific funds because of legal limits, created by grants, bond covenants or similar regulations. In the event of conflict, the more restrictive policy shall be followed. (Ord. No. 0-98-21; 3/18/98) (Ord. No. 0-2000-21; 3/22/00) (Ord. No. 0-2002-54, 11/13/2002) (0-2003-65, 11/26/03) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. O-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-37, 2/27/08) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (Ord. No. 0-2013-60, 7/24/13)

## Investment Strategy

The City shall use a pooled cash and investment approach commingling money from various fund types for market efficiency to the extent that is practical and legal. The following investment strategy considerations recognize the unique advantages of a pooled cash and investment portfolio, including the reduction of cash flow uncertainty and the increased opportunity of yield curve extension. Funds included in the portfolio will include those from the operating funds, debt service and debt reserve funds, and special projects. The liquidity requirements of the pooled investment portfolio will be projected and matched with maturities. The following investment strategy considerations recognize the unique advantages of a pooled cash and investment portfolio, including the

reduction of cash flow uncertainty and the increased opportunity of yield curve extension:

- Suitability – Any investment eligible in the Investment Policy is suitable for Pooled Fund Groups.
- Safety of Principal – All investments shall be of high quality with no perceived default risk.
- Market price fluctuations will occur. However, managing the weighted average days to maturity to less than 270 days and restricting the maximum allowable maturity to two years using the final stated maturity dates of each investment will minimize the price volatility of the portfolio
- Marketability – Securities with active and efficient secondary markets are necessary in the event of an unanticipated cash flow requirement. Historical market “spreads” between the bid and offer prices of a particular security-type of less than a quarter of a percentage point will define an efficient secondary market.
- Liquidity – Pooled Fund Groups require short-term liquidity to adequately fund any unanticipated cash outflow. Short-term financial institution deposits, investment pools and money market mutual funds will provide daily liquidity and may be utilized as a competitive yield alternative to fixed maturity investments.
- Diversification – Investment maturities should be staggered throughout the budget cycle to provide cash flow based on the anticipated operating needs of the City. Diversifying the appropriate maturity structure up to the two-year maximum will reduce interest rate risk.
- Yield – Attaining a competitive market yield for comparable security-types and portfolio restrictions is the desired objective. The yield of an equally weighted, rolling three-month Treasury Bill portfolio will be the minimum yield objective.

At times special project and bond proceed funds may be better suited invested outside the Pooled Fund Group. In those cases the following strategy shall be applicable:

- Suitability – Any investment eligible in the Investment Policy is suitable for Special Project and Bond Proceeds Funds.
- Safety of Principal – All investments will be of high quality with no perceived default risk. Market price fluctuations will occur. However, by managing Special Project and Bond Proceeds to not exceed the anticipated expenditure schedule the market risk of

the overall portfolio will be minimized.

- **Marketability** – Securities with active and efficient secondary markets are necessary in the event of an unanticipated cash flow requirement. Historical market “spreads” between the bid and offer prices of a particular security-type of less than a quarter of a percentage point will define an efficient secondary market.
- **Liquidity** – Special Project and Bond Proceeds Funds used for capital improvements programs have reasonably predictable draw down schedules. Therefore investment maturities should generally follow the anticipated cash flow requirements. Short term financial institution deposits, investment pools and money market mutual funds will provide readily available funds generally equal to one month’s anticipated cash flow needs, or a competitive yield alternative for short term fixed maturity investments. A singular repurchase agreement may be utilized if disbursements are allowed in the amount necessary to satisfy any expenditure request. This investment structure is commonly referred to as a flexible repurchase agreement.
- **Diversification** – Market conditions and arbitrage regulations influence the attractiveness of staggering the maturity of fixed rate investments for Special Project and Bond Proceeds Funds. Generally, when investment rates exceed the applicable cost of borrowing, the City is best served by locking in most investments. If the cost of borrowing cannot be exceeded, then concurrent market conditions will determine the attractiveness of diversifying maturities or investing in shorter and larger amounts. At no time shall the anticipated expenditure schedule be exceeded in an attempt to bolster yield.
- **Yield** – Achieving a positive spread to the cost of borrowing is the desired objective, within the limits of the Investment Policy’s risk constraints. The yield of an equally weighted, rolling six-month Treasury bill portfolio will be the minimum yield objective for non-borrowed funds. (Ord. No. 0-2000-21, 3/22/00) (Ord. No. 0-2001-51, 10/24/01) (Ord. No. 0-2002-54, 11/13/2002) (0-2003-65, 11/26/03) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. O-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (Ord. No. 0-2013-60, 7/24/2013)

## Objectives

**P** principal investment objectives in order of priority are:

- Preservation of capital and the protection of investment principal.
- Maintenance of sufficient liquidity to meet anticipated disbursement and cash flows.
- Maintaining public trust by avoiding any transaction, which might impair public confidence in the City’s ability to manage public funds with which it is entrusted.
- Conformance with all Federal statutes, State statutes, City Charter requirements, City ordinances, and other legal or policy requirements.
- Diversification by investment type and maturity to avoid market risks and issuer defaults, where appropriate.
- Attainment of a rate of return which is consistent with risk limitations and cash flow characteristics of the City’s investments. (Ord. No. 0-98-21; 3/18/98) (Ord. No. 0-2000-21, 3/22/00) (Ord. No. 0-2001-51, 10/24/01) (Ord. No. 0-2002-54, 11/13/2002) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. O-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (Ord. No. 0-2013-60, 7/24/13)

## Investment Officers

**T**he Chief Financial Officer, Accounting Manager, and Accountants are appointed as Investment Officers. The Investment Officer’s authority will be limited by applicable laws, regulations and this Policy.

In order to ensure qualified and capable investment management, the City shall provide periodic training in investments for the investment personnel through courses and seminars offered by professional organizations and associations in order to insure the quality and capability of the City’s investment personnel.

Investment Officers shall attend at least one training session, containing at least 10 hours of instruction, within twelve months of assuming their duties. An additional ten hours of training will be required not less than once in a two-year period that begins on the first day of the City’s fiscal year and consists of the two consecutive fiscal years after that date. Training will address investment topics in compliance with the Public Funds Investment Act. The City approves the GFOA, GFOAT, GTOT, NTCOG, TCMA, TML, and UNT as independent sources for training.

The City maintains the right to hire Investment Advisers to assist City staff in the investment of funds. Investment Advisers shall adhere to the spirit,

philosophy and specific terms of this Policy and shall invest within the same objectives. The Investment Officers shall establish criteria to evaluate Investment Advisers, including:

- Adherence to the City’s policies and strategies;
- Investment strategy recommendations within accepted risk constraints;
- Responsiveness to the City’s request for services and information;
- Understanding of the inherent fiduciary responsibility of investing public funds; and
- Similarity in philosophy and strategy with the City’s objectives.

Selected Investment Advisors must be registered under the Investment Advisers Act of 1940 or with the State Securities Board. A contract with an Investment Adviser may not be for a term longer than two years and any contract, renewal or extension must be approved by the City Council. (Ord. No. 0-98-21; 3/18/98) (Ord. No. 0-2000-21, 3/22/00) (Ord. No. 0-2001-51, 10/24/01) (Ord. No. 0-2002-54, 11/13/2002) (0-2003-65, 11/26/03) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. O-2006-93, 11/8/06) (Ord. No. O-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (Ord. No. 0-2013-60, 7/24/13)

## Standards of Care, Ethics and Conflicts of Interest

As provided for in the PFIA, the standard of care for the City’s investments shall be the Prudent Person Rule, which states “investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion and intelligence would exercise in the management of the person’s own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived.”

The overall investment program shall be designed and managed with a degree of care and professionalism that is worthy of the public trust. The Investment Officers shall recognize that the investment activities of the City are a matter of public record and public trust.

The Investment Officers, acting in accordance with written procedures and exercising the proper standard of care, shall be relieved of personal responsibility for an individual investment decision, provided that this Policy and the City’s procedures were followed. In determining whether an Investment Officer has exercised the proper standard of care, all investments over which the

individual had responsibility will be considered rather than a single investment.

Investment Officers and employees of the City 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. Investment Officers and employees of the City involved in the investment process shall not utilize investment advice concerning specific investments or classes of investments obtained in the transaction of the City’s business for personal investment decisions, shall in all respects subordinate their personal investment transaction to those of the City particularly with regard to the timing of purchases and sales, and shall keep confidential all investment advice obtained on behalf of the City and all transactions contemplated and completed by the City, except when disclosure is required by law.

All Investment Officers of the City shall file with the Texas Ethics Commission and the City Council a statement disclosing any personal business relationship with a business organization seeking to sell investments to the City or any relationship within the second degree by affinity or consanguinity to an individual seeking to sell investments to the City. (Ord. No. 0-98-21; 3/18/98) (Ord. No. 0-2000-21, 3/22/00) (Ord. No. 0-2001-51, 10/24/01) (Ord. No. 0-2002-54, 11/13/2002) (0-2003-65, 11/26/03) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. O-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (Ord. No. 0-2013-60, 7/24/13)

## Authorized Investments

The Investment Officers shall use only investment options approved by City Council. Participation in any investment pool must also be approved by formal Council action. Subject to any limitations otherwise imposed by applicable law, regulations, bond indentures or other agreements, including but not limited to, the PFIA, the following are the only permitted investments for the City’s funds:

- Direct obligations of the United States government; U.S. Treasury Bills, U.S. Treasury Notes, U.S. Treasury Bonds, and U.S. Treasury Strips (book entry U.S. Treasury securities whose coupon has been removed).
- Debentures or discount notes issued by, guaranteed by, or for which the credit of any Federal Agencies and Instrumentalities is pledged for payment. Principal-only and interest-only mortgage backed securities

and collateralized mortgage obligations and real estate mortgage investment conduits are expressly prohibited.

- Bonds or other interest bearing obligations of which the principal and interest are guaranteed by the full faith and credit of the United States government, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation. Principal-only and interest-only mortgage backed securities and collateralized mortgage obligations and real estate mortgage investment conduits are expressly prohibited.
- Certificates of Deposit and other evidences of deposit at a financial institution that, a) has its main office or a branch office in Texas and is guaranteed or insured by the Federal Deposit Insurance Corporation or its successor, b) is secured by obligations in a manner and amount provided by law for deposits of the City, or c) is placed through a broker or depository institution that has its main office or a branch office in Texas that meets the requirements of the PFIA. All deposits exceeding the FDIC insurance limits shall be collateralized as required by Section 2-57 Selection of Depositories.
- Local government investment pools organized under the Interlocal Cooperation Act that meet the requirements of the PFIA and have been specifically approved and authorized by the City Council.
- Direct obligations of the State of Texas or its agencies.
- No load “government” money market mutual funds that meet the requirements of the PFIA. Money market mutual funds must maintain an AAAM, or equivalent rating from at least one nationally recognized rating agency; and be specifically approved by the City Council or purchased through the City’s primary depository as an overnight investment tool.
- Repurchase agreements entered into in compliance with the PFIA. NOTE: A security’s “average life” does not constitute a stated maturity.

No investment type approved by the PFIA for public investment will be authorized by the City without specific City Council approval and adoption in this Investment Policy. And investments authorized at the time of purchase, which become unauthorized, need not be liquidated immediately. The City shall monitor the rating of each issuer, as applicable, at least quarterly, and take all prudent measures shall be taken to liquidate an investment that is downgraded to less than its required minimum rating. The Investment Officer will make specific suggestions as to the possible liquidation or retention in either situation.

This Policy does not apply to an investment donated

to the City for a particular purpose or under terms of use specified by the donor (Section 2256.004). (Ord. No. 0-98-21; 3/18/98) (Ord. No. 0-2000-21, 3/22/00) (Ord. No. 0-2001-51, 10/24/01) (Ord. No. 0-2002-54, 11/13/2002) (0-2003-65, 11/26/03) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. O-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) (Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (Ord. No. 0-2013-60, 7/24/2013)

## Investment Limits

**I**t is the City’s policy to diversify its investment portfolio. Invested funds shall be diversified to minimize risk or loss resulting from over-concentration of assets in a specific maturity, specific issuer, or specific class of investment, where appropriate. Cash flow projections shall be utilized to spread investment maturities, smooth market fluctuations, and reduce reinvestment risk.

The maturity of an investment largely dictates its price volatility. Therefore, the City shall concentrate its investment portfolio in shorter-term maturities to protect market valuation from unanticipated rate movements. The City will attempt to avoid over-investment in cash equivalent investments and match a portion its investments with anticipated cash flow requirements. The asset allocation in the portfolio will vary depending upon those requirements and the outlook for the economy and the security markets.

The City will not directly invest in maturities more than two (2) years from the date of purchase. The maximum average dollar-weighted maturity for the total City portfolio, including funds at the City’s depository bank, shall not exceed two hundred seventy (270) days. (Ord. No. 0-98-21; 3/18/98) (Ord. No. 0-2000-21, 3/22/00) (Ord. No. 0-2001-51, 10/24/01) (Ord. No. 0-2002-54, 11/13/2002) (0-2003-65, 11/26/03) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. O-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) (Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (Ord. No. 0-2013-60, 7/24/13)

## Selection of Broker/Dealers

**T**he City may utilize the in-house brokerage services of the bank qualifying as City depository in the acquisition and disposition of authorized securities. Other broker/dealers meeting the qualifications of this Policy section and selected by the Investment Officers shall be annually approved by the City Council.

The approved list of broker/dealers includes the following firms:

- Bank of America Merrill Lynch
- Coastal Securities
- Duncan-Williams Securities
- Raymond James & Associates
- Rice Financial Products Company

For brokers and dealers of investment securities, the City shall select only dealers reporting to the Market Reports Division of the Federal Reserve Board of New York, also known as the “Primary Government Security Dealers,” unless analysis reveals that other firms are adequately experienced to conduct public business.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the following as appropriate:

- Annual audited financial statements
- Proof of Texas State Securities Commission registration
- Proof of Financial Industry Regulatory Authority (FINRA) certification

Each entity from which the City purchases investments (brokers/banks/pools) shall be provided the City’s Investment Policy. Each will be required to provide a written certification of having read the Policy signed by an authorized representative of the firm. The certification will state that they have reviewed the Policy and will implement reasonable procedures to preclude investment transactions not authorized by the Policy.

It is the policy of the City to create a competitive environment for all individual purchases and sales, financial institution deposits, money market mutual funds, and local government investment pools. (Ord. No. 0-98-21; 3/18/98) (Ord. No. 0-2000-21, 3/22/00) (Ord. No. 0-2001-51, 10/24/01) (Ord. No. 0-2002-54, 11/13/2002) (0-2003-65, 11/26/03) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. O-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (Ord. No. 0-2013-60, 7/24/2013)

## Safekeeping

Eligible investment securities shall be purchased using the delivery versus payment method. That is, funds shall not be wired or paid until verification has been made that the security has been received by the City safekeeping/clearance agent. The security shall be held in the name account of the City. The original copy of all safekeeping receipts shall be delivered to the City. An independent custodian will be used for securities safekeeping. (Ord. No. 0-98-21; 3/18/98) (Ord. No.

0-2000-28, 3/22/00) (Ord. No. 0-2001-51, 10/24/01) (Ord. No. 0-2002-54, 11/13/2002) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. O-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2013-60, 7/24/2013)

## Reporting and Audits

At least quarterly, the Investment Officer shall submit a written report of all investments in compliance with the PFIA. The market valuations obtained by the City shall be from independent sources believed to be accurate and representative of the investments’ true values. The reports shall be submitted to City Council.

An annual compliance audit of management’s controls on investments and adherence to this Investment Policy shall be performed in conjunction with the annual financial audit and include a review of quarterly reports, with the result of the review reported to the City Council by that auditor.

The benchmark for the portfolio will be the three-month Treasury Bill average yield for the reporting period. Reporting will include the benchmark as a gauge of the portfolio’s performance and a measure of risk. Weighted average yield to maturity shall be the measure of portfolio performance. (Ord. No. 0-98-21; 3/18/98) (Ord. No. 0-2000-21, 3/22/00) (Ord. No. 0-2001-51, 10/24/01) (Ord. No. 0-2002-54, 11/13/2002) (0-2003-65, 11/26/03) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. O-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (Ord. No. 0-2013-60, 7/24/2013)

## Review of Investment Policy

The City Council will review and adopt this Investment Policy and investment strategy at least annually, approving changes to policy or strategy.

(Ord. No. 0-98-21; 3/18/98) (Ord. No. 0-2000-21, 3/22/00) (Ord. No. 0-2001-51, 10/24/01) (Ord. No. 0-2002-54, 11/13/2002) (0-2003-65, 11/26/03) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. O-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (Ord. No. 0-2013-60, 7/24/13)

## Selection of Depositories

The primary depository shall be selected through the City’s banking services procurement process,

which shall include a formal Request for Application (RFA) issued in compliance with applicable State law. A written contract shall be entered into and extended as per the RFAP specifications. In selecting the primary depository, the credit worthiness of institution shall be considered, and the Investment Officers shall conduct a review of prospective depository's credit characteristics and financial history.

The City may also utilize other financial institutions to maintain back-up checking or other transactional accounts, and to place interest bearing deposits.

All deposits placed with the City's primary depository or other financial institution shall be insured or collateralized in compliance with applicable State law. The City reserves the right, in its sole discretion, to accept or reject any form of insurance or collateralization pledged towards deposits. The City shall receive original safekeeping receipts for securities pledged, copies of any pledged insurance policies or letters of credit, and all pledged securities shall be held by an unaffiliated custodian. Written authorization by an Investment Officer is required prior to the release of any pledged collateral, insurance, or letter of credit.

The City requires market value of pledged securities in excess of 102% of all uninsured deposits plus accrued interest if any. All financial institutions pledging securities as collateral shall be required to sign a collateralization agreement with the City. The agreement shall define the City's rights to the collateral in case of default, bankruptcy, or closing and shall establish a perfected security interest in compliance with Federal and State regulations, including:

- The agreement must be in writing;
- The agreement has to be executed by the financial institution and the City contemporaneously with the deposit;
- The agreement must be approved by the Board of Directors or designated committee of the financial institution and a copy of the meeting minutes must be delivered to the City; and

The agreement must be part of the financial institution's "official record" continuously since its

execution.

The Investment Officers shall monitor deposit and collateral levels at least monthly to maintain adequate coverage. (0-2003-65, 11/26/03) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. O-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) (Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (Ord. No. 0-2013-60, 7/24/13)

## Authorized Collateral

The City shall accept only the following as collateral:

- Bonds, certificates of indebtedness, or notes of the United States, its agencies or instrumentalities, or other evidence of indebtedness of the United States, its agencies or instrumentalities that is guaranteed as to principal and interest by the United States, its agencies or instrumentalities.
- Obligations, the principal and interest on which, are unconditionally guaranteed or insured by the State of Texas.
- Bonds of the State of Texas or a county, city or other political subdivision of the State of Texas having been rated no less than "A" or its equivalent by a nationally recognized rating agency with a remaining maturity of ten (10) years or less.
- Letters of credit issued by the United States or its agencies and instrumentalities. (Ord. No. 0-2009-84, 8/12/09) (Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (Ord. No. 0-2013-60, 7/24/13)

## Reserved

**P**ART 2: That if any provision or any section of this ordinance shall be held to be void or unconstitutional, such holding shall in no way affect the validity of the remaining provisions or sections of this ordinance, which shall remain in full force and effect.

PASSED AND APPROVED this 24th day of July, 2013.







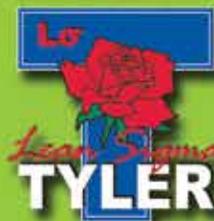
*A Natural Beauty*



# CITY OF TYLER ANNUAL BUDGET

## Fiscal Year 2013-2014

### Budget Summary All Funds



**Setting the Standard for Performance Excellence in Local Government**



**COMBINED STATEMENT OF REVENUES  
AND EXPENDITURES – ALL FUNDS**

**FISCAL YEAR 2013-2014**

<i>FUND</i>	<i>OPENING BALANCE</i>	<i>REVENUES</i>	<i>EXPENDITURES</i>	<i>TRANSFERS IN / (TRANSFERS OUT)</i>	<i>CLOSING BALANCE</i>
101 General	9,368,623	61,380,376	60,408,779	(1,263,213)	9,077,007
102 General Capital Projects	939,756	80,000	1,217,495	450,000	252,261
202 Development Services	137,985	1,032,150	1,216,861	125,000	78,274
204 Cemeteries Operating	76,578	57,150	281,350	193,730	46,108
205 Police Forfeitures	277,191	82,000	268,603	—	90,588
207 Court Special Fees	328,135	668,549	708,576	—	288,108
209 TIF/TIRZ # 2	—	—	—	—	—
211 Motel Tax	2,224,038	3,040,121	1,281,195	(1,725,000)	2,257,964
218 TIF/TIRZ # 3	30,196	50,000	10,000	—	70,196
219 Tourism and Convention	152,161	626,513	2,358,553	1,732,000	152,121
234 Passenger Facility	259,516	436,316	12,240	(432,180)	251,412
235 Oil and Natural Gas	2,890,897	82,000	2,000,000	—	972,897
236 PEG Fee	196,543	259,953	227,719	—	228,777
240 Fair Plaza	181,964	398,847	362,342	(111,799)	106,670
274 Homeownership and Housing	55,899	325	56,224	—	—
276 Housing Assistance	246,770	6,867,004	6,854,204	—	259,570
285 MPO Grant	—	283,901	283,901	—	—
286 Transit System	127,768	1,769,945	2,353,861	560,477	104,329
294 Community Development Grant	42,765	908,642	908,642	—	42,765
295 Home Grant	232,539	535,091	535,091	—	232,539
502 Utilities Operations	5,597,407	34,905,725	24,868,713	(11,803,589)	3,830,830
503 Utilities Construction	5,725,365	23,000	10,746,810	6,000,000	1,001,555
504 Utilities Debt Service	973,578	15,000	5,349,971	5,344,340	982,947
505 Utilities Debt Reserve	1,493,737	7,462	—	(7,462)	1,493,737
524 Airport	348,344	1,290,853	1,494,654	240,180	384,723
560 Solid Waste	2,462,756	10,760,000	10,278,808	(948,210)	1,995,738
562 Solid Waste Capital	1,548,840	10,000	989,312	500,000	1,069,528
639 Productivity	899,753	55,000	1,391,788	950,000	512,965
640 Fleet Maintenance/Replacement	6,651,005	9,906,062	10,051,410	—	6,505,657
650 Property and Liability	747,198	1,449,096	1,575,391	—	620,903
661 Active Employees Benefits	1,196,755	7,854,883	7,786,600	—	1,265,038
663 Facilities Maintenance	905,681	375,268	1,241,412	259,727	299,264
671 Technology	314,585	3,941,784	4,233,949	—	22,420
713 Cemeteries Trust	2,689,350	87,500	—	(12,500)	2,764,350
761 Retired Employees Benefits	557,623	3,096,173	3,078,154	(300,000)	275,642

# MAJOR REVENUE SOURCES

## General Fund

As indicated by the chart below, General Fund revenues for FY2013-2014 are projected at \$61,380,376, which is an increase of 4.60 percent over the FY2012-2013 budget of \$58,678,335. As indicated in the chart be-

low the increase is primarily due to increases in property tax revenue from new construction as well as increased collection rates, projected increases in Sales tax revenue, a planned increase in overhead reimbursement from the Utilities fund to offset cost of utility cut crew and projected increases in fine and forfeiture revenue.

GENERAL FUND	ACTUAL 2011-2012	AMENDED BUDGET 2012-2013	PROJECTED 2012-2013	BUDGET 2013-2014
Property Taxes	14,208,852	14,377,668	14,388,779	15,579,801
Franchises	9,627,789	10,111,558	9,803,017	10,115,140
Sales & Use Taxes	23,723,117	24,109,353	24,667,737	25,398,198
Licenses & Permits	236,896	237,105	234,091	273,050
Fines & Penalties	6,409,654	6,978,041	6,453,140	6,803,013
Use of Money & Property	84,155	74,950	88,800	88,800
Current Services	1,700,740	1,757,618	1,768,167	2,109,694
Intergovernmental	—	—	—	—
Other Agencies	797,722	783,762	788,945	745,680
Miscellaneous	278,273	248,280	216,770	267,000
<b>Total Revenues</b>	<b>\$57,067,199</b>	<b>\$58,678,335</b>	<b>\$58,409,446</b>	<b>\$61,380,376</b>

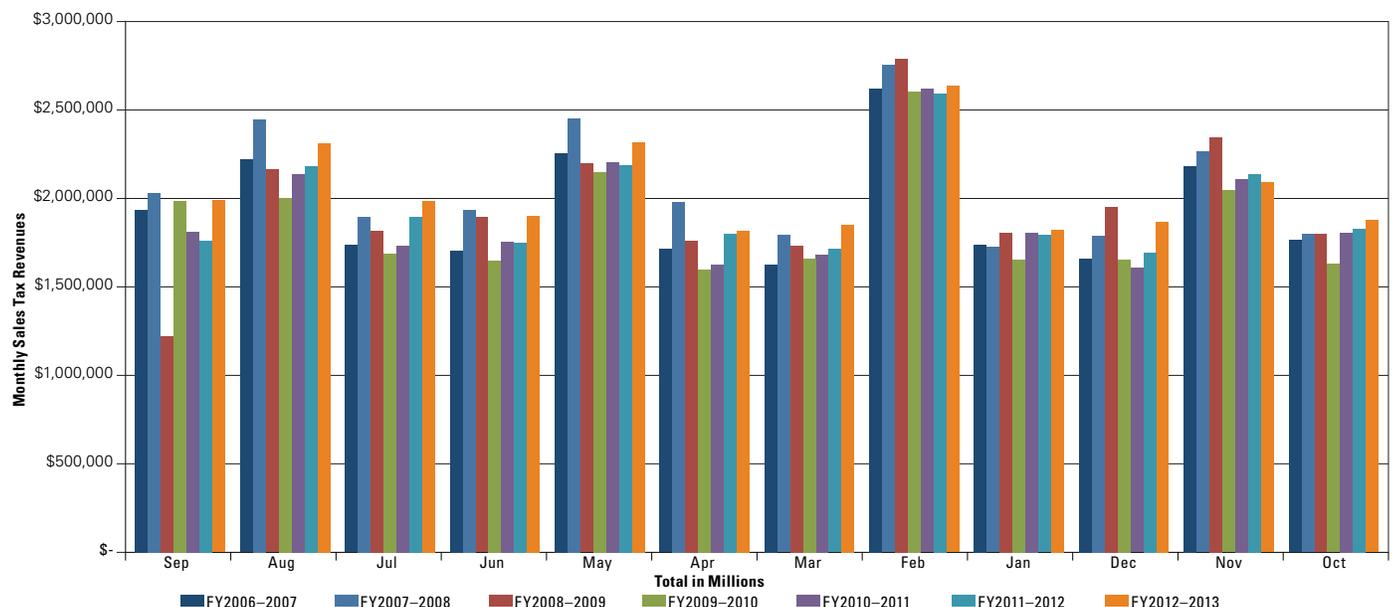
Following is a summary of each major revenue category, explaining the basis for projections and reasons for changes.

## Sales Tax

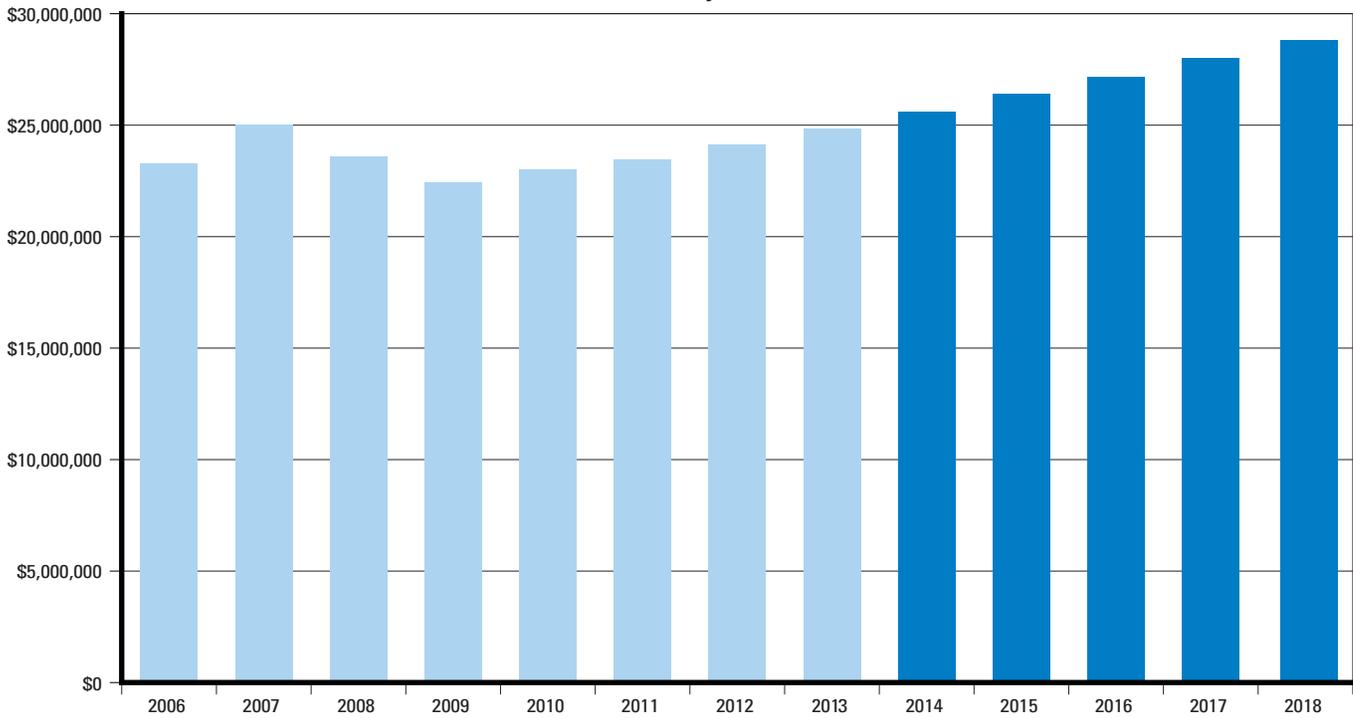
Sales tax is the largest of the General Fund's revenue sources representing 41 percent of the fund's total revenues. Actual collections for FY2012-2013 are projected to be 2.4 percent above the amount budgeted due to growth in the economy in multiple sectors. The City projects a budget for FY2013-2014 of 3.0 percent above

the current year projected collections.

The chart below shows that the City has seen a steady increase in sales tax collections over the last year. The chart further shows the City's Sales tax projections over the future five years. The decline of revenue in 2010 was due to market and economic conditions that appear to have reached a sustainable recovery period.



### Sales Tax Collections / Projections (in Millions)



### Property Tax

Property tax is the General Fund’s next largest single source of revenue at 25 percent. As indicated in the chart below, taxable values increased over the last 10 years with a slight decline during 2010 due to reductions in commercial property values, while the City’s total tax rate has declined almost every year during the same time period with the exception of the four fiscal years. Due to looming increases in healthcare funding due to inflation and Affordable Healthcare Act, the City has

increased the current tax rate to .220000 cents per \$100 of valuation which is the current effective rate. Although the City continued the constrained spending philosophy demonstrated during the prior fiscal year budget and operating cycle, this proposed tax rate will ensure the City of Tyler is able to maintain current levels of service. The philosophy of City government has been to pay as you go for construction projects. The City paid off all remaining tax supported debt issues in FY2007-2008. This largely facilitated the City’s ability to lower its total property tax rate over the last 10 years.

#### ANNUAL CHANGE IN TAX RATE AND CERTIFIED TAXABLE VALUE

FY	TOTAL RATE	CERTIFIED VALUES	% CHANGE
2004-2005	0.2489	4,757,237,999	7.05%
2005-2006	0.2384	5,088,514,168	6.96%
2006-2007	0.2237	5,569,801,329	9.46%
2007-2008	0.1990	6,143,037,626	10.29%
2008-2009	0.2040	6,574,872,417	7.03%
2009-2010	0.2040	6,700,382,716	1.91%
2010-2011	0.2089	6,667,500,469	-0.49%
2011-2012	0.2089	6,730,580,806	0.95%
2012-2013	0.2077	6,844,787,994	1.70%
2013-2014	0.2200	7,012,396,334	2.45%

## Franchises

Franchise taxes are 16 percent of the total General Fund revenues for FY2013-2014. Electric, gas and water franchises are based on usage and are influenced by the weather during the summer and winter months. The telephone franchise fees have declined in recent years due to increases in the use of non-traditional phone services such as cell phones and VOIP. Cable franchise collections provide a consistent source of franchise revenue.

## Fines and Penalties

Fees and fines are 11 percent of the total General Fund. The City has historically reviewed the revenue collections for major categories and used these values to make future projections. Fines and Penalties is one such category. A more effective and publicized warrant sweep program has been in place for many years. The court has installed license plate recognition software in the marshall's unit to help with the warrant process. A continued effort is being made to increase collections within the court and to encourage payment of fines.

## Development Services

As indicated by the chart below, Development Services revenues for FY2013-2014 are projected at \$1,032,150, which is an increase from the FY2012-2013 appropriated budget of \$909,350. Operating transfers to assist in covering the cost of services have remained constant and no fee changes are proposed in the FY2013-2014 budget.

The Development Services revenue is determined using trend analysis. In an attempt to more accurately track the revenues and expenditures related to the developments services activities, the City created a separate fund in FY2005-2006. Continued review of the trend analysis will allow the City to adjust fees to match costs related to the service activities provided.

## Hotel/Motel Tax

Revenues in the Hotel/Motel Tax Fund are projected to increase 1 percent. This increase is based on the collection of the seven percent occupancy tax as well as an additional two percent occupancy tax to be used for new or expanded visitor facilities which was approved by the State legislature in June 2011. Tyler continues to see the addition of new hotels and renovations of hotels within the city limits. Collections are expected to increase as the economy improves. Expenditures to outside agencies were held at FY2012-2013 levels.

<i>DEVELOPMENT SERVICES</i>	<i>ACTUAL 2011-2012</i>	<i>AMENDED BUDGET 2012-2013</i>	<i>PROJECTED 2012-2013</i>	<i>BUDGET 2013-2014</i>
Building Permits	399,223	410,000	450,000	450,000
Electrical Permits	112,144	120,000	160,000	160,000
Plumbing Permits	77,199	80,000	120,000	120,000
Zoning Permits	37,720	44,400	85,000	40,000
Mechanical Permits	52,837	45,000	60,000	60,000
Cert. of Occupancy Fees	17,150	29,000	26,000	26,000
Local TABC Fee	—	—	5,000	600
Billboard Registration	—	51,200	—	51,200
Sign Permits	16,215	15,000	20,000	20,000
Contractor License	31,095	38,000	40,000	40,000
House Moving Permits	470	500	500	500
Permits Fee-Clearing	500	500	300	500
Interest Earnings	1,439	3,000	3,000	3,000
Maps, Plans and Specs Fee	209	250	250	250
Copy/Printing Fees	231	100	100	100
Platting Fees	29,298	32,400	30,000	30,000
Contractor Testing Fees	33,892	40,000	20,000	30,000
Grant Revenue	2,000	—	5,858	—
<b>Total Revenues</b>	<b>\$811,622</b>	<b>\$909,350</b>	<b>\$1,026,008</b>	<b>\$1,032,150</b>

## Tourism and Convention Fund

Revenues in the Tourism and Conventions Fund are projected to remain constant. Revenue for rentals and concessions are projected using trend analysis.

## Housing Assistance Payments Fund

The Housing Assistance Payments Program (HAPP), Section 8, is one of the largest sources of grant funding for the City of Tyler. This program provides housing assistance for low-income families. The Tyler program continues to seek additional funding opportunities such as Family Self Sufficiency which will enable individuals in the Housing assistance program to utilize funds for education and job improvement in order to achieve sustainable home ownership.

## State and Federal Grant Fund

All state and federal grants are budgeted based on the amount awarded by the outside agency. The major grants awarded in the following fiscal year include the Metropolitan Planning Organization (MPO) Planning Grant. All grants in this fund are reimbursement type grants.

## Transit System Fund

Tyler Transit is a fixed route public transportation system provided by the City of Tyler to its residents. The system is managed by the City of Tyler. Five routes are currently in place with buses operating five days a week. The transportation system also provides paratransit services for scheduled service utilizing a contractor. Funding for this service is provided through transit fares,

matching funds from the City of Tyler, grant funding from the Federal Transportation Administration and the Texas Department of Transportation.

## General Debt Service Fund

The City no longer supports any tax supported debt.

## Utilities Fund

As indicated by the chart on the following chart, Utility Fund revenues for FY2013-2014 are projected at \$34,905,725, which is an increase over the FY2012-2013 budget of \$34,000,005. The major sources of revenue for the Utilities Fund are the Water and Sewer charges. Both revenues are determined through rate studies; a recently completed rate study indicated a need for increased sewer rates to be phased in over several fiscal years. Also, part of the increase in revenue is due to a 5% increase for sewer service for the FY2013-2014. Another large source of restricted revenue for the Utilities Fund is the Storm Water Revenue. This revenue is collected as a percentage of water charges and is restricted for use for storm drainage improvements.

## Utilities Debt Service Fund

The Utilities Debt Service Fund accumulates funds for the semiannual principal and interest payments on all Utility revenue debt. Revenue bond debt as of Oct. 1, 2013 will total \$64,080,000. The current debt service requirement for revenue debt is \$5,344,340 including interest. The City continues to evaluate capital projects to determine funding sources on a yearly basis.

UTILITIES FUND	ACTUAL 2011-2012	AMENDED BUDGET 2012-2013	PROJECTED 2012-2013	BUDGET 2013-2014
Use of Money and Property	100,262	93,197	68,489	84,351
Charges for Current Services	30,709,727	32,302,121	32,330,501	33,090,010
Storm Water Revenue	1,485,097	1,553,187	1,553,187	1,590,364
Miscellaneous Income	122,020	51,500	221,500	141,000
<b>Total Revenues</b>	<b>\$32,417,106</b>	<b>\$34,000,005</b>	<b>\$34,173,677</b>	<b>\$34,905,725</b>

## Airport Operating Fund

As indicated by the chart below, Airport Operating Revenues for FY2013-2014 are projected at \$1,290,853, which is an increase from the FY2012-2013 budget not including loan proceeds received in FY 2012-2013. The major source of revenue for the Airport Operating Fund is the long-term parking and car-leasing rental. Other

large sources of revenue include airline facilities rental and hanger leases. Both revenues are calculated using a similar trend analysis.

The airport will open a new wash bay facility for the rental car companies in FY 2013-2014. This will help to add additional revenue. Transfers from the customer facility fund will provide funds for debt service.

AIRPORT OPERATING FUNDS	ACTUAL 2011-2012	AMENDED BUDGET 2012-2013	PROJECTED 2012-2013	BUDGET 2013-2014
Airline Facilities Rental	90,000	90,000	90,000	90,000
Airport Long-Term Parking	494,009	522,000	530,312	540,000
Interest Earnings	2,687	2,000	1,670	2,500
Landing Fees	68,323	68,000	68,329	68,063
Restaurant Concessions	13,929	15,000	9,492	15,000
FAA Building Rental	41,687	41,740	41,821	41,821
Car Leasing Rental	281,862	265,000	281,955	282,000
Agricultural Lease	887	887	887	887
Hanger Land Lease	84,771	84,100	84,443	84,100
HAMM	18,857	26,000	25,137	24,286
Common Use Fee	17,578	20,000	18,447	18,760
Wash Bay Fee	—	5,000	5,000	38,000
Airport Fuel Flowage	46,177	47,200	48,822	49,000
Copying fees	—	—	—	—
Customer Facility Charge	—	—	—	—
Advertising Space Fees	13,618	15,000	14,122	21,000
Miscellaneous Income	8,802	7,800	11,000	9,000
Oil Leases and Royalties	7,153	6,500	5,826	6,436
Sale of Property	—	—	—	—
Wash Bay Construction Loan Proceeds	—	1,148,000	1,148,000	—
<b>Total Revenues</b>	<b>\$1,190,340</b>	<b>\$2,364,227</b>	<b>\$2,385,263</b>	<b>\$1,290,853</b>

## Solid Waste Fund

The Solid Waste Fund provides for the administration, operation and maintenance of the City's solid waste system that includes collection, recycling and

litter control. Revenues for FY2013-2014 are projected at \$10,760,00, which increased over the FY2012-2013 budget of \$10,595,533. The major sources of revenue for the Solid Waste fund include the residential, commercial and roll-off charges for services.

SOLID WASTE FUND	ACTUAL 2011-2012	AMENDED BUDGET 2012-2013	PROJECTED 2012-2013	BUDGET 2013-2014
Interest and Rental Income	10,920	10,000	14,211	10,000
Charges for Residential Serv.	5,409,368	5,381,435	5,545,000	5,500,000
Charges for Commercial Serv.	3,133,238	3,095,814	3,261,000	3,200,000
Recycle Sales	36,078	25,000	25,000	35,000
Roll-Off	1,408,026	1,416,898	1,368,764	1,400,000
Miscellaneous	943,719	666,386	898,521	615,000
<b>Total Revenues</b>	<b>\$10,941,349</b>	<b>\$10,595,533</b>	<b>\$11,112,496</b>	<b>\$10,760,000</b>

**POSITION SUMMARY ALL FUNDS**

**FISCAL YEAR 2013-2014**

<i>FULL TIME</i>	<i>2007-2008</i>	<i>2008-2009</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
<b>GENERAL SERVICES</b>							
Capital Projects	1.00	—	—	—	—	—	—
City Manager	6.93	7.00	5.00	3.00	2.00	2.00	3.00
City Clerk	2.00	—	—	—	—	—	—
Communications	—	3.93	1.93	1.93	1.93	2.00	2.00
Engineering	12.32	8.46	6.46	6.46	4.46	4.86	4.86
Finance	9.00	8.00	8.00	8.00	8.00	8.00	8.00
Fire Department	149.00	155.00	160.00	160.00	160.00	161.00	161.00
Human Resources	3.00	3.00	4.00	4.75	6.75	7.25	7.25
Legal	4.00	7.00	7.00	6.00	7.00	7.00	7.00
Library	21.00	19.00	19.00	16.00	16.00	15.00	15.00
Municipal Court	22.00	24.00	23.00	16.00	15.00	15.00	15.00
Municipal Security	—	—	—	3.00	3.00	3.00	3.00
Municipal Partners for Youth	—	—	—	4.00	4.00	4.00	4.00
Parks and Recreation	23.00	24.00	24.00	23.20	22.20	22.20	22.20
Parks and Recreation – Indoor Recreation	8.00	8.00	8.00	8.00	8.00	8.00	7.00
Parks and Recreation – Median Maint.	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Parks and Recreation – Outdoor Recreation	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Police Department – Auto Theft Task Force	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Police Department – DEA Task Force	1.00	1.00	1.00	1.00	1.00	1.00	—
Police Department – COPPS Grant	—	—	—	4.00	4.00	4.00	4.00
Police Department – Operations	243.00	246.00	244.00	243.00	241.00	240.00	240.00
Street	27.00	30.00	30.00	30.00	29.00	29.00	29.00
Traffic Engineering	12.61	12.61	12.61	12.61	12.61	12.61	12.61
<b>Total</b>	<b>551.86</b>	<b>564.00</b>	<b>561.00</b>	<b>557.95</b>	<b>552.95</b>	<b>552.92</b>	<b>551.92</b>
<b>DEVELOPMENT SERVICES FUND</b>							
Building Inspections	13.93	18.00	13.00	13.00	10.00	9.00	10.00
Planning	4.70	4.55	4.55	3.55	4.55	4.00	4.00
<b>Total</b>	<b>18.63</b>	<b>22.55</b>	<b>17.55</b>	<b>16.55</b>	<b>14.55</b>	<b>13.00</b>	<b>14.00</b>
<b>WATER UTILITIES FUND</b>							
Lake Tyler	9.00	9.00	9.00	9.00	9.00	9.00	9.00
Storm Water Management	13.21	17.00	13.00	13.00	12.60	12.53	12.53
Wastewater Collection	17.00	17.00	17.00	17.00	17.00	17.00	21.00
Wastewater Treatment	26.00	26.00	26.00	26.00	26.00	19.00	20.00
Water Administration	7.00	6.00	10.00	10.00	4.00	4.00	4.00
Water GIS	—	—	—	—	4.04	4.00	4.00
Water Business Office	16.00	15.00	15.00	17.00	17.00	17.00	17.00
Water Distribution	24.00	24.00	25.00	24.00	24.00	24.00	24.00
Water Plant	23.00	23.00	23.00	22.00	22.00	23.00	23.00
<b>Total</b>	<b>135.21</b>	<b>137.00</b>	<b>138.00</b>	<b>138.00</b>	<b>135.64</b>	<b>129.53</b>	<b>134.53</b>

**POSITION SUMMARY ALL FUNDS**

**FISCAL YEAR 2013-2014**

<i>FULL TIME</i>	<i>2007-2008</i>	<i>2008-2009</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
<b>SOLID WASTE FUND</b>							
Solid Waste Administration	9.00	9.04	9.04	9.04	6.00	6.00	6.00
Solid Waste Code Enforcement	12.00	8.00	8.00	9.00	7.00	7.00	7.00
Solid Waste Commercial	9.00	9.00	9.00	9.00	9.00	9.00	9.00
Solid Waste Residential	32.00	33.00	33.00	32.00	30.00	30.00	30.00
<b>Total</b>	<b>62.00</b>	<b>59.04</b>	<b>59.04</b>	<b>59.04</b>	<b>52.00</b>	<b>52.00</b>	<b>52.00</b>
<b>AIRPORT FUND</b>							
Airport	11.00	11.00	11.00	11.00	10.00	10.00	10.00
<b>Total</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>
<b>OTHER FUNDS</b>							
Cemeteries	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Community Development	5.75	6.35	6.35	6.35	6.35	5.90	4.90
Fleet Maintenance	15.00	15.00	15.00	15.00	15.00	14.00	14.00
FSS Homeownership	—	—	—	1.00	1.00	1.00	1.00
HOME	0.85	0.92	0.92	0.92	0.92	0.85	0.85
Housing	10.40	10.48	10.48	10.48	10.48	10.25	9.25
MPO	1.30	2.41	2.41	2.41	1.41	1.00	—
Productivity	2.00	1.00	2.00	3.00	2.00	2.00	3.00
Property and Facility Management	2.00	3.00	3.00	3.00	2.00	2.00	2.00
Property, Liability, Disability and Workers Compensation	2.00	2.00	2.00	2.25	1.25	1.25	1.25
Employee Benefits	—	1.00	1.00	1.00	1.00	0.30	0.30
Retiree Benefits	1.00	—	—	—	0.20	0.20	0.20
Technology Services	11.00	11.00	11.00	11.00	12.00	12.00	12.00
Tourism – Main Street	—	1.00	2.00	2.00	2.00	2.00	2.00
Tourism – Rose Garden Center	—	—	—	—	3.00	3.00	3.00
Tourism – Visitor’s Facility	8.00	8.00	8.00	7.80	4.80	5.80	5.80
Tourism – Rose Garden Maintenance	7.00	7.00	7.00	7.00	7.00	7.00	7.00
Transit	25.00	25.25	25.25	25.25	24.25	23.00	23.00
<b>Total</b>	<b>94.30</b>	<b>97.41</b>	<b>99.41</b>	<b>101.46</b>	<b>97.66</b>	<b>94.55</b>	<b>92.55</b>
<b>Grand Total</b>	<b>873.00</b>	<b>891.00</b>	<b>886.00</b>	<b>884.00</b>	<b>862.80</b>	<b>852.00</b>	<b>855.00</b>

**POSITION SUMMARY ALL FUNDS**

**FISCAL YEAR 2013-2014**

<i>PART TIME</i>	<i>2007-2008</i>	<i>2008-2009</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
<b>GENERAL SERVICES</b>							
Communications	—	—	—	1.00	—	—	—
Human Resources	—	1.00	—	—	—	—	—
Library	19.00	22.00	22.00	27.00	21.00	20.00	20.00
Parks and Recreation – Indoor Recreation	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Parks and Recreation – Outdoor Recreation	—	—	1.00	1.00	1.00	1.00	1.00
Police Department – Operations	2.00	2.00	2.00	1.00	1.00	1.00	1.00
Traffic Engineering	—	—	—	—	—	2.00	2.00
<b>Total</b>	<b>24.00</b>	<b>28.00</b>	<b>28.00</b>	<b>33.00</b>	<b>26.00</b>	<b>27.00</b>	<b>27.00</b>
<b>DEVELOPMENT SERVICES FUND</b>							
Planning and Zoning	—	—	—	2.00	—	—	—
<b>Total</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>2.00</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>AIRPORT FUND</b>							
Airport	1.00	1.00	1.00	—	—	—	—
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>OTHER FUNDS</b>							
Property, Liability, Disability and Workers Compensation	—	—	1.00	1.00	1.00	1.00	1.00
Tourism – Visitor’s Facility	3.00	3.00	3.00	4.00	4.00	2.00	2.00
<b>Total</b>	<b>3.00</b>	<b>3.00</b>	<b>4.00</b>	<b>5.00</b>	<b>5.00</b>	<b>3.00</b>	<b>3.00</b>
<b>Grand Total</b>	<b>28.00</b>	<b>32.00</b>	<b>33.00</b>	<b>40.00</b>	<b>31.00</b>	<b>30.00</b>	<b>30.00</b>

**POSITION SUMMARY ALL FUNDS**

**FISCAL YEAR 2013-2014**

<i>SUBS/TEMPS</i>	<i>2007-2008</i>	<i>2008-2009</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
<b>GENERAL SERVICES</b>							
Library	12.00	12.00	12.00	11.00	11.00	11.00	11.00
Parks and Recreation – Outdoor Recreation	29.00	29.00	29.00	31.00	32.00	32.00	32.00
Traffic Engineering	40.00	40.00	40.00	40.00	40.00	40.00	40.00
<b>Total</b>	<b>81.00</b>	<b>81.00</b>	<b>81.00</b>	<b>82.00</b>	<b>83.00</b>	<b>83.00</b>	<b>83.00</b>
<b>SOLID WASTE FUND</b>							
Solid Waste Residential	1.00	—	—	—	—	—	—
<b>Total</b>	<b>1.00</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>OTHER FUNDS</b>							
Tourism – Visitor’s Facility	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Transit	—	—	—	8.00	8.00	8.00	8.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>
<b>Grand Total</b>	<b>83.00</b>	<b>82.00</b>	<b>82.00</b>	<b>91.00</b>	<b>92.00</b>	<b>92.00</b>	<b>92.00</b>

**TOTAL COMBINED REVENUE AND EXPENDITURES ALL FUNDS**

**FISCAL YEAR 2013-2014**

<i>FUNDING SOURCES</i>	<i>ACTUAL 2011-2012</i>	<i>AMENDED BUDGET 2012-2013</i>	<i>PROJECTED 2012-2013</i>	<i>BUDGET 2013-2014</i>	<i>% CHANGE BUDGET TO BUDGET</i>
Property Tax	14,213,108	14,381,668	14,421,737	15,629,801	8.68%
Franchise Tax	10,450,340	11,002,644	10,630,171	10,823,453	-1.63%
Sales and Use Tax	26,778,203	27,121,383	27,746,111	28,506,901	5.11%
Licenses and Permits	986,939	1,041,005	1,205,891	1,246,850	19.77%
Fines and Penalties	7,213,752	7,711,041	7,167,733	7,551,793	-2.07%
Use of Money and Property	1,866,625	2,964,178	3,009,203	2,029,888	-31.52%
Current Service Charges	58,899,755	60,388,357	61,910,828	63,364,004	4.93%
Miscellaneous Income	11,083,014	10,754,284	10,762,920	11,928,608	10.92%
Income from Other Agencies	11,458,474	13,912,385	12,453,544	11,014,201	-20.83%
Interfund Transfers	15,993,018	18,757,141	18,753,141	16,870,378	-10.06%
<b>Total Revenue</b>	<b>\$158,943,228</b>	<b>\$168,034,086</b>	<b>\$168,061,279</b>	<b>\$168,965,877</b>	<b>0.55%</b>

<i>EXPENDITURES</i>	<i>ACTUAL 2011-2012</i>	<i>AMENDED BUDGET 2012-2013</i>	<i>PROJECTED 2012-2013</i>	<i>BUDGET 2013-2014</i>	<i>% CHANGE BUDGET TO BUDGET</i>
General Government	6,933,582	10,678,522	8,149,950	10,738,460	0.56%
Public Safety	39,365,999	41,797,777	40,715,850	42,479,479	1.63%
Public Services	5,376,046	5,825,226	5,544,948	5,880,605	0.95%
Culture and Recreation	5,342,684	5,477,646	5,373,951	5,677,744	3.65%
Development Services	1,119,504	1,149,836	1,144,133	1,216,861	5.83%
Hotel / Motel Tax	915,399	1,148,900	990,445	1,281,195	11.51%
Tourism and Convention	1,848,305	1,967,077	1,907,262	2,358,553	19.90%
Neighborhood Services	9,429,533	10,781,543	9,383,959	8,638,062	-19.88%
Transit System	2,116,502	2,820,918	2,529,838	2,353,861	-16.56%
Utilities System	24,636,867	33,852,000	28,388,617	35,615,523	5.21%
Airport	1,296,259	2,747,658	2,712,359	1,506,894	-45.16%
Solid Waste	10,152,933	10,639,000	10,470,743	11,268,120	5.91%
Productivity	712,201	1,057,473	960,784	1,391,788	31.61%
Fleet Maintenance	8,698,942	9,848,066	9,617,106	10,051,410	2.06%
Property and Liability	1,249,548	1,600,323	1,445,285	1,575,391	-1.56%
Employee Benefits	6,786,259	7,686,305	7,666,609	7,786,600	1.30%
Property and Facilities	548,152	698,508	641,984	1,241,412	77.72%
Technology	3,583,394	3,838,605	3,751,303	4,233,949	10.30%
Retiree Benefits	3,240,789	3,288,978	3,035,187	3,078,154	-6.41%
Debt Service	6,158,802	6,230,981	6,230,981	5,349,971	-14.14%
Interfund Transfers	14,556,847	17,932,455	17,932,455	14,034,974	-21.73%
<b>Total Expenditures</b>	<b>\$154,068,547</b>	<b>\$181,067,797</b>	<b>\$168,593,749</b>	<b>\$177,759,006</b>	<b>-1.83%</b>

<b>Net</b>	<b>\$4,874,681</b>	<b>\$(13,033,711)</b>	<b>\$(532,470)</b>	<b>\$(8,793,129)</b>	
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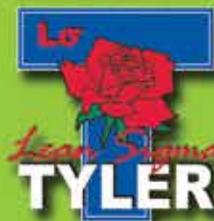
*A Natural Beauty*



# CITY OF TYLER ANNUAL BUDGET

## Fiscal Year 2013-2014

### General Fund



**Setting the Standard for Performance Excellence in Local Government**



**GENERAL FUND (101)**  
**REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCE**  
**FISCAL YEAR 2013-2014**

	<i>ACTUAL</i> 2011-2012	<i>AMENDED</i> <i>BUDGET</i> 2012-2013	<i>PROJECTED</i> 2012-2013	<i>BUDGET</i> 2013-2014
Unreserved Fund Balance	\$1,097,214	\$695,789	\$695,789	\$793,092
Operating Reserve	7,987,066	8,342,400	8,342,400	8,575,531
<b>Beginning Fund Balance / Working Capital</b>	<b>\$9,084,280</b>	<b>\$9,038,190</b>	<b>\$9,038,190</b>	<b>\$9,368,623</b>
<b>REVENUES</b>				
Property Taxes	14,208,852	14,377,668	14,388,779	15,579,801
Franchises	9,627,789	10,111,558	9,803,017	10,115,140
Sales & Use Taxes	23,723,117	24,109,353	24,667,737	25,398,198
Licenses & Permits	236,896	237,105	234,091	273,050
Fines & Penalties	6,409,654	6,978,041	6,453,140	6,803,013
Use of Money & Property	84,155	74,950	88,800	88,800
Current Services	1,700,740	1,757,618	1,768,167	2,109,694
Intergovernmental	—	—	—	—
Other Agencies	797,722	783,762	788,945	745,680
Miscellaneous	278,273	248,280	216,770	267,000
<b>Total Revenues</b>	<b>\$57,067,199</b>	<b>\$58,678,335</b>	<b>\$58,409,446</b>	<b>\$61,380,376</b>
<b>EXPENDITURES</b>				
General Government	6,526,244	7,097,170	6,935,122	7,975,399
Police	22,088,516	23,075,892	22,997,076	24,068,620
Police Grants	490,480	513,814	514,326	472,344
Fire	14,890,928	15,162,700	15,140,152	15,718,614
Public Services	4,897,160	5,208,497	4,930,418	5,301,693
Parks and Recreation	3,700,991	3,753,211	3,675,331	3,830,681
Library	1,329,875	1,391,453	1,382,374	1,417,713
Municipal Court	1,691,810	1,598,440	1,595,409	1,623,715
<b>Total Expenditures</b>	<b>\$55,616,003</b>	<b>\$57,801,177</b>	<b>\$57,170,208</b>	<b>\$60,408,779</b>
Transfer to General Capital Projects	550,000	—	—	450,000
Transfer to Development Services	100,000	100,000	100,000	50,000
Transfer to Tourism	32,000	32,000	32,000	32,000
Transfer to Cemetery	226,822	226,822	226,822	181,230
Transfer to Transit	446,864	448,678	448,678	448,678
Transfer to Property Facility	141,600	101,305	101,305	101,305
Unreserved Fund Balance	695,789	336,366	793,092	15,690
Operating Reserve	8,342,400	8,670,177	8,575,531	9,061,317
<b>Ending Fund Balance / Working Capital</b>	<b>\$9,038,190</b>	<b>\$9,006,543</b>	<b>\$9,368,623</b>	<b>\$9,077,007</b>

## GENERAL FUND REVENUES

FISCAL YEAR 2013-2014

	ACTUAL 2011-2012	AMENDED BUDGET 2012-2013	PROJECTED 2012-2013	BUDGET 2013-2014
<b>PROPERTY TAXES</b>				
Current	\$13,799,858	\$14,010,170	\$14,005,876	\$15,202,651
Delinquent	226,757	185,432	193,953	194,650
Penalty and Interest	132,435	131,940	138,500	132,700
Collection Fee	49,802	50,126	50,450	49,800
<b>Total Property Taxes</b>	<b>\$14,208,852</b>	<b>\$14,377,668</b>	<b>\$14,388,779</b>	<b>\$15,579,801</b>
<b>FRANCHISES</b>				
Power and Light	4,463,031	4,600,000	4,478,153	4,600,000
Natural Gas	715,577	1,100,000	807,519	840,000
Telephone	898,471	909,378	860,500	865,000
Cable Television	1,284,082	1,305,600	1,444,660	1,450,000
Street Use	522,435	491,800	508,063	635,000
Water and Sewer Franchise	1,744,194	1,704,780	1,704,122	1,725,140
<b>Total Franchises</b>	<b>\$9,627,789</b>	<b>\$10,111,558</b>	<b>\$9,803,017</b>	<b>\$10,115,140</b>
<b>SALES AND USE TAXES</b>				
Sales Taxes	23,392,401	23,753,953	24,325,435	25,055,198
Mixed Drink Taxes	272,769	315,400	284,638	285,000
Bingo Taxes	57,946	40,000	57,664	58,000
<b>Total Sales and Use Taxes</b>	<b>\$23,723,117</b>	<b>\$24,109,353</b>	<b>\$24,667,737</b>	<b>\$25,398,198</b>
<b>LICENSES AND PERMITS</b>				
Parking Meters	95,913	100,000	100,000	100,000
Wrecker	170	40	—	—
Taxi	1,360	1,065	45	50
Burglar Alarms	139,453	136,000	134,046	173,000
<b>Total Licenses and Permits</b>	<b>\$236,896</b>	<b>\$237,105</b>	<b>\$234,091</b>	<b>\$273,050</b>
<b>FINES &amp; PENALTIES</b>				
Moving Violations	\$3,486,418	\$3,864,041	\$3,659,075	\$3,800,000
Tax Fees	274,082	241,500	199,306	235,000
Arrest Fees	168,008	193,300	172,820	175,000
Administrative Fees	174,637	233,400	182,518	200,000
Warrant Fees	754,624	755,000	704,088	755,000
Child Safety	188,597	211,500	187,228	190,000
Teen Court Fees	(21)	—	—	—
Court Security	—	—	—	—
Miscellaneous Court	20,321	27,300	27,365	27,573
Juvenile Class Fee	—	—	—	—
Time Payment Fees	—	—	—	—

Continued on next page

Special Court Fees	846,070	855,000	849,578	850,000
Collection Firm Fees	303,387	305,500	239,259	260,000
Court Fee - Clearing	11,109	9,000	9,000	9,000
Partners for Youth	(4)	—	—	—
Omnibase Program	54,589	60,500	68,060	75,000
Parking Fines	127,838	222,000	154,843	226,440
<b>Total Fines and Penalties</b>	<b>\$6,409,654</b>	<b>\$6,978,041</b>	<b>\$6,453,140</b>	<b>\$6,803,013</b>

#### USE OF MONEY AND PROPERTY

Glass Center Rental	19,635	18,000	19,500	19,500
Senior Citizen Rental	4,880	6,000	6,000	6,000
Miscellaneous Rent	11,600	14,000	14,000	14,000
Bergfeld Rental	1,880	3,600	3,600	3,600
Ballfield Concessions	6,703	5,000	6,500	6,500
Bergfeld Concessions	1,234	1,500	1,500	1,500
Glass Rec Concessions	1,153	700	700	700
Interest Earnings	37,072	26,150	37,000	37,000
<b>Total Use of Money and Property</b>	<b>\$84,155</b>	<b>\$74,950</b>	<b>\$88,800</b>	<b>\$88,800</b>

#### CURRENT SERVICES

Swimming Pool	175	1,000	500	500
Fire Inspection	21,421	23,400	25,000	25,000
False Fire Alarm Fees	675	435	650	700
Lot Mowing	32,635	50,000	32,500	33,500
Glass Membership	46,035	51,500	51,500	108,500
Copying Fees	16,149	21,000	21,000	21,000
Utility Cuts	—	—	—	132,000
Library Non Resident Fees	14,889	18,000	14,220	18,410
Library Lost Books	1,840	2,510	1,745	6,200
Library Fines	33,577	34,200	33,440	48,500
Non Resident Internet Use	3,858	4,500	3,200	4,000
Open Records	33,806	35,000	35,000	35,000
OH Reimb Fund 219	41,840	41,840	41,840	43,095
1/2 Cent Admin Costs	50,633	100,000	100,000	175,000
OH Reinb Fund 502	966,533	966,533	966,533	995,529
OH Reinb Fund 560	192,000	192,000	192,000	197,760
Softball Fees	141,557	121,700	132,000	140,000
Basketball Fees	2,000	3,000	3,000	3,000
Volleyball Fees	2,930	5,000	5,000	5,000
Tournament Fees	11,025	9,000	10,000	10,000
Other Sports Fees	10,865	11,000	14,000	14,000
Field Rental	15,725	5,500	15,000	15,000
Field Maintenance	22,980	30,000	23,000	23,000
Recreation Classes/Events	37,592	30,500	35,000	35,000
Faulkner Tennis Center	—	—	12,039	20,000
<b>Total Current Services</b>	<b>\$1,700,740</b>	<b>\$1,757,618</b>	<b>\$1,768,167</b>	<b>\$2,109,694</b>

**GENERAL FUND REVENUES - CONTINUED**

**FISCAL YEAR 2013-2014**

	<i>ACTUAL 2011-2012</i>	<i>AMENDED BUDGET 2012-2013</i>	<i>PROJECTED 2012-2013</i>	<i>BUDGET 2013-2014</i>
<b>INTERGOVERNMENTAL</b>				
Debt Service	—	—	—	—
State/Federal Grants	—	—	—	—
Airport Grants	—	—	—	—
<b>Total Intergovernmental</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>OTHER AGENCIES</b>				
State Government	15,559	20,000	15,000	20,000
DEA Task Force	64,107	63,000	62,252	63,000
Pr Yr Inc fm Restitution	656	400	38	400
Auto Theft Task Force	98,227	103,000	103,000	103,000
School Crossing Guards	223,268	217,527	223,829	223,829
Safe and Sober	—	—	—	—
Comprehensive Traffic	49,447	50,740	50,740	50,000
Click it or Ticket	7,427	—	—	—
County - Haz Mat	5,000	5,000	5,000	5,000
Justice Assistance 11/12	42,150	—	—	—
Justice Assistance 12/13	—	33,372	33,372	—
Justice Assistance 2013-2014	—	—	—	25,000
Body Armor Grant	16,010	10,000	14,992	13,005
Partners for Youth Grant	—	—	—	—
US Marshal	8,225	—	—	—
COPS 2010	266,665	280,723	280,722	242,446
Fire TCLEOSE Allocation	981	—	—	—
<b>Total Other Agencies</b>	<b>\$797,722</b>	<b>\$783,762</b>	<b>\$788,945</b>	<b>\$745,680</b>
<b>MISCELLANEOUS</b>				
Miscellaneous	188,602	142,580	140,000	190,800
Unclaimed Property Revenue	28,641	27,000	15,457	15,000
Return Checks	1,892	2,400	2,000	2,000
Contrib. For Construction	—	2,700	—	—
Sale of Equipment	—	3,000	—	—
Sale of Property	—	—	—	—
Junked Vehicle Revenue	939	600	1,200	1,200
Methane Gas Sales	37,599	50,000	38,113	38,000
Funeral Escorts	20,600	20,000	20,000	20,000
<b>Total Miscellaneous</b>	<b>\$ 278,273</b>	<b>\$248,280</b>	<b>\$216,770</b>	<b>\$267,000</b>
<b>Total General Fund Revenues</b>	<b>\$57,067,199</b>	<b>\$58,678,335</b>	<b>\$58,409,446</b>	<b>\$61,380,376</b>

## GENERAL FUND EXPENDITURES

FISCAL YEAR 2013-2014

	ACTUAL 2011-2012	AMENDED BUDGET 2012-2013	PROJECTED 2012-2013	BUDGET 2013-2014
<b>GENERAL GOVERNMENT</b>				
General Government	\$662,306	\$724,464	\$615,976	\$693,258
Outside Agencies	1,028,561	1,334,724	1,338,724	1,373,724
GF Non-Dept Exp	2,423,148	2,458,090	2,458,090	3,210,781
Finance	949,745	1,007,288	967,288	1,019,437
Legal	829,985	886,050	880,669	898,458
Communications	260,427	257,947	262,611	380,364
Human Resources	372,071	428,607	411,764	399,377
<b>Total General Government</b>	<b>\$6,526,244</b>	<b>\$7,097,170</b>	<b>\$6,935,122</b>	<b>\$7,975,399</b>
<b>PUBLIC SAFETY</b>				
Police Services	22,088,516	23,075,892	22,997,076	24,068,620
DEA Task Force	63,304	66,814	66,814	68,394
Auto Theft Task Force	110,465	111,535	112,943	116,336
L.E. Education Grant	15,558	20,000	15,000	20,000
Justice Assistance 2008-2009	—	—	—	—
Justice Assistance 2009-2010	—	—	—	—
Justice Assistance Recovery 2009-2010	—	—	—	—
Justice Assistance Comp 2009-2010	—	—	—	—
Justice Assistance 2010-2011	—	—	—	—
Justice Assistance 2011-2012	34,999	—	—	—
Justice Assistance 2012-2013	—	33,372	33,372	—
Justice Assistance 2013-2014	—	—	—	25,000
COPS 2010	266,154	282,093	286,197	242,614
Fire Services	14,890,928	15,162,700	15,140,152	15,718,614
<b>Total Public Safety</b>	<b>\$37,469,923</b>	<b>\$38,752,406</b>	<b>\$38,651,554</b>	<b>\$40,259,578</b>
<b>PUBLIC SERVICES</b>				
Engineering Services	443,501	459,271	408,577	475,551
Streets	2,009,294	2,270,406	2,042,726	2,302,327
Traffic Operations	2,444,366	2,478,820	2,479,115	2,523,815
<b>Total Public Services</b>	<b>\$4,897,160</b>	<b>\$5,208,497</b>	<b>\$4,930,418</b>	<b>\$5,301,693</b>
<b>PARKS &amp; RECREATION</b>				
Administration	2,479,760	2,470,688	2,396,545	2,497,306
Indoor Recreation	458,055	488,898	488,362	489,337
Outdoor Recreation	374,476	397,831	397,093	416,795
Median Maint/Arborist	388,700	395,794	393,331	427,243
<b>Total Parks &amp; Recreation</b>	<b>\$3,700,991</b>	<b>\$3,753,211</b>	<b>\$3,675,331</b>	<b>\$3,830,681</b>

<b>Library</b>	<b>\$1,329,875</b>	<b>\$1,391,453</b>	<b>\$1,382,374</b>	<b>\$1,417,713</b>
<b>Municipal Court</b>	<b>\$1,691,810</b>	<b>\$1,598,440</b>	<b>\$1,595,409</b>	<b>\$1,623,715</b>
<b>Total General Fund Expenditures</b>	<b>\$55,616,003</b>	<b>\$57,801,177</b>	<b>\$57,170,208</b>	<b>\$60,408,779</b>

## CITY COUNCIL

### Service Point Focus

The City of Tyler operates under a Council-Manager form of government and consists of an at-large mayor and six single member district Council members. The Mayor is elected at large by a plurality vote and the six single member district Councilmembers are elected by majority vote. Each member is a resident of his/her district.

The Mayor and the City Council are elected for two year terms and receive no monetary compensation for their services on the City Council. The Mayor repre-

sents the City at official functions, appoints advisory committees, and serves as a liaison with governmental agencies and civic groups.

The Mayor and Council members function as the policy-making body of the City's government, determining the overall goals, objectives, direction and oversight for City services; and adopting the annual operating budgets for all City departments. The City Council meets on the second and fourth Wednesday of each month at 9 a.m. in the City Council Chambers on the second floor of City Hall, located at 212 North Bonner Avenue.



## CITY MANAGER

### Service Point Focus

As the “nerve center” for the City of Tyler, the City Manager’s Office provides managerial oversight for daily operations and leadership management across all departments to sustain competitive improvements in both the quality and cost of all services delivered by the City of Tyler. This office is also responsible for internal auditing.

City Manager Mark McDaniel brings more than 25 years of managerial and leadership experience to Tyler’s government. He provides daily guidance to key leaders and department leaders in order to effectively ensure implementation of the best business practices and prudent use of taxpayer funds.

## CITY MANAGER'S OFFICE

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	351,025	334,456	334,514	367,409
Supplies and Services	147,898	128,013	125,617	126,923
Sundry	67,851	163,331	63,331	108,786
Utilities	81,168	84,300	78,150	77,800
Maintenance	14,364	14,364	14,364	12,340
<b>Total Appropriations<sup>1</sup></b>	<b>\$662,306</b>	<b>\$724,464</b>	<b>\$615,976</b>	<b>\$693,258</b>

<sup>1</sup> The appropriations for Outside Agencies and Non Departmental Expenses were moved to separate departments in FY2011-2012

### SERVICE POINT EMPLOYEES – CITY MANAGER'S OFFICE

REGULAR FULL-TIME POSITIONS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
City Manager	1	1	1	1	1	1	1
City Manager Designate	—	1	—	—	—	—	—
1) Deputy City Manager	1	—	—	—	—	—	—
2, 13, 14) Assistant City Manager	—	—	1	1	—	—	1
3) Administrative Secretary	—	1	—	—	—	—	—
4) Executive Secretary	—	—	1	1	1	1	1
5) Business Services Manager	1	—	—	—	—	—	—
Building Services Technician	—	—	—	—	—	—	—
6) Communications Director	0.93	—	—	—	—	—	—
Communications/Media Svcs Coordinator	—	—	—	—	—	—	—
11) Director of Budget and Human Resource	—	1	1	—	—	—	—
12) Internal Auditor	1	1	1	—	—	—	—
7) Marketing/PR Specialist	1	—	—	—	—	—	—
8) Redevelopment Specialist	1	1	—	—	—	—	—
9 & 10) Project Manager	—	1	—	—	—	—	—
<b>Total Department</b>	<b>6.93</b>	<b>7</b>	<b>5</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>3</b>

- 1) Title change from Deputy City Manager to City Manager Designate during FY 2007-2008
- 2) Title change from City Manager Designate to Assistant City Manager during FY 2008-2009
- 3) One position upgraded from Clerical Specialist to Administrative Assistant during FY 2007-2008  
Position transferred from Productivity Fund to General Fund during FY 2007-2008
- 4) Title change from Administrative Secretary to Executive Secretary during FY 2008-2009
- 5) Title change from Business Services Manager to Director of Budget and Human Resources during FY 2007-2008
- 6) Communications Director position transferred to Communications for FY 2008-2009
- 7) Marketing/PR Specialist position transferred to Communications for FY 2008-2009
- 8) Redevelopment Specialist position transferred to Neighborhood Services and title changed to Housing Eligibility Specialist
- 9) Senior Eligibility Analyst title changed to Project Manager and transferred from Neighborhood Services to City Managers Office
- 10) Project Manager position transferred to the Parks Department and title changed to Parks and Recreation Director.
- 11) Director of Budget and Human Resource position moved to HR
- 12) Internal Auditor position moved to Productivity fund
- 13) Assistant City Manager position eliminated FY 2011-2012
- 14) Assistant City Manager unfrozen FY 12-13

## OUTSIDE AGENCIES

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Sundry	1,028,561	1,334,724	1,338,724	1,373,724
<b>Total Appropriations<sup>1</sup></b>	<b>\$1,028,561</b>	<b>\$1,334,724</b>	<b>\$1,338,724</b>	<b>\$1,373,724</b>

<sup>1</sup> The appropriations for Outside Agencies was moved from the General Government Department to a separate department in FY2011-2012

## NON DEPARTMENTAL EXPENSE

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	1,389,804	1,424,746	1,424,746	2,094,046
Sundry	1,033,344	1,033,344	1,033,344	1,116,735
Transfers to Special Revenue Funds	805,686	807,500	807,500	711,908
<b>Total Appropriations<sup>1</sup></b>	<b>\$2,423,148</b>	<b>\$2,458,090</b>	<b>\$2,458,090</b>	<b>\$3,210,781</b>

<sup>1</sup> The appropriations for Non Departmental Expense was moved from the General Government Department to a separate department in FY2011-2012

## FINANCE

PERFORMANCE BENCHMARKS	ACTUAL 2011-12	BUDGET 2012-13	PERIOD ENDING JUNE 2013	PROJECTED 2013-14
Average Interest Rate Earned on Total Portfolio	.35%	.40%	.36%	.40%
Percentage of net wages distributed by direct deposit.	100 %	100 %	100 %	100 %
Percentage of Fair Building Collections by due date	94%	94%	90 %	94 %
<b>Percentage of Hotels paid by due date</b>	<b>95 %</b>	<b>95 %</b>	<b>95 %</b>	<b>95 %</b>

The Finance Department provides several critical support services including general accounting, processing all payments to vendors, debt service management, banking and investments, grant accounting, maintaining fixed asset records, and processing payroll.

### Areas of delivery services include:

- Processing and disbursement of all payments;
- Managing all investments;
- Monitoring and recording all revenues;
- Preparing and publishing financial reports;
- Developing and monitoring internal control processes;
- Providing assistance to internal and external auditors;
- Managing bonded indebtedness;
- Providing budget support to all departments;
- Preparing and maintaining fixed assets records;

- Grant accounting and financial analysis;
- Liaison to underwriters, investors, trustees, and other parties in the sale of bonds;
- Processing and disbursement of payroll and related liabilities; and,
- Benefit analysis and administration.

### Accomplishments for 2012-2013

- Achieving 27th consecutive Certificate of Achievement for Excellence in Finance from the Government Finance Officers Association of the United States and Canada;
- Achieving 7th consecutive Distinguished Budget Presentation Award from the Government Finance Officers Association of the United States and Canada;
- Achieving 5th consecutive Certificate of Distinction for outstanding Investment Policies from the Government Treasurer's Organization of Texas;

## Major Budget Items for fiscal year 2013-2014

- No Major Budget Items.

## Goals for fiscal year 2013-2014

- Implement project accounting for capital project departments;
- Implement electronic disbursements to vendors to decrease average cost per check;
- Review and implementation of all appropriate accounting standards
- Retain AAA bond rating for GO debt and improve Utility System Revenue bond rating from AA to AAA

### FINANCE SERVICES

#### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	453,584	542,916	491,585	532,642
Supplies and Services	238,377	211,130	224,929	229,020
Sundry	257,278	252,882	250,774	257,775
Utilities	509	360	—	—
<b>Total Appropriations</b>	<b>\$949,748</b>	<b>\$1,007,288</b>	<b>\$967,288</b>	<b>\$1,019,437</b>

#### SERVICE POINT EMPLOYEES – FINANCE

REGULAR FULL-TIME POSITIONS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
6) Chief Financial Officer	1	1	1	1	1	1	1
6) CFO/Director of Administrative Services	—	—	—	—	—	—	—
8) Accounting Manager	1	1	1	1	1	0	0
4) & 5) & 7) & 8) & 9) Accountant	2	2	2	2	2	3	3
5) Accountant III	—	—	—	—	—	—	—
3) Accounting Technician	3	3	3	3	3	3	3
Senior Accounting Technician	—	1	1	1	1	1	1
1) Senior Staff Services Specialist	1	—	—	—	—	—	—
2) Staff Services Specialist	1	—	—	—	—	—	—
<b>Total Department</b>	<b>9</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>

Finance combined with City Clerk and Staff Services during FY 2006-2007 to form Administrative Services. These departments have split for FY 2008-2009.

- 1) Title change from Senior Staff Services Specialist to Senior Accounting Technician during FY 2007-2008
- 2) Title change from Staff Services Specialist to Senior Benefit Specialist during FY 2007-2008 and transferred to Fund 661
- 3) Upgraded one Accounting Technician to Accounting Manager during FY 2006-2007
- 4) During FY 2009-2010 Temporary downgraded one Accountant position to Part-time Accountant to be reviewed in one year
- 5) Accountant III downgraded to Accountant FY 2006-2007
- 6) FY 2007-2008 Title change to CFO
- \* Accountant I dropped from Budget Book because it has not been authorized since FY 2003-2004
- 7) Reclassified Financial Analyst to Accountant f/y 11-12
- 8) Downgraded Accounting Manager to Accountant f/y 11-12

# LEGAL SERVICES

## Service Point Focus

To provide quality legal services to the City of Tyler so that it can govern lawfully and efficiently with the highest level of integrity and so that it can serve the citizens of Tyler effectively. Legal and City Clerk staff members provide support services, including the following:

- Formal and informal legal opinions, including legal advice and counsel to Mayor, City Council, City Manager and City Departments;
- Oversee Municipal Court prosecution; and,
- Attend City Board meetings.
- Ensure compliance with State open meetings law;
- Review of public information requests and subpoenas;
- Document/Contract review;
- Document creation including policies, contracts, and code amendments;
- City Code review and maintenance;
- Prosecution of municipal issues;
- Defense and coordination of lawsuits;
- Permanent records management, preservation and storage; and,
- Municipal/joint elections coordination.

## Accomplishments for 2012-2013

- Assisted City Clerk with handling of Special election for beer & wine sales in Tyler;
- Completed post beer & wine election reviews of Petitions and election process and verified results;
- Coordinated post-election training and cooperation between TABC and various City departments resulting in the implementation of the election results;
- Defended a lawsuit filed contesting the beer & wine election which was dismissed in August 2013;
- Assisted City staff, local landowners, and outside buyers in closing transaction that will result in a new 90 store retail sales location on South Broadway;
- Welcomed a new City Attorney, who is the first black female to hold that position;

## Goals for 2013-2014

- Assist with the continued initial regulation of beer & wine sales of alcoholic beverages, including distance requirements, in compliance with State law that are now in place as a result of the approval of such sales at the special election in November, 2012.
- Continue to review and update Unified Development Code and International Codes to reflect current practices and procedures of City departments.
- Continue to review and update policies and procedures to improve prosecution and court coordination and outcomes.
- Continue to assist departments with property acquisitions or sales related to current road way, utility infrastructure or surplus property projects.

## LEGAL SERVICES

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	677,109	684,423	686,640	698,634
Supplies and Services	110,173	151,705	143,106	149,845
Sundry	37,735	37,607	38,607	37,607
Utilities	365	160	132	163
Maintenance	783	785	814	839
Capital Outlay	3,819	11,370	11,370	11,370
<b>Total Appropriations</b>	<b>\$829,984</b>	<b>\$886,050</b>	<b>\$880,669</b>	<b>\$898,458</b>

**SERVICE POINT EMPLOYEES – LEGAL DEPARTMENT**

<i>REGULAR FULL-TIME POSITIONS</i>	<i>2007-2008</i>	<i>2008-2009</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
City Attorney	1	1	1	1	1	1	1
City Clerk	—	1	1	1	1	1	1
Deputy City Attorney	1	1	1	1	1	1	1
3, 4) Assistant City Attorney	1	—	—	—	1	—	—
Legal Secretary	1	1	1	1	1	1	1
1)Risk Analyst	—	1	—	—	—	—	—
Legal/Risk/City Clerk Secretary	—	—	1	1	1	1	1
Senior Assistant City Attorney	—	1	1	1	1	1	1
2) Support Services Tech I	—	1	1	—	—	—	—
4) Attorney of Counsel	—	—	—	—	—	1	1
<b>Total Department</b>	<b>4</b>	<b>7</b>	<b>7</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>7</b>

- 1) Title change from Risk Analyst to Legal/Risk/City Clerk Secretary during FY 2008-2009
- 2) Support Services Technician I moved to Risk Fund FY 2010-2011
- 3) Assistant City Attorney moved from Risk Fund to Legal Fund for FY 11-12, 12-13
- 4) Assistant City Attorney reclassified to Attorney of Counsel FY 12-13

<i>PERFORMANCE BENCHMARKS</i>	<i>ACTUAL 2011-12</i>	<i>PERIOD ENDING MAY 2013</i>	<i>PROJECTED GOAL FOR ENTIRE FY 2013-2014</i>
Respond to at least 50% Of requests for Legal Assistance within 3 days.	74% YTD through 3rd quarter	76% YTD	50%
Number of ordinances adopted	103 (in calendar 2011)	98 (in calendar 2012)	100
Number of resolutions adopted	38 (in calendar 2011)	31 (in calendar 2012)	38
Prosecution, % tickets cleared at Pre-Trial w/o trials	55.8% (3rd quarter)	53.9% (3rd quarter)	60%
Cost of outside prosecutors	\$17,912 (YTD)	\$22,458 (YTD)	\$29,450
Revenue from Prosecution	\$61,129 gross \$43, 318 net	\$71,920 gross \$49,462 net	*TBD
Public Information Requests; % responded to within 8 days	66% (3rd quarter)	82% (3rd quarter)	90%

## COMMUNICATIONS DEPARTMENT

### Service Point Focus

The Communications Department works with all City departments and the City Council to provide current information to citizens about services and programs to enhance transparency in local government. The Communications Department keeps Tyler residents informed by utilizing media placements, the City of Tyler website, the City of Tyler Government Access Channel (Suddenlink-Tyler TV 3), various social networking sites, printed and electronic publications, advertisements and grassroots communications by placing the Mayor, City Council and City staff at a myriad of speaking engagements throughout the City. The Communications department is also responsible for:

- Creating and implementing both internal and external strategic communications plans;
- Developing and implementing action plans to promote the City brand;
- Submitting articles to local and statewide publications;
- Providing strategic oversight and management for the City University and Lean Sigma initiatives;
- Training staff in other City departments to maintain the content of the City of Tyler website;
- Maintaining and updating the programming for Tyler TV 3;
- Distributing press releases to all local media outlets;
- Acting as a liaison between media outlets and City staff;
- Coordinating with Mayor, City Council Members and City staff, to have a City presence at community events;
- Updating the City’s website and social networking

- sites;
- Producing and distributing an annual report to the citizens of Tyler;
- Planning and marketing special events;
- Coordinating the Mayor for the Day program;
- Launch updated webpage;
- Approving and editing City publications for all departments;
- Writing and distributing the monthly employee newsletter; and,
- Providing media training to City employees.

### Accomplishments for 2012-2013

- Started a weekly Tyler update called “The Click of the Week” on Tyler TV 3 and YouTube, that is dispersed on Facebook and Twitter;
- Created “Cooking with Fire” on Tyler TV 3, Vimeo, Facebook and Twitter, where the Tyler Firefighters share their favorite recipes;
- Started “Tyler Matters,” about what’s going on in the community. City leaders are interviewed about specific departments, events or City Council issues;
- Provided public involvement training to Department leaders;
- Provided the annual report as an E-book as a green and cost savings initiative. Utilized QR codes and other technology to enhance the E-publication;
- Led a successful second year of the City University’s Mayor’s Citizens Academy;
- Launched the first-ever city employee survey;

- Tyler was awarded the Municipal Excellence award for best marketing tool from the Texas Municipal League for the City’s E-annual Report;
- Launched a new City website with updated branding and enhanced transparency;
- Created Half Mile of History videos to link to historical markers with informational videos;
- Lean Sigma saved the city more than \$3 million dollars in its third year;
- Launched a CRM system to improve communications with citizens;
- Held several community events, including town halls; and
- Continued to have a robust social media presence for the City of Tyler using Facebook, YouTube, Twitter, Vimeo, Flickr and Pinterest, with more than 7,000 followers.

### Goals for 2013-2014

- Expand in house production of programming for Suddenlink-Channel 3 and increase its branding as Tyler TV 3;
- Continue to produce the annual report as an E-book;
- Expand use of social marketing;
- Launch the mobile phone app;
- Expand citizen involvement initiatives;
- Continue development of Lean Sigma, Leadership Academy, and Mayor’s Citizens Academy; and
- Continue implementation of the Industry Growth Initiative.

PERFORMANCE BENCHMARKS	ACTUAL 2011-2012	PROJECTED 2012-2013	PERIOD ENDING JUNE 2013	PROJECTED 2013-2014
Develop strong media relationships; use press releases, pitches, press conferences and media responses strategically to leverage positive media exposure. (Measured by net score of 1-10)	8.83	7.5	9.3	7.5
Add an additional program to Channel 3 that promotes City services, explains a process or celebrates a success.	129	100	76	100
Establish robust Facebook/Twitter Pages to drive traffic back to city web page.	7,033	8,000	8,672	9,000
Percentage of City University attendees who indicate they will use the skills learned in training to enhance their job performance	88%	95%	97%	97%
Hours of work time saved due to launch of Lean Sigma Initiative	9,806	1,700	10,759	14,344
Number of news releases per year	370	300	279	300
<b>Total Earned Media Value</b>	<b>\$1,240,096</b>	<b>\$2,000,000</b>	<b>\$1,901,687</b>	<b>\$2,000,000</b>

## COMMUNICATIONS DEPARTMENT

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	184,931	179,588	178,982	301,983
Supplies and Services	62,631	62,673	68,053	62,673
Sundry	12,724	15,326	15,326	15,348
Utilities	144	360	250	360
<b>Total Appropriations</b>	<b>\$260,430</b>	<b>\$257,947</b>	<b>\$262,611</b>	<b>\$380,364</b>

### SERVICE POINT EMPLOYEES – COMMUNICATIONS

REGULAR FULL-TIME POSITIONS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
1) & 9) Communications Director	—	0.93	0.93	—	—	—	—
9) & 10) Dir.External Relations Org Dev	—	—	—	0.93	—	—	—
10 & 11) Managing Director of External Rel.	—	—	—	—	0.93	—	—
2) Marketing/PR Specialist	—	1	1	1	1	1	1
3)Capital Project Coordinator	—	1	—	—	—	—	—
4)& 5) Lean Sigma Black Belt	—	1	—	—	—	—	—
11) Senior Public Relations Specialist	—	—	—	—	—	1	1
<b>Total Regular Full-time</b>	<b>0</b>	<b>3.93</b>	<b>1.93</b>	<b>1.93</b>	<b>1.93</b>	<b>2</b>	<b>2</b>

REGULAR PART-TIME POSITIONS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
6) & 7) & 8) Graphics Technician	—	—	—	1	—	—	—
Total Regular Part-time	0	0	0	1	0	0	0
<b>Grand Total Department</b>	<b>0</b>	<b>3.93</b>	<b>1.93</b>	<b>2.93</b>	<b>1.93</b>	<b>2</b>	<b>2</b>

- 1) Communications Director position transferred from City Manager for FY 2008-2009 with 7% paid by Stormwater
- 2) Marketing/PR Specialist position transferred from City Manager for FY 2008-2009
- 3) Capital Projects Coordinator Position Transferred From Engineering Department during FY 2008-2009
- 4) Capital Project Coordinator position transferred from Engineering to Communications and title change from Capital Project Coordinator to Lean Sigma Master Black Belt during FY 2008-2009
- 5) Lean Sigma Black Belt position transferred to Productivity Fund for FY 2009-2010
- 6) Graphics Technician position transferred from Library FY2010-2011
- 7) Graphics Technician Frozen for FY 2010-2011
- 8) Part-time Graphics Technician position eliminated during FY 2011-2012
- 9) Communications Director title change to Director of External Relations Organization Development FY 2010-2011
- 10) Director of External Relations Org Dev. Title change to Managing Director of External Relations FY 2011-2012
- 11) Managing Director of External Relations downgraded to Senior Public Relations Specialist FY 12-13

## HUMAN RESOURCES DEPARTMENT

### Service Point Focus

The Human Resource Department supports the needs of the City by proposing, implementing and administering City policies and programs that support the City's staffing and employment related needs. The goal of the Human Resource department is to ensure each employee is employed in a work environment that treats them fairly and equally, without regard to race, sex, and/or religion, while abiding by all guidelines and laws. The department is responsible for:

- Recruitment;
- New Employee Orientation;
- Civil Service and non-Civil Service human resource administration;
- Compensation, classification and leave of absence benefit administration;
- Employee Relations;
- Ensuring compliance with employment laws and regulations;
- Position Control;
- Ensuring compliance with all Department of Transportation regulations with regards to CDL Employees; and,

- Risk Management.
- Volunteer Tyler

## Accomplishments for 2012-2013

- Improve responsiveness, efficiency, and effectiveness of retrieval of archived information through implementation of Lean Sigma Principles; and,
- Successful award of Property and Liability Insurance Policy.
- No Findings with regard to external Federal Audit by the Department of Transportation

- Increased number of volunteer hours by 57% approximately 7,000 hours volunteered

## Major Budget Items for 2012-2013

- Maintenance Budget

## Goals for 2013-2014

- Expand and Improve Recruitment Efforts;
  - Emphasis on Fire Fighter Recruitment
- Review Workers Compensation Claims and develop a plan to reduce occurrences

### SERVICE POINT EMPLOYEES RESOURCES DEPARTMENT

REGULAR FULL-TIME POSITIONS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
1) Director of Human Resource	—	—	—	0.75	0.75	—	—
13) Managing Director of Administration	—	—	—	—	—	0.75	0.75
2) Human Resource Manager	1	1	1	—	—	—	—
3) Staff Services Director	—	—	—	—	—	—	—
10) Human Resource Representative	—	1	2	2	2	1	1
11) Human Resource Generalist	—	—	—	—	—	1	1
6) & 7) & 12) Senior Clerk	1	1	1	1	—	—	—
12) Receptionist/Greeter	—	—	—	—	1	1	1
Senior Staff Services Specialist	—	—	—	—	—	—	—
3) Staff Services Representative	1	—	—	—	—	—	—
Staff Services Specialist	—	—	—	—	—	—	—
5) Civil Service/Employment Relations Officer	—	—	—	1	1	0.5	0.5
8) Clerical Specialist	—	—	—	—	1	1	1
9) Volunteer Coordinator	—	—	—	1	1	1	1
14) HR/Risk Specialist	—	—	—	—	—	1	1
<b>Total Regular Full-time</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>4.75</b>	<b>6.75</b>	<b>7.25</b>	<b>7.25</b>

REGULAR PART-TIME POSITIONS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
4) Human Resource Representative	—	1	—	—	—	—	—
Staff Services Representative	—	—	—	—	—	—	—
Total Regular Part-time	0	1	0	0	0	0	0
<b>Grand Total Department</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>4.75</b>	<b>6.75</b>	<b>7.25</b>	<b>7.25</b>

Human Resources combined with City Clerk and Finance during FY 2006-2007 to form Administrative Services. These departments have split for FY 2008-2009.

\*This department was formerly known as Staff Services.

1) 75% moved from CMO for Human Resources Director for FY 2010-2011

2 & 3) Staff Services Director title changed to Human Resources Manager during FY 2007-2008

3) Title changed to Human Resource Representative during FY 2007-2008 and transferred from Fund 761 (Retiree Benefits) for FY 2008-2009

4) Part time Human Resource Representative reclassified as full time Human Resources Representative during FY 2008-2009

5) Title changed from Human Resource Manager to Civil Service/Employment Relations Officer FY 2010-2011

6) Senior Clerk Position Frozen for FY 2010-2011

7) Senior Clerk position moved to IT to create Advanced IT Technician III FY 2011-2012 for Launch of Share Point

8) Clerical Specialist moved from Productivity fund to Human Resources FY 2011-2012

9) Volunteer Coordinator moved from Police General Fund to HR FY 2010-2011

10 & 11) HR Representative reclassified to HR Generalist FY 2011-2012

12) Senior Clerk downgraded to Receptionist/Greeter FY 2011-2012

13) Director of Human Resources renamed to Managing Director Of Administration in FY 11-12

14) Senior Benefit Specialist in Finance reclassified to HR/Risk Specialist in HR for FY 12-13

## HUMAN RESOURCES DEPARTMENT

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	321,732	374,078	349,675	344,535
Supplies and Services	15,504	21,129	28,689	21,129
Sundry	34,837	33,250	33,250	33,563
Utilities	—	150	150	150
<b>Total Appropriations</b>	<b>\$372,073</b>	<b>\$428,607</b>	<b>\$411,764</b>	<b>\$399,377</b>

PERFORMANCE BENCHMARKS	ACTUAL 2011-2012	BUDGET 2012-2013	PERIOD ENDING JUNE 2013	PROJECTED 2013-2014
Maintain the number of days it takes from posting to offer for degreed /specialized positions at 45 days or less	45	45	24	24
Maintain the number of days it takes from posting to offer for non-degreed positions at 30 days or less	24	30	18	18
Increase the number of ongoing volunteers by 10.67%	67	75	68	80
Reduce The overall Cost for Workers Compensation by 10%	\$433,117	375,000	309,000	\$355,000
Reduce the number of overall Workers Comp Claims by 10%	88	80	75	109

## POLICE DEPARTMENT

### Service Point Focus

The Police Department is responsible for improving the quality of life by providing professional police service through a community partnership. The Tyler Police Department is committed to excellence and has been Nationally Certified as an Accredited Law Enforcement Agency (since 1995).

The Tyler Police Department provides services across ten beats within the City through the following programs:

- Patrol operations, including motorcycle, bicycle, and canine units;
- Criminal investigations and analysis;
- Burglar alarm permitting;
- Community response team;
- Traffic operations;
- SWAT team;
- Gang Intervention Unit;
- Property and evidence maintenance;
- Communications;
- Crisis negotiations;
- Liaison to District Attorney's office;

- Pawn shop liaison;
- Narcotics investigations;
- Intelligence investigations;
- Crime Stoppers investigations;
- Crime scene processing;
- Internal affairs investigations;
- Public Information/Citizens Police Academy;
- Public Service Officer (PSO) Program;
- Honor guard;
- Polygraph services;
- Fiscal and regulatory services;
- Volunteers in Policing; and,
- Law Enforcement Academy.

### Accomplishments for 2012-2013

- Established a Full-time Lean Sigma Black Belt (Lieutenant Position)
- Lean Sigma projects completed include Staffing, On-Line Reporting systems, D.A. Case Presentation Process, Long-Term Storage, Grants Project, Dispatch Retention Project, Tablet Feasibility Project, and Records Processing.

- Community Response Unit was involved in 163 community watch programs so far in 2012-2013 year, 96 of the programs happened on Texans against Crime Night out in October. The mobile storefront has been deployed 54 times. The Community Response Officers conducted 213 programs in the community which included child fingerprinting, safety presentations, theft prevention, child safety and child I.D. cards.
- The Property Crimes Unit, consisting of 8 Investigators and a Sergeant, actively investigated 1,587 cases that resulted in 475 arrest warrants obtained and over \$948,118 in stolen property recovered in 2012-2013.

## Major Budget Items

- Continue to utilize the forfeiture fund and limited grant funds to purchase investigative equipment for operations.

## Goals for 2013-14

- Maximize citizen safety through effective and efficient utilization of all police services; and,
- Begin planning efforts for a full service substation in South part of the City.

### POLICE DEPARTMENT - 0310

#### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	19,268,185	19,927,125	19,731,050	20,774,174
Supplies and Services	981,583	1,001,576	1,018,683	1,045,227
Sundry	773,558	765,085	765,952	777,086
Utilities	151,586	175,760	166,616	169,010
Maintenance	908,563	1,205,346	1,313,775	1,303,123
Capital Outlay	5,040	1,000	1,000	—
<b>Total Appropriations</b>	<b>\$22,088,515</b>	<b>\$23,075,892</b>	<b>\$22,997,076</b>	<b>\$24,068,620</b>

#### SERVICE POINT EMPLOYEES - POLICE DEPARTMENT

REGULAR FULL-TIME POSITIONS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Police Chief	1	1	1	1	1	1	1
Assistant Police Chief (CS)	2	2	2	3	3	3	3
1) & 14) City Volunteer Coordinator	—	—	1	—	—	—	—
12) Deputy Police Chief (CS)	1	1	1	—	—	—	—
21) Police Lieutenant (CS)	5	5	5	5	6	6	6
2) Police Sergeant (CS)	26	27	27	27	27	27	27
3) & 18) Police Officer (CS)	148	150	150	150	149	151	151
Administrative Secretary	—	2	2	2	2	2	2
Burglar Alarm Coordinator	1	1	1	1	1	1	1
Crime/Traffic Analyst	1	1	1	1	1	1	1
Crimestopper Coordinator	1	1	1	1	1	1	1
Data Management Supervisor	1	1	1	1	1	1	1
4) & 11) & 16) & 17) Data Management Specialist	10	10	8	8	7	4	4
5) Director of Volunteer Services	1	—	—	—	—	—	—
Identification Technician	1	1	1	1	1	1	1
22) IT Specialist I	—	1	1	1	1	—	—
Property and Evidence Specialist	2	2	2	2	2	2	2
Police Services Coordinator	1	1	1	1	1	1	1
PS Communications Supervisor	3	3	3	3	3	3	3

13) & 19) & 20) PS Telecommunicator II	21	21	21	21	21	20	20
20) PST Administrator	—	—	—	—	—	1	1
15) Public Service Officer	9	9	9	9	8	8	8
Secretary	1	1	1	1	1	1	1
Senior PS Telecommunicator II	3	3	3	3	3	3	3
6) Senior Secretary	3	1	1	1	1	1	1
7) Vehicle Fleet Specialist	1	—	—	—	—	—	—
5) & 8 ) VIP Coordinator	—	1	—	—	—	—	—
22) Police Technology Specialist						1	1
<b>Total Regular Full-time</b>	<b>243</b>	<b>246</b>	<b>244</b>	<b>243</b>	<b>241</b>	<b>240</b>	<b>240</b>
<b>REGULAR PART-TIME POSITIONS</b>							
	<i>2007-2008</i>	<i>2008-2009</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
Courier	1	1	1	1	1	1	1
9) & 10) Technology Intern	1	1	1	—	—	—	—
<b>Total Regular Part-time</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Total Department</b>	<b>245</b>	<b>248</b>	<b>246</b>	<b>244</b>	<b>242</b>	<b>241</b>	<b>241</b>

(CS) - Indicates Civil Service Position

- 1) Title changed to City Volunteer Coordinator during FY 2009-2010
- 2) One additional position approved for FY 2008-2009
- 3) Two additional positions approved for FY 2008-2009
- 4) One position transferred to Risk and title changed to Loss Control Technician during FY 2008-2009. One position transferred to Parks and Recreation, frozen for the FY 2009-2010 and 2010-2011
- 5) Title changed to Director of Volunteer Services during FY 2007-2008
- 6) Two positions upgraded to Administrative Secretary during FY 2007-2008
- 7) One position upgraded to IT Specialist I during FY 2007-2008
- 8) Title changed back to VIP Coordinator FY 2008-2009
- 9) One position approved for FY 2007-2008 which was not in previous budget book
- 10) Position Eliminated During Budget Session for FY 2010-2011
- 11) Frozen position was subtracted from the total authorized positions in the FY 2009-2010 budget book by mistake. Position was left but not funded FY 2009-2010
- 12) Position converted to Assistant Police Chief during FY 2009-2010
- 13) Three of the 21 positions authorized but not funded. These are overfill positions only
- 14) Volunteer Coordinator moved to Human Resources FY 2010-2011
- 15) 1 Public Service Officer eliminated FY 2011-2012
- 16) Data Management Specialist Eliminated FY 2011-2012
- 17) 3 Data Management Specialists eliminated FY 2012-2013
- 18) 2 Motorcycle Officers added FY 2012-2013
- 19) PST I's converted to PST II's and upgraded to pay class 209 in FY 2011-2012
- 20) 1 PST II upgraded to PST Administrator in FY 2011-2012
- 21) Added 1 Lieutenant to offset Lieutenant working as full-time Lean Sigma Black Belt
- 22) IT Specialist I reclassified to Police Technology Specialist FY 12-13

## JUSTICE ASSISTANCE GRANT - 0303

### SERVICE POINT EXPENDITURES

	<i>FY2011-2012</i> <i>ACTUAL</i> <i>EXPENDITURES</i>	<i>FY2012-2013</i> <i>BUDGET</i> <i>APPROPRIATIONS</i>	<i>FY2012-2013</i> <i>PROJECTED</i> <i>EXPENDITURES</i>	<i>FY2013-2014</i> <i>BUDGET</i> <i>APPROPRIATIONS</i>
Capital Outlay	—	33,372	33,372	—
<b>Total Appropriations</b>	<b>\$ —</b>	<b>\$33,372</b>	<b>\$33,372</b>	<b>\$ —</b>

## JUSTICE ASSISTANCE GRANT - 0304

### SERVICE POINT EXPENDITURES

	<i>FY2011-2012</i> <i>ACTUAL</i> <i>EXPENDITURES</i>	<i>FY2012-2013</i> <i>BUDGET</i> <i>APPROPRIATIONS</i>	<i>FY2012-2013</i> <i>PROJECTED</i> <i>EXPENDITURES</i>	<i>FY2013-2014</i> <i>BUDGET</i> <i>APPROPRIATIONS</i>
Capital Outlay	34,999	—	—	—
<b>Total Appropriations</b>	<b>\$34,999</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>

## JUSTICE ASSISTANCE GRANT - 0305

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Capital Outlay	—	—	—	25,000
<b>Total Appropriations</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$25,000</b>

## COPS GRANT - 0306

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	266,152	282,093	286,197	242,614
<b>Total Appropriations</b>	<b>\$266,152</b>	<b>\$282,093</b>	<b>\$286,197</b>	<b>\$242,614</b>

### SERVICE POINT EMPLOYEES – COPS GRANT

REGULAR FULL-TIME POSITIONS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
1) Police Officer (CS)	0	0	0	4	4	4	4
<b>Total Department</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

(CS) - Indicates Civil Service Position  
1) 4 positions added FY 2010-2011

## DEA TASK FORCE - 0312

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	63,305	66,814	66,814	68,394
<b>Total Appropriations</b>	<b>\$63,305</b>	<b>\$66,814</b>	<b>\$66,814</b>	<b>\$68,394</b>

### SERVICE POINT EMPLOYEES – DEA TASK FORCE

REGULAR FULL-TIME POSITIONS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Secretary	1	1	1	1	1	1	—
<b>Total Department</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>

## AUTO THEFT TASK FORCE - 0313

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	98,529	100,056	101,464	103,490
Supplies and Services	11,935	11,479	11,479	12,846
<b>Total Appropriations</b>	<b>\$110,464</b>	<b>\$111,535</b>	<b>\$112,943</b>	<b>\$116,336</b>

### SERVICE POINT EMPLOYEES – AUTO THEFT TASK FORCE

REGULAR FULL-TIME POSITIONS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Police Officer (CS)	1	1	1	1	1	1	1
<b>Total Department</b>	<b>1</b>						

(CS) - Indicates Civil Service Position

## LAW ENFORCEMENT EDUCATION - 0315

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Supplies and Services	15,558	20,000	15,000	20,000
<b>Total Appropriations</b>	<b>\$15,558</b>	<b>\$20,000</b>	<b>\$15,000</b>	<b>\$20,000</b>

PERFORMANCE BENCHMARKS	ACTUAL 2011-12	BUDGET 2012-13	ACTUAL MAY 2013	PROJECTED 2013-14
Number of sworn officers	191	193	193	194
Number of homicides	3	4	5	5
Number of sexual assaults	34	42	21	37
Number of robberies	80	86	50	84
Number of aggravated assaults	322	352	189	343
Number of burglaries	969	967	541	915
Number of thefts	3113	3495	2019	3335
Number of auto thefts	150	171	93	160
Response Times (new)				
Emergency Mobile	4:30	4:30	4:12	5:00
Immediate Mobile	9:27	9:39	9:22	9:00
Delayed Mobile	21:37	23:24	21:32	25:00

\*3 Year Trend

\*Based on 3 Year  
Trend

# FIRE DEPARTMENT

## Service Point Focus

The Tyler Fire Department is dedicated to protecting lives and property from fire and other hazards through incident mitigation, education, and prevention. Four service divisions including Administration, Prevention, Maintenance and Suppression are responsible for approximately 50 square miles of incorporated City parcels and protecting an estimated 101,000 citizens.

The Administration Division is responsible for direction and control of the department, purchasing and finance and emergency management for the City of Tyler. The Maintenance Division is responsible for oversight of the Department's Apparatus Preventive Maintenance Program, apparatus maintenance and repair, maintenance and repair of Self-contained Breathing Apparatus and SCBA/air support at fire scenes. The Prevention Division is responsible for enforcement of Fire Codes in the City of Tyler, investigation at all suspicious fires and management of the Public Fire Prevention Program. The Suppression Division, the largest of the four divisions, is responsible for manning each fire company with three shifts of firefighters and emergency personnel. As a part of the Suppression Division, training staff members maintain a diligent program of continuing education efforts, advanced training activities and state mandated reporting.

## The Fire Department is responsible for:

- Fire Suppression;
- Fire Prevention;
- Fire Investigation;
- Safety Education;
- Emergency Response;
- Hazardous Materials Incident Response;
- Mutual Aid Response;
- Code Enforcement;
- Emergency Management Operations;

- Airport/Aircraft (ARFF) Response;
- Technical Rescue Response; and,
- EMS First Responder Response.

## Accomplishments for 2012-2013

- Received Grant funding for Regional Command Trailer
- Added a Captain for Lean-Sigma Black-Belt
- Completed Four Fire Academy classes working in Partnership with TJC, starting fifth class
- Implemented fire apparatus amortization program
- Installed new SCBA Compressor Unit at Station One for refilling of SCBA bottles
- Continued Emergency Management training city-wide.
- Partnered with Northeast Texas Public Health District on Emergency Response Unit Trailer
- Initiated Safety Survey Program for all commercial Property
- Continued Smoke Detector Program
- Hosted Combat Challenge Event

## Major Budget Items 2012 – 2013

- Purchased new Engine 4 with Compressed Air Foam System (CAFS) and two 100' Ladder Trucks
- Made final Lease Purchase payment on 5 Pumpers purchased in 2008

## Goals for 2013-2014

- Locate and acquire property for future Fire Station No. 11;
- Initiate study on Fire Station Placement
- Begin Fire Accreditation Process.

## FIRE SERVICES

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	13,622,585	13,847,126	13,823,107	14,363,774
Supplies and Services	464,145	495,617	492,562	512,652
Sundry	386,953	387,338	387,338	401,759
Utilities	149,905	145,625	150,505	152,625
Maintenance	267,340	286,994	286,640	287,804
<b>Total Appropriations</b>	<b>\$14,890,928</b>	<b>\$15,162,700</b>	<b>\$15,140,152</b>	<b>\$15,718,614</b>

### SERVICE POINT EMPLOYEES –FIRE DEPARTMENT

REGULAR FULL-TIME POSITIONS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Fire Chief	1	1	1	1	1	1	1
10) Assistant Fire Chief (CS)	1	1	1	2	2	2	2
10) Fire Training Chief (CS)	1	1	1	—	—	—	—
District Chief (CS)	4	6	6	6	6	6	6
1) Senior Captain (CS)	6	—	—	—	—	—	—
11) Fire Captain (CS) *	28	38	38	38	38	39	39
2) Fire Mechanic (CS)	1	—	—	—	—	—	—
6) Fire Inspector/Investigator (CS)	6	6	—	—	—	—	—
Fire Driver/Engineer (CS)	33	36	36	36	36	36	36
3) Firefighter (CS)	63	60	66	66	66	66	66
Administrative Assistant	—	1	1	1	1	1	1
4) Administrative Secretary	1	1	1	1	1	1	1
9) Emergency Management Assistant	1	1	1	—	—	—	—
Fire Apparatus Technician	1	1	1	1	1	1	1
Fire Marshal	1	1	1	1	1	1	1
5) Senior Secretary	1	1	1	1	1	1	1
7) Assistant Fire Marshal	—	—	2	2	2	2	2
8) Deputy Fire Marshal	—	—	3	3	3	3	3
9) Emergency Mgmt Asst/Admin Asst	—	—	—	1	1	1	1
<b>Total Department</b>	<b>149</b>	<b>155</b>	<b>160</b>	<b>160</b>	<b>160</b>	<b>161</b>	<b>161</b>

(CS) - Indicates Civil Service Position

- 1) Two positions were upgraded to District Chief during FY 2007-2008; Four positions were downgraded to Fire Captain during FY 2007-2008
  - 2) One position was downgraded to Senior Secretary during FY 2007-2008
  - 3) Six positions were upgraded to Fire Captain during FY 2007-2008; Three positions were upgraded to Fire Driver/Engineer during FY 2007-2008; Six additional positions approved for FY 2008-2009; Six positions added during FY 2009-2010
  - 4) One position was upgraded to Administrative Assistant during FY 2007-2008
  - 5) One position was upgraded to Administrative Secretary during FY 2007-2008
  - 6) Positions title changed to Assistant and Deputy Fire Marshal (eliminated 1 position) 2009-2010
  - 7)& 8) Created from Fire Inspector/Investigator positions 2009-2010
  - 9) Title change FY 2010-2011 from Emergency Management Assistant to Emergency Management Asst/Administrative Assistant
  - 10) Fire Training Chief upgraded to Assistant Fire Chief FY 2010-2011
  - 11) 1 Fire Captain created from elimination of AC Mechanic FY 2011-2012
- \* 1 Fire Captain acting as Full-Time Lean Sigma Black Belt

<i>PERFORMANCE BENCHMARKS</i>	<i>ACTUAL 2011-2012</i>	<i>BUDGET 2011-2012</i>	<i>PERIOD ENDING JUNE 2013</i>	<i>PROJECTED 2013-2014</i>
Average percentage response time to emergency calls under 5 minutes	73.47%	70.00%	71.95%	75%
Average response time to emergency calls in minutes and seconds	4:15	4:00	4:18	4:00
Total number of structure fires	126	—	126	—
Percentage of 240 required continuing education hours completed per fire suppression person	100%	100%	92%	100%

## LIBRARY

The Tyler Public Library helps meet the information, education and recreation needs of a diverse and growing community by providing a full range of print, audiovisual and digital resources along with assistance and programming to promote the use of those resources. Staff members are responsible for:

- Selecting, acquiring, preparing, housing and distributing materials in fiction, non-fiction, children's, young adult and audio-visual collections;
- Providing a reference collection and assistance in using it;
- Providing a Genealogy and Local History collection;
- Maintaining an online catalog of holdings;
- Providing public Internet-access workstations;
- Providing story times and other events for children;
- Providing a schedule of entertaining and informative programs for adults;
- Providing access to public information; and,
- Providing access to statewide information databases.

### Accomplishments 2012-2013

- Provided several hundred thousand separate loans of reading, viewing and listening materials to over

twenty thousand borrowers;

- Provided year-round weekly programs for toddlers and pre-school children;
- Conducted a successful summer reading program for several thousand children incorporating guest performers and special events; and,
- Scheduled numerous programs for adults on current topics and instruction in digital eReader use.

### Major Budget Items

- Over \$100,000 allocated for purchase of library materials.

### Goals for 2013-2014

- Strategic Long Range Plan to be approved; and,
- Provide access to additional downloadable electronic resources for patrons and training for use of digital resources.
- Create an Early Literacy Resource Center with LSTA grant funding
- Remodel the Children's area and the Taylor Auditorium using donated funds

## LIBRARY SERVICES

### SERVICE POINT EXPENDITURES

	<i>FY2011-2012 ACTUAL EXPENDITURES</i>	<i>FY2012-2013 BUDGET APPROPRIATIONS</i>	<i>FY2012-2013 PROJECTED EXPENDITURES</i>	<i>FY2013-2014 BUDGET APPROPRIATIONS</i>
Salaries and Benefits	893,554	950,169	918,268	964,074
Supplies and Services	53,673	44,670	71,838	48,551
Sundry	144,461	147,051	147,251	158,241
Utilities	70,290	81,650	78,150	74,550
Maintenance	31,738	31,139	30,093	31,687
Capital Outlay	136,160	136,774	136,774	140,610
<b>Total Appropriations</b>	<b>\$1,329,876</b>	<b>\$1,391,453</b>	<b>\$1,382,374</b>	<b>\$1,417,713</b>

**SERVICE POINT EMPLOYEES - LIBRARY**

<i>REGULAR FULL-TIME POSITIONS</i>	<i>2007-2008</i>	<i>2008-2009</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
City Librarian	1	1	1	1	1	1	1
Access Librarian	1	1	1	1	1	1	1
Resource Librarian	1	1	1	1	1	1	1
Circulation Supervisor	1	1	1	1	1	1	1
1) and 6) Access Associate	3	2	2	1	1	1	1
Administrative Assistant	1	1	1	1	1	1	1
Cataloging Specialist	2	2	2	2	2	2	2
2) Circulation Technician	4	3	3	3	3	3	3
Collection Associate	1	1	1	1	1	1	1
4) Custodian	2	2	2	—	—	—	—
15) Library Assistant	2	2	2	2	2	1	1
Outreach Technician	1	1	1	1	1	1	1
16) Programming Associate	1	1	1	1	1	—	—
16) Youth Services Librarian	—	—	—	—	—	1	1
Senior Secretary	—	—	—	—	—	—	—
<b>Total Regular Full-time</b>	<b>21</b>	<b>19</b>	<b>19</b>	<b>16</b>	<b>16</b>	<b>15</b>	<b>15</b>

<i>REGULAR PART-TIME POSITIONS</i>	<i>2007-2008</i>	<i>2008-2009</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
7) & 14) Access Associate	4	6	6	8	8	6	6
2, 11, 13) Circulation Technician	11	13	13	13	9	9	9
5, 10, 12) Custodian	1	1	1	5	3	3	3
8) Graphics Technician	1	1	1	—	—	—	—
3) Outreach Technician	1	—	—	—	—	—	—
15) Library Assistant	—	—	—	—	—	1	1
Project Specialist	1	1	1	1	1	1	1
<b>Total Regular Part-time</b>	<b>19</b>	<b>22</b>	<b>22</b>	<b>27</b>	<b>21</b>	<b>20</b>	<b>20</b>

<i>SUBSTITUTE POSITIONS</i>	<i>2007-2008</i>	<i>2008-2009</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
Access Associate	4	4	4	4	4	4	4
13) Circulation Technician	4	4	4	4	4	4	4
9) Graphics Technician	1	1	1	—	—	—	—
Outreach Technician	3	3	3	3	3	3	3
Total Substitutes	12	12	12	11	11	11	11
<b>Grand Total Department</b>	<b>52</b>	<b>53</b>	<b>53</b>	<b>54</b>	<b>48</b>	<b>46</b>	<b>46</b>

- 1) One full-time position split into two part-time positions for FY 2008-2009
- 2) One full-time position split into two part-time positions for FY 2008-2009
- 3) One position was eliminated for FY 2008-2009
- 4) & 5) Two Full-time custodians converted to 4 part-time custodians during FY 2009-2010
- 6) & 7) One access associate converted to 2 part-time access associates during FY 2009-2010
- 8) Graphics Technician Position moved to the Communications Department FY 2010-2011
- 9) Graphics Technician Substitute Position Eliminated FY 2010-2011
- 10) Two Part-time custodians frozen FY 2010-2011
- 11) Four Part-time circulation technicians frozen FY 2010-2011
- 12) Two part-time custodians Eliminated FY 2011-2012
- 13) Four Part-time Circulation technicians eliminated FY 2011-2012
- 14) Two Part-Time Access Associates eliminated FY 2012-2013
- 15) One Full-Time Library Assistant reclassified to One Part-Time Library Assistant FY 12-13
- 16) Programming Associate reclassified to Youth Services Librarian FY 12-13

<i>PERFORMANCE BENCHMARKS</i>	<i>ACTUAL 2011-12</i>	<i>GOAL 2012-13</i>	<i>PERIOD ENDING JUNE 2013</i>	<i>PROJECTED 2013-14</i>
Total number of volumes owned	191,344	191,500	191,838	191,500
Number of books	173,549	170,500	171,915	170,500
Number of magazines and AV items	13,546	14,545	14,221	14,545
Number of electronic resources	4,249	6,800	6,702	6,800
Total loans	277,990	272,000	188,219	275,000
Number of events offered in library	262	280	278	282
<b>Total visits</b>	<b>231,695</b>	<b>239,800</b>	<b>153,297</b>	<b>238,000</b>

#### GOALS 2013-2014:

Increase memberships	2%
Update children's non-fiction	2%
Increase collection of downloadable resources	2%

## PARKS AND RECREATION

The Parks and Recreation Department provides oversight for the City's open spaces, athletic complexes, and recreationally oriented programs for the use of all citizens. Staff members diligently maintain a proactive maintenance program for over 27 park areas including oversight of maintenance activities on 23 playgrounds, traffic islands and medians, landscaping at City buildings and cemeteries and the downtown square. They also provide for the propagation of seasonal and perennial plant materials utilized in the Parks beautification programs, as well as the maintenance of over \$2,000,000 worth of trees in the Parks system.

The Parks and Recreation Department is responsible for:

- Baseball, softball, basketball, volleyball and tennis recreation team programs;
- Arts and crafts programs and festivals;
- Municipal Rose Garden operations;
- Rose Garden Center operations;
- Glass Recreation Center operations;
- Goodman Museum operations;
- Senior Center operations
- Harvey Convention Center operations;
- Rose Garden special activities;
- Swimming and fitness programs;
- Athletic tournaments;
- Concerts in the Park; and,
- Movies in the Park.

### Accomplishments for 2012-2013

- Addition of shade screens at Faulkner Baseball Fields
- Complete Goodman Exterior Restorations
- Complete New Roof at Harvey Convention Center
- Replace Shade Sails at Harvey Convention Center
- Facelift for Harvey Convention Center Marquee
- Restructure Parks Tourism Custodial Staff
- Lean Sigma Project for saving on field striping
- Mayor's Tree Tyler Initiative
- Remodel Rose Garden Center Restrooms
- Tree City USA Designation Renewal
- Participation in Citywide "Fit City" program
- Restored Lindsey Park to Maxicom irrigation control
- Updated lighting system at Lindsey field lighting to Musco control lighting
- Repainted Fun Forrest Pool, Faulkner Park spray ground and Fun Forrest spray ground
- Connection of athletic field lights at Faulkner to Musco satellite system.
- Re-hab 2 fountains at Rose Garden.
- Completion of Lindsey mountain bike trail.
- Re-mulched playgrounds
- Added a work order system for Parks Maintenance
- Planted a new planter bed on Harvey Hall Marquee
- Expansion of plantings on medians

- Reconfigured fence at Woldert Pool so spray ground is accessible at all times
- Glass Recreation Center renovations: painted kitchen, arts and crafts room, computer room and multi-propose room; painted outside rails; added art work to the kitchen and arts and crafts rooms;
- Upgraded the Fire Alarm system to the Senior Center
- Replaced a commercial hot water heater at the Senior Center
- Resurfaced 4 tennis courts at Faulkner Park. Total cost of project was \$8,000. We received a grant for \$3760 from USTA and private donations in the amount of \$4240 for the rest of the total.
- Continuation of Gentry Beautification project
- Co-hosted a 5K color run that help raise \$15000 for the Children's Park

### **Major Budget Items/Accomplishments for 2012-2013**

- Senior Celebrating Life (co-host with the Chamber) had more than 750 participants;
- Movies in the park goers, Fall/Spring movies had 4,800 participants;
- Hosted Garden Lecture series at the Rose Garden
- Hosted 11 Cooking for Life classes which had a waiting list for each class;
- Azalea Arts and Crafts Fair;
- 5th Annual Christmas in July Arts and Crafts Fair
- Rose Festival Arts and Crafts Fair;
- 12th Annual Fall Fest with over 1,200 attendees;
- 6th Annual Bambi Run with 100 participants;
- 5th Annual Father and Son Fishing Tournament with more than 40 participants;
- 7th Annual Holiday in the Park and Bazaar with over 10,000 in attendance;
- 8th Annual Ice Bowl Disc Golf Tourney benefiting the E.T. Food Bank and the Parks Dept.;
- Daddy Daughter and Mother and Son Dances with more than 500 attendees;
- Spring Rummage Sale with more than 550 attendees;
- 24th Annual Tyler Corporate Challenge with 12 sports categories;

- 7th Annual Life in Tyler Photography contest at the Rose Garden Center;
- 13th Annual Twilight Easter Egg Hunt with more than 1500 participants;
- 8th Annual Art in the Garden at the Rose Garden Center;
- After School Adventure Club for youth at the Glass Recreation Center with more than 30 students;
- Summer Playground Program at five park site with 255 registered children
- Hosted weekly Friday night dances with live bands at the Tyler Senior Center;
- Hosted daily "Texercise" Range of Motion and Bodyworks classes for seniors at the Tyler Senior Center;
- Started a Green Thumbs Garden Club at the Senior Center
- Hosted a Art Show at the Senior Center
- Started a Gentle Seniors Yoga Class at the Senior Center
- Art in the Park at the Goodman-LeGrand Museum;
- Heritage Day at the Goodman-LeGrand Museum; and,
- A Victorian Christmas open house at the Goodman-LeGrand Museum.
- Glass Recreation Center Summer Day Camp 80 registered as of June.
- Kick-off Wildflower program in the medians;
- Gentry Beautification project;
- New playgrounds at City Park, Glass Recreation Center and Griffith;
- Add Parks Black Belt

### **Goals for 2013-2014**

- Continued signage improvements at Rose Rudman and Bergfeld
- Bergfeld Master Plan
- Rose Garden improvements and Master Plan
- Rose Garden Center improvements planned
- Stewart Park
- Faulkner and Woldert Trail Extensions

## PARKS MAINTENANCE AND ADMINISTRATION

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	670,720	724,435	697,479	766,373
Supplies and Services	382,188	375,663	376,254	384,726
Sundry	86,171	85,276	85,316	79,258
Utilities	765,915	707,850	707,436	707,850
Maintenance	574,766	577,481	530,060	559,099
Capital Outlay	68,167	19,983	9,983	—
<b>Total Appropriations</b>	<b>\$2,479,760</b>	<b>\$2,470,705</b>	<b>\$2,396,545</b>	<b>\$2,497,306</b>

### SERVICE POINT EMPLOYEES – PARKS MAINTENANCE AND ADMINISTRATION

REGULAR FULL-TIME POSITIONS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
1) & 3) Parks and Recreation Director	—	1	1	0.5	0.5	0.5	0.5
4) Parks and Recreation Operation and Services Manager	1	1	1	0.7	0.7	0.7	0.7
7) Parks Maintenance Supervisor	1	1	1	1	1	—	—
7) Parks & Recreation Services Coordinator*	—	—	—	—	—	1	1
Crew Leader	4	4	4	4	4	4	4
Grounds Technician	1	1	1	1	1	1	1
Groundskeeper	6	6	6	6	6	6	6
Hardscape Technician	1	1	1	1	1	1	1
5) & 6) Laborer	8	8	8	8	7	7	7
2) Senior Clerk	1	—	—	—	—	—	—
Senior Secretary	—	1	1	1	1	1	1
<b>Total Department</b>	<b>23</b>	<b>24</b>	<b>24</b>	<b>23.2</b>	<b>22.2</b>	<b>22.2</b>	<b>22.2</b>

- 1) Position transferred from City Manager's Office and title changed during FY 2009-2010  
 2) One position upgraded to Senior Secretary during FY 2007-2008  
 3) 50% of Parks and Recreation Director position charged to Tourism Visitor's Facility  
 4) Parks and Recreation Operation and Service Manager 30% charged to Tourism Visitors Facility  
 5) 1 Laborer frozen for FY 2010-2011  
 6) Eliminated 1 of 8 Laborers FY 2011-2012  
 7) Parks Maintenance Supervisor converted to Parks & Recreation Services Coordinator in FY 11-12  
 \* Position is acting as full-time Lean Sigma Black Belt

## INDOOR RECREATION

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	342,731	358,566	366,495	358,090
Supplies and Services	70,645	83,415	74,963	83,415
Sundry	14,112	15,123	15,123	15,681
Utilities	175	200	200	200
Maintenance	30,392	31,594	31,581	31,951
<b>Total Appropriations</b>	<b>\$458,055</b>	<b>\$488,898</b>	<b>\$488,362</b>	<b>\$489,337</b>

**SERVICE POINT EMPLOYEES - INDOOR RECREATION**

<i>REGULAR FULL-TIME POSITIONS</i>	<i>2007-2008</i>	<i>2008-2009</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
1) Special Events/Recreation Supervisor	1	1	—	—	—	—	—
2) Special Events/Recreation Manager	—	—	1	1	1	1	1
Recreation Center Supervisor	1	1	1	1	1	1	1
4) Recreation Program Supervisor	1	1	1	1	1	1	1
Custodian	2	2	2	2	2	2	2
3, 5) Recreation Specialist	3	3	3	3	3	3	2
<b>Total Regular Full-time</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>7</b>
<hr/>							
<i>REGULAR PART-TIME POSITIONS</i>	<i>2007-2008</i>	<i>2008-2009</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
Clerk	2	2	2	2	2	2	2
Custodian	1	1	1	1	1	1	1
Total Regular Part-time	3	3	3	3	3	3	3
<b>Total Department</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>10</b>

1 & 2) Title change from Special Events/Recreation Supervisor to Special Events/Recreation Manager during FY 2008-2009

3) 1 Recreation Specialist position frozen for FY 2010-2011 & 2011-2012 & 2012-2013

4) Typo on title was listed as Recreation Operation Supervisor, corrected to Recreation Program Supervisor

5) 1 Recreation Specialist moved to Productivity Fund as Grants Specialist FY 13-14

**OUTDOOR RECREATION**

**SERVICE POINT EXPENDITURES**

	<i>FY2011-2012 ACTUAL EXPENDITURES</i>	<i>FY2012-2013 BUDGET APPROPRIATIONS</i>	<i>FY2012-2013 PROJECTED EXPENDITURES</i>	<i>FY2013-2014 BUDGET APPROPRIATIONS</i>
Salaries and Benefits	142,597	145,966	146,282	165,330
Supplies and Services	231,855	250,865	249,561	250,165
Sundry	26	—	250	300
Maintenance	—	1,000	1,000	1,000
<b>Total Appropriations</b>	<b>\$374,478</b>	<b>\$397,831</b>	<b>\$397,093</b>	<b>\$416,795</b>

**SERVICE POINT EMPLOYEES - OUTDOOR RECREATION**

<i>REGULAR FULL-TIME POSITIONS</i>	<i>2007-2008</i>	<i>2008-2009</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
Activity Specialist	1	1	1	1	1	1	1
<b>Total Regular Full-time</b>	<b>1</b>						
<hr/>							
<i>PART-TIME POSITIONS</i>	<i>2007-2008</i>	<i>2008-2009</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
1) & 2) Recreation Specialist	—	—	1	1	1	1	1
<b>Total Regular Part-time</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<hr/>							
<i>TEMPORARY POSITIONS</i>	<i>2007-2008</i>	<i>2008-2009</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
Pool Manager	3	3	3	3	3	3	3
Lifeguard	14	14	14	14	14	14	14
Playground Leader	12	12	12	12	12	12	12
<b>Total Temporary Positions</b>	<b>29</b>						

<i>SUBSTITUTE POSITIONS</i>	<i>2007-2008</i>	<i>2008-2009</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
Lifeguard	—	—	—	2	3	3	3
Total Substitutes	0	0	0	2	3	3	3
<b>Total Department</b>	<b>30</b>	<b>30</b>	<b>31</b>	<b>33</b>	<b>34</b>	<b>34</b>	<b>34</b>

- 1) Data Management Position transferred to the Parks Department to create a part time Recreation Specialist position during FY 2009-2010  
2) 1 PT Custodian and 1 PT Recreation Specialist combined to form 1 FT Recreation Specialist, then reversed back in FY 2011-2012

## MEDIAN MAINTENANCE ARBORIST

### SERVICE POINT EXPENDITURES

	<i>FY2011-2012 ACTUAL EXPENDITURES</i>	<i>FY2012-2013 BUDGET APPROPRIATIONS</i>	<i>FY2012-2013 PROJECTED EXPENDITURES</i>	<i>FY2013-2014 BUDGET APPROPRIATIONS</i>
Salaries and Benefits	156,977	194,902	191,668	189,948
Supplies and Services	189,114	155,281	153,368	183,071
Sundry	2,009	4,000	3,997	4,000
Maintenance	40,600	41,611	44,298	50,224
<b>Total Appropriations</b>	<b>\$388,700</b>	<b>\$395,794</b>	<b>\$393,331</b>	<b>\$427,243</b>

### SERVICE POINT EMPLOYEES - MEDIAN MAINTENANCE ARBORIST

<i>REGULAR FULL-TIME POSITIONS</i>	<i>2007-2008</i>	<i>2008-2009</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
Arborist/Urban Forester	1	1	1	1	1	1	1
Crew Leader	1	1	1	1	1	1	1
Laborer	3	3	3	3	3	3	3
<b>Total Department</b>	<b>5</b>						

## PARKS AND RECREATION 2012-2013 BENCHMARKS

<i>PARKS AND RECREATION</i>	<i>2011-2012 ACTUAL</i>	<i>2012-2013 BUDGET</i>	<i>PERIOD ENDING JULY 2013</i>	<i>PROJECTED 2013-2014</i>
Park acreage (approximately)	809	809	809	809
Medians maintained and/or mowed	187	187	187	187
Trees planted – By TREES Committee and City of Tyler Staff.	254	4000	5370 (trees planted)	500
Hazardous Trees Removed	115	23600	218	100
Adult Recreation Softball Teams	420	470	420	450
Summer Playground Program Participants	16,927	20,000	15406	20,000
Summer Food Program Served	24,942	25,000	19,112	25,000
Glass Recreation Membership	3,384	4,000	3,508	4,000
Special Event Participation				
Fall Festival	900	1,200	1,200	1,200
Holiday in the Park	10,000	10,000	10,000	10,500
Valentine's Daddy Daughter Dance	400	500	500	500

### CEMETERY

Lot Sales (includes burials)	\$24,032	\$20,000	\$10,214	20,000
Mausoleum Space Sales	\$71,500	\$65,000	\$44,500	\$65,000

<b>TOURISM RENTAL REVENUE</b>				
Harvey Convention Center	\$231,790	\$233,350	\$172,891	\$233,350
Rose Garden Center	\$77,772	\$90,000	\$59,059	\$90,000
Goodman/LeGrand Visitors	10,000	10,000	7,602	12,000

<b>MEDIANS</b>		
4.1 acres of planter beds maintained (170 locations)	187	171
28.5 acres of turf maintained (app. 6 miles)	7	8 miles

<b>TREE PLANTING</b>			
TREES Com.	18	50	50
Mayors Tree Tyler	2	301	150
City Planted	300	145	150
Donated	940	2,000	1,000
Citizen Planted Trees	180	5370 (trees planted)	500

**SERVICE POINT EMPLOYEES – CAPITAL PROJECTS**

<b>REGULAR FULL-TIME POSITIONS</b>	<b>2007-2008</b>	<b>2008-2009</b>	<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>
1) Projects Coordinator	1	—	—	—	—	—	—
<b>Total Department</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

1) Position transferred to Engineering for FY 2008-2009

## ENGINEERING SERVICES

### Service Point Focus

Engineering Services is comprised of the Engineering, the Half-Cent Sales Tax Fund Administration, the Property and Facilities divisions and Stormwater Utility oversight.

Engineering Services staff provides executive and administrative management of the three divisions. Staff provides planning, personnel administration, personnel development, records management, contract administration, major capital infrastructure maintenance, additions and/or replacement activities as well as planning for the most efficient funding for these activities.

### Engineering

Engineering is responsible for capital improvement projects to ensure effective and efficient implementation of Half-Cent Sales Tax. Engineering staff provides civil engineering design and construction oversight as well as providing design and construction oversight of maintenance and emergency repair projects of City streets, some drainage structures and concrete work in the right-of-way within the city limits. This department provides

infrastructure development support services through:

- The administration of Half-Cent Sales Tax Fund;
- Half-Cent Sales Tax Projects design oversight;
- Half-Cent Sales Tax Projects construction oversight;
- Project surveying/construction staking;
- Street condition rating and grading;
- Administration of the pavement enhancement program;
- Valley gutter placement;
- Stormwater Utility Oversight
- Sidewalk / ADA design and construction oversight;
- CDBG Program design and project management; and,
- Miscellaneous design services for other city departments.

### Half Cent Sales Tax

The Engineering staff provides maintenance man-

agement of City-owned facilities and administers the Half-Cent Sales Tax Program, which provides approximately \$12 million annually for numerous infrastructure projects including drainage, streets, public safety, parks and airport improvements. The Half-Cent Sales Tax Program is directed by the Half-Cent Sales Tax Board who, along with the City Council, governs the priority scheduling of the extensive list of projects.

### Accomplishments for 2012-13

- Earl Campbell Pkwy / Old Noonday Road between SH 155 and Loop 323 - Construction;
- Fire Station #5 Roadway Construction;
- 2012 Pavement Enhancement Project - Design and Construction;
- Cumberland Road (from Broadway Rd. to Old Jacksonville Rd.) - Preliminary Design;
- RSA & Extension for 4-22 SAI - Design Phase;
- Gentry Parkway raised medians-Loop 323 to E MLK - Landscaping;
- Fire Station #5 - Construction;
- City Wide Miscellaneous sidewalks - sidewalk improvements
- 2012 Traffic Signal Upgrades (8 Consolidated Traffic Projects @ 52 intersections) - Design & Construction; and,
- Security Fence Upgrades around Airport

### Goals for 2013-14

The following projects are anticipated to begin or continue in FY 2012-13:

- 2012 Pavement Enhancement Project - Design and Construction;

- Cumberland Rd. (from Broadway Rd. to Old Jacksonville Rd.) - Design;
- Reconstruction of Runway 4/22;
- 2012 Traffic Signal Upgrade;
- Pavement Enhancement, including contracting with Fugro to collect pavement data;
- Signal upgrade at Front and Broadway - Construction;
- Fair Plaza Garage in the Downtown Area;
- Rice/Shiloh Road (Old Jacksonville to Rhones Quarter) Roadway configuration - Design;
- Tyler South Police Substation - Design;
- Rose Garden Upgrades - Design;
- Citywide Sidewalk Improvements; and,
- Palace Avenue (MLK to 29th), 26th and Grand Improvements - Design;

### Stormwater Utility Projects Goals for 2013-2014

- Drainage Improvements Cedar to Cochran Construction
- Leisure Lanes Drainage Improvements Design
- Brynmar Court Drainage Improvements Design

### Property & Facilities Management

Facilities management functions include HVAC (heating, ventilation, and air-conditioning), roof maintenance, janitorial services, disposal of surplus property, property acquisition for City-owned facilities, and mail/courier services. The City Engineer provides oversight for facilities personnel, vendors, and contractors who provide these services.

### ENGINEERING SERVICES 2013- 2014 BENCHMARKS

231 HALF CENT SALES TAX PERFORMANCE BENCHMARKS	2011- 2012 ACTUAL	2012 - 2013 BUDGET	PERIOD ENDING JUNE 2013	2013 - 2014 PROJECTED
Total number of Capital projects under design	8	10	7	6
Total number of Capital projects under construction	10	8	6	11
<b>Total value of the Half Cent program</b>	<b>\$8,151,724</b>	<b>\$16,046,100</b>	<b>\$3,653,537</b>	<b>\$2,2813,794</b>

**SERVICE POINT EMPLOYEES – ENGINEERING**

<i>REGULAR FULL-TIME POSITIONS</i>	<i>2007-2008</i>	<i>2008-2009</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
City Engineer	1	1	1	1	1	1	1
1) Administrative Assistant	0.86	—	—	—	—	—	—
2) Capital Budget Analyst	-	0.86	0.86	0.86	0.86	0.86	0.86
3, 12, 13) Engineering Technician	1.62	1.60	1.60	1.60	1.6	1	1
12) Associate Engineer	—	—	—	—	—	1	1
4) Projects Coordinator	—	1	—	—	—	—	—
5) Project Engineer	1	1	1	1	1	1	1
Senior Secretary	1	—	—	—	—	—	—
6) & 10) Survey Crew Chief	1	1	1	1	—	—	—
7, 8, 11) Survey Crew Member	1	1	1	1	—	—	—
Survey Instrument Operator	1	1	—	—	—	—	—
9) Utilities Construction Inspector	3.84	—	—	—	—	—	—
<b>Total Department</b>	<b>12.32</b>	<b>8.46</b>	<b>6.46</b>	<b>6.46</b>	<b>4.46</b>	<b>4.86</b>	<b>4.86</b>

\*The Engineering and Street departments were combined in FY 2006-2007 to form the Engineering Services department.

- 1) One position reclassified to Capital Budget Analyst during FY 2007-2008
- 2) Capital Budget Analyst one position with 14% paid by Storm Water Management
- 3) Engineering Technician two positions, one with 40% paid by Storm Water Management
- 4) Position transferred to Communications and title changed to Lean Sigma Master Black Belt FY 2008-2009
- 5) Project Engineer Position frozen for the FY 2009-2010 and FY 2010-2011
- 6) Survey crew Chief position frozen for the FY 2009-2010 and FY 2010-2011
- 7) Position moved to Property and Facility during FY 2009-2010
- 8) Position reclassified and title changed to City Courier during FY 2009-2010
- 9) Four Utilities Construction Inspector positions transferred to Development Services during FY 2007-2008
- 10) Eliminated Survey Crew Chief position FY 2011-2012
- 11) Eliminated Survey Crew Member FY 2011-2012
- 12) 1 Engineering Technician converted to 1 Associate Engineer in FY 2011-2012
- 13) Engineering Technician reclassified to Project Engineer in FY 12-13

## ENGINEERING

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	371,450	346,560	339,006	367,864
Supplies and Services	34,292	68,719	30,073	67,144
Sundry	24,976	25,578	25,578	25,636
Utilities	189	150	156	150
Maintenance	12,591	18,264	13,764	14,757
<b>Total Appropriations</b>	<b>\$443,498</b>	<b>\$459,271</b>	<b>\$408,577</b>	<b>\$475,551</b>

## STREET DEPARTMENT

The Street Department is responsible for coordinating efforts with Engineering Services to set-up and manage the Micro Paver Pavement Maintenance Management System. This software program allows the departments to accurately rate road conditions and track their life span.

Additionally, the Street Department is responsible for:

- Monitoring and establishing City Street Conditional Ratings to ensure the best quality streets for the City;
- Monitoring and evaluating the City's infrastructure drainage system to better provide an optimal drainage system;
- Establishing a Right-of-Way mowing cycle that optimizes aesthetics and cost effectiveness with an emphasis on eliminating visual obstructions, mitigating rubbish accumulations and promoting the City's natural beauty; and,
- Establishing a street sweeping cycle to utilize cost and effective methods, with an emphasis on eliminating unsightly trash to show off the City's rustic ambiance.

### Accomplishments for FY 2012-2013

- Evaluate 464 miles of City Streets for current condition Rating – completed for 2013 overlay schedule
- Mow and maintain 1,716 miles of Right-of-Way within City limits – ongoing
- Complete 13 street sweeping cycles that consist of 20,000 miles of curb and guttered streets – ongoing
- Asphalt Overlay – 2012 scheduled streets completed / 2013 schedule in process
- Crack Sealing – 2012 completed / 2013 schedule in process
- Lake Tyler Street repairs – ongoing
- Build area for containers at the Duncan Street Solid

Waste facility – completed

- Repair bus shelters as needed for Tyler Transit - completed
- Dead tree removal project – completed removal of 61 trees from city right-of-ways or city properties –ongoing Project
- Repair & clean Storm Water inlet boxes to help eliminate debris in channels – ongoing
- Completed road and parking construction for SPCA site

### Goals for FY 2013-2014

- Asphalt Overlay – In-house (specific streets as designated);
- Crack Sealing – In-house (specific streets as designated);
- Lake Tyler Street Repairs;
- Assist Eng Dept. – Street Evaluation;
- Dead Tree Removal from City Right of Ways and properties;
- Asphalt repair of Fair Ground's site;
- Expand current Container Storage Area for Solid Waste Dept.;
- Repair & Install Valley Gutters (specific streets designated);
- Repair bus shelters as needed for Tyler Transit;
- Quiet Zone Project;
- Drainage Projects: Old Hickory; Grande; Wilder Way; Reed Rd.;
- Repair & clean Storm Water inlet boxes to help eliminate debris in channels
- Join with other City departments to build new City U facility

## STREETS

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	803,226	1,158,983	797,726	1,194,176
Supplies and Services	406,075	248,656	382,892	228,551
Sundry	55,048	56,028	56,028	57,520
Utilities	5,713	11,800	11,144	11,200
Maintenance	739,229	794,939	794,936	810,880
<b>Total Appropriations</b>	<b>\$2,009,291</b>	<b>\$2,270,406</b>	<b>\$2,042,726</b>	<b>\$2,302,327</b>

### SERVICE POINT EMPLOYEES – STREET DEPARTMENT

REGULAR FULL-TIME POSITIONS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Street Manager	1	1	1	1	1	1	1
Street Supervisor	—	—	—	—	—	—	—
Clerk	—	—	—	—	—	—	—
Code Enforcement Officer I	—	—	—	—	—	—	—
Code Services Officer	—	—	—	—	—	—	—
Crew Leader	4	4	4	4	4	4	4
1) & 4) Equipment Operator I	1	5	5	5	5	5	5
Equipment Operator II	7	7	7	7	7	7	7
Foreman II	1	1	1	1	1	1	1
Laborer	4	4	4	4	4	4	4
Semi-Skilled Laborer	3	3	3	3	3	3	3
2) Senior Clerk	1	—	—	—	—	—	—
Senior Secretary	1	1	1	1	1	1	1
3) Street Surface Technician	1	1	1	1	—	—	—
Truck Driver	3	3	3	3	3	3	3
<b>Total Department</b>	<b>27</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>29</b>	<b>29</b>	<b>29</b>

- 1) Four positions transferred to Environmental Services during FY 2007-2008 then the four positions were transferred back
- 2) Position transferred to Code Enforcement during FY 2007-2008
- 3) Eliminated Street Surface Technician FY 2011-2012
- 4) One of five Equipment Operator I positions frozen FY 2010-2011 and FY 2011-2012 and FY 2012-2013

## TRAFFIC ENGINEERING

Traffic Engineering is charged with the responsibility of roadway safety. Staff members promote the safe, convenient and efficient movement of people, goods and services throughout the City by planning, designing, installing, maintaining and repairing all traffic control devices on City streets. The Department provides service support in the areas of:

- Manufacturing, installation, and maintenance of City street signs;
- Installation and maintenance of City street pavement markings;
- Maintenance and repair of traffic signals;
- Analysis and implementation of signal timing plans;
- Planning for current and future traffic control needs;
- Mitigating traffic congestion;
- Conducting speed studies, traffic signal studies, and stop sign warrant studies;
- Ensuring street lights are efficiently placed and installed and maintained in a timely manner;
- Oversight of the public school crossing guard program; and,
- Installation, maintenance, and policing of the parking meters in the Downtown Business District.

### Accomplishments for FY 2012-13

- Completion of Signal Upgrade Projects including the intersections of Houston Street & Vine Avenue & Palace Avenue and 5th Street & Broadway Avenue;
- Continue upgrading selected traffic signals to Flashing Yellow Arrow display;
- Continue upgrading various signal communications systems;
- Continue planning and design efforts on Capital Im-

- improvements Program Signal Upgrades;
- Program-funded signal projects;
- Completion of Phase 1 of Quiet Zone implementation plan;
- Commenced Quiet Zone Phase 2 implementation;
- Commenced the Shiloh/Rice Road lane line reconfiguration and restriping project;
- Implementation of an inter-departmental program to provide a downtown Park and Ride system.
- Major Budget Items
- Upgrade equipment for Flashing Yellow Arrow delay conversions; and,
- 2013 Capital Improvements Program Signal Upgrades.

### Goals for FY 2013-14

- Completion of Phase 2 of Quiet Zone implementation plan;
- Commence planning and design of a new traffic meter system in the Downtown Business District;
- Commence planning and design of a Traffic Control Center to coordinate Traffic Division operations;
- Completion of additional adaptive control systems;
- Continue upgrading selected traffic signals to Flashing Yellow Arrow display;
- Implement a parking meter rental program;
- Implement an inter-departmental program to provide a downtown Park and Ride system; and,
- Streamline street closure application process to an electronic system.

**SERVICE POINT EMPLOYEES – TRAFFIC ENGINEERING**

<i>REGULAR FULL-TIME POSITIONS</i>	<i>2007-2008</i>	<i>2008-2009</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
Traffic Engineer	1	1	1	1	1	1	1
1, 4, &7) Associate Traffic Engineer	0.85	0.85	0.85	—	—	1	1
4) & 5) Transportation Project Engineer	0	0	0	0.85	0.85	—	—
5) Traffic Services Supervisor	—	—	—	—	—	0.85	0.85
Parking Patrol	2	2	2	2	2	2	2
2 & 8) Senior Secretary	0.76	0.76	0.76	0.76	0.76	—	—
Traffic Engineering Technician	—	—	—	—	0	0	0
6) Traffic Marker	2	2	2	2	2	2	2
Traffic Marker II	1	1	1	1	1	1	1
7) Traffic Operations Supervisor	1	1	1	1	1	—	—
3) Traffic Sign Crew Leader	1	—	—	—	—	—	—
Traffic Sign Supervisor	—	1	1	1	1	1	1
8) Administrative Secretary	—	—	—	—	—	0.76	0.76
Traffic Signal Technician	3	3	3	3	3	3	3
<b>Total Regular Full-time</b>	<b>12.61</b>						
<b>REGULAR PART-TIME POSITIONS</b>							
	<i>2007-2008</i>	<i>2008-2009</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
Parking Patrol	—	—	—	—	—	—	—
6) Intern	—	—	—	—	—	2	2
<b>Total Regular Part-time</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>0</b>	<b>2</b>	<b>2</b>
<b>TEMPORARY POSITIONS</b>							
	<i>2007-2008</i>	<i>2008-2009</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
School Crossing Guard	40	40	40	40	40	40	40
Total Temporary Positions	40	40	40	40	40	40	40
<b>Total Department</b>	<b>52.61</b>	<b>52.61</b>	<b>52.61</b>	<b>52.61</b>	<b>52.61</b>	<b>54.61</b>	<b>54.61</b>

- 1) One position with 15% paid by Storm Water Management
- 2) One position with 24% paid by Storm Water Management
- 3) Title changed from Traffic Sign Crew Leader to Traffic Sign Supervisor during FY 2007-2008
- 4) Position upgraded to Transportation Project Engineer FY 2010-2011, with 15% paid by Storm Water Management
- 5) 1 Transportation Project Engineer downgraded to Traffic Services Supervisor in FY 2011-2012
- 6) One Traffic Marker converted to two Part-Time college internships in FY 12-13
- 7) Traffic Operations Supervisor reclassified to Associate Traffic Engineer FY 12-13
- 8) Senior Secretary reclassified to Administrative Secretary FY 12-13

**TRAFFIC ENGINEERING**

**SERVICE POINT EXPENDITURES**

	<i>FY2011-2012 ACTUAL EXPENDITURES</i>	<i>FY2012-2013 BUDGET APPROPRIATIONS</i>	<i>FY2012-2013 PROJECTED EXPENDITURES</i>	<i>FY2013-2014 BUDGET APPROPRIATIONS</i>
Salaries and Benefits	828,116	819,392	829,559	877,386
Supplies and Services	83,132	93,630	87,463	85,132
Sundry	28,672	31,479	32,278	31,612
Utilities <sup>1 &amp; 2</sup>	1,328,702	1,320,090	1,330,205	1,330,090
Maintenance	175,744	214,229	199,610	199,595
<b>Total Appropriations</b>	<b>\$2,444,366</b>	<b>\$2,478,820</b>	<b>\$2,479,115</b>	<b>\$2,523,815</b>

<sup>1</sup> Street Lighting utility costs moved to Property and Facility Fund in FY2010-2011

<sup>2</sup> Street Lighting utility costs moved to Traffic Engineering in FY2011-2012

<i>PERFORMANCE BENCHMARKS</i>	<i>ACTUAL 2011-12</i>	<i>BUDGET 2012-13</i>	<i>PERIOD ENDING JULY 2013</i>	<i>PROJECTED 2013-14</i>
Square footage of signs produced	1,977	2,500	2,187	2,500
Number of traffic signals	143	150	151	152
Number of responses to trouble calls	508	500	423	500
Number of signals converted to Flashing Yellow Arrows	15	10	7	15
Number of parking tickets issued	8,728	9,000	6,958	—
Lane miles of street striping	17	17.5	27.03	28

## MUNICIPAL COURT

The goal of the Municipal Court is to provide a forum for justice to ensure that all citizens are treated fairly and equally, without regard to race, sex and religion, while abiding by all applicable guidelines and laws. The Municipal Court functions to administer fair and impartial justice in accordance with applicable statutes, ordinances, and City regulations by conducting trials and hearings to dispose of traffic, misdemeanor and parking violations. Staff members of the Court are responsible for:

- Scheduling, hearing, and disposing of all cases brought for trial;
- Establishing and administering court procedures as required by State law;
- Maintaining all records and dockets;
- Accounting for payment of fines; and,
- Serving warrants.

### Accomplishments for 2012-2013

- The Court standardized a collection program within the Court to increase compliance on past due citations;
- The Court contracted with Smith County to implement a Scofflaw program that will hold a vehicle registration until their past due fines have been paid.

### Major Budget Items 2013-2014

- Implement an Interactive Voice Response system that will allow citizens to pay their fines through a secured phone system;
- Continue to work with the Information Technology Department to automate processes to move the Court toward paperless operations; and,
- Continue to invest in the purchase of electronic ticket books to maintain an inventory so all Police Officers can utilize this equipment. This will eliminate data entry for the Court, reduce phone calls requesting information, and will allow the citizens to quickly retrieve information concerning citations received.

### Goals for 2013-2014

- Through the Lean Sigma Program, create electronic dockets that can be displayed on the Court's web page so all citizens can easily view the dates and times they are scheduled for Court. The citizens will also be able to complete surveys, forms, inquiries, and obtain general court information. This will greatly reduce phone calls to the Court to verify Court settings and allow citizens to access this information 24 hours a day.

<i>PERFORMANCE BENCHMARKS</i>	<i>ACTUAL 2011-12</i>	<i>BUDGET 2012-13</i>	<i>PERIOD ENDING JUNE 2013</i>	<i>PROJECTED 2013-14</i>
Number of municipal prisoners housed in Smith County Jail	2,039	2,000	1,093	2,000
Average cost of municipal prisoner per stay	\$155	\$150	\$150	\$150
Number of plea offers made	1,688	1,000	528	1,000
Maintain a percentage of class participants completing Partner's for Youth.	50%	70%	96%	70%
Number of cases handled by a clerk.	6,296	5,000	4,290	5,000
Net revenue collected on cases adjudicated	\$7,049,847	\$7,621,792	\$5,519,032	\$7,471,562

## MUNICIPAL COURT ADMINISTRATION

### SERVICE POINT EXPENDITURES

	<i>FY2011-2012 ACTUAL EXPENDITURES</i>	<i>FY2012-2013 BUDGET APPROPRIATIONS</i>	<i>FY2012-2013 PROJECTED EXPENDITURES</i>	<i>FY2013-2014 BUDGET APPROPRIATIONS</i>
Salaries and Benefits	719,776	729,919	740,447	734,131
Supplies and Services	745,230	626,279	621,314	646,481
Sundry	176,442	189,225	189,279	193,117
Utilities	12,040	12,512	11,603	12,016
Maintenance	38,322	40,505	32,766	37,970
<b>Total Appropriations<sup>1</sup></b>	<b>\$1,691,810</b>	<b>\$1,598,440</b>	<b>\$1,595,409</b>	<b>\$1,623,715</b>

<sup>1</sup> Municipal Court Efficiency Funds moved to Court Special Fee Fund in FY2010-2011

### SERVICE POINT EMPLOYEES – CODE ENFORCEMENT

<i>REGULAR FULL-TIME POSITIONS</i>	<i>2007-2008</i>	<i>2008-2009</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
Code Enforcement Manager	—	1	1	—	—	—	—
1) Environmental Coordinator	1	—	—	—	—	—	—
Chief Code Enforcement Officer	—	1	1	—	—	—	—
Code Enforcement Officer I	3	3	3	—	—	—	—
2) Code Services Officer	1	1	1	—	—	—	—
3) Equipment Operator I	4	—	—	—	—	—	—
4) Equipment Operator II	2	1	1	—	—	—	—
5) Laborer	1	—	—	—	—	—	—
6) Senior Clerk	—	1	1	—	—	—	—
<b>Total Department</b>	<b>12</b>	<b>8</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

1) Title change from Environmental Coordinator to Code Enforcement Manager during FY 2007-2008

2) One position upgraded to Chief Code Enforcement Officer for FY 2008-2009

3) Four positions transferred to Streets during FY 2007-2008

4) One position transferred to Streets during FY 2007-2008

5) One position upgraded to Code Services Officer for FY 2008-2009

6) Position transferred from Streets during FY 2007-2008

\*This department was formerly known as Environmental Services.

Department transferred to the Solid Waste Fund FY 2010-2011

**SERVICE POINT EMPLOYEES – MUNICIPAL COURT ADMINISTRATION**

<i>REGULAR FULL-TIME POSITIONS</i>	<i>2007-2008</i>	<i>2008-2009</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
Municipal Court Administrator	1	1	1	1	1	1	1
4) Deputy Court Administrator	—	—	—	1	1	1	1
Court Clerical Supervisor	—	—	—	1	1	1	1
Administrative Assistant	1	1	1	—	—	—	—
Administrative Secretary	—	—	—	—	—	—	—
Bailiff	—	—	—	—	—	—	—
City Marshal	1	1	1	1	1	1	1
Court Clerk	—	—	—	—	—	—	—
Court Technician	1	1	1	1	1	1	1
Deputy City Marshal	—	—	—	—	—	—	—
9) & 13) Deputy City Marshal I	3	3	3	—	—	—	—
1) & 10) Deputy City Marshal II	3	3	3	3	2	2	2
2) & 5) & 6) & 11) & 12) Deputy Court Clerk	8	9	8	6	6	6	6
11) Juvenile Case Coordinator	1	1	1	—	—	—	—
11) Juvenile Program Coordinator	1	1	1	—	—	—	—
8) Senior Deputy Court Clerk	2	2	2	2	2	2	2
Senior Secretary	—	—	—	—	—	—	—
3) & 7) Teen Court Coordinator	—	1	1	—	—	—	—
<b>Total Department</b>	<b>22</b>	<b>24</b>	<b>23</b>	<b>16</b>	<b>15</b>	<b>15</b>	<b>15</b>

- 1) One Position frozen for FY 2009-2010
- 2) One additional position approved for FY 2008-2009
- 3) One position added for FY 2008-2009
- 4) Administrative Assistant position converted to Deputy Court Administrator during FY 2009-2010
- 5) One Deputy Court Clerk Transferred to Main Street during FY 2009-2010
- 6) One Deputy Court Clerk Upgraded to a Senior Deputy Court Clerk during FY 2009-2010
- 7) Teen Court Coordinator downgraded to deputy court clerk during FY 2009-2010
- 8) One Senior Deputy Court Clerk upgraded to Court Clerical Supervisor during FY 2009-2010
- 9) Deputy Marshal I moved to Liberty Theater to create Liberty Theater Manager position FY 2010-2011
- 10) Eliminated 1 of 3 Deputy City Marshall II positions FY 2011-2012
- 11) 1 Deputy Court Clerk, Juvenile Case Coordinator and Juvenile Program Coordinator moved to Partners of Youth Fund FY 2010-2011
- 12) During FY 09-10, refer to 7, 5, 6 during process the downgraded Deputy Court Clerk was not added to the number, this is a corrected entry, should be 8 positions
- 13) 3 Deputy City Marshal I positions moved to Municipal Court Security Fund FY 2010-2011

**SERVICE POINT EMPLOYEES – MUNICIPAL SECURITY**

<i>REGULAR FULL-TIME POSITIONS</i>	<i>2007-2008</i>	<i>2008-2009</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
1, 2) Deputy City Marshal I	—	—	—	3	3	3	2
2) Deputy Court Clerk	—	—	—	—	—	—	1
<b>Total Department</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

- 1) Three Deputy City Marshal I positions moved to Municipal Security from Municipal Court Administration FY 2010-2011
- 2) One Deputy City Marshal I reclassified to Deputy Court Clerk FY 13-14

**SERVICE POINT EMPLOYEES – PARTNERS OF YOUTH**

<i>REGULAR FULL-TIME POSITIONS</i>	<i>2007-2008</i>	<i>2008-2009</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
1) Deputy Court Clerk	—	—	—	2	2	2	2
1) Juvenile Case Coordinator	—	—	—	1	1	1	1
1) Juvenile Program Coordinator	—	—	—	1	1	1	1
<b>Total Department</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

- 1) These positions moved to Partners for Youth Fund from Municipal Court FY 2010-2011





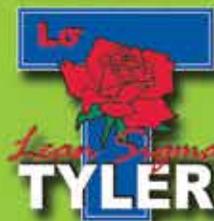
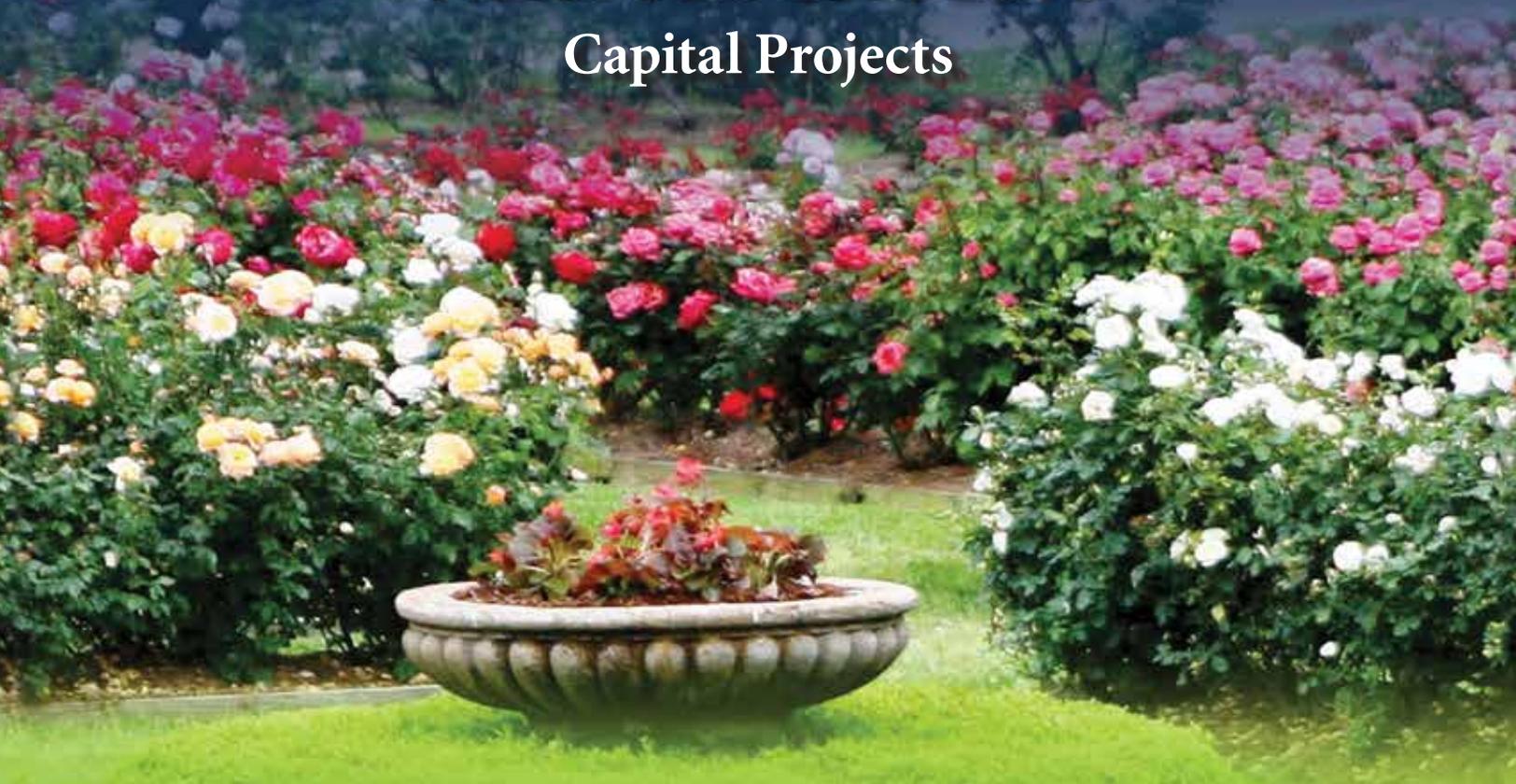
*A Natural Beauty*



# CITY OF TYLER ANNUAL BUDGET

## Fiscal Year 2013-2014

### Capital Projects



**Setting the Standard for Performance Excellence in Local Government**



**GENERAL CAPITAL PROJECTS FUND (102)**  
**REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**FISCAL YEAR 2013-2014**

	<i>ACTUAL</i> 2011-2012	<i>AMENDED</i> <i>BUDGET</i> 2012-2013	<i>PROJECTED</i> 2012-2013	<i>BUDGET</i> 2013-2014
Unreserved Fund Balance	2,277,629	2,263,593	2,263,593	939,756
<b>Beginning Fund Balance / Working Capital</b>	<b>\$2,277,629</b>	<b>\$2,263,593</b>	<b>\$2,263,593</b>	<b>\$939,756</b>
<b>REVENUES</b>				
Interest Earnings	11,512	4,500	5,356	5,000
Miscellaneous	180,104	70,000	100,498	75,000
<b>Total Revenues</b>	<b>\$191,616</b>	<b>\$74,500</b>	<b>\$105,854</b>	<b>\$80,000</b>
<b>EXPENDITURES</b>				
Tyler 1st	35,952	30,000	31,000	13,000
Area Development Plan/TIF	—	83,112	26,000	—
Library Projects	—	—	—	—
Early Warning System	40,761	50,000	—	—
Parks Improvements Projects	54,131	65,000	55,000	148,000
Coban Units	90,782	276,708	327,583	327,583
Fire Equipment	13,500	65,000	41,387	—
Animal Shelter	41,639	254,509	334,191	—
Street Improvement Program/Equipment	194,119	328,532	328,530	398,912
Traffic Management Enhancements	284,767	288,197	286,000	180,000
Contingency	—	200,000	—	150,000
<b>Total Expenditures</b>	<b>\$755,652</b>	<b>\$1,641,058</b>	<b>\$1,429,691</b>	<b>\$1,217,495</b>
Transfer In	550,000	—	—	450,000
General Fund (101)	550,000	—	—	450,000
(Transfer Out)	—	—	—	—
Unreserved Fund Balance	2,263,593	697,035	939,756	252,261
<b>Ending Fund Balance / Working Capital</b>	<b>\$2,263,593</b>	<b>\$697,035</b>	<b>\$939,756</b>	<b>\$252,261</b>

## GENERAL GOVERNMENTAL SERVICES

### SERVICE POINT EXPENDITURES

	<i>FY2011-2012 ACTUAL EXPENDITURES</i>	<i>FY2012-2013 BUDGET APPROPRIATIONS</i>	<i>FY2012-2013 PROJECTED EXPENDITURES</i>	<i>FY2013-2014 BUDGET APPROPRIATIONS</i>
Supplies and Services	35,952	113,112	57,000	13,000
Sundry	—	165,000	—	150,000
<b>Total Appropriations</b>	<b>\$35,952</b>	<b>\$278,112</b>	<b>\$57,000</b>	<b>\$163,000</b>

## TECHNOLOGY SERVICES

### SERVICE POINT EXPENDITURES

	<i>FY2011-2012 ACTUAL EXPENDITURES</i>	<i>FY2012-2013 BUDGET APPROPRIATIONS</i>	<i>FY2012-2013 PROJECTED EXPENDITURES</i>	<i>FY2013-2014 BUDGET APPROPRIATIONS</i>
Capital Outlay	40,761	50,000	—	—
<b>Total Appropriations</b>	<b>\$40,761</b>	<b>\$50,000</b>	<b>\$ —</b>	<b>\$ —</b>

## POLICE SERVICES

### SERVICE POINT EXPENDITURES

	<i>FY2011-2012 ACTUAL EXPENDITURES</i>	<i>FY2012-2013 BUDGET APPROPRIATIONS</i>	<i>FY2012-2013 PROJECTED EXPENDITURES</i>	<i>FY2013-2014 BUDGET APPROPRIATIONS</i>
Supplies and Services	90,782	214,461	265,336	327,583
<b>Total Appropriations</b>	<b>\$ 90,782</b>	<b>\$214,461</b>	<b>\$265,336</b>	<b>\$327,583</b>

## FIRE SERVICES

### SERVICE POINT EXPENDITURES

	<i>FY2011-2012 ACTUAL EXPENDITURES</i>	<i>FY2012-2013 BUDGET APPROPRIATIONS</i>	<i>FY2012-2013 PROJECTED EXPENDITURES</i>	<i>FY2013-2014 BUDGET APPROPRIATIONS</i>
Supplies & Services	—	38,526	38,526	—
Capital Outlay	13,500	65,000	41,387	—
<b>Total Appropriations</b>	<b>\$13,500</b>	<b>\$103,526</b>	<b>\$79,913</b>	<b>\$ —</b>

## PARKS MAINTENANCE AND ADMINISTRATION

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Supplies & Services	—	—	—	—
Capital Outlay	54,131	65,000	55,000	148,000
<b>Total Appropriations</b>	<b>\$54,131</b>	<b>\$65,000</b>	<b>\$55,000</b>	<b>\$148,000</b>

## STREETS

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Supplies & Services	—	—	—	—
Capital Outlay	—	—	—	48,912
<b>Total Appropriations</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$48,912</b>

## ENGINEERING SERVICES

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Capital Outlay	235,758	618,041	662,721	350,000
<b>Total Appropriations</b>	<b>\$235,758</b>	<b>\$618,041</b>	<b>\$662,721</b>	<b>\$350,000</b>

## TRAFFIC OPERATIONS

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Supplies & Services	—	—	—	—
Capital Outlay	284,767	288,197	286,000	180,000
<b>Total Appropriations</b>	<b>\$284,767</b>	<b>\$288,197</b>	<b>\$286,000</b>	<b>\$180,000</b>

## MUNICIPAL COURT

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Supplies and Services	—	23,721	23,721	—
<b>Total Appropriations</b>	<b>\$ —</b>	<b>\$23,721</b>	<b>\$23,721</b>	<b>\$ —</b>





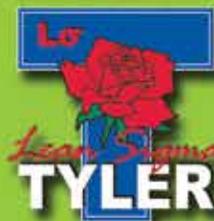
*A Natural Beauty*



# CITY OF TYLER ANNUAL BUDGET

## Fiscal Year 2013-2014

### Development Services



**Setting the Standard for Performance Excellence in Local Government**



**DEVELOPMENT SERVICES FUND (202)**  
**REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**FISCAL YEAR 2013-2014**

	ACTUAL 2011-2012	AMENDED BUDGET 2012-2013	PROJECTED 2012-2013	BUDGET 2013-2014
<b>Beginning Fund Balance / Working Capital</b>	<b>\$63,992</b>	<b>\$6,110</b>	<b>\$6,110</b>	<b>\$137,985</b>
<b>REVENUES</b>				
Building Permits	399,223	410,000	450,000	450,000
Electrical Permits	112,144	120,000	160,000	160,000
Plumbing Permits	77,199	80,000	120,000	120,000
Zoning Permits	37,720	44,400	85,000	40,000
Mechanical Permits	52,837	45,000	60,000	60,000
Cert. of Occupancy Fees	17,150	29,000	26,000	26,000
Local TABC Fee	—	—	5,000	600
Billboard Registration	—	51,200	—	51,200
Sign Permits	16,215	15,000	20,000	20,000
Contractor License	31,095	38,000	40,000	40,000
House Moving Permits	470	500	500	500
Permits Fee-Clearing	500	500	300	500
Interest Earnings	1,439	3,000	3,000	3,000
Maps, Plans and Specs Fee	209	250	250	250
Copy/Printing Fees	231	100	100	100
Platting Fees	29,298	32,400	30,000	30,000
Contractor Testing Fees	33,892	40,000	20,000	30,000
Grant Revenue	2,000	—	5,858	—
<b>Total Revenues</b>	<b>\$811,622</b>	<b>\$909,350</b>	<b>\$1,026,008</b>	<b>\$1,032,150</b>
<b>EXPENDITURES</b>				
Planning	329,825	367,999	367,999	376,198
Development Services	789,679	781,837	776,134	840,663
<b>Total Expenditures</b>	<b>\$1,119,504</b>	<b>\$1,149,836</b>	<b>\$1,144,133</b>	<b>\$1,216,861</b>
Transfer In	250,000	250,000	250,000	125,000
General Fund (101)	100,000	100,000	100,000	50,000
Utilities Fund (502)	100,000	100,000	100,000	50,000
Solid Waste Fund (560)	50,000	50,000	50,000	25,000
(Transfer Out)	—	—	—	—
State/Federal Grant Fund (285)	—	—	—	—
<b>Ending Fund Balance / Working Capital</b>	<b>\$6,110</b>	<b>\$15,624</b>	<b>\$137,985</b>	<b>\$78,274</b>

# DEVELOPMENT SERVICES

## Service Point Focus

The Development Services Department was created in the fall of 2005 in an effort to streamline and enhance the ever-growing development needs of a rapidly expanding and dynamic community. This department is comprised of the Building Inspection Division, which includes the chief building official and certified, multi-discipline inspectors and the Development Services Division, which includes licensed professional civil engineers, permitting technicians and document review specialists dedicated to ensuring the proper enforcement of building and safety codes, close adherence to municipal codes, and the efficient processing of development documents. Development Services is responsible for:

- Enforcement of municipal codes for all construction and development;
- Review of construction and development plans, plats, and zoning site plans;
- Issuing permits for new and remodeling of residential construction;
- Issuing permits for new and remodeling of commercial construction;
- Issuing water and sewer tap permits;
- Issuing contractor licenses and permits;
- Inspection services of permitted residential and commercial construction;
- Floodplain Management; and,
- Provide support to Development Review Committee to ensure quality control.

## Accomplishments for 2012 – 2013

- Worked with TABA Code Review Committee to consider adopting the 2009 International Residential Code Chapter 11 Energy Efficiency and the 2009 International Energy Conservation Code and amendments;
- Presented 2009 International Residential and 2009 International Energy Conservation Code and amendments to City Council for adoption
- Continued Lunch & Learn meetings in cooperation with TABA attracting about 13 attendees per meeting;
- Implemented significant budget cuts to balance the current budget for the department;
- Continued posting permits issued report on-line monthly (Total Permit Issued, Monthly Permit Issued and Final CO's for commercial projects);
- Encouraged use of the credit card payment system for payment of permits on-line resulting in a dramatic

increase in use;

- Installed credit card scanners to allow greater flexibility for credit card use; and,
- Maintained turnaround time for permitting and review services despite reduced staffing due to budget constraints.
- Two building inspectors successfully obtained State Plumbing licenses.

## Major Budget Items 2012 – 2013

- Eliminated one frozen building inspector full time position; and
- Evaluated need for two permit technicians and/or ways to combine duties with a similar position in the Planning Department.

## Goals for 2013 – 2014

- Work on implementing new Digital Management board to post budget and business plan items for public view;
- Use HTE General Inspections option under Code Enforcement module to record Lake Tyler Annual Inspections;
- Post new updated FEMA flood maps in our city website for public view when finalized;
- Work with TABA Code Review Committee to consider adopting other 2009 International Codes or 2012 International Codes and amendments;
- Continue to promote and assist the public to use the public access computers in the Development Services Department;
- Continue providing opportunities for inspectors and technicians to meet or exceed requirements for certifications;
- Continue encouraging employees to attend City University classes so they enhance their job skills and performance;
- Continue departmental participation in the weekly Toastmasters group meeting to reinforce their core values and communication skills;
- Continue posting new commercial and residential project permit releases on department website;
- Continue posting CO's issued on the website;
- Continue quarterly lunch & learn meetings with Tyler Area Builders Association; and,
- Promote the online inspection scheduling option.
- Encourage building inspectors to earn State Plumbing license

## DEVELOPMENT SERVICES

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	673,669	659,664	651,296	706,347
Supplies and Services	43,176	51,966	54,173	59,538
Sundry	51,910	51,331	51,941	52,848
Utilities	293	200	200	200
Maintenance	20,631	18,676	18,524	21,730
<b>Total Appropriations</b>	<b>\$789,679</b>	<b>\$781,837</b>	<b>\$776,134</b>	<b>\$840,663</b>

### SERVICE POINT EMPLOYEES – DEVELOPMENT SERVICES

REGULAR FULL-TIME POSITIONS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Chief Building Official	1	1	1	1	1	1	1
Chief Electrical Inspector	1	1	1	1	1	1	1
5, 10) Chief Plumbing/Mechanical Inspector	1	1	1	1	—	—	—
1,7, 8, 13 & 14) Building Inspector	3	3	2	2	1	—	1
Combination Inspector II	—	—	1	1	1	1	1
Development Services Engineer	1	1	1	1	1	1	1
Development Services Specialist	1	1	1	1	1	1	1
2, 9) Permit Clerk	1	1	—	1	—	—	—
12) Permit Technician	1	1	1	1	1	1	2
Plans Examiner	1	1	1	1	1	1	1
3) Project Engineer	0.93	1	1	1	1	1	1
12) Senior Permit Technician	1	1	1	1	1	1	—
Senior Utilities Specialist	—	—	—	—	—	—	—
6) Senior Utilities Specialist II	1	1	1	—	—	—	—
4) Utilities Construction Inspector	—	4	—	—	—	—	—
<b>Total Regular Full-time</b>	<b>13.93</b>	<b>18</b>	<b>13</b>	<b>13</b>	<b>10</b>	<b>9</b>	<b>10</b>

REGULAR PART-TIME POSITIONS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Permit Clerk	—	—	—	—	—	—	—
<b>Total Regular Part-time</b>	<b>—</b>						
<b>Total Department</b>	<b>14</b>	<b>18</b>	<b>13</b>	<b>13</b>	<b>10</b>	<b>9</b>	<b>10</b>

- 1) One position frozen for FY 2009-2010, FY 2010-2011 and FY 2011-2012
- 2) Position transferred to Water Distribution during FY 2009-2010 transferred back same year position frozen for FY 2010-2011
- 3) One position frozen for FY 2009-2010 CORRECTION: One Project Engineer never frozen, researched, one position ever authorized not two. Budget book never reflected two positions.
- 4) Four positions transferred to Storm Water FY 2009-2010
- 5) One position frozen for FY 2010-2011
- 6) Senior Utilities Specialist position transferred to Water Business Office during FY 2009-2010
- 7) One Building Inspector position upgrade to Combination Inspector II during FY 2008-2009
- 8) 1 of 2 Building Inspectors eliminated FY 2011-2012
- 9) Permit Clerk eliminated FY 2011-2012
- 10) Chief Plumbing Inspector/Mechanical Inspector eliminated FY 2011-2012
- 11) 1 Building Inspector frozen FY 2011-2012 and 2012-2013
- 12) Senior Permit Technician downgraded to Permit Technician FY 13-14
- 13) One Building Inspector reclassified to ACM in CMO FY 12-13
- 14) One Building Inspector added from reclassification of Code Enforcement Officer (NBS) FY 13-14

PERFORMANCE BENCHMARKS	ACTUAL 2011-12	BUDGET 2012-13	PERIOD ENDING JUNE 2013	PROJECTED 2013-14
Number of plat reviews	104	120	71	120
Number of new subdivision reviews	55	60	50	60
Subdivision plans reviews average turn- around time in days	7.2	15	9.8	15
Number of residential building plan reviews	125	125	119	160
Residential plans reviews average turn around in time in days	4.3	5	4.3	5
Number of commercial building plan reviews	58	70	41	60
Commercial plans reviews average turn around in time in days	6.6	10	7.8	10
Number of daily inspections performed per inspector	16.7	20	19.0	19
Number of inspections performed per year	15,624	17,700	12,242	16,300
Testing fees revenues	32,083	40,000	15,158	20,000
Testing fees expenditures	19,191	25,000	23,090	30,000
Number of grading permits reviews	67	90	72	90
<b>Number of final inspections completed</b>	<b>604</b>	<b>700</b>	<b>479</b>	<b>700</b>

## PLANNING

### Service Point Focus

The Planning Department's strategic directive is to help our customers make informed land-based decisions using the community's adopted vision in order to anticipate and maintain a healthy, organized and prosperous business and residential environment. The Planning Department is also charged with providing professional oversight and support to the Planning and Zoning Commission, the Zoning Board of Adjustment and the Historical Preservation Board.

The Planning Department is responsible for carrying out the community's vision by:

- General zoning administration;
- Zoning/Special Use Permit application processing;
- Implementing key sections of Tyler 1st;
- Subdivision regulation;
- Annexation/Extra Territorial Jurisdiction (ETJ) issues oversight;
- Comprehensive Plan (Tyler 1st) administration;
- Unified Development Code (UDC) administration;
- Sign and landscape regulation;
- Historic preservation and education;
- TABC permit application processing;
- Tax abatement;

- Economic development;
- Tax increment financing;
- Sexually oriented business regulation; and
- Special studies management.

### Accomplishments for 2012 – 13

- Received APA Community of the Year award;
- City Planner received APA President's Award;
- Five-year comprehensive plan update kick-off;
- Ten Half-Mile of History designations;
- Processed TABC permit reviews; and
- Assess the code's effectiveness biannually.

### Major Budget Items

#### Goals for 2013-14

- Downtown Area Development Plan;
- Ten new voluntary Local Landmark designations;
- Adoption of Tyler 1st update;
- Implementation of the billboard registration program;
- Assess the code's effectiveness biannually; and
- Strategic annexations.

## PLANNING

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	253,935	297,546	286,156	304,951
Supplies and Services	34,093	30,623	42,013	31,358
Sundry	38,336	34,080	34,080	34,139
Utilities	174	750	750	750
Maintenance	3,287	—	—	—
Capital Outlay	—	5,000	5,000	5,000
<b>Total Appropriations</b>	<b>\$329,825</b>	<b>\$367,999</b>	<b>\$367,999</b>	<b>\$376,198</b>

### SERVICE POINT EMPLOYEES – PLANNING

REGULAR FULL-TIME POSITIONS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
1) & 11) Director of Planning	0.70	0.70	0.70	0.70	0.70	—	—
2) GIS Planner/Developer City Planner	0.15	—	—	—	—	—	—
4) Planner	—	—	—	—	—	1	1
5, 6) Planning Technician	1	1	1	1	1	1	1
Plat Examiner/Coordinator	1	1	1	—	1	1	1
7, 8) Principal Planner	—	—	—	—	—	—	—
8 & 12) Senior Secretary	—	—	—	1	—	—	—
3) & 4) & 7) & 9) Senior Planner	—	—	—	—	1	—	—
12) Historic Preservation Officer-	1.85	1.85	1.85	0.85	0.85	1	1
	—	—	—	—	—	1	1
<b>Total Regular Full-Time</b>	<b>4.70</b>	<b>4.55</b>	<b>4.55</b>	<b>3.55</b>	<b>4.55</b>	<b>4.00</b>	<b>4.00</b>
REGULAR PART-TIME POSITIONS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
6) Planning Technician	—	—	—	2	—	—	—
Total Regular Part-time	—	—	—	2	0	0	0
<b>Grand Total Department</b>	<b>4.70</b>	<b>4.55</b>	<b>4.55</b>	<b>5.55</b>	<b>4.55</b>	<b>4.00</b>	<b>4.00</b>

- 1) Director of Planning position with 30% paid by MPO
- 2) GIS/Planner/Developer position transferred to MPO during FY 2007-2008
- 3) Two Senior Planner positions, one with 15% paid by MPO
- 4) One position frozen for FY 2009-2010 and FY 2010-2011- Note was incorrectly input on Senior Planner, should be for Planner
- 5) Converted one full-time Planning Technician position into 2 part-time positions 2010-2011
- 6) Converted two part-time Planning Technicians to one full-time position FY 2010-2011
- 7) During FY 2010-2011 One Senior Planner moved to Principal Planner
- 8) Principal Planner downgraded to Senior Secretary FY 2011-2012
- 9) Senior Planner Frozen FY 2011-2012
- 10) Planner unfrozen FY 2011-2012
- 11) Director of Planning reclassified to City Planner in FY 2011-2012
- 12) Senior Secretary reclassified to Historic Preservation Officer in FY 12-13

<i>PERFORMANCE BENCHMARKS</i>	<i>ACTUAL 2011-12</i>	<i>BUDGET 2012-13</i>	<i>PERIOD ENDING JUNE 2013</i>	<i>PROJECTED 2013-14</i>
Number of zoning items processed	75	80	138*	100
Number of plat items processed	104	100	79	100
Number of variance items processed	14	20	15	18
Area Development Plans completed	1	1**	0	1
Number of Annexations initiated	4	4	2	3
Number of sign permits reviewed	185	200	172	200
Number of citizens trained on on-line resources	607	150	826	800
Number of Tax abatements	35	40	35	40
Number of Half Mile of History designations	0	5	10	8
Number of Subject Marker designations	2	3	0	3
Number of Local Historic Overlay District designations	0	1	0	1
Number of historic landmark designations awarded	17	10	3	10
Historic Preservation Education Attendees	130	100	65	100

\* Includes one-time TABC site inspection applications. \*\* Project postponed



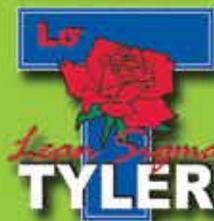
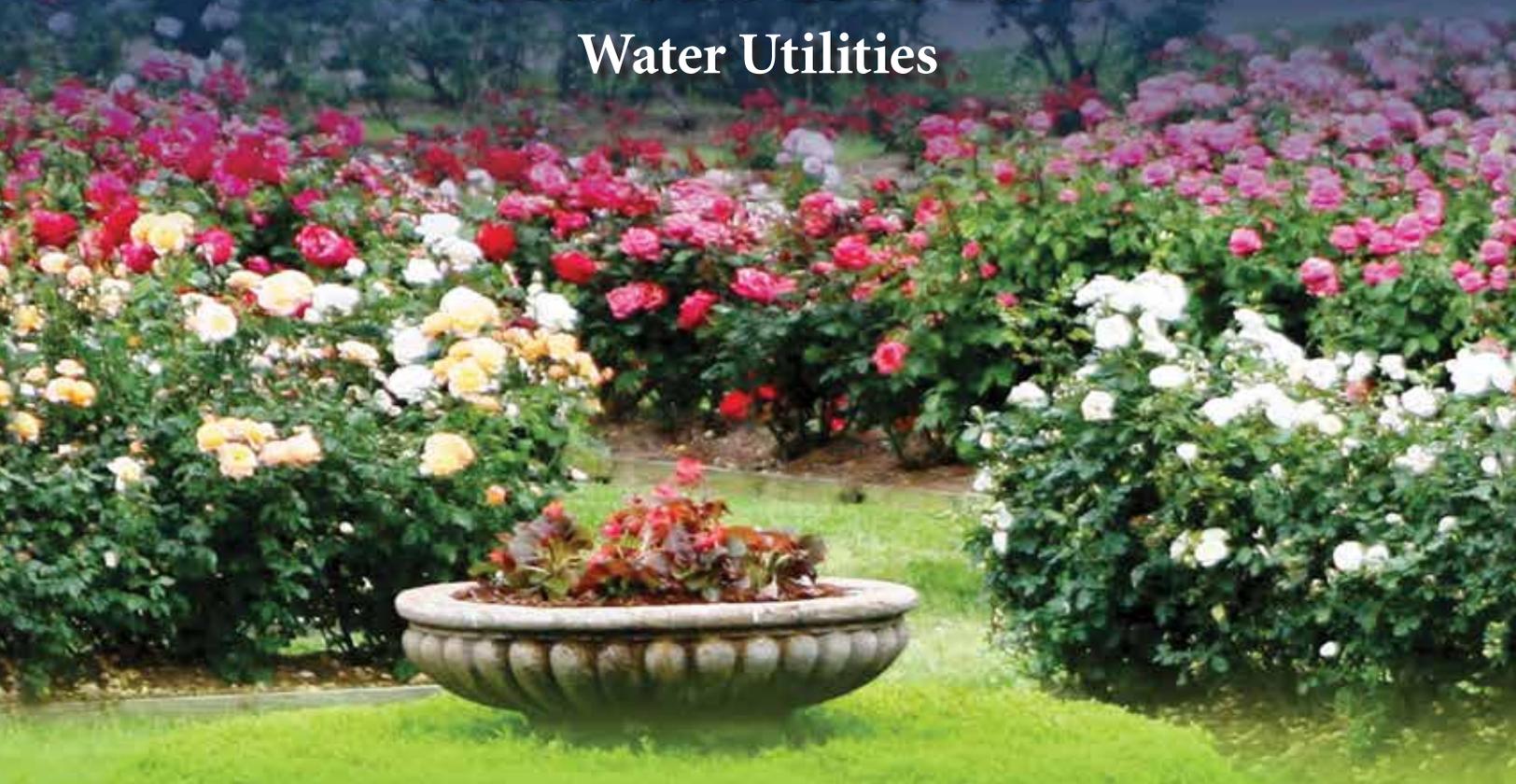
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# CITY OF TYLER ANNUAL BUDGET

## Fiscal Year 2013-2014

### Water Utilities



**Setting the Standard for Performance Excellence in Local Government**



**UTILITIES FUND (502)**  
**REVENUES, EXPENDITURES CHANGES IN WORKING CAPITAL**  
**FISCAL YEAR 2013-2014**

	ACTUAL 2011-2012	AMENDED BUDGET 2012-2013	PROJECTED 2012-2013	BUDGET 2013-2014
Unreserved Fund Balance	\$6,051,885	\$5,589,431	\$5,589,431	\$1,620,065
Storm Water Reserve	510,870	746,918	746,918	727,702
Operating Reserve	2,939,590	3,026,237	3,026,237	3,249,640
<b>Beginning Fund Balance / Working Capital</b>	<b>\$9,502,345</b>	<b>\$9,362,586</b>	<b>\$9,362,586</b>	<b>\$5,597,407</b>
<b>REVENUES</b>				
Use of Money and Property	100,262	93,197	68,489	84,351
Charges for Current Services	30,709,727	32,302,121	32,330,501	33,090,010
Storm Water Revenue	1,485,097	1,553,187	1,553,187	1,590,364
Miscellaneous Income	122,020	51,500	221,500	141,000
<b>Total Revenues</b>	<b>\$32,417,106</b>	<b>\$34,000,005</b>	<b>\$34,173,677</b>	<b>\$34,905,725</b>
<b>EXPENDITURES</b>				
741 Administration	4,843,410	5,314,208	5,245,392	5,998,138
742 Water Office	1,366,054	1,494,652	1,492,457	1,542,100
743 Water Distribution	1,801,964	1,796,335	1,815,264	1,965,946
744 Water Plant	5,107,456	5,064,917	5,053,328	4,981,092
745 Waste Collection	1,512,940	2,286,832	2,303,048	1,741,895
746 Waste Treatment	4,296,936	4,093,241	4,078,214	4,183,925
747 Lake Tyler	877,495	1,352,275	917,764	1,318,946
748 Storm Water Management	1,249,049	2,198,104	1,572,403	2,212,394
749 GIS	365,754	390,611	369,112	464,557
1746 Sludge Disposal	2,901	378,254	389,685	459,720
<b>Total Expenditures</b>	<b>\$21,423,959</b>	<b>\$24,369,429</b>	<b>\$23,236,667</b>	<b>\$24,868,713</b>
Transfer In	7,253	9,000	7,000	7,462
(Transfer Out)	(11,140,159)	(14,709,189)	(14,709,189)	(11,811,051)
Dev. Services Fund (202)	(100,000)	(100,000)	(100,000)	(50,000)
Utilities Capital Fund (503)	(4,500,000)	(7,976,500)	(7,976,500)	(6,000,000)
Productivity Fund (639)	(350,000)	(350,000)	(350,000)	(350,000)
Property and Facility Fund (663)	—	(66,711)	(66,711)	(66,711)
Debt Service Fund (504)	(6,190,159)	(6,215,978)	(6,215,978)	(5,344,340)
Debt Service Reserve Fund (514)	—	—	—	—
Unreserved Fund Balance	5,589,431	865,273	1,620,065	326,710
Storm Water Reserve	746,918	102,001	727,702	105,672
Operating Reserve	3,026,237	3,325,699	3,249,640	3,398,448
<b>Ending Fund Balance / Working Capital</b>	<b>\$9,362,586</b>	<b>\$4,292,973</b>	<b>\$5,597,407</b>	<b>\$3,830,830</b>

## UTILITIES FUND (502)

### REVENUE DETAIL

	ACTUAL 2011-2012	AMENDED BUDGET 2012-2013	PROJECTED 2012-2013	BUDGET 2013-2014
<b>USE OF MONEY AND PROPERTY</b>				
Lake Tyler Lot Rental	\$57,023	\$57,458	\$40,000	\$54,964
Lake Tyler Marina	15,730	14,520	14,520	15,337
Barge Concession	541	869	869	850
Interest Earnings	26,968	20,350	12,000	12,000
Lake Lot Inspections	—	—	1,100	1,200
<b>Total Use of Money and Property</b>	<b>\$100,262</b>	<b>\$93,197</b>	<b>\$68,489</b>	<b>\$84,351</b>
<b>CHARGES FOR CURRENT SERVICES</b>				
Meter Activation	225,316	221,880	221,800	225,206
Water Service	31,126	41,500	38,000	38,529
Sewer Service	11,257	19,500	15,000	15,000
Sewer Activation	8,189	10,000	8,000	8,000
EMS Billing Fees	14,826	8,945	7,955	7,955
Water System Fee	70,444	78,550	83,000	93,000
Meter Set & Test Fees	21,375	20,000	20,000	20,000
Plug Fee	1,000	800	800	1,000
After Hrs/Addt Trip Fees	12,225	11,000	11,000	11,000
Water Quality Fee	100,113	99,755	99,755	106,000
Storm Water Management Fees	1,485,097	1,553,187	1,553,187	1,590,364
Water Sales	19,368,337	20,126,153	20,126,153	20,327,415
Water Miscellaneous	106,668	111,100	111,100	108,000
Old Accounts	415	600	600	450
Reconnect Fees	301,195	305,000	305,000	305,000
Sewer Charges	10,005,079	10,822,338	10,822,338	11,363,455
Labor & Equipment	98,462	75,000	100,000	100,000
Water Connect Fees	242,565	250,000	240,000	240,000
Septic Tank Dumping Fees	91,135	100,000	120,000	120,000
<b>Total Charges for Current Services</b>	<b>\$32,194,824</b>	<b>\$33,855,308</b>	<b>\$33,883,688</b>	<b>\$34,680,374</b>
<b>MISCELLANEOUS</b>				
Miscellaneous	91,246	10,000	40,000	10,000
W/S Main Repair Reimb	—	—	—	—
Docking Fees	450	—	—	—
Lake Tyler East	2,000	1,000	500	—
Returned Check Fees	28,324	35,500	31,000	31,000
Contributions for Const.	—	5,000	—	—
Sale of Property	—	—	—	—
Timber Sales	—	—	150,000	100,000
<b>Total Miscellaneous</b>	<b>\$122,020</b>	<b>\$51,500</b>	<b>\$221,500</b>	<b>\$141,000</b>
<b>Total Revenues</b>	<b>\$32,417,106</b>	<b>\$34,000,005</b>	<b>\$34,173,677</b>	<b>\$34,905,725</b>

**UTILITIES CONSTRUCTION FUND (503)**  
**REVENUES, EXPENDITURES AND CHANGES IN WORKING CAPITAL**  
**FISCAL YEAR 2013-2014**

	ACTUAL 2011-2012	AMENDED BUDGET 2012-2013	PROJECTED 2012-2013	BUDGET 2013-2014
<b>Beginning Fund Balance / Working Capital</b>	<b>\$1,561,660</b>	<b>\$2,875,815</b>	<b>\$2,875,815</b>	<b>\$5,725,365</b>
<b>REVENUES</b>				
Interest Earnings	27,063	15,000	25,000	23,000
Income from Outside Agencies	—	—	—	—
<b>TOTAL REVENUES</b>	<b>\$27,063</b>	<b>\$15,000</b>	<b>\$25,000</b>	<b>\$23,000</b>
<b>EXPENDITURES</b>				
Special Services	—	—	—	—
Water System Improvements	1,050,932	459,919	269,837	416,510
Water Treatment Plant	1,314,547	3,769,443	1,238,643	1,824,017
Waste System Improvements	153,275	3,490,490	638,000	1,416,106
Waste Treatment Plant	—	—	1,192,000	2,513,513
Lake Tyler Improvements	529,003	734,900	1,321,970	4,026,664
NEZ Infrastructure Incentive	97,135	100,000	12,000	100,000
Timber Improvements	—	527,500	65,000	—
Miscellaneous Construction	68,016	400,319	414,500	450,000
<b>TOTAL EXPENDITURES</b>	<b>\$3,212,908</b>	<b>\$9,482,571</b>	<b>\$5,151,950</b>	<b>\$10,746,810</b>
Transfer In	4,500,000	7,976,500	7,976,500	6,000,000
Utilities Fund (502)	4,500,000	7,976,500	7,976,500	6,000,000
Debt Reserve Fund (505)	—	—	—	—
(Transfer Out)	—	—	—	—
<b>Ending Fund Balance / Working Capital</b>	<b>\$2,875,815</b>	<b>\$1,384,744</b>	<b>\$5,725,365</b>	<b>\$1,001,555</b>

## WATER UTILITIES

### Service Point Focus

Tyler Water Utilities is consists of the Administration, Business Office, Water Distribution, Water Treatment, Wastewater Collection, Wastewater Treatment, Lake Tyler and GIS divisions. All staff members are dedicated to providing citizens with the highest quality of life possible while maintaining strict environmental and safety protocols.

Water Administration staff provides executive and administrative management to eight departments. They provide personnel administration and development, records management, project management and contract

administration for all major water and sewer infrastructure needs including maintenance, new construction and/or replacement activities, as well as planning for the most efficient funding. Administration allows management to bring all water and sewer functions into a cohesive operation to serve customers, as well as provides liaison with other departments and with Federal, State and local organizations regarding water and sewer matters.

The Water Business Office provides services to two distinct customer bases; Internal Customers and External Customers. Internally, the Water Business Office provides meter reading, billing and payment collection

services to Tyler Water Utilities and Tyler Solid Waste for approximately 35,000 water customers and 30,500 solid waste customers. This consists of over 420,000 meter readings annually and processing nearly \$3.5 million in monthly receipts. Externally, the Water business office services the citizens of Tyler by providing new service connections, service transfers, disconnections and responses to billing inquires and payment options. This requires responding to over 6,000 phone calls monthly and connecting or disconnecting over 14,500 service points annually. The office staff also provides assistance to other departments with emergency situations as necessary.

Water Distribution safely and efficiently distributes potable drinking water to over 110,000 permanent residents through 694 miles of distribution mains in the City. In addition to transporting water, Distribution Staff is responsible for the maintenance of fire hydrants, meters, valves, pressure regulators, air valves and other components. Distribution services also include City of Tyler purchasing staff members who are responsible for oversight of the competitive bid processes, maintaining bidder lists, bid notices, purchase orders and ensuring the purchasing process complies with generally accepted purchasing policy standards and practices, not only for Tyler Water Utilities, but for the City of Tyler as a whole. These procedures help to provide for the best use of public fund expenditures.

Water Treatment currently treats an average of 27.77 million gallons of water per day for use by commercial, residential and wholesale customers. This division includes operation and maintenance of two water treatment plants, laboratory operations, well operations and maintenance, elevated storage tank monitoring and maintenance and booster pump station operation and maintenance.

The function of Wastewater Collection is to safely and efficiently collect and transport wastewater from residences, businesses and industries, from the point of use to the point of treatment utilizing over 633 miles of collection lines. Wastewater staff members are responsible for making repairs to the system pipelines and appurtenances, performing preventative maintenance cleaning, and adjusting manholes, clean outs and other components. Staff is also engaged in reducing the amount of inflow and infiltration admitted to the system to reduce treatment costs and increase plant efficiency. Safety standards are strictly enforced for trench and confined space entry to the sewers and works to protect public health by reducing sewer spills.

Wastewater Treatment currently treats an average of 14 million gallons of wastewater per day, through the operation of two waste treatment plants: a trickling fil-

ter/solids contact aeration plant and an activated sludge plant. In addition to the treatment plants, staff members also have responsibility for sludge treatment and disposal, 18 sewer lift stations, two laboratories used for analysis and control, liquid waste disposal, industrial pretreatment and a water pollution control and abatement program.

The Lake Tyler division oversees operations and maintenance for Lake Tyler, Lake Tyler East, Lake Palestine and Bellwood Lake. Lake Tyler, Lake Tyler East and Lake Palestine provide up to 64 million gallons of surface water for the City's public drinking water supply, while all lakes, including Bellwood Lake, are used for recreational purposes for residents of the City of Tyler and surrounding areas. Staff members are responsible for water supply maintenance, dams and spillways, outlet works and associated appurtenances, as well as monitoring of the watershed for active or potential sources of pollution. This division also provides park and grounds maintenance, road and drainage maintenance, facility construction and maintenance and water safety enforcement.

GIS provides mapping and analysis on 243 different layers for virtually every department in the city. Mapping and information services of these products are provided to the public through GIS mapping web sites. GIS performs analysis on data to aid in the decision making process of other departments. GIS participates in the local GIS consortium providing mapping products in a much lower cost environment than consortium partners could achieve on their own while maximizing leverage of data and information from multiple governmental entities. The department is also responsible for performs addressing services city-wide.

### Accomplishments for 2012 – 2013

- Complete FlexNet fixed base meter reading system;
- Complete US 69/I-20 Sanitary Sewer Line Improvements;
- PLC upgrades;
- Charleston Park Booster Station;
- Baxter/Douglas Sewer Replacement—Engineering;
- Westside Sludge Plant Design
- Lake Tyler Dam Improvements—Engineering.
- Paint Troup Highway Storage Tank—Engineering
- Conversion of consortium to Local Government Model database to leverage low cost Internet and mobile mapping products
- Successfully acquire new orthoimagery and lidar
- Standardization of addressing and routing data for NextGen 911 compliance

## Major Budget Items for 2013 – 2014

- Lake Tyler Dam Improvements—Construction;
- Grande Lift Station Construction;
- Baxter Street: Sewer Replacement—Construction

- Golden Road Backwash Supply;
- West side Sludge Plant;
- Douglas Street Sewer Replacement—Construction
- Orthoimagery and Lidar Acquisition

### WATER ADMINISTRATION

#### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	880,915	898,278	861,706	1,037,048
Supplies and Services	506,590	728,502	701,836	770,171
Sundry	3,403,042	3,627,464	3,631,586	4,129,989
Utilities	14,923	15,595	14,268	14,080
Maintenance	37,940	44,369	35,995	46,850
<b>Total Appropriations</b>	<b>\$4,843,410</b>	<b>\$5,314,208</b>	<b>\$5,245,391</b>	<b>\$5,998,138</b>

#### SERVICE POINT EMPLOYEES – WATER ADMINISTRATION

REGULAR FULL-TIME POSITIONS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Director of Utilities and Public Works	—	—	—	1	1	1	1
3) Water Utility Operations Manager	1	1	1	—	—	—	—
1) Accountant I	1	1	1	1	1	1	1
Engineering Technician	—	—	—	—	—	—	—
4) GIS Analyst	1	—	—	—	—	—	—
2) & 5) GIS Developer/Database Administrator	1	1	1	1	—	—	—
GIS Technician	—	—	—	—	—	—	—
6) GIS Technician II	1	1	1	1	—	—	—
Senior Utilities Specialist	1	1	1	1	1	1	1
Utilities Engineer	1	1	1	1	1	1	1
7 & 8) Utilities Construction Inspector	—	—	4	4	4	3	3
8) Environmental Compliance Engineer	—	—	—	—	—	1	1
<b>Total Department</b>	<b>7</b>	<b>6</b>	<b>10</b>	<b>10</b>	<b>4</b>	<b>4</b>	<b>4</b>

- 1) This position is being filled as an Accounting Technician but is budgeted as an Accountant I
- 2) This position is being filled as an Advanced IT Specialist II but is budgeted as a GIS Developer/Database Administrator
- 3) Title changed to Director of Utilities and Public Works FY 2010-2011
- 4) GIS Analyst upgraded to Senior GIS Analyst FY 2007-2008 and moved to MPO and Solid Waste Admini
- 5) GIS Developer moved to WUF - GIS FY 2011-2012
- 6) GIS Technician II moved to WUF - GIS FY 2011-2012
- 7) Four Utilities Construction Inspectors transferred from Stormwater in FY 09-10
- 8) One Utilities Construction Inspector reclassified to Environmental Compliance Engineer FY 12-13

### WATER BUSINESS OFFICE

#### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	752,887	832,991	802,752	850,145
Supplies and Services	309,310	290,997	313,043	294,235
Sundry	259,447	324,375	332,812	346,125
Utilities	132	275	176	275
Maintenance	44,278	46,014	43,674	51,320
<b>Total Appropriations</b>	<b>\$1,366,054</b>	<b>\$1,494,652</b>	<b>\$1,492,457</b>	<b>\$1,542,100</b>

**SERVICE POINT EMPLOYEES – WATER BUSINESS OFFICE**

<i>REGULAR FULL-TIME POSITIONS</i>	<i>2007-2008</i>	<i>2008-2009</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
3) Water Utilities Financial Manger	—	—	—	1	1	1	1
5) Water Utility Business Office Supervisor	—	—	—	1	1	1	1
5) Water Utility Business Office Manager	1	1	1	—	—	—	—
3) Water Treatment Superintendent	—	—	—	—	—	—	—
Account Specialist	2	2	2	2	2	2	2
Billing Specialist	1	1	1	1	1	1	1
1) City Trainer	1	—	—	—	—	—	—
4) Senior Customer Service Representative	1	—	—	1	1	1	1
4) Customer Service Supervisor	1	1	1	—	—	—	—
Customer Service Representative	4	4	4	4	4	4	4
2) Senior Utilities Specialist	1	1	1	2	2	2	2
Training Coordinator*	—	1	1	1	1	1	1
Utility Account Servicer	4	4	4	4	4	4	4
<b>Total Department</b>	<b>16</b>	<b>15</b>	<b>15</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>

- 1) Correction of job title to Training Coordinator
- 2) Position transferred from Development Services during FY 2009-2010
- 3) Water Treatment Superintendent transferred to Water Business Office from Water plant and converted to Water Utilities Financial Manager FY 2010-2011
- 4) Title change from Customer Service Supervisor to Senior Customer Services Representative 2010-2011
- 5) Title change from Water Utility Bus Off. Manager to Water Utility Business Office Supervisor FY 2010-2011
- 6) Water Utilities Financial Manager moved from Water Plant (744) to Water Office (742) FY 2012-2013
- \* Position serves as Full-Time Lean Sigma Black Belt

**WATER DISTRIBUTION**

**SERVICE POINT EXPENDITURES**

	<i>FY2011-2012 ACTUAL EXPENDITURES</i>	<i>FY2012-2013 BUDGET APPROPRIATIONS</i>	<i>FY2012-2013 PROJECTED EXPENDITURES</i>	<i>FY2013-2014 BUDGET APPROPRIATIONS</i>
Salaries and Benefits	1,054,102	1,106,472	1,101,627	1,170,339
Supplies and Services	230,852	99,522	117,487	101,428
Sundry	97,235	97,058	97,058	105,000
Utilities	19,208	19,040	13,184	14,040
Maintenance	400,567	425,743	425,205	526,639
Capital Outlay	—	48,500	60,703	48,500
<b>Total Appropriations</b>	<b>\$1,801,964</b>	<b>\$1,796,335</b>	<b>\$1,815,264</b>	<b>\$1,965,946</b>

**SERVICE POINT EMPLOYEES – WATER DISTRIBUTION**

<i>REGULAR FULL-TIME POSITIONS</i>	<i>2007-2008</i>	<i>2008-2009</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
1) Utilities Operations Manager	—	1	1	1	1	1	1
1) Water System Construction Supervisor	1	—	—	—	—	—	—
Crew Leader	2	2	2	2	2	2	2
6) Equipment Operator II	2	2	2	2	1	1	1
2) & 3) GIS Addressing Technician	1	—	—	—	—	—	—
Inventory Technician	1	1	1	1	1	1	1
2) & 5) & 7) Laborer	4	5	5	5	5	5	5
5) Meter Repairer	3	3	3	2	2	2	2
4) Permit Clerk	—	—	1	—	—	—	—
8) Purchasing Agent*	1	1	1	1	1	1	1

Purchasing Technician	—	—	—	—	—	—	—
5) & 7) Semi-Skilled Laborer	2	2	2	3	3	3	3
Senior Clerk	1	1	1	1	1	1	1
Senior Maintenance Repairer	—	—	—	—	—	—	—
9) Senior Secretary	1	1	1	1	1	1	1
Senior Utilities Maintenance Repairer	1	1	1	1	1	1	1
6) Truck Driver	2	2	2	2	3	3	3
Utility Locator	1	1	1	1	1	1	1
Utilities Maintenance Repairer/W	1	1	1	1	1	1	1
<b>Total Department</b>	<b>24</b>	<b>24</b>	<b>25</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>

- 1) Water System Construction Supervisor upgraded to Utilities Operations Manager during FY 2007-2008  
2) One Laborer position upgraded to GIS Addressing Technician during FY 2007-2008 and downgraded back to Laborer for FY 2008-2009  
3) GIS Addressing Technician transferred to Solid Waste Administration for FY 2008-2009  
4) Permit Clerk transferred from Development Services during FY 2009-2010 and transferred back during same year  
5) One Meter Repairer downgraded to Semi-Skilled Laborer during FY 2010-2011  
6) One Equipment Operator II reclassified to Truck Driver FY 2010-2011  
7) Two Laborers upgraded to Semi-Skilled Laborers during FY 2007-2008 Error located during FY 2010-2011 will not reflect in prior budget books  
8) One Purchasing Agent temporarily reassigned to full-time Lean Sigma Black Belt  
9) One Senior Secretary temporarily reassigned to full-time Purchasing Agent  
\* Position serves as full-time Lean Sigma black belt

## WATER PLANT

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	1,212,899	1,101,362	1,147,673	1,122,923
Supplies and Services	1,168,506	1,380,400	1,326,891	1,227,261
Sundry	54,143	57,319	57,223	69,472
Utilities	2,330,446	2,069,889	2,116,851	2,119,236
Maintenance	341,462	455,947	404,690	442,200
<b>Total Appropriations</b>	<b>\$5,107,456</b>	<b>\$5,064,917</b>	<b>\$5,053,328</b>	<b>\$4,981,092</b>

### SERVICE POINT EMPLOYEES – WATER PLANT

REGULAR FULL-TIME POSITIONS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
1) Water Treatment Superintendent	1	1	1	—	—	1	1
Chief Treatment Plant Operator	2	2	2	2	2	2	2
Instrument Technician	1	1	1	1	1	1	1
Laborer	3	3	3	3	3	3	3
Plant Mechanic I/W	1	1	1	1	1	1	1
Plant Mechanic II/W	1	1	1	1	1	1	1
Plant Operator I/W	1	1	1	1	1	1	1
2) Plant Operator II/W	10	10	10	10	9	9	9
2) Plant Operator III/W	2	2	2	2	3	3	3
Utilities Lab Analyst	1	1	1	1	1	1	1
<b>Total Department</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>22</b>	<b>22</b>	<b>23</b>	<b>23</b>

- 1) Water Treatment Superintendent transferred to Water Business Office and Converted to Water Utilities Financial Manager FY 2010-2011  
2) 1 Plant Operator II W upgraded to Plant Operator III W FY 2010-2011  
3) Water Quality Chemist reclassified to Water Systems Superintendent in Water Plant (744) in FY 2011-2012

## WASTEWATER COLLECTION

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	727,502	744,544	660,792	919,638
Supplies and Services	246,069	153,648	266,142	159,373
Sundry	850	850	779	850
Utilities	48	585	403	585
Maintenance	538,471	587,205	574,932	661,449
Capital Outlay	—	800,000	800,000	—
<b>Total Appropriations</b>	<b>\$1,512,940</b>	<b>\$2,286,832</b>	<b>\$2,303,048</b>	<b>\$1,741,895</b>

### SERVICE POINT EMPLOYEES

REGULAR FULL-TIME POSITIONS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Water System Maintenance Supervisor	1	1	1	1	1	1	1
3) Crew Leader	1	1	1	1	1	1	2
1, 2, 3) Laborer	9	9	9	6	6	6	7
2, 3) Semi-Skilled Laborer	—	—	—	2	2	2	3
1, 3) Truck Driver	—	—	—	1	1	1	2
Utilities Maintenance Repairer/WW	6	6	6	6	6	6	6
<b>Total Department</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>21</b>

1) 1 Laborer upgraded to Truck Driver FY 2010-2011

2) 2 Laborers upgraded to Semi-skilled Laborers FY 2010-2011

3) Four Frozen Laborers moved from Parks FY 13-14 as 1 crew leader, 1 truck driver, 1 semi-skilled and 1 laborer

## WASTEWATER TREATMENT

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	1,280,445	1,278,845	1,230,277	1,316,016
Supplies and Services	1,995,482	1,546,575	1,624,181	1,603,845
Sundry	32,213	32,324	32,216	32,526
Utilities	820,124	959,107	921,072	954,628
Maintenance	168,672	276,390	270,468	276,910
<b>Total Appropriations</b>	<b>\$4,296,936</b>	<b>\$4,093,241</b>	<b>\$4,078,214</b>	<b>\$4,183,925</b>

### SERVICE POINT EMPLOYEES – WASTEWATER TREATMENT

REGULAR FULL-TIME POSITIONS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Wastewater Treatment Superintendent	1	1	1	1	1	1	1
Chief Treatment Plant Operator	2	2	2	2	2	2	2
Industrial Pretreatment Inspector	1	1	1	1	1	1	1
Industrial Pretreatment Technician	1	1	1	1	1	1	1
6) Laborer	2	2	2	2	2	2	2
6) Plant Mechanic I/WW	1	1	1	1	1	1	2
Plant Mechanic II/WW	1	1	1	1	1	1	1
1 & 5) Plant Operator II	12	12	12	12	12	6	6

Plant Operator III	2	2	2	2	2	2	2
Utilities Lab Analyst	2	2	2	2	2	2	2
2) Water Quality Chemist	1	1	1	1	1	—	—
3) Biosolids Truck Driver	—	—	—	—	—	1	1
4) Biosolids Plant Operator I	—	—	—	—	—	1	1
5) Westside Plant Operator II	—	—	—	—	—	6	6
<b>Total Department</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>19</b>	<b>20</b>

- 1) For recruitment purposes Plant Operator II positions are posted as I or II in order to widen the range of qualified candidates. However all positions are budgeted at the Plant Operator II rate
- 2) Water Quality Chemist reclassified to Water Systems Superintendent in Water Plant (744) in FY 2011-2012
- 3) Biosolids Truck Driver added FY 12-13
- 4) Biosolids Plant Operator I added FY 12-13
- 5) Six Plant Operator II's reclassified to Westside Plant Operator II's FY 12-13
- 6) Plant Mechanic I/WW added from Project Planner (NBS) FY 13-14

## LAKE TYLER

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	434,055	436,158	403,444	438,647
Supplies and Services	276,584	462,666	168,771	520,293
Sundry	14,915	15,006	14,969	19,251
Utilities	15,286	15,902	14,518	15,902
Maintenance	136,655	422,543	316,062	324,853
<b>Total Appropriations</b>	<b>\$877,495</b>	<b>\$1,352,275</b>	<b>\$917,764</b>	<b>\$1,318,946</b>

### SERVICE POINT EMPLOYEES – LAKE TYLER

REGULAR FULL-TIME POSITIONS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Manager/Water Production and Quality	1	1	1	1	1	1	1
Equipment Operator I	2	2	2	2	2	2	2
Foreman I	1	1	1	1	1	1	1
Laborer	2	2	2	2	2	2	2
Lake Supervisor I	1	1	1	1	1	1	1
Lake Supervisor II	1	1	1	1	1	1	1
Senior Utilities Specialist	1	1	1	1	1	1	1
<b>Total Department</b>	<b>9</b>						

## STORM WATER MANAGEMENT

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	481,524	532,890	455,095	636,034
Supplies and Services	130,839	88,870	132,527	85,781
Sundry	600	600	600	600
Maintenance	395,785	476,683	464,181	466,599
Capital Outlay	240,301	1,099,061	520,000	1,023,380
<b>Total Appropriations</b>	<b>\$1,249,049</b>	<b>\$2,198,104</b>	<b>\$1,572,403</b>	<b>\$2,212,394</b>

**SERVICE POINT EMPLOYEES – STORM WATER MANAGEMENT**

<i>REGULAR FULL-TIME POSITIONS</i>	<i>2007-2008</i>	<i>2008-2009</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
1) Administrative Assistant	0.14	—	—	—	—	—	—
10) & 11) Transportation Project Engineer	—	—	—	0.15	—	—	—
11) Traffic Services Supervisor	—	—	—	—	0.15	0.15	0.15
2, 10) Associate Traffic Engineer	0.15	0.15	0.15	—	—	—	—
3) Capital Budget Analyst	—	0.14	0.14	0.14	0.14	0.14	0.14
Code Enforcement Officer I	—	—	—	—	—	—	—
4, 9) Communications Director	0.07	0.07	0.07	0.07	—	—	—
9) Managing Director of External Relations	—	—	—	—	0.07	—	—
Communications/Media Svcs Coordinator	—	—	—	—	—	—	—
Crew Leader	2	2	2	2	2	2	2
Development Services Specialist	—	—	—	—	—	—	—
5, 13) Engineering Technician	—	—	—	—	—	—	—
Equipment Operator II	4	4	4	4	4	4	4
Foreman II	1	1	1	1	1	1	1
Laborer	1	1	1	1	1	1	1
Project Engineer	0.07	—	—	—	—	—	—
Semi-Skilled Laborer	2	2	2	2	2	2	2
6 & 14) Senior Secretary	0.24	0.24	0.24	0.24	0.24	—	—
8) Truck Driver	2	2	2	2	2	2	2
Utilities Construction Inspector	0.16	—	—	—	—	—	—
7) Utilities Construction Inspector	—	4	—	—	—	—	—
14) Administrative Secretary	—	—	—	—	—	0.24	0.24
<b>Total Department</b>	<b>13.21</b>	<b>17</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>12.53</b>	<b>12.53</b>

- 1) One position upgraded to Capital Budget Analyst during FY 2007-2008
- 2) Associate Traffic Engineer position with 85% paid by Traffic Engineering
- 3) Capital Budget Analyst position with 86% paid by Engineering
- 4) Communications Director position with 93% paid by Communications
- 5) Engineering Technician position with 60% paid by Engineering
- 6) Senior Secretary Two positions one with 76% paid by Traffic Engineering
- 7) Four positions transferred from Development Services Fund during FY 2009-2010
- 8) 1 of 2 Truck driver positions frozen for FY 2011-2012 and 2012-2013
- 9) Title Change from Communication Director to Managing Director of External Relations FY 2011-2012
- 10) Title Change from Associate Traffic Engineer to Transportation Project Engineer FY 2010-2011
- 11) Transportation Project Engineer downgraded to Traffic Services Supervisor in FY 2011-2012
- 12) Four Utilities Construction Inspectors moved to Water Admin in FY 2009-2010
- 13) Engineering Technician reclassified to Project Engineer, moved to Engineering FY 12-13
- 14) Senior Secretary reclassified to Administrative Secretary FY 12-13
- 15) Managing Director of External Relations downgraded to Senior Public Relations Specialist in Communications FY 12-13

<i>502 STORMWATER UTILITY PROJECTS PERFORMANCE BENCHMARKS</i>	<i>2011- 2012 ACTUAL</i>	<i>2012 - 2013 BUDGET</i>	<i>PERIOD ENDING JUNE 2013</i>	<i>2013 - 2014 PROJECTED</i>
Total number of Capital Drainage projects under design	—	2	2	5
Total number of Capital Drainage projects under construction	—	3	3	5
<b>Total value of the Stormwater Utility program</b>	<b>\$400,715</b>	<b>\$1,099,061</b>	<b>\$212,409</b>	<b>\$681,854</b>

## GIS

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	210,106	248,735	218,651	307,576
Supplies and Services	86,781	54,945	63,530	62,004
Sundry	68,866	86,931	86,931	94,977
<b>Total Appropriations</b>	<b>\$365,753</b>	<b>\$390,611</b>	<b>\$369,112</b>	<b>\$464,557</b>

### SERVICE POINT EMPLOYEES – GIS

REGULAR FULL-TIME POSITIONS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2011-2012	2012-2013	2013-2014
<b>1) GIS Coordinator</b>	—	—	—	—	1	1	1	1
1) GIS Addressing Technician	—	—	—	—	1	1	1	1
1, 2,) Senior GIS Analyst	—	—	—	—	0.04	1	1	1
3,5, 6) GIS Developer	—	—	—	—	1	—	—	1
4) GIS Technician II	—	—	—	—	1	1	1	1
<b>Total Department</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4.04</b>	<b>4</b>	<b>4</b>	<b>5</b>

- 1) Moved from SW-Administration FY 2011-2012
- 2) Moved from Other- MPO FY 2011-2012
- 3) GIS Developer moved from Water Administration to WUF -GIS FY 2011-2012
- 4) GIS Technician II moved from Water Administration to WUF - GIS FY 2011-2012
- 5) Moved funding to Other-MPO during FY 2011-2012
- 6) GIS Developer moved from MPO to GIS FY 13-14

PERFORMANCE BENCHMARKS	ACTUAL 2011-2012	BUDGET 2012-2013	PERIOD ENDING JUNE 2013	PROJECTED 2013-2014
Track total volume of water treated (millions gals.)	9,225	9,100	5,646	9,100
Total volume of wastewater treated (million gallons).	5,120	5,100	3,907	5,100
Number of Bacteriological samples taken per year	1199	1200	814	1200
Clean sanitary sewer mains to reduce risk of blockage in feet per month out of 520 miles on system	757,732 ft	600,000 ft	353,631 ft	600,000 ft
Monitor operating expenses to maintain cost of <\$.73/1000 gals. to produce and deliver potable water	.69	.73	.79	.74
Monitor operating expenses to maintain cost of <\$1.02/1000 gals. to collect and treat wastewater	1.08	1.02	1.09	1.04

## SLUDGE DISPOSAL

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	—	—	73,863	92,793
Supplies and Services	834	212,848	218,507	257,738
Utilities	—	5,233	2,500	6,000
Maintenance	2,067	95,784	94,815	103,189
Capital Outlay	—	—	—	—
<b>Total Appropriations</b>	<b>\$2,901</b>	<b>\$378,254</b>	<b>\$389,685</b>	<b>\$459,720</b>

## WATER ADMINISTRATION CAPITAL PROJECTS

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
<b>Supplies and Services</b>	<b>165,151</b>	<b>892,550</b>	<b>417,788</b>	<b>550,000</b>
Capital Outlay	—	135,269	73,712	
<b>Total Appropriations</b>	<b>\$165,151</b>	<b>\$1,027,819</b>	<b>\$491,500</b>	<b>\$550,000</b>

## WATER DISTRIBUTION CAPITAL PROJECTS

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Capital Outlay	1,050,932	459,919	269,837	416,510
<b>Total Appropriations</b>	<b>\$1,050,932</b>	<b>\$459,919</b>	<b>\$269,837</b>	<b>\$416,510</b>

## WATER PLANT CAPITAL PROJECTS

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Capital Outlay	1,314,547	3,769,443	1,238,643	1,824,017
<b>Total Appropriations</b>	<b>\$1,314,547</b>	<b>\$3,769,443</b>	<b>\$1,238,643</b>	<b>\$1,824,017</b>

## WASTEWATER COLLECTION CAPITAL PROJECTS

### SERVICE POINT EXPENDITURES

	<i>FY2011-2012 ACTUAL EXPENDITURES</i>	<i>FY2012-2013 BUDGET APPROPRIATIONS</i>	<i>FY2012-2013 PROJECTED EXPENDITURES</i>	<i>FY2013-2014 BUDGET APPROPRIATIONS</i>
Capital Outlay	153,275	3,490,490	638,000	1,416,106
<b>Total Appropriations</b>	<b>\$153,275</b>	<b>\$3,490,490</b>	<b>\$638,000</b>	<b>\$1,416,106</b>

## WASTEWATER TREATMENT CAPITAL PROJECTS

### SERVICE POINT EXPENDITURES

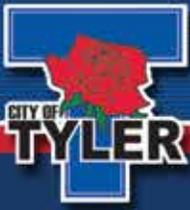
	<i>FY2011-2012 ACTUAL EXPENDITURES</i>	<i>FY2012-2013 BUDGET APPROPRIATIONS</i>	<i>FY2012-2013 PROJECTED EXPENDITURES</i>	<i>FY2013-2014 BUDGET APPROPRIATIONS</i>
Sundry	—	—	250,000	1,478,800
Capital Outlay	—	—	942,000	1,034,713
<b>Total Appropriations</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$1,192,000</b>	<b>\$2,513,513</b>

## LAKE TYLER CAPITAL PROJECTS

### SERVICE POINT EXPENDITURES

	<i>FY2011-2012 ACTUAL EXPENDITURES</i>	<i>FY2012-2013 BUDGET APPROPRIATIONS</i>	<i>FY2012-2013 PROJECTED EXPENDITURES</i>	<i>FY2013-2014 BUDGET APPROPRIATIONS</i>
Sundry	—	—	—	—
Capital Outlay	529,003	734,900	1,321,970	4,026,664
<b>Total Appropriations</b>	<b>\$529,003</b>	<b>\$734,900</b>	<b>\$1,321,970</b>	<b>\$4,026,664</b>





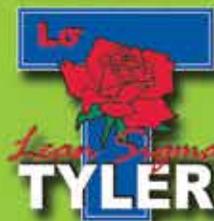
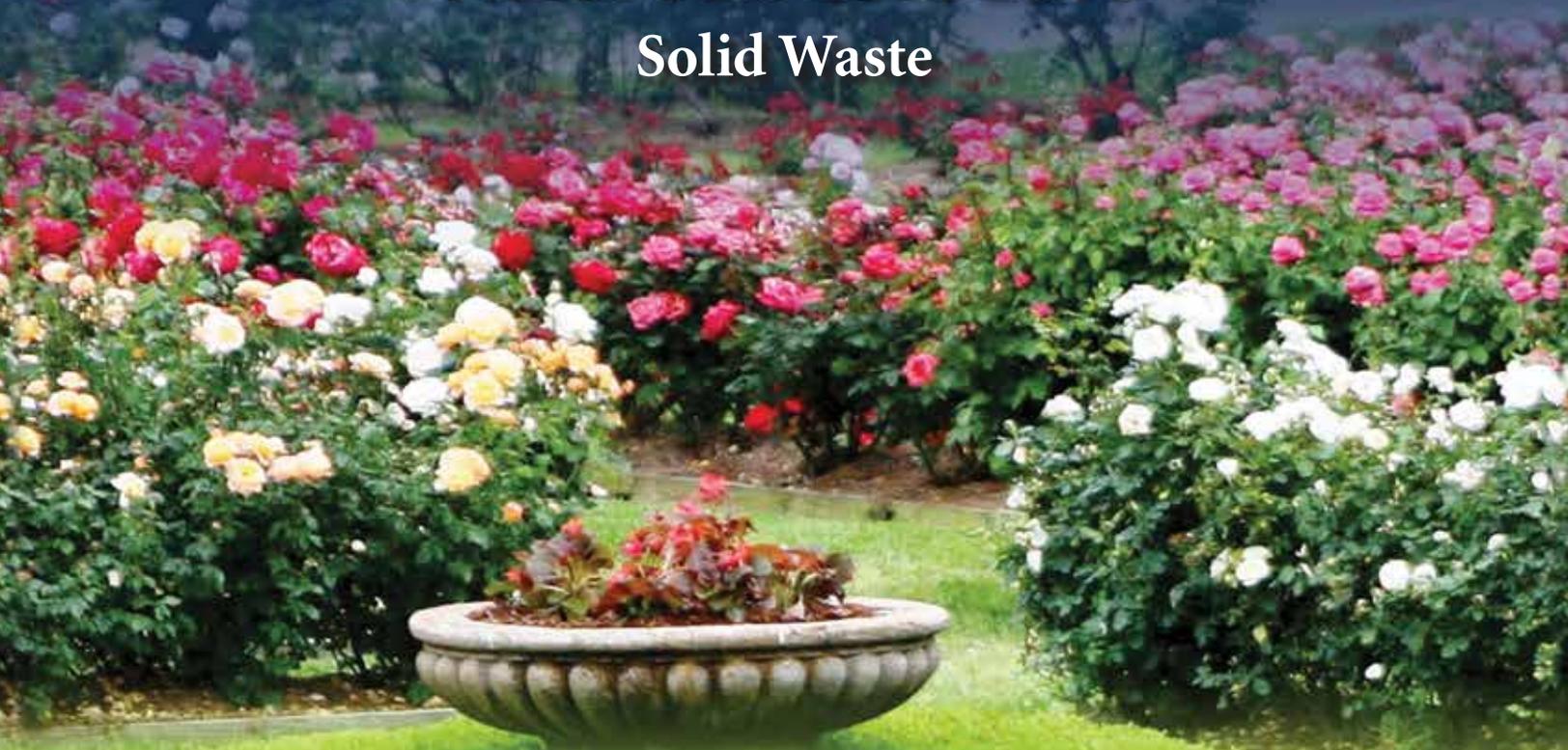
*A Natural Beauty*



# CITY OF TYLER ANNUAL BUDGET

## Fiscal Year 2013-2014

### Solid Waste



**Setting the Standard for Performance Excellence in Local Government**



**SOLID WASTE FUND (560)**  
**REVENUES, EXPENDITURES**  
**CHANGES IN WORKING CAPITAL**  
**FISCAL YEAR 2013-2014**

	ACTUAL 2011-2012	AMENDED BUDGET 2012-2013	PROJECTED 2012-2013	BUDGET 2013-2014
Operating Reserve	\$1,478,974	\$1,486,860	\$1,486,860	\$1,501,648
Unreserved Fund Balance	203,154	751,348	751,348	961,108
<b>Beginning Fund Balance / Working Capital</b>	<b>\$1,682,128</b>	<b>\$2,238,208</b>	<b>\$2,238,208</b>	<b>\$2,462,756</b>
<b>REVENUES</b>				
Interest and Rental Income	10,920	10,000	14,211	10,000
Charges for Residential Serv.	5,409,368	5,381,435	5,545,000	5,500,000
Charges for Commercial Serv.	3,133,238	3,095,814	3,261,000	3,200,000
Recycle Sales	36,078	25,000	25,000	35,000
Roll-Off	1,408,026	1,416,898	1,368,764	1,400,000
Miscellaneous	943,719	666,386	898,521	615,000
<b>Total Revenues</b>	<b>\$10,941,349</b>	<b>\$10,595,533</b>	<b>\$11,112,496</b>	<b>\$10,760,000</b>
<b>EXPENDITURES</b>				
Administration	985,671	1,027,872	1,027,718	1,141,428
Residential Collection	5,381,030	5,483,866	5,450,889	5,601,511
Commercial Collection	2,839,706	2,939,727	2,965,253	2,887,701
Litter Control	117,435	115,250	108,242	171,448
Complex Operations	124,972	—	—	—
Code Enforcement	463,586	464,943	458,885	476,720
<b>Total Expenditures</b>	<b>\$9,912,399</b>	<b>\$10,031,658</b>	<b>\$10,010,987</b>	<b>\$10,278,808</b>
Transfer In	17,000	—	—	—
Fleet Fund (640)	17,000	—	—	—
(Transfer Out)	(489,870)	(876,961)	(876,961)	(948,210)
Development Services (202)	(50,000)	(50,000)	(50,000)	(25,000)
SW Capital Fund (562)	(100,000)	(400,000)	(400,000)	(500,000)
Productivity Fund (639)	(200,000)	(200,000)	(200,000)	(200,000)
Property and Facility Fund (663)	—	(66,711)	(66,711)	(66,711)
Technology Fund (671)	(139,870)	(160,250)	(160,250)	(156,499)
Unreserved Fund Balance	751,348	420,373	961,108	453,917
Operating Reserve	1,486,860	1,504,749	1,501,648	1,541,821
<b>Ending Fund Balance / Working Capital</b>	<b>\$2,238,208</b>	<b>\$1,925,122</b>	<b>\$2,462,756</b>	<b>\$1,995,738</b>

## SOLID WASTE FUND (560)

### DETAIL REVENUE

	ACTUAL 2011-2012	AMENDED BUDGET 2012-2013	PROJECTED 2012-2013	BUDGET 2013-2014
<b>USE OF MONEY AND PROPERTY</b>				
Rent – Miscellaneous	\$9,238	\$10,000	\$12,245	\$10,000
Interest Earnings	1,682	—	1,966	—
<b>Total Use of Money and Property</b>	<b>\$10,920</b>	<b>\$10,000</b>	<b>\$14,211</b>	<b>\$10,000</b>
<b>CHARGES FOR CURRENT SERVICES</b>				
Residential Sanitation Fees	5,409,368	\$5,381,435	\$5,545,000	\$5,500,000
Commercial Fees	3,133,238	3,095,814	3,261,000	3,200,000
Roll-Off Collection Fees	1,408,026	1,416,898	1,368,764	1,400,000
<b>Total Charges for Current Services</b>	<b>\$9,950,632</b>	<b>\$9,894,147</b>	<b>\$10,174,764</b>	<b>\$10,100,000</b>
<b>RECYCLE SALES</b>				
Recycle Sales	36,078	25,000	25,000	35,000
<b>Total Recycle Sales</b>	<b>\$36,078</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$35,000</b>
<b>MISCELLANEOUS INCOME</b>				
Franchise - Street Use Fee	130,609	130,000	122,399	—
Landfill Royalty Fee	437,144	492,950	449,000	450,000
Maintenance Complex Charges	77,032	—	—	—
Solid Waste Fuel Surcharge	233,533	—	262,122	125,000
Miscellaneous Income	65,401	43,436	65,000	40,000
Sale of Equipment	—	—	—	—
Aerial Photography	—	—	—	—
<b>Total Miscellaneous Income</b>	<b>\$943,719</b>	<b>\$666,386</b>	<b>\$898,521</b>	<b>\$615,000</b>
<b>Total Revenues</b>	<b>\$10,941,349</b>	<b>\$10,595,533</b>	<b>\$11,112,496</b>	<b>\$10,760,000</b>

**SOLID WASTE CAPITAL FUND (562)**  
**REVENUES, EXPENDITURES AND CHANGES IN WORKING CAPITAL**  
**FISCAL YEAR 2013-2014**

	<i>ACTUAL 2011-2012</i>	<i>AMENDED BUDGET 2012-2013</i>	<i>PROJECTED 2012-2013</i>	<i>BUDGET 2013-2014</i>
<b>Beginning Fund Balance / Working Capital</b>	<b>\$1,233,707</b>	<b>\$1,602,164</b>	<b>\$1,602,164</b>	<b>\$1,548,840</b>
<b>REVENUES</b>				
Interest Earnings	8,991	10,000	6,432	10,000
Miscellaneous Income	—	—	—	—
<b>Total Revenues</b>	<b>\$8,991</b>	<b>\$10,000</b>	<b>\$6,432</b>	<b>\$10,000</b>
<b>EXPENDITURES</b>				
Technology Projects	—	—	—	—
Aerial Photography	—	—	—	—
Sanitation Containers	126,369	250,000	151,913	200,000
Container Maintenance Facility	7,619	—	—	—
Land/Land Improvements	5,072	80,000	55,000	45,000
City Hall	—	—	—	—
Loop 49 TxDot	—	—	—	—
New Residential Trucks	—	—	—	300,000
New Commercial Trucks	76,680	232,342	232,342	239,312
Litter Control Projects	24,794	45,000	20,501	105,000
Maintenance Complex Project	—	—	—	—
Contingency	—	—	—	100,000
<b>Total Expenditures</b>	<b>\$240,534</b>	<b>\$607,342</b>	<b>\$459,756</b>	<b>\$989,312</b>
Transfer In	600,000	400,000	400,000	500,000
Solid Waste Fund (560)	100,000	400,000	400,000	500,000
Half Cent Sales Tax (231)	500,000	—	—	—
Transfer Out	—	—	—	—
<b>Ending Fund Balance / Working Capital</b>	<b>\$1,602,164</b>	<b>\$1,404,822</b>	<b>\$1,548,840</b>	<b>\$1,069,528</b>

# SOLID WASTE

## Service Point Focus

The Solid Waste Department provides service support for residential and commercial solid waste collection, disposal services, and recycling operations. Our mission is to provide exceptional service that is both economically and environmentally responsible and meets the needs of our citizens:

- Residential garbage collection;
- Residential garbage container disbursement program;
- Residential curbside recycling collection;
- Commercial garbage collection;
- Commercial roll-off rentals;
- Oversee Greenwood Farms Landfill operations;
- Hazardous materials disposal;
- Tyler Recycling Collection Center and,
- Sponsors: Spring and Fall Cleanup Weeks with free bulky item pickup, Adopt a Street, Adopt a Spot, Adopt a Park, Christmas tree recycling, and events like Tyler Recycles Day, Earth Day, and litter clean-ups.

## Accomplishments for 2012–2013

- Continued the Lean Sigma program for truck maintenance which has saved \$9,740.
- Continued the Lean Sigma program for tires and saved \$3,956.
- Identify new areas of improvement and initiate new lean sigma projects to reduce cost and increase efficiency.
- Empowered and motivated Solid Waste employees to achieve citywide and department goals by imple-

menting employee incentive programs.

- Purchased a new rear-load residential truck.
- Purchased a multi-pack truck.
- Increased types of recyclables collected at Recycle Center.
- Recycle Center hours changed and now opens longer to meet the needs of customers.
- Remodeled exterior of Solid Waste Building.
- Added electronic visual management boards.
- Created an Advisory Committee Board with employees and supervisors from Solid Waste and VES.
- Created an Accident Review Committee with employees from Solid Waste and VES.
- Created and filled a high school intern position.
- Venturing with businesses to recycle scrap metal.
- Three (3) slow-filled CNG Service Ports.

## Goals for 2013–2014

- Commercial trucks are purchased on a 36-month buyback program that guarantees between 72-78 percent of purchase price.
- Buy five additional CNG residential trucks.
- Buy one CNG commercial truck.
- CNG fast-fill station that will hold two stands which fills at seven (7) g.g.e.
- Evaluate charges for Solid Waste on residential customers; one free trip, up to three cubic yards a month.
- Continue to encourage and allow employees the opportunities for additional training at City U.
- and, Hold a successful paint recycling event for Tyler Citizens.

# CODE ENFORCEMENT

## Accomplishments for 2012-2013

- As of June 18th, 2013 over 5,012 cases have been worked by five officers.
- Code Enforcement broke their record for most cases worked in a month with 1,378 total cases worked in April.
- Seven illegal dumping surveillance cameras were deployed in the City which resulted in catching ten illegal dumpers.
- The Code Enforcement Manager was elected to the Code Enforcement Association of Texas's Executive Board – Secretary.
- Code Enforcement updates a file on the P Drive where Annual Statistic Reports are kept.
- Code Enforcement now creates, and publishes their own door hanger notices in-house. This saves the City money on printing fees and many cases are now resolved without having to send certified letters which also helps to save money for the City.
- Code Enforcement now recycles plastics and metal from unclaimed signs removed from the right-of-

ways and donates them to Goodwill.

- Code Enforcement has a 99% conviction rate on cases brought to trial.
- Code Enforcement updated and revised our SOP which has been used other Cities to develop their own SOP's.

## Major Budget Items for 2013-2014

- No major items to be purchased.

## Goals for 2013-2014

- Concentrate efforts on enforcing the illegal dumping ordinance.
- Concentrate efforts on enforcing the transient vendor ordinance.
- Concentrate efforts on enforcing the new revision to the junked vehicle ordinance pertaining to commercial storage facilities.
- Bring commercial lots into compliance for high vegetation violations.
- Maintain mowing of 200 City lots.

## ADMINISTRATION

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	554,546	560,830	547,510	583,036
Supplies and Services	50,136	72,809	74,476	131,445
Sundry	375,115	388,812	402,490	422,951
Utilities	359	775	472	300
Maintenance	5,515	4,646	2,770	3,696
<b>Total Appropriations</b>	<b>\$985,671</b>	<b>\$1,027,872</b>	<b>\$1,027,718</b>	<b>\$1,141,428</b>

### SERVICE POINT EMPLOYEES

REGULAR FULL-TIME POSITIONS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
6 & 7) Director of Solid Waste	1	1	1	1	1	—	1
5) GIS Coordinator	1	1	1	1	—	—	—
2) Supervisor Solid Waste	1	1	1	1	—	—	—
8) Account Specialist	2	2	2	2	2	1	1
Customer Service Supervisor	1	1	1	1	1	1	1
4) GIS Addressing Technician	—	1	1	1	—	—	—
GIS Planner/Developer	—	—	—	—	—	—	—
GIS Technician	—	—	—	—	—	—	—
MPO Planner	—	—	—	—	—	—	—
1) & 3) Senior GIS Analyst	1	0.04	0.04	0.04	—	—	—
Senior Utilities Specialist	1	1	1	1	1	1	1
6 & 8) Account Specialist Auditor*	—	—	—	—	—	2	2
9) Special Projects Coordinator	1	1	1	1	1	1	—
<b>Total Department</b>	<b>9</b>	<b>9.04</b>	<b>9.04</b>	<b>9.04</b>	<b>6</b>	<b>6</b>	<b>6</b>

- 1) 96% of position funded through MPO beginning FY 2008-2009  
 2) Solid Waste Supervisor eliminated FY 2011-2012  
 3) Senior GIS Analyst position moved to WUF - GIS FY 2011-2012  
 4) GIS Addressing Technician moved to WUF - GIS FY 2011-2012  
 5) GIS Coordinator position moved to WUF - GIS FY 2011-2012  
 6) Director of Solid Waste downgraded to Account Specialist/Auditor FY 12-13  
 7) SW/VES Manager upgraded to Director of Solid Waste FY 13-14  
 8) One Account Specialist upgraded to Account Specialist/Auditor FY 12-13  
 \* One Account Specialist/Auditor serving as full time Lean Sigma Black Belt  
 9) Special Projects Coordinator moved to SW Keep Tyler Beautiful Fund FY 13-14

## RESIDENTIAL COLLECTION

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	1,225,626	1,302,909	1,230,784	1,327,909
Supplies and Services	2,128,739	2,171,057	2,074,482	2,050,236
Sundry	46,825	46,825	46,825	46,825
Utilities	1,787	2,915	2,100	2,715
Maintenance	1,978,053	1,960,160	2,096,698	2,173,826
<b>Total Appropriations</b>	<b>\$5,381,030</b>	<b>\$5,483,866</b>	<b>\$5,450,889</b>	<b>\$5,601,511</b>

**SERVICE POINT EMPLOYEES – RESIDENTIAL COLLECTION**

<i>REGULAR FULL-TIME POSITIONS</i>	<i>2007-2008</i>	<i>2008-2009</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
3) Code Enforcement Officer	1	1	1	—	—	—	—
Commercial Equipment Operator	2	2	2	2	2	2	2
1) Crew Leader	2	2	2	2	2	2	2
Driver Trainer	1	1	1	1	1	1	1
4, 5, 6) Foreman I	2	2	2	1	—	—	—
2, 4, 7 & 8) Foreman II	—	1	1	2	2	—	—
Laborer	3	3	3	3	3	3	3
6) Recycling Technician	1	1	1	1	—	—	—
Residential Equipment Operator	20	20	20	20	20	20	20
7) Residential Superintendent	—	—	—	—	—	1	1
8) Commercial Superintendent	—	—	—	—	—	1	1
<b>Total Regular Full-time</b>	<b>32</b>	<b>33</b>	<b>33</b>	<b>32</b>	<b>30</b>	<b>30</b>	<b>30</b>

<i>TEMPORARY POSITIONS</i>	<i>2007-2008</i>	<i>2008-2009</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
2) Commercial Sales Representative	1	—	—	—	—	—	—
Total Temporary Part-time	1	—	—	—	0	0	0
<b>Total Department</b>	<b>33</b>	<b>33</b>	<b>33</b>	<b>32</b>	<b>30</b>	<b>30</b>	<b>30</b>

- 1) 2 Positions added during FY 2007-2008
- 2) Title change of Commercial Sales Representative to Foreman II during FY 2007-2008
- 3) Position transferred to SW Code Enforcement
- 4) One Foreman I upgraded to Foreman II during FY 2009-2010
- 5) One Foreman I eliminated FY 2011-2012
- 6) Recycling Technician eliminated FY 2011-2012
- \* Commercial Superintendent serving as Full-Time Lean Sigma Black Belt
- 7) One Foreman II reclassified to Residential Superintendent
- 8) One Foreman II reclassified to Commercial Superintendent

**COMMERCIAL COLLECTION**

**SERVICE POINT EXPENDITURES**

	<i>FY2011-2012 ACTUAL EXPENDITURES</i>	<i>FY2012-2013 BUDGET APPROPRIATIONS</i>	<i>FY2012-2013 PROJECTED EXPENDITURES</i>	<i>FY2013-2014 BUDGET APPROPRIATIONS</i>
Salaries and Benefits	659,347	685,655	727,478	714,168
Supplies and Services	1,653,964	1,718,521	1,646,324	1,626,065
Sundry	49,002	49,002	49,002	49,002
Utilities	3,321	5,400	2,906	5,100
Maintenance	474,072	481,149	539,543	493,366
<b>Total Appropriations</b>	<b>\$2,839,706</b>	<b>\$2,939,727</b>	<b>\$2,965,253</b>	<b>\$2,887,701</b>

**SERVICE POINT EMPLOYEES – COMMERCIAL COLLECTION**

<i>REGULAR FULL-TIME POSITIONS</i>	<i>2007-2008</i>	<i>2008-2009</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
Commercial Equipment Operator II	8	8	8	8	8	8	8
Commercial Sales Representative	1	1	1	1	1	1	1
<b>Total Department</b>	<b>9</b>						

## CODE ENFORCEMENT

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	334,379	335,062	334,847	340,073
Supplies and Services	42,931	53,687	42,554	50,097
Sundry	32,559	31,738	31,738	31,793
Utilities	64	300	86	100
Maintenance	53,653	44,156	49,660	54,657
<b>Total Appropriations<sup>1)</sup></b>	<b>\$463,586</b>	<b>\$464,943</b>	<b>\$458,885</b>	<b>\$476,720</b>

<sup>1)</sup> Code Enforcement Department moved from the General Fund in FY2010-2011

### SERVICE POINT EMPLOYEES – CODE ENFORCEMENT

REGULAR FULL-TIME POSITIONS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Code Enforcement Manager	—	1	1	1	1	1	1
1) Environmental Coordinator	1	—	—	—	—	—	—
8) Chief Code Enforcement Officer	—	1	1	—	—	—	—
8) Field Supervisor	—	—	—	1	1	1	1
7, 9, 10 ) Code Enforcement Officer I	3	3	3	5	3	3	3
2, 9) Code Services Officer	1	1	1	—	—	—	—
3) Equipment Operator I	4	—	—	—	—	—	—
4) Equipment Operator II	2	1	1	1	1	1	1
5) Laborer	1	—	—	—	—	—	—
6) Senior Clerk	—	1	1	1	1	1	1
<b>Total Department</b>	<b>12</b>	<b>8</b>	<b>8</b>	<b>9</b>	<b>7</b>	<b>7</b>	<b>7</b>

- 1) Title change from Environmental Coordinator to Code Enforcement Manager during FY 2007-2008
- 2) One position upgraded to Chief Code Enforcement Officer for FY 2008-2009
- 3) Four positions transferred to Streets during FY 2007-2008
- 4) One position transferred to Streets during FY 2007-2008
- 5) One position upgraded to Code Services Officer for FY 2008-2009
- 6) Position transferred from Streets during FY 2007-2008
- 7) Position transferred from SW Residential for FY2010-2011
- 8) Title change from Chief Code Enforcement Officer to Field Supervisor FY 2010-2011
- 9) Code Services Officer upgraded to Code Enforcement Officer I FY 2010-2011
- 10) Eliminated 2 Code Service Officer I

\*This department was formerly known as Environmental Services.

## LITTER CONTROL

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	—	—	—	54,398
Supplies and Services	116,299	114,250	107,282	115,750
Utilities	1,136	1,000	960	1,300
<b>Total Appropriations</b>	<b>\$117,435</b>	<b>\$115,250</b>	<b>\$108,242</b>	<b>\$171,448</b>

## GARAGE COMPLEX

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Supplies and Services	27,040	—	—	—
Sundry	15,020	—	—	—
Utilities	67,486	—	—	—
Maintenance	15,426	—	—	—
<b>Total Appropriations</b>	<b>\$124,972</b>	<b>\$—</b>	<b>\$—</b>	<b>\$—</b>

## SOLID WASTE ADMINISTRATION CAPITAL PROJECTS

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Supplies and Services	12,782	50,000	25,000	25,000
Sundry	—	—	—	100,000
Capital Outlay	—	30,000	30,000	20,000
<b>Total Appropriations</b>	<b>\$12,782</b>	<b>\$80,000</b>	<b>\$55,000</b>	<b>\$145,000</b>

## RESIDENTIAL COLLECTION CAPITAL PROJECTS

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Capital Outlay	79,780	100,000	51,913	375,000
<b>Total Appropriations</b>	<b>\$79,780</b>	<b>\$100,000</b>	<b>\$51,913</b>	<b>\$375,000</b>

## COMMERCIAL COLLECTION CAPITAL PROJECTS

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Capital Outlay	123,177	382,342	332,342	364,312
<b>Total Appropriations</b>	<b>\$123,177</b>	<b>\$382,342</b>	<b>\$332,342</b>	<b>\$364,312</b>

## LITTER CONTROL

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Supplies and Services	24,794	45,000	20,501	105,000
<b>Total Appropriations</b>	<b>\$24,794</b>	<b>\$45,000</b>	<b>\$20,501</b>	<b>\$105,000</b>

### SERVICE POINT EMPLOYEES – KEEP TYLER BEAUTIFUL

REGULAR FULL-TIME POSITIONS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
1) Special Projects Coordinator	—	—	—	—	—	—	1
<b>Total Department</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>

1) Special Projects Coordinator moved to Keep Tyler Beautiful fund FY 13-14

<i>SOLID WASTE BENCHMARKS</i>	<i>ACTUAL 2011-2012</i>	<i>BUDGET 2012-2013</i>	<i>PERIOD ENDING JUNE 2013</i>	<i>PROJECTED 2013-2014</i>
Total tons of residential garbage collected and disposed of	41,319	N/A	31,498	41,988
Total tons of recyclables collected at the Tyler Recycling Collection Center	492	N/A	535	567
Total tons of recyclables collected from subscription curbside recycling customers	662	N/A	506(est)	662
Subscription curbside recycling customers(monthly)	3,271	N/A	3,464	3,728
Percentage of residential customers participating in curbside recycling	11.8%	N/A	12.4%	13.4%
Commercial dumpsters in use(monthly)	1,943	1,680	1,671	1,935
Commercial roll offs loads	2,408	N/A	1,842	2,407
Commercial compactors loads	1,080	N/A	844	780

<i>PERFORMANCE BENCHMARKS</i>	<i>ACTUAL 2011-2012</i>	<i>BUDGET 2012-2013</i>	<i>PERIOD ENDING MAY 2013</i>	<i>PROJECTED 2013-2014</i>
Total Cases worked	6,896	6,496	5,012	6,900
Weed and Debris Lots Inspected	3,346	2,620	1,966	3400
Junk Vehicle Violations	577	719	293	600

Department Wide Statistics — Start Date: 10/01/12, End Date: 06/18/13

CASE TYPE CODE DESCRIPTION	INITIAL INSPECTION	REINSPECTION	CITATION ISSUED	CLOSED CASE	CITY CLEAN SITE	VEHICLE TOWED AND INFO TO P.D.	TALKED WITH CITIZEN
Auto Parts	4	3		3			1
Balloons/Tents							
Bath/Kitchen/Fixtures							
Building Materials	9	8		6			3
Clothes							
Code Enforcement/Misc	43	38		44	2		22
Commercial Vehicle	5	1		2			4
Debris	46	38		38			30
Fences	28	27		25			21
Furniture	99	107		95			42
Garage Sales	7	4		7			1
Grading Permit Violation	4	1		4			3
Graffiti	14	77		11			1
High Vegetation Weed Debris	2216	2045	1	2201	623		887
Home Occupation Violation	17	9		16			12
Illegal Dumping	315	206	10	317	209		29
Junked Vehicle	314	393		323		8	172
Landscaping	1			1			
Litter	24	5		24	2		15
Obstruction of Right of Way	121	67		123			56
Old Appliances	3	3		3			1
Outdoor Storage and Display	93	141	1	91			55
Permit Required Violation	2			2			2
Pool Complaint	19	27	2	20			14
Portable Storage Unit	3	3		3			1
Recreational Vehicle Storage	20	19		20			11
Roof Sign							
Setback Lines	1	1		1			
Sign Violation	624	136		618			171
Storage Building	2	4		2			2
Test Code for updating CE							
Tires	14	14		14	1		6
Transient Vendor / No Vendor	3	3		3			3
Trash / Junk	301	383	1	299	6		189
Trash Container Violation	3	1		3			2
Tree	59	39		52			18
Trees / Limbs Down	717	908	2	682	70		310
Unimproved Parking Surface	254	245		220			164
Unlawful Disposal Liquid Waste	4			4			3
Unlawful Use of A Dumpster	4	34		3			7
Zoning Occupancy Violations	8	4		9			7
Zoning Restriction Height							
	<b>5401</b>	<b>4994</b>	<b>17</b>	<b>5289</b>	<b>913</b>	<b>8</b>	<b>2265</b>



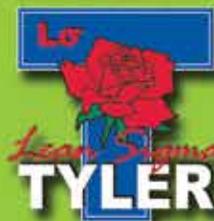
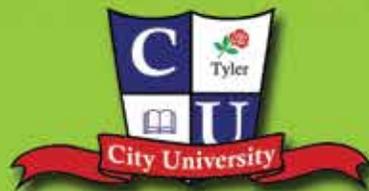


*A Natural Beauty*



# CITY OF TYLER ANNUAL BUDGET Fiscal Year 2013-2014

## Airport



**Setting the Standard for Performance Excellence in Local Government**



**AIRPORT OPERATING FUND (524)**  
**REVENUES, EXPENDITURES AND CHANGES IN WORKING CAPITAL**  
**FISCAL YEAR 2013-2014**

	ACTUAL 2011-2012	AMENDED BUDGET 2012-2013	PROJECTED 2012-2013	BUDGET 2013-2014
Unreserved Working Capital	\$417,572	\$388,488	\$388,488	\$348,344
<b>Beginning Fund Balance / Working Capital</b>	<b>\$417,572</b>	<b>\$388,488</b>	<b>\$388,488</b>	<b>\$348,344</b>
<b>REVENUES</b>				
Airline Facilities Rental	90,000	90,000	90,000	90,000
Airport Long-Term Parking	494,009	522,000	530,312	540,000
Interest Earnings	2,687	2,000	1,670	2,500
Landing Fees	68,323	68,000	68,329	68,063
Restaurant Concessions	13,929	15,000	9,492	15,000
FAA Building Rental	41,687	41,740	41,821	41,821
Car Leasing Rental	281,862	265,000	281,955	282,000
Agricultural Lease	887	887	887	887
Hanger Land Lease	84,771	84,100	84,443	84,100
HAMM	18,857	26,000	25,137	24,286
Common Use Fee	17,578	20,000	18,447	18,760
Wash Bay Fee	—	5,000	5,000	38,000
Airport Fuel Flowage	46,177	47,200	48,822	49,000
Copying fees	—	—	—	—
Customer Facility Charge	—	—	—	—
Advertising Space Fees	13,618	15,000	14,122	21,000
Miscellaneous Income	8,802	7,800	11,000	9,000
Oil Leases and Royalties	7,153	6,500	5,826	6,436
Sale of Property	—	—	—	—
Wash Bay Construction Loan Proceeds	—	1,148,000	1,148,000	—
<b>Total Revenues</b>	<b>\$1,190,340</b>	<b>\$2,364,227</b>	<b>\$2,385,263</b>	<b>\$1,290,853</b>
<b>EXPENDITURES</b>				
Operations	1,219,424	1,312,706	1,277,407	1,350,474
Capital	76,835	150,000	150,000	40,000
Wash Bay Construction (CFC)	—	1,148,000	1,148,000	—
Wash Bay Debt Service (CFC)	—	16,936	16,936	104,180
<b>Total Expenditures</b>	<b>\$1,296,259</b>	<b>\$2,627,642</b>	<b>\$2,592,343</b>	<b>\$1,494,654</b>
Transfer In	76,835	166,936	166,936	240,180
PFC (234)	76,835	150,000	150,000	136,000
CFC (234)	—	16,936	16,936	104,180
Transfer Out	—	—	—	—
<b>Ending Fund Balance / Working Capital</b>	<b>\$388,488</b>	<b>\$292,009</b>	<b>\$348,344</b>	<b>\$384,723</b>

## AIRPORT

**T** Tyler Pounds Regional Airport provides facilities and services for the safe and efficient operation of commercial and private aviation activities. In 2012 - 13 Tyler recorded 157 privately owned based aircraft, up from 137 from the previous year. Also Tyler Pounds Regional Airport is the only airport in East Texas with two commercial service airlines providing regional jet service to Dallas and Houston allowing passengers to connect to most airports in the world. Airport staff members are responsible for:

- Promoting and marketing airport services;
- Developing public education programs to teach citizens and customers about aviation;
- Coordinating and managing airport security and emergency response programs;
- Terminal building maintenance;
- Runway inspection and maintenance;
- Managing airport vendor and concession contracts;
- Grounds maintenance including irrigation;
- Storm water pollution prevention program;
- Land lease contract management;
- Airfield lighting and navigational aid maintenance;
- Coordination and planning of airport development;
- Airport operations area maintenance and inspection;
- Passenger facility charge program reporting and administration; and,
- Federal Aviation Administration (FAA) grants administration.

### Accomplishments for 2012/2013

- Received FAA Grants totaling approximately \$1,015,000.
- The airport completed the Runway 4/22 runway safety area project.
- The Airport Wildlife Hazard Assessment was completed to preserve safe air operations on the airport (FAA mandated).
- Adopted a new finance plan and began construction of new consolidated rental car maintenance facility.
- Performed some badly needed repairs and updates to the Air Traffic control tower in the Northside Terminal Building.
- Updated airfield guidance signs on runways and taxi-

ways for additional safety.

- Refurbished the airport's landside directional signage.
- Applied for and received a new TXDOT RAMP Grant to allow the airport to develop and implement a more comprehensive airfield maintenance program
- Awarded construction contracts to construct the new Taxiway Kilo.Project. This will be the next step towards making land available for General Aviation development.
- Awarded a new environmental assessment study to begin design services to reconstruct Runway 4/22. The FAA announced that there are no findings of significant impacts as a result of the proposed construction work.
- Completed the updates of the Flight Information Display system.

### Major Budget Items for 2013/2014

- Begin property acquisition for the runway 4/22 reconstruction project.
- Begin preliminary design and final construction designs for the runway 4/22 reconstruction project.
- Implement electronic fingerprinting system to improve vetting.

### Goals for 2013/2014

- Begin design to improve Runway 4/22 by increasing pavement weight capacity and installing instrument landing system for precision approach.
- Pursue electronic method of training for TSA required Airport Media ID holders to streamline and enhance the security badging program for the airport.
- Pursue new air service destinations from Tyler and increase numbers of flights from DFW and Houston airports.
- Record a perfect score on the 2014 Airport FFA Part 139 Certification Inspection with no violations or corrections needed.
- Establish a private/public partnership or acquire new grant opportunities to develop the new West Side Airpark.

## AIRPORT

### SERVICE POINT EXPENDITURES

	2011-2012 ACTUAL EXPENDITURES	2012-2013 BUDGET APPROPRIATIONS	2012-2013 PROJECTED EXPENDITURES	2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	489,107	508,993	493,978	540,259
Supplies and Services	260,391	292,403	300,328	268,202
Sundry	136,268	137,656	137,656	142,177
Utilities	209,455	233,700	212,648	236,700
Maintenance	124,203	139,954	132,797	163,136
<b>Total Appropriations</b>	<b>\$1,219,424</b>	<b>\$1,312,706</b>	<b>\$1,277,407</b>	<b>\$1,350,474</b>

### SERVICE POINT EMPLOYEES

REGULAR FULL-TIME POSITIONS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
6) & 7) Airport Director	—	—	—	1	—	—	—
6) Director of Airport and Transit	1	1	1	—	—	—	—
5) & 7) Airport Manager	—	—	—	—	1	1	1
Airport Operations Supervisor	1	1	1	1	1	1	1
Administrative Assistant	1	1	1	1	1	1	1
Administrative Secretary	—	1	1	1	1	—	—
8) Senior Secretary	—	—	—	—	—	1	1
1) & 4) Airport Technician I	3	3	3	3	2	2	2
Airport Technician II	1	1	1	1	1	1	1
Airport Technician III	2	2	2	2	2	2	2
Airport Technician IV	1	1	1	1	1	1	1
2) Secretary	1	—	—	—	—	—	—
<b>Total Regular Full-time</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>REGULAR PART-TIME POSITIONS</b>							
	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
3) Airport Technician I	1	1	1	—	—	—	—
Total Regular Part-time	1	1	1	0	0	0	0
<b>Total Department</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>11</b>	<b>10</b>	<b>10</b>	<b>10</b>

- 1) One Airport Technician position frozen for FY 2009-2010
- 2) One Secretary position upgraded to Senior Secretary during FY 2007-2008
- 3) One Part-time Airport Technician eliminated during FY 2010-2011 budget
- 4) One Airport Technician eliminated FY 2011-2012
- 5) Airport Manager promoted to Director of Airport and Transit FY 2007-2008
- 6) Title change from Director of Airport and Transit to Airport Director FY 2010-2011
- 7) Title change from Airport Director to Airport Manager FY 2011-2012
- 8) Administrative Secretary downgraded to Senior Secretary FYI 2011-2012

## AIRPORT CAPITAL

### SERVICE POINT EXPENDITURES

	2011-2012 ACTUAL EXPENDITURES	2012-2013 BUDGET APPROPRIATIONS	2012-2013 PROJECTED EXPENDITURES	2013-2014 BUDGET APPROPRIATIONS
Supplies and Services	—	—	—	—
Capital Outlay	76,835	150,000	150,000	40,000
<b>Total Appropriations</b>	<b>\$76,835</b>	<b>\$150,000</b>	<b>\$150,000</b>	<b>\$40,000</b>

## AIRPORT FACILITY CHARGE

### SERVICE POINT EXPENDITURES

	<i>2011-2012 ACTUAL EXPENDITURES</i>	<i>2012-2013 BUDGET APPROPRIATIONS</i>	<i>2012-2013 PROJECTED EXPENDITURES</i>	<i>2013-2014 BUDGET APPROPRIATIONS</i>
Sundry	—	16,936	16,936	104,180
Capital Outlay	—	1,148,000	1,148,000	—
<b>Total Appropriations</b>	<b>\$ —</b>	<b>\$1,164,936</b>	<b>\$1,164,936</b>	<b>\$104,180</b>

### 2013-2014 AIRPORT BENCHMARKS

<i>PERFORMANCE BENCHMARKS</i>	<i>ACTUAL 2011-12</i>	<i>BUDGET 2012-13</i>	<i>PERIOD ENDING MAY 2013</i>	<i>PROJECTED 2013-14</i>
Number of successful airfield operations	41,967	42,000	30,286	42,000
Number of annual enplanements	73,343	75,000	50,919	77,000
Average monthly rental car revenue	23,097	22,083	23,562	23,333
Fuel flowage fees	46,177	47,200	36,025	47,880
Landing Fees	68,323	68,000	51,380	68,063







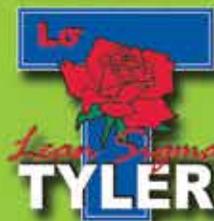
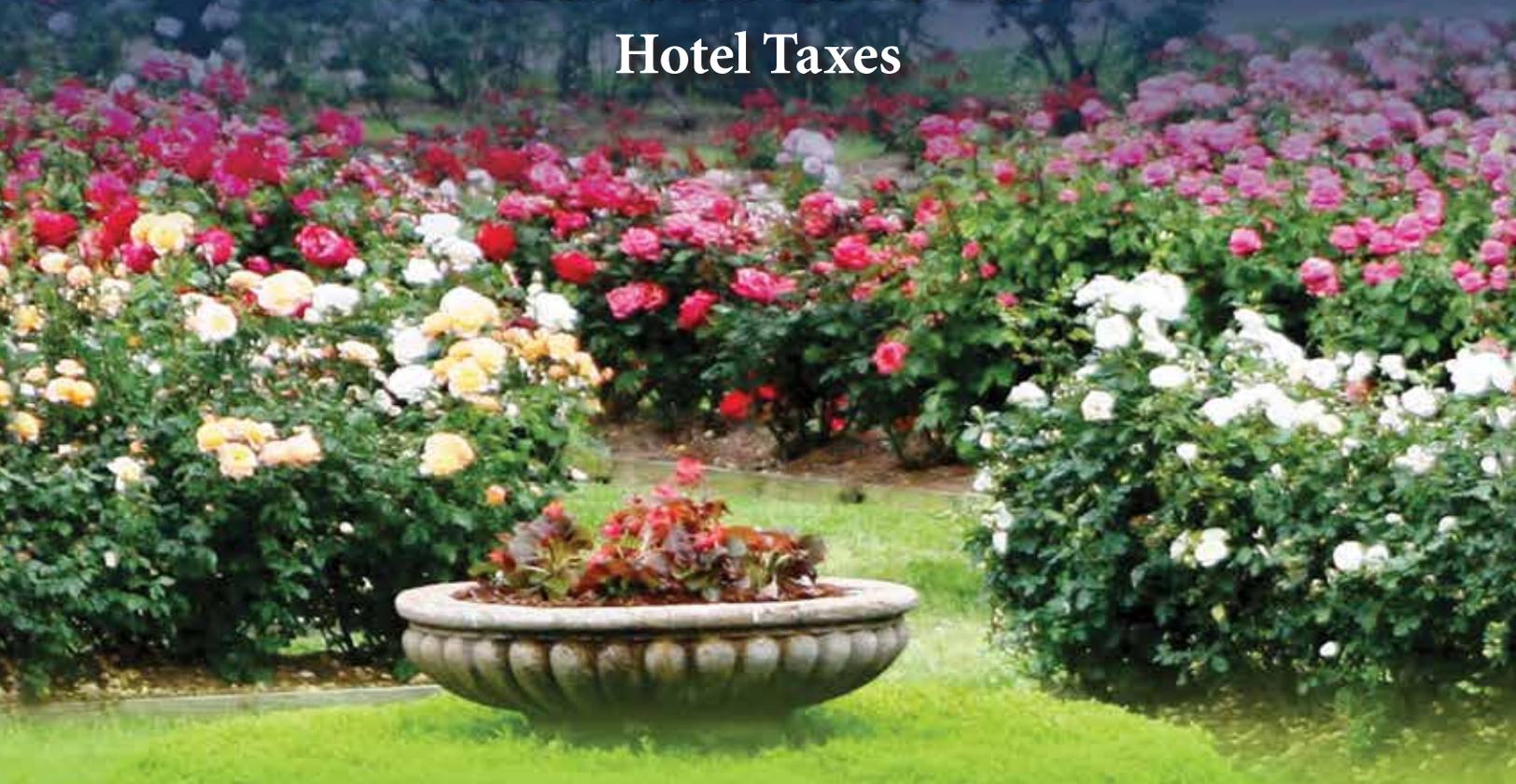
*A Natural Beauty*



# CITY OF TYLER ANNUAL BUDGET

## Fiscal Year 2013-2014

### Hotel Taxes



**Setting the Standard for Performance Excellence in Local Government**



**HOTEL/MOTEL OCCUPANCY TAX FUND (211)**  
**REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

FISCAL YEAR 2013-2014

	ACTUAL 2011-2012	AMENDED BUDGET 2012-2013	PROJECTED 2012-2013	BUDGET 2013-2014
Unreserve Fund Balance	916,295	995,056	995,056	1,121,428
Reserve (2% Tax)	50,514	634,686	634,686	1,102,610
<b>Beginning Fund Balance / Working Capital</b>	<b>\$966,809</b>	<b>\$1,629,742</b>	<b>\$1,629,742</b>	<b>\$2,224,038</b>
<b>REVENUES</b>				
7 % Occupancy Tax	2,301,485	2,300,000	2,325,849	2,349,107
2 % Occupancy Tax	641,509	628,530	647,924	654,403
Interest Earnings	4,117	1,100	4,145	4,174
Audit Collections	29,021	10,000	29,601	30,193
Donations Liberty Hall	2,200	15,000	2,222	2,244
<b>Total Revenues</b>	<b>\$2,978,332</b>	<b>\$2,954,630</b>	<b>\$3,009,741</b>	<b>\$3,040,121</b>
<b>EXPENDITURES</b>				
Texas Rose Festival	9,000	9,000	9,000	9,000
Discovery Place	32,400	32,400	32,400	32,400
Symphony	25,000	25,000	25,000	25,000
Museum of Art	44,550	—	—	—
Historical Museum	13,500	13,500	13,500	13,500
Visitors and Convention Bureau	668,512	675,000	681,750	675,000
McClendon House	4,500	4,500	4,500	4,500
Historic Aviation Museum	13,500	13,500	13,500	13,500
Liberty Hall Construction	—	—	—	—
HOT/Tourism promotion	7,000	5,000	7,000	7,000
Professional Audit Services	13,622	6,000	8,795	8,795
Texas Hotel & Lodging Dues	14,858	15,000	15,000	15,000
2% Occupancy Tax Study	57,337	150,000	180,000	250,000
Tyler Arts Center	—	50,000	—	50,000
State Tournaments	—	—	—	25,000
Sister Cities	—	—	—	2,500
Misc.	11,620	—	—	—
Contingencies	—	150,000	—	150,000
<b>Total Expenditures</b>	<b>\$915,399</b>	<b>\$1,148,900</b>	<b>\$990,445</b>	<b>\$1,281,195</b>
Transfers In	—	—	—	—
(Transfers Out)	(1,400,000)	(1,425,000)	(1,425,000)	(1,725,000)
Main Street Fund (210)	—	—	—	—
Tourism Fund (219)	(1,200,000)	(1,200,000)	(1,200,000)	(1,700,000)
Property and Facility Management (663)	(200,000)	(225,000)	(225,000)	(25,000)
(Roof Replacement Tourism)	—	—	—	—
Unreserve Fund Balance	995,056	897,256	1,121,428	750,951
Reserve (2% Tax)	634,686	1,113,216	1,102,610	1,507,013
<b>Ending Fund Balance / Working Capital</b>	<b>\$1,629,742</b>	<b>\$2,010,472</b>	<b>\$2,224,038</b>	<b>\$2,257,964</b>

## 7% HOTEL/MOTEL OCCUPANCY TAX

### SERVICE POINT EXPENDITURES

	<i>FY2011-2012 ACTUAL EXPENDITURES</i>	<i>FY2012-2013 BUDGET APPROPRIATIONS</i>	<i>FY2012-2013 PROJECTED EXPENDITURES</i>	<i>FY2013-2014 BUDGET APPROPRIATIONS</i>
Supplies and Services	28,480	21,000	23,795	51,295
Sundry	829,582	977,900	786,650	979,900
Capital Outlay	—	—	—	—
<b>TOTAL APPROPRIATIONS</b>	<b>\$858,062</b>	<b>\$998,900</b>	<b>\$810,445</b>	<b>\$1,031,195</b>

## 2% HOTEL/MOTEL OCCUPANCY TAX

### SERVICE POINT EXPENDITURES

	<i>FY2011-2012 ACTUAL EXPENDITURES</i>	<i>FY2012-2013 BUDGET APPROPRIATIONS</i>	<i>FY2012-2013 PROJECTED EXPENDITURES</i>	<i>FY2013-2014 BUDGET APPROPRIATIONS</i>
Supplies and Services	57,337	150,000	180,000	250,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$57,337</b>	<b>\$150,000</b>	<b>\$180,000</b>	<b>\$250,000</b>





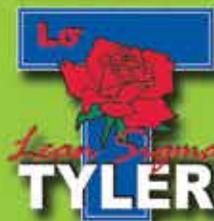
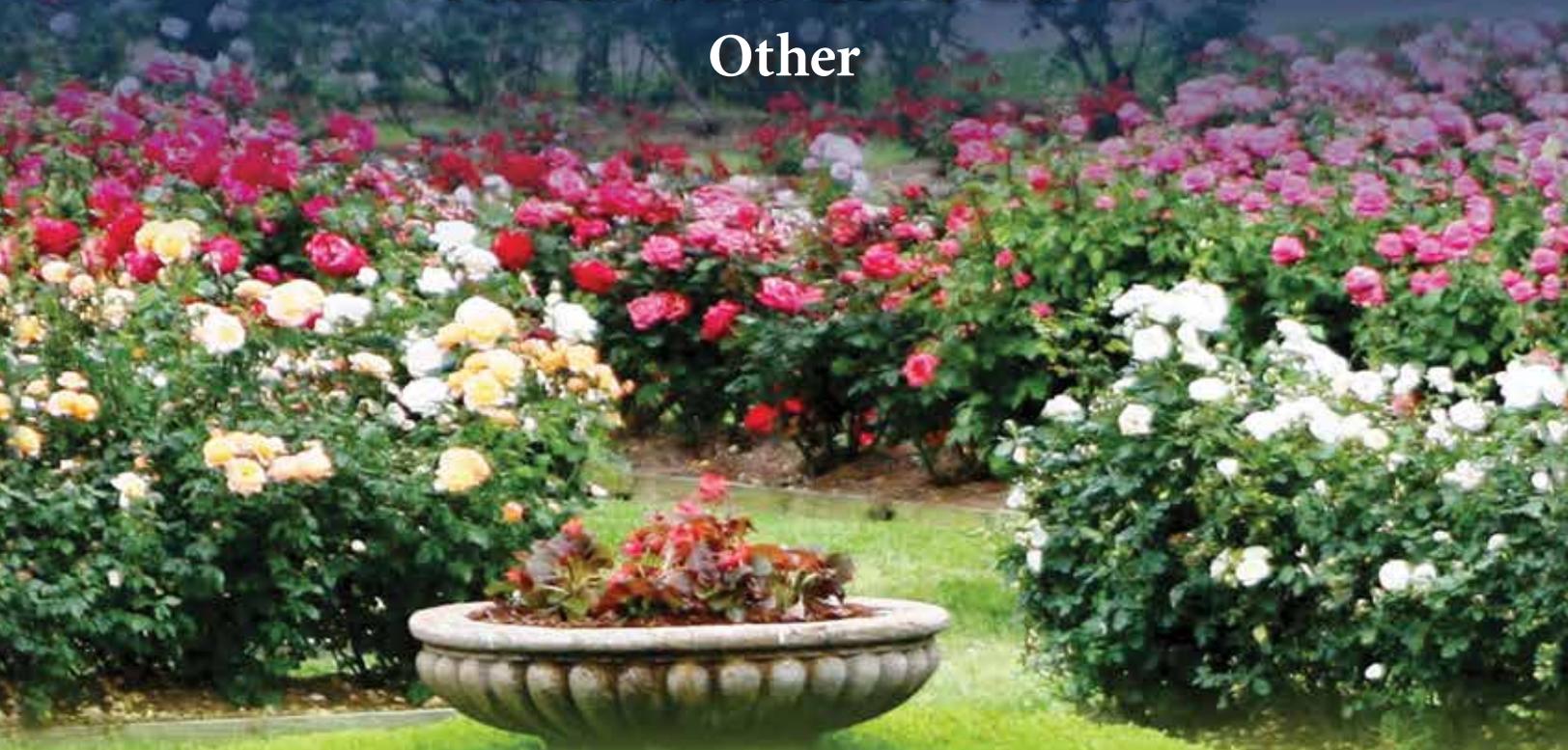


*A Natural Beauty*



# CITY OF TYLER ANNUAL BUDGET Fiscal Year 2013-2014

Other



Setting the Standard for Performance Excellence in Local Government



**CEMETERIES OPERATING FUND (204)**  
**REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCE**

FISCAL YEAR 2013-2014

	ACTUAL 2011-2012	AMENDED BUDGET 2012-2013	PROJECTED 2012-2013	BUDGET 2013-2014
<b>Beginning Fund Balance / Working Capital</b>	<b>\$(2,626)</b>	<b>\$41,352</b>	<b>\$41,352</b>	<b>\$76,578</b>
<b>REVENUES</b>				
Permits	5,490	4,500	5,000	5,000
Interest Earnings	709	500	150	150
Current Service Charges	55,782	50,000	52,000	52,000
Miscellaneous Income	330	—	—	—
<b>Total Revenues</b>	<b>\$62,311</b>	<b>\$55,000</b>	<b>\$57,150</b>	<b>\$57,150</b>
<b>EXPENDITURES</b>				
Cemetery	257,687	267,982	261,246	281,350
<b>Total Expenditures</b>	<b>\$257,687</b>	<b>\$267,982</b>	<b>\$261,246</b>	<b>\$281,350</b>
Transfer In	239,354	239,322	239,322	193,730
Cemetery Trust Fund (713)	12,532	12,500	12,500	12,500
General Fund (101)	226,822	226,822	226,822	181,230
Transfer Out	—	—	—	—
<b>Ending Fund Balance / Working Capital</b>	<b>\$41,352</b>	<b>\$67,692</b>	<b>\$76,578</b>	<b>\$46,108</b>

**SERVICE POINT EXPENDITURES**

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	166,664	161,751	164,897	165,328
Supplies and Services	20,272	29,255	25,855	44,815
Sundry	6,405	6,503	6,503	6,576
Utilities	41,522	38,810	38,961	38,810
Maintenance	16,825	25,663	19,030	19,821
Capital Outlay	6,000	6,000	6,000	6,000
<b>Total Appropriations</b>	<b>\$257,688</b>	<b>\$267,982</b>	<b>\$261,246</b>	<b>\$281,350</b>

**SERVICE POINT EMPLOYEES - CEMETERIES OPERATING FUND (204)**

REGULAR FULL-TIME POSITIONS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Cemeterian	1	1	1	1	1	1	1
Groundskeeper	1	1	1	1	1	1	1
Laborer	1	1	1	1	1	1	1
<b>Total Department</b>	<b>3</b>						

**POLICE FORFEITURE FUND (205)**  
**REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

FISCAL YEAR 2013-2014

	ACTUAL 2011-2012	AMENDED BUDGET 2012-2013	PROJECTED 2012-2013	BUDGET 2013-2014
<b>Beginning Fund Balance / Working Capital</b>	<b>\$237,590</b>	<b>\$293,608</b>	<b>\$293,608</b>	<b>\$277,191</b>
<b>REVENUES</b>				
Judgement of Forfeitures	154,497	82,000	82,000	82,000
Interest Earnings	1,504	2,000	1,500	—
<b>Total Revenues</b>	<b>\$156,001</b>	<b>\$84,000</b>	<b>\$83,500</b>	<b>\$82,000</b>
<b>Expenditures</b>	<b>\$99,983</b>	<b>\$105,223</b>	<b>\$99,917</b>	<b>\$268,603</b>
<b>Ending Fund Balance / Working Capital</b>	<b>\$293,608</b>	<b>\$272,385</b>	<b>\$277,191</b>	<b>\$90,588</b>

**SERVICE POINT EXPENDITURES**

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Supplies and Services	13,248	22,700	17,500	15,700
Sundry	398	—	35	—
Capital Outlay	86,337	82,523	82,382	252,903
<b>Total Appropriations</b>	<b>\$99,983</b>	<b>\$105,223</b>	<b>\$99,917</b>	<b>\$268,603</b>

**COURT SPECIAL FEE FUND (207)**  
**REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

FISCAL YEAR 2013-2014

	ACTUAL 2011-2012	AMENDED BUDGET 2012-2013	PROJECTED 2012-2013	BUDGET 2013-2014
Reserve for Technology	79,757	17,749	17,749	10,635
Reserve for Efficiency	163,076	78,391	78,391	77,424
Reserve for Partners for Youth	(26,616)	(5,618)	(5,618)	85,503
Reserve for Security	119,527	141,344	141,344	154,573
Reserve Other	—	—	—	—
<b>Beginning Fund Balance / Working Capital</b>	<b>\$335,744</b>	<b>\$231,866</b>	<b>\$231,866</b>	<b>\$328,135</b>
<b>REVENUES</b>				
Security Fees	130,865	140,000	126,882	141,400
Juvenile Class Fee	99,131	95,000	100,976	96,670
Efficiency Fees	154,880	145,000	158,752	155,000
Technology Fees	134,429	142,000	127,049	143,420
Partners for Youth Fees	130,296	129,000	118,934	130,290
Interest Earnings	1,701	1,751	—	1,769
Child Safety Registration	—	—	—	—
Partners for Youth Grant	—	—	—	—
<b>Total Revenues</b>	<b>\$651,302</b>	<b>\$652,751</b>	<b>\$632,593</b>	<b>\$668,549</b>

**EXPENDITURES**

Expenditures for Technology	198,138	157,800	134,163	143,000
Expenditures for Security	109,048	130,046	113,653	150,813
Expenditures for Partners for Youth	208,429	187,992	128,789	184,763
Expenditures for Efficiency	239,565	196,100	159,719	230,000
<b>Total Expenditures</b>	<b>\$755,180</b>	<b>\$671,938</b>	<b>\$536,324</b>	<b>\$708,576</b>
Transfers In	—	—	—	—
General Fund (101)	—	—	—	—
(Transfers Out)	—	—	—	—
Reserve for Technology	17,749	3,700	10,635	12,824
Reserve for Efficiency	78,391	27,291	77,424	2,424
Reserve for Partners for Youth	(5,618)	30,390	85,503	127,700
Reserve for Security	141,344	151,298	154,573	145,160
Reserve Other	—	—	—	—
<b>Ending Fund Balance / Working Capital</b>	<b>\$231,866</b>	<b>\$212,679</b>	<b>\$328,135</b>	<b>\$288,108</b>

**SERVICE POINT EXPENDITURES – COURT TECHNOLOGY**

	<i>FY2011-2012 ACTUAL EXPENDITURES</i>	<i>FY2012-2013 BUDGET APPROPRIATIONS</i>	<i>FY2012-2013 PROJECTED EXPENDITURES</i>	<i>FY2013-2014 BUDGET APPROPRIATIONS</i>
Supplies and Services	23,618	11,000	8,778	11,800
Sundry	40,846	40,000	48,518	50,000
Capital Outlay	133,674	106,800	76,867	81,200
Transfer to Internal Service	—	—	—	—
<b>Total Appropriations</b>	<b>\$198,138</b>	<b>\$157,800</b>	<b>\$134,163</b>	<b>\$143,000</b>

**SERVICE POINT EXPENDITURES – MUNICIPAL COURT SECURITY**

	<i>FY2011-2012 ACTUAL EXPENDITURES</i>	<i>FY2012-2013 BUDGET APPROPRIATIONS</i>	<i>FY2012-2013 PROJECTED EXPENDITURES</i>	<i>FY2013-2014 BUDGET APPROPRIATIONS</i>
Salaries and Benefits	67,482	116,946	85,541	132,113
Supplies and Services	38,143	10,600	23,809	15,200
Sundry	—	—	—	—
Maintenance	3,423	2,500	4,303	3,500
<b>Total Appropriations<sup>1)</sup></b>	<b>\$109,048</b>	<b>\$130,046</b>	<b>\$113,653</b>	<b>\$150,813</b>

<sup>1)</sup> Municipal Court Security Department moved from General Fund in FY2010-2011

**SERVICE POINT EXPENDITURES – COURT EFFICIENCY FUNDS**

	<i>FY2010-2011 ACTUAL EXPENDITURES</i>	<i>FY2012-2013 BUDGET APPROPRIATIONS</i>	<i>FY2012-2013 PROJECTED EXPENDITURES</i>	<i>FY2013-2014 BUDGET APPROPRIATIONS</i>
Supplies and Services	239,565	196,100	159,719	230,000
<b>Total Appropriations<sup>1)</sup></b>	<b>\$239,565</b>	<b>\$196,100</b>	<b>\$159,719</b>	<b>\$230,000</b>

<sup>1)</sup> Municipal Court Efficiency Funds moved from General Fund in FY2010-2011

**SERVICE POINT EMPLOYEES – MUNICIPAL SECURITY**

<i>REGULAR FULL-TIME POSITIONS</i>	<i>2007-2008</i>	<i>2008-2009</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
1, 2) Deputy City Marshal I	—	—	—	3	3	3	2
2) Deputy Court Clerk	—	—	—	—	—	—	1
<b>Total Department</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

- 1) Three Deputy City Marshal I positions moved to Municipal Security from Municipal Court Administration FY 2010-2011  
 2) One Deputy City Marshal I reclassified to Deputy Court Clerk FY 13-14

**SERVICE POINT EXPENDITURES – PARTNERS FOR YOUTH**

	<i>FY2011-2012 ACTUAL EXPENDITURES</i>	<i>FY2012-2013 BUDGET APPROPRIATIONS</i>	<i>FY2012-2013 PROJECTED EXPENDITURES</i>	<i>FY2013-2014 BUDGET APPROPRIATIONS</i>
Salaries and Benefits	129,754	162,992	98,305	158,763
Supplies and Services	78,675	25,000	30,484	26,000
<b>Total Appropriations<sup>1)</sup></b>	<b>\$208,429</b>	<b>\$187,992</b>	<b>\$128,789</b>	<b>\$184,763</b>

<sup>1)</sup> Municipal Court Partners for Youth Program Department moved from General Fund in FY2010-2011

**SERVICE POINT EMPLOYEES – PARTNERS OF YOUTH**

<i>REGULAR FULL-TIME POSITIONS</i>	<i>2007-2008</i>	<i>2008-2009</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
1) Deputy Court Clerk	—	—	—	2	2	2	2
1) Juvenile Case Coordinator	—	—	—	1	1	1	1
1) Juvenile Program Coordinator	—	—	—	1	1	1	1
<b>Total Department</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

- 1) These positions moved to Partners for Youth Fund from Municipal Court FY 2010-2011

**TIF / TIRZ # 2 FUND (209)**

**REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

**FISCAL YEAR 2013-2014**

	<i>ACTUAL 2011-2012</i>	<i>AMENDED BUDGET 2012-2013</i>	<i>PROJECTED 2012-2013</i>	<i>BUDGET 2013-2014</i>
<b>Beginning Fund Balance / Working Capital</b>	<b>\$4,044</b>	<b>\$—</b>	<b>\$—</b>	<b>\$—</b>
<b>REVENUES</b>				
Property Tax	—	—	—	—
Sales Tax	—	—	—	—
Interest Earnings	—	—	—	—
<b>Total Revenues</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Total Expenditures</b>	<b>\$4,044</b>	<b>—</b>	<b>—</b>	<b>—</b>
Transfers In	—	—	—	—
(Transfers Out)	—	—	—	—
<b>Ending Fund Balance / Working Capital</b>	<b>\$—</b>	<b>\$—</b>	<b>\$—</b>	<b>\$—</b>

**SERVICE POINT EXPENDITURES**

	<i>FY2011-2012 ACTUAL EXPENDITURES</i>	<i>FY2012-2013 BUDGET APPROPRIATIONS</i>	<i>FY2012-2013 PROJECTED EXPENDITURES</i>	<i>FY2013-2014 BUDGET APPROPRIATIONS</i>
Supplies and Services	4,044	—	—	—
<b>Total Appropriations</b>	<b>\$4,044</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>

**TIF / TIRZ # 3 FUND (218)**  
**REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**FISCAL YEAR 2013-2014**

	<i>ACTUAL 2011-2012</i>	<i>AMENDED BUDGET 2012-2013</i>	<i>PROJECTED 2012-2013</i>	<i>BUDGET 2013-2014</i>
<b>Beginning Fund Balance / Working Capital</b>	<b>\$2,293</b>	<b>\$3,203</b>	<b>\$3,203</b>	<b>\$30,196</b>
<b>REVENUES</b>				
Property Tax	4,256	4,000	32,958	50,000
Interest Earnings	22	30	35	—
<b>Total Revenues</b>	<b>\$4,278</b>	<b>\$4,030</b>	<b>\$32,993</b>	<b>\$50,000</b>
<b>EXPENDITURES</b>				
Expenditures	3,368	7,000	6,000	10,000
<b>Total Expenditures</b>	<b>\$3,368</b>	<b>\$7,000</b>	<b>\$6,000</b>	<b>\$10,000</b>
Transfers In	—	—	—	—
(Transfers Out)	—	—	—	—
<b>Ending Fund Balance / Working Capital</b>	<b>\$3,203</b>	<b>\$233</b>	<b>\$30,196</b>	<b>\$70,196</b>

**TIF/TIRZ #3**

	<i>FY2011-2012 ACTUAL EXPENDITURES</i>	<i>FY2012-2013 BUDGET APPROPRIATIONS</i>	<i>FY2012-2013 PROJECTED EXPENDITURES</i>	<i>FY2013-2014 BUDGET APPROPRIATIONS</i>
Supplies and Services	3,368	7,000	6,000	10,000
<b>Total Appropriations</b>	<b>\$3,368</b>	<b>\$7,000</b>	<b>\$6,000</b>	<b>\$10,000</b>

**TOURISM & CONVENTION FUND (219)**  
**REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**

FISCAL YEAR 2013-2014

	ACTUAL 2011-2012	AMENDED BUDGET 2012-2013	PROJECTED 2012-2013	BUDGET 2013-2014
<b>Beginning Fund Balance / Working Capital</b>	<b>\$229,496</b>	<b>\$244,642</b>	<b>\$244,642</b>	<b>\$152,161</b>
<b>REVENUES</b>				
Rose Garden	80,047	93,000	90,508	91,000
Harvey Hall	247,423	248,350	248,663	248,663
Main Street Revenue	151,693	120,750	120,750	125,750
Liberty Hall Revenue	115,780	160,600	122,360	160,600
Misc Income	1,553	1,500	500	500
Grant Revenue	33,395	—	—	—
Interest Earnings	1,560	—	—	—
<b>Total Revenues</b>	<b>\$631,451</b>	<b>\$624,200</b>	<b>\$582,781</b>	<b>\$626,513</b>
<b>EXPENDITURES</b>				
Rose Garden Center	234,357	304,113	297,518	322,963
Rose Garden Maint.	548,459	482,965	482,459	483,874
Harvey Hall & Goodman Visitor Facilities	635,350	692,646	692,634	778,230
Liberty Hall	187,052	221,471	196,030	229,704
Main Street	243,087	241,057	238,621	247,938
Stewart Park	—	—	—	245,844
Contingency	—	24,825	—	50,000
<b>Total Expenditures</b>	<b>\$1,848,305</b>	<b>\$1,967,077</b>	<b>\$1,907,262</b>	<b>\$2,358,553</b>
Transfer In	1,232,000	1,232,000	1,232,000	1,732,000
General Fund (101)	32,000	32,000	32,000	32,000
Property and Facility (663)	—	—	—	—
Hotel Motel (211)	1,200,000	1,200,000	1,200,000	1,700,000
(Transfer Out)	—	—	—	—
<b>Ending Fund Balance / Working Capital</b>	<b>\$244,642</b>	<b>\$133,765</b>	<b>\$152,161</b>	<b>\$152,121</b>

**ROSE GARDEN CENTER**

**SERVICE POINT EXPENDITURES**

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2014 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	101,774	100,721	94,378	110,552
Supplies and Services	9,723	21,988	21,984	29,396
Sundry	4,128	13,816	13,616	13,706
Utilities	8,255	77,325	77,235	77,250
Maintenance	11,306	23,380	23,422	40,729
Capital Outlay	99,171	66,883	66,883	51,330
<b>Total Appropriations</b>	<b>\$234,357</b>	<b>\$304,113</b>	<b>\$297,518</b>	<b>\$322,963</b>

**SERVICE POINT EMPLOYEES – ROSE GARDEN CENTER**

<i>REGULAR FULL-TIME POSITIONS</i>	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Building Maintenance Worker	—	—	—	—	1	1	1
1) Clerk	—	—	—	—	—	—	—
1) Visitor Facilities Coordinator	—	—	—	—	1	1	1
Custodian	—	—	—	—	1	1	1
<b>Total Department</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>3</b>

Positions moved to Rose Garden Center from Visitor's Facility FY 2011-2012

1) One clerk reclassified to Visitor Facilities Coordinator during FY 11-12

**ROSE GARDEN MAINTENANCE**

**SERVICE POINT EXPENDITURES**

	<i>FY2011-2012 ACTUAL EXPENDITURES</i>	<i>FY2012-2013 BUDGET APPROPRIATIONS</i>	<i>FY2012-2013 PROJECTED EXPENDITURES</i>	<i>FY2013-2014 BUDGET APPROPRIATIONS</i>
Salaries and Benefits	234,320	264,406	237,898	260,140
Supplies and Services	91,138	55,968	82,082	57,635
Sundry	39,779	40,117	40,117	39,384
Utilities	114,510	43,925	43,834	43,925
Maintenance	68,712	78,549	78,528	82,790
<b>Total Appropriations</b>	<b>\$548,459</b>	<b>\$482,965</b>	<b>\$482,459</b>	<b>\$483,874</b>

**SERVICE POINT EMPLOYEES – ROSE GARDEN MAINTENANCE**

<i>REGULAR FULL-TIME POSITIONS</i>	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Rose Garden Supervisor	1	1	1	1	1	1	1
Crew Leader	1	1	1	1	1	1	1
Groundskeeper	2	2	2	2	2	2	2
1, 2) Laborer	3	3	3	3	3	3	3
Pest Control Technician	—	—	—	—	—	—	—
<b>Total Department</b>	<b>7</b>						

1) One position frozen for FY 2009-2010

2) One Laborer position frozen for FY 2011-2012

**VISITOR FACILITIES**

**SERVICE POINT EXPENDITURES**

	<i>FY2011-2012 ACTUAL EXPENDITURES</i>	<i>FY2012-2013 BUDGET APPROPRIATIONS</i>	<i>FY2012-2013 PROJECTED EXPENDITURES</i>	<i>FY2013-2014 BUDGET APPROPRIATIONS</i>
Salaries and Benefits	315,255	361,718	347,787	156,894
Supplies and Services	58,441	45,030	77,239	48,225
Sundry	76,992	77,039	76,839	88,565
Utilities	102,031	138,644	128,554	134,984
Maintenance	64,944	57,535	49,535	53,453
Capital Outlay	17,688	12,680	12,680	296,109
<b>Total Appropriations</b>	<b>\$635,351</b>	<b>\$692,646</b>	<b>\$692,634</b>	<b>\$778,230</b>

## STEWART PARK

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Supplies and Services	—	—	—	245,844
<b>Total Appropriations <sup>1)</sup></b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$245,844</b>

1) One position frozen for FY 2009-2010

### SERVICE POINT EMPLOYEES – VISITOR FACILITIES

REGULAR FULL-TIME POSITIONS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
3) Parks and Recreation Director	—	—	—	0.5	0.5	0.5	0.5
4) Parks Manager	—	—	—	0.3	0.3	0.3	0.3
Visitor Facilities/Administrative Supervisor	1	1	1	1	1	1	1
2) Building Maintenance Worker	2	2	2	2	1	1	1
2) Clerk	2	2	2	2	1	1	1
2) Custodian	2	2	2	2	1	1	1
1) Museum Curator	1	1	1	—	—	1	1
<b>Total Regular Full-time</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>7.8</b>	<b>4.8</b>	<b>5.8</b>	<b>5.8</b>

REGULAR PART-TIME POSITIONS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Custodian	3	3	3	3	3	2	2
Facility Attendant	—	—	—	—	—	—	—
1) Museum Curator	—	—	—	1	1	—	—
<b>Total Regular Part-time</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>2</b>	<b>2</b>

TEMPORARY POSITIONS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Custodian	1	1	1	1	1	1	1
Total Temporary Part-time	1	1	1	1	1	1	1
<b>Total Department</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12.8</b>	<b>9.8</b>	<b>8.8</b>	<b>8.8</b>

- 1) Museum Curator moved to part-time during FY 2009-2010
- 2) Moved 1 Clerk, 1 Custodian, and 1 Building Maintenance Worker to Other Tourism RGC FY 2011-2012
- 3) Parks and Recreation Director 50% paid General Fund Parks and Rec
- 4) Parks Manager 70% paid General Fund Parks and Rec
- 5) 1 Laborer frozen FY 2011-2012 and 2012-2013
- 6) 1 PT Curator and 1 PT Custodian combined to form 1 FT Curator in FY 2011-2012

## LIBERTY HALL

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	55,848	65,212	66,924	66,854
Supplies and Services	113,385	123,805	100,579	132,805
Sundry	785	7,943	7,943	6,649
Utilities	15,893	18,700	15,659	17,500
Maintenance	1,141	5,811	4,925	5,896
<b>Total Appropriations</b>	<b>\$187,052</b>	<b>\$221,471</b>	<b>\$196,030</b>	<b>\$229,704</b>

## MAIN STREET

The goal of the Main Street Department is to foster the economic revitalization of the downtown area. Using the National Main Street Program's Four-Point Approach, the Main Street office and its non-profit partner, Heart of Tyler, Inc., pursue projects in the areas of organization, promotion, economic restructuring and design. This office produces a wide variety of projects

throughout the year to serve its program area, which is bordered by Gentry Parkway, Front Street, Beckham and Palace. Those services include production of special events, development of the arts, providing preservation-based architectural design services, business recruitment and assistance, historic preservation assistance and information.

### Accomplishments for 2012-2013

- Operation of Gallery Main Street and the Main Street and Heart of Tyler headquarters at 110 W. Erwin St.;
- Operating the Downtown Tyler Arts Coalition, which received the Best Downtown Partner Award at the 2012 Texas Downtown Association President's Awards Gala;
- Holding a new exhibit of original art approximately every six weeks;
- Conducting ArtWalk, a successful re-occurring event that focuses on original art in downtown spaces;
- Holding arts workshops;
- Working with the Neighborhood Services Department to operate a downtown façade grant program;
- Presentation of numerous special events such as Festival on the Square, 6x6@110 and the Downtown Tyler Film Festival;
- Launch of the new Outdoor Public Art on Loan (OPAL) program; and,
- Assisting business and property owners.

### Major Budget Items 2012-2013

- Operation of Gallery Main Street and the downtown revitalization headquarters; and,
- Production of special events designed to draw visitors and business to Downtown Tyler.

### Goals for 2013-2014

- Expanding the presence of the arts in Downtown Tyler;
- Installing the first phase of the Outdoor Public Art on Loan (OPAL) program;
- Developing educational resources for business owners; and,
- Development of more businesses and housing space in the downtown area.

## MAIN STREET

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	115,220	117,804	105,874	120,758
Supplies and Services	108,384	104,444	112,443	105,889
Sundry	12,207	11,559	12,031	12,214
Utilities	7,276	7,250	6,500	7,250
Maintenance	—	—	1,773	1,827
<b>Total Appropriations<sup>1)</sup></b>	<b>\$243,087</b>	<b>\$241,057</b>	<b>\$238,621</b>	<b>\$247,938</b>

<sup>1)</sup> Main Street Department moved from Main Street Fund in FY2010-2011

### SERVICE POINT EMPLOYEES – MAIN STREET

REGULAR FULL-TIME POSITIONS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Main Street Program Director	—	1	1	1	1	1	1
1) Gallery Curator	—	—	1	1	1	1	1
<b>Total Department</b>	<b>—</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

1) One Deputy Court Clerk Transferred to Main Street and converted into Gallery Curator during FY 2009-2010

**AIRPORT FACILITY FUND (234)**  
**REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**FISCAL YEAR 2013-2014**

	ACTUAL 2011-2012	AMENDED BUDGET 2012-2013	PROJECTED 2012-2013	BUDGET 2013-2014
Reserved for Passenger Facility	43	117,401	117,401	110,165
Reserved for Customer Facility	60,132	160,604	160,604	149,351
<b>Beginning Fund Balance / Working Capital</b>	<b>\$60,175</b>	<b>\$278,005</b>	<b>\$278,005</b>	<b>\$259,516</b>
<b>REVENUES</b>				
Passenger Facility Charge	290,232	288,000	280,268	288,000
Customer Facility Charge	100,472	90,000	125,699	148,016
Distributed Interest	44	125	496	300
<b>Total Revenues</b>	<b>390,748</b>	<b>378,125</b>	<b>406,463</b>	<b>436,316</b>
<b>EXPENDITURES</b>				
Airport Capital	—	—	—	—
Customer Facility	—	120,016	120,016	12,240
<b>Total Expenditures</b>	<b>—</b>	<b>120,016</b>	<b>120,016</b>	<b>12,240</b>
Transfer In	—	—	—	—
(Transfer Out)	(172,918)	(398,061)	(304,936)	(432,180)
Half Cent Sales Tax (Non-Budgetary Fund)	(96,083)	(231,125)	(138,000)	(192,000)
Airport Fund (524) PFC	(76,835)	(150,000)	(150,000)	(136,000)
Airport Fund (524) CFC	—	(16,936)	(16,936)	(104,180)
Reserved for Passenger Facility	117,401	24,401	110,165	70,465
Reserved for Customer Facility	160,604	113,652	149,351	180,947
<b>Ending Fund Balance / Working Capital</b>	<b>\$278,005</b>	<b>\$138,053</b>	<b>\$259,516</b>	<b>\$251,412</b>

**PASSENGER FACILITY CHARGE**

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Transfer to Special Revenue	96,083	231,125	138,000	192,000
Transfer to Enterprise	76,835	150,000	150,000	136,000
<b>Total Appropriations</b>	<b>\$172,918</b>	<b>\$381,125</b>	<b>\$288,000</b>	<b>\$328,000</b>

**CUSTOMER FACILITY CHARGE**

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Supplies and Services	—	120,016	120,016	104,180
Maintenance	—	16,936	16,936	12,240
<b>Total Appropriations</b>	<b>—</b>	<b>\$136,952</b>	<b>\$136,952</b>	<b>\$116,420</b>

**OIL AND NATURAL GAS FUND (235)**  
**REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**FISCAL YEAR 2013-2014**

	ACTUAL 2011-2012	AMENDED BUDGET 2012-2013	PROJECTED 2012-2013	BUDGET 2013-2014
<b>Beginning Fund Balance / Working Capital</b>	<b>\$2,714,180</b>	<b>\$2,817,897</b>	<b>\$2,817,897</b>	<b>\$2,890,897</b>
<b>REVENUES</b>				
Oil Leases and Royalties	89,543	110,000	65,000	70,000
Interest Earnings	14,174	15,000	8,000	12,000
<b>Total Revenues</b>	<b>103,717</b>	<b>125,000</b>	<b>73,000</b>	<b>82,000</b>
<b>EXPENDITURES</b>				
Downtown Property Acquisitions	—	—	—	—
Miscellaneous Expense	—	—	—	—
Parking Garage	—	2,000,000	—	2,000,000
<b>Total Expenditures</b>	<b>—</b>	<b>2,000,000</b>	<b>—</b>	<b>2,000,000</b>
<b>Ending Fund Balance / Working Capital</b>	<b>\$2,817,897</b>	<b>\$942,897</b>	<b>\$2,890,897</b>	<b>\$972,897</b>

**OIL AND NATURAL GAS FUND**  
**SERVICE POINT EXPENDITURES**

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Capital Outlay	—	2,000,000	—	2,000,000
<b>Total Appropriations</b>	<b>\$ —</b>	<b>\$2,000,000</b>	<b>\$ —</b>	<b>\$2,000,000</b>

**PEG FEE FUND (236)**  
**REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**FISCAL YEAR 2013-2014**

	ACTUAL 2011-2012	AMENDED BUDGET 2012-2013	PROJECTED 2012-2013	BUDGET 2013-2014
<b>Beginning Fund Balance / Working Capital</b>	<b>\$266,438</b>	<b>\$481,990</b>	<b>\$481,990</b>	<b>\$196,543</b>
<b>REVENUES</b>				
PEG Fee	254,798	268,136	255,755	258,313
Interest Earnings	1,721	2,200	1,620	1,640
<b>Total Revenues</b>	<b>256,519</b>	<b>270,336</b>	<b>257,375</b>	<b>259,953</b>
<b>EXPENDITURES</b>				
Technology Cost	—	—	1,411	47,719
Studio Renovations	40,967	603,411	541,411	80,000
Contingency	—	100,000	—	100,000
<b>Expenditures</b>	<b>40,967</b>	<b>703,411</b>	<b>542,822</b>	<b>227,719</b>
<b>Ending Fund Balance / Working Capital</b>	<b>\$481,990</b>	<b>\$48,915</b>	<b>\$196,543</b>	<b>\$228,777</b>

**PEG FEE**

**SERVICE POINT EXPENDITURES**

	<i>FY2011-2012 ACTUAL EXPENDITURES</i>	<i>FY2012-2013 BUDGET APPROPRIATIONS</i>	<i>FY2012-2013 PROJECTED EXPENDITURES</i>	<i>FY2013-2014 BUDGET APPROPRIATIONS</i>
Supplies and Services	1,443	101,411	1,411	—
Sundry	—	—	—	147,719
Capital Outlay	39,524	602,000	541,411	80,000
<b>Total Appropriations</b>	<b>\$40,967</b>	<b>\$703,411</b>	<b>\$542,822</b>	<b>\$227,719</b>

**FAIR PLAZA FUND (240)**

**REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

**FISCAL YEAR 2013-2014**

	<i>ACTUAL 2011-2012</i>	<i>AMENDED BUDGET 2012-2013</i>	<i>PROJECTED 2012-2013</i>	<i>BUDGET 2013-2014</i>
<b>Beginning Fund Balance / Working Capital</b>	<b>\$32,572</b>	<b>\$111,034</b>	<b>\$111,034</b>	<b>\$181,964</b>
<b>REVENUES</b>				
Building Rental	313,070	305,641	305,501	306,749
Tenant Parking	18,786	—	19,964	—
Non Tenant Parking	15,595	—	12,600	—
Daily Parking	11,881	—	7,200	33,915
Monthly Parking	—	—	—	58,140
Special Events	—	—	—	—
Interest Earnings	448	43	480	43
Misc Income (Returned Check Fees)	50	—	—	—
<b>Total Revenues</b>	<b>\$359,830</b>	<b>\$305,684</b>	<b>\$345,745</b>	<b>\$398,847</b>
<b>EXPENDITURES</b>				
<b>PARKING GARAGE</b>				
Supplies	—	—	—	2,050
Special Services	—	—	—	18,450
Insurance/Judgements	—	—	—	2,460
Auto Damage	—	—	—	410
Power and Lights	—	—	—	11,890
Building Maintenance	—	—	—	11,890
Elevator Maintenance	—	—	—	2,050
<b>Parking Garage Total</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>\$49,200</b>
<b>GENERAL SERVICES</b>				
Janitorial Supplies & Services	38,016	45,109	45,108	46,013
Security System Monitoring	264	272	264	272
Special Services	66,549	69,043	61,275	41,564
Roof Repair and Replacement	3,146	3,241	3,421	3,386

Technology Costs	—	—	—	—
Utilities	87,924	78,100	73,668	78,200
Building Maintenance	73,249	89,555	91,079	43,707
Building Abatement & Demo	—	—	—	—
Contingency	12,220	18,000	—	100,000
General Services Total	281,368	303,320	274,815	313,142
<b>Total Expenditures</b>	<b>\$281,368</b>	<b>\$303,320</b>	<b>\$274,815</b>	<b>\$362,342</b>
Transfers In	—	—	—	—
(Transfers Out) Trolley Services Fund 286	—	—	—	(111,799)
<b>Ending Fund Balance / Working Capital</b>	<b>\$111,034</b>	<b>\$113,398</b>	<b>\$181,964</b>	<b>\$106,670</b>

### FAIR PLAZA GENERAL SERVICES

#### SERVICE POINT EXPENDITURES

	<i>FY2011-2012 ACTUAL EXPENDITURES</i>	<i>FY2012-2013 BUDGET APPROPRIATIONS</i>	<i>FY2012-2013 PROJECTED EXPENDITURES</i>	<i>FY2013-2014 BUDGET APPROPRIATIONS</i>
Supplies and Services	104,830	114,424	106,647	87,849
Sundry	15,556	23,748	5,928	105,954
Utilities	87,924	78,100	73,668	78,200
Maintenance	37,897	87,048	88,572	41,139
Capital Outlay	35,162	—	—	—
<b>Total Appropriations</b>	<b>\$281,369</b>	<b>\$303,320</b>	<b>\$274,815</b>	<b>\$313,142</b>

### PARKING GARAGE

#### SERVICE POINT EXPENDITURES

	<i>FY2011-2012 ACTUAL EXPENDITURES</i>	<i>FY2012-2013 BUDGET APPROPRIATIONS</i>	<i>FY2012-2013 PROJECTED EXPENDITURES</i>	<i>FY2013-2014 BUDGET APPROPRIATIONS</i>
Supplies and Services	—	—	—	20,500
Sundry	—	—	—	2,870
Utilities	—	—	—	11,890
Maintenance	—	—	—	13,940
Capital Outlay	—	—	—	—
<b>Total Appropriations</b>	<b>\$—</b>	<b>\$—</b>	<b>\$—</b>	<b>\$49,200</b>

## NEIGHBORHOOD SERVICES

### Accomplishments for 2012-2013

- Assisted 49 homeowners with rehabilitations, architectural barrier removals and minor repairs;
- Completing construction of 2 new single-family homes for sale via the First-Time Homebuyer Program;
- Provided funds for public facilities/infrastructure improvements in the Sherwood North Target Area including curb/gutter installation, and sidewalk improvements;
- Provided down payment, closing costs and principal reduction for 5 homebuyers in the First Time Homebuyer Program;
- Provided funds for the clearance and demolition of 6 dilapidated/unsafe single-family structures (Board Ordered involuntary demo);
- Completed 19 voluntary demolitions of dilapidated structures;

- Provided Code Enforcement services in low/mod income neighborhoods resulting in the tagging of 106 unoccupied and/or substandard single-family structures;
- Provided financial assistance to the Tyler Literacy Council's Adult Literacy Program;
- Provided financial assistance to Habitat for Humanity for its Affordable Housing Program;
- Provided financial assistance to the Tyler AIDS Services for the ReClaim Project;
- Provided housing and rental assistance to 945 Housing Choice Voucher clients monthly;
- Provided inspection of 840 rental units to guarantee minimum Housing Quality Standards (HQS);
- Applied for and received funding for the Family Self-Sufficiency Program and enrolled 14 Housing Choice Voucher clients;
- Provided Housing Choice Voucher Homeownership to two Housing Choice Voucher Clients.
- Assisted 3 Family Self Sufficiency clients to obtain an Associate's Degree, Bachelor's Degree and Master's Degree.
- Completed Greenbelt Project and Monitoring for UR/ADA application process;
- Conducted Neighborhood Revitalization Board (NRB) Meetings for structures with code violations.
- Provided Homebuyer Education Training for 9 potential and future homebuyers.
- Received a High Performer Rating from HUD Housing Choice Voucher Program.
- Provided funding for the construction of two affordable rental houses by the Community Housing Development Organization (CHDO).
- Completed 2 successful seminars with Texas Workforce for all zero earned income clients.
- Completed a successful landlord briefing for over 150 Housing Choice Voucher Landlords.

## Major Budget Items

- First-time homebuyer assistance program
- Rehabilitation and Reconstruction projects;
- New Affordable Housing construction projects;
- Public Facilities and Infrastructure Improvements;
- Housing Choice Voucher Assistance Program;
- Family Self-Sufficiency Program;
- Public Service Activities projects; and,
- Community Housing Development Organization (CHDO) new rental construction projects.

## Goals for 2013-2014

- Provide financial assistance to Public Service Agencies;
- Assist homeowners with Urgent /ADA repairs;
- Assist homebuyers with homebuyer education, down payment, closing costs, and principal reduction;
- Provide funds for clearance and/or demolition of dilapidated/unsafe structures;
- Provide Code Enforcement services in low/mod income neighborhoods;
- Provide funds for construction of new affordable houses;
- Provide Reconstruction of owner-occupied homes for 8 families
- Provide housing and rental assistance to 945 Housing Choice Vouchers clients monthly;
- Provide Housing Choice Voucher Homeownership Assistance to two families.
- Coordinate the Housing Initiative Program;
- Provide resources to clients through the Family Self Sufficiency (FSS) Program;
- Assist potential homebuyers with homebuyer education;
- Provide financial assistance to the Community Housing Development Organization (CHDO) to build affordable rental houses; and,
- Conduct Housing Quality Standards Inspections for all Housing Choice Voucher Program Participants.

## BENCHMARKS

<i>PERFORMANCE BENCHMARKS</i>	<i>BUDGET 2012-2013</i>	<i>PROJECTED 2013-2014</i>
Housing Choice Voucher Program	\$6,911,021	\$6,791,714
Homeowner Rehabilitation, ADA, Urgent Repair	\$318,354	\$198,793
Homeowner Reconstruction	N/A	N/A
Demolition and Clearance	\$193,354	\$80,000
Code Enforcement	\$70,000	\$75,000
Public Service Activities	\$145,000	\$80,000
New Construction/Homebuyer Activities	\$239,675	\$310,182
Public Facilities/Street Improvements	\$240,256	\$285,721

### HOMEOWNERSHIP/HOUSING FUND (274) REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

FISCAL YEAR 2013-2014

	<i>ACTUAL 2011-2012</i>	<i>AMENDED BUDGET 2012-2013</i>	<i>PROJECTED 2012-2013</i>	<i>BUDGET 2013-2014</i>
<b>Beginning Fund Balance / Working Capital</b>	<b>\$55,300</b>	<b>\$55,583</b>	<b>\$55,583</b>	<b>\$55,899</b>
<b>Revenues</b>	<b>\$283</b>	<b>\$316</b>	<b>\$316</b>	<b>\$325</b>
<b>Expenditures</b>	<b>—</b>	<b>\$55,931</b>	<b>—</b>	<b>\$56,224</b>
<b>Ending Fund Balance / Working Capital</b>	<b>\$55,583</b>	<b>\$(32)</b>	<b>\$55,899</b>	<b>\$ —</b>

### HOMEOWNERSHIP/HOUSING FUND

#### SERVICE POINT EXPENDITURES

	<i>FY2011-2012 ACTUAL EXPENDITURES</i>	<i>FY2012-2013 BUDGET APPROPRIATIONS</i>	<i>FY2012-2013 PROJECTED EXPENDITURES</i>	<i>FY2013-2014 BUDGET APPROPRIATIONS</i>
Supplies and Services	—	—	—	—
Sundry	—	55,931	—	56,224
<b>Total Appropriations</b>	<b>\$ —</b>	<b>\$55,931</b>	<b>\$ —</b>	<b>\$56,224</b>

### HOUSING ASSISTANCE PAYMENTS FUND (276) REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

FISCAL YEAR 2013-2014

	<i>ACTUAL 2011-2012</i>	<i>AMENDED BUDGET 2012-2013</i>	<i>PROJECTED 2012-2013</i>	<i>BUDGET 2013-2014</i>
Reserved for Voucher Program	\$1,144,624	\$484,072	\$484,072	\$202,351
Reserved for Admin	190,495	152,490	152,490	44,419
<b>Beginning Fund Balance / Working Capital</b>	<b>\$1,335,119</b>	<b>\$636,562</b>	<b>\$636,562</b>	<b>\$246,770</b>
<b>Revenues</b>	<b>\$6,322,558</b>	<b>\$6,911,021</b>	<b>\$6,893,560</b>	<b>\$6,867,004</b>
<b>Expenditures</b>	<b>\$7,021,115</b>	<b>\$7,282,722</b>	<b>\$7,283,352</b>	<b>\$6,854,204</b>
Reserved for Voucher Program	484,072	161,565	202,351	212,847
Reserved for Admin	152,490	103,296	44,419	46,723
<b>Ending Fund Balance / Working Capital</b>	<b>\$636,562</b>	<b>\$264,861</b>	<b>\$246,770</b>	<b>\$259,570</b>

## HOUSING ASSISTANCE PAYMENT PROGRAM

### SERVICE POINT EXPENDITURES - DHAP

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	—	—	—	—
Supplies and Services	—	73,028	34,144	—
Sundry	—	—	—	—
Maintenance	—	—	—	—
Capital Outlay	—	—	—	—
<b>Total Appropriations</b>	<b>\$ —</b>	<b>\$73,028</b>	<b>\$34,144</b>	<b>\$ —</b>

### SERVICE POINT EXPENDITURES – HOUSING ASSISTANCE PAYMENT PROGRAM

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	431,685	487,738	380,198	420,956
Supplies and Services	121,260	5,385	49,268	1,000
Sundry	6,275,483	6,402,708	6,394,513	6,151,812
Utilities	13,014	—	8,395	6,620
Maintenance	11,405	7,489	8,192	1,000
Capital Outlay	—	—	—	—
Transfer to Internal Service	—	—	—	—
<b>Total Appropriations</b>	<b>\$6,852,847</b>	<b>\$6,903,320</b>	<b>\$6,840,566</b>	<b>\$6,581,388</b>

### SERVICE POINT EMPLOYEES – HOUSING ASSISTANCE PAYMENT PROGRAM

REGULAR FULL-TIME POSITIONS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
10) Director of Neighborhood Services	0.25	0.25	0.25	0.25	—	—	—
10, 11) Neighborhood Services Manager	—	—	—	—	0.25	0.25	0.25
Housing Services Manager	1	1	1	1	1	1	1
1) Accountant	0.15	—	—	—	—	—	—
Clerk	1	1	1	1	1	1	1
Code Enforcement/Housing Inspector	2	2	2	2	2	2	1
6) Eligibility Analyst	3	3	3	—	—	—	—
2) Financial Analyst	—	0.23	0.23	0.23	0.23	—	—
8) Rehab/Code Enforcement	1	1	1	—	—	—	—
Senior Clerk	1	1	1	1	1	1	1
3) Senior Eligibility Analyst	1	—	—	—	—	0	0
4 & 5) Redevelopment Specialist	—	1	—	—	—	—	—
Housing Eligibility Supervisor	—	—	1	1	1	1	1
7, 9) Certified Housing Specialist	—	—	—	2	2	2	2
Senior Certified Housing Specialist	—	—	—	1	1	1	1
Code Enforcement/Housing Inspector Supervisor	—	—	—	1	1	1	1
<b>Total Department</b>	<b>10.40</b>	<b>10.48</b>	<b>10.48</b>	<b>10.48</b>	<b>10.48</b>	<b>10.25</b>	<b>9.25</b>

- 1) One position downgraded from Accountant to Financial Analyst during FY 2007-2008
- 2) One position with 45% paid by Community Development, 25% paid by Transit and 7% paid by HOME
- 3) Position transferred to the City Manager's Office and title changed to Project Manager FY 2008-2009
- 4) Position transferred from the City Manager's Office during FY 2008-2009
- 5) Position title change to Housing Eligibility Supervisor FY 2009-2010
- 6) Title changed to Certified Housing Specialist during FY 2009-2010
- 7) One Certified Housing Specialist position upgraded to Senior Certified Housing Specialist during FY 2009-2010
- 8) Position upgrade to Code Enforcement/Housing Inspector Supervisor
- 9) During FY 2010-2011 Certified Housing Specialist downgraded to Developmental Certified Housing Specialist, then upgraded to back to Certified Housing Specialist within same year
- 10) Title change from Director of Neighborhood Services to Neighborhood Services Manager FY 2011-2012
- 11) One position with 50% paid by Community Development and 25% Home
- 12) One Code Enforcement/Housing Inspector transferred to Development Services Building Inspector FY 13-14
- 13) Financial Analyst transferred to Finance FY 12-13

## FSS HOMEOWNERSHIP PROGRAM

### SERVICE POINT EXPENDITURES - FSS

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	39,155	50,064	49,560	49,560
Supplies and Services	582	—	—	—
<b>Total Appropriations</b>	<b>\$39,737</b>	<b>\$50,064</b>	<b>\$49,560</b>	<b>\$49,560</b>

### SERVICE POINT EMPLOYEES – FSS HOMEOWNERSHIP

REGULAR FULL-TIME POSITIONS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
1)FSS Homeownership Coordinator	—	—	—	1	1	1	1
<b>Total Department</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

- 1) New Position FSS Homeownership Coordinator added FY 2010-2011 (Grant funded position for 1 year); renewed for FY 11-12, 12-13

## HOUSING PORTABILITY

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Supplies and Services	—	90,854	59,082	23,256
Sundry	128,531	165,456	300,000	200,000
<b>Total Appropriations</b>	<b>\$128,531</b>	<b>\$256,310</b>	<b>\$359,082</b>	<b>\$223,256</b>

**COMMUNITY DEVELOPMENT GRANT FUNDS (294)**  
**REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

FISCAL YEAR 2013-2014

	ACTUAL 2011-2012	AMENDED BUDGET 2012-2013	PROJECTED 2012-2013	BUDGET 2013-2014
<b>Beginning Fund Balance / Working Capital</b>	<b>\$37,677</b>	<b>\$36,765</b>	<b>\$36,765</b>	<b>\$42,765</b>
<b>Revenues</b>	<b>\$1,237,605</b>	<b>\$1,386,366</b>	<b>\$1,109,204</b>	<b>\$908,642</b>
<b>EXPENDITURES</b>				
Admin	229,249	353,063	313,063	221,128
Rehab	141,595	299,378	299,855	198,793
Homebuyers	52,883	70,357	70,370	35,000
Demolition	113,419	133,981	134,471	80,000
Code Enforcement	66,296	92,055	94,765	75,000
Public Facilities	628,712	339,633	167,680	285,721
Education	—	20,000	20,000	10,000
Miscellaneous	6,363	3,000	3,000	3,000
<b>Total Expenditures</b>	<b>\$1,238,517</b>	<b>\$1,311,467</b>	<b>\$1,103,204</b>	<b>\$908,642</b>
<b>Ending Fund Balance / Working Capital</b>	<b>\$36,765</b>	<b>\$111,664</b>	<b>\$42,765</b>	<b>\$42,765</b>

**COMMUNITY DEVELOPMENT BLOCK GRANT – ADMINISTRATION**

**SERVICE POINT EXPENDITURES**

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	109,593	114,249	114,249	117,884
Supplies and Services	34,088	36,855	36,855	37,203
Sundry	19,675	16,331	16,331	16,811
Utilities	7,201	5,060	5,060	7,600
Maintenance	1,601	1,600	1,600	1,630
Capital Outlay	—	—	—	—
CDBG R Projects	12,634	55,167	63,425	—
CDBG Projects	44,457	123,801	75,543	40,000
<b>Total Appropriations</b>	<b>\$229,249</b>	<b>\$353,063</b>	<b>\$313,063</b>	<b>\$221,128</b>

**SERVICE POINT EMPLOYEES – COMMUNITY DEVELOPMENT BLOCK GRANT – ADMINISTRATION**

<i>REGULAR FULL-TIME POSITIONS</i>	<i>2007-2008</i>	<i>2008-2009</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
7, 8) Neighborhood Services Manager	—	—	—	—	0.5	0.5	0.5
7) Director Of Neighborhood Services	0.50	0.50	0.50	0.50	—	—	—
6, 9) Community Development Manager		0.80	0.80	0.80	0.8	0.8	0.8
1) Accountant	0.75	—	—	—	—	—	—
2, 12) Financial Analyst	—	0.45	0.45	0.45	0.45	0.45	—
3) Homebuyers Specialist	—	1	1	1	1	1	1
4) Housing Projects Coordinator	0.90	—	—	—	—	—	—
11) Project Planner	1	1	1	1	1	1	—
Rehab Project Specialist	—	—	—	—	—	—	—
5) Rehab Project Specialist/Code Enforcement Officer	1.70	1.70	1.70	1.70	1.7	1.7	1.7
10) Senior Secretary	0.90	0.90	0.90	0.90	0.9	0.9	0.9
<b>Total Department</b>	<b>5.75</b>	<b>6.35</b>	<b>6.35</b>	<b>6.35</b>	<b>6.35</b>	<b>6.35</b>	<b>4.9</b>

- 1) One position downgraded from Accountant to Financial Analyst during FY 2007-2008
- 2) One position with 25% paid by Transit, 23% paid by Housing and 7% paid by HOME
- 3) One position added for FY 2008-2009
- 4) One position with 20% paid by HOME
- 5) Two positions, one with 10% paid by HOME and one with 20% paid by HOME
- 6) Housing Projects Coordinator title changed to Community Development Manager During FY 08-09
- 7) Title change from Director of Neighborhood Services to Neighborhood Services Manager
- 8) One position with 25% paid by Housing and 25% paid by HOME
- 9) One position with 20% paid by HOME
- 10) One position with 10% paid by HOME
- 11) One Project Planner transferred to Wastewater Treatment as Equipment Mechanic I FY 13-14
- 12) Financial Analyst moved to Finance FY 12-13

**REHABILITATION (CDBG)**

**SERVICE POINT EXPENDITURES**

	<i>FY2011-2012 ACTUAL EXPENDITURES</i>	<i>FY2012-2013 BUDGET APPROPRIATIONS</i>	<i>FY2012-2013 PROJECTED EXPENDITURES</i>	<i>FY2013-2014 BUDGET APPROPRIATIONS</i>
Salaries and Benefits	50,294	43,962	62,171	63,636
Supplies and Services	4,186	4,506	8,411	7,778
Sundry	3,895	4,484	4,484	4,618
Maintenance	1,203	640	1,000	1,030
CDBG Projects	82,017	245,786	223,789	121,731
<b>Total Appropriations</b>	<b>\$141,595</b>	<b>\$299,378</b>	<b>\$299,855</b>	<b>\$198,793</b>

**HOME BUYERS (CDBG)**

**SERVICE POINT EXPENDITURES**

	<i>FY2011-2012 ACTUAL EXPENDITURES</i>	<i>FY2012-2013 BUDGET APPROPRIATIONS</i>	<i>FY2012-2013 PROJECTED EXPENDITURES</i>	<i>FY2013-2014 BUDGET APPROPRIATIONS</i>
Salaries and Benefits	13,261	11,983	12,807	13,198
Supplies and Services	1,407	779	3,050	2,000
Sundry	3,895	3,922	3,922	4,039
CDBG Projects	34,320	53,673	50,591	15,763
<b>Total Appropriations</b>	<b>\$52,883</b>	<b>\$70,357</b>	<b>\$70,370</b>	<b>\$35,000</b>

## DEMOLITION (CDBG)

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	—	—	22	—
Supplies and Services	8,724	9,011	9,479	—
CDBG Projects	104,695	124,970	124,970	80,000
<b>Total Appropriations</b>	<b>\$113,419</b>	<b>\$133,981</b>	<b>\$134,471</b>	<b>\$80,000</b>

## CODE ENFORCEMENT (CDBG)

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	52,080	49,794	39,103	51,316
Supplies and Services	2,226	6,633	9,733	12,378
Sundry	3,895	4,484	4,484	4,618
Maintenance	345	500	500	515
CDBG Projects	7,750	30,644	40,945	6,173
<b>Total Appropriations</b>	<b>\$66,296</b>	<b>\$92,055</b>	<b>\$94,765</b>	<b>\$75,000</b>

## PUBLIC FACILITIES (CDBG)

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	367	—	—	11,187
Supplies and Services	—	18,636	18,636	15,331
CDBG Projects	628,345	320,997	149,044	259,203
<b>Total Appropriations</b>	<b>\$628,712</b>	<b>\$339,633</b>	<b>\$167,680</b>	<b>\$285,721</b>

## CDBG EDUCATION

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	—	20,000	20,000	10,000
Sundry	—	—	—	—
<b>Total Appropriations</b>	<b>\$ —</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$10,000</b>

## MATCH (CDBG)

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	—	—	—	—
Sundry	6,363	3,000	3,000	3,000
<b>Total Appropriations</b>	<b>\$6,363</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$3,000</b>

**HOME GRANT FUNDS (295)**  
**REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**FISCAL YEAR 2013-2014**

	ACTUAL 2011-2012	AMENDED BUDGET 2012-2013	PROJECTED 2012-2013	BUDGET 2013-2014
<b>Beginning Fund Balance / Working Capital</b>	<b>\$69,796</b>	<b>\$162,090</b>	<b>\$162,090</b>	<b>\$232,539</b>
<b>Revenues</b>	<b>\$824,481</b>	<b>\$1,697,952</b>	<b>\$793,537</b>	<b>\$535,091</b>
Admin	63,220	31,075	31,075	33,909
Housing Reconstruction	—	5,720	5,720	—
Homebuyers	60,361	284,280	33,207	—
CHDO	8,671	459,183	184,852	—
Owner Rehab	6,124	6,124	6,124	—
Andrews Center TBRA	—	7,820	7,820	—
New Construction	145,096	449,460	—	275,182
Reconstruction	19,063	63,242	63,242	—
Program Income	429,652	277,048	277,048	196,000
Public Service	—	39,000	39,000	—
Literacy Council	—	—	—	—
Habitat for Humanity	—	75,000	75,000	30,000
<b>Expenditures</b>	<b>\$732,187</b>	<b>\$1,697,952</b>	<b>\$723,088</b>	<b>\$535,091</b>
<b>Ending Fund Balance / Working Capital</b>	<b>\$162,090</b>	<b>\$162,090</b>	<b>\$232,539</b>	<b>\$232,539</b>

**HOME GRANT FUNDS**  
**SERVICE POINT EXPENDITURES**

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	47,745	31,013	31,013	31,497
Supplies and Services	15,475	62	62	2,412
HOME Projects	668,967	1,666,877	692,013	501,182
<b>Total Appropriations</b>	<b>\$732,187</b>	<b>\$1,697,952</b>	<b>\$723,088</b>	<b>\$535,091</b>

**SERVICE POINT EMPLOYEES – HOME**

<i>REGULAR FULL-TIME POSITIONS</i>	<i>2007-2008</i>	<i>2008-2009</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
6) Director Of Neighborhood Services	0.25	0.25	0.25	0.25	—	—	—
6, 7) Neighborhood Services Manager	—	—	—	—	0.25	0.25	0.25
5, 8) Community Development Manager	—	0.20	0.20	0.20	0.20	0.20	0.20
1) Accountant	0.10	—	—	—	—	—	—
2) Financial Analyst	—	0.07	0.07	0.07	0.07	0.07	—
3) Housing Projects Coordinator	0.10	—	—	—	—	—	—
Rehab Project Specialist	—	—	—	—	—	—	—
4) Rehab Project Specialist/Code Enforcement Officer	0.30	0.30	0.30	0.30	0.30	0.30	0.30
9) Senior Secretary	0.10	0.10	0.10	0.10	0.10	0.10	0.10
<b>Total Department</b>	<b>0.85</b>	<b>0.92</b>	<b>0.92</b>	<b>0.92</b>	<b>0.92</b>	<b>0.92</b>	<b>0.85</b>

- 1) One position downgraded from Accountant to Financial Analyst during FY 2007-2008
- 2) One position with 45% paid by Community Development, 25% paid by Transit and 23% paid by Housing
- 3) One position with 80% paid by Community Development
- 4) Two positions, one with 90% paid by Community Development 10% HOME and one with 80% paid by Community Development 20% HOME
- 5) Housing Projects Coordinator title changed to Community Development Manager During FY 08-09
- 6) Title change from Director of Neighborhood Services to Neighborhood Services Manager
- 7) One position with 25% paid by Housing and 50% paid by Community Development
- 8) One position with 80% paid by Community Development
- 9) One position with 90% paid by Community Development

**STATE AND FEDERAL GRANT (285)  
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

**FISCAL YEAR 2013-2014**

	<i>ACTUAL 2011-2012</i>	<i>AMENDED BUDGET 2012-2013</i>	<i>PROJECTED 2012-2013</i>	<i>BUDGET 2013-2014</i>
<b>Beginning Fund Balance / Working Capital</b>	\$ —	\$ —	\$ —	\$ —
<b>Revenues</b>	\$437,714	\$433,471	\$274,315	\$283,901
<b>Expenditures</b>	\$437,714	\$433,471	\$274,315	\$283,901
<b>Ending Fund Balance / Working Capital</b>	\$ —	\$ —	\$ —	\$ —

# MPO

## Accomplishments for 2012-2013

- Worked with TL Rail Coalition to advance higher speed rail in the IH-20 corridor
- Refined proportionality analysis of the Master Street Plan with unanimous support
- Created the two year FY 2014-15 Unified Planning Work Program (UPWP)
- Completed Downtown Park & Ride Shuttle Study
- Updated the Tyler Area MPO's webpage
- Created the 2012 Annual Performance & Expenditure Report
- Updated the Civil Rights Title VI Program
- Expanded Tyler Area MPO's boundary
- Updated FY 2012 Annual Project Listing

## Goals for 2013-2014

- Update Title VI activities per federal requirements to cover both MPO and Transit
- Monitor Air Quality for region for possible non-attainment status
- Implement new MPO Boundary in accordance with 2010 Census
- Work closely within 14 county East Texas Council of Government's region to advance public transportation.
- Align Tyler Area MPO's boundary to include Cherokee (Bullard) and Henderson (Chandler) counties.
- Continue support of Toll 49
- Support expanding Broadway to six lanes by Toll 49.
- Support Texas Department of Transportation study of Old Jacksonville Corridor (FM 2493) for appropriate speeds, turn lanes and drive way approach.

## MPO (285)

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	301,240	338,891	170,459	124,044
Supplies and Services	130,598	92,266	98,023	153,306
Sundry	2,758	2,250	2,250	2,851
Utilities	3,118	64	3,255	3,300
Maintenance	—	—	328	400
Capital Outlay	—	—	—	—
<b>Total Appropriations</b>	<b>\$437,714</b>	<b>\$433,471</b>	<b>\$274,315</b>	<b>\$283,901</b>

### SERVICE POINT EMPLOYEES – MPO

REGULAR FULL-TIME POSITIONS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
1) Director of Planning	0.30	0.30	0.30	0.30	0.3	0	0
2,8, 9) GIS Planner/Developer	0.85	—	—	—	—	—	—
MPO Planner	—	—	—	—	—	—	—
3,7) Senior GIS Analyst	—	0.96	0.96	0.96	0.96	—	—
9) GIS Developer	—	—	—	—	—	1	—
4) & 5) & 6) Senior Planner	0.15	1.15	1.15	1.15	0.15	0	0
<b>Total Department</b>	<b>1.30</b>	<b>2.41</b>	<b>2.41</b>	<b>2.41</b>	<b>1.41</b>	<b>1</b>	<b>0</b>

- 1) One position with 70% paid by Planning and Zoning
- 2) Position reclassified to Senior Planner during FY 2007-2008
- 3) 96% of position transferred from Solid Waste - Administration for FY 2008-2009 with 4% paid by Solid Waste - Administration
- 4) One position with 85% paid by Planning and Zoning
- 5) Position transferred to Planning and Zoning Upgraded to Principal Planner, then downgraded to Senior Secretary funded 100% by P&Z
- 6) Senior Planner Frozen FY 2011-2012
- 7) Moved funding to Water-GIS during FY 11-12
- 8) Moved Funding from Water- GIS during FY 11-12
- 9) GIS Planner/Developer reclassified to GIS Developer FY 12-13, moved to GIS fund FY 13-14

# TYLER TRANSIT

## Service Point Focus

**T** Tyler Transit provides public transportation services to the citizens of Tyler that is safe, dependable and cost effective. Tyler Transit operates a fixed route bus system throughout the city on six fixed routes, as well as providing complementary ADA Paratransit services those individuals that are eligible. Through the Tyler Transit system, we connect citizens to employers, medical facilities and educational institutions throughout the city.

Transit employees are responsible for the following:

- Providing safe, dependable and efficient public transportation services.
- Administering awarded Federal and State grant funds.
- Operating and Maintaining all transit vehicles to conform to Federal Transit Authority (FTA) guidelines.
- Promoting and increasing ridership.

Coordination of efforts to streamline route schedules for customer convenience with additional technologies.

Continuation of employees training that promotes and reinforces safe and efficient processes in providing public transportation.

## Accomplishments for 2012-13

- Acquired FTA grant funding totaling \$1,800,954;
- Acquired TxDOT grant funding totaling \$313,895;
- Acquired State of Good Repair grant funding totaling \$38,400 to refurbish current Transit fare boxes.
- Extended the Red Line to serve a larger area in the

Northeast section of the city.

- Installed and implemented DriveCam software, encouraging safer driving habits.
- Installed 45 small shelters, 16 large shelters, and 16 trash receptacles.
- Increased shelter locations from 26% to 40% of bus stops.
- Reclassified route Red 1A to Purple Line for passenger convenience.
- Implemented Downtown Park and Ride study by adding a sixth route in the downtown area.
- Reduced transit inefficiencies by reducing the need for transfers by 23%.

## Goals for 2013-14

- Initiate new advertising program as an additional local revenue source;
- Expand shelter locations to cover the majority of all stops along all routes.
- Conduct passenger satisfaction survey.
- Increase and provide additional transportation services by partnering with educational institutions within the city.
- Explore additional grant opportunities for expanded current service with additional resources and technologies.
- Enhance safety with improved camera system, wireless technology, tablets, and safety programs.
- Increase bus stop amenities to 50%
- Investigate partnering with local UZA cities to expand public transit outside of city limits.

**TRANSIT SYSTEM FUND (286)**  
**REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

FISCAL YEAR 2013-2014

	ACTUAL 2011-2012	AMENDED BUDGET 2012-2013	PROJECTED 2012-2013	BUDGET 2013-2014
Working Capital	\$9,118	\$75,682	\$75,682	\$103,117
Reserve for Capital Purchase	\$24,651	\$24,651	\$24,651	\$24,651
<b>Beginning Fund Balance / Working Capital</b>	<b>\$33,769</b>	<b>\$100,333</b>	<b>\$100,333</b>	<b>\$127,768</b>
<b>REVENUES</b>				
Transit Fees	99,055	101,624	99,788	103,000
Transit Rental	—	—	—	—
Advertising	—	—	—	—
Purchase of Service Match	100,032	100,180	100,000	100,000
Bus Sales and Other Income	352	10,324	2,776	100
State Grant	344,272	230,000	237,826	237,826
Federal Grant	1,192,491	1,889,277	1,668,205	1,329,019
<b>Total Revenues</b>	<b>\$1,736,202</b>	<b>\$2,331,405</b>	<b>\$2,108,595</b>	<b>\$1,769,945</b>
<b>EXPENDITURES</b>				
Transit Operations	2,116,502	2,820,918	2,529,838	2,130,264
Trolley Services	—	—	—	223,597
<b>Expenditures</b>	<b>\$2,116,502</b>	<b>\$2,820,918</b>	<b>\$2,529,838</b>	<b>\$2,353,861</b>
Transfer In	446,864	448,678	448,678	560,477
General Fund (101)	446,864	448,678	448,678	448,678
Fair Plaza Fund (240)	—	—	—	111,799
(Transfer Out)	—	—	—	—
Working Capital	\$75,682	\$34,847	\$103,117	\$79,678
Reserve for Capital Purchase	\$24,651	\$24,651	\$24,651	\$24,651
<b>Ending Fund Balance / Working Capital</b>	<b>\$100,333</b>	<b>\$59,498</b>	<b>\$127,768</b>	<b>\$104,329</b>

**MAIN GRANT**

**SERVICE POINT EXPENDITURES**

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	783,280	746,252	743,563	829,311
Supplies and Services	524,944	528,348	512,976	532,941
Sundry	72,876	72,680	85,950	74,711
Utilities	12,877	14,422	12,301	14,510
Maintenance	281,765	285,344	398,317	376,500
Capital Outlay	—	300,000	—	—
Capital Services	229,242	302,291	158,428	150,221
<b>Total Appropriations</b>	<b>\$1,904,984</b>	<b>\$2,249,337</b>	<b>\$1,911,535</b>	<b>\$1,978,194</b>

**TRANSIT ELDERLY AND DISABLED GRANT 1103**

	<i>FY2011-2012 ACTUAL EXPENDITURES</i>	<i>FY2012-2013 BUDGET APPROPRIATIONS</i>	<i>FY2012-2013 PROJECTED EXPENDITURES</i>	<i>FY2013-2014 BUDGET APPROPRIATIONS</i>
Supplies and Services	72,935	—	—	—
Maintenance	—	—	—	—
<b>Total Appropriations</b>	<b>\$72,935</b>	<b>\$—</b>	<b>\$—</b>	<b>\$—</b>

**TRANSIT ELDERLY AND DISABLED GRANT 1202**

	<i>FY2011-2012 ACTUAL EXPENDITURES</i>	<i>FY2012-2013 BUDGET APPROPRIATIONS</i>	<i>FY2012-2013 PROJECTED EXPENDITURES</i>	<i>FY2013-2014 BUDGET APPROPRIATIONS</i>
Supplies and Services	—	8,751	83,400	—
<b>Total Appropriations</b>	<b>\$—</b>	<b>\$8,751</b>	<b>\$83,400</b>	<b>\$—</b>

**TRANSIT ELDERLY AND DISABLED GRANT 1301**

	<i>FY2011-2012 ACTUAL EXPENDITURES</i>	<i>FY2012-2013 BUDGET APPROPRIATIONS</i>	<i>FY2012-2013 PROJECTED EXPENDITURES</i>	<i>FY2013-2014 BUDGET APPROPRIATIONS</i>
Supplies and Services	—	103,500	75,574	—
<b>Total Appropriations</b>	<b>\$—</b>	<b>\$103,500</b>	<b>\$75,574</b>	<b>\$—</b>

**TRANSIT ELDERLY AND DISABLED GRANT 1401**

	<i>FY2011-2012 ACTUAL EXPENDITURES</i>	<i>FY2012-2013 BUDGET APPROPRIATIONS</i>	<i>FY2012-2013 PROJECTED EXPENDITURES</i>	<i>FY2013-2014 BUDGET APPROPRIATIONS</i>
Supplies and Services	—	—	—	152,070
<b>Total Appropriations</b>	<b>\$—</b>	<b>\$—</b>	<b>\$—</b>	<b>\$152,070</b>

**AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)**

**SERVICE POINT EXPENDITURES**

	<i>FY2011-2012 ACTUAL EXPENDITURES</i>	<i>FY2012-2013 BUDGET APPROPRIATIONS</i>	<i>FY2012-2013 PROJECTED EXPENDITURES</i>	<i>FY2013-2014 BUDGET APPROPRIATIONS</i>
Capital Outlay	138,585	459,330	459,328	—
<b>Total Appropriations</b>	<b>\$138,585</b>	<b>\$459,330</b>	<b>\$459,328</b>	<b>\$—</b>

**TROLLEY SERVICES**

**SERVICE POINT EXPENDITURES**

	<i>FY2011-2012 ACTUAL EXPENDITURES</i>	<i>FY2012-2013 BUDGET APPROPRIATIONS</i>	<i>FY2012-2013 PROJECTED EXPENDITURES</i>	<i>FY2013-2014 BUDGET APPROPRIATIONS</i>
Supplies and Services	—	—	—	223,597
<b>Total Appropriations</b>	<b>\$—</b>	<b>\$—</b>	<b>\$—</b>	<b>\$223,597</b>

**SERVICE POINT EMPLOYEES – TYLER TRANSIT**

<i>REGULAR FULL-TIME POSITIONS</i>	<i>2007-2008</i>	<i>2008-2009</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
8) & 11) Transit Manager	—	—	—	1	1	—	—
11) Executive Director of MPO	—	—	—	—	—	1	1
1) Transportation Operations Manager	1	1	—	—	—	—	—
Transportation Operations Coordinator	—	—	1	1	1	1	1
Account Specialist	1	1	1	1	1	1	1
6) & 12) Administrative Assistant	1	1	1	1	—	1	1
7) Bus Driver	11	12	12	12	12	12	12
10) Custodian	1	1	1	1	1	—	—
2) Dispatcher	1	—	—	—	—	—	—
12) Transit Dispatcher/Scheduler	—	1	1	1	1	—	—
Transit Supervisor	2	2	2	2	2	2	2
3, 14) Financial Analyst	—	0.25	0.25	0.25	0.25	—	—
4) Scheduler	1	—	—	—	—	—	—
5) & 8) Senior Clerk	1	1	1	—	—	—	—
Senior Bus Driver	5	5	5	5	5	5	5
<b>Total Regular Full-time</b>	<b>25</b>	<b>25.25</b>	<b>25.25</b>	<b>25.25</b>	<b>24.25</b>	<b>23</b>	<b>23</b>

<i>PART-TIME POSITIONS</i>	<i>2007-2008</i>	<i>2008-2009</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
10 & 13) Custodian	—	—	—	—	—	1	1
13) Bus Driver	—	—	—	—	—	1	1
<b>Total Substitute</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>2</b>	<b>2</b>

<i>SUBSTITUTE POSITIONS</i>	<i>2007-2008</i>	<i>2008-2009</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
9) Bus Driver	—	—	—	8	8	8	8
Total Substitute	—	—	—	8	8	8	8
<b>Total Department</b>	<b>25</b>	<b>25.25</b>	<b>25.25</b>	<b>33.25</b>	<b>32.25</b>	<b>33</b>	<b>33</b>

- 1) Title changed from Transportations Operation Manager to Transportation Operations Coordinator during FY 2008-2009
- 2) One position reclassified to Dispatcher/Scheduler during FY 2007-2008
- 3) One position with 45% paid by Community Development, 23% paid by Housing and 7% paid by HOME
- 4) One position reclassified to Bus Driver during FY 2007-2008
- 5) Position frozen for FY 2009-2010
- 6) Administrative Assistant eliminated for FY 2011-2012
- 7) Five of 12 Full-time Bus Driver positions frozen for FY 2011-2012 and 2012-2013
- 8) Senior Clerk position upgraded to Transit Manager FY 2010-2011
- 9) Added four additional Bus Driver positions during FY 2010-2011
- 10) Converted one FT custodian to two PT custodians FY 2011-2012
- 11) Transit Manager reclassified to Executive Director of MPO FY 2011-2012
- 12) Administrative Assistant unfrozen for FY 2012-2013, Scheduler/Dispatcher frozen for FY 2012-2013
- 13) One PT Custodian reclassified to PT Bus Driver FY 12-13
- 14) Financial Analyst moved to Finance FY 12-13

<i>PERFORMANCE BENCHMARKS</i>	<i>ACTUAL 2011-12</i>	<i>BUDGET 2012-13</i>	<i>PERIOD ENDING SEPTEMBER 2013</i>	<i>PROJECTED 2013-14</i>
Number of transit riders per year	199,237	203,000	185,876	188,000
Fare revenues	\$99,055	\$101,674	\$97,791	\$100,000

**PRODUCTIVITY IMPROVEMENT FUND (639)**  
**REVENUES, EXPENDITURES AND CHANGES IN WORKING CAPITAL**  
**FISCAL YEAR 2013-2014**

	ACTUAL 2011-2012	AMENDED BUDGET 2012-2013	PROJECTED 2012-2013	BUDGET 2013-2014
Unreserved Fund Balance	\$660,872	\$905,737	\$905,737	\$899,753
<b>Revenues</b>	<b>\$7,066</b>	<b>\$6,500</b>	<b>\$4,800</b>	<b>\$55,000</b>
<b>EXPENDITURES</b>				
Services	—	—	42,500	20,000
Sick Leave Buy Back	87,159	100,000	109,733	100,000
Productivity Pay & Severance	259,083	550,000	417,047	750,000
Internal Audit	131,551	134,489	90,051	134,489
City U/Lean Sigma	234,408	272,984	301,453	282,299
Grants Coordinator	—	—	—	55,000
Contingency	—	—	—	50,000
<b>Total Expenditures</b>	<b>\$712,201</b>	<b>\$1,057,473</b>	<b>\$960,784</b>	<b>\$1,391,788</b>
Transfer In	950,000	950,000	950,000	950,000
General Fund (101)	400,000	400,000	400,000	400,000
Utilities Fund (502)	350,000	350,000	350,000	350,000
Solid Waste Fund (560)	200,000	200,000	200,000	200,000
(Transfer Out)	—	—	—	—
<b>Unreserved Fund Balance</b>	<b>\$905,737</b>	<b>\$804,764</b>	<b>\$899,753</b>	<b>\$512,965</b>

**PRODUCTIVITY FUND – PRODUCTIVITY**

**SERVICE POINT EXPENDITURES**

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	87,562	100,000	109,733	100,000
Supplies and Services	—	12,000	42,500	20,000
Sundry	258,680	538,000	417,047	855,000
Productivity Pay	—	—	—	—
<b>Total Appropriations</b>	<b>\$346,242</b>	<b>\$650,000</b>	<b>\$569,280</b>	<b>\$975,000</b>

**PRODUCTIVITY FUND – INTERNAL AUDIT (182)**

**SERVICE POINT EXPENDITURES**

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	125,306	122,714	85,451	122,714
Supplies and Services	6,245	11,775	4,600	11,775
Utilities	—	—	—	—
<b>Total Appropriations</b>	<b>\$131,551</b>	<b>\$134,489</b>	<b>\$90,051</b>	<b>\$134,489</b>

## PRODUCTIVITY FUND – CITY UNIVERSITY/LEAN SIGMA (183)

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	113,237	110,123	123,418	124,461
Supplies and Services	32,920	40,000	65,174	58,263
Sundry	88,251	122,861	112,861	99,575
<b>Total Appropriations</b>	<b>\$234,408</b>	<b>\$272,984</b>	<b>\$301,453</b>	<b>\$282,299</b>

### SERVICE POINT EMPLOYEES – PRODUCTIVITY IMPROVEMENT FUND

REGULAR FULL-TIME POSITIONS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
1, 3) Clerical Specialist	2	1	1	1	—	—	—
Gap Team Member	—	—	—	—	—	—	—
2) Internal Auditor	—	—	—	1	1	1	1
Lean Sigma Black Belt	—	—	1	1	1	1	1
4) Grants Officer	—	—	—	—	—	—	1
<b>Total Department</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>3</b>

- 1) One position upgraded to Administrative Secretary during FY 2007-2008  
Administrative Secretary transferred from Productivity Fund to General Fund during FY 2007-2008
- 2) Internal Auditor transferred from CMO FY 2010-2011
- 3) Clerical Specialist Moved to Human Resource FY 2011-2012
- 4) Grant Specialist added FY 13-14 from FT Recreation Specialist (Parks)

## VEHICLE EQUIPMENT SERVICES

### Service Point Focus

The Vehicle Services Department is charged with providing high quality, low cost vehicle maintenance services and asset management activities for all vehicles in the City's fleet. This department is committed to quality and excellence in professional fleet management services and staff members are responsible for the following to meet the City's needs:

- General maintenance for more than 600 fleet vehicles including police cars, fire trucks, service trucks and sedans;
- Maintaining an efficient equipment maintenance scheduling and tracking system;
- Auto parts inventory control management and services;
- Maintaining best practice policies and procedures to meet service goals;
- Maintaining a preventive maintenance program for service and inspections;
- Providing fleet utilization support to all departments;
- Maintaining vehicle records;
- Adhering to general safety regulations and environmental policies;

- Maintaining a diligent and proactive replacement and procurement program;
- Performing fleet facilities maintenance and upgrades as needed;
- Using computer systems technology;
- Pursuing staff continuing education and training goals;
- Pursuing vendor contracts when efficient;
- Applying alternative fuel programs;
- Maintaining hazardous material management; and,
- Fuel management program.

### Accomplishments for 2012-2013

- 2nd Lean Sigma Project to Reduce Light Duty PM Completion Time has saved over \$30k.
- 3rd Lean Sigma Project to Extend Heavy Duty Oil Change Intervals is in the measure phase and is projected to save about \$50k.
- Revenue from internet auctions expected to exceed \$300k;
- Purchased 3 new CNG refuse trucks with assistance from a Railroad Commission Grant in the amount of \$142,761 ;

- Increased CNG usage from 11k gallons to about 34k gallons.
- Vendor Rebate option is projected to bring in about \$1k in additional revenue.
- Began to oversee all building maintenance for the Oakwood Complex.

### Goals for 2013-2014

- Continue to identify areas of improvement and initiate new lean sigma projects to reduce cost and increase efficiency;
- Reduce the total maintenance cost from FY 12/13 by at least 10%.
- Start to utilize the work order system in H T E to

- eliminate the automatic printing of all work orders.
- Update and improve the emergency/disaster plan.
- Create and implement VES Stormwater Management Plan.
- Continue to empower and motivate VES employees to achieve citywide and department goals by implementing employee incentive programs.
- Implement programs that will improve our employee survey.
- Improve vehicle inventory management by creating a City of Tyler Fleet Inventory Catalog.
- Maintain, evaluate, and grow Compressed Natural Gas Pilot Program.

## FLEET MAINTENANCE AND REPLACEMENT FUND (640) REVENUES, EXPENDITURES AND CHANGES IN WORKING CAPITAL

### FISCAL YEAR 2013-2014

	ACTUAL 2011-2012	AMENDED BUDGET 2012-2013	PROJECTED 2012-2013	BUDGET 2013-2014
Reserve for Vehicle Replacement	\$6,026,344	\$6,375,423	\$6,375,423	\$6,651,005
<b>Beginning Fund Balance / Working Capital</b>	<b>\$6,026,344</b>	<b>\$6,375,423</b>	<b>\$6,375,423</b>	<b>\$6,651,005</b>
<b>REVENUES</b>				
Interest Earnings	39,354	35,000	40,000	40,000
Amortization Charges	3,150,160	3,638,304	3,635,561	3,905,831
Service Fees	719,168	797,500	950,000	925,000
Fuel Revenue	2,105,601	2,427,132	2,185,808	2,195,293
Motor Pool	—	—	—	—
Parts Revenue	2,214,591	2,247,600	2,502,017	2,242,300
Compressed Natural Gas	22,092	67,800	65,000	161,800
Miscellaneous Income	3,140	1,000	2,000	1,000
Sale of Equipment	628,271	300,000	300,000	400,000
Sale of Salvage	20,541	6,000	20,000	15,000
ETATF Rental	80	5,000	—	—
Health District	62,023	98,655	49,541	19,838
TISD	—	5,000	—	—
SECO CNG Grant	100,000	—	142,761	—
<b>Total Revenues</b>	<b>\$9,065,021</b>	<b>\$9,628,991</b>	<b>\$9,892,688</b>	<b>\$9,906,062</b>
<b>EXPENDITURES</b>				
Replacement	3,513,750	3,685,755	3,685,755	4,222,984
Maintenance	1,226,065	1,524,414	1,454,892	1,439,485
Health	70,876	98,655	49,541	19,838
TISD	—	5,000	—	—
Fuel, Parts and Contractual Services	3,888,005	4,529,242	4,426,918	4,269,103
ETATF	246	5,000	—	—

Contingency	—	—	—	100,000
<b>Total Expenditures</b>	<b>\$8,698,942</b>	<b>\$9,848,066</b>	<b>\$9,617,106</b>	<b>\$10,051,410</b>
Transfer In	—	—	—	—
(Transfer Out)	(17,000)	—	—	—
Solid Waste Fund (560)	(17,000)	—	—	—
<b>Reserve for Vehicle Replacement</b>	<b>\$6,375,423</b>	<b>\$6,156,348</b>	<b>\$6,651,005</b>	<b>\$6,505,657</b>
<b>Ending Fund Balance / Working Capital</b>	<b>\$6,375,423</b>	<b>\$6,156,348</b>	<b>\$6,651,005</b>	<b>\$6,505,657</b>

### FLEET REPLACEMENT PURCHASE

#### SERVICE POINT EXPENDITURES

	<i>FY2011-2012 ACTUAL EXPENDITURES</i>	<i>FY2011-2012 BUDGET APPROPRIATIONS</i>	<i>FY2012-2013 PROJECTED EXPENDITURES</i>	<i>FY2013-2014 BUDGET APPROPRIATIONS</i>
Sundry	—	—	230,000	100,000
Capital Outlay	3,513,750	3,685,755	3,455,755	4,122,984
Contingency	—	—	—	100,000
<b>Total Appropriations</b>	<b>\$3,513,750</b>	<b>\$3,685,755</b>	<b>\$3,685,755</b>	<b>\$4,322,984</b>

### FLEET OPERATIONS

#### SERVICE POINT EXPENDITURES

	<i>FY2011-2012 ACTUAL EXPENDITURES</i>	<i>FY2012-2013 BUDGET APPROPRIATIONS</i>	<i>FY2012-2013 PROJECTED EXPENDITURES</i>	<i>FY2013-2014 BUDGET APPROPRIATIONS</i>
Salaries and Benefits	799,452	903,792	826,237	849,829
Supplies and Services	183,609	270,958	296,823	272,355
Sundry	135,936	130,789	128,317	127,726
Utilities	533	75,075	51,887	68,775
Maintenance	72,195	143,800	151,628	120,800
Capital Outlay	34,340	—	—	—
<b>Total Appropriations</b>	<b>\$1,226,065</b>	<b>\$1,524,414</b>	<b>\$1,454,892</b>	<b>\$1,439,485</b>

### HEALTH DISTRICT

#### SERVICE POINT EXPENDITURES

	<i>FY2011-2012 ACTUAL EXPENDITURES</i>	<i>FY2012-2013 BUDGET APPROPRIATIONS</i>	<i>FY2012-2013 PROJECTED EXPENDITURES</i>	<i>FY2013-2014 BUDGET APPROPRIATIONS</i>
Supplies and Services	33,809	46,350	20,770	16,600
Sundry	2,238	2,305	2,305	2,238
Utilities	—	—	1,000	1,000
Maintenance	34,829	50,000	25,466	—
<b>Total Appropriations</b>	<b>\$70,876</b>	<b>\$98,655</b>	<b>\$49,541</b>	<b>\$19,838</b>

### TISD

#### SERVICE POINT EXPENDITURES

	<i>FY2011-2012 ACTUAL EXPENDITURES</i>	<i>FY2012-2013 BUDGET APPROPRIATIONS</i>	<i>FY2012-2013 PROJECTED EXPENDITURES</i>	<i>FY2013-2014 BUDGET APPROPRIATIONS</i>
Maintenance	—	5,000	—	—
<b>Total Appropriations</b>	<b>\$ —</b>	<b>\$5,000</b>	<b>\$ —</b>	<b>\$ —</b>

## COST OF GOODS SOLD (COGS)

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Sundry	3,888,005	4,529,242	4,426,918	4,269,103
<b>Total Appropriations</b>	<b>\$3,888,005</b>	<b>\$4,529,242</b>	<b>\$4,426,918</b>	<b>\$4,269,103</b>

### ETATF

#### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Maintenance	246	5,000	—	—
<b>Total Appropriations</b>	<b>\$246</b>	<b>\$5,000</b>	<b>\$ —</b>	<b>\$ —</b>

#### SERVICE POINT EMPLOYEES – VEHICLE SERVICES

REGULAR FULL-TIME POSITIONS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
4) Vehicle Equipment Services Manager	—	—	—	1	1	1	1
4) Fleet Administrator	1	1	1	—	—	—	—
Mechanic Supervisor	—	—	—	2	2	3	3
Auto Parts Inventory Specialist	—	—	—	—	—	—	—
Clerk	—	—	—	—	—	—	—
2) Equipment Maintenance Supervisor	1	1	1	—	—	—	—
Equipment Mechanic I	5	2	2	2	1	1	1
6) Equipment Mechanic II	—	3	3	3	4	2	2
Fleet Auditor	—	1	1	1	1	1	1
1) Inventory Technician	2	1	1	1	1	1	1
3) Master Mechanic	4	4	4	3	3	3	3
Purchasing Technician	1	1	1	1	1	1	1
Senior Secretary	1	1	1	1	1	—	—
7) Purchasing Agent	—	—	—	—	—	1	1
<b>Total Department</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>14</b>	<b>14</b>

1) One Inventory Technician reclassified to Fleet Auditor during FY 2007-2008

2) Changed title to Mechanic Supervisor

3) Changed one position to Mechanic Supervisor

4) When Pay Plan Adjustments were made Job title was changed from Fleet Administrator to Vehicle Equipment Services manager Jan 2010

5) 1 Equipment Mechanic II eliminated FY 12-13

\*Employees in Equipment Mechanic I, Equipment Mechanic II, Equipment Servicer and Master Mechanic positions are on a Career Ladder program and may advance depending on their skill level.

Note: prior budget book numbers off due to step system

6) One Equipment Mechanic II reclassified to Mechanic Supervisor FY 12-13

7) Senior Secretary reclassified to Purchasing Agent FY 12-13

PERFORMANCE BENCHMARKS	ACTUAL 2011-2012	BUDGET 2012-2013	PERIOD ENDING MAY 2013	PROJECTED 2013-2014
CNG Gallons Purchased	11k gal	34k	12k gal	33k gal
Vendor Rebates	\$1.6k	\$2k	\$.9k	\$1.5k
Fuel Budget	\$2.10m	\$2.43m	\$1.22m	\$2.19m
Sale of Equipment	\$626k	\$300k	\$134k	\$350k
City Maintenance Budget	\$2.93m	\$3.05m	\$1.96m	\$3.33m

**PROPERTY, LIABILITY, DISABILITY & WORKERS COMPENSATION FUND (650)**

**REVENUES, EXPENDITURES AND CHANGES IN WORKING CAPITAL**

FISCAL YEAR 2013-2014

	ACTUAL 2011-2012	AMENDED BUDGET 2012-2013	PROJECTED 2012-2013	BUDGET 2013-2014
Reserved for Workers Comp.	\$492,195	\$518,762	\$518,762	\$560,398
Reserved Property/Liability	328,130	345,841	345,841	186,799
<b>Beginning Fund Balance / Working Capital</b>	<b>\$820,325</b>	<b>\$864,603</b>	<b>\$864,603</b>	<b>\$747,198</b>
<b>REVENUES</b>				
Distributed Interest	3,777	6,000	6,000	6,000
Unemployment / Disability Premiums	276,858	277,319	277,319	277,319
Property and Liability Premiums	557,415	594,561	594,561	650,165
Workers Comp Premiums	455,776	450,298	450,000	515,612
<b>Total Revenues</b>	<b>\$1,293,825</b>	<b>\$1,328,178</b>	<b>\$1,327,880</b>	<b>\$1,449,096</b>
<b>EXPENDITURES</b>				
Employee Cost	121,394	131,655	140,518	136,834
Unemployment / Disability	205,178	248,926	215,982	248,926
Property and Liability	435,865	687,742	616,941	705,009
Workers Comp	487,110	482,000	471,844	484,622
Contingency	—	50,000	—	—
<b>Expenditures</b>	<b>\$1,249,548</b>	<b>\$1,600,323</b>	<b>\$1,445,285</b>	<b>\$1,575,391</b>
Reserved for Workers Comp.	518,762	355,475	560,398	465,677
Reserved Property/Liability	345,841	236,983	186,799	155,226
<b>Ending Fund Balance / Working Capital</b>	<b>\$864,603</b>	<b>\$592,458</b>	<b>\$747,198</b>	<b>\$620,903</b>

**SERVICE POINT EXPENDITURES**

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	118,868	115,188	117,738	120,367
Supplies and Services	1,130,680	1,435,135	1,327,547	1,455,024
Sundry	—	50,000	—	—
<b>Total Appropriations</b>	<b>\$1,249,548</b>	<b>\$1,600,323</b>	<b>\$1,445,285</b>	<b>\$1,575,391</b>

**SERVICE POINT EMPLOYEES – PROPERTY, LIABILITY, DISABILITY & WORKERS COMPENSATION**

REGULAR FULL-TIME POSITIONS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
2) & 7) Human Resource Director	—	—	—	0.25	—	—	—
7) Managing Director of Administration	—	—	—	—	0.25	0.25	0.25
6) Assistant City Attorney	1	1	1	1	—	—	—
3, 4) Risk Analyst	1	1	—	—	—	—	—
4) Legal/Risk/City Clerk Sec.	—	—	1	—	—	—	—
5) Support Services Tech I	—	—	—	1	1	1	1
8) HR/Risk Specialist	—	—	—	—	—	—	—
<b>Total Full-Time</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2.25</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>

REGULAR PART-TIME POSITIONS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
1) Loss Technician	—	—	1	1	1	1	1
Total Part-Time	0	0	1	1	1	1	1
<b>Total Department</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3.25</b>	<b>2.25</b>	<b>2.25</b>	<b>2.25</b>

- 1) Data Management position transferred from Police Department to Risk and title changed to Loss Control Technician during FY 2009-2010
- 2) 25% of HR Director moved from CMO FY 2010/2011
- 3) Risk Analyst downgraded to Legal/Risk/City Clerk Secretary FY 2009-2010
- 4) Legal/Risk/City Clerk Secretary moved to Legal FY 2010-2011
- 5) Support Services Technician I moved from Legal to Risk FY 2010-2011
- 6) Assistant City Attorney moved from Risk to Legal FY 2011-2012 & 2012-2013
- 7) Human Resource Director reclassified to Managing Director of Administration FY 2011-2012
- 8) HR/Risk Specialist transferred to HR/Risk from Finance as Senior Benefit Specialist FY 12-13

**EMPLOYEE BENEFITS FUND (661)**  
**REVENUES, EXPENDITURES AND CHANGES IN WORKING CAPITAL**

**FISCAL YEAR 2013-2014**

	ACTUAL 2011-2012	AMENDED BUDGET 2012-2013	PROJECTED 2012-2013	BUDGET 2013-2014
<b>Beginning Fund Balance/Reserved for Commitments</b>	<b>\$2,191,512</b>	<b>\$2,085,481</b>	<b>\$2,085,481</b>	<b>\$1,196,755</b>
<b>REVENUES</b>				
Health Benefits	6,143,241	6,178,440	6,178,440	7,255,440
Dental Benefits	320,973	416,040	389,433	389,433
Life Insurance	204,950	197,010	197,010	197,010
Other Benefits	—	—	—	—
Interest Earnings	11,064	13,000	13,000	13,000
<b>Total Revenues</b>	<b>\$6,680,228</b>	<b>\$6,804,490</b>	<b>\$6,777,883</b>	<b>\$7,854,883</b>
<b>EXPENDITURES</b>				
Health Benefits	6,066,769	6,910,971	6,914,495	6,875,800
Dental Benefits	449,790	472,769	462,676	472,769
Life Insurance	196,359	190,400	190,400	197,010
Other Benefits	23,054	20,160	20,160	20,160
Special Services	49,199	48,000	48,000	48,000
Benefit Analyst	1,088	44,005	30,878	72,861
Contingency	—	—	—	100,000
<b>Total Expenditures</b>	<b>\$6,786,259</b>	<b>\$7,686,305</b>	<b>\$7,666,609</b>	<b>\$7,786,600</b>
Transfer In	—	—	—	—
(Transfer Out)	—	—	—	—
Retiree Benefits Fund (761)	—	—	—	—
<b>Ending Fund Balance/ Reserved for Commitments</b>	<b>\$2,085,481</b>	<b>\$1,203,666</b>	<b>\$1,196,755</b>	<b>\$1,265,038</b>

**BENEFITS FUND (661)****REVENUE DETAIL**

FISCAL YEAR 2013-2014

	ACTUAL 2011-2012	AMENDED BUDGET 2012-2013	PROJECTED 2012-2013	BUDGET 2013-2014
<b>REVENUES</b>				
Interest Earnings	\$11,064	\$13,000	\$13,000	\$13,000
Section 125 Forfeiture	7,317	4,760	4,760	4,760
Health Benefits Paid by City	4,827,895	4,868,210	4,868,210	5,838,210
Health Benefits paid by employee	1,286,844	1,269,070	1,269,070	1,376,070
COBRA Premiums	21,185	16,400	16,400	16,400
Dental Benefits paid by employees	193,321	288,840	262,233	262,233
Dental Benefits paid by City	127,652	127,200	127,200	127,200
Life Insurance Premiums paid by City	25,166	25,330	25,330	25,330
Life Insurance Premiums paid by employees	179,784	171,680	171,680	171,680
Stoploss Reimbursement	—	20,000	20,000	20,000
<b>Total Revenues</b>	<b>\$6,680,228</b>	<b>\$6,804,490</b>	<b>\$6,777,883</b>	<b>\$7,854,883</b>

**BENEFITS FUND (661)****EXPENSE DETAIL**

FISCAL YEAR 2013-2014

	ACTUAL 2010-2011	AMENDED BUDGET 2011-2012	PROJECTED 2011-2012	BUDGET 2012-2013
<b>EXPENDITURES</b>				
Benefit Analyst	\$1,088	\$44,005	\$30,878	\$72,861
Life Insurance Premiums paid by City	196,359	190,400	190,400	197,010
Life Insurance Premiums paid by employees	—	—	—	—
Special Services	49,199	48,000	48,000	48,000
Employee Assistance Program Fees	23,054	20,160	20,160	20,160
Health Claim Payments	3,969,741	4,566,536	4,628,695	4,590,000
Rx Claims	1,622,973	1,824,085	1,765,450	1,765,450
Dental Administrative Fees	15,946	18,200	18,200	18,200
Dental Claim	433,844	454,569	444,476	454,569
Health Admin Fees	212,108	194,650	194,650	194,650
Health Stoploss	261,947	325,700	325,700	325,700
Contingencies	—	—	—	100,000
<b>Total Expenditures</b>	<b>\$6,786,259</b>	<b>\$7,686,305</b>	<b>\$7,666,609</b>	<b>\$7,786,600</b>

**BENEFITS FUND****SERVICE POINT EXPENDITURES**

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	196,821	233,645	30,118	71,897
Supplies and Services	6,589,438	7,452,660	7,636,491	7,714,703
<b>Total Appropriations</b>	<b>\$6,786,259</b>	<b>\$7,686,305</b>	<b>\$7,666,609</b>	<b>\$7,786,600</b>

**SERVICE POINT EMPLOYEES – BENEFITS FUND**

<i>REGULAR FULL-TIME POSITIONS</i>	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
1, 2) Senior Benefit Specialist	—	1	1	1	1	—	—
3) Civil Service/Employee Relations Officer	—	—	—	—	—	0.3	0.3
<b>Total Department</b>	—	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0.3</b>	<b>0.3</b>

1) Position transferred from General Fund - Finance during FY 2007-2008

2) Senior Benefit Specialist transferred to HR/Risk as HR/Risk Specialist FY 12-13

3) Civil Service/Employee Relations Specialist split 50% HR, 30% Active Employee Benefits, 20% Retiree Benefits FY 12-13

**RETIREE BENEFITS FUND (761)**

**REVENUES, EXPENDITURES AND CHANGES IN WORKING CAPITAL**

**FISCAL YEAR 2013-2014**

	<i>ACTUAL 2011-2012</i>	<i>AMENDED BUDGET 2012-2013</i>	<i>PROJECTED 2012-2013</i>	<i>BUDGET 2013-2014</i>
<b>Beginning Fund Balance/Reserved for Commitments</b>	<b>\$1,496,750</b>	<b>\$888,485</b>	<b>\$888,485</b>	<b>\$557,623</b>
<b>REVENUES</b>				
Health Benefits	2,764,553	2,833,731	2,820,205	2,912,053
Dental Benefits	106,359	139,723	120,240	120,240
Life Insurance	49,500	49,500	49,500	49,500
Interest Earnings	12,112	14,380	14,380	14,380
<b>Total Revenues</b>	<b>\$2,932,524</b>	<b>\$3,037,334</b>	<b>\$3,004,325</b>	<b>\$3,096,173</b>
<b>EXPENDITURES</b>				
Health Benefits	3,042,025	3,067,988	2,813,325	2,839,445
Dental Benefits	141,388	154,610	154,610	154,610
Life Insurance	48,367	54,980	54,980	54,980
Special Services	9,009	11,400	12,272	11,400
Benefit Analyst	—	—	—	17,719
<b>Total Expenditures</b>	<b>\$3,240,789</b>	<b>\$3,288,978</b>	<b>\$3,035,187</b>	<b>\$3,078,154</b>
Transfer In/Contributions from Trust	—	—	—	—
Active Employee Benefits Fund (661)	—	—	—	—
(Transfer Out)/Contributions to Trust	(300,000)	(300,000)	(300,000)	(300,000)
OPEB Trust Contribution	(300,000)	(300,000)	(300,000)	(300,000)
<b>Ending Fund Balance/Reserved for Commitments</b>	<b>\$888,485</b>	<b>\$336,841</b>	<b>\$557,623</b>	<b>\$275,642</b>

**SERVICE POINT EMPLOYEES – BENEFITS**

<i>REGULAR PART-TIME POSITIONS</i>	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2013-2014
1) Staff Services Representative	1	—	—	—	—	—
2) Civil Service/Employment Relations Officer	—	—	—	—	0.2	0.2
<b>Total Department</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.2</b>	<b>0.2</b>

1) Position transferred to General Fund - Human Resources for FY 2008-2009

2) Civil Service/Employment Relations Officer salary split 50% HR, 30% Active Employee Benefits, 20% Retiree Benefits FY 12-13

**RETIREE BENEFITS FUND (761)**

**REVENUE DETAIL**

**FISCAL YEAR 2013-2014**

	<i>ACTUAL 2011-2012</i>	<i>AMENDED BUDGET 2012-2013</i>	<i>PROJECTED 2012-2013</i>	<i>BUDGET 2013-2014</i>
<b>REVENUES</b>				
Interest Earnings	\$12,112	\$14,380	\$14,380	\$14,380
City's Health Benefits-Retired	1,928,459	886,183	886,183	886,183
Employees' Health Benefits-Retired	295,880	350,285	334,538	430,271
Medicare Retiree Supplemental Ins Premiums	204,431	200,000	198,336	198,336
City's Dental Premium	54,200	54,200	54,200	54,200
Employees' Dental Contrib-Retired	52,159	85,523	66,040	66,040
City's Life Premium	49,500	49,500	49,500	49,500
Medicare Rx	181,745	200,950	200,950	200,950
CMS Reimbursement	154,038	154,037	157,922	154,037
City Med RX Over 65	—	333,496	333,496	333,496
City Health Prem Over 65	—	708,780	708,780	708,780
<b>Total Revenues</b>	<b>\$2,932,524</b>	<b>\$3,037,334</b>	<b>\$3,004,325</b>	<b>\$3,096,173</b>

**RETIREE BENEFITS FUND (761)**

**EXPENSE DETAIL**

**FISCAL YEAR 2013-2014**

	<i>ACTUAL 2011-2012</i>	<i>AMENDED BUDGET 2012-2013</i>	<i>PROJECTED 2012-2013</i>	<i>BUDGET 2013-2014</i>
<b>EXPENDITURES</b>				
Life Insurance	48,367	54,980	54,980	54,980
Benefit Analyst	—	—	—	\$17,719
Special Services	9,009	11,400	12,272	11,400
Medicare Rx	552,581	634,070	609,453	609,453
Medicare Supplement	646,020	682,785	682,785	682,785
Health Claim Payments	1,365,012	1,253,926	1,023,880	1,050,000
Rx Claims	374,390	389,387	389,387	389,387
Dental Administrative Fees	6,802	7,490	7,490	7,490
Dental Claim	134,586	147,120	147,120	147,120
Health Admin Fees	60,721	55,780	55,780	55,780
Health Stoploss	43,301	52,040	52,040	52,040
<b>Total Expenditures</b>	<b>\$3,240,789</b>	<b>\$3,288,978</b>	<b>\$3,035,187</b>	<b>\$3,078,154</b>

**SERVICE POINT EXPENDITURES - BENEFITS (761)**

	<i>FY2011-2012 ACTUAL EXPENDITURES</i>	<i>FY2012-2013 BUDGET APPROPRIATIONS</i>	<i>FY2012-2013 PROJECTED EXPENDITURES</i>	<i>FY2013-2014 BUDGET APPROPRIATIONS</i>
Salaries and Benefits	3,231,780	3,277,578	3,022,915	3,066,754
Supplies and Services	9,009	11400	12272	11400
<b>Total Appropriations</b>	<b>\$3,240,789</b>	<b>\$3,288,978</b>	<b>\$3,035,187</b>	<b>\$3,078,154</b>

## PROPERTY AND FACILITIES MANAGEMENT

Facilities management functions include HVAC (heating, ventilation and air conditioning), roof maintenance, disposal of surplus property and property acquisition for City-owned facilities. The City Engineer provides oversight for the facilities personnel including the HVAC mechanic, who is responsible for heating, ven-

tilation and air conditioning systems; and the building services technician, who provides mail room and courier services, and performs minor building maintenance tasks. Facilities management also administers the roof maintenance and replacement program, and oversees janitorial services at multiple City buildings.

### PROPERTY AND FACILITIES MANAGEMENT FUND (663) REVENUES, EXPENDITURES AND CHANGES IN WORKING CAPITAL

FISCAL YEAR 2013-2014

	ACTUAL 2011-2012	AMENDED BUDGET 2012-2013	PROJECTED 2012-2013	BUDGET 2013-2014
Roof Replacement Reserve	\$136,418	\$277,409	\$277,409	\$70,378
Harvey Hall Roof Reserve	456,910	510,600	510,600	735,600
Unreserved Fund Balance	—	—	—	99,703
<b>Beginning Fund Balance / Working Capital</b>	<b>\$593,328</b>	<b>\$788,009</b>	<b>\$788,009</b>	<b>\$905,681</b>
<b>REVENUES</b>				
Interest Earnings	4,980	9,898	3,500	4,000
Roof Maintenance	74,834	72,506	11,572	73,958
Roof Replacement	82,636	81,876	81,876	84,603
ADA Services	50,000	50,000	50,000	50,000
HVAC Maintenance	146,702	150,899	152,981	157,707
Grant Revenue	37,496	—	—	—
Sale of Property	4,585	5,000	—	5,000
<b>Total Revenues</b>	<b>\$401,233</b>	<b>\$370,179</b>	<b>\$299,929</b>	<b>\$375,268</b>
<b>EXPENDITURES</b>				
Employee Costs	135,487	154,784	148,383	157,827
Property and Facility Maintenance	143,254	81,913	75,508	81,204
ADA Sidewalks	55,605	61,594	61,594	50,000
HVAC Maintenance	124,911	150,899	150,899	155,426
HVAC Replacement	46,061	15,000	15,000	15,000
Roof Maintenance	35,734	72,506	65,600	73,500
Roof Replacement	7,100	161,812	125,000	708,455
<b>Total Expenditures</b>	<b>\$548,152</b>	<b>\$698,508</b>	<b>\$641,984</b>	<b>\$1,241,412</b>
Transfer In	341,600	459,727	459,727	259,727
General Fund (101)	141,600	101,305	101,305	101,305
Hotel Tax Fund (211)	200,000	225,000	225,000	25,000
Water Fund (502)	—	66,711	66,711	66,711
Solid Waste Fund (560)	—	66,711	66,711	66,711
(Transfer Out)	—	—	—	—

**PROPERTY AND FACILITIES MANAGEMENT FUND (663)**  
**REVENUES, EXPENDITURES AND CHANGES IN WORKING CAPITAL**

FISCAL YEAR 2013-2014

	ACTUAL 2011-2012	AMENDED BUDGET 2012-2013	PROJECTED 2012-2013	BUDGET 2013-2014
Roof Replacement Reserve	277,409	128,665	70,378	10,631
Tourism Roof Replacement/HVAC	510,600	735,600	735,600	288,633
Unreserved Fund Balance	—	55,142	99,703	—
<b>Ending Fund Balance / Working Capital</b>	<b>\$788,009</b>	<b>\$919,407</b>	<b>\$905,681</b>	<b>\$299,264</b>

**GENERAL SERVICES**

**SERVICE POINT EXPENDITURES**

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	174,208	241,613	118,188	127,532
Supplies and Services	63,534	11,656	123,068	114,632
Sundry	66,384	11,540	11,540	12,391
Utilities (1)	55	—	75	—
Maintenance	30,165	33,482	32,614	34,476
<b>Total Appropriations</b>	<b>\$334,346</b>	<b>\$298,291</b>	<b>\$285,485</b>	<b>\$289,031</b>

(1) Electricity costs moved to General Fund in FY 2011-2012

**HVAC REPLACEMENT/MAINTENANCE**

**SERVICE POINT EXPENDITURES**

	FY2012-2013 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Maintenance	124,911	150,899	150,899	155,426
Capital Outlay	46,061	15,000	15,000	15,000
<b>Total Appropriations</b>	<b>\$170,972</b>	<b>\$165,899</b>	<b>\$165,899</b>	<b>\$170,426</b>

**ROOF MAINTENANCE/REPLACEMENT**

**SERVICE POINT EXPENDITURES**

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Maintenance	35,734	72,506	65,600	73,500
Capital Outlay	7,100	161,812	125,000	708,455
<b>Total Appropriations</b>	<b>\$42,834</b>	<b>\$234,318</b>	<b>\$190,600</b>	<b>\$781,955</b>

663 PROPERTY & FACILITIES PERFORMANCE BENCHMARKS	2011- 2012 ACTUAL	2012 - 2013 BUDGET	PERIOD ENDING JUNE 2013	2013 - 2014 PROJECTED
<b>FACILITY MANAGEMENT MAINTENANCE</b>				
HVAC Tons Replaced Annually	151	50	6	50
HVAC Units Repaired Annually	314	225	245	250
Roofs with Required Annual Maintenance	30	34	34	65
Roofs Scheduled for Replacement	0	2	3	2

101-0705 ENGINEERING PERFORMANCE BENCHMARKS	2011- 2012 ACTUAL	2012 - 2013 BUDGET	PERIOD ENDING JUNE 2013	2013 - 2014 PROJECTED
<b>SLURRY SEAL/SEAL COAT:</b>				
Inventory Overlaid	.65%	.65%	0%	.65%
Coverage (Lane Miles)	7.34	7.34	0.00	7.34

<b>ASPHALT OVERLAY:</b>				
Inventory Overlaid	2.6%	4.25%	0%	4.25%
Coverage (Lane Miles)	30	48.23	0	48.23

<b>INTERNAL CONTRACT MANAGEMENT</b>				
Design	12	4	4	4
Construction	12	6	4	4

#### SERVICE POINT EMPLOYEES – PROPERTY AND FACILITY MANAGEMENT

REGULAR FULL-TIME POSITIONS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
4) & 5) A/C Mechanic	1	1	1	1	—	—	—
Building Services Technician	1	1	1	1	1	1	1
1) Survey Crew Member	—	1	—	—	—	—	—
2) and 3) City Courier	—	—	1	—	—	—	—
Building Service Supervisor	—	—	—	1	1	1	1
<b>Total Department</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>2</b>

- 1) Position transferred from Engineering during FY 2008-2009
- 2) Title changed from Survey Crew Member to City Courier during FY 2009-2010
- 3) Position upgraded to Building Service Supervisor
- 4) A/C Mechanic frozen FY 2010-2011 and 2011-2012 (unfunded)
- 5) A/C Mechanic transferred to Fire in FY 2011-2012 for Full-Time Lean Sigma Black Belt

## INFORMATION TECHNOLOGY

### Mission

The City of Tyler Information Technology department's mission is to strive for excellence in the implementation and security of integrated information technology; providing a high quality service in a timely, reliable and cost-effective manner.

### Information Technology Supports:

- Personal computers, printers and peripherals;
- Telecommunications, outdoor warning system and network;

- IBM System i and System x servers;
- Helpdesk;
- Hardware/software system management;
- Security and risk analysis services;
- Hardware and software inventory control
- Public safety and dispatch 24 hour support
- Industry and government compliancy

### Accomplishments for 2012-2013

- Upgrade core Network for Disaster Recovery Site;
- Implemented Cisco Prime for centralized wireless

- control;
- Upgrade WI-FI access points around the city.
- Implementation of SharePoint for Municipal Court and Water Utilities;
- Upgraded City-wide Networking Infrastructure;
- Migration from Citrix XenCenter to Microsoft Hyper-V;
- Upgrade COTWeb, Police website and Library Domain;
- Upgrade all client machines to Windows 7;
- Replace early warning sirens at Fun Forest and Polard Park;
- PC and Laptop Hardware refresh rollout;
- Migrated and virtualized many physical servers
- Renegotiated various contract such as Microsoft, Cisco and AT&T
- Implemented security policy for compliancy with CJIS,FIPS and PCI

- Negotiated \$3,594 saving on SharePoint Storage Manager from AvePoint;
- Negotiated 179,575 savings on Cisco Switch Replacement;
- Reduced Suddenlink Fiber cost by \$7,345
- Reduced IVR cost by \$28600.

### Goals for 2013-14

- SharePoint Rollout to other Departments;
- Upgrade Library software;
- Desktop Initial Rollout;
- Upgrade enterprise network security;
- Upgrade helpdesk software;
- Upgrade Operating System and Sungard HTE software on AS400s;
- Change Police Department Software to OneSolution;
- Change Fire Department software to FireHouse
- Upgrade city-wide networking infrastructure;
- PC and laptop hardware refresh rollout;
- Install New Outdoor Warning System
- Maintain compliancy with CJIS,FIPS and PCI
- Install Maintrac software for Parks Department

### Major Budget Items

- Negotiated \$138,877 savings on Microsoft Enterprise License Agreement and Training;

## TECHNOLOGY FUND (671) REVENUES, EXPENDITURES CHANGES IN WORKING CAPITAL

FISCAL YEAR 2013-2014

	ACTUAL 2011-2012	AMENDED BUDGET 2012-2013	PROJECTED 2012-2013	BUDGET 2013-2014
<b>Beginning Fund Balance / Working Capital*</b>	<b>\$217,658</b>	<b>\$323,091</b>	<b>\$323,091</b>	<b>\$314,585</b>
<b>REVENUES</b>				
Rent	4,608	12,820	12,820	12,820
Interest Earnings	10,069	12,000	8,415	8,415
CC Conv Fee	—	—	—	—
Technology Charges	2,741,488	2,776,715	2,776,715	2,868,794
Technology Administration Fee	879,148	944,847	944,847	922,675
Miscellaneous Income	12,753	—	—	129,080
<b>Total Revenues</b>	<b>\$3,648,066</b>	<b>\$3,746,382</b>	<b>\$3,742,797</b>	<b>\$3,941,784</b>
<b>EXPENDITURES</b>				
Administration	1,005,892	977,089	975,950	942,075
Technology Purchases	2,536,741	2,811,516	2,775,353	3,291,874
Contingency	—	—	—	—
<b>Total Expenditures</b>	<b>\$3,542,633</b>	<b>\$3,788,605</b>	<b>\$3,751,303</b>	<b>\$4,233,949</b>
<b>Ending Fund Balance / Working Capital*</b>	<b>\$323,091</b>	<b>\$280,868</b>	<b>\$314,585</b>	<b>\$22,420</b>

\* Working Capital does not include current lease payable. These payments are budgeted within the Technology Purchases Department.

## ADMINISTRATION

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Salaries and Benefits	950,946	905,089	901,221	889,873
Supplies and Services	46,110	64,151	66,310	43,901
Sundry	450	450	450	450
Utilities	550	300	295	300
Maintenance	7,836	7,099	7,674	7,551
<b>Total Appropriations</b>	<b>\$1,005,892</b>	<b>\$977,089</b>	<b>\$975,950</b>	<b>\$942,075</b>

## TECH CAP

### SERVICE POINT EXPENDITURES

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Supplies and Services	1,502,307	1,135,750	1,129,554	1,475,975
Utilities	192,470	279,530	276,051	279,530
Maintenance	841,964	1,396,236	1,369,748	1,536,369
<b>Total Appropriations</b>	<b>\$2,536,741</b>	<b>\$2,811,516</b>	<b>\$2,775,353</b>	<b>\$3,291,874</b>

### SERVICE POINT EMPLOYEES – INFORMATION TECHNOLOGY

REGULAR FULL-TIME POSITIONS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Chief Information Officer	1	1	1	1	1	1	1
Administrative Assistant	1	1	1	1	1	1	1
IT Specialist I	1	—	—	—	—	—	—
IT Specialist II	3	2	2	2	2	2	2
Advanced IT Specialist II	1	2	2	2	2	2	2
IT Specialist III	1	1	1	1	1	—	—
1, 2, 3) Advanced IT Specialist III	2	3	3	2	3	2	2
2) IT Specialist IV	1	1	1	2	2	2	2
3) Advanced IT Specialist III Supervisor*	—	—	—	—	—	2	2
<b>Total Department</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>12</b>	<b>12</b>	<b>12</b>

\*Employees in IT Specialist I through Advanced IT Specialist III positions are on a Career Ladder program and may advance depending on their skill level. Career Ladder implemented during FY 2007-2008

1) Senior Clerk position transferred from Human Resource to create Advanced IT Specialist III for launch of Share Point

2) 1 Advanced IT Specialist III upgraded to IT Specialist IV during FY 2010-2011

\* 1 Advanced IT Specialist III Supervisor acting as full-time Lean Sigma Black Belt

3) 2 Advanced IT Specialist III's changed to Advanced IT Specialist III Supervisor FY 12-13

PERFORMANCE BENCHMARKS	ACTUAL 2011-2012	BUDGET 2012-2013	PERIOD ENDING AUGUST 2013	PROJECTED 2013-2014
Percentage of web server uptime	99.90%	99.999%	93.76%	99.99%
Number of viruses blocked	25,103	25,000	20,404	25,000
Number of spams blocked	4,628,032	1,250,000	4,121,729	1,250,000
Total number of active licensed workstations	906	783	906	906
Average number of hours to complete helpdesk calls	31 min.	8 hrs.	27 min.	8 hrs.
Number of online Municipal Court payments	24,824	—	21,705	—

Percentage of Municipal Court payments online	29%	25%	32%	25%
Number of online Water Bill payments	24,665	—	22,628	—
Percentage of Water Business payments online	6.5%	6%	7.1%	6%
Number of Water Bill direct drafts	51,362	—	45,300	—
Percentage of Water Bill direct drafts	13.6%	14%	14.2%	14%
Number of Water Bill IVR payments	16,250	—	18,953	—
Percentage of Water Bill IVR payments	4.3%	3%	6%	6%
Number of Water Bill Fidelity Express payments	18,037	—	14,082	—
Percentage of Water Bill Fidelity Express payments	4.8%	5%	4.4%	5%
Number of self-serve password resets	213	200	263	200
Number of electronic tickets issued	69,054	—	53,204	—
Online job application visitors	3,286	—	2,737	—
Online job applications submitted	1,907	—	2,055	—

**CEMETERIES TRUST FUND (713)**  
**REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**FISCAL YEAR 2013-2014**

	ACTUAL 2011-2012	AMENDED BUDGET 2012-2013	PROJECTED 2012-2013	BUDGET 2013-2014
<b>Beginning Fund Balance / Working Capital</b>	<b>\$2,530,614</b>	<b>\$2,614,350</b>	<b>\$2,614,350</b>	<b>\$2,689,350</b>
<b>REVENUES</b>				
Interest Earnings	13,197	12,500	12,500	12,500
Sales	83,071	73,500	75,000	75,000
<b>Total Revenues</b>	<b>\$96,268</b>	<b>\$86,000</b>	<b>\$87,500</b>	<b>\$87,500</b>
<b>EXPENDITURES</b>				
<b>Total Expenditures</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>
Transfer In	—	—	—	—
(Transfer Out)	(12,532)	(12,500)	(12,500)	(12,500)
Cemetery Operating Fund (204)	(12,532)	(12,500)	(12,500)	(12,500)
<b>Ending Fund Balance / Working Capital</b>	<b>\$2,614,350</b>	<b>\$2,687,850</b>	<b>\$2,689,350</b>	<b>\$2,764,350</b>

**CEMETERIES TRUST FUND**  
**SERVICE POINT EXPENDITURES**

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Transfer to Special Revenue	12,532	12,500	12,500	12,500
<b>Total Appropriations</b>	<b>\$12,532</b>	<b>\$12,500</b>	<b>\$12,500</b>	<b>\$12,500</b>





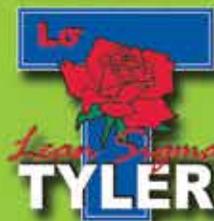
*A Natural Beauty*



# CITY OF TYLER ANNUAL BUDGET

## Fiscal Year 2013-2014

### Combined Debt Service



**Setting the Standard for Performance Excellence in Local Government**



# COMBINED DEBT SERVICES

## GO Bond Program Summary

As of Oct. 1, 2013 the City has no outstanding general obligation tax supported debt.

## Maximum Debt Limit

The City of Tyler Charter limits the bonded debt to 10 percent of assessed value. Accordingly, the City's tax margin for the year ended Sept. 30, 2013 was

Total Assessed Value	\$7,012,396,334
Debt Limit	\$701,239,633
Amount of Debt Applicable to Debt Limit:	
General obligation bonded debt	\$-0-
Less: Debt Service Fund Balance	\$-0-
Net Bonded Debt	\$-0-

## Bond Rating for Tax Debt

The following is the City's bond rating for the current tax supported debt.

Moody's	Aa <sub>2</sub>
Standard and Poor's	AAA

## Revenue Bond Program Summary

As of Oct. 1, 2013 the City will have \$64,080,000 of Water and Sewer Revenue Bonds Outstanding.

## Bond Rating for Revenue Debt

The following is the City's bond rating for the current revenue supported debt.

Moody's	Aa <sub>2</sub>
Standard and Poor's	AA

**CUSTOMER FACILITY CHARGE REVENUE BONDS**

**SERIES 2013**

**FISCAL YEAR 2013-2014**

<i>YEAR ENDING SEPT. 30</i>	<i>INTEREST FEB. 15</i>	<i>INTEREST AUG. 15</i>	<i>PRINCIPAL AUG. 15</i>	<i>TOTAL PRIN.&amp; INT.</i>	<i>BOND BALANCE</i>
2013	—	16,936	—	16,936	1,175,000
2014	22,090	22,090	60,000	104,180	1,115,000
2015	20,962	20,962	60,000	101,924	1,055,000
2016	19,834	19,834	65,000	104,668	990,000
2017	18,612	18,612	65,000	102,224	925,000
2018	17,390	17,390	70,000	104,780	855,000
2019	16,074	16,074	70,000	102,148	785,000
2020	14,758	14,758	75,000	104,516	710,000
2021	13,348	13,348	80,000	106,696	630,000
2022	11,844	11,844	80,000	103,688	550,000
2023	10,340	10,340	85,000	105,680	465,000
2024	8,742	8,742	85,000	102,484	380,000
2025	7,144	7,144	90,000	104,288	290,000
2026	5,452	5,452	95,000	105,904	195,000
2027	3,666	3,666	95,000	102,332	100,000
2028	1,880	1,880	100,000	103,760	—
<b>Total</b>	<b>\$192,136</b>	<b>\$192,136</b>	<b>\$1,175,000</b>	<b>\$1,559,272</b>	

Note: Debt Service is a part of Fund 524

**UTILITIES DEBT SERVICE FUND (504)**  
**REVENUES, EXPENDITURES AND CHANGES IN WORKING CAPITAL**  
**FISCAL YEAR 2013-2014**

	ACTUAL 2011-2012	AMENDED BUDGET 2012-2013	PROJECTED 2012-2013	BUDGET 2013-2014
<b>Beginning Fund Balance / Working Capital</b>	<b>\$924,863</b>	<b>\$973,581</b>	<b>\$973,581</b>	<b>\$973,578</b>
<b>REVENUES</b>				
Interest Earnings	17,361	15,000	15,000	15,000
<b>Total Revenues</b>	<b>\$17,361</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>
<b>EXPENDITURES</b>				
Series 2002 Interest	64,953	—	—	—
Series 2002 Principal	410,000	—	—	—
Series 2003 Interest	140,924	59,676	59,676	—
Series 2003 Principal	1,625,000	1,705,000	1,705,000	—
Series 2005 Interest	1,450,888	1,411,576	1,411,576	1,368,150
Series 2005 Principal	925,000	965,000	965,000	1,005,000
Series 2008 Interest	207,402	207,403	207,403	207,403
Series 2008 Principal	—	—	—	185,000
Series 2009 Interest	920,812	920,813	920,813	920,813
Series 2009 Principal	—	—	—	700,000
Series 2011 Interest	319,853	325,725	325,725	324,825
Series 2011 Principal	45,000	45,000	45,000	485,000
Series 2012 Interest	44,570	45,788	45,788	33,781
Series 2012 Principal	—	530,000	530,000	105,000
Fiscal Agent Fees	4,400	15,000	15,000	15,000
<b>Total Expenditures</b>	<b>\$6,158,802</b>	<b>\$6,230,981</b>	<b>\$6,230,981</b>	<b>\$5,349,971</b>
Transfers In	6,190,159	6,215,978	6,215,978	5,344,340
Fund 502	6,190,159	6,215,978	6,215,978	5,344,340
Fund 514	—	—	—	—
(Transfers Out)	—	—	—	—
<b>Ending Fund Balance / Working Capital</b>	<b>\$973,581</b>	<b>\$973,578</b>	<b>\$973,578</b>	<b>\$982,947</b>

**SERVICE POINT EXPENDITURES**

	FY2011-2012 ACTUAL EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS	FY2012-2013 PROJECTED EXPENDITURES	FY2013-2014 BUDGET APPROPRIATIONS
Sundry	6,218,793	6,230,981	6,230,981	5,349,971
<b>Total Appropriations</b>	<b>\$6,218,793</b>	<b>\$6,230,981</b>	<b>\$6,230,981</b>	<b>\$5,349,971</b>

**UTILITIES DEBT RESERVE FUND (505)**  
**REVENUES, EXPENDITURES AND CHANGES IN WORKING CAPITAL**  
**FISCAL YEAR 2013-2014**

	<i>ACTUAL</i> 2011-2012	<i>AMENDED</i> <i>BUDGET</i> 2012-2013	<i>PROJECTED</i> 2012-2013	<i>BUDGET</i> 2013-2014
Debt Service Reserve	1,492,364	1,492,364	1,492,364	1,492,364
Unreserve Fund Balance	992	1,373	1,373	1,373
<b>Beginning Fund Balance / Working Capital</b>	<b>\$1,493,356</b>	<b>\$1,493,737</b>	<b>\$1,493,737</b>	<b>1,493,737</b>
<b>REVENUES</b>				
Interest Earnings	7,634	9,000	7,000	7,462
Bond Proceeds				
<b>Total Revenues</b>	<b>\$7,634</b>	<b>\$9,000</b>	<b>\$7,000</b>	<b>\$7,462</b>
<b>Total Expenditures</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
Transfers In	—	—	—	—
Fund 503				
Fund 502				
(Transfers Out)	(7,253)	(9,000)	(7,000)	(7,462)
Fund 503				
Fund 502	(7,253)	(9,000)	(7,000)	(7,462)
Debt Service Reserve	1,492,364	1,492,364	1,492,364	1,492,364
Unreserve Fund Balance	1,373	1,373	1,373	1,373
<b>Ending Fund Balance / Working Capital</b>	<b>\$1,493,737</b>	<b>\$1,493,737</b>	<b>\$1,493,737</b>	<b>\$1,493,737</b>

## WATER AND SEWER REVENUE DEBT RETIREMENT DATA

FY2012 - 2034

ALL SERIES

YEAR ENDING SEPT. 30	INTEREST MAR. 1	INTEREST SEPT. 1	PRINCIPAL SEPT. 1	TOTAL PRIN. & INT.	BOND BALANCE
2013	1,487,518	1,483,461	3,245,000	6,215,978	64,080,000
2014	1,427,486	1,427,486	2,480,000	5,334,971	61,600,000
2015	1,382,142	1,382,142	2,550,000	5,314,284	59,050,000
2016	1,331,804	1,331,804	2,655,000	5,318,609	56,395,000
2017	1,278,317	1,278,317	2,765,000	5,321,634	53,630,000
2018	1,221,523	1,221,523	2,880,000	5,323,046	50,750,000
2019	1,161,954	1,161,954	3,000,000	5,323,909	47,750,000
2020	1,097,754	1,097,754	3,130,000	5,325,509	44,620,000
2021	1,029,879	1,029,879	3,265,000	5,324,759	41,355,000
2022	956,779	956,779	3,410,000	5,323,559	37,945,000
2023	880,311	880,311	3,565,000	5,325,621	34,380,000
2024	800,292	800,292	3,730,000	5,330,584	30,650,000
2025	716,329	716,329	3,900,000	5,332,659	26,750,000
2026	623,264	623,264	4,085,000	5,331,528	22,665,000
2027	527,964	527,964	4,275,000	5,330,928	18,390,000
2028	432,245	432,245	4,325,000	5,189,490	14,065,000
2029	333,036	333,036	3,710,000	4,376,073	10,355,000
2030	245,523	245,523	3,885,000	4,376,045	6,470,000
2031	151,458	151,458	1,695,000	1,997,915	4,775,000
2032	112,281	112,281	1,775,000	1,999,563	3,000,000
2033	71,250	71,250	1,465,000	1,607,500	1,535,000
2034	36,456	36,456	1,535,000	1,607,913	—
<b>Total</b>	<b>\$17,305,565</b>	<b>\$17,301,508</b>	<b>\$67,325,000</b>	<b>\$101,932,074</b>	

## WATER AND SEWER REVENUE REFUNDING BONDS

### SERIES 2005

YEAR ENDING SEPT. 30	INTEREST MAR. 1	INTEREST SEPT. 1	PRINCIPAL SEPT. 1	TOTAL PRIN. & INT.	BOND BALANCE
2013	705,788	705,788	965,000	2,376,575	26,550,000
2014	684,075	684,075	1,005,000	2,373,150	25,545,000
2015	657,694	657,694	1,060,000	2,375,388	24,485,000
2016	629,869	629,869	1,115,000	2,374,738	23,370,000
2017	600,600	600,600	1,175,000	2,376,200	22,195,000
2018	569,756	569,756	1,235,000	2,374,513	20,960,000
2019	537,338	537,338	1,300,000	2,374,675	19,660,000
2020	503,213	503,213	1,370,000	2,376,425	18,290,000
2021	467,250	467,250	1,440,000	2,374,500	16,850,000
2022	429,450	429,450	1,515,000	2,373,900	15,335,000
2023	389,681	389,681	1,595,000	2,374,363	13,740,000
2024	347,813	347,813	1,680,000	2,375,625	12,060,000
2025	303,713	303,713	1,770,000	2,377,425	10,290,000
2026	257,250	257,250	1,860,000	2,374,500	8,430,000
2027	210,750	210,750	1,955,000	2,376,500	6,475,000
2028	161,875	161,875	2,055,000	2,378,750	4,420,000
2029	110,500	110,500	2,155,000	2,376,000	2,265,000
2030	56,625	56,625	2,265,000	2,378,250	—
<b>Total</b>	<b>\$7,623,238</b>	<b>\$7,623,238</b>	<b>\$27,515,000</b>	<b>\$42,761,475</b>	

## WATER AND SEWER REVENUE BONDS

### SERIES 2008

YEAR ENDING SEPT. 30	INTEREST MAR. 1	INTEREST SEPT. 1	PRINCIPAL SEPT. 1	TOTAL PRIN. & INT.	BOND BALANCE
2013	103,701	103,701	—	207,403	5,120,000
2014	103,701	103,701	185,000	392,403	4,935,000
2015	100,001	100,001	190,000	390,003	4,745,000
2016	96,201	96,201	200,000	392,403	4,545,000
2017	92,201	92,201	210,000	394,403	4,335,000
2018	88,001	88,001	215,000	391,003	4,120,000
2019	83,701	83,701	225,000	392,403	3,895,000
2020	79,201	79,201	235,000	393,403	3,660,000
2021	74,501	74,501	245,000	394,003	3,415,000
2022	69,601	69,601	255,000	394,203	3,160,000
2023	64,501	64,501	265,000	394,003	2,895,000
2024	59,201	59,201	275,000	393,403	2,620,000
2025	53,701	53,701	285,000	392,403	2,335,000
2026	48,001	48,001	295,000	391,003	2,040,000
2027	42,101	42,101	305,000	389,203	1,735,000
2028	36,001	36,001	320,000	392,003	1,415,000
2029	29,361	29,361	335,000	393,723	1,080,000
2030	22,410	22,410	345,000	389,820	735,000
2031	15,251	15,251	360,000	390,503	375,000
2032	7,781	7,781	375,000	390,563	—
<b>Total</b>	<b>\$1,269,124</b>	<b>\$1,269,124</b>	<b>\$5,120,000</b>	<b>\$7,658,248</b>	

## WATER AND SEWER REVENUE BONDS

### SERIES 2009

<i>YEAR ENDING SEPT. 30</i>	<i>INTEREST MAR. 1</i>	<i>INTEREST SEPT. 1</i>	<i>PRINCIPAL SEPT. 1</i>	<i>TOTAL PRIN. &amp; INT.</i>	<i>BOND BALANCE</i>
2013	460,406	460,406	—	920,813	21,610,000
2014	460,406	460,406	700,000	1,620,813	20,910,000
2015	450,781	450,781	700,000	1,601,563	20,210,000
2016	440,281	440,281	725,000	1,605,563	19,485,000
2017	428,500	428,500	750,000	1,607,000	18,735,000
2018	415,375	415,375	780,000	1,610,750	17,955,000
2019	401,725	401,725	805,000	1,608,450	17,150,000
2020	385,625	385,625	840,000	1,611,250	16,310,000
2021	368,825	368,825	870,000	1,607,650	15,440,000
2022	351,425	351,425	905,000	1,607,850	14,535,000
2023	333,325	333,325	940,000	1,606,650	13,595,000
2024	314,525	314,525	980,000	1,609,050	12,615,000
2025	294,925	294,925	1,020,000	1,609,850	11,595,000
2026	269,425	269,425	1,070,000	1,608,850	10,525,000
2027	242,675	242,675	1,125,000	1,610,350	9,400,000
2028	218,769	218,769	1,170,000	1,607,538	8,230,000
2029	193,175	193,175	1,220,000	1,606,350	7,010,000
2030	166,488	166,488	1,275,000	1,607,975	5,735,000
2031	136,206	136,206	1,335,000	1,607,413	4,400,000
2032	104,500	104,500	1,400,000	1,609,000	3,000,000
2033	71,250	71,250	1,465,000	1,607,500	1,535,000
2034	36,456	36,456	1,535,000	1,607,913	—
<b>Total</b>	<b>\$6,545,069</b>	<b>\$6,545,069</b>	<b>\$21,610,000</b>	<b>\$34,700,138</b>	

## WATER AND SEWER REVENUE BONDS

### SERIES 2011

<i>YEAR ENDING SEPT. 30</i>	<i>INTEREST MAR. 1</i>	<i>INTEREST SEPT. 1</i>	<i>PRINCIPAL SEPT. 1</i>	<i>TOTAL PRIN. &amp; INT.</i>	<i>BOND BALANCE</i>
2013	162,863	162,863	45,000	370,725	9,125,000
2014	162,413	162,413	485,000	809,825	8,640,000
2015	157,563	157,563	495,000	810,125	8,145,000
2016	150,138	150,138	510,000	810,275	7,635,000
2017	142,488	142,488	520,000	804,975	7,115,000
2018	134,688	134,688	540,000	809,375	6,575,000
2019	126,588	126,588	555,000	808,175	6,020,000
2020	118,263	118,263	570,000	806,525	5,450,000
2021	109,000	109,000	590,000	808,000	4,860,000
2022	97,200	97,200	615,000	809,400	4,245,000
2023	84,900	84,900	640,000	809,800	3,605,000
2024	72,100	72,100	665,000	809,200	2,940,000
2025	58,800	58,800	690,000	807,600	2,250,000
2026	45,000	45,000	720,000	810,000	1,530,000
2027	30,600	30,600	750,000	811,200	780,000
2028	15,600	15,600	780,000	811,200	—
<b>Total</b>	<b>\$1,668,200</b>	<b>\$1,668,200</b>	<b>\$9,170,000</b>	<b>\$12,506,400</b>	

## WATER AND SEWER REVENUE BONDS

### SERIES 2012

<i>YEAR ENDING SEPT. 30</i>	<i>INTEREST MAR. 1</i>	<i>INTEREST SEPT. 1</i>	<i>PRINCIPAL SEPT. 1</i>	<i>TOTAL PRIN. &amp; INT.</i>	<i>BOND BALANCE</i>
2013	24,923	20,866	530,000	575,788	1,675,000
2014	16,891	16,891	105,000	138,781	1,570,000
2015	16,103	16,103	105,000	137,206	1,465,000
2016	15,316	15,316	105,000	135,631	1,360,000
2017	14,528	14,528	110,000	139,056	1,250,000
2018	13,703	13,703	110,000	137,406	1,140,000
2019	12,603	12,603	115,000	140,206	1,025,000
2020	11,453	11,453	115,000	137,906	910,000
2021	10,303	10,303	120,000	140,606	790,000
2022	9,103	9,103	120,000	138,206	670,000
2023	7,903	7,903	125,000	140,806	545,000
2024	6,653	6,653	130,000	143,306	415,000
2025	5,191	5,191	135,000	145,381	280,000
2026	3,588	3,588	140,000	147,175	140,000
2027	1,838	1,838	140,000	143,675	—
<b>Total</b>	<b>\$170,098</b>	<b>\$166,041</b>	<b>\$2,205,000</b>	<b>\$2,541,138</b>	

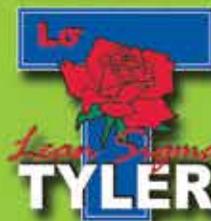
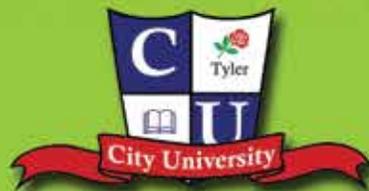




*A Natural Beauty*



# CITY OF TYLER ANNUAL BUDGET Fiscal Year 2013-2014



**Setting the Standard for Performance Excellence in Local Government**



**ORDINANCE NO. O-2013-88**

**AN ORDINANCE ADOPTING THE BUDGET FOR THE CITY OF TYLER, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2013, AND ENDING SEPTEMBER 30, 2014.**

**WHEREAS**, pursuant to the laws of the State of Texas and the Charter of the City of Tyler, the City Manager of Tyler prepared a budget covering proposed expenditures for the next fiscal year and caused the same to be published as required by law; and

**WHEREAS**, a public hearing was held by the City Council of the City of Tyler, Texas, on said proposed budget on August 28 and September 11, 2013 after compliance with all notice requirements and at which time said budget was fully considered, and interested taxpayers were heard, and

**WHEREAS**, City Council affirms its policy of seeking to maintain a minimum operating reserve (net of transfers and capital expenditures) equal to 15% of the budgeted expenditures for the General Operating Fund, Water Utilities Operating Fund and the Solid Waste Operating Fund, and

**WHEREAS**, City Council affirms the budget and financial policies that have been approved by ordinances and administrative actions,

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TYLER, TEXAS:**

**PART 1:** That the budget summary below originally proposed by the City Manager is hereby approved and appropriated as the Official Annual Budget(s) covering the City of Tyler for and during the fiscal year beginning October 1, 2013 and ending September 30, 2014, and expenditures by said City for and during such time shall be on the basis of said budget.

**COMBINED STATEMENT OF REVENUES AND EXPENDITURES-ALL FUNDS  
Fiscal Year 2013-2014**

<b>Fund</b>	<b>Opening Balance</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Transfers In / (Transfers Out)</b>	<b>Closing Balance</b>
101 General	9,368,623	61,380,376	60,408,779	(1,263,213)	9,077,007
102 General Capital Projects	939,756	80,000	1,217,495	450,000	252,261
202 Development Services	137,985	1,032,150	1,216,861	125,000	78,274
204 Cemeteries Operating	76,578	57,150	281,350	193,730	46,108
205 Police Forfeitures	277,191	82,000	268,603	-	90,588
207 Court Special Fees	328,135	668,549	708,576	-	288,108
209 TIF/TIRZ # 2	-	-	-	-	-
211 Motel Tax	2,224,038	3,040,121	1,281,195	(1,725,000)	2,257,964
218 TIF/TIRZ # 3	30,196	50,000	10,000	-	70,196
219 Tourism and Convention	152,161	626,513	2,358,553	1,732,000	152,121
234 Passenger Facility	259,516	436,316	12,240	(432,180)	251,412

<b>Fund</b>	<b>Opening Balance</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Transfers In / (Transfers Out)</b>	<b>Closing Balance</b>
235 Oil and Natural Gas	2,890,897	82,000	2,000,000	-	972,897
236 PEG Fee	196,543	259,953	227,719	-	228,777
240 Fair Plaza	181,964	398,847	362,342	(111,799)	106,670
274 Homeownership and Housing	55,899	325	56,224	-	-
276 Housing Assistance	246,770	6,867,004	6,854,204	-	259,570
285 MPO Grant	-	283,901	283,901	-	-
286 Transit System	127,768	1,769,945	2,353,861	560,477	104,329
294 Community Development Grant	42,765	908,642	908,642	-	42,765
295 Home Grant	232,539	535,091	535,091	-	232,539
502 Utilities Operations	5,597,407	34,905,725	24,868,713	(11,803,589)	3,830,830
503 Utilities Construction	5,725,365	23,000	10,746,810	6,000,000	1,001,555
504 Utilities Debt Service	973,578	15,000	5,349,971	5,344,340	982,947
505 Utilities Debt Reserve	1,493,737	7,462	-	(7,462)	1,493,737
524 Airport	348,344	1,290,853	1,494,654	240,180	384,723
560 Solid Waste	2,462,756	10,760,000	10,278,808	(948,210)	1,995,738
562 Solid Waste Capital	1,548,840	10,000	989,312	500,000	1,069,528
639 Productivity	899,753	55,000	1,391,788	950,000	512,965
640 Fleet Maintenance/Replacement	6,651,005	9,906,062	10,051,410	-	6,505,657
650 Property and Liability	747,198	1,449,096	1,575,391	-	620,903
661 Active Employees Benefits	1,196,755	7,854,883	7,786,600	-	1,265,038
663 Facilities Maintenance	905,681	375,268	1,241,412	259,727	299,264
671 Technology	314,585	3,941,784	4,233,949	-	22,420
713 Cemeteries Trust	2,689,350	87,500	-	(12,500)	2,764,350
761 Retired Employees Benefits	557,623	3,096,173	3,078,154	(300,000)	275,642

**PART 2:** The City Manager is authorized to execute contracts and make payments to the following list of entities in the amounts shown; subject to final contract negotiation regarding terms and conditions:

ACCOUNT	AGENCY/SERVICES	AMOUNT
101-0112-412-0453	Child Welfare Unit	27,997
101-0112-412-0520	East Texas Council of Governments	14,535
101-0112-412-0637	Klein Animal Shelter Services	175,000
101-0112-412-0643	Juvenile Attention Center	115,000
101-0112-412-0651	Animal/Vector Service (NETPHD)	350,000
101-0112-412-0652	Northeast Texas Public Health District (NETPHD)	409,500
101-0112-412-0653	Tyler Civic Theatre	8,100
101-0112-412-0654	St. Paul's Clinic	66,375
101-0112-412-0654	Center for Healthy Living	66,375
101-0112-412-0681	Bright and Fair Home	8,092
101-0131-414-0463	Smith County Tax Assessor-Collector	33,430
101-0131-414-0641	Smith County Appraisal District	207,545
502-0741-741-0649	Metro Chamber of Commerce	25,000
502-0741-741-0649	Hispanic Business Alliance	15,000
502-0741-741-0649	Business-Education Council	15,000

**PART 3:** The annual budget for the Visitors and Convention Bureau is hereby approved and the City Manager is authorized to execute contracts and make payments to the following list of entities in the amounts shown, subject to final contract negotiations regarding terms and conditions:

**2013 -2014 Budget for CVB**

Expenditure Category	FY2012-13	FY2013-14
	Budget	Budget
Advertising	\$ 85,909	\$ 81,477
Brochures and Planners	61,900	54,500
Promotional Items	22,500	22,800
Azalea Trail	2,700	3,467
Convention Bids, Sponsorships & Services	15,000	7,000
Industry Trade Shows	42,200	50,430
Misc Items	1,500	890
Website	10,000	8,000
SPORTyler	39,600	34,915
Administration	327,691	345,021
Contingencies	66,000	66,500
<b>Total</b>	<b>\$ 675,000</b>	<b>\$ 675,000</b>

211-0180-419-0618	Texas Rose Festival	9,000
211-0180-419-0638	Discovery Science Place	32,400
211-0180-419-0644	East Texas Symphony Orchestra	25,000
211-0180-419-0646	Smith County Historical Museum	13,500
211-0180-419-0668	McClendon House	4,500
211-0180-419-0686	Historic Aviation Museum	13,500

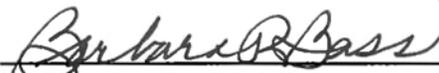
**PART 4:** That the fiscal year 2012-2013 budgets for TIF/TIRZ #3, Customer Facility Fund, Housing Assistance Payments Fund, Community Development Grant Funds, Solid Waste Fund, and Employee Benefit Fund will be amended to include the following budget changes:

Account Number	Fund	Account Name	Current Budget	Change	Revised Budget
218-0110-412-0408	TIF/TIRZ	TIF/TIRZ #3 Special Services	3,500	3,500	7,000
234-0773-439-0459	Customer Facility	Architect/Engineering	80,634	38,132	118,766
276-0983-8110-630	Housing Assistance Community	HUD Voucher Program	6,188,506	185,297	6,354,433
294-0935-811-3791	Development Grant	CDBG 10 East End TA	68,899	(68,899)	0
560-0752-752-0824	Solid Waste	Maintenance of Motor Vehicles	865,000	60,000	925,000
661-0180-419-0440	Employee Benefits	Health Claims	4,341,536	225,000	4,566,536

**PART 5:** That any ordinance, resolution, policy or any provision or section of the Code of the City of Tyler, Texas, as amended in conflict herewith, be and the same is hereby repealed to the extent of any conflict.

**PART 6:** This ordinance shall become effective upon approval.

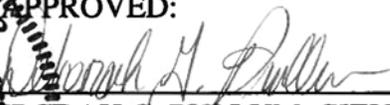
**PASSED AND APPROVED** this the 25th day of September, A.D., 2013.

  
 BARBARA BASS, MAYOR  
 OF THE CITY OF TYLER, TEXAS

ATTEST:

  
 CASSANDRA BRAGER, CITY CLERK

APPROVED:

  
 DEBORAH G. PULLUM, CITY ATTORNEY



**ORDINANCE NO. O-2013-89**

**AN ORDINANCE APPROVING THE ASSESSMENT ROLL AND FIXING THE AD VALOREM TAX RATE FOR THE CITY OF TYLER, TEXAS, FOR FISCAL YEAR 2013-2014, AND PROVIDING FOR THE ASSESSMENT AND COLLECTION THEREOF AND FOR A LIEN ON REAL AND PERSONAL PROPERTY TO SECURE PAYMENT OF AD VALOREM TAXES.**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TYLER, TEXAS:**

**PART 1:** The assessment roll for 2013 for the City of Tyler as compiled by Smith County Appraisal District and as amended by the Appraisal Review board is hereby approved and adopted.

**PART 2:** That there be and there is hereby levied and ordered collected the sum of \$0.220000 ad valorem tax on each One Hundred Dollar (\$100) valuation of all taxable property, real, personal and mixed, within the corporate limits of the City of Tyler, Texas, on January 1st of this year, for the following purposes and the following amounts:

General Fund maintenance and operations \$ 0.220000  
TOTAL TAX RATE PER \$100.00  
VALUATIONS FOR ALL PURPOSES

**PART 3:** That there be, and are hereby again set out, authorized exemptions as follows:

1. Homestead exemption under 65 - Ten percent (10%) or no less than \$5,000 (see Code section 2-12);
2. Homestead exemption over 65 - \$6,000 (see Code section 2-12).
3. Historical Preservation exemptions as set out in Code sections 10-793 & 10-794.

**PART 4:** Said ad valorem taxes shall be due and payable at the time and in the manner provided by the Tyler City Code, Chapter 2, relating to the payment of ad valorem taxes which said ordinances provide for penalties and interest on delinquent taxes.

**PART 5:** That notice for the public hearing on the proposed budget and property tax rate on the 28<sup>th</sup> day of August 2013 and on the 11<sup>th</sup> day of September was given by publication on the 17<sup>th</sup> and 18<sup>th</sup> day of August, 2013. The Notice of Tax Revenue Increase was published on the 18<sup>th</sup> day of September, 2013.

**PART 6:** THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTANANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED BY 7.2 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATION ON A \$100,000 HOME BY APPROXIAMTELY \$14.76.

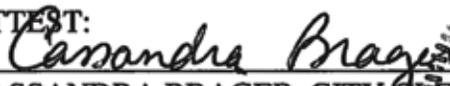
**PART 7:** That any ordinance, resolution, policy or any provision or section of the Code of the City of Tyler, Texas, as amended in conflict herewith, be and the same is hereby repealed to the extent of any conflict.

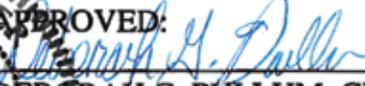
**PART 8:** This ordinance shall become effective upon its approval.

**PASSED AND APPROVED** this the 25th day of September, A.D., 2013.

  
\_\_\_\_\_  
BARBARA BASS, MAYOR  
OF THE CITY OF TYLER, TEXAS

ATTEST:

  
\_\_\_\_\_  
CASSANDRA BRAGER, CITY CLERK

APPROVED:   
\_\_\_\_\_  
DEBORAH G. PULLUM, CITY ATTORNEY



**ORDINANCE NO. O-2013-89**

**ATTACHMENT “A”**

**SCRIPT FOR VOTE ON TAX RATE INCREASE**

**(Per Tax Code §26.05(b) – A motion to adopt an ordinance setting a tax rate that exceeds the effective tax rate must be made in the following form)**

**MAYOR:**

“I will accept a motion that . . . “the property tax rate be increased by the adoption of a tax rate of \$.220000 cents per \$100 dollars of appraised value, which is effectively a 7.2 percent increase in the tax rate”

**COUNCIL MEMBER making motion:**

“I move that the property tax rate be increased by the adoption of a tax rate of \$.220000 cents per \$100 dollars of appraised value, which is effectively a 7.2 percent increase in the tax rate”

**(This vote must be a “record vote” with each person’s vote recorded, Tax Code §26.05(b))**





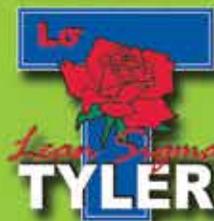
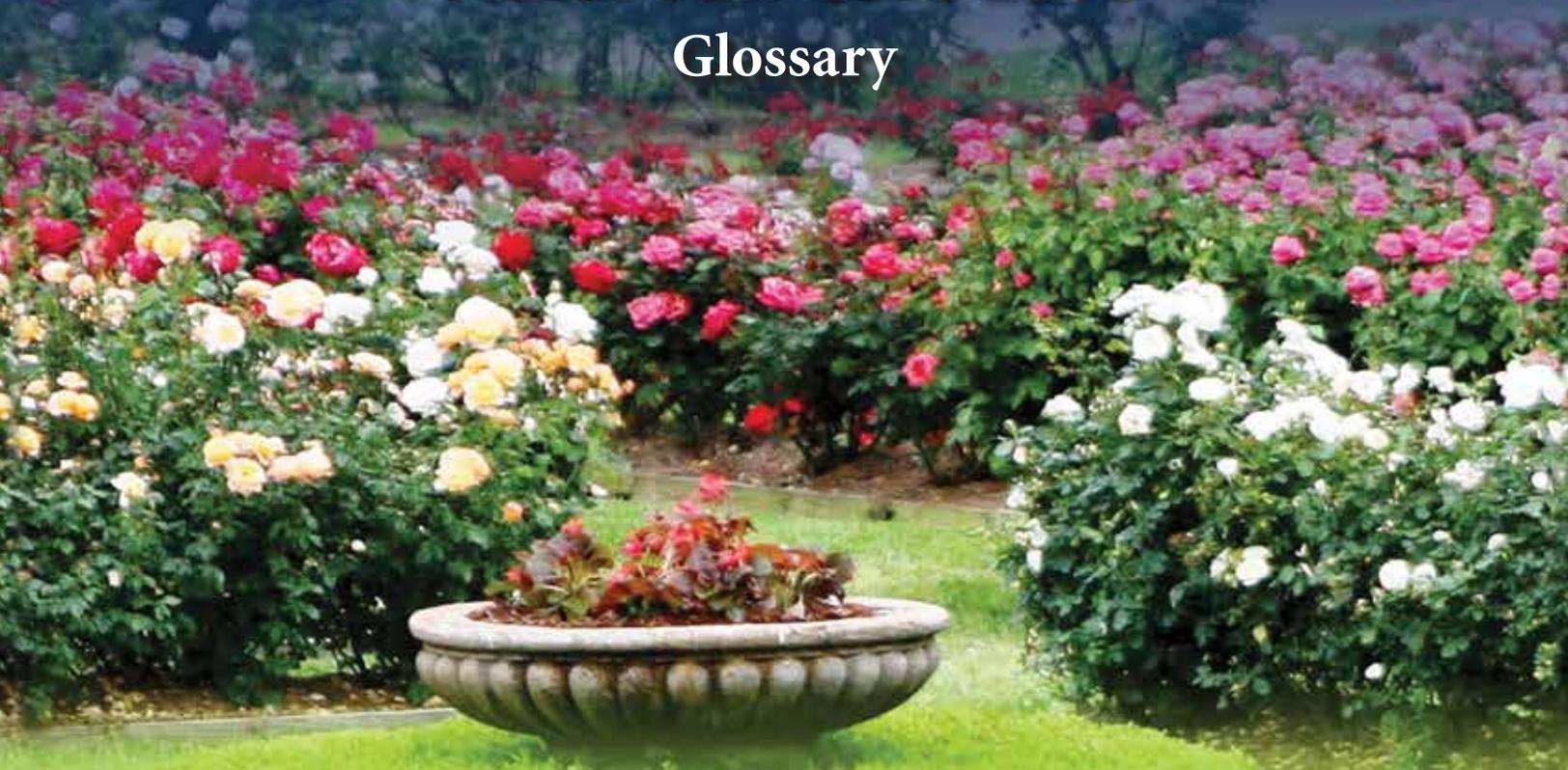
*A Natural Beauty*



# CITY OF TYLER ANNUAL BUDGET

## Fiscal Year 2013-2014

### Glossary



**Setting the Standard for Performance Excellence in Local Government**



# GLOSSARY

## A

**Accounts Payable** – A liability account reflecting amount of open accounts owing to private persons or organizations for goods and services received by a government (but not including amounts due to other funds of the same government or to other governments).

**Accounts Receivable** – An asset account reflecting amounts owing to open accounts from private persons or organizations for goods or services furnished by a government.

**Accrual Accounting** – Recognition of the financial effects of transactions, events and circumstances in the period(s) when they occur regardless of when the cash is received or paid.

**Ad Valorem** – Latin for “value of.” Refers to the tax assessed against real (land and building) and personal (equipment and furniture) property.

**ADA** – *Americans with Disability Act*

**Amortization** – Payment of principal plus interest over a fixed period of time.

**Appropriation** – A legal authorization granted by a legislative body (City Council) to make expenditures and incur obligation for designated purposes.

**ARFF** – *Airport Rescue Firefighters*

**Assessed Valuation** – A valuation set upon real estate or other property by a government as a basis for levying taxes.

## B

**Balance Sheet** – The basic financial statement, which discloses the assets, liabilities and equities of an entity at a specific date in conformity with Generally Accepted Accounting Principles (GAAP).

**Balanced Budget** – Annual financial plan in which expenses do not exceed revenues and carry-over fund balance.

**BAS** – *Boundary and Annexation Survey*

**Bond** – A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s).

**Budget** – A plan of financial operation embodying an estimate of proposed expenditures for any given period and the proposed means of financing them.

## C

**Capital Outlays** – Expenditures which result in the acquisition of or addition to fixed assets which are individually priced at more than \$3,000 and have an expected life longer than two years.

**CAFR** – *City’s Comprehensive Annual Financial Report*

**CCNS** – *Certificates of Convenience And Necessity*

**CDARS** – *Certificate of Deposit Account Registry Service*

**CDBG** – *Community Development Block Grant*

**CHDO** – *Community Housing Development Organizations*

**CIP** – *Construction in Progress*

**COBRA** – *Consolidated Omnibus Budget Reconciliation*

**COPS** – *Community Oriented Policing Services*

**Cost** – The amount of money or other consideration exchanged for property or services. Costs may be incurred even before the money is paid; that is, as soon as liability is incurred. Ultimately, however, money or other consideration must be given in exchange.

**Current Assets** – Those assets which are available or can be made readily available to finance current operations or to pay current liabilities. Those assets which will be used up or converted into cash within one year. Some examples are cash, temporary investments and taxes receivable which will be collected within one year.

**Current Liabilities** – Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded within one year.

## D

**DADS** – *Texas Department of Aging And Disability Services*

**DEA** – *Drug Enforcement Administration*

**Debt Service/Lease** – A cost category which typically reflects the repayment of short-term (less than five years) debt associated with the acquisition of capital equipment. This category also includes department contribution to the Capital Replacement Fund.

**Delinquent Taxes** – Taxes remaining unpaid on or after the date on which a penalty for nonpayment is attached.

**Depreciation** – Change in the value of assets (equipment, buildings, etc. with a useful life of two years or more) due to use of the assets with the exception of land and intangible assets.

**DFIRM** – *Digital Flood Insurance Rate Map*

## E

**Encumbrances** – Commitments related to unperformed contracts for goods and services used in budgeting. Encumbrances are not expenditures or liabilities, but represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed. Encumbrances lapse at year end unless the associated budget is reappropriated by Council in the following fiscal year.

**EPA** – *Environmental Protection Agency.*

**ETATF** – *East Texas Auto Task Force*

**ETJ** – *Extra Territorial Jurisdiction*

**Exempt** – Personnel not eligible to receive overtime pay and who are expected to put in whatever hours are necessary to complete their job assignments. Compensatory time-off, as partial compensation for overtime hours worked, may be allowed by the respective department head.

**Expenditures** – Decreases in net financial resources. Expenditures include current operating expenses which require the current or future use of net current assets, debt service, and capital outlays.

## F

**FAA** – Federal Aviation Administration

**FDIC** – Federal Deposit Insurance Corporation

**FINRA** – Proof Of Financial Industry Regulatory Authority

**Fiscal Year** – A 12-month period to which the annual operating budget applies and at the end of which the government determines its financial position and the results of its operations. The City of Tyler's fiscal year begins October 1 and the ends the following September 30.

**FMPC** – Financial Management Performance Criteria

**FTE** – Acronym for Full-Time Equivalent, a measurement of staffing. One FTE is a 40-hours per week position. A part-time position working 20 hours per week or a temporary full-time position working six months would be one-half a FTE.

**Fixed Assets** – Assets of a long-term character, which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery and equipment and assets of an intangible nature such as water rights.

**Franchise** – A special privilege granted by a government permitting the continuing use of public property, such as City streets, and usually involving the elements of monopoly and regulation.

**FSS** – Family Self Sufficiency

**Fund** – A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities of balances, and charges therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

**Fund Balance** – The difference between governmental fund assets and liabilities, also referred to as fund equity.

## G

**GAAP** – Generally Accepted Accounting Principles

**GASB** – Acronym for Government Accounting Standards Board, an independent, non-profit agency responsible for the promulgation of accounting and financial reporting procedures for governmental entities.

**General Obligation Bonds** – Bonds for the payment of which the full faith and credit of the issuing government is pledged. In issuing its general obligation bonds, the City of Tyler pledges to levy whatever property tax is needed to repay the bonds for a particular year. Bonds can not be issued without voter approval and are usually issued with maturities of between 15 and 30 years.

**GFOA** – Government Finance Officers Association

**GFOAT** – Governmental Finance Officers Association Of Texas

**GIS** – Geographical Information System

**Governmental Funds** – Those funds through which most governmental functions typically are financed. The acquisition, use, and financial resources and the related current liabilities of the governmental functions are accounted for through governmental funds (General, Special Revenue, Capital Projects, Permanent and Debt Service Funds).

**GTOT** – Government Treasurer's Organization Of Texas

## M

**HIP** – Housing Infill Program

**HAAP** – Housing Assistance Payments Program

**HQS** – Housing Quality Standards

**HVAC** – Heating Ventilation And Air Conditioning

## I

**IGI** – Industry Growth Initiative

**IVR** – Interactive Voice Response

## M

**M&O** – Maintenance And Operations

**Maintenance** – The upkeep of physical properties in condition for use of occupancy. Examples are the inspection of equipment to detect defects and the making of repairs.

**Maintenance Item** – A request for additional funding to maintain the upkeep of a physical property.

**MPO** – Metropolitan Planning Organization

**MUD** – Municipal Utility Districts

**Modified Accrual Accounting** – Accounting system in which revenues are recognized and recorded in the accounts when they are measurable, available and collectible in the fiscal year.

## N

**NEW** – Neighborhood Empowerment Works

**Non-Exempt** – Personnel eligible to receive overtime pay when overtime work has been authorized or requested by the supervisor.

**NTCOG** – North Central Texas Council Of Governments

## O

**Ordinance** – A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Revenue raising measures, such as the imposition of taxes, special assessments and service charges, usually require ordinances.

## P

**PEG** – Public Education And Government Access Channel

**Personnel Services** – The costs associated with compensating employees for their labor.

**PFIA** – Police And Firemen's Insurance Association

**PFIA** – Public Funds Investment Act

**PPE** – Personal Protective Equipment

**PSO** – Public Service Officer

## R

**Revenues** – Funds received for services rendered, fines assessed, taxes levied and interest/rental income earned from private and public sources.

**RFP** – *Request For Proposal*

## S

**SCBA** – *Self Contained Breathing Apparatus*

**Special Revenue Fund** – A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

**Supplies** – A cost category for minor items (individually priced at less than \$3,000) required by departments to conduct their operations.

**SWAT** – *Special Weapons And Tactics*

## T

**Taxes** – Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessment. Neither does the term include

charges for services rendered only to those paying such charges as, for example, sewer service charges.

**TBRA** – *Tenant Based Rental Assistance*

**TCEG** – *Texas Commission On Environmental Quality*

**TCEQ** – *Acronym for Texas Commission on Environmental Quality*. A State agency for enforcing federal and state environmental laws.

**TCMA** – *Texas City Management Association*

**TIF/TIRZ** – *Tax Increment Financing Zone*

**TML** – *Texas Municipal League* TxDOT – Acronym for Texas Department of Transportation, a State agency responsible for administering City of Tyler transportation related grants.

## U

**UNT** – *The University Of North Texas*

## W

**Working Capital** – The amount of current assets which exceeds current liabilities less inventory and special reserves in particular funds.







