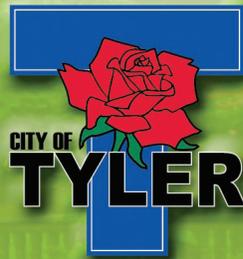


CITY OF TYLER



ANNUAL  
BUDGET  
2012-2013

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





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Tyler  
Texas**

For the Fiscal Year Beginning

**October 1, 2011**

*Linda C. Danson Jeffrey R. Egan*

President

Executive Director

# TYLER CITY COUNCIL



MAYOR BARBARA BASS



RALPH CARAWAY, SR.  
*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



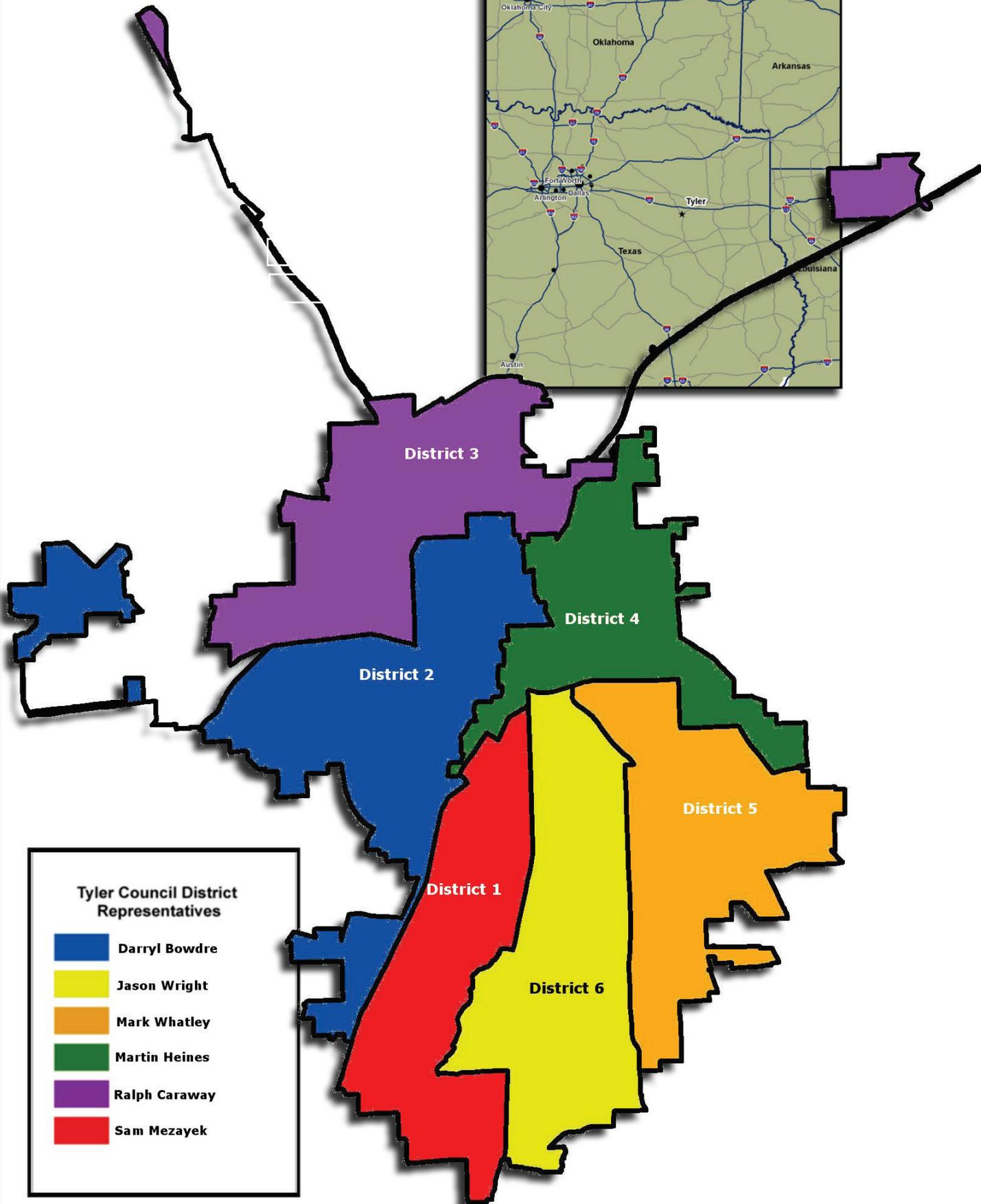
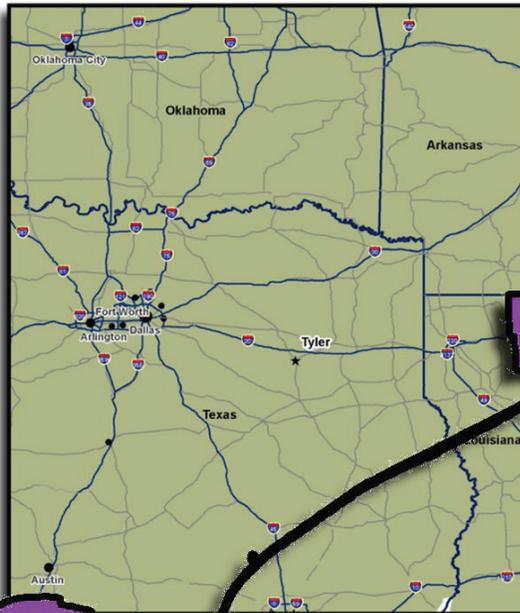
**MARK WHATLEY**  
Councilmember - District 5  
Mayor Pro Tem



**JASON WRIGHT**  
Councilmember - District 6

ROSE CAPITAL  
OF  
AMERICA





Tyler Council District Representatives	
	Darryl Bowdre
	Jason Wright
	Mark Whatley
	Martin Heines
	Ralph Caraway
	Sam Mezayek

## DEAR TYLER RESIDENTS,

*It seems like all we've been hearing about the last several years is the economic downturn, with the recession taking the top headlines all over the world. However, the City of Tyler has been making headlines of a different sort, with a recent influx of awards acknowledging its commitment to maintaining long-term economic goals while providing superior service to its citizens.*

*I know you were pleased that Tyler was named Community of the Year, as designated by the American Planning Association, Texas Chapter, for our Industry Growth Initiative Plan. The IGI, as we call it, is deliberately planning how to bring higher paying jobs, economic growth, job creation and a higher standard of living to Tyler through marketing and pursuing the industries that best fit our city's unique assets.*

*Further recognition came as the Downtown Tyler Arts Coalition, a subcommittee of our Main Street Department, won the statewide Best Downtown Partner Award for its revitalization of downtown through the arts, which improves both the economic condition and the quality of life for Tyler residents.*

*Additionally, the City of Tyler was presented the 2012 Municipal Excellence Award in Communications by the Texas Municipal League for our E-Annual Report. Transparency in government has always been a top objective for Tyler. We are so pleased to be acknowledged for making the City's financial records easily accessible online while increasing citizen participation in local government. Not to mention more than \$10,000 savings in printing costs, and a much more environmentally friendly option.*

*With or without a recession, we in the City of Tyler believe that strategic planning and being fiscally responsible is in our own hands. That belief in efficiency and excellence can be seen through our exceptionally low property tax rate, zero general obligation debt, a AAA bond rating and paying cash for infrastructure projects. Thank you for working together as a community to make Tyler such a wonderful place to live!*



*Barbara Bass*

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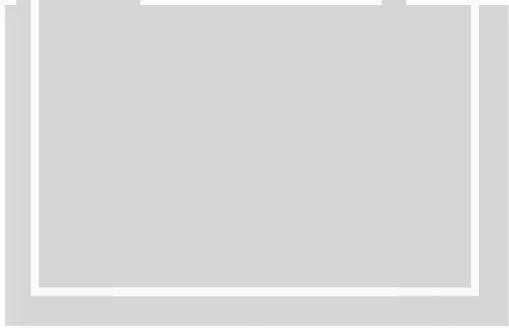
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**CITY OF**

**TYLER**

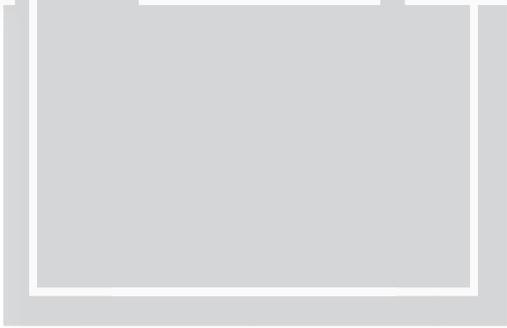


*A Natural Beauty*



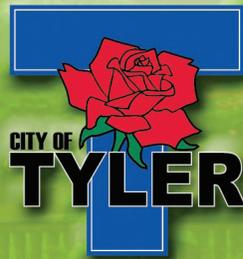
**CITY OF**

**TYLER**



*A Natural Beauty*

CITY OF TYLER



# ANNUAL BUDGET 2012-2013

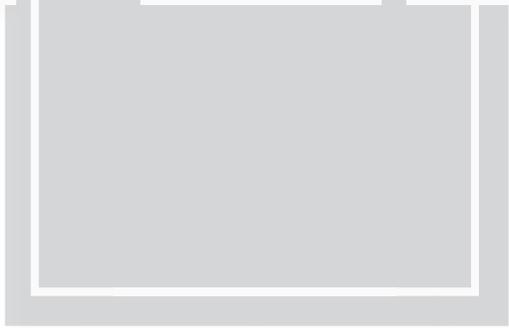
Tyler  
Profile

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



**CITY OF**

**TYLER**



*A Natural Beauty*

## 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 104,083. 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 1.8% of assessed valuation in the City.

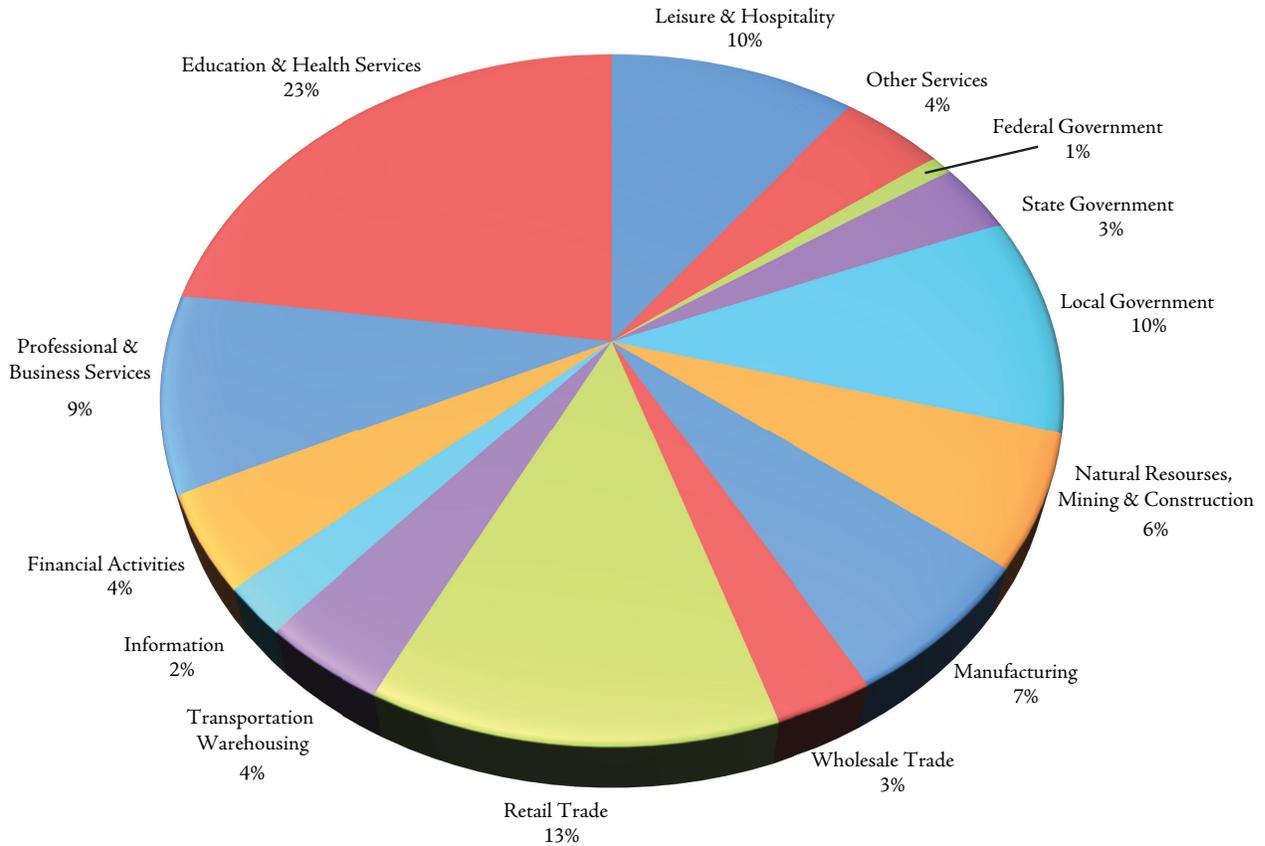
Four institutions of higher education are located in Tyler. They are The University of Texas at Tyler, The University of Texas Health Science Center, Texas College, and Tyler Junior College. Primary and secondary education is provided by several public school districts, two charter schools as well as nine 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 969 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 consis-

tently 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 7.4 percent. This figure indicates a decrease of 0.3 % 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 48,349 in 2011. 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 Breakdown 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 2011, the growth has been an astounding 31 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. All three sections of the Loop 49 Toll Project are complete. When complete, Loop 49 Toll will create a horseshoe loop around Tyler connecting the City's southern regions to I 20. The loop will allow 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 72,509 in 2011. 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 86 percent in 2012, down from 89 percent in 2003. 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 2,196,316. Tyler had \$2.42 billion in retail trade gross sales in 2010 up from \$2.0 billion in 2001.

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	4000
East Texas Medical Center*	Medical Care	3238
Brookshire Grocery Company*	Grocery Distribution	2522
Tyler Independent School District	Education	2449
Wal-Mart	Retail	1711
The Trane Co.*	Air Conditioning Units	1500
Suddenlink*	Cable, Internet, & Phone	1500
The University of Texas at Tyler	Education	1094
UT Health Center at Tyler	Medical Care/Research	865
Tyler Junior College	Education	811
Smith County	Government	776
City of Tyler	Government	760
Target Distribution Center	Retail Distribution	700
Southside Bank*	Banking Services	631
John Soules Foods	USDA Meat Processing	485
Tyler Pipe	Cast Iron Pipe, Iron Fittings	483
Carrier Corporation	Air Conditioning Units	349
CB&I	Engineering Contracting	260

† Full-time equivalents

\* Company has headquarters in Tyler, Texas

Source: Tyler Economic Development Council

## MAJOR INITIATIVES

### Tyler 21

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 21, 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 21 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.

### 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. 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 partnership 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.

Tyler City Council and Tyler Industry Growth Initiative have approved a tax abatement agreement with Centene Company of Texas, L.P., a leading manager of health care services. Centene is the nation's fourth-largest Medicaid manager and is a multi-line healthcare enterprise that provides programs and related services to the rising number of under-insured and uninsured individuals. Centene's CeltiCare subsidiary offers states unique "exchange-based" and other cost-effective coverage solutions for low-income populations. Centene Company of Texas, L.P. has chosen Tyler for the location of a core claims processing facility in the new 140-acre Tyler Business and Technology Park. Centene projects capital investments of \$15 million in the new two-to three-story facility which will house 327 new employees with an average salary and fringe benefits of \$45,000. Annual payroll would be about \$13.4 million within four years. Construction of the Centene Building began limited production in November 2012 with completion anticipated in the summer of 2013.

## AWARDS AND ACKNOWLEDGEMENTS

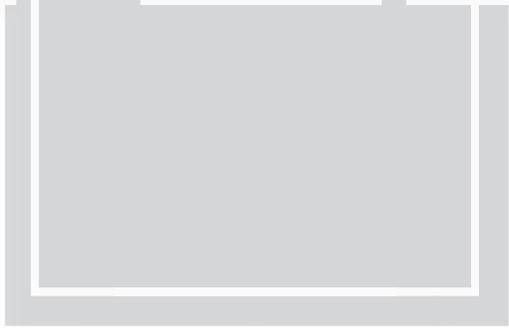
The Government Finance Officers Association (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City for its comprehensive annual financial report for the fiscal year ended September 30, 2011. The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. This is the twenty sixth 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.



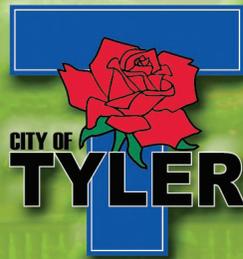
CITY OF

**TYLER**



*A Natural Beauty*

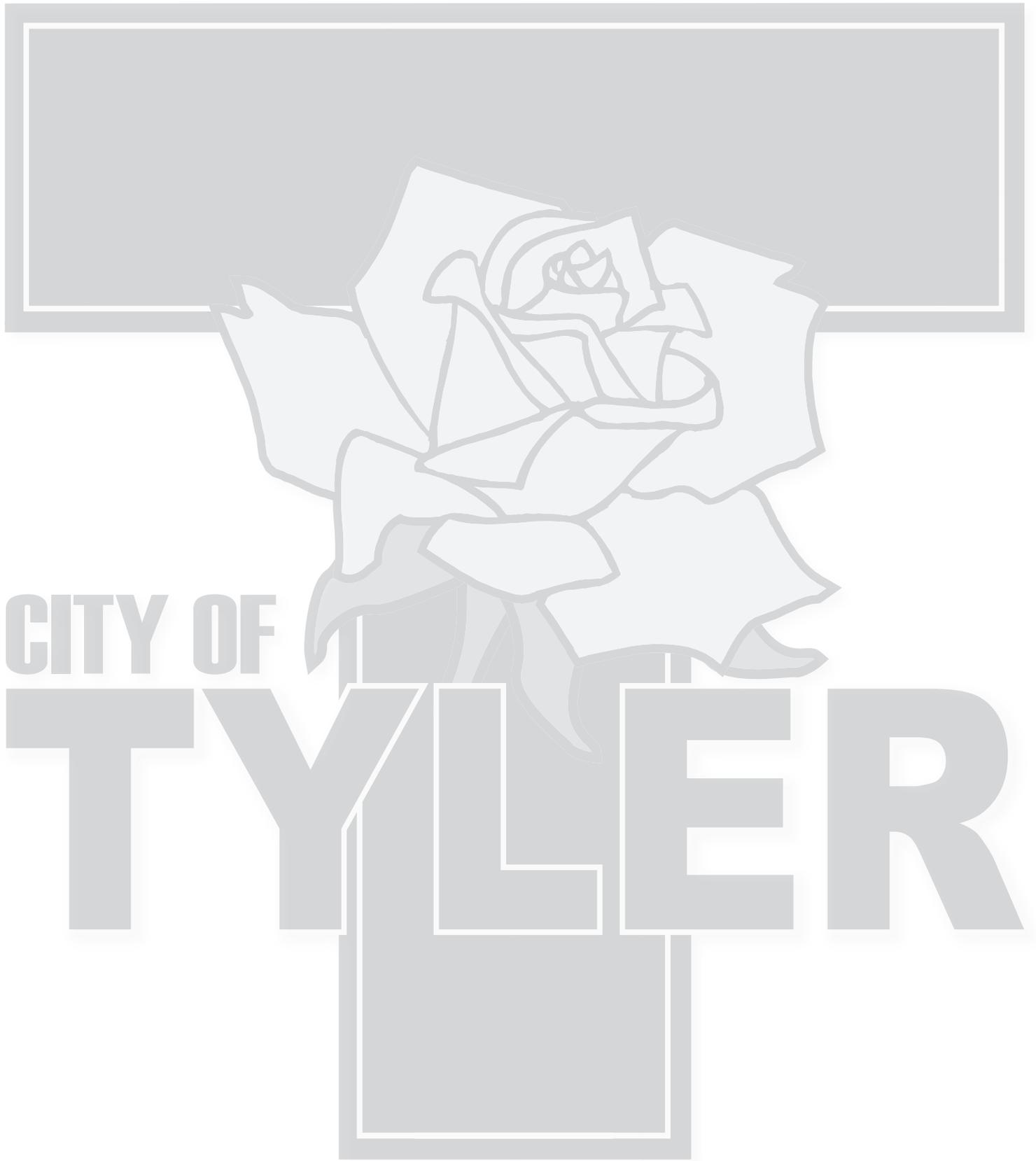
CITY OF TYLER



# ANNUAL BUDGET 2012-2013

*Manager's  
Message*

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



*A Natural Beauty*

# Honorable Mayor, City Council Members and citizens of Tyler

*In this era of ballooning debt the long-term fiscal health of our country has become a kitchen table discussion. We worry how future generations will shoulder the burden and how we will manage to maintain our way of life without having to face a Greek-like implosion. But the national debt isn't our only debt crisis – and this one can't be blamed on Washington.*

*Towns, cities and even some states are awash in more debt today than ever before. The Securities and Exchange Commission reports that investors now hold \$3.7 trillion of municipal debt. For the sake of comparison this figure is equivalent to what our national debt was in 1991 – or 20% of our national debt today.*

*Elected officials and taxpayers alike are coming around to the idea that before taking on new obligations that it would be prudent to develop a strategy to reduce the red ink already on the books. The solutions are surprisingly simple. There is a way to avoid living on borrowed dimes.*

*At one point, Tyler held \$41 million in tax-supported debt. But Tyler is a different place today. It is a city that has been transformed since it ended its reliance upon tax-supported debt more than four years ago.*

*In 1995, Tyler residents approved a half-cent sales tax to retire tax supported debt. In return, the city promised to reduce property tax rates by 15 percent and pay cash for capital improvement projects from that point forward.*

*Since adopting the additional half-cent sales tax, the city has indeed paid cash for capital improvements, including recreational centers, new streets, fire stations, police stations, parks, and improvements to the airport. Property taxes are more than 60 percent lower than they were in 1995, and the city just reduced its rate again, now at 20 cents per \$100 of property value. In addition, Tyler's Lean Six Sigma program has helped to continually eliminate inefficiencies in city government operations, which has reduced the size of government. The city has approximately the same number of full-time employees as it did in the mid-1980's. And in 2009, one year after retiring the tax supported debt, Standard & Poor's recognized Tyler's efforts with a rare AAA bond rating.*

*Tyler's formula isn't for everyone. Individual circumstances demand creativity, and city officials have been happy to meet with municipal finance managers from as far as Australia to share its model. Any successful plan has to share the hallmarks of honesty, transparency, and a commitment to stay the course and practice strict fiscal discipline.*



A handwritten signature in black ink that reads "Mark H. David". The signature is written in a cursive, flowing style.



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.



## 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.

## 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.

## 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 2012-2013 Operating Budget provides funding for the following major items:

EXPENDITURES	ACTUAL	AMENDED BUDGET	PROJECTED	BUDGET
	2010-2011	2011-2012	2011-2012	2012-2013
Tyler 21	-	-	-	30,000
Area Development Plan	39,892	15,000	43,790	75,000
Library Projects	-	-	-	-
Early Warning System	-	50,000	50,000	50,000
Parks Improvements Projects	119,109	80,000	80,000	65,000
Coban Units	-	276,708	7,200	276,708
Fire Equipment	-	35,000	35,000	65,000
Animal Shelter	-	130,000	180,000	-
Street Improvement Program	250,474	230,000	230,000	310,000
Traffic Management Enhancements	154,861	355,817	415,000	200,000
Contingency	-	100,000	-	250,000
<b>TOTAL EXPENDITURES</b>	<b>\$564,336</b>	<b>\$1,272,525</b>	<b>\$1,040,990</b>	<b>\$1,321,708</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 FY2012-2013 Annual Operating Budget for:

- § A three percent adjustment to base salary for police officers and firefighters;
- § A zero to three percent performance/productivity increase to base salary for non-civil service employees;
- § Sick Leave Buy Back Program;
- § Third Year Pay Plan Study Implementation Program; and,

### Benefits

The City of Tyler has successfully funded the employees' health insurance for many years with small or no pro-

grammed increases in health insurance premiums. The 2013 Plan year included a premium increase of \$56 to \$123 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 2013 Plan year is the second year of a three 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 FY2011-2012 total property tax rate as adopted was \$.208865 cents per \$100 of assessed property tax value. The property tax rate proposed for FY2012-2013 is \$.207708 cents per \$100 of valuation.

The property tax rate proposed for FY2012-2013 maintenance and operations (M&O) is a rate of \$.207708 per \$100 of assessed property tax value.

## Property Tax Value Comparison

	FY2011-2012	FY2012-2013
Total Taxable Value	\$6,730,580,806	\$6,844,787,994
Total Tax Rate	.208865	.207708
Total Tax Levy	13,994,785	14,217,172
Estimated Collection Rate	98.544%	98.544%
<b>TOTAL BUDGET</b>	<b>\$13,789,788</b>	<b>\$14,010,170</b>

## Debt Services Fund

The FY2012-2013 General Fund Operating Budget is supported by a total tax rate of \$.207708 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 FY2012-2013 General Fund Operating Budget includes funding for the outside agencies as listed:

AGENCY	FY2011-2012	FY2012-2013
Northeast Texas Public Health District	\$409,500	\$409,500
Community Health Clinics of Northeast Texas	265,500	265,500
St. Paul Clinic	-	66,375
Smith County Appraisal District	215,000	199,731
Smith County Tax Assessor-Collector	33,430	33,430
SCPHD Animal/Vector Control	350,000	350,000
East Texas Council of Governments	14,430	14,535
Animal Shelter Services	136,000	136,000
Tyler/Smith County Child Welfare	27,997	27,997
Juvenile Attention Center	-	115,000
Tyler Civic Theatre	8,100	8,100
Bright and Fair Home	8,092	8,092
<b>TOTAL</b>	<b>\$1,468,049</b>	<b>\$1,634,260</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 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.

Area Development Plan	\$75,000
Fire Station Improvements	\$65,000
Tyler 21	\$30,000
Street Improvements	\$310,000
COBAN Equipment Replacement	\$276,708

Outdoor Warning Siren	\$50,000
Traffic Management Enhancements	\$200,000
Parks and Recreation Improvements – Scoreboards/Gym Renovation	\$65,000
Contingency	\$250,000

## TOURISM AND CONVENTION FACILITIES FUND

The FY2012-2013 Tourism and Convention Facilities Fund Operating Budget includes projected revenues and inter-fund transfers of \$1,856,200, a carry-over fund balance of \$299,629 and expenditures of \$1,967,077.

## HOTEL/MOTEL OCCUPANCY TAX FUND

The FY2012-2013 Hotel/Motel Occupancy Tax Fund Operating Budget projects revenues of \$2,954,630 including transfers, a carry-over fund balance of \$1,670,561 and expenditures and transfers of \$2,573,000.

Projected FY2009-2010 Hotel-Motel tax revenue will sup-

ported FY2012-2013 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 and Harvey Hall, as well as, providing appropriations for the following agencies:

SOURCE	FY2011-2012	FY2012-2013
Texas Rose Festival	\$8,100	\$8,100
East Texas Symphony Orchestra	25,000	25,000
Tyler Museum of Art	44,550	-
Arts and Innovation Institute	-	50,000
Smith County Historical Society/Historic Museum	13,500	13,500
Convention and Visitors Bureau	654,762	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>\$797,212</b>	<b>\$822,000</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. Hotel's will begin collecting these funds as of September 1, 2011 due on October 20, 2011.

## WATER UTILITIES FUND

The FY2012-2013 Water Utilities Operating Budget projects revenues of \$34,000,005, a working capital carry-over

of \$7,694,820 and expenditures of \$37,444,044 including capital transfers.

## SOLID WASTE FUND

The FY2012-2013 Solid Waste Operating Budget projects revenues of \$10,595,533 (including transfers in), working capital carry-over of \$1,990,218 and expenditures of

\$10,848,619 for residential and commercial Solid Waste collection services and operations; including a capital transfer of \$400,000.

## AIRPORT FUND

The FY2012-2013 Airport Fund Annual Operating Budget projects revenues of \$1,366,227, working capital carry-over of \$419,877 and expenditures of \$1,429,706. Additional funding alignment will be achieved for the sixth consecutive year

without an Airport operating subsidy from the General Fund made possible by improved fiscal management of the Airport Fund.

## FLEET MAINTENANCE FUND

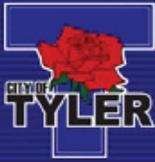
The FY2012-2013 Fleet Maintenance Services Annual Operating and Replacement Budget projects revenues of

\$9,628,991 working capital carry-over of \$5,281,877 and expenditures of \$9,731,405 including transfers.

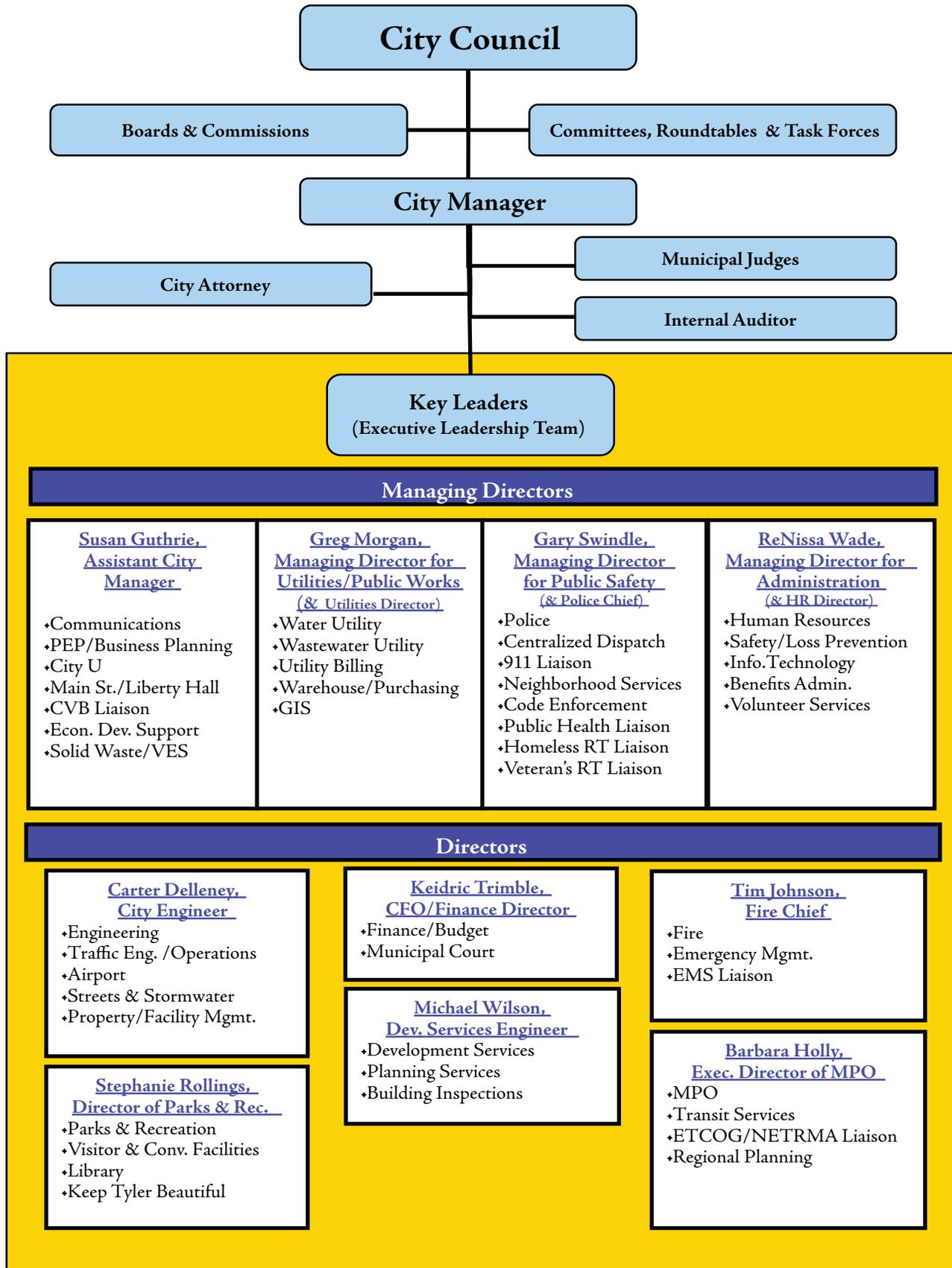
## MAJOR BUDGET REVENUES/EXPENDITURES

The chart below shows FY2012-2013 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	8,943,150	58,678,335	57,769,530	(908,805)	8,943,150
Water Utilities Fund	7,694,820	34,000,005	23,211,355	(14,223,689)	4,259,781
Solid Waste Fund	1,990,218	10,595,533	10,111,528	(716,711)	1,757,512
Debt Services	-	-	-	-	-
Hotel/Motel Tax Fund	1,670,561	2,954,630	2,348,000	(225,000)	2,052,191
Airport Fund	419,877	1,216,227	1,429,706	150,000	356,398



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## CITY WIDE CIP SUMMARY

PROJECT	STATUS	FUNDING	ESTIMATED COST	DESIGN % COMPL	CONST % COMPL	MAINT & OPERATION	FUND IMPACTED
Grande Sewer Project	Est. completion April 2013	Water	\$111,328	50	-	Approx. \$25,000	Water/Waste Water
US 69/I-20 Sewer Improvements	Est. completion November 2012.	Water	\$5,646,174	100	90	Approx. \$25,000	Water/Waste Water
Baxter/Douglas Sewer Line Replacement	Est. completion August 2013.	Water	\$111,328	99	-	No impact/Possible reduction	-
Guinn Farms Pavement Repair	Est. completion May 2013	Stormwater	\$830,000	90	-	No impact/existing infrastructure	-
Leisure Lane Drainage Improvements	Est. completion April 2012.	Water	\$37,000	95	-	No Impact	-
Drainage Improvements from Cedar to Cochran	Est. completion May 2013.	Stormwater	\$267,703	100	-	No impact	-
Charleston Park Booster Pump Station	Est. completion April 2013	Water	\$230,000	100	-	Approx. \$25,000	Water/Water Distribution
Golden Road WTP Backwash System	Est. completion July 2013.	Water	\$2,183,000	25	-	No impact/Possible reduction	-
Rental Car Service Center	Est. Completion Sept 2012.	Airport CFC Fund	\$82,100	80	-	\$12,000	Airport Operations
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	-
Earl Campbell Pkwy & Portions of Old Noonday	Construction Completed	Half Cent	\$15,460,678	100	95	\$21,160	General Fund
Cumberland Road	Est. Completion FY15/16	Half Cent	\$1,118,201	25	-	In Design Process	General Fund
Palace (MLK to 29th)	Est. Completion FY13/14	Half Cent	\$199,523	23	-	In Design Process	General Fund
Fair Plaza Garage	Est. Completion FY14/15	General/Half Cent	\$452,515	50	-	In Design Process	General/Half Cent
Tyler South Police Substation	Est. Completion FY13/14	Half Cent		-	-	In Design Process	General Fund

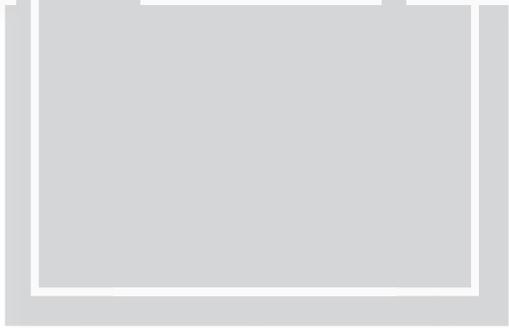
## CITY WIDE CIP SUMMARY

PROJECT	STATUS	FUNDING	ESTIMATED COST	DESIGN % COMPL	CONST % COMPL	MAINT & OPERATION	FUND IMPACTED
2012 Traffic Signal System Upgrades	Est. Completion Summer 2013	Half Cent	\$167,515	100	35	\$2,500 per signalized intersection	General Fund
Signal Upgrade at Front and Broadway	Est. Completion Summer 2013	Half Cent		-	-	In Design Process	Half Cent
Council Chamber Renovation and Remodel	Est. Completion Summer 2013	Peg Fund	\$600,000	90	-	\$3,600	Peg
Citywide Sidewalk Improvements	Est. Completion Summer 2013	Half Cent	\$1,325,900	90	10	No Impact	-
2012 Asphalt Enhancement Program	Est. Completion FY16/17	Half Cent	\$1,840,327	100	20	No impact/ existing infrastructure	-



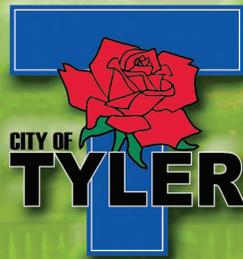
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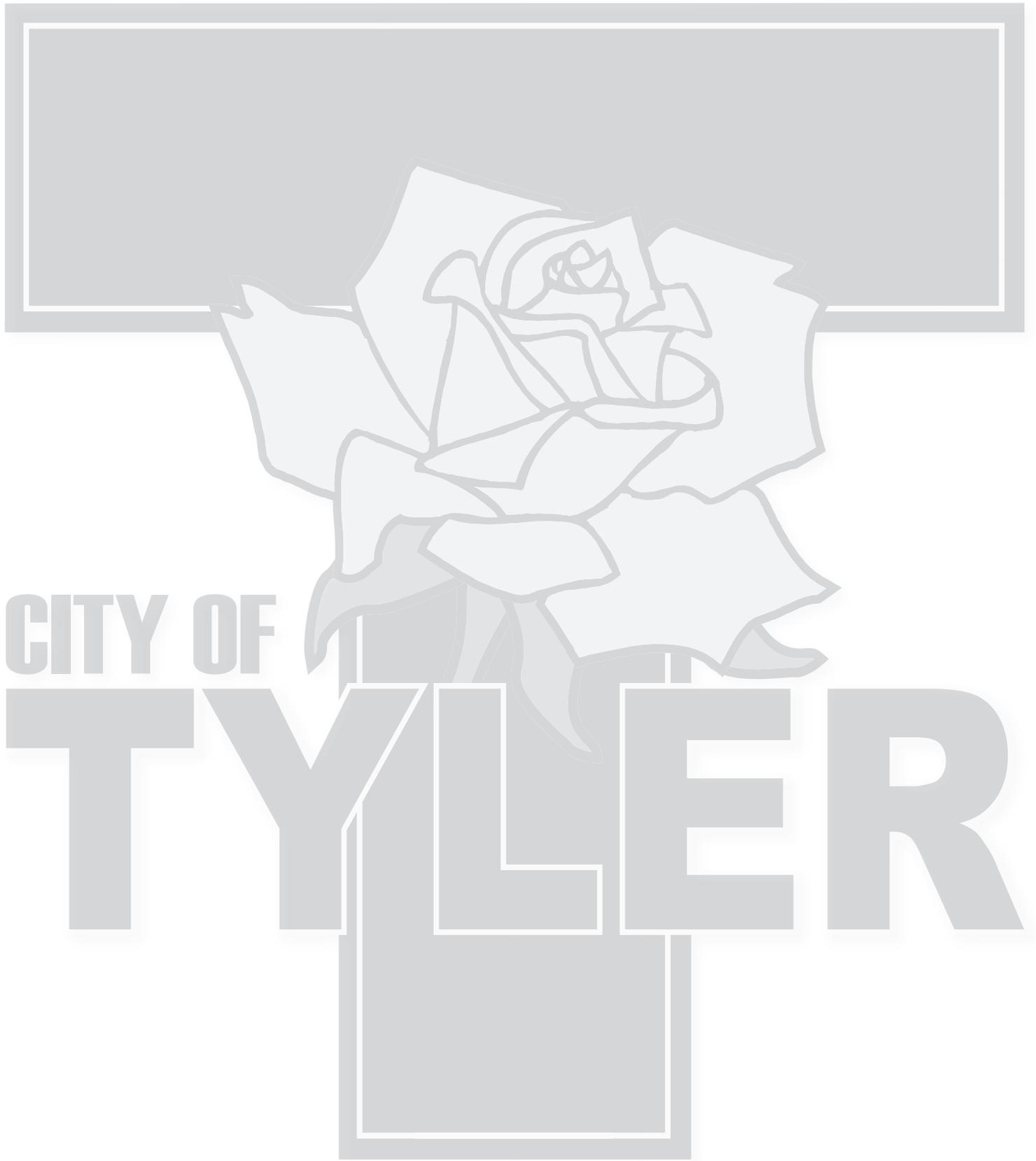
CITY OF TYLER



# ANNUAL BUDGET 2012-2013

Reader's  
Guide

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



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# 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

Proprietary 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 following 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 seven distinct phases in the development of the City's budget.

*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.

*Revenue Forecast Schedule and Strategy Development* - this phase 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.

*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.

*Capital Improvements Plan* - the Capital Improvements Plan is developed during this process 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* - 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.

*City Council Consideration* - 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.

*Budget Adoption* - 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.

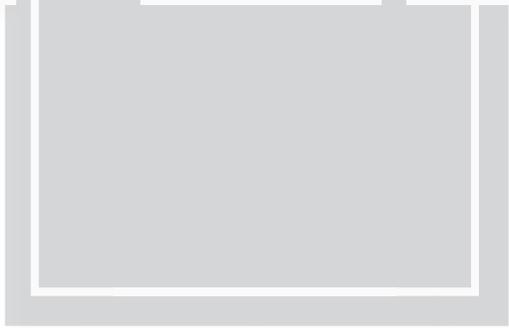
## FISCAL YEAR 2012-2013 BUDGET CALENDAR

DATE	ACTION
December 2, 2011	Distribution of Tri-annual Forecast Templates to Departments
January 5, 2012	Training Offered - Tri-annual Forecast
January 6, 2012	Deadline for Departments to submit Tri-annual Forecast to CMO
January 7, 2012	Training Offered - Tri-annual Forecast
January 12 - 13, 2012	Key Leader Retreat - Discussion of Tri-annual Forecasts
February 13 - March 23, 2012	Tri-Annual Review Sessions
March 12, 2012	FY2012-13 Budget Entry for Internal Service Funds Only
April 6, 2012	Internal Service Fund FY2012-13 Baseline Budget Requests Due
April 9 - April 13, 2012	Internal Service Fund FY2012-13 Pre-budget session
April 16, 2012	Distribution of FY2012-13 Budget Materials and Instructions (Payroll Projections)
April 16, 2012	Training Offered
April 19, 2012	Training Offered
May 18, 2012	Deadline for Departments to Submit FY2012-13 Budget Requests
May 21 - 25, 2012	Combine City Manager's work file(h.t.e) and assemble binders for Budget Committee
May 29 - July 20, 2012	Meetings to Review FY2012-13 Departmental Budget Requests
July 23 - 27, 2012	City Manager Prepares FY2012-13 Proposed Budget for City Council
August 3, 2012	City Manager's FY2012-13 Proposed Budget Filed with the City Clerk and post on website.
August 8, 2012	FY2012-13 Proposed Budget presented to City Council
August 9, 2012	City Clerk publishes the "Notice of Proposed Budget Hearing scheduled for August 22"
August 22, 2012	Public Hearing on FY2012-13 Proposed Budget/Schedule and Announce Meeting Date to Adopt Tax Rate
September 12, 2012	City Council Adoption of FY2012-13 Budget and Property Tax Rate



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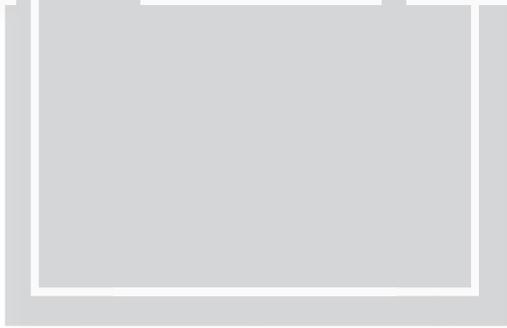


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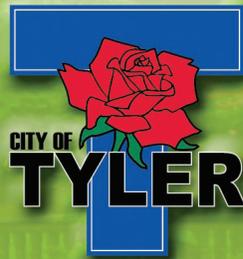
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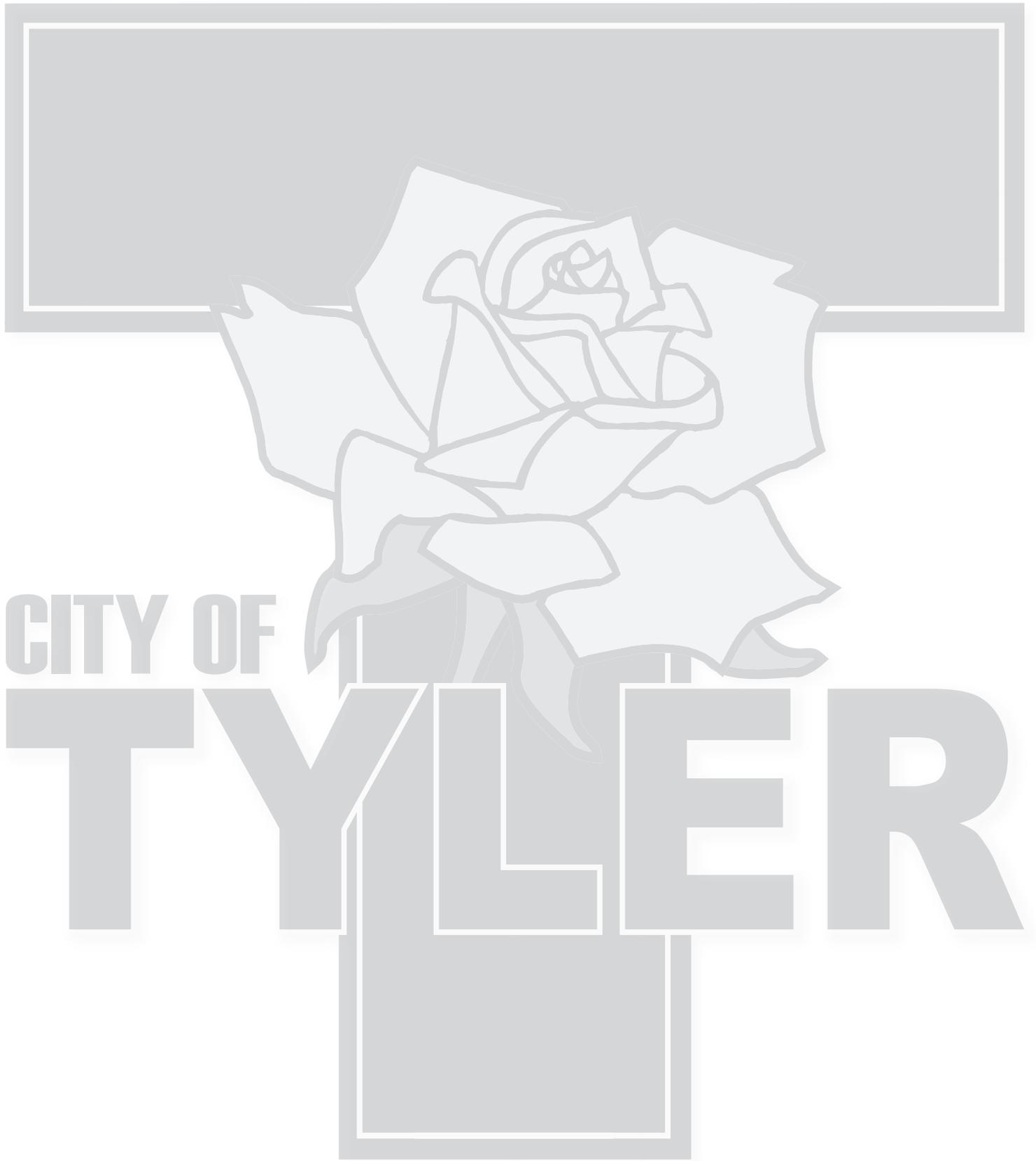
CITY OF TYLER



# ANNUAL BUDGET 2012-2013

Financial  
Policy

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



*A Natural Beauty*

# 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 determine 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

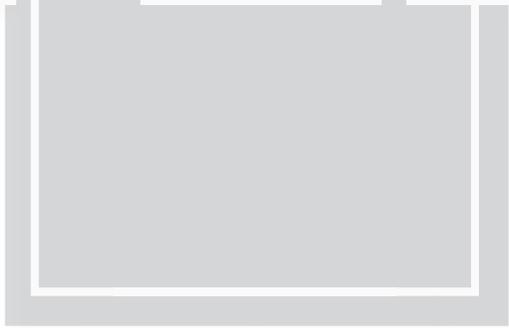
- § Utility projects, financed through the issuance of bonds, shall be financed for a period not to exceed the expected weighted average useful life of the assets.
- § Interest earnings on bond proceeds shall be credited to the debt service fund.
- § The City of Tyler intends to pay for tax supported 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.

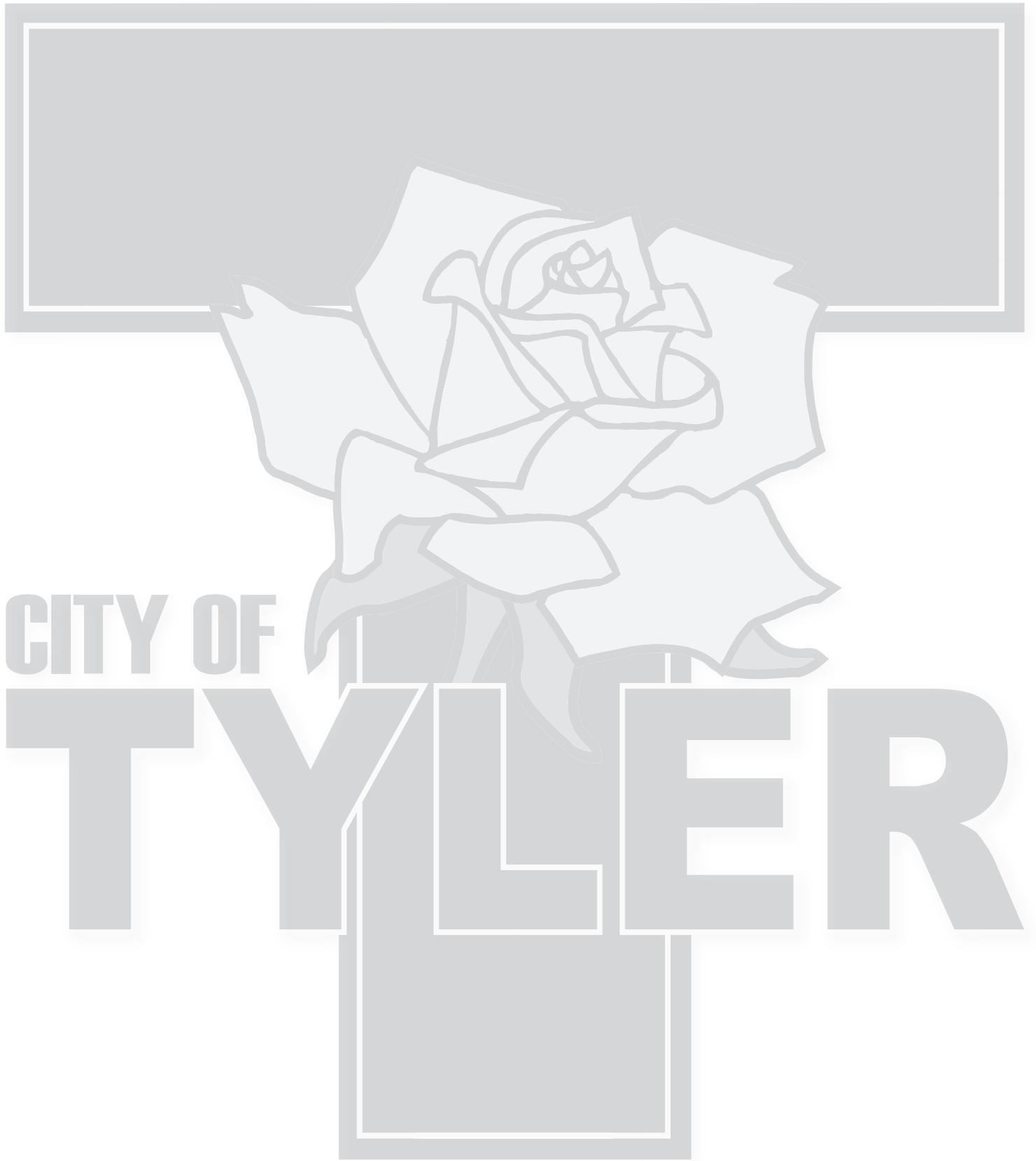


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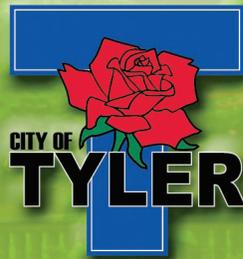


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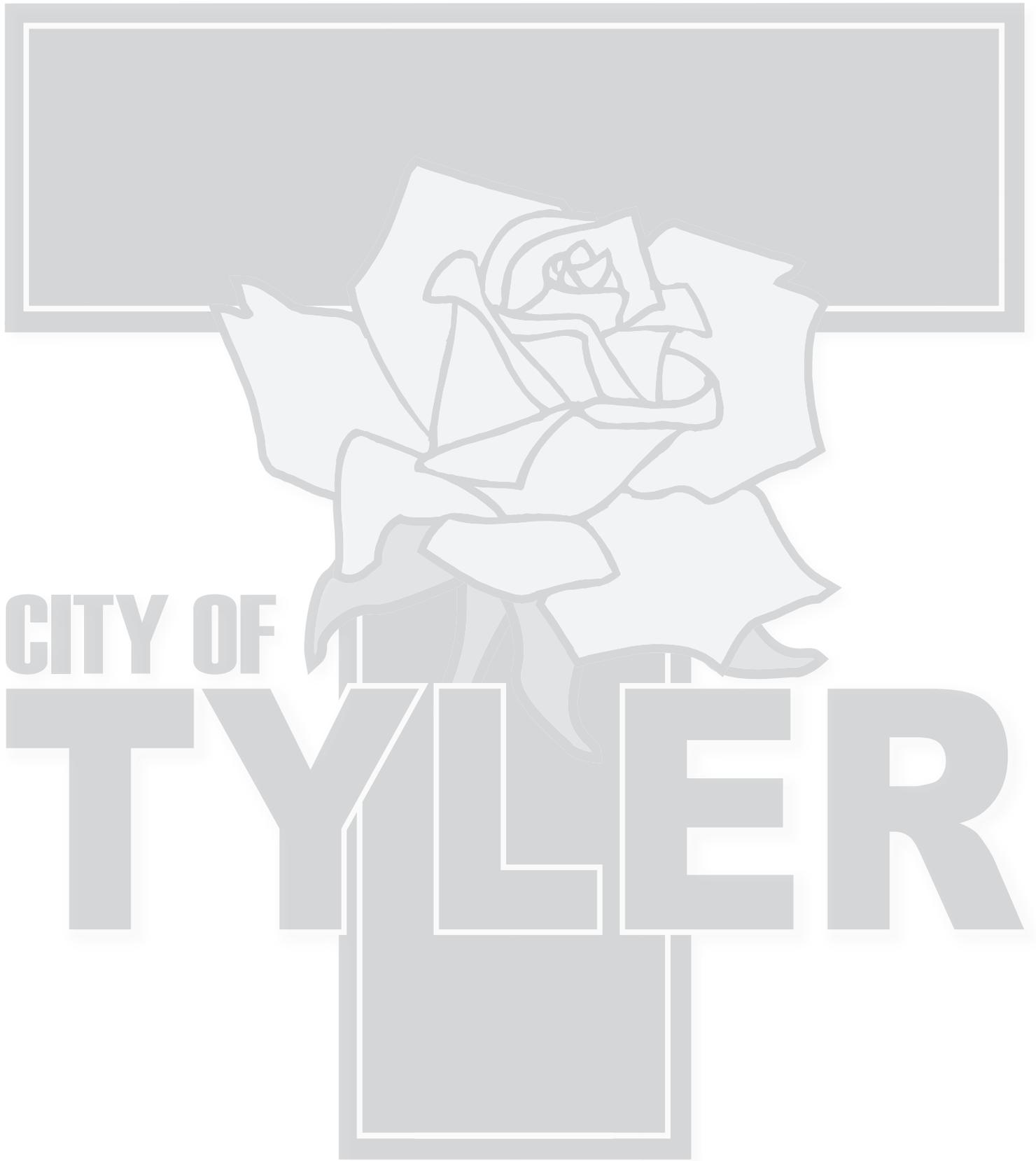
CITY OF TYLER



# ANNUAL BUDGET 2012-2013

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# 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)

## 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 securities with no perceived default risk.

- § Market price fluctuations will occur. However, managing the weighted average days to maturity of each fund's portfolio to less than 270 days and restricting the maximum allowable maturity to two years using the final stated maturity dates of each security 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 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 securities 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. 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. 0-2006-93, 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)

## Objectives

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 to avoid incurring unreasonable risks regarding investments owned.
- § Attainment of a market rate of returns 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. 0-2006-93, 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)

## Investment Officers

The 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 in each succeeding two-year period. 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. 0-2006-93, 11/8/06) (Ord. No. 0-2006-93, 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)

## 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 securities or classes of securities 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. 0-2006-93, 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)

## 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 ones permitted as 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. 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 executed through a depository institution that has its main office or a branch office in Texas that participates in the Certificate of Deposit Account Registry Service (CDARS) and 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 meets 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 a 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. 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. 0-2006-93, 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)

## 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 securities. 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 securities to protect market valuation from unanticipated rate movements. The City will attempt to avoid over-investment in local government pools 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 securities maturing 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. 0-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) Ord. No. 0-2010-121, 11/10/10)

## 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:

- § Banc of America Securities
- § Rice Financial Products Company
- § Duncan-Williams Securities
- § Coastal Securities
- § Morgan Keegan & Company, Inc.

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. 0-2006-93, 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)

## Safekeeping

**E**ligible 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 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. 0-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) Ord. No. 0-2010-121, 11/10/10)

## Reporting and Audits

**A**t least quarterly, the Investment Officer shall submit a written report of all investments in compliance with PFIA. The market valuations obtained by the City shall be from independent sources believed to be accurate and representative of the securities' 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 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. (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. 0-2006-93, 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)

## 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. 0-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) Ord. No. 0-2010-121, 11/10/10)

## Selection of Depositories

The primary depository shall be selected through the City's banking services procurement process, which shall include a formal Request for Proposal (RFP) issued in compliance with applicable State law. A written contract shall be entered into and extended as per the RFP specifications. In selecting the primary depository, the credit worthiness of institutions 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. 0-2006-93, 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)

## Authorized Collateral

The City shall accept only the following as collateral:

§ A bond, certificate of indebtedness, or note 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.

§ bond 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)

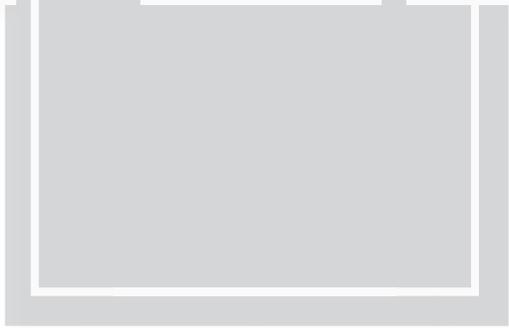
## Reserved

Part II: 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.



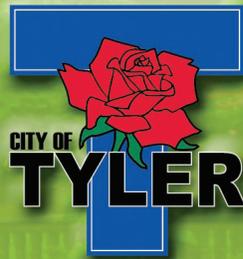
CITY OF

TYLER



*A Natural Beauty*

CITY OF TYLER



# ANNUAL BUDGET 2012-2013

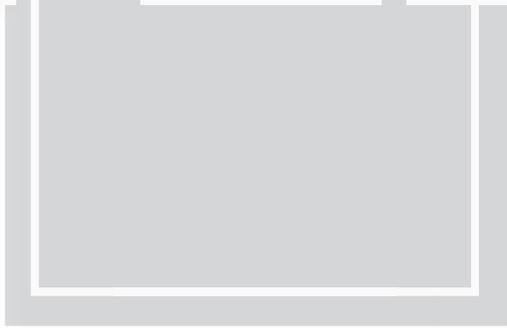
Budget  
Summary  
All Funds

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



**CITY OF**

**TYLER**



*A Natural Beauty*

**BUDGET SUMMARY ALL FUNDS**

FISCAL YEAR 2012-2013

FUND	OPENING BALANCE	REVENUES	EXPENDITURES	TRANSFERS IN / (TRANSFERS OUT)	CLOSING BALANCE
101 General	8,943,150	58,678,335	57,769,530	(908,805)	8,943,150
102 General Capital Projects	1,892,131	74,500	1,321,708	0	644,923
202 Development Services	9,696	909,350	1,149,836	250,000	19,210
204 Cemeteries Operating	28,301	55,000	267,982	239,322	54,641
205 Police Forfeitures	190,921	84,000	105,223	0	169,698
207 Court Special Fees	198,764	652,751	618,738	0	232,777
209 TIF/TIRZ # 2	0	0	0	0	0
211 Motel Tax	1,669,661	2,954,630	2,348,900	(225,000)	2,052,391
218 TIF/TIRZ # 3	3,131	4,030	3,500	0	3,661
219 Tourism and Convention	299,629	1,824,200	1,967,077	32,000	188,752
234 Passenger Facility	144,188	378,125	232,375	(150,000)	139,938
235 Oil and Natural Gas	2,838,000	125,000	2,000,000	0	963,000
236 PEG Fee	516,430	270,336	528,411	0	258,355
240 Fair Plaza	127,836	305,684	295,552	0	137,968
274 Homeownership and Housing	55,615	316	55,931	0	0
276 Housing Assistance	823,093	6,911,021	6,969,971	0	764,143
285 MPO Grant	0	273,471	273,471	0	0
286 Transit System	108,994	1,872,075	2,361,588	448,678	68,159
294 Community Development Grant	39,292	879,885	873,885	0	45,292
295 Home Grant	69,796	577,450	577,450	0	69,796
502 Utilities Operations	7,694,820	34,000,005	23,211,355	(14,223,689)	4,259,781
503 Utilities Construction	2,552,459	15,000	7,625,265	7,500,000	2,442,194
504 Utilities Debt Service	998,415	15,000	6,230,981	6,215,978	998,411
505 Utilities Debt Reserve	1,492,364	9,000	0	(9,000)	1,492,364
524 Airport	419,877	1,216,227	1,429,706	150,000	356,398
560 Solid Waste	1,990,218	10,595,533	10,111,528	(716,711)	1,757,512
562 Solid Waste Capital	1,325,924	10,000	607,342	400,000	1,128,582
639 Productivity	940,011	406,500	1,057,473	550,000	839,038
640 Fleet Maintenance/Replacement	5,281,877	9,628,991	9,731,405	0	5,179,463
650 Property and Liability	739,358	1,288,782	1,560,927	0	467,213
661 Active Employees Benefits	1,798,522	6,804,490	7,461,305	0	1,141,707
663 Facilities Maintenance	764,165	370,179	686,914	459,727	907,157
671 Technology	132,954	3,746,382	3,788,605	0	90,731
713 Cemeteries Trust	2,604,114	86,000	0	(12,500)	2,677,614
761 Retired Employees Benefits	1,042,859	3,037,334	3,288,978	0	791,215

# MAJOR REVENUE SOURCES

## General Fund

As indicated by the chart below, General Fund revenues for FY2012-2013 are projected at \$58,678,355, which is an increase of 3.10 percent over the FY2011-2012 budget of \$56,881,909. As indicated in the chart below 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.

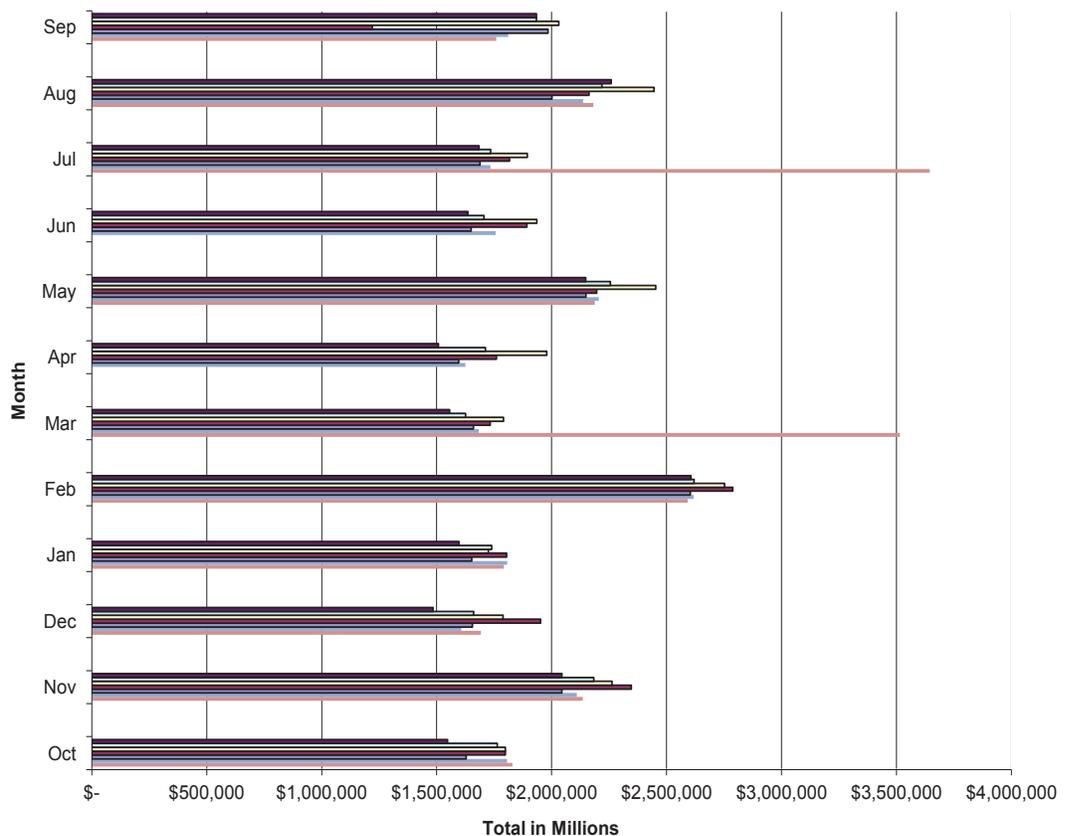
GENERAL FUND	ACTUAL	AMENDED BUDGET	PROJECTED	BUDGET
	2010-2011	2011-2012	2011-2012	2012-2013
Property Taxes	14,027,425	14,140,688	14,135,495	14,377,668
Franchises	9,744,673	9,382,656	9,912,464	10,111,558
Sales & Use Taxes	23,206,576	23,921,514	23,643,589	24,109,353
Licenses & Permits	235,207	239,570	237,105	237,105
Fines & Penalties	6,262,679	6,309,298	6,532,950	6,978,041
Use of Money & Property	85,479	78,500	74,950	74,950
Current Services	1,470,689	1,736,741	1,700,428	1,757,618
Intergovernmental	3,572	-	-	-
Other Agencies	486,637	778,642	783,779	783,762
Miscellaneous	219,748	294,300	287,135	248,280
<b>TOTAL REVENUES</b>	<b>\$55,742,685</b>	<b>\$56,881,909</b>	<b>\$57,307,895</b>	<b>\$58,678,335</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 42.1 percent of the fund's total revenues. Actual collections for FY2011-2012 are projected to be 1.3 percent below the amount budgeted due to a slow economy in multiple sectors. The City projects a budget for FY2012-2013 of 2.0 percent above the current year projected collections.

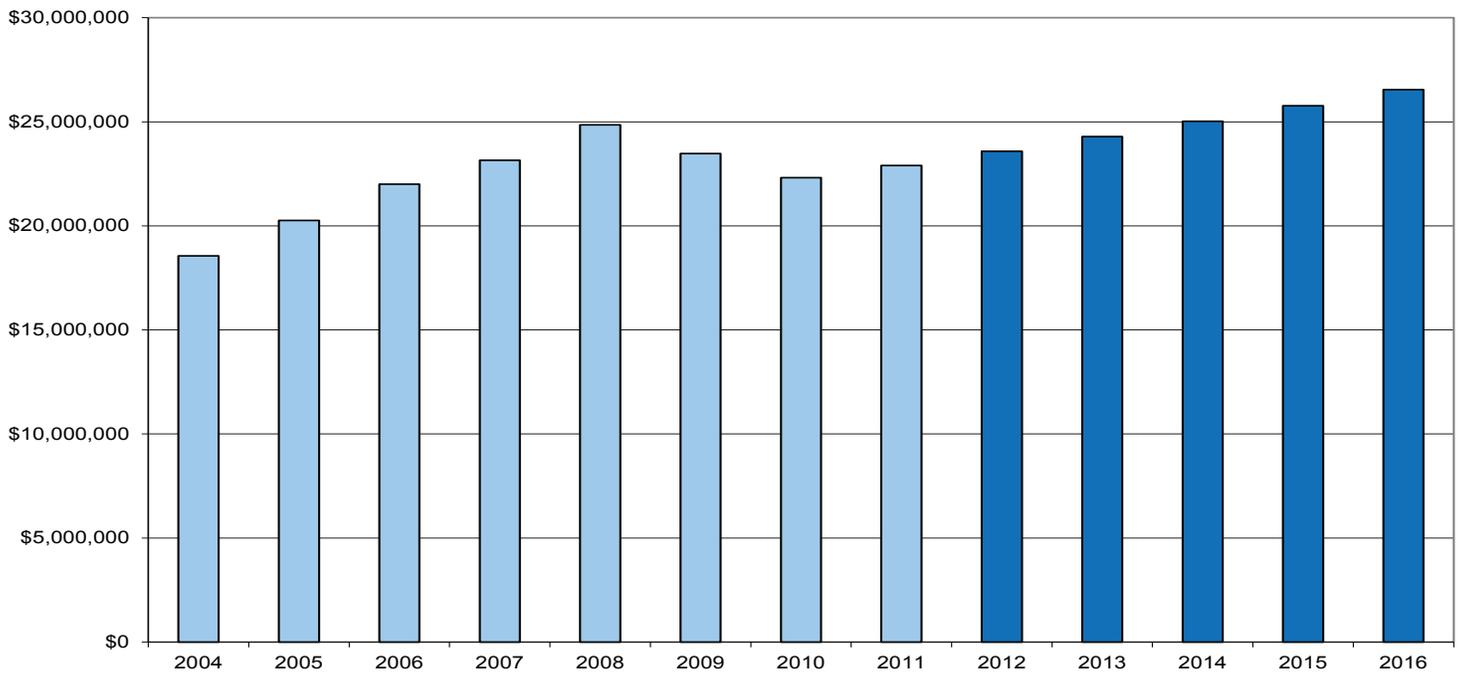
Monthly Sales Tax Revenues



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 24.9 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 increases in new construction the 2012 certified taxable values, the City was able to reduce the current tax rate to .2077 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, and for that reason the City began lowering its tax supported debt over a ten year period in order to achieve this goal. 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
2003-2004	0.2489	4,443,904,967	5.12%
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%

## Franchises

Franchise taxes are 17 percent of the total General Fund revenues for FY2012-2013. Overall, the City is projecting some level increase in franchise collections. Also new a new franchise agreement with electric and gas companion should help to increase overall franchise. Electric, gas and water franchises are based on usage and are influenced by the weather during the summer and winter months and therefore could have slight variances due to current high temperatures and drought like conditions. 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 12 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 FY2012-2013 are projected at \$909,350, which is a decrease from the FY2011-2012 appropriated budget of \$957,890. This decrease is primarily due to building permits

issued. Operating transfers to assist in covering the cost of services have remained constant and no fee changes are proposed in the FY2012-2013 budget.

The Development Services revenue is determined using trend analysis. In an attempt to more accurately track the revenues and expenditures related to the development 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 59 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. 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 FY2011-2012 levels.

## Tourism and Convention Fund

Revenues in the Tourism and Conventions Fund are projected to decrease in revenue. This increase in revenue is primarily related to revenue for the new Liberty Hall that was renovated utilizing Hotel tax dollars. Revenue for rentals and concessions are projected using trend analysis and indicate a slight decline in the use of facilities.

DEVELOPMENT SERVICES	ACTUAL	AMENDED BUDGET	PROJECTED	BUDGET
	2010-2011	2011-2012	2011-2012	2012-2013
Building Permits	459,645	450,000	410,000	410,000
Electrical Permits	153,436	130,000	120,000	120,000
Plumbing Permits	98,845	90,000	80,000	80,000
Zoning Permits	39,664	62,710	35,000	95,600
Mechanical Permits	65,636	60,000	45,000	45,000
Cert. of Occupancy Fees	15,880	17,000	17,000	29,000
Sign Permits	18,134	16,000	15,000	15,000
Contractor License	33,895	39,000	38,000	38,000
House Moving Permits	750	500	500	500
Permits Fee-Clearing	550	500	500	500
Interest Earnings	243	3,000	4,000	3,000
Maps, Plans and Specs Fee	-	250	250	250
Copy/Printing Fees	177	100	100	100
Platting Fees	24,641	38,830	25,000	32,400
Contractor Testing Fees	45,731	50,000	25,000	40,000
Grant Revenue	(1,588)	-	-	-
<b>TOTAL REVENUES</b>	<b>\$955,639</b>	<b>\$957,890</b>	<b>\$815,350</b>	<b>\$909,350</b>

## 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. The program shows an increase in FY2012-2013 compared to the prior fiscal year. 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. Four routes are currently in place with buses operating six days a week. The transportation system also provides paratransit services for scheduled service utilizing a contract with NDMJ-LTD. 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 General Debt Service Fund accumulates funds for the semiannual debt service requirements on the City's tax supported debt. Primary funding is a portion of the property tax dedicated for the debt retirement each year based on the amount required. General Obligation debt as of Oct. 1, 2011 totaled \$0.

## Utilities Fund

As indicated by the chart on the following chart, Utility Fund revenues for FY2012-2013 are projected at \$34,000,005, which is an increase over the FY2011-2012 budget of \$30,770,148. This increase is due to cyclical increases in weather related changes due to dryer than normal conditions. 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 water and sewer rates to be phased in over several fiscal years. Also, part of the increase in revenue is due to a 2% rate increase for water service and 7% increase for sewer service for teh FY2012-2013 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 FUND	ACTUAL	AMENDED BUDGET	PROJECTED	BUDGET
	2010-2011	2011-2012	2011-2012	2012-2013
Use of Money and Property	109,161	83,827	83,827	93,197
Charges for Current Services	33,897,369	29,215,655	29,238,791	32,302,121
Storm Water Revenue	1,633,476	1,426,166	1,426,166	1,553,187
Miscellaneous Income	128,856	44,500	54,900	51,500
<b>TOTAL REVENUES</b>	<b>\$35,768,862</b>	<b>\$30,770,148</b>	<b>\$30,803,684</b>	<b>\$34,000,005</b>

## 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, 2012 will total \$67,325,000. The current debt service requirement for revenue debt is \$6,215,978 including interest. The City continues to evaluate capital projects to determine funding sources on a yearly basis.

## Airport Operating Fund

As indicated by the chart below, Airport Operating revenues for FY2012-2013 are projected at \$1,216,227, which is a slight increase over the FY2011-2012 budget of \$1,193,421. The major source of revenue for the Air

port 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.

AIRPORT OPERATING FUNDS	ACTUAL	AMENDED BUDGET	PROJECTED	BUDGET
	2010-2011	2011-2012	2011-2012	2012-2013
Airline Facilities Rental	90,000	90,000	90,000	90,000
Airport Long-Term Parking	519,403	510,000	503,660	522,000
Interest Earnings	2,238	2,000	2,477	2,000
Landing Fees	67,959	69,649	62,029	68,000
Restaurant Concessions	16,990	15,000	14,930	15,000
FAA Building Rental	41,503	41,416	41,416	41,740
Car Leasing Rental	225,817	250,000	282,150	265,000
Agricultural Lease	457	456	887	887
Hanger Land Lease	83,809	84,100	85,710	84,100
HAMM	22,710	26,000	22,886	26,000
Common Use Fee	18,358	23,000	18,309	20,000
Wash Bay Fee	-	-	-	5,000
Airport Fuel Flowage	47,148	50,000	46,000	47,200
Copying fees	4	-	-	-
Customer Facility Charge	-	-	-	-
Advertising Space Fees	15,071	16,000	13,813	15,000
Miscellaneous Income	7,710	9,300	8,421	7,800
Oil Leases and Royalties	6,586	6,500	6,431	6,500
Sale of Property	3,376	-	-	-
<b>TOTAL REVENUES</b>	<b>1,169,139</b>	<b>1,193,421</b>	<b>1,199,119</b>	<b>1,216,227</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 FY2012-2013 are projected at \$10,595,533, which

decreased over the FY2011-2012 budget of \$10,742,154. This decrease is primarily due to a decrease in misc. income and commercial and roll-off services. The major sources of revenue for the Solid Waste fund include the residential, commercial and roll-off charges for services.

SOLID WASTE FUND	ACTUAL	AMENDED BUDGET	PROJECTED	BUDGET
	2011-2011	2011-2012	2011-2012	2012-2013
Interest and Rental Income	12,431	11,670	10,135	10,000
Charges for Residential Serv.	4,918,389	5,357,073	5,375,888	5,381,435
Charges for Commercial Serv.	3,145,858	3,151,800	3,064,052	3,095,814
Recycle Sales	18,709	20,000	34,874	25,000
Roll-Off	1,343,778	1,450,000	1,334,662	1,416,898
Miscellaneous	840,617	751,611	925,941	666,386
<b>TOTAL REVENUES</b>	<b>\$10,279,782</b>	<b>\$10,742,154</b>	<b>\$10,745,552</b>	<b>\$10,595,533</b>

**POSITION SUMMARY ALL FUNDS**

FISCAL YEAR 2012-2013

FULL-TIME POSITIONS	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
<b>GENERAL FUND (101)</b>							
Capital Projects	1.00	1.00	0.00	0.00	0.00	0.00	0.00
City Manager	5.93	6.93	7.00	5.00	3.00	2.00	2.00
City Clerk	2.00	2.00	-	-	-	0.00	0.00
Communications	0.00	0.00	3.93	1.93	1.93	1.93	1.93
Engineering	11.32	12.32	8.46	6.46	6.46	4.46	4.46
Finance	7.00	9.00	8.00	8.00	8.00	8.00	8.00
Fire Department	149.00	149.00	155.00	160.00	160.00	160.00	161.00
Human Resources	5.00	3.00	3.00	4.00	4.75	6.75	6.75
Legal	5.00	4.00	7.00	7.00	6.00	7.00	7.00
Library	21.00	21.00	19.00	19.00	16.00	16.00	16.00
Municipal Court	22.00	22.00	24.00	23.00	16.00	15.00	15.00
Municipal Security	0.00	0.00	0.00	0.00	3.00	3.00	3.00
Municipal Partners for Youth	0.00	0.00	0.00	0.00	4.00	4.00	4.00
Parks and Recreation	23.00	23.00	24.00	24.00	23.20	22.20	22.20
Parks and Recreation - Indoor Recreation	7.00	8.00	8.00	8.00	8.00	8.00	8.00
Parks and Recreation - Median Maint.	-	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	1.00
Police Department - COPPS Grant	0.00	0.00	0.00	0.00	4.00	4.00	4.00
Police Department - Operations	235.00	243.00	246.00	244.00	243.00	241.00	240.00
Street	36.56	27.00	30.00	30.00	30.00	29.00	29.00
Traffic Engineering	11.61	12.61	12.61	12.61	12.61	12.61	12.61
<b>TOTAL</b>	<b>545.42</b>	<b>551.86</b>	<b>564.00</b>	<b>561.00</b>	<b>557.95</b>	<b>552.95</b>	<b>552.95</b>

<b>DEVELOPMENT SERVICES FUND (202)</b>							
Building Inspections	13.91	13.93	18.00	13.00	13.00	10.00	10.00
Planning	4.70	4.70	4.55	4.55	3.55	4.55	5.00
<b>TOTAL</b>	<b>18.61</b>	<b>18.63</b>	<b>22.55</b>	<b>17.55</b>	<b>16.55</b>	<b>14.55</b>	<b>15.00</b>

<b>WATER UTILITIES FUND (502)</b>							
Lake Tyler	9.00	9.00	9.00	9.00	9.00	9.00	9.00
Storm Water Management	13.53	13.21	17.00	13.00	13.00	13.00	13.00
Wastewater Collection	17.00	17.00	17.00	17.00	17.00	17.00	17.00
Wastewater Treatment	26.00	26.00	26.00	26.00	26.00	26.00	25.00
Water Administration	6.00	7.00	6.00	10.00	10.00	4.00	4.00
Water GIS	0.00	0.00	0.00	0.00	0.00	4.04	4.00
Water Business Office	14.00	16.00	15.00	15.00	17.00	17.00	17.00
Water Distribution	24.00	24.00	24.00	25.00	24.00	24.00	24.00
Water Plant	23.00	23.00	23.00	23.00	22.00	22.00	23.00
<b>TOTAL</b>	<b>132.53</b>	<b>135.21</b>	<b>137.00</b>	<b>138.00</b>	<b>138.00</b>	<b>136.04</b>	<b>136.00</b>

**POSITION SUMMARY ALL FUNDS**

FISCAL YEAR 2012-2013

FULL-TIME POSITIONS	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
<b>SOLID WASTE FUND (560)</b>							
Solid Waste Administration	9.25	9.00	9.04	9.04	9.04	6.00	6.00
Solid Waste Code Enforcement	-	12.00	8.00	8.00	9.00	7.00	7.00
Solid Waste Commercial	9.00	9.00	9.00	9.00	9.00	9.00	9.00
Solid Waste Residential	28.00	32.00	33.00	33.00	32.00	30.00	30.00
<b>TOTAL</b>	<b>46.25</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>AIRPORT FUND (524)</b>							
Airport	11.00	11.00	11.00	11.00	11.00	10.00	10.00
<b>TOTAL</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</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	5.65	5.75	6.35	6.35	6.35	6.35	6.35
Fleet Maintenance	15.00	15.00	15.00	15.00	15.00	15.00	15.00
FSS Homeownership	0.00	0.00	0.00	0.00	1.00	1.00	1.00
HOME	0.95	0.85	0.92	0.92	0.92	0.92	0.92
Housing	10.40	10.40	10.48	10.48	10.48	10.48	10.48
MPO	2.05	1.30	2.41	2.41	2.41	1.41	1.00
Productivity	2.00	2.00	1.00	2.00	3.00	2.00	2.00
Property and Facility Management	2.00	2.00	3.00	3.00	3.00	2.00	2.00
Property, Liability, Disability and Workers Compensation	0.00	2.00	2.00	2.00	2.25	1.25	1.25
Employee Benefits	-	-	1.00	1.00	1.00	1.00	1.00
Retiree Benefits	0.00	1.00	0.00	0.00	0.00	0.00	0.00
Technology Services	11.00	11.00	11.00	11.00	11.00	12.00	12.00
Tourism - Main Street	-	-	1.00	2.00	2.00	2.00	2.00
Tourism - Rose Garden Center	0.00	0.00	0.00	0.00	0.00	3.00	3.00
Tourism - Visitor's Facility	8.00	8.00	8.00	8.00	7.80	4.80	5.80
Tourism - Rose Garden Maintenance	11.00	7.00	7.00	7.00	7.00	7.00	7.00
Transit	-	25.00	25.25	25.25	25.25	24.25	23.25
<b>TOTAL</b>	<b>71.05</b>	<b>94.30</b>	<b>97.41</b>	<b>99.41</b>	<b>101.46</b>	<b>97.46</b>	<b>97.05</b>
<b>GRAND TOTAL</b>	<b>824.86</b>	<b>873.00</b>	<b>891.00</b>	<b>886.00</b>	<b>884.00</b>	<b>863.00</b>	<b>863.00</b>

**POSITION SUMMARY ALL FUNDS**

FISCAL YEAR 2012-2013

PART-TIME POSITIONS	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
<b>GENERAL FUND (101)</b>							
Communications	-	-	-	-	1.00	-	-
Human Resources	1.00	-	1.00	-	-	-	-
Library	19.00	19.00	22.00	22.00	27.00	21.00	19.00
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
Police Department - Operations	1.00	2.00	2.00	2.00	1.00	1.00	1.00
Traffic Engineering	2.00	-	-	-	-	-	2.00
<b>TOTAL</b>	<b>26.00</b>	<b>24.00</b>	<b>28.00</b>	<b>28.00</b>	<b>33.00</b>	<b>26.00</b>	<b>26.00</b>
<b>DEVELOPMENT SERVICES FUND (202)</b>							
Building Inspections	-	-	-	-	-	-	-
Planning	-	-	-	-	2.00	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2.00</b>	<b>-</b>	<b>-</b>
<b>AIRPORT FUND (524)</b>							
Airport	1.00	1.00	1.00	1.00	-	-	-
<b>TOTAL</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</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
Tourism - Visitor's Facility	3.00	3.00	3.00	3.00	4.00	4.00	2.00
<b>TOTAL</b>	<b>3.00</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>GRAND TOTAL</b>	<b>30.00</b>	<b>28.00</b>	<b>32.00</b>	<b>33.00</b>	<b>40.00</b>	<b>31.00</b>	<b>29.00</b>

**POSITION SUMMARY ALL FUNDS**

FISCAL YEAR 2012-2013

SUBSTITUTE AND TEMPORARY POSITIONS	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
<b>GENERAL FUND (101)</b>							
Library	12.00	12.00	12.00	12.00	11.00	11.00	11.00
Parks and Recreation - Outdoor Recreation	29.00	29.00	29.00	29.00	31.00	32.00	32.00
Traffic Engineering	35.00	40.00	40.00	40.00	40.00	40.00	40.00
<b>TOTAL</b>	<b>76.00</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>SOLID WASTE FUND (560)</b>							
Solid Waste Residential	1.00	1.00	-	-	-	-	-
<b>TOTAL</b>	<b>1.00</b>	<b>1.00</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
<b>TOTAL</b>	<b>1.00</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>GRAND TOTAL</b>	<b>78.00</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>

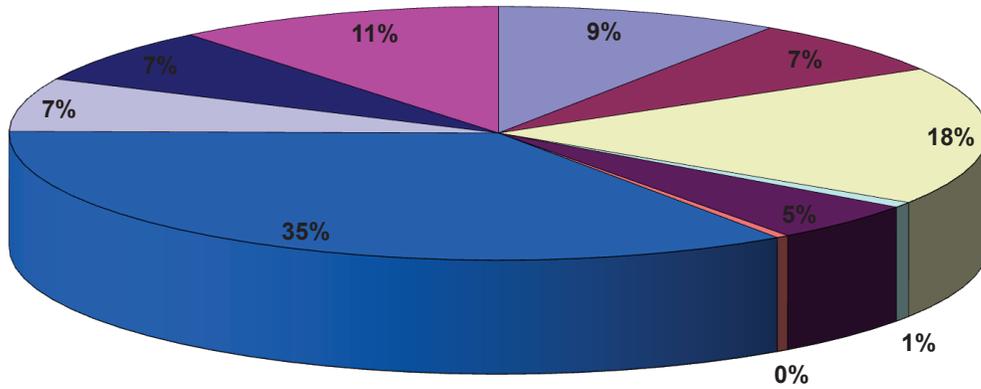
**TOTAL COMBINED REVENUE AND EXPENDITURES ALL FUNDS**

**FISCAL YEAR 2012-2013**

FUNDING SOURCES	ACTUAL	AMENDED BUDGET	PROJECTED	BUDGET	% CHANGE BUDGET
	2010-2011	2011-2012	2011-2012	2012-2013	TO BUDGET
Property Tax	14,033,813	14,147,928	14,139,686	14,381,668	1.65%
Franchise Tax	10,583,666	10,276,367	10,767,897	11,002,644	7.07%
Sales and Use Tax	25,489,272	26,641,825	26,538,994	27,047,883	1.52%
Licenses and Permits	1,134,112	1,107,780	1,002,605	1,075,205	-2.94%
Fines and Penalties	7,158,017	7,063,376	7,265,950	7,711,041	9.17%
Use of Money and Property	1,797,838	1,859,786	1,855,369	1,816,178	-2.34%
Current Service Charges	61,207,103	58,776,523	58,690,545	62,602,488	6.51%
Miscellaneous Income	11,326,479	11,271,190	10,842,518	10,754,284	-4.59%
Income from Other Agencies	12,048,045	14,360,386	12,153,737	11,020,720	-23.26%
Interfund Transfers	13,570,765	14,645,161	14,075,387	16,654,705	13.72%
<b>TOTAL REVENUE</b>	<b>158,349,110</b>	<b>160,150,322</b>	<b>157,332,688</b>	<b>164,066,816</b>	<b>2.45%</b>

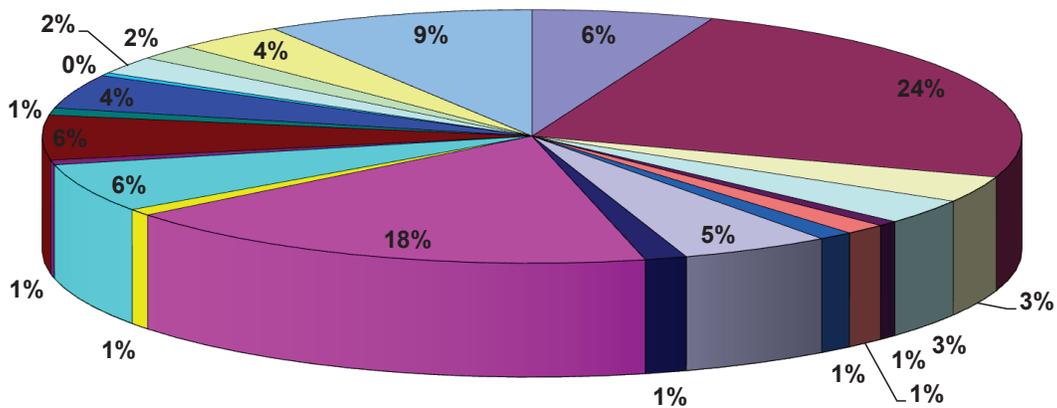
EXPENDITURES	ACTUAL	AMENDED BUDGET	PROJECTED	BUDGET	% CHANGE BUDGET
	2010-2011	2011-2012	2011-2012	2012-2013	TO BUDGET
General Government	7,079,062	7,840,690	7,298,233	10,279,633	31.11%
Public Safety	38,148,972	40,375,822	40,118,034	41,416,515	2.58%
Public Services	4,744,480	5,469,156	5,543,008	5,712,022	4.44%
Culture and Recreation	5,302,720	5,508,683	5,409,630	5,452,474	-1.02%
Development Services	1,140,804	1,208,734	1,119,646	1,149,836	-4.87%
Hotel / Motel Tax	3,091,570	2,192,312	2,085,070	2,348,900	7.14%
Tourism and Convention	1,695,470	1,974,553	1,822,504	1,967,077	-0.38%
Neighborhood Services	8,257,812	12,499,185	9,699,436	8,477,237	-32.18%
Transit System	3,075,928	2,631,958	2,485,745	2,361,588	-10.27%
Utilities System	22,875,590	26,744,101	25,012,243	30,836,620	15.30%
Airport	1,247,428	1,535,421	1,395,764	1,430,956	-6.80%
Solid Waste	10,618,977	10,640,670	10,479,994	10,579,000	-0.58%
Productivity	787,080	1,063,639	678,830	1,057,473	-0.58%
Fleet Maintenance	6,781,786	9,545,003	9,409,723	9,731,405	1.95%
Property and Liability	1,422,351	1,477,265	1,371,759	1,560,927	5.66%
Employee Benefits	8,126,515	7,864,960	7,110,709	7,461,305	-5.13%
Property and Facilities	2,003,115	574,534	513,873	686,914	19.56%
Technology	3,449,198	3,774,416	3,730,269	3,838,605	1.70%
Retiree Benefits	2,944,011	2,932,375	3,203,719	3,288,978	12.16%
Debt Service	6,210,470	6,180,160	6,131,607	6,230,981	0.82%
Interfund Transfers	13,459,650	14,572,156	13,729,106	15,141,494	3.91%
<b>TOTAL EXPENDITURES</b>	<b>152,462,989</b>	<b>166,605,793</b>	<b>158,348,902</b>	<b>171,009,940</b>	<b>2.64%</b>
<b>NET</b>	<b>\$5,886,121</b>	<b>\$(6,455,471)</b>	<b>\$(1,016,214)</b>	<b>\$(6,943,124)</b>	

Fiscal Year 2012-2013  
Combined Revenues  
All Funds



Property Tax	Franchise Tax	Sales and Use Tax	Licenses and Permits
Fines and Penalties	Use of Money and Property	Current Service Charges	Miscellaneous Income
Income from Other Agencies	Interfund Transfers		

Fiscal Year 2012-2013  
Combined Expenditures  
All Funds by Program

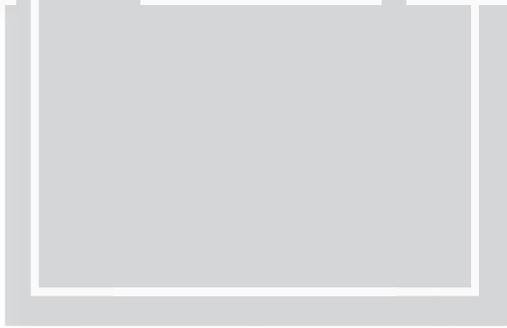


General Government	Public Safety	Public Services	Culture and Recreation	Development Services
Hotel / Motel Tax	Tourism and Convention	Neighborhood Services	Transit System	Utilities System
Airport	Solid Waste	Productivity	Fleet Maintenance	Property and Liability
Employee Benefits	Property and Facilities	Technology	Retiree Benefits	Debt Service
Interfund Transfers				



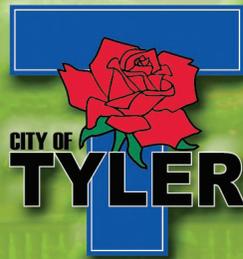
**CITY OF**

**TYLER**



*A Natural Beauty*

CITY OF TYLER



# ANNUAL BUDGET 2012-2013

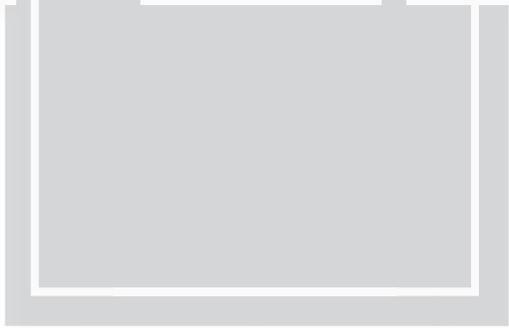
General  
Fund

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



CITY OF

**TYLER**



*A Natural Beauty*

**GENERAL FUND (IOI)**  
**REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCE**

FISCAL YEAR 2011-2012

	ACTUAL	AMENDED BUDGET	PROJECTED	BUDGET
	2010-2011	2011-2012	2011-2012	2012-2013
Unreserved Fund Balance	194,095	1,037,069	1,037,069	558,234
Court Reserve	-	-	-	-
Operating Reserve	8,518,136	7,994,911	7,994,911	8,384,916
<b>BEGINNING FUND BALANCE / WORKING CAPITAL</b>	<b>\$8,712,231</b>	<b>\$9,031,980</b>	<b>\$9,031,980</b>	<b>\$8,943,150</b>
<b>REVENUES</b>				
Property Taxes	14,027,425	14,140,688	14,135,495	14,377,668
Franchises	9,744,673	9,382,656	9,912,464	10,111,558
Sales & Use Taxes	23,206,576	23,921,514	23,643,589	24,109,353
Licenses & Permits	235,207	239,570	237,105	237,105
Fines & Penalties	6,262,679	6,309,298	6,532,950	6,978,041
Use of Money & Property	85,479	78,500	74,950	74,950
Current Services	1,470,689	1,736,741	1,700,428	1,757,618
Intergovernmental	3,572	-	-	-
Other Agencies	486,637	778,642	783,779	783,762
Miscellaneous	219,748	294,300	287,135	248,280
<b>TOTAL REVENUES</b>	<b>\$55,742,685</b>	<b>\$56,881,909</b>	<b>\$57,307,895</b>	<b>\$58,678,335</b>
<b>EXPENDITURES</b>				
General Government	6,667,401	6,873,302	6,780,039	7,097,170
Police	21,176,981	22,244,653	22,168,909	23,075,892
Police Grants	280,646	500,324	502,015	513,814
Fire	14,241,936	14,892,007	14,891,398	15,162,700
Public Services	4,339,145	4,883,339	4,898,008	5,202,022
Parks and Recreation	3,574,179	3,764,317	3,695,565	3,743,228
Library	1,367,204	1,394,405	1,370,340	1,376,264
Municipal Court	1,651,917	1,446,176	1,593,165	1,598,440
<b>TOTAL EXPENDITURES</b>	<b>\$53,299,409</b>	<b>\$55,998,523</b>	<b>\$55,899,439</b>	<b>\$57,769,530</b>
Transfer to General Capital Projects	1,500,000	550,000	550,000	-
Transfer to Development Services	100,000	100,000	100,000	100,000
Transfer to Tourism	32,000	32,000	32,000	32,000
Transfer to Cemetery	-	226,822	226,822	226,822
Transfer to Transit	349,927	446,864	446,864	448,678
Transfer to Property Facility	141,600	141,600	141,600	101,305
Unreserved Fund Balance	1,037,069	18,302	558,234	277,721
Operating Reserve	7,994,911	8,399,778	8,384,916	8,665,430
<b>ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$9,031,980</b>	<b>\$8,418,080</b>	<b>\$8,943,150</b>	<b>\$8,943,150</b>

**GENERAL FUND REVENUE DETAIL**

	ACTUAL 2010-2011	AMENDED BUDGET 2011-2012	PROJECTED 2011-2012	BUDGET 2012-2013
<b>PROPERTY TAXES</b>				
Current	13,645,340	13,789,788	13,789,788	14,010,170
Delinquent	198,815	150,000	163,641	185,432
Penalty and Interest	133,144	150,000	131,940	131,940
Collection Fee	50,126	50,900	50,126	50,126
<b>TOTAL PROPERTY TAXES</b>	<b>\$14,027,425</b>	<b>\$14,140,688</b>	<b>\$14,135,495</b>	<b>\$14,377,668</b>
<b>FRANCHISES</b>				
Power and Light	4,506,141	4,368,250	4,694,760	4,600,000
Natural Gas	839,425	922,740	904,881	1,100,000
Telephone	933,466	907,110	918,401	909,378
Cable Television	1,218,840	1,129,180	1,302,622	1,305,600
Street Use	491,787	513,539	491,800	491,800
Water and Sewer Franchise	1,755,014	1,541,837	1,600,000	1,704,780
<b>TOTAL FRANCHISES</b>	<b>\$9,744,673</b>	<b>\$9,382,656</b>	<b>\$9,912,464</b>	<b>\$10,111,558</b>
<b>SALES AND USE TAXES</b>				
Sales Taxes	22,849,738	23,587,614	23,288,189	23,753,953
Mixed Drink Taxes	315,399	301,000	315,400	315,400
Bingo Taxes	41,439	32,900	40,000	40,000
<b>TOTAL SALES AND USE TAXES</b>	<b>\$23,206,576</b>	<b>\$23,921,514</b>	<b>\$23,643,589</b>	<b>\$24,109,353</b>
<b>LICENSES AND PERMITS</b>				
Parking Meters	99,130	98,870	100,000	100,000
Wrecker	40	400	40	40
Taxi	765	300	1,065	1,065
Burglar Alarms	135,272	140,000	136,000	136,000
<b>TOTAL LICENSES AND PERMITS</b>	<b>\$235,207</b>	<b>\$239,570</b>	<b>\$237,105</b>	<b>\$237,105</b>
<b>FINES &amp; PENALTIES</b>				
Moving Violations	3,436,259	3,613,898	3,650,000	3,864,041
Tax Fees	232,353	220,000	226,150	241,500
Arrest Fees	174,163	176,800	176,800	193,300
Administrative Fees	225,332	216,900	226,000	233,400
Warrant Fees	643,204	719,200	725,000	755,000
Child Safety	195,443	185,600	195,000	211,500
Teen Court Fees	20	-	-	-
Court Security	-	-	-	-
Miscellaneous Court	19,224	20,000	20,000	27,300
Juvenile Class Fee	-	-	-	-
Time Payment Fees	-	-	-	-
Special Court Fees	807,287	719,900	800,000	855,000

Collection Firm Fees	251,687	90,000	300,000	305,500
Court Fee - Clearing	9,003	12,000	9,000	9,000
Partners for Youth	-	-	-	-
Omnibase Program	57,617	55,000	55,000	60,500
Parking Fines	211,087	280,000	150,000	222,000
<b>TOTAL FINES AND PENAL-TIES</b>	<b>\$6,262,679</b>	<b>\$6,309,298</b>	<b>\$6,532,950</b>	<b>\$6,978,041</b>

#### USE OF MONEY AND PROPERTY

Glass Center Rental	19,236	18,000	18,000	18,000
Senior Citizen Rental	8,070	6,000	6,000	6,000
Miscellaneous Rent	13,933	14,000	14,000	14,000
Bergfeld Rental	3,335	4,000	3,600	3,600
Ballfield Concessions	5,902	5,000	5,000	5,000
Bergfeld Concessions	949	1,000	1,500	1,500
Glass Rec Concessions	421	500	700	700
Interest Earnings	33,633	30,000	26,150	26,150
<b>TOTAL USE OF MONEY AND PROPERTY</b>	<b>\$85,479</b>	<b>\$78,500</b>	<b>\$74,950</b>	<b>\$74,950</b>

#### CURRENT SERVICES

Swimming Pool	1,075	1,000	1,000	1,000
Fire Inspection	23,227	23,400	23,227	23,400
False Fire Alarm Fees	1,050	435	740	435
Lot Mowing	48,866	50,000	48,040	50,000
Glass Membership	49,078	51,500	51,500	51,500
Copying Fees	20,662	18,000	18,740	21,000
Library Non Resident Fees	15,066	13,500	14,370	18,000
Library Lost Books	1,570	1,700	1,530	2,510
Library Fines	34,654	34,200	33,920	34,200
Non Resident Internet Use	4,016	4,500	4,015	4,500
Open Records	59,463	70,000	35,000	35,000
OH Reimb Fund 219	41,840	41,840	41,480	41,840
1/2 Cent Admin Costs	50,208	50,633	50,633	100,000
OH Reimb Fund 502	720,161	966,533	966,533	966,533
OH Reimb Fund 560	192,765	192,000	192,000	192,000
Softball Fees	117,342	121,700	121,700	121,700
Basketball Fees	2,990	4,000	3,000	3,000
Volleyball Fees	5,425	4,800	5,000	5,000
Tournament Fees	8,810	9,000	9,000	9,000
Other Sports Fees	15,080	3,000	11,000	11,000
Field Rental	12,070	3,000	5,500	5,500
Field Maintenance	14,805	27,000	32,000	30,000
Recreation Classes/Events	30,466	45,000	30,500	30,500
<b>TOTAL CURRENT SERVICES</b>	<b>\$1,470,689</b>	<b>\$1,736,741</b>	<b>\$1,700,428</b>	<b>\$1,757,618</b>

**GENERAL FUND REVENUES**

FISCAL YEAR 2011-2012

	ACTUAL	AMENDED BUDGET	PROJECTED	BUDGET
	2010-2011	2011-2012	2011-2012	2012-2013
<b>INTERGOVERNMENTAL</b>				
Debt Service	3,572	-	-	-
State/Federal Grants	-	-	-	-
Airport Grants	-	-	-	-
<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$3,572</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>OTHER AGENCIES</b>				
State Government	9,900	10,000	19,787	20,000
DEA Task Force	59,990	54,000	60,000	63,000
Pr Yr Inc fm Restitution	826	200	873	400
Auto Theft Task Force	100,480	89,300	100,500	103,000
School Crossing Gaurds	217,526	217,527	223,268	217,527
Safe and Sober	-	14,000	-	-
Comprehensive Traffic	45,121	65,000	49,450	50,740
Click it or Tickit	4,799	4,995	-	-
County - Haz Mat	5,000	5,000	5,000	5,000
Body Armor Grant	9,892	13,000	13,000	10,000
Justice Assistance 10/11	-	-	-	-
Justice Assistance 11/12	-	42,150	42,150	-
Justice Assistance 12/13	-	-	-	33,372
Partners for Youth Grant	(34,075)	-	-	-
US Marshal	8,501	-	2,341	-
COPS 2010	57,626	263,470	266,429	280,723
Fire TCLEOSE Allocation	1,051	-	981	-
<b>TOTAL OTHER AGENCIES</b>	<b>\$486,637</b>	<b>\$778,642</b>	<b>\$783,779</b>	<b>\$783,762</b>
<b>MISCELLANEOUS</b>				
Miscellaneous	93,542	188,600	188,600	142,580
Unclaimed Property Revenue	42,676	27,000	27,000	27,000
Return Checks	1,705	2,400	1,705	2,400
Contrib. For Construction	-	2,700	-	2,700
Sale of Equipment	1,652	3,000	3,000	3,000
Sale of Property	-	-	-	-
Junked Vehicle Revenue	1,128	600	1,130	600
Methane Gas Sales	56,945	50,000	45,900	50,000
Funeral Escorts	22,100	20,000	19,800	20,000
<b>TOTAL MISCELLANEOUS</b>	<b>219,748</b>	<b>294,300</b>	<b>287,135</b>	<b>248,280</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$55,742,685</b>	<b>\$56,881,909</b>	<b>\$57,307,895</b>	<b>\$58,678,335</b>

**GENERAL FUND EXPENDITURES DETAIL**

	ACTUAL 2010-2011	AMENDED BUDGET 2011-2012	PROJECTED 2011-2012	BUDGET 2012-2013
<b>GENERAL GOVERNMENT</b>				
General Government	4,407,236	758,420	647,888	724,464
Outside Agencies	-	1,219,619	1,219,724	1,334,724
GF Non-Dept Exp	-	2,458,090	2,458,090	2,458,090
Finance	987,056	1,045,567	1,011,937	1,007,288
Legal	748,474	761,582	818,725	886,050
Communications	227,442	239,470	245,486	257,947
Human Resources	297,193	390,554	378,189	428,607
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$6,667,401</b>	<b>\$6,873,302</b>	<b>\$6,780,039</b>	<b>\$7,097,170</b>
<b>PUBLIC SAFETY</b>				
Police Services	21,176,981	22,244,653	22,168,909	23,075,892
DEA Task Force	63,611	64,739	66,916	66,814
Auto Theft Task Force	107,299	109,427	109,292	111,535
L.E. Education Grant	9,900	20,000	19,787	20,000
Justice Assistance 2008-2009	-	-	-	-
Justice Assistance 2009-2010	-	-	-	-
Justice Assistance Recovery 2009-2010	-	-	-	-
Justice Assistance Comp 2009-2010	-	-	-	-
Justice Assistance 2010-2011	42,652	-	-	-
Justice Assistance 2011-2012	-	42,150	42,150	-
Justice Assistance 2012-2013	-	-	-	33,372
COPS 2010	57,184	264,008	263,870	282,093
Fire Services	14,241,936	14,892,007	14,891,398	15,162,700
<b>TOTAL PUBLIC SAFETY</b>	<b>\$35,699,563</b>	<b>\$37,636,984</b>	<b>\$37,562,322</b>	<b>\$38,752,406</b>
<b>PUBLIC SERVICES</b>				
Engineering Services	601,048	479,232	475,506	459,271
Streets	2,032,123	2,236,376	2,111,691	2,263,931
Traffic Operations	1,705,974	2,167,731	2,310,811	2,478,820
Code Enforcement	-	-	-	-
<b>TOTAL PUBLIC SERVICES</b>	<b>\$4,339,145</b>	<b>\$4,883,339</b>	<b>\$4,898,008</b>	<b>\$5,202,022</b>
<b>PARKS &amp; RECREATION</b>				
Administration	2,401,101	2,468,263	2,445,661	2,458,805
Indoor Recreation	460,475	489,617	465,635	488,898
Outdoor Recreation	369,193	431,833	394,891	397,831
Median Maint/Arborist	343,410	374,604	389,378	397,694
<b>TOTAL PARKS &amp; RECREATION</b>	<b>\$3,574,179</b>	<b>\$3,764,317</b>	<b>\$3,695,565</b>	<b>\$3,743,228</b>

**GENERAL FUND EXPENDITURES DETAIL**

	<i>ACTUAL</i> 2010-2011	<i>AMENDED BUDGET</i> 2011-2012	<i>PROJECTED</i> 2011-2012	<i>BUDGET</i> 2012-2013
<b>LIBRARY</b>	<b>\$1,367,204</b>	<b>\$1,394,405</b>	<b>\$1,370,340</b>	<b>\$1,376,264</b>
<b>MUNICIPAL COURT</b>				
Municipal Court	1,651,917	1,446,176	1,593,165	1,598,440
Court Security	-	-	-	-
Partners for Youth Program	-	-	-	-
<b>TOTAL MUNICIPAL COURT</b>	<b>\$1,651,917</b>	<b>\$1,446,176</b>	<b>\$1,593,165</b>	<b>\$1,598,440</b>
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$53,299,409</b>	<b>\$55,998,523</b>	<b>\$55,899,439</b>	<b>\$57,769,530</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 represents 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, business services auditing and budgeting.

City Manager Mark McDaniel brings more than 20 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**

	FY2010-2011 ACTUAL EXPENDITURES	FY2011-2012 BUDGET APPROPRIATIONS	FY2011-2012 PROJECTED EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS
Salaries and Benefits	1,918,491	412,923	349,000	334,456
Supplies and Services	160,128	131,832	130,356	128,013
Sundry	2,239,213	67,851	67,818	163,331
Utilities	80,825	81,450	86,350	84,300
Maintenance	8,579	14,364	14,364	14,364
<b>TOTAL APPROPRIATIONS<sup>1</sup></b>	<b>\$4,407,236</b>	<b>\$708,420</b>	<b>\$647,888</b>	<b>\$724,464</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**

<i>Regular Full-time Positions</i>	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
City Manager	1	1	1	1	1	1	1
City Manager Designate	-	-	1	-	-	-	-
1) Deputy City Manager	1	1	-	-	-	-	-
2, 13) Assistant City Manager	-	-	-	1	1	-	-
3) Administrative Secretary	-	-	1	-	-	-	-
4) Executive Secretary	-	-	-	1	1	1	1
5) Business Services Manager	1	1	-	-	-	-	-
Building Services Technician	-	-	-	-	-	-	-
6) Communications Director	-	0.93	-	-	-	-	-
Communications/Media Svcs Coordinator	0.93	-	-	-	-	-	-
11) Director of Budget and Human Resource	-	-	1	1	-	-	-
12) Internal Auditor	1	1	1	1	-	-	-
7) Marketing/PR Specialist	1	1	-	-	-	-	-
8) Redevelopment Specialist	-	1	1	-	-	-	-
9 & 10) Project Manager	-	-	1	-	-	-	-
<b>TOTAL DEPARTMENT</b>	<b>5.93</b>	<b>6.93</b>	<b>7</b>	<b>5</b>	<b>3</b>	<b>2</b>	<b>2</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

## OUTSIDE AGENCIES

### SERVICE POINT EXPENDITURES

	FY2010-2011 ACTUAL EXPENDITURES	FY2011-2012 BUDGET APPROPRIATIONS	FY2011-2012 PROJECTED EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS
Sundry	-	1,219,619	1,219,724	1,334,724
<b>TOTAL APPROPRIATIONS<sup>1</sup></b>	-	<b>\$1,219,619</b>	<b>\$1,219,724</b>	<b>\$1,334,724</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

	FY2010-2011 ACTUAL EXPENDITURES	FY2011-2012 BUDGET APPROPRIATIONS	FY2011-2012 PROJECTED EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS
Salaries and Benefits	-	1,424,746	1,424,746	1,424,746
Sundry	-	1,033,344	1,033,344	1,033,344
Transfers to Special Revenue Funds	-	-	-	-
<b>TOTAL APPROPRIATIONS<sup>1</sup></b>	-	<b>\$2,458,090</b>	<b>\$2,458,090</b>	<b>\$2,458,090</b>

<sup>1</sup>THE APPROPRIATIONS FOR NON DEPARTMENTAL EXPENSE WAS MOVED FROM THE GENERAL GOVERNMENT DEPARTMENT TO A SEPARATE DEPARTMENT

## FINANCE

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, processing payroll and administration of benefits. 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;
- § Benefit analysis and administration.

### Accomplishments for 2011-2012

- § Achieving 26th consecutive Certificate of Achievement for Excellence in Finance from the Government Finance Officers Association

- tion of the United States and Canada;
- § Achieving 6th 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;
- § Implementation of GASB 54 Fund Balance Reporting for Governmental Funds; and,
- § Implementation of 100% direct deposit compliance for all active employees.

### Major Budget Items for fiscal year 2012-2013

- § Complete quote for services for Stop Loss Coverage for 2013 calendar year;
- § Implement new business plan model and visual metric system of management;
- § Implement year two of multi-year planned premium adjustments to the employee/retiree health plan; and,
- § Implement collection of new 2% occupancy tax for new/expanded visitor facilities.

### Goals for fiscal year 2012-2013

- § 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;

- § Assist departments in developing procedures to receive faster turnaround on reimbursements for grant funds expended; and,
- § Review hotel tax collection procedures in an effort to improve and sustain current collection rates.

### FINANCE SERVICES

#### SERVICE POINT EXPENDITURES

	FY2010-2011 ACTUAL EXPENDITURES	FY2011-2012 BUDGET APPROPRIATIONS	FY2011-2012 PROJECTED EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS
Salaries and Benefits	533,103	567,958	519,885	542,916
Supplies and Services	198,027	208,630	237,922	211,130
Sundry	251,724	268,619	253,550	252,882
Utilities	358	360	580	360
<b>TOTAL APPROPRIATIONS</b>	<b>\$983,212</b>	<b>\$1,045,567</b>	<b>\$1,011,937</b>	<b>\$1,007,288</b>

#### SERVICE POINT EMPLOYEES - LEGAL DEPARTMENT

Regular Full-time Positions	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
Regular Full-time Positions	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
6) Chief Financial Officer		1	1	1	1	1	1
6) CFO/Director of Administrative Services	1	-	-	-	-	-	-
8) Accounting Manager	-	1	1	1	1	1	0
4) & 5) & 7) & 8) & 9) Accountant	1	2	2	2	2	2	3
5) Accountant III	1	-	-	-	-	-	-
3) Accounting Technician	4	3	3	3	3	3	3
Senior Accounting Technician	-	-	1	1	1	1	1
1) Senior Staff Services Specialist	-	1	-	-	-	-	-
2) Staff Services Specialist	-	1	-	-	-	-	-
<b>TOTAL DEPARTMENT</b>	<b>7</b>	<b>9</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

PERFORMANCE BENCHMARKS	ACTUAL 2010-11	BUDGET 2011-12	PERIOD ENDING MAY 2012	PROJECTED 2012-2013
Average cost per accounts payable item	\$5.00	\$4.80	\$4.00	\$5.07
Percentage of net wages distributed by direct deposit.	100%	100%	100%	100%
Percentage of advanced grant funds as a part of total cash	1%	0.07%	0.05%	0.08%
Percentage of Hotels paid by due date	95%	95%	95%	95%

# 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 2011-2012

- § Execution of multiple interlocal agreements with area cities establishing the boundaries and extraterritorial jurisdiction of the cities. Adoption of an ordinance approving said interlocal agreements, as well as incorporating portions of Lake Tyler and Lake Tyler East into the City of Tyler extraterritorial jurisdiction.
- § Assist with Annexation of UT Health Science Center following settlement of ETJ dispute with SCMUD#1.
- § Assist with Annexation of Airport.
- § Provision of temporary services to Neighborhood Services Department.
- § Preparation of documents for, and participation in, Municipal Court hearing for determination on pit bull dog that had attacked citizen.
- § Drafting and execution of Land Donation with Reverter for Gateway to Hope & WIC Building.

- § Agreements with County regarding precincts, elections, and maps.
- § Participation in Lean Sigma, Citizen's Academy, and Leadership Academy.
- § Drafting of Mutual Aid Agreement for ESDs
- § Drafting of Tax Abatement/Business Incentive Agreements for Centene
- § Adoption of ordinance amendments to 2006 International Building Code and to 2006 International Fire Code.
- § Drafting of policies, basic guidelines and forms for the sale and acquisition of City owned property.
- § Assist with updating Human Resource policies and forms related to Certificate Pay, FMLA, Military Leave, and Direct Deposit.
- § Coordination and assistance on the City's redistricting process and adoption of the City's new redistricting plan.
- § Develop policies and provide staff training related to Records Management, Records Requests, E-mail Retention, and Disease Exposure.
- § Completion of an electric utility franchise renewal, which required the aligning of complex state requirements with the rights and needs of the City.

## Goals for 2012-2013

- § Continue to develop and update a new process and ordinance for demolition of substandard structures, to conform with recent opinions by the Texas Supreme Court.
- § Continue to develop new ordinances regulating the sale of alcoholic beverages, including distance requirements, in compliance with State law and in anticipation of an alcohol 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

	FY2010-2011 ACTUAL EXPENDITURES	FY2011-2012 BUDGET APPROPRIATIONS	FY2011-2012 PROJECTED EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS
Salaries and Benefits	585,718	646,075	654,218	684,423
Supplies and Services	128,570	117,887	116,887	151,705
Sundry	33,185	37,735	37,735	37,607
Utilities	276	160	160	160
Maintenance	723	725	725	785
Capital Outlay	-	9,000	9,000	11,370
<b>TOTAL APPROPRIATIONS</b>	<b>\$748,472</b>	<b>\$811,582</b>	<b>\$818,725</b>	<b>\$886,050</b>

**SERVICE POINT EMPLOYEES - LEGAL DEPARTMENT**

Regular Full-time Positions	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
City Attorney	1	1	1	1	1	1	1
City Clerk	-	-	1	1	1	1	1
Deputy City Attorney	1	1	1	1	1	1	1
3) Assistant City Attorney	1	1	-	-	-	1	1
Legal Secretary	1	1	1	1	1	1	1
1) Risk Analyst	1	-	1	-	-	-	-
Legal/Risk/City Clerk Secretary	-	-	-	1	1	1	1
Senior Assistant City Attorney	-	-	1	1	1	1	1
2) Support Services Tech I	-	-	1	1	-	-	-
<b>TOTAL DEPARTMENT</b>	<b>5</b>	<b>4</b>	<b>7</b>	<b>7</b>	<b>6</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

PERFORMANCE BENCHMARKS	ACTUAL 2010-11	BUDGET 2011-12	PERIOD ENDING MAY 2012	PROJECTED 2012-2013
Respond to at least 50% of requests for Legal Assistance within 3 days.	63%		54% (Same day=47%)	50%
Review at least 40% of documents and return or forward to CMO within three days.	53%		53%	50%
Number of ordinances prepared or reviewed	108		68	75
Number of resolutions prepared or reviewed	32		25	25
Number of cases handled in Trial and Pleas dockets	705		678	700
Percentage of guilty verdicts from all cases, excluding dismissals	58%		58%	58%
Resolve at least 25% of lawsuits filed against City within 12 months	67%		56%	25%
Average cost of in-house services	\$123.91		\$105.20	\$141.00
Average cost of services provided by outside sources	\$155.64		\$179.28	\$188.00

**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, City of Tyler Government Access Channel (Suddenlink-Channel 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 Uni-

versity 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 citizens of Tyler;
- § Planning and marketing special events;
- § Sending out the My Tyler e-mail newsletter;
- § Coordinating the Mayor for the Day program;
- § Approving and editing City publications for all departments;
- § Writing and distributing the monthly employee newsletter;
- § Providing media training to City employees.

## Accomplishments for 2011-2012

- § Used free technology to host the first ever E-Town Hall Meeting.
- § Started a weekly Tyler update called "The Click of the Week" on Tyler TV 3 and YouTube, that is dispersed on Facebook and Twitter;
- § 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;
- § Successfully launched City University's Mayor's Citizens Academy;
- § Continued success in the Fit City Challenge with Mayor Bass and City Manager Mark McDaniel;
- § Created Half Mile of History videos to link to historical markers with informational videos;
- § Lean Sigma saved the city more than \$2.4 million dollars in its third year;

- § Provided project management for the Industry Growth Initiative brochure outlines Tyler's strategy for economic growth in the next 20 years; and,
- § Continued to have a robust social media presence for the City of Tyler using Facebook, YouTube, Twitter, Flickr and Pinterest, with more than 7,000 followers.

## Goals for 2012-2013

- § 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 updated webpage and mobile 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.

## COMMUNICATIONS DEPARTMENT

### SERVICE POINT EXPENDITURES

	FY2010-2011 ACTUAL EXPENDITURES	FY2011-2012 BUDGET APPROPRIATIONS	FY2011-2012 PROJECTED EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS
Salaries and Benefits	158,760	163,563	169,729	179,588
Supplies and Services	58,508	62,823	62,673	62,673
Sundry	10,472	12,724	12,724	15,326
Utilities	(299)	360	360	360
<b>TOTAL APPROPRIATIONS</b>	<b>\$227,441</b>	<b>\$239,470</b>	<b>\$245,486</b>	<b>\$257,947</b>

### SERVICE POINT EMPLOYEES - COMMUNICATIONS DEPARTMENT

	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
<i>Regular Full-time Positions</i>							
1) & 9) Communications Director	-	-	0.93	0.93	-	-	-
9) & 10) Dir.External Relations Org Dev	-	-	-	-	0.93	-	-
10) Managing Director of External Rel.	-	-	-	-	-	0.93	0.93
2) Marketing/PR Specialist	-	-	1	1	1	1	1
3) Capital Project Coordinator	-	-	1	-	-	-	-
4) & 5) Lean Sigma Black Belt	-	-	1	-	-	-	-
<i>Regular Part-time Positions</i>							
6) & 7) & 8) Graphics Technician	-	-	-	-	1	-	-
<b>TOTAL DEPARTMENT</b>	<b>0</b>	<b>0</b>	<b>3.93</b>	<b>1.93</b>	<b>2.93</b>	<b>1.93</b>	<b>1.93</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

PERFORMANCE BENCHMARKS	ACTUAL	BUDGET 2010-20111	PERIOD ENDING JUNE 2011	PROJECTED 2011-2012
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)	7.5	7.75	8.35	8.0
Number of e-newsletter subscribers	4,500	6,101	7,800	8,000
Number of daily visitors to web	3,000	3,500	3,764	3,700
Add an additional program to Channel 3 each quarter that promotes City services, explains a process or celebrates a success.	3/qtr.	4/qtr.	9/qtr.	12/qtr
Establish robust Facebook Page to drive traffic back to city web page.	2,500	5,000	5,209	5,300
Percentage of City University attendees who indicate they will use the skills learned in training to enhance their job performance	90%	89%	90%	91%
Hours of work time saved due to launch of Lean Sigma Initiative	New	1,700	5,500	6,000
Number of news releases per year	1,595	1,592	1,500	1,550
Total Earned Media Value	678,541	650,000	700,000	705,000

## 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 2011-2012

- § Improve responsiveness, efficiency, and effectiveness of the PAF process through the implementation of Lean Sigma Principles; and,
- § Develop City-wide Volunteer Services Program.
- § Implementation of DriveCam

### Major Budget Items for 2012-2013

- § Pay and Classification Plan Study Implementation Phase III.

### Goals for 2012-2013

- § Expand and Improve Recruitment Efforts;
- § Emphasis on Fire Fighter Recruitment

**HUMAN RESOURCES DEPARTMENT**

**SERVICE POINT EXPENDITURES**

	FY2010-2011 ACTUAL EXPENDITURES	FY2011-2012 BUDGET APPROPRIATIONS	FY2011-2012 PROJECTED EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS
Salaries and Benefits	233,811	339,288	323,421	374,078
Supplies and Services	29,998	16,279	19,781	21,129
Sundry	33,383	34,837	34,837	33,250
Utilities	-	150	150	150
<b>TOTAL APPROPRIATIONS</b>	<b>\$297,192</b>	<b>\$390,554</b>	<b>\$378,189</b>	<b>\$428,607</b>

**SERVICE POINT EMPLOYEES - HUMAN RESOURCES DEPARTMENT**

<i>Regular Full-time Positions</i>	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
1) Director of Human Resource	-	-	-	-	0.75	0.75	-
13) Managing Director of Administration	-	-	-	-	-	-	0.75
2) Human Resource Manager	-	1	1	1	-	-	-
3) Staff Services Director	1	-	-	-	-	-	-
10) Human Resource Representative	-	-	1	2	2	2	1
11) Human Resource Generalist	-	-	-	-	-	-	1
6) & 7) & 12) Senior Clerk	1	1	1	1	1	-	-
12) Receptionist/Greeter	-	-	-	-	-	1	1
Senior Staff Services Specialist	1	-	-	-	-	-	-
3) Staff Services Representative	1	1	-	-	-	-	-
Staff Services Specialist	1	-	-	-	-	-	-
5) Civil Service/Employment Relations Officer	-	-	-	-	1	1	1
8) Clerical Specialist	-	-	-	-	-	1	1
9) Volunteer Coordinator	-	-	-	-	1	1	1
<i>Regular Part-time Positions</i>	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
4) Human Resource Representative	-	-	1	-	-	-	-
Staff Services Representative	1	-	-	-	-	-	-
<b>TOTAL DEPARTMENT</b>	<b>6</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>4.75</b>	<b>6.75</b>	<b>6.75</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

PERFORMANCE BENCHMARKS	ACTUAL FY2010-2011	BUDGET FY2011-2012	PERIOD ENDING JUNE 2012	PROJECTED FY2012-2013
Process Requisition and Post Job Posting within 5 days of receiving Requisition	5	6	3	3
Process Pay increases on schedule and with 100% accuracy	100%	100%	100%	100%
Provide 2 Human Resource Supervisor Training at City University	1	4	3	4
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%	87	79	64	88

## 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 2011-2012

- § Received our Fifth reaccreditation award from The Commission on Accreditation for Law Enforcement Agencies March 2012.
- § Established a Full-time Lean Sigma Black Belt (Lieutenant Position)
- § Lean Sigma projects complete included Communications, Office Supply Consolidation, Uniforms, Overtime and Vehicle Equipment.
- § Community Response Unit was involved in 173 community watch programs. The mobile storefront was deployed 36 times. The Community Response Officers conducted 92 programs in the community which included child fingerprinting, safety presentations, theft prevention, and child safety.
- § Major Budget Items
- § Continue to utilize the forfeiture fund and limited grant funds to purchase investigative equipment for operations.

### Goals for 2012-2013

- § 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**

**SERVICE POINT EXPENDITURES**

	FY2010-2011	FY2011-2012	FY2011-2012	FY2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Salaries and Benefits	18,823,404	19,424,269	19,375,488	19,927,125
Supplies and Services	973,147	1,010,621	989,149	1,001,576
Sundry	748,887	773,265	773,295	765,085
Utilities	152,295	178,288	172,796	175,760
Maintenance	479,249	858,210	855,181	1,206,346
Capital Outlay	-	-	-	-
<b>TOTAL APPROPRIATIONS</b>	<b>\$21,176,982</b>	<b>\$22,244,653</b>	<b>\$22,168,909</b>	<b>\$23,075,892</b>

**SERVICE POINT EMPLOYEES - POLICE DEPARTMENT**

<i>Regular Full-time Positions</i>	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
Police Chief	1	1	1	1	1	1	1
Assistant Police Chief (CS)	2	2	2	2	3	3	3
1) & 14) City Volunteer Coordinator	-	-	-	1	-	-	-
12) Deputy Police Chief (CS)	1	1	1	1	-	-	-
21) Police Lieutenant (CS)	5	5	5	5	5	6	6
2) Police Sergeant (CS)	26	26	27	27	27	27	27
3) & 18) Police Officer (CS)	146	148	150	150	150	149	151
Administrative Secretary	-	-	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	10	8	8	7	4
5) Director of Volunteer Services	-	1	-	-	-	-	-
Identification Technician	1	1	1	1	1	1	1
IT Specialist I	-	-	1	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	18	21	21	21	21	21	20
20) PST Administrator	-	-	-	-	-	-	1
15) Public Service Officer	6	9	9	9	9	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	3	1	1	1	1	1
7) Vehicle Fleet Specialist	1	1	-	-	-	-	-

**SERVICE POINT EMPLOYEES - POLICE DEPARTMENT**

Regular Full-time Positions	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
5) & 8 ) VIP Coordinator	1	-	1	-	-	-	-
Regular Part-time Positions	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
Courier	1	1	1	1	1	1	1
9) & 10) Technology Intern	-	1	1	1	-	-	-
<b>TOTAL DEPARTMENT</b>	<b>236</b>	<b>245</b>	<b>248</b>	<b>246</b>	<b>244</b>	<b>242</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
- 15) 1 Public Service Officer eliminated FY 2011-2012
- 16) Data Management Specialist Eliminated FY 2011-2012

**JUSTICE ASSISTANCE GRANT - 0304**

	2010-2011 ACTUAL EXPENDITURES	2011-2012 BUDGET APPROPRIATIONS	2011-2012 PROJECTED EXPENDITURES	2012-2013 BUDGET APPROPRIATIONS
Capital Outlay	-	42,150	42,150	-
<b>TOTAL APPROPRIATIONS</b>	<b>-</b>	<b>42,150</b>	<b>42,150</b>	<b>-</b>

**COPS GRANT - 0306**

SERVICE POINT EXPENDITURES	FY2010-2011 ACTUAL EXPENDITURES	FY2011-2012 BUDGET APPROPRIATIONS	FY2011-2012 PROJECTED EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS
Salaries and Benefits	57,186	264,008	263,870	282,093
<b>TOTAL APPROPRIATIONS</b>	<b>\$57,186</b>	<b>\$264,008</b>	<b>\$263,870</b>	<b>\$282,093</b>

**SERVICE POINT EMPLOYEES - COPS GRANT**

Regular Full-time Positions	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
i) Police Officer (CS)	-	-	-	-	4	4	4
<b>TOTAL DEPARTMENT</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**

	FY2010-2011 ACTUAL EXPENDITURES	FY2011-2012 BUDGET APPROPRIATIONS	FY2011-2012 PROJECTED EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS
Salaries and Benefits	63,613	64,739	66,916	66,814
<b>TOTAL APPROPRIATIONS</b>	<b>\$63,613</b>	<b>\$64,739</b>	<b>\$66,916</b>	<b>\$66,814</b>

**SERVICE POINT EMPLOYEES - DEA TASK FORCE**

Regular Full-time Positions	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
Secretary	1	1	1	1	1	1	1
<b>TOTAL DEPARTMENT</b>	<b>1</b>						

**AUTO THEFT TASK FORCE - 0313****SERVICE POINT EXPENDITURES**

	FY2010-2011 ACTUAL EXPENDITURES	FY2011-2012 BUDGET APPROPRIATIONS	FY2011-2012 PROJECTED EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS
Salaries and Benefits	97,880	97,492	97,357	100,056
Supplies and Services	9,419	11,935	11,935	11,479
<b>TOTAL APPROPRIATIONS</b>	<b>\$107,299</b>	<b>\$109,427</b>	<b>\$109,292</b>	<b>\$111,535</b>

**SERVICE POINT EMPLOYEES - AUTO THEFT TASK FORCE**

Regular Full-time Positions	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
i) 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**

	FY2010-2011 ACTUAL EXPENDITURES	FY2011-2012 BUDGET APPROPRIATIONS	FY2011-2012 PROJECTED EXPENDITURES	FY2012-2013 BUDGET APPROPRIATIONS
Supplies and Services	9,900	20,000	19,787	20,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$9,900</b>	<b>\$20,000</b>	<b>\$19,787</b>	<b>\$20,000</b>

<b>PERFORMANCE BENCHMARKS</b>	<b>ACTUAL 2010-11</b>	<b>BUDGET 2011-12</b>	<b>PERIOD ENDING MAY 2012</b>	<b>PROJECTED 2012-13</b>
Number of sworn officers	187	191	190	191
Number of homicides	5	4	3	5
Number of sexual assaults	49	42	20	41
Number of robberies	109	86	41	107
Number of aggravated assaults	295	384	169	428
Number of burglaries	1,102	848	504	948
Number of thefts	4,124	3,432	1,783	3,400
Number of auto thefts	267	171	88	187
<b>Response Times (new)</b>				
Emergency Mobile	7:10	5:00	4:12	9:00
Immediate Mobile	9:35	9:00	9:22	9:00
Delayed Mobile	28:42	40:00	21:32	25:00

# 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 2011-2012

- § Completed construction of new fire station 5;
- § Added a Captain for Lean-Sigma Black-Belt;
- § Started Fire Academy in partnership with Tyler Junior College;
- § Implemented fire apparatus replacement program;
- § Applied for grant to purchase new Compressor-Cascade for mobile air supply;
- § Completed Emergency Management training city-wide.

## Major Budget Items 2011 – 2012

- § Purchased new Hazardous Material and Technical Rescue equipment;
- § Purchased new Brush Firefighting Truck to be placed at Station 5;
- § Made annual Fire Apparatus Lease/Purchase payment.

## Goals for 2012-2013

- § Locate and acquire property for future Fire Station No. 11;
- § Order new Fire Engine 4 and two new Ladder Trucks;
- § Begin Fire Accreditation Process.

## FIRE SERVICES

### SERVICE POINT EXPENDITURES

	2010-2011 ACTUAL EXPENDITURES	2011-2012 BUDGET APPROPRIATIONS	2011-2012 PROJECTED EXPENDITURES	2012-2013 BUDGET APPROPRIATIONS
Salaries and Benefits	13,015,992	13,598,685	13,567,087	13,847,126
Supplies and Services	415,778	459,354	486,803	495,617
Sundry	367,100	386,953	386,953	387,338
Utilities	152,508	142,625	140,897	145,625
Maintenance	288,176	304,390	309,658	286,994
<b>TOTAL APPROPRIATIONS</b>	<b>\$14,239,554</b>	<b>\$14,892,007</b>	<b>\$14,891,398</b>	<b>\$15,162,700</b>

**SERVICE POINT EMPLOYEES - FIRE**

Regular Full-time Positions	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
Fire Chief	1	1	1	1	1	1	1
10) Assistant Fire Chief (CS)	1	1	1	1	2	2	2
10) Fire Training Chief (CS)	1	1	1	1	-	-	-
District Chief (CS)	4	4	6	6	6	6	6
1) Senior Captain (CS)	6	6	-	-	-	-	-
11) Fire Captain (CS) *	25	28	38	38	38	38	39
2) Fire Mechanic (CS)	1	1	-	-	-	-	-
6) Fire Inspector/Investigator (CS)	6	6	6	-	-	-	-
Fire Driver/Engineer (CS)	33	33	36	36	36	36	36
3) Firefighter (CS)	66	63	60	66	66	66	66
Administrative Assistant	-	-	1	1	1	1	1
4) Administrative Secretary	1	1	1	1	1	1	1
9) Emergency Management Assistant	1	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
8) Deputy Fire Marshal	-	-	-	3	3	3	3
9) Emergency Mgmt Asst/Admin Asst	-	-	-	-	1	1	1
<b>TOTAL DEPARTMENT</b>	<b>149</b>	<b>149</b>	<b>155</b>	<b>160</b>	<b>160</b>	<b>160</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

PERFORMANCE BENCHMARKS	ACTUAL 2010-2011	BUDGET 2011-2012	PERIOD ENDING JUNE 2012	PROJECTED 2012-2013
Average percentage response time to emergency calls	72.97%	70.00%	74.03%	75%
Average response time to emergency calls in minutes and seconds	4:25	4:00	4:21	4:00
Total number of structure fires	123	-	105	-
Percentage of 240 required continuing education hours completed per fire suppression person	100%	100%	92%	100%

# LIBRARY

## Service Point Focus

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 books-by-mail for the homebound;
- § Providing access to public information; and,
- § Providing access to statewide information databases.

## Accomplishments 2011-2012

- § 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 preschool 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.

## Major Budget Items for 2012-2013

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

## Goals for 2012-2013

- § Continue long range planning efforts; and,
- § Provide access to additional downloadable electronic resources for patrons

## LIBRARY SERVICES

### SERVICE POINT EXPENDITURES

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Salaries and Benefits	978,453	960,723	936,416	949,254
Supplies and Services	33,715	34,695	47,937	44,670
Sundry	139,464	144,468	144,503	147,051
Utilities	71,236	90,655	78,097	81,650
Maintenance	21,911	41,364	40,887	31,139
Capital Outlay	122,097	122,500	122,500	122,500
<b>TOTAL APPROPRIATIONS</b>	<b>\$1,366,876</b>	<b>\$1,394,405</b>	<b>\$1,370,340</b>	<b>\$1,376,264</b>

### SERVICE POINT EMPLOYEES - LIBRARY

Regular Full-time Positions	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
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	3	2	2	1	1	1
Administrative Assistant	-	1	1	1	1	1	1
Cataloging Specialist	2	2	2	2	2	2	2
2) Circulation Technician	4	4	3	3	3	3	3
Collection Associate	1	1	1	1	1	1	1

**SERVICE POINT EMPLOYEES - LIBRARY**

<i>Regular Full-time Positions</i>	<i>FY2006-2007</i>	<i>FY2007-2008</i>	<i>FY2008-2009</i>	<i>FY2009-2010</i>	<i>FY2010-2011</i>	<i>FY2011-2012</i>	<i>FY2012-2013</i>
4) Custodian	2	2	2	2	-	-	-
Library Assistant	2	2	2	2	2	2	2
Outreach Technician	1	1	1	1	1	1	1
Programming Associate	1	1	1	1	1	1	1
Senior Secretary	1	-	-	-	-	-	-
<i>Regular Part-time Positions</i>	<i>FY2006-2007</i>	<i>FY2007-2008</i>	<i>FY2008-2009</i>	<i>FY2009-2010</i>	<i>FY2010-2011</i>	<i>FY2011-2012</i>	<i>FY2012-2013</i>
7) & 14) Access Associate	4	4	6	6	8	8	6
2, 11, 13) Circulation Technician	11	11	13	13	13	9	9
5, 10, 12) Custodian	1	1	1	1	5	3	3
8) Graphics Technician	1	1	1	1	-	-	-
3) Outreach Technician	1	1	-	-	-	-	-
Project Specialist	1	1	1	1	1	1	1
<i>Substitute Positions</i>	<i>FY2006-2007</i>	<i>FY2007-2008</i>	<i>FY2008-2009</i>	<i>FY2009-2010</i>	<i>FY2010-2011</i>	<i>FY2011-2012</i>	<i>FY2012-2013</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	1	-	-	-
Outreach Technician	3	3	3	3	3	3	3
<b>TOTAL DEPARTMENT</b>	<b>52</b>	<b>52</b>	<b>53</b>	<b>53</b>	<b>54</b>	<b>48</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

<b>PERFORMANCE BENCHMARKS</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGET 2011-2012</b>	<b>PERIOD ENDING MAY 2012</b>	<b>PROJECTED 2012-2013</b>
Total number of volumes owned	229,944	231,200	229,194	231,500
Number of books	183,365	181,900	180,258	182,000
Number of magazines and AV items	14,773	14,900	14,566	14,700
Number of electronic resources	31,806	34,400	34,370	34,600
Total loans	280,628	274,000	141,173	272,000
Number of events offered in library	279	280	168	282
Total visits	243,372	239,800	147,992	238,000

<b>GOALS 2012-2013</b>	
Increase memberships	2%
Update children's non-fiction	2%
Increase collection of downloadable resources	2%

# PARKS AND RECREATION

## Service Point Focus

The Parks and Recreation Department provides oversight for the City's open spaces, athletic complexes, and recreation-oriented programs for the use of all citizens. Staff members diligently maintain a proactive maintenance program for over 25 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 Citizen Center operations;
- § Harvey Convention Center operations;
- § Rose Garden special activities;
- § Swimming and fitness programs;
- § Athletic tournaments;
- § Polar Bear Golf Classic;
- § Concerts in the Park; and,
- § Movies in the Park.

## Accomplishments for 2011-2012

- § The Exterior Renovations included at new roof, structural reinforcements, and a new paint job. This was completed in January 2011.
- § The Exterior Restroom project commenced in September 2011. The new restrooms, expected to be completed in January 2012, will allow citizens to more fully utilize the Goodman/LeGrand grounds for events such as weddings and other events.
- § Kay Odom was recognized in 2010-11 with the 2010-2011 DADS Vision Award in the wellness category.
- § 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 on Sports Field Preparation
- § Senior Citizens Center Supervisor receives Texas Department of Aging and Disability Services (DADS) Vision Award
- § Mayor's Tree Tyler Initiative

- § Tree City USA Designation Renewal
- § Implementation and Participation in Citywide "Fit City" program
- § Installation of pavilion at Cole.
- § Service of irrigation weather station.
- § Re-deck bridge at Rose Rudeman.
- § Installation of 2 score boards at Lindsey.
- § Installation of 1 new score board at Faulkner.
- § Connection of athletic field lights at Faulkner to Musco satellite system.
- § Removal of fencing at Woldert baseball field to convert to football field.
- § Re-hab 2 fountains at Rose Garden.
- § Installation of drainage system at Faulkner sprayground.
- § Installation of drainage system at Faulkner athletic fields.
- § Re-surfaced basketball courts at Lindsey and Scott.
- § Completion of Faulkner mountain bike trail.
- § Finalized removal of old restrooms at Scott, Gassaway and Hillside.
- § New playground installed at Lindsey on softball side
- § Installed soil and prep for planting on Gentry Parkway
- § Senior Celebrating Life (co-host with the Chamber) 900 participants
- § Record year for movies in the park goers. Fall/Spring movies - 4,400 participants

## Major Budget Items 2012-2013

- § Senior Celebrating Life (co-host with the Chamber) had 1200 participants;
- § Record year for movies in the park goers, Fall/Spring movies had 4,800 participants;
- § Hosted 11 Cooking for Life classes which had a waiting list for each class;
- § Rose Festival Arts and Crafts Fair;
- § 11th Annual Fall Fest with over 1,800 attendees; 5th Annual Bambi Run with 100 participants;
- § 4th Annual Father and Son Fishing Tournament with 38 participants;
- § 6th Annual Holiday in the Park and Bazaar with over 10,000 in attendance;
- § 7th 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;
- § Hosted two Golf Clinics with the Pro at Oak Hurst Golf Club;
- § Hosted two Disc Golf Clinics at Lindsey Park;
- § 23rd Annual Tyler Corporate Challenge with 12 sports categories;

- § Azalea Trails Arts and Crafts Fair at Bergfeld Park;
- § 76th Annual Life in Tyler Photography contest at the Rose Garden Center;
- § 11th Annual Twilight Easter Egg Hunt with more than 1500 participants;
- § 7th Annual Art in the Garden at the Rose Garden Center;
- § Girls Only Basketball Camp with 65 participants;
- § East Texas Basketball Camp Boys and Girls 92 Campers
- § Started an after school program for youth at the Glass Recreation Center with more than 55 students;
- § Networked with other non-profit agencies to host six city wide events;
- § Started a Biggest Loser program with more than 75 participants at the Glass Recreation Center;
- § Summer Playground Program at five park site with 255 registered children as of June 2012;
- § 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;
- § 1st Annual Volunteer Luncheon honoring sponsors, instructors and vendors 50
- § 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.
- § Wise Moves Cheerleader Camp with 35 campers
- § Glass Recreation Center Summer Day Camp 45 registered as of June.
- § Replace floors at the Senior Center
- § 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 2012-2013

- § Continued improvements at city trail;
- § Continued signage improvements at Senior Center and Bergfeld Park;
- § Automated work order program for Park Maintenance Staff;
- § Remote lighting installation at Lindsey Park;
- § New Lift at Rose Garden Center
- § Expansion of plantings on medians
- § Possible Sprayground expansions

## PARKS MAINTENANCE AND ADMINISTRATION

### SERVICE POINT EXPENDITURES

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Salaries and Benefits	696,770	763,777	735,470	724,435
Supplies and Services	391,791	375,220	375,312	378,663
Sundry	82,120	85,176	85,891	85,276
Utilities	689,340	650,276	674,252	707,850
Maintenance	541,086	593,814	574,736	562,581
<b>TOTAL APPROPRIATIONS</b>	<b>\$2,401,107</b>	<b>\$2,468,263</b>	<b>\$2,445,661</b>	<b>\$2,458,805</b>

### SERVICE POINT EMPLOYEES - PARKS MAINTENANCE AND ADMINISTRATION

Regular Full-time Positions	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
1) & 3) Parks and Recreation Director	-	-	1	1	0.5	0.5	0.5
4) Parks and Recreation Operation and Services Manager	1	1	1	1	0.7	0.7	0.7
7) Parks Maintenance Supervisor	1	1	1	1	1	1	-
7) Parks & Recreation Services Coordinator*	-	-	-	-	-	-	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	8	7	7

2) Senior Clerk	1	1	-	-	-	-	-
Senior Secretary	-	-	1	1	1	1	1
<b>TOTAL DEPARTMENT</b>	<b>23</b>	<b>23</b>	<b>24</b>	<b>24</b>	<b>23.2</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

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Salaries and Benefits	348,074	355,737	341,098	358,566
Supplies and Services	73,854	87,915	78,591	83,415
Sundry	13,330	14,515	14,515	15,123
Utilities	195	200	186	200
Maintenance	25,025	31,250	31,245	31,594
<b>TOTAL APPROPRIATIONS</b>	<b>\$460,478</b>	<b>\$489,617</b>	<b>\$465,635</b>	<b>\$488,898</b>

#### SERVICE POINT EMPLOYEES - INDOOR RECREATION

	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
<i>Regular Full-time Positions</i>							
1) Special Events/Recreation Supervisor	1	1	1	-	-	-	-
2) Special Events/Recreation Manager	-	-	-	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) Recreation Specialist	2	3	3	3	3	3	3
<i>Regular Part-time Positions</i>							
Clerk	2	2	2	2	2	2	2
Custodian	1	1	1	1	1	1	1
<b>TOTAL DEPARTMENT</b>	<b>10</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</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

### OUTDOOR RECREATION

#### SERVICE POINT EXPENDITURES

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Salaries and Benefits	129,315	152,218	150,099	145,966
Supplies and Services	239,624	278,615	243,792	250,865
Maintenance	254	1,000	1,000	1,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$369,193</b>	<b>\$431,833</b>	<b>\$394,891</b>	<b>\$397,831</b>

**SERVICE POINT EMPLOYEES - OUTDOOR RECREATION**

<i>Regular Full-time Positions</i>	<i>FY2006-2007</i>	<i>FY2007-2008</i>	<i>FY2008-2009</i>	<i>FY2009-2010</i>	<i>FY2010-2011</i>	<i>FY2011-2012</i>	<i>FY2012-2013</i>
Activity Specialist	1	1	1	1	1	1	1
<i>Regular Part-time Positions</i>	<i>FY2006-2007</i>	<i>FY2007-2008</i>	<i>FY2008-2009</i>	<i>FY2009-2010</i>	<i>FY2010-2011</i>	<i>FY2011-2012</i>	<i>FY2012-2013</i>
1) & 2) Recreation Specialist	-	-	-	1	1	1	1
<i>Temporary Positions</i>	<i>FY2006-2007</i>	<i>FY2007-2008</i>	<i>FY2008-2009</i>	<i>FY2009-2010</i>	<i>FY2010-2011</i>	<i>FY2011-2012</i>	<i>FY2012-2013</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
<i>Substitute Positions</i>	<i>FY2006-2007</i>	<i>FY2007-2008</i>	<i>FY2008-2009</i>	<i>FY2009-2010</i>	<i>FY2010-2011</i>	<i>FY2011-2012</i>	<i>FY2012-2013</i>
Lifeguard	-	-	-	-	-	-	2
<b>TOTAL DEPARTMENT</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>31</b>	<b>33</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**

	<b>2010-2011</b>	<b>2011-2012</b>	<b>2011-2012</b>	<b>2012-2013</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>BUDGET</b>
	<b>EXPENDITURES</b>	<b>APPROPRIATIONS</b>	<b>EXPENDITURES</b>	<b>APPROPRIATIONS</b>
Salaries and Benefits	145,106	192,334	167,524	194,902
Supplies and Services	152,611	138,435	175,028	157,181
Sundry	4,000	4,000	4,000	4,000
Maintenance	41,693	39,835	42,826	41,611
<b>TOTAL APPROPRIATIONS</b>	<b>\$343,410</b>	<b>\$374,604</b>	<b>\$389,378</b>	<b>\$397,694</b>

**SERVICE POINT EMPLOYEES - MEDIAN MAINTENANCE ARBORIST**

<i>Regular Full-time Positions</i>	<i>FY2006-2007</i>	<i>FY2007-2008</i>	<i>FY2008-2009</i>	<i>FY2009-2010</i>	<i>FY2010-2011</i>	<i>FY2011-2012</i>	<i>FY2012-2013</i>
Arborist/Urban Forester	-	1	1	1	1	1	1
Crew Leader	-	1	1	1	1	1	1
Laborer	-	3	3	3	3	3	3
<b>TOTAL DEPARTMENT</b>	<b>-</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

<b>PERFORMANCE BENCHMARKS</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PERIOD ENDING</b>	<b>PROJECTED</b>
	<b>2010-2011</b>	<b>2011-2012</b>	<b>2011-2012</b>	<b>2012-2013</b>
Park acreage maintained (seven day mowing cycle)	856.35	856.35	856.35	856.35
Mowing cycle of athletic fields	43	43	43	43
Maintenance cycle per field per week (*weather permitting)	3*	3*	3*	3*
Rose bushes planted (replacements and new)	700	1,500	2,077	1,500
Color bed plantings (number of plants installed)	36,198	30,000	17,834	30,000
Medians maintained and/or mowed	39	39	39	39
Trees planted (by TREES Committee and City staff)	164	150	254	500
Hazardous trees removed	39	40	70	100
Adult recreation softball teams	446	470	468	450
Summer Playground Program participants	18,964	25,000	16,927	19,000
Summer Food Program served	24,942	28,090	24,942	25,000
Glass Recreation Center members	4,633	4,800	3,384	4,000
Fall Festival participants	900	900	900	950
Holiday in the Park participants	10,000	10,000	10,000	10,500
Valentine's Daddy/Daughter Dance	400	400	400	450
Cemetery lot sales (including burials)	\$9,675	\$15,000	\$24,940	\$34,000

PERFORMANCE BENCHMARKS	ACTUAL	BUDGET	PERIOD ENDING	PROJECTED
	2010-2011	2011-2012	2011-2012	2012-2013
Mausoleum space sales	\$105,000	\$75,000	-	\$75,000
Harvey Convention Center rental revenue	\$225,156	\$245,000	\$194,369	\$233,350
Rose Garden Center rental revenue	\$94,380	\$95,000	\$71,292	\$90,000
Goodman/LeGrand visitors	8,445	9,671	7,452	10,000
Park acreage maintained. (7 day mowing cycle)	856.35	856.35	856.35	856.35
Mowing cycle of athletic fields	43	43	43	43
Maintenance cycle per field per week. *weather permitting.	3*	3*	3*	3*
Rose bushes planted (includes replacements, new plantings – (RG, Chamblee, Herndon Hills)	700	1,500	2,407	1,500
Color bed plantings, measured in number of plants installed.	36,198	30,000	22,234	30,000
Medians maintained and/or mowed	187	39	39	39
Trees planted – By TREES Committee and City of Tyler Staff.	18	150	254	500
Hazardous Trees Removed	115	40	70	100
Adult Recreation Softball Teams	446	470	330 <i>*Does not include summer</i>	450
Summer Playground Program Participants	16,927	20,000	0 <i>*Starts in June (2,112 June 20)</i>	20,000
Summer Food Program Served	24,942	25,000	0 <i>*Starts in June (4,443 June 20)</i>	25,000
Glass Recreation Membership	3,384	4,000	3,685	4,000
<b>SPECIAL EVENT PARTICIPATION</b>				
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
<b>CEMETERY</b>				
Lot Sales (includes burials)	9,500	\$20,500	\$27,175	\$28,500
Mausoleum Space Sales		\$50,000	\$60,500	\$75,000
<b>TOURISM RENTAL REVENUE</b>				
Harvey Convention Center	\$206,389	\$233,350	\$157,916	\$233,350
Rose Garden Center	\$69,557	\$95,000	\$56,075	\$95,000
Goodman/LeGrand Visitors	9,500	9,000	7,500	10,000
<b>MEDIANS</b>				
Color Bed Plantings, measured in number of plants installed	500			3,000
4.1 acres of planter beds maintained (170 locations)	187			171
28.5 acres of turf maintained (app. 6 miles)	7			8 miles
<b>FUTURE BEDS</b>				
Gentry Medians	17			18
Earl Campbell Parkway beds	16			15
Earl Campbell Parkway turf and trees	2			2 miles
<b>TREE PLANTING</b>				
TREES Com.	18		50	50
Mayors Tree Tyler	2		301	150
City Planted	300		145	150
Donated	2		940	1,000
Citizen Planted Trees	18		534	500

# ENGINEERING SERVICES

## Service Point Focus

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

Engineering Services staff provide 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;
- § Inlet box reconstruction;
- § 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 management of City-owned facilities and administers the Half-Cent Sales Tax Program, which provides approximately \$11 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 2011-2012

- § 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;
- § Security Fence Upgrades - Design & Construction Phase 1;
- § RSA & Extension for 4-22 SAI - Design Phase;
- § Gentry Parkway raised medians-Loop 323 to E MLK - Landscaping;
- § Fire Station #5 - Construction;
- § 2012 Traffic Signal Upgrades (8 Consolidated Traffic Projects @ 52 intersections) - Design & Construction; and,
- § 2012 City Wide Miscellaneous Sidewalks - Design & Construction.

## Goals for 2012-2013

- § The following projects are anticipated to begin or continue in FY 2012-13:
- § Earl Campbell Parkway / Old Noonday Road, between SH 155 and Loop 323 Construction;
- § 2013 Pavement Enhancement - Design and Construction;
- § Fair Plaza Garage parking structure - Design and Construction;
- § City Wide Miscellaneous Sidewalk Program - Construction;
- § Cumberland Road (from Broadway Rd. to Old Jacksonville Rd.) – Design Phase;
- § Palace Ave. Improvements (MLK to 29th) - Design Phase;
- § Tyler South Police Substation - Design Phase;
- § Rice/Shiloh Road (Old Jacksonville to Rhones Quarter Road); Roadway configuration - Design Phase;
- § Rose Garden Improvements - Design and Construction;
- § Taxiway K - Construction;
- § Security Fence Upgrades - Design & Construction Phase 2;
- § Runway 4/22 VASI Relocation - Construction; and,
- § Runway 4/22 overlay - Design and Construction.

## 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

### SERVICE POINT EXPENDITURES

	FY2010-2011	FY2011-2012	FY2011-2012	FY2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Salaries and Benefits	373,608	387,380	387,380	346,560
Supplies and Services	61,920	50,886	47,160	68,719
Sundry	26,028	24,976	24,976	25,578
Utilities	208	150	150	150
Maintenance	14,284	15,840	15,840	18,264
<b>TOTAL APPROPRIATIONS</b>	<b>\$476,048</b>	<b>\$479,232</b>	<b>\$475,506</b>	<b>\$459,271</b>

### SERVICE POINT EMPLOYEES - ENGINEERING

<i>Regular Full-time Positions</i>	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
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
3) & 12) Engineering Technician	1.62	1.62	1.60	1.60	1.60	1.6	0.6
12) Associate Engineer	-	-	-	-	-	-	1
4) Projects Coordinator	-	-	1	-	-	-	-
5) Project Engineer	1	1	1	1	1	1	1
Senior Secretary	0.86	1	-	-	-	-	-
6) & 10) Survey Crew Chief	1	1	1	1	1	-	-
7, 8, 11) Survey Crew Member	1	1	1	1	1	-	-
Survey Instrument Operator	1	1	1	-	-	-	-
9) Utilities Construction Inspector	3.84	3.84	-	-	-	-	-
<b>TOTAL DEPARTMENT</b>	<b>11.32</b>	<b>12.32</b>	<b>8.46</b>	<b>6.46</b>	<b>6.46</b>	<b>4.46</b>	<b>4.46</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

## ENGINEERING

231 HALF CENT SALES TAX PERFORMANCE BENCHMARKS	ACTUAL 2010-2011	BUDGET 2011-2012	PERIOD ENDING MAY 2012	PROJECTED 2012-2013
Total number of Capital projects under design	9	6	6	9
Total number of Capital projects under construction	6	8	6	9
Total value of the Half Cent program	\$9,643,471	\$13,575,126	\$8,111,573	\$16,046,100

## STREET DEPARTMENT

### Service Point Focus

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 2011-2012

- § Evaluate 464 miles of City Streets for current condition Rating – completed
- § Mow and maintain 1,716 miles of Right-of-Way within City limits- completed
- § Complete 13 street sweeping cycles that consist of 20,000 miles of curb and guttered streets - completed
- § Asphalt Overlay -completed
- § Crack Sealing- completed
- § Lake Tyler Street repairs - completed
- § Evaluate Road conditions at West Side Treatment Plant-completed
- § Build area for containers at the Duncan Street Solid Waste facility- completed
- § Repair bus shelters as needed for Tyler Transit - completed
- § Fill Gentry Parkway Flower beds with top soil for Parks Dept.- completed
- § Dead tree removal project – completed removal of 86 trees

- from city right-of-ways or city properties –ongoing Project
- § Dead tree removal at the Fair Grounds – ongoing
- § Address all 5,962 Storm Water inlet boxes for repairs, cleaning, to help eliminate debris in channels - ongoing

### Goals for FY 2012-2013

- § Asphalt Overlay – In-house (specific streets not yet designated);
- § Crack Sealing – In-house (specific streets not yet designated);
- § Lake Tyler Street Repairs;
- § Assist Eng Dept. – Street Evaluation;
- § Dead Tree Removal from City Right of Ways and properties;
- § Dead Tree Removal at the Fair Grounds;
- § Asphalt repair of Fair Ground's site;
- § Expand current Container Storage Area for Solid Waste Dept.;
- § Repair & Install Valley Gutters (specific streets not yet designated);
- § Repair bus shelters as needed for Tyler Transit;
- § SPCA Project;
- § Quiet Zone Project;
- § Drainage Projects: Old Hickory; Grande; Wilder Way; Reed Rd.;
- § Address all 5,962 Storm Water inlet boxes for repairs, cleaning, to help eliminate debris in channels

## STREETS

### SERVICE POINT EXPENDITURES

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Salaries and Benefits	917,870	1,132,260	911,360	1,158,983
Supplies and Services	318,021	253,264	351,030	245,756
Sundry	51,642	55,048	54,916	56,028
Utilities	7,813	12,430	11,440	11,800
Maintenance	736,778	783,374	782,945	791,364
<b>TOTAL APPROPRIATIONS</b>	<b>\$2,032,124</b>	<b>\$2,236,376</b>	<b>\$2,111,691</b>	<b>\$2,263,931</b>

### SERVICE POINT EMPLOYEES - STREET DEPARTMENT

Regular Full-time Positions	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
Street Manager	1	1	1	1	1	1	1
Street Supervisor	1	-	-	-	-	-	-
Clerk	1	-	-	-	-	-	-
Code Enforcement Officer I	0.90	-	-	-	-	-	-
Code Services Officer	1	-	-	-	-	-	-
Crew Leader	4	4	4	4	4	4	4
1) & 4) Equipment Operator I	5	1	5	5	5	5	5
Equipment Operator II	7.80	7	7	7	7	7	7
Foreman II	1	1	1	1	1	1	1
Laborer	5	4	4	4	4	4	4
Semi-Skilled Laborer	2	3	3	3	3	3	3
2) Senior Clerk	1	1	-	-	-	-	-
Senior Secretary	0.86	1	1	1	1	1	1
3) Street Surface Technician	1	1	1	1	1	-	-
Truck Driver	4	3	3	3	3	3	3
<b>TOTAL DEPARTMENT</b>	<b>36.56</b>	<b>27</b>	<b>30</b>	<b>30</b>	<b>30</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

## Service Point Focus

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 parking meters.

## Accomplishments for FY 2011-2012

- § Completion of Downtown Signal Upgrade Project;
- § Completion of adaptive control system on Loop 323;
- § Continue upgrading selected traffic signals to Flashing Yellow Arrow display;
- § Completion of conversion of Flashing Yellow Arrow signals without delay programming capabilities;
- § Continue upgrading various signal communications systems;
- § Commence planning and design efforts on Capital Improvements Program Signal Upgrades;
- § Program-funded signal projects;
- § Completion of Rice Road lane line reconfiguration and restriping;
- § Created and installed new bike route numbering system;
- § Completed local Lake Tyler guide sign program; and,
- § Commenced Quiet Zone Phase 1 implementation;

## Major Budget Items FY 2012-2013

- § Completion of adaptive control system on northwest Loop 323;
- § Upgrade equipment for Flashing Yellow Arrow delay conversions; and,
- § 2012 Capital Improvements Program Signal Upgrades.

## Goals for FY 2012-2013

- § Completion of construction efforts on Capital Improvements;
- § Completion of Phase 1 of Quiet Zone implementation plan;
- § Initiation of Phase 2 of Quiet Zone implementation plan;
- § 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. Accomplishments for 2010-2011

**SERVICE POINT EMPLOYEES - TRAFFIC ENGINEERING**

<i>Regular Full-time Positions</i>	<i>FY2006-2007</i>	<i>FY2007-2008</i>	<i>FY2008-2009</i>	<i>FY2009-2010</i>	<i>FY2010-2011</i>	<i>FY2011-2012</i>	<i>FY2012-2013</i>
Traffic Engineer	1	1	1	1	1	1	1
1) & 4) Associate Traffic Engineer	0.85	0.85	0.85	0.85	-	-	-
4) & 5) Transportation Project Engineer	-	-	-	-	0.85	0.85	-
5) Traffic Services Supervisor	-	-	-	-	-	-	0.85
Parking Patrol	1	2	2	2	2	2	2
2) Senior Secretary	0.76	0.76	0.76	0.76	0.76	0.76	0.76
Traffic Engineering Technician	-	-	-	-	-	-	-
6) Traffic Marker	3	2	2	2	2	2	2
Traffic Marker II	-	1	1	1	1	1	1
Traffic Operations Supervisor	1	1	1	1	1	1	1
3) Traffic Sign Crew Leader	1	1	-	-	-	-	-
Traffic Sign Supervisor	-	-	1	1	1	1	1
Traffic Signal Technician	3	3	3	3	3	3	3
<i>Regular Part-time Positions</i>	<i>FY2006-2007</i>	<i>FY2007-2008</i>	<i>FY2008-2009</i>	<i>FY2009-2010</i>	<i>FY2010-2011</i>	<i>FY2011-2012</i>	<i>FY2012-2013</i>
Parking Patrol	2	-	-	-	-	-	-
6) Intern	-	-	-	-	-	-	2
<i>Temporary Positions</i>	<i>FY2006-2007</i>	<i>FY2007-2008</i>	<i>FY2008-2009</i>	<i>FY2009-2010</i>	<i>FY2010-2011</i>	<i>FY2011-2012</i>	<i>FY2012-2013</i>
School Crossing Guard	35	40	40	40	40	40	40
<b>TOTAL DEPARTMENT</b>	<b>48.61</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>

- 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) 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

**TRAFFIC ENGINEERING**
**SERVICE POINT EXPENDITURES**

	<b>FY2010-2011</b>	<b>FY2011-2012</b>	<b>FY2011-2012</b>	<b>FY2012-2013</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>BUDGET</b>
	<b>EXPENDITURES</b>	<b>APPROPRIATIONS</b>	<b>EXPENDITURES</b>	<b>APPROPRIATIONS</b>
Salaries and Benefits	806,501	849,565	786,437	819,392
Supplies and Services	84,358	92,303	81,926	93,230
Sundry	25,909	28,672	28,645	31,479
Utilities <sup>(1 &amp; 2)</sup>	86	985,668	1,206,699	1,320,090
Maintenance	198,738	211,523	207,104	214,629
<b>TOTAL APPROPRIATIONS</b>	<b>\$1,115,592</b>	<b>\$2,167,731</b>	<b>\$2,310,811</b>	<b>\$2,478,820</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

<b>PERFORMANCE BENCHMARKS</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PERIOD ENDING</b>	<b>PROJECTED</b>
	<b>2010-11</b>	<b>2011-12</b>	<b>MAY 2012</b>	<b>2012-13</b>
Square footage of signs produced	5,354	2,500	1,318	2,500
Number of traffic signals	141	142	143	143
Number of responses to trouble calls	812	700	339	500
Number of signals converted to Flashing Yellow Arrows	10	22	3	16
Number of parking tickets issued	9,364	10,000	5,939	9,000
Lane miles of street striping	24.6	15	7.8	17.5

# MUNICIPAL COURT

## Service Point Focus

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 2011-2012

- § The Court implemented a new procedure utilizing available technology to automatically update payments made through the Bank Lockbox System to the Court software. This process has greatly reduced clerical time spent processing mail items, and ensures that payments from citizens are posted quickly to take care of their citations.

## Major Budget Items 2012-2013

- § Implement new software that will integrate Court Management with Centralized Cash Receipts allowing an increase utilization of credit cards by citizens at the Court;
- § 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, 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 2012-2013

- § 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. This will greatly reduce phone calls to the Court to verify Court settings and allow citizens to check this information 24 hours a day.

### MUNICIPAL COURT ADMINISTRATION

SERVICE POINT EXPENDITURES				
	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Salaries and Benefits	666,603	723,722	701,681	729,919
Supplies and Services	655,527	494,341	663,811	626,279
Sundry	202,863	176,445	176,522	189,225
Utilities	13,345	12,900	12,392	12,512
Maintenance	47,718	38,768	38,759	40,505
<b>TOTAL APPROPRIATIONS<sup>1)</sup></b>	<b>\$1,586,056</b>	<b>\$1,446,176</b>	<b>\$1,593,165</b>	<b>\$1,598,440</b>

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

**SERVICE POINT EMPLOYEES - MUNICIPAL COURT ADMINISTRATION**

<i>Regular Full-time Positions</i>	<i>FY2006-2007</i>	<i>FY2007-2008</i>	<i>FY2008-2009</i>	<i>FY2009-2010</i>	<i>FY2010-2011</i>	<i>FY2011-2012</i>	<i>FY2012-2013</i>
Municipal Court Administrator	1	1	1	1	1	1	1
4) Deputy Court Administrator	-	-	-	-	1	1	1
Court Clerical Supervisor	-	-	-	-	1	1	1
Administrative Assistant	-	1	1	1	-	-	-
Administrative Secretary	1	-	-	-	-	-	-
Bailiff	-	-	-	-	-	-	-
City Marshal	1	1	1	1	1	1	1
Court Clerk	-	-	-	-	-	-	-
Court Technician	1	1	1	1	1	1	1
Deputy City Marshal	3	-	-	-	-	-	-
9) & 13) Deputy City Marshal I	3	3	3	3	-	-	-
1) & 10) Deputy City Marshal II	-	3	3	3	3	2	2
2) & 5) & 6) & 11) & 12) Deputy Court Clerk	9	8	9	8	6	6	6
11) Juvenile Case Coordinator	-	1	1	1	-	-	-
11) Juvenile Program Coordinator	-	1	1	1	-	-	-
8) Senior Deputy Court Clerk	3	2	2	2	2	2	2
Senior Secretary	-	-	-	-	-	-	-
3) & 7) Teen Court Coordinator	-	-	1	1	-	-	-
<b>TOTAL DEPARTMENT</b>	<b>22</b>	<b>22</b>	<b>24</b>	<b>23</b>	<b>16</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

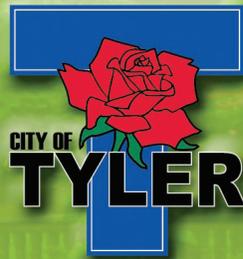


**CITY OF**

**TYLER**

*A Natural Beauty*

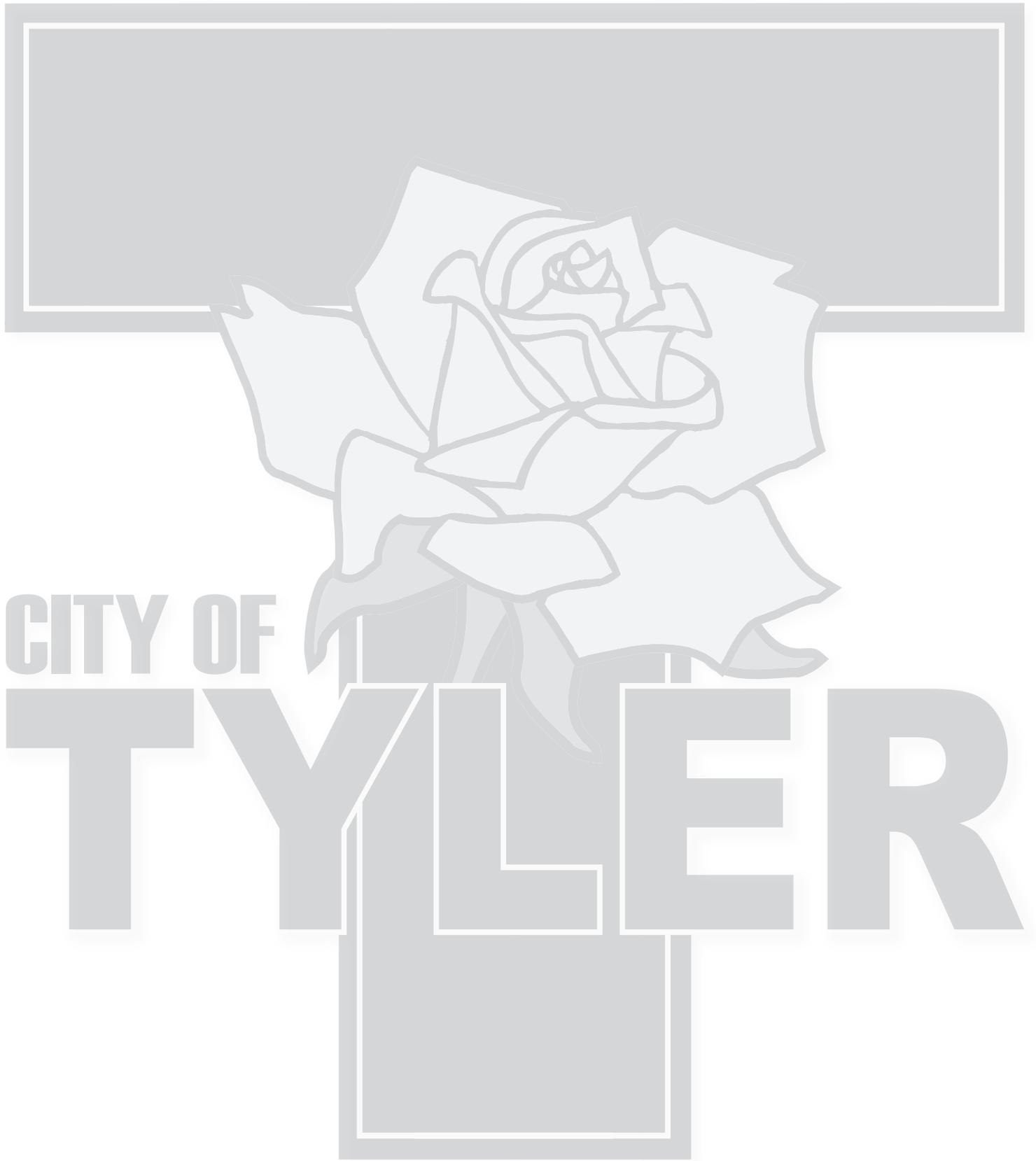
CITY OF TYLER



# ANNUAL BUDGET 2012-2013

Capital  
Projects

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



*A Natural Beauty*

**GENERAL CAPITAL PROJECTS FUND (102)**  
**REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCE**

FISCAL YEAR 2012-2013

	ACTUAL 2010-2011	AMENDED BUDGET 2011-2012	PROJECTED 2011-2012	BUDGET 2012-2013
Unreserved Fund Balance	899,753	2,277,629	2,277,629	1,892,131
<b>BEGINNING FUND BALANCE / WORKING CAPITAL</b>	<b>899,753</b>	<b>2,277,629</b>	<b>2,277,629</b>	<b>1,892,131</b>
<b>REVENUES</b>				
Interest Earnings	4,434	3,000	9,000	4,500
Miscellaneous	437,778	72,000	96,492	70,000
<b>TOTAL REVENUES</b>	<b>\$442,212</b>	<b>\$75,000</b>	<b>\$105,492</b>	<b>\$74,500</b>
<b>EXPENDITURES</b>				
Tyler 21	-	-	-	30,000
Area Development Plan	39,892	15,000	43,790	75,000
Library Projects	-	-	-	-
Early Warning System	-	50,000	50,000	50,000
Parks Improvements Projects	119,109	80,000	80,000	65,000
Coban Units	-	276,708	7,200	276,708
Fire Equipment	-	35,000	35,000	65,000
Animal Shelter	-	130,000	180,000	-
Street Improvement Program	250,474	230,000	230,000	310,000
Traffic Management Enhancements	154,861	355,817	415,000	200,000
Contingency	-	100,000	-	250,000
<b>TOTAL EXPENDITURES</b>	<b>\$564,336</b>	<b>\$1,272,525</b>	<b>\$1,040,990</b>	<b>\$1,321,708</b>
Transfer In	1,500,000	550,000	550,000	-
General Fund (101)	1,500,000	550,000	550,000	-
(Transfer Out)	-	-	-	-
Unreserved Fund Balance	2,277,629	1,630,104	1,892,131	644,923
<b>ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$2,277,629</b>	<b>\$1,630,104</b>	<b>\$1,892,131</b>	<b>\$644,923</b>

**GENERAL GOVERNMENTAL SERVICES**

**SERVICE POINT EXPENDITURES**

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Supplies and Services	39,892	15,000	43,790	105,000
Sundry	0	0	0	250,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$39,892</b>	<b>\$15,000</b>	<b>\$43,790</b>	<b>\$355,000</b>

**TECHNOLOGY SERVICES**

**SERVICE POINT EXPENDITURES**

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Capital Outlay	-	50,000	50,000	50,000
<b>TOTAL APPROPRIATIONS</b>	-	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>

**POLICE SERVICES**

**SERVICE POINT EXPENDITURES**

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Supplies and Services	-	214,461	7,200	214,461
<b>TOTAL APPROPRIATIONS</b>	-	<b>\$214,461</b>	<b>\$7,200</b>	<b>\$214,461</b>

**FIRE SERVICES**

**SERVICE POINT EXPENDITURES**

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Supplies & Services	-	38,526	-	38,526
Capital Outlay	-	35,000	35,000	65,000
<b>TOTAL APPROPRIATIONS</b>	-	<b>\$73,526</b>	<b>\$35,000</b>	<b>\$103,526</b>

**PARKS MAINTENANCE AND ADMINISTRATION**

**SERVICE POINT EXPENDITURES**

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Supplies & Services	-	-	-	-
Capital Outlay	119,109	80,000	80,000	65,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$119,109</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$65,000</b>

**ENGINEERING SERVICES**

**SERVICE POINT EXPENDITURES**

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Capital Outlay	250,474	460,000	410,000	310,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$250,474</b>	<b>\$460,000</b>	<b>\$410,000</b>	<b>\$310,000</b>

**TRAFFIC OPERATIONS**

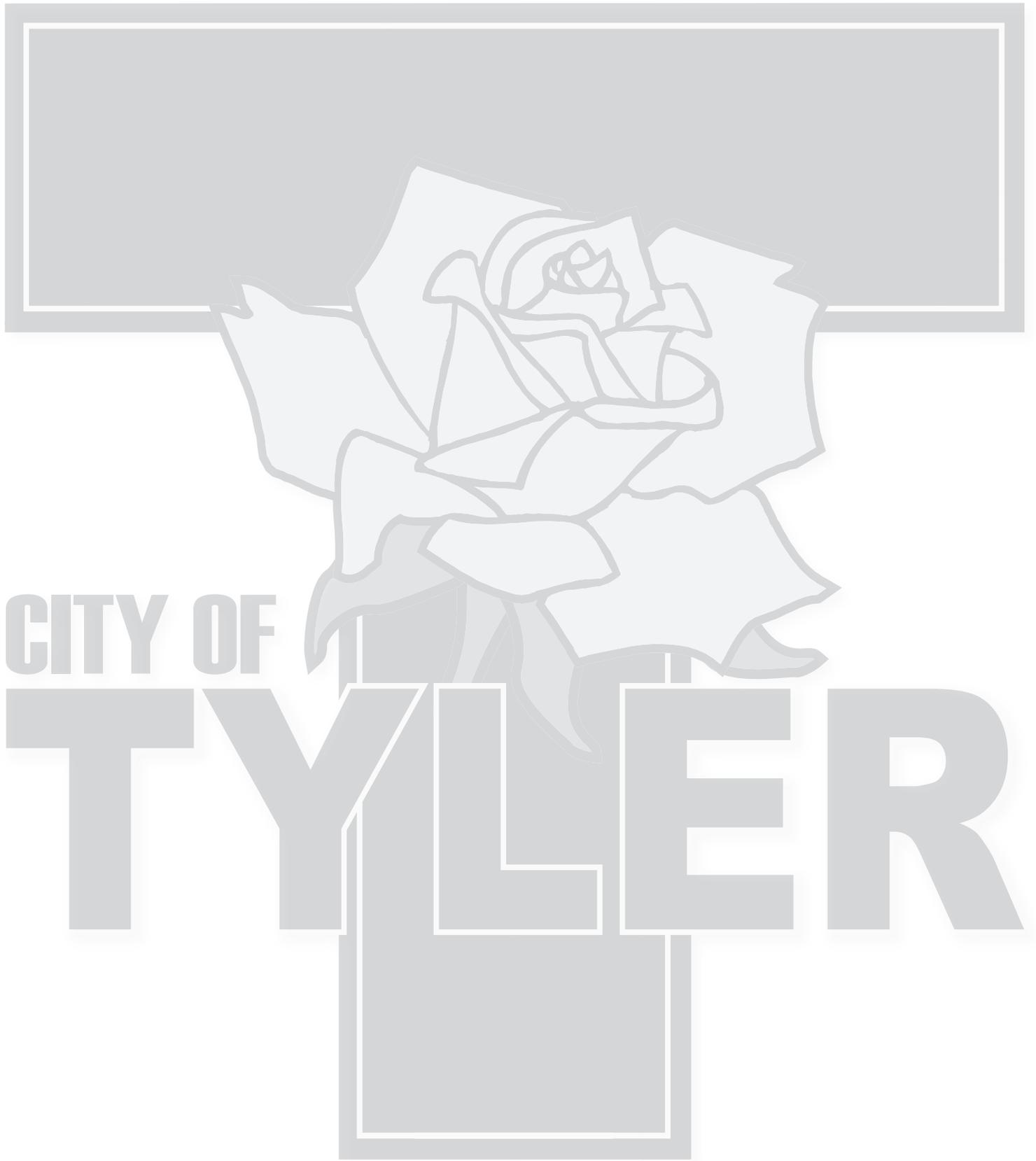
**SERVICE POINT EXPENDITURES**

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Supplies & Services	-	-	-	-
Capital Outlay	154,861	355,817	415,000	200,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$154,861</b>	<b>\$355,817</b>	<b>\$415,000</b>	<b>\$200,000</b>

**MUNICIPAL COURT**

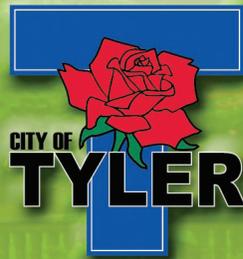
**SERVICE POINT EXPENDITURES**

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Supplies and Services	-	23,721	-	23,721
<b>TOTAL APPROPRIATIONS</b>	<b>-</b>	<b>\$23,721</b>	<b>-</b>	<b>\$23,721</b>



*A Natural Beauty*

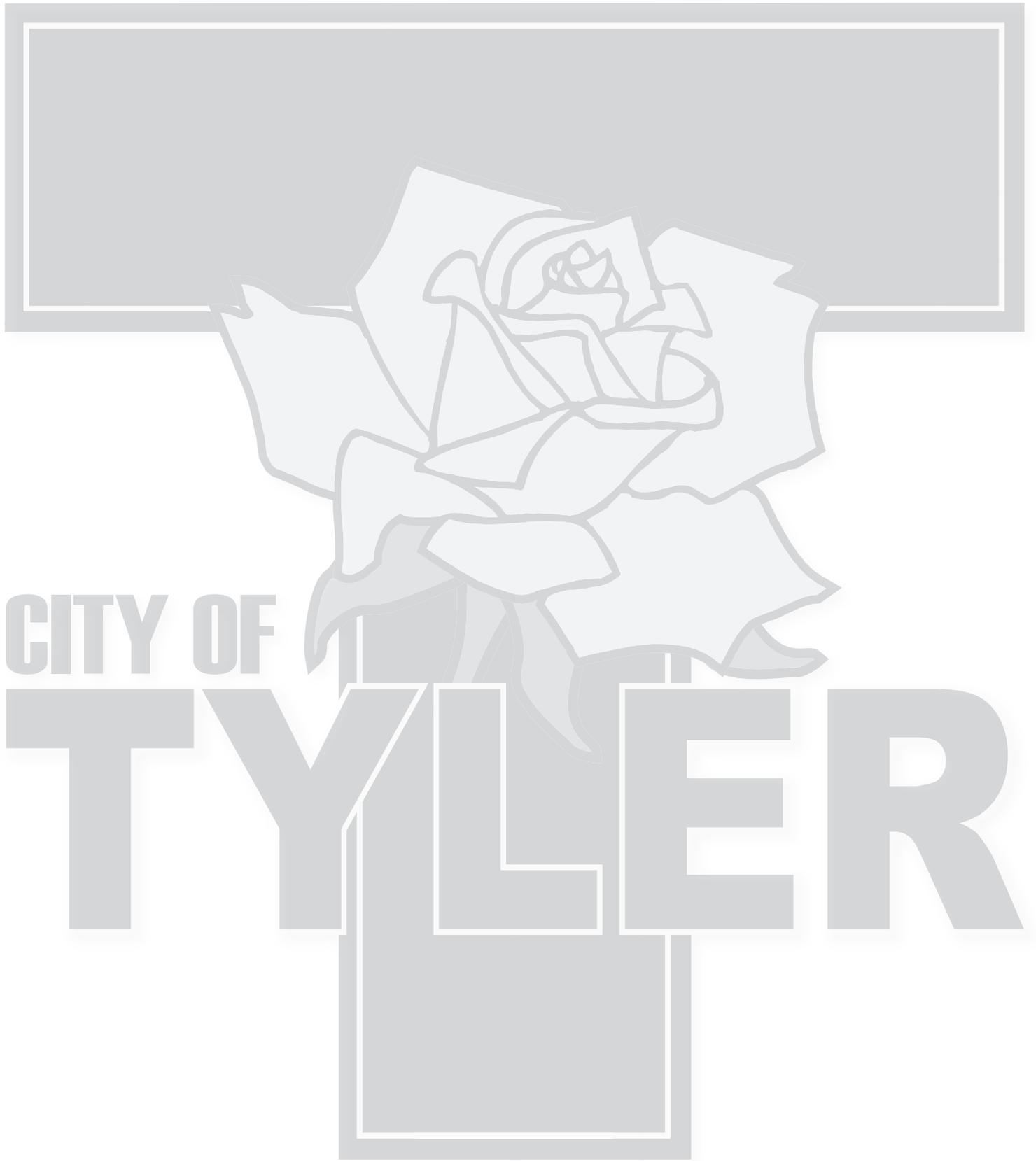
CITY OF TYLER



# ANNUAL BUDGET 2012-2013

Development  
Services

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



*A Natural Beauty*

**DEVELOPMENT SERVICES FUND (202)**  
**REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

FISCAL YEAR 2011-2012

	ACTUAL FY2010-2011	AMENDED BUDGET FY2011-2012	PROJECTED FY2011-2012	BUDGET FY2012-2013
<b>BEGINNING FUND BALANCE / WORKING CAPITAL</b>	(\$843)	\$63,992	\$63,992	\$9,696
<b>REVENUES</b>				
Building Permits	459,645	450,000	410,000	410,000
Electrical Permits	153,436	130,000	120,000	120,000
Plumbing Permits	98,845	90,000	80,000	80,000
Zoning Permits	39,664	62,710	35,000	95,600
Mechanical Permits	65,636	60,000	45,000	45,000
Cert. of Occupancy Fees	15,880	17,000	17,000	29,000
Sign Permits	18,134	16,000	15,000	15,000
Contractor License	33,895	39,000	38,000	38,000
House Moving Permits	750	500	500	500
Permits Fee-Clearing	550	500	500	500
Interest Earnings	243	3,000	4,000	3,000
Maps, Plans and Specs Fee	-	250	250	250
Copy/Printing Fees	177	100	100	100
Platting Fees	24,641	38,830	25,000	32,400
Contractor Testing Fees	45,731	50,000	25,000	40,000
Grant Revenue	(1,588)	-	-	-
<b>TOTAL REVENUES</b>	<b>\$955,639</b>	<b>\$957,890</b>	<b>\$815,350</b>	<b>\$909,350</b>
<b>EXPENDITURES</b>				
Planning	327,728	412,428	334,225	367,999
Development Services	813,076	796,306	785,421	781,837
<b>TOTAL EXPENDITURES</b>	<b>\$1,140,804</b>	<b>\$1,208,734</b>	<b>\$1,119,646</b>	<b>\$1,149,836</b>
Transfer In	250,000	250,000	250,000	250,000
General Fund (101)	100,000	100,000	100,000	100,000
Utilities Fund (502)	100,000	100,000	100,000	100,000
Solid Waste Fund (560)	50,000	50,000	50,000	50,000
(Transfer Out)	-	-	-	-
State/Federal Grant Fund (285)	-	-	-	-
<b>ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$63,992</b>	<b>\$63,148</b>	<b>\$9,696</b>	<b>\$19,210</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; and,
- § Provide support to Development Review Committee to ensure quality control.

## Accomplishments for 2011– 2012

- § IVR implemented and ready to use;
- § Lake Tyler annual inspections implemented by our department and on schedule;
- § Created new option in HTE for contractors to pay for plat fees using Click2gov;
- § Initiated Code Review Committee in cooperation with Tyler Area Builders Association (TABA);
- § 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;
- § 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 providing a high level of service despite freezing additional full-time positions;
- § Posted 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; and,
- § Maintained turnaround time for permitting and review services despite reduced staffing due to budget constraints;

## Major Budget Items 2012 - 2013

- § Kept one building inspector full time position frozen.

## Goals for 2012-2013

- § Working in 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;
- § Working on posting new updated FEMA 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.

**DEVELOPMENT SERVICES**

**SERVICE POINT EXPENDITURES**

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Salaries and Benefits	689,259	667,209	661,710	659,664
Supplies and Services	45,477	58,548	50,217	51,966
Sundry	64,709	51,663	51,906	51,331
Utilities	346	-	202	200
Maintenance	13,285	18,886	21,386	18,676
<b>TOTAL APPROPRIATIONS</b>	<b>\$813,076</b>	<b>\$796,306</b>	<b>\$785,421</b>	<b>\$781,837</b>

**SERVICE POINT EMPLOYEES - DEVELOPMENT SERVICES**

<i>Regular Full-time Positions</i>	<i>FY2006-2007</i>	<i>FY2007-2008</i>	<i>FY2008-2009</i>	<i>FY2009-2010</i>	<i>FY2010-2011</i>	<i>FY2011-2012</i>	<i>FY2012-2013</i>
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	-	-
1, 7 & 8) Building Inspector	2	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	0.98	1	1	1	1	1	1
2, 9) Permit Clerk	1	1	1	-	1	-	-
Permit Technician	1	1	1	1	1	1	1
Plans Examiner	1	1	1	1	1	1	1
3) Project Engineer	0.93	0.93	1	1	1	1	1
Senior Permit Technician	1	1	1	1	1	1	1
Senior Utilities Specialist	1	-	-	-	-	-	-
6) Senior Utilities Specialist II	-	1	1	1	-	-	-
4) Utilities Construction Inspector	-	-	4	-	-	-	-
<i>Regular Part-time Positions</i>	<i>FY2006-2007</i>	<i>FY2007-2008</i>	<i>FY2008-2009</i>	<i>FY2009-2010</i>	<i>FY2010-2011</i>	<i>FY2011-2012</i>	<i>FY2012-2013</i>
Permit Clerk	-	-	-	-	-	-	-
<b>TOTAL DEPARTMENT</b>	<b>14</b>	<b>14</b>	<b>18</b>	<b>13</b>	<b>13</b>	<b>10</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

PERFORMANCE BENCHMARKS	ACTUAL 2010-2011	BUDGET 2011-2012	PERIOD ENDING MAY 2012	PROJECTED 2012-2013
Number of plat reviews	104	120	78	120
Number of new subdivision reviews	89	52	28	45
Subdivision plans reviews average turn around time in days	5.2	15	6.5	15
Number of residential building plan reviews	133	135	76	120
Residential plans reviews average turn around in time in days	3.8	5	3.9	5
Number of commercial building plan reviews	93	100	36	60
Commercial plans reviews average turn around in time in days	6.7	10	9.4	10
Number of daily inspections performed per inspector	19.9	18	16.6	18
Number of inspections performed per year	16,556	16,000	10,017	16,000
Testing fees revenues	\$45,731	\$50,000	\$11,786	\$25,000
Testing fees expenditures	\$23,870	\$30,000	\$13,586	\$15,000
Number of grading permits reviews	99	100	47	75
Number of final inspections completed	630	450	406	600

## PLANNING

### Service Point Focus

The Planning Department's mission 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. This department is also charged with providing professional oversight and support for 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 21;
- § Subdivision regulation;
- § Annexation/Extra Territorial Jurisdiction (ETJ) issues oversight;
- § Comprehensive Plan (Tyler 21) administration;
- § Unified Development Code (UDC) administration;
- § Sign and landscape regulation;
- § Plat review and administration;
- § Historic preservation and education;
- § Tax abatement;
- § Economic development;
- § Tax increment financing;
- § Sexually oriented business regulation; and,
- § Special studies management.

### Accomplishments for 2011-2012

- § Completed the annexation of the University of Texas Health-Science Center at Tyler as well as strategic annexations including the Fair property at the intersection of Highway 69 and Interstate 20 and the Genecov Investments property adjacent to the airport;
- § Implemented error tracking spreadsheet to drive process improvements;
- § Created a customer newsletter;
- § Completed three year Reflections program – promoting historic preservation in the North End;
- § Implemented public access to Historic Resource Survey in GIS;
- § Implemented public access to historically significant property photos in GIS;
- § Established 12 Local Historic Landmark designations and,
- § Developed the Medical/TJC Area Development Plan.

### Goals for 2012-2013

- § Five year update to Tyler 21;
- § Downtown Area Development Plan;
- § 10 new voluntary Landmark Designations;
- § Billboard cap and reduce program update;
- § Assess the code's effectiveness biannually; and,
- § Strategic annexations.

**PLANNING**

**SERVICE POINT EXPENDITURES**

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Salaries and Benefits	259,379	294,424	254,527	297,546
Supplies and Services	23,669	55,623	34,504	30,623
Sundry	37,316	47,766	36,766	34,080
Utilities	518	750	375	750
Maintenance	3,347	3,865	3,644	-
Capital Outlay	3,500	10,000	4,409	5,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$327,729</b>	<b>\$412,428</b>	<b>\$334,225</b>	<b>\$367,999</b>

**SERVICE POINT EMPLOYEES - PLANNING**

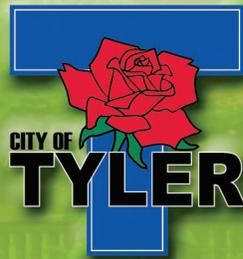
<i>Regular Full-time Positions</i>	<i>FY2006-2007</i>	<i>FY2007-2008</i>	<i>FY2008-2009</i>	<i>FY2009-2010</i>	<i>FY2010-2011</i>	<i>FY2011-2012</i>	<i>FY2012-2013</i>
1) & 11) Director of Planning	0.70	0.70	0.70	0.70	0.70	0.70	-
2) GIS Planner/Developer	-	0.15	-	-	-	-	-
City Planner	-	-	-	-	-	-	1
4) Planner	1	1	1	1	1	1	1
5, 6) Planning Technician	1	1	1	1	-	1	1
Plat Examiner/Coordinator	1	-	-	-	-	-	-
7, 8) Principal Planner	-	-	-	-	1	-	-
8) Senior Secretary	-	-	-	-	-	1	1
3) & 4) & 7) & 9) Senior Planner	1	1.85	1.85	1.85	0.85	0.85	1
<i>Regular Part-time Positions</i>	<i>FY2006-2007</i>	<i>FY2007-2008</i>	<i>FY2008-2009</i>	<i>FY2009-2010</i>	<i>FY2010-2011</i>	<i>FY2011-2012</i>	<i>FY2012-2013</i>
6) Planning Technician	-	-	-	-	2	-	-
<b>TOTAL DEPARTMENT</b>	<b>4.70</b>	<b>4.70</b>	<b>4.55</b>	<b>4.55</b>	<b>5.55</b>	<b>4.55</b>	<b>5.00</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

<b>PERFORMANCE BENCHMARKS</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGET 2011-2012</b>	<b>PERIOD ENDING MAY 2012</b>	<b>PROJECTED 2012-2013</b>
Number of zoning items processed	55	55	83	80
Number of plat items processed	91	90	104	100
Number of variance items processed	20	20	19	20
Area Development Plans completed	2	1	1	1
Number of Annexations initiated	2	4	4	4
Number of sign permits reviewed	196	185	195	200
Number of citizens trained on on-line resources*			125	150
Number of Tax abatements	31	46	37	40
Number of Half Mile of History designations	5	5	-	5
Number of Subject Marker designations	5	4	2	3
Number of Local Historic Overlay District designations	-	1	-	1
Number of historic landmark designations awarded	2	15	12	10
Old House Fair Attendees	85	45	130	100

\* Indicates a new program

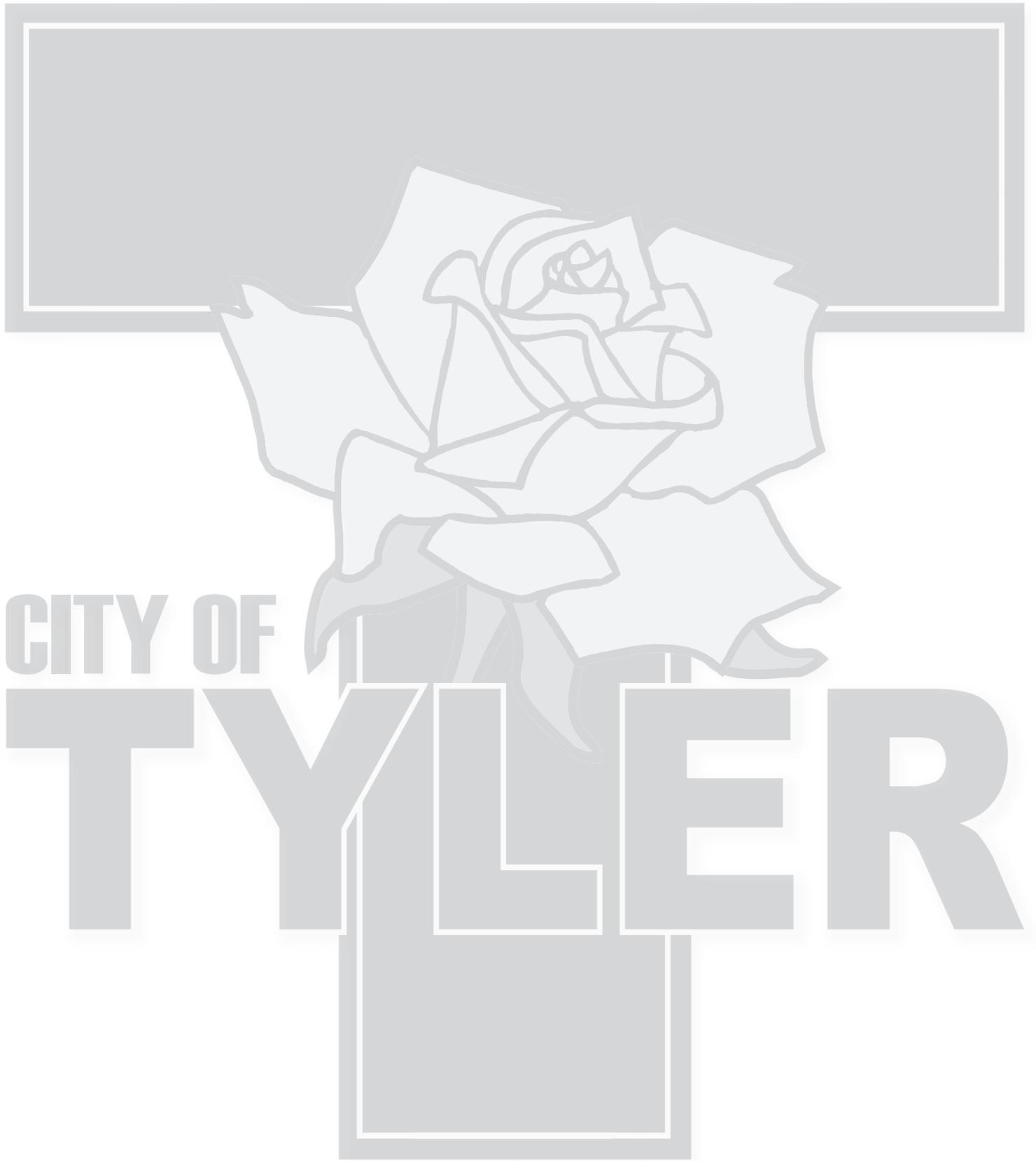
CITY OF TYLER



# ANNUAL BUDGET 2012-2013

Water  
Utilities

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



CITY OF

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**UTILITIES FUND (502)**  
**REVENUES, EXPENDITURES, CHANGES IN WORKING CAPITAL**

FISCAL YEAR 2012-2013

	ACTUAL 2010-2011	AMENDED BUDGET 2011-2012	PROJECTED 2011-2012	BUDGET 2012-2013
Unreserved Fund Balance	997,061	6,051,885	6,051,885	4,184,801
Storm Water Reserve	305,501	510,870	510,870	503,037
Operating Reserve	2,932,980	2,939,590	2,939,590	3,006,982
<b>BEGINNING FUND BALANCE / WORKING CAPITAL</b>	<b>\$4,235,542</b>	<b>\$9,502,346</b>	<b>\$9,502,346</b>	<b>\$7,694,820</b>

**REVENUES**

Use of Money and Property	109,161	83,827	83,827	93,197
Charges for Current Services	33,897,369	29,215,655	29,238,791	32,302,121
Storm Water Revenue	1,633,476	1,426,166	1,426,166	1,553,187
Miscellaneous Income	128,856	44,500	54,900	51,500
<b>TOTAL REVENUES</b>	<b>\$35,768,862</b>	<b>\$30,770,148</b>	<b>\$30,803,684</b>	<b>\$34,000,005</b>

**EXPENDITURES**

741 Administration	4,968,456	4,814,414	4,704,075	5,272,324
742 Water Office	1,144,475	1,402,392	1,349,656	1,494,652
743 Water Distribution	1,895,208	1,794,436	1,730,810	1,796,335
744 Water Plant	5,269,294	4,929,982	4,789,613	5,064,917
745 Waste Collection	1,419,587	1,458,283	1,489,682	1,486,832
746 Waste Treatment	4,194,042	4,613,132	4,437,809	4,118,241
747 Lake Tyler	706,207	1,267,601	1,158,890	1,332,275
748 Storm Water Management	1,428,107	1,533,676	1,433,999	1,901,914
749 GIS	-	423,485	383,609	390,611
1746 Sludge Disposal	-	-	2,400	353,254
<b>TOTAL EXPENDITURES</b>	<b>\$21,025,374</b>	<b>\$22,237,401</b>	<b>\$21,480,543</b>	<b>\$23,211,355</b>

Transfer In	7,625	9,000	9,492	9,000
(Transfer Out)	(9,484,309)	(11,140,159)	(11,140,159)	(14,232,689)
Dev. Services Fund (202)	(100,000)	(100,000)	(100,000)	(100,000)
Utilities Capital Fund (503)	(2,297,768)	(4,500,000)	(4,500,000)	(7,500,000)
Productivity Fund (639)	(350,000)	(350,000)	(350,000)	(350,000)
Property and Facility Fund (663)	(546,840)	-	-	(66,711)
Debt Service Fund (504)	(6,189,701)	(6,190,159)	(6,190,159)	(6,215,978)
Debt Service Reserve Fund (505)	-	-	-	-

Unreserved Fund Balance	6,051,885	3,395,015	4,184,801	909,054
Storm Water Reserve	510,870	403,360	503,037	154,310
Operating Reserve	2,939,590	3,105,559	3,006,982	3,196,416
<b>ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$9,502,346</b>	<b>\$6,903,934</b>	<b>\$7,694,820</b>	<b>\$4,259,781</b>

## UTILITIES FUND (502)

### REVENUE DETAIL

	ACTUAL 2010-2011	AMENDED BUDGET 2011-2012	PROJECTED 2011-2012	BUDGET 2012-2013
<b>USE OF MONEY AND PROPERTY</b>				
Lake Tyler Lot Rental	62,912	55,787	55,787	57,458
Lake Tyler Marina	22,395	14,520	14,520	14,520
Barge Concession	579	800	800	869
Interest Earnings	23,275	12,720	12,720	20,350
<b>TOTAL USE OF MONEY AND PROPERTY</b>	<b>\$109,161</b>	<b>\$83,827</b>	<b>\$83,827</b>	<b>\$93,197</b>
<b>CHARGES FOR CURRENT SERVICES</b>				
Meter Activation	217,276	270,000	232,000	221,880
Water Service	39,954	43,000	35,000	41,500
Sewer Service	21,506	26,000	21,000	19,500
Sewer Activation	9,727	10,000	10,000	10,000
EMS Billing Fees	1,607	3,213	12,349	8,945
Water System Fee	70,052	72,883	72,883	78,550
Meter Set & Test Fees	17,150	20,000	20,000	20,000
Plug Fee	700	500	500	800
After Hrs/Addt Trip Fees	10,000	11,300	11,300	11,000
Water Quality Fee	99,629	99,750	99,750	99,755
Storm Water Management Fees	1,633,476	1,426,166	1,426,166	1,553,187
Water Sales	22,155,383	18,177,701	18,177,701	20,126,153
Water Miscellaneous	106,266	110,000	110,000	111,100
Old Accounts	1,268	100	100	600
Reconnect Fees	286,310	312,000	312,000	305,000
Sewer Charges	10,323,839	9,699,208	9,699,208	10,822,338
Labor & Equipment	208,114	10,000	75,000	75,000
Water Connect Fees	240,267	250,000	250,000	250,000
Septic Tank Dumping Fees	88,321	100,000	100,000	100,000
<b>TOTAL CHARGES FOR CURRENT SERVICES</b>	<b>\$35,530,845</b>	<b>\$30,641,821</b>	<b>\$30,664,957</b>	<b>\$33,855,308</b>
<b>MISCELLANEOUS</b>				
Miscellaneous	87,871	-	10,400	10,000
W/S Main Repair Reimb	-	5,000	5,000	-
Docking Fees	7,650	-	-	-
Lake Tyler East	2,341	1,000	1,000	1,000
Returned Check Fees	31,430	33,500	33,500	35,500
Contributions for Const.	-	5,000	5,000	5,000
Sale of Property	(436)	-	-	-
<b>TOTAL MISCELLANEOUS</b>	<b>\$128,856</b>	<b>\$44,500</b>	<b>\$54,900</b>	<b>\$51,500</b>

**UTILITIES CONSTRUCTION FUND (503)**  
**REVENUES, EXPENDITURES AND CHANGES IN WORKING CAPITAL**

FISCAL YEAR 2012-2013

	ACTUAL 2010-2011	AMENDED BUDGET 2011-2012	PROJECTED 2011-2012	BUDGET 2012-2013
<b>BEGINNING FUND BALANCE / WORKING CAPITAL</b>	<b>\$1,100,275</b>	<b>\$1,561,659</b>	<b>\$1,561,659</b>	<b>\$2,552,459</b>
<b>REVENUES</b>				
Interest Earnings	13,832	15,000	22,500	15,000
Income from Outside Agencies	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$13,832</b>	<b>\$15,000</b>	<b>\$22,500</b>	<b>\$15,000</b>
<b>EXPENDITURES</b>				
Water Treatment Plant	583,432	2,101,450	2,101,450	2,969,275
Water System Improvements	434,016	1,049,750	1,202,750	300,000
Waste System Improvements	450,292	25,000	25,000	3,070,490
Lake Tyler Improvements	382,476	1,153,000	-	500,000
NEZ Infrastructure Incentive	-	100,000	-	100,000
Timber Improvements	-	-	-	527,500
Miscellaneous Construction	-	77,500	100,000	158,000
Special Services	-	-	102,500	-
<b>TOTAL EXPENDITURES</b>	<b>\$1,850,216</b>	<b>\$4,506,700</b>	<b>\$3,531,700</b>	<b>\$7,625,265</b>
Transfer In	2,297,768	4,500,000	4,500,000	7,500,000
Utilities Fund (502)	2,297,768	4,500,000	4,500,000	7,500,000
Debt Reserve Fund (505)	-	-	-	-
(Transfer Out)	-	-	-	-
<b>ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$1,561,659</b>	<b>\$1,569,959</b>	<b>\$2,552,459</b>	<b>\$2,442,194</b>

## WATER UTILITIES

### Service Point Focus

Tyler Water Utilities is comprised of Administration, Business Office, Water Distribution, Treatment Plant, Wastewater Collection, Wastewater Treatment, Lake Tyler, Storm Water and GIS management 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, along with strategic planning to nine departments. They provide planning, personnel administration, personnel development, records management, contract administration, major capital water and sewer infrastructure maintenance, additions 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 is comprised 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 109,000 permanent customers through 683 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 the City of Tyler as a whole. These procedures help to provide for the best use of public fund expenditures.

The Water Plant currently treats an average of 27.77 million gallons of water per day for use by business and residential customers. Water Plant services include pump station operations and maintenance, 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 spent wastewater from residences, businesses and industries, from the point of use, to the point of treatment utilizing over 615 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 through the maintenance of the collection system.

Wastewater Treatment currently treats an average of 14 million gallons of wastewater per day, through the operation of two waste treatment plants, a trickling filter/solids contract aeration plant and an activated sludge plant. In addition to the treatment plants, the staff members have maintenance responsibility of 20 lift stations, two laboratories used for analysis and control, and a water pollution control and abatement program. Wastewater Treatment provides for plant operations and maintenance, laboratory operations, lift station operations and maintenance, liquid waste disposal, industrial pretreatment, water pollution control and sludge treatment and disposal.

Lake Tyler, Lake Tyler East and Lake Palestine combine to provide up to 64 million gallons of surface water for the City's public drinking water supply. Staff members are responsible for water supply maintenance, dams and spillways, outlet works and associated appurtenances at Lake Tyler, Lake Tyler East and Bellwood Lake, as well as monitoring of the watershed for active or potential sources of pollution. This department provides public water usage services for construction inspection, park and grounds maintenance, road and drainage maintenance, facility construction and maintenance and water safety enforcement.

Tyler Water Utilities administrative staff provides consolidated managerial oversight and financial management for a consortium of seven city departments working as a team to perform Environmental Protection Agency (EPA) mandated storm water functions. Through funds provided by a storm water surcharge, this team addresses public education, erosion control, drainage maintenance, street sweeping and over \$500,000 in capital improvements in an effort to reduce flooding and storm water pollution.

### Accomplishments for 2011-2012

- § FlexNet fixed base meter reading system;
- § US 69/I-20 Sanitary Sewer Line Improvements;
- § PLC upgrades;
- § Terra Haute Booster Station;
- § Golden Road Backwash Supply Engineering;
- § Grande Lift Station Engineering;
- § SouthSide Wastewater Treatment Plant Sludge Operations.

### Major Budget Items for 2012-2013

- § Golden Road Backwash Supply Construction;
- § Grande Lift Station Construction;
- § Sanitary Sewer Upgrades – Fleishel and Blackfork Creek;
- § Dam Repairs on Lake Bellwood, Tyler –East and West- Engineering;
- § Paint Troup Highway Storage Tank;
- § West side Sludge Plant,
- § Drainage Improvements –Cedar to Cochran.

## WATER ADMINISTRATION

SERVICE POINT EXPENDITURES				
	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Salaries and Benefits	982,118	885,885	848,978	898,278
Supplies and Services	818,189	709,971	639,102	726,014
Sundry	3,123,403	3,163,665	3,162,372	3,588,068
Utilities	12,031	10,600	9,696	15,595
Maintenance	32,715	44,293	43,927	44,369
<b>TOTAL APPROPRIATIONS</b>	<b>\$4,968,456</b>	<b>\$4,814,414</b>	<b>\$4,704,075</b>	<b>\$5,272,324</b>

**SERVICE POINT EMPLOYEES - WATER ADMINISTRATION**

<i>Regular Full-time Positions</i>	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
Director of Utilities and Public Works	-	-	-	-	1	1	1
3) Water Utility Operations Manager	1	1	1	1	-	-	-
1) Accountant I	1	1	1	1	1	1	1
Engineering Technician	1	-	-	-	-	-	-
4) GIS Analyst	-	1	-	-	-	-	-
2) & 5) GIS Developer/Database Administrator	-	1	1	1	1	-	-
GIS Technician	1	-	-	-	-	-	-
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) Utilities Construction Inspector	-	-	-	4	4	4	4
<b>TOTAL DEPARTMENT</b>	<b>6</b>	<b>7</b>	<b>6</b>	<b>10</b>	<b>10</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

**WATER BUSINESS OFFICE**

**SERVICE POINT EXPENDITURES**

	2010-2011 ACTUAL EXPENDITURES	2011-2012 BUDGET APPROPRIATIONS	2011-2012 PROJECTED EXPENDITURES	2012-2013 BUDGET APPROPRIATIONS
Salaries and Benefits	680,220	741,066	665,527	832,991
Supplies and Services	319,413	299,669	323,567	290,997
Sundry	110,794	315,769	315,488	324,375
Utilities	175	336	208	275
Maintenance	33,873	45,552	44,866	46,014
<b>TOTAL APPROPRIATIONS</b>	<b>\$1,144,475</b>	<b>\$1,402,392</b>	<b>\$1,349,656</b>	<b>\$1,494,652</b>

**SERVICE POINT EMPLOYEES - WATER BUSINESS OFFICE**

<i>Regular Full-time Positions</i>	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
3) Water Utilities Financial Manger	-	-	-	-	1	1	1
5) Water Utility Business Office Supervisor	-	-	-	-	1	1	1
5) Water Utility Business Office Manager	1	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
4) Customer Service Supervisor	1	1	1	1	-	-	-
Customer Service Representative	4	4	4	4	4	4	4
2) Senior Utilities Specialist	1	1	1	1	2	2	2
Training Coordinator*	-	-	1	1	1	1	1

Utility Account Servicer	4	4	4	4	4	4	4
<b>TOTAL DEPARTMENT</b>	<b>14</b>	<b>16</b>	<b>15</b>	<b>15</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

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Salaries and Benefits	921,946	1,091,472	940,657	1,106,472
Supplies and Services	343,071	102,652	215,789	99,522
Sundry	131,293	94,865	94,865	97,058
Utilities	22,197	18,940	17,452	19,040
Maintenance	476,701	438,007	422,234	425,743
Capital Outlay	-	48,500	39,813	48,500
<b>TOTAL APPROPRIATIONS</b>	<b>\$1,895,208</b>	<b>\$1,794,436</b>	<b>\$1,730,810</b>	<b>\$1,796,335</b>

#### SERVICE POINT EMPLOYEES - WATER DISTRIBUTION

Regular Full-time Positions	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
1) Utilities Operations Manager	-	-	1	1	1	1	1
1) Water System Construction Supervisor	1	1	-	-	-	-	-
Crew Leader	2	2	2	2	2	2	2
6) Equipment Operator II	2	2	2	2	2	1	1
2) & 3) GIS Addressing Technician	-	1	-	-	-	-	-
Inventory Technician	1	1	1	1	1	1	1
2) & 5) & 7) Laborer	7	4	5	5	5	5	5
5) Meter Repairer	3	3	3	3	2	2	2
4) Permit Clerk	-	-	-	1	-	-	-
8) Purchasing Agent*	-	1	1	1	1	1	1
Purchasing Technician	1	-	-	-	-	-	-
5) & 7) Semi-Skilled Laborer	-	2	2	2	3	3	3
Senior Clerk	1	1	1	1	1	1	1
Senior Maintenance Repairer	1	-	-	-	-	-	-
9) Senior Secretary	1	1	1	1	1	1	1
Senior Utilities Maintenance Repairer	-	1	1	1	1	1	1
6) Truck Driver	2	2	2	2	2	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>24</b>	<b>25</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

<b>SERVICE POINT EXPENDITURES</b>				
	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Salaries and Benefits	1,045,931	1,129,499	1,098,829	1,101,362
Supplies and Services	1,300,332	1,333,480	1,297,297	1,375,600
Sundry	56,151	54,143	54,138	57,319
Utilities	2,522,190	2,003,880	1,936,929	2,119,889
Maintenance	344,690	408,980	402,420	410,747
<b>TOTAL APPROPRIATIONS</b>	<b>\$5,269,294</b>	<b>\$4,929,982</b>	<b>\$4,789,613</b>	<b>\$5,064,917</b>

<b>SERVICE POINT EMPLOYEES - WATER PLANT</b>							
<i>Regular Full-time Positions</i>	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
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	10	9	9
2) Plant Operator III/W	2	2	2	2	2	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>23</b>	<b>22</b>	<b>22</b>	<b>23</b>

- 11) 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

<b>SERVICE POINT EXPENDITURES</b>				
	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Salaries and Benefits	585,200	742,103	697,625	744,544
Supplies and Services	299,038	147,903	222,768	153,648
Sundry	850	850	850	850
Utilities	66	535	249	585
Maintenance	534,433	566,892	568,190	587,205
Capital Outlay	-	-	-	-
<b>TOTAL APPROPRIATIONS</b>	<b>\$1,419,587</b>	<b>\$1,458,283</b>	<b>\$1,489,682</b>	<b>\$1,486,832</b>

**SERVICE POINT EMPLOYEES - WASTEWATER COLLECTION**

<i>Regular Full-time Positions</i>	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
Water System Maintenance Supervisor	1	1	1	1	1	1	1
Crew Leader	1	1	1	1	1	1	1
1, 2) Laborer	9	9	9	9	6	6	6
2) Semi-Skilled Laborer	-	-	-	-	2	2	2
1) Truck Driver	-	-	-	-	1	1	1
Utilities Maintenance Repairer/W	6	6	6	6	6	6	6
<b>TOTAL DEPARTMENT</b>	<b>17</b>						

- 1) 1 Laborer upgraded to Truck Driver FY 2010-2011  
 2) 2 Laborers upgraded to Semi-skilled Laborers FY 2010-2011

**WASTEWATER TREATMENT****SERVICE POINT EXPENDITURES**

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Salaries and Benefits	1,271,326	1,345,949	1,272,950	1,258,845
Supplies and Services	1,870,513	1,924,693	1,950,986	1,606,575
Sundry	22,768	32,213	32,213	32,324
Utilities	799,231	1,034,459	970,869	994,107
Maintenance	230,204	275,818	210,791	226,390
<b>TOTAL APPROPRIATIONS</b>	<b>\$4,194,042</b>	<b>\$4,613,132</b>	<b>\$4,437,809</b>	<b>\$4,118,241</b>

**SERVICE POINT EMPLOYEES - WASTEWATER TREATMENT**

<i>Regular Full-time Positions</i>	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
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
Laborer	2	2	2	2	2	2	2
Plant Mechanic I/WW	1	1	1	1	1	1	1
Plant Mechanic II/WW	1	1	1	1	1	1	1
1) Plant Operator II	12	12	12	12	12	12	12
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	1	-
<b>TOTAL DEPARTMENT</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>25</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

**LAKE TYLER**

**SERVICE POINT EXPENDITURES**

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Salaries and Benefits	412,401	427,901	407,435	436,158
Supplies and Services	128,502	408,612	351,914	462,666
Sundry	11,357	14,915	14,915	15,006
Utilities	16,289	14,610	12,568	15,902
Maintenance	137,658	401,563	372,058	402,543
<b>TOTAL APPROPRIATIONS</b>	<b>\$706,207</b>	<b>\$1,267,601</b>	<b>\$1,158,890</b>	<b>\$1,332,275</b>

**SERVICE POINT EMPLOYEES - LAKE TYLER**

<i>Regular Full-time Positions</i>	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
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**

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Salaries and Benefits	429,522	557,644	496,204	532,890
Supplies and Services	134,639	116,689	111,991	83,280
Sundry	600	600	600	600
Maintenance	397,202	448,743	439,125	454,083
Capital Outlay	466,144	410,000	386,079	831,061
<b>TOTAL APPROPRIATIONS</b>	<b>\$1,428,107</b>	<b>\$1,533,676</b>	<b>\$1,433,999</b>	<b>\$1,901,914</b>

**SERVICE POINT EMPLOYEES - STORM WATER MANAGEMENT**

<i>Regular Full-time Positions</i>	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
1) Administrative Assistant	-	0.14	-	-	-	-	-
10) & 11) Transportation Project Engineer	-	-	-	-	0.15	-	-
11) Traffic Services Supervisor	-	-	-	-	-	0.15	0.15
2, 10) Associate Traffic Engineer	0.15	0.15	0.15	0.15	-	-	-
3) Capital Budget Analyst	-	-	0.14	0.14	0.14	0.14	0.14
Code Enforcement Officer I	0.10	-	-	-	-	-	-
4, 9) Communications Director	-	0.07	0.07	0.07	0.07	-	-
9) Managing Director of External Relations	-	-	-	-	-	0.07	0.07
Communications/Media Svcs Coordinator	0.07	-	-	-	-	-	-
Crew Leader	1	2	2	2	2	2	2
Development Services Specialist	0.02	-	-	-	-	-	-

**SERVICE POINT EMPLOYEES - STORM WATER MANAGEMENT**

Regular Full-time Positions	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
Equipment Operator II	5.20	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	0.07	-	-	-	-	-
Semi-Skilled Laborer	2	2	2	2	2	2	2
6) Senior Secretary	0.38	0.24	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	0.16	-	-	-	-	-
7) Utilities Construction Inspector	-	-	4	-	-	-	-
<b>TOTAL DEPARTMENT</b>	<b>13.53</b>	<b>13.21</b>	<b>17</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</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

PERFORMANCE BENCHMARKS	ACTUAL 2010-2011	BUDGET 2011-2012	PERIOD ENDING MAY 2012	PROJECTED 2012-2013
Track total volume of water treated (millions gals.)	10,136	8,900	5,094	9,170
Total volume of wastewater treated (million gallons).	5,058	5,100	3,409	5,200
Fire hydrants flushed to reduce sediment built up and improve water quality on dead end or problem mains. Flush 40 hydrants per month out of 3,450 hydrants.	462	600	505	600
Clean sanitary sewer mains to reduce risk of blockage in feet per month out of 520 miles on system	709,795 ft	600,000 ft	297,714 ft	-
	600,000 ft	558,198 ft	600,000 ft	.50
Monitor operating expenses to maintain cost of <\$.73/1000 gals. to produce and deliver potable water	0.67	0.73	0.79	0.73
Monitor operating expenses to maintain cost of <\$1.02/1000 gals. to collect and treat wastewater	1.09	1.02	1.03	1.02

**GIS**

**Service Point Focus**

The mission of the City of Tyler GIS Department is: To provide expedient and easily accessible GIS services to the public and city personnel with a customer service oriented approach. GIS staff members are responsible for;

- § Maintaining 243 GIS Data Layers;
- § Perform analysis on data to aid in the decision making processes of other departments;
- § Creating maps and/or data for different projects and departments;
- § Provide support to GIS Users throughout the city and users of the public web site

- § Organize and participate in interlocal agreement between East Texas 911, Smith County Appraisal District, Smith County and the City of Tyler; and,
- § Promote the use of GIS websites and mapping products

**Accomplishments for 2011-2012**

- § Creation of new public GIS web site;
- § Perform GIS training city-wide;
- § Provide GIS web site training for public;
- § Created mobile public website;
- § Migration to ArcGIS 10.1 Desktop;

- § Reduced GIS contract maintenance cost by 50% by interlocal agreements with partners;
- § Acquired and implemented subdivision coverage county-wide;
- § Centralized the maintenance process for shared data among entity partners;
- § Created a custom, on-demand report for multiple departments;
- § ArcGIS 10 Basic Training for City of Tyler GIS users;
- § Reevaluated GIS needs of all city departments;
- § Assisted Smith County 911 on GeoLynx software configuration and data;
- § Development of public outreach program;
- § Created custom web sites to aid in departmental decision making on demand;
- § Acquisition and implementation of 2010 Census data;
- § Provided information for TxDOT Street Mileage Data Collection project;
- § Assisted in ETJ agreements with other cities;
- § Development of website to aid in determining new council district boundaries as a result of redistricting;

- § Improved accuracy of many GIS data layers;
- § Implemented addressing cooperation between city and 911.

### Goals for 2012-2013

- § Implement GIS field applications via mobile environment;
- § Completion of all GIS requirements of storm water;
- § Distribution of GIS products city-wide as a result of GIS ELA agreement;
- § Development of GIS web editing applications;
- § Develop/Deploy new GIS website for internal use;
- § Implementation of GIS help desk software for better monitoring of project accomplishments;
- § Implementing comprehensive meta data into GIS layers;
- § Complete standardization of centerline data for NextGen 911 compliance;
- § Implementation of Forest Stewardship program on 1000 acres of currently unmanaged lands; and,
- § Complete cross training program on critical GIS functions.

### GIS

<b>SERVICE POINT EXPENDITURES</b>				
	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Salaries and Benefits	-	266,694	230,501	248,735
Supplies and Services	-	88,125	84,442	54,945
Sundry	-	68,666	68,666	86,931
<b>TOTAL APPROPRIATIONS</b>	-	<b>\$423,485</b>	<b>\$383,609</b>	<b>\$390,611</b>

<b>SERVICE POINT EMPLOYEES - GIS</b>				
Regular Full-time Positions	FY2010-2011	FY2011-2012	FY2011-2012	FY2012-2013
1) GIS Coordinator	-	1	1	1
1) GIS Addressing Technician	-	1	1	1
1, 2,) Senior GIS Analyst	-	0.04	1	1
3,5) GIS Developer	-	1	-	-
4) GIS Technician II	-	1	1	1
<b>TOTAL DEPARTMENT</b>	<b>0</b>	<b>4.04</b>	<b>4</b>	<b>4</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

## SLUDGE DISPOSAL

### SERVICE POINT EXPENDITURES

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Salaries and Benefits	-	-	-	84,389
Supplies and Services	-	-	2,400	192,848
Utilities	-	-	-	5,233
Maintenance	-	-	-	70,784
Capital Outlay	-	-	-	-
<b>TOTAL APPROPRIATIONS</b>	-	-	<b>\$2,400</b>	<b>\$353,254</b>

PERFORMANCE BENCHMARKS	ACTUAL 2010-2011	BUDGET 2011-2012	PERIOD ENDING MAY 2012
1. Production hours for other agencies			
Public Requests	25.00	172.00	12.00
Other Agency Request	75.00	228.00	43.00
2. Total Hours (All Departments)	8270.00	8092.00	3832.00
3. Total Hours Outsourced	2080.00	2080.00	1386.00
4. Map layers maintained	200	231	243
5. Map Printed *	-	84	800

\* start recording in April 2010 and counted only map that is 11" X 17" or larger in size

### WATER ADMINISTRATION CAPITAL PROJECTS

#### SERVICE POINT EXPENDITURES

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Supplies and Services	302,558	177,500	202,500	785,500
Sundry	-	153,000	-	-
<b>TOTAL APPROPRIATIONS</b>	<b>\$302,558</b>	<b>\$330,500</b>	<b>\$202,500</b>	<b>\$785,500</b>

### WATER DISTRIBUTION CAPITAL PROJECTS

#### SERVICE POINT EXPENDITURES

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Capital Outlay	434,016	1,048,750	1,202,750	300,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$434,016</b>	<b>\$1,048,750</b>	<b>\$1,202,750</b>	<b>\$300,000</b>

### WATER PLANT CAPITAL PROJECTS

#### SERVICE POINT EXPENDITURES

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Capital Outlay	583,432	2,101,450	2,101,450	2,969,275
<b>TOTAL APPROPRIATIONS</b>	<b>\$583,432</b>	<b>\$2,101,450</b>	<b>\$2,101,450</b>	<b>\$2,969,275</b>

**WASTEWATER COLLECTION CAPITAL PROJECTS**

**SERVICE POINT EXPENDITURES**

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Capital Outlay	251,735	25,000	25,000	739,940
<b>TOTAL APPROPRIATIONS</b>	<b>\$251,735</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$739,940</b>

**WASTEWATER TREATMENT CAPITAL PROJECTS**

**SERVICE POINT EXPENDITURES**

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Sundry	-	-	-	250,000
Capital Outlay	198,557	-	-	2,080,550
<b>TOTAL APPROPRIATIONS</b>	<b>\$198,557</b>	<b>-</b>	<b>-</b>	<b>\$2,330,550</b>

**LAKE TYLER CAPITAL PROJECTS**

**SERVICE POINT EXPENDITURES**

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Sundry	-	-	-	-
Capital Outlay	79,918	1,000,000	-	500,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$79,918</b>	<b>\$1,000,000</b>	<b>-</b>	<b>\$500,000</b>

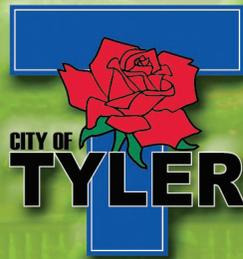


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CITY OF TYLER



# ANNUAL BUDGET 2012-2013

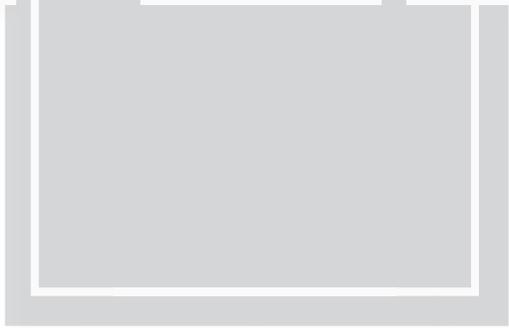
Solid  
Waste

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



CITY OF

**TYLER**



*A Natural Beauty*

**SOLID WASTE FUND (560)**  
**REVENUES, EXPENDITURES, CHANGES IN WORKING CAPITAL**

FISCAL YEAR 2012-2013

	ACTUAL 2010-2011	AMENDED BUDGET 2011-2012	PROJECTED 2011-2012	BUDGET 2012-2013
Operating Reserve	1,445,088	1,478,974	1,478,974	1,509,689
Unreserved Fund Balance	166,082	203,154	203,154	480,530
<b>BEGINNING FUND BALANCE / WORKING CAPITAL</b>	<b>\$1,611,170</b>	<b>\$1,682,127</b>	<b>\$1,682,127</b>	<b>\$1,990,218</b>
<b>REVENUES</b>				
Interest and Rental Income	12,431	11,670	10,135	10,000
Charges for Residential Serv.	4,918,389	5,357,073	5,375,888	5,381,435
Charges for Commercial Serv.	3,145,858	3,151,800	3,064,052	3,095,814
Recycle Sales	18,709	20,000	34,874	25,000
Roll-Off	1,343,778	1,450,000	1,334,662	1,416,898
Miscellaneous	840,617	751,611	925,941	666,386
<b>TOTAL REVENUES</b>	<b>\$10,279,782</b>	<b>\$10,742,154</b>	<b>\$10,745,552</b>	<b>\$10,595,533</b>
<b>EXPENDITURES</b>				
Administration	1,089,397	1,126,049	985,689	1,027,872
Residential Collection	5,343,076	5,272,478	5,438,462	5,423,866
Commercial Collection	2,775,092	2,987,941	2,926,149	2,939,727
Litter Control	112,368	116,300	114,101	115,250
Complex Operations	113,145	165,883	145,664	-
Code Enforcement	426,747	506,619	454,526	464,943
<b>TOTAL EXPENDITURES</b>	<b>\$9,859,825</b>	<b>\$10,175,270</b>	<b>\$10,064,591</b>	<b>\$9,971,658</b>
Transfer In	17,000	17,000	17,000	-
Fleet Fund (640)	17,000	17,000	17,000	-
(Transfer Out)	(366,000)	(489,870)	(389,870)	(876,961)
Development Services (202)	(50,000)	(50,000)	(50,000)	(50,000)
SW Capital Fund (562)	-	(100,000)	-	(400,000)
Productivity Fund (639)	(200,000)	(200,000)	(200,000)	(200,000)
Property and Facility Fund (663)	-	-	-	(66,711)
Technology Fund (671)	(116,000)	(139,870)	(139,870)	(160,250)
Operating Reserve	1,478,974	1,526,291	1,509,689	1,495,749
Unreserved Fund Balance	203,154	249,851	480,530	241,384
<b>ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$1,682,127</b>	<b>\$1,776,141</b>	<b>\$1,990,218</b>	<b>\$1,737,132</b>

## SOLID WASTE FUND (560)

### REVENUE DETAIL

	ACTUAL 2010-2011	AMENDED BUDGET 2011-2012	PROJECTED 2011-2012	BUDGET 2012-2013
<b>USE OF MONEY AND PROPERTY</b>				
Rent - Miscellaneous	11,352	11,670	10,000	10,000
Interest Earnings	1,079	-	135	-
<b>TOTAL USE OF MONEY AND PROPERTY</b>	<b>\$12,431</b>	<b>\$11,670</b>	<b>\$10,135</b>	<b>\$10,000</b>
<b>CHARGES FOR CURRENT SERVICES</b>				
Residential Sanitation Fees	4,918,389	5,357,073	5,375,888	5,381,435
Commercial Fees	3,145,858	3,151,800	3,064,052	3,095,814
Roll-Off Collection Fees	1,343,778	1,450,000	1,334,662	1,416,898
<b>TOTAL CHARGES FOR CURRENT SERVICES</b>	<b>\$9,408,025</b>	<b>\$9,958,873</b>	<b>\$9,774,602</b>	<b>\$9,894,147</b>
<b>RECYCLE SALES</b>				
Recycle Sales	18,709	20,000	34,874	25,000
<b>TOTAL RECYCLE SALES</b>	<b>\$18,709</b>	<b>\$20,000</b>	<b>\$34,874</b>	<b>\$25,000</b>
<b>MISCELLANEOUS INCOME</b>				
Franchise - Street Use Fee	122,947	143,711	127,000	130,000
Landfill Royalty Fee	450,099	465,000	460,000	492,950
Maintenance Complex Charges	129,957	77,032	77,032	-
Solid Waste Fuel Surcharge	76,685	-	220,901	-
Miscellaneous Income	49,468	65,868	41,008	43,436
Sale of Equipment	11,461	-	-	-
Aerial Photography	-	-	-	-
<b>TOTAL MISCELLANEOUS INCOME</b>	<b>\$840,617</b>	<b>\$751,611</b>	<b>\$925,941</b>	<b>\$666,386</b>
<b>TOTAL REVENUES</b>	<b>\$10,279,782</b>	<b>\$10,742,154</b>	<b>\$10,745,552</b>	<b>\$10,595,533</b>

**SOLID WASTE CAPITAL FUND (562)**  
**REVENUES, EXPENDITURES AND CHANGES IN WORKING CAPITAL**

FISCAL YEAR 2012-2013

	ACTUAL 2010-2011	AMENDED BUDGET 2011-2012	PROJECTED 2011-2012	BUDGET 2012-2013
<b>BEGINNING FUND BALANCE / WORKING CAPITAL</b>	<b>\$1,982,171</b>	<b>\$1,232,687</b>	<b>\$1,232,687</b>	<b>\$1,325,924</b>
<b>REVENUES</b>				
Interest Earnings	9,668	10,000	8,640	10,000
Miscellaneous Income	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$9,668</b>	<b>\$10,000</b>	<b>\$8,640</b>	<b>\$10,000</b>
<b>EXPENDITURES</b>				
Technology Projects	-	-	-	-
Aerial Photography	-	-	-	-
Sanitation Containers	146,915	250,000	249,992	250,000
Container Maintenance Facility	135,468	30,000	27	30,000
Land/Land Improvements	606	50,000	29,973	50,000
City Hall	155,485	-	11	-
Loop 49 TxDot	-	-	-	-
New Residential Trucks	-	-	-	-
New Commercial Trucks	276,832	80,400	80,400	232,342
Litter Control Projects	43,845	55,000	55,000	45,000
Maintenance Complex Project	-	-	-	-
Contingency	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$759,152</b>	<b>\$465,400</b>	<b>\$415,403</b>	<b>\$607,342</b>
Transfer In	-	600,000	500,000	400,000
Solid Waste Fund (560)	-	100,000	-	400,000
Half Cent Sales Tax (231)	-	500,000	500,000	-
Transfer Out	-	-	-	-
<b>ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$1,232,687</b>	<b>\$1,377,287</b>	<b>\$1,325,924</b>	<b>\$1,128,582</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. This department is responsible for:

- § Residential garbage collection;
- § Residential garbage container disbursement program;
- § Residential curbside recycling collection;
- § Commercial garbage collection;
- § Dumpster rentals;
- § Oversee Greenwood Farms Landfill operations;
- § Hazardous materials disposal;
- § Tyler Recycling Collection Center;
- § Liaison to the Keep Tyler Beautiful Board;
- § Recycling and waste reduction education;
- § Litter abatement and beautification programs;
- § Geographic Information Systems;
- § Code Enforcement; and,
- § Sponsors: Spring and Fall Cleanup Weeks with free bulky item pickup, Adopt a Street, Adopt a Spot, Adopt a Park, Project Daffodil, Christmas tree recycling, and events like Tyler Recycles Day, Earth Day, and litter cleanups.

## Accomplishments for 2011-2012

- § The Lean Sigma program has continued for residential garbage collection;
- § The Lean Sigma program was implemented for truck maintenance and communication;
- § Keep Tyler Beautiful received the Gold Star Affiliate designation and the Sustained Excellence Award from Keep Texas Beautiful; and,
- § Keep Tyler Beautiful received the President's Circle Award from Keep America Beautiful.

## Major Budget Items for 2012-2013

- § Continue to rotate the Commercial Solid Waste Collection fleet every 30 months; and,
- § Paint Recycling Event for Tyler citizens.

## Goals for 2012-2013

- § Conduct pilot program studying the use of Compressed Natural Gas in 10 converted ½ ton pickup trucks and 2 Manual/Automated vehicles;
- § Keep Tyler Beautiful start next phase of LeGrande Garden Project – Multi-purpose education/meeting facility at Goodman Museum; and,
- § Hold successful paint recycling event for Tyler Citizens.
- § Keep Tyler Beautiful Accomplishments for 2011-2012
- § Awarded Gold Star Affiliate from Keep Texas Beautiful;
- § Awarded 8th consecutive Sustained Excellence Award from Keep Texas Beautiful;
- § Distributed/mailed Brochures/Public Education 150,000;
- § Presentations to Citizens and Students: 950 adults; 1,100 children;
- § Awarded three Beauty and Business Awards;
- § Participated in two Code Enforcement Association of Texas Cleanup events;
- § Raised community awareness through hosting Recycle Day Celebration at Tyler Recycling Center;
- § Sold plants at Main Street Flower Market fundraiser for Le Grand Gardens – raised \$400;
- § Great American Trash Off – 100 volunteers cleaned up Rose Rudman Park;
- § Held Paint Recycle Day – 100 people served; collected about 1,500 gallons of paint;
- § Started partnership between Tyler Against Graffiti and Neuro Restorative; and,
- § Held two “Trash Mob” cleanups for short/small scale cleanup projects partnership with Wesley Foundation.
- § Keep Tyler Beautiful Goals for 2012-2013
- § Keep Tyler Beautiful conduct pilot program with TISD to test Waste In Place curriculum in schools; and
- § Host Fall Communitywide Cleanup event in Woldert Park and Glass Recreation Center; similar to the Spring Trash Off held in Rose Rudman.

# CODE ENFORCEMENT

## Accomplishments for 2011-2012

- § As of June 18th, 2012 over 4,150 cases have been worked by five officers.
- § New 12 Project- 340 cases worked.
- § Seven illegal dumping surveillance cameras were deployed in the City which resulted in catching five illegal dumpers.
- § Code Enforcement hosted the Annual CEAT Conference for 2012 which brought in over \$140,000.00 to the local economy.
- § Code Enforcement Officer Garrett Martin was named Code Enforcement Officer of the Year by the Code Enforcement Association of Texas.
- § 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 still maintains a 100% 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.

## Goals for 2012-2013

- § Concentrate efforts on enforcing the transient vendor ordinance.
- § Concentrate efforts on enforcing the outdoor storage and display ordinance.
- § Concentrate efforts on enforcing the new tree 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

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Salaries and Benefits	660,823	665,427	536,328	560,830
Supplies and Services	118,855	56,650	53,313	72,809
Sundry	300,210	390,028	388,898	388,812
Utilities	1,862	3,169	525	775
Maintenance	7,647	10,775	6,625	4,646
<b>TOTAL APPROPRIATIONS</b>	<b>\$1,089,397</b>	<b>\$1,126,049</b>	<b>\$985,689</b>	<b>\$1,027,872</b>

### SERVICE POINT EMPLOYEES - SOLID WASTE ADMINISTRATION

Regular Full-time Positions	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
Director of Solid Waste	1	1	1	1	1	1	1
5) GIS Coordinator	1	1	1	1	1	-	-
2) Supervisor Solid Waste	1	1	1	1	1	-	-
Account Specialist	2	2	2	2	2	2	2
Customer Service Supervisor	-	1	1	1	1	1	1
4) GIS Addressing Technician	-	-	1	1	1	-	-
GIS Planner/Developer	0.15	-	-	-	-	-	-
GIS Technician	1	-	-	-	-	-	-
MPO Planner	0.10	-	-	-	-	-	-
1) & 3) Senior GIS Analyst	-	1	0.04	0.04	0.04	-	-
Senior Utilities Specialist	2	1	1	1	1	1	1
Special Projects Coordinator	1	1	1	1	1	1	1
<b>TOTAL DEPARTMENT</b>	<b>9.25</b>	<b>9</b>	<b>9.04</b>	<b>9.04</b>	<b>9.04</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

## RESIDENTIAL COLLECTION

### SERVICE POINT EXPENDITURES

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Salaries and Benefits	1,422,712	1,328,622	1,278,376	1,302,909
Supplies and Services	2,104,269	2,142,983	2,158,846	2,171,057
Sundry	46,825	46,825	46,825	46,825
Utilities	2,052	2,200	2,571	2,915
Maintenance	1,767,221	1,751,848	1,951,844	1,900,160
<b>TOTAL APPROPRIATIONS</b>	<b>\$5,343,079</b>	<b>\$5,272,478</b>	<b>\$5,438,462</b>	<b>\$5,423,866</b>

**SERVICE POINT EMPLOYEES - RESIDENTIAL COLLECTION**

<i>Regular Full-time Positions</i>	<i>FY2006-2007</i>	<i>FY2007-2008</i>	<i>FY2008-2009</i>	<i>FY2009-2010</i>	<i>FY2010-2011</i>	<i>FY2011-2012</i>	<i>FY2012-2013</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
Driver Trainer	1	1	1	1	1	1	1
4, 5) Foreman I	1	2	2	2	1	-	-
2) and 4) Foreman II*	-	-	1	1	2	2	2
Laborer	3	3	3	3	3	3	3
6) Recycling Technician	1	1	1	1	1	-	-
Residential Equipment Operator	20	20	20	20	20	20	20
<i>Temporary Positions</i>	<i>FY2006-2007</i>	<i>FY2007-2008</i>	<i>FY2008-2009</i>	<i>FY2009-2010</i>	<i>FY2010-2011</i>	<i>FY2011-2012</i>	<i>FY2012-2013</i>
2) Commercial Sales Representative	1	1	0	0	0	-	-
<b>TOTAL DEPARTMENT</b>	<b>29</b>	<b>33</b>	<b>33</b>	<b>33</b>	<b>32</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

\* One Foreman II serving as Full-Time Lean Sigma Black Belt

**COMMERCIAL COLLECTION****SERVICE POINT EXPENDITURES**

	<b>2010-2011</b>	<b>2011-2012</b>	<b>2011-2012</b>	<b>2012-2013</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>BUDGET</b>
	<b>EXPENDITURES</b>	<b>APPROPRIATIONS</b>	<b>EXPENDITURES</b>	<b>APPROPRIATIONS</b>
Salaries and Benefits	659,682	734,914	682,819	685,655
Supplies and Services	1,608,745	1,731,771	1,721,726	1,718,521
Sundry	49,002	49,002	49,002	49,002
Utilities	1,638	4,100	4,452	5,400
Maintenance	456,023	468,154	468,150	481,149
<b>TOTAL APPROPRIATIONS</b>	<b>\$2,775,090</b>	<b>\$2,987,941</b>	<b>\$2,926,149</b>	<b>\$2,939,727</b>

**SERVICE POINT EMPLOYEES - COMMERCIAL COLLECTION**

<i>Regular Full-time Positions</i>	<i>FY2006-2007</i>	<i>FY2007-2008</i>	<i>FY2008-2009</i>	<i>FY2009-2010</i>	<i>FY2010-2011</i>	<i>FY2011-2012</i>	<i>FY2012-2013</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**

	<b>2010-2011</b>	<b>2011-2012</b>	<b>2011-2012</b>	<b>2012-2013</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>BUDGET</b>
	<b>EXPENDITURES</b>	<b>APPROPRIATIONS</b>	<b>EXPENDITURES</b>	<b>APPROPRIATIONS</b>
Salaries and Benefits	302,112	351,005	323,223	335,062
Supplies and Services	45,233	71,520	47,772	53,687
Sundry	34,071	32,559	32,558	31,739
Utilities	55	800	238	300
Maintenance	45,188	50,735	50,735	44,156
<b>TOTAL APPROPRIATIONS<sup>1)</sup></b>	<b>\$426,659</b>	<b>\$506,619</b>	<b>\$454,526</b>	<b>\$464,944</b>

1) CODE ENFORCEMENT DEPARTMENT MOVED FROM THE GENERAL FUND IN FY2010-2011

**SERVICE POINT EMPLOYEES - CODE ENFORCEMENT**

<i>Regular Full-time Positions</i>	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
Code Enforcement Manager	-	-	1	1	1	1	1
1) Environmental Coordinator	-	1	-	-	-	-	-
8) Chief Code Enforcement Officer	-	-	1	1	-	-	-
8) Field Supervisor	-	-	-	-	1	1	1
7, 9, 10) Code Enforcement Officer I	-	3	3	3	5	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
5) Laborer	-	1	-	-	-	-	-
6) Senior Clerk	-	-	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>

- 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**

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Supplies and Services	111,827	115,300	113,300	114,250
Utilities	541	1,000	801	1,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$112,368</b>	<b>\$116,300</b>	<b>\$114,101</b>	<b>\$115,250</b>

**GARAGE COMPLEX****SERVICE POINT EXPENDITURES**

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Supplies and Services	22,468	35,825	33,117	-
Sundry	15,182	15,020	15,020	-
Utilities	59,425	85,038	67,527	-
Maintenance	16,069	30,000	30,000	-
<b>TOTAL APPROPRIATIONS</b>	<b>\$113,144</b>	<b>\$165,883</b>	<b>\$145,664</b>	-

**SOLID WASTE ADMINISTRATION CAPITAL PROJECTS**

**SERVICE POINT EXPENDITURES**

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Supplies and Services	50,634	50,000	-	50,000
Sundry	-	-	-	-
Capital Outlay	180,375	30,000	30,011	30,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$231,009</b>	<b>\$80,000</b>	<b>\$30,011</b>	<b>\$80,000</b>

**RESIDENTIAL COLLECTION CAPITAL PROJECTS**

**SERVICE POINT EXPENDITURES**

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Capital Outlay	56,906	100,000	100,000	100,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$56,906</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>

**COMMERCIAL COLLECTION CAPITAL PROJECTS**

**SERVICE POINT EXPENDITURES**

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Capital Outlay	427,391	230,400	230,392	382,342
<b>TOTAL APPROPRIATIONS</b>	<b>\$427,391</b>	<b>\$230,400</b>	<b>\$230,392</b>	<b>\$382,342</b>

**LITTER CONTROL**

**SERVICE POINT EXPENDITURES**

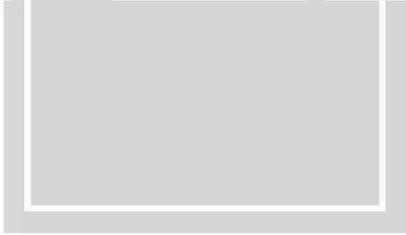
	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Supplies and Services	43,846	55,000	55,000	45,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$43,846</b>	<b>\$55,000</b>	<b>\$55,000</b>	<b>\$45,000</b>

<b>PERFORMANCE BENCHMARKS</b>	<b>ACTUAL 2010-11</b>	<b>BUDGET 2011-12</b>	<b>PERIOD ENDING JUNE 2012</b>	<b>PROJECTED 2012-13</b>
Residential garbage carts in use	28,407		28,967 (est)	30,000
Total tons of residential garbage collected and disposed of	43,262	N/A	32,575 (est)	38,500
Total tons of recyclables collected at the Tyler Recycling Collection Center	674	N/A	373.5 (est)	400
Total tons of recyclables collected from subscription curbside recycling customers	655		490 (est)	685
Subscription curbside recycling customers	3,209	4,200	3,400	4,200
Percentage of residential customers participating in curbside recycling	12%	15%	12%	14%
Commercial dumpsters in use	1,912	2,112	1,926	2,026
Commercial roll offs in use	106	170	94	100
Commercial compactors in use	15	0.15	53	60



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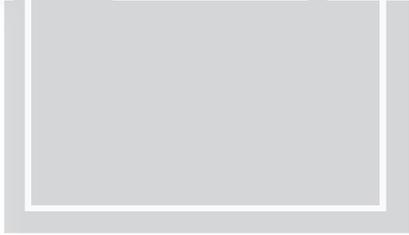


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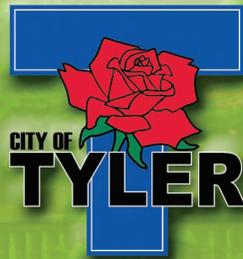
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# ANNUAL BUDGET 2012-2013

Airport

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**AIRPORT OPERATING FUND (524)**  
**REVENUES, EXPENDITURES**  
**AND CHANGES IN WORKING CAPITAL**

FISCAL YEAR 2012-2013

	ACTUAL 2010-2011	AMENDED BUDGET 2011-2012	PROJECTED 2011-2012	BUDGET 2012-2013
Unreserved Working Capital	435,151	417,572	417,572	419,877
<b>BEGINNING FUND BALANCE / WORKING CAPITAL</b>	<b>\$435,151</b>	<b>\$417,572</b>	<b>\$417,572</b>	<b>\$419,877</b>
<b>REVENUES</b>				
Airline Facilities Rental	90,000	90,000	90,000	90,000
Airport Long-Term Parking	519,403	510,000	503,660	522,000
Interest Earnings	2,238	2,000	2,477	2,000
Landing Fees	67,959	69,649	62,029	68,000
Restaurant Concessions	16,990	15,000	14,930	15,000
FAA Building Rental	41,503	41,416	41,416	41,740
Car Leasing Rental	225,817	250,000	282,150	265,000
Agricultural Lease	457	456	887	887
Hanger Land Lease	83,809	84,100	85,710	84,100
HAMM	22,710	26,000	22,886	26,000
Common Use Fee	18,358	23,000	18,309	20,000
Wash Bay Fee	-	-	-	5,000
Airport Fuel Flowage	47,148	50,000	46,000	47,200
Copying fees	4	-	-	-
Customer Facility Charge	-	-	-	-
Advertising Space Fees	15,071	16,000	13,813	15,000
Miscellaneous Income	7,710	9,300	8,421	7,800
Oil Leases and Royalties	6,586	6,500	6,431	6,500
Sale of Property	3,376	-	-	-
<b>TOTAL REVENUES</b>	<b>\$1,169,139</b>	<b>\$1,193,421</b>	<b>\$1,199,119</b>	<b>\$1,216,227</b>
<b>EXPENDITURES</b>				
Operations	1,198,651	1,283,810	1,196,814	1,279,706
Capital	38,067	101,611	48,950	150,000
<b>TOTAL EXPENDITURES</b>	<b>\$1,236,718</b>	<b>\$1,385,421</b>	<b>\$1,245,764</b>	<b>\$1,429,706</b>
Transfer In	50,000	192,000	48,950	150,000
PFC Fund (234)	50,000	192,000	48,950	150,000
Transfer Out	-	-	-	-
Unreserved Working Capital	417,572	417,572	419,877	356,398
<b>ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$417,572</b>	<b>\$417,572</b>	<b>\$419,877</b>	<b>\$356,398</b>

# AIRPORT

## Service Point Focus

**T** Tyler Pounds Regional Airport provides facilities and services for the safe and efficient operation of commercial and private aviation activities. In 2011 Tyler recorded 152 privately owned based aircraft, up from 138 from the previous year. Also two commercial service airlines provide regional jet service to Dallas and Houston that allow 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;
- § Federal Aviation Administration (FAA) grants administration.

## Accomplishments for 2011-2012

- § Received FAA Grants totaling approximately \$7,605,000;
- § 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);
- § Implemented a new finance plan and began design for a new consolidated rental car maintenance facility;
- § Received approval of a new Category III Airport Security Plan to meet new Transportation Security Administration's requirements;
- § Airport FFA Part 139 Certification Inspection resulted in no violations or corrections needed. Airport emergency services, airfield operations/maintenance and proactive training requirements were found to meet or exceed all FAA regulations;

- § A new airport emergency management plan was created by Tyler Pounds Regional Airport to meet the new Federal requirements for aviation emergency response and operating procedures;
- § Received approval of a new Irregular Operations Contingency Plans (IROPS) which can provide valuable information on developing detailed contingency plans for diversion aircraft management in bad weather conditions;
- § Repaired ATCT roof, windows & flooring of the Northside Terminal Building;
- § Updated airfield guidance signs on runways and taxiways for additional safety
- § Implemented DOT Delphi eInvoicing System for FAA grant draws, and
- § Applied for and received a new TXDOT RAMP Grant to allow the airport to develop and implement a more comprehensive airfield maintenance program

## Major Budget Items for 2012-2013

- § Award contracts to design and bid a new Rental Car Consolidated Service Facility;
- § Award construction contracts to construct the new Taxiway Kilo;
- § Awarded new environmental assessment studies to begin design services to reconstruct Runway 4/22.

## Goals for 2012-2013

- § Begin design to improve Runway 4/22 by increasing pavement weight capacity and installing instrument landing system for precision approach;
- § Pursue updating Flight Information Display Systems (FIDS);
- § Implement electronic fingerprinting system to improve vetting;
- § 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; and,
- § Record a perfect score on the 2013 Airport FFA Part 139 Certification Inspection with no violations or corrections needed.

## AIRPORT

### SERVICE POINT EXPENDITURES

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Salaries and Benefits	444,192	517,635	448,597	508,993
Supplies and Services	240,314	256,606	264,698	259,403
Sundry	133,507	136,268	136,268	137,656
Utilities	248,172	238,800	223,853	233,700
Maintenance	132,466	134,501	123,398	139,954
<b>TOTAL APPROPRIATIONS</b>	<b>\$1,198,651</b>	<b>\$1,283,810</b>	<b>\$1,196,814</b>	<b>\$1,279,706</b>

### SERVICE POINT EMPLOYEES

<i>Regular Full-time Positions</i>	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
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) & 4) Airport Technician I	3	3	3	3	3	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	1	-	-	-	-	-
<i>Regular Part-time Positions</i>	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
3) Airport Technician I	1	1	1	1	-	-	-
<b>TOTAL DEPARTMENT</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>11</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

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Supplies and Services	-	-	-	-
Capital Outlay	38,067	101,611	48,950	150,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$38,067</b>	<b>\$101,611</b>	<b>\$48,950</b>	<b>\$150,000</b>

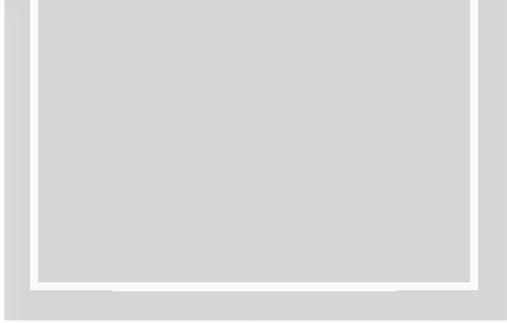
## AIRPORT

<i>PERFORMANCE BENCHMARKS</i>	<i>ACTUAL 2010-2011</i>	<i>BUDGET 2011-2012</i>	<i>PERIOD ENDING MAY 2012</i>	<i>PROJECTED 2012-2013</i>
Number of successful airfield operations	46,635	49,218	30,279	50,500
Number of annual enplanements	72,509	74,502	47,456	74,000
Average monthly rental car revenue	\$18,818	\$20,833	\$20,903	\$20,833
Fuel flowage fees	\$47,148	\$50,000	\$35,502	\$50,000
Landing Fees	\$67,959	\$69,649	\$44,750	\$69,649



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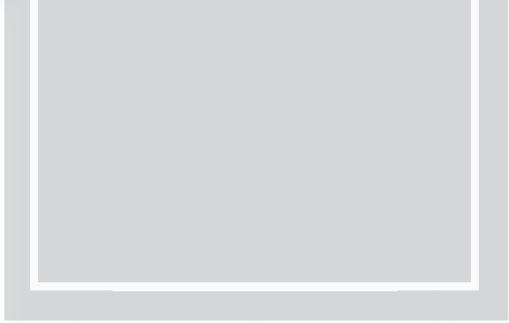


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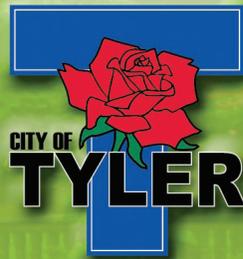
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# ANNUAL BUDGET 2012-2013

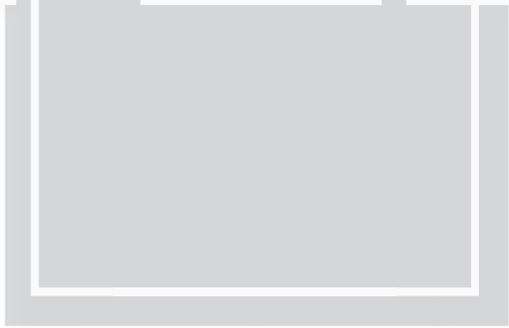
Hotel  
Taxes

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**HOTEL/MOTEL OCCUPANCY TAX FUND (2II)**  
**REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

FISCAL YEAR 2011-2012

	ACTUAL 2010-2011	AMENDED BUDGET 2011-2012	PROJECTED 2011-2012	BUDGET 2012-2013
Unreserve Fund Balance	1,915,416	993,112	993,112	1,065,766
Reserve (2% Tax)	-	50,514	50,514	603,895
<b>BEGINNING FUND BALANCE / WORKING CAPITAL</b>	<b>\$1,915,416</b>	<b>\$1,043,626</b>	<b>\$1,043,626</b>	<b>\$1,669,661</b>
<b>REVENUES</b>				
7 % Occupancy Tax	2,220,099	2,108,020	2,252,024	2,300,000
2 % Occupancy Tax	50,514	602,291	613,381	628,530
Interest Earnings	5,868	1,100	3,500	1,100
Audit Collections	12,083	10,000	30,000	10,000
Donations Liberty Hall	114,400	70,000	12,200	15,000
<b>TOTAL REVENUES</b>	<b>\$2,402,964</b>	<b>\$2,791,411</b>	<b>\$2,911,105</b>	<b>\$2,954,630</b>
<b>EXPENDITURES</b>				
Tourism Operations	1,080,755	1,200,000	1,200,000	1,200,000
Texas Rose Festival	8,100	8,100	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	44,550	44,550	-
Historical Museum	13,500	13,500	13,500	13,500
Arts & Innovation Institute	-	-	-	50,000
Visitors and Convention Bureau	635,609	654,762	654,762	675,000
McClendon House	4,500	4,500	4,500	4,500
Historic Aviation Musuem	13,500	13,500	13,500	13,500
Liberty Hall	1,208,142	-	-	-
HOT/Tourism promotion	1,474	7,000	7,000	5,000
Contingencies	-	93,000	-	150,000
Professional Audit Services	9,182	6,000	6,000	6,000
Texas Hotel & Lodging Dues	14,858	15,000	14,858	15,000
CC/Arena Planning (2% Tax)	-	75,000	60,000	150,000
<b>TOTAL EXPENDITURES</b>	<b>\$3,091,570</b>	<b>\$2,192,312</b>	<b>\$2,085,070</b>	<b>\$2,348,900</b>
Transfers In	76,816			
(Transfers Out)	(260,000)	(200,000)	(200,000)	(225,000)
Main Street Fund (210)	(60,000)	-	-	-
Tourism Fund (219)	-	-	-	-
Property and Facility Management (663) (Roof Replacement Tourism)	(200,000)	(200,000)	(200,000)	(225,000)
Unreserve Fund Balance	993,112	864,920	1,065,766	967,966
Reserve (2% Tax)	50,514	577,805	603,895	1,082,425
<b>ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$1,043,626</b>	<b>\$1,442,725</b>	<b>\$1,669,661</b>	<b>\$2,050,391</b>

**7% HOTEL/MOTEL OCCUPANCY TAX**

**SERVICE POINT EXPENDITURES**

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Supplies and Services	24,040	21,000	20,858	21,000
Sundry	1,859,388	2,096,312	2,004,212	2,177,900
Capital Outlay	1,208,142	-	-	-
<b>TOTAL APPROPRIATIONS</b>	<b>\$3,091,570</b>	<b>\$2,117,312</b>	<b>\$2,025,070</b>	<b>\$2,198,900</b>

**2% HOTEL/MOTEL OCCUPANCY TAX**

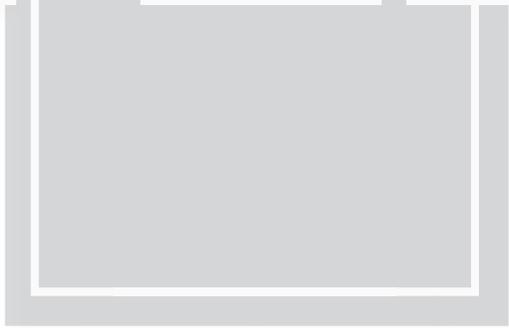
**SERVICE POINT EXPENDITURES**

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Supplies and Services	-	75,000	60,000	150,000
<b>TOTAL APPROPRIATIONS</b>	-	<b>\$75,000</b>	<b>\$60,000</b>	<b>\$150,000</b>



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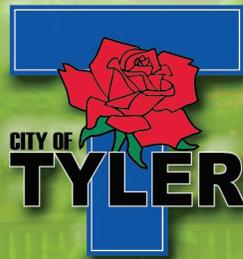


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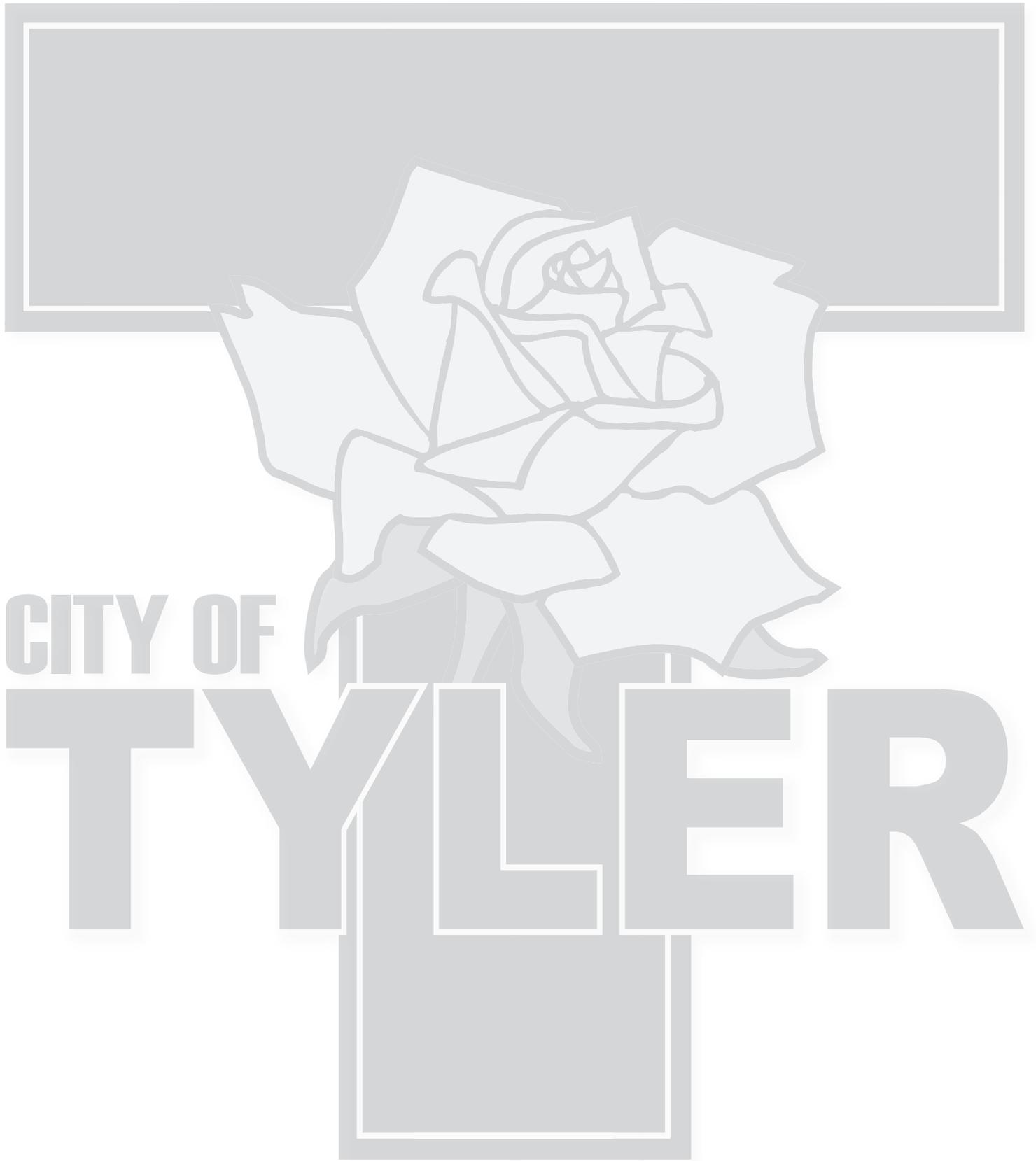
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# ANNUAL BUDGET 2012-2013

Other

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**CEMETERIES OPERATING FUND (204)**  
**REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCE**  
**FISCAL YEAR 2011-2012**

	ACTUAL 2010-2011	AMENDED BUDGET 2011-2012	PROJECTED 2011-2012	BUDGET 2012-2013
<b>BEGINNING FUND BALANCE / WORKING CAPITAL</b>	\$153,476	\$(2,626)	\$(2,626)	\$28,301
<b>REVENUES</b>				
Permits	12,470	2,500	4,500	4,500
Interest Earnings	382	3,000	500	500
Current Service Charges	59,789	34,000	50,000	50,000
Miscellaneous Income	810	-	330	-
<b>TOTAL REVENUES</b>	<b>\$73,451</b>	<b>\$39,500</b>	<b>\$55,330</b>	<b>\$55,000</b>
<b>EXPENDITURES</b>				
Cemetery	242,228	269,961	263,725	267,291
<b>TOTAL EXPENDITURES</b>	<b>\$242,228</b>	<b>\$269,961</b>	<b>\$263,725</b>	<b>\$267,982</b>
Transfer In	12,675	239,322	239,322	239,322
Cemetery Trust Fund (713)	12,675	12,500	12,500	12,500
General Fund (101)	-	226,822	226,822	226,822
Transfer Out	-	-	-	-
<b>ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$(2,626)</b>	<b>\$6,235</b>	<b>\$28,301</b>	<b>\$54,641</b>

**SERVICE POINT EXPENDITURES**

	2010-2011 ACTUAL EXPENDITURES	2011-2012 BUDGET APPROPRIATIONS	2011-2012 PROJECTED EXPENDITURES	2012-2013 BUDGET APPROPRIATIONS
Salaries and Benefits	116,601	173,287	167,398	161,751
Supplies and Services	27,909	29,256	24,659	29,955
Sundry	7,008	6,405	6,405	6,503
Utilities	62,057	28,100	40,855	38,810
Maintenance	22,654	26,913	24,408	24,963
Capital Outlay	6,000	6,000	-	6,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$242,229</b>	<b>\$269,961</b>	<b>\$263,725</b>	<b>\$267,982</b>

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

Regular Full-time Positions	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
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 2012-2013

	ACTUAL 2010-2011	AMENDED BUDGET 2011-2012	PROJECTED 2011-2012	BUDGET 2012-2013
<b>BEGINNING FUND BALANCE / WORKING CAPITAL</b>	<b>\$132,625</b>	<b>\$237,590</b>	<b>\$237,590</b>	<b>\$190,921</b>
<b>REVENUES</b>				
Judgment of Forfeitures	166,351	82,000	82,000	82,000
Interest Earnings	1,479	2,000	2,000	2,000
<b>TOTAL REVENUES</b>	<b>\$167,830</b>	<b>\$84,000</b>	<b>\$84,000</b>	<b>\$84,000</b>
<b>EXPENDITURES</b>	<b>\$62,865</b>	<b>\$131,251</b>	<b>\$130,669</b>	<b>\$105,223</b>
<b>ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$237,590</b>	<b>\$190,339</b>	<b>\$190,921</b>	<b>\$169,698</b>

	2010-2011 ACTUAL EXPENDITURES	2011-2012 BUDGET APPROPRIATIONS	2011-2012 PROJECTED EXPENDITURES	2012-2013 BUDGET APPROPRIATIONS
Supplies and Services	5,465	12,700	12,000	22,700
Sundry	1,045	-	121	-
Capital Outlay	56,355	118,551	118,548	82,523
<b>TOTAL APPROPRIATIONS</b>	<b>\$62,865</b>	<b>\$131,251</b>	<b>\$130,669</b>	<b>\$105,223</b>

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

FISCAL YEAR 2012-2013

	ACTUAL 2010-2011	AMENDED BUDGET 2011-2012	PROJECTED 2011-2012	BUDGET 2012-2013
Reserve for Technology	105,900	69,613	69,613	1,315
Reserve for Efficiency	120,935	163,076	163,076	44,876
Reserve for Partners for Youth	16,430	(26,618)	(26,618)	939
Reserve for Security	96,114	119,527	119,527	141,490
	-	10,144	10,144	10,144
<b>BEGINNING FUND BALANCE / WORKING CAPITAL</b>	<b>\$339,379</b>	<b>\$335,742</b>	<b>\$335,742</b>	<b>\$198,764</b>
<b>REVENUES</b>				
Security Fees	137,463	140,000	140,000	140,000
Juvenile Class Fee	97,079	90,000	95,000	95,000
Efficiency Fees	149,040	140,000	145,000	145,000
Technology Fees	137,559	140,000	142,000	142,000
Partners for Youth Fees	131,547	129,000	129,000	129,000

Interest Earnings	2,003	1,700	1,700	1,751
Child Safety Registration	10,144	-	-	-
Partners for Youth Grant	66,155	33,078	-	-
<b>TOTAL REVENUES</b>	<b>\$730,990</b>	<b>\$673,778</b>	<b>\$652,700</b>	<b>\$652,751</b>

**EXPENDITURES**

Expenditures for Technology	175,849	217,000	211,998	144,000
Expenditures for Security	114,050	130,172	118,037	130,046
Expenditures for Partners for Youth	337,829	239,331	196,443	187,992
Expenditures for Efficiency	106,899	263,200	263,200	156,700
<b>TOTAL EXPENDITURES</b>	<b>\$734,627</b>	<b>\$849,703</b>	<b>\$789,678</b>	<b>\$618,738</b>

Transfers In	-	-	-	-
General Fund (101)	-	-	-	-
(Transfers Out)	-	-	-	-

Reserve for Technology	69,613	(5,687)	1,315	1,066
Reserve for Efficiency	163,076	39,876	44,876	33,176
Reserve for Partners for Youth	(26,618)	(13,871)	939	36,947
Reserve for Security	119,527	129,355	141,490	151,444
Reserve Other	10,144	10,144	10,144	10,144
<b>ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$335,742</b>	<b>\$159,817</b>	<b>\$198,764</b>	<b>\$232,777</b>

**SERVICE POINT EXPENDITURES - COURT TECHNOLOGY**

	2010-2011 ACTUAL EXPENDITURES	2011-2012 BUDGET APPROPRIATIONS	2011-2012 PROJECTED EXPENDITURES	2012-2013 BUDGET APPROPRIATIONS
Supplies and Services	-	16,000	11,000	11,000
Sundry	50,083	40,000	39,998	40,000
Capital Outlay	87,753	161,000	161,000	93,000
Transfer to Internal Service	38,013	-	-	-
<b>TOTAL APPROPRIATIONS</b>	<b>\$175,849</b>	<b>\$217,000</b>	<b>\$211,998</b>	<b>\$144,000</b>

**SERVICE POINT EMPLOYEES - MUNICIPAL SECURITY**

Regular Full-time Positions	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
1) Deputy City Marshal I	-	-	-	-	3	3	3
	-	-	-	-	3	3	3

1) Three Deputy City Marshal I positions moved to Municipal Security from Municipal Court Administration FY 2010-2011

**SERVICE POINT EMPLOYEES - PARTNERS OF YOUTH**

Regular Full-time Positions	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
1) Deputy Court Clerk	-	-	-	-	2	2	2
1) Juvenile Case Coordinator	-	-	-	-	1	1	1
1) Juvenile Program Coordinator	-	-	-	-	1	1	1
<b>TOTAL DEPARTMENT</b>	-	-	-	-	4	4	4

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

PERFORMANCE BENCHMARKS	ACTUAL 2010-11	BUDGET 2011-2012	PERIOD ENDING JUNE 2012	PROJECTED 2012-2013
Number of municipal prisoners housed in Smith County Jail	1,902	2,000	933	2,000
Average cost of municipal prisoner per stay	\$131	\$150	\$144	\$150
Number of plea offers made	1,371	1,000	948	1,000
Maintain a percentage of class participants completing Partner's for Youth.	77%	70%	62%	70%
Number of cases handled without seeing a Judge.	61,626	50,000	30,973	50,000
Net revenue collected on cases adjudicated	\$6,856,442	\$6,806,875	\$3,783,161	\$7,211,451

#### SERVICE POINT EXPENDITURES - MUNICIPAL COURT SECURITY

	2010-2011 ACTUAL EXPENDITURES	2011-2012 BUDGET APPROPRIATIONS	2011-2012 PROJECTED EXPENDITURES	2012-2013 BUDGET APPROPRIATIONS
Salaries and Benefits	83,834	121,072	87,941	116,946
Supplies and Services	27,416	6,600	27,600	10,600
Sundry	-	-	-	-
Maintenance	2,800	2,500	2,496	2,500
<b>TOTAL APPROPRIATIONS<sup>1)</sup></b>	<b>\$114,050</b>	<b>\$130,172</b>	<b>\$118,037</b>	<b>\$130,046</b>

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

#### SERVICE POINT EXPENDITURES - PARTNERS FOR YOUTH

	2010-2011 ACTUAL EXPENDITURES	2011-2012 BUDGET APPROPRIATIONS	2011-2012 PROJECTED EXPENDITURES	2012-2013 BUDGET APPROPRIATIONS
Salaries and Benefits	127,155	124,331	116,117	162,992
Supplies and Services	210,676	115,000	80,326	25,000
<b>TOTAL APPROPRIATIONS<sup>1)</sup></b>	<b>\$337,831</b>	<b>\$239,331</b>	<b>\$196,443</b>	<b>\$187,992</b>

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

#### SERVICE POINT EXPENDITURES - COURT EFFICIENCY FUNDS

	2009-2010 ACTUAL EXPENDITURES	2010-2011 BUDGET APPROPRIATIONS	2010-2011 PROJECTED EXPENDITURES	2011-2012 BUDGET APPROPRIATIONS
Supplies and Services	106,899	263,200	263,200	156,700
<b>TOTAL APPROPRIATIONS<sup>1)</sup></b>	<b>\$106,899</b>	<b>\$263,200</b>	<b>\$263,200</b>	<b>\$156,700</b>

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

### TIF/TIRZ (209)

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

FISCAL YEAR 2012-2013

	ACTUAL 2010-2011	AMENDED BUDGET 2011-2012	PROJECTED 2011-2012	BUDGET 2012-2013
BEGINNING FUND BALANCE / WORKING CAPITAL	\$43,861	\$4,043	\$4,043	-
REVENUES				

Property Tax	6,387	6,000	-	-
Sales Tax	-	-	-	-
Interest Earnings	156	200	4	-
<b>TOTAL REVENUES</b>	<b>\$6,543</b>	<b>\$6,200</b>	<b>\$4</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>\$46,361</b>	<b>\$4,047</b>	<b>\$4,047</b>	<b>-</b>
Transfers In	-	-	-	-
(Transfers Out)	-	-	-	-
<b>ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$4,043</b>	<b>\$6,196</b>	<b>-</b>	<b>-</b>

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Supplies and Services	46,361	4,047	4,047	-
<b>TOTAL APPROPRIATIONS</b>	<b>\$46,361</b>	<b>\$4,047</b>	<b>\$4,047</b>	<b>-</b>

**TIF/TIRZ #3 (218)**  
**REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**

FISCAL YEAR 2010-2011

	ACTUAL	AMENDED BUDGET	PROJECTED	BUDGET
	2010-2011	2011-2012	2011-2012	2012-2013
<b>BEGINNING FUND BALANCE / WORKING CAPITAL</b>	<b>\$2,279</b>	<b>\$2,293</b>	<b>\$2,293</b>	<b>\$3,131</b>
<b>REVENUES</b>				
Property Tax	1	1,240	4,191	4,000
Sales Tax	13	20	15	30
<b>TOTAL REVENUES</b>	<b>\$14</b>	<b>\$1,260</b>	<b>\$4,206</b>	<b>\$4,030</b>
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>\$3,368</b>	<b>\$3,368</b>	<b>\$3,500</b>
Transfers In	-	-	-	-
(Transfers Out)	-	-	-	-
<b>ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$2,293</b>	<b>\$185</b>	<b>\$3,131</b>	<b>\$3,661</b>

**TIF/TIRZ #3**

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Supplies and Services	-	3,368	3,368	3,500
<b>TOTAL APPROPRIATIONS</b>	<b>-</b>	<b>\$3,368</b>	<b>\$3,368</b>	<b>\$3,500</b>

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

FISCAL YEAR 2012-2013

	ACTUAL 2010-2011	AMENDED BUDGET 2011-2012	PROJECTED 2011-2012	BUDGET 2012-2013
<b>BEGINNING FUND BALANCE / WORKING CAPITAL</b>	<b>\$391,064</b>	<b>\$276,410</b>	<b>\$276,410</b>	<b>\$299,629</b>
<b>REVENUES</b>				
Charges for Services	289,721	342,100	342,550	342,850
Main Street Revenue	107,582	121,310	135,158	120,750
Liberty Hall Revenue	10,758	150,000	136,015	160,600
Contributions from Hotel Tax	1,080,755	1,200,000	1,200,000	1,200,000
Grant Revenue	-	33,395	-	-
<b>TOTAL REVENUES</b>	<b>\$1,488,816</b>	<b>\$1,846,805</b>	<b>\$1,813,723</b>	<b>\$1,824,200</b>
<b>EXPENDITURES</b>				
Rose Garden Center	153,902	300,299	220,823	291,618
Rose Garden Maint.	505,438	483,610	482,684	482,965
Harvey Hall & Goodman	781,401	720,592	681,106	679,966
Liberty Hall	32,771	212,079	198,959	221,471
Main Street	221,958	240,473	238,932	241,057
Contingency	-	17,500	-	50,000
<b>TOTAL EXPENDITURES</b>	<b>\$1,695,470</b>	<b>\$1,974,553</b>	<b>\$1,822,504</b>	<b>\$1,967,077</b>
<b>TRANSFER IN</b>	<b>92,000</b>	<b>59,216</b>	<b>32,000</b>	<b>32,000</b>
<b>GENERAL FUND (101)</b>	<b>32,000</b>	<b>32,000</b>	<b>32,000</b>	<b>32,000</b>
<b>PROPERTY AND FACILITY (663)</b>	<b>-</b>	<b>27,216</b>	<b>-</b>	<b>-</b>
<b>HOTEL MOTEL (211)</b>	<b>60,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>(TRANSFER OUT)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$276,410</b>	<b>\$207,878</b>	<b>\$299,629</b>	<b>\$188,752</b>

**ROSE GARDEN CENTER**

	2010-2011 ACTUAL EXPENDITURES	2011-2012 BUDGET APPROPRIATIONS	2011-2012 PROJECTED EXPENDITURES	2012-2013 BUDGET APPROPRIATIONS
<b>SERVICE POINT EXPENDITURES</b>				
Salaries and Benefits	101,778	101,802	102,095	100,721
Supplies and Services	21,519	18,188	18,532	21,988
Sundry	9,960	4,143	4,143	13,816
Utilities	8,160	75,075	72,976	77,325
Maintenance	12,485	23,580	23,077	23,380
Capital Outlay	-	77,511	-	54,388
<b>TOTAL APPROPRIATIONS</b>	<b>\$153,902</b>	<b>\$300,299</b>	<b>\$220,823</b>	<b>\$291,618</b>

**SERVICE POINT EMPLOYEES - ROSE GARDEN CENTER**

<i>Regular Full-time Positions</i>	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
Building Maintenance Worker	-	-	-	-	-	1	1
i) Clerk	-	-	-	-	-	-	-
i) Visitor Facilities Coordinator	-	-	-	-	-	1	1
Custodian	-	-	-	-	-	1	1
<b>TOTAL DEPARTMENT</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**

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Salaries and Benefits	244,295	267,010	263,533	264,406
Supplies and Services	58,970	58,055	62,264	58,308
Sundry	20,145	39,779	39,779	40,117
Utilities	120,162	42,650	42,503	43,925
Maintenance	61,866	76,116	74,605	76,209
<b>TOTAL APPROPRIATIONS</b>	<b>\$505,438</b>	<b>\$483,610</b>	<b>\$482,684</b>	<b>\$482,965</b>

**SERVICE POINT EMPLOYEES - ROSE GARDEN MAINTENANCE**

<i>Regular Full-time Positions</i>	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
Rose Garden Supervisor	1	1	1	1	1	1	1
Crew Leader	2	1	1	1	1	1	1
Groundskeeper	1	2	2	2	2	2	2
1, 2) Laborer	6	3	3	3	3	3	3
Pest Control Technician	1	-	-	-	-	-	-
<b>TOTAL DEPARTMENT</b>	<b>11</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</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**

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Salaries and Benefits	313,112	374,510	339,635	361,718
Supplies and Services	61,106	45,030	49,184	45,030
Sundry	116,189	76,992	76,992	77,039
Utilities	115,496	142,375	133,612	146,644
Maintenance	164,630	67,552	67,550	49,535
Capital Outlay	10,867	-	-	-
<b>TOTAL APPROPRIATIONS</b>	<b>\$781,400</b>	<b>\$706,459</b>	<b>\$666,973</b>	<b>\$679,966</b>

**SERVICE POINT EMPLOYEES - VISITOR FACILITIES**

<i>Regular Full-time Positions</i>	<i>FY2006-2007</i>	<i>FY2007-2008</i>	<i>FY2008-2009</i>	<i>FY2009-2010</i>	<i>FY2010-2011</i>	<i>FY2011-2012</i>	<i>FY2012-2013</i>
3) Parks and Recreation Director	-	-	-	-	0.5	0.5	0.5
4) Parks Manager	-	-	-	-	0.3	0.3	0.3
Visitor Facilities/ Administrative Supervisor	1	1	1	1	1	1	1
2) Building Maintenance Worker	1	2	2	2	2	1	1
2) Clerk	2	2	2	2	2	1	1
2) Custodian	3	2	2	2	2	1	1
1) Museum Curator	1	1	1	1	-	-	1
<i>Regular Part-time Positions</i>	<i>FY2006-2007</i>	<i>FY2007-2008</i>	<i>FY2008-2009</i>	<i>FY2009-2010</i>	<i>FY2010-2011</i>	<i>FY2011-2012</i>	<i>FY2012-2013</i>
Custodian	3	3	3	3	3	3	2
Facility Attendant	-	-	-	-	-	-	-
1) Museum Curator	-	-	-	-	1	1	-
<i>Temporary Positions</i>	<i>FY2006-2007</i>	<i>FY2007-2008</i>	<i>FY2008-2009</i>	<i>FY2009-2010</i>	<i>FY2010-2011</i>	<i>FY2011-2012</i>	<i>FY2012-2013</i>
Custodian	1	1	1	1	1	1	1
<b>TOTAL DEPARTMENT</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12.8</b>	<b>9.8</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**

	<b>2010-2011</b>	<b>2011-2012</b>	<b>2011-2012</b>	<b>2012-2013</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>BUDGET</b>
	<b>EXPENDITURES</b>	<b>APPROPRIATIONS</b>	<b>EXPENDITURES</b>	<b>APPROPRIATIONS</b>
Salaries and Benefits	-	70,274	63,794	65,212
Supplies and Services	24,546	115,720	116,431	123,805
Sundry	1,476	785	785	7,943
Utilities	6,260	19,800	16,000	18,700
Maintenance	489	5,500	1,949	5,811
<b>TOTAL APPROPRIATIONS</b>	<b>\$32,771</b>	<b>\$212,079</b>	<b>\$198,959</b>	<b>\$221,471</b>

# MAIN STREET

## Service Point Focus

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, including special events, providing preservation-based architectural design services, business recruitment, historic preservation assistance and information on the downtown program area, which is the area bordered by Gentry Parkway, Front Street, Beckham and Palace.

## Accomplishments for 2011-2012

- § Operation of Gallery Main Street and the Main Street and Heart of Tyler headquarters at 110 W. Erwin;
- § 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 quarterly event that focuses on original art in downtown spaces;

- § Holding arts workshops;
- § Working with Neighborhood Services Department to create a downtown façade grant program;
- § Presentation of numerous special events such as Festival on the Square, 6x6@110 and Main Street Flower Market; and,
- § Assisting business and property owners.

## Major Budget Items 2011-2012

- § 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 2012-2013

- § Expanding the presence of the arts in Downtown Tyler;
- § Creation of a major new public art program for the downtown area;
- § Developing educational resources for business owners; and,
- § Development of more businesses and housing space in the downtown area.

## MAIN STREET

SERVICE POINT EXPENDITURES				
	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Salaries and Benefits	111,427	117,071	115,947	117,804
Supplies and Services	91,939	102,671	104,964	104,444
Sundry	11,085	11,981	11,930	11,559
Utilities	7,507	8,750	6,091	7,250
<b>TOTAL APPROPRIATIONS<sup>1)</sup></b>	<b>\$221,958</b>	<b>\$240,473</b>	<b>\$238,932</b>	<b>\$241,057</b>

<sup>1)</sup> MAIN STREET DEPARTMENT MOVED FROM MAIN STREET FUND IN FY2010-2011

SERVICE POINT EMPLOYEES - MAIN STREET							
	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
Regular Full-time Positions							
Main Street Program Director	-	-	1	1	1	1	1
1) Gallery Curator	-	-	-	1	1	1	1
<b>TOTAL DEPARTMENT</b>	<b>-</b>	<b>-</b>	<b>1</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

## CONTINGENCIES

SERVICE POINT EXPENDITURES				
	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Sundry	-	17,500	-	50,000
<b>TOTAL APPROPRIATIONS<sup>1)</sup></b>	<b>-</b>	<b>\$17,500</b>	<b>-</b>	<b>\$50,000</b>

**PASSENGER FACILITY FUND # 234**  
**REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

FISCAL YEAR 2012-2013

	ACTUAL 2010-2011	AMENDED BUDGET 2011-2012	PROJECTED 2011-2012	BUDGET 2012-2013
Reserved for Passenger Facility	-	43	43	137,405
Reserved for Customer Facility	-	60,132	60,132	6,783
<b>BEGINNING FUND BALANCE / WORKING CAPITAL</b>	-	<b>\$60,175</b>	<b>\$60,175</b>	<b>\$144,188</b>
<b>REVENUES</b>				
Passenger Facility Charge	296,029	288,000	282,366	288,000
Customer Facility Charge	70,842	90,000	96,651	90,000
Distributed Interest	153	125	71	125
<b>TOTAL REVENUES</b>	<b>\$367,024</b>	<b>\$378,125</b>	<b>\$379,088</b>	<b>\$378,125</b>
<b>EXPENDITURES</b>				
Airport Capital	-	-	-	-
Customer Facility	10,710	150,000	150,000	1,250
<b>TOTAL EXPENDITURES</b>	<b>\$10,710</b>	<b>\$150,000</b>	<b>\$150,000</b>	<b>\$1,250</b>
Transfer In	-	-	-	-
(Transfer Out)	(296,139)	(288,125)	(145,075)	(381,125)
Half Cent Sales Tax (Non-Budgetary Fund)	(246,139)	(96,125)	(96,125)	(231,125)
Airport Fund (524)	(50,000)	(192,000)	(48,950)	(150,000)
Reserved for Passenger Facility	43	43	137,405	44,405
Reserved for Customer Facility	60,132	132	6,783	95,533
<b>ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$60,175</b>	<b>\$175</b>	<b>\$144,188</b>	<b>\$139,938</b>

**OIL AND NATURAL GAS FUND (235)**  
**REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCE**

FISCAL YEAR 2012-2013

	ACTUAL 2010-2011	AMENDED BUDGET 2011-2012	PROJECTED 2011-2012	BUDGET 2012-2013
<b>BEGINNING FUND BALANCE / WORKING CAPITAL</b>	\$2,633,566	\$2,714,180	\$2,714,180	\$2,838,000
<b>REVENUES</b>				
Oil Leases and Royalties	125,958	150,000	108,875	110,000
Interest Earnings	15,369	13,000	14,945	15,000
<b>TOTAL REVENUES</b>	<b>\$141,327</b>	<b>\$163,000</b>	<b>\$123,820</b>	<b>\$125,000</b>
<b>EXPENDITURES</b>				
Downtown Property Acquisitions	60,713	-	-	-
Miscellaneous Expense	-	-	-	-
Parking Garage	-	-	-	2,000,000
<b>TOTAL EXPENDITURES</b>	<b>\$60,713</b>	<b>-</b>	<b>-</b>	<b>\$2,000,000</b>
<b>ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$2,714,180</b>	<b>\$2,877,180</b>	<b>\$2,838,000</b>	<b>\$963,000</b>

**OIL AND NATURAL GAS FUND**

**SERVICE POINT EXPENDITURES**

	2010-2011 ACTUAL EXPENDITURES	2011-2012 BUDGET APPROPRIATIONS	2011-2012 PROJECTED EXPENDITURES	2012-2013 BUDGET APPROPRIATIONS
Capital Outlay	60,713	-	-	2,000,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$60,713</b>	<b>-</b>	<b>-</b>	<b>\$2,000,000</b>

**PEG FEE FUND (236)**  
**REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCE**

FISCAL YEAR 2012-2013

	ACTUAL 2010-2011	AMENDED BUDGET 2011-2012	PROJECTED 2011-2012	BUDGET 2012-2013
<b>BEGINNING FUND BALANCE / WORKING CAPITAL</b>	-	\$266,438	\$266,438	\$516,430
<b>REVENUES</b>				
PEG Fee	265,947	285,000	268,433	268,136
Interest Earnings	491	2,000	1,559	2,200
<b>TOTAL REVENUES</b>	<b>\$266,438</b>	<b>\$287,000</b>	<b>\$269,992</b>	<b>\$270,336</b>
<b>EXPENDITURES</b>				

<b>TOTAL EXPENDITURES</b>	-	\$429,784	\$20,000	\$528,411
<b>ENDING FUND BALANCE / WORKING CAPITAL</b>	\$266,438	\$123,654	\$516,430	\$258,355

**PEG FEE**

<b>SERVICE POINT EXPENDITURES</b>	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Supplies and Services	-	1,439	1,443	-
Sundry	-	100,000	-	51,411
Capital Outlay	-	328,345	18,557	527,000
<b>TOTAL APPROPRIATIONS</b>	-	\$429,784	\$20,000	\$578,411

**FAIR PLAZA FUND (240)  
REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE**

FISCAL YEAR 2012-2013

	ACTUAL	AMENDED BUDGET	PROJECTED	BUDGET
	2010-2011	2011-2012	2011-2012	2012-2013
<b>BEGINNING FUND BALANCE / WORKING CAPITAL</b>	-	\$32,572	\$32,572	\$127,836

<b>REVENUES</b>				
Building Rental	261,954	321,176	321,176	305,641
Tenant Parking	17,186	21,330	21,330	-
Non Tenant Parking	7,434	15,624	15,624	-
Daily Parking	10,448	4,080	4,080	0
Special Events	-	-	-	-
Interest Earnings	245	43	43	43
<b>TOTAL REVENUES</b>	\$297,267	\$362,253	\$362,253	\$305,684

<b>EXPENDITURES</b>				
Janitorial Supplies & Services	37,038	44,279	44,279	45,109
Security System Monitoring	198	272	272	272
Special Services	67,108	61,275	61,275	61,275
Roof Repair and Replacement	453	3,146	7,284	5,748
Technology Costs	-	-	-	-
Utilities	64,749	82,100	78,900	78,100
Building Maintenance	95,149	79,117	74,979	80,048
Building Abatement & Demo	-	-	-	-
Contingency	-	15,000	-	25,000
<b>TOTAL EXPENDITURES</b>	\$264,695	\$285,189	\$266,989	\$295,552

TRANSFERS IN	-	-	-	-
(TRANSFERS OUT)	-	-	-	-
ENDING FUND BALANCE / WORKING CAPITAL	\$32,572	\$109,636	\$127,836	\$137,968

### FAIR PLAZA

SERVICE POINT EXPENDITURES	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Supplies and Services	133,640	105,826	105,826	106,656
Sundry	453	22,284	7,284	30,748
Utilities	64,749	82,100	78,900	78,100
Maintenance	95,149	39,979	39,979	80,048
Capital Outlay	-	35,000	35,000	-
<b>TOTAL APPROPRIATIONS</b>	<b>\$293,991</b>	<b>\$285,189</b>	<b>\$266,989</b>	<b>\$295,552</b>

## NEIGHBORHOOD SERVICES

### Service Point Focus

It is the mission of the Neighborhood Services Department to assist organizations and individuals through financial resources to provide services which benefit low and moderate income persons, to provide affordable housing and fund activities which improve public facilities and services for low- and moderate- income families, and instill a sense of community pride and purpose to initiate neighborhood revitalization in our city. The ultimate vision is a city comprised of recognizable neighborhoods where citizens have a sense of belonging, with adequate and affordable housing and accessibility to well-maintained public facilities and services and knowledge of available resources to assist them with their needs.

The Neighborhood Services Department houses the offices of Community Development Division (Community Development Block Grant (CDBG) and HOME Programs) and the Housing Division (Housing Choice Vouchers Program). Funding for these programs is provided by the U.S. Department of Housing and Urban Development. Tyler is considered an entitlement city, and therefore receives funding on an annual basis to administer programs sponsored by the U.S. Department of Housing and Urban Development.

The Community Development Block Grant (CDBG) program's mission is to provide decent housing, a suitable living environment and opportunities to expand economic opportunities, principally for low- and moderate-income persons. Current activities include the Owner-Occupied Housing Rehabilitation and Reconstruction Program, the Urgent Repair Program, the Handicap Accessibility Program, Code Enforce-

ment, Clearance/Demolition Program, Voluntary Demolition Program, Public Services, Public Facilities improvements and the Neighborhood Empowerment Works (NEW) Program. Each activity must meet one of the following national objectives for the program, benefit low- and moderate-income persons, prevention or elimination of slum or blight and/or address community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community for which other funding is not available.

The HOME program provides assistance to low-income families for safe and affordable housing and living conditions. This program serves low-income homeowners, home buyers and renters by providing rehabilitation and reconstruction assistance for homeowners; down payment and closing costs assistance for home buyers, new construction for potential home buyers, and rental subsidies (TBRA) for low-income tenants. The program also partners with local non-profit organizations and Community Housing Development Organizations (CHDOs) to leverage funds that assist low-income home buyers and renters.

The Housing Division provides monthly rental assistance to qualifying persons living in decent, safe and sanitary housing; support services to the First-Time Home buyers program through housing counseling services and housing fairs and manages the Desegregated Housing Opportunity Program.

## Accomplishments for 2011-2012

- § Assisted 40 homeowners with rehabilitations, ADAs and urgent repairs;
- § Completing construction of 6 new single-family homes for sale via the First-Time Homebuyer Program;
- § Provided funds for public facilities/infrastructure improvements in the East End Target Area including curb/gutter installation, and sidewalk improvements;
- § Provided down payment, closing costs and principal reduction for 8 homebuyer in the First Time Homebuyer Program;
- § Provided funds for the clearance and demolition of 4 dilapidated/unsafe single-family structures (involuntary demo);
- § Completed 25 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 assistance for a spring Neighborhood Empowerment Works (NEW) program – NEW 12;
- § Provided financial assistance to the Tyler Literacy Council's Adult Literacy Program;
- § Provided financial assistance to the Andrews Center's Community Integration Program;
- § Provided financial assistance to the Tyler AIDS Services Tenant Based Rental Assistance (TBRA) Program;
- § Provided housing and rental assistance to 913 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 38 Housing Choice Voucher clients;
- § Completed Greenbelt Project for UR/ADA application process;
- § Conducted Neighborhood Revitalization Board (NRB) Meetings for structures with code violations; and,
- § Received a High Performer Rating from HUD Housing Choice Voucher Program.

## Major Budget Items for 2012-2013

- § First-time homebuyer assistance program
- § Rehabilitation 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 2012-2013

- § Provide financial assistance to Public Service Agencies (TBA);
- § 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 assistance for the Neighborhood Empowerment Works (NEW) program;
- § Provide funds for construction of new affordable houses;
- § Provide housing and rental assistance to 934 Housing Choice Vouchers clients monthly;
- § 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.

**HOME OWNERSHIP/HOUSING FUND (274)**  
**REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

FISCAL YEAR 2012-2013

	ACTUAL 2010-2011	AMENDED BUDGET 2011-2012	PROJECTED 2011-2012	BUDGET 2012-2013
<b>BEGINNING FUND BALANCE / WORKING CAPITAL</b>	\$54,981	\$55,299	\$55,299	\$55,615
<b>REVENUES</b>	\$318	\$150	\$316	\$316
<b>EXPENDITURES</b>	-	\$55,431	-	\$55,931
<b>ENDING FUND BALANCE / WORKING CAPITAL</b>	\$55,299	\$18	\$55,615	-
<b>SERVICE POINT EXPENDITURES</b>				
	2010-2011 ACTUAL EXPENDITURES	2011-2012 BUDGET APPROPRIATIONS	2011-2012 PROJECTED EXPENDITURES	2012-2013 BUDGET APPROPRIATIONS
Supplies and Services	-	-	-	-
Sundry	-	55,431	-	55,931
<b>TOTAL APPROPRIATIONS</b>	-	\$55,431	-	\$55,931

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

FISCAL YEAR 2012-2013

	ACTUAL 2010-2011	AMENDED BUDGET 2011-2012	PROJECTED 2011-2012	BUDGET 2012-2013
Reserved for Voucher Program	402,873	1,144,624	1,144,624	674,936
Reserved for Admin	259,582	190,495	190,495	148,157
<b>BEGINNING FUND BALANCE / WORKING CAPITAL</b>	\$662,455	\$1,335,119	\$1,335,119	\$823,093
<b>REVENUES</b>	\$7,198,464	\$7,718,926	\$6,408,307	\$6,911,021
<b>EXPENDITURES</b>	\$6,463,819	\$8,850,459	\$6,920,333	\$6,969,971
Reserved for Voucher Program	1,144,624	124,188	674,936	626,597
Reserved for Admin	190,495	79,399	148,157	137,546
<b>ENDING FUND BALANCE / WORKING CAPITAL</b>	\$1,335,119	\$203,586	\$823,093	\$764,143

**HOUSING ASSISTANCE PAYMENT PROGRAM**

**SERVICE POINT EXPENDITURES - DHAP**

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Salaries and Benefits	-	-	-	-
Supplies and Services	-	-	-	38,884
Sundry	-	-	-	-
Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
<b>TOTAL APPROPRIATIONS</b>	-	-	-	<b>\$38,884</b>

**SERVICE POINT EXPENDITURES - HOUSING ASSISTANCE PAYMENT PROGRAM**

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Salaries and Benefits	461,100	520,429	419,243	487,738
Supplies and Services	123,254	52,580	101,440	5,385
Sundry	5,760,130	8,105,306	6,242,364	6,217,411
Utilities	15,852	15,073	12,869	-
Maintenance	10,170	12,211	13,071	7,489
Capital Outlay	-	-	-	-
Transfer to Internal Service	1,655	-	-	-
<b>TOTAL APPROPRIATIONS</b>	<b>\$6,372,161</b>	<b>\$8,705,599</b>	<b>\$6,788,987</b>	<b>\$6,718,023</b>

**SERVICE POINT EMPLOYEES - HOUSING ASSISTANCE PAYMENT PROGRAM**

<i>Regular Full-time Positions</i>	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
10) Director of Neighborhood Services	0.25	0.25	0.25	0.25	0.25	-	-
10, 11) Neighborhood Services Manager	-	-	-	-	-	0.25	0.25
Housing Services Manager	1	1	1	1	1	1	1
1) Accountant	0.15	0.15	-	-	-	-	-
Clerk	1	1	1	1	1	1	1
Code Enforcement/Housing Inspector	2	2	2	2	2	2	2
6) Eligibility Analyst	3	3	3	3	-	-	-
2) Financial Analyst	-	-	0.23	0.23	0.23	0.23	0.23
8) Rehab/Code Enforcement	1	1	1	1	-	-	-
Senior Clerk	1	1	1	1	1	1	1
3) Senior Eligibility Analyst	1	1	-	-	-	-	-
4 & 5) Redevelopment Specialist	-	-	1	-	-	-	-
Housing Eligibility Supervisor	-	-	-	1	1	1	1

7, 9) Certified Housing Specialist	-	-	-	-	2	2	2
Senior Certified Housing Specialist	-	-	-	-	1	1	1
Code Enforcement/Housing Inspector Supervisor	-	-	-	-	1	1	1
<b>TOTAL DEPARTMENT</b>	<b>10.40</b>	<b>10.40</b>	<b>10.48</b>	<b>10.48</b>	<b>10.48</b>	<b>10.48</b>	<b>10.48</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

### FSS HOMEOWNERSHIP PROGRAM

#### SERVICE POINT EXPENDITURES - FSS

	2010-2011 ACTUAL EXPENDITURES	2011-2012 BUDGET APPROPRIATIONS	2011-2012 PROJECTED EXPENDITURES	2012-2013 BUDGET APPROPRIATIONS
Salaries and Benefits	2,895	67,638	35,101	50,064
Supplies and Services	16,155	-	582	-
<b>TOTAL APPROPRIATIONS</b>	<b>\$19,050</b>	<b>\$67,638</b>	<b>\$35,683</b>	<b>\$50,064</b>

### HOUSING PORTABILITY

#### SERVICE POINT EXPENDITURES

	2009-2010 ACTUAL EXPENDITURES	2010-2011 BUDGET APPROPRIATIONS	2010-2011 PROJECTED EXPENDITURES	2011-2012 BUDGET APPROPRIATIONS
Supplies and Services	-	17,222	4,000	43,000
Sundry	77,152	60,000	91,663	120,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$77,152</b>	<b>\$77,222</b>	<b>\$95,663</b>	<b>\$163,000</b>

#### SERVICE POINT EMPLOYEES - COMMUNITY DEVELOPMENT BLOCK GRANT - ADMINISTRATION

Regular Full-time Positions	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
1) FSS Homeownership Coordinator	-	-	-	-	1	1	1
<b>TOTAL DEPARTMENT</b>	-	-	-	-	1	1	1

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

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

FISCAL YEAR 2012-2013

	ACTUAL 2010-2011	AMENDED BUDGET 2011-2012	PROJECTED 2012-2013	BUDGET 2012-2013
BEGINNING FUND BALANCE / WORKING CAPITAL	\$44,424	\$37,677	\$37,677	\$39,292
REVENUES	\$1,149,434	\$1,752,329	\$1,398,220	\$879,885
EXPENDITURES	\$1,156,181	\$1,755,329	\$1,396,605	\$873,885
ENDING FUND BALANCE / WORKING CAPITAL	\$37,677	\$34,677	\$39,292	\$45,292

**COMMUNITY DEVELOPMENT BLOCK GRANT - ADMINISTRATION**

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Salaries and Benefits	156,571	115,148	112,287	114,249
Supplies and Services	21,007	31,554	31,803	36,937
Sundry	24,996	19,675	19,675	16,331
Utilities	6,231	3,750	5,550	5,060
Maintenance	1,552	1,600	2,343	1,600
Capital Outlay	-	-	-	-
CDBG R Projects	65,817	76,059	20,398	-
CDBG Projects		110,000	45,000	70,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$276,174</b>	<b>\$357,786</b>	<b>\$237,056</b>	<b>\$244,177</b>

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

<i>Regular Full-time Positions</i>	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
7, 8) Neighborhood Services Manager	-	-	-	-	-	0.5	0.5
7) Director Of Neighborhood Services	0.50	0.50	0.50	0.50	0.50	-	-
6, 9) Community Development Manager			0.80	0.80	0.80	0.8	0.8
1) Accountant	0.75	0.75	-	-	-	-	-
2) Financial Analyst	-	-	0.45	0.45	0.45	0.45	0.45
3) Homebuyers Specialist	-	-	1	1	1	1	1
4) Housing Projects Coordinator	0.90	0.90	-	-	-	-	-
Project Planner	1	1	1	1	1	1	1
Rehab Project Specialist	1.60	-	-	-	-	-	-
5) Rehab Project Specialist/Code Enforcement Officer	-	1.70	1.70	1.70	1.70	1.7	1.7
10) Senior Secretary	0.90	0.90	0.90	0.90	0.90	0.9	0.9
<b>TOTAL DEPARTMENT</b>	<b>5.65</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>

- 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

**REHABILITATION (CDBG)**

**SERVICE POINT EXPENDITURES**

	2010-2011 ACTUAL EXPENDITURES	2011-2012 BUDGET APPROPRIATIONS	2011-2012 PROJECTED EXPENDITURES	2012-2013 BUDGET APPROPRIATIONS
Salaries and Benefits	39,717	53,704	35,404	61,694
Supplies and Services	13,444	6,859	6,130	8,438
Sundry	4,852	3,895	3,895	4,484
Maintenance	572	1,000	1,000	1,000
CDBG Projects	450,041	177,925	140,383	242,438
<b>TOTAL APPROPRIATIONS</b>	<b>\$508,626</b>	<b>\$243,383</b>	<b>\$186,812</b>	<b>\$318,054</b>

**HOME BUYERS (CDBG)**

**SERVICE POINT EXPENDITURES**

	2010-2011 ACTUAL EXPENDITURES	2011-2012 BUDGET APPROPRIATIONS	2011-2012 PROJECTED EXPENDITURES	2012-2013 BUDGET APPROPRIATIONS
Salaries and Benefits	8,321	10,176	12,376	12,794
Supplies and Services	3,980	4,461	2,200	3,050
Sundry	4,433	3,895	3,895	3,922
CDBG Projects	602	69,706	229,972	15,234
<b>TOTAL APPROPRIATIONS</b>	<b>\$17,336</b>	<b>\$88,238</b>	<b>\$248,443</b>	<b>\$35,000</b>

## DEMOLITION (CDBG)

### SERVICE POINT EXPENDITURES

	2010-2011 ACTUAL EXPENDITURES	2011-2012 BUDGET APPROPRIATIONS	2011-2012 PROJECTED EXPENDITURES	2012-2013 BUDGET APPROPRIATIONS
Salaries and Benefits	561	-	-	-
Supplies and Services	9,254	8,405	8,405	9,011
CDBG Projects	62,993	149,984	113,389	184,343
<b>TOTAL APPROPRIATIONS</b>	<b>\$72,808</b>	<b>\$158,389</b>	<b>\$121,794</b>	<b>\$193,354</b>

## CODE ENFORCEMENT (CDBG)

### SERVICE POINT EXPENDITURES

	2010-2011 ACTUAL EXPENDITURES	2011-2012 BUDGET APPROPRIATIONS	2011-2012 PROJECTED EXPENDITURES	2012-2013 BUDGET APPROPRIATIONS
Salaries and Benefits	47,194	49,512	49,613	49,794
Supplies and Services	3,988	6,632	6,755	15,633
Sundry	5,155	3,892	3,895	4,484
Maintenance	805	1,000	1,000	500
CDBG Projects	28,377	48,414	39,453	9,589
<b>TOTAL APPROPRIATIONS</b>	<b>\$85,519</b>	<b>\$109,450</b>	<b>\$100,716</b>	<b>\$80,000</b>

## PUBLIC FACILITIES (CDBG)

### SERVICE POINT EXPENDITURES

	2010-2011 ACTUAL EXPENDITURES	2011-2012 BUDGET APPROPRIATIONS	2011-2012 PROJECTED EXPENDITURES	2012-2013 BUDGET APPROPRIATIONS
Salaries and Benefits	8,832	10,176	355	-
Supplies and Services	5,963	1,261	1,261	-
CDBG Projects	176,792	783,643	414,856	-
<b>TOTAL APPROPRIATIONS</b>	<b>\$191,587</b>	<b>\$795,080</b>	<b>\$416,472</b>	<b>-</b>

## CDBG GRANT MATCH

### SERVICE POINT EXPENDITURES

	2010-2011 ACTUAL EXPENDITURES	2011-2012 BUDGET APPROPRIATIONS	2011-2012 PROJECTED EXPENDITURES	2012-2013 BUDGET APPROPRIATIONS
Salaries and Benefits	161	-	-	-
Sundry	7,074	3,000	7,385	3,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$7,235</b>	<b>\$3,000</b>	<b>\$7,385</b>	<b>\$3,000</b>

**HOME GRANT FUNDS (295)**  
**REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

FISCAL YEAR 2012-2013

	ACTUAL 2010-2011	AMENDED BUDGET 2011-2012	PROJECTED 2011-2012	BUDGET 2012-2013
<b>BEGINNING FUND BALANCE / WORKING CAPITAL</b>	<b>\$188,604</b>	<b>\$69,796</b>	<b>\$69,796</b>	<b>\$69,796</b>
<b>REVENUES</b>	<b>\$519,004</b>	<b>\$1,837,966</b>	<b>\$1,382,498</b>	<b>\$577,450</b>
<b>EXPENDITURES</b>	<b>\$637,812</b>	<b>\$1,837,966</b>	<b>\$1,382,498</b>	<b>\$577,450</b>
<b>ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$69,796</b>	<b>\$69,796</b>	<b>\$69,796</b>	<b>\$69,796</b>

**HOME GRANT FUNDS**

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Salaries and Benefits	60,464	39,400	39,536	31,013
Supplies and Services	7,537	6,547	6,547	62
HOME Projects	569,811	1,792,019	1,336,415	546,375
<b>TOTAL APPROPRIATIONS</b>	<b>\$637,812</b>	<b>\$1,837,966</b>	<b>\$1,382,498</b>	<b>\$577,450</b>

**SERVICE POINT EMPLOYEES - HOME**

<i>Regular Full-time Positions</i>	<i>FY2006-2007</i>	<i>FY2007-2008</i>	<i>FY2008-2009</i>	<i>FY2009-2010</i>	<i>FY2010-2011</i>	<i>FY2011-2012</i>	<i>FY2012-2013</i>
6) Director Of Neighborhood Services	0.25	0.25	0.25	0.25	0.25	-	-
6, 7) Neighborhood Services Manager	-	-	-	-	-	0.25	0.25
5, 8) Community Development Manager	-	-	0.20	0.20	0.20	0.20	0.20
1) Accountant	0.10	0.10	-	-	-	-	-
2) Financial Analyst	-	-	0.07	0.07	0.07	0.07	0.07
3) Housing Projects Coordinator	0.10	0.10	-	-	-	-	-
Rehab Project Specialist	0.40	-	-	-	-	-	-
4) Rehab Project Specialist/Code Enforcement Officer	-	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>0.95</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>

- 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

PERFORMANCE BENCHMARKS	ACTUAL 2010-2011	BUDGET 2011-2012	PERIOD ENDING JUNE 2012	PROJECTED 2012-2013
Housing Choice Voucher Program	-	\$6,819,047	\$4,564,664	\$6,911,021
Homeowner Rehabilitation, ADA, Urgent Repair	-	\$183,000	\$117,542	\$318,354
Homeowner Reconstruction	-	-	-	-
Demolition and Clearance	-	\$75,000	\$37,213	\$193,354
Code Enforcement	-	\$70,000	\$43,964	\$80,000
Public Service Activities	-	\$75,000	\$19,781.51	\$145,000
New Construction/Homebuyer Activities	-	\$370,000	\$305,292	\$239,675
Public Facilities/Street Improvements	-	\$499,924	\$617,064	-

### STATE AND FEDERAL GRANT (285)

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

FISCAL YEAR 2012-2013

	ACTUAL 2010-2011	AMENDED BUDGET 2011-2012	PROJECTED 2011-2012	BUDGET 2012-2013
BEGINNING FUND BALANCE / WORKING CAPITAL	-	-	-	-
REVENUES	1,126,844	554,646	319,382	273,471
EXPENDITURES	1,126,844	554,646	319,382	273,471
ENDING FUND BALANCE / WORKING CAPITAL	-	-	-	-

## MPO

### Service Point Focus

The City of Tyler serves as the fiscal agent for the Tyler Area Metropolitan Planning Organization (MPO). The Governor designates MPOs for all urban areas over 50,000 in population. Tyler was designated the MPO for the Tyler urban area in 1974. The MPO, in cooperation with the Texas Department of Transportation (TxDOT), is responsible for carrying out the urban transportation process as required by federal legislation. The MPO is intended to provide a forum for cooperative decision making concerning transportation issues by the principal elected officials of the area local governments. The MPO provides continuity of transportation planning efforts throughout the Tyler urban area. MPO staff provides oversight and support to two standing committees, the Policy Committee and the Technical Advisory Committee.

The transportation planning study area for the Tyler urbanized area includes the Cities of Tyler, Gresham, Lindale, New Chapel Hill, Noonday and Whitehouse. The Study Area Boundary is contiguous with the incorporated cities of Whitehouse on the southeast, New Chapel Hill on the east and Hideaway Lake and Lindale to the north. The study area includes areas outside the urbanized area most likely to experience urbanization during the 20-year planning horizon. The

MPO is charged with:

- § Projecting future transportation needs;
- § Recommending reasonable strategies based on needs and available resources;
- § Development of the biennial Unified Planning Work Program;
- § Development of the biennial Transportation Improvement Program; and,
- § Development of the long range Metropolitan Transportation Plan.

### Accomplishments for 2011-2012

- § Advanced passenger rail initiative between Dallas, TX and Shreveport/Bossier City, LA through the TL Rail Coalition
- § Updated the Master Street Plan with strong public support
- § Created the four year Transportation Improvement Program for FY 2013-2016
- § Monitored and kept public officials abreast of new transportation reauthorization bill, MAP-21.

## Goals for 2012-2013

- § 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.
- § Conduct Downtown Park and Ride Feasibility Study with possible implementation of additional routes.

### MPO

SERVICE POINT EXPENDITURES				
	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Salaries and Benefits	142,352	145,315	166,972	178,891
Supplies and Services	44,921	142,160	149,364	92,266
Sundry	2,955	2,982	2,982	2,250
Utilities	-	-	64	64
Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
<b>TOTAL APPROPRIATIONS</b>	<b>\$190,228</b>	<b>\$290,457</b>	<b>\$319,382</b>	<b>\$273,471</b>

SERVICE POINT EMPLOYEES - MPO							
Regular Full-time Positions	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
1) Director of Planning	0.30	0.30	0.30	0.30	0.30	0.3	0
2,8) GIS Planner/Developer	0.85	0.85	-	-	-	-	1
MPO Planner	0.90	-	-	-	-	-	-
3,7) Senior GIS Analyst	-	-	0.96	0.96	0.96	0.96	-
4) & 5) & 6) Senior Planner	-	0.15	1.15	1.15	1.15	0.15	0
<b>TOTAL DEPARTMENT</b>	<b>2.05</b>	<b>1.30</b>	<b>2.41</b>	<b>2.41</b>	<b>2.41</b>	<b>1.41</b>	<b>1</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

# TYLER TRANSIT SYSTEM

## Service Point Focus

The Tyler Transit System provides safe, dependable, low cost transportation service to the citizens of Tyler through the operation of a fixed-route bus system and a paratransit system for ADA (Americans with Disability Act) certified persons. Five buses provide service throughout the city on fixed-routes connecting residents to employers, medical facilities, and educational institutions.

Transit employees are responsible for:

- § Providing safe, dependable and efficient public transportation services;
- § Administering state and federal grant funds;
- § Maintaining transit vehicles to conform to Federal Transit Authority (FTA) guidelines;
- § Promoting and increasing ridership;
- § Overseeing coordination to streamline route scheduling using computer software; and,
- § Continuing employee training programs to enforce safe and efficient processes.

## Accomplishments for 2011-2012

- § Acquired FTA grant funding totaling \$1,340,147;
- § Acquired TxDOT grant funding totaling \$319,800;
- § Acquired FTA capital grant funding (ARRA) totaling \$1,744,631;
- § Improved on-time performance over 20%, based on new routes

- § Amended the Yellow Line to increase coverage to TJC and UT Tyler as well as the new Fresh Grocery Store
- § Installed and implemented RouteMatch software, allowing real time tracking of buses
- § Installed and implemented DriveCam software, encouraging safer driving habits

## Major Budget Items for 2012-2013

- § Construction and installation of new bus shelters and trash receptacles along fixed routes adopted by the route study.

## Goals for 2012-2013

- § Implement RouteShout, allowing riders to find real-time bus arrivals;
- § 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 for fixed route.
- § Continue to look for ways to grow service by partnering with TJC, UT Tyler, and Texas College.
- § Seek out grant opportunities for expanded operations, such as Downtown Park and Ride shuttle service.

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

FISCAL YEAR 2012-2013

	ACTUAL 2010-2011	AMENDED BUDGET 2011-2012	PROJECTED 2011-2012	BUDGET 2012-2013
Working Capital	25,203	9,118	9,118	84,343
Reserve for Capital Purchase	24,651	24,651	24,651	24,651
<b>BEGINNING FUND BALANCE / WORKING CAPITAL</b>	<b>\$49,854</b>	<b>\$33,769</b>	<b>\$33,769</b>	<b>\$108,994</b>
<b>REVENUES</b>				
Transit Fees	100,908	139,130	101,624	101,804
Transit Rental	45	-	-	-
Advertising	-	5,000	-	-
Purchase of Service Match	79,022	100,000	100,000	100,000
Bus Sales and Other Income	515	23,765	324	10,324
State Grant	292,328	381,572	371,003	319,800
Federal Grant	2,237,098	1,595,636	1,541,155	1,340,147
<b>TOTAL REVENUES</b>	<b>\$2,709,916</b>	<b>\$2,245,103</b>	<b>\$2,114,106</b>	<b>\$1,872,075</b>
<b>EXPENDITURES</b>	<b>\$3,075,928</b>	<b>\$2,631,958</b>	<b>\$2,485,745</b>	<b>\$2,361,588</b>
Transfer In	349,927	446,864	446,864	448,678
General Fund (101)	349,927	446,864	446,864	448,678
(Transfer Out)	-	-	-	-
Working Capital	9,118	69,127	84,343	43,508
Reserve for Capital Purchase	24,651	24,651	24,651	24,651
<b>ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$33,769</b>	<b>\$93,778</b>	<b>\$108,994</b>	<b>\$68,159</b>

**MAIN GRANT**

<b>SERVICE POINT EXPENDITURES</b>				
	2010-2011 ACTUAL EXPENDITURES	2011-2012 BUDGET APPROPRIATIONS	2011-2012 PROJECTED EXPENDITURES	2012-2013 BUDGET APPROPRIATIONS
Salaries and Benefits	838,905	812,783	766,318	746,252
Supplies and Services	461,092	512,983	517,769	528,348
Sundry	64,313	72,879	72,878	72,680
Utilities	13,554	25,998	12,114	14,422
Maintenance	328,755	240,344	268,581	285,344
Capital Outlay	1,163	28,763	-	-
Capital Services	168,073	212,291	146,953	302,291
<b>TOTAL APPROPRIATIONS</b>	<b>\$1,875,855</b>	<b>\$1,906,041</b>	<b>\$1,784,613</b>	<b>\$1,949,337</b>

**TRANSIT ELDERLY AND DISABLED GRANT I102**

**SERVICE POINT EXPENDITURES**

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Supplies and Services	58,146	104,957	73,050	-
Maintenance	-	-	-	-
<b>TOTAL APPROPRIATIONS</b>	<b>\$58,146</b>	<b>\$104,957</b>	<b>\$73,050</b>	<b>-</b>

**TRANSIT ELDERLY AND DISABLED GRANT I202**

**SERVICE POINT EXPENDITURES**

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Supplies and Services	-	50,400	50,382	8,751
<b>TOTAL APPROPRIATIONS</b>	<b>-</b>	<b>\$50,400</b>	<b>\$50,382</b>	<b>\$8,751</b>

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

**SERVICE POINT EXPENDITURES**

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Capital Outlay	1,117,319	570,560	577,700	-
<b>TOTAL APPROPRIATIONS</b>	<b>\$1,117,319</b>	<b>\$570,560</b>	<b>\$577,700</b>	<b>-</b>

**SERVICE POINT EMPLOYEES- TYLER TRANSIT**

<i>Regular Full-time Positions</i>	<i>FY2006-2007</i>	<i>FY2007-2008</i>	<i>FY2008-2009</i>	<i>FY2009-2010</i>	<i>FY2010-2011</i>	<i>FY2011-2012</i>	<i>FY2012-2013</i>
8) & 11) Transit Manager	-	-	-	-	1	1	-
11) Executive Director of MPO	-	-	-	-	-	-	1
1) Transportation Operations Manager	-	1	1	-	-	-	-
Transportation Operations Coordinator	-	-	-	1	1	1	1
Account Specialist	-	1	1	1	1	1	1
6) & 12) Administrative Assistant	-	1	1	1	1	-	1
7) Bus Driver	-	11	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
3) Financial Analyst	-	-	0.25	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
<i>Regular Part-time Positions</i>	<i>FY2006-2007</i>	<i>FY2007-2008</i>	<i>FY2008-2009</i>	<i>FY2009-2010</i>	<i>FY2010-2011</i>	<i>FY2011-2012</i>	<i>FY2012-2013</i>
10) Custodian	-	-	-	-	-	-	2
<i>Substitute Positions</i>	<i>FY2006-2007</i>	<i>FY2007-2008</i>	<i>FY2008-2009</i>	<i>FY2009-2010</i>	<i>FY2010-2011</i>	<i>FY2011-2012</i>	<i>FY2012-2013</i>
9) Bus Driver	-	-	-	-	8	8	8
-	-	<b>25</b>	<b>25.25</b>	<b>25.25</b>	<b>32.25</b>	<b>33.25</b>	<b>33.25</b>

1) Title changed from Transportation 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

<b>PERFORMANCE BENCHMARKS</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGET 2011-2012</b>	<b>PERIOD ENDING SEPT. 2012</b>	<b>PROPOSED 2012-2013</b>
Number of transit riders per year	286,852	262,004	198,905	203,000
Denials	57	-	-	-
Fare revenues	\$100,098	\$13,9130	\$99,055	\$101,624

**PRODUCTIVITY IMPROVEMENT FUND (639)**  
**REVENUES, EXPENDITURES AND CHANGES IN WORKING CAPITAL**

FISCAL YEAR 2012-2013

	ACTUAL 2010-2011	AMENDED BUDGET 2011-2012	PROJECTED 2011-2012	BUDGET 2012-2013
<b>UNRESERVED FUND BALANCE</b>	<b>\$492,994</b>	<b>\$662,341</b>	<b>\$662,341</b>	<b>\$940,011</b>
<b>REVENUES</b>	<b>\$6,427</b>	<b>\$5,000</b>	<b>\$6,500</b>	<b>\$6,500</b>
<b>EXPENDITURES</b>				
Pay Plan Phase III	-	50,000	-	50,000
Sick Leave Buy Back	98,336	100,000	87,159	100,000
Productivity Pay & Severance	342,643	500,000	224,287	450,000
Contingency	-	40,000	-	50,000
Internal Audit	125,613	136,852	132,009	134,489
City U/Lean Sigma	220,487	236,787	235,375	272,984
<b>TOTAL EXPENDITURES</b>	<b>\$787,080</b>	<b>\$1,063,639</b>	<b>\$678,830</b>	<b>\$1,057,473</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>\$662,341</b>	<b>\$553,702</b>	<b>\$940,011</b>	<b>\$839,038</b>

**PRODUCTIVITY FUND - PRODUCTIVITY**

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Salaries and Benefits	98,336	100,000	87,159	100,000
Supplies and Services	-	-	-	-
Sundry	342,643	590,000	224,287	550,000
Productivity Pay	-	-	-	-
<b>TOTAL APPROPRIATIONS</b>	<b>\$440,979</b>	<b>\$690,000</b>	<b>\$311,446</b>	<b>\$650,000</b>

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

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Salaries and Benefits	114,006	121,977	122,284	122,714
Supplies and Services	11,557	14,275	9,725	11,775
Utilities	50	600	-	-
<b>TOTAL APPROPRIATIONS</b>	<b>\$125,613</b>	<b>\$136,852</b>	<b>\$132,009</b>	<b>\$134,489</b>

**PRODUCTIVITY FUND - CITY UNIVERSITY/LEAN SIGMA (I83)**

**SERVICE POINT EXPENDITURES**

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Salaries and Benefits	103,494	107,901	107,901	110,123
Supplies and Services	45,114	40,000	40,000	40,000
Sundry	71,879	88,886	87,474	122,861
<b>TOTAL APPROPRIATIONS</b>	<b>\$220,487</b>	<b>\$236,787</b>	<b>\$235,375</b>	<b>\$272,984</b>

**SERVICE POINT EMPLOYEES - PRODUCTIVITY IMPROVEMENT FUND**

<i>Regular Full-time Positions</i>	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
1, 3) Clerical Specialist	-	2	1	1	1	-	-
Gap Team Member	2	-	-	-	-	-	-
2) Internal Auditor	-	-	-	-	1	1	1
Lean Sigma Black Belt	-	-	-	1	1	1	1
<b>TOTAL DEPARTMENT</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>2</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

## 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 500 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 practices 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 2011-2012

- § 1st Lean Sigma Project to Reduced Parts Inventory has saved over \$800k since implementation in November of 2010;
- § Successful Implementation of Fastenal Parts Vending machine;
- § 2nd Lean Sigma project is expected to save over \$10k a year.
- § Revenue from internet auctions has grossed over \$400k;
- § Purchased 2 heavy duty CNG refuse trucks, 15 light duty CNG vehicles, and 1 CNG Forklift for the Compressed Natural Gas Pilot Program;
- § Awarded \$100k grant from SECO for CNG Pilot Program;
- § Vendor Rebate option has brought in \$1.2k in additional revenue.

### Goals for 2012-2013

- § Continue to identify areas of improvement and initiate at least 2 new lean sigma projects to reduce cost and increase efficiency;

- § Continue to empower and motivate VES employees to achieve citywide and department goals by implementing employee incentive programs.
- § Improve vehicle inventory management by creating a City of Tyler Fleet Inventory Catalog.
- § Maintain and evaluate Compressed Natural Gas Pilot Program.

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

FISCAL YEAR 2012-2013

	ACTUAL 2010-2011	AMENDED BUDGET 2011-2012	PROJECTED 2011-2012	BUDGET 2012-2013
Reserve for Vehicle Replacement	4,433,888	5,530,108	5,530,108	5,281,877
<b>BEGINNING FUND BALANCE / WORKING CAPITAL</b>	<b>\$4,433,888</b>	<b>\$5,530,108</b>	<b>\$5,530,108</b>	<b>\$5,281,877</b>
<b>REVENUES</b>				
Interest Earnings	39,932	35,000	35,000	35,000
Amortization Charges	2,689,197	3,150,161	3,150,161	3,638,304
Service Fees	546,367	655,000	630,000	797,500
Fuel Revenue	2,049,889	2,458,759	2,261,939	2,427,132
Motor Pool	-	-	-	-
Parts Revenue	2,159,058	2,240,918	2,397,817	2,247,600
Compressed Natural Gas	-	64,722	18,800	67,800
Miscellaneous Income	11,270	1,000	3,000	1,000
Sale of Equipment	293,495	200,000	500,000	300,000
Sale of Salvage	18,152	6,000	13,000	6,000
ETATF Rental	1,484	5,000	58	5,000
Health District	84,512	85,315	68,717	98,655
TISD	1,650	5,000	-	5,000
SECO CNG Grant	-	100,000	100,000	-
<b>TOTAL REVENUES</b>	<b>\$7,895,006</b>	<b>\$9,006,875</b>	<b>\$9,178,492</b>	<b>\$9,628,991</b>
<b>EXPENDITURES</b>				
Replacement	1,712,723	3,595,533	3,595,533	3,610,594
Maintenance	1,199,186	1,286,517	1,266,926	1,482,914
Health	84,929	94,447	86,996	98,655
TISD	4	5,000	-	5,000
Fuel, Parts and Contractual Services	3,783,895	4,558,506	4,460,246	4,529,242
ETATF	1,049	5,000	22	5,000
<b>TOTAL EXPENDITURES</b>	<b>\$6,781,786</b>	<b>\$9,545,003</b>	<b>\$9,409,723</b>	<b>\$9,731,405</b>
Transfer In	-	-	-	-
(Transfer Out)	(17,000)	(17,000)	(17,000)	-
Solid Waste Fund (560)	(17,000)	(17,000)	(17,000)	-
Reserve for Vehicle Replacement	5,530,108	4,974,980	5,281,877	5,179,463

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

FISCAL YEAR 2012-2013

	ACTUAL 2010-2011	AMENDED BUDGET 2011-2012	PROJECTED 2011-2012	BUDGET 2012-2013
<b>ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$5,530,108</b>	<b>\$4,974,980</b>	<b>\$5,281,877</b>	<b>\$5,179,463</b>

**FLEET REPLACEMENT PURCHASE**

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Sundry	-	-	-	230,000
Capital Outlay	1,712,723	3,595,533	3,595,533	3,380,594
<b>TOTAL APPROPRIATIONS</b>	<b>\$1,712,723</b>	<b>\$3,595,533</b>	<b>\$3,595,533</b>	<b>\$3,610,594</b>

**FLEET OPERATIONS**

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Salaries and Benefits	778,800	845,137	822,957	903,792
Supplies and Services	183,613	143,565	145,854	260,458
Sundry	146,133	159,623	159,623	130,789
Utilities	19,715	275	575	75,075
Maintenance	70,925	103,520	103,520	112,800
Capital Outlay	-	34,397	34,397	-
<b>TOTAL APPROPRIATIONS</b>	<b>\$1,199,186</b>	<b>\$1,286,517</b>	<b>\$1,266,926</b>	<b>\$1,482,914</b>

**HEALTH DISTRICT**

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Supplies and Services	41,622	42,754	43,303	46,350
Sundry	2,238	2,238	2,238	2,305
Maintenance	41,069	49,455	41,455	50,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$84,929</b>	<b>\$94,447</b>	<b>\$86,996</b>	<b>\$98,655</b>

**TISD**

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Maintenance	1,650	5,000	-	5,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$1,650</b>	<b>\$5,000</b>	<b>-</b>	<b>\$5,000</b>

## COST OF GOODS SOLD (COGS)

### SERVICE POINT EXPENDITURES

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Sundry	3,783,895	4,558,506	4,460,246	4,529,242
<b>TOTAL APPROPRIATIONS</b>	<b>\$3,783,895</b>	<b>\$4,558,506</b>	<b>\$4,460,246</b>	<b>\$4,529,242</b>

### ETATF

### SERVICE POINT EXPENDITURES

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Maintenance	1,049	5,000	22	5,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$1,049</b>	<b>\$5,000</b>	<b>\$22</b>	<b>\$5,000</b>

### SERVICE POINT EMPLOYEES - VEHICLE SERVICES

Regular Full-time Positions	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
4) Vehicle Equipment Services Manager	-	-	-	-	1	1	1
4) Fleet Administrator	1	1	1	1	-	-	-
Mechanic Supervisor	-	-	-	-	2	2	2
Auto Parts Inventory Specialist	-	-	-	-	-	-	-
Clerk	-	-	-	-	-	-	-
2) Equipment Maintenance Supervisor	1	1	1	1	-	-	-
Equipment Mechanic I	5	5	2	2	2	1	1
Equipment Mechanic II	-	-	3	3	3	4	3
Fleet Auditor	-	-	1	1	1	1	1
1) Inventory Technician	2	2	1	1	1	1	1
3) Master Mechanic	4	4	4	4	3	3	3
Purchasing Technician	1	1	1	1	1	1	1
Senior Secretary	1	1	1	1	1	1	1
<b>TOTAL DEPARTMENT</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</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 I 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

PERFORMANCE BENCHMARKS	ACTUAL 2010-2011	BUDGET 2011-2012	PERIOD ENDING JUNE 2012	PROJECTED 2012-2013
CNG Gallons Purchased	-	28k gal	1.9k gal	8k gal
Vendor Rebates	\$4k	\$2	\$1.3k	\$2k
Fuel Budget	\$2.05m	\$2.46m	\$1.40m	\$2.20m
Sale of Equipment	\$273k	\$200k	\$426k	\$500k
City Maintenance Budget	\$2.71m	\$2.90m	\$1.95m	\$2.90m

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

**REVENUES, EXPENDITURES**

**AND CHANGES IN WORKING CAPITAL**

FISCAL YEAR 2012-2013

	ACTUAL 2010-2011	AMENDED BUDGET 2011-2012	PROJECTED 2011-2012	BUDGET 2012-2013
Reserved for Workers Comp.	225,631	492,195	492,195	443,615
Reserved Property/Liability	744,785	328,130	328,130	295,743
<b>BEGINNING FUND BALANCE / WORKING CAPITAL</b>	<b>\$970,416</b>	<b>\$820,325</b>	<b>\$820,325</b>	<b>\$739,358</b>

**REVENUES**

Distributed Interest	5,282	9,000	6,000	6,000
Unemployment / Disability Premiums	271,336	276,551	276,551	277,319
Property and Liability Premiums	556,090	550,165	555,165	555,165
Workers Comp Premiums	439,552	453,076	453,076	450,298
<b>TOTAL REVENUES</b>	<b>\$1,272,260</b>	<b>\$1,288,792</b>	<b>\$1,290,792</b>	<b>\$1,288,782</b>

**EXPENDITURES**

Employee Cost	203,781	150,471	123,249	131,655
Unemployment / Disability	210,652	248,926	221,293	525,000
Property and Liability	472,139	598,954	543,296	605,346
Workers Comp	535,779	478,914	483,921	248,926
Contingency	-	-	-	50,000
<b>TOTAL EXPENDITURES</b>	<b>\$1,422,351</b>	<b>\$1,477,265</b>	<b>\$1,371,759</b>	<b>\$1,560,927</b>
Reserved for Workers Comp.	492,195	379,111	443,615	280,328
Reserved Property/Liability	328,130	252,741	295,743	186,885
<b>ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$820,325</b>	<b>\$631,852</b>	<b>\$739,358</b>	<b>\$467,213</b>

**SERVICE POINT EXPENDITURES**

	2010-2011 ACTUAL EXPENDITURES	2011-2012 BUDGET APPROPRIATIONS	2011-2012 PROJECTED EXPENDITURES	2012-2013 BUDGET APPROPRIATIONS
Salaries and Benefits	209,983	134,004	107,027	115,188
Supplies and Services	1,212,368	1,343,261	1,264,752	1,395,739
Sundry	-	-	-	50,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$1,422,351</b>	<b>\$1,477,265</b>	<b>\$1,371,779</b>	<b>\$1,560,927</b>

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

	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
<i>Regular Full-time Positions</i>							
2) & 7) Human Resource Director	-	-	-	-	0.25	-	-
7) Managing Director of Administration	-	-	-	-	-	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

Regular Part-time Positions	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
1) Loss Technician	-	-	-	1	1	1	1
<b>TOTAL DEPARTMENT</b>	-	2	2	3	3.25	2.25	2.25

- 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

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

FISCAL YEAR 2012-2013

	ACTUAL 2010-2011	AMENDED BUDGET 2011-2012	PROJECTED 2011-2012	BUDGET 2012-2013
<b>BEGINNING FUND BALANCE/ RESERVED FOR COMMITMENTS</b>	<b>\$3,769,008</b>	<b>\$2,233,034</b>	<b>\$2,233,034</b>	<b>\$1,798,522</b>
<b>REVENUES</b>				
Health Benefits	6,359,108	6,541,047	6,152,427	6,178,440
Dental Benefits	319,763	322,805	319,760	416,040
Life Insurance	197,014	192,630	197,010	197,010
Other Benefits	-	-	-	-
Interest Earnings	14,656	20,000	7,000	13,000
<b>TOTAL REVENUES</b>	<b>\$6,890,541</b>	<b>\$7,076,482</b>	<b>\$6,676,197</b>	<b>\$6,804,490</b>
<b>EXPENDITURES</b>				
Health Benefits	7,362,803	7,102,384	6,372,546	6,685,971
Dental Benefits	456,243	432,500	451,123	472,769
Life Insurance	190,434	181,200	190,400	190,400
Other Benefits	19,469	22,716	20,160	20,160
Special Services	47,386	73,000	48,000	48,000
Benefit Analyst	50,180	53,160	28,480	44,005
<b>TOTAL EXPENDITURES</b>	<b>\$8,126,515</b>	<b>\$7,864,960</b>	<b>\$7,110,709</b>	<b>\$7,461,305</b>
Transfer In	-	-	-	-
(Transfer Out)	(300,000)	(300,000)	-	-
Retiree Benefits Fund (761)	(300,000)	(300,000)	-	-
<b>ENDING FUND BALANCE/ RESERVED FOR COMMITMENTS</b>	<b>\$2,233,034</b>	<b>\$1,144,556</b>	<b>\$1,798,522</b>	<b>\$1,141,707</b>

## BENEFITS FUND (661)

### REVENUE DETAIL

FISCAL YEAR 2012-2013

	ACTUAL 2010-2011	AMENDED BUDGET 2011-2012	PROJECTED 2011-2012	BUDGET 2012-2013
<b>REVENUES</b>				
Interest Earnings	14,656	20,000	7,000	13,000
Section 125 Forfeiture	4,761	1,000	7,317	4,760
Health Benefits paid by City	4,745,181	4,868,486	4,868,210	4,868,210
Health Benefits paid by employees	1,339,159	1,612,163	1,240,500	1,269,070
COBRA premiums	23,643	19,398	16,400	16,400
Dental Benefits paid by employees	192,558	194,220	192,560	288,840
Dental Benefits paid by City	127,205	128,585	127,200	127,200
Life Insurance Premiums paid by City	25,336	25,330	25,330	25,330
Life Insurance Premiums paid by employees	171,678	167,300	171,680	171,680
Stoploss Reimbursement	246,364	40,000	20,000	20,000
<b>TOTAL REVENUES</b>	<b>\$6,890,541</b>	<b>\$7,076,482</b>	<b>\$6,676,197</b>	<b>\$6,804,490</b>

## BENEFITS FUND (661)

### EXPENSE DETAIL

FISCAL YEAR 2012-2013

	ACTUAL 2010-2011	AMENDED BUDGET 2011-2012	PROJECTED 2011-2012	BUDGET 2012-2013
<b>EXPENDITURES</b>				
Benefit Analyst	50,180	53,160	28,480	44,005
Life Insurance	190,434	181,200	190,400	190,400
Special Services	47,386	73,000	48,000	48,000
Employee Assistance Program Fees	19,469	22,716	20,160	20,160
Health Claim Payments	5,141,681	4,870,000	4,134,796	4,341,536
Rx Claims	1,723,683	1,697,684	1,737,200	1,824,085
Dental Administrative Fees	17,574	18,500	18,200	18,200
Dental Claim	438,669	414,000	432,923	454,569
Health Admin Fees	191,456	209,000	194,650	194,650
Health Stoploss	305,983	325,700	305,900	325,700
<b>TOTAL EXPENDITURES</b>	<b>\$8,126,515</b>	<b>\$7,864,960</b>	<b>\$7,110,709</b>	<b>\$7,461,305</b>

#### SERVICE POINT EXPENDITURES

	2010-2011 ACTUAL EXPENDITURES	2011-2012 BUDGET APPROPRIATIONS	2011-2012 PROJECTED EXPENDITURES	2012-2013 BUDGET APPROPRIATIONS
Salaries and Benefits	240,566	233,600	218,856	233,645
Supplies and Services	7,885,949	7,631,360	6,891,853	7,227,660
<b>TOTAL APPROPRIATIONS</b>	<b>\$8,126,515</b>	<b>\$7,864,960</b>	<b>\$7,110,709</b>	<b>\$7,461,305</b>

**SERVICE POINT EMPLOYEES - BENEFITS FUND**

<i>Regular Full-time Positions</i>	<i>FY2006-2007</i>	<i>FY2007-2008</i>	<i>FY2008-2009</i>	<i>FY2009-2010</i>	<i>FY2010-2011</i>	<i>FY2011-2012</i>	<i>FY2012-2013</i>
1) Senior Benefit Specialist	-	-	1	1	1	1	1
<b>TOTAL DEPARTMENT</b>	-	-	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

1) Position transferred from General Fund (Finance) during FY2007-2008.

**RETIREE BENEFITS FUND (761)****REVENUES, EXPENDITURES AND CHANGES IN WORKING CAPITAL**

FISCAL YEAR 2012-2013

	ACTUAL 2010-2011	AMENDED BUDGET 2011-2012	PROJECTED 2011-2012	BUDGET 2012-2013
<b>BEGINNING FUND BALANCE/RE-SERVED FOR COMMITMENTS</b>	<b>\$1,845,133</b>	<b>\$1,560,867</b>	<b>\$1,560,867</b>	<b>\$1,042,859</b>
<b>REVENUES</b>				
Health Benefits	2,780,217	2,918,696	2,810,616	2,833,731
Dental Benefits	110,276	111,632	111,215	139,723
Life Insurance	49,500	49,500	49,500	49,500
Interest Earnings	19,752	15,400	14,380	14,380
<b>TOTAL REVENUES</b>	<b>\$2,959,745</b>	<b>\$3,095,228</b>	<b>\$2,985,711</b>	<b>\$3,037,334</b>
<b>EXPENDITURES</b>				
Health Benefits	2,733,642	2,737,850	2,989,735	3,067,988
Dental Benefits	146,072	128,070	147,604	154,610
Life Insurance	57,447	55,055	54,980	54,980
Special Services	6,850	11,400	11,400	11,400
<b>TOTAL EXPENDITURES</b>	<b>\$2,944,011</b>	<b>\$2,932,375</b>	<b>\$3,203,719</b>	<b>\$3,288,978</b>
Transfer In/Contributions from Trust	300,000	300,000	-	-
Active Employee Benefits Fund (661)	300,000	300,000	-	-
(Transfer Out)/Contributions to Trust	(600,000)	(600,000)	(300,000)	(300,000)
OPEB Trust Contribution	(600,000)	(600,000)	(300,000)	(300,000)
<b>ENDING FUND BALANCE/RESERVED FOR COMMITMENTS</b>	<b>\$1,560,867</b>	<b>\$1,423,720</b>	<b>\$1,042,859</b>	<b>\$491,215</b>

## RETIREE BENEFITS FUND (761)

### REVENUE DETAIL

FISCAL YEAR 2012-2013

	ACTUAL	AMENDED BUDGET	PROJECTED	BUDGET
	2010-2011	2011-2012	2011-2012	2012-2013
Interest Earnings	19,752	15,400	14,380	14,380
City's Health Benefits-Retired	1,928,459	1,928,459	1,928,459	1,928,459
Employees' Health Benefits-Retired	276,961	641,114	305,759	328,874
Medicare Retiree Supplemental Ins Premiums	227,094	-	221,411	221,411
City's Dental Premium	54,200	54,200	54,200	54,200
Employees' Dental Contrib-Retired	56,076	57,432	57,015	85,523
City's Life Premium	49,500	49,500	49,500	49,500
Medicare Rx	200,650	202,073	200,950	200,950
CMS Reimbursement	147,053	147,050	154,037	154,037
<b>TOTAL REVENUES</b>	<b>\$2,959,745</b>	<b>\$3,095,228</b>	<b>\$2,985,711</b>	<b>\$3,037,334</b>

## RETIREE BENEFITS FUND (761)

### EXPENSE DETAIL

FISCAL YEAR 2012-2013

	ACTUAL	AMENDED BUDGET	PROJECTED	BUDGET
	FY2009-2010	FY2010-2011	FY2010-2011	FY2011-2012
<b>EXPENDITURES</b>				
Life Insurance	57,447	55,055	54,980	54,980
Special Services	6,850	11,400	11,400	11,400
Medicare Rx	609,049	590,500	634,070	634,070
Medicare Supplement	651,601	719,650	682,785	682,785
Health Claim Payments	969,331	1,020,000	1,194,215	1,253,926
Rx Claims	400,217	295,500	370,845	389,387
Dental Administrative Fees	7,210	7,800	7,490	7,490
Dental Claim	138,862	120,270	140,114	147,120
Health Admin Fees	54,962	56,600	55,780	55,780
Health Stoploss	48,482	55,600	52,040	52,040
<b>TOTAL EXPENDITURES</b>	<b>\$2,944,011</b>	<b>\$2,932,375</b>	<b>\$3,203,719</b>	<b>\$3,288,978</b>

### SERVICE POINT EXPENDITURES - BENEFITS (761)

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Salaries and Benefits	57,447	55,055	54,980	54,980
Supplies and Services	2,886,564	2,877,320	3,148,739	3,233,998
<b>TOTAL APPROPRIATIONS</b>	<b>\$2,944,011</b>	<b>\$2,932,375</b>	<b>\$3,203,719</b>	<b>\$3,288,978</b>

### SERVICE POINT EMPLOYEES - BENEFITS

Regular Full-time Positions	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
1) Staff Services Representative	-	1	-	-	-	-	-
<b>TOTAL DEPARTMENT</b>	-	<b>1</b>	-	-	-	-	-

1) Position transferred to General Fund (Human Resources) during FY2008-2009.

## 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, ventilation 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 2012-2013

	ACTUAL 2010-2011	AMENDED BUDGET 2011-2012	PROJECTED 2011-2012	BUDGET 2012-2013
Roof Replacement Reserve	178,174	136,418	136,418	107,255
Harvey Hall Roof Reserve	403,220	456,910	456,910	656,910
Unreserved Fund Balance	236,332	-	-	-
<b>BEGINNING FUND BALANCE / WORKING CAPITAL</b>	<b>\$817,726</b>	<b>\$593,328</b>	<b>\$593,328</b>	<b>\$764,165</b>
<b>REVENUES</b>				
Interest Earnings	9,738	12,900	9,800	9,898
Roof Maintenance	155,229	74,834	74,834	72,506
Roof Replacement	-	79,490	79,490	81,876
ADA Services	50,000	50,000	50,000	50,000
HVAC Maintenance	114,492	146,202	146,202	150,899
Grant Revenue	-	-	-	-
Sale of Property	13,978	16,000	10,000	5,000
<b>TOTAL REVENUES</b>	<b>\$343,437</b>	<b>\$379,426</b>	<b>\$370,326</b>	<b>\$370,179</b>
<b>EXPENDITURES</b>				
Employee Costs	138,717	120,992	121,510	158,809
Property and Facility Maintenance	1,282,675	74,528	69,605	77,888
ADA Sidewalks	32,801	67,198	67,198	50,000
HVAC Maintenance	234,563	118,986	146,202	150,899
HVAC Replacement	15,000	15,000	15,000	15,000
Roof Maintenance	69,233	74,835	74,358	72,506
Roof Replacement	230,126	102,995	20,000	161,812
<b>TOTAL EXPENDITURES</b>	<b>\$2,003,115</b>	<b>\$574,534</b>	<b>\$513,873</b>	<b>\$686,914</b>
Transfer In	1,435,280	341,600	341,600	459,727
General Fund (101)	688,440	141,600	141,600	101,305
Hotel Tax Fund (211)	200,000	200,000	200,000	225,000
Water Fund (502)	546,840	-	-	66,711
Solid Waste Fund (560)	-	-	-	66,711
(Transfer Out)	-	(27,216)	(27,216)	-

**PROPERTY AND FACILITIES MANAGEMENT FUND (663)**

**REVENUES, EXPENDITURES**

**AND CHANGES IN WORKING CAPITAL**

FISCAL YEAR 2012-2013

	ACTUAL 2010-2011	AMENDED BUDGET 2011-2012	PROJECTED 2011-2012	BUDGET 2012-2013
Roof Replacement Reserve	136,418	38,986	107,255	25,247
Tourism Roof Replacement	456,910	656,910	656,910	881,910
Unreserved Fund Balance	-	16,708	-	-
<b>ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$593,328</b>	<b>\$712,604</b>	<b>\$764,165</b>	<b>\$907,157</b>

**GENERAL SERVICES**

**SERVICE POINT EXPENDITURES**

	2010-2011 ACTUAL EXPENDITURES	2011-2012 BUDGET APPROPRIATIONS	2011-2012 PROJECTED EXPENDITURES	2012-2013 BUDGET APPROPRIATIONS
Salaries and Benefits	107,952	91,229	91,229	128,239
Supplies and Services	61,922	128,895	126,338	113,436
Sundry	55,348	11,540	11,540	11,540
Utilities <sup>(1)</sup>	1	-	-	-
Maintenance	22,661	31,054	28,729	33,482
<b>TOTAL APPROPRIATIONS</b>	<b>\$247,884</b>	<b>\$262,718</b>	<b>\$257,836</b>	<b>\$286,697</b>

<sup>(1)</sup> ELECTRICITY COSTS MOVED TO GENERAL FUND IN FY 2011-2012

**HVAC REPLACEMENT**

**SERVICE POINT EXPENDITURES**

	2010-2011 ACTUAL EXPENDITURES	2011-2012 BUDGET APPROPRIATIONS	2011-2012 PROJECTED EXPENDITURES	2012-2013 BUDGET APPROPRIATIONS
Maintenance	234,563	118,986	146,202	150,899
Capital Outlay	15,000	15,000	15,000	15,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$249,563</b>	<b>\$133,986</b>	<b>\$161,202</b>	<b>\$165,899</b>

**ROOF MAINTENANCE**

**SERVICE POINT EXPENDITURES**

	2010-2011 ACTUAL EXPENDITURES	2011-2012 BUDGET APPROPRIATIONS	2011-2012 PROJECTED EXPENDITURES	2012-2013 BUDGET APPROPRIATIONS
Maintenance	69,233	74,835	74,835	72,506
Capital Outlay	230,126	102,995	20,000	161,812
<b>TOTAL APPROPRIATIONS</b>	<b>\$299,359</b>	<b>\$177,830</b>	<b>\$94,835</b>	<b>\$234,318</b>

**FACILITY MANAGEMENT MAINTENANCE**

663 PROPERTY & FACILITIES PERFORMANCE BENCHMARKS	ACTUAL 2010-2011	BUDGET 2011-2012	PERIOD ENDING MAY 2012	PROJECTED 2012-2013
HVAC Tons Replaced Annually		206	50	32
HVAC Units Repaired Annually		208	225	233
Roofs with Required Annual Maintenance		N/A	65	58
Roofs Scheduled for Replacement		1	1	-
				2

101-0705 ENGINEERING PERFORMANCE BENCHMARKS	ACTUAL 2010-2011	BUDGET 2011-2012	PERIOD ENDING MAY 2012	PROJECTED 2012-2013
<b>SLURRY SEAL/SEAL COAT:</b>				
Expenditures	\$202,730	\$230,000	\$0	\$230,000
Inventory Overlaid	0.090%	0.50%	0%	0%
Coverage (Lane Miles)	10.23	10.50	0.00	10.50

#### SERVICE POINT EMPLOYEES - PROPERTY AND FACILITY MANAGEMENT

Regular Full-time Positions	FY2006-2007	FY2007-2008	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
4) & 5) A/C Mechanic	1	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
<b>TOTAL DEPARTMENT</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</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

### Service Point Focus

§ The City of Tyler Information Technology Department is dedicated to meeting the current and future information technology needs for all City departments. The department is committed to providing comprehensive information, training and education to empower each City employee to be an effective and efficient contributor to the community.

§ Information Technology Supports:

§ Personal computers, printers and peripherals;

§ Telecommunications 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

### Accomplishments for 2011-2012

§ SCADA system upgrade for Lake Palestine and Golden Road treatment plants;

§ Coban mobile equipment replacement;

§ Library server and SIRSI software upgrade;

§ IVR call center server upgrade;

§ Wireless water meter reading system deployment;

§ New early warning siren installed at the Cascades;

§ Implementation of automated electronic check image transfer system for water utilities dept; and

§ Redesign of data center infrastructure.

### Major Budget Items for 2012-2013

§ Negotiated \$40,000 savings on Coban annual maintenance contract;

§ Reduced AT&T local line charges of \$15,000 by moving phone line connections to fiber connections;

§ AT&T Mobility savings of \$36,000 by implementing shared pool, negotiated discounts, correcting billing errors;

§ Negotiated \$7,486 savings on Routematch software;

§ Reduced Coban costs by \$13,300 for hardware back buy; and

§ Negotiated savings of \$11,344 from Sungard HTE.

### Goals for 2012-2013

§ SharePoint Initial Rollout;

§ Library Thin Client Replacement;

§ Virtual Desktop Initial Rollout;

§ Upgrade enterprise network security;

§ Upgrade helpdesk software;

§ Upgrade Operating System and Sungard HTE software on AS400s;

§ Upgrade of Public Safety fleet location awareness tracking system;

§ Upgrade city-wide networking infrastructure;

§ PC and laptop hardware refresh rollout;

**TECHNOLOGY FUND (671)**  
**REVENUES, EXPENDITURES**  
**CHANGES IN WORKING CAPITAL**

FISCAL YEAR 2012-2013

	ACTUAL 2010-2011	AMENDED BUDGET 2011-2012	PROJECTED 2011-2012	BUDGET 2012-2013
<b>BEGINNING FUND BALANCE / WORKING CAPITAL *</b>	\$206,167	\$167,840	\$167,840	\$132,954
<b>REVENUES</b>				
Rent	13,824	12,820	12,820	12,820
Interest Earnings	10,257	20,000	12,000	12,000
CC Conv Fee	-	-	-	-
Charges	3,384,190	3,620,563	3,620,563	3,721,562
Miscellaneous Income	2,600	-	-	-
<b>TOTAL REVENUES</b>	<b>\$3,410,871</b>	<b>\$3,653,383</b>	<b>\$3,645,383</b>	<b>\$3,746,382</b>
<b>EXPENDITURES</b>				
Administration	856,700	953,157	932,680	949,089
Technology Purchases	2,592,498	2,771,259	2,747,589	2,789,516
Contingency	-	-	-	50,000
<b>TOTAL EXPENDITURES</b>	<b>\$3,449,198</b>	<b>\$3,724,416</b>	<b>\$3,680,269</b>	<b>\$3,788,605</b>
<b>ENDING FUND BALANCE / WORKING CAPITAL *</b>	<b>\$167,840</b>	<b>\$96,807</b>	<b>\$132,954</b>	<b>\$90,731</b>

\*Working Capital does not include current lease payable. These payments are budgeted with the Technology Purchases Department.

**ADMINISTRATION**

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Salaries and Benefits	789,791	894,022	866,476	897,089
Supplies and Services	58,506	50,891	57,995	44,151
Sundry	450	450	450	450
Utilities	300	300	300	300
Maintenance	7,653	7,494	7,459	7,099
<b>TOTAL APPROPRIATIONS</b>	<b>\$856,700</b>	<b>\$953,157</b>	<b>\$932,680</b>	<b>\$949,089</b>

**PURCHASES**

	2010-2011	2011-2012	2011-2012	2012-2013
	ACTUAL	BUDGET	PROJECTED	BUDGET
	EXPENDITURES	APPROPRIATIONS	EXPENDITURES	APPROPRIATIONS
Supplies and Services	1,095,682	1,117,893	1,111,563	1,113,750
Utilities	159,234	294,530	281,100	329,530
Maintenance	1,337,582	1,358,836	1,354,926	1,396,236
<b>TOTAL APPROPRIATIONS</b>	<b>\$2,592,498</b>	<b>\$2,771,259</b>	<b>\$2,747,589</b>	<b>\$2,839,516</b>

**SERVICE POINT EMPLOYEES - INFORMATION TECHNOLOGY**

<i>Regular Full-time Positions</i>	<i>FY2006-2007</i>	<i>FY2007-2008</i>	<i>FY2008-2009</i>	<i>FY2009-2010</i>	<i>FY2010-2011</i>	<i>FY2011-2012</i>	<i>FY2012-2013</i>
Chief Information Officer	1	1	1	1	1	1	1
Administrative Assistant	1	1	1	1	1	1	1
IT Specialist I	1	1	-	-	-	-	-
IT Specialist II	4	3	2	2	2	2	2
Advanced IT Specialist II	-	1	2	2	2	2	2
IT Specialist III	1	1	1	1	1	1	-
1, 2) Advanced IT Specialist III*	2	2	3	3	2	3	4
2) IT Specialist IV	1	1	1	1	2	2	2
<b>TOTAL DEPARTMENT</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</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 acting as full-time Lean Sigma Black Belt

<b>PERFORMANCE BENCHMARKS</b>	<b>ACTUAL 2011-2012</b>	<b>BUDGET 2011-2012</b>	<b>PERIOD ENDING MAY 2012</b>	<b>PROJECTED 2012-2013</b>
Percentage of web server uptime	99.999%	99.999%	98.82%	99.99%
Number of viruses blocked	41,875	-	920	1,050
Number of spams blocked	5,327,913	-	1,063,719	1,250,000
Total number of active licensed workstations	730	730	783	783
Average number of hours to complete helpdesk calls	1.91 hrs	8 hrs.	35.49 min.	8 hrs.
Number of online Municipal Court payments	19,139	-	17,837	-
Percentage of Municipal Court payments online	48%	10%	28.35%	25%
Number of online Water Bill payments	19,579	-	17,356	-
Percentage of Water Business payments online	3%	10%	6.4%	6%
Number of Water Bill direct drafts	48,928	-	37,044	-
Percentage of Water Bill direct drafts	14%	-	13.7%	14%
Number of Water Bill IVR payments	11,932	-	10,827	-
Percentage of Water Bill IVR payments	3%	-	4%	3%
Number of Water Bill Fidelity Express payments	18,229	-	12,859	-
Percentage of Water Bill Fidelity Express payments	5%	-	4.8%	5%
Number of self-serve password resets	236	200	145	200
Number of electronic tickets issued	60,270	-	48,318	-
Online job application visitors	3,762	-	2,340	-
Online job applications submitted	2,466	-	1,440	-

**CEMETERIES TRUST FUND (713)**  
**REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCE**

FISCAL YEAR 2012-2013

	ACTUAL 2010-2011	AMENDED BUDGET 2011-2012	PROJECTED 2011-2012	BUDGET 2012-2013
<b>BEGINNING FUND BALANCE / WORKING CAPITAL</b>	<b>\$2,456,904</b>	<b>\$2,530,614</b>	<b>\$2,530,614</b>	<b>\$2,604,114</b>
<b>REVENUES</b>				
Interest Earnings	14,353	12,500	12,500	12,500
Sales	72,032	33,500	73,500	73,500
<b>TOTAL REVENUES</b>	<b>\$86,385</b>	<b>\$46,000</b>	<b>\$86,000</b>	<b>\$86,000</b>
<b>TOTAL EXPENDITURES</b>	-	-	-	-
Transfer In	-	-	-	-
(Transfer Out)	(12,675)	(12,500)	(12,500)	(12,500)
Cemetery Operating Fund (204)	(12,675)	(12,500)	(12,500)	(12,500)
<b>ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$2,530,614</b>	<b>\$2,564,114</b>	<b>\$2,604,114</b>	<b>\$2,677,614</b>

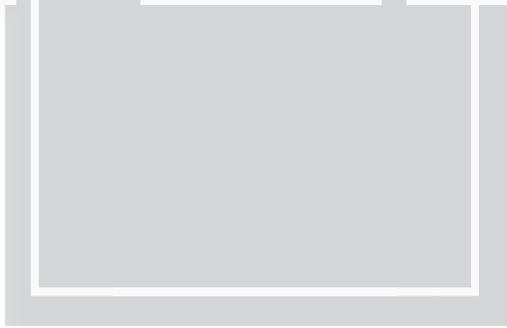
**CEMETERIES TRUST FUND**

	2010-2011 ACTUAL EXPENDITURES	2011-2012 BUDGET APPROPRIATIONS	2011-2012 PROJECTED EXPENDITURES	2012-2013 BUDGET APPROPRIATIONS
Transfer to Special Revenue	12,675	12,500	12,500	12,500
<b>TOTAL APPROPRIATIONS</b>	<b>\$12,675</b>	<b>\$12,500</b>	<b>\$12,500</b>	<b>\$12,500</b>



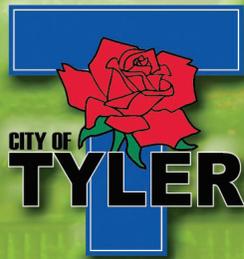
**CITY OF**

**TYLER**



*A Natural Beauty*

CITY OF TYLER



# ANNUAL BUDGET 2012-2013

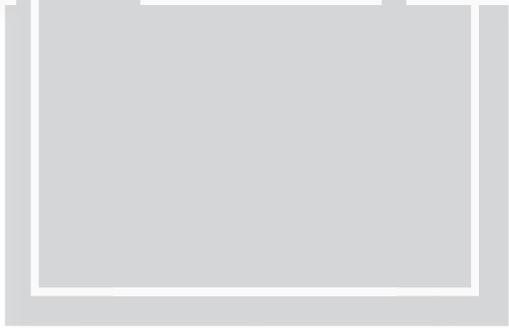
Combined  
Debt Service

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



**CITY OF**

**TYLER**



*A Natural Beauty*

# COMBINED DEBT SERVICES

## GO Bond Program Summary

As of Oct. 1, 2012 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, 2012 was

Total Assessed Value	\$6,844,787,994
Debt Limit	\$684,478,799
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, 2012 the City will have \$67,325,000 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

**UTILITIES DEBT SERVICE FUND (504)**  
**REVENUES, EXPENDITURES**  
**AND CHANGES IN WORKING CAPITAL**

FISCAL YEAR 2012-2013

	ACTUAL 2010-2011	AMENDED BUDGET 2011-2012	PROJECTED 2011-2012	BUDGET 2012-2013
<b>BEGINNING FUND BALANCE / WORKING CAPITAL</b>	<b>\$891,605</b>	<b>\$924,863</b>	<b>\$924,863</b>	<b>\$998,415</b>
<b>REVENUES</b>				
Interest Earnings	15,626	15,000	15,000	15,000
<b>TOTAL REVENUES</b>	<b>\$15,626</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>
<b>EXPENDITURES</b>				
Series 2002 Interest	327,002	113,506	64,953	-
Series 2002 Principal	395,000	410,000	410,000	-
Series 2003 Interest	203,325	140,925	140,925	59,676
Series 2003 Principal	1,560,000	1,625,000	1,625,000	1,705,000
Series 2005 Interest	1,486,488	1,450,888	1,450,888	1,411,576
Series 2005 Principal	890,000	925,000	925,000	965,000
Series 2008 Interest	207,403	207,403	207,403	207,403
Series 2008 Principal	-	-	-	-
Series 2009 Interest	920,813	920,813	920,813	920,813
Series 2009 Principal	-	-	-	-
Series 2011 Interest	79,212	326,625	326,625	325,725
Series 2011 Principal	135,000	45,000	45,000	45,000
Series 2012 Interest	-	-	-	45,788
Series 2012 Principal	-	-	-	530,000
Fiscal Agent Fees	6,229	15,000	15,000	15,000
<b>TOTAL EXPENDITURES</b>	<b>\$6,210,470</b>	<b>\$6,180,160</b>	<b>\$6,131,607</b>	<b>\$6,230,981</b>
Transfers In	6,228,102	6,190,159	6,190,159	6,215,978
Utilities Fund (502)	6,226,814	6,190,159	6,190,159	6,215,978
Utilities Fund (514)	1,288	-	-	-
(Transfers Out)	-	-	-	-
<b>ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$924,863</b>	<b>\$949,862</b>	<b>\$998,415</b>	<b>\$998,411</b>
<b>SERVICE POINT EXPENDITURES</b>				
	2010-2011 ACTUAL EXPENDITURES	2011-2012 BUDGET APPROPRIATIONS	2011-2012 PROJECTED EXPENDITURES	2012-2013 BUDGET APPROPRIATIONS
Sundry	6,114,367	6,204,701	6,182,128	6,180,159
<b>TOTAL APPROPRIATIONS</b>	<b>\$6,114,367</b>	<b>\$6,204,701</b>	<b>\$6,182,128</b>	<b>\$6,180,159</b>

**UTILITIES DEBT RESERVE FUND (505)**  
**REVENUES, EXPENDITURES**  
**AND CHANGES IN WORKING CAPITAL**

FISCAL YEAR 2012-2013

	ACTUAL 2010-2011	AMENDED BUDGET 2011-2012	PROJECTED 2011-2012	BUDGET 2012-2013
Debt Service Reserve	1,492,364	1,492,364	1,492,364	1,492,364
Unreserve Fund Balance	-	992	992	-
<b>BEGINNING FUND BALANCE / WORKING CAPITAL</b>	<b>\$1,492,364</b>	<b>\$1,493,356</b>	<b>\$1,493,356</b>	<b>\$1,492,364</b>
<b>REVENUES</b>				
Interest Earnings	8,617	9,000	8,500	9,000
Bond Proceeds	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$8,617</b>	<b>\$9,000</b>	<b>\$8,500</b>	<b>\$9,000</b>
<b>TOTAL EXPENDITURES</b>	-	-	-	-
Transfers In	-	-	-	-
Fund 503	-	-	-	-
Fund 502	-	-	-	-
(Transfers Out)	(7,625)	(9,000)	(9,492)	(9,000)
Fund 503	-	-	-	-
Fund 502	(7,625)	(9,000)	(9,492)	(9,000)
<b>ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$1,493,356</b>	<b>\$1,493,356</b>	<b>\$1,492,364</b>	<b>\$1,492,364</b>

**WATER AND SEWER REVENUE DEBT RETIREMENT DATA**

FY2012-2034

ALL SERIES

YEAR ENDING SEPT. 30	INTEREST MARCH 1	INTEREST SEPT. 1	PRINCIPAL SEPT. 1	TOTAL PRINCIPAL & INTEREST	BOND BALANCE
2012	1,580,079	1,531,526	3,005,000	6,116,606	67,325,000
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>\$18,885,645</b>	<b>\$18,833,034</b>	<b>\$70,330,000</b>	<b>\$108,048,679</b>	

## WATER AND SEWER REVENUE BONDS

### SERIES 2003

YEAR ENDING SEPT. 30	INTEREST MARCH 1	INTEREST SEPT. 1	PRINCIPAL SEPT. 1	TOTAL PRINCIPAL & INTEREST	BOND BALANCE
2012	70,463	70,463	1,625,000	1,765,925	1,705,000
2013	29,838	29,838	1,705,000	1,764,675	-
<b>TOTAL</b>	<b>\$100,300</b>	<b>\$100,300</b>	<b>\$3,330,000</b>	<b>\$3,530,600</b>	

## WATER AND SEWER REVENUE REFUNDING BONDS

### SERIES 2005

YEAR ENDING SEPT. 30	INTEREST MARCH 1	INTEREST SEPT. 1	PRINCIPAL SEPT. 1	TOTAL PRINCIPAL & INTEREST	BOND BALANCE
2012	725,444	725,444	925,000	2,375,888	27,515,000
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>\$8,348,681</b>	<b>\$8,348,681</b>	<b>\$28,440,000</b>	<b>\$45,137,363</b>	

## WATER AND SEWER REVENUE BONDS

### SERIES 2008

YEAR ENDING SEPT. 30	INTEREST MARCH 1	INTEREST SEPT. 1	PRINCIPAL SEPT. 1	TOTAL PRINCIPAL & INTEREST	BOND BALANCE
2012	103,701	103,701	-	207,403	5,120,000
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>\$1,372,825</b>	<b>\$1,372,825</b>	<b>\$5,120,000</b>	<b>\$7,865,650</b>	

## WATER AND SEWER REVENUE BONDS

### SERIES 2009

YEAR ENDING SEPT. 30	INTEREST MARCH 1	INTEREST SEPT. 1	PRINCIPAL SEPT. 1	TOTAL PRINCIPAL & INTEREST	BOND BALANCE
2012	460,406	460,406	-	920,813	21,610,000
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>\$7,005,475</b>	<b>\$7,005,475</b>	<b>\$21,610,000</b>	<b>\$35,620,950</b>	

**WATER AND SEWER REVENUE BONDS**

**SERIES 2011**

<b>YEAR ENDING SEPT. 30</b>	<b>INTEREST MARCH 1</b>	<b>INTEREST SEPT. 1</b>	<b>PRINCIPAL SEPT. 1</b>	<b>TOTAL PRINCIPAL &amp; INTEREST</b>	<b>BOND BALANCE</b>
2012	163,313	163,313	45,000	371,625	9,170,000
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>\$1,831,513</b>	<b>\$1,831,513</b>	<b>\$9,215,000</b>	<b>\$12,878,025</b>	<b>-</b>

## WATER AND SEWER REVENUE BONDS

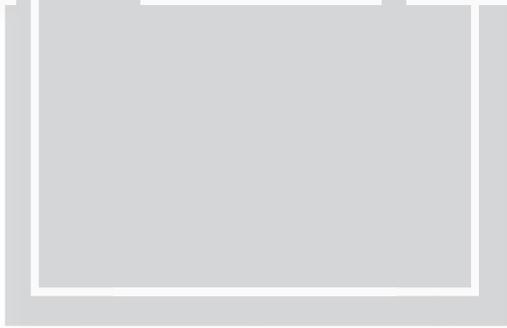
### SERIES 2012

YEAR ENDING SEPT. 30	INTEREST MARCH 1	INTEREST SEPT. 1	PRINCIPAL SEPT. 1	TOTAL PRINCIPAL & INTEREST	BOND BALANCE
2012	-	-	-	-	-
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>	



**CITY OF**

**TYLER**

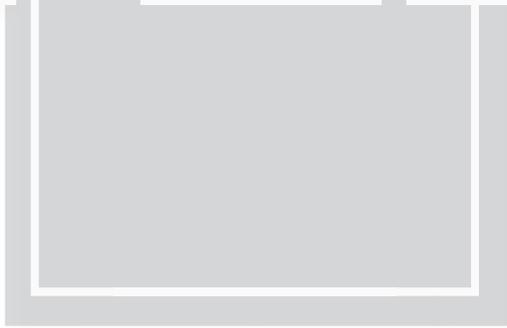


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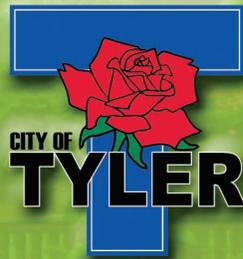
**CITY OF**

**TYLER**



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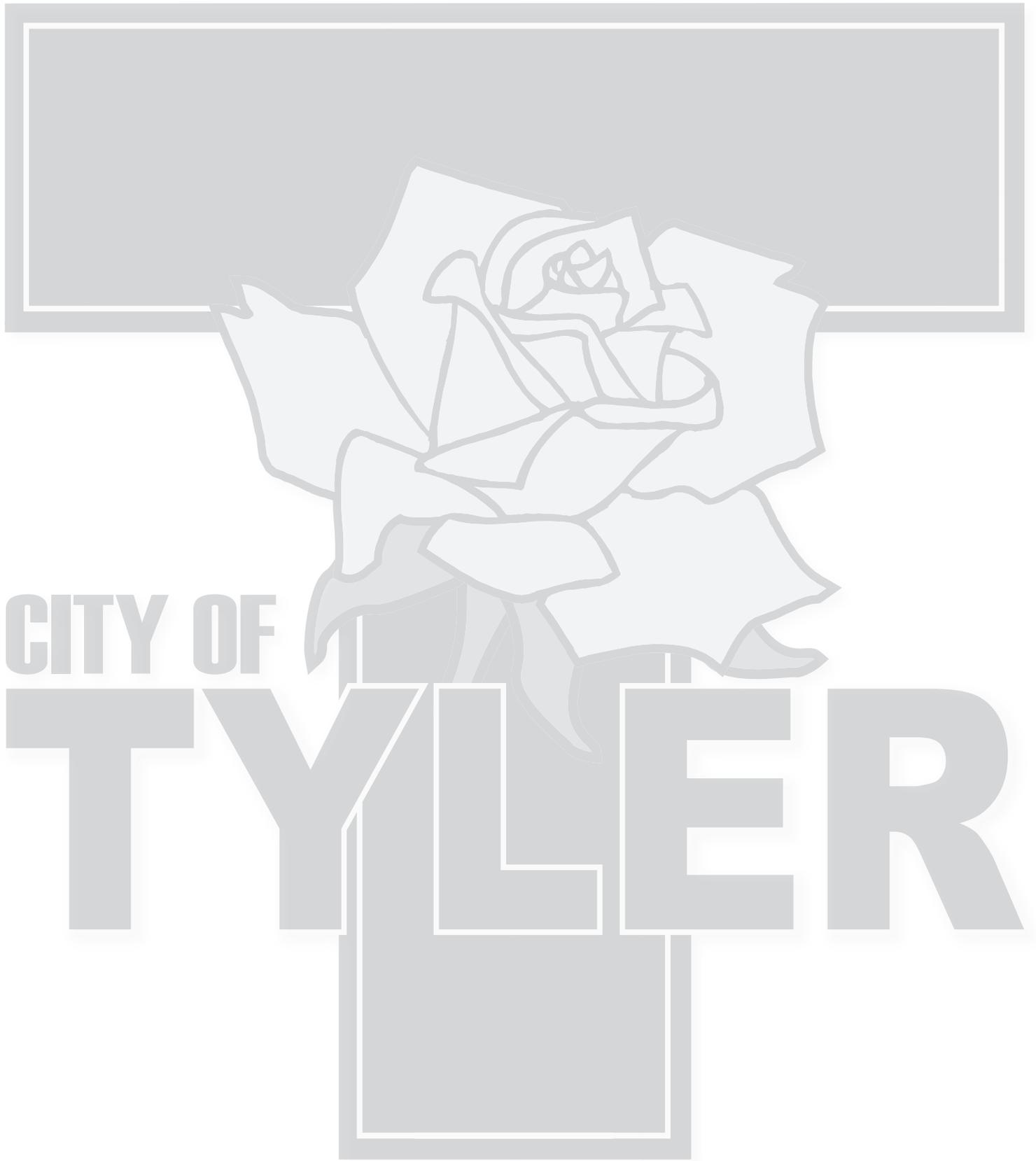
CITY OF TYLER



# ANNUAL BUDGET 2012-2013

Adopting  
Documents

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



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**ORDINANCE NO. O-2012- 67**

**AN ORDINANCE APPROVING THE ASSESSMENT ROLL AND FIXING THE AD VALOREM TAX RATE FOR THE CITY OF TYLER, TEXAS, FOR FISCAL YEAR 2012-2013, 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 2012 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 \$0.207708 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    \$ 0.207708  
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 22<sup>nd</sup> day of August 2012 was given by publication on the 10th day of August, 2012.

**PART 6:** 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.

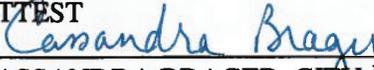
**PART 7:** This ordinance shall become effective upon its approval.

**PASSED AND APPROVED** this the 12th day of September, A.D., 2012.



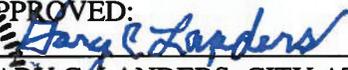
BARBARA BASS, MAYOR  
OF THE CITY OF TYLER, TEXAS

ATTEST



CASSANDRA BRAGER, CITY CLERK

APPROVED:



GARY C. LANDERS, CITY ATTORNEY



**ORDINANCE NO. O-2012-68**

**AN ORDINANCE ADOPTING THE BUDGET FOR THE CITY OF TYLER, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2012, AND ENDING SEPTEMBER 30, 2013.**

**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 22, 2012 after compliance with all notice requirements and at which time said budget was fully considered, and interested taxpayers were heard and the only changes that were made by said Council to the recommendation of the City Manager, which is included below in PART 1 and PART 2 of this ordinance, are set out in PART 3; 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, 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 with one amendment to the Hotel Motel Tax fund in the amount of \$900 herein 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, 2012 and ending September 30, 2013, 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 2012-2013**

Fund	Revenues	Expenditures
101 General	58,678,335	57,769,530
102 General Capital Projects	74,500	1,321,708
202 Development Services	909,350	1,149,836
204 Cemeteries Operating	55,000	267,982
205 Police Forfeitures	84,000	105,223
207 Court Special Fees	652,751	618,738
209 TIF/TIRZ # 2	-	-
211 Motel Tax	2,954,630	2,348,900
218 TIF/TIRZ # 3	4,030	3,500
219 Tourism and Convention	1,824,200	1,967,077
234 Passenger Facility	378,125	232,375
235 Oil and Natural Gas	125,000	2,000,000

236 PEG Fee	270,336	528,411
240 Fair Plaza	305,684	295,552
274 Homeownership and Housing	316	55,931
276 Housing Assistance	6,911,021	6,969,971
285 MPO Grant	273,471	273,471
286 Transit System	1,872,075	2,361,588
294 Community Development Grant	879,885	873,885
295 Home Grant	577,450	577,450
502 Utilities Operations	34,000,005	23,211,355
503 Utilities Construction	15,000	7,625,265
504 Utilities Debt Service	15,000	6,230,981
505 Utilities Debt Reserve	9,000	-
524 Airport	1,216,227	1,429,706
560 Solid Waste	10,595,533	10,111,528
562 Solid Waste Capital	10,000	607,342
639 Productivity	406,500	1,057,473
640 Fleet Maintenance/Replacement	9,628,991	9,731,405
650 Property and Liability	1,288,782	1,560,927
661 Active Employees Benefits	6,804,490	7,461,305
663 Facilities Maintenance	370,179	686,914
671 Technology	3,746,382	3,788,605
713 Cemeteries Trust	86,000	-
761 Retired Employees Benefits	3,037,334	3,288,978

**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:

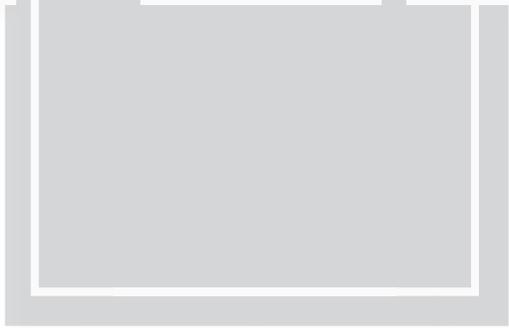
ACCOUNT	AGENCY/SERVICES	AMOUNT
101-0112-412-0453	Child Welfare Unit	27,997
101-0112-412-0520	East Texas Council of Governments	14,535
101-0112-412-0637	Klein Animal Shelter Services	136,000
101-0112-412-0643	Juvenile Attention Center	115,000
101-0112-412-0651	Animal/Vector Service (NETPHD)	350,000
101-0112-412-0652	Northeast Texas Public Health District (NETPHD)	409,500
101-0112-412-0653	Tyler Civic Theatre	8,100
101-0112-412-0654	St. Paul's Children's Clinic	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	199,731
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:



**CITY OF**

**TYLER**

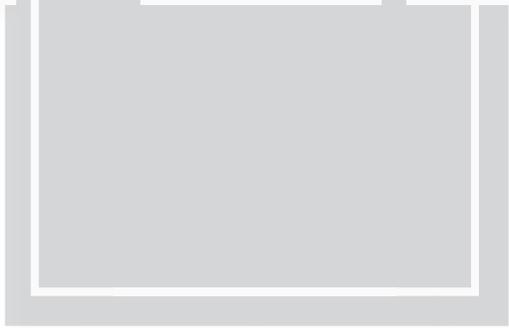


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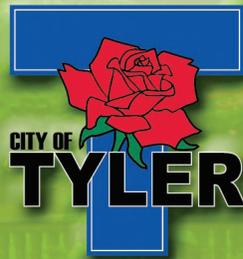
**CITY OF**

**TYLER**



*A Natural Beauty*

CITY OF TYLER



# ANNUAL BUDGET 2012-2013

Glossary

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



**CITY OF**

**TYLER**

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# 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 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 Governements*

## **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 Firemens 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 Univeristy Of North Texas*

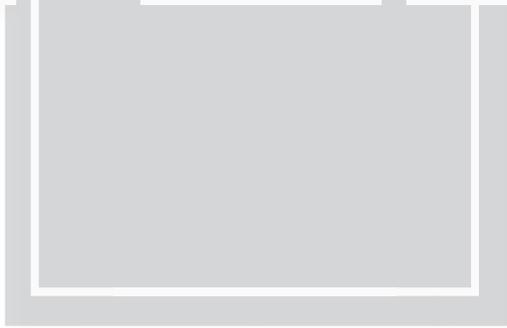
## **W**

*Working Capital* – The amount of current assets which exceeds current liabilities less inventory and special reserves in particular funds.



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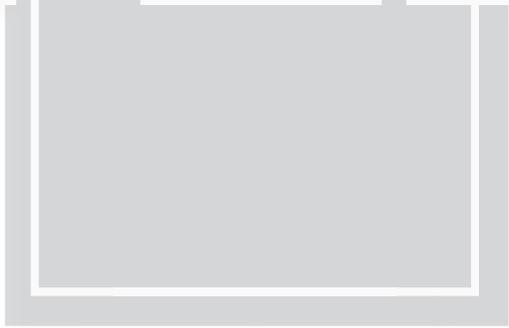


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