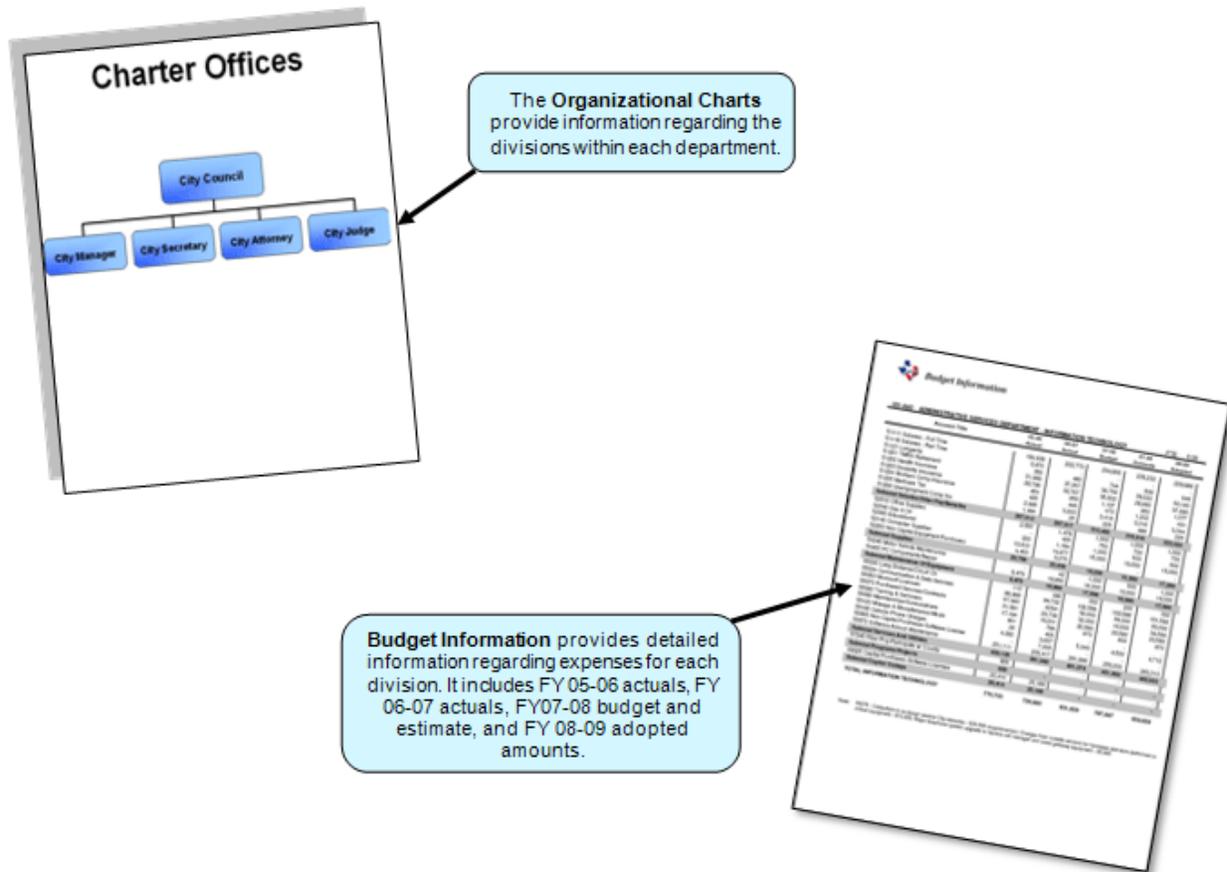


# Department Overview

## Guide to What's Inside

The Department Overview section contains information about each department within the city. The City of Huntsville is divided organizationally into seven departments: Charter Offices, Administrative Services, Finance, Public Utilities, Public Works, Community Services, and Public Safety. Each function or service performed by the City is budgeted as a division and each division is assigned to the appropriate department for management and budgetary control.

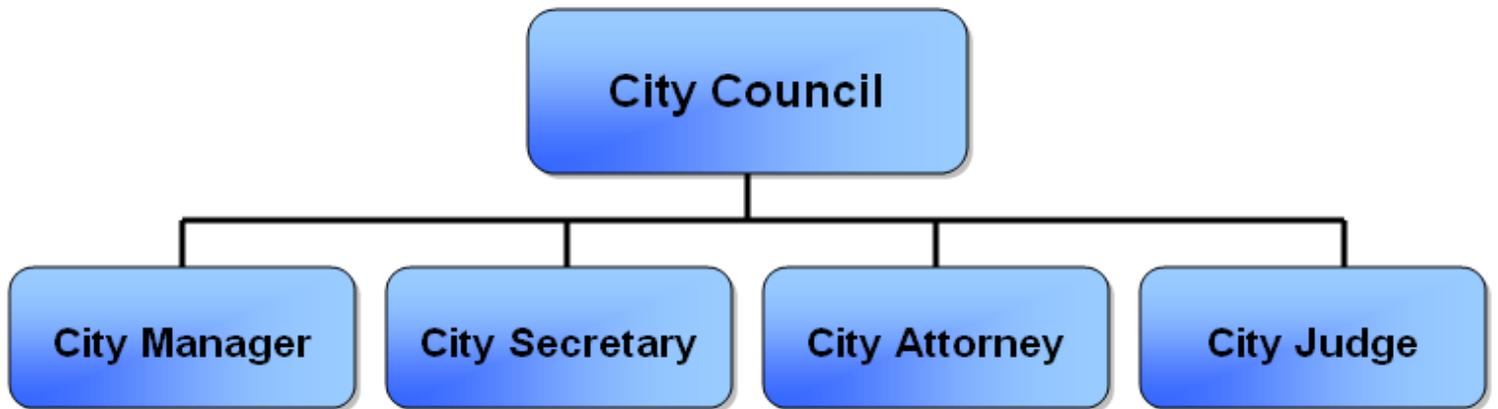
The Department Overview section contains organizational charts and detailed expenses for each division and also includes Non-departmental information.



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# Charter Offices





# Budget Information

## 101-112 CHARTER OFFICES - CITY COUNCIL

| Account Title                               | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51204 Workers Comp Insurance                | 3               | -               | 95              | 95                | 95               |
| <b>Subtotal Salaries/Other Pay/Benefits</b> | <b>3</b>        | <b>-</b>        | <b>95</b>       | <b>95</b>         | <b>95</b>        |
| 52120 Reproduction & Printing               | -               | 731             | 500             | 500               | 500              |
| 52129 Reception Expenses                    | 3,928           | 3,544           | 3,500           | 3,500             | 3,500            |
| 52130 Other Supplies                        | 1,082           | 772             | 1,000           | 1,000             | 500              |
| 52134 City Council Expenses                 | 5,973           | 6,827           | 5,000           | 5,000             | 2,750            |
| 52200 Non Capital Equipment Purchases       | 4,300           | 2,248           | -               | -                 | -                |
| <b>Subtotal Supplies</b>                    | <b>15,283</b>   | <b>14,122</b>   | <b>10,000</b>   | <b>10,000</b>     | <b>7,250</b>     |
| 55070 Purchased Services/Contracts          | 11,743          | 6,410           | 12,500          | 9,500             | 16,200           |
| 55075 Payments to Council Members           | 1,840           | 1,320           | 2,500           | 2,500             | 2,500            |
| 55080 Training & Seminars                   | 8,274           | 3,321           | 22,500          | 3,842             | 9,500            |
| 55085 Community Relations                   | 750             | 539             | 6,500           | 1,500             | 1,500            |
| 55090 Memberships/Subscriptions             | 5,571           | 17,540          | 10,705          | 10,000            | 10,905           |
| 55223 Brazos Transit Contract               | 21,000          | 21,000          | 21,000          | 21,000            | -                |
| 55236 Public Communications Committee       | 8,492           | 9,942           | 10,000          | 8,500             | 11,650           |
| 55239 Council Community Discretionary       | 35,327          | -               | -               | -                 | -                |
| 55530 Channel 7 Contract                    | -               | 31,541          | 40,000          | 40,000            | 40,000           |
| 55889 Special Studies                       | -               | 8,750           | 18,000          | -                 | -                |
| <b>Subtotal Services And Utilities</b>      | <b>92,997</b>   | <b>100,363</b>  | <b>143,705</b>  | <b>96,842</b>     | <b>92,255</b>    |
| <b>TOTAL CITY COUNCIL</b>                   | <b>108,283</b>  | <b>114,485</b>  | <b>153,800</b>  | <b>106,937</b>    | <b>99,600</b>    |

Note: 55070 - City Council/Director Staff annual photos - \$1,200; City Council Strategic Planning Sessions - \$15,000

# ***Office of City Manager***

## **Our Purpose**

The purpose of the Office of City Manager is to provide plans, controls, direction, and coordination to the activities and functions of all City departments, resources, personnel, capital and projects of the City on behalf of the City Council, employees of the City and the citizens of Huntsville so they can be informed, provide and receive needed services and enjoy a safe and productive place to live and work.

## **Description of our Services**

The City Manager exercises leadership in maintaining effective communication between the City Council, City employees, and the citizens of Huntsville. As the City's Chief Executive Officer, the City Manager helps develop the City's mission, implements policies, and oversees legislative processes. The City Manager also formulates, reviews, and submits the annual budget to the City Council for adoption. This office helps to preserve and enhance the quality of life for the Citizens of Huntsville by actively seeking economic and community development opportunities and by observing the City's guiding principles. The City Manager also performs other duties as assigned by the City Council.

## **Our Goals and Accomplishments**

### **FY 07-08 Accomplishments**

- New management team in place; one round of team building completed
- Performance Budgeting implemented; Quarterly reporting in process; Analysis of chosen measures ongoing;
- Completed and adopted Comprehensive Plan; Began implementation efforts.
- Economic Development efforts significantly enhanced with full time Special Projects Director position; ED Strategic Plan completed and adopted; Retail, Industrial and Housing prospects being responded to in a timely and professional manner. Several projects in various stages of development are being serviced.

### **FY 08-09 Department Objectives**

- Continue training and development so as to mature new management team and increase effectiveness. Improve minority participation in City staff.
- Initiate ongoing performance auditing. Continue to refine measurables and reporting; Go public with quarterly reporting on the web site.
- Fund and continue implementation of Comprehensive Plan.
- Improve Equal Opportunity hiring procedures in the City.
- Develop a master plan of community support for Hwy 19 improvement.
- Obtain a greater than budgeted amounts of grants by a factor of 6.
- Plan for effective utilization of water resources.
- Implement a trial prototype recycling program.

## Our Resources

### Personnel Summary

| Division               | FY 06-07    | FY 07-08    | FY 08-09    |
|------------------------|-------------|-------------|-------------|
| Office of City Manager | 3.00        | 3.00        | 2.00        |
| <b>Total Personnel</b> | <b>3.00</b> | <b>3.00</b> | <b>2.00</b> |

### Budget Summary

| Division               | FY 06-07<br>Actual | FY 07-08<br>Estimated | FY 08-09<br>Budget |
|------------------------|--------------------|-----------------------|--------------------|
| Office of City Manager | 410,248            | 446,288               | 269,917            |
| <b>Total Budget</b>    | <b>410,248</b>     | <b>446,288</b>        | <b>269,917</b>     |

Special Projects Director position was eliminated in FY08-09.

## Our Workload

| Workload Indicator         | FY 06-07<br>Actual | FY 07-08<br>Actual | FY 08-09<br>Estimate |
|----------------------------|--------------------|--------------------|----------------------|
| Council Meetings Attended  | 44                 | 40                 | 43                   |
| TIRZ Meetings Attended     | 12                 | 5                  | 4                    |
| HEDC Meetings Attended     | 14                 | 4                  | 4                    |
| Other Meetings Attended    | 243                | 251                | 260                  |
| Training Events Attended   | 43                 | 38                 | 40                   |
| Calls for Service Handled  | 658                | 601                | 650                  |
| Regular Reports to Council | 20                 | 15                 | 10                   |
| Special Reports to Council | 1                  | 2                  | 1                    |

## Measuring our Effectiveness

| Performance Measure   | FY 06-07<br>Actual | FY 07-08<br>Actual  | FY 08-09<br>Target |
|---|--------------------|---------------------|--------------------|
| % of Citizens Satisfied with the Overall Quality of Life in Huntsville        | 91%                | Bi-annual<br>survey | 100%               |
| % of Citizens Satisfied with the City's Communication with Citizens           | 71%                | Bi-annual<br>survey | 100%               |
| % of Citizens Satisfied with City's Efforts to Plan for the Future            | 63%                | Bi-annual<br>survey | 100%               |
| % of Citizens Satisfied with City's Efforts to Encourage Economic Growth      | 57%                | Bi-annual<br>survey | 100%               |
| % of Citizens Satisfied with City's Efforts to Maintain a Reasonable Tax Rate | 63%                | Bi-annual<br>survey | 100%               |
| % of Citizens Satisfied with City Employee's Responsiveness                   | 82%                | Bi-annual<br>survey | 100%               |
| % of Citizens Satisfied with the Efficiency & Economy of Services             | 83%                | Bi-annual<br>survey | 100%               |

The City of Huntsville conducts a bi-annual citizen survey. The 2007 Citizen Survey was conducted during the first quarter of fiscal year 07-08 gauging citizen satisfaction with services performed in fiscal year 06-07.



# Budget Information

## 101-113 CHARTER OFFICES - OFFICE OF CITY MANAGER

FTE: 2.00

| Account Title                               | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                  | 204,096         | 259,213         | 267,109         | 286,032           | 156,411          |
| 51121 Longevity                             | 399             | 1,391           | 1,466           | 1,298             | 59               |
| 51125 Car Allowance                         | 7,201           | 11,562          | 12,000          | 8,539             | -                |
| 51130 Overtime                              | 267             | 267             | 1,000           | 500               | 500              |
| 51200 ICMA Retirement Expense               | 3,000           | 5,250           | 4,800           | 2,800             | 4,800            |
| 51201 TMRS Retirement                       | 34,598          | 45,215          | 46,155          | 48,749            | 34,032           |
| 51202 Health Insurance                      | 16,995          | 19,659          | 21,499          | 15,917            | 15,072           |
| 51203 Disability Insurance                  | 638             | 666             | 757             | 503               | 476              |
| 51204 Workers Comp Insurance                | 445             | 545             | 534             | 513               | 266              |
| 51205 Medicare Tax                          | 2,939           | 2,416           | 2,631           | 2,816             | 2,269            |
| 51206 Unemployment Comp Ins                 | 810             | 52              | 135             | 324               | 90               |
| <b>Subtotal Salaries/Other Pay/Benefits</b> | <b>271,388</b>  | <b>346,236</b>  | <b>358,086</b>  | <b>367,991</b>    | <b>213,975</b>   |
| 52010 Office Supplies                       | 1,887           | 1,398           | 2,500           | 2,500             | 2,500            |
| 52120 Reproduction & Printing               | 163             | -               | 2,300           | 2,300             | -                |
| 52130 Other Supplies                        | 1,064           | 356             | -               | -                 | -                |
| 52133 Economic Development Expenses         | 42              | 16,099          | 12,000          | 12,000            | -                |
| 52610 Office Furniture/Equipment            | 857             | 4,622           | 800             | 800               | 800              |
| <b>Subtotal Supplies</b>                    | <b>4,013</b>    | <b>22,475</b>   | <b>17,600</b>   | <b>17,600</b>     | <b>3,300</b>     |
| 55030 Long Distance/Circuit Ch              | 238             | 176             | 375             | 375               | 375              |
| 55070 Purchased Services/Contracts          | 13,693          | 22,753          | 28,360          | 28,360            | 34,360           |
| 55080 Training & Seminars                   | 10,064          | 9,041           | 21,200          | 21,200            | 12,050           |
| 55084 City Promotional Items                | 972             | -               | 1,250           | 1,250             | -                |
| 55085 Community Relations                   | 3,115           | 1,155           | 1,500           | 1,500             | 1,500            |
| 55090 Memberships/Subscriptions             | 3,071           | 5,181           | 5,062           | 5,062             | 2,765            |
| 55120 Mileage & Miscellaneous Meals         | 868             | 1,232           | -               | 650               | 650              |
| 55195 Cellular Phone Charges                | 2,271           | 1,999           | 2,331           | 2,300             | 942              |
| <b>Subtotal Services And Utilities</b>      | <b>34,292</b>   | <b>41,537</b>   | <b>60,078</b>   | <b>60,697</b>     | <b>52,642</b>    |
| <b>TOTAL OFFICE OF CITY MANAGER</b>         | <b>309,693</b>  | <b>410,248</b>  | <b>435,764</b>  | <b>446,288</b>    | <b>269,917</b>   |

Note: 55070 - Staff training and team building facilitation; unscheduled purchased services/contracts; compensation/class study

# ***Office of City Secretary***

## **Our Purpose**

The purpose of the Office of City Secretary is to provide support, assistance and information to the City Council so that they have the resources they need to make decisions; to preserve City documents so that the City Council, City employees, and Citizens of Huntsville have timely and convenient access to City records and may stay informed; and to provide election services to voters and candidates so that they may be involved in the

## **Description of Our Services**

The Office of City Secretary is responsible for the preparation of agendas and minutes for City Council and other committee meetings and is responsible for ensuring compliance with the Texas Open Meetings law for all public meetings held. The City Secretary maintains the official records of the City including minutes, contracts, agreements, ordinances, resolutions, and deeds and handles all open records requests in compliance with the Texas Open Records Act. The office also provides support to the City Council and the City Council's various regular and ad hoc committees, and provides information to the City Council, City staff and citizens. The Office of City Secretary is responsible for conducting elections for the City, compiling the City's monthly newsletter, and managing the Records Management function for all City offices.

## **Our Goals and Accomplishments**

### **FY 07-08 Accomplishments**

- Conducted three elections: Bond Election for NE Fire Station (Nov 07, in conjunction with Walker County); Special City Officer Election for Ward 1 (March 08); and general Election for At Large Positions 1-4 (May 08)
- Completed various educational elements: City Secretary completed B.A. in Political Science; Deputy City Secretary completed Texas Municipal Clerk's Certification Program.
- Reorganized and updated Records Management Program, to include disposal of 210 boxes of City records.
- Began recodification of Code of Ordinances through Municipal Code Corporation and incorporated our Code on this new system.
- Indexed and filed 111 permanent documents.

### **FY 08-09 Department Objectives**

- Continue development of contract database for contracts and agreements and maintenance of permanent records.
- Research and potentially implement electronic document management system.
- Conduct City Officer's Election in May 2009, and any other called elections.
- Continue recodification of Code of Ordinances.
- Update and upgrade communications services – City Connection newsletter and pertinent website pages.

## Our Resources

### Personnel Summary

| Position                 | FY 06-07    | FY 07-08    | FY 08-09    |
|--------------------------|-------------|-------------|-------------|
| Office of City Secretary | 2.00        | 2.00        | 2.00        |
| <b>Total Personnel</b>   | <b>2.00</b> | <b>2.00</b> | <b>2.00</b> |

### Budget Summary

| Description              | FY 06-07<br>Actual | FY 07-08<br>Estimated | FY 08-09<br>Budget |
|--------------------------|--------------------|-----------------------|--------------------|
| Office of City Secretary | 160,296            | 191,664               | 220,036            |
| <b>Total Budget</b>      | <b>160,296</b>     | <b>191,664</b>        | <b>220,036</b>     |

## Our Workload

| Workload Indicator                     | FY 06-07 Actual | FY 07-08 Actual     | FY 08-09 Estimate                        |
|--|-----------------|---------------------|--|
| City Council Agendas Prepared          | 22              | 40                  | 50                                       |
| Open Records Request Processed         | 61              | 180                 | 200                                      |
| Municipal Elections Held               | 0               | 3                   | 3  |
| Monthly Newsletters Published          | 12              | 12                  | 12                                       |
| Passport Applications Processed        | 731             | 1719 (thru 7/31/08) | Service discontinued<br>effective 8/1/08 |
| Permanent Documents Indexed and Filed: |                 |                     |  |
| Ordinance                              | 18              | 39                  | 35                                       |
| Resolutions                            | 8               | 14                  | 15                                       |
| Contracts/Agreements                   | 42              | 75                  | 80                                       |
| Deeds                                  | 43              | 52                  | 65                                       |

## Measuring our Effectiveness

| Performance Measure   | FY 06-07 Actual | FY 07-08 Actual                    | FY 08-09<br>Target |
|---|-----------------|------------------------------------|--------------------|
| % of Citizens Satisfied with the City's Communication with Citizens                       | 71%             | survey<br>conducted<br>bi-annually | 100%               |
| % of Citizens Satisfied with City's Efforts to Provide an Adequate Forum for Public Input | 71%             | survey<br>conducted<br>bi-annually | 100%               |
| % of Open Records Request Processed Within Required Time Period                           | 95%             | 100%                               | 100%               |
| % of City Council Meeting Minutes Prepared On-Time  | 99%             | 100%                               | 100%               |



# Budget Information

## 101-114 CHARTER OFFICES - OFFICE OF CITY SECRETARY

FTE: 2.00

| Account Title                               | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                  | 95,048          | 95,026          | 97,037          | 127,640           | 104,702          |
| 51115 Seasonal                              | -               | 1,790           | 2,500           | 2,400             | -                |
| 51121 Longevity                             | 1,280           | 1,038           | 1,135           | 517               | 514              |
| 51125 Car Allowance                         | -               | -               | -               | 3,500             | 4,200            |
| 51130 Overtime                              | 2,815           | 3,095           | 2,000           | 2,000             | 2,500            |
| 51200 ICMA Retirement Expense               | -               | 2,500           | -               | -                 | -                |
| 51201 TMRS Retirement                       | 16,115          | 16,555          | 16,149          | 15,200            | 23,798           |
| 51202 Health Insurance                      | 11,328          | 12,862          | 14,333          | 8,928             | 15,072           |
| 51203 Disability Insurance                  | 455             | 457             | 460             | 517               | 472              |
| 51204 Workers Comp Insurance                | 223             | 211             | 194             | 306               | 178              |
| 51205 Medicare Tax                          | 1,348           | 1,405           | 1,423           | 1,423             | 1,587            |
| 51206 Unemployment Comp Ins                 | 540             | 10              | 90              | 225               | 90               |
| <b>Subtotal Salaries/Other Pay/Benefits</b> | <b>129,152</b>  | <b>134,949</b>  | <b>135,321</b>  | <b>162,656</b>    | <b>153,113</b>   |
| 52010 Office Supplies                       | 629             | 1,042           | 900             | 800               | 800              |
| 52120 Reproduction & Printing               | 163             | 131             | 150             | 100               | 150              |
| 52130 Other Supplies                        | 434             | 273             | 250             | 250               | 250              |
| 52200 Non Capital Equipment Purchases       | -               | -               | -               | -                 | 5,000            |
| <b>Subtotal Supplies</b>                    | <b>1,226</b>    | <b>1,446</b>    | <b>1,300</b>    | <b>1,150</b>      | <b>6,200</b>     |
| 55017 Intern/Special Pay Program            | -               | -               | -               | -                 | 16,500           |
| 55030 Long Distance/Circuit Ch              | 38              | 47              | 75              | 50                | 75               |
| 55070 Purchased Services/Contracts          | 756             | 1,258           | 2,440           | 2,200             | 2,200            |
| 55080 Training & Seminars                   | 5,626           | 6,474           | 7,287           | 8,293             | 7,815            |
| 55090 Memberships/Subscriptions             | 786             | 598             | 550             | 500               | 1,610            |
| 55195 Cellular Phone Charges                | 926             | 850             | 1,108           | 960               | 823              |
| 55610 Microfilming Services                 | -               | 1,355           | 1,000           | 1,355             | 1,000            |
| <b>Subtotal Services And Utilities</b>      | <b>8,132</b>    | <b>10,582</b>   | <b>12,460</b>   | <b>13,358</b>     | <b>30,023</b>    |
| 56020 Elections                             | 8,592           | 11,469          | 12,000          | 12,000            | 28,700           |
| 56030 Legal Advertising                     | 1,828           | 1,850           | 2,500           | 2,500             | 2,000            |
| <b>Subtotal Insurance/Sundry/Elections</b>  | <b>10,420</b>   | <b>13,319</b>   | <b>14,500</b>   | <b>14,500</b>     | <b>30,700</b>    |
| <b>TOTAL OFFICE OF CITY SECRETARY</b>       | <b>148,930</b>  | <b>160,296</b>  | <b>163,581</b>  | <b>191,664</b>    | <b>220,036</b>   |

Note: 52200 - Purchase lateral file cabinets - \$3,000 and digital courtroom recording package - \$2,000  
56020 - Nov 2008 Library Bond Election expense; May 2009 General City Officers Election; June 2009 Run-off election (if necessary).  
55070 - Records destruction/shredding services

# Office of City Attorney

## Our Purpose

The purpose of the Office of City Attorney (Department of Law) is to represent the City in all litigation and legal proceedings and to provide legal advice to the City of Huntsville's offices and departments and to City officials (in their official capacities) so that they may make informed decisions and govern lawfully.

## Description of our Services

The Office of City Attorney drafts, approves or files written legal objections to every ordinance adopted by City Council, and passes upon all documents, contracts and legal instruments in which the City may have an interest. The Office of the City Attorney drafts necessary ordinances, resolutions, and contracts requested by various City departments. The Office of City Attorney responds to all oral and written inquiries from officials, offices and departments; is prepared on behalf of the City at all necessary meetings and hearings; assists as needed in negotiation of agreements; analyzes legal compliance and implications of proposed actions; and is on call for legal services at all times.

## Our Goals and Accomplishments

### FY 07-08 Accomplishments

- Drafted contract and participated in negotiations for lease of golf course to SHSU.
- Drafted updated and consolidated contract with Huntsville ISD to share uses of certain facilities.
- Challenged CenterPoint Energy/Entex natural gas rate increase.
- Oversaw Cox cable television franchise transfer.
- Implemented and monitored contract with Walker County for Municipal Court prosecution; provided additional support for cases with special issues.
- Advised Council and Boards on recent open government law issues, including new Conflicts Disclosure law.
- Protected City's position/rights/remedies in construction issues (fire station, Wynne Home, aquatic center).
- Worked on updating/reconciling ordinances with state law.

### FY 08-09 Department Objectives

- Acquire necessary property interests for various capital improvement projects.
- Assist in revision of City's development code.
- Assist with reconciliation and recodification of Code of Ordinances.
- Improve efficiency in responding to requests for service.
- Obtain continuing legal education pertaining to critical municipal issues.
- Minimize the negative impacts of pending litigation.

## Our Resources

### Personnel Summary

| Division                | FY 06-07    | FY 07-08    | FY 08-09    |
|-------------------------|-------------|-------------|-------------|
| Office of City Attorney | 1.00        | 1.00        | 1.00        |
| <b>Total Personnel</b>  | <b>1.00</b> | <b>1.00</b> | <b>1.00</b> |

### Budget Summary

| Division                | FY 06-07<br>Actual | FY 07-08<br>Estimated | FY 08-09<br>Budget |
|-------------------------|--------------------|-----------------------|--------------------|
| Office of City Attorney | 171,955            | 173,833               | 165,064            |
| <b>Total Budget</b>     | <b>171,955</b>     | <b>173,833</b>        | <b>165,064</b>     |

## Our Workload

| Workload Indicator                               | FY 06-07 Actual | FY 07-08 Actual | FY 08-09<br>Estimate |
|--|-----------------|-----------------|----------------------|
| Council, Board, and Commission Meetings Attended | 22              | 38              | 42                   |
| Other Meetings Attended                          | 36              | 190             | 184                  |
| Continuing Education Hours Obtained              | 7.25            | 15.0            | -                    |
| Open Records Request Processed                   | 61              | 30              | 40                   |
| Lawsuits/Claims/Grievances Processed             | 4               | 8               | 12                   |
| Ordinance/Resolutions Reviewed                   | 36              | 35              | 35                   |
| Contracts/Documents Reviewed                     | 42              | 90              | 137                  |
| Opinion Request Processed                        | 17              | 8               | 10                   |

## Measuring our Effectiveness

| Performance Measure   | FY 06-07<br>Actual | FY 07-08<br>Actual | FY 08-09<br>Target |
|---|--------------------|--------------------|--------------------|
| % of Open Records Request Processed Within Required Time Period | 95%                | 95%                | 100%               |
| % of Contracts and Other Documents Processed Within 30 Days     | 90%                | 90%                | 100%               |
| % of Opinion Requests Processed Within 30 Days                  | 70%                | 70%                | 100%               |



# Budget Information

## 101-115 CHARTER OFFICES - OFFICE OF CITY ATTORNEY

FTE: 1.00

| Account Title                               | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                  | 90,511          | 94,077          | 95,875          | 93,205            | 98,760           |
| 51121 Longevity                             | 53              | 94              | 144             | 138               | 192              |
| 51201 TMRS Retirement                       | 14,735          | 15,636          | 15,795          | 15,389            | 21,522           |
| 51202 Health Insurance                      | 5,664           | 6,551           | 7,166           | 6,037             | 7,536            |
| 51203 Disability Insurance                  | 287             | 287             | 288             | 277               | 288              |
| 51204 Workers Comp Insurance                | 193             | 186             | 192             | 162               | 168              |
| 51205 Medicare Tax                          | 1,300           | 1,363           | 1,392           | 1,296             | 1,435            |
| 51206 Unemployment Comp Ins                 | 270             | 5               | 45              | 99                | 45               |
| <b>Subtotal Salaries/Other Pay/Benefits</b> | <b>113,013</b>  | <b>118,199</b>  | <b>120,897</b>  | <b>116,603</b>    | <b>129,946</b>   |
| 52010 Office Supplies                       | 415             | 534             | 250             | 185               | 250              |
| <b>Subtotal Supplies</b>                    | <b>415</b>      | <b>534</b>      | <b>250</b>      | <b>185</b>        | <b>250</b>       |
| 54110 Book Replacement                      | 5,248           | 3,293           | 7,500           | 5,500             | 7,500            |
| <b>Subtotal Maintenance Of Equipment</b>    | <b>5,248</b>    | <b>3,293</b>    | <b>7,500</b>    | <b>5,500</b>      | <b>7,500</b>     |
| 55030 Long Distance/Circuit Ch              | 46              | 51              | 75              | 75                | 75               |
| 55060 Attorney Fees/Court Costs             | 434             | -               | -               | -                 | -                |
| 55070 Purchased Services/Contracts          | 31,264          | 38,801          | 62,000          | 42,000            | 17,000           |
| 55080 Training & Seminars                   | 5,401           | 2,915           | 5,787           | 4,250             | 4,000            |
| 55090 Memberships/Subscriptions             | 4,119           | 7,329           | 5,470           | 5,220             | 5,470            |
| 55195 Cellular Phone Charges                | 881             | 833             | 1,008           | -                 | 823              |
| <b>Subtotal Services And Utilities</b>      | <b>42,145</b>   | <b>49,929</b>   | <b>74,340</b>   | <b>51,545</b>     | <b>27,368</b>    |
| <b>TOTAL OFFICE OF CITY ATTORNEY</b>        | <b>160,821</b>  | <b>171,955</b>  | <b>202,987</b>  | <b>173,833</b>    | <b>165,064</b>   |

Note: 55070 - Minor purchased services/contracts for preparation of briefs and legal reviews by outside counsel, various attorney fees and court costs - \$7,000; Code of Ordinance Review - \$10,000. The contract for prosecutorial services with the County District Attorney was eliminated in favor of in-house prosecution.

# ***Office of City Judge***

## **Our Purpose**

The purpose of the Office of City Judge is to administer effective and impartial justice for citizens in matters related to Class “C” offenses filed with in the city limits of the City of Huntsville in order to provide due process and enhance public safety.

## **Description of Our Services**

The City Judge presides over the City of Huntsville’s municipal court proceedings. The City Judge conducts trials for Class “C” Misdemeanors which include: traffic violations, Class “C” Penal violations, parking violations, City Ordinance violations, Texas Alcoholic Beverage Code violations, Texas Health & Safety Code violations and Texas Education Code violations.

## **Our Goals and Accomplishments**

### **FY 07-08 Accomplishments**

- Administer effective and impartial justice for citizens in matters related to Class “C” offenses filed with in the city limits of the City of Huntsville.

### **FY 08-09 Department Objectives**

- Administer effective and impartial justice for citizens in matters related to Class “C” offenses filed with in the city limits of the City of Huntsville.

## Our Resources

### Personnel Summary

| Division               | FY 06-07    | FY 07-08    | FY 08-09    |
|------------------------|-------------|-------------|-------------|
| Office of City Judge   | 1.00        | 1.00        | 1.00        |
| <b>Total Personnel</b> | <b>1.00</b> | <b>1.00</b> | <b>1.00</b> |

### Budget Summary

| Division             | FY 06-07<br>Actual | FY 07-08<br>Estimated | FY 08-09<br>Budget |
|----------------------|--------------------|-----------------------|--------------------|
| Office of City Judge | 52,690             | 47,335                | 50,743             |
| <b>Total Budget</b>  | <b>52,690</b>      | <b>47,335</b>         | <b>50,743</b>      |

## Our Workload

| Workload Indicator                             | FY 06-07 Actual | FY 07-08 Estimate | FY 08-09 Estimate |
|--|-----------------|-------------------|-------------------|
| Number of Cases Scheduled for Court Appearance | 5,185           | 5,100             | 5,150             |
| Number of Cases Filed <sup>1</sup>             | 7,407           | 8,100             | 8,000             |
| Number of Cases Adjudicated/Closed             | 7,285           | 7,700             | 8,000             |
| Number of Cases Appealed                       | 30              | 30                | 30                |
| Number of Warrants Issued                      | 2,936           | 2,895             | 3,000             |

1- Includes traffic, parking, State law, and City ordinance violations

## Measuring our Effectiveness

| Performance Measure                    | FY 06-07 Actual | FY 07-08 Actual | FY 08-09 Target |
|--|-----------------|-----------------|-----------------|
| % of Total Cases Appealed <sup>2</sup> | 0.4%            | 0.4%            | 0.4%            |

2- Calculated as a % of total cases adjudicated/closed



# Budget Information

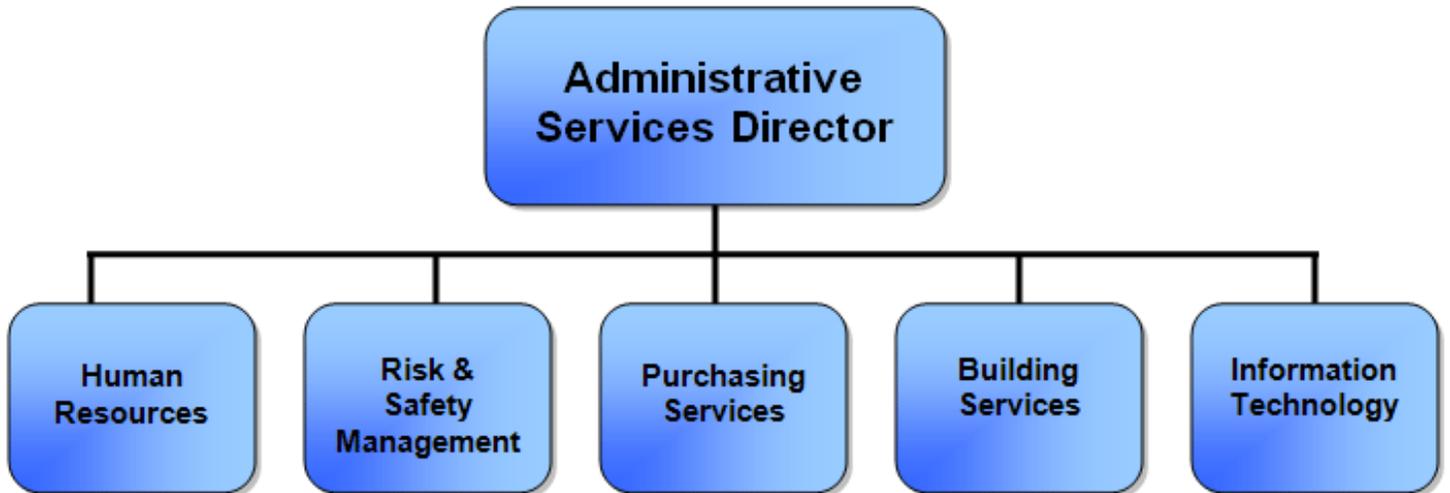
## 101-117 CHARTER OFFICES - OFFICE OF CITY JUDGE

FTE: 1.00

| Account Title                               | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                  | 42,536          | 45,049          | 45,890          | 45,890            | 45,890           |
| 51202 Health Insurance                      | 5,664           | 6,514           | -               | -                 | -                |
| 51203 Disability Insurance                  | -               | -               | 220             | -                 | 220              |
| 51204 Workers Comp Insurance                | 254             | 93              | 92              | 75                | 78               |
| 51205 Medicare Tax                          | 613             | 651             | 665             | 628               | 668              |
| 51206 Unemployment Comp Ins                 | 270             | 5               | 45              | 99                | 45               |
| <b>Subtotal Salaries/Other Pay/Benefits</b> | <b>49,337</b>   | <b>52,312</b>   | <b>46,912</b>   | <b>46,692</b>     | <b>46,901</b>    |
| 52080 Educational                           | 364             | -               | 100             | 100               | 100              |
| <b>Subtotal Supplies</b>                    | <b>364</b>      | <b>-</b>        | <b>100</b>      | <b>100</b>        | <b>100</b>       |
| 55060 Attorney Fees/Court Costs             | -               | -               | 2,275           | -                 | 2,275            |
| 55070 Purchased Services/Contracts          | 12              | 23              | 1,000           | 200               | 1,000            |
| 55080 Training & Seminars                   | -               | 320             | 250             | 308               | 432              |
| 55090 Memberships/Subscriptions             | 386             | 35              | 35              | 35                | 35               |
| <b>Subtotal Services And Utilities</b>      | <b>398</b>      | <b>378</b>      | <b>3,560</b>    | <b>543</b>        | <b>3,742</b>     |
| <b>TOTAL OFFICE OF CITY JUDGE</b>           | <b>50,099</b>   | <b>52,690</b>   | <b>50,572</b>   | <b>47,335</b>     | <b>50,743</b>    |

Note: 55070 - Services that may be needed by the Judge other than language or deaf translation.

# Administrative Services



# ***Human Resources***

## **Our Purpose**

The purpose of the Human Resources Division is to provide information regarding policies, procedures, employment and employee benefits to City staff and Citizens of Huntsville so they can receive the best possible service from a diverse and well qualified staff.

## **Description of our Services**

The City of Huntsville seeks to attract and develop a diverse group of talented people who share a commitment to our core values of professionalism, respect, results, teamwork and partnerships and who will provide the highest quality of service to our citizens. The Human Resources division provides support to city departments in human resource planning, budgeting, recruitment, and selection. Human Resources also works to ensure all personnel policies adopted by the City Council are carried out in an equitable manner and is responsible for the City's compliance with State and Federal Statutes involving personnel management. The division also conducts job analysis and administers and maintains the city's classification, compensation and pay plan system. Human Resources is responsible for coordination of both retirement and benefits. Human Resources ensures equal employment to all individuals without regard to race, color, religion, sex, national origin, age or disability and strives to provide every employee the opportunity to advance and realize their maximum potential.

## **Our Goals and Accomplishments**

### **FY 07-08 Accomplishments**

- Conducted employee insurance focus group meetings
- Continued efforts to improve strategies for recruiting and retaining a qualified workforce.
- Improved the tracking of various H.R. functions through new software

### **FY 08-09 Department Objectives**

- Continue to manage and adjust employee/retiree benefit plan as required by the Government Accounting Standards Board (GASB) Statement 45
- Continue to monitor and manage employee health care costs for employees/retirees
- Continue efforts to improve strategies for recruiting and retaining a qualified workforce
- Restructure new hire orientations to include information from the City University program

## Our Resources

### Personnel Summary

| Division               | FY 06-07    | FY 07-08    | FY 08-09    |
|------------------------|-------------|-------------|-------------|
| Human Resources        | 4.00        | 4.00        | 4.00        |
| <b>Total Personnel</b> | <b>4.00</b> | <b>4.00</b> | <b>4.00</b> |

### Budget Summary

| Division            | FY 06-07<br>Actual | FY 07-08<br>Estimated | FY 08-09<br>Budget |
|---------------------|--------------------|-----------------------|--------------------|
| Human Resources     | 348,930            | 356,344               | 419,159            |
| <b>Total Budget</b> | <b>348,930</b>     | <b>356,344</b>        | <b>419,159</b>     |

## Our Workload

| Workload Indicator                           | 06-07 Actual | FY 07-08 Actual | FY 08-09 Estimate |
|--|--------------|-----------------|-------------------|
| Number of Applicants Reviewed/Processed      | 1153         | 1200            | 1100              |
| Average Number of Applicants per Recruitment | 13           | 15              | 9                 |
| Budgeted Full Time Equivalent Employees      | 278.16       | 278.66          | 278.66            |
| Employee Turnover Rate                       | 33%          | 28%             | 30%               |

## Measuring our Effectiveness

| Performance Measure  | FY 06-07 Actual | FY 07-08 Actual | FY 08-09 Target |
|--|-----------------|-----------------|-----------------|
| % of Eligible Employees Enrolled in Benefit Program  | 99%             | 99%             | 99%             |
| % of New Hires that Successfully Complete Probation  | 93%             | 95%             | 95%             |
| % of Citizens Satisfied with City's Efforts to Maintain a Qualified Workforce <sup>1</sup> | 78%             | Biannual        | 100%            |

1- The City of Huntsville conducts a biannual citizen survey. The 2007 Citizen Survey was conducted during the first quarter of fiscal year 07-08 gauging citizen satisfaction with services performed in fiscal year 06-07.



# Budget Information

## 101-150 ADMINISTRATIVE SERVICES DEPARTMENT - HUMAN RESOURCES

FTE: 4.00

| Account Title                               | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                  | 173,211         | 195,794         | 202,954         | 199,144           | 220,628          |
| 51118 Salaries - Part Time                  | 873             | -               | -               | -                 | -                |
| 51121 Longevity                             | 226             | 292             | 484             | 432               | 675              |
| 51126 License Pay                           | -               | 919             | 900             | 862               | 900              |
| 51130 Overtime                              | 100             | -               | -               | -                 | -                |
| 51201 TMRS Retirement                       | 28,365          | 32,718          | 33,614          | 33,056            | 48,329           |
| 51202 Health Insurance                      | 17,229          | 26,215          | 28,666          | 24,123            | 30,144           |
| 51203 Disability Insurance                  | 591             | 747             | 789             | 771               | 853              |
| 51204 Workers Comp Insurance                | 368             | 393             | 406             | 348               | 375              |
| 51205 Medicare Tax                          | 2,383           | 2,685           | 2,963           | 2,717             | 3,222            |
| 51206 Unemployment Comp Ins                 | 848             | 20              | 180             | 387               | 180              |
| <b>Subtotal Salaries/Other Pay/Benefits</b> | <b>224,194</b>  | <b>259,783</b>  | <b>270,956</b>  | <b>261,840</b>    | <b>305,306</b>   |
| 52010 Office Supplies                       | 712             | 765             | 1,000           | 1,000             | 1,000            |
| 52120 Reproduction & Printing               | -               | 281             | 2,500           | 2,000             | 1,500            |
| 52130 Other Supplies                        | 1,460           | 1,245           | 1,000           | 1,000             | 600              |
| 52600 Employee Recognition                  | 6,089           | 3,904           | 10,500          | 9,500             | 13,000           |
| 52601 Benefits Fair                         | 21              | 237             | 500             | 500               | 500              |
| 52602 Wellness Program                      | 663             | -               | 500             | 500               | 4,500            |
| <b>Subtotal Supplies</b>                    | <b>8,945</b>    | <b>6,432</b>    | <b>16,000</b>   | <b>14,500</b>     | <b>21,100</b>    |
| 55030 Long Distance/Circuit Ch              | 149             | 461             | 400             | 400               | 400              |
| 55070 Purchased Services/Contracts          | 7,907           | 5,961           | 5,500           | 5,500             | 5,500            |
| 55080 Training & Seminars                   | 2,438           | 3,757           | 11,221          | 11,000            | 11,221           |
| 55081 Organization Training                 | 21,702          | 20,417          | 24,000          | 25,000            | 24,000           |
| 55086 Job Fair Registration/Exps            | -               | -               | 250             | 250               | 250              |
| 55090 Memberships/Subscriptions             | 2,475           | 1,420           | 2,359           | 2,354             | 2,359            |
| 55120 Mileage & Miscellaneous Meals         | 107             | 276             | -               | -                 | 200              |
| 55130 Service Awards                        | 3,772           | 8,176           | 5,000           | 4,500             | 5,000            |
| 55195 Cellular Phone Charges                | 987             | 858             | 1,008           | 700               | 823              |
| 55720 Employee Physicals/Testing            | 12,236          | 9,415           | 15,000          | 7,500             | 15,000           |
| 55735 Random Drug Testing                   | 9,877           | 7,347           | -               | -                 | -                |
| 55880 Employee Compensation Studies         | 8,009           | 300             | 3,500           | 3,500             | 2,000            |
| 55889 Special Studies                       | 15,873          | 900             | -               | 300               | -                |
| <b>Subtotal Services And Utilities</b>      | <b>85,532</b>   | <b>59,288</b>   | <b>68,238</b>   | <b>61,004</b>     | <b>66,753</b>    |
| 56030 Legal Advertising                     | 6,884           | 11,427          | 12,000          | 9,000             | 14,000           |
| 56070 Tuition Reimbursement                 | 1,740           | 12,000          | 12,000          | 10,000            | 12,000           |
| <b>Subtotal Insurance/Sundry/Elections</b>  | <b>8,624</b>    | <b>23,427</b>   | <b>24,000</b>   | <b>19,000</b>     | <b>26,000</b>    |
| <b>TOTAL HUMAN RESOURCES</b>                | <b>327,295</b>  | <b>348,930</b>  | <b>379,194</b>  | <b>356,344</b>    | <b>419,159</b>   |

Note: 55070 - Applicant background checks; TWC unemployment assistance through Corporate Cost Control and temporary help for departments as needed when employees are out for an extended period.  
55081 - GEMS training for supervisors and employees

# ***Risk and Safety Management***

## **Our Purpose**

The purpose of Risk and Safety Management is to provide internal controls to protect City property and assets from loss and damage and to provide a safe work environment for city employees so that they can safely manage their business to meet the needs of the citizens of Huntsville.

## **Description of our Services**

Risk and Safety Management is involved in many activities focused on protecting City property from loss and damage and protecting the City staff by providing a safe and healthful working environment. Services included providing guidance and consulting with City departments on safety related issues, offering safety training programs to City departments, managing the City's injured worker program, processing insurance claims, conducting safety inspections at City work sites, and conducting accident review and accident prevention programs.

## **Our Goals and Accomplishments**

### **FY 07-08 Accomplishments**

- Consistent employee random drug/alcohol testing
- Worked with the Finance Department on inventory of fixed assets
- Reduced lost time claims on Worker's Compensation Claims
- Held collision review board hearings on all automobile accidents
- Updated the Fleet Vehicle Replacement Schedule
- Updated the Property and Auto Insurance Schedule as required
- Maintained/Updated a database of chemicals used by the City
- Continued successful with the work boot safety program

### **FY 08-09 Department Objectives**

- Work with Building Maintenance Division to enhance the security among City of Huntsville facilities
- Monitor workers compensation claims to reduce lost time and to offer early return to work programs to injured workers
- Update the Property and Insurance Schedule as needed
- Continue to administer the random drug/alcohol testing program
- Develop a point system for safety/driving rules violations
- Intensify a comprehensive work safety program
- Revamp safety procedures within areas equipped with self contained breathing apparatus equipment
- Continue to administer the work boot safety program
- Revamp accountability for damaged or lost assets

## Our Resources

### Personnel Summary

| Division                 | FY 06-07    | FY 07-08    | FY 08-09    |
|--------------------------|-------------|-------------|-------------|
| Risk & Safety Management | 1.00        | 1.00        | 1.00        |
| <b>Total Personnel</b>   | <b>1.00</b> | <b>1.00</b> | <b>1.00</b> |

### Budget Summary

| Division                 | FY 06-07<br>Actual | FY 07-08<br>Estimated | FY 08-09<br>Budget |
|--------------------------|--------------------|-----------------------|--------------------|
| Risk & Safety Management | 89,194             | 165,366               | 217,089            |
| <b>Total Budget</b>      | <b>89,194</b>      | <b>165,366</b>        | <b>217,089</b>     |

## Our Workload

| Workload Indicator  | FY 06-07 Actual      | FY 07-08 Actual      | FY 08-09 Estimate    |
|---|----------------------|----------------------|----------------------|
| Workers Compensation Claims Filed                           | 24                   | 30                   | 30                   |
| Fleet Accidents where the City was Liable                   | 4                    | 2                    | 5                    |
| General Liability Claims Filed                              | 1                    | 1                    | 1                    |
| Errors & Omissions Claims Filed                             | 3                    | 0                    | 2                    |
| % of Employees Drug Tested                                  | 44%<br>136 employees | 56%<br>171 Employees | 50%<br>151 Employees |
| Fixed Assets Added to Insurance Policy yearly               | 22                   | 30                   | 26                   |
| Employee Driving Records Checked                            | 350                  | 200                  | 300                  |
| On Site-Property Inspections Conducted                      | 91                   | 80                   | 85                   |
| Safety Training Classes Held/Total # of Participants        | \$81,728             | \$13,307             | \$15,000             |
| \$ Recovered for Damages to City Property/Equip by Citizens | 24                   | 30                   | 30                   |

## Measuring our Effectiveness

| Performance Measure  | FY 06-07<br>Actual   | FY 07-08<br>Actual   | FY 08-09<br>Target   |
|--|----------------------|----------------------|----------------------|
| % of New Assets Reported to Insurance Carrier within 5 Days of Receipt in Risk Management Office | 100%                 | 100%                 | 100%                 |
| % of Employees Attending One of More Safety Training Classes                                     | 53%<br>144 Employees | 84%<br>257 Employees | 75%<br>230 Employees |
| % of Total Employees Filing Workers Compensation Claims  | 8%                   | 1%                   | 1%                   |



# Budget Information

## 101-151 ADMINISTRATIVE SERVICES DEPARTMENT - RISK & SAFETY MANAGEMENT

FTE: 1.00

| Account Title                               | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                  | 34,417          | 39,859          | 41,616          | 39,046            | 45,810           |
| 51121 Longevity                             | 53              | 59              | 104             | 56                | 521              |
| 51201 TMRS Retirement                       | 5,635           | 6,623           | 6,863           | 6,518             | 10,077           |
| 51202 Health Insurance                      | 5,664           | 6,551           | 7,166           | 6,514             | 7,536            |
| 51203 Disability Insurance                  | 101             | 194             | 200             | 187               | 220              |
| 51204 Workers Comp Insurance                | 72              | 79              | 83              | 78                | 78               |
| 51205 Medicare Tax                          | 497             | 575             | 605             | 567               | 672              |
| 51206 Unemployment Comp Ins                 | 282             | 5               | 45              | 99                | 45               |
| <b>Subtotal Salaries/Other Pay/Benefits</b> | <b>46,721</b>   | <b>53,945</b>   | <b>56,682</b>   | <b>53,065</b>     | <b>64,959</b>    |
| 52010 Office Supplies                       | 119             | 141             | 200             | 200               | 200              |
| 52031 Clothing- Safety Gear                 | -               | -               | 20,250          | 14,500            | 14,000           |
| 52040 Gas & Oil                             | 176             | 561             | 350             | 645               | 650              |
| 52120 Reproduction & Printing               | 13              | 848             | 1,000           | 500               | 500              |
| 52130 Other Supplies                        | 510             | 62              | 250             | 250               | 250              |
| 52132 Safety Program Expenses               | 10,662          | 14,190          | 9,200           | 9,200             | 9,650            |
| 52600 Employee Recognition                  | 124             | -               | -               | -                 | -                |
| <b>Subtotal Supplies</b>                    | <b>11,604</b>   | <b>15,802</b>   | <b>31,250</b>   | <b>25,295</b>     | <b>25,250</b>    |
| 54030 Radio Maintenance                     | -               | -               | 48              | -                 | 48               |
| 54040 Motor Vehicle Maintenance             | 107             | 188             | 500             | 500               | 500              |
| <b>Subtotal Maintenance Of Equipment</b>    | <b>107</b>      | <b>188</b>      | <b>548</b>      | <b>500</b>        | <b>548</b>       |
| 55030 Long Distance/Circuit Ch              | 65              | 43              | 200             | 200               | 200              |
| 55070 Purchased Services/Contracts          | 2,139           | 575             | 3,400           | 3,400             | 3,400            |
| 55080 Training & Seminars                   | 1,885           | 2,311           | 2,500           | 2,500             | 2,500            |
| 55090 Memberships/Subscriptions             | 912             | 1,594           | 1,635           | 1,635             | 1,835            |
| 55120 Mileage & Miscellaneous Meals         | 54              | -               | -               | 100               | 100              |
| 55195 Cellular Phone Charges                | 423             | 436             | 504             | 504               | 268              |
| 55735 Random Drug Testing                   | -               | -               | 12,000          | 14,322            | 15,000           |
| <b>Subtotal Services And Utilities</b>      | <b>5,478</b>    | <b>4,959</b>    | <b>20,239</b>   | <b>22,661</b>     | <b>23,303</b>    |
| 56010 Liab/Comp Insurance                   | 14,831          | 13,421          | 20,600          | 19,707            | 46,696           |
| 56012 Insurance - Fleet                     | -               | 164             | 35,320          | 32,138            | 41,333           |
| 56015 Insurance Deductibles                 | 13,863          | -               | 10,000          | 10,000            | 10,000           |
| 56050 Liability Claims Pd by City           | 2,208           | 715             | 2,000           | 2,000             | 5,000            |
| <b>Subtotal Insurance/Sundry/Elections</b>  | <b>30,902</b>   | <b>14,300</b>   | <b>67,920</b>   | <b>63,845</b>     | <b>103,029</b>   |
| 57152 Mold Clean-Up/Fixed Asset Project     | 2,999           | -               | -               | -                 | -                |
| <b>Subtotal Programs/Projects</b>           | <b>2,999</b>    | <b>-</b>        | <b>-</b>        | <b>-</b>          | <b>-</b>         |
| <b>TOTAL RISK &amp; SAFETY MANAGEMENT</b>   | <b>97,811</b>   | <b>89,194</b>   | <b>176,639</b>  | <b>165,366</b>    | <b>217,089</b>   |

Note: 55070 - Fees for internal investigations and hiring of outside counsel to investigate internal matters; overnight shipping costs for records sent to attorneys; random drug testing; services for experts to examine City.

# ***Purchasing Services***

## **Our Purpose**

The purpose of Purchasing Services is to provide a systematic and efficient procurement and surplus disposition operation for all City operations so that City employees can have the equipment and supplies they need to be as efficient as possible in their service to the citizens of Huntsville.

## **Description of our Services**

Purchasing Services provides procurement assistance to City departments for goods and services through bidding and contracts and works to ensure the best possible combination of price, quality and timeliness while maintaining a reputation of fairness and integrity. Purchasing Services also manages the City's surplus property program for the disposal of property in a timely manner.

## **Our Goals and Accomplishments**

### **FY 07-08 Accomplishments**

- Annual contracts and bid tabulations are posted for department review
- Implemented disposal process and created auction timelines
- Begin computerized database for personnel to review and monitor their purchases
- Established measures to enable application for the National Purchasing Institute Achievement of Excellence Award in Purchasing
- Update City Purchasing Policies and Procedures Manual
- Developed mini training manual on paper flow for purchasing procedures
- Streamline vehicle title process
- Conducted customer satisfaction survey

### **FY 08-09 Department Objectives**

- Gain National Purchasing Institute Achievement of Excellence Award in Purchasing
- Develop and conduct city-wide training, utilizing the updated purchasing manual
- Improve on customer satisfaction, looking at both internal and external customers
- Continue to review City purchases for consolidation by vendor and/or commodity
- Increase buying power by increasing vendor base and joining more co-ops
- Review credit card purchases
- Develop an electronic mini training newsletter for departments on daily operations and requirements
- Team with accounting and create a glossary of accounts
- Finalize computerized database for personnel to review and monitor their purchases

## Our Resources

| Personnel Summary      |          |             |             | Budget Summary      |                    |                       |                    |
|------------------------|----------|-------------|-------------|---------------------|--------------------|-----------------------|--------------------|
| Division               | FY 06-07 | FY 07-08    | FY 08-09    | Division            | FY 06-07<br>Actual | FY 07-08<br>Estimated | FY 08-09<br>Budget |
| Purchasing             | 2.00     | 2.00        | 2.00        | Purchasing          | 75,973             | 115,949               | 146,588            |
| Office Services        | -        | -           | -           | Office Services     | 100,892            | 115,660               | 121,078            |
| <b>Total Personnel</b> | <b>-</b> | <b>2.00</b> | <b>2.00</b> | <b>Total Budget</b> | <b>176,867</b>     | <b>231,609</b>        | <b>267,666</b>     |

## Our Workload

| Workload Indicator                   | FY 06-07 Actual | FY 07-08<br>Oct1 07- March 31 08 | FY 08-09 Estimate |
|--------------------------------------|-----------------|----------------------------------|-------------------|
| Active Annual Contracts <sup>1</sup> | 28              | 45                               | 40                |
| Purchase Orders Issued <sup>1</sup>  | 237             | 167                              | 340               |
| Formal Bids Issued                   | 21              | 25                               | 30                |

1- The number of purchase orders that must be issued should decrease as the number of annual contracts increases, thus saving time and money and providing other department's greater efficiency in their own operations.

## Measuring our Effectiveness

| Performance Measure   | FY 06-07<br>Actual | FY 07-08<br>1 <sup>st</sup> & 2 <sup>nd</sup> Qtrs | FY 08-09<br>Target |
|---|--------------------|--|--------------------|
| % Increase in the Number of Annual Contracts                  | 28%                | 60.7%  | 30%                |
| % of Vendors Placed on Vendor Management Program <sup>2</sup> | Not tracked        | 100%   | 100%               |
| % of Purchase Orders Processed Within 5 Business Days         | Not tracked        | Database being<br>established                      | 90%                |
| Customer Satisfaction Survey                                  | Not tracked        | 53.5%  | 80%                |

2- Vendor Management Program initiated in August 2007. All vendors notified and those willing to participate in place by Dec 07. New vendors notified of requirement to register with RFP Depot – City pays the fee, not our vendors.



# Budget Information

## 101-216 ADMINISTRATIVE SERVICES DEPARTMENT - OFFICE SERVICES

| Account Title                              | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|--|-----------------|-----------------|-----------------|-------------------|------------------|
| 52010 Office Supplies                      | 317             | 785             | 500             | 500               | 500              |
| 52020 Postage                              | 28,627          | 26,724          | 36,900          | 36,900            | 37,600           |
| 52040 Gas & Oil                            | 351             | 339             | 400             | 1,030             | 1,000            |
| 52120 Reproduction & Printing              | 5,847           | 5,957           | 5,000           | 5,000             | 5,000            |
| 52130 Other Supplies                       | 93              | 303             | -               | -                 | -                |
| 52610 Office Furniture/Equipment           | 4,030           | 5,008           | 4,000           | 4,000             | 4,000            |
| <b>Subtotal Supplies</b>                   | <b>39,265</b>   | <b>39,116</b>   | <b>46,800</b>   | <b>47,430</b>     | <b>48,100</b>    |
| 54040 Motor Vehicle Maintenance            | 298             | 146             | 500             | 500               | 700              |
| <b>Subtotal Maintenance Of Equipment</b>   | <b>298</b>      | <b>146</b>      | <b>500</b>      | <b>500</b>        | <b>700</b>       |
| 55011 Postage Meter                        | 4,160           | 4,282           | 7,000           | 4,000             | 7,000            |
| 55049 Electric - City Hall                 | 32,287          | -               | -               | -                 | -                |
| 55052 Gas Heating - City Hall              | 1,697           | -               | -               | -                 | -                |
| 55070 Purchased Services/Contracts         | 250             | -               | -               | -                 | -                |
| 55170 Contract Printing                    | 15,916          | 14,552          | 20,000          | 20,000            | 20,000           |
| 55562 Copier Contracts                     | 20,376          | 36,416          | 36,750          | 36,750            | 38,298           |
| 55632 Rug Rental - City Hall               | 1,210           | 6,131           | 5,886           | 6,980             | 6,980            |
| <b>Subtotal Services And Utilities</b>     | <b>75,896</b>   | <b>61,381</b>   | <b>69,636</b>   | <b>67,730</b>     | <b>72,278</b>    |
| 56012 Insurance - Fleet                    | 346             | 249             | -               | -                 | -                |
| <b>Subtotal Insurance/Sundry/Elections</b> | <b>346</b>      | <b>249</b>      | <b>-</b>        | <b>-</b>          | <b>-</b>         |
| <b>TOTAL OFFICE SERVICES</b>               | <b>115,805</b>  | <b>100,892</b>  | <b>116,936</b>  | <b>115,660</b>    | <b>121,078</b>   |



# Budget Information

## 101-234 ADMINISTRATIVE SERVICES DEPARTMENT - PURCHASING

FTE: 2.00

| Account Title                               | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                  | 45,594          | 53,079          | 89,840          | 86,200            | 89,895           |
| 51118 Salaries - Part Time                  | -               | -               | -               | -                 | 8,911            |
| 51121 Longevity                             | 1,263           | 1,276           | 1,890           | 1,800             | 717              |
| 51201 TMRS Retirement                       | 7,647           | 9,028           | 15,090          | 15,000            | 19,708           |
| 51202 Health Insurance                      | 5,664           | 7,204           | 14,333          | 1,280             | 15,072           |
| 51203 Disability Insurance                  | 211             | 254             | 431             | 415               | 432              |
| 51204 Workers Comp Insurance                | 99              | 106             | 180             | 160               | 89               |
| 51205 Medicare Tax                          | -               | 100             | 615             | 500               | 1,443            |
| 51206 Unemployment Comp Ins                 | 270             | 5               | 90              | 198               | 135              |
| <b>Subtotal Salaries/Other Pay/Benefits</b> | <b>60,748</b>   | <b>71,052</b>   | <b>122,469</b>  | <b>105,553</b>    | <b>136,402</b>   |
| 52010 Office Supplies                       | 125             | (207)           | 350             | 430               | 764              |
| 52080 Educational                           | 83              | 86              | -               | -                 | -                |
| 52130 Other Supplies                        | 77              | 49              | -               | -                 | -                |
| <b>Subtotal Supplies</b>                    | <b>285</b>      | <b>(72)</b>     | <b>350</b>      | <b>430</b>        | <b>764</b>       |
| 55030 Long Distance/Circuit Ch              | 114             | 141             | 250             | 250               | 350              |
| 55080 Training & Seminars                   | 1,013           | 890             | 3,680           | 4,807             | 4,129            |
| 55090 Memberships/Subscriptions             | 980             | 945             | 989             | 989               | 1,025            |
| 55195 Cellular Phone Charges                | -               | 55              | 504             | 420               | 268              |
| <b>Subtotal Services And Utilities</b>      | <b>2,107</b>    | <b>2,031</b>    | <b>5,423</b>    | <b>6,466</b>      | <b>5,772</b>     |
| 56030 Legal Advertising                     | 1,067           | 2,962           | 3,900           | 3,500             | 3,650            |
| <b>Subtotal Insurance/Sundry/Elections</b>  | <b>1,067</b>    | <b>2,962</b>    | <b>3,900</b>    | <b>3,500</b>      | <b>3,650</b>     |
| <b>TOTAL PURCHASING</b>                     | <b>64,207</b>   | <b>75,973</b>   | <b>132,142</b>  | <b>115,949</b>    | <b>146,588</b>   |

# Warehouse & Garage Operations

## Our Purpose

The purpose of the Fleet is to provide high quality maintenance for safe operation of City vehicles and equipment in a cost effective and timely manner. The purpose of the Warehouse is to coordinate and manage inventory for City operations so employees have the right equipment and supplies to maximize their efficiency in providing service to the citizens of Huntsville.

## Description of Our Services

Fleet Services is responsible for maintaining safe, efficient, dependable vehicles and equipment for City departments; reviewing new vehicle and equipment specification; and providing recommendations on vehicle and equipment replacement schedules. Warehouse Services coordinates and manages City's inventory and fuel supply system; preparing surplus units for auction.

## Our Goals and Accomplishments

### FY 07-08 Accomplishments

- Implemented internal auditing process for warehouse inventory.
- Streamlined computerized ordering system.
- Identified items which could be purchased on contracts.
- Established minimum and maximum inventory levels for water and sewer supplies.
- Cross-trained employees on computer software programs.
- Installed oil reel and measuring unit to track oil usage.
- Conducted a fleet review audit with departments/supervisors.
- Updated database fleet replacement schedule.
- Created a requirements list of departments for inventory stocking.
- Created a HUB review list of potential vendors.
- Created storage racks for projects materials.

### FY 08-09 Department Objectives

- Continue to review inventory levels and research ways to reduce dollar amount in inventory.
- Gain certification for equipment operators.
- Continue to research methods of reducing warehouse shrinkage.
- Complete conversion of storage racks.
- Gain Automotive Service of Excellence Award for mechanics.
- Research options for computerized database library for fleet service.
- Research fleet management systems that will be a cost saving and increase efficiency of operations.
- Plan, prepare, and establish a preventative maintenance program for generators.
- Establish minimum and maximum inventory levels for general and automotive supplies.
- Research methods of cost reduction and trends for cooper and petroleum products purchased.
- Research process for return of project materials

## Our Resources

### Personnel Summary

| Division                             | FY 06-07    | FY 07-08    | FY 08-09    |
|--------------------------------------|-------------|-------------|-------------|
| Fleet & Warehouse Admin <sup>1</sup> | 3.00        | 3.00        | 2.00        |
| Garage Services                      | 6.00        | 6.00        | 7.00        |
| <b>Total Personnel</b>               | <b>9.00</b> | <b>9.00</b> | <b>9.00</b> |

### Budget Summary

| Division                | FY 06-07<br>Actual | FY 07-08<br>Estimated | FY 08-09<br>Budget |
|-------------------------|--------------------|-----------------------|--------------------|
| Fleet & Warehouse Admin | 277,568            | 209,390               | 140,226            |
| Garage Services         | 373,940            | 366,572               | 509,311            |
| <b>Total Budget</b>     | <b>651,508</b>     | <b>575,962</b>        | <b>649,537</b>     |

1 – Fleet Manager position was moved to Garage Services in FY 08-09.

## Our Workload

| Workload Indicator  | FY 06-07<br>Actual | FY 07-08 Actual<br>Thru 2 <sup>nd</sup> Qtr | FY 08-09<br>Estimate |
|---|--------------------|---|----------------------|
| Number of Vehicles and Equipment                                  | 585                | 593   | 600                  |
| Rolling Stock <sup>1</sup>  | 263                | 366   | 370                  |
| Non Rolling Stock <sup>2</sup>                                    | 322                | 227   | 230                  |
| Fixed Asset to Mechanic Ratio (based on # of certified mechanics) | 117:1              | 125:1                                       | 118:1                |
| Number of Garage Work Orders Processed <sup>3</sup>               | 1,333              | 959   | 4,000                |
| Number of Warehouse Transactions (stock issued)                   | 10,084             | 2710  | 8,000                |
| Number of Warehouse Transactions (stock returned)                 | 150                | 130   | 150                  |
| Inventory shrinkage – controlled loss <sup>4</sup>                | not tracked        | TBD   | 2.5%                 |
| Inventory shrinkage – uncontrolled loss                           | not tracked        | TBD   | 2.5%                 |

1- Includes automobiles, trucks, vans, dump trucks, sanitation trucks, specialty equipment, heavy equipment, riding mowers, backhoes, tractors, and fire vehicles.

2- Includes generators, trailers, implements, and small equipment.

3- Work Orders Process data has been under review for accuracy – 06/07 started to separate service orders (preventative maintenance) versus work orders

4- Disposal and tracking of inventory assets under review to increase tracking capability

## Measuring Our Effectiveness

| Performance Measure                                      | FY 06-07 Actual | FY 07-08<br>Thru 2 <sup>nd</sup> Qtr | FY 08-09 Target |
|--|-----------------|--------------------------------------|-----------------|
| Number of Preventative Maintenance work orders completed | 768             | 423                                  | 900             |
| Level of customer service satisfaction for Maintenance   | not tracked     | not tracked                          | 85%             |
| Level of customer service satisfaction for Warehouse     | not tracked     | 90.6                                 | 85%             |
| % of shrinkage in Warehouse inventory                    | not tracked     | Done at yr end                       | 5%              |



# Budget Information

## 101-388 ADMINISTRATIVE SERVICES DEPARTMENT - WAREHOUSE DIVISION

FTE: 2.00

| Account Title                               | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                  | 128,649         | 155,106         | 115,652         | 111,788           | 68,489           |
| 51121 Longevity                             | 3,438           | 1,876           | 1,309           | 1,216             | 1,327            |
| 51130 Overtime                              | 1,229           | 1,114           | 3,262           | 1,584             | 3,000            |
| 51201 TMRS Retirement                       | 21,497          | 26,148          | 19,240          | 19,005            | 15,381           |
| 51202 Health Insurance                      | 16,995          | 19,402          | 21,499          | 12,406            | 15,072           |
| 51203 Disability Insurance                  | 595             | 389             | 555             | 441               | 329              |
| 51204 Workers Comp Insurance                | 2,364           | 2,279           | 1,599           | 1,040             | 1,628            |
| 51205 Medicare Tax                          | -               | 843             | 1,199           | 1,119             | 468              |
| 51206 Unemployment Comp Ins                 | 811             | 50              | 135             | 299               | 90               |
| <b>Subtotal Salaries/Other Pay/Benefits</b> | <b>175,578</b>  | <b>207,207</b>  | <b>164,450</b>  | <b>148,898</b>    | <b>105,784</b>   |
| 52010 Office Supplies                       | 473             | 3,658           | 1,200           | 1,100             | 1,200            |
| 52030 Clothing                              | 563             | 1,067           | 525             | 512               | 261              |
| 52031 Clothing - Safety Gear                | 328             | 59              | 150             | 150               | 147              |
| 52200 Non Capital Equipment                 | -               | 13,876          | 5,500           | 5,500             | 5,549            |
| 52270 Non Controlled Phys Count Differ      | 12,243          | 1               | 45,000          | 45,000            | 8,100            |
| 52329 Controlled- Auction/Scrap             | -               | 1               | 5,000           | 5,000             | 5,000            |
| <b>Subtotal Supplies</b>                    | <b>13,607</b>   | <b>18,662</b>   | <b>57,375</b>   | <b>57,262</b>     | <b>20,257</b>    |
| 54010 Office Equipment Maintenance          | 78              | 93              | -               | -                 | -                |
| 54030 Radio Maintenance                     | 201             | 211             | 245             | -                 | 245              |
| <b>Subtotal Maintenance Of Equipment</b>    | <b>279</b>      | <b>304</b>      | <b>245</b>      | <b>-</b>          | <b>245</b>       |
| 55030 Long Distance/Circuit Ch              | 200             | 188             | 200             | 140               | 200              |
| 55070 Purchased Services/Contracts          | 1,505           | 1,829           | 1,910           | 1,910             | 1,560            |
| 55080 Training & Seminars                   | -               | 1,134           | 2,000           | 1,000             | 2,000            |
| 55195 Cellular Phone Charges                | 530             | 100             | 1,004           | 180               | 180              |
| <b>Subtotal Services And Utilities</b>      | <b>2,235</b>    | <b>3,251</b>    | <b>5,114</b>    | <b>3,230</b>      | <b>3,940</b>     |
| 69020 Cap. Mach/Tools/Equip                 | -               | 48,144          | -               | -                 | 10,000           |
| <b>Subtotal Capital Outlays</b>             | <b>-</b>        | <b>48,144</b>   | <b>-</b>        | <b>-</b>          | <b>10,000</b>    |
| <b>TOTAL WAREHOUSE DIVISION</b>             | <b>191,699</b>  | <b>277,568</b>  | <b>227,184</b>  | <b>209,390</b>    | <b>140,226</b>   |

Note: 52270 - Complete inventory audit was performed in FY 07-08 and warehouse inventory was reduced. Surveillance cameras were installed, which should curtail inventory losses. Inventory shrinkage goal is 3% of \$270,000 - \$8,100.

51111 - Fleet Superintendent moved to Garage division to properly account for personnel. As of 2008, warehouse is supervised by Purchasing department.

55070 - Accent - yearly monitoring or underground storage tanks located at Service Center and Airport



# Budget Information

## 101-389 ADMINISTRATIVE SERVICES DEPARTMENT - GARAGE OPERATIONS

FTE: 7.00

| Account Title                                   | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                      | 222,038         | 232,051         | 241,416         | 220,660           | 306,781          |
| 51118 Salaries - Part Time                      | -               | -               | 8,570           | 168               | -                |
| 51121 Longevity                                 | 8,380           | 6,437           | 6,737           | 6,399             | 7,015            |
| 51127 Tool Allowance                            | 3,000           | 3,120           | 3,120           | 3,120             | 3,120            |
| 51130 Overtime                                  | 3,327           | 2,588           | 4,000           | 3,350             | 4,000            |
| 51201 TMRS Retirement                           | 38,384          | 40,536          | 41,334          | 40,180            | 68,929           |
| 51202 Health Insurance                          | 33,982          | 39,325          | 42,998          | 39,082            | 52,752           |
| 51203 Disability Insurance                      | 962             | 1,113           | 1,159           | 1,111             | 1,473            |
| 51204 Workers Comp Insurance                    | 6,521           | 5,815           | 5,950           | 5,904             | 5,034            |
| 51205 Medicare Tax                              | 380             | 539             | 678             | 580               | 1,267            |
| 51206 Unemployment Comp Ins                     | 1,622           | 30              | 313             | 538               | 315              |
| <b>Subtotal Salaries/Other Pay/Benefits</b>     | <b>318,596</b>  | <b>331,554</b>  | <b>356,275</b>  | <b>321,092</b>    | <b>450,686</b>   |
| 52030 Clothing                                  | 1,727           | 1,498           | 1,956           | 1,700             | 1,600            |
| 52031 Clothing - Safety Gear                    | 741             | 1,547           | 725             | 1,200             | 725              |
| 52040 Gas & Oil                                 | 6,905           | 6,164           | 7,700           | 8,223             | 10,000           |
| 52050 Minor Tools/Instruments                   | 1,097           | 1,733           | 1,500           | 1,500             | 1,500            |
| 52060 Cleaning Supplies                         | 6,096           | 6,265           | 6,300           | 5,500             | 6,300            |
| 52130 Other Supplies                            | 4,839           | 4,903           | 4,000           | 4,000             | 3,000            |
| 52200 Non Capital Equipment Purchases           | 795             | 1,454           | 1,000           | 1,500             | 1,500            |
| 52250 Garage Supplies                           | 6,873           | 6,827           | 6,000           | 7,000             | 7,000            |
| 52900 Garbage - Bulk Oil                        | 2,917           | -               | -               | -                 | -                |
| <b>Subtotal Supplies</b>                        | <b>31,990</b>   | <b>30,391</b>   | <b>29,181</b>   | <b>30,623</b>     | <b>31,625</b>    |
| 54040 Motor Vehicle Maintenance                 | 2,716           | 3,274           | 21,150          | 2,750             | 15,000           |
| 54080 Maintenance of Pumps/Motors               | 1,381           | 2,544           | 1,000           | 250               | 2,000            |
| <b>Subtotal Maintenance Of Equipment</b>        | <b>4,097</b>    | <b>5,818</b>    | <b>22,150</b>   | <b>3,000</b>      | <b>17,000</b>    |
| 55070 Purchased Services/Contracts              | -               | -               | 4,000           | 4,000             | 6,800            |
| 55080 Training & Seminars                       | -               | -               | 3,000           | 3,000             | 3,000            |
| 55195 Cellular Phone Charges                    | -               | -               | -               | -                 | 200              |
| <b>Subtotal Services And Utilities</b>          | <b>-</b>        | <b>-</b>        | <b>7,000</b>    | <b>7,000</b>      | <b>10,000</b>    |
| 56012 Insurance - Fleet                         | 1,217           | 1,321           | -               | -                 | -                |
| <b>Subtotal Insurance/Sundry/Elections</b>      | <b>1,217</b>    | <b>1,321</b>    | <b>-</b>        | <b>-</b>          | <b>-</b>         |
| 90300 Vehicle & Equipment                       | 2,212           | 4,856           | -               | 4,857             | -                |
| <b>Subtotal Interfund Charges/Transfers Out</b> | <b>2,212</b>    | <b>4,856</b>    | <b>-</b>        | <b>4,857</b>      | <b>-</b>         |
| <b>TOTAL GARAGE OPERATIONS</b>                  | <b>358,112</b>  | <b>373,940</b>  | <b>414,606</b>  | <b>366,572</b>    | <b>509,311</b>   |

Note: 55070 - Yearly maintenance of ground hydraulic lift by certified company to comply with OSHA - \$1,600. Fleet paint jobs to maintain appearance of City assets - \$2,400. Vehicle maintenance computer library database: Automotive - \$149/month (online), Heavy truck - \$83/month (DVD that is updated each month).

51111 - Fleet Superintendent moved to Garage division to properly account for personnel. As of 2008, warehouse is supervised by Purchasing department.

# ***Building Services***

## **Our Purpose**

The purpose of Building Services is to provide safe, comfortable, and well-maintained city-owned buildings and facilities so that City employees are supplied with a safe environment that allows them to be as efficient as possible in their service to the citizens of Huntsville.

## **Description of our Services**

Building Services is responsible for the maintenance, repair, and improvements to all city-owned buildings and facilities. Building Services also performs internal projects, community projects, and oversees contractual projects.

## **Our Goals and Accomplishments**

### **FY 07-08 Accomplishments**

- Replacement of lamp posts and lighting at City Hall facility
- Development of preventive maintenance check list for all City facilities
- Completed modifications, roof repairs, and painting at Sam Houston Visitor Center
- Coordination of roofing consultant to inspect monitor and train on roof repairs and report on roofing needs and replacement for proper budgeting
- Completed facility maintenance survey for critical responses on strengths and weakness of department
- Completed City Hall restroom modifications
- Completed window weather stripping at Library
- Survey completion for the Department of Energy relating to energy conservation

### **FY 08-09 Department Objectives**

- Implement preventive maintenance programs for all facilities
- Continue personnel training in electrical and HVAC maintenance
- Review maintenance and replacement program for HVAC at all city facilities
- Coordinate replacement and painting of Sam Houston Visitors Center porch and handrails
- Review of security and safety at each facility
- Coordinate roof replacement at airport and police departments
- Research energy conservation methods

## Our Resources

### Personnel Summary

| Division               | FY 06-07    | FY 07-08    | FY 08-09    |
|------------------------|-------------|-------------|-------------|
| Building Services      | 2.00        | 3.00        | 3.00        |
| <b>Total Personnel</b> | <b>2.00</b> | <b>3.00</b> | <b>3.00</b> |

### Budget Summary

| Division            | FY 06-07<br>Actual | FY 07-08<br>Estimated | FY 08-09<br>Budget |
|---------------------|--------------------|-----------------------|--------------------|
| Building Services   | 303,976            | 459,570               | 518,785            |
| <b>Total Budget</b> | <b>303,976</b>     | <b>459,570</b>        | <b>518,785</b>     |

## Our Workload

| Workload Indicator  | FY 06-07 Actual          | FY 07-08 Actual | FY 08-09 Estimate |
|---|--------------------------|-----------------|-------------------|
| Number of Request for Service (Work Orders)                 | 291<br>1-11-07 – 9-30-07 | 700             | 700               |
| Total Square Footage of Buildings and Facilities Maintained | 220,818                  | 220,818         | 220,818           |
| Number of Building and Facilities Maintained                | 67                       | 67              | 67                |
| Special Projects Completed                                  | not tracked              | 18              | 34                |

1. Number of Request for Service (Work Orders) has only been tracked in Building Maintenance BOSS database since 1-11-07.
2. Special Projects defined as non-routine, non-preventative maintenance work orders (some off site e.g. Courthouse requests, downtown support, Christmas decorations, parades, Sam Houston events) as well as internal special projects such as unique one-time requests (transfer station built scale house, WWTP termite repairs, Wynn Home special cleaning, moving of art pieces donated etc., hanging AED city-wide, numerous library special set ups, bunkers and mold removal, City Hall outside light repairs. Building Maintenance has Corrective Maintenance, Monthly Maintenance, Preventative Maintenance and Special Projects.

## Measuring our Effectiveness

| Performance Measure   | FY 06-07<br>Actual | FY 07-08<br>Actual | FY 08-09<br>Target |
|---|--------------------|--------------------|--------------------|
| % of Non-Emergency Service Calls Responded to Within 3 Days | not tracked        | 84%                | 90%                |
| Customer Satisfaction                                       | not tracked        | 74.2               | 85%                |
| % of Emergency Service Calls Responded to Within 24 Hours   | not tracked        | 2 calls at 100%    | 100%               |



# Budget Information

## 101-444 ADMINISTRATIVE SERVICES DEPARTMENT - BUILDING SERVICES

FTE: 3.00

| Account Title                                   | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                      | 72,103          | 74,854          | 88,431          | 71,727            | 91,375           |
| 51121 Longevity                                 | 1,852           | 710             | 837             | 1,493             | 979              |
| 51130 Overtime                                  | 2,183           | 1,559           | 3,350           | 2,768             | 3,300            |
| 51201 TMRS Retirement                           | 12,410          | 12,810          | 14,684          | 12,764            | 20,087           |
| 51202 Health Insurance                          | 11,324          | 16,066          | 21,499          | 13,027            | 22,608           |
| 51203 Disability Insurance                      | 326             | 302             | 424             | 360               | 439              |
| 51204 Workers Comp Insurance                    | 2,127           | 1,921           | 2,211           | 2,012             | 1,901            |
| 51205 Medicare Tax                              | 1,092           | 1,086           | 1,294           | 1,110             | 1,339            |
| 51206 Unemployment Comp Ins                     | 638             | 39              | 135             | 540               | 135              |
| <b>Subtotal Salaries/Other Pay/Benefits</b>     | <b>104,055</b>  | <b>109,347</b>  | <b>132,865</b>  | <b>105,801</b>    | <b>142,163</b>   |
| 52010 Office Supplies                           | 111             | -               | -               | 50                | -                |
| 52030 Clothing                                  | 536             | 673             | 1,007           | 1,007             | 821              |
| 52031 Clothing - Safety Gear                    | 32              | 50              | 50              | 50                | 248              |
| 52040 Gas & Oil                                 | 3,360           | 3,389           | 4,000           | 4,558             | 4,700            |
| 52050 Minor Tools/Instruments                   | 277             | 806             | 500             | 500               | 600              |
| 52060 Cleaning Supplies                         | 9,411           | 2,099           | 500             | 500               | 500              |
| 52130 Other Supplies                            | 207             | 44              | -               | -                 | -                |
| <b>Subtotal Supplies</b>                        | <b>13,934</b>   | <b>7,061</b>    | <b>6,057</b>    | <b>6,665</b>      | <b>6,869</b>     |
| 53005 Maintenance - Visitor Center              | 1,758           | 1,594           | -               | -                 | -                |
| 53010 Building Maintenance                      | 31,536          | 34,333          | 39,577          | 39,577            | 40,000           |
| 53090 Special Maintenance Projects              | 6,677           | 41,992          | 25,000          | 25,000            | 10,000           |
| <b>Subtotal Maintenance Of Structures</b>       | <b>39,971</b>   | <b>77,919</b>   | <b>64,577</b>   | <b>64,577</b>     | <b>50,000</b>    |
| 54020 Maint - Mach/Tools/Instruments            | 716             | -               | -               | -                 | -                |
| 54021 Equip Maint Service Center                | 364             | -               | -               | -                 | -                |
| 54031 Radio Maint - Service Center              | 168             | 123             | 160             | 160               | 160              |
| 54040 Motor Vehicle Maintenance                 | 1,044           | 1,386           | 1,540           | 1,540             | 2,000            |
| 54060 Heat/AC Maintenance                       | 14,012          | 19,140          | 18,000          | 18,000            | 18,000           |
| 54140 Ice Machine Maintenance                   | 1,893           | 1,637           | 2,000           | 2,000             | 2,000            |
| <b>Subtotal Maintenance Of Equipment</b>        | <b>18,197</b>   | <b>22,286</b>   | <b>21,700</b>   | <b>21,700</b>     | <b>22,160</b>    |
| 55040 Electric                                  | 61,358          | (1)             | 148,000         | 140,700           | 149,800          |
| 55051 Gas Heating                               | 17,000          | 17,386          | 28,100          | 28,100            | 28,100           |
| 55070 Purchased Services/Contracts              | -               | 1,116           | 5,000           | 5,000             | 13,600           |
| 55080 Training & Seminars                       | 40              | 721             | 1,500           | 1,500             | 3,320            |
| 55160 Pest Control Services                     | 3,776           | 8,430           | 7,250           | 8,050             | 8,050            |
| 55195 Cellular Phone Charges                    | 476             | 673             | 1,008           | 1,008             | 675              |
| 55200 Pager Air Time                            | 63              | 58              | 80              | 80                | 80               |
| 55500 Janitorial Services                       | 43,646          | 57,509          | 66,000          | 74,919            | 93,968           |
| 55631 Rug Rental - Service Center               | 4,152           | -               | -               | -                 | -                |
| <b>Subtotal Services And Utilities</b>          | <b>130,511</b>  | <b>85,892</b>   | <b>256,938</b>  | <b>259,357</b>    | <b>297,593</b>   |
| 56012 Insurance - Fleet                         | 609             | 395             | -               | 395               | -                |
| <b>Subtotal Insurance/Sundry/Elections</b>      | <b>609</b>      | <b>395</b>      | <b>-</b>        | <b>395</b>        | <b>-</b>         |
| 90300 Vehicle & Equipment                       | 812             | 1,076           | -               | 1,075             | -                |
| <b>Subtotal Interfund Charges/Transfers Out</b> | <b>812</b>      | <b>1,076</b>    | <b>-</b>        | <b>1,075</b>      | <b>-</b>         |
| <b>TOTAL BUILDING SERVICES</b>                  | <b>308,089</b>  | <b>303,976</b>  | <b>482,137</b>  | <b>459,570</b>    | <b>518,785</b>   |

Note: 55070 - Maintenance contracts for Wynne Home: elevator maintenance - \$2,350; State inspection of elevator - \$150; Simplex Grinnell Fire Alarm monitoring - \$1,000; Fire Alarm service agreement for inspection, testing, and cleaning - \$3,750; Fire sprinkler inspection/certify backflow prevention - \$350; unscheduled maintenance - \$1,000; fire extinguisher maintenance - \$5,000

# *Information Technology*

## **Our Purpose**

The purpose of Information Technology is to provide technical resources, systems, and services to City staff so that they can have the systems and support they need to be as efficient as possible in their service to the citizens of Huntsville.

## **Description of our Services**

Information Technology coordinates, evaluates, implements, and supports use of technologies and voice communications services within the City of Huntsville. Information Technology provides high quality and timely desktop and application support (help desk) to all City employees, manages and improves the City's technical infrastructure, and provides management and guidance to City Departments regarding technology implementations. Information Technology is also responsible for the management of the City's website.

## **Our Goals and Accomplishments**

### **FY 07-08 Accomplishments**

- Restructured and renewed the city-wide cellular contract, saving the City approximately \$7,000 per year.
- Deployed 28 PCs and 8 servers.
- Upgraded, configured, tested, and implemented financial application hardware and software.
- Performed active directory services hardware upgrades at two facilities.
- Performed a file services hardware and operating system upgrade at one facility to replace an outdated server, increase performance, and implement disk quotas.
- Performed a web services hardware upgrade to replace an outdated server and provide additional space for future growth.
- Performed a municipal court SQL conversion and installed a report writer application.
- Installed and configured networking equipment to provide redundancy from City Hall to the Police Department. In the event we lose connectivity from City Hall to the Police Department, we will immediately connect with a backup connection.
- Provided patrol officers the ability to connect to core police applications from the field. Officers now have the ability to run driver license and warrant checks, immediately see calls for service, and view history on individuals who have records with Huntsville PD.
- Expanded TLETS application at the police department, allowing officers to quickly run statewide warrant checks from their desktop.
- Researched and implemented a city-wide backup solution, allowing for faster speeds and increased growth.
- Researched wireless connectivity to several remote sites for the purpose of increasing network speed. Further testing will determine possibility of implementing at several sites.

### **FY 08-09 Department Objectives**

- Re-design several City websites including the Police Department, Wynne Home, Main Street, Huntsville Horizon, and the Library.
- Continue configuration changes of core network equipment to ensure City network remains stable.
- Upgrade the telephone server hardware to replace outdated equipment which includes the call managers and gateways.
- Upgrade the city-wide email application to Exchange 2007 and re-integrate with the voicemail application.
- Perform a library book catalog and patron management hardware upgrade.
- Perform a records management application hardware upgrade for the Police Department.
- Deploy Microsoft Office 2007 Suite to all staff; including Word, Excel, PowerPoint, Access, and Infopath.
- Deploy 38 PCs and 7 servers.
- Perform a need/cost analysis and demo vendors to integrate and/or replace several applications, including financial software, inventory, permits, code enforcement, cash receipting, and public work requests.
- Research and implement virtual servers for use with non critical services to save on hardware costs.
- Research and implement a backup internet solution.

## Our Resources

| Personnel Summary      |             |             |             | Budget Summary         |                    |                       |                    |
|------------------------|-------------|-------------|-------------|------------------------|--------------------|-----------------------|--------------------|
| Division               | FY 06-07    | FY 07-08    | FY 08-09    | Division               | FY 06-07<br>Actual | FY 07-08<br>Estimated | FY 08-09<br>Budget |
| Information Technology | 5.00        | 5.00        | 5.00        | Information Technology | 726,883            | 787,987               | 850,658            |
| <b>Total Personnel</b> | <b>5.00</b> | <b>5.00</b> | <b>5.00</b> | <b>Total Budget</b>    | <b>726,883</b>     | <b>787,987</b>        | <b>850,658</b>     |

## Our Workload

| Workload Indicator  | FY 06-07 | FY 07-08 | FY 08-09 Estimate |
|---|----------|----------|-------------------|
| Help Desk Requests Completed  | 3,191    | 1,383    | 3,000             |
| Technical Projects Completed  | 13       | 7        | 13                |
| Total Workstations/Servers/Telephones/Printers/Networking Equipment Supported | 545      | 550      | 550               |
| Total Applications Supported  | 100      | 100      | 100               |
| Help Desk Requests to IT Staff Ratio  | 638 to 1 | 277 to 1 | 600 to 1          |
| Workstations/Equipment to IT Staff Ratio                                      | 109 to 1 | 110 to 1 | 110 to 1          |

## Measuring Our Effectiveness

| Performance Measure                       | FY 06-07 Actual | FY 07-08 Actual | FY 08-09 Target |
|---|-----------------|-----------------|-----------------|
| Average Time to Resolve Help Desk Request |                 |                 |                 |
| Critical Priority                         | 3 hours         | 3 hours         | 3 hours         |
| Medium Priority                           | 2 days          | 1 day           | 1 day           |
| Low Priority                              | 3 days 3 hours  | 3 days          | 3 days          |



# Budget Information

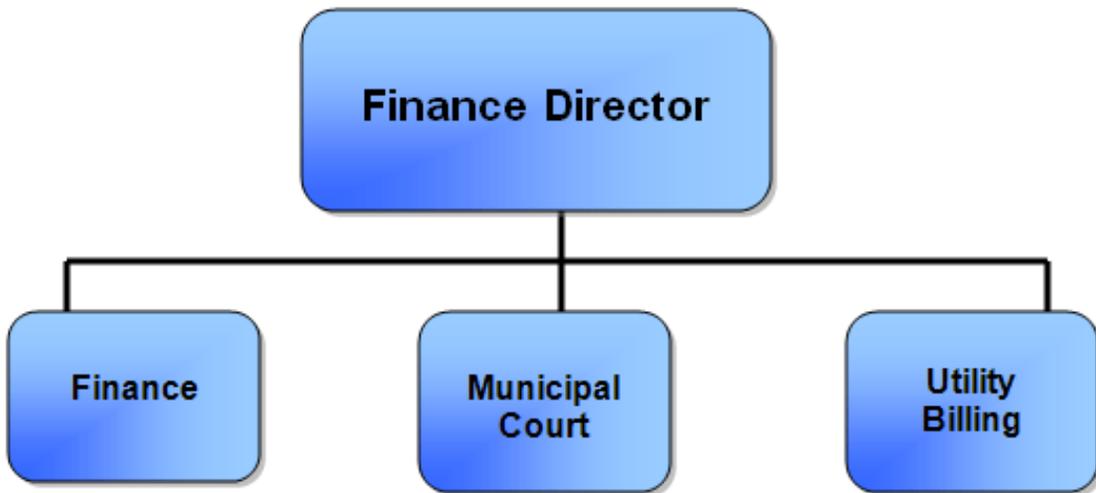
## 101-640 ADMINISTRATIVE SERVICES DEPARTMENT - INFORMATION TECHNOLOGY

FTE: 5.00

| Account Title                                | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|--|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                   | 194,838         | 222,770         | 234,855         | 235,232           | 229,989          |
| 51118 Salaries - Part Time                   | 5,870           | -               | -               | -                 | -                |
| 51121 Longevity                              | 356             | 490             | 744             | 508               | 646              |
| 51201 TMRS Retirement                        | 31,899          | 37,057          | 38,756          | 39,022            | 50,163           |
| 51202 Health Insurance                       | 28,788          | 32,767          | 35,832          | 29,890            | 37,680           |
| 51203 Disability Insurance                   | 454             | 859             | 1,107           | 950               | 1,077            |
| 51204 Workers Comp Insurance                 | 426             | 446             | 470             | 1,202             | 401              |
| 51205 Medicare Tax                           | 2,888           | 3,203           | 3,416           | 3,316             | 3,344            |
| 51206 Unemployment Comp Ins                  | 1,494           | 25              | 225             | 499               | 225              |
| <b>Subtotal Salaries/Other Pay/Benefits</b>  | <b>267,013</b>  | <b>297,617</b>  | <b>315,405</b>  | <b>310,619</b>    | <b>323,525</b>   |
| 52010 Office Supplies                        | 2,500           | 1,478           | 1,500           | 1,000             | 1,000            |
| 52040 Gas & Oil                              | -               | 425             | 750             | 700               | 700              |
| 52080 Educational                            | 223             | 1,184           | 1,000           | 500               | 500              |
| 52140 Computer Supplies                      | 13,613          | 14,877          | 15,000          | 13,000            | 15,000           |
| 52200 Non Capital Equipment Purchases        | 4,453           | 5,075           | -               | -                 | -                |
| <b>Subtotal Supplies</b>                     | <b>20,789</b>   | <b>23,039</b>   | <b>18,250</b>   | <b>15,200</b>     | <b>17,200</b>    |
| 54040 Motor Vehicle Maintenance              | -               | 42              | 1,000           | 500               | 1,000            |
| 54400 PC Components/Repair                   | 8,479           | 19,956          | 16,000          | 10,000            | 16,000           |
| <b>Subtotal Maintenance Of Equipment</b>     | <b>8,479</b>    | <b>19,998</b>   | <b>17,000</b>   | <b>10,500</b>     | <b>17,000</b>    |
| 55030 Long Distance/Circuit Ch               | 113             | 188             | 300             | 200               | 300              |
| 55034 Communication & Data Services          | 96,668          | 94,732          | 102,588         | 102,588           | 101,592          |
| 55053 Microsoft Licenses                     | 57,683          | 9,591           | 58,000          | 58,000            | 63,000           |
| 55070 Purchased Services/Contracts           | 31,591          | 20,738          | 32,000          | 10,000            | 38,566           |
| 55080 Training & Seminars                    | 17,194          | 18,241          | 20,580          | 20,580            | 20,580           |
| 55090 Memberships/Subscriptions              | 461             | 786             | 870             | 800               | 870              |
| 55120 Mileage & Miscellaneous Meals          | 26              | 405             | -               | -                 | -                |
| 55195 Cellular Phone Charges                 | 4,282           | 3,937           | 5,040           | 4,500             | 4,712            |
| 55565 Non Capital Purchases-Software License | -               | 7,005           | -               | -                 | -                |
| 55570 Software Annual Maintenance            | 251,111         | 205,417         | 261,896         | 255,000           | 263,313          |
| <b>Subtotal Services And Utilities</b>       | <b>459,129</b>  | <b>361,040</b>  | <b>481,274</b>  | <b>451,668</b>    | <b>492,933</b>   |
| 57240 Fiber Proj-Participate w/ County       | 929             | -               | -               | -                 | -                |
| <b>Subtotal Programs/Projects</b>            | <b>929</b>      | <b>-</b>        | <b>-</b>        | <b>-</b>          | <b>-</b>         |
| 69025 Capital Purchases-Software Licenses    | 20,414          | 25,189          | -               | -                 | -                |
| <b>Subtotal Capital Outlays</b>              | <b>20,414</b>   | <b>25,189</b>   | <b>-</b>        | <b>-</b>          | <b>-</b>         |
| <b>TOTAL INFORMATION TECHNOLOGY</b>          | <b>776,753</b>  | <b>726,883</b>  | <b>831,929</b>  | <b>787,987</b>    | <b>850,658</b>   |

Note: 55070 - Consultant to re-design several City websites - \$20,566 (supplemental); Charges from outside vendors for hardware and work performed on critical equipment - \$13,000; Major telephone system upgrade to replace call manager and voice gateway equipment - \$5,000

# Finance Department



# ***Finance***

## **Our Purpose**

The purpose of the Finance Division is to provide financial monitoring information and analysis, internal controls, employee and vendor payments, and timely and accurate information to the City Council, City Staff, Vendors, and Citizens of Huntsville so that they may manage their resources, effectively administer their programs and projects, and make informed decisions.

## **Description of Our Services**

The Finance Division is responsible for the administration and supervision of all financial affairs of the City. The Finance Division is responsible for the accurate and timely recording of the collection of City funds, the disbursement of City funds, and the recording and reporting of these transactions in accordance with State law, City policies, and Generally Accepted Accounting Principles (GAAP). The Finance Division advises the City Manager and departments regarding proper procedures and internal controls to other City departments in order to ensure accurate fiscal management. The Finance Division also conducts internal auditing as needed.

## **Our Goals and Accomplishments**

### **FY 07-08 Accomplishments**

- Obtained A+ upgrade on rating of General Obligation Bonds
- Obtained Comprehensive Annual Financial Report Award for 31<sup>st</sup> year
- Obtained Budget Award for 21<sup>st</sup> year
- Completed inventory reconciliation and developed process for tire inventory
- Continue emphasis on grant budgeting and reporting to improve process and develop policy
- Further integration and monitoring of receipting and subsidiary ledgers

### **FY 08-09 Department Objectives**

- Complete fixed asset module installation
- Review method of gas and oil inventory accounting
- Initiate utility rating review
- Complete fiscal policy review and adopt policies related to finance, grants reporting, and utility credit study
- Obtain Comprehensive Annual Financial Report Award for 32<sup>nd</sup> year
- Obtain Budget Award for 22<sup>nd</sup> year

## Our Resources

### Personnel Summary

| Division               | FY 06-07    | FY 07-08    | FY 08-09    |
|------------------------|-------------|-------------|-------------|
| Finance                | 8.00        | 9.00        | 9.00        |
| <b>Total Personnel</b> | <b>8.00</b> | <b>9.00</b> | <b>9.00</b> |

### Budget Summary

| Division            | FY 06-07<br>Actual | FY 07-08<br>Estimated | FY 08-09<br>Budget |
|---------------------|--------------------|-----------------------|--------------------|
| Finance             | 752,620            | 769,039               | 956,384            |
| <b>Total Budget</b> | <b>752,620</b>     | <b>769,039</b>        | <b>956,384</b>     |

## Our Workload

| Workload Indicator  | FY 06-07<br>Actual | FY 07-08<br>Actual | FY 08-09<br>Estimate |
|---|--------------------|--------------------|----------------------|
| Number of Invoices Processed                              | 8,622              | 9,485              | 9,500                |
| Number of Vendor Checks                                   | 5,374              | 5,553              | 5,600                |
| Number of Payroll Checks/ACH Issued                       | 3,430/5,432        | 3,300/5,600        | 3,100/5,800          |
| Number of Purchasing Card Transactions                    | 6,203              | 6,185              | 6,100                |
| Number of Monthly Financial Reports Released              | 12                 | 12                 | 12                   |
| Number of Receivable Invoices Mailed                      | 151                | 162                | 175                  |
| Number of Official Budget Documents Prepared              | 1                  | 1                  | 1                    |
| Number of Comprehensive Annual Financial Reports Prepared | 1                  | 1                  | 1                    |

## Measuring our Effectiveness

| Performance Measure  | FY 06-07<br>Actual | FY 07-08<br>Actual | FY 08-09<br>Target |
|--|--------------------|--------------------|--------------------|
| % of Monthly Financial Reports Released On-Schedule          | 100%               | 100%               | 100%               |
| GFOA's Distinguished Budget Presentation Award Received      | 20th               | 21st               | 22nd               |
| GFOA's Excellence in Financial Reporting Award Received      | 30th               | 31st               | 32nd               |
| Unqualified Audit Opinion Received                           | ✓                  | ✓                  | ✓                  |
| City of Huntsville's General Obligation Bond Rating          |                    |                    |                    |
| Moody's  | A2                 | A2                 | A2                 |
| Standard and Poor's  | A                  | A                  | A+                 |
| City of Huntsville's Waterworks and Sewer System Bond Rating |                    |                    |                    |
| Moody's  | A3                 | A3                 | A3                 |
| Standard and Poor's  | A-                 | A-                 | A+                 |



# Budget Information

101-210 FINANCE DEPARTMENT - FINANCE

FTE: 9.00

| Account Title                               | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                  | 392,954         | 420,474         | 437,244         | 388,740           | 489,516          |
| 51118 Salaries - Part Time                  | 4,358           | 1,023           | -               | 6,933             | -                |
| 51121 Longevity                             | 1,912           | 993             | 1,377           | 1,109             | 1,657            |
| 51130 Overtime                              | 2,198           | 2,801           | 6,700           | 2,541             | 2,000            |
| 51201 TMRS Retirement                       | 64,679          | 70,424          | 72,153          | 64,666            | 106,830          |
| 51202 Health Insurance                      | 45,783          | 52,160          | 57,331          | 45,554            | 67,824           |
| 51203 Disability Insurance                  | 1,596           | 1,847           | 1,914           | 1,565             | 2,128            |
| 51204 Workers Comp Insurance                | 894             | 848             | 874             | 698               | 832              |
| 51205 Medicare Tax                          | 5,533           | 5,939           | 6,360           | 5,598             | 7,122            |
| 51206 Unemployment Comp Ins                 | 7,409           | 3,097           | 360             | 835               | 405              |
| <b>Subtotal Salaries/Other Pay/Benefits</b> | <b>527,316</b>  | <b>559,606</b>  | <b>584,313</b>  | <b>518,239</b>    | <b>678,314</b>   |
| 52010 Office Supplies                       | 6,747           | 6,654           | 7,000           | 6,000             | 7,000            |
| 52080 Educational                           | 870             | 625             | -               | -                 | -                |
| 52120 Reproduction & Printing               | 1,687           | 5,584           | 12,000          | 4,500             | 10,000           |
| 52200 Non Capital Equipment Purchases       | 430             | 7,345           | 1,000           | 1,000             | 1,000            |
| <b>Subtotal Supplies</b>                    | <b>9,734</b>    | <b>20,208</b>   | <b>20,000</b>   | <b>11,500</b>     | <b>18,000</b>    |
| 55030 Long Distance/Circuit Ch              | 157             | 174             | 300             | 250               | 300              |
| 55070 Purchased Services/Contracts          | 34,073          | 11,576          | 64,740          | 21,300            | 41,940           |
| 55080 Training & Seminars                   | 19,470          | 12,863          | 14,300          | 14,300            | 17,700           |
| 55090 Memberships/Subscriptions             | 2,765           | 2,784           | 4,700           | 4,700             | 4,185            |
| 55195 Cellular Phone Charges                | 929             | 831             | 1,008           | 1,750             | 1,945            |
| 55510 Bank/Paying Agent Fees                | 22,674          | 19,334          | 25,000          | 25,000            | 22,000           |
| 55520 Appraisal/Collection Contract         | 95,943          | 98,345          | 121,192         | 126,000           | 126,000          |
| 55575 Software - Support Services           | 8,018           | 150             | 10,000          | 10,000            | 10,000           |
| 55620 Annual Audit Contract                 | 32,428          | 17,680          | 40,000          | 28,000            | 28,000           |
| 55770 Financial Services                    | 4,130           | 7,000           | 7,000           | 7,000             | 7,000            |
| <b>Subtotal Services And Utilities</b>      | <b>220,587</b>  | <b>170,737</b>  | <b>288,240</b>  | <b>238,300</b>    | <b>259,070</b>   |
| 56030 Legal Advertising                     | 891             | 2,069           | 1,000           | 1,000             | 1,000            |
| <b>Subtotal Insurance/Sundry/Elections</b>  | <b>891</b>      | <b>2,069</b>    | <b>1,000</b>    | <b>1,000</b>      | <b>1,000</b>     |
| <b>TOTAL FINANCE</b>                        | <b>758,528</b>  | <b>752,620</b>  | <b>893,553</b>  | <b>769,039</b>    | <b>956,384</b>   |

Note: 55070 - Grant/FA installation - \$4,000; New Horizons Crystal training - \$6,000; Muniservice sales tax analysis and recovery fee - \$6,500; TMRS consulting - \$11,000; Muniservices hotel tax analysis - \$2,200; Asset valuation - \$12,240

# ***Municipal Court***

## **Our Purpose**

The purpose of the Municipal Court is to provide a forum for citizens to be heard in a professional and courteous environment in matters related to Class “C” offenses filed within the city limits of the City of Huntsville so that the law may be administered in an fair and efficient manner.

## **Description of our Services**

The Municipal Court provides administrative support for the City of Huntsville’s municipal court proceedings. The Municipal Court is responsible for the collection of fines, fees, and State costs: filing citations/complaints; court scheduling; issuing, tracking, and clearing warrants; updating and maintaining court records; and reporting collections, convictions, and statistical data to the appropriate State agencies.

## **Our Goals and Accomplishments**

### **FY 07-08 Accomplishments**

- City Marshal attended training on courtroom security and applies learned knowledge and skills.
- Upgrade of court case management software from version 1.3 to version 6, providing increased flexibility in retrieval and export of information as well as increased efficiency and expediency in case management.
- Installed and implemented report writer program in order to extract customized reports/data from the case management software.
- Deputy Court Clerk achieved Level I of the Texas Municipal Court Clerk Certification Program; the first employee to accomplish this in this court. The program was developed by the Texas Court Clerks Association and the Texas Municipal Courts Education Center to provide professional development and growth.
- Began clean-up of files in case management software in preparation of mass purging of files in system.

### **FY 08-09 Department Objectives**

- Continue clean-up and purge cases from case management software.
- Two to three more clerks to achieve Level I of the Texas Municipal Court Clerk Certification Program.
- Participate in 2009 Warrant Roundup along with nearly 200 other municipal courts throughout the state.
- Research possibility of photo insertion capability in current case management software system to enhance warrant service and identification of defendants.
- Begin converting current system generated forms to updated format.
- Develop and utilize Report Writer software for case management and statistical purposes.

## Our Resources

### Personnel Summary

| Division               | FY 06-07    | FY 07-08    | FY 08-09    |
|------------------------|-------------|-------------|-------------|
| Municipal Court        | 5.50        | 5.50        | 5.50        |
| Court Security         | 1.00        | 1.00        | 1.00        |
| <b>Total Personnel</b> | <b>6.50</b> | <b>6.50</b> | <b>6.50</b> |

### Budget Summary

| Division            | FY 06-07<br>Actual | FY 07-08<br>Estimated | FY 08-09<br>Budget |
|---------------------|--------------------|-----------------------|--------------------|
| Municipal Court     | 266,638            | 299,862               | 330,301            |
| Court Security      | 58,833             | 68,534                | 78,052             |
| <b>Total Budget</b> | <b>325,471</b>     | <b>368,396</b>        | <b>408,353</b>     |

## Our Workload

| Workload Indicator  | FY 06-07<br>Actual | FY 07-08<br>Actual | FY 08-09<br>Estimate |
|---|--------------------|--------------------|----------------------|
| Number of Cases Filed and Processed (including juveniles & minors) <sup>1</sup> | 7,407              | 7,700              | 7,800                |
| Number of Juvenile/Minor Cases Filed  | 954                | 750                | 800                  |
| Number of Cases Scheduled for Court Appearance                                  | 9,638              | 11,500             | 11,700               |
| Number of Warrants Issued   | 2,936              | 2,800              | 2,800                |
| Number of Cases Requiring Translation (Spanish)                                 | 621                | 600                | 620                  |
| Total Revenue Collected   | \$1,015,066        | \$1,050,000        | \$1,113,000          |

1- Includes traffic, parking, State law, and City ordinance violations

## Measuring our Effectiveness

| Performance Measure               | FY 06-07 Actual | FY 07-08 Actual | FY 08-09 Target |
|-----------------------------------|-----------------|-----------------|-----------------|
| Number of Warrants Served         | 2,668           | 2,800           | 3,000           |
| Revenue Collected on Warrants     | \$422,631       | \$397,600       | \$400,000       |
| Number of Community Service Cases | 444             | 540             | 640             |



# Budget Information

## 101-231 FINANCE DEPARTMENT - MUNICIPAL COURT

FTE: 5.00

| Account Title                               | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                  | 148,597         | 163,737         | 183,392         | 182,000           | 194,464          |
| 51118 Salaries - Part Time                  | 7,381           | 8,751           | 13,111          | 8,500             | 9,505            |
| 51121 Longevity                             | 223             | 577             | 342             | 2,000             | 2,533            |
| 51126 License Pay                           | -               | 918             | 900             | 900               | 900              |
| 51130 Overtime                              | 1,733           | 2,460           | 1,340           | 850               | 1,300            |
| 51201 TMRS Retirement                       | 24,569          | 27,835          | 30,372          | 30,508            | 43,043           |
| 51202 Health Insurance                      | 22,890          | 32,728          | 35,832          | 28,600            | 37,680           |
| 51203 Disability Insurance                  | 630             | 650             | 880             | 800               | 933              |
| 51204 Workers Comp Insurance                | 332             | 353             | 393             | 330               | 347              |
| 51205 Medicare Tax                          | 2,147           | 2,235           | 2,867           | 1,850             | 2,218            |
| 51206 Unemployment Comp Ins                 | 1,437           | 67              | 270             | 650               | 270              |
| <b>Subtotal Salaries/Other Pay/Benefits</b> | <b>209,939</b>  | <b>240,311</b>  | <b>269,699</b>  | <b>256,988</b>    | <b>293,193</b>   |
| 52010 Office Supplies                       | 2,885           | 3,341           | 5,000           | 5,000             | 6,500            |
| 52020 Postage                               | 5,607           | 4,388           | 8,610           | 8,200             | -                |
| 52080 Educational                           | 159             | 182             | 240             | 265               | 350              |
| 52130 Other Supplies                        | 633             | 1,178           | -               | -                 | -                |
| 52200 Non Capital Equipment Purchases       | -               | 1,949           | -               | 1,596             | -                |
| <b>Subtotal Supplies</b>                    | <b>9,284</b>    | <b>11,038</b>   | <b>13,850</b>   | <b>15,061</b>     | <b>6,850</b>     |
| 53010 Building Maintenance                  | -               | -               | 5,000           | 5,000             | 5,000            |
| <b>Subtotal Maintenance Of Structures</b>   | <b>-</b>        | <b>-</b>        | <b>5,000</b>    | <b>5,000</b>      | <b>5,000</b>     |
| 55030 Long Distance/Circuit Ch              | 150             | 183             | 350             | 300               | 350              |
| 55034 Communication & Data Services         | -               | -               | -               | -                 | 360              |
| 55045 Bldg Overhead Justice Center          | 8,366           | 5,920           | 8,000           | 8,000             | 8,000            |
| 55060 Attorney Fees/Court Costs             | 1,689           | 526             | 1,500           | 1,500             | 1,500            |
| 55070 Purchased Services/Contracts          | 2,517           | 1,803           | 3,500           | 4,400             | 3,500            |
| 55080 Training & Seminars                   | 2,251           | 1,942           | 5,170           | 2,812             | 5,009            |
| 55090 Memberships/Subscriptions             | 146             | 331             | 271             | 331               | 271              |
| 55195 Cellular Phone Charges                | 462             | 595             | 480             | 570               | 268              |
| 55510 Bank/Paying Agent Fees                | 2,730           | 3,989           | 4,000           | 4,900             | 6,000            |
| 55560 Copier Contracts                      | 2,084           | -               | -               | -                 | -                |
| <b>Subtotal Services And Utilities</b>      | <b>20,395</b>   | <b>15,289</b>   | <b>23,271</b>   | <b>22,813</b>     | <b>25,258</b>    |
| <b>TOTAL MUNICIPAL COURT</b>                | <b>239,618</b>  | <b>266,638</b>  | <b>311,820</b>  | <b>299,862</b>    | <b>330,301</b>   |

Note: 55510 - Increase in bank fees for credit card payments based on current and previous fiscal year expenses.  
55070 - Vehicle tag searches through TxDOT; collection agency fees to MSB; anticipated increase in collection agency fees.



# Budget Information

## 601-432 FINANCE DEPARTMENT - COURT SECURITY DIVISION

FTE: 1.00

| Account Title                               | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                  | 18,165          | 37,563          | 39,016          | 39,016            | 40,777           |
| 51121 Longevity                             | -               | 27              | 73              | 73                | 121              |
| 51123 Incentive Pay                         | -               | 138             | -               | -                 | -                |
| 51126 License Pay                           | 311             | 491             | 900             | 900               | 600              |
| 51130 Overtime                              | -               | 515             | 1,200           | 1,200             | 1,200            |
| 51201 TMRS Retirement                       | 3,017           | 6,429           | 6,578           | 6,578             | 9,026            |
| 51202 Health Insurance                      | 5,898           | 6,550           | 7,166           | 7,166             | 7,536            |
| 51203 Disability Insurance                  | 3               | 180             | 187             | 187               | 196              |
| 51204 Workers Comp Insurance                | 462             | 843             | 851             | 851               | 734              |
| 51205 Medicare Tax                          | 241             | 510             | 580             | 580               | 602              |
| 51206 Unemployment Comp Ins                 | -               | (40)            | 45              | 99                | 45               |
| <b>Subtotal Salaries/Other Pay/Benefits</b> | <b>28,097</b>   | <b>53,206</b>   | <b>56,596</b>   | <b>56,650</b>     | <b>60,837</b>    |
| 52040 Gas and Oil                           | -               | 1,570           | 3,000           | 8,170             | 13,600           |
| 52130 Other Supplies                        | 4,666           | 3,919           | 1,000           | 1,000             | 1,000            |
| <b>Subtotal Supplies</b>                    | <b>4,666</b>    | <b>5,489</b>    | <b>4,000</b>    | <b>9,170</b>      | <b>14,600</b>    |
| 54040 Motor Vehicle Maintenance             | -               | 138             | 500             | 500               | 1,000            |
| <b>Subtotal Maintenance Of Equipment</b>    | <b>-</b>        | <b>138</b>      | <b>500</b>      | <b>500</b>        | <b>1,000</b>     |
| 55080 Training & Seminars                   | -               | -               | 1,350           | 1,350             | 987              |
| 55090 Memberships/Subscriptions             | -               | -               | 60              | 60                | 60               |
| 55195 Cellular Phone Charges                | -               | -               | 504             | 504               | 268              |
| <b>Subtotal Services And Utilities</b>      | <b>-</b>        | <b>-</b>        | <b>1,914</b>    | <b>1,914</b>      | <b>1,315</b>     |
| 56012 Insurance - Fleet                     | -               | -               | 300             | 300               | 300              |
| <b>Subtotal Insurance/Sundry/Elections</b>  | <b>-</b>        | <b>-</b>        | <b>300</b>      | <b>300</b>        | <b>300</b>       |
| <b>TOTAL COURT SECURITY DIVISION</b>        | <b>32,763</b>   | <b>58,833</b>   | <b>63,310</b>   | <b>68,534</b>     | <b>78,052</b>    |

Note: 52040 - First full year of vehicle use

# Utility Billing

## Our Purpose

The purpose of Utility Billing is to provide billing and revenue collection services to both City utility customers and other City departments in order to provide excellent service to our utility customers and accurately record and receipt revenues for the City of Huntsville.

## Description of Our Services

Utility Billing ensures that utility customers are billed in accordance with the rate structure established by City Council and are treated equitably in compliance with ordinances and policies. Utility Billing performs a wide variety of functions including billing and collection; customer requests for connects, disconnects, and transfers of service; bad debt and non-payment issues; assisting customers with payment options and arrangements; and answering questions regarding billing and services. The division also acts as a central collection point for all monies received by other City departments.

## Our Goals and Accomplishments

### FY 07-08 Accomplishments

- Maintained current accounts receivable at 98%
- Held bad debt write to less than \$3,000/month
- Reduced percent of billing adjustments to less than .50%
- Increased deposits for habitually delinquent utility accounts
- Completed implementation of check scanning and automatic account updates
- Implemented cash collections and procedures at the service center
- Began project of scanning utility applications for records retention

### FY 08-09 Department Objectives

- Continue efforts to minimize utility account charge offs
- Monitor outside collections of charged off utility accounts
- Explore alternative delivery methods of billings to institutional account customers (email)
- Review feasibility of scanning customers' service application forms and attaching copies to the customer's account
- Determine benefits of remote capture of payments when process becomes available through the bank
- Complete project of scanning utility applications for records retention

## Our Resources

### Personnel Summary

| Division               | FY 06-07    | FY 07-08    | FY 08-09    |
|------------------------|-------------|-------------|-------------|
| Utility Billing        | 6.00        | 6.00        | 6.00        |
| <b>Total Personnel</b> | <b>6.00</b> | <b>6.00</b> | <b>6.00</b> |

### Budget Summary

| Division            | FY 06-07<br>Actual | FY 07-08<br>Estimated | FY 08-09<br>Budget |
|---------------------|--------------------|-----------------------|--------------------|
| Utility Billing     | 394,617            | 401,789               | 450,811            |
| <b>Total Budget</b> | <b>394,617</b>     | <b>401,789</b>        | <b>450,811</b>     |

## Our Workload

| Workload Indicator                              | FY 05-06<br>Actual | FY 06-07<br>Actual | FY 07-08<br>Actual<br>(thru 1 <sup>st</sup> 2 qtrs) | FY 08-09<br>Estimate |
|---|--------------------|--------------------|---|----------------------|
| Number of Utility Account Bills Generated       | 98,273             | 100,948            | 51,074  | 101,000              |
| Number of Utility Payments Received             | 82,025             | 81,499             | 47,862  | 83,000               |
| Dollar Value of Utility Accounts Billed         | \$20,956,314       | \$21,493,379       | \$11,277,560  | 21,500,00            |
| Number of Other Cash Collections Received       | 9,798              | 8,719              | 4,201   | 8,500                |
| Dollar Value of Other Cash Collections Received | \$8,869,978        | 9,594,752          | 6,020,975   | 9,000,000            |
| Meter Reading Service Orders Generated          | 13,718             | 14,993             | 5,256   | 15,000               |
| Number of Penalties Processed                   | 17,613             | 15,462             | 8,188   | 16,000               |
| Dollar Value of Penalties Processed             | \$165,400          | \$139,513          | \$82,981  | 150,000              |
| Number of Billing Adjustments Made <sup>1</sup> | 588                | 671                | 95  | 300                  |
| Number of Other Adjustments Made <sup>2</sup>   | 7,156              | 9,432              | 4,502   | 9,000                |

1- Billing Adjustments are adjustments made to utility accounts and consumption data because of meter misreads or other billing errors.

2- Other Adjustments include adjustments made to utility accounts because of leaks, waiving of penalties, service fees, reinstate fees, tamper fees, etc. No adjustment is made to consumption data.

## Measuring our Effectiveness

| Performance Measure  | FY 05-06<br>Actual | FY 06-07<br>Actual | FY 07-08<br>(YTD) | FY 08-09<br>Target |
|--|--------------------|--------------------|-------------------|--------------------|
| % of Monthly Bills Posted to Customer Accounts On-Time                       | 100%               | 100%               | 100%              | 100%               |
| Number of Billing Adjustments to Correct Meter Reading and/or Billing Errors | 0.59%              | 0.67%              | .19%              | .50%               |
| % of Utility Accounts With Balances More Than 30 Days Past Due <sup>3</sup>  | 0.40%              | 0.30%              | .65%              | .50%               |
| Uncollectible Account Charge-Offs as a % of Total Dollars Billed             | 0.67%              | 0.09%              | .17%              | .50%               |

3- Utility accounts whose balances are more than 30 days past due were reduced in fiscal year 05-06 through implementation of policy changes passed by City Council regarding penalties, service disconnections for nonpayment, and deposit requirements, as well as writing-off old delinquent balances.



# Budget Information

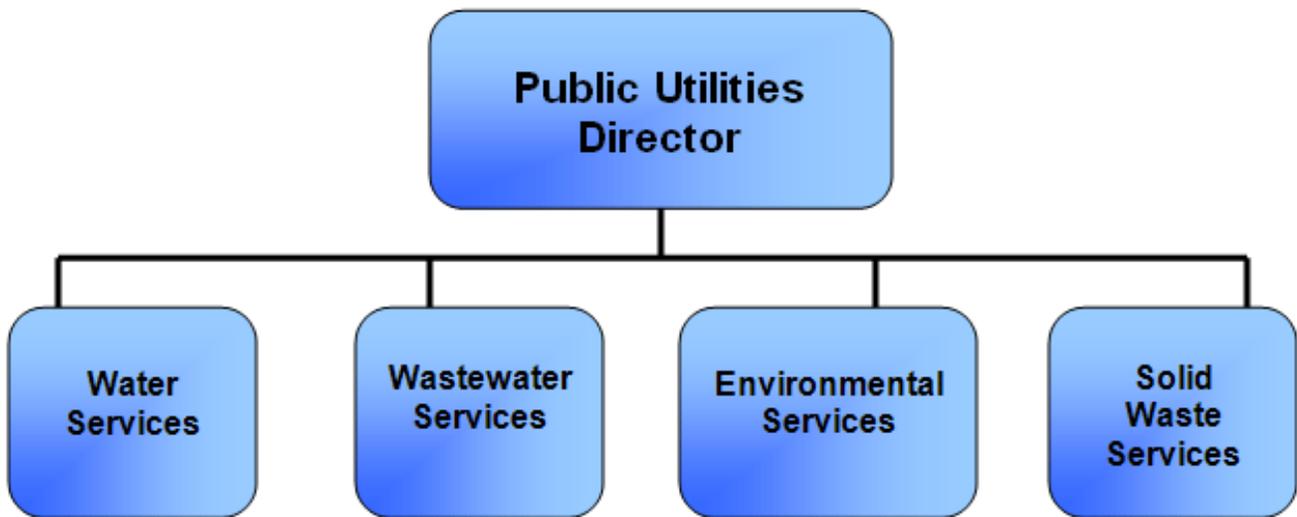
## 220-212 FINANCE DEPARTMENT - UTILITY BILLING

FTE: 6.00

| Account Title                               | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                  | 207,396         | 208,198         | 223,199         | 192,340           | 225,830          |
| 51121 Longevity                             | 4,228           | 3,101           | 3,712           | 2,500             | 2,730            |
| 51130 Overtime                              | 1,245           | 2,102           | 3,000           | 3,200             | 3,500            |
| 51201 TMRS Retirement                       | 34,533          | 34,724          | 37,327          | 32,200            | 49,712           |
| 51202 Health Insurance                      | 33,981          | 39,324          | 42,998          | 32,000            | 45,216           |
| 51203 Disability Insurance                  | 939             | 969             | 1,071           | 898               | 1,078            |
| 51204 Workers Comp Insurance                | 445             | 417             | 446             | 250               | 381              |
| 51205 Medicare Tax                          | 2,413           | 2,312           | 2,731           | 2,600             | 3,314            |
| 51206 Unemployment Comp Ins                 | 1,627           | 30              | 270             | 500               | 270              |
| <b>Subtotal Salaries/Other Pay/Benefits</b> | <b>286,807</b>  | <b>291,177</b>  | <b>314,754</b>  | <b>266,488</b>    | <b>332,031</b>   |
| 52010 Office Supplies                       | 3,656           | 4,725           | 5,000           | 5,000             | 5,000            |
| 52020 Postage                               | 33,837          | 37,594          | 40,000          | 38,500            | 42,000           |
| 52200 Non Capital Equipment Purchases       | -               | 2,088           | 2,000           | 2,000             | 2,000            |
| 52410 Customer Education Supplies           | 785             | 818             | 1,500           | 1,500             | 1,500            |
| <b>Subtotal Supplies</b>                    | <b>38,278</b>   | <b>45,225</b>   | <b>48,500</b>   | <b>47,000</b>     | <b>50,500</b>    |
| 54010 Office Equipment Maintenance          | 1,369           | 1,564           | 1,700           | 1,564             | 2,000            |
| 54030 Radio Maintenance                     | 37              | 56              | 110             | 200               | 100              |
| 54180 Maint - Drive Thru Pymnt Window       | -               | 4,750           | 300             | 4,450             | 500              |
| <b>Subtotal Maintenance Of Equipment</b>    | <b>1,406</b>    | <b>6,370</b>    | <b>2,110</b>    | <b>6,214</b>      | <b>2,600</b>     |
| 55030 Long Distance/Circuit Ch              | 78              | 104             | 300             | 550               | 500              |
| 55070 Purchased Services/Contracts          | 1,074           | 2,100           | 12,000          | 12,000            | 12,000           |
| 55080 Training & Seminars                   | 1,530           | 2,822           | 3,300           | 2,650             | 3,000            |
| 55120 Mileage & Miscellaneous Meals         | -               | 160             | -               | -                 | 180              |
| 55172 Bill Services Supp/Mail               | 19,815          | 20,585          | 26,000          | 23,000            | 26,000           |
| 55510 Bank/Paying Agent Fees                | 7,499           | 10,452          | 10,000          | 17,000            | 12,000           |
| 55575 Software - Support Services           | 10,672          | 2,975           | 12,000          | 12,000            | 12,000           |
| <b>Subtotal Services And Utilities</b>      | <b>40,668</b>   | <b>39,198</b>   | <b>63,600</b>   | <b>67,200</b>     | <b>65,680</b>    |
| 69020 Cap. Mach/Tools/Equip                 | -               | 12,647          | -               | 14,887            | -                |
| <b>Subtotal Capital Outlays</b>             | <b>-</b>        | <b>12,647</b>   | <b>-</b>        | <b>14,887</b>     | <b>-</b>         |
| <b>TOTAL UTILITY BILLING</b>                | <b>367,159</b>  | <b>394,617</b>  | <b>428,964</b>  | <b>401,789</b>    | <b>450,811</b>   |

Note: 55070 - Fees payable to Municipal Services Bureau for collections and various other service contracts  
52020 - Postage costs of mailing utility bills and delinquent notices (including anticipated postage increases)  
55172 - Data Prose contract for generation of utility bills and delinquent notices plus statement forms and envelopes  
55510 - Credit Card fees associated with utility payment paid by credit cards (Increased \$2,000 due to citizens' increased use of credit cards for bill payments)  
55575 - iNCODE (billing software) support services

# Public Utilities





# Budget Information

## 101-320 PUBLIC UTILITIES DEPARTMENT - PUBLIC UTILITIES ADMIN

FTE: 2.00

| Account Title                                   | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                      | 370,513         | 102,835         | 112,651         | 108,240           | 116,609          |
| 51118 Salaries - Part Time                      | 9,879           | -               | -               | -                 | -                |
| 51121 Longevity                                 | 6,156           | 1,118           | 1,231           | 1,164             | 1,323            |
| 51125 Car Allowance                             | 81              | (81)            | -               | 2,975             | 4,200            |
| 51126 License Pay                               | 1,260           | 1,236           | 1,260           | -                 | -                |
| 51130 Overtime                                  | 755             | 422             | 500             | 400               | 1,000            |
| 51201 TMRS Retirement                           | 61,448          | 17,531          | 18,734          | 18,393            | 26,564           |
| 51202 Health Insurance                          | 39,885          | 13,108          | 14,333          | 12,074            | 15,072           |
| 51203 Disability Insurance                      | 1,421           | 337             | 446             | 427               | 457              |
| 51204 Workers Comp Insurance                    | 819             | 211             | 225             | 193               | 198              |
| 51205 Medicare Tax                              | 2,563           | 401             | 477             | 459               | 512              |
| 51206 Unemployment Comp Ins                     | 2,013           | 26              | 90              | 198               | 90               |
| <b>Subtotal Salaries/Other Pay/Benefits</b>     | <b>496,793</b>  | <b>137,144</b>  | <b>149,947</b>  | <b>144,523</b>    | <b>166,025</b>   |
| 52010 Office Supplies                           | 4,367           | 981             | 750             | 750               | 750              |
| 52030 Clothing                                  | 32              | -               | -               | -                 | -                |
| 52040 Gas & Oil                                 | 989             | 1,016           | 1,200           | 1,045             | -                |
| 52080 Educational                               | 714             | -               | -               | -                 | -                |
| 52130 Other Supplies                            | 1,775           | 1,436           | 4,650           | 4,650             | 4,650            |
| 52600 Employee Recognition                      | 1,331           | 1,377           | 1,500           | 1,500             | 1,500            |
| <b>Subtotal Supplies</b>                        | <b>9,208</b>    | <b>4,810</b>    | <b>8,100</b>    | <b>7,945</b>      | <b>6,900</b>     |
| 54030 Radio Maintenance                         | 127             | 204             | -               | -                 | -                |
| 54040 Motor Vehicle Maintenance                 | 395             | 49              | 540             | 44                | -                |
| <b>Subtotal Maintenance Of Equipment</b>        | <b>522</b>      | <b>253</b>      | <b>540</b>      | <b>44</b>         | <b>-</b>         |
| 55030 Long Distance/Circuit Ch                  | 193             | 75              | 100             | 100               | 100              |
| 55070 Purchased Services/Contracts              | 1,430           | -               | -               | -                 | -                |
| 55080 Training & Seminars                       | 10,508          | 4,041           | 3,983           | 3,900             | 4,285            |
| 55085 Community Relations                       | -               | 236             | -               | -                 | -                |
| 55090 Memberships/Subscriptions                 | 3,178           | 636             | 522             | 666               | 607              |
| 55120 Mileage & Miscellaneous Meals             | 444             | -               | -               | -                 | -                |
| 55195 Cellular Phone Charges                    | 2,770           | 861             | 1,008           | 840               | 823              |
| <b>Subtotal Services And Utilities</b>          | <b>18,523</b>   | <b>5,849</b>    | <b>5,613</b>    | <b>5,506</b>      | <b>5,815</b>     |
| 56012 Insurance - Fleet                         | 304             | 283             | -               | -                 | -                |
| 56040 Other                                     | 515             | -               | -               | -                 | -                |
| <b>Subtotal Insurance/Sundry/Elections</b>      | <b>819</b>      | <b>283</b>      | <b>-</b>        | <b>-</b>          | <b>-</b>         |
| 90300 Vehicle & Equipment                       | 2,916           | 1,268           | -               | -                 | -                |
| <b>Subtotal Interfund Charges/Transfers Out</b> | <b>2,916</b>    | <b>1,268</b>    | <b>-</b>        | <b>-</b>          | <b>-</b>         |
| <b>TOTAL PUBLIC UTILITIES ADMIN</b>             | <b>528,781</b>  | <b>149,607</b>  | <b>164,200</b>  | <b>158,018</b>    | <b>178,740</b>   |

Note: 52130 - Ink cartridges for Service Center laser printer - \$3,500. Presentation materials, conference room and meeting room supplies, including easels and paper, dry erase board supplies - \$390. Newspaper subscription - \$260. Flag replacement \$500 annually.

# ***Water Services***

## **Our Purpose**

The purpose of Water Services is to provide an adequate supply of safe, affordable, and dependable drinking water to the utility customers of Huntsville in order to meet consumption, fire suppression, and other community needs and so that they may enjoy an improved quality of life and a safe community.

## **Description of Our Services**

The Divisions of Water Services are responsible for water production and treatment, water distribution, and meter reading. Services are provided in accordance with standards established and governed by the Environmental Protection Agency (EPA) and Texas Commission on Environmental Quality (TCEQ). The Water Production Division operates seven water wells and two water production plants. This division is charged with providing clean, potable water to the City of Huntsville. Duties include water well maintenance, motor and pump maintenance, and chemical treatment.

The Water Distribution Division maintains approximately 200 miles of water distribution lines in the City of Huntsville and surrounding rural areas. This division is charged with line maintenance, line construction, water taps, fire hydrant maintenance, water line locates, and water line repair. Meter Reading Division maintains approximately 9,500 water meters. This division is charged with meter maintenance, meter reading, and customer service.

## **Our Goals and Accomplishments**

### **FY 07-08 Accomplishments**

- Began installation of a filter system for the Spring Creek water plant.
- Upgraded the Palm Street Water Plant.
- Continued waterline cleaning program. (pigging)
- Two 1 million gallon ground storage tanks rehabilitated.
- Rehabilitated the 2 million gallon elevated water tank.
- Completed the design of the TRA water plant revitalization.

### **FY 08-09 Department Objectives**

- Reduce brown water by filtration at the Spring Creek water plant.
- Continue waterline cleaning program (pigging)
- Implement an aggressive water meter change out program
- Begin a valve maintenance program in the water distribution system.
- Obtain council approval on TRA plant revitalization.

## Our Resources

### Personnel Summary

| Division                       | FY 06-07     | FY 07-08     | FY 08-09     |
|--------------------------------|--------------|--------------|--------------|
| Surface Water Plant            | -            | -            | -            |
| Water Production               | 4.00         | 4.00         | 4.00         |
| Water Distribution             | 10.00        | 10.00        | 10.00        |
| Meter Reading                  | 4.00         | 4.00         | 4.00         |
| Construction Crew <sup>1</sup> | 4.00         | -            | -            |
| <b>Total Personnel</b>         | <b>22.00</b> | <b>18.00</b> | <b>18.00</b> |

### Budget Summary

| Division            | FY 06-07<br>Actual | FY 07-08<br>Estimated | FY 08-09<br>Budget |
|---------------------|--------------------|-----------------------|--------------------|
| Surface Water Plant | 3,366,093          | 3,204,900             | 3,357,500          |
| Water Production    | 770,333            | 716,268               | 832,024            |
| Water Distribution  | 865,772            | 779,834               | 849,379            |
| Meter Reading       | 186,911            | 171,677               | 204,401            |
| Construction Crew   | 237,538            | -                     | -                  |
| <b>Total Budget</b> | <b>5,426,647</b>   | <b>4,872,679</b>      | <b>5,243,304</b>   |

1 – Construction Crew moved to Public Works Division FY07-08

## Our Workload

| Workload Indicator   | FY 06-07 Actual | FY 07-08<br>1 <sup>st</sup> and 2 <sup>nd</sup> Qtr | FY 08-09<br>Estimate |
|--|-----------------|---|----------------------|
| Customers Service Calls Performed by Meter Reading Crew    | 12,296          | 5517  | 11000                |
| Number of Water Quality Samples Taken                      | 3068            | 1502  | 3004                 |
| Total Gallons of Water Produced                            | 2.58 billion    | 1.3 billion   | 2.7 billion          |
| Water Main Leaks Repaired                                  | 32              | 134   | 268                  |
| Number of Locates on the City's Underground Infrastructure | 1,224           | 283   | 566                  |
| Work Orders Performed by City Electrician                  | 62              | 127   | 254                  |
| Average SCADA Call-outs Per Month                          | 12              | 8   | 8                    |
| New Water Connections Installed                            | 99              | 64  | 128                  |
| New Sewer Taps Installed                                   | 140             | 37  | 74                   |
| Number of Service Complaints Received                      | 190             | 141   | 282                  |

## Measuring Our Effectiveness

| Performance Measure  | FY 06-07<br>Actual | FY 07-08<br>1 <sup>st</sup> and 2 <sup>nd</sup> Qtr | FY 08-09<br>Estimate |
|--|--------------------|---|----------------------|
| Service Complaints as a % of total Customer Accounts                               | 1.9%               | 1.3%  | 1.3%                 |
| % of Water Taps Completed Within 14 Days   | 100%               | 100%  | 100%                 |
| Ratio of Repair Work Orders to Preventative Maintenance Work Orders at Water Plant | 1.5 to 1           | 1.8 to 1  | 1.7 to 1             |
| % of Water Production Accountability   | 92%                | 92%   | 92%                  |
| % of Citizens Rating Water Services as Good or Excellent                           | 78%                | survey conducted<br>bi-annually                     | 100%                 |



# Budget Information

## 220-360 PUBLIC UTILITIES DEPARTMENT - SURFACE WATER PLANT

| Account Title                          | 05-06<br>Actual  | 06-07<br>Actual  | 07-08<br>Budget  | 07-08<br>Estimate | 08-09<br>Adopted |
|--|------------------|------------------|------------------|-------------------|------------------|
| 79010 Plant Operations                 | 2,676,463        | 2,923,586        | 2,698,200        | 2,900,120         | 2,919,200        |
| 79020 Raw Water Purchase               | 304,776          | 442,507          | 423,181          | 304,780           | 438,300          |
| <b>Subtotal Services And Utilities</b> | <b>2,981,239</b> | <b>3,366,093</b> | <b>3,121,381</b> | <b>3,204,900</b>  | <b>3,357,500</b> |
| <b>TOTAL SURFACE WATER PLANT</b>       | <b>2,981,239</b> | <b>3,366,093</b> | <b>3,121,381</b> | <b>3,204,900</b>  | <b>3,357,500</b> |

Note: 79010 - Operations and Maintenance for the TRA plant (data and figures provided by TRA staff). Increase reflects increased costs fo chemicals and electricity.  
79020 - Raw water charges from TRA



# Budget Information

## 220-361 PUBLIC UTILITIES DEPARTMENT - WATER PRODUCTION

FTE: 4.00

| Account Title                                   | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                      | 147,515         | 165,239         | 169,308         | 164,330           | 178,057          |
| 51121 Longevity                                 | 1,074           | 1,070           | 1,320           | 1,224             | 1,509            |
| 51126 License Pay                               | 697             | 1,034           | 1,650           | 1,581             | 1,830            |
| 51130 Overtime                                  | 13,364          | 15,005          | 18,000          | 12,179            | 25,000           |
| 51201 TMRS Retirement                           | 26,362          | 29,331          | 28,340          | 29,565            | 39,454           |
| 51202 Health Insurance                          | 22,656          | 26,215          | 28,666          | 24,149            | 30,144           |
| 51203 Disability Insurance                      | 702             | 766             | 813             | 786               | 855              |
| 51204 Workers Comp Insurance                    | 4,669           | 4,456           | 4,374           | 3,863             | 3,815            |
| 51205 Medicare Tax                              | 2,191           | 2,453           | 2,498           | 2,494             | 2,630            |
| 51206 Unemployment Comp Ins                     | 1,084           | 20              | 180             | 180               | 180              |
| <b>Subtotal Salaries/Other Pay/Benefits</b>     | <b>220,314</b>  | <b>245,589</b>  | <b>255,149</b>  | <b>240,351</b>    | <b>283,474</b>   |
| 52010 Office Supplies                           | 1,507           | 758             | 800             | 243               | 800              |
| 52020 Postage                                   | 32              | 98              | 200             | 200               | 200              |
| 52030 Clothing                                  | 1,342           | 1,041           | 1,200           | 1,432             | 1,500            |
| 52031 Clothing - Safety Gear                    | 669             | 465             | -               | -                 | -                |
| 52040 Gas & Oil                                 | 11,436          | 8,025           | 12,000          | 9,833             | 10,200           |
| 52050 Minor Tools/Instruments                   | 2,969           | 3,475           | 2,500           | 2,363             | 2,500            |
| 52060 Cleaning Supplies                         | 741             | 1,354           | 1,100           | 1,751             | 1,100            |
| 52070 Chemical Supplies                         | 61,123          | 45,480          | 36,000          | 41,233            | 41,233           |
| 52090 Botanical/Agricultural                    | 228             | 135             | 250             | -                 | -                |
| 52130 Other Supplies                            | 599             | 764             | 500             | 500               | 500              |
| 52200 Non Capital Equipment Purchases           | 2,044           | 525             | 700             | 700               | 700              |
| 52410 Customer Education Supplies               | 2,723           | 1,622           | 3,000           | 3,000             | 3,000            |
| <b>Subtotal Supplies</b>                        | <b>85,413</b>   | <b>63,742</b>   | <b>58,250</b>   | <b>61,255</b>     | <b>61,733</b>    |
| 53010 Building Maintenance                      | 1,192           | 1,336           | 2,300           | 2,300             | 2,300            |
| 53060 Water Production Maintenance              | 17,743          | 95,160          | 131,000         | 50,873            | 75,000           |
| 53062 Maint-Tanks/Aerators                      | -1,028          | 1,149           | -               | -                 | -                |
| 53064 Maint-Chlorinating/Ammonia Equip          | 2,543           | 2,465           | -               | -                 | -                |
| <b>Subtotal Maintenance Of Structures</b>       | <b>20,450</b>   | <b>100,110</b>  | <b>133,300</b>  | <b>53,173</b>     | <b>77,300</b>    |
| 54020 Maint - Mach/Tools/Instruments            | 833             | 2,128           | 2,000           | 286               | 2,000            |
| 54030 Radio Maintenance                         | 1,187           | 530             | 600             | 245               | 600              |
| 54040 Motor Vehicle Maintenance                 | 2,776           | 2,671           | 3,000           | 3,227             | 3,000            |
| 54050 Maintenance of Meters                     | -               | 1,096           | -               | -                 | -                |
| 54080 Maintenance of Pumps/Motors               | 8,015           | 9,171           | -               | -                 | -                |
| 54130 SCADA Maintenance                         | 5,941           | 16,540          | 34,400          | 5,000             | 5,000            |
| <b>Subtotal Maintenance Of Equipment</b>        | <b>18,752</b>   | <b>32,136</b>   | <b>40,000</b>   | <b>8,758</b>      | <b>10,600</b>    |
| 55030 Long Distance/Circuit Ch                  | 94              | 57              | 100             | 52                | 100              |
| 55040 Electric                                  | 307,909         | 286,616         | 340,000         | 262,800           | 305,500          |
| 55050 Gas Heating                               | 1,460           | 858             | 1,700           | 487               | 560              |
| 55070 Purchased Services/Contracts              | -               | -               | 45,000          | 45,000            | 45,000           |
| 55080 Training & Seminars                       | 2,547           | 1,360           | 2,500           | 2,500             | 2,500            |
| 55085 Community Relations                       | -               | 307             | -               | -                 | -                |
| 55090 Memberships/Subscriptions                 | 526             | 399             | 450             | 450               | 450              |
| 55137 Bluebonnet Water Conserv. Dist            | 25,492          | 20,320          | 28,000          | 23,653            | 28,000           |
| 55195 Cellular Phone Charges                    | 1,413           | 1,274           | 1,512           | 979               | 1,082            |
| 55200 Pager Air Time                            | 151             | 151             | 175             | 303               | -                |
| 55700 Testing - TNRCC/TCEQ Fees                 | 7,657           | 9,709           | 15,725          | 15,725            | 15,725           |
| <b>Subtotal Services And Utilities</b>          | <b>347,249</b>  | <b>321,051</b>  | <b>435,162</b>  | <b>351,949</b>    | <b>398,917</b>   |
| 56012 Insurance - Fleet                         | 510             | 781             | -               | 781               | -                |
| <b>Subtotal Insurance/Sundry/Elections</b>      | <b>510</b>      | <b>781</b>      | <b>-</b>        | <b>781</b>        | <b>-</b>         |
| 57685 SCADA Project                             | 4,321           | -               | -               | -                 | -                |
| <b>Subtotal Programs/Projects</b>               | <b>4,321</b>    | <b>-</b>        | <b>-</b>        | <b>-</b>          | <b>-</b>         |
| 90300 Vehicle & Equipment                       | 3,444           | 6,924           | -               | -                 | -                |
| <b>Subtotal Interfund Charges/Transfers Out</b> | <b>3,444</b>    | <b>6,924</b>    | <b>-</b>        | <b>-</b>          | <b>-</b>         |
| <b>TOTAL WATER PRODUCTION</b>                   | <b>700,453</b>  | <b>770,333</b>  | <b>921,861</b>  | <b>716,268</b>    | <b>832,024</b>   |



## ***Budget Information***

Note: 53060 - Repair or replacement of one water well and other minor maintenance.  
54130 - SCADA maintenance for water system; combined SCADA maintenance with SCADA project. Reduction due to completion of upgrade program.  
55137 - Fees for Bluebonnet Groundwater Conservation District  
55070 - Rate study  
52070 - Water treatment chemicals used for the treatment of well and surface water at the water treatment facilities.  
55700 - Water system fee \$8,000 ; TCEQ sampling fees \$5,000 to \$7,000



# Budget Information

## 220-362 PUBLIC UTILITIES DEPARTMENT - WATER DISTRIBUTION

FTE: 10.00

| Account Title                                   | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                      | 312,930         | 332,275         | 342,909         | 319,615           | 351,352          |
| 51121 Longevity                                 | 3,263           | 2,304           | 2,754           | 2,486             | 2,997            |
| 51126 License Pay                               | 1,376           | 1,242           | 1,800           | 1,725             | 2,250            |
| 51130 Overtime                                  | 24,862          | 15,559          | 25,000          | 16,049            | 25,000           |
| 51201 TMRS Retirement                           | 55,465          | 56,278          | 57,158          | 56,060            | 77,560           |
| 51202 Health Insurance                          | 56,640          | 65,774          | 71,664          | 56,009            | 75,360           |
| 51203 Disability Insurance                      | 1,343           | 1,426           | 1,646           | 1,524             | 1,686            |
| 51204 Workers Comp Insurance                    | 8,606           | 8,746           | 8,984           | 7,429             | 7,792            |
| 51205 Medicare Tax                              | 4,650           | 4,775           | 5,038           | 4,795             | 5,171            |
| 51206 Unemployment Comp Ins                     | 2,665           | 45              | 450             | 928               | 450              |
| <b>Subtotal Salaries/Other Pay/Benefits</b>     | <b>471,800</b>  | <b>488,424</b>  | <b>517,403</b>  | <b>466,620</b>    | <b>549,618</b>   |
| 52010 Office Supplies                           | 948             | (677)           | 900             | 842               | 900              |
| 52020 Postage                                   | -               | -               | 100             | 100               | 100              |
| 52030 Clothing                                  | 2,743           | 3,749           | 2,850           | 3,457             | 3,600            |
| 52031 Clothing - Safety Gear                    | 1,554           | 378             | -               | -                 | -                |
| 52040 Gas & Oil                                 | 33,367          | 34,817          | 37,500          | 46,652            | 46,500           |
| 52050 Minor Tools/Instruments                   | 2,976           | 3,541           | 3,000           | 3,082             | 3,000            |
| 52060 Cleaning Supplies                         | 379             | 423             | 500             | 419               | 500              |
| 52070 Chemical Supplies                         | 46              | 480             | -               | -                 | -                |
| 52100 Traffic Supplies                          | 1,243           | 1,208           | 800             | 896               | 800              |
| 52130 Other Supplies                            | 397             | 2,141           | -               | -                 | -                |
| 52150 Water Tap Supplies                        | 43,427          | 47,137          | 40,000          | 42,745            | 45,000           |
| 52200 Non Capital Equipment Purchases           | 2,485           | 5,752           | 3,500           | 3,500             | 3,500            |
| <b>Subtotal Supplies</b>                        | <b>89,565</b>   | <b>98,949</b>   | <b>89,150</b>   | <b>101,693</b>    | <b>103,900</b>   |
| 53020 Water Line Maintenance                    | 97,820          | 127,920         | 100,000         | 112,323           | 92,000           |
| <b>Subtotal Maintenance Of Structures</b>       | <b>97,820</b>   | <b>127,920</b>  | <b>100,000</b>  | <b>112,323</b>    | <b>92,000</b>    |
| 54020 Maint - Mach/Tools/Instruments            | 938             | 214             | 800             | 800               | 800              |
| 54030 Radio Maintenance                         | 1,072           | 779             | 900             | 760               | 900              |
| 54040 Motor Vehicle Maintenance                 | 20,232          | 26,771          | 11,320          | 4,244             | 11,300           |
| 54042 Meters - Change Out Program               | 37,731          | 39,855          | 40,000          | 40,000            | 40,000           |
| 54050 Maintenance of Meters                     | 15,399          | 13,980          | 20,000          | 15,000            | 20,000           |
| 54070 Maintenance of Fire Hydrants              | 6,974           | 5,329           | 8,500           | 8,159             | 8,000            |
| <b>Subtotal Maintenance Of Equipment</b>        | <b>82,346</b>   | <b>86,928</b>   | <b>81,520</b>   | <b>68,963</b>     | <b>81,000</b>    |
| 55010 Rental of Equipment                       | -               | 200             | -               | -                 | -                |
| 55020 Lease of Land                             | -               | -               | 400             | -                 | -                |
| 55030 Long Distance/Circuit Ch                  | 38              | 37              | 100             | 33                | 100              |
| 55070 Purchased Services/Contracts              | 179             | 5,798           | -               | -                 | -                |
| 55080 Training & Seminars                       | 4,900           | 2,886           | 5,000           | 3,600             | 5,000            |
| 55090 Memberships/Subscriptions                 | 763             | 893             | 1,044           | 1,044             | 1,044            |
| 55195 Cellular Phone Charges                    | 2,342           | 2,185           | 2,520           | 1,351             | 1,617            |
| 55200 Pager Air Time                            | 159             | 158             | 350             | 152               | 100              |
| 55581 Water Line Cleaning                       | 112             | 5,757           | 21,000          | 21,000            | 15,000           |
| <b>Subtotal Services And Utilities</b>          | <b>8,493</b>    | <b>17,914</b>   | <b>30,414</b>   | <b>27,180</b>     | <b>22,861</b>    |
| 56012 Insurance - Fleet                         | 4,870           | 3,055           | -               | 3,055             | -                |
| <b>Subtotal Insurance/Sundry/Elections</b>      | <b>4,870</b>    | <b>3,055</b>    | <b>-</b>        | <b>3,055</b>      | <b>-</b>         |
| 69020 Cap. Mach/Tools/Equip                     | 17,450          | 9,406           | -               | -                 | -                |
| <b>Subtotal Capital Outlays</b>                 | <b>17,450</b>   | <b>9,406</b>    | <b>-</b>        | <b>-</b>          | <b>-</b>         |
| 90300 Vehicle & Equipment                       | 19,884          | 33,176          | -               | -                 | -                |
| <b>Subtotal Interfund Charges/Transfers Out</b> | <b>19,884</b>   | <b>33,176</b>   | <b>-</b>        | <b>-</b>          | <b>-</b>         |
| <b>TOTAL WATER DISTRIBUTION</b>                 | <b>792,228</b>  | <b>865,772</b>  | <b>818,487</b>  | <b>779,834</b>    | <b>849,379</b>   |

Note: 52150 - Water tap supplies for new or repaired service connections.

53020 - Funding for all water line repairs ranging from small leaks on service lines to the large main breaks on the distribution system.

54042 - Replacement of old/dead meters ranging from the 3/4 inch residential to the 10 inch industrial.

54050 - Repair/Calibration of large meters to maintain accurate meter reads and reduce lost water.

55581 - Waterline cleaning/pigging for the prevention of brown or discolored water. Completion of the Spring Creek filtration system is expected to decrease need for service.



# Budget Information

## 220-368 PUBLIC UTILITIES DEPARTMENT - METER READING

FTE: 4.00

| Account Title                                   | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                      | 107,347         | 102,664         | 103,231         | 97,292            | 109,120          |
| 51121 Longevity                                 | 674             | 312             | 324             | 288               | 471              |
| 51126 License Pay                               | 300             | 141             | -               | -                 | -                |
| 51130 Overtime                                  | 6,224           | 8,202           | 5,000           | 7,770             | 8,000            |
| 51201 TMRS Retirement                           | 18,646          | 18,254          | 17,035          | 17,415            | 23,836           |
| 51202 Health Insurance                          | 22,656          | 26,215          | 28,666          | 20,977            | 30,144           |
| 51203 Disability Insurance                      | 450             | 297             | 496             | 309               | 524              |
| 51204 Workers Comp Insurance                    | 3,470           | 2,815           | 2,705           | 2,304             | 2,368            |
| 51205 Medicare Tax                              | 1,619           | 1,565           | 1,502           | 1,474             | 1,589            |
| 51206 Unemployment Comp Ins                     | 1,092           | 6               | 180             | 362               | 180              |
| <b>Subtotal Salaries/Other Pay/Benefits</b>     | <b>162,478</b>  | <b>160,471</b>  | <b>159,139</b>  | <b>148,191</b>    | <b>176,232</b>   |
| 52030 Clothing                                  | 977             | 1,007           | 1,150           | 951               | 1,150            |
| 52031 Clothing - Safety Gear                    | 878             | 508             | -               | -                 | -                |
| 52040 Gas & Oil                                 | 10,212          | 11,235          | 13,000          | 13,728            | 14,200           |
| 52050 Minor Tools/Instruments                   | 472             | 471             | 800             | 1,369             | 800              |
| 52200 Non Capital Equipment Purchases           | 900             | 883             | 4,500           | 920               | 6,000            |
| <b>Subtotal Supplies</b>                        | <b>13,439</b>   | <b>14,104</b>   | <b>19,450</b>   | <b>16,968</b>     | <b>22,150</b>    |
| 54030 Radio Maintenance                         | 419             | 245             | 412             | 265               | 412              |
| 54040 Motor Vehicle Maintenance                 | 2,383           | 2,901           | 2,000           | 2,958             | 3,000            |
| <b>Subtotal Maintenance Of Equipment</b>        | <b>2,802</b>    | <b>3,146</b>    | <b>2,412</b>    | <b>3,223</b>      | <b>3,412</b>     |
| 55070 Purchased Services/Contracts              | 400             | -               | -               | -                 | -                |
| 55080 Training & Seminars                       | 777             | 885             | 2,000           | 2,000             | 2,000            |
| 55090 Memberships/Subscriptions                 | 200             | 200             | 200             | 200               | 200              |
| 55195 Cellular Phone Charges                    | 474             | 432             | 504             | 296               | 407              |
| 55200 Pager Air Time                            | -               | 38              | 150             | -                 | -                |
| 55570 Software Licenses                         | 2,547           | -               | -               | -                 | -                |
| <b>Subtotal Services And Utilities</b>          | <b>4,398</b>    | <b>1,555</b>    | <b>2,854</b>    | <b>2,496</b>      | <b>2,607</b>     |
| 56012 Insurance - Fleet                         | 1,037           | 799             | -               | 799               | -                |
| <b>Subtotal Insurance/Sundry/Elections</b>      | <b>1,037</b>    | <b>799</b>      | <b>-</b>        | <b>799</b>        | <b>-</b>         |
| 90300 Vehicle & Equipment                       | 3,400           | 6,836           | -               | -                 | -                |
| <b>Subtotal Interfund Charges/Transfers Out</b> | <b>3,400</b>    | <b>6,836</b>    | <b>-</b>        | <b>-</b>          | <b>-</b>         |
| <b>TOTAL METER READING</b>                      | <b>187,554</b>  | <b>186,911</b>  | <b>183,855</b>  | <b>171,677</b>    | <b>204,401</b>   |

Note: 52200 - Replacement of meter reading handheld unit. Funds were placed in the FY 07-08 budget; however, the delivery was delayed until FY 08-09.

# Wastewater Services

## Our Purpose

The purpose of the Wastewater Services Division is to provide wastewater collection infrastructure and treatment capacity for the utility customers of Huntsville and the State of Texas so they can have a clean and healthy waterway for domestic and recreational uses.

## Description of Our Services

Wastewater Services is responsible for the collection and treatment of the wastewater generated in Huntsville. The activities of this division are conducted within the guidelines of the Texas Commission on Environmental Quality (TCEQ), the Environmental Protection Agency (EPA), and local ordinances.

The Wastewater Collection Division is responsible for maintaining the collection system infrastructure including the gravity sewer lines, manholes, and lift stations. The City of Huntsville uses a Supervisory Control and Data Acquisition (SCADA) computer system in the collection system for operational control and maintenance management. The computer system monitors various functions from the collection system, meter stations and lift stations. The Wastewater Services Collection staff installs new service connections, cleans lines, and works to reduce inflow and infiltration (I&I) in the system. Inflow is rainwater that enters into the sanitary sewer system at points of direct connection to the system. Infiltration is groundwater that enters sanitary sewer systems through cracks or leaks in the sanitary sewer pipes or manholes. When rainwater and groundwater enter the sanitary sewer system, it must be transported and treated just as if it were wastewater. This unnecessary load on the collection and treatment facilities increases costs and can cause the system to become overloaded and overflow, putting public health at risk and violating state and federal environmental regulations. Wastewater Services staff, through the efforts of the camera and repair crews, is diligently working to locate and repair sources of I&I in our collection system.

The wastewater collected by the sewer system flows to and is treated at one of Huntsville's three wastewater treatment plants: AJ Brown Plant, N.B. Davidson Plant, and Robinson Creek Plant. The Wastewater Services Treatment staff is responsible for the operation and maintenance of each treatment facility. The City's wastewater treatment facilities play an integral role in the protection of our vital surface water resource by working to deliver quality effluent back to the environment.

## Our Goals and Accomplishments

### FY 07-08 Accomplishments

- Upgraded Chlorine equipment at AJ Brown Wastewater Treatment Plant
- Implemented upgrade or rehab of 3 lift stations
- Implemented aggressive program of smoke testing of sewer lines
- Implemented sewer line and manhole rehabilitation program
- Upgraded SCADA equipment at 5 lift stations
- Upgraded TV inspection program
- Completed installation of generators for back-up power source at 7 lift stations
- Implemented receiving septic haulers waste at Robinson Creek WWTP
- Amended wastewater ordinance to include Fats, Oil and Grease (FOG) ordinance

### FY 08-09 Department Objectives

- Upgrade SCADA equipment at 9 lift stations
- Implement upgrade or rehab of 2 lift stations
- Replace submersible pump at main lift at Robinson Creek WWTP
- Continue to reduce I & I
- Continue to identify and repair problems in the collection system
- Inspect 19 miles of sewer collection system

## Our Resources

### Personnel Summary

| Division               | FY 06-07     | FY 07-08     | FY 08-09     |
|------------------------|--------------|--------------|--------------|
| Wastewater Collection  | 10.00        | 11.00        | 11.00        |
| AJ Brown WWTP          | 5.00         | 5.00         | 5.00         |
| NB Davidson WWTP       | 4.00         | 4.00         | 4.00         |
| Robinson Creek WWTP    | 4.00         | 4.00         | 4.00         |
| <b>Total Personnel</b> | <b>23.00</b> | <b>24.00</b> | <b>24.00</b> |

### Budget Summary

| Division              | FY 06-07<br>Actual | FY 07-08<br>Estimated | FY 08-09<br>Budget |
|-----------------------|--------------------|-----------------------|--------------------|
| Wastewater Collection | 865,864            | 1,123,413             | 1,063,784          |
| AJ Brown WWTP         | 566,879            | 601,601               | 639,162            |
| NB Davidson WWTP      | 391,716            | 350,795               | 412,496            |
| Robinson Creek WWTP   | 493,548            | 478,295               | 531,481            |
| <b>Total Budget</b>   | <b>2,318,007</b>   | <b>2,554,104</b>      | <b>2,646,923</b>   |

## Our Workload

| Workload Indicator  | FY 06-07<br>Actual | FY 07-08<br>1 <sup>st</sup> and 2 <sup>nd</sup> Quarter | FY 08-09<br>Estimate |
|---|--------------------|---|----------------------|
| Total Gallons of Wastewater Treated                                 | 1.59 billion       | 741million  | 1.51 billion         |
| Wastewater Work Orders Performed                                    | 427                | 177   | 400                  |
| Number of Manholes Inspected and Serviced                           | 756                | 487   | 996                  |
| Man Hours Spent Locating Areas of Inflow and Infiltration           | 2,775              | 2,712   | 5,600                |
| Average SCADA Call-outs Per Month                                   | 639                | 578   | 590                  |
| Service Request Completed   | 133                | 114   | 250                  |
| Approximate % of Solids Removed from Wastewater at Treatment Plants | 98%                | 98%   | 98%                  |
| Number of Service Complaints Received                               | 45                 | 68  | 120                  |

## Measuring our Effectiveness

| Performance Measure   | FY 06-07<br>Actual | FY 07-08<br>1 <sup>st</sup> and 2 <sup>nd</sup> Quarter | FY 08-09<br>Target |
|---|--------------------|---|--------------------|
| Service Complaints as a % of total Customer Accounts                | 0.5%               | .47%  | .3%                |
| Number of Sanitary Sewer Overflows                                  | 49                 | 13  | 20                 |
| Ratio of Repair Work Orders to Preventative Maintenance Work Orders | 1.9 to 1           | 2.5 to 1  | 1.4 to 1           |



# Budget Information

## 221-363 PUBLIC UTILITIES DEPARTMENT - WASTEWATER COLLECTION

FTE: 11.00

| Account Title                                   | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget  | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|------------------|-------------------|------------------|
| 51111 Salaries - Full Time                      | 298,977         | 306,954         | 353,401          | 322,704           | 372,223          |
| 51121 Longevity                                 | 2,488           | 1,440           | 1,721            | 1,230             | 2,176            |
| 51126 License Pay                               | 1,769           | 1,582           | 2,100            | 2,014             | 1,500            |
| 51130 Overtime                                  | 18,977          | 19,692          | 18,000           | 17,200            | 18,000           |
| 51201 TMRS Retirement                           | 53,095          | 54,403          | 58,763           | 56,600            | 81,758           |
| 51202 Health Insurance                          | 56,409          | 65,498          | 78,830           | 70,000            | 82,896           |
| 51203 Disability Insurance                      | 1,063           | 1,293           | 1,696            | 1,400             | 1,787            |
| 51204 Workers Comp Insurance                    | 5,514           | 5,510           | 6,190            | 5,600             | 5,537            |
| 51205 Medicare Tax                              | 4,468           | 4,403           | 5,179            | 5,000             | 5,451            |
| 51206 Unemployment Comp Ins                     | 2,564           | 35              | 495              | 1,020             | 495              |
| <b>Subtotal Salaries/Other Pay/Benefits</b>     | <b>445,324</b>  | <b>460,810</b>  | <b>526,375</b>   | <b>482,768</b>    | <b>571,823</b>   |
| 52010 Office Supplies                           | 464             | 536             | 400              | 400               | 400              |
| 52030 Clothing                                  | 3,070           | 1,919           | 2,500            | 2,400             | 2,500            |
| 52031 Clothing - Safety Gear                    | 2,015           | 890             | -                | -                 | -                |
| 52040 Gas & Oil                                 | 32,788          | 34,064          | 38,000           | 48,441            | 49,800           |
| 52050 Minor Tools/Instruments                   | 1,636           | 1,454           | 2,000            | 1,800             | 2,000            |
| 52060 Cleaning Supplies                         | 684             | 108             | 300              | 350               | 350              |
| 52070 Chemical Supplies                         | 2,140           | 1,551           | 1,800            | 1,700             | 1,800            |
| 52100 Traffic Supplies                          | 864             | 211             | 500              | 500               | 750              |
| 52130 Other Supplies                            | 292             | (1)             | -                | -                 | -                |
| 52170 Sewer Tap Supplies                        | 27,363          | 19,776          | 25,000           | 21,000            | 25,000           |
| 52200 Non Capital Equipment Purchases           | 1,358           | 4,426           | 5,000            | 5,000             | 5,000            |
| <b>Subtotal Supplies</b>                        | <b>72,674</b>   | <b>64,934</b>   | <b>75,500</b>    | <b>81,591</b>     | <b>87,600</b>    |
| 53010 Building Maintenance                      | 294             | -               | -                | -                 | -                |
| 53020 Water Line Maintenance                    | 408             | -               | -                | -                 | -                |
| 53030 Sewer Line Maintenance                    | 85,130          | 98,917          | 150,000          | 135,000           | 150,000          |
| 53050 Maint-Street/Curbs/Gutters                | 888             | -               | -                | -                 | -                |
| 53070 Maint-Sewer Plant/Lift Station            | 16,039          | 18,907          | 79,500           | 72,000            | 40,000           |
| <b>Subtotal Maintenance Of Structures</b>       | <b>102,759</b>  | <b>117,824</b>  | <b>229,500</b>   | <b>207,000</b>    | <b>190,000</b>   |
| 54020 Maint - Mach/Tools/Instruments            | 1,555           | 2,503           | 3,000            | 2,800             | 3,000            |
| 54030 Radio Maintenance                         | 3,453           | 877             | 1,200            | 600               | 390              |
| 54040 Motor Vehicle Maintenance                 | 33,138          | 29,419          | 11,500           | 15,000            | 15,000           |
| 54080 Maintenance of Pumps/Motors               | 23,891          | 25,667          | -                | -                 | -                |
| 54130 SCADA Maintenance                         | 8,646           | 6,987           | 65,000           | 10,000            | 10,000           |
| <b>Subtotal Maintenance Of Equipment</b>        | <b>70,683</b>   | <b>65,453</b>   | <b>80,700</b>    | <b>28,400</b>     | <b>28,390</b>    |
| 55010 Rental of Equipment                       | 283             | -               | 1,000            | 1,000             | 1,000            |
| 55020 Lease of Land                             | 673             | 700             | 750              | 750               | 750              |
| 55030 Long Distance/Circuit Ch                  | 42              | 53              | 100              | 70                | 100              |
| 55040 Electric                                  | 49,612          | 74,810          | 74,000           | 84,100            | 74,400           |
| 55070 Purchased Services/Contracts              | 957             | -               | 20,000           | 15,000            | -                |
| 55080 Training & Seminars                       | 5,849           | 5,490           | 7,000            | 7,000             | 7,000            |
| 55090 Memberships/Subscriptions                 | 588             | 790             | 714              | 734               | 764              |
| 55195 Cellular Phone Charges                    | 3,764           | 3,498           | 1,008            | 3,400             | 2,957            |
| 55200 Pager Air Time                            | 151             | 113             | 500              | 100               | -                |
| 55582 WW Odor Remediation                       | 33,150          | -               | -                | -                 | -                |
| <b>Subtotal Services And Utilities</b>          | <b>95,069</b>   | <b>85,454</b>   | <b>105,072</b>   | <b>112,154</b>    | <b>86,971</b>    |
| 56012 Insurance - Fleet                         | 4,261           | 2,678           | -                | -                 | -                |
| <b>Subtotal Insurance/Sundry/Elections</b>      | <b>4,261</b>    | <b>2,678</b>    | <b>-</b>         | <b>-</b>          | <b>-</b>         |
| 57685 SCADA Project                             | 3,386           | -               | -                | -                 | -                |
| <b>Subtotal Programs/Projects</b>               | <b>3,386</b>    | <b>-</b>        | <b>-</b>         | <b>-</b>          | <b>-</b>         |
| 69020 Cap. Mach/Tools/Equip                     | -               | 8,363           | -                | 55,000            | 99,000           |
| <b>Subtotal Capital Outlays</b>                 | <b>-</b>        | <b>8,363</b>    | <b>-</b>         | <b>55,000</b>     | <b>99,000</b>    |
| 90300 Vehicle & Equipment                       | 25,700          | 60,348          | 156,500          | 156,500           | -                |
| <b>Subtotal Interfund Charges/Transfers Out</b> | <b>25,700</b>   | <b>60,348</b>   | <b>156,500</b>   | <b>156,500</b>    | <b>-</b>         |
| <b>TOTAL WASTEWATER COLLECTION</b>              | <b>819,856</b>  | <b>865,864</b>  | <b>1,173,647</b> | <b>1,123,413</b>  | <b>1,063,784</b> |



## ***Budget Information***

Note: 52170 - New sewer taps supplies

53030 - All sewer line maintenance; sewer manhole repair & replacement, and sewer rig and lids; materials used to repair sewer lines and manholes; contract labor for repairs not in house.

53070 - Repair or replacement of all pumps & motors at 28 Lift Stations.

54130 - SCADA maintenance and repair at lift stations; electrical repairs. Reduction due to completion of upgrade program

52070 - Cost increase in 1 ton Chlorine & Sulfur Dioxide gas cylinders for disinfection & dechlorination of plant effluent. Sodium Hypochloride for cleaning clarifiers.

69020 - SCADA Equipment



# Budget Information

## 221-364 PUBLIC UTILITIES DEPARTMENT - AJ BROWN WW TREATMENT PLANT

FTE: 5.00

| Account Title                                   | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                      | 158,426         | 101,270         | 140,065         | 130,000           | 148,915          |
| 51121 Longevity                                 | 2,547           | 1,312           | 1,248           | 1,020             | 1,381            |
| 51126 License Pay                               | 577             | 190             | -               | 300               | 300              |
| 51130 Overtime                                  | 10,429          | 8,175           | 13,400          | 10,000            | 13,000           |
| 51201 TMRS Retirement                           | 28,721          | 19,085          | 23,246          | 23,000            | 32,755           |
| 51202 Health Insurance                          | 28,553          | 32,728          | 35,832          | 30,000            | 37,680           |
| 51203 Disability Insurance                      | 639             | 532             | 672             | 500               | 715              |
| 51204 Workers Comp Insurance                    | 3,178           | 2,131           | 2,442           | 1,900             | 2,235            |
| 51205 Medicare Tax                              | 1,722           | 1,793           | 2,049           | 1,900             | 2,184            |
| 51206 Unemployment Comp Ins                     | 1,442           | 25              | 225             | 414               | 225              |
| <b>Subtotal Salaries/Other Pay/Benefits</b>     | <b>236,234</b>  | <b>167,241</b>  | <b>219,179</b>  | <b>199,034</b>    | <b>239,390</b>   |
| 52010 Office Supplies                           | 535             | 364             | 250             | 300               | 250              |
| 52030 Clothing                                  | 1,517           | 1,292           | 1,500           | 1,500             | 1,500            |
| 52031 Clothing - Safety Gear                    | 1,031           | 784             | -               | -                 | -                |
| 52040 Gas & Oil                                 | 7,203           | 4,399           | 5,700           | 4,997             | 5,100            |
| 52050 Minor Tools/Instruments                   | 677             | 421             | 700             | 700               | 700              |
| 52060 Cleaning Supplies                         | 1,212           | 1,240           | 1,200           | 1,000             | 1,200            |
| 52070 Chemical Supplies                         | 18,782          | 32,378          | 30,000          | 30,000            | 30,000           |
| 52090 Botanical/Agricultural                    | 30              | -               | -               | -                 | -                |
| 52200 Non Capital Equipment Purchases           | 1,724           | 1,280           | 900             | 900               | 900              |
| <b>Subtotal Supplies</b>                        | <b>32,711</b>   | <b>42,158</b>   | <b>40,250</b>   | <b>39,397</b>     | <b>39,650</b>    |
| 53010 Building Maintenance                      | 413             | 534             | 500             | 500               | 500              |
| 53050 Maint-Street/Curbs/Gutters                | 122             | -               | -               | -                 | -                |
| 53070 Maint-Sewer Plant/Lift Station            | 56,695          | 61,465          | 65,780          | 65,000            | 65,000           |
| <b>Subtotal Maintenance Of Structures</b>       | <b>57,230</b>   | <b>61,999</b>   | <b>66,280</b>   | <b>65,500</b>     | <b>65,500</b>    |
| 54020 Maint - Mach/Tools/Instruments            | 2,130           | 2,774           | 3,000           | 3,000             | 3,000            |
| 54030 Radio Maintenance                         | 335             | 149             | 150             | 250               | 204              |
| 54040 Motor Vehicle Maintenance                 | 2,452           | 1,890           | 4,000           | 2,000             | 3,000            |
| 54060 Heat/AC Maintenance                       | 253             | -               | -               | -                 | -                |
| 54080 Maintenance of Pumps/Motors               | 8,127           | 8,040           | -               | -                 | -                |
| 54130 SCADA Maintenance                         | 915             | 3,784           | 4,000           | 4,000             | 4,000            |
| <b>Subtotal Maintenance Of Equipment</b>        | <b>14,212</b>   | <b>16,637</b>   | <b>11,150</b>   | <b>9,250</b>      | <b>10,204</b>    |
| 55030 Long Distance/Circuit Ch                  | 41              | 17              | 100             | 20                | 100              |
| 55040 Electric                                  | 234,276         | 211,297         | 235,000         | 201,000           | 223,300          |
| 55080 Training & Seminars                       | 201             | 875             | 1,500           | 1,500             | 1,500            |
| 55090 Memberships/Subscriptions                 | 250             | 200             | 250             | 250               | 250              |
| 55195 Cellular Phone Charges                    | 953             | 850             | 800             | 650               | 268              |
| 55200 Pager Air Time                            | 113             | 76              | 150             | -                 | -                |
| 55580 Sludge Removal                            | 33,359          | 29,119          | 33,000          | 33,000            | 33,000           |
| 55700 Testing - TNRCC/TCEQ Fees                 | 19,861          | 24,530          | 26,000          | 26,000            | 26,000           |
| <b>Subtotal Services And Utilities</b>          | <b>289,054</b>  | <b>266,964</b>  | <b>296,800</b>  | <b>262,420</b>    | <b>284,418</b>   |
| 56012 Insurance - Fleet                         | 1,826           | 1,288           | -               | -                 | -                |
| <b>Subtotal Insurance/Sundry/Elections</b>      | <b>1,826</b>    | <b>1,288</b>    | <b>-</b>        | <b>-</b>          | <b>-</b>         |
| 57685 SCADA Project                             | 1,015           | -               | -               | -                 | -                |
| <b>Subtotal Programs/Projects</b>               | <b>1,015</b>    | <b>-</b>        | <b>-</b>        | <b>-</b>          | <b>-</b>         |
| 69020 Cap. Mach/Tools/Equip                     | -               | -               | 26,000          | 26,000            | -                |
| <b>Subtotal Capital Outlays</b>                 | <b>-</b>        | <b>-</b>        | <b>26,000</b>   | <b>26,000</b>     | <b>-</b>         |
| 90300 Vehicle & Equipment                       | 7,356           | 10,592          | -               | -                 | -                |
| <b>Subtotal Interfund Charges/Transfers Out</b> | <b>7,356</b>    | <b>10,592</b>   | <b>-</b>        | <b>-</b>          | <b>-</b>         |
| <b>TOTAL AJ BROWN WW TREATMENT PLANT</b>        | <b>639,638</b>  | <b>566,879</b>  | <b>659,659</b>  | <b>601,601</b>    | <b>639,162</b>   |

Note: 53070 - Maintenance costs for maintaining facility equipment/mechanical & electrical maintenance and repairs of clarifiers, aeration basins, Chlorine equipment, dechlorination equipment, Hydroseparator, Grit conveyor, mechanical bar screen, and well pump house.  
 55580 - Sludge removal to meet TCEQ regulations.  
 55700 - Tests for TCEQ/EPA



# Budget Information

## 221-365 PUBLIC UTILITIES DEPARTMENT - NB DAVIDSON WW TREATMENT PLANT

FTE: 4.00

| Account Title                                   | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                      | 114,208         | 117,758         | 123,347         | 120,000           | 130,422          |
| 51121 Longevity                                 | 1,083           | 958             | 1,125           | 1,060             | 1,315            |
| 51126 License Pay                               | 401             | 424             | 750             | 580               | 455              |
| 51130 Overtime                                  | 4,551           | 8,223           | 7,000           | 7,100             | 7,000            |
| 51201 TMRS Retirement                           | 19,794          | 20,721          | 20,599          | 21,100            | 28,752           |
| 51202 Health Insurance                          | 22,889          | 26,175          | 28,666          | 26,000            | 30,144           |
| 51203 Disability Insurance                      | 534             | 478             | 592             | 592               | 626              |
| 51204 Workers Comp Insurance                    | 2,184           | 1,924           | 1,937           | 1,937             | 1,775            |
| 51205 Medicare Tax                              | 1,738           | 1,800           | 1,816           | 1,816             | 1,917            |
| 51206 Unemployment Comp Ins                     | 1,085           | 35              | 180             | 358               | 180              |
| <b>Subtotal Salaries/Other Pay/Benefits</b>     | <b>168,467</b>  | <b>178,496</b>  | <b>186,012</b>  | <b>180,543</b>    | <b>202,586</b>   |
| 52010 Office Supplies                           | 46              | 83              | 100             | 100               | 100              |
| 52030 Clothing                                  | 1,038           | 1,119           | 1,100           | 1,100             | 1,100            |
| 52031 Clothing - Safety Gear                    | 654             | 568             | -               | -                 | -                |
| 52040 Gas & Oil                                 | 3,120           | 2,002           | 2,500           | 2,353             | 2,400            |
| 52050 Minor Tools/Instruments                   | 237             | 132             | 250             | 250               | 250              |
| 52060 Cleaning Supplies                         | 818             | 326             | 500             | 500               | 500              |
| 52070 Chemical Supplies                         | 10,796          | 5,666           | 9,000           | 9,000             | 9,500            |
| 52090 Botanical/Agricultural                    | 20              | -               | -               | -                 | -                |
| 52200 Non Capital Equipment Purchases           | 1,372           | 858             | 900             | 900               | 900              |
| <b>Subtotal Supplies</b>                        | <b>18,101</b>   | <b>10,754</b>   | <b>14,350</b>   | <b>14,203</b>     | <b>14,750</b>    |
| 53010 Building Maintenance                      | 191             | 510             | 500             | 400               | 500              |
| 53050 Maint-Street/Curbs/Gutters                | -               | 1,196           | -               | -                 | -                |
| 53070 Maint-Sewer Plant/Lift Station            | 28,273          | 43,687          | 31,400          | 31,400            | 31,400           |
| <b>Subtotal Maintenance Of Structures</b>       | <b>28,464</b>   | <b>45,393</b>   | <b>31,900</b>   | <b>31,800</b>     | <b>31,900</b>    |
| 54020 Maint - Mach/Tools/Instruments            | 1,092           | 1,172           | 1,000           | 1,000             | 1,000            |
| 54030 Radio Maintenance                         | 168             | 113             | 150             | 150               | 150              |
| 54040 Motor Vehicle Maintenance                 | 2,684           | 1,584           | 1,500           | 2,000             | 10,500           |
| 54060 Heat/AC Maintenance                       | 52              | -               | -               | -                 | -                |
| 54080 Maintenance of Pumps/Motors               | 3,983           | 4,640           | -               | -                 | -                |
| 54130 SCADA Maintenance                         | 235             | 7,773           | 4,000           | 4,000             | 4,000            |
| <b>Subtotal Maintenance Of Equipment</b>        | <b>8,214</b>    | <b>15,282</b>   | <b>6,650</b>    | <b>7,150</b>      | <b>15,650</b>    |
| 55020 Lease of Land                             | 403             | 403             | 415             | 404               | 415              |
| 55030 Long Distance/Circuit Ch                  | 37              | 42              | 100             | 45                | 100              |
| 55040 Electric                                  | 135,040         | 111,509         | 122,000         | 100,000           | 129,100          |
| 55050 Gas Heating                               | -               | 395             | 550             | 550               | 600              |
| 55080 Training & Seminars                       | 1,025           | 610             | 788             | 500               | 788              |
| 55090 Memberships/Subscriptions                 | 150             | 200             | 200             | 200               | 200              |
| 55195 Cellular Phone Charges                    | 506             | 454             | 504             | 400               | 407              |
| 55200 Pager Air Time                            | 76              | 76              | 100             | -                 | -                |
| 55580 Sludge Removal                            | 9,441           | 14,080          | 6,000           | 5,000             | 6,000            |
| 55700 Testing - TNRCC/TCEQ Fees                 | 9,196           | 9,300           | 10,000          | 10,000            | 10,000           |
| <b>Subtotal Services And Utilities</b>          | <b>155,874</b>  | <b>137,069</b>  | <b>140,657</b>  | <b>117,099</b>    | <b>147,610</b>   |
| 56012 Insurance - Fleet                         | 1,217           | 206             | -               | -                 | -                |
| <b>Subtotal Insurance/Sundry/Elections</b>      | <b>1,217</b>    | <b>206</b>      | <b>-</b>        | <b>-</b>          | <b>-</b>         |
| 90300 Vehicle & Equipment                       | 1,876           | 4,516           | -               | -                 | -                |
| <b>Subtotal Interfund Charges/Transfers Out</b> | <b>1,876</b>    | <b>4,516</b>    | <b>-</b>        | <b>-</b>          | <b>-</b>         |
| <b>TOTAL NB DAVIDSON WW TREATMENT PLANT</b>     | <b>382,213</b>  | <b>391,716</b>  | <b>379,569</b>  | <b>350,795</b>    | <b>412,496</b>   |

Note: 52070 - 1 ton Chlorine gas & Sulfur Dioxide gas cylinders. For disinfection & dechlorination of treatment plant effluent.

53070 - Plant maintenance and repairs

55580 - Sludge removal to meet TCEQ regulations.

55700 - TCEQ required testing and fees



# Budget Information

221-366 PUBLIC UTILITIES DEPARTMENT - ROBINSON CREEK WW TREATMENT PLANT

FTE: 4.00

| Account Title                                   | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                      | 95,906          | 116,724         | 120,368         | 115,600           | 128,998          |
| 51121 Longevity                                 | 1,012           | 460             | 651             | 590               | 842              |
| 51126 License Pay                               | 281             | 184             | 300             | 288               | 180              |
| 51130 Overtime                                  | 4,627           | 4,398           | 4,000           | 3,420             | 4,000            |
| 51201 TMRS Retirement                           | 16,752          | 19,970          | 19,957          | 19,800            | 28,279           |
| 51202 Health Insurance                          | 22,891          | 26,216          | 28,666          | 24,200            | 30,144           |
| 51203 Disability Insurance                      | 421             | 519             | 578             | 554               | 619              |
| 51204 Workers Comp Insurance                    | 1,859           | 1,867           | 1,890           | 1,650             | 1,747            |
| 51205 Medicare Tax                              | 1,429           | 1,652           | 1,759           | 1,636             | 1,885            |
| 51206 Unemployment Comp Ins                     | 970             | 23              | 180             | 342               | 180              |
| <b>Subtotal Salaries/Other Pay/Benefits</b>     | <b>146,148</b>  | <b>172,013</b>  | <b>178,349</b>  | <b>168,080</b>    | <b>196,874</b>   |
| 52010 Office Supplies                           | 208             | 195             | 200             | 200               | 200              |
| 52030 Clothing                                  | 1,204           | 1,069           | 1,200           | 1,100             | 1,200            |
| 52031 Clothing - Safety Gear                    | 314             | 477             | -               | -                 | -                |
| 52040 Gas & Oil                                 | 3,237           | 3,862           | 4,200           | 4,877             | 5,000            |
| 52050 Minor Tools/Instruments                   | 326             | 352             | 500             | 500               | 500              |
| 52060 Cleaning Supplies                         | 764             | 276             | 500             | 500               | 500              |
| 52070 Chemical Supplies                         | 7,874           | 12,989          | 14,000          | 12,000            | 14,000           |
| 52200 Non Capital Equipment Purchases           | 980             | 699             | 900             | 900               | 900              |
| <b>Subtotal Supplies</b>                        | <b>14,907</b>   | <b>19,919</b>   | <b>21,500</b>   | <b>20,077</b>     | <b>22,300</b>    |
| 53010 Building Maintenance                      | 7               | -               | -               | -                 | -                |
| 53070 Maint-Sewer Plant/Lift Station            | 34,195          | 38,256          | 62,400          | 62,000            | 79,000           |
| <b>Subtotal Maintenance Of Structures</b>       | <b>34,202</b>   | <b>38,256</b>   | <b>62,400</b>   | <b>62,000</b>     | <b>79,000</b>    |
| 54020 Maint - Mach/Tools/Instruments            | 787             | -               | 500             | 500               | 500              |
| 54030 Radio Maintenance                         | -               | 11              | 100             | -                 | 100              |
| 54040 Motor Vehicle Maintenance                 | 1,100           | 585             | 1,000           | 1,500             | 2,500            |
| 54080 Maintenance of Pumps/Motors               | 4,978           | 12,484          | -               | -                 | -                |
| 54130 SCADA Maintenance                         | 3,720           | 738             | 2,500           | 2,500             | 2,500            |
| <b>Subtotal Maintenance Of Equipment</b>        | <b>10,585</b>   | <b>13,818</b>   | <b>4,100</b>    | <b>4,500</b>      | <b>5,600</b>     |
| 55030 Long Distance/Circuit Ch                  | 65              | 56              | 100             | 80                | 100              |
| 55040 Electric                                  | 177,047         | 209,412         | 190,000         | 182,000           | 186,000          |
| 55080 Training & Seminars                       | 1,185           | 947             | 1,000           | 1,000             | 1,000            |
| 55090 Memberships/Subscriptions                 | 150             | 200             | 200             | 200               | 200              |
| 55195 Cellular Phone Charges                    | 569             | 454             | 504             | 358               | 407              |
| 55200 Pager Air Time                            | 86              | 76              | 150             | -                 | -                |
| 55580 Sludge Removal                            | 11,442          | 20,158          | 25,000          | 25,000            | 25,000           |
| 55700 Testing - TNRCC/TCEQ Fees                 | 12,510          | 15,072          | 15,000          | 15,000            | 15,000           |
| <b>Subtotal Services And Utilities</b>          | <b>203,054</b>  | <b>246,375</b>  | <b>231,954</b>  | <b>223,638</b>    | <b>227,707</b>   |
| 56012 Insurance - Fleet                         | 304             | 231             | -               | -                 | -                |
| <b>Subtotal Insurance/Sundry/Elections</b>      | <b>304</b>      | <b>231</b>      | <b>-</b>        | <b>-</b>          | <b>-</b>         |
| 90300 Vehicle & Equipment                       | 1,776           | 2,936           | -               | -                 | -                |
| <b>Subtotal Interfund Charges/Transfers Out</b> | <b>1,776</b>    | <b>2,936</b>    | <b>-</b>        | <b>-</b>          | <b>-</b>         |
| <b>TOTAL ROBINSON CREEK WW TREATMENT PLANT</b>  | <b>410,976</b>  | <b>493,548</b>  | <b>498,303</b>  | <b>478,295</b>    | <b>531,481</b>   |

Note: 52070 - Polymer for sludge dewatering.

53070 - Light equipment, repair of pumps and motors, and specialized equipment needed for repairs and maintenance.

55580 - Sludge removal to meet TCEQ regulations.

# ***Environmental Services***

## **Our Purpose**

The purpose of Environmental Services is to provide professional information, accurate and reliable data, and industrial oversight to City of Huntsville citizens, staff, and regulatory agencies so that they can make informed decisions, maintain regulatory compliance, and protect public health and the environment.

## **Description of our Services**

The Environmental Services Division is responsible for monitoring Wastewater Treatment Plant effluent in accordance with National Pollutant Discharge Elimination System (NPDES) permits for the City of Huntsville's three treatment plants. In addition, this division performs process control analysis to assist in wastewater operations. The Environmental Services Division also monitors the biological sanitary conditions of the drinking water system, administers the Industrial Pretreatment program, and develops and maintains the Industrial Storm Water Permits. These programs are administered in accordance with the standards established by the United States Environmental Protection Agency (EPA), Texas Commission on Environmental Quality (TCEQ), and City Ordinances.

## **Our Goals and Accomplishments**

### **FY 07-08 Accomplishments**

- Completed reevaluation of local wastewater limits
- Revised local wastewater limits submitted to TCEQ; declared "Administratively Complete"
- Completed development of Quality System as required for NELAC accreditation of Microbiology Drinking Water Laboratory Program
- Application for NELAC accreditation submitted to TCEQ; declared "Administratively Complete"
- Completed EPA modifications to Industrial Pretreatment Program
- Teamed with Wastewater Services Division in development of the Septic Hauler program
- Provide reliable data and reporting efficiency for safe and compliant operation of City water/wastewater utility services

### **FY 08-09 Department Objectives**

- Complete revision of Industrial User Ordinance and Pretreatment Program upon TCEQ final approval of revised local wastewater limits
- Obtain NELAC accreditation of Microbiology Drinking Water Laboratory Program
- Develop web-based Industrial User forms and information on City's web page
- Provide reliable data and reporting efficiency for safe and compliant operation of City water/wastewater utility services

## Our Resources

### Personnel Summary

| Division               | FY 06-07    | FY 07-08    | FY 08-09    |
|------------------------|-------------|-------------|-------------|
| Environmental Services | 3.00        | 3.00        | 3.00        |
| <b>Total Personnel</b> | <b>3.00</b> | <b>3.00</b> | <b>3.00</b> |

### Budget Summary

| Division               | FY 06-07<br>Actual | FY 07-08<br>Estimated | FY 08-09<br>Budget |
|------------------------|--------------------|-----------------------|--------------------|
| Environmental Services | 232,901            | 222,205               | 260,304            |
| <b>Total Budget</b>    | <b>232,901</b>     | <b>222,205</b>        | <b>260,304</b>     |

## Our Workload

| Workload Indicator   | FY 06-07<br>Actual | FY 07-08<br>Actual<br>1 <sup>st</sup> and 2 <sup>nd</sup> Qtr. | FY 08-09<br>Estimate |
|--|--------------------|--|----------------------|
| Number of Bacteriological Analysis of drinking water samples conducted   | 940                | 513  | 950                  |
| Number of Conventional Wastewater Pollutant Analysis Conducted (Biochemical Oxygen Demand [BOD], Carbonaceous BOD, Total Suspended Solids, Ammonia, Chlorine Residual, Dissolved Oxygen, pH) | 2,340              | 1,173  | 2,340                |
| Number of wastewater samples collected   | 810                | 370  | 750                  |
| Number of industrial samples collected   | 5                  | 3  | 8                    |
| Number of Whole Effluent Toxicity (Biomonitoring) Samples analyzed by contract lab   | 26                 | 18   | 30                   |
| Number of hours of wastewater recordkeeping  | 2,566              | 644  | 2000                 |

## Measuring our Effectiveness

| Performance Measures   | FY 06-07<br>Actual | FY 07-08<br>Estimated | FY 08-09<br>Target |
|--|--------------------|-----------------------|--------------------|
| % of Bacteriological Proficiency Tests Performed with Acceptable Scores of 90% or better with no false negatives                               | 100%               | 100%                  | 100%               |
| % of Discharge Monitoring Report Quality Assurance Proficiency Tests for Wastewater Analysis Performed with Acceptable Scores of 90% or better | 100%               | 100%                  | 100%               |
| Number of "Required Action" results received from EPA and TCEQ laboratory and pretreatment program audits and inspections                      | 1                  | 0                     | 0                  |



# Budget Information

## 221-367 PUBLIC UTILITIES DEPARTMENT - ENVIRONMENTAL SERVICES

FTE: 3.00

| Account Title                                   | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                      | 108,021         | 119,697         | 120,121         | 115,700           | 127,664          |
| 51118 Salaries - Part Time                      | 2,700           | -               | -               | -                 | -                |
| 51121 Longevity                                 | 1,086           | 913             | 1,059           | 975               | 1,200            |
| 51126 License Pay                               | 416             | 421             | 600             | 600               | 420              |
| 51130 Overtime                                  | 705             | 1,602           | 1,000           | 625               | 1,000            |
| 51201 TMRS Retirement                           | 18,223          | 19,691          | 20,033          | 18,810            | 28,119           |
| 51202 Health Insurance                          | 16,995          | 19,658          | 21,499          | 19,759            | 22,608           |
| 51203 Disability Insurance                      | 356             | 380             | 577             | 370               | 613              |
| 51204 Workers Comp Insurance                    | 2,049           | 1,856           | 1,886           | 1,524             | 1,735            |
| 51205 Medicare Tax                              | 1,578           | 1,645           | 1,766           | 1,572             | 1,875            |
| 51206 Unemployment Comp Ins                     | 874             | 15              | 135             | 292               | 135              |
| <b>Subtotal Salaries/Other Pay/Benefits</b>     | <b>153,003</b>  | <b>165,878</b>  | <b>168,676</b>  | <b>160,227</b>    | <b>185,369</b>   |
| 52010 Office Supplies                           | 1,270           | 904             | 800             | 800               | 800              |
| 52020 Postage                                   | 221             | 71              | 400             | 300               | 400              |
| 52030 Clothing                                  | 246             | 161             | 200             | 214               | 200              |
| 52031 Clothing - Safety Gear                    | -               | 513             | 400             | 400               | 400              |
| 52040 Gas & Oil                                 | 1,974           | 2,087           | 3,000           | 2,639             | 2,800            |
| 52050 Minor Tools/Instruments                   | 2,183           | 2,029           | 2,000           | 2,000             | 2,000            |
| 52060 Cleaning Supplies                         | 591             | 842             | 800             | 800               | 800              |
| 52070 Chemical Supplies                         | 10,147          | 12,966          | 17,000          | 15,000            | 17,000           |
| 52080 Educational                               | 533             | 427             | 500             | 500               | 500              |
| 52130 Other Supplies                            | 147             | 225             | 200             | 200               | 200              |
| 52200 Non Capital Equipment Purchases           | -               | 119             | 2,500           | 2,500             | 2,500            |
| <b>Subtotal Supplies</b>                        | <b>17,312</b>   | <b>20,344</b>   | <b>27,800</b>   | <b>25,353</b>     | <b>27,600</b>    |
| 53010 Building Maintenance                      | 320             | 67              | 300             | 300               | 300              |
| <b>Subtotal Maintenance Of Structures</b>       | <b>320</b>      | <b>67</b>       | <b>300</b>      | <b>300</b>        | <b>300</b>       |
| 54020 Maint - Mach/Tools/Instruments            | 995             | 1,100           | 1,100           | 1,100             | 1,100            |
| 54030 Radio Maintenance                         | 84              | 12              | -               | 12                | -                |
| 54040 Motor Vehicle Maintenance                 | 196             | 101             | 500             | 500               | 1,000            |
| <b>Subtotal Maintenance Of Equipment</b>        | <b>1,275</b>    | <b>1,213</b>    | <b>1,600</b>    | <b>1,612</b>      | <b>2,100</b>     |
| 55030 Long Distance/Circuit Ch                  | 58              | 59              | 100             | 100               | 100              |
| 55080 Training & Seminars                       | 3,895           | 3,190           | 3,650           | 3,150             | 3,800            |
| 55090 Memberships/Subscriptions                 | 681             | 672             | 701             | 701               | 767              |
| 55195 Cellular Phone Charges                    | 462             | 433             | 504             | 504               | 268              |
| 55560 Copier Contracts                          | 1,275           | -               | -               | -                 | -                |
| 55700 Testing - TNRCC/TCEQ Fees                 | 27,388          | 39,551          | 40,000          | 30,000            | 40,000           |
| <b>Subtotal Services And Utilities</b>          | <b>33,759</b>   | <b>43,905</b>   | <b>44,955</b>   | <b>34,455</b>     | <b>44,935</b>    |
| 56012 Insurance - Fleet                         | 323             | 258             | -               | 258               | -                |
| <b>Subtotal Insurance/Sundry/Elections</b>      | <b>323</b>      | <b>258</b>      | <b>-</b>        | <b>258</b>        | <b>-</b>         |
| 90300 Vehicle & Equipment                       | 812             | 1,236           | -               | -                 | -                |
| <b>Subtotal Interfund Charges/Transfers Out</b> | <b>812</b>      | <b>1,236</b>    | <b>-</b>        | <b>-</b>          | <b>-</b>         |
| <b>TOTAL ENVIRONMENTAL SERVICES</b>             | <b>206,804</b>  | <b>232,901</b>  | <b>243,331</b>  | <b>222,205</b>    | <b>260,304</b>   |

# Solid Waste Services

## Our Purpose

The purpose of Solid Waste Services is to provide collection, disposal and recycling services to the citizens of Huntsville, Texas Department of Criminal Justice, Sam Houston State University, and areas throughout Walker County so they can have a clean and attractive environment.

## Description of Our Services

Solid Waste Services is responsible for the collection and disposal of solid waste in accordance with standards established by the Texas Commission on Environmental Quality, the United States Environmental Protection Agency and City Ordinances.

The Commercial Collection Division provides services for commercial customers through the use of dumpsters, open top roll off containers, and compacting roll off containers. The containers are maintained through an in-house container maintenance shop. The Solid Waste Disposal Division operates the solid waste transfer station, which is the collection point for all municipal waste for the City, TDCJ, SHSU, and other areas throughout Walker County. The collected waste is transferred to the Polk County Solid Waste Management Center Facility.

The Residential Waste Division provides service to residential customers. Customers receive twice per week garbage collection services, yard waste collection on the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Wednesday of each month and heavy trash / large yard waste collection on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month on a call in basis as part of their standard residential service. The Recycling Division encourages citizens to minimize waste through recycling and education. Programs such as the annual Trash Bash, E-Waste Recycling Day and partnerships with other organizations in Walker County, such as Walker County Proud Communities, Keep Huntsville Beautiful and Walker County Master Gardeners, help to keep our city clean and reduce the amount disposed waste.

## Our Goals and Accomplishments

### FY 07-08 Accomplishments

- Maintained heavy trash collection service using H-GAC funded truck to collect items such as appliances, furniture, felled trees and illegal dump sites.
- Assisted 100 low income and non-profit organizations by supplying 36.73 tons of construction materials from the Trash Into Plow Share (TIPS) Warehouse Program.
- Reinstated an interdepartmental agreement to collect, transport and dispose of sludge between the Wastewater Division and the Solid Waste Division reducing the private handling fee approximately \$20,000.00 per year and provided for inter-operational revenue funds.
- Developed and implemented automated residential refuse collection system which including issuing over 7,000 automated carts to customers.
- Organized first E-Waste Recycling Day and collected 20.30 tons of computers, printers, televisions, scanners, computer parts and keyboards, cell phones and rechargeable batteries from over 271 customers.
- Participated in creek cleaning grant from Sam Houston SEP through Walker County totaling over \$32,000 in grant monies.

### FY 08-09 Department Objectives

- Continue waste minimization through composting, recycling and other methods of solid waste reduction to make disposal as efficient and cost effective as possible.
- Continue to assist low income and non-profit organizations by supplying construction materials from the Trash Into Plow Share (TIPS) Warehouse Program
- Continue to provide regularly scheduled pickup of heavy recyclables and clearance of vacant or substandard demolished structures through use of heavy trash truck purchased through H-GAC Solid Waste Implementation grant.
- Continue interdepartmental agreement between Wastewater Division and Solid Waste Division to collect, transport and dispose of sludge.
- Continue E-Waste Recycling Day once yearly in coordination with state, local and private entities for the purpose of avoiding the disposal of electronics in the landfill.

## Our Resources

### Personnel Summary

| Division               | FY 06-07     | FY 07-08     | FY 08-09     |
|------------------------|--------------|--------------|--------------|
| Commercial Collection  | 7.00         | 7.00         | 5.00         |
| Solid Waste Disposal   | 9.00         | 9.00         | 9.00         |
| Residential Collection | 13.00        | 13.00        | 7.00         |
| Recycling              | 1.00         | 1.00         | 1.00         |
| <b>Total Personnel</b> | <b>30.00</b> | <b>30.00</b> | <b>22.00</b> |

### Budget Summary

| Division               | FY 06-07<br>Actual | FY 07-08<br>Estimated | FY 08-09<br>Budget |
|------------------------|--------------------|-----------------------|--------------------|
| Commercial Collection  | 416,252            | 538,929               | 465,612            |
| Solid Waste Disposal   | 1,399,366          | 1,438,577             | 1,447,138          |
| Residential Collection | 811,646            | 932,823               | 573,916            |
| Recycling              | 51,771             | 48,184                | 53,238             |
| <b>Total Budget</b>    | <b>2,679,035</b>   | <b>2,958,513</b>      | <b>2,539,904</b>   |

## Our Workload

| Workload Indicator  | FY 06-07 Actual | FY 07-08<br>1 <sup>st</sup> and 2 <sup>nd</sup> Quarter | FY 08-09<br>Estimate |
|---|-----------------|---|----------------------|
| Tons of Commercial Waste Collected                        | 19,501          | 9,710   | 19,849               |
| Tons of Residential Waste Collected                       | 7,177           | 3,623   | 7,243                |
| Tons of Waste Brought to Transfer Station                 | 39,341          | 19,431  | 39,966               |
| Tons of Waste Transferred to Polk County Landfill         | 36,636          | 18,218  | 37,284               |
| Tons of Waste Recycled                                    | 2,704           | 1,212   | 2,682                |
| Miles Traveled Collecting Commercial Waste                | 59,834          | 28,907  | 59,884               |
| Miles Traveled Collecting Residential Waste               | 37,502          | 17,353  | 71,054               |
| Miles Traveled Transferring Waste to Polk County Landfill | 166,182         | 82,282  | 167,786              |
| Number of Recycling Drop-Off Customers Served             | 7,452           | 3,569   | 7,337                |
| Number of Service Complaints Received                     | 154             | 55  | 99                   |

## Measuring our Effectiveness

| Performance Measure  | FY 06-07 Actual | FY 07-08 Actual | FY 08-09 Target |
|--|-----------------|-----------------|-----------------|
| Service Complaints as a % of total Customer Accounts           | 2.8%            | 2.8%            | 2.8%            |
| Ratio of Tons of Waste Transferred to Tons of Waste Recycled   | 13.2 to 1       | 13.3 to 1       | 13.9 to 1       |
| % of Citizens Rating Solid Waste Services as Good or Excellent | 87%             | Bi-annual       | 100%            |



# Budget Information

## 224-373 PUBLIC UTILITIES DEPARTMENT - COMMERCIAL COLLECTION

FTE: 5.00

| Account Title                                   | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                      | 214,382         | 151,860         | 186,121         | 216,549           | 193,472          |
| 51121 Longevity                                 | 3,035           | 1,772           | 2,178           | 2,352             | 2,412            |
| 51126 License Pay                               | 344             | -               | 900             | 540               | 420              |
| 51130 Overtime                                  | 4,399           | 5,107           | 4,000           | 4,500             | 5,000            |
| 51201 TMRS Retirement                           | 37,223          | 25,236          | 31,123          | 38,279            | 42,696           |
| 51202 Health Insurance                          | 39,636          | 32,279          | 35,832          | 37,196            | 37,680           |
| 51203 Disability Insurance                      | 1,039           | 678             | 893             | 918               | 929              |
| 51204 Workers Comp Insurance                    | 12,134          | 7,119           | 8,766           | 10,573            | 7,565            |
| 51205 Medicare Tax                              | 3,177           | 2,125           | 2,743           | 3,232             | 2,846            |
| 51206 Unemployment Comp Ins                     | 2,002           | 38              | 225             | 1,890             | 225              |
| <b>Subtotal Salaries/Other Pay/Benefits</b>     | <b>317,371</b>  | <b>226,214</b>  | <b>272,781</b>  | <b>316,029</b>    | <b>293,245</b>   |
| 52010 Office Supplies                           | 350             | 349             | 350             | 350               | 350              |
| 52030 Clothing                                  | 1,983           | 1,939           | 2,500           | 2,112             | 1,780            |
| 52031 Clothing - Safety Gear                    | 665             | 545             | -               | 1,100             | -                |
| 52040 Gas & Oil                                 | 50,961          | 51,104          | 62,000          | 76,752            | 76,300           |
| 52050 Minor Tools/Instruments                   | 1,344           | 361             | 500             | 500               | 500              |
| 52060 Cleaning Supplies                         | 2,023           | 1,269           | 1,400           | 1,400             | 1,400            |
| 52070 Chemical Supplies                         | -               | 108             | 500             | 500               | 500              |
| 52130 Other Supplies                            | 289             | 318             | 250             | 250               | 250              |
| 52220 Commercial Containers                     | 49,660          | 14,319          | 30,000          | 20,000            | 40,000           |
| <b>Subtotal Supplies</b>                        | <b>107,275</b>  | <b>70,312</b>   | <b>97,500</b>   | <b>102,964</b>    | <b>121,080</b>   |
| 54020 Maint - Mach/Tools/Instruments            | -               | -               | 500             | 500               | 500              |
| 54030 Radio Maintenance                         | 501             | 703             | 566             | 655               | 587              |
| 54040 Motor Vehicle Maintenance                 | 45,378          | 35,328          | 35,500          | 35,000            | 35,500           |
| 54120 Container Maintenance                     | 11,217          | 12,185          | 13,000          | 13,000            | 13,000           |
| <b>Subtotal Maintenance Of Equipment</b>        | <b>57,096</b>   | <b>48,216</b>   | <b>49,566</b>   | <b>49,155</b>     | <b>49,587</b>    |
| 55080 Training & Seminars                       | 537             | 1,055           | 750             | 750               | 750              |
| 55090 Memberships/Subscriptions                 | 185             | 375             | 475             | 475               | 950              |
| <b>Subtotal Services And Utilities</b>          | <b>722</b>      | <b>1,430</b>    | <b>1,225</b>    | <b>1,225</b>      | <b>1,700</b>     |
| 56012 Insurance - Fleet                         | 2,739           | 9,216           | -               | 8,693             | -                |
| <b>Subtotal Insurance/Sundry/Elections</b>      | <b>2,739</b>    | <b>9,216</b>    | <b>-</b>        | <b>8,693</b>      | <b>-</b>         |
| 90300 Vehicle & Equipment                       | 43,312          | 60,864          | -               | 60,863            | -                |
| <b>Subtotal Interfund Charges/Transfers Out</b> | <b>43,312</b>   | <b>60,864</b>   | <b>-</b>        | <b>60,863</b>     | <b>-</b>         |
| <b>TOTAL COMMERCIAL COLLECTION</b>              | <b>528,515</b>  | <b>416,252</b>  | <b>421,072</b>  | <b>538,929</b>    | <b>465,612</b>   |

Note: 52220 - Commercial Containers for purchase dumpsters and roll-offs for expansion of commercial services



# Budget Information

## 224-374 PUBLIC UTILITIES DEPARTMENT - SOLID WASTE DISPOSAL

FTE: 8.00

| Account Title                                   | 05-06<br>Actual  | 06-07<br>Actual  | 07-08<br>Budget  | 07-08<br>Estimate | 08-09<br>Adopted |
|---|------------------|------------------|------------------|-------------------|------------------|
| 51111 Salaries - Full Time                      | 331,860          | 318,826          | 321,693          | 308,451           | 315,115          |
| 51118 Salaries - Part Time                      | 24,451           | 24,153           | 22,181           | 23,298            | 24,314           |
| 51121 Longevity                                 | 5,322            | 3,544            | 3,986            | 3,493             | 3,330            |
| 51126 License Pay                               | 1,470            | 1,442            | 2,400            | 1,827             | 1,080            |
| 51130 Overtime                                  | 6,803            | 8,801            | 7,000            | 7,000             | 7,000            |
| 51201 TMRS Retirement                           | 59,025           | 59,669           | 53,969           | 54,723            | 69,497           |
| 51202 Health Insurance                          | 45,309           | 52,429           | 57,331           | 49,381            | 60,288           |
| 51203 Disability Insurance                      | 1,293            | 1,249            | 1,525            | 1,261             | 1,513            |
| 51204 Workers Comp Insurance                    | 9,994            | 10,216           | 11,271           | 10,202            | 9,462            |
| 51205 Medicare Tax                              | 3,125            | 3,927            | 4,120            | 3,986             | 4,986            |
| 51206 Unemployment Comp Ins                     | 2,768            | 23               | 449              | 2,682             | 450              |
| <b>Subtotal Salaries/Other Pay/Benefits</b>     | <b>491,420</b>   | <b>484,279</b>   | <b>485,925</b>   | <b>466,304</b>    | <b>497,035</b>   |
| 52010 Office Supplies                           | 1,817            | 1,481            | 1,500            | 1,500             | 1,500            |
| 52030 Clothing                                  | 1,912            | 2,150            | 2,500            | 2,500             | 3,200            |
| 52031 Clothing - Safety Gear                    | 1,049            | 643              | -                | 1,000             | -                |
| 52040 Gas & Oil                                 | 97,883           | 95,024           | 115,400          | 137,422           | 140,700          |
| 52050 Minor Tools/Instruments                   | 170              | 539              | 500              | 600               | 500              |
| 52060 Cleaning Supplies                         | 2,788            | 3,416            | 2,500            | 2,500             | 2,500            |
| 52070 Chemical Supplies                         | 122              | 33               | 250              | 250               | 250              |
| 52090 Botanical/Agricultural                    | 380              | 233              | 500              | 500               | -                |
| 52130 Other Supplies                            | 497              | 747              | 400              | 400               | 400              |
| 52200 Non Capital Equipment Purchases           | 300              | -                | 300              | 300               | 300              |
| <b>Subtotal Supplies</b>                        | <b>106,918</b>   | <b>104,266</b>   | <b>123,850</b>   | <b>146,972</b>    | <b>149,350</b>   |
| 53010 Building Maintenance                      | 8,286            | 10,946           | 10,000           | 10,000            | 10,000           |
| 53050 Maint-Street/Curbs/Gutters                | 390              | 1,049            | 2,000            | 1,372             | 2,000            |
| 53100 Landfill Maintenance Costs                | -                | 1,229            | 2,000            | 1,000             | 2,500            |
| <b>Subtotal Maintenance Of Structures</b>       | <b>8,676</b>     | <b>13,224</b>    | <b>14,000</b>    | <b>12,372</b>     | <b>14,500</b>    |
| 54010 Office Equipment Maintenance              | 53               | 87               | 100              | 100               | 100              |
| 54020 Maint - Mach/Tools/Instruments            | 3,146            | 1,581            | 2,000            | 1,500             | 2,000            |
| 54030 Radio Maintenance                         | 441              | 312              | 274              | 355               | 280              |
| 54040 Motor Vehicle Maintenance                 | 41,137           | 54,346           | 48,000           | 55,000            | 60,000           |
| <b>Subtotal Maintenance Of Equipment</b>        | <b>44,777</b>    | <b>56,326</b>    | <b>50,374</b>    | <b>56,955</b>     | <b>62,380</b>    |
| 55010 Rental of Equipment                       | 642              | 277              | 500              | 500               | 500              |
| 55030 Long Distance/Circuit Ch                  | 69               | 79               | 100              | 95                | 100              |
| 55040 Electric                                  | 14,675           | 14,713           | 15,500           | 13,800            | 15,600           |
| 55080 Training & Seminars                       | 1,154            | 1,092            | 1,100            | 1,092             | 2,200            |
| 55090 Memberships/Subscriptions                 | -                | 353              | 250              | 353               | 500              |
| 55195 Cellular Phone Charges                    | 2,640            | 1,166            | 1,008            | 875               | 1,256            |
| 55550 Waste Disposal Contract                   | 623,917          | 667,550          | 662,798          | 675,000           | 681,022          |
| 55650 Yard Waste Contract                       | 13,850           | 8,800            | 17,000           | 17,000            | 18,195           |
| 55660 Composting Contract                       | 3,710            | 4,121            | 4,500            | 4,300             | 4,500            |
| <b>Subtotal Services And Utilities</b>          | <b>660,657</b>   | <b>698,151</b>   | <b>702,756</b>   | <b>713,015</b>    | <b>723,873</b>   |
| 56012 Insurance - Fleet                         | 3,348            | 2,856            | -                | 2,694             | -                |
| <b>Subtotal Insurance/Sundry/Elections</b>      | <b>3,348</b>     | <b>2,856</b>     | <b>-</b>         | <b>2,694</b>      | <b>-</b>         |
| 69020 Cap. Mach/Tools/Equip                     | -                | -                | 70,000           | -                 | -                |
| <b>Subtotal Capital Outlays</b>                 | <b>-</b>         | <b>-</b>         | <b>70,000</b>    | <b>-</b>          | <b>-</b>         |
| 90300 Vehicle & Equipment                       | 26,272           | 40,264           | 55,000           | 40,265            | -                |
| <b>Subtotal Interfund Charges/Transfers Out</b> | <b>26,272</b>    | <b>40,264</b>    | <b>55,000</b>    | <b>40,265</b>     | <b>-</b>         |
| <b>TOTAL SOLID WASTE DISPOSAL</b>               | <b>1,342,068</b> | <b>1,399,366</b> | <b>1,501,905</b> | <b>1,438,577</b>  | <b>1,447,138</b> |

Note: 52090 - Moved to 53100

55550 - Waste Disposal Contract: 34,514 tons of solid waste

55650 - Yard Waste Contract: Wood Waste grinding or transfer for 8,087 cubic yards of yard waste X \$2.25 per cubic yard =\$18,195.



# Budget Information

## 224-375 PUBLIC UTILITIES DEPARTMENT - RESIDENTIAL COLLECTION

FTE: 8.00

| Account Title                                   | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                      | 350,473         | 450,939         | 342,427         | 361,125           | 255,189          |
| 51121 Longevity                                 | 5,818           | 4,445           | 4,601           | 4,176             | 3,390            |
| 51126 License Pay                               | 72              | 552             | -               | -                 | -                |
| 51130 Overtime                                  | 1,905           | 4,980           | 5,000           | 3,479             | 5,000            |
| 51201 TMRS Retirement                           | 59,700          | 74,811          | 57,086          | 67,515            | 56,241           |
| 51202 Health Insurance                          | 73,628          | 98,910          | 78,832          | 78,349            | 52,752           |
| 51203 Disability Insurance                      | 1,604           | 1,887           | 1,644           | 1,640             | 1,225            |
| 51204 Workers Comp Insurance                    | 19,521          | 20,991          | 16,128          | 18,888            | 9,978            |
| 51205 Medicare Tax                              | 5,192           | 6,403           | 5,032           | 5,703             | 3,749            |
| 51206 Unemployment Comp Ins                     | 3,485           | 74              | 720             | 966               | 315              |
| <b>Subtotal Salaries/Other Pay/Benefits</b>     | <b>521,398</b>  | <b>663,992</b>  | <b>511,470</b>  | <b>541,841</b>    | <b>387,839</b>   |
| 52010 Office Supplies                           | 5               | 40              | 50              | 50                | 50               |
| 52030 Clothing                                  | 4,695           | 5,413           | 5,283           | 5,283             | 2,845            |
| 52031 Clothing - Safety Gear                    | 1,536           | 614             | -               | -                 | -                |
| 52040 Gas & Oil                                 | 46,303          | 45,385          | 93,000          | 104,902           | 146,000          |
| 52050 Minor Tools/Instruments                   | -               | 799             | -               | -                 | -                |
| 52060 Cleaning Supplies                         | 1,646           | 2,029           | 1,800           | 2,200             | 1,800            |
| 52120 Reproduction & Printing                   | -               | 300             | 300             | 300               | 300              |
| 52130 Other Supplies                            | 2,655           | 1,283           | 2,000           | 2,000             | 2,000            |
| <b>Subtotal Supplies</b>                        | <b>56,840</b>   | <b>55,863</b>   | <b>102,433</b>  | <b>114,735</b>    | <b>152,995</b>   |
| 53300 Driveway Repairs                          | -               | 126             | 1,000           | 1,000             | 1,000            |
| <b>Subtotal Maintenance Of Structures</b>       | <b>-</b>        | <b>126</b>      | <b>1,000</b>    | <b>1,000</b>      | <b>1,000</b>     |
| 54030 Radio Maintenance                         | 487             | 593             | 561             | 580               | 82               |
| 54040 Motor Vehicle Maintenance                 | 32,472          | 34,131          | 53,333          | 36,000            | 30,000           |
| <b>Subtotal Maintenance Of Equipment</b>        | <b>32,959</b>   | <b>34,724</b>   | <b>53,894</b>   | <b>36,580</b>     | <b>30,082</b>    |
| 55070 Purchased Services/Contracts              | 7,905           | 5,730           | 500             | 500               | 500              |
| 55080 Training & Seminars                       | 525             | 350             | 750             | 750               | 1,500            |
| <b>Subtotal Services And Utilities</b>          | <b>8,430</b>    | <b>6,080</b>    | <b>1,250</b>    | <b>1,250</b>      | <b>2,000</b>     |
| 56012 Insurance - Fleet                         | 1,826           | 7,041           | -               | 6,642             | -                |
| <b>Subtotal Insurance/Sundry/Elections</b>      | <b>1,826</b>    | <b>7,041</b>    | <b>-</b>        | <b>6,642</b>      | <b>-</b>         |
| 90300 Vehicle & Equipment                       | 29,384          | 43,820          | 230,775         | 230,775           | -                |
| <b>Subtotal Interfund Charges/Transfers Out</b> | <b>29,384</b>   | <b>43,820</b>   | <b>230,775</b>  | <b>230,775</b>    | <b>-</b>         |
| <b>TOTAL RESIDENTIAL COLLECTION</b>             | <b>650,837</b>  | <b>811,646</b>  | <b>900,822</b>  | <b>932,823</b>    | <b>573,916</b>   |

Note: 54040 - Residential Collection service began automated collection on September 1, 2008 with new equipment.  
55070 - Contracting private services for vehicles and contract crewman relief



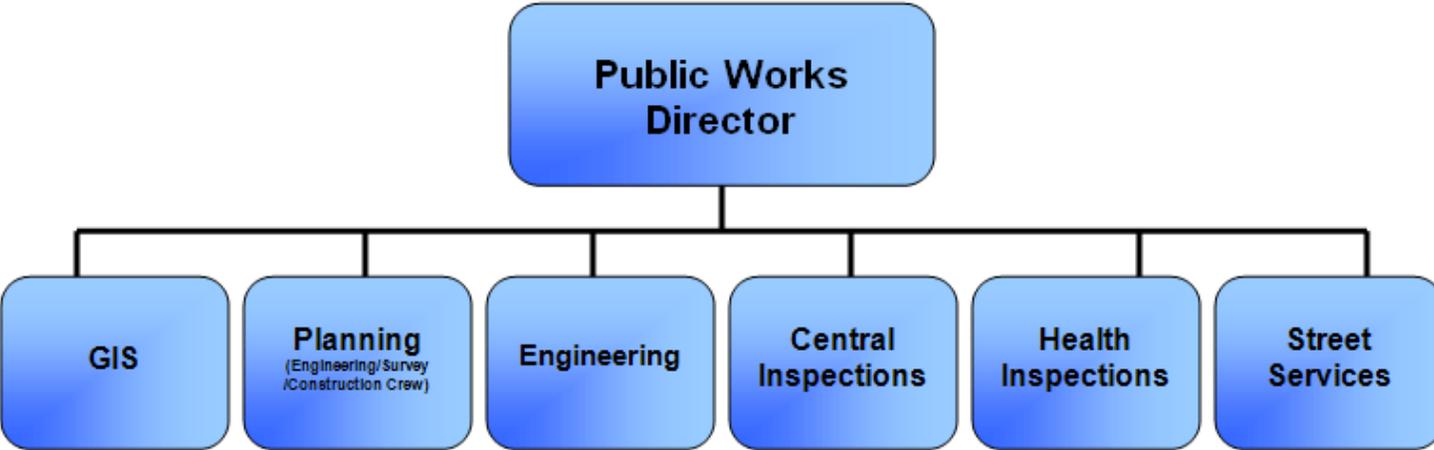
# Budget Information

## 224-377 PUBLIC UTILITIES DEPARTMENT - RECYCLING

FTE: 1.00

| Account Title                               | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                  | 21,736          | 23,047          | 23,925          | 22,894            | 25,015           |
| 51121 Longevity                             | 246             | 225             | 274             | 226               | 321              |
| 51201 TMRS Retirement                       | 3,626           | 3,841           | 3,981           | 3,840             | 5,511            |
| 51202 Health Insurance                      | 5,664           | 6,550           | 7,166           | 6,182             | 7,536            |
| 51203 Disability Insurance                  | 104             | 112             | 115             | 110               | 120              |
| 51204 Workers Comp Insurance                | 1,189           | 999             | 967             | 1,092             | 838              |
| 51205 Medicare Tax                          | 278             | 293             | 351             | 290               | 367              |
| 51206 Unemployment Comp Ins                 | 274             | 5               | 45              | 270               | 45               |
| <b>Subtotal Salaries/Other Pay/Benefits</b> | <b>33,117</b>   | <b>35,072</b>   | <b>36,824</b>   | <b>34,904</b>     | <b>39,753</b>    |
| 52010 Office Supplies                       | -               | 57              | 50              | 50                | 50               |
| 52020 Postage                               | -               | 150             | -               | -                 | -                |
| 52030 Clothing                              | 271             | 259             | 410             | 410               | 410              |
| 52031 Clothing - Safety Gear                | 61              | 71              | 410             | 150               | -                |
| 52050 Minor Tools/Instruments               | -               | 96              | -               | -                 | -                |
| 52060 Cleaning Supplies                     | 254             | 259             | 300             | 300               | 300              |
| 52120 Reproduction & Printing               | 4,683           | 3,630           | 4,000           | 4,000             | 4,000            |
| 52130 Other Supplies                        | 532             | 639             | 1,000           | 1,000             | 1,000            |
| <b>Subtotal Supplies</b>                    | <b>5,801</b>    | <b>5,161</b>    | <b>6,170</b>    | <b>5,910</b>      | <b>5,760</b>     |
| 55040 Electric                              | 993             | 1,170           | 1,500           | 1,245             | 1,350            |
| 55090 Memberships/Subscriptions             | 125             | 282             | 125             | 125               | 375              |
| <b>Subtotal Services And Utilities</b>      | <b>1,118</b>    | <b>1,452</b>    | <b>1,625</b>    | <b>1,370</b>      | <b>1,725</b>     |
| 56030 Legal Advertising                     | 4,655           | 8,115           | 4,000           | 4,000             | 4,000            |
| <b>Subtotal Insurance/Sundry/Elections</b>  | <b>4,655</b>    | <b>8,115</b>    | <b>4,000</b>    | <b>4,000</b>      | <b>4,000</b>     |
| 57377 Bag Some Litter Project               | 1,503           | 1,971           | 2,000           | 2,000             | 2,000            |
| <b>Subtotal Programs/Projects</b>           | <b>1,503</b>    | <b>1,971</b>    | <b>2,000</b>    | <b>2,000</b>      | <b>2,000</b>     |
| <b>TOTAL RECYCLING</b>                      | <b>46,194</b>   | <b>51,771</b>   | <b>50,619</b>   | <b>48,184</b>     | <b>53,238</b>    |

# Public Works





# Budget Information

## 101-700 PUBLIC WORKS DEPARTMENT - PUBLIC WORKS ADMIN

FTE: 3.00

| Account Title                                   | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                      | -               | 254,007         | 158,451         | 128,171           | 192,075          |
| 51118 Salaries - Part Time                      | -               | 8,737           | -               | 8,403             | -                |
| 51121 Longevity                                 | -               | 3,056           | 535             | 3,216             | 1,656            |
| 51125 Car Allowance                             | -               | -               | -               | -                 | 4,200            |
| 51130 Overtime                                  | -               | 2,757           | 200             | 1,200             | 200              |
| 51201 TMRS Retirement                           | -               | 43,044          | 26,153          | 43,695            | 43,051           |
| 51202 Health Insurance                          | -               | 39,286          | 21,499          | 39,082            | 22,608           |
| 51203 Disability Insurance                      | -               | 1,123           | 662             | 1,159             | 740              |
| 51204 Workers Comp Insurance                    | -               | 535             | 397             | 535               | 324              |
| 51205 Medicare Tax                              | -               | 3,157           | 2,305           | 3,317             | 1,370            |
| 51206 Unemployment Comp Ins                     | -               | 15              | 135             | 1,872             | 135              |
| <b>Subtotal Salaries/Other Pay/Benefits</b>     | -               | <b>355,717</b>  | <b>210,337</b>  | <b>230,650</b>    | <b>266,359</b>   |
| 52010 Office Supplies                           | -               | 2,413           | 1,250           | 1,250             | 1,250            |
| 52040 Gas & Oil                                 | -               | 617             | 1,100           | 827               | -                |
| 52120 Reproduction & Printing                   | -               | -               | 1,500           | 1,500             | 2,000            |
| 52130 Other Supplies                            | -               | 1,416           | 1,650           | 1,000             | 1,650            |
| 52200 Non Capital Equipment Purchases           | -               | -               | 5,200           | 5,200             | 1,000            |
| <b>Subtotal Supplies</b>                        | -               | <b>4,446</b>    | <b>10,700</b>   | <b>9,777</b>      | <b>5,900</b>     |
| 54030 Radio Maintenance                         | -               | -               | 84              | 100               | 200              |
| 54040 Motor Vehicle Maintenance                 | -               | 423             | 500             | -                 | -                |
| <b>Subtotal Maintenance Of Equipment</b>        | -               | <b>423</b>      | <b>584</b>      | <b>100</b>        | <b>200</b>       |
| 55030 Long Distance/Circuit Ch                  | -               | 92              | 100             | 100               | 100              |
| 55070 Purchased Services/Contracts              | -               | -               | -               | -                 | 20,000           |
| 55080 Training & Seminars                       | -               | 4,770           | 8,705           | 8,705             | 15,955           |
| 55090 Memberships/Subscriptions                 | -               | 1,093           | 1,470           | 1,470             | 1,139            |
| 55195 Cellular Phone Charges                    | -               | 831             | 1,008           | 960               | 823              |
| <b>Subtotal Services And Utilities</b>          | -               | <b>6,786</b>    | <b>11,283</b>   | <b>11,235</b>     | <b>38,017</b>    |
| 56012 Insurance - Fleet                         | -               | 283             | -               | 283               | -                |
| <b>Subtotal Insurance/Sundry/Elections</b>      | -               | <b>283</b>      | -               | <b>283</b>        | -                |
| 90300 Vehicle & Equipment                       | -               | 1,932           | -               | 1,930             | -                |
| 90312 Computers & Software                      | -               | -               | 2,300           | -                 | -                |
| <b>Subtotal Interfund Charges/Transfers Out</b> | -               | <b>1,932</b>    | <b>2,300</b>    | <b>1,930</b>      | -                |
| <b>TOTAL PUBLIC WORKS ADMIN</b>                 | -               | <b>369,587</b>  | <b>235,204</b>  | <b>253,975</b>    | <b>310,476</b>   |

Note: 55070 - Temporary Engineer's Contract

# GIS

## Our Purpose

Geographic Information System (GIS) is a tool for linking and displaying graphical (spatial) data with tabular data. This combination allows for the creation of products and services that would be difficult, if not impossible, to produce by other means. GIS allows for the management and analysis of large sets of information. GIS is increasingly important to support decision-making. With this in mind, the City of Huntsville's GIS Division is here to support and serve its citizens and all City departments.

## Description of Our Services

A Geographic Information System (GIS) is basically the integration of spatial information (maps, topographic maps, aerial info, survey information, computer aided design (CAD) drawings, building layouts, etc.) with database information (well measurements, population, customer data, contours, pipeline specifications, etc.) The integration allows the user to then query and analyze information and view the results spatially. The visualization of the data in relation to spatial objects enhances our understanding of the data in a way that would be difficult to see using only a database. Keeping this in mind, GIS is a data and asset management tool for all departments. Some examples include mapping crime and fire trends, managing utility usage and utilizing it to visualize and develop street maintenance plans. The GIS department also provides mapping and data access to the public through an internet mapping system and PDFs.

## Our goals and Accomplishments

### FY 07-08 Accomplishments

- Created internet mapping website with public information that gives citizen's access to city information which reduces number of phone calls and foot traffic requesting city data and maps.
- Developed citywide GIS enterprise and migrated 90% of existing data into the system.
- Created GIS data that was crucial for 911 dispatch operation.
- Introduced GIS to public safety officials and developed tools to help improve their response.
- Provided daily mapping support to all Departments and external customers.

### FY 08-09 Department Objectives

- Streamline GIS workflows through process improvement.
- Migrate remaining GIS data into the enterprise
- Develop departmental mapping websites for internal and external usage such as a sexual offender website for the public and a 911-address look-up website for utility billing and the service center front desk.

## Our Resources

### Personnel Summary

| Division               | FY 06-07 | FY 07-08    | FY 08-09    |
|------------------------|----------|-------------|-------------|
| GIS <sup>1</sup>       | -        | 3.00        | 3.00        |
| <b>Total Personnel</b> | <b>-</b> | <b>3.00</b> | <b>3.00</b> |

### Budget Summary

| Division            | FY 06-07<br>Actual | FY 07-08<br>Estimated | FY 08-09<br>Budget |
|---------------------|--------------------|-----------------------|--------------------|
| GIS                 | -                  | 164,086               | 205,763            |
| <b>Total Budget</b> | <b>-</b>           | <b>164,086</b>        | <b>205,763</b>     |

1 – Budget Manger, Property Research Coordinator, and Engineering Technician

## Our Workload

| Workload Indicator              | FY 06-07 Actual | FY 07-08 Mid-Year | FY 08-09 Estimate |
|---------------------------------|-----------------|-------------------|-------------------|
| Number of Mapping Requests      | Not Tracked     | 326               | 652               |
| Number of Survey Points Entered | Not Tracked     | 734               | 1470              |
| Number of Addresses Assigned    | Not Tracked     | 435               | 870               |
| Number of New Data Requests     | Not Tracked     | 97                | 195               |

## Measuring our Effectiveness

| Performance Measure                  | FY 06-07 Actual | FY 07-08 Mid-Year | FY 08-09 Target |
|--------------------------------------|-----------------|-------------------|-----------------|
| Number of Mapping Requests Completed | Not Tracked     | 326               | 700             |
| % of Time Spent on Special Projects  | Not Tracked     | 96                | 95              |



# Budget Information

101-642 PUBLIC WORKS DEPARTMENT - GIS

FTE: 3.00

| Account Title                               | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                  | -               | -               | 123,305         | 112,187           | 131,499          |
| 51121 Longevity                             | -               | -               | 1,549           | 725               | 1,554            |
| 51201 TMRS Retirement                       | -               | -               | 20,538          | 18,226            | 28,939           |
| 51202 Health Insurance                      | -               | -               | 21,499          | 17,952            | 22,608           |
| 51203 Disability Insurance                  | -               | -               | 592             | 500               | 631              |
| 51204 Workers Comp Insurance                | -               | -               | 247             | 200               | 245              |
| 51205 Medicare Tax                          | -               | -               | 1,187           | 1,000             | 1,929            |
| 51206 Unemployment Comp Ins                 | -               | -               | 135             | 297               | 135              |
| <b>Subtotal Salaries/Other Pay/Benefits</b> | -               | -               | <b>169,052</b>  | <b>151,087</b>    | <b>187,540</b>   |
| 52010 Office Supplies                       | -               | -               | 1,050           | 1,050             | 1,300            |
| 52120 Reproduction & Printing               | -               | -               | 1,500           | 1,500             | 1,500            |
| <b>Subtotal Supplies</b>                    | -               | -               | <b>2,550</b>    | <b>2,550</b>      | <b>2,800</b>     |
| 55030 Long Distance/Circuit Ch              | -               | -               | 200             | 200               | 200              |
| 55080 Training & Seminars                   | -               | -               | 8,881           | 8,569             | 12,043           |
| 55090 Memberships/Subscriptions             | -               | -               | 180             | 180               | 180              |
| 55590 Easements/Filing Fees                 | -               | -               | 1,500           | 1,500             | 3,000            |
| <b>Subtotal Services And Utilities</b>      | -               | -               | <b>10,761</b>   | <b>10,449</b>     | <b>15,423</b>    |
| <b>TOTAL GIS</b>                            | -               | -               | <b>182,363</b>  | <b>164,086</b>    | <b>205,763</b>   |

# ***Planning***

## **Our Purpose**

The purpose of Planning is to provide comprehensive development review services to citizens and developers and to ensure proper, safe, and high quality improvements and additions are built by the private sector and the City of Huntsville in order to reach a balance between the natural and built environments and to ensure compliance with local rules and regulations that achieve the Comprehensive Plan and Program. Additionally, the customer service desk provides call center, permitting, and revenue collection services for both the public and other City departments in order to provide excellent service to our customers and to accurately record and receipt revenues for the City of Huntsville.

## **Description of our Services**

The Planning Division is responsible for reviewing and administering development permits, platting, zoning, and variance requests for the City of Huntsville. The Planning Division conducts both public and private development review and administers the City of Huntsville's Development Code and various City plans including the Comprehensive Plan, Transportation Plan, and Airport Master Plan. The Planning Division provides training for City officials and staff on planning issues and provides staff support to various boards and commissions including the Planning and Zoning Commission, Zoning Board of Adjustments, Economic Development Council, and Tax Increment Investment Zone # 1 Board. Additionally, the customer service desk handles public service inquiries, permit processing and revenue collection for multiple departments, and initial service order processing including inspections, code enforcement, water, sewer, street, and solid waste.

## **Our Goals and Accomplishments**

### **FY 07-08 Accomplishments**

- Adoption of Huntsville Horizon Comprehensive Plan.
- Adoption of Economic Development Strategic Plan.
- Started revisions to the Development Code based on the new Comprehensive Plan.

### **FY 08-09 Department Objectives**

- Continue working with all departments to implement the Comprehensive Plan.
- Complete comprehensive update of the Development Code.
- Update necessary forms to streamline paperwork
- Install and implement a new community development software program
- Reestablish the Development Review Committee

## Our Resources

### Personnel Summary

| Division               | FY 06-07     | FY 07-08     | FY 08-09     |
|------------------------|--------------|--------------|--------------|
| Planning               | 2.00         | 2.00         | 2.00         |
| <b>Total Personnel</b> | <b>12.00</b> | <b>12.00</b> | <b>12.00</b> |

### Budget Summary

| Division            | FY 06-07<br>Actual | FY 07-08<br>Estimated | FY 08-09<br>Budget |
|---------------------|--------------------|-----------------------|--------------------|
| Planning            | 151,804            | 234,677               | 343,559            |
| <b>Total Budget</b> | <b>151,804</b>     | <b>234,677</b>        | <b>343,559</b>     |

## Our Workload

| Workload Indicator                         | FY 06-07 Actual | FY 07-08 Actual | FY 08-09<br>Estimate |
|--|-----------------|-----------------|----------------------|
| Number of Permits Processed <sup>1</sup>   | 253             | 331             | 290                  |
| Number of Plats Processed <sup>2</sup>     | 54              | 53              | 50                   |
| Number of Variances Processed <sup>3</sup> | 8               | 6               | 7                    |
| Number of Zoning Changes Processed         | 2               | 0               | 1                    |
| Number of Plans Created/Amended            | 3               | 1               | 1                    |

1- Includes Certificates of Compliance

2- Includes plats approved by P&Z and administratively

3- Includes only those through the Zoning Board of Adjustments

## Measuring our Effectiveness

| Performance Measure  | FY 06-07<br>Actual | FY 07-08<br>Actual                 | FY 08-09<br>Target |
|--|--------------------|------------------------------------|--------------------|
| % of Plats Reviewed Within 10 Days of Submittal                    | 100%               | 100%                               | 100%               |
| % of Citizens Satisfied with City's Efforts to Plan for the Future | 58%                | survey<br>conducted<br>bi-annually | 75%                |



# Budget Information

## 101-716 PUBLIC WORKS DEPARTMENT - PLANNING

FTE: 5.00

| Account Title                               | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                  | 105,161         | 107,808         | 215,129         | 148,219           | 211,967          |
| 51118 Salaries- Part Time                   | -               | (3)             | 8,741           | 8,741             | 8,911            |
| 51121 Longevity                             | 1,228           | 603             | 3,111           | 3,111             | 1,582            |
| 51130 Overtime                              | -               | -               | 500             | 500               | 3,000            |
| 51201 TMRS Retirement                       | 17,300          | 18,040          | 35,900          | 29,401            | 46,448           |
| 51202 Health Insurance                      | 11,324          | 13,106          | 35,832          | 21,498            | 37,680           |
| 51203 Disability Insurance                  | 494             | 387             | 1,006           | 817               | 1,010            |
| 51204 Workers Comp Insurance                | 223             | 220             | 448             | 351               | 376              |
| 51205 Medicare Tax                          | 815             | 1,002           | 2,646           | 2,074             | 2,535            |
| 51206 Unemployment Comp Ins                 | 540             | 10              | 269             | 415               | 270              |
| <b>Subtotal Salaries/Other Pay/Benefits</b> | <b>137,085</b>  | <b>141,173</b>  | <b>303,582</b>  | <b>215,127</b>    | <b>313,779</b>   |
| 52010 Office Supplies                       | 168             | 700             | 1,250           | 1,250             | 1,250            |
| 52080 Educational                           | 271             | 144             | 750             | 750               | 750              |
| 52120 Reproduction & Printing               | 1,633           | 1,504           | 2,500           | 2,500             | 2,500            |
| 52130 Other Supplies                        | 1,475           | 1,351           | 1,200           | 1,200             | 1,200            |
| 52200 Non Capital Equipment Purchases       | -               | 289             | 300             | 200               | 300              |
| <b>Subtotal Supplies</b>                    | <b>3,547</b>    | <b>3,988</b>    | <b>6,000</b>    | <b>5,900</b>      | <b>6,000</b>     |
| 54010 Office Equipment Maintenance          | -               | -               | 1,000           | 500               | -                |
| 54030 Radio Maintenance                     | -               | -               | 252             | -                 | 252              |
| <b>Subtotal Maintenance Of Equipment</b>    | <b>-</b>        | <b>-</b>        | <b>1,252</b>    | <b>500</b>        | <b>252</b>       |
| 55030 Long Distance/Circuit Ch              | 171             | 127             | 300             | 200               | 200              |
| 55070 Purchased Services/Contracts          | -               | -               | 87,500          | -                 | 5,000            |
| 55080 Training & Seminars                   | 7,149           | 3,545           | 8,065           | 7,500             | 11,185           |
| 55085 Community Relations                   | -               | -               | 1,500           | 1,500             | 1,500            |
| 55090 Memberships/Subscriptions             | 1,431           | 1,527           | 1,920           | 1,500             | 2,570            |
| 55120 Mileage & Miscellaneous Meals         | 30              | -               | -               | -                 | -                |
| 55195 Cellular Phone Charges                | 120             | 691             | 960             | 700               | 823              |
| 55590 Easements/Filing Fees                 | 300             | 298             | 1,500           | 1,000             | 1,500            |
| <b>Subtotal Services And Utilities</b>      | <b>9,201</b>    | <b>6,188</b>    | <b>101,745</b>  | <b>12,400</b>     | <b>22,778</b>    |
| 56030 Legal Advertising                     | 317             | 455             | 750             | 750               | 750              |
| <b>Subtotal Insurance/Sundry/Elections</b>  | <b>317</b>      | <b>455</b>      | <b>750</b>      | <b>750</b>        | <b>750</b>       |
| <b>TOTAL PLANNING</b>                       | <b>150,150</b>  | <b>151,804</b>  | <b>413,329</b>  | <b>234,677</b>    | <b>343,559</b>   |

Note: 55070 - Development code review and study is being done in-house with Council participation.

# ***Engineering, Surveying & Construction***

## **Our Purpose**

The purpose of these divisions of the Public Works Department is to provide comprehensive development and review services to citizens, developers, and contractors. To ensure proper, safe, and high quality infrastructure improvements and renovations that are designed and constructed by the private sector and the City of Huntsville in order to reach a balance between the natural and built environments. To inspect and ensure compliance with local/state/federal rules and regulations that will achieve the overall Comprehensive Plan and Program of the City of Huntsville.

## **Description of our Services**

These divisions are responsible for the survey data, plan review, design, contract administration, construction, inspection, and as-built data of public improvements. As a collective team, these divisions work together to ensure a well planned and constructed infrastructure system for the City. All developments and projects are designed/reviewed, inspected, and as-built to ensure compliance with the design and specifications of the improvements. Capital Improvement Projects assigned are developed, easements written and obtained, designed, contract administered, constructed, inspected, and as-built by this team. The collected information is the basis and foundation for the data to implement and maintain the City of Huntsville's Geographic Information System.

## **Our Goals and Accomplishments**

### **FY 07-08 Accomplishments**

- Began implementation of the Comprehensive Infrastructure Plan
- Began revisions of the City Standards and Specifications
- Continued to improve, review, administer, complete, and document improvements on all construction projects
- Began organization of the CIP program into a more efficient process for budgeting and scheduling

### **FY 08-09 Department Objectives**

- Continue the Comprehensive infrastructure program
- Complete the revisions to the City Standards and Specifications
- Continue to improve, review, administer, complete, and document improvements
- Continue organization of the CIP program into a more efficient process for budgeting and scheduling

## Our Resources

| Personnel Summary              |              |              |              | Budget Summary      |                    |                       |                    |
|--------------------------------|--------------|--------------|--------------|---------------------|--------------------|-----------------------|--------------------|
| Division                       | FY 06-07     | FY 07-08     | FY 08-09     | Division            | FY 06-07<br>Actual | FY 07-08<br>Estimated | FY 08-09<br>Budget |
| Engineering <sup>1</sup>       | 5.00         | 5.00         | 5.00         | Engineering         | 318,341            | 355,405               | 401,112            |
| Surveying                      | 5.00         | 5.00         | 5.00         | Surveying           | 289,016            | 292,479               | 337,460            |
| Construction Crew <sup>2</sup> | -            | 4.00         | 4.00         | Construction Crew   | -                  | 221,039               | 231,854            |
| <b>Total Personnel</b>         | <b>10.00</b> | <b>10.00</b> | <b>14.00</b> | <b>Total Budget</b> | <b>607,357</b>     | <b>868,923</b>        | <b>970,426</b>     |

1- Property Research Coordinator and Engineering Design Technician position moved to GIS (642) and 2 Utility Inspector positions moved from Central Inspection (724) in FY 07-08.

2- Construction Crew moved from Public Utilities in FY 07-08.

## Our Workload

| Workload Indicator                               | FY 06-07 Actual | FY 07-08 Actual | FY 08-09 Estimate |
|--|-----------------|-----------------|-------------------|
| Number of Utility placement permits administered | 11              | 13              | 15                |
| Number of CIP projects administered              | 48              | 56              | 25                |
| Number of Development projects administered      | 22              | 23              | 30                |
| Number of Inter-Department project assistance    | 27              | 24              | 35                |

## Measuring our Effectiveness

| Performance Measure                                     | FY 06-07 Actual | FY 07-08 Actual | FY 08-09 Target |
|---|-----------------|-----------------|-----------------|
| % of Utility Permits reviewed within 5 days             | 100%            | 100%            | 100%            |
| % of CIP projects completed Within Budget               | 92%             | 100%            | 100%            |
| % of CIP projects completed on schedule <sup>3</sup>    | 75%             | 72%             | 100%            |
| % of Development projects complete <sup>4</sup>         | 64%             | 75%             | 100%            |
| % on Inter-Departmental programs completed <sup>5</sup> | 78%             | 80%             | 100%            |

3- Schedule depends on numerous factors including weather, easement acquisition, etc.

4- All schedules solely dependent on developer

5- Depends on length and complexity of ongoing projects



# Budget Information

## 101-717 PUBLIC WORKS DEPARTMENT - ENGINEERING

FTE: 5.00

| Account Title                                   | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                      | 216,378         | 222,315         | 243,273         | 244,013           | 256,922          |
| 51121 Longevity                                 | 4,163           | 3,828           | 4,792           | 3,828             | 5,019            |
| 51126 License Pay                               | -               | -               | 450             | 450               | 450              |
| 51130 Overtime                                  | 34              | -               | 9,500           | 1,005             | 9,500            |
| 51201 TMRS Retirement                           | 35,948          | 37,538          | 40,881          | 37,299            | 57,070           |
| 51202 Health Insurance                          | 28,320          | 32,767          | 35,832          | 32,568            | 37,680           |
| 51203 Disability Insurance                      | 1,015           | 1,045           | 1,135           | 1,043             | 1,186            |
| 51204 Workers Comp Insurance                    | 468             | 574             | 907             | 440               | 791              |
| 51205 Medicare Tax                              | 875             | 881             | 1,157           | 978               | 1,239            |
| 51206 Unemployment Comp Ins                     | 1,095           | 25              | 225             | 1,350             | 225              |
| <b>Subtotal Salaries/Other Pay/Benefits</b>     | <b>288,296</b>  | <b>298,973</b>  | <b>338,152</b>  | <b>322,974</b>    | <b>370,082</b>   |
| 52010 Office Supplies                           | 794             | 1,261           | 850             | 850               | 850              |
| 52030 Clothing                                  | 32              | -               | 250             | 250               | 250              |
| 52040 Gas & Oil                                 | 673             | 358             | 3,200           | 8,167             | 3,300            |
| 52050 Minor Tools/Instruments                   | 12              | 19              | -               | 250               | 250              |
| 52120 Reproduction & Printing                   | 3,466           | 5,045           | 3,000           | 3,000             | 3,000            |
| 52130 Other Supplies                            | 112             | 417             | 800             | 650               | 650              |
| 52160 Surveying Supplies                        | -               | -               | -               | 150               | 150              |
| 52200 Non Capital Equipment Purchases           | -               | 260             | -               | 500               | 500              |
| <b>Subtotal Supplies</b>                        | <b>5,089</b>    | <b>7,360</b>    | <b>8,100</b>    | <b>13,817</b>     | <b>8,950</b>     |
| 54010 Office Equipment Maintenance              | 152             | -               | 400             | 400               | 400              |
| 54030 Radio Maintenance                         | 201             | 200             | 300             | 400               | 400              |
| 54040 Motor Vehicle Maintenance                 | -               | 333             | 500             | 1,500             | 1,500            |
| <b>Subtotal Maintenance Of Equipment</b>        | <b>353</b>      | <b>533</b>      | <b>1,200</b>    | <b>2,300</b>      | <b>2,300</b>     |
| 55030 Long Distance/Circuit Ch                  | 102             | 1,314           | 300             | 300               | 300              |
| 55080 Training & Seminars                       | 2,562           | 6,868           | 14,050          | 14,050            | 11,155           |
| 55090 Memberships/Subscriptions                 | 263             | -               | 210             | 416               | 784              |
| 55120 Mileage & Miscellaneous Meals             | 366             | 332             | -               | 300               | -                |
| 55195 Cellular Phone Charges                    | 462             | 875             | 2,016           | 1,008             | 2,641            |
| 55590 Easements/Filing Fees                     | 1,787           | 986             | -               | -                 | -                |
| <b>Subtotal Services And Utilities</b>          | <b>5,542</b>    | <b>10,375</b>   | <b>16,576</b>   | <b>16,074</b>     | <b>14,880</b>    |
| 56012 Insurance - Fleet                         | 609             | 240             | -               | 240               | -                |
| <b>Subtotal Insurance/Sundry/Elections</b>      | <b>609</b>      | <b>240</b>      | <b>-</b>        | <b>240</b>        | <b>-</b>         |
| 90300 Vehicle & Equipment                       | 652             | 860             | -               | -                 | -                |
| 90312 Computers & Software                      | -               | -               | -               | -                 | 4,900            |
| <b>Subtotal Interfund Charges/Transfers Out</b> | <b>652</b>      | <b>860</b>      | <b>-</b>        | <b>-</b>          | <b>4,900</b>     |
| <b>TOTAL ENGINEERING</b>                        | <b>300,541</b>  | <b>318,341</b>  | <b>364,028</b>  | <b>355,405</b>    | <b>401,112</b>   |



# Budget Information

## 101-719 PUBLIC WORKS DEPARTMENT - SURVEYING

FTE: 5.00

| Account Title                                   | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                      | 193,133         | 197,925         | 205,989         | 197,233           | 220,202          |
| 51121 Longevity                                 | 3,829           | 2,983           | 3,226           | 2,980             | 3,243            |
| 51126 License Pay                               | 181             | 182             | 180             | 180               | 180              |
| 51130 Overtime                                  | -               | -               | 700             | 670               | 700              |
| 51201 TMRS Retirement                           | 32,143          | 33,379          | 34,416          | 33,051            | 48,638           |
| 51202 Health Insurance                          | 28,320          | 32,767          | 35,832          | 32,568            | 37,680           |
| 51203 Disability Insurance                      | 913             | 950             | 989             | 937               | 1,055            |
| 51204 Workers Comp Insurance                    | 752             | 786             | 803             | 702               | 690              |
| 51205 Medicare Tax                              | 1,682           | 1,692           | 1,901           | 1,812             | 1,991            |
| 51206 Unemployment Comp Ins                     | 1,353           | 25              | 225             | 1,350             | 225              |
| <b>Subtotal Salaries/Other Pay/Benefits</b>     | <b>262,306</b>  | <b>270,689</b>  | <b>284,261</b>  | <b>271,483</b>    | <b>314,604</b>   |
| 52010 Office Supplies                           | 159             | 121             | 250             | 250               | 300              |
| 52030 Clothing                                  | 809             | 850             | 900             | 900               | 1,500            |
| 52031 Clothing - Safety Gear                    | 138             | 6               | 250             | 250               | 250              |
| 52040 Gas & Oil                                 | 3,352           | 4,031           | 4,400           | 2,950             | 2,200            |
| 52050 Minor Tools/Instruments                   | 16              | 133             | -               | -                 | -                |
| 52120 Reproduction & Printing                   | 296             | 329             | 350             | 350               | 350              |
| 52130 Other Supplies                            | 103             | 375             | -               | 200               | -                |
| 52160 Surveying Supplies                        | 1,496           | 1,501           | 2,250           | 2,800             | 2,700            |
| 52190 Minor Tools/Instruments/Survey            | 2,508           | 1,602           | 2,400           | 2,400             | 2,400            |
| 52200 Non Capital Equipment Purchases           | 3,841           | 1,453           | 2,100           | 2,100             | 2,100            |
| <b>Subtotal Supplies</b>                        | <b>12,718</b>   | <b>10,401</b>   | <b>12,900</b>   | <b>12,200</b>     | <b>11,800</b>    |
| 54020 Tools/Instruments/Survey Maintenance      | 226             | 93              | 750             | 750               | 2,400            |
| 54030 Radio Maintenance                         | 667             | 426             | 620             | 620               | 600              |
| 54040 Motor Vehicle Maintenance                 | 1,072           | 672             | 785             | 150               | 1,000            |
| <b>Subtotal Maintenance Of Equipment</b>        | <b>1,965</b>    | <b>1,191</b>    | <b>2,155</b>    | <b>1,520</b>      | <b>4,000</b>     |
| 55030 Long Distance/Circuit Ch                  | 35              | 32              | 50              | 50                | 50               |
| 55080 Training & Seminars                       | 3,464           | 3,440           | 4,250           | 4,250             | 4,480            |
| 55090 Memberships/Subscriptions                 | 900             | 707             | 1,022           | 1,022             | 1,222            |
| 55120 Mileage & Miscellaneous Meals             | 30              | -               | -               | 250               | 500              |
| 55195 Cellular Phone Charges                    | -               | -               | 1,512           | 1,300             | 804              |
| <b>Subtotal Services And Utilities</b>          | <b>4,429</b>    | <b>4,179</b>    | <b>6,834</b>    | <b>6,872</b>      | <b>7,056</b>     |
| 56012 Insurance - Fleet                         | 461             | 404             | -               | 404               | -                |
| <b>Subtotal Insurance/Sundry/Elections</b>      | <b>461</b>      | <b>404</b>      | <b>-</b>        | <b>404</b>        | <b>-</b>         |
| 90300 Vehicle & Equipment                       | 1,624           | 2,152           | -               | -                 | -                |
| <b>Subtotal Interfund Charges/Transfers Out</b> | <b>1,624</b>    | <b>2,152</b>    | <b>-</b>        | <b>-</b>          | <b>-</b>         |
| <b>TOTAL SURVEYING</b>                          | <b>283,503</b>  | <b>289,016</b>  | <b>306,150</b>  | <b>292,479</b>    | <b>337,460</b>   |



# Budget Information

## 220-396 PUBLIC WORKS DEPARTMENT - CONSTRUCTION CREW

FTE: 4.00

| Account Title                                   | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                      | 102,886         | 112,981         | 118,563         | 114,592           | 122,388          |
| 51121 Longevity                                 | 1,065           | 762             | 937             | 785               | 960              |
| 51126 License Pay                               | 480             | 483             | 900             | 480               | 480              |
| 51130 Overtime                                  | 9,810           | 5,644           | 8,000           | 12,148            | 8,000            |
| 51201 TMRS Retirement                           | 18,574          | 19,896          | 19,806          | 20,920            | 26,933           |
| 51202 Health Insurance                          | 22,655          | 26,215          | 28,666          | 26,054            | 30,144           |
| 51203 Disability Insurance                      | 438             | 504             | 569             | 596               | 587              |
| 51204 Workers Comp Insurance                    | 3,484           | 3,013           | 3,106           | 3,491             | 2,652            |
| 51205 Medicare Tax                              | 1,616           | 1,704           | 1,746           | 1,820             | 1,796            |
| 51206 Unemployment Comp Ins                     | 983             | (5)             | 180             | 1,080             | 180              |
| <b>Subtotal Salaries/Other Pay/Benefits</b>     | <b>161,991</b>  | <b>171,197</b>  | <b>182,473</b>  | <b>181,966</b>    | <b>194,120</b>   |
| 52030 Clothing                                  | 1,356           | 671             | 1,750           | 1,750             | 1,750            |
| 52031 Clothing - Safety Gear                    | 1,034           | 156             | 400             | 400               | 400              |
| 52040 Gas & Oil                                 | 12,385          | 10,003          | 14,000          | 11,256            | 11,400           |
| 52050 Minor Tools/Instruments                   | 572             | 770             | 1,000           | 1,000             | 1,000            |
| 52060 Cleaning Supplies                         | -               | -               | -               | 100               | 200              |
| 52100 Traffic Supplies                          | -               | 315             | 300             | 300               | 1,000            |
| 52130 Other Supplies                            | 94              | 443             | 200             | 200               | 200              |
| 52200 Non Capital Equipment Purchases           | 403             | 2,445           | 3,000           | 3,000             | 3,500            |
| <b>Subtotal Supplies</b>                        | <b>15,844</b>   | <b>14,803</b>   | <b>20,650</b>   | <b>18,006</b>     | <b>19,450</b>    |
| 54020 Maint - Mach/Tools/Instruments            | 190             | 48              | 250             | 250               | 250              |
| 54040 Motor Vehicle Maintenance                 | 17,330          | 18,686          | 16,500          | 16,500            | 15,000           |
| <b>Subtotal Maintenance Of Equipment</b>        | <b>17,520</b>   | <b>18,734</b>   | <b>16,750</b>   | <b>16,750</b>     | <b>15,250</b>    |
| 55080 Training & Seminars                       | 1,684           | 1,855           | 2,350           | 2,350             | 2,350            |
| 55090 Memberships/Subscriptions                 | 150             | 255             | 200             | 416               | 416              |
| 55195 Cellular Phone Charges                    | 539             | 439             | 504             | 504               | 268              |
| 55200 Pager Air Time                            | 76              | 76              | 160             | -                 | -                |
| <b>Subtotal Services And Utilities</b>          | <b>2,449</b>    | <b>2,625</b>    | <b>3,214</b>    | <b>3,270</b>      | <b>3,034</b>     |
| 56012 Insurance - Fleet                         | 2,131           | 1,047           | -               | 1,047             | -                |
| <b>Subtotal Insurance/Sundry/Elections</b>      | <b>2,131</b>    | <b>1,047</b>    | <b>-</b>        | <b>1,047</b>      | <b>-</b>         |
| 90300 Vehicle & Equipment                       | 14,468          | 29,132          | -               | -                 | -                |
| <b>Subtotal Interfund Charges/Transfers Out</b> | <b>14,468</b>   | <b>29,132</b>   | <b>-</b>        | <b>-</b>          | <b>-</b>         |
| <b>TOTAL CONSTRUCTION CREW</b>                  | <b>214,403</b>  | <b>237,538</b>  | <b>223,087</b>  | <b>221,039</b>    | <b>231,854</b>   |

Note: 52200 - Vehicle replacement schedule will replace 396-339 this year; funding for safety lights, fuel tank, head rack, and toolbox for new vehicle - \$1,500. Purchase of tools - \$2,000.  
55090 - Required licenses for supervisor/crew leader for responsibility of TECQ rules and regulation on the CIP Construction Crew - \$416.  
Supplemental request for additional CIP crew memberships

# ***Central Inspection***

## **Our Purpose**

The purpose of Central Inspections is to provide inspection services of private development and public improvement development as well as code enforcement of existing buildings and property to the citizens developers, contractors, property owners, and visitors of Huntsville so they can occupy properties and buildings that are constructed and maintained for the health and life safety of occupants as directed by the codes, laws, and good engineering practices adopted by the State of Texas and the City of Huntsville.

## **Description of our Services**

Central Inspections is responsible for the administration of building permits as well as the inspection of private construction development. Central Inspections is also responsible for code enforcement and for investigating code enforcement complaints. Central Inspections reviews plans for private and public improvements, inspects and permits all public swimming pools and on-site sewer facilities in the city limits of Huntsville.

## **Our Goals and Accomplishments**

### **FY 07-08 Accomplishments**

- Code Enforcement case reports and files are now 50% electronic
- Building project folders are 90% electronic
- Increased information on the website to assist developers, building professionals and citizens
- All code enforcement complaints have initial investigations within 24 hours

### **FY 08-09 Department Objectives**

- Create 100% paperless files for Code Enforcement Cases
- Continue to target major entrances into the City for clean-up
- Implement a preferred contractor program to assist citizens in choosing good contractors
- Continue to respond to inspection requests within a 24 hour period
- Continue to respond to code enforcement complaints within a 24 hour period

## Our Resources

| Personnel Summary      |             |             |             | Budget Summary      |                    |                       |                    |
|------------------------|-------------|-------------|-------------|---------------------|--------------------|-----------------------|--------------------|
| Division               | FY 06-07    | FY 07-08    | FY 08-09    | Division            | FY 06-07<br>Actual | FY 07-08<br>Estimated | FY 08-09<br>Budget |
| Central Inspections    | 7.00        | 5.00        | 4.00        | Central Inspections | 448,504            | 364,789               | 341,593            |
| <b>Total Personnel</b> | <b>7.00</b> | <b>5.00</b> | <b>4.00</b> | <b>Total Budget</b> | <b>448,504</b>     | <b>364,789</b>        | <b>341,593</b>     |

## Our Workload

| Workload Indicator  | FY 06-07<br>Actual | FY 07-08<br>mid-year | FY 08-09<br>Estimate |
|---|--------------------|----------------------|----------------------|
| Number of Permits Issued                                  | 2027               | 904                  | 2500                 |
| Number of Inspections Performed                           | 4780               | 2494                 | 6000                 |
| Number of Substandard Buildings Identified                | 73                 | 30                   | 50                   |
| Demolished by City  | 14                 | 4                    | 20                   |
| Demolished or Repaired by Owner                           | 52                 | 14                   | 30                   |
| Number Junk Vehicle Complaints Investigated               | 48                 | 58                   | 100                  |
| Number Trash/Debris Complaints Investigated               | 159                | 60                   | 200                  |
| Number of Weed Complaints Investigated                    | 88                 | 21                   | 150                  |
| Number of Sewer Complaints Investigated                   | 53                 | 7                    | 50                   |
| Number of Sign Complaints Investigated                    | 30                 | 14                   | 20                   |
| Number of Zoning Complaints Investigated                  | 9                  | 7                    | 10                   |
| Number of On-Site Sewer Facility Inspections Investigated | 124                | 2                    | 100                  |
| Number of Public Swimming Pool Inspections Investigated   | 144                | 73                   | 150                  |

## Measuring our Effectiveness

| Performance Measure   | FY 06-07<br>Actual | FY 07-08<br>Actual                 | FY 08-09<br>Target |
|---|--------------------|------------------------------------|--------------------|
| % of Inspections Performed Within 24 hours of Request                               | 100%               | 97%                                | 100%               |
| % of Complaints Investigated Within 24 hours of Receipt                             | 100%               | 100%                               | 100%               |
| % of Citizens Rating Building Inspection Services as Good or Excellent <sup>1</sup> | 49%                | survey<br>conducted<br>bi-annually | 100%               |
| % of Citizens Rating Code Enforcement Services as Good or Excellent <sup>2</sup>    | 53%                | survey<br>conducted<br>bi-annually | 100%               |

1- 37% of citizens surveyed answered "no opinion" when asked to rate building inspection services.

2- 27% of citizens surveyed answered "no opinion" when asked to rate code enforcement services.



# Budget Information

## 101-724 PUBLIC WORKS DEPARTMENT - CENTRAL INSPECTION

FTE: 4.00

| Account Title                                   | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                      | 293,594         | 269,797         | 189,318         | 180,410           | 184,613          |
| 51121 Longevity                                 | 6,499           | 4,875           | 2,952           | 4,831             | 1,821            |
| 51126 License Pay                               | 300             | 303             | -               | -                 | -                |
| 51130 Overtime                                  | 11,305          | 10,032          | 1,000           | 1,000             | 1,000            |
| 51201 TMRS Retirement                           | 50,610          | 47,299          | 31,628          | 46,190            | 40,550           |
| 51202 Health Insurance                          | 39,652          | 39,091          | 28,666          | 39,082            | 30,144           |
| 51203 Disability Insurance                      | 1,395           | 1,289           | 904             | 1,305             | 861              |
| 51204 Workers Comp Insurance                    | 1,709           | 1,493           | 1,003           | 1,550             | 835              |
| 51205 Medicare Tax                              | 2,172           | 1,788           | 1,243           | 1,922             | 1,738            |
| 51206 Unemployment Comp Ins                     | 1,890           | 30              | 180             | 1,620             | 180              |
| <b>Subtotal Salaries/Other Pay/Benefits</b>     | <b>409,126</b>  | <b>375,997</b>  | <b>256,894</b>  | <b>277,910</b>    | <b>261,742</b>   |
| 52010 Office Supplies                           | 1,912           | 1,419           | 2,000           | 2,000             | 2,000            |
| 52030 Clothing                                  | 85              | 9               | 627             | 627               | 1,000            |
| 52040 Gas & Oil                                 | 5,645           | 7,117           | 4,400           | 8,999             | 9,100            |
| 52050 Minor Tools/Instruments                   | 715             | 621             | 500             | 500               | 500              |
| 52080 Educational                               | 629             | 339             | 1,000           | 1,000             | 1,000            |
| 52200 Non Capital Equipment Purchases           | 556             | 7,583           | 5,600           | 5,600             | 1,000            |
| <b>Subtotal Supplies</b>                        | <b>9,542</b>    | <b>17,088</b>   | <b>14,127</b>   | <b>18,726</b>     | <b>14,600</b>    |
| 54010 Office Equipment Maintenance              | -               | 190             | -               | -                 | -                |
| 54020 Maint - Mach/Tools/Instruments            | -               | -               | 450             | 200               | 450              |
| 54030 Radio Maintenance                         | 784             | 580             | 540             | 540               | 540              |
| 54040 Motor Vehicle Maintenance                 | 1,662           | 3,565           | 3,000           | 2,977             | 4,000            |
| <b>Subtotal Maintenance Of Equipment</b>        | <b>2,446</b>    | <b>4,335</b>    | <b>3,990</b>    | <b>3,717</b>      | <b>4,990</b>     |
| 55010 Rental of Equipment                       | 2,041           | 2,340           | 2,000           | 2,000             | 2,000            |
| 55030 Long Distance/Circuit Ch                  | 266             | 152             | 300             | 300               | 300              |
| 55070 Purchased Services/Contracts              | 790             | -               | 30,000          | 365               | -                |
| 55080 Training & Seminars                       | 7,946           | 7,809           | 6,750           | 6,750             | 9,950            |
| 55090 Memberships/Subscriptions                 | 795             | 1,074           | 900             | 900               | 900              |
| 55195 Cellular Phone Charges                    | 2,793           | 2,638           | 3,301           | 3,301             | 3,611            |
| 55510 Bank/Paying Agent Fees                    | 920             | 3,845           | -               | -                 | -                |
| 55600 Condemnation Costs                        | 5,064           | 1,567           | 3,500           | 3,500             | 3,500            |
| <b>Subtotal Services And Utilities</b>          | <b>20,615</b>   | <b>19,425</b>   | <b>46,751</b>   | <b>17,116</b>     | <b>20,261</b>    |
| 56012 Insurance - Fleet                         | 2,131           | 867             | -               | 867               | -                |
| <b>Subtotal Insurance/Sundry/Elections</b>      | <b>2,131</b>    | <b>867</b>      | <b>-</b>        | <b>867</b>        | <b>-</b>         |
| 57280 Demolition Program                        | 23,915          | 24,340          | 40,000          | 40,000            | 40,000           |
| <b>Subtotal Programs/Projects</b>               | <b>23,915</b>   | <b>24,340</b>   | <b>40,000</b>   | <b>40,000</b>     | <b>40,000</b>    |
| 90300 Vehicle & Equipment                       | 4,876           | 6,452           | -               | 6,453             | -                |
| <b>Subtotal Interfund Charges/Transfers Out</b> | <b>4,876</b>    | <b>6,452</b>    | <b>-</b>        | <b>6,453</b>      | <b>-</b>         |
| <b>TOTAL CENTRAL INSPECTION</b>                 | <b>472,651</b>  | <b>448,504</b>  | <b>361,762</b>  | <b>364,789</b>    | <b>341,593</b>   |

Note: 52200 - Wireless laptop purchased in FY 07-08. Required accessories for Inspector's replacement vehicle

# ***Health Inspections***

## **Our Purpose**

The purpose of Health Inspections is to provide health inspection services of all food service establishments to the citizens and visitors of Huntsville so they can eat and purchase meals and food products that are produced and sold under the State and local laws designed to protect the health and life safety of the public.

## **Description of our Services**

Health Inspections is responsible for the inspection in accordance with State law of all Huntsville food service establishments such as restaurants, schools, groceries, convenience stores, mobile food units and bakeries. Health Inspections investigates all health related complaints and provides training and education for food service personnel. Health Inspections also assists in the City of Huntsville's mosquito surveillance program.

## **Our Goals and Accomplishments**

### **FY 07-08 Accomplishments**

- After two years of each food service establishment having 2 inspections per year, indications of major violations continues to decline
- After two years of each food service establishment having 2 inspections per year, the amount of time spent on re-inspections has decreased
- Publications of food safety and general food health information is now placed on the health web site
- Efforts to create paperless files of inspection reports and complaint cases has reached 50% completion

### **FY 08-09 Department Objectives**

- Continue to create paperless reports and files for food service establishment inspections and achieve 100% electronic filing
- To reduce the number of violations found in food service establishments
- To reduce the number of re-inspections due to poor initial inspection results
- Continue to respond to health related complaints within a 24 hour period

## Our Resources

### Personnel Summary

| Division               | FY 06-07    | FY 07-08    | FY 08-09    |
|------------------------|-------------|-------------|-------------|
| Health Inspection      | 2.00        | 2.00        | 2.00        |
| <b>Total Personnel</b> | <b>2.00</b> | <b>2.00</b> | <b>2.00</b> |

### Budget Summary

| Division            | FY 06-07<br>Actual | FY 07-08<br>Estimated | FY 08-09<br>Budget |
|---------------------|--------------------|-----------------------|--------------------|
| Health Inspection   | 129,755            | 121,587               | 127,965            |
| <b>Total Budget</b> | <b>129,755</b>     | <b>121,587</b>        | <b>127,965</b>     |

## Our Workload

| Workload Indicator                            | FY 06-07 Actual | FY 07-08 mid-year | FY 08-09 Estimate |
|---|-----------------|-------------------|-------------------|
| Number of Establishment Inspections Performed | 461             | 226               | 470               |
| Number of Re-Inspections Performed            | 148             | 53                | 140               |
| Number of Complaints Investigated             | 100             | 28                | 100               |
| Number of Courtesy Warnings Issued            | 101             | 36                | 100               |
| Number of Court Citations Issued              | 10              | 2                 | 10                |

## Measuring our Effectiveness

| Performance Measure   | FY 06-07<br>Actual | FY 07-08<br>mid-year         | FY 08-09<br>Target |
|---|--------------------|------------------------------|--------------------|
| % of Complaints investigated within 24 hours of request                           | 100%               | 100%                         | 100%               |
| % of total food establishments receiving a minimum of two inspections             | 100%               | 100%                         | 100%               |
| Number of re-inspections required as a % of total food establishments             | 26%                | 21%                          | 10%                |
| % of citizens rating Health Inspection Services as good or excellent <sup>1</sup> | 51%                | survey conducted bi-annually | 100%               |

1- 34% of citizens surveyed answered "no opinion" when asked to rate health inspection services.



# Budget Information

## 101-725 PUBLIC WORKS DEPARTMENT - HEALTH

FTE: 2.00

| Account Title                                   | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                      | 82,597          | 83,415          | 86,105          | 72,646            | 79,651           |
| 51121 Longevity                                 | 1,074           | 841             | 937             | 839               | 160              |
| 51130 Overtime                                  | 140             | 71              | 200             | 201               | 300              |
| 51201 TMRS Retirement                           | 13,701          | 13,997          | 14,318          | 13,915            | 17,359           |
| 51202 Health Insurance                          | 11,324          | 13,108          | 14,333          | 13,027            | 15,072           |
| 51203 Disability Insurance                      | 380             | 403             | 413             | 397               | 382              |
| 51204 Workers Comp Insurance                    | 510             | 448             | 456             | 471               | 353              |
| 51205 Medicare Tax                              | 1,205           | 1,215           | 1,262           | 1,210             | 1,157            |
| 51206 Unemployment Comp Ins                     | 540             | 10              | 90              | 540               | 90               |
| <b>Subtotal Salaries/Other Pay/Benefits</b>     | <b>111,471</b>  | <b>113,508</b>  | <b>118,114</b>  | <b>103,246</b>    | <b>114,524</b>   |
| 52010 Office Supplies                           | 408             | 348             | 350             | 350               | 350              |
| 52030 Clothing                                  | 19              | 346             | 400             | 750               | 621              |
| 52040 Gas & Oil                                 | 8,373           | 6,587           | 9,500           | 2,200             | 2,300            |
| 52050 Minor Tools/Instruments                   | 621             | 483             | 500             | 500               | 500              |
| 52060 Cleaning Supplies                         | 135             | 208             | 150             | 150               | 150              |
| 52080 Educational                               | 1,000           | 177             | 500             | 500               | 500              |
| 52200 Non Capital Equipment Purchases           | -               | 334             | 5,600           | 5,600             | -                |
| <b>Subtotal Supplies</b>                        | <b>10,556</b>   | <b>8,483</b>    | <b>17,000</b>   | <b>10,050</b>     | <b>4,421</b>     |
| 54030 Radio Maintenance                         | 168             | 24              | -               | -                 | -                |
| 54040 Motor Vehicle Maintenance                 | 729             | 914             | 1,000           | 700               | 1,000            |
| <b>Subtotal Maintenance Of Equipment</b>        | <b>897</b>      | <b>938</b>      | <b>1,000</b>    | <b>700</b>        | <b>1,000</b>     |
| 55030 Long Distance/Circuit Ch                  | 31              | 31              | 100             | 100               | 100              |
| 55080 Training & Seminars                       | 1,379           | 2,969           | 3,100           | 3,100             | 6,800            |
| 55090 Memberships/Subscriptions                 | 295             | 388             | 773             | 773               | 370              |
| 55195 Cellular Phone Charges                    | 925             | 866             | 1,008           | 1,008             | 675              |
| 55200 Pager Air Time                            | 38              | 38              | 75              | 75                | 75               |
| <b>Subtotal Services And Utilities</b>          | <b>2,668</b>    | <b>4,292</b>    | <b>5,056</b>    | <b>5,056</b>      | <b>8,020</b>     |
| 56012 Insurance - Fleet                         | 304             | 550             | -               | 550               | -                |
| <b>Subtotal Insurance/Sundry/Elections</b>      | <b>304</b>      | <b>550</b>      | <b>-</b>        | <b>550</b>        | <b>-</b>         |
| 90300 Vehicle & Equipment                       | 1,500           | 1,984           | -               | 1,985             | -                |
| <b>Subtotal Interfund Charges/Transfers Out</b> | <b>1,500</b>    | <b>1,984</b>    | <b>-</b>        | <b>1,985</b>      | <b>-</b>         |
| <b>TOTAL HEALTH</b>                             | <b>127,396</b>  | <b>129,755</b>  | <b>141,170</b>  | <b>121,587</b>    | <b>127,965</b>   |

# Street Services

## Our Purpose

The purpose of Street Services is to provide maintenance and construction of the City of Huntsville's street infrastructure and storm-water collection system and keep the streets and storm-water collection system clean of debris so that the Citizens of Huntsville can have a clean, safe and drivable transportation system and that storm-water is conveyed away from their homes and businesses.

## Description of our Services

The Streets Division is responsible for maintaining the over 140 miles of public streets in the City of Huntsville. Street Services target on a rotating basis approximately 14 miles of public streets for maintenance annually. The Streets Division is responsible for the construction of new street infrastructure, sidewalks, and parking lots. The Streets Division maintains the City of Huntsville's roadway signage, pavement markings, traffic control devices, curbs, gutters, and public right-of-ways and is responsible for the maintenance of the infrastructure of the Huntsville Municipal Airport. The Drainage Maintenance Division is responsible for the construction and maintenance of the City of Huntsville's storm-water collection system. The Street Sweeping Division is responsible for the removal of grass, leaves, and other debris from the City of Huntsville's public streets and parking areas.

## Our Goals and Accomplishments

### FY 07-08 Accomplishments

- Overlay .12 miles of City streets
- Seal Coat 12.02 miles of City streets
- Reconstruct .97 miles of City streets
- Crack Seal 1.79 miles of City streets
- Reconstruct Service Center Yard
- Replace 13<sup>th</sup> St. headwall on Town Creek
- Continue with upgrade of crosswalks and stop bars with thermoplastic pavement markings
- Construct Dog Park Parking lot
- Construct Sub-grade for Mayes Addition pavement extension

### FY 08-09 Department Objectives

- Seal Coat 4.91 miles of City streets
- Reconstruct .31 lane miles of City streets
- Overlay 2.14 lane miles of City streets
- Crack Seal 1.60 miles of City streets
- Repair 48 diameter culvert on Bearkat Boulevard just east of Bowers Boulevard
- Reconstruct drainage structures at old railroad tracks on Bearkat Boulevard.
- Construct Kate Barr Ross Parking lot
- Replace headwall 14<sup>th</sup> Street Town Creek crossing

## Our Resources

### Personnel Summary

| Division               | FY 06-07     | FY 07-08     | FY 08-09     |
|------------------------|--------------|--------------|--------------|
| Streets                | 19.00        | 19.00        | 19.00        |
| Drainage Maintenance   | 4.00         | 4.00         | 4.00         |
| Street Sweeping        | 1.00         | 1.00         | 1.00         |
| Airport Maintenance    | -            | -            | -            |
| <b>Total Personnel</b> | <b>24.00</b> | <b>24.00</b> | <b>24.00</b> |

### Budget Summary

| Division             | FY 06-07<br>Actual | FY 07-08<br>Estimated | FY 08-09<br>Budget |
|----------------------|--------------------|-----------------------|--------------------|
| Streets              | 1,980,062          | 2,047,505             | 1,909,280          |
| Drainage Maintenance | 193,116            | 206,609               | 223,865            |
| Street Sweeping      | 110,473            | 73,621                | 101,716            |
| Airport Maintenance  | 4,681              | 17,565                | 44,280             |
| <b>Total Budget</b>  | <b>2,288,332</b>   | <b>2,345,300</b>      | <b>2,279,141</b>   |

## Our Workload

| Workload Indicator  | FY 06-07 Actual | FY 07-08 Actual<br>Mid-year | FY 08-09<br>Estimate |
|---|-----------------|-----------------------------|----------------------|
| Number of Street Signs Made and Installed                     | 385             | 196                         | 500                  |
| Tons of Hot Mix Asphalt Concrete (HMAC) Used for Utility Cuts | 441             | 259.26                      | 1000                 |
| Tons of HMAC Used for Street Failure Patches <sup>1</sup>     | 1052            | 335.57                      | 500                  |
| Tons of HMAC Used for Street Overlays                         | 4980            | 439.89                      | 320                  |
| Tons of HMAC Used for Special Projects <sup>2</sup>           | 3,024           | 291.42                      | 1700                 |
| Lane Miles of Seal Coating of Existing Streets <sup>3</sup>   | 13.77           | 7.26                        | 28.88 lane miles     |
| Tons of Litter and Debris Removed from Public Right-of-Ways   | 29              | 15.42                       | 50                   |
| Tons of Debris Removed from Public Drainage Ways              | 3037            | 1500                        | 3,500                |
| Tons of Debris Removed by Street Sweeper                      | 849             | 920                         | 980                  |

1- The number of street failure patches required should decline over time as quality of streets improve.

2- The number of special projects completed will vary depending on how many projects are funded by City Council each year.

3- The frequency of seal coating of existing streets will vary depending on in-house special projects and weather conditions.

## Measuring our Effectiveness

| Performance Measures   | FY 06-07<br>Actual | FY 07-08<br>Actual**  | FY 08-09<br>Target |
|--|--------------------|-----------------------|--------------------|
| % of Annual Lane Mile Scheduled Maintenance Completed                              | not tracked        | 39%                   | 90%                |
| % Increase (Decrease) in Tons of HMAC Used for Street Failure Patches <sup>1</sup> | (14%)              | 82.20%                | (35%)              |
| % of Emergency Calls Responded to Within 4 Hours                                   | not tracked        | 100%                  | 100%               |
| % of Citizens Rating Street Maintenance Services as Good or Excellent              | 71%                | Survey<br>bi-annually | 100%               |
| % of Citizens Rating Drainage Maintenance Services as Good or Excellent            | 67%                | Survey<br>bi-annually | 100%               |



# Budget Information

## 603-323 PUBLIC WORKS DEPARTMENT - STREETS

FTE: 19.00

| Account Title                                   | 05-06<br>Actual  | 06-07<br>Actual  | 07-08<br>Budget  | 07-08<br>Estimate | 08-09<br>Adopted |
|---|------------------|------------------|------------------|-------------------|------------------|
| 51111 Salaries - Full Time                      | 591,921          | 603,646          | 627,981          | 604,175           | 657,064          |
| 51115 Seasonal                                  | 42,875           | 25,862           | 43,680           | 43,000            | 43,000           |
| 51121 Longevity                                 | 11,877           | 9,498            | 10,403           | 11,556            | 6,932            |
| 51130 Overtime                                  | 10,020           | 15,725           | 12,000           | 18,000            | 12,000           |
| 51201 TMRS Retirement                           | 99,381           | 104,459          | 105,014          | 105,699           | 144,419          |
| 51202 Health Insurance                          | 107,641          | 124,446          | 136,162          | 123,758           | 150,720          |
| 51203 Disability Insurance                      | 2,661            | 2,762            | 3,014            | 2,988             | 3,140            |
| 51204 Workers Comp Insurance                    | 40,862           | 36,257           | 34,916           | 37,102            | 30,193           |
| 51205 Medicare Tax                              | 7,139            | 7,421            | 7,512            | 6,985             | 9,628            |
| 51206 Unemployment Comp Ins                     | 5,880            | 157              | 855              | 1,818             | 900              |
| <b>Subtotal Salaries/Other Pay/Benefits</b>     | <b>920,257</b>   | <b>930,233</b>   | <b>981,537</b>   | <b>955,081</b>    | <b>1,057,996</b> |
| 52010 Office Supplies                           | 73               | 308              | 350              | 350               | 350              |
| 52030 Clothing                                  | 5,385            | 4,905            | 5,600            | 5,600             | 7,965            |
| 52031 Clothing - Safety Gear                    | 3,231            | 3,849            | 950              | 3,500             | 3,312            |
| 52040 Gas & Oil                                 | 66,699           | 55,132           | 75,000           | 76,758            | 77,300           |
| 52050 Minor Tools/Instruments                   | 2,268            | 2,581            | 2,500            | 2,500             | 2,500            |
| 52060 Cleaning Supplies                         | 653              | 738              | 750              | 750               | 750              |
| 52070 Chemical Supplies                         | 211              | 365              | 750              | 650               | 1,000            |
| 52100 Traffic Supplies                          | 12,460           | 18,187           | 15,000           | 15,000            | 15,000           |
| 52130 Other Supplies                            | 121              | 176              | 200              | 200               | 200              |
| 52200 Non Capital Equipment Purchases           | 3,971            | 3,009            | 3,600            | 3,500             | 5,976            |
| <b>Subtotal Supplies</b>                        | <b>95,072</b>    | <b>89,250</b>    | <b>104,700</b>   | <b>108,808</b>    | <b>114,353</b>   |
| 53050 Maint-Street/Curbs/Gutters                | 89,865           | 78,979           | 90,217           | 90,000            | 132,125          |
| 53051 Street Infrastructure Project             | 11,327           | 558,922          | 355,966          | 575,000           | 325,786          |
| 53053 Street Lighting                           | 335              | 15               | 2,000            | 2,000             | 2,000            |
| 53160 Sidewalks Maintenance                     | 6,426            | 3                | 12,500           | 10,000            | 10,000           |
| 53170 Street Sign Replacement                   | 5,641            | 13,574           | 20,000           | 10,000            | 10,000           |
| <b>Subtotal Maintenance Of Structures</b>       | <b>113,594</b>   | <b>651,493</b>   | <b>480,683</b>   | <b>687,000</b>    | <b>479,911</b>   |
| 54020 Maint - Mach/Tools/Instruments            | 278              | 154              | 600              | 600               | 600              |
| 54030 Radio Maintenance                         | 1,254            | 719              | 1,250            | 1,250             | 1,200            |
| 54040 Motor Vehicle Maintenance                 | 44,247           | 65,538           | 50,000           | 50,000            | 55,500           |
| <b>Subtotal Maintenance Of Equipment</b>        | <b>45,779</b>    | <b>66,411</b>    | <b>51,850</b>    | <b>51,850</b>     | <b>57,300</b>    |
| 55010 Rental of Equipment                       | -                | -                | -                | 300               | 300              |
| 55030 Long Distance/Circuit Ch                  | 30               | 37               | 50               | 40                | 50               |
| 55040 Electric                                  | 171,811          | 164,070          | 175,000          | 159,000           | 170,000          |
| 55070 Purchased Services/Contracts              | 15,000           | -                | -                | -                 | -                |
| 55080 Training & Seminars                       | 2,884            | 200              | 3,500            | 3,000             | 4,710            |
| 55090 Memberships/Subscriptions                 | 143              | 228              | 309              | 309               | 310              |
| 55195 Cellular Phone Charges                    | 1,850            | 1,733            | 2,016            | 2,016             | 1,350            |
| 55200 Pager Air Time                            | 189              | 123              | 125              | 150               | -                |
| <b>Subtotal Services And Utilities</b>          | <b>191,907</b>   | <b>166,391</b>   | <b>181,000</b>   | <b>164,815</b>    | <b>176,720</b>   |
| 56012 Insurance - Fleet                         | 10,957           | 10,675           | -                | 10,675            | -                |
| <b>Subtotal Insurance/Sundry/Elections</b>      | <b>10,957</b>    | <b>10,675</b>    | <b>-</b>         | <b>10,675</b>     | <b>-</b>         |
| 57100 Street Light Installation                 | 1,297            | 1,333            | 10,000           | 5,000             | 10,000           |
| <b>Subtotal Programs/Projects</b>               | <b>1,297</b>     | <b>1,333</b>     | <b>10,000</b>    | <b>5,000</b>      | <b>10,000</b>    |
| 69020 Cap. Mach/Tools/Equip                     | -                | -                | -                | -                 | 13,000           |
| <b>Subtotal Capital Outlays</b>                 | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>          | <b>13,000</b>    |
| 90300 Vehicle & Equipment                       | 48,548           | 64,276           | -                | 64,276            | -                |
| <b>Subtotal Interfund Charges/Transfers Out</b> | <b>48,548</b>    | <b>64,276</b>    | <b>-</b>         | <b>64,276</b>     | <b>-</b>         |
| <b>TOTAL STREETS</b>                            | <b>1,427,411</b> | <b>1,980,062</b> | <b>1,809,770</b> | <b>2,047,505</b>  | <b>1,909,280</b> |

Note: 53053 - Maintenance of decorative street lights downtown and on Sam Houston Memorial Dr. This item was in account 603-323-57100.  
57100 - New street light installations  
69020 - Walk behind concrete saw and trailer



# Budget Information

## 603-382 PUBLIC WORKS DEPARTMENT - STREET SWEEPING

FTE: 1.00

| Account Title                               | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                  | -               | -               | 36,900          | 34,605            | 38,567           |
| 51121 Longevity                             | -               | -               | 792             | 742               | 838              |
| 51130 Overtime                              | -               | -               | 500             | 1,005             | 800              |
| 51201 TMRS Retirement                       | -               | -               | 6,200           | 6,060             | 8,571            |
| 51202 Health Insurance                      | -               | -               | 7,166           | 6,514             | 7,536            |
| 51203 Disability Insurance                  | -               | -               | 177             | 171               | 185              |
| 51204 Workers Comp Insurance                | -               | -               | 2,052           | 2,122             | 1,778            |
| 51205 Medicare Tax                          | -               | -               | 547             | 527               | 571              |
| 51206 Unemployment Comp Ins                 | -               | -               | 45              | 270               | 45               |
| <b>Subtotal Salaries/Other Pay/Benefits</b> | -               | -               | <b>54,379</b>   | <b>52,016</b>     | <b>58,891</b>    |
| 52030 Clothing                              | -               | -               | 360             | 400               | 400              |
| 52031 Clothing - Safety Gear                | -               | -               | 75              | 75                | 100              |
| 52040 Gas & Oil                             | -               | -               | 11,000          | 11,105            | 12,300           |
| 52060 Cleaning Supplies                     | -               | -               | 25              | 25                | 25               |
| <b>Subtotal Supplies</b>                    | -               | -               | <b>11,460</b>   | <b>11,605</b>     | <b>12,825</b>    |
| 54040 Motor Vehicle Maintenance             | -               | -               | 20,000          | 10,000            | 30,000           |
| <b>Subtotal Maintenance Of Equipment</b>    | -               | -               | <b>20,000</b>   | <b>10,000</b>     | <b>30,000</b>    |
| <b>TOTAL STREET SWEEPING</b>                | -               | -               | <b>85,839</b>   | <b>73,621</b>     | <b>101,716</b>   |



# Budget Information

## 603-384 PUBLIC WORKS DEPARTMENT - DRAINAGE MAINTENANCE

FTE: 4.00

| Account Title                                   | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                      | 97,479          | 114,283         | 119,053         | 111,949           | 124,020          |
| 51121 Longevity                                 | 1,382           | 1,115           | 1,309           | 1,077             | 1,497            |
| 51130 Overtime                                  | 2,732           | 4,957           | 3,000           | 3,350             | 3,000            |
| 51201 TMRS Retirement                           | 16,426          | 19,988          | 19,799          | 19,400            | 27,300           |
| 51202 Health Insurance                          | 23,124          | 26,216          | 28,666          | 26,054            | 30,144           |
| 51203 Disability Insurance                      | 350             | 507             | 571             | 553               | 595              |
| 51204 Workers Comp Insurance                    | 6,121           | 6,543           | 6,619           | 6,872             | 5,717            |
| 51205 Medicare Tax                              | 827             | 1,070           | 1,122           | 1,102             | 1,184            |
| 51206 Unemployment Comp Ins                     | 1,120           | 20              | 180             | 332               | 180              |
| <b>Subtotal Salaries/Other Pay/Benefits</b>     | <b>149,561</b>  | <b>174,699</b>  | <b>180,319</b>  | <b>170,689</b>    | <b>193,637</b>   |
| 52010 Office Supplies                           | 10              | 14              | 50              | 50                | 50               |
| 52030 Clothing                                  | 1,052           | 1,021           | 1,400           | 1,400             | 1,631            |
| 52031 Clothing - Safety Gear                    | 728             | 633             | 360             | 750               | 629              |
| 52040 Gas & Oil                                 | 8,227           | 7,851           | 12,000          | 9,820             | 10,600           |
| 52050 Minor Tools/Instruments                   | 269             | 441             | 850             | 850               | 850              |
| 52060 Cleaning Supplies                         | 72              | 41              | -               | 100               | -                |
| 52130 Other Supplies                            | 200             | 154             | 500             | 500               | 500              |
| 52200 Non Capital Equipment Purchases           | 1,280           | 1,653           | 1,250           | 1,850             | 888              |
| <b>Subtotal Supplies</b>                        | <b>11,838</b>   | <b>11,808</b>   | <b>16,410</b>   | <b>15,320</b>     | <b>15,148</b>    |
| 53110 Drainage Maintenance                      | 18,420          | (6)             | 10,000          | 10,000            | 10,000           |
| <b>Subtotal Maintenance Of Structures</b>       | <b>18,420</b>   | <b>(6)</b>      | <b>10,000</b>   | <b>10,000</b>     | <b>10,000</b>    |
| 54020 Maint - Mach/Tools/Instruments            | 59              | -               | 300             | 300               | 300              |
| 54040 Motor Vehicle Maintenance                 | 2,332           | 1,432           | 2,500           | 2,500             | 3,000            |
| <b>Subtotal Maintenance Of Equipment</b>        | <b>2,391</b>    | <b>1,432</b>    | <b>2,800</b>    | <b>2,800</b>      | <b>3,300</b>     |
| 55040 Electric                                  | 3,560           | 1,289           | 5,400           | 2,856             | 730              |
| 55070 Purchased Services/Contracts              | -               | -               | 150,000         | -                 | -                |
| 55080 Training & Seminars                       | 1,075           | -               | 1,000           | 1,000             | 1,000            |
| 55090 Memberships/Subscriptions                 | 50              | -               | 100             | 50                | 50               |
| <b>Subtotal Services And Utilities</b>          | <b>4,685</b>    | <b>1,289</b>    | <b>156,500</b>  | <b>3,906</b>      | <b>1,780</b>     |
| 56012 Insurance - Fleet                         | -               | 206             | -               | 206               | -                |
| <b>Subtotal Insurance/Sundry/Elections</b>      | <b>-</b>        | <b>206</b>      | <b>-</b>        | <b>206</b>        | <b>-</b>         |
| 90300 Vehicle & Equipment                       | 2,700           | 3,688           | -               | 3,688             | -                |
| <b>Subtotal Interfund Charges/Transfers Out</b> | <b>2,700</b>    | <b>3,688</b>    | <b>-</b>        | <b>3,688</b>      | <b>-</b>         |
| <b>TOTAL DRAINAGE MAINTENANCE</b>               | <b>189,595</b>  | <b>193,116</b>  | <b>366,029</b>  | <b>206,609</b>    | <b>223,865</b>   |

Note: 53110 - Purchase materials for maintenance, repair, and construction of drainage structures that are not CIP related.



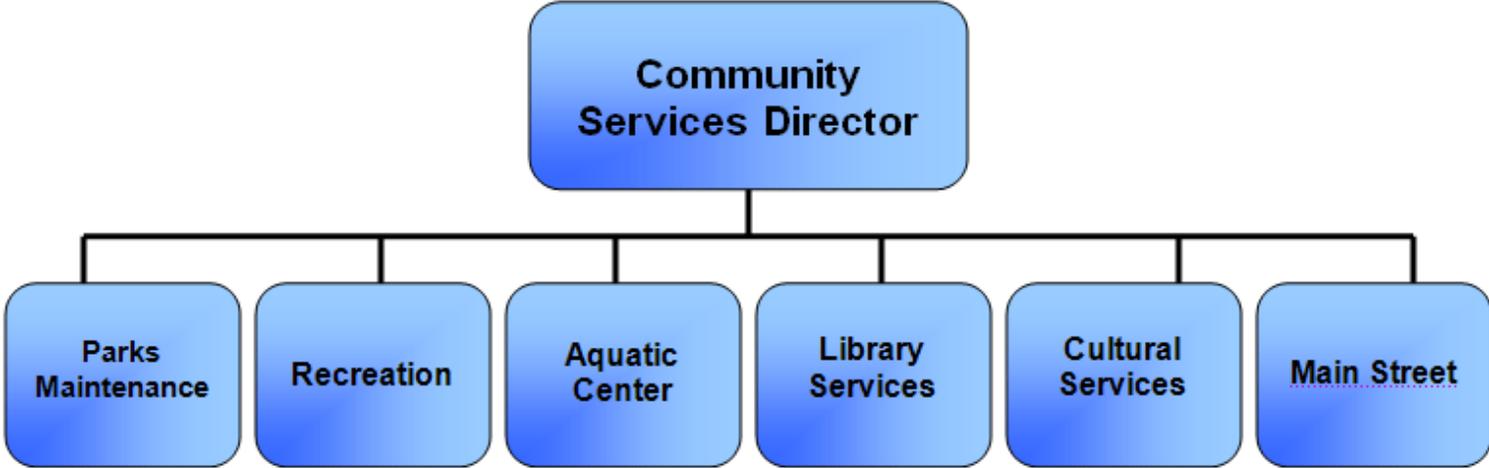
# Budget Information

## 609-399 PUBLIC WORKS DEPARTMENT - AIRPORT SRF

| Account Title                               | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51115 Seasonal                              | 3,563           | 2,824           | 7,000           | 7,800             | 7,500            |
| 51204 Workers Comp Insurance                | 217             | 158             | 152             | 152               | 160              |
| 51205 Medicare Tax                          | 51              | 40              | 102             | 102               | 105              |
| 51206 Unemployment Comp Ins                 | -               | (23)            | 161             | 161               | 165              |
| <b>Subtotal Salaries/Other Pay/Benefits</b> | <b>3,831</b>    | <b>2,999</b>    | <b>7,415</b>    | <b>8,215</b>      | <b>7,930</b>     |
| 52031 Clothing - Safety Gear                | -               | -               | 100             | 100               | 100              |
| 52050 Minor Tools/Instruments               | -               | -               | -               | 100               | 100              |
| 52070 Chemical Supplies                     | -               | -               | -               | 100               | 100              |
| 52130 Other Supplies                        | -               | -               | 500             | 50                | 50               |
| <b>Subtotal Supplies</b>                    | <b>-</b>        | <b>-</b>        | <b>600</b>      | <b>350</b>        | <b>350</b>       |
| 53010 Building Maintenance                  | -               | 17              | -               | 2,000             | 2,000            |
| 53090 Special Maintenance Projects          | -               | 850             | -               | 2,000             | 2,000            |
| 53120 Airport Grounds Maintenance           | 1,682           | 815             | 14,000          | 5,000             | 22,000           |
| <b>Subtotal Maintenance Of Structures</b>   | <b>1,682</b>    | <b>1,682</b>    | <b>14,000</b>   | <b>9,000</b>      | <b>26,000</b>    |
| 55040 Electric                              | 5,152           | -               | -               | -                 | -                |
| 55077 Grant Match - Airport                 | -               | -               | -               | -                 | 10,000           |
| <b>Subtotal Services And Utilities</b>      | <b>5,152</b>    | <b>-</b>        | <b>-</b>        | <b>-</b>          | <b>10,000</b>    |
| <b>TOTAL AIRPORT SRF</b>                    | <b>10,665</b>   | <b>4,681</b>    | <b>22,015</b>   | <b>17,565</b>     | <b>44,280</b>    |

Note: 53120 - Materials needed to maintain airport grounds - (runway lighting, pavement failures, etc.) - \$3,000; RAMP Grant Program - \$19,000  
55077 - Open end Routine Airport Maintenance Program (RAMP)

# Community Services





# Budget Information

## 101-420 COMMUNITY SERVICES DEPARTMENT - COMMUNITY SERVICES ADMIN

FTE: 4.00

| Account Title                                   | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                      | 106,443         | 200,610         | 169,452         | 136,000           | 179,305          |
| 51115 Seasonal                                  | -               | 7,642           | -               | 3,900             | -                |
| 51118 Salaries - Part Time                      | 694             | 5,646           | -               | -                 | -                |
| 51121 Longevity                                 | 1,644           | 1,229           | 484             | 950               | 1,161            |
| 51125 Car Allowance                             | -               | 4,120           | 4,200           | 3,200             | 4,200            |
| 51130 Overtime                                  | 142             | 673             | 970             | 700               | 1,000            |
| 51201 TMRS Retirement                           | 17,578          | 34,153          | 28,645          | 24,000            | 40,165           |
| 51202 Health Insurance                          | 11,558          | 22,374          | 28,666          | 20,000            | 30,144           |
| 51203 Disability Insurance                      | 444             | 669             | 813             | 600               | 856              |
| 51204 Workers Comp Insurance                    | 227             | 888             | 339             | 1,200             | 305              |
| 51205 Medicare Tax                              | 434             | 1,818           | 2,525           | 1,500             | 1,716            |
| 51206 Unemployment Comp Ins                     | 542             | (103)           | 180             | 315               | 180              |
| <b>Subtotal Salaries/Other Pay/Benefits</b>     | <b>139,706</b>  | <b>279,719</b>  | <b>236,274</b>  | <b>192,365</b>    | <b>259,032</b>   |
| 52010 Office Supplies                           | 426             | 679             | 650             | 625               | 650              |
| 52040 Gas & Oil                                 | 923             | 640             | 1,100           | 1,390             | 1,400            |
| 52130 Other Supplies                            | 1,190           | 1,288           | 1,800           | 2,200             | 1,800            |
| 52610 Office Furniture/Equipment                | 281             | 488             | 500             | 488               | 500              |
| <b>Subtotal Supplies</b>                        | <b>2,820</b>    | <b>3,095</b>    | <b>4,050</b>    | <b>4,703</b>      | <b>4,350</b>     |
| 54030 Radio Maintenance                         | 168             | 394             | 139             | 380               | 139              |
| 54040 Motor Vehicle Maintenance                 | 572             | -               | 600             | 750               | -                |
| <b>Subtotal Maintenance Of Equipment</b>        | <b>740</b>      | <b>394</b>      | <b>739</b>      | <b>1,130</b>      | <b>139</b>       |
| 55017 Intern/Special Pay Program                | -               | 13,905          | 16,800          | 16,800            | -                |
| 55020 Lease of Land                             | -               | -               | -               | -                 | 10,850           |
| 55030 Long Distance/Circuit Ch                  | 14              | 92              | 200             | 110               | 150              |
| 55070 Purchased Services/Contracts              | -               | 33,000          | 12,000          | 12,000            | 12,000           |
| 55080 Training & Seminars                       | 3,018           | 5,113           | 5,990           | 4,000             | 3,750            |
| 55090 Memberships/Subscriptions                 | 720             | 1,396           | 1,376           | 550               | 720              |
| 55195 Cellular Phone Charges                    | 937             | 1,867           | 1,512           | 1,512             | 1,091            |
| <b>Subtotal Services And Utilities</b>          | <b>4,689</b>    | <b>55,373</b>   | <b>37,878</b>   | <b>34,972</b>     | <b>28,561</b>    |
| 56012 Insurance - Fleet                         | 304             | 249             | -               | 249               | -                |
| <b>Subtotal Insurance/Sundry/Elections</b>      | <b>304</b>      | <b>249</b>      | <b>-</b>        | <b>249</b>        | <b>-</b>         |
| 69020 Cap. Mach/Tools/Equip                     | -               | 5,030           | -               | -                 | -                |
| <b>Subtotal Capital Outlays</b>                 | <b>-</b>        | <b>5,030</b>    | <b>-</b>        | <b>-</b>          | <b>-</b>         |
| 90300 Vehicle & Equipment                       | 960             | 1,072           | -               | -                 | -                |
| <b>Subtotal Interfund Charges/Transfers Out</b> | <b>960</b>      | <b>1,072</b>    | <b>-</b>        | <b>-</b>          | <b>-</b>         |
| <b>TOTAL COMMUNITY SERVICES ADMIN</b>           | <b>149,219</b>  | <b>344,932</b>  | <b>278,941</b>  | <b>233,419</b>    | <b>292,082</b>   |

Note: 55020 - Lease of Spur 94 entry - \$750; Lease of Thomas Henry (Josey) Ballpark - \$3,500; Lease of parking lot from Erwin & Virginia Ernst - \$6,600  
55070 - COME Center contract for utility services - \$2,000; Senior Center contract for meals on wheels - \$10,000

# ***Recreation Services***

## **Our Purpose**

The purpose of Recreation Services is to provide quality recreational programming in a safe, accessible and affordable manner to citizens of all ages so they can experience life-enhancing leisure opportunities.

## **Description of our Services**

Recreation Services is responsible for the creation, implementation, development and improvement of organized sports and leisure activities. Recreation Services provides “in-house” recreational programming and also creates partnerships with other organizations and service providers in the community to offer several different venues for citizens of all ages, and manages those contract and resources. Additionally, Recreation Services assists in managing schedules for various sports leagues and organizations, and provides funding for league participation in the Texas Amateur Athletic Federation (TAAF).

## **Our Goals and Accomplishments**

### **FY 07-08 Accomplishments**

- Expanded the amount of programs available.
- Evaluated and improved current programming.
- Created a Program Overview for each recreation program which includes: an overview of the program, program objective, program location, program duration, participant qualifications, media, duties identified, program activities, equipment, timeline and emergency contact information.
- Created a Recreation Policies and Procedures Manual.
- Created additional partnerships with TPWD for Outdoor Family, Seven Hills Running Club for 5K, Wiesner-Huntsville for 5K, local health clubs for program registration and flyers as well as fitness classes and Chamber of Commerce for Stan Musial World Series.

### **FY 08-09 Department Objectives**

- Expand the amount of programs available.
- Evaluate and improve current programming by implementing an “After Action Review” to determine the pros and cons of each program.
- Create detailed manuals for each recreation program.
- Explore and create additional partnership opportunities.
- Increase participation in Texas Amateur Athletic Federation to provide more local sports organization the opportunity to participate in State tournaments; evaluate efficacy.
- Establish additional sports leagues.
- Contracting and partnering with outside businesses for service delivery.

## Our Resources

### Personnel Summary

| Division                | FY 06-07 | FY 07-08 | FY 08-09 |
|-------------------------|----------|----------|----------|
| Recreation <sup>1</sup> | -        | -        | -        |
| <b>Total Personnel</b>  | -        | -        | -        |

### Budget Summary

| Division            | FY 06-07<br>Actual | FY 07-08<br>Estimated | FY 08-09<br>Budget |
|---------------------|--------------------|-----------------------|--------------------|
| Recreation          | 92,049             | 117,496               | 135,778            |
| <b>Total Budget</b> | <b>92,049</b>      | <b>117,496</b>        | <b>135,778</b>     |

1- In FY 06-07, the Recreation Services crew was moved from Recreation Division to Parks Maintenance Division (101-422).

## Our Workload

| Workload Indicator                            | FY 06-07<br>Actual | FY 07-08<br>Q1 & Q2 | FY 08-09<br>Estimate |
|---|--------------------|---------------------|----------------------|
| Number of In-House Programs Offered           | 30                 | 25                  | 127                  |
| Number of Participants in In-House Programs   | 1,194              | 2,062 <sup>1</sup>  | 5368                 |
| Number of Contracted Programs Offered         | 4                  | 2                   | 4                    |
| Number of Participants in Contracted Programs | 768                | 357                 | 925                  |

1 – The total number of participants for Fair on the Square could not be measure and therefore were not included in the total. The number of participants for Scare on the Square is based on one booths count and does not take into account participants that did not visit that particular booth. The Winter in the park event was a free recreation program open to the public; therefore, the number of participants could not be accurately determined.

## Measuring our Effectiveness

| Performance Measure   | FY 06-07<br>Actual | FY 07-08<br>Q1 & Q2     | FY 08-09<br>Target |
|---|--------------------|-------------------------|--------------------|
| % Change in Community Recreation Program Participation        | Not Tracked        | First Year<br>Initiated | 61% <sup>1</sup>   |
| Average Cost Per Participant in Community Recreation Programs | Not Tracked        | \$1.80                  | \$12.40            |
| % of Citizens Rating Recreation Services as Good or Excellent | 56%                | Bi-annual               | 66%                |

1 – The percent of change in community recreation program was calculated by using the FY 07-08 estimate for the number of participants in In-House programs, 3327, and the FY 08-09 estimate for the number of participants in In-House programs, 5368.



# Budget Information

## 101-421 COMMUNITY SERVICES DEPARTMENT - RECREATION

| Account Title                                   | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                      | 146,871         | -               | -               | -                 | -                |
| 51115 Seasonal                                  | 11,902          | -               | -               | -                 | -                |
| 51118 Salaries - Part Time                      | 8,632           | -               | -               | -                 | 8,911            |
| 51121 Longevity                                 | 1,592           | -               | -               | -                 | -                |
| 51130 Overtime                                  | 1,976           | -               | -               | -                 | -                |
| 51201 TMRS Retirement                           | 24,387          | -               | -               | -                 | -                |
| 51202 Health Insurance                          | 21,719          | -               | -               | -                 | -                |
| 51203 Disability Insurance                      | 639             | -               | -               | -                 | -                |
| 51204 Workers Comp Insurance                    | 2,230           | -               | -               | -                 | 15               |
| 51205 Medicare Tax                              | 2,362           | -               | -               | -                 | 516              |
| 51206 Unemployment Comp Ins                     | 1,274           | -               | -               | -                 | 45               |
| <b>Subtotal Salaries/Other Pay/Benefits</b>     | <b>223,584</b>  | <b>-</b>        | <b>-</b>        | <b>-</b>          | <b>9,487</b>     |
| 52010 Office Supplies                           | 258             | 275             | 450             | 400               | 400              |
| 52020 Postage                                   | 141             | 45              | -               | -                 | -                |
| 52030 Clothing                                  | 1,146           | -               | -               | -                 | -                |
| 52031 Clothing - Safety Gear                    | 579             | -               | -               | -                 | -                |
| 52040 Gas & Oil                                 | 7,611           | 223             | -               | -                 | -                |
| 52050 Minor Tools/Instruments                   | 476             | 153             | -               | -                 | -                |
| 52060 Cleaning Supplies                         | 1,535           | 336             | 500             | 100               | 100              |
| 52070 Chemical Supplies                         | 363             | 387             | -               | -                 | -                |
| 52090 Botanical/Agricultural                    | 1,737           | 1,728           | -               | -                 | -                |
| 52120 Reproduction & Printing                   | 3,661           | -               | 1,500           | 1,500             | 1,500            |
| 52130 Other Supplies                            | 748             | 369             | 3,000           | 3,000             | 3,000            |
| 52200 Non Capital Equipment Purchases           | 3,205           | 1,697           | -               | -                 | -                |
| <b>Subtotal Supplies</b>                        | <b>21,460</b>   | <b>5,213</b>    | <b>5,450</b>    | <b>5,000</b>      | <b>5,000</b>     |
| 53010 Building Maintenance                      | 1,057           | -               | -               | -                 | -                |
| 53080 Parks Maintenance                         | 18,832          | 7,342           | -               | -                 | -                |
| <b>Subtotal Maintenance Of Structures</b>       | <b>19,889</b>   | <b>7,342</b>    | <b>-</b>        | <b>-</b>          | <b>-</b>         |
| 54020 Maint - Mach/Tools/Instruments            | 69              | 129             | -               | -                 | -                |
| 54030 Radio Maintenance                         | 317             | 257             | -               | -                 | -                |
| 54040 Motor Vehicle Maintenance                 | 1,933           | 81              | -               | -                 | -                |
| 54100 Recreation Equipment Maintenance          | 3,614           | 4,342           | 1,000           | 500               | 500              |
| 54150 Maint - Fence/Netting at Parks            | 14,841          | 8,095           | -               | -                 | -                |
| <b>Subtotal Maintenance Of Equipment</b>        | <b>20,774</b>   | <b>12,904</b>   | <b>1,000</b>    | <b>500</b>        | <b>500</b>       |
| 55010 Rental of Equipment                       | 142             | 393             | 500             | 500               | 500              |
| 55030 Long Distance/Circuit Ch                  | 107             | -               | 100             | 100               | 100              |
| 55070 Purchased Services/Contracts              | 640             | -               | -               | -                 | -                |
| 55080 Training & Seminars                       | 5,654           | 2,280           | 3,812           | 3,800             | 4,702            |
| 55085 Community Relations                       | 312             | -               | -               | -                 | -                |
| 55090 Memberships/Subscriptions                 | 314             | 189             | 485             | 485               | 510              |
| 55195 Cellular Phone Charges                    | 1,304           | 35              | 504             | 400               | 268              |
| 55200 Pager Air Time                            | 76              | -               | -               | -                 | -                |
| 55240 HEAP/Youth Contract                       | 23,808          | 24,336          | 28,000          | 28,000            | 28,000           |
| 55890 Fireworks Contract                        | -               | 10,000          | 10,000          | 10,000            | 10,000           |
| <b>Subtotal Services And Utilities</b>          | <b>32,357</b>   | <b>37,233</b>   | <b>43,401</b>   | <b>43,285</b>     | <b>44,080</b>    |
| 56012 Insurance - Fleet                         | 3,538           | -               | -               | -                 | -                |
| 56030 Legal Advertising                         | -               | 2,315           | 2,500           | 2,500             | 2,500            |
| <b>Subtotal Insurance/Sundry/Elections</b>      | <b>3,538</b>    | <b>2,315</b>    | <b>2,500</b>    | <b>2,500</b>      | <b>2,500</b>     |
| 57016 Adventure Grant Program                   | -               | -               | 3,000           | -                 | -                |
| 57375 Youth and Recreation Programs             | 32,769          | 27,042          | 71,211          | 66,211            | 74,211           |
| 57421 Basketball Program                        | 2               | -               | -               | -                 | -                |
| <b>Subtotal Programs/Projects</b>               | <b>32,771</b>   | <b>27,042</b>   | <b>74,211</b>   | <b>66,211</b>     | <b>74,211</b>    |
| 90300 Vehicle & Equipment                       | 4,351           | -               | -               | -                 | -                |
| <b>Subtotal Interfund Charges/Transfers Out</b> | <b>4,351</b>    | <b>-</b>        | <b>-</b>        | <b>-</b>          | <b>-</b>         |
| <b>TOTAL RECREATION</b>                         | <b>358,724</b>  | <b>92,049</b>   | <b>126,562</b>  | <b>117,496</b>    | <b>135,778</b>   |

Note: 57375 - Recreation Programs 08-09 and Unallocated Funds for developing programs - \$71,711. TAAF registration fees - \$1,500. Youth basketball registration fees - \$1,000 (to be contracted on behalf of local Little Dribblers association).

# ***Parks Maintenance***

## **Our Purpose**

The purpose of Parks Maintenance is to provide quality maintenance of City-owned parks, cemeteries, and recreational facilities to citizens and visitors so they can enjoy and safely utilize park facilities.

## **Description of our Services**

Parks Maintenance is responsible for maintaining the City parks, baseball, softball, soccer and other recreation-related facilities, such as the Aquatic Center and the Martin Luther King Center, and the Oakwood Cemetery. Major City-owned parks include Eastham-Thomason Park, Kate Barr Ross Park and Emancipation Park. Other pocket or neighborhood parks are scattered throughout the City. Parks Maintenance also provides grounds keeping services at City facilities such as City Hall, the City Service Center, the Huntsville Police Department, and the Huntsville Public Library.

## **Our Goals and Accomplishments**

### **FY 07-08 Accomplishments**

- Eastham/Thomason Dog Park and barrier post projects complete.
- MLK barrier post project complete.
- First phase cemetery road extension
- New press box at Josey ball field
- Field #5 sidewalk from parking to press box

### **FY 08-09 Department Objectives**

- Complete Eastham/Thomason gazebo, barrier post, and restroom improvements
- Continue to reach mowing schedule goals
- Install Field #5 outfield fence
- Replace light poles on fields #6, #7, and #8
- Complete Oakwood sidewalk
- Complete Addicks retaining wall and fencing

## Our Resources

| Personnel Summary              |              |              |              | Budget Summary      |                    |                       |                    |
|--------------------------------|--------------|--------------|--------------|---------------------|--------------------|-----------------------|--------------------|
| Division                       | FY 06-07     | FY 07-08     | FY 08-09     | Division            | FY 06-07<br>Actual | FY 07-08<br>Estimated | FY 08-09<br>Budget |
| Parks Maintenance <sup>1</sup> | 13.66        | 16.16        | 16.16        | Parks Maintenance   | 801,991            | 841,107               | 929,585            |
| Cemetery                       | 2.00         | 2.00         | 2.00         | Cemetery            | 104,351            | 119,409               | 150,677            |
| <b>Total Personnel</b>         | <b>15.66</b> | <b>17.16</b> | <b>18.16</b> | <b>Total Budget</b> | <b>906,342</b>     | <b>960,516</b>        | <b>1,080,262</b>   |

1- In FY 06-07, the Recreation Services crew was moved from Recreation Division (101-421) to Parks Maintenance Division.

## Our Workload

| Workload Indicator  | FY 06-07<br>Actual | FY 07-08<br>Q1 & Q2 | FY 08-09<br>Estimate |
|---|--------------------|---------------------|----------------------|
| Acres of Parks/Grounds Maintained <sup>2</sup>                    | 414                | 414                 | 414                  |
| Tons of Trash Removed   | 166                | 98.66               | 200                  |
| Number of Play Ground Safety Inspections Performed                | 141                | 72                  | 144                  |
| Hours Spent Maintaining Existing Parks/Recreation Facilities      | 23,833.70          | 10,371.80           | 24,000               |
| Hours Spent Providing Improvements to Parks/Recreation Facilities | 1,203.50           | 798.5               | 1,600                |
| Hours Spent Assisting Other Departments with Special Projects     | 2,319.50           | 724                 | 1,000                |

2 – Parks = 271 acres; and, other facilities = 143 acres (City Hall, Huntsville Public Library, Huntsville Police Department, etc.).

## Measuring our Effectiveness

| Performance Measure  | FY 06-07<br>Actual | FY 07-08<br>Q1 & Q2 | FY 08-09<br>Target |
|--|--------------------|---------------------|--------------------|
| % of Park Maintenance Completed On-Schedule                          | 55%                | 55%                 | 85%                |
| % of Time Spent Improvements to Parks/Recreation Facilities          | 4.3%               | 7.6%                | 10%                |
| % of Time Spent on Special Projects (not maintenance related)        | 8.4%               | 6.9%                | 6%                 |
| % of Citizens Rating Parks Maintenance Services as Good or Excellent | 74%                | Bi-annual<br>Survey | 80%                |



# Budget Information

## 101-422 COMMUNITY SERVICES DEPARTMENT - PARKS MAINTENANCE

FTE: 14.00

| Account Title                                   | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                      | 224,537         | 360,729         | 397,785         | 375,000           | 393,845          |
| 51115 Seasonal                                  | 20,072          | 23,096          | -               | -                 | -                |
| 51118 Salaries - Part Time                      | 32,088          | 29,102          | 53,364          | 53,100            | 56,051           |
| 51121 Longevity                                 | 2,966           | 2,692           | 3,301           | 1,900             | 1,746            |
| 51130 Overtime                                  | 4,329           | 7,522           | 9,300           | 9,000             | 9,500            |
| 51201 TMRS Retirement                           | 43,016          | 66,214          | 70,443          | 66,000            | 92,418           |
| 51202 Health Insurance                          | 46,021          | 85,600          | 100,330         | 82,000            | 105,504          |
| 51203 Disability Insurance                      | 944             | 1,451           | 1,909           | 1,300             | 1,890            |
| 51204 Workers Comp Insurance                    | 6,157           | 7,388           | 8,843           | 7,400             | 7,288            |
| 51205 Medicare Tax                              | 3,339           | 5,271           | 5,392           | 5,500             | 6,124            |
| 51206 Unemployment Comp Ins                     | 2,257           | 139             | 806             | 1,286             | 809              |
| <b>Subtotal Salaries/Other Pay/Benefits</b>     | <b>385,726</b>  | <b>589,204</b>  | <b>651,473</b>  | <b>602,486</b>    | <b>675,175</b>   |
| 52010 Office Supplies                           | 58              | 4               | 300             | 150               | 200              |
| 52030 Clothing                                  | 2,325           | 3,245           | 4,362           | 4,300             | 4,708            |
| 52031 Clothing - Safety Gear                    | 828             | 943             | 600             | 550               | 900              |
| 52040 Gas & Oil                                 | 18,918          | 26,143          | 34,000          | 33,746            | 34,000           |
| 52050 Minor Tools/Instruments                   | 1,538           | 1,884           | 1,900           | 1,900             | 1,900            |
| 52060 Cleaning Supplies                         | 1,610           | 870             | 3,500           | 3,200             | 3,200            |
| 52070 Chemical Supplies                         | 1,732           | 1,393           | 2,750           | 2,600             | 2,750            |
| 52090 Botanical/Agricultural                    | 8,966           | 10,102          | 14,500          | 13,500            | 14,500           |
| 52130 Other Supplies                            | 1,472           | 4,223           | 7,500           | 6,800             | 7,500            |
| 52200 Non Capital Equipment Purchases           | 4,592           | 6,495           | 11,470          | 9,800             | 11,500           |
| <b>Subtotal Supplies</b>                        | <b>42,039</b>   | <b>55,302</b>   | <b>80,882</b>   | <b>76,546</b>     | <b>81,158</b>    |
| 53010 Building Maintenance                      | 2,255           | -               | -               | -                 | -                |
| 53080 Parks Maintenance                         | 32,143          | 25,428          | 48,000          | 48,000            | 48,000           |
| <b>Subtotal Maintenance Of Structures</b>       | <b>34,398</b>   | <b>25,428</b>   | <b>48,000</b>   | <b>48,000</b>     | <b>48,000</b>    |
| 54020 Maint - Mach/Tools/Instruments            | 2,210           | 1,014           | 1,700           | 1,300             | 1,500            |
| 54030 Radio Maintenance                         | 1,245           | 711             | 902             | 800               | 902              |
| 54040 Motor Vehicle Maintenance                 | 21,275          | 24,475          | 22,000          | 22,250            | 24,000           |
| 54100 Recreation Equipment Maintenance          | 979             | 1,681           | 10,000          | 9,500             | 10,000           |
| 54150 Maint - Fence/Netting at Parks            | 712             | -               | 12,000          | 11,985            | 10,000           |
| <b>Subtotal Maintenance Of Equipment</b>        | <b>26,421</b>   | <b>27,881</b>   | <b>46,602</b>   | <b>45,835</b>     | <b>46,402</b>    |
| 55010 Rental of Equipment                       | 2,768           | 3,350           | 5,800           | 5,800             | 5,800            |
| 55020 Lease of Land                             | 4,150           | 3,500           | 3,500           | 3,500             | -                |
| 55030 Long Distance/Circuit Ch                  | 6               | 10              | 25              | 25                | 25               |
| 55040 Electric                                  | 56,639          | 51,747          | 62,000          | 51,000            | 64,400           |
| 55080 Training & Seminars                       | 4,291           | 3,065           | 5,319           | 3,000             | 5,352            |
| 55090 Memberships/Subscriptions                 | 160             | 185             | 425             | 150               | 605              |
| 55180 Alarm Monitoring                          | 672             | 784             | 672             | 672               | 672              |
| 55195 Cellular Phone Charges                    | 1,410           | 1,630           | 2,016           | 2,016             | 1,996            |
| 55200 Pager Air Time                            | -               | 76              | -               | -                 | -                |
| <b>Subtotal Services And Utilities</b>          | <b>70,096</b>   | <b>64,347</b>   | <b>79,757</b>   | <b>66,163</b>     | <b>78,850</b>    |
| 56012 Insurance - Fleet                         | 4,566           | 2,077           | -               | 2,077             | -                |
| <b>Subtotal Insurance/Sundry/Elections</b>      | <b>4,566</b>    | <b>2,077</b>    | <b>-</b>        | <b>2,077</b>      | <b>-</b>         |
| 57422 Emancipation Park Improvements            | 16,726          | -               | -               | -                 | -                |
| <b>Subtotal Programs/Projects</b>               | <b>16,726</b>   | <b>-</b>        | <b>-</b>        | <b>-</b>          | <b>-</b>         |
| 90300 Vehicle & Equipment                       | 10,889          | 37,752          | -               | -                 | -                |
| <b>Subtotal Interfund Charges/Transfers Out</b> | <b>10,889</b>   | <b>37,752</b>   | <b>-</b>        | <b>-</b>          | <b>-</b>         |
| <b>TOTAL PARKS MAINTENANCE</b>                  | <b>590,861</b>  | <b>801,991</b>  | <b>906,714</b>  | <b>841,107</b>    | <b>929,585</b>   |



# Budget Information

## 260-460 COMMUNITY SERVICES DEPARTMENT - CEMETERY OPERATIONS

FTE: 2.00

| Account Title                                   | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                      | 53,541          | 55,911          | 57,713          | 57,000            | 62,290           |
| 51121 Longevity                                 | 334             | 221             | 315             | 312               | 438              |
| 51130 Overtime                                  | 1,553           | 1,728           | 1,600           | 1,500             | 1,600            |
| 51201 TMRS Retirement                           | 8,906           | 9,486           | 9,546           | 9,550             | 13,643           |
| 51202 Health Insurance                          | 11,324          | 12,848          | 14,333          | 6,500             | 15,072           |
| 51203 Disability Insurance                      | 223             | 239             | 277             | 270               | 299              |
| 51204 Workers Comp Insurance                    | 1,191           | 1,115           | 1,131           | 1,000             | 1,009            |
| 51205 Medicare Tax                              | 723             | 765             | 841             | 800               | 910              |
| 51206 Unemployment Comp Ins                     | 599             | 10              | 90              | 80                | 90               |
| <b>Subtotal Salaries/Other Pay/Benefits</b>     | <b>78,394</b>   | <b>82,323</b>   | <b>85,846</b>   | <b>77,012</b>     | <b>95,351</b>    |
| 52010 Office Supplies                           | 39              | 75              | -               | -                 | -                |
| 52030 Clothing                                  | 463             | 552             | 626             | 450               | 665              |
| 52031 Clothing - Safety Gear                    | 111             | 128             | 100             | 60                | 100              |
| 52040 Gas & Oil                                 | 4,014           | 4,037           | 4,800           | 5,291             | 5,700            |
| 52050 Minor Tools/Instruments                   | 58              | 534             | 450             | 290               | 450              |
| 52060 Cleaning Supplies                         | 133             | 9               | -               | -                 | -                |
| 52070 Chemical Supplies                         | 383             | 33              | 500             | 210               | 500              |
| 52090 Botanical/Agricultural                    | 1,469           | 1,683           | 3,850           | 3,100             | 3,850            |
| 52130 Other Supplies                            | 594             | 265             | 650             | 540               | 650              |
| 52200 Non Capital Equipment Purchases           | 305             | 320             | 950             | 650               | 950              |
| <b>Subtotal Supplies</b>                        | <b>7,569</b>    | <b>7,636</b>    | <b>11,926</b>   | <b>10,591</b>     | <b>12,865</b>    |
| 53080 Parks Maintenance                         | 3,288           | 3,523           | 3,650           | 2,400             | 3,650            |
| <b>Subtotal Maintenance Of Structures</b>       | <b>3,288</b>    | <b>3,523</b>    | <b>3,650</b>    | <b>2,400</b>      | <b>3,650</b>     |
| 54020 Maint - Mach/Tools/Instruments            | 921             | 299             | 750             | 605               | 750              |
| 54030 Radio Maintenance                         | 84              | 64              | 75              | 45                | 75               |
| 54040 Motor Vehicle Maintenance                 | 2,934           | 1,543           | 1,200           | 517               | 3,000            |
| 54150 Maint - Fence/Netting@Parks               | 589             | 1,149           | 1,500           | 1,400             | 1,500            |
| <b>Subtotal Maintenance Of Equipment</b>        | <b>4,528</b>    | <b>3,055</b>    | <b>3,525</b>    | <b>2,567</b>      | <b>5,325</b>     |
| 55010 Rental of Equipment                       | 849             | 715             | -               | -                 | 1,500            |
| 55080 Training & Seminars                       | -               | -               | -               | -                 | 116              |
| 55195 Cellular Phone Charges                    | 516             | 526             | 504             | 325               | 647              |
| <b>Subtotal Services And Utilities</b>          | <b>1,365</b>    | <b>1,241</b>    | <b>504</b>      | <b>325</b>        | <b>2,263</b>     |
| 56012 Insurance - Fleet                         | 304             | 214             | 265             | 214               | 265              |
| <b>Subtotal Insurance/Sundry/Elections</b>      | <b>304</b>      | <b>214</b>      | <b>265</b>      | <b>214</b>        | <b>265</b>       |
| 57022 Improvements - Cemetery                   | -               | 4,455           | 25,000          | 24,800            | 25,000           |
| <b>Subtotal Programs/Projects</b>               | <b>-</b>        | <b>4,455</b>    | <b>25,000</b>   | <b>24,800</b>     | <b>25,000</b>    |
| 90300 Vehicle & Equipment                       | 1,440           | 1,904           | 3,110           | 1,500             | 5,958            |
| <b>Subtotal Interfund Charges/Transfers Out</b> | <b>1,440</b>    | <b>1,904</b>    | <b>3,110</b>    | <b>1,500</b>      | <b>5,958</b>     |
| <b>TOTAL CEMETERY OPERATIONS</b>                | <b>96,888</b>   | <b>104,351</b>  | <b>133,826</b>  | <b>119,409</b>    | <b>150,677</b>   |

# ***Aquatic Center***

## **Our Purpose**

The purpose of the Aquatics Center is to provide water-related activities to citizens and visitors so they may enjoy a safe swim experience.

## **Description of our Services**

The Aquatic Center Division is responsible for the operation and maintenance of the newly built aquatic facility. The Aquatic Center division will coordinate and provide recreation swimming time and swimming instruction to the public, and coordinate and facilitate swim practice times and meets with Huntsville Independent School District Swim Team and the Huntsville Lakers Swim Team. Other programming will be explored and provided in order to meet community needs.

## **Our Goals and Accomplishments**

### **FY 07-08 Accomplishments**

- Expand recreation swim time to include “off” season access. (Lap Swim Seasons).
- Expand programming in conjunction with the Recreation Services Division. (Memorial Day Salute; Junior Lifeguard).
- Create annual operating plan in anticipation of (seasonal) staff turnovers. (New Lifeguards/Cashiers).
- Create contracts as needed with sports organizations for service delivery. (Continued previous contracts with Lakers and HISD).

### **FY 08-09 Department Objectives**

- Expand swim lessons
- Expand programming in conjunction with the Recreation Services Division
- Partner with other Aquatic Centers for continuous information updates.

## Our Resources

### Personnel Summary

| Division               | FY 06-07 | FY 07-08 | FY 08-09 |
|------------------------|----------|----------|----------|
| Aquatic Center         | -        | -        | -        |
| <b>Total Personnel</b> | -        | -        | -        |

### Budget Summary

| Division            | FY 06-07<br>Actual | FY 07-08<br>Estimated | FY 08-09<br>Budget |
|---------------------|--------------------|-----------------------|--------------------|
| Aquatic Center      | 119,036            | 153,429               | 165,430            |
| <b>Total Budget</b> | <b>119,036</b>     | <b>153,429</b>        | <b>165,430</b>     |

## Our Workload

| Workload Indicator   | FY 06-07 Actual | FY 07-08<br>1 <sup>st</sup> 2 Quarters | FY 08-09 Estimate |
|--|-----------------|--|-------------------|
| Average Daily Attendance <sup>1</sup>                        | 331.14          | 0                                      | 350               |
| Average Daily Attendance During Extended Season <sup>1</sup> | Not measured    | 0.89                                   | 1.33              |
| Number of Hours Operated <sup>1</sup>                        | 520             | 92                                     | 48                |
| Number of Swim Meets Held <sup>1</sup>                       | 4               | 2                                      | 5                 |
| Number of Lessons Held <sup>1</sup>                          | 49              | 0                                      | 54                |
| Number of Programs Held <sup>1</sup>                         | 5               | 2                                      | 10                |

1-Aquatic Center opened in Summer 2007.

## Measuring our Effectiveness

| Performance Measure   | FY 06-07 Actual | FY 07-08<br>1 <sup>st</sup> 2 Quarters | FY 08-09<br>Target |
|---|-----------------|--|--------------------|
| Average Cost Per Participant Per Day in Aquatic Center Activities | \$4.59          | \$4.55                                 | \$4.50             |

1 – Aquatic Center opened in Summer 2007.



# Budget Information

## 101-424 COMMUNITY SERVICES DEPARTMENT - AQUATIC CENTER OPERATIONS

FTE: 0.00

| Account Title                               | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51115 Seasonal                              | -               | 69,976          | 115,000         | 65,000            | 70,000           |
| 51118 Salaries - Part Time                  | -               | 1,949           | -               | 23,500            | 18,352           |
| 51130 Overtime                              | -               | 2,286           | -               | -                 | -                |
| 51204 Workers Comp Insurance                | -               | 1,442           | -               | -                 | 297              |
| 51205 Medicare Tax                          | -               | 1,076           | -               | -                 | 266              |
| 51206 Unemployment Comp Ins                 | -               | 119             | -               | 334               | 45               |
| <b>Subtotal Salaries/Other Pay/Benefits</b> | <b>-</b>        | <b>76,848</b>   | <b>115,000</b>  | <b>88,834</b>     | <b>88,960</b>    |
| 52010 Office Supplies                       | -               | 484             | 500             | 500               | 500              |
| 52030 Clothing                              | -               | -               | 553             | 553               | 553              |
| 52031 Clothing - Safety Gear                | -               | 433             | 222             | 222               | 4,222            |
| 52050 Minor Tools/Instruments               | -               | 113             | -               | -                 | -                |
| 52060 Cleaning Supplies                     | -               | 1,308           | 2,500           | 2,000             | 2,500            |
| 52070 Chemical Supplies                     | -               | 10,398          | 25,000          | 25,000            | 25,000           |
| 52120 Reproduction & Printing               | -               | 521             | 1,000           | 900               | 1,000            |
| 52130 Other Supplies                        | -               | 5,481           | 1,000           | 1,000             | 1,000            |
| 52139 Concession Supplies                   | -               | -               | 3,000           | 3,000             | 3,000            |
| 52200 Non Capital Equipment Purchases       | -               | 2,187           | 3,270           | 3,270             | 3,270            |
| <b>Subtotal Supplies</b>                    | <b>-</b>        | <b>20,925</b>   | <b>37,045</b>   | <b>36,445</b>     | <b>41,045</b>    |
| 53010 Building Maintenance                  | -               | 650             | -               | -                 | -                |
| <b>Subtotal Maintenance Of Structures</b>   | <b>-</b>        | <b>650</b>      | <b>-</b>        | <b>-</b>          | <b>-</b>         |
| 54020 Maint - Mach/Tools/Instruments        | -               | 854             | 1,250           | 1,250             | 1,250            |
| <b>Subtotal Maintenance Of Equipment</b>    | <b>-</b>        | <b>854</b>      | <b>1,250</b>    | <b>1,250</b>      | <b>1,250</b>     |
| 55010 Rental of Equipment                   | -               | 29              | 500             | 500               | 500              |
| 55030 Long Distance/Circuit Ch              | -               | 7               | 75              | 75                | 75               |
| 55040 Electric                              | -               | 10,886          | 25,000          | 17,300            | 20,400           |
| 55051 Gas Heating                           | -               | 6,528           | 7,500           | 7,500             | 7,500            |
| 55070 Purchased Services/Contracts          | -               | 1,023           | -               | -                 | -                |
| 55080 Training & Seminars                   | -               | 604             | 1,175           | 1,175             | 1,100            |
| 55090 Memberships/Subscriptions             | -               | 100             | 100             | 100               | 100              |
| <b>Subtotal Services And Utilities</b>      | <b>-</b>        | <b>19,177</b>   | <b>34,350</b>   | <b>26,650</b>     | <b>29,675</b>    |
| 56030 Legal Advertising                     | -               | 525             | -               | -                 | -                |
| <b>Subtotal Insurance/Sundry/Elections</b>  | <b>-</b>        | <b>525</b>      | <b>-</b>        | <b>-</b>          | <b>-</b>         |
| 57375 Recreation Programs                   | -               | 57              | 250             | 250               | 4,500            |
| <b>Subtotal Programs/Projects</b>           | <b>-</b>        | <b>57</b>       | <b>250</b>      | <b>250</b>        | <b>4,500</b>     |
| <b>TOTAL AQUATIC CENTER OPERATIONS</b>      | <b>-</b>        | <b>119,036</b>  | <b>187,895</b>  | <b>153,429</b>    | <b>165,430</b>   |

Note: 57375 - Back to School Splash - \$500; Winter in the Park - \$500; Junior Guard Program - \$1,000; Memorial Day Weekend - \$1,000; Teen Night (4) - \$1,000; Flick and Float - \$500

# ***Library Services***

## **Our Purpose**

The mission of Huntsville Public Library is to serve the community by providing opportunities and resources for education and cultural enrichment for citizens of all ages and economic levels.

## **Description of our Services**

The Huntsville Public Library promotes the development of independent, self-confident, and literate citizens by providing a balanced collection of educational, recreational and intellectually stimulating information products; programming that encourages reading, learning and cultural enrichment; and exemplary services relevant to our community. The Huntsville Public Library has an extensive genealogy collection which includes local history and archive materials. The Library also offers a literacy program designed to teach adults to read and to aid those who wanted to learn to speak, read and write English.

## **Our Goals and Accomplishments**

### **FY 07-08 Accomplishments**

- Completed the first inventory of the library collection resulting in an improved catalog and customer success in locating materials, as well as, providing a collection development tool.
- Developed a marketing plan to direct marketing efforts.
- Provided more than 2,800 hours of class time for literacy students, in part, by locating off-site training facilities and by redesigning the tutor training program. Continued to develop the literacy program by partnering with Drs. Miller and Higgins from SHSU to improve in-service training and partnering with the Political Science Fellows to develop the first Citizenship Class.
- Completed the draft copy of the policy manual. Awaiting City Manager review of key policies.
- Participated in the Library Feasibility Committee which will provide Council with information needed to move forward to address overcrowding at the Library.

### **FY 08-09 Department Objectives**

- Re-inventory the collection to improve the catalog and to verify that all issues found in the first inventory have been remedied.
- Provide 31,000 hours of class time for literacy students and improve the quality of the program for both students and tutors by developing a lesson plan collection; continuing improvements to tutor in-service training through partnerships with Drs. Miller and Higgins: developing at least one certified trainer; creating an on-going student assessment program; and evaluating and improving the current operating model.
- Adapt Library content and organization to accommodate customer needs within the space available.
- Review/evaluate cataloging and organization options to improve patron's ability to locate materials.
- Assist City in addressing Library space needs.

## Our Resources

### Personnel Summary

| Division               | FY 06-07    | FY 07-08    | FY 08-09    |
|------------------------|-------------|-------------|-------------|
| Library Services       | 9.00        | 9.00        | 9.00        |
| <b>Total Personnel</b> | <b>9.00</b> | <b>9.00</b> | <b>9.00</b> |

### Budget Summary

| Division            | FY 06-07<br>Actual | FY 07-08<br>Estimated | FY 08-09<br>Budget |
|---------------------|--------------------|-----------------------|--------------------|
| Library Services    | 462,202            | 491,779               | 576,910            |
| <b>Total Budget</b> | <b>462,202</b>     | <b>491,779</b>        | <b>576,910</b>     |

## Our Workload

| Workload Indicator          | FY 06-07 Actual | FY 07-08 Q1 & Q2 | FY 08-09 Estimate |
|-----------------------------|-----------------|------------------|-------------------|
| Number of Items Circulated  | 103,303         | 52,482           | 105,000           |
| Number of Library Visitors  | 144,439         | 75,556           | 164,863           |
| Library Program Attendance  | 5,884           | 2,783            | 7706              |
| Adult Program Attendance    | 476             | 476              | 1056              |
| Children Program Attendance | 5,408           | 2,307            | 6650              |
| Literacy Student Hours      | 2,100           | 1,641            | 3,100             |
| Interlibrary Loans          | 1,098           | 531              | 1,100             |

## Measuring our Effectiveness

| Performance Measure  | FY 06-07<br>Actual     | FY 07-08<br>Q1 & Q2 | FY 08-09<br>Target |
|--|------------------------|---------------------|--------------------|
| Rate of Collection Turnover <sup>1</sup>                   | 1.7                    | 2.25                | 2.3                |
| % of Collection Less Than 5 Years Old                      | 18%                    | 18.5%               | 20%                |
| Circulation Per Capita <sup>2</sup>                        | 3.8                    | 4.4                 | 4.5                |
| % Increase (Decrease) in Literacy Program Student Hours    | First year<br>measured | 30%                 | 10%                |
| % Increase (Decrease) in Adult Program Attendance          | 35%                    | 10%                 | 100%               |
| % Increase (Decrease) in Children's Program Attendance     | 5%                     | 10%                 | 10%                |
| % of Citizens Rating Library Services as Good or Excellent | 68%                    | Bi-annual           | 69%                |

1- The number of times each item would have circulated if circulation had been spread evenly throughout the entire collection.

2- Calculated with the City of Huntsville's adjusted population.



# Budget Information

## 101-647 COMMUNITY SERVICES DEPARTMENT - LIBRARY SERVICES

FTE: 7.00

| Account Title                               | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                  | 223,472         | 225,816         | 256,551         | 242,000           | 271,987          |
| 51118 Salaries - Part Time                  | 40,478          | 37,658          | 41,276          | 37,000            | 56,265           |
| 51121 Longevity                             | 2,078           | 1,977           | 2,251           | 2,000             | 2,449            |
| 51130 Overtime                              | 1,743           | 1,917           | 3,350           | 3,350             | 3,500            |
| 51201 TMRS Retirement                       | 38,455          | 38,177          | 42,573          | 41,000            | 59,690           |
| 51202 Health Insurance                      | 33,984          | 45,604          | 50,165          | 42,000            | 52,752           |
| 51203 Disability Insurance                  | 1,069           | 1,027           | 1,210           | 1,010             | 1,270            |
| 51204 Workers Comp Insurance                | 580             | 534             | 595             | 500               | 517              |
| 51205 Medicare Tax                          | 3,551           | 3,572           | 4,351           | 3,800             | 4,795            |
| 51206 Unemployment Comp Ins                 | 2,518           | (28)            | 492             | 250               | 539              |
| <b>Subtotal Salaries/Other Pay/Benefits</b> | <b>347,928</b>  | <b>356,254</b>  | <b>402,814</b>  | <b>372,910</b>    | <b>453,764</b>   |
| 52010 Office Supplies                       | 1,998           | 1,225           | 2,000           | 2,000             | 2,000            |
| 52090 Botanical/Agricultural                | 179             | 185             | 200             | 200               | 200              |
| 52120 Reproduction & Printing               | 2,922           | 2,690           | 4,000           | 2,000             | 3,880            |
| 52128 Library Program Expenses              | 4,499           | 7,158           | 7,765           | 7,500             | 6,640            |
| 52130 Other Supplies                        | 2,452           | 1,549           | 3,500           | 2,000             | 3,000            |
| 52200 Non Capital Equipment Purchases       | 2,841           | 4,200           | 2,050           | 4,500             | 2,050            |
| 52440 Library Process/Marc Rec              | 4,795           | 4,160           | 5,000           | 4,620             | 5,000            |
| <b>Subtotal Supplies</b>                    | <b>19,686</b>   | <b>21,167</b>   | <b>24,515</b>   | <b>22,820</b>     | <b>22,770</b>    |
| 54010 Office Equipment Maintenance          | 458             | 423             | 750             | 500               | 750              |
| 54110 Book Replacement                      | 11,963          | 6,016           | 8,000           | 8,000             | 5,000            |
| <b>Subtotal Maintenance Of Equipment</b>    | <b>12,421</b>   | <b>6,439</b>    | <b>8,750</b>    | <b>8,500</b>      | <b>5,750</b>     |
| 55030 Long Distance/Circuit Ch              | 114             | 117             | 75              | 100               | 150              |
| 55040 Electric                              | 15,103          | -               | -               | -                 | -                |
| 55070 Purchased Services/Contracts          | 3,266           | 3,318           | 3,060           | 3,580             | 3,597            |
| 55080 Training & Seminars                   | 5,394           | 3,553           | 4,364           | 3,800             | 2,896            |
| 55084 City Promotional Items                | 517             | 3,404           | 3,000           | 3,000             | 3,830            |
| 55085 Community Relations                   | 1,656           | 507             | 1,190           | 500               | 600              |
| 55090 Memberships/Subscriptions             | 9,857           | 8,738           | 12,710          | 12,465            | 14,770           |
| 55120 Mileage & Miscellaneous Meals         | 343             | 271             | -               | 400               | -                |
| 55195 Cellular Phone Charges                | 427             | 364             | 100             | 504               | 100              |
| 55560 Copier Contracts                      | 1,730           | -               | -               | -                 | -                |
| 55630 Rug Rental                            | 562             | -               | -               | -                 | -                |
| <b>Subtotal Services And Utilities</b>      | <b>38,969</b>   | <b>20,272</b>   | <b>24,499</b>   | <b>24,349</b>     | <b>25,943</b>    |
| 57647 Literacy Project                      | 7,208           | 4,482           | 6,200           | 6,200             | 6,683            |
| <b>Subtotal Programs/Projects</b>           | <b>7,208</b>    | <b>4,482</b>    | <b>6,200</b>    | <b>6,200</b>      | <b>6,683</b>     |
| 69110 Reference Books                       | 54,766          | 53,588          | 59,000          | 57,000            | 62,000           |
| <b>Subtotal Capital Outlays</b>             | <b>54,766</b>   | <b>53,588</b>   | <b>59,000</b>   | <b>57,000</b>     | <b>62,000</b>    |
| <b>TOTAL LIBRARY SERVICES</b>               | <b>480,978</b>  | <b>462,202</b>  | <b>525,778</b>  | <b>491,779</b>    | <b>576,910</b>   |

Note: 55084 - Promotional items that will be distributed to customers as they receive a new library card or as they renew their current card.  
55070 - SuddenLink Cable - \$222; Texpress delivery service between Texas libraries - \$3,375

# Main Street

## Our Purpose

The purpose of Main Street is to provide assistance in promotion of the historic downtown district to downtown merchants so they can grow businesses and attract tourism dollars while preserving the historical nature of downtown.

## Description of our Services

The Main Street Office coordinates historical design assistance from the Texas Historical Commission's staff of architects and local architects and designers, provides marketing guidance for local downtown businesses, and assists with the design of promotional items. The Main Street Office is responsible for the administration of the Pedestrian Sign Program and the Signage Grant Program. These programs assist in providing signage to help citizens and visitors locate downtown businesses and help to aesthetically tie the downtown area together. Additionally, the Main Street Office provides downtown businesses a channel to City government for permits and questions.

## Our Goals and Accomplishments

### FY 07-08 Accomplishments

- The Huntsville Downtown Business Alliance is meeting regularly and as of May 1, 2008 had 45 members and has raised over \$4,000.00.
- In the past 12 months three new business signs have been placed and four Pedestrian signs have been placed.
- The Main Street Program worked with the SHSU Student Body origination to contract the Old Town Theatre for nine student music events for 07-08. We continue to work support Fair on the Square, Airing of the Quilts, The Cabin on the Square and this past spring the Kappa Alpha Music Festival.
- All lamp posts were repainted with only the cost of the paint having to be purchased. Twenty of the Banner arms were rebuilt and the missing or broken brass balls replaced on many of them using a matching grant from the H-GAC's Public Spaces Grant.
- The 10 cigarette disposal units are in place and we are hoping to purchase 5 more in the next 12 months.

### FY 08-09 Department Objectives

- Continue to help the Huntsville Downtown Business Alliance (HDBA) to grow and become an even more dynamic force in City development and guidance.
- Apply for and be granted another H-GAC Public Spaces Grant for new banners, park benches, 2 more trash receptacles and 10 more cigarette disposal units.
- Continue working with the Froelich family and the Texas Historical Commission's Building Design Consultants in have the Gulsbe Drugstore building unmasked and build-out to look like the drug store in its heyday.
- Expand the downtown marketing with the help on the HDBA.
- Assist the HDBA with the development of its own Website (huntsvilledba.com)
- Host a new fundraiser, a September Music Festival on the Square. Many people have suggested it be a Blues music festival. We'll see what wins out.
- Continue the Sign Grant and Pedestrian Sign Grants programs and add a minimum of two (2) new signs to each program.
- Have marker signs placed on existing traffic post announcing to the driver they are entering a Texas Main Street Program area.

## Our Resources

### Personnel Summary

| Division               | FY 06-07    | FY 07-08    | FY 08-09    |
|------------------------|-------------|-------------|-------------|
| Main Street            | 1.00        | 1.00        | 1.00        |
| <b>Total Personnel</b> | <b>1.00</b> | <b>1.00</b> | <b>1.00</b> |

### Budget Summary

| Division            | FY 06-07<br>Actual | FY 07-08<br>Estimated | FY 08-09<br>Budget |
|---------------------|--------------------|-----------------------|--------------------|
| Main Street         | 86,267             | 89,184                | 94,792             |
| <b>Total Budget</b> | <b>86,267</b>      | <b>89,184</b>         | <b>94,792</b>      |

## Our Workload

| Workload Indicator  | FY 06-07<br>Actual | FY 07-08<br>Q1 & Q2 | FY 08-09<br>Estimate |
|---|--------------------|---------------------|----------------------|
| Number of Businesses in the Downtown District                   | 282                | 85                  | 90                   |
| Number of Main Street Events/Program Held                       | 8                  | 2                   | 5                    |
| Estimated Number of Participants in Main Street Events/Programs | 610                | 1,262               | 1,500                |
| Pedestrian Sign Program Applications Processed                  | 2                  | 7                   | 4                    |
| Signage Grant Applications Processed                            | 3                  | 2                   | 3                    |
| Board/Committee Meetings Held/Hosted                            | 60                 | 1                   | 60                   |
| Other Meetings Attended   | 31                 | 35                  | 50                   |
| Community Presentations Made                                    | 8                  | 17                  | 18                   |

## Measuring our Effectiveness

| Performance Measure  | FY 06-07<br>Actual | FY 07-08<br>Q1 & Q2 | FY 08-09<br>Target    |
|--|--------------------|---------------------|-----------------------|
| % of Occupancy in the Downtown District  | 95%                | 90%                 | 95%                   |
| % of Total Downtown Businesses Participating in Business Marketing Organization (Huntsville Downtown Business Alliance) HDBA | 40%                | 55%                 | 65%                   |
| % Increase (Decrease) in Participants in Main Street Events/Programs   | Not Tracked        | 5%                  | 10% increase annually |
| % of Citizens Rating Main Street Services as Good or Excellent   | Not Tracked        | Bi-annual           | Not Tracked           |



# Budget Information

## 101-839 COMMUNITY SERVICES DEPARTMENT - MAIN STREET

FTE: 1.00

| Account Title                               | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                  | 43,278          | 45,178          | 47,199          | 46,100            | 49,335           |
| 51121 Longevity                             | 117             | 106             | 155             | 145               | 203              |
| 51201 TMRS Retirement                       | 7,090           | 7,519           | 7,790           | 7,500             | 10,775           |
| 51202 Health Insurance                      | 5,664           | 6,550           | 7,166           | 6,100             | 7,536            |
| 51203 Disability Insurance                  | 209             | 220             | 227             | 220               | 237              |
| 51204 Workers Comp Insurance                | 95              | 90              | 94              | 80                | 84               |
| 51205 Medicare Tax                          | 627             | 649             | 687             | 650               | 718              |
| 51206 Unemployment Comp Ins                 | 270             | 5               | 45              | 99                | 45               |
| <b>Subtotal Salaries/Other Pay/Benefits</b> | <b>57,350</b>   | <b>60,317</b>   | <b>63,363</b>   | <b>60,894</b>     | <b>68,933</b>    |
| 52010 Office Supplies                       | 877             | 940             | 860             | 860               | 1,235            |
| 52020 Postage                               | 115             | 107             | -               | -                 | -                |
| 52120 Reproduction & Printing               | 2,488           | 2,583           | 2,270           | 2,270             | 2,270            |
| 52130 Other Supplies                        | 402             | 410             | 500             | 500               | 500              |
| 52135 Mainstreet Promo Expenses             | 4,213           | 1,941           | 5,600           | 5,600             | 5,600            |
| 52136 Main Street Meeting Expenses          | 1,081           | 910             | 1,100           | 1,100             | 1,100            |
| <b>Subtotal Supplies</b>                    | <b>9,176</b>    | <b>6,891</b>    | <b>10,330</b>   | <b>10,330</b>     | <b>10,705</b>    |
| 53010 Building Maintenance                  | 345             | 80              | -               | -                 | -                |
| <b>Subtotal Maintenance Of Structures</b>   | <b>345</b>      | <b>80</b>       | <b>-</b>        | <b>-</b>          | <b>-</b>         |
| 55020 Lease of Land                         | 4,222           | 3,300           | 4,500           | 4,500             | -                |
| 55021 Lease of Buildings                    | 3,000           | 3,000           | 3,750           | 3,750             | 3,750            |
| 55030 Long Distance/Circuit Ch              | 71              | 60              | 200             | 100               | 100              |
| 55070 Purchased Services/Contracts          | 2,823           | 1,490           | 3,200           | 3,200             | 3,200            |
| 55080 Training & Seminars                   | 1,315           | 1,723           | 1,745           | 1,600             | 3,076            |
| 55090 Memberships/Subscriptions             | 1,081           | 1,024           | 785             | 785               | 1,060            |
| 55195 Cellular Phone Charges                | 463             | 438             | 504             | 375               | 268              |
| <b>Subtotal Services And Utilities</b>      | <b>12,975</b>   | <b>11,035</b>   | <b>14,684</b>   | <b>14,310</b>     | <b>11,454</b>    |
| 56030 Legal Advertising                     | 159             | -               | -               | -                 | -                |
| 56031 Mainstreet Advertising                | 1,920           | 869             | 1,700           | 1,700             | 1,700            |
| <b>Subtotal Insurance/Sundry/Elections</b>  | <b>2,079</b>    | <b>869</b>      | <b>1,700</b>    | <b>1,700</b>      | <b>1,700</b>     |
| 57839 Main St. Signage Grants               | -50             | 5,274           | -               | -                 | -                |
| 57900 Downtown Maint/Improvement            | 5,194           | 1,801           | 2,000           | 1,950             | 2,000            |
| <b>Subtotal Programs/Projects</b>           | <b>5,144</b>    | <b>7,075</b>    | <b>2,000</b>    | <b>1,950</b>      | <b>2,000</b>     |
| <b>TOTAL MAIN STREET</b>                    | <b>87,069</b>   | <b>86,267</b>   | <b>92,077</b>   | <b>89,184</b>     | <b>94,792</b>    |

Note: 55070 - Window and carpet cleaning - \$150; Rental fee for the Old Town Theatre for Downtown Music Project - \$600; Main Street website maintenance, infrastructure upkeep of downtown, and Pedestrian Sign Program - \$2,450

# ***Cultural Services***

## **Our Purpose**

The purpose of Cultural Services is to operate a cultural facility and to provide opportunities to create and observe art to citizens and visitors of Huntsville so that they may experience the arts and our community heritage.

## **Description of our Services**

Cultural Services operates The Wynne Home Arts Center which provides an art gallery with rotating exhibits, arts education, a gift shop representing local artists, and space for community activities and rentals. Cultural Services, through the Huntsville Arts Commission, is responsible for the development and monitoring of contracts with local artists and organizations to conduct arts-related programs and projects. Special beautification projects, the historical marker program, community partnership events, and maintenance of City-owned art are also responsibilities of the Cultural Services Division.

## **Our Goals and Accomplishments**

### **FY 07-08 Accomplishments**

- Solidified the on-site programming including classes, expanded the field trips program, updated the self-tour guide, added the Open Studio program, and wrote a guide for program procedures
- Contracted with 20 community organizations for arts and cultural events; participated in community programs such as Winter in the Park, Downtown events and others
- Placed five historical markers
- Continued marketing plan to attract visitors to the Wynne Home Art Center by additional publicity for events, by collecting information for web site improvements, and by adding three outdoor signs: Open Sign, Parking Sign, and Gift Shop sign
- Updated database for more efficient communications.

### **FY 08-09 Department Objectives**

- Provide educational opportunities to a broad audience by continuing to increase School Field Trips, the Open Studio Program, classes and tours.
- Continue outreach by assisting local arts organizations with support for a minimum of 18 projects, and participating in events such as Winter in the Park, and Downtown events.
- Place a minimum of two historical markers
- Market the Wynne Home Arts Center by adding 2 outdoor and 3 indoor signs; finalize improvements to the web site; and create an additional marketing piece.
- Recognize gifts and volunteer service.
- Complete primary equipment for arts center.

## Our Resources

| Personnel Summary      |          |          |          | Budget Summary           |                    |                       |                    |
|------------------------|----------|----------|----------|--------------------------|--------------------|-----------------------|--------------------|
| Division               | FY 06-07 | FY 07-08 | FY 08-09 | Division                 | FY 06-07<br>Actual | FY 07-08<br>Estimated | FY 08-09<br>Budget |
| Cultural Services      | 2        | -        | -        | Cultural Services        | 120,163            | -                     | -                  |
| Arts Center            | -        | 2        | 2        | Arts Center <sup>1</sup> | 91,853             | 209,593               | 255,821            |
| <b>Total Personnel</b> | <b>2</b> | <b>2</b> | <b>2</b> | <b>Total Budget</b>      | <b>212,016</b>     | <b>209,593</b>        | <b>255,821</b>     |

1- In FY 06-07, the arts programs/contracts budget was moved from H/M Tax- Arts (662-885) to Arts Center Division (618-840).

## Our Workload

| Workload Indicator                                       | FY 06-07<br>Actual | FY 07-08<br>Q1 & Q2 | FY 08-09<br>Estimate |
|--|--------------------|---------------------|----------------------|
| Number of Visitors to the Wynne Home                     | 4,730              | 6,694               | 14,060               |
| Estimated Number of Attendees at Art and Cultural Events | 43,088             | 13,436              | 28,220               |
| Number of Events/Activities Held                         | 165                | 98                  | 206                  |
| Number of Community Activities/Rentals                   | 45                 | 14                  | 29                   |

## Measuring our Effectiveness

| Performance Measure   | FY 06-07<br>Actual           | FY 07-08<br>Q1 & Q2 | FY 08-09<br>Target |
|---|------------------------------|---------------------|--------------------|
| % Increase (Decrease) in Visitors to Wynne Home                 | First full year of operation | 116%                | 5%                 |
| % Increase (Decrease) in Attendance at Art/Cultural Events      | 43,088<br>61%                | <27>%               | 5%                 |
| % Increase (Decrease) in Number of Events/Activities Held       | First full year of operation | 13%                 | 5%                 |
| % Increase (Decrease) in Number of Community Activities/Rentals | First established year       | <56>%               | 5%                 |



# Budget Information

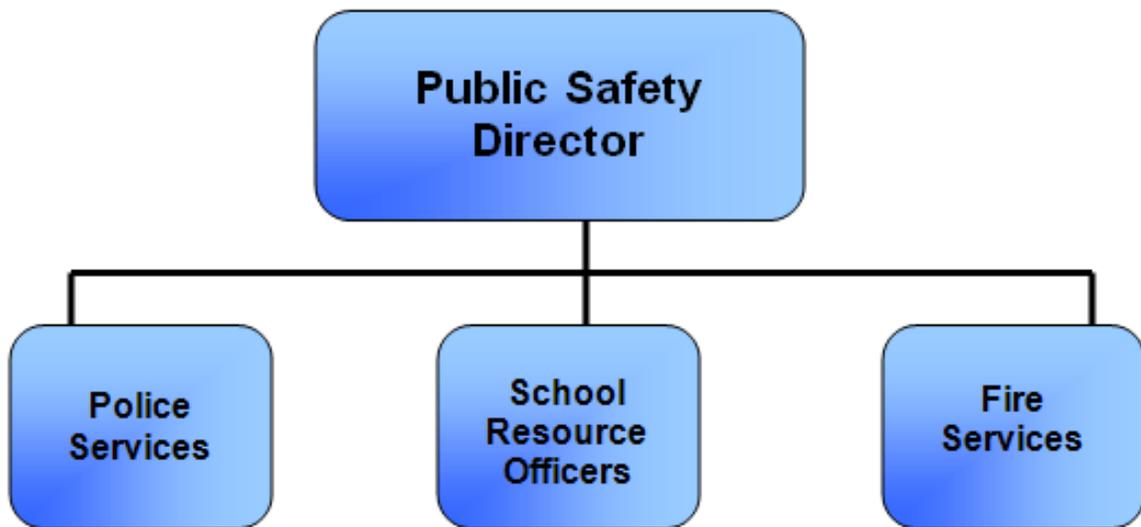
## 618-840 COMMUNITY SERVICES DEPARTMENT - ARTS CENTER SRF

FTE: 2.00

| Account Title                               | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                  | -               | -               | 87,132          | 85,000            | 90,359           |
| 51121 Longevity                             | -               | -               | 1,631           | 1,550             | 1,602            |
| 51130 Overtime                              | -               | -               | 480             | 400               | 600              |
| 51201 TMRS Retirement                       | -               | -               | 14,602          | 14,400            | 20,001           |
| 51202 Health Insurance                      | -               | -               | 14,333          | 12,100            | 15,072           |
| 51203 Disability Insurance                  | -               | -               | 418             | 410               | 434              |
| 51204 Workers Comp Insurance                | -               | -               | 174             | 155               | 154              |
| 51205 Medicare Tax                          | -               | -               | 485             | 450               | 475              |
| 51206 Unemployment Comp Ins                 | -               | -               | 90              | 50                | 90               |
| <b>Subtotal Salaries/Other Pay/Benefits</b> | <b>-</b>        | <b>-</b>        | <b>119,345</b>  | <b>114,515</b>    | <b>128,787</b>   |
| 52010 Office Supplies                       | 228             | 1,973           | 1,000           | 1,000             | 1,000            |
| 52080 Educational                           | 201             | -               | 500             | 500               | 500              |
| 52120 Reproduction & Printing               | 2,365           | 2,305           | 3,000           | 3,000             | 3,000            |
| 52130 Other Supplies                        | 186             | -               | 300             | 300               | 300              |
| 52200 Non Capital Equipment Purchases       | -               | 1,611           | 350             | 350               | 23,899           |
| <b>Subtotal Supplies</b>                    | <b>2,980</b>    | <b>5,889</b>    | <b>5,150</b>    | <b>5,150</b>      | <b>28,699</b>    |
| 53010 Building Maintenance                  | 1,484           | 4,452           | -               | -                 | -                |
| <b>Subtotal Maintenance Of Structures</b>   | <b>1,484</b>    | <b>4,452</b>    | <b>-</b>        | <b>-</b>          | <b>-</b>         |
| 54410 Maintenance of Art Pieces             | -               | 1,026           | 1,610           | 1,610             | 1,610            |
| <b>Subtotal Maintenance Of Equipment</b>    | <b>-</b>        | <b>1,026</b>    | <b>1,610</b>    | <b>1,610</b>      | <b>1,610</b>     |
| 55030 Long Distance/Circuit Ch              | -               | -               | 130             | 120               | 120              |
| 55040 Electric                              | 7,830           | 10,892          | 10,000          | 19,200            | 12,800           |
| 55070 Purchased Services/Contracts          | 815             | 6,220           | 8,500           | 7,298             | 8,500            |
| 55080 Training and Seminars                 | -               | -               | 1,750           | 1,750             | 1,750            |
| 55090 Memberships/Subscriptions             | -               | 100             | 610             | 610               | 620              |
| 55120 Mileage & Miscellaneous Meals         | 29              | 753             | -               | -                 | -                |
| 55562 Copier Contracts                      | -               | 753             | 3,840           | 3,840             | 3,840            |
| 78040 Arts Commision Contracts/Programs     | -               | 38,153          | 40,000          | 40,000            | 40,000           |
| <b>Subtotal Services And Utilities</b>      | <b>8,674</b>    | <b>56,871</b>   | <b>64,830</b>   | <b>72,818</b>     | <b>67,630</b>    |
| 57108 Educational                           | 4,231           | 5,188           | 5,000           | 5,000             | 5,000            |
| 57110 Historical Markers                    | -               | -               | 2,500           | 2,500             | 2,500            |
| 57313 Sitescape                             | 4,260           | 775             | -               | -                 | -                |
| 57909 Exhibits                              | 2,056           | 4,276           | 4,000           | 4,000             | 4,000            |
| 57910 Performances                          | 72              | 2,316           | 4,000           | 4,000             | 4,000            |
| <b>Subtotal Programs/Projects</b>           | <b>10,619</b>   | <b>12,555</b>   | <b>15,500</b>   | <b>15,500</b>     | <b>15,500</b>    |
| 69020 Cap. Mach/Tools/Equip                 | -               | 11,060          | -               | -                 | 13,595           |
| <b>Subtotal Capital Outlays</b>             | <b>-</b>        | <b>11,060</b>   | <b>-</b>        | <b>-</b>          | <b>13,595</b>    |
| <b>TOTAL ARTS CENTER SRF</b>                | <b>23,757</b>   | <b>91,853</b>   | <b>206,435</b>  | <b>209,593</b>    | <b>255,821</b>   |

Note: 55070 - Consultants and trainers - \$1,000; maintenance of downtown murals - \$5,000; update of Cultural 2020 Plan - \$2,500  
78040 - Arts Education - \$6,600; Cultural Promotion - \$2,000; Facility support - \$3,500; Performing Arts - \$14,500; Visual Arts - \$8,000; HAC  
promotion of the arts - \$2,500; HAC Staff (memberships & miscellaneous purchases) - \$1,500; Contingency funds - \$1,400

# Public Safety





# Budget Information

## 101-550 PUBLIC SAFETY DEPARTMENT - PUBLIC SAFETY ADMINISTRATION

FTE: 2.00

| Account Title                                   | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                      | 122,607         | 125,185         | 134,000         | 127,300           | 135,089          |
| 51121 Longevity                                 | 790             | 579             | 780             | 156               | 208              |
| 51123 Incentive Pay                             | 599             | 587             | 600             | -                 | 600              |
| 51126 License Pay                               | 599             | 587             | 600             | -                 | 600              |
| 51130 Overtime                                  | 431             | 693             | 450             | 225               | 400              |
| 51201 TMRS Retirement                           | 20,381          | 21,183          | 22,171          | 22,171            | 29,688           |
| 51202 Health Insurance                          | 11,324          | 13,108          | 14,333          | 14,333            | 15,072           |
| 51203 Disability Insurance                      | 405             | 438             | 481             | 481               | 467              |
| 51204 Workers Comp Insurance                    | 262             | 255             | 268             | 268               | 230              |
| 51205 Medicare Tax                              | 1,799           | 1,834           | 1,954           | 1,954             | 1,979            |
| 51206 Unemployment Comp Ins                     | 540             | 10              | 90              | 208               | 90               |
| <b>Subtotal Salaries/Other Pay/Benefits</b>     | <b>159,737</b>  | <b>164,459</b>  | <b>175,727</b>  | <b>167,096</b>    | <b>184,423</b>   |
| 52040 Gas & Oil                                 | 634             | 803             | 800             | 1,054             | 1,100            |
| 52610 Office Furniture/Equipment                | 12,055          | -               | -               | -                 | -                |
| <b>Subtotal Supplies</b>                        | <b>12,689</b>   | <b>803</b>      | <b>800</b>      | <b>1,054</b>      | <b>1,100</b>     |
| 54040 Motor Vehicle Maintenance                 | 28              | 191             | 500             | 250               | 500              |
| <b>Subtotal Maintenance Of Equipment</b>        | <b>28</b>       | <b>191</b>      | <b>500</b>      | <b>250</b>        | <b>500</b>       |
| 55030 Long Distance/Circuit Ch                  | 74              | 64              | -               | -                 | -                |
| 55070 Purchased Services/Contracts              | -               | 40,000          | 40,000          | 40,000            | 40,000           |
| 55540 Animal Shelter Contract                   | -               | 34,598          | 30,000          | 30,000            | 42,000           |
| 55905 WCPSCC-Dispatcher Contract                | 322,132         | 354,747         | 400,000         | 400,000           | 414,110          |
| <b>Subtotal Services And Utilities</b>          | <b>322,206</b>  | <b>429,409</b>  | <b>470,000</b>  | <b>470,000</b>    | <b>496,110</b>   |
| 56012 Insurance - Fleet                         | -               | 326             | -               | -                 | -                |
| <b>Subtotal Insurance/Sundry/Elections</b>      | <b>-</b>        | <b>326</b>      | <b>-</b>        | <b>-</b>          | <b>-</b>         |
| 90300 Vehicle & Equipment                       | 960             | 1,240           | -               | -                 | -                |
| <b>Subtotal Interfund Charges/Transfers Out</b> | <b>960</b>      | <b>1,240</b>    | <b>-</b>        | <b>-</b>          | <b>-</b>         |
| <b>TOTAL PUBLIC SAFETY ADMINISTRATION</b>       | <b>495,620</b>  | <b>596,428</b>  | <b>647,027</b>  | <b>638,400</b>    | <b>682,133</b>   |

Note: 55070 - Good Shepherd Mission - \$5,000; SAAFE House - \$5,000; Huntsville's Promise - \$30,000  
55905 - Dispatch and 911 is a partnership with the county. The budget represents the City's portion of the dispatch budget.

# ***Police Department***

## **Our Purpose**

The purpose of the Huntsville Police Department is to provide police services, general assistance, and educational opportunities to the citizens of Huntsville so that they feel safe and well protected from crime and disorder.

## **Description of Our Services**

The Huntsville Police Department provides law enforcement and public safety services to the citizens of Huntsville. Uniformed Services responds to calls for service, conducts proactive preventative patrols, enforces traffic laws, investigates motor vehicle crashes, and provides additional specialized services through our Bike team and K-9 officer. Support Services conducts criminal and narcotics investigations, and provides School Resource Officer security and services to the nine Huntsville Independent School District campuses. Administrative Services provides community oriented programs, coordinates departmental training, enforces local codes, provides animal control services, and manages interdepartmental records, information, and reception services.

## **Our Goals and Accomplishments**

### **FY 07-08 Accomplishments**

- Hired two additional police officers, raising the number of sworn personnel to 51.
- Completed conversion of HPD to the regional 800 MHz radio system.
- Contract with Huntsville ISD for the School Resource Officer program re-negotiated and approved by both HISD School Board and City Council.
- The pneumatic target purchased cooperatively between HPD and several local law enforcement agencies was installed at the HPD Firing Range.
- Completed Implementation of the department's on-site AFIS (Automated Fingerprint Identification System).
- The CRIMES Mobile package was implemented and field tested by department personnel.
- HPD's application approved by DPS for departmental access to and the use of TLETS (Texas Law Enforcement Telecommunications System).
- Expanded membership of the Special Response Team (SRT) to 10 members.
- Converted donated box truck to Special Response Team vehicle.
- Constructed a secure impound lot for seized/evidence vehicles at the City Service Center.

### **FY 08-09 Department Objectives**

- Hire two additional police officers.
- Increase Patrol minimum staffing to 4 on a permanent basis.
- Complete conversion of HPD's In Car Video Systems (ICVS) to digital base.
- Fully implement CRIMES mobile package for all on duty patrol officers.
- Implement "Offender Watch" program to track local sex offenders and provide the citizens with e-mail alerts and educational materials.
- Begin process to phase out the use of "step down" vehicles for the Criminal Investigation Division.
- Conduct a needs analysis and develop proposals for "Rotating detective" program.
- Convert donated camera truck to Mobile Command Post to be used by HPD during major incidents.
- Establish Certified Arson Investigator position within the Department.

## Our Resources

### Personnel Summary

| Division                 | FY 06-07     | FY 07-08     | FY 08-09     |
|--------------------------|--------------|--------------|--------------|
| Police                   | 50.00        | 50.00        | 52.00        |
| School Resource Officers | 6.00         | 6.00         | 6.00         |
| <b>Total Personnel</b>   | <b>56.00</b> | <b>58.00</b> | <b>58.00</b> |

### Budget Summary

| Division                 | FY 06-07<br>Actual | FY 07-08<br>Estimated | FY 08-09<br>Budget |
|--------------------------|--------------------|-----------------------|--------------------|
| Police                   | 3,360,019          | 3,734,423             | 4,038,136          |
| School Resource Officers | 422,884            | 454,640               | 475,205            |
| <b>Total Budget</b>      | <b>3,782,903</b>   | <b>4,189,063</b>      | <b>4,513,341</b>   |

## Our Workload

| Workload Indicator  | FY 06-07 Actual  | FY 07-08<br>Estimate | FY 08-09<br>Estimate |
|---|------------------|----------------------|----------------------|
| Number of Calls for Service Responded to by Police Department |                  |                      |                      |
| Citizen Requested   | 18,141           | 18,775               | 19,146               |
| Officer Initiated   | 18,780           | 20,947               | 22,431               |
| Number of Arrest Made   |                  |                      |                      |
| Adult   | 1,492            | 1,378                | 1,638                |
| Juvenile  | 129              | 134                  | 153                  |
| Number of Citations Issued                                    | 6,323            | 5,952                | 7,218                |
| Number of Accidents   | 883              | 993                  | 984                  |
| Number of Offenses/Incidents Reported                         | 3,323            | 3,385                | 3,660                |
| Number of Offenses Cleared by Investigation                   | 873              | 915                  | 894                  |
| Number of Calls Responded to by School Resource Officers      | 2,347            | 1,501                | 1,552                |
| Number of Complaints Investigated by Animal Control Officer   | 983 (2-06/12-06) | 1,450                | 1,143                |
| Number of Community Service Programs Conducted                | 83               | 120                  | 84                   |
| Number of Training Hours                                      | 4,253            | 6,135                | 5,100                |

## Measuring our Effectiveness

| Performance Measure  | FY 06-07<br>Actual     | FY 07-08<br>Estimate            | FY 08-09 Target |
|--|------------------------|---------------------------------|-----------------|
| Number Officer Initiated Calls as a % of Total Calls                 | 45%                    | 47%                             | 48%             |
| % of Cases Rejected by the District Attorney                         | 3.8%<br>(Oct – Dec 06) | 7.0%                            | 5.0%            |
| % of Citizens Rating Police Department Services as Good or Excellent | 81%                    | Survey conducted<br>bi-annually | 100%            |
| % of Citizens Rating Animal Control Services as Good or Excellent    | 68%                    | Survey conducted<br>bi-annually | 100%            |



# Budget Information

## 101-551 PUBLIC SAFETY DEPARTMENT - POLICE

FTE: 52.00

| Account Title                               | 05-06<br>Actual  | 06-07<br>Actual  | 07-08<br>Budget  | 07-08<br>Estimate | 08-09<br>Adopted |
|---|------------------|------------------|------------------|-------------------|------------------|
| 51111 Salaries - Full Time                  | 1,877,064        | 2,028,027        | 2,217,381        | 2,195,208         | 2,414,473        |
| 51121 Longevity                             | 24,005           | 19,197           | 21,320           | 21,047            | 22,764           |
| 51123 Incentive Pay                         | 18,141           | 15,725           | 23,850           | 14,550            | 28,800           |
| 51124 Clothing                              | 23,083           | -                | -                | -                 | -                |
| 51125 Car Allowance                         | 8,399            | 11,065           | 12,600           | 12,600            | 12,600           |
| 51126 License Pay                           | 9,267            | 14,135           | 27,300           | 30,200            | 28,500           |
| 51130 Overtime                              | 64,541           | 125,710          | 126,000          | 117,180           | 142,027          |
| 51201 TMRS Retirement                       | 329,725          | 367,630          | 378,753          | 378,753           | 545,302          |
| 51202 Health Insurance                      | 261,494          | 311,011          | 354,736          | 354,736           | 391,872          |
| 51203 Disability Insurance                  | 8,152            | 9,170            | 10,547           | 10,547            | 11,440           |
| 51204 Workers Comp Insurance                | 46,522           | 44,854           | 45,636           | 47,889            | 41,107           |
| 51205 Medicare Tax                          | 23,102           | 26,670           | 28,809           | 28,809            | 31,672           |
| 51206 Unemployment Comp Ins                 | 12,479           | 244              | 2,250            | 4,743             | 2,340            |
| <b>Subtotal Salaries/Other Pay/Benefits</b> | <b>2,705,974</b> | <b>2,973,438</b> | <b>3,249,182</b> | <b>3,216,262</b>  | <b>3,672,897</b> |
| 52010 Office Supplies                       | 5,796            | 4,962            | 7,380            | 8,000             | 4,790            |
| 52020 Postage                               | 359              | 810              | 480              | 610               | 1,092            |
| 52030 Clothing                              | 14,358           | 40,825           | 27,672           | 27,000            | 35,124           |
| 52040 Gas & Oil                             | 66,018           | 67,209           | 80,000           | 88,655            | 97,100           |
| 52050 Minor Tools/Instruments               | 1,225            | 7,465            | 7,700            | 7,700             | 7,700            |
| 52051 Ammunition and Supplies               | 6,224            | 7,823            | 8,700            | 8,700             | 12,925           |
| 52100 Traffic Supplies                      | 874              | 721              | 750              | 713               | 750              |
| 52120 Reproduction & Printing               | 2,666            | 4,917            | 5,250            | 6,720             | 10,782           |
| 52130 Other Supplies                        | 5,646            | 5,077            | 5,400            | 5,400             | 5,400            |
| 52200 Non Capital Equipment Purchases       | 24,862           | 54,885           | 23,018           | 23,018            | 34,220           |
| 52400 K-9 Program                           | -                | 1,143            | 2,000            | 1,950             | 2,000            |
| 52420 Bicycle Program                       | 2,014            | 1,412            | 2,000            | 2,000             | 2,000            |
| <b>Subtotal Supplies</b>                    | <b>130,042</b>   | <b>197,249</b>   | <b>170,350</b>   | <b>180,466</b>    | <b>213,883</b>   |
| 54010 Office Equipment Maintenance          | 70               | -                | -                | -                 | -                |
| 54020 Maint - Mach/Tools/Instruments        | 1,453            | 1,347            | 5,700            | 4,500             | 4,750            |
| 54030 Radio Maintenance                     | 9,946            | 10,929           | 5,046            | 4,200             | 4,848            |
| 54040 Motor Vehicle Maintenance             | 27,413           | 26,192           | 25,000           | 37,000            | 31,100           |
| 54051 Police Vehicle/Comm. Equip Replac     | 25,371           | -                | -                | -                 | -                |
| <b>Subtotal Maintenance Of Equipment</b>    | <b>64,253</b>    | <b>38,468</b>    | <b>35,746</b>    | <b>45,700</b>     | <b>40,698</b>    |
| 55030 Long Distance/Circuit Ch              | 1,104            | 1,710            | 2,500            | 1,250             | 2,000            |
| 55040 Electric                              | 19,774           | -                | -                | -                 | -                |
| 55050 Gas Heating                           | 426              | -                | -                | -                 | -                |
| 55070 Purchased Services/Contracts          | 281              | 6,741            | 11,040           | 11,040            | 1,550            |
| 55080 Training & Seminars                   | 23,695           | 26,657           | 25,130           | 25,130            | 25,130           |
| 55085 Community Relations                   | 479              | 645              | 500              | 500               | 500              |
| 55090 Memberships/Subscriptions             | 660              | 594              | 1,370            | 900               | 495              |
| 55105 Travel                                | -184             | 15               | -                | -                 | -                |
| 55120 Mileage & Miscellaneous Meals         | 97               | 302              | -                | -                 | -                |
| 55180 Alarm Monitoring                      | 777              | 672              | 672              | 672               | 672              |
| 55195 Cellular Phone Charges                | 5,305            | 4,650            | 7,025            | 6,525             | 5,621            |
| 55560 Copier Contracts                      | 3,184            | -                | -                | -                 | -                |
| 55630 Rug Rental                            | 193              | 16               | -                | -                 | -                |
| 55720 Employee Physicals/Testing            | 8,053            | 2,905            | 8,850            | 7,000             | 8,850            |
| 55730 Investigation Testing Fees            | 2,050            | 5,315            | 9,870            | 6,500             | 7,470            |
| 55740 Pager Lease                           | 1,017            | 2,712            | 3,155            | 1,500             | 1,320            |
| 55790 Parking Contracts                     | 3,600            | 3,600            | 3,600            | 3,600             | 3,600            |
| <b>Subtotal Services And Utilities</b>      | <b>70,511</b>    | <b>56,534</b>    | <b>73,712</b>    | <b>64,617</b>     | <b>57,208</b>    |
| 56010 Liab/Comp Insurance                   | 20,631           | 25,591           | -                | -                 | -                |
| 56012 Insurance - Fleet                     | 8,993            | 8,452            | -                | -                 | -                |
| <b>Subtotal Insurance/Sundry/Elections</b>  | <b>29,624</b>    | <b>34,043</b>    | <b>-</b>         | <b>-</b>          | <b>-</b>         |
| 57510 Police Reserve Program                | -                | -                | 2,000            | 1,712             | 500              |



## Budget Information

|   |                  |                  |                  |                  |                  |
|---|------------------|------------------|------------------|------------------|------------------|
| 57552 Safe Community                            | 458              | 543              | 500              | 400              | -                |
| <b>Subtotal Programs/Projects</b>               | <b>458</b>       | <b>543</b>       | <b>2,500</b>     | <b>2,112</b>     | <b>500</b>       |
| 69020 Cap. Mach/Tools/Equip                     | -                | 4,500            | -                | -                | -                |
| <b>Subtotal Capital Outlays</b>                 | <b>-</b>         | <b>4,500</b>     | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| 90300 Vehicle & Equipment                       | 42,448           | 55,244           | 223,266          | 223,266          | 50,950           |
| 90312 Computers & Software                      | -                | -                | 2,000            | 2,000            | 2,000            |
| <b>Subtotal Interfund Charges/Transfers Out</b> | <b>42,448</b>    | <b>55,244</b>    | <b>225,266</b>   | <b>225,266</b>   | <b>52,950</b>    |
| <b>TOTAL POLICE</b>                             | <b>3,043,310</b> | <b>3,360,019</b> | <b>3,756,756</b> | <b>3,734,423</b> | <b>4,038,136</b> |

Note: 55070 - 3 notary renewals - \$300; evidence tows - \$125.00 x 10



# Budget Information

## 612-555 PUBLIC SAFETY DEPARTMENT - SCHOOL RESOURCE OFFICERS

FTE: 6.00

| Account Title                                   | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                      | 201,349         | 274,054         | 287,730         | 273,345           | 288,897          |
| 51121 Longevity                                 | 2,868           | 2,658           | 3,073           | 2,890             | 2,939            |
| 51123 Incentive Pay                             | 1,232           | 1,369           | 2,700           | 2,590             | 1,800            |
| 51124 Clothing                                  | 2,944           | -               | -               | -                 | -                |
| 51126 License Pay                               | 685             | 1,962           | 4,200           | 4,200             | 1,800            |
| 51130 Overtime                                  | 6,760           | 7,758           | 12,000          | 10,000            | 11,000           |
| 51132 Overtime - Police Tobacco Grant           | 1,846           | 979             | -               | -                 | -                |
| 51201 TMRS Retirement                           | 39,000          | 47,938          | 48,972          | 48,972            | 64,257           |
| 51202 Health Insurance                          | 28,546          | 38,333          | 42,998          | 42,998            | 45,216           |
| 51203 Disability Insurance                      | 1,062           | 1,314           | 1,362           | 1,362             | 1,364            |
| 51204 Workers Comp Insurance                    | 5,800           | 6,257           | 6,273           | 6,273             | 5,200            |
| 51205 Medicare Tax                              | 2,588           | 3,213           | 3,339           | 3,339             | 3,308            |
| 51206 Unemployment Comp Ins                     | 1,359           | 72              | 270             | 270               | 270              |
| <b>Subtotal Salaries/Other Pay/Benefits</b>     | <b>296,039</b>  | <b>385,907</b>  | <b>412,917</b>  | <b>396,239</b>    | <b>426,051</b>   |
| 52010 Office Supplies                           | 277             | 449             | 500             | 500               | 500              |
| 52020 Postage                                   | 32              | 21              | -               | -                 | -                |
| 52030 Clothing                                  | 518             | 5,105           | 3,000           | 2,800             | 2,000            |
| 52040 Gas & Oil                                 | 9,010           | 10,546          | 11,500          | 12,719            | 14,000           |
| 52050 Minor Tools/Instruments                   | 788             | 32              | 3,000           | 2,500             | 2,500            |
| 52080 Educational                               | 1,125           | 95              | 1,000           | 500               | 750              |
| 52130 Other Supplies                            | 2,980           | 2,999           | 500             | 500               | 500              |
| <b>Subtotal Supplies</b>                        | <b>14,730</b>   | <b>19,247</b>   | <b>19,500</b>   | <b>19,519</b>     | <b>20,250</b>    |
| 54020 Maint - Mach/Tools/Instruments            | -               | -               | 3,866           | 2,700             | 2,400            |
| 54030 Radio Maintenance                         | 100             | 828             | 684             | 625               | 684              |
| 54040 Motor Vehicle Maintenance                 | 115             | 1,105           | 1,000           | 1,000             | 1,000            |
| <b>Subtotal Maintenance Of Equipment</b>        | <b>215</b>      | <b>1,933</b>    | <b>5,550</b>    | <b>4,325</b>      | <b>4,084</b>     |
| 55030 Long Distance/Circuit Ch                  | 12              | 22              | 50              | 50                | 50               |
| 55080 Training & Seminars                       | 1,999           | 1,622           | 5,000           | 5,000             | 6,100            |
| 55085 Community Relations                       | 500             | -               | 250             | 125               | -                |
| 55090 Memberships/Subscriptions                 | -               | -               | 150             | 150               | 480              |
| 55195 Cellular Phone Charges                    | 1,846           | 2,226           | 3,024           | 3,024             | 1,340            |
| <b>Subtotal Services And Utilities</b>          | <b>4,357</b>    | <b>3,870</b>    | <b>8,474</b>    | <b>8,349</b>      | <b>7,970</b>     |
| 56012 Insurance - Fleet                         | -               | -               | 2,100           | 2,100             | -                |
| <b>Subtotal Insurance/Sundry/Elections</b>      | <b>-</b>        | <b>-</b>        | <b>2,100</b>    | <b>2,100</b>      | <b>-</b>         |
| 57551 Tobacco Grant - Sting Costs               | 540             | 695             | 4,000           | 3,000             | -                |
| 57582 Secure Our Schools Grant Proj             | 44,699          | 3,788           | -               | -                 | -                |
| <b>Subtotal Programs/Projects</b>               | <b>45,239</b>   | <b>4,483</b>    | <b>4,000</b>    | <b>3,000</b>      | <b>-</b>         |
| 90300 Vehicle & Equipment                       | 5,624           | 7,444           | 21,108          | 21,108            | 5,600            |
| 94306 Transfer - Equip Replace Fund             | -               | -               | -               | -                 | 11,250           |
| <b>Subtotal Interfund Charges/Transfers Out</b> | <b>5,624</b>    | <b>7,444</b>    | <b>21,108</b>   | <b>21,108</b>     | <b>16,850</b>    |
| <b>TOTAL SCHOOL RESOURCE OFFICERS</b>           | <b>366,204</b>  | <b>422,884</b>  | <b>473,649</b>  | <b>454,640</b>    | <b>475,205</b>   |

Note: 90300 - Accessories for 2 new vehicles being replaced on SRO vehicles transferred to 306-379-69040  
94306 - Transfer to Capital Equipment Fund (306-379) for vehicles and equipment on replacement schedule



# Budget Information

## 614-559 PUBLIC SAFETY DEPARTMENT - POLICE SAFETY GRANTS

| Account Title                          | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|--|-----------------|-----------------|-----------------|-------------------|------------------|
| 55080 Training & Seminars              | -               | -               | 24,100          | 16,000            | 12,200           |
| <b>Subtotal Services And Utilities</b> | <b>-</b>        | <b>-</b>        | <b>24,100</b>   | <b>16,000</b>     | <b>12,200</b>    |
| 57471 Dgtl Fngripnt Imgr Grant Exps    | 3,299           | 899             | -               | -                 | -                |
| 57472 JAG Grant                        | 14,095          | 1,805           | 18,443          | 12,000            | 19,200           |
| 57475 Grant Expenses                   | -               | 15,258          | 148,700         | -                 | 16,000           |
| 57552 Safe Community                   | -               | 569             | 6,000           | 3,000             | 4,280            |
| <b>Subtotal Programs/Projects</b>      | <b>17,394</b>   | <b>18,531</b>   | <b>173,143</b>  | <b>15,000</b>     | <b>39,480</b>    |
| <b>TOTAL POLICE SAFETY GRANTS</b>      | <b>17,394</b>   | <b>18,531</b>   | <b>197,243</b>  | <b>31,000</b>     | <b>51,680</b>    |

Note: 57475 - STEP/Seatbelt (OT) - \$8,000; STEP (equipment) - \$4,000; Tobacco Grant (OT/Ops) - \$4,000

# ***Fire Department***

## **Our Purpose**

The purpose of the Huntsville Fire Department is to provide fire suppression, prevention, and educational services to the citizens of Huntsville and Walker County so they can live and work in a safe environment where loss of life and property due to fire is reduced.

## **Description of Our Services**

The Huntsville Fire Department protects the citizens of Huntsville and their property through fire control and suppression activities, hazardous material incident response, and through support of on-scene emergency medical services (EMS) operations. The Department also enhances the quality of life of our citizens through a comprehensive program of educational services directed toward fire prevention and public awareness.

## **Our Goals and Accomplishments**

### **FY 07-08 Accomplishments**

- North Side Fire Station advisory committee formed. Architect (Joiner Partnership, Inc.) hired and land purchased at SH 30 East and SH 19.
- Three full time firefighters hired -- two through the SAFER (Staffing for Adequate Fire and Emergency Response) grant.
- Added two new trucks to the fire fleet: fast attack and tanker pumper.
- Inter-local Agreement for Public Safety Services with Walker County renewed.
- County-wide Wildfire Protection Plan implemented.
- Fire Chief and Director of Public Safety served in advisory role for the Citizens' Emergency Response Team (CERT).

### **FY 08-09 Department Objectives**

- Completion and occupation of north side fire station.
- Place into service new 1500 GPM engine at north side fire station.
- Continue discussions with county volunteer fire departments for conversion to 800 MHz radio system.

## Our Resources

### Personnel Summary

| Division               | FY 06-07    | FY 07-08     | FY 08-09     |
|------------------------|-------------|--------------|--------------|
| Fire                   | 8.0         | 12.00        | 12.00        |
| <b>Total Personnel</b> | <b>8.00</b> | <b>12.00</b> | <b>12.00</b> |

### Budget Summary

| Division            | FY 06-07<br>Actual | FY 07-08<br>Estimated | FY 08-09<br>Budget |
|---------------------|--------------------|-----------------------|--------------------|
| Fire                | 849,801            | 894,645               | 1,162,710          |
| <b>Total Budget</b> | <b>849,801</b>     | <b>894,645</b>        | <b>1,162,710</b>   |

## Our Workload

| Workload Indicator                              | FY 06-07 Actual | FY 07-08 Estimate | FY 08-09 |
|---|-----------------|-------------------|----------|
| Number of Calls responded to by Fire Department |                 |                   |          |
| Inside City Limits                              | 881             | 804               | 840      |
| Outside City Limits                             | 443             | 367               | 351      |
| Number of Main Alarms Answered                  |                 |                   |          |
| Inside City Limits                              | 137             | 146               | 120      |
| Outside City Limits                             | 167             | 166               | 69       |
| Number of Burning Permits Issued                | 1,074           | 1,111             | 1,065    |
| Number of Inspections Conducted                 | 310             | 230               | 144      |
| Number of Presentations Made                    | 183             | 207               | 72       |

## Measuring our Effectiveness

| Performance Measure  | FY 06-07 Actual | FY 07-08 Estimate            | FY 08-09 Target |
|--|-----------------|------------------------------|-----------------|
| Number of Buildings Inspected as a % of Total Buildings                        | 23%             | 17.2%                        | 16%             |
| Average Number of Training Hours by Each Firefighter (both paid and volunteer) | 133.17 hours    | 156 hours                    | 165 hours       |
| % of Citizens Rating Fire Department Services as Good or Excellent             | 84%             | Survey conducted bi-annually | 100%            |



# Budget Information

## 101-552 PUBLIC SAFETY DEPARTMENT - FIRE

FTE: 12.00

| Account Title                               | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 51111 Salaries - Full Time                  | 289,565         | 326,341         | 439,885         | 439,885           | 546,657          |
| 51112 Volunteer Firefighters Pay            | 66,100          | 41,670          | 80,000          | 64,000            | 75,000           |
| 51121 Longevity                             | 4,418           | 3,645           | 4,006           | 4,006             | 4,570            |
| 51123 Incentive Pay                         | 1,927           | 652             | 3,600           | 3,600             | 3,000            |
| 51124 Clothing                              | 4,147           | -               | -               | -                 | -                |
| 51125 Car Allowance                         | 4,200           | 4,200           | 4,200           | 4,200             | 4,200            |
| 51126 License Pay                           | 1,674           | 3,037           | 7,200           | 7,200             | 7,200            |
| 51130 Overtime                              | 21,935          | 23,388          | 30,000          | 24,000            | 25,000           |
| 51201 TMRS Retirement                       | 53,181          | 59,887          | 75,488          | 75,488            | 123,024          |
| 51202 Health Insurance                      | 34,218          | 59,452          | 71,663          | 71,663            | 90,432           |
| 51203 Disability Insurance                  | 1,268           | 1,498           | 2,066           | 2,066             | 2,554            |
| 51204 Workers Comp Insurance                | 6,775           | 6,904           | 7,698           | 7,698             | 7,981            |
| 51205 Medicare Tax                          | 4,473           | 4,625           | 5,548           | 5,548             | 7,023            |
| 51206 Unemployment Comp Ins                 | 3,314           | 62              | 450             | 1,151             | 540              |
| 51208 Firefighters-Disability               | 4,254           | 4,254           | -               | -                 | -                |
| 51210 Retirement-Volunteer Firefighters     | 21,318          | 16,748          | 19,040          | 19,040            | 19,040           |
| <b>Subtotal Salaries/Other Pay/Benefits</b> | <b>522,767</b>  | <b>556,363</b>  | <b>750,844</b>  | <b>729,545</b>    | <b>916,221</b>   |
| 52010 Office Supplies                       | 714             | 1,347           | 1,250           | 1,750             | 1,250            |
| 52030 Clothing                              | 2,951           | 5,907           | 17,686          | 14,149            | 7,950            |
| 52040 Gas & Oil                             | 18,148          | 16,358          | 22,800          | 24,207            | 24,000           |
| 52050 Minor Tools/Instruments               | 6,567           | 4,528           | 8,750           | 6,562             | 8,000            |
| 52060 Cleaning Supplies                     | 1,349           | 1,699           | 1,400           | 2,240             | 2,000            |
| 52070 Chemical Supplies                     | 1,997           | 1,459           | 2,000           | 1,600             | 9,500            |
| 52080 Educational                           | 3,386           | 3,083           | 3,000           | 3,420             | 3,500            |
| 52120 Reproduction & Printing               | 111             | 147             | -               | -                 | -                |
| 52130 Other Supplies                        | 982             | 1,795           | 900             | 1,728             | 1,200            |
| 52200 Non Capital Equipment Purchases       | 10,574          | 21,881          | 9,000           | 8,550             | 39,735           |
| 52240 Fire Gear / P.A.S.S.                  | 17,465          | 19,121          | 25,800          | 24,510            | 60,448           |
| <b>Subtotal Supplies</b>                    | <b>64,244</b>   | <b>77,325</b>   | <b>92,586</b>   | <b>88,716</b>     | <b>157,583</b>   |
| 53010 Building Maintenance                  | 3,102           | 1,160           | -               | -                 | -                |
| <b>Subtotal Maintenance Of Structures</b>   | <b>3,102</b>    | <b>1,160</b>    | <b>-</b>        | <b>-</b>          | <b>-</b>         |
| 54010 Office Equipment Maintenance          | 56              | 13              | -               | -                 | -                |
| 54020 Maint - Mach/Tools/Instruments        | 4,189           | 3,175           | 5,000           | 4,950             | 5,000            |
| 54030 Radio Maintenance                     | 6,001           | 7,085           | 7,830           | 7,752             | 10,920           |
| 54040 Motor Vehicle Maintenance             | 10,466          | 17,502          | 11,210          | 11,098            | 15,000           |
| <b>Subtotal Maintenance Of Equipment</b>    | <b>20,712</b>   | <b>27,775</b>   | <b>24,040</b>   | <b>23,800</b>     | <b>30,920</b>    |
| 55030 Long Distance/Circuit Ch              | 623             | 1,255           | 1,000           | 990               | 1,000            |
| 55040 Electric                              | 13,938          | -               | -               | -                 | -                |
| 55050 Gas Heating                           | 4,100           | -               | -               | -                 | -                |
| 55065 State Mandated Testing                | 4,399           | 4,432           | 4,500           | 4,590             | 5,000            |
| 55070 Purchased Services/Contracts          | -               | 423             | 3,650           | 2,263             | 8,634            |
| 55080 Training & Seminars                   | 19,565          | 25,861          | 12,400          | 14,880            | 25,000           |
| 55090 Memberships/Subscriptions             | 756             | 1,539           | 1,310           | 1,296             | 1,310            |
| 55195 Cellular Phone Charges                | 1,393           | 720             | 1,008           | 756               | 536              |
| 55200 Pager Air Time                        | 3,299           | 4,725           | 5,760           | 5,587             | 6,010            |
| 55560 Copier Contracts                      | 506             | -               | -               | -                 | -                |
| 55720 Employee Physicals/Testing            | 30              | 337             | 1,000           | 850               | 1,000            |
| <b>Subtotal Services And Utilities</b>      | <b>48,609</b>   | <b>39,292</b>   | <b>30,628</b>   | <b>31,212</b>     | <b>48,490</b>    |
| 56012 Insurance - Fleet                     | 17,524          | 30,260          | -               | -                 | -                |
| <b>Subtotal Insurance/Sundry/Elections</b>  | <b>17,524</b>   | <b>30,260</b>   | <b>-</b>        | <b>-</b>          | <b>-</b>         |
| 57151 FEMA - EMC Exercise                   | 2,215           | 2,381           | 2,496           | 1,872             | 2,496            |
| 57475 Grant Expenses                        | 37,304          | -               | -               | -                 | 7,000            |
| 57555 Fire Modular Building                 | 35,135          | 37,985          | -               | -                 | -                |
| <b>Subtotal Programs/Projects</b>           | <b>74,654</b>   | <b>40,366</b>   | <b>2,496</b>    | <b>1,872</b>      | <b>9,496</b>     |



## Budget Information

|   |                |                |                |                |                  |
|---|----------------|----------------|----------------|----------------|------------------|
| 69020 Cap. Mach/Tools/Equip                     | -              | -              | 17,500         | 17,500         | -                |
| <b>Subtotal Capital Outlays</b>                 | <b>-</b>       | <b>-</b>       | <b>17,500</b>  | <b>17,500</b>  | <b>-</b>         |
| 90300 Vehicle & Equipment                       | 58,531         | 77,260         | -              | -              | -                |
| 90312 Computers & Software                      | -              | -              | 2,000          | 2,000          | -                |
| <b>Subtotal Interfund Charges/Transfers Out</b> | <b>58,531</b>  | <b>77,260</b>  | <b>2,000</b>   | <b>2,000</b>   | <b>-</b>         |
| 96999 Transfer - CIP Funds                      | 48,000         | -              | -              | -              | -                |
| <b>Subtotal Transfer To Capital</b>             | <b>48,000</b>  | <b>-</b>       | <b>-</b>       | <b>-</b>       | <b>-</b>         |
| <b>TOTAL FIRE</b>                               | <b>858,143</b> | <b>849,801</b> | <b>920,094</b> | <b>894,645</b> | <b>1,162,710</b> |

Note: 52200 - FEMA grant - \$29,085 budgeted in this account, \$35,448 budgeted in 101-552-52240. Equipment used in fire fighting, responding to fires and specialty teams equipment - \$10,000. Water pressure tester for bunker gear - \$650.

52240 - Fire Gear/P.A.S.S. used to purchase/replace bunker gear. Fire Gear purchased includes: Fire fighting pants, coats, head gear, boots, etc. Bunker pants 12 sets @ \$750 each, 12 sets of bunker coat @ \$1,035 each, 12 hats @ \$125 each, 12 pair of boots @ \$100 each, 12 sets of gloves @ \$40 each, and 12 hoods @ \$20 each; Total FEMA grant \$64,533 (\$58,080 plus \$6,453 cash match) \$29,085 for equipment budgeted in 101-552-52200 and \$35,448 budgeted in 101-552-52240 for gear

55065 - State mandated testing includes required testing on fire equipment; including annual testing on 2 ladder trucks, 34 air pack flow tests and quarterly testing on 1 stationary breathable air machine and 1 portable air machine.

55070 - Unifirst uniform cleaning contract - \$5,300; LP Gas for backup generator at Station #1 - \$500; Cable service for Fire Stations - \$2,450; LP Gas tank rental for backup generator at Station #1 - \$84; Annual fire sprinkler protection test on Station #1 - \$300

55080 - Increase due to decrease in Police Safety Grants (614-559) for Training & Seminars

57475 - TX TF1 projected expense

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# ***Non-departmental Funds***

Non-departmental funds provide a wide variety of purposes not directly attributable to a specific division's operating budget. They are used primarily for administrative reimbursements and transfers; however, they also include accounts such as retiree health insurance premiums, future appropriations, bad debt expenses, and fleet insurance.

Administrative reimbursement accounts are used to reimburse divisions their operating costs in support of other divisions. The amount of the reimbursement is based upon different criteria, depending on the division. For example, Finance, Purchasing, and Technology administrative reimbursements are based on the percent of their total adjusted budget, while Engineering and Public Works Administration are based on the estimates of personnel time usage in each division.

Transfers and inter-fund charges are used to transfer monies between funds for the purchase of items such as computers, software, equipment, and lease purchase payments.

Future Appropriations is a contingency account used for unexpected expenses that occur throughout the fiscal year. Other accounts, such as retiree health insurance and fleet insurance, are paid as a whole on a fund basis.



# Budget Information

## 101-910 NON DEPARTMENTAL - GENERAL FUND

| Account Title                                   | 05-06<br>Actual  | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|------------------|-----------------|-----------------|-------------------|------------------|
| 51140 Step/COLA Adjustment                      | -                | -               | 10,000          | -                 | 10,000           |
| <b>Subtotal Salaries/Other Pay/Benefits</b>     | <b>-</b>         | <b>-</b>        | <b>10,000</b>   | <b>-</b>          | <b>10,000</b>    |
| 56060 Retiree Health Insur Premiums             | 83,160           | 95,636          | 114,656         | -                 | 114,656          |
| 56120 Miscellaneous Expense                     | 9,829            | 772             | -               | -                 | -                |
| <b>Subtotal Insurance/Sundry/Elections</b>      | <b>92,989</b>    | <b>96,408</b>   | <b>114,656</b>  | <b>-</b>          | <b>114,656</b>   |
| 88200 Debt Issue Costs                          | 9,580            | -               | -               | -                 | -                |
| <b>Subtotal Debt Service</b>                    | <b>9,580</b>     | <b>-</b>        | <b>-</b>        | <b>-</b>          | <b>-</b>         |
| 99100 Future Appropriation                      | -                | -               | 60,000          | -                 | 167,723          |
| <b>Subtotal Future Appropriations/Bad Debt</b>  | <b>-</b>         | <b>-</b>        | <b>60,000</b>   | <b>-</b>          | <b>167,723</b>   |
| 94302 Transfer Insurance Fund                   | 13,760           | -               | -               | -                 | -                |
| 94306 Transfer - Equip Replace Fund             | 101,812          | -               | 106,232         | 106,232           | 129,961          |
| 94309 Transfer - Computer Replace Fd            | 108,715          | 106,562         | 57,063          | 57,063            | 36,428           |
| 94310 Xfr to Fd 309 for Lse Purch pmts          | 142,666          | -               | -               | -                 | -                |
| 95260 Transfer to Cemetery Fund                 | 71,198           | 100,558         | 60,015          | 60,015            | 113,985          |
| 95601 Transfer to Court Security Fund           | 8,000            | 8,000           | 10,000          | 10,000            | 42,634           |
| 95609 Transfer to Airport SRF                   | -                | 12,445          | -               | -                 | -                |
| 95612 Transfer to Police SRO Fund               | -                | -               | 85,930          | 85,930            | 91,521           |
| 95618 Transfer to Arts Center SRF               | -                | 36,740          | 65,809          | 65,809            | -                |
| 97173 Transfer to Police Grant SRF              | 8,003            | 19,577          | -               | -                 | -                |
| <b>Subtotal Interfund Charges/Transfers Out</b> | <b>454,154</b>   | <b>283,882</b>  | <b>385,049</b>  | <b>385,049</b>    | <b>414,529</b>   |
| 91230 Transfers to CIP Program                  | 1,132,500        | 92,526          | 148,150         | 148,150           | 186,500          |
| <b>Subtotal Transfer To Capital</b>             | <b>1,132,500</b> | <b>92,526</b>   | <b>148,150</b>  | <b>148,150</b>    | <b>186,500</b>   |
| <b>TOTAL GENERAL FUND</b>                       | <b>1,689,223</b> | <b>472,816</b>  | <b>717,855</b>  | <b>533,199</b>    | <b>893,408</b>   |

Note: 91230 - PD roof repair/replacement - \$90,000; Airport roof repair/replacement - \$79,000; Service Center repaving - \$17,500



# Budget Information

## 116-910 NON DEPARTMENTAL - DEBT SERVICE FUND

| Account Title                                   | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 88200 Debt Issue Costs                          | 629             | -               | -               | -                 | -                |
| <b>Subtotal Debt Service</b>                    | <b>629</b>      | <b>-</b>        | <b>-</b>        | <b>-</b>          | <b>-</b>         |
| 94307 Transfer-City Equip Replace               | 94,030          | 94,024          | 94,024          | 94,024            | -                |
| 94310 Xfr to Fd 309 for Lse Purch pmts          | 72,760          | -               | -               | -                 | -                |
| 95101 Transfer to General Fund                  | 330,365         | 152,620         | 153,443         | 153,443           | 158,850          |
| <b>Subtotal Interfund Charges/Transfers Out</b> | <b>497,155</b>  | <b>246,644</b>  | <b>247,467</b>  | <b>247,467</b>    | <b>158,850</b>   |
| <b>TOTAL DEBT SERVICE FUND</b>                  | <b>497,784</b>  | <b>246,644</b>  | <b>247,467</b>  | <b>247,467</b>    | <b>158,850</b>   |

Note: 95101 - Aquatic Center Tax Note Series 2005 Principal - \$140,000; Interest - \$18,850



# Budget Information

## 220-910 NON DEPARTMENTAL - WATER

| Account Title                                     | 05-06<br>Actual  | 06-07<br>Actual  | 07-08<br>Budget  | 07-08<br>Estimate | 08-09<br>Adopted |
|---|------------------|------------------|------------------|-------------------|------------------|
| 56010 Liab/Comp Insurance                         | 40,321           | 50,699           | 64,000           | 61,812            | 41,996           |
| 56012 Insurance - Fleet                           | -                | -                | 6,576            | 5,982             | 7,935            |
| 56060 Retiree Health Insur Premiums               | 22,176           | 25,504           | 71,373           | 71,373            | 78,510           |
| 56120 Miscellaneous Expense                       | 1,184            | 40,860           | -                | -                 | -                |
| <b>Subtotal Insurance/Sundry/Elections</b>        | <b>63,681</b>    | <b>117,063</b>   | <b>141,949</b>   | <b>139,167</b>    | <b>128,441</b>   |
| 88190 Legal/Fiscal                                | -                | -                | 2,000            | -                 | -                |
| <b>Subtotal Debt Service</b>                      | <b>-</b>         | <b>-</b>         | <b>2,000</b>     | <b>-</b>          | <b>-</b>         |
| 89603 Franchise Fee Street SRF                    | 302,568          | 366,008          | 364,690          | 369,375           | 369,375          |
| <b>Subtotal Right-Of-Way Maintenance</b>          | <b>302,568</b>   | <b>366,008</b>   | <b>364,690</b>   | <b>369,375</b>    | <b>369,375</b>   |
| 91410 Bad Debt Expense                            | 33,897           | -                | 14,000           | -                 | 14,000           |
| 99100 Future Appropriation                        | -                | -                | 150,000          | -                 | 75,000           |
| <b>Subtotal Future Appropriations/Bad Debt</b>    | <b>33,897</b>    | <b>-</b>         | <b>164,000</b>   | <b>-</b>          | <b>89,000</b>    |
| 91240 Transfer to General Fund                    | 10,910           | 49,323           | 39,320           | 273,282           | 30,619           |
| 94302 Transfer Insurance Fund                     | 1,868            | -                | -                | -                 | -                |
| 94306 Transfer - Equip Replace Fd                 | -                | -                | 63,710           | 63,710            | 60,776           |
| 94309 Transfer - Computer Replace Fd              | 3,800            | 11,936           | 67,053           | 67,053            | 35,579           |
| 94310 Xfr to Fd 309 for Lse Purch pmts            | -                | 71,266           | 79,997           | 79,997            | -                |
| <b>Subtotal Interfund Charges/Transfers Out</b>   | <b>16,578</b>    | <b>132,525</b>   | <b>250,080</b>   | <b>484,042</b>    | <b>126,974</b>   |
| 91230 Transfer to CIP Program                     | 704,790          | 1,465,539        | 1,893,952        | 3,853,952         | 17,500           |
| <b>Subtotal Transfer To Capital</b>               | <b>704,790</b>   | <b>1,465,539</b> | <b>1,893,952</b> | <b>3,853,952</b>  | <b>17,500</b>    |
| 93170 Admin Cost Reimburse - General              | 994,276          | 1,030,244        | 970,991          | 970,991           | 1,004,976        |
| 93221 Admin Costs by Wastewater Fund              | 55,048           | 55,208           | 60,833           | 60,833            | 65,000           |
| 93388 Admin Costs Fleet                           | 43,428           | 54,584           | 114,511          | 114,511           | 118,519          |
| 93640 Admin Costs IT Operations                   | 246,500          | 320,936          | 254,374          | 254,374           | 263,277          |
| 93720 Admin Costs Plan/Develop                    | 673,028          | 776,340          | 888,506          | 888,506           | 919,604          |
| <b>Subtotal Administrative Reimbursements Out</b> | <b>2,012,280</b> | <b>2,237,312</b> | <b>2,289,215</b> | <b>2,289,215</b>  | <b>2,371,376</b> |
| <b>TOTAL WATER</b>                                | <b>3,133,794</b> | <b>4,318,447</b> | <b>5,105,886</b> | <b>7,135,751</b>  | <b>3,102,666</b> |

Note: 89603 - 3.5% of Water Fund Revenues transferred to Street Fund (603) for use of right-of-way.

94306 - Transfer to Capital Equipment Fund for Water vehicle and equipment purchases \$43,496 (water production \$5,300; water distribution \$26,216; meter reading \$6,400; water shared equipment \$5,580) as well as CIP vehicle and equipment purchases \$17,280 (CIP equipment \$11,700 and CIP shared equipment \$5,580)

91230 - Repaving of Service Center (allocated between GF, Water, WW, and Streets at \$17,500 each)

91240 - Work boots \$2,200; Inventory Shrinkage Expense (388-52270/52329) \$6,419; Fleet for portable power light \$10,000; Motor vehicle maintenance for shared utility equipment \$12,000 (80% of \$15000 paid from 389-54040)



# Budget Information

## 221-910 NON DEPARTMENTAL - WASTEWATER

| Account Title                                     | 05-06<br>Actual  | 06-07<br>Actual  | 07-08<br>Budget  | 07-08<br>Estimate | 08-09<br>Adopted |
|---|------------------|------------------|------------------|-------------------|------------------|
| 56010 Liab/Comp Insurance                         | 40,321           | 50,699           | 64,000           | 64,000            | 41,996           |
| 56012 Insurance - Fleet                           | -                | -                | 7,045            | 7,045             | 7,689            |
| 56060 Retiree Health Insur Premiums               | 5,544            | 6,376            | 41,849           | 41,849            | 45,637           |
| <b>Subtotal Insurance/Sundry/Elections</b>        | <b>45,865</b>    | <b>57,075</b>    | <b>112,894</b>   | <b>112,894</b>    | <b>95,322</b>    |
| 88190 Legal/Fiscal                                | 11,568           | 8,460            | 7,140            | 7,140             | 7,200            |
| <b>Subtotal Debt Service</b>                      | <b>11,568</b>    | <b>8,460</b>     | <b>7,140</b>     | <b>7,140</b>      | <b>7,200</b>     |
| 89603 Franchise Fee Street SRF                    | 226,216          | 272,144          | 287,659          | 287,659           | 299,945          |
| <b>Subtotal Right-Of-Way Maintenance</b>          | <b>226,216</b>   | <b>272,144</b>   | <b>287,659</b>   | <b>287,659</b>    | <b>299,945</b>   |
| 91100 Future Appropriation                        | -                | -                | 35,000           | 35,000            | -                |
| 91410 Bad Debt Expense                            | 48,877           | -                | 16,400           | 16,400            | 10,000           |
| 99100 Future Appropriations                       | -                | -                | -                | -                 | 100,000          |
| <b>Subtotal Future Appropriations/Bad Debt</b>    | <b>48,877</b>    | <b>-</b>         | <b>51,400</b>    | <b>51,400</b>     | <b>110,000</b>   |
| 91240 Transfer to General Fund                    | -                | 28,306           | 11,930           | 11,930            | 5,610            |
| 94302 Transfer Insurance Fund                     | 1,752            | -                | -                | -                 | -                |
| 94306 Transfer - Equip Replace Fd                 | -                | -                | 64,689           | 64,689            | 61,353           |
| 94309 Transfer - Computer Replace Fd              | 2,424            | 6,072            | 44,735           | 44,735            | 25,896           |
| 94310 Xfr to Fd 309 for Lse Purch pmts            | -                | 71,266           | 79,997           | 79,997            | -                |
| 95220 Transfer to Water Fund                      | -                | -                | 22,500           | 95,220            | -                |
| 95603 Transfer to Street SRF                      | 234,676          | 222,336          | 482,118          | 482,118           | 352,012          |
| <b>Subtotal Interfund Charges/Transfers Out</b>   | <b>238,852</b>   | <b>327,980</b>   | <b>705,969</b>   | <b>778,689</b>    | <b>444,871</b>   |
| 91230 Transfer to CIP Program                     | 389,103          | 1,045,035        | 604,326          | 604,326           | 17,500           |
| <b>Subtotal Transfer To Capital</b>               | <b>389,103</b>   | <b>1,045,035</b> | <b>604,326</b>   | <b>604,326</b>    | <b>17,500</b>    |
| 93170 Admin Cost Reimburse - General              | 748,232          | 745,772          | 762,068          | 762,068           | 788,740          |
| 93220 Admin Costs by Wtr Fd(CIP Crew)             | 111,264          | -                | -                | -                 | -                |
| 93230 Admin Costs Wtr Fd(Util Bill)               | 153,492          | 170,396          | 171,586          | 171,586           | 177,592          |
| 93240 Admin Costs Wtr Fd(Meter Read)              | 94,512           | 98,624           | 91,927           | 91,927            | 95,144           |
| 93388 Admin Costs Fleet                           | 29,880           | 59,492           | 52,329           | 52,329            | 54,161           |
| 93640 Admin Costs IT Operations                   | 184,312          | 190,200          | 188,882          | 188,882           | 195,493          |
| 93720 Admin Costs Plan/Develop                    | 428,292          | 582,256          | 666,379          | 666,379           | 689,702          |
| <b>Subtotal Administrative Reimbursements Out</b> | <b>1,749,984</b> | <b>1,846,740</b> | <b>1,933,171</b> | <b>1,933,171</b>  | <b>2,000,832</b> |
| <b>TOTAL WASTEWATER</b>                           | <b>2,710,465</b> | <b>3,557,434</b> | <b>3,702,559</b> | <b>3,775,279</b>  | <b>2,975,670</b> |

Note: 89603 - 3.5% of Wastewater Fund Revenues transferred to Street Fund (603) for use of right-of-way.  
 91230 - Repaving of Service Center (allocated b/w GF, Water, WW, and Streets at \$17,500 each)  
 91240 - Work boots \$2,800; Inventory Shrinkage Expense (388-52270/52329 \$1,610; Motor vehicle maintenance for shared Utility Equipment \$1,500 (80% of \$15,000 from 389-54040)  
 94306 - Transfer to Capital Equipment Fund for Vehicle and Equipment Replacement: WW Collection \$44,331; AJ Brown \$8,489; NB Davidson \$2,286; Robinson Creek \$3,519; Lab/ES \$1,333 & WW Shared Equipment \$1,395  
 95603 - Transfer to Street Fund for Street Sweeping \$122,057 (\$100,807 divisional budget + \$21,250 vehicle charges); \$229,995 Transfer to Street fund for Drainage Maintenance (\$220,955 divisional budget + \$9,000 vehicle charges)



# Budget Information

## 224-910 NON DEPARTMENTAL - SOLID WASTE

| Account Title                                     | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget  | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|------------------|-------------------|------------------|
| 56010 Liab/Comp Insurance                         | 10,476          | 13,421          | 16,000           | 16,000            | 41,996           |
| 56012 Insurance - Fleet                           | -               | -               | 26,881           | 26,881            | 34,791           |
| 56060 Retiree Health Insur Premiums               | 27,720          | 31,880          | 63,921           | 71,373            | 78,510           |
| <b>Subtotal Insurance/Sundry/Elections</b>        | <b>38,196</b>   | <b>45,301</b>   | <b>106,802</b>   | <b>114,254</b>    | <b>155,297</b>   |
| 89603 Franchise Fee Street SRF                    | 108,244         | 112,076         | 134,330          | 134,330           | 144,515          |
| <b>Subtotal Right-Of-Way Maintenance</b>          | <b>108,244</b>  | <b>112,076</b>  | <b>134,330</b>   | <b>134,330</b>    | <b>144,515</b>   |
| 91410 Bad Debt Expense                            | 47,762          | -               | 9,600            | 9,600             | -                |
| 99100 Future Appropriation                        | -               | -               | 10,000           | 10,000            | 20,000           |
| <b>Subtotal Future Appropriations/Bad Debt</b>    | <b>47,762</b>   | <b>-</b>        | <b>19,600</b>    | <b>19,600</b>     | <b>20,000</b>    |
| 91240 Transfer to General Fund                    | -               | 6,287           | 8,550            | 8,550             | 3,610            |
| 94302 Transfer Insurance Fund                     | 2,039           | -               | -                | -                 | -                |
| 94306 Transfer - Equip Replace Fd                 | -               | 967             | 194,226          | 194,226           | 383,395          |
| 94309 Transfer - Computer Replace Fd              | 1,328           | 4,048           | 17,518           | 17,518            | 12,263           |
| <b>Subtotal Interfund Charges/Transfers Out</b>   | <b>3,367</b>    | <b>11,302</b>   | <b>220,294</b>   | <b>220,294</b>    | <b>399,268</b>   |
| 91230 Transfer to CIP Program                     | 8,250           | -               | -                | -                 | -                |
| <b>Subtotal Transfer To Capital</b>               | <b>8,250</b>    | <b>-</b>        | <b>-</b>         | <b>-</b>          | <b>-</b>         |
| 93170 Admin Cost Reimburse - General              | 368,296         | 398,612         | 396,704          | 396,704           | 410,589          |
| 93230 Admin Costs Wtr Fd(Util Bill)               | 38,372          | -               | 42,897           | 42,897            | 44,398           |
| 93388 Admin Costs Fleet                           | 72,416          | 108,076         | 148,302          | 148,302           | 153,493          |
| 93640 Admin Costs IT Operations                   | 30,296          | 77,600          | 83,725           | 83,725            | 86,655           |
| 93720 Admin Costs Plan/Develop                    | 76,480          | -               | -                | -                 | -                |
| <b>Subtotal Administrative Reimbursements Out</b> | <b>585,860</b>  | <b>584,288</b>  | <b>671,628</b>   | <b>671,628</b>    | <b>695,135</b>   |
| <b>TOTAL SOLID WASTE</b>                          | <b>791,679</b>  | <b>752,967</b>  | <b>1,152,654</b> | <b>1,160,106</b>  | <b>1,414,215</b> |

Note: 94306 - Transfer to Capital Equipment Fund for Vehicle Replacement \$132,959; (CC Division \$56,333; SW Disposal \$60,126; Residential \$16,500); Loader cost difference \$35,095 (126K vs. 85K); Automation Truck pymts \$215,341 (\$194,380 Principal and \$20,961 Interest)



# Budget Information

## 603-910 NON DEPARTMENTAL - STREET

| Account Title                                     | 05-06<br>Actual | 06-07<br>Actual | 07-08<br>Budget | 07-08<br>Estimate | 08-09<br>Adopted |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| 56012 Insurance - Fleet                           | -               | -               | 12,534          | 12,534            | 14,186           |
| 56060 Retiree Health Insur Premiums               | 22,176          | 25,504          | 45,002          | 45,002            | 49,502           |
| 56120 Miscellaneous Expense                       | 6,053           | 14,828          | -               | -                 | -                |
| <b>Subtotal Insurance/Sundry/Elections</b>        | <b>28,229</b>   | <b>40,332</b>   | <b>57,536</b>   | <b>57,536</b>     | <b>63,688</b>    |
| 91240 Transfer to General Fund                    | -               | 21,033          | 18,100          | 18,100            | 8,061            |
| 94302 Transfer Insurance Fund                     | 1,581           | -               | -               | -                 | -                |
| 94306 Transfer - Equip Replace Fd                 | -               | -               | 107,180         | 107,180           | 143,648          |
| 94309 Transfer - Computer Replace Fd              | 996             | 1,276           | 12,478          | 12,478            | 8,975            |
| <b>Subtotal Interfund Charges/Transfers Out</b>   | <b>2,577</b>    | <b>22,309</b>   | <b>137,758</b>  | <b>137,758</b>    | <b>160,684</b>   |
| 91230 Transfers to CIP Program                    | -               | 57,500          | -               | -                 | 17,500           |
| <b>Subtotal Transfer To Capital</b>               | <b>-</b>        | <b>57,500</b>   | <b>-</b>        | <b>-</b>          | <b>17,500</b>    |
| 93170 Admin Cost Reimburse - General              | 258,860         | 259,672         | 257,220         | 257,220           | 266,223          |
| 93388 Admin Costs Fleet                           | 61,232          | 49,588          | 112,801         | 112,801           | 116,750          |
| 93640 Admin Costs IT Operations                   | -               | -               | 62,072          | 62,072            | 64,245           |
| <b>Subtotal Administrative Reimbursements Out</b> | <b>320,092</b>  | <b>309,260</b>  | <b>432,093</b>  | <b>432,093</b>    | <b>447,218</b>   |
| <b>TOTAL STREET</b>                               | <b>350,898</b>  | <b>429,401</b>  | <b>627,387</b>  | <b>627,387</b>    | <b>689,090</b>   |

Note: 94306 - Vehicle and equipment replacement: Streets - \$111,503; Street Sweeping - \$21,250; Street Drainage - \$9,500; Streets shared equipment - \$1,395.

91230 - Repaving of Service Center (allocated between GF, Water, WW, and Streets at \$17,500 each)