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**FINANCE**  
**Fleet Replacement Fund**  
**DEPARTMENT SUMMARY**

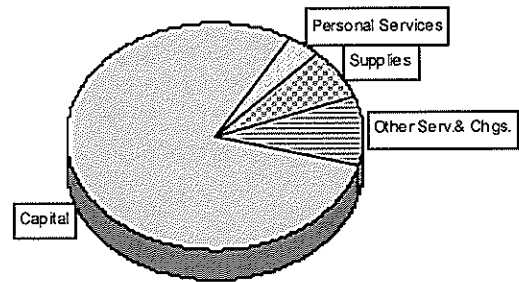
DEPARTMENT REVENUE	ACTUAL 2009-10	REVISED 2010-11	APPROVED 2011-12
Investment Pool Revenue	\$19,442	\$20,000	\$20,000
Sale of Equipment	448,467	300,000	325,000
Motor Vehicle Damage Claims	93,487	0	0
Miscellaneous Revenue	41,701	0	0
Transfers	1,533,500	323,950	392,200
Charges for Replacement	3,131,520	3,100,860	3,228,400
<b>TOTAL</b>	<b>\$5,268,117</b>	<b>\$3,744,810</b>	<b>\$3,965,600</b>

EXPENDITURES BY DIVISION	ACTUAL 2009-10	REVISED 2010-11	APPROVED 2011-12
9160 Fleet Management	\$4,225,906	\$1,840,530	\$2,273,500

TOTAL FULL TIME PERSONNEL	ACTUAL 2009-10	REVISED 2010-11	APPROVED 2011-12
	3	3	2

**EXPENDITURES BY CLASSIFICATION**  
**APPROVED 2011-12**

Personal Services	\$86,130
Supplies	167,020
Maintenance	0
Other Serv. & Chgs.	222,900
Capital	<u>1,797,450</u>
<b>Total</b>	<b>\$2,273,500</b>



## FLEET MANAGEMENT

### *Description*

Fleet Management is responsible for the centralized management of the City fleet in the areas of ownership, acquisition, disposal, inventory control, records, specification preparation, and assuring cost-effectiveness in maintenance and operation. The Division initiates and implements measures and criteria for general accountability on vehicles and equipment. It develops policies and innovative approaches. The annual City-wide fleet budget is calculated and submitted by this division, which includes projections for replacement, maintenance, and fuel as well as capital outlay for fleet purchases. Fleet Management also develops and generates a variety of management-type summaries and reports for use by Administration and the various City Departments, as well as for meeting internal requirements. Specialized recommendations, comprehensive analyses, and reviews are completed as required.

### *Major FY 11-12 Goals/Programs*

- Research and develop a fleet pool program for vehicles and equipment that are currently owned but underutilized by city divisions
- Identify, purchase and implement a Fleet Software system

OPERATIONAL WORKLOAD/PERFORMANCE ANALYSIS	DEMAND/GOAL	PROJECTED 2009-10	ACTUAL 2009-10	PROJECTED 2010-11	PROJECTED 2011-12
% actual vs. projected maintenance	99.0	99.0	99.0	99.0	99.0
# unscheduled replacements	0	0	2	0	0
Repl. costs (includes lease purchases)	NA	3,766,000	3,803,446	1,380,190	1,797,450
Revenue from sale of equipment	NA	322,160	448,467	322,160	325,000
Units in fleet:					
Vehicles & Large Equipment	NA	598	598	598	598
Other Equipment	NA	529	529	529	529

EXPENDITURES	ACTUAL 2009-10	APPROVED 2010-11	REVISED 2010-11	APPROVED 2011-12
Personnel Services	86,018	88,040	88,170	86,160
Supplies	134,050	164,790	164,790	167,020
Maintenance	0	0	0	0
Other Services and Charges	202,392	181,080	181,380	222,900
Capital Outlay	3,803,446	1,380,190	1,406,190	1,797,450
<b>TOTAL</b>	<b>4,225,906</b>	<b>1,814,100</b>	<b>1,840,530</b>	<b>2,273,500</b>
Total Full-Time Personnel	3	3	3	2

## **FLEET MANAGEMENT**

### **FY 10-11**

#### ***Accomplishments***

- Coordinated the Fiscal Year 2011 replacement process
- Prepared specification documents and completed the bid process on vehicles and equipment
- Submitted the replacement budget
- Developed and submitted projections on maintenance, fuel, and charges for replacement for Revised Fiscal Year 2011 and Fiscal Year 2012 for all City Departments and Fleet Management budgets
- Presented the annual audit report on Replacement Fund activities
- Conducted spot checks on vehicles and equipment to enhance inventory control
- Continued to develop vehicle and equipment specification standardization
- Adhered to monthly deadlines for financial reporting

### **FY 12-13**

#### ***Goals***

- Develop standardized equipment training guidelines
- Develop a frame-work for cost effective fleet procedures throughout the organization
- Develop and implement a formal NFA (no funds available) policy that will allow better management and reduce and eventually abolish non-funded assets
- Develop an equipment and vehicle return policy to include in-service of replacement units

#### ***Objectives***

- Train and develop newly hired Fleet Technician
- Continue to facilitate divisional reporting through the Lawson Finance & Accounting System

## RISK MANAGEMENT

### **Description**

The Risk Management program is designed to identify possible exposures to loss for the assets of the City. We work closely with each Department and Division so that once these possible loss exposures are identified, measures can be taken to avoid, reduce, transfer, release, or where feasible, retain those losses. Aggressive claims investigation and conservative claims payment practices have enabled the City to keep liability claims paid to reasonable levels. Efforts in the areas of loss prevention and loss control, coupled with prudent fiscal planning, have allowed the City to self-insure all our liability exposures while maintaining a large retention on our property exposures.

### **Major FY 11-12 Goals/Programs**

- Continue to actively participate in the Safety program adopted by the City and provide expertise with trainings, investigations, and other safety services.
- Evaluate the current policy on salary continuation for employees who are off on Workers' Comp.
- Implement a no texting while driving policy.
- Photograph Divisions' vehicles to establish a baseline of the current condition of the City fleet. This will assist us in finding unreported damage and to encourage Divisions and their employees to take more personal responsibility for City equipment.

OPERATIONAL WORKLOAD/PERFORMANCE ANALYSIS	DEMAND/ GOAL	PROJECTED 2009-10	ACTUAL 2009-10	PROJECTED 2010-11	PROJECTED 2011-12
Injuries per 10,000 hrs	0.50	0.52	0.52	0.53	0.53
Response time (minutes) to accidents	15	10.0	10.0	10.0	10.0
Avg review time (days) for documents	2.0	1.5	1.5	1.5	1.5

EXPENDITURES	ACTUAL 2009-10	APPROVED 2010-11	REVISED 2010-11	APPROVED 2011-12
Personnel Services	137,387	134,800	158,430	158,660
Supplies	4,720	11,300	11,300	11,300
Maintenance	1,790	0	0	0
Other Services and Charges	13,881	26,460	24,760	25,760
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>157,778</b>	<b>172,560</b>	<b>194,490</b>	<b>195,720</b>
Total Full-Time Personnel	3	3	3	3

## RISK MANAGEMENT

### FY 10-11

#### **Accomplishments**

- Met monthly with each Department to discuss all accidents and injuries for the month. Meetings included Assistant Department Directors, supervisors, and the employees involved with an emphasis on cause and prevention.
- Verified Risk property database for accuracy of mobile equipment values and locations with Fleet Management and Division Managers.
- Provided 1399 hours of training to 341 employees on various safety, health and liability related topics.
- Reviewed 225 contracts, agreements, bid proposals and other documents.
- Investigated 50 liability claims that were filed against the City.
- Closed 31 damage claims for the City totaling \$52,361 in recovered losses.

### FY 12-13

#### **Goal**

Reduce vehicle accident frequency and cost.

#### **Objectives**

- Review current policies on driving while using electronic devices.

#### **Goal**

Reduce the frequency rate of on-the-job injuries.

#### **Objectives**

- Explore incorporating post-offer functional capacity evaluations for all physically demanding positions.
- Explore the feasibility of implementing post injury drug tests.

## SELF-INSURANCE FUND

During 1984, the City established a Self-Insurance Fund to separately report the activities of the City's general and professional liability, health, life, property, and worker's compensation insurance plans.

### General and Professional Liability

With the exception of the Abilene Regional Airport, the City is totally self-insured for its general and professional liability exposures. The City does purchase an airport liability policy for bodily injury and property damage. The City informally budgets for current claims based on actuarial valuation and historical data.

### Health Insurance

The City's health insurance program is a self-insured, cash flow plan. The City and each covered employee makes a pre-determined monthly contribution to the plan. All claims are processed by a third-party administrator (TPA). The TPA pays claims based on the City's plan and is reimbursed by the City for the amount paid. The TPA charges the City a fee per each covered employee to administer the plan. The TPA also secures bids for aggregate and individual stop loss coverage. The City informally budgets for current claims, administrative costs, and stop loss coverage based on actuarial valuations and current health care statistics.

Prescriptions for medication are covered through a self-insured prescription card. Under this plan, the card holder pays one pre-set co-payment for generic medications and a higher co-payment for name brand drugs with the City paying the difference, thereby sharing the cost between the City and the card holder. The City funds for expected claims and pays actual costs plus an administrative fee per claim processed.

### Life Insurance

The City provides \$5,000 of term life insurance for each employee covered under the health plan. Employees also have the option of purchasing additional coverage in \$10,000 increments. The City informally budgets for these premium costs based on historic data.

### Property Insurance

The City's property insurance program includes a blanket property insurance policy of \$315,197,547 (buildings, contents, vehicles & equipment) with a \$250,000 self-insured retention on a per occurrence basis.

### Workers' Compensation

The City's workers' compensation plan is administered by the Texas Political Subdivisions (TPS), a joint insurance fund. The City is a "cash flow" member of this fund and pays TPS a flat fee to administer the plan. TPS reviews and processes all workers' compensation claims and secures bids for the City's excess workers' compensation policy. The City informally budgets for current claims based on actuarial valuations and historical data.

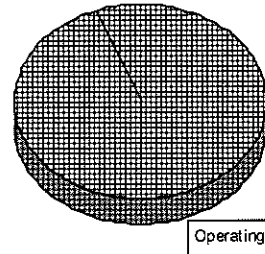
**ADMINISTRATIVE SERVICES**  
Technology Fund  
**DEPARTMENT SUMMARY**

DEPARTMENT REVENUE	ACTUAL 2009-10	REVISED 2010-11	APPROVED 2011-12
Operating Budget	\$1,665,761	\$1,328,590	\$1,679,050
Misc. Revenue	3,883	4,200	4,200
<b>TOTAL</b>	<b>\$1,669,644</b>	<b>\$1,332,790</b>	<b>\$1,683,250</b>

EXPENDITURES BY DIVISION	ACTUAL 2009-10	REVISED 2010-11	APPROVED 2011-12
Operating Budget	\$1,209,968	\$1,406,258	\$1,726,800
<b>TOTAL</b>	<b>\$1,209,968</b>	<b>\$1,406,258</b>	<b>\$1,726,800</b>

**EXPENDITURES BY CLASSIFICATION**  
APPROVED 2011-12

Operating	<u>\$1,726.800</u>
Total	\$1,726,800





## FIDUCIARY FUNDS

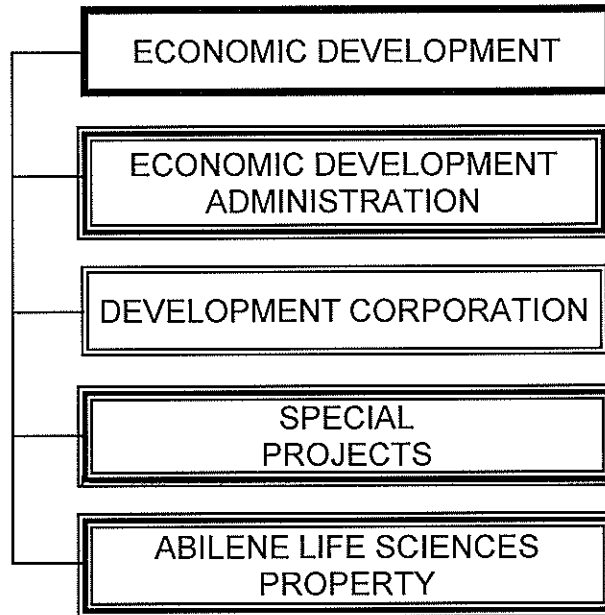
The Fiduciary funds are used to account for assets held by the City in a trustee capacity or as an agent for other governmental units. The Development Corporation of Abilene (DCOA) is accounted for in these funds.

**Development Corporation of Abilene (DCOA):** DCOA is a legally separate non-profit economic development corporation whose powers are subject at all times to the City Council's ultimate control. The City's economic development efforts, as well as the City's ½ cent sales tax allocation for economic development, are accounted for in this fund.

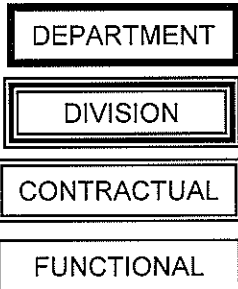


# ORGANIZATION CHART

OCTOBER 2011



## LEGEND



# ECONOMIC DEVELOPMENT

## DCOA Funds DEPARTMENT SUMMARY

### **Description**

The Department of Economic Development (Department) exists to generate community wealth, thereby enhancing the quality of life for present and future citizens of Abilene and the region. The Department accomplishes its goals through a comprehensive economic development program (Business Services division 2760) and through a contractual relationship with the Development Corporation of Abilene, Inc. (DCOA). The Assistant City Manager (ACM) for Economic Development serves as the Chief Executive Officer of the DCOA.

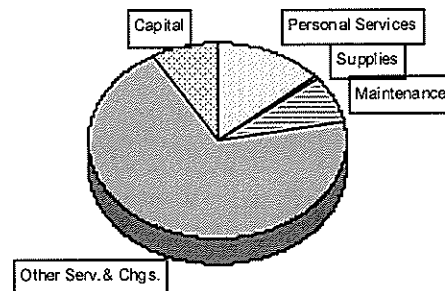
DEPARTMENT REVENUE	ACTUAL 2009-10	REVISED 2010-11	APPROVED 2011-12
TOTAL	\$9,620,080	\$10,791,950	\$10,370,690

EXPENDITURES BY DIVISION	ACTUAL 2009-10	REVISED 2010-11	APPROVED 2011-12
2760 General Fund Economic Dev. Admin. Reimb.	\$557,532	\$637,230	\$624,920
2765 Life Sciences Property	522,360	710,290	825,910
2775 Annual Contracts	1,202,425	1,446,270	1,517,320
Contractual Programs	5,968,449	8,952,566	0
TOTAL	\$8,250,766	\$11,746,356	\$2,968,150

TOTAL FULL TIME PERSONNEL	ACTUAL 2009-10	REVISED 2010-11	APPROVED 2011-12
	4	4	5

Personal Services	\$408,030
Supplies	14,600
Maintenance	220,200
Other Serv. & Chgs.	2,075,320
Capital	<u>250,000</u>
Total	\$2,968,150

**EXPENDITURES BY CLASSIFICATION**  
APPROVED 2011-12



**DEVELOPMENT CORPORATION  
ECONOMIC DEVELOPMENT  
REVENUE SOURCES**

Description	2010 Actual	2011 Approved	2011 Revised	2012 Approved
City Sales Tax	\$8,266,279	\$8,175,140	\$8,872,870	\$8,665,120
Sales Tax Retained by City	52,827	48,860	0	0
Principal on Loans/Assessments	13,411	18,390	13,410	18,280
Miscellaneous Federal Grants	0	300,000	142,500	300,000
Interest on Loans/Assessments	71,632	74,700	76,180	75,370
Investment Pool Revenue	48,358	30,000	58,000	58,000
Land Leases	852	1,870	1,340	1,340
Building/Space Rental	936,164	1,146,200	1,061,700	1,157,580
Miscellaneous Recoveries	0	0	259,850	0
Miscellaneous Revenue	80,410	85,200	112,600	95,000
Miscellaneous Prior Years	11,256	0	0	0
Sale of Land	118,891	0	193,500	0
Miscellaneous State Grants	20,000	0	0	0
 Department Total	 \$9,620,080	 \$9,880,360	 \$10,791,950	 \$10,370,690

## BUSINESS SERVICES

### **Description**

The mission of the Business Services Division of the Department of Economic Development is to enhance economic opportunities for the citizens of Abilene through creation/retention of jobs, expansion of the tax base, revitalization of downtown, and elimination of blight. Staff structures and underwrites economic development projects utilizing various funding sources to maximize tax dollars. The Department also serves as staff to the Development Corporation of Abilene, Inc. (DCOA), the Abilene Economic Development Company, Inc. (AEDC), and the Abilene Improvement Corporation (AIC). The majority of projects are funded by the DCOA using proceeds from the half-cent sales tax for economic development.

In 1982 the City Council created Abilene Reinvestment Zone No. 1, a tax increment financing (TIF) district, encompassing a 100-block area in and near downtown, and appointed a 15-member board as a recommending body for use of TIF funds. Funding has been used to revitalize downtown through infrastructure improvements, cultural incentives grants and other projects for the benefit of the public. Though the District expired on January 1, 2008, the downtown remains an important element in Abilene's overall appeal, and staff will continue to pursue further redevelopment through other available sources.

### **Major FY 11-12 Goals/Programs**

- Work to promote the Abilene Life Sciences Accelerator at 1325 Pine St. and pursue related companies to build on the biotech and immunotherapeutic research sector in Abilene.
- Continue pursuing additional development tools to assist in reaching economic development goals.
- Continue to identify and recruit innovative wind energy, biotech and information technology/computing companies that offer higher wages, appropriate benefits, and career advancement.
- Continue to support workforce training programs that help prepare workers for available Abilene jobs.
- Continue supporting downtown and Pine Street Corridor redevelopment and seek out new funding sources to facilitate additional efforts.
- Continue aggressive development of the Five Points Business Park and pursuit of a suitable tenant for the third speculative industrial shell building.

OPERATIONAL WORKLOAD/PERFORMANCE ANALYSIS	DEMAND/ GOAL	PROJECTED 2009-10	ACTUAL 2009-10	PROJECTED 2010-11	PROJECTED 2011-12
No. New & Retained Jobs Committed	400	171	151	727	400
No. of Projects Approved	8	9	9	13	8
Projected Private Investment (\$)	10,000,000	44,041,450	43,956,450	35,582,000	10,000,000
DCOA Investment (\$)	5,000,000	2,661,055	2,646,055	14,859,908	5,000,000
Ratio-DCOA to Projected Private Invest.	1:2	1:16.5	1:16.6	1:2.4	1:2

EXPENDITURES	ACTUAL 2009-10	APPROVED 2010-11	REVISED 2010-11	APPROVED 2011-12
Personal Services	353,647	426,180	414,240	408,030
Supplies	4,053	4,100	2,950	3,600
Maintenance	290	700	1,080	700
Other Services and Charges	196,966	217,180	218,960	212,590
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>554,956</b>	<b>648,160</b>	<b>637,230</b>	<b>624,920</b>
Total Full-Time Personnel	4	5	5	5

## BUSINESS SERVICES

### FY 10-11

#### **Accomplishments**

- DCOA authorized the design and construction of a new 27,500 sq ft aircraft maintenance hangar at the Abilene Regional Airport for use by Eagle Aviation Services, Inc. (EASI). Construction is expected to be complete in January 2012 at a total project cost of about \$5 million. In conjunction with construction, fire safety improvements are required to ensure adequate fire-fighting ability for this and the other 4 hangars occupied by EASI, as well as the Parts and Records facility, at a total cost of about \$2.6 million.
- DCOA approved \$296,500 to Cooperative Response Center, a nationwide, cooperatively owned and operated, 24/7 contact center, central station, and software provider that provides services primarily to rural electric utilities. The funds will assist with job creation, capital investment, and training for establishment of a regional contact center that will eventually employ 17 full-time equivalent positions.
- DCOA approved \$350,000 for Pepsi Beverages Co. for \$3.2 million in capital improvements to the Abilene center and the retention of 104 jobs.
- DCOA approved \$159,000 to Hopkins Bruce Research Corp for assistance with job creation and capital investment in exchange for the creation of 4 new jobs. The company owns Docket Navigator®, a set of powerful Internet research and reporting tools for U.S. patent litigation, which tracks every significant event in every patent infringement case in every U.S. district court.
- DCOA approved \$2,750,000 for Project CD, a successful foreign company that offers a weight loss and maintenance system, and is working to become a major provider of health-care solutions. Also approved was build-out of Spec 3 in the Five Points Business Park to suit the company's needs and a lease/purchase agreement. The DCOA also approved \$3,400,000 for Phase 2 expansion. Both Phase 1 and Phase 2 are expected to generate 400 new jobs and private investment of \$16.5 million.
- DCOA approved \$1,155,368 for Smith Pipe & Supply for Phases 1 and 2 expansion into a new pipe coating operation that is expected to result in 44 new jobs and over \$5 million investment.
- DCOA approved \$1,732,100 for infrastructure improvements associated with construction of the new Texas Tech University Health Sciences Center School of Nursing, to be located adjacent to the School of Pharmacy on Pine St. Also approved is \$916,941 for expansion of the School of Pharmacy to add more research and office space, which will result in the creation of 6 researchers and 16 support staff.
- DCOA approved \$765,000 to Project MBO to construct a new facility in Five Points Business Park for fabrication and service of oilfield equipment. The company will retain 34 and create 40 new jobs.
- DCOA approved a sponsorship for the fourth year in a row of Abilene Christian University's Springboard Idea Challenge competition designed to increase Abilene's entrepreneurial drive and spirit.

### FY 12-13

#### **Goals**

Make Abilene more competitive in attraction of industry to create new permanent jobs, retain existing jobs, and increase tax base by providing assistance, and strengthen and expand skills of Abilene labor force.

#### **Objectives**

- Continue recruiting businesses to occupy the Abilene Life Sciences Accelerator and further build on relationships with Texas Tech University Health Sciences Center to expand Abilene's biotech research sector.
- Continue development of Five Points Business Park.
- Continue assisting in re-development of the Pine Street Corridor.
- Support and promote efforts to retain and expand local businesses by providing competitive incentives.
- Cooperate closely with the Abilene Industrial Foundation in their business recruitment program.



**5 YEAR  
CAPITAL IMPROVEMENTS**



**CITY OF ABILENE**

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## **ABILENE IMPROVEMENT AND MAINTENANCE SYSTEM**

The Abilene Improvement and Maintenance System (AIMS), is a long range financial planning and protection program for the City and has been incorporated into our Financial Policies. All major components of the system must work in harmony with each other and in a planned and orderly fashion. AIMS provides a systematic approach to the providing and sustaining of City services to the community. In addition, by utilization of such a system, the citizens would be assured of continued progress throughout the years rather than being called upon to make decisions in regards to a major deterioration of the infrastructure. With AIMS in place, the decisions would be based upon the ability to stay one step ahead of the deterioration.

AIMS is composed of eight major programs or components. Each program is a stand alone component of the overall system for planning and protecting the assets of the City. Although each program can function independently of other components, proper financial planning and asset protection requires the harmonious action of all eight components to achieve the community needs and resources to assure success.

The eight major programs or components of AIMS are:

1. Annual Operating Budget
2. Federal and State Grants
3. Private Grants and Donations
4. Equipment Replacement
5. Assessment Paving
6. Facilities and Infrastructure Improvement/Maintenance
7. Minor Improvement Program
8. Major Improvement Program

The two major components of AIMS are the Minor and Major Improvement programs. A brief description of each follows:

### Minor Improvement Program

The Minor Improvement Program establishes an ongoing capital infusion for basic infrastructure needs. These projects would include streets, bridges, traffic control, parks, localized drainage programs/creek cleaning, and police/fire equipment. The methods for funding the program would be the utilization of certificates of obligation and/or contractual obligations.

A Certificate of Obligation is a debt instrument that is issued by the City and has the same legal status as a general obligation bond. Proceeds from the issuance of the certificates may be used for construction of public works; purchase of materials,

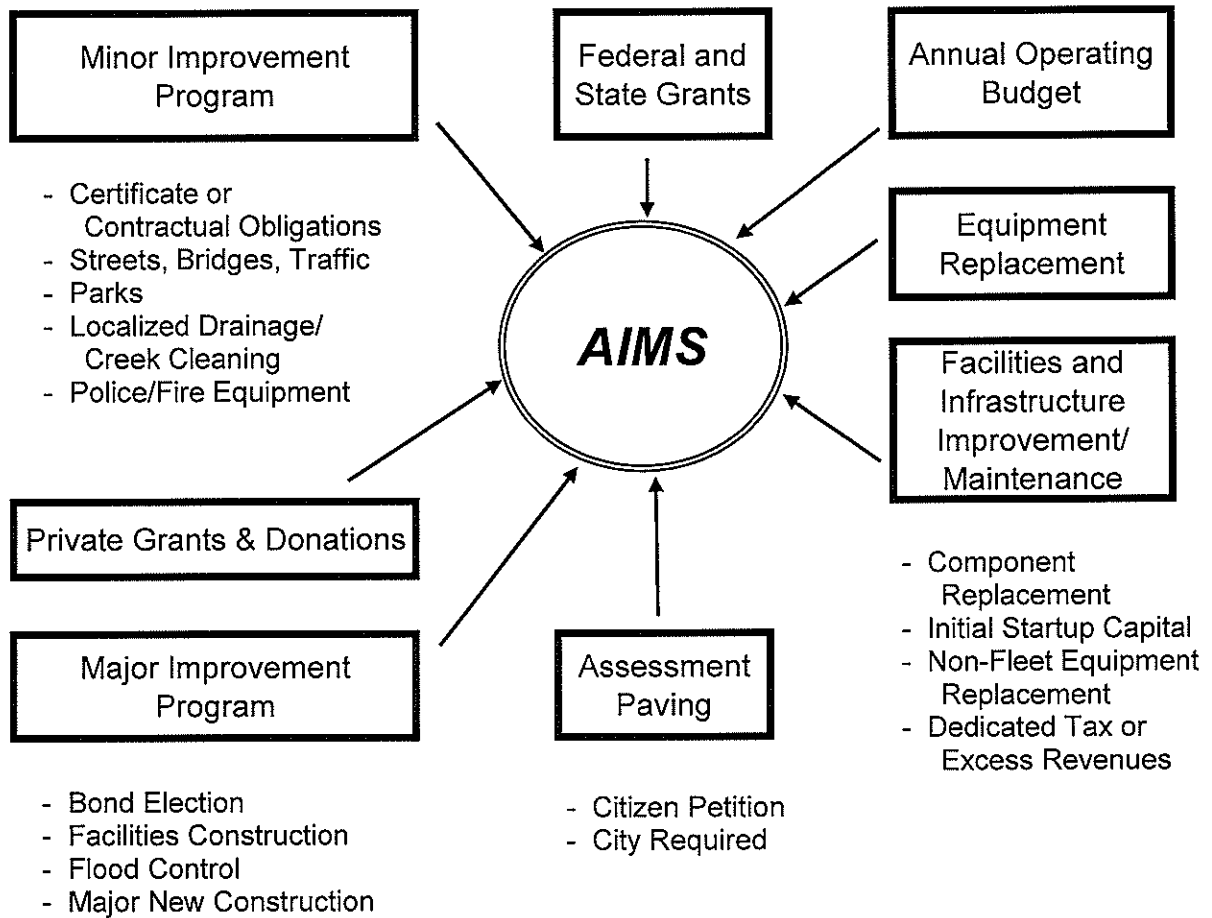
supplies, equipment, machinery, buildings, land, and right-of-ways for authorized needs and purposes; or payment of contractual obligations for professional services.

Certificates of Obligation are issued by ordinance, approved by the Attorney General, and are legally binding on the City. Citizens have the right to stop issuance of certificates by a petition signed by at least five percent of the qualified voters protesting the issuance of the certificates and such petition is received before the authorization by the City Council. If such petition is received, an election would have to be held if the Council wished to proceed in issuing the debt. Once authorized by the Council, the certificates cannot be revoked.

### Major Improvement Program

The Major Improvement Program consists of major projects requiring substantial funding. This funding is secured through bond elections authorizing general obligation bonds. Bond elections in the City of Abilene have not been on a scheduled routine, rather have been sporadic based upon various factors. From 1969 until 1979 there were no elections held for improvements to facilities or infrastructure. In 1979, voters approved \$23.3 million in improvements. In 1983, an election was held that would have provided \$49.7 million for various purposes. This election however was not successful on any proposition. In 1986, an election was called in the amount of \$10.2 million with \$9.8 million being successfully approved by the voters. In 1989, the last sale of bonds authorized in the 1986 election was made. In 1992, a bond election was held in the amount of \$12.4 million with \$925,000 being successfully approved by the voters for fire equipment improvements. In 1998, a bond election was held in the amount of \$21 million with \$17.95 million successfully approved by the voters for street and traffic improvements, senior citizen center, central fire station, emergency operations center (EOC), and other public safety improvements. In 2006, voters approved \$29.82 million in improvements for street and traffic, stormwater and drainage, airport, zoo, sidewalks, ballfields and parks, and Lake Fort Phantom Hill park/boat ramps/docks and Dyess recreation area.

# ABILENE IMPROVEMENT AND MAINTENANCE SYSTEM



## CAPITAL IMPROVEMENTS PROGRAM

The City of Abilene's Capital Improvements Program (CIP) is a 5-year plan used to identify needed capital projects and to coordinate the financing and timing of these projects. The first year of the CIP is the capital budget. The operating costs associated with the capital budget are incorporated in the annual budget to appropriate funds for the specific improvements. Projects scheduled for subsequent years in the program are approved only on a planning basis and do not receive expenditure authority until they are incorporated in a capital budget. However, potential funding is identified for planning purposes. The CIP is a rolling process where subsequent year items in the capital program are moved up in each future year and reconsidered in subsequent years.

The City's CIP process is outlined in the following program schedule. The schedule is used as a time line and a format to produce the capital budget and the 5-year CIP plan. The process begins with citizen input meetings in the community. The Departments request needed capital projects. In making each request, the basic rule is "Keep it Simple," be "Realistic," and be "Practical." Once the Department's proposed packets are completed, they submit their 5-year plan. These documents are submitted to the Planning and Zoning (P & Z) Commission for review and recommendation to the City Manager. The P & Z Commission will forward the CIP plan with their opinion of which projects are necessary or desirable during the forthcoming 5-year period. During this process, appropriate funding is determined for each of the first year projects, and a proposed capital budget and 5-year plan is submitted by the City Manager to the City Council for their consideration and approval. The Finance Department conducts an analysis of the capital project requests to assure that sufficient data has been provided and that cost estimates are reasonable. Once the analysis is complete, all requests are produced in final document form and compiled into a draft capital budget and 5-year CIP document. Upon Council adoption, the final CIP document is produced and distributed to the Departments for implementation of the program.

**2011 CIP PROGRAM SCHEDULE**

October 1 - 30	Citizen suggestions requested
November 1	Public hearing held with the Planning & Zoning Commission for citizen input
November 1 - December 3	Departments prepare project sheets and priority lists
November 5	Deadline for citizen suggestions
December 3	City departments deadline for project sheets and priority lists
December 6 - 31	Departments meet to develop consensus on project priorities
January 3	Preliminary report to the Planning and Zoning Commission
February 7 - 14	CIP considered by Planning and Zoning Commission for comments and formal recommendation
February 1 - 24	City Manager develops final recommendation for funding and 5-year Plan
March 10	Presentation of 5-year Plan and Budget to City Council
March 24	Public Hearing and final action by the City Council
August - December	Certificates of Obligation Sale

## **Financing the Capital Improvements Program**

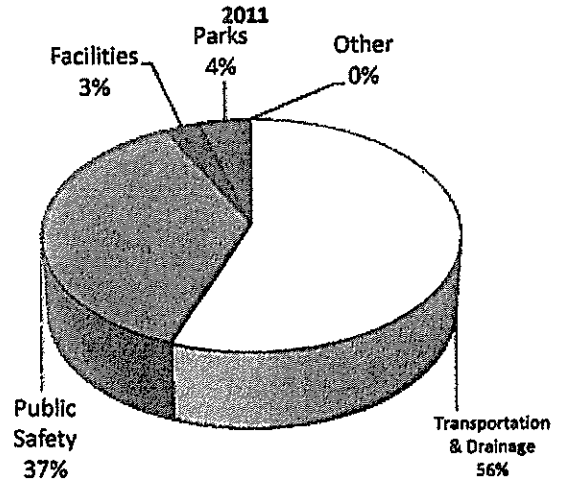
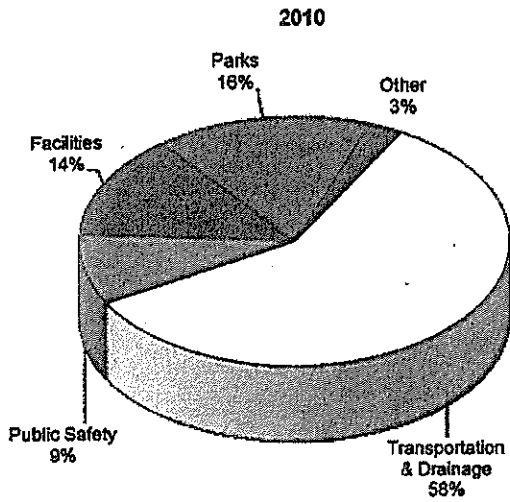
The CIP projects receive funding from various sources but primarily rely on Certificates of Obligation (C.O.). Other sources of funding include General Obligation (G.O.) Bonds, General Fund Revenue, Water and Sewer Utility Fund Revenues and State and Federal funds in the form of grants.

General Obligation (G.O.) bonds are funds which have been approved by the voters during a previous bond election. Utility fund revenues are derived from the fees charged to users of the systems. A Certificate of Obligation, (C.O.) has the same legal status as a G.O. bond but it is issued by an ordinance of the City Council and approved by the Attorney General. A C.O. does not involve a vote of the citizens except in certain rare cases.

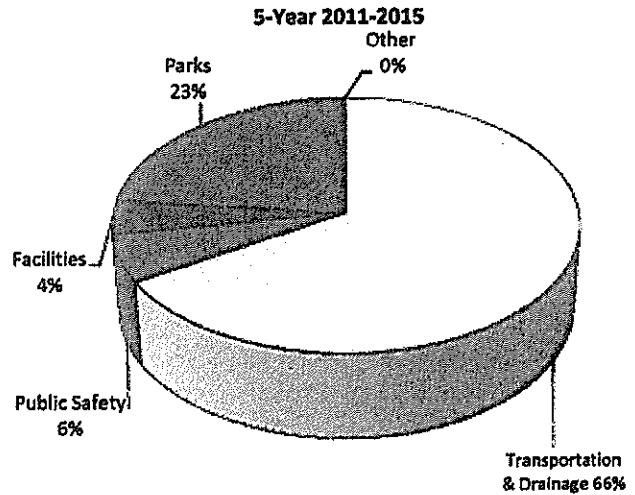
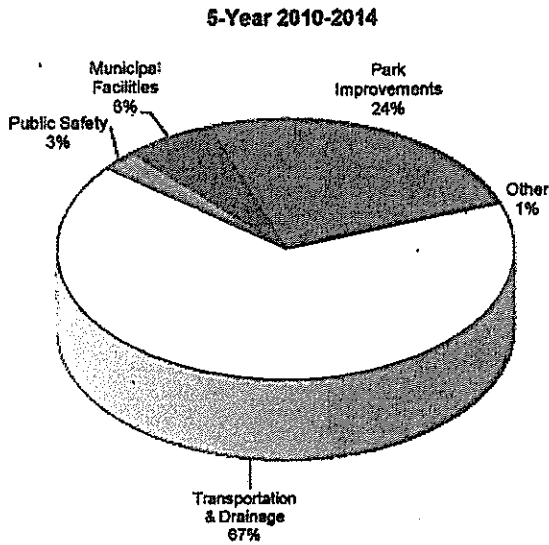
### **Conclusion**

The CIP is a document dedicated to a process designed to identify both the capital improvement needs and priorities of the City over a five-year period in concert with projected funding levels and the Strategies included in the *Comprehensive Plan*. Actual programming of projects is dependent upon the fiscal resources available. Funding constraints may preempt the actual inclusion of projects in the current CIP but may be listed as priorities for funding should resources become available.

## 2011-2015 CIP Distribution and Comparison Chart



Transportation & Drainage	\$820,000	Transportation & Drainage	\$836,000
Public Safety	\$126,000	Public Safety	\$553,000
Facilities	\$191,000	Facilities	\$46,000
Parks	226,000	Park Improvements	\$65,000
Other	37,000	Other	\$0
<b>Total</b>	<b>\$1,400,000</b>	<b>Total</b>	<b>\$1,500,000</b>



Transportation & Drainage	\$5,641,000	Transportation & Drainage	\$6,080,000
Public Safety	\$211,000	Public Safety	\$553,000
Municipal Facilities	\$544,000	Municipal Facilities	\$403,000
Park Improvements	\$2,074,000	Park Improvements	\$2,121,000
Other	\$37,000	Other	\$0
<b>Total</b>	<b>\$8,507,000</b>	<b>Total</b>	<b>\$9,157,000</b>

## **CAPITAL IMPROVEMENTS PROGRAM Annual Operating and Non-Financial Impact of FY 2011–12 Funding**

The following describes the impact that capital projects receiving funding in FY 2011-12 will have on the operating budget as well as the non-financial impact. Capital projects with no impact to the operating budget are not included.

### Street Improvements:

Street Improvements in the Capital Improvement Program include pavement rehabilitation as well as street reconstruction. The projects are intended to fund reconstruction of various residential intersections, streets, curbing, drainage, sidewalks, signage, and signalization. There will be a decrease in maintenance of the street system of approximately \$2,000 due to the decreased frequency of the repairs. The EN 16th reconstruction project, a multi-year project, is in very poor condition and will be reconstructed of 1.2 linear miles and will save approximately \$4,500 in maintenance costs. This street is designated as a priority route on the Master Plan and is a collector street as well as serving residential traffic. By reconstructing this street it decreases traffic safety issues. This Capital project will provide for an enhanced level of service as well as a safety enhancement on roadways of our city.

### Traffic/Transportation Improvements:

There are many locations in the city where a sidewalk exists without curb ramps. This continuing project will provide for installation of several such ramps at select locations. This curb ramp program will improve access for citizens and visitors with mobility limitations in our community.

Throughout the City, there are areas where there are no sidewalks provided as the result of new development or redevelopment. The Sidewalk Construction Program implements the recommendations of the Comprehensive Plan, Sidewalk Master Plan, and Safe Routes to Schools Plan through the construction and reconstruction of sidewalks. Sidewalks enhance safety for pedestrians, especially along major streets and along routes to schools. Sidewalks also promote an alternative form of transportation and assist persons with mobility limitations and visual impairments.

The City's Comprehensive Plan, adopted in January of 2004, indicated a need to make the City more accommodating of alternative means of transportation. The Bicycle Plan Implementation project will include the creation of off-road shared-use (bicycle & pedestrian) paths, on-road bicycle lanes, and on-street designated bicycle routes. This project will create 25 miles of on-Street Bicycle Routes, 10-11 miles of On-Street Bicycle Lanes and 1.5 miles of Off Street Bicycle Paths. The project will ensure that the City begins to create a system of paths, lanes, and routes in locations that will provide significant transportation and recreational opportunities to the community. This project will reduce traffic congestion, air pollution and a healthier citizenry.

#### Municipal Facilities Improvements:

Several of the buildings at the Abilene Zoo have chronic roof leaks. This has become an animal health issue in animal holding areas, employee safety issue, and animal safety issue. These roof repairs will bring animal holding areas and staff work areas up to industry standards and regulations set for the by the USDA and Association of Zoos and Aquariums (AZA) and allow the zoo staff to properly care for the animals under their charge, while at the same time reducing the potential of injury to zoo personnel. There will be a decrease in building maintenance costs due to constant cleanup activities as well as salary costs of maintenance personnel overtime of approximately \$7,000.

#### Park Improvements:

Athletic field lighting will be added at three different parks. The new lights will increase the electric usage by approximately \$10,000. The new lighting systems will help Abilene be more attractive for tournaments and provide more flexibility to the leagues for scheduling.

One playground will be replaced in the current Capital Improvement Program. Our playgrounds are popular, heavily used facilities. These current playgrounds are a safety concern. Safety and design standards are frequently updated. The new equipment will meet the new play, safety, and accessibility design standards. A decrease in maintenance of approximately \$500 will result upon completion of this project.

Replacement or renovation of existing concession/restroom buildings at some of our ball fields due to varying stages of deterioration. The concession buildings provide the leagues with restrooms, storage, concession sales and score keeping booths. The concession sales help the leagues offset league expenses and provide scholarships for low income families.

**CITY OF ABILENE  
CERTIFICATES OF OBLIGATION, SERIES 2012  
\$1,500,000  
Sold in the Aggregate**

<b>Street Improvements</b>	
Concrete Pavement and Sidewalk Repairs	\$83,000
@ Central Business District (CBD)	
EN 13th, College Dr, EN 16th Reconstruction	466,000
Total	<u>\$549,000</u>
<b>Traffic/Transportation Improvements</b>	
Hickory/Pine Signal System	\$287,000
<b>Public Safety Improvements</b>	
Replace Fire Apparatus	\$553,000
<b>Municipal Facilities Improvements</b>	
Roof Repairs - Zoo	\$46,000
<b>Park Improvements</b>	
Playground Modernization - Parks	\$65,000
<b>Total Sale</b>	<u><b>\$1,500,000</b></u>

**APPENDIX**



**CITY OF ABILENE**

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CITY OF ABILENE, TEXAS

**LIST OF CITY OFFICIALS**

Larry D. Gilley	City Manager
David Vela	Deputy City Manager
Richard Burdine	Assistant City Manager
Dan Santee	City Attorney
Danette Dunlap	City Secretary
Ronnie Kidd	Managing Director for Administration
Mindy Patterson	Director of Finance
Jon James	Director of Planning & Development Services
Megan Santee	Director of Public Works
Stan Standridge	Police Chief
Ken Dozier	Fire Chief
Don Green	Director of Aviation
Mike Hall	Director of Community Services
Tommy O'Brien	Director of Water Utilities

**BUDGET STAFF**

Mindy Patterson	Director of Finance
Mike Rains	Assistant Director of Finance
Pam McComas	Accountant III
Alice Jackson	Accountant III
Chris Moscarelli	Accountant II
Linda Smith	Executive Secretary

CITY OF ABILENE, TEXAS

CITY OF ABILENE

TOP TEN TAXPAYERS  
 BASED ON TOTAL REAL AND PERSONAL PROPERTY VALUE

<u>Name of Taxpayer</u>	<u>Nature of Business</u>	2011 <u>Assessed Valuation</u>	% of Total Budgeted <u>Tax Roll</u>
NC SCHI, Inc	Abilene Regional Medical Center - Private Hospital	\$50,343,588	1.03%
AEP Texas North Company	Electric Transmission & Distribution	42,008,898	0.86%
MAI Investors Limited Ptshp.	Mall of Abilene	38,588,267	0.79%
Gamesa Corporation	Wind Energy Management	33,917,597	0.69%
Union Drilling Inc	Natural Gas Drilling Services	29,227,550	0.60%
Lowe's Home Centers Inc	Home Improvement Store	25,585,468	0.52%
Wal-Mart Stores East, Inc.	Discount Store	23,842,276	0.49%
Southwestern Bell Telephone	Public Telephone Provider	18,931,250	0.39%
PWP Industries Inc	Plastic Products Manufacturer	17,307,976	0.35%
Zoltek Properties Inc	Carbon Fiber Manufacturer	<u>17,012,803</u>	<u>0.35%</u>
		\$296,765,673	6.05%

CITY OF ABILENE, TEXAS

**SUMMARY OF STATE AND FEDERAL ASSISTANCE**

MAJOR FEDERAL ASSISTANCE PROGRAMS TO CITY:

	<u>FY 10-11</u>	<u>FY 11-12</u>
Department of Housing and Urban Development:		
Community Development Block Grant	\$1,179,667	\$983,773
HOME Investment Partnership	615,770	544,262
Department of Transportation:		
FTA Section 5307 Capital Assistance	618,640	574,450
FTA Section 5307 Operating Assistance	864,710	843,720
FTA Section 5307 Planning Assistance	92,400	92,400
FTA Congressional Earmark	158,400	0
FTA Section 3037 Access to Jobs	90,180	94,120
FAA Airport Improvement #35	68,272	347,000
FAA Airport Improvement #37	0	1,133,248
FAA Airport Improvement #39	4,425,465	24,795
FAA Airport Improvement #40	1,017,699	181,953
FAA Airport Improvement #41	0	6,548,218
Department of Health and Human Resources:		
Public Health Preparedness	143,250	143,250
H1N1 Preparedness	85,030	0
Medical Transportation for Transit	230,000	230,000
Department of Interior Fish & Wildlife Service		
Sport Fish & Restoration, Boating Access	331,884	0
Department of Agriculture:		
Special Supp. Food Programs - WIC	651,020	648,560
NON-MAJOR FEDERAL ASSISTANCE PROGRAMS TO CITY:		
Department of Transportation:		
FHWA - UMTA Studies - Highway Planning	196,356	192,699
FTA Section 5303 Transportation Planning	49,644	49,644
FHWA - Surface Transportation Program	0	701,675
Department of Homeland Security:		
Emergency Management Assistance	60,000	60,000
State Homeland Security Program	80,000	0
Department of Education:		
Technical Assistance Negotiated Grant	75,717	79,971
Inter-Library Loan	98,555	16,946
Department of Health and Human Resources:		
Senior Citizens Nutritional	100,000	100,000
Senior Citizens Social	5,000	15,000

CITY OF ABILENE, TEXAS

**SUMMARY OF STATE AND FEDERAL ASSISTANCE**

	<u>FY 10-11</u>	<u>FY 11-12</u>
Department of Justice:		
National Children's Alliance	10,000	10,000
Bulletproof Vest Partnership Program	0	4,245
Edward Byrne Justice Assistance Grant	<u>69,257</u>	<u>59,971</u>
Total Federal Assistance Programs to City:	<u>\$11,316,915</u>	<u>\$13,679,900</u>
STATE ASSISTANCE TO CITY:		
Texas Comptroller of Public Accounts		
Law Enforcement Officer Standards and Education	\$15,400	\$15,620
Texas Department of Transportation:		
TxDOT- Operating Assistance	352,460	339,500
TxDOT- Preventive Maint Assistance	55,930	50,000
TxDOT- Capital Assistance	0	150,000
TxDot-Routine Airport Maint Program	15,000	15,000
Texas State Library and Archives Commission:		
Public Library Systems	291,110	258,801
Lone Star Program	25,580	0
Children's Advocacy Center of Texas:		
Children's Advocacy Center	74,763	73,931
Texas Department of Health and Human Services:		
Maternal and Child Health Services - ACCHRD	48,000	48,000
Primary Care	172,000	172,000
Immunization Program	165,290	165,290
RLSS/LPHS	161,470	161,470
TB	28,960	28,960
Local City CVD and Stroke Prevention Plan	30,000	0
Refugee	219,060	219,060
Texas Office of the Attorney General		
Other Victim Assistance Grant Program	47,379	42,000
Texas Historical Commission		
Historic Property Survey	<u>0</u>	<u>9,000</u>
Total State Assistance Programs to City:	<u>\$1,702,402</u>	<u>\$1,748,632</u>
<b>GRAND TOTAL OF STATE AND FEDERAL ASSISTANCE:</b>	<u><u>\$13,019,317</u></u>	<u><u>\$15,428,532</u></u>

CITY OF ABILENE, TEXAS

**TOTAL AUTHORIZED FULL-TIME PERSONNEL**  
**All Funds Comparison by Division**  
**2011-2012 Budget**  
**(As proposed in FY 2012 without regard to the**  
**Division's prior placement in organization or funding)**

	<u>APPROVED BUDGET 2009-2010</u>	<u>APPROVED BUDGET 2010-2011</u>	<u>APPROVED BUDGET 2011-2012</u>
GENERAL GOVERNMENT	18	16	16
ADMINISTRATIVE SERVICES	37	37	37
FINANCE	94	95	97
PLANNING & DEVELOPMENT SERVICES	53	49	49
ECONOMIC DEVELOPMENT	4	4	5
PUBLIC WORKS	167	163	163
POLICE	247	246	246
FIRE	177	176	179
AVIATION	19	18	18
COMMUNITY SERVICES	179	178	178
WATER UTILITIES	<u>144</u>	<u>144</u>	<u>142</u>
 TOTAL FULL-TIME POSITIONS	 <u><u>1139</u></u>	 <u><u>1126</u></u>	 <u><u>1130</u></u>

CITY OF ABILENE, TEXAS

PERSONNEL SCHEDULE  
BY DEPARTMENT  
FY 2011 - 2012

		Approved 2009-10	Approved 2010-11	Approved 2011-12
<b>GENERAL GOVERNMENT</b>				
<u>CITY SECRETARY</u>				
0030	City Secretary	1	1	1
4001	Assistant City Secretary	1	1	1
		2	2	2
<u>Temporary</u>				
4618	Record Inventory Specialist	1	0	0
<u>CITY MANAGER</u>				
0010	City Manager	1	1	1
0015	Assistant City Manager	2	1	1
6040	Div. Mgr.-Communications & Media Rel.	1	1	1
4636	Management Analyst	1	1	1
4431	Secretary to City Manager	1	1	1
3409/4225/4653	Communications & Media Relations Spec.	1	1	1
		7	6	6
<u>LEGAL</u>				
0025	City Attorney	1	1	1
7105	Assistant City Attorney	1	1	2
6110/6402/6805	Attorney I/II/III	3	3	2
4426	Legal Assistant	3	2	2
		8	7	7
<u>Temporary</u>				
3262	Secretary II	0	0	1
<u>OFFICE OF HOMELAND SECURITY</u>				
6040	Division Manager - Homeland Security	1	1	1
		1	1	1
<u>Temporary</u>				
4423	Homeland Security Technician	1	0	0
		1	0	0
<b>Department Full Time Total</b>		<b>18</b>	<b>16</b>	<b>16</b>
<b>ADMINISTRATIVE SERVICES</b>				
<u>HUMAN RESOURCE SERVICES</u>				
0020	Managing Director for Administration	1	1	1
6803	Assistant Director of Administrative Services	1	1	1
6416	Division Administrator - Human Resources	1	1	1
6416	Division Admin. - Training & Empl. Devel.	1	1	1
6040	Division Manager-Employee Benefits	1	1	1
4912	Payroll Coordinator	1	1	1
3730/4320/4655	HR / Training / Risk Specialist I / II / III	5	5	5
		11	11	11
<u>INFORMATION TECHNOLOGY</u>				
6416	Division Administrator - GIS*	1	1	1
6416	Division Administrator - Network Operations	1	1	1
5645	CAD System Manager	1	1	1

CITY OF ABILENE, TEXAS

		<u>Approved 2009-10</u>	<u>Approved 2010-11</u>	<u>Approved 2011-12</u>
	<u>INFORMATION TECHNOLOGY (continued)</u>			
5626	Network Manager	1	1	1
5323	Program Coordinator - 911	1	1	1
4615/5110/5615	Computer Programmer I / II / III	4	5	5
4052/4401	GIS Technician I / II	2	2	2
3409/4225/4653	Micro Systems / Telecommun. Tech. I / II / III	6	5	5
	*One position funded by grants or other agencies	<hr/>	<hr/>	<hr/>
		17	17	17
	<u>Part-time</u>			
3408/4224/4656	Micro Systems Technician I / II / III	0	2	2
	<u>Temporary</u>			
4226/4652	Micro Systems Technician II / III	2	0	0
	<u>COMMUNICATION SERVICES</u>			
6040	Division Manager - Communication Services	1	1	1
4309	Electronics Technician III	2	2	2
		<hr/>	<hr/>	<hr/>
		3	3	3
	<u>RISK MANAGEMENT</u>			
5146	Safety/Claims Coordinator	2	2	2
3730/4320/4655	HR / Training / Risk Specialist I / II / III	1	1	1
		<hr/>	<hr/>	<hr/>
		3	3	3
	<u>COACH - EMPLOYEE CLINIC</u>			
6810	Physician Asst. / Family Nurse Practitioner	1	1	1
4840/5137	Nurse I / II	1	1	1
2702	Administrative Clerk II	1	1	1
		<hr/>	<hr/>	<hr/>
		3	3	3
	<b>Department Full Time Total</b>	<hr/>	<hr/>	<hr/>
		37	37	37
	<b>FINANCE</b>			
	<u>FINANCE ADMINISTRATION</u>			
0040	Director of Finance	1	1	1
6803	Assistant Director of Finance	2	2	2
5213	Internal Auditor	1	1	1
4600/5233/5604	Accountant I / II / III	3	3	3
3703	Accounting Technician III / Finance Asst.	1	1	1
		<hr/>	<hr/>	<hr/>
		8	8	8
	<u>ACCOUNTING</u>			
6040	Division Manager - Accounting	1	1	1
3703	Accounting Technician III	1	1	1
2903	Accounting Technician II	5	5	5
		<hr/>	<hr/>	<hr/>
		7	7	7
	<u>PURCHASING</u>			
6040	Division Manager - Purchasing	1	1	1
4202	Buyer III	0	0	1
2810/3210	Buyer I / II	0	0	1
2702	Administrative Clerk II	2	2	0
		<hr/>	<hr/>	<hr/>
		3	3	3
	<u>MUNICIPAL COURT</u>			
0045	Judge	1	1	1

CITY OF ABILENE, TEXAS

		<u>Approved 2009-10</u>	<u>Approved 2010-11</u>	<u>Approved 2011-12</u>
<u>MUNICIPAL COURT (Continued)</u>				
6040	Division Manager - Municipal Court	1	1	1
4801	City Marshal	5	5	0
3630	Court Clerk III	2	2	2
2658/2863/3279	Court Clerk Trainee / I / II *	8	8	8
*One position funded by grants or other agencies		<u>17</u>	<u>17</u>	<u>12</u>
<u>Part-Time</u>				
2659/2864/3280	Court Clerk Trainee / I / II	1	1	1
<u>MARSHAL</u>				
6040	Chief Marshal	0	0	1
5365	Code Compliance Manager	0	0	1
4820	Lake Patrol Officer	0	0	2
4801	City Marshal	0	0	4
		<u>0</u>	<u>0</u>	<u>8</u>
<u>Temporary</u>				
3803	Bailiff/Deputy City Marshal	0	0	3
<u>FACILITIES MAINTENANCE</u>				
6040	Division Manager - Facilities Maintenance	1	1	1
3515/4135	Maintenance Electrician I / II	3	3	3
3505/4116	Air Conditioning Specialist I / II	3	3	3
2015/3303	Building Maintenance Specialist I / II	3	3	3
2702	Administrative Clerk II	1	1	1
		<u>11</u>	<u>11</u>	<u>11</u>
<u>CUSTODIAL SERVICES</u>				
6040	Division Manager - Custodial Services	1	1	1
3614	Custodial Crew Chief	1	1	1
1602/1915	Custodian I / II*	18	18	18
*One position funded by grants or other agencies		<u>20</u>	<u>20</u>	<u>20</u>
<u>Part-Time</u>				
1603	Custodian I	6	6	6
<u>FLEET MANAGEMENT</u>				
6040	Division Manager - Fleet Management	1	1	0
4210	Fleet Analyst	1	1	1
2702	Administrative Clerk II	1	1	1
		<u>3</u>	<u>3</u>	<u>2</u>
<u>FLEET MAINTENANCE</u>				
6040	Division Manager - Fleet Maintenance	1	1	1
4681	Supervisor II - Maintenance	1	1	1
4231	Lead Supervisor	1	1	1
3733	Welder II	2	2	2
3704	Body & Fender Repairer	0	0	1
3404/3710	Equipment Mechanic I / II	12	12	12
3324	Storage Facility Coordinator	0	1	1
3020	Parts/Warehouse Worker II	1	1	1
2837	Secretary I	1	1	1
2835/3102	Equipment Technician/Equip. Mech. Trainee	5	5	4

CITY OF ABILENE, TEXAS

		<u>Approved 2009-10</u>	<u>Approved 2010-11</u>	<u>Approved 2011-12</u>
	<u>FLEET MAINTENANCE (continued)</u>			
2417	Parts/Warehouse Worker I	1	1	1
		<u>25</u>	<u>26</u>	<u>26</u>
	<b>Department Full Time Total</b>	<b>94</b>	<b>95</b>	<b>97</b>
	 <b>PLANNING &amp; DEVELOPMENT SERVICES</b>			
	<u>PLANNING &amp; DEVELOP. SVCS. ADMIN.</u>			
0055	Director of Planning & Development Svcs.	1	1	1
6803	Assistant Director of Plan. & Develop. Svcs.	1	1	1
3510	Executive Secretary	1	1	0
3259	Secretary II	0	0	1
		<u>3</u>	<u>3</u>	<u>3</u>
	<u>PLANNING SERVICES</u>			
6416	Division Administrator - Planning Services	1	1	1
5025/5353/5832	Planner I / II / III	5	5	3
4690	Zoning Inspector	1	0	0
4052/4401	GIS/Planning Technician I / II	1	1	0
		<u>8</u>	<u>7</u>	<u>4</u>
	<u>BUILDING INSPECTION</u>			
6807	Building Official	1	1	1
6005	Assistant Building Official	1	1	1
5029	Plans Examiner/Coordinator	1	1	2
4645	Mechanical/Plumbing Inspector	3	3	3
4623	Electrical Inspector	2	2	2
4603	Building Inspector	2	2	2
3621	Development & Permit Technician I	2	0	0
2817	Customer Service Representative II	0	0	1
2702	Administrative Clerk II	0	1	0
		<u>12</u>	<u>11</u>	<u>12</u>
	<u>COMMUNITY ENHANCEMENT</u>			
6416	Division Administrator *	1	0	0
5327	Keep Abilene Beautiful Coordinator	1	0	0
5365	Code Compliance Manager*	1	1	0
4611	Code Enforcement Officer*	4	4	4
3259	Secretary II *	1	1	1
2702	Administrative Clerk II *	1	1	1
	*Eight positions funded by grants or other agencies	<u>9</u>	<u>7</u>	<u>6</u>
	<u>ENVIRONMENTAL HEALTH</u>			
5320	Environmental Health Manager	1	1	1
4676/5151	Sanitarian I/II	3	3	3
		<u>4</u>	<u>4</u>	<u>4</u>
	<u>Part-Time</u>			
1505	Health Utility Worker	1	1	1
	<u>TRANSPORTATION PLANNING</u>			
6040	Division Manager/MPO Executive Director	0	0	1
5075/5375/5875	Transportation Planner I / II / III	0	0	1

CITY OF ABILENE, TEXAS

		Approved 2009-10	Approved 2010-11	Approved 2011-12
	<u>TRANSPORTATION PLANNING (contin.)</u>			
4052/4401	GIS/Planning Technician I / II	0	0	1
		0	0	3
	<u>ANIMAL SERVICES</u>			
6040	Division Manager - Animal Services	1	1	1
3800	Animal Control Officer II	1	1	1
3208	Animal Control Officer I	5	5	5
3202	Administrative Animal Control Officer	1	1	1
2803	Animal Control Shelter Attendant II	0	0	1
2401	Animal Control Shelter Attendant I	3	3	2
2201	Administrative Clerk I	1	1	1
		12	12	12
	<u>NEIGHBORHOOD SERVICES</u>			
6040	Division Manager - Neighborhood Services	1	1	1
4636	Management Analyst*	1	1	1
4415/3711	Housing Counselor I / II	1	1	1
3712/4120	Housing Inspector I / II	1	1	1
2909	Housing Services Specialist	1	1	1
	*Two positions funded by grants or other agencies	5	5	5
	<b>Department Full Time Total</b>	<b>53</b>	<b>49</b>	<b>49</b>
	<b>ECONOMIC DEVELOPMENT</b>			
	<u>ECONOMIC DEVELOPMENT</u>			
0015	Assistant City Manager for Economic Dev.*	1	1	1
6416	Division Administrator-Economic Develop.	1	1	1
5014	Construction Project Manager*	1	1	2
3820	Secretary to Assistant City Manager	1	1	1
	*Four positions funded by grants or other agencies	4	4	5
	<b>Department Full Time Total</b>	<b>4</b>	<b>4</b>	<b>5</b>
	<b>PUBLIC WORKS</b>			
	<u>PUBLIC WORKS ADMINISTRATION</u>			
0090	Director of Public Works	1	1	1
6803	Assistant Director of Public Works	1	1	1
6416	Division Administrator - Public Works	1	1	1
5023	Land Agent II	1	1	1
3510	Executive Secretary	1	1	1
		5	5	5
	<u>ENGINEERING</u>			
5635 / 6035	Professional Engineer I / II	1	1	1
5068	Construction Inspector III	1	1	1
3503/4619	Construction Inspector I / II	2	1	1
4113/4313/4816	Engineering Technician I / II / III	3	3	3
		7	6	6

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		<u>Approved 2009-10</u>	<u>Approved 2010-11</u>	<u>Approved 2011-12</u>
<u>STREET SERVICES</u>				
6416	Division Admin. - Street & Maintenance Svcs.	1	1	1
5034	Supervisor III - Street & Maint. Services	1	0	0
4242 / 4681	Supervisor I / II - Street & Maint. Services	4	4	4
3815	Office Coordinator	1	1	1
2515/2840/3138 3420/3735	Street Maintenance Tech. I / II / III / IV / V	49	44	44
2702	Administrative Clerk II	1	0	0
*Four positions partially funded by grants or other agencies		<u>57</u>	<u>50</u>	<u>50</u>
<u>Temporary</u>				
2316	Maintenance Worker II	1	1	1
2228	Maintenance Worker I	2	2	2
		<u>3</u>	<u>3</u>	<u>3</u>
<u>TRAFFIC &amp; TRANSPORTATION</u>				
6822	Traffic Transportation Administrator	1	1	1
6419	Traffic Engineer	1	1	1
5362	Traffic Signal Manager	1	1	1
4681	Supervisor II - Traffic Operations	1	1	1
4242	Supervisor I - Traffic Operations	1	0	0
4113/4313	Engineering Technician I / II	1	0	0
3261/4340	Traffic Signal Technician I / II	3	3	3
2315	Maintenance Worker II	1	1	1
2225	Maintenance Worker I	5	5	5
		<u>15</u>	<u>13</u>	<u>13</u>
<u>Temporary</u>				
2228	Maintenance Worker I	3	3	3
1825	Parking Control Officer	3	3	3
1540	School Crossing Guard	18	18	18
		<u>24</u>	<u>24</u>	<u>24</u>
<u>SOLID WASTE</u>				
5034	Supervisor III - Solid Waste & Recycling	1	1	1
4681	Supervisor II - Solid Waste & Recycling	2	2	2
4242	Supervisor I - Solid Waste & Recycling	2	2	2
3625	Maintenance Crew Chief	6	7	7
3406	Heavy Equipment Operator II	2	1	1
3325	Recycle Specialist II	1	1	1
3270	Welder I	2	2	2
3260	Stationary Compactor Mechanic	2	2	2
3119	Equipment Operator III	4	4	4
2702	Administrative Clerk II	2	2	2
2510/2709	Equipment Operator I / II	32	32	32
2315	Maintenance Worker II	3	3	3
2225	Maintenance Worker I	1	1	1
1937	Refuse Collector	7	7	7
		<u>67</u>	<u>67</u>	<u>67</u>
<u>Part-Time</u>				
2419	Recycle Specialist I	1	1	1
<u>Temporary</u>				
2416	Recycle Specialist I	1	1	1

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		<u>Approved 2009-10</u>	<u>Approved 2010-11</u>	<u>Approved 2011-12</u>
	<u>STORMWATER</u>			
6416	Division Administrator - Stormwater Svcs.	1	1	1
5327	Keep Abilene Beautiful	0	1	1
4681	Supervisor II - Drainage System	1	1	1
4611	Stormwater / Contract & Permit Compl. Offcr.	2	2	2
3625	Maintenance Crew Chief	0	1	1
2820/3406	Heavy Equipment Operator I / II	7	7	7
2510 / 2709	Equipment Operator I / II	5	9	9
		<hr/>	<hr/>	<hr/>
	* One position funded by grants or other agencies	16	22	22
		<hr/>	<hr/>	<hr/>
	<b>Department Full Time Total</b>	<b>167</b>	<b>163</b>	<b>163</b>
	 <b>POLICE</b>			
	<u>POLICE ADMINISTRATION</u>			
0095	Chief of Police	1	1	1
0513	Assistant Chief of Police	3	3	3
5645	System Manager	1	1	1
5015	Child Advocacy Center Coordinator	0	1	1
3510	Executive Secretary	1	1	1
3324	Police Services Assistant	0	1	1
		<hr/>	<hr/>	<hr/>
		6	8	8
	 <u>Part-Time</u>			
2202	Administrative Clerk I	1	0	0
	 <u>Temporary</u>			
4802	Police Assistant	13	13	13
	 <u>TRAINING</u>			
0511/0512	Lieutenant I / II	1	1	1
0411 - 0418	Police Officer	3	3	3
3259	Secretary II	0	0	1
2837	Secretary I	1	1	0
		<hr/>	<hr/>	<hr/>
		5	5	5
	 <u>PATROL</u>			
0511/0512	Lieutenant I / II	6	5	6
0510/0509	Sergeant I / II	14	13	14
0411 - 0418	Police Officer	91	88	87
		<hr/>	<hr/>	<hr/>
		111	106	107
	 <u>TRAFFIC</u>			
0510/0509	Sergeant I / II	1	1	1
0411 - 0418	Police Officer	8	9	9
3334	Storage Facility Coordinator	1	0	0
		<hr/>	<hr/>	<hr/>
		10	10	10
	 <u>CRIMINAL INVESTIGATION*</u>			
0511/0512	Lieutenant I / II	1	1	1
0510/0509	Sergeant I / II	4	4	4
0411 - 0418	Police Officer	23	21	22
5015	Child Advocacy Center Coordinator*	1	0	0
4620	Crime Analyst	1	0	0
4413	Forensic Interview Specialist	1	1	1

CITY OF ABILENE, TEXAS

		Approved 2009-10	Approved 2010-11	Approved 2011-12
<u>CRIMINAL INVESTIGATION (continued)</u>				
4130/4410/ 5220/5901	Forensic Specialist Trainee / I / II / III	1	1	1
3324	Police Services Assistant	0	0	1
3259	Secretary II	0	0	1
2837	Secretary I *	2	2	0
2702	Administrative Clerk II	1	0	0
*One position funded by grants or other agencies		<u>35</u>	<u>30</u>	<u>31</u>
<u>COMMUNICATIONS</u>				
6040	Division Manager - Public Safety Dispatch	1	1	1
4633	Public Safety Dispatch Supervisor*	5	5	6
3601/3842/4106	Public Safety Dispatcher Trainee / I / II*	28	28	27
*Six positions funded by grants or other agencies		<u>34</u>	<u>34</u>	<u>34</u>
<u>Part-Time</u>				
3150	9-1-1 Operator	2	2	2
<u>RECORDS/ID</u>				
6040	Division Manager - Police Records	1	1	1
4681	Supervisor II - Police Records	1	1	1
3324	Police Services Assistant	1	1	0
3134	Property Clerk	2	2	3
3103	Customer Service Representative III	2	2	2
2405/2817	Customer Service Representative I / II	6	6	6
2702	Administrative Clerk II	0	1	1
		<u>13</u>	<u>14</u>	<u>14</u>
<u>Part-Time</u>				
2407/2819	Customer Service Representative I/II	2	2	2
<u>YOUTH*</u>				
0511/0512	Lieutenant I / II	1	1	1
0510/0509	Sergeant I / II	2	2	2
0411 - 0418	Police Officer	11	13	13
3324	Police Services Assistant	0	1	1
		<u>14</u>	<u>17</u>	<u>17</u>
<u>Part-Time</u>				
2838	Secretary I	1	0	0
<u>COMMUNITY SERVICES*</u>				
0510/0509	Sergeant I / II	1	0	0
0411 - 0418	Police Officer	2	0	0
3324	Police Services Assistant	3	0	0
		<u>6</u>	<u>0</u>	<u>0</u>
<u>RESPONSIVE INTELLIGENCE</u>				
0511/0512	Lieutenant I / II	0	1	1
0510/0509	Sergeant I / II	0	2	1
0411 - 0418	Police Officer	0	6	5
4620	Crime Analyst	0	1	1
3324	Police Services Assistant	0	1	1
		<u>0</u>	<u>11</u>	<u>9</u>

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		Approved 2009-10	Approved 2010-11	Approved 2011-12
	<u>SPECIAL OPERATIONS</u>			
0511/0512	Lieutenant I / II	1	1	1
0510/0509	Sergeant I / II	1	1	1
0411 - 0418	Police Officer	10	8	8
3259	Secretary II	0	0	1
2837	Secretary I	1	1	0
		<hr/>	<hr/>	<hr/>
		13	11	11
	<b>Department Full Time Total</b>	<hr/>	<hr/>	<hr/>
		247	246	246
	<b>FIRE</b>			
	<u>FIRE ADMINISTRATION</u>			
0060	Fire Chief	1	1	1
0700 - 0731	Lieutenant I / II / III	1	1	1
3510	Executive Secretary	1	1	1
		<hr/>	<hr/>	<hr/>
		3	3	3
	<u>Temporary</u>			
4099	Para-Professional	1	1	1
	<u>ORGANIZATIONAL DEVELOPMENT</u>			
0770 - 0791	Battalion Chief I/II/III - Div. Chief Organ. Dev.	1	1	1
0712 - 0761	Captain I / II / III	2	2	2
0700 - 0731	Lieutenant I / II / III	1	1	1
0600 - 0681	Firefighter	3	4	4
		<hr/>	<hr/>	<hr/>
		7	8	8
	<u>ASSET MANAGEMENT</u>			
0799	Assistant Fire Chief	1	0	0
0712 - 0761	Captain I / II / III	1	1	1
0700 - 0731	Lieutenant I / II / III	2	0	0
0600 - 0681	Firefighter	1	0	0
4624	Emergency Vehicle Technician II	1	1	1
4424	Emergency Vehicle Technician I	1	1	1
3259	Secretary II	1	0	0
		<hr/>	<hr/>	<hr/>
		8	3	3
	<u>FIRE PREVENTION</u>			
0770 - 0791	Battalion Chief I/II/III - Fire Marshal	0	0	1
0712 - 0761	Captain I / II / III - Asst. Fire Marshal	0	0	1
0712 - 0761	Captain I / II / III - Fire Marshal	1	1	0
0700 - 0731	Lieutenant I / II / III - Assistant Fire Marshal	1	1	0
0700 - 0731	Lieutenant I / II / III	3	4	4
3259	Secretary II	1	1	1
		<hr/>	<hr/>	<hr/>
		6	7	7
	<u>TACTICAL OPERATIONS</u>			
0799	Deputy/Assistant Fire Chief	1	1	1
0770 - 0791	Battalion Chief I / II / III	3	3	3
0712 - 0761	Captain I / II / III	9	9	9
0700 - 0731	Lieutenant I / II / III	24	25	25
0600 - 0681	Fire Fighter	116	117	120

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		Approved 2009-10	Approved 2010-11	Approved 2011-12
<u>TACTICAL OPERATIONS (Continued)</u>				
3259	Secretary II	0	0	1
		<hr/> 153	<hr/> 155	<hr/> 159
	<b>Department Full Time Total</b>	<hr/> <b>177</b>	<hr/> <b>176</b>	<hr/> <b>180</b>
<b>AVIATION</b>				
<u>AVIATION</u>				
0110	Director of Aviation	1	1	1
6803	Assistant Director of Aviation	1	1	1
6040	Division Manager - Airport Operations	1	1	1
6040	Division Manager - Business Development*	1	1	1
5041	Airport Operations Officer III	2	2	2
5018	Economic Development / Aviation Specialist	1	1	1
4231	Lead Supervisor - Maintenance	1	1	1
3672/4213/4468	Airport Operations Officer Trainee / I / II	7	7	7
3281/3528	Airport Maintenance Specialist I / II	3	3	3
2201	Administrative Clerk I	1	0	0
	*One position funded by grants or other agencies	<hr/> 19	<hr/> 18	<hr/> 18
<u>Part-Time</u>				
2202	Administrative Clerk I	0	1	1
1527/1706	Parking Lot Attendant I / II	4	4	4
		<hr/> 4	<hr/> 5	<hr/> 5
	<b>Department Full Time Total</b>	<hr/> <b>19</b>	<hr/> <b>18</b>	<hr/> <b>18</b>
<b>COMMUNITY SERVICES</b>				
<u>COMMUNITY SERVICES ADMIN.</u>				
0035	Director of Community Services	1	1	1
6803	Assistant Director of Community Services	1	1	1
3510	Executive Secretary	1	1	1
2702	Administrative Clerk II	1	1	1
		<hr/> 4	<hr/> 4	<hr/> 4
<u>Part-time</u>				
2202	Administrative Clerk I	1	1	1
<u>PARKS</u>				
6040	Division Manager - Parks	1	1	1
5034	Supervisor III - Parks	1	1	1
4681	Supervisor II - Parks District	1	1	1
3404/3710	Equipment Mechanic I / II	1	1	1
3647	Park Crew Chief	6	6	6
3322	Parks Maintenance Specialist	3	3	3
2510 / 2709	Equipment Operator I / II	1	1	1
2015/3303	Building Maintenance Specialist I / II	1	1	1
2322/1816	Park Worker I / II	14	14	14
		<hr/> 29	<hr/> 29	<hr/> 29
<u>Temporary</u>				
1817	Park Worker	19	19	19

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		Approved 2009-10	Approved 2010-11	Approved 2011-12
<u>ZOOLOGICAL GARDENS</u>				
6416	Division Administrator - Zoological Gardens	1	1	1
5985	Veterinarian	0	0	1
5034	Supervisor III	1	1	1
4854	Zoo Education Coordinator	1	1	1
4231	Lead Supervisor	2	1	1
4075	Veterinary Technician	1	1	1
3850	Zoo Administrative Coordinator	1	1	1
3705	Building Maintenance Specialist III	1	1	1
2520/3275/3816	Zookeeper I / II / III	12	13	13
2015 / 3303	Building Maintenance Specialist I / II	1	1	1
		<u>20</u>	<u>21</u>	<u>22</u>
<u>Part-Time</u>				
2518	Zookeeper I	1	1	1
<u>RECREATION</u>				
6416	Division Administrator - Recr. & Sr. Citizens	1	1	1
4845	Recreation Program Coordinator	1	0	0
4681	Supervisor II - Recreation & Senior Services	1	1	1
4242	Supervisor I - Recr. Special Populations	1	1	1
4236	Recreation Center Coordinator	5	5	5
3326	Recreation Center Specialist	7	6	6
2931	Program Worker	0	1	1
1827	Recreation Leader	1	2	2
		<u>17</u>	<u>17</u>	<u>17</u>
<u>Part-Time</u>				
2202	Administrative Clerk I	1	1	1
1828	Recreation Leader	8	8	8
1703	Building Maintenance Worker I	1	0	0
		<u>10</u>	<u>9</u>	<u>9</u>
<u>Temporary</u>				
2512	Pool Manager	1	1	0
2031	Head Lifeguard	2	4	0
1920	Playground Supervisor	3	3	3
1810	Lifeguard	7	13	0
1529	Pool Cashier	1	1	0
1528	Recreation/Playground Aide	39	39	39
		<u>53</u>	<u>61</u>	<u>42</u>
<u>SENIOR CITIZEN SERVICES</u>				
4681	Supervisor II	2	2	2
4242	Supervisor I	1	1	1
2931	Program Worker	2	1	1
2814	Cook II	1	1	1
1604	Cook I	3	3	3
		<u>9</u>	<u>8</u>	<u>8</u>
<u>Part-Time</u>				
2932	Program Worker	3	4	4
1803	Bus Driver	6	6	6

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<u>SENIOR CITIZEN SERVICES (Continued)</u>				
1607	Cook I	1	1	1
		10	11	11
<u>Temporary</u>				
1804	Bus Driver	4	0	0
<u>LIBRARY</u>				
6409	City Librarian	1	1	1
6030	Librarian IV	1	0	0
5720	Librarian III*	2	2	2
5334	Librarian II *	6	6	6
4825	Librarian I*	7	7	7
4242	Supervisor I	1	1	1
4225/4653	Micro Systems Technician II / III *	1	1	1
3405	Library Administrative Assistant II	1	1	1
3117	Library Assistant II*	9	9	9
2410	Library Assistant I	11	11	9
* Six positions funded by grants or other agencies		40	39	37
<u>Part-Time</u>				
2411	Library Assistant I	9	9	9
<u>Temporary</u>				
1525	Library Page	10	10	10
<u>CIVIC CENTER</u>				
6040	Division Manager - Civic Center	1	1	1
4849	Theater Technical Coordinator	1	1	1
4242	Supervisor I - Events Coordinator	1	1	1
4242	Supervisor I - Civic Center	1	1	1
3259	Secretary II	1	1	1
2607	Civic Center Attendant II	1	1	1
2215	Civic Center Attendant I	6	6	6
		12	12	12
<u>Part-Time</u>				
3607	Civic Center Stagehand	6	6	6
<u>Temporary</u>				
3608	Civic Center Stagehand	8	8	8
2217	Civic Center Attendant I	1	1	1
2203	Administrative Clerk I	2	2	2
		11	11	11
<u>GENERAL HEALTH SERVICES</u>				
6414	Health Administrator*	1	1	1
6040	Division Manager - Health Programs*	1	1	1
6040	Division Manager - Nursing*	1	1	1
5608	Nutrition Program Manager *	1	1	1
5535	Public Health Nurse III	2	2	1
5137	Public Health Nurse II*	1	1	1
5115	Epidemiologist*	1	1	1
5034	Supervisor III - Laboratory	1	1	1
4840	Public Health Nurse I*	3	3	3

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<u>GENERAL HEALTH SERV. (Continued)</u>				
4831	Health Management Coordinator*	2	2	2
4650	Medical Technologist I	3	3	3
4654	Nutritionist II*	1	1	1
4326	Nutritionist I*	4	4	4
3720	Licensed Vocational Nurse*	3	3	4
3315	Health Administration Specialist*	6	6	6
3103	Customer Service Representative III	1	1	1
2931	Program Worker*	1	1	1
2702	Administrative Clerk II*	3	3	3
2405	Customer Service Representative I	1	1	1
2201	Administrative Clerk I*	10	10	10
1508	Nurse's Aide	1	1	1
*Thirty-nine positions funded by grants or other agencies		48	48	48
<u>Part-Time</u>				
4327	Nutritionist I*	1	1	1
3722	Licensed Vocational Nurse	1	1	1
2202	Administrative Clerk I*	1	1	1
		3	3	3
<u>Temporary</u>				
5139	Registered Dietician	1	1	1
4843	Public Health Nurse I	1	1	1
3721	Licensed Vocational Nurse	2	2	2
2203	Administrative Clerk I	1	1	1
1910	Breastfeeding Peer Counselor*	4	4	4
*Five part-time & temporary positions funded by grants or other agencies		9	9	9
<b>Department Full Time Total</b>		<b>179</b>	<b>178</b>	<b>177</b>
<b>WATER UTILITIES</b>				
<u>WATER ADMINISTRATION</u>				
0070	Director of Water Utilities	1	1	1
6803	Assistant Director of Water Utilities	2	2	2
6424	Utility Engineer	1	1	1
3510	Executive Secretary	1	1	1
		5	5	5
<u>WATER UTILITY OFFICE</u>				
6416	Division Administrator - Utility Office	1	1	1
4231	Lead Supervisor - Meter Reading	1	1	1
3103	Customer Service Representative III	2	2	2
2405/2817	Customer Service Representative I / II	9	9	9
2320/2619	Meter Reader I / II	6	6	6
		19	19	19
<u>Temporary</u>				
2321	Meter Reader I	1	1	1
<u>WATER PRODUCTION</u>				
6040	Division Manager	1	1	1
5420	Utility Systems Manager	1	1	0

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	<u>WATER PRODUCTION (continued)</u>			
4833	Plant & Equipment Technician	0	0	1
4824	Instrumentation Technician III	0	0	1
3810/4625	Instrumentation Technician I / II	3	3	2
3258/3648	Plant & Equipment Mechanic I / II	4	4	4
3320	Lake Patrol Officer	2	2	0
		<hr/> 11	<hr/> 11	<hr/> 9
	<u>WATER TREATMENT</u>			
6040	Division Manager	1	1	1
5420	Utility Systems Manager	1	1	1
4678	Treatment Plant Operator III	2	2	2
3340/4150	Treatment Plant Operator I / II	14	15	15
2225	Maintenance Worker I	2	1	1
		<hr/> 20	<hr/> 20	<hr/> 20
	<u>Temporary</u>			
3341	Treatment Plant Operator I	2	2	2
	<u>WATER DISTRIBUTION</u>			
6040	Division Mgr. - Distribution/Collection	1	1	1
5420	Utility System Manager	1	1	1
5034	Supervisor III - Distribution	2	2	2
4816	Engineering Technician III	1	1	1
4641	Management Assistant - Water Operations	1	1	1
4231	Lead Supervisor - Distribution	8	8	8
4113/4313	Engineering Technician I / II	2	2	2
3525	Utility Worker III	3	3	3
3103	Customer Service Representative III	1	0	0
2820/3406	Heavy Equipment Operator I / II	3	3	3
2420/3045	Utility Worker I / II	14	14	14
2415/3028	Meter Worker I / II	6	6	6
2405/2817	Customer Service Representative I / II	2	3	3
		<hr/> 45	<hr/> 45	<hr/> 45
	<u>SEWAGE COLLECTION</u>			
5034	Supervisor III - Sewage Collection	1	1	1
4231	Lead Supervisor - Sewage Collection	2	2	2
2820/3406	Heavy Equipment Operator I/II	1	1	1
2420/3045	Utility Worker I / II	8	8	8
		<hr/> 12	<hr/> 12	<hr/> 12
	<u>WASTEWATER TREATMENT</u>			
6416	Division Admin. - Wastewater Treatment	1	1	1
5420	Utility System Manager	0	1	1
4681	Supervisor II - Treatment Plant	1	0	0
4678	Treatment Plant Operator III	4	4	4
4237	Plant & Equipment Mechanic III	1	1	1
3340/4150	Treatment Plant Operator I / II	9	9	9
3258/3648	Plant & Equipment Mechanic I / II	3	3	3
		<hr/> 19	<hr/> 19	<hr/> 19
	<u>QUALITY CONTROL/ENVIRONMENTAL LAB</u>			
6040	Division Manager - Water QC/Environ. Lab	1	1	1

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	<u>QUALITY CONTROL/ENVIRONMENTAL LAB</u>			
5424	Industrial Waste Manager	1	1	1
5420	Utility Systems Manager	1	1	1
4611	Customer Service Inspector (Code Enf Ofcr)	1	1	1
3812/4002/4315/ 4829/4910	Laboratory Technical Trainee / I / II / III / IV	8	8	8
2702	Administrative Clerk II	1	1	1
		<u>13</u>	<u>13</u>	<u>13</u>
	<b>Department Full Time Total</b>	<b>144</b>	<b>144</b>	<b>142</b>
	<u>GRAND TOTALS</u>			
	<b>Grand Total Full-Time</b>	<b>1139</b>	<b>1126</b>	<b>1130</b>
	Total Part-Time	59	60	60
	Total Temporary/Grant Funded	153	153	134
	<b>Grand Total Part Time &amp; Temporary</b>	<b>212</b>	<b>213</b>	<b>194</b>

**GENERAL FUND  
FUNDED CAPITAL OUTLAY  
2011-2012 BUDGET**

COMMUNITY SERVICES

Zoological Gardens	Gator Tractor	\$9,130
		<hr/>
		<u>\$9,130</u>

CITY OF ABILENE, TEXAS

**WATER & SEWER OPERATING FUND  
FUNDED CAPITAL OUTLAY  
2011-2012 BUDGET**

WATER UTILITIES

Water Treatment	Water Meters and Vaults Replace and upgrade old raw water and treated water meters at NE and Grimes Water Treatment Plants	\$100,000
	System Improvements Upgrade chemical storage tanks and polymer system at Grimes WTP to comply with TCEQ order.	325,000
Water Distribution	Water Main Replacement Includes the cost of pipe, fixtures, and street paving to replace old mains and lay new lines.	760,000
	New Taps and Meters Includes the cost of meters, fixtures, and street paving to set new meters and water service taps.	225,000
	Utility Truck Replace NFA utility truck used since the Ivie project.	29,000
	Water Truck Used to wet down street cuts and repair sites from water & sewer cuts to reduce dust and protect streets.	75,000
Sewage Collection	Machinery Replace aging equipment on video inspection truck	55,000
	Sanitary Sewer Improvements Includes cost of pipe, fixtures, and street paving for sewer repairs	125,000
Wastewater Treatment	Machinery Replace 2 float station pumps and 4 Digester pumps and fixtures.	190,000
Quality Control	Machinery Replace aging ICP (Inductively Coupled Plasma torch) used in metals analysis for environmental samples	125,000
		<u>\$2,009,000</u>

CITY OF ABILENE, TEXAS

TRANSIT FUND  
FUNDED CAPITAL OUTLAY  
2011-2012 BUDGET

PUBLIC WORKS

FTA

Automated ADA Enunciators

\$150,000

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\$150,000

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**SOLID WASTE FUND  
FUNDED CAPITAL OUTLAY  
2011-2012 BUDGET**

PUBLIC WORKS

Solid Waste Services	Residential Containers	\$100,000
	Commercial Containers	50,000
	Roll off Containers	60,000
	Compactors	40,000
		<hr/>
		<u>\$250,000</u>

CITY OF ABILENE, TEXAS

**FLEET MAINTENANCE FUND  
FUNDED CAPITAL OUTLAY  
2011-2012 BUDGET**

FINANCE

Fleet Maintenance	4-Post Mobile Lift System	\$39,980
		<u>\$39,980</u>

CITY OF ABILENE, TEXAS

FY 2012 REPLACEMENT LIST

Unit #	Object	Fund	Division	Year	Current Equipment Type	New Equipment Type	Replacement Cost
3332	64300	100	2040	03	Compact SUV	1/2 Ton Pickup	\$18,500
3412	64300	100	4030	04	1/2 Ton Pickup	1/2 Ton Pickup	18,500
3821	64300	100	5015	07	Patrol Sedan	Patrol Sedan	32,250
3822	64300	100	5015	07	Patrol Sedan	Patrol Sedan	32,250
3825	64300	100	5015	07	Patrol Sedan	Patrol Sedan	32,250
3928	64300	100	5015	08	Patrol Sedan	Patrol Sedan	32,250
3929	64300	100	5015	08	Patrol Sedan	Patrol Sedan	32,250
3930	64300	100	5015	08	Patrol Sedan	Patrol Sedan	32,250
3931	64300	100	5015	08	Patrol Sedan	Patrol Sedan	32,250
3932	64300	100	5015	08	Patrol Sedan	Patrol Sedan	32,250
3933	64300	100	5015	08	Patrol Sedan	Patrol Sedan	32,250
3934	64300	100	5015	08	Patrol Sedan	Patrol Sedan	32,250
3935	64300	100	5015	08	Patrol Sedan	Patrol Sedan	32,250
3529	64300	100	5560	05	Mid-Size SUV	1/2 Ton Crew Cab Pickup	25,000
3320	64300	500	8040	03	1/2 Ton Ext Cab Pickup	1/2 Ton Ext Cab Pickup	21,900
3645	64300	500	8050	06	1/2 Ton Pickup	1/2 Ton Pickup	18,500
3785	64300	500	8050	07	1/2 Ton Pickup	1/2 Ton Pickup	18,500
3793	64300	500	8050	07	3/4 Ton Utility Truck	3/4 Ton Utility Truck	28,000
3440	64300	500	8060	04	3/4 Ton Utility Truck	3/4 Ton Utility Truck	28,000
3532	64300	500	8080	05	Astro Van	Full-Size SUV	33,800
<b>OBJECT 64300 TOTAL</b>							<b>\$565,450</b>
3121	64310	100	4030	01	Bucket Truck	Bucket Truck	\$68,000
2445	64310	100	4040	95	Water Truck	Water Truck	60,000
2866	64310	100	4040	99	Platform Dump Truck	Platform Dump Truck	78,000
3000	64310	100	4040	01	Dump Truck	Dump Truck	82,000
3613	64310	595	4060	06	Sideloader	Frontloader	260,000
3679	64310	595	4060	06	Frontloader	Frontloader	260,000
NBI	64310	100	5015	--	NBI	Paddy Wagon	48,000
3197	64310	100	7250	02	Mini-Bus	Mini-Bus	60,000
2730	64310	500	8070	97	Crane Truck	Crane Truck	65,000
<b>OBJECT 64310 TOTAL</b>							<b>\$981,000</b>
2603	64360	100	4040	82	Utility Trailer	Utility Trailer	\$3,000
3220	64360	595	4060	02	Tractor Loader	Tractor Loader	55,000
3449	64360	100	6060	04	Midmount Mower	Midmount Mower	17,000
3207	64360	100	7010	02	Tractor Mower	Tractor Mower	68,000
3447	64360	100	7010	04	8' Shredder	8' Shredder	5,000
3472	64360	100	7010	04	Flex Mower	Flex Mower	14,200
3589	64360	100	7010	05	Flex Mower	Flex Mower	14,200
3582	64360	100	7010	05	60" ZTR Mower	60" ZTR Mower	12,500
3583	64360	100	7010	05	60" ZTR Mower	60" ZTR Mower	12,500
3696	64360	100	7010	06	72" ZTR Mower	72" ZTR Mower	13,200
3703	64360	100	7010	06	72" ZTR Mower	72" ZTR Mower	13,200
3705	64360	100	7010	06	72" ZTR Mower	72" ZTR Mower	13,200
NBI	64360	600	9010	--	NBI	Utility Cart	10,000
<b>OBJECT 64360 TOTAL</b>							<b>\$251,000</b>
<b>TOTAL ALL OBJECTS</b>							<b>\$1,797,450</b>
<b>Summary by Operating Fund:</b>							
100	General Fund						\$998,750
500	Water Utilities Fund						213,700
595	Solid Waste & Recycling Fund						575,000
600	Fleet Maintenance						10,000
<b>TOTAL ALL FUNDS</b>							<b>\$1,797,450</b>

**GLOSSARY OF TERMS**

*This Budget contains specialized and technical terminology that is unique to public finance and budgeting. To assist the reader of the Budget in understanding these terms, a glossary of terms has been included.*

**ACCRUAL ACCOUNTING** - A basis of accounting in which debits and credits are recorded at the time they are incurred as opposed to when cash is actually received or spent.

**ACTIVITY** - A specified and distinguishable line of work performed by a Division.

**APPROPRIATION** - A legal authorization made by the City Council which permits City officials to incur obligations for a specific purpose. Each appropriation is made at the Fund and Department level, which is the highest level of budget control.

**APPROPRIATION UNIT** - One of five major objects categories including personal services, supplies, maintenance, other services and charges and capital outlay. This is the lowest level of budget control.

**ASSESSED VALUATION** - A value established by the Taylor County Central Tax Authority approximates market value of real or personal property. By state law one hundred percent (100%) of the property value is used for determining the basis for levying property taxes.

**ASSETS** - Resources owned or held by the City which have monetary value.

**BALANCED BUDGET** – Annual financial plan in which expenses do not exceed revenues.

**BOND** - A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayments of the principal are detailed in a bond ordinance. The most common type of bonds are general obligation (G.O.) and revenue (Water/Sewer) bonds. These are most frequently used for construction of large capital projects, such as buildings and streets.

**BUDGET** - A plan of financial operation embodying an estimate of proposed means of financing them. The term usually indicates a financial plan for a single fiscal year. The term "budget" is used in two senses in practice. Sometimes it designates the financial plan presented to the City Council for adoption and sometimes it designates the plan finally approved by that body. It is usually necessary to specify whether the budget under consideration is preliminary and tentative or whether it has been approved by the appropriating body.

**BUDGETARY CONTROL** - The control or management of the organization in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

**CAPITAL IMPROVEMENTS PROGRAM BUDGET** - A Capital Improvements Program (CIP) Budget is a separate budget from the operating budget. This 5 year plan includes items that are usually construction projects or major capital purchases designed to improve and maintain the value of the City's assets.

**CAPITAL OUTLAY** - Expenditures that result in the acquisition of or additions to fixed assets, i.e., vehicles, operating equipment, office equipment.

**CAPITAL PROJECTS** - Projects which purchase or construct capital assets. Typically a capital project encompasses a purchase of land and/or the construction of a building or facility.

**CASH ACCOUNTING** - A basis of accounting in which transactions are recorded when cash is either received or expended for goods and services.

**CDBG** - Community Development Block Grant

**CERTIFICATES OF OBLIGATION (C.O.s)** - A debt instrument that is issued by the City and has the same legal status as a general obligation bond. Proceeds from the issuance of the certificates may be used for construction of public works; purchase of materials, supplies, equipment, machinery, buildings, land, and right-of-ways for authorized needs and purposes; or payment of contractual obligations for professional services.

**DCOA** – Development Corporation of Abilene

**DEBT SERVICE** - The City's obligation to pay the principal and interest of general obligation and revenue bonds according to a predetermined payment schedule.

**DEFICIT** - The excess of expenditures over revenues during an accounting period; or, in the case of Enterprise and Intragovernmental Service Funds, the excess of expense over income during an accounting period.

**DELINQUENT TAXES** - Real or personal property taxes that remain unpaid on and after February 1st of each year upon which penalties and interests are assessed.

**DEPARTMENT** - A section of the total organization which is comprised of Divisions and is under the oversight of a Director who reports to the City Manager.

**DEPRECIATION** - The process of estimating and recording the lost usefulness, expired useful life or diminution of service from a fixed asset that cannot or will not be restored by repair and will be replaced. The cost of the fixed asset's lost usefulness is the depreciation or the cost to reserve in order to replace the item at the end of its useful life.

**DIRECT EXPENSES** - Those expenses which can be charged directly as a part of the cost of a service as distinguished from overhead and other indirect costs which must be prorated among several services or operating units.

**DIVISION** - A sub-section of a Department which carries out a specific line of work assigned to the Department.

**EFFECTIVE TAX RATE** - When compared to the same property, the tax rate which produces the same effect in terms of the total amount of taxes as compared to the prior year.

**ENCUMBRANCE** - The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for future expenditures.

**ENTERPRISE FUND** - A fund established to account for operations that are financed and operated in a manner similar to private business enterprises--where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

**EOC** – Emergency Operations Center

**EOP** – Emergency Operation Plan

**EXPENDITURES (EXPENSES)** - Decreases in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

**FISCAL YEAR** - The time period designated by the City signifying the beginning and ending period for recording financial transactions. The City of Abilene has a fiscal year of October 1 through September 30 as established by the City Charter.

**FIXED ASSETS** - Assets of long-term character which are intended to continue to be held or used, such as land, buildings, machinery, furniture and other equipment.

**FRANCHISE FEE** - A charge paid for the use of City streets and public right-of- ways.

**FUND** - A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

**FUND BALANCE** - Fund Balance is the excess of assets over liabilities.

**FUNDING SOURCE** - A funding source is specifically identified dollars allocated to meet budgeted requirements, expenses.

**GENERAL FUND** - The General Fund is the general operating fund of the City. It accounts for all financial resources except for those required to be accounted for in another fund. It includes basic operating services such as general administration, police and fire protection, parks and recreation, library, and street maintenance. It is a governmental fund type.

**GENERAL OBLIGATION BONDS (G.O.s)** - Legal debt instruments which finance a variety of public projects such as streets, buildings, and improvements. These bonds are backed by the full faith and credit of the issuing government and are financed through property tax revenues. In Texas, G.O. bonds must be authorized by public referenda.

**GOAL** - The result to be obtained by objectives.

**GRANT** - A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal governments. Grants are usually made for specified purposes.

**HOME** – Home Investment Partnerships Program

**INDIRECT COST** - A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned to one service.

**INTERGOVERNMENTAL REVENUE** - Grants, entitlements and cost reimbursements from another federal, state or local governments.

**INVESTMENT** - Securities and real estate purchased and held for the production of income in the form of interest, dividends, rentals or base payments.

**KAB** – Keep Abilene Beautiful

**LEC** – Law Enforcement Center

**LEVY** - The City Council has authority to impose or collect taxes, special assessments, or service charges.

**LIABILITIES** - Debt or other legal obligations arising out of transactions in the past, which must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

**LINE ITEM BUDGET** - A budget prepared along divisional lines that focuses on expenditure categories.

**LONG-TERM DEBT** - Debt with a maturity of more than one year after the date of issuance.

**MODIFIED ACCRUAL ACCOUNTING** - This accounting technique is a combination of cash and accrual accounting since expenditures are immediately incurred as a liability while revenues are not recorded until they are received or are "measurable" and available for "expenditure". Since this type of accounting basis is a conservative financial approach, it is recommended as the standard for most governmental funds.

**MPO** – Metropolitan Planning Organization

**OBJECT** - Expenditure classification according to the types of items purchased or services obtained.

**OBJECTIVE** - The course of action to obtain a specific goal.

**ONE-HALF CENT SALES TAX** - Effective January 1, 1990, an additional 1% sales tax was levied as a result of the election held in August, 1989. The City's sales tax rate is 2% that is the maximum allowed by state law. The additional 1% authorized 1/2% for property tax relief and 1/2% restricted for economic development. Of the total 2%, 1 1/2% is accounted for in the General Fund.

**OPERATING BUDGET** - Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing acquisition, spending, and service delivery activities of the City are controlled. The use of annual operating budgets is required by State law.

**PERSONAL PROPERTY** - Property classified by the State Property Tax Board including non-business vehicles, utilities, businesses and other tangible and intangible personal properties.

**PERSONAL SERVICES** - Cost related to compensating employees, including salaries, wages, insurance, payroll taxes, and retirement contributions.

**PROGRAM BUDGET** - A budget where in expenditures are based primarily on programs of work.

**PROPERTY TAX** - Taxes levied on all real and personal according to the property's valuation and the tax rate, in compliance with State Property Tax Code.

**RATING** - The credit worthiness of a city as evaluated by independent agencies.

**REAL PROPERTY** - Property classified by the State Property Tax Board including residential single and multi-family, vacant lots, acreage, farm and ranch improvements, commercial and industrial, and oil, gas and other mineral reserves.

**RECOVERY OF EXPENDITURES** - Established to recognize reimbursements for expenditures incurred (i.e. utility paving cuts - expense in Streets Division offset by revenue from utility company) in order to account for all operating expenses of a service; in other words, expenses are not netted against revenue. Under performance measuring, all costs must be accounted for to achieve a cost per unit.

**REPLACEMENT COST** - The cost as of certain date of a property which can render similar service (but which need not be of the same structural form) as the property to be replaced.

**RESERVE** - An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose and is, therefore, not available for general appropriation.

**REVENUE** - Increases net total assets from other than expense refunds, capital contributions, and residual equity transfers. Funds received as income.

**REVENUE BONDS** - Legal debt instruments which finance public projects for such services as water or sewer. Revenues from the public project are pledged to pay principal and interest of the bonds. In Texas Revenue bonds may or may not be authorized by public referenda.

**SERVICE ANALYSIS** - Specific quantitative and qualitative measures of work performed as an objective of the department.

**SRO** – School Resource Officer

**TAX BASE** - The assessed value of all property as established by the Taylor County Central Appraisal District.

**TAX LEVY** - The total amount to be raised by general property taxes for purposes specified in the Tax Levy Ordinance.

**TAX RATE** - The amount of tax levied for each \$100 of taxable valuation. The tax rate times taxable valuation equals the tax levy.

**TAXES** - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit.

**USER FEES** - The payment of a fee for direct receipt of a public service by the party benefiting from the service.

