



**Internal Service Funds**

*for the Fiscal Year Ending June 30, 2009*

**Equipment Revolving Fund**

**Information Services Funds**

**Municipal Service Annex Fund**

**Municipal Service Center Fund**

**Property and Liability Insurance Fund**

**Special Assessment Revolving Fund**





**Public Services Director .....Karen Murphy**



## Functional Organizational Chart

### Administrative Services

- Coordinates and monitors daily staff activities
- Coordinates safety and job specific training for staff
- Prepares equipment and vehicle specifications for the bid process
- Evaluates bids received and makes recommendations for purchase in the best interest of the City
- Administers department budget
- Coordinates Municipal Service Center building repairs and improvements
- Manages computerized fleet management program
- Administers annual blanket purchase orders with over 220 parts suppliers
- Specifies and obtains necessary supplies, equipment and tools
- Maintains two 20,000 gallon fuel tanks and a computerized fuel inventory program to supply unleaded and diesel fuel to all City departments as well as Emergency Medical Services and Senior Services
- Coordinates the disposal of used equipment and vehicles through trade-in, auction or the sealed bid process
- Maintains and updates short- and long-range capital plans for vehicle and equipment replacement annually by evaluating age, mileage and condition of each unit in the fleet
- Determines maintenance & replacement costs for fleet items, and establishes monthly rental charges accordingly
- Recommends new and improved equipment and vehicles to increase the safety and efficiency of City operations
- Actively participates in Department of Public Works Safety Committee

### Fleet Maintenance

- Provides equipment and vehicle preventative maintenance and repair services for the City fleet comprised of 423 vehicles and pieces of equipment used by the Assessing, Building, Clerk, Dial-A-Ride, Engineering, Fire, Housing, Landfill, Library, Parks, Planning, Police, Public Services, Wastewater and Water departments
- Performs in-house welding and fabrication services and offers these services to all City departments
- Fabricates specialty equipment, including custom truck bodies, trailers and leaf collection implements
- Operates three overlapping shifts to provide in-shop and on-site service from 4:00 a.m. – 5:30 p.m. Monday – Friday, with emergency on-call service available at all other times
- Engineers and implements creative solutions to rectify safety concerns raised by the department safety committees relating to vehicle and equipment safety
- Performs in-house diagnostics and repair on diesel and gasoline engines, transmissions and anti-lock brakes using state-of-the-art computerized diagnostic tools
- Conducts monthly building maintenance audit for the Municipal Service Center to check the operation of emergency lighting, fire extinguishers, eye wash stations and chemical showers

## Department at a Glance

<b>Funding Level Summary</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>Adjusted 2007-08 Budget</b>	<b>Estimated 2007-08 Budget</b>	<b>Adopted 2008-09 Budget</b>	<b>% of Change</b>
Equipment Maintenance	\$ 3,775,355	\$ 3,881,407	\$ 4,787,306	\$ 4,255,740	\$ 4,423,975	4.0%
<b>Total Department</b>	<b>\$ 3,775,355</b>	<b>\$ 3,881,407</b>	<b>\$ 4,787,306</b>	<b>\$ 4,255,740</b>	<b>\$ 4,423,975</b>	<b>4.0%</b>
Personal Services	\$ 1,090,451	\$ 1,399,288	\$ 1,386,192	\$ 1,405,637	\$ 1,491,564	6.1%
Supplies	805,238	814,207	774,980	790,892	790,980	0.0%
Other Services/Charges	518,938	496,300	504,432	504,576	553,431	9.7%
Miscellaneous	367,063	48,740	170,000	170,000	-	-100.0%
Capital Outlay	993,665	1,070,512	1,951,702	1,384,635	1,588,000	14.7%
Operating Transfers Out	-	52,360	-	-	-	0.0%
<b>Total Department</b>	<b>\$ 3,775,355</b>	<b>\$ 3,881,407</b>	<b>\$ 4,787,306</b>	<b>\$ 4,255,740</b>	<b>\$ 4,423,975</b>	<b>4.0%</b>

### Personnel Summary

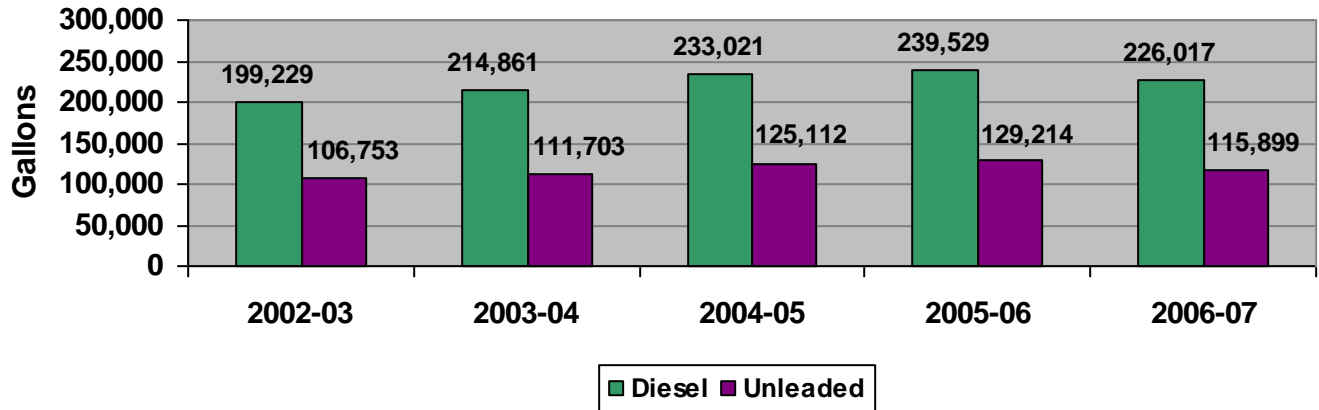
Full-Time	15	15	15	15	15
Part-Time	-	-	-	-	-
<b>Total Department</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>

## Service Statement

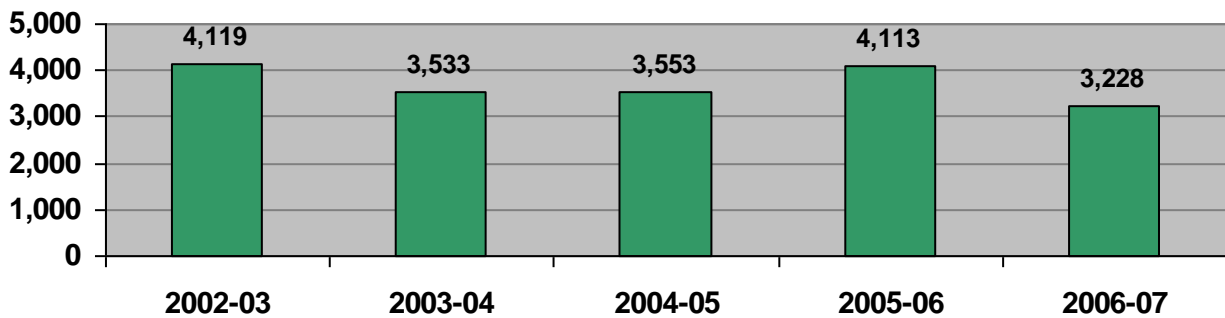
The department's scope of services includes: provide vehicle and equipment repair and preventative maintenance services; oversee building maintenance for the Municipal Service Center; develop bid specifications and make purchasing recommendations for new vehicles and equipment that meet the operational needs of City departments; provide in-house welding and fabrication services; operate fuel station for diesel and unleaded gasoline; manage disposal of used equipment via trade-in, auction or the sealed bid process.

## Key Departmental Trends

### Fuel Consumption (Diesel & Unleaded Gasoline)



### Work Orders Completed



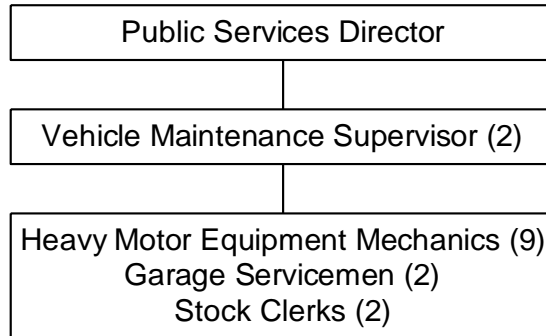
## Performance Objectives

<b>Performance Indicators (OUTPUT)</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>% Change</b>
Number of vehicles/equipment in fleet	423	423	0%
Diesel fuel dispensed (gallons)	239,529	226,017	-5.6%
Unleaded fuel dispensed (gallons)	129,214	115,899	-10.3%
Work orders processed**	4,113	3,228	-21.5%
Used oil recycled (gallons)	3,200	2,600	-18.8%

<b>Performance Indicators (EFFICIENCY)</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>% Change</b>
Average age of police patrol cars (years)	2.2	2.0	-9.1%
Average age of salt/plow trucks (years)	6.0	5.6	-6.7%

\*\*Mechanics started writing their own work orders in fiscal year 2006-07, and were able to consolidate multiple requests on one work order. The intent was to reduce the paperwork involved in tracking repairs.

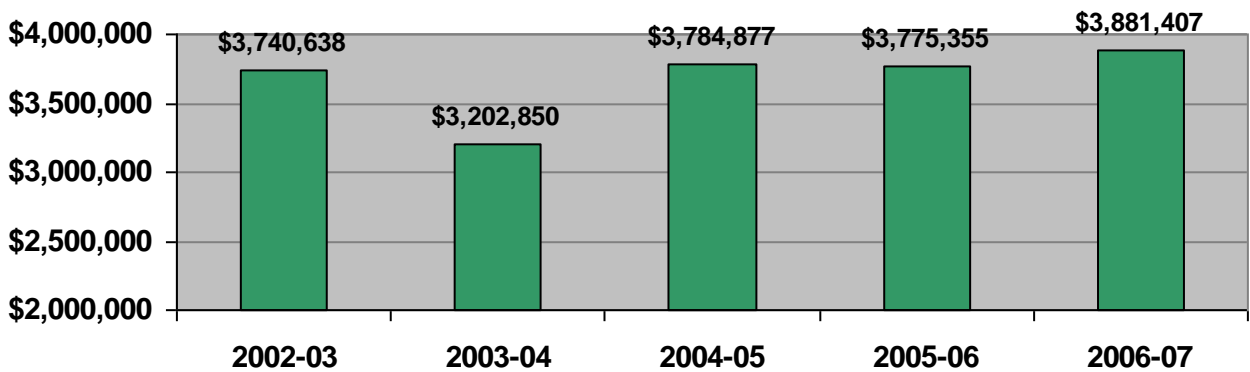
## Organizational Chart



<b>Staff Summary</b>	<b>Approved 2006-07</b>	<b>Approved 2007-08</b>	<b>Approved 2008-09</b>
Vehicle Maintenance Supervisor	2	2	2
Stock Clerk	2	2	2
Garage Serviceperson	4	2	2
Heavy Motor Equipment Mechanic	7	9	9

## Summary of Budget Changes

### 5-Year Operating Budget History



# Equipment Revolving Fund

## EQUIPMENT REVOLVING FUND DETAIL OF BUDGET APPROPRIATIONS AND REVENUES Fiscal Year Ending June 30, 2009

	2006-07	2007-08		2008-09
	Actual	Budget	Estimate	Adopted
<b>Operating Revenues</b>				
Equipment rental	\$ 3,065,566	\$ 3,355,086	\$ 3,355,086	\$ 3,690,958
Gas and oil sales	69,812	51,500	70,000	65,000
Equipment maintenance	85,672	150,000	85,000	85,000
<b>Total operating revenues</b>	<b>3,221,050</b>	<b>3,556,586</b>	<b>3,510,086</b>	<b>3,840,958</b>
<b>Operating Expenses</b>				
Personal services	1,090,649	1,159,757	1,179,202	1,491,564
Supplies	814,207	774,980	790,892	790,980
Other charges	496,300	479,432	479,576	528,431
Reserve for contingencies	-	25,000	25,000	25,000
<b>Total operating expenses</b>	<b>2,401,156</b>	<b>2,439,169</b>	<b>2,474,670</b>	<b>2,835,975</b>
<b>Net operating income (loss)</b>	<b>819,894</b>	<b>1,117,417</b>	<b>1,035,416</b>	<b>1,004,983</b>
<b>Non-operating Revenues (Expenses)</b>				
Investment earnings	106,601	98,639	80,000	60,000
Sale of assets - net	126,537	100,820	97,829	96,380
Miscellaneous revenue	14,541	21,362	26,843	1,500
Miscellaneous expense	(357,379)	(396,435)	(396,435)	-
<b>Total non-operating revenues (expenses)</b>	<b>(109,700)</b>	<b>(175,614)</b>	<b>(191,763)</b>	<b>157,880</b>
<b>Other Financing Sources (Uses)</b>				
Loan proceeds	-	1,000,000	-	-
Transfer to other funds	(52,360)	-	-	-
Transfer from other funds	11,700	49,800	49,800	-
Investment in assets	(1,070,512)	(1,951,702)	(1,384,635)	(1,588,000)
<b>Total other financing sources (uses)</b>	<b>(1,111,172)</b>	<b>(901,902)</b>	<b>(1,334,835)</b>	<b>(1,588,000)</b>
<b>Excess of Revenues and Other Sources Over (Under) Expenditures and Other Uses</b>	<b>(400,978)</b>	<b>39,901</b>	<b>(491,182)</b>	<b>(425,137)</b>
<b>Working Capital - beginning of year</b>	<b>2,105,813</b>	<b>1,704,835</b>	<b>1,704,835</b>	<b>1,213,653</b>
<b>Working Capital - end of year</b>	<b>\$ 1,704,835</b>	<b>\$ 1,744,736</b>	<b>\$ 1,213,653</b>	<b>\$ 788,516</b>

# Equipment Revolving Fund

## EQUIPMENT REVOLVING FUND FIVE-YEAR FINANCIAL PLAN

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13
<b>Operating Revenues</b>						
Equipment rental - operations	\$ 3,355,086	\$ 3,690,958	\$ 4,133,873	\$ 4,588,599	\$ 5,047,459	\$ 5,501,730
Gas and oil sales	70,000	65,000	66,950	68,959	71,028	73,159
Equipment maintenance	85,000	85,000	87,550	90,177	92,882	95,668
Total operating revenues	<u>3,510,086</u>	<u>3,840,958</u>	<u>4,288,373</u>	<u>4,747,735</u>	<u>5,211,369</u>	<u>5,670,557</u>
<b>Operating Expenses</b>						
Personal services	1,179,202	1,491,564	1,558,684	1,628,825	1,702,122	1,778,717
Supplies	790,892	790,980	810,755	831,024	851,800	873,095
Other services and charges	479,576	528,431	541,642	555,183	569,063	583,290
Reserve for contingencies	25,000	25,000	25,000	25,000	25,000	25,000
Total operating expenses	<u>2,474,670</u>	<u>2,835,975</u>	<u>2,936,081</u>	<u>3,040,032</u>	<u>3,147,985</u>	<u>3,260,102</u>
Net operating income	<u>1,035,416</u>	<u>1,004,983</u>	<u>1,352,292</u>	<u>1,707,703</u>	<u>2,063,384</u>	<u>2,410,455</u>
<b>Non-operating Revenues (Expenses)</b>						
Investment earnings	80,000	60,000	21,684	18,518	21,312	17,560
Sale of assets	97,829	96,380	96,380	96,380	96,380	96,380
Miscellaneous revenue	26,843	1,500	1,500	1,500	1,500	1,500
Miscellaneous expense	(396,435)	-	-	-	-	-
Total non-operating revenues (expenses)	<u>(191,763)</u>	<u>157,880</u>	<u>119,564</u>	<u>116,398</u>	<u>119,192</u>	<u>115,440</u>
<b>Other Financing Sources (Uses)</b>						
Transfer from other funds	49,800	-	-	-	-	-
Investment in assets	(1,384,635)	(1,588,000)	(1,587,000)	(1,722,500)	(2,319,000)	(2,537,500)
Total other financing sources (uses)	<u>(1,334,835)</u>	<u>(1,588,000)</u>	<u>(1,587,000)</u>	<u>(1,722,500)</u>	<u>(2,319,000)</u>	<u>(2,537,500)</u>
Excess of Revenues and Other Sources Over (Under) Expenditures and Other Uses	(491,182)	(425,137)	(115,144)	101,601	(136,424)	(11,605)
<b>Working Capital - beginning of year</b>	<u>1,704,835</u>	<u>1,213,653</u>	<u>788,516</u>	<u>673,372</u>	<u>774,973</u>	<u>638,549</u>
<b>Working Capital - end of Year</b>	<u>\$ 1,213,653</u>	<u>\$ 788,516</u>	<u>\$ 673,372</u>	<u>\$ 774,973</u>	<u>\$ 638,549</u>	<u>\$ 626,944</u>
Working capital goal - operations	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Working capital for investment in assets	1,163,653	738,516	623,372	724,973	588,549	576,944
	<u>\$ 1,213,653</u>	<u>\$ 788,516</u>	<u>\$ 673,372</u>	<u>\$ 774,973</u>	<u>\$ 638,549</u>	<u>\$ 626,944</u>
<b>ASSUMPTIONS:</b>						
Rental rate increases:						
2008/09		10%				
2009/10		12%				
2010/11		11%				
2011/12		10%				
2012/13		9%				
Labor and benefits annual increase		4.5%				
Operating expense increase per year		2.5%				
Investment earnings on working capital		2.75%				
Investment in assets: ten-year capital plan						



**Fiscal Services Director ..... David A. Keenan**  
**Information Services Manager ..... Tadd Underhill**  
**Assistant Information Services Manager ..... Chris Miller**  
**GIS Manager ..... Tony Foisy**



## Functional Organizational Chart

### Administrative Functions

- Prepares and administers IS budget
- Keeps abreast of technological changes
- Develops short- and long-term plans
- Manages purchases and implementation
- Establishes standards in coordination with City departments
- Recommends and adopts policies
- Maintains software and equipment inventory
- Maintains relationships with City departments
- Coordinates and evaluates staff development and activities
- Develops and implements training programs for City employees

### Applications Support

- Performs requirements analysis to determine application software needs
- Recommends and implements application software
- Provides initial and ongoing training
- Functions as front line support and acts as the liaison between software vendors and end users to resolve issues
- Implements change requests and enhancements
- Responsible for successful software upgrades
- Custom programming and interfaces
- Maintenance of Intranet and Internet web sites

### Client Support

- Provides hardware support and maintenance
- Provides desktop software support and maintenance
- Purchases and installs new equipment and software
- Serves as the contact with various vendors

### Infrastructure Support

- Network administration
- iSeries management
- GIS systems management
- Support of all technology needed to provide data communications
- Responsible for installation, maintenance and upgrade of network and iSeries operating systems and software
- Responsible for communications and network equipment, and iSeries maintenance
- Develops and executes backup procedures
- Maintains e-mail and enterprise fax communication gateways
- Responsible for network, telecommunication, and iSeries security
- Maintenance and support of telecommunication systems

## Department at a Glance

<b>Funding Level Summary</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>Adjusted 2007-08 Budget</b>	<b>Estimated 2007-08 Budget</b>	<b>Adopted 2008-09 Budget</b>	<b>% of Change</b>
Operations	\$ 1,239,032	\$ 1,117,980	\$ 1,190,856	\$ 1,149,075	\$ 1,174,647	2.2%
Computer Rental	154,372	190,496	354,716	302,433	161,941	-46.5%
GIS	334,762	459,895	631,284	532,829	482,260	-9.5%
<b>Total Department</b>	<b>\$ 1,728,166</b>	<b>\$ 1,768,371</b>	<b>\$ 2,176,856</b>	<b>\$ 1,984,337</b>	<b>\$ 1,818,848</b>	<b>-8.3%</b>
Personal Services	\$ 678,537	\$ 715,784	\$ 751,370	\$ 754,516	\$ 948,496	25.7%
Supplies	29,000	97,314	265,600	213,443	37,600	-82.4%
Other Services/Charges	538,326	770,033	747,025	668,322	700,752	4.9%
Miscellaneous	58,820	(10,783)	129,861	129,861	-	-100.0%
Capital Outlay	423,483	196,023	283,000	218,195	132,000	-39.5%
<b>Total Department</b>	<b>\$ 1,728,166</b>	<b>\$ 1,768,371</b>	<b>\$ 2,176,856</b>	<b>\$ 1,984,337</b>	<b>\$ 1,818,848</b>	<b>-8.3%</b>

### Personnel Summary

Full-Time	8	9	8	8	8
Part-Time	-	-	-	-	-
<b>Total Department</b>	<b>8</b>	<b>9</b>	<b>8</b>	<b>8</b>	<b>8</b>

## Service Statement

The Information Services Department supports the computerization needs for all departments in the City. The result of this computer automation is an improvement in the productivity and accuracy of routine tasks and assistance in controlling and reducing operating costs. Fast availability to tremendous amounts of information stored on City servers is critical to the duties assigned to many employees.

Computer support is provided to personnel in fifteen building locations throughout the City. The City's web site is available to all citizens or other interested parties around the world. Information Services staff members are on call around the clock to provide computer access 24 hours a day, every day of the year.

There are six technology platforms which the City of Midland personnel rely on for automation and electronic communication. The first is an IBM iSeries minicomputer. This system stores the software and processes the data related to the financial, utility, parcel, and public safety needs of the City. The second platform consists of the file servers that handle e-mail, calendar, voicemail, web, and other systems. These servers also provide file storage for all employees' word processing documents, spreadsheet files, and other documents. The third platform consists of the personal computers that are installed on the desks of many employees. The Microsoft Office suite is installed on every desktop PC to provide convenient access to word processing and spreadsheet applications. Microsoft Exchange/Outlook is used for calendaring and e-mail functions and provides for internal and external communications. The fourth platform consists of the network infrastructure which connects all City facilities to centralized server and telephone resources. The fifth platform consists of the Avaya telephone systems installed in most major City facilities. The integrated phone systems provide for consistent features, centralized voicemail, four-digit dialing between employees, and aggregated telephone service. The final platform is the Geographic Information System (GIS). GIS allows information such as floodplain locations, or all commercial zoned properties in the city to be displayed in an easy to read graphical format on a computer.

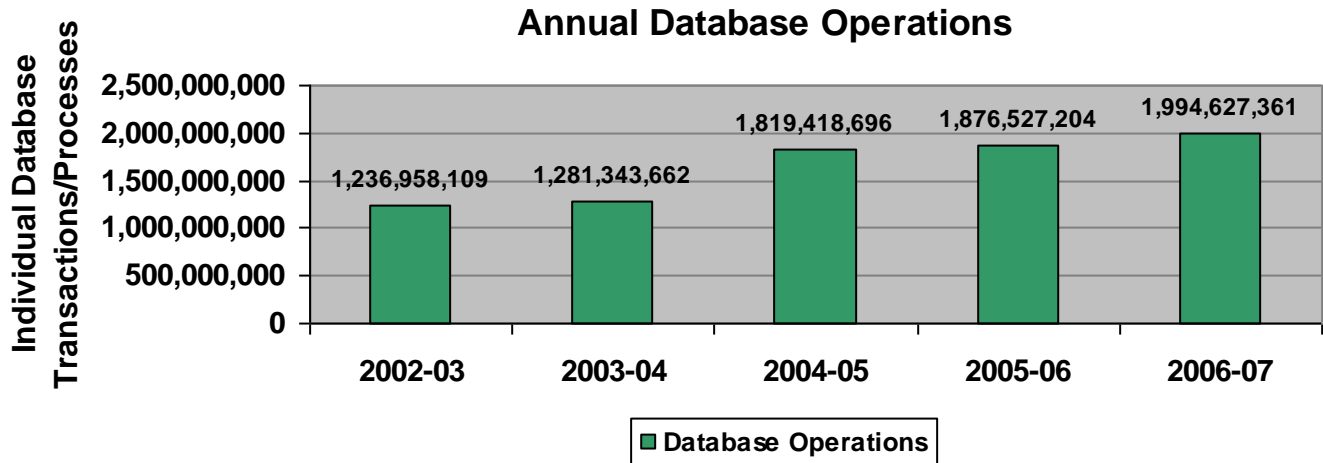
Approximately 345 computers, scanners, and laser printers are covered under a four-year replacement and maintenance plan. The replacement process cycles equipment out of production that has reached the end of its useful life. The new equipment generally performs the required functions faster and allows staff to be more productive. In terms of routine PC maintenance, equipment repairs are performed as needed and a number of software applications and processes are routinely handled. First, all computers are updated daily with antivirus definitions. Anti-spyware software has also been deployed. Fixes from Microsoft for the operating system and office suite are downloaded and automatically installed as needed. Finally, anti-spam software greatly reduces the amount of useless email employees receive.

Information Services personnel allocate considerable resources to maintaining existing equipment, software, and infrastructure. The activities involve a number of different tasks such as resolving program bugs, answering user questions about software functionality, software enhancements, hardware maintenance, training, etc. Many of these activities are related to the HTE software modules such as Tax Billing, Land Management, General Ledger, etc. Over 20 HTE modules are currently deployed within City departments.

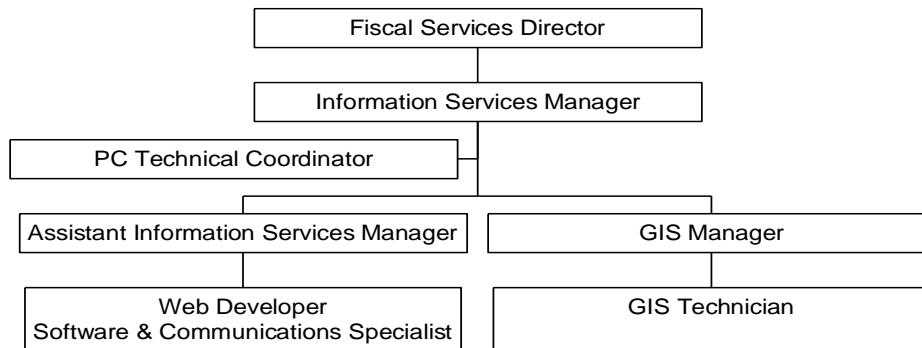
Because of the ever increasing amount of data that must be protected against loss, Information Services has deployed and maintains a disk-to-disk-to-tape (D2D2T) backup system. This system provides nightly, fast, secure, and reliable backups. Backups are stored on high capacity hard drives on a daily basis and are automatically offloaded to tape once per week. Disaster recovery testing is regularly performed to ensure that data can be recovered in an emergency.

## Key Departmental Trends

This chart represents the utilization of the following enterprise software modules: Application Tracking, Accounts Receivable, Business Licenses, Building Permits, Code Enforcement, Crimes Management System, Fires Management System, Fixed Assets, Fleet Management, General Ledger, Human Resources, Land/Parcel Management, Loans/Special Assessments, Parking Tickets, Payroll/Personnel/Pension Payroll, Planning and Zoning, Purchasing/Inventory, Tax Billing, Utility Billing/Customer Information, and Work Orders/Facilities Management.



## Organizational Chart



Staff Summary	Approved 2006-07	Approved 2007-08	Approved 2008-09
Information Services Manager	1	1	1
Assistant Information Services Manager	1	1	1
Geographical Information Services Manager	1	1	1
Software & Communications Specialist	2	2	2
Web Developer	1	1	1
Geographical Information Services Technician	1	1	1
PC Technical Coordinator	1	1	1

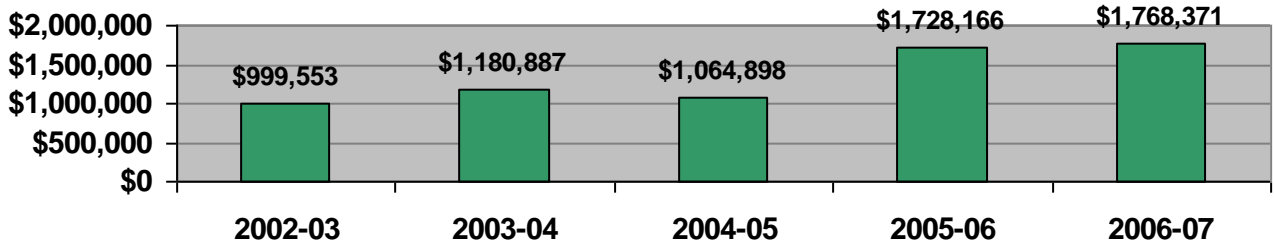
## Summary of Budget Changes

### Significant Notes – 2008-09 Budget Compared to 2007-08 Budget

Capital purchase requests have been reduced from \$125,000 to \$95,000 in the operations fund and computer replacements will now occur every five years instead of four for the rental fund.

### 5-Year Operating Budget History

The implementation of the geographic information system began during the 2005-2006 budget year and accounts for the increase from 2005 through 2007.



**INFORMATION SERVICES - OPERATIONS FUND**  
**DETAIL OF BUDGET APPROPRIATIONS AND REVENUES**  
**Fiscal Year Ending June 30, 2009**

	2006-07	2007-08		2008-09
	Actual	Budget	Estimate	Adopted
<b>Operating Revenues</b>				
EDP charges - outside	\$ 2,500	\$ -	\$ -	\$ -
EDP charges - internal	949,986	969,000	969,000	969,000
PC service rental charge	100,000	104,116	104,116	135,041
<b>Total operating revenues</b>	<b>1,052,486</b>	<b>1,073,116</b>	<b>1,073,116</b>	<b>1,104,041</b>
<b>Operating Expenses</b>				
Personal services	565,411	559,130	555,399	700,561
Supplies	10,442	18,600	13,726	18,600
Other charges	420,286	375,559	342,383	360,486
<b>Total operating expenses</b>	<b>996,139</b>	<b>953,289</b>	<b>911,508</b>	<b>1,079,647</b>
<b>Net operating income (loss)</b>	<b>56,347</b>	<b>119,827</b>	<b>161,608</b>	<b>24,394</b>
<b>Non-operating Revenues (Expenses)</b>				
Investment earnings	63,050	60,000	39,047	33,600
Miscellaneous revenue	-	-	93	-
Miscellaneous expense	14,834	(112,567)	(112,567)	-
<b>Total non-operating revenues (expenses)</b>	<b>77,884</b>	<b>(52,567)</b>	<b>(73,427)</b>	<b>33,600</b>
<b>Other Financing Sources (Uses)</b>				
Investment in assets	(136,675)	(125,000)	(125,000)	(95,000)
<b>Total other financing sources (uses)</b>	<b>(136,675)</b>	<b>(125,000)</b>	<b>(125,000)</b>	<b>(95,000)</b>
<b>Excess of Revenues and Other Sources Over (Under) Expenditures and Other Uses</b>	<b>(2,444)</b>	<b>(57,740)</b>	<b>(36,819)</b>	<b>(37,006)</b>
<b>Working Capital - beginning of year</b>	<b>1,180,778</b>	<b>1,178,334</b>	<b>1,178,334</b>	<b>1,141,515</b>
<b>Working Capital - end of year</b>	<b>\$ 1,178,334</b>	<b>\$ 1,120,594</b>	<b>\$ 1,141,515</b>	<b>\$ 1,104,509</b>
<b>Working Capital</b>				
Reserved for equipment replacement	\$ 100,000	\$ 200,000	\$ 200,000	\$ 300,000
Unreserved	1,078,334	920,594	941,515	804,509
	<b>\$ 1,178,334</b>	<b>\$ 1,120,594</b>	<b>\$ 1,141,515</b>	<b>\$ 1,104,509</b>

## INFORMATION SERVICES - OPERATIONS FUND FIVE-YEAR FINANCIAL PLAN

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13
<b>Operating Revenues</b>						
EDP charges - internal	\$ 969,000	\$ 969,000	\$ 978,690	\$ 988,477	\$ 998,362	\$ 1,008,346
PC rental service charge	104,116	135,041	141,118	147,468	154,104	161,039
Total operating revenues	<u>1,073,116</u>	<u>1,104,041</u>	<u>1,119,808</u>	<u>1,135,945</u>	<u>1,152,466</u>	<u>1,169,385</u>
<b>Operating Expenses</b>						
Personal services	555,399	700,561	732,086	765,030	799,456	835,432
Supplies	13,726	18,600	19,158	19,733	20,325	20,935
Other charges	342,383	360,486	345,551	355,918	366,596	377,594
Total operating expenses	<u>911,508</u>	<u>1,079,647</u>	<u>1,096,795</u>	<u>1,140,681</u>	<u>1,186,377</u>	<u>1,233,961</u>
Net operating income (loss)	<u>161,608</u>	<u>24,394</u>	<u>23,013</u>	<u>(4,736)</u>	<u>(33,911)</u>	<u>(64,576)</u>
<b>Non-operating Revenues (Expenses)</b>						
Investment earnings	39,047	33,600	30,374	29,230	20,416	17,432
Miscellaneous expense	(112,474)	-	-	-	-	-
Total non-operating revenues (expenses)	<u>(73,427)</u>	<u>33,600</u>	<u>30,374</u>	<u>29,230</u>	<u>20,416</u>	<u>17,432</u>
<b>Other Financing Sources (Uses)</b>						
Investment in assets	(125,000)	(95,000)	(95,000)	(345,000)	(95,000)	(95,000)
Total other financing sources (uses)	<u>(125,000)</u>	<u>(95,000)</u>	<u>(95,000)</u>	<u>(345,000)</u>	<u>(95,000)</u>	<u>(95,000)</u>
Excess of Revenues and Other Sources Over (Under) Expenditures and Other Uses	(36,819)	(37,006)	(41,613)	(320,506)	(108,495)	(142,144)
<b>Working Capital - beginning of year</b>	<u>1,178,334</u>	<u>1,141,515</u>	<u>1,104,509</u>	<u>1,062,896</u>	<u>742,389</u>	<u>633,894</u>
<b>Working Capital - end of year</b>	<u>\$ 1,141,515</u>	<u>\$ 1,104,509</u>	<u>\$ 1,062,896</u>	<u>\$ 742,389</u>	<u>\$ 633,894</u>	<u>\$ 491,750</u>
Working capital - equipment replacement	\$ 200,000	\$ 300,000	\$ 300,000	\$ 25,000	\$ 25,000	\$ 25,000
Working capital - operations	941,515	804,509	762,896	717,389	608,894	466,750
	<u>\$ 1,141,515</u>	<u>\$ 1,104,509</u>	<u>\$ 1,062,896</u>	<u>\$ 742,389</u>	<u>\$ 633,894</u>	<u>\$ 491,750</u>
<b>ASSUMPTIONS:</b>						
Working capital goal	\$ 100,000					
EDP Charges-Internal revenues projections:						
2008-09		0%				
2009-10 thereafter		1%				
PC Service Rental revenue projections		4.5%				
Personal services annual increase		4.5%				
Other charges increase per year		3%				
Supplies annual increase		3%				
Investment earnings on working capital		2.75%				
Investment in assets: five-year capital plan						

**INFORMATION SERVICES - COMPUTER RENTAL FUND**  
**DETAIL OF BUDGET APPROPRIATIONS AND REVENUES**  
 Fiscal Year Ending June 30, 2009

	2006-07	2007-08		2008-09
	Actual	Budget	Estimate	Adopted
<b>Operating Revenues</b>				
Computer rental	\$ 180,036	\$ 194,100	\$ 193,975	\$ 194,095
Total operating revenues	180,036	194,100	193,975	194,095
<b>Operating Expenses</b>				
Supplies	83,394	235,000	187,717	10,000
Other charges	105,500	109,716	109,716	146,941
Total operating expenses	188,894	344,716	297,433	156,941
Net operating income (loss)	(8,858)	(150,616)	(103,458)	37,154
<b>Non-operating Revenues</b>				
Investment earnings	16,376	16,193	8,450	7,900
Miscellaneous revenue	9,742	500	6,500	2,500
Total non-operating revenues	26,118	16,693	14,950	10,400
<b>Other Financing Sources (Uses)</b>				
Investment in assets	(1,602)	(10,000)	(5,000)	(5,000)
Total other financing sources (uses)	(1,602)	(10,000)	(5,000)	(5,000)
Excess of Revenues and Other Sources Over (Under) Expenditures and Other Uses	15,658	(143,923)	(93,508)	42,554
<b>Working Capital - beginning of year</b>	333,770	349,428	349,428	255,920
<b>Working Capital - end of year</b>	\$ 349,428	\$ 205,505	\$ 255,920	\$ 298,474

## INFORMATION SERVICES - COMPUTER RENTAL FUND FIVE-YEAR FINANCIAL PLAN

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13
<b>Operating Revenues</b>						
Computer rental	\$ 193,975	\$ 194,095	\$ 199,918	\$ 205,916	\$ 212,093	\$ 218,456
<b>Operating Expenses</b>						
Supplies	187,717	10,000	56,300	96,609	82,927	183,255
Other charges	109,716	146,941	153,553	160,463	167,684	175,230
Total operating expenses	297,433	156,941	209,853	257,072	250,611	358,485
Net operating income	(103,458)	37,154	(9,935)	(51,156)	(38,518)	(140,029)
<b>Non-operating Revenue (Expenses)</b>						
Investment earnings	8,450	7,900	8,208	8,092	6,839	5,899
Miscellaneous revenue	6,500	2,500	2,500	2,500	2,500	2,500
Total non-operating revenues (expenses)	14,950	10,400	10,708	10,592	9,339	8,399
<b>Other Financing Sources (Uses)</b>						
Investment in assets	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
Total other financing sources (uses)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
Excess of Revenues and Other Sources Over (Under) Expenditures and Other Uses	(93,508)	42,554	(4,227)	(45,564)	(34,179)	(136,630)
<b>Working Capital - beginning of year</b>	349,428	255,920	298,474	294,247	248,683	214,504
<b>Working Capital - end of year</b>	\$ 255,920	\$ 298,474	\$ 294,247	\$ 248,683	\$ 214,504	\$ 77,874

**ASSUMPTIONS:**

Working capital goal	\$ 50,000
Computer rental rate increase	
2008/09	0.00%
2009/10 thereafter	3.00%
Supplies annual increase	3.00%
Other charges increase per year	4.50%
Investment earnings on working capital	2.75%
Investment in assets: five-year capital plan	
Computers are on a five-year replacement schedule	

GEOGRAPHIC INFORMATION SYSTEMS FUND  
 DETAIL OF BUDGET APPROPRIATIONS AND REVENUES  
 Fiscal Year Ending June 30, 2009

	2006-07	2007-08		2008-09
	Actual	Budget	Estimate	Adopted
<b>Operating Revenues</b>				
GIS charges	\$ -	\$ -	\$ -	\$ 430,000
Total operating revenues	-	-	-	430,000
<b>Operating Expenses</b>				
Personal services	150,373	192,240	199,117	247,935
Supplies	3,478	12,000	12,000	9,000
Other charges	244,247	231,750	216,223	163,325
Reserve for contingencies	-	30,000	-	30,000
Total operating expenses	398,098	465,990	427,340	450,260
Net operating income (loss)	(398,098)	(465,990)	(427,340)	(20,260)
<b>Non-operating Revenues</b>				
Investment earnings	18,280	14,000	12,000	9,500
Miscellaneous expense	(4,051)	(17,294)	(17,294)	-
Total non-operating revenues (expenses)	14,229	(3,294)	(5,294)	9,500
<b>Other Financing Sources (Uses)</b>				
Investment in assets	(57,746)	(148,000)	(88,195)	(32,000)
Operating transfers in	685,000	430,000	430,000	-
Total other financing sources (uses)	627,254	282,000	341,805	(32,000)
Excess of Revenues and Other Sources Over (Under) Expenditures and Other Uses	243,385	(187,284)	(90,829)	(42,760)
<b>Working Capital - beginning of year</b>	158,680	402,065	402,065	311,236
<b>Working Capital - end of year</b>	\$ 402,065	\$ 214,781	\$ 311,236	\$ 268,476

## GEOGRAPHIC INFORMATION SYSTEMS FUND FIVE-YEAR FINANCIAL PLAN

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13
<b>Operating Revenues</b>						
GIS charges	\$ -	\$ 430,000	\$ 434,300	\$ 438,643	\$ 443,029	\$ 447,459
Total operating revenues	-	430,000	434,300	438,643	443,029	447,459
<b>Operating Expenses</b>						
Personal services	199,117	247,935	259,092	270,751	282,935	295,667
Supplies	12,000	9,000	9,270	9,548	9,834	10,129
Other charges	216,223	163,325	168,225	173,272	178,470	183,824
Reserve for contingencies	-	30,000	-	-	-	-
Total operating expenses	427,340	450,260	436,587	453,571	471,239	489,620
Net operating income (loss)	(427,340)	(20,260)	(2,287)	(14,928)	(28,210)	(42,161)
<b>Non-operating Revenues (Expenses)</b>						
Investment earnings	12,000	9,500	7,383	6,836	5,651	4,343
Miscellaneous expense	(17,294)	-	-	-	-	-
Total non-operating revenues (expenses)	(5,294)	9,500	7,383	6,836	5,651	4,343
<b>Other Financing Sources (Uses)</b>						
Investment in assets	(88,195)	(32,000)	(25,000)	(35,000)	(25,000)	(55,000)
Operating transfers in	430,000	-	-	-	-	-
Total other financing sources (uses)	341,805	(32,000)	(25,000)	(35,000)	(25,000)	(55,000)
Excess of Revenues and Other Sources Over (Under) Expenditures and Other Uses	(90,829)	(42,760)	(19,904)	(43,092)	(47,559)	(92,818)
<b>Working Capital - beginning of year</b>	<b>402,065</b>	<b>311,236</b>	<b>268,476</b>	<b>248,573</b>	<b>205,480</b>	<b>157,921</b>
<b>Working Capital - end of year</b>	<b>\$ 311,236</b>	<b>\$ 268,476</b>	<b>\$ 248,573</b>	<b>\$ 205,480</b>	<b>\$ 157,921</b>	<b>\$ 65,103</b>

### ASSUMPTIONS:

Working capital goal	\$ 50,000
GIS Charges revenues projections:	
2008-09	0.0%
2009-10 thereafter	1.0%
Personal services annual increase	4.5%
Other charges increase per year	3%
Supplies and Other charges annual increase	3%
Investment earnings on working capital	2.75%
Investment in assets: five-year capital plan	





**Director of Public Services .....Karen Murphy**



## Department at a Glance

Funding Level Summary	2005-06 Actual	2006-07 Actual	Adjusted 2007-08 Budget	Estimated 2007-08 Budget	Adopted 2008-09 Budget	% of Change
Building Operations	\$ -	\$ -	\$ 310,051	\$ 316,381	\$ 18,220	-94.2%
<b>Total Department</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 310,051</b>	<b>\$ 316,381</b>	<b>\$ 18,220</b>	<b>-94.2%</b>
Personal Services	\$ -	\$ -	\$ -	\$ 380	\$ 1,120	194.7%
Supplies	-	-	-	200	400	100.0%
Other Services/Charges	-	-	-	5,750	11,700	103.5%
Capital Outlay	-	-	310,051	310,051	5,000	-98.4%
<b>Total Department</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 310,051</b>	<b>\$ 316,381</b>	<b>\$ 18,220</b>	<b>-94.2%</b>

## Service Statement

To support increasing activities in and around the Downtown area, the City of Midland acquired 7.97 acres of land and a 10,000 square foot storage building from 4D Old Castle Inc. at their industrial site on River Road in 2008.

The land and storage building will be shared by the Parks, Planning, Utilities and Engineering Departments. These departments will store such items as the portable stage, iceless skating rink, mowers, housing rehabilitation materials, traffic signs, and large sections of water main pipe. In addition to increasing materials storage capacity, the building will provide the opportunity to place manpower and resources in close proximity to the Downtown area.

In addition to the General Fund and Water Fund, further the acquisition occurred through the generous participation of the Herbert H. and Grace A. Dow, Rollin M. Gerstacker, and Charles J. Strosacker Foundations.



# Municipal Service Annex

## MUNICIPAL SERVICE ANNEX FUND DETAIL OF BUDGET APPROPRIATIONS AND REVENUES Fiscal Year Ending June 30, 2009

	2006-07	2007-08		2008-09
	Actual	Budget	Estimate	Adopted
<b>Operating Revenues</b>				
Building rental	\$ -	\$ -	\$ 6,330	\$ 18,220
Total operating revenues	-	-	6,330	18,220
<b>Operating Expenses</b>				
Personal services	-	-	380	1,120
Supplies	-	-	200	400
Other charges	-	-	3,250	6,700
Reserve for contingencies	-	-	2,500	5,000
Total operating expenses	-	-	6,330	13,220
Net operating income (loss)	-	-	-	5,000
<b>Non-operating Revenues (Expenses)</b>				
Miscellaneous revenue	-	200,000	200,000	-
Investment earnings	-	-	500	500
Total non-operating revenues (expenses)	-	200,000	200,500	500
<b>Other Financing Sources (Uses)</b>				
Investment in assets	-	(310,051)	(310,051)	(5,000)
Operating transfers in	-	110,051	110,051	-
Total other financing sources (uses)	-	(200,000)	(200,000)	(5,000)
Excess of Revenues and Other Sources Over (Under) Expenditures and Other Uses	-	-	500	500
<b>Working Capital - beginning of year</b>	-	-	-	500
<b>Working Capital - end of year</b>	\$ -	\$ -	\$ 500	\$ 1,000



**Public Services Director .....Karen Murphy**



## Functional Organizational Chart

### Administrative Services

- Administers department budget
- Coordinates building repairs using available garage and DPW staff
- Rents facility space at the Municipal Service Center to Signs/Signals, Water Distribution, Public Works, Parks/Recreation, Equipment Revolving Fund, and Dial-A-Ride
- Analyzes building needs and implements changes to building design/layout to better meet the needs of the departments housed within
- Develops long-range capital plans for all the major systems to ensure adequate funding is allocated for future maintenance or replacement

### Building Maintenance

- Provides in-house custodial services for the Municipal Service Center facility
- Develops and follows through with service procedures for the building
- Conducts annual building audits in cooperation with the City's Safety & Health Manager
- Schedules routine maintenance on the mechanical, electrical, HVAC and plumbing systems within the facility
- Conducts monthly building audit to ensure proper operation of emergency lighting, fire extinguishers, eye wash stations and chemical showers

## Department at a Glance

<b>Funding Level Summary</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>Adjusted 2007-08 Budget</b>	<b>Estimated 2007-08 Budget</b>	<b>Adopted 2008-09 Budget</b>	<b>% of Change</b>
Building Operations	\$ 262,518	\$ 292,527	\$ 383,530	\$ 374,906	\$ 611,923	63.2%
<b>Total Department</b>	<b>\$ 262,518</b>	<b>\$ 292,527</b>	<b>\$ 383,530</b>	<b>\$ 374,906</b>	<b>\$ 611,923</b>	<b>63.2%</b>
Personal Services	\$ 46,114	\$ 18,211	\$ 52,047	\$ 56,981	\$ 72,833	27.8%
Supplies	8,378	8,478	8,000	8,600	8,000	-7.0%
Other Services/Charges	184,384	211,571	208,656	195,147	195,090	0.0%
Miscellaneous	-	-	3,327	3,327	-	-100.0%
Capital Outlay	23,642	54,267	111,500	110,851	336,000	203.1%
<b>Total Department</b>	<b>\$ 262,518</b>	<b>\$ 292,527</b>	<b>\$ 383,530</b>	<b>\$ 374,906</b>	<b>\$ 611,923</b>	<b>63.2%</b>

### Personnel Summary

Full-Time	1	-	1	1	1
Part-Time	-	-	-	-	-
<b>Total Department</b>	<b>1</b>	<b>-</b>	<b>1</b>	<b>1</b>	<b>1</b>

## Service Statement

The scope of services includes: provide custodial services for the main facility; provide for routine building maintenance activities; schedule regular preventative maintenance services for electrical, plumbing, HVAC and mechanical systems; perform monthly building safety audits; implement building modifications as feasible to better meet the needs of on-site departments.

## Performance Objectives

<b>Performance Indicators (OUTPUT)</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>% Change</b>
Maintenance audits performed	12	11	-8.3%
Safety audits performed	12	12	0%

<b>Performance Indicators (EFFICIENCY)</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>% Change</b>
Required monthly audits performed	100%	95.8%	-4.2%

<b>Staff Summary</b>	<b>Approved 2006-07</b>	<b>Approved 2007-08</b>	<b>Approved 2008-09</b>
Custodian	0	1	1

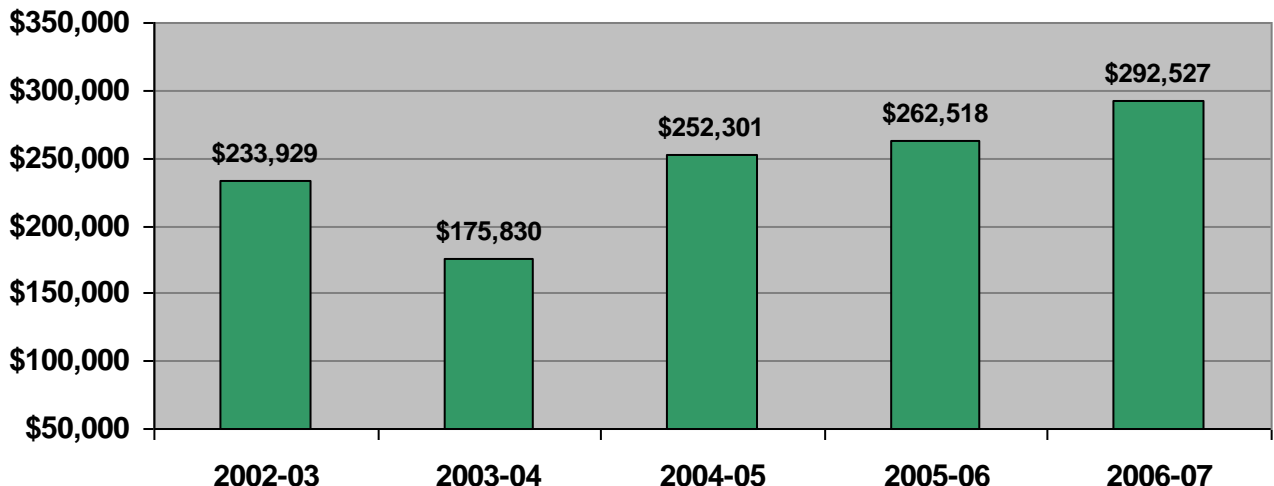
\*\*In 2006-07, the full-time custodial position was eliminated & custodial services were contracted out. The arrangement didn't meet staff's expectations, so the custodial position was reinstated in 2007-08.

## Summary of Budget Changes

### Significant Notes – 2008-09 Budget Compared to 2007-08 Budget

The City-wide radio communication system is scheduled for replacement in 2008-09 with an estimated cost of \$312,000. This radio system is used by all City departments with the exception of Police and Fire as these two departments have their own radio systems.

### 5-Year Operating Budget History



MUNICIPAL SERVICE CENTER FUND  
 DETAIL OF BUDGET APPROPRIATIONS AND REVENUES  
 Fiscal Year Ending June 30, 2009

	2006-07	2007-08		2008-09
	Actual	Budget	Estimate	Adopted
<b>Operating Revenues</b>				
Building rental	\$ 310,000	\$ 316,100	\$ 316,100	\$ 325,433
Total operating revenues	310,000	316,100	316,100	325,433
<b>Operating Expenses</b>				
Personal services	18,211	52,047	56,981	72,833
Supplies	8,478	8,000	8,600	8,000
Other charges	211,571	198,656	190,147	185,090
Reserve for contingencies	-	10,000	5,000	10,000
Total operating expenses	238,260	268,703	260,728	275,923
Net operating income (loss)	71,740	47,397	55,372	49,510
<b>Non-operating Revenues (Expenses)</b>				
Miscellaneous revenue (expense)	-	(3,327)	(3,327)	1,000
Investment earnings	38,867	36,000	22,826	21,229
Total non-operating revenues (expenses)	38,867	32,673	19,499	22,229
<b>Other Financing Sources (Uses)</b>				
Investment in assets	(54,267)	(111,500)	(110,851)	(336,000)
Total other financing sources (uses)	(54,267)	(111,500)	(110,851)	(336,000)
Excess of Revenues and Other Sources Over (Under) Expenditures and Other Uses	56,340	(31,430)	(35,980)	(264,261)
<b>Working Capital - beginning of year</b>	684,403	740,743	740,743	704,763
<b>Working Capital - end of year</b>	\$ 740,743	\$ 709,313	\$ 704,763	\$ 440,502

## MUNICIPAL SERVICE CENTER FUND FIVE-YEAR FINANCIAL PLAN

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13
<b>Operating Revenues</b>						
Building rental	\$ 316,100	\$ 325,433	\$ 335,196	\$ 345,252	\$ 355,610	\$ 366,278
Total operating revenues	316,100	325,433	335,196	345,252	355,610	366,278
<b>Operating Expenses</b>						
Personal services	56,981	72,833	76,110	79,535	83,114	86,854
Supplies	8,600	8,000	8,240	8,487	8,742	9,004
Other charges	190,147	185,090	190,643	196,362	202,253	208,321
Reserve for contingencies	5,000	10,000	-	-	-	-
Total operating expenses	260,728	275,923	274,993	284,384	294,109	304,179
Net operating income (loss)	55,372	49,510	60,203	60,868	61,501	62,099
<b>Non-operating Revenues (Expenses)</b>						
Investment earnings	22,826	21,229	12,114	13,663	15,327	17,330
Miscellaneous revenues (expenses)	(3,327)	1,000	-	-	-	-
Total non-operating revenues	19,499	22,229	12,114	13,663	15,327	17,330
<b>Other Financing Sources (Uses)</b>						
Investment in assets	(110,851)	(336,000)	(16,000)	(14,000)	(4,000)	(254,000)
Total other financing sources (uses)	(110,851)	(336,000)	(16,000)	(14,000)	(4,000)	(254,000)
Excess of Revenues and Other Sources Over (Under) Expenditures and Other Uses	(35,980)	(264,261)	56,317	60,531	72,828	(174,571)
<b>Working Capital - beginning of year</b>	740,743	704,763	440,502	496,819	557,350	630,178
<b>Working Capital - end of year</b>	\$ 704,763	\$ 440,502	\$ 496,819	\$ 557,350	\$ 630,178	\$ 455,607
Working Capital - for operations	\$ 49,203	\$ 34,822	\$ 26,594	\$ 20,747	\$ 25,297	\$ 55,479
Working Capital - for investment in assets	655,560	405,680	470,225	536,603	604,881	400,128
	\$ 704,763	\$ 440,502	\$ 496,819	\$ 557,350	\$ 630,178	\$ 455,607

### ASSUMPTIONS:

Working capital goal - operations	\$ 50,000
Rental rate increases:	
2008-09	3%
2009-10 thereafter	3%
Personal services annual increase	4.5%
Operating expense & supplies increase per year	3%
Investment earnings on working capital	2.75%
Investment in assets: five-year capital plan	



**Fiscal Services Director ..... David A. Keenan**





# Property & Liability Insurance Fund

PROPERTY AND LIABILITY INSURANCE FUND  
 DETAIL OF BUDGET APPROPRIATIONS AND REVENUES  
 Fiscal Year Ending June 30, 2009

	2006-07	2007-08		2008-09
	Actual	Budget	Estimate	Adopted
<b>Operating Revenues</b>				
Insurance services	\$ 650,205	\$ 669,471	\$ 669,471	\$ 652,249
Insurance surcharge	195,078	133,894	133,201	130,450
Insurance claims	11,830	-	19,387	-
Insurance refunds	2,434	-	2,314	-
<b>Total operating revenues</b>	<b>859,547</b>	<b>803,365</b>	<b>824,373</b>	<b>782,699</b>
<b>Operating Expenses</b>				
Property insurance	97,739	100,289	90,647	92,458
Fleet insurance	145,537	149,903	140,888	467,893
Liability insurance	407,069	419,279	412,224	91,898
Deductible claims	137,973	250,000	274,566	250,000
<b>Total operating expenses</b>	<b>788,318</b>	<b>919,471</b>	<b>918,325</b>	<b>902,249</b>
Excess of Revenues and Other Sources Over (Under) Expenditures and Other Uses	71,229	(116,106)	(93,952)	(119,550)
<b>Working Capital - beginning of year</b>	<b>843,163</b>	<b>914,392</b>	<b>914,392</b>	<b>820,440</b>
<b>Working Capital - end of year</b>	<b>\$ 914,392</b>	<b>\$ 798,286</b>	<b>\$ 820,440</b>	<b>\$ 700,890</b>



# Special Assessment Revolving Fund

SPECIAL ASSESSMENT REVOLVING FUND  
 DETAIL OF BUDGET APPROPRIATIONS AND REVENUES  
 Fiscal Year Ending June 30, 2009

	2006-07	2007-08		2008-09
	Actual	Budget	Estimate	Adopted
<b>Operating Revenues</b>				
Special assessments	\$ 13,056	\$ 80,000	\$ 50,000	\$ 50,000
Total operating revenues	13,056	80,000	50,000	50,000
<b>Operating Expenses</b>				
Other charges	8,937	-	-	-
Total operating expenses	8,937	-	-	-
Net operating income (loss)	4,119	80,000	50,000	50,000
<b>Non-operating Revenues</b>				
Special assessment interest earnings	11,214	23,000	10,000	10,000
Investment earnings	94,174	96,000	55,025	50,000
Total non-operating revenues	105,388	119,000	65,025	60,000
<b>Other Financing Sources (Uses)</b>				
Operating transfers in	15,227	-	-	-
Operating transfers out	(13,056)	(50,000)	(50,000)	(50,000)
Total other financing sources (uses)	2,171	(50,000)	(50,000)	(50,000)
Excess of Revenues and Other Sources Over (Under) Expenditures and Other Uses	111,678	149,000	65,025	60,000
Non-working Capital Adjustments	65,470	-	-	-
<b>Working Capital - beginning of year</b>	1,908,878	2,086,026	2,086,026	2,151,051
<b>Working Capital - end of year</b>	\$ 2,086,026	\$ 2,235,026	\$ 2,151,051	\$ 2,211,051