



South Padre ISLAND

2011-2012 Adopted Budget



4601 Padre Blvd., South Padre Island, TX 78597

Mayor and City Council

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Jo Ann Evans, Mayor Pro-Tem, Place 4

Alita Bagley, City Council Member, Place 5

Bob Fudge, City Council Member, Place 1

Courtney Hayden, City Council Member, Place 2

Sam Listi, City Council Member, Place 3

Paul Cunningham, City Attorney

**Joni Clarke, CPM
City Manager**

**Darla Jones
Assistant City Manager**

**Randy Smith
Police Chief**

**Burney Baskett
Fire Chief**

**Ray Moya
Interim Public Works Director**

**Wendi Delgado, PHR
Human Resources Director**

**Rick Vasquez
Transit and Development
Services Director**

**Victor Baldovinos
Environmental Health Services
Director**

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Information Services Director**

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Chief Financial Officer**

**Dan Quandt, CAE, CSEE
Executive Director Convention
and Visitors Bureau**

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BUDGET TRANSMITTAL LETTER

It is our pleasure to present to you the 2011-2012 Annual Operating Budget. The Annual Operating Budget outlines the programs and services provided by the City to the citizens of South Padre Island. As such, the budget is one of the most important decisions that the City Council makes every year as it determines projects to be funded or unfunded, service levels provided to the citizens and the costs associated with providing those services.

Since 2008, local governments nationwide have been struggling with decreasing revenues, a challenging economic environment and have been facing difficult decisions. In many cases Councils have had to determine which services to continue offering their citizens and which to cut at some level and, in some cases completely. South Padre Island has fortunately been isolated from the economic downturn until just recently. The nationwide collapse in the housing market has finally reached South Padre Island, and for the first year ever the City is faced with decreased property values resulting in a decrease in ad-valorem revenue. Even so, many cities would like to be in the same position as South Padre Island.

Areas such as Phoenix have seen a 13% decrease in property values over 2010. Miami has seen as much as a 50% decline in property values since the housing market bubble burst in 2006¹. From the 2011 to the 2012 budget period the number of taxing units in the City of South Padre Island increased by 143 units representing an increase of 1.585%. The adjusted taxable value however, decreased by \$46,489,702, which represents a decrease of 1.8514%. Many towns and cities throughout the state and even the country would be pleased with figures this low. Even so, this decrease in property values presented a challenge to council this year when deliberating on what items to fund and what to cut out of the budget to have a balanced budget and not dip into reserves.

The challenge in this fiscal year was continuing to meet the increase in demands for services while facing the slowdown in new development and rising cost of operating expenses, such as fuel and electricity. Departments have met this challenge head on by cutting all except the most essential items from their budget. This budget will continue to provide the quality services our citizens have come to expect.

Six new positions were added to enable the City to offer Emergency Services to the City residents and visitors. All other staffing was maintained at the current level of staffing without having to sacrifice services. All merit raises were taken out of the budget, employee education reimbursement was frozen and only a 2% cost of living adjustment was awarded that will not take effect until after the mid-year budget review to determine if the revenues are coming in as projected.

¹ Keith Jurow, MVP Housing Market Report , Sep. 1, 2011, Business Insider

There were two projects identified in the five year CIP that were funded: the construction of the Emergency Services Center and the Tompkins Channel dredging. The Emergency Service Center was accomplished by funding the project with the General Obligation Bonds issued June 30, 2011. The total anticipated cost of this capital project is \$4,427,158 and can be found in fund 45 Construction in Process. In addition, it is anticipated that the dredging of the Tompkins channel will finally be resolved in this fiscal year. Hurricane Dolly hit on July 23, 2008 and caused silt to be pushed into Tompkins Channel. The project has been delayed by one agency after another but the City finally received a permit from the Army Corps of Engineers. It's anticipated that the project will finally be laid to rest with the assistance of \$146,575.50 from FEMA. The total project cost is anticipated at \$275,000. The only other significant project that was funded in this budget was the payroll automation system that will be implemented this year. The total cost of this project is anticipated to be \$29,100.

There will be future increases in expenditures related to the new Emergency Service Center. As the building will be approximately twice as big as the existing structure, future budgets will have to consider the increased cost of electricity and water for the larger building.

The City is hopeful that the payroll automation system will save money in that its ability to more effectively track employee hours will reflect a more accurate cost of labor.

Before discussing the 2011-2012 Budget, let us first look at the major accomplishments of the City during the past year:

- Passed the General Obligation Tax Exempt Bond election.
- Issued the General Obligation Bond Series in the amount of \$3,800,000 for the purpose of constructing and equipping a new Emergency Services Center.
- Obtained \$1,095,436 Grant to complete the construction of the fire station expected to be completed in 2012.
- The Municipal Court is setup to receive payments online.
- The 1st Annual Employee Survey was conducted this year with questions addressing employee satisfaction with issues such as work duties, teamwork, supervisor, and city in general, compensation and benefit package, advancement opportunities and professional growth and the City Manager.
- The City conducted a Community Survey to gather feedback from citizens on such topics as public safety, transportation, maintenance, development, fiscal management, waste disposal, code enforcement, communication, community outreach, customer service and the quality of life.
- The Cameron County Commissioners Court approved the development of a Tax Increment Reinvestment Zone (TIRZ) within the City of South Padre Island. It is anticipated that \$29 million from the Laguna Madre Water District, Cameron County and the City will be available for infrastructure improvements within the district.

- The WAVE accepted title to a new bus which is a 2011 31ft. International Champion EZ Trans low floor bus which was purchased through federal and state grants which were accepted by the City Council in April of 2011.
- The WAVE now offers Wi-Fi connectivity on all of its buses allowing internet access. This was part of the package that was offered when security cameras were installed in all of the buses.
- The Form Based Code was finally completed after three years of hard work by committee members, staff and the Gateway Consulting Group. The purpose of the Form Based Code is to make the City a “walk able community”. The new code regulates such things as setbacks, parking and building facades along Padre Boulevard and the Entertainment District.
- The Fire Department received a piece of the World Trade Center that was salvaged from the September 11, 2001 attacks. The artifact was unveiled at a Memorial Service held on September 11, 2011 commemorating ten years since the attack on America. The artifact will be located in the front entrance of the new Emergency Services Center when it is completed.
- The Fire Department received a Dive Rescue Boat that will support the newly formed Dive/Rescue team.
- The City was awarded a \$30,000 grant from the Lower Rio Grande Valley Development Council to purchase two Pro-Bin recycling trailers, which have eight compartments that collect newspapers, aluminum cans, plastic soda bottles, water bottles, plastic jugs and cardboard.
- The Finance Department adopted a new comprehensive fiscal policy which covers the annual budget, revenue management, expenditure policies, staffing, economic development, intergovernmental relations, capital maintenance, financial reporting, risk management and debt management.
- The Finance Department set up a new procedure for paying vendors electronically.
- The Finance Department worked diligently with Standard and Poor’s and Moody’s to increase the city’s bond ratings to Moody’s rating Aa2 and S&P rating of AA-.

STRATEGIC GOALS AND VISION STATEMENT

Beginning in 2002 the Town of South Padre Island convened a series of community forums. The goal of these Town Hall meetings was to find out from the citizens the concerns and priorities for the Island. In 2005 a 12 – person Comprehensive Plan Advisory Committee (CPAC) was assembled to re-start the community outreach and planning process. The resulting plan was the

product of the original community forums and extensive deliberation by the CPAC. The resulting plan consists of the following elements:

- Town Profile
- Land Use
- Mobility (transportation)
- Parks and Resources
- Growth and Infrastructure
- Economic Development
- Implementation

The purpose of developing the Comprehensive Plan was to “set forth the Town of South Padre Islands vision for its future physical and economic development. It is designed to give form to the general statement of vision by specifying the necessary steps to accomplish the vision and realize tangible outcomes.”² During these meetings and in subsequent meetings with the CPAC a vision statement was developed for the Town of South Padre Island.

The entire 2008 Comprehensive Plan can be found online at:

<http://www.myspi.org/egov/docs/12928151489267.pdf>

In 2009 the Town of South Padre Island developed their own City Charter securing the benefits of home rule and changed from the Town of South Padre Island to the City of South Padre Island.

VISION STATEMENT

The City of South Padre Island Vision Statement represents the community’s vision of South Padre Island in 2020. The Vision Statement is structured under a number of themes that are closely related which reflected a broad spectrum of community concerns. Those themes are as follows:

- Community Character and Quality of Life
- Balanced Growth and Development
- Sound Infrastructure and Transportation
- Community Relations and Governance³

The vision statement represents the City’s desire to maintain a high quality living environment for the City’s permanent residents; protect and enhance neighborhoods, invest in infrastructure, provide public transportation and safe roads, protect and conserve the environment and natural resources and provide appropriate public facilities and services.

² Town of South Padre Island 2008 Comprehensive Plan, pg. 1-1

³ From the 2008 Town of South Padre Island Comprehensive Plan, pg. 1-2

MISSION STATEMENT

Developed by the CPAC the City's mission statement is:

South Padre Island is a unique, friendly seaside resort community that values its residents and tourists, preserves and protects the natural environment, and provides for quality sustainable growth and development that is highly diverse and responsive to changing economic conditions.⁴



CITY COUNCIL MEMBERS

Sam Listi–Council Member

Alita Bagley–Council Member

Courtney Hayden- Council Member

Robert N. Pinkerton Jr. – Mayor

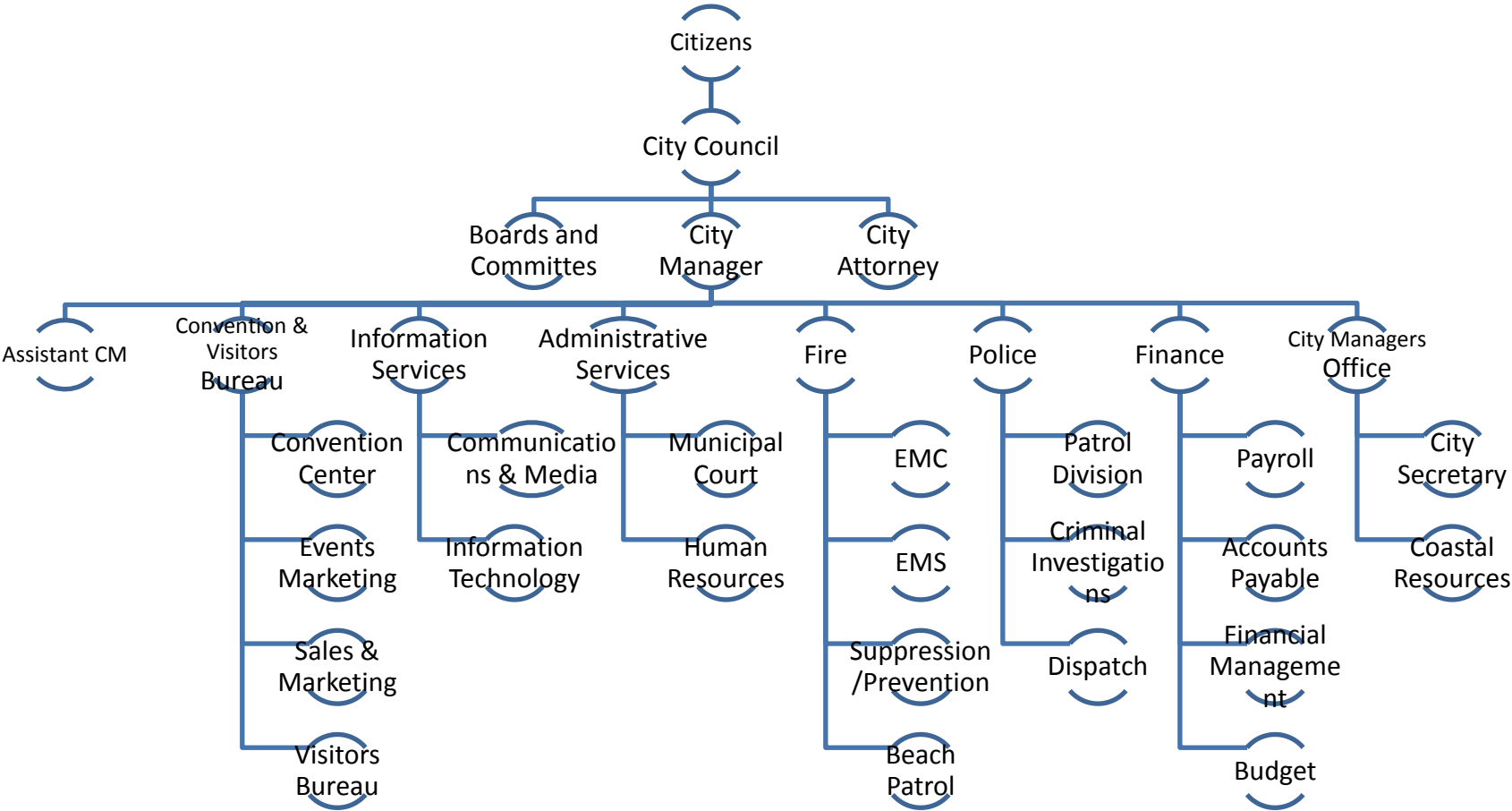
Jo Ann Evans–Mayor Pro Tem

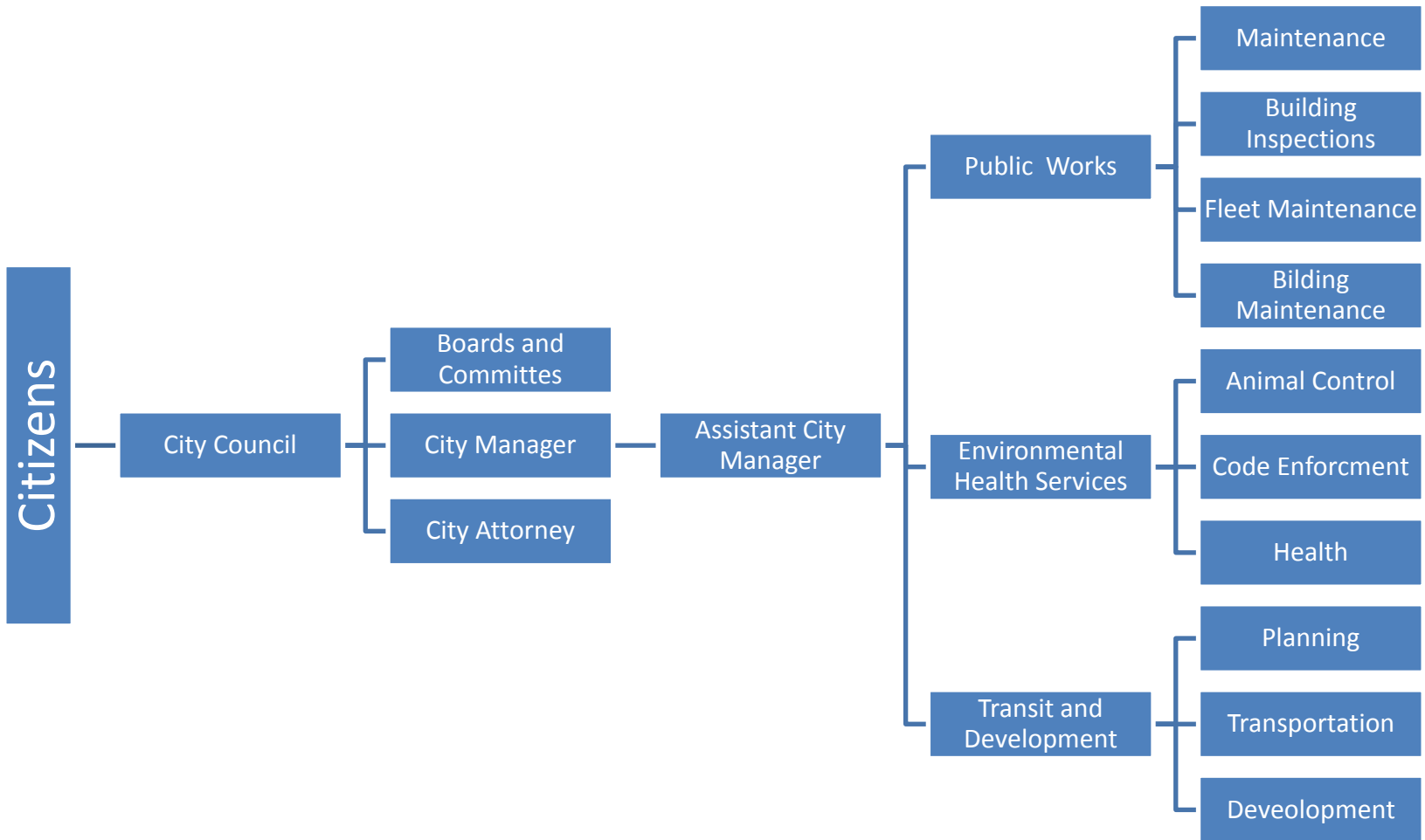
Robert Fudge–Council Member

* From left to right

⁴ From the 2008 Town of South Padre Island Comprehensive Plan, pg. 1-7

CITY ORGANIZATIONAL CHART





FUND DESCRIPTIONS AND FUND STRUCTURE

Governmental activities, normally supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which primarily rely on fees and charges. The City of South Padre Island does not include any business-type activities; therefore, all funds are governmental funds. No funds are appropriated.

Major funds represent significant activities of the City. By definition, the general fund is always considered a major fund. Other governmental funds are reported as major funds if the fund reports at least 10 percent of any of the following: a) total governmental fund assets, b) total governmental fund liabilities, c) total governmental fund revenues, or d) total governmental fund expenditures, excluding other financing sources and uses.

The City reports the following fund types and related major governmental funds:

The **General Fund** is the primary operating fund for the City. It accounts for all of the financial resources of the general government, except those required to be accounted for in another fund. It includes most tax revenues and such services as public safety, inspections, planning, and administration.

The **Special Revenue Funds** are used to account for the proceeds of specific revenue sources, other than for major capital projects, that are legally restricted to expenditure for specified purposes. The special revenue funds reported as a major fund are:

Hotel/Motel Fund is used to account for occupancy tax collections. This fund is used to account for that portion of collections used for tourism, advertising, and promotion.

Convention Centre Fund is used to account for the portion of occupancy tax collections used for Convention Centre operations.

Beach Nourishment Fund (Coastal Resources Division) is used to account for the portion of occupancy tax collections used for beneficial use of dredge material (BUDM), beach nourishment and dune restoration projects.

Governmental funds are used to account for all or most of a government's general activities, including the collection and disbursement of earmarked monies (special revenue funds), the acquisition or construction of capital assets (capital project funds), and the servicing of long-term debt (debt service funds). The General Fund is used to account for all activities of the general government not accounted for in some other fund.

NON-MAJOR SPECIAL REVENUE FUNDS

- Municipal Court Technology Fund was established to account for monies collected on traffic fines. \$4.00 is collected on each ticket and used specifically for technology improvements in the Municipal Court.
- Municipal Court Security Fund was established to account for monies collected on traffic fines. \$3.00 is collected on each ticket and used specifically for security needs in the Municipal Court.
- Transportation Grant Fund was established to account for the State and Federal grants awarded to the city to operate the Wave transportation system.
- Criminal Justice Fund is used to account for miscellaneous grant revenues that are received.
- Capital Replacement Fund was established to account for capital acquisitions which include but are not limited to fleet for police, fire, and public works.
- Street Improvement Fund is used to account for improvements on the streets of the City.

NON-MAJOR CAPITAL PROJECT FUNDS

- Construction in Progress Fund is used to account for grant revenue, bond proceeds, and expenses relating to the construction of the Fire and Emergency Services Center.
- Beach Maintenance Fund is used to clean and maintain the beach. The State of Texas remits to the City 1% of the hotel motel tax collected by the State for these efforts.
- Bay Access Fund was established to account for projects to improve access to the Laguna Madre Bay.
- Beach Access Fund was used to account for projects to improve access to the beaches of the City.

The non-major Debt Service Fund is used to account for the accumulation of resources for the payment of long-term debt principal, interest, and related costs. An ad valorem tax rate and tax levy is required to be computed and levied, which will be sufficient to produce the dollars required to pay principal and interest as it comes due. A transfer from the Convention Centre fund is also made to support the debt of the Convention Centre.

USE OF FUNDS BY DEPARTMENTS

DEPARTMENT	FUND										
	GENERAL FUND	HOTEL MOTEL	CONV CENTER	TRANSP "THE WAVE"	BEACH MAINT	BEACH ACCESS	BAY ACCESS	BEACH NOURISH	COURT TECH	COURT SECURITY	EDC
City Council	X										
City Manager's Office	X										
Finance	X										
Planning	X										
Information Technology	X										
Human Resources	X										
Municipal Court	X								X	X	
Police	X										
Fire/EMS	X				X						
Environmental/Health Services	X										
Fleet Management	X										
Facilities & Grounds Maintenance	X										
Inspections	X										
Public Works	X				X	X	X				
Emergency Management	X										
General Service	X										
Special Projects	X										
Coastal Resources					X			X			
Visitors Bureau		X									
Sales & Marketing		X									
Tourism & Cultural		X									
Convention Centre			X								
Transportation				X							
EDC											X
Birding and Nature Center											X

FINANCIAL POLICIES

OVERVIEW AND STATEMENT OF PURPOSE

The City of South Padre Island assumes an important responsibility to its citizens and customers to carefully account for public funds, to manage City finances wisely and to plan for the adequate funding of services desired by the public.

The broad purpose of the Fiscal and Budgetary Policy is to enable the City to achieve and maintain a long-term stable and positive financial condition, and provide guidelines for the day-to-day planning and operations of the City's financial affairs. The City's financial management, as directed by this Policy, is based upon the foundation of integrity, prudent stewardship, planning, accountability and full disclosure.

Policy scope generally spans areas of accounting and financial reporting, internal controls, operating and capital budgeting, revenue management, cash and investment management, expenditure control, asset management, debt management and planning and forecasting concepts. This is done in order to:

- A. Demonstrate to the citizens of the City of South Padre Island, the City's bond holders and other creditors and the bond rating agencies that the City is committed to a strong fiscal operation;
- B. Provide a common vision for financial goals and strategies for current and future policy-makers and staff;
- C. Fairly present and fully disclose the financial position of the City in conformity to Generally Accepted Accounting Principles (GAAP); and
- D. Demonstrate compliance with finance-related legal and contractual issues in accordance with the Texas Local Government Code and other legal mandates.

The City Council will annually review and approve the Fiscal and Budgetary Policy as a part of the budget process.

FIVE YEAR FINANCIAL PLAN

Budgeting is an essential element of the financial planning, control and evaluation process of municipal government. Multi-year budgeting provides a means to identify the impact of implementing new programs and projects on future budgets. The Five Year Financial Plan is the City's long range operations and capital plan. The plan includes all of the operating departments of the General Fund as well as the capital improvement funds of the City. The plan is reviewed and updated annually.

- A. **Capital Improvement Plan** – The plan outlines the major utility infrastructure, streets and drainage, facilities, parks and other improvements needed to serve the citizens, meet growth related needs and comply with state and federal regulations
1. **Preparation** – The Assistant City Manager coordinates the annual update and adoption of the five-year Capital Improvement Plan (CIP) as a part of the annual budget process. The Assistant City Manager will lead an administrative committee established to review and prioritize capital projects. This committee shall prioritize and rank projects according to the criteria listed in Project Criteria Section. The CIP includes all costs associated with the design, rights of way, acquisition and construction of a project, as well as the estimated operating and maintenance costs, which impacts future operating budgets. The following guidelines will be utilized in developing the CIP:
 - Needed capital improvements and major maintenance projects are identified through system models, repair and maintenance records and growth demands.
 - A team approach will be used to prioritize CIP projects, whereby City staff from all operational areas provide input and ideas relating to each project and its effect on operations.
 - Citizen involvement and participation will be solicited in formulating the capital budget.
 2. **Financing Programs** – Where applicable, impact fees, assessments, pro-rata charges or other fees should be used to fund capital projects which have a primary benefit to specific, identifiable property owners. Recognizing that long-term debt is usually a more expensive financing method, alternative financing sources will be explored before debt is issued. When debt is issued, it will be used to acquire major assets with expected lives which equal or exceed the average life of the debt issue.
 3. **Control** – All capital project expenditures must be appropriated in the capital budget. The Chief Financial Officer or City Manager must certify the availability of resources before any capital project contract is presented to the City Council for approval.
 4. **Reporting** – Periodic financial reports will be prepared to enable the Department Directors to manage their capital budgets and to enable the Finance Department to monitor and control the budget as authorized. Capital project status reports will be presented to City Council.
- B. **Operations Plan** – Each Department Director will provide a plan for each division in the department for each of the upcoming five years. The plan will include estimated operating expenses, the cost of new programs being contemplated and staffing needs for the five year period.
- C. **Revenues and Financing Plan** - The Finance Department will develop conservative, five year revenue forecasts based upon current and known future revenue streams. The Plan will illustrate the impact of the Capital and Operations Plan on the property tax rate and other fees.
- D. **Performance Measures** - Department Directors will develop program performance measures to evaluate the impact of new programs and growth on the departments. Existing programs will also be evaluated as a part of the five year planning process and annual budget process to determine whether certain programs should continue to be funded.

ANNUAL OPERATING BUDGET

Budgeting is an essential element of the financial planning, control and evaluation process of municipal government. The “operating budget” is the City’s annual financial operating plan. The annual budget includes all of the operating departments of the general fund, hotel/motel fund, convention center fund, police forfeiture fund, street improvement fund, debt service fund, transportation grant fund, construction-in-progress fund, capital replacement fund, bay access fund, beach maintenance fund, municipal court technology fund, municipal court security fund, beach access fund, beach nourishment fund, and economic development corporation fund.

- A. **Planning** – The budget process will include City Council participation in the identification of major policy issues. The budget process will be a part of an overall strategic planning process for the City. The process will also allow for citizen input.
- B. **Preparation** – The *Charter (Section 5.02)* requires “On or before sixty (60) days prior to the beginning of each fiscal year, the City Manager shall submit to the City Council a budget for the ensuing fiscal year. The budget shall be adopted not later than the last day of the last month of the fiscal year currently ending per Charter Section 5.05(c).
 1. **Proposed Budget** – A proposed budget shall be prepared by the City Manager with participation of all the City’s Department Directors within the provision of the *Charter*.
 - a) In accordance with the *Charter (Section 5.03.)* the budget shall provide a complete financial plan for the ensuing fiscal year, in a form as the City Manager or City Council deems desirable, and the budget shall include goals and objectives, staff plan, methods to measure outcomes and performance and appropriations.
 - b) In accordance with the *Charter Section 5.05(d)*, the City will publish, in the contemporary means of information sharing including the city’s website if available, a general summary of the budget, as well as the times and places that the budget is available for public inspection; and after the publication, the time and place for a public hearing on the budget.
 - c) A copy of the proposed budget will be filed with the City Secretary when it is submitted to the City Council.
 2. **Adoption** – Upon finalization of the budget appropriations, the City Council will hold a public hearing, and subsequently adopt by ordinance the final budget. The budget will be effective for the fiscal year beginning October 1st.
 3. **Standards for publication** - The City will utilize the criteria outlined in the Government Finance Officers Association (GFOA) Distinguished Budget Program for the presentation of the budget document. The budget document will be submitted annually to the Government Finance Officers Association (GFOA) for evaluation and consideration for the Distinguished Budget Presentation Award.
- C. **Revenue Estimates** – In order to maintain a stable level of services, the City shall use a conservative, objective and analytical approach when preparing revenue estimates. The process shall include the analysis of probable economic changes and their impacts on revenues, historical collection rates and trends in revenues. This approach should reduce the likelihood of actual revenues falling short of budget estimates during the year, which could otherwise result in mid-year service reductions.

- D. **Balanced Budget** – The goal of the City is to balance the operating budget with current revenues, whereby, current revenues match and fund on-going expenditures/expenses. Excess balances in the operating funds from previous years may be used for non-recurring expenditures/expenses or as capital funds.
- E. **Reporting** – Summary financial reports will be presented to the City Council monthly, at a minimum. These reports will be in a format appropriate to enable the City Council to understand the overall budget and financial status. The City Manager will also present a mid-year report to the City Council within 60 days following the end of the second fiscal quarter which updates the status of projects and related financial goals set forth in the budget.
- F. **Control and Accountability** – Each Department Director, appointed by the City Manager, will be responsible for the administration of his/her departmental budget. This includes accomplishing the Goals and Objectives adopted as part of the budget and monitoring each department budget for compliance with spending limitations. Department Directors may request a transfer of funds within a department budget. All transfers of appropriation or budget amendments require City Manager approval as outlined in Section V.C. The City Manager shall report such transfers to City Council in writing per Charter Section 5.07(d). Further expenditure control guidance is located in Section V of this policy.
- G. **Budget Amendments** – The *Charter (Section 5.07)* provides a method to amend appropriations. The City Council may authorize:
1. **Supplemental Appropriations** – If the City Manager certifies that revenues are available in excess of those estimated in the budget, an amendment ordinance may be prepared for City Council approval. In general, the supplemental appropriations will be evaluated using the following criteria:
 - Is the request of such an emergency nature that it must be done immediately?
 - Why was the item not budgeted in the normal budget process?
 - Why can't a transfer be done within the Department to remedy the condition?
 2. **Emergency Appropriations** – To meet a public emergency affecting life, health, property or the public peace, the City Council may adopt an emergency appropriation in accordance with Section 5.047(b) of the Home Rule Charter.
 3. **Reduction of Appropriations** – If at any time during the fiscal year it appears probable that expected revenues will be insufficient to finance expenditures for which appropriations have been authorized, the City Council may adopt an ordinance to reduce appropriations.
- H. **Contingency Appropriations** – The budget may include contingency appropriations within designated operating department budgets. These funds are used to offset expenditures for unexpected maintenance or other unanticipated expenses that might occur during the year, including insurance deductibles, unexpected legal expenses and equipment repairs.
- I. **Outside Agency Funding** – The City Council may fund a number of outside agencies and organizations that provide core services for the citizens of City of South Padre Island. The amount of funding received by each agency depends upon City Council direction and the availability of funds. All agencies shall have a standardized process for application,

review, monitoring and reporting. All agencies are required to submit applications for funding to the City during the budget process. Funding of non-profit agencies through public funds require enhanced guidelines for spending and operations which shall include:

1. Funding will be used for specific programs, rather than for general operating costs, and demonstrate the program's sustainability beyond a three-year funding period.
2. Funded agencies will be required to post their meeting agendas at least 72 hours in advance, in the spirit of transparency to the public on the way funds are spent.
3. Funded agencies will allow a City Council Member or a City Council appointed representative to be a member of its board of directors.

An Outside Agency Funding Review Committee will be appointed by the City Council to review requests from other agencies and develop a recommendation to City Council based upon available funding. Applications will be evaluated on the following criteria:

1. Number of South Padre Island citizens served by the organization;
2. Type of service provided and whether other organizations in the community provide the service;
3. Availability of other funding sources for the organization;
4. Demonstration of ability to adhere to the guidelines outlined by this policy.

All funded agencies shall be required to submit quarterly reports with performance measures.

Periodic Program Reviews – The City Manager and Department Directors will periodically review programs for efficiency and effectiveness. Programs not meeting efficiency or effectiveness objectives shall be brought up to required standards, or be subject to reduction or elimination.

J. **Budget Contingency Plan** – This policy is intended to establish general guidelines for managing revenue shortfalls resulting from factors such as local and economic downturns that affect the City's revenue streams.

1. **Immediate Action** - Once a budgetary shortfall is projected, the City Manager will take the necessary actions to offset any revenue shortfall with a reduction in current expenses. The City Manager may:
 - 1) Freeze all new hire and vacant positions except those deemed to be a necessity.
 - 2) Review all planned capital expenditures.
 - 3) Delay all "non-essential" spending or equipment replacement purchases.
2. **Further Action** - If the above actions are insufficient to offset the revenue deficit and the shortfall continues to increase, the City Manager will further reduce operating expenses to balance the variance. The City Manager may ask Department Directors for recommendations on reductions of service levels in order to reduce expenditures to balance the budget.
 - Any resulting service level reductions, including workforce reductions, will be finalized by the City Council.

REVENUE MANAGEMENT

- A. **Optimum Characteristics** – The City will strive for the following optimum characteristics in its revenue system:
1. **Simplicity** – The City, where possible and without sacrificing accuracy, will strive to keep the revenue system simple in order to reduce compliance costs for the taxpayer or service recipient.
 2. **Certainty** – A knowledge and understanding of revenue sources increases the reliability of the revenue system. The City will understand its revenue sources and enact consistent collection policies to provide assurances that the revenue base will materialize according to budget and plans.
 3. **Equity** – The City shall make every effort to maintain equity in its revenue system; i.e., the City should seek to minimize or eliminate all forms of subsidization between funds.
 4. **Revenue Adequacy** – The City should require there be a balance in the revenue system; i.e., the revenue base will have the characteristics of fairness and neutrality as it applies to cost of service, willingness to pay, and ability to pay.
 5. **Realistic and Conservative Estimates** - Revenues will be estimated realistically, and conservatively, taking into account the volatile nature of various revenue streams.
 6. **Administration** – The benefits of a revenue source should exceed the cost of levying and collecting that revenue. Where appropriate, the City will use the administrative processes of State, Federal or County collection agencies in order to reduce administrative costs.
 7. **Diversification and Stability** – A diversified revenue system with a stable source of income shall be maintained.
- B. **Other Considerations** – The following considerations and issues will guide the City in its revenue policies concerning specific sources of funds:
1. **Non-Recurring Revenues** – One-time or non-recurring revenues should not be used to finance current ongoing operations. Non-recurring revenues should be used only for non-recurring expenditures and not for budget balancing purposes.
 2. **Property Tax Revenues** – All real and business personal property located within the City will be valued at 100% of the fair market value for any given year based on the current appraisal supplied by the Cameron County Appraisal District. Reappraisal and reassessment shall be done a minimum of once every three years as determined by the Appraisal District.

Conservative budgeted revenue estimates result in a projected ninety-six and one-half percent (96.5%) budgeted collection rate for current ad valorem taxes. Four percent (4%) of the current ad valorem taxes will be projected as the budget for delinquent ad valorem tax collection. For budgeting purposes, the City will forecast the current year's effective tax rate at the current collection rate of 96.5%, unless directed otherwise by the City Council.

3. Investment Income – Earnings from investments will be distributed to the Funds in accordance with the equity balance of the fund from which the monies were provided to be invested.
4. User-Based Fees and Service Charges – For services associated with a user fee or charge, the direct or indirect costs of that service will be offset by a fee where possible. The City will review fees and charges no less than once every three years to ensure that fees provide adequate coverage for the cost of services. The City Council will determine how much of the cost of a service should be recovered by fees and charges.
5. Intergovernmental Revenues – All potential grants will be examined for matching requirements and must be approved by the City Council prior to submission of the grant application. It must be clearly understood that operational requirements (on-going costs) set up as a result of a grant program could be discontinued once the term and conditions of the program have been completed.
6. Revenue Monitoring: Revenues as they are received will be regularly compared to budgeted revenues and variances will be investigated. Any abnormalities will be included in the monthly general fund revenue report as posted on the City’s web-site.

EXPENDITURE POLICIES

- A. **Appropriations** – The point of budget control is at the department level budget for all funds. The Department Directors shall manage budgets to ensure that appropriations are not exceeded. Budgets are approved by the City Council within a department (personnel costs, supplies, maintenance, operations/maintenance and capital.)
 - B. **Central Control** – No recognized or significant salary or capital budgetary savings in any Department shall be spent by the Department Head without prior authorization from the City Manager. This control will realize budget savings each year that will be available for transfer by the City Manager, without further City Council action.
 - C. **Budget Transfers** – The *Charter (Section 5.07(d))* provides that the City Manager may transfer balances within departments and programs. A Department Director may request a transfer between line items, or categories of items through the City Manager. Finance will make the adjustment upon approval from the City Manager.
 - D. **Purchasing** – All City purchases of goods or services will be made in accordance with the City’s current Purchasing Policy and Procedures and with State law.
 - E. **Prompt Payment** – All invoices approved for payment by the proper City authorities shall be paid within thirty (30) calendar days of receipt of goods or services or invoice date, whichever is later in accordance with State law. The City will take advantage of all purchase discounts, when possible.
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STAFFING

The City's goal as an employer is to attract and retain quality employees who provide exemplary public service to our community in an effective and efficient manner.

- A. **Adequate Staffing** – Staffing levels will be adequate for the operations and programs of the City to be conducted efficiently and effectively. In order to provide continuing services to a developing community, as well as add new services, staffing levels will be evaluated regularly to determine workloads. Workload allocation alternatives, such as contract labor and contracted services, will be explored before adding additional staff.
- B. **Market Adjustments** – The City shall utilize the Texas Municipal League (TML) salary survey data, specific municipalities, as well as data from other sources and consultants, as a reference for making market-based adjustments. Market based adjustments are based upon the job duties and job descriptions of the position, not on performance of the employee within the position.
- C. **Merit Adjustments** – The City utilizes a merit-based pay plan as a part of the overall compensation system. City Council may fund merit increases annually during the budget process to aid in retaining and rewarding quality employees for productivity and job performance. These merit-based adjustments are recommended by the employee's immediate supervisor and reviewed by both the Department Director and the City Manager. Employees may receive a merit increase upon approval of the City Manager based upon performance, or when other situations warrant this type of increase, such as a reclassification due to additional job duties.
- D. **Cost of Living Adjustment (COLA)** - In order to sustain employee compensation levels within the competitive job market, the City may fund an annual COLA for all regular employees not included in a defined pay plan. The COLA will be based on the Consumer Price Index-Urban Wage Earners and Clerical Workers for the south urban area.

ECONOMIC DEVELOPMENT

The City shall initiate, encourage and participate in economic development efforts to create job opportunities and strengthen the local economy and tax base. The City is committed to the promotion of quality development in all parts of the City. Each economic development incentive will be considered separately by the City Council.

- A. **Cost/Benefit of Incentives for Economic Development** - The City will use due caution in the analysis of any incentives that are used to encourage development. A cost/benefit (fiscal impact) analysis will be performed as part of the evaluation.
- B. **Commitment to Expansion and Diversification** – The City shall encourage and participate in economic efforts to expand the City of South Padre Island's economy and tax base, to increase local employment and to invest when there is a defined, specific long-term return to the community. These efforts shall focus on new areas,

as well as other established sections of the City where economic development can generate additional jobs, sales tax, property tax and other economic benefits.

- C. **Tax Exemptions** - The City Council may authorize an exemption from ad valorem taxes in accordance with the Code of Ordinances, Chapter 17 Section 5.
- D. **Increase Non-residential Share of Tax Base** – The City’s economic development program shall seek to expand the non-residential share of the tax base to decrease the tax burden on residential homeowners.
- E. **Coordinate Efforts with Other Jurisdictions** – The City’s economic development program shall encourage close cooperation with other local jurisdictions to promote the economic well-being of this area.

INTERGOVERNMENTAL RELATIONS

The City shall coordinate efforts with other governmental agencies to achieve common policy objectives, share the cost of providing government services on an equitable basis and support appropriate favorable legislation at the state and federal levels.

- A. **Interlocal Cooperation in Delivery of Services** – In order to promote the effective and efficient delivery of services, the City shall work with other local jurisdictions to share on an equitable basis the cost of services, to share facilities and to develop joint programs to improve service to its citizens.
- B. **Legislative Program** – The City shall cooperate with other jurisdictions to actively oppose any state or federal regulation or proposal that mandates additional City programs or services and does not provide the funding necessary for implementation.

CAPITAL MAINTENANCE AND REPLACEMENT

The City recognizes that deferred maintenance increases future capital costs. Therefore, a portion of all individual funds with infrastructure should be budgeted each year to maintain the quality within each system.

- A. **Infrastructure Maintenance** - On-going maintenance and major repair costs are generally considered system repairs and are not capitalized for accounting purposes. They include such items as street seal coat and other general system maintenance.
- B. **Streets capital maintenance and replacement** - It is the policy of the City to annually provide funding for the Public Works Department to use for a street maintenance program.
- C. **Building capital replacement and maintenance** – It is the policy of the City to annually provide funding for major maintenance on its buildings such as air conditioning replacements, flooring, painting and other maintenance.
- D. **Technology** – It is the policy of the City to fund the maintenance and replacement of its personal computers and network servers. Major replacements for computer systems will be anticipated for a five year period and included with capital project presentations in the annual budget process.

- E. **Fleet and equipment replacement** – The City will anticipate replacing existing cars, trucks, tractors, backhoes, trailers and other equipment as necessary.
1. **Capital Replacement Fund** - The City shall establish a Capital Replacement Fund to provide financial resources to replace aging fleet and equipment. Only fleet and equipment included on the City’s Fixed Assets inventory will be included on the replacement schedule.
 - a) **Funding** - Funding will be set aside each year through the annual budget process to fund the future replacement of fleet and equipment.
 - b) **Sale of fleet vehicles and equipment** - Any revenue generated from the sale of fleet and equipment may be deposited in the Capital Replacement Fund at the discretion of the City Manager.

ACCOUNTING, AUDITING AND FINANCIAL REPORTING

- A. **Accounting** – The City is responsible for the recording and reporting of its financial affairs, both internally and externally. The City’s Chief Financial Officer is responsible for establishing the structure for the City’s Chart of Accounts and for assuring that procedures are in place to properly record financial transactions and report the City’s financial position.
- B. **Audit of Accounts** – In accordance with the *Charter Section 5.12*, an independent audit of the City accounts will be performed every year. The auditor is retained by and is accountable directly to the City Council.
- C. **External Reporting** – Upon completion and acceptance of the annual audit by the City’s auditors, the City shall prepare a written Comprehensive Annual Financial Report (CAFR) which shall be presented to the City Council within 180 calendar days of the City’s fiscal year end. The CAFR shall be prepared in accordance with Generally Accepted Accounting Principles (GAAP) and shall be presented annually to the Government Finance Officer Association (GFOA) for evaluation and consideration for the Certificate of Achievement in Financial Reporting. If City staffing limitations preclude such timely reporting, the Chief Financial Officer will inform the City Council of the delay and the reasons therefore.
- D. **Internal Reporting** – The Finance Department will prepare internal financial reports, sufficient to plan, monitor and control the City’s financial affairs.

RISK AND ASSET MANAGEMENT

- A. **Risk Management** - The City will utilize a safety program, an employee wellness program and a risk management program to prevent and/or reduce the financial impact to the City due to claims and losses. Transfer of liability for claims through transfer to other entities through insurance and/or by contract will be utilized where appropriate. Prevention of loss through the safety program and the employee wellness program will be used.

- B. **Cash Management** - The City’s cash flow will be managed to maximize the cash available to invest. Such cash management will entail the centralization of cash collections. The City shall maintain a comprehensive cash management program to include the effective collection of accounts receivable, the prompt deposit of receipts to the City’s depository, the payment of obligations, and the prudent investment of idle funds in accordance with this policy.
- C. **Investments** – The City Council has formally approved a separate Investment Policy for the City of South Padre Island that meets the requirements of the Public Funds Investment Act (PFIA), Section 2256 of the Texas Government Code. This policy is reviewed annually by the City Council and applies to all financial assets held by the City.
- D. **Fixed Assets and Inventory** – The City Council has approved the City’s Fixed Assets Policies and Procedures. The basic goal and objective of this policy is to define and describe a set of standard procedures necessary to record and control the changes in the fixed asset system in accordance with Generally Accepted Accounting Principles.
- E. **Computer System/Data Security** – The City shall provide security of its computer/network system and data files through physical and logical security systems that will include but not limited to, a firewall, intrusion prevention appliance, and two-tier spam/virus protection system.
 1. ***Physical location*** – The location of computer/network systems shall be in locations inaccessible to unauthorized personnel.
 2. ***Access*** – The Information Services department will be responsible for setting up access to the City’s network and files. The Chief Financial Officer shall have responsibility for setting security levels for employees within the financial system for internal control purposes, however these levels may be administered by the IS department.
 3. ***Remote access*** – The Information Services department will set up employees for Virtual Private Network (VPN) access upon approval from their Department Director.
 4. ***Data backup*** – Data backups will be conducted daily. The daily backups will remain on-site on a dedicated storage device.
 5. ***Inventory*** – Records of all computer equipment purchased shall be the responsibility of the Information Services division. Routine inventories will be conducted to ensure safeguarding of these assets.

DEBT MANAGEMENT

The City of South Padre Island recognizes the primary purpose of capital facilities is to support provision of services to its residents. Using debt financing to meet the capital needs of the community must be evaluated according to efficiency and equity. Efficiency must be evaluated to determine the highest rate of return for a given investment of resources. Equity is resolved by determining who should pay for the cost of capital improvements. In meeting demand for additional services, the City will strive to balance the needs between debt financing and “pay as you go” methods. The City realizes that failure to meet the demands of a developing community

may inhibit its continued economic viability, but also realizes that too much debt may have detrimental effects on the City's long-range financial condition.

The City will issue debt only for the purpose of acquiring or constructing capital assets for the general benefit of its citizens and to allow it to fulfill its various purposes as a city.

A. **Usage of Debt** - Long-term debt financing will be considered for non-continuous capital improvements of which future citizens will benefit. Alternatives for financing will be explored prior to debt issuance and include, but not limited to:

- Grants
- Use of Reserve Funds
- Use of Current Revenues
- Contributions from developers and others
- Leases

When the City utilizes long-term financing, it will ensure that the debt is soundly financed by conservatively projecting revenue sources that will be used to pay the debt. It will not finance the improvement over a period greater than the useful life of the improvement and it will determine that the cost benefit of the improvement, including interest costs, is positive to the community.

B. **Types of Debt** –

1. **General Obligation Bonds (GO's)** – General obligation bonds must be authorized by a vote of the citizens of South Padre Island. They are used only to fund capital assets of the general government and are not to be used to fund operating needs of the City. The full faith and credit of the City as well as the City's ad valorem taxing authority back general obligation bonds. Conditions for issuance of general obligation debt include:

- When the project will have a significant impact on the tax rate;
- When the project may be controversial even though it is routine in nature; or
- When the project falls outside the normal bounds of projects the City has typically done.

2. **Revenue Bonds** – Revenue bonds will be issued to provide for the capital needs of any activities where the capital requirements are necessary for the continuation or expansion of a service. The improved activity shall produce a revenue stream to fund the debt service requirements of the necessary improvement to provide service expansion. The average life of the obligation should not exceed the useful life of the asset(s) to be funded by the bond issue and will generally be limited to no more than twenty (20) years.

3. **Certificates of Obligation, Contract Obligations (CO's)** – Certificates of obligation or contract obligations may be used to fund capital requirements that are not otherwise covered either by general obligation or revenue bonds. Debt service for CO's may be either from general revenues (tax-supported) or supported by a specific revenue stream(s) or a combination of both. Typically, the City may issue CO's when the following conditions are met:

- When the proposed debt will have minimal impact on future effective property tax rates;

- When the projects to be funded are within the normal bounds of city capital requirements, such as for roads, parks, various infrastructure and City facilities; and
- When the average life of the obligation does not exceed the useful life of the asset(s) to be funded by the issue.

Certificates of obligation will be the least preferred method of financing and will be used with prudent care and judgment by the City Council. Every effort will be made to ensure public participation in decisions relating to debt financing.

4. **Tax Anticipation Notes** – The City can issue debt securities with a maximum maturity of seven years to provide immediate funding for a capital expenditure in anticipation of future tax collections.
 5. **Internal borrowing between City funds** – The City can authorize use of existing long-term reserves as “loans” between funds. The borrowing fund will repay the loan at a rate consistent with current market conditions. The loan will be repaid within ten (10) years. The loan will be considered an investment of working capital reserves by the lending fund.
- C. **Method of Sale** – The City will use a competitive bidding process in the sale of bonds unless conditions in the bond market or the nature of the issue warrant a negotiated bid. In such situations, the City will publicly present the reasons for the negotiated sale. The City will rely on the recommendation of the financial advisor in the selection of the underwriter or direct purchaser.
- D. **Disclosure** – Full disclosure of operating costs along with capital costs will be made to the bond rating agencies and other users of financial information. The City staff, with assistance of the financial advisor and bond counsel, will prepare the necessary materials for presentation to the rating agencies and will aid in the production of the Preliminary Official Statements. The City will take responsibility for the accuracy of all financial information released.
- E. **Federal Requirements** – The City will maintain procedures to comply with arbitrage rebate and other Federal requirements.
- F. **Debt Structuring** – The City will issue bonds with maturity not to exceed the useful life of the asset acquired. The structure should approximate level debt service unless operational matters dictate otherwise. Market factors, such as the effects of tax-exempt designations, the cost of early redemption options and the like, will be given consideration during the structuring of long term debt instruments.
- G. **Debt Coverage Ratio** – Refers to the number of times the current combined debt service requirements or payments would be covered by the current operating revenues. The City will maintain a minimum debt service coverage ratio of 1.0 times.
- H. **Bond Reimbursement Resolutions** – The City may utilize bond reimbursements as a tool to manage its debt issues, due to arbitrage requirements and project timing. In so doing, the City uses its capital reserve "cash" to delay bond issues until such time when issuance is favorable and beneficial to the City.

OTHER FUNDING ALTERNATIVES:

When at all possible, the City will research alternative funding opportunities prior to issuing debt or increasing user-related fees.

- A. **Grants** - All potential grants will be examined for any matching requirements and the source of those requirements identified. It must be clearly understood that any resulting operation requirements of the grant could be discontinued once the term and conditions of the project have been terminated. The City Council must authorize acceptance of any grant funding.

Guidelines – The City shall seek to obtain those grants consistent with the City’s current and future priorities and objectives.

Indirect Costs – The City shall recover indirect costs to the maximum allowable by the funding source. The City may waive or reduce indirect costs if doing so will significantly increase the effectiveness of the grant.

Grant Review – The City Manager and Chief Financial Officer shall review all grant submittals to determine in-kind match, as well as their potential impact on the operating budget, and the extent to which they meet the City’s objectives. If there is a cash match requirement, the source of funding shall be identified and approved by City Council prior to application. Once the application is approved, the City Council sets the grant budget.

Grant Program Termination – The City shall terminate grant-funded programs and associated positions as directed by the City Council when grant funds are no longer available, unless alternate funding is identified.

- B. **Use of Fund Balance and Reserve Funds** - The City may authorize the use of reserve funds to potentially delay or eliminate a proposed bond issue. This may occur due to higher than anticipated fund balances in prior years, thus eliminating or reducing the need for debt proceeds, or postpone a bond issue until market conditions are more beneficial or timing of the related capital improvements does not correspond with the planned bond issue. Reserve funds used in this manner are replenished upon issuance of the proposed debt. Unappropriated fund balance in excess of operating reserves may be used for one-time projects, but not on-going operating expenses.

- C. **Leases** - The City may authorize the use of lease financing for certain operating equipment when it is determined that the cost benefit of such an arrangement is advantageous to the City.

FINANCIAL CONDITIONS, RESERVES, AND STABILITY RATIOS

The City of South Padre Island will maintain budgeted minimum reserves in the ending working capital/fund balances to provide a secure, healthy financial base for the City in the event of a natural disaster or other emergency, allow stability of City operations should revenues fall short of budgeted projections and provide available resources to implement budgeted expenditures without regard to actual timing of cash flows into the City.

- A. **Operational Coverage** – The City’s goal is to maintain operations coverage of 1.00, such that operating revenues will at least equal or exceed current operating expenditures. Deferrals, short-term loans, or one-time sources will be avoided as budget balancing techniques.
- B. **Operating Reserves** – In accordance with the Charter Section 5.04, the City will strive to maintain emergency reserves of six (6) months of the City operating expenses. Reserves are defined as the amount of the unreserved fund balance of the most recent audited financial statements. Operating expenses are defined as the expenses included in the most recent City Council approved annual budget reduced by major one time expenditures not typical for the maintenance and operations of the City prorated evenly over a six month period. Excess reserve fund balance equals audited reserve fund balance less six (6) months operating expenses as defined above. Reserve requirements will be calculated as part of the annual budget process and any additional required funds to be added to the reserve balances will be appropriated within the budget. Funds in excess of the minimum reserves may be expended for City purposes at the will of the City Council for one time projects once it has been determined that use of the excess will not endanger reserve requirements in future years.
- C. **Liabilities and Receivables** - Procedures will be followed to maximize discounts and reduce penalties offered by creditors. Current liabilities will be paid within 30 days of receiving the invoice. Accounts Receivable procedures will target collection for a maximum of 30 days of service. The Chief Financial Officer is authorized to write-off non-collectible accounts that are delinquent for more than 180 days, provided proper delinquency procedures have been followed, and include this information in the annual report to the City Council.
- D. **Capital Project Funds** – Every effort will be made for all monies within the Capital Project Funds to be expended within thirty-six (36) months of receipt. The fund balance will be invested and income generated will offset increases in construction costs or other costs associated with the project. Capital project funds are intended to be expended totally, with any unexpected excess to be transferred to the Debt Service fund to service project-related debt service.
- E. **General Debt Service Funds** – Revenues within this fund are stable, based on property tax revenues. Balances are maintained to meet contingencies and to make certain that the next year’s debt service payments may be met in a timely manner.
- F. **Investment of Reserve Funds** – The reserve funds will be invested in accordance with the City’s investment policy.

INTERNAL CONTROLS

- A. **Written Procedures** –Written procedures will be established and maintained by the Finance Department for all functions involving cash handling and/or accounting throughout the City. These procedures will embrace the general concepts of fiscal responsibility set forth in this policy statement.

B. **Department Directors Responsibility** – Each Department Director is responsible for ensuring that good internal controls and adherence to the City’s Fiscal and Budgetary Policy are followed throughout their department and that all independent auditor internal control recommendations are addressed. Departments will develop and periodically update written internal control procedures.

Fraud Risk Assessment – The City will conduct bi-annual fraud risk self-assessment exercises with all departments. The exercise will include the identification of opportunities for the misappropriation of assets, which assets are susceptible to misappropriation, and how could the misappropriation of assets be hidden from management.

BUDGET

The annual budget is a fiscal plan which presents the programs and services to be provided to the community and describes the resources needed to perform those activities. The overall goal of the budget is to establish and maintain effective management of the City's financial resources. Revenues that support municipal services are derived from four sources: current revenue charges; increases in existing revenue charges; new revenue sources; and unallocated reserves carried forward from prior years. Various policies and processes are used to guide management of the City's financial resources. Under the City's organizational plan, policy making for responding to the needs of the community is entrusted to the Mayor and Council Members. Administrative or executive authority is vested in the City Manager to develop, implement, and execute programs and policies established by the Council. Under her direction and guidance, the annual budget is prepared. State law, City Home Rule Charter and local ordinances also impact development of the annual budget.

BUDGET PROCESS

The City's budget process is driven by the Home Rule Charter that was adopted in 2009. The Home Rule Charter specifies the following guidelines:

On or before sixty (60) days prior to the beginning of each fiscal year, the City Manager shall submit to the City Council a budget for the ensuing fiscal year.

The budget shall provide a complete financial plan of all City funds and activities for the ensuing fiscal year and, except as required by law or this Charter, shall be in such form as the City Manager deems desirable or the City Council may require for effective management and an understanding of the relationship between the budget and the City's strategic goals. The budget shall begin with a clear general summary of its contents; shall show in detail all estimated income, indicating the proposed property tax levy, and all proposed expenditures, including debt service, for the ensuing fiscal year; and shall be so arranged as to show comparative figures for actual and estimated income and expenditures of the current fiscal year and actual income and expenditures of the preceding fiscal year. The plan shall provide a complete program of action for the fiscal year. It shall contain the following:

- a. Objectives, established by the City Council.
- b. Goals, City Manager's program to meet the objectives of the Council.
- c. Budget, financial plan to meet the administrative needs of the City for the fiscal year consistent with the Objectives and Goals set by the City Council and City Manager.
- d. Staff Plan, a summary of the personnel requirements required to provide the services of the City. Additions or deletions of personnel must be specifically identified and justified.

- e. Measurement, methods to measure outcomes and performance of the fiscal year budget.⁵

The Board adopts an "appropriated budget" on a basis consistent with GAAP for the general fund, certain special revenue funds and the debt service fund. The City is required to present the original and the final amended budgets for revenues and expenditures compared to actual revenues and expenditures for the general fund and major special revenue funds at the functional level of detail, as included herein.

In establishing budgetary data reflected in the financial statements, the City follows these procedures:

1. The City Manager establishes the amount of estimated revenues and other resources available for appropriation for the succeeding budget year.
2. The City Manager submits to the City Council a proposed operating budget for the fiscal year commencing the following October 1.
3. The operating budget includes proposed expenditures by fund, function and activity and the means of financing them.
4. Public hearings and workshops (including department heads) are conducted at the City Hall to obtain taxpayer and elected officials' comments. Revisions that alter budgets at the department level within a fund must be approved by the City Council. The Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual - all Governmental Fund Types reflect these revisions. Actual expenditures and operating transfers may not legally exceed budget appropriations at the individual fund level.
5. Formal budgetary integration is employed as a management control device during the year for the General, certain Special Revenue and Debt Service Funds.
6. Annual appropriated budgets are adopted for the General, certain Special Revenue and Debt Service Funds. All annual appropriations lapse at year-end to the extent they have not been expended or encumbered.
7. Before October 1, the proposed budget is presented to the City Council for review. The City Council holds public hearings and may add to, subtract from or change appropriations, but may not change the form of the budget.
8. Budget adjustments between funds must be authorized by City Council. The City Manager may transfer funds among programs in a department, fund or service and shall report such transfers to the City council in writing.

⁵ From the Home Rule Charter, 2009

BUDGET PROCESS SCHEDULE

A budget process schedule is established each year that identifies actions to be completed with associated target dates. This schedule is used to keep the budget preparation process on schedule in order to provide the City Manager's proposed budget to Council for consideration and final adoption within the legal time frame. The detail schedule is provided on the following pages.

February 18: Strategic planning meeting-include City Manager and Leadership Team

March 14: CIP projects due to Finance

April 11: Mid-year Budget Discussion-Leadership Team Five Year Plan and CIP Discussion – formulate budget priorities

April 20: City Council Workshop - Mid-year 2010-2011 budget review

May 4: Staffing and IS requests are due to HR and IS for review

June 1: City Council establishes FY 2011 Budget priorities

June 6-17: Departmental Budget reviews with City Manager and Finance Director

July 20: Proposed Budget and Proposed 5 year CIP submitted to City Council on or before 60 days from beginning of fiscal year (Home Rule Charter Section 5.02)

August 1: Budget Workshop-General Fund and Miscellaneous Funds

August 2: Budget Workshop-CVB

August 10: Special meeting of governing body to discuss tax rate. If proposed tax rate is more than 3 percent above the effective rate, or is above the rollback rate, take record vote and schedule public hearing for discussion of tax rate.

August 24: Conduct 1st Public Hearing for discussion of Tax Rate

August 31: Conduct 2nd Public Hearing for discussion of Tax Rate

Schedule and announce meeting to adopt tax rate 7-14 days from this date.
(Suggested dates are: First reading 9-7-2011, final reading 9-14-2011. The State only recognizes the 1st reading of the ordinance.)

Conduct Public Hearing for discussion of FY 2011-2012 budget (if proposed tax rate is more than 3 percent above the effective rate or is above the rollback rate.)

Conduct Public Hearing for discussion of 5 year CIP

September 7: Consideration and action on approval of Ordinance No.11-18 approving and adopting a fiscal year 2011-2012 budget for the City of South Padre Island

Consideration and action on approval of Resolution No.11-19 adopting the CIP with or without amendment

Consideration and action on first reading of Ordinance No.11-17 establishing the ad valorem and personal tax rate for 2011 and setting the assessed valuation, providing for discounts, penalty, interest and severability

September 21: Consideration and action on second and final reading of Ordinance No. 11-17 establishing the ad valorem and personal tax rate for 2011 and setting the assessed valuation, providing for discounts, penalty, interest, and severability

BUDGET REVIEW

In Section 5.08 of the Home Rule Charter, it calls for the City Council to review at midterm (by the end of April each year), the performance of the City of South Padre Island's budget. Accordingly, workshops are scheduled to occur during April and May of each fiscal year.

Because of the requirement for the City Council to provide fiduciary oversight of the budget, the Finance Department prepares and provides monthly financial reports detailing both expenses and revenues for each fund for our elected officials. Furthermore, to create transparency, these detailed financial reports are posted on the City's website so that all citizens have easy access to the financial information.

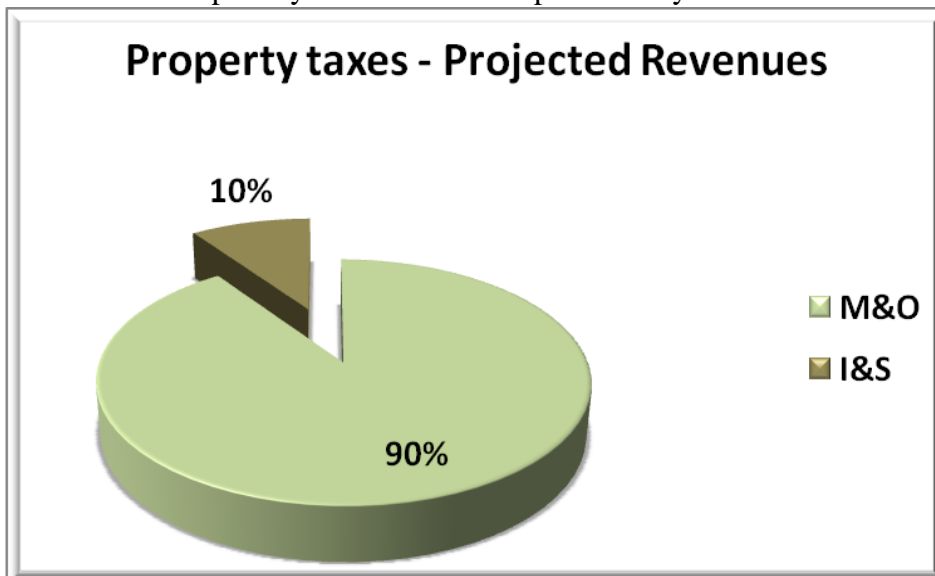
ALL FUNDS SUMMARY: REVENUES

The method used to project revenues is trend analysis where we look back on past revenue and factor in current economic conditions to project revenues for the coming budget year. Given the stagnant economy, total revenues are projected to remain relatively flat. Bond proceeds for the construction of the new EMS building were not considered in the comparison of total revenues from FY 2011 to FY 2012, with the result being an increase in revenue of \$260,911, which is a 1.29% increase.

General Fund revenues are budgeted to total \$10,054,141. This represents a 3.3% increase over the FY 2011 projected revenues. The Hotel/Motel Fund and Convention Centre Fund have total projected revenue of \$5.9 million, which is a 2.6 % decrease from the previous year.

General Fund revenues are budgeted to total \$10,054,141. This represents a 3.3% increase over the FY 2011 projected revenues.

Property tax is expected to increase by approximately \$200,000 in the General Fund and by \$29,000 in the General Debt Service Fund for total projected property tax revenue of \$ 6,495,000 which represents 30% of total revenue. The effective property tax rate of \$.2504 was adopted for the following uses: An annual tax of .224355 for each \$100 assessed value is levied for current City expenditures, general improvements of the City and its property. This tax rate will raise more taxes for maintenance and operations than last year's tax rate. A tax of .026045 for each \$100 worth of property was levied for purposes of creating an interest and sinking fund for the retirement of general obligation bonds. The property taxes are billed and collected by the Point Isabel Independent School District based on the Cameron County Appraisal District adjusted taxable property values. Discounts for early payment of current year taxes apply from October through December of the current calendar year. Any payment not timely made shall bear penalty and interest as is provided by state law.



Non-property taxes include hotel/motel occupancy, sales tax, mixed beverage tax, and utility franchise taxes.

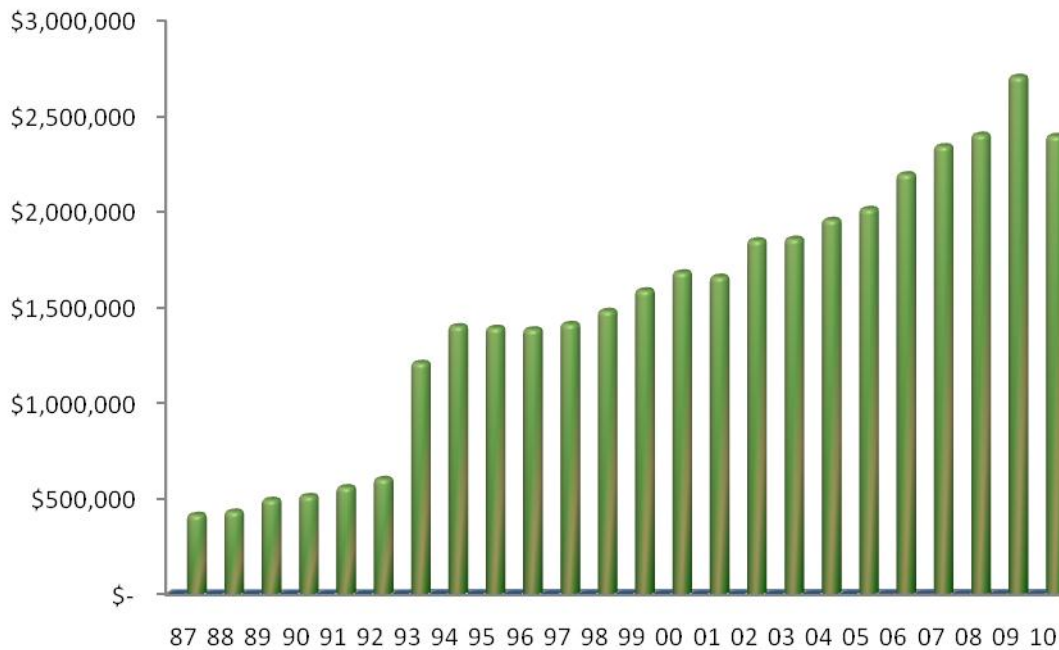
Hotel/motel taxes are estimated to be \$6,606,000 and are deposited into Hotel/Motel Fund, Convention Centre Fund, Beach Nourishment Fund, and Beach Maintenance Fund. This revenue represents 32% of the total estimated revenue. The City has a 14.5% Hotel/Motel tax (6% to State of Texas of which 1% is remitted back to the City to finance the Beach Maintenance Fund, 8% for use by the Convention and Visitors Bureau, and .5% for beach nourishment).

Local Hotel/Motel tax rate: 8.5%.

State of Texas Hotel/Motel tax rate: 6% (only 1% is remitted back to the City).

Sales tax revenues are anticipated to reach \$2,335,000, constituting 11% of total revenue, and are deposited into General Fund and EDC Fund. The City has a total sales tax rate of 8.25% allocated as follows: 1 ½% to City of SPI, ½% to EDC, and 6 ¼% to State of Texas. Sales tax revenue is forecasted to be \$140,000 less due to the local and national economy.

Sales Tax Collections by Calendar Year



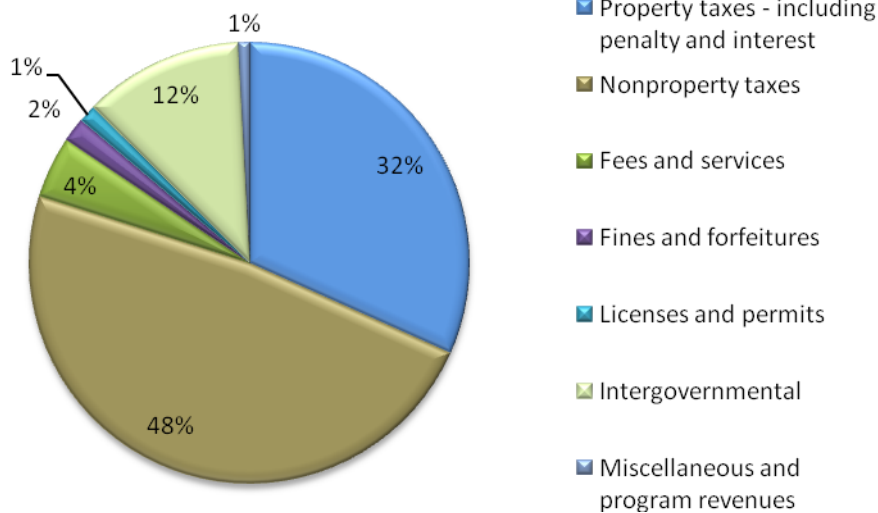
Franchise taxes are received from four utility providers. The estimated fees to be received are \$770,000 from electricity, telephone, cable television, and sold waste services. \$172,000 is expected to be received from mixed beverage taxes collected on the sale of alcohol. These two revenue items represent 5% of the total budgeted revenue.

Fees and services are generated from emergency medical services, fire department inspection fees, rental of the convention center, and Birding and Nature Center admittance fees and gift shop sales. Revenue from all fees and services is expected to reach \$856,500 which is 4% of total revenue. The Birding and Nature Center is included in the component unit of the city.

Fines and forfeitures resulting from municipal court activity are expected to exceed \$363,000. This projected revenue includes \$14,000 from Municipal Court fees collected in accordance with state law to enhance Court security, technology, and training. Beginning in 2010, the city has the capability to accept municipal court payments on-line.

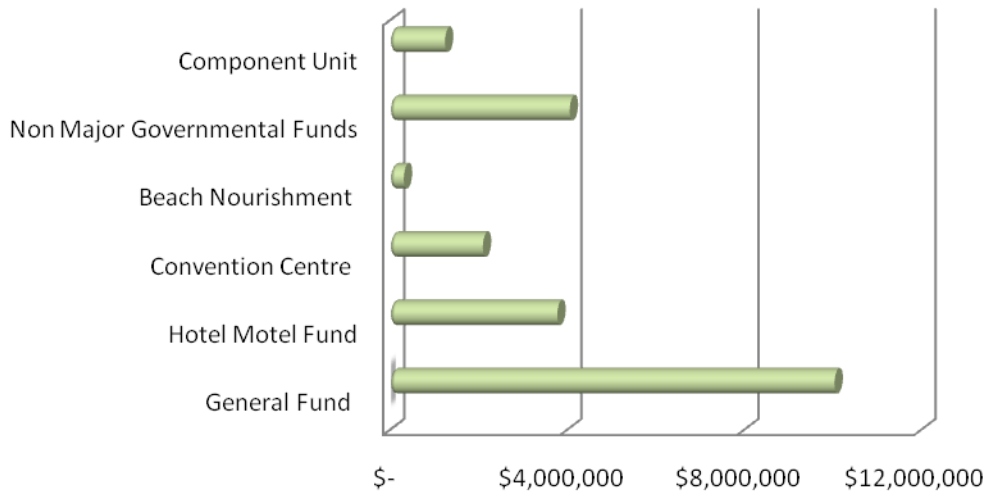
Federal and state grants will exceed \$2 million for the 2011 to 2012 fiscal year. Transportation grants to finance the island’s free public transportation, known as the “Wave”, are expected to reach \$1.1 million. Grant money for use in the construction of the City’s new Fire and Emergency Services Center will exceed \$1 million.

Revenues by Source

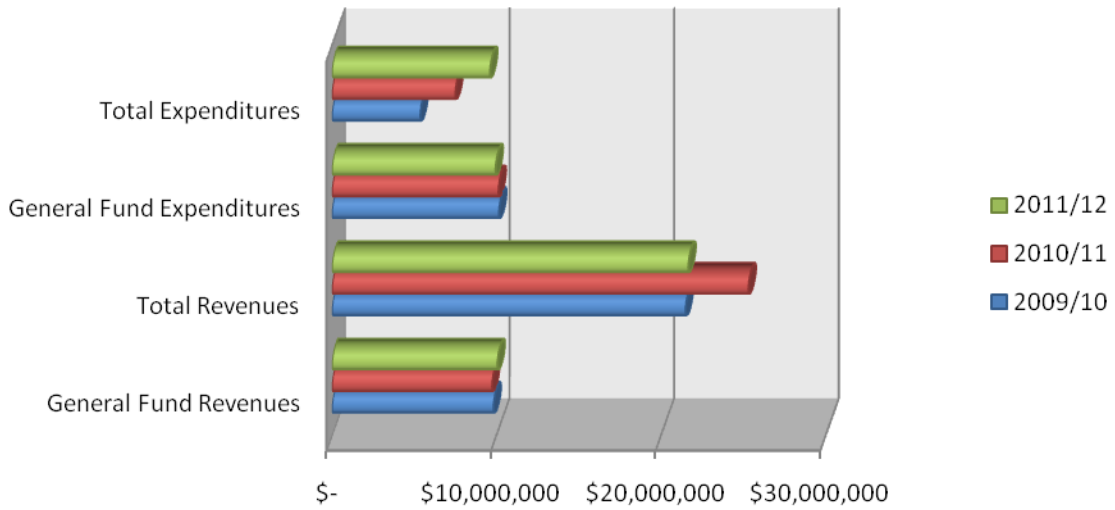


• • •
Non property taxes is the major source of revenue (48%)
 • • •

Revenues by Fund



BUDGETS OF THE LAST THREE FISCAL YEARS

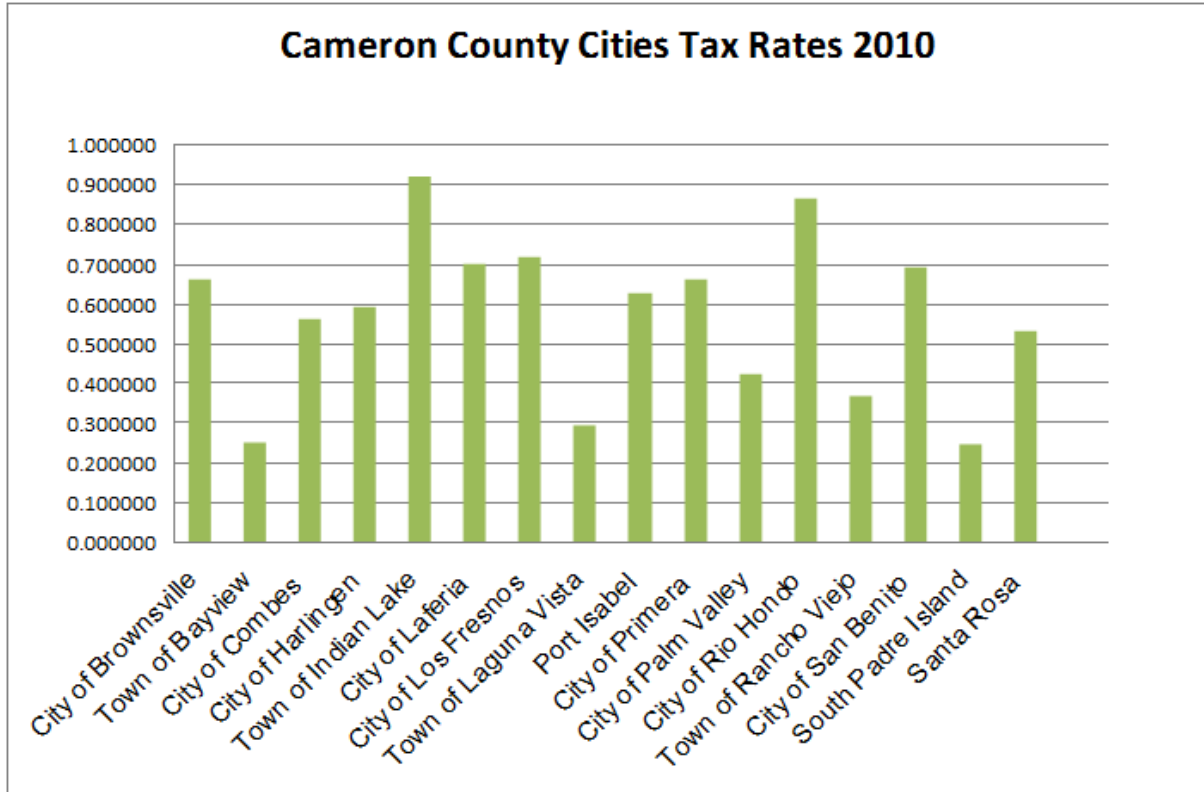


- 2009/2010 Actual
- 2010/2011 Projected
- 2011/12 Budget

EFFECTIVE TAX RATE

The City Council has adopted an effective tax rate of \$0.250400 cents per \$100 valuation, which represents an increase of \$.00479 compared to the tax rate adopted last year.

By adopting this new tax rate, the City is expecting to collect approximately \$115,000 in current property tax more than fiscal year 2010/11.



BUDGET DOCUMENT BY FUND

Budget Highlights

- *Increase in revenues:*
\$260,911 (1.29%)
compared to fiscal year
2010/2011
 - *New tax rate: .250400*
(M&O .224355, I&S
.026045)
 - *Increase in total*
expenditures: \$2,181,253
 - *Increase in total capital*
outlay expenditures:
\$3,181,443
 - *Fire & Emergency Services*
Station construction costs:
\$4,427,158
 - *Purchase of new public*
transportation bus:
\$194,992
 - *City to provide EMS*
services for the 2011/12
fiscal year
 - *Addition of six EMS*
personnel
 - *Total City full time*
employees: 158
 - *2% COLA effective April*
1st 2012
-

- Fund 01 – General Fund
 - 511 City Council
 - 512 City Manager’s Office
 - 513 Finance
 - 514 Planning
 - 515 Technology
 - 516 Human Resources
 - 520 Municipal Court
 - 521 Police
 - 522 Fire
 - 532 Health/Code Enforcement
 - 540 Fleet
 - 541 Facilities and Grounds Maintenance
 - 542 Inspections
 - 543 Public Works
 - 544 Emergency Management
 - 570 General Services
 - 572 Special Projects
- Fund 02 – Hotel Motel Tax
 - 590 Visitors Bureau
 - 592 Sales & Marketing
 - 593 Tourism & Cultural
- Fund 06 - Convention Center
- Fund 09 - Parks & Beautification
- Fund 21 - Municipal Court Technology
- Fund 22 – Municipal Court Security
- Fund 30 – Transportation
- Fund 45 – Construction in Process
- Fund 50 – General Debt Service
- Fund 52 – EDC Debt Service
- Fund 60 – Beach Maintenance
- Fund 61 - Beach Access
- Fund 62 – Bay Access
- Fund 80 – Economic Development Corp.
- Fund 81 – Beach Nourishment

BUDGET DOCUMENT

GENERAL FUND SUMMARY

01 -GENERAL FUND

FINANCIAL SUMMARY	TWO YEARS	ONE YEAR	ACTUAL	Y-T-D	PROPOSED	INCREASE
	PRIOR	PRIOR	ACTUAL	ACTUAL	BUDGET	(DECREASE)
-----	-----	-----	-----	-----	-----	-----
-----	-----	-----	-----	-----	-----	-----
REVENUE SUMMARY						
PROPERTY TAXES	5,458,812	5,370,434	5,664,714	5,777,209	5,866,192	201,478
NON-PROPERTY TAXES	3,293,628	3,066,754	3,110,000	3,187,051	3,002,919	(107,081)
FEES AND SERVICES	30,000	81,651	82,500	43,455	333,935	251,435
INTERGOVERNMENTAL	155,927	68,353	128,816	148,801	141,545	12,729
FINES AND FORFEITURES	283,789	365,065	290,000	423,257	349,500	59,500
LICENSES AND PERMITS	322,645	557,605	257,100	222,572	259,550	2,450
MISCELLANEOUS	200,342	199,458	119,661	113,899	100,500	(19,161)
OTHER FINANCING SOURCES	359,989	104,650	78,014	926,896	0	(78,014)
*** TOTAL REVENUES ***	10,105,132	9,813,969	9,730,805	10,843,140	10,054,141	323,336
EXPENDITURE SUMMARY						
CITY COUNCIL	26,595	13,776	25,000	19,484	20,000	(5,000)
CITY MANAGER'S OFFICE	559,356	506,300	450,226	438,659	432,218	(18,008)
FINANCE	254,030	292,640	344,616	335,230	331,922	(12,694)
PLANNING	171,080	546,450	392,856	391,856	134,227	(258,629)
TECHNOLOGY	381,684	363,753	438,077	429,864	486,888	48,812
HUMAN RESOURCES	78,350	135,250	195,740	191,304	193,966	(1,773)
MUNICIPAL COURT	163,739	166,227	172,930	168,727	176,634	3,704
POLICE	2,294,092	2,380,396	2,506,691	2,350,985	2,476,010	(30,681)
FIRE	1,661,262	1,923,503	1,724,238	1,724,127	2,059,597	335,359
HEALTH/CODE	330,104	376,256	409,146	357,565	363,761	(45,386)
FLEET MANAGEMENT	494,025	456,204	610,536	1,457,739	655,818	45,282
FACILITIES & GROUNDS MTN	166,457	169,930	186,319	166,033	184,654	(1,665)
INSPECTIONS	233,401	222,919	194,482	186,435	187,442	(7,040)
PUBLIC WORKS	888,991	954,711	1,069,495	1,049,762	1,036,481	(33,014)
EMERGENCY MANAGEMENT	5,119	6,099	5,600	3,968	51,750	46,150
GENERAL SERVICE	1,202,712	1,073,504	1,053,740	1,046,370	869,042	(184,698)
SPECIAL PROJECTS	469,207	562,266	336,340	333,519	280,000	(56,340)
TOTAL EXPENDITURES	9,380,204	10,150,186	10,116,030	10,651,627	9,940,409	(175,621)
REVENUES OVER(UNDER) EXPENDITURES	724,929	(336,217)	(385,225)	191,513	113,732	498,957

GENERAL FUND REVENUE SUMMARY

FINANCIAL SUMMARY	TWO YEARS	ONE YEAR				
	PRIOR	PRIOR	ACTUAL	Y-T-D	PROPOSED	INCREASE
-----	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
-----	-----	-----	-----	-----	-----	-----
PROPERTY TAXES						
42001 CURRENT PROP. TAXES	5,133,447	5,066,093	5,439,714	5,386,643	5,566,192	126,478
42002 DELINQUENT PROPERTY	193,957	191,221	150,000	241,723	200,000	50,000
42003 PENALTY AND INTEREST	131,408	113,120	75,000	148,844	100,000	25,000
REVENUE CATEGORY TOTAL	5,458,812	5,370,434	5,664,714	5,777,209	5,866,192	201,478
NON-PROPERTY TAXES						
43004 STATE SALES TAXES	2,099,919	1,782,753	1,900,000	1,886,168	1,835,000	(65,000)
43005 MIX BEVERAGE TAXES	195,546	218,852	200,000	230,559	172,919	(27,081)
43010 HOTEL/MOTEL TAX	205,662	262,329	225,000	248,528	225,000	0
43020 ELEC. FRANCHISE TAX	391,213	404,131	390,000	401,292	395,000	5,000
43021 PHONE FRANCHISE TAX	88,330	85,907	90,000	79,922	80,000	(10,000)
43022 CABLE FRANCHISE TAX	156,206	179,869	175,000	199,587	165,000	(10,000)
43023 SOLID WASTE FEE	156,751	132,913	130,000	140,995	130,000	0
REVENUE CATEGORY TOTAL	3,293,628	3,066,754	3,110,000	3,187,051	3,002,919	(107,081)
FEES AND SERVICES						
44043 POLICE SECURITY	0	7,151	7,000	0	0	(7,000)
44044 EMS REVENUE	0	0	0	0	187,935	187,935
44046 FIRE DEPT INSPECTION	0	0	0	13,455	71,500	71,500
44055 ADMINISTRATIVE FEES	30,000	74,500	74,500	30,000	74,500	0
44056 RENTAL INCOME	0	0	1,000	0	0	(1,000)
REVENUE CATEGORY TOTAL	30,000	81,651	82,500	43,455	333,935	251,435
INTERGOVERNMENTAL						
46050 G. L.O.(BEACH)	36,535	28,028	30,000	36,843	25,000	(5,000)
46051 CAMERON COUNTY	1,250	0	0	0	0	0
46052 COUNTY ESD - EMS	0	0	0	0	55,000	55,000
46057 FIRE CALL REVENUE	114,305	37,846	36,000	48,946	45,000	9,000
46063 LEOSE TRAINING FUNDS	2,337	2,478	2,200	2,396	2,200	0
46068 GRANT REVENUE	1,500	0	60,616	60,616	14,345	(46,271)
REVENUE CATEGORY TOTAL	155,927	68,353	128,816	148,801	141,545	12,729

GENERAL FUND REVENUE SUMMARY

FINANCIAL SUMMARY	TWO YEARS	ONE YEAR	ACTUAL BUDGET	Y-T-D ACTUAL	PROPOSED BUDGET	INCREASE (DECREASE)
	PRIOR ACTUAL	PRIOR ACTUAL				
FINES AND FORFEITURES						
45010 FINES & FORFEITURES	283,789	365,065	290,000	411,848	340,000	50,000
45011 ONLINE CR. CARD FEE	0	0	0	1,944	1,500	1,500
45012 WARRANT FEES	0	0	0	9,465	8,000	8,000
REVENUE CATEGORY TOTAL	283,789	365,065	290,000	423,257	349,500	59,500
LICENSES AND PERMITS						
47030 BUILDING PERMITS	248,664	483,972	200,000	144,908	200,000	0
47031 ELECTRICAL PERMITS	1,825	1,541	2,000	1,460	1,000	(1,000)
47032 MIX BEVERAGE PERMITS	5,747	13,633	4,000	19,980	8,000	4,000
47033 PLUMBING PERMITS	4,350	6,650	4,000	5,653	4,000	0
47034 MECHANICAL PERMITS	400	50	500	100	250	(250)
47035 TAXI PERMITS	6,430	4,450	4,400	4,400	4,400	0
47036 ENV HEALTH PERMITS	13,925	16,810	13,000	13,855	12,200	(800)
47037 OTHER PERMITS	25,260	20,609	20,000	22,461	20,000	0
47039 L.P. GAS PERMIT	200	300	200	600	200	0
47040 T-SHIRT FAB. PERMIT	100	900	1,000	100	0	(1,000)
47041 DUNE PROT. PERMITS	5,245	5,940	5,000	3,400	5,000	0
47043 SPRING BREAK PERMITS	10,500	2,750	3,000	3,425	3,000	0
47045 GOLF CART PERMITS	0	0	0	1,950	1,500	1,500
47046 ANIMAL SERVICES FEE	0	0	0	280	0	0
REVENUE CATEGORY TOTAL	322,645	557,605	257,100	222,572	259,550	2,450
MISCELLANEOUS						
48040 INTEREST REVENUE	185,072	131,062	100,000	73,212	90,000	(10,000)
48042 MISC. REVENUE	14,466	67,722	10,000	19,977	10,000	0
48043 ELECTRICITY REBATE	0	0	0	9,571	0	0
48045 INSURANCE PROCEEDS	0	0	9,161	9,161	0	(9,161)
48087 COPIES	804	632	500	1,978	500	0
REVENUE CATEGORY TOTAL	200,342	199,458	119,661	113,899	100,500	(19,161)
OTHER FINANCING SOURCES						
49071 LEASE PROCEEDS	0	0	26,637	902,220	0	(26,637)
49085 SALE OF FIXED ASSETS	14,989	79,650	0	0	0	0
49090 TRANSFERS IN	345,000	25,000	51,377	24,676	0	(51,377)
REVENUE CATEGORY TOTAL	359,989	104,650	78,014	926,896	0	(78,014)
TOTAL REVENUES	10,105,132	9,813,969	9,730,805	10,843,140	10,054,141	323,336

CITY MANAGER'S OFFICE

The City Manager's Office is responsible for the implementation of the South Padre Island City Council's policy and to develop administrative guidelines to ensure the efficient and effective operations of the City and embracing the use of best practices. The City Manager's Office has oversight over the following Departments:

- Administrative Services
- Coastal Resources Division
- Environmental Health Services
- Finance
- Fire
- Information Services
- Police
- Public Works
- Transit & Development

The vitality of the organizational development activity is a focal point of the City Manager's Office as well as ensuring fruitful intergovernmental relationships and participation in the Federal and State legislative process. The City Manager's Office through the City Secretary supports, facilitates and strengthens the City of South Padre Island governmental process, improves public access to municipal records, safeguards and conducts the municipal election process, protects and preserves official City records. It is also the responsibility of this Department to assure that official City activities are in compliance with Federal, State and City policies and practices.

Major Goals:

1. Focus on major initiatives that enhance the economic environment, improve the quality of life for citizens, protect the environment and provide essential services:
 - a. Beach (Restoration, Protection and Access)
 - b. Transportation (Padre Boulevard Enhancement / Park and Ride)
2. Continual evaluation of programs for enhancements and benefits to the City.
3. Create a good organizational foundation through policy development and implementation.
4. Develop and sustain a productive relationship with the Council to encourage policy development and effective communication.
5. Continued enhancement of public relations program to enhance communication with the public and ensure a constructive relationship with the media. Use technology effectively to capture operational efficiencies.
6. Strive to encourage and facilitate the strategic planning process (e.g., capital improvement plan, five year operational plan, core values for organization, etc.).
7. Implement and maintain a computerized records management system.
8. Encourage effective use of resources (e.g., paperless agendas/packets, outsource codification of ordinances, etc.).
9. Create an enjoyable work experience where all people feel appreciated and valued.

Our Planning Indicators and Focus:

The City of South Padre Island’s population is 5,000 and the City’s average number of visitors is 30,000 per month which serves as an indicator for the increase demands for services. Currently (fiscal year 2011/12), the total full-time equivalents (FTEs) authorized is 4 positions.

CITY MANAGER STRATEGIES AND PROGRAMS FOR THE NEXT FIVE YEARS:

Strategy/Program	Fiscal Year	Budget Impact
Support initiatives that enhance the quality of life for citizens (Music, Art in Public Places, Community Events, Theater productions, etc.)	2011/12	\$10,000
Embrace the use of technology to enhance operations and communication.	2011/12	\$ -0- Resources with Info Svcs
Continue to evaluate mobility & parking strategies.	2011/12	\$-0- Resources will be in PW
Enhance financial management and the budget process.	2011/12	\$-0- Resources with Finance
Formulate effective economic development strategies. (Retail study and marketing material)	2012/13	\$60,000
Establish & Implement an Organizational Development Plan.	2012/13	\$30,000
Establish an employee committee to create team building events and improve morale.	2012/13	\$3,500
Create a Management Internship Program.	2014/15	\$45,000
Create a Park and Recreation Division or Department (Two positions: Recreation Coordinator and Park Maintenance Specialist)	2014/15	\$76,000

CITY MANAGER POSITION CONTROL

512-CM-01	City Manager
512-AM-01	Assistant City Manager
512-CS-01	City Secretary
512-EA-01	Executive Assistant to the CM
560-CM-01	Coastal Resources Manager
560-MT-01	Beach Maintenance
560-MT-02	Beach Maintenance
560-MT-03	Beach Maintenance

City of South Padre Island Goals & Objectives for Fiscal Year 2011-2012

WORK PLANS FOR CITY MANAGER'S OFFICE

Project	Description	Comprehensive Plan Goal	Estimated Completion Date	Team Leader	Team Members
"Spotlight"	Create a reflective document of successes by fiscal year to tell our story	3.12	October 2011	Minerva Lopez	Information Services Team
Council/Board Member Handbook	Create and update handbook for new members of the City's Council, Boards, Commissions and Committees that outlines rules and procedures to follow.	7.18	October 2011	Susan Hill	City Manager's Office
Budget Document Enhancement	Create a budget document eligible for the GFOA Distinguished Budget Award	6.A	October - December 2011	Finance	City Manager's Office
Annexation	Expand City limit boundary through voluntary annexation.	6.1, 6.2, 6.5, 6.M, 6.N6.O, 6.P	December 2011	Darla A. Jones	Rick Vasquez & Paul Cunningham
Park Master Plan	Update current Parks Master Plan.	Chapter 5	December 2011	Darla A. Jones	Parks Committee
Comprehensive Citizen Survey	Create a benchmark for performance measures	7.12 7.31	January 2012	Joni Clarke	Information Services Team
Facility Use Policy	Create standards for using City-owned facilities	6.A	January 2012	Susan Hill	CMO
Records Management Program	Update and enhance the City's Records Management Program	6.Q, 6.R, 6.S	February 2012, then Annually	Susan Hill	City Staff
Five Year Plan	Update the City's five-year plan by department establishing major goals and programs	7.A 7.C 7.E	April 2012	Joni Clarke	City Staff
Municipal Complex Master Plan	Arrangement for effective use of Municipal Building and Facilities.	6.I, 6.J	August 2012	Joni Clarke	Leadership Team

Technology	Embrace the use of technology to enhance operations and communication.	6.S 7.5d	September 2012	City Manager's Office	Information Services Team
Capital Improvement Plan	Update the City's five year plan with prioritization of capital projects.	6.A, 4.9, 4.15, 4.38,	Updated Annually	Darla A. Jones	Leadership Team
Tax Increment Reinvestment Zone (TIRZ)	Implement and manage TIRZ, TIRZ Board and TIRZ Projects.	7.7b	On-Going	Darla A. Jones	Leadership Team
Citizen Outreach and Special Events	Support initiatives that enhance the quality of life for citizens (Music, Art in Public Places, Community Events, Theater Productions, etc.)	5.V, 5.57, 7.3, 7.8, 7.13, 7.F, 7.G	On-Going	Darla A. Jones	Parks, Recreation & Beautification Committee

My plan to deliver extraordinary customer service includes continued focus on the professional development of City staff.

My contribution to making the City a more efficient organization is to ensure that all employees have the tools they need to do their jobs. This will be done by having a more inclusive budget process and regular quarterly meetings with staff to encourage communication.

My department will build community trust by becoming a more effective listener to better understand citizen needs and THEIR vision for the future. Strive to create partnerships for success by engaging citizens as a resource to deliver results.

CITY MANAGER TRAINING PLAN 2011-2012

Department:	City Manager's Office		
	Includes ASBPA	CMO Budget	
Requested Training	<input type="text"/>	<input type="text" value="\$1,947"/>	
Requested Travel	<input type="text"/>	<input type="text" value="8,910"/>	

Event	Description/Justification	Qty.	Cost/Rate	Total
TCMA Annual Conference	Registration Fee	1	\$ 225.00	225
June 8-12, 2012	Transportation	1	\$ -	0
South Padre Island, TX	Car Rental/Shuttle	1	\$ -	0
\$525.00	Hotel	1	\$ -	0
	Per Diem (50 per day + 20 %)	5	\$ 60.00	300
TML Employment Law	Registration Fee	1	\$ 150.00	150
August / September 2012	Transportation	1	\$ 350.00	350
San Antonio, TX	Car Rental/Shuttle	1	\$ 100.00	100
\$1,230.00	Hotel	2	\$ 225.00	450
	Per Diem (50 per day + 20 %)	3	\$ 60.00	180
TCMA Committee Meeting #1	Registration Fee	1	\$ -	0
Professional Development	Transportation	1	\$ 200.00	200
	Car Rental/Shuttle	1	\$ 100.00	100
\$510.00	Hotel	1	\$ 150.00	150
	Per Diem (50 per day + 20 %)	1	\$ 60.00	60
TCMA Committee Meeting #2	Registration Fee	1	\$ -	0
Professional Development	Transportation	1	\$ 200.00	200
	Car Rental/Shuttle	1	\$ 100.00	100
\$510.00	Hotel	1	\$ 150.00	150
	Per Diem (50 per day + 20 %)	1	\$ 60.00	60
Austin Trip #1	Transportation	1	\$ 250.00	250
	Car Rental/Shuttle	1	\$ 75.00	75
\$725.00	Hotel	1	\$ 250.00	250
	Per Diem (50 per day + 20 %)	2.5	\$ 60.00	150
Austin Trip #2	Transportation	1	\$ 250.00	250
	Car Rental/Shuttle	1	\$ 75.00	75
\$725.00	Hotel	1	\$ 250.00	250
	Per Diem (50 per day + 20 %)	2.5	\$ 60.00	150
Grand Total				\$4,225
Event	Description/Justification	Qty.	Cost/Rate	Total
TCMA Annual Conference	Registration Fee	1	\$ 225.00	225
June 8-12, 2012	Transportation	1	\$ -	0

South Padre Island, TX	Car Rental/Shuttle	1	\$ -	0
\$475.00	Hotel	1	\$ -	0
	Per Diem (50 per day)	5	\$ 50.00	250
	Other/Misc.			
TCMA Qtrly Board Meetings	Registration Fee	1	\$ -	0
4 @ \$ 500 each	Transportation	1	\$ 200.00	200
South Padre Island, TX	Car Rental/Shuttle	1	\$ 100.00	100
\$500.00	Hotel	1	\$ 150.00	150
	Per Diem (50 per day)	1	\$ 50.00	50
TCMA Qtrly Board Meetings	Registration Fee	1	\$ -	0
4 @ \$ 500 each	Transportation	1	\$ 200.00	200
South Padre Island, TX	Car Rental/Shuttle	1	\$ 100.00	100
\$500.00	Hotel	1	\$ 150.00	150
	Per Diem (50 per day)	1	\$ 50.00	50
TCMA Qtrly Board Meetings	Registration Fee	1	\$ -	0
4 @ \$ 500 each	Transportation	1	\$ 200.00	200
South Padre Island, TX	Car Rental/Shuttle	1	\$ 100.00	100
\$500.00	Hotel	1	\$ 150.00	150
	Per Diem (50 per day)	1	\$ 50.00	50
TCMA Qtrly Board Meetings	Registration Fee	1	\$ -	0
4 @ \$ 500 each	Transportation	1	\$ 200.00	200
South Padre Island, TX	Car Rental/Shuttle	1	\$ 100.00	100
\$500.00	Hotel	1	\$ 150.00	150
	Per Diem (50 per day)	1	\$ 50.00	50
TCMA Qtrly Board Meetings	Registration Fee	1	\$ -	0
4 @ \$ 500 each	Transportation	1	\$ 200.00	200
South Padre Island, TX	Car Rental/Shuttle	1	\$ 100.00	100
\$500.00	Hotel	1	\$ 150.00	150
	Per Diem (50 per day)	1	\$ 50.00	50
Continuing Education	Registration Fee	1	\$ 150.00	150
Local	Transportation	1	\$ 200.00	200
\$500.00	Car Rental/Shuttle			
	Hotel			
	Per Diem (50 per day)	3	\$ 50.00	150
	Other/Misc.			
Grand Total				\$2,975

Event	Description/Justification	Qty.	Cost/Rate	Total
Agendas, Minutes & Open Govt.	Registration Fee	1	\$ 225.00	\$225
Houston, TX	Transportation	1	\$ 150.00	\$150
June 7- August 12	Car Rental/Shuttle		\$ -	\$0
	Hotel	1	\$ 250.00	\$250
\$775	Per Diem (50 per day)	2	\$ 50.00	\$100
	Other/Misc. (Shuttle)	1	\$ 50.00	\$50
Sociology of Cities	Registration Fee	1	\$ 225.00	\$225
Amarillo, TX	Transportation	1	\$ 400.00	\$400
August 9 - October 12	Car Rental/Shuttle			\$0
	Hotel	1	\$ 250.00	\$250

	\$975	Per Diem (50 per day)	2	\$ 50.00	\$100
		Other/Misc.			\$0
Election Law		Registration Fee	1	\$ 300.00	300
Irving Texas		Transportation	1	\$ 250.00	250
January 17-20, 2012		Car Rental/Shuttle			0
		Hotel	1	\$ 500.00	500
	\$1,250	Per Diem (50 per day)	3	\$ 50.00	150
		Other/Misc. (Shuttle)	1	\$ 50.00	50
Grand Total					\$3,000
Event		Description/Justification	Qty.	Cost/Rate	Total
Time Management		Registration Fee	1	\$ 149.00	149
Fundamentals		Transportation		\$ -	0
(Franklin Covey Webinar)		Car Rental/Shuttle			
		Hotel			
	\$149	Per Diem (50 per day + 20%)		\$ -	0
		Other/Misc.			
Business Writing & Grammar		Registration Fee	1	\$ 149.00	149
(Rio Grande Valley Area)		Transportation	1	\$ 75.00	75
2012		Car Rental/Shuttle			
		Hotel			
	\$254	Per Diem (50 per day + 20%)	0.5	\$ 60.00	30
		Other/Misc.			
Finance & Accounting for		Registration Fee	1	\$ 149.00	149
Non-Financial People		Transportation	1	\$ 75.00	75
(Rio Grande Valley Area)		Car Rental/Shuttle			
2012		Hotel			
	\$254	Per Diem (50 per day + 20%)	0.5	\$ 60.00	30
		Other/Misc.			
Grand Total					\$657

CITY COUNCIL BUDGET NUMBERS

01 -GENERAL FUND

CITY COUNCIL

DEPARTMENT EXPENDITURES	TWO YEARS	ONE YEAR	ACTUAL BUDGET	Y-T-D ACTUAL	PROPOSED BUDGET	INCREASE (DECREASE)
	PRIOR ACTUAL	PRIOR ACTUAL				
MISCELLANEOUS SERVICES						
511-0530 PROFESSIONAL SERV.	255	0	0	0	0	0
511-0550-001 BOB PINKERTON	6,792	175	7,012	5,343	5,000	(2,012)
511-0550-011 COURTNEY HAYDEN	2,774	2,609	3,500	2,552	3,000	(500)
511-0550-016 JO ANN EVANS	4,132	2,142	3,500	3,127	3,000	(500)
511-0550-020 RICHARD RIDOLFI	5,639	3,163	2,088	1,985	0	(2,088)
511-0550-021 ALITA BAGLEY	5,113	1,811	3,500	2,606	3,000	(500)
511-0550-022 SAM LISTI	1,890	3,877	3,500	2,235	3,000	(500)
511-0550-023 BOB FUDGE	0	0	0	0	3,000	3,000
CATEGORY TOTAL	26,595	13,776	23,100	17,848	20,000	(3,100)
OTHER						
511-0604 KEEP SPI BEAUTIFUL	0	0	1,900	1,636	0	(1,900)
CATEGORY TOTAL	0	0	1,900	1,636	0	(1,900)
DEPARTMENT TOTAL	26,595	13,776	25,000	19,484	20,000	(5,000)

CITY MANAGERS BUDGET NUMBERS

01 -GENERAL FUND	TWO YEARS		ONE YEAR				
CITY MANAGER'S OFFICE	PRIOR	PRIOR	ACTUAL	Y-T-D	PROPOSED	INCREASE	
DEPARTMENT EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)	
-----	-----	-----	-----	-----	-----	-----	-----
PERSONNEL SERVICES							
512-0010 SUPERVISION	261,298	266,729	249,997	252,366	0	(249,997)	
512-0010-01 EXEMPT	0	0	0	0	253,620	253,620	
512-0010-02 NON EXEMPT	0	0	0	0	44,810	44,810	
512-0020 CLERICAL	112,841	105,854	44,366	45,326	0	(44,366)	
512-0040 TEMPORARY EMP.	14,979	0	0	0	0	0	
512-0060 OVERTIME	560	1,662	8,195	7,075	8,320	125	
512-0065 VACANCY FACTOR	0	0	0	0	0	0	
512-0070 MEDICARE	7,208	5,457	5,688	4,430	5,767	79	
512-0080 TMRS	42,260	45,374	42,765	39,610	39,456	(3,309)	
512-0081 GROUP INSURANCE	40,169	30,412	20,780	24,248	20,877	96	
512-0083 WORKERS COMP.	1,042	1,764	1,129	1,091	1,177	48	
512-0084 UNEMPLOYMENT TAX	354	1,363	1,513	288	2,454	941	
512-0085 LONGEVITY	2,428	1,577	1,724	1,724	1,952	229	
512-0090 MERIT ADJUSTMENTS	0	0	5,600	5,600	0	(5,600)	
CATEGORY TOTAL	483,137	460,192	381,758	381,758	378,433	(3,325)	
GOODS AND SUPPLIES							
512-0101 OFFICE SUPPLIES	9,136	4,665	6,000	5,816	5,000	(1,000)	
512-0102 LOCAL MEETINGS	5,322	3,708	4,000	1,836	2,000	(2,000)	
512-0107 BOOKS & PERIODICALS	1,172	770	1,500	1,130	500	(1,000)	
512-0130 WEARING APPAREL	628	504	1,000	850	225	(775)	
512-0150 MINOR TOOLS	1,651	645	0	0	0	0	
CATEGORY TOTAL	17,909	10,293	12,500	9,632	7,725	(4,775)	
MISCELLANEOUS SERVICES							
512-0501 COMMUNICATIONS	0	0	2,400	2,505	2,400	0	
512-0511 AUTO ALLOWANCE	10,920	8,700	9,000	9,375	9,000	0	
512-0513 TRAINING EXPENSE	8,311	5,148	5,130	3,526	1,950	(3,180)	
512-0530 PROFESSIONAL SERVICES	842	403	18,735	17,308	16,300	(2,435)	
512-0540 ADVERTISING	4,814	3,502	4,000	2,573	4,000	0	
512-0550 TRAVEL EXPENSE	27,080	11,441	13,203	8,437	8,910	(4,293)	
512-0550-001 CC -NO RECEIPTS	770	0	0	0	0	0	
512-0551 DUES & MEMBERSHIPS	5,234	3,873	3,500	3,546	3,500	0	
CATEGORY TOTAL	57,971	33,067	55,968	47,270	46,060	(9,908)	
DEPARTMENT TOTAL	559,356	506,300	450,226	438,659	432,218	(18,008)	

FINANCE DEPARTMENT

Finance Department plans and directs the City’s financial activities, including accounting, budgeting, tax collections, internal and external financial reporting, and debt and investment management. The department directs the City wide budgeting process as well as the preparation of the Comprehensive Annual Financial Report.

Major Goals:

1. Manage resources as efficiently and effectively as possible and communicate the results of these efforts to the public.
2. Evaluate and make recommendations on City operations and procedures to ensure fiscal accountability.
3. Provide financial information in the form, frequency and timeliness needed for management decisions.
4. Monitor and ensure compliance with established policies, procedures and external reporting requirements.
5. Provide the highest quality of service to the community and City personnel.
6. Support the City departments through purchasing policies and procedures that provide the best value, as well as compliance with state laws.

Our Planning Indicators and Focus:

The Finance Department is a support department; therefore much of the planning is based upon the growth in other departments. Finance will provide overall fiscal leadership for the City, long range financial planning, and enhanced collection of data, reporting and audits of financial records.

FINANCE DEPARTMENT STRATEGIES AND PROGRAMS FOR THE NEXT FIVE YEARS:

Strategy/Program	Fiscal Year	Budget Impact
Promote a paperless Finance environment by reducing the number of printed reports with electronic copies.	Ongoing	\$ 0
Create a document to more effectively communicate financial information to the public - strive to receive the Government Finance Officers Association Distinguished Budget Presentation Award.	2011/2012	\$ 400
Implement Automated Clearing House (ACH) which is an electronic network for financial transactions for payments for all vendors.	2011/2012	\$ 0
Implement an automated payroll system to streamline the payroll process and enhance the efficiency of payroll record keeping (included in IS budget).	2011/2012	\$ 29,100
Develop accounting procedures manual describing day to day operations in order to facilitate staff cross training.	2011/2012	\$ 0
Purchase and implement Incode Accounts Receivable module for	2011/2012	\$ 4,000

centralized control of the City's billing system.		
Hire a purchasing agent to facilitate cost-effective purchasing and compliance to meet the state and local requirements.	2013/2014	\$ 41,000

FINANCE DEPARTMENT POSITION CONTROL

513-CF-01	Chief Financial Officer
513-A3-01	Senior Accountant
513-A2-01	Accountant II
513-A1-01	Accountant I
513-CC-01	Accounting Coordinator

WORK PLAN FOR FINANCE DEPARTMENT

Updated 9/8/2011

Project	Description	Comprehensive Plan Goal	Estimated Completion Date	Team Leader	Team Members
Budget	The GFOA established the Distinguished Budget Presentation Awards Program (Budget Awards Program) in 1984 to encourage and assist state and local governments to prepare budget documents of the highest quality that reflects both the guidelines established by the National Advisory Council on State and Local Budgeting and the GFOA's recommended practices on budgeting and then to recognize individual governments that success in achieving that goal.	Not applicable	12/20/2011	CFO	RG, CE
Popular Report	Create a Popular Report to more effectively communicate financial information to the public.	Not applicable	3/31/2012	CFO	RG, CE
Payments to vendors using ACH	Continue to implement Automated Clearing House (ACH) electronic network for payments to vendors.	Not applicable	Continuously ongoing	RL	DC
Payroll	Implement an automated payroll system to streamline the payroll process and enhance the efficiency of	Not applicable	9/30/2012	DC	CFO, RG, CE

	payroll record keeping.				
Accounting procedures	Develop accounting procedures manual describing day-to-day operations in order to facilitate staff cross training.	Not applicable	3/31/2012	CE	CFO, RG, RL, DC,
Accounts Receivable System	Purchase and implement Incode A/R module for centralized control of the City's billing system	Not applicable	12/31/2011	CFO	RG, CE
Grant Tracking	Implement a Grant tracking system through INCODE where all grant expenditures are easily identifiable in the General Ledger Detail	Not applicable	3/31/2012	CFO	Grant Recipients
Paperless PO	Implement the PO Authorizing Hierarchy in INCODE to eliminate printing PO's	Not applicable	10/31/2011	CFO	Tim Howell, RG
Cross Training	Have each member of the Finance Department trained to do any position	Not applicable	5/30/2012	CFO	RG, CE, DC, RG
Contract Management	Develop a method to track contracts, expiration/renewal dates	Not applicable	5/30/2012	CFO	

My plan to deliver extraordinary customer service includes: the Finance Department for the City of South Padre Island strives to serve our community with a spirit of excellence, integrity and professionalism. The Department is committed to providing timely, accurate, clear and complete information and support to other city departments, citizens and the community at large while supporting the strategic goals and objectives of the City Council and the Comprehensive Plan.

My contribution to making the City a more efficient organization is: The department encourages cooperation with the other city departments as well as the personal and professional growth of its employees. To this end, we strive to provide excellent customer service to other departments, City Council and the citizens of South Padre Island.

To strive to manage resources as efficiently and effectively as possible by providing financial information in the form, frequency, and timeliness needed for management decisions.

My department will build community trust by providing the highest quality of services to the community and city personnel. In addition, educating the community and other City departments on what services the Finance department provides to them.

FINANCE DEPARTMENT TRAINING PLAN 2011-2012

Department:	Finance	Division:	
Requested Training	\$2,847	Allocated Training	
Requested Travel	\$7,733	Allocated Travel	

CFO					
Item	Event	Description/Justification	Qty.	Cost/Rate	Total
	GFOAT Fall	Registration Fee	1	\$ 200.00	200
		Transportation	1	\$ 300.00	300
		Car Rental/Shuttle			
		Hotel	1	\$ 400.00	400
		Per Diem	3	\$ 60.00	180
	Sub-total				1,080
	TML -Public Funds Investment Act	Registration Fee	1	\$ 175.00	175
		Transportation	1	\$ 300.00	300
		Car Rental/Shuttle			
		Hotel	2	\$ 300.00	600
		Per Diem	3	\$ 60.00	180
	Sub-total				1,255
	GFOAT Spring	Registration Fee	1	\$ 200.00	200
-	-	Transportation	1	\$ 300.00	300
		Car Rental/Shuttle			0
		Hotel	1	\$ 400.00	400
		Per Diem	3	\$ 60.00	180
	Sub-total				1,080
CFO Totals				\$ -	\$3,415
Rodrigo Gimenez/Senior Accountant					
Item	Event	Description/Justification	Qty.	Cost/Rate	Total
	GFOA Annual Conference	Registration Fee	1	\$ 500.00	\$500
	May - June 2012	Transportation	1	\$ 500.00	500
		Car Rental/Shuttle	1	\$ 50.00	50
		Hotel	1	\$ 600.00	600
		Per Diem	3	\$ 50.00	150
	Sub-total				1,800
	GFOAT Spring	Registration Fee	1	\$ 200.00	200
		Transportation	1	\$ 300.00	300
		Car Rental/Shuttle			0
		Hotel	1	\$ 400.00	400
		Per Diem	3	\$ 60.00	180
	Sub-total				1,080
	Sub-total				
Senior Accountant Totals					\$2,880
Cindy Erickson/Accountant II					
Item	Event	Description/Justification	Qty.	Cost/Rate	Total

	GFOA Annual Conference	Registration Fee	1	\$ 500.00	\$500
	May - June 2012	Transportation	1	\$ 500.00	500
		Car Rental/Shuttle	1	\$ 50.00	50
		Hotel	1	\$ 600.00	600
		Per Diem	3	\$ 50.00	150
	Sub-total				1,800
	GFOAT Fall	Registration Fee	1	\$ 200.00	200
	- -	Transportation	1	\$ 300.00	300
		Car Rental/Shuttle			0
		Hotel	1	\$ 400.00	400
		Per Diem	3	\$ 60.00	180
	Sub-total				1,080
Accountant II Totals					\$2,880
Dolly Castillo/Accountant					
Item	Event	Description/Justification	Qty.	Cost/Rate	Total
	Managing Multiple Priorities	Registration Fee	1	\$ 99.00	99
	McAllen	Transportation		\$ 65.00	65
	Travel Dates	Car Rental/Shuttle			
		Hotel			
		Per Diem		\$ 25.00	25
	Sub-total	Other/Misc.			189
	Payroll Law	Registration Fee	1	\$ 300.00	300
	McAllen	Transportation	2	\$ 130.00	130
		Car Rental/Shuttle			
		Hotel			
		Other/Misc.	2	\$ 60.00	120
	Sub-total				550
Accountant Totals					739
Rosie/Accounting Coordinator					
Item	Event	Description/Justification	Qty.	Cost/Rate	Total
	Microsoft Excel Basics*	Registration Fee	1	\$ 128.00	\$128
	McAllen, TX	Transportation	1	\$ 133.00	133
	Travel Dates	Car Rental/Shuttle			
	*2-Day Training, Basics &	Hotel			
	Beyond the Basics Excel	Per Diem	1	\$ 60.00	60
	Sub-total				321
	IOMA Institute Of Finance &	Registration Fee	1	\$ 345.00	345
	Mgmt., Self-Study Manual &	Transportation		\$ -	
	Online Exam for Accounts	Car Rental/Shuttle			
	Payable Certification Program	Hotel			
	done on my own time and	Per Diem			
	schedule				
	Sub-total				345
	Accounting Coordinator Totals				
	Sub-total				
Finance Department Grand Totals					\$10,580

FINANCE DEPARTMENT BUDGET NUMBERS

01 -GENERAL FUND	TWO YEARS		ONE YEAR				
FINANCE	PRIOR	PRIOR	ACTUAL	Y-T-D	PROPOSED	INCREASE	
DEPARTMENT EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)	

PERSONNEL SERVICES							
513-0010 SUPERVISION	85,588	91,720	91,427	90,379	0	(91,427)	
513-0010-01 EXEMPT	0	0	0	0	173,545	173,545	
513-0010-02 NON EXEMPT	0	0	0	0	70,431	70,431	
513-0020 CLERICAL	105,604	136,880	159,562	160,413	0	(159,562)	
513-0060 OVERTIME	13,351	3,077	9,000	2,117	4,000	(5,000)	
513-0065 VACANCY FACTOR	0	0	0	0	0	0	
513-0070 MEDICARE	3,144	3,250	4,860	3,410	4,756	(104)	
513-0080 TMRS	19,072	26,837	32,880	29,982	32,539	(341)	
513-0081 GROUP INSURANCE	13,835	15,994	21,327	20,215	24,918	3,591	
513-0083 WORKERS COMP	532	956	957	925	971	13	
513-0084 UNEMPLOYMENT TAX	241	756	1,292	663	2,024	731	
513-0085 LONGEVITY	440	991	790	790	902	112	
513-0090 MERIT ADJUSTMENTS	0	0	0	9,988	0	0	
CATEGORY TOTAL	241,806	280,461	322,095	318,882	314,087	(8,008)	
GOODS AND SUPPLIES							
513-0101 OFFICE SUPPLIES	2,507	2,811	2,600	1,985	2,000	(600)	
513-0102 LOCAL MEETINGS	174	-31	500	257	500	0	
513-0107 BOOKS & PERIOD	20	0	180	84	180	0	
513-0130 WEARING APPAREL	478	379	500	378	375	(125)	
CATEGORY TOTAL	3,347	3,560	3,780	2,704	3,055	(725)	
MISCELLANEOUS SERVICES							
513-0501 COMMUNICATIONS	0	0	0	350	1,200	1,200	
513-0510 RENTAL OF EQUIP	344	0	0	0	0	0	
513-0511 AUTO ALLOWANCE	1,080	840	1,300	1,403	1,800	500	
513-0513 TRAINING EXPENSE	1,915	2,189	4,956	4,052	2,847	(2,109)	
513-0530 PROFESSIONAL SVC	95	121	100	- 122.99	0.00	(100)	
513-0540 ADVERTISING	0	0	0	118	0	0	
513-0550 TRAVEL EXPENSE	5,017	4,728	11,885	7,225	7,733	(4,152)	
513-0551 DUES & MEMBERSHIPS	426	742	500	620	1,200	700	
CATEGORY TOTAL	8,877	8,619	18,741	13,644	14,780	(3,961)	
DEPARTMENT TOTAL	254,030	292,640	344,616	335,230	331,922	(12,694)	

PLANNING BUDGET NUMBERS

GENERAL FUND	TWO YEARS	ONE YEAR				
PLANNING	PRIOR	PRIOR	ACTUAL	Y-T-D	PROPOSED	INCREASE
DEPARTMENT EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
-----	-----	-----	-----	-----	-----	-----
PERSONNEL SERVICES						
514-0010 SUPERVISION	53,658	69,538	59,378	60,683	0	(59,378)
514-0010-01 EXEMPT	0	0	0	0	59,971	59,971
514-0010-02 NON-EXEMPT	0	0	0	0	34,228	34,228
514-0020 CLERICAL	31,519	33,272	33,889	33,974	0	(33,889)
514-0060 OVERTIME	2,230	1,444	500	1,124	2,500	2,000
514-0070 MEDICARE	1,250	1,636	1,737	1,717	1,818	81
514-0080 TMRS	7,465	13,644	11,752	15,345	12,438	686
514-0081 GROUP INSURANCE	8,988	9,527	9,995	9,785	10,083	89
514-0083 WORKERS COMP	282	459	358	346	371	13
514-0084 UNEMPLOYMENT	90	378	462	144	774	312
514-0085 LONGEVITY	778	807	924	910	1,044	120
514-0090 MERIT ADJ.	0	0	5,259	4,240	0	(5,259)
CATEGORY TOTAL	106,261	130,705	124,252	128,268	123,227	(1,025)
GOODS AND SUPPLIES						
514-0101 OFFICE SUPPLIES	1,818	1,700	4,200	2,208	2,000	(2,200)
514-0102 LOCAL MEETINGS	111	129	250	133	250	0
514-0107 BOOKS & PUB.	823	276	100	22	100	0
514-0130 WEARING APPAREL	260	156	300	0	150	(150)
514-0150 MINOR TOOLS	1,140	296	100	0	100	0
CATEGORY TOTAL	4,152	2,557	4,950	2,363	2,600	(2,350)
MISCELLANEOUS SERVICES						
514-0501 COMMUNICATIONS	0	0	1,200	1,250	1,200	0
514-0511 AUTO ALLOWANCE	675	825	2,200	1,125	1,800	(400)
514-0513 TRAINING EXPENSE	2,612	926	3,000	1,325	500	(2,500)
514-0530 PROF.	6,006	393,660	244,603	248,422	0	(244,603)
514-0535 GIS TECHNOLOGY	45,206	13,872	4,000	1,500	0	(4,000)
514-0540 ADVERTISING	367	1,421	2,500	2,710	3,000	500
514-0550 TRAVEL EXPENSE	5,407	2,014	5,400	4,678	1,400	(4,000)
514-0551 DUES & MEMBER	395	470	750	215	500	(250)
CATEGORY TOTAL	60,668	413,188	263,653	261,224	8,400	(255,253)
DEPARTMENT TOTAL	171,080	546,450	392,856	391,856	134,227	(258,629)

PLANNING DEPARTMENT WORK PLAN & STRATEGIES AND PROGRAMS

At the time the budget was being prepared, Planning and Transportation were run as one department. Shortly after the budget was approved, the Planning Services was separated from Transportation. In an effort to be consistent and keep all the General Fund expenses in the same section of the budget, they are shown in the numerical order that they appear in our Chart of Accounts.

To see the training plans, work plans and strategies and programs for the Planning Department, please turn to the section that shows the Transportation Information beginning on page 141 of this budget document.

INFORMATION SERVICES

The Information Services department consists of the Information Technology, Geographical Information Systems (GIS) and Communications divisions. We are responsible for maintaining and providing the tools necessary to access information and communicate both internally and externally. See the individual divisions for their specific goals, planning indicators and programs/projects.

Major Departmental Goals:

1. Build the systems and processes necessary to enable cross departmental collaboration and access to shared information.
2. Lay out strategic direction for the City in relation to technology, communications, GIS and other information related processes, products or projects.
3. Make information available to both the public and staff, and promote government transparency.
4. Reduce costs and better utilize city resources by implementing tools and processes that save time and/or money.
5. Bring South Padre Island to the forefront of the communication and technology fields.

Communication Division Goals:

1. Promote transparency and an abundance of information through the use of online resources, such as the City's website, social networking, Web 2.0 and other similar online resources.
2. Make it easy for constituents to be involved and stay informed through the use of online and offline resources.
3. Promote a positive and professional image by developing quality marketing material and sharing the City's successes.

Geographical Information Systems Division Goals:

1. Maintain updated aerial images of the City and surrounding areas for use in city maps.
2. Create and maintain maps that provide information for departments to use to make complex decisions. The maps could show statistical information, trends and provide a bigger picture on specific areas, such as draining, parking, beach access and zoning.
3. Assist all departments with mapping needs as requested.
4. Provide maps to staff and constituents as requested.

Information Technology Division Goals:

1. Manage, maintain and upgrade the City's technology infrastructure to make sure it meets the needs of the staff and city constituents.
2. Evaluate and purchase technology software and products to meet the needs of the City staff and constituents.
3. Evaluate processes and procedures and determine if there are better ways to do things with the use of technology.

4. Meet with departments and perform strategic planning exercises to determine the long-term technology needs of the City.
5. Provide technology training, support and assistance to make sure the City is getting the best value out of the products it purchases.
6. Develop and use a technology committee to evaluate the City's critical technology areas and prioritize projects and purchases.

Our Planning Indicators and Focus:

Information is the foundation for an organization. Without it, the organization cannot function and staff cannot do their job. With advances in technology information has grown exponentially. Therefore we must have the means to manage, communicate and analyze information to operate at today's standards.

INFORMATION TECHNOLOGY STRATEGIES AND PROGRAMS FOR THE NEXT FIVE YEARS:

Strategy/Program	Fiscal Year	Budget Impact
Implement a cloud based email and collaboration system to improve disaster preparedness, reduce costs and increase efficiency. (IT)	2011-12	\$10,000
Create Redundant Virtual Desktop/Terminal Services Infrastructure and make it available to all staff. (IT)	2011-12	\$15,000
Uninterrupted Power Supply's to protect the City's computer systems. (IT)	2011-12	\$2,500
Implement backup system for Police Department in-car video system. (IT)	2011-12	\$15,000
Implement Network Monitoring and Support Software to increase technology staff efficiency and create a more stable IT infrastructure. (IT)	2011-12	\$0-\$3,500
Provide access to the City email system and collaboration tools to the CVB. (IT)	2011-12	\$4,000
Build out the City's document management (Laser fiche) system and expand the functionality. (IT)	2011-12	\$10,000
Complete City Hall Wi-Fi System (IT)	2011-12	\$3,500-\$5,000
Connect the City's New Fire Station to City Hall. (IT)	2011-12	\$25,000-\$50,000
Improvements to City Council A/V System to Support Streaming of PowerPoint presentations and Support for Additional Microphones and Video Cameras. (Comm.)	2011-12	\$12,000
Website Enhancements and Additional Online Tools to Support the City's Communication Initiatives (Comm.)	2011-12/ 2015-16	\$6,000
Redundant Storage Infrastructure to protect the City's electronic data. (IT)	2012-13	\$40,000
New city wide VOIP phone system with unified communications and desktop integration. (IT)	2012-13	\$75,000
Rewire City Hall networking cables with Cat6 and a centralized Interface. (IT)	2012-13	\$25,000

Upgrade the City's network switch infrastructure. (IT)	2012-13	\$35,000
Purchase Additional ArcGIS Licenses to Support the Growing Number of GIS Users in the Organization. (GIS)	2012-13	\$12,000
Purchase Updated Aerial Images of the City. (GIS)	2012-13	\$100,000
Purchase Newsletter Tool. (Comm.)	2012-13	\$3,500
Improve the City's backup and recovery processes to a fully cloud based solution. (IT)	2013-14	\$25,000
City Website Redesign Using Latest Website Design Standards. (Comm.)	2013-14	\$30,000
Expand Storage Capacity to meet the needs of growing amounts of data and build in redundancy. (IT)	2014-15	\$80,000
Purchase additional virtualization server capacity and expand virtualization software. (IT)	2014-15	\$35,000

INFORMATION TECHNOLOGY POSITION CONTROL

515-ID-01	Information Services Director
515-CT-01	Communications & Technology Specialist
515-NA-01	Network Systems Administrator

Town of South Padre Island Goals & Objectives for Fiscal Year 2011-2012

WORK PLAN FOR INFORMATION TECHNOLOGY

Project	Description	Comprehensive Plan Goal	Estimated Completion Date	Team Leader	Team Members
Windows 7 Migration	Upgrade all computers to Windows 7.		11/1/2011	FW	TH
Office 2010 Migration	Upgrade all computers to Office 2010.		11/1/2011	FW	TH
Switch Upgrades and VLAN Setup	Upgrade aging switches and segment the network.		11/15/2011	TH	FW
Building Camera System Upgrades	Repair and Upgrade building camera system and resolve recording issue.		12/1/2011	FW	FW, WD
UPS Upgrades	Purchase and setup UPS's for key office staff to protect from power outages.		12/1/2011	FW	TH
AT&T to Time Warner Migration	Migrate land phone lines from AT&T to Time Warner.		1/1/2012	TH	FW, ALL

Create Consistent Branding	Create consistent branding for all print and digital material.		1/1/2012	CC	TH
New Phone System	Replace the City's phone system with a new phone system.		1/1/2012	TH	FW
Computer Based Fax System	Setup the ability to fax from computers.		1/15/2012	FW	TH
Incode Payroll System	Implement the Incode Payroll module into the City's Incode system.		2/1/2012	TH	RG
Complete Asset Inventory	Take and maintain a complete asset inventory of the City's IT Assets.		3/1/2012	TH	FW, CC, RG
Watch guard Backup System	Implement a Backup system for the PD Watch guard video system.		3/1/2012	TH	FW
Research New Authentication requirements for PD	Research two factor authentication in the Police Department to meet new state requirements for TLETS access.		10/1/2012	TH	FW, RS
Laser fiche Upgrades	Rollout Laser fiche to departments based on need and functionality.		5/1/2012	TH	FW
Migrate CVB to City Systems	Migrate the CVB to the City's email system and other needed areas.		5/1/2012	TH	FW
Redundant VDI System	Create a redundant virtual desktop server so there is not a single point of failure for VDI users.		6/1/2012	TH	FW
Upgrade City Hall WIFI System	Upgrade the City's Wi-Fi system to a managed single solution and cover all needed areas.		6/1/2012	TH	FW
Upgrade Board Room A/V System	Add additional video feeds to support computers/and doc cam. Also add additional microphones as needed.		6/1/2012	TH	CC
Website Enhancements	Add additional functionality and services to the City's website to keep it up to date with the latest technologies.		8/1/2012	TH	CC
Connect Fire Station	Connect the Fire Station to the City's IT Infrastructure		10/1/2012	TH	BB, FW

	once the new system is built.				
SOP's	Create Standard Operating Procedures		Ongoing	FW	TH

My plan to deliver extraordinary customer service includes: The Information Services Department delivers extraordinary customer service by providing the tools to other departments to meet the needs of the City's constituents and maintain a high-level of efficiency when serving internal customers.

My contribution to making the Town more efficient organization is: As the guiding source for technology purchases and solutions, the Information Services Department is constantly looking for new ways to improve the efficiency of the organization. The Technology Committee will be making recommendations and identifying areas that could be improved by using technology.

My Division will build community trust by: Demonstrating fairness and focusing on solving any issues that arise. With the use of technology we can open up government to a level of transparency not attainable in the past.

INFORMATION TECHNOLOGY TRAINING PLAN 2011-2012

Department:

Information Services

Division:

All

Requested Training

Allocated Training

Requested Travel

Allocated Travel

Carlos Centeno, Communications and Technology Specialist

Event	Description/Justification	Qty.	Cost/Rate	Total
TAMIO	Registration Fee	1	\$ 350	\$350
Location	Transportation	1	\$ 350	350
Travel Dates	Car Rental/Shuttle			
	Hotel	3	\$ 130	390
<i>Information Officer Annual Conference</i>	Per Diem	1	\$ 100	100
	Other/Misc.			
Skill Path Online Classes	Registration Fee	1	\$ 300	300
Online	Transportation			
Anytime	Car Rental/Shuttle			
	Hotel			
<i>Communication and/or Writing Class</i>	Per Diem			
	Other/Misc.			
Adobe Online Classes	Registration Fee	1	\$ 500	500
Online	Transportation			
Anytime	Car Rental/Shuttle			
	Hotel			
<i>Adobe Photoshop Training</i>	Per Diem			
	Other/Misc.			
Toastmasters	Registration Fee	2	\$ 35	70
City Hall	Transportation			
Thursdays at Noon	Car Rental/Shuttle			
	Hotel			
<i>Public Speaking, Leadership</i>	Per Diem			
Grand Total				\$1,990

Frank Washington, Network Systems Administrator

Event	Description/Justification	Qty.	Cost/Rate	Total
The Training Consortium	Registration Fee	1	\$ 2,800	\$2,800
Online	Transportation			
Anytime	Car Rental/Shuttle			
	Hotel			

<i>Microsoft and VMware</i>	Per Diem			
<i>Training and Cert Prep</i>	Other/Misc.			
Technology Expo	Registration Fee	1	\$ -	\$ -
McAllen	Transportation	1	\$ 130	\$ 130.00
TBD	Car Rental/Shuttle			
	Hotel			
<i>Expo Covering the Latest Technology</i>	Per Diem	1	\$ 40	\$ 40.00
	Other/Misc.			
Grand Total				\$2,970
Tim Howell, Information Services Director				
Event	Description/Justification	Qty.	Cost/Rate	Total
TAGITM Annual Conference	Registration Fee	1	\$ 400	\$ 400.00
Location	Transportation	1	\$ 300	\$ 300.00
TBD (Spring)	Car Rental/Shuttle			
	Hotel	4	\$ 135	\$ 540.00
<i>Annual IT Manager Conference</i>	Per Diem	1	\$ 150	\$ 150.00
	Other/Misc.			
O'Rilley School of Tech.	Registration Fee	2	\$ 400	\$ 800.00
Online	Transportation			
Anytime	Car Rental/Shuttle			
	Hotel			
<i>Website Programming Classes</i>	Per Diem			
	Other/Misc.			
Toastmasters	Registration Fee	2	\$ 35	\$ 70.00
City Hall	Transportation			
Thursdays at Noon	Car Rental/Shuttle			
	Hotel			
<i>Public Speaking, Leadership and Communication Training</i>	Per Diem			
	Other/Misc.			
Grand Total				\$2,190

INFORMATION SERVICES BUDGET NUMBERS

01 -GENERAL FUND	TWO YEARS					
TECHNOLOGY	PRIOR	ONE YEAR PRIOR	ACTUAL	Y-T-D	PROPOSED	INCREASE
DEPARTMENT EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
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PERSONNEL SERVICES						
515-0010 SUPERVISION	61,680	62,915	66,990	67,174	0	(66,990)
515-0010-01 EXEMPT	0	0	0	0	67,660	67,660
515-0010-02 NON-EXEMPT	0	0	0	0	71,515	71,515
515-0020 CLERICAL	0	0	36,946	34,124	0	(36,946)
515-0030 LABOR	35,624	41,491	37,555	37,073	0	(37,555)
515-0040 TEMP EMPLOYEES	250	1,513	0	0	0	0
515-0060 OVERTIME	6,438	3,211	5,000	3,573	4,000	(1,000)
515-0065 VACANCY FACTOR	0	0	0	0	0	0
515-0070 MEDICARE	1,593	1,852	2,754	2,083	2,692	(62)
515-0080 TMRS	10,451	14,592	18,634	18,385	18,416	(218)
515-0081 GROUP INSURANCE	9,215	9,444	9,952	14,192	14,913	4,961
515-0083 WORKERS COMP	312	425	543	525	1,733	1,191
515-0084 UNEMPLOYMENT TAX	90	391	732	405	1,145	413
515-0085 LONGEVITY	466	213	254	254	399	145
515-0090 MERIT ADJUSTMENTS	0	0	2,680	2,680	0	(2,680)
CATEGORY TOTAL	126,118	136,046	182,040	180,468	182,473	434
GOODS AND SUPPLIES						
515-0101 OFFICE SUPPLIES	798	809	500	8	100	(400)
515-0102 LOCAL MEETINGS	355	113	200	10	150	(50)
515-0107 BOOKS & PUBLICATIONS	151	77	100	94	100	0
515-0130 WEARING APPAREL	145	37	250	0	225	(25)
515-0150 MINOR TOOLS	3,086	2,807	2,047	1,285	4,000	1,953
515-0180 INFORMATION TECH	25,012	3,289	2,500	2,423	2,500	0
515-0190 SOFTWARE	23,405	3,709	11,000	15,743	2,000	(9,000)
CATEGORY TOTAL	52,952	10,841	16,597	19,562	9,075	(7,522)
REPAIR AND MAINTENANCE						
515-0401 FURNITURE & FIXTURES	1,534	263	1,000	0	500	(500)
515-0410 MACHINERY & EQUIPMENT	15,655	15,780	15,500	15,443	10,000	(5,500)
515-0415 SERVICE CONTRACTS	78,055	108,747	114,700	107,240	149,575	34,875
CATEGORY TOTAL	95,244	124,790	131,200	122,683	160,075	28,875

MISCELLANEOUS SERVICES

515-0501	COMMUNICATIONS	59,317	53,228	26,880	37,489	67,800	40,920
515-0511	AUTO ALLOWANCE	1,440	855	2,160	1,125	1,800	(360)
515-0513	TRAINING EXPENSE	1,534	1,061	3,400	4,264	5,290	1,890
515-0530	PROFESSIONAL SERVICES	1,710	14,235	20,000	10,533	15,000	(5,000)
515-0540	ADVERTISING	0	0	0	0	750	750
515-0550	TRAVEL EXPENSE	300	2,280	3,900	2,262	2,000	(1,900)
515-0551	DUES & MEMBERSHIP	72	115	400	489	1,025	625
CATEGORY TOTAL		64,373	71,774	56,740	56,163	93,665	36,925

EQUIPMNT > \$5,000 OUTLAY

515-1004	MACHINERY & EQUIPMENT	0	0	0	0	19,200	19,200
515-1010	SOFTWARE	5,993	0	0	0	9,900	9,900
515-1011	INFORMATION TECH	37,004	20,303	51,500	50,989	12,500	(39,000)
CATEGORY TOTAL		42,997	20,303	51,500	50,989	41,600	(9,900)

DEPARTMENT TOTAL		381,684	363,753	438,077	429,864	486,888	48,812
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ADMINISTRATIVE DEPARTMENT – HUMAN RESOURCES DIVISION

Who Are We / What We Do:

The Human Resources Division for the City of South Padre Island serves as a business partner working with all departments within the City to serve our internal and external customers with integrity, professionalism and the highest level of customer service while providing a variety of services. The Human Resources Division is responsible for:

- Recruitment and Selection
- Ensure Compliance with State and Federal Employment Laws
- Employee Benefit Administration
- Employee Relations
- Training and Development
- Risk Management/Safety
- Compensation

The Human Resources division provides services that promote a work environment characterized by fair treatment of staff, open communication, trust and mutual respect. Recognizing that our employees are our most valuable asset, our division strives to provide quality service, and support for the employees of the City of South Padre Island, which will enable employees to better serve the citizens of South Padre Island.

Major Goals:

1. Recruitment and Selection
 - Actively recruit qualified and diverse candidates for employment.
 - Enhance technology to create more streamline application procedures.
 - Establish, maintain and monitor successful pre-employment testing programs.
2. Ensure Compliance with State and Federal Employment Laws
 - Measure and maintain best practices in the areas of equal employment opportunity and reasonable workplace accommodations.
 - Continue to monitor changing legislation to ensure that policy and practice matches the law.
 - Establish and maintain clear procedure for resolving complaints of discrimination in a fair and equitable manner.
3. Employee Benefit Administration
 - Collaborate and communicate to employees, retirees, and others to assure that selected benefits are responsive to their needs.
 - Ensure timely reporting, enrollment, and processing of employee benefit related information.
4. Risk Management
 - Ensure that all claims are handled equally and timely.
 - Work with employees, departments, doctors and claim adjusters to comply with the Americans with Disability Act and Workers' Compensation laws to return disabled, injured or ill employees to suitable, gainful employment as soon as possible.

- Assure the City is in compliance with all State Workers' Compensation laws.
 - Continue to decrease the amount of work injuries by providing increased training and awareness.
5. Employee Relations
- Establish and maintain clear and open lines of communication to resolve discrimination or grievance issues and complaints in a fair and equitable manner.
 - Create a positive work culture where employees can develop their skills and feel comfortable in the workplace.
6. Training and Development
- Create a supervisor training program for all employees hired as supervisors or promoted to a supervisory position to include city policy awareness along with general training.
7. Compensation
- Establish a compensation plan that promotes flexible and sound classification principles.
 - Research and recommend equitable, consistent and competitive salaries for City positions.
8. Administrative Services
- Create a comprehensive set of clear and specific policies that are understood by the employee and administered correctly by the City.
 - Increase the use of technology in the area of human resources to allow all members of the organization the ability to access their department information quickly and decrease workflow time between employees and departments.

Our Planning Indicators and Focus:

As the City of South Padre Island's citizen and visitor population increases the demand for public service will increase. The HR division will use the number of employees hired annually as an indicator for the increase demands for services. The current number of employees serviced by the Human Resources Division is 150 FTEs and an estimated 150 part-time employees annually. Currently (fiscal year 2011/12), the total full-time equivalents (FTEs) authorized is 3 positions. One of the three positions is the City Hall Receptionist which does not perform any human resource functions.

HUMAN RESOURCE STRATEGIES AND PROGRAMS FOR THE NEXT FIVE YEARS:

	Fiscal Year	Budget Impact
Create and implement an effective safety program within the City.	2011	\$4,000
Create and manage an effective performance review system to evaluate and track employee performance.	2011	\$3,000
Embrace the use of technology to enhance operations and communication.	Ongoing	\$0
Create a fair and flexible compensation plan for the City that creates consistency among all employees.	2013	\$2,000
Create and effectively manage a City-wide training program to include employee development, safety and a supervisor orientation program.	Ongoing	\$8,000
Create and manage a Volunteer Program. (3000 hrs.)	2013	\$1,500
Create and implement an Employee Handbook with clear and straight forward policies.	2012	\$5,000
Create an online application program enhancement using our current People-Track software system.	2013	\$5,000
Create a Human Resources Generalist position to take the place of the Administrative Assistant to handle the more technical issues and demands related to HR.	2013	\$9,000
Create a paperless HR environment.	2016	\$0

ADMINISTRATIVE SERVICES POSITION CONTROL

516-AS-01	Administrative Services Director
516-AA-01	Administrative Assistant
516-RC-01	Receptionist

WORK PLAN FOR ADMINISTRATIVE SERVICES

Project	Description	Comprehensive Plan Goal	Estimated Completion Date	Team Leader	Team Members
Form Control	Continue to create new city forms and a control system to insure the most current form is being used by all.	6.I. Continue to provide adequate public services including public works, fire and police protection. 6.J. Continue to support the needs of the Public Works, Police and Fire Departments to ensure the adequate protection of the population.	12/31/11	Araceli Sanchez	Wendi Delgado
Implement an Employee Assistance Program (EAP)	Implement a truly confidential service for the city employees and their families that offers a variety of counseling, referrals, and services that will assist in resolving work/life issues in order to live a healthier more balanced life.	6.I. Continue to provide adequate public services including public works, fire and police protection. 6.J. Continue to support the needs of the Public Works, Police and Fire Departments to ensure the adequate protection of the population.	11/01/11	Wendi Delgado	Araceli Sanchez
Complete HRIS Implementation	Continue to update People-Track Software. This includes all past data, new data, job descriptions and the creation of position control and workflows.	6.I. Continue to provide adequate public services including public works, fire and police protection. 6.J. Continue to support the needs of the Public Works, Police and Fire Departments to ensure the adequate protection of the population.	09/01/12	Araceli Sanchez	Wendi Delgado
Employee Handbook	Create new City of SPI Employee Handbook.	6.I. Continue to provide adequate public services including public works, fire and police protection. 6.J. Continue to support the needs of the Public Works, Police and Fire	12/31/11	Wendi Delgado	Joni Clarke, All Staff

		Departments to ensure the adequate protection of the population.			
Coordinate Training Program for city-wide necessary training.	Implement formal training plan/calendar and maintain required, safety and optional training for all employees throughout the year.	6.I. Continue to provide adequate public services including public works, fire and police protection. 6.J. Continue to support the needs of the Public Works, Police and Fire Departments to ensure the adequate protection of the population.	11/01/11	Wendi Delgado	Leadership Team
Increase Collections	Use all tools effectively to collect more monies this year than past.	6.I. Continue to provide adequate public services including public works, fire and police protection.	Ongoing	Cindy Vasquez	Crystal Martinez Maria Norwood Wendi Delgado
Creation of a Municipal Court Procedures Manual.	Create a manual that encompasses all procedures related to the Municipal Court and its processes. This tool will be used to create consistency among the division and will also be used as a training tool for new staff.	6.I. Continue to provide adequate public services including public works, fire and police protection. 6.J. Continue to support the needs of the Public Works, Police and Fire Departments to ensure the adequate protection of the population.	09/30/12	Araceli Sanchez	Cindy Vasquez Crystal Martinez Wendi Delgado

My plan to deliver extraordinary customer service includes creating and implementing an employee handbook that allows all staff the most current policies and procedures so that they can perform their jobs effectively while abiding by policy. Increasing city revenue by using the new implemented tools to increase collection efforts.

My contribution to making the City a more efficient organization is to create more efficient tools, forms and processes for supervisors and directors to use by incorporating a technology based system for processes and procedures to replace internal paperwork.

My department will build community trust by assuring that all guest entering City Hall such as applicants for employment, visitors of the Municipal Court and reception desk are treated with quality customer service. We will strive to adhere to their needs in an efficient and timely manner to insure that they take away a professional and positive experience form visiting City Hall.

ADMINISTRATIVE SERVICES TRAINING PLAN 2011-2012				
Department:	Administrative Services	Division:	Human Resources	
Requested Training	\$1,145	Allocated Training		
Requested Travel	\$2,790	Allocated Travel		
Rebecca Morrison / City Hall Receptionist				
Event	Description/Justification	Qty.	Cost/Rate	Total
Miscellaneous	Registration Fee	1	\$300.00	\$300
Location (RGV)	Transportation	1	\$100.00	\$100
Travel Dates	Car Rental/Shuttle	0	\$0.00	\$0.00
	Hotel	0	\$0.00	\$0.00
	Per Diem (50 per day & 20%)	1	\$60.00	\$60
	Other/Misc.	0	\$0.00	\$0.00
Grand Total				\$460
Araceli Sanchez / Administrative Assistant				
Event	Description/Justification	Qty.	Cost/Rate	Total
TMHRA Annual Conference or Nuts & Austin	Registration Fee	1	\$150.00	\$150
	Transportation	1	\$300.00	\$300
Travel Dates	Car Rental/Shuttle	0	\$0.00	\$0.00
	Hotel	1	\$140.00	\$140
	Per Diem (50 per day &	1.5	\$60.00	\$90

	20%)			
	Other/Misc.	0	\$0.00	\$0.00
Grand Total				\$680
Wendi Delgado / Administrative Services Director				
Event	Description/Justification	Qty.	Cost/Rate	Total
IPMA - HR Certification Exam	Registration Fee	1	\$300.00	\$300
	Transportation	0	\$0.00	\$0.00
	Car Rental/Shuttle	0	\$0.00	\$0.00
	Hotel	0	\$0.00	\$0.00
	Per Diem (50 per day & 20%)	0	\$0.00	\$0.00
	Other/Misc.	0	\$0.00	\$0.00
TMHRA Employment Law	Registration Fee	1	\$100.00	\$100
Dallas	Transportation	1	\$350.00	\$350
August 30-31	Car Rental/Shuttle	1	\$100.00	\$100
	Hotel	3	\$140.00	\$420
	Per Diem (50 per day & 20%)	3	\$60.00	\$180
	Other/Misc.	0	\$0.00	\$0.00
Texas Prima Annual Conference	Registration Fee	1	\$295.00	\$295
Galveston	Transportation	1	\$350.00	\$350
Nov 16, 17, 18	Car Rental/Shuttle	0	\$100.00	\$100
	Hotel	3	\$140.00	\$420
	Per Diem (50 per day & 20%)	3	\$60.00	\$180
	Other/Misc.	0	\$0.00	\$0.00
Grand Total				\$2,795
			Dept.	Grand Total \$3,935

CITY WIDE HR TRAINING PLAN 2011-2012

Department:	Administrative Services	Division:	Human Resources/City Wide
Requested Training	\$6,000	Allocated Training	
Requested Travel	\$0	Allocated Travel	

City Wide

Item	Event	Description/Justification	Qty	Cost/Rate	Total
1	Sexual Harassment	Registration Fee	1	\$ 2,000.00	2,000
	Location	Transportation			
	Travel Dates	Car Rental/Shuttle			
		Hotel			
		Per Diem			
		Other/Misc.			
1	Ethics	Registration Fee	1	\$ 2,000.00	2,000
	Location	Transportation			
	Travel Dates	Car Rental/Shuttle			
		Hotel			
		Per Diem			
		Other/Misc.			
1	Miscellaneous	Registration Fee	1	\$ 2,000.00	2,000
	Location	Transportation			
	Travel Dates	Car Rental/Shuttle			
		Hotel			
		Per Diem			
		Other/Misc.			
Grand Total					6,000

HUMAN RESOURCES BUDGET NUMBERS

01 -GENERAL FUND	TWO YEARS						
HUMAN RESOURCES	PRIOR	ONE YEAR PRIOR	ACTUAL	Y-T-D	PROPOSED	INCREASE	
DEPARTMENT EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)	
<hr/>							
PERSONNEL SERVICES							
516-0010 SUPERVISION	46,480	54,708	61,408	61,577	0	(61,408)	
516-0010-01 EXEMPT	0	0	0	0	62,022	62,022	
516-0010-02 NON EXEMPT	0	0	0	0	50,786	50,786	
516-0020 CLERICAL	0	24,839	50,288	50,007	0	(50,288)	
516-0040 TEMP EMPLOYEES	5,194	8,530	0	116	0	0	
516-0060 OVERTIME	27	178	1,000	636	1,000	0	
516-0070 MEDICARE	718	1,287	2,088	1,657	2,140	52	
516-0080 TMRS	4,912	9,930	14,335	14,785	14,639	304	
516-0081 GROUP INSURANCE	4,326	5,924	13,623	9,475	14,417	794	
516-0083 WORKERS COMP	128	285	429	414	437	8	
516-0084 UNEMPLOYMENT TAX	45	378	563	252	910	347	
516-0085 LONGEVITY	96	506	626	626	761	135	
516-0090 MERIT ADJUSTMENTS	0	0	0	3,491	0	0	
CATEGORY TOTAL	61,926	106,565	144,360	143,036	147,111	2,752	
GOODS AND SUPPLIES							
516-0101 OFFICE SUPPLIES	1,361	972	1,400	1,395	1,400	0	
516-0102 LOCAL MEETINGS	48	0	0	0	100	100	
516-0130 WEARING APPAREL	106	0	300	250	225	(75)	
CATEGORY TOTAL	1,515	982	1,700	1,644	1,725	25	
MISCELLANEOUS SERVICES							
516-0501 COMMUNICATIONS	0	0	1,200	1,260	1,400	200	
516-0511 AUTO ALLOWANCE	0	0	0	375	1,800	1,800	
516-0513 TRAINING EXPENSE	4,745	300	10,895	9,598	7,145	(3,750)	
516-0514 TUITION ASSISTANCE	5,487	25,329	20,000	21,863	10,000	(10,000)	
516-0530 PROF. SERVICES	106	0	4,000	8,088	10,500	6,500	
516-0540 ADVERTISING	2,388	0	3,000	307	1,000	(2,000)	
516-0550 TRAVEL EXPENSE	1,717	1,579	5,060	2,738	2,790	(2,270)	
516-0551 DUES & MEMBERSHIPS	465	495	525	480	495	(30)	
CATEGORY TOTAL	14,909	27,703	44,680	44,709	35,130	(9,550)	
OTHER SERVICES							
516-9030 LEGAL SERVICES	0	0	5,000	1,915	7,000	2,000	
516-9031 RECRUITMENT COST	0	0	0	0	3,000	3,000	
CATEGORY TOTAL	0	0	5,000	1,915	10,000	5,000	
DEPARTMENT TOTAL	78,350	135,250	195,740	191,304	193,966	(1,773)	

ADMINISTRATIVE SERVICE DEPARTMENT – MUNICIPAL COURT DIVISION

The Municipal Court's primary function is to process all Class C Criminal charges filed by the Police and Code Enforcement Officers within the city limits of the City of South Padre Island. These include charges filed under the Texas Transportation Code, Penal Code, Alcoholic Beverage Code, Health and Safety Code, Education Code and the City of South Padre Island Code of Ordinances.

Municipal Court has a duty to create and maintain public confidence and to ensure the protection of the rights that all citizens have under the constitution of the United States. It has and will always be the intention of the Municipal Court to treat all citizens that come before the Court with respect, dignity and courtesy.

Major Goals:

1. Creation of public relations programs to enhance communication regarding Municipal court activities and educational programs for the community to include: Education to schools and local organizations regarding Municipal Court Week, etc.
2. Continued enhancement of technology in the Municipal Court Division to create improved services for our internal and external customers.
3. Decrease the amount of uncollected funds by researching and evaluating new programs and methods.
4. Maintain accurate record management systems.

Our Planning Indicators and Focus:

The planning indicators monitored by the Municipal Court will be the number of cases, collection of new court fees imposed by the Texas Legislature and increases in enforcement activity which impacts the number of citations issued. These factors will be used to evaluate the demand for increased services. Currently (fiscal year 2011/12), the total full-time equivalents (FTEs) authorized is 2 positions. The Municipal Court also has three part-time employees: Municipal Court Judge, Prosecutor, and Administrative Assistant.

MUNICIPAL COURT STRATEGIES AND PROGRAMS FOR THE NEXT FIVE YEARS:

	Fiscal Year	Budget Impact
Increase the use of electronic data transfers between the court and the collection agency, Omni Base and the Scofflaw program.	Ongoing	\$0
Embrace the use of technology to enhance operations and communication.	Ongoing	\$0
Create a full-time Administrative Assistant position that will take the place of the current part-time position.	2012/2013	\$20,000
Creation of a Municipal Court Administrator position and elimination of the Deputy Court Clerk position.	2012/2013	\$12,000
Continue to evaluate collection strategies.	Ongoing	\$0
Research voice payment systems so that people can pay their fines on the phone if they do not have internet access. (Interactive Voice Response)	2013/2014	\$18,000
Review annually the opportunities available to increase fines to support the court programs.	Ongoing	\$0

MUNICIPAL COURT TRAINING PLAN 2011-2012

Department: Administrative Services Division: Municipal Court

Requested Training \$1,525 Allocated Training

Requested Travel \$2,430 Allocated Travel

Cindy Vasquez / Municipal Court Clerk

Item	Event	Description/Justification	Qty.	Cost/Rate	Total
1	TMCEC Regional Clerks	Registration Fee	1	\$ 50.00	\$50
	South Padre Island	Transportation	0	\$ -	\$0
	Travel Dates	Car Rental/Shuttle	0	\$ -	\$0
		Hotel	0	\$ -	\$0
		Per Diem (50 per day & 20%)	0	\$ -	\$0
		Other/Misc.	0	\$ -	\$0
1	Traffic Court Seminar	Registration Fee	1	\$ 50.00	\$50
	Location?	Transportation	1	\$ 300.00	\$300
	Travel Dates	Car Rental/Shuttle	0	\$ -	\$0
		Hotel	3	\$ 50.00	\$150
		Per Diem (50 per day & 20%)	3	\$ 30.00	\$90
		Other/Misc.	0	\$ -	\$0
1	Level III - Court Shadow Review	3 Courts (low medium and high)	0	\$ -	0
	Location Unknown	Transportation	3	\$ 100.00	300
		Car Rental/Shuttle	0	\$ -	0
		Hotel	0	\$ -	0
		Per Diem (50 per day & 20%)	3	\$ 60.00	180
		Other/Misc.	0	\$ -	0

Grand Total

Crystal Martinez / Deputy Court Clerk

Item	Event	Description/Justification	Qty.	Cost/Rate	Total
1	TMCEC Regional Clerks	Registration Fee	1	\$ 50.00	\$50
	South Padre Island	Transportation	0	\$ -	\$0
	Travel Dates	Car Rental/Shuttle	0	\$ -	\$0
		Hotel	0	\$ -	\$0
		Per Diem (50 per day & 20%)	0	\$ -	\$0

		Prep Course and Exam	1	\$ 75.00	\$75
1	TDLR Written Interpreter Exam	Registration Fee	1	\$ 100.00	\$100
	Location	Transportation	1	\$ 150.00	\$150
	Travel Dates	Car Rental/Shuttle	0	\$ -	\$0
		Hotel	0	\$ -	\$0
		Per Diem (50 per day & 20%)	1	\$ 60.00	\$60
		Other/Misc.	0	\$ -	\$0
Grand Total					
Lelani Mata / PT Administrative Assistant					
Item	Event	Description/Justification	Qty.	Cost/Rate	Total
1	TMCEC New Clerk Seminar	Registration Fee	1	\$ 200.00	\$200
	Austin	Transportation	1	\$ 300.00	\$300
	Travel Dates	Car Rental/Shuttle	0	\$ -	\$0
		Hotel	3	\$ 50.00	\$150
		Per Diem (50 per day & 20%)	4	\$ 30.00	\$120
		Other/Misc.	0	\$ -	\$0
Grand Total					
Ara Sanchez / Administrative Assistant (AS Dept.)					
Item	Event	Description/Justification	Qty.	Cost/Rate	Total
1	TMCEC Regional Clerk	Registration Fee	1	\$ 50.00	\$50
	South Padre Island	Transportation	0	\$ -	\$0
	Travel Dates	Car Rental/Shuttle	0	\$ -	\$0
		Hotel	0	\$ -	\$0
		Per Diem (50 per day & 20%)	0	\$ -	\$0
		Prep Course and Exam	1	\$ 75.00	\$75
Grand Total					
Wendi Delgado / Administrative Services Director					
Item	Event	Description/Justification	Qty.	Cost/Rate	Total
1	TMCEC Regional Clerk	Registration Fee	1	\$ 50.00	\$50
	South Padre Island	Transportation	0	\$ -	\$0
	Travel Dates	Car Rental/Shuttle	0	\$ -	\$0
		Hotel	0	\$ -	\$0
		Per Diem (50 per day & 20%)	0	\$ -	\$0
		Prep Course and Exam	1	\$ 75.00	\$75
Grand Total					
Judge David K. Colwell					
Item	Event	Description/Justification	Qty.	Cost/Rate	Total
1	TMCEC Regional Judges	Registration Fee	1	\$ 150.00	\$150
	South Padre Island	Transportation	0	\$ -	\$0
	Travel Dates?	Car Rental/Shuttle	0	\$ -	\$0

		Hotel	0	\$ -	\$0
		Per Diem (50 per day & 20%)	0	\$ -	\$0
		Other/Misc.	0	\$ -	\$0
Grand Total					
Stuart Diamond / Prosecutor					
Item	Event	Description/Justification	Qty.	Cost/Rate	Total
1	TMCEC Prosecutor Annual	Registration Fee	1	\$ 450.00	\$450
	Austin or San Antonio	Transportation	1	\$ 300.00	\$300
	Travel Dates	Car Rental/Shuttle	0	\$ -	\$0
		Hotel	3	\$ 50.00	\$150
		Per Diem (50 per day & 20%)	3	\$ 60.00	\$180
		Other/Misc.	0	\$ -	\$0
Grand Total					
Judge Paul Hemphill					
Item	Event	Description/Justification	Qty.	Cost/Rate	Total
1	TMCEC Regional Judges	Registration Fee	1	\$ 150.00	\$150
	South Padre Island	Transportation	0	\$ -	\$0
	Travel Dates?	Car Rental/Shuttle	0	\$ -	\$0
		Hotel	0	\$ -	\$0
		Per Diem (50 per day & 20%)	0	\$ -	\$0
		Other/Misc.	0	\$ -	\$0
Grand Total					
Department Grand Total:					3,955

MUNICIPAL COURT BUDGET NUMBERS

01 -GENERAL FUND	TWO YEARS	ONE YEAR				
MUNICIPAL COURT	PRIOR	PRIOR	ACTUAL	Y-T-D	PROPOSED	INCREASE
DEPARTMENT EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
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PERSONNEL SERVICES						
520-0010 SUPERVISION	78,803	78,129	82,406	83,248	0	(82,406)
520-0010-01 EXEMPT	0	0	0	0	47,091	47,091
520-0010-02 NON EXEMPT	0	0	0	0	64,055	64,055
520-0020 CLERICAL	30,986	29,857	27,593	27,873	0	(27,593)
520-0030 LABOR	10,877	8,362	0	0	0	0
520-0040 TEMP. EMPLOYEES	6,453	5,082	12,000	10,479	12,000	0
520-0060 OVERTIME	3,303	4,837	4,000	4,074	5,000	1,000
520-0070 MEDICARE	5,008	4,744	3,113	5,396	6,073	2,960
520-0080 TMRS	6,772	8,089	14,501	8,845	14,939	439
520-0081 GROUP INSURANCE	9,040	9,762	9,693	9,306	9,749	55
520-0083 WORKERS COMP	287	1,666	448	433	446	(2)
520-0084 UNEMPLOYMENT	207	920	630	413	1,025	395
520-0085 LONGEVITY	818	1,039	856	856	976	120
520-0090 MERIT ADJ.	0	0	0	717	0	0
CATEGORY TOTAL	152,556	152,487	155,240	151,639	161,354	6,114
GOODS AND SUPPLIES						
520-0101 OFFICE SUPPLIES	1,248	1,165	1,250	1,204	1,250	0
520-0102 LOCAL MEETINGS	0	0	0	0	100	100
520-0107 BOOKS	166	190	340	302	250	(90)
520-0130 WEARING APPAREL	211	299	300	271	225	(75)
520-0150 MINOR TOOLS	184	299	500	247	0	(500)
CATEGORY TOTAL	1,809	1,953	2,390	2,023	1,825	(565)
MISCELLANEOUS SERVICES						
520-0513 TRAINING EXPENSE	1,028	1,400	2,000	1,900	1,525	(475)
520-0529 CREDIT CARD FEES	5,286	5,808	0	0	0	0
520-0530 PROF. SERVICES	708	883	1,000	386	1,000	0
520-0531 WARRANT COLLECT.	1,280	2,463	8,000	10,221	8,000	0
520-0550 TRAVEL EXPENSE	722	544	3,800	2,058	2,430	(1,370)
520-0551 DUES & MEMBER	350	500	500	500	500	0
CATEGORY TOTAL	9,374	11,598	15,300	15,065	13,455	(1,845)
DEPARTMENT TOTAL	163,739	166,227	172,930	168,727	176,634	3,704

POLICE DEPARTMENT

The mission of the South Padre Island Police Department is to protect and serve the citizens and our visitors. All members of SPI-PD are dedicated to providing fair, impartial and ethical police service to the entire community, with the highest degree of integrity, professionalism and respect.

The South Padre Island Police Department is committed to providing professional and effective police services to our citizens and visitors alike. Our unified mission is to protect lives, safeguard property, all while enhancing the overall quality of life on the island. SPI-PD has 28 full-time commissioned police officers, 10 part-time officers, 7 dispatchers and 3 clerical personnel.

SPI-PD is comprised of the following division:

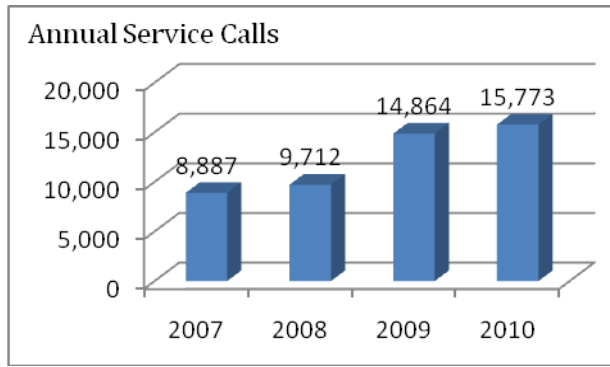
- Police Administration: *Plans and Oversees Operations – Budget – Policy & Procedures / Standard Operating Procedures*
- Uniform Patrol: *First Responder – Deters Criminal Behavior – Protects Life / Safeguards Property*
- Special Operations: *K-9 / Motorcycle / Bicycle Patrol / Marine Search and Rescue*
- Records Division: *Police Reports – Stats – Taxi – Golf Carts – Wreckers*
- Detective: *Courts – Investigations – Crime Victims Coordination – Internal Affairs*
- Dispatch: *Communication – Police – Fire – Code Enforcement – Wave – Public Works*
- Jail: *Temporary Holding Facility*

Major Goals:

1. Continually evaluate overall operations for needed enhancements and/or benefits to the City.
2. Revamp the entire Departmental Policies, Procedures, and Standard Operating Procedures, and acquire Texas Police Chief's Association Recognition.
3. Implement proactive policing techniques (i.e. bate board sting, narcotics buys, etc.).
4. Improve dispatch capabilities and functions.
5. Develop a Marine Patrol/Scuba Dive Search and Recover Team.
6. Search and obtain suitable grants for assistance with future identified projects.
7. Locate quality in-service training for officer professional development and program enhancement.

Our Planning Indicators and Focus:

The number of “calls for service” is our primary indicator of current use of resources and serves as a benchmark for future needs. As illustrated in the diagrams below, our call volume has almost doubled in four-years. Research indicates our call volume increases approximately 15-20% each year. Currently SPI-PD employees 28 certified police officers, 7 dispatcher, 3 clerical, and 12 reserves/part-time officer positions. In 2010, we went to 12 hour shifts, comprising of an A, B, C and D shift. This allowed officers to obtain a three-day weekend every other weekend, while putting more officers on the street at any given time, a “do more with less” concept. The changing of shifts accommodates our immediate needs; considerable populated growth will require further staffing consideration.



POLICE DEPARTMENT STRATEGIES AND PROGRAMS FOR THE NEXT FIVE YEARS:

Strategy/Program	Fiscal Year	Budget Impact
Texas Police Chief's Association Recognition Program, revamp Policies and Procedures, and Standard Operating Procedures.	2011/2012	\$ 2,500.00
Enhance the use of technology to increase efficiency.	2011/2012	\$ 0.00
Establish a Dive Rescue Team. (Grant Funded)	2011/2012	\$ 60,000
Implement comprehensive training program to enhance officer effectiveness.	2012/2013	\$ 30,000.00
Increase staffing to meet demand for service (3 FTE's). <i>This does not include equipment.</i>	2013/2014	\$ 144,000.00

POLICE DEPARTMENT POSITION CONTROL

521-PC-01	Chief of Police
521-AC-01	Assistant Chief of Police
521-AA-01	Administrative Assistant
521-SG-01	Sergeant
521-SG-02	Sergeant
521-SG-03	Sergeant
521-SG-04	Sergeant
521-CP-01	Corporal
521-CP-02	Corporal
521-DT-01	Detective
521-DT-02	Detective
521-DT-03	Detective
521-DT-04	Detective
521-RT-01	Records Technician
521-RT-02	Records Technician
521-DS-01	Dispatch Supervisor
521-DP-01	Dispatcher
521-DP-02	Dispatcher
521-DP-03	Dispatcher
521-DP-04	Dispatcher
521-DP-05	Dispatcher
521-DP-06	Dispatcher
521-PO-01	Police Officer
521-PO-02	Police Officer - Temp/VACANT
521-PO-03	Police Officer
521-PO-04	Police Officer
521-PO-05	Police Officer
521-PO-06	Police Officer
521-PO-07	Police Officer
521-PO-08	Police Officer
521-PO-09	Police Officer
521-PO-10	Police Officer
521-PO-11	Police Officer
521-PO-12	Police Officer
521-PO-13	Police Officer
521-PO-14	Police Officer
521-PO-15	Police Officer
521-PO-16	Police Officer

Town of South Padre Island Goals & Objectives for Fiscal Year 2011-2012
 WORK PLANS FOR POLICE DEPARTMENT

Project	Description	Estimated Completion Date	Team Leader	Team Members
Surplus	Continue identifying police surplus equipment / facilitate for auction	Jan-12	Johnny Herrera	Staff
Training	Officer training for both CE and job specific duties	Sep-12	Johnny Herrera	staff
TPCA Recognition	Law enforcement accreditation program, which requires many steps to reassure excellence with the agency by using best practices and ultimately certifying the agency as a leader in quality standards	Mar. 2012	Chief Smith	Chief Smith Sgt. O'Carroll Sgt. Herrera
Emergency Management	Handle all Emergency Management functions – attend training – acquire grant funding – attend meeting	ongoing	Javier	staff
Evidence Room organization	Identify all evidence and confiscated items – tag and computerize – obtain disposal and/or destruction orders	Jan.2012	Det. Jaime Rodriguez	CID-staff
Marine Patrol	Create a Marine Patrol division to patrol and respond to water related concerns – scuba dive –search and rescue – recovery	Mar. 2012	Chief Smith	Officer Ochoa
Police Building Enhancement	Additional cameras and microphones	Apr. 1012	Det. Jaime Rodriguez	IT

Goal 1: Deliver extraordinary customer service:

Quick and friendly response to calls for service, understanding that we serve all citizens to include visitors equally and fairly. While stressing to our staff, that we are a public service provider dedicated to the safety of the community which we serve.

Immediate goals:

To create a viable work environment, with teambuilding as the general concept. I feel the current PD staff has a multitude of experience and I wish to foster our staff towards an understanding that their experience is needed and valued. The reminder is that we are all stakeholders within the agency, additionally to create great communications throughout the agency.

Short-term goals:

- 1) Create needed divisions, while abolishing areas of duplication.
- 2) Obtain Policy and Procedures accreditation.

Long-term goals:

- 1) Continue teambuilding throughout the agency.
- 2) Build relations with the public through community policing techniques like Nation Night Out programs, ultimately enhancing the quality of life for all.

POLICE DEPARTMENT'S TRAINING PLAN 2011-2012

Organization: Year:

Department: Submitted by:

Annual training allotment:

TRAINING	<input type="text" value="\$5,000"/>	Allocated	<input type="text"/>	TOTAL	<input type="text" value="\$10,390"/>
TRAVEL	<input type="text" value="\$5,400"/>	Allocated	<input type="text"/>		

Police Chief Randy Smith & Staff

Item	Description/Justification	Qty.	Unit Cost/Rate	Total
Police Chief	Registration	1	\$ 200	\$ 200.00
TPCA	Hotel	3	\$ 120	\$ 360.00
\$960	Airline /Mileage	1	\$ 200	\$ 200.00
	Meals	4	\$ 50	\$ 200.00
Police Chief	Registration	1	\$	\$ -
LEMIT	Hotel	5	\$	\$ -
\$250	Airline /Mileage	1	\$	\$ -
	Meals	5	\$ 50	\$ 250.00
Detective	Registration	2	\$ 400	\$ 800.00
Criminal Interview and	Hotel	5	\$ 100	\$ 1,000.00
Interrogation (Basic)	Mileage	1	\$ 200	\$ 200.00

\$2,500	Meals	5	\$ 50	\$ 500.00
Detective/Officer				
Cell Phones Technology and	Registration	1	\$ 2,000	\$ 2,000.00
Forensic Data Recovery	Hotel	5	\$ 85	\$ 425.00
Certification for Investigator	Mileage	1	\$	\$ -
\$2,775.00	Meals	7	\$ 50	\$ 350.00
Officers (10)				
Street Survival	Registration	10	\$ 200	\$ 2,000.00
\$3,850.00	Hotel	2	\$ 85	\$ 850.00
	Mileage	0	\$	\$ -
	Meals	2	\$ 50	\$ 1,000.00
Ethics			\$	\$ -
	Meals	1	\$ 65	\$ 65.00
Grand Total				\$10,400

EMC TRAINING PLAN 2011-2012

Department: Division

Annual training allotment:

TRAINING Allocated TOTAL

TRAVEL Allocated

Line	Item	Description/Justification	Qty.	Unit Cost/Rate	Total
	TxDem/ Hurricane Conf	Registration	1	\$125.00	\$125
	May 3-8	Hotel	3	\$100.00	\$300
	Austin, TX	Meals	4	\$25.00	\$100
Grand Total					\$525
Line	Item	Description/Justification	Qty.	Unit Cost/Rate	Total
	TxDem/Hurricane Conf	Registration	1	\$125.00	\$125
	May 3-8	Hotel	3	\$100.00	\$300
	Austin, TX	meals	4	\$25.00	\$100
Grand Total					\$525

POLICE DEPARTMENT BUDGET NUMBERS

01 -GENERAL FUND	TWO YEARS	ONE YEAR				
POLICE	PRIOR	PRIOR	ACTUAL	Y-T-D	PROPOSED	INCREASE
DEPARTMENT EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
PERSONNEL SERVICES						
521-0010 SUPERVISION	148,102	137,024	158,746	159,182	0	(158,746)
521-0010-01 EXEMPT	0	0	0	0	160,305	160,305
521-0010-02 NON EXEMPT	0	0	0	0	1,386,363	1,386,363
521-0020 CLERICAL	80,835	82,735	83,477	83,506	0	(83,477)
521-0030 LABOR	1,233,796	1,262,965	1,335,830	1,242,516	0	(1,335,830)
521-0040 TEMPORARY EMP	74,457	77,957	72,000	75,761	85,000	13,000
521-0060 OVERTIME	129,202	131,498	120,000	110,629	120,000	0
521-0070 MEDICARE	31,760	30,998	38,729	32,709	39,137	408
521-0080 TMRS	171,362	204,822	219,614	208,958	220,779	1,164
521-0081 GROUP INSURANCE	171,899	182,720	192,368	176,604	189,470	(2,898)
521-0083 WORKERS COMP	38,071	60,579	48,343	46,713	42,422	(5,920)
521-0084 UNEMPLOYMENT	2,241	9,142	9,113	4,336	14,412	5,298
521-0085 LONGEVITY	15,968	15,469	16,582	15,871	17,040	458
521-0087 HOLIDAY PAY	41,193	48,269	52,573	45,265	49,783	(2,790)
521-0090 MERIT ADJ.	0	0	0	13,888	0	0
CATEGORY TOTAL	2,138,886	2,244,178	2,347,375	2,215,937	2,324,710	(22,665)
GOODS AND SUPPLIES						
521-0101 OFFICE SUPPLIES	6,783	5,896	6,000	5,344	6,500	500
521-0102 LOCAL MEETINGS	429	1,450	500	495	1,000	500
521-0103 VIDEO MEDIA	0	0	300	145	0	(300)
521-0107 BOOKS & PERIODICALS	405	343	400	249	400	0
521-0109 PHOTOGRAPHIC SUPP.	31	0	200	19	0	(200)
521-0110 K9 SUPPLIES	0	3,850	4,000	2,806	3,500	(500)
521-0111 K9 FOOD	0	2,202	2,500	395	1,500	(1,000)
521-0113 BATTERIES	238	568	700	365	700	0
521-0116 AWARDS	0	267	300	0	0	(300)
521-0130 WEARING APPAREL	24,762	24,696	21,500	20,814	23,100	1,600
521-0150 MINOR TOOLS & EQUIP	19,042	24,681	20,000	22,391	20,000	0
521-0161 AMMO & TARGETS	1,920	2,070	5,000	5,084	5,000	0
CATEGORY TOTAL	53,611	66,023	61,400	58,109	61,700	300
REPAIR AND MAINTENANCE						
521-0410 MACHINERY & EQUIP	3,712	0	1,000	0	3,000	2,000
521-0415 SERVICE CONTRACTS	39,387	36,476	58,716	46,365	48,500	(10,216)
521-0421 RADIOS & COMM..	35,216	6,038	3,000	1,580	3,000	0
CATEGORY TOTAL *	79,623	42,514	62,716	47,945	54,500	(8,216)

MISCELLANEOUS SERVICES

521-0501	COMMUNICATIONS	0	0	7,200	6,780	7,200	0
521-0513	TRAINING EXPENSE	4,189	4,492	3,500	3,595	5,000	1,500
521-0517	CONFIDENTIAL INFO	200	0	500	0	500	0
521-0530	PROF. SERVICES	8,314	10,539	11,000	5,613	11,000	0
521-0531	K9 VET SERVICES	0	252	2,500	323	0	(2,500)
521-0550	TRAVEL EXPENSE	2,574	6,256	5,000	6,188	5,400	400
521-0551	DUES & MEMBERSHIPS	1,975	1,157	1,500	936	1,500	0
521-0570	SUPPORT OF PRISONERS	1,204	58	1,000	350	1,000	0
521-0571	FOOD FOR PRISONERS	3,516	4,927	3,000	5,211	3,500	500
CATEGORY TOTAL		21,972	27,681	35,200	28,995	35,100	(100)

DEPARTMENT TOTAL		2,294,092	2,380,396	2,506,691	2,350,985	2,476,010	(30,681)
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EMERGENCY MANAGEMENT BUDGET NUMBERS

01 -GENERAL FUND EMERGENCY MANAGEMENT DEPARTMENT EXPENDITURES -----	TWO YEARS	ONE YEAR	ACTUAL BUDGET	Y-T-D ACTUAL	PROPOSED BUDGET	INCREASE (DECREASE)
	PRIOR ACTUAL	PRIOR ACTUAL				
GOODS AND SUPPLIES						
544-0101 OFFICE SUPPLIES	0	0	0	0	0	0
544-0102 LOCAL MEETINGS	390	717	300	231	100	(200)
544-0150 MINOR TOOLS & EQUIP	428	104	250	69	0	(250)
CATEGORY TOTAL	818	821	550	300	100	(450)
MISCELLANEOUS SERVICES						
544-0501 COMMUNICATIONS	439	145	1,200	697	200	(1,000)
544-0513 TRAINING	600	1,075	1,100	295	250	(850)
544-0540 ADVERTISING	0	0	250	0	0	(250)
544-0550 TRAVEL	3,263	4,018	2,300	1,117	1,000	(1,300)
544-0551 DUES & MEMBERS	0	40	200	1,559	200	0
544-0552 GRANT MATCH - EOC	0	0	0	0	50,000	50,000
CATEGORY TOTAL	4,301	5,278	5,050	3,668	51,650	46,600
DEPARTMENT TOTAL	5,119	6,099	5,600		51,750	46,150

FIRE DEPARTMENT

The Fire Department is responsible for the life safety of our Citizens and visitors. The members of the South Padre Island Fire Department are here to serve our community, keep our neighbors safe, and to help make everyone's visit to our home a safe and happy experience. We do that through the following programs/activities.

- Fire Suppression
- EMS First Responder
- Hazardous Material Response
- Fire/Life Safety Code Review and Enforcement
- Technical Rescue
- Beach Patrol
- Mobi-Chairs
- Public Safety Education programs
- Emergency Management Activities

Service to our community is the Fire Department's focus. The safety of our citizens and visitors is of utmost importance.

Major Goals:

1. Continual evaluation of programs for enhancements and benefits to the City.
2. Construction of a new Emergency Services Station.
3. Enhance EMS Operations to meet demand for service.
4. Continued enhancement of electronic record keeping.
5. Continue to revise/update Emergency Management Plans to reflect change resources and conditions.
6. Create an enjoyable work experience where all people feel appreciated and valued.

Our Planning Indicators and Focus:

The number of Emergency responses is our primary indicator of current use of resources and serves as a benchmark for future needs. In 2010, the department responded to 1656 calls. That is an increase of almost 48% in 5 years. Trending indicates that the call volume will increase 10-15 % each year. Currently (fiscal year 2011/12), the total full-time equivalents (FTEs) authorized is 21 positions.

FIRE DEPARTMENT STRATEGIES AND PROGRAMS FOR THE NEXT FIVE YEARS:

Strategy/Program	Fiscal Year	Budget Impact
Construct new Fire Station (grant and bond money)	2011/2012	\$4,895,463.00
Establish EMS system within the Fire Dept.	2011/2012	\$ 0.00
Enhance the use of technology to increase efficiency	2011/2012	\$.00
Establish a Dive Rescue Team (grant money).	2011/2012	\$ 0.00
Enhance Life Safety enforcement (Fire Marshall)	2011/2012	\$ 0.00
Increase staffing to meet demand for service (3 FFs).	2013/2014	\$ 96,000.00

FIRE DEPARTMENT POSITION CONTROL

522-FC-01	Fire Chief
522-AC-01	Assistant Fire Chief
522-AA-01	Administrative Assistant
522-CT-01	Captain
522-CT-02	Captain
522-CT-03	Captain
522-LT-01	Lieutenant
522-LT-02	Lieutenant
522-LT-03	Lieutenant
522-DR-01	Driver Operator
522-DR-02	Driver Operator
522-DR-03	Driver Operator
522-FF-01	Fire Fighter
522-FF-02	Fire Fighter
522-FF-03	Fire Fighter
522-FF-04	Fire Fighter
522-FF-05	Fire Fighter
522-FF-06	Fire Fighter
522-FF-07	Fire Fighter
522-FF-08	Fire Fighter
522-FF-09	Fire Fighter
522-FF-10	Fire Fighter
522-FF-11	Fire Fighter
522-FF-12	Fire Fighter
522-FF-13	Fire Fighter

522-FF-14	Fire Fighter
522-FF-15	Fire Fighter

City of South Padre Island Goals & Objectives for Fiscal Year 2011-2012
WORK PLAN FOR FIRE DEPARTMENT

Project	Description	Comprehensive Plan Goal	Estimated Completion Date	Team Leader	Team Members
Fire Station design and construction	Build a new Fire Station	6.J. Continue to support the needs of the Public Works, Police and Fire Departments to ensure adequate protection of the population	Jun-12	Baskett	Staff
Activate Ambulance/ Paramedic Engine program	Assume EMS duties; Enhance program to allow FFs to perform advanced skills	6.I. Continue to provide adequate public services including public works, fire and police protection.	Oct 1 then ongoing	FF Jeff Lutrick	FF Sims
Dive Team	upgrade dive team and expand its participation	6.I. Continue to provide adequate public services including public works, fire and police protection.	ongoing	Baskett	Pigg Fuller
Electronic record keeping	Utilize RMS and other methods to reduce paper copies and increase electronic storage of required records	6.I. Continue to provide adequate public services including public works, fire and police protection.	ongoing	Yolanda Cruz	FD staff
Update Emergency management plan	Finalize 5 year review	6.I. Continue to provide adequate public services including public works, fire and police protection.	Feb-12	Baskett	Town Staff
Beach Patrol	Enhance/strengthen Beach Patrol activities	6.I. Continue to provide adequate public services.	ongoing	FF Jim Pigg	FD Staff

Regional Initiatives	Continue to work with regional partners on EMS, Fire Response, EOC, Regional Response Teams	6.I. Continue to provide adequate public services including public works, fire and police protection.	1-Oct	Baskett	Staff
Certifications and Classifications	Maintain Dept. requirements per State certification and work towards improving ISO rating	6.I. Continue to provide adequate public services including public works, fire and police protection.	1-Oct	Baskett	Staff

My plan to deliver extraordinary customer service includes: Continuing to put service to the citizens as our highest priority. We must continue to emphasize to our staff that we are a service industry and that our job descriptions are dictated by community expectations. We provide the service they request, no matter what our personal views are in that regard. We cannot define our mission or tasks that are done by the citizens.

My contribution to making the Town more efficient organization is: Using technology to make us more productive. Electronic record keeping and retrieval, when implemented, will save many man hours and reduce mistakes and "lost" information.

My Division will build community trust by: Reaching out to the community and becoming a resource for our citizens and visitors. We will continue to be the "go to" folks when people need assistance. This includes not only emergency response but also community education programs, hurricane preparedness and even the "mobi-chairs".

FIRE DEPARTMENT TRAINING PLAN 2011-2012

Department: Division

Annual training allotment:

TRAINING Allocated TOTAL

TRAVEL Allocated

Burney Baskettt Fire Chief

Line	Item	Description/Justification	Qty.	Unit Cost/Rate	Total
	TX Fire Chiefs conference	Registration	1	\$100.00	\$100
	Feb 26-March 3, 2011	Hotel	4	\$100.00	\$400
	Galveston, Texas	Meals	10	\$25.00	\$250
	\$750.00				
Grand Total					\$750

Juan Loya Asst Chief

Line	Item	Description/Justification	Qty.	Unit Cost/Rate	Total
	TX Fire Chiefs conference	Registration	1	\$100.00	\$100
	March 9-12	Hotel	4	\$100.00	\$400
	Frisco, TX	Meals	10	\$25.00	\$250
	\$750				
	-	-	-	-	-
Grand Total					\$750

Officers

Line	Item	Description/Justification	Qty.	Unit Cost/Rate	Total
	Fire Instructor II course	Regional Course	2	\$ 400.00	\$800
	Supervisory Courses	Regional classes --NFA	1	\$ 1,000.00	\$1,000
	Texas Fire Chiefs conference	Registration	2	\$100.00	\$200
	March9-12	Hotel	4	\$100.00	\$400
	Frisco, Texas	Meals	10	\$25.00	\$250
	\$850				
Grand Total					\$2,650

Firefighters

Line	Item	Description/Justification	Qty.	Unit Cost/Rate	Total
	State EMS conference	Registration	4	\$125.00	\$500
	Nov 21-23	Hotel	8	\$100.00	\$800
	Austin, Texas	Meals	40	\$25.00	\$1,000
	Driver Operator	on line course	4	\$ 250.00	\$1,000
	Paramedic class	paramedic cert	4	\$ 1,200.00	\$4,800
	travel for local classes	travel	1	\$ 1,500.00	\$1,500
					\$9,600

FIRE AND EMS BUDGET NUMBERS

01 -GENERAL FUND	TWO YEARS	ONE YEAR				
FIRE	PRIOR	PRIOR	ACTUAL	Y-T-D	PROPOSED	INCREASE
DEPARTMENT EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
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PERSONNEL SERVICES						
522-0010 SUPERVISION	145,088	147,303	155,507	155,934	0	(155,507)
522-0010-01 EXEMPT	0	0	0	0	157,034	157,034
522-0010-02 NON EXEMPT	0	0	0	0	1,008,684	1,008,684
522-0010-03 EMS PERSONNEL COST	0	0	0	0	0	0
522-0020 CLERICAL	33,528	34,084	33,779	34,116	0	(33,779)
522-0030 LABOR	717,343	758,778	777,136	784,407	0	(777,136)
522-0040 TEMPORARY	7,390	9,995	2,100	561	5,000	2,900
522-0060 OVERTIME	211,811	198,916	195,000	195,628	179,000	(16,000)
522-0070 MEDICARE	21,866	22,308	22,938	21,395	26,788	3,850
522-0080 TMRS	119,803	149,349	152,467	161,051	180,516	28,049
522-0081 GROUP INSURANCE	89,677	91,888	103,371	95,890	131,297	27,926
522-0083 WORKERS COMP.	20,421	38,223	27,357	25,723	31,468	4,111
522-0084 UNEMPLOYMENT	1,166	4,236	6,018	1,890	11,184	5,166
522-0085 LONGEVITY	6,562	6,231	7,422	6,413	7,570	148
522-0087 HOLIDAY PAY	35,401	35,004	37,221	35,426	48,311	11,090
522-0090 MERIT ADJUST	0	0	13,763	15,648	0	(13,763)
522-0091 CERT. - EMS	0	0	0	0	10,400	10,400
CATEGORY TOTAL	1,410,058	1,496,316	1,534,080	1,534,080	1,797,252	263,172
GOODS AND SUPPLIES						
522-0101 OFFICE SUPPLIES	3,006	3,488	3,500	3,495	4,000	500
522-0102 LOCAL MEETINGS	1,253	3,339	500	471	500	0
522-0104 FUELS & LUBRICANTS	738	201	500	345	500	0
522-0105 CHEMICALS	0	1,212	1,500	525	500	(1,000)
522-0106 FIRE PREVENTION	4,575	3,675	3,500	4,033	5,000	1,500
522-0107 BOOKS & PERIODICALS	1,811	1,852	2,000	1,368	1,000	(1,000)
522-0113 BATTERIES	1,575	368	489	393	2,000	1,511
522-0114 MEDICAL	5,888	9,742	25,000	25,233	45,000	20,000
522-0117 SAFETY SUPPLIES	15,592	27,087	24,500	26,211	24,500	0
522-0130 WEARING APPAREL	16,459	14,499	15,000	15,639	15,000	0
522-0150 MINOR TOOLS	31,593	19,199	15,000	14,242	20,000	5,000
522-0160 LAUNDRY & JANITORIAL	3,185	2,397	3,500	3,282	3,500	0
522-0170 DORM AND KITCHEN	3,483	4,151	3,500	3,291	4,000	500
522-0172 PHYSICAL & TRAINING	500	864	800	681	15,100	14,300
CATEGORY TOTAL	89,658	92,074	99,289	99,209	140,600	41,311

REPAIR AND MAINTENANCE

522-0401	FURNITURE & FIXTURES	0	0	1,757	1,757	1,000	(757)
522-0410	MACHINERY & EQUIP.	82,796	3,515	34,371	34,371	3,500	(30,871)
522-0415	SERVICE CONTRACTS	1,042	0	18,529	18,529	4,500	(14,029)
522-0420	MOTOR VEHICLES	731	10	0	0	0	0
522-0421	RADIOS & COMM.	19,781	3,610	3,072	3,072	2,500	(572)
522-0428	FIRE HYDRANTS	8,960	3,703	6,000	5,969	5,000	(1,000)
CATEGORY TOTAL		113,311	10,838	63,729	63,698	16,500	(47,229)

MISCELLANEOUS SERVICES

522-0501	COMMUNICATIONS	0	0	3,120	3,047	0	(3,120)
522-0510	RENTAL OF EQUIPMENT	244	0	0	0	0	0
522-0511	AUTO ALLOWANCE	0	0	0	0	0	0
522-0513	TRAINING EXPENSE	5,244	9,383	8,000	8,092	9,000	1,000
522-0530	PROF. SERVICES	4,250	279,585	5,000	3,250	20,600	15,600
522-0540	ADVERTISING	413	197	500	354	250	(250)
522-0550	TRAVEL EXPENSE	8,344	7,512	8,770	10,641	7,000	(1,770)
522-0551	DUES & MEMBERSHIPS	1,446	1,713	1,750	1,756	2,500	750
CATEGORY TOTAL		20,136	298,389	27,140	27,140	39,350	12,210

EQUIPMNT > \$5,000 OUTLAY

522-1004	MACHINERY & EQUIP.	28,100	17,586	0	0	50,000	50,000
522-1015	FIRE HYDRANTS	0	8,300	0	0	0	0
CATEGORY TOTAL		28,100	25,886	0	0	50,000	50,000

OTHER SERVICES

522-9078	EMS BILLING	0	0	0	0	15,895	15,895
CATEGORY TOTAL		0	0	0	0	15,895	15,895

DEPARTMENT TOTAL

1,661,262	1,923,503	1,724,238	1,724,127	2,059,597	335,359
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ENVIRONMENTAL HEALTH SERVICE DEPARTMENT

The Environmental Health Services Department is responsible for the enforcement of the South Padre Island City Ordinances. To ensure compliance we have develop guidelines, policies and procedures to be certain the public is aware of how to come to compliance. The Environmental Health Services Department has oversight over the following divisions:

- Code Enforcement
 - Weedy Lots
 - Trash
 - Signs
 - Beach Umbrella Permitting
 - Special Events
 - Enforce State of Texas Health and Safety Codes Chapter:
 - Chapter 342
- Health Department
 - Permanent Establishments
 - Temporary Events
 - Farmer's Market
- Animal Control
 - Enforce Chapter 3 of the City of South Padre Island Code of Ordinances
 - Enforce State of Texas Health and Safety Codes Chapters:
 - 821 – Treatment and Disposition of Animals
 - 822 – Regulation of Animals
 - 826 – Rabies
 - Gather evidence for State of Texas Penal Codes:
 - 42.09 – Cruelty to Livestock Animals
 - 42.091 – Attack on Assistant Animal
 - 42.092 – Cruelty to Non-livestock Animals
 - 42.10 – Dog Fighting
 - Enforce and abide by Texas Administrative Code Chapter 169, Zoonosis Control, Subchapters:
 - A – Rabies Control and Eradication
 - F – Reptile – Associated Salmonellosis
 - G – Caging Requirements and Standards for Dangerous Wild Animals
 - Loan humane traps to the public
 - Remove deceased wildlife and domestic animals from public and some private property.
 - Prepare and submit animal specimens for rabies testing.
 - Promote proper animal care and disease prevention (rabies).
 - Respond to concerns regarding coyotes. Identification, surveillance, trapping and specimen submission.
- Green Initiatives
 - Recycling

- Sustainability
- Climate Action Plan
- “Going Green” Education

- Vector Control
 - Mosquito Minimization
 - Larvaciding
 - Mosquito Capture & Testing (Surveillance)
 - Post Disaster Mosquito Control

Major Goals:

1. Code Enforcement – Through Public Outreach Education, compliance is generally achieved.
 - Expand Code Enforcement Management Information System
 - Improve Code Enforcement training
 - Reduce the amount of violations through a tactic plan
 - Develop best practices manual Code Enforcement

2. Health Department – Mandatory training will improve hygienic practices for better inspection results.
 - Enhance technology to continue to ensure that policy and practice match with FDA and TDSHS regulations.
 - Measure and maintain the influx of temporary events in the City
 - Continue to assist our local growers by maintaining support for our Farmers Market
 - Strive to obtain inspector standardization of food establishments through cooperative work with the TDSHS and the FDA
 - Plan for and achieve new certifications dealing with our area of expertise, such as the Certified Environmental Health Technician and Certified Professional of Food Safety
 - Represent our City’s Health Department on State Association to build a strong relationship with the Texas Department of State Health Services and Federal Drug Administration

3. Animal Control – The licensing program will safely identify owners when incidents occur.
 - a. Attend the Texas Academy of Animal Control Officers Academy.
 - b. Create a centralized location for temporary storage of domestic and wild animals.
 - c. Establish a policy allowing on-duty Animal Control Officers to carry a bite stick and pepper spray to aide in deterring bites and keeping a safe distance between the officer and a potentially dangerous animal.

4. Vector Control – State of the art machines and proper training will assist with mosquito minimization, reducing the threat and spread of viruses such as H1N1 and West Nile.
 - Enhance technology to control mosquitoes by adulticiding and larvacide our areas effectively.

- Continue education to be knowledgeable of new methods and laws needed for vector control.
 - Public Education on mosquito minimization in SPI.
5. Green Initiatives – The ability to enhance our green initiatives through education and incentives.
- Plan construction of a new recycling center using grant funds.
 - Develop Public Outreach to Educate students about recycling.
 - Purchase a full size truck to pull the recycling trailers when full.
 - Look for options to recycle glass.
 - Keep abreast of new tactics and training specifically dealing with Climate Change
 - Bring more green initiatives to our community.
 - Complete and implement a Climate Action Plan.
 - Bring to fruition a Green Communities Initiative.

Our Planning Indicators and Focus:

The Environmental Health Service Department oversees numerous programs to protect the public health of residents and visitors of South Padre Island. Overseeing a variety of programs such as enforcing regulations regarding animals, litter violations, signage regulations, garment inspection, beach violations and commercial activity violations, to name a few. Additionally, this division investigates public health nuisances, such as responding to smoking regulations, conducting food inspections, mosquito minimization through the vector control program, investigating environmental health concerns and providing technical information to the public on a wide array of environmental health topics. Furthermore, as we look to our future with optimism, our latest focus is to encourage the use of environmentally friendly behaviors in our community.

ENVIRONMENTAL SERVICES STRATEGIES AND PROGRAMS FOR THE NEXT FIVE YEARS:

Strategy/Program	Fiscal Year	Budget Impact
Enhance Technology: Code Enforcement, Health Department & Vector Control (Software Applications)	2011/2016	\$31,000
Enhance Recycling Effectiveness (Trucks Needed for Hauling of Recycled Goods - 2 per year)	2012/2016	\$60,000
Continue to evaluate green initiative strategies (education)	2012/2016	\$5,000
Continued Support for Community Events	2011/2016	\$10,000
Standardization for inspectors of food establishments by working cooperatively with TSDSH and FDA	2012/2013	\$1,500
Holding Facility/Temporary Animal Mobilization for domestic and wild animals	2011/2013	\$10,000
Professional Development Certified Environmental Health Tech and Certified Professional of Food Safety	2011/2013	\$5,000
Plastic Bag, Smoking, Barking Dog & Crying Cat, Recycling Enhancement, Special Event and Peak Period Code Enforcement Staffing	2012/2016	\$35,000

ENVIRONMENTAL SERVICES POSITION CONTROL

532-ED-01	Environmental Health Services Director
532-AA-01	Administrative Assistant
532-CE-01	Code Enforcement Officer
532-CE-02	Code Enforcement Officer
532-CE-03	Code Enforcement Officer

ENVIRONMENTAL HEALTH SERVICES WORK PLAN 2011-2012

Project	Description	Comprehensive Plan Goal	Estimated Completion Date	Team Leader	Team Members
Community Events Ordinance	Develop and adopt an ordinance	3-1 Premise - 1. Preserving and enhancing the Quality of Life. 6.I. - Continue to provide adequate public services	1-Oct-11	J. Victor Baldovinos & Jay Mitchim	ALL STAFF
Climate Action Plan Regional Effort Project	Creation and Implementation of a regional Climate Action Plan	3-1 Premise - 1. Preserving and enhancing the Quality of Life.	1-Oct-11	Cipriano Torres	E.H.S.D.
Vector Control Program	Mosquito Minimization & Surveillance	3-1 Premise - 1. Preserving and enhancing the Quality of Life. 6.I. - Continue to provide adequate public services	1-Oct-11	Josh Garza	Cipriano Torres
Annual Hazardous Household Waste Project	Hold an annual HHW Project in partnership with Cameron County	3-1 Premise - 1. Preserving and enhancing the Quality of Life. 6.I. - Continue to provide adequate public services	1-Oct-11	David Travis	Nat Flores (Cameron County)
Management Information System Project	Change from current outdated tablets to more efficient ones	6.I. - Continue to provide adequate public services	01-Oct-11	J. Victor Baldovinos	Tim Howell

Responsible Pet Owner's Course	Develop and implement a course that promotes responsible pet ownership and educates on local and state animal laws	3-1 Premise - 1. Preserving and enhancing the Quality of Life. 6.I. - Continue to provide adequate public services	31-Dec-11	David Travis	Carlos Gonzalez
Retail Food Inspection Program	DSHS Standardization, Certifications and Auditing	6.I. - Continue to provide adequate public services	31-Dec-11	Cipriano Torres	Josh Garza
Plastic Bag Reduction Program	Education and enforcement of the Plastic Bag Reduction Ordinance	3-1 Premise - 1. Preserving and enhancing the Quality of Life. 4. Preserving our natural assets.	1-Jan-12	Cipriano Torres	Josh Garza
Non-Smoking Ordinance Program	Develop plan to enforce new ordinance	3-1 Premise - 1. Preserving and enhancing the Quality of Life.	Ongoing	Josh Garza	Cipriano Torres
Recycling Program	Develop and Implement new techniques for reducing, reusing and recycling	3-1 Premise - 1. Preserving and enhancing the Quality of Life. 4. Preserving our natural assets.	Ongoing	David Travis	Josh Garza
City Hall Green Program	Develop ways to increase awareness and educate employees on how to reduce, reuse and recycle	3-1 Premise - 1. Preserving and enhancing the Quality of Life. 4. Preserving our natural assets.	Ongoing	David Travis	Josh Garza
Anti-litter Program	Reduction of trash to landfills by recycling efforts	3-1 Premise - 1. Preserving and enhancing the Quality of Life. 6.I. - Continue to provide adequate public services	Ongoing	Josh Garza	David Travis
Farmer's Market	Continue to provide staff support, inspection services and budget management.	Page 7-1 Develop a year-round economy with increased residents and tourists.	Ongoing	Josh Garza	Amy Bush & Public Works
Resource Building	Build partnerships with other Cities and non-profits	3-1 Premise - 1. Preserving and enhancing the Quality of Life.	Ongoing	J. Victor Baldovinos	E.H.S.D.

Keep South Padre Island Beautiful Committee	Continue to provide staff and budget management.	3-1 Premise - 1. Preserving and enhancing the Quality of Life.	Ongoing	J. Victor Baldovinos	Amy Bush
Umbrella Permitting and Enforcement	Education and enforcement of the Umbrella Ordinance	3-1 Premise - 1. Preserving and enhancing the Quality of Life.	Ongoing	Cipriano Torres	David Travis
Valley Environmental Summit	Participate and host summit on 2014 in SPI	3-1 Premise - 1. Preserving and enhancing the Quality of Life.	Ongoing	J. Victor Baldovinos	E.H.S.D.
Garment Inspections	Permitting and Enforcement	6.I. - Continue to provide adequate public services	Ongoing	Johnny Castaneda	David Travis

Our plan to deliver extraordinary customer service includes improving our interpersonal communication skills by attending seminars that will assist us in improving public relations. We will take the initiative by having a system in place to follow up on any pending or outstanding citizen concerns.

Our contribution to making the City a more efficient organization and to implement new ideas that will help us in serving our community. Longer hours will also enable us in helping identify problematic areas and community concerns.

Our Division will build a strong community trust by equal enforcement of ordinances. We will launch a program to insure a balance between the citizens and government alike.

ENVIRONMENTAL HEALTH SERVICES TRAINING PLAN 2011-2012

Department:	Environmental Health Services		Division:	
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Requested Training

Allocated Training

Requested Travel

Allocated Travel

Victor Baldovinos

Event	Description/Justification	Qty.	Cost/Rate	Total
Texas Environmental Health Association:	Registration Fee	1	\$ 470	470
October 11-14, 2011	Transportation	1	\$ 200	200
Austin, Texas	Car Rental/Shuttle	1	\$ 320	320
\$1,610.00	Hotel	4	\$ 105	420
	Per Diem (50 per day + 20 %)	4	\$ 50	200
	Other/Misc.			
Grand Total				\$1,610

LOCAL TRAINING

Code Enforcement Certification II	All officers: Victor Baldovinos, Joshua Garza, David Travis, Cipriano Torres, Carlos Gonzalez, Edgar Cruz & Johnny Castaneda	7	\$ 150	1,050
Animal Control Basic	Johnny Castaneda & Edgar Cruz	2	\$ 100	200
Animal Control Advanced	All officers: Victor Baldovinos, Joshua Garza, David Travis, Cipriano Torres, Carlos Gonzalez, Edgar Cruz & Johnny Castaneda	7	\$ 100	700
Serve Safe	Cipiriano Torres, Joshua Garza & Victor	3	\$ 150	450
Grand Total				\$2,400

ENVIRONMENTAL & HEALTH SERVICES BUDGET NUMBERS

01 -GENERAL FUND	TWO YEARS	ONE YEAR				
HEALTH/CODE ENFORCEMENT	PRIOR	PRIOR	ACTUAL	Y-T-D	PROPOSED	INCREASE
DEPARTMENT EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
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PERSONNEL SERVICES						
532-0010 SUPERVISION	35,757	52,985	56,028	56,182	0	(56,028)
532-0010-01 EXEMPT	0	0	0	0	56,588	56,588
532-0010-02 NON EXEMPT	0	0	0	0	109,714	109,714
532-0020 CLERICAL	22,283	25,448	25,883	20,980	0	(25,883)
532-0030 LABOR	96,655	108,133	82,759	83,110	0	(82,759)
532-0040 PART-TIME	53,274	53,502	51,500	46,728	51,500	0
532-0060 OVERTIME	12,377	10,183	18,400	7,753	18,400	0
532-0070 MEDICARE	8,739	8,088	7,603	7,482	7,634	31
532-0080 TMRS	16,332	23,840	23,287	21,779	23,757	471
532-0081 GROUP INSURANCE	22,903	27,345	24,320	22,358	24,420	100
532-0083 WORKERS COMP	1,076	1,753	1,868	1,805	1,759	(109)
532-0084 UNEMPLOYMENT	463	1,995	1,173	929	1,890	717
532-0085 LONGEVITY	805	1,000	1,336	1,052	1,299	(37)
532-0090 MERIT ADJ.	0	0	0	3,293	0	0
CATEGORY TOTAL	270,664	314,273	294,156	273,450	296,961	2,804
GOODS AND SUPPLIES						
532-0101 OFFICE SUPPLIES	1,958	1,592	3,600	2,195	3,600	0
532-0102 LOCAL MEETINGS	985	413	900	350	900	0
532-0105 CHEMICALS	14,851	21,871	28,000	17,034	28,000	0
532-0106 EDUCATION	0	0	500	354	500	0
532-0107 BOOKS	68	141	400	667	400	0
532-0113 BATTERIES	428	2,399	600	110	600	0
532-0118 PRINTING	0	0	0	0	1,500	1,500
532-0130 WEARING APPAREL	6,472	3,502	4,500	5,021	4,500	0
532-0150 MINOR TOOLS	4,943	5,898	6,000	5,018	6,000	0
532-0172 ANIMAL SUPPLIES	2,611	1,013	2,500	1,615	2,500	0
CATEGORY TOTAL	32,315	36,828	47,000	32,363	48,500	1,500
REPAIR AND MAINTENANCE						
532-0401 FURNITURE	2,911	1,427	1,350	0	250	(1,100)
532-0410 MACHINERY & EQUIP	2,629	0	1,000	1,550	1,000	0
532-0420 MOTOR VEHICLES	0	0	0	0	0	0
532-0421 RADIOS	1,123	518	5,900	1,480	0	(5,900)
CATEGORY TOTAL	6,663	1,945	8,250	3,030	1,250	(7,000)

MISCELLANEOUS SERVICES

532-0501	COMMUNICATIONS	114	0	1,440	1,038	1,440	0
532-0511	AUTO ALLOWANCE	0	0	0	0	0	0
532-0513	TRAINING EXPENSE	6,015	4,019	7,000	4,200	2,870	(4,130)
532-0530	PROF. SERVICES	1,769	2,270	2,000	677	2,000	0
532-0531	ANIMAL CONTROL	0	0	1,000	217	1,000	0
532-0540	ADVERTISING	0	0	0	2,124	2,100	2,100
532-0545	LOT MOWING	1,898	264	2,500	1,278	2,500	0
532-0550	TRAVEL EXPENSE	7,746	6,497	11,000	5,277	1,140	(9,860)
532-0551	DUES & MEMBER	2,920	2,805	3,400	2,511	4,000	600
CATEGORY TOTAL		20,462	16,016	28,340	17,322	17,050	(11,290)

EQUIPMNT > \$5,000 OUTLAY

532-1004	MACHINERY & EQUIP	0	7,195	31,400	31,400	0	(31,400)
CATEGORY TOTAL		0	7,195	31,400	31,400	0	(31,400)

DEPARTMENT TOTAL		330,104	376,256	409,146	357,565	363,761	(45,386)
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PUBLIC WORKS DEPARTMENT

The Public Works Department facilitates most of the City's construction projects. Public Works is responsible for the planning and maintenance of the City's infrastructure such as streets, drainage, beach access features, and bay access features.

The Public Works Department is comprised of the following divisions:

- Right-of-Way Maintenance- Responsible for the maintenance of the City's infrastructure, including pavement, drainage, street signs, City owned street lights, parks, and other green areas. This division also assists the CVB and other City Departments with Special Event coordination and traffic control.
- Beach Maintenance- Responsible for the maintenance of the beach, including removal of trash, maintenance of dune walkover structures, sargassum management, and other beach related activities as directed.
- Building Inspections- Responsible for ensuring that all structures, new and improved, are compliant with the latest codes and ordinances.
- Fleet Maintenance- Responsible for the purchase and maintenance of the City's vehicles and heavy equipment.
- Building Maintenance- Responsible for the maintenance of the City's buildings such as City Hall and the Training Center.
- Right-of-Way Monitoring- Responsible for coordinating utility cuts and monitoring for line of sight issues.

Major Goals:

1. To improve the appearance of the Island through improved landscaping and lighting.
2. To improve drainage by widening streets and incorporating curb and gutter, as well as the improvement of the City's underground drainage system.
3. To improve traffic flow and parking availability by widening and re-striping streets.
4. To improve beach access by facilitating beach access walkover construction projects.
5. To work with the Coastal Resources Division to close gaps in the beach retaining wall system that is located within public lands.
6. To improve traffic flow and safety by assisting TxDOT with obtaining warrants for additional traffic signals.

Our Planning Indicators and Focus:

Our planning strategies are based on the priorities that emerged from the development of the Capital Improvements Plan. An example of this is the reconstruction of city side streets. This one item incorporates the 2nd, 4th, 5th, and 12th highest priorities in the CIP.

PUBLIC WORKS STRATEGIES AND PROGRAMS FOR THE NEXT FIVE YEARS:

Strategy/Program	Fiscal Years	Budget Impact
Perform Maintenance Dredge of the Tompkins Channel	2011-12	\$100,000 local \$260,000 FEMA
Reconstruct one mile of streets incorporating sidewalks, curb & gutter, street lighting, and new water lines.	2011-16	\$1,000,000 Per year
Improve and/or install 1,000 feet of storm sewer.	2011-16	\$ 100,000 Per year
Install ½ mile of new sidewalk along Padre Blvd. in areas where there are no driveway conflicts.	2011-16	\$170,000 Per year
Install five blocks of sidewalk with curb & gutter along the west side of Gulf Blvd.	2011-16	\$20,000 Per year
Install a concrete drive-over structure with a sidewalk at the Sheraton Beach Access.*	2012-13	\$400,000
Digitize Building files to incorporate into the GIS. This effort to modernize the Building Department, along with a rebound in the economy will likely result in the addition of one staff member in Building Inspections.	2012-13	\$25,000
Public Works Mechanic Shop Roof & AC Repairs	2012-13	\$11,500
Construct a boardwalk alongside the La Copa Hotel so that beach access will become useable.*	2013-14	\$200,000
Train Facilities Personnel about Chiller Maintenance.	2013-14	\$22,000
Establish a lease cycle for City vehicles.	2013-14	\$0
Train Right-of-way Inspector in construction inspection and GPS. This will likely cause the need for another Inspector to be hired.	2013-14	\$35,000
Train Public Works staff in paving maintenance, drainage pipe maintenance, and landscaping practices.	2013-14	\$15,000
Roof Repairs, Painting, and AC Repairs to Trolley Barn, Public Works Shop, and Chemical Room	2013-14	\$11,000

Install a concrete or wooden drive-over structure at Harbor Circle along with a structure to prevent storm surge wash-overs.*	2014-15	\$450,000
Chiller Pump and Air Handler Replacement at City Hall	2014-15	\$15,000
Install a drive-over structure at Whitesands Street along with a structure to prevent storm surge wash-overs.*	2015-16	\$400,000
Improve an underutilized Beach Access to expand parking and incorporate a new dune walkover.*	2015-16	\$300,000

PUBLIC WORKS POSITION CONTROL

540-FM-01	Fleet Maintenance Manager
540-MC-01	Mechanic

541-FM-01	Facility Services Manager
541-MT-01	Maintenance
541-MT-02	Maintenance

542-BO-01	Building Official
542-AA-01	Administrative Assistant
542-BI-01	Building Inspector

543-PW-01	Public Works Director
543-AP-01	Assistant Public Works Director
543-AA-01	Administrative Assistant
543-RW-01	Right of Way Officer
543-FM-01	Foreman
543-E2-01	Equipment Operator II
543-E2-02	Equipment Operator II
543-E1-01	Equipment Operator I
543-MT-01	Maintenance
543-MT-02	Maintenance
543-MT-03	Maintenance
543-MT-04	Maintenance
543-MT-05	Maintenance
543-MT-06	Maintenance
543-MT-07	Maintenance
543-MT-08	Maintenance
543-MT-09	Maintenance
543-MT-10	Maintenance
543-MT-11	Maintenance

WORK PLAN FOR PUBLIC WORKS DEPARTMENT

Project	Description	Comprehensive Plan Goal	Estimated Completion Date	Team Leader	Team Members
Palm Tree Trimming	Trim City owned trees.	N/A	5/30/2012	Moya	Fry
Landscape work at Bay street ends	Maintain landscape at the bay ends of the local streets	5.J Continue maintaining and beautifying street ends.	9/30/2012	Moya	Fry
Tompkins Channel Dredge	Perform maintenance dredge of the Tompkins Channel	5.W Improve access to the Laguna Madre Bay	12/31/2011	Fry	Moya
Parking Meters (Budget Permitting)	Implementing paid parking plan on Gulf Blvd and Beach Accesses	4.R Implement up to date transportation policies and standards.	2/28/2012	Fry	Smith, Vasquez, Trevino, Gimenez

My plan to deliver extraordinary customer service includes: sticking to a work plan that benefits the City as a whole and avoiding taking time away from our scheduled work to react to problems that can be added to the schedule at a later time.

My contribution to making the City a more efficient organization is to develop a better street maintenance plan to minimize the big projects that occur because of a lack of regular maintenance.

My department will build community trust by providing a good product at the lowest possible price.

PUBLIC WORKS OFFICE TRAINING PLAN 2011-2012

Organization:	City of South Padre Island	Year:	2011-2012
Department:	Public Works	Submitted by:	Scott Fry
TRAINING	\$ 4,070.00	\$0	TOTAL \$0
TRAVEL	\$ 3,965.00	\$0	

Public Works Director, Scott Fry

Item	Description/Justification	Qty.	Unit Cost/Rate	Total
Texas Floodplain	Registration	1	\$ 325	\$ 325
Management Assoc.	Hotel	4	\$ 130	\$ 520
Location Unknown	Travel	1	\$ 600	\$ 600
\$1,645.00	Meals	4	\$ 50	\$ 200
TPWA Short Course	Registration	1	\$ 200	\$ 200
14-Feb-12	Hotel	2	\$ 130	\$ 260
Lubbock	Airline	1	\$ 300	\$ 300
\$860.00	Meals	2	\$ 50	\$ 100
				\$ -
Grand Total				2,505.00

Assistant Public Works Director, Ray Moya

Item	Description/Justification	Qty.	Unit Cost/Rate	Total
TPWA Short Course	Registration	1	\$ 200	\$ 200
14-Feb-12	Hotel	2	\$ 130	\$ 260
Lubbock	Airline	1	\$ 300	\$ 300
\$860.00	Meals	2	\$ 50	\$ 100
				\$ -
Grand Total				\$ 860

Public Works Secretary, Mary Ann Guilin

Item	Description/Justification	Qty.	Unit Cost/Rate	Total
				\$ -
Excel	Registration	2	\$ 160	\$ 320
\$520.00	Meals/Mileage	2	\$ 100	\$ 200
				\$ 520

Public Works Crew				
Item	Description/Justification	Qty.	Unit Cost/Rate	Total
TML	Training*	10	\$ 197	\$ 1,975
	Travel/Meals	10	\$ 112	\$ 1,125
	*Asphalt Maintenance Practices			\$ -
	Turf Management			\$ -
	Lawn Irrigation/Backflow Prevention			\$ -
	Safety Practices			\$ -
				\$ -
Grand Total				\$ 3,100

Gilbert Garza				
Item	Description/Justification	Qty.	Unit Cost/Rate	Total
TEHA	Registration	1	\$ 250	\$ 250
December 7-9, 2011	Hotel		\$ -	\$ -
South Padre Island	Airline		\$ -	\$ -
\$ 250	Meals		\$ -	\$ -
				\$ -
Grand Total				250

Fleet Services				
Item	Description/Justification	Qty.	Unit Cost/Rate	Total
Professional Tech. Seminar	Registration			\$ -
Quarterly	Goodwin	4	\$ 100	\$ 400
Harlingen	Gonzalez	4	\$ 100	\$ 400
	Travel	0	\$ -	\$ -
	Meals	0	\$ -	\$ -
				\$ -
Grand Total				\$ 800

FACILITIES AND GROUND MAINTENANCE TRAINING PLAN 2011-2012

Department:	Public Works	Division:	Facilities & Grounds Mtn.	
Requested Training	\$3,000	Allocated Training		
Requested Travel	\$1,000	Allocated Travel		
Rudy Falcon				
Event	Description/Justification	Qty.	Cost/Rate	Total
Chiller Training	Registration Fee	1	\$ 3,000	\$3,000
Location: Unknown	Transportation	1	\$ 400	\$400
Travel Dates: Unknown	Car Rental/Shuttle	0	\$ -	\$0
	Hotel	4	\$ 100	\$400
	Per Diem	4	\$ 50	\$200
\$4,000	Other/Misc.			
Grand Total				\$4,000

FLEET MAINTENANCE BUDGET NUMBERS

01 -GENERAL FUND	TWO YEARS	ONE YEAR				
FLEET MANAGEMENT	PRIOR	PRIOR	ACTUAL	Y-T-D	PROPOSED	INCREASE
DEPARTMENT EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)

PERSONNEL SERVICES						
540-0010 SUPERVISION	47,202	45,443	46,761	46,889	0	(46,761)
540-0010-01 EXEMPT	0	0	0	0	47,229	47,229
540-0010-02 NON EXEMPT	0	0	0	0	23,285	23,285
540-0030 LABOR	23,254	22,384	23,054	23,395	0	(23,054)
540-0040 PART TIME EMPL	14,519	167	0	-167		0
540-0041 EMER. VEHICLE TECH	0	11,458	15,000	7,938	15,000	0
540-0060 OVERTIME	2,225	1,398	2,000	1,249	2,000	0
540-0070 MEDICARE	866	1,349	2,562	1,606	2,575	13
540-0080 TMRS	6,590	9,150	9,135	9,142	9,327	192
540-0081 GROUP INSURANCE	8,276	8,464	9,735	9,343	9,795	60
540-0083 WORKERS COMP	1,758	2,682	2,973	2,873	2,542	(431)
540-0084 UNEMPLOYMENT	90	488	434	255	700	266
540-0085 LONGEVITY	216	317	437	437	557	120
CATEGORY TOTAL	104,997	103,300	112,092	102,962	113,010	918
GOODS AND SUPPLIES						
540-0101 OFFICE SUPPLIES	0	0	0	0	400	400
540-0104 FUELS & LUBE	113,637	29,910	0	0	0	0
540-0104-01 FUEL & LUBE PD	789	70,761	108,250	99,766	105,000	(3,250)
540-0104-02 FUEL & LUBE FIRE	124	14,533	26,750	23,048	25,000	(1,750)
540-0104-03 FUEL & LUBE PW	363	21,383	55,000	54,401	66,000	11,000
540-0104-04 FUEL & LUBE CODE	184	12,616	17,500	13,313	21,000	3,500
540-0104-05 FUEL & LUBE - EMS	0	0	0	0	16,000	16,000
540-0111 TIRES & TUBES	3,938	3,382	6,000	6,091	5,000	(1,000)
540-0113 BATTERIES	0	792	2,000	1,651	2,000	0
540-0130 WEARING APPAREL	220	498	500	366	500	0
540-0150 MINOR TOOLS	7,566	0	1,200	1,112	1,200	0
540-0190 SOFTWARE	0	0	0	0	2,000	2,000
CATEGORY TOTAL	126,820	153,877	217,200	199,749	244,100	26,900
REPAIR AND MAINTENANCE						
540-0410 MACHINERY & EQUIP	121	4,500	2,526	2,471	3,000	474
540-0420 MOTOR VEHICLES	100,747	-4	0	566	0	0
540-0420-01 R & M POLICE	0.00	23,959	31,995	32,867	31,000	(995)
540-0420-02 R & M FIRE	0	9,806	16,166	13,712	15,000	(1,166)
540-0420-03 R & M PW	0	15,726	13,000	14,394	18,000	5,000
540-0420-04 R & M CODE	0	6,998	8,000	8,086	10,000	2,000
540-0420-05 R & M BEACH	0.00	21	0	0	0	0

540-0420-06	GENERATORS	0	0	5,000	2,966	13,000	8,000
540-0420-07	R & M EMS	0	0	0	0	5,000	5,000
CATEGORY TOTAL		100,868	61,006	76,687	75,061	95,000	18,313
EQUIPMNT > \$5,000 OUTLAY							
540-1004	MACHINERY & EQUIP	16,602	0	0	0	0	0
540-1005	RADIO EQUIPMENT	0	0	0	0	0	0
540-1007	MOTOR VEHICLES	143,342	138,022	204,557	52,078	203,708	(849)
540-1013	FIN USES-LEASE PUR.	0	0	0	898,220	0	0
CATEGORY TOTAL		159,944	138,022	204,557	950,298	203,708	(849)
MISC ADJUSTMENTS							
540-9996	LEASE - FEES	0	0	0	1,750	0	0
540-9997	LEASE - PRINCIPAL	0	0	0	82,358	0	0
540-9998	LEASE - INTEREST	0	0	0	45,562	0	0
CATEGORY TOTAL		0	0	0	129,670	0	0
DEPARTMENT TOTAL		494,025	456,204	610,536	1,457,739	655,818	45,282

FACILITIES AND GROUNDS MAINTENANCE BUDGET NUMBERS

01 -GENERAL FUND	TWO YEARS	ONE YEAR				
FACILITIES & GROUNDS MTN	PRIOR	PRIOR	ACTUAL	Y-T-D	PROPOSED	INCREASE
DEPARTMENT EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
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PERSONNEL SERVICES						
541-0010 SUPERVISION	35,968	36,767	36,914	37,015	0	(36,914)
541-0010-01 EXEMPT	0	0	0	0	37,283	37,283
541-0010-02 NON EXEMPT	0	0	0	0	41,281	41,281
541-0030 LABOR	48,393	41,268	40,873	41,510	0	(40,873)
541-0040 TEMP EMPLOYEES	109	1,298	5,000	0	0	(5,000)
541-0060 OVERTIME	9,537	5,447	5,000	2,268	5,000	0
541-0065 VACANCY FACTOR	0	0	0	0	0	0
541-0070 MEDICARE	1,451	1,268	1,960	1,087	1,571	(389)
541-0080 TMRS	9,688	10,069	10,530	10,340	10,748	218
541-0081 GROUP INSURANCE	11,128	12,211	14,472	13,992	14,513	41
541-0083 WORKERS COMP	2,826	4,314	3,552	3,432	3,552	(0)
541-0084 UNEMPLOYMENT	269	640	439	399	669	230
541-0085 LONGEVITY	1,004	873	84	84	238	154
541-0090 MERIT ADJUSTMENTS	0	0	0	738	0	0
CATEGORY TOTAL	120,373	114,154	118,824	110,865	114,854	(3,970)
GOODS AND SUPPLIES						
541-0101 OFFICE SUPPLIES	0	243	250	321	250	0
541-0105 CHEMICALS	127	243	200	0	200	0
541-0107 BOOKS & PUB.	0	0	100	0	100	0
541-0110 FLAGS	948	495	600	595	1,500	900
541-0115 LAMPS & GLOBES	883	1,264	1,200	1,045	1,200	0
541-0130 WEARING APPAREL	0	2,481	1,500	2,245	3,000	1,500
541-0150 MINOR TOOLS	3,146	2,313	1,500	1,547	1,500	0
541-0160 LAUNDRY & JANITOR	8,929	7,959	9,000	8,768	9,000	0
CATEGORY TOTAL	14,034	14,998	14,350	14,521	16,750	2,400
REPAIR AND MAINTENANCE						
541-0410 MACHINERY	6,019	4,713	14,895	6,374	10,000	(4,895)
541-0411 BUILDINGS	10,831	19,900	18,750	17,721	18,750	0
541-0412 LANDSCAPE	344	504	600	139	1,000	400
541-0415 SERVICE CONTRACTS	2,595	14,926	18,000	15,998	18,500	500
541-0427 PLUMBING	620	476	500	414	800	300
CATEGORY TOTAL	20,409	40,519	52,745	40,647	49,050	(3,695)

MISCELLANEOUS SERVICES

541-0501	COMMUNICATIONS	0	0	0	0	0	0
541-0513	TRAINING	0	0	0	0	3,000	3,000
541-0530	PROF. SERVICES	254	210	200	0	0	(200)
541-0550	TRAVEL EXPENSE	101	48	200	0	1,000	800
CATEGORY TOTAL		356	258	400	0	4,000	3,600

EQUIPMNT > \$5,000 OUTLAY

541-1004	MACHINERY & EQUIP	11,285	0	0	0	0	0
CATEGORY TOTAL		11,285	0	0	0	0	0

DEPARTMENT TOTAL		166,457	169,930	186,319	166,033	184,654	(1,665)
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INSPECTIONS BUDGET NUMBERS

01 -GENERAL FUND	TWO YEARS	ONE YEAR				
INSPECTIONS	PRIOR	PRIOR	ACTUAL	Y-T-D	PROPOSED	INCREASE
DEPARTMENT EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
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PERSONNEL SERVICES						
542-0010 SUPERVISION	58,521	58,784	60,900	61,067	0	(60,900)
542-0010-01 EXEMPT	0	0	0	0	61,509	61,509
542-0010-02 NON EXEMPT	0	0	0	0	62,476	62,476
542-0020 CLERICAL	31,732	31,377	31,837	32,207	0	(31,837)
542-0030 LABOR	67,235	61,058	30,021	30,287	0	(30,021)
542-0060 OVERTIME	4,050	4,687	4,250	3,612	4,250	0
542-0065 VACANCY FACTOR	0	0	0	0	0	0
542-0070 MEDICARE	2,420	2,254	2,388	1,892	2,411	23
542-0080 TMRS	16,263	19,376	16,155	16,731	16,494	339
542-0081 GROUP INSURANCE	17,984	17,632	19,613	14,115	14,813	(4,800)
542-0083 WORKERS COMP	990	1,469	923	892	1,105	182
542-0084 UNEMPLOYMENT	180	756	635	216	1,026	391
542-0085 LONGEVITY	2,900	3,020	3,260	2,804	2,983	(277)
542-0090 MERIT ADJUST	0	0	0	1,855	0	0
CATEGORY TOTAL	202,275	200,413	169,982	165,677	167,067	(2,915)
GOODS AND SUPPLIES						
542-0101 OFFICE SUPPLIES	2,441	2,157	2,200	2,167	2,300	100
542-0107 BOOKS & PERIOD.	1,066	181	650	357	650	0
542-0130 WEARING APPAREL	743	870	800	843	225	(575)
542-0150 MINOR TOOLS	272	268	300	226	300	0
CATEGORY TOTAL	4,521	3,476	3,950	3,592	3,475	(475)
REPAIR AND MAINTENANCE						
542-0401	5,604	825	1,500	735	1,000	(500)
CATEGORY TOTAL	5,604	825	1,500	735	1,000	(500)
MISCELLANEOUS SERVICES						
542-0511 AUTO ALLOWANCE	14,400	13,600	9,600	10,000	9,600	0
542-0513 TRAINING EXPENSE	1,687	688	2,500	1,466	1,250	(1,250)
542-0540 ADVERTISING	0	0	200	0	200	0
542-0550 TRAVEL EXPENSE	4,147	3,512	6,000	4,541	4,100	(1,900)
542-0551 DUES & MEMBER	767	405	750	426	750	0
CATEGORY TOTAL	21,000	18,205	19,050	16,431	15,900	(3,150)
DEPARTMENT TOTAL	233,401	222,919	194,482	186,435	187,442	(7,040)

PUBLIC WORKS BUDGET NUMBERS

01 -GENERAL FUND	TWO YEARS	ONE YEAR				
PUBLIC WORKS	PRIOR	PRIOR	ACTUAL	Y-T-D	PROPOSED	INCREASE
DEPARTMENT EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
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PERSONNEL SERVICES						
543-0010 SUPERVISION	133,282	134,212	139,638	140,022	0	(139,638)
543-0010-01 EXEMPT	0	0	0	0	141,035	141,035
543-0010-02 NON EXEMPT	0	0	0	0	432,632	432,632
543-0020 CLERICAL	24,249	26,258	26,116	25,959	0	(26,116)
543-0030 LABOR	354,351	357,768	402,205	405,925	0	(402,205)
543-0040 TEMP EMPLOYEES	42,550	37,041	40,000	36,225	45,000	5,000
543-0060 OVERTIME	32,556	36,774	40,000	33,323	40,000	0
543-0065 VACANCY FACTOR	0	0	0	0	0	0
543-0070 MEDICARE	12,906	12,863	14,662	13,241	15,173	511
543-0080 TMRS	56,839	69,584	77,332	79,560	78,933	1,601
543-0081 GROUP INSURANCE	83,380	81,766	91,508	88,118	92,410	902
543-0083 WORKERS COMP	21,803	33,730	34,156	33,005	22,172	(11,985)
543-0084 UNEMPLOYMENT	1,038	3,882	3,240	1,945	5,269	2,030
543-0085 LONGEVITY	9,766	9,679	10,304	10,554	11,662	1,358
543-0090 MERIT ADJUST	0	0	375	11,658	0	(375)
CATEGORY TOTAL	772,719	803,556	879,535	879,535	884,286	4,751
GOODS AND SUPPLIES						
543-0101 OFFICE SUPPLIES	1,197	921	800	800	1,000	200
543-0102 LOCAL MEETINGS	854	86	200	80	500	300
543-0107 BOOKS	62	22	100	22	200	100
543-0112 SIGNS	11,319	18,495	10,000	10,005	10,000	0
543-0117 SAFETY SUPPLIES	907	688	700	653	600	(100)
543-0130 WEARING APPAREL	19,360	14,053	19,000	17,448	19,000	0
543-0150 MINOR TOOLS	11,712	7,781	8,000	7,582	7,500	(500)
543-0160 LAUNDRY & JANITOR	95	0	0	0	0	0
CATEGORY TOTAL	45,505	42,045	38,800	36,590	38,800	0
REPAIR AND MAINTENANCE						
543-0410 MACHINERY & EQUIP	8,538	8,359	7,000	6,960	7,000	0
543-0411 BUILDINGS	0	0	12,000	11,950	10,000	(2,000)
543-0412 LANDSCAPE	21,359	29,603	48,800	36,991	25,000	(23,800)
543-0416 ST. & RIGHT OF WAYS	8,107	32,717	20,000	23,074	20,000	0
543-0417 STORM SEWERS	4,962	15,000	19,000	16,579	15,000	(4,000)
543-0420 MOTOR VEHICLES	63	0	0	0	0	0
543-0432 CAUSEWAY LIGHTS	7,674	10,434	8,000	5,621	8,000	0
CATEGORY TOTAL	50,703	96,112	114,800	101,176	85,000	(29,800)

MISCELLANEOUS SERVICES

543-0501	COMMUNICATIONS	0	0	4,320	4,500	4,320	0
543-0510	RENTAL OF EQUIP	2,392	1,589	7,000	6,462	7,000	0
543-0511	AUTO ALLOWANCE	5,040	4,840	5,040	5,000	5,040	0
543-0513	TRAINING EXPENSE	1,334	748	3,000	2,750	4,070	1,070
543-0530	PROFESSIONAL SER	992	659	1,500	598	1,500	0
543-0540	ADVERTISING	2,395	462	2,000	131	1,500	(500)
543-0550	TRAVEL EXPENSE	7,156	4,192	5,000	4,243	3,965	(1,035)
543-0551	DUES & MEMBER	755	509	1,000	1,307	1,000	0
CATEGORY TOTAL		20,064	12,998	28,860	24,991	28,395	(465)

EQUIPMNT > \$5,000 OUTLAY

543-1004	MACHINERY & EQUIP	0	0	7,500	7,470	0	(7,500)
CATEGORY TOTAL		0	0	7,500	7,470	0	(7,500)

DEPARTMENT TOTAL

888,991	954,711	1,069,495	1,049,762	1,036,481	(33,014)
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GENERAL SERVICES BUDGET NUMBERS

01 -GENERAL FUND	TWO YEARS	ONE YEAR				
GENERAL SERVICE	PRIOR	PRIOR	ACTUAL	Y-T-D	PROPOSED	INCREASE
DEPARTMENT EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
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GOODS AND SUPPLIES						
570-0101 OFFICE SUPPLIES	5,011	6,517	6,652	6,652	7,000	348
570-0108 POSTAGE	17,177	14,937	11,275	11,275	15,000	3,725
570-0118 PRINTING	7,120	7,991	3,214	3,214	3,000	(214)
CATEGORY TOTAL	29,308	29,445	21,141	21,141	25,000	3,859
MISCELLANEOUS SERVICES						
570-0501 COMMUNICATIONS	30,499	29,306	24,825	24,825	0	(24,825)
570-0510 RENTAL OF EQUIPMENT	42,862	47,327	50,000	50,602	50,000	0
570-0529 CREDIT CARD FEES	0	0	7,529	7,576	9,500	1,971
570-0530 PROFESSIONAL SVCS	6,500	0	20,284	20,284	0	(20,284)
570-0580 ELECTRICITY	200,932	204,306	219,314	219,314	260,000	40,686
570-0581 WATER, SEWER, & GARBAGE	81,282	72,350	84,569	84,569	75,000	(9,569)
CATEGORY TOTAL	362,075	353,290	406,521	407,170	394,500	(12,021)
OTHER SERVICES						
570-9010 TAX COLLECTION SERVICES	43,819	36,547	36,547	36,547	40,000	3,453
570-9015 C.C. APPRAISAL DISTRICT	61,327	65,763	65,088	65,088	70,000	4,912
570-9020 AUDIT	22,935	20,000	16,840	16,840	25,000	8,160
570-9025 INVESTMENT ADVISORY	14,881	9,929	15,000	14,466	15,000	0
570-9026 APPRAISAL SERVICES	9,650	1,825	0	0	0	0
570-9027 HARLINGEN EMER MED SER	226,148	214,863	214,863	214,863	0	(214,863)
570-9030 LEGAL SERVICES	107,948	115,780	100,000	112,346	110,000	10,000
570-9033 HOME RULE	45,133	2,306	0	0	0	0
570-9035 AWARDS	2,084	1,122	0	424	500	500
570-9045 MERIT ADJUSTMENTS	43,865	25,077	-3,760	0	0	3,760
570-9047 EMPLOYEE TURNOVER	78,453	42,843	0	100	0	0
570-9048 WELLNESS PROGRAM	0	0	10,000	4,100	8,000	(2,000)
570-9050 AUTOMOBILE LIABILITY	5,032	15,118	16,000	15,640	17,000	1,000
570-9051 GENERAL LIABILITY	6,765	2,345	4,000	5,216	9,542	5,542
570-9052 WINDSTORM INSURANCE	43,309	39,953	50,000	35,271	45,000	(5,000)
570-9053 FLOOD INSURANCE	10,277	10,331	13,000	10,361	12,000	(1,000)
570-9055 PROPERTY INSURANCE	39,740	36,697	40,000	34,662	45,000	5,000
570-9060 OFFICIALS/LAW LIABILITY	15,108	17,190	17,000	20,388	21,000	4,000
570-9061 ERRORS & OMISSIONS	19,839	20,517	20,000	22,616	23,000	3,000
570-9065 OTHER INSURANCES	0	1,000	1,000	0	0	(1,000)
CATEGORY TOTAL	796,312	679,206	615,578	608,928	441,042	(174,536)

SPECIAL PROJECTS

570-9174	RECORDS MANAGEMENT	10,036	2,974	2,500	200	2,500	0
570-9175	ELECTION EXPENSE	4,980	8,587	8,000	8,931	6,000	(2,000)
CATEGORY TOTAL		15,017	11,562	10,500	9,131	8,500	(2,000)
DEPARTMENT TOTAL		1,202,712	1,073,504	1,053,740	1,046,370	869,042	(184,698)

The General Services Department is used for budgeting for items that are Citywide in nature, such as insurance, water, electric, professional services, and various other expenses that cannot be directly tied to one department.

This year's budget shows a reduction of \$184,698 over last year's budget, which is a result of cancelling the Harlingen Emergency Medical Services Contract of \$214,863 and taking on those services in house. You will find those expenses budgeted this year in the Fire and EMS Department.

The Special Projects Department is used to budget for non-recurring expenses, one time events and donations to various organizations throughout the Valley.

SPECIAL PROJECTS BUDGET NUMBERS

01 -GENERAL FUND	TWO YEARS	ONE YEAR				
SPECIAL PROJECTS	PRIOR	PRIOR	ACTUAL	Y-T-D	PROPOSED	INCREASE
DEPARTMENT EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
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MISCELLANEOUS SERVICES						
572-0530 PROFESSIONAL SERV	12,200	19,048	149,863	149,863	138,000	(11,863)
572-0558 SPECIAL EVENTS MAT	7,489	5,012	7,426	7,426	5,000	(2,426)
572-0558-01 TSF TO PARKS C	0	0	6,000	6,000	0	(6,000)
CATEGORY TOTAL	19,689	24,060	163,289	163,289	143,000	(20,289)
INTERFUND TRANSFERS						
572-9471 LONG RANGE PLAN	138,200	162,200	0	0	0	0
572-9474 TSF TO BAY ACCESS FUND	0	130,000	15,000	15,000	17,000	2,000
572-9477 TSF TO MUNICIPAL COMPF	74,500	0	0	0	0	0
572-9478 TSF TO PARKS & REC	0	0	0	0	11,000	11,000
CATEGORY TOTAL	212,707	292,200	15,000	15,000	28,000	13,000
OTHER SERVICES						
572-9045 SPRING BREAK PREP	9,263	7,628	10,000	8,043	10,000	0
572-9046 ISLAND LITTER PROG	2,507	2,447	0	0	0	0
572-9074 CHRISTMAS PARADE	11,209	10,169	2,000	2,000	0	(2,000)
572-9077 VALLEY PROUD	10,000	10,000	10,000	10,000	2,500	(7,500)
572-9078 SEA TURTLE	6,000	6,000	6,000	6,000	2,500	(3,500)
572-9079 CLUB PADRE	29,240	29,240	29,240	29,240	29,200	(40)
572-9080 PORT ISABEL LIBRARY	21,600	21,600	21,600	21,600	21,600	0
572-9082 HUMANE SOCIETY	50,000	50,000	50,000	49,861	0	(50,000)
572-9083 BOYS & GIRLS CLUB	10,000	10,000	10,000	10,000	2,500	(7,500)
572-9085 ANIMAL SERVICES	0	0	0	0	30,000	30,000
CATEGORY TOTAL	149,819	147,084	138,840	136,744	98,300	(40,540)
SPECIAL PROJECTS						
572-9167 MEDIAN TURF PROJECT	2,167	0	0	0	0	0
572-9170 MEDIAN & R.O.W. RENOV	7,022	0	0	0	0	0
572-9174 HELIPAD	3,845	19,850	0	0	1,000	1,000
572-9177 PARK IMPROVEMENTS	49,109	10,064	4,211	3,344	4,300	89
572-9179 HOLIDAY LIGHTS	14,850	18,008	15,000	6,659	5,400	(9,600)
572-9180 HOLIDAY LIGHTS -	0	0	0	8,483	0	0
572-9182 LAND USE INVENTORY	0	51,000	0	0	0	0
572-9186 SPI BIRDING & NATURE	10,000	0	0	0	0	0
CATEGORY TOTAL	86,993	98,922	19,211	18,486	10,700	(8,511)
DEPARTMENT TOTAL	469,207	562,266	336,340	333,519	280,000	(56,340)

CONVENTION CENTER & HOTEL/MOTEL FUNDS

The Convention and Visitors Bureau is responsible for the marketing of South Padre Island as a destination for tourists, meeting planners, sporting events, special events and other tourism activities. As defined by the state hotel occupancy tax law, the main emphasis is on the development of activities generating overnight guests on South Padre Island. In accomplishing this task, the CVB works with the Convention and Visitors Authority Board, which is appointed by the City Council. The CVA recommends a marketing plan and operating budget to the City Council for final approval. The Convention and Visitors Bureau has oversight over the following divisions:

- Visitors Center
- Sales and Marketing
- Events Marketing
- Convention Centre

During emergencies, the CVB Executive Director also serves as the emergency public information officer.

The CVB is the main City agency involved with the economic growth of this community through tourism.

Major Goals:

1. Developing marketing/advertising efforts that achieve economic success for South Padre Island
2. Develop hospitality education for area businesses.
3. Maintain positive relationships with regular news media along with travel writers.
4. Continue to enhance relationships with local hospitality industry.
5. Create an enjoyable work experience where all people feel appreciated and valued.
6. Continue to maintain strong, positive relationships with all City departments.
7. Expansion of the convention center
8. Relocation and/or major remodeling of the visitors center

Our Planning Indicators and Focus:

The City of South Padre Island's population is 5,000 and the City's average number of visitors is over 5,000,000 per year, including over 1 million overnight visitors. This serves as an indicator for the increase demands for services. We will monitor local HOT collections, changes in lodging inventory, occupancy rates and other trends with area businesses, the Rio Grande Valley and the State of Texas.

Currently (fiscal year 2011/12), the total full-time equivalent (FTEs) authorized is 28 positions.

CVB STRATEGIES AND PROGRAMS FOR THE NEXT FIVE YEARS:

Strategy/Program	Fiscal Year	Budget Impact
Maintain an innovative, effective and measurable advertising campaign	2011/2012	No less than \$1,300,000
Increase our presence in the meetings sales area	2012/2013	\$120,000
Continue to develop innovative opportunities for marketing, considering all niche aspects and opportunities, including history and culture,	2012/2013	\$50,000
Establish strong financial condition and reserves	2011/2012	\$2,600,000
Create sustainable research projects to measure all aspects of operation	2011/2012	\$80,000
Expand the convention center	2012/2014	\$60,000,000
Modernize and move the visitors center	2012/2013	\$150,000
Improve local awareness of tourism, including CVB-led training	2011/2012	\$10,000

CONVENTION AND VISITORS BUREAU STAFFING PLAN

590-TS-01	Tourism Services Manager
590-IC-01	Information Counselor

592-ED-01	Executive Director of the CVB
592-DD-02	Deputy Director/Director of Sales
592-AA-01	Administrative Assistant
592-SA-01	Sales Assistant
592-CM-01	Convention Services Manager
592-CS-01	Convention Services Specialist
592-HC-01	Housing Coordinator
592-CR-01	Community Relations Coordinator
592-TC-01	Tourism Coordinator
592-SM-01	Sales Manager

593-SE-01	Special Events Coordinator
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565-ME-01	Meeting & Event Coordinator
565-CC-01	Accounting Coordinator
565-OM-01	Operations Manager
565-MT-01	Maintenance
565-MT-02	Maintenance
565-MT-03	Maintenance
565-MT-04	Maintenance
565-MT-05	Maintenance
565-MT-06	Maintenance
565-MT-07	Maintenance

HOTEL MOTEL TAX BUDGET NUMBERS

MOTEL TAX FUND	TWO YEARS	ONE YEAR	ACTUAL	Y-T-D	PROPOSED	INCREASE
FINANCIAL SUMMARY	PRIOR	PRIOR	BUDGET	ACTUAL	BUDGET	(DECREASE)
REVENUE SUMMARY	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
NON-PROPERTY TAXES	3,080,724.35	4,332,861.70	3,899,432.00	3,855,070.55	3,774,540.00	-124,892.00
FEES AND SERVICES	29,912.85	16,088.18	100,000.00	21,061.29	16,000.00	-84,000.00
INTERGOVERNMENTAL	0	0	0	0	0	0
FINES AND FORFEITURES	0	0	0	0	0	0
MISCELLANEOUS	566.52	396.07	0	249.97	0	0
OTHER FINANCING SOURCES	0	0	0	0	0	0
TOTAL REVENUES	3,111,203.72	4,349,345.95	3,999,432.00	3,876,381.81	3,790,540.00	-208,892.00
EXPENDITURE SUMMARY						
VISITORS BUREAU	306,645.51	298,413.25	335,198.01	322,891.43	306,536.34	-28,661.67
SALES & MARKETING	3,108,521.70	2,694,618.64	2,767,265.31	2,751,019.15	2,787,990.28	20,724.97
TOURISM AND CULTURAL	737,818.40	557,365.90	619,288.28	614,790.54	525,449.03	-93,839.25
TOTAL EXPENDITURES	4,152,985.61	3,550,397.79	3,721,751.60	3,688,701.12	3,619,975.65	-101,775.95
REVENUES OVER(UNDER) EXPENDITURES	-1,041,781.89	798,948.16	277,680.40	187,680.69	170,564.35	-107,116.05
REVENUES						
NON-PROPERTY TAXES						
43010 HOTEL/MOTEL TAX	3,078,391.39	4,310,875.27	3,892,432.00	3,839,532.04	3,774,540.00	-117,892.00
43011 PENALTIES	3,873.77	21,603.84	6,000.00	15,594.41	0	-6,000.00
43012 INTEREST	215.08	1,616.04	1,000.00	255.68	0	-1,000.00
43013 OVERPAID TAXES	-1,755.89	-1,233.45	0	-311.58	0	0
REVENUE CATEGORY TOTAL	3,080,724.35	4,332,861.70	3,899,432.00	3,855,070.55	3,774,540.00	-124,892.00
FEES AND SERVICES						
44050 VIDEO TAPE SALES	231.91	1,547.57	0	0	0	0
44051 BROCHURES SALES	725.64	1,734.09	0	555	0	0
44052 SOUVENIR SALES	13,687.89	6,185.91	69,000.00	10,781.77	10,000.00	-59,000.00
44053 CO-OP PARTNERS	4,000.00	3,500.56	0	4.3	0	0
44054 SPI BLOWOUT	0	0	0	0	0	0
44055 SPONSORS	2,000.00	0	25,000.00	0	0	-25,000.00
44056 RENTAL INCOME	9,267.41	3,120.05	6,000.00	9,720.22	6,000.00	0
REVENUE CATEGORY TOTAL	29,912.85	16,088.18	100,000.00	21,061.29	16,000.00	-84,000.00
MISCELLANEOUS						
48040 INTEREST REVENUE	61.62	0	0	195.73	0	0
48042 MISC REVENUE	504.9	396.07	0	54.24	0	0
REVENUE CATEGORY TOTAL	566.52	396.07	0	249.97	0	0
TOTAL REVENUES	3,111,203.72	4,349,345.95	3,999,432.00	3,876,381.81	3,790,540.00	-208,892.00

VISITORS BUREAU BUDGET NUMBERS

02 -HOTEL/MOTEL TAX FUND	TWO YEARS	ONE YEAR	#NAME?	NT YEAR -----		
VISITORS BUREAU	PRIOR	PRIOR	ACTUAL	Y-T-D	PROPOSED	INCREASE
DEPARTMENT EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
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PERSONNEL SERVICES						
590-0010 SUPERVISION	37,636.46	37,429.25	38,096.34	45,563.96	0	-38,096.34
590-0010-01 EXEMPT	0	0	0	0	38,477.20	38,477.20
590-0010-02 NON EXEMPT	0	0	0	0	26,610.83	26,610.83
590-0030 LABOR	26,937.04	26,011.17	26,347.78	31,547.02	0	-26,347.78
590-0040 TEMPORARY EMP	29,213.89	31,429.82	33,000.00	14,109.02	33,000.00	0
590-0060 OVERTIME	173.04	0.17	0	166.26	0	0
590-0070 MEDICARE	2,475.33	2,509.58	3,877.95	2,252.57	3,890.06	12.11
590-0080 TMRS	6,539.83	7,893.11	12,394.89	8,652.67	8,371.95	-4,022.94
590-0081 GROUP INSURANCE	8,881.44	9,338.72	9,699.96	9,554.89	9,759.17	59.21
590-0083 WORKERS COMP	217.73	274.67	373.87	361.27	247.26	-126.61
590-0084 UNEMPLOYMENT	227.48	794.99	487.22	436.21	784.7	297.48
590-0085 LONGEVITY	2,034.83	2,155.00	2,275.00	2,275.00	2,395.17	120.17
590-0090 MERIT ADJUST	496.91	1,038.34	600	526.95	0	-600
CATEGORY TOTAL	114,833.98	118,874.82	127,153.01	115,445.82	123,536.34	-3,616.67
GOODS AND SUPPLIES						
590-0101 OFFICE SUPPLIES	1,803.05	2,686.10	4,000.00	3,803.81	4,000.00	0
590-0102 LOCAL MEETINGS	12	0	100	18	100	0
590-0104 FUELS & LUBES	239.85	435.6	300	516.83	450	150
590-0107 BOOKS & PERIOD	114	117	150	117	150	0
590-0108 POSTAGE	104,080.27	81,058.62	84,376.00	91,024.83	50,000.00	-34,376.00
590-0109 PHOTOGRAPHIC SUPP	77.2	0	100	0	100	0
590-0110 FLAGS	0	75	150	75	150	0
590-0111 TIRES & TUBES	0	0	400	0	400	0
590-0113 BATTERIES	44.96	7.49	50	13.82	50	0
590-0114 MEDICAL SUPPLIES	23.03	0	100	0	100	0
590-0115 LAMPS & GLOBES	461.27	305.37	500	221.45	250	-250
590-0116 AWARDS	277.1	125.78	300	0	0	-300
590-0118 PRINTING	1,578.74	0	1,500.00	393.34	500	-1,000.00
590-0130 WEARING APPAREL	462	0	500	114.9	500	0
590-0150 MINOR TOOLS EQUIP	863.98	714.86	1,000.00	278.37	700	-300
590-0160 LAUNDRY & JANIT	4,581.02	5,104.16	5,500.00	4,702.65	0	-5,500.00
590-0180 INFORMATION TECH	0	0	1,400.00	0	0	-1,400.00
590-0190 SOFTWARE	315	315	500	0	0	-500
CATEGORY TOTAL	114,933.47	90,944.98	100,926.00	101,280.00	57,450.00	-43,476.00

BULK GOODS AND SUPPLIES

590-0210	COLLATERAL PIECES	16,804.89	5,947.26	2,545.00	2,545.00	50,000.00	47,455.00
590-0230	PROMOTION ITEMS	0	0	42,624.00	42,623.45	0	-42,624.00
CATEGORY TOTAL		16,804.89	5,947.26	45,169.00	45,168.45	50,000.00	4,831.00

REPAIR AND MAINTENANCE

590-0401	FURNITURE FIXT.	19.7	0	0	0	500	500
590-0410	MACHINERY & EQUIP	2,970.74	0	0	0	0	0
590-0411	BUILDINGS	666.71	4,566.95	2,500.00	2,234.84	10,600.00	8,100.00
590-0412	LANDSCAPE	5,421.98	4,528.08	6,500.00	5,565.95	6,500.00	0
590-0415	SERVICE CONTRACTS	6,438.15	6,092.97	12,000.00	12,195.34	16,500.00	4,500.00
590-0418	PARKING LOTS	0	0	300	0	0	-300
590-0420	MOTOR VEHICLES	121.42	106.64	300	111.58	300	0
590-0427	PLUMBING	17.96	0	300	219.85	0	-300
CATEGORY TOTAL		15,656.66	15,294.64	21,900.00	20,327.56	34,400.00	12,500.00

MISCELLANEOUS SERVICES

590-0501	COMMUNICATIONS	9,554.18	11,633.45	7,000.00	8,429.06	8,300.00	1,300.00
590-0510	RENTAL OF EQUIP	2,826.16	3,247.77	3,000.00	2,672.65	3,000.00	0
590-0513	TRAINING EXPENSE	0	0	500	0	500	0
590-0520	INSURANCE	4,493.83	6,859.16	7,000.00	7,261.88	7,000.00	0
590-0530	PROF SERVICES	6,415.95	3,999.15	5,000.00	4,383.64	3,000.00	-2,000.00
590-0540	ADVERTISING	0	0	150	0	150	0
590-0550	TRAVEL EXPENSE	0	0	1,000.00	965.75	1,000.00	0
590-0551	DUES & MEMBER	15	0	200	15	200	0
590-0558	DECORATIONS	371.29	- 50.68	500.00	417.94	500	0
590-0580	ELECTRICITY	16,299.92	14,983.40	13,200.00	14,161.06	15,000.00	1,800.00
590-0581	WATER,SEWER	2,504.18	1,904.30	2,500.00	2,362.62	2,500.00	0
590-0598	LAND LEASE	1,936.00	968	0	0	0	0
CATEGORY TOTAL		44,416.51	43,544.55	40,050.00	40,669.60	41,150.00	1,100.00

EQUIPMNT > \$5,000 OUTLAY

590-1001	BUILDINGS STRUCT	0	23,807.00	0	0	0	0
CATEGORY TOTAL		0	23,807.00	0	0	0	0

DEPARTMENT TOTAL

306,645.51	298,413.25	335,198.01	322,891.43	306,536.34	-28,661.67
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SALES AND MARKETING BUDGET NUMBERS

02 -HOTEL/MOTEL TAX FUND	TWO YEARS	ONE YEAR				
SALES & MARKETING	PRIOR	PRIOR	ACTUAL	Y-T-D	PROPOSED	INCREASE
DEPARTMENT EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
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PERSONNEL SERVICES						
592-0010 SUPERVISION	142,995.91	141,864.47	144,420.50	148,145.84	0	-144,420.50
592-0010-01 EXEMPT	0	0	0	0	276,435.85	276,435.85
592-0010-02 NON EXEMPT	0	0	0	0	159,190.22	159,190.22
592-0020 CLERICAL	169,115.50	147,501.81	151,867.85	152,082.31	0	-151,867.85
592-0030 LABOR	168,131.39	128,304.04	129,245.29	127,114.55	0	-129,245.29
592-0040 TEMP EMPLOYEES	2,728.61	1,810.51	3,000.00	2,295.90	3,000.00	0
592-0060 OVERTIME	1,960.19	1,848.74	0	4,391.60	0	0
592-0070 MEDICARE	8,325.10	7,237.15	8,242.43	7,138.33	8,996.17	753.74
592-0080 TMRS	54,580.19	59,996.58	54,509.48	62,815.34	59,891.15	5,381.67
592-0081 GROUP INSURANCE	54,218.05	48,566.41	48,846.89	46,967.40	48,426.69	-420.2
592-0083 WORKERS COMP	1,667.42	1,837.51	1,644.20	1,588.78	1,654.86	10.66
592-0084 UNEMPLOYMENT	560.19	2,106.24	2,142.67	755.3	3,749.01	1,606.34
592-0085 LONGEVITY	4,372.41	4,128.04	5,046.00	4,673.50	5,646.33	600.33
592-0090 MERIT ADJUST	8,573.58	3,596.57	5,000.00	3,196.40	0	-5,000.00
592-0095 SALES INCENTIVE	29,065.73	19,386.49	30,000.00	20,580.70	30,000.00	0
CATEGORY TOTAL	646,294.27	568,184.56	583,965.31	581,745.95	596,990.28	13,024.97
GOODS AND SUPPLIES						
592-0101 OFFICE SUPPLIES	9,662.35	6,908.49	7,000.00	7,590.54	7,000.00	0
592-0102 LOCAL MEETINGS	26,729.67	14,693.71	10,000.00	10,481.33	6,000.00	-4,000.00
592-0103 VIDEO MEDIA	-16.23	0	0	0	0	0
592-0104 FUELS & LUBE	82.85	1,894.14	1,200.00	2,198.85	2,000.00	800
592-0107 BOOKS	3,418.78	983.03	1,000.00	593.99	1,000.00	0
592-0108 POSTAGE	14,184.09	6,273.84	3,500.00	1,594.90	0	-3,500.00
592-0109 PHOTO SUPP	510	5,611.81	2,755.50	2,755.50	6,000.00	3,244.50
592-0118 PRINTING	485.98	1,034.33	1,000.00	655.83	1,000.00	0
592-0130 WEARING APPAREL	1,273.70	0	2,000.00	1,737.78	2,000.00	0
592-0150 MINOR TOOLS	3,566.73	1,079.62	3,500.00	3,938.10	2,500.00	-1,000.00
592-0160 LAUNDRY & JANIT	33.49	45.97	0	0	0	0
592-0180 INFORMATION TECH	3,302.40	0	0	0	0	0
592-0190 SOFTWARE	509.92	0	0	0	0	0
CATEGORY TOTAL	63,743.73	38,524.94	31,955.50	31,546.82	27,500.00	-4,455.50
BULK GOODS AND SUPPLIES						
592-0210 STOCK - PIECES	875.4	539.11	0	0	0	0
592-0230 STOCK - PROMO	34,366.03	27,234.66	21,128.00	21,127.08	25,000.00	3,872.00
CATEGORY TOTAL	35,241.43	27,773.77	21,128.00	21,127.08	25,000.00	3,872.00

REPAIR AND MAINTENANCE

592-0401	FURNITURE & FIX	955.37	155.97	500	370.46	0	-500
592-0410	MACHINERY & EQUI	389.66	0	0	0	0	0
592-0412	LANDSCAPE	0	0	0	0	0	0
592-0415	SERVICE CONTR	17,072.95	9,551.46	19,744.50	20,867.81	16,500.00	-3,244.50
592-0420	MOTOR VEHICLES	0	1,271.40	0	0	0	0
CATEGORY TOTAL		18,417.98	10,978.83	20,244.50	21,238.27	16,500.00	-3,744.50

MISCELLANEOUS SERVICES

592-0501	COMMUNICATIONS	32,123.31	31,346.68	21,500.00	20,218.84	21,500.00	0
592-0510	RENTAL OF EQUIP	616.47	3	0	0	0	0
592-0511	AUTO ALLOWANCE	6,008.20	6,000.00	6,000.00	6,250.00	6,000.00	0
592-0513	TRAINING EXPENSE	6,404.77	4,561.92	7,500.00	6,890.00	7,500.00	0
592-0530	PROF SERVICES	197,834.57	277,902.10	268,500.00	267,369.11	255,000.00	-13,500.00
592-0531	MEDIA PLACEMENT	1,561,746.94	1,079,200.08	1,205,272.00	1,189,782.05	1,250,000.00	44,728.00
592-0533	MARKETING	98,068.73	80,685.89	100,300.00	101,065.68	75,000.00	-25,300.00
592-0534	AIRPORT SHUTTLE	0	259,664.78	100,000.00	110,697.00	100,000.00	0
592-0535	FAMN TOUR	31,803.59	17,635.37	16,400.00	15,239.03	10,000.00	-6,400.00
592-0537	PRODUCTION	86,800.90	56,843.45	75,000.00	73,434.95	140,000.00	65,000.00
592-0538	CONVENTION SERV	54,348.87	32,891.72	61,500.00	63,158.29	45,000.00	-16,500.00
592-0540	ADVERTISING	500.9	5,043.40	800	740	0	-800
592-0545	NON-LOCAL MEET	3,344.65	5,892.92	0	-275	0	0
592-0550	TRAVEL EXPENSE	89,782.57	77,662.92	77,200.00	83,493.48	50,000.00	-27,200.00
592-0550-004	CC CHGS DA	14.51	0	0	0	0	0
592-0551	DUES & MEMBER	17,331.87	29,501.41	21,000.00	22,152.79	23,000.00	2,000.00
592-0553	TRADE SHOW FEES	23,268.90	27,552.65	54,000.00	45,330.46	44,000.00	-10,000.00
592-0558	DECORATIONS	605.36	1,040.99	0	0	0	0
592-0559	INTERNET	134,219.18	55,527.26	90,000.00	88,998.37	90,000.00	0
592-0561	HISTORIC PRESERV	0	200	5,000.00	815.98	5,000.00	0
CATEGORY TOTAL		2,344,824.29	2,049,156.54	2,109,972.00	2,095,361.03	2,122,000.00	12,028.00
DEPARTMENT TOTAL		3,108,521.70	2,694,618.64	2,767,265.31	2,751,019.15	2,787,990.28	20,724.97

TOURISM & CULTURAL BUDGET NUMBERS

02 -HOTEL/MOTEL TAX FUND	TWO YEARS	ONE YEAR				
TOURISM AND CULTURAL	PRIOR	PRIOR	ACTUAL	Y-T-D	PROPOSED	INCREASE
DEPARTMENT EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
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PERSONNEL SERVICES						
593-0010-01 EXEMPT	0	0	0	0	45,816.61	45,816.61
593-0030 LABOR	94,083.23	45,395.51	45,363.09	45,487.61	0	-45,363.09
593-0040 TEMP EMPLOYEES	-100	0	0	0	0	0
593-0060 OVERTIME	240	0	0	0	0	0
593-0070 MEDICARE	1,327.45	793.12	852.83	680.59	861.35	8.52
593-0080 TMRS	6,983.09	5,412.85	5,770.19	5,971.67	5,893.16	122.97
593-0081 GROUP INSURANCE	9,930.74	7,448.93	4,936.30	5,165.89	4,962.66	26.36
593-0083 WORKERS COMP	1,376.70	425.56	174.05	168.18	174.05	0
593-0084 UNEMPLOYMENT	116	279.72	226.82	72	366.53	139.71
593-0085 LONGEVITY	575	604.67	665	665	724.67	59.67
593-0090 MERIT ADJUST	0	0	0	907.26	0	0
CATEGORY TOTAL	114,532.21	60,360.36	57,988.28	59,118.20	58,799.03	810.75
GOODS AND SUPPLIES						
593-0104 FUEL & LUBRICANTS	0	778.22	600	1,024.37	900	300
593-0150 MINOR TOOLS	565.06	0	2,500.00	0	2,000.00	-500
CATEGORY TOTAL	565.06	778.22	3,100.00	1,024.37	2,900.00	-200
REPAIR AND MAINTENANCE						
593-0420 MOTOR VEHICLES	0	0	250	28.46	250	0
CATEGORY TOTAL	0	0	250	28.46	250	0
MISCELLANEOUS SERVICES						
593-0513 TRAINING	695	695	0	0	500	500
593-0530 PROF SERVICE	0	0	0	0	90,000.00	90,000.00
593-0540 ADVERTISING	1,127.40	0	0	0	0	0
593-0550 TRAVEL	5,705.37	615.25	26.52	26.52	1,000.00	973.48
593-0550-002 CC CHGS BH	184.05	0	0	0	0	0
593-0551 DUES	1,554.64	750	1,700.00	1,635.00	1,700.00	0
CATEGORY TOTAL	9,266.46	2,060.25	1,726.52	1,661.52	93,200.00	91,473.48
SPRING BREAK						
593-7010 HOSTING COSTS	11,193.00	13,721.39	24,673.48	24,671.00	15,000.00	-9,673.48
CATEGORY TOTAL	11,193.00	13,721.39	24,673.48	24,671.00	15,000.00	-9,673.48
TOURSIM AND CULTURAL						
593-8015 TX POLICE GAMES	0	6,205.12	0	0	0	0
593-8030 FIREWORKS	101,491.25	88,000.00	65,000.00	65,000.00	65,000.00	0

593-8045	KITE BOARD RODEO	0	0	10,000.00	8,860.00	5,000.00	-5,000.00
593-8060	ENTRANCE SIGNS	1,505.88	0	1,000.00	975	1,500.00	500
593-8068	B&S KITEFEST	2,500.00	0	2,500.00	2,500.00	1,000.00	-1,500.00
593-8070	MAGIC VALLEY BIKE	5,000.00	0	2,500.00	6,030.00	5,000.00	2,500.00
593-8075	SAND CASTLE DAYS	63,875.00	62,000.00	35,000.00	35,426.59	35,000.00	0
593-8080	NCAA MEN'S BASKET	150,110.00	170,164.18	167,800.00	155,523.94	167,800.00	0
593-8081	NBA D LEAGUE	0	0	137,500.00	166,621.62	0	-137,500.00
593-8084	SPI BIKEFEST	58,411.55	16,250.00	29,000.00	26,099.84	15,000.00	-14,000.00
593-8086	TIFT	0	1,500.00	1,500.00	0	0	-1,500.00
593-8088	LKT	0	1,500.00	1,500.00	1,500.00	0	-1,500.00
593-8099	MISC. SPONSORSHIPS	37,691.34	29,826.38	2,250.00	4,750.00	10,000.00	7,750.00
CATEGORY TOTAL		420,585.02	375,445.68	455,550.00	473,286.99	305,300.00	-150,250.00
TOURISM AND CULTURAL							
593-8111	BASKETBALL TOURN	2,000.00	0	0	0	0	0
593-8115	H S BASKETBALL	0	0	5,000.00	5,000.00	0	-5,000.00
593-8133	TGSA SURF CHAMP	0	0	1,000.00	0	0	-1,000.00
593-8138	MUSIC FESTIVAL	125,000.00	50,000.00	20,000.00	0	0	-20,000.00
593-8141	COMMUNITY EVENTS	4,676.65	5,000.00	0	0	0	0
CATEGORY TOTAL		131,676.65	55,000.00	26,000.00	5,000.00	0	-26,000.00
INTERFUND TRANSFERS							
593-9477	TRANSPORT GRANT	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	0
CATEGORY TOTAL		50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	0
DEPARTMENT TOTAL		737,818.40	557,365.90	619,288.28	614,790.54	525,449.03	-93,839.25
FUND TOTAL EXPENDITURES		4,152,985.61	3,550,397.79	3,721,751.60	3,688,701.12	3,619,975.65	-101,775.95

CONVENTION CENTER BUDGET NUMBERS

FINANCIAL SUMMARY	TWO	ONE YEAR				
	YEARS					
	PRIOR	PRIOR	ACTUAL	Y-T-D	PROPOSED	INCREASE
06 -CONVENTION CENTER	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
REVENUE SUMMARY						
CONVENTION CENTER	293,632.32	267,791.78	230,500.00	249,723.52	201,000.00	-29,500.00
NON-PROPERTY TAXES	1,557,374.86	905,883.77	1,819,568.00	1,803,484.23	1,898,460.00	78,892.00
MISCELLANEOUS	16,683.18	17,745.33	9,000.00	24,428.20	10,000.00	1,000.00
OTHER FINANCING SOURCES	0	830,000.00	0	0	0	0
TOTAL REVENUES	1,867,690.36	2,021,420.88	2,059,068.00	2,077,635.95	2,109,460.00	50,392.00
EXPENDITURE SUMMARY						
CONVENTION CENTER	1,918,801.33	2,214,506.86	1,807,348.75	1,759,745.29	1,695,699.36	-111,649.39
TOTAL EXPENDITURES	1,918,801.33	2,214,506.86	1,807,348.75	1,759,745.29	1,695,699.36	-111,649.39
REVENUES OVER(UNDER) EXPENDITURES	-51,110.97	-193,085.98	251,719.25	317,890.66	413,760.64	162,041.39
REVENUES						
CONVENTION FEES						
41000 RENTAL FEES	189,115.37	185,777.91	185,000.00	131,712.46	185,000.00	0
41160 CONCESSION	53,308.40	62,275.27	40,000.00	85,587.09	0	-40,000.00
41170 CATERING	34,827.31	9,778.92	0	17,535.96	10,000.00	10,000.00
41200 SOUVENIR	375	0	0	0	0	0
41300 CONVENTION	300	0	0	0	0	0
41400 EQUIPMENT RENTAL	10,293.86	6,351.00	3,500.00	12,978.94	4,000.00	500
41450 WI-FI RENTAL	250	400	0	0	0	0
41500 TICKET SALES	0	660	0	0	0	0
41700 EVENT ELECTRIC	5,162.38	2,548.68	2,000.00	1,909.07	2,000.00	0
REVENUE CATEGORY TOTAL	293,632.32	267,791.78	230,500.00	249,723.52	201,000.00	-29,500.00
NON-PROPERTY TAXES						
43010 HOTEL/MOTEL TAX	1,544,029.15	896,069.11	1,815,568.00	1,795,118.60	1,894,460.00	78,892.00
43011 PENALTIES	14,392.84	9,613.46	4,000.00	8,400.83	4,000.00	0
43012 INTEREST	109.22	836.67	0	124	0	0
43013 REFUND OVERPAID	-1,156.35	-635.47	0	-159.2	0	0
REVENUE CATEGORY TOTAL	1,557,374.86	905,883.77	1,819,568.00	1,803,484.23	1,898,460.00	78,892.00
MISCELLANEOUS						
48040 INTEREST REVENUE	4,495.53	6,444.58	1,000.00	15,605.45	5,000.00	4,000.00
48042 MISC REVENUE	12,187.65	11,300.75	8,000.00	8,822.75	5,000.00	-3,000.00
REVENUE CATEGORY TOTAL	16,683.18	17,745.33	9,000.00	24,428.20	10,000.00	1,000.00
OTHER FINANCING SOURCES						
49070 BOND PROCEEDS	0	830,000.00	0	0	0	0
REVENUE CATEGORY TOTAL	0	830,000.00	0	0	0	0
TOTAL REVENUES	1,867,690.36	2,021,420.88	2,059,068.00	2,077,635.95	2,109,460.00	50,392.00

06 -CONVENTION CENTER	TWO	ONE YEAR				
CONVENTION CENTER	YEARS		ACTUAL	Y-T-D	PROPOSED	INCREASE
EXPENDITURES	PRIOR	PRIOR	BUDGET	ACTUAL	BUDGET	(DECREASE)
	ACTUAL	ACTUAL				
PERSONNEL SERVICES						
565-0010 SUPERVISION	59,662.51	66,385.47	71,711.00	72,746.45	0	-71,711.00
565-0010-01 EXEMPT	0	0	0	0	71,018.57	71,018.57
565-0010-02 NON EXEMPT	0	0	0	0	232,972.42	232,972.42
565-0020 CLERICAL	23,411.43	24,500.78	25,881.20	25,482.77	0	-25,881.20
565-0030 LABOR	225,792.01	223,036.83	213,357.91	211,763.78	0	-213,357.91
565-0040 TEMP EMPLOYEES	14,480.24	14,888.95	23,000.00	18,284.37	13,000.00	-10,000.00
565-0060 OVERTIME	26,114.83	28,469.51	23,000.00	19,100.79	15,000.00	-8,000.00
565-0070 MEDICARE	5,680.93	5,158.37	8,136.66	5,672.47	7,047.43	-1,089.23
565-0080 TMRS	31,681.11	38,300.07	42,478.45	37,285.02	41,030.22	-1,448.23
565-0081 GROUP INS	52,633.45	46,599.59	52,579.69	45,484.17	51,892.10	-687.59
565-0083 WORKERS COMP	10,250.74	14,548.27	10,570.59	10,214.29	9,798.36	-772.23
565-0084 UNEMPLOYMENT	597.52	2,071.71	1,784.75	927.12	2,655.93	871.18
565-0085 LONGEVITY	3,922.63	4,269.00	4,715.00	5,088.50	5,315.33	600.33
565-0090 MERIT ADJUST	5,505.41	7,022.87	6,500.00	4,299.45	0	-6,500.00
CATEGORY TOTAL	459,732.81	475,251.42	483,715.25	456,349.18	449,730.36	-33,984.89
GOODS AND SUPPLIES						
565-0101 OFFICE SUPPLIES	3,213.58	3,506.27	3,000.00	3,044.28	3,000.00	0
565-0102 LOCAL MEETINGS	0	0	0	0	0	0
565-0104 FUELS & LUBE	2,711.15	1,241.54	700	1,023.82	1,000.00	300
565-0107 BOOKS	173.82	117	200	0	200	0
565-0110 FLAGS	0	224	200	196	200	0
565-0112 SIGNS	63.75	0	0	0	0	0
565-0113 BATTERIES	0	0	0	128.02	0	0
565-0114 MEDICAL	967.07	434.12	300	377.77	300	0
565-0115 LAMPS & GLOBES	1,837.52	1,228.13	1,000.00	1,086.12	1,500.00	500
565-0130 WEARINGAPPAREL	8,518.74	4,753.36	4,000.00	4,951.51	4,200.00	200
565-0150 MINOR TOOLS	10,815.59	6,998.81	6,000.00	6,501.65	6,000.00	0
565-0160 LAUNDRY	22,926.35	17,722.05	18,000.00	17,744.81	20,000.00	2,000.00
565-0176 CONC SUPPLIES	53,793.28	42,476.11	40,000.00	39,949.92	0	-40,000.00
565-0177 KITCHEN SUPPLIE	0	0	2,000.00	0	0	-2,000.00
CATEGORY TOTAL	105,020.85	78,701.39	75,400.00	75,003.90	36,400.00	-39,000.00

REPAIR AND MAINTENANCE

565-0401	FURNITURE	719.68	428.57	2,041.00	2,040.08	3,000.00	959
565-0410	MACHINERY	27,191.16	22,359.40	23,140.00	23,081.44	50,000.00	26,860.00
565-0411	BUILDING	3,838.92	6,272.72	229,959.00	228,002.98	203,000.00	-26,959.00
565-0412	LANDSCAPE	22,758.11	18,250.00	18,000.00	17,235.00	18,000.00	0
565-0415	SERVICE CONT	40,454.53	38,752.27	47,916.00	43,093.42	52,000.00	4,084.00
565-0418	PARKING LOTS	0	0	0	0	0	0
565-0420	MOTOR VEHICLES	831.7	1,364.81	1,200.00	1,257.29	1,500.00	300
565-0421	RADIOS & COMM	570	0	5,560.00	5,057.40	2,000.00	-3,560.00
565-0427	PLUMBING	265	475	3,000.00	0	0	-3,000.00
CATEGORY TOTAL		96,629.10	87,902.77	330,816.00	319,767.61	329,500.00	-1,316.00

MISCELLANEOUS SERVICES

565-0501	COMMUNICATIONS	28,003.06	30,753.82	24,000.00	23,700.33	24,000.00	0
565-0510	RENTAL OF EQUIP	15,838.10	86,987.93	8,000.00	10,144.92	9,000.00	1,000.00
565-0513	TRAINING EXP	50.4	0	1,000.00	0	1,000.00	0
565-0520	INSURANCE	71,750.16	61,349.51	90,000.00	75,292.24	76,000.00	-14,000.00
565-0529	CREDIT CARD FEES	2,490.51	2,700.89	1,500.00	4,861.79	2,000.00	500
565-0530	PROF SERVICES	7,429.45	2,678.37	2,500.00	2,504.50	2,500.00	0
565-0535	BOND ISSUE EXP	0	23,945.26	0	0	0	0
565-0540	ADVERTISING	0	108.08	500	131	0	-500
565-0550	TRAVEL EXP	43.51	175	1,000.00	132.65	500	-500
565-0551	DUES & MEMBER	445	405	500	15	500	0
565-0558	DECORATIONS	318.6	1.1	2,000.00	1,099.33	2,000.00	0
565-0560	CAMERON CO	0	27,000.00	15,000.00	22,057.52	16,500.00	1,500.00
565-0580	ELECTRICITY	257,742.43	279,251.46	292,000.00	288,792.01	280,000.00	-12,000.00
565-0581	WATER, SEWER	54,009.97	39,395.32	40,000.00	51,929.55	40,000.00	0
CATEGORY TOTAL		438,121.19	554,751.74	478,000.00	480,660.84	454,000.00	-24,000.00

EQUIPMNT > \$5,000 OUTLAY

565-1001	BUILDINGS	11,475.50	4,119.75	0	0	0	0
565-1004	MACHINERY	0	193,636.00	11,355.00	0	0	-11,355.00
CATEGORY TOTAL		11,475.50	197,755.75	11,355.00	0	0	-11,355.00

INTERFUND TRANSFERS

565-9470	DEBT SERVICE	807,821.88	820,143.79	428,062.50	427,963.76	426,069.00	-1,993.50
CATEGORY TOTAL		807,821.88	820,143.79	428,062.50	427,963.76	426,069.00	-1,993.50

DEPARTMENT TOTAL		<u>1,918,801.33</u>	<u>2,214,506.86</u>	<u>1,807,348.75</u>	<u>1,759,745.29</u>	<u>1,695,699.36</u>	<u>-111,649.39</u>
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TRANSIT AND PLANNING DEPARTMENT

The Transit & Department provides leadership and management of the City's Transportation and Land Development programs. The Transit & Planning Department is responsible for:

- Administering the City's Zoning & Subdivision Ordinance
- Administering and managing local, state and federal transportation grants and programs.

The Transportation Division provides comprehensive management of TxDOT and Federal Transit Administration rural transportation grants. Leveraging \$30,000.00 in local hotel-motel taxes, the Transportation Division annually captures over \$1.2 million in City of Port Isabel, TxDOT and FTA grant funds. With 14 full time & 5 part-time staff members, the Transit Division operates 11 buses, 365 days a year, seven days a week, 14 hours a day. Last year the WAVE operated 13,332 hours and the drivers traveled 253,077 miles, enough miles to circle the earth ten times. The Transit Division provides public transit riders (workforce, winter Texans, vacationers) approximately 400,000 trips per year.

The Development Division administers the City's Subdivision, Zoning Ordinance and Form Based Code. The division provides administrative & policy research services to the City Council, Planning and Zoning Commission, Zoning Board of Adjustments, the Development Standards Review Task Force, the City Manager, the Development Industry, and other city departments. The Development Division coordinates approximately 36 city committee meetings annually. Meeting coordination includes: drafting and posting agendas, preparing meeting minutes, preparing mail out notices, preparing Local Government Code required notices, responding to meeting agenda content questions and processing development applications from the development community. The Development Division prepares a number of Zoning & Subdivision Code amendments and is required to prepare the amendments in accordance with the Texas Local Government Code.

Major Goals:

- Transit
 1. Lead the development of a multi-modal transportation network.
 2. The WAVE will be the preferred mode of transportation for the City's residents and vacationers.
 3. To reduce transit headway on Padre Boulevard.
 4. To continue developing relationships with local, state and federal funders.
 5. To secure grant funding to rebuild the existing fire-station into a bus maintenance facility (\$800,000 request pending)
 6. To secure a grant to develop a Transit Administrative Facility
 7. To secure grant to build-out bus shelters on Gulf, Padre and Laguna Blvd.
- Development

Modernize, streamline and realign the land development regulatory framework to meet today's economic realities.

1. To create a predictable, fair & ethical land development regulatory framework.
2. To create a sustainable and environmentally sensitive development code.
3. To foster an innovative, diverse, and creative urban development environment.
4. To complete adoption of the form based code for Padre Boulevard and the Entertainment District.
5. To develop and administer an annexation plan.
6. Update the City's Zoning and Subdivision Regulations
7. Develop and administer a Thoroughfare Plan
8. Implement the City's adopted Comprehensive Plan

Our Planning Indicators and Focus:

Transit

Ridership for the WAVE continues to grow as the public continues to hedge against rising fuel prices. The WAVE continually receives requests to improve the level of service provided to transit riders by the WAVE on Padre Boulevard. The level of service provided to transit riders is measured in terms of the bus headway (the time it takes a bus to arrive at a particular point on a route). On Padre Boulevard, northbound buses currently operate at 30 minute headway and southbound buses operate at 15 minute headway. The lower bus headway, on southbound Padre Boulevard, is attributable to the overlap of the Gulf Boulevard and Port Isabel bus routes on Padre Boulevard. To effectively implement a commercial corridor bus route on Padre Boulevard, the WAVE must provide seven to ten minute headway.

Planning

The land development process provides a good indicator of local economic development conditions. Subdivision development is typically the first step in the land development process and platting activity can provide insight into six month demand for housing & commercial land development. Although demand for housing development in the City appears to mirror the national trends, the cushion provided by the housing demand fueled by the Mexican investor, Canadian investor, and to a lesser degree the out of state investor, appears to have provided some relief to the impact of the national recession on the local real estate market.

In a bold move, the City Council elected to embark on a major rewrite of the City's zoning regulations for Padre Boulevard and the Entertainment District. The City Council's goal was to provide a predictable, business friendly, and quality set of development regulations for the island. Once complete, these revised codes will provide developers and investors the assurance the community is serious about partnering with the private sector to realize a quality and financially rewarding development opportunity.

TRANSPORTATION AND DEVELOPMENT STRATEGIES AND PROGRAMS FOR THE NEXT FIVE YEARS:

Strategy/Program	Fiscal Year	Budget Impact
TRANSIT WAVE Maintenance Facility Remodel (Former Fire Station)	2012	\$800,00.00
Padre Headway Reduction (Pick-up schedule on Padre Blvd.)	2012-2015	\$1,440,000.00
WAVE Administrative & Maintenance Facility	2013-2015	\$4,500,00.00
PLANNING Implement Form Based Code	2012/16	\$25,000.00
Subdivision Ordinance Rewrite	2016	\$70,000.00
Comprehensive Plan Update	2016	\$150,000.00

TRANSPORTATION AND DEVELOPMENT POSITION CONTROL

514-DD-01	Development Director
514-AA-01	Administrative Assistant/Assistant City Secretary

591-GM-01	General Manager
591-TC-01	Transit Coordinator
591-TS-01	Transit Supervisor
591-AA-01	Administrative Assistant
591-MC-01	Mechanic
591-LV-01	Lead Vehicle Operator
591-LV-02	Lead Vehicle Operator
591-VO-01	Vehicle Operator
591-VO-02	Vehicle Operator
591-VO-03	Vehicle Operator
591-VO-04	Vehicle Operator
591-VO-05	Vehicle Operator
591-VO-06	Vehicle Operator
591-VO-07	Vehicle Operator
591-VO-08	Vehicle Operator

Town of South Padre Island Goals & Objectives for Fiscal Year 2011-2012

WORK PLAN FOR TRANSIT, DEVELOPMENT, ECONOMIC DEVELOPMENT

Project	Description	Comprehensive Plan Goal	Estimated Completion Date	Team Leader	Team Members
Planning and Zoning Commission Agenda	Subdivision applications, zoning applications		Monthly	Rick Vasquez	Rick and Marta
Development Standards Review Task Force Agenda	Staff and research for citizen committee		Monthly	Rick Vasquez	Rick and Marta
Board of Adjustments Agenda	Board of Zoning Adjustment applications		As Needed	Rick Vasquez	Rick and Marta
Continue to pursue FHWA & TxDOT funding for Padre Blvd	Seek funding & advocate for implementation of Padre Blvd Transportation Plan		As Needed	Rick Vasquez	CC, Joni, Rick
Implementation of Form Based Code	This project will include public hearings and adoption of new development codes		Sept	Rick Vasquez	CC, FBCC, P&Z, Rick/Marta
Rezone Padre BLVD and Entertainment District to form based zoning code districts.	This project will rezone properties from current zoning ordinance to form based zoning code, this will involve notices and public hearings		Sept-Dec	Rick Vasquez	CC, P&Z Darla/Rick/Marta
Amend Zoning and Subdivision Ordinance per Comp Plan	Amend Zoning and Subdivision Ordinance per Comp Plan, includes notices and public		On-going	Rick Vasquez	City Council Rick/Marta

	hearings				
Develop WAVE Admin Offices	Secure TxDOT property lease, Environmental Clearance, Design Plans and Construction Docs, funding		On-going	Rick/Jesse	US DOT, TxDOT, WAVE Rick/Jesse
Diversify WAVE funding to accomplish SPI and PI service performance measures.	Establish hours of operation and headway time performance measures for SPI and PI, based on year round riders, peak summer and winter visitors.		On-going	Rick/Jesse	US DOT, TxDOT, WAVE, SPI, EDC, PI EDC, CSPI, CPI, Rick/Jesse
Participate in build out of Regional Transit System	TxDOT & FTA are working with participating transit systems to create a seamless transit service between the City of McAllen and City of South Padre		On-going	Rick/Jesse	WAVE, City of Brownsville, City of McAllen, US FTA/DOT, TxDOT Rick/Jesse
Assist Gulf Boulevard Neighborhood Association with the Development of a PID	Gather data, prepare project estimates and plan, identify property owners, review petitions, manage PIB Board activities		On-going	Joni, Rick, Scott	City Council, Gulf Boulevard Neighborhood Association, Darla, Rick, Scott, Larry, Marta

My contribution to making the Town a more efficient organization is: To use the tools at our disposal to provide services to the City Council, Planning & Zoning Commission, Board of Adjustments, Padre Boulevard Implementation Committee & the Form Based Code Commission

My Division will build community trust by: Providing accurate and timely information to the public.

TRANSIT AND DEVELOPMENT TRAINING PLAN 2011-2012

Department:	Transit & Development	Division:	The WAVE
Requested Training	\$8,265	Allocated Training	
Requested Travel	\$15,000	Allocated Travel	

Jesse Arriaga Transportation General Manager

Item	Event	Description/Justification	Qty.	Cost/Rate	Total
	Semi Annual Operators Meeting	Registration Fee	0	\$ -	\$0
	Austin TX	Transportation	1	\$ 350	\$350
	Jan-12	Car Rental/Shuttle	1	\$ 50	\$50
		Hotel	2	\$ 140	\$280
		Per Diem	2	\$ 50	\$100
		Other/Misc.			\$0
	Semi Annual Operators Meeting	Registration Fee	0		0
	Austin TX	Transportation	1	\$ 350	350
	Jul-12	Car Rental/Shuttle	1	\$ 50	50
		Hotel	2	\$ 140	280
		Per Diem	2	\$ 50	100
		Other/Misc.			0
	Management for Construction Projects	Registration Fee	1	\$ 300	300
	Location-TBD	Transportation	1	\$ 350	350
	Travel Dates-TBD	Car Rental/Shuttle	1	\$ 50	50
		Hotel	4	\$ 140	560
		Per Diem	4	\$ 50	200
		Other/Misc.			0
	Procurement	Registration Fee	1	\$ 300	300
	Location-TBD	Transportation	1	\$ 350	350
	Travel Dates-TBD	Car Rental/Shuttle	1	\$ 50	50
		Hotel	4	\$ 140	560
		Per Diem	4	\$ 50	200
		Other/Misc.			0
	Community Transportation Association of America	Registration Fee	1	\$ 900	900
	Location-TBD	Transportation	1	\$ 350	350
	Travel Dates-TBD	Car Rental/Shuttle	1	\$ 50	50
		Hotel	5	\$ 150	750
		Per Diem	5	\$ 50	250
		Other/Misc.			0
	State Bus Rodeo, Conference & Expo	Registration Fee	1	\$ 600	600
	McAllen TX	Transportation	0	\$ -	0
	April 20-23, 2012	Car Rental/Shuttle	0	\$ -	0
		Hotel	5	\$ 150	750
		Per Diem	5	\$ 50	250

		Other/Misc.			0
	American Public Transportation Association Conference	Registration Fee	1	\$ 900	900
	New Orleans LA	Transportation	1	\$ 350	350
	October 2-5, 2011	Car Rental/Shuttle	1	\$ 50	50
		Hotel	5	\$ 150	750
		Per Diem	5	\$ 50	250
		Other/Misc.			0
Total					\$10,680
Rick Vasquez Transit & Development Director					
Item	Event	Description/Justification	Qty.	Cost/Rate	Total
	Semi Annual Operators Meeting	Registration Fee	0	\$ -	\$0
	Austin TX	Transportation	1	\$ 350	\$350
	Jan-12	Car Rental/Shuttle	1	\$ 50	\$50
		Hotel	2	\$ 140	\$280
		Per Diem	2	\$ 50	\$100
		Other/Misc.			\$0
	Management for Construction Projects	Registration Fee	1	\$ 300	300
	Location-TBD	Transportation	1	\$ 350	350
	Travel Dates-TBD	Car Rental/Shuttle	1	\$ 50	50
		Hotel	4	\$ 140	560
		Per Diem	4	\$ 50	200
		Other/Misc.			0
	American Public Transportation Association Conference	Registration Fee	1	\$ 900	900
	New Orleans LA	Transportation	1	\$ 350	350
	October 2-5, 2011	Car Rental/Shuttle	1	\$ 50	50
		Hotel	5	\$ 150	750
		Per Diem	5	\$ 50	250
		Other/Misc.			0
	Community Transportation Association of America	Registration Fee	1	\$ 900	900
	Location-TBD	Transportation	1	\$ 350	350
	Travel Dates-TBD	Car Rental/Shuttle	1	\$ 50	50
		Hotel	5	\$ 150	750
		Per Diem	5	\$ 50	250
		Other/Misc.			0
Total					\$6,060
Teena Simon Administrative Assistant					
Item	Event	Description/Justification	Qty.	Cost/Rate	Total
	Deliver Exceptional Cust Svc	Registration Fee	1	\$ 179	\$179
	McAllen	Transportation			
	May-12	Car Rental/Shuttle			
	Comm w/Tact & Professionalism	Registration Fee	1	\$ 299	299
	McAllen	Transportation			
	June 16-17, 2012	Car Rental/Shuttle			
	Grammar & Proofreading	Registration Fee	1	\$ 149	149

					Total	\$627
Israel Vasquez Transit Supervisor						
Item	Event	Description/Justification	Qty.	Cost/Rate	Total	
	Role of Supervisor	Registration Fee	1	\$ 150	\$150	
	Location-TBD	Transportation	1	\$ 350	\$350	
	Travel Dates-TBD	Car Rental/Shuttle	1	\$ 50	\$50	
		Hotel	1	\$ 150	\$150	
		Per Diem	1	\$ 50	\$50	
		Other/Misc.			\$0	
	Workplace Safety and OSHA Requirements	Registration Fee	1	\$ 199	\$199	
	Location-TBD	Transportation	1	\$ 350	\$350	
	Travel Dates-TBD	Car Rental/Shuttle	1	\$ 50	\$50	
		Hotel	1	\$ 150	\$150	
		Per Diem	1	\$ 50.	\$50	
	Professional Dispatching and Scheduling Workshop	Registration Fee	0	\$	\$0	
	Location-TBD	Transportation	1	\$ 350	\$350	
	Travel Dates-TBD	Car Rental/Shuttle	1	\$ 50	\$50	
		Hotel	2	\$ 150	\$300	
		Per Diem	2	\$ 50	\$100	
		Other/Misc.			\$0	
	Understanding ADA	Registration Fee	1	\$ 200	\$200	
	Location-TBD	Transportation	1	\$ 350	\$350	
	Travel Dates-TBD	Car Rental/Shuttle	1	\$ 50	\$50	
		Hotel	2	\$ 150	\$300	
		Per Diem	2	\$ 50	\$100	
		Other/Misc.			\$0	
	Building and Retaining Ridership	Registration Fee	1	\$ 200	\$200	
	Location-TBD	Transportation	1	\$ 350	\$350	
	Travel Dates-TBD	Car Rental/Shuttle	1	\$ 50	\$50	
		Hotel	2	\$ 150	\$300	
		Per Diem	2	\$ 50	\$100	
		Other/Misc.			\$0	
					Total	\$4,349
David Ruiz Transit Mechanic						
Item	Event	Description/Justification	Qty.	Cost/Rate	Total	
	Wheelchair Lift Training	Registration Fee	1	\$ 150	\$150	
	Location-TBD	Transportation	1	\$ 350	\$350	
	Travel Dates-TBD	Car Rental/Shuttle	1	\$ 50	\$50	
		Hotel	1	\$ 150	\$150	
		Per Diem	1	\$ 50	\$50	
		Other/Misc.			\$0	
	Preventative Maintenance Workshop	Registration Fee	1	\$ 199	\$199	
	Location-TBD	Transportation	1	\$ 350	\$350	
	Travel Dates-TBD	Car Rental/Shuttle	1	\$ 50	\$50	
		Hotel	1	\$ 150	\$150	
		Per Diem	1	\$ 50	\$50	
					Total	\$1,549
Grand Total						\$23,265

TRANSPORTATION BUDGET NUMBERS

FINANCIAL SUMMARY	TWO YEARS		ONE YEAR		PROPOSED	INCREASE
	PRIOR	PRIOR	ACTUAL	Y-T-D		
	ACTUAL	ACTUAL	BUDGET	ACTUAL		
30 -TRANSPORTAION GRANT					BUDGET	(DECREASE)
REVENUE SUMMARY						
INTERGOVERNMENTAL	766,588.30	837,844.42	1,345,316.26	1,247,099.96	1,164,309.00	-181,007.26
MISCELLANEOUS	20,011.80	20,011.93	50,000.00	50,086.18	50,000.00	0
OTHER FINANCING SOURCES	50,000.00	55,700.16	50,000.00	50,000.00	50,000.00	0
TOTAL REVENUES	836,600.10	913,556.51	1,445,316.26	1,347,186.14	1,264,309.00	-181,007.26
EXPENDITURE SUMMARY						
TRANSPORTATION EXP.	594,169.53	911,403.84	1,437,849.82	1,300,522.72	1,264,309.00	-173,540.82
TOTAL EXPENDITURES	594,169.53	911,403.84	1,437,849.82	1,300,522.72	1,264,309.00	-173,540.82
REVENUES OVER(UNDER) EXPENDITURES	242,430.57	2,152.67	7,466.44	46,663.42	0	-7,466.44

REVENUES	TWO YEARS		ONE YEAR		PROPOSED	INCREASE
	PRIOR	PRIOR	ACTUAL	Y-T-D		
	ACTUAL	ACTUAL	BUDGET	ACTUAL		
30 -TRANSPORTAION GRANT					BUDGET	(DECREASE)
INTERGOVERNMENTAL						
46065 FEDERAL GRANT	453,518.09	526,476.95	838,794.00	739,783.55	715,544.00	-123,250.00
46066 TXDOT GRANT FUNDS	313,070.21	311,367.47	506,522.26	507,316.41	448,765.00	-57,757.26
REVENUE CATEGORY TOTAL	766,588.30	837,844.42	1,345,316.26	1,247,099.96	1,164,309.00	-181,007.26
MISCELLANEOUS						
48040 INTEREST	12.7	11.93	0	86.18	0	0
48067 PORT ISABEL EDC	20,000.00	20,000.00	50,000.00	50,000.00	50,000.00	0
REVENUE CATEGORY TOTAL	20,011.80	20,011.93	50,000.00	50,086.18	50,000.00	0
OTHER FINANCING SOURCES						
49090 TRANSFERS IN	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	0
REVENUE CATEGORY TOTAL	50,000.00	55,700.16	50,000.00	50,000.00	50,000.00	0
TOTAL REVENUES	836,600.10	913,556.51	1,445,316.26	1,347,186.14	1,264,309.00	-181,007.26

30 -TRANSPORTAION GRANT DEPARTMENT EXPENDITURES	TWO YEARS	ONE YEAR				
	PRIOR	PRIOR	ACTUAL	Y-T-D	PROPOSED	INCREASE
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
PERSONNEL SERVICES						
591-0010 SUPERVISION	590.57	53,673.53	67,497.44	66,540.86	0	-67,497.44
591-0010-01 EXEMPT	0	0	0	0	68,192.00	68,192.00
591-0010-02 NON-EXEMPT	0	0	0	0	361,953.81	361,953.81
591-0010-03 NON- EMPT ADMN	0	0	0	0	0	0
591-0010-04 NON-EPT MEC	0	0	0	0	0	0
591-0020 CLERICAL	35,224.14	23,560.91	25,862.20	25,961.75	0	-25,862.20
591-0030 LABOR	144,350.63	159,703.91	253,403.41	249,157.11	0	-253,403.41
591-0040 TEMP EMPLOYEES	66,553.80	73,297.24	77,148.50	37,643.95	45,000.00	-32,148.50
591-0060 OVERTIME	7,457.35	12,647.37	13,000.00	23,076.88	15,000.00	2,000.00
591-0060-03 OVERTIME ADMIN	0	0	0	0	0	0
591-0060-04 OVERTIME MECH	0	0	0	0	0	0
591-0070 MEDICARE	8,000.95	9,290.78	13,016.35	7,865.72	12,004.74	-1,011.61
591-0080 T MRS	19,049.65	29,163.59	35,585.86	44,244.92	57,256.88	21,671.02
591-0081 GROUP INSURANCE	31,378.52	39,108.75	42,601.93	55,714.66	72,775.40	30,173.47
591-0083 WORKERS COMP	10,020.35	14,010.63	19,814.85	19,146.95	23,206.88	3,392.03
591-0084 UNEMPLOYMENT	478.16	2,474.40	1,878.82	2,153.95	3,921.17	2,042.35
591-0085 LONGEVITY	572.66	916.69	1,401.00	1,282.25	1,831.17	430.17
591-0090 MERIT ADJUST	0	15,000.00	9,000.00	5,210.96	0	-9,000.00
CATEGORY TOTAL	323,676.78	432,847.80	560,210.36	537,999.96	661,142.05	100,931.69
GOODS AND SUPPLIES						
591-0101 OFFICE SUPPLIES	1,198.62	1,751.97	2,000.00	2,072.12	2,000.00	0
591-0102 LOCAL MEETINGS	54.71	1,257.39	1,400.00	1,022.66	1,400.00	0
591-0104 FUELS	62,839.85	83,241.64	145,000.00	143,167.03	129,405.95	-15,594.05
591-0108 POSTAGE	146.11	346.04	600	548.04	400	-200
591-0130 WEARING APPAREL	64.95	3,991.54	6,000.00	3,833.75	6,000.00	0
591-0150 MINOR TOOLS	1,811.75	5,626.57	39,600.00	34,876.69	15,000.00	-24,600.00
591-0160 LAUNDRY	983.93	987.27	5,000.00	4,279.14	5,000.00	0
CATEGORY TOTAL	67,099.92	97,202.42	199,600.00	189,799.43	159,205.95	-40,394.05
REPAIR AND MAINTENANCE						
591-0401 FURNITURE	0	10,276.46	7,800.00	7,783.75	7,800.00	0
591-0410 MACHINERY	0	3,931.24	0	0	3,700.00	3,700.00
591-0411 BUILDING	1,928.01	70,491.70	5,000.00	1,581.18	44,204.00	39,204.00
591-0412 LANDSCAPE	0	0	0	0	0	0
591-0420 MOTOR VEHICLES	49,498.14	45,968.76	64,677.57	61,230.77	60,000.00	-4,677.57
591-0421 RADIOS & COMM	12,500.00	7,999.96	8,000.00	7,536.00	4,500.00	-3,500.00
CATEGORY TOTAL	63,926.15	138,668.12	85,477.57	78,131.70	120,204.00	34,726.43

MISCELLANEOUS SERVICES

591-0501	COMMUNICATIONS	7,150.87	6,793.37	11,392.81	11,392.81	12,000.00	607.19
591-0511	AUTO ALLOWANCE	0	4,875.00	4,687.50	4,687.50	4,500.00	-187.5
591-0513	TRAINING	885	3,274.42	5,420.38	5,420.38	8,265.00	2,844.62
591-0520	INSURANCE	2,853.62	5,675.83	9,500.00	5,846.54	9,500.00	0
591-0530	PROF. SERVICES	4,545.89	5,564.72	36,069.35	36,069.35	15,000.00	-21,069.35
591-0533	MARKETING	7,455.55	15,019.50	18,000.00	17,899.40	15,000.00	-3,000.00
591-0540	ADVERTISING	4,241.74	1,426.60	3,000.00	805	3,000.00	0
591-0550	TRAVEL EXPENSE	6,758.02	14,192.73	22,477.69	19,208.29	15,000.00	-7,477.69
591-0551	DUE & MEMBER	800.14	754.2	1,000.00	950.42	1,500.00	500
591-0560	RENTAL	0	8,750.00	0	0	0	0
591-0580	ELECTRICITY	11,375.56	11,486.17	13,030.11	13,030.11	10,000.00	-3,030.11
591-0581	WTR/SWR/GARBAGE	2,693.15	2,493.92	2,751.35	2,751.35	1,500.00	-1,251.35
CATEGORY TOTAL		48,759.54	80,306.46	127,329.19	118,061.15	95,265.00	-32,064.19

EQUIPMNT > \$5,000 OUTLAY

591-1001	BUILDINGS	41,203.25	0	51,732.70	0	0	-51,732.70
591-1005	RADIO EQUIPMENT	0	0	5,000.00	0	0	-5,000.00
591-1007	MOTOR VEHICLES	15,503.89	128,879.04	315,000.00	289,359.00	194,992.00	-120,008.00
591-1010	SOFTWARE	0	0	60,000.00	53,671.48	0	-60,000.00
CATEGORY TOTAL		56,707.14	128,879.04	431,732.70	343,030.48	194,992.00	-236,740.70

OTHER SERVICES

591-9020	AUDIT	4,000.00	3,500.00	3,500.00	3,500.00	3,500.00	0
591-9095	INDIRECT COSTS	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	0
CATEGORY TOTAL		34,000.00	33,500.00	33,500.00	33,500.00	33,500.00	0

DEPARTMENT TOTAL

DEPARTMENT TOTAL	594,169.53	911,403.84	1,437,849.82	1,300,522.72	1,264,309.00	-173,540.82
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COASTAL RESOURCES

The Coastal Resources Division is responsible for the implementation of the South Padre Island Beach and Dune Plan and provides support to the Shoreline Task Force in recommending policy to the City Council. The Coastal Resources Division has oversight over beach nourishment, beneficial use of dredge material and dune restoration projects. This division administers the beach and dune permitting process and serves as the lead in acquiring grant funding for beach-related projects. A newly acquired area of responsibility involves the management of the Laguna Madre Bay as the City tries to balance recreation demands and environmental impact.

Major Goals:

1. Continual evaluation of the City’s beach access points and grant programs for enhancing beach access.
2. Continue to improve the City’s working relationships with the General Land Office, Cameron County, and United States Army Corps of Engineers.
3. Continue and improve communication with other departments within the city to implement and enforce the City’s Beach and Dune Plan.
4. Develop and sustain a productive relationship with the Shoreline Task Force to encourage policy development and effective communication.
5. Work with the Shoreline Task Force and Information Services Dept. to enhance public relations through educating and informing the public and media.
6. Continue with the Dune Restoration Volunteer events.
7. Provide an enjoyable and memorable experience for our residents and visitors whenever they visit the City’s beach.

Our Planning Indicators and Focus:

The City of South Padre Island in the near future may be responsible for the beaches to the North, in the City’s ETJ. Through annexation, the City may significantly impact permit requests, beach maintenance area, and beach access points creating an increase in the demand for coastal management both administratively and environmentally.

The development of an environmentally friendly beach maintenance program that balances the importance of satisfying our visitors while protecting the City’s number one asset is the focal point of the Coastal Resources Manager.

COASTAL RESOURCES STRATEGIES AND PROGRAMS FOR THE NEXT FIVE YEARS:

Strategy/Program	Fiscal Year	Budget Impact
Sustain an annual Dune Restoration Program that establishes a vegetated dune system.	Annually	\$ 20,000
Dune Ridge Mitigation Program to manage sand allocation within the City’s beaches.	2011/2012 ongoing	\$10,000 per project
Protection and enhancement of the continuous dune line and to manage erosion-contributing influences.	2011/2012	Varies depending on

	ongoing	project
Sustaining the quality and environmental value of Laguna Madre through education and public outreach (Brochures, Public Speaking engagements, etc.)	2012/2013	\$2,500
Create a summer Internship program to keep abreast of best practices for beach management.	2013/2014	\$5,000
Explore experimental techniques to prevent beach erosion.	2012/2013	undetermined
Enhance public access to the Laguna Madre Bay in partnership with the Public Works Department.	2014/2015	undetermined

WORK PLAN FOR COASTAL RESOURCE MANAGER

Fiscal Year 2011-2012

Project	Description	Comprehensive Plan Goal	Estimated Completion Date	Team Leader	Team Members
Disabled Access Signs for Golf Carts	The City has sufficient access to the beach for golf carts.	5.E. Create, preserve, and enhance access to the beach	9/1/2011	RT	RT, DJ, SF, RM
Erosion Response Plan	Erosion Response Plan	5.B. Protect the dune system from erosion and artificial damage	12/31/2011	RT	RT, SLTF
BUDM	CIAP funds will be used over the next fiscal year to fund the BUDM. The City will be seeking reimbursement funds for the February 2011 BUDM in the amount of \$500,000 which will go toward future BUDM's		On Going	RT	RT
Off Shore Sand Source Permit	Work with HDR to finish the work needed to secure the USACE permit needed to carry out a Re-nourishment Project		On Going	RT	RT, HDR
Plan Amendment and ERP submission	Chapter 22 Beach and Dune Plan will be submitted with Final ERP to include paid parking		12/1/2011	RT	RT, GLO

C.M.P. cycle 17	Coastal Management Plan- Grant Submission and Reports: Cycle 17 will include submissions for Harbor Beach access to have a emergence vehicle access, Paid parking pilot program, and the Dune Planting Volunteer program	5.E. Create, preserve, and enhance access to beach	On Going	RT	RT
C.I.A.P.-County	Coastal Impact Assistance Program- County: Grant Submission for reimbursement for in the amount of \$500,000	5.A. Secure funding for beach re nourishment.	9/30/2011	RT	RT
C.I.A.P.-State	Coastal Impact Assistance Program- State: Grant Submission was completed in Fall 2010.	5.A. Secure funding for beach re nourishment.	On Going	RT	RT
Volunteer Dune Plantings	Organize volunteer events to rebuild our dune line.		On Going	RT	RT, Surf rider
Intergovernmental Relations	Improve working relations with Cameron County		On Going	RT	RT, JC
Intergovernmental Relations	Improve working relations with GLO		On Going	RT	RT, JC

My plan to deliver extraordinary customer service includes: To keep all the concerns of the different stake holders in mind when I am making my decisions.

My contribution to making the Town more efficient organization is: To improve my communications with what I am expecting and relaying that to the appropriate parties.

My Division will build community trust by: Always basing my decisions on fact and what is best for the beach.

BEACH MAINTENANCE FUND BUDGET NUMBERS

FINANCIAL SUMMARY 60 -BEACH MAINTENANCE FUND	TWO YEARS		ONE YEAR		PROPOSED BUDGET	INCREASE (DECREASE)
	PRIOR	PRIOR	ACTUAL	Y-T-D		
	ACTUAL	ACTUAL	BUDGET	ACTUAL		
REVENUE SUMMARY						
NON-PROPERTY TAXES	623,369.97	619,232.09	600,000.00	634,576.83	610,000.00	10,000.00
INTERGOVERNMENTAL	0	98,297.00	0	0	0	0
MISCELLANEOUS	2,103.89	694.66	0	2,250.00	0	0
TOTAL REVENUES	625,473.86	718,223.75	600,000.00	636,826.83	610,000.00	10,000.00
EXPENDITURE SUMMARY						
CITY COUNCIL	10,515.00	20,646.99	30,000.00	14,653.80	0	-30,000.00
CITY MANAGER'S OFFICE	0	0	4,000.00	2,475.12	0	-4,000.00
FIRE	108,982.88	116,493.84	123,528.77	123,254.98	121,540.41	-1,988.36
FLEET MANAGEMENT	0	0	15,000.00	9,220.96	0	-15,000.00
BEACH MAINTENANCE	1,193,073.29	728,182.28	559,299.42	573,805.01	488,402.49	-70,896.93
TOTAL EXPENDITURES	1,312,571.17	865,323.11	731,828.19	723,409.87	609,942.90	-121,885.29
REVENUES OVER(UNDER) EXPENDIT	-687,097.31	-147,099.36	-131,828.19	-86,583.04	57.1	131,885.29

REVENUES 60 -BEACH MAINT FUND	TWO YEARS		ONE YEAR		PROPOSED BUDGET	INCREASE (DECREASE)
	PRIOR	PRIOR	ACTUAL	Y-T-D		
	ACTUAL	ACTUAL	BUDGET	ACTUAL		
NON-PROPERTY TAXES						
43010 HOTEL/MOTEL TAX	623,369.97	619,232.09	600,000.00	634,576.83	610,000.00	10,000.00
REVENUE CATEGORY TOTAL	623,369.97	619,232.09	600,000.00	634,576.83	610,000.00	10,000.00
INTERGOVERNMENTAL						
46050 GENERAL LAND OFF	0	98,297.00	0	0	0	0
REVENUE CATEGORY TOTAL	0	98,297.00	0	0	0	0
MISCELLANEOUS						
48040 INTEREST REVENUE	2,103.89	694.66	0	0	0	0
48042 MISC REVEN	0	0	0	2,250.00	0	0
REVENUE CATEGORY TOTAL	2,103.89	694.66	0	2,250.00	0	0
TOTAL REVENUES	625,473.86	718,223.75	600,000.00	636,826.83	610,000.00	10,000.00

60 -BEACH MAINTENANCE

	TWO YEARS	ONE YEAR				
CITY COUNCIL	PRIOR	PRIOR	ACTUAL	Y-T-D	PROPOSED	INCREASE
DEPARTMENT EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
MISCELLANEOUS SERVICES						
511-0530 RECEPTION	11,535.00	5,050.00	6,000.00	4,500.00	0	-6,000.00
511-0550-001 TRAVEL EXP-	0	943.2	4,000.00	3,353.47	0	-4,000.00
511-0550-011 TRAVEL EXP-	0	1,461.74	4,000.00	0	0	-4,000.00
511-0550-016 TRAVEL EXP-	-340	5,547.23	4,000.00	3,427.22	0	-4,000.00
511-0550-020 TRAVEL EXP-	-340	1,950.13	4,000.00	3,373.11	0	-4,000.00
511-0550-021 TRAVEL EXP-	0	1,809.37	4,000.00	0	0	-4,000.00
511-0550-022 TRAVEL EXP-	-340	3,885.32	4,000.00	0	0	-4,000.00
CATEGORY TOTAL	10,515.00	20,646.99	30,000.00	14,653.80	0	-30,000.00
MISCELLANEOUS SERVICES						
512-0550 TRAVEL EXPENSE	0	0	4,000.00	2,475.12	0	-4,000.00
CATEGORY TOTAL	0	0	4,000.00	2,475.12	0	-4,000.00
DEPARTMENT TOTAL	10,515.00	20,646.99	34,000.00	17,128.92	0.00	-34,000.00
PERSONNEL SERVICES						
522-0030 LABOR	40,640.00	50,549.54	47,000.00	49,929.98	0	-47,000.00
522-0040 TEMP EMPL	0	0	0	0	47,000.00	47,000.00
522-0060 OVERTIME	39,155.51	37,204.95	45,000.00	43,535.64	40,000.00	-5,000.00
522-0070 MEDICARE	3,143.52	3,539.13	5,704.00	4,171.29	5,394.00	-310
522-0083 WORKERS COMP	2,186.00	417.32	1,364.77	1,318.77	2,450.41	1,085.64
522-0084 UNEMPLOYMENT	108.66	697.54	460	703.39	696	236
CATEGORY TOTAL	85,233.69	92,408.48	99,528.77	99,659.07	95,540.41	-3,988.36
GOODS AND SUPPLIES						
522-0104 FUEL LUB	0	0	0	0	5,000.00	5,000.00
522-0130 WEARING	0	3,070.50	4,000.00	3,253.44	4,000.00	0
522-0150 MINOR TOOLS	485.21	7,443.36	9,200.00	9,711.08	5,000.00	-4,200.00
CATEGORY TOTAL	485.21	10,513.86	13,200.00	12,964.52	14,000.00	800
REPAIR AND MAINTENANCE						
522-0410 MACHINERY	8,254.35	6,572.50	0	3,632.39	0	0
522-0420 MOTOR VEHICLES	0	0	0	0	2,000.00	2,000.00
CATEGORY TOTAL	8,254.35	6,572.50	0	3,632.39	2,000.00	2,000.00

EQUIPMT > \$5,000 OUTLAY

522-1004	MACHINERY	15,009.63	0	0	0	0	0
522-1007	VEHICLES	0	6,999.00	10,800.00	6,999.00	10,000.00	-800
CATEGORY TOTAL		15,009.63	6,999.00	10,800.00	6,999.00	10,000.00	-800

DEPARTMENT TOTAL

108,982.88	116,493.84	123,528.77	123,254.98	121,540.41	-1,988.36
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REPAIR AND MAINTENANCE

540-0410	MACHINERY	0	0	5,000.00	4,808.24	0	-5,000.00
540-0420	MOTOR VEHICLES	0	0	10,000.00	4,412.72	0	-10,000.00
CATEGORY TOTAL		0	0	15,000.00	9,220.96	0	-15,000.00

DEPARTMENT TOTAL

0	0	15,000.00	9,220.96	0	-15,000.00
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PERSONNEL SERVICES

560-0010	SUPERVISION	44,528.35	54,328.09	54,209.28	54,358.14	0	-54,209.28
560-0010-01	EXEMPT	0	0	0	0	54,751.31	54,751.31
560-0010-02	NON EXEMPT	0	0	0	0	61,921.08	61,921.08
560-0030	LABOR	32,289.71	54,238.82	61,309.25	62,640.71	0	-61,309.25
560-0040	TEMP EMPS	1,875.00	252.12	0	0	0	0
560-0060	OVERTIME	2,583.96	2,732.06	6,000.00	4,868.18	6,000.00	0
560-0070	MEDICARE	3,136.27	4,351.41	2,284.55	4,189.77	2,306.24	21.69
560-0080	TMRS	7,751.12	11,873.41	15,457.16	15,839.02	15,778.74	321.58
560-0081	GROUP INS	10,040.03	27,787.39	19,311.88	18,558.46	19,428.91	117.03
560-0083	WORKERS COMP	2,156.47	2,672.73	4,200.53	4,058.94	4,418.66	218.13
560-0084	UNEMPLOYMENT	147	853.81	607.59	480.37	981.38	373.79
560-0085	LONGEVITY	0	0	160	161	371.17	211.17
560-0090	MERIT ADJ	0	0	1,084.18	1,084.18	0	-1,084.18
CATEGORY TOTAL		104,507.91	159,089.84	164,624.42	166,238.77	165,957.49	1,333.07

GOODS AND SUPPLIES

560-0101	OFFICE SUPPLIES	300	540.76	700	425.59	700	0
560-0102	LOCAL MEETINGS	906.37	287.51	500	368.74	500	0
560-0104	FUEL & LUBE	115.13	5,808.81	7,500.00	10,442.12	7,500.00	0
560-0107	BOOKS	280.01	35.49	400	288	400	0
560-0112	SIGNS	275.79	0	500	534	500	0
560-0117	SAFETY SUPPLIES	0	289.91	300	0	300	0
560-0130	WEARING	376.09	1,451.86	2,200.00	1,729.48	2,200.00	0
560-0150	MINOR TOOLS	1,790.86	3,450.40	4,600.00	1,734.29	4,600.00	0
CATEGORY TOTAL		4,044.25	11,864.74	16,700.00	15,522.22	16,700.00	0

REPAIR AND MAINTENANCE

560-0401	FURNITURE	0	0	3,000.00	0	0	-3,000.00
560-0410	MACHINERY	38.87	0	0	69.26	10,000.00	10,000.00
560-0420	MOTOR VEHICLES	5,998.00	2,766.88	0	27.48	5,000.00	5,000.00
CATEGORY TOTAL		6,036.87	2,766.88	3,000.00	96.74	15,000.00	12,000.00

MISCELLANEOUS SERVICES

560-0501	COMMUN	0	1,123.44	1,200.00	1,396.73	1,200.00	0
560-0510	BEACH MAINT	39,173.40	29,162.52	50,000.00	46,912.60	50,000.00	0
560-0511	AUTO ALLOW	1,125.00	3,075.00	3,600.00	3,750.00	3,600.00	0
560-0513	TRAINING	455	900	1,525.00	680	1,800.00	275
560-0530	PROF SERVIC	228.75	2,346.25	4,000.00	950	2,000.00	-2,000.00
560-0540	ADVERTISING	0	0	1,000.00	196.5	0	-1,000.00
560-0550	TRAVEL	2,785.07	6,792.51	6,350.00	7,632.94	6,245.00	-105
560-0551	DUES & MEM	50	435	900	500.42	900	0
CATEGORY TOTAL		43,817.22	43,834.72	68,575.00	62,019.19	65,745.00	-2,830.00

EQUIPMNT > \$5,000 OUTLAY

560-1001	BUILDINGS	25,066.11	0	0	0	0	0
560-1004	MACHINERY	0	98,297.00	0	0	0	0
560-1007	MOTOR VEHICLES	53,938.75	0	0	0	0	0
CATEGORY TOTAL		79,004.86	98,297.00	0	0	0	0

INTERFUND TRANSFERS

560-9470	TSF TO GENERAL	205,662.18	262,329.10	225,000.00	248,528.09	225,000.00	0
560-9472	TSF FOR BEACH	750,000.00	0	0	0	0	0
560-9473	TSF TO BEACH	0	150,000.00	81,400.00	81,400.00	0	-81,400.00
CATEGORY TOTAL		955,662.18	412,329.10	306,400.00	329,928.09	225,000.00	-81,400.00

DEPARTMENT TOTAL

		1,193,073.29	728,182.28	559,299.42	573,805.01	488,402.49	-70,896.93
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TOTAL EXPENDITURES

		1,312,571.17	865,323.11	731,828.19	723,409.87	609,942.90	-121,885.29
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BEACH NOURISHMENT BUDGET NUMBERS

FINANCIAL SUMMARY	TWO YEARS	ONE YEAR				
81 -BEACH NOURISHMENT	PRIOR	PRIOR	ACTUAL	Y-T-D	PROPOSED	INCREASE
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
REVENUE SUMMARY						
NON-PROPERTY TAXES	128,569.17	325,910.54	300,000.00	353,570.98	323,000.00	23,000.00
INTERGOVERNMENTAL	0	0	618,001.30	20,309.00	0	-618,001.30
MISCELLANEOUS	567,919.28	2,241.24	0	0	0	0
OTHER FINANCING SOURCES	800,000.00	100,000.00	0	0	0	0
TOTAL REVENUES	1,496,488.45	428,151.78	918,001.30	373,879.98	323,000.00	-595,001.30
EXPENDITURE SUMMARY						
DEPT 81	832,168.48	40,493.65	1,809,431.80	809,255.98	644,000.00	-1,165,431.80
TOTAL EXPENDITURES	832,168.48	40,493.65	1,809,431.80	809,255.98	644,000.00	-1,165,431.80
REVENUES OVER(UNDER) EXPENDITURES	664,319.97	387,658.13	-891,430.50	-435,376.00	-321,000.00	570,430.50
NON-PROPERTY TAXES						
43010 HOTEL/MOTEL TAX	128,580.12	323,514.55	300,000.00	352,482.29	323,000.00	23,000.00
43011 PENALTIES	40.5	2,419.29	0	1,102.46	0	0
43012 INTEREST	0	92.23	0	15.62	0	0
43013 REF OVERPAID TAXES	-51.45	-115.53	0	-29.39	0	0
REVENUE CATEGORY TOTAL	128,569.17	325,910.54	300,000.00	353,570.98	323,000.00	23,000.00
INTERGOVERNMENTAL						
46050 GLO REVENUE	0	0	618,001.30	20,309.00	0	-618,001.30
REVENUE CATEGORY TOTAL	0	0	618,001.30	20,309.00	0	-618,001.30
MISCELLANEOUS						
48040 INTEREST REVENUE	1,499.32	2,241.24	0	0	0	0
48042 MISCELLANEOUS	566,419.96	0	0	0	0	0
REVENUE CATEGORY TOTAL	567,919.28	2,241.24	0	0	0	0
OTHER FINANCING SOURCES						
49090 TRANSFERS IN	800,000.00	100,000.00	0	0	0	0
REVENUE CATEGORY TOTAL	800,000.00	100,000.00	0	0	0	0
TOTAL REVENUES	1,496,488.45	428,151.78	918,001.30	373,879.98	323,000.00	-595,001.30

DEPARTMENT EXPENDITURES

REPAIR AND MAINTENANCE

581-0426 BEACH MAINTENANCE	0	0	981,430.50	781,430.50	600,000.00	-381,430.50
CATEGORY TOTAL	0	0	981,430.50	781,430.50	600,000.00	-381,430.50

MISCELLANEOUS SERVICES

581-0530 PROF SERVICES	832,168.48	40,493.65	828,001.30	27,825.48	44,000.00	-784,001.30
CATEGORY TOTAL	832,168.48	40,493.65	828,001.30	27,825.48	44,000.00	-784,001.30

DEPARTMENT TOTAL	832,168.48	40,493.65	1,809,431.80	809,255.98	644,000.00	-1,165,431.80
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OTHER NON MAJOR FUNDS

For a complete description of the Non-Major Funds, see page 14. What will be presented here are the budget numbers, both revenue and expenditures.

PARKS AND RECREATION BUDGET NUMBERS

REVENUES		TWO YEARS	ONE YEAR				
09 -PARKS, REC & BEAUTIF		PRIOR	PRIOR	ACTUAL	Y-T-D	PROPOSED	INCREASE
		ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
MISCELLANEOUS							
48042	MISC REVENUE -	0	0	0	7,713.40	3,000.00	3,000.00
48043	MISC REV - KEEP SPI	0	0	0	0	500	500
REVENUE CATEGORY TOTAL		0	0	0	7,713.40	3,500.00	3,500.00
OTHER FINANCING SOURCES							
49090	TRANSFER IN	0	0	0	6,000.00	11,000.00	11,000.00
REVENUE CATEGORY TOTAL		0	0	0	6,000.00	11,000.00	11,000.00
TOTAL REVENUES		0	0	0	13,713.40	14,500.00	14,500.00
DEPARTMENT EXPENDITURES							
SPECIAL PROJECTS							
572-9185	COMMUNITY EVENTS	0	0	0	11,528.45	9,000.00	9,000.00
572-9186	KEEP SPI BEAUTIFUL	0	0	0	0	2,000.00	2,000.00
CATEGORY TOTAL		0	0	0	11,528.45	11,000.00	11,000.00
DEPARTMENT TOTAL		0	0	0	11,528.45	11,000.00	11,000.00

MUNICIPAL COURT TECHNOLOGY BUDGET NUMBERS

FINANCIAL SUMMARY	TWO YEARS	ONE YEAR				
21 -MUN. COURT TECHNOLOGY	PRIOR	PRIOR	ACTUAL	Y-T-D	PROPOSED	INCREASE
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
REVENUE SUMMARY						
FINES AND FORFEITURES	6,817.29	8,353.96	4,500.00	8,729.13	8,000.00	3,500.00
MISCELLANEOUS	51.03	40.21	0	0	0	0
TOTAL REVENUES	6,868.32	8,394.17	4,500.00	8,729.13	8,000.00	3,500.00
EXPENDITURE SUMMARY						
MUNICIPAL COURT	4,504.70	3,923.47	20,310.00	19,373.54	12,680.00	-7,630.00
TOTAL EXPENDITURES	4,504.70	3,923.47	20,310.00	19,373.54	12,680.00	-7,630.00
REVENUES OVER(UNDER) EXPENDITURES	2,363.62	4,470.70	15,810.00	10,644.41	-4,680.00	11,130.00

MUNICIPAL COURT SECURITY BUDGET NUMBERS

FINANCIAL SUMMARY 22 -MUN. COURT SECURITY FUND	TWO YEARS		ONE YEAR		Y-T-D ACTUAL	PROPOSED BUDGET	INCREASE (DECREASE)
	PRIOR	PRIOR	ACTUAL	ACTUAL			
	ACTUAL	ACTUAL	BUDGET	ACTUAL			
REVENUE SUMMARY							
FINES AND FORFEITURES	5,113.00	6,265.45	3,500.00	6,546.92	6,000.00	2,500.00	
MISCELLANEOUS	47.88	44.12	0	0	0	0	
TOTAL REVENUES	5,160.88	6,309.57	3,500.00	6,546.92	6,000.00	2,500.00	
EXPENDITURE SUMMARY							
POLICE	0	329.59	1,680.00	0	3,000.00	1,320.00	
TOTAL EXPENDITURES	0	329.59	1,680.00	0	3,000.00	1,320.00	
REVENUES OVER(UNDER) EXPENDITURES	5,160.88	5,979.98	1,820.00	6,546.92	3,000.00	1,180.00	

CONSTRUCTION IN PROCESS BUDGET NUMBERS

REVENUES 45 -CONSTRUCTION IN PROGRESS		TWO YEARS	ONE YEAR		Y-T-D ACTUAL	PROPOSED BUDGET	INCREASE (DECREASE)
		PRIOR	PRIOR	ACTUAL			
		ACTUAL	ACTUAL	BUDGET			
INTERGOVERNMENTAL							
46068	GRANT REVENUE	0	0	1,095,436.00	0	1,095,436.00	0
REVENUE CATEGORY TOTAL		0	0	1,095,436.00	0	1,095,436.00	0
MISCELLANEOUS							
48040	INTEREST REVENUE	6.29	19.49	0	8,176.88	0	0
REVENUE CATEGORY TOTAL		6.29	19.49	0	8,176.88	0	0
OTHER FINANCING SOURCES							
49070	BOND PROCEEDS	0	0	3,800,000.00	3,901,462.45	0	-3,800,000.00
49090	TRANSFERS IN	74,500.00	0	0	0	0	0
REVENUE CATEGORY TOTAL		74,500.00	0	3,800,000.00	3,901,462.45	0	-3,800,000.00
TOTAL REVENUES		74,506.29	19.49	4,895,436.00	3,909,639.33	1,095,436.00	-3,800,000.00
DEPARTMENT EXPENDITURES							
GOODS AND SUPPLIES							
572-0150	MINOR TOOLS	16,007.75	0	0	0	0	0
CATEGORY TOTAL		16,007.75	0	0	0	0	0
MISCELLANEOUS SERVICES							
572-0530	PROF SERVICES	0	0	363,200.00	44,060.69	0	-363,200.00
572-0535	BOND ISSUANCE EXP	937.53	0	140,000.00	94,968.48	0	-140,000.00
CATEGORY TOTAL		937.53	0	503,200.00	139,029.17	0	-503,200.00
EQUIPMNT > \$5,000 OUTLAY							
572-1001	BUILDINGS	-24,114.64	0	4,392,236.00	375,126.07	4,427,158.00	34,922.00
CATEGORY TOTAL		-24,114.64	0	4,392,236.00	375,126.07	4,427,158.00	34,922.00
INTERFUND TRANSFERS							
572-9470	TSF TO GENERAL FUND	0	0	27,777.00	0	0	-27,777.00
CATEGORY TOTAL		0	0	27,777.00	0	0	-27,777.00
DEPARTMENT TOTAL		-7,169.36	0	4,923,213.00	514,155.24	4,427,158.00	-496,055.00

GENERAL DEBT SERVICE BUDGET NUMBERS

FINANCIAL SUMMARY	TWO YEARS		ONE YEAR			
50 -GENERAL DEBT SERVICE	PRIOR	PRIOR	ACTUAL	Y-T-D	PROPOSED	INCREASE
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
REVENUE SUMMARY						
PROPERTY TAXES	656,397.13	672,319.80	639,175.00	664,565.19	628,944.00	-10,231.00
MISCELLANEOUS	1,393.75	1,490.19	0	0	0	0
OTHER FINANCING SOURCES	807,821.88	808,150.29	428,100.00	427,963.76	426,069.00	-2,031.00
TOTAL REVENUES	1,465,612.76	1,481,960.28	1,067,275.00	1,092,528.95	1,055,013.00	-12,262.00
EXPENDITURE SUMMARY						
BOND PAYMENTS	1,445,442.88	1,444,673.32	1,067,563.00	1,066,379.88	1,230,232.00	162,669.00
	1,445,442.88	1,444,673.32	1,067,563.00	1,066,379.88	1,230,232.00	162,669.00
	20,169.88	37,286.96	-288	26,149.07	-175,219.00	-174,931.00

EDC DEBT SERVICE BUDGET NUMBERS

FINANCIAL SUMMARY	TWO YEARS		ONE YEAR			
52 -EDC DEBT SERVICE	PRIOR	PRIOR	ACTUAL	Y-T-D	PROPOSE	INCREASE
	ACTUAL	ACTUAL	BUDGET	ACTUAL	D BUDGET	(DECREASE)
REVENUE SUMMARY						
MISCELLANEOUS	270.54	217.23	0	3.29	0	0
OTHER FINANCING SOURCES	323,744.04	344,373.98	357,911.00	380,525.59	372,575.00	14,664.00
TOTAL REVENUES	324,014.58	344,591.21	357,911.00	380,528.88	372,575.00	14,664.00
EXPENDITURE SUMMARY						
ECONOMIC DEVELOP CORP	305,482.29	321,522.58	340,642.75	341,642.75	355,743.25	15,100.50
TOTAL EXPENDITURES	305,482.29	321,522.58	340,642.75	341,642.75	355,743.25	15,100.50
REVENUES OVER(UNDER) EXPENDITURES	18,532.29	23,068.63	17,268.25	38,886.13	16,831.75	-436.5

BEACH ACCESS BUDGET NUMBERS

FINANCIAL SUMMARY	TWO YEARS		ONE YEAR		PROPOSE		INCREASE
61 -BEACH ACCESS FUND	PRIOR	PRIOR	ACTUAL	Y-T-D	D	BUDGET	(DECREASE
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET)
REVENUE SUMMARY							
FEES AND SERVICES	0	0	225,000.00	200,000.00	0		-225,000.00
INTERGOVERNMENTAL	0	0	177,600.00	145,800.00	0		-177,600.00
MISCELLANEOUS	444.73	60.59	0	0	0		0
OTHER FINANCING SOURCES	0	150,000.00	81,400.00	81,400.00	0		-81,400.00
TOTAL REVENUES	444.73	150,060.59	484,000.00	427,200.00	0		-484,000.00
EXPENDITURE SUMMARY							
PUBLIC WORKS	159,655.95	152,077.24	521,000.00	404,885.28	128,944.76		-392,055.24
TOTAL EXPENDITURES	159,655.95	152,077.24	521,000.00	404,885.28	128,944.76		-392,055.24
REVENUES OVER(UNDER) EXPENDITURES	-159,211.22	-2,016.65	-37,000.00	22,314.72	-128,944.76		-91,944.76

BAY ACCESS BUDGET NUMBERS

REVENUES		TWO YEARS	ONE YEAR				
62 -BAY ACCESS FUND		PRIOR	PRIOR	ACTUAL	Y-T-D	PROPOSED	INCREASE
		ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
MISCELLANEOUS							
48040	INTEREST REVENUE	174.27	63.84	0	0	0	0
49090	TRANSFERS IN	0	130,000.00	15,000.00	15,000.00	17,000.00	2,000.00
TOTAL REVENUES		174.27	130,063.84	15,000.00	15,000.00	17,000.00	2,000.00
DEPARTMENT EXPENDITURES							
REPAIR AND MAINTENANCE							
543-0412	LANDSCAPING	0	8,250.00	15,000.00	12,675.00	15,000.00	0
CATEGORY TOTAL		0	8,250.00	15,000.00	12,675.00	15,000.00	0
MISCELLANEOUS SERVICES							
543-0510	CONSTRUCTION	25	48,945.04	100,000.00	19,681.20	100,000.00	0
543-0530	PROF SERVICES	27,450.00	5,000.00	0	625	0	0
CATEGORY TOTAL		27,475.00	53,945.04	100,000.00	20,306.20	100,000.00	0
TOTAL EXPENDITURES		27,475.00	62,195.04	115,000.00	32,981.20	115,000.00	0

ECONOMIC DEVELOPMENT CORP. BUDGET NUMBERS

FINANCIAL SUMMARY 80 -ECONOMIC DEVELOPMENT CORP	TWO YEARS		ONE YEAR			
	PRIOR	PRIOR	ACTUAL	Y-T-D	PROPOSED	INCREASE
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
REVENUE SUMMARY						
NON-PROPERTY TAXES	699,973.02	594,251.13	575,000.00	628,722.76	500,000.00	-75,000.00
FEEES AND SERVICES	0	224,692.78	363,500.00	323,697.41	380,000.00	16,500.00
INTERGOVERNMENTAL	0	0	0	114,150.00	0	0
MISCELLANEOUS	1,266.97	503.15	500	1,962.56	0	-500
TOTAL REVENUES	701,239.99	819,447.06	939,000.00	1,068,532.73	880,000.00	-59,000.00
EXPENDITURE SUMMARY						
DEPT 580 - EDC	580,214.85	624,162.02	549,386.00	497,872.27	500,000.00	-49,386.00
DEPT 581 - BIRD CENTER	128,915.08	256,938.17	363,989.00	360,099.56	380,000.00	16,011.00
TOTAL EXPENDITURES	709,129.93	881,100.19	913,375.00	857,971.83	880,000.00	-33,375.00
REVENUES OVER(UNDER) EXPENDITURES	-7,889.94	-61,653.13	-25,625.00	210,560.90	0	-25,625.00

CONSOLIDATED BUDGET SCHEDULE

For the Year Ended September 30, 2012

	General Fund	Hotel/Motel Fund	Convention Centre Fund	Beach Nourishment Fund	Non Major Governmental Funds	Component Unit	2011-2012 Totals
REVENUES AND OTHER SOURCES							
Property taxes - including penalty and interest	\$ 5,866,192	\$ -	\$ -	\$ -	\$ 628,944	\$ -	\$ 6,495,136
Nonproperty taxes	2,777,919	3,774,540	1,898,460	323,000	610,000	500,000	9,883,919
Fees and services	333,935	16,000	201,000	-	-	380,000	930,935
Fines and forfeitures	349,500	-	-	-	14,000	-	363,500
Licenses and permits	259,550	-	-	-	-	-	259,550
Intergovernmental	141,545	-	-	-	2,259,745	-	2,401,290
Miscellaneous and program revenues	100,500	-	10,000	-	53,500	-	164,000
Other Financing Sources	<u>225,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>504,069</u>	<u>372,575</u>	<u>1,101,644</u>
Total revenues	10,054,141	3,790,540	2,109,460	323,000	4,070,258	1,252,575	21,599,974
EXPENDITURES							
General government							
City Council	20,000	-	-	-	-	-	20,000
City Administration	432,218	-	-	-	-	-	432,218
Finance	331,922	-	-	-	-	-	331,922
Planning	134,227	-	-	-	-	-	134,227
Information Services	445,288	-	-	-	-	-	445,288
Human Resources	193,966	-	-	-	-	-	193,966
Environmental Health Services	363,761	-	-	-	-	-	363,761
General services	869,042	-	-	-	-	-	869,042
Special projects	<u>252,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>252,000</u>
Total general government	3,042,424	-	-	-	-	-	3,042,424
Public safety							
Municipal court	176,634	-	-	-	15,680	-	192,314
Police	2,476,010	-	-	-	-	-	2,476,010

Fire	2,009,597	-	-	-	111,540	-	2,121,137
Emergency management	<u>51,750</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>51,750</u>
Total public safety	4,713,991	-	-	-	127,220	-	4,841,211
Public works							
Building maintenance	184,654	-	-	-	-	-	184,654
Inspections	187,442	-	-	-	-	-	187,442
Fleet Management	452,110	-	-	-	-	-	452,110
Public works	<u>1,036,481</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>507,347</u>	<u>-</u>	<u>1,543,829</u>
Total public works	1,860,686	-	-	-	507,347	-	2,368,034
Community service							
Visitors Bureau	-	306,536	-	-	-	-	306,536
Sales and Marketing	-	2,787,990	-	-	-	-	2,787,990
Events Marketing	-	475,449	-	-	-	-	475,449
Convention Centre	-	-	1,269,630	-	-	-	1,269,630
Component Unit	-	-	-	-	-	507,425	507,425
Parks & Recreation	-	-	-	-	11,000	-	11,000
Beach Nourishment	<u>-</u>	<u>-</u>	<u>-</u>	<u>644,000</u>	<u>-</u>	<u>-</u>	<u>644,000</u>
Total community service	-	3,569,976	1,269,630	644,000	11,000	507,425	6,002,031
Transportation	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,069,317</u>	<u>-</u>	<u>1,069,317</u>
Debt Service	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,230,232</u>	<u>355,743</u>	<u>1,585,975</u>
Capital outlay	<u>295,308</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,632,150</u>	<u>-</u>	<u>4,927,458</u>
Other Financing Uses	<u>28,000</u>	<u>50,000</u>	<u>426,069</u>	<u>-</u>	<u>225,000</u>	<u>372,575</u>	<u>1,101,644</u>
Total expenditures	<u>9,940,409</u>	<u>3,619,976</u>	<u>1,695,699</u>	<u>644,000</u>	<u>7,802,267</u>	<u>1,235,743</u>	<u>24,938,094</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	113,732	170,564	413,761	(321,000)	(3,732,009)	16,832	(3,338,120)
Fund Balance -- beginning	<u>5,789,676</u>	<u>532,543</u>	<u>1,872,175</u>	<u>593,118</u>	<u>4,508,206</u>	<u>843,754</u>	<u>14,139,472</u>
Fund Balance -- ending	<u>5,903,408</u>	<u>703,107</u>	<u>2,285,936</u>	<u>272,118</u>	<u>776,197</u>	<u>860,586</u>	<u>10,801,352</u>

THREE YEAR CONSOLIDATED FINANCIAL SCHEDULE

	General Fund			Hotel/Motel & Convention Centre Funds		
	2009/10 Actual	2010/11 Estimated	2011/12 Budget	2009/10 Actual	2010/11 Estimated	2011/12 Budget
REVENUES AND OTHER SOURCES						
Property taxes - including penalty and interest	\$ 5,370,434	\$ 5,664,714	\$ 5,866,192	\$ -	\$ -	\$ -
Nonproperty taxes	2,804,425	2,885,000	2,777,919	5,238,746	5,619,000	5,673,000
Fees and services	147,525	82,500	333,935	283,880	255,500	217,000
Fines and forfeitures	365,065	290,000	349,500	-	-	-
Licenses and permits	557,605	257,100	259,550	-	-	-
Intergovernmental	2,478	128,816	141,545	-	-	-
Miscellaneous and program revenues	199,563	119,661	100,500	17,745	9,000	10,000
Other Financing Sources	<u>366,979</u>	<u>303,014</u>	<u>225,000</u>	<u>830,396</u>	<u>-</u>	<u>-</u>
Total revenues	9,814,074	9,730,805	10,054,141	6,370,767	5,883,500	5,900,000
EXPENDITURES						
General government						
City Council	13,776	25,000	20,000	-	-	-
City Administration	563,201	444,626	432,218	-	-	-
Finance	292,640	347,508	331,922	-	-	-
Planning	546,450	387,597	134,227	-	-	-
Information Services	343,450	383,897	445,288	-	-	-
Human Resources	78,350	195,740	193,966	-	-	-
Environmental Health Services	369,061	377,746	363,761	-	-	-
General services	1,073,504	1,082,500	869,042	-	-	-
Hurricane Fund	-	-	-	-	-	-
Special projects	<u>270,066</u>	<u>315,340</u>	<u>252,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total general government	3,550,498	3,559,954	3,042,424	-	-	-
Public safety						

Municipal court	166,227	172,930	176,634	-	-	-
Police	2,380,396	2,478,529	2,476,010	-	-	-
Fire	1,897,617	1,707,583	2,009,597	-	-	-
Emergency management	<u>6,099</u>	<u>5,600</u>	<u>51,750</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total public safety	4,450,339	4,364,642	4,713,991	-	-	-
Public works						
Building maintenance	169,930	186,319	184,654	-	-	-
Inspections	222,919	194,482	187,442	-	-	-
Fleet Management	318,183	405,979	452,110	-	-	-
Public works	<u>954,711</u>	<u>1,061,620</u>	<u>1,036,481</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total public works	1,665,743	1,848,400	1,860,686	-	-	-
Community service						
Visitors Bureau	-	-	-	274,606	361,653	306,536
Sales and Marketing	-	-	-	2,694,619	2,679,165	2,787,990
Events Marketing	-	-	-	507,366	569,288	475,449
Convention Centre	-	-	-	1,176,782	1,384,932	1,269,630
Component Unit	-	-	-	-	-	-
Parks & Recreation	-	-	-	-	-	-
Beach	-	-	-	-	-	-
Nourishment	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total community service	-	-	-	4,653,373	4,995,039	4,839,606
Transportation	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Debt Service	<u>-</u>	<u>-</u>	<u>-</u>	<u>35,939</u>	<u>-</u>	<u>-</u>
Capital outlay	<u>191,450</u>	<u>323,119</u>	<u>295,308</u>	<u>217,443</u>	<u>56,000</u>	<u>-</u>
Other Financing Uses	<u>292,200</u>	<u>21,000</u>	<u>28,000</u>	<u>858,150</u>	<u>478,063</u>	<u>476,069</u>
Total expenditures	<u>10,150,230</u>	<u>10,117,114</u>	<u>9,940,409</u>	<u>5,764,905</u>	<u>5,529,101</u>	<u>5,315,675</u>

EXCESS (DEFICIENCY) OF REVENUES
OVER (UNDER) EXPENDITURES

	(336,156)	(386,309)	113,732	605,862	354,399	584,325
Fund Balance -- beginning	<u>6,512,141</u>	<u>6,175,985</u>	<u>5,789,676</u>	<u>1,444,457</u>	<u>2,050,319</u>	<u>2,404,718</u>
Fund Balance -- ending	<u>6,175,985</u>	<u>5,789,676</u>	<u>5,903,408</u>	<u>2,050,319</u>	<u>2,404,718</u>	<u>2,989,043</u>

THREE YEAR CONSOLIDATED FINANCIAL SCHEDULE

	Other Funds & Component Unit			Total Funds		
	2009/10 Actual	2010/11 Estimated	2011/12 Budget	2009/10 Actual	2010/11 Est.	2011/12 Budget
REVENUES AND OTHER SOURCES						
Property taxes - including penalty and interest	\$ 672,320	\$ 639,463	\$ 628,944	\$ 6,042,754	\$ 6,304,177	\$ 6,495,136
Nonproperty taxes	1,539,301	1,475,000	1,433,000	9,582,472	9,979,000	9,883,919
Fees and services	317,990	363,500	380,000	749,395	701,500	930,935
Fines and forfeitures	14,619	11,180	14,000	379,684	301,180	363,500
Licenses and permits	-	-	-	557,605	257,100	259,550
Intergovernmental	932,502	2,145,618	2,259,745	934,980	2,274,434	2,401,290
Miscellaneous and program revenues	152,206	291,367	53,500	369,514	420,027	164,000
Other Financing Sources	<u>1,669,934</u>	<u>4,764,344</u>	<u>876,644</u>	<u>2,867,309</u>	<u>5,067,358</u>	<u>1,101,644</u>
Total revenues	5,298,872	9,690,472	5,645,833	21,483,713	25,304,777	21,599,974
EXPENDITURES						
General government						
City Council	-	30,000	-	13,776	55,000	20,000
City Administration		4,000	-	563,201	448,626	432,218
Finance		-	-	292,640	347,508	331,922
Planning		-	-	546,450	387,597	134,227
Information Services		-	-	343,450	383,897	445,288
Human Resources		-	-	78,350	195,740	193,966
Environmental Health Services		-	-	369,061	377,746	363,761
General services		-	-	1,073,504	1,082,500	869,042

Hurricane Fund	89,974	582	-	89,974	582	-
Special projects	<u>161,206</u>	<u>24,676</u>	<u>-</u>	<u>431,272</u>	<u>340,016</u>	<u>252,000</u>
Total general government	251,180	59,258	-	3,801,678	3,619,212	3,042,424
Public safety						
Municipal court	4,253	21,990	15,680	170,480	194,920	192,314
Police	23,791	2,046	-	2,404,187	2,480,575	2,476,010
Fire	-	123,658	111,540	1,897,617	1,831,241	2,121,137
Emergency management	<u>-</u>	<u>-</u>	<u>-</u>	<u>6,099</u>	<u>5,600</u>	<u>51,750</u>
Total public safety	28,044	147,694	127,220	4,478,383	4,512,336	4,841,211
Public works						
Building maintenance	-	-	-	169,930	186,319	184,654
Inspections	-	-	-	222,919	194,482	187,442
Fleet Management	-	15,000	-	318,183	420,979	452,110
Public works	<u>492,901</u>	<u>500,380</u>	<u>507,347</u>	<u>1,447,612</u>	<u>1,562,000</u>	<u>1,543,829</u>
Total public works	492,901	515,380	507,347	2,158,644	2,363,779	2,368,034
Community service						
Visitors Bureau	-	-	-	274,606	361,653	306,536
Sales and Marketing	-	-	-	2,694,619	2,679,165	2,787,990
Events Marketing	-	-	-	507,366	569,288	475,449
Convention Centre	-	-	-	1,176,782	1,384,932	1,269,630
Component Unit	536,726	555,464	507,425	536,726	555,464	507,425
Parks & Recreation	-	8,000	11,000	-	8,000	11,000
Beach Nourishment	<u>40,494</u>	<u>1,809,432</u>	<u>644,000</u>	<u>40,494</u>	<u>1,809,432</u>	<u>644,000</u>
Total community service	577,220	2,372,896	1,162,425	5,230,593	7,367,935	6,002,031
Transportation	<u>782,525</u>	<u>966,117</u>	<u>1,069,317</u>	<u>782,525</u>	<u>966,117</u>	<u>1,069,317</u>
Debt Service	<u>1,766,196</u>	<u>1,408,206</u>	<u>1,585,975</u>	<u>1,802,135</u>	<u>1,408,206</u>	<u>1,585,975</u>
Capital outlay	<u>692,354</u>	<u>1,366,896</u>	<u>4,632,150</u>	<u>1,101,247</u>	<u>1,746,015</u>	<u>4,927,458</u>
Other Financing Uses	<u>781,703</u>	<u>664,311</u>	<u>597,575</u>	<u>1,932,053</u>	<u>1,163,374</u>	<u>1,101,644</u>

Total expenditures	<u>5,372,123</u>	<u>7,500,758</u>	<u>9,682,010</u>	<u>21,287,258</u>	<u>23,146,973</u>	<u>24,938,094</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	(73,251)	2,189,714	(4,036,177)	196,455	2,157,804	(3,338,120)
Fund Balance -- beginning	<u>3,828,615</u>	<u>3,755,364</u>	<u>5,945,078</u>	<u>11,785,213</u>	<u>11,981,668</u>	<u>14,139,472</u>
Fund Balance -- ending	<u>3,755,364</u>	<u>5,945,078</u>	<u>1,908,901</u>	<u>11,981,668</u>	<u>14,139,472</u>	<u>10,801,352</u>

SUMMARY POSITION BY DEPARTMENT

Function	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
General Fund										
City Administration	4	4	5	5	5	5	6	6	4	4
Finance	3	3	4	4	5	5	4	5	5	5
Planning	2	2	2	2	2	2	2	2	1.75	1.75
Technology	0	0	1	2	2	2	2	2	3	3
Human Resources	0	0	0	0	0	0	1	2	3	3
Municipal Court	2	2	2	2	2	2	2	3	2	2
Police	32	33	33	34	34	34	39	39	39	38
Fire	18	18	18	18	18	18	21	21	21	27
Code Enforcement	2	2	2	3	4	4	6	6	5	5
Fleet Management	0	0	0	0	0	0	2	2	2	2
Building Maintenance	0	0	0	0	0	0	3	3	3	3
Inspections	3	3	3	4	4	4	4	4	3	3
Public Works	21	21	21	22	22	22	18	18	19	19
Hotel Motel Fund										
Visitor's Center	2	2	2	2	2	2	2	2	2	2
Hotel Motel	11	11	11	12	13.5	13	13	9.5	9.5	9.5
Events Marketing	1	1	1	1	2	2	2	1	1	1
Convention Centre										
Convention Centre	11	10	10	11	13.5	13	13	13.5	11.5	10.5
Transportation										
Transportation	0	5	5	6	7	7	7	9	9.25	15.25
Beach Maintenance										
Beach Maintenance								4	4	4
Total Operating Budget FTE's	112	117	120	128	136	135	147	152	148	158

Source: Town of South Padre Island Annual Budget

Note: Full-time budgeted positions are shown

OUTSTANDING DEBT

Fiscal Year	Governmental Activities					Total Primary Government	Percentage of Personal Income	Per Capita
	General	Public Property	Combination	Combination	Tax			
	Obligation Bonds	Finance Contractual Obligations	Tax & Revenue Refunding Bonds	Tax & Revenue Certificates of Obligation	Anticipation Notes			
2001	-	390,000	5,765,000	172,000	-	6,327,000	6.20%	1,838
2002	-	270,000	5,250,000	88,000	-	5,608,000	4.45%	1,853
2003	-	140,000	4,745,000	-	-	4,885,000	3.95%	1,517
2004	-	-	4,300,000	-	-	4,300,000	3.56%	1,285
2005	4,950,000	-	3,645,000	-	-	8,595,000	4.08%	1,507
2006	4,785,000	-	2,965,000	-	1,600,000	9,350,000	4.14%	1,639
2007	4,615,000	-	2,265,000	-	1,405,000	8,285,000	3.77%	1,452
2008	4,440,000	-	1,540,000	-	1,195,000	7,175,000	3.49%	1,258
2009	4,255,000	-	785,000	-	975,000	6,015,000	2.77%	1,019
2010	4,065,000	-	830,000	-	745,000	5,640,000	2.57%	956

GENERAL OBLIGATION BONDS DEBT RATIO TO TAXABLE VALUE

Fiscal <u>Year</u>	General Obligation <u>Bonds</u>	Percentage of Actual Taxable Value of <u>Property (1)</u>	Per Capita <u>(2)</u>
2001	-	-	-
2002	-	-	-
2003	-	-	-
2004	-	-	-
2005	4,950,000	0.34%	868
2006	4,785,000	0.29%	839
2007	4,615,000	0.24%	809
2008	4,440,000	0.20%	778
2009	4,255,000	0.17%	721
2010	4,065,000	0.16%	689

SCHEDULE OF OVERLAPPING DEBT

<u>Governmental Unit</u>	<u>Debt Outstanding</u>	<u>Estimated Percentage Applicable</u>	<u>Estimated Share of Overlapping Debt</u>
Debt repaid with property taxes			
Cameron County	\$ 63,405,000	16.49%	\$ 10,455,485
Point Isabel Independent School District	33,224,024	69.55%	23,107,309
Laguna Madre Water District #1	11,937,000	78.84%	9,411,131
Texas Southmost College	101,620,000	24.03%	<u>24,419,286</u>
Subtotal, overlapping debt			67,393,211
City direct debt	4,810,000	100.00%	<u>4,810,000</u>
Total direct and overlapping debt			<u>\$ 72,203,211</u>

LEGAL DEBT MARGIN

The Town is a Type A General-Law municipality as described in the Vernon's Texas Code of Annotated Local Government. The Town does not have a legal debt limit mandated by law.

PLEDGED REVENUE COVERAGE

Fiscal Year	Gross Revenue (1)	Operating Expenditures (2)	Net Revenue Available For Debt Service	Debt Service Requirements			Coverage (3)
				Principal	Interest	Total	
2001	2,064,632	625,371	1,439,261	495,000	313,825	808,825	1.78
2002	2,083,985	581,527	1,502,458	515,000	290,209	805,209	1.87
2003	2,129,496	692,439	1,437,057	590,000	219,625	809,625	1.77
2004	2,163,770	827,257	1,336,513	445,000	166,713	611,713	2.18
2005	2,059,075	837,927	1,221,148	655,000	150,213	805,213	1.52
2006	1,877,855	868,660	1,009,195	680,000	128,488	808,488	1.25
2007	2,172,451	899,167	1,273,284	700,000	105,650	805,650	1.58
2008	1,881,284	1,045,290	835,994	725,000	82,025	807,025	1.04
2009	1,867,690	1,099,504	768,186	755,000	52,822	807,822	0.95
2010	2,021,421	1,394,363	627,058	830,000	41,122	871,122	0.72

(1) Convention Center Fund revenues, including interest.

(2) Convention Center Fund operating expenditures, exclusive of capital outlay.

CAPITAL IMPROVEMENT PLAN

CAPITAL ASSETS

The Fixed Assets Policy of the City of South Padre Island defines a capital asset as a piece of equipment, or investment in general infrastructure, that has a value in excess of \$5,000.00 and has an expected useful life of greater than one year. The Governmental Accounting Standards Board (“GASB”) has issued Statement 34, dictating the requirements for the reporting of such assets. The annual value of such assets is reported in the Comprehensive Annual Financial Report.

ASSET CLASSES

LAND AND LAND IMPROVEMENTS

Land and land improvements, including easements and rights of way, are assigned an indefinite useful life. No depreciation is applied to land and land improvements.

BUILDINGS

This includes all buildings and building-related structures. Construction-in-progress is considered as a separate type of construction and is tracked as a separate asset until the time of completion, at which point the value is reclassified as either a new building or related structure, or added to the value of the construction renovated.

Buildings	39 years
-----------	----------

IMPROVEMENTS OTHER THAN BUILDINGS

These improvements are permanent and non-moveable. They add value to land but have a limited useful life.

Fences	15 years
Retaining walls	15 years
Parking lots	15 years
Landscaping	15 years

**FURNITURE & FIXTURES, MACHINERY & EQUIPMENT, VEHICLES, RADIO EQUIPMENT,
SOFTWARE:**

Machinery and equipment typically comprises the largest number of assets, but comprises the smallest overall value in relation to other classes. Machinery and equipment are given consideration within the following sub classes, with related useful life:

Machinery & Tools	7 years
Furniture & Accessories	7 years
Communications Equipment	7 years
Computer Equipment	5 years
Computer Software	3 years
Audiovisual Equipment	7 years
Grounds Maintenance Equipment	7 years
Police Vehicles	5 years
Fire Protection Vehicles	7 years
Other Licensed Vehicles	5 years

INFRASTRUCTURE

Investment in systems that provide a critical service to a municipality when considered as a system, but not a distinct separate asset, is recorded as infrastructure. By its nature, infrastructure is difficult to define as a separate system, and is difficult to define useful life on a broad basis. The Governmental Accounting Standards Board has recommended, and the City of South Padre Island has adopted, reporting of infrastructure using the following subclasses and relative useful life for the subclasses:

Streets/alleys – subsurface	0 years
Streets/alleys - asphalt	15 years
Traffic control signals	10 years
Sidewalks and curbing	15 years
Street Lighting	15 years

SUMMARY CAPITAL EXPENDITURES – 2011/12 BUDGET

Description	Funding Source	Amount
Fingerprint Terminals	General Fund	\$ 19,200
Payroll Software	General Fund	\$ 9,900
Watch Guard Backup System	General Fund	\$ 12,500
EMS Equipment	General Fund	\$ 50,000
Motor Vehicles - Public Works Truck	General Fund	\$ 35,000

Motor Vehicles - Fire Truck Lease Payment	General Fund	\$ 121,607
Motor Vehicles - Police Vehicle Lease Payment	General Fund	\$ 6,400
Motor Vehicles - Fire - Used Ambulance	General Fund	\$ 15,000
Motor Vehicles - Fire - Ambulance	General Fund	\$ 25,701
Motor Vehicles - Buses for Public Transportation	Transportation Fund - State & Federal Grants	\$ 194,992
Fire Station	Bond Proceeds & TDRA Grant	\$ 4,427,158
Motor Vehicles - Beach Patrol	Beach Maintenance Fund - State Occupancy Tax	\$ 10,000
Beach Access	General Fund - Private Donation	\$ 128,945
Total		\$ 5,056,403

NONROUTINE CAPITAL EXPENDITURES

PROJECT CRITERIA

The evaluation of proposed capital projects is in accordance with the following criteria:

- A. **Public Health and Safety** – Project improving the public health and safety of the community will be rated with highest priority. Projects must demonstrate the benefit provided to the community and possible risks from not completing the project. Compliance with state and federal mandates fall under this category.
- B. **Promote Tourism** – Projects enhancing and promoting tourism including but not limited to beach re-nourishment project and the economic support of the convention and hotel industry.
- C. **Recreation and Aesthetics** – Projects promoting recreational and aesthetic improvements opportunities for the City of South Padre Island citizens are considered priority.
- D. **Funding** – Funding availability considerations are included when ranking projects. Grants and funding partnerships are considered first followed by operating revenues, fund balance, and debt.

Fund balance may only be used to fund capital projects if the use of reserves will delay or eliminate a proposed bond issue and sufficient fund balance exists to provide necessary contingency reserves.

Debt may be issued to fund non-continuous capital projects benefitting future citizens only after alternative funding sources are explored.

- E. **Economic Development** – Projects promoting desirable economic development within the City shall be rated highly.
- F. **Service and Operational Impact** – The service category prioritizes projects including promotion of improved service delivery or reduction of increase maintenance costs including rehabilitating aging infrastructure. A cost-benefit analysis shall be done to weigh the impact of project rehabilitation to determine if the project will reduce future ongoing maintenance costs. Performance data will also be analyzed when considering projects related to improved service delivery. Future operation and maintenance expenses will be considered as part of this analysis.
- G. **Strategic Alignment** – Projects will be evaluated to determine alignment with strategic priorities identified by the City Council and with strategic planning documents such as the Comprehensive Plan.
- H. **Sustainability** – Projects designed with consideration of environmental impact and creation of the smallest possible ecological footprint and producing lowers quantity of pollution possible. In an effort to make the City of South Padre Island more sustainable, projects considered environmentally conscious and promote “sustainability thinking” will be awarded additional points through the sustainability criteria.

CAPITAL IMPROVEMENT PLAN (CIP) SCORECARD

	SCORE
The project has been submitted with all information including description, itemized costs, discussion of funding options, and timeline. Comments:	__x1 = __
The project will improve the public health and safety of the community. Comments:	__x8 = __
Project enhances and promotes tourism including beach re-nourishment projects and the economic support of the convention and hotel industry. Comments:	__x7 = __
The project will promote recreational or aesthetic improvements within the community. Comments:	__x6 = __
The project has funding sources identified by the City. Grants and funding partnerships will be rated highest, followed by operating revenue and fund balance. Debt will be considered last. Comments:	__x5 = __

The project will promote desirable economic development within the City. __x4 = __

Comments:

The project aligns with the strategic priorities identified by the City Council and with the City's strategic planning documents. __x2 = __

Comments:

TOTAL:

FIRE STATION PROJECT



FIRE AND EMERGENCY SERVICES STATION

In July 2008, Hurricane Dolly winds tore the roof off the existing Fire Station causing major interior damage. Although the roof has been repaired, insurance proceeds were insufficient to make the necessary repairs to the entire facility. A review of the existing fire station found it to be inadequate to meet the requirements of the South Padre Island Fire Department and therefore it was deemed not to be cost effective to repair the station for future use. Currently the old Fire Station building is being used by the Wave operations and Public Works. The old City Hall is being used to house the City's Fire Fighters, Emergency Medical Services (EMS) staff, and the Fire Department administrative staff. The old City Hall was not designed to meet the needs required of this vital department.

The new Fire & Emergency Services Station will incorporate environmentally friendly standards and the design will include:

- Individual dorm rooms addressing gender equality issues
- Living facilities for on duty Fire Fighters
- Exercise and training rooms
- Lobby and equipment repair room
- Office space for administrative personnel
- Vehicle bays for 10 vehicles
- Chemical storage and compressor room
- EMS storage, decontamination and treatment rooms
- Multiple green components such as a solar water heater

EMERGENCY MEDICAL SERVICES

Starting October 1, 2011, the City of South Padre Island will be the primary provider of Emergency Medical Services (EMS) on South Padre Island.

EMS services provided prior to October 1, 2011 were contracted through South Texas Emergency Care (STEC). The City Council voted to end the contract with STEC and have the Fire Department assume EMS services to enhance the services provided to the Island.

The Fire Department plans to hire 6 firefighter/paramedics, which will bring the staffing on each 24 hour shift up to 8 personnel. Currently, all fire department personnel are cross-trained in EMS. The Fire Department will also have two fully equipped ambulances, with two EMS personnel available for each ambulance. With the staff increment, if both ambulances are in service, the department will still maintain a full engine crew of four firefighters for any fire call.

“The Fire Department’s plan will double the amount of EMS resources on the Island, provide for additional cross-trained staff on hand to respond to large scale events, and will not put any additional burden on the taxpayers,” said Fire Chief & Emergency Management Coordinator, Burney Baskett.

The existing fire station/Emergency Operations Center (EOC) for the City of South Padre Island, built 29 years ago was designed to house one engine and two brush trucks staffed by three firefighters and one Fire Chief. Today, the City employs 18 firefighters, 6 EMS personnel, one administrative position, one Assistant Fire Chief and one Fire Chief. Current fleet for the Department includes one engine truck, one ladder truck, one quick attack, one first responder pick-up truck, two staff cars, one JEEP, one ATV, and one Jet Ski.

As a coastal barrier island, the location of the City’s fire station/EOC presents several design challenges including hurricane force winds and flooding. To tackle these issues, the structure will be designed to withstand 135 MPH wind loads and the site must be elevated to FEMA regulations above sea level. The essential components of a new fire station include:

- 4 drive-through apparatus bays with the capacity to store two units per bay
- A storage room to accommodate 30 sets of gear (separate from the bay area to avoid contamination)
- Decontamination room (EMS) for cleaning equipment
- Compressor Room for SCBA storage
- Two laundry rooms (one must have a protective gear extractor)
- EMS storage room with double locking system
- Small shop and repair room with adequate storage space for lawn equipment
- Kitchen with commercial grade appliances
- Dining room to accommodate 12
- Dayroom and sleeping area to accommodate 10
- Adequate toilet/showers for 10 with appropriate locker room space
- Janitors closet with utility sink (one in bay area and one for inside space)
- Training room/community education room – convertible to emergency operations center
- Administrative Space
 - Reception area and visitors lobby
 - Public restroom
 - Chief’s office
 - Assistant Chief’s office
 - Staff work areas
 - EMS office
 - File room/storage area

The fire station/EOC site was selected to provide adequate street access for the fire apparatus as well as its close proximity to the existing City Hall. This site was selected as a result of an in depth study of multiple site possibilities. Coastal climate and potential for flooding required that the building be elevated above flood level with the exception of the Apparatus Bays. The main portion of the facility will be elevated 8 to 12 feet above sea level. The exterior will be designed to match the coastal aesthetics of the area as well as complement the existing architecture of the City Hall. The useful life of the fire station is estimated to be a minimum of 40 years with approximately 18,000 square feet.

Continue to support the needs of the Public Works, Police, and Fire Departments to ensure adequate protection of the population.

Identify and acquire sites for new fire stations to the north and south, concurrent with future development.

SUSTAINABILITY

The City of South Padre Island will be striving to be compliant with LEED requirements for sustainability. Major areas of focus for LEED requirements include:

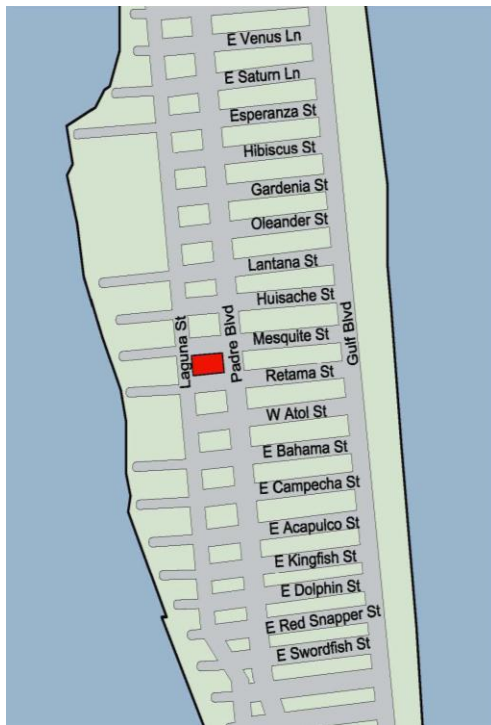
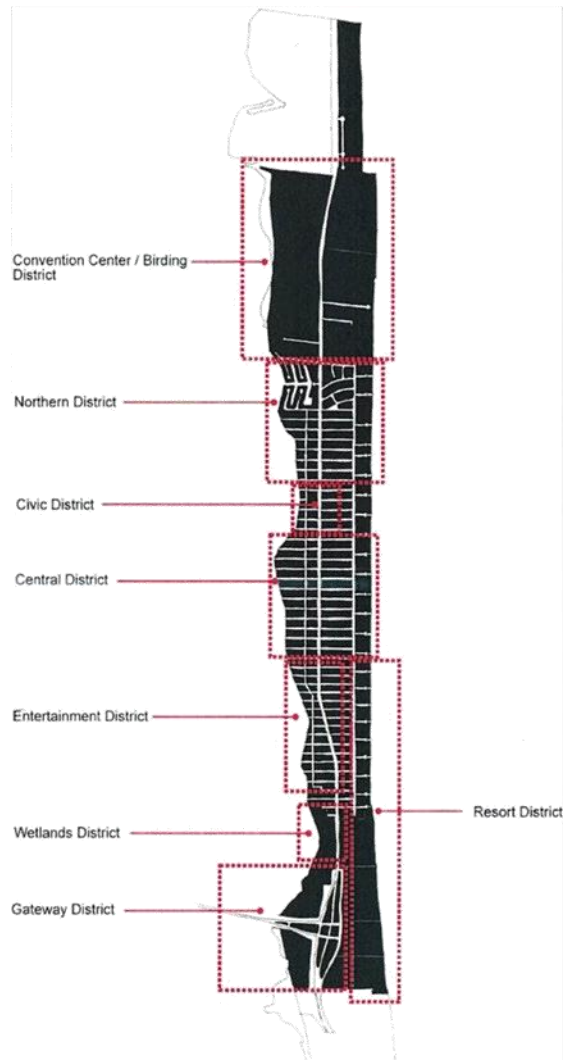
- Sustainable sites
- Water efficiency

- Energy and atmosphere
- Materials and resources
- Indoor environmental quality
- Innovation and design process

FISCAL

INCOME AND COST ANALYSIS	
<u>FUNDING SOURCES</u>	
Debt Issuance	\$3,800,000
TDRA Grant Funds	\$1,095,436
TOTAL FUNDS	\$ 4,895,436
<u>ESTIMATED COSTS</u>	
Design	\$ 73,278
Construction	\$ 4,822,158
TOTAL COSTS	\$ 4,895,436

OPERATIONAL IMPACTS	
Personnel	\$ 0
Supplies & Materials	\$ 49,000
Repairs and Maintenance	\$ (12,000) savings annually from energy efficiency
Capital and Other	\$ <u>0</u>
TOTAL IMPACTS	\$ 37,000



SCHEDULE

PHASE	TOTAL TIME	START	COMPLETION
Design	6 months	10/1/2009	6/1/2010
Bid	3 months	6/1/2010	9/1/2010
Construction	12 months	07/01/2011	06/30/2012
ESTIMATED COMPLETION DATE	SUMMER 2012		

COMMUNITY STATISTICAL INFORMATION

The Citizens adopted the Home Rule Charter for the City of South Padre Island at an election held on November 3, 2009. The benefits of local government outlined in the Home Rule Charter affirm the values of representative democracy, professional management, strong political leadership, citizen participation and regional cooperation through the Council-Manager form of government.

The City Council consisting of the Mayor and Five Council Members and the City Manager's Office comprised of the City Manager, Assistant City Manager, City Secretary and Executive Assistant form the City's strategic team. These two bodies are responsible for the formulation and communication of public policy to meet community needs, assure orderly development in the City, and provide for the general administration of the City.

The City Council appoints the City Manager, City Attorney, Municipal Court Judge and various citizen boards and commissions. The City Council's public policy activities include:

- 1- Financial management of the City by adopting the City's annual budget, establishing general objectives and provide for an annual independent audit of the City's financial records
- 2- Reviewing and adopting all ordinances and resolutions
- 3- Establish programmatic goals and strategic direction for the City.

The strategic team has identified two major economic drivers for the local economy which includes the beach and the convention center. The City's efforts to manage the beach is highlighted by the staffing of a Coastal Resource Manager who oversees the delicate balance of maintaining a pristine beach to attract tourists while implementing ecologically sound best practices regarding beach maintenance. The unique organizational structure empowers the Executive Director of the Convention and Visitors Bureau to implement a progressive marketing plan for the community and to maintain a space to attract conventions to the Island.



South Padre Island lies on the southernmost tip of Texas and is situated on the south end of Padre Island, the longest Barrier Island in the world and the largest stretch of undeveloped ocean beach in North America. It sits just 30 miles north of Mexico and is linked to the mainland by a two and a half mile long bridge, the Queen Isabella Memorial Causeway.

COMMUNITY PROFILE

The Island is a year-round vacation destination, because it enjoys a sub-tropical climate. South Padre Island's primary industry is tourism and recreation related support businesses. Due to the growth on the Island, the tourism industry is continuing to thrive.

The City of South Padre Island is home to an estimated 5,000 people, and according to the Convention and Visitors Bureau, over one million people visit the Island every year. It is a hotspot for retirees from northern regions to stay throughout the winter months. These residents are known throughout the Rio Grande Valley as "Winter Texans."



The South Padre Island Birding & Nature Center



The "Wave" – Free Transportation

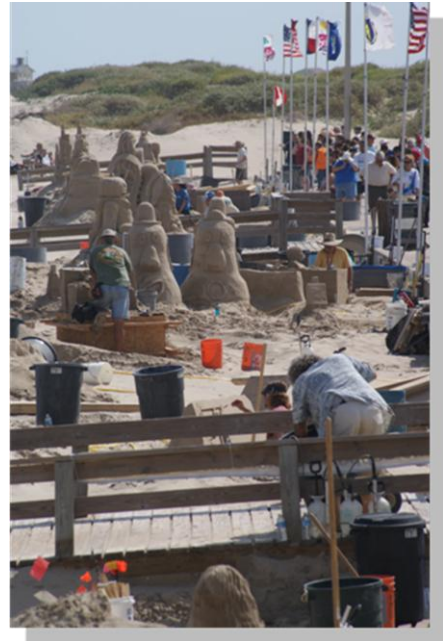


Municipal
Complex



South Padre Island

Sand Castle Days Event



Bikefest Event

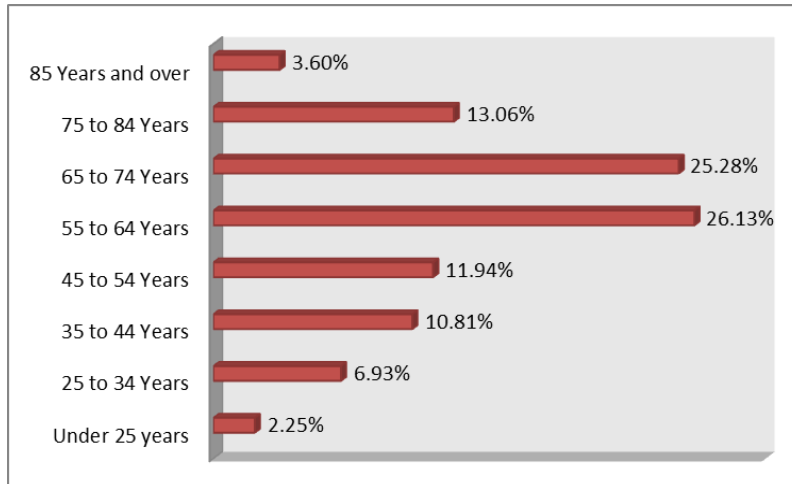


Fireworks display

DEMOGRAPHICS

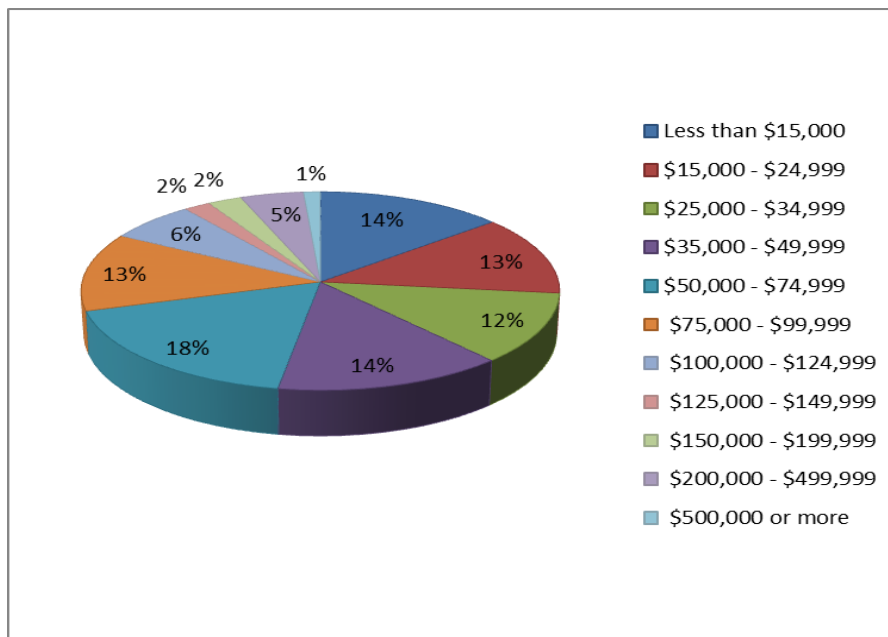
The current median age for the City of South Padre Island is 58.0, while the average age is 52.2. Five years from now, the median age is projected to be 58.8.

Estimated Households by Age of Householder



The average household income is estimated to be \$70,545 for the 2010 year and is projected to be \$73,620 in 2015. The estimated per capita income for this area is \$37,251.

Estimated Households by Household Income



Source of Demographics Statistics: South Padre Island Economic Development Corporation

CLIMATE

South Padre Island is a year-round vacation destination located at practically the same latitude as Miami, Florida. The Island enjoys a sub-tropical environment with mild, dry winters and warm, breezy summers.

Climatic Profile	
Winter Average Temp.	65 degrees
Summer Average Temp.	82 degrees
Average Daily Temp.	74 degrees
Average Sunshine Days	253 days
Average Growing Season	336 days
Average Annual Rainfall	27.6 inches

ECONOMIC FACTORS

Assessed Value and Actual Value of Taxable Property

Fiscal Year Ended September 30,	Net Taxable Assessed Value		Less: Exempt Property	Total Taxable Assessed Value	Total Direct Tax Rate
	Real Property	Personal Property			
2003	1,037,328,591	25,832,316	35,218,564	1,027,942,343	0.25811
2004	1,222,211,135	26,540,260	44,573,534	1,204,177,861	0.25811
2005	1,503,904,613	28,449,556	77,073,416	1,455,280,753	0.25811
2006	1,712,735,440	31,000,283	83,532,833	1,660,202,890	0.25311
2007	1,941,204,388	32,472,880	61,850,862	1,911,826,406	0.25311
2008	2,305,658,543	34,289,547	71,535,213	2,268,412,877	0.24561
2009	2,545,047,287	33,419,535	78,289,018	2,500,177,804	0.24561
2010	2,539,540,899	29,230,095	76,526,864	2,492,244,130	0.24561
2011	2,635,413,859	30,316,814	84,535,004	2,581,195,669	0.24561
2012	2,656,625,431	29,055,461	77,035,264	2,608,645,628	0.25040

Source: Cameron County Appraisal District

PRINCIPAL PROPERTY TAXPAYERS – FISCAL YEAR ENDED SEPTEMBER 30, 2010

Taxpayer	2010	
	Taxable Assessed Valuation	Percentage of Total Assessed Valuation
Sapphire VP LP	\$ 48,717,558	2.00%
Los Corales Inc.	21,525,758	0.88%
ICS Management Company	10,837,560	0.45%
Peninsula Island Resort & Spa Llc	8,907,176	0.37%
Rio Padre LLC	7,077,818	0.29%
SPI La Copa Ltd	7,020,689	0.29%
SPI Oleander Ltd	6,848,439	0.28%
AEP Texas Central Co.	6,727,450	0.28%
Bayside Capital LLC	6,686,247	0.27%
Shores Development Inc.	6,598,081	0.27%



Sapphire Towers

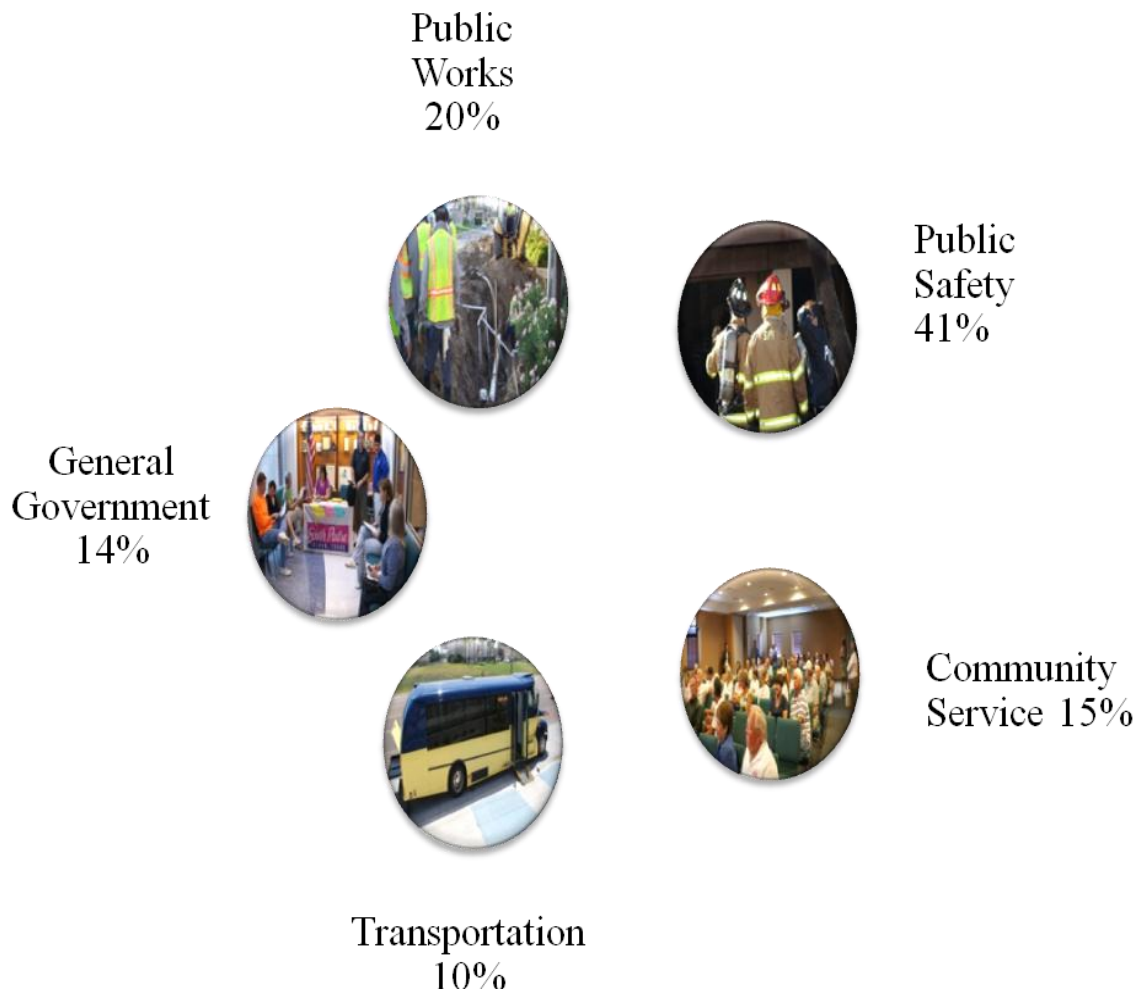
Source: Cameron County Appraisal District

PRINCIPAL EMPLOYERS

Employer	2010	
	Number of Employees (Peak)	Percent of Total City Employment
Schlitterbahn Beach Water Park	383	7.16%
Sheraton South Padre Island Beach Hotel	225	4.21%
Isla Grand Resort	217	4.06%
City of South Padre Island	200	3.74%
Blackbeard's Restaurant	180	3.37%
Hilton Garden Inn	150	2.81%
Louie's Backyard	130	2.43%
La Quinta Inn & Suites	120	2.24%
La Copa Inn	110	2.06%
Sea Ranch Enterprises	85	1.59%

Source: South Padre Island Economic Development Corporation

PERCENTAGE OF EMPLOYEES BY DIVISION



GLOSSARY

This document contains specialized and technical terminology that is unique to public finance and budgeting. A budget glossary follows to assist readers.

ACCRUAL BASIS-The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash flows.

ACCRUED EXPENSES-Expenses incurred but not due to be paid until a later date.

AD VALOREM TAXES (Current)-A property tax or millage tax that an owner of real estate pays on the value of the property being taxed.

AD VALOREM TAXES (Delinquent)-All taxes are due on receipt of bill and are delinquent if not paid before February 1 of the fiscal year in which it is imposed.

AD VALOREM TAXES (Penalty and Interest)-A delinquent tax incurs a combined penalty and interest of 7% of the amount of the tax for the first calendar month it is delinquent, plus 2% for each additional month or portion of the month the tax remains unpaid prior to July 1 of the year in which it becomes delinquent.

ASSESSED VALUATION-The taxing authority performs an appraisal of the monetary value of real or personal property, and tax is assessed in proportion to that value. (Note: Property values are established by the Cameron County Appraisal District.)

ASSET-Resources owned or held which have monetary value.

AUDIT- A certified public accountant issues an opinion of the presentation of financial statements, tests the controls over the safekeeping of assets, and makes recommendations for improvements where necessary, as the result of a comprehensive review of the manner in which the government's resources were actually utilized.

BENEFICIAL USE OF DREDGED MATERIAL (BUDM)-Beach re-nourishment by relocating sand from the dredging of waterway navigation channels in conjunction with the US Army Corps of Engineers.

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

BUDGET-A financial plan of projected resources and proposed expenditures for a given period.

BUDGET CALENDAR-The schedule of key dates or milestones that the City follows in the preparation, adoption, and administration of the budget.

BUDGETED FUNDS-Funds that are planned for certain uses but have not been formally or legally authorized by the legislative body. The budget document that is submitted for Council approval is composed of budgeted funds.

CAPITAL EXPENDITURES-A capital expenditure is incurred when a business spends money either to buy fixed assets or to add to the value of an existing fixed asset, with a useful life that extends beyond the taxable year.

CAPITAL IMPROVEMENTS PLAN (CIP)-A five year planning document that outlines the capital projects within the next five years and includes information regarding funding, project description and scheduling, and status. The City Council annually adopts a CIP as part of the budget process.

CASH BASIS-A basis of accounting under which income and expenses are recognized only when cash is actually received or paid out.

CERTIFICATES OF OBLIGATION-See definition of bond.

CURRENT TAXES-Taxes that are levied and due within the current year.

DEBT SERVICE-Principal and interest obligations for bonds and other debt instruments according to a pre-determined payment schedule.

DELINQUENT TAXES-Taxes that are unpaid on and after the date on which a penalty for non-payment is assessed.

DEPARTMENT-An administrative segment of the City consisting of multiple divisions that is organized by function and service provided.

DEPRECIATION- Decline in value of an asset spread over its economic life. Depreciation includes deterioration from use, age, and exposure to the elements, as well as decline in value caused by obsolescence, loss of usefulness, and the availability of newer and more efficient means of serving the same purpose.

EFFECTIVE TAX RATE-The effective tax rate is the tax rate required to produce the same amount of taxes for the current year as the previous year. The rate is calculated by subtracting taxes on property lost this year from the prior year's taxes total. This number is divided by the current value of property taxed in the prior year. Multiplying this number by 100 will produce the effective tax rate.

ENCUMBRANCES-Commitments related to unperformed contracts for goods or services.

ENHANCEMENTS-Newly requested budgeted amounts that will result in a new or expanded level or service over the previous year.

ETJ-The Extra-Territorial Jurisdiction is the contiguous area just beyond the city limits where a city may apply its development standards and regulations.

EXPENDITURE-The outflow of funds paid or to be paid for an asset or goods and services obtained, regardless of when the expense is actually paid. Note: An encumbrance is not an expenditure. An encumbrance reserves funds to be expended when goods or services are received.

EXPENSES-Charges incurred (whether paid or unpaid) for operation, maintenance, interest, and other charges.

FISCAL YEAR-The time period signifying the beginning and ending period for recording financial transactions. The City of South Padre Island has specified October 1 to September 30 as its fiscal year.

FIVE-YEAR PLAN-This document contains the five year goals of each department.

FIXED ASSETS-Assets of a long-term nature which are intended to continue to be held or used, such as machinery and equipment, land, buildings, and improvements.

FRANCHISE FEE-A charge paid by businesses for the use of City streets and public right of way and is in lieu of all other municipal charges, fees, street rentals, easement or other like franchise taxes, inspections fees, and/or charges of every kind except Ad Valorem and special assessment taxes for public improvements.

FULL-TIME EQUIVALENT-This refers to the numeric breakdown of city positions. A regular full-time employee (40 hours per week) equals one (1.0) full-time equivalent. Part-time positions are calculated as 0.5 full-time equivalents, and seasonal staff positions are considered 0.25 full-time equivalents.

FUND-An accounting entity that has a set of self-balancing accounts and includes all financial transactions for specific activities or government functions. Eight commonly used funds in public accounting are: general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, trust and agency funds, internal service funds, and special assessment funds.

FUND BALANCE-The term fund balance is used to describe the arithmetic difference between the assets and liabilities reported in a fund.

GENERAL FUND-The fund used to account for all financial resources except those required to be accounted for in another fund.

GENERAL OBLIGATION BONDS-Bonds that 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.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)-Uniform minimum standards of and guidelines for financial accounting and reporting. These principles: govern the form and content of the basic financial statements of an entity; encompass the conventions, rules, and procedures necessary to define accepted accounting practice at a particular time; include not

only broad guidelines of general application, but also detailed practices and procedures; and, provide a standard by which to measure financial presentations.

GOVERNMENTAL FUNDS-Funds, within a governmental accounting system, that support general tax supported governmental activities.

GRANTS-Contributions or gifts of cash or other assets from another governmental entity to be used or expended for a specific purpose, activity, or facility.

HOTEL/MOTEL TAX-Pursuant to State law, hotel/motel tax is levied upon the cost of occupancy of any room or space. The tax covers hotels, motels, and bed and breakfasts, as well as condominiums, apartments, and houses rented for less than 30 consecutive days. The current rate of taxation is 14.5% (6% to State of Texas of which 1% is returned to the City for beach re-nourishment, and 8.5% to the Convention and Visitors Bureau).

INVESTMENTS-Securities held for the generation of revenue in the form of interest. This term does not include fixed assets used in governmental operations.

LEED® (Leadership in Energy and Environmental Design) Green Building Rating System™ is a feature-oriented rating system that awards buildings points for satisfying specified green building criteria.

LEVY-(Verb) To impose taxes, special assessments, or special charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments, or special charges imposed by a government.

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

MODIFIED ACCRUAL BASIS- The accrual basis of accounting adapted to the governmental fund type spending measurement focus. Under this basis of accounting, revenues are recognized when they become both “measurable” and “available to pay expenditures within the current period”. Expenditures are recognized when the related fund liability is incurred except for: (1) inventories of materials and supplies and items for re-sale which may be considered expenditures either when purchased or when used or sold; (2) prepaid insurance and similar items; (3) accumulated unpaid vacation, sick pay, and other employee benefit amounts which need not be recognized in the current period, but for which larger-than-normal accumulations must be disclosed in the notes to the financial statements; and (4) principal and interest on long-term debt which are generally recognized when due.

OPERATING BUDGET- Operating budgets are carefully crafted budgets that focus on managing current expenses. The focus of an operating budget is to ensure there are funds to maintain the continued operation of a business, and that those funds are distributed in the most cost-efficient manner.

ORDINANCE-A formal legislative enactment by the governing board of a municipality. If an ordinance is not in conflict with any higher form of law, such as a state statute of constitutional

provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter is less formal and has a lower legal “status”. Ordinarily, statutes or characters will specify or imply those legislative actions that must be by ordinance and those which may be by resolution. Revenue raising measures such as those required for imposition of taxes, special assessments and service charges, universally require ordinances.

PROPERTY TAX-Property taxes are levied on both real and personal property according to the property’s valuation and the tax rate.

RESERVE-A portion of a fund restricted for a specific purpose and is, therefore, not available or recommended for general appropriation.

REVENUES-Increases in governmental fund type net current assets from other than expenditure refunds and residual equity transfers. Under National Council on Governmental Accounting (NCGA) Statement 1, general long-term debt proceeds and operating transfers in are classified as “other financing sources” rather than revenues.

SALES TAX-A general “sales tax” is levied on all persons and businesses selling merchandise in the City limits on a retail basis. The current sales tax rate for the City is 8.25% (1/2% to Economic Development, 1 ½% to City of SPI, and 6 1/4 % to State of Texas).

SURPLUS-The excess of the assets or resources of a fund over its liabilities or obligations.

TAX INCREMENT REINVESTMENT ZONE (TIRZ)-A designated area in which new city and county property taxes generated in future decades may be used only to pay for public improvements within that area. TIRZs are special zones created by City Council to attract new investment to an area. TIRZs help finance the cost of redevelopment and encourage development in an area that would otherwise not attract sufficient market development in a timely manner.

TAXES-Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the public. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments.